

PFMS PROJECT CELL

EAT module-PFMS

User guide

2017

PFMS

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Expenditure Filing on PFMS

1 What is Expenditure Filing

The process of feeding the day to day transactions as recorded in the cash book on the PFMS portal by an agency registered on PFMS, is called expenditure filing and expenditure filing is done through EAT Module of PFMS.

An agency should be registered on PFMS for filing expenditure. On registration of an agency, it gets an Agency Admin log in and password.

Steps involved in expenditure filing:

1. Log in to PFMS with Admin log in and password received at the time of registering the agency.

Figure 1: PFMS Home Page (pfms.nic.in) - Login



2. Create Maker and Checker
3. Entering all the receipts of the agency
4. Transfer of fund to the child agencies/lower level agencies
5. Expenditure incurred by self or third party.
6. Advances to vendors, beneficiaries, and its settlement.

1.1 Creation of Maker and Checker :

The PFMS has been designed with Maker Checker concept where the Data Operator (Maker) will make 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 Admn user.

1. Open Admin User ID of the Agency
2. Go to Masters – Users-Add New.

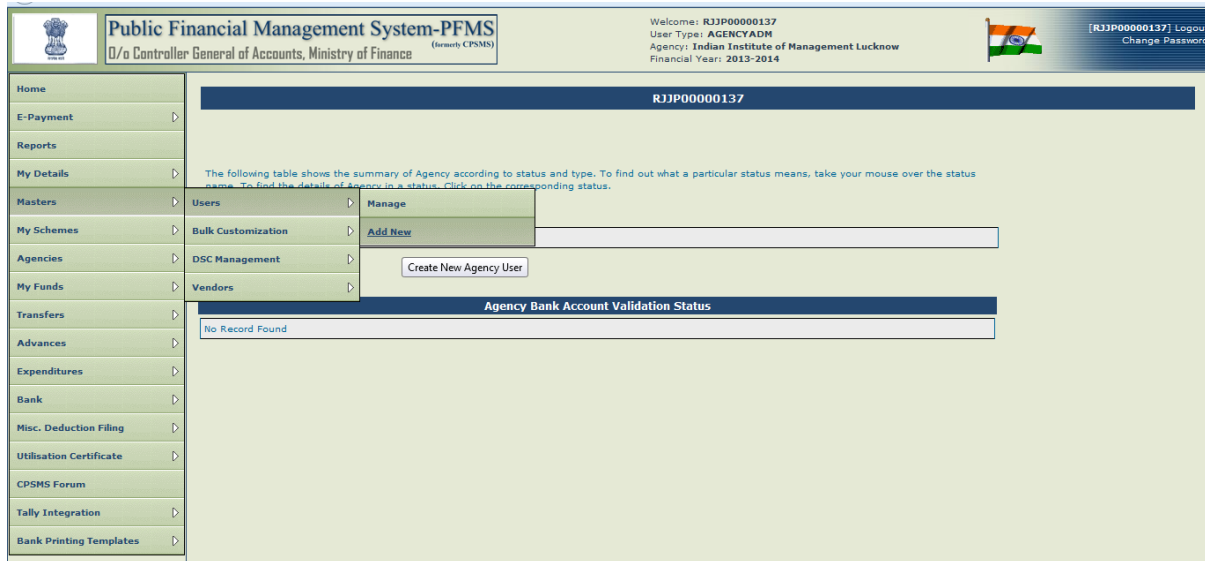


Figure 2: Add new user

On clicking the Add New Button, the Registration window will open

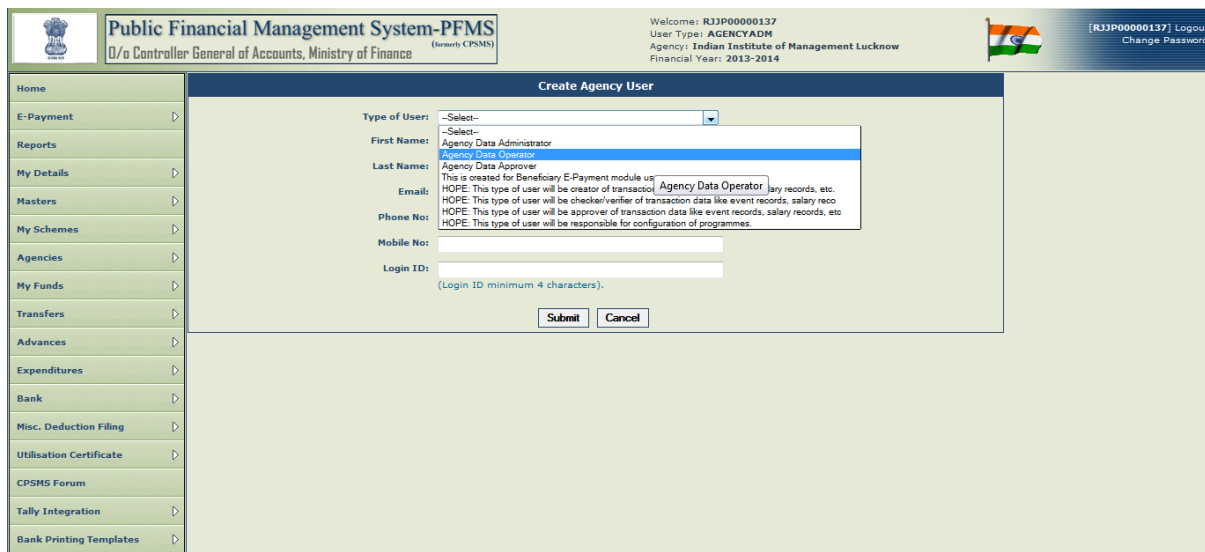


Figure 3 create agency user

Select the type as Data Operator or Data Approver, as the case may be.

- Enter the First Name
- Enter the Last Name
- Enter E mail: This should be an correct and operational email as the password and other communication will be sent to this registered mail only.
- Enter the Office Phone Number
- Enter Mobile Number, if any.
- Give a Login id for the user.

After entering all these details click on submit button. A successfully registered message will appear. Password of the user will be forwarded to the email of the user submitted at the time of creation. Follow the same procedure for creation of Data Approver by selecting the type as Data Approver. After obtaining the password the operator and approver can log in to do their respective functions.

1.2 My Fund -Entering all receipts of the agency:

The receipts of the agency consists of opening balance, receipts from Central Government, , receipts from other agencies, receipts from State Government, returned by other agencies, interest income, income from other sources, etc. All details will be entered by Data Operator and approved by Data Approver.

1.2.1 Opening Balance :

The opening balance as per the cash book as on 1st April of the financial year is to be entered on the PFMS portal. This is a onetime exercise when the agency starts filing expenditure in PFMS. In subsequent years, the opening balance will be automatically available in the system. For capturing opening balance, the Data Operator will log in and go to My Fund>Opening Balance option as shown in figure 4.

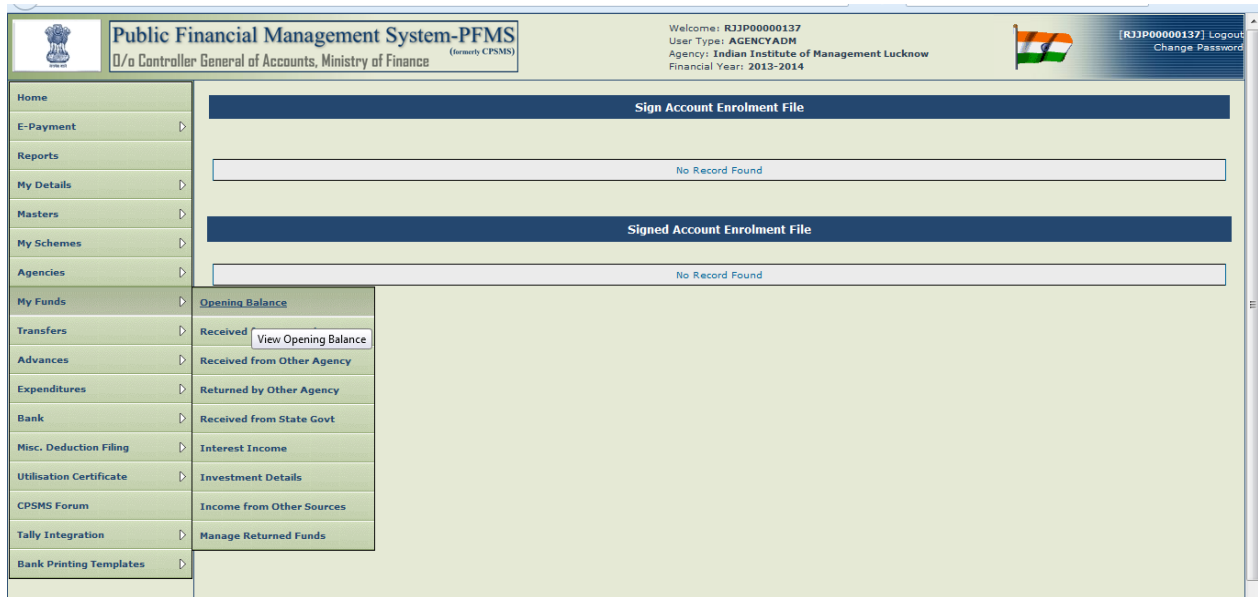


Figure 4 View opening balance

After entering the Opening Balance page click on Add Opening Balance button. The page for capturing opening balance will open.

