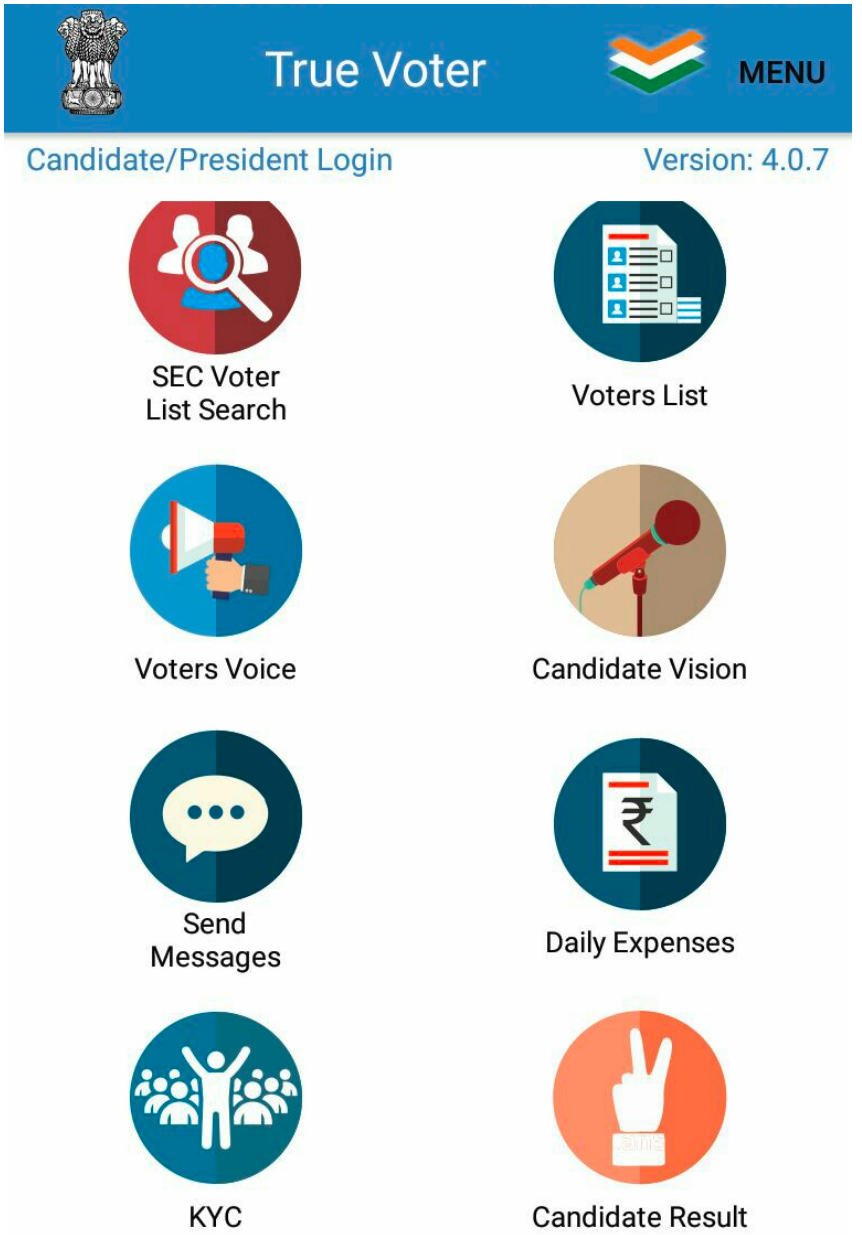
How to fill daily expense..?

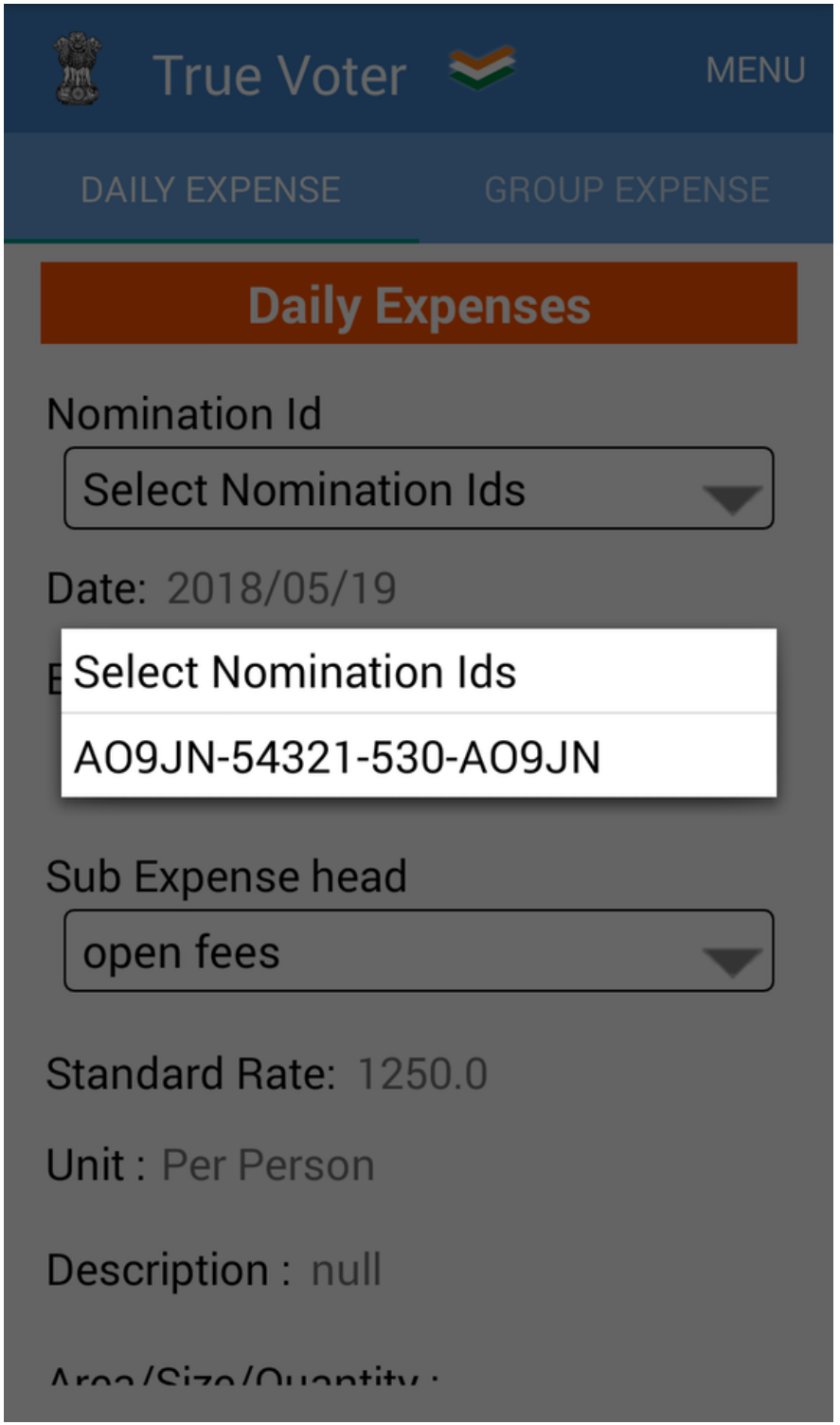
True Voter version 4.0.7

- Daily Expenses Module :
- This function is used to submit details of daily expenses in the election to the government.
- To use daily expense function user should be logged in as a Candidate with his registered mobile no.
- Representative can also use this function.
- For this president or ward member have to add representative under his number.
- Click on '**Daily Expenses**' function.



True Voter version 4.0.7

- Daily expense page will be displayed to the user.
- Daily expenses are supposed to be added every day date wise and print out is supposed to be submitted every day to election officer.
- Select your Nomination Id.
- Expense heads and sub heads are to be downloaded first.
- To download standard rates click on ‘Menu’ option.
- You can add expenses of those head and sub heads of which standard rates are provided. You can not add the entry of such sub head whose standard rate is not given.
- As per the selection of Head and sub head provide its quantity/area/Size/Nos used by you.
- Already Standard rate is given of that sub head, you provide your actual rate you paid for that selected sub head

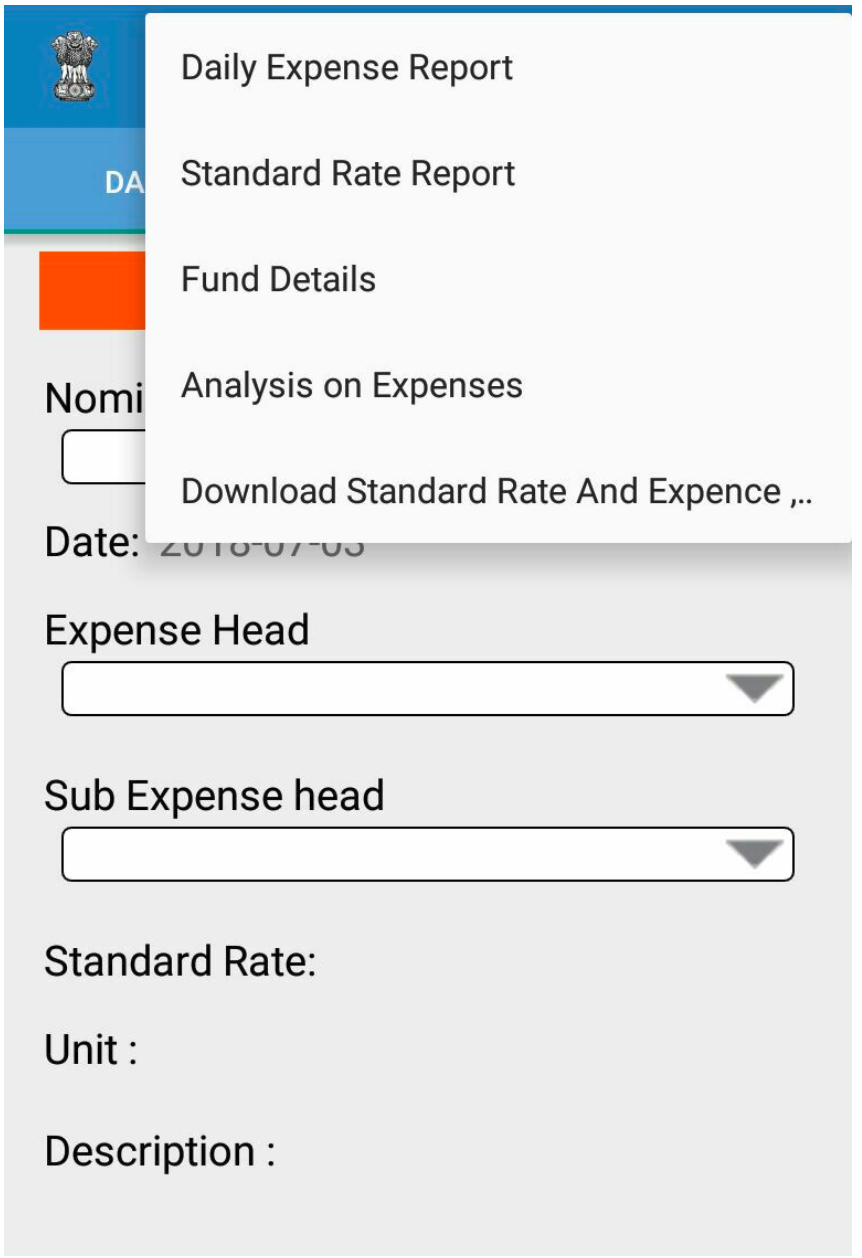


True Voter version 4.0.7

- Click on ‘Download Standard Rate and Expense Head’ to download Expense head and sub expense heads entered by collector officer. Or by Municipal Commissioner office for corporation.

  Please wait for minute to get download Standard Rate and Expenses Head ,sub expense heads.

