

# **Preparation of Local Body Accounts: 2024-25**

## **Operational Manual For Data Entry & Validation Software**

Economics & Statistics Division, State Planning  
Institute, Uttar Pradesh, Lucknow

**website : <https://updes.up.nic.in/>**

# **Data Entry and Validation Software (For Preparation of Local Bodies Accounts: 2024-25) Operational Manual**

## **Part-1: Instructions for Installation of Software**

### **A. Installation of Data Entry and Validation Software**

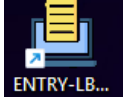
#### **Steps:**

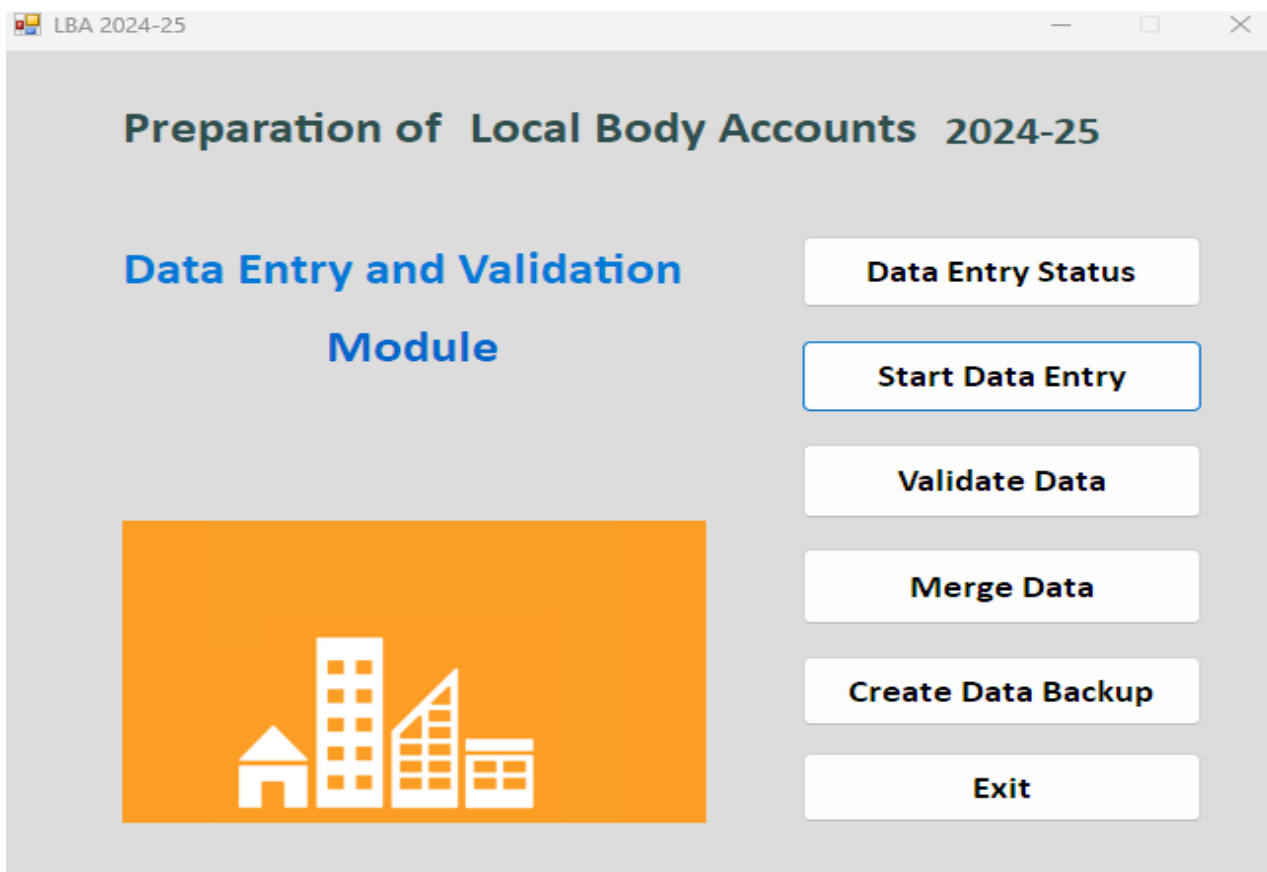
1. After downloading the data entry and validation software, double click on software Setup icon, software will be installed automatically.
2. Wait until the software completes its installation process.
3. At last, click on Finish Button and close all the opened windows.
4. If the software is revised then it will replace the old software installed earlier, but the data files will remain safe and unchanged.

