



COOPERATIVE EDUCATION REPORT

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

WRITTEN BY:

MAHIMA MUNANKAMI

Student ID: 6408040040

This Report Submitted is Submitted in Partial Fulfillment of the Requirements for Cooperative Education, Faculty of Business Administration, Academic Semester 2/2024

Siam University

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

Title: Practical Analysis of Accounting Processes in Nepal's FMCG Sector

Written by: Ms. Mahima Munankami

Department: Bachelor of Business Administration (Finance and Investment)

Academic Advisor: Mr. Ashutosh Mishra

We have approved this report as the partial fulfillment of the Cooperative Education Program, Semester 2/2024.

Oral Presentation Committees



Ashutosh Mishra

(Mr. Ashutosh Mishra)

Academic Advisor



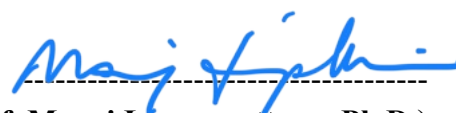
(Mrs. Monika Shrestha)

Job Supervisor



(Mr. Bikash Dahal)

Cooperative Education Committee



(Asst. Prof. Maruj Limpawattana, Ph.D.)

Assistant President and Director of Cooperative Education

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

Project Title: Practical Analysis of Accounting Processes in Nepal's FMCG Sector

Author: Mahima Munankami

Advisor: Mr. Ashutosh Mishra

Degree: Bachelor of Business Administration

Major: Finance and Investment

Credit: 5 Credits

Faculty: Business Administration

Semester/Academic Year: 2/2024

Abstract

This report gives a thorough overview of my cooperative education serving as an Accounts Intern in the Debtor Team at United Distributor Nepal. Management of Accounts Receivable, Bank Guarantee Process, Invoice Reconciliation and tax compliance were among the major financial tasks that were the focus of my job role. I was able to contribute my efforts and skills to the company's financial efficiency and regular standards while gaining practical experience in FMCG company's accounting procedure through this internship.

This report summarizes my key responsibilities such as processing the income entry, KYC/OD/ODC updates and coordinating with various departments in the company. It also focuses on the challenges that i faced and the skills that i developed in SAAP system.

Finally, this report outlines how effective financial management and process optimization greatly improves the operational efficiency in Nepal's FMCG distribution industry. It also highlights how crucial it is to have accuracy and teamwork in accounting day to day operations.

Keywords: United Distributor Nepal, Bank Guarantee, Account receivable, Invoice Reconciliation, FMCG, SAAP, Financial Management.

Acknowledgement

I would like to express my sincere gratitude to Siam University and Kathmandu College of Management for providing the learning platform and undertaking my internship where I can apply the classroom knowledge in a practical corporate world. Their support and resources have been so valuable in my professional growth.

I am deeply thankful to Asst. Prof. Maruj Limpawattana and my academic advisor, Mr Ashutosh Mishra for their support and guidance throughout this co-op program. Their encouragement and expertise have been extremely helpful.

My internship at United Distributors Nepal for Fast Moving Consumer Goods Distribution Company has been a valuable experience. I would like to thank MS. Monika Shrestha, Senior Accounting Officer and United Distributors Nepa for the enriching supervision and mentorship. I am also grateful to the Debtor's Team Members of UDN for providing me with this opportunity. I would also like to express my appreciation to the faculty and staff and Siam University and Kathmandu College of Management for their continuous support and encouragement.

Finally, I would like to thank my family and friends for their love and support and belief in me. They have been a constant source of motivation to me.

Mahima Munankami

Student ID: 6408040040

Table of Contents

Abstract	2
Acknowledgement	3
Chapter 1 Introduction	6
1.1 Company Profile.....	6
1.1.1 Mission of the company	7
1.2 Strategies of the company	7
1.2.1 Success Formula.....	7
1.2.2 Key Drivers and Products	8
1.3 Organizational Structure	10
1.3.1 UDN Executive Member.....	10
1.3.2 UDN Debtors Team	11
1.3.4 My Job Position.....	11
1.3.5 My Job Position in the Company's Organizational Structure	11
1.4 My intention and motivation to choose the company as my CO-OP studies workplace	12
1.5 Strategic analysis of the company	13
1.5.1 SWOT Analysis of United Distributor Nepal	13
1.6 Objective of this cooperative study:	15
Chapter 2 Cooperative Study Activities	17
2.1 Job Description.....	17
2.2 Job Responsibilities and work duties.....	18
2.3 Activities in coordinating with co workers.....	21
2.4 Job Process Diagram	22
2.5 Contribution as a co-op student	24
CHAPTER 3 LEARNING PROCESS.....	26
3.1 Problem issue of the company.....	26
3.2 Solutions Implemented to the Problems	26
3.3 Recommendation to the Company	27
3.4 What have you learned from corporate studies:	28
3.5 How you applied the knowledge from coursework to the real working situation	29

3.6 Special skills and new knowledge learned from this course.....	30
CHAPTER 4 CONCLUSION	31
4.1 Summary of highlights of your Co-Op Studies at this Company	31
4.2 Your evaluation of the work experience	32
4.3 Limitation of your Co-Op studies.....	32
4.4 Recommendations for the Company	33
References	S35
Appendix I.....	36
Appendix II	44

List of Figures

Figure 1: United Distributors Nepal Logo-----	6
Figure:2 United Distributors Nepal Success Formula -----	7
Figure:3 Session on: PCOS and PCOD-----	8
Figure:4 Session on: Investment Avenues in market-----	8
Figure5: Key Drivers of UDN -----	8
Figure 6: Business Products-----	9
Figure7: Organizational Structure of UDN-----	10
Figure8: Debtor Team Structure-----	11

List of Tables

Table 1: SWOT Analysis of United Distributors Nepal-----	13
Table2 My Job Process for Bank Guarantee Filing and Invoice-----	22
Table3: My Job Process for Bank Guarantee Process-----	22
Table 4: My Job Process for Income Entry and Record Updates-----	22
Table5: My Job Process for Modern Trade (MT) Customer Claim Report and Credit Memos-----	23

Chapter 1 Introduction

This chapter includes a substantial overview of United Distributors Nepal (UDN), a major market player in Nepal's Fast Moving Consumer Goods (FMCG) distribution sector. As the flagship organization which comes under Vishal Group (VG), UDN functions as a core distribution partner for over 10 multinational FMCG brands, supplying products to 45000+ retail outlets worldwide. Additionally, this chapter focuses on my motivation for choosing UDN as my CO-OP workplace and also highlights the company's competitive positioning in the market. By analyzing UDN's operation and their major strategies readers can have a better understanding of the diversity of Large-Scale Distribution Networks and their impact on Nepal's economy.

1.1 Company Profile



Figure 1: United Distributors Nepal Logo

United Distributors Nepal (UDN) has been a leading player in Nepal's Fast Moving Consumer Goods (FMCG) distribution sector for the past 15 years. UDN is the leading company in the FMCG distribution sector of Vishal Group, it has consistently supplied consumers all over the country with the premium products. With more than 490 employees as of 2025 UDN is the distribution partner for over 10 of the most successful FMCG companies worldwide. It distributes products over a wide range of FMCG which includes personal and skincare, female hygiene, baby care, detergents, breakfast cereals, confectionery, household cleaner and disinfectants, and health drinks.

1.1.1 Mission of the company

Touching Life, Improving Health, Bringing Happiness.

1.1.2 Vision of the company

With continuous efforts in the availability of a large variety of consumer products, with products that are not only good for the taste but also for health, by making life easier through convenience UDN is inclined towards delivering what's best for Nepali consumers.

1.2 Strategies of the company

- ❖ **Market Penetration:** In order to boost in market share, UDN builds up its position in current markets by strengthening its relationship with traders, establishing distribution networks and boosting product availability.
- ❖ **Partnership Growth:** In order to increase its products portfolio, it collaborates with multinational FMCG brands to ensure it offers a wide range of high demand goods for Nepalese customers.
- ❖ **Operational Efficiency:** UDN increases supply chain speed, reduces the cost and eliminates the stock shortages by using advanced inventory management systems.
- ❖ **Customer Centric Approach:** In order to build sustainable business relationships, it places a high priority on its customer satisfaction, retailers, by providing reliable delivery, quick services and product availability.

1.2.1 Success Formula

Over the past year the company has formed its own formula for their company's success, which involves continuous efforts toward change with People, Infrastructure and Technology.

