

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

A/c	Sub A/c	Narration	Debit	Credit
7.307	PROVIDENT FUND DED(008	BHIM BAHADUR MAGAR Old Employee ID value mig	2794.88	
7.307	PROVIDENT FUND DED(009	NETRA BAHADUR THAHF Old Employee ID value mig	2702.08	
7.307	PROVIDENT FUND DED(014	YADAV PRASAD SHREST Old Employee ID value mig	3904.80	
7.307	PROVIDENT FUND DED(001	DEM PARSAD JAISE Old Employee ID value mig	6240.00	
7.307	PROVIDENT FUND DED(0010	NARA BAHADUR THAPA Old Employee ID value mig	2702.08	
7.307	PROVIDENT FUND DED(0012	KHEM BAHADUR RAI Old Employee ID value mig	2702.08	
7.307	PROVIDENT FUND DED(016	GANGARAM SUBEDI Old Employee ID value mig	210.60	
7.307	PROVIDENT FUND DED(003	RUDRA NATH GAUTAM Old Employee ID value mig	4578.60	
7.307	PROVIDENT FUND DED(004	BAJRA MOHAN ACHARYA Old Employee ID value mig	4578.60	
7.307	PROVIDENT FUND DED(007	SOM BAHADUR DARJI Old Employee ID value mig	2794.88	

Inter Unit Reference

Total 45872.08 200000.00

Difference -154127.92

In Words -154127.92

Print Copy Current Vch. Approve

- 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.

Fiscal Year: 2081/82 Office: 311114 KOTRE POLE PLANT, POKHARA

Voucher No.: J00001 Last Entry

Date (B.S.): 2081-04-02 (A.D.): 17-07-2024 Voucher No.: J00002 Date: 2081-04-02

Narration: Old Employee ID value migrate to NEW ID

A/c	Sub A/c	Narration	Debit	Credit
7.307	PROVIDENT FUND DEDI008	BHIM BAHADUR MAGAR	2794.88	
7.307		Old Employee ID value mig	.00	.00
7.307	PROVIDENT FUND DEDI009	NETRA BAHADUR THAHP	2702.08	
7.307	PROVIDENT FUND DEDI014	YADAV PRASAD SHREST	3904.80	
7.307	PROVIDENT FUND DEDI001	DEM PARSAD JAISE	6240.00	
7.307	PROVIDENT FUND DEDI0010	NARA BAHADUR THAPA	2702.08	
7.307	PROVIDENT FUND DEDI0012	KHEM BAHADUR RAI	2702.08	
7.307	PROVIDENT FUND DEDI016	GANGARAM SUBEDI	210.60	
7.307	PROVIDENT FUND DEDI003	RUDRA NATH GAUTAM	4578.60	
7.307	PROVIDENT FUND DEDI004	BAJRA MOHAN ACHARYA	4578.60	

Inter Unit Reference Total: 45872.08 200000.00

Vch. No. Fiscal Yr Office Difference: -154127.92

In Words: -154127.92

Buttons: Print Copy Current Vch. Approve

- 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.

