CAS (Centralized Accounting System)

(Centralized System for accounting in NEA.)

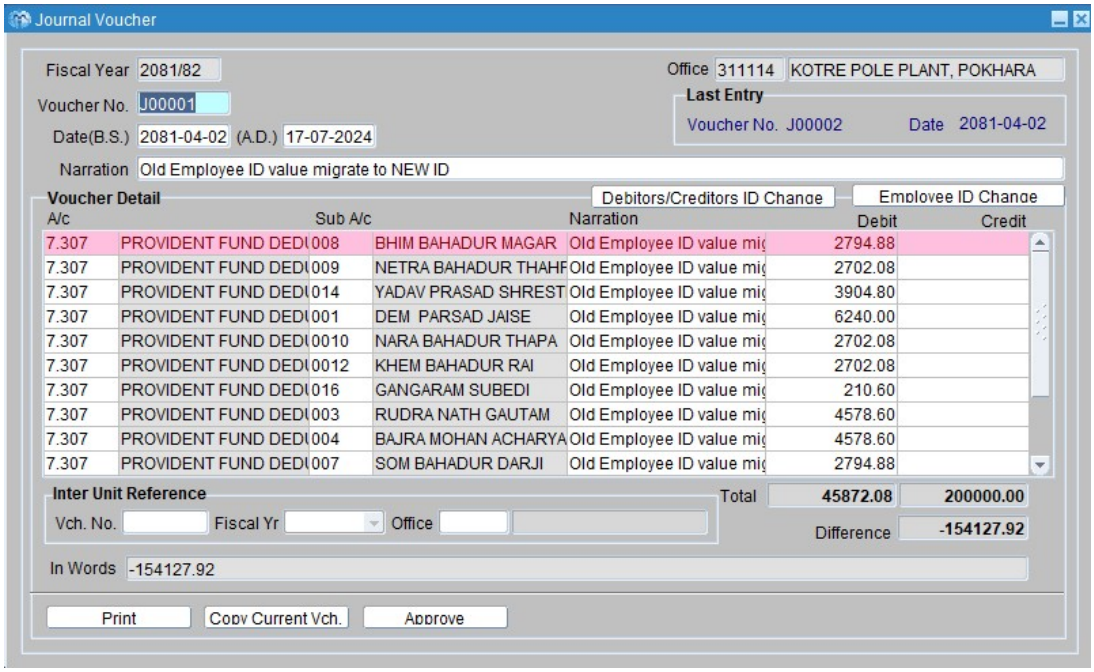
User Manual

1 Old Employee ID value migrate to NEW ID

Open the Journal Voucher and go to "J00001" which is automatically generated by system. This Voucher is used to transfer old employee id to new employee id (PAN No.). All the Employee Liabilities are debited in this voucher now, you have to enter new line with Employee Pan No. in Sub account code and amount in credit side and vice versa.

Steps:

a. Open Journal Voucher



b. Go to "J00001" voucher no.

c. Click in A/C code in Voucher Detail

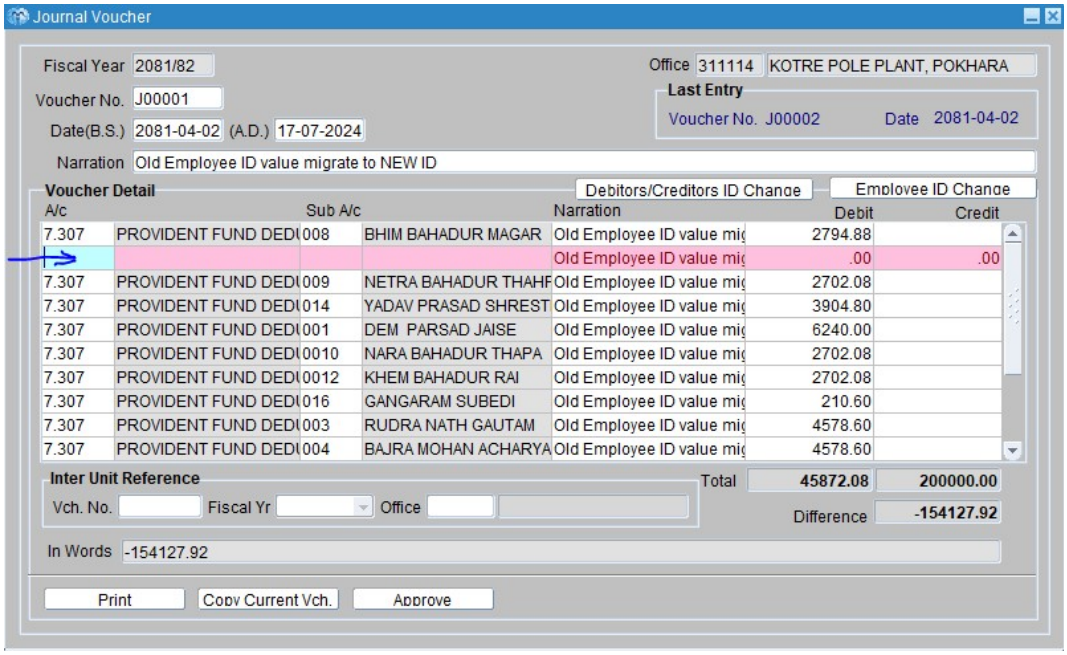
d. Press CTRL + Down arrow or (+Sign) to create new record.

e. Type same account code as above line in A/c.

f. Select Pan No of above employee (eg: 1323456789) instead of above Sub A/c 008.

g. Type amount in Credit side.

h. And follow the same process for other transactions bellow.



i. In above example the ledger amount of 7.733 amounting 2465.00 is in Credit side. So the ledger amount is debited in this voucher. Now, you have to create new line by clicking (+ sign) or pressing CTRL+ Down Arrow. Then type 7.307 in A/C, Employee PAN No in Sub A/C, Credit amount 2794.88.

j. After inserting all the credit amount press CTRL+S to Save.

