



### PEMS USER MANNUAL

## DEPARTMENT OF PUBLIC ACCOUNTS MINISTRY OF FINANCE ROYAL GOVERNMENT OF BHUTAN

#### **Online Budgetary Release Request-Agency Level (Preparatory Official):**

#### Step1:

- a) Go to the Release Module and select online release request.
- b) Select category, AU, Account No., Signatory (of the agency), requisition reference (Start from 1 and follow in ascending order for the next releases) and requisition date (Req. Date).
- c) Click on Endorsement/Subject button and enter the endorsement/subject.
- d) Enter any relevant information in the "Remarks".
- e) Click "Select the budget lines".

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Home > Release :	> Online Release Request															
Budgetary Releas	se:															
	Category: MINISTRY	~							Bank: 0	- Bank o	f Bhuta	n				
	AU: 204.01 - MINIST	RY OF AGR	ICULTURE & F	ORESTS 🗸					Branch: 0	2 - Thimp	nu -					
Ac	ccount No: 204.01/1002 - L	C [ Departr	ment of Agricu	ilture, MoA, T	himphu]	~		Оре	rating Unit: D	epartment	of Agri	culture, MoA, Thimphu			Release	•
	Signatory: Select Signatory	Code 💙														
Requi	sition Ref:								Reg Date:	6/08/201	3	111				
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ndorsements/Sul	bject: ·····								Remarks:			$\sim$				
indorsements/Sul elect Budget Lines									Remarks:			~				
	Add Cancel								Remarks:			~				
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elect Budget Line	Add Cancel						ew O Approved (	) Peni								
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elect Budget Line	Add Cancel		Dispatch Date 29/08/2012	Signatory User			Endorsements	) Pen	ding O Reject		Edit De		1	Status Approved	File Upload	1
elect Budget Line	Add Cancel of Releases File No F/AGENCY/204.01/2012-	No	Date	Signatory User N.B.Monger	BankBranch	TotalReleaseAmt	Endorsements 1. National Organic Program	~	ding O Reject	Detai	Edit De	lete SubmitForApprova	1		File Upload	1
Release No BR.2012.8.6656	Add         Cancel           of Releases         File No           F/AGENCY/204.01/2012- 2013/KL.1         F/AGENCY/204.01/2012- 12/012/	No RL.1	Date 29/08/2012	Signatory User N.B.Monger N.B.Monger	BankBranch Thimphu	TotalReleaseAmt 949,000.00	Endorsements 1. National Organic Program 1. Request for		ding O Reject	Detai	Edit De	lete SubmitForApprova	1	Approved	File Upload	4

f) The list of budget lines will pop up while clicking the "Select Budget lines" button.

#### g) Select the appropriate budget lines and click "OK".

															Select Al	•
ID	AU	Dept	FO	PG	ОР	Act	Sub Activity Name	FAName	FACode	RecurrAmt (Nu)	CapAmt(Nu)	LendAmt (Nu)	RepayAmt (Nu)	CurrBal (Nu)	CapBal(Nu)	,
30352	204.01	02	01	044	001	001 - DIRECTION SERVICES	01 - OPERATION & MANAGEMENT SERVICES (DIRECTORATE)	RGOB	0001	18243000	0	o	0	704000	0	
30353	204.01	02	01	044	001	001 - DIRECTION SERVICES	02 - OPERATION & MANAGEMENT SERVICES (HORTICULTURE)	RGOB	0001	6783000	0	0	0	727001	0	
30354	204.01	02	01	044	001	001 - DIRECTION SERVICES	03 - OPERATION & MANAGEMENT SERVICES (ENGINEERING)	RGOB	0001	8006000	0	0	0	0	0	
30355	204.01	02	01	044	001	001 - DIRECTION SERVICES	03 - OPERATION & MANAGEMENT SERVICES (ENGINEERING)	RGOB	0001	0	100000	0	0	0	0	
30356	204.01	02	01	044	001	001 - DIRECTION SERVICES	04 - VEGETABLE COMMODITY PROGRAM	RGOB	0001	201000	0	0	0	-47000	0	
30357	204.01	02	01	044	001	001 - DIRECTION SERVICES	04 - VEGETABLE COMMODITY PROGRAM	RGOB	0001	0	400000	0	0	0	0	
30358	204.01	02	01	044	001	001 - DIRECTION SERVICES	05 - FRUITS AND NUTS PROGRAM	RGOB	0001	320000	0	0	0	-10000	0	
30359	204.01	02	01	044	001	001 - DIRECTION SERVICES	06 - CITRUS COMMODITY PROGRAM	RGOB	0001	299000	0	0	0	-96000	0	
30360	204.01	02	01	044	001	001 - DIRECTION SERVICES	08 - MEDICINAL PLANT PROGRAM	RGOB	0001	205000	0	0	0	-11000	0	
30361	204.01	02	01	044	001	001 - DIRECTION SERVICES	09 - TRAINING OF ENGINEERS	RGOB	0012	0	2164000	0	0	0	0	
30362	204.01	02	01	044	001	001 - DIRECTION SERVICES	11 - RICE PRODUCTION AND COMMERCIALIZATION	RGOB	0001	170000	0	0	0	0	0	
30363	204.01	02	01	044	001	001 - DIRECTION SERVICES	11 - RICE PRODUCTION AND COMMERCIALIZATION	RGOB	0001	0	1000000	0	0	0	500000	
30364	204.01	02	01	044	001	001 - DIRECTION SERVICES	12 - MAIZE PRODUCTION PROGRAM	RGOB	0001	150000	0	0	0	o	0	
30365	204.01	02	01	044	001	001 - DIRECTION SERVICES	12 - MAIZE PRODUCTION PROGRAM	RGOB	0001	0	250000	0	0	0	0	
30366	204.01	02	01	044	001	001 - DIRECTION SERVICES	13 - GRAIN LEGUMES AND OILSEEDS PRODUCTION	RGOB	0001	430000	0	0	0	-20000	0	1

#### h) Go to "Select Budget lines -Add/Cancel" and click on "Add" Button.

Notice M	asters process	,	Treasury	Releas	se -	Accounts	Раукоп	Reports		Cha	ige P	assworu	Admin	Log Out
Home > Release :	> Online Release Request													
Budgetary Releas	e:													
	Category: MINISTRY	<b>~</b>						Bank:	01 - Bank	of Bhu	itan			
	AU: 204.01 - MINIST	RY OF AGE	RICULTURE &	FORESTS 🗸				Branch:	02 - Thimp	hu				
Ad	count No: 204.01/1002 - L0	C [ Depart	ment of Agricu	ulture, MoA, T	himphu]	$\sim$		Operating Unit:	Departmen	t of A	gricultu	re, MoA, Thimphu		Release No:
	Signatory: Lok Nath	~												
Requi	sition Ref: 123							Req Date:	12/06/201	3	6	1		
Endorsements/Sul	oject: ·····							Remarks:			$\langle \rangle$			
Select Budget Lines	Add Cancel													
🗏 Collapse List o	of Releases													
				View Rele	ase: 🔿 By		lew O Approved O	Pending 🔿 Reje	cted					
BR.2012.8.6656	F/AGENCY/204.01/2012- 2013/RL.1	RL.1	29/08/2012	N.B.Monger	Thimphu	949,000.00	1. National Organic Program		$\hat{}$	0	Î	Submitted	Approved	~
BR.2012.8.6714	F/AGENCY/204.01/2012- 2013/RL.1	RL.1	31/08/2012	N.B.Monger	Thimphu	700,000.00	1. Request for release of fund		0	0	Ť	Submitted	Approved	
BR.2012.9.6763	F/AGENCY/204.01/2012- 2013/RL.1	RL.1	04/09/2012	N.B.Monger	Thimphu	504,000.00	1. Perticipation in		0	3	Î	Submitted	Approved	
BR.2012.9.6978	F/AGENCY/204.01/2012- 2013/RL.1	RL.1	11/09/2012	N.B.Monger	Thimphu	10,650,000.00	1. EU RNR SSP Financing		0	0	Î	Submitted	Approved	
BR.2012.9.6980	F/AGENCY/204.01/2012-	R1.1	12/09/2012	N.B.Monger	Thimphu	535.000.00	1. Release for A		^	a	雷	Submitted	Annroved	

OK

#### i) Click on "Detail" button of selected budget lines.

Budgetary Release	2:														
c	Category: MINISTRY	~					Bank: 01	- Bank	c of Bhutan						
	AU: 204.01 - MINIST	RY OF AGRI	CULTURE & FO	RESTS V			Branch: 02	- Thim	iphu						
Acc	count No: 204.01/1002 - L0	C [ Departm	ent of Agricult	ure, MoA, Thir	mphu] 🗸	o	perating Unit: De	partme	ant of Agriculture, Mo	A, Th	imph	u	Releas	e No: BR.20:	13.9.5136
s	ignatory: Lok Nath	~													
Requis	ition Ref: 123						Req Date: 12	2/06/20	)13						
Endorsements/Sub	ject: ·····						Remarks:		$\langle \rangle$						
Select Budget Lines	Add Cancel														
					Data	saved successful	lly.								
E Collapse List of	f Releases														
				View Releas	e: OBy Account No	New O Appr	roved OPending		jected						
Release No	File No	Dispatch No	Dispatch Date	Signatory User	BankBranch	TotalReleaseAmt	Endorsements		Remarks	Detai	Edit	Delete	SubmitForApproval	Status	File Upload
BR.2013.6.4850				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital release under KR	$\hat{}$	~>		0	Ŵ	Submit	NotApproved	
BR.2013.6.4891				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital Release of fund	0	$\hat{}$		3	Ť	Submit	NotApproved	
BR.2013.6.5135	F/(204.01/1002)/2012- 2013/RL.7	RL.7	23/06/2013	Lok Nath	Bank of Bhutan - Thimphu	1,443.00	BR Test M	$\hat{}$	$\sim$		0	Î	Submitted	NotApproved	
BR.2013.9.5136				Lok Nath	Bank of Bhutan - Thimphu	0.00	Test	$\hat{}$	$\sim$		3	Ŵ	Submit	NotApproved	

j) To check the available "Budget Amount", "Adjustment Amount", "Progressive Amount" and "Balance Amount" for the particular selected budget lines click on "Curr Detail", "Cap detail", "Lend Detail" and "Repay Detail" as required.

Current Detalls											Þ
Budget Amount: 18, 243, 000.00	Adj	ustment Amount: 0.00			Prog A	mount: 17,539,000.00		Balance Am	ount: 704,000.00		
Collapse Release Activity Lines											
SudgetLine	Curr Deteil	Curr RLS Amt	Cep Deteil	Cep RLS Amt	Lend Detail	Lend RLS Amt	Repsy Detail	Repay RLS Amt	Memo	History	Update Delete
204.01/02/044/001/001/01/0001(OPERATION & MANAGEMENT SERVICES (DIRECTORATE))[CURR]		0.00		0.00		0.00		0.00		0	<b>()</b>

k) Subject to the "Balance Amount" available, enter the figures/amount.

