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

oucher N	a J00001				Ì	Last Entry	KUIKEFÜLEF	CANT, FORHAR	1
Date(B.S	3) 2081-04-	02 (A.D.) 17	7-07-2024	1		Voucher No	. J00002	Date 2081-04-	02
Morrotiv	on Old Empl	over ID volu				1			
Ivalian	Dete:	oyee iD valu	e migrate	IO INEW ID	Debiteret	0	The second second	playes ID Oberg	
A/c	Detail		Sub A/c		Narration	Creditors ID C	nande Elli	Credit	e
7.307	PROVIDENT	T FUND DED	01008	BHIM BAHADUR MAGAR	Old Employee	ID value mid	2794.88	Credit	4
7.307	PROVIDEN	T FUND DED	01009	NETRA BAHADUR THAH	Old Employee	D value mid	2702.08		
7.307	PROVIDEN	T FUND DED	01014	YADAV PRASAD SHREST	Old Employee	D value mic	3904.80		
7.307	PROVIDEN	T FUND DED	01001	DEM PARSAD JAISE	Old Employee	D value mic	6240.00		
7.307	PROVIDENT	T FUND DED	010010	NARA BAHADUR THAPA	Old Employee	D value mid	2702.08		
7.307	PROVIDENT	T FUND DED	010012	KHEM BAHADUR RAI	Old Employee	D value mid	2702.08		
7.307	PROVIDENT		01016	GANGARAM SUBEDI	Old Employee	ID value mid	210.60		
7.307	PROVIDENT		01003	RUDRA NATH GAUTAM	Old Employee	D value mi	4578.60		
7.307	PROVIDENT	T FUND DED	01004	BAJRA MOHAN ACHARYA	Old Employee	ID value mig	4578.60		
7.307	PROVIDENT	T FUND DED	0007	SOM BAHADUR DARJI	Old Employee	ID value mig	2794.88		5
Inter Uni	it Reference					Total	45872.08	200000.00	
Vch. No		Fiscal Yr		Office			Difference	-154127.92	
In Words	-154127.92	2							

- 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.

oucherl	ear 2081/82 No. J00001					Last Entry	KOTRE POLE	PLANT, POKHAR/	1
Date(B.	S.) 2081-04-	02 (A.D.) 17-	07-2024	1		Voucher No	. J00002	Date 2081-04-	02
Narrat	ion Old Empl	ovee ID value	miorate	to NEW ID					
Vouche	r Detail	.,			Debitors/	Creditors ID C	hange Em	plovee ID Chang	e
A/c	· Dottail		Sub A/c	:	Narration		Debit	Credit	Ĩ
7.307	PROVIDENT	FUND DEDI	008	BHIM BAHADUR MAGAR	Old Employee	ID value mig	2794.88		
>					Old Employee	ID value mig	.00	.00	
7.307	PROVIDENT	FUND DEDI	009	NETRA BAHADUR THAHP	Old Employee	ID value mig	2702.08		
7.307	PROVIDENT	FUND DEDI	014	YADAV PRASAD SHREST	Old Employee	ID value mig	3904.80		
7.307	PROVIDENT	FUND DEDI	001	DEM PARSAD JAISE	Old Employee	ID value mig	6240.00		
7.307	PROVIDENT	FUND DEDI	0010	NARA BAHADUR THAPA	Old Employee	ID value mig	2702.08		
7.307	PROVIDENT	FUND DEDI	0012	KHEM BAHADUR RAI	Old Employee	ID value mig	2702.08		
7.307	PROVIDENT	FUND DEDI	016	GANGARAM SUBEDI	Old Employee	ID value mig	210.60		
7.307	PROVIDENT	FUND DEDI	003	RUDRA NATH GAUTAM	Old Employee	ID value mig	4578.60		
7.307	PROVIDENT	FUND DEDU	004	BAJRA MOHAN ACHARYA	Old Employee	ID value mig	4578.60		-
Inter U	nit Reference					Total	45872.08	200000.00	
Vch. No	D.	Fiscal Yr		Office			Difference	-154127.92	
In Word	s -154127.92	2							

- 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.