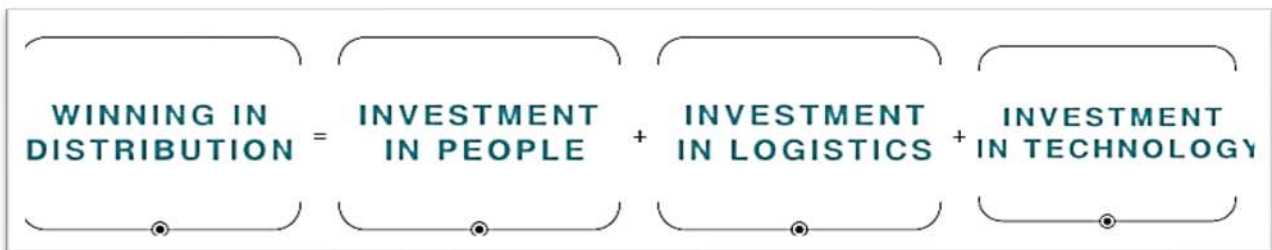


Figure:2 United Distributors Nepal Success Formula

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

The company ensures that its workforce is well furnished with core skills to make sure that they have the abilities required to lead and change a business that they dive into. In order to achieve this the company works within and with external training partners to provide continuous workforce training in the organization.



Figure:3 Session on: PCOS and PCOD



Figure:4 Session on: Investment Avenues in market

It also believes that technology plays a vital role by allowing and unlocking efficiency and serves as a multiplier effect in their day-to-day activities. They have made a major investment in tech driven industries that operate their activities in logistics, distribution management and more.

1.2.2 Key Drivers and Products

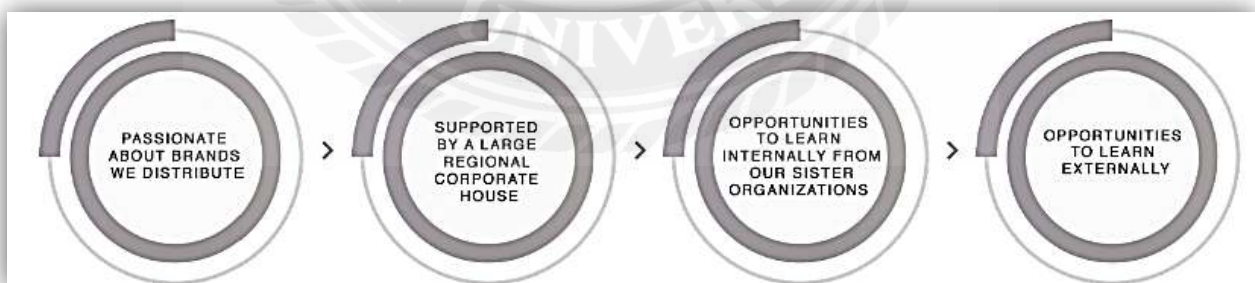


Figure5: Key Drivers of UDN

UDN is a united effort of collaborative learning and an individual's passion. They have always been very passionate about all those brands they distribute.



Figure 6: Business Products

The major high-quality products of UDN are shown below. It is pioneer in importing, distributing brands like GSK, P&G, Mars, SCJohnson, Britannia, Pampers, Pringles, Ferrero, Hershey's etc. in Nepal. UDN is not only considered as Nepal's largest distribution company but also as a joint company it is in the top five companies in Nepal active in this FMCG market, having turnover in excess of USD 35 million.

1.3 Organizational Structure

Organizational structure is a framework which gives us overview on how task are segregated and supervised within a company. It tells us about the roles and responsibilities of each of the individuals, the relationship among the employee, how task are coordinated and controlled among different department and employees and how each of them contributes towards the company's goal.

United Distributors Nepal organizational structure shows how roles and responsibilities are divided among the individuals. This structure shows the efficient coordination of responsibilities and supervision.

1.3.1 UDN Executive Member

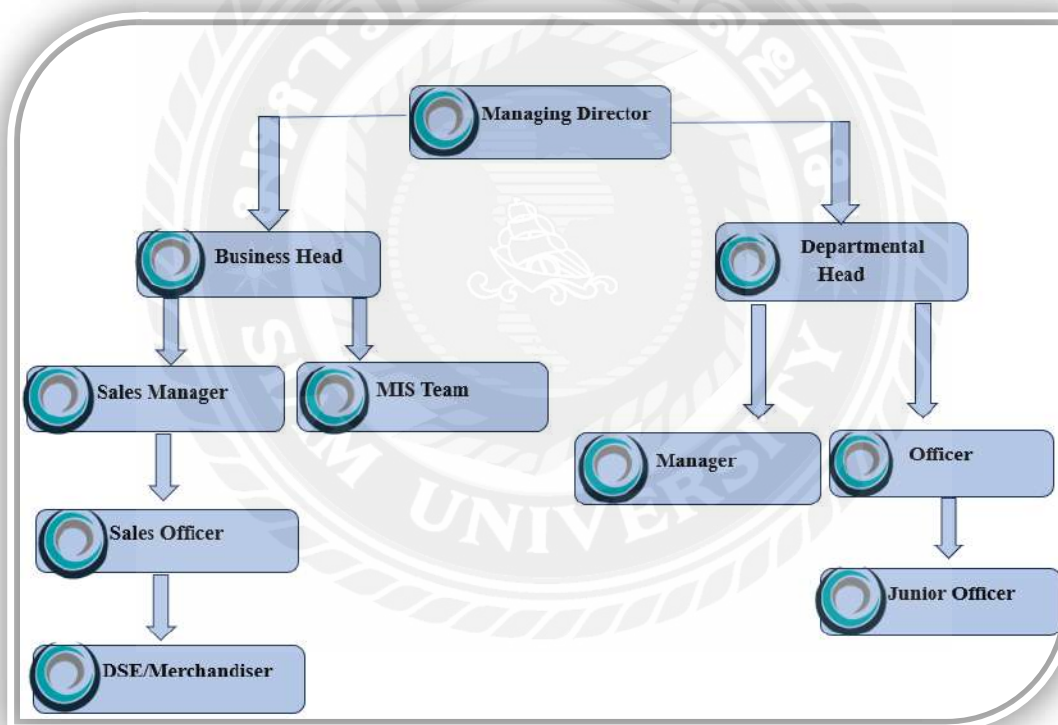


Figure7: Organizational Structure of UDN

For effective operational control UDN uses functional hierarchical structure. The managing director is in charge of all corporate operations and strategic decision. All the department heads who look after tier specialized divisions for well-known brands such as (Kellogg's/Pringles, HFD, Britannia, P&G), and essentials operations like accounts, claims, human resource and supply chain

management. Answer directly to the MD for every product line this brand structure specialized attention to partner relationship and distribution.

1.3.2 UDN Debtors Team

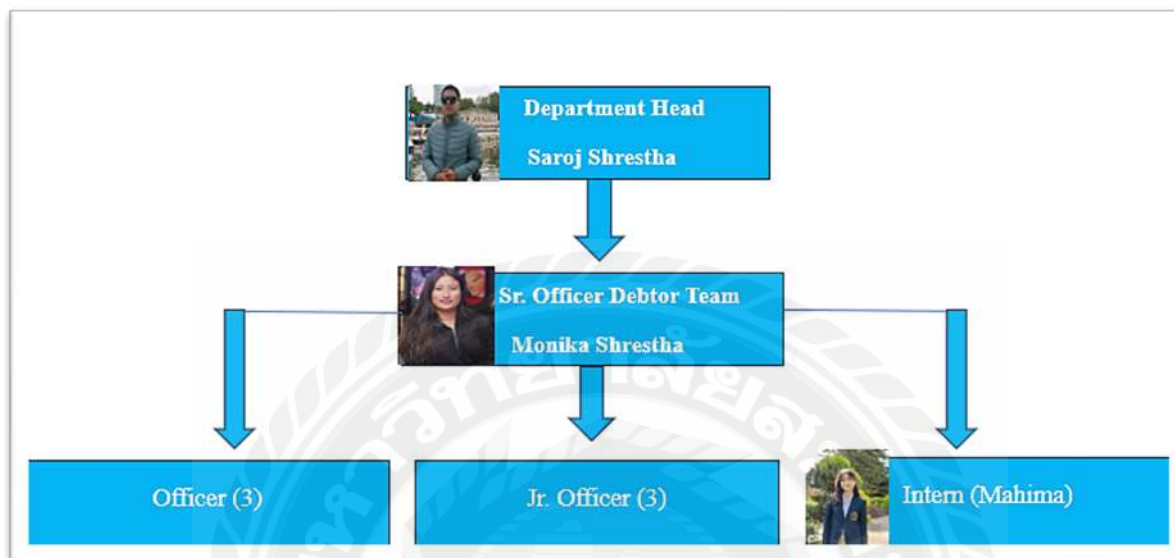


Figure8: Debtor Team Structure

The Assistant managers supervise day to day operations and look after departmental strategies. Senior Officers oversee key operations like order processing, inventory, and retailer relations. The junior officers are in charge of delivery coordination, sales reporting, and data administration.

