

## **4 Accounts Module**

Maintaining accounts in a standard way is one of the most important tasks in any organization whether it is private or public. All kinds of financial activities have to be recorded through double entry accounting system. Naturally, it becomes difficult to find any kind of expense or record from the manual register book whenever necessary. This sub module is designed to manage all kinds of financial activities, records, and transactions electronically to facilitate extensive search. It also generates all the standard accounting reports.

### **4.1 Expected Benefits from the Accounts Module**

- ✓ Ease of maintaining register books.
- ✓ Auto-interface with iBAS++ for salary processing.
- ✓ Auto-interface with e-Nothi to import approval of GO by the authorized officer.
- ✓ Preparation and delivery of accounting reports.
- ✓ Facilitating audit operation by producing different reports regarding expenditure.

### **4.2 List of Sub Modules**

- Managing chart of accounts
- Managing Payroll
- Managing pension of the retired employees
- Loan management
- Managing Expenditures
- Managing earned revenue
- VAT, TAX and AIT management
- Managing Asset or inventory accounting
- Fund management
- Central Accounts

### **4.3 Sub Module: Chart of Accounts**

Chart of accounts must be maintained by the GRP Accounting module to define different accounting heads. Currently there is no chart of accounts set for the ministry or agency. The accounting code set by IBAS++ and the budget book are used to denote the accounting heads for expenditure and incomes. The GRP must have the provision to make the chart of accounts flexible and dynamic. The following specifies the features related to managing chart of accounts in details:

#### **4.3.1 List of Features**

*Managing accounting Heads with Codes:*

- Addition, deletion and modification of the accounting heads in the chart of accounts
- Keeping necessary information related to the accounting heads
- Linking an accounting head as a parent of another accounting head
- Configuring an accounting head with necessary parameters for different reporting if there is any
- The level of hierarchy must be dynamic in the chart of accounts. Theoretically there will be unlimited number of levels from the root in the chart of accounts.

#### **4.3.2 Master/system data**

- Accounting Heads from the budget book
- Different type of accounting heads: Asset, Liability, Expenditure and Income

#### **4.3.3 Actors/Stakeholders**

- Accounts Officer
- AG Office

#### **4.3.4 Process Description**

If there is a new account head in the budget book then the accounting head is inserted in the GRP with code assigned to it.

#### 4.3.5 Search Options and Report/Dashboard

*Printing chart of accounts:*

Showing the chart of accounts in printed format maintaining the hierarchy of the following:

- The type of accounts such as asset, liability, income and expenditure
- The level of hierarchy in parent child relation.

#### 4.4 Sub Module: Payroll

This sub module deals with salary related issues of the employees of an organization. This sub module must have interfacing with the Human Resource Module of the GRP. The functionality of this sub module is described as follows:

##### 4.4.1 List of Features

*Processing monthly salary disbursement*

The salary processing must have the following inherent functionalities:

- HRM module will be responsible for keeping records of basic of the employees. This will be the basis of salary calculations.
- Automatic accounting posting for all expenditure heads associated with the salary
- Sub ledger for the General provident fund will be maintained in the database
- The ledger for the repayment of loan will be maintained automatically and the corresponding accounting voucher will be generated
- Any other associated sub ledger for deductions and income will be maintained
- The necessary reporting of the sub ledgers must be available to the authorized users.
- The pay slips of each of the employees must be available to the employees through their authenticated user account.

*Managing Salary Certificate for the transferred Employees*

This is necessary for the Government employees who are working in an autonomous organization but has been transferred back to the Government or any other autonomous organization. The following points describe necessary features:

- The salary of the transferred employee will be stopped from the organization

- A certificate of the last pay cheque (LPC) will be issued officially from the ERP so that it can be produced to the new organization

*Managing GPF of the employees on deputation:*

The deputation of the employees could be done in two different ways:

- An employee of an autonomous organization could be deputed to another autonomous organization
- An employee of an autonomous organization could be deputed to another government organization
- An employee of an government organization could be deputed to another autonomous organization

Following points must be considered for transfer of GPF

- An employee can work for other organization but the GPF will be managed or maintained by the original organization.
- For each of the cases mentioned above the current organization will be responsible for his or her salary. But the deduction for GP fund will be duly transferred to the original organization of the employee every month.
- Any government office is not responsible for holding the amount of GPF. AG office does this management in favor of the government office. The same is true for sending GPF for deputed employees.

#### **4.4.2 Master/System Data**

- Rule for taxes set by NBR in each year.
- The salary basics from HR Module
- Information of the Bank account number of the employees
- Configuration of different income and deduction heads
- Percentage of house rent
- Medical allowance
- Rate of GP fund deduction
- Advance income tax deduction rates for different slab
- The officers playing the role of authorizers for the salary approving

- The workflow of the salary process functionalities

#### **4.4.3 Actors/Stakeholders**

- Employees of the Organization
- AG Office
- Chief Accounts Officer (CAO)
- Accounts Officer
- NBR

#### **4.4.4 Process Description**

##### *Processing monthly salary disbursement*

The process currently followed by Govt. Agency for preparing monthly salary is given as a process flow diagram below. This is almost a manual process which requires unnecessary time. All the information regarding provident fund loan repayment schedule are maintained in the ledger book.

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division

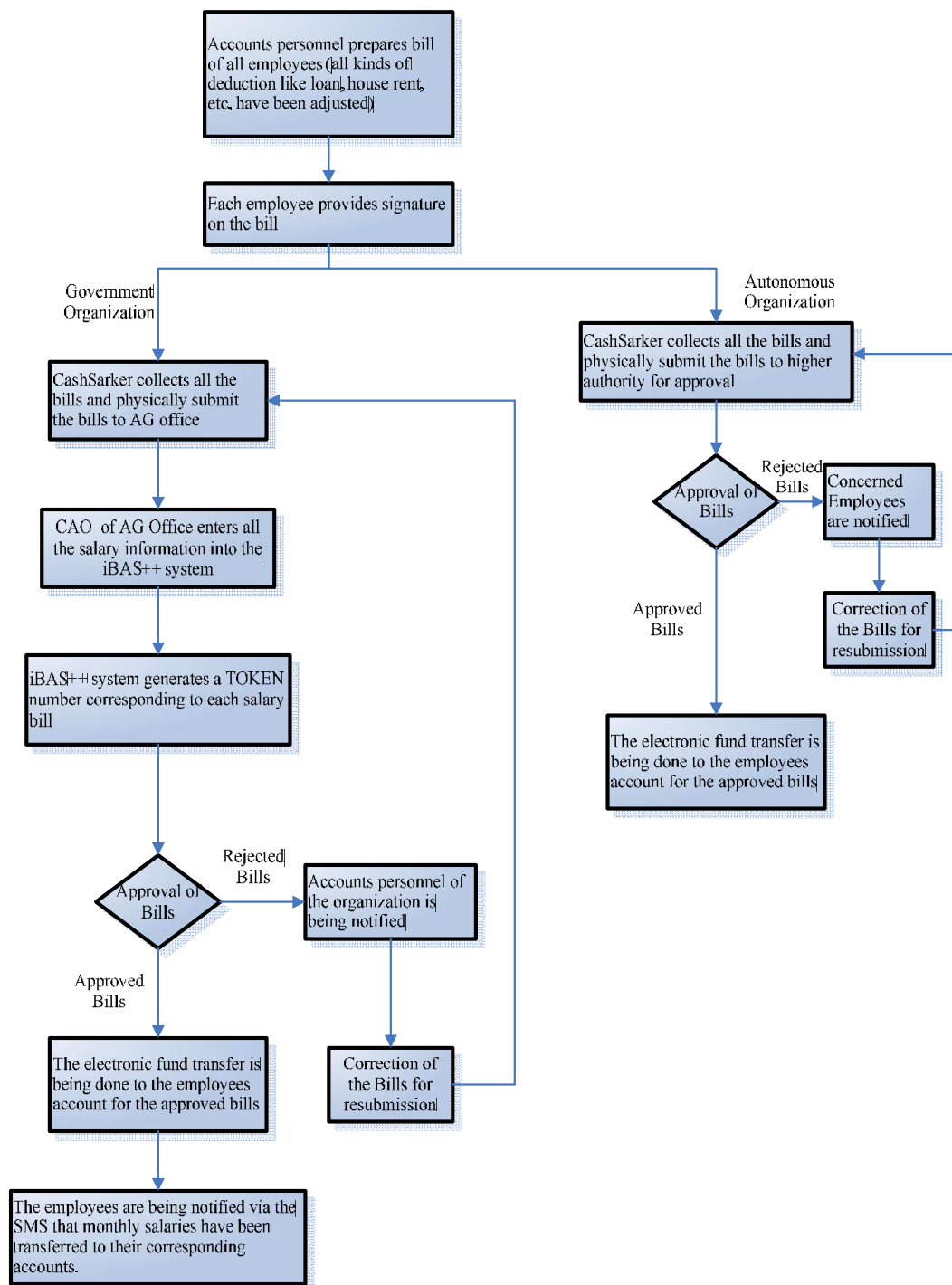


Figure 4-1 Current Process Flow for Monthly Salary Preparation

*Scope of Improvement:*

Currently, this process needs two different data entry, one is done by accountant from the offices and another one is by CAO in AG office. This could be simplified if the following changes are done:

- The bill will be prepared by the employees from the automated system
- All the bills will be sent to the iBAS++ after it is being forwarded electronically through an interface by the approval officer.
- The interface will receive the rejected bills to provide notifications to the corresponding employees

The proposed process for preparing monthly salary is given as a process flow diagram below.