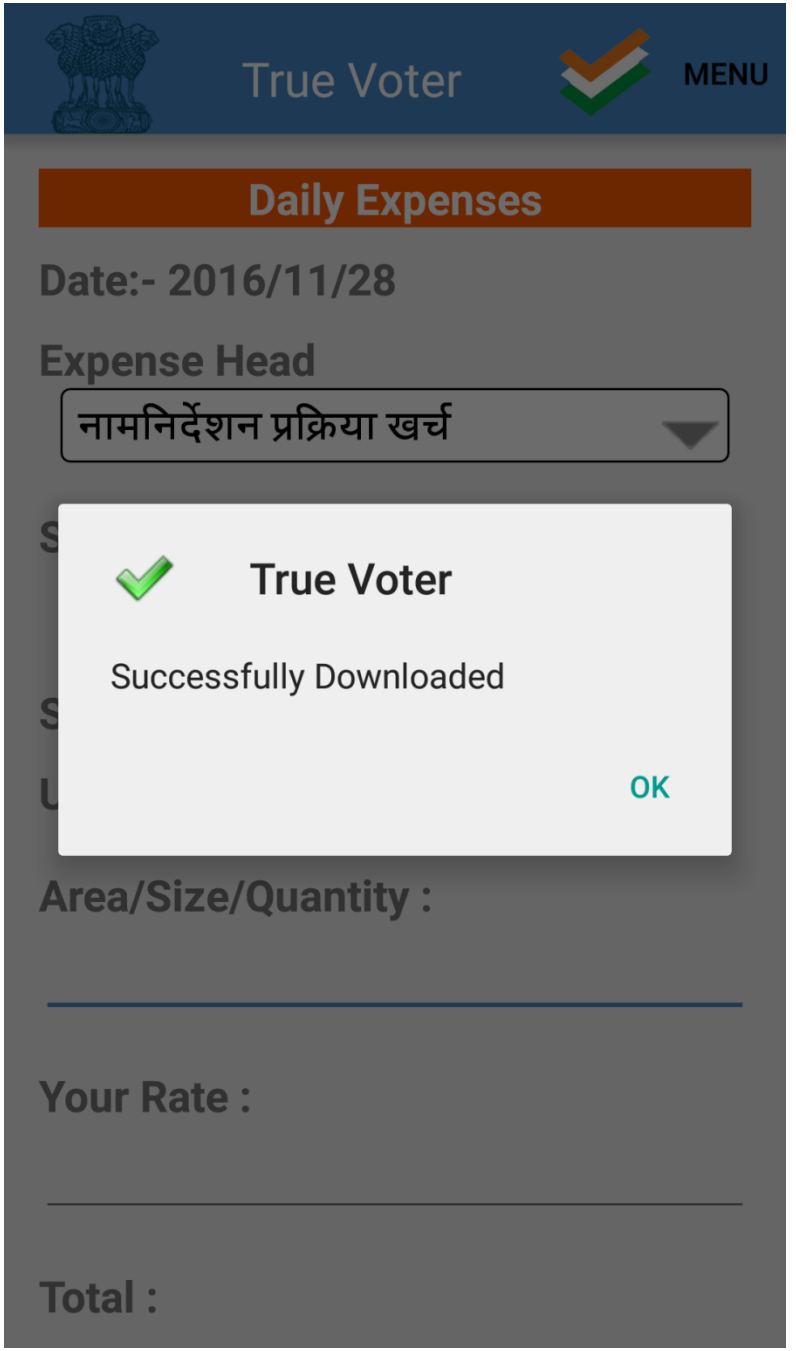
- Standard rates entered by ‘Collector officer or collector staff’ will get downloaded here. In case of corporation, rate entered by Municipal Commissioner Staff will get downloaded
- Please wait for minute to get download Standard rates.
- To see the downloaded Standard rates and Expense and sub expense heads use the menu “Standard Rate Report”



True Voter version 4.0.7

- Candidate will get massage that ‘Successfully Downloaded”, when Expense heads and sub expense heads are getting download successfully.

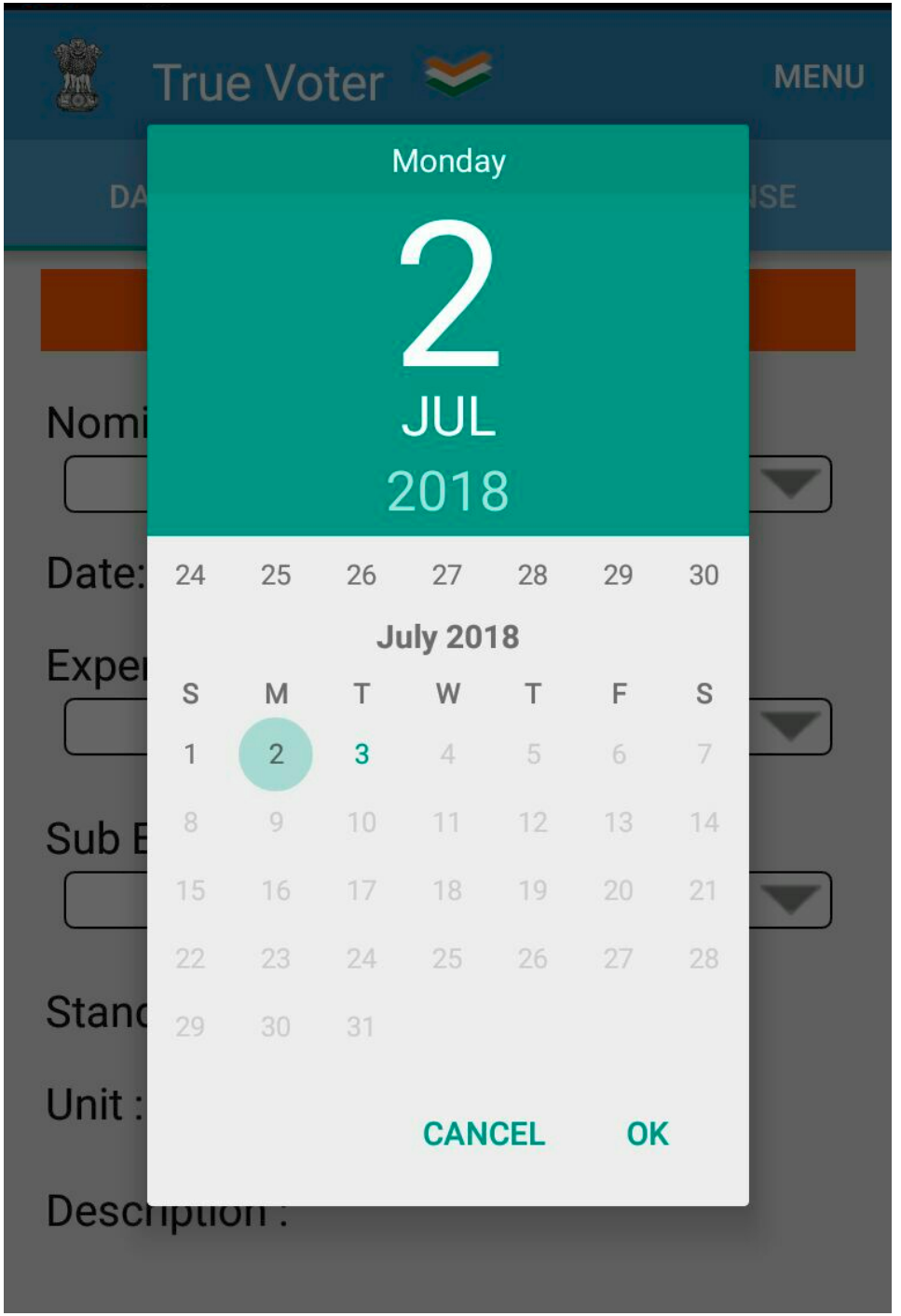
- User will get massage that ‘Successfully Downloaded”, when standard rates are getting download successfully.



True Voter **version 4.0.7**

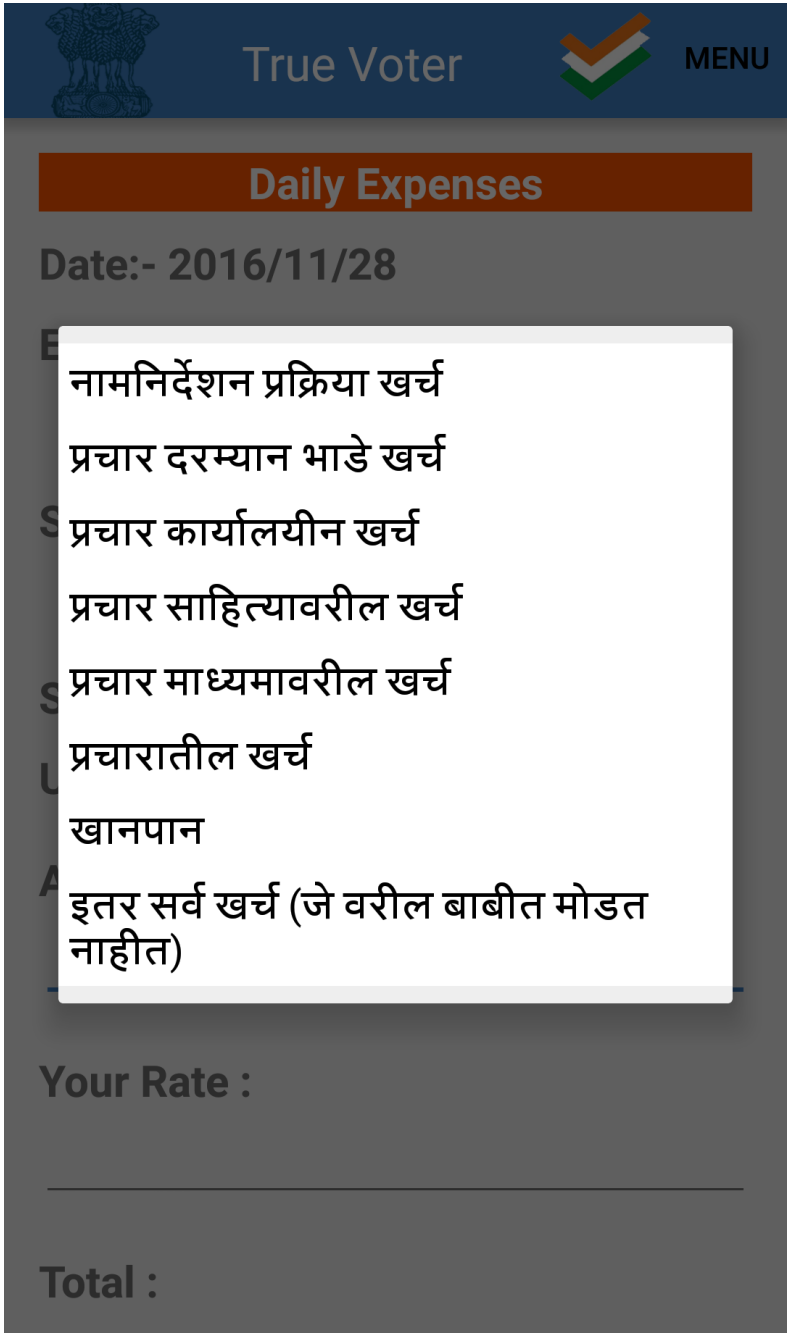
- On the Daily expense page click on ‘Date’ to select date for which you want to enter daily expenses.

- Select date of which you have to add entry and click on ‘ok’.



