Transaction Entry

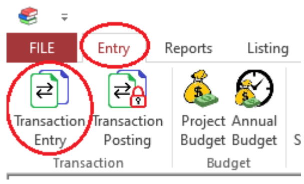
All the financial transaction of the organization should be enter in the system through *Transaction Entry*. The system follows double entry system which means for each voucher the amounts entered as debits must be equal to the amounts entered as credits.

The system supports multiple type vouchers: Journal Voucher (JV), Receipt Voucher (RV), Payment Vouchers (PV) are predefined in the system. All the projects can use these voucher types. If additional voucher type needed then please contact your service provider.

System also generate (auto) voucher for exchange difference while user do revaluation and line item clearing. System use Revaluation Entry (RE) for revaluation exchange difference and Clearing Entry (CE) voucher type for line-item clearing exchange difference. User can only view these vouchers.

User can enter voucher in real-time and print it (No manual voucher is required). For printing user can choose voucher template for each voucher type and voucher header/footer for each project.

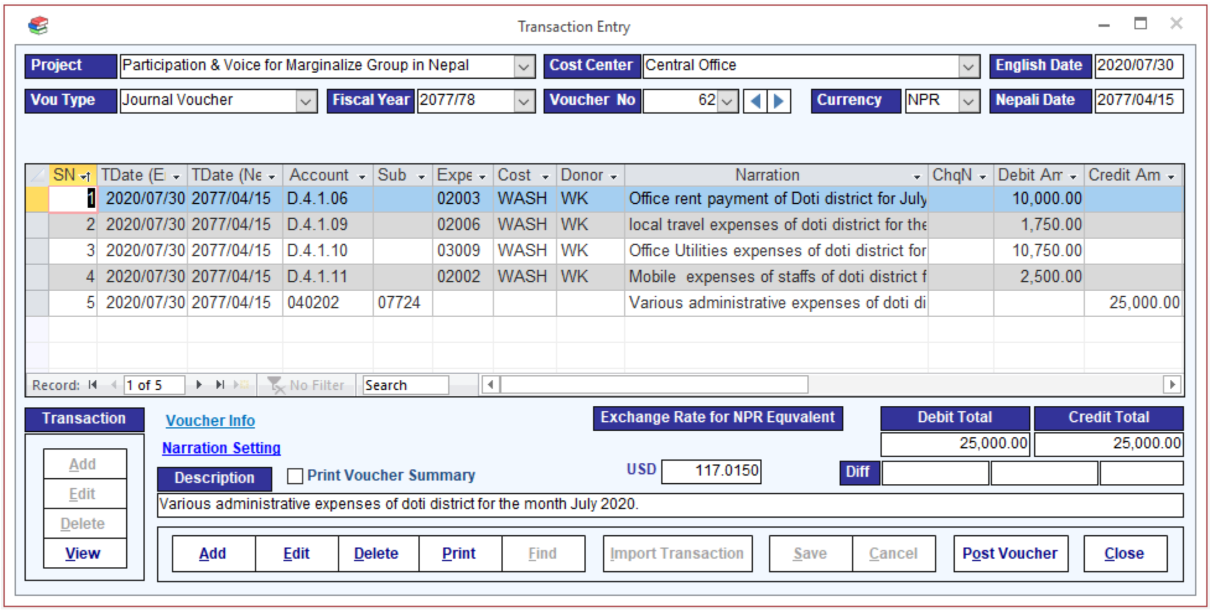
User can also import transaction through *Import Transaction* features.



Process for Transaction Entry

- Go to *Entry* menu
- Click on *Transaction Entry*

Transaction Entry dialog box will open.