### **B. How to start Data Entry?**

On successful installation of the Data Entry and Validation Software, new

Shortcut icon  will be available on the desktop. On double

clicking the  shortcut icon the following screen will appear:-



The details of links displayed on the above screen are as follows:-

Link	Detail
<a href="#">Data Entry Status</a>	Click on this link to show the data entry completion status
<a href="#">Start Data Entry</a>	Click on this link to start data entry
<a href="#">Validate Data</a>	Click on this link to run Validation Program
<a href="#">Merge Data</a>	Click on this link to merge the multiple data files into single data file.
<a href="#">Create Data Backup</a>	To create backup of entered data click on this link. A folder <b>LBDATA25</b> will be created in <b>C:\ drive</b> containing <b>.csdb</b> file having name <b>LBDATA25, District Name and Timestamp</b> (For example <b>LBDATA25_SAHARANPUR_30052025_130514.csdb</b> )
<a href="#">Exit</a>	To exit from main program click on this link.

## Part-2: Instructions for Operating Data Entry Software:

### **Flow of Data Entry Software for Preparation of Local Bodies Accounts**

When you start data entry or add a new case to enter data, one Primary identification screen and six data entry screens will be available: -

#### **Primary Identification:**

A valid 2 digit **District Code** must be selected from the dropdown list, then select the **Block/Tehsil/Taluk Code** from the dropdown list appeared, then select the **Local Body Code** according to local body type from the dropdown list. The entries of **Local Body name, District Name, Block/Tehsil/Taluk Name** and **State code** will be filled automatically. Rest of the entries will be filled manually. Select Other Local Body (Code : 0000) in **Block/Tehsil/Taluk Code** for entry in Zila Panchayat and Urban Local Body

#### **Block 0 : Identification of Local Body:**

In this form identification particular of the local body is to be filled.

#### **Block-1.1 CURRENT RECEIPTS(IN RS):**

In this form you are required to enter the value of amount against each item code in Rs. The code of each item will be filled automatically as the cursor moves to next item. The default value 0 will be filled automatically by pressing the Enter/Tab button in amount column if item has no value.

#### **Block-1.2 CAPITAL RECEIPTS(IN RS):**

In this form you are required to enter the value of amount against each item code in Rs. The code of each item will be filled automatically as the cursor moves to next item. The default value 0 will be filled automatically by pressing the Enter/Tab button in amount column if item has no value.

#### **Block-2.1 CURRENT EXPENDITURE(IN RS):**

In this form you are required to select the desired item code from dropdown list and enter the value in respective column in Rs. The default value 0 will be filled automatically by pressing the Enter/Tab button in a column if item has no value.


#### **Block-2.2 CAPITAL EXPENDITURE(IN RS):**

In this form you are required to select the desired item code from dropdown list and enter the value in respective column in Rs. The default value 0 will be filled automatically by pressing the Enter/Tab button in a column if item has no value.

#### **Block-3 FUNDS(IN RS):**

In this form you are required to select the desired item code from dropdown list and enter the value in respective column in Rs. Note that entry is required in Receipt(col3) only for item 09 (Opening Balance) and entry is required in Expenditure(col4) only for item 10 (Closing Balance).

## To Add a Case

1. When you click on **START DATA ENTRY**\_link in main menu for the first time, by default a new case will open. Now you can start entering data till end of the case. If you have completed the data entry for a case and want to add a new case press **Ctrl+A** or from the **Mode** menu, select **Add Case** as shown in figure-1 below.
2. Press **Ctrl+A**; or from the **Mode** menu, select **Add Case** or click on the  toolbar to begin adding cases as shown in figure-1 below.

