

भारत सरकार Government of India  
संचार मंत्रालय Ministry of Communications  
डाक विभाग Department of Posts  
डाक प्रौद्योगिकी उत्कृष्टता केन्द्र **CENTRE FOR EXCELLENCE IN POSTAL  
TECHNOLOGY**

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To  
The DDG(PMU)  
Dak Bhawan, Sansad Marg  
New Delhi-110001

**No. CEPT-7/IT 2.0/Vol IV/dlgs dated at Bengaluru-560001, the 21-07-2025**

Sub: Provision for Performing Day End on the Next Day in APT Application- reg

Following the rollout of the APT application, it has been observed that due to various operational, technical and knowledge gap reasons, several post offices are unable to complete the account tallying process within the working Hours. This has led to delay in executing the day-end process and officials are staying in the office after working Hours.

To address this issue and ensure smooth operations, CEPT has given a provision in the APT application that allows post offices to perform the day-end operations on the next working day, after proper verification and reconciliation of accounts. The SOP in this regard is enclosed herewith.

However, users may be requested to fetch the CBS and IPPB data on the same day of transactions positively.

This may be brought to the notice of all the field units.

This issues with the approval of the competent authority.

Encl: As above

Assistant Director (Admin)  
For General Manager,  
Centre for Excellence in Postal Technology  
Bengaluru - 560 001.

Copy to:

1. The Member(Technology), Postal Services Board, New Delhi-110001
2. All CPMGs

# SOP for Submit Account on consequent day



## 1 Steps to be followed at HO's/ SOs

- 1) Perform "Day End" of previous working day, if not done, followed by "Day Begin" for current date in the treasury.
- 2) If any cash/stamps/IPO requests from counter are shown pending in treasury, same need to be either approved or rejected as per the requirement
- 3) Perform Forcible Shift End for all pending Counters by following the below steps;
  - a) Go to Booking Solution → Counter Operations → View Counter Status
  - b) Select the appropriate counter/shift where the submit account is pending
  - c) Click on "Generate Account"
  - d) Check the status of 'Submit Account Requests' by clicking on "Check Status" button. Click on "Refresh" button if status is shown as pending
  - e) View the account details by clicking on "Fetch" (only after the status of 'Submit Account Requests' is showing as "Completed")
  - f) If any cash needs to be transferred, then continue with next steps. Else proceed to step-3(j)
  - g) Supervisor needs to transfer the pending cash on behalf of the operator, if any cash transfer is required to be transferred from counter to treasury
  - h) Acknowledge the amount received from counter in treasury. In case of non-updation, please wait and recheck after sometime
  - i) Once the cash is acknowledged in the treasury, regenerate the submit accounts in the supervisor's login as detailed above in 3(b) to 3(e) above
  - j) Confirm/Verify the entries, if submit accounts is tallied with no difference between receipts C payments
  - k) Perform forcible shift end in 'View Counter Status' page by entering suitable remarks for the counter
- 4) After completion of shift end for all counters, ensure that all the booking figures are got reflected to DTR
- 5) If any of the entries are missing then wait for few minutes. If issue still persist then make data entry of missing accounting data through mismatch entry.
- 6) Ensure that cash balance and DTR balance are tallied.
- 7) Continue with business transactions, if any, for the day and then perform regular day end activities.



## 2 Procedure to be followed for BO account settlement in IMA APP

- 1) On login, If previous day end was not done message will be popped up "Previous Day end not done".
- 2) Do the Account Closure if Account closure was not done.
- 3) Check transactions of previous day displayed on the screen. If any discrepancy pl do the Wallet adjustment and Mismatch data entry by following the prescribed procedures.
- 4) If any COD MO was not booked, Book the COD MO
- 5) Do the previous Day End by clicking on the Day end card.
- 6) Do the current day begin.
- 7) If previous day IPPB Amount was not fetched, fetched the IPPB data through the option "IPPB" under Cash C Stamps dashboard.
- 8) Check the closing balance in the report "Cash Balance" under Cash C Stamps dashboard.
- 9) If any discrepancy between Physical cash and closing balance, do necessary Wallet Adjustment receipts/Wallet Adjustment Payment entries using Miscellaneous entry option under Counter operations dashboard.
- 10) Do the necessary Mismatch entry for difference between cash balance and BODA closing balance after current day end.

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