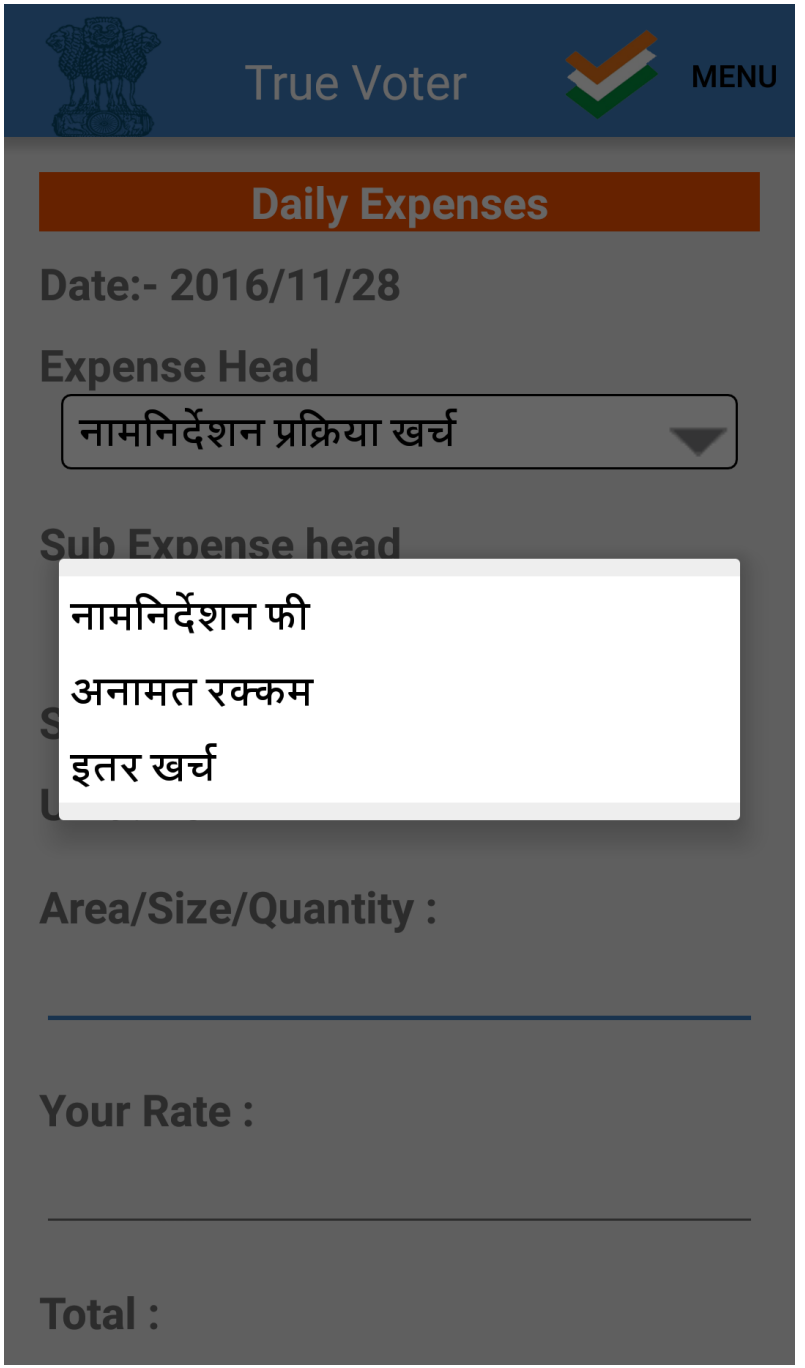
True Voter version 4.0.7

- Click on ‘Expense Head’.
- Select expense head from the given list.
- There are total 8 main expense heads.
- Each main head have multiple sub heads.



True Voter version 4.0.7

- Click on ‘sub expense head’.
- Select ‘sub expense head from the given list.
- Any no of multiple entries of same Head and Sub Expense Head can be added as required.



True Voter version 4.0.7

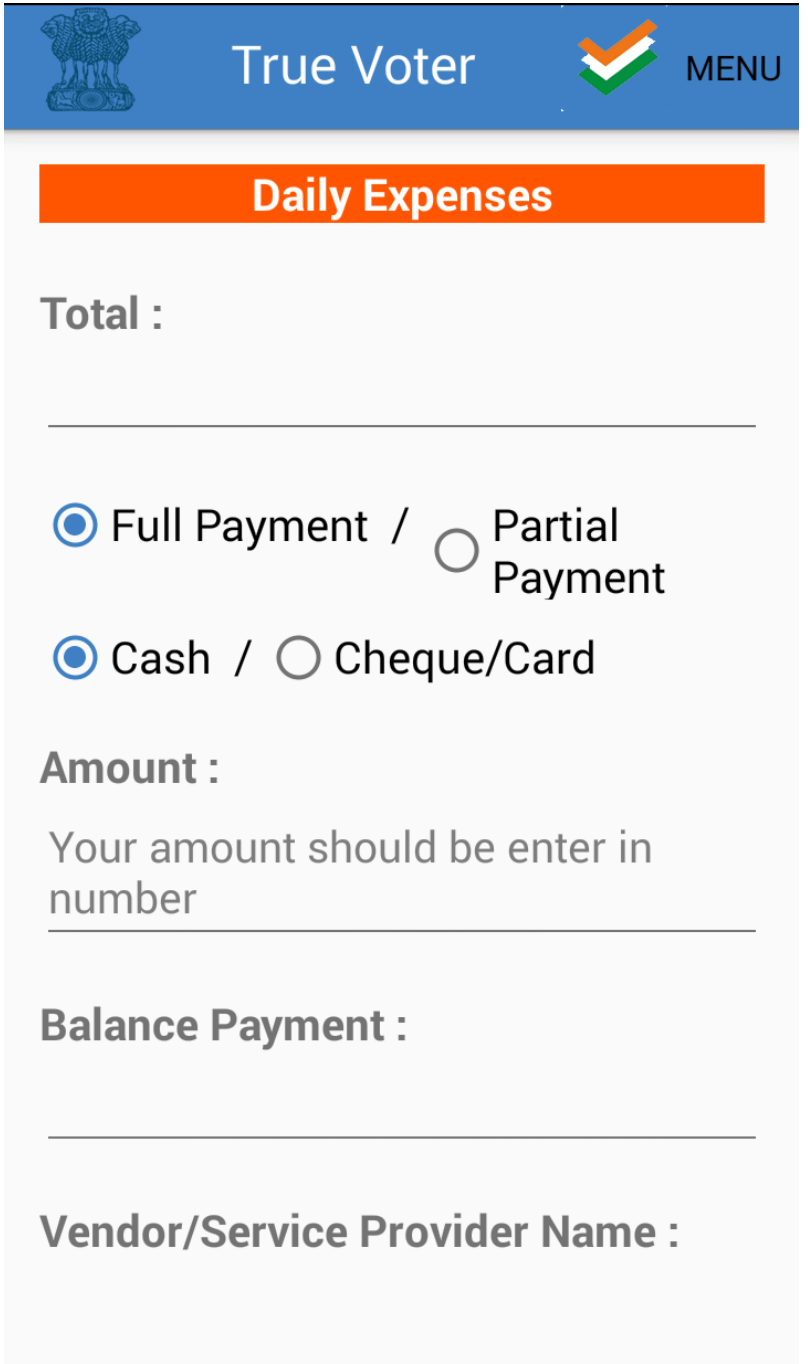
- As per your entered quantity and rate, Total amount of the selected item is displayed below “Total “.

- Select the option whether you have paid the bill full or partially. Select the option whether you have paid the bill cash or by cheque.

  Amount actually is not too much.

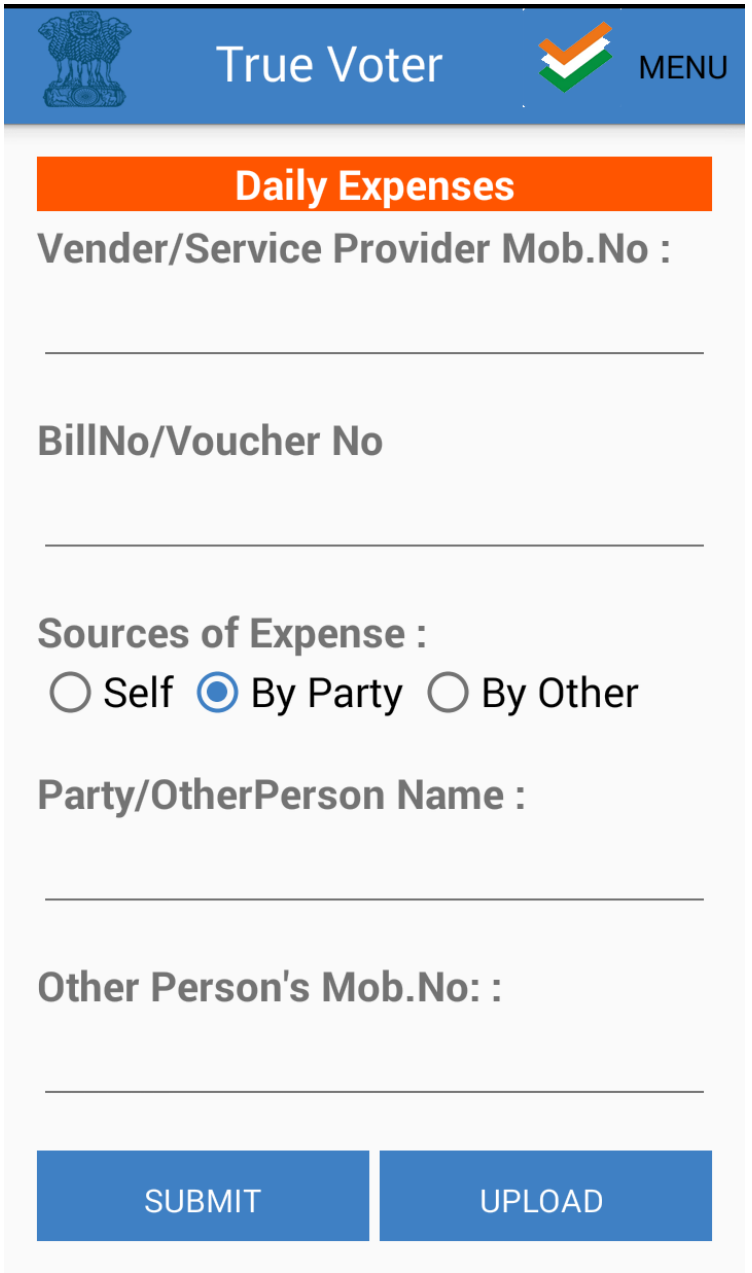
- If you are paying partial then “Total” and “Amount” will be different. Enter Amount paid, Balance payment to be paid latter will also be displayed in “Balance Payment”.

- U have to enter the vendor name, his mobile no, if the entry is related to any government then provide the landline no if it is not available then provide “9999999999” it indicate that the office don’t have even landline no.



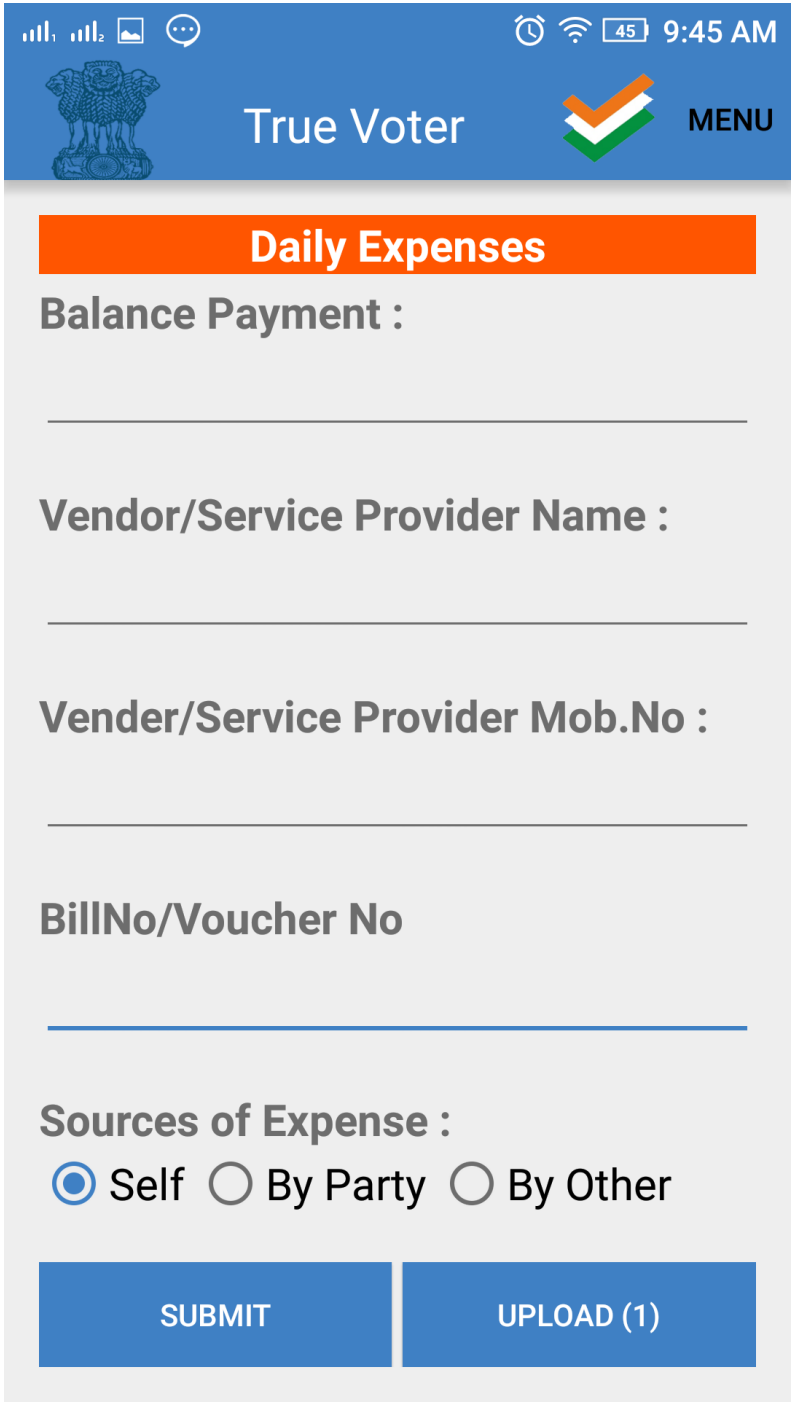
True Voter version 4.0.7

- Provide the Bill no of the entry. If you can't get Bill no then provide your self created voucher no for that payment.
- If you had paid your self then use "Self" option or if this is done by party for you then use "By Party" option. If the expenses are done by any friend or relative for you then "By Other" is to be used. Provide that friend name and mobile no.
- Press "Submit" button to save the entry.
- To see your added entries use "Daily Expense Report" from upper "MENU"
- U can update entry if require. From "Daily Expense Report" touch the entry which u want to modify, it will appear on main screen again, correct it and press "Update" button.
- At last Press "Upload" to upload entry to server. Entry once uploaded can't be changed.