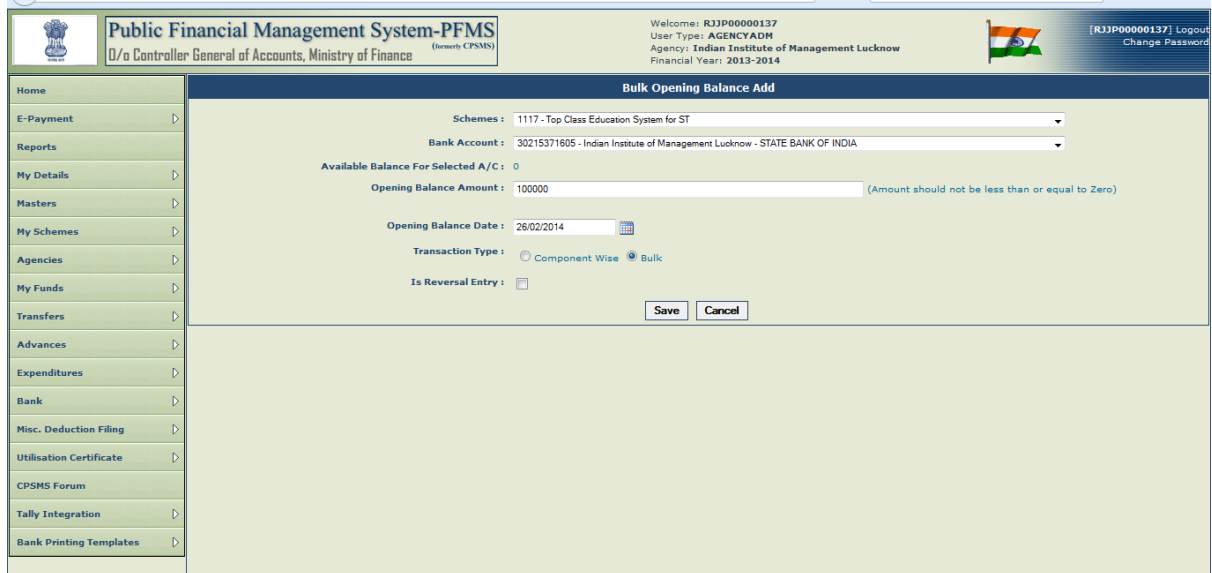


Figure 5 Add Opening Balance

- Select the Scheme to which the opening balance is to be added from the drop down list.
- Select the appropriate bank account for which the opening balance is to be added. For Cash Balance select Cash option.
- Available balance in the system against the bank account selected will be displayed by the system. At the start of Expenditure Filing by an Agency it will be Zero.

- Enter the opening balance amount.
- Opening Balance date needs to be posted which should be date of beginning of PFMS EAT Module.
- Select the option as Component wise or as Bulk. Component wise option is for entering opening balance against each and every component. Bulk option is for entering opening balance against all components.
- Select Reverse Entry check box for making a reversal entry (deduction) from opening balance already entered.

After entering all the details, click on Save Button to save the opening balance in the system.

The opening balance entry will be approved by Data Approver.

Scheme Name	Bank Account	Scheme Component	Date	Opening Balance	Status	Is Reversal
Top Class Education System for ST	30215371605	Bulk	26/02/2014	100000.00	Submitted	Not Reversal

Figure 6 details of opening balance entry

- Data approver will log in and go to> My fund>Opening Balance.
- The opening balance submitted by Operator will be displayed in the page.
- Click on scheme component Button for opening the page.
- Verify the details of opening balance entry.
- The approver can approve, reject or cancel the entry.

Public Financial Management System-PFMS
 (formerly CPSMS)
 D/o Controller General of Accounts, Ministry of Finance

Welcome: RJJP00000137
 User Type: AGENCYADM
 Agency: Indian Institute of Management Lucknow
 Financial Year: 2013-2014

[RJJP00000137] Logout
 Change Password

Bulk Opening Balance Details
 Scheme: Top Class Education System for ST
 Scheme Component: Bulk
 Bank Account: 30215371605
 Opening Balance Date: 26/02/2014
 Opening Balance Amount: 100000.00
 Opening Balance Amount(in words): Rupees one lakh(s) only
 Status: Submitted

Figure 7 details of opening balance

Verify the details and approve/reject the entry as the case may be. Rejected entries can be edited and submitted again by the Data Operator to the Data Approver. The balance in the selected account for opening balance will be inflated to the extent of approved opening balance amount.

1.2.2 Receipts from Central Government:

As and when the fund is released by the central government directly to the agency, it become visible as detailed in figure 8.

The screenshot displays the PFMS interface. At the top, it shows the system name 'Public Financial Management System-PFMS (formerly CPSMS)' and the user's role as 'Commissioner RD' for the 'MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL' agency. The main section is titled 'Manage Funds From Central Government' and includes search filters for Schemes, Bank Account, and Status. Below these filters is a table with the following data:

Sanction Number	Scheme	Received Date	Received Amount	Status
L-15060/4/2013/RE-VII-SI.No.31	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	15/05/2013	12578262000.00	Released
L-15060/4/2013/RE-VII-SI.No.17	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	23/04/2013	4310000000.00	Released
L-15060/4/2013/RE-VII-SI.No.71	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	19/09/2013	645136000.00	Released

On the left side of the interface, there is a navigation menu with options such as Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The 'My Funds' section is expanded to show 'Received from Central Govt'.

Figure 8 Fund Received from Central Government

Go to “My Fund” > Received from Central Government. A new page will open showing all the details of sanctions/releases from Central Government Ministry as shown in figure 9.

Click on the sanction number to verify the details

The screenshot displays the Public Financial Management System (PFMS) interface. The header includes the system name, user information (commissioner.rd), and agency details (MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL). The main content area is titled "Funds From Central Government" and shows the following details:

- Scheme Name/Code :** MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
- Sanction Number :** L-15060/4/2013/RE-VII-SI.No.31
- Sanction Date :** 14/05/2013
- Sanction Amount :** 12578262000
- Status :** Released
- Remarks :** [Dropdown menu]

Below the main details, there are sections for "Instrument Details" and "Bank Details":

- Instrument Details:**
 - Instrument Type :** RTGS
 - Instrument Number :** P1314000000572
 - Instrument Date :** 15/05/2013
- Bank Details:**
 - Account Number :** 900710210000005
 - Bank Name :** BANK OF INDIA

At the bottom of the details section, there are three buttons: "Received", "Not Received", and "Back".

Figure 9 Receiving of Fund

click on "Received" button to receive the amount. If the sanction does not pertain to the agency, it can be returned by clicking on "not received" as shown. This action is to be done only by the Agency Administrator.

1.2.3 Receipts from other agencies:

To receive the funds transferred by parent agency/higher level agencies - Go to> My Fund >Received from other agencies. All the releases will be displayed sanction-wise. All the other steps are similar as explained in the case of receipt from Central Govt..

The screenshot displays the PFMS interface. The header includes the system name 'Public Financial Management System-PFMS (formerly CPSMS)', the user's name 'commissioner rd', user type 'AGENCYADM', agency 'MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL', and financial year '2013-2014'. The left navigation menu lists various options such as Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The main content area is titled 'Manage Funds Received From Other Agency' and contains search filters for Schemes (0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME), Bank Account, and Status. A 'Search' button is present. Below the filters, a table titled 'Selected Funds' shows 'No Record Found'.

Figure 10 Receipts from other agencies

This action is to be done only by the Data Operator (Maker).

1.2.4 Return from Other Agency:

This menu will be used in case the unutilized fund is returned by the child agency.

1.2.5 Receipts from State Governments :

Since the releases by the State Government to the agency are not processed through PFMS, it has to be entered separately. For entering such receipts”:

Go to My Fund >Received State Government

The screenshot shows the PFMS interface. The header includes the logo of India, the text 'Public Financial Management System-PFMS (formerly CPSMS)', and the user information: 'Welcome: commissioner rd, User Type: AGENCYADM, Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL, Financial Year: 2013-2014'. The main content area is titled 'Manage Funds From State Government' and contains a search form with the following fields: 'Schemes' (dropdown menu showing '0222 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME'), 'Bank Account' (dropdown menu showing '--Select--'), and 'Status' (dropdown menu showing '--Select--'). A 'Search' button is located below these fields. Below the search form, a message states 'No Records Found'. A sidebar menu on the left lists various options, including 'Add New Fund From State Government'.

Figure 11 Receipts from State Governments

Click on “Add new fund from State Govt” to enter the details of fund received from the State Government. A new window as given under will open.

The screenshot shows the PFMS interface for entering fund details. The header is the same as in Figure 11. The main content area is titled 'Funds From State Government' and contains a form with the following fields: 'Scheme' (dropdown menu showing '0222 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME'), 'Bank Account' (dropdown menu showing '--Select--'), 'Sanction Number' (text input field), 'Sanction Date' (calendar icon and text input field showing '04/03/2014'), 'Sanction Amount' (text input field), 'Instrument Type' (dropdown menu showing '--Select--'), 'State Gov. Scheme' (dropdown menu showing 'Other'), 'Instrument Number' (text input field), 'Favouring' (text input field), 'Instrument Date' (calendar icon and text input field showing '04/03/2014'), and 'Remark' (text area). At the bottom of the form, there are 'Save' and 'Cancel' buttons.

Figure 12 details of fund received from the State Government

- Select the Scheme from the drop down list.

- Select the bank account for adding the State Share.
- Enter the Sanction Number of the State Govt. Sanction Letter.
- From the Date picker post the Sanction Date.
- Enter Sanction Amount.
- Select the Instrument type as cheque, DD or ECS as the case may be.
- Enter the drawee's name in favouring column.
- From the Date picker post Instrument Date.
- Give remarks, if any and save.

A message that “record saved successfully” will appear as given in figure 13.

The screenshot displays the PFMS interface. At the top, the header includes the Government of India logo, the text "Public Financial Management System-PFMS (formerly CPSMS)", and the user's details: "Welcome: commissioner rd, User Type: AGENCYADM, Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHOPAL, Financial Year: 2013-2014". A navigation menu on the left lists various options like Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The main content area is titled "Funds From State Government" and features a red message "Record saved successfully" at the top. Below this, there are several input fields: "Scheme" (dropdown), "Bank Account" (dropdown), "Sanction Number" (text), "Sanction Date" (calendar), "Sanction Amount" (text), "Instrument Type" (dropdown), "State Gov. Scheme" (dropdown), "Instrument Number" (text), "Favouring" (text), "Instrument Date" (calendar), and "Remark" (text area). At the bottom of the form are "Save" and "Back" buttons.

Figure 13 Fund record saved successfully

Operator will login in PFMS and then go to my fund>Receipt from state govt to open Manage Funds from State Government page. Click on the “State Scheme” hyperlink to view details.

