



PEMS USER MANNUAL

DEPARTMENT OF PUBLIC ACCOUNTS

MINISTRY OF FINANCE

ROYAL GOVERNMENT OF BHUTAN

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

Step1:

- Go to the Release Module and select online release request.
- 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).
- Click on Endorsement/Subject button and enter the endorsement/subject.
- Enter any relevant information in the "Remarks".
- Click "Select the budget lines".

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Total Release Amt	Endorsements	Remarks	Status
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		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		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. Participation in		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		Approved

- The list of budget lines will pop up while clicking the "Select Budget lines" button.
- Select the appropriate budget lines and click "OK".

ID	AU	Dept	FO	PG	OP	Act	Sub Activity Name	FAName	FA Code	Recur Amt (Nu)	Cap Amt (Nu)	Lend Amt (Nu)	Repay Amt (Nu)	Cur Bal (Nu)	Cap Bal (Nu)
30352	204.01	02	01	044	001	001 - DIRECTION SERVICES	01 - OPERATION & MANAGEMENT SERVICES (DIRECTORATE)	RGOB	0001	18243000	0	0	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	0	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

- Go to "Select Budget lines –Add/Cancel" and click on "Add" Button.

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Total Release Amt	Endorsements	Remarks	Status
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		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		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. Participation in		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		Approved
BR.2012.9.6980	F/AGENCY/204.01/2012-2013/RL.1	RL.1	12/09/2012	N.B.Monger	Thimphu	535,000.00	1. Release for		Approved

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

Budgetary Release:

Category: Bank: 01 - Bank of Bhutan
 AU: Branch: 02 - Thimphu
 Account No: Operating Unit: Department of Agriculture, MoA, Thimphu Release No: BR.2013.9.5136
 Signatory:
 Requisition Ref: Req Date:
 Endorsements/Subject: Remarks:

Select Budget Lines

Data saved successfully.

[-] Collapse List of Releases

View Release: By Account No New Approved Pending Rejected

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	TotalReleaseAmt	Endorsements	Remarks	Detail	Edit	Delete	SubmitForApproval	Status	File Upload
BR.2013.6.4850				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital release under KR					Submit	NotApproved	
BR.2013.6.4891				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital Release of fund					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					Submitted	NotApproved	
BR.2013.9.5136				Lok Nath	Bank of Bhutan - Thimphu	0.00	Test					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 Details

Budget Amount: Adjustment Amount: Prog Amount: Balance Amount:

[-] Collapse Release Activity Lines

BudgetLine	Curr Detail	Curr RLS Amt	Cap Detail	Cap RLS Amt	Lend Detail	Lend RLS Amt	Repay Detail	Repay RLS Amt	Memo	History Update Delete
204.01/02/044/001/001/01/0001[OPERATION & MANAGEMENT SERVICES (DIRECTORATE)][CURR]		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		

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

[-] Collapse List of Releases

View Release: By Account No New Approved Pending Rejected

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	TotalReleaseAmt	Endorsements	Remarks	Detail	Edit	Delete	SubmitForApproval	Status	File Upload
BR.2013.6.4850				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital release under KR					Submit	NotApproved	
BR.2013.6.4891				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital Release of fund					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					Submitted	NotApproved	
BR.2013.9.5136				Lok Nath	Bank of Bhutan - Thimphu	0.00	Test					Submit	NotApproved	

[-] Collapse Release Activity Lines

BudgetLine	Curr Detail	Curr RLS Amt	Cap Detail	Cap RLS Amt	Lend Detail	Lend RLS Amt	Repay Detail	Repay RLS Amt	Memo	History Update Delete
204.01/02/044/001/001/01/0001[OPERATION & MANAGEMENT SERVICES (DIRECTORATE)][CURR]		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		<input type="text" value="0.00"/>		

l) 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 > Process > Treasury > Release > Accounts > PayRoll > Reports > Change PassWord > Admin > Log Out

Home > Release > Online Release Request

Budgetary Release:

Category: Bank: 01 - Bank of Bhutan
 AU: Branch: 02 - Thimphu
 Account No: Operating Unit: Department of Agriculture, MoA, Thimphu Release No:
 Signatory:
 Requisition Ref: Req Date:
 Endorsements/Subject: Remarks:

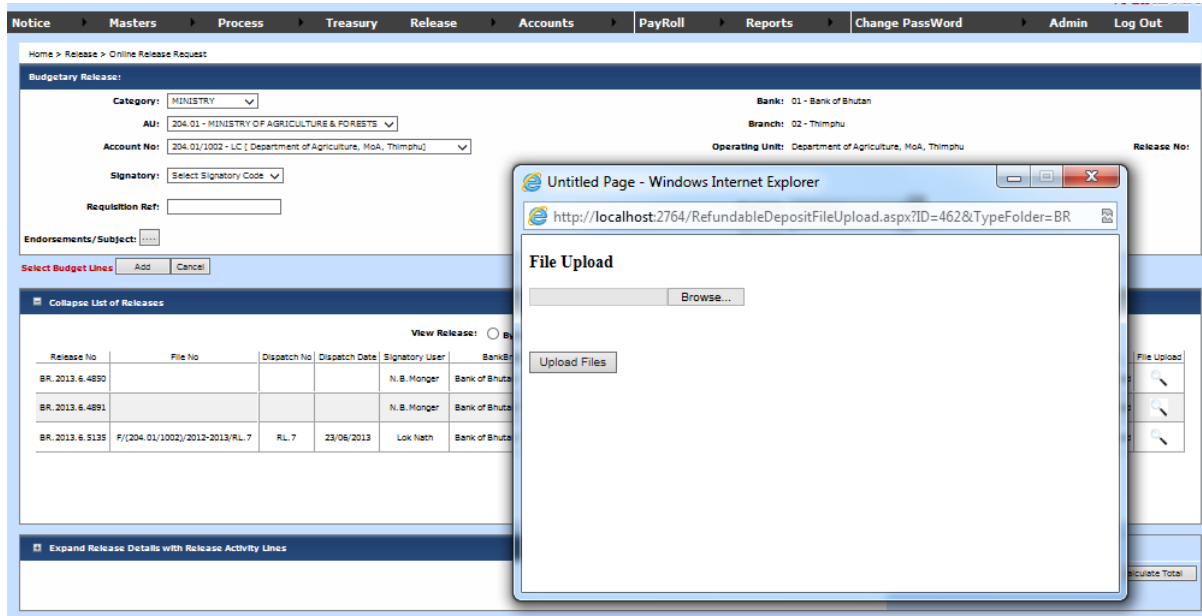
Select Budget Lines

[-] Collapse List of Releases

View Release: By Account No New Approved Pending Rejected

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	TotalReleaseAmt	Endorsements	Remarks	Detail	Edit	Delete	SubmitForApproval	Status	File Upload
BR.2013.6.4850				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital release under KR II funding					Submit	NotApproved	
BR.2013.6.4891				N.B.Monger	Bank of Bhutan - Thimphu	0.00	1. Capital Release of fund under 2705					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					Submitted	NotApproved	

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



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.

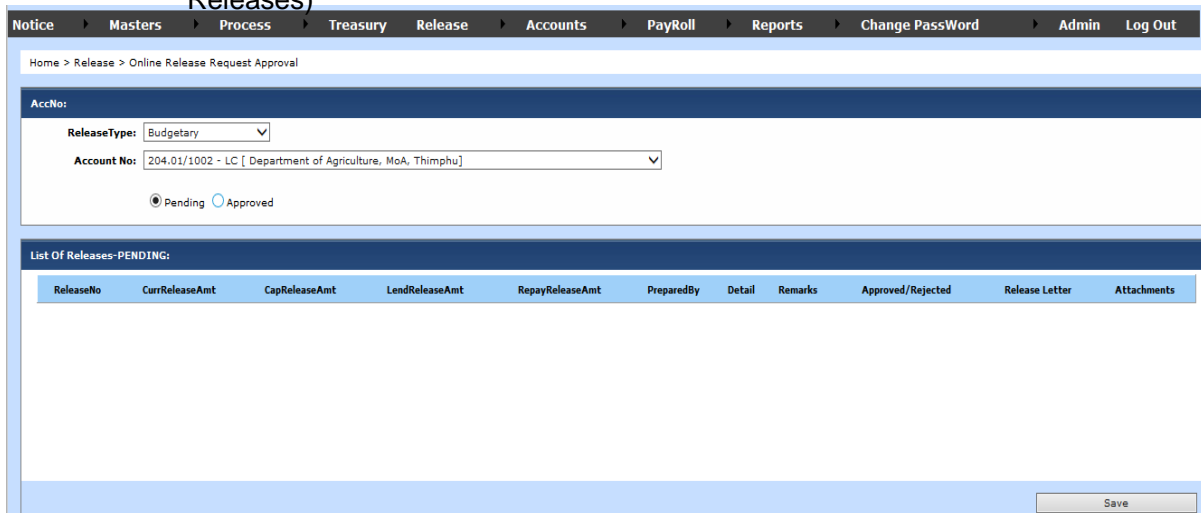
o) For necessary follow up, the concern official can track the approval stages (agency level or DPA level) by clicking on "Details".

