PFMS User Manual

Role of Administrator

Version 1.1 August, 2017

Public Financial Management System
Controller General of Accounts
Department of Expenditure
Ministry of Finance

1.	INTRODUCTION	
2.	ROLE OF ADMINISTRATOR	
2.1		
2.2	EDITING THE EXISTING USERS	4
2.3	EDITING ADMIN USER PROFILE AND PIA PROFILE	9
	2.3.1 Editing PIA Admin User Profile	
	2.3.2 Editing PIA Profile	10
2.4	REGISTERING NEW SCHEME	11
2.5	Manage Other PIAs	17
2.6	ADD NEW SCHEME TO CHILD PIA	19
2.7	ADDING MORE BANK ACCOUNT(S)	24
2.8	DE-ACTIVATION OF SCHEME/BANK ACCOUNT	25
2.9	BANK ACCOUNT ACTIVATION FOR E PAYMENT	28

Version control

Version	Date	Designation/Office	Summary of Changes
1.1	25 September 2017	O/o CGA	Original Document

1. Introduction

A **Program Implementing Agency** (PIA) gets registered onto **Public Financial Management System** (PFMS) post approval by the competent authorities (Program Division and the Principal Accounts office of the Ministry running the scheme in case of first level PIA and Funding PIA in case of other PIAs are the identified competent authorities for approving PIAs). Subsequent to the approval of the PIA by competent authority, user credentials are sent to the PIA's email id and Mobile Number provided at the time of registration of the PIA on the PFMS portal. The user credentials are provided to the Administrator, generally the Head of Department of the concerned PIA.



Figure 1

2. Role of Administrator

The Administrator performs the functions set out below:

2.1 Creation of Users (Maker and Checker)

The Public Financial Management System (PFMS) has been designed with Maker Checker concept where the Data Operator (Maker) will enter all transaction entries and submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the Admin user. The detailed steps for creating these users are set out below:

Step1: Go to Masters > Users>Add New

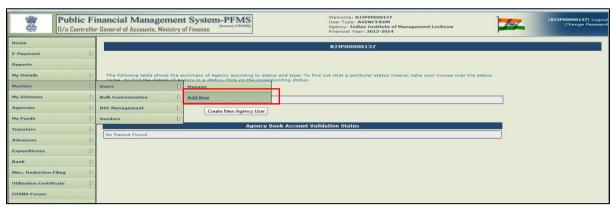


Figure 2

Step2: Select the Type of User from the drop down list

Step3: Enter the First Name Step4: Enter the Last Name

Step5: Enter **Email** (This should be correct and active e-mail as the password and other communication will be sent to this e-mail only)

Step6: Enter Phone Number

Step7: Enter Mobile Number, if any.

Step8: Enter a **Login ID** for the user (Login ID should be minimum of four different characters).

Step9: After entering all the above details, click on "Submit" button

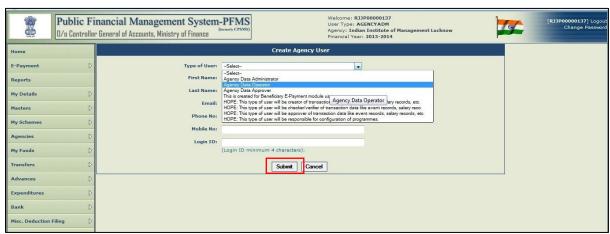


Figure 3

Step10: The message "Record saved successfully, your password has been sent on your email address" will be displayed.



Figure 4

Note: The same procedure should be followed for creating 'Data Approver' user by selecting the user type as 'Data Approver'. After obtaining the password, the operator and approver can login through their respective login credentials. The Admin user can create another Admin user using the procedure described above, if the incumbent is changed. The new Admin user can login and disable the earlier Admin user.

2.2 Editing the Existing Users

Step1: Navigate to Masters > Users > Manage

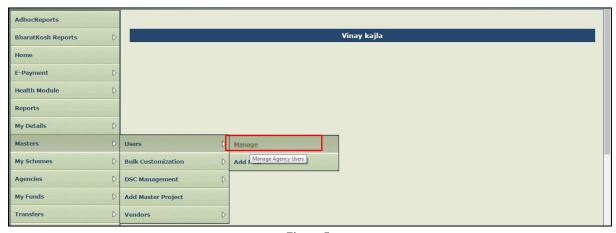


Figure 5

Step2: On the 'Manage Agency Users' page, enter data against the search criteria in the relevant boxes and click on **Search** Button.



Figure 6

Step3: When the user are displayed in a grid, Click on the **User Name** hyper link.