Journal Voucher

Fiscal Year: 2081/82 Office: 311114 KOTRE POLE PLANT, POKHARA

Voucher No. J00002 Last Entry

Date(B.S.): 2081-04-02 (A.D.): 17-07-2024 Voucher No. J00002 Date 2081-04-02

Narration: Old Debitor/Creditors ID value migrate to NEW ID

Voucher Detail		Debitors/Creditors ID Change		Employee ID Change	
A/c	Sub A/c	Narration	Debit	Credit	
7.101	SUNDRY CREDITORS F(638)	SANVI TRADING & CONSI	Old Debitor/Creditor ID val	1368.52	
7.105	SUNDRY CREDITORS F(654)	WHEELS & STEERINGS	Old Debitor/Creditor ID val	6.00	
7.105	SUNDRY CREDITORS F(639)	MAHALAKSHMI AUTO WO	Old Debitor/Creditor ID val	.10	
7.105	SUNDRY CREDITORS F(315)	JAY SAIRAM TRADERS &	Old Debitor/Creditor ID val	4971715.57	
7.105	SUNDRY CREDITORS F(139)	PREMIER WIRES PVT. LT	Old Debitor/Creditor ID val	13822326.81	
7.201	SECURITY DEPOSIT COI(397)	HAMRO SUPPLIERS PVT.	Old Debitor/Creditor ID val	86698.00	
7.201	SECURITY DEPOSIT COI(00010)	SKYLAND TRANSPORT P	Old Debitor/Creditor ID val	2838.16	
7.201	SECURITY DEPOSIT COI(146)	HIMAL ENGG. WORKS 30	Old Debitor/Creditor ID val	118550.00	
7.201	SECURITY DEPOSIT COI(690)	AMRITMAN CONSTRUCTI	Old Debitor/Creditor ID val	30536.33	
7.201	SECURITY DEPOSIT COI(731)	MANAKAMANA AUTOMOB	Old Debitor/Creditor ID val	14400.00	
Inter Unit Reference			Total	33528463.32	1319918.33
Vch. No. Fiscal Yr Office			Difference	32208544.99	
In Words: 32208544.99					

Print Copy Current Vch. Approve

- c. Click in A/C code in Voucher Detail
- d. Press CTRL + Down arrow or (+Sign) to create new record.

Journal Voucher

Fiscal Year: 2081/82 Office: 311114 KOTRE POLE PLANT, POKHARA

Voucher No. J00002 Last Entry

Date(B.S.): 2081-04-02 (A.D.): 17-07-2024 Voucher No. J00002 Date 2081-04-02

Narration: Old Debitor/Creditors ID value migrate to NEW ID

Voucher Detail		Debitors/Creditors ID Change		Employee ID Change	
A/c	Sub A/c	Narration	Debit	Credit	
7.101	SUNDRY CREDITORS F(638)	SANVI TRADING & CONSI	Old Debitor/Creditor ID val	1368.52	
7.105	SUNDRY CREDITORS F(654)	WHEELS & STEERINGS	Old Debitor/Creditor ID val	6.00	
7.105	SUNDRY CREDITORS F(639)	MAHALAKSHMI AUTO WO	Old Debitor/Creditor ID val	.10	
7.105	SUNDRY CREDITORS F(315)	JAY SAIRAM TRADERS &	Old Debitor/Creditor ID val	4971715.57	
7.105	SUNDRY CREDITORS F(139)	PREMIER WIRES PVT. LT	Old Debitor/Creditor ID val	13822326.81	
7.201	SECURITY DEPOSIT COI(397)	HAMRO SUPPLIERS PVT.	Old Debitor/Creditor ID val	86698.00	
7.201	SECURITY DEPOSIT COI(00010)	SKYLAND TRANSPORT P	Old Debitor/Creditor ID val	2838.16	
7.201	SECURITY DEPOSIT COI(146)	HIMAL ENGG. WORKS 30	Old Debitor/Creditor ID val	118550.00	
7.201	SECURITY DEPOSIT COI(690)	AMRITMAN CONSTRUCTI	Old Debitor/Creditor ID val	30536.33	
Inter Unit Reference			Total	33528463.32	1319918.33
Vch. No. Fiscal Yr Office			Difference	32208544.99	
In Words: 32208544.99					

Print Copy Current Vch. Approve

- 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.