Collapse List o	t Keleases														
				View Releas	e: O By Account	No O New O App	roved OPending	⊖ Re	ejected						
Release No	File No	Dispatch No	Dispatch Date	Signatory User	BankBranch	TotalReleaseAm	Endorsements		Remarks	Detai	Edit	Delete	SubmitForApprova	Status	File Upload
BR.2013.6.4850				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital release under KR	0	$\sim$		3	Ť	Submit	NotApproved	
BR.2013.6.4891				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital Release of fund	\$	$\sim$		3	Ť	Submit	NotApproved	
BR.2013.6.5135	F/(204.01/1002)/2012- 2013/RL.7	RL.7	23/06/2013	Lok Nath	Bank of Bhutan - Thimphu	1,443.00	BR Test M	$\hat{}$	$\bigcirc$		3	Ť	Submitted	NotApproved	
BR.2013.9.5136				Lok Nath	Bank of Bhutan - Thimphu	0.00	Test	$\hat{\mathbf{x}}$	$\sim$		3	Ť	Submit	NotApproved	
E Collapse Relea	se Activity Lines														
BudgetLine		Curr Deta	I Curr RLS	Amt	Cap Detail Cap RLS A	mt Lend Detail	Lend RLS Amt		Repay Repay Detail	RLS A	mt		Memo	History U	odate Delete
	I/001/01/0001(OPERATION 8 ICES (DIRECTORATE))[CURR		0.00		0.00		0.00		0.00						3

I) Click "Update" to save the figures/amount and click on "Calculate Total". The system will automatically update the figures/amount in the list of release.

Notice	Masters Proces	is 🕨	Treasury	Releas	ie 🕨	Account	s	PayRoll	Report	ts 🕨	Change	PassW	ord	•	Admi	n Log	Out
Home > Release >	Online Release Request																
Budgetary Releas	ie:																
	Category: MINISTRY V	]							Bank:	01 - Bank of	Bhutan						
	AU: 204.01 - MINISTRY C	OF AGRICULT	URE & FORESTS	~					Branch	02 - Thimph							
	ccount No: 204.01/1002 - LC [ D	epartment of	Agriculture, Mol	A, Thimphu]	~			Oper	ating Unit:	Department	of Agriculture,	foA, Thi	mphu				Release No:
	Signatory: Select Signatory Co.	ie 🗸															
Requ	Isition Ref:								Reg Date:	18/09/2013		111					
Endorsements/Su	bject:								Remarks:		0	]					
Select Budget Line:	Add Cancel																
Collapse List	of Releases																
				View Re	lease: 🔿 e	By Account No	• • New 0 #	Approved O Pendin	g 🔿 Reja	ected							
Release No	File No	Dispatch No	Dispatch Date	Signatory User	BankB	Iranch	TotalReleaseAmt	Endorsement	5	Rem	arks	Detail E	dit Delete	SubmitForA	pproval	Status	File Upload
BR. 2013. 6. 4850				N.B.Monger	Bank of Bhut	an - Thimphu	0.00	<ol> <li>Capital release under KR II funding</li> </ol>	$\sim$		$\sim$		3	Subm	nt P	iotApproved	<u> </u>
BR.2013.6.4891				N.B.Monger	Bank of Bhut	an - Thimphu	0.00	1. Capital Release fund under 2705	e of 🗘		0		3 11	Subm	18 P	iotApproved	<u> </u>
BR. 2013. 6. 5135	F/(204.01/1002)/2012-2013/RL.7	RL.7	23/06/2013	Lok Nath	Bank of Bhut	an - Thimphu	1,443.00	BR Test M	< >		<>		3 ï	Submit	ted P	iotApproved	0

m) Click "Submit" for approval to the Head of Accounts.

Notice	Masters	Proces	s )	Treasury	Relea	se 🕨	Accounts	PayRoll	Reports	Change PassW	ord Adm	in Log Out
Home > Release >	Online Release Rec	quest										
Budgetary Relea	se:											
	Category: MIN	USTRY V							Bank: 01-	Bank of Bhutan		
	AU: 204	.01 - MINISTRY O	F AGRICULT	JRE & FORESTS	~				Branch: 02 -	Thimphu		
	Account No: 204	.01/1002 - LC [ De	epartment of	Agriculture, Mol	, Thimphu)	~			Operating Unit: Dep	artment of Agriculture, MoA, Thin	nphu	Release No:
	Signatory: Sel	ect Signatory Cod	ie 🗸				Ø Untitle	ed Page - Window	vs Internet Explor	er		×
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Endorsements/Su Select Budget Line		incel					File Uple					
Collapse List	of Releases File	No	Dispatch No	Dispatch Date	View Re Signatory User	tlease: Or Bank			owse			File Upload
BR. 2013. 6. 4850					N.B.Monger	Bank of Bhu	ta					· •
BR. 2013. 6. 4891					N.B.Monger	Bank of Bhu	ta					
BR. 2013. 6. 5135	F/(204.01/1002)/	2012-2013/RL.7	RL.7	23/06/2013	Lok Nath	Bank of Bhu	ta					1 °
Expand Rele	ase Details with	Release Activity	/ Lines									siculate Total

- n) For Ad-hoc (current/capital) release request, the necessary supporting documents must be uploaded via "File Upload". The documents should be scanned in JPEG format with maximum 100kb size.
- 0) For necessary follow up, the concern official can track the approval stages (agency level or DPA level) by clicking on "Details".

#### Step 2: Online Budgetary Release Request Approval (Agency Level-Head of Accounts)

- a) Go to the Release Module and select online release request approval.
- b) Select "Release Type" and "Account No."
- c) Click "Pending" to view pending releases request or "Approved" to view the approved

		R	eleas	es)												
Notice	) Mas		Process	/	easury Rele	ase 🕨	Accounts	•	PayRoll	•	Reports	•	Change PassWord	•	Admin	Log Out
Home >	Release > O	nline Release	Request Appr	oval												
AccNo:																
	ReleaseType: Account No:		✓ 2 - LC [ Depar	rtment of Agr	iculture, MoA, Thimp	hu]			~							
		Pending	OApproved													
List Of F	Releases-PEN	IDING:														
Rele	easeNo	CurrReleaseAn	nt Ca	pReleaseAmt	LendRelease	Amt	RepayReleaseAmt		PreparedBy	Deta	ail Remarks		Approved/Rejected	Release I	.etter	Attachments
															S	ave

d) To view the necessary supporting documents for ad-hoc (current/capital) release request, click on "Attachments".

Notice Mast			easury	Release Accounts PayRoll Reports Change PassWord Admin Log Out
Home > Release > Online	Release Request Approva			C Untitled Page - Windows Internet Explorer
	Budgetary V 204.01/1002 - LC [ Depa	artment of Agriculture, M	4oA, Thimphu]	Solution in the second
List Of Releases-PENDI				4 <u>63_1.jpg</u>
ReleaseNo BR. 2013. 9. 5136	CurrRelesseAmt	CepRelesseAmt	LendReles	Atlant Litter Attachmets
				Sove

e) To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If rejected, provide justifications in the "Remarks" column and click "Save".

Notice Mast	ers Proc	ess Tre	asury Relea	se Accou	nts P	ayRoll	Reports	►	Change PassW	ord 🕨	Admin	Log Out
Home > Release :	> Online Release	e Request Appr	oval									
AccNo:												
ReleaseType:	Budgetary	$\checkmark$										
Account No:	204.01/1002 - L	C [ Department	of Agriculture, N	1oA, Thimphu]			~					
	Pending O A	Approved										
								_				
List Of Releases-F	PENDING:											
ReleaseNo	CurrReleaseAmt	CapReleaseAmt	LendReleaseAmt	RepayReleaseAmt	PreparedBy	Detail	Remarks		Approved/Rejected	Release I	Letter Atta	chments
BR.2013.9.5136	1,000.00	0.00	0.00	0.00	S.B.Subba			<>	NA	3	i	
						L			Approved Rejected			
											Save	

#### Step 3: Online Budgetary Release Verification (DPA- Concern Verifying Official):

- a) Go to the Release Module and select "Online Budgetary Release Verification".
- b) Select "Release Type" and "Account No."
- c) Click "Pending" to view pending releases request or "Approved" to view the approved releases (appears in drop down list)

Home > R				Treasury	Nei	ease	Accounts	PayRoll	Reports		Change PassWord	Admin	Log Out
	Release	> Online Budge	etary Release V	erification									
AccNo:													
	eleaseTy Account	No: 204.01/1		artment of Agricultu	ure, MoA, Thim	phu] 🗸							
		Pendir	ng O Approved	I.									
List Of Re	eleases-	PENDING:											
Relea	aseNo	CurrRelease	Amt Ca	apReleaseAmt	LendReleas	eAmt	RepayReleaseAmt	PreparedBy	Detail	Remarks	Approved/Rejected	Release Letter	Attachments
											noc (current/		Save

request, click on "Attachments".

Notice Masters Process Treasury	Release Accounts Paykol Reports Change PassWord Admin Log Out
Nome > Release > Online Budgetary Release Verification	
AccRes	😢 Untitled Page - Windows Internet Explorer
ReleaseType: Budgetary V Accept No: 204.01/1002 - LC [ Department of Agricultur	Shttp://localhost.2764/RefundableDepositFileDownload.aspx?ID=463&TypeFolder=BR
Branding O Approved	File Download
List Of Releases PENDING:	463_1.jpg
ReleaseNo CurrReleaseAmt CapReleaseAmt L	lease Letter Attachments
BR.2013.9.5136 1,000.00 0.00	<u> </u>
	Save

e) To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If the documents are not satisfactory, reject the release providing justifications in the "Remarks" column and click "Save".

tice Mast	ers Process	Treasury	Release	Account	s PayRol	I Reports	Chan	ge PassWord	Admin	Log Out
nome > Release > Only	he Budgetary Release	e Verification								
AccNet										
ReleaseType:		*		_						
Account No:	204.05/1002 - LC [ D	epartment of Agricul	ture, MoA, Thimphy] 1	Y						
	Panding C Appro	wed								
List Of Releases-PENDI	NG									
ReleaseNo	CurrReleaseAmt	CapReleaseAmt	LendReleaseAmt	RepayReleaseAmt	PreparedBy D	etail I	temarks	Approved/Rejected	Release Letter	Attachment
BR.2013.9.5136	1,000.00	0.00	0.00	0.00	S.B.Subba		0	NA	- 3	
								Approved Rejected		

#### Step 4: Online Budgetary Release Receipt (DPA):

- a) Go to the Release Module and select "Online Release Receipt".
- *b)* Select category, AU, Account No., Signatory (of the DPA), requisition reference (Follow the agency release request reference no.) and requisition date (Req. Date).
- c) Click on Endorsement/Subject button and enter the endorsement/subject and click "Update from Online Request"
- d) Go to "Not Approved" to view and click details. Then click "update" and "calculate total"

#### e) Click "Submit" to finalize the online release receipt.

louce	Musters 1	1000035	incu.	July	Ken	cusc	Accounts	Гаукон	керс			-	mang	gerussiioi	u .	Admin	LUG OL	<u> </u>	1
Home > Releas	e > Online Release F	Receipt																	
Cate	MINISTRY		~					Ban	<b>k:</b> 01 - B	ank of I	Rhuta				Dispa	tch No:			
	AU: 204.01 - MINI				TS 🗸				:h: 02 - т						Dispate				
Accoun	t No: 204.01/1002	- LC [ De	partment of	Agriculture,	MoA, Thimp	ihu] 🗸 Status		Operating Un	it: Depart	ment o	ot Agri	iculture	e, MoA	, Thimphu	Relei	ase No:			
Signa	tory: Select Signate	ory Code	~																
Requisition	Ref:							Reg Dat	e: 26/08	/2013					File N	umber:			
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Endorsements:								Remark	(5:			$\checkmark$							
						Up	odate From Online I	Request	Cancel										
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					Vie	w Release: 🔘 B	y Account No O	New O Approv	ved 🔿 No	t Appro	oved								
Release No	File No	Dispatch No	Dispatch Date	Signatory User	BankBranch	TotalReleaseAm	t Endorsements	Rer	narks	Deta	il Edit	Delete	Print	PrintBankCopy	SubmitForApproval	Status	IsReversa	Bank Print Count	~
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BR.2012.7.5967	F/DPA/204.01/2012- 2013/8L-446	RL.446	25/07/2012	Dorji Dhap	Thimphu	1,900,000.00	1. This	0	1	] 📖	3	Ť	6	<b>3</b>	Submit	Approved	N	2	

