

**Maharashtra State PSUs Reporting System  
Finance Department, Maharashtra**

**User Manual for Company Users  
Version 1.0**



(A Joint Venture between Govt. of Maharashtra & TCS)

## Revision History

Date	Revision	Prepared By	Reviewed By
12-11-2012	1.0	Amruta Kadam	Ankit Bhatia



## 1 Executive Summary

Finance Department, Maharashtra desires Reporting System for Public Sector Units across Maharashtra. This system will help Finance Department in detailed analysis of performance of PSUs pertaining to their financial statements. This document is produce in interest of training user willing to use PSU Reporting System efficiently. Document provides stepwise procedure of using Reporting system with relevant Screen shot of various activities in system.

## 2 Intended Audience

This Document is intended for the users of Maharashtra PSUs Reporting System. The intended users are:

Department user: These user review financial statement of Companies coming under their department and either approves or reject it.

It is assumed that the user has prior knowledge of the activities that takes place in their organization and possess working knowledge of Windows Operating System.

### 3 Getting Started

#### 3.1 Procedure to Login into PSUs Reporting System:

Steps:

1. Enter the URL <https://services.mahaonline.gov.in/PSU> address location bar. Or could be accessed from Maharashtra government intranet site under finance section.
2. The screen shown below is displayed.

MAHARASHTRA STATE PSU'S REPORTING SYSTEM  
FINANCE DEPARTMENT, PSU CELL

महाराष्ट्र शासन

Please enter your username and password.

Log in

Username

Password

[Forgot Password](#)

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limited

3. Enter respective Username and Password and Click on Log In.

4. The screen shown below is displayed:




### 3.2 To confirm details submitted by company user:

Department user should have Login into the system with their respective username and password. The company should have filled data and confirmed which are coming under respective department.


Steps:



1. Click on Confirm Data present in Menu.
2. The screen shown below is displayed.



**MAHARASHTRA STATE PSU'S REPORTING SYSTEM**  
FINANCE DEPARTMENT, PSU CELL



महाराष्ट्र शासन

Home Confirm Data Change Password Logout Welcome cdepartment

Financial Year: 2000-01

Sr No.	Company Name	Financial Year	Submission Date	Company Profile	Balance Sheet	Profit and Loss	Other Miscellaneous	Staffing Pattern	Board Of Directors	Capital Budget	Annual Reports	Details of ongoing Schemes	Comments of AG	
1	Maharashtra Tourism Development Corporation Limited	2000-01	11/12/2012	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

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3. Check on row whose data to be confirmed and click on "Confirmed/Approved" button.
4. To go back to home page click on "Cancel".




### 3.3 To reject details submitted by company user:

Department user should have Login into the system with their respective username and password. The company should have filled data and confirmed which are coming under respective department.


Steps:



5. Click on Confirm Data present in Menu.
6. The screen shown below is displayed.



**MAHARASHTRA STATE PSU'S REPORTING SYSTEM**  
FINANCE DEPARTMENT, PSU CELL



महाराष्ट्र शासन

Home Confirm Data Change Password Logout Welcome cdepartment

Financial Year: 2000-01

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7. Check on row whose data to be confirmed and click on "Reject" button.
8. The screen shown below is displayed.

The screenshot displays the Maharashtra State PSU's Reporting System interface. At the top, there is a header with the system name and logo. Below the header, there are navigation links: Home, Confirm Data, Change Password, and Logout. A welcome message 'Welcome cadepartment' is visible on the right. The main content area features a table with columns for 'Sr No.', 'Company Name', 'Financial Year', and 'Submission Date'. A single record is shown for 'Maharashtra Tourism Development Corporation Limited' for the year '2000-01' with a submission date of '11/12/2000'. A 'Reject' dialog box is open in the foreground, containing a table with columns for 'Name', 'Reject', and 'Rejection Remarks'. The dialog box lists various report categories such as 'Company Profile', 'Balance Sheet', 'Profit & loss', 'Other Miscellaneous', 'Board Of Directors', 'Staffing Pattern', 'Comments By AG', 'Annual Report', 'Ongoing Schemes Project', and 'Capital Budget Details'. Each row has a checkbox in the 'Reject' column and a text input field in the 'Rejection Remarks' column. The dialog box also includes 'OK' and 'CLOSE' buttons at the bottom.

9. Click on the forms check box which are to be rejected and write comments in given textbox.

10. Then click on OK.

11. To go back to home page click on "Cancel".

### 3.4. Procedure for Logging out of System:

Pre-requisite:

User should have Login in System.

Steps:

1. Click on "Logout" present on Menu bar of any of screen.



**Note: For any assistance our helpline nos. are:**

1. 022-42187081
2. 022-42187082

-----End of Manual-----