(NOTE: If detail of Voucher No. J00001 is empty then enter 2.589 with debit amount Rs. 1 and 2.589 with credit amount Rs. 1. Then Save and Approve the voucher.)

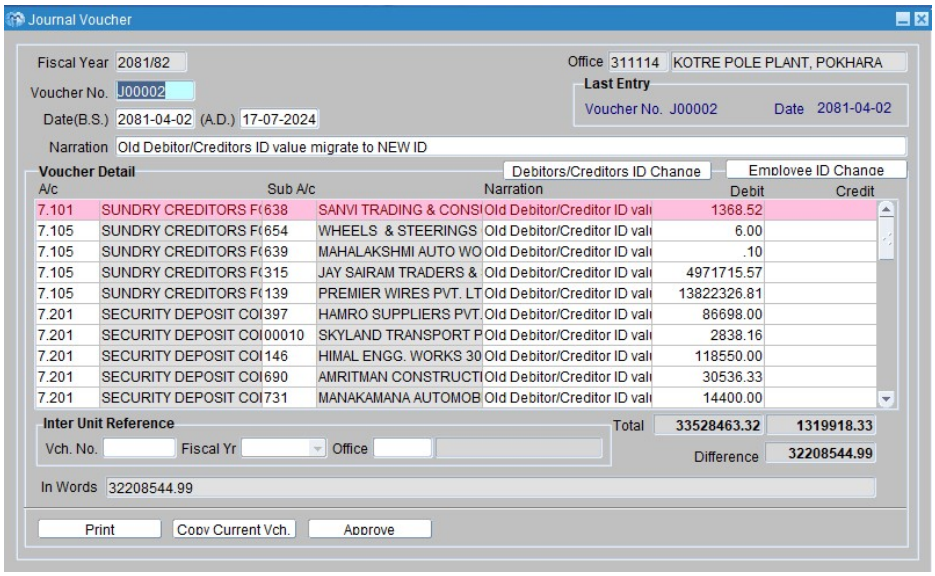
2 Old Debtor/Creditors ID value migrate to NEW ID

Open the Journal Voucher and go to "J00002" which is automatically generated by system. This Voucher is used to transfer Old Debtor/Creditors ID to New Debtor/Creditors ID (PAN No.). All the Liabilities of Debtor/Creditors are debited in this voucher now, you have to enter new line with Debtor/Creditors PAN No. in Sub account code and amount in credit side and vice versa.

Steps:

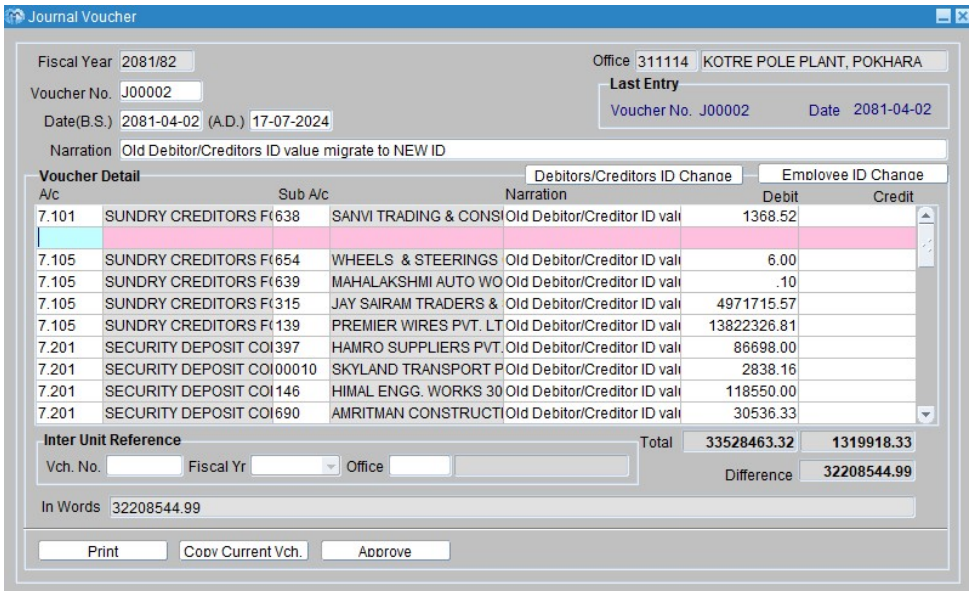
a. Open Journal Voucher

b. Go to "J00002" voucher no.