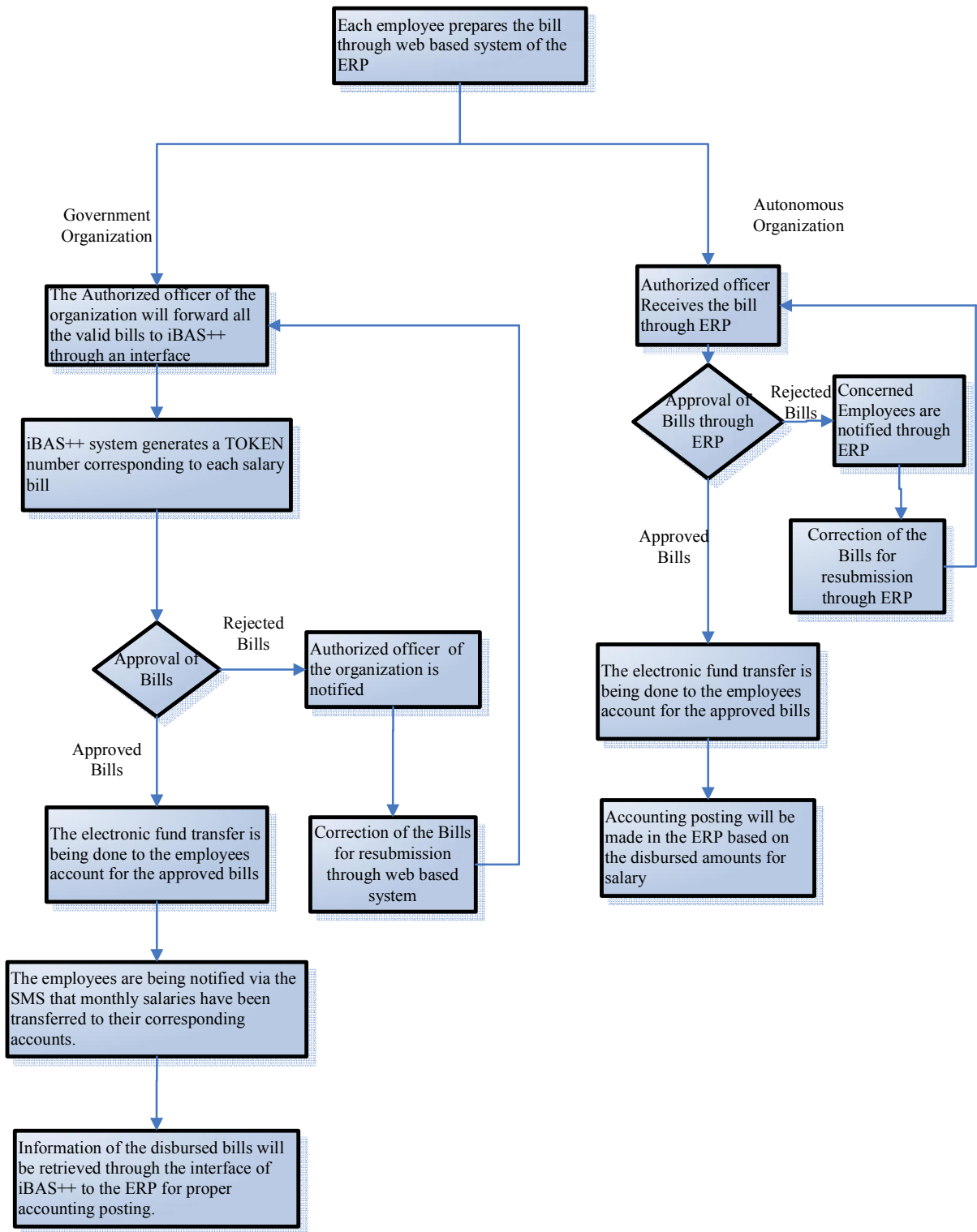


Figure 4-2 Proposed Process Flow for Monthly Salary Preparation

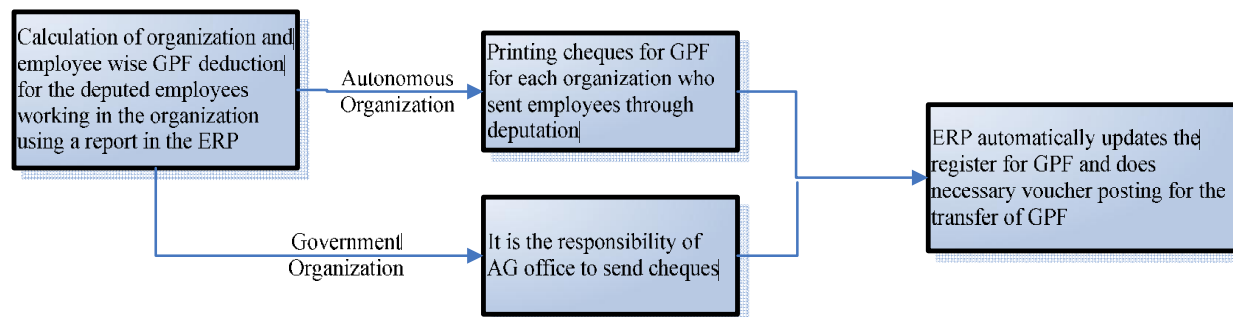
**Integration: HR Module**



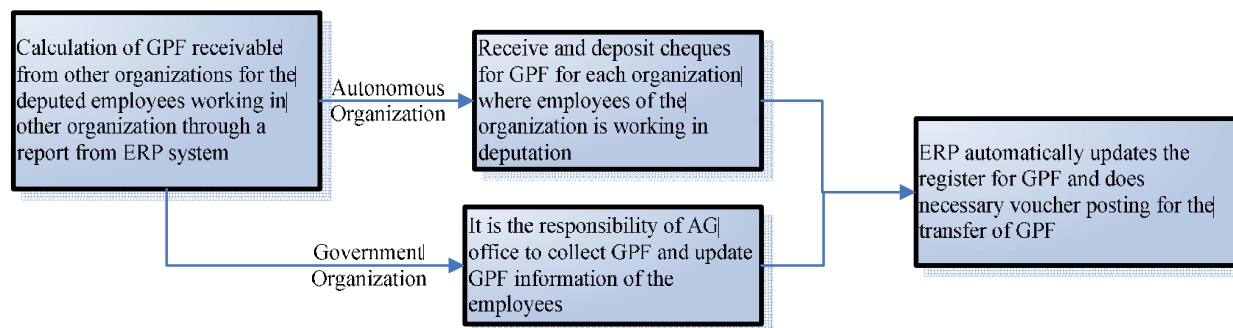
## Interface: iBAS++

### *Managing GPF of the employees on deputation:*

The following process flow diagram shows the process of transferring GPF amount in an organization in the existing system and proposed GRP.

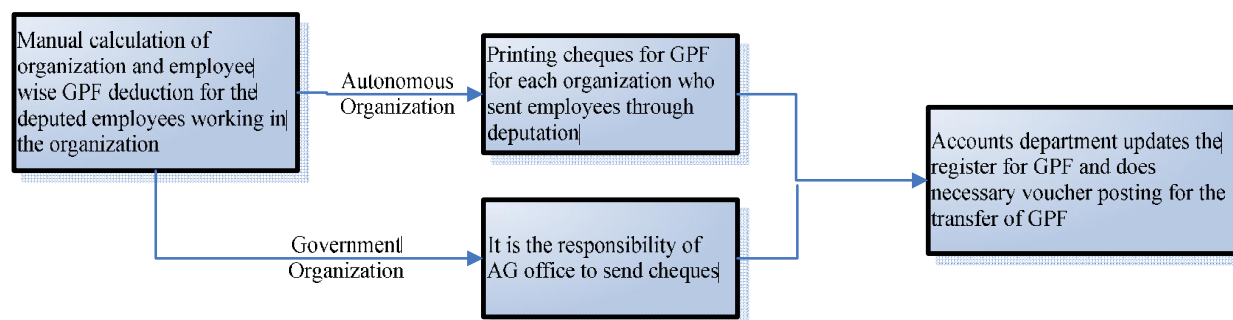


*Figure 4-3 Existing Process of GPF Payment for Deputed Employees*

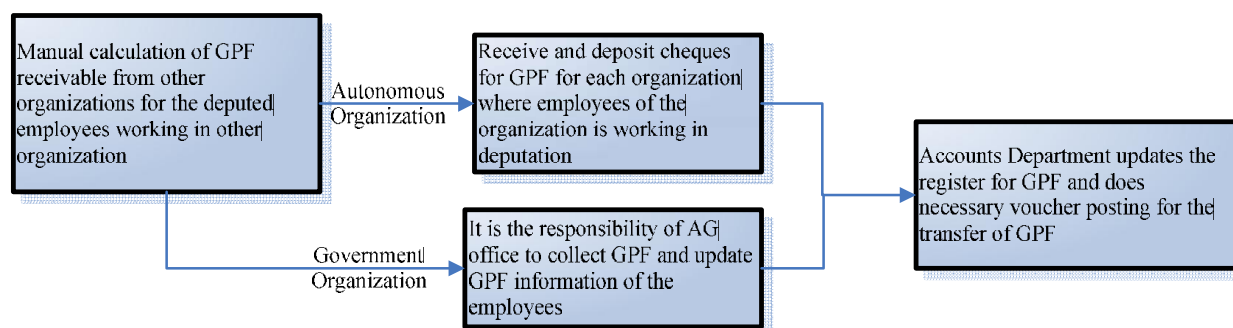


*Figure 4-4 Proposed Process of GPF Payment for Deputed Employees*

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division



*Figure 4-5 Existing Process of Receiving GPF for Deputed Employees*



*Figure 4-6 Proposed Process of Receiving GPF for Deputed Employees*

### **Integration: HR Module**

#### **4.4.5 Search Options and Report/Dashboard**

*Tax certificate for a financial year of each employee:*

Tax certificate is very much important for submission of tax return. This is actually a report that incorporates all the register entries related to the employee. This will be furnished as a report for a fiscal year. This includes the following information:

