

Reports that must be followed for general/regular reporting

1. Billing Reports

- a. Monthly Sales Abstract Report Combined
- b. Monthly Accounthead wise Sales Report Combined

2. Collection Reports

- a. Category Wise Collection Summary Report
- b. Account Head Wise Collection Summary Report
- c. Miscellaneous Collection Summary Report

3. Account Report

General Reports

- a. Trial Balance Detailed Report with OB and CB
- b. Debtor's Report Consumer wise
- c. Tariffwise Collection Analysis Report
- d. Accounthead wise Collection Analysis Report
- e. Miscellaneous Income Report

Employee Allowance Reports

- a. NEA Employee Allowance Report

Government Consumers Reports

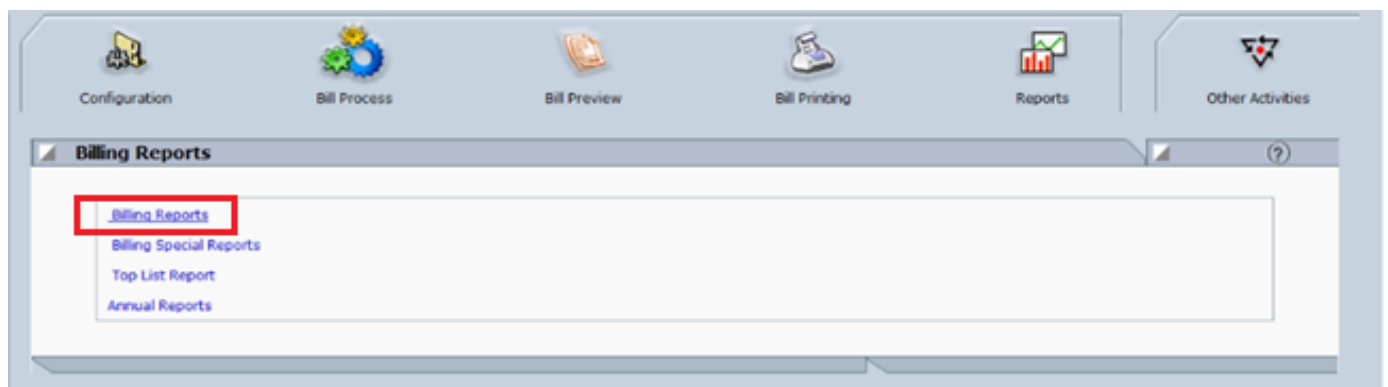
- a. Government Subsidy Detailed Report

1. For Monthly AccountHead wise Sales Report Combined

Step 1: Click on Reports of Billing Module.



Step 2: Click on Billing Reports Sub-Module



Step 3: Select From date and To date as Required. Then Click on **go** button of Monthly AccountHead wise Sales Report Combined.

Billing Reports

Office Name : RATNAPARK DC Area : All Route: All S

Hierarchical Report

From Date : 1-MGH-2077 16:4 To Date : 30-MGH-2077 16:4

Load Type : WC
DemandMeter
TOD

Exceptional Reports

- Abnormal High Report
- Abnormal Low Report
- Minimum billed Services
- Negative Balance Services
- Areawise-Rootwise Billed Consumers
- Billing Mismatch Report

Sales Reports

- Monthly Sales Abstract Report
- Monthly Sales Abstract Report Combined
- Monthly Accounthead wise Sales Report Combined**
- Monthly Sales Area-Tariff Wise
- Monthly Sales Tariff-Area Wise
- Monthly Sales Dtr-Tariff Wise
- Ministry Sales Abstract Report
- Ministry Sales Detail Report



