

USER **MANUAL**

Prepared by: Podamibe Nepal

Office Management System (OMS)

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1 Office Management System(OMS)

An **office management system** is simply the way or method you manage your **office's** documents, information, records etc. That includes everything from dealing with employee issues to financial statements and inventory problems. Most of the problems your **office management system** will deal with will require some degree of documentation.

2 Login

2.1 User Login

2.1.1 Steps

1. Open the **Browser** and enter application **URL** to access the application login page.

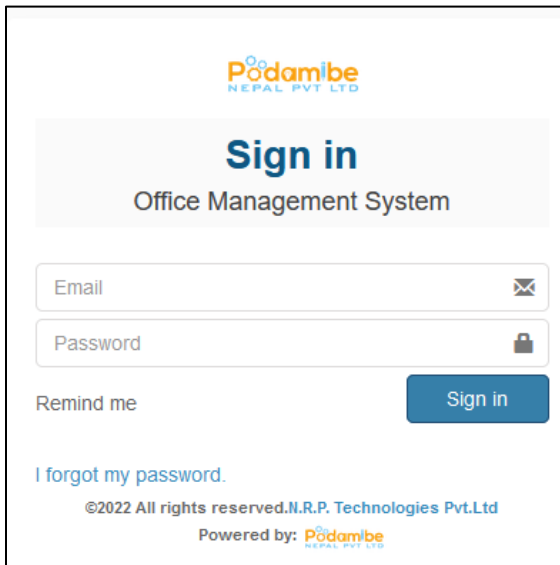
The image shows a login page for the Podambe Office Management System. At the top, there is a logo for Podambe NEPAL PVT LTD. Below the logo, the text "Sign in" is displayed in a large, bold, blue font, followed by "Office Management System" in a smaller, grey font. There are two input fields: "Email" with an envelope icon and "Password" with a lock icon. Below the password field, there is a "Remind me" checkbox and a blue "Sign in" button. At the bottom, there is a link "I forgot my password." and a copyright notice "©2022 All rights reserved.N.R.P. Technologies Pvt.Ltd" and "Powered by: Podambe NEPAL PVT LTD".

Figure: Login

2. Enter a valid **Email Address** and **Password**.
3. Click on the **Sign in** button.

2.2 Forgot Password

2.2.1 Steps

1. Click **I forgot my password** in the login page. It will open the forgot password page.
2. Enter your **email address** and click the **Reset** button. Check your inbox for an email with a link to the application. Your new password will now be sent to your email address.

2.3 Logout

Click on **Profile**>>**Exit** to log out of the application.

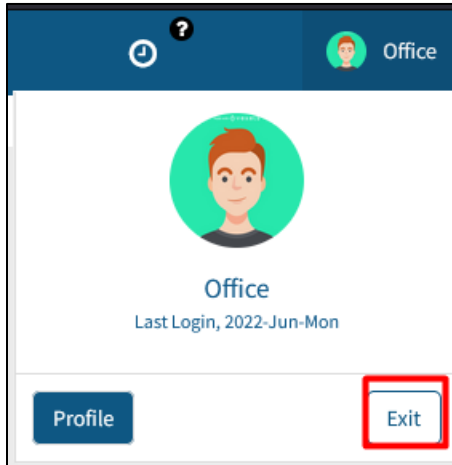


Figure: Logout

3 Dashboard

The **dashboard** depicts the purchase, sales, receipt, and payment as a bar graph. The date is plotted on the horizontal axis, and, each bar's height corresponds to the total purchase, sales, receipt, and payment made on various dates.



Figure: Dashboard

4 Profile

Profile displays basic information about logged-in user.

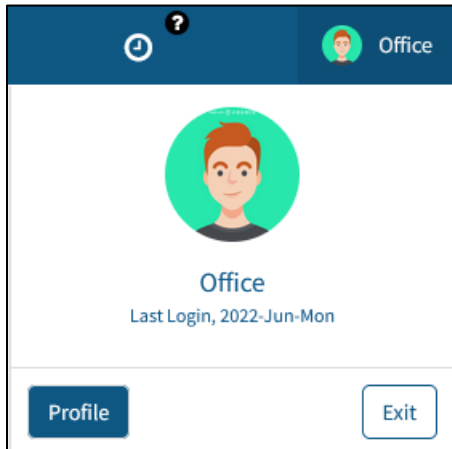


Figure: Profile

By clicking on “**Profile**”, users can view their own profile.

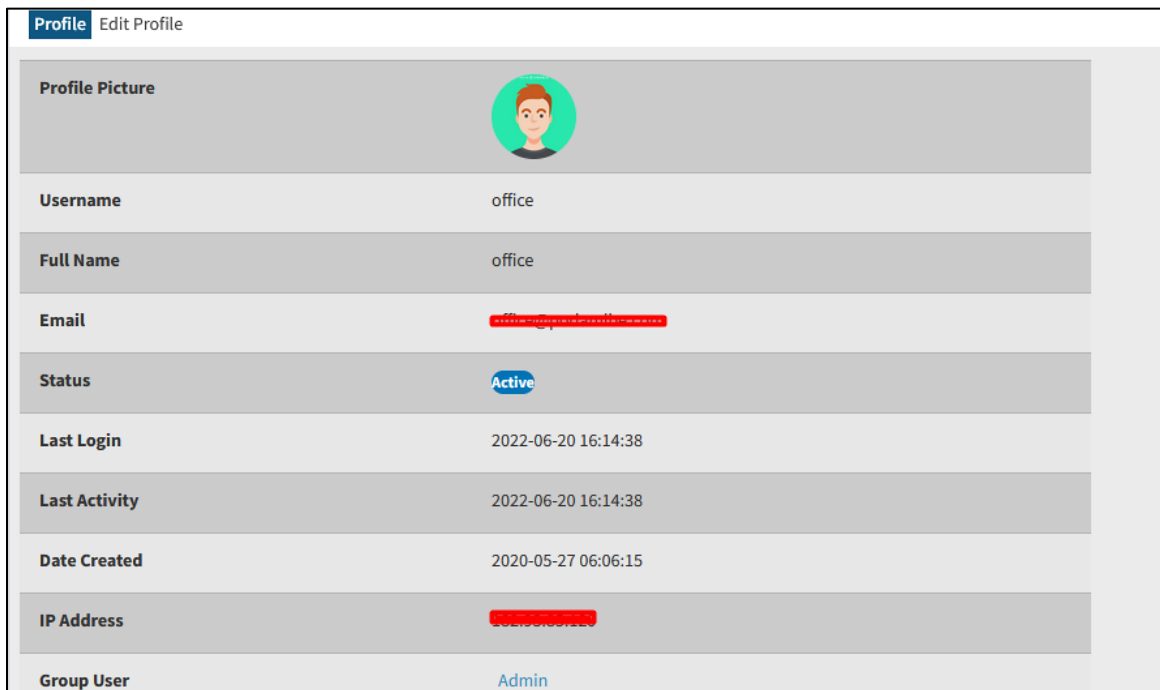


Figure: View Profile

Click on **Edit Profile** in the navbar to update the profile.

5 Application Generic Behaviors

This section includes guidelines for executing general behaviors/functions of the applications that are found in most of the menus and user interfaces.

Some of the general behaviors found in most of the forms are as listed below:

5.1 View

1. To view the detailed data in the system, click on **View** option. It opens detail in a view mode.










Name	Definition	Action
Sales Department	Billing	  
Auditor	Vat	  
Finance	Billing,Purchase	  

Figure: View Data

5.2 Update

1. To update/edit existing data in the system, click on **Edit** option. It opens detail in an update mode.







S.N	Name	Definition	Action
1	Sales Department	Billing	  
2	Auditor	Vat	  

Figure: Update Data

2. Make the necessary edits and save it.

5.3 Delete

1. To remove/delete data from the system permanently, click on **Delete** option.










Name	Definition	Action
Sales Department	Billing	  
Auditor	Vat	  
Finance	Billing,Purchase	  

Figure: Delete Data

2. Upon clicking, the following **Confirmation Pop-up** form is displayed.

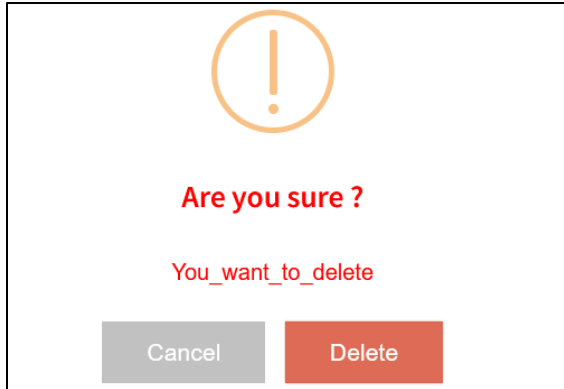
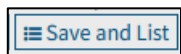


Figure: Confirmation Pop-up Form

3. Click on the **Delete** button to remove the data from the system.

5.4 Save and List



button will save the data and direct the page to the list page.

5.5 Print



button is used to print the document.

5.6 Settings



button is at the top right of the create page in some of the modules. It is needed if the user wants to change date or other information.

5.7 Arrow

Arrow button  hides the content of the page and vice versa.

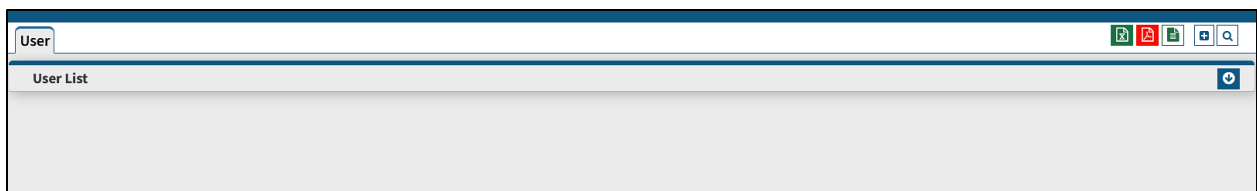


Figure: Arrow Button

5.8 Cancel

1. Upon clicking the **Cancel** in the create or edit page, the following **Confirmation Pop-up** form is displayed.

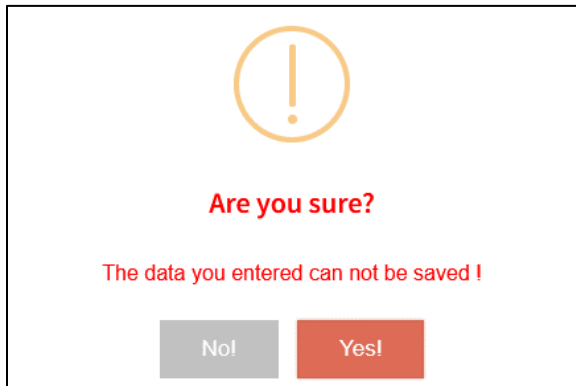


Figure: Confirmation Pop-up Form

2. Click on the **Yes** button to cancel saving the data in the system.

5.9 Filter

Filter buttons are usually found in the create and list pages of all the modules. Filter enables users to find relevant data more quickly and easily. When the user enters data in filters, the server looks for the related data in the search objects and fetches the data.

The user can select the dropdown and enter the data they want to filter and click on the Fetch button.

How to Filter?

Enter the **Filter Criteria** and select the option from the dropdown. Finally, click on the **Fetch** button.

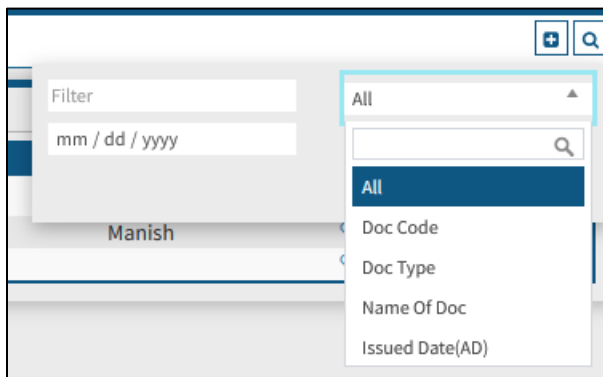


Figure: Filter

User can also select the date range they want to filter and fetch the data.

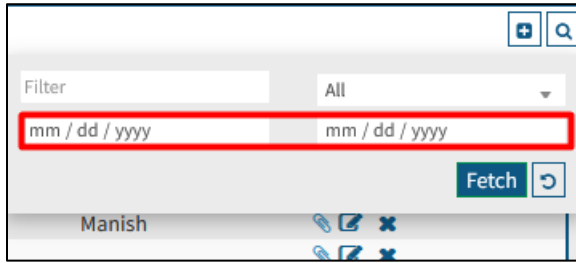


Figure: Date Range Filter

To clear the search click on the  button.

6 User

This menu allows user to add a new user.

6.1 Create User

6.1.1 Steps

1. Open **Auth>>Create User** menu. It opens the following **Add User** page.

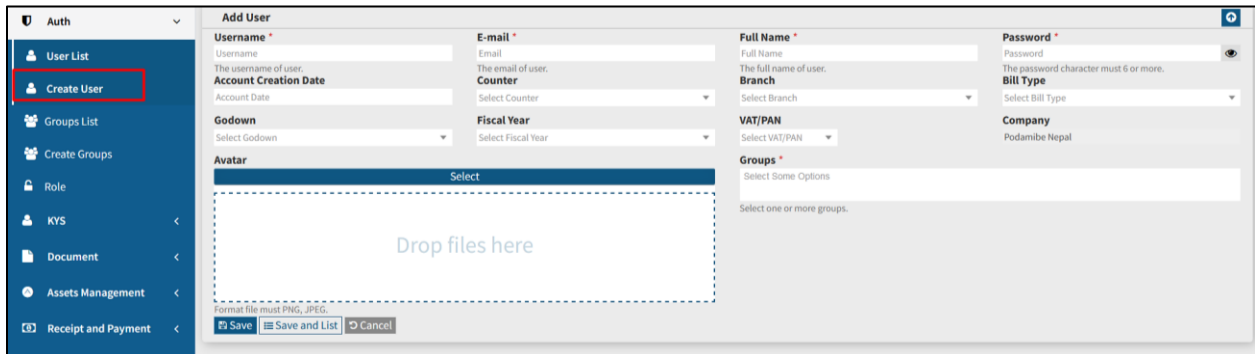


Figure: Add User

2. Enter the required details.
3. Click **Save** or **Save and List** button to save the data.

6.2 User List

6.2.1 Steps

1. Open **Auth>>User List** menu. It opens the following **User List** page.







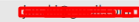



User List						
S.N	User	Username	E-mail	Status	VAT/PAN	Action
1	 Amisha Thapa	amisha		<input type="checkbox"/>		  
2	 Janaki Shakya	Janaki		<input type="checkbox"/>	VAT	  

Figure: User List

The saved data will be listed in **User List**.

7 Groups

This menu is used to add new group in the system.

7.1 Add Groups

7.1.1 Steps

1. Open **Auth>>Create Groups** menu. It opens the following **Add Groups** page.

Add Group	
Name * <input type="text" value="Name"/> <small>The name of group.</small>	Definition <input type="text" value="Definition"/> <small>The definition of group.</small>
<input type="button" value="Save"/> <input type="button" value="Save and List"/> <input type="button" value="Cancel"/>	

Figure: Add Group

2. Enter necessary details and click **Save** or **Save and List** button to save the data.

7.2 Groups List

7.2.1 Steps

1. Open **Auth>>Groups List** menu. It opens the following **Groups List** page.










Group List			
S.N	Name	Definition	Action
1	Sales Department	Billing	  
2	Auditor	Vat	  
3	Finance	Billing,Purchase	  

Figure: Group List

The saved data will be listed in **Group List**.