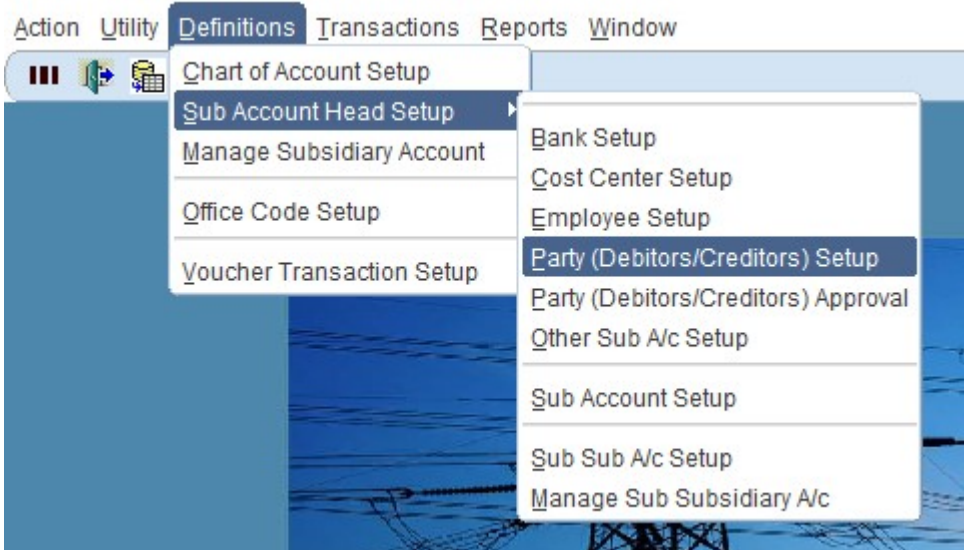
- b. Press CTRL+DOWN ARROW or (+ sign). This will enter Fiscal Year and Office automatically.

- 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.

Debitors/Creditors

Approved Yes No All

Select All Registration

Code	Description	Party Type	Address	VAT/PAN	PAN No.	Date	Approved?
0001	SAMACHAR BIKRI KENDRA						<input checked="" type="checkbox"/>
00010	SKYLAND TRANSPORT POK						<input checked="" type="checkbox"/>
00011	RABINDRA SIMA GOUDAI						<input checked="" type="checkbox"/>
00012	NEPAL PAIPE INDUSTRIES						<input checked="" type="checkbox"/>
00013	SHANTI DARSAN NIRMA SE						<input checked="" type="checkbox"/>
00014	RAJBHANDARI TRANSFORM						<input checked="" type="checkbox"/>
00015	B.L.CONSTRUCTION HETA						<input checked="" type="checkbox"/>
00016	GANDAKI BILLDING M. POKI						<input checked="" type="checkbox"/>

PAN Register Date Income Tax Status VAT Status

Last Tax Clearance Reverse VAT Default TDS

Tax Office VAT Bank Name Bank A/c No. Transaction Block

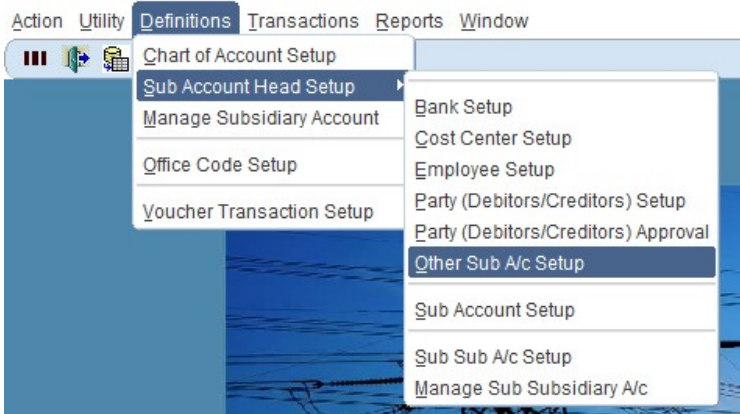
Office Group 311114 **KOTRE POLE PLANT, POKHAI** Apply Office

