



# **Stichting BRAC International**

**User Manual for**

**Post Vouchers for Asset Distribution &  
Asset Collection in Binsight & SBI Cloud**

Version:1.0

Date: April 16, 2026

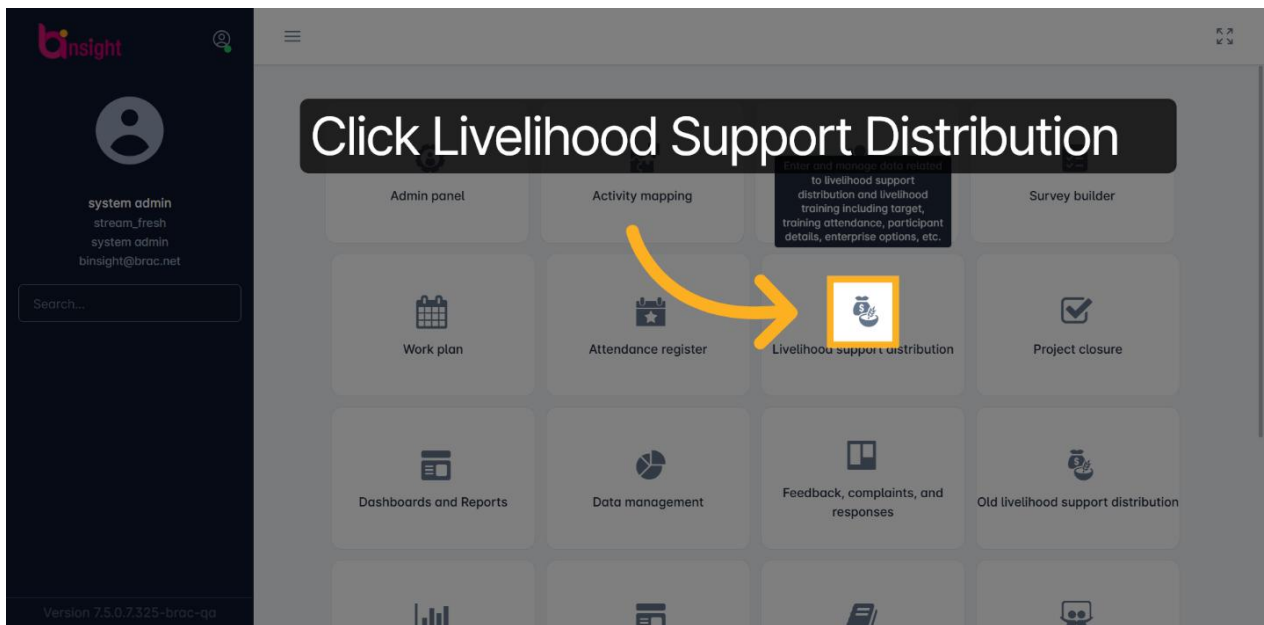
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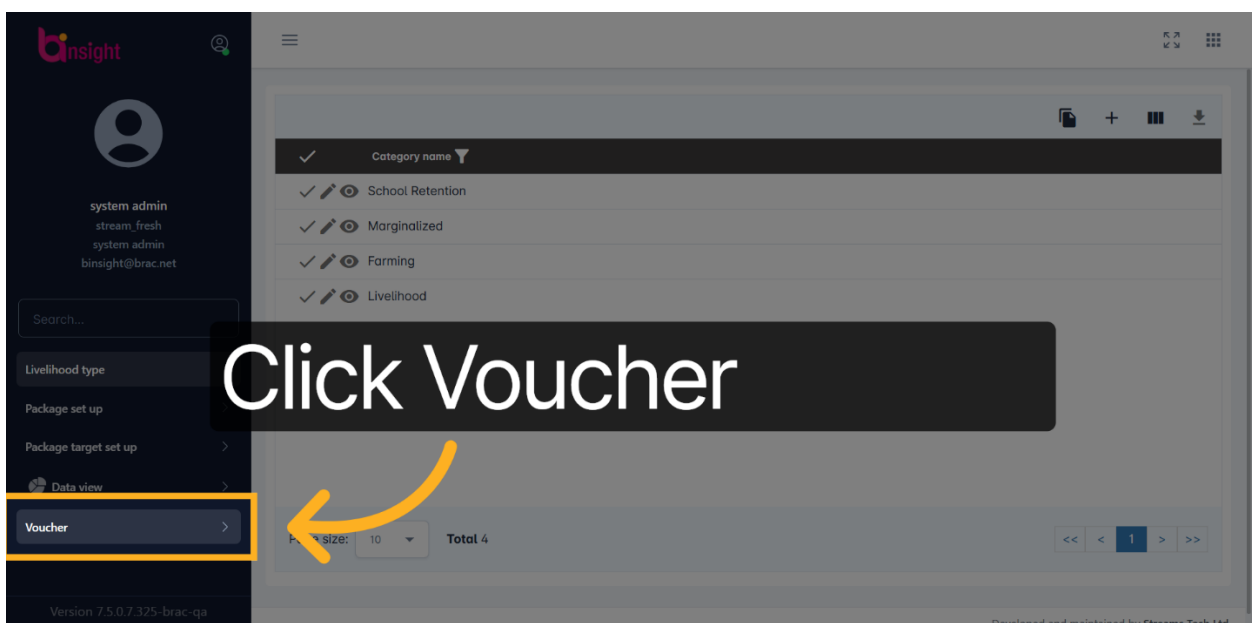
This tutorial guides you through posting vouchers within Binsight and SBI cloud system for Asset Distribution & Asset Collection.

## Asset Distribution:

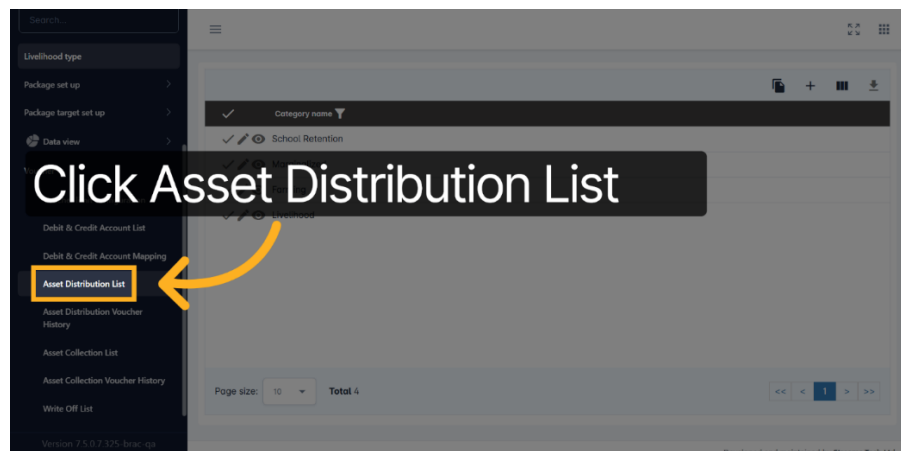
01. Click the Livelihood Support Distribution to initiate the voucher posting process.



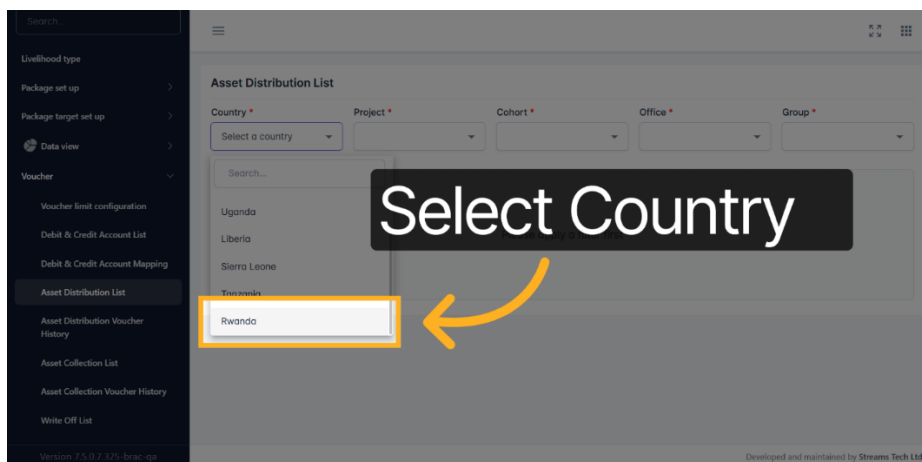
02. Click the "Voucher" option to open the Livelihood support distribution module.