8 Role

This menu is used to add new role in the system. Admin has almost all the privileges. This module allows admin user to assign add, list, view, edit, check, approve and delete privileges to different users in the system. Only the users with the given privilege can add, list, view, edit, check, approve and delete the particular menu.

8.1 Create Role

8.1.1 Steps

1. Open **Auth>>Create Role** menu. It opens the following **Role** page.

S.No.	Module	Add	List	view	Edit	Delete	Check	Approve
<input type="checkbox"/>	Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Auth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	KYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- KYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Party Report		<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Document Report		<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	- Document Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Assets Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Purchase Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	-- Goods Requisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	-- Purchase Requisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	-- Purchase Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	- Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	-- Purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	-- Purchase Return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	-- Debit/credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	- Store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	-- GRN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure: Add Role

2. First select the **Department**. (*Note: To select the department, groups must be created.*)
3. Now, select the required privileges (add, list, view, edit, check, approve and delete) and click on **Save** button to provide selected privileges to the users.

Note: If add and view checkbox are checked then only the add and view privileges are assigned to user. Similarly, user cannot have any access on remaining modules.

How to assign a role to the user?

1. First Create **Groups**.

2. After group is created, create a **Role**. Select the department and required privileges. (**Note: To select the department, groups must be created as department is groups.**)
3. Now, create a **User** and assign the **Groups** to the user.

The screenshot shows the 'Add User' form with the following fields and options:

- Username ***: Text input field.
- E-mail ***: Text input field.
- Full Name ***: Text input field.
- Password ***: Text input field with a visibility toggle.
- Account Creation Date**: Date selection field.
- Counter**: Dropdown menu.
- Branch**: Dropdown menu.
- Godown**: Dropdown menu.
- Fiscal Year**: Dropdown menu.
- VAT/PAN**: Dropdown menu.
- Company**: Text input field (Podamibe Nepal).
- Avatar**: File upload area with a 'Drop files here' instruction and a 'Select' button.
- Groups ***: A list of roles with 'Public' selected. The list includes Admin, Public, Default, Member, and Administration.

Buttons at the bottom: Save, Save and List, Cancel.

Figure: Assign Role

4. Now the user can login using their respective email address and password.

8.2 Role List

8.2.1 Steps

1. Open **Auth>>Role List** menu. It opens the following **Role List** page.

SN	Department Name	Action
1	Administration	
2	Data Entry Operator	
3	Accountant	
4	Finance	
5	Auditor	
6	Sales Department	

Figure: Group List

The saved data will be listed in **Role List**.

9 Setup

Basic setup needed for the overall system are set from here.

9.1 KYS

9.1.1 Country

9.1.1.1 Steps

To change the Country setup, follow the below steps:

1. Open **Setup>>KYS>>Country** menu. It opens the following page.

S.N.	Sortname	Country	International Calling Code	Action
1	JP	Japan	81	
2	CN	China	86	
3	IN	India	91	

Figure: Country Setup

2. To add new country, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Country List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
4. If an update is not needed after you click on the button, then click on the button and click Yes.

S.N.	Sortname	Country	International Calling Code	Action
1	JP	Japan	81	
2	CN	China	86	
3	IN	India	91	

Figure: Country Edit

9.1.2 Province

9.1.2.1 Steps

To change the Province setup, follow the below steps:

1. Open **Setup>>KYS>>Province** menu. It opens the following page.

S.N.	Country	Province	Action
1	Nepal	Sudurpashchim Province	
2	Nepal	Lumbini Province	
3	Nepal	Karnali Province	

Figure: Province Setup

2. To add new province, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Province List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
4. If an update is not needed after you click on the button, then click on the button and click Yes.

S.N.	Country	Province	Action
1	Nepal	Sudurpashchim Province	
2	Nepal	Lumbini Province	
3	Nepal	Karnali Province	

Figure: Province Edit

9.1.3 Districts

9.1.3.1 Steps

To change the Districts setup, follow the below steps:

1. Open **Setup>>KYS>>Districts** menu. It opens the following page.

Country Province **Districts** Party Type

District Setup

Country * Province * District Name Action

Select Country Select Province

Save Cancel

District List

S.N.	Country	Province	District	Action
1	Nepal	Madesh Province	Parsa	
2	Nepal	Madesh Province	Bara	
3	Nepal	Madesh Province	Sarlahi	

1 2 3 4 5 6 Next Last

Edit Cancel

Figure: Districts Setup

- To add new districts, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Districts List** as shown in the figure.
- To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes
- If an update is not needed after you click on the button, then click on the button and click Yes..

District List

S.N.	Country	Province	District	Action
1	Nepal	Madesh Province	Parsa	
2	Nepal	Madesh Province	Bara	
3	Nepal	Madesh Province	Sarlahi	

1 2 3 4 5 6 Next Last

Cancel

Figure: Districts Edit

9.1.4 Party Type

9.1.4.1 Steps

To change the Party Type setup, follow the below steps:

- Open **Setup>>KYS>>Party Type** menu. It opens the following page.

Country Province Districts **Party Type**

Party Type Setup

Under Name Action

Select Under





Save Cancel








Party Type List

S.N.	Type	Under	Name	Action
1	Party Type	--	Share Holders	
	- Party Block	Share Holders	Promoters	
	- Party Block	Share Holders	Public	

Figure: Party Type Setup

- To add new party type, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Party Type List** as shown in the figure.

- To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.
- If an update is not needed after you click on the  button, then click on the  button and click Yes.

Party Type List				
S.N.	Type	Under	Name	Action
4	Party Type	Select Under	Employees	
	- Party Block	Employees	Regular	
	-- Party Sub Block	Regular	Officer Levels	
	-- Party Sub Block	Regular	Assistant Level	
	- Party Block	Employees	Official	
	- Party Block	Employees	Contract based	
	- Party Block	Employees	On probation	



  Prev 1 2

Figure: Party Type Edit



9.2 Document







9.2.1 Document Type

9.2.1.1 Steps

To change the Document Type setup, follow the below steps:

- Open **Setup>>Document>>Document Type** menu. It opens the following page.

Document Type		
Document Type Setup		
Doc Type	Description	Action
 		
Document Type List		
S.N.	Doc Type	Description
1	Purchase Related	Asset Management Module
2	Sales Related	Billing Module
3	Contracts	







  1 2 3 Next

Figure: Document Type Setup

- To add new document type, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Document Type List** as shown in the figure.
- To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.
- If an update is not needed after you click on the  button, then click on the  button and click Yes.

Document Type List			
S.N.	Doc Type	Description	Action
1	Purchase Related	Asset Management Module	
2	Sales Related	Billing Module	
3	Contracts		

1 2 3 Next

Edit Cancel

Figure: Document Type Edit

9.3 Asset Management

9.3.1 Items Detail

9.3.1.1 Steps

To change the Items Detail setup, follow the below steps:

1. Open **Setup>>Asset Management>>Items Detail** menu. It opens the following page.

Podamibe Nepal										
ITEMS DETAIL										
Items Detail List										
S.N.	Items Code	Block	Sub Block	Category	Sub Category	Items Name	Specification	Units	Status	Action
1	A-107	Fixed Assets	Plant and Mechanaries			MRI Machine	Fully Automatic Core-100	Sets	<input type="checkbox"/>	
2	A-106	Fixed Assets	Plant and Mechanaries			MRI Machine	Core-100	Sets	<input type="checkbox"/>	

Figure: Items Detail Setup

2. Click the button in the navbar to add new items.
3. Upon clicking the create button, it will open the following **Add Items** Page.

Podamibe Nepal										
ITEMS DETAIL										
Add New Items										
Block *		Select Block			Sub Block		Select Sub Block			
Category		Select Category			Sub Category		Select Sub Category			
Tabular Data										
Items Name	Type	Unit	Specification	Action						
	Select Type	Pieces								

Save Save and List Cancel

Figure: Add New Items

4. Enter necessary details and click **Save** or **Save and List** button to save the data. Once the data is added, it appears on **Items Detail List**.

9.3.2 Units

9.3.2.1 Steps

To change the Units setup, follow the below steps:

1. Open **Setup>>Asset Management>>Units** menu. It opens the following page.

Items Detail **Units** Tax and SP Rate Assets Block Stock Level Opening Asset Day Close

Unit Setup

Unit Symbol: SP Full Name: Selling Price

Save Cancel

Unit List

S.N.	Unit Symbol	Full Name	Action
1	Pack	Pack	
2	Kg	Kilogram	
3	M	Metre	

1 2 3 Next

Edit Cancel

Figure: Units Setup

2. To add new units, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Units List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the **Edit** button below the table to save the changes.
4. If an update is not needed after you click on the button, then click on the **Cancel** button and click Yes.

9.3.3 Tax and SP Rate

9.3.3.1 Steps

To change the Tax and SP Rate setup, follow the below steps:

1. Open **Setup>>Asset Management>>Tax and SP Rate** menu. It opens the following page.

Items Detail Units **Tax and SP Rate** Assets Block Stock Level Opening Asset Day Close Filter

Tax and SP Rate list

SN.	Items Name	Vat Rate	Excise Rate	Service Tax Rate	Discount Rate	Custom Duty Rate	Selling Rate	Action
1	MRI Machina, Fully Automatic...	13.00 %	0.00 %	0.00 %	NRs 600.00	%	2000000	
2	MRI Machine, Standard	NRs 100.00	0.00 %	0.00 %	15.00 %	%	2000000	

Figure: Tax and SP Rate

2. To update the data, click the Edit button in the Action column, make the necessary changes, and click on the update button. Once the data is updated, it appears on **Tax and SP Rate List** as shown in the figure.

9.3.4 Assets Block

9.3.4.1 Steps

To change the Assets Block setup, follow the below steps:

1. Open **Setup>>Asset Management>>Assets Block** menu. It opens the following page.

The screenshot shows the 'Assets Block Setup' interface. At the top, there are tabs for 'Under', 'Block', and 'Action'. Below these is a 'Select Under' dropdown and a 'Save' button. The main area is titled 'Assets Block List' and contains a table with the following data:

S.N.	Type	Under	Name	Action
1	Assets Block	--	Current Assets	
	- Assets Sub Block	Current Assets	Stationeries	
	- Assets Sub Block	Current Assets	Books	
2	Assets Block	--	Services	
	- Assets Sub Block	Services	Diagnostics	
	-- Assets Category	Diagnostics	Urine Test	
	-- Assets Category	Diagnostics	Blood Test	
3	Assets Block	--	Consumables	
	- Assets Sub Block	Consumables	Books and Stationeries	
	-- Assets Category	Books and Stationeries	Books	
	-- Assets Category	Books and Stationeries	Stationeries	
	--- Assets Sub Category	Stationeries	Photocopy Paper	
	--- Assets Sub Category	Stationeries	Ink	
	- Assets Sub Block	Consumables	Foods and Vegetables	

At the bottom of the table, there is an 'Edit' button and a 'Cancel' button. A pagination bar shows '1 2 Next'.

Figure: Assets Block Setup

2. To add new assets block, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Assets Block List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
4. If an update is not needed after you click on the button, then click on the button and click Yes.

The screenshot shows the 'Assets Block Edit' interface. It has the same layout as the previous screenshot, but with a red box highlighting the edit icon in the 'Action' column of the first row. The 'Under' dropdown is set to 'Select Under' and the 'Block' dropdown is set to 'Current Assets'. The 'Save' button is highlighted in red. The table data is the same as in the previous screenshot.

Figure: Assets Block Edit

9.3.5 Stock Level

9.3.5.1 Steps

To change the Stock Level setup, follow the below steps:

1. Open **Setup>>Asset Management>>Stock Level** menu. It opens the following page.

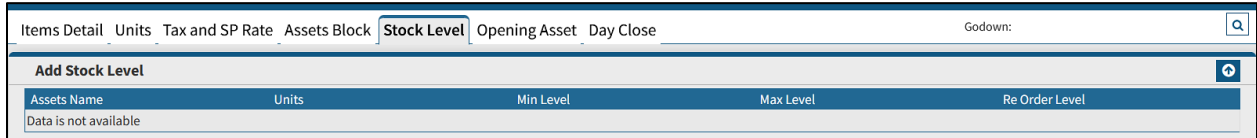



Figure: Stock Level

2. Click filter button  in the navbar and select Godown and click on the **Fetch Data** Button.
Note: Godown is added from Setup>>Billing>>Godown

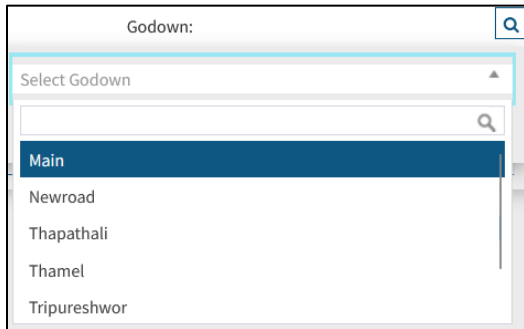
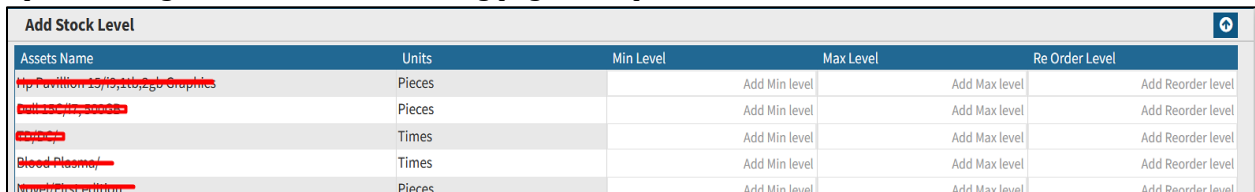


Figure: Select Godown

Upon clicking Fetch Data, the following page will open.



The screenshot shows the 'Add Stock Level' page after clicking 'Fetch Data'. The table now displays data for four assets. The columns are 'Assets Name', 'Units', 'Min Level', 'Max Level', and 'Re Order Level'. The data rows are as follows:

Assets Name	Units	Min Level	Max Level	Re Order Level
Mp Perillion 25/19/210,250 Graphics	Pieces	Add Min level	Add Max level	Add Reorder level
01-20-21-20-00-00	Pieces	Add Min level	Add Max level	Add Reorder level
01-20-21-20-00-00	Times	Add Min level	Add Max level	Add Reorder level
Blood Plasma	Times	Add Min level	Add Max level	Add Reorder level
Novel First edition	Pieces	Add Min level	Add Max level	Add Reorder level

Figure: Add Stock Level

3. Enter **Min Level**, **Max Level** and **Reorder Level** and click on the **Save** Button.

9.3.6 Opening Asset

9.3.6.1 Steps

To change the Opening Asset setup, follow the below steps:

1. Open **Setup>>Asset Management>>Stock Level** menu. It opens the following page.

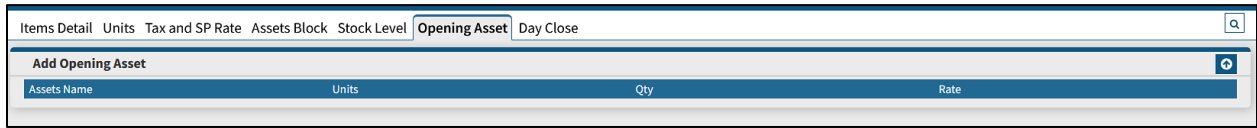



Figure: Opening Asset

2. Click filter button  in the navbar and select godown and click on the **Fetch Data** Button.
*Note: Godown is added from **Setup>>Billing>>Godown***

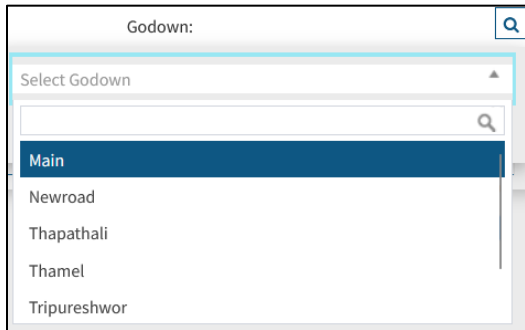


Figure: Select Godown

Upon clicking Fetch Data, the following page will open.