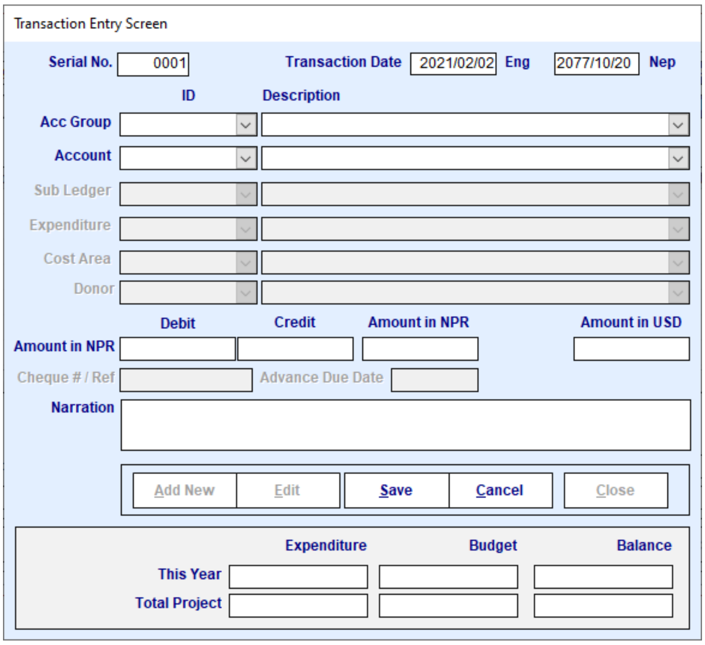


To Add

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Voucher Type from *Vou Type* drop-list.
- Click *Add* Button
- Select Fiscal Year from *Fiscal Year* drop-list. System will auto select default Fiscal Year, it can be changed. Only fiscal year within project period will be displayed which are not locked.
- System will suggest voucher number which is adding one in highest voucher number. User can change it if necessary but voucher number should be unique. Duplicate Alert message will pop-up if the entered voucher number is already exist in system.

  Voucher numbering will be followed by system as per project setup. Refer project setup voucher numbering
- Select currency for voucher if other than base currency. System auto select base currency.

- Enter date of voucher either in *English Date* or *Nepali Date*. System will auto convert and fill other date.
- Type overall description of voucher in *Description*.
- For transaction entry: Click on Add button, *Transaction Entry Screen* will open.



Entering Transaction

- Select Account Group from *Acc Group* drop-list. All Account Group of the project will be listed in the drop-list.
- Select Account from *Account* drop-list. All Ledger Account of the selected Account Group will be listed in the drop-list. If Account is not selected or blank then all the Ledger Account of the project will be listed in the drop-list.
- Select Sub-Ledger if enabled.

  Sub-Ledger will be enabled if the Ledger Account is *Must Specify Sub-Ledger* (refer project account setup). Only activated Sub-Ledger under the Ledger Account will be listed in the drop-list.
- Select Expenditure, Cost Area and Donor if enabled.

  Expenditure, Cost Area and Donor will be enabled if the Ledger Account type is *Expenditure*.
- Type amount in Debit or Credit for the transaction.
- Type cheque number or reference text in *Cheque#/Ref* if enabled.

  Cheque#/Ref will be enabled if the Ledger Account type is *Bank and Cash*
- Type advance due date in *Advance Due Date* if enabled.

  Advance Due Date will be enabled if the Ledger Account type is *Advance*
- Type narration for the transaction in *Narration*. It will be displayed in the account ledger and transaction list.
- Click *Save* Button to save or *Cancel* to cancel.
- Click *Add New* To add another transaction and follow above steps.

  Or

  Click *Edit* to edit same transaction and make necessary changes.

  Or

  Click *Close* to close the Dialog box.

Note:

Following information will be displayed after selecting Account and Sub-Ledger (below part of dialog box):

Account Type	Display
Expenditure	Budget and expenditure (this fiscal year and total project)
Income	Total income in current fiscal year and total project (in reporting currency)
Bank and Cash	Current Balance
Advance	Balance of Sub-Ledger
Assets & Liabilities	Balance of account.

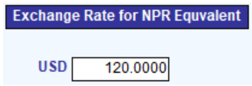
Expenditure and balances are as of voucher date.

- Click *Save* button to save the voucher.

  To save the voucher debit and credit total should be equal. *Security Alert* will pop-up.

  Note:

  1. If Project's reporting currency is different that base currency or Transaction Currency is different than base currency, then exchange rate should be defined before or entered at the time of voucher entry it depends on project setting. Refer Project Setup to know more about exchange rate rule setting.



  2. For exchange rate setting *Periodic Rate*: exchange rate should be defined before voucher enter. Without exchange rate voucher cannot added. Refer *Exchange Rate* section to know more about exchange rate entry.
  3. For exchange rate setting *Voucher wise* or *Transaction wise*: Exchange rate should be entered at the time voucher entry. System will suggest exchange rate which is saved earlier. Suggested rate can be changed. If changed *Save* button will be displayed. Click *Save* button to save the rate for another transaction.
  4. For exchange rate setting *Transaction wise*: Exchange rate can be changed for each transaction.
  5. For exchange rate setting *Voucher wise or Periodic Rate*: If voucher debit and credit total is same and minor difference in reporting currency then system will auto adjust the amount is highest amount transaction at the time of saving voucher.
  6. For exchange rate setting *Transaction wise*: To save the voucher debit and credit total of both currency should be equal.

