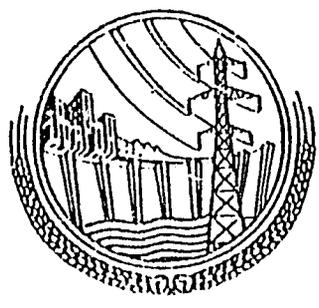


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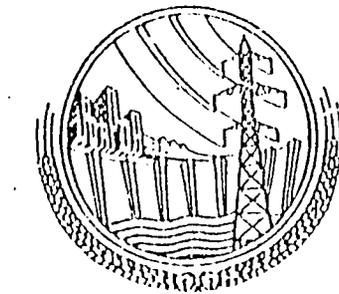


COMPUTERIZATION
OF
DIVISION ACCOUNTS
OPERATION MANUAL

WAPDA
POWER DISTRIBUTION WING
LAHORE, PAKISTAN

JUNE 1992

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1. HOW TO START WITH THE WAPDA ACCOUNTING SYSTEM

The Wapda Accounting System is installed on the hard disk on P.C.

At the operating system prompt (>) type GATE and press Enter Key. Screen shown below will appear.

```
.....
|   Date : MM/DD/YY   |
|   Time : HH/MM/SS   |
|                     |
|           WAPDA COMPUTER CENTRE |
|                     |
|           1. Customer Information System |
|           2. Stores Inventory System |
|           3. Work Order System |
|           4. Accounting System |
|           5. Line Losses System |
|           6. New Application Procedure |
|           7. New Customer Information System |
|                     |
|   Yours Selection Please : ( )       F9: Help F10: Exit |
|.....
```

On this screen Accounting System is at Sr. 4 . The cursor is within the brackets against the question line. The computer is asking you to select any one of the seven options. Enter 4 to get on the Accounting System . The main menu of the WAPDA Accounting System (W.A.S) will appear on screen as follows:-

```
.....
|                                     MM/DD/YY |
|                                     |
|           MAIN MENU |
|           WAPDA ACCOUNTING SYSTEM |
|                                     |
|           MAIN ACCOUTING SYSTEM |
|           UTILITY PROGRAMME |
|           QUIT OR ESC |
|                                     |
|           THIS OPTION IS USED TO RUN ACCOUNTING SYSTEM |
|.....
```

There are 3 selections or options on this menu. The first is the W.A.S. The 2nd is for Utility Programme. The 3rd one helps to quit from present menu and revert to previous menu. Use arrow keys to move the cursor to select the appropriate option and then press enter key.

2. MAIN ACCOUNTING SYSTEM - OPTION NO. 1

2.1 General Information

When you get on the Main Menu W.A.S the cursor will automatically highlight the first option which is for Main Accounting System. Press enter key. Following screen is displayed:

```
.....
| Date: MM/DD/YY                               Scr: 41 |
|                                               |
|                               WELCOME TO      |
|                               |               |
|                               WAPDA ACCOUNTING SYSTEM |
|                               |               |
|                               |               |
|                               ENTER USER-ID : ( ) |
|                               |               |
|                               AND PASSWORD  : ( ) |
|                               |               |
|                               F9: Help F10 : Exit |
|                               |               |
|.....
```

The cursor is within brackets against user I.D. line. Enter your ID and password. This is indicated to you by WAPDA Computer Organization. The idea of allotting the identity to each user is to prevent the un-authorized use of this package.

After you have entered the ID & Password the next screen appears as below:

```
.....
| Date: MM/DD/YY   WAPDA ACCOUNTING SYSTEM   Scr: 42 |
|                               REGION: xxxxxxxx-99 |
|                               |               |
|                               MAIN MENU FOR DIVISION PROCESSING |
|                               |               |
|                               CONTROLLING MONTH/ ( MMY ) |
|                               PERIOD ENDING. |
|                               |               |
|                               F9: Help   F10: Exit |
|.....
```

The cursor is within brackets against controlling month line. You have to enter the controlling month as MM i.e.

For July - 07
For August - 08
and so on.
and year as YY i.e. 89.