1.3.4 My Job Position

My position as an intern at United Distributors Nepal was Accounts Intern. I worked in the Debtors Team which comes under the Accounts Department.

1.3.5 My Job Position in the Company's Organizational Structure

I work as an accounts intern in the Accounts Department's Debtors Team, and I reported directly to my Job Supervisor Sr. Officer of Debtors Team Ms. Monika Shrestha. Among my main duties are:

- ❖ Support the debtor's team in day-to-day operations.
- ❖ Assist in tracking overdue payments and follow up with OD and KYC clients.

This position is essential to retaining stability throughout its distribution network and ensuring cash flow efficiency.

1.4 My intention and motivation to choose the company as my CO-OP studies workplace

For my CO-OP studies, I chose United Distributors Nepal(UDN) not only because it is one of the top FMCG companies in Nepal but also because it offers a practical learning environment where theory and practice merge. Three major insights prompted me to make this choice.

Firstly, I'm learning from the best company as UDN leads the market. Managing Distribution of various products for more than 45000 outlets and well-known international companies such as P&G, Britannia, Kellogg's/Pringles and more exposes me to a variety of supply chain difficulties ranging it from last mile delivery obstacles to warehouse optimization. This is where Nepal's distribution heartbeats run, it's not the textbook logistics.

Secondly, I was captivated by the human aspects. The Sales Officer (SO) I met during my internship explained to me how they handle payments issues in remote areas or guide general traders (GT Customers) in Kathmandu on inventory management. This demonstrated to me that UDN nurtures relationships in addition to selling goods. I wanted to know in depth how the closing system works during the fiscal year. Working as an intern in the Debtor team, I had the opportunity to have a closure view on the entire process of it, i experienced how the pressures were distributed among the team members during that period, and how to work on such a hassle period, it showed how each of the task are codependent on each other and how all those tasks were to be balanced at the same pace. I'm currently involved in the process of establishing trust as an accounts intern who pursues past due payments and discovers how numbers affect real business. Above all, I identify with UDN's "growth with purpose" philosophy.

1.5 Strategic analysis of the company

Strength	Weakness
<ul style="list-style-type: none">❖ Strategic Partnership❖ Robust Distribution Network❖ Diversified Product Portfolio❖ Structured Logistics❖ Well established Brand Trust❖ Skilled Workforce	<ul style="list-style-type: none">❖ Excessive Operational Cost❖ Heavy Reliance on External Supplier❖ Bureaucratic Delays❖ Outdated System❖ Local Distributor Competition
Opportunity	Threat
<ul style="list-style-type: none">❖ Growth of E Commerce❖ Economic Development of Nepal❖ Increase in Product Lines❖ Strengthening CSR❖ Dealership with International Brand	<ul style="list-style-type: none">❖ Political Instability❖ Currency Fluctuation❖ Increase in Competition❖ Natural Disaster❖ Change in Policies

Table 1: SWOT Analysis of United Distributors Nepal

1.5.1 SWOT Analysis of United Distributor Nepal

A. Strengths:

- **Strategic Partnership:** UDN has a well-established core partnership with top local brands and multinational business (MNC) enabling it to sell high demand products only in specific regions. By having reliable supply chains these partnerships give UDN a competitive advantage as well as helps in improving its product offering.
- **Robust Distribution Network:** UDN has established a mass and well-structured distribution network that serves both rural and urban areas of the country. It also has a competitive advantage over local distributors because of its vast reach, which ensures effective product delivery even in rural regions.
- **Diversified Product Portfolio:** FMCG, pharmaceutical and electronic and other necessities goods are among the many products that the company distributes. This

reduces the reliance on a particular product category this diversification leads the company's resilience to change in the market. The versatility of the company to manage multiple product lines increases its position as a major market player in Nepal's Distribution Industry.

- **Structured Logistic:** UDN has a reliable network vehicle and well-located warehouse as a part of its well-structured logistic system. Due to this it can take quick order processing, shorter delivery time and less operating cost are all guaranteed by this.
- **Well Established Brand Trust:** UDN has a well-established reputation and efficiency after years of operating in Nepal for more than 15 years. Its reliable service, quick delivery and ethical business methods other businesses and retailers prefer to work with UDN. Its long-term relationship with suppliers and customers is a result of this established brand trust maintaining its position as dominant market player.
- **Skilled Workforce:** Skilled and experienced employees can enhance operational efficiency and improve customer service.

B. Weakness:

- **Excessive Operational Cost:** Cost such as fuel prices, transportation cost and labor cost are all the rise in Nepal currently which leads to a pressure on profit margin for the distribution company. There can be a rise in expenses due to inefficiencies in warehouse management and vehicle maintenance.
- **Heavy Reliance on External Suppliers:** For imported items, UDN is heavily dependent on a limited number of suppliers due to this the company is susceptible to supply chain delays caused by international shortages, geopolitical conflicts or delays in transit.
- **Bureaucratic Delays:** Nepal's complicated regulatory framework mainly for imported goods causes delays in permit renewal, tax compliance and custom clearance. Because of this supply chain planning instability is all increased by these obstacles.
- **Outdated System:** Using outdated systems for inventory management, sales tracking, or customer relationship management can hinder operational efficiency.
- **Local Distributor Competition:** Better margins are offered to retailers because smaller regional distributors often have flexible pricing.

C. Opportunity:

- **Growth of Ecommerce:** Expanding into e-commerce and digital sales platforms offers new revenue streams and reaches a broader customer base.
- **Economic Development of Nepal:** UDN can have a mass benefit from increased demand for branded products, technology and day to day goods as a result of increasing disposable income and increase in consumption in both rural and urban areas.
- **Increase in Product lines:** Diversifying the product into organic foods, renewable energy goods and health supplements align with local and worldwide trends toward sustainability and wellness.
- **Strengthening CSR:** Strengthening CSR initiatives can enhance the company's reputation and community relations.
- **Dealership with International Brand:** With its nationwide reach and dependable logistic UDN can establish itself as a trusted distribution partner as more international businesses expand into Nepal.

D. Threats:

- **Political Instability:** Economic instability or downturns can impact consumer spending and affect the company's sales and profitability.
- **Currency Fluctuation:** As UDN relies on imports, fluctuating exchange rates can raise the cost of purchase and fall in profit margin.
- **Increase in Competition:** High competition from other distributors or wholesalers might lead to price wars or reduced market share.
- **Natural Disaster:** Issues such as natural disasters, political instability, or global events can disrupt supply chains and impact business operations.
- **Change in Policy:** New regulations or changes in industry standards could increase compliance costs or affect operational practices.

1.6 Objective of this cooperative study:

This report is an in-depth review of my experience as an Accounts Intern in the Debtors Team at UDN (United Distributor Nepal). This report main objective is to critically analyze how academic information is applicable in real world corporate context in particular in Nepal's Fast Moving Consumer Goods (FMCG) distribution industry. I show how theoretical ideas in

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

accounting and financial management are applied in real world business day to day operation through this experiential learning opportunity provided in addition to that i also aim to evaluate my own professional growth through this placement.

This report aims to provide insightful information on the business dynamics of a leading distribution company, emphasizing on account receivable process and its importance in safeguarding healthy cash flow. I intend to demonstrate the core significance accounting function plays in strengthening an organization's financial health by reporting my engagement in debtor team management, credit control activities, reconciliation, invoice filing. This analysis looks at the larger industry setting including its growth potential and problems in Nepal's FMCG distribution environment providing insight that could help academic discussion and future accounts intern.

In addition to its analytical goals, this report also covers personal and professional growth. It reflects the abilities that I've acquired, the difficulties that I've faced and the knowledge I've gained throughout my internship at UDN. I aim to boost the wider understanding of accounting processes in distribution companies in Nepal. Therefore, this report serves as evidence to the valuable link that internships provide between academic knowledge and professional preparedness in the fields of accounting and corporate management.

Chapter 2 Cooperative Study Activities

2.1 Job Description

A. Debtor Team Support:

- Collaborate with Financial Managers and other team members
- Following up with customers for outstanding payables amount

B. Bank Guarantee Filing and Invoices:

- Assist in maintaining the filing of Bank Guarantee of all Business Unit.
- Assists in maintaining the filing of Debit/Credit note and A/P invoices.