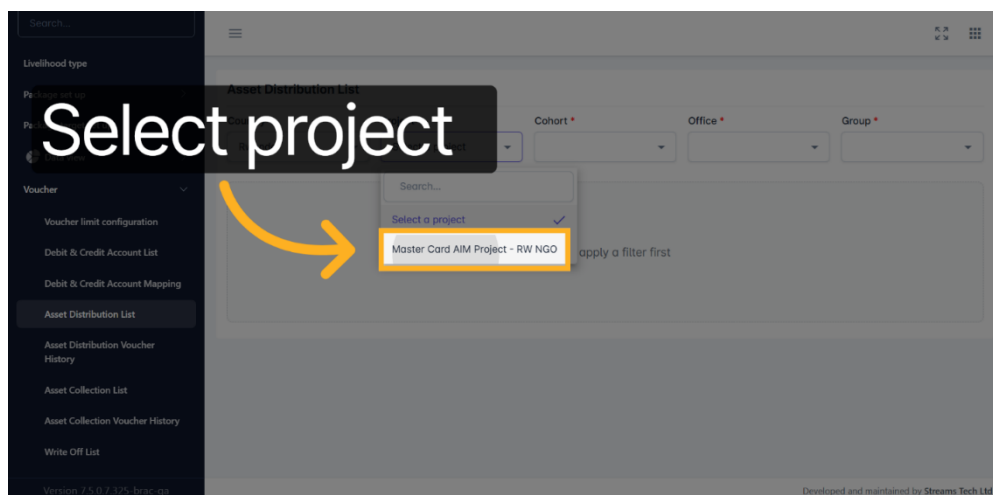
03. Click "Asset Distribution List" to view and manage the list of assets allocated for livelihood support.



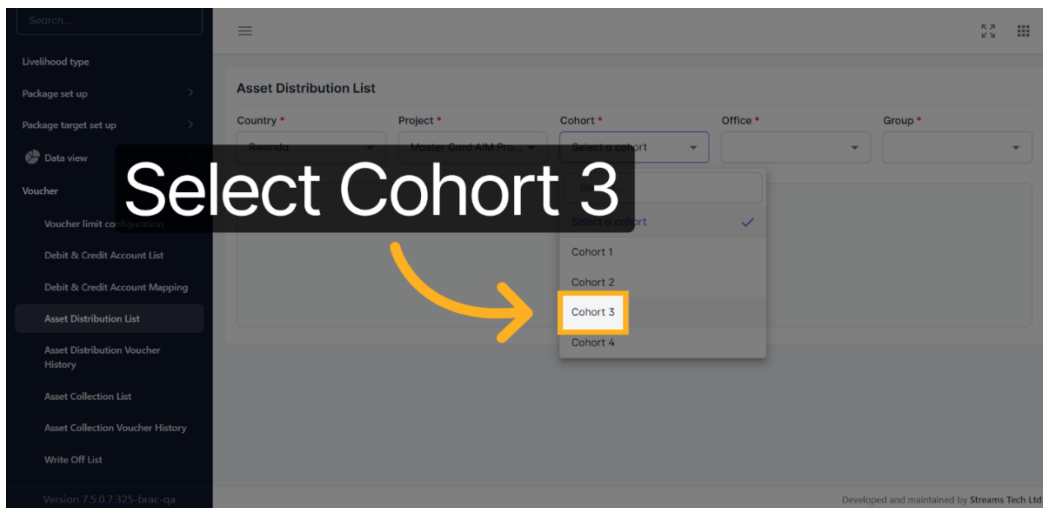
04. Select Country under asset distribution data specific to a country.



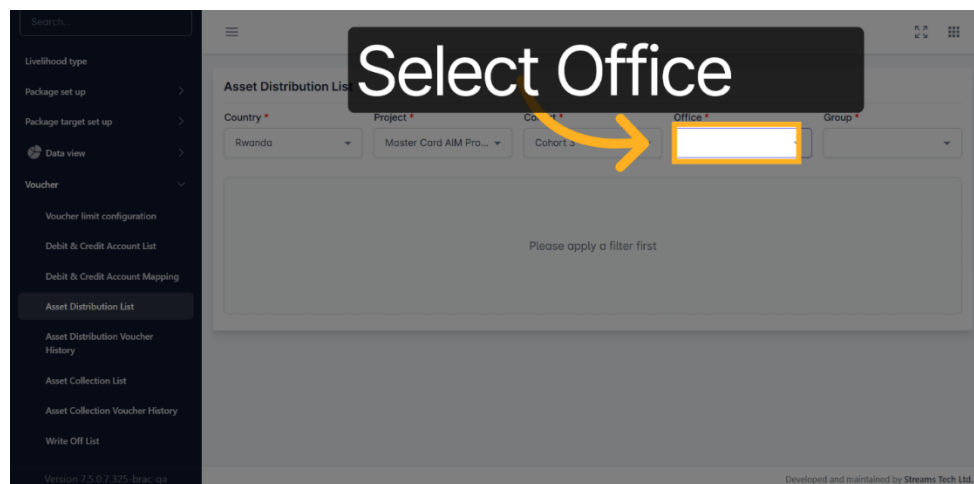
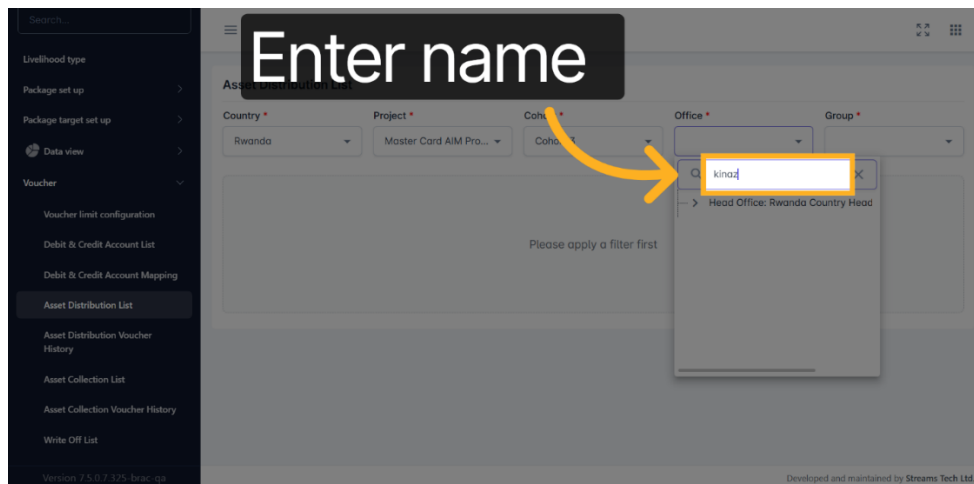
05. Select Project under country.