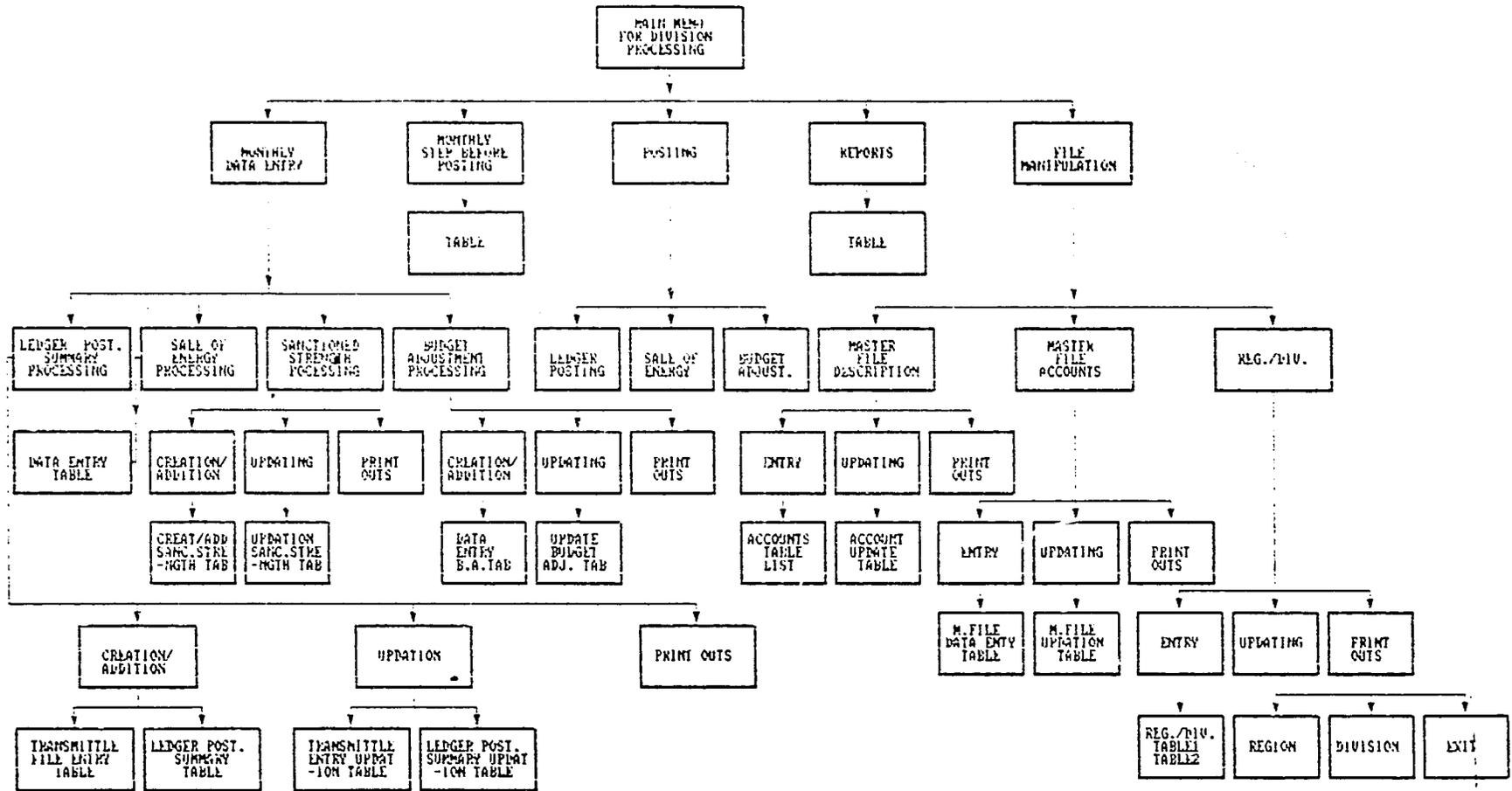
Controlling month is the month for which transactions are being processed. After you have entered the month press enter key. The Main Menu for Division Processing is displayed as follows with the cursor in brackets:

```
.....  
| Date: MM/DD/YY   WAPDA ACCOUNTING SYSTEM   Scr: 42 |  
|                   REGION: XXXXXXXXX-99      |  
|  
|           MAIN MENU FOR DIVISION PROCESSING |  
|  
|           1. Monthly Data Entry              |  
|  
|           2. Monthly Steps Before Posting   |  
|  
|           3. Posting                          |  
|  
|           4. Reports                          |  
|  
|           5. File Manipulation               |  
|  
| Your Selection Please ( )      F9: Help  F10: Exit |  
|  
|.....
```

Note this table carefully. The main menu for Division Processing has been frequently referred to in the sections that follow.