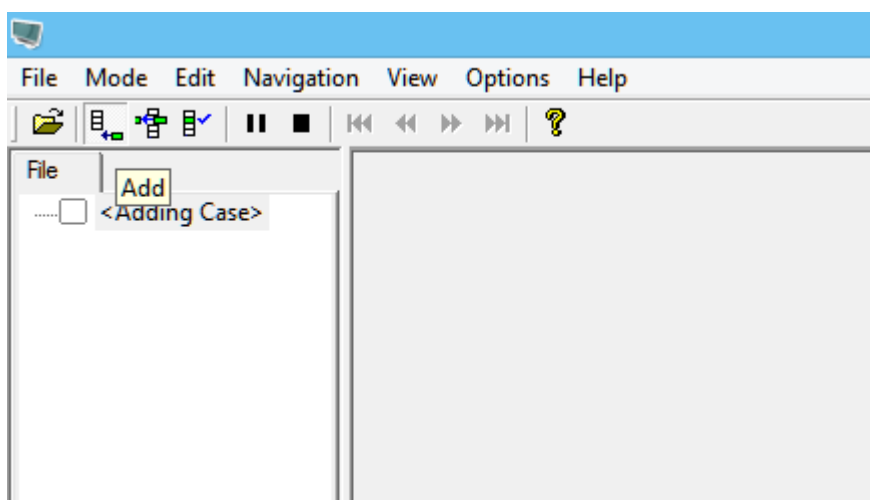


Figure-1

3. This will begin a new **Add mode** session as shown in figure-2. You may add as many cases as you like. The list of entered cases will be shown on the case tree on the left side as shown in figure-2.

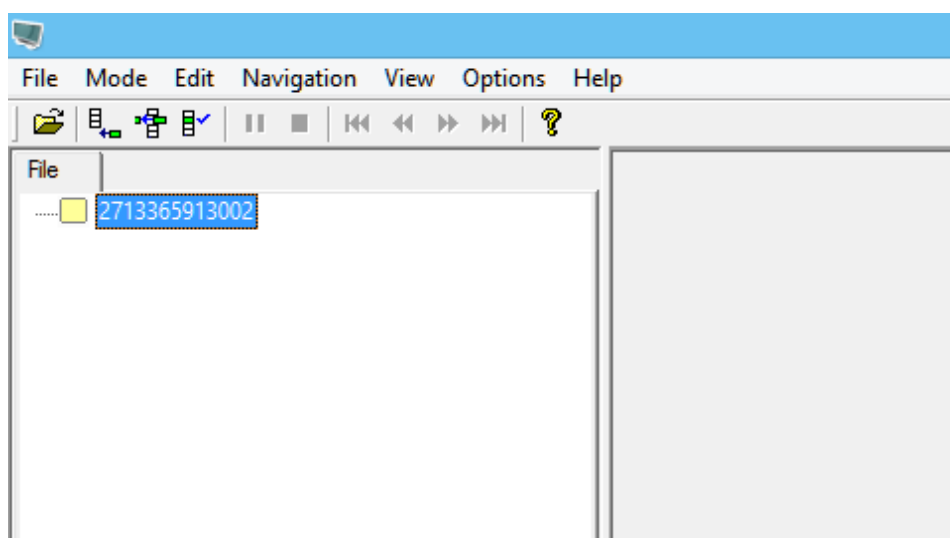


Figure-2

4. If you have started keying a **new case**, but have **not finished** keying the **ID** for that case, pressing **Esc** or **Ctrl+S** will show you a dialog, asking if you want to discard the changes you have made, or cancel the stop request as shown in Figure-3:-

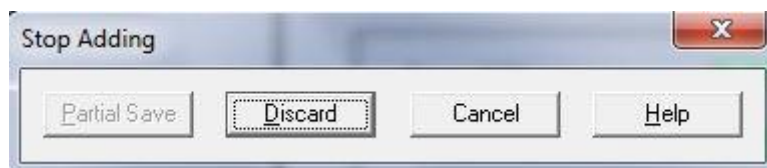


Figure-3

5. If you have started keying a **new case** and have **finished** keying the **ID** for that case the **partial save** button will be active. Selecting it will save the case and indicate it is partially saved from add mode as shown in figure-4:-

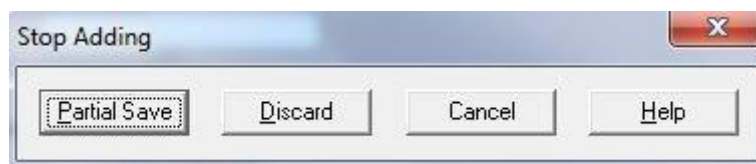



Figure-4

### To Save a Partially Added Case

In order to save a partially created case, two conditions must be met.