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

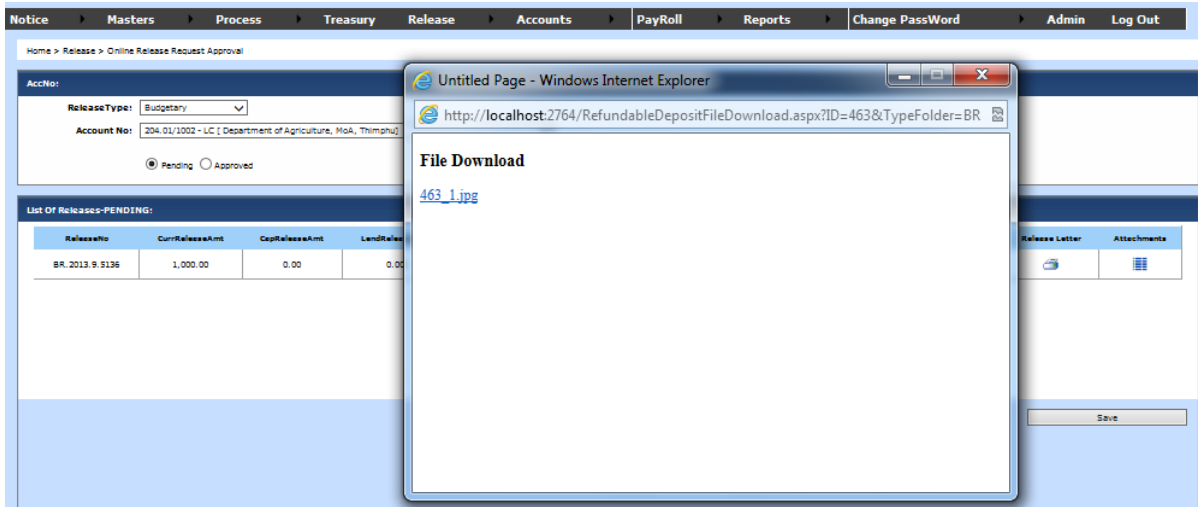
a) Go to the Release Module and select online release request approval.

b) Select "Release Type" and "Account No."

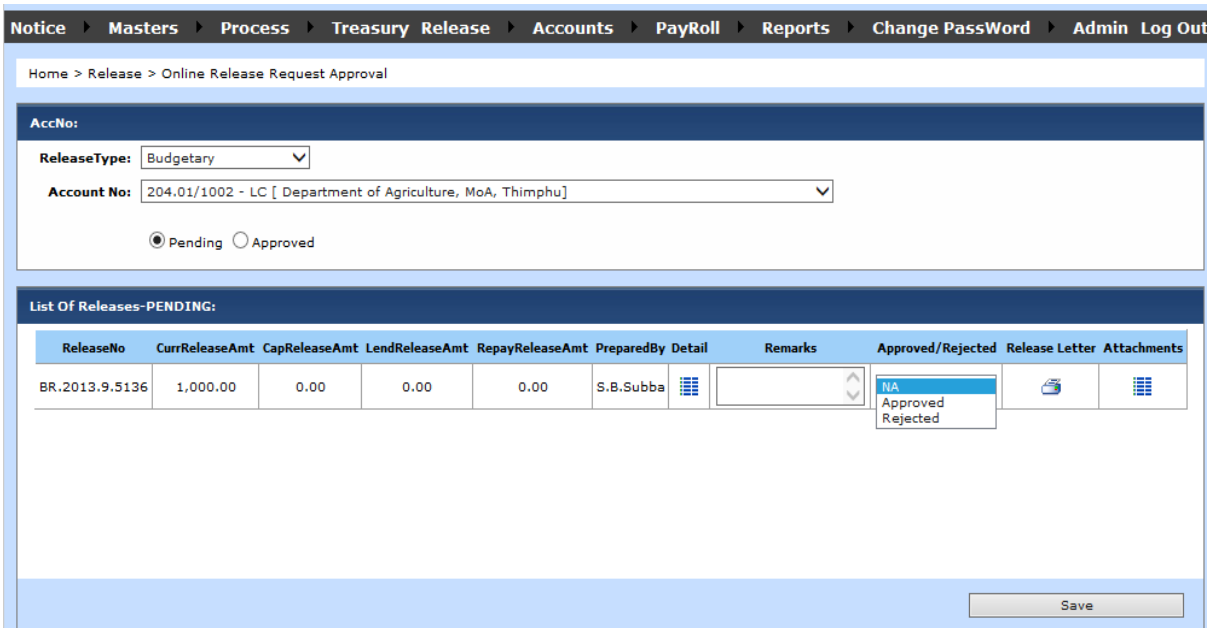
c) Click "Pending" to view pending releases request or "Approved" to view the approved Releases)



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

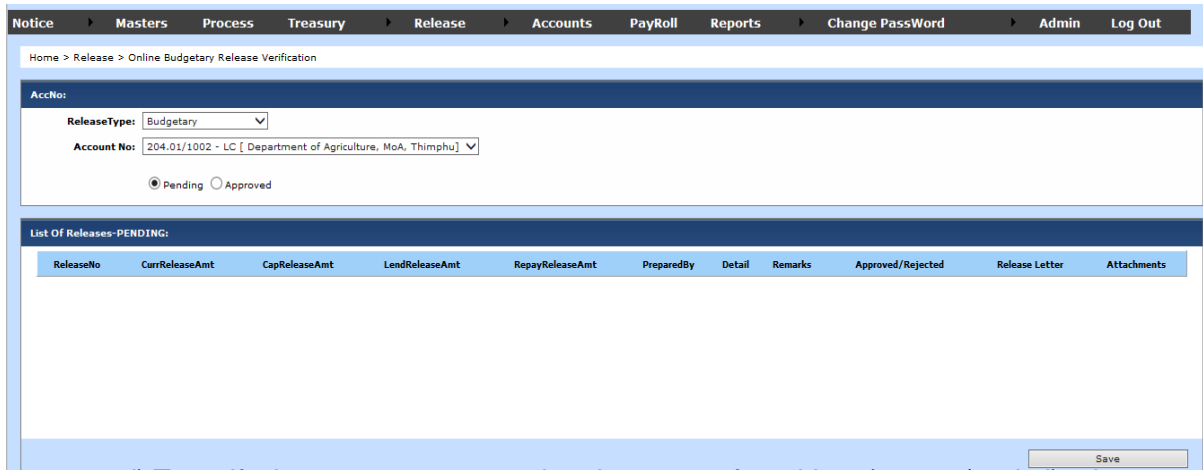


e) To approve/reject the release request, go to approved/rejected drop down list and select the “Approved/Rejected” and click “Save”. If rejected, provide justifications in the “Remarks” column and click “Save”.

