

Chart of Account

The system maintains two (2) Chart of Accounts (CoA) and each CoA can go up to 4 levels. The accounts are categorized into 7 account types (Income; expenditure; Assets; Liabilities; Advance; Bank and Cash; Exchange Difference).

- Organization - Chart of Account

Based on this CoA, system generates consolidated reports for the organization. In the consolidated report, user can include all transaction of the organization or specific Projects/ Cost Centre/ Donor/ Period.

Project's CoA should be linked to this CoA.

- Project – Chart of Account

Based on this CoA, all transactions are recorded in the system. Each account of this CoA is linked to Organization CoA (for consolidation). Budgets and project expenditure are maintained in the system as per this CoA.



Chart of Account

System generate consolidated reports based on this CoA. Basically with this chart of account you can generate report of whole organization. Refer your organization's audit report before creating this CoA. It is recommended to create CoA similar to your audit report, so that you can generate the financial reports of the organization from the system.

Process for Setup

- Go to [Setup](#) menu
- Click on [Chart of Account](#)

[Chart of Account Setup](#) dialog box will open.

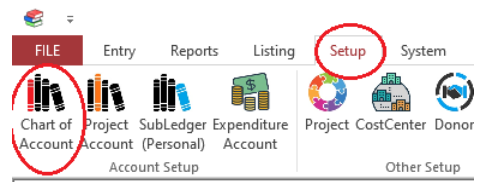


CHART of ACCOUNT

- ▶ 01 - Bank and Cash Balance
- ▶ 02 - 1201 Account Receivable
- ▼ 03 - Cash Advance
 - 0301 - Cash Advance to staff
 - 0302 - Salary Advance to staff
 - 0303 - Salary Advance to supplier
- 04 - Prepaid Expenses
- 05 - Accrued Expenses
- 06 - Deposit
- ▶ 07 - Fixed Assets
- ▶ 08 - Accumulated Depreciation
- ▶ 09 - Account Payable
- 10 - Tax Payable
- 11 - CIT Payable
- 12 - Provident Fund Payable
- 13 - Festival Bonus Payable
- 14 - Severance Fund
- 15 - PCB Payable

Record: 14 | 3 of 28 | No Filter | Search

Account Group: [Dropdown]
Account ID: 02 | Display ID: 02
Account Name: 1201 Account Receivable
Description: [Text Box]
Account Level: Level 1 | Account Type: Assets
☐ Ledger Account

Add Edit Delete Save Cancel Close Print

Note:

1. In Chart of Account List (tree view) you will see three symbol.
 - ▶ - Account group (detail not expanded)
 - ▼ - Account group (detail expanded)
 - - Ledger Account
2. Double click on account to expand or collapse detail.
3. Single click on account to see detail.

To Add

- Click on [CHART of ACCOUNT](#) (for first level). In the detail all field will be blank.
or
Click on Account Group under which you want to add Account Ledger or Group. Account Group's detail will be displayed.
[Add](#) button will be enabled.
- Click [Add](#) button
- Type Display ID for Account in [Display ID](#)
- Type Name of Account in [Account Name](#)
- Type description/remarks for the account (if any) in [Description](#).
- [Account Level](#) – System will define account level and it cannot be changed.
- Select account type for the account.
System provides 7 types of account (Income; expenditure; Assets; Liabilities; Advance; Bank and Cash; Exchange Difference).
For 1st level account [Account Type](#) need to define. For other level [Account Type](#) will be same as [Account Group](#).
- Checked/checked on [Ledger Account](#) to mark ledger account. Ledger account is used to link with project account/s.
If the account is for group then unchecked [Ledger Account](#).
For 4th level account, system will auto checked [Ledger Account](#) and it cannot be changed.
- Click [Save](#) Button, added Account will display in existing the Account list.

Note:

1. [Account ID](#) – System will define the ID and it cannot be changed. This ID will not be display in reports.
2. [Display ID](#) – This is for reporting propose. You can defined [Display ID](#) in line with donor /budget. It can be changed later.
3. You can only create account under account group.
4. For the Bank and Cash Account Type you will see two additional attributes.
 - [Bank Statement & Reconciliation](#): Mark it to use Bank Reconciliation features. Otherwise the account will not be displayed in Bank Reconciliation.
 - [Transaction Currency](#): Select currency of the bank/cash account. By default system will select base currency.



The screenshot shows two fields in a form. The first field is a checkbox labeled 'Bank Statement & Reconciliation' which is checked. The second field is a dropdown menu labeled 'Transaction Currency' with 'NPR' selected.