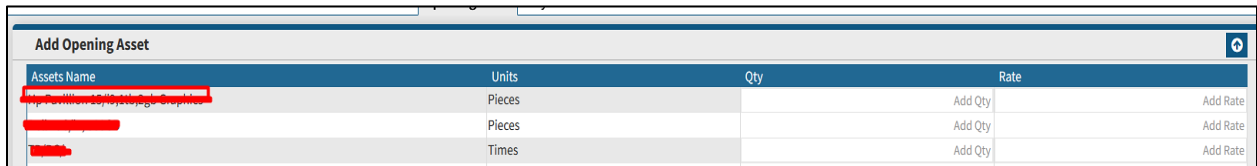


Figure: Add Opening Asset

3. Enter **Quantity** and **Rate** and click on the **Approve** Button.

9.4 Receipt and Payment

9.4.1 Receipt Type

9.4.1.1 Steps

To change the Receipt Type setup, follow the below steps:

1. Open **Setup>>Receipt and Payment>>Receipt Type** menu. It opens the following page.

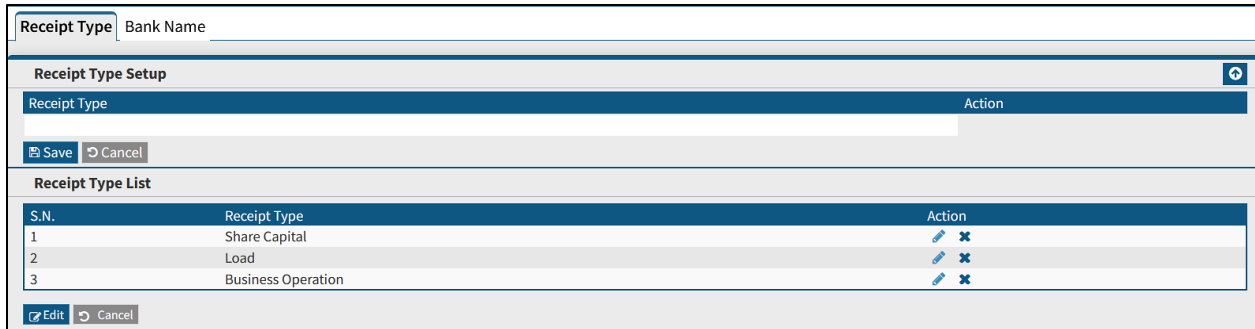


Figure: Receipt Type Setup

2. To add new receipt type, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Receipt Type List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
4. If an update is not needed after you click on the button, then click on the button and click Yes.

9.4.2 Bank Name

9.4.2.1 Steps

To change the Bank Name setup, follow the below steps:

1. Open **Setup>>Receipt and Payment>>Bank Name** menu. It opens the following page.

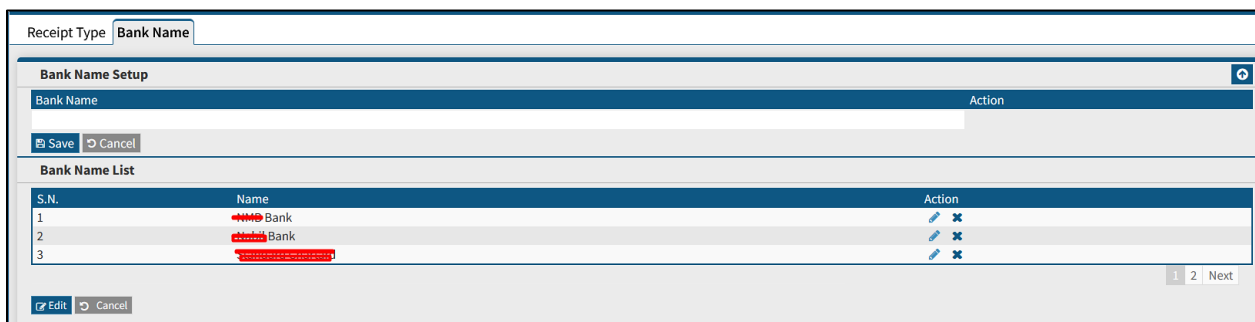



Figure: Bank Name Setup

2. To add new Bank Name, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Bank Name List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.

4. If an update is not needed after you click on the  button, then click on the **Cancel** button and click Yes.

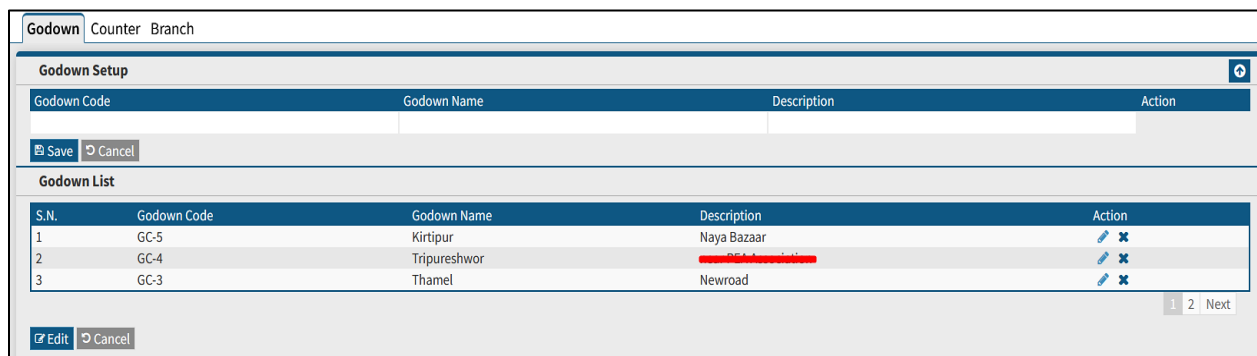
9.5 Billing

9.5.1 Godown

9.5.1.1 Steps

To change the Godown setup, follow the below steps:

1. Open **Setup>>Billing>>Godown** menu. It opens the following page.











Godown Setup				
Godown Code	Godown Name	Description	Action	
Save Cancel				
Godown List				
S.N.	Godown Code	Godown Name	Description	Action
1	GC-5	Kirtipur	Naya Bazaar	 
2	GC-4	Tripureshwor	BSM - Tripureswor	 
3	GC-3	Thamel	Newroad	 
Edit Cancel 1 2 Next				

Figure: Godown Setup

2. To add new godown, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Godown List** as shown in the figure.
3. To update the data, click the  button in the Action column, make the necessary changes, and then click the **Edit** button below the table to save the changes.
4. If an update is not needed after you click on the  button, then click on the **Cancel** button and click Yes.

9.5.2 Counter

9.5.2.1 Steps

To change the Counter setup, follow the below steps:

1. Open **Setup>>Billing>>Counter** menu. It opens the following page.

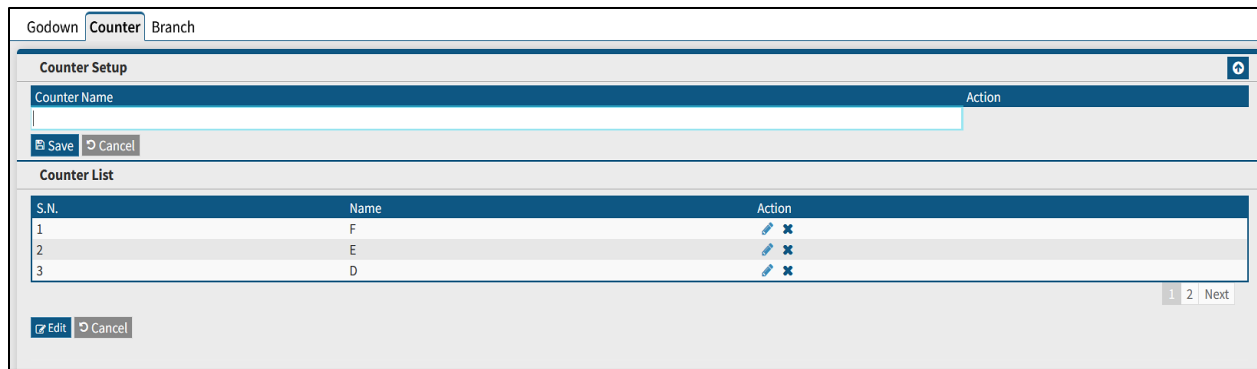


Figure: Counter Setup

- To add new Counter, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Counter List** as shown in the figure.
- To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
- If an update is not needed after you click on the button, then click on the button and click Yes.

9.5.3 Branch

9.5.3.1 Steps

To change the Branch setup, follow the below steps:

- Open **Setup>>Billing>>Branch** menu. It opens the following page.

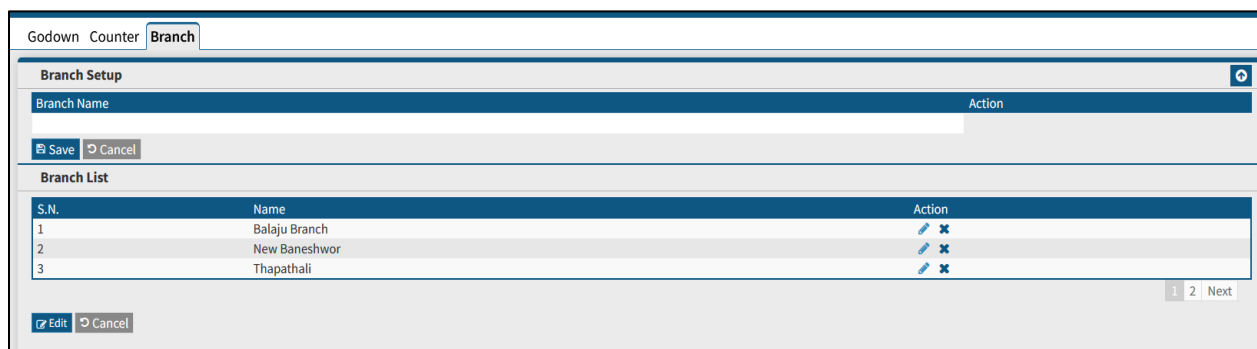



Figure: Branch Setup

- To add new Branch, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Branch List** as shown in the figure.
- To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.

4. If an update is not needed after you click on the  button, then click on the **Cancel** button and click Yes.

9.6 Accounting

9.6.1 Fiscal Year

9.6.1.1 Steps

To change the Fiscal Year setup, follow the below steps:

1. Open **Setup>>Accounting>>Fiscal Year** menu. It opens the following page.



Fiscal Year Setup		
Fiscal Year	Action	
2017/2018		
Save Cancel		






Fiscal Year List		
S.N.	Name	Action
1	2022/2023	 
2	2021/2022	 
Edit Cancel		

Figure: Fiscal Year Setup

2. To add new Fiscal Year, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Fiscal Year List** as shown in the figure.
3. To update the data, click the  button in the Action column, make the necessary changes, and then click the **Edit** button below the table to save the changes.
4. If an update is not needed after you click on the  button, then click on the **Cancel** button and click Yes.

9.6.2 Voucher Type

9.6.2.1 Steps

To change the Voucher Type setup, follow the below steps:

1. Open **Setup>>Accounting>>Voucher Type** menu. It opens the following page.

Fiscal Year **Voucher Type** Ledger Creation Group Creation Opening Ledger Day close Ledger

Voucher Type Setup



Voucher Type Action

Voucher Type List

S.N.	Name	Action
1	Purchase Return	
2	Sales Return	
3	Purchase	

1 2 3 Next

Figure: Voucher Type Setup

- To add new Voucher Type, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Voucher Type List** as shown in the figure.
- To update the data, click the  button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
- If an update is not needed after you click on the  button, then click on the button and click Yes.

9.6.3 Ledger Creation

9.6.3.1 Steps

To change the Ledger Creation setup, follow the below steps:

- Open **Setup>>Accounting>>Ledger Creation** menu. It opens the following page.







Fiscal Year Voucher Type **Ledger Creation** Group Creation Opening Ledger Day close Ledger

Ledger Creation Setup

Ledger Group * Ledger Name Action

Select Under





Ledger Creation List

S.N.	Ledger Code	Ledger Group	Ledger Name	Action
1	GL-72	Direct Expenses	Warehousing Expenses	 
2	GL-71	Direct Expenses	Custom Clearing Charges	 
3	GL-70	Indirect Expenses	Audit Fees	 

Prev 1 2 3 4 5 6 7 Next Last

Figure: Ledger Creation Setup

- To add new Ledger Creation, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Ledger Creation List** as shown in the figure.

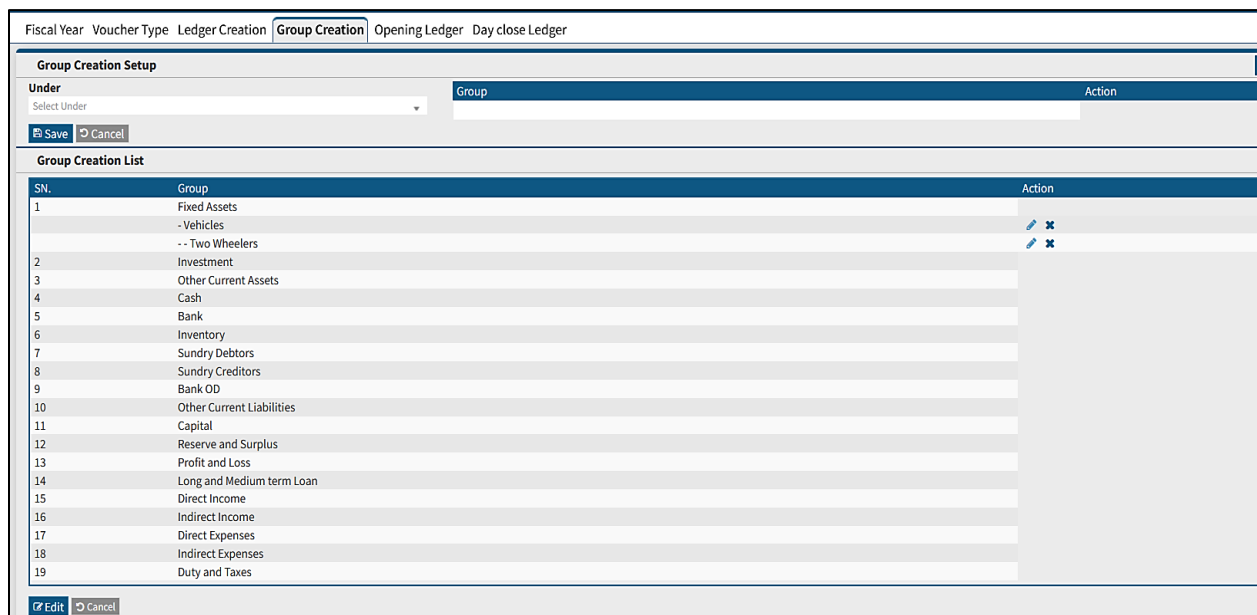
- To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.
- If an update is not needed after you click on the  button, then click on the  button and click Yes.