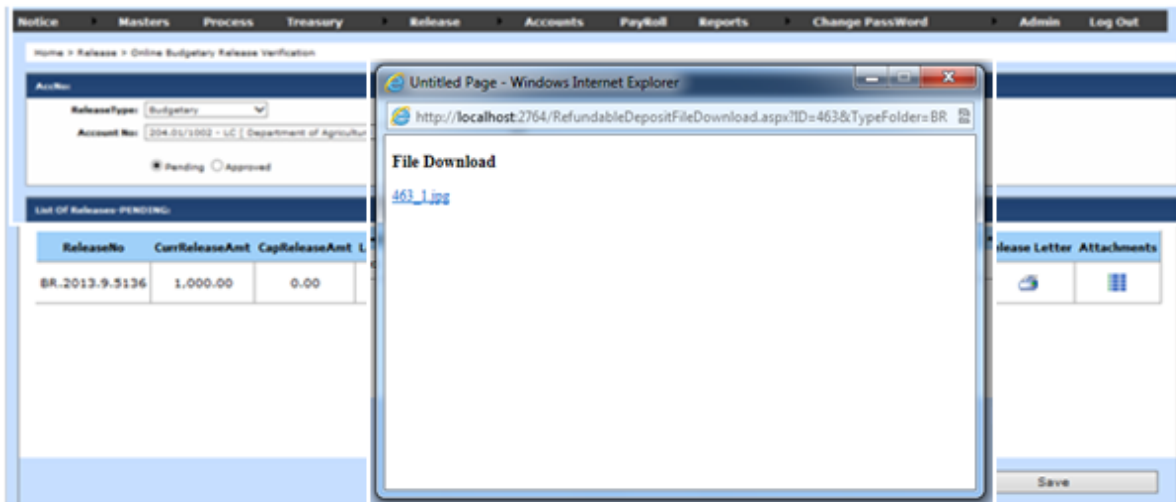


Step 3: Online Budgetary Release Verification (DPA- Concern Verifying Official):

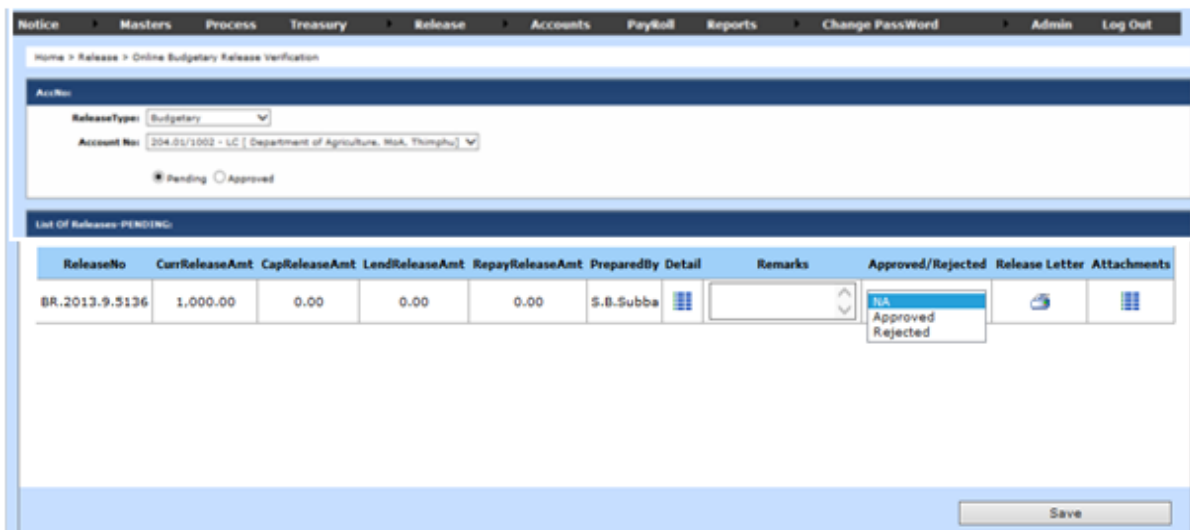
- a) Go to the Release Module and select “Online Budgetary Release Verification”.
- b) Select “Release Type” and “Account No.”
- c) Click “Pending” to view pending releases request or “Approved” to view the approved releases (appears in drop down list)



d) To verify the necessary supporting documents for ad-hoc (current/capital) 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”.



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

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.

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):

- Go to the Release Module and select Online Refundable Deposit/Non Revenue Release.
- Select Fiscal Year, Category, Month, Bank, Branch, Account No. Signatory (of the agency).
- Click on Endorsement/Subject button and enter the endorsement/subject.
- Click “Pending” to view pending releases request or “Submitted” to view the submitted releases.
- The necessary supporting documents must be uploaded via “File Upload”. The documents should be scanned in JPEG format with maximum 100kb size.
- 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.
- Tick the “Check” box and click “Submit” for approval to the Head of Accounts.

Month, Category, Bank, Branch & Accto:

Fiscal Year:

Category:

Month:

Bank:

Branch:

Account No:

Signatory:

Endorsements:

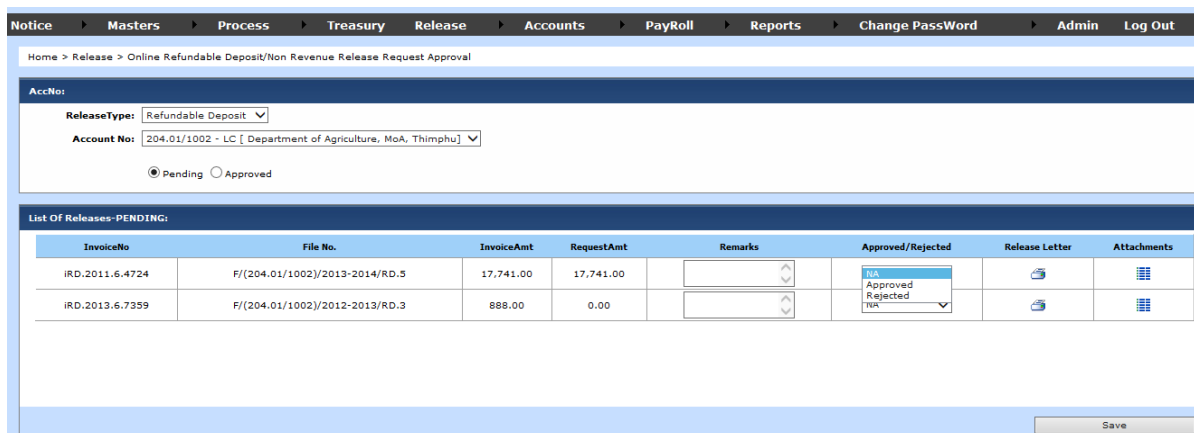
Submitted Pending Rejected

Non Revenue / Refundable Deposit By Invoice-PENDING:

InvoiceNo	Invoice Date	Amount	RequestAmount	BalanceAmount	Remarks	Submit	Display Voucher	Display Invoice	File Upload	Account No
IRD 2011.6.4724	<input type="text" value="01/06/2013"/>	17741.00	<input type="text" value="17741.00"/>	17741.00	<input type="text"/>	<input checked="" type="checkbox"/>				204.01.1002-LC
IRD 2011.6.3261	<input type="text" value="01/06/2013"/>	1435.00	<input type="text"/>	1435.00	<input type="text"/>	<input type="checkbox"/>				204.01.1002-LC
	<input type="text" value="01/06/2013"/>	82641.00	<input type="text"/>	82641.00	<input type="text"/>	<input type="checkbox"/>				204.01.1002-LC
IRD 2010.7.44	<input type="text" value="01/06/2013"/>	5946.00	<input type="text"/>	5946.00	<input type="text"/>	<input type="checkbox"/>				204.01.1002-LC
	<input type="text" value="01/06/2013"/>	59917.00	<input type="text"/>	59917.00	<input type="text"/>	<input type="checkbox"/>				204.01.1002-LC
	<input type="text" value="01/06/2013"/>	15341.00	<input type="text"/>	15341.00	<input type="text"/>	<input type="checkbox"/>				204.01.1002-LC

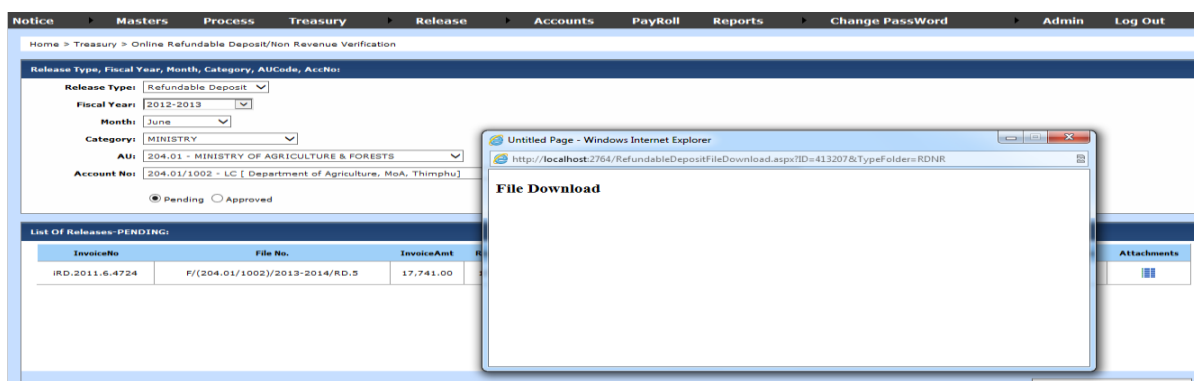
Step 2: Online Refundable Deposit/Non Revenue Release Request Approval (Agency):

- Go to the Release Module and select “Online Refundable Deposit/Non Revenue Release Approval”.
- Select “Release Type” and “Account No.”
- Click “Pending” to view pending releases request or “Approved” to view the approved releases.
- To view the necessary supporting documents, click on “Attachments”.
- 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”.