To Edit

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Voucher Type from *Vou Type* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
- Select Voucher Number from *Voucher No* drop-list. If the voucher drop-list is blank then there is no voucher entered of selected criteria (Project, Cost Center, Voucher type and Fiscal Year)

  Edit button will be enabled.
- Click *Edit* Button and make necessary changes.
- For transaction.
  - To add: Click Transaction *Add* Button.
  - To edit existing transaction : Select the row of transaction and Click Transaction *Edit* Button
  - To delete transaction: Select the row of transaction and click Transaction *Delete* Button

  On *Add* and *Edit* button click, *Transaction Entry Screen* will open. Type/enter necessary information or Make necessary changes.

Click *Save* Button to save changes. The changes will be also reflected main *Transaction Entry* Dialog box

Click *Close* to close the dialog box.

- Click *Save* Button to save the changes.

To Delete

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Voucher Type from *Vou Type* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
- Select Voucher Number from *Voucher No* drop-list. If the voucher drop-list is blank then there is no voucher entered of selected criteria (Project, Cost Center, Voucher type and Fiscal Year)
- Click *Delete* Button

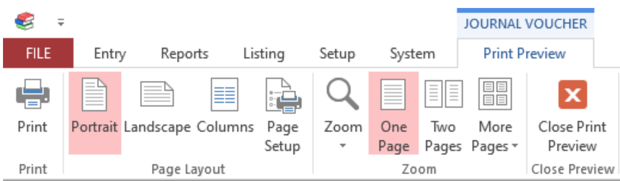
Note (for Edit and Delete):

1. Voucher cannot Edit and Delete in following cases.
    a. Voucher is posted
    b. Project status is *Completed*
    c. Cost Center status is *Closed*
    d. Fiscal Year status is *Locked*
    e. User Level is operator or viewer.

    Security Alert will pop-up if such cases.
2. Transaction already used in Bank Reconciliation and Open item clearing (cleared one) cannot edit or delete. *Security Alert* will pop-up if such cases.
3. Once the voucher is deleted it cannot be restored.
4. Save changes cannot be revert back.

To Print

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Voucher Type from *Vou Type* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
- Select Voucher Number from *Voucher No* drop-list. If the voucher drop-list is blank then there is no voucher entered of selected criteria (Project, Cost Center, Voucher type and Fiscal Year)
- Click *Print* Button. Voucher will be displayed in pre-defined template in *Print Preview* Mode.
  (Refer Voucher Print Format to know more about choose voucher template)



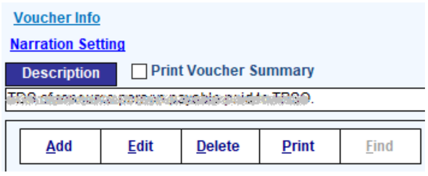
- While in *Print Preview* mode, *Print Preview* menu will be displayed.
- Click *Print* to print the voucher.

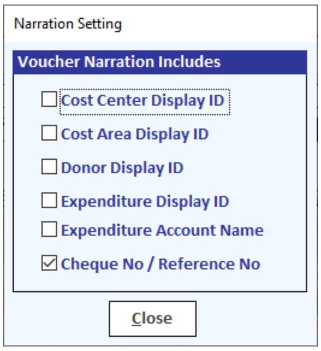
Note:

1. Printer setup will be as per your system setup.
2. You can change print option as MS-Word or MS-Excel.
3. If the voucher is too long then summary voucher can be printed. For that click on *Print Voucher Summary* before clicking *Print* button
4. Voucher Narration can be set, for that click on *Narration Setting*

   Narration Setting dialog box will pop-up. Click on different information/field to add in transaction narration.

   The setting will be saved for other voucher type as well.