C. BG Letters:

- Assists in preparing BG request letters.
- Assists in preparing BG renewal letters.

D. Income Entry:

- Assists in Income Entry of all business units which includes incoming/billing in SAAP.

E. Record Updates:

- Update KYC, ODC and OD records for all the business units
- To maintain compliance and accuracy

F. Debtors Team Reconciliation Report:

- To identify any discrepancies in amount values.
- Ensure that each transaction matches with financial records.

G. Modern Trade (MT) Customer Claim Report:

- Assisted in compiling and reviewing the claims report for Modern Trade Clients like Bhatbhateni, Saleways, Kathmandu Creative and Metro Market.
- Entry of incentives provided to these customers for various products they purchase.
- Worked in collaboration with the sales team to verify claim paperwork prior.

H. Managing Credit Memos for Creditor Team:

- Assisted in confirming supplier invoices and balancing them with purchase orders.
- Ensure appropriate documentation and approval.

2.2 Job Responsibilities and work duties

- A. **Debtor Team Operation:** In order to ensure an effective receivable process, I actively worked with the financial manager, senior account officer and other members as a crucial member of the Debtor Team. My core task was to regularly follow up with the customers regarding the outstanding invoices. I was able to perform this task through various channels which includes sending emails, phone calls and formal written messages. I kept a comprehensive tracking system to regularly monitor the datas of accounts payable days, outstanding amount and payment date commitment made by clients, when required I reported long late dues to the senior coordinator. Since I regularly dealt with customers in the finance department to clear their overdue related issues and problems, this role pushed me to develop my professional and communication skills. By following up with customers for outstanding payables amount which helped them to improve their cash flow within a week.
- B. **Bank Guarantee and Invoice Management:** In order to make sure that the company has accurate and easy access I managed the large filing system for all Bank Guarantee and Invoice documents across different business units of UDN. This involves:
- **Data Verification**
 - To ensure correct documentation, BG number was cross checked with the system data provided.
 - To check the beneficiary's name (customer) to make sure it tallies with the terms of the contract.
 - To match the BG amount against the limit provided and authorized as per financial terms.
 - To keep track of the issued date and expiry date and to make the renewal letter accordingly.
 - To assess the accuracy and compliance of the bg issuing bank name and branch as per the information provided in the system.
 - **System Reconciliation**
 - To compare all digital records in SAAP, UDN accounting system, with all the physical incoming invoices.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

- To identify the deviation in the journal entry, such as the bank where the amount has been deposited, cheque number, the amount that has been deposited in the bank, KICP number, if there is any deviation then i had to report it for quick resolution.
- Updated the ledger with validated information to keep records that are ready for an audit.

➤ Compliance and Filing

- Maintained a secure, well-structured filing pattern for easy access to the accounts team members.
- 10 days before BG expiration, I had to renew the BGs in coordination with my coordinator.
- I had to check the documents information as per the invoice bill.

C. Document Preparation:

➤ Key components of letter drafting:

- Letter head and date: Created on company's official business letterhead, featuring the validity date.
- Address Details: Addressed to the respective bank branch manager for expiration query.
- Reference Details: I had to mention the existing BG number, original issuance date, and expiring validity date, BG amount and beneficiary party name.

➤ Standard Content Framework:

- To prepare the formal request for renewal of BG validity period.
- To cite the original terms and conditions of BG.

➤ Main Body

- To specify the required renewal period.
- To verify the collateral or security maintained by the beneficiary.
- To make the declaration on an ongoing business relationship with the beneficiary.

➤ Closing

- To make a request for an updated Bank Guarantee.
- To take the designated point of contact in collaboration with the Accounts head.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

- To send a formal message on token of gratitude services provided by the bank.
- **Verification and submission process:**
 - All financial information were to be cross checked against:
 - The original BG records
- **Records from the UDN's accounting system (SAAP)**
 - Terms and conditions of the contract.
 - To receive the appropriate authorization through:
 - Send drafts to the senior account officer for the approval.
 - To get the authorized person signature.

D. Income Entry and Billing Records:

- **SAAP System:** Accurately entered all the income/billings datas for all business units in the system, contributing to the company's financial reporting. Per day I entered more than 50-60 parties in the system of different business units which included P&G, Kellogs, Britannia, GSK, SCJ.
- **Verification:** Before entering it into the system i had to verify the contract terms and conditions for the necessity arrangements. I had to ensure there were no double entries done in the system. I had to be sure the correct balance amount was tagged with the appropriate party. By coordinating with the Banking and Insurance team I ensured whether the amount had been deposited by the party in the bank and once it was approved by the BI Team then I made the incoming entry in SAAP.

E. Record Updates:

- **KYC:** Updated and managed Know your customer in all the business units. I had to coordinate with the Sales Officer for acquiring existing parties' document details like their tax clearance, company registration form, pan certificate, citizenship. By regularly following up with SO's the documents were submitted on time.
- **Overdraft against collateral:** Updated the cheque detail sent by the parties in the system. I had to update the bank name, branch of bank, the receivable amount, issued date and the cheque number. I had to ensure all the financial limits matched with the credit limits.
- **OD follow up:** I contacted more than 120 customers of all different business units and was able to convince them to clear up their overdue amounts. I had to explain

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

to them about the days payable period and the outstanding amount of respective business units. Regular follow up with customers improved the cashflow system of the company.

- F. **Debtor Team Reconciliation Report:** I had to make sure that each transaction matched with financial records which is the vendor code, BP code, Amount to reconcile value by creating a thorough reconciliation report for the Accounts Debtor Team. I also had identified if there were any discrepancies in amount values, I had to follow up with the team to resolve the mismatches.
- G. **Modern Trade Customers Claim:** I assisted in compiling and reviewing the claims report for Modern Trade Clients, I had to make the entry of incentives provided to these customers for various products they purchase incentives like buy one get one free, buy two get one free and more. Worked in collaboration with the sales team to verify claim paperwork prior to processing. I assisted in processing around 50 plus supplier credit memos making sure all the paperwork was in order. Shortened processing times by handling an organized file system.
- H. **Credit Memo Management:** I assisted in confirming supplier invoices and balancing them with purchase orders. I helped the credit team to operate with credit memos. Before I issued credit memos, I ensured appropriate documentation and approval were made.

2.3 Activities in coordinating with co workers

I worked closely with different teams within the department as a crucial part of the UDN Debtors Team to make sure there were seamless financial activities alongside efficient account receivable processes. I had to regularly work with the senior coworkers at different organizational levels to ensure coordination and alignment in achieving shared financial goals.

Collaboration Accounts and Finance Team: My supervisor, senior account officer Ms. Monika, gave a detailed orientation on UDN's accounting activities, SAAP and important financial rules and organization rules when I first started working here. I was able to adapt to my obligation and effectively contribute my skills due to her guidance.

- **Daily stand-up meeting:** Every morning, our team conducted quick check ins to talk about overdue amounts, BG expiration, pending payments and OD urgent follow up. All the 7 members were in agreement on deadlines and priorities of task.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

- **Monthly cross Department meetings:** Every month all the teams of accounts department, the procurement team, banking and insurance team, creditor team and debtor team met to address the payment fluctuation and invoice inconsistencies. We all individually provided suggestions to resolve the payment deviation and invoice mismatches. I also provided some suggestions on improvements for faster reconciliation during discussion.
- **Debtor Team Meetings:** In this meeting I had to report the supervisors and the team on accounting discrepancies to ensure that those problems were resolved. I also involved myself in discussion of collection targets and challenges.

Cross Functional Coordination

- **Coordination with the sales team:** I had to closely work with SO of all the business units, P&G, Britannia, Kellogg's, Emami, GSK, SCJ. I had to validate the consumer business details and payments obligation. I also had to deliver the customer queries to them which were to be immediately resolved. To provide the updates to them on past due accounts.
- **Coordination with Bank Liaison officers:** As i took over the renewal task of Bank Guarantee, i had to coordinate with officers to ensure that all paperwork approval was submitted on schedule. With the respective bank officer, I had to verify the banking details before processing a significant consumer claim.
- **Coordination with the Claims team:** I had to make the approval of the AP invoices and AR invoices before providing those documents to the claim department. I had to ensure that damage and expiry amount, incentive and promotional expenses tallied with the bills provided. I had to guarantee the correct records and then I had to explain those documents to the claim team members.

Therefore, I helped to create a harmonious and goal-oriented work environment within the department by retaining open end communication and organized framework for team collaboration.

2.4 Job Process Diagram

I was able to improve my skills and abilities in management of accounting tasks, regulatory tasks and interdepartmental coordination while providing support to United Distributors Nepal financial operations through organized processes.