#### Step 5: Release Approval (DPA):

- a) Go to the Release Module and select "Release Approval".
- b) Select "Release Type", "Category", "AU" and "Account No.".
- c) Click on "Pending" to view the pending release for approval.
- d) Tick the approved box under the "List of Release-PENDING:" and click "Approve

#### Selected Releases" for finalizing the approval.

lotice	•	Masters	Process	Treasury	R	elease	Acco	unts	PayRoll	Reports	Change Pa	ssWord		Ad	lmin	Log Out
Home > Relev	ase > Re	elease Approval														
ReleaseTyp	pe,Cate	gory,AuCode,Ad	cNo, Bank & Bar	nkBranch:												
Rei	leaseTy	pe: Budgetary	~													
	Catego	ory: MINISTRY		<b>v</b>												
		AU: Select Adr	ninistrative Unit		~											
A	Account	No: 🗸														
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List Of Relea	ases-PE	NDING:														
																Select All
Release	eNo	CurrRelesseAmt	CepReleaseAmt	LendRelesseAmt	RepsyRelesseAm	nt PreparedSy	Deteil Ap	roved PrintSRL	5	Account Number		PrintNRLS	PrintRDRLS	PrintUCRLS	IsReversel	Bank Print Count
Release BR. 2013.7		CurrReleaseAmt 1,000.00	CopReleaseAmt 0.00	LendRelesseAmt	RepayReleaseAm	nt PreparedBy ChandraShekhar		roved PrintSRL		Account Number		PrintNRLS	PrintRDRLS	PrintUCRLS	IsReverael N	Benk Print Count
				1								PrintNRLS	PrintRDRLS	PrintUCRLS		
				1								PrintNRLS	PrintRORLS	PrintUCRLS		
				1								PrintNRLS	PrintRDRLS	PrintUCRLS		
				1								PrintNRLS	PrintRDRLS	PrintUCRLS		
				1								PrintNRLS	PrintRORLS	PrintUCRLS		

#### 1. Online Refundable Release

NOTE: The party and assignment code which is created in the "Accounts" module during the receipt of deposits from the third party for preparation of voucher, the details of the party and assignment code will now be reflected in the "RD Deposit Receipt".

#### Step 1: Online Refundable Deposit/Non Revenue Release (Agency-Preparatory Official):

- a) Go to the Release Module and select Online Refundable Deposit/Non Revenue Release.
- b) Select Fiscal Year, Category, Month, Bank, Branch, Account No. Signatory (of the agency).
- c) Click on Endorsement/Subject button and enter the endorsement/subject.
- d) Click "Pending" to view pending releases request or "Submitted" to view the submitted releases.
- e) The necessary supporting documents must be uploaded via "File Upload". The documents should be scanned in JPEG format with maximum 100kb size.
- f) Insert the figures in the "Release Amount". "Amount"- this indicates the overall amount deposited in the refundable account, "Release Amount"-represents amount for the current release request and "Balance Amount"- represents the available balance. If the partial release has been made, the balance amount will accordingly fluctuate.
- g) Tick the "Check" box and click "Submit" for approval to the Head of Accounts.

Month, Category, Bank, BankB											
	Sranch & Acono:										
Fiscal Year	r: 2010-2011		V								
Category	y: Refundable		<b>v</b>								
Month	h: June		V								
Bank	k: Bank of Bhutan		~								
			*								
Branch	h: Thimphu		¥								
Account No	o: 204.01/1002-LC[Department of Agriculture, MoA, Thi	mphu)									v
											-
Signatory	y: Lok Nath V										
Endorsements	s:										
	Submitted  Pending  Rejected										
	Submitted Pending O Rejected										
Non Revenue/Refundable De	sposit By Invoka-PENDING:										
Non Revenue/Refundable De InvoiseNo	Invoice Date	Amount	RequestAmount	Selan: sAmount	Remarka	Submit	Diapley Youchar	Display Invoice	file Upload	Account No	^
	Invoice Date	Amount 17741.00	RequestAmount	SelenceAmount 17741.00	Remarka	Submit	Display Youchar	Display Invoice	File Upload	Account No 204.01/1002-UC	^
InvoiceNo	Invoice Date				Remota						_
InvoiceNo IRD.2011.6.4724	Invoice Date	17741.00		17741.00	Renarks	V	5	6	<u>_</u>	204.01/1002-LC	<b>^</b>
InvoiceNo IRD.2011.6.4724	2woic Dets 0,0,062013 0,0,06201 0,0,06201 0,0,06201 0,0,06201 0,0,06201 0,0,06201 0,0,06201 0,0,06201 0,0,06 0,0,06 0,0,06 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0,0 0,0	17741.00		17741.00	Empla		5 5	6 6 6		204.01/1002-LC 204.01/1002-LC	
InvoiceNo (RD.2011.6.4724 (RD.2011.6.3261	2000ic Deta 01.06/2013 01 01.06/2013 01 01.06/2013 01 01.06/2013 01 01 01.06/2013 01 01 01 01 01 01 01 01 01 01	17741.00 1435.00 82641.00 9546.00		17741.00 1435.00 82841.00 9546.00	Resolution		3 3 3	6 6 6 6		204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC	
InvoiceNo (RD.2011.6.4724 (RD.2011.6.3261	2006/2013	17741.00 1435.00 82641.00 9546.00 59917.00		17741.00 1435.00 82641.00 9546.00 95917.00			3 3 3 3 3	6 6 6 6		204.01/10024.C 204.01/10024.C 204.01/10024.C 204.01/10024.C 204.01/10024.C	
InvoiceNo (RD.2011.6.4724 (RD.2011.6.3261	2006/2013	17741.00 1435.00 82541.00 9546.00 59917.00 15341.00		117741.00 1435.00 22541.00 9546.00 599917.00 15541.00			3 3 3 3 3 3 3 3	6 6 6 6 6		204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC	
InvoiceNo (RD.2011.6.4724 (RD.2011.6.3261	2006/2013	17741.00 1435.00 82641.00 9546.00 59917.00		17741.00 1435.00 82641.00 9546.00 95917.00			3 3 3 3 3	6 6 6 6		204.01/10024.C 204.01/10024.C 204.01/10024.C 204.01/10024.C 204.01/10024.C	
InvoiceNo (RD.2011.6.4724 (RD.2011.6.3261	2006/2013	17741.00 1435.00 82541.00 9546.00 59917.00 15341.00		117741.00 1435.00 22541.00 9546.00 599917.00 15541.00			3 3 3 3 3 3 3 3	6 6 6 6 6		204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC 204.01/1002-LC	

Submit Cancel

#### Step 2: Online Refundable Deposit/Non Revenue Release Request Approval (Agency):

- a. Go to the Release Module and select "Online Refundable Deposit/Non Revenue Release Approval".
- b. Select "Release Type" and "Account No."
- c. Click "Pending" to view pending releases request or "Approved" to view the approved releases.
- d. To view the necessary supporting documents, click on "Attachments".
- e. Next- To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If rejected, provide justifications in the "Remarks" column and click "Save".

otice	Masters	Process	Treasury F	Release Acc	ounts I	PayRoll	Reports 🕨	Change PassWord	Admin	Log Out
Home >	▶ Release > Online Re	fundable Deposit/Non Rev	renue Release Reques	it Approval						
AccNo:										
- ·	ReleaseType: Refun	dable Deposit 🗸								
	Account No: 204.0	1/1002 - LC [ Department	of Agriculture, MoA, T	himphu] 🗸						
	Per	nding O Approved								
List Of I	Releases-PENDING:									
	InvoiceNo	F	ile No.	InvoiceAmt	RequestAmt	Rema	arks	Approved/Rejected	Release Letter	Attachments
i	InvoiceNo IRD.2011.6.4724		<b>ile No.</b> 2)/2013-2014/RD.5	InvoiceAmt 17,741.00	RequestAmt	Rema	arks	NA Approved	Release Letter	Attachments
		F/(204.01/100				Rema	^	NA		
	RD.2011.6.4724	F/(204.01/100	2)/2013-2014/RD.5	17,741.00	17,741.00	Rema		NA Approved Rejected	3	
	RD.2011.6.4724	F/(204.01/100	2)/2013-2014/RD.5	17,741.00	17,741.00	Rema		NA Approved Rejected	3	
	RD.2011.6.4724	F/(204.01/100	2)/2013-2014/RD.5	17,741.00	17,741.00	Rema		NA Approved Rejected	3	

Step 3: Online Refundable Deposit/Non Revenue Verification (DPA-Concern Verifying Official):

- a) Go to the Treasury Module and select "Online Refundable Deposit/Non Revenue Verification".
- b) Select "Release Type", "Fiscal Year", "Month", "Category", "AU" and "Account No."
- c) Click "Pending" to view pending releases request or "Approved" to view the approved releases (appears in drop down list).
- d) To view and verify the necessary supporting documents, click on "Attachments".

Not	ice	•	Masters	Process	Treasury	•	Release	×	Accounts	PayRoll	Reports	Þ	Change PassWord	•	Admin	Log Out
	iome :	> Treasur	y > Online Re	fundable Deposit/	Non Revenue Verifi	cation										
	Releas	e Type, Fi	iscal Year, Mo	nth, Category, Au	ICode, AccNo:											
				lable Deposit 🗸												
			eari 2012-2													
		Cated	onthi June	~	~			C	ntitled Page - Wind							1
		cates			GRICULTURE & FOR	ESTS	~		-			310	13207&TypeFolder=RDNR		2	
		Accoun			artment of Agricultu				http://localnost:276	#/RefundableDepc	sitrileDownload.a	spxnD=	132076CTyperoider=RDNR		8	
			Per	ding O Approved	ı.			Fil	e Download							
	list Of	Releases	-PENDING:													
		InvoiceN	ю	File	No.	In	voiceAmt	R								Attachments
	iRt	0.2011.6.	4724	F/(204.01/1002)	/2013-2014/RD.5	17	,741.00									
								-								Save

e) To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If the documents are not satisfactory, reject the release providing justifications in the "Remarks" column and click "Save".