-iscal Ye oucher N Date(B.S	ar 2081/82 o. <mark>J00002</mark> .) 2081-04-02 (A.D.) 17-07-202	4	Unice 311114 Last Entry Voucher No	J00002	Date 2081-04-02
Narratio	n Old Debitor/Creditors ID value	migrate to NEW ID			
Voucher	Detail		Debitors/Creditors ID C	hande Emi	olovee ID Change
Vc	Sub A/	c Na	arration	Debit	Credit
7.101	SUNDRY CREDITORS F(638	SANVI TRADING & CONSION	d Debitor/Creditor ID valu	1368.52	
7.105	SUNDRY CREDITORS F(654	WHEELS & STEERINGS OF	d Debitor/Creditor ID valu	6.00	
7.105	SUNDRY CREDITORS F(639	MAHALAKSHMI AUTO WO OI	d Debitor/Creditor ID valu	.10	
7.105	SUNDRY CREDITORS F(315	JAY SAIRAM TRADERS & OI	d Debitor/Creditor ID valu	4971715.57	
7.105	SUNDRY CREDITORS F(139	PREMIER WIRES PVT. LT OI	d Debitor/Creditor ID valu	13822326.81	
.201	SECURITY DEPOSIT COI 397	HAMRO SUPPLIERS PVT. OI	d Debitor/Creditor ID valu	86698.00	
.201	SECURITY DEPOSIT COI00010	SKYLAND TRANSPORT POL	d Debitor/Creditor ID valu	2838.16	
.201	SECURITY DEPOSIT COI 146	HIMAL ENGG. WORKS 30 OI	d Debitor/Creditor ID valu	118550.00	
7.201	SECURITY DEPOSIT COI 690	AMRITMAN CONSTRUCTION	d Debitor/Creditor ID valu	30536.33	
7.201	SECURITY DEPOSIT COI731	MANAKAMANA AUTOMOB OI	d Debitor/Creditor ID valu	14400.00	
Inter Uni	t Reference		Total	33528463.32	1319918.33
Vch. No.	Fiscal Yr	Office		Difference	32208544.99
n Words	32208544.99				

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

	2081/82				Omo	ast Entry	KOTRE POLE	PLANT, POKHAR	A
oucher No), J00002				-	ustentij		D 1 0004.04	
Date(B.S.	.) 2081-04-	02 (A.D.) 17-	07-2024	J	v	oucher No.	J00002	Date 2081-04-	0
Narratio	n Old Debit	tor/Creditors II	D value i	migrate to NEW ID					
Voucher [Detail				Debitors/Cre	ditors ID C	hande Err	plovee ID Chanc	Je
AVc			Sub A/c		Narration		Debit	Credit	
7.101	SUNDRY C	REDITORS FO	638	SANVI TRADING & CONS	Old Debitor/Cred	itor ID valu	1368.52		1
7.105	SUNDRY C	REDITORS FO	654	WHEELS & STEERINGS	Old Debitor/Cred	itor ID valu	6.00		
7.105	SUNDRY C	REDITORS FO	639	MAHALAKSHMI AUTO WO	Old Debitor/Cred	itor ID valu	.10		
7.105	SUNDRY C	REDITORS FO	315	JAY SAIRAM TRADERS &	Old Debitor/Cred	itor ID valu	4971715.57		
7.105	SUNDRY C	REDITORS FO	139	PREMIER WIRES PVT. LT	Old Debitor/Cred	itor ID valu	13822326.81		
7.201	SECURITY	DEPOSIT COI	397	HAMRO SUPPLIERS PVT.	Old Debitor/Cred	itor ID valu	86698.00		
7.201	SECURITY	DEPOSIT COI	00010	SKYLAND TRANSPORT P	Old Debitor/Cred	itor ID valı	2838.16		
7.201	SECURITY	DEPOSIT COI	146	HIMAL ENGG. WORKS 30	Old Debitor/Cred	itor ID valu	118550.00		
7.201	SECURITY	DEPOSIT COI	690	AMRITMAN CONSTRUCT	Old Debitor/Cred	itor ID valu	30536.33		ŀ
Inter Unit	Reference					Total	33528463.32	1319918.33	
Vch. No.		Fiscal Yr		Office			Difference	32208544.99	
In Words	32208544	.99							

