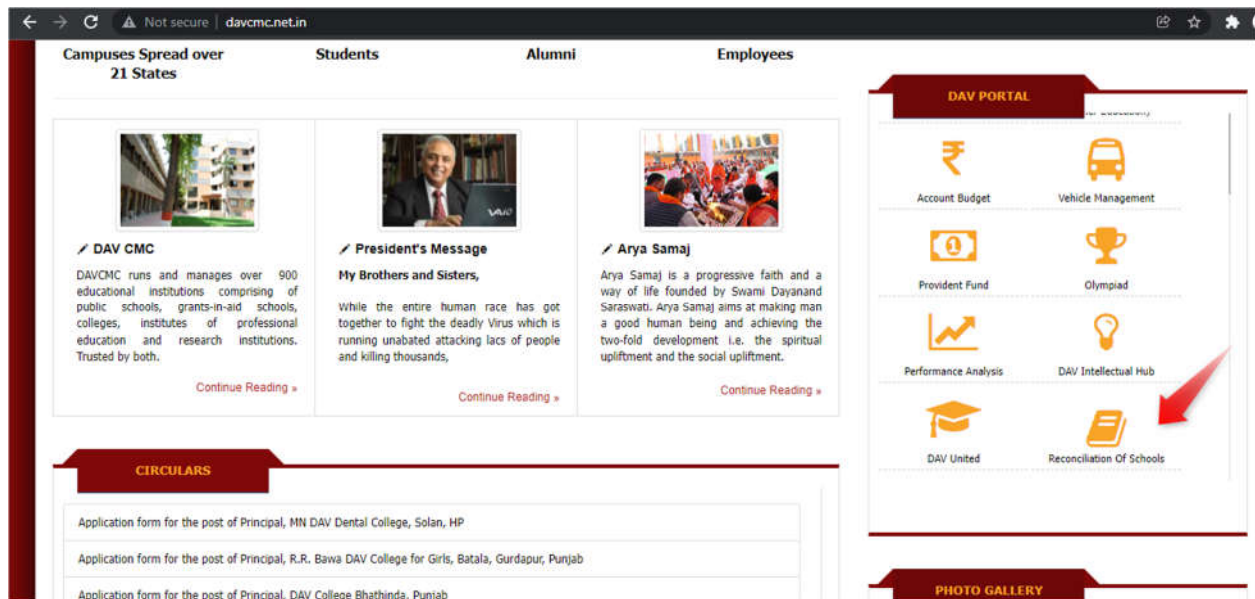
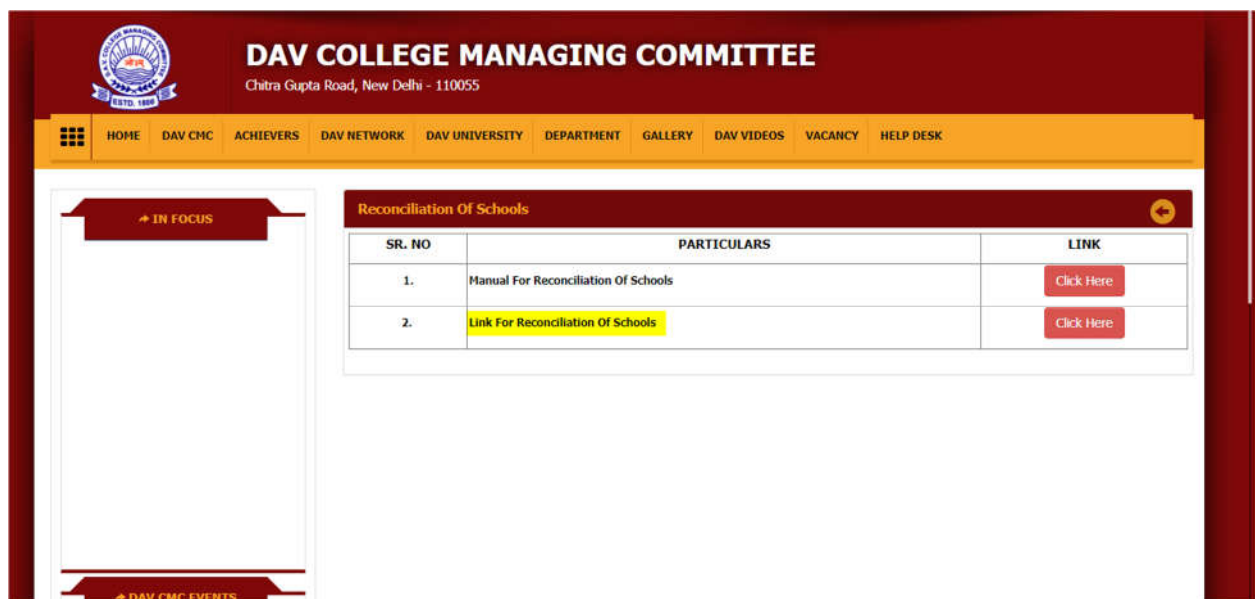


STEPS FOR RECONCILIATION ARE MENTIONED HERE UNDER:

1. Open the official website i.e., www.davcmc.net.in
2. Go to DAV Portal
3. Click on the link “Reconciliation of Schools” highlighted on the image below.