2.2 The Accounting System consists of many programme, data and table files. In order to have a bird's eye view of the various steps of this system, glance through the chart on next page.

VAPDA ACCOUNTING SYSTEM



BEST AVAILABLE DOCUMENT

3. STEPS IN COMPUTERISED ACCOUNTING PROCESS

Now you are at a stage to start the accounting process. The computerised accounting process involves the following steps.

- Determining an account number with description for each transaction.
- Entering the opening balance against each account number.
- Entering transactions for the controlling month.
- Processing of the transactions for the controlling month.
- Posting of these transactions to the General Ledger.
- Preparing the Accounting and Management reports.

Each step is discussed as follows:

3.1. ACCOUNT NUMBERS AND THEIR DESCRIPTION

3.1.1 ENTERING NEW ACCOUNT NUMBERS

All the account numbers and their description which are relevant for processing of the transactions are already an integral part of W.A.S.

However while entering the transactions from various ledger posting summaries (Section 3.4.3 refers) under option 1 of the Main Menu for Division Processing, you may come across an account number which has been indicated by the Computer as not already existing on the Master File Accounts Description. To enter such a new account number option 5 of the Main Menu for Division Processing is used. For this purpose:

- Select Option - 5 File Manipulation. 3 Options will appear. Then
- Select Option - 1 Master Accounts Description. 3 Options will appear. Then
- Select Option - 1 Entry

An account table appears on screen as below:

```
.....  
|                ACCOUNT TABLE LIST                |  
|                                                        |  
| CODE          DESCRIPTION                          |  
|                                                        |  
|                                                        |  
|                                                        |  
|                                                        |  
|                                                        |  
| DO YOU WANT TO CONTINUE   Y/N                          |  
.....
```

The cursor is under the code column and indicates the point where to make entry. Enter Account Number with description. Code of six digits (numeric) and description of 30 characters is taken for all accounts. Zeros are added to the right to make the six digit code where necessary. When entry of 6 digits is completed under code column, the cursor moves to description column. Complete the description and press enter key. The cursor moves to the question line. In case you have to enter many account numbers, type Y to continue and N to discontinue and press enter key. Press F-10 to exit this menu.

3.1.2 UPDATING ACCOUNTS DESCRIPTION

While processing transactions need may arise to make changes in the account numbers as entered on Master File Accounts Description. Option 5 of the Main Menu for Division Processing is used for this purpose.

- Select Option - 5 File Manipulation. 3 options will appear. Then
- Select Option - 1 Master Accounts Description. 3 options will appear. Then
- Select Option - 2 Updating

An account updating table appears on the screen as below with the cursor against the bottom line:

Enter category of transaction as R-Rural, U-Urban, and C-Common and press enter key. This account table is replaced by the following:

```

-----
| Date: MM/DD/YY      WAPDA ACCOUNTING SYSTEM      Scr:42521 |
|                     REGION :                               |
|                     =====                               |
|                     MASTER FILE DATA ENTRY              |
|
|  AEB  CODE           |
|
|  DIVISION CODE       |
|
|  RURAL/URBAN/COMMON CODE
|  =====
|
|  ACCOUNT CODE        |
|
|  BUDGET ( ANNUAL )   |
|
|  CURRENT MONTH CLOSING BALANCE
|
|
|F7 SAVE and EXIT    FB: CONTINUE    F9:HELP    F10: EXIT    |
-----

```

The cursor is against the Account Code line. Type the account number and press enter key. The cursor moves to Budget (Annual) line. Type the budget amount. The cursor moves to the current month closing balance line. Enter the amount of closing balance. Press F-8 to continue with making entries. Press F-7 to save and to exit this menu. You can also leave this menu by pressing F10. Entries cannot be made against any account number unless it has already been entered in the Master File Accounts Description. If you are entering an amount against an account number which does not exist on Master File Accounts Description, its non-existence will be indicated by the

Computer. You will have to enter that number separately by quitting this procedure and by following the instructions in Section 3.1.1 for making fresh entries for new account numbers.