- Press CTRL + Down Arrow of (+ Sign) to Add new Debtors/Creditors.
- Type PAN No of the Party that you want to Setup in "Code" field.
- Type Name to the Party in "Description" field.
- Select Party Type (Local/Foreign Party).
- Type Address of the Party in "Address" field.
- Select VAT/PAN type.
- Type PAN NO. of the Party in "PAN No." field.
- Type VAT/PAN Registration Date in "Registration Date" field.
- Type PAN Register Date in "PAN Register Date" field.
- Type Income Tax Status, VAT Status, Last Tax Clearance in relative fields.
- Type Income Tax Deposit Office in "Tax Office" field (eg. IRD, Thamel)
- 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)

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



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

Code	Description	Office...	Disable
10.91	MIS.INCOME DIFFERENT PARTY	111614	CENTRAL PAYMENT DIVISION
10.92	Mis.income from EWS	111614	CENTRAL PAYMENT DIVISION
10000	NepCert Pvt Ltd	111614	CENTRAL PAYMENT DIVISION
100005	Total provision from employee fund	111614	CENTRAL PAYMENT DIVISION
10001	Techmind Services	111614	CENTRAL PAYMENT DIVISION
1001	Educational Grant	111614	CENTRAL PAYMENT DIVISION
1002	Kaj Kriya Grant	111614	CENTRAL PAYMENT DIVISION
1003	Hard Disease Grant	111614	CENTRAL PAYMENT DIVISION
1004	Natural Disaster Grant	111614	CENTRAL PAYMENT DIVISION
101	INTERNAL AUDIT MID RO KTM	111614	CENTRAL PAYMENT DIVISION
102	INTERNAL AUDIT MID SOUTH RO HTD	111614	CENTRAL PAYMENT DIVISION
1024.0	MAN BDR THAPA(1024 EWS LIST)	111614	CENTRAL PAYMENT DIVISION

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

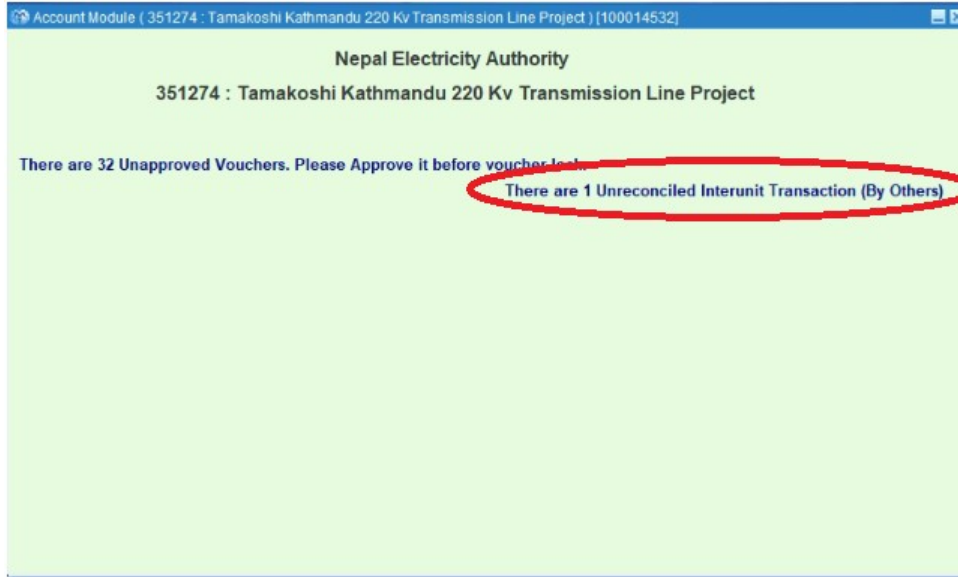
9.404	Interunit Income & Expenses Transfer	(1 & 2 except payroll)	1 & 2 Except payroll code need to fix. Interunit Credit Open for Income
9.405	Interunit Fixed Assets Tansfer	3 Through AMS	Through AMS. Sending office GL code & receiving office GL code should be same.
9.406	Interunit WIP Transfer	4	All 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

