

## **SAANKHYA Double Entry\_ FAQ**

### **1. Enter a Letter of Authority?**

Ans: Accountant login ( Transactions ( Letter of Authority/Allotments --> Letter of Authority --> click New Button -- give Allotment No, Transaction Type , Amount --> click save button.

### **2. Enter a Requisition?**

Ans: Accountant login -- Transactions--> Letter of Authority/Allotments --> Requisition for Fund by Implementing Officers --> click new button --> select name of implementing officer, project, type amount , selection name of Treasury, Head of Account , Nature of Claim --> click save.

### **3. Cancel a Letter of Authority after Approval ?**

Ans: In Secretary login Transactions ---> Letter of Authority ---> Letter of Authority--> double click the line and click cancel button.

### **4. Cancel a Requisition ?**

Ans: Accountant login -- Transactions--> Letter of Authority/Allotments --> List of cancelled Requisition---> new --> select requisition number , reason for cancellation , remarks --> save. Approve the same process in secretary login.

### **5. How to edit Payment order after forwarded ?**

Ans : In secretary login return it to Accountant login and then edit.

### **6. Demand creation (Cash)?**

Ans: Utilities --> Demand Interface --> click New Button --> Take Transaction Type, Account Head, financial Year, Amount, Name and address ---> click save . Get a demand number, Enter the demand number in receipt screen.

### **7. Demand creation (Cheque)?**

Ans: Utilities --> Demand Interface --> click New Button --> Take Transaction Type, Account Head, financial Year, Amount, Name and address , instrument as cheque, cheque date, cheque in which bank, drawn place ---> click save . Get a demand number, Enter the demand number in receipt screen and select the bank in saankya where the cheque is credited.

### **8. Pay order cancellation steps?**

Ans : Utilities --> Pay order Cancellation --> select payment order , Reason for cancellation, forwarded seat, create a new proceedings , select the proceedings and click save button.

In secretary login( Utilities --> Pay order Cancellation( Double click the list ( click save button.

**9. When bank differs while doing payment?**

Ans. In transaction menu -->contra entry --> select the bank from which the payment is to be done in Credit Account head --> select the bank from which the payment is wrongly done in Debit Account head.

**10. When bank differs while doing contra?**

**Ans.** Select the contra wrongly done and edit the bank. Only once you can correct the same contra.

**11. How to change Bank in Cheque/Demand Draft receipt?**

**Ans:** Transactions ( Contra Entry ( New ( Contra Type ( select Fund Transfer Between Banks, Instrument, Instrument Number, Instrument Date, wrong bank in Cr A/c Head and select correct bank in Debit Account code and save .

**12. How to change Bank in Cheque Payment?**

**Ans:** Transactions ( Contra Entry ( New ( Contra Type ( Select Fund Transfer Between Banks, Instrument, Instrument Number, Instrument Date, correct bank in Cr A/c Head and select Wrong bank in Debit Account code and save .

**13. While doing Own Fund Project Payment default payment as cash?**

**Ans:** While entering own fund requisition, not to select Name of Treasury.

**14. Receipt cancellation on the receipt date?**

**Ans:** Utilities-->Receipt Cancellation-->give receipt no and search-->give reason, stationery no and request. Approve the request from secretary login--Utilities-->Approval of receipt cancellation-->approve.

**15. Cancellation of receipt of previous date(next working Day)?**

**Ans:** Utilities--List of previous date"s receipt cancellation-->new-->proceedings no-->proceedings date--> select receipt no-->select reason-->give remarks-->click request

**16. Cancellation of receipt entered from Accountant login?**

Ans: Utilities-->Reverse Entry-->Reverse Entry list-->new request-->select receipt no-->select reason--> select forwarded seat-->give remarks and click request. Approval of the same in Secretary login.

**17. Entry For Remittance of front office collection to bank?**

**Ans:** Transaction-->contra Entry-->new-->contra type -->Janasevanakendram collection--> Instrument-->click remittance button-->select cash depositing bank code in debit account code -->save

**18. Entry for Withdrawal of cash from bank by self cheque?**

**Ans:** Transaction-->contra Entry-->New-->contra type-->self cheque--> select instrument as self cheque--> give cheque no, cheque date -->credit A/c head-->select name of cheque issuing bank -->debit a/c head--> select cash-->give amount of cheque -->Narration-->give description of transaction and save.

**19. How to change date of receipt in Interrupt Receipt?**

**Ans:** Cash counter login ( change interrupt mode ( interrupted receipt( Interrupted Register ( issued book select(Receipt no select("change date" button click( Send and Approver login Approve the same process.

**20. How to cancel Receipt in Interrupted Receipt Mode?**

**Ans:** Cash counter login --interrupted receipt- -issued book select-Receipt no select-"cancel receipt" button click -send and Approver login approve.

**21. Is it possible to include edit facility instead of cancel the Approved payment, once wrongly selected bank.?**

**Ans:** Now it's not possible, do cancel the payment or contra for fund transfer

**22. How to add interrupt receipt in the case of front office not working. ?**

**Ans:** a) Issue a book from secretary login.  
b) Cashier login(Utility(Interrupted receipt (Request for interrupt receipt( select receipt date and save.  
c) Secretary Login(Utility( Interrupted receipt( Approval of interrupted receipt request( make tick mark the requested book and save.  
d) Cashier login( Utility( interrupted receipt( interrupted register( select the book from combo box (Generate receipt number (select one by one raw add interrupt receipt.

**23. How to cancel once send interrupt receipt request from cashier. ?**

**Ans:** Cashier login (Utility(Interrupted receipt(cancel request for interrupted receipt (do you want to cancel message shows and apply the YES button.

**24. How to correct a wrong Head code in Receipt/ payment?**

Ans: Transaction menu( Journal entry ( Transaction Type Adjustments(click on the Affecting receipt and payment statement box ( select the wrong head code Receipt / Payment voucher .

Receipt voucher ( Select wrong head code and select Debit check box.

Payment voucher ( Select wrong head code and select Credit check box.

In above two cases Select the correct Head code in below Account code box.

**25. How to add a new Bank in Saankhya?**

Ans: In Accountant login ( Administration ( Bank Accounts ( select Fund as Panchayath fund ( Nature of Fund, bank,Account Head , name of bank, other details and click save button.

**26. How to reconcile the banks in Saankhya with Bank scroll?**

Ans: Utilities ( Bank Reconciliation Utility ( Double click on the name of bank in left column ( enter the balance as per bank statement in right column below the balance as per bank book in Saankhya ( click start button ( click Arrow button on top right ( give realisation date for each entries in bank scroll and click reconcile button.

**27. How we reconcile the Direct Bank Transactions in Saankhya( DR, CR entries)?**

First we enter the correct receipt / Payment in Saankhya for the Direct Bank Transactions entry. Utilities ( Bank Reconciliation Utility (

Then in reconcile screen realise the Dr/ Cr entries by giving the Receipt / Payment date and voucher number done in Saankhya ( click Reconcile button.

**28. In saankhya Total Receipts are equal to Total Payments in Receipt and payment Statement. The same as Total Assets are equal to Total Liabilities in Balance sheet report.**