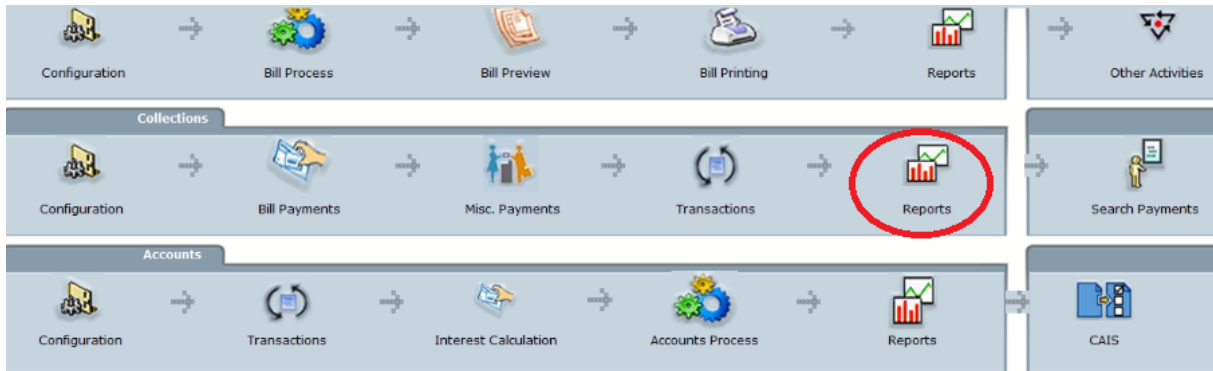
NEPAL ELECTRICITY AUTHORITY, NEPAL.
RATNAPARK DISTRIBUTION CENTRE, KATHMANDU
Phone : 01-4153161

MONTHLY SALES REPORT FROM 1-MGH-2077 TO 30-MGH-2077 Area : All Route: All

Acc. No.	Account Head	Regular Bills					Adjustments			Total Units	Total Amount
		No. Of Cons.	Units	Minimum/ Demand Charges	Energy Charges	Bill Amount	No. Of Adjs.	Units	Adj. Amount		
1.101	SALE OF POWER DOMESTIC	40192	10,984,434.00	6,925,300.00	110,861,592.00	117,786,838.00	19	11,625.00	41,880.00	10,996,059.00	117,828,718.00
1.102	SALE OF POWER NON DOMESTIC	744	4,257,254.18	12,161,094.65	54,999,397.90	67,160,492.55	0	0.00	0.00	4,257,254.18	67,160,492.55
1.104	SALE OF POWER COMMERCIAL	1450	5,194,817.12	11,837,461.39	59,020,833.72	70,858,295.12	2	22.00	246.40	5,194,839.12	70,858,541.52
1.107	SALE OF POWER NONCOMMERCIAL	432	2,780,052.08	4,929,645.81	34,465,517.48	39,395,163.29	1	5,333.00	67,800.00	2,785,385.08	39,462,963.29
1.108	SALE OF POWER ENTERTAINMENT	9	22,873.69	250,075.00	318,117.29	568,192.29	0	0.00	0.00	22,873.69	568,192.29
1.110	SALE OF POWER INDUSTRIAL	597	616,069.91	1,303,347.29	5,682,780.68	6,986,127.96	0	0.00	0.00	616,069.91	6,986,127.96
1.113	SALE OF POWER STREET LIGHTING	171	511,810.00	5,441,241.16	111,106.00	5,552,347.16	1	532.00	3,246.68	512,342.00	5,555,593.84
1.119	SALE OF POWER DRINKING WATER	13	25,797.32	7,725.00	160,027.96	167,752.96	0	0.00	0.00	25,797.32	167,752.96
1.122	SALE OF POWER TRANSPORTATION	2	6,292.00	16,599.10	35,235.20	51,834.30	0	0.00	0.00	6,292.00	51,834.30
1.130	SALE OF POWER RELIGIOUS AND CULTURAL	43	24,679.00	0.00	150,541.90	150,541.90	0	0.00	0.00	24,679.00	150,541.90
1.133	SALE OF POWER TEMPORARY SUPPLY	48	130,948.36	124,492.50	2,273,141.25	2,397,633.75	0	0.00	0.00	130,948.36	2,397,633.75
1.136	SALE OF POWER INTERNAL CONSUMPTION	7	155,115.00	127,762.50	1,721,907.60	1,849,670.10	0	0.00	0.00	155,115.00	1,849,670.10
1.161	ELECTRICITY THEFT	0	0.00	0.00	0.00	0.00	1	0.00	1,070.00	0.00	1,070.00
Total		43708	24,710,142.67	43,124,744.40	269,800,199.00	312,924,889.38	24	17,512.00	114,243.08	24,727,654.67	313,039,132.46