Public Financial Management System-PFMS
 (formerly CPSMS)
 D/o Controller General of Accounts, Ministry of Finance

Welcome: commissioner rd
 User Type: AGENCYADM
 Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL
 Financial Year: 2013-2014

[commissioner.rd] Logout
 Change Password

Manage Funds From State Government

Schemes : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
 Bank Account : --Select--
 Status : --Select--

Search

State Scheme	Account Number	Sanction Number	Sanction Date	Sanction Amount	Status
Other	63040890778	2014-MGNREGA	04/03/2014	120000.00	Created
Other	63040890778	2014/CPSMS/	04/03/2014	100000.00	Created

Add New Fund From State Government

Figure 14 Details of Fund received

Operator will verify the detail and click on submit for approval as under.

Public Financial Management System-PFMS
 (formerly CPSMS)
 D/o Controller General of Accounts, Ministry of Finance

Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL
 Financial Year: 2013-2014

[commissioner.rd] Logout
 Change Password

Funds From State Government Details

Sanction Number: 2014-MGNREGA
 Sanction Date: 04/03/2014
 Scheme Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
 Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUAR
 Sanction Amount: 120000.00
 Financial Year: 2014
 State Scheme Name: Other
 Payment Mode: Cash
 Favoring: Commissioner, MGNREG
 IFSC Code:
 MICR Code:
 Instrument Number:
 Instrument Date: 04/03/2014
 Status: Created
 Remark: state share

Edit Submit For Approval Cancel Transaction Back

Figure 15 Submit for Approval

The Data Approver will log in and go to > My Fund> Received from State Govt. The fund details submitted by the Data Operator will appear with the status as “submitted”.

The screenshot shows the PFMS interface. The header includes the system name, user information (commissioner rd), and agency details (MADHYA PRADESH STATE EMPLOYMENT GUARANTEE BHOPAL). The main content area is titled 'Manage Funds From State Government' and contains a search form with dropdowns for Schemes, Bank Account, and Status. Below the search form is a table with the following data:

State Scheme	Account Number	Sanction Number	Sanction Date	Sanction Amount	Status
Other	63040890778	2014-MGNREGA	04/03/2014	120000.00	Submitted
other	63040890778	2014/CPSMS/	04/03/2014	100000.00	Created

Below the table is a button labeled 'Add New Fund From State Government'.

Figure 16 Fund Details submitted

Click on the “State Scheme” hyperlink to open the approval page. After verifying the details, the Data Approver will approve, reject or cancel the transaction as the case may be after entering the reason for rejection/cancellation.

The screenshot shows the 'Funds From State Government Details' page. It displays the following information:

- Sanction Number: 2014-MGNREGA
- Sanction Date: 04/03/2014
- Scheme Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
- Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUAR
- Sanction Amount: 120000.00
- Financial Year: 2014
- State Scheme Name: Other
- Payment Mode: Cash
- Favoring: Commissioner, MGNREG
- IFSC Code:
- MICR Code:
- Instrument Number:
- Instrument Date: 04/03/2014
- Status: Submitted
- Remark: state share

At the bottom of the details section, there are four buttons: 'Approve', 'Reject', 'Cancel Transaction', and 'Back'.

Figure 17 Fund Approval

1.2.6 Interest Income

This menu is used for capturing periodical interest receipt from Banks. For capturing interest income Go to>My Fund>Interest Income. Manage Interest Income page will open.

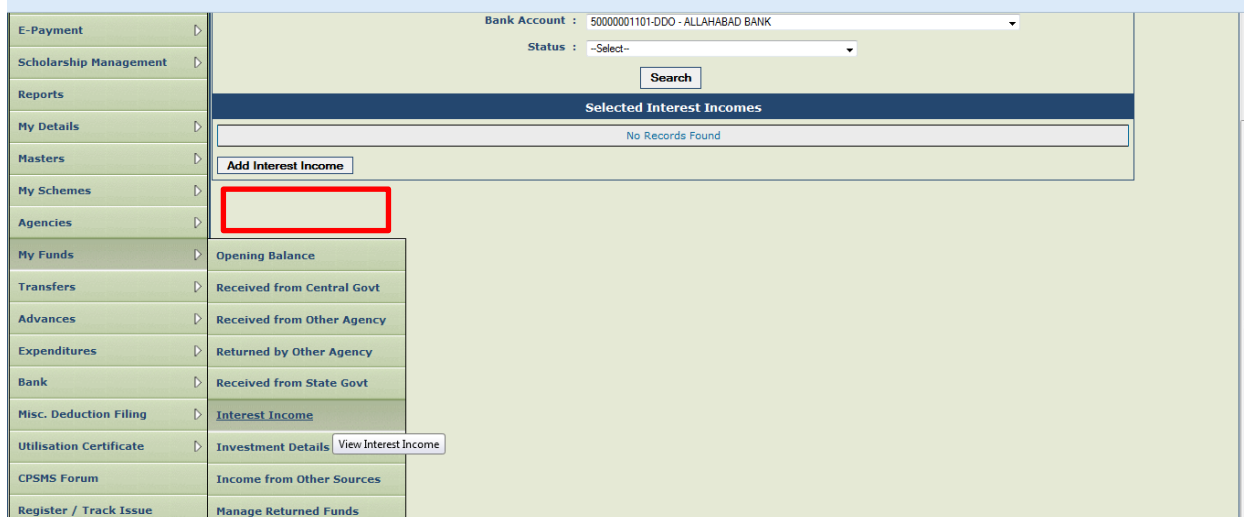


Figure 18 interest receipt from Banks

Click on Add Interest button to capture the details of interest income. Window to capture the interest income will open as shown in figure 19.

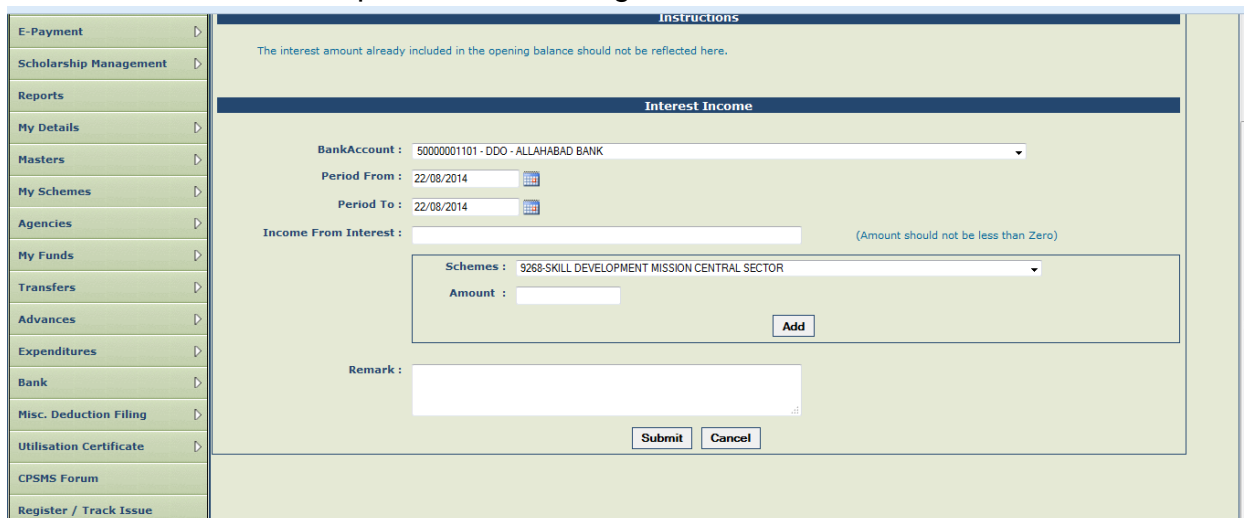


Figure 19 details of interest income

- **Bank Account:** Select the Bank Account to which interest income is to be added.
- **Period From:** From the date picker post the date from which interest is due.
- **Period To:** From the date picker post the date up to which interest is accrued.
- **Income from Interest:** Enter the interest earned amount in this column.
- **Scheme:** Select the scheme/s against which the interest amount is to be accounted.

- **Amount:** Enter the interest amount against a particular scheme in this column.
- **Add:** Click on Add button which will display the scheme-Amount details in a grid. If interest earned is against more than one scheme, the user may add more scheme and amount here.
- **Remarks:** Enter remarks, if any, in this field.
- **Submit/Cancel:** The user may either submit or cancel the data by clicking on the appropriate button.

The screenshot shows the 'Interest Income' form with the following details:

- BankAccount:** 5000001101 - DDO - ALLAHABAD BANK
- Period From:** 01/01/2014
- Period To:** 30/06/2014
- Income From Interest:** 6000 (Amount should not be less than Zero)
- Schemes:** 9268-SKILL DEVELOPMENT MISSION CENTRAL SECTOR
- Amount:** 6000

Scheme	Amount	Action
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00	X

Remark: Interest earned from Jan to June 2014

Buttons: Submit, Cancel

Figure 20 Interest income details saved successfully

Upon submitting the transaction, a message “Interest income details saved successfully” will be displayed.

The screenshot shows the 'Interest Income' form with a success message displayed:

Interest income details saved successfully

- BankAccount:** --Select--
- Period From:** 22/08/2014
- Period To:** 22/08/2014
- Income From Interest:** (Amount should not be less than Zero)
- Schemes:** --Select--
- Amount:** (Empty field)

Remark: (Empty field)

Buttons: Submit, Back

Figure 21 Interest income details saved successfully

Click on back button or go to >My Fund> Interest Income menu to open manage interest income page. The status of the transaction will be shown as created now.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: Data Operator
User Type: AGENCYDO
Agency: State Scheme Administrator
Financial Year: 2014-2015

[patnado] Logout
Change Password

Manage Interest Income

Bank Account : 5000001101-DDO -ALLAHABAD BANK

Status : -Select-

Search

Bank Account Number ▲	Amount	Period From	Period To	Status
5000001101	6000.00	01/01/2014	30/06/2014	Created

Add Interest Income

Figure 22 manage interest income

Click on the Sanction No. hyperlink to submit the interest details created for approval.