c. Click in A/C code in Voucher Detail

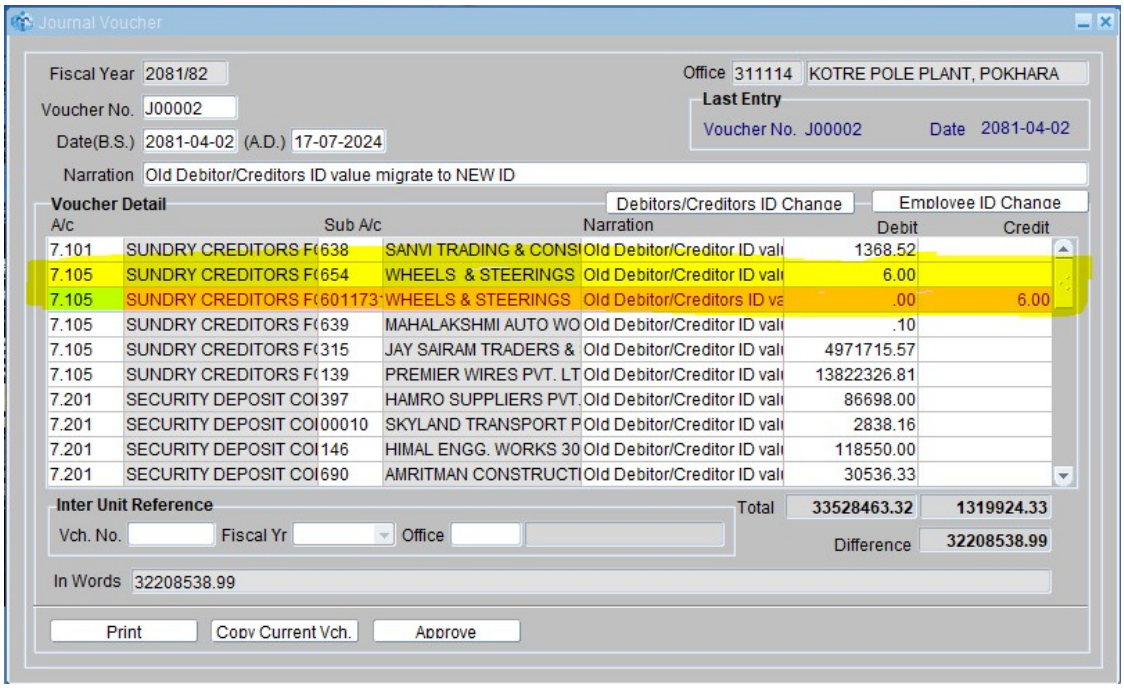
d. Press CTRL + Down arrow or (+Sign) to create new record.



e. Type same account code as above line in A/c.

f. Select Pan No of above party (eg: 1323456789) instead of above Sub A/c 654.

g. Type amount in Credit side.



h. In above example the ledger amount of 7.105 amounting 6.00 is in Credit side. So the ledger amount is debited in this voucher. Now, you have to create new line by clicking (+ sign) or pressing CTRL+ Down Arrow. Then type 7.105 in A/C, Employee PAN No in Sub A/C, Credit amount 6.00.

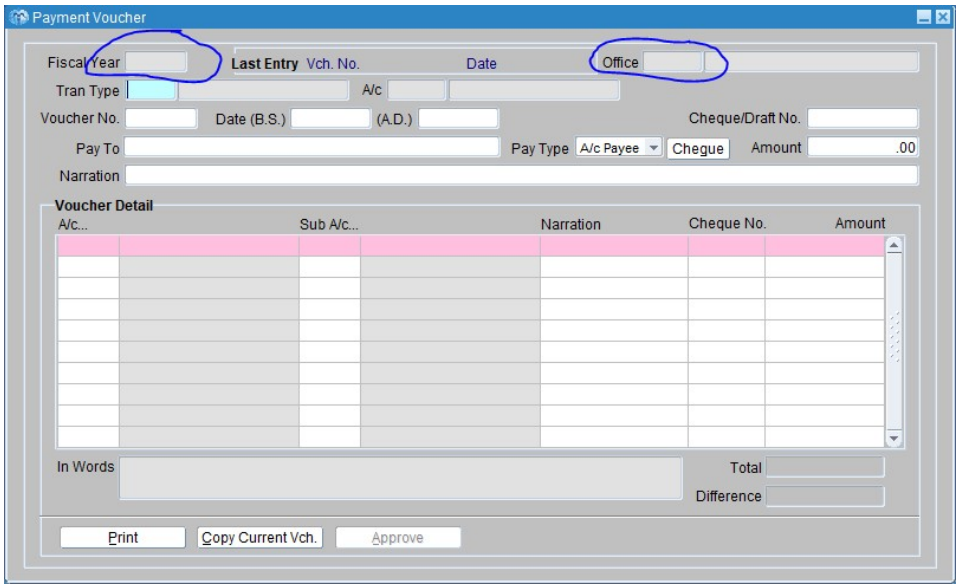
i. And follow the same process for other transactions bellow.

j. After inserting all the debit and credit amount press CTRL+S to Save.