2. For Account Head Wise Collection Summary Report

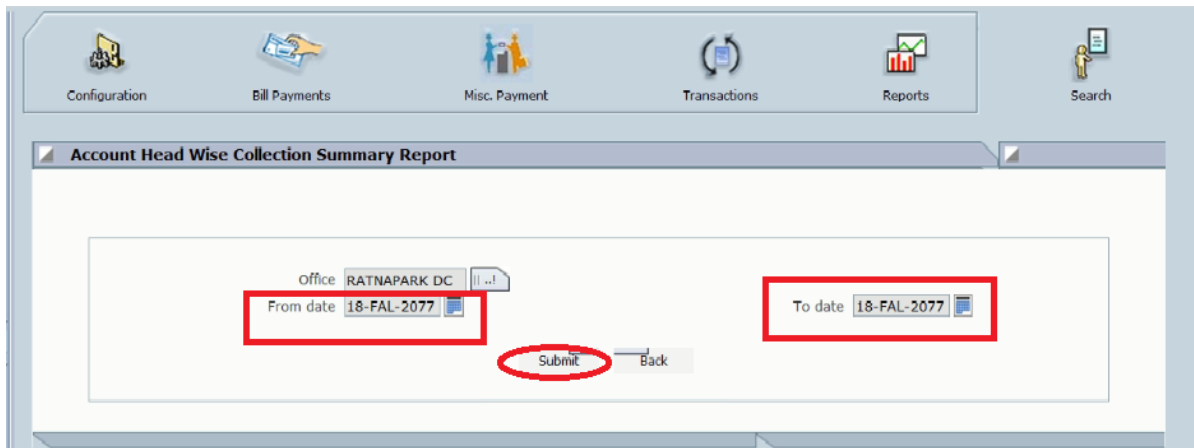
Step 1: Click on Reports of Collection Module.



Step 2: Click on Account Head Wise Collection Summary Report Sub-Module



Step 3: Select From date and To date as Required. Then Click on **Submit** button





Account Head Wise Collection Summary Report from 18-FAL-2077 To 18-FAL-2077

Office : DISTRIBUTION CENTER EAST - KATHMANDU REGIONAL OFFICE - RATNAPARK DC

Acc. No.	Account Head	No of Cons.	Bill Amount(a)	Surcharge(b)	Rebate(c)	Receipt Amount (d=a+b-c)	Other Amount(e)	Total Amount(d+e)	Rebate On Advance
6.201	DEBTORS DOMESTIC	1386	4,869,113.64	122,221.57	62,386.68	4,928,948.53	117,487.15	5,046,435.68	619.67
6.202	DEBTORS NON DOMESTIC	18	2,027,414.63	82,732.65	30,433.98	2,079,713.30	3,322.67	2,083,035.97	66.50
6.204	DEBTORS COMMERCIAL	66	4,986,040.67	28,891.16	64,882.27	4,950,049.56	103,625.10	5,053,674.66	300.24
6.207	DEBTORS NONCOMMERCIAL	17	1,464,581.83	10,082.78	3,679.89	1,470,984.72	128,142.28	1,599,127.00	45.05
6.208	DEBTORS ENTERTAINMENT	2	142,526.11	4,903.66	889.06	146,540.71	904.29	147,445.00	0.00
6.210	DEBTORS INDUSTRIAL	17	101,668.62	1,369.51	1,525.84	101,512.29	5,380.71	106,893.00	1.16
6.213	DEBTORS STREET LIGHTING	0	0.00	0.00	0.00	0.00	0.00	0.00	0.05
Total:		1506	13,591,345.50	250,201.33	163,797.72	13,677,749.11	358,862.20	14,036,611.31	1,032.67