Figure 7

Step4: 'Agency Users Mapping' page will be displayed on which the details of the existing users can be changed e.g. **Change Scheme(s), Change Location(s), Edit user, Disable user** or **Reset Password**. The detailed steps are set out below:

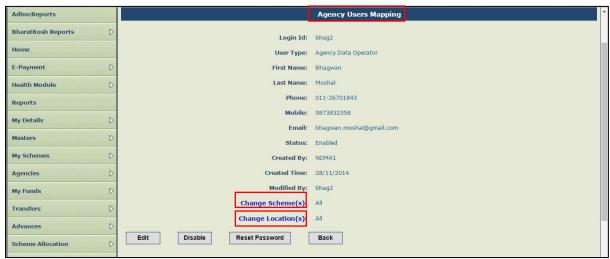


Figure 8

a) Change Schemes

When a user is created by the Administrator, all the schemes mapped with the PIA get assigned to this user by default. Change scheme(s) option can be used for assigning specific scheme or adding a new scheme to a particular user. The detailed steps for the same are set out below:

i. On Clicking **Change Scheme(s)** Hyperlink, the following page will appear on screen:

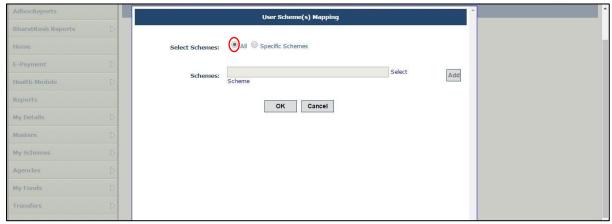


Figure 9

ii. Click on **Specific Scheme** check box ('**All**' option is selected by default). Then, click on **Select Scheme** hyperlink. A pop up window will open.



Figure 10

iii. On clicking 'Select Scheme' hyperlink, a pop up window will be displayed. Enter scheme name or code in Scheme Name box provided and click on Search button to search scheme. Click on the scheme name displayed to select that scheme and click on Add button to assign specific scheme(s) to the user.

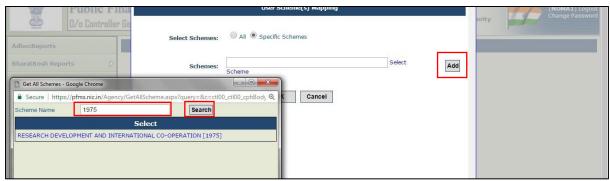


Figure 11

b) Change Location

The detailed steps for changing location of a PIA is set out below:

i. Click on **Change Location** hyperlink.



Figure 12

c) Edit User

The detailed steps for editing the user details are set out below:

i. Click on **Edit** button.



Figure 13

ii. Edit the details as required on the screen set out in the figure below and click on **'Update**' button.



Figure 14

d) Disabled User

The detailed steps for disabling a user is set out below:

i. Click on 'Disable' button.

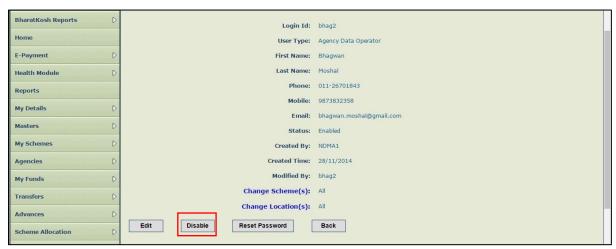


Figure 15

Note: This option should be used whenever the user ceases to function in the PIA. Also, a new user should always be created separately without using the edit option to ensure that the audit trail is maintained.

e) Reset Password

The detailed steps for resetting the password is set out below:

Click on Reset Password button.



Figure 16

ii. On clicking the **Reset Password** button an email will be sent to the registered email address and the message "**Password reset successfully and system generated password has been sent to given email ID**", will be displayed on the screen.

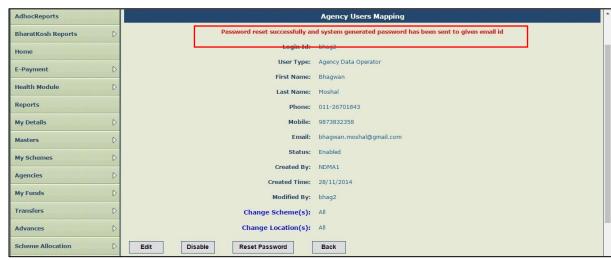


Figure 17

2.3 Editing Admin User Profile and PIA Profile

2.3.1 Editing PIA Admin User Profile

A PIA administrator can edit the admin user details. The detailed steps are set out below:

Step1: Go to My Details > My Profile



Figure 18

Step2: Edit the fields as required on the following screen and click on **Update** button.