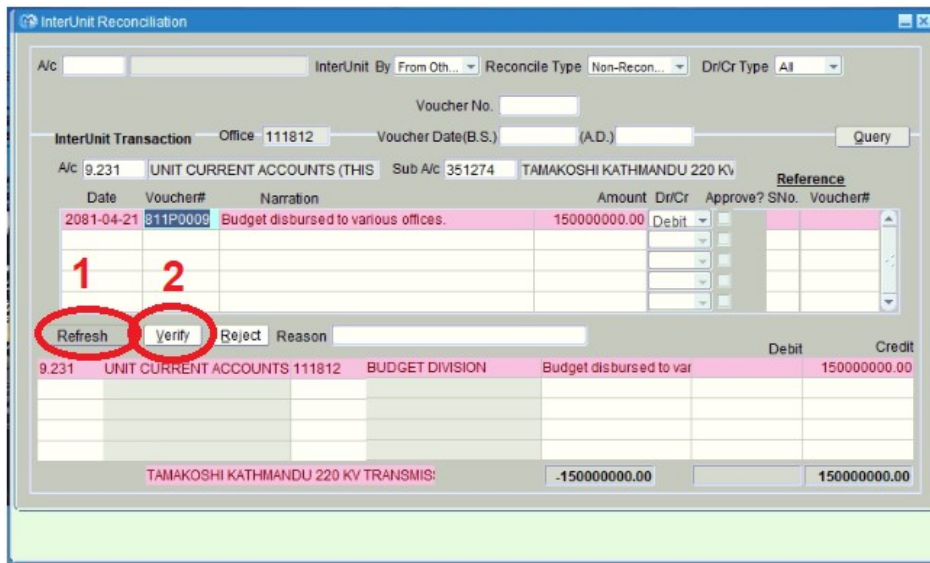
This form is used to receive all the Inter Unit Transactions that are transferred from other offices.

1. Steps to receive Inter Unit Transaction:

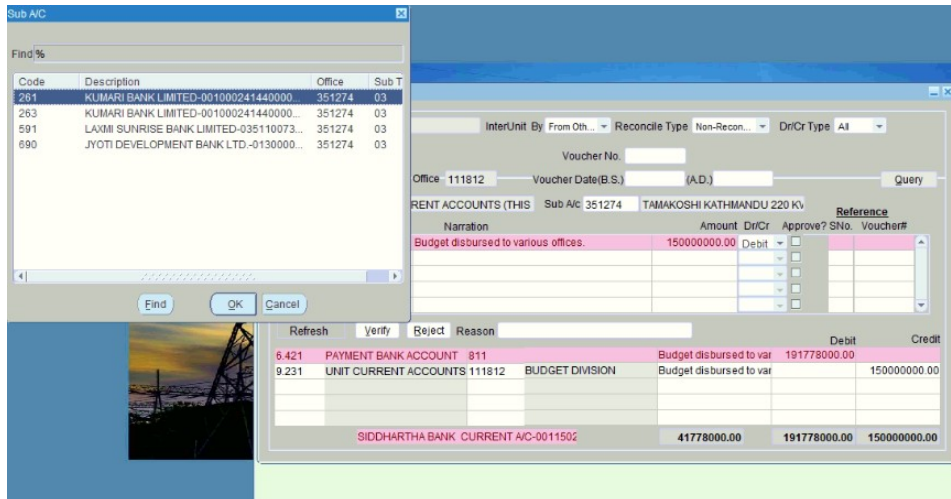
When your office receives any Inter Unit Transaction it will be displayed in dashboard of CAS (Centralized Accounting System) as below.