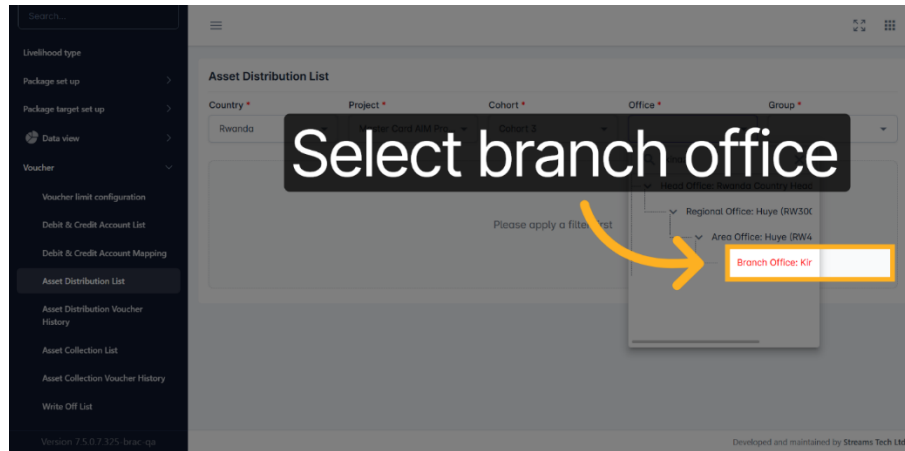


06. Select Cohort.

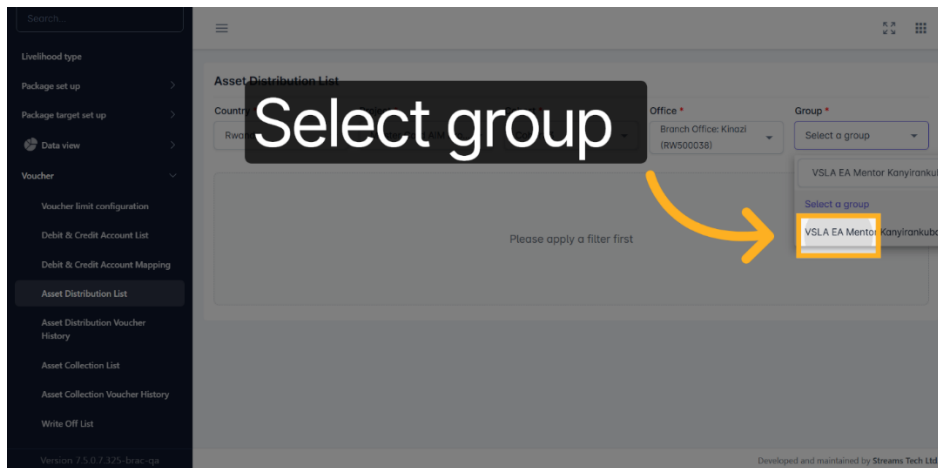


07. Select Office name under Cohort. Search using the search box and select the office.

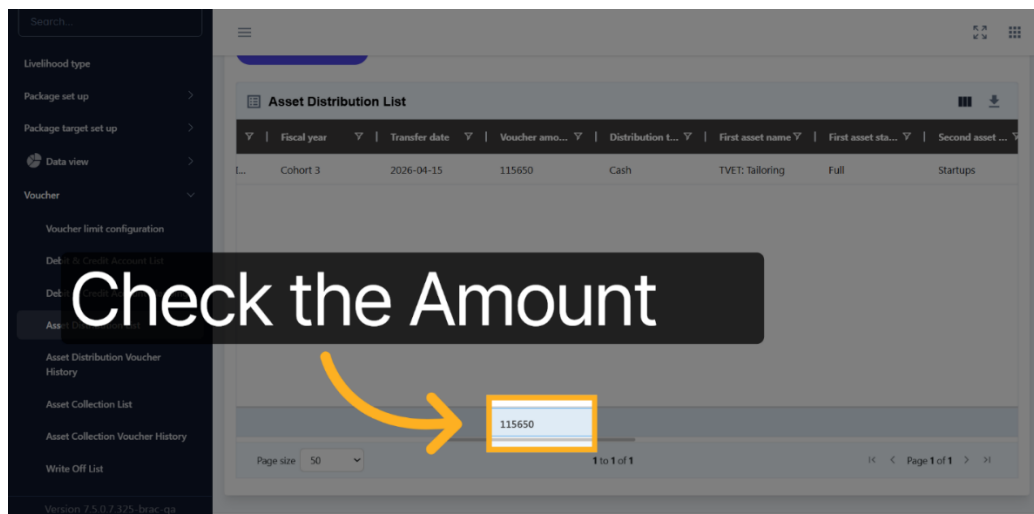




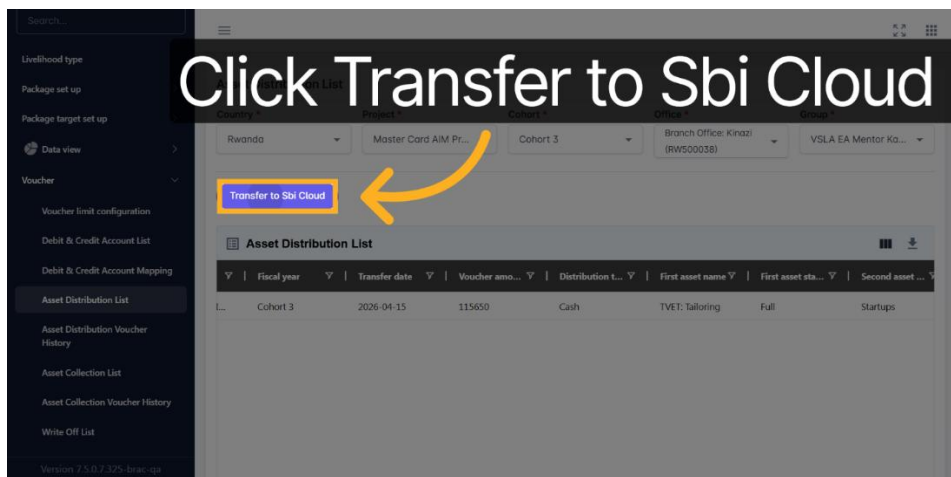
08. Select Group under Office. Use the search filter to find specific Group.



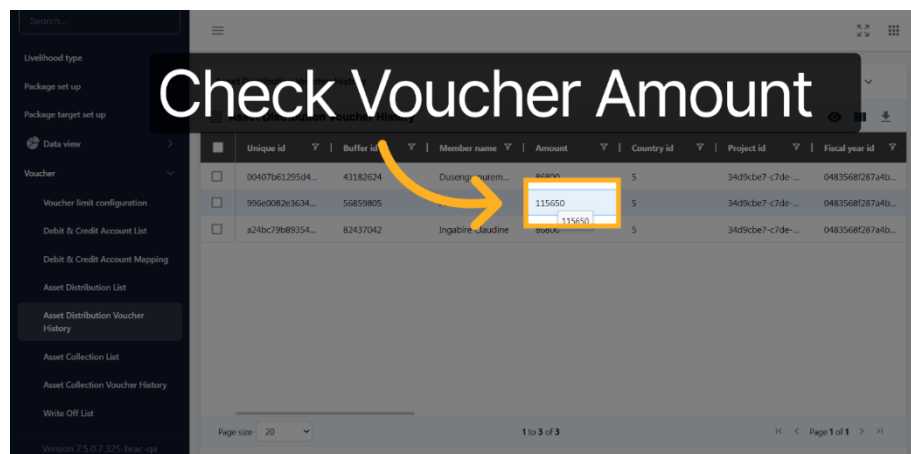
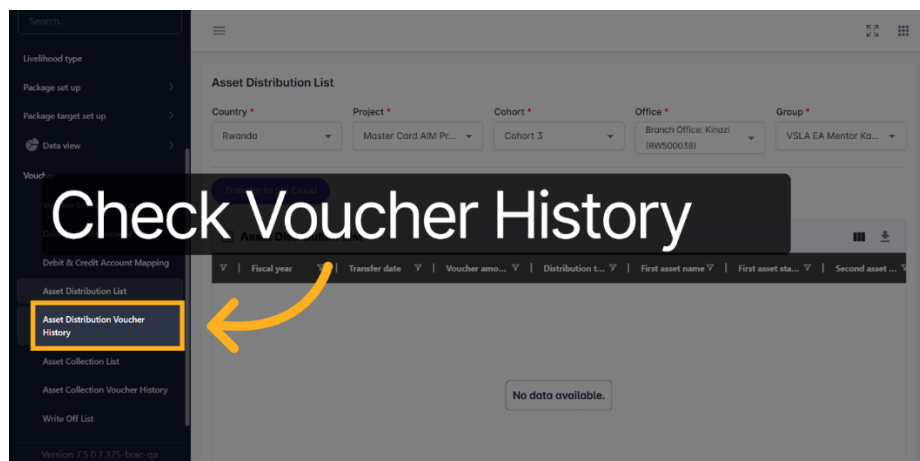
09. System will display all the pending vouchers after selecting Office. Check voucher information and check the total amount.