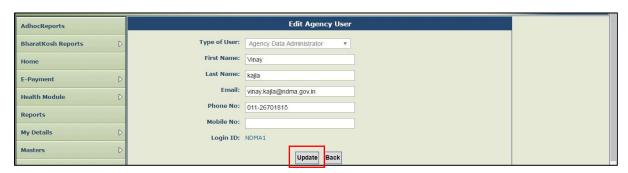


Figure 19

2.3.2 Editing PIA Profile

An agency administrator can edit the PIA profile details. The detailed steps are set out below:

Step1: Go to My Details>Agency Profile

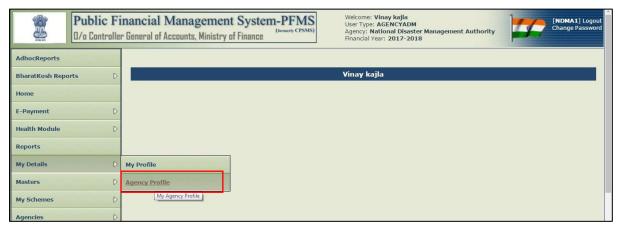


Figure 20

Step2: The PIA Details page will be displayed on the screen.



Figure 21

Step3: Click on **Edit** button in order to change/update details of enabled fields and click on **Submit** button. To edit disabled fields **except** Agency Type and Unique code, funding agency is to be contacted (**Agency Type** and **Unique code** are non-editable)



Figure 22

2.4 Registering New Scheme

A PIA can add a new scheme with bank account details to the existing list of schemes but in order to do that, the PIA needs to first add the scheme to the user profile. The detailed steps are set out below:

Step1: Select My Schemes > Register New Scheme.

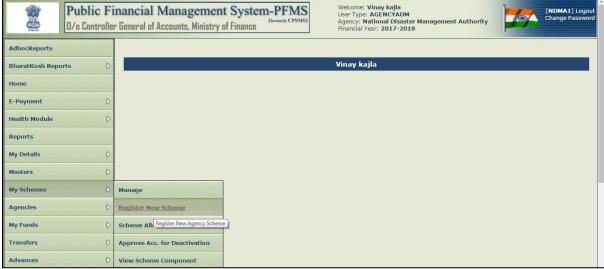


Figure 23

Step2: Enter **Scheme code** or **Scheme name** in the box provided. Scheme name will pop up. Click on scheme name to select it.

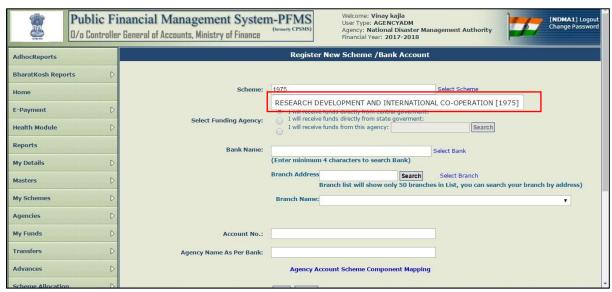


Figure 24

Alternatively, click on **Select Scheme** hyper link. A pop up window will open. Enter the scheme code or name in the box provided and click on **search** button. Select the scheme from the grid by clicking on scheme name.



Figure 25

Step3: "Select Funding Agency" from the options by clicking on the check box (By default "**I will receive funds directly from central government"** option will be selected).



Figure 26

Step4: Once the option is selected, the Search button will be enabled. Click on **Search** button to select the funding PIA



Figure 27

Step5: A pop-up window will open showing a list of funding PIA, that can be searched by **Agency Name**, **Agency Unique code**, **State and District**.

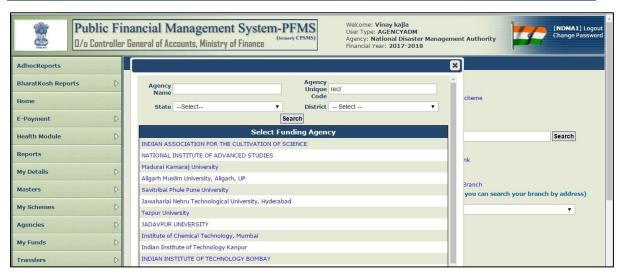


Figure 28

Step6: Click on PIA name to select the funding PIA that gets displayed on the screen.



Figure 29

Step7: Enter **first four** letters of bank name in the box provided (All banks starting with similar name will be populated). Select the appropriate bank from the list.



Figure 30

Step8: Alternatively, click on **Select Bank** hyperlink. A pop up window showing all banks will appear on screen. Type bank name in the box provided and click on **Search** button. Click on **Bank Name** to select the bank.

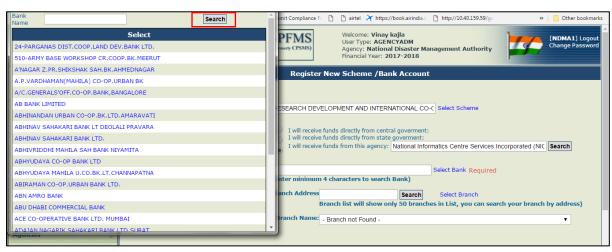


Figure 31

Step9: Enter Branch name in the **Branch Address** box and click on **Search** button. Branches with similar name will populated in the Branch Name dropdown. Select the appropriate branch from the list.