Notice	► Mas	ters Process	Treasury	Release	e ).	Accounts	PayRoll	Reports	•	Change PassV	Vord	Admin	Log Out	
Home	> Treasury > O	line Refundable Deposit	/Non Revenue Verif	fication										
Releas	se Type, Fiscal Y	ear, Month, Category, A	UCode, AccNo:											
	Release Type:	Refundable Deposit 🗸	]											
	Fiscal Year:	2012-2013 🗸												
	Month:													
	Category:		~											
		204.01 - MINISTRY OF							_					
	Account No:	204.01/1002 - LC [ Dep	artment of Agricult	ure, MoA, Thimphu]				· · · ·	/					
		Pending O Approve	d											
List O	Releases-PENI	NINC:												
List of	InvoiceNo		e No.	InvoiceAmt	RequestAmt	P	emarks	Approved/Reject	tod	Display Voucher	Display Invoice	Release Letter	Attachments	
	D.2011.6.4724		)/2013-2014/RD.5	17,741.00	17,741.00		^	NA	teu			- 3		
	0.2011.0.4724	17(204.01/1002	,/2013 2014/ND.3	17,741.00	17,741.00		$\vee$	Approved Rejected						

#### Step 4: Refundable Deposit Withdrawal Online (DPA-Concern Verifying Official):

- a) Go to the Treasury Module and select "RD Withdrawal Online".
- b) Select Month, Category, AU code, Account No., Signatory (of the DPA), and File No.
- c) Click on Endorsement button and enter the endorsement.
- d) Click "Add".
- e) Click on "NOTAPPROVED" to view the pending RD Withdrawal for approval and "Approved" to view the approved RD Withdrawal.

Notice M	lasters	Process	Treasury	► R	elease	Ac	counts	PayRoll	Reports	) Ch	ange Pa	ssWo	ord	► A	dmin	Log Out
Home > Treasury 2	> RD Withdrawa	l Online														
Select Month:																
	th: June	×														
FIOI	un pune	•														
Enter/Edit Refund	able Deposit W	'ithdrawal:														
Catego	ry: Select Cate	egory	~													
Aucod	le: Select AU				~											
Account N	lo: Select Acco	ount Number							~							
Signator	ry: Select Sign	natory 🗸			Fi	ileNo:					1					
										_	-					
Endorseme	nt:															
	Add Ca	ncel														
NOTAPPROVED																
RD Withdrawals w	hich has not be	en Approved :														
RDWithdrawalNo	Account Number	MonthName Dis	spatch No DispatchDt	Signatory	FileNo	•		Endor	sement		Delete D	etails	Generate Letter	SubmitFo	orApproval	PreparedBy
RDW.2013.12	204.01/1002	June		Dorji Dhap	DPA/TMD/TRAM	NSFER/BF-		т	'est		Î		Generate Letter	Sul	bmit (	ChandraShekhar
RDW.2013.2106	202.01/1005	June		Dorji Dhap	DPA/TMD/TRAM	ISFER/BF-		2862 dt.	3/6/2013		Ŵ		Generate Letter	Sul	bmit	Deki DPA
RDW.2013.2095	206.01/1008	June		Dorji Dhap	DPA/TMD/TRAM	ISFER/BF-		1390 dt.	19/4/2013		ŵ		Generate Letter	Sul	bmit	Deki DPA
RDW.2013.2053	204.01/1057	June		Dorji Dhap	DPA/TMD/TRAM	ISFER/BF-		WRT rj/1202 d	ated 05/06/2013				Generate Letter	Sul	bmit (	ChandraShekhar
RDW.2013.2052	204.01/1057	June		Dorji Dhap	DPA/TMD/TRAM	ISFER/BF-	wrt letter No.	RJ/FiN-03/2012	-2013/1202 date	d 05/06/201	13 前		Generate Letter	Sul	bmit (	ChandraShekhar
RDW.2013.2037	206.01/1002	June		Dorji Dhap	DPA/TMD/TRAM	ISFER/BF-		Wit ref: 3571	dt. 12/6/2013		Ť.		Generate Letter	Sul	bmit	Deki DPA
						/			-		-	100				

 f) Click the "Details" against the respective withdrawal under the "List of RD Withdrawals which has not been approved" and click "Submit" for finalizing the RD Withdrawal approval.

RDWithdrawalNo	Account Number	MonthName	Dispatch No DispatchDt	Signatory	FileNo	Endorsement		Delete (	Details	Generate Letter	SubmitForApproval	PreparedBy
RDW.2013.12	204.01/1002	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	Test		Î		Generate Letter	Submit	ChandraShekh
RDW.2013.2106	202.01/1005	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	2862 dt. 3/6/2013		Î		Generate Letter	Submit	Deki DPA
RDW.2013.2095	206.01/1008	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	1390 dt. 19/4/2013	Î		Generate Letter	Submit	Deki DPA	
RDW.2013.2053	204.01/1057	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	WRT rj/1202 dated 05/06/20	İ		Generate Letter	Submit	ChandraShek	
DW.2013.2052	204.01/1057	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	wrt letter No. RJ/FiN-03/2012-2013/1202 d	lated 05/06/2013	İ		Generate Letter	Submit	ChandraShek
RDW.2013.2037	206.01/1002	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	Wit ref: 3571 dt. 12/6/201	3	Î		Generate Letter	Submit	Deki DPA
DW.2013.2033	408.01/1001	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	hmgjt		İ		Generate Letter	Submit	Tsheten Relea
RDW.2013.1951	204.01/1017	June		Dorji Dhap	DPA/TMD/TRANSFER/BF-	wrt NCAN/ACCT/889 dated 22/0	5/2013	Î		Generate Letter	Submit	ChandraShek
) Withdrawal De RDWith	tails: IrawalNo		InvoiceNo		Orginal Deposit	Earlier Withdrawn	Balance			To be Withdraw	n Edit	Delete

#### Step 5: RD Withdrawal Approval (DPA-Concern Signatory Official):

- a) Go to the Treasury Module and select "RD Withdrawal Approval".
- b) Select "Release Type" and "Account No".
- c) Click on "Pending" to view the pending RD Withdrawal for approval and "Approved" to view the approved RD Withdrawal.
- d) Select "Approved" from the drop down list and click "Save" for finalizing the release approval.

ice	Mast	ers Proce	ess Tr	easury 🕨	Release	e 🕨	Accounts Pay	toll Rej	ports	) Cha	nge PassWord	> Admin	Log Out
lome > Ti	Treasury > RD	Withdrawal Approv	val										
AccNo:													
Re	eleaseType:	Refundable Depos	sit 🗸										
A	Account No:	04.01/1002 - LC	[ Departmer	nt of Agriculture, M	oA, Thimphu]		V						
		0											
		● Pending ○ Ap	proved										
ist Of Re	eleases-PEND1		proved										
	eleases-PEND1			Dispatch No	DispatchDt	Signatory	FileNo	Endorsement	Details	Generate Letter	Remarks	Approved	PreparedBy
ID R	eleases-PEND1	NG:		Dispatch No dRDW.2013.9.1			FileNo DPA/TMD/TRANSFER/BF-	Endorsement Test		<b>Generate Letter</b> Generate Letter			
ID R	eleases-PENDI RDWithdrawalNo	NG: Account Number	MonthName								A	NA	
ID R	eleases-PENDI RDWithdrawalNo	NG: Account Number	MonthName								A	NA	
ID R	eleases-PENDI RDWithdrawalNo	NG: Account Number	MonthName								A	NA	
ID R	eleases-PENDI RDWithdrawalNo	NG: Account Number	MonthName								A	NA	PreparedBy ChandraShekha

#### Step 6: Refundable Release (DPA):

- a) Go to the Release Module and select "Refundable Release".
- b) Select Category, AU, Account No., Signatory (of the DPA), requisition reference and requisition date (Req. Date).
- c) Click on Endorsement button and enter the endorsement.

Notice	Masters Pr	ocess	Treasu	ıry	Relea	ase	Accou	nts P	ayRoll	Rej	oorts		•	Change	PassWord	Þ	Admiı	1 La	g Out	
Home > Release	e > Refundable Relea	ise																		
Refundable Dep	oosit Release:																			
Catego	MINISTRY		~											Bank:	01 - Bank of Bhu	tan I	Dispatch No			
	AU: 204.01 - MINIST	TRY OF AG	RICULTURE	& FORESTS	~	•								Branch:	02 - Thimphu	Dis	patch Date	:		
Account	No: 204.01/1002 - L	LC [ Depar	tment of Ag	riculture, M	oA, Thimphu	1						~	Ope	rating Unit:	Department of Agriculture, MoA, Thimphu		Release No			
Signato Requisition R		ар	~											Req Date:	19/09/2013		File Number			
Endorsements:														Remarks:		< >				
							Select Invoice	Add	Cancel											
Expand Sea	rch Box																			
E Collapse Lis	t of Releases																			
View Release: (	By Account No	New O	Approved C	Not Appro	oved															
Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Financial year	Endorsements	Remark	;	Det	ail Edit	Delete	e Print	PrintBankCop	y SubmitForApprova	Status	RD Withdrawa	Bank Print IsRe Count	Bank eversal Print Coun	^
RD.2012.8.867	F/DPA/202.01/2012 2013/RW.111	RW.111	03/08/2012	Dorji Dhap	inimphu	11	1. This represents	$\hat{}$	0		0	Ť	3	đ	Submitted	Approve	d Withdraw		з	
RD.2012.8.893	F/DPA/420.02/2012 2013/RW.136	RW.136	09/08/2012	Dorji Dhap	Bank of Bhutan	11	1. This represents	0	0		0	Ŵ	6	<b>3</b>	Submitted	Approve	d Withdraw	2 N	2	

d) Click on the "Select Invoice", tick the box and close the button "x".

				Change PassWord	Admin Log Out
iome > Release > i	Refundable Release				
Refundable Deposit					
Category:	MINISTRY			Bank: 01 - Bank of Bhutan	Dispatch No:
AU:	204.01 - MINISTRY OF AGRICULTURE & FORESTS	$\sim$		Branch: 02 - Thimphu	Dispatch Date:
Account No:	204.01/1002 - LC [ Department of Agriculture, MoA, '		~	Department of Operating Unit: Agriculture, MoA, Thimphu	Release No:
Signatory:	SG28 - Dorji Dhap 🗸				
Select Invoice No	(s):				
	RDWithdrawalNo	Deposit Amount		Amount To Be Released	
✓	RDW.2013.12	17741.00		17741.00	

e) And accordingly click on the "Add" button to view the list of refundable release.

f) Click "Submit" for finalizing the approval.

							Select Invoice	Add Canc	el	]									
Expand Sea	arch Box																		
Collapse Lis	it of Releases																		
View Release:	O By Account No	New 🔿 A	pproved C	Not Appro	ved		10							,					
Release No	File No	Dispatch No		Signatory User	Bank/Branch	Financial year	Endorsements	Remarks	Deta	il Edit	Delete	Print	PrintBankCopy	SubmitForApprova	lStatus		Bank Print Count		Bank al Print Coun
RD.2013.7.982	F/DPA//2013- 2014/RW.1921	RW.1921	16/07/2013	Dorji Dhap	вапк or Bhutan - Thimphu	11	Test	0		3	Ŵ	5	6	Submitted	Approved	Withdraw			0
							L		-										
RD.2013.6.983	F/DPA/121.01/2012- 2013/RW.1922	RW.1922	28/06/2013		Bank of	11	RD test	0		0	Ŵ	3	ã	Submitted	Approved	Withdraw	1	N	1
RD.2013.6.983		KW.1922	28/06/2013 23/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu Bank of	11	RD test RD Release Test			-		<b>3</b>	ã	Submitted Submitted	Approved Approved	Withdraw Withdraw			1

#### Step 7: Release Approval (DPA):

- a) Go to the Release Module and select "Release Approval".
- b) Select Release Type (Refundable), Category, AU and Account No.
- c) Click on "Pending" to view the pending refundable release for approval and "Approved" to view the approved refundable release.
- d) Tick the "Check" box and click "Approve selected Releases" for final approval.