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

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

Notice | Masters | Process | Treasury | Release | Accounts | PayRoll | Reports | Change PassWord | Admin | Log Out

Home > Treasury > Online Refundable Deposit/Non Revenue Verification

Release Type, Fiscal Year, Month, Category, AUCode, AccNo:

Release Type: Refundable Deposit
 Fiscal Year: 2012-2013
 Month: June
 Category: MINISTRY
 AU: 204.01 - MINISTRY OF AGRICULTURE & FORESTS
 Account No: 204.01/1002 - LC [Department of Agriculture, MoA, Thimphu]

Pending Approved

List Of Releases-PENDING:

InvoiceNo	File No.	InvoiceAmt	RequestAmt	Remarks	Approved/Rejected	Display Voucher	Display Invoice	Release Letter	Attachments
IRD.2011.6.4724	F/(204.01/1002)/2013-2014/RD.5	17,741.00	17,741.00		<input type="button" value="All"/> <input type="button" value="Approved"/> <input type="button" value="Rejected"/>				

Save

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

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

Notice | Masters | Process | Treasury | Release | Accounts | PayRoll | Reports | Change PassWord | Admin | Log Out

Home > Treasury > RD Withdrawal Online

Select Month:

Month: June

Enter/Edit Refundable Deposit Withdrawal:

Category: Select Category
 Acode: Select AU
 Account No: Select Account Number
 Signatory: Select Signatory FileNo:
 Endorsement:

NOTAPPROVED Approved

RD Withdrawals which has not been Approved :

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			<input type="button" value="Submit"/>	ChandraShekhar
RDW.2013.2106	202.01/1005	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	2862 dt. 3/6/2013			<input type="button" value="Submit"/>	Deki DPA
RDW.2013.2095	206.01/1008	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	1390 dt. 19/4/2013			<input type="button" value="Submit"/>	Deki DPA
RDW.2013.2053	204.01/1057	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	WRT rj/1202 dated 05/06/2013			<input type="button" value="Submit"/>	ChandraShekhar
RDW.2013.2052	204.01/1057	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	wrt letter No. RJ/FIN-03/2012-2013/1202 dated 05/06/2013			<input type="button" value="Submit"/>	ChandraShekhar
RDW.2013.2037	206.01/1002	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	Wit ref: 3571 dt. 12/6/2013			<input type="button" value="Submit"/>	Deki DPA

- 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.

RD Withdrawals which has not been Approved :												
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			Generate Letter	Submit	ChandraShekhar
RDW.2013.2106	202.01/1005	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	2862 dt. 3/6/2013			Generate Letter	Submit	Deki DPA
RDW.2013.2095	206.01/1008	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	1390 dt. 19/4/2013			Generate Letter	Submit	Deki DPA
RDW.2013.2053	204.01/1057	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	WRT nj/1202 dated 05/06/2013			Generate Letter	Submit	ChandraShekhar
RDW.2013.2052	204.01/1057	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	wrt letter No. RJ/FIH-03/2012-2013/1202 dated 05/06/2013			Generate Letter	Submit	ChandraShekhar
RDW.2013.2037	206.01/1002	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	Wit ref: 3571 dt. 12/6/2013			Generate Letter	Submit	Deki DPA
RDW.2013.2033	408.01/1001	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	hmgjt			Generate Letter	Submit	Tsheten Release
RDW.2013.1951	204.01/1017	June			Dorji Dhap	DPA/TMD/TRANSFER/BF-	wrt NCAI/ACCT/889 dated 22/05/2013			Generate Letter	Submit	ChandraShekhar

RD Withdrawal Details:							
RDWithdrawalNo	InvoiceNo	Original Deposit	Earlier Withdrawn	Balance	To be Withdrawn	Edit	Delete
RDW.2013.12	iRD.2011.6.4724	17741.00	0.00	0.00	17741.00		

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

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

Notice	Masters	Process	Treasury	Release	Accounts	PayRoll	Reports	Change PassWord	Admin	Log Out			
Home > Treasury > RD Withdrawal Approval													
AccNo:													
ReleaseType: Refundable Deposit													
Account No: 204.01/1002 - LC [Department of Agriculture, MoA, Thimphu]													
<input checked="" type="radio"/> Pending <input type="radio"/> Approved													
List Of Releases-PENDING:													
ID	RDWithdrawalNo	Account Number	MonthName	Dispatch No	DispatchDt	Signatory	FileNo	Endorsement	Details	Generate Letter	Remarks	Approved	PreparedBy
5659	RDW.2013.12	204.01/1002	June	dRDW.2013.9.1	18/09/2013	Dorji Dhap	DPA/TMD/TRANSFER/BF-	Test		Generate Letter		<input type="text" value="NA"/> <input type="text" value="Approved"/>	ChandraShekhar
<input type="button" value="Save"/>													

Step 6: Refundable Release (DPA):

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

Home > Release > Refundable Release

Refundable Deposit Release:

Category: MINISTRY
 AU: 204.01 - MINISTRY OF AGRICULTURE & FORESTS
 Account No: 204.01/1002 - LC [Department of Agriculture, MoA, Thimphu]
 Signatory: SG28 - Dorji Dhap
 Requisition Ref:
 Endorsements:

Bank: 01 - Bank of Bhutan
 Branch: 02 - Thimphu
 Operating Unit: Department of Agriculture, MoA, Thimphu
 Req Date: 19/09/2013
 Remarks:

Select Invoice Add Cancel

Expand Search Box

Collapse List of Releases

View Release: By Account No New Approved Not Approved

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Financial year	Endorsements	Remarks	Detail Edit Delete Print	Bank Copy Submit For Approval Status	RD Withdrawal	Bank Print Is Reversal	Bank Print Count
RD.2012.8.867	F/DPA/202.01/2012-2013/RW.111	RW.111	03/08/2012	Dorji Dhap	Bank of Bhutan - Thimphu	11	1. This represents			Submitted Approved	Withdraw	3 N	3
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			Submitted Approved	Withdraw	2 N	2

- Click on the “Select Invoice”, tick the box and close the button “x”.

Select Invoice No(s):

RDWithdrawalNo	Deposit Amount	Amount To Be Released
<input checked="" type="checkbox"/> RDW.2013.12	17741.00	17741.00

Select Invoice Add Cancel

- And accordingly click on the “Add” button to view the list of refundable release.
- Click “Submit” for finalizing the approval.

Select Invoice Add Cancel

Data saved successfully.