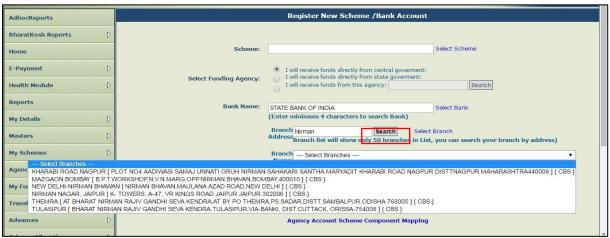


Figure 32

Alternatively, click on the **Select Branch** Hyperlink. A pop up window showing all branches of the bank selected. Select the branch by Address, City, Pin No., IFSC or MICR and click on **Search** button.

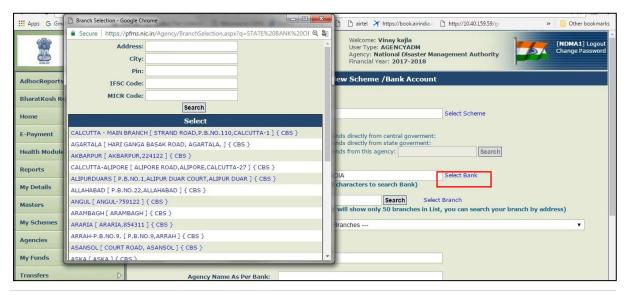


Figure 33

Step10: Once the branch is selected, **Account Rule** column will display the bank accounting rule of the selected bank (highlighted in red). Read the rule carefully and enter the **Account No.** as per the account rule in the box provided.

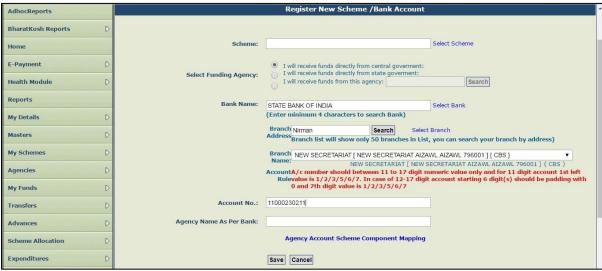


Figure 34

Step11: Enter 'Agency Name as per Bank' as given in the pass book in the box appearing on the screen. Then, click on Agency Account Scheme Component Mapping hyperlink to map the components with the newly registered account.



Figure 35

Step12: A pop up window displaying all the components of the scheme selected will open. Select all or desired components from the list by clicking on **Bulk check box** or individual check boxes respectively to map components and click on **Save** button in the pop up window.

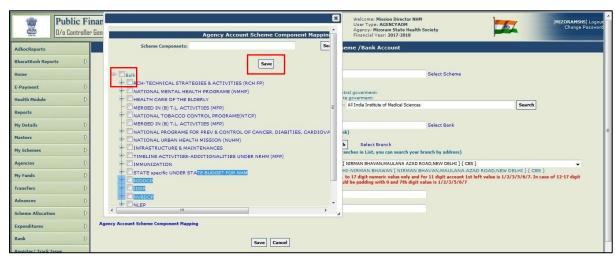


Figure 36

Step13: Click on 'Save' button to submit the details. Once the funding PIA approves the registration, the scheme will be mapped to PIA.



Figure 37

2.5 Manage Other PIAs

Manage Other Agency option is used for editing, adding a new account or adding a new scheme to a child PIA created by the PIA performing this function. The parent PIA can edit most of the fields of its child PIA **except** the **Type of Agency** and the **Unique Code**.

Step1: Go to Agencies>Manage Other Agencies.

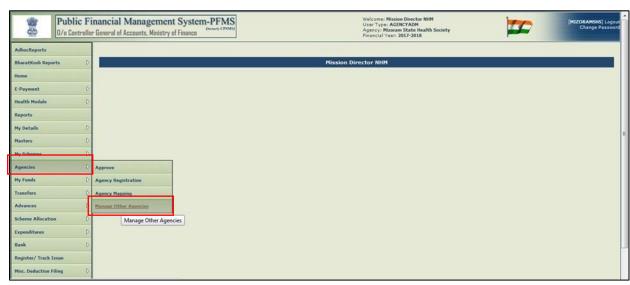


Figure 38

Step2: Child PIA created by the parent PIA will be displayed in a grid on the **Manage Agency** page. Alternatively, the PIA to be edited can also be selected by entering search criteria(s). Click on the **Agency Name** hyperlink to open the PIA to be edited.