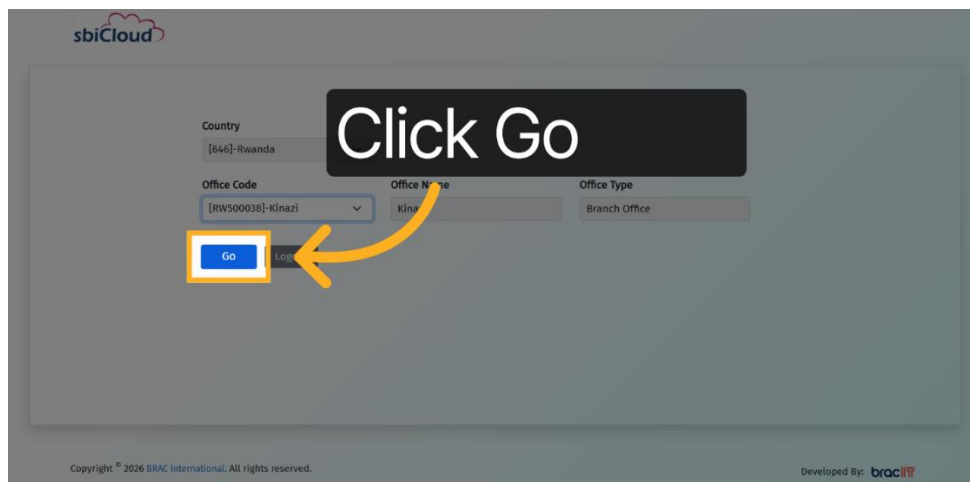
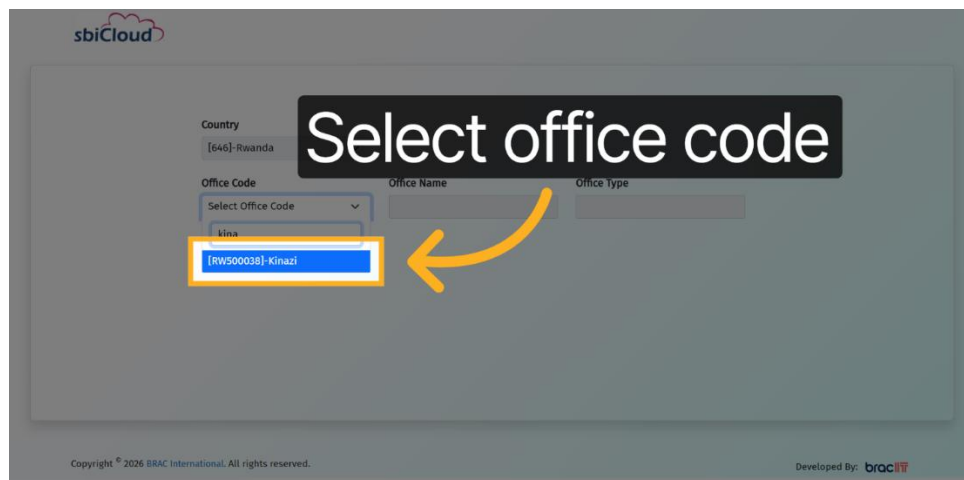
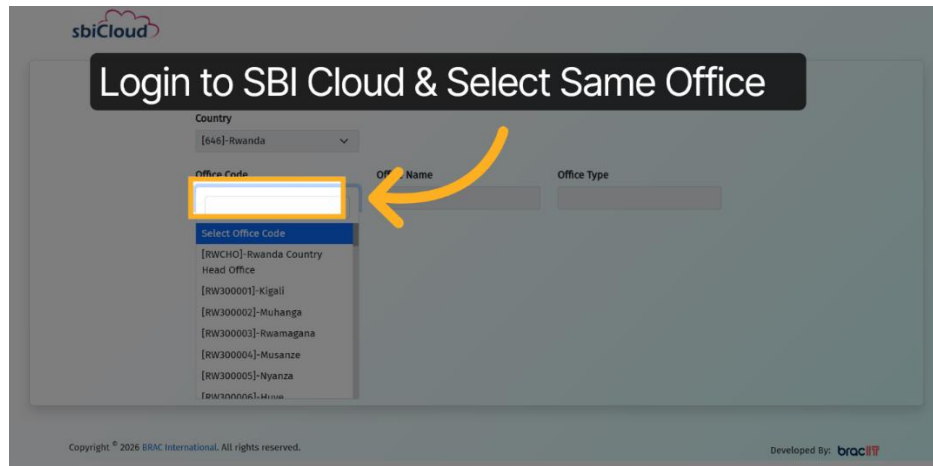
10. Click "Transfer to Sbi Cloud" to begin transferring voucher data to the SBI Cloud platform.



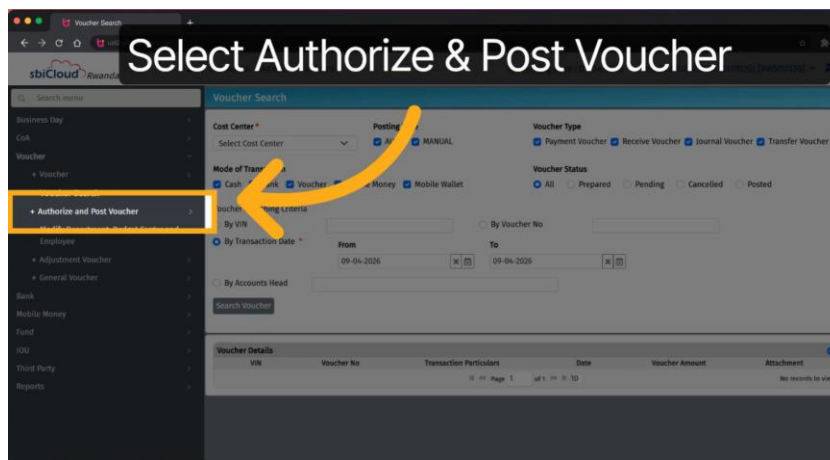
11. Click "Asset Distribution Voucher History" to review past voucher transactions and statuses.



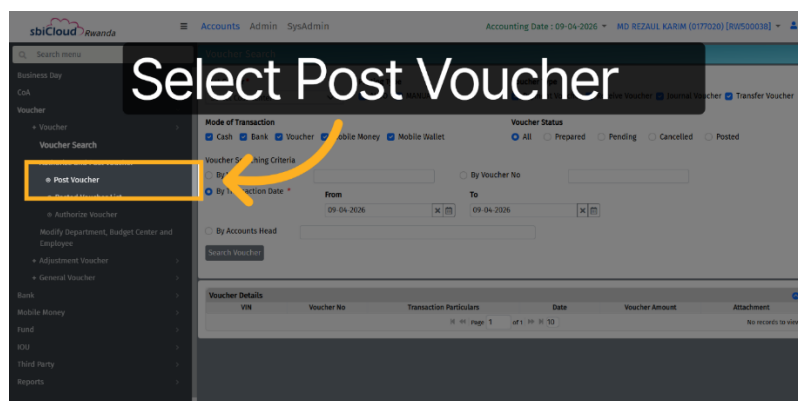
12. Login to SBI Cloud using the same office like below-



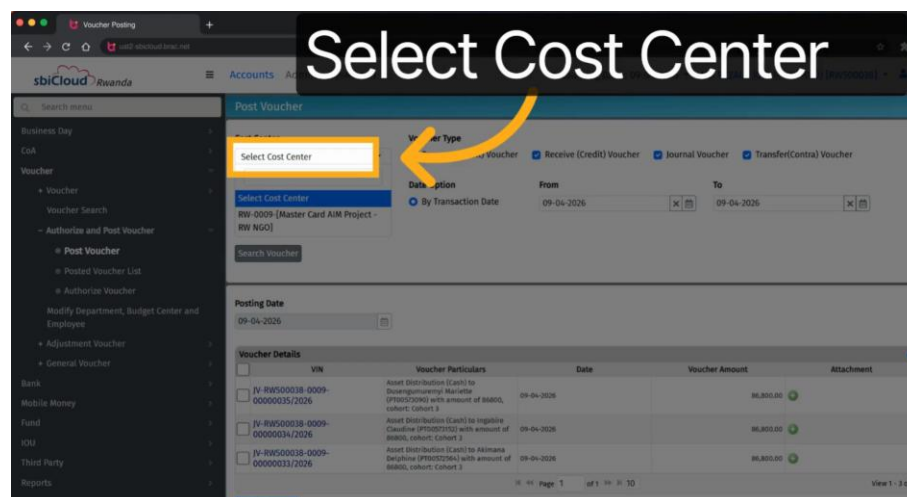
13. Go to Voucher → Authorize & Post Voucher to begin the process of validating and recording voucher transactions.



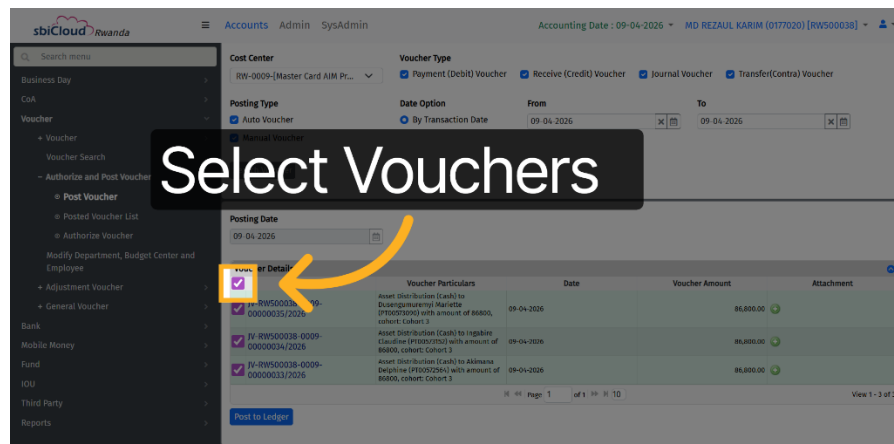
14. Click the Post Voucher.