Expand Search Box

Collapse List of Releases

View Release: By Account No New Approved Not Approved

Release No	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Financial year	Endorsements	Remarks	Detail Edit Delete Print	Bank Copy Submit For Approval Status	RD Withdrawal	Bank Print Is Reversal	Bank Print Count
RD.2013.7.982	F/DPA//2013-2014/RW.1921	RW.1921	16/07/2013	Dorji Dhap	Bank of Bhutan - Thimphu	11	Test			Submitted Approved	Withdraw	0 N	0
RD.2013.6.983	F/DPA/121.01/2012-2013/RW.1922	RW.1922	28/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu	11	RD test			Submitted Approved	Withdraw	1 N	1
RD.2013.6.984	F/DPA/122.01/2012-2013/RW.1923	RW.1923	23/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu	11	RD Release Test			Submitted Approved	Withdraw	1 N	1
RD.2013.9.985				Dorji Dhap	Bank of Bhutan - Thimphu	11	Test			Submit NotApproved	Withdraw	0 N	0

Step 7: Release Approval (DPA):

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

ReleaseNo	ReleaseAmt	PreparedBy	Detail	Approved	PrintBRLS	Account Number	PrintNRLS	PrintRDRLS	PrintUCRLS	IsReversal	Bank Print Count
RD.2013.9.985	17,741.00	ChandraShekhar		<input checked="" type="checkbox"/>		204.01/1002[Department of Agriculture, MoA, Thimphu]				N	0

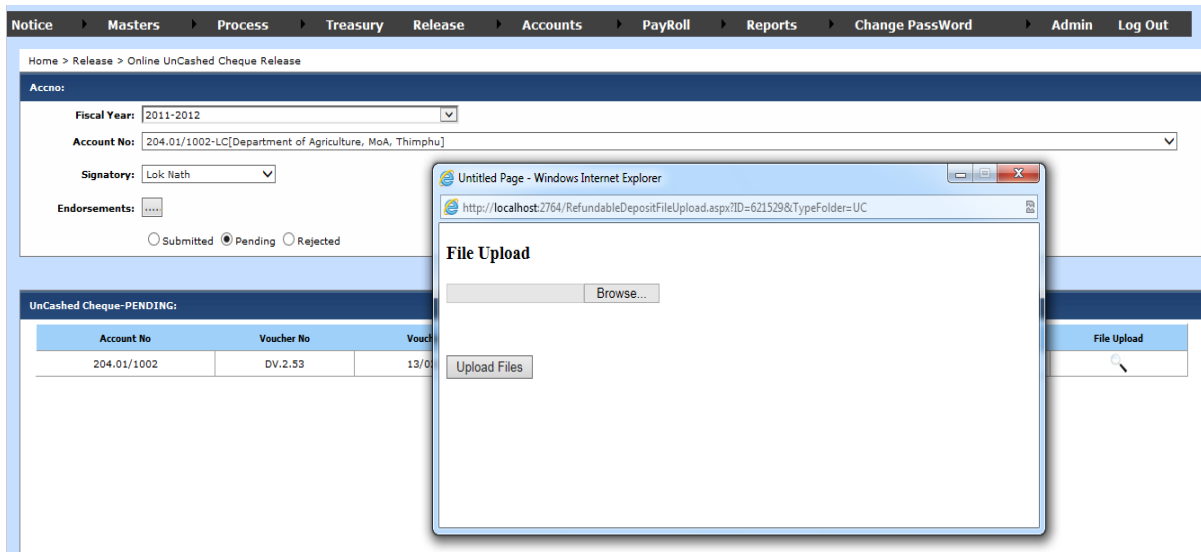
2. Online Uncashed Release

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

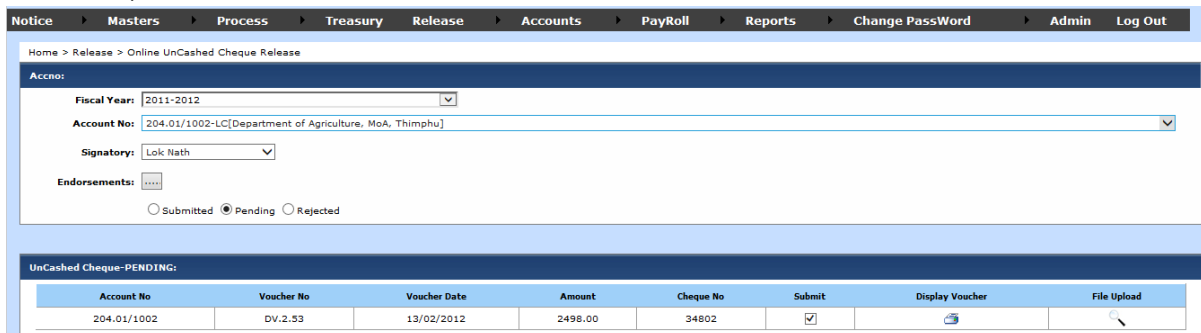
- Go to the Release Module and select Online Un-cashed Cheque Release.
- Select Fiscal Year, Account No. Signatory (of the agency).
- Click on Endorsement button and enter the endorsement.
- Click "Pending" to view pending releases request or "Submitted" to view the submitted releases (appears in drop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

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	<input type="checkbox"/>		

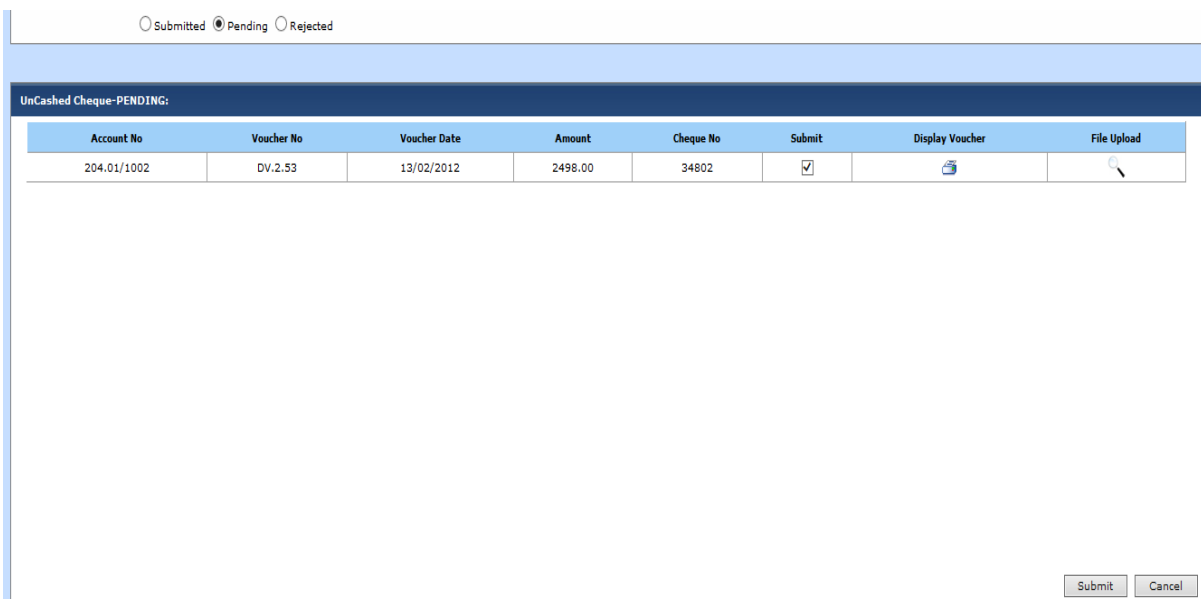
- e) The necessary supporting documents must be uploaded via “File Upload”. The documents should be scanned in JPEG format with maximum 100kb size or maximum of 5 scanned documents.



- f) Tick the “Check” box.

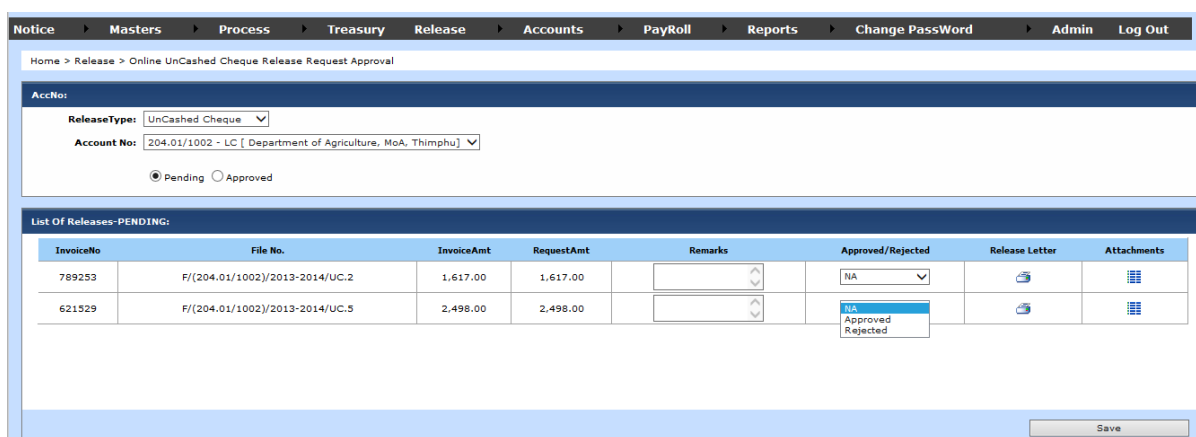


- g) Click “Submit” for approval to the Head of Accounts.