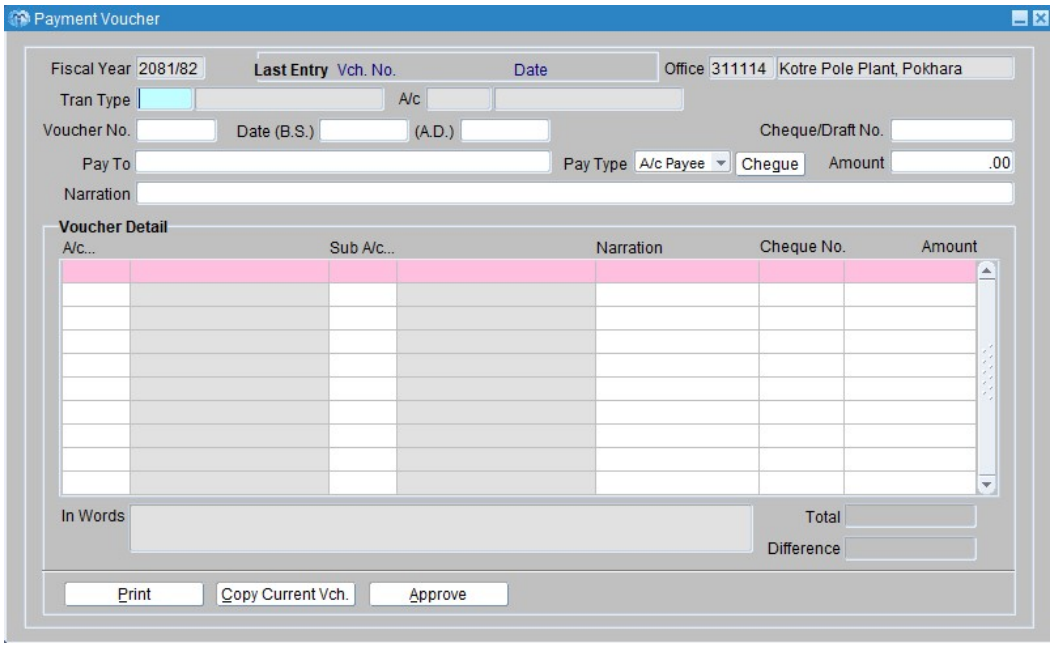
3 New Voucher Entry (Debit, Credit, Journal, Other voucher)

Steps to enter new voucher:

a. Go to Transactions and then to the voucher type you want to create
(You will find "Fiscal Year" and "Office" at the top is blank.)



b. Press CTRL+DOWN ARROW or (+ sign). This will enter Fiscal Year and Office automatically.

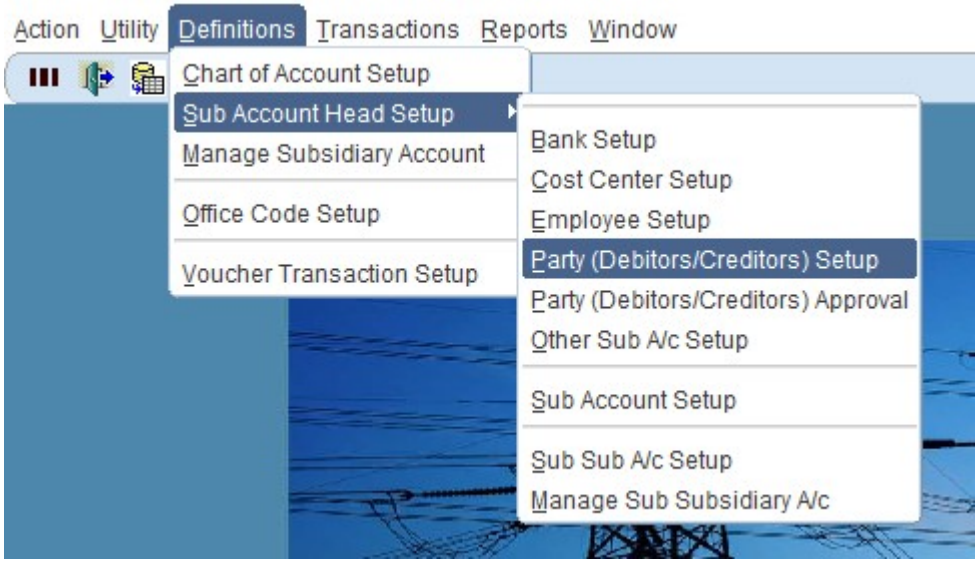


c. Now, Select Bank detail in "Tran Type" field and fill all the voucher detail.

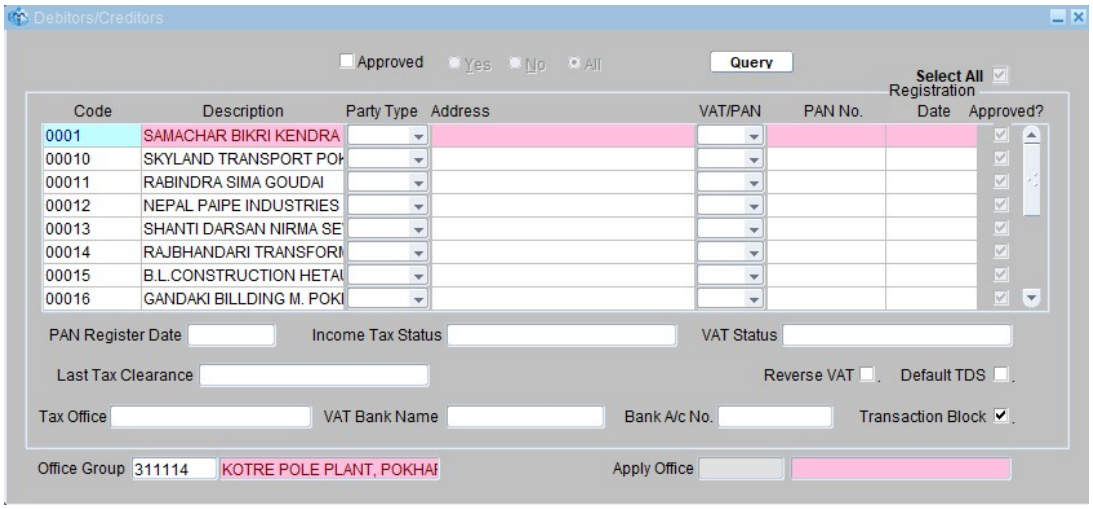
d. Press CTRL + S to save the voucher.
(Note: You can use "Copy Current Vch" to copy all the detail of previous Voucher if necessary).