Notice	•	Masters	Process 1	reasury	•	Release	Accounts	PayRoll	Reports	) (	Change Pa	assWord	•	Admin	Log Out	
Home	e > Releas	e > Release Appro	oval													
Relea	aseType,Ca	itegory,AuCode,A	.ccNo,Bank & Bank	Branch:												
	Release	Type: Refundabl	e 🗸													
	Cate	gory: MINISTRY	~	]												
		AU: Select Adr	ninistrative Unit		×	•										
	Accour	it No: 🗸														
		Pendin	g O Approved													
12-14	of p-l-	-PENDING:														
															Select All	
	ReleaseNo	ReleaseAmt	PreparedBy	Detail	Approved	PrintBRLS		Account Number			PrintNRLS	PrintRDRLS	PrintUCRLS	IsReversal	Bank Print Count	
R	D.2013.9.9	85 17,741.00	ChandraShekh	ar 📕	~		204.01/1002[Depart	ment of Agricultu	ıre, MoA, Thimphu	d (		-		N	0	
														Approve	selected Releases	

#### 2. Online Uncashed Release

#### Step 1: Online Un-cashed Cheque Release (Agency-Concern Preparatory Official):

- a) Go to the Release Module and select Online Un-cashed Cheque Release.
- b) Select Fiscal Year, Account No. Signatory (of the agency).
- c) Click on Endorsement button and enter the endorsement.
- d) Click "Pending" to view pending releases request or "Submitted" to view the submitted releases (appears in drop down list).

ome > Release > Online Un0	ashed Cheque Release						
ccno:							
Fiscal Year: 2011-2	012	V					
Account No: 204.01	/1002-LC[Department of Agricu	lture, MoA, Thimphu]					
Signatory: Lok Na	h 🗸						
Endorsements:							
Osub	mitted  Pending  Rejected	1					
nCashed Cheque-PENDING:							
nCashed Cheque-PENDING: Account No	Voucher No	Voucher Date	Amount	Cheque No	Submit	Display Voucher	File Upload

 e) The necessary supporting documents must be uploaded via "File Upload". The documents should be scanned in JPEG format with maximum 100kb size or maximum of 5 scanned documents.

Notice Masters	Process Treas	ury Release	Accounts	PayRoll	Reports	Change PassWord	Admin Log Out
Home > Release > Online UnCashed	d Cheque Release						
Accno:							
Fiscal Year: 2011-2012		~					
Account No: 204.01/1002	-LC[Department of Agriculture,	MoA, Thimphu]					~
Signatory: Lok Nath	V	🖉 Ur	ntitled Page - Windows Ir	iternet Explorer			
Endorsements:		🥭 h	ttp:// <b>localhost</b> :2764/Refu	ndableDepositFileUploa	d.aspx?ID=621529&Typ	eFolder=UC	
Submittee	d      Pending      Rejected	File	e Upload	Browse			
Account No	Voucher No	Vouct					File Upload
204.01/1002	DV.2.53	13/0. Up	load Files				्

### f) Tick the "Check" box.

Notice	Mast	ers 🕨	Process	Tre	asury Release	) <i>I</i>	Accounts	•	PayRoll	•	Reports	Change PassWord	•	Admin	Log Out
Home	e > Release > O	line UnCash	ed Cheque Rele	ase											
Accn	o:														
	Fiscal Year:	2011-2012			×										
	Account No:	204.01/100	)2-LC[Departme	nt of Agricult	ure, MoA, Thimphu]										$\checkmark$
	Signatory:	Lok Nath	~												
	Endorsements:	•••••													
			ed 🖲 Pending												
UnCa	shed Cheque-PE	NDING:													
	Account	No	Vouc	her No	Voucher Date		Amount		Cheque	No	Submit	Display Voucher		Fil	e Upload
	204.01/1	002	DV.	2.53	13/02/2012		2498.00		3480	02	<b>v</b>	<u> </u>			0

### g) Click "Submit" for approval to the Head of Accounts.

O Submittee	e  Pending  Rejected						
UnCashed Cheque-PENDING:							
Account No	Voucher No	Voucher Date	Amount	Cheque No	Submit	Display Voucher	File Upload
204.01/1002	DV.2.53	13/02/2012	2498.00	34802	✓	5	੍
							Submit Cancel

#### Step 2: Online Un-cashed Cheque Release Request Approval (Agency-Head of Accounts):

- a) Go to the Release Module and select Online Un-cashed Cheque Release Request Approval.
- b) Select Release Type and Account No.
- c) Click "Pending" to view pending un-cashed cheque releases request or "Approved" to view the approved un-cashed cheque releases (appears in drop down list).
- d) To view the necessary supporting documents, click on "Attachments".
- e) Next- To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If rejected, provide justifications in the "Remarks" column and click "Save".

Notice	Mas	ters Process	Treasury	Release	Accounts	► Pay	toll 🕨	Reports	► Ch	ange PassWord	d 🕨	Admin	Log Out
Home > R	Release > O	Inline UnCashed Cheque Rele	ase Request Approval										
AccNo:													
Re	eleaseType:	UnCashed Cheque 🗸											
^	Account No:	204.01/1002 - LC [ Depart	ment of Agriculture, MoA,	Thimphu] 🗸									
		Pending      Approved											
	eleases-PEN												
Invoi	iceNo	File No		InvoiceAmt	RequestAmt		Remarks		Approv	ved/Rejected	Release Le	tter	Attachments
700													
789.	253	F/(204.01/1002)/20	13-2014/UC.2	1,617.00	1,617.00			$\sim$	NA	~	<b>3</b>		
621		F/(204.01/1002)/20		2,498.00	1,617.00			$\sim$	NA	oved			
				-				$\odot$		oved			
				-				0	NA	oved			
				-				0	NA	oved			



- a) Go to the Release Module and select "Online Un-cashed Cheque Release Verification".
- b) Select Release Type (Un-cashed Cheque) and Account No.
- c) Click "Pending" to view pending releases request or "Approved" to view the approved releases (appears in drop down list)
- d) To verify the necessary supporting documents for release request, click on "Attachments".
- e) To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If the documents are not satisfactory, reject the release providing justifications in the "Remarks" column and click "Save".

Ne	tice		Masters	Process	Treasury	Rele	ease	Accou	ints	PayRoll	Reports	•	Change PassWore	•	Admin	Log	Out
	Home > R	Release	> Online Uncash	Cheque Relea:	se Verification												
	AccNot																
ίΓ	Re	eleaseTy	per UnCashed	Cheque 💙													
		Account	No: 204.01/10	02 - LC [ Depar	rtment of Agriculture	, MoA, Thim	phu] 🗸										
í L			Pending														
Г	List Of Re	eleases-	PENDING														
	Invoi	ceNo		File No.		Inv	oiceAmt	RequestAm	•	Remark	ks	^	pproved/Rejected	Release Lette	· A4	achments	Report
	621	529	F/(20	4.01/1002)/20	13-2014/UC.5	2,	498.00	2,498.00			$\bigcirc$		A				<b>a</b>
													Approved Rejected				
																Save	

#### Step 4: Un-cashed Cheque Release (DPA-Concern Verifying and Preparatory Official):

- a) Go to the Release Module and select "Un-cashed Cheque Release".
- b) Select Category, AU, Account No., Signatory (of the DPA), requisition reference
  - (Follow the agency release request reference no.) and requisition date (Req. Date).
- c) Click on Endorsement button and enter the endorsement.

Notice	•	Masters	Process	Treas	ury 🕨	Release	•	Accounts	PayRoll	Reports	Change	e PassWord	Admin	Log Out
Home > Re	elease	> Uncashed	Cheque Releas	e										
Uncashed Ch	eque F	Release:												
Cate	egory:	MINISTRY		~							Bank:	01 - Bank of Bhutan	Dispatch No:	
	AU:	204.01 - M	INISTRY OF AG	RICULTURE &	FORESTS	~					Branch:	02 - Thimphu	Dispatch Date:	
Accou	nt No:	204.01/10	02 - LC [ Depar	tment of Agric	ulture, MoA, 1	[himphu]				×	Operating Unit:	Department of Agriculture, MoA, Thimphu	Release No:	
Lapsed	Fund:	8833.55									Balance Amount:	4283.55		
Signa	atory:	Select Sign	atory Code	$\checkmark$										
Requisitio	n Ref:										Req Date:	26/08/2013	File Number:	
Endorsements	s:										Remarks:	$\sim$		
Release An	nount:		Se	lect										
								Add	Cancel					
Expand S	Search	Box												
🗏 Collapse I	List of	Releases												
						View Rel	ease: 🔿	By Account No		ed 🔿 Not Approv	ed			
Release No	U Rele Amo	ase F	ile No D	ispatch Dispa No Dai		<sup>ry</sup> Bank/Branch	Endors	ements	Remarks	Approved Edit [	Delete Print PrintBa	nkCopy SubmitForApproval	Status UC Withdraw	Bank IsWithdrawal Print Count

d) Click "Select" against the "Release Amount:" This will trigger a pop-up window and check the box then click "Select".

Notice 🕨	Masters	Process	Treasury		Release	> Accoun	ts Payl	Roll Repor	ts → (	Change Pa	ssWord		▶ Admin	Log Out
Home > Release	> Uncashed Che	que Release												
Uncashed Cheque F														
Category:	MINISTRY	~								Bank: 01	- Bank of B	hutan	Dispatch No:	
AU:	204.01 - MINIS	TRY OF AGRICU	JLTURE & FOR	ESTS	$\sim$					Branch: 02	- Thimphu		Dispatch Date:	
Account No:	204.01/1002 -	LC [ Departmer	Select Cheq	jue No:							× t of Mo		Release No:	
			Select	ID	Voucher No	Amount	Cheque ID	Cheque No	Cheque Amount	t F	Report			
Lapsed Fund: Signatory:	SG28 - Dorji Dł		<b>V</b>	621529	DV.2.53	2498.00	442412	34802	2498.00		2			
Requisition Ref:											3		File Number:	
Endorsements:														
Release Amount:		Select												
										Se	lect			
II Expand Search														
Collapse List of														
					View Release:	O By Account		Approved O Not A	Approved					

- e) Next- Click on "Add" to view the list of releases.
- f) Check Approved box and click "Submit" to process for final approval.