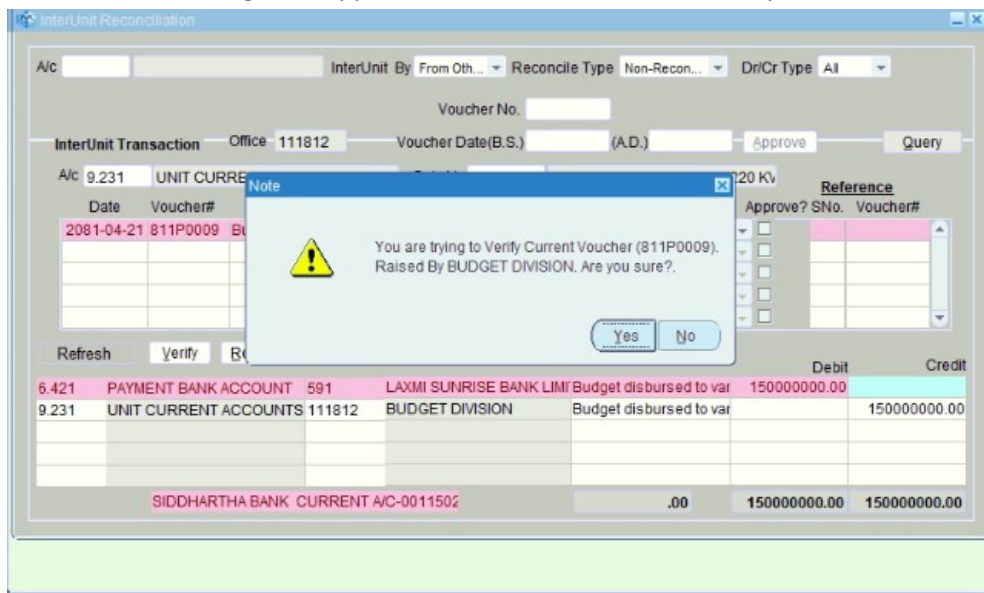
- a. You can either double click the message or Go to Transactions -- "Inter Unit Transactions" menu
The following Inter Unit Reconciliation Form will display.
- b. Click on any line which you want to work on in "Inter Unit Transaction"
- c. Click on "Refresh" Button.



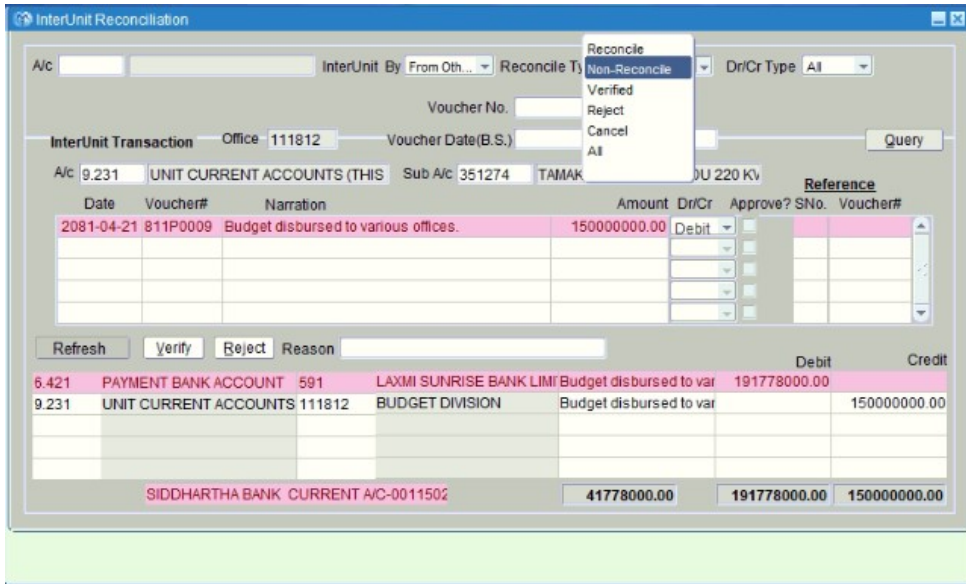
- d. Now, select the required Bank Account from the list.



