རྒྱལ་གཞུང་རྩིས་ཞིབ་དབང་འཛིན།

ROYAL AUDIT AUTHORITY

USER MANUAL FOR MEMO RECOVERY USING MBOB

Version History

Sl. No.	Version No.	Release Date	Updates Description
1.	1.0	08-01-2024	This user manual is to be used by individuals what want to deposit audit memo amount

1. Prerequisites to make memo recovery using mBOB of Bank of Bhutan Ltd.

i. User needs mBOB App on their phones: please download using Play Store (android) or Apple Store (iOS).

ii. Users need to know the AUDIT IDENTIFICATION NUMBER (AIN).

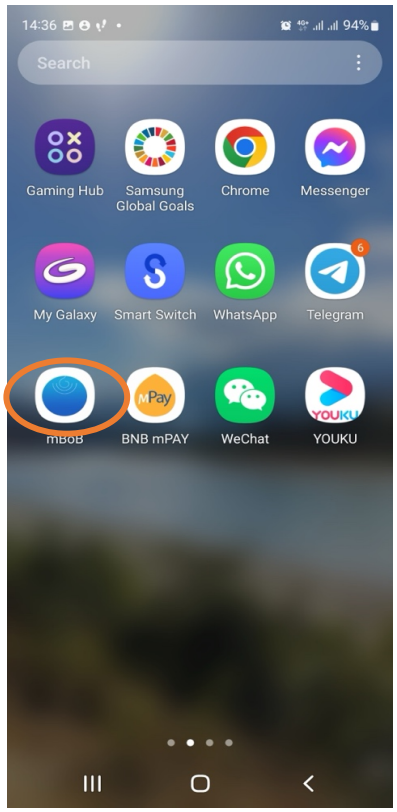
iii. Memo recovery should be created in Audit Information Management System (AIMS).

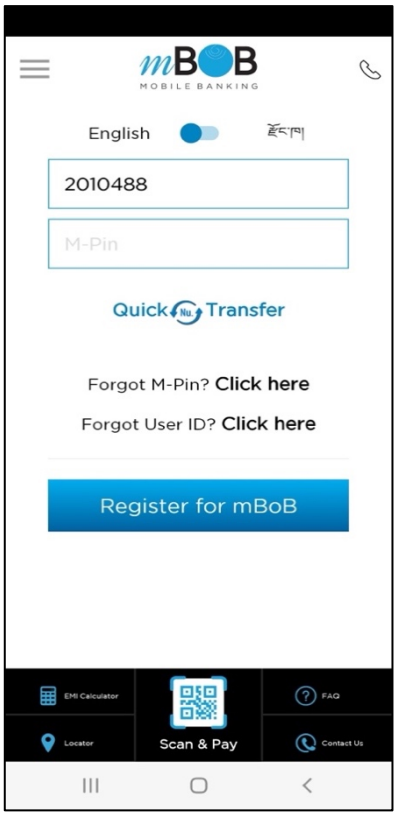
2. Audit Recoveries

Audit Recoveries is a new feature added in mBOB to facilitate individuals in paying the amount they are accountable for during audit. To make audit recoveries, follow the following steps in mBOB:

i. In order to initiate memo recoveries in mBOB, firstly, individuals should inform the team conducting audit in your agency to create memo recovery in AIMS.