A. Bank Guarantee Filing and Invoice:

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

Verifying Documents	Filing and Compliance	Interdepartmental Coordination
Checked Bank Guarantee details like the reference number, validity, BG amount, party code and bank details against system information.	Maintaining the filing of Debit/Credit notes and A/P invoices and BGs for proper documentation and record keeping, in this I also had to identify the damage and expiry amount of each of the transactions.	Coordinated with the Claims team and Banks for renewal and addressed the deviation with the respective teams.

Table2 My Job Process for Bank Guarantee Filing and Invoice

B. Bank Guarantee Process:

Create Request Letter	Create Renewal Letter	Regulating Performance
Assisted in preparing BG request letters with precise financial information provided.	Drafted a renewal letter for all business units before the expiry date.	Before submitting those official letters I double checked with the MIS and debtor team.

Table3: My Job Process for Bank Guarantee Process

C. Income Entry and Record Updates:

SAAP Income Entry	KYC/OD/ODC Update	Reconciliation
Accurately entered all the income/billings datas for all business units in the system.	Regularly follow up through calls and emails for KYC, OD and ODC to ensure compliance.	Prepared a reconciliation report by ensuring the transaction matched with BP code, amount to reconcile and vendor code.

Table 4: My Job Process for Income Entry and Record Updates

D. Modern Trade (MT) Customer Claim Report and Credit Memos

Claim Process	Collaboration with Sales Team	Supplier Billing Verification
Prepared MT claim report for clients Saleways, Bhatbhateni, KK Mart. Entered incentives details for the respective clients in Excel.	Verified claim documents by coordinating with the Claims team. Ensure the promotional expense and incentive are aligned with the contract.	Assisted in balancing supplier invoices with purchase orders made by the customer with creditor team

Table5: My Job Process for Modern Trade (MT) Customer Claim Report and Credit Memos

2.5 Contribution as a co-op student

During my internship with United Distributors Nepal debtor's team I significantly contributed to improved cash flow management, helped in strengthening organizational efficiency and improved financial activities. Technical Knowledge, communication skills, accounting and organizational skills were all core skills required for my position, and I used those skills of mine to help the company to concrete outcomes.

Following up regularly with customers on outstanding dues was one of my core duties and this was where my strong communication skills played an important role. Through professional and regular communication with more than 120 customers via phone calls, email, formal messages and schedule reminders, I was able to accumulate past due payments within weeks and improved the company's cash flow. My ability to negotiate invoice issues, arrange payment methods and to keep good customer relations ensured payments were made on time without leading to any disputes. In addition to this my efforts led to lowering outstanding amounts as well as strengthened trust between customers and UDN.

My attention to detail and organizational skills were also very helpful in handling Bank Guarantee, AP Invoice/AR Invoice, Income invoice paperwork. To ensure accuracy, I thoroughly checked BG details which included BG number, party code, validity, amount, issuing bank, for A/P Invoice i checked the Damage and Expiry amount, incentive and promotional expenses. I

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

contributed by helping them reduce the company's financial risk by eliminating policy lapses and maintaining an organized file system and regularly updating renewal dates. Senior account officer commended me for my detailed task completion which also helped in the audit process.

Precise and Effective income entry in the system was another core contribution due to my technical and accounting skills. I was able to perform this task accurately, identify the transaction amount, reconcile daily with bank statements and report the problem on the basis of my understanding. This accuracy led to month end closing procedures and ensured accurate financial reports to the CFO. My ability to quickly get used to the company's system helped in reducing mistakes and improved the team's overall productivity.

In addition to my fundamental duties, I initiated adding features like simplifying payment follow-up documents and improving the BG monitoring system. These led to increase in Debtors team productivity and helped in reducing the administrative burden. I also contributed in enhancing internal processes and making sure that financial operation by taking an approach to cross departmental collaboration mainly with Sales, Creditor, MIS, Claims and Banking Teams.

Therefore my 16-week internship at UDN was a life changing opportunity for me to apply my classroom knowledge to solving real accounting and finance problems. I also made a significant contribution to the company's financial health while developing my abilities in financial management, stakeholder engagement. My knowledge of accounting in the real business world has improved due to this experience, which also highlighted how crucial accuracy and teamwork are to the company's success.

CHAPTER 3 LEARNING PROCESS

While working as an accounts intern at United Distributors Nepal I had to face a number of operational and systematic issues that hinder workflow effectiveness. This chapter showcases these problems, the solutions and recommendations for long term enhancement. I also have considered how my educational background and my earlier experiences prepared me to efficiently handle these problems.

3.1 Problem issue of the company

A significant problem is the IT Department's drawbacks which led to outdated financial data on the corporate website and insufficient information about the company in the site which slowed the processing of invoices and the tracking of payments. Since most of the tasks were to be performed in the system it led accounts to rely on manual verification due to the slow digital infrastructure, which increases the effort and error risk.

Lack of Inter departmental coordination, mainly between accounts and finance department, Sales and MIS is another major issue. The amount of receivable disparities results from sales teams often led to approving client credit conditions without consulting the department. The purchase documentation delays caused by the procurement team lead to deviation in reconciliation at closing period.

Due to complex and mass documentation requirements and often regulatory changes the company also faced difficulties with tax compliance issues. UDN is exposed to audit risk when tax records are incomplete. Lastly these problems are rendered worse by the lack of qualified personnel in different departments which directly had to be communicated with the accounts department. Fatigue is caused by inadequate staffing and unequal workload distribution and due to this core procedures like financial reporting are slowed down.

3.2 Solutions Implemented to the Problems

Prompt IT transformation is very much essential for addressing UDN's ongoing issues. Outdated data and manual procedures will be drastically reduced by installing cloud-based ERP systems with real time data coordination. With the support of pilot testing and professional advice

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

this system will simplify invoicing and increase departmental data accuracy. The unified approach will decrease errors and delays in day-to-day financial operation while improving transparency.

A change in policy and procedure is required to face the lack of coordination among departments mainly between the accounts, MIS, sales and procurement. In order to coordinate objectives, cross functional teams along with well-defined responsibilities and common metrics should be formulated using the Stakeholder Theory. Furthermore, implementing Agile Methodology, such as regularly holding meetings with MIS and accounts team would ensure that credit approvals are shared immediately.

Challenges with tax disputes necessitate a combined attention on technology and training. While using complaint software like clear tax can simplify record keeping and filing, working with tax expertise and regulatory bodies can help identify changing requirements. Targeted improvements can be done by finding recurrent gaps in the tax audit from the past 3 years. Manual errors and audit risks can be broken down by establishing digital tax clearance documents and GST filings.

The company could invest in providing training and conduct a skill gap study to meet employee constraints. Collaborating with accounting institutions to offer employees with SAAP certification training. Additionally, the fatigue among employees could be reduced by assigning responsibilities according to worker strengths.

3.3 Recommendation to the Company

- ❖ **IT System Modernization:** A cloud-based ERP system should be implemented to ensure the real time financial data access among all the departments by UDN. This needs to be accompanied by updating the company's website on a monthly basis to update the viewers about current situation and financial data. Additionally simplifying payment tracking and invoice entry processing will increase productivity. Ongoing data inconsistencies and system late backs will be reduced by these technical advancements.
- ❖ **Process Optimization:** UDN should conduct weekly cross functional meetings among respective departments and create precise standard operating procedures for interdepartmental activities in order to improve coordination. To offer simple access over

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

a centralized digital system for all financial records ought to be in operation. This will improve teamwork and reduce the delays in the activities.

- ❖ **Workforce Development:** Employees should be provided with specific training on the new system and tax compliance protocols. To properly handle workloads the MIS needs to hire more qualified personnel. Senior and junior employees should be teamed in a structured mentorship program to promote knowledge transfer and to ensure the survival of the company. Each department's performance will be improved and internal skills will be strengthened by these employee development programs.
- ❖ **Performance Monitoring:** Precise KPI's should be formed by UDN to evaluate all important accounting activities and their progress should be monitored through monthly performance review. By forming well-organized feedback system, it will guarantee departmental accountability and help in ongoing improvements.