4 New Debtor/Creditors Entry for Verification
(You have to Setup Party only if you do not find the PAN No of the corresponding Party)

a. Go to Definitions - - Sub Account Head Setup -- Party (Debitors/Creditors) Setup Menu.



b. Now, Party (Debtors/Creditors) Setup form will appear.

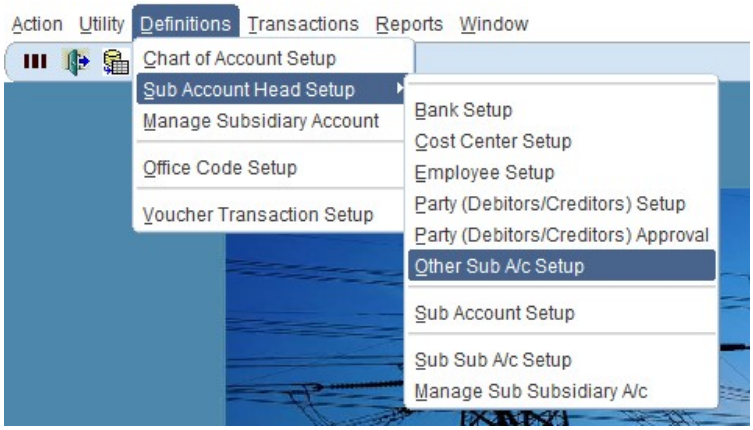


c. Press CTRL + Down Arrow of (+ Sign) to Add new Debtors/Creditors.
d. Type PAN No of the Party that you want to Setup in "Code" field.
e. Type Name to the Party in "Description" field.
f. Select Party Type (Local/Foreign Party).
g. Type Address of the Party in "Address" field.
h. Select VAT/PAN type.
i. Type PAN NO. of the Party in "PAN No." field.
j. Type VAT/PAN Registration Date in "Registration Date" field.
k. Type PAN Register Date in "PAN Register Date" field.
l. Type Income Tax Status, VAT Status, Last Tax Clearance in relative fields.
m. Type Income Tax Deposit Office in "Tax Office" field (eg. IRD, Thamel)
n. Type name of the bank where Party deposits the tax amount in "VAT Bank Name" field. (**Note: not your office bank**)

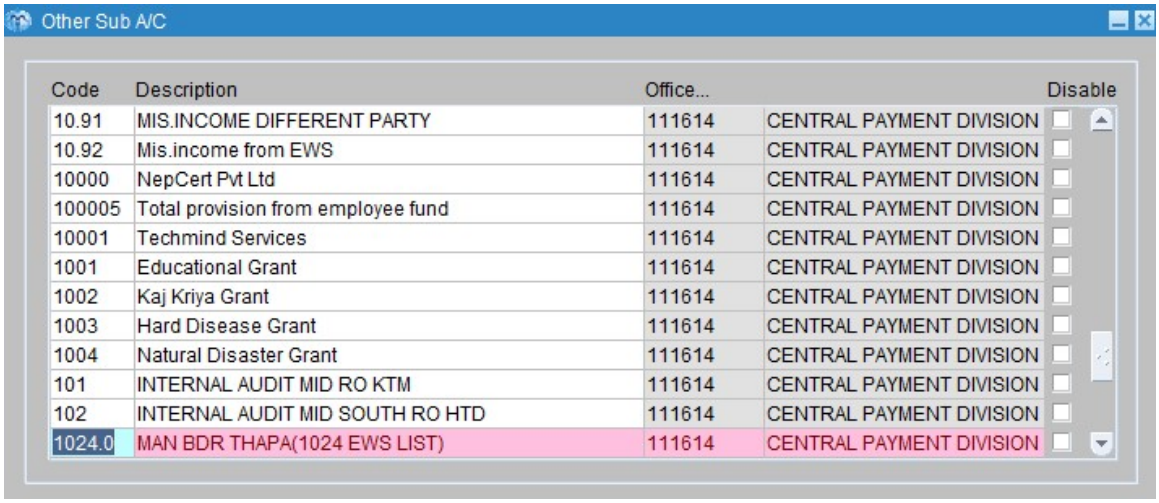
(**Note: When the party is saved it will be forwarded to central for verification and approval. The Debtors/Creditors you have created is only usable in vouches after approved by Central Office.**)

5. PAN Setup (Except NEA Permanent Employee)

a. Go to Definitions - - Sub Account Head Setup -- Others Sub A/c Setup Menu.



b. Now, Others Sub A/c Setup form will appear.



c. Press CTRL + Down Arrow of (+ Sign) to Add new Others Sub A/c.
d. Type PAN No of the Employee that you want to Setup in "Code" field.
e. Type Name to the Employee in "Description" field.

6. Deposit Voucher Transfer (7.204 Central Office Deposit Account)
Voucher Sample:

Sending Office

A/c code		Sub Code		Dr	Cr
7.204	Central Office Deposit Account	111812	Budget Division	****	
6.431	Deposit Bank Account	***	Bank Name/Bank Account No.		****

7. Inter Unit

Automation InterUnit Account Heads:

9.4	Interunit Automation Accounts	Remarks	Sending Office
9.401	Interunit Collection Transfer	6.411 (Collection Accounts)	Distribution Center (Dr 9.401, Cr 6.411 Auto)
9.402	Interunit Budget Transfer	6.421 (Payment Accounts)	Budget 111812 (Dr 9.402, Cr 6.421)
9.403	Interunit Payroll Transfer	2.1 (Payroll Automation)	Through existing payroll System