- Basic salary income
- House rent income
- Deduction for GPF

- Taxable income
- Tax deduction at source
- Amount of investment

*Last Payment Certificate:*

When an officer or employee is transferred to another Government or Autonomous organization then a last payment of salary is produced for processing salary in the new organization.

Following information could be displayed in the dash board for different types of employees:

- Alert for approving salary to the authorizing officer
- The amount total salary disbursement for a duration
- Salary disbursement amount for an employee
- GPF amount of an employee

## **4.5 Sub Module: Pension Management**

Pension is the financial benefit an employee receives after their retirement. This is as important as payroll module. There must be an allocation of pension for the retired employees.

### **4.5.1 List of Features**

The major functionalities of the pension management are as follows:

- Approval of pension of a retired employee
- Gratuity disbursement with adjustment of dues
- Monthly pension disbursement

### **4.5.2 Master/System Data/Operational Rule**

- The employees going to the retirement from the HR module
- Clearance of the employees from every department of the organization
- Rules of pension amount for increment every year
- Rules of different allowances for pension holders
- Rules of pension amount for the newly retired employees
- Different types of options for pension holders

- Total GPF amount over the years of active service
- The officers playing the role of authorizers for the pension approving
- The workflow of the pension management process functionalities

#### 4.5.3 Actors/Stakeholders

- Department of Accounts
- Pension Holders
- Newly retired employees
- High level officers approving pensions
- The officers in charge of clearance certificate in the organization

#### 4.5.4 Process Description

*Pension Approval, GPF and Gratuity Disbursement:*

The following points describe the issues related to the pension approval process:

- The pension approval is done after the retirement of the employee
- The GRP of the government office does not take the responsibility of pension disbursement. AG office takes this responsibility. So the government organization does not store the information of monthly pension disbursement. But the autonomous organization is fully responsible for the payment of pension of their retired employees.
- The GPF and gratuity of the employees will be disbursed with the approval of pension.
- Clearance from the units of the organization is an important condition of pension approval. That is why pension approval process is dependent on the HRM module for clearance.
- Any deceased employee's successor will receive the pension benefit of the employee. So the GRP system must have the facility to disburse amount to the beneficiary who is not the employee of the organization.
- Physical presence of the employee is required for the disbursement pension when he/she is alive. Similarly the physical presence of the beneficiary is required when the employee expires.

- The process of the pension could be changed with change in the pension policy.

The following process flow diagrams shown below describe the existing and proposed pension approval process along with GPF and gratuity disbursement.

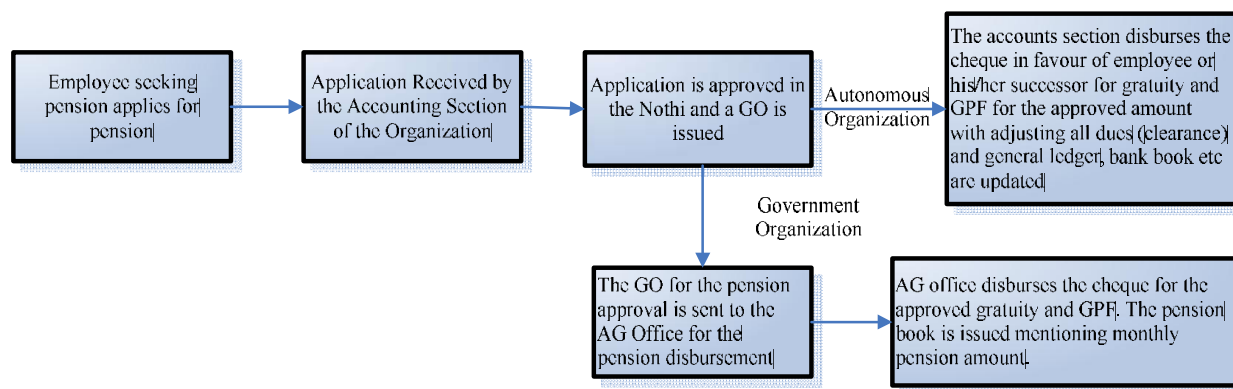


Figure 4-7 Existing Process of Pension Approval, GPF and gratuity Disbursement

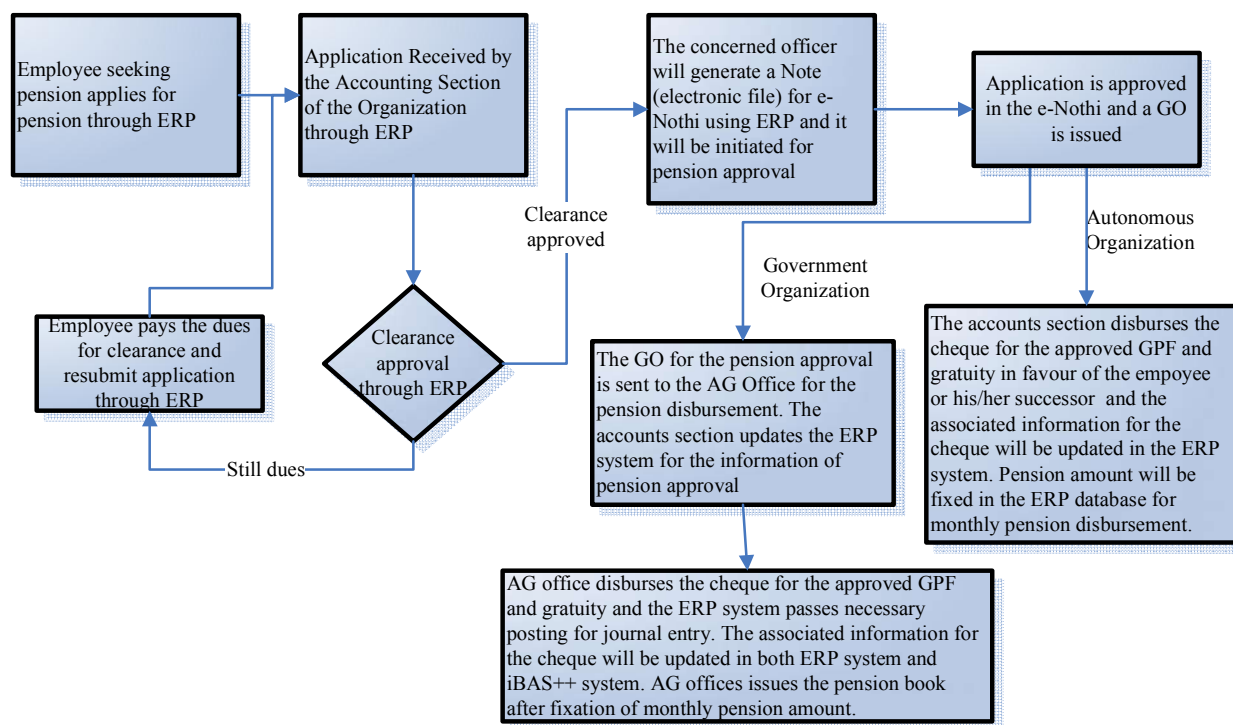


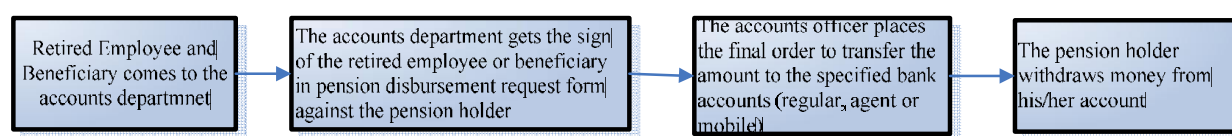
Figure 4-8 Proposed Process of Pension Approval, GPF and gratuity Disbursement

## Integration: HR Module

**Interface:** iBAS++, e-Nothi

*Monthly Pension Disbursement:*

This particular functionality is only done in the autonomous organizations as AG office does the monthly pension disbursement of all the employees. Currently Monthly pension amount transferred to a bank account and the pension holder withdraws the pension amount by showing the pension book in the bank counter. Here we propose an automated version of the pension disbursement in the following process flow diagram.



