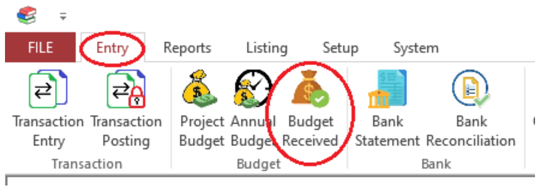
Budget Received Entry

In normal cases when the organization received fund/budget of approved budget for implementation of project, income booking is done via voucher (transaction) entry.

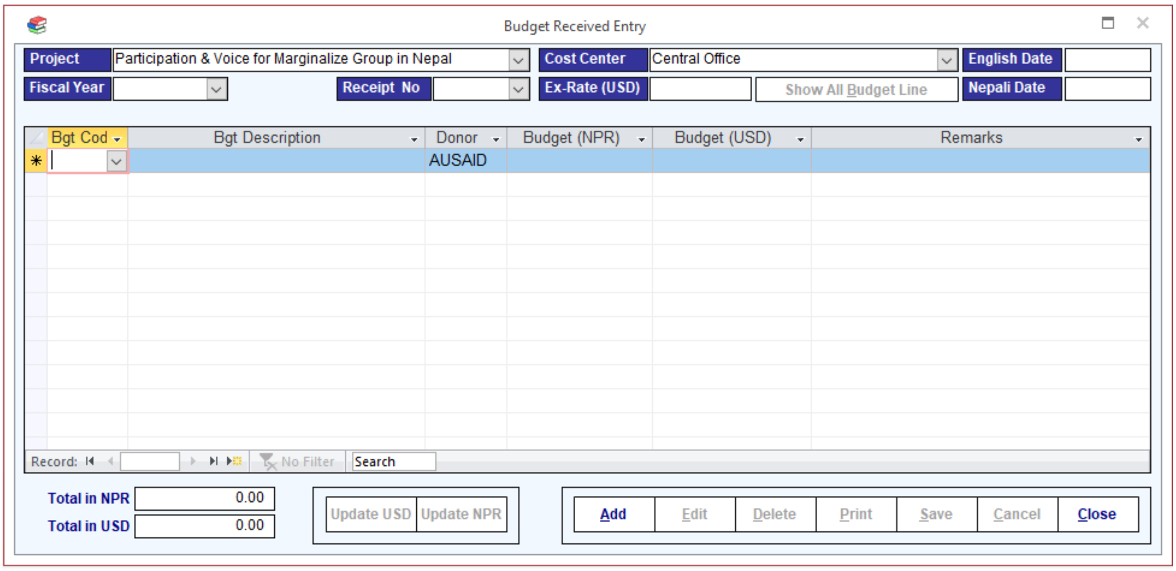
In some projects fund is released for each approved budget line and reporting need to be done with fund balance of each budget line. With TrueBook you can track each budget line fund balance and report to donor. For this you need to also enter detail received fund/budget in the system (additional to income transaction booking).

Process for Entry

- Go to *Entry* menu
- Click on *Budget Received*



Budget Received Entry dialog box will open.



To Add

- Select Project from *Project* drop-list.
- Click *Add* Button
- Select Cost Center from *Cost Center* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list
- System will define receipt No. in *Receipt No* which cannot be changed
- Type exchange rate for the fund receipt in *Ex-Rate*.

  This field is only visible if the project reporting currency is different than base currency.

  Use the same exchange rate which is used at the time of income transaction (voucher entry) booking, amount should be same in both base and transaction currency as in income / grant account.
- Enter fund/amount received date in *English Date* or *Nepali date.*

  System will suggest current date or last day of selected fiscal year or last day of project.
- Click *Show All Budget Line* Button to list Budget-Lines. It can be filled manually as well by selection budget-line in each row.
- Fill the receipt amount in either *Budget (NPR)* column.

  Budget (<rpt Currency>) will be visible if the project reporting currency is different than base currency. Amount can be filled in that column also. System will auto convert the another currency amount using the given exchange rate.
- Click *Save* Button to save.

To Edit

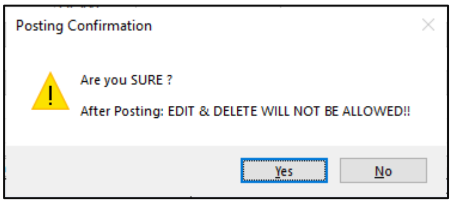
- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list
- Select Receipt Number from *Receipt No* drop-list which need editing.

  Receipt No drop-list will be blank if no matching receipt number found.
- Selected fund/budget receipt detail will be displayed and *Edit* Button will be enabled.
- Click *Edit* Button
- Make necessary changes
- Click *Save* Button to save the changes.

To Edit

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list
- Select Receipt Number from *Receipt No* drop-list which need editing.

  Receipt No drop-list will be blank if no matching receipt number found.



- Selected fund/budget receipt detail will be displayed and *Post* Button will be enabled.
- Click *Post* Button
- *Posting Confirmation* message will pop-up.
- Click *Yes* Button to post the budget received.