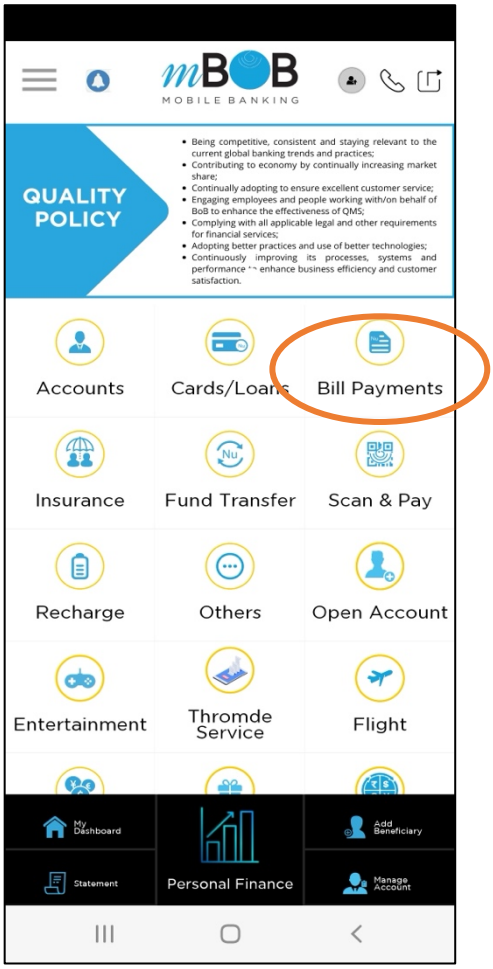
i. Once memo recoveries are created by auditors, users or individuals can open mBOB app and log in.

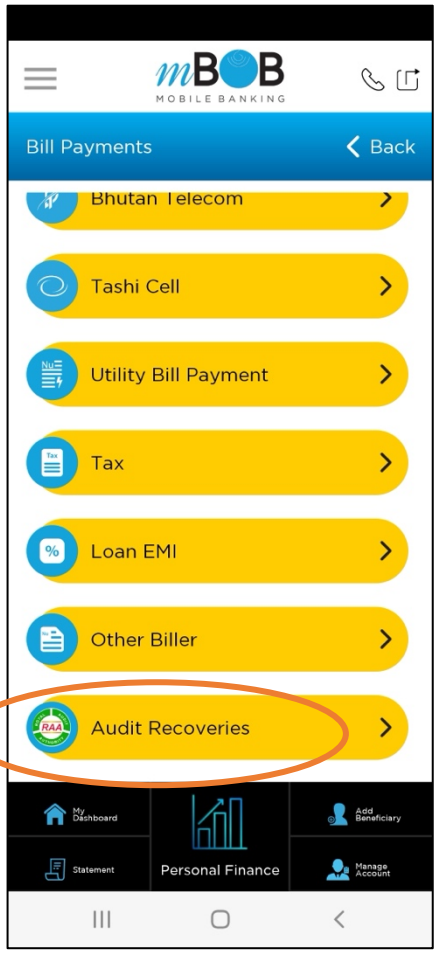




ii. Select or click '**Bill Payments**' feature from the list of options. *Important Note: Individuals should never use the 'Fund Transfer' feature in mBOB while making audit recoveries as making payment using this feature will not update the transaction in AIMS.*

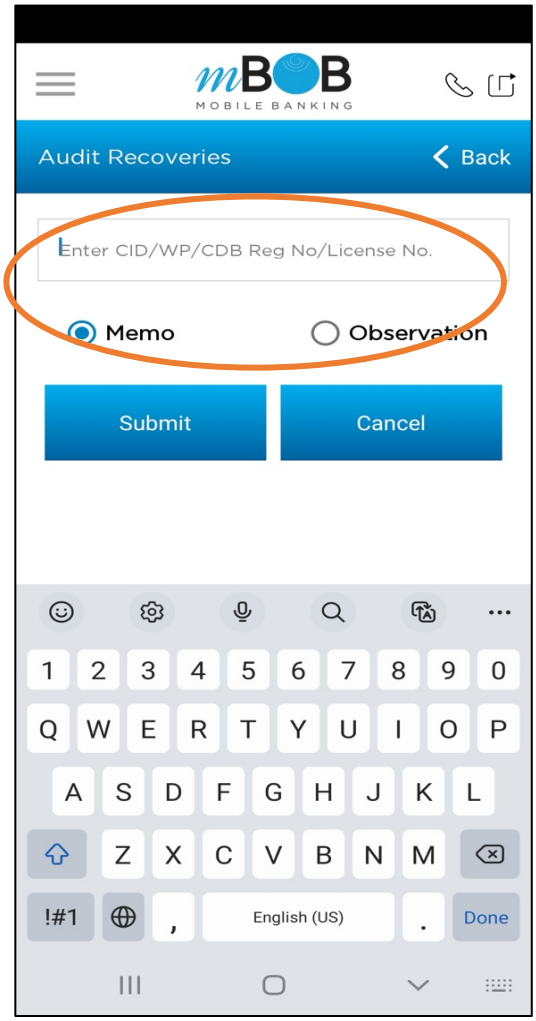
iii. After selecting "**Bill Payments**", please select '**Audit Recoveries**.