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”.



Step 3: Online Un-cashed Cheque Release Verification (DPA-Concern Verifying Official):

- 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”.



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.

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

Select	ID	Voucher No	Amount	Cheque ID	Cheque No	Cheque Amount	Report
<input checked="" type="checkbox"/>	621529	DV.2.53	2498.00	442412	34802	2498.00	

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

Data saved successfully.

View Release: By Account No New Approved Not Approved

Release No	UC Release Amount	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Endorsements	Remarks	Approved	Edit	Delete	Print	PrintBankCopy	SubmitForApproval	Status	UC Withdrawal	IsWithdrawal	Bar Print Coa
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		<input checked="" type="checkbox"/>					Submitted	Approved	Withdraw	N	1
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		<input checked="" type="checkbox"/>					Submitted	Approved	Withdraw	N	1
UC.2013.9.55	2498.00				Dorji Dhap	Bank of Bhutan - Thimphu	Test		<input type="checkbox"/>					Submit	NotApproved	Withdraw	N	0

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.

The screenshot shows a web application interface for Release Approval. At the top, there is a navigation menu with items: Notice, Masters, Process, Treasury, Release, Accounts, PayRoll, Reports, Change Password, Admin, and Log Out. Below the menu, the breadcrumb path is 'Home > Release > Release Approval'. The main area contains a form with the following fields:

- ReleaseType:** Uncashed Cheque (dropdown)
- Category:** MINISTRY (dropdown)
- AU:** 204.01 - MINISTRY OF AGRICULTURE & FORESTS (dropdown)
- Account No:** Select DPA Account No. (dropdown)

Below the form, there are radio buttons for Pending and Approved. To the right of the form, there is a sidebar menu with items: Reports for Agency, Reports for Release & Accounts, Reports for Treasury, Accounts, and Online Release For Agency.

Below the form, there is a section titled "List Of Releases-PENDING:" with a "Select All" button. It contains a table with the following data:

ReleaseNo	ReleaseAmt	PreparedBy	Detail	Approved	PrintBRLS	Account Number	PrintNRLS	PrintRDRLS	PrintUCRLS	IsReversal	Bank Print Count
UC:2013-9-55	2,498.00	ChandraShekhar		<input checked="" type="checkbox"/>		204.01/1002[Department of Agriculture, MoA, Thimphu]					

At the bottom right of the interface, there is a button labeled "Approve selected Releases".

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](#) > [Masters](#) > [Process](#) > [Treasury](#) > [Release](#) > [Accounts](#) > [PayRoll](#) > [Reports](#) > [Change Password](#) > [Admin](#) > [Log Out](#)

Home > Release > Online Refundable Deposit/Non Revenue Release

Month,Category,Bank,BankBranch & Accno:

Fiscal Year: 2012-2013

Category: NonRevenue

Month: June

Bank: Bank of Bhutan

Branch: Thimphu

Account No: 204.01/1002-LC[Department of Agriculture, MoA, Thimphu]

Signatory: Lok Nath

Endorsements:

Submitted Pending Rejected

Non Revenue/Refundable Deposit By Invoice-PENDING:

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	<input type="text"/>	1000.00	<input type="text"/>	<input type="checkbox"/>				204.01/1002-LC
INR.2013.6.2506	01/06/2013	1000.00	<input type="text"/>	201.00	<input type="text"/>	<input type="checkbox"/>				204.01/1002-LC
INR.2013.6.2505	01/06/2013	10000.00	<input type="text"/>	5000.00	<input type="text"/>	<input type="checkbox"/>				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	Display Invoice	File Upload	Account No
INR.2013.6.2507	01/06/2013	1000.00	1000	1000.00		<input checked="" type="checkbox"/>				204.01/1002-LC
INR.2013.6.2506	01/06/2013	1000.00		201.00		<input type="checkbox"/>				204.01/1002-LC
INR.2013.6.2505	01/06/2013	10000.00		5000.00		<input type="checkbox"/>				204.01/1002-LC

Submit Cancel

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

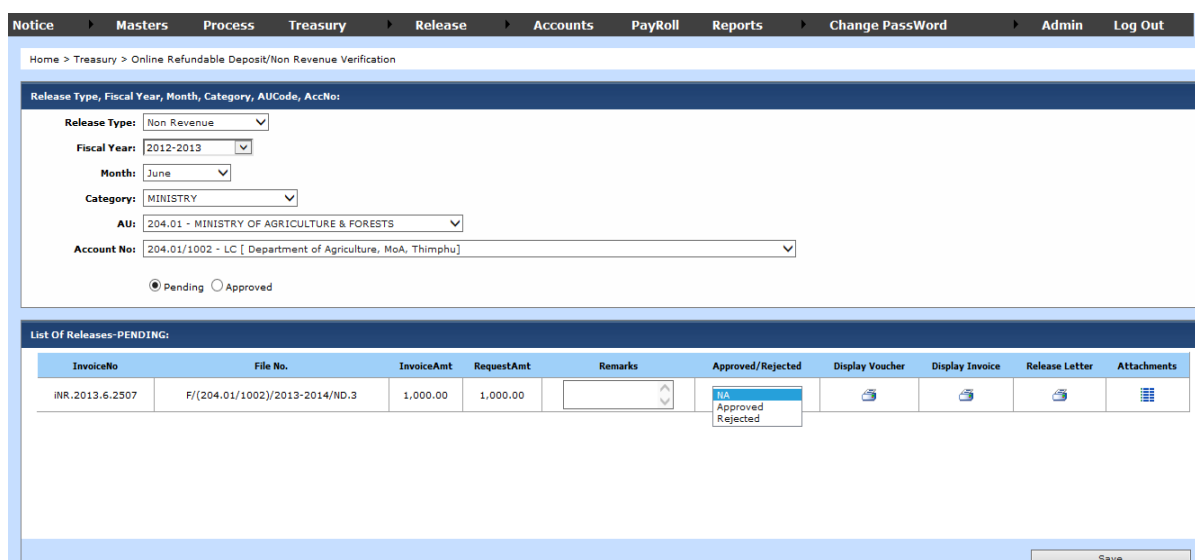
- a) Go to the Release Module and select “Online Refundable Deposit/Non Revenue Release Approval”.
- b) Select “Release Type” and “Account No.”
- c) Click “Pending” to view pending releases request or “Approved” to view the approved releases.
- d) To view the necessary supporting documents, click on “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”.

InvoiceNo	File No.	InvoiceAmt	RequestAmt	Remarks	Approved/Rejected	Release Letter	Attachments
INR.2013.6.2507	F/(204.01/1002)/2013-2014/ND.3	1,000.00	1,000.00		<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Rejected		

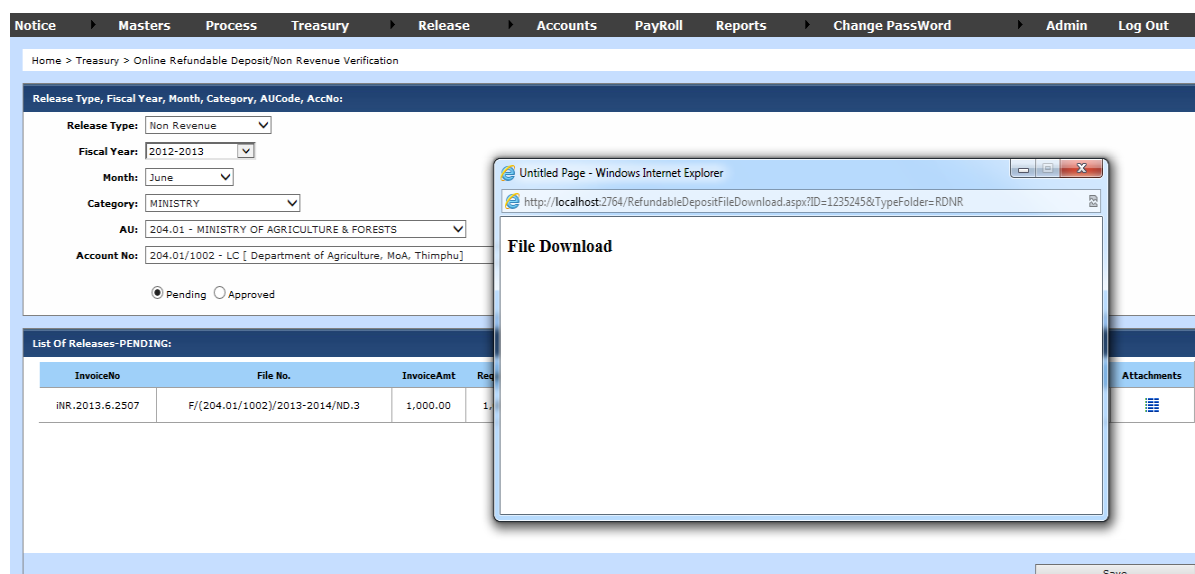
Save

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”.