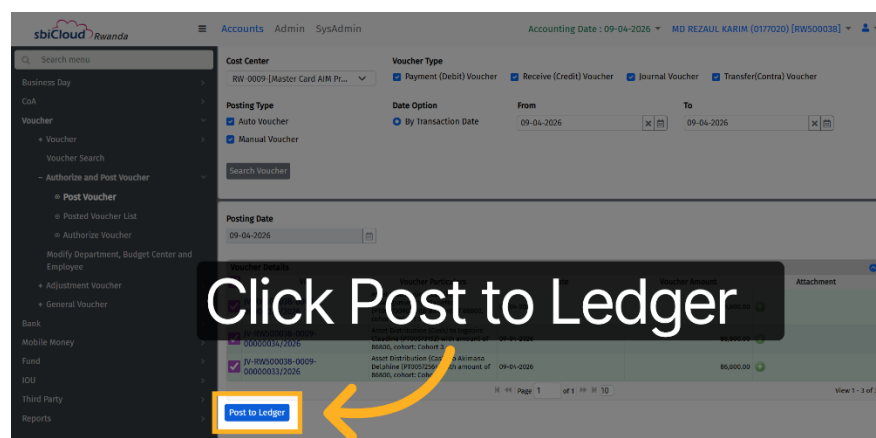
15. Click the Select Cost Center dropdown. Then, click on "Search Voucher".



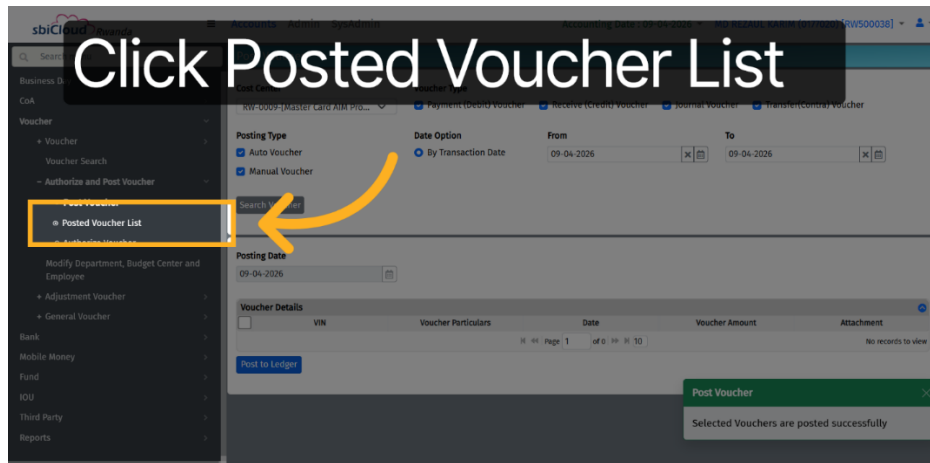
16. Select the voucher to post.



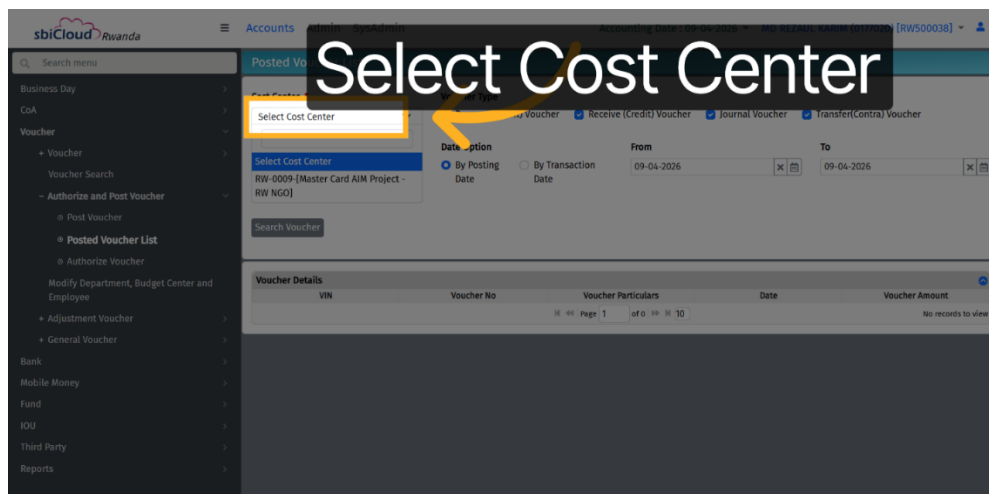
17. Click **Post to Ledger** to record the voucher transaction officially in the financial ledger.



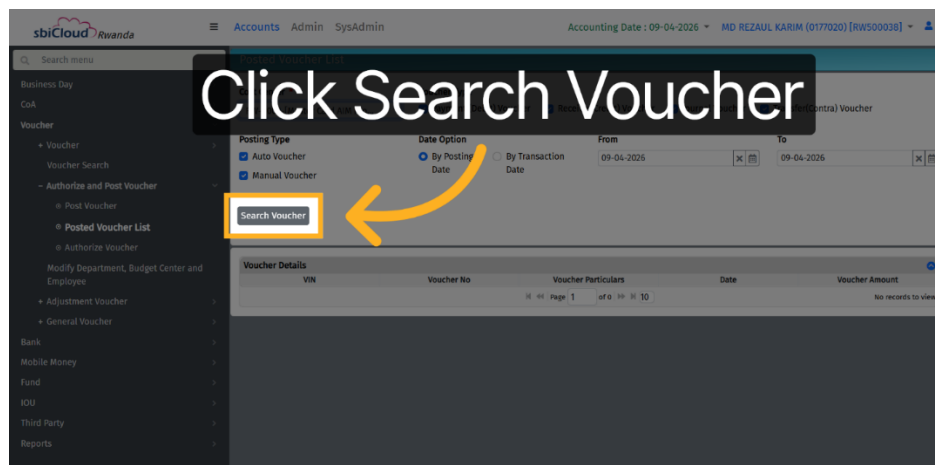
18. Go to Posted Voucher List to check if the voucher is posted or not. Click **Posted Voucher List** to review vouchers that have been successfully posted to the ledger.



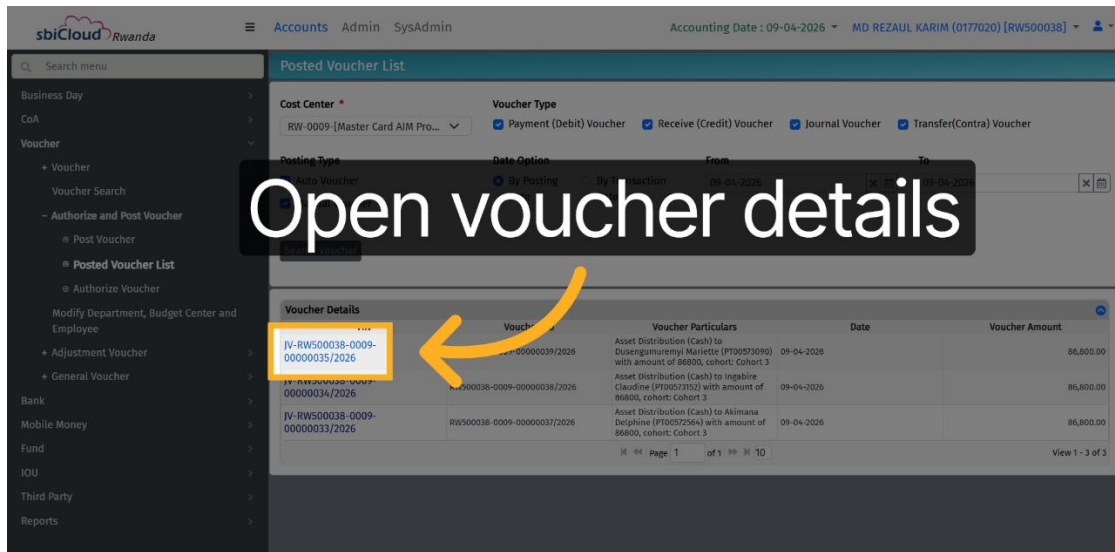
19. Select Cost Center to filter the posted vouchers by their assigned financial centers.