1. During keying if you attempt to exit from your case, the **Partial Save** button will appear on the Stop Adding dialog box.
2. The second condition is that you must have finished entering the ID for that case, after entering the ID if you decide to exit from your case, the **Partial Save** button will then be enabled on the Stop Adding dialog box. Choosing it will save the case, remembering the field your cursor was on last and returning you to this field when add is resumed.
3. If you have **begun** keying a **new case**, have **finished** keying the **IDs** for that case, and **partial is allowed**: the partial save button will be active. Selecting it will save the case and indicate it is partially saved from add mode by the icon  in the file tree as shown in figure-4

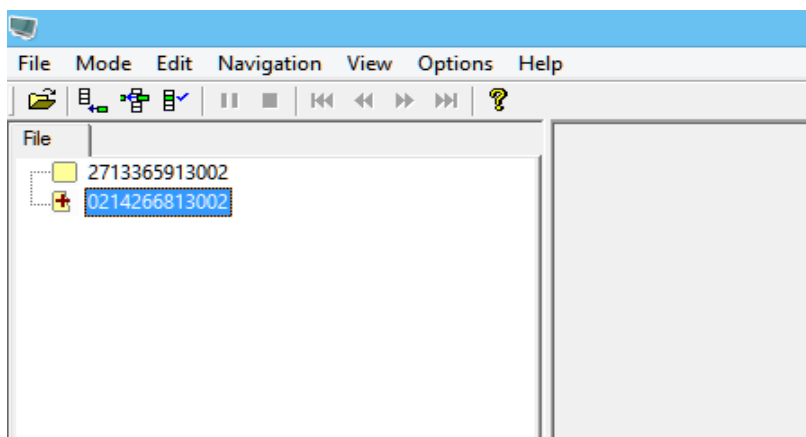


Figure-4

## **To Enter Data**

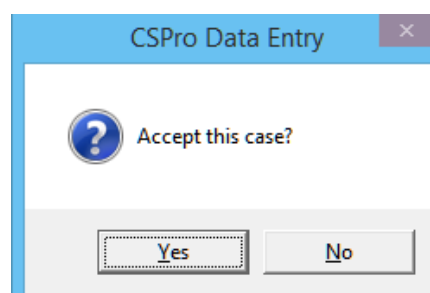
1. When you begin entering data in a new file, CSEntry will automatically show the first requiring data entry filed.
2. In this software as you move from one field to another, required information related to current field will be shown on top of each data entry screen.
3. After entering data for each field, the operator would have to press the **<Enter>** key to advance to the next field.
4. When entering in decimal numbers, you must always key a decimal character to move to the decimal part of the entry.
5. If the keying field data capture type is Radio Button, then you have to select one radio button out of appeared.
6. In any case, you can press Enter to move to the next field if the current field is not filled up or not applicable. Your application may have been designed with skip logic. This means the system may move you automatically depending on the values you key and the underlying logic. You may continue to key data and move forward until the end of the case, or you may use other keys to move around a case before you finish it.
7. As you move from field to field, the status bar at the bottom of the screen shows you the name and occurrence number of the current field.

## **Navigating the Form**



1. If you finished the data entry of a case, you can move to the next available form by pressing **<Page Down>** key on your key board and can go to the previous form by pressing **<Page Up>** key on your key board.
2. If the information of any particular block is not required, you can move to next block by pressing the **Enter Key only when your cursor is on first field of each block-1.1 to block-3.** You cannot navigate to next block if you are in the middle of the block.

## **To Finish a Case**

1. Normally you finish a case when you have completed entering all the forms in the case. CSEntry asks you whether you want to accept the case or not. If you accept the case, CSEntry immediately writes the case to the data file.
2. By entering data when you reach at the end of the questionnaire or case the following window will appear asking you to save the current case or not. By pressing the **YES** button your current case will be saved.



**To Modify a Case**

1. If you want to start modifying cases, press **Ctrl+M**; or from the **Mode** menu, select **Modify**; or click on the toolbar  to begin modifying.
2. Each time you open the already entered case, the case will be opened in modify mode.
3. This will begin a new **Modify mode** session, or pick up where you last left off, if this was a partially modified case. You may move through cases viewing as many as you like, but once you begin modifying a case, you must finish the modify session before you can begin viewing another case.
4. The session will end when you stop modifying the current case. You can stop modifying a case by finishing it, or **partially saving** the modifications.
5. Partially modified cases are marked with  in the file tree. You can modify these cases as well as any other completed cases. You cannot modify partially added or verified cases.