3.2.2 UPDATING

When you have entered opening balance against various account numbers by following the procedure in Section 3.2.1, need may arise to make changes in these entries. These changes are made by selecting Option 5 of the Main Menu for Division Processing.

- Select Option - 5 File Manipulation. 3 options will appear. Then
- Select Option - 2 Master File Accounts. 3 Options will appear. Then
- Select Option - 2 Updating

A Master File Updation Table appears on the screen as below with the cursor against the line indicating various categories of transactions.

```

.....
; Date:  MM/DD/YY                               Scr: 42522 ;
;                WAPDA ACCOUNTING SYSTEM
;                REGION:  XXXXXXXXXXXX-99        ;
;                =====
;                MASTER FILE UPDATION          ;
; AEB CODE                                         ;
; DIVISION CODE                                     ;
; RURAL/URBAN/COMMON CODE                         ;
; =====
; ACCOUNT CODE                                     ;
; BUDGET (ANNUAL)                                 ;
; CURRENT MONTH CLOSING BALANCE                   ;
;
;                FB: CONTINUE F9: HELP F10:EXIT  ;
.....

```

Enter the type of transaction R,U,C and press enter key. The cursor moves to Account Code line. Type account code requiring change or modification and press enter key . The original entry will appear on the screen with an instruction either to change-C, delete-D, or exit-E the entry. Indicate C, D or E as you wish and press enter key. In case of change the cursor moves to account code line and you can make fresh entry. (Section 3.2.1 refers) When you press D the computer asks you to be sure. Think and type Y for yes. Press F-B to continue with making changes in the entries. Press F10 to exit this menu.

3.2.3 PRINTING

After you have entered the opening balances you need to check the data entry errors. For this you need a listing of entries made. This is done through printing. Be sure that Printer is properly installed. Option 5 of the Main Menu for Division Processing is used for this purpose as below:-

- Select Option - 5 File Manipulation. 3 options will appear. Then
- Select Option - 2 Master File Accounts. 3 options will appear. Then
- Select Option - 3 Print-out

Press F-B. The printing will start. After it is completed you can check with the original record and change or modify the entries by observing updating procedures for Master File Accounts as discussed under Section 3.2.2.

3.3 PARTICULARS OF REGION/DIVISIONS

The data under processing always relates to a particular Division under a Region. The particulars of Region and Division are entered once in the system. While making entries for the opening balances need may also arise to enter the name of Region/Division or update the related particulars. This is done also by using Option 5 for Main Menu Division Processing.

3.3.1 FRESH ENTREIS

For making fresh entries or additions for Region/Divisions:

- Select Option - 5 File Manipulation. 3 options will appear. Then
- Select Option - 3 Region/Division. 3 options will appear. Then
- Select Option - 1 Entry

Press F1. A table for Region/Division appears as below with the cursor against Region Code Line:

```
.....  
|                WAPDA ACCOUNTING SYSTEM                |  
|                                                                |  
| REGION/DIVISION TABLE                (ENTRY)            |  
|                                                                |  
| ENTER REGION CODE .....                |  
|                                                                |  
|                                                                |  
|                                                                |  
|                                                                |  
|.....|
```

The code for identification of Region and Divisions are indicated by the Director Accounts of AEB concerned. Enter the code for th Region. Press enter key. A table for Division Entry Menu appears on screen as below with the cursor against the bottom line:

```

.....
|                                     |
|           WAPDA ACCOUNTING SYSTEM           |
|                                     |
|           REGION                       |
|                                     |
|           DIVISION ENTRY MENU               |
|                                     |
|           CODE           DESCRIPTION       |
|                                     |
|                                     |
|                                     |
|                                     |
|           ENTER F1 TO CONTINUE   OR F10 FOR EXIT   |
|                                     |
|           .....

```

Press F1. The cursor moves to the code column. Note that Region Code is already indicated. Add Division Code. The cursor moves to the description line. Add its particulars. Press enter key. Press F1 to continue i.e. for entering particulars of more divisions. Press F-10 to exit.

3.3.2 UPDATING

Changes in the particulars of Region/Divisions are made as below:-

- Select Option 5 File Manipulation - 3 Options will appear. Then
- Select Option 3 Region/Division - 3 Options will appear. Then

the procedure requires confirmation. Type Y or N and press enter key.

Option 3 in the Region/ Division table is for quitting this menu.