To Edit

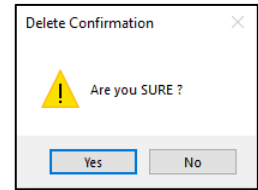
- Click on Account which you want to edit.
- Selected record detail will be displayed and [Edit](#) button will be enabled.
- Click [Edit](#) Button and make necessary changes
- Click [Save](#) Button, changes will also reflect in [Existing User](#) List

Note:

1. [Account ID](#): cannot edit/change
2. [Account Type](#): can edit/change in Level 1 account if
 - Account Group - no account is created under this account
 - Ledger Account – the account is not linked (used) in Project Account.
3. [Transaction Currency](#): can be changed if the account is not linked (used) in Project Account.
4. [Ledger Account](#): can be changed if not level 4 and not linked (used) in Project Account.

To Delete

- Click on Account which you want to delete.
- Selected record detail will display
- Click *Delete* Button
- *Delete Confirmation* Message will pop-up
- Click *Yes* Button to delete or *No* Button to Cancel



Note:

1. If Account is already used then it cannot be deleted. Account may be used in one of following:
 - Created account group or ledger under the account
 - Linked with Project Account.
2. Security Alert Message will pop-up if account is already in used.

BANK and CASH Account

In Chart of Account, Ledger Account should be opened for each bank and cash account of Project.

For the transaction booking same relevant bank/cash account should be opened under each project.

If single bank/cash account is used for multiple projects, then the same bank account need to be opened in each project. The opened account should be linked to the same bank account of organization.

Bank Reconciliation will be done at organization level.

System will maintain bank and cash account of each project and also control balance at project level (if balance control is on/active)



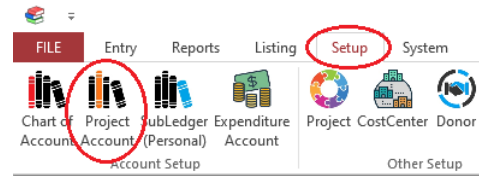
Project Account

For each project, Chart of Account need to be defined. Based on this chart of account, system allow user to enter budget & transactions and generate reports. For the budget (expenditure) heading of project, user need to define the accounts corresponding to budget line under expenditure Account Type.

Process for Setup

- Go to [Setup](#) menu
- Click on [Project Account](#)

[Project Account Setup](#) dialog box will open.



Project Account Setup

PROJECT: PVMG
Participation & Voice for Marginalize Group in Nepal

Project Account Detail

Account Group: Project Activity

Account ID: 050101 Display ID: A.1.1

Account Name: Kick Off Workshop

Description: Kick Off Workshop

Account Level: Level 3 Account Type: Expenditure

☒ Ledger Account ☐ Must specify Sub Ledger ☐ Blocked

☐ Control Expenditure with: Budget: Can go above: 0%

Donor Code: 5124789123478911227891325

Link to Organization's Chart of Account

Account: Capacity Development programs

Add Edit Delete Save Cancel Close

Print

PROJECT ACCOUNT

- FB - FUND BALANCE OF LAST FISCAL YEAR
- 01 - Grant Received
- 02 - Cash&Bank
- 03 - Advance
- 04 - Payables
- 05 - Expenditure
 - A - Project Activity
 - A.1.1 - Kick Off Workshop
 - A.1.2 - Design leadership development programme
 - A.1.3 - Deliver leadership development programme
 - A.1.4 - Monthly forum between elected women and political
 - A.1.5 - Mentoring programme for elected women
 - A.1.6 - Deliver entrepreneurship training to elected member
 - A.1.7 - Provide seed money to elected women
 - A.1.8 - Host Dialogue series between government and
 - A.2.1 - Train 15 Social mobilizer
 - A.2.2 - Formation,Strengthening and mobilization
 - A.2.3 - Support women's group to meet monthly
 - A.2.4 - Deliver training to trainers (TOT)
 - A.2.5 - Deliver entrepreneurship training
 - A.2.6 - Provide seed money to marginalised women
 - A.2.7 - Conduct gendered market analysis
 - A.2.8 - Deliver partner training on disability
 - A.2.9 - Gender and inclusion analysis and strategy
 - A.3.1 - Hold workshop for government official and elected
 - A.3.2 - Conduat annual GESI audit and review of budgeting
 - A.3.3 - Awareness raising campaign at community

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To Add

- Select Project of which accounts need to define from [PROJECT](#) drop-list.
- Click on [PROJECT ACCOUNT](#) (for first level). In the detail all field will be blank.
or
Click on Account Group under which you want to add Ledger Account or Group. Account Group's detail will be displayed.