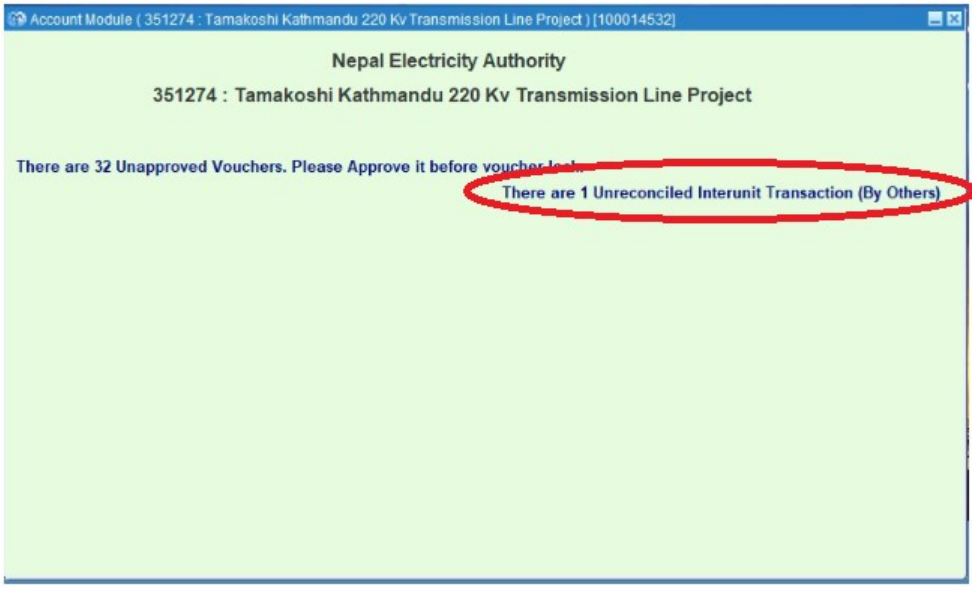
9.404	Interunit Income & Expenses Transfer	(1 & 2 except payroll)	1 & 2 Except payroll code need to fix. Interunit Credit Open for Income
9.405	Interunit Fixed Assets Tansfer	3 Through AMS	Through AMS.Sending office GL code & receiving office GL code should be same.
9.406	Interunit WIP Transfer	4	All code related to CWIP 4. Sending office GL code & receiving office GL code should be same. (Dr 9.406, Cr 4.101 to ……)
9.407	Interunit Stock Transfer	6.1	All code related to 6.1 . Sending office GL code & receiving office GL code should be same. (Dr 9.407, Cr 6.101 to ……)
9.408	Interunit Advance Tax Transfer	6.554 & 6.555	Sending office GL code & receiving office GL code should be same. (Dr 9.408, Cr 6.554, 6.555)
9.409	Interunit Other Assets Transfer	Except FA, WIP & Stock & Advance Tax	All assets code except 3, 4, 6.1, 6.554, 6.555 Dr 9.409, CR 5.101,…….
9.410	Interunit VAT & TDS Transfer	7.4 related	Tax & VAT liabilities under 7.4, Dr 7.401,…. CR 9.410
9.411	Interunit Share Transfer	8.1	Share under 8.1 Dr 8.101…., CR 9.411
9.412	Interunit Loan Transfer	8.5	Loan 8.5 Dr 8.501…., CR 9.412
9.413	Interunit Other Liabilities & Reserve Transfer	Remaining liabilities & Reserves	All Liabilities & Reserves except 7.4, 8.1, 8.65 Dr 8.201……., CR 9.413

8. Inter Unit Received

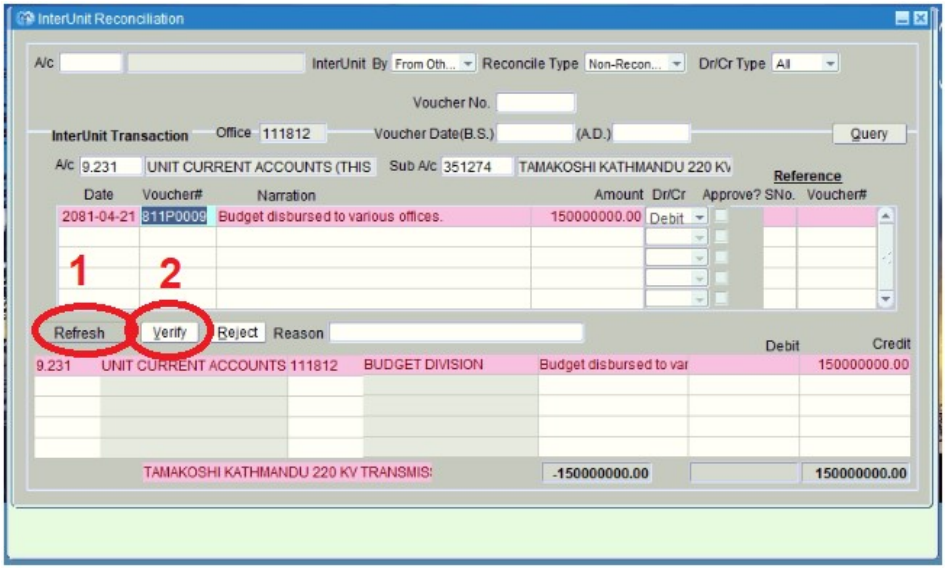
   This form is used to receive all the Inter Unit Transactions that are transferred from other offices.