*Figure 4-9 Proposed Process of Pension Disbursement*

**Integration:** HR Module

**Interface:** iBAS++, e-Nothi

#### 4.5.5 Search Options and Report/Dashboard

- An employee will find the status of his or her pension file processing status in the dash board
- An employee will find the link of pending tasks related to pension approval in the dash board
- An employee will find the required clearance in the dash board
- The reports of disbursed pension, gratuity and GPF for a particular duration
- The reports on the pending pension files
- Pension ledger of a particular employee for particular duration

#### 4.6 Sub Module: Management of Employee Loan

This sub module will be responsible for managing all the functionality of employee loan disbursement. Different types of loans are given based on the policy of the government.

#### **4.6.1 List of Features**

- There are several category of loan an employee can avail as per government rules and regulation. The GRP system must accommodate all the categories with loan policy.
- The repayment of loan is managed by the payroll module as amount is deducted from monthly salary.
- An employee may clear the loan amount by depositing the outstanding amount in full or in part any moment which is more than repayment schedule. The GRP must facilitate this calculation of outstanding balance and receiving the amount.
- Recalculation of repayment schedule must be done through the automated system. Proper accounting voucher will be posted automatically by the GRP.

#### **4.6.2 Master/System Data/Operational Rule**

- Rate of interest for different types of loan
- Maximum allowable loan amount
- The maximum number of repayment installment
- The formula for calculation of repayment schedule
- Rules related to rescheduling
- Rules related to clearing outstanding amount
- The officers playing the role of authorizers for the loan approving
- The workflow of the loan disbursement process functionalities

#### **4.6.3 Actors/Stakeholders**

- Employees of the organization
- Officer responsible for loan approval
- Accounts Department

#### **4.6.4 Process Description**

The process currently followed for granting loan for an employee is given as a process follow diagram below:

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division

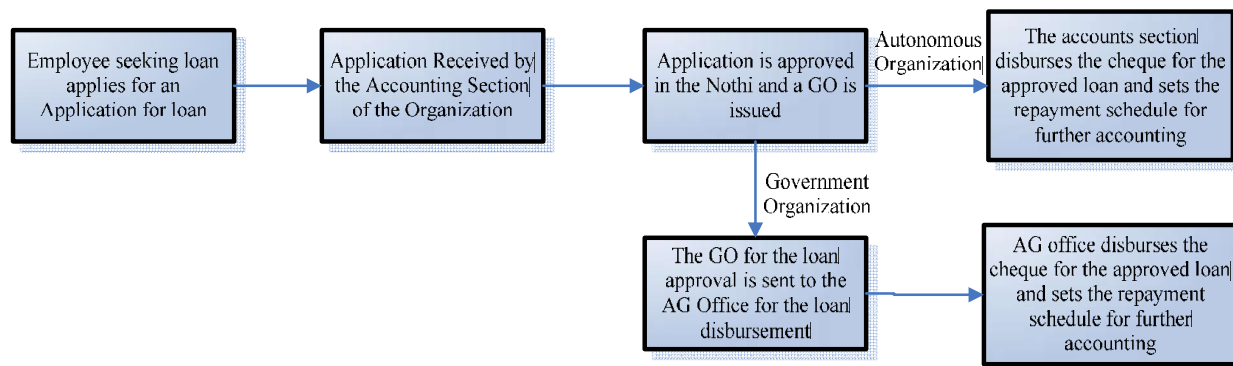


Figure 4-10 Existing Process for Loan Approval

The proposed process for loan approval is as follows:

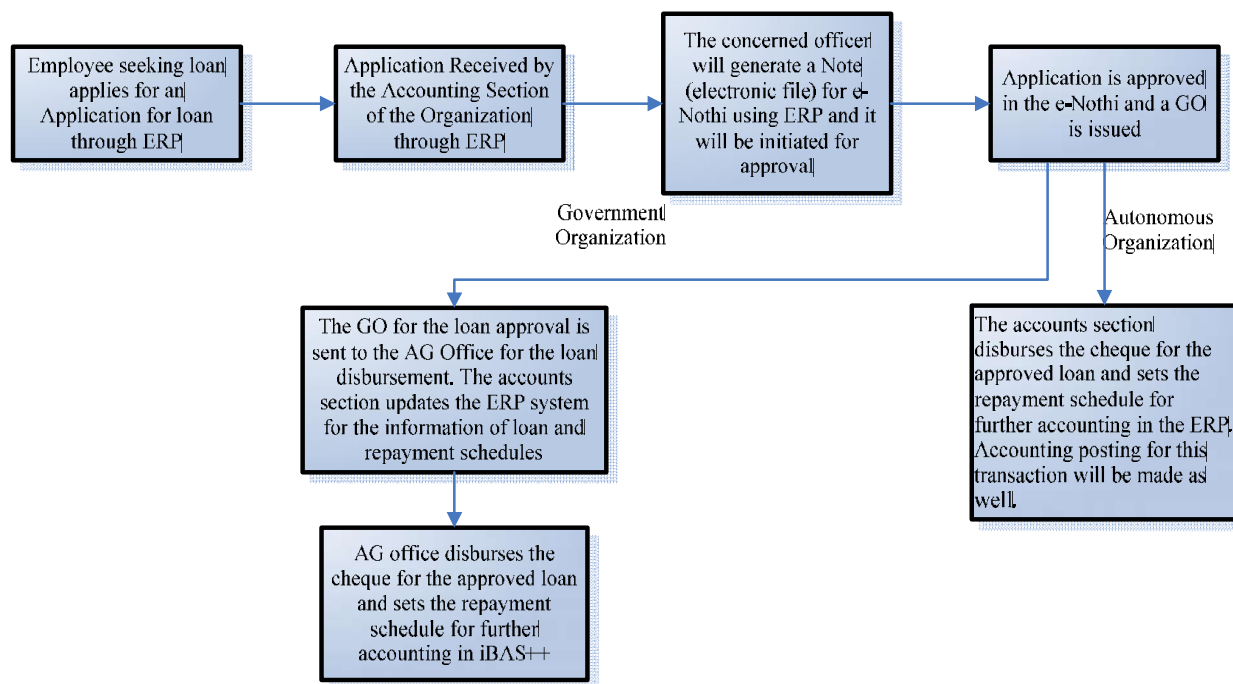


Figure 4-11 Proposed Process for Loan Approval

**Interface:** e-Nothi, iBAS++

### 4.6.5 Search Options and Report/Dashboard

- Reporting of the ledger of the loan account, summary of the loan account and certificate of loan clearance must be produced by the GRP. This will be reported for any employee and for any duration.



- A report showing loan disbursement and recovery position by types of loan for any duration
- The employee will see the outstanding loan of the employee in the dash board
- The management will see the amount of loan disbursed and the amount recovered in the dash board

## **4.7 Sub Module: Managing Expenditure**

In any Government and Autonomous organization expenditure must follow the approved budget. That is why the expenditure must be controlled by approval of proper authority through nothi. This controlling can be easily done by the GRP system by following the current rules of business i.e., we must get it approved in nothi. Introduction of e-Nothi will help to expedite the process to some extent.

### **4.7.1 List of Features**

- Advance disbursement for future expenditures
- Bill Payment to a party
- Adjustment after Expenditure by the advance received earlier
- Bill Payment for already done expenditures
- Automated posting of accounting vouchers of the associated expenditures
- Keeping records of bank or cash payments

### **4.7.2 Master/System Data/Operational Rule**

- List of contractors and suppliers with their associated information from the procurement module
- List of employees from the HR module
- The officers playing the role of authorizers for the bill approving
- The workflow of the expenditure processing functionalities

### **4.7.3 Actors/Stakeholders**

- Employees responsible for expenditures
- Employees working as a project implementation personnel

- Suppliers and Contractors of goods and services
- Officers of accounts department of the organization
- Officers responsible for approving expenditures

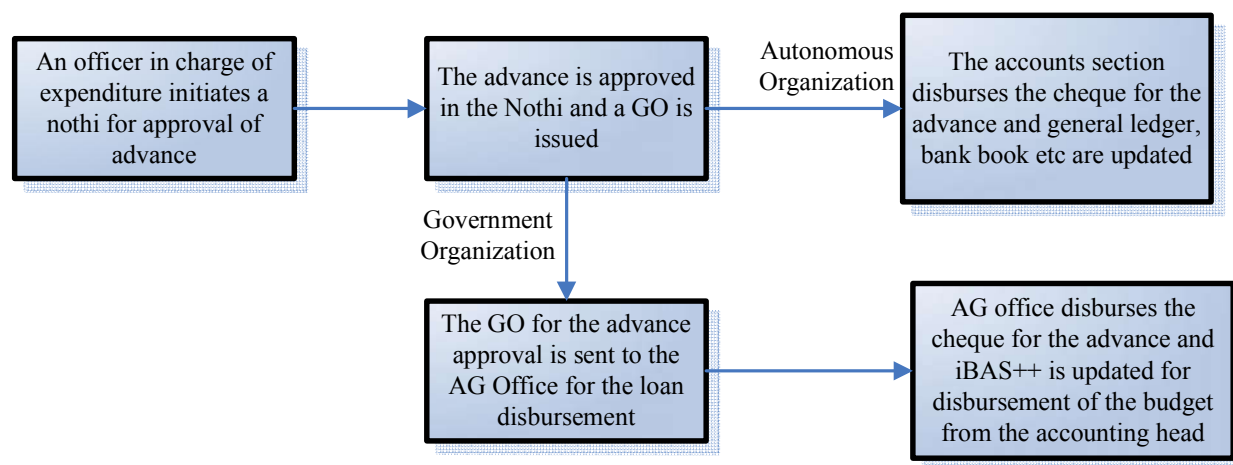
#### 4.7.4 Process Description

*Advance disbursement for future expenditures:*

Advance withdrawal of budgeted money is required in the following cases:

- You have to pay the amount during delivery of goods.
- You have to pay the person for rendering service such as payment of honouriumn.