20. Click Search Voucher to locate a specific voucher within the posted voucher list for review.



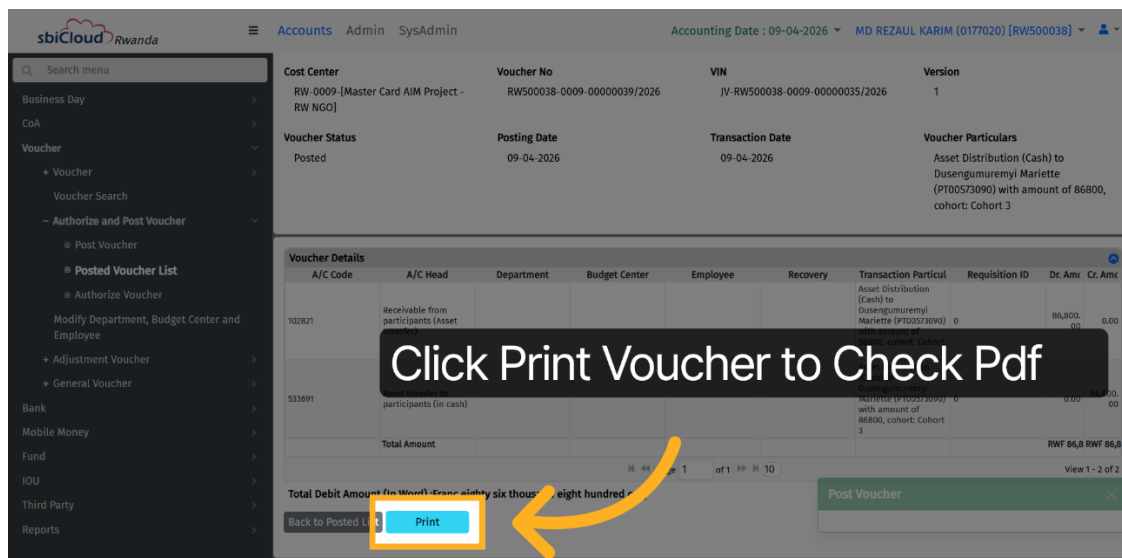
21. Select specific voucher to view detailed information about this specific voucher.



**Open voucher details**

Voucher No	Voucher Particulars	Date	Voucher Amount
JV-RW500038-0009-00000035/2026	Asset Distribution (Cash) to Dusengumuremyi Mariette (PT00573090) with amount of 86800, cohort: Cohort 3	09-04-2026	86,800.00
JV-RW500038-0009-00000034/2026	Asset Distribution (Cash) to Ingabire Claudine (PT00573152) with amount of 86800, cohort: Cohort 3	09-04-2026	86,800.00
JV-RW500038-0009-00000033/2026	Asset Distribution (Cash) to Akimana Delphine (PT00572564) with amount of 86800, cohort: Cohort 3	09-04-2026	86,800.00

22. Click the Print button to generate a physical or digital copy of the voucher summary for records.



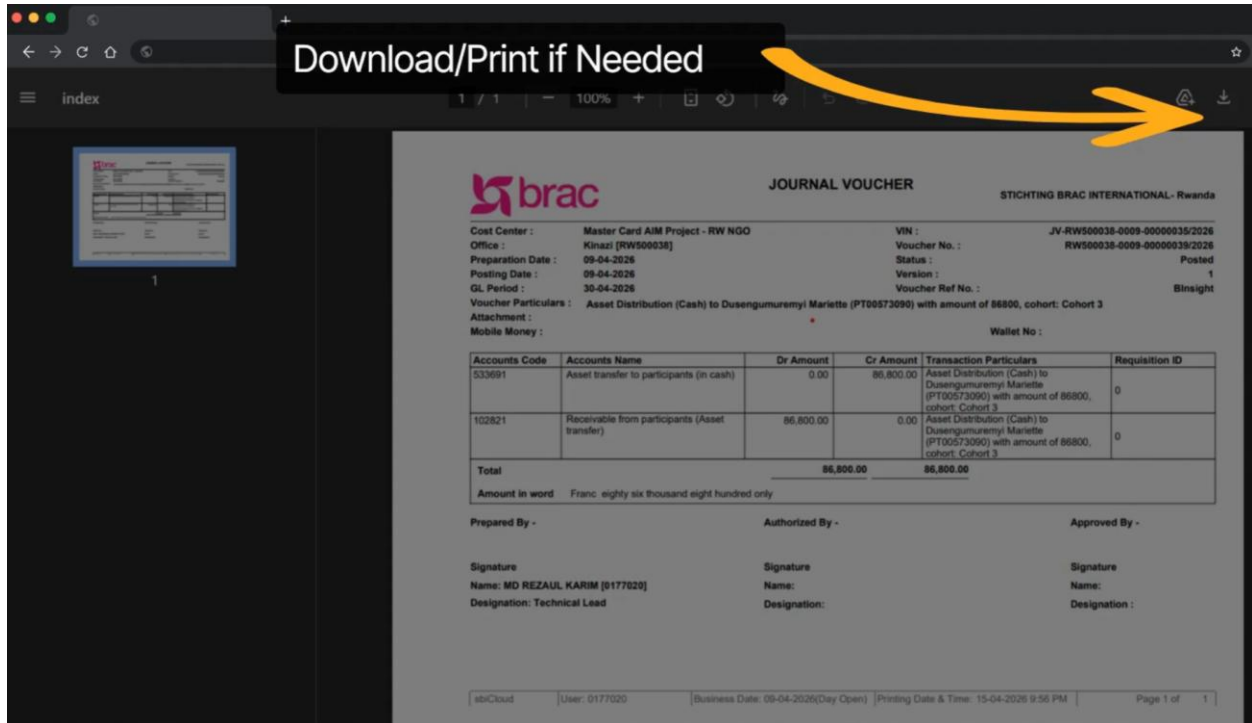
**Click Print Voucher to Check Pdf**

A/C Code	A/C Head	Department	Budget Center	Employee	Recovery	Transaction Particul	Requisition ID	Dr. Amt	Cr. Amt
102821	Receivable from participants (Asset					Asset Distribution (Cash) to Dusengumuremyi Mariette (PT00573090)	0	86,800.00	0.00
533691	participants (in cash)					Asset Distribution (Cash) to Dusengumuremyi Mariette (PT00573090) with amount of 86800, cohort: Cohort 3	0	0.00	86,800.00
<b>Total Amount</b>								<b>RWF 86,800.00</b>	<b>RWF 86,800.00</b>

Total Debit Amount (in Words): Franc eighty six thousand eight hundred

**Print**

23. Download or print the voucher if needed.



**Download/Print if Needed**

**brac** **JOURNAL VOUCHER** **STICHTING BRAC INTERNATIONAL - Rwanda**

**Cost Center :** Master Card AIM Project - RW NGO **VN :** JV-RW500035-0009-00000035/2026  
**Office :** Kinazi [RW500035] **Voucher No. :** RW500035-0009-00000035/2026  
**Preparation Date :** 09-04-2026 **Status :** Posted  
**Posting Date :** 09-04-2026 **Version :** 1  
**GL Period :** 30-04-2026 **Voucher Ref No. :** Binsight

**Voucher Particulars :** Asset Distribution (Cash) to Dusengumuremyi Mariette (PT00573090) with amount of 86800, cohort: Cohort 3  
**Attachment :**  
**Mobile Money :** **Wallet No :**

Accounts Code	Accounts Name	Dr Amount	Cr Amount	Transaction Particulars	Requisition ID
533691	Asset transfer to participants (in cash)	0.00	86,800.00	Asset Distribution (Cash) to Dusengumuremyi Mariette (PT00573090) with amount of 86800, cohort: Cohort 3	0
102821	Receivable from participants (Asset transfer)	86,800.00	0.00	Asset Distribution (Cash) to Dusengumuremyi Mariette (PT00573090) with amount of 86800, cohort: Cohort 3	0
<b>Total</b>		<b>86,800.00</b>	<b>86,800.00</b>		