- 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.

oucher N	lo. J00002		Last E	ntry er No. 10000	2	Date 2081-04-	02
Date(B.S	S.) 2081-04-02 (A.D.) 17-07-202	24			-		
Narratio	on Old Debitor/Creditors ID value	e migrate to NEW ID					
Voucher	Detail		Debitors/Creditors	ID Change	Emr	lovee ID Chang	е
A/c	Sub A	/c	Narration		Debit	Credit	
7.101	SUNDRY CREDITORS F(638	SANVI TRADING & CONS	Old Debitor/Creditor ID	vali	1368.52		
7.105	SUNDRY CREDITORS F(654	WHEELS & STEERINGS	Old Debitor/Creditor ID	vali	6.00		
7.105	SUNDRY CREDITORS F(60117	3 WHEELS & STEERINGS	Old Debitor/Creditors I	D va	.00	6.00	
7.105	SUNDRY CREDITORS F(639	MAHALAKSHMI AUTO WC	Old Debitor/Creditor ID	vali	.10		
7.105	SUNDRY CREDITORS F(315	JAY SAIRAM TRADERS &	Old Debitor/Creditor ID	vali 497	1715.57		
7.105	SUNDRY CREDITORS F(139	PREMIER WIRES PVT. LT	Old Debitor/Creditor ID	vali 1382	2326.81		
7.201	SECURITY DEPOSIT COI 397	HAMRO SUPPLIERS PVT	Old Debitor/Creditor ID	vali 8	6698.00		
7.201	SECURITY DEPOSIT COI00010	SKYLAND TRANSPORT F	Old Debitor/Creditor ID	vali	2838.16		
7.201	SECURITY DEPOSIT COI 146	HIMAL ENGG. WORKS 30	Old Debitor/Creditor ID	vali 11	8550.00		
7.201	SECURITY DEPOSIT COI 690	AMRITMAN CONSTRUCT	Old Debitor/Creditor ID	vali 3	0536.33		-
Inter Un	it Reference		Тс	tal 3352	3463.32	1319924.33	
Vch. No.	. Fiscal Yr	✓ Office		Dif	ference	32208538.99	
In Words	32208538.99						

- 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.
- New Voucher Entry (Debit, Credit, Journal, Other voucher) Steps to enter new voucher:

3

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.)

Fiscarrear	Last Entry Vcr	1. NO.	Date Office		
Tran Type		A/c			
Voucher No.	Date (B.S.)	(A.D.)		Cheque/Draft No.	
Pay To			Pay Type A/c Payee	Chegue Amount	.0
Narration					
Voucher Detail					
A/c	Sub	A/c	Narration	Cheque No.	Amount
					_
	<u></u>				×
In Words				Total	
				Difference	

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

Fiscal Year	2081/82	Last Entry	Vch. No.	Date	Office 3	11114 Kotre Pole Pla	ant, Pokhara
Tran Type			A/c				
/oucher No.		Date (B.S.)	(A.D.)			Cheque/Draft No	I
Pay To				Pay	Type A/c Payee	Chegue Amoun	it .00
Narration							
Voucher D	Detail						
A/c			Sub A/c		Narration	Cheque No.	Amount
							<u> </u>
							<u>[]</u>
							š
			() () () () () () () () () () () () () (
In Words						Total	
						Difference	

- 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
 - (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.

		, approved	Tep II		quory		Select Registratio	all 🗹	
Code	Description	Party Type	Address		VAT/PAN	PAN No.	Date	Approv	/ed?
0001	SAMACHAR BIKRI KENDRA	-			-				
00010	SKYLAND TRANSPORT POH	-			-				
00011	RABINDRA SIMA GOUDAI	-			-				
00012	NEPAL PAIPE INDUSTRIES	-			-				
00013	SHANTI DARSAN NIRMA SE	-			-				
00014	RAJBHANDARI TRANSFORI	-			-				
00015	B.L.CONSTRUCTION HETAI	· · ·			-				
00016	GANDAKI BILLDING M. POK	-			-				
PAN Regis	ter Date Inco	me Tax Statu	IS		VAT Status Re	everse VAT 🗌 .	Default T	rds 🗆	
Tax Office	VA	T Bank Nam	e	Bank A/c	No.	Tra	nsaction Bl	lock 🗹	

- 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.
- I. 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.