3.3.3 PRINTING

When you are in Region/Division Menu Option 3 is for printing of the Region/Division file. Use this option for printing of this file. Be sure that printer is properly installed.

3.4 ENTERING DATA FOR THE CONTROLLING MONTH

Entries made in each book of prime entry are analysed and ledger posting summaries are prepared. This is now done manually and will continue for some time.

3.4.1 SOURCE CODES

For identification of transactions with the primary source each transaction, has been allocated a source code which is indicated on the ledger posting summary. These codes are as follows:

- 01 Payroll Summary
- 02 Imprest Cash Book
- 03 Misc. Receipt Cash Book
- 04 Capital Contribution Cash Book
- 05 Sub Divisional Imprest Cash Account
- 06 Invoice Book
- 07 S.S. Cheques Issued
- 08 S.S. Cheques Received
- 09 IDT Advices Incoming
- 10 Billing and Collection Return
- 11 Journal
- 12 Stores Received Statement/Register
- 13 Stores Issued Statement/Register

3.4.2 DATA ENTRY

In order to enter or update the transactions of the month concerning ledger posting summaries, customer accounts, sanctioned strength and budget adjustments Option 1 of the Main Menu for Division Processing is used.

A table showing "Transmittal File Entry" will appear as below:

```

.....
| Date: MM/DD/YY                               Scr: 42111 |
|
|           WAPDA ACCOUNTING SYSTEM           |
|           REGION : XXXXXXXXXXXXXXX-99       |
|
|           TRANSMITTAL FILE ENTRY           |
|
| DIVISION                                     (9999)   |
| PERIOD ENDING                               (MMYY)   |
|
| SOURCE CODE                                 (   )     |
| RURAL /URBANB/COMMON (R/U/C) (   )   |
|
| TRANSMITTAL TOTALS:-                       |
|
| DEBIT                                       (           ) |
| CREDIT                                    (           ) |
| LINE COUNT                                (   )     |
|
| F1 SAVE & CONTINUE F8 SAVE AND EXIT F9:HELP F10: EXIT |
.....

```

This table is used to make entries of the Transmittal Documents. The cursor is against the source code line. Indicate source code. The cursor moves to the lower line then type category of transactions i.e Rural, Urban or Common. Press enter key. Enter total debits, total credits and number of lines of the entries in the ledger posting summary. Press F-1. A table showing Ledger Posting Summary will appear as below.

3.4.3.2 UPDATING

For making amendments and changes in the entries made by following the procedure as in Section 3.4.3.1, option 1 of the Main Menu for Division Processing is used.

- Select Option 1 - Monthly Data Entry. 4 options will appear. Then
- Select Option 1 - Ledger Posting Summary. 3 options will appear. Then
- Select Option 2 - Updating

A table showing Ledger Posting Summary Updation will appear as below with the cursor in the brackets:

```
.....
; DATE: MM/DD/MM                               SCR: 42112  ;
;
;           WAPDA ACCOUNTING SYSTEM              ;
;           REGION : XXXXXXXXXXXX-99             ;
;           =====                             ;
;
;           LEDGER POSTING SUMMARY UPDATION      ;
;
;           1.  TRANSMITTAL FILE                 ;
;
;           2.  LEDGER POSTING SUMMARY FILE      ;
;
; YOUR SELECTION PLEASE ( )                     ;
;
;                                           F9: HELP F10: EXIT ;
.....
```

Select Option 1 for making changes in transmittal file.

A table appears as below :

```

.....
: Date: MM/DD/YY                               Scr: 42112      :
:           WAPDA ACCOUNTING SYSTEM             :
:           REGION : XXXXXXXXXXXXXXX-99         :
:           TRANSMITTAL FILE ENTRY UPDATION    :
:
: DIVISION (9999)                               :
: PERIOD ENDING (MMYY)                          :
:
: SOURCE CODE ( )                               :
: RURAL /URBAN/COMMON (R/U/C) ( )              :
:
: TRANSMITTAL TOTALS:--                         :
:
: DEBIT ( )                                     :
: CREDIT ( )                                    :
: LINE COUNT ( )                               :
:
: F1 DELETE          F8:CHANGE          F9:HELP F10: EXIT  :
.....