Employee Subsidy

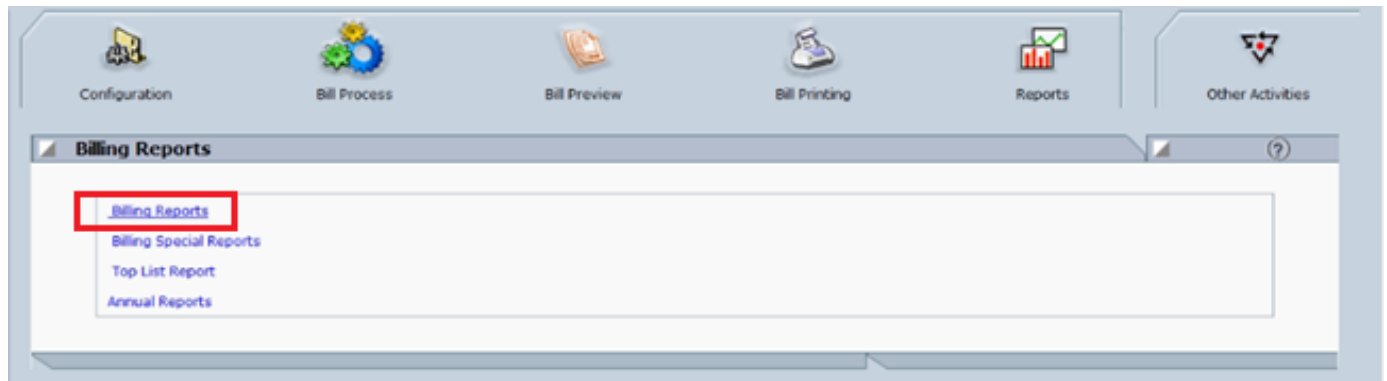
Acc. No.	Account Head	NO. OF Cons	Amount
6.201	DEBTORS DOMESTIC	4	2,570.00
Total:		4	2,570.00

3. For Billing Mismatch Report

Step 1: Click on Reports of Billing Module.



Step 2: Click on Billing Reports Sub-Module



Step 3: Select From date as Required. Then Click on **go** button of Billing Mismatch Report.

Configuration Bill Process Bill Preview Bill Printing Reports Other Activities

Billing Reports

Office Name : RATNAPARK DC Area : All Route: All S

From Date : 10/2077 Hierarchical Report To Date : 10/2077

Load Type : WC
DemandMeter
TOD

Exceptional Reports

- Abnormal High Report [go]
- Abnormal Low Report [go]
- Minimum billed Services [go]
- Negative Balance Services [go]
- Areawise-Rootwise Billed Consumers [go]
- Billing Mismatch Report [go]**

Sales Reports

- Monthly Sales Abstract Report [go]
- Monthly Sales Abstract Report Combined [go]
- Monthly Accounthead wise Sales Report Combined [go]
- Monthly Sales Area-Tariff Wise [go]
- Monthly Sales Tariff-Area Wise [go]
- Monthly Sales Dtr-Tariff Wise [go]
- Ministry Sales Abstract Report [go]
- Ministry Sales Detail Report [go]

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★ Favorites Page Safety Tools

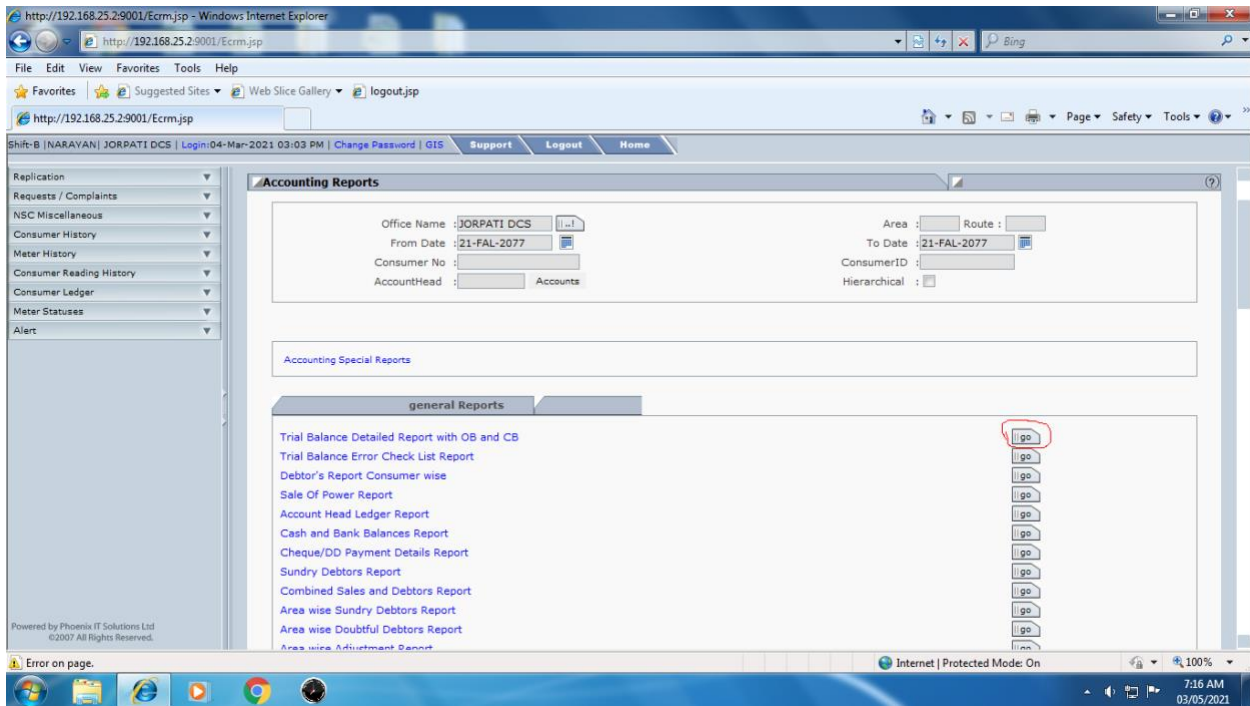
NEPAL ELECTRICITY AUTHORITY, NEPAL
RATNAPARK DISTRIBUTION CENTRE ,KATHMANDU
 Phone : 01-4153161