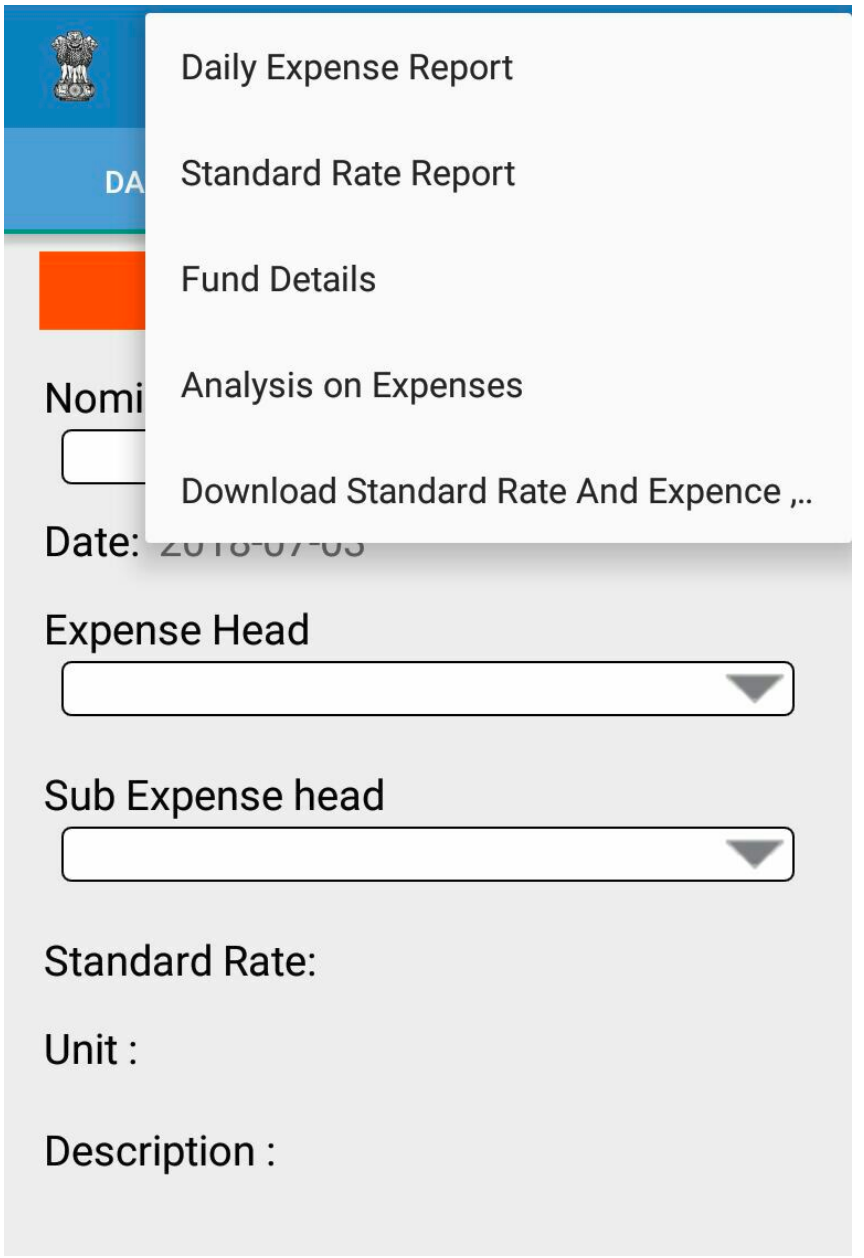
True Voter version 4.0.7

- After submit data upload counter will be increased.
- To view report for the submitted data click on ‘Menu’ option on the upper right corner of the screen.



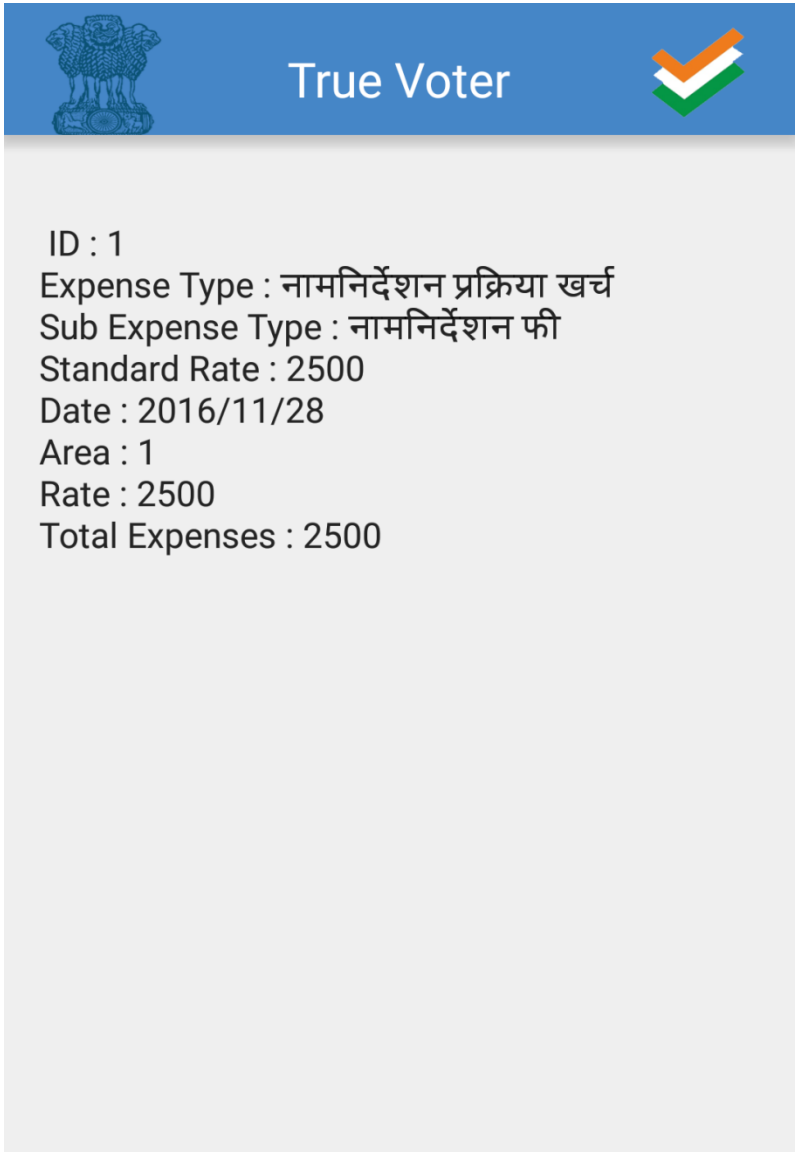
True Voter version 4.0.7

- Select ‘Daily Expense Report’ option.
-
- User will be displayed the report on the next page.



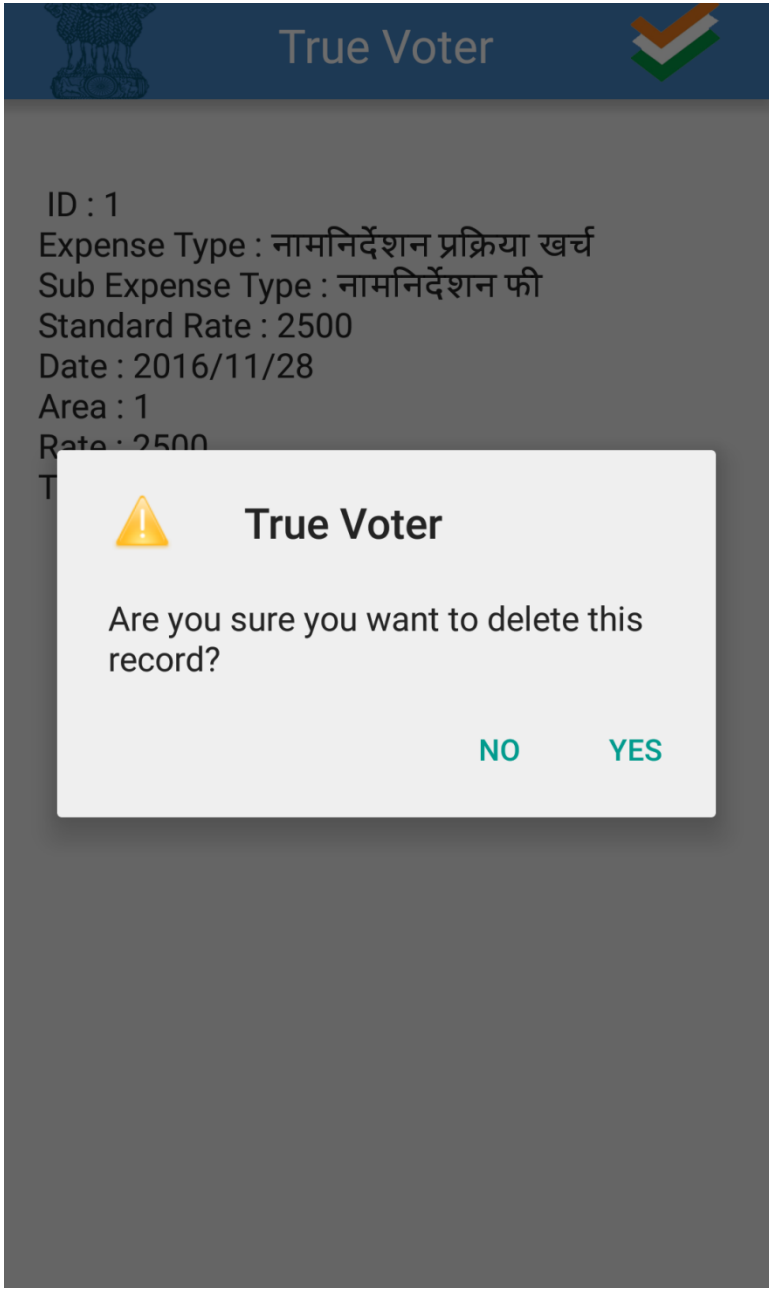
True Voter **version 4.0.7**

- Report for Daily expense will be displayed as shown in the screen shot.
- Click on the record to update.
- The selected entry for update will be displayed to user.
- Make changes if any change and then click on ‘Update’ button to update record.
- To view the updated entry go to ‘Menu’ and select ‘daily expense report’.