**To Delete a Case**


1. Make sure you are not in Add, Modify, or Verify mode. You may need to stop (**Ctrl+S**) data entry first.
2. From the File Tree move the highlight bar to or click on the case ID you want to delete.
3. Press **Ctrl+Del** or from the **Edit** menu, select **Delete Case**.

**To Change Case Ids**

1. Select the case whose IDs you wish to change.
2. Key in the new IDs.
3. Save the case.

**Note:** CSEntry will ensure that no two cases in the same data file have the same IDs.

**To Stop Data Entry**

1. To stop data entry press **Esc** or **Ctrl+S**; click  on the toolbar; or from the **Mode** menu select **Stop**. If you are already stopped this function has no effect. Stopping add, modify, or verify will make an entry into the operator statistics file.
2. If you are at the beginning of a case or have not made any changes, the session will end immediately.
3. If you have started, but not completed entry/modification of a case, two or more of the following choices will appear depending on the mode of data entry and whether partial save is allowed:



4. **Partial Save** - Partially save the changes you have made so far and remember the field you are on, so you can complete the work later. Available only if partial save is possible. To save the case partially, all case id fields must have been filled.
5. **Finish** - Finish the case and save the modifications you have made. Available only in modify mode.
6. **Discard** - Discard all the changes you have made since you opened this case. Always available.
7. **Cancel** - Cancel this operation and return to entering the case. Always available.

### **Part-3: Instructions for Operating Data Validation Program:**

This software includes validation program to remove the errors left while time of data entry. The purpose of validation program is to make the data as error-free as possible.

The validation program is designed to check the following error in data entered:

- Count Checks
- Duplicate Checks
- Sequence Checks
- Valid code checks
- Consistency Checks
- Total-subtotal checks
- Structure Checks

### **Steps to operate validation program**

1. Click on **VALIDATE DATA** link displayed on the main screen to run validation program for local body data.
2. After clicking the link a detail error-report based on entered data will be opened automatically.

## Format of Generated Error Report

PREPARATION OF LOCAL BODY ACCOUNTS:2024-25 ===== DETAIL ERROR REPORT DISTRICT NAME : LUCKNOW, LUCKNOW DIVISION =====			
CASE ID : 270000272025071   SERIAL NO. OF LOCAL BODY : 272025071   LOCAL BODY NAME : LUCKNOW   DISTRICT CODE : 27   DISTRICT NAME : LUCKNOW =====			
BLOCK 0 - ENTERED TOTAL INCOME(EXCLUDING OPENING BALNACE) = 750000 IS INCONSISTENT WITH TOTAL VALUE OF (CURRENT+CAPITAL) RECEIPTS = 9995000 =====			
BLOCK 1.1 ITEM 129,COLUMN 4	2560000		
+			
BLOCK 1.1 ITEM 3,COLUMN 4	0		
+			
BLOCK 1.1 ITEM 419,COLUMN 4	3895000		
+			
BLOCK 1.1 ITEM 5,COLUMN 4	125000		
+			
BLOCK 1.1 ITEM 69,COLUMN 4	155000		
+			
BLOCK 1.1 ITEM 79,COLUMN 4	0		
+			
BLOCK 1.1 ITEM 8,COLUMN 4	0		
CURRENT RECEIPTS	6735000		
+			
BLOCK 1.2 ITEM 119,COLUMN 4	2735000		
+			
BLOCK 1.2 ITEM 129,COLUMN 4	275000		
+			
BLOCK 1.2 ITEM 13,COLUMN 4	0		
+			
BLOCK 1.2 ITEM 14,COLUMN 4	0		
+			
BLOCK 1.2 ITEM 41,COLUMN 4	250000		
+			
BLOCK 1.2 ITEM 42,COLUMN 4	0		
CAPITAL RECEIPTS	3260000		
TOTAL (CURRENT+CAPITAL)RECEIPTS	9995000		
=====			
PREPARATION OF LOCAL BODY ACCOUNTS:2024-25 ===== PROCESSING SUMMARY REPORT OF SCHEDULE DISTRICT NAME : LUCKNOW, LUCKNOW DIVISION =====			
LOCAL BODY CODE	BLOCK MISSING	TOTAL NUMBER OF RECORD PROCESS	NUMBER OF ERROR RECORDED
270000272025071		72	1
TOTAL 1		72	1
=====			

The above generated error - report is divided into two parts:-

### ■ Upper Part

The upper part of error report displays CASE ID wise errors generated. These errors will be classified under different Blocks, Columns and items.