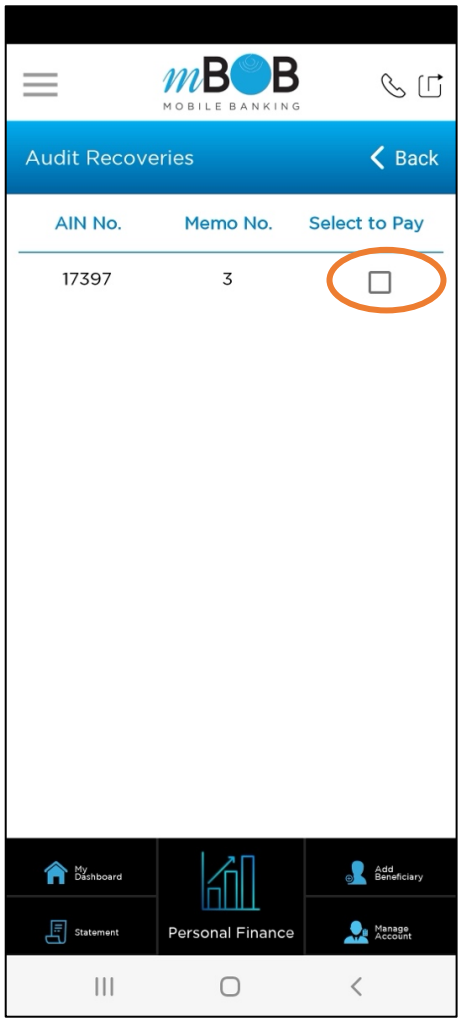




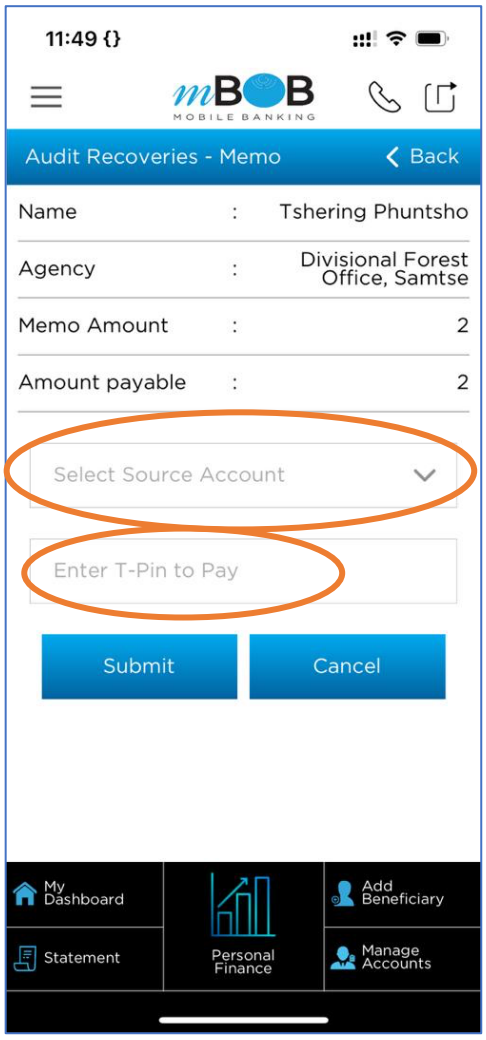
iv. Select '**Memo**' option for memo recovery. Enter either your CID or CDB No. or License No. and then click '**Submit**' button.