- e) To view and verify the necessary supporting documents, click on “Attachments”.



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

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

Release No	Requisition No	Requisition Date	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Endorsements	Remarks	Approved	Detail	Edit	Delete	Print	Bank Copy	Submit	For Approval	Status	Is Reversal	Bank Print Count
NR.2013.6.471	345	28/06/2013	F/DPA/204.01/2012-2013/NR.698	NR.698	28/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu	nr test		<input checked="" type="checkbox"/>						Submitted	Approved	N		1
NR.2013.6.477	6567	25/06/2013	F/DPA/204.01/2012-2013/NR.699	NR.699	25/06/2013	Dorji Dhap	Bank of Bhutan - Thimphu	NR DPA Test		<input checked="" type="checkbox"/>						Submitted	Approved	N		1

- Click on the “Select Invoice”, tick the box and close the button “x”.

Invoice No	Deposit Date	Deposit Amount	Balance Amount	Status	
<input checked="" type="checkbox"/>	NR.2013.6.2507	01/06/2013	1,000.00	1,000.00	Approved

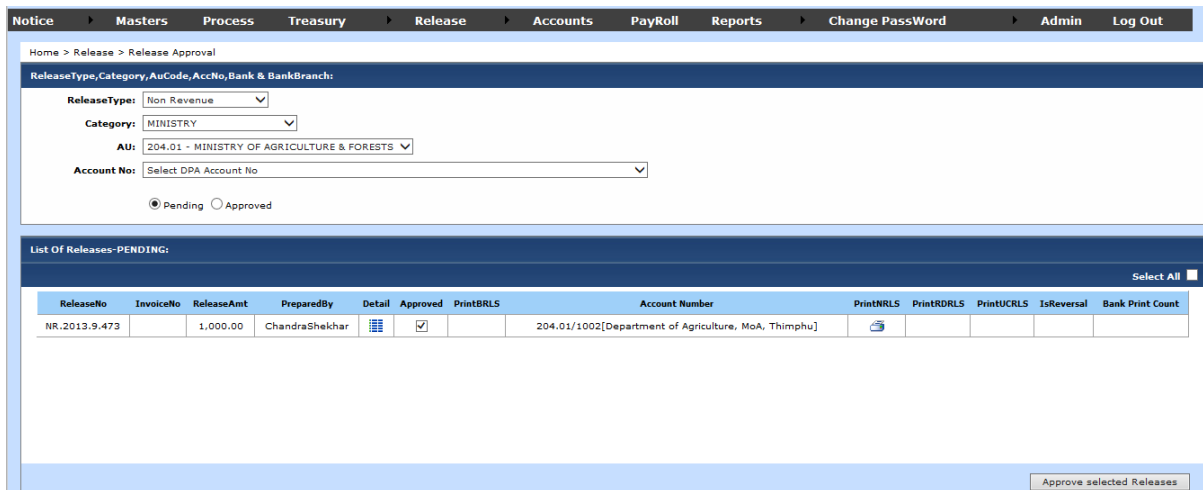
- And accordingly click on the “Add” button to view the list of refundable release.
- To view the invoice details, click the “Detail” button against the “List of Release”.

Release No	Requisition No	Requisition Date	File No	Dispatch No	Dispatch Date	Signatory User	Bank/Branch	Endorsements	Remarks	Approved	Detail	Edit	Delete	Print	Bank Copy	Submit	For Approval	Status	Is Reversal	Bank Print Count
NR.2013.9.473		19/09/2013				Dorji Dhap	Bank of Bhutan - Thimphu	test		<input type="checkbox"/>						Submit	Not Approved	N		0

Invoice No	Budget Amount	Progressive Amount	Balance Amount	Release Amount	History	Update	Delete
NR.2013.6.2507	1000.00	0.00	1000.00	1,000.00			

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.

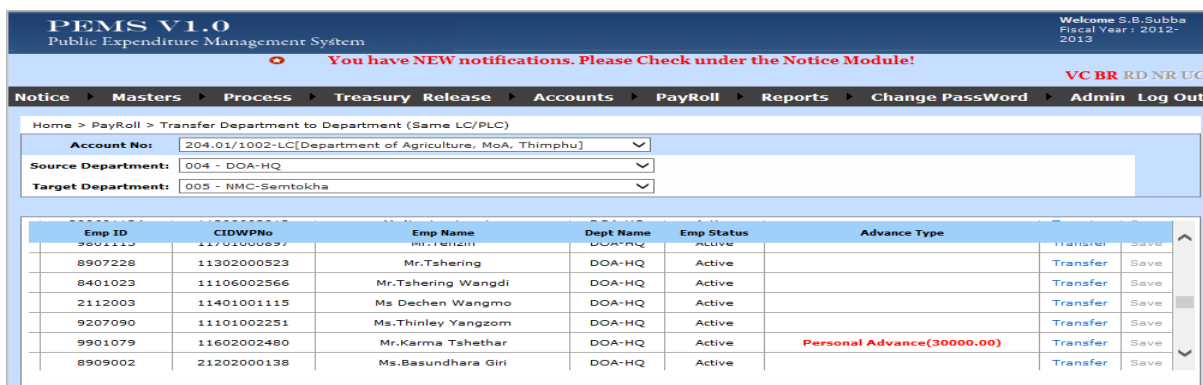


ACCOUNTS MODULE

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.



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

PEMS V1.0
Public Expenditure Management System

Welcome S.B.Subba
Fiscal Year : 2012-2013

You have NEW notifications. Please Check under the Notice Module!

VC BR RD NR UC

Notice > Masters > Process > Treasury Release > Accounts > PayRoll > Reports > Change PassWord > Admin Log Out

Home > PayRoll > Transfer Department to Department (Same LC/PLC)

Account No: 204.01/1002-LC[Department of Agriculture, MoA, Thimphu]

Source Department: 004 - DOA-HQ

Target Department: 005 - NMC-Semtokha

Emp ID	CIDWPNo	Emp Name	Dept Name	Emp Status	Advance Type		
8907228	11302000523	Mr.Tshering	DOA-HQ	Active		Transfer	Save
8401023	11106002566	Mr.Tshering Wangdi	DOA-HQ	Active		Transfer	Save
2112003	11401001115	Ms Dechen Wangmo	DOA-HQ	Active		Transfer	Save
9207090	11101002251	Ms.Thinley Yangzom	DOA-HQ	Active		Transfer	Save
9901079	11602002480	Mr.Karma Tshethar	DOA-HQ	Active	Personal Advance(30000.00)	Transferred	Save
8909002	21202000138	Ms.Basundhara Giri	DOA-HQ	Active		Transfer	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.

PEMS V1.0
Public Expenditure Management System

Welcome S.B.Subba
Fiscal Year : 2012-2013

You have NEW notifications. Please Check under the Notice Module!