```

The cursor is against the source code line. Indicate source code and then category of transaction as R.U.C. Press enter key. Original entry is exhibited. Press F-1 for delete, F-8 for change. When you press FB original entry is displayed with cursor against the debit line. Make the required changes and keep on pressing FB for additional changes. In case F-1 is pressed type Y if entry is to be deleted. Press F-10 to go to previous menu. For making changes in Ledger Posting Summary File, select option 2 of the first table in this section. A table appears as below:-

```

.....
| DATE:  MM/DD/YY                               SCR:  421121  |
|           WAPDA ACCOUNTING SYSTEM           |
|           REGION: XXXXXXXXXXXXX-99           |
|           LEDGER POSTING SUMMARY           |
|           UPDATION                           |
|           |                                     |
| PERIOD ENDING                               (MMYY)   |
| DIVISION NO.                               (9999)   |
| SOURCE CODE                               (   )   |
| RURAL/URBAN/COMMON (R/U/C)                (   )   |
| ===== |                                     |
| ACCOUNT CODE      DEBIT          CREDIT   |
|           |                                     |
|           F1: REMOVE  F8: CONTINUE  F9: HELP F10:EXIT |
| ..... |

```

The cursor is against the source code line. Indicate the source code and then category of transaction as R.U.C. Press F-8 the computer will ask the Record No. (Line No. of Ledger Posting Summary) to be updated. Enter this from the print-out of the Ledger Posting Summary and press F8. The original entry will be displayed. In case the entry is to be changed press F-8 for change. The cursor moves to the Account Code Column, correct the account number. The cursor moves to the debit column, change the amount. The cursor moves to the credit column, correct the amount. Press F8 to continue with the process. Press F-1 for removing the record. If no change is required press F-10.

3.4.3.3 PRINTING

This step facilitates the printing of the Ledger Posting Summary File and helps the user to check the errors in the entries made while processing the data. For this purpose select Option 1 (Ledger Posting Summary) of the Main Menu

for Division Processing . Three options will appear. Then select option 3 - Print-outs. Be sure that Printer is properly installed before you press option 3.

3.4.4 SALE OF ENERGY PROCESSING

In order to process the data concerning consumer's statistics Option 1 for Monthly Data Entry of the Main Menu for Division Processing is used. For this purpose:

- Select Option 1 Monthly Data Entry 4 Options will appear. Then
- Select Option 2 Sale of Energy Processing

A table showing Data Entry - Sale of Energy will appear as below:

```

.....
|Date: MM/DD/YY                               Scr: 4212  |
|                WAPDA ACCOUNTING SYSTEM                |
|                                                    |
|                DATA ENTRY - SALE OF ENERGY            |
|                                                    |
| DIVISION CODE                               (9999)      |
| CONTROLLING MONTH:                          (MMYY)      |
| UNITS RECEIVED:                             (   )       |
| R/U:                                         (   )       |
| =====|
| TYPE                ACCOUNT CODE CONSUMER UNITS SOLD |
|                                                    |
| RESIDENTIAL                                490000        |
| COMMERCIAL                                490100        |
| INDUSTRIAL                                490200        |
| AGRICULTURAL                              490300        |
| PUBLIC LIGHTING                           490400        |
| BULK-TARRIF-FLAT RATES 490500              |
| BULK-TARRIF-OTHER RATES 490600           |
| TRACTION                                  490700        |
| TARRIF H-RESIDENTIAL 490800              |
|          COLONIES                          |
|                                                    |
|          TOTAL:                            |
|                                                    |
|FB: PRINT & CONTINUE                          F10: EXIT  |
.....

```

The cursor is against the unit received line. Enter Unit received and press enter key. Indicate category of transaction as R.U. and press enter key. The cursor will move to consumer column. Enter the number of consumers. Use arrow keys to move the cursor to Units Sold Column. Enter the No. of units sold to each category. Press F-8 to get a print of this file for checking. Sale of energy data can be re-entered by following this process.

3.4.5 SANCTIONED STRENGTH PROCESSING

The information concerning sanctioned staff strength is processed by selecting Option 1 Monthly Data Entry of the Main Menu for Division Processing.