Figure 39

Step3: Click on **Edit** button for editing PIA details.



Figure 40

Step4: Update the required fields and click on **Update** button.

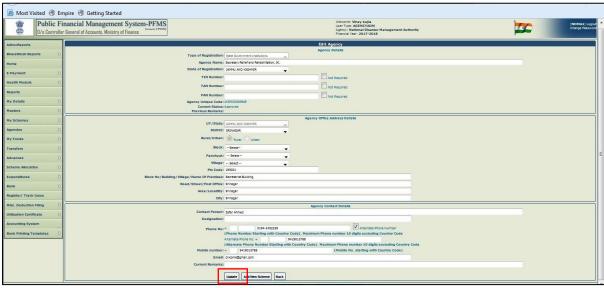


Figure 41

2.6 Add New Scheme to child PIA

Parent PIA can add a New Scheme with bank account details to the child PIA. The detailed steps are set out below:

Step1: Select Agencies>Manage Agencies

Step2: Click on Add New Scheme button to open Agency Scheme Details page.



Figure 42

Step3: Select **Scheme** from the Scheme drop down list to be added.

Step4: Select the **Institution Type** from the drop down list.

Step5: Select **Implementation Level** from the drop down list.

	nancial Management System-PFMS General of Accounts, Ministry of Finance	Nelcome: Dinedh Kumar Gupta User Type: AGENCYADM Agency: RUBAL ELECTRIFICATION CORPORATION LTD Financial Vear: 2017-2018	03:15:13 PM	[recladm] Logout Change Password
BharatKosh Report		Agency Details		
Home	Agency Name:lal Agency Type:St Agency Unique Code:A5	ste Government PSUs LA00006897		
Dashboard		Agency Scheme Location, Contact and Funding Agency Details		
HM Reports	Rural/Urban:	339-INTEGRATED POWER DEVELOPMENT SCHEME	•	
E-Payment D	Institution Type Implementation Level:	state Agency		
Health Module		ENTRAL AGENCY T		
Reports	Contact Person: 19	Contact Details of Scheme Manager		
Implementing Agency	Phone No: +	knyeyori saksa 0381-223228 10081-223228 1008 Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code		
Agency Master Data	, A G	ternate Phone No: + 7898588848 Ulternate Phone Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code		
Agency Schemes	Mobile number: + Email: _{s.}	(Mobile No. starting with Country Code) sikiajyoti90@gmsil.com		
Other Agencies		Funding Institution / Agencies from where you're Agency received funds		
Multiple DBT DSC Signatory	Implementation Level: -Select-	Funding Agency:Select Add Funding Agency	•	
Funds D	Save & Continue C	ancel		
Fund Transfers				*

Figure 43

Step6: Under **Funding Institution/Agencies from where Agency received funds**, select **Implementation Level** from the drop down list. Agencies registered at selected level for the scheme will be displayed in the drop down list on the right side. **Step7:** Select **Funding Agency** from the drop down list on the right side.

Step8: Click **Add Funding Agency** button to add funding PIA. Multiple funding PIAs can be added if the PIA is receiving funds from more than one PIA. Funding PIAs added will be displayed in the grid at the bottom of the screen.

	nancial Management System-PFMS "Beneral of Accounts, Ministry of Finance" "Beneral of Accounts, Ministry of	[recladm] Logout Change Password
BharatKosh Report	Agency Details	
Home	Agency Nameilakhys12 Agency Type:State Government PSUs Agency Unique Code:ASLA00006897	
Dashboard	Agency Scheme Location, Contact and Funding Agency Details	
	Agency Scheme Location Details Scheme: 9339-INTEGRATED POWER DEVLOPMENT SCHEME ▼	
HM Reports	Rural/Urban: © Rural O Urban	
E-Payment D	Institution Type: State Agency ▼	
	Implementation Level: State DISCOMS ▼	
Health Module	State: CENTRAL AGENCY ▼	
Reports	Contact Details of Scheme Manager	
	Contact Person: akhyajyoti saikia	
Implementing Agency	Phone No:	
Agency Master Data	Alternate Phone No: + 78965848	
	(Alternate Phone Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code	
Agency Schemes	Mobile number: - (Mobile No. starting with Country Code)	
Other Agencies	Emails sakisjyo190@gmall.com	
Other Agencies ()	F adding Institution / Agencies from where you're Agency received funds Implementation Level Central Agency Implementation Level Central Agency Central Agency Central A	
Multiple DBT DSC Signatory	Add Funding Agency	
200	PFC - POWER FINANCE CORPORATION LIMITED	
Funds D	Save & Continue Cancel	
Fund Transfers		
Fund Advances		
runa Advances		

Figure 44

Step9: Click on Save & Continue button to add Bank details.