				Data save	ed succes	sfully.										Add Cancel				
■ Expand S	earch Box	•																		
🗏 Collapse L	list of Rel	eases																		
						View F	Release: O By Acco	ount No	o ○New ○App	proved		Appr	oved							
Release No	UC Release Amount	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Endorsements		Remarks	A	pproved	Edit	Delete	Print	PrintBankCopy	SubmitForApproval	Status	UC Withdrawal	IsWithdrawa	Ba I Pr Co
UC.2013.6.53	3024.00	F/DPA/204.01/2012- 2013/UC.179	UC.179	28/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu	UC test	$\sim$		$\bigcirc$	>	3	Ŵ	<b>3</b>	<b>3</b>	Submitted	Approved	Withdraw	N	:
UC.2013.6.54	1526.00	F/DPA/204.01/2012- 2013/UC.180	UC.180	25/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu	UC DPA Test	$\hat{}$		$\bigcirc$	<b>V</b>	0	Ŵ	6	6	Submitted	Approved	Withdraw	N	
UC.2013.9.55	2498.00				Dorji Dhap	Bank of Bhutan - Thimphu	Test	$\hat{}$		$\sim$		3	Ť	<b>3</b>	<b>3</b>	Submit	NotApproved	Withdraw	N	

#### Step 5: Release Approval (DPA-Approving Official):

- a) Go to the Release Module and select "Release Approval".
- b) Select "Release Type (Un-cashed Cheque)", "Category", "AU" and "Account No.".
- c) Click on "Pending" to view the pending release for approval.
- d) Check the approved box under the "List of Release-PENDING:" and click "Approve Selected Releases" to finalize the approval.

ice Ma	asters	Process Tr	easury	/ •	Release	Accounts	PayRoll	Reports		e PassWord	Þ	Admin	Log Out
ome > Release >	Release Appro	val						Reports for Ag		_			
eleaseType,Categ	jory,AuCode,A	ccNo,Bank & BankB	ranch:						lease & Account				
ReleaseType	e: Uncashed (	Cheque 🗸						Reports for Tre	easury				
Category	Y: MINISTRY	~						Accounts					
AL	U: 204.01 - M	INISTRY OF AGRICU	JLTURE 8	FORESTS	~			Online Release	For Agency				
Account No						$\checkmark$							
		-											
	Pending												
		- On ppinting											
ist Of Releases-PE													
ist Of Releases-PE													Select All
ist Of Releases-PE ReleaseNo		PreparedBy	Detail	Approved	PrintBRLS		Account Number		PrintNR	S PrintRDRLS	PrintUCRLS	IsReversal	Select All Bank Print Count
	ENDING:		Detail	Approved	PrintBRLS	204.01/1002[Depar		e, MoA, Thimphu]		S PrintRDRLS	PrintUCRLS	IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		re, MoA, Thimphu]		S PrintRDRLS		IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		re, MoA, Thimphu]		S PrintRDRLS		IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		re, MoA, Thimphu]		S PrintRDRLS		IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		e, MoA, Thimphu]		S PrintRDRLS		IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		e, MoA, Thimphu]		S PrintRDRLS		IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		e, MoA, Thimphu]		S PrintRDRLS		IsReversal	
ReleaseNo	ENDING: ReleaseAmt	PreparedBy			PrintBRLS	204.01/1002[Depar		e, MoA, Thimphu]		S PrintRDRLS			

#### NOTE

The Client agency, while creating the party and assignment code of the Entrusted Agency for PW Advance, this will affect accordingly in the Entrusted Agencies, the system will automatically record the Client Agency in the party and assignment code. Now, the Entrusted agency need not create party and assignment code while carrying out any Deposit works.

# Step 1: Online Refundable Deposit/Non Revenue Release (Agency-Concern Preparatory Official):

- a) Go to the Release Module and select Online Refundable Deposit/Non Revenue Release.
- b) Select Fiscal Year, Category, Month, Bank, Branch, Account No. Signatory (of the agency).
- c) Click on Endorsement/Subject button and enter the endorsement/subject.
- d) Click "Pending" to view pending releases request or "Submitted" to view the submitted releases.
- e) The necessary supporting documents must be uploaded via "File Upload". The documents should be scanned in JPEG format with maximum 100kb size.
- f) Insert the figures in the "Release Amount". "Amount"- this indicates the overall amount deposited in the non-revenue account, "Release Amount"-represents amount for the current release request and "Balance Amount"- represents the available balance. If the partial release has been made, the balance amount will accordingly fluctuate.

Notice Mast	ters Process P	Treasury	Release	Accounts	PayRoll	Reports	Change Pa	assWord	► Adm	in Log Out
Home > Release > O	nline Refundable Deposit/Non Rev	venue Release								
Month,Category,Ban	k,BankBranch & Accno:									
Fiscal Year:	2012-2013		V							
Category:	NonRevenue		$\checkmark$							
Month:	June		$\checkmark$							
Bank:	Bank of Bhutan		$\checkmark$							
Branch:	Thimphu		$\checkmark$							
Account No:	204.01/1002-LC[Department of	Agriculture, MoA, Th	nimphu]							~
Signatory:	Lok Nath									
Endorsements:										
	⊖Submitted ●Pending ⊖R	ejected								
Non Revenue/Refun	lable Deposit By Invoice-PENDIN	IG:								
InvoiceNo	Invoice Date	Amount	RequestAmount	BalanceAmount	Remarks	Submit	Display Voucher	Display Invoice	File Upload	Account No
iNR.2013.6.2507	01/06/2013	1000.00		1000.00		0	3	6	0	204.01/1002-LC
iNR.2013.6.2506	01/06/2013	1000.00		201.00		0	<b>ä</b>	6	0	204.01/1002-LC
iNR.2013.6.2505	01/06/2013	10000.00		5000.00		0	<b>ä</b>	6	0	204.01/1002-LC

g) Tick the "Check" box and click "Submit" for approval to the Head of Accounts.

InvoiceNo	Invoice Date		Amount	RequestAmount	BalanceAmount	Remarks	Submit	Display Voucher	<b>Display Invoice</b>	File Upload	Account No
iNR.2013.6.2507	01/06/2013	555	1000.00	1000	1000.00	0	✓	<b>3</b>	6	0	204.01/1002-L
iNR.2013.6.2506	01/06/2013	222	1000.00		201.00	\$ v		<b>ä</b>	<b>3</b>	0	204.01/1002-L
iNR.2013.6.2505	01/06/2013	333	10000.00		5000.00	0		<b>ä</b>	<b>3</b>	0	204.01/1002-L

Step 2: Online Refundable Deposit/Non Revenue Release Request Approval (Agency-Head of Accounts):

- a) Go to the Release Module and select "Online Refundable Deposit/Non Revenue Release Approval".
- b) Select "Release Type" and "Account No."
- c) Click "Pending" to view pending releases request or "Approved" to view the approved releases.
- d) To view the necessary supporting documents, click on "Attachments".
- e) Next- To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If rejected, provide justifications in the "Remarks" column and click "Save".

ne > Release > Online Refu	ndable Deposit/Non Revenue Release Request Ap	proval					
:No:							
ReleaseType: Non Rev	renue 🗸						
Account No: 204.01/	1002 - LC [ Department of Agriculture, MoA, Thimp	ohu] 🗸					
@ Pend	ling O Approved						
t Of Releases-PENDING:							
InvoiceNo	File No.	InvoiceAmt	RequestAmt	Remarks	Approved/Rejected	Release Letter	Attachme
iNR.2013.6.2507	F/(204.01/1002)/2013-2014/ND.3	1,000.00	1,000.00	$\bigcirc$	NA	<b>3</b>	
				· · · ·	Approved Rejected		

## **Step 3: Online Refundable Deposit/Non Revenue Verification (DPA-Concern Verifying Official):**

- a) Go to the Release Module and select "Online Refundable Deposit/Non Revenue Verification".
- b) Select "Release Type (Non Revenue)", "Fiscal Year", "Month", "Category", "AU" and "Account No."
- c) Click "Pending" to view pending releases request or "Approved" to view the approved releases..
- d) To approve/reject the release request, go to approved/rejected drop down list and select the "Approved/Rejected" and click "Save". If the documents are not satisfactory, reject the release providing justifications in the "Remarks" column and click "Save".

Notic	e 🕨	Masters	Process	Treasury	Releas	a 🕨 i	Accounts	PayRoll	Reports	Change Pass	Word	Admin	Log Out
Ho	ne > Treasu	ıry > Online Re	fundable Deposit/	Non Revenue Verific	ation								
Re	ease Type, I	Fiscal Year, Mo	nth, Category, Al	ICode, AccNo:									
		Type: Non Re											
	Fiscal	Year: 2012-2	013 🗸										
		lonth: June	~										
	Cate	gory: MINIST		~									
				GRICULTURE & FOR									
	Accou	nt No: 204.01	/1002 - LC [ Dep:	artment of Agricultur	e, MoA, Thimphu]				~				
		• Per	iding O Approved	ł									
Lis	Of Release	s-PENDING:											
	Invoice	No	File	No.	InvoiceAmt	RequestAmt	F	temarks	Approved/Rejected	Display Voucher	Display Invoice	Release Letter	Attachments
	iNR.2013.6	5.2507	F/(204.01/1002)	/2013-2014/ND.3	1,000.00	1,000.00		$\bigcirc$	NA Approved	<b>3</b>	<b>3</b>	3	
									Rejected				
												S	ave

e) To view and verify the necessary supporting documents, click on "Attachments".

Notice	▶ Ma	sters	Process	Treasury	Releas	e	Accounts	PayRoll	Reports	•	Change PassWord	•	Admin	Log Out
Home >	> Treasury > (	Online Refund	dable Deposit/I	Non Revenue Verific	ation									
Release	e Type, Fiscal	Year, Month,	Category, AU	Code, AccNo:										
	Release Type	Non Reven	iue 🗸											
	Fiscal Year:	2012-2013	<b>~</b>										1	
	Month	June	~			- 1	<i> Untitled Page - Wir</i>	idows Internet Exp	olorer					J
	Category	MINISTRY		×			Attp://localhost:27	64/RefundableDep	oositFileDownload	d.aspx?ID=1	1235245&TypeFolder=RDN	R	2	
	AU	204.01 - M	INISTRY OF A	GRICULTURE & FOR	ESTS 🔨									
	Account No:	204.01/10	02 - LC [ Depa	rtment of Agricultur	e, MoA, Thimphu		File Download							
		• Pending	g () Approved											
List Of	Releases-PE	IDING:												
	InvoiceNo		File	No.	InvoiceAmt	Req								Attachments
iNF	R.2013.6.250	7 F/(	204.01/1002)/	2013-2014/ND.3	1,000.00	1,								
										_				
														Save

#### Step 4: Non Revenue (DPA-Concern Verifying Official):

- a) Go to the Release Module and select "Non Revenue".
- b) Select Category, AU, Account No., Signatory (of the DPA), requisition reference and requisition date (Req. Date).
- c) Click on Endorsement button and enter the endorsement.

Notice	Mas	ters	Process	Treasury	•	Release	• •	Accounts	PayRoll	Reports	•	Change Pa	ssWord	•	Admin	Log Out
Home > Relea	ase > No	n Revenue														
Non Revenue R	elease:															
Catego	ory: MI	NISTRY	~									Bank	01 - Bank of B	hutan	Dispatch No:	
	AU: 20	4.01 - MINIS	TRY OF AGRICU	JLTURE & FO	RESTS	$\sim$						Branch	02 - Thimphu	D	ispatch Date:	
Account	No: 20	4.01/1002 -	LC [ Departmer	nt of Agricult	ure, MoA, Thi	imphu]				~		Operating Unit	Department of Agriculture, Mo Thimphu		Release No:	
Signato Requisition R		lect Signator	y Code 🗸	-								Req Date	01/07/2012		File Number:	
Endorsements:										Remarks:		$\sim$				
Select if you	are mai	cing a release	e withdrwal!	Select Inv	oice No(s)		Add	Update Cano	al							
Expand Sea	arch Box															
🗏 Collapse Lis	st of Rele	eases														
View Release:		ccount No 🤇	New O Appro	oved 🔾 Not	Approved											
	Requisitio No	n Requisition Date	File No	Dispat No	ch Dispatch Date	Signatory User	Bank/Branc	h Endorsements	Remarks	Approve	ed Detail	l Edit Delete Print	PrintBankCopy Sub	omitForApp	roval Status	Bank IsReversal Print Count
NR.2013.6.471 3	345	28/06/2013	F/DPA/204.01/ 2013/NR.698	<sup>/2012-</sup> NR.69	8 28/06/201	.3 Dhap	Bank of Bhutan - Thimphu	nr test	$\bigcirc$	$\bigcirc$		0 🕯 🍊	-	Submitted	Approved	N 1
NR.2013.6.472.6	5567	25/06/2012	F/DPA/204.01/	2012-NR.69	9 25/06/201	Dorji	Bank of Bhutan -	NR DPA Test	^	~		A 🕯 🦂	<i>1</i>	Submitted	Approved	N 1