[Add](#) button will be enabled

- Click [Add](#) button
- Type Display ID for Account in [Display ID](#)
For expenditure account, it is recommended to use budget-code as per budget sheet.
- Type Name of Account in [Account Name](#)
- Type description/remarks for the account (if any) in [Description](#).
- [Account Level](#) – system will define it and cannot be changed.
- Select account type for the account.

System provide 7 types of account (Income; expenditure; Assets; Liabilities; Advance; Bank and Cash; Exchange Difference).

For 1st level account *Account Type* need to define. For other level *Account Type* will be same as *Account Group*.

If the account is for group then unchecked *Ledger Account*.

For 4th level account, system will auto checked *Ledger Account* and it cannot be changed.

- Checked/checked on *Ledger Account* to mark ledger account. Ledger account is used for transaction and budget entry.
- Click *Save* Button, added Account will display in existing the Account list.

Note:

1. *Account ID* – System will auto fill this field and it cannot be changed.
2. You can only create account under account group.
3. For the Ledger Account, system provides different attributes based on account type.

Account Type	Attributes	
Income / Receipt	Must Specify Sub-Ledger; Blocked	☒ Ledger Account ☐ Must specify Sub Ledger ☐ Blocked
Expenditure	Must Specify Sub-Ledger; Blocked; Control Expenditure with Budget; Donor Code	☒ Ledger Account ☐ Must specify Sub Ledger ☐ Blocked ☐ Control Expenditure with Budget. Can go above 0% Donor Code Project Annual
Assets; Liabilities Advance	Must Specify Sub-Ledger; Blocked; Open Item Management; Revaluation	☒ Ledger Account ☐ Must specify Sub Ledger ☐ Blocked ☐ Open Item Management ☐ Revaluation
Bank and Cash	Blocked; Transaction Currency; Minimum Balance Control; Revaluation;	☒ Ledger Account Transaction Currency NPR ☐ Blocked ☒ Balance Control : Minimum Balance 0 ☐ Revaluation

- *Must specify Sub-Ledger*: If this features is turn on, then system will ask for Sub-Ledger while booking transaction. Please also refer Sub-Ledger and Sub-Ledger Activation.
- *Blocked*: If the account is blocked then system will not display the account at the time of new transactions booking.
- *Control Expenditure*: With this option user can control booking of expenditure base on allocated budget. User can choose budget between Project Budget and Annual Budget. User can budget variance percentage on each budget-line (expenditure).
- *Donor Code* : This field is for Donor expenditure code. Some donor may not have this code or in some project it is not needed.
- *Open Item Management*: With this option, user can set whether the account need open item clearing for not. For advance type, open item management is mandatory. (check also open item clearing section)
- *Revaluation*: User can set for each balancing account (Balance sheet account) whether the account should be consider for revaluation. Please not that revaluation is only applicable in multiple current i.e reporting currency is different than base currency or bank and cash account is different than base currency.
- *Transaction Currency*: Option for choosing currency of the bank/cash account. By default system will select base currency.
- *Minimum Balance Control*: with this option user can set minimum balance of cash and bank account. At the time of transaction will check and ensure the balance. If the balance is less than set minimum balance then system will not allow booking.

To Edit

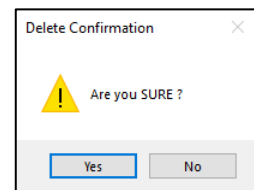
- Click on Account which you want to edit.
- Selected record detail will be displayed and [Edit](#) button will be enabled.
- Click [Edit](#) Button
- Make necessary changes
- Click [Save](#) Button, changes will also reflect in [PROJECT ACCOUNT](#) List

Note:

5. [Account ID](#): cannot edit/change
6. [Account Type](#): can edit/change for Level 1 account if
 - Account Group - no account is created under this account
 - Ledger Account – the account is not linked (used) in Project Account.
7. [Transaction Currency](#): can be changed if the account is not linked (used) in Project Account.
8. [Ledger Account](#): can be changed if the account is not level 4 and transaction/budget not booked with this account.
9. [Linked to Organisation Chart of Account](#): For Cash and Bank Account type Account if any transaction is booked with the account then user cannot change it.

To Delete

- Click on Account which you want to delete.
- Selected record detail will display
- Click [Delete](#) Button
- [Delete Confirmation](#) Message will pop-up
- Click [Yes](#) Button to delete or [No](#) Button to Cancel



Note:

1. If Account is already used then it cannot be deleted. Account may be used in one of following:
 - Created account group or ledger under the account
 - Transaction booked with the account.
 - Budget entered in system with this account
 - Sub-Ledger activated under this account.
2. Security Alert Message will pop-up if already in use.