Action Utility Definitions Transactions Reports Window

III 🌗 👫	Chart of Account Setup	
	Sub Account Head Setup	
	Manage Subsidiary Account	Bank Setup
	<u>O</u> ffice Code Setup	Employee Setup
	Voucher Transaction Setup	Party (Debitors/Creditors) Setup
		Party (Debitors/Creditors) Approval
		Other Sub A/c Setup
		Sub Account Setup
		Sub Sub A/c Setup
	TP	Manage Sub Subsidiary A/c
		IN THE ALL

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

	Interunit Income & Expenses		1 & 2 Except payroll code need to fix Interunit Credit
9.404	Transfer	(1 & 2 except payroll)	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.

🏟 Account Module (351274 : Tamakoshi Kathmandu 220 Kv Transmission Line Project) [100014532] 🛛 🗖 🛛
Nepal Electricity Authority
351274 : Tamakoshi Kathmandu 220 Kv Transmission Line Project
There are 32 Unapproved Vouchers. Please Approve it before voucher leafs
There are 1 Unreconciled Interunit Transaction (By Others)

- 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.

dilation								-
	InterU	nit By From Oth 💌 Ree	concile Type Non-Reco	n 🔹	Dr/Cr Typ	e Al	-	
		Voucher No.						
saction	Office 111812	Voucher Date(B.S.)	(AD.)				Qu	iery
UNIT CUR	RENT ACCOUNTS (T	HIS Sub A/c 351274	TAMAKOSHI KATHM	ANDU 2	20 KV	Refe	rence	
Voucher#	Narration		Amount	Dr/Cr	Approve?	SNo.	Voucher#	
811P0009	Budget disbursed to	various offices.	150000000.00	Debit	-			-
								- 2
2					52			- 2
-					- I 🗆			-
Verify	Reject Reason							-
CURRENT /	0000 INTE 111912	RUDGET DIVISION	Rudaat die burea	d to yor		Debit	150000	Crec
JUNNENT	100001113 111812	DODGET DIVISION	Dudgeruisbuise	a to var			100000	000.0
TAMAKORL			4500000000				450000	000.00
TAMARUSH	I KATHINANDO 220 K	* TRANSMIS	-150000000.0	,			1500000	000.0
	saction UNIT CUR Voucher# 811P0009 2 Verify CURRENT	InterU saction Office 111812 UNIT CURRENT ACCOUNTS (T Voucher# Narration 311P0009 Budget disbursed to 2 Yerrfy Boject Reason CURRENT ACCOUNTS 111812	InterUnit By From Oth Rec Voucher No. saction Office 111812 Voucher Date(B.S.) UNIT CURRENT ACCOUNTS (THIS Sub A/c 351274 Voucher# Narration S11P0009 Budget disbursed to various offices. 2 Yerffy Beject Reason CURRENT ACCOUNTS 111812 BUDGET DIVISION	InterUnit By From Oth Reconcile Type Non-Reconversion Noucher No. Saction Office 111812 Voucher Date(B.S.) (A.D.) UNIT CURRENT ACCOUNTS (THIS Sub A/c 351274 TAMAKOSHI KATHM Voucher# Narration Amount S11P0009 Budget disbursed to various offices. Yerrfly Beject Reason CURRENT ACCOUNTS 111812 BUDGET DIVISION Budget disburse	InterUnit By From Oth • Reconcile Type Non-Recon • Voucher No. saction Office 111812 UNIT CURRENT ACCOUNTS (THIS Sub A/c 351274 TAMAKOSHI KATHIMANDU 22 Voucher# Narration Amount Dr/Cr S11P0009 Budget disbursed to various offices. 15000000.00 Debit 2	InterUnit By From Oth Reconcile Type Non-Recon Dr/Cr Typ Voucher No. saction Office 111812 Voucher Date(B.S.) (A.D.) UNIT CURRENT ACCOUNTS (THIS Sub A/c 351274 TAMAKOSHI KATHMANDU 220 KV Voucher# Narration Amount Dr/Cr Approve? 311P0009 Budget disbursed to various offices. 15000000.00 Debit V 2 Verify Beject Reason CURRENT ACCOUNTS 111812 BUDGET DIVISION Budget disbursed to various disbursed	InterUnit By From Oth Reconcile Type Non-Recon Dr/Cr Type All Voucher No. saction Office 111812 Voucher Date(B.S.) (A.D.) UNIT CURRENT ACCOUNTS (THIS Sub A/c 351274 TAMAKOSHI KATHMANDU 220 KV Refs Youcher# Narration Amount Dr/Cr Approve? SNo. S11P0009 Budget disbursed to various offices. Yerify Boject Reason Debit CURRENT ACCOUNTS 111812 BUDGET DIVISION Budget disbursed to various Budget disbursed to various	InterUnit By From Oth Reconcile Type Non-Recon Dr/Cr Type AI Voucher No. Saction Office 111812 Voucher Date(B.S.) (A.D.) UNIT CURRENT ACCOUNTS (THIS Sub A/c 351274 TAMAKOSHI KATHIMANDU 220 K) Reference Voucher# Narration Amount Dr/Cr Approve? SNo. Voucher# S11P0009 Budget disbursed to various offices. 15000000.00 Debit Verify Reject Reason Debit CURRENT ACCOUNTS 111812 BUDGET DIVISION Budget disbursed to var 150000