Mismatch Bills for the month 9/2077

Sl No.	SCNO	Consumer ID	Name	Amount
1	004.05.008KA	17251	CHHABINATH SHRESTHA	9760.00
2	022.10.1302	42820	WARD NO.2	147293.44

4. Trial Balance Detailed Report with OB and CB


Step 1: Click on Reports of Accounts Module.



Revenue Trial Balance Report - Windows Internet Explorer
 http://192.168.25.2:9001/AccountingRptQty.jsp?reportNo=233&Officeld=221&Areald=&monthYr=04-Mar-2021&scno=&accno=&monthYr2=04-Mar-2021&NFDt=20-FAL-2077&NTDt=20-FAL-2077&Hierarchy=null

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PAGE NO : 1

 **NEPAL ELECTRICITY AUTHORITY, NEPAL.**
JORPATI DCS - BRANCH OFFICE
 Phone :

TRAIL BALANCE REPORT OF : MAKALBARI JORPATI DCS From : 20-FAL-2077 To: 20-FAL-2077

Code	Account Name	Dr	Cr
1.1	SALE OF POWER	0.00	726,838.60
1.2	MISC INCOME	0.00	97,538.01
2.1	STAFF EXPENSES	687.50	0.00
2.5	ADMINISTRATIVE EXP	23,398.78	0.00
6.2	SUNDRY DEBTORS FOR SALES OF POWER	37,753,628.40	0.00
6.4	CASH & BANK BALANCES	2,077,616.84	0.00
7.7	VAT	0.00	4,269.16
9.1	INTER UNITS ACCOUNTS	0.00	39,026,685.75
Total		39,855,331.52	39,855,331.52

PAGE NO : 2

 **NEPAL ELECTRICITY AUTHORITY, NEPAL.**
JORPATI DCS - BRANCH OFFICE
 Phone :

TRAIL BALANCE REPORT OF : MAKALBARI JORPATI DCS From : 20-FAL-2077 To: 20-FAL-2077

OPENING BALANCE ANNEX

Acc No	Account Name	Dr	Cr	Bal
6.201	DEBTORS DOMESTIC	9,754,215.08	0.00	9,754,215.08
6.202	DEBTORS NON DOMESTIC	1,369,524.86	0.00	1,369,524.86
6.204	DEBTORS COMMERCIAL	2,022,456.42	0.00	2,022,456.42
6.207	DEBTORS NONCOMMERCIAL	493,707.55	0.00	493,707.55


Done Internet | Protected Mode: On 7:56 AM 03/05/2021

Revenue Trial Balance Report - Windows Internet Explorer
 http://192.168.25.2:9001/AccountingRptQty.jsp?reportNo=233&Officeld=221&Areald=&monthYr=04-Mar-2021&scno=&accno=&monthYr2=04-Mar-2021&NFDt=20-FAL-2077&NTDt=20-FAL-2077&Hierarchy=null