3.4 What have you learned from corporate studies:

My internship experience at UDN has been a life changing experience enabling me to break the gap between theoretical knowledge and practical application. Some key lessons that I've learned during this internship:

- ❖ **Financial Management:** As I handled the Bank Guarantee and account receivable process I gained practical experience in financial reporting, managing budget and optimize resource allocation. The significance of accuracy in work and diligence in accounting has been proven by the preparation of financial reports and maintaining documents.
- ❖ **Stakeholder Management:** I learned how to change my communication style for various departments by working with sales, customer and MIS. My ability to solve the disputes and negotiate payments follow up with the customer improved my negotiation skills,
- ❖ **Process Optimization:** My approach to solving problems was improved by developing standardized procedures for A/P and AR invoice, incoming invoice reconciliation and KYC/OD updates. My organizational skills are enhanced by implementing the regularly tracking systems for overdue payments.
- ❖ **Technical Proficiency:** I had an opportunity to gain hands- on experience in digital financial management by becoming proficient with accounting automation technologies

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

and the SAAP system. I also learnt how to identify the flaws in the system that helps to reduce the effectiveness of PDC and other reporting.

- ❖ **Time Management:** I learned how to effectively prioritize the task assigned by different teams and individuals without wasting quality by balancing month end closes with daily accounting activities of different teams which includes debtors and creditors teams.
- ❖ **Professional Growth:** My financial professional path became clearer after having an exposure to corporate accounting in the biggest FMCG company of Nepal, cross departmental coordination also showcased how important teamwork is to achieve organizational goals.
- ❖ **Team Coordination:** I learned how to maintain coordination among various departments in the real corporate world who have a shared financial goal. My ability to comprehend the operation constraints and share the technical accounting information to them was improved by communicating and coordinating with different teams on a daily basis.

3.5 How you applied the knowledge from coursework to the real working situation

- ❖ **Financial Accounting Principle:** I used the accrual accounting and double entry book keeping principles I studied in my 2nd semester to record income entries and to reconcile the payments on a regular basis. I was able to correctly identify the transaction in the SAAP and was able to identify the error in journal entries due to my accounting knowledge from my coursework.
- ❖ **Taxation Theory:** When it came to understanding VAT/TDS rules and helping with tax documentation my taxation courses during my 6th semester was a huge help. I was able to identify noncompliance issues in consumer translation and vendor bills on the spot that others would have overlooked.
- ❖ **Working Capital Management:** Evaluating aging reports and setting priorities for collections attempted helped me put concepts from my Finance and Investment course during my 5th semester about working capital management. I made an assessment of the payment pattern which reflected the case studies that were given by my teacher in class.
- ❖ **Communication Skills:** Writing formal and accurate payment reminders, creating Reco reports and clearly communicating accounting concepts to other individuals who are not in

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

finance were all directly impacted by the professional writing and presentation courses provided throughout the entire semester by the university.

- ❖ **Data Analytics:** My Business Analytics course and excel abilities helped me to achieve more perceptive financial reports which focused on operational and payment patterns.
- ❖ **Audit Procedure:** My finance and Investment courses enabled me to create a document verification checklist that helped in improving the company's compliance procedure. I also identified and recommended errors solutions in the accounting receivable process.

3.6 Special skills and new knowledge learned from this course

- ❖ **Industry specific insights:** I understood the financing system of the FMCG industry which includes the receivables of the company, days payable period and cash flow issues. I also discovered how on a daily basis accounting processes are impacted by change in regulatory framework.
- ❖ **Interpersonal and Professional Skills:** I had an opportunity to have a personalized communication with bank officers, sales officers and direct customers which helped me in achieving a balance between firm delicacy and rigidity while following up with payments. I also helped in solving the disputes between sales officers and customers on credit guidelines and payment obligations.
- ❖ **Risk Management Skills:** I learned while managing the KYS/ODC file the document checks were to be kept in place to reduce financial risk. I proactively raised warning signs in customer accounts due to overdue payment obligation, which could have impacted the company's cash flow.
- ❖ **Accounting Skills:** I had an opportunity to gain experience from end-to-end BG processing process from drafting request letters to monitoring compliance and renewals. I also gained excellence in identifying the deviation in entries, matching payments and resolving effectively. To have real corporate experience in VAT, TDS sharpened my knowledge in this field.
- ❖ **Technical Skills:** Advanced excel formulas for evaluating payments and Reco reports. I also developed structured databases for KYC, ODC and OD. I excelled in the SAAP accounting software for income and billing entries.

CHAPTER 4 CONCLUSION

This chapter summarizes my overall internship experience by focusing on the core responsibilities. The skills which I carried and developed throughout my internship journey. It also shows the complexity I have encountered, the lessons that I have learned and the skills that I have contributed for accomplishing the task.

4.1 Summary of highlights of your Co-Op Studies at this Company

This report highlights my main responsibilities, contribution and learnings from my internship journey as an accounts intern at United Distributors Nepal, which is one of the leading top FMCG (Fast Moving Consumer Goods) distribution companies in Nepal. In addition to the practical application of my academic knowledge in corporate accounting it also reflects my practical experience in account receivable management, documentation filing and interdepartmental coordination.

I had to go through a number of hindrances during my time there that significantly sped my professional development. Additionally, to broaden my accounting workings of a leading distribution company this experience gave me the abilities to problem solving in real corporate scenario which i needed to manage accounting challenges. Working with various departments such as MIS, Banking and Insurance, Creditors and Debtors it helped me develop my interpersonal skills and also managed my work life style. My technical knowledge and my attention to details toward my task were improved by being exposed to core financial procedures like Bank Guarantee renewal, Income Entry system, Overdraft against collateral and reconciliation.

I also improved my skills of financial reporting, customer negotiation and SAAP system by using more learning resources and through guidance by my coordinator. This helped me to perform my duties more efficiently. My skills and efforts straightly aided the business financial performance by accelerating payment follow up and improving documentation procedure.

In conclusion, my Co-op experience at United Distributors Nepal has been exceptionally rewarding and has given me the accounting technical know-how, FMCG industry knowledge and professional confidence I need to further advance my accounting and financial career. My

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

exposure to collaborative task culture and real-world difficulties has helped me prepare for the role in a dynamic corporate setting in future.

4.2 Your evaluation of the work experience

My overall experience at United Distributors Nepal has been a life changing experience by providing me with priceless opportunity for my career advancement in such a leading FMCG company's financial setting. I developed required abilities that helped me reduce the gap between my theoretical classroom knowledge and practical accounting procedure through experience with financial documentation, incoming, accounting receivable, account payables and interdepartmental coordination.

I was able to apply my classroom learning during my entire course in Finance and Investment, taxes and ERP system into real world business problems through this experience which also served as ongoing training for me. I now have a better knowledge of Nepal's FMCG distribution industry mainly with stakeholder management, cash flow related issue and rules and regulatory compliance. The collaborative vibe at UDN was among the most fulfilling features. I gained my confidence to consider challenging responsibilities such as arranging more than 120 customers payment schedules and reconciling high value transaction, it was only possible due to guidance and support provided by my mentor and the team members. Within their direction I was able to improved my professional abilities like communication skills and problem solving along with the technical skills in excel.

I learned the value of being flexible and to have effective communication in the corporate world by working with different teams. For instance, fixing IT system gaps needed patience and while aligning credit dues between sales officers and customers required a balance between delicacy and rigidness for company growth.

Therefore, my Co-op at UDN was enormously beneficial by making me prepared for the future by providing industry ready skills, professional network and personal growth.

4.3 Limitation of your Co-Op studies

The limited duration of the Co-op time period was a major drawback of my internship experience. My ability to fully engage with long term financial projects including annual budgeting, annual operational refreshments and audit cycles was limited by the 16 weeks period.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

I had an exposure to a lot of account receivable and legal work but I didn't get much opportunity to take part in a more complex financial planning and decision making. My internship ended just before the fiscal period due to which I wasn't able to experience the year end closing period activities.

Furthermore, some elements of my task like specific customer overdue payments information and internal audit process cannot be fully described in this report due to confidentiality regulations of financial data by the company. Although essential, my dedication to privacy constraints the scope of my documentation.

Interdepartmental coordination presented another major challenge. Priority variation regularly caused essential information sharing to be delayed which affected the accounting process like invoice reconciliation on and financial reports, even though I was working closely with the sales team.

Therefore, while this retrospective particularly focuses on my own experiences and task, it might not accurately represent the viewpoints of other future interns, whose roles and learning objectives kindly varied depending upon the respective task they were given.

4.4 Recommendations for the Company

Interns at United Distributors Nepal have a wider opportunity to connect their theoretical knowledge with real world experiences through Co-op program. However, I would want to provide the following suggestion to improve their efficiency for upcoming interns:

- ❖ **Extended Internship Duration:** To allow interns to work more in depth in long term financial procedure by considering extending the Co-op period beyond 16 weeks period. To boost exposure by providing rotating assignments in the areas of accounts, MIS and claims departments.
- ❖ **Clearer reporting structure:** To simplify the reporting requirements for interns so that they can focus on essential learning goals rather than monotonous paperwork. They need to ensure consistency, submit monthly progress reports and recommendations.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

- ❖ **Networking Opportunities:** To plan networking mass events with executive members and business leaders to guide interns in forming enduring relationships. Interns should be provided with exposure to strategic discussions by making them participate in cross departmental meetings.