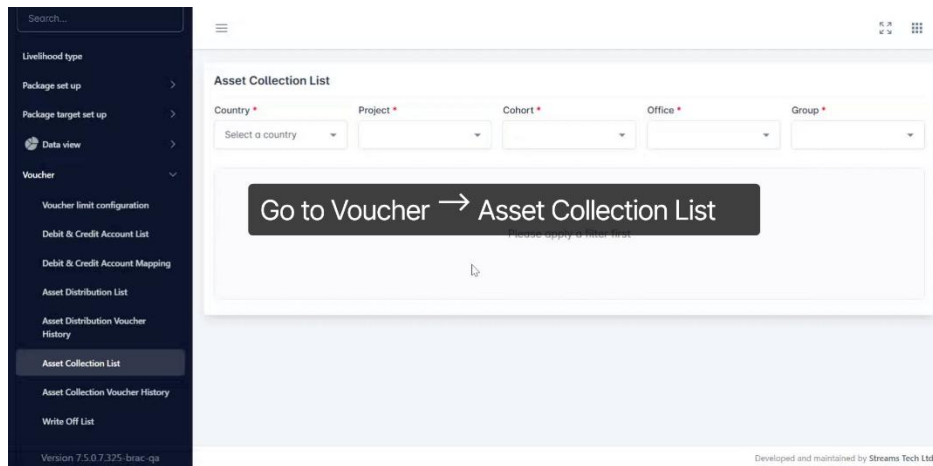
Amount in word Franc eighty six thousand eight hundred only

**Prepared By -** **Authorized By -** **Approved By -**  
**Signature** **Signature** **Signature**  
**Name: MD REZAUL KARIM [0177020]** **Name:** **Name:**  
**Designation: Technical Lead** **Designation:** **Designation :**

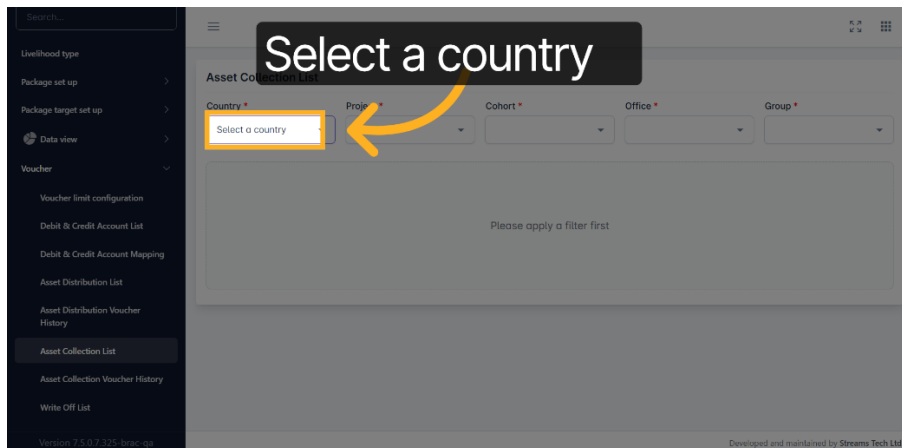
ibcCloud | User: 0177020 | Business Date: 09-04-2026(Day Open) | Printing Date & Time: 15-04-2026 9:56 PM | Page 1 of 1

# Asset Collection:

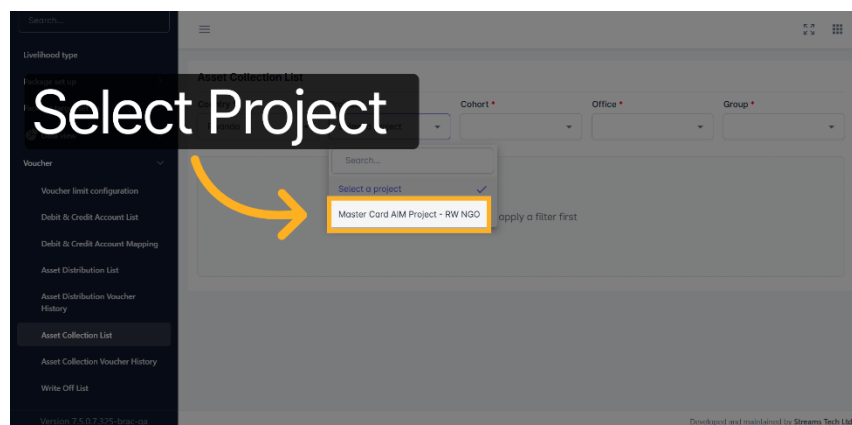
01. Go to Livelihood Support Distribution → Voucher → Asset Collection List



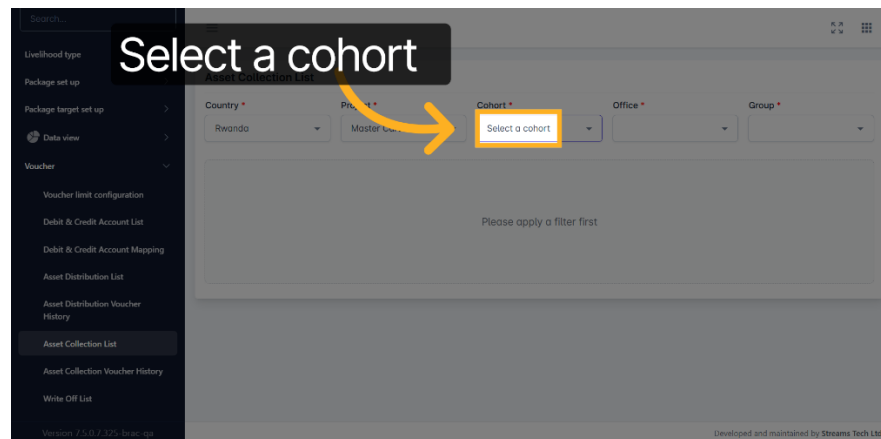
02. Select a country dropdown to choose the country.



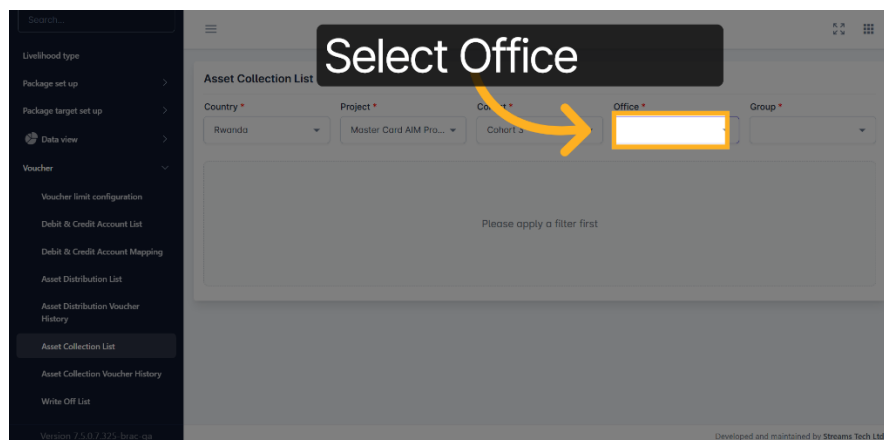
03. Select a project.



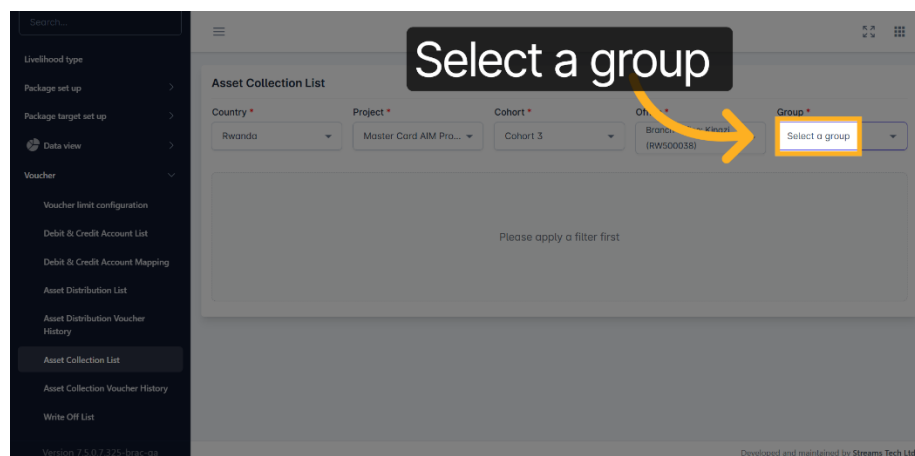
04. Select a cohort.