Not	ice 🕨 🕨	Mas	ters	Process Tre	easury		Release		Accounts	PayRoll	Repo	rts	▶ Ch	ange Pa	ssWord		Admin	Log (	Dut
н	ome > Rele	ase > No	n Revenue																
	Categ	gory: MI	NISTRY	$\checkmark$										Bank	: 01 - Banl	k of Bhutan	Dispatch N	0:	
	Select Inv			TRY OF AGRICULTU	DE 9. ENDE	стс	V		_	_			-	Panch	02 - Thia	oobu	Diensteh Dat	21	×
				Invoice No			Deposit Dat	e	C	eposit Amount			Balance A	Amount		Stat	us		
	✓		iN	R.2013.6.2507			01/06/201	3		1,000.00			1,000	0.00		Appro	ved		
Enc	Expand Se	загся вох																	
=																			
Vie	w Release:		count No	New O Approved		pproved													
Rele	ase No	Requisitio No	n Requisition Date	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Brancl	h Endorsements	Remarks		Approved	Detail Edit (	Delete Print	PrintBankCo	opy SubmitForA	pproval Status	IsRevers	Bank al Print Count
NR.	2013.6.471	345	28/06/2013	F/DPA/204.01/2012 2013/NR.698	<sup>2-</sup> NR.698	28/06/201		Bank of Bhutan - Thimphu	nr test					1 5	ð		bed Approv	ed N	1

d) Click on the "Select Invoice", tick the box and close the button "x".

e) And accordingly click on the "Add" button to view the list of refundable release.

f) To view the invoice details, click the "Detail" button against the "List of Release".

Select if you are rul Data saved successfully	) UIIC	e with	D U D	) T I I I I	- 101													
Data saved successionly					101	inianz	ing me	арргоч	al.									
Expand Search Box																		
Collapse List of Rel	eases																	
View Release: OBy A	ccount No 🤇	New		roved 🤇	Not App	proved												
Release No Requisitio	n Requisition Date	File I No I	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Endorsements	Remarks	,	Approved D	etail Edit	Delete F	rint Print	BankCopy Su	ibmitForApproval	Status 1	IsReversal	Bank Print Count
NR.2013.9.473	19/09/201	3			Dorgi	Bank of Bhutan - Thimphu	test	0	$\odot$		•	w.			Submit	NotApproved	N	0
🗖 Collapse Release Ir	voice No(s)																	
Invoice No	Bu	idget A	mount		Prog	ressive Amount		Balance Amount		Releas	e Amoun	t			History	Update	Delete	
INR.2013.6.2507	10	00.00			0.00			1000.00								<b>(3</b> )	1	ίπ.

#### Step 5: Release Approval (DPA-Approving Official):

- a) Go to the Release Module and select "Release Approval".
- b) Select Release Type (Non Revenue), Category, AU and Account No.
- c) Click on "Pending" to view the pending non revenue release for approval and "Approved" to view the approved non revenue release.
- d) Tick the "Check" box and click "Approve selected Releases" to finalize the approval.

Notice I	lasters	Process	Treasury	₽	Releas	a 🕨	Accounts	PayRoll	Reports	•	Change Pa	ssWord	•	Admin	Log Out
Home > Release	Release Ap	proval													
ReleaseType,Cate	gory,AuCod	e,AccNo,Bank	& BankBranch:												
ReleaseTy	pe: Non Re	venue	~												
Catego	ry: MINIST	RY	$\sim$												
	U: 204.01	- MINISTRY O	F AGRICULTURE & F	ORESTS	$\checkmark$										
Account	No: Select (	OPA Account No	,					$\sim$							
	• Pen	ding O Appro	ved												
List Of Releases-I	PENDING:														
															Select All
ReleaseNo	InvoiceNo	ReleaseAmt	PreparedBy	Detail	Approved P	intBRLS		Account Nu	mber		PrintNRL	PrintRDRLS	PrintUCRLS	IsReversal	Bank Print Count
NR.2013.9.473		1,000.00	ChandraShekhar		✓		204.01/1002[0	epartment of Ag	riculture, MoA, T	himphu]	3				

#### ACCOUNTS MODULE

Transfer Employee Department to Department within same LC/PLC

#### STEP-1

- a) Go to the Payroll Module and select Transfer Department to Department (Same LC/PLC).
- b) Select Account No., Source Department, Target Department
- c) Next- From the drop down list click "Transfer" against the concern official.

PEMS Public Expendi	V1.0 iture Management Sy	/stem				Welcome Fiscal Yes 2013		
	0	You have NEW notificatio	ons. Please Ch	eck under t	he Notice Module!	VC BR	RD NR	UC
tice Maste	rs Process	Treasury Release 🕨 A	ccounts P	ayRoll 🕨	Reports Change PassWord	► Admi	n Log (	Dut
lome > PayRoll > T	Fransfer Department to [	Department (Same LC/PLC)						
Account No:	204.01/1002-LC[Dep	artment of Agriculture, MoA, Thin	nphu] 🗸					
ource Department	: 004 - DOA-HQ		~					
arget Department	: 005 - NMC-Semtokha	•	~					
Emp ID	CIDWPNo Tr/OT000897	Emp Name	Dept Name	Emp Status	Advance Type	Tansier	Save	~
Emp ID	CIDWPNo	Emp Name	Dept Name	Emp Status	Advance Type	Transfer	Save	^
Emp ID	CIDWPNo	Emp Name	Dept Name	Emp Status	Advance Type		Save	^
Emp ID 9801113 8907228	CIDWPNo 11/01000857 11302000523	Emp Name Mr. Tenzin Mr. Tshering	Dept Name DOATING DOATING	Emp Status Active	Advance Type	Transfer	Save	^
Emp ID 5001113 8907228 8401023	CIDWPNo 11/01000523 11106002566	Emp Name Mr.Tenzin Mr.Tshering Mr.Tshering Wangdi	DOA-HQ DOA-HQ	Active Active	Advance Type	Transfer Transfer	Save Save	^
Emp ID 9001113 8907228 8401023 2112003	CIDWPNo 1170100857 11302000523 11106002566 11401001115	Enp Name Mr. Tsheing Mr.Tshering Wangdi Mr.Tshering Wangdi Ms Dechen Wangmo	Dept Name DOA-HQ DOA-HQ DOA-HQ DOA-HQ	Emp Status Active Active Active	Advance Type	Transfer Transfer Transfer	Save Save Save Save Save	^

d) This will enable the "Save" button and accordingly click the "Save" button. Click Transfer

PEMS V Public Expendi	V1.0 ture Management :	System					Welcome Fiscal Yea 2013	
	0	You have NEW notificati	ions. Please C	heck under	the Notice Mo	dule!	VC BR	RD NI
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omo > DayRoll > T	inansfor Dopartment to	o Department (Same LC/PLC)						
Account No:		epartment of Agriculture, MoA, Thi	imphul 🗸	1				
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Emp ID 8907228 8401023 2112003	CIDWPNo 11302000523 11106002566 11401001115	Emp Name Mr.Tshering Mr.Tshering Wangdi Ms Dechen Wangmo	Dept Name DOA-HQ DOA-HQ DOA-HQ	Emp Status Active Active Active		ance Type	Transfer Transfer	Save Save

e) Next- In case any outstanding personal advance is reflected against the selected official; a pop up message will appear as a reminder to pass a journal entry to transfer his/her advances to the targeted department. Without passing this Journal Entry the "Save" button will not be enabled at all. Remember that in the case of usual transfer, this will have to process through the existing practice of issuance of LPC.

	0	You have I	NEW notificat	tions. Please C	heck under	the Notic	e Module!		VC BR	
tice 🕨 Maste	ers 🕨 Process	Treasury	Release 🕨	Accounts >	PayRoll >	Reports	🕨 🕨 Chan	ge PassWord	Admir	
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201001154	12007002601	Mr.San		ould not Saved. T			Further Typ	-		Save
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9801115	11701000897	M		ок						
200601134	11308003012	Mr.Nor	den Lepcha	DOA-HQ	Active				Transfer	
9908027	11604001305	Mr.Jigm	e Wangchuk	DOA-HQ	Active				Transfer	
7204017	10709003922	Mr.Tshe	ering Pethey	DOA-HQ	Active				Transfer	Save 🗸
	I Entry for tra	ansferrin	g the emp	ployee to t	the diffe	rent de	partme	nt under t	he	
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#### Automate/ Develop Voucher preparation & approval stages for different levels.

#### 1. Budgetary Agency- Preparatory Level

- a) Go to Accounts Module, select Voucher, Under Add/Edit Voucher Summary, select signatory of the Approving officer (Head of Accounts), Entry date, Voucher Type, Finance-Type, Name of Payee, Particulars (Narration), Income Type, TDS Percentage and then Add.
- b) Go to Voucher Summary, and upload supporting document if necessary. The necessary supporting documents must be uploaded via "File Upload". The documents should be scanned in JPEG format with maximum 100kb size or maximum of 5 scanned documents.

ce Masters	Process	Treasury Release	Accounts	PayRoll	•	Repo	rts	•	Change PassWo	rd .	Admin Log Out	
ome > Accounts > Voucher												
elect:												
Bank A/C No.1	204.01/1002-LC[Department of Agricultu	re, Hoà, Thimphu) 🗸			Cash: 37					1,273,798.44	Budget Balance	_
Month:	June 🗸				Cash! 37	192.00			Banki	1,273,798.44	Budget Balance	
		Search for Vouchers										
oucher Summary:												
A/s Ne. DPA	Yeasher Date	Payse Name	Changua No.	Yousher Type	and to	Delete	Detaile	Report	Pile Optional	Propagal By	Added On	
204.01/1002	27/06/2013	Pilma		Disbursement	0	盲	*1	<b>a</b>	<ul> <li></li> </ul>	S.B.Sutta	25/06/2013	
204.01/1002	27/06/2013	Karma Office Supplies		Disbursement	3	盲	11	<b>a</b>	۰,	S.8.Subba	25/06/2013	
204.01/1002	28/06/2013	DFA		Others	3	盲	11	<b>a</b>	۹,	ChandraShekhar	28/06/2013	
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204.01/1002	01/06/2013	testdeposit		Disbursement	3	宜	+/	<b>1</b>	0	5.8.5ubbe	17/07/2013	
dd \ Edit Voucher Summary: Signatory: [	Lok Nath											
Entry Date:	01/06/2013		Vouche	rType: Distursement V							Status: Not Approved	
Finance-Type:	Cash 🗸					_						
Name of Payee:	Test		Part	Rulars: Test	_	$\bigcirc$						
Income type:	Select Income Type 🗸		TDS Perce	antage: Select TDS Percentage 🗸								

c) Prepare the voucher and click "Save". This will automatically forward the

Voucher to the approval signatory (Head of Accounts).