Lastly, I am very grateful for the chance to provide my support to the UDN operation and University to provide us with such a huge opportunity. I hope my recommendation will make the Co-op program even better for upcoming students.



References

United Distributors Nepal. (2020). *Company Profile*: United Distributors Nepal.

<https://www.uniteddistributorsnepal.com>

United Distributors Nepal. (2020). *Vision*.

<https://www.uniteddistributorsnepal.com>

United Distributors Nepal. (2020). *Mission*.

<https://www.uniteddistributorsnepal.com>

Vishal Group. (2025). *Business Product*: Vishal Group.

<https://www.vishalgroup.com>



Practical Analysis of Accounting Processes in Nepal's FMCG Sector

Appendix I

Weekly Report:

1st week:(9:30am-5:30pm)

Date	Day	Task Assigned
09/02/2025	Sunday	<ul style="list-style-type: none">• Company Orientation program set by the Debtors Team.• Learned about company structure.• Attended weekly meeting of the team
10/2/25	Monday	<ul style="list-style-type: none">• Had a training class for SAAP ERP to work in the system.• Learned about Bank Guarantee concept, Invoice filing concept• Mastered Basic Navigation
11/2/25	Tuesday	<ul style="list-style-type: none">• Assisted in filing invoices for all business units which includes P&G, Britannia, Kellogg's/PringlesGSK, SCJ, Emami.• To identify discrepancies in the invoice of income entry for more than 50-60 documents.• Properly organized filings for more than 120 invoices.
12/2/25	Wednesday	<ul style="list-style-type: none">• Assist in filing Bank Guarantee for all Business Units.• Attended the training class for the BG Renewal process and BG Request letter.
13/2/25	Thursday	<ul style="list-style-type: none">• Assists in maintaining the filing of Debit/Credit note, A/P invoice and TRC.• Assisted in filing invoices for all business units which includes P&G, Britannia, Kellogg's/PringlesGSK, SCJ, Emami.
14/2/25	Friday	<ul style="list-style-type: none">• To identify the damage and expiry amount of each of the transactions in Accounts Payable and Accounts receivable

2nd Week: (9:30am-5:30pm)

Date	Day	Task Assigned
16/2/25	Sunday	<ul style="list-style-type: none">• Assisted in maintaining the filings of KYC documents for all the business units.• Attended weekly meeting of the team
17/2/25	Monday	<ul style="list-style-type: none">• Assisted in filing invoices slip for all business units which includes P&G, Britannia, Kellogg's/Pringles GSK, SCJ.• Filed documents for more than 80 customers according to their KICPs.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

18/2/25	Tuesday	<ul style="list-style-type: none"> • HOLIDAY
19/2/25	Wednesday	<ul style="list-style-type: none"> • Assisted after reconciling invoices and identifying deviations to verify accuracy in financial records.
20/2/25	Thursday	<ul style="list-style-type: none"> • Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals. • Properly organized filings for more than 60 invoices.
21/2/25	Friday	<ul style="list-style-type: none"> • Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.

3rd week: (9:30am-5:30pm)

Date	Day	Task Assigned
23/2/25	Sunday	<ul style="list-style-type: none"> • Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals. • Attended weekly meeting of the team
24/2/25	Monday	<ul style="list-style-type: none"> • Worked with UDN's accounting software. • Assisted the team in income entry for all business units in the SAAP.
25/2/25	Tuesday	<ul style="list-style-type: none"> • Looked after reconciling invoices and identifying deviations to verify accuracy in financial records.
26/2/25	Wednesday	<ul style="list-style-type: none"> • Filing and maintaining all the documents which includes Debit/Credit notes, A/P invoices, KYC and Bank Guarantees.
27/2/25	Thursday	<ul style="list-style-type: none"> • Assisted in maintaining the filings of KYC documents for all the business units. • Filed documents for more than 80 customers according to their KICPs.
28/2/25	Friday	<ul style="list-style-type: none"> • Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals. • Properly organized filings for more than 40 invoices.

4th week: (9:30am-5:30pm)

Date	Day	Task Assigned
2/3/25	Sunday	<ul style="list-style-type: none"> • Assisted in compiling and reviewing the claims report for Modern Trade Clients • Attended weekly meeting of the team
3/3/25	Monday	<ul style="list-style-type: none"> • Prepared a Reconciliation Report for the Debtor Team. • To identify if there were any discrepancies in amount values, I had to follow up with the team to resolve the mismatches.
4/3/25	Tuesday	<ul style="list-style-type: none"> • Customer follow ups for overdue payments.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

		<ul style="list-style-type: none"> • Contacted over 100 customers and was able to convince them to clear up their overdue amounts.
5/3/25	Wednesday	<ul style="list-style-type: none"> • Attended Holi event organized by the company
6/3/25	Thursday	<ul style="list-style-type: none"> • HOLIDAY
7/3/25	Friday	<ul style="list-style-type: none"> • Assisted in filing invoices for all business units which includes P&G, Britannia, Kellogg's/Pringles GSK, SCJ, Emami.

5th week: (9:30am-5:30pm)

Date	Day	Task Assigned
9/3/25	Sunday	<ul style="list-style-type: none"> • Worked in collaboration with sales team to verify claim paperwork prior to processing. • Attended weekly meeting of the team
10/3/25	Monday	<ul style="list-style-type: none"> • Assisted in confirming supplier invoices and balancing them with purchase Orders. • Helped the credit to the team to operate with credit memos.
11/3/25	Tuesday	<ul style="list-style-type: none"> • Issued credit memos, I ensured appropriate documentation and approval was made. • Make the entry of incentives provided to these customers for various product they purchase incentives like buy one get one free, buy two get one free and more.
12/3/25	Wednesday	<ul style="list-style-type: none"> • Looked after reconciling invoices and identifying deviations to verify accuracy in financial records.
13/3/25	Thursday	<ul style="list-style-type: none"> • Customer follow ups for overdue payments. • Contacted over 60-70 customers and was able to convince them to clear up their overdue amounts.
14/3/25	Friday	<ul style="list-style-type: none"> • Assist in filing Bank Guarantee for all Business Units.

6th week: (9:30am-5:30pm)

Date	Day	Task Assigned
16/3/25	Sunday	<ul style="list-style-type: none"> • Assisted in processing around 50 plus supplier credit memos making sure all the paperwork was in order. • Attended weekly meeting of the team
17/3/25	Monday	<ul style="list-style-type: none"> • Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals.
18/3/25	Tuesday	<ul style="list-style-type: none"> • Customer follow ups for overdue payments. • Contacted over 80 customers and was able to convince them to clear up their overdue amounts.
19/3/25	Wednesday	<ul style="list-style-type: none"> • Attended the event organized by HR on Avenue of Nepalese Market.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

20/3/25	Thursday	<ul style="list-style-type: none"> Prepared a Reconciliation Report for the Debtor Team. To identify if there were any discrepancies in amount values, I had to follow up with the team to resolve the mismatches.
21/3/25	Friday	<ul style="list-style-type: none"> Assisted in filing and maintaining all the documents which includes Debit/Credit notes, A/P invoices, KYC and Bank Guarantee.

7th week: (9:30am-5:30pm)

Date	Day	Task Assigned
23/3/25	Sunday	<ul style="list-style-type: none"> Customer follow ups for overdue payments. Attended weekly meeting of the team
24/3/25	Monday	<ul style="list-style-type: none"> Assisted in compiling and reviewing the claims report for Modern Trade Clients.
25/3/25	Tuesday	<ul style="list-style-type: none"> Assisted in preparing a Reconciliation Report. Contacted over 20-30 customers and was able to convince them to clear up their overdue amounts.
26/3/25	Wednesday	<ul style="list-style-type: none"> Had to ensure that each transaction matched with financial records the vendor code, BP, Amount to reconcile value by creating a thorough reconciliation report for the Accounts Debtor Team.
27/3/25	Thursday	<ul style="list-style-type: none"> Worked with UDN's accounting software. Assisted the team in income entry for all business units in the SAAP.
28/3/25	Friday	<ul style="list-style-type: none"> Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.