### ■ Lower Part

The lower part of error report displays the PROCESSING SUMMARY REPORT OF SCHEDULE such as Local Body Code, Missing Block, Total number of records process and Number of error recorded.

## Layout of Error-Report - Upper - Part

PREPARATION OF LOCAL BODY ACCOUNTS:2024-25			
=====			
DETAIL ERROR REPORT			
DISTRICT NAME : LUCKNOW, LUCKNOW DIVISION			
=====			
CASE ID : 270000272025071   SERIAL NO. OF LOCAL BODY : 272025071   LOCAL BODY NAME : LUCKNOW		DISTRICT CODE : 27   DISTRICT NAME : LUCKNOW	
=====			
BLOCK 0 - ENTERED TOTAL INCOME(EXCLUDING OPENING BALNACE) = 750000 IS INCONSITENT WITH TOTAL VALUE OF (CURRENT+CAPITAL) RECEIPTS = 9995000			
-----			
BLOCK 1.1 ITEM 129,COLUMN 4	2560000		
+			
BLOCK 1.1 ITEM 3,COLUMN 4	0		
+			
BLOCK 1.1 ITEM 419,COLUMN 4	3895000		
+			
BLOCK 1.1 ITEM 5,COLUMN 4	125000		
+			
BLOCK 1.1 ITEM 69,COLUMN 4	155000		
+			
BLOCK 1.1 ITEM 79,COLUMN 4	0		
+			
BLOCK 1.1 ITEM 8,COLUMN 4	0		
CURRENT RECEIPTS	6735000		
-----			
BLOCK 1.2 ITEM 119,COLUMN 4	2735000		
+			
BLOCK 1.2 ITEM 129,COLUMN 4	275000		
+			
BLOCK 1.2 ITEM 13,COLUMN 4	0		
+			
BLOCK 1.2 ITEM 14,COLUMN 4	0		
+			
BLOCK 1.2 ITEM 41,COLUMN 4	250000		
+			
BLOCK 1.2 ITEM 42,COLUMN 4	0		
CAPITAL RECEIPTS	3260000		
-----			
TOTAL (CURRENT+CAPITAL)RECEIPTS	9995000		
-----			
-----			

## Layout of Error-Report - Lower - Part

PREPARATION OF LOCAL BODY ACCOUNTS:2024-25 ===== PROCESSING SUMMARY REPORT OF SCHEDULE DISTRICT NAME : LUCKNOW, LUCKNOW DIVISION =====			
LOCAL BODY CODE	BLOCK MISSING	TOTAL NUMBER OF RECORD PROCESS	NUMBER OF ERROR RECORDED
=====			
270000272025071		72	1
=====			
TOTAL 1		72	1
=====			

1. After identifying the CASE ID, Block, and item or column you have to validate your data based on error report by using data entry software of Local Body.
2. When **Total Number of Error Recorded** becomes zero, it means the data is now error free. After validating the data, take the backup of data using Data Backup link provided in data entry software and send it to the Head Quarter.

## Merge Multiple Data files of different Computers

If data entry work is done in more than one computer, then all the data files must be merged into single file before taking back-up of final data. For the purpose take the back-up of data file from each computer by data backup utility. The data back-up utility will create a .csdb file having name **LBDATA24, District Name and System's Current Date and Time.**

For example, if the person of District Saharanpur takes the back-up of entered data then a **csdb** file containing the data having name **LBDATA25\_SAHARANPUR\_30052025\_130514.csdb** will be created in your computer in **C:\LBDATA25** folder.

Now collect and copy all the **csdb** files created in different computers in use and paste them in **C:\UPLB25\inputdata** folder in the computer where data is to be merged.

Now open the main menu and click on **MERGE DATA** link to merge the multiple data files into single data file. This will merge all the separate data files into one data file. When all the data files are merged successfully into single file then take the back-up of this data and sent the newly created **csdb** file to the Head Quarter.

### **Precautions:**

1. Even though save partial option is available in the software, yet it is advised to complete data entry of single case in one sitting.
2. The data entry work for all **Local bodies listed in the sample list** must be done and a single computer must be used for the purpose.
3. Merge the data stored in different computers in a single file if more than one computer is used for data entry work, using **MERGE DATA** tool.

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