9.6.4 Group Creation

9.6.4.1 Steps

To change the Group Creation setup, follow the below steps:

- Open **Setup>>Accounting>>Group Creation** menu. It opens the following page.









SN.	Group	Action
1	Fixed Assets	
	- Vehicles	 
	-- Two Wheelers	 
2	Investment	
3	Other Current Assets	
4	Cash	
5	Bank	
6	Inventory	
7	Sundry Debtors	
8	Sundry Creditors	
9	Bank OD	
10	Other Current Liabilities	
11	Capital	
12	Reserve and Surplus	
13	Profit and Loss	
14	Long and Medium term Loan	
15	Direct Income	
16	Indirect Income	
17	Direct Expenses	
18	Indirect Expenses	
19	Duty and Taxes	

Figure: Group Creation Setup

- To add new Group Creation, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Group Creation List** as shown in the figure.
- To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.

9.6.5 Opening Ledger

9.6.5.1 Steps

To change the Opening Ledger setup, follow the below steps:

1. Open **Setup>>Accounting>>Opening Ledger** menu. It opens the following page.

Fiscal Year Voucher Type Ledger Creation Group Creation Opening Ledger Day close Ledger					
Add Opening Ledger					
S.N.	Ledger Code	Ledger Name	Debit Amt	Credit Amt	
1	GL-1			2000.00	2000.00
2	GL-2	BOK		500.00	2000.00
3	GL-3	Civil		0.00	0.00
4	GL-4	Tax Payable		1500.00	1000.00
5	GL-5	Salary Payable		0.00	0.00

Figure: Add Opening Ledger

2. To add Opening Ledger, enter **Debit Amount** and **Credit Amount** and click on the **Approve** button.

9.7 Setting

9.7.1 Prefix

9.7.1.1 Steps

To change the Prefix setup, follow the below steps:

1. Open **Setup>>Setting>>Prefix** menu. It opens the following page.

Prefix			
Prefix Setup			
Module Name	Prefix Name	Action	
Select Module			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			
Prefix List			
S.N.	Module Name	Prefix Name	Action
1	KYS	KYS	
2	KYS	P	
3	Candidate Detail	CD	
<input type="button" value="Edit"/> <input type="button" value="Cancel"/>			

Figure: Prefix Setup

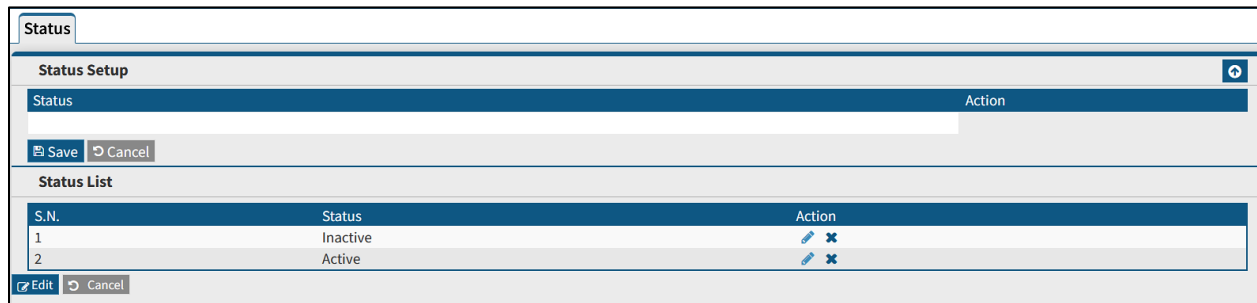
2. To add new Prefix, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Prefix List** as shown in the figure.
3. To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.

9.7.2 Status

9.7.2.1 Steps

To change the Status setup, follow the below steps:

1. Open **Setup>>Setting>>Status** menu. It opens the following page.









S.N.	Status	Action
1	Inactive	 
2	Active	 

Figure: Status Setup

2. To add new Status, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Status List** as shown in the figure.
3. To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.

Note: This setting is specifically used by the admin.

10 Modules

Modules are organized under different groups that appear on the left sidebar menu.

10.1 KYS (Know Your Stakeholders)

KYS includes general as well as detailed information about different kinds of users. Users can also be different types of parties. The party can be employees, shareholders, suppliers, students, etc.

10.1.1 Create KYS


Follow the below steps to create KYS:

1. Open **KYS>>Create KYS** menu. It opens the following **Add New KYS** page.

The screenshot shows the 'Add New KYS' form. On the left sidebar, 'Create KYS' is highlighted with a red box. The form fields are: Name (text input), Mobile Number (text input), Party Category (dropdown menu), Pan Number (text input), Email (text input), and Photo (a dashed box with 'Drop files here' text). At the bottom, there are 'Save' and 'Cancel' buttons.

Figure: Add New KYS

2. Enter the necessary details such as **Name, Pan Number, Party Category, Mobile Number**, etc., if required.
3. Click **Save** button to save the data.
4. Once the data is saved, the page will be redirected to the **General** Page.

Note: *The General, Address, Legal Document, Official Contact, Parties Document, Key Persons, Nominee, Party Class and Involvement can be opened by clicking  button in the KYS list page.*

10.1.1.1 General

All the data added during the creation process can be updated here.

The screenshot shows the 'Edit KYS' form. The top navigation bar has 'General' selected. The form fields are: Name (Minan Gowdathony), Mobile Number (Mobile No), Party Category (Individual), Date of Birth(AD) (2017-12-06), Gender (Not Applicable), Pan Number (Pan No), Email (minan@gmail.com), and Date of Birth(BS) (2074-08-20). The Photo field shows a butterfly image with a file name '20220614205539-...'. At the bottom, there are 'Update', 'Save and List', and 'Cancel' buttons.

Figure: Edit General Information

10.1.1.2 Address





This includes permanent as well as temporary addresses of the users.

To add address, follow the below steps:

1. Open **KYS>>KYS List>>edit>>Address** menu. It opens the following page.

The screenshot shows a web application interface for editing KYS information. The top navigation bar includes 'General', 'Address', 'Legal Document', 'Official Contact', 'Parties Document', 'Key Persons', 'Nominee', 'Party Class', and 'Involvement'. The current page is titled 'Minan Consultancy (KYS-22)'. The main form is titled 'Edit KYS' and contains several input fields: 'Address Type' (dropdown), 'Province' (dropdown), 'City Village' (text), 'Tole' (text), 'Country' (dropdown), 'District' (dropdown), 'Ward No' (dropdown), and 'Street' (text). Below the form are 'Save' and 'Cancel' buttons. Underneath the form is an 'Address List' table with the following columns: SN., Address Type, Country, Province, District, City Village, Ward Number, Tole, Street, and Action. The table contains one row with SN. 1, Address Type 'Permanent', Country 'Nepal', Province 'Bagmati Province', and various redacted fields. The Action column for this row contains an eye icon, an edit icon, and a delete icon. Below the table are 'Edit' and 'Cancel' buttons.

Figure: Add Address

2. To add Address, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Address List** as shown in the figure.
3. To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.
4. If an update is not needed after you click on the  button, then click on the  button and click Yes.

10.1.1.3 Legal Document

Various types of documents attachment can be found here. A document can be a passport, citizenship, license, company documents, business paperwork, purchase reports, sales reports or general documents. Documents can be about any subject.

To add legal document, follow the below steps:

1. Open **KYS>>KYS List>>edit>>Legal Document** menu. It opens the following page.

General Address **Legal Document** Official Contact Parties Document Key Persons Nominee Party Class Involvement Minan Consultancy (KYS-22)

Edit KYS

Document Type * Select Doc Type Document Name/Remarks * Document Name

Issued Date(AD) * Issued Date Issued Date(BS) * Issued Date BS

Expiry Date(AD) Expiry Date Expiry Date(BS) * Expiry Date BS

Issued By * Issued By Doc No * Doc No

Legal Document List

SN.	Document Type	Document Name	Issued Date	Issued Date BS	Expiry Date	Expiry Date BS	Issued By	Doc No	Action
1	Reports	Purchase Report	2013-03-22	2013-03-01			Minan Consultancy	20130322	<input type="button" value="Edit"/> <input type="button" value="X"/>

Figure: Add Legal Document

- To add Legal Document, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Legal Document List** as shown in the figure.
- To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.
- If an update is not needed after you click on the button, then click on the button and click Yes.

10.1.1.4 Official Contact

This section contains the users' official contact information. Contact may include a mobile number, fax, website, email, etc.

To add official contact, follow the below steps:

- Open **KYS>>KYS List>>edit>>Official Contact** menu. It opens the following page.

General Address Legal Document **Official Contact** Parties Document Key Persons Nominee Party Class Involvement Minan Consultancy (KYS-22)

Edit KYS


Contact Type * Select Contact Type Contact Value * Contact Value

Official Contact List

SN.	Contact Type	Contact Value	Action
1	Website	www.minan.com	<input type="button" value="Edit"/> <input type="button" value="X"/>

Figure: Add Official Contact

- To add Official Contact, enter **Contact Type** and **Contact Value** and click on the **Save** button. Once the data is added, it appears on **Official Contact List** as shown in the figure.
- To update the data, click the button in the Action column, make the necessary changes, and then click the button below the table to save the changes.

- If an update is not needed after you click on the  button, then click on the **Cancel** button and click Yes.

10.1.1.5 Parties Document

This includes document links for the parties.

To add parties document, follow the below steps:

- Open **KYS>>KYS List>>edit>>Parties Document** menu. It opens the following page.

SN.	Document No.	Document Name	Issue By	Issued Date	Issued Date(BS)	Action
1	D-108	Tax Report	[redacted]	2014-01-02	2070-09-18	[edit] [delete]
2	D-107	Citizenship	[redacted]	2022-06-20	2079-03-06	[edit] [delete]
3	D-104	Disposal	[redacted]	2022-06-17	2079-03-03	[edit] [delete]

Figure: Add Parties Document



- To add Parties Document, select the **Document Code** from the dropdown and click on the **Save** button. Once the data is added, it appears on **Parties Document List** as shown in the figure.
- To Add New Document click on  button next to the Document code field, the following popup will appear.

Figure: Add Document

Enter necessary fields and click on the save button. Once the data is added, it appears on **Parties Document List**.

- To update the data, click the  button in the Action column, following popup will appear.

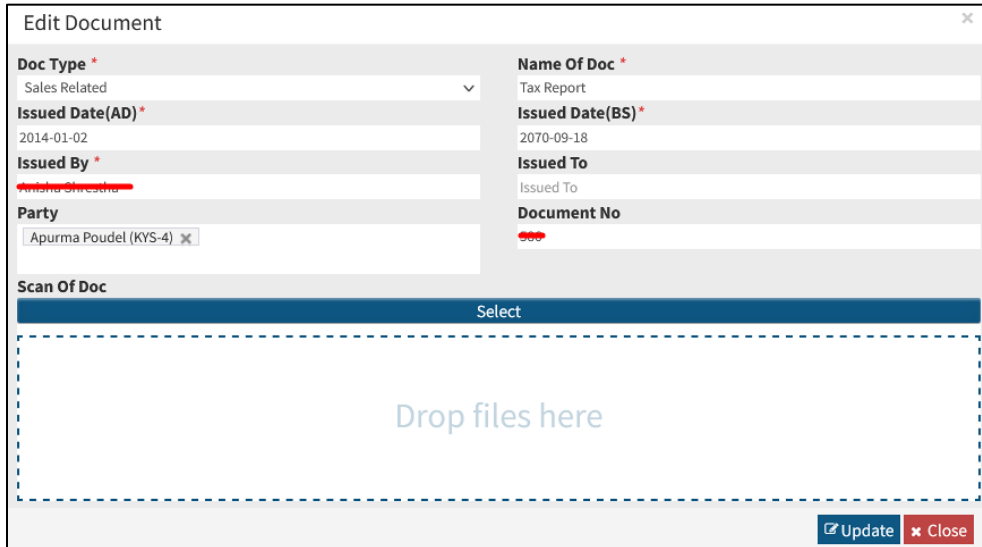


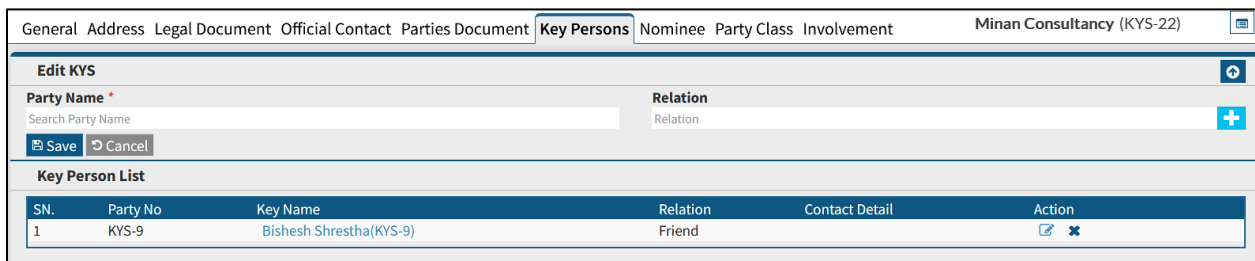
Figure: Edit Document

Here, make necessary edits and click on the update button.

10.1.1.6 Key Persons

To add key persons, follow the below steps:

- Open **KYS>>KYS List>>edit>>Key Persons** menu. It opens the following page.






SN.	Party No	Key Name	Relation	Contact Detail	Action
1	KYS-9	Bishesh Shrestha(KYS-9)	Friend		 

Figure: Add Key Persons

- To add Key Persons, enter **Party Name** and **Relation** if required and click on the **Save** button. Once the data is added, it appears on **Key Persons List** as shown in the figure.
- If the key person is not a party then click on  button next to the Relation field, the following popup will appear.

The 'Key Person' form contains the following fields:

- Name ***: Text input field with 'Name' placeholder.
- Contact Type**: Dropdown menu with 'Select Contact Type' placeholder.
- Relation**: Text input field with 'Relation' placeholder.
- Contact Value**: Text input field with 'Contact Value' placeholder.

Buttons: Save (blue), Close (red), and a green plus icon (+) next to the Contact Value field.

Figure: Add New Key Person

Enter necessary fields. To add multiple contacts, click on the next to the Contact Value field. Finally, click on the **Save** button. Once the data is added, it appears on **Key Person List**.

- To update the data, click the button in the Action column and make necessary edits.

10.1.1.7 Nominee

To add Nominee, follow the below steps:

- Open **KYS>>KYS List>>edit>>Nominee** menu. It opens the following page.

The 'Nominee' form includes the following elements:

- Party Name ***: Text input field with the instruction 'Enter code of Party if there is already Party'.
- Relation ***: Text input field with 'Relation' placeholder and a green plus icon (+).
- Buttons**: Save (blue) and Cancel (grey).
- Nominee List Table**:

SN.	Nominee	Relation	Contact Detail	Action
1	M and C Cooperation(KYS-20)	Client		

Figure: Add Nominee


- To add Nominee, enter **Party Name** and **Relation** and click on the **Save** button. Once the data is added, it appears on **Nominee List** as shown in the figure.
- If the nominee is not a party then click on button next to the Relation field, the following popup will appear.