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6.207	DEBTORS NONCOMMERCIAL	493,707.55	0.00	493,707.55
6.210	DEBTORS INDUSTRIAL	6,393,377.37	0.00	6,393,377.37
6.213	DEBTORS STREET LIGHTING	0.00	59,527.39	-59,527.39
6.216	DEBTORS IRRIGATION	2,142.62	0.00	2,142.62
6.217	DEBTORS GOVERNMENT SUBSIDY	12,617,571.82	0.00	12,617,571.82
6.219	DEBTORS DRINKING WATER	1,145.53	0.00	1,145.53
6.230	DEBTORS RELIGIOUS AND CULTURAL	2,221.62	0.00	2,221.62
6.233	DEBTORS TEMPORARY SUPPLY	13,374.38	0.00	13,374.38
6.236	DEBTORS INTERNAL CONSUMPTION	0.00	0.00	0.00
6.291	PROVISION FOR DOUBTFUL DEBTORS	6,416,475.88	0.00	6,416,475.88
Total		39,086,213.14	59,527.39	39,026,685.75

PAGE NO : 3

 **NEPAL ELECTRICITY AUTHORITY, NEPAL.**
JORPATI DCS - BRANCH OFFICE
 Phone :

TRAIL BALANCE REPORT OF : MAKALBARI JORPATI DCS From : 20-FAL-2077 To: 20-FAL-2077

SALE OF POWER ANNEX


Acc No	Account Name	Dr	Cr	Bal
1.101	SALE OF POWER DOMESTIC	0.00	654,241.00	-654,241.00
1.104	SALE OF POWER COMMERCIAL	0.00	53,989.60	-53,989.60
1.110	SALE OF POWER INDUSTRIAL	0.00	14,105.60	-14,105.60
1.113	SALE OF POWER STREET LIGHTING	0.00	1,036.60	-1,036.60
1.116	SALE OF POWER IRRIGATION	0.00	3,465.80	-3,465.80
1.133	SALE OF POWER TEMPORARY SUPPLY	0.00	0.00	0.00
Total		0.00	726,838.60	-726,838.60

Done Internet | Protected Mode: On 7:57 AM 03/05/2021

Revenue Trial Balance Report - Windows Internet Explorer
 http://192.168.25.2:9001/AccountingRptQty.jsp?reportNo=233&Officld=221&Areald=&monthYr=04-Mar-2021&scno=&accno=&monthYr2=04-Mar-2021&NFdt=20-FAL-2077&NTDt=20-FAL-2077&Hierarchy=null

Account No	Account Name	Dr	Cr	Bal
1.101	SALE OF POWER DOMESTIC	0.00	654,241.00	-654,241.00
1.104	SALE OF POWER COMMERCIAL	0.00	53,989.60	-53,989.60
1.110	SALE OF POWER INDUSTRIAL	0.00	14,105.60	-14,105.60
1.113	SALE OF POWER STREET LIGHTING	0.00	1,036.60	-1,036.60
1.116	SALE OF POWER IRRIGATION	0.00	3,465.80	-3,465.80
1.133	SALE OF POWER TEMPORARY SUPPLY	0.00	0.00	0.00
Total		0.00	726,838.60	-726,838.60

PAGE NO : 4




NEPAL ELECTRICITY AUTHORITY, NEPAL.
 JORPATI DCS - BRANCH OFFICE
 Phone :

TRAIL BALANCE REPORT OF : MAKALBARI JORPATI DCS From : 20-FAL-2077 To: 20-FAL-2077

MISLGENIOUS INCOME ANNEX

Acc No	Account Name	Dr	Cr	Bal
1.217	APPLICATION FEE	0.00	505.00	-505.00
1.222	NAME PLACE CHANGE FEE	0.00	1,300.00	-1,300.00
1.227	DISCONNECTION OR RECONNECTION CHARGE	0.00	500.00	-500.00
1.281	SURCHARGE	0.00	64,192.93	-64,192.93
1.286	PROFIT ON SALE OF METER	0.00	20,740.08	-20,740.08
1.287	PROFIT ON SALE OF OTHER STORE ITEM	0.00	6,400.00	-6,400.00
1.299	MISCELLANEOUS	0.00	3,900.00	-3,900.00
Total		0.00	97,538.01	-97,538.01

PAGE NO : 5



NEPAL ELECTRICITY AUTHORITY, NEPAL.