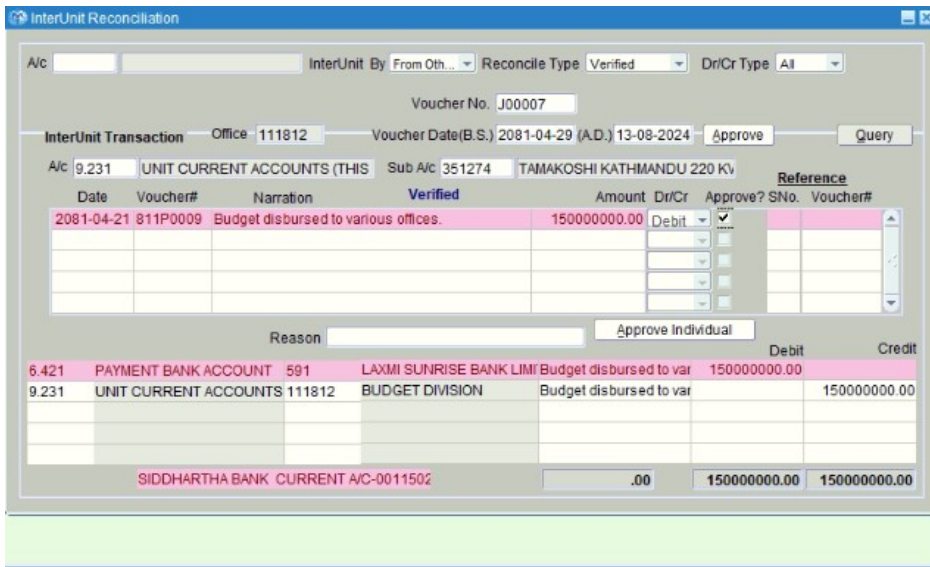
- e. If Debit and Credit Amount is not equal then update the amount as in bank statement. (Debit Amount).
- f. Save the transactions by pressing CTRL + S or by clicking "Save" button on the Tools bar.
- g. Now, Click on "Verify" Button for the verification of the Transaction.
- h. The confirmation message 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.)



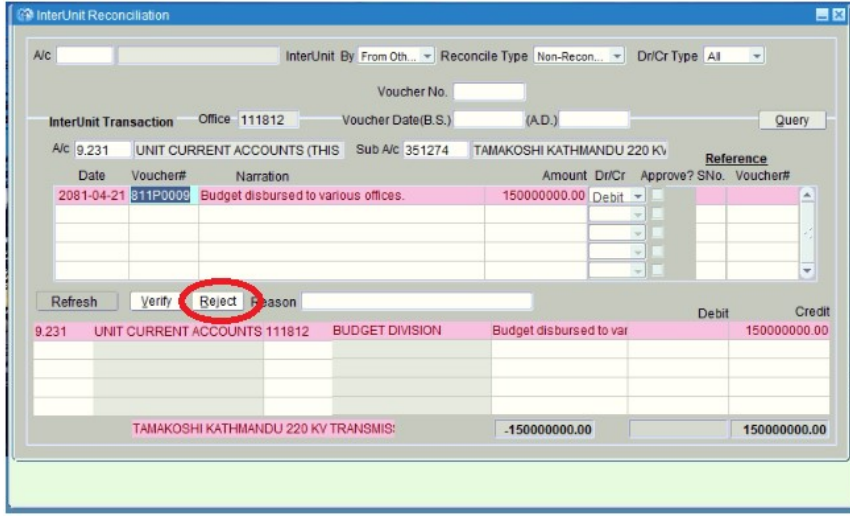
- k. Now, Select the transactions that are to be approved and then Click on "Approve" button once (This will generate the Voucher No. and Voucher Date Automatically)
- l. Then, Click on "Approve" button again to Post and approve.



2. Steps to Reject Inter Unit Transaction:

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.



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