The 'Nominee' popup form contains the following fields:

- Name ***: Text input field with 'Name' placeholder.
- Contact Type**: Dropdown menu with 'Select Contact Type' placeholder.
- Relation ***: Text input field with 'Relation' placeholder.
- Contact Value**: Text input field with 'Contact Value' placeholder.

Buttons: Save (blue), Close (red), and a green plus icon (+) next to the Contact Value field.

Figure: Add New Nominee

Enter necessary fields. To add multiple contacts, click on the  next to the Contact Value field. Finally, click on the **Save** button. Once the data is added, it appears on **Nominee List**.

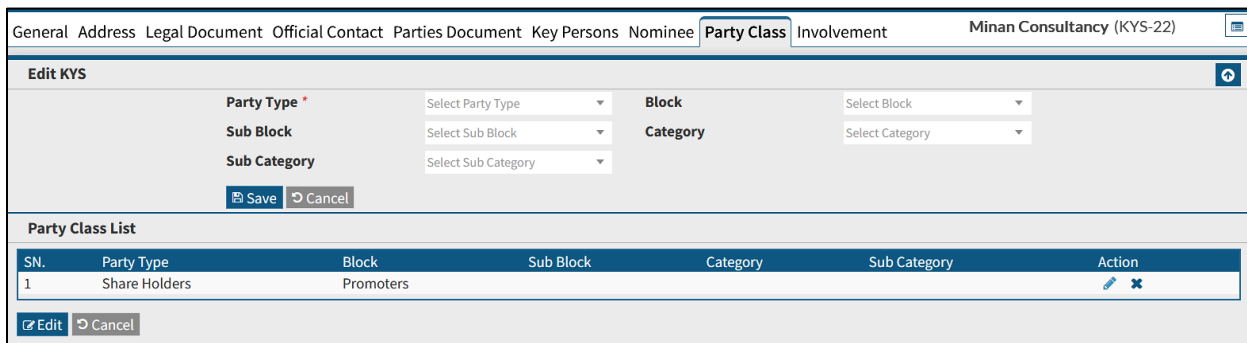
4. To update the data, click the  button in the Action column and make necessary edits.

10.1.1.8 Party Class

This specifies whether a party is a supplier, an employee, student, shareholder or any other type of user.

To add Party Class, follow the below steps:

1. Open **KYS>>KYS List>>edit>>Party Class** menu. It opens the following page.









SN.	Party Type	Block	Sub Block	Category	Sub Category	Action
1	Share Holders	Promoters				 

Figure: Add Party Class

2. To add Party Class, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Party Class List** as shown in the figure.
3. To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.
4. If an update is not needed after you click on the  button, then click on the  button and click Yes.

10.1.1.9 Involvement

To add Involvement, follow the below steps:

1. Open **KYS>>KYS List>>edit>>Involvement** menu. It opens the following page.

General Address Legal Document Official Contact Parties Document Key Persons Nominee Party Class **Involvement** Minan Consultancy (KYS-22)

Edit KYS





Organization * Organization Position * Position
 Remark Remark
 Save Cancel

Involvement List

SN.	Organization	Position	Remark	Action
1	Minan Consultancy	CEO		👁️ ✎️ ✕️

Edit Cancel

Figure: Involvement

- To add Involvement, enter necessary details and click on the **Save** button. Once the data is added, it appears on **Involvement List** as shown in the figure.
- To update the data, click the  button in the Action column, make the necessary changes, and then click the  button below the table to save the changes.
- If an update is not needed after you click on the  button, then click on the  button and click Yes.

10.1.2 KYS List

- Open **KYS>>KYS List** menu. It opens the following **KYS List** page.


KYS

KYS List

S.N.	Party No	Name	Party Category	Date of Creation/Dob	Pan No	Status	Action
1	KYS-22	Minan Consultancy	Individual	██████████	██████████	🔴	👁️ ✎️ ✕️

Figure: KYS List

The saved data will be listed in **KYS List**.

Note: The General, Address, Legal Document, Official Contact, Parties Document, Key Persons, Nominee, Party Class and Involvement can be opened by clicking  button in the list page.

10.1.3 Party Report

A complete report on the party will be generated, and users will be able to view the detailed information.

Follow the below steps to view party report

- Open **KYS>>Party Report** menu. It opens the following **Party Report** page.

S.N.	Party No	Name	Party Category	Date of Creation/Dob	Pan No	Details
1	KYS-22	Minan Consultancy	Individual	[redacted]	[redacted]	👁

Figure: Party Report

Select Option allows the user to decide which columns they want to view.

S.N.	Party No	Name	Party Category
1	KYS-22	Minan Consultancy	Individual

- SN
- Party No
- Name
- Party Category
- Date of Creation
- Pan No
- Details

Figure 71: Select Option

Date of Creation and **Pan No** are unchecked, so these columns are not displayed in the table.

10.2 Document

Different types of documents attachment can be entered here. A document can be a passport, citizenship, license, company documents, business paperwork, or general documents. The document can be on a party basis. Documents can be about any subject.

10.2.1 Create Document

10.2.1.1 Steps

1. Open **Document>>Create Document** menu. It opens the following **Add Document** page.

Add Document

Doc Type * Name Of Doc *

Issued Date(AD) * Issued Date(BS) *

Issued By * Issued To

Party Document Number

Scan Of Doc

Drop files here

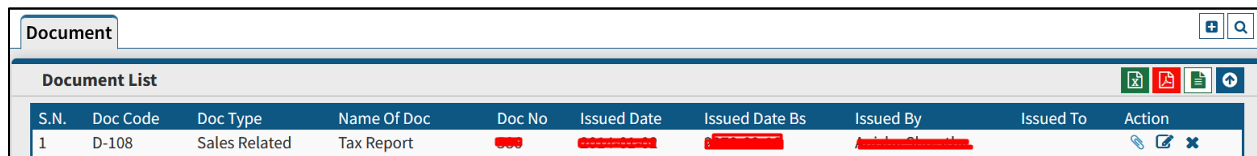
Figure: Add Document

2. Enter the required details.
3. Click **Save** or **Save and List** button to save the data.

10.2.2 Document List

10.2.2.1 Steps

1. Open **Document>>Document List** menu. It opens the following **Document List** page.



S.N.	Doc Code	Doc Type	Name Of Doc	Doc No	Issued Date	Issued Date Bs	Issued By	Issued To	Action
1	D-108	Sales Related	Tax Report	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[Link] [Edit] [Delete]

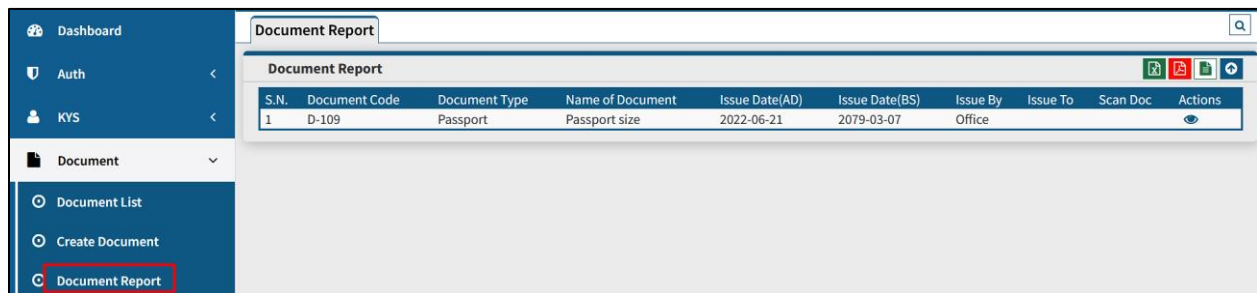
Figure 73: Document List

The saved data will be listed in **Document List**.

10.2.3 Document Report

10.2.3.1 Steps

Open **Document>>Document Report** menu. It opens the following **Document Report** page.



S.N.	Document Code	Document Type	Name of Document	Issue Date(AD)	Issue Date(BS)	Issue By	Issue To	Scan Doc	Actions
1	D-109	Passport	Passport size	2022-06-21	2079-03-07	Office			[Eye Icon]

Figure: Document Report

10.2.4 Document Link

This allows user to link documents to a party, account, Sales, Purchase, Receipt, Payment, and so on.

10.2.4.1 Steps

1. Open **Document>>Document Link** menu. It opens the following **Document Link** page.

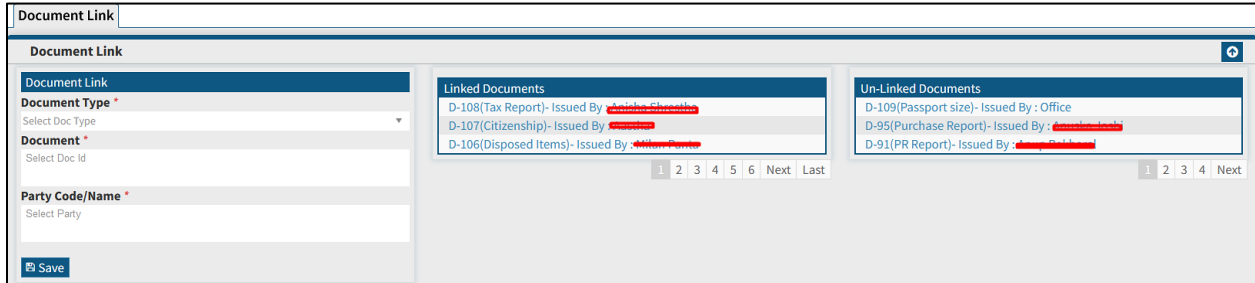


Figure: Document Link

2. To link documents to multiple parties, select **Document Type**, **Document** and the **Party Code/Name** and Click on the **Save** button.
3. The document that are linked to a party will appear in the **Linked Documents** and the documents that are not linked to a party will appear in the **Un-Linked Documents** as shown in the figure.

10.3 Receipt and Payment

10.3.1 Create Receipt Record

10.3.1.1 Steps

1. Open **Receipt and Payment>>Create Receipt Record** menu. It opens the following **Add Receipt Record** page.

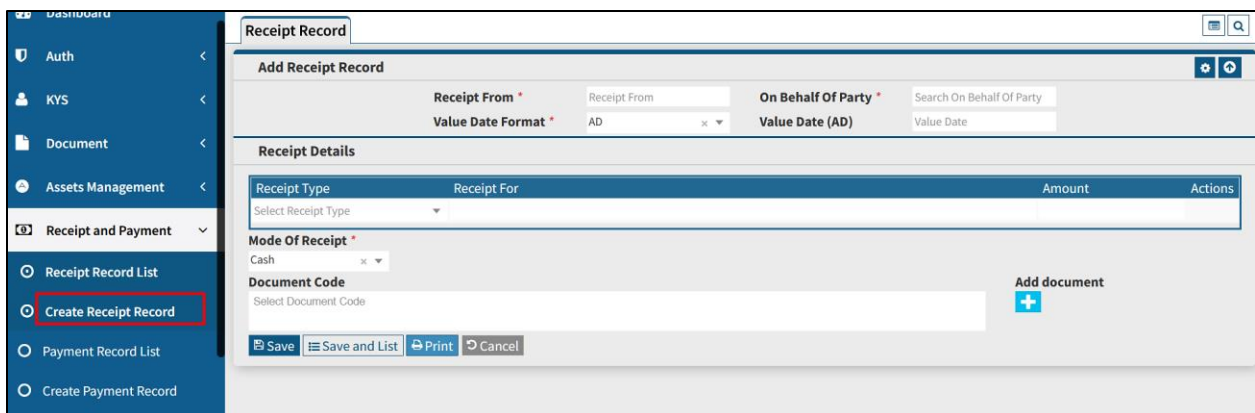



Figure: Add Receipt Record

- To change the date, click on the  button. User can select AD or BS from the date format dropdown and insert the date accordingly.

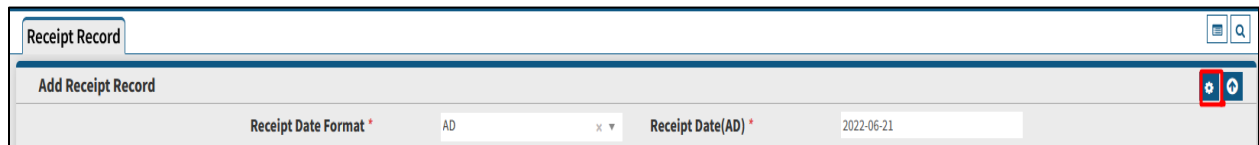


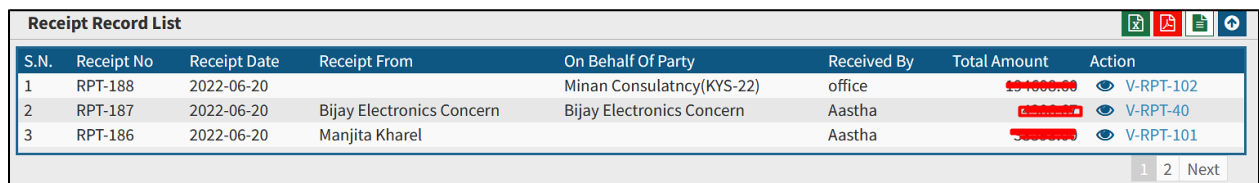
Figure: Receipt Record Settings

- Enter the required details. Click on the  to add new document.
- Click **Save** or **Save and List** or **Print** button to save the data.

10.3.2 Receipt Record List

10.3.2.1 Steps

- Open **Receipt and Payment>>Receipt Record List** menu. It opens the following **Receipt Record List** page.



S.N.	Receipt No	Receipt Date	Receipt From	On Behalf Of Party	Received By	Total Amount	Action
1	RPT-188	2022-06-20		Minan Consulatncy(KYS-22)	office	₹ 1000.00	V-RPT-102
2	RPT-187	2022-06-20	Bijay Electronics Concern	Bijay Electronics Concern	Aastha	₹ 1000.00	V-RPT-40
3	RPT-186	2022-06-20	Manjita Kharel		Aastha	₹ 1000.00	V-RPT-101

Figure: Receipt Record List

The saved data will be listed in **Receipt Record List**.

10.3.3 Create Payment Record

10.3.3.1 Steps

- Open **Receipt and Payment>>Create Payment Record** menu. It opens the following **Add Payment Record** page.

Figure: Add Payment Record



- To change the date, click on the  button. User can select AD or BS from the date format dropdown and insert the date accordingly.

Figure: Payment Record Settings

- To add the payment details, select payment type, a table will appear on the basis of **Payment Type**.

Month and Year	Employee Code	SSID	Amount	Remarks	Action
			<input type="text"/>		

Figure: Add Payment Details

- Now, enter the required details in the remaining fields. Click on the  to add new document.
- Click **Save** or **Save and List** or **Print** button to save the data.

10.3.4 Payment Record List

10.3.4.1 Steps

- Open **Receipt and Payment>>Payment Record List** menu. It opens the following **Payment Record List** page.

Payment Record List									
S.N.	Payment No.	Payment Date	Payment To	On Behalf Of Party	Payment By	Total Amt	Action		
1	PMT-187	2022-06-20	office	L.S. Private Limited(KYS-18)	Aastha	₹ 1,000.00	V-PMT-48		
2	PMT-186	2022-06-20	Anisha Shrestha	Anisha Shrestha	Aastha	₹ 1,000.00	V-PMT-76		
3	PMT-185	2022-06-20	office	Esha Pradhan(KYS-7)	Sudhikshya Sapkota	₹ 1,000.00	V-PMT-180		

Figure: Payment Record List

The saved data will be listed in **Payment Record List**.