1. <u>Steps to receive Inter Unit Transaction:</u>

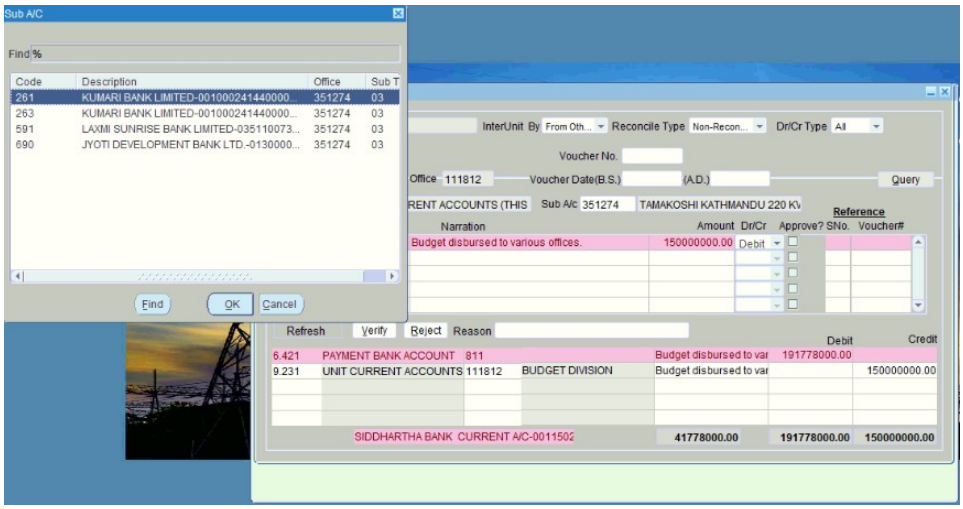
   When your office receives any Inter Unit Transaction it will be displayed in dashboard of CAS (Centralized Accounting System) as below.



a. You can either double click the message or Go to Transactions -- "Inter Unit Transactions" menu
   The following Inter Unit Reconciliation Form will display.
b. Click on any line which you want to work on in "Inter Unit Transaction"
c. Click on "Refresh" Button.



d. Now, select the required Bank Account from the list.

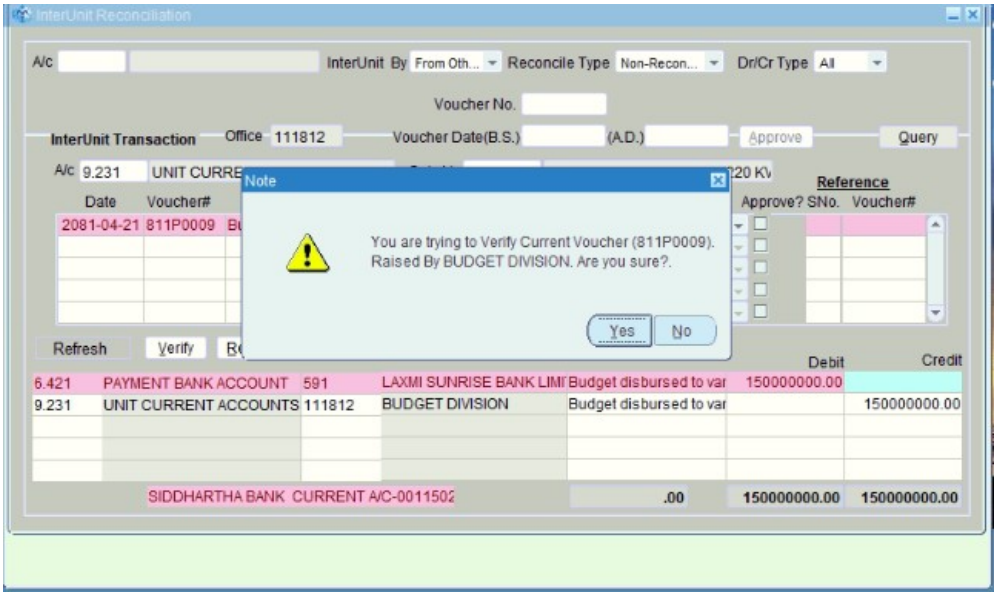


e. If Debit and Credit Amount is not equal then update the amount as in bank statement. (Debit Amount).

f. Save the transactions by pressing CTRL + S or by clicking "Save" button on the Tools bar.

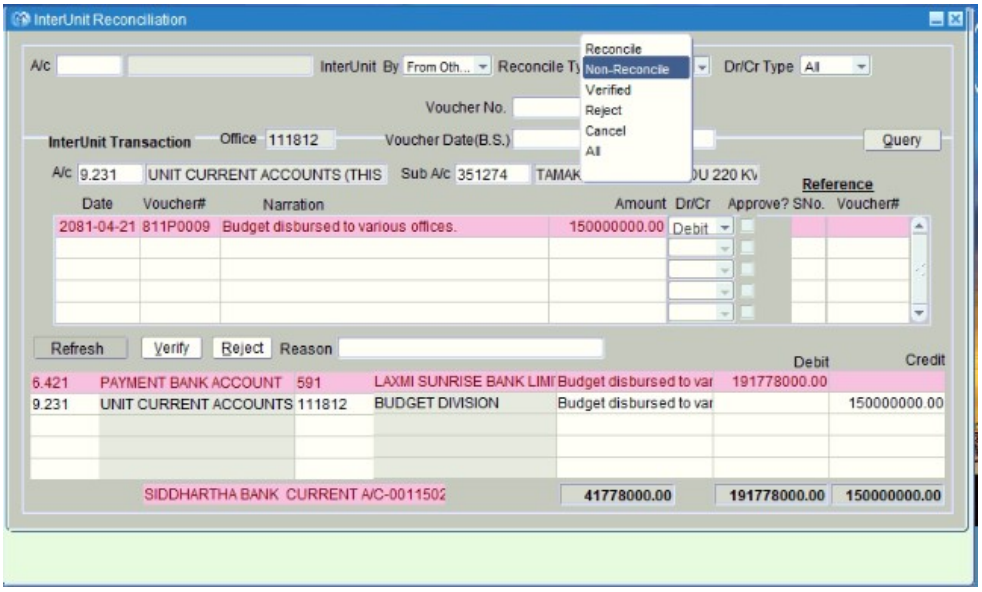
g. Now, Click on "Verify" Button for the verification of the Transaction.

h. The confirmation message will appear. Click on "Yes" button to verify.