8th week: (9:30am-5:30pm)

Date	Day	Task Assigned
30/3/25	Sunday	<ul style="list-style-type: none"> Assisted in confirming supplier invoices and balancing them with purchase Orders. Attended weekly meeting of the team
31/3/25	Monday	<ul style="list-style-type: none"> Attended the event organized by the HR Team on Mastering the Art of Negotiation and Conflict Resolution.
1/4/25	Tuesday	<ul style="list-style-type: none"> Customer follow ups for overdue payments. Contacted over 100 customers and was able to convince them to clear up their overdue amounts.
2/4/25	Wednesday	<ul style="list-style-type: none"> Assisted after reconciling invoices and identifying deviations to verify accuracy in financial records.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

3/4/25	Thursday	<ul style="list-style-type: none"> Helped the credit to the team to operate with credit memos.
4/4/25	Friday	<ul style="list-style-type: none"> Assist in filing Bank Guarantee for all Business Units.

9th week: (9:30am-5:30pm)

Date	Day	Task Assigned
6/4/25	Sunday	<ul style="list-style-type: none"> Assisted after reconciling invoices and identifying deviations to verify accuracy in financial records. Attended weekly meeting of the team
7/4/25	Monday	<ul style="list-style-type: none"> Assisted in filing invoices slip for all business units which includes P&G, Britannia, Kellogg's/Pringles, GSK, SCJ, Emami. Filed documents for more than 80 customers according to their KICPs.
8/4/25	Tuesday	<ul style="list-style-type: none"> Assisted in processing around 50 plus supplier credit memos making sure all the paperwork was in order.
9/4/25	Wednesday	<ul style="list-style-type: none"> Issued credit memos, I ensured appropriate documentation and approval was made. Make the entry of incentives provided to these customers for various product they purchase incentives like buy one get one free, buy two get one free and more.
10/4/25	Thursday	<ul style="list-style-type: none"> Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals. Properly organized filings for more than 150 invoices.
11/4/25	Friday	<ul style="list-style-type: none"> Accounts Team trip to Chandragiri Hills.

10th week: (9:30am-5:30pm)

Date	Day	Task Assigned
13/4/25	Sunday	<ul style="list-style-type: none"> Worked with UDN's accounting software. Assisted the team in income entry for all business units in the SAAP. Attended weekly meeting of the team
14/4/25	Monday	<ul style="list-style-type: none"> HOLIDAY
15/4/25	Tuesday	<ul style="list-style-type: none"> Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.
16/4/25	Wednesday	<ul style="list-style-type: none"> Assisted after reconciling invoices and identifying deviations to verify accuracy in financial records.
17/4/25	Thursday	<ul style="list-style-type: none"> Assist in filing Bank Guarantee for all Business Units.
18/4/25	Friday	<ul style="list-style-type: none"> Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

11th week: (9:30am-5:30pm)

Date	Day	Task Assigned
20/4/25	Sunday	<ul style="list-style-type: none">Assisted in maintaining the filings of KYC documents for all the business units.Attended weekly meeting of the team.
21/4/25	Monday	<ul style="list-style-type: none">Worked with UDN's accounting software.Assisted the team in income entry for all business units in the SAAP.
22/4/25	Tuesday	<ul style="list-style-type: none">Customer follow ups for overdue payments.Contacted over 50 customersand was able to convince them to clear up their overdue amounts.
23/4/25	Wednesday	<ul style="list-style-type: none">Prepared a Reconciliation Report for the Debtor Team.To identify if there were any discrepancies in amount values, I hadto follow up with the team to resolve the mismatches.
24/4/25	Thursday	<ul style="list-style-type: none">Assisted in filing and maintaining all the documents which includes Debit/Credit notes, A/P invoices, KYC and Bank Guarantees.
25/4/25	Friday	<ul style="list-style-type: none">Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.

12th week: (9:30am-5:30pm)

Date	Day	Task Assigned
27/4/25	Sunday	<ul style="list-style-type: none">Worked in collaboration with sales team to verify claim paperwork prior to processing.Attended weekly meeting of the team.
28/4/25	Monday	<ul style="list-style-type: none">Attended the event organized by the HR Team on UDN Health Awareness Session.
29/4/25	Tuesday	<ul style="list-style-type: none">Prepared a Reconciliation Report for the Debtor Team.To identify if there were any discrepancies in amount values, I had to follow up with the team to resolve the mismatches.
30/4/25	Wednesday	<ul style="list-style-type: none">Assisted after reconciling invoices and identifying deviations to verify accuracy in financial records.
1/5/25	Thursday	<ul style="list-style-type: none">HOLIDAY
2/5/25	Friday	<ul style="list-style-type: none">Assisted in compiling and reviewing the claims report for Modern Trade Clients.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

13th week: (9:30am-5:30pm)

Date	Day	Task Assigned
4/5/25	Sunday	<ul style="list-style-type: none">• Customer follow ups for overdue payments.• Attended weekly meeting of the team.
5/5/25	Monday	<ul style="list-style-type: none">• Assisted in filing invoices slip for all business units which includes P&G, Britannia, Kellogg's/Pringles GSK, SCJ, Emami.• Filed documents for more than 80 customers according to their KICPs.
6/5/25	Tuesday	<ul style="list-style-type: none">• Prepared a Reconciliation Report for the Debtor Team.• To identify if there were any discrepancies in amount values, I had to follow up with the team to resolve the mismatches.
7/5/25	Wednesday	<ul style="list-style-type: none">• Looked after reconciling invoices and identifying deviations to verify accuracy in financial records.
8/5/25	Thursday	<ul style="list-style-type: none">• Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals.• Properly organized filings for more than 70 invoices.
9/5/25	Friday	<ul style="list-style-type: none">• Assisted in maintaining the filings of KYC documents for all the business units.• Filed documents for more than 80 customers according to their KICPs.

14th week: (9:30am-5:30pm)

Date	Day	Task Assigned
11/5/25	Sunday	<ul style="list-style-type: none">• Assisted in maintaining the filings of KYC documents for all the business units.• Attended weekly meeting of the team
12/5/25	Monday	<ul style="list-style-type: none">• Issued credit memos, I ensured appropriate documentation and approval was made.
13/5/25	Tuesday	<ul style="list-style-type: none">• Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals.• Properly organized filings for more than 150 invoices.
14/5/25	Wednesday	<ul style="list-style-type: none">• Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.
15/5/25	Thursday	<ul style="list-style-type: none">• Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.
16/5/25	Friday	<ul style="list-style-type: none">• Attended the event organized by the HR Team on PCOs and PCOD.

Practical Analysis of Accounting Processes in Nepal's FMCG Sector

15th week: (9:30am-5:30pm)

Date	Day	Task Assigned
18/5/25	Sunday	<ul style="list-style-type: none">Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.Attended weekly meeting of the team
19/5/25	Monday	<ul style="list-style-type: none">Assisted in filing invoices slip for all business units which includes P&G, Britannia, Kellogg's/Pringles GSK, SCJ, Emami.Filed documents for more than 80 customers according to their KICPs.
20/5/25	Tuesday	<ul style="list-style-type: none">Customer follow ups for overdue payments.Contacted over 50 customers and was able to convince them to clear up their overdue amounts.
21/5/25	Wednesday	<ul style="list-style-type: none">Attended the event organized by the HR Team on The Art of Living.
22/5/25	Thursday	<ul style="list-style-type: none">Assisted in filing and maintaining all the documents which includes Debit/Credit notes, A/P invoices, KYC and Bank Guarantees.
23/5/25	Friday	<ul style="list-style-type: none">Assisted in updating KYC, ODC (Opened Date Cheque) and OD records for all business units.

16th week: (9:30am-5:30pm)

Date	Day	Task Assigned
25/5/25	Sunday	<ul style="list-style-type: none">Assisted in maintaining the filings of KYC documents for all the business units.Attended weekly meeting of the team
26/5/25	Monday	<ul style="list-style-type: none">Assisted in preparing BG renewal letters and BG renewal letters to ensure timely renewals.Properly organized filings for more than 90 invoices.
27/5/25	Tuesday	<ul style="list-style-type: none">Customer follow ups for overdue payments.Contacted over 120 customers and was able to convince them to clear up their overdue amounts.
28/5/25	Wednesday	<ul style="list-style-type: none">Helped the credit to the team to operate with credit memos.
29/5/25	Thursday	<ul style="list-style-type: none">Customer follow ups for overdue payments.Contacted over 70-80 customersand was able to convince them to clear up their overdue amounts.
30/5/25	Friday	<ul style="list-style-type: none">FarewellCertificate received.

Appendix II



Internship Journey Posted by UDN



Debtors Team



MIS Team P&G

Practical Analysis of Accounting Processes in Nepal's FMCG Sector



Coordinating with Procurement Head



Work hours of Accounts and Finance Department



New year gift

Monthly Gift Hampers