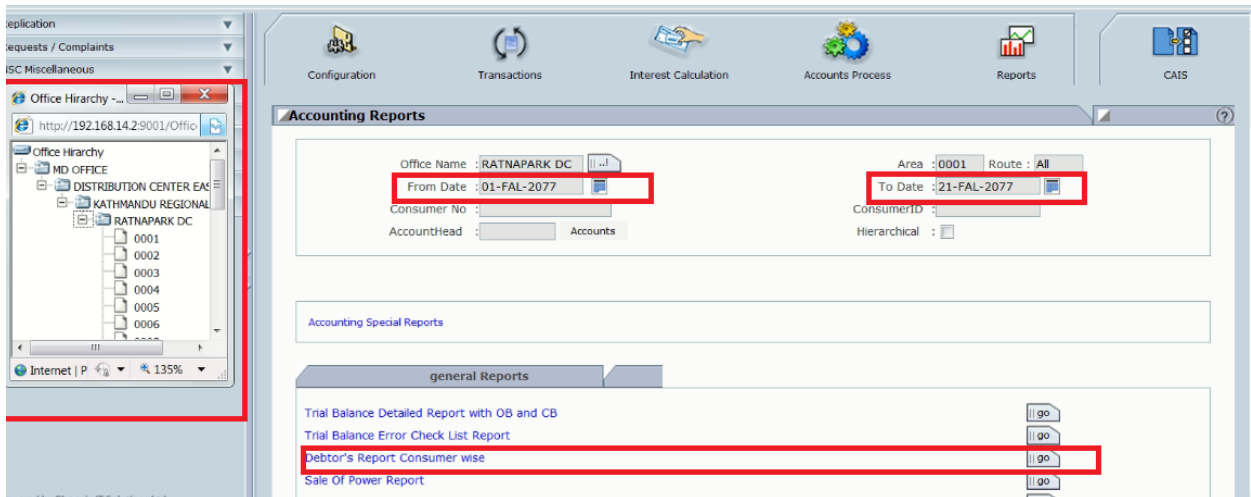
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5. For Debtor's Report Consumer Wise

Step 1: Click on Reports of Accounts Module.



Step 2: Select the From date and To date and Select the Debtor's Report Consumer Wise and click on Office Hierarchy. Select the desired area and click on **go** button.





NEPAL ELECTRICITY AUTHORITY, NEPAL.
RATNAPARK DC - BRANCH OFFICE
Phone : 4153161

Debtors Report From 01-FAL-2077 To 21-FAL-2077 Office : RATNAPARK DC Area : 0001

Sl #	Consumer No	Consumer Id	Consumer Name	Openinig Bal	Sales	Collections	Adjustments	Rebate/ Penalty	Closing Bal
1	001.01.001	1	PUNYA RATNA TULADHAR (NARADEVI MANDIR)	769,680.37	1,116.30	0.00	0.00	0.00	770,796.67
2	001.01.002	2	JAGAT LAXMI SHRESTHA	-1.41	3,982.00	3,980.61	-0.03	0.00	-0.05
3	001.01.002KA	3	SHYAM KRISHNA SHRESTHA	-0.83	2,794.00	2,794.88	0.00	0.00	-1.71
4	001.01.003KA	4	ASTA NARAYAN MAHARJAN	-0.38	1,161.50	1,162.23	0.00	0.00	-1.11
5	001.01.003KA1	5	BASU MAYA DANGOL	-0.05	1,800.00	0.00	0.00	0.00	1,799.95
6	001.01.003KHA	6	DIBYA BAHADUR SHRESTHA	-0.20	1,069.00	0.00	0.00	0.00	1,068.80
7	001.01.004	7	BHAGAT LAL	-1.52	521.50	520.40	-0.03	0.00	-0.44
8	001.01.004KA	8	PURNA MAN TAMRAKAR	-0.46	1,950.00	1,950.00	0.00	0.00	-0.46
9	001.01.004KHA	9	BUDDHI MAN TAMRAKAR	-0.89	455.00	455.10	0.00	0.00	-0.99
10	001.01.005	10	PURNA MAN	-0.92	3,982.00	3,982.64	0.00	0.00	-1.56
11	001.01.006KA	11	STIRADANA BASTHA TAMRAKAR	-1.21	66.00	65.20	-0.03	0.00	-0.63

Day by Day Routine Work After collection Counter Closed

Account - Accounts Process - End of day Accounting

Checking for Proper Accounting

Billing –Reports-Exceptional Reports-[Billing Mismatch Report](#)

Trial Balance Report

Account- Reports-[Trial Balance Error Check List Report](#)

Vat amount should be adjusted every last day of the month after closing collection counter and after end of day accounting process

Vat Adjustment-Total Months Vat amount

Vat a/c debit

Cash in hand a/c Credit