BharatKosh Report	Agency Details	
Home	Agency Nametakhys12 Agency Type:State Covernment PSUs Agency Unique Code:ASI.400006897	
Dashboard	Agency Scheme Location, Contact and Funding Agency Details	
	Agency Scheme Location Details Funding agency save successfully	
HM Reports	Scheme: 9339-INTEGRATED POWER DEVELOPMENT SCHEME ▼	
	Rural/Urban: ® Rural ○ Urban	
E-Payment D	Institution Type: State Agency ▼	
Health Module	Implementation Level: State DISCOMS ▼	
read Froduc	State: CENTRAL AGENCY ▼	
Reports	Contact Details of Scheme Manager	
	Contact Person: lakhyajyoti saikia	
Implementing Agency	Phone Not. □ □361-223226	
Agency Master Data	(Phone Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code Alternate Phone No: + 7586588848	
Agency Schemes	(Alternate Phone Number Starting with Country Code). Maximum Phone number 10 digits excluding Country Code	
Agency Schemes (2)	Mobile number: + (Mobile No. starting with Country Code)	
Other Agencies	Emails saikiajyoti@@gmail.com	
	Funding Institution / Agencies from where you're Agency received funds	
Multiple DBT DSC Signatory	Implementation Level: Central Agency ▼ Funding Agency: PFC POWER FINANCE CORPORA: ▼	
Funds D	Add Funding Agency	
Pullos	Funding Agency Name Funding Agency Level	Action
Fund Transfers	BOWER FINANCE CORPORATION LIMITED - PPC Central Agency	×
Fund Advances	Save & Continue Cancel	
Scheme Allocation		

Figure 45

Step10: Enter/Select **Bank Name** and **Account No.** and click on **Submit** button to submit the PIA Scheme Bank details for Funding PIA approval.

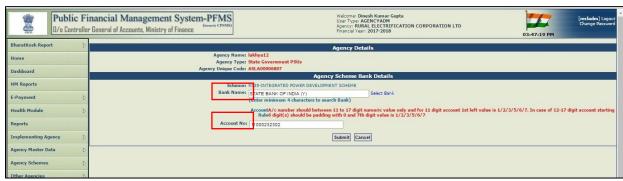


Figure 46

Step11: After successful submission, the message "**Record Saved Successfully**" will be displayed. The new scheme added will be visible to the child PIA only after it is approved by the funding agency.



Figure 47

Approval

The Scheme/Bank Account so added will have to be approved by the funding PIA before it can be used by the child PIA.

Step1: Go to **Agencies > Approve**. All PIAs pending for approval will be shown in the grid.

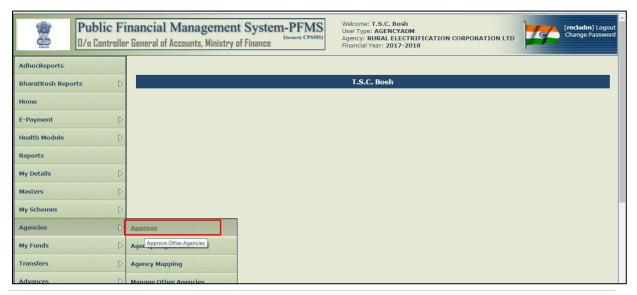


Figure 48

Step2: Particular PIA can also be selected by any of the search criteria like **Agency Name** or **Unique Code** of the PIA. Click on **Agency Name** hyperlink to open the PIA detail page for approval.



Figure 49

Step3: Click on the **Scheme** check box to select the scheme/s to be approved and then click on **Approve** button to approve the selected scheme/s.

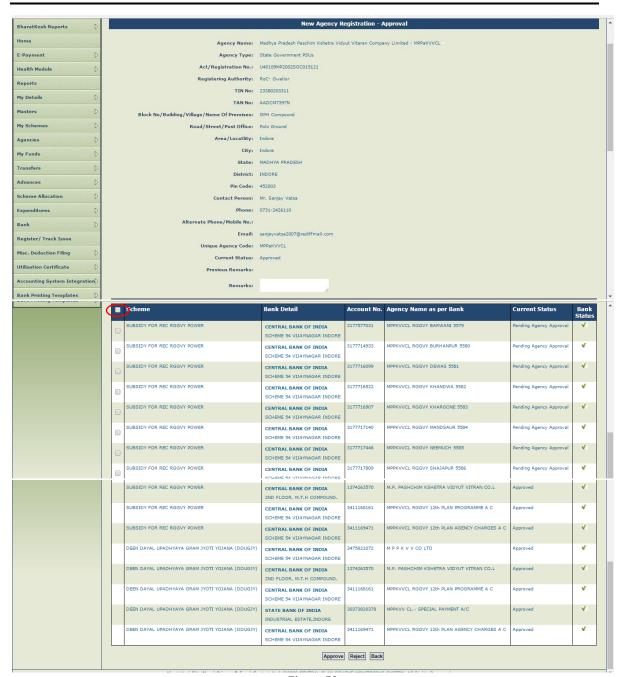


Figure 50

Step4: The message "Agency approved successfully and login details for this agency has been approved" will be displayed on screen upon successful approval of PIA.