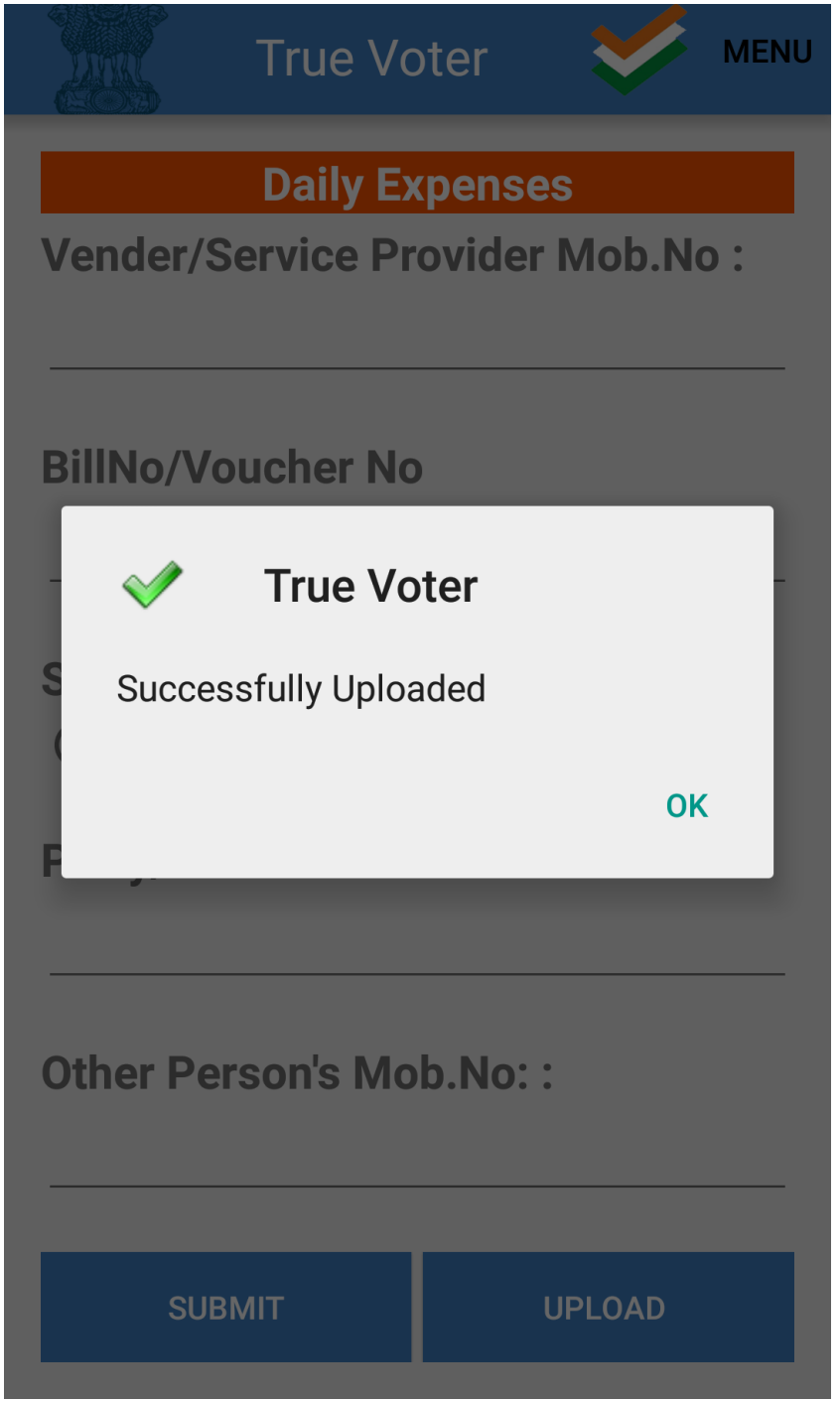
True Voter version 4.0.7

- If user wants to delete submitted ‘Entry’.
- On the ‘Daily Expense Report’ page click and hold the entry which user wants to delete.
- Click on ‘yes’ to confirm delete record
- Note – user can update and delete record before uploading record.
- Once record get upload then user can not make changes in the record.



True Voter version 4.0.7

- After uploading data user will get message as ‘Successfully upload’.
-
- Press “OK” to continue.
-
- Add further entries and follow the same process as seen till now.



How to fill and Print daily expense using website..?

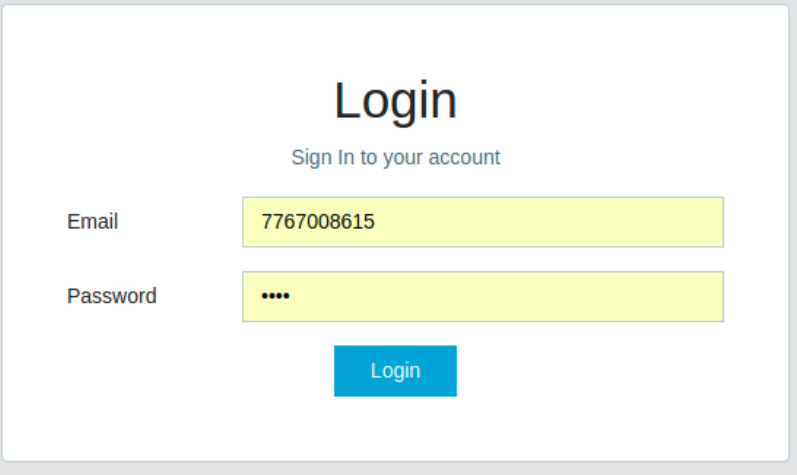
True Voter

Candidate Login

- Fill daily expenses.
- Approve and verify daily expense.
- Print daily expense.
- Add Fund Details.
- Print fund details.
- Candidate Representative Login
- Add daily expense and fund details.

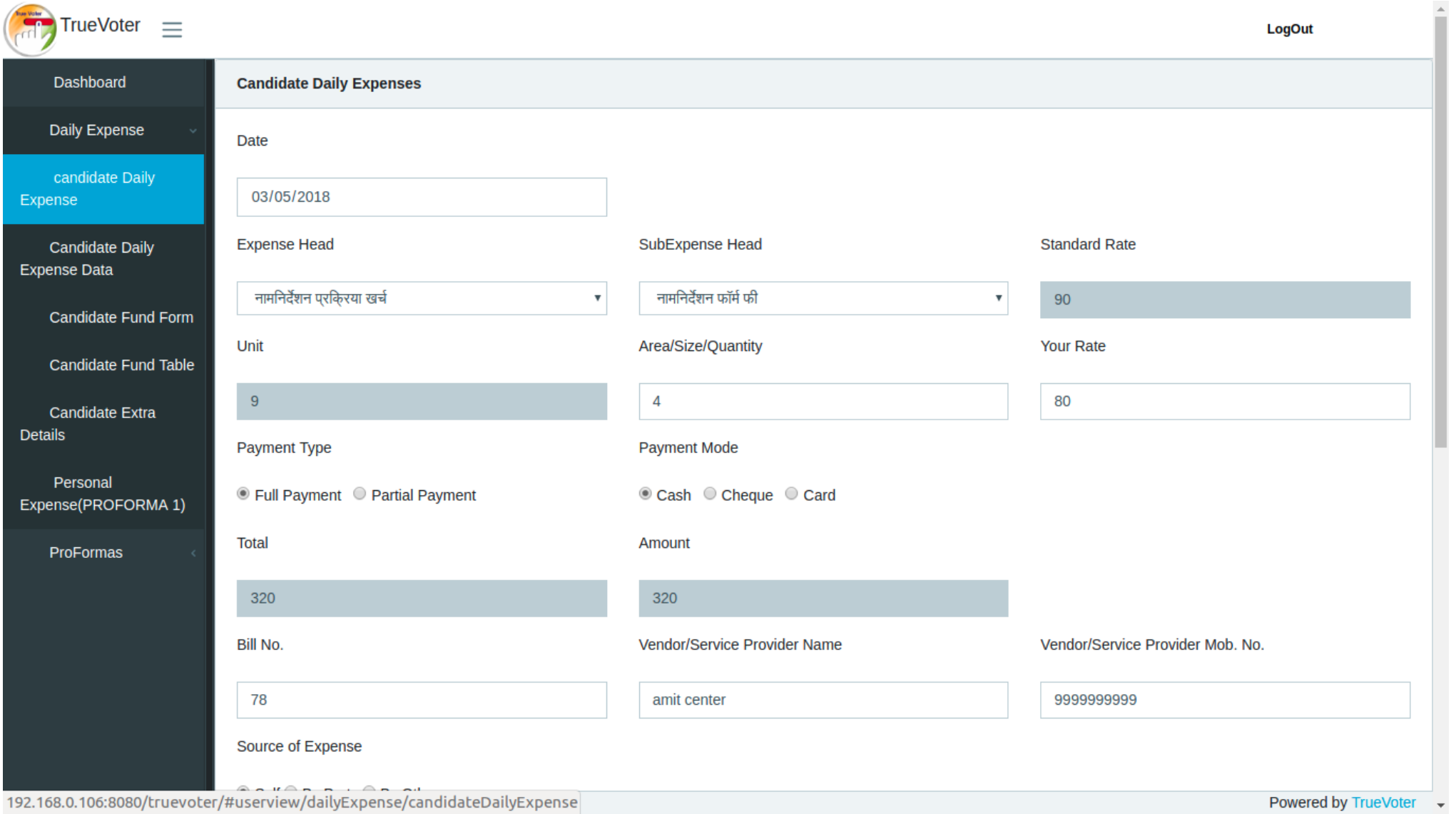
True Voter

- **Candidate Login :** Go to the website – http://52.183.34.76:8080/TrueVoters/#login
- Enter Candidate Mobile no. and Password. Click on Login.



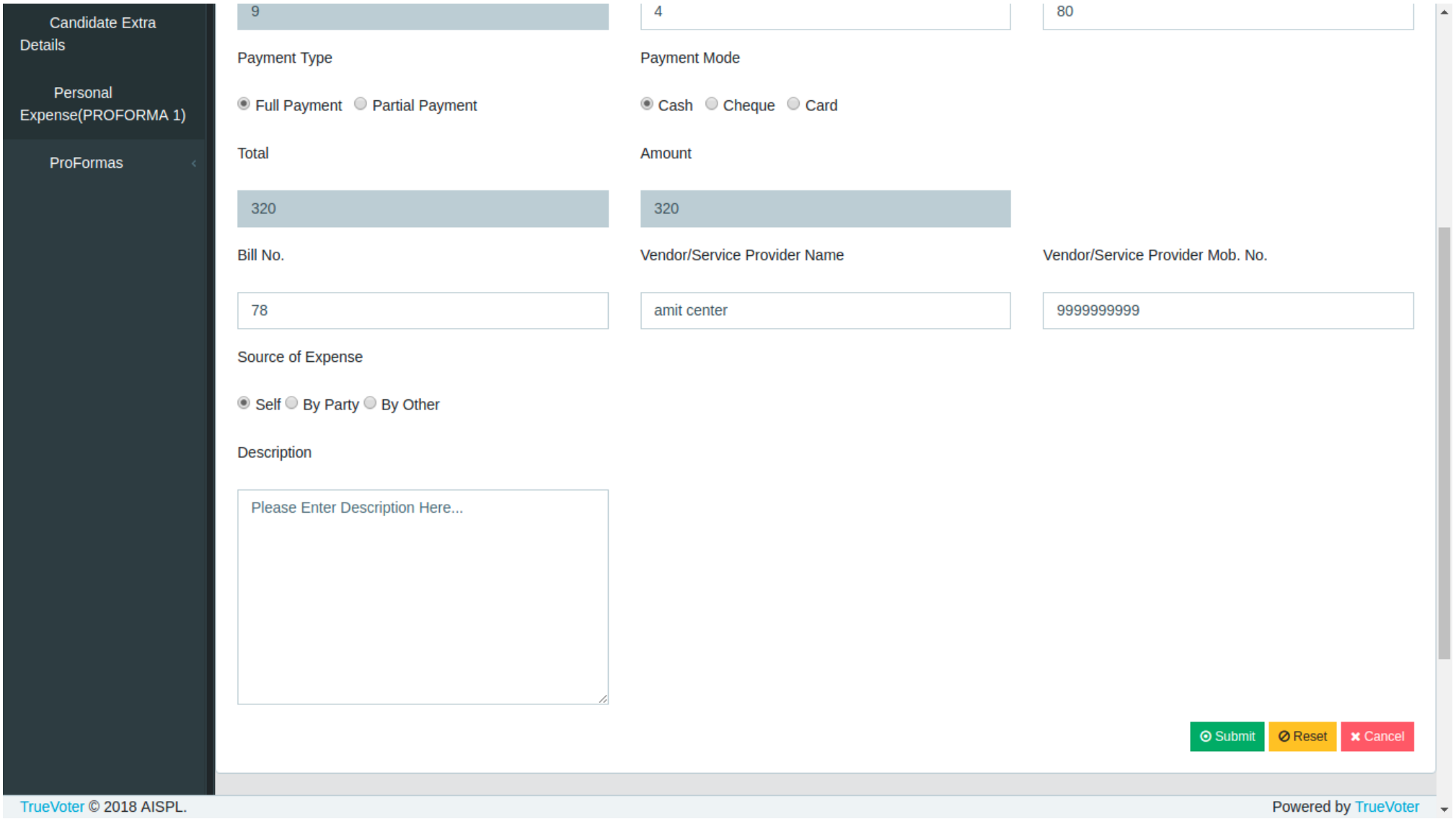
True Voter

- To add expense click on candidate daily expense.
- Select date, select expense and sub expense head, standard rate will download automatically, fill all mandatory details of daily Expense form.