3.4.5.1 CREATION/ADDITION (FRESH ENTRIES)

For making fresh entries :

- Select Option 1 - Monthly Data Entry - 4 Options will appear. Then
- Select Option 3 - Sanctioned Strength Processing - 3 Options will appear. Then
- Select Option 1 - Creation & addition

Table showing create/add - sanctioned strength will be displayed as below:

```

.....
| Date: MM/DD/YY                               SCR: 42131 |
|                               WAPDA ACCOUNTING SYSTEM |
|                               |
|                               CREATE/ADD - SANCTIONED STRENGTH |
|                               |
| DIVISION NO: (9999) |
| PERIOD ENDING: (MMYY) |
|=====|
| ACCOUNT CODE   R/U   SANCTIONED   BUDGET   ACTUAL |
|                               |
|                               |
|                               |
|                               |
|                               F1:CONTINUE  F9: HELP  F10: EXIT |
|                               |
|.....|

```

The cursor is in Account Code Column. Enter the account number. Then indicate the category of transaction as R.U. The cursor moves to the sanctioned column. Enter the value from input sheet. The cursor moves to Budget Column. Enter value in this column from input sheet. The cursor moves to the actual column. Enter value from input sheet. Press enter key. Press F1 to continue with making the additional entries. The computer will itself put record number (line number) against each entry. Note that arrow keys can also be used to move the cursor. Press F-10 to exit this menu.

3.4.5.2 UPDATING

For making changes in the entries already made

- Select Option 1 - Monthly Data Entry - 4 Options will appear. Then
- Select Option 3 - Sanctioned Strength processing - 3 options will appear. Then
- Select Option 2 - Updating of the sanctioned strength

Following table appears on the screen :

```
.....
| Date: MM/DD/YY SCR: 42132 |
|           WAPDA ACCOUNTING SYSTEM           |
|           |                                     |
|           UPDATION - SANCTIONED STRENGTH       |
|           |                                     |
| DIVISION NO: (9999) |                                     |
| PERIOD ENDING: (MYY) |                                     |
|=====|
| ACCOUNT CODE  R/U  SANCTIONED  BUDGET  ACTUAL |
|           |                                     |
|           |                                     |
|           |                                     |
|           |                                     |
| ENTER F1: FOR REC.# OR F10: EXIT |
|=====|
```

The cursor is against the bottom line. Press F-1. Indicate the record number requiring change. Press enter key. Then indicate the type of transaction as R.U. and press enter key. The original record is displayed. Use F-3 Key for changes and and F-4 for deleting the record from the file. When you press F3 the cursor moves to the sanctioned column. Make changes in this column, "Budgeted" column and "Actual" column. Press enter key twice for selecting the next record requiring change. Press F10 for leaving this menu.

3.4.5.3 PRINTING

This step helps the user to check the processing errors. For this purpose:

- Select Option 1 Monthly Data Entry - 4 options will appear. Then
- Select Option 3 Sanctioned Strength Processing - 3 options will appear. Then

Press F-1. Indicate the record number required to be changed. Press enter key. Then indicate category of transaction R.U. and press enter key. The original entry is displayed . Press F3 for changing a record. Previously entered value in budget column is deleted. Enter the correct value in budget column. The cursor moves to action code column. Enter "C" for change. Press Enter key twice. Now you can use F1 key for further processing. Use F4 key for deleting an entry. Update entries as required and Press F-10 for exit.

3.4.6.3 PRINTING

In order to get print out of the Budget Adjustment File, select Option 3 of the Budget Adjustment Option. Be sure that printer is properly attached. You will get a print out. Check and update entries by following the procedure in Section 3.4.6.2.

3.5 PROCESSING OF THE TRANSACTIONS FOR THE CONTROLLING MONTH

After the monthly data has been entered in the file and updated, further processing of data starts. This is sorting the entries by source codes, category of transactions and by account numbers etc. This is an internal procedure which prepares the file and makes it ready for posting step (Section 3.6). Select Option 2 of the Main Menu for this purpose. A table showing Monthly Steps before posting will appear as below:

that printer is also installed. The computer will produce print-outs for these options. This will include Divisional totals of various transactions. Through this procedure the computer also updates the Master File and is ready for producing various reports under "Reports" Sub Menu (Section 3.7).

