**On 14th January, 2025 visited Gelephu GPO to resolve issues related to the ERP system with the individuals users with following discussion and decisions:**

1. **Financial Accounting:**
2. Explored chat of accounts and explained how to check ledger and subledger heads.
3. Discussed the importance of record keeping and informed the accountant of GPO to generate daily trial balance and upload it in Google Drive for record. Explained how to cross check at the end of the working day and save it.
4. **Stock Inventory:**
5. As per the feedback from users, discussed and decided to add stock in transit to differentiate actual closing balance of inventories and in transit.
6. Discussed to discontinue paper RQ and issue based on the ERP system- to be discussed with the Management.
7. Philately Stamps and Products of individuals POs to book from their POS and deposit in their revenue bank account.
8. Reconciled products of Philately under the Central Region.

**On 15th January, 2025 visited Gelephu GPO and Sarpang PO as follows:**

1. Presented all the modules one by one to the Gelephu Staff.
2. Cleared the user's doubt and presented the overall system to Sarpang PO staff.
3. Explained how to generate a daily Trial Balance and upload it in the google drive but due to poor connection, we could not generate the report from the ERP system.
4. We decided to help online if they face any difficulties.