The officer in charge must have sufficient money in his pocket to run such activity. The process currently followed for managing a loan in advance for an employee is given as a process follow diagram below:



*Figure 4-12 Existing Process for Advance Disbursement*

The proposed process for advance disbursement is as follows:

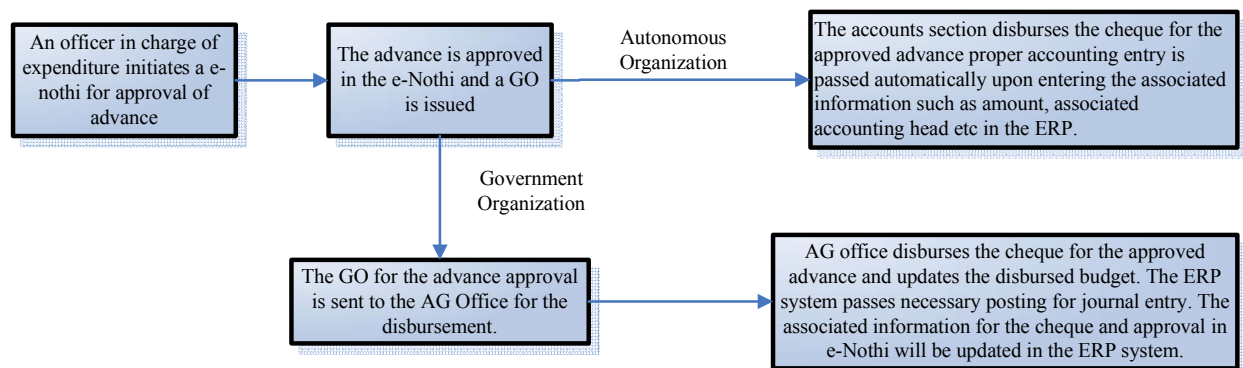


Figure 4-13 Proposed Process for Advance Disbursement

## Interface: e-Nothi

### Bill Payment to a party:

The well reputed parties or contractors wait some time to get the bill after the job has been finished. Generally it is the condition of the contract agreement that bill is paid after the job is finished on submission of the bill. The procurement through tender is done in this way. The process flow diagram followed currently for bill processing is given below:

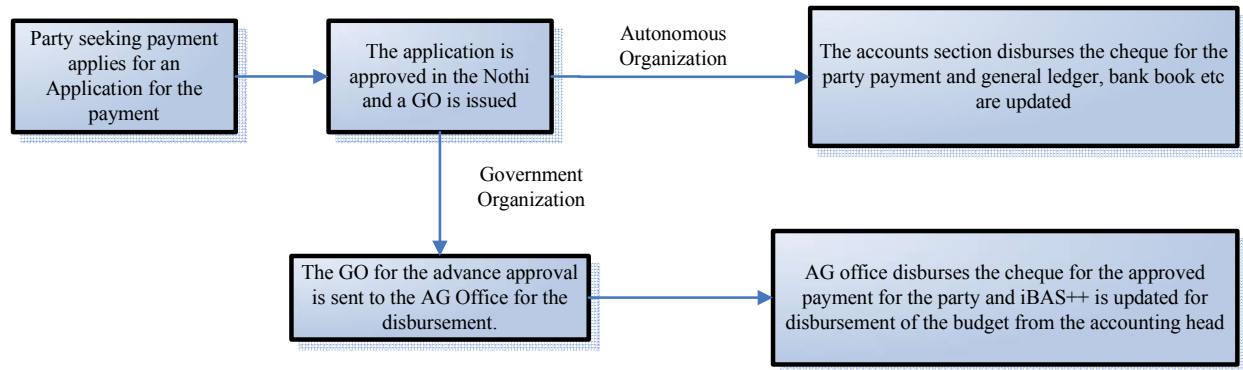


Figure 4-14 Existing Process for Party Payment

The proposed process for party payment in the GRP is as follows:

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division

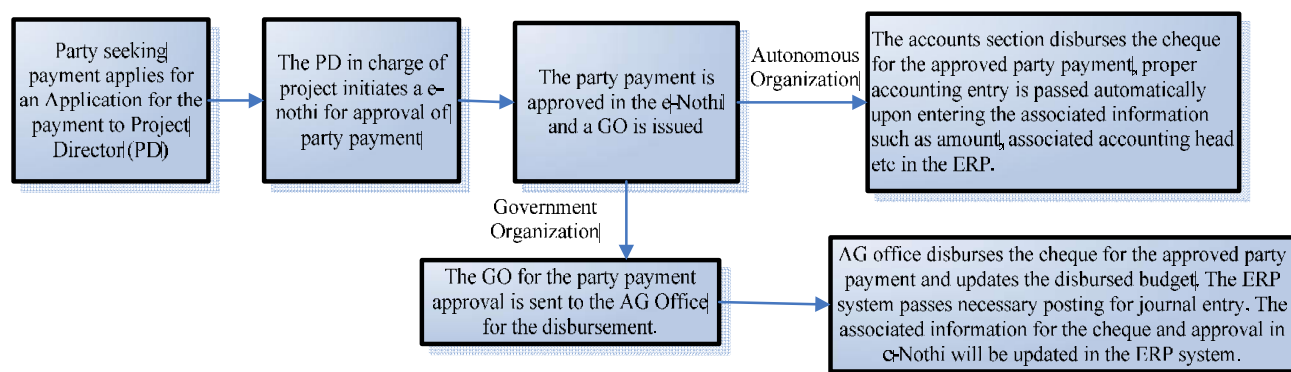


Figure 4-15 Proposed Process for Party Payment

### Interface: e-Nothi

#### *Adjustment after Expenditure by the advance received earlier:*

An officer receives an advance amount after getting necessary approval and he or she does all the expenditures as per DPP. After doing all the expenditures the receipts are adjusted by submitting the bill to the accounts section of the organization. The following flow diagram presents the current process of adjusting expenditure.

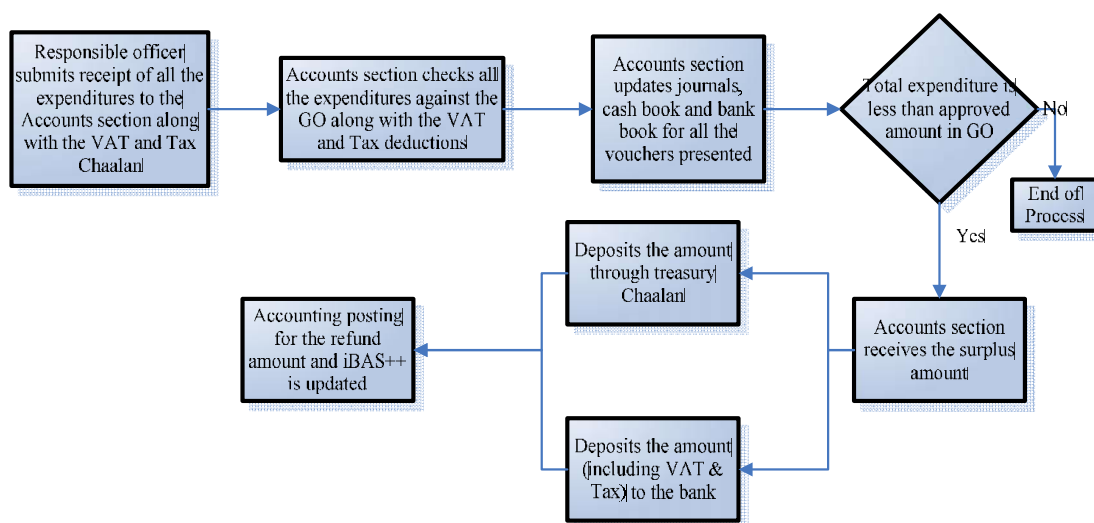


Figure 4-16 Existing Process for Expenditure Adjustment

The existing process of expenditure adjustment is a manual process and taken repetition of data entry for accounting purpose. The proposed system allows data entry by the officer in charge of expenditure only. All the other concerned sections and departments use this data for their

accounting purpose as it is done in a regular web based system. This system allows adjustment as soon as expenditure is made. This is better compared to the current manual process as all the expenditures are adjusted after all the money is used. In the proposed GRP there will be an additional process for refunding the surplus expenditure.