10.3.5 Receipt Report

The overall report of the receipt will be generated and can be viewed through this module.

10.3.5.1 Steps

Open **Receipt and Payment>>Receipt Report** menu. It opens the following **Receipt Report** page.

Receipt Report									
SN.	Receipt No	Date of Receipt	Receipt From	On Behalf of Party Name	Mode of Receipt	Actions			
1	RPT-188	2022-06-20		Minan Consulatncy(KYS-22)	Cash				
2	RPT-187	2022-06-20	Bijay Electronics Concern	Bijay Electronics Concern	Card				
3	RPT-186	2022-06-20	Manjita Kharel		Bank				

1 2 Next

Figure: Receipt Report

10.3.6 Payment Report

The detailed report of the payment will be generated and can be viewed through this module.

10.3.6.1 Steps

Open **Receipt and Payment>>Receipt Report** menu. It opens the following **Receipt Report** page.

Payment Report										
SN.	Payment No.	Date of Payment	Payment To	On Behalf of Party Name	Mode of Payment	Payment For	Payment By	Actions		
1	PMT-187	2022-06-20	office	L.S. Private Limited(KYS-18)	Bank	Purchase	Aastha			
2	PMT-186	2022-06-20	Anisha Shrestha	Anisha Shrestha	Card	Sales Return	Aastha			
3	PMT-185	2022-06-20	office	Esha Pradhan(KYS-7)	Card	Sales	Sudhikshya Sapkota			

Figure: Payment Report

10.4 Billing

This module keeps track of the list of goods or services sold to a customer alongside the price, quantity, and other relevant information. Here the invoice will be generated which can be printed by the user.

10.4.1 Create Sales

10.4.1.1 Steps

1. Open **Billing>>Create Sales** menu. It opens the following **Add Sales** page.

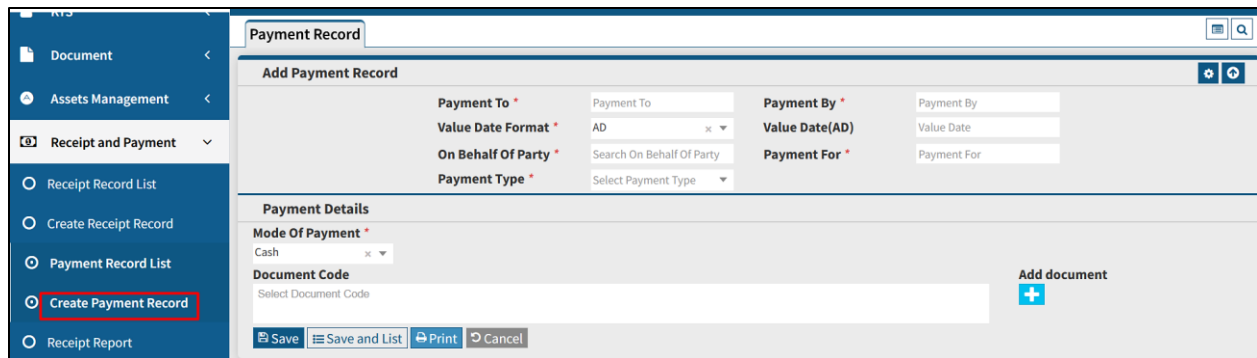


Figure: Add Sales

2. To change the **Date, Branch, Counter and Bill Type**, click on the  button. User can select AD or BS from the date format dropdown and insert the date accordingly.

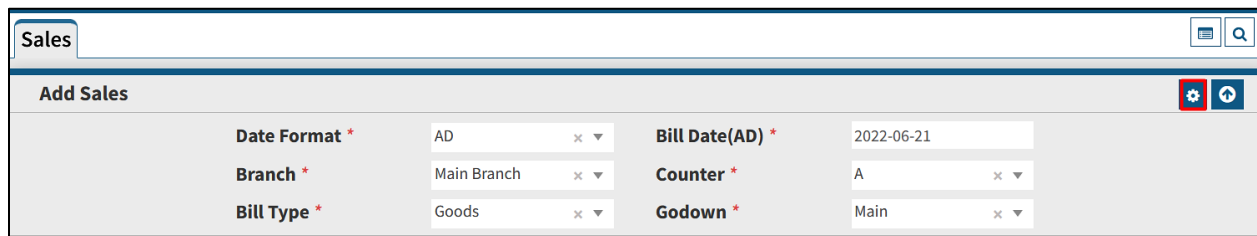


Figure: Sales Settings

3. To create sales, first the user enters Customer Name or Party Name. If the user wants to enter **Party Name**, then user can click on the slider else if the user wants to enter **Customer Name** then user can again click on the slider.

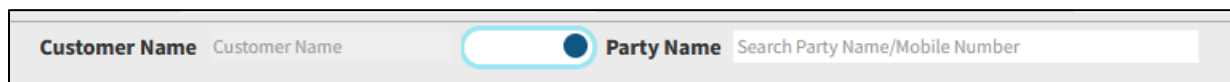


Figure: Slider

- Now, select the **Items Name** and **Quantity** and press **Enter** key. The items will be added to the list. If the user presses **Enter** in the **Items Name** field, then quantity of that item will be inserted as 1.

Insert Items						
Items Name *	Quantity *	Unit *	Rate *	Amount *		
Scale/30 cm long	1	Pieces	500.00	500.00		
SN	Items Name	Quantity	Unit	Rate	Amount	Action
1	Scale/30 cm long	2	Pieces	500.00	1000.00	

Figure: Insert Items

- To add new items, click on the **New Items** button, following popup will appear.

Insert New Items			
Block *	Sub Block	Category	Sub Category
Select Block	Select Block	Select Category	Select Sub Category
Items Name	Unit	Specification	Action
	Pieces		

Save Cancel

Figure: Insert New Items

Insert the details and click on the **Save** button. After that **Tax and Pp Rate** popup will appear, which is shown in the figure below.

Tax and Sales Rate						
Items Name	Units	Vat Rate	Excise Rate	Service Tax Rate		Discoun
Scale/20cm	Pieces	<input type="checkbox"/> Amt 13	% <input type="checkbox"/> Amt Excise Rate	% <input type="checkbox"/> Amt Service Tax Rate	%	<input type="checkbox"/> Amt

Save Cancel

Figure: Tax and SP Rate

Insert the rates if required and click on the **Save** button. Once the item is saved, it will appear in the Items Name dropdown, which is shown in the figure below.

Insert Items						
Items Name *	Quantity *	Unit *	Rate *	Amount *		
Scale/20c	1	Pieces				
Scale/20cm						
SN	Items Name	Quantity	Unit	Rate	Amount	Action
1	Scale/20cm	2	Pieces	500.00	1000.00	

Figure: New Item

- Now, enter the required details in the remaining fields. Click on the to add new document.
- Click **Save** or **Save and List** or **Print** button to save the data.

10.4.2 Sales List

10.4.2.1 Steps

1. Open **Billing>>Sales List** menu. It opens the following **Sales List** page.

S.N.	Bill No	Bill Date	Customer Name	VAT/PAN	Total Amount	Received Amount	Cash Return	Due Amount	Bill Status	Action
1	S-102	2022-06-20	Minan Consulatncy(KYS-22)				0.00	0.00	Active	V-S-102
2	S-101	2022-06-20	Manjita Kharel				0.00	0.00	Active	V-S-101

Figure: Sales List

The saved data will be listed in **Sales List**.

10.4.3 Create Sales Return

10.4.3.1 Steps

1. Open **Billing>>Create Sales Return** menu. It opens the following **Add Sales Return** page.

Sales Return

Add Sales Return

Billing Number *

Returned Date(AD): 2022-06-21 **Branch:** Main Branch **Counter:** A **Bill Type:**

Insert Items

Items Name *	Quantity *	Unit *	Rate *	Amount *
Select Items	Quantity	Unit	Rate	Amount

SN	Items Name	Quantity	Unit	Rate	Amount	Action
Remarks						


Mode Of Payment *

Document Code

Sub Total
Discount
Taxable Amount
VAT
Total Amount
Payment Amount

Add document

Figure: Add Sales Return

2. To change the **Date, Branch and Counter**, click on the  button. User can select AD or BS from the date format dropdown and insert the date accordingly.

Sales Return

Add Sales Return

Date Format * AD x ▾ Returned Date(AD) * 2022-06-21

Branch Main Branch x ▾ Counter A x ▾

Figure: Sales Return Settings

3. To create sales return, first the user selects the **Billing Number**. If the user selects the Billing Number, its respective **Party Name**, **Payment To** and **Bill Type** will be displayed.
4. Once the **Billing Number** is selected, **Items Name** can be selected.
5. Now, select the **Items Name** and **Quantity** and press **Enter** key. The items will be added to the list.

Insert Items

Items Name * Select Items ▾ Quantity * Quantity Unit * Unit Rate * Rate Amount * Amount

SN	Items Name	Quantity	Unit	Rate	Amount	Action
1	...	1	Times	1000.00	1000.00	-

Figure: Insert Items

6. Now, enter the required details in the remaining fields. Click on the **+** to add new document.
7. Click **Save** or **Save and List** or **Print** button to save the data.

10.4.4 Sales Return List

10.4.4.1 Steps

1. Open **Billing>>Sales Return List** menu. It opens the following **Sales Return List** page.

Sales Return List

S.N.	Sales No	Sales Return No	Returned Date	Customer Name	VAT/PAN	Total Amount	Bill Status	Action
1	S-99	SR-76	2022-06-20	Anisha Shrestha		1000.00	Active	V-SR-76

Figure: Sales Return List

The saved data will be listed in **Sales Return List**.

10.4.5 Sales Report

The detailed report generated through sales and sales return can be viewed through this module. The user can print the detailed report.

10.4.5.1 Steps

Open **Billing>>Sales Report** menu. It opens the following **Sales Report** page.

SN.	Types	Bill No	Bill Date	Customer Name	VAT/PAN	Total Amount	Received Amount	Cash Return	Due Amount	Bill Status	Actions
1	Sales	S-102	2022-06-20	Minan Consulatncy(KYS-22)	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	Active	V-S-102
2	Sales	S-101	2022-06-20	Manjita Kharel	[REDACTED]	[REDACTED]	[REDACTED]	0.00	0.00	Active	V-S-101
	Sales Return	SR-1	2022-04-06	Abhinav	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Active	V-SR-1

Figure: Sales Report

10.5 Accounting

This module is responsible for preparing the financial statements, maintaining the general ledger, bills, receipt and payment, and more.

10.5.1 Create Journal

10.5.1.1 Steps

1. Open **Accounting>>Create Journal** menu. It opens the following **Add New Journal** page.

Add New Journal

Voucher Type *

Insert Ledger Heads/Particulars

Ledger Heads/Particulars	+	Dr	Cr	Action
Search Ledger Heads/Particulars				
Total Amount				
Doc Id				Add document
Select Doc Id				<input type="button" value="+"/>
Narration *				

Figure: Add New Journal

2. To change the **Date and Fiscal Year**, click on the button. User can select AD or BS from the date format dropdown and insert the date accordingly.

Add New Journal


Voucher Type *


Date Format *

Fiscal Year *

Date(AD) *

Figure: Journal Settings

- To create journal, first insert **Ledger Heads/Particulars**. (Note: Debit and Credit Amount must be equal). If the **Ledger Heads/Particulars** does not exist then click on the  in the Ledger Heads/Particulars column to create new ledger.

Insert Ledger Heads/Particulars			
Ledger Heads/Particulars		Dr	Cr
Action			
Search Ledger Heads/Particulars			

Once clicked, the following popup will appear.


Ledger Creation		Action	
Ledger Group *	Ledger Name		
Direct Expenses	Warehousing Expenses		
		Save	Close

Figure: Ledger Creation

Insert **Ledger Group** and **Ledger Name** and click on the **Save** button. Once the Ledger is saved, it will appear in the **Ledger Heads/Particulars**' dropdown, which is shown in the figure below.

Ledger Heads/Particulars	+	Dr	Cr
warehou			
GL-72/Warehousing Expenses			0.00

Figure: New Ledger

- Now, enter the required details in the remaining fields. Click on the  to add new document.
- Click **Save** or **Save and List** or **Print** button to save the data.

10.5.2 Journal List

10.5.2.1 Steps

- Open **Accounting>>Journal List** menu. It opens the following **Journal List** page.


Journal List								Checked (666) ▾	Approved (666) ▾	
S.N.	Voucher No	Voucher Type	Date	Date(BS)	Particulars	Fiscal Year	Prepared By			
1	V-RPT-102	Receipt	2022-06-20	2079-03-06	Cash	2021/2022	office			
2	V-S-102	Sales	2022-06-20	2079-03-06	Minan Consulatncy(KYS-22)	2021/2022	office			

Figure: Journal List

The saved data will be listed in **Journal List**.

There are **Checked Status** and **Approved Status** in the Journal List page, which is only accessible to the authorized user.

How to Check or Approve Status?

1. Click on the **Pending** button in the Checked Status column.

Journal List									
Header Type	Date	Date(BS)	Particulars	Fiscal Year	Prepared By	Checked By	Checked status	Approved By	Approved Status
ipt	2022-06-20	2079-03-06	Cash	2021/2022	office	--	Pending		Pending

Figure: Checked Status

Once clicked, the following popup will appear.

Check Voucher x

Date : 2022-06-20 A.D. (2079-03-06 B.S.) Fiscal Year : 2021/2022 Voucher No : V-RPT-102 Voucher Type: Receipt

Ledger Code	Ledger Heads / Particulars	Dr	Cr
GL-11 Cash		204600.00	0.00
GL-74 Minan Consulatncy(KYS-22)		0.00	204600.00
Total		204600.00	204600.00

In Words: [REDACTED]

Narration :

Documents :

Prepared By : office

Figure: Check Voucher

2. Click on the **Check** button. The status can be **Approved** only after the status is checked. Now click on the **Pending** button in the Approved Status column and finally click on the **Approve** button.

Approve Voucher x

Date : 2022-06-20 A.D. (2079-03-06 B.S.) Voucher No : V-RPT-102 Fiscal Year : 2021/2022 Voucher Type: Receipt

Ledger Code	Ledger Heads / Particulars	Dr	Cr
GL-11 Cash		204600.00	0.00
GL-74 Minan Consulatncy(KYS-22)		0.00	204600.00
Total		204600.00	204600.00

In Words: [REDACTED] Only

Narration :

Documents :

Prepared By : office

Checked By : office

Figure: Approve Voucher

Once the status is approved, journal cannot be updated.

10.5.3 Trial Balance

Open **Accounting**>>**Trial Balance** menu. It opens the following **Trial Balance** page.

Trial Balance Report								
								Date :2022-06-22
SN	Group/Ledger	Type	Opening		Transaction		Closing	
			Dr	Cr	Dr	Cr	Dr	Cr
1	Fixed Assets	Group	0.00	2000.00	0.00	0.00	0.00	2000.00
	Pulsar-bike	GL-36 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Laptop	GL-37 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Desktop	GL-38 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Mouse	GL-39 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Monitor	GL-42 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
-	Vehicles	Group	0.00	2000.00	0.00	0.00	0.00	2000.00
	Two Wheelers	GL-44(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Four Wheelers	GL-45(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
--	Two Wheelers	Group	0.00	2000.00	0.00	0.00	0.00	2000.00
	Pulsar-bike	GL-53(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Motorcycle	GL-54(Ledger)	0.00	2000.00	0.00	0.00	0.00	2000.00
	Motorcycle	GL-59(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
2	Investment	Group	0.00	0.00	0.00	0.00	0.00	0.00
3	Other Current Assets	Group	0.00	0.00	0.00	0.00	0.00	0.00

Figure: Trial Balance

- User can filter the trial balance report. By clicking filter button in the navbar, user needs to select a time period, and then the report of the selected date will appear on the screen. Time period can be a fiscal year or between certain dates.