3.7 PREPARING THE ACCOUNTING & MANAGEMENT REPORTS

After completion of accounting process the accounting and management reports are prepared. Select Option 4 (Reports) of the Main Menu for Division processing. Table showing Report Menu will be displayed as below :

```

.....
| Date: MM/DD/YY                               Scr: 424      |
|
|           WAPDA ACCOUNTING SYSTEM           |
|
|           REGION : XXXXXXXXXXXX-99         |
|
|           REPORT MENU                       |
|
| Trial Balance                                01   Transport Cost           13 |
| Balance Sheet                               02   Staff & Labour Report        14 |
| General Ledger                              03   Energy Debtors             15 |
| Statement of Revenue &                      04   Debtors other              16 |
| Expenses                                     than energy
| Revenue Statement                           05   Creditors Control Reports/ 17 |
| Income                                       06   Summary                    |
| Operation Expenses                          07   Staff Related Cost         18 |
| Operation Maintenance                       08   Consumer Capital          19 |
| and Plant Eq.                               Contribution.
| Operation Maintenance                       09   Employees Fund Reports    20 |
| Civil Works                                 21 |
| Commercial Operation                        10   Net Contribution Statement 22 |
| Expenses.                                   23 |
| Management Administration                   11   Reports                    24 |
| Store Keeping                               12
|
|           Your Selection please
|
|                                           F9 : Help  F10 : Exit
|
.....

```

Indicate the Report Number which is required. Trial Balance Report No. 01, Balance Sheet Report No. 02 and General Ledger Report No. 03 are selected one by one in sequential order. Press FB to have the print-out of each of these reports. For any other report, select its number. In case all reports are needed, indicate the Reports - 24 and press FB, you will get reports from Serial No. 04 to the last number.

4. UTILITY PROGRAMME

This is the 2nd option of the Main Menu W.A.S. and is used for making duplicate copies of the different data, programme or table files. This consists of back up/restore procedures. Move the cursor to this option by using arrow key and press enter key. The cursor highlights the Backup procedure. Press enter Key.

The screen looks like this:

```
.....
|                                     MM/DD/YY |
|                                     |
|          BACKUP RESTORE PROCEDURE |
|                                     |
|          WAPDA ACCOUNTING SYSTEM  |
|                                     |
|  -----                           |
|  | BACK UP      RESTORE      QUIT  | |
|  -----                           |
|                                     |
|  1.  MONTHLY DATA FILES          |
|                                     |
|  2.  MASTER FILE (MFACC)         |
|                                     |
|  3.  PROGRAMME FILES & TABLES   |
|                                     |
|  4.  ACCOUNT DIRECTORY BACKUP     |
|                                     |
|                                     |
|          THIS OPTION IS USED TO RUN ACCOUNTING SYSTEM |
| .....|
```

There are 4 options in this programme (Back: up & Restore Procedure). Each option is used for the following:

4.1 BACKUP

This means to make copies from hard disk to floppies. Under this title these options are used for:

Option No:1 - Monthly Data Files

Copies all monthly data files from hard disk to floppy

diskette in the drive. When you select option 1 and press the enter key. The computer enquires for Region and Division number. Type that. The computer asks you to insert the backup diskette. Put that in drive and press any key when ready. Copying process will start. Remove the diskette when this is completed.

Option No.2 - Master File (MFACC)

This copies master file MF Acc; to floppy diskette in the drive. When you select option 2 press enter key. The computer will ask you to insert backup diskette. Put that in drive and press any key when ready. Copying process will start. Remove the diskette when this is completed.

Note for Option No. 1 & 2

Be sure you have exercised these options immediately after some data is entered or updated. This will save you the loss of the data or master file.

Option No. 3 - Programme

This copies all programm and table files from hard disk to floppy disk. When you select this option and press enter key, the computer will ask you to insert the diskette in the drive. Put that in the drive and press any key. Copying process will start. Remove the diskette when this is completed.

Option No. 4 - Account Directory Backup

This copies complete directory of Accounting to diskette drive. It consumes many diskettes and time but is very important. Select this option and press enter key. The computer will ask you to insert the backup diskette. Put that in drive and press any key when ready. Copying process will start. Remove the diskette when this is completed.

4.2 RESTORE

This means to copy programme or data files back to the hard disk. The 4 options discussed under "BackUp" are also used under Restore procedure in the reverse order i.e. making copies back to the hard disk. Move the cursor to the Restore option and press enter key. Same screen as had appeared for backup procedure will be displayed. Move the cursor to the appropriate selection for making copies from diskettes to the hard disk.

4.3 QUIT

This helps getting out of this programme and going to the previous menu. Select this and type Y. You will go back to previous menu.

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