- **Edit:** Click on edit button to edit the interest income details.
- **Submit for Approval:** Click to submit the transaction for approval to the Data Approver.
- **Cancel Transaction:** To cancel the details, click Cancel Transaction button.

Public Financial Management System-PFMS
D/o Controller General of Accounts, Ministry of Finance

Welcome: Data Operator
User Type: AGENCYDO
Agency: State Scheme Administrator
Financial Year: 2014-2015

[patnado] Logout
Change Password

Interest Income Details

Bank Account : 5000001101

Period From : 01/01/2014

Period To : 30/06/2014

Income From Interest : 6000.00

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00

Status : Created

Remark : Interest earned from Jan to June 2014

Edit Submit For Approval Cancel Transaction Back

Figure 23 submit the transaction for approval

On submitting the transaction for approval a message “Submitted successfully” will be shown. The status of the transaction will now be submitted. The user can cancel the transaction at his stage also.

The screenshot displays the PFMS interface. The header includes the PFMS logo, the text "Public Financial Management System-PFMS (formerly CPMS)", and the user's role "D/o Controller General of Accounts, Ministry of Finance". On the right, it says "Welcome: Data Operator", "User Type: AGENCYDO", "Agency: State Scheme Administrator", and "Financial Year: 2014-2015". There is also a user profile section for "[patnado]" with "Logout" and "Change Password" options.

The left navigation menu contains the following items: Home, E-Payment, Scholarship Management, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, and Misc. Deduction Filing.

The main content area is titled "Interest Income Details" and displays the following information:

- Submitted successfully** (in red text)
- Bank Account : 50000001101
- Period From : 01/01/2014
- Period To : 30/06/2014
- Income From Interest : 6000.00
- Status : Submitted
- Remark : Interest earned from Jan to June 2014

Below the details, there is a table with the following data:

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00

At the bottom of the main content area, there are two buttons: "Cancel Transaction" and "Back".

Figure 24 status of the transaction

Approving Interest Income

To approve the interest income transaction submitted by the Data Operator, the Data Approver will log in and go to > My Fund> Interest Income. Manage Interest Income page will open.

The screenshot shows the 'Manage Interest Income' page. At the top, there is a search bar with 'Bank Account' set to '5000001101-DDO - ALLAHABAD BANK' and 'Status' set to '-Select-'. Below this is a 'Search' button. The main content area is titled 'Selected Interest Incomes' and contains a table with the following data:

Bank Account Number	Amount	Period From	Period To	Status
5000001101	6000.00	01/01/2014	30/06/2014	Submitted

Below the table is an 'Add Interest Income' button. The left sidebar contains a menu with options like Home, E-Payment, Scholarship Management, Sanctions, Reports, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, and Utilisation Certificate. The 'My Funds' section is expanded to show 'Opening Balance', 'Received from Central Govt', 'Received from Other Agency', 'Returned by Other Agency', 'Received from State Govt', 'Interest Income', and 'Investment'.

Figure 25 verify the interest income details

Interest Income submitted by Data Operator will displayed in this page. Click on Bank Interest Income hyper link to open and verify the interest income details submitted by the operator.

Approve: Click on Approve button to approve the transaction.

Reject: Approver may reject the transaction by assigning reason for rejection. Rejected transactions can be edited submitted again by Data Operator to the Approver.

Cancel: transaction can be cancelled by the approver by clicking cancel button.

The screenshot shows the 'Interest Income Details' page. At the top, there is a header for 'Public Financial Management System-PFMS' and 'D/o Controller General of Accounts, Ministry of Finance'. The page displays the following details:

- Bank Account : 5000001101
- Period From : 01/01/2014
- Period To : 30/06/2014
- Income From Interest : 6000.00

Below this is a table for 'Scheme' with the following data:

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00

The status is 'Submitted' and the remark is 'Interest earned from Jan to June 2014'. At the bottom, there are buttons for 'Approve', 'Reject', 'Cancel Transaction', and 'Back'. The left sidebar contains navigation options like Home, E-Payment, Scholarship Management, Sanctions, Reports, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, and Utilisation Certificate. The top right corner shows the user's name 'Data Approver', user type 'AGENCYDA', agency 'State Scheme Administrator', and financial year '2014-2015'. The bottom right corner shows the system tray with the date '22/08/2014' and time '15:55'.

Figure 26 approval of the transaction

For approving the transaction, the approver may click on Approve button. Enter remark and confirm for final approval of interest income.

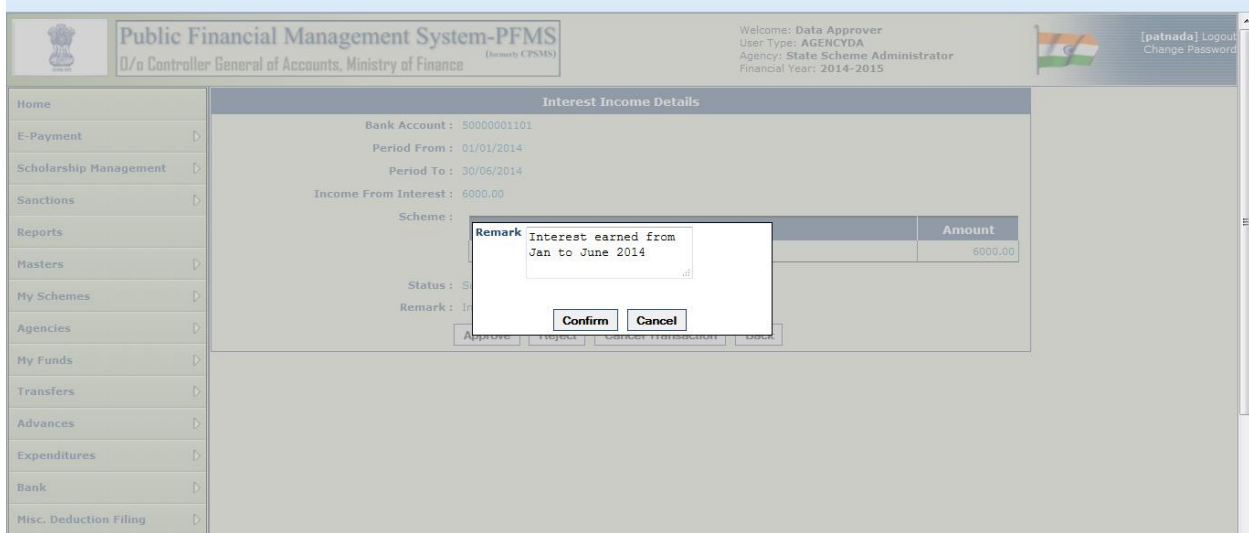


Figure 27 remark and confirm for final approval

A message “Request has been Approve successfully” will be displayed. The status of the transaction will now be shown as approved.

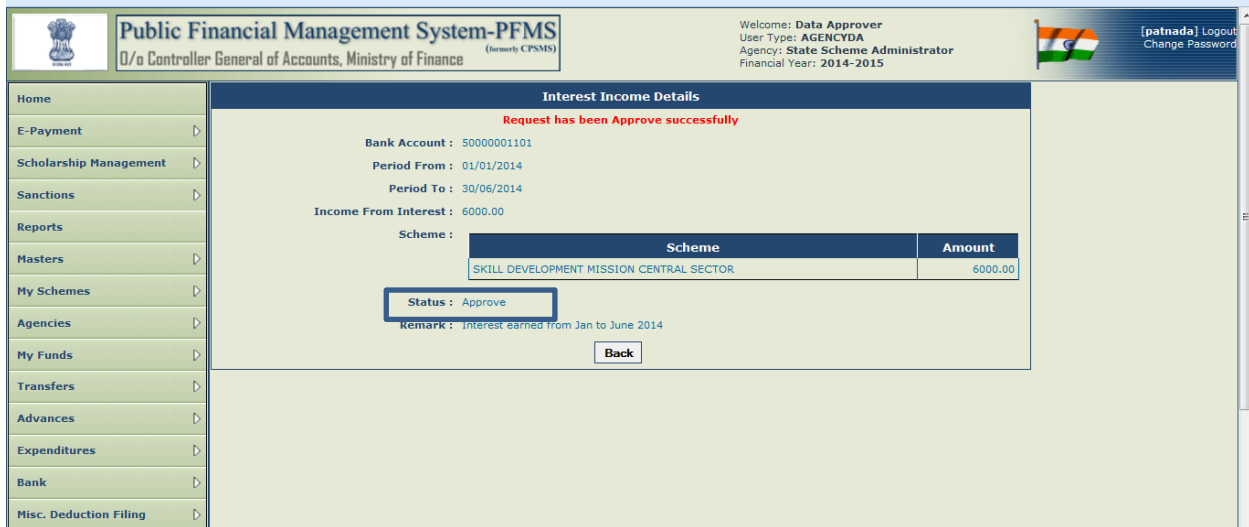


Figure 28 status of the transaction

1.2.7 Investment Details.

If the agency has any type investment made, income from such investment are captured here.

Go to> My Fund>Investment Details. Manage Investment details page will open.

Bank Account Number	Amount	Status	Created Date
50000001101	2000.00	Created	25/08/2014

Figure 29 Investment Details

For adding new investment details, click Add Investment Details button. Investment detail page will open.

Bank Account : 50000001101 - DDO - ALLAHABAD BANK
Investment Type : --Select--
Investment Amount :
Scheme :
Amount :
Remark :
Add
Submit Cancel

Figure 30 Add Investment Details

Bank Account: Select the Investment Account from the drop down list.

Investment Type: The type of investment may be selected as Fixed Deposit, Regular Deposit or Others.

Investment Amount: Enter the Investment Amount here.

Scheme: Select the scheme from the dropdown list.

Amount: Put the amount against each scheme in this column.

Add: Click on Add button. Scheme Amount details will be displayed in a grid. User can add more scheme and amount here. The total amount against all individual scheme should tally with Investment Amount column.

Remark: Enter remarks, if any

Submit: After entering all details click on Submit button to create Investment Details. A message “Investment Income details submitted successfully” will be displayed.