Figure 51

2.7 Adding more Bank Account(s)

Funding PIA can add more bank accounts for an already existing scheme of its child PIA.

Step1: Go to **Agencies>Manage Other Agencies**. Click on the **Agency Name** hyperlink for adding a new bank account for an existing scheme.



Figure 52

Step2: Click on **Add** button in More Account Column against the scheme for which the account is to be added.



Figure 53

- a) Enter/Select **Bank name** in the Bank Name box.
- b) Enter the Bank Account Number in the **Account No.** box as per the accounting rule.
- c) Map Component with Bank Account by clicking **Add/Edit Component** hyperlink.
- d) Click **Add** button to submit for approval of the Funding PIA.

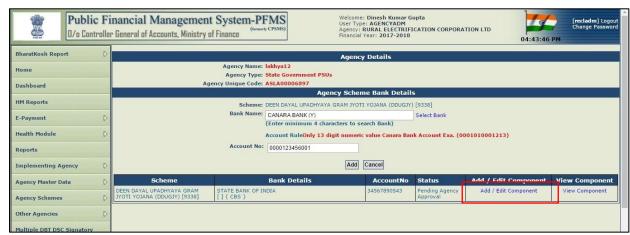


Figure 54

Step3: The message **"Record saved successfully"** will be displayed on the screen. The new bank account has to be approved by the funding PIA (Refer Section 2.6)

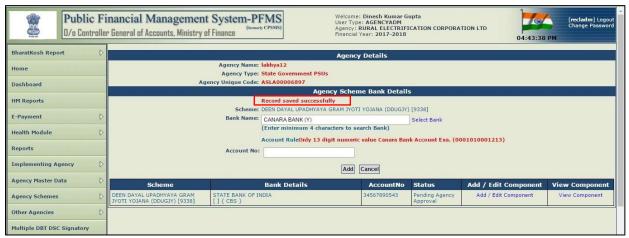


Figure 55

2.8 De-Activation of Scheme/Bank Account

The PIA Administrator can de-activate a Scheme or Bank Account mapped with the PIA. The detailed steps are set out below:

Step1: Go to My Schemes>Deactivate Scheme/Bank Acc.

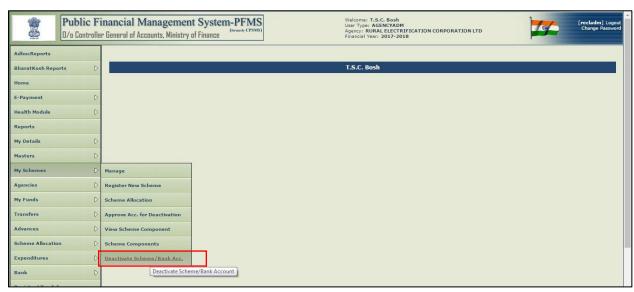


Figure 56

Step2: The scheme can be searched by any of the search criteria(s) such as **Scheme**, **Account Number**, **Status**, **Agency Unique Code and Agency Name** on the page displayed. (In case the scheme is searched by status, the options available in the drop down will be – All, Pending PD Approval, Approved, Pending at approver, De activated Account).



Figure 57

Step3: In case the scheme is searched by "**status**", '**All**' will be the default option and will display all the Schemes/Bank accounts (Agency wise) which are pending at approver's end for approval for de-activation and all active schemes/bank accounts which can be selected for deactivation.

It will include all the records with the status approved, pending as well as deactivated.

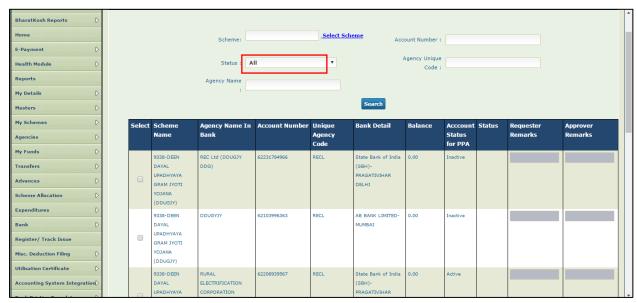


Figure 58

Step4: 'Approved' status will display all the Scheme/bank accounts which are approved by the ministry and can be selected for the deactivation i.e., which can be deactivated if they are no longer needed.

Bank Accounts/schemes which are already approved will be shown by the filter, for which the request can be sent to the approver for Deactivation.