VC BR RD NR UC

Notice > Masters > Process > Treasury Release > Accounts > PayRoll > Reports > Change PassWord > Admin Log Out

Home > PayRoll > Transfer Department to Department (Same LC/PLC)

Account No: 204.01/1002-LC[Department of Agriculture, MoA, Thimphu]

Source Department: 004 - DOA-HQ

Target Department: 005 - NMC-Semtokha

Data could not Saved. Transfer his/her advance to new department by passing Journal Voucher and then save

Message Box:
Data could not Saved. Transfer his/her advance to new department by passing Journal Voucher and then save
OK

Emp ID	CIDWPNo	Emp Name	Dept Name	Emp Status	Advance Type		
201001154	12007002601	Mr.San				Transfer	Save
8907228	11302000523	Mr.				Transfer	Save
9801115	11701000897	M				Transfer	Save
200601134	11308003012	Mr.Norden Lepcha	DOA-HQ	Active		Transfer	Save
9908027	11604001305	Mr.Jigme Wangchuk	DOA-HQ	Active		Transfer	Save
7204017	10709003922	Mr.Tshering Pethey	DOA-HQ	Active		Transfer	Save

NOTE:

The Journal Entry for transferring the employee to the different department under the same LC/PLC...

Source Department;

Debit the New Department Activity; Credit the Old Department Activity

Targeted Department;

Debit the Old Activity Department Activity; Credit the New Department Activity

Automate/ Develop Voucher preparation & approval stages for different levels.

1. Budgetary Agency- Preparatory Level

- 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.
- 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.

The screenshot shows the 'Add / Edit Voucher Summary' form. At the top, there are navigation tabs: Notice, Masters, Process, Treasury, Release, Accounts, PayRoll, Reports, Change Password, Admin, and Log Out. Below the navigation, there is a search bar for vouchers with filters for Bank A/C No. (204.01.1002-CC(Department of Agriculture, Hk., Thimphu)), Month (June), Cash (27,182.00), Bank (1,273,795.44), and Budget Balance. The main section is a table titled 'Voucher Summary' with columns: A/c No. DPA, Voucher Date, Payee Name, Cheque No., Voucher Type, Edit, Delete, Details, Report, File Upload, Prepared By, and Added On. The table contains five rows of data. Below the table is the 'Add / Edit Voucher Summary' form with the following fields: Signatory (Lok Nath), Entry Date (01/06/2013), Finance Type (Cash), Name of Payee (Test), Income Type (Select Income Type), Voucher Type (Disbursement), Particulars (Test), and TDS Percentage (Select TDS Percentage). The Status is 'Not Approved'. There are 'Add' and 'Cancel' buttons at the bottom.

- Prepare the voucher and click "Save". This will automatically forward the Voucher to the approval signatory (Head of Accounts).

The screenshot shows the 'Voucher Details' form. It features a table with columns: Budget Line, Object Code, Party, Assignment, Debit, Credit, From, To, and Delete. The Budget Line is 204.01.02.01.044.001.001.01.0001.01.01, Object Code is 80.02, and Debit is 100. The Credit is 100. There are 'Add New Row', 'Save', 'Cancel', and 'Add New Voucher' buttons at the bottom.

2. Budgetary Agency- Verification Level.

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

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

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

Notice > Masters > Process > Treasury Release > Accounts > PayRoll > Reports > Change PassWord > Admin > Log Out

Home > Accounts > Voucher Approval

Month & Account number:

Account No: [204.01/1002-LC[Department of Agriculture, MoA, Thimphu]]

Month: [June]

Approved Not Approved

Not Approved:

Voucher Date	Voucher Type	Amount	Payee Name	Approval Date	Cheque No	Status	Approve	View Voucher Details	Report	Attachments	DRDStatus	RDDStatus	NRRStatus
01/06/2013	Others	5000.00	aaaa	[01/06/2013]	[Select Cheque No]	Can Be Approved!	Approve	Details			NRDNO	RDDNO	NRRYES
01/06/2013	Disbursement	100.00	test	[01/06/2013]	[Select Cheque No]	Can Be Approved!	Approve	Details			NRDNO	RDDNO	NRRNO
01/06/2013	Disbursement	100.00	Test	[01/06/2013]	[Select Cheque No]	Can Be Approved!	Approve	Details			NRDNO	RDDNO	NRRNO
27/06/2013	Disbursement	9799.00	Karma Office Supplies	[27/06/2013]	[Select Cheque No]	Can Be Approved!	Approve	Details			NRDNO	RDDNO	NRRYES
27/06/2013	Disbursement	20000.00	PEma	[27/06/2013]	[Select Cheque No]	Can Be Approved!	Approve	Details			NRDNO	RDDNO	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.
- 3) Non-Revenue Receipt will generate two copies in single page (each copy for office and client)

Sample of Client Copy

Notice > Masters > Process > Treasury Release > Accounts > PayRoll > Reports > Change PassWord > Admin Log Out													
Home > Accounts > Voucher Approval													
Month & Account number:													
Account No: [204.01/1002-LC[Department of Agriculture, MoA, Thimphu] v]													
Month: [June v]													
<input checked="" type="radio"/> Approved <input type="radio"/> Not Approved													
Approved:													
VoucherNo	Voucher Date	Voucher Type	Amount	PayeeName	Address	Approved Date	Status	ChequeNo	Report	NRDepositReceipt	RDDepositReceipt	NRReceipt	ApprovedBy
OV.6.52	25/06/2013	Others	799.00	DPA	Non Revenue Release from DPA(NR DPA Test)	25/06/2013	Approved						Lok Nath
OV.6.51	01/06/2013	Others	1000.00	nr	nr	01/06/2013	Approved					NRReceipt	Lok Nath
OV.6.50	23/06/2013	Others	500.00	DPA	Refundable Release from DPA(RD Release Test)	23/06/2013	Approved						Lok Nath
OV.6.49	01/06/2013	Others	888.00	Received from East West	Received from East West	01/06/2013	Approved					NRReceipt	Lok Nath
OV.6.48	23/06/2013	Others	9999.00	DPA	Budgetary Release From DPA(BR Test)	23/06/2013	Approved						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 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

Sample of Office Copy



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:

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

Notice > Masters > Process > Treasury > Release > Accounts > PayRoll > Reports > Change PassWord > Admin > Log Out

Home > Accounts > Voucher Reversal

Step 1:

Select Bank A/C No.: [204.01/1002-LC[Department of Agriculture, MoA, Thimphu]]

Select Month: [June]

Step 2: Reverse Voucher

Select	Voucher No.	Select Date	A/c No. DPA	Cheque No.	Voucher Type	Payee Name	Detail Vouchers	Report	Voucher Date	PreparedBy	Approved
<input type="checkbox"/>	JV.6.1	[01/06/2013]	204.01/1002		Journal	Karma Thinley, PD,AMC Paro	[Details]	[Report]	04/06/2013	S.B.Subba	S.B.Subba
<input type="checkbox"/>	DV.6.1	[01/06/2013]	204.01/1002	305197	Disbursement	Praskanti Pradhan	[Details]	[Report]	03/06/2013	S.B.Subba	S.B.Subba
<input type="checkbox"/>	JV.6.2	[01/06/2013]	204.01/1002		Journal	Khampa,DAO,Mongar	[Details]	[Report]	05/06/2013	S.B.Subba	S.B.Subba
<input type="checkbox"/>	DV.6.2	[01/06/2013]	204.01/1002		Disbursement	Lakey	[Details]	[Report]	04/06/2013	S.B.Subba	S.B.Subba
<input type="checkbox"/>	DV.6.3	[01/06/2013]	204.01/1002		Disbursement	Jamba	[Details]	[Report]	04/06/2013	S.B.Subba	S.B.Subba

[Reverse]

Separate View for Active & Inactive Employee

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

Emp No.	Salutation	Employee Name	BasicPay	EmpStatus	Edit	Delete	Designation	TaxExemption
008		Ms.Dil Maya Biswa	5000.00	Active			Sweeper	No
11516002929		Sherab Zangmo	5000.00	Active			Dry Sweeper	No
8401023		Mr.Tshering Wangdi	8415.00	Active			Messenger	No
10907001429		Norbu Wangzom	6155.00	Active			Messenger	No
8106048		Mr.Badrinath Bhattarai	32520.00	InActive			Specialist	No
8805205		Mr.Chencho Norbu	35120.00	InActive			Director	No
9509038		Mr.Minjur Dorji	27650.00	InActive			Chief Engineer	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.

NOTE

- In the new enhanced version, all the expenditures are now tagged with the release including PW Advance and Personal Advance.
- 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 sub-activity only.
- The work assignment of advances adjusted of preceding year will not be brought forward in the current Fiscal Year as reflected in the past.
- Cash Remmittances will now be reflected in TDS Reports.