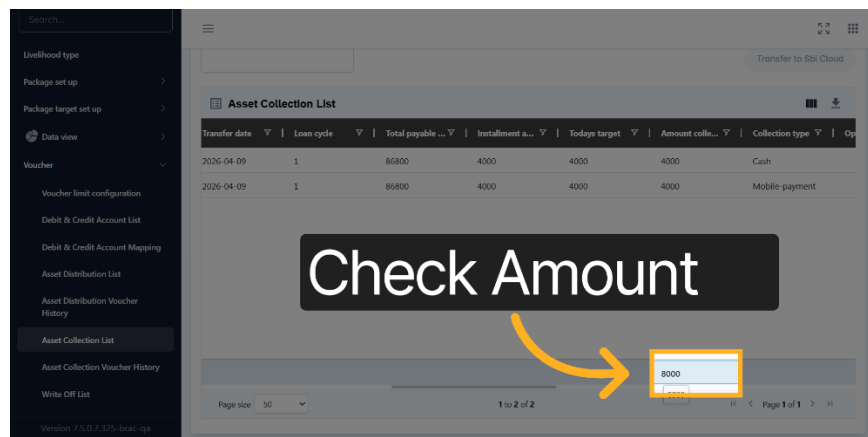
05. Select Office from dropdown. Click search and type the name of an office to find your desired one.



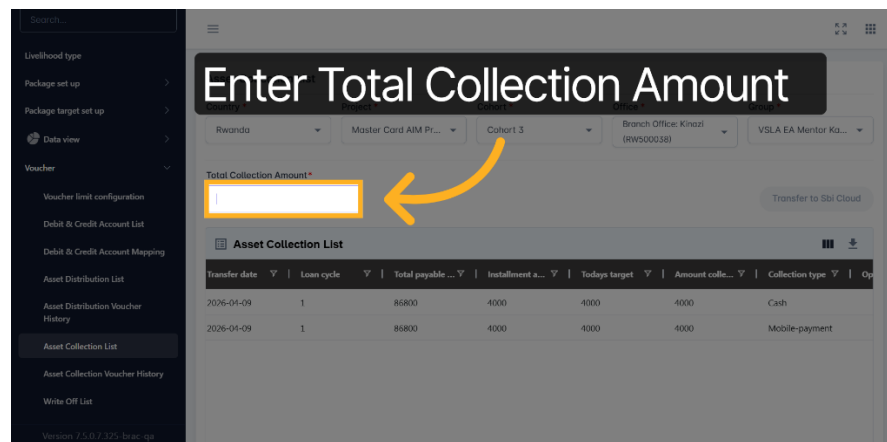
06. Select a group. Click search and type the name of a group to find your desired one.



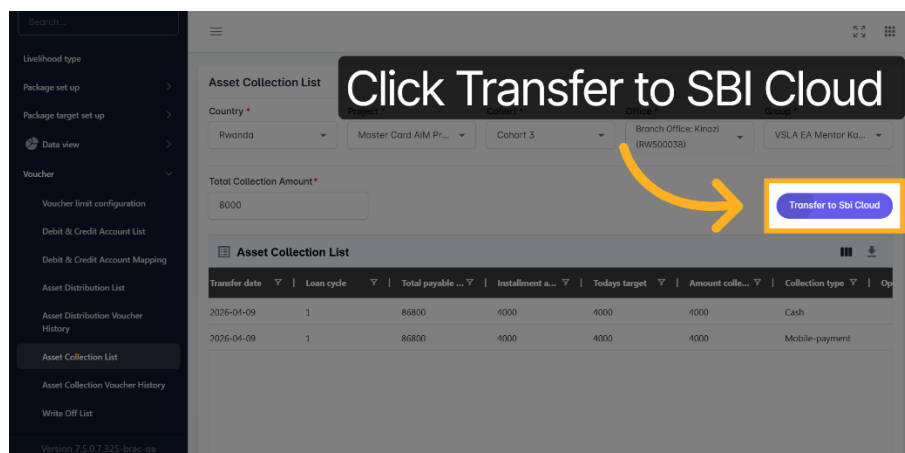
07. System will display all the available vouchers for Asset Collection. Check the voucher information and amount.



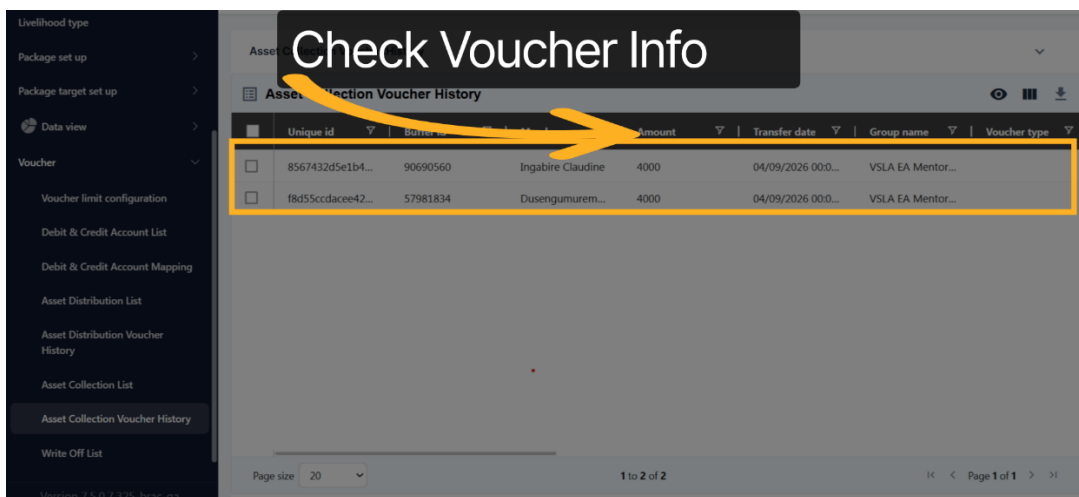
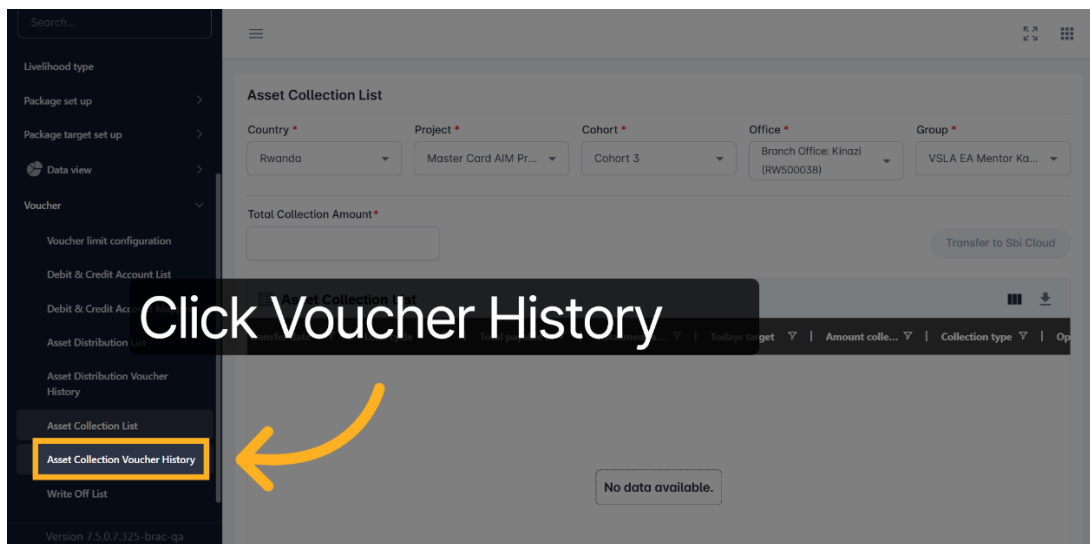
08. Enter Total Collection Amount. Total amount must be matched with collection amount. Otherwise, the voucher cannot be sent to SBI Cloud.



09. Click "Transfer to SBI Cloud" to send the voucher to SBI Cloud.



10. To check the all posted voucher go to Asset Collection Voucher History page.  
You will be able to check the voucher detail information from this page.



11. Please repeat Steps No.12 to Step No.23 from Asset Distribution to review, post, print, and download the Asset Collection voucher from SBI Cloud.

**\*\*\*The End\*\*\***