4. A page will be opened where the user can select between Manual and the Link for Reconciliation. Click on **Click Here** button to download the Manual or visiting the website.



5. Login with your User ID and Password, credentials are same that is used for Account Budget/ Receipt & Payment.
6. The current account ledger of your school will be displayed on the screen by default.

#	Date	Particulars	V.No. Range	Debit	Credit	Dr/Cr	Balance
OPENING BALANCE :							
						CR	-16,67,288.41
1	01-04-2019	Balance	0	0.00	0.00	CR	16,67,288.41
2	14-02-2020	Payment for the month of November 2019, through ch.no.483529	402 (P-296)	54,39,926.00	0.00	DR	37,72,637.59
3	29-02-2020	Payment for the month of December 2019, through ch.no.483530	827 (P-647)	54,49,990.00	0.00	DR	92,22,627.59
4	07-03-2020	Payment for the month of January 2020, through ch.no.483531	266 (P-199)	61,39,844.00	0.00	DR	1,53,62,471.59
5	16-03-2020	Payment for the month of February 2020, through ch.no.483532	486 (P-376)	50,99,555.00	0.00	DR	2,04,62,026.59
6	31-03-2020	Feb-20 Jan-20 CAN AND ADJ AGAINST INCOME 19-20	1112	0.00	1,12,39,399.00	DR	92,22,627.59
7	31-03-2020	By amt. as per Bank Reconciliation.	1431	0.00	4,81,34,534.00	CR	3,89,11,906.41

7. Click on Reconcile menu, select the Year from the dropdown. Tally the amount with school ledger along with M.C. Ledger Bank Statement. Fill up the columns that are indicated by arrow in image below. School is requested to submit the School Ledger and Bank Statement w.e.f. 01-04-21 to 31-12-2021.

#	Head	CrDR	DAV CMC ACCOUNT as on 31 Dec	CrDR	DAV CMC ACCOUNT as on 31 Mar	CrDR	School MC AMOUNT as on 31 Dec	CrDR	School MC AMOUNT as on 31 Mar
1	C/A OF INSTITUTIONS (P.S.)	DR	1667288.41	DR	38911906.41	CR	<input type="text" value="0"/>	CR	<input type="text" value="0"/>
2	CAPITAL FUND OF INSTITUTIONS	DR	2439069	DR	2439069	CR	<input type="text" value="0"/>	CR	<input type="text" value="0"/>
3	LOAN TO INSTITUTIONS		0		0		<input type="text" value="0"/>		<input type="text" value="0"/>
4	IMPREST TO INSTITUTIONS		0		0		<input type="text" value="0"/>		<input type="text" value="0"/>

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8. After saving the record, take the print out of the proforma (from Print Reconcile Proforma) and sign the proforma then upload the same with scanned copy of the ledger, bank statement. Duly signed by Accountant, Principal with Mobile Number.

9. In case the Accounts are not matched then use the Messaging Menu for conversation regarding the mis-match. The data will not save if there is difference in amounts.

The screenshot displays a web application interface for sending a message. The top navigation bar includes 'DASHBOARD', 'RECONCILE', 'PRINT RECONCILE PERFORMA', and 'MESSAGING' (which is highlighted with a yellow box). The main content area is titled 'Message Reply' and contains the following fields:

- To User:** A dropdown menu currently showing 'admin'.
- Subject:** An empty text input field.
- Message:** A large text area for composing the message.
- Upload File:** A file upload section with a 'Choose File' button and the text 'No file chosen'.

At the bottom of the form is a 'Create' button. A 'Back to List' link is visible in the bottom left corner. The footer of the application reads: 'COPYRIGHT © 2019 - ALL RIGHTS RESERVED - DAVCMC | POWERED BY MINERVAINFO'.

NOTE: When the proforma are signed from school's end, the Head Office will also attest and sign the same proformas, the school can access the signed copy from the Messaging menu after the admin has uploaded the file.

Further, you are advised to submit the same within time frame.