Notice	Masters	Process	Treasury	Release	Accounts	PayRoll	•	Repo	orts	)	Change PassWo	ord 🔹	Admin	Log Ou	t I
Home > Accounts >	Voucher														
Select:															
	ank A/C No.: [ Month: [	204.01/1002-LC[Department of Agricuit		for Vouchers			Cash: 3	,152.00			Bankı	1, 273, 798.44		Budget B	alance:
Voucher Summary															
A/c No.	DPA	Voucher Date	Payee Name		Cheque No.	Voucher Type	Edit	Delete	Deteile	Report	File Upload	Prepared By		Added On	~
204.01/	1002	01/06/2013	Test			Disbursement	3	盲	÷.	-	~	S.B.Subba		21/10/2011	
204.01/	1002	27/06/2013	Pena			Disbursement	3	盲	+/	-	٩,	S.B.Subba		25/06/2013	,
204.01/	1002	27/06/2013	Karma Office Supp	les		Disbursement	3	盲	+1	2	्	S. B. Subte		25/06/2013	3
204.01/	1002	28/06/2013	DPA			Others	3	ŵ	+1	<b>a</b>	<u>ر</u>	ChandraShekhar		28/06/2013	3
204.01/	1002	01/06/2013	Refundable Deposit	Test		Others	3	盲	+1	-	۰,	S. B. Subba		28/06/2011	3
204.01/	1002	28/06/2013	DPA			Others	3	盲	+/	-	୍	ChandraShekhar		28/06/2013	
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					Add	New Row Save Ca	ancel	Add New	Voucher						

#### 2. Budgetary Agency- Verification Level.

- a) Go to Accounts Module and select voucher verification.
- b) Select "Account No" "Month" and "Approved Authority".
- c) Click "Not Verified".
- d) To verify click "Attachments" and click "Approve". This will automatically go to approved authority.

#### 3. Budgetary Agency-Approval Level (Head of Accounts)

- a) Go to "Accounts module", select "Voucher Approval", select "Account Number", and select "Pending".
- b) To view the necessary supporting documents, click on "Attachments".
- c) The list of not approved voucher will appear, select "Cheque No" against the Voucher (multiple/single). For approval click "Approve" under the column "Approve".

Home > Acco	ounts > Voucher	r Approval													
	ount number:														
	onth: June	~	epartment of Agricultur	e, MoA, Thimphu]		~									
													_		_
Not America															
Not Approve	ed:					1									
	ed: Voucher Type	Amount	Payee Name	Approval	Date	1 Cheque No	Status	Approve	View Voucher Details	Report Atta	chments D	RDStatus	RDDStatus	NRRStatus	^
	Voucher Type	Amount 5000.00	Payee Name	Approval	Date	1 Cheque No Select Cheque No V	Status		View Voucher Details Details			RDStatus NRDNO	RDDStatus RDDNO	NRRStatus NRRYES	^
Voucher Date	Voucher Type	5000.00				-		Approve		<b>a</b>				1	^
Voucher Date 01/06/2013 01/06/2013	Voucher Type Others	5000.00		01/06/2013	111	Select Cheque No 🗸	Can Be Approved!	Approve Approve	Details			NRDNO	RDDNO	NRRYES	^
Voucher Date 01/06/2013 01/06/2013 01/06/2013	Voucher Type Others Disbursement	5000.00 100.00 100.00	aaaa test	01/06/2013		Select Cheque No V	Can Be Approved!	Approve Approve Approve	Details Details			NRDNO NRDNO	RDDNO RDDNO	NRRYES NRRNO	

# Automatic generation of Non-Revenue Receipt for other Vouchers except release voucher.

- 1) Go to "Accounts module", select "Voucher Approval", select "Account Number", select "Approved"
- 2) Select "NR Receipt" against the selected "Voucher No" and Click.
- Non-Revenue Receipt will generate two copies in single page (each copy for office and client)

Sample of Client Copy

ice	Mast	ers	Process	Treasury Rele	ease Accounts I	PayRoll	Reports	,	Change PassWord	1 A	dmin	Log Out			
lome > A	Accounts > Vo	oucher Approva	I.												
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Acc	ount No: 20	4.01/1002-LC	[Department of	of Agriculture, MoA, Thimphu]	~										
	Month: Ju	ne 🗸													
	۲	Approved 🔿	Not Approved												
Approved	d:														
		Voucher Type	Amount	PayeeName	Address	Approved	Status	ChequeNo R	Report NRDepositReceipt	RDDepositReceipt	NRReceipt	ApprovedB			
		Voucher Type	Amount	PayeeName	DPA lest)	Date	Status	ChequeNo R	Report NRDepositReceipt	RDDepositReceipt	NRReceipt	ApprovedB			
oucherNo			<b>Amount</b> 799.00	PayeeName DPA		Date		-		RDDepositReceipt	NRReceipt	ApprovedB Lok Nath			
oucherNo	Voucher Date	Others			DPA Test) Non Revenue Release from DPA(N	Date	Approved		-	RDDepositReceipt					
oucherNo DV.6.52 DV.6.51	<b>Voucher Date</b> 25/06/2013	Others	799.00	DPA	DPA Test) Non Revenue Release from DPA(N Test)	VR DPA 25/06/2013 01/06/2013	Approved			RDDepositReceipt		Lok Nath			
DV.6.52 DV.6.51 DV.6.50	Voucher Date 25/06/2013 01/06/2013	Others Others Others	799.00 1000.00	DPA	DPA Test) Non Revenue Release from DPA( Test) nr Refundable Release from DPA Release Test)	NR DPA 25/06/2013 01/06/2013	Approved Approved Approved			RDDepositReceipt	NRReceipt	Lok Nath			



#### ROYAL GOVERNMENT OF BHUTAN MINISTRY OF FINANCE NON-REVENUE RECEIPT

Agency : Department of Agriculture, MoA, Thimphu

No. : NRR.2013.6.1 Date : 01/06/2013

26

Received/Adjusted a sum of Nu. 1,000.00 (Ngultrums Ngultrum One Thousand and Zero Cheltrum Only  $\,$  ) From nr towards nr  $\,$ 

Details of which are given below:

Details	of cash/cheque	Details	Details of adjustment					
a) Cash Nu.	1,000.00	a) Disbursement/ Journa	al					
b) Cheque/Draft No		b) Voucher No	OV.6.51					
Date:		Date:	01/06/2013					
Amount Nu.		Amount Nu.	1.000.00					

Drawing and disbursing Officer

Name and Designation

Note: Validity of the receipt is subject to realisation of cheque/draft/cash warrant proceeds



#### ROYAL GOVERNMENT OF BHUTAN MINISTRY OF FINANCE NON-REVENUE RECEIPT

Agency : Department of Agriculture, MoA, Thimphu

No. : NRR.2013.6.1 Date : 01/06/2013

Received/Adjusted a sum of Nu. 1,000.00 (Ngultrums Ngultrum One Thousand and Zero Cheltrum Only ) From nr towards nr

Details of which are given below:

Details of cash/cheque	Details of adjustment
a) Cash Nu. 1,000.00	a) Disbursement/ Journal
b) Cheque/Draft No	b) Voucher No OV.6.51
Date:	Date: 01/06/2013
Amount Nu.	Amount Nu. 1,000.00

Drawing and disbursing Officer Name and Designation

Note: Validity of the receipt is subject to realisation of cheque/draft/cash warrant proceeds Office Copy

#### **Voucher Reversal**

#### NOTE:

The Budgetary Agencies can now make reversal voucher related to salary (if remittances are not posted) and further, reverse the journal vouchers and others vouchers as well. Follow the steps below:

- a) Go to "Accounts" module, Select " Voucher Reversal", Choose " Select Bank A/C No" and "Select month"
- b) Under "Reverse Voucher", Check under " Select" against " Voucher No" (Multiple/ single) and Click "Reverse" button. The selected voucher is now reversed.

		icher Reversal								
tep 1:										
elect B	ank A/C No.:	204.01/1002-LC[Department of Ag	griculture, MoA, Thimp	ihu] 🗸						
s	elect Month:	June 🗸								
tep 2: I	Reverse Vouche	er								
					123456	7 8 9 10				
Select	Voucher No.	Select Date	A/c No. DPA	Cheque No.	Voucher Type	Payee Name	Detail Vouchers	Report Voucher Date	PreparedBy	Approved
	JV.6.1	01/06/2013	204.01/1002		Journal	Karma Thinley, PD,AMC Paro	Details	04/06/2013	S.B.Subba	S.B.Subba
	DV.6.1	01/06/2013	204.01/1002	305197	Disbursement	Praskanti Pradhan	Details	03/06/2013	S.B.Subba	S.B.Subba
	JV.6.2	01/06/2013	204.01/1002		Journal	Khampa,DAO,Mongar	Details	05/06/2013	S.B.Subba	S.B.Subba
	DV.6.2	01/06/2013	204.01/1002		Disbursement	Lakey	Details	04/06/2013	S.B.Subba	S.B.Subba
		01/06/2013			Disbursement	Jamba	Details	04/06/2013	S.B.Subba	S.B.Subba

#### **S** eparate View for Active & Inactive Employee

a) Go to "Payroll" module, select " Master Employee", "select Department", the list of active employee will precede inactive employee.

e Maste	ers Pro	cess Treasury	Release Accou	unts	PayRoll	•	Reports	Change PassWord	Admir	Log Out
ne > PayRoll > Mast	ter - Employee									
ect Category/AU/D	epartment:									
lect Department:	004 - DOA-HQ	~								
ployee(s):										
Emp No.	Salutation	Employee Name	BasicPay	EmpStatus	Edit	Delete		Designation		TaxExemption
Emp No. 008	Salutation	<b>Employee Name</b> Ms.Dil Maya Biswa	BasicPay 5000.00	EmpStatus Active	Edit	Delete		Designation Sweeper		TaxExemption No
	Salutation							-		
008	Salutation	Ms.Dil Maya Biswa	5000.00	Active	3	Ì		Sweeper		No
008	Salutation	Ms.Dil Maya Biswa Sherab Zangmo	5000.00	Active Active	3	Î		Sweeper Dry Sweeper		No No
008 11516002929 8401023	Salutation	Ms.Dil Maya Biswa Sherab Zangmo Mr.Tshering Wangdi	5000.00 5000.00 8415.00 6155.00	Active Active Active	() () ()			Sweeper Dry Sweeper Messenger		No No No
008 11516002929 8401023 10907001429	Salutation	Ms.Dil Maya Biswa Sherab Zangmo Mr.Tshering Wangdi Norbu Wangzom	5000.00 5000.00 8415.00 6155.00	Active Active Active Active	3 3 3 3			Sweeper Dry Sweeper Messenger Messenger		No No No No

#### **Alert Message**

a) For Unapproved Voucher, Budgetary Releases, Refundable Deposits Releases, Un-Cashed Cheque Releases and Non-Revenue Releases will appear in the top bar as notification highlighted in red for the respective delegated users.

		S V1.0 Denditure Ma		nent System														: S.B.Subba ar : 2012-2013
						0	You have N	EW n	otifications. P	lease	Check unde	er the	e Notice Mod	lule!				
																		VC BR RD NR UC
Notice	•	Masters	•	Process	•	Treasury	Release	÷	Accounts	•	PayRoll	•	Reports	•	Change PassWord	•	Admin	Log Out
		NO	ΓЕ															

- a) In the new enhanced version, all the expenditures are now tagged with the release including PW Advance and Personal Advance.
- b) Earlier the expenditures are tagged with the approved budget and in this enhanced version the releases from DPA are also tagged with the Budgetary expenditures to sub-activity level which indicates that the expenditures can now be booked within the specific subactivity only.
- c) The work assignment of advances adjusted of preceding year will not be brought forward in the current Fiscal Year as reflected in the past.
- d) Cash Remmittances will now be reflected in TDS Reports.