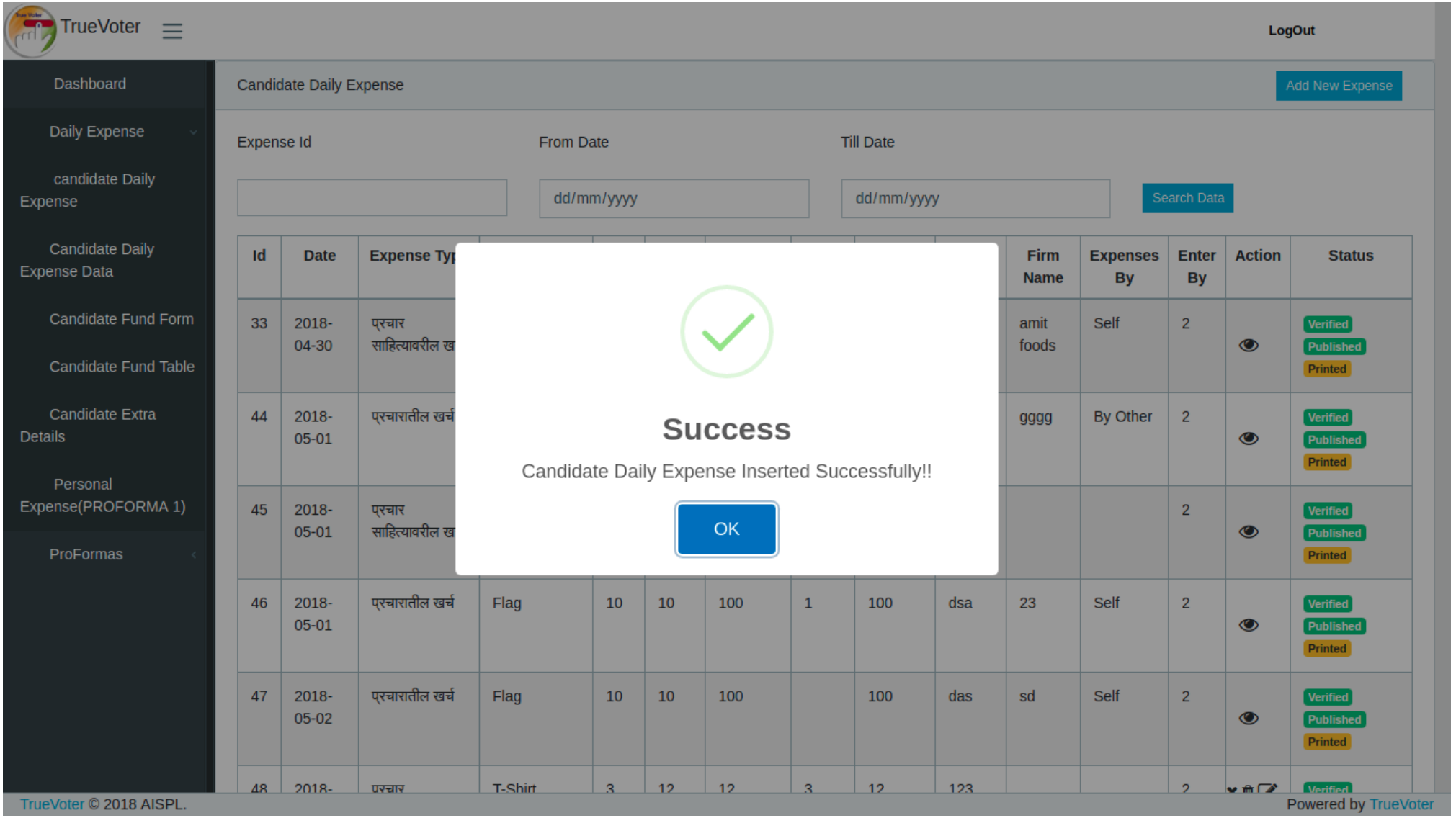
True Voter

- After filling all details click on Submit button. If you want to reset details click on reset.



True Voter

- After click on submit button, it will display the message “Expense Added Successfully.” Click on “OK”



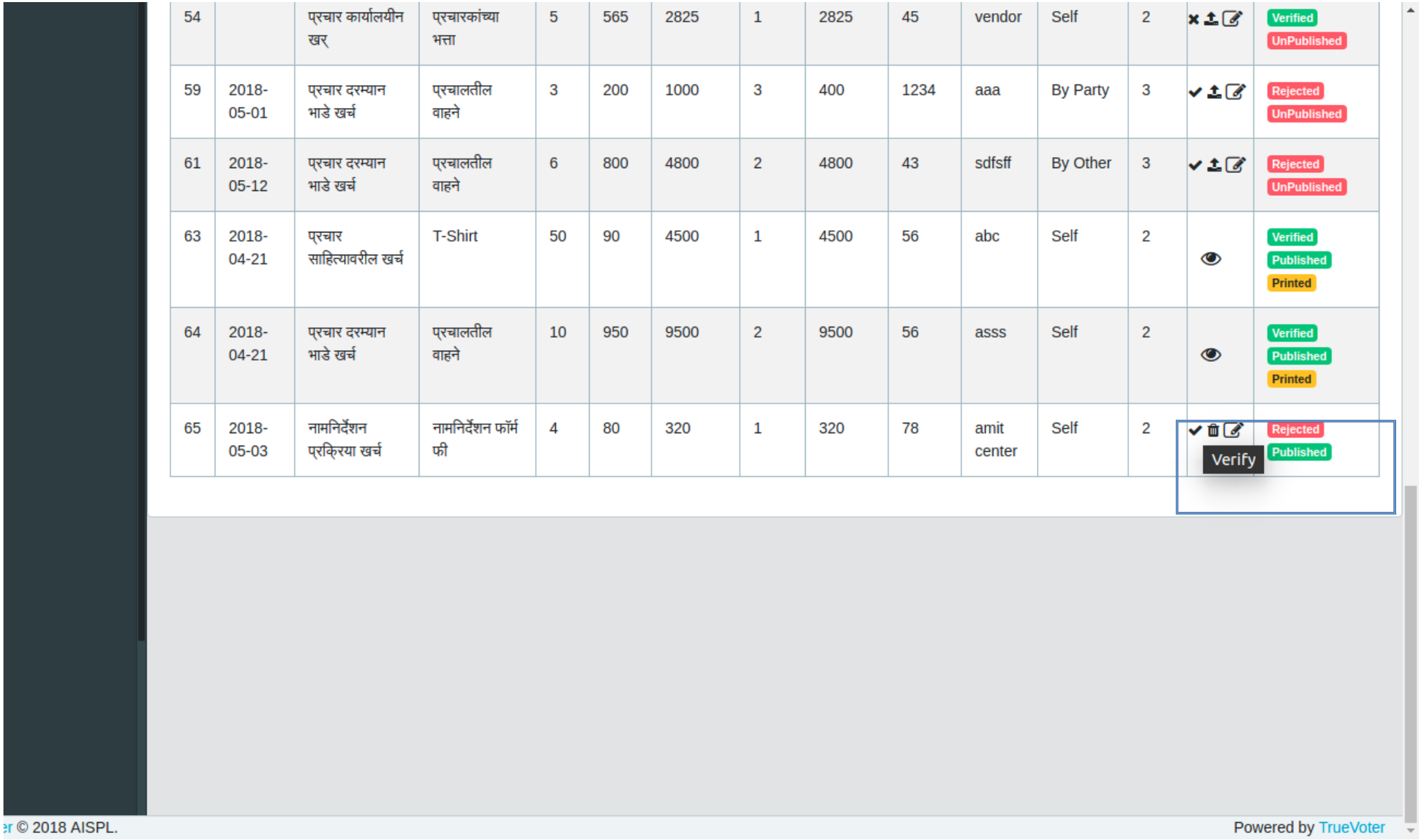
True Voter

- Added daily expense list will display, By default Status of Filled Expenses is rejected and unpublished. If filled expenses are correct then publish Expenses one by one.

54		प्रचार कार्यालयीन खर्च	प्रचारकांच्या भत्ता	5	565	2825	1	2825	45	vendor	Self	2		Verified UnPublished
59	2018-05-01	प्रचार दरम्यान भाडे खर्च	प्रचालतील वाहने	3	200	1000	3	400	1234	aaa	By Party	3		Rejected UnPublished
61	2018-05-12	प्रचार दरम्यान भाडे खर्च	प्रचालतील वाहने	6	800	4800	2	4800	43	sdfsff	By Other	3		Rejected UnPublished
63	2018-04-21	प्रचार साहित्यावरील खर्च	T-Shirt	50	90	4500	1	4500	56	abc	Self	2		Verified Published Printed
64	2018-04-21	प्रचार दरम्यान भाडे खर्च	प्रचालतील वाहने	10	950	9500	2	9500	56	asss	Self	2		Verified Published Printed
65	2018-05-03	नामनिर्देशन प्रक्रिया खर्च	नामनिर्देशन फॉर्म फी	4	80	320	1	320	78	amit center	Self	2		Rejected UnPublished

True Voter

- Click on Verify to verify the record as shown in fig.



54		प्रचार कार्यालयीन खर्च	प्रचारकांच्या भत्ता	5	565	2825	1	2825	45	vendor	Self	2		Verified UnPublished
59	2018-05-01	प्रचार दरम्यान भाडे खर्च	प्रचालतील वाहने	3	200	1000	3	400	1234	aaa	By Party	3		Rejected UnPublished
61	2018-05-12	प्रचार दरम्यान भाडे खर्च	प्रचालतील वाहने	6	800	4800	2	4800	43	sdfsff	By Other	3		Rejected UnPublished
63	2018-04-21	प्रचार साहित्यावरील खर्च	T-Shirt	50	90	4500	1	4500	56	abc	Self	2		Verified Published Printed
64	2018-04-21	प्रचार दरम्यान भाडे खर्च	प्रचालतील वाहने	10	950	9500	2	9500	56	asss	Self	2		Verified Published Printed
65	2018-05-03	नामनिर्देशन प्रक्रिया खर्च	नामनिर्देशन फॉर्म फी	4	80	320	1	320	78	amit center	Self	2	Verify	Rejected Published