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

					3	×						Sub A/C
												Find %
Street, Street						Sub T	Office				Description	Code
- 3						03	351274	440000	D-001000241	LIMITE	KUMARI BANK LI	261
						03	351274	440000	D-001000241	LIMITE	KUMARI BANK LI	263
+	r/Cr Type All	C	cile Type Non-Recor	erUnit By From Oth Red	Int	03	351274	110073	LIMITED-035	EBANK	LAXMI SUNRISE I	591
				Voucher No.		03	351274	130000	F BANK LTD0	PMENT	JYOTI DEVELOPI	690
Query			(A.D.)	Voucher Date(B.S.)	Office 111812							
nce	K Refe	NDU 22	TAMAKOSHI KATHMA	(THIS Sub A/c 351274	RENT ACCOUNTS							
oucher#	Approve? SNo.	Dr/Cr /	Amount		Narration							
		Debit -	150000000.00	to various offices.	Budget disbursed							
		-										
						- F						41
		-										
-		-						Cancel)	<u>о</u> к	nd)	Eind	
Example Example Description Office Sub T KLMARI BANK LIMITED-001000241440000 351274 03 JVOID DEVELOPMENT BANK LID001000241440000 351274 03 JVOID DEVELOPMENT BANK LID0010000 351274 03 JVOID DEVELOPMENT BANK LID0130000 351274 03 Office 111812 Voucher No. Office Office 111812 Voucher No. Office Office 111812 Voucher No. Office Voucher No. Office 111812 Voucher No. Office 111812 Voucher No. Office Budget disbursed to various offices. 15000000.00 Peht Image: Central Sub Alc 351274 Refresh Ventry Belect Reason Amount Dr/cr Approve? SNo. Voucher# Budget disbursed to various offices. 150000000.00 Debit Credit 9.231 UNIT CURRENT ACCOUNT S111812 Budget disbursed to var 15000000.00 9.231 UNIT CURRENT ACCOUNT S111812 Budget disbursed to var 15000000.00 9.231 UNIT CURRENT ACCOUNT S111812 Budget disbursed to var												
Credit	191778000.00	tovar	Budget dishursed		ACCOUNT 911	NT DANK	DAVME	6.421	KK			
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100000000000		io vai	budger disburset	2 DODGET DIVISION		ORALIAI	UNIT C	0.231		100	-	
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15000000.00	191778000.00		41778000.00	NT A/C-0011502	THA BANK CURRE	SIDDHAR			. /			
									1			
	191778000.00		41778000.00	NT A/C-0011502	THA BANK CURRE	SIDDHAR						

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.