Fiscal Year ▼


2021/2022 ▼

Period ▼

Figure: Trial Balance Filter

Trial Balance Report								
								From Date: 2022-06-13 To Date: 2022-06-22
SN	Group/Ledger	Type	Opening		Transaction		Closing	
			Dr	Cr	Dr	Cr	Dr	Cr
1	Fixed Assets	Group	0.00	2000.00	0.00	0.00	0.00	2000.00
	Pulsar-bike	GL-36 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Laptop	GL-37 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Desktop	GL-38 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Mouse	GL-39 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Monitor	GL-42 (Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
-	Vehicles	Group	0.00	2000.00	0.00	0.00	0.00	2000.00
	Two Wheelers	GL-44(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
	Four Wheelers	GL-45(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00
--	Two Wheelers	Group	0.00	2000.00	0.00	0.00	0.00	2000.00
	Pulsar-bike	GL-53(Ledger)	0.00	0.00	0.00	0.00	0.00	0.00

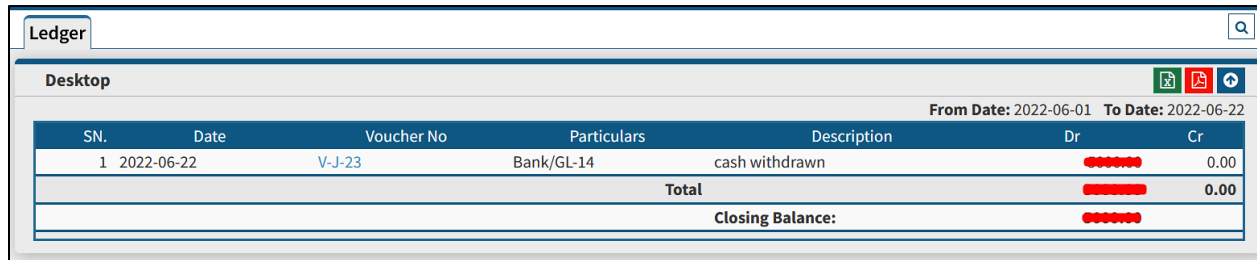
Figure: Trial Balance Report between certain date range

- Users can also export the excel file for the selected fiscal year or period by clicking on the  button at the top right of the screen.

10.5.4 Ledger

The summarized and classified information from the journals is posted as debits and credits in the ledger. Once the journal is approved it will be displayed in the ledger.

Open **Accounting>>Ledger** menu. It opens the following **Ledger** page.



SN.	Date	Voucher No	Particulars	Description	Dr	Cr
1	2022-06-22	V-J-23	Bank/GL-14	cash withdrawn	0.00	
Total					0.00	
Closing Balance:						

Figure: Ledger

- Users can filter the Ledger report. By clicking filter button in the navbar, user needs to select ledger and a time period, and then the report of the selected date will appear on the screen. Time period can be a fiscal year or between certain dates.

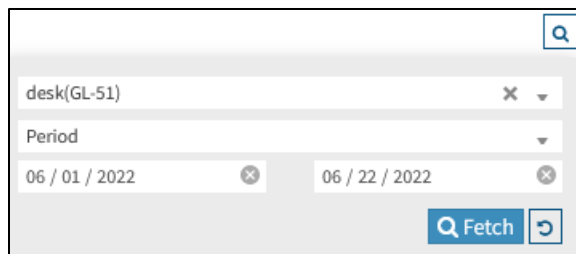
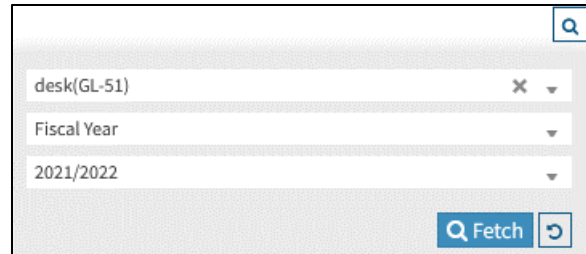
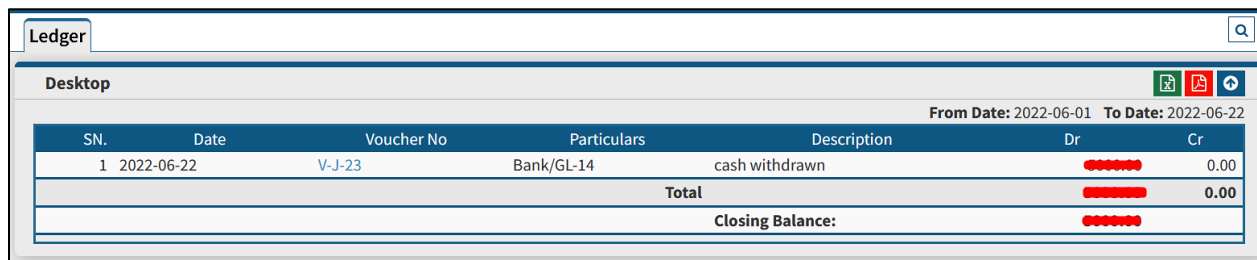





Figure: Ledger Filter



SN.	Date	Voucher No	Particulars	Description	Dr	Cr
1	2022-06-22	V-J-23	Bank/GL-14	cash withdrawn	0.00	
Total					0.00	
Closing Balance:						

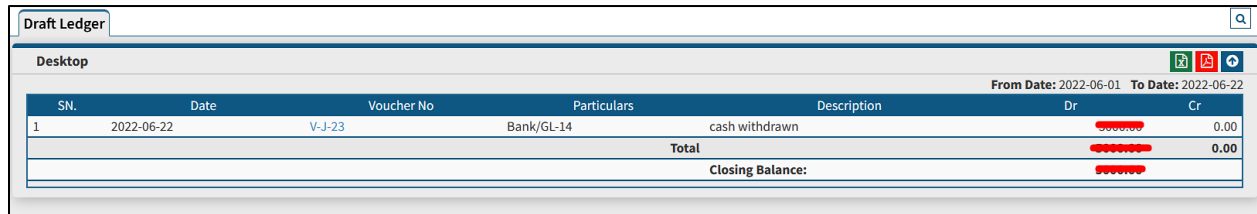
Figure 110: Ledger Report between certain date range

- Users can also export the excel or pdf file for the selected fiscal year or period by clicking on the  or  button respectively at the top right of the screen.

10.5.5 Draft Ledger

The approved as well as non-approved journals are displayed under the draft ledger.

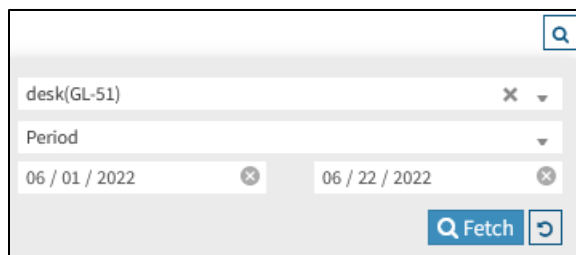
Open **Accounting>>Draft Ledger** menu. It opens the following **Draft Ledger** page.



SN.	Date	Voucher No	Particulars	Description	Dr	Cr
1	2022-06-22	V-J-23	Bank/GL-14	cash withdrawn	0.00	
Total						0.00
Closing Balance:						

Figure: Draft Ledger

- Users can filter the Ledger report. By clicking filter button in the navbar, user needs to select ledger and a time period, and then the report of the selected date will appear on the screen. Time period can be a fiscal year or between certain dates.

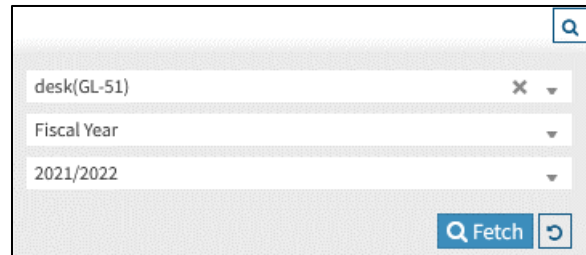


desk(GL-51) x

Period

06 / 01 / 2022 x 06 / 22 / 2022 x

Fetch Refresh





desk(GL-51) x

Fiscal Year

2021/2022

Fetch Refresh

Figure: Draft Ledger Filter

- Users can also export the excel or pdf file for the selected fiscal year or period by clicking on the  or  button respectively at the top right of the screen.

10.5.6 Income Statement

A summarized report of revenues and expenses is generated and can be viewed on a yearly basis in the income statement.

Open **Accounting>>Income Statement** menu. It opens the following **Income Statement** page.

Income Statement		
SN.	Particulars	Amount
1	Direct Income	0.00
2	Indirect Income	0.00
	Total Income	0.00
3	Direct Expenses	0.00
4	Indirect Expenses	0.00
5	Duty and Taxes	0.00
	Total Expenses	0.00
	Profit/Loss	0.00

Figure: Income Statement

10.5.7 Balance Sheet

Open **Accounting**>>**Balance Sheet** menu. It opens the following **Balance Sheet** page.

Balance Sheet		
SN	Particulars	Amount
1	Fixed Assets	0.00
	- Vehicles	0.00
	- Office Equipments	0.00
	- Plant and Machineries	0.00
2	Investment	0.00
3	Other Current Assets	0.00
4	Cash	0.00
	Cash in Hand (Ledger)	0.00
5	Bank	0.00
	Bank (Ledger)	0.00
6	Inventory	0.00
7	Sundry Debtors	0.00
	Total Assets	0.00
8	Sundry Creditors	0.00
9	Bank OD	0.00
10	Other Current Liabilities	0.00
11	Capital	0.00
12	Reserve and Surplus	0.00
13	Profit and Loss	0.00
14	Long and Medium term Loan	0.00
	- Long Term Loan	0.00
	- Medium Term Loan	0.00
	Profit and Loss	0.00
	Total Liabilities	0.00

Figure: Balance Sheet

Note: All the receipt, payment, sales, sales return, purchase and purchase return will be automatically posted into the journal.

11 Vat Khata

11.1 Vat User

11.1.1 Steps

1. Open **Vat Khata**>>**Vat User** menu. It opens the following **Vat User** page.

S.N.	Company Name	Email	Vat Pan	Address	Expiry Date	Status	Action
16	podamibe nepal	[REDACTED]	[REDACTED]	[REDACTED]	0000-00-00	[Toggle]	[View] [Edit] [Delete]

Figure: Vat User


2. Click **create button**  in the navbar, it will open the following **Add Vat User** page.

Figure: Add Vat User

3. Enter **Company Name**, **Vat Pan**, valid **Email Address** and **Expiry Date** if required and click on the Save button. The saved data will show in the **Vat User List** page.

(Note: Vat User can be only created by the authorized person i.e. Admin)

11.2 Vat Sales

Follow the below steps to create **Vat Sales**:

1. Open **Vat Khata>>Sales** menu. It opens the following **Vat Sales** page.

S.N.	Fiscal Year	Month	Total Sales	Exempt Sales	Taxable Sales	VAT	Export Sales	Status	Action
------	-------------	-------	-------------	--------------	---------------	-----	--------------	--------	--------

Figure: Vat Sales


2. Click **create button**  in the navbar, it will open the following **Add Vat Sales** page.

Figure: Add Vat Sales

3. Select the **Vat/Pan Registration Number**, **Fiscal Year** and **Month**. Now, **Add Sales** button will appear.

Figure: Add Sales

4. Click the **Add Sales** button, the following form will appear.

Figure: Create Sales Book

5. Enter the required details and click the **Save** button.
6. Once the data is saved, it will appear in the list in the **Add VAT Sales** page.

मिति	बीजक नम्बर	नाम	जम्मा विक्रि / निकासी मूल्य	स्थानीय कर छुटको बिक्रि मूल्य	करयोग्य विक्रि मूल्य	करयोग्य विक्रि कर	निकासी गरेको वस्तु वा सेवाको मूल्य	निकासी गरेको देश	निकासी प्रज्ञापनपत्र नम्बर	निकासी प्रज्ञापनपत्र मिति
2079-03-09	1		6000.00	6000.00	0.00	0.00	0.00			

Figure: Vat Sales Data

7. Scroll the table horizontally and click on the **Status**.

मिति	बीजक नम्बर	नाम	रयोग्य ग्री मूल्य	करयोग्य बिक्री कर	निकासी गरेको वस्तु वा सेवाको मूल्य	निकासी गरेको देश	निकासी प्रज्ञापनपत्र नम्बर	निकासी प्रज्ञापनपत्र मिति	Bill Scan	Status	Action
2079-03-09	1	MK Limited	0.00	0.00	0.00					Pending	 

Figure: Vat Sales Status

Upon clicking the status, the following popup will be displayed.

Status Sales Book ✕

मिति *	बीजक नम्बर *	खरिदकर्ताको नाम *
2079-03-09	1	██████████
खरिदकर्ताको स्थायी लेखा नम्बर	वस्तु वा सेवाको नाम *	वस्तु वा सेवाको परिमाण *
	5	3.00
जम्मा बिक्री / निकासी मुल्य *	स्थानीय कर छुटको बिक्री मूल्य(रु) *	करयोग्य बिक्री मूल्य(रु) *
6000.00	6000.00	0.00
करयोग्य बिक्री कर (रु) *	निकासी गरेको वस्तुवा सेवाको मूल्य (रु) *	निकासी गरेको देश *
0.00	0.00	
निकासी प्रज्ञापनपत्र नम्बर	निकासी प्रज्ञापनपत्र मिति	Document File

Status *
Pending ✕ ▾

Figure: Status Sales Book

Now, the user can change the status. If the status is **Approved**, then the records cannot be updated.

(Note: The status can be approved by Admin only.)

8. User can also update the data from the add page.

मिति	बीजक नम्बर	नाम	रयोग्य ग्री मूल्य	करयोग्य बिक्री कर	निकासी गरेको वस्तु वा सेवाको मूल्य	निकासी गरेको देश	निकासी प्रज्ञापनपत्र नम्बर	निकासी प्रज्ञापनपत्र मिति	Bill Scan	Status	Action
2079-03-09	1	██████████ ██████████	0.00	0.00	0.00					Pending	 

Figure: Vat Sales Edit

11.2.1 Vat Sales List

The saved data will be listed in **Vat Sales List**.

1. Open **Vat Khata**>>**Sales** menu. It opens the following **Vat Sales List** page.

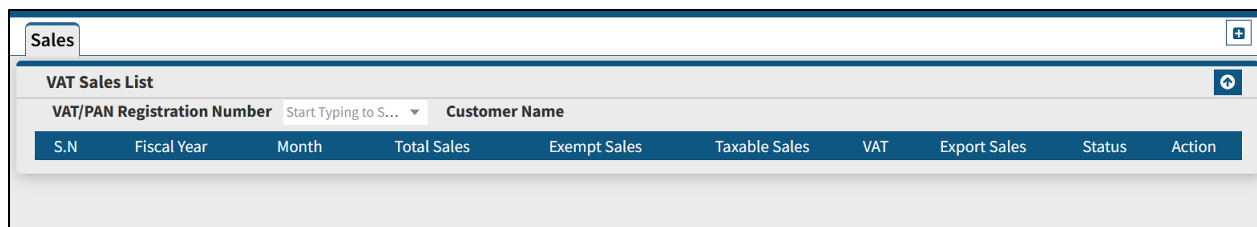



Figure: Vat Sales List page

2. Select the **Vat/Pan Registration Number**, now the data of that customer will appear in the list. User can also export the Vat Sales report of a particular month by click on the excel  button.