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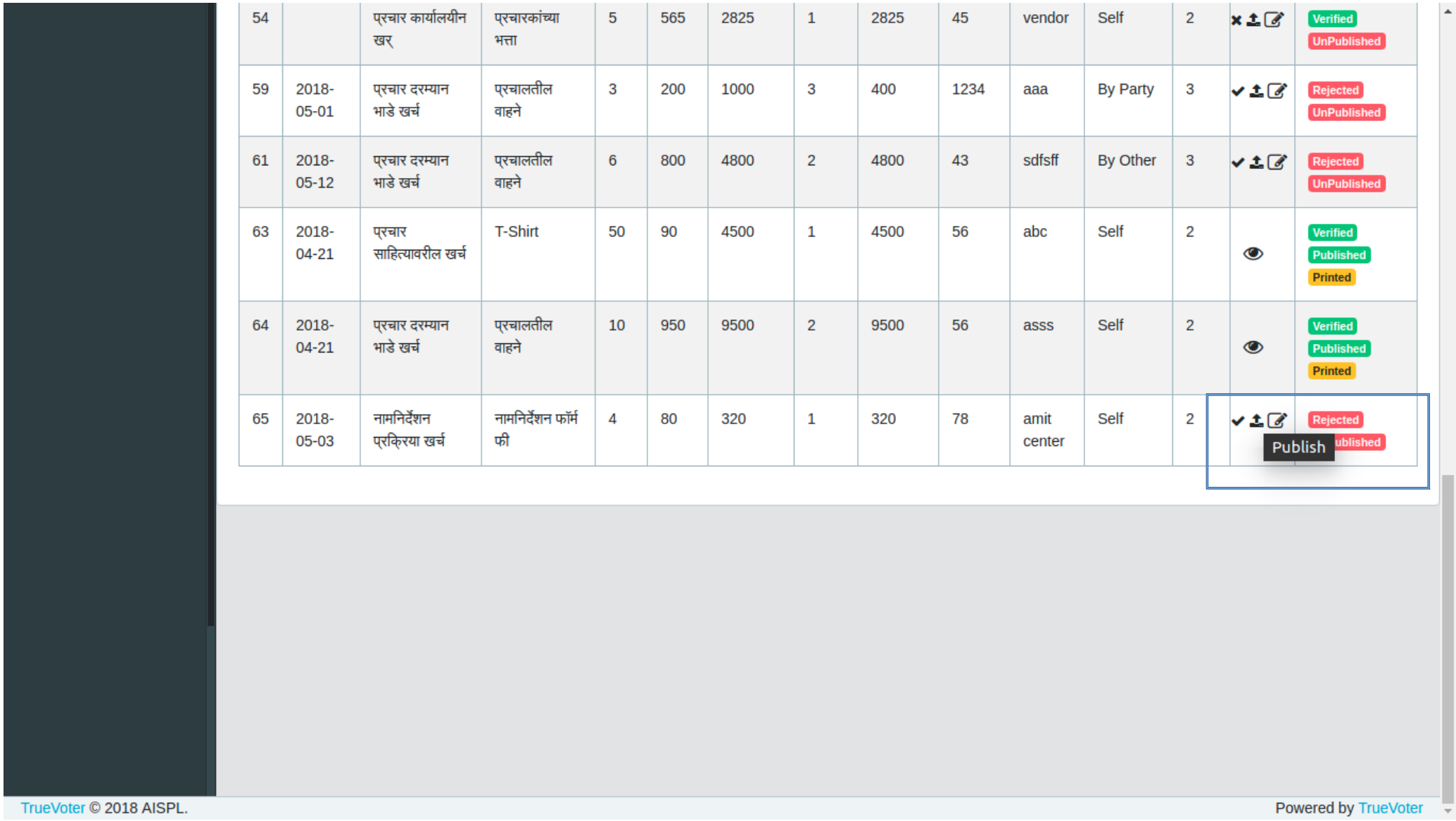
Powered by TrueVoter

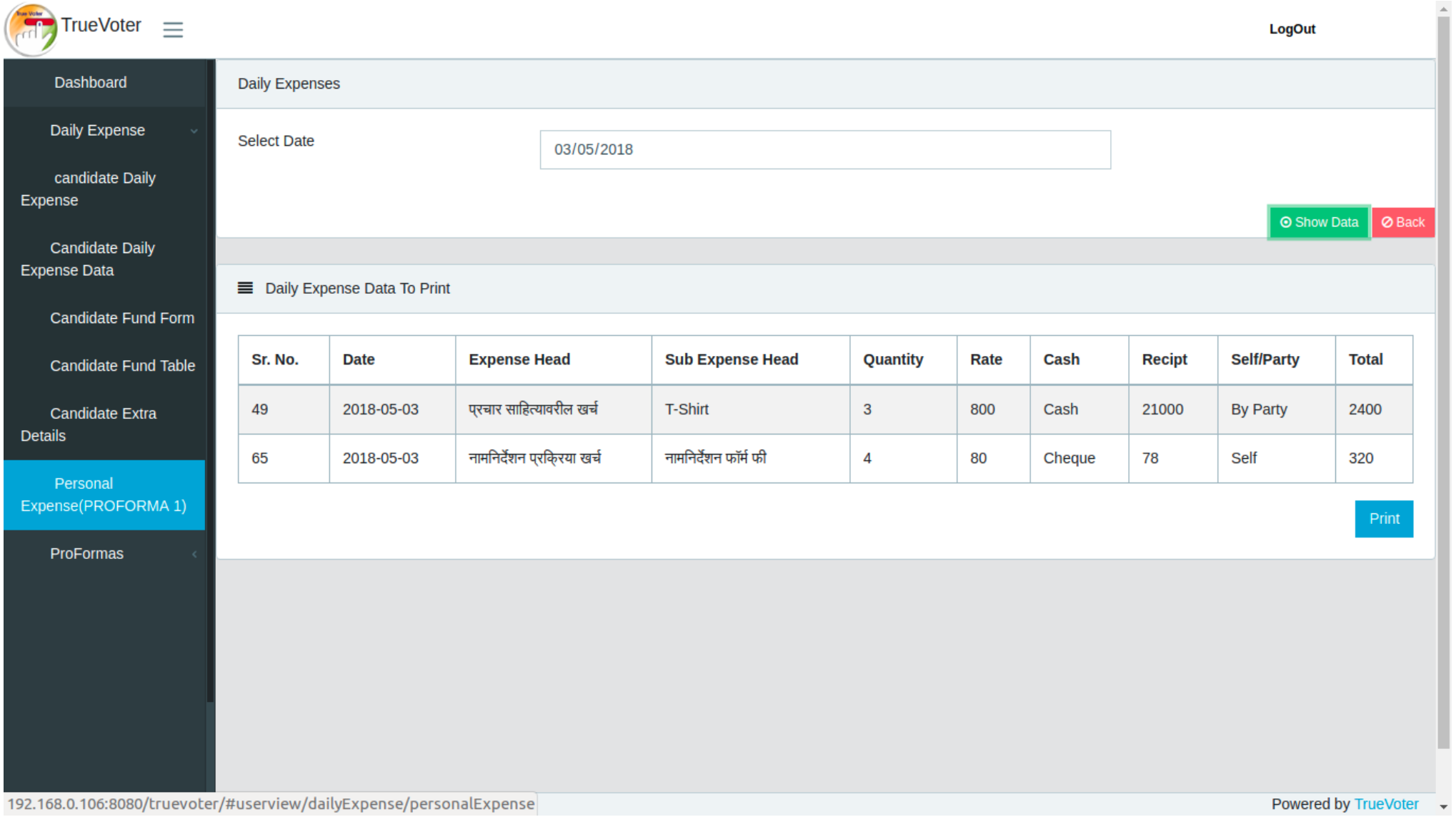
True Voter

- Then click on publish button as shown in fig.



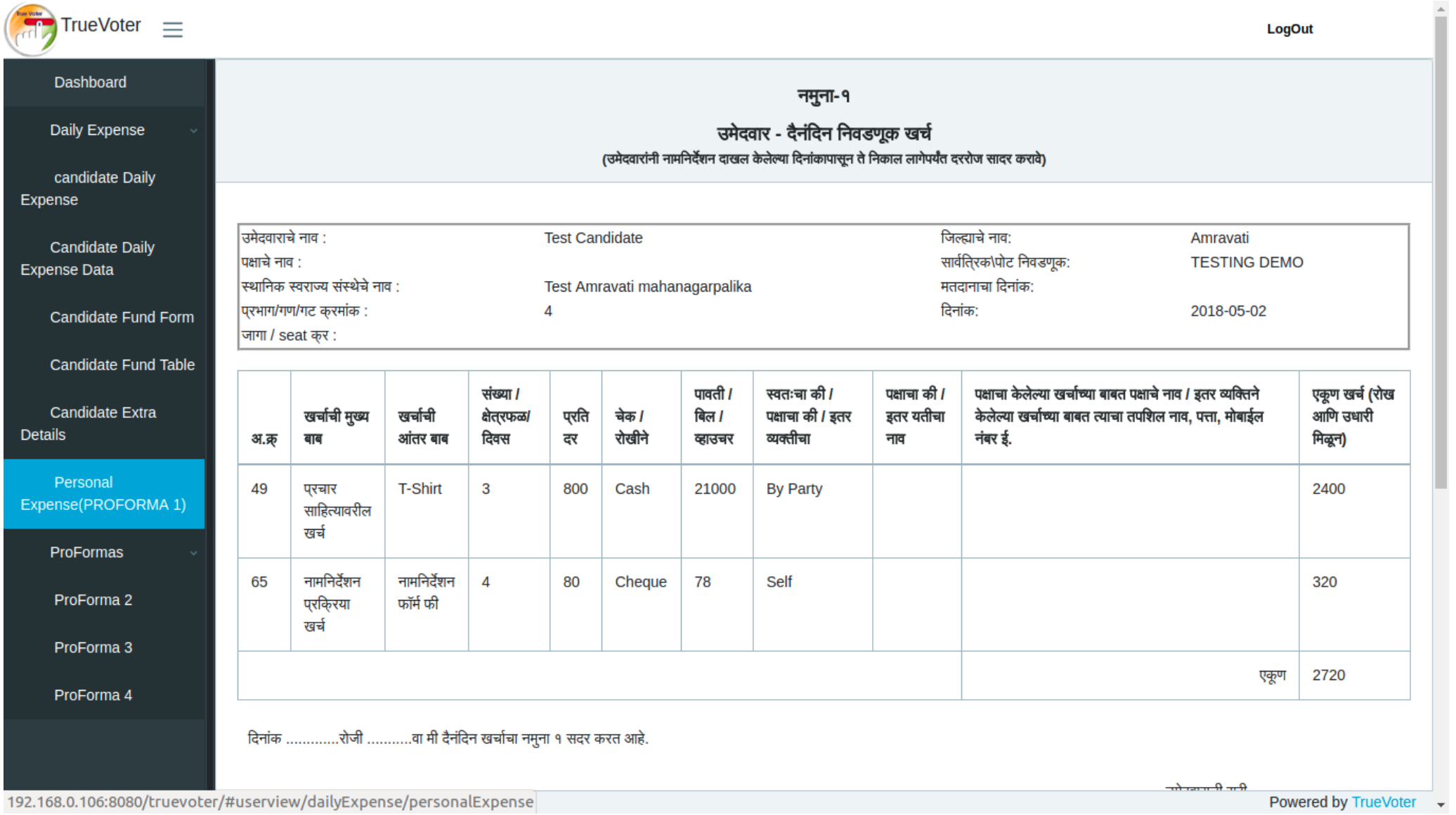
True Voter

- Then go to the **personal expense(Proforma 1)**, Select date, and click on show data.
- All Expenses which are verified and published for that date will display in table.