			Voucher No.		bildi (jpe /u	
InterUni	it Transaction	Office 111812	Voucher Date(B.S.)	(A.D.)	Approve	Query
A/c 9.2 Da 2081-1	UNIT CUF te Voucher# 04-21 811P0009	BI	You are trying to Verity Cur Raised By BUDGET DIVIS	rent Voucher (811P0009). ION. Are you sure?.	20 KV <u>Refe</u> Approve? SNo.	rence Voucher#
Refresh	h Verify	R		Ies No		
Refresh	h Verify	B(I AVMI SI INDISE BANK I	Ies No	Debit	Cred
Refresh .421 .231	h Verify PAYMENT BANK UNIT CURRENT	BC ACCOUNT 591 ACCOUNTS 111812	LAXMI SUNRISE BANK L BUDGET DIVISION	IMI'Budget disbursed to var Budget disbursed to var	Debit 150000000.00	Cred

- 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.)

Vc Interl	Jnit Tran	saction	Office 111	InterU 812	nit B	Voucher No.	oncile Ty	Non-Reconcile Verified Reject Cancel		Dr/Cr Typ	e All	Query
A/c g	.231	UNIT CUP	RENT ACCO	DUNTS (TI	HIS	Sub A/c 351274	TAMAK		DU 2	20 KV	Dofe	TORCO
[Date	Voucher#	Narra	ation				Amount	Dr/Cr	Approve?	SNo.	Voucher#
208	1-04-21	811P0009	Budget dis	bursed to	vario	us offices.	15	50000000.00	Debit	-		
									-	-		
										- E		1
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Refre	sh	Verify	Reject Re	eason							Dehit	Crec
.421	PAYM	ENT BANK	ACCOUNT	591	LA	XMI SUNRISE BANK	LIMIBUD	lget disburse	d to var	1917780	00.000	
.231	UNIT	CURRENT	ACCOUNTS	111812	BL	DGET DIVISION	Bud	lget disburse	d to var			150000000.0
		SIDDHART	THA BANK C	URRENT	A/C-I	0011502		41778000.00		1917780	00.00	15000000.0

- 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)
- I. Then, Click on "Approve" button again to Post and approve.

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					Voucher No.	J00007							
InterUn	it Trans	saction	Office 111	812	Voucher Date(B.S.)	2081-04-2	29 (A.D.) 13-0	8-2024	e	pprove		Que	ery
A/c 9.2	231	UNIT CUR	RENT ACC	OUNTS (TH	IS Sub A/c 351274	TAMAK	OSHI KATHI	ANDU :	220	K٧	Pofe	ranca	
D	ate 1	Voucher#	Nam	ation	Verified		Amoun	t Dr/Cr	A	prove	SNo.	Voucher#	
2081-04-21	04-21 8	811P0009	Budget dis	bursed to v	arious offices.	1	50000000.00	Debit	-	~			-
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			R	eason			App	rove Indi	ividu	al			
421	PAYME	NT BANK	CCOUNT	591	LAXMI SUNRISE BAN	IK LIM Bu	doet disburse	ed to var	1	50000	Debit		Cred
231	UNITO	URRENT	ACCOUNTS	111812	BUDGET DIVISION	Bu	get disburse	ed to var				1500000	00.0
		SIDDHART	HA BANK C	URRENT	A/C-0011502		.0	0	1	500000	00.00	1500000	00.0
												100000	

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.

		inter	Net by Front Out • Ne	containe rype (Non-Reco		onor type At	-	
			Voucher No.					
InterUnit Tra	nsaction	Office 111812	Voucher Date(B.S.)	(A.D.)			Que	ery
A/c 9.231	UNIT CUR	RENT ACCOUNTS (THIS Sub A/c 351274	TAMAKOSHI KATHM	ANDU 2	20 KV Ref	erence	
Date	Voucher#	Narration		Amount	Dr/Cr	Approve? SNo.	Voucher#	
2081-04-21	811P0009	Budget disbursed to	various offices.	15000000.00	Debit *			-
Refresh	Verify	Reject Feason				Dehi		Cred
0.231 UNIT	CURRENT /	ACCOUNTS 111812	BUDGET DIVISION	Budget disburse	d to var	Debi	1500000	00.00
					-			
	TAMAKOSH	HI KATHMANDU 220	KV TRANSMIS:	-15000000.00			1500000	00.00