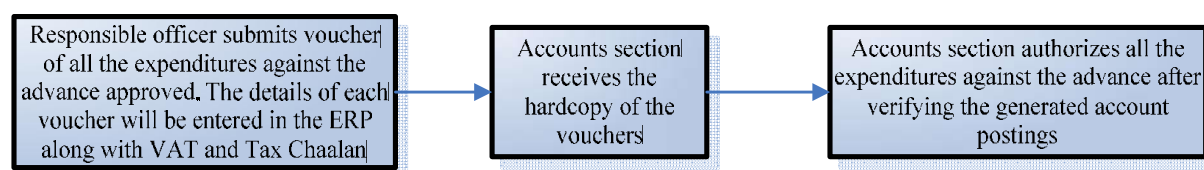


Figure 4-17 Proposed Process for Already done Expenditures

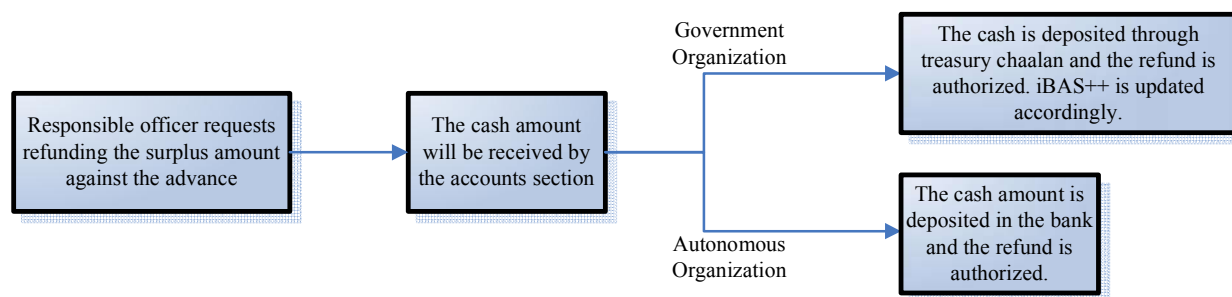


Figure 4-18 Proposed Process of Refunding Surplus

**Interface:** iBAS++

### *Bill Payment for already done expenditures*

In some cases an officer does necessary expenditure before getting approval and then the expenditure vouchers are sent for approval. The concerned officers get the amount reimbursed. The process of getting this approval and cheque disbursement are summarized below:

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division

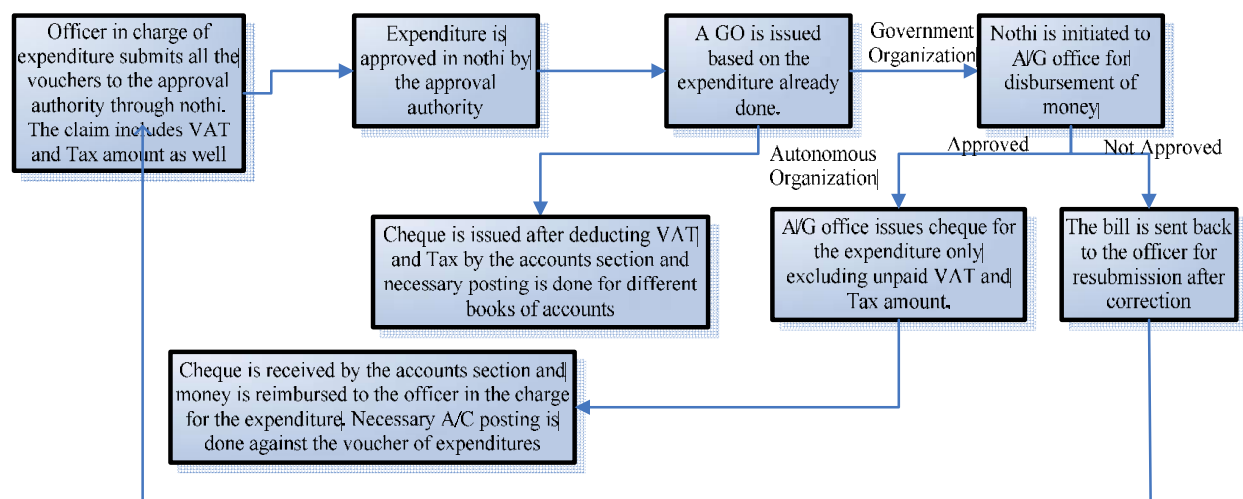


Figure 4-19 Existing Process of Reimbursement after Necessary Expenditures

In the proposed GRP the bill will be submitted through web based system. e-Nothi will be integrated to get the bill approved. Finally the amount will be disbursed from the responsible authority.

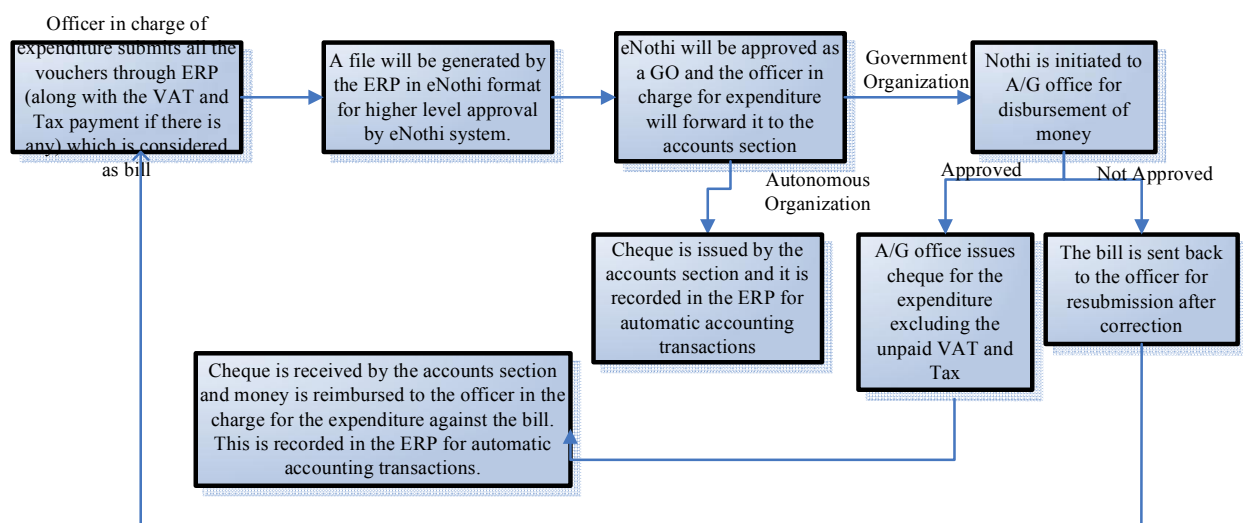


Figure 4-20 Proposed Process of Reimbursement after Necessary Expenditures

**Interface: e-Nothi**

#### **4.7.5 Search Options and Report/Dashboard**

- Reporting of outstanding bills at a particular date
- Reporting of bill processing summary of a particular contractor or supplier
- Reporting summary a particular bill
- Reporting of the summary of bill processing within a period
- Pending task of a n officer for approving a bill will be shown in the dash board
- Summary of bill processing could be shown in the dash board
- Reporting summary of the cash and bank register for bill payment within a duration

#### **4.8 Sub Module: Managing Earned Revenues**

An organization might have business that brings income to the organization. There must be sales management software for that business which is out of scope of the GRP. There might be irregular incomes such as selling tender documents, selling forms to the job seekers etc. These are irregular incomes. This module is responsible for all these incomes

##### **4.8.1 List of Features**

- The GRP must have the capability to interface with the sales software for its regular business operations.
- For each sale operation a journal voucher will be posted hitting the income and cash head. But the sub ledger of the sales will be maintained by the sales management software.
- The amount received by the organization of irregular incomes mentioned earlier must be deposited to the bank or treasury. This is managed by the journal entry to the proper accounting heads.

##### **4.8.2 Master/System Data/Operational Rule**

- Different types income
- Account Heads related to the incomes of the organizations
- The data of sales from the sales management software
- The list of banks and associated account heads for depositing sales/income amount

- The workflow of the expenditure processing functionalities

#### 4.8.3 Actors/Stakeholders

- General public getting service from the organization
- The officers of accounts department
- The top management officers supervising the earning

#### 4.8.4 Process Description

The following process flow diagrams show the existing and proposed work flow of managing earned revenue.