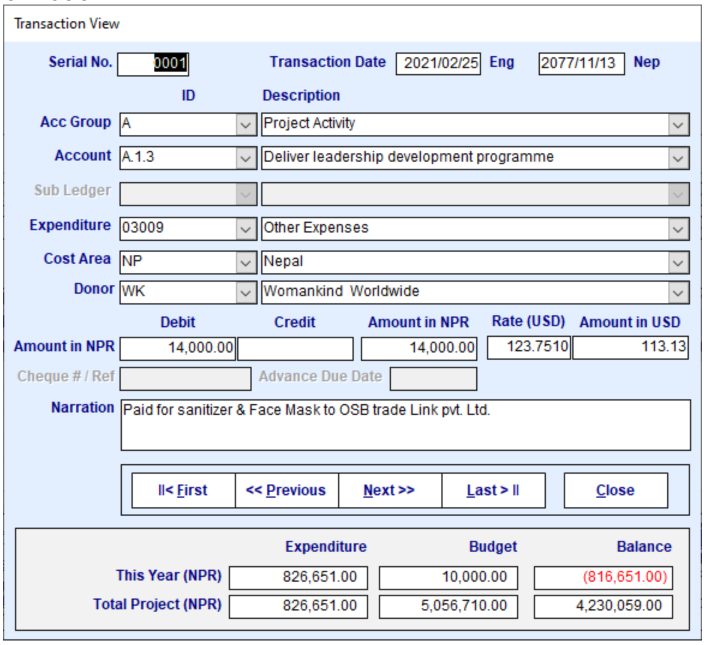




To View

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Voucher Type from *Vou Type* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
- Select Voucher Number from *Voucher No* drop-list. If the voucher drop-list is blank then there is no voucher entered of selected criteria (Project, Cost Center, Voucher type and Fiscal Year)

  After selection of voucher, voucher information will be display in respective fields and transaction of the voucher will be displayed as well.
- To view the transaction detail click on Transaction *View* button, below dialog box will pop-up with transaction information.



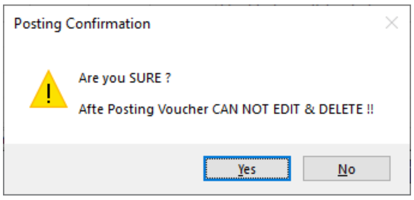
- You can check other transaction by clicking on navigation button (*First*, *Previous*, *Next* and *Last*)
- To close the dialog box, click on *Close* button

To Post

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Voucher Type from *Vou Type* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
- Select Voucher Number from *Voucher No* drop-list. If the voucher drop-list is blank then there is no voucher entered of selected criteria (Project, Cost Center, Voucher type and Fiscal Year)

  After selection of voucher, voucher information will be display in respective fields and transaction of the voucher will be displayed as well.

  If the voucher is not posted then *Post Voucher* button will be enabled.



- Click *Post* button to post the voucher.

  Posting Confirmation message will pop-up.
- Click *Yes* button to confirm voucher posting.

  Note:

  1. Once the voucher is posted it cannot edit or delete.
  2. Only *L0* user can unposted the voucher.
  3. Bulk vouchers can be posted, refer *Voucher Posting* section.

Importing Transaction from Excel

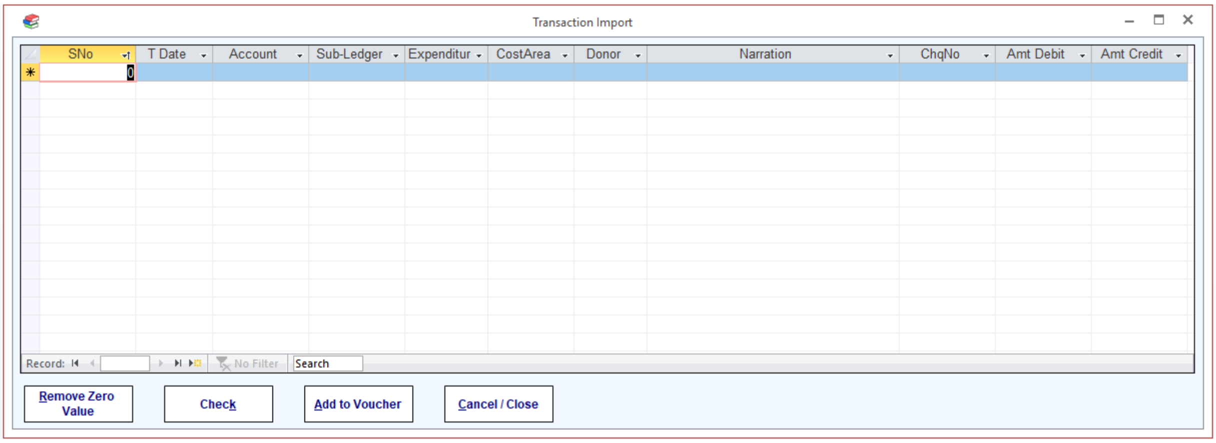
For the recurrent voucher like salary payment, utility payment etc. Voucher can created or saved in excel. The save voucher transaction can be imported in TrueBook while creating voucher.