Scheme	Amount	Action
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	2000.00	X

Figure 31 Submit button to create Investment Details

Click on Back button or go to >My Fund>Investment Detail menu to open Manage Investment page. Click on Bank Account no. hyperlink to open and view the investment details entered.

Bank Account Number	Amount	Status	Created Date
5000001101	2000.00	Created	25/08/2014
5000001101	2000.00	Created	25/08/2014

Figure 32 open and view the investment details entered

Operator will verify the details and Edit, Submit for Approval or Cancel the transaction as the case may be. If the transaction is submitted for approval and confirmed with remark, the same will be available at the level of Data Approver for the approving the transaction.

The screenshot displays the PFMS interface. The header includes the system name 'Public Financial Management System-PFMS (formerly CPMS)' and the user's role 'Data Operator'. The main content area shows the following details:

- Bank Account : 50000001101
- Investment Type : FixedDeposits
- Investment Amount : 2000.00
- Status : Created
- Remark :

A table below the details shows the investment scheme and amount:

Scheme	Amount
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	2000.00

At the bottom of the details section, there are four buttons: 'Edit', 'Submit For Approval', 'Cancel Transaction', and 'Back'.

Figure 33 Submit for Approval or Cancel the transaction

Approving Investment Income.

For approving the Investment Income details, the Data Approver will log in and go to> My Fund>Investment Income menu and approve the transaction in similar way as explained in other My Fund Transactions.

1.2.8 Income from Other Sources

This menu is used for capturing any other income of the agency other than the sources explained above.

Go to>My Fund>Income from other Sources>Add New. Fund Received from other sources page will open.

The screenshot displays the PFMS interface for adding a new fund received from other sources. The header includes the system name, user information (TSC Besh, AGENCYADM, RURAL ELECTRIFICATION CORPORATION LTD, Financial Year: 2016-2017), and a login/logout option. The left sidebar contains a navigation menu with categories like AdhocReports, Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Scheme Allocation, Expenditures, Bank, Register/ Track Issue, Misc. Deduction Filing, Utilisation Certificate, and Accounting System Integration. The main content area is titled 'Funds Received From Other Sources' and contains the following fields:

- Scheme : * (Dropdown menu)
- Project : * (Dropdown menu)
- Bank Account : * (Dropdown menu)
- Fund Sources : * (Dropdown menu)
- Fund Type : * (Dropdown menu)
- Funds Received From : * (Text field)
- Ref No : * (Text field)
- Actual Transaction Date : * (Date picker)
- Payment Mode : * (Dropdown menu)
- Favouring Of : * (Text field)
- Instrument Number : * (Text field)
- Instrument Date : * (Date picker, showing 01/08/2016)
- Fund Amount : * (Text field)
- Narration : (Text area)

At the bottom, there are 'Submit' and 'Cancel' buttons. A checkbox labeled 'Please Check For Opening Balance' is also present.

Figure 34 Income from Other Sources

- Select the scheme from the drop down menu
- Select the Bank Account against which income is to be added.
- Select the source of Fund. These are UNICEF, World Bank and other etc.
- Select the Fund Type. These are Grant in Aid, Donor and Loans & Advances
- Enter the Department from which fund was received
- Enter Reference Number
- Select the payment mode as Cheque, DD, ECS, RTGS etc.
- Enter the recipient detail in Favouring of Column.
- Enter the Instrument Number
- From the Date picker, post the Instrument Date.
- Enter the Income Amount in Income Amount Col.
- Enter remarks, if any and submit.

Figure 35 Income details

A message “Record saved successfully” will be displayed. Click on Back button or go to>My Fund>Income from Other Sources menu to open the Mange income from other sources page to submit the income details created by the operator. Click on Scheme hyper link to open and view the income details.

Scheme	Bank Account	Source Type	Amount	Status
SKILL DEVELOPMENT MISSION CENTRAL SECTOR	50000001101	WorldBank	5000.00	Created

Figure 36 open and view the income details

Verify the details and Edit, Submit for Approval, Cancel the transaction as the case may be. After submitting for approval, the income details will be available at Data Approver level for approving, rejecting, cancelling the details.

Approve Income from Other Sources

Approver will log in and Approve, Reject or Cancel the transaction after verifying the details as in other cases of incomes.

All the other receipts accruing to the agency has to be entered in the appropriate module und My Fund Menu.

1.3 Fund Transfer

Fund can be transferred individually or in bulk from parent agency to the child agency using this module. Bulk transfer means transfer of funds simultaneously to more than one agency. **Bulk customization master is created for bulk transfer.**

Go to **Masters>Bulk Customization>Manage**

A window for creation of bulk customization will open. Separate customization for each module like transfer, expenditure and advances at each level in addition to level type is to be created.

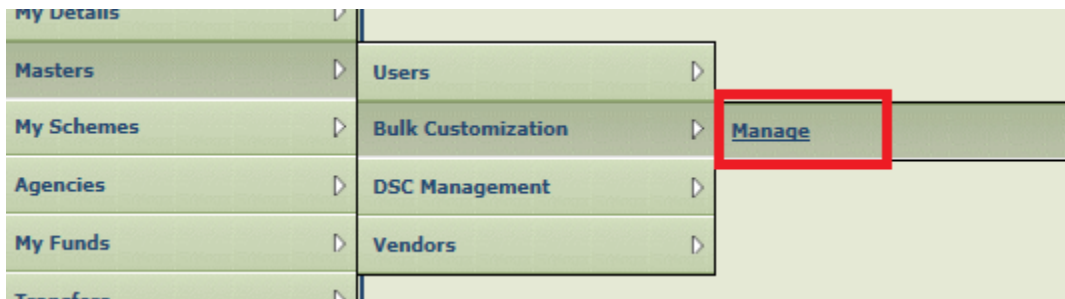


Figure 37 Fund Transfer

Menu for Bulk Customization

- **Scheme:** From the dropdown, User will select the Scheme for which Bulk Customization is to be created.
- **Module:** The modules can be fund Expenditure / Fund Advances / Funds Transfer. For Funds Transfer user selects “**Funds Transfer**”
- **Level type:** User will click on the radio button Rural / Urban as the case may be.
- **Level:** The user will select the level of agencies to which fund is to be transferred as District, Block/Tehsil, Panchayat/Town, Village/Ward as the case may be. Separate customisation will have to be created for each level type and level.
- **Name:** After the scheme has been selected, User can type the name of the customization for reference purpose.
- **Transaction Type:** From the Transaction Type radio button, user needs to select the type of transaction for which this customization is being created. Transaction type can be anyone of the following:

Component Wise

- ✓ **Bulk**
- ✓ **Default Component**

If the user clicks on transaction type “**Component Wise**”, Scheme Component list gets Populated and User can select any or all the components/subcomponents of the scheme as may be required or select bulk if he wants to use all the components for the fund Transfer.

- **Default Amount:** It is an optional field. The user can choose to enter this col. If the transferring amount is same for all or most of the agencies. The use can edit the amount col. at the time of fund transfer.

Payment mode: the user can select the payment mode using which the payment will be done.

Following are the payment modes.

- a) Cheque
- b) DD
- c) ECS
- d) RTGS
- e) E payment using Print Payment
- f) E Payment using Digital Signature
- g) E Payment Using Internet Banking

Save: Once all the details are entered user can save the details.

Bulk customization so created will appear at the fund transfer window for selection at the time of transferring the fund.

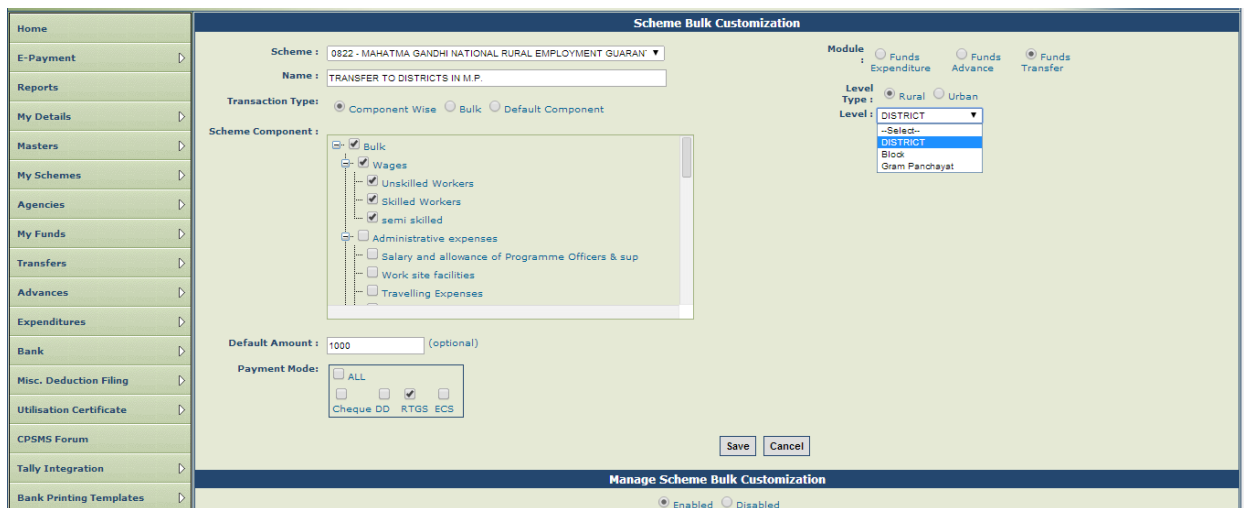


Figure 38 Bulk Customisation Component wise

Click on the “Save” button and the customization will be displayed in a grid as shown in figure39.

Scheme Bulk Customization
Record saved successfully

Scheme : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANT

Name :

Module : Funds Expenditure Funds Advance Funds Transfer

Transaction Type: Component Wise Bulk Default Component

Default Amount : (optional)

Payment Mode: ALL Cheque DD RTGS ECS

Save Cancel

Manage Scheme Bulk Customization
 Enabled Disabled

Customization Name	Module	Scheme Name	Default Amount	DELETE
TRANSFER TO DISTRICTS IN M.P.	Funds Transfer	MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	1000.00	X

Figure 39 record saved successfully

1.3.1 Manage Bulk Customization

The following table shows the summary of Agency according to status and type. To find out wh of Agency in a status, Click on the corresponding status.