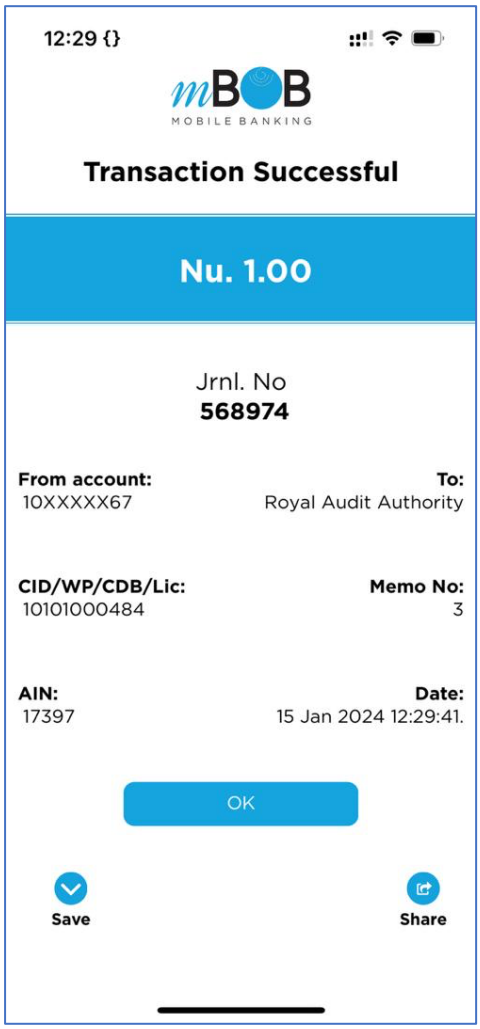
v. AIN or a list of AINs with memos will be displayed for selection. Check the box under the '**Select to Pay**', for which you want to make payment. You can also make multiple selection, if you have more than one memo to make payments.

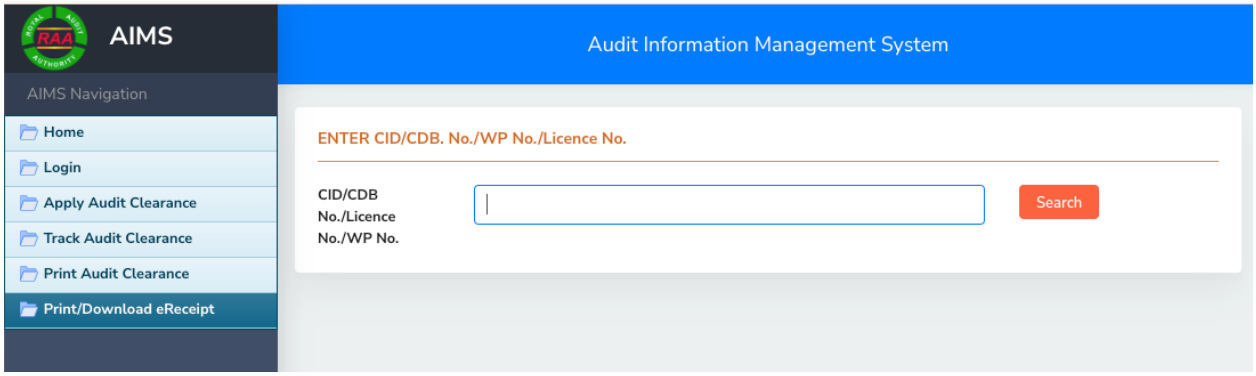




vi. The memo details along with memo amount will be displayed. *Since partial payment is not allowed, the amount payable is same as the memo amount.* To make payment, select the source account and enter your T-PIN.





vii. Once the payment is successful, take screen shot of your transaction and open AIMS using the URL: https://aims.bhutanaudit.gov.bt/ to print electronic Receipt.

viii. On the left side pane, click on the 'Print/Download eReceipt' menu and enter CID or CDB No. or License No. (the same identity number you have used in the beginning to make memo recovery in mBOB)