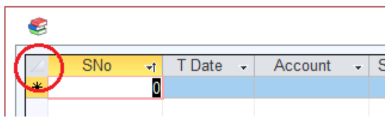
To Import

- Make a voucher in excel template like below. You can also find Voucher Template in Program folder which is named as importVoucher.xls.
- Use *Display ID* for *Account*, *Sub-Ledger*, *Expenditure*, *Cost Area* and *Donor*.
- Once the voucher transaction is finalized for the voucher entry.

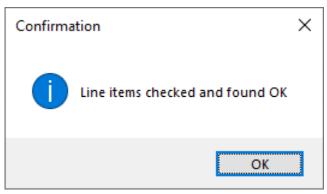
SNo	T Date	Account	Sub-Ledger	Expenditure	CostArea	Donor	Narration	ChqNo	Amt Debit	Amt Credit
1	2021/01/13	C.3.1.4	19094	01001	NP	WK	Salary of district project staff for January 2021 transfer.		33,660.00	
2	2021/01/13	C.3.1.5	19101	01001	NP	WK	Salary of district project staff for January 2021 transfer.		20,064.00	
3	2021/01/13	C.3.1.5	19095	01001	NP	WK	Salary of district project staff for January 2021 transfer.		20,064.00	
4	2021/01/13	C.3.1.5	19096	01001	NP	WK	Salary of district project staff for January 2021 transfer.		20,064.00	
5	2021/01/13	C.3.1.4	19097	01001	NP	WK	Salary of district project staff for January 2021 transfer.		33,660.00	
6	2021/01/13	C.3.1.5	19098	01001	NP	WK	Salary of district project staff for January 2021 transfer.		20,064.00	
7	2021/01/13	C.3.1.5	19099	01001	NP	WK	Salary of district project staff for January 2021 transfer.		20,064.00	
8	2021/01/13	C.3.1.5	19100	01001	NP	WK	Salary of district project staff for January 2021 transfer.		20,064.00	
9	2021/01/13	040201	19094				SSF on salary payment for January 2021 booked.			8,695.50
10	2021/01/13	040201	19101				SSF on salary payment for January 2021 booked.			5,183.20
11	2021/01/13	040201	19095				SSF on salary payment for January 2021 booked.			5,183.20
12	2021/01/13	040201	19096				SSF on salary payment for January 2021 booked.			5,183.20
13	2021/01/13	040201	19097				SSF on salary payment for January 2021 booked.			8,695.50
14	2021/01/13	040201	19098				SSF on salary payment for January 2021 booked.			5,183.20
15	2021/01/13	040201	19099				SSF on salary payment for January 2021 booked.			5,183.20
16	2021/01/13	040201	19100				SSF on salary payment for January 2021 booked.			5,183.20
17	2021/01/13	0201					Salary of District project staff for January 2021 transfer	bank transfer		69,606.90
18	2021/01/13	0201					Salary of District project staff for January 2021 transfer	bank transfer		69,606.90

- Go to Excel Program in which transaction are entered. Select the transactions (of excel file) and copy the data by pressing *Ctrl+C*.
- Go to TrueBook Program
- Click *Import Voucher* button. The button is enabled only in Add or Edit mode. *Transaction Import* Dialog box will open.





- Click on top left corner of data sheet.
- Past the data by pressing *Ctrl+V*.
- All the copied data will be displayed in the table.
- Click *Check* Button to check whether all the data is good to add in transaction list.
- System will check all the transactions whether it is in-line with system data and rule.



- If all transaction is OK, *Confirmation* message will pop-up.
- If error found then *Transaction Import Error* Message will pop-up. In the Message, Sno and error message will be displayed for each error.

  Close the message by clicking *OK* button.

  Correct the error. You can do correction directly in system or in excel file and do copy paste again.

- Click *Remove Zero Value* to remove line which amount figure is blank or zero.
- Click *Add to Voucher* to add transition into voucher. System will check transactions and only add to voucher if there is no error. Otherwise *Transaction Import Error* Message will pop-up with error message.

  or

  Click *Cancel /Close* button to close dialog box.