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

<table>
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<th>Date</th>
<th>Revision</th>
<th>Prepared By</th>
<th>Reviewed By</th>
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<tr>
<td>12-11-2012</td>
<td>1.0</td>
<td>Amruta Kadam</td>
<td>Ankit Bhatia</td>
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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 produced 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 users 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.

![Login Screen](image)

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.
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.
7. Check on row whose data to be confirmed and click on “Reject” button.

8. The screen shown below is displayed.
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---------------------------------------------------------------