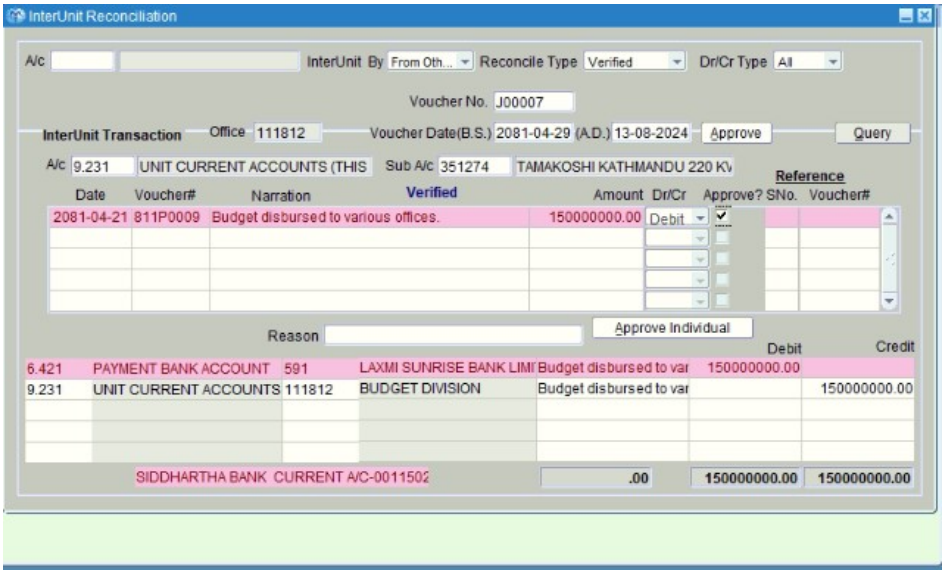
i. Select "Verified" option from the "Reconcile Type" list.

j. Then, Click on "Query" button. (This will display all the verified Inter Unit Transactions in the list.)



k. Now, Select the transactions that are to be approved and then Click on "Approve" button once (This will generate the Voucher No. and Voucher Date Automatically)

l. Then, Click on "Approve" button again to Post and approve.



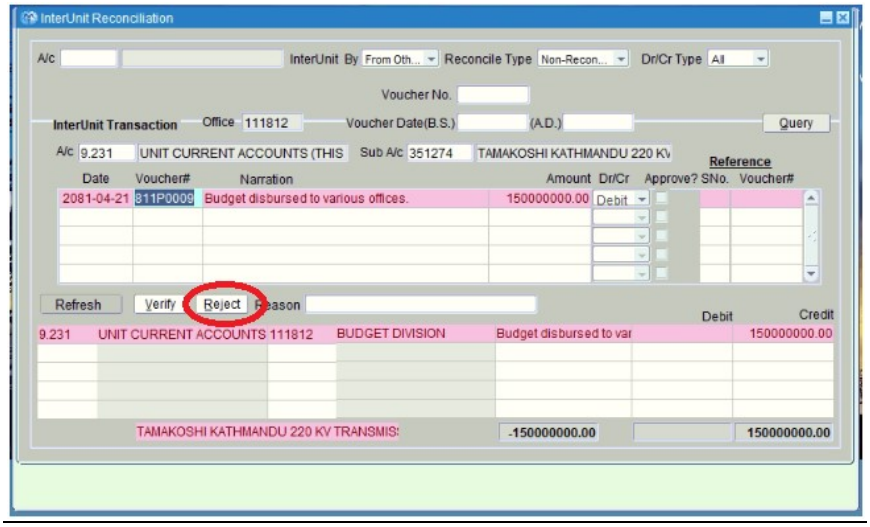
2. <u>Steps to Reject Inter Unit Transaction:</u>

If the Inter Unit Transaction received has any error then, the receiving office can reject the transaction using following steps.

a. Type the reason for the rejection in "Reason" field.

b. Click on "Reject" Button.

c. Click on "Yes" for confirmation to reject.


InterUnit Reconciliation
A/c
InterUnit By From Oth...
Reconcile Type Non-Recon...
Dr/Cr Type All
Voucher No.
InterUnit Transaction
Office 111812
Voucher Date(B.S.)
(A.D.)
Query
A/c 9.231
UNIT CURRENT ACCOUNTS (THIS
Sub A/c 351274
TAMAKOSHI KATHMANDU 220 KV
Reference
Date
Voucher#
Narration
Amount
Dr/Cr
Approve?
SNo.
Voucher#
2081-04-21
Budget disbursed to various offices.
150000000.00
Debit
Refresh
Verify
Reject
Reason
Debit
Credit
9.231
UNIT CURRENT ACCOUNTS 111812
BUDGET DIVISION
Budget disbursed to var
150000000.00
TAMAKOSHI KATHMANDU 220 KV TRANSMIS
-150000000.00
150000000.00

********** The End **********