Users

Manage

DSC Management

Vendors

Manage

Mapped A

Scheme Name
NATIONAL HEALTH MISSION INCLUDING NRHM

Figure 40 Manage Bulk Customization

Enable: if the user clicks on “Enabled” user will be displayed list of customizations with the following details Customization Name (hyperlink), Module, Scheme Name, Default Amount.

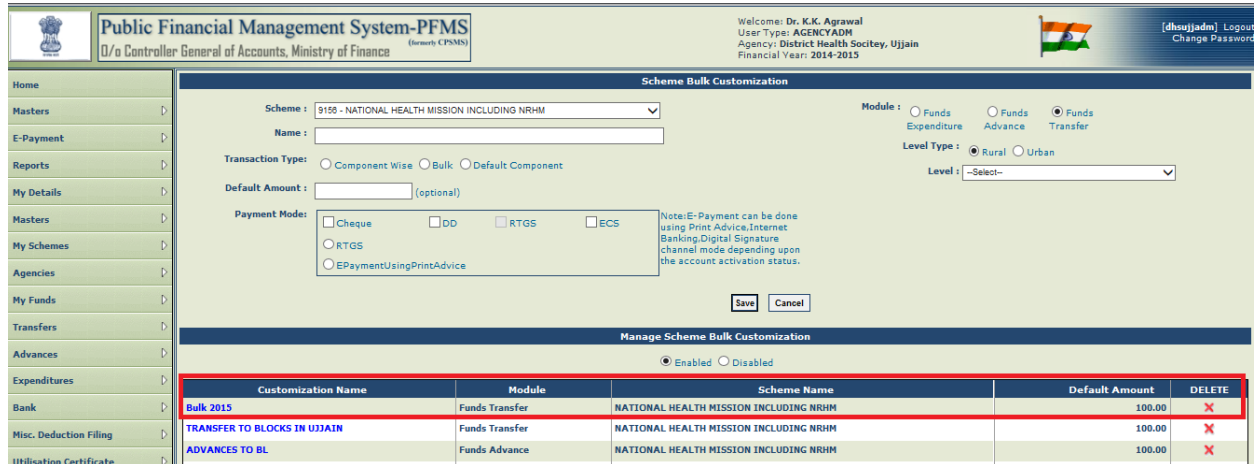


Figure 41 list of customizations

1.3.2 View Bulk Customization



Figure 42 View list of customizations

Edit Existing Customization

Once the user clicks on a specific Customization name, following details of the customization will be enabled for editing:

Name

- Vendors
- Default Amount
- Payment mode

User can edit the details and update by clicking Update button.

Customization Name	Module	Scheme Name	Default Amount	DELETE
Bulk 2015	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X

Figure 43 edit the details and update by clicking Update button

Scheme Bulk customization

- **Disable:** If the user clicks on “Disable” the selected customization will be disabled.
- **Cancel:** User will click on “Cancel” to cancel the changes made, and revert back to the original data.

Customization Name	Module	Scheme Name	Default Amount	DELETE
Bulk 2015	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM	100.00	X

Figure 44 Record saved

Scheme Bulk customization

If any Transfer of fund to another agency has been created Against a Bulk Customization then the user cannot delete the customization and user is shown the message “Funds Transfer has been made against this customization so it cannot be deleted”.

1.3.3 Bulk Customization- Urban Level Type

The Process flow for the Bulk Customization for Urban is same however, when we select the radio button Urban for module type and selects the transaction type as Bulk Customization, the following screen is displayed: The levels are shown as District, Tehsil, Town and Ward.

Customization Name	Module	Scheme Name	Default Amount	DELETE
Tfrs to DLAs	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
all distict	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
cpms	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	500000.00	X
bhopal	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	30000.00	X
xyz	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	800000.00	X

Figure 45 Bulk Customization- Urban Level Type

Scheme Bulk customization-Urban

After clicking on the save button, the record is saved successfully.

Scheme Bulk Customization

Record saved successfully

Scheme : Module : Funds Expenditure Funds Advance Funds Transfer

Name :

Transaction Type: Component Wise Bulk Default Component

Default Amount : (optional)

Payment Mode: ALL
 Cheque DD RTGS ECS

Manage Scheme Bulk Customization

Enabled Disabled

Customization Name	Module	Scheme Name	Default Amount	DELETE
Tfrs to DLAs	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
all distict	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	100000.00	X
cpms	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	500000.00	X
bhopal	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	30000.00	X
xyz	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	800000.00	X
Bulk Customization_Urban	Funds Transfer	NATIONAL RURAL HEALTH MISSION (NRHM & JIIT) CENTRALLY SPONSORED	50000.00	X

1 2

Figure 46 Scheme Bulk Customization record saved

Scheme Bulk Customization record saved

1.3.4 Transfer : Fund Transfer

Transfers>Add New

Add new-fund Transfer

User will be directed to the “Funds Transfer Screen”.



Figure 47 Add new-fund Transfer

Add new-fund Transfer

User will be directed to the “Funds Transfer Screen”. An agency can transfer fund to its lower level agencies individually or by bulk modethrough PFMS only if the child agency is registered after logging into the parent agency (for automatic mapping).

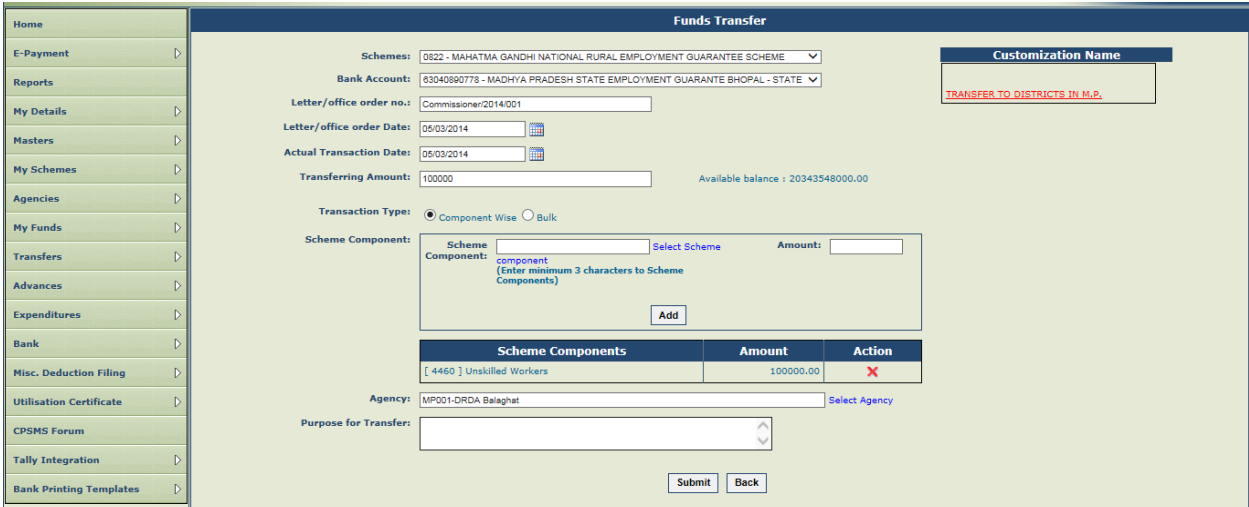


Figure 48 Funds Transfer Screen1

Funds Transfer Screen

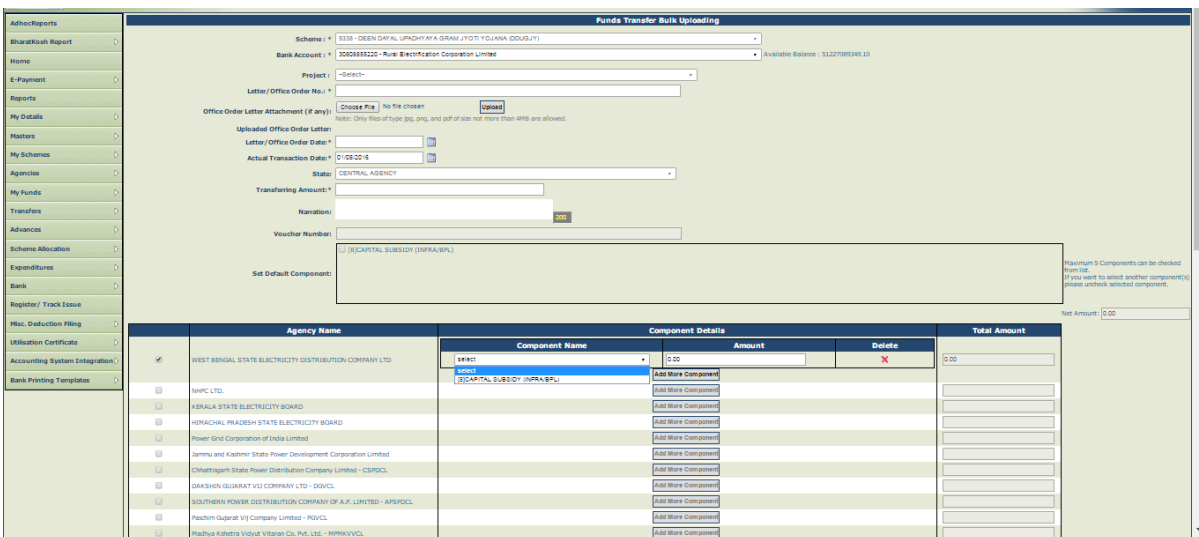


Figure 49 Funds Transfer Screen 2

To do a Funds Transfer, the User need to select the scheme first and then select the already created Customization name and enters the details on Funds Transfer Bulk Uploading screen.

- **Scheme:** From the dropdown, user needs to select the scheme for which transfer details are to be created.
- **Bank Account:** From the dropdown user, will select the bank account which will be debited. On selection of Bank account, the available balance in the selected bank account will be displayed.
- **Letter/ Office order no:** User needs to enter the Letter/Office order number.