Figure 59

After selecting the status as **Approved**, all the approved schemes/Bank accounts of that PIA will be displayed on the screen. Then the user will select the corresponding checkbox and with **valid remarks** he can request the deactivation of that particular scheme/bank account.

Step5: Schemes which will be displayed on the selection of **'Pending at Approver'** are those schemes which have been already selected by the requester for deactivation and are pending at approver's end for the approval i.e., once the entry is received by

the approver from the requestor then its status will be changed to 'Pending at Approver'.



Figure 60

Step6: On selecting '**Deactivated Account'** option, all the deactivated accounts will get displayed on the screen i.e., these accounts have been approved by the approver for deactivation and have been deactivated.

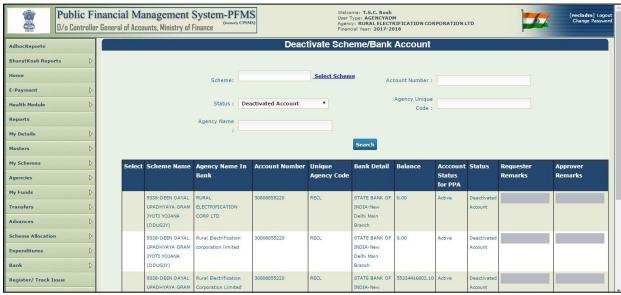


Figure 61

2.9 Bank Account Activation for E payment

For authorizing payment through PFMS the Bank Account of the funding PIA has to be activated for the different modes of payment available in PFMS. These modes are Print Payment Advise, Digital Signature and Corporate Internet Banking. The account has to be activated separately for each mode of authorization which the PIA wishes to utilize. The detailed steps are set out below:

Step1: For activation of Bank Account go to **Bank>Account Activation e-payment.** Account activation page will open.

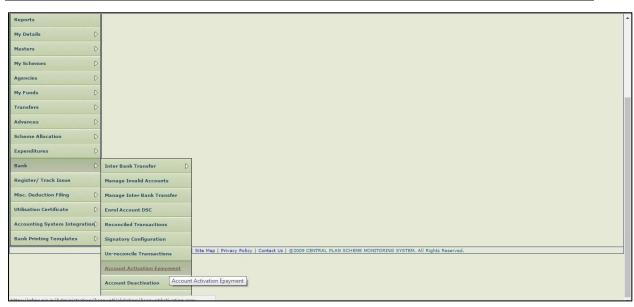


Figure 62

Step2: Enter the Scheme Name or Scheme code in the box provided or select scheme from the **Select Scheme** hyperlink.



Figure 63

Step3: Enter the Bank Account Number in the **Account Number** box and click **Search** button. The searched account number will be displayed in a grid.

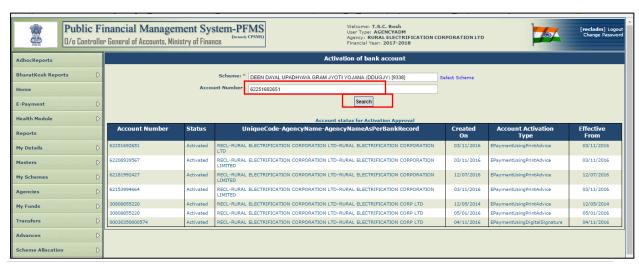


Figure 64

Step4: Select the Account by clicking on the check box.

Step5: From Account Activation dropdown select the desired mode of authorization.

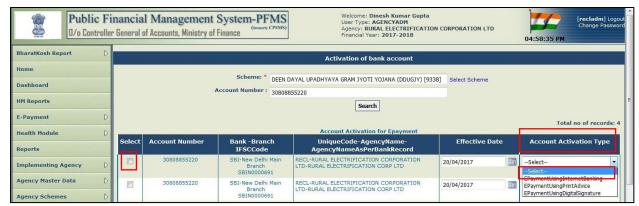


Figure 65

Step6: Click on Submit button to submit activation request.



Figure 66

Step7: "Record saved successfully" message will be displayed. Account status for activation approval will be shown Pending for Activation Approval. The account will be auto activated in a few minutes.

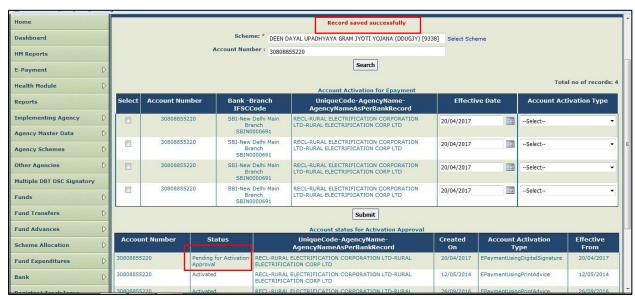


Figure 67