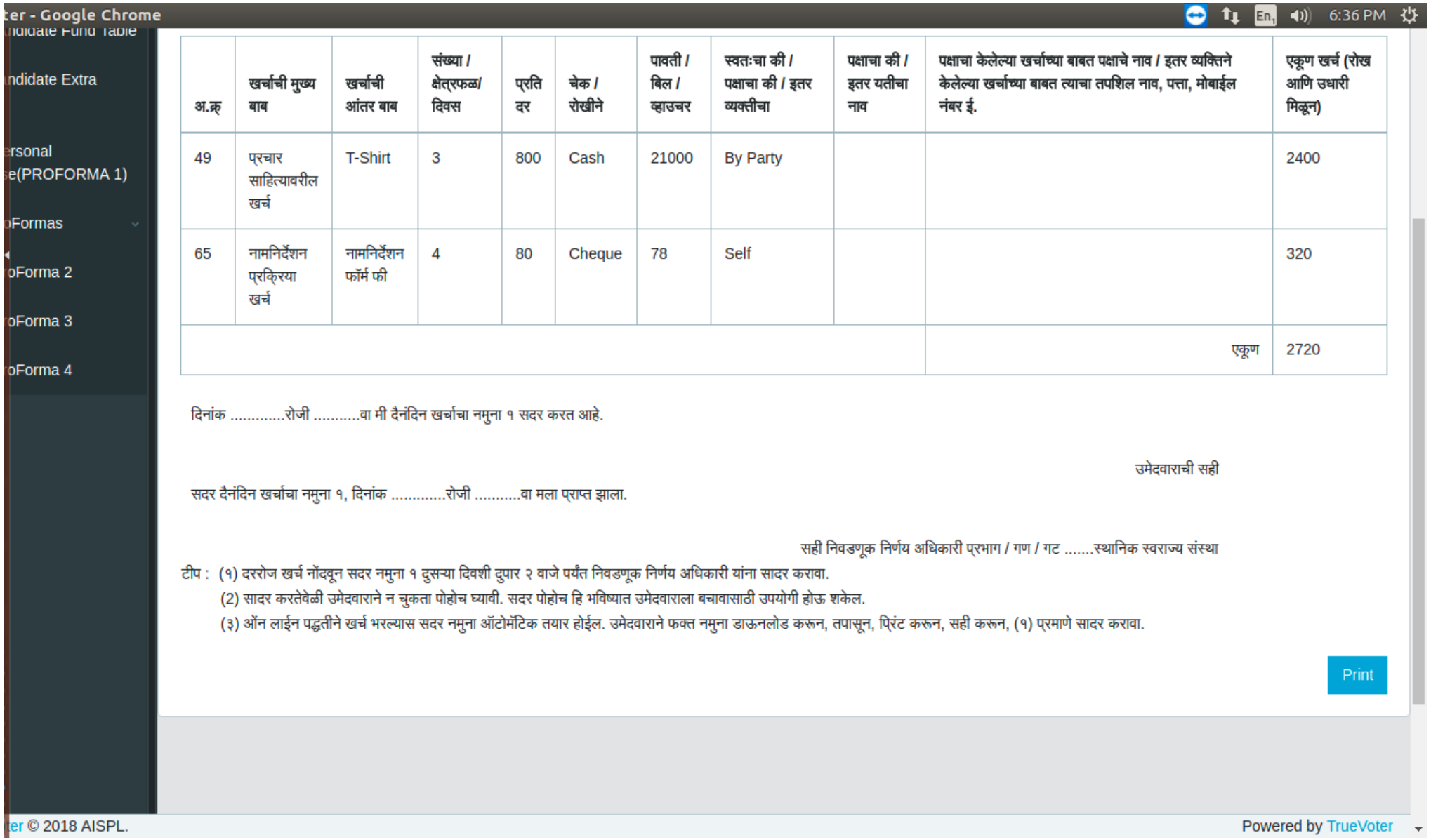
True Voter

- Click on print button, new page will get open includes your all detail such as candidate name, local body name etc as shown in fig.



True Voter

- Again click on print to Print Expenses.



अ.क्र	खर्चाची मुख्य बाब	खर्चाची आंतर बाब	संख्या / क्षेत्रफळ/ दिवस	प्रति दर	चेक / रोखीने	पावती / बिल / व्हाउचर	स्वतःचा की / पक्षाचा की / इतर व्यक्तीचा	पक्षाचा की / इतर यतीचा नाव	पक्षाचा केलेल्या खर्चाच्या बाबत पक्षाचे नाव / इतर व्यक्तिने केलेल्या खर्चाच्या बाबत त्याचा तपशिल नाव, पत्ता, मोबाईल नंबर ई.	एकूण खर्च (रोख आणि उधारी मिळून)
49	प्रचार साहित्यावरील खर्च	T-Shirt	3	800	Cash	21000	By Party			2400
65	नामनिर्देशन प्रक्रिया खर्च	नामनिर्देशन फॉर्म फी	4	80	Cheque	78	Self			320
									एकूण	2720

दिनांक .....रोजी .....वा मी दैनंदिन खर्चाचा नमुना १ सदर करत आहे.

उमेदवाराची सही

सदर दैनंदिन खर्चाचा नमुना १, दिनांक .....रोजी .....वा मला प्राप्त झाला.

सही निवडणूक निर्णय अधिकारी प्रभाग / गण / गट .....स्थानिक स्वराज्य संस्था

टीप : (१) दररोज खर्च नोंदवून सदर नमुना १ दुसऱ्या दिवशी दुपार २ वाजे पर्यंत निवडणूक निर्णय अधिकारी यांना सादर करावा.
(2) सादर करतेवेळी उमेदवाराने न चुकता पोहोच घ्यावी. सदर पोहोच हि भविष्यात उमेदवाराला बचावासाठी उपयोगी होऊ शकेल.
(३) ऑन लाईन पद्धतीने खर्च भरल्यास सदर नमुना ऑटोमॅटिक तयार होईल. उमेदवाराने फक्त नमुना डाऊनलोड करून, तपासून, प्रिंट करून, सही करून, (१) प्रमाणे सादर करावा.

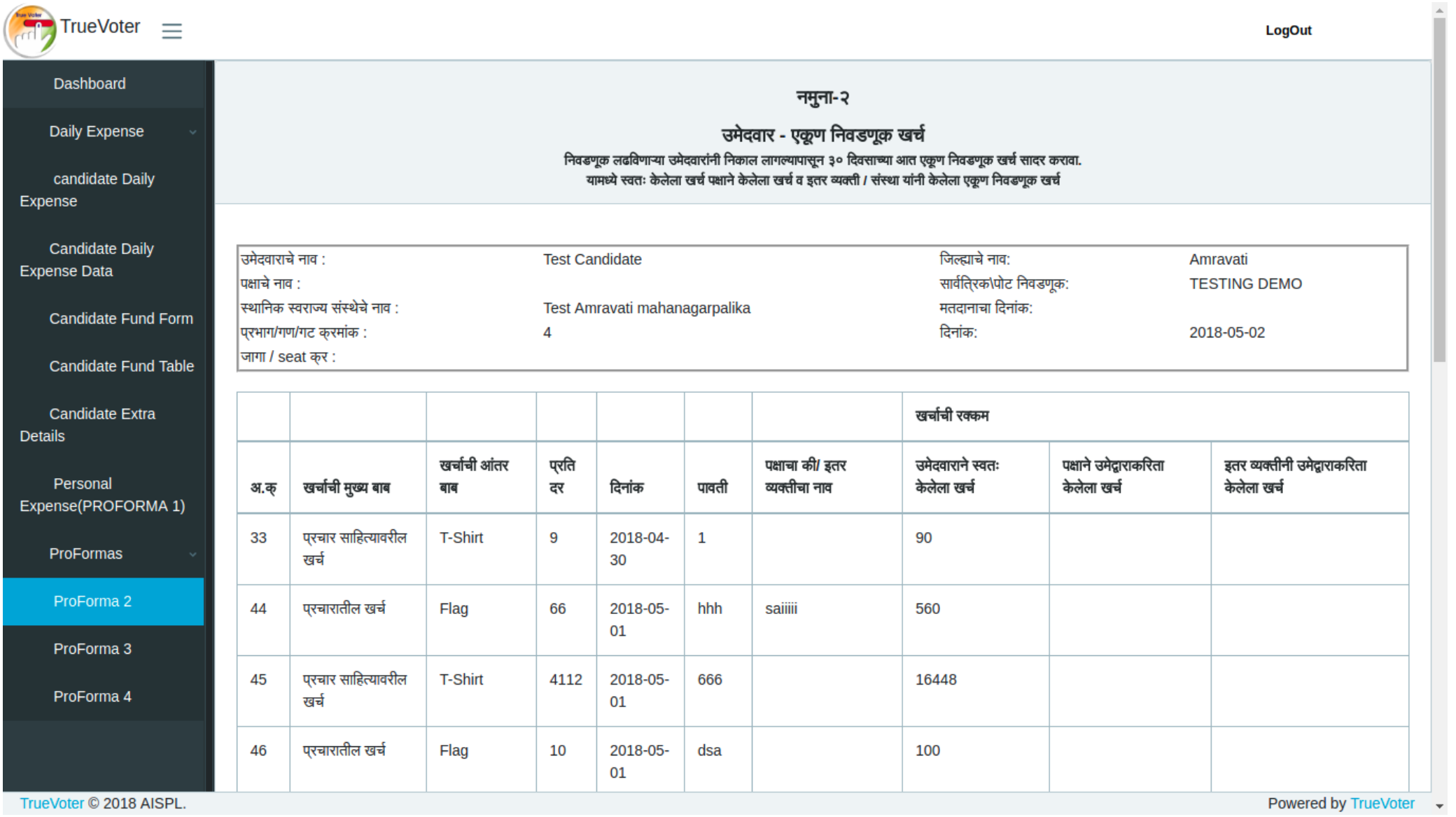
Print

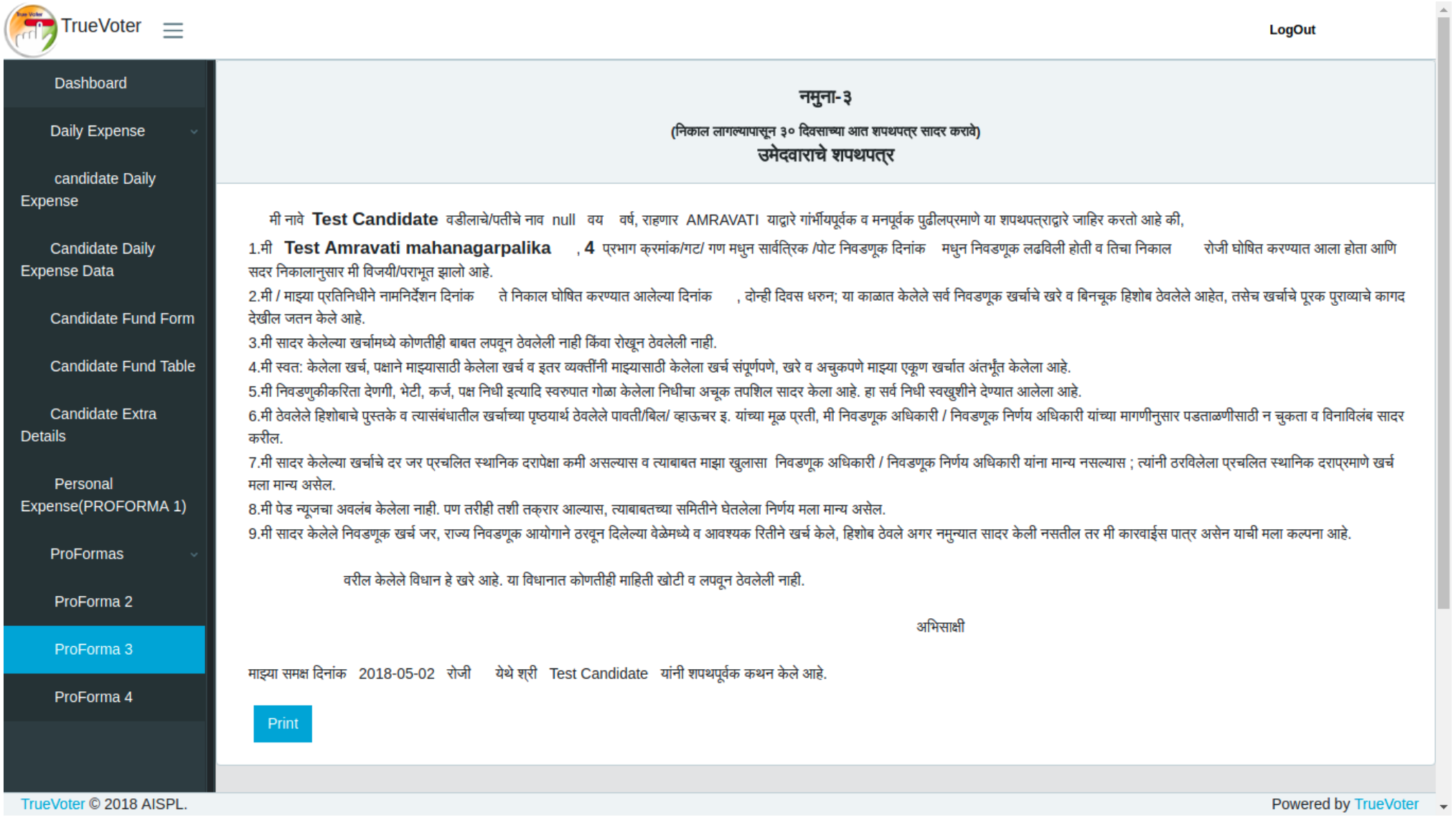
True Voter

- In Daily expense data status will be updated as printed.

True Voter

- Click on **Proforma 2** it includes all daily expense from 1st day to Last day.



True Voter

- Click on **Proforma 3** display candidate primary information releate to election.