- **Letter/Office order Date:** From the date picker, User needs to enter the Letter/Office Order date.
- **Actual Transaction Date:** From the date picker, User needs to enter the Actual Transaction date. This can be equal to or greater than the Letter/Office Order date.
- **Transferring amount:**User needs to enter the transfer amount.User needs to specify the sum of amount for all the selected Agencies in the Transferring Amount field. This value should be equal to the amount displayed in Net Amount field; otherwise User will be prompted to enter correct value.
- **Purpose Of transfer:** It is free flow and user can enter the purpose as per the scheme
- **Set Default component:**This is an optional field. User needs to select the checkbox for component from the drop down list. Check the check box of the required Agency Name from the available list. The component/s so selected will be displayed by default against all agencies selected for transferring fund. User can change the default component for any agency if necessary,
- **Total** Amount field displays default amount specified for each component. User can change the default amount for any Agency if he wants.
- **Add Component:** After user has entered details for one component under a scheme, he can add more components from the grid and the net amount should be same as the transferring amount.The Net Amount field displays the sum of amount for all the selected Agencies.
- After all the details are entered by the user he can click on “Submit”, button.

A message that the **Amount being transferred saved successfully, please click below at payee details button to complete funds transfer** will appear as shown in Figure 50. Click on the button “Payee Details” for adding the payee details.

Figure 50 Amount transferred saved successfully

A new window “Payee Details” will appear. Then select the bank account (if the agency have more than one account) and instrument type (Cheque, DD, RTGS,ECS) and click on “Add” button. Then fill the instrument details and date and submit.

A message **Payee details saved successfully** will appear. Then click on “Next”.

Cheque No.	Cheque Favouing	Amount	Date	Delete
7896541 (Account is Non CBS, So enter cheque here.)	CEO ZP MP GRAMIN ROZGAR GUAI	100000	05/03/2014	X

Figure 51 Amount being transferred saved successfully then Next

The Data Operator has to submit the transfer transaction for approval by the Data Approver.

Scheme Component	Amount
Unskilled Workers	100000.00

Figure 52 submit the transfer transaction for approval

A message to the effect that record submitted successfully will appear in a new window.

The Data Approver has to log in and approve the fund transfer by going to the menu Transfer - Manage. On clicking on the “Manage” button, the Approver will be able to view the transfer submitted by the Data Operator for approval.

The screenshot shows the 'Manage Funds Transfer' interface. On the left is a navigation menu with options like Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The main area contains a search form with the following fields: Schemes (dropdown: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME), Bank Account (dropdown: --Select--), Letter/office order no. (text input), Agency (text input), and Status (dropdown: --Select--). A Search button is located below the Status dropdown. Below the search form is a table titled 'Selected Funds' with the following data:

Letter/office order no.	Letter/office order Date	Amount	Agency	Status
Commissioner/2014/001	05/03/2014	100000.00	DRDA Balaghat	Submitted

Below the table is a button labeled 'Transfer Another Fund'.

Figure 53 view the transfer submitted by the Data Operator

The Data Approver has to click on the Letter/Office Order No. hyperlink. Then, a new window will appear, then click on “Approve” button and confirm the approval.

The screenshot shows the 'Funds Transfer Details' interface. The left navigation menu is the same as in Figure 53. The main area displays the following details: Letter/office order no. : Commissioner/2014/001, Letter/office order Date : 05/03/2014, Scheme Name/Code : MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME, Bank Account : 63040890778, and Transferring Amount : 100000.00. Below this is a table for 'Scheme Component':

Scheme Component	Amount
Unskilled Workers	100000.00

Below the table, the Status is 'Submitted' and the Remark is 'Payee Details Filled'. At the bottom are four buttons: Approve, Reject, Cancel Transaction, and Back.

Figure 54 confirm the approval

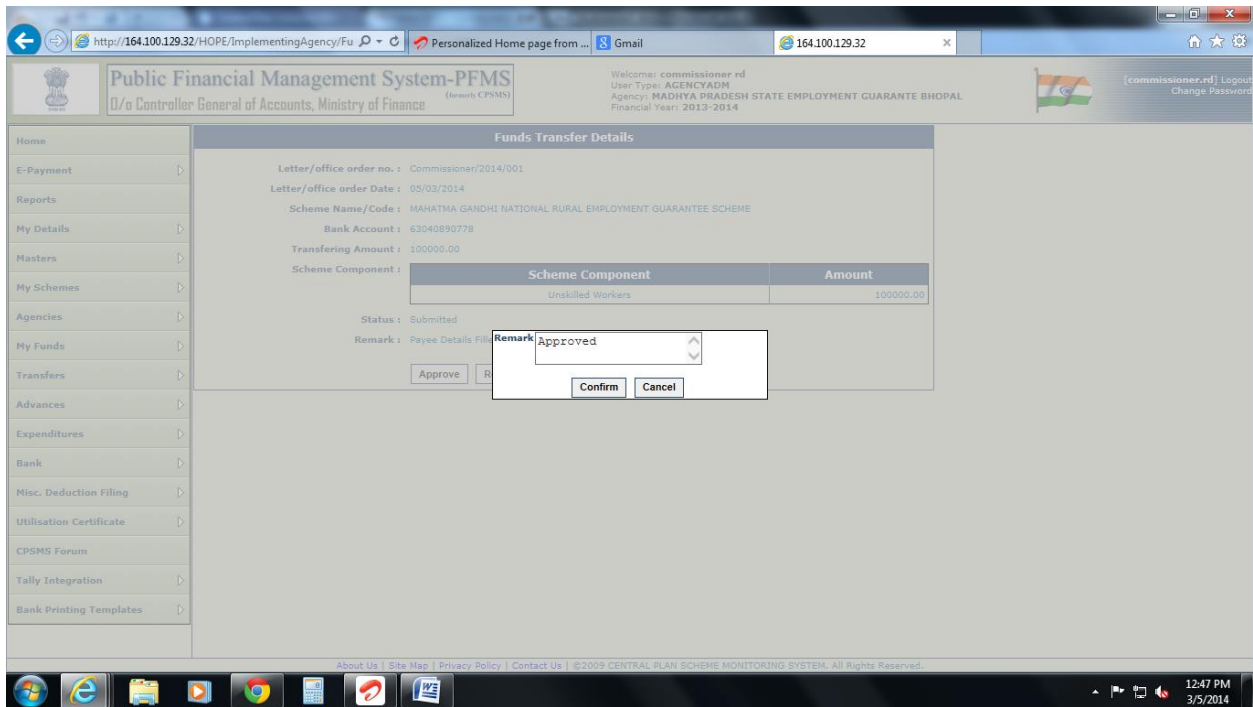


Figure 55 remarks

A message record approved successfully will appear as under.

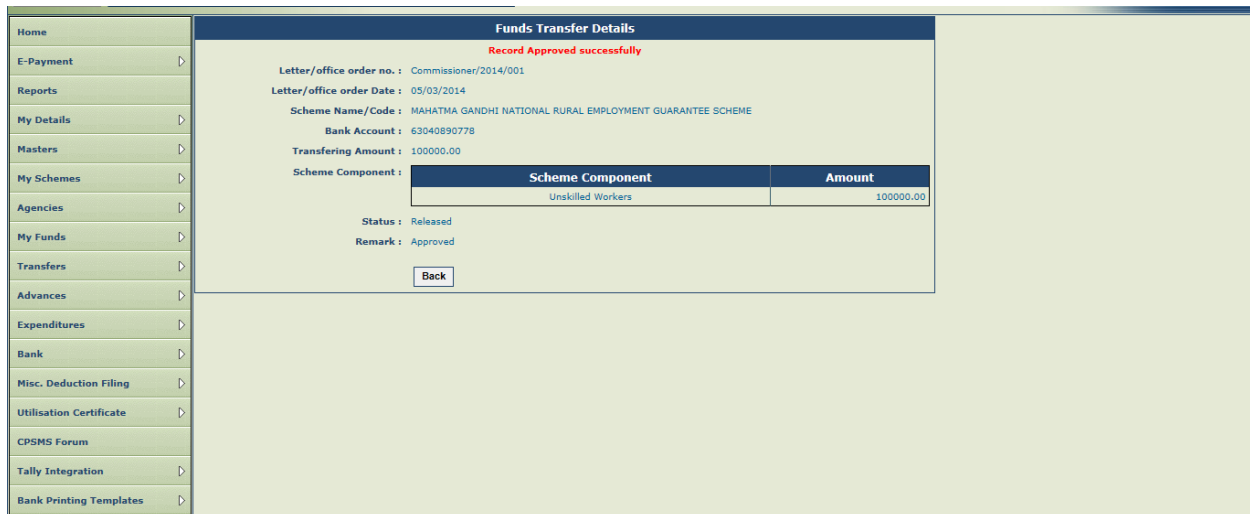


Figure 56 record approved successfully

1.4 Advances

Advance payment is made to a vendor or supplier for getting a service or product. An advance is also given to an official for getting a work done.

Once the intended work is completed, the beneficiary/vendor/supplier will submit the voucher and return the balance amount, if any, for settling the advance

1.4.1 Payment of Advance

- ▶ Go to module “Advances” click on “Add New”
- ▶ A new page “Create Fund Advances” will open.
- ▶ Select Scheme, and Bank Account,.
- ▶ Select the beneficiary/vendor if it has already been created. Otherwise create the vendor by clicking on “Add New vendor/Beneficiary”. The beneficiary/Vendor list can also be created from Master-Vendors-Add New. Then fill in all the relevant information such as sanction number, date, actual transaction date, amount of advance & purpose of advance etc.. The component of advance can be selected by clicking on Select Component Button. Enter the Amount of Advance or the percentage in case advance is to be paid from more than one component and percentage of each component is available. Only any one of the col. has to be entered.

The screenshot displays the 'Create Funds Advances' web application interface. On the left is a navigation sidebar with options: Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The main content area is titled 'Create Funds Advances' and contains a 'Funds Advance Header' section with the following fields: Scheme (0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GU), Bank/Cash Account (dropdown), Vendor/Beneficiary (radio buttons for Vendor and Beneficiary), Sanction Number, Sanction Date (05/03/2014), Actual Transaction Date, Balance Amount, Advance Amount, and Purpose for Advance. Below this is a 'Scheme Component Details' section with a text input for Scheme Components, a 'Select Scheme component' button, and fields for Percentage and Amount, with an 'Add' button. At the bottom, there are 'Total Amount:', 'Component Amount:', and 'Balance Amount:' labels. A 'Customization Name' box shows 'No Records Found For Bulk Customization'. At the very bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

Figure 57 Payment of Advance

Click on Add button to display the advance details in a grid blow. The total amount and net of Component amounts should match to proceed further.