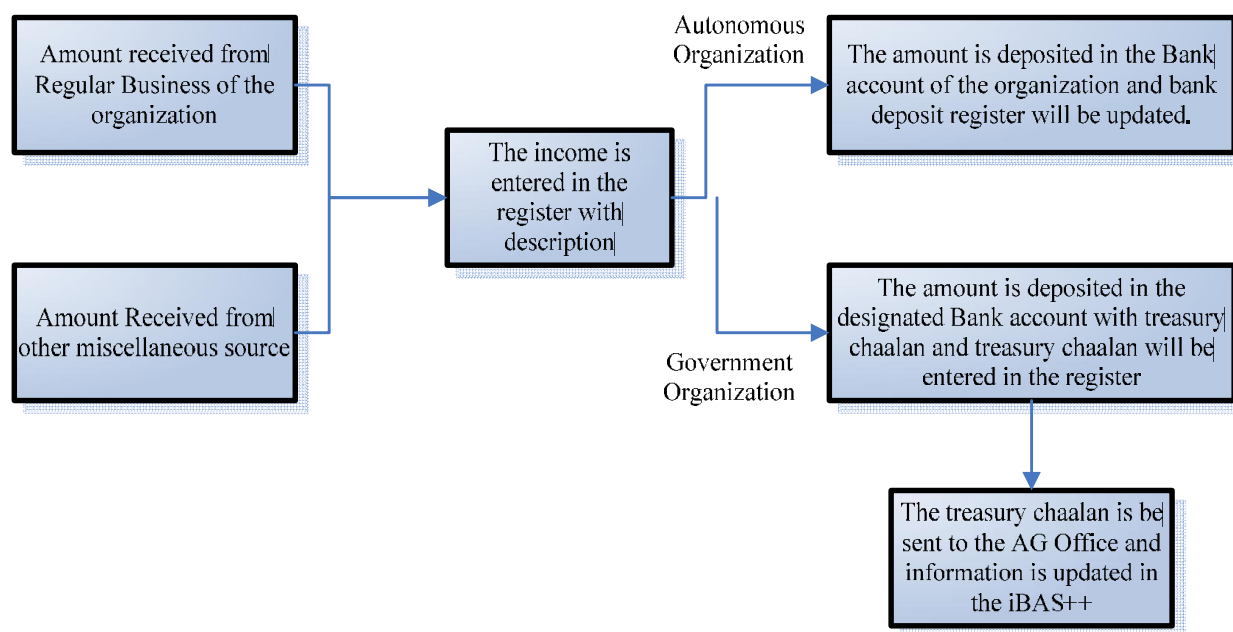


Figure 4-21 Existing Process of Revenue Earning



## Functional Specifications of Different GRP Modules for ICT Division and Planning Division

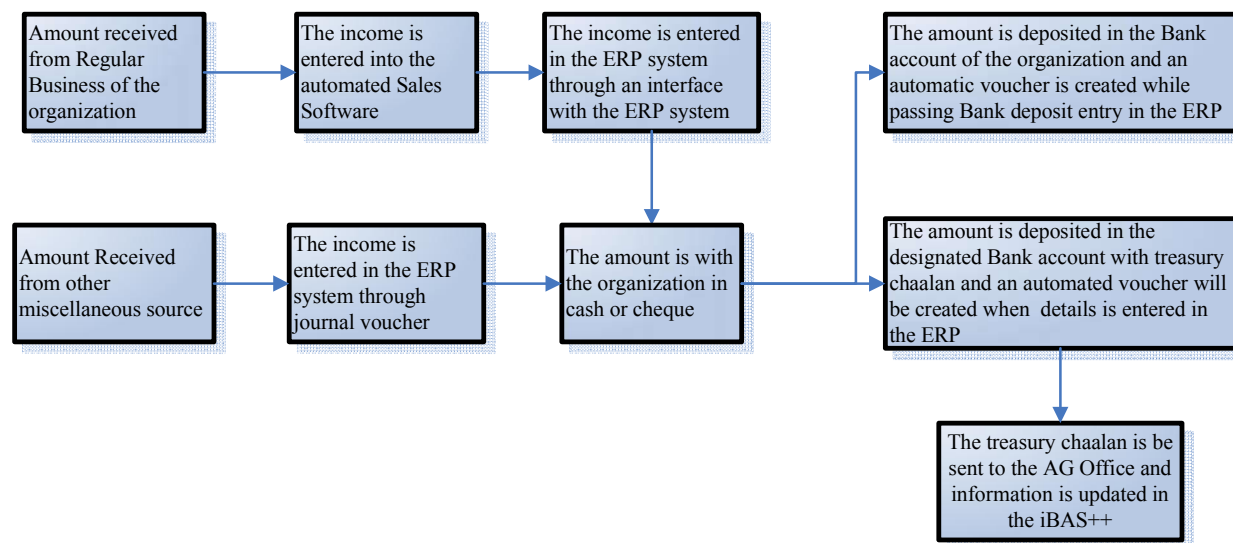


Figure 4-22 Proposed Process of Revenue Earning

**Interface:** e-Nothi and iBAS++

### 4.8.5 Search Options and Report/Dashboard

- Reporting bank and cash receive register
- Reporting sales and other incomes within a particular duration
- Showing the income or sales within a duration in the dash board

## 4.9 Sub Module: VAT, TAX and AIT Management

Any payment made by the organization must follow the rules and regulation set by NBR. There should be VAT and Tax deduction at source for any kinds of payment.

### 4.9.1 List of Features

The sub module must have the following functionalities related to the source VAT and Tax payment:

- Generating provisions for VAT and Tax deductions in the automated account voucher
- Generating vouchers for VAT and Tax payment to the designated bank accounts
- All the chaalan copy must be scanned and stored against the payments made. This is might be necessary for audit inquiry.

#### 4.9.2 Master/System Data/Operational Rule

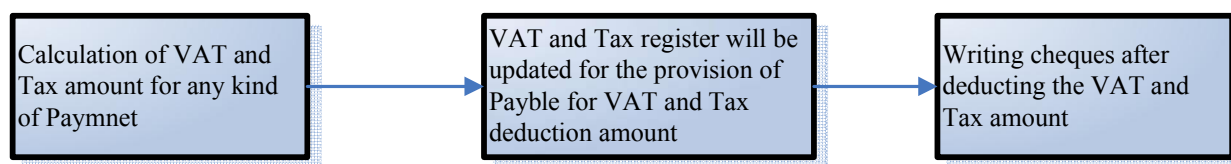
- Accounting heads related to provision for VAT and Tax deductions
- Accounting heads related to banks for payment of VAT and Tax
- There must be a configuration facility in the GRP to enter the existing rules of VAT and Tax deduction at source. This could be overwritten by the GRP if exception is occurred.
- The workflow of the VAT and Tax Payment processing functionalities

#### 4.9.3 Actors/Stakeholders

- Contractors and Suppliers
- NBR
- Officers of Accounts Department
- AG Office
- Top management supervising the accounting operations

#### 4.9.4 Process Description

The process to be followed by VAT and Tax deduction at source during payment could be shown as follows:



*Figure 4-23 Existing Process of Payment by Deducting VAT and Tax*

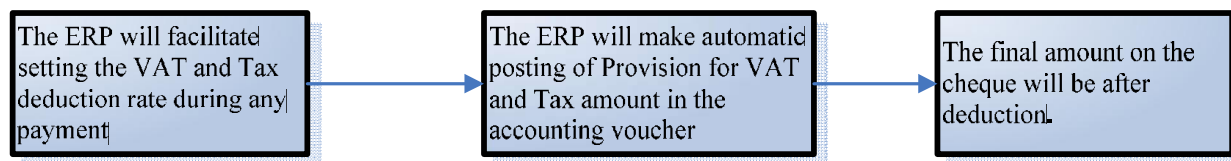


Figure 4-24 Proposed Process of Payment by Deducting VAT and Tax

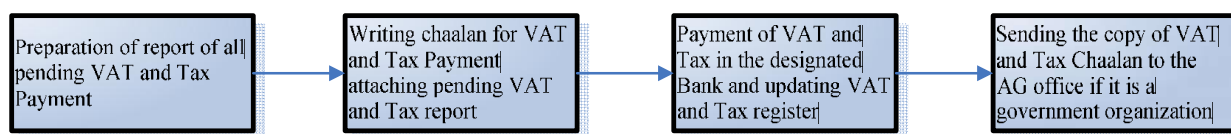


Figure 4-25 Existing Process of VAT and Tax Payment

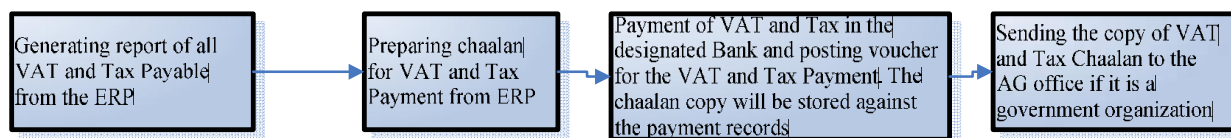


Figure 4-26 Process of VAT and Tax Payment

#### 4.9.5 Search Options and Report/Dashboard

- Reporting VAT and Tax deduction register for any duration
- VAT and Tax payment in the current fiscal year will be shown in the dash board
- Pending job of VAT and Tax Payment for the paid bills or earned revenues could be shown in a report. The summary of this report could be shown in the dash board.
- A party (individual or company) may ask for VAT and Tax deduction certificate along with the chaalan copy. The GRP will provide the certificate of VAT and Tax deduction at source along with the chaalan copy. This certificate will be used in tax return for the proof of Tax and VAT payment.

#### **4.10 Sub Module: Inventory Accounts**

This sub module is responsible for doing necessary posting of accounting vouchers when a particular inventory is updated.

##### **4.10.1 List of Features**

- Generating Material Receipt Report
- Generating Material Receipt Voucher
- Material Issue Voucher
- Material Return Voucher
- Calculation of Depreciation

##### **4.10.2 Master/System Data/Operational Rule**

- The materials in the store from store module
- Each item must have a depreciation rate which must be assigned during entering items as configuration
- The formula related to depreciation
- The workflow of the process related to supply of goods
- The officers playing the role of authorizers for inventory accounts

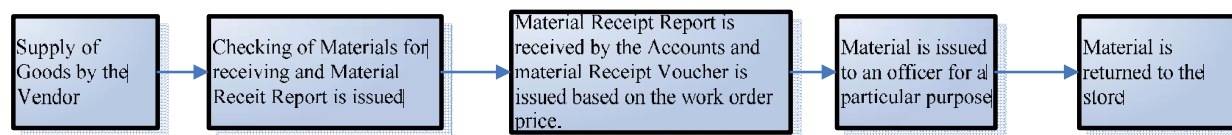
##### **4.10.3 Actors/Stakeholders**

- Store keepers
- Officer of Accounts Department
- Higher level officers supervising store and purchase
- Suppliers and contractors
- AG Office

##### **4.10.4 Process Description**

The following process shows movement of inventory across different parts of organization.

