

Email

Sachin Gupta

WMS Accounts & Billing Advisory- 9 Matching of Imprest & Temporary Advance balance in WMS as per actual balance

From : Sachin Gupta <casachin.gupta@cewacor.nic.in> Mon, Sep 27, 2021 01:37 PM

Subject : WMS Accounts & Billing Advisory- 9 Matching of Imprest & Temporary Advance balance in WMS as per actual balance 1 attachment

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Sir/Madam,

WMS Accounts & Billing Advisory- 9

Sub.: Matching of Imprest & Temporary Advance balance in WMS as per actual balance

It is to inform that Internal Audit has raised observation at some of the centres that Imprest/Temporary Advance balances in WMS are not matching with physical balance. The WMS balance of Imprest & Temporary shall match with actual balance available at Warehouse. Regional Office accounts team shall also check that balance of WMS shall match with balance as per Tally.

The following process shall be adopted to match the balances in WMS:

- **For Imprest**
 - Any old Imprest available in Receive Imprest menu shall be get deleted in WMS by mentioning the Voucher/Token number. (Email may be sent to casachin.gupta@cewacor.nic.in with the approval of RO Accounts)
 - Any Excess payment if done in WMS, shall be get deleted in WMS by mentioning the payment voucher number. (Email may be sent to casachin.gupta@cewacor.nic.in with the approval of RO Accounts)
 - If balance is not matching for want of non-feeding of vouchers for a period of time, then the imprest account may be get deleted by raising the ticket on helpdesk portal and providing the RO account approval.
- **For Temporary Advance**
 - Balance lying of Temporary Advance may be checked in **Temporary Advance detailed report**. This report will provide the details against which activities and token number the advance is pending.
 - To get it corrected, open the Temporary Advance book in WMS by selecting all activities and all token. From Period may be selected as 1.4.2018 and To period may be selected as current date.
 - Download the file in Excel format.
 - Match the receipt and expense amount against each activity/token number. The matched entries may be deleted.
 - The total of unmatched entries will tally with the balance amount of Temporary Advance.
 - An email may be sent with the approval of RO Accounts to casachin.gupta@cewacor.nic.in for unmatched entries which are required to be deleted in WMS for matching with the actual balance.
 - Any old Temporary Advance available in Receive Temp Advance menu shall be get deleted in WMS by mentioning the Voucher/Token number. (Email may be sent to casachin.gupta@cewacor.nic.in with the approval of RO Accounts)
- For any clarification, undersigned may please be contacted.

Request you all to intimate the Warehouse Managers to match the balance of Imprest & Temporary Advance.

For this purpose, STSE's help may be taken to coordinate with warehouses and get the balances matched. **ATR to this may be submitted with in a weeks time.**

सादर धन्यवाद,

सी ए सचिन गुप्ता
वरि° सहा° प्रबंधक (वित्त° लेखा)