Figure 58 display the advance details

Click on save button to enter payee details. Click 'Yes' to Enter payee details as explained in Transfer Module.

Figure 59 Deduction like TDS from payment

Deduction like TDS from payment can also made by clicking 'Yes' on link "Do You want to Add Deduction Details?" and then clicking on 'Next' button. Select the Deduction Type and enter the amount/percentage to be deducted and click 'Add Deductions'. More than

one type of deductions can be effected from the payment. The cheque amount and the amount deducted should tally with the total amount of advance. Click confirm to complete payee details.

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Bank Printing Templates

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Instrument Type

Instrument Type: Cheque

Cheque Details

Cheque No.	Cheque Favours	Amount	Date	Delete
233365 (Account is Non CBS, So enter cheque here.)	M/s. Capital Services	9500	06/03/2014	X

Do you want to add the deduction details?
 Yes No

Favouring: M/s. Capital Services_233365_Cheque Deduction Type: TDS Percentage: Amount:

	Favouring	Deduction Type	Amount
<input type="checkbox"/>	M/s. Capital Services_233365_Cheque	TDS	500.00

Figure 60 confirm to complete payee details

Verify the details and submit for approval of advance payment.

Most Visited Getting Started

Modified By: commissioner.rd Modified On: 06/03/2014

Purpose for Advance:

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date
M/s. Capital Services	233365	9500.00		Cheque	06/03/2014

Bill Deduction Details:

Favouring	Deduction Type	Amount
M/s. Capital Services_233365_Cheque	TDS	500.00

Scheme Component Details:

Component Name	Amount
[4465] Work site facilities	10000.00

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Payee Details has been submitted successfully

Figure 61 submit for approval

The approver will log in and approve the advance by clicking on the sanction number and verifying the details entered by operator.

Modified By: commissioner.rd Modified On: 06/03/2014

Purpose for

Add new

Manage

Approve

Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date
233365	9500.00		Cheque	06/03/2014

Adv. Approve Fund Advances

Voucher Printing Advance

Favouring	Deduction Type	Amount
M/s. Capital Services_233365_Cheque	TDS	500.00

Scheme Component Details:

Component Name	Amount
[4465] Work site facilities	10000.00

Vendor/Beneficiary Details:

Vendor Name	Unique Code	Amount
M/s. Capital Services	M/289e8eMP4	10000.00

Approve/Reject Cancel Transaction Back

Figure 62 approve the advance

1.4.2 Advance Settlement

Advance paid should be settled within the stipulated time. For settlement of Advance paid the operator will log in and go to Advances-Advance Settlement.

Sanction Number	Sanction Date	Scheme Code-Name	Vendor/Beneficiary Name	Advance Amount	Status
	06/03/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00	Approved

Figure 63 Advance Settlement

Click on the Sanction No. to verify advance details. Click 'Add New Settlement' button to open the settlement page to enter advance settlement.

Scheme Code/Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
Bank Account Number: 63040890778
Vendor/Beneficiary Name: M/s. Capital Services
Order Number: 134-san
Order Date: 06/03/2014
Advance Status: Approved
Total Advance Amount: 10000.00
Advance Paid To Vendor: 10000.00
Total Paid Amount: 9500.00
Total Deduction Amount: 500.00
Already Settled Amount:

Figure 64 verify advance details

Advance can be settled either by expenditure voucher or by returning the advance amount or partially by expenditure voucher and partially by refund of advance. Select the appropriate type of settlement. Select the Bank Account No. of the agency, enter component, select Revenue or Capital as the form of expenditure, enter amount of settlement and click on add button

Figure 65 advance settlement details

The advance settlement details will be shown in a grid. Verify and select the check box to save the details.

	Voucher Number	Scheme Component	Settlement Type	Amount	Expense Type
<input checked="" type="checkbox"/>	MP402-03-2014-0001	[4463] Administrative expenses	Expenditure	5000.00	Revenue

Figure 66 save the details

After saving the details go to Advances>Advance Settlement again and click on Sanction No. for submitting the settlement amount entered for approval

Figure 67 submitting the settlement amount entered for approval

Verify the details and select check box and submit for approval of settlement. A message “Settlement Submitted Successfully” will be shown.

Figure 68 verify the details

The approver will log in and go to Advances>Advance Settlement and click on sanction number to open Advance Settlement Approval page.

Figure 69 open Advance Settlement Approval page

Select the check box and approve the settlement amount.

	Voucher Number	Component Name	Settlement Type	Amount	Status
<input checked="" type="checkbox"/>	MP402-03-2014-0001	Administrative expenses	Expenditure	5000.00	Submitted
Grand Total				5000.00	

Figure 70 Select the check box and approve the settlement amount.

A message showing ‘Settlement Details Approved Successfully’ will appear. This will complete the process of advance settlement. Advances once settled will form part of expenditure. The current status of advance can be viewed by going to Advances-Manage menu.

Expenditure

Expenditure module is used for capturing of all expenses incurred directly by the implementing agency like salary expenses, office expenses etc. For entering expenditure voucher details go to Expenditure>Add New.

Select the Scheme from the dropdown menu

Select Account number of the Agency to be debited.

Select payee as self or Vendor/Beneficiary. In case of Vendor/Beneficiary, select the Vendor from the Vendor list created. Vendor/Beneficiary list can be created by clicking on 'Add New Vendor/Beneficiary' link of expenditure page or going to Masters>Vendors>Add New link.

Enter Sanction No., Sanction Date and Actual Transaction Date in the respective columns. Enter the gross amount to be paid in the total amount paid column.

Select the component of expenditure,

Select expense type as Revenue or Capital,

Enter the amount or percentage and click Add for display of component details in a grid. The gross amount and component/s amount should tally to proceed further.

Click on save button to save the entry. Upon saving the entry, the user will be prompted for entering the payee details. Click 'Yes' to proceed for entering payee details as explained in Transfer and Advance module.

	Scheme Component	Amount	Expense Type
<input type="checkbox"/>	[4492] Cost of materials	2500.00	Revenue

Figure 71 expenditure voucher details

Figure 72 approval of the expenditure

The approver will login, go to Expenditure-Approve and after verifying the details, approve the expenditure to complete the process.

Payment of Deduction made from Advance/Expenditure Bills.

The deductions made from Advance/Expenditure bill can be made from the Menu Misc. Deduction filing. Go to Misc. Deduction>Manage Deductions. The page will show sanction details along with deduction details made from that sanction. Select the sanction by clicking on the check box and click 'Add Deduction'

Figure 73 deductions made from Advance/Expenditure bill

Select Scheme and Deduction Type and search to see list of sanctions where deductions have been effected.

Select the sanction/s and click Add deductions. Tax deduction payment entering page will open

Enter Scheme, Account Number and Instrument Number. Deducted amount will be shown by default by the system. Enter the instrument details and payee detail and save to complete payment of deducted amount.

The screenshot displays a web application interface for entering tax deduction payment details. On the left is a vertical navigation menu with items such as Home, E-Payment, Reports, My Details, Masters, My Schemes, Agencies, My Funds, Transfers, Advances, Expenditures, Bank, Misc. Deduction Filing, Utilisation Certificate, CPSMS Forum, Tally Integration, and Bank Printing Templates. The main content area is titled 'Tax Deduction Payment Detail' and contains the following fields:

- Scheme:** 0822 - MAHATMA GANDHI NATIONAL RURAL
- Bank Account:** 63040890778 - MADHYA PRADESH STATE EV
- Instrument Type:** Cheque
- Voucher Number:** TD-MP402-03-2014-0001
- Deduction Amount:** 500.00
- Remarks:** (empty text area)

Below this section is the 'Cheque Details' section with the following fields:

- Cheque Number:** 654489 (Note: Account is Non CBS, So enter cheque here.)
- Cheque Date:** 06/03/2014
- Favouring:** Income Tax Department

At the bottom of the form, there are two buttons: 'Save' and 'Back'.

Figure 74 payment of deducted amount

1.5 Inter Bank Transfer

This sub menu is used for transferring amount in the system from one bank account to another or to cash and between schemes, if the agency operates more than one scheme, within the same agency. Go to Bank>Interbank Transfer to open the Interbank Transfer page. Select the Scheme from which the amount is to be transferred and the Scheme to which it is to be transferred. If the fund is to be transferred between two different accounts of the same scheme, select the same scheme on both sides. Select the 'From' and 'To' account/cash, Transferring Amount, Instrument No. and Transfer date and click Transfer button.

Funds Transfer Self	
From Account Details	To Account Details
From Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EM	To Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EM
From Account: 63040890778 - MADHYA PRADESH STATE EMPLC	To Account: Cash -
Available Balance: 20343438000.00	Available Balance: -Select-
Transferring Amount: 1000	63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHPAL - ST
Cheque Number: 523654	900710210000005 - MPSEGC - BANK OF INDIA
(Account is Non CBS, So enter cheque here.)	
Transfer Date: 06/03/2014	Cash -
<input type="button" value="Transfer"/> <input type="button" value="Cancel"/>	

Figure 75 Inter Bank Transfer

The transferred amount will be deducted from the 'From Account' and will added to the Account/Cash selected for transferring the amount.

Funds Transfer Self	
From Account Details	To Account Details
From Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EM	To Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EM
From Account: 63040890778 - MADHYA PRADESH STATE EMPL	To Account: Cash - -
Available Balance: 20343437000.00	Available Balance: 1000.00
Transferring Amount: <input type="text"/>	
Cheque Number: <input type="text"/>	
(Account is Non CBS, So enter cheque here.)	
Transfer Date: 06/03/2014	
<input type="button" value="Transfer"/> <input type="button" value="Cancel"/>	

Figure 76 Inter Bank Transfer Details