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division



*Figure 4-27 Movement of Inventory across different parts of Organization*

Each part of the process is described briefly with the role of accounting and associated issues

### *Supply of Goods by the Vendor:*

- A supplier supplies goods in response to the work order with a chaalan copy.
- The officer in charge of store receives the goods after necessary observation and counting.
- This does not indicate final acceptance of the goods. Thus this will not be updated in the inventory.
- These items will not be ready for use. Thus there will not be accounting voucher for this operation.

### *Generating Material Receipt Report:*

- This is done after checking of the received goods by the experts and the users.
- If there is any discrepancy in the quality of the items then those will be returned back to the vendor. The inventory is updated in this case.
- The generated Material Receipt Report contains the number of received good. But the accounting book does not show this asset until unless this is approved by the accounts department.

### *Generating Material Receipt Voucher:*

- A copy of the Material Receipt Voucher is forwarded to the accounts department. The accounts officer places necessary command to evaluate the received items as per work order.
- The price of the items will be automatically updated from the work order as the items have been received against a work order.
- There will be provision for changing the prices with proper reasons as remarks.

## Functional Specifications of Different GRP Modules for ICT Division and Planning Division

- An accounting voucher will be posted creating payable to the vendor and creating asset with proper types (fixed or current).
- This payable will be nullified when the bill against the supply will be paid in favour of the vendor.

### *Material Issue Voucher:*

- This voucher will be issued when an item is issued by an officer
- The officer in charge of the store does necessary issue related job. The inventory is updated with the change of location of the items.
- The type of the asset could be changed to work in progress. This will be reflected in the accounts voucher.

### *Material Return Voucher:*

- This voucher will be issued when an item is returned by an officer to the store
- The officer in charge of the store does necessary receiving related job of the items. The inventory is updated with the change of location of the items.
- The type of the asset could be changed to fixed asset from the work in progress. This will be reflected in the accounts voucher.

*Calculation of Depreciation:* All the items in the organization must have depreciation. The tasks related to depreciation calculation are depicted below:

- The depreciation could be calculated daily, monthly, quarterly or yearly.
- This is actually a process doing calculations of depreciation.
- The amount of depreciation during a period of time is stored in the database which is used to generate schedule of depreciation.
- The depreciation calculation is reflected as an accounting voucher for reducing assets and introducing expenditure.

### **4.10.5 Search Options and Report/Dashboard**

- Reporting of schedule of depreciation with detailed break up
- Current Status of Fixed and current asset in the dash board

- Current amount of depreciation in the dash board
- Reporting of the supply which have been received but not entered the accounting book
- Pending tasks for approval of receiving goods will be shown in the dash board

#### **4.11 Sub Module: Fund Management**

This module is responsible for managing following funds of the organization:

- Bank Accounts
- Fixed Deposits
- Shares
- Bonds
- Any other form of funds

##### **4.11.1 List of Features**

*General Functionalities of Fund Management Module:* This sub module supports the following functionalities related to the above mentioned funds:

- All the information related to the funds is stored in the GRP database
- The calculation and reporting of present value of the funds
- Automated posting of interest income and charge expenditures
- Alert system for the renewal of instruments such as share certificate, FDR etc.
- Interfacing of the feed for share prices from stock exchange
- Maintaining the portfolio of the shares purchased
- Updating the stock position for purchase and sell of shares
- Creation of automated vouchers for buy and sell of shares

*Bank Account Reconciliation:* The bank statement will be imported through interfacing to the GRP system for reconciliation among the GRP and bank. Some of the cheques issued or deposited might not be cleared right away. That is why the bank statement from the banks may differ from the position shown in the accounting book.

##### **4.11.2 Master/System Data/Operational Rule**

- Data of the Bank Accounts

- Data of Bank related instruments
- Data of Share instruments
- Interest rates of the bank accounts

#### **4.11.3 Actors/Stakeholders**

- Officer of Accounts Department
- Higher level officers supervising Finance
- Banks
- Brokerage Houses
- AG Office

#### **4.11.4 Search Options and Report/Dashboard**

- Alert to the for the renewal of instruments such as share certificate, FDR etc will be shown in the dash board
- Reporting of portfolio of assets (shares and deposits)
- Reporting ledger of each of the fund items discussed above
- A reconciliation report will present the gap in details between accounting position and the bank statements.

### **4.12 Sub Module: Central Accounts**

This sub module manages core accounting engines by recording debit and credit transactions for different types of vouchers. That is why all kinds of standard accounting reports will be generated from this sub module.

#### **4.12.1 List of Features**

- Identifying the accounting units of the organizations
- Posting accounting voucher which are structured through a process
- Generating Sequence number for voucher numbers
- Incorporating the financial transaction done by other modules through automated creation of account vouchers



#### **4.12.2 Master/System Data/Operational Rule**

- An organization could be divided into multiple units. The top management may want to see the summary reports for each unit separately. That is why we need to associate the identifier of the unit with each accounting entry. The existence of such entry in a government and autonomous organization would be as follows:
  - a. The main organization
  - b. Each of the projects running under the organization
  - c. Each of the branch offices
- For each accounting entry (each of debit and credit side) the associated unit will be attached with the accounting head
- Configuration of different voucher types and short name of voucher type to be used in the voucher number for identification

#### **4.12.3 Actors/Stakeholders**

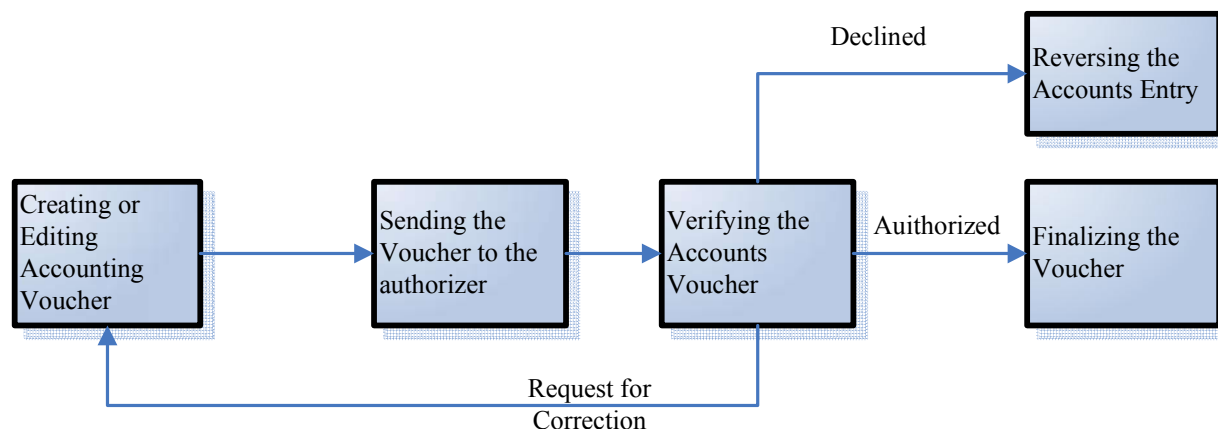
- Officer of Accounts Department
- Higher level officers supervising Finance and Accounting
- AG Office

#### **4.12.4 Process Description**

Following controls must be established to administer the accounting operations in the GRP:

- There may be multiple level of authorizations to finalize an accounting posting
- Multi-level authorization would be configurable by using work flow management
- Each accounting entry cannot be deleted. Any deletion will be done by using reverse entry.
- Only the creator of an entry has the right to change an accounting entry. If any higher level checker finds any problem with an entry then it is sent back to the creator for further review with necessary instructions for change.

The whole process of controlling are shown as follows in the process diagram



*Figure 4-28 Process of Controlling Accounting Operations*

*Integration with other modules:*

There might be lots of financial operations in other modules of the GRP. These have been specified in the detail functional specifications of the other modules. In order to facilitate the operations of other modules there should be a web interface to do necessary equivalent accounting posting (debit and credit transactions) of those financial transactions. There must be a linkage between the financial transactions of the external modules and the automated vouchers so that it can be easily verified by the accounts administrators.

#### **4.12.5 Search Options and Report/Dashboard**

Generating accounting reports are not any more difficult if the accounting posting is done using double entry convention. Reports could be generated for a particular unit of the organization or a consolidated report of the whole organization could be generated. The reports to be considered in general are as follows:

- Balance sheet
- Trial balance
- Cash flow statement
- Change of equity statement
- Ledger book
- Cash book
- Cheque book

The following points could be incorporated in the main dash board of the GRP:

- The pending task of the users such as authorizing/checking an entry passed by a maker or responding a query from the checker.
- Budget variation of the accounting heads for the authorized users
- The current balance of the account heads for the authorized users