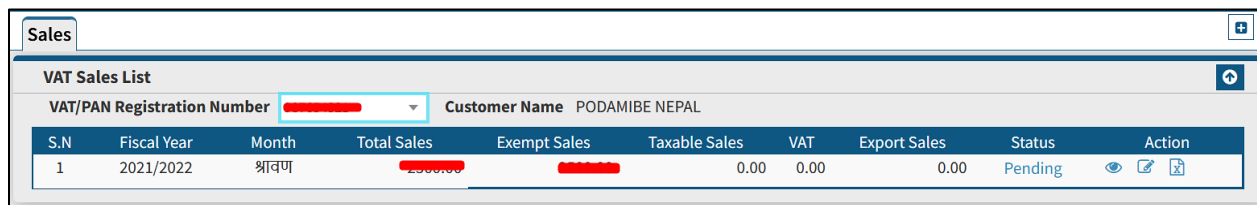


Figure: Vat Sales List

3. Click the **Status**, the following popup will appear.

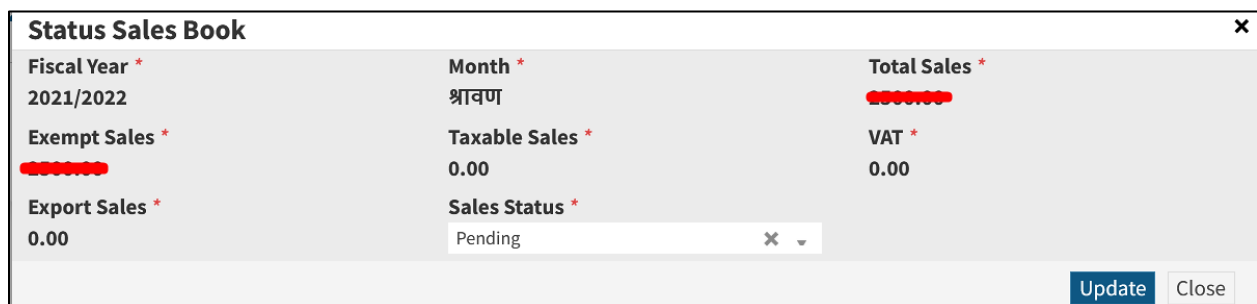


Figure: Status Sales Book

If the status for a particular month is **Approved**, then the data for that month cannot be updated.

Note:

1. User can export the Vat Sales Report for a particular month from the list, view and edit pages.
2. The status can be approved by Admin only.


11.3 Vat Purchase

Follow the below steps to create **Vat Purchase**:

1. Open **Vat Khata>>Purchase** menu. It opens the following **Vat Purchase** page.

Purchase											
VAT Purchase List											
VAT/PAN Registration Number				Customer Name :							
S.N	Fiscal Year	Month	Total Purchase	Exempt Purchase	Taxable Purchase(except capital)	Tax(except capital)	Import Purchase(except capital)	Import Tax(except capital)	Taxable Purchase(capital)	Status	Action

Figure: Vat Purchase

2. Click **create button**  in the navbar, it will open the following **Add Vat Purchase** page.

Purchase														
VAT/PAN Registration Number				Customer Name										
Fiscal Year				Select Year			Month							
Add VAT Purchase														
मिति	बीजक/प्रज्ञापनपत्र नम्बर	नाम	स्थायी लेखा नम्बर	खरिद पैठारी गरिएको वस्तु वा सेवाको विवरण	खरिद पैठारी गरिएको वस्तुको परिमाण	जम्मा खरिद मूल्य	कर छुट मूल्य	करयोग्य खरिद	कर	करयोग्य पैठारी	पैठारी कर	पूँजीगत खरिद	पूँजीगत कर	जम्मा खरिद मूल्य
Remarks: मूल्य in रु														

Figure: Add Vat Purchase

3. Select the **Vat/Pan Registration Number, Fiscal Year and Month**. Now, **Add Purchase** button will appear.

Purchase										
VAT/PAN Registration Number	987654321	Customer Name	podamibe nepal	Fiscal Year	2021/2022	Month	असोज	Add Purchase		
Add VAT Purchase										

Figure: Add Purchase

4. Click the **Add Purchase** button, the following form will appear.

Create Purchase Book		
मिति *	बीजक/प्रज्ञापनपत्र नम्बर *	बिक्रेताको नाम *
YYYY-MM-DD	बीजक/प्रज्ञापनपत्र नम्बर	बिक्रेताको नाम
स्थायी लेखा नम्बर	खरिद पैठारी गरिएको वस्तु वा सेवाको विवरण *	खरिद पैठारी गरिएको वस्तुको परिमाण *
स्थायी लेखा नम्बर	खरिद पैठारी गरिएको वस्तु वा सेवाको विवरण	1
जम्मा खरिद मूल्य *	कर छुट हुने वस्तु वा सेवाको खरिद पैठारी मूल्य (रु) *	करयोग्य खरिद (पूँजीगत बाहेक) मूल्य(रु) *
जम्मा खरिद मूल्य	कर छुट हुने वस्तु वा सेवाको खरिद पैठारी मूल्य (रु)	करयोग्य खरिद (पूँजीगत बाहेक) मूल्य(रु)
करयोग्य खरिद (पूँजीगत बाहेक) कर (रु) *	करयोग्य पैठारी (पूँजीगत बाहेक) मूल्य (रु) *	करयोग्य पैठारी (पूँजीगत बाहेक) कर (रु) *
करयोग्य खरिद (पूँजीगत बाहेक) कर (रु)	करयोग्य पैठारी (पूँजीगत बाहेक) मूल्य (रु)	करयोग्य पैठारी (पूँजीगत बाहेक) कर (रु)
पूँजीगत करयोग्य खरिद/पैठारी मूल्य (रु) *	पूँजीगत करयोग्य खरिद/पैठारी कर (रु) *	Document File
पूँजीगत करयोग्य खरिद/पैठारी कर मूल्य (रु)	पूँजीगत करयोग्य खरिद/पैठारी कर (रु)	<input type="text" value="Browse..."/> No file selected.
		<input type="button" value="Save"/> <input type="button" value="Close"/>

Figure: Create Purchase Book

5. Enter the required details and click the **Save** button.

6. Once the data is saved, it will appear in the list in the Add VAT Purchase page.

मिति	बीजक/प्रज्ञापनपत्र नम्बर	नाम	स्थायी लेखा नम्बर	खरिद पैठारी गरिएको वस्तु वा सेवाको विवरण	खरिद पैठारी गरिएको वस्तुको परिमाण	जम्मा खरिद मूल्य	कर छुट हुने वस्तु वा खरिद पैठारी मूल्य
2078-06-01	202			Petrol	1.00		

कर छुट मूल्य 0.00

करयोग्य खरिद 0.00

कर 0.00

करयोग्य पैठारी 0.00

पैठारी कर 0.00

पूँजीगत खरिद 0.00

पूँजीगत कर 0.00

जम्मा खरिद मूल्य 0.00

Figure: Vat Purchase Data

7. Scroll the table horizontally and click on the **Status**.

मिति	बीजक/प्रज्ञापनपत्र नम्बर	नाम	दर	करयोग्य पैठारी (पूँजीगत बाहेक) मूल्य	कर	पूँजीगत करयोग्य खरिद/पैठारी मूल्य	कर	Bill Scan	Status	Action
2078-06-01	202	LC Limited	0.00	0.00	0.00	0.00	0.00		Pending	

Figure: Vat Purchase Status

Upon clicking the status, the following popup will be displayed.

मिति	बीजक/प्रज्ञापनपत्र नम्बर	नाम
2078-06-01	202	
स्थायी लेखा नम्बर	खरिद पैठारी गरिएको वस्तु वा सेवाको विवरण	खरिद पैठारी गरिएको वस्तुको परिमाण
	Petrol	1.00
जम्मा खरिद मूल्य	कर छुट हुने वस्तु वा सेवाको खरिद पैठारी मूल्य (रु)	करयोग्य खरिद (पूँजीगत बाहेक) मूल्य(रु)
		0.00
करयोग्य खरिद (पूँजीगत बाहेक) कर (रु)	करयोग्य खरिद (पूँजीगत बाहेक) मूल्य (रु)	करयोग्य खरिद (पूँजीगत बाहेक) कर (रु)
0.00	0.00	0.00
पूँजीगत करयोग्य खरिद/पैठारी मूल्य (रु)	पूँजीगत करयोग्य खरिद/पैठारी कर (रु)	Document File
0.00	0.00	

Status: Pending

[Update](#) [Close](#)

Figure: Status Purchase Book

Now the user can change the status. If the status is **Approved**, then the records cannot be updated.

(Note: The status can be approved by Admin only.)

8. User can also update the data from the add page.



Add VAT Purchase											
मिति	बीजक/प्रज्ञापनपत्र नम्बर	नाम	करयोग्य खरिद (पूँजीगत बाहेक)		करयोग्य पैठारी (पूँजीगत बाहेक)		पूँजीगत करयोग्य खरिद/पैठारी		Bill	Status	Action
			मूल्य	कर	मूल्य	कर	मूल्य	कर	Scan		
2078-06-01	202	LC Limited	0.00	0.00	0.00	0.00	0.00	0.00		Pending	 

Figure: Vat Purchase Edit


11.3.1 Vat Purchase List

The saved data will be listed in **Vat Purchase List**.

1. Open **Vat Khata>>Purchase** menu. It opens the following **Vat Purchase List** page.

Purchase												
VAT Purchase List												
VAT/PAN Registration Number			Start Typing to S... Customer Name :									
S.N	Fiscal Year	Month	Total Purchase	Exempt Purchase	Taxable Purchase(except capital)	Tax(except capital)	Import Purchase(except capital)	Import Tax(except capital)	Taxable Purchase(capital)	Tax(capital)	Status	Action

Figure: Vat Purchase List page

2. Select the **Vat/Pan Registration Number**, now the data of that customer will appear in the list. User can also export the Vat Purchase report of a particular month by click on the excel  button.




Purchase												
VAT Purchase List												
VAT/PAN Registration Number			Start Typing to S... Customer Name : PODAMIBE NEPAL									
S.N	Fiscal Year	Month	Total Purchase	Exempt Purchase	Taxable Purchase(except capital)	Tax(except capital)	Import Purchase(except capital)	Import Tax(except capital)	Taxable Purchase(capital)	Tax(capital)	Status	Action
1	2021/2022	चैत्र	२००००.००	३०००.००	२०००.००	२०००.००	२०००.००	२०००.००	२०००.००	३०००.००	Pending	  

Figure 137: Vat Purchase List

3. Click the **Status**, the following popup will appear.

Status Purchase Book		
Fiscal Year *	Month *	Total Purchase *
2021/2022	असोज	5000.00
Exempt Purchase *	Taxable Purchase(except capital) *	Tax(except capital) *
5000.00	0.00	0.00
Import Purchase(except capital) *	Import Tax(except capital) *	Taxable Purchase(capital) *
0.00	0.00	0.00
Tax(capital) *	Purchase Status *	
0.00	Pending	
		<input type="button" value="Update"/> <input type="button" value="Close"/>

Figure: Status Purchase Book

If the status for a particular month is **Approved**, then the data for that month cannot be updated.

Note:

1. User can export the Vat Purchase Report for a particular month from the list, view and edit pages.
2. The status can be approved by Admin only.

11.4 Vat User Login

Follow the below steps to login as a **Vat User**:

1. Once the data is saved in the **Vat User** by an authorized person, the user will receive an email. Check your inbox for an email provided with a user and password. Click on the login link received in your email and enter the provided details i.e. **VAT/PAN** and **Password** and click the **Sign In** button.

Note: To save the Vat User, open Vat Khata>>Vat User. Go to Add Vat User page. Add data and save.

The screenshot shows the 'Sign in' page for the Podamibe Office Management System. At the top, the Podamibe logo (NEPAL PVT LTD) is displayed. Below it, the text 'Sign in' and 'Office Management System' is centered. There are two input fields: one for a username (containing '123456789') and one for a password. A 'Remind me' checkbox is located to the left of the 'Sign in' button. Below the input fields, there is a link for 'I forgot my password.' and a copyright notice: '©2022 All rights reserved.N.R.P. Technologies Pvt.Ltd'. At the bottom, it says 'Powered by: Podamibe NEPAL PVT LTD'.

Figure: Vat Login

2. When you click on the **Sign In** button, the page will take you to the **Change Password** Page. Now the user must now change the password
3. Enter the **New Password** and **Confirm Password** and click on the **Change** button.

The screenshot shows the 'Change Password' page for Podamibe Nepal. At the top, the Podamibe logo (NEPAL PVT LTD) is displayed. Below it, the text 'Change Password' and 'Podamibe Nepal' is centered. There are two input fields: one for 'New Password' and one for 'Confirm Password'. A 'Change' button is located to the right of the input fields. At the bottom left, there is a copyright notice: '©2022 All rights reserved.' and at the bottom right, it says 'Powered by: podamibe'.

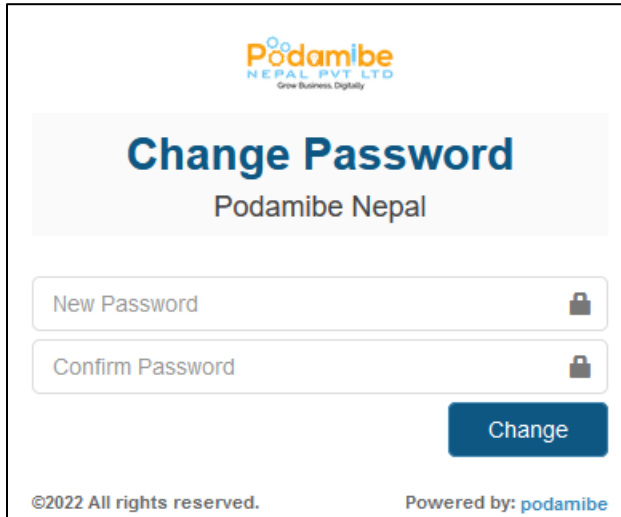
Figure: Change Password

11.4.1 Forgot Password

11.4.1.1 Steps

1. Click **I forgot my password** in the login page. It will open the forgot password page.

2. Enter your **email address** and click the **Reset** button. Check your inbox for an email with a link to the Vat application. The page will be redirected to the Change Password page.
3. Enter the **New Password** and **Confirm Password** and click on the **Change** button.



The screenshot shows the 'Change Password' page for Podamibe Nepal. At the top, the Podamibe logo is displayed with the tagline 'Grow Business, Digitally'. Below the logo, the heading 'Change Password' is prominently shown in blue, followed by 'Podamibe Nepal' in a smaller font. The form consists of two input fields: 'New Password' and 'Confirm Password', both with password icons on the right. A blue 'Change' button is positioned to the right of the 'Confirm Password' field. At the bottom left, the text '©2022 All rights reserved.' is visible, and at the bottom right, it says 'Powered by: podamibe'.

Figure: Change Password