PFMS PROJECT CELL

# EAT module-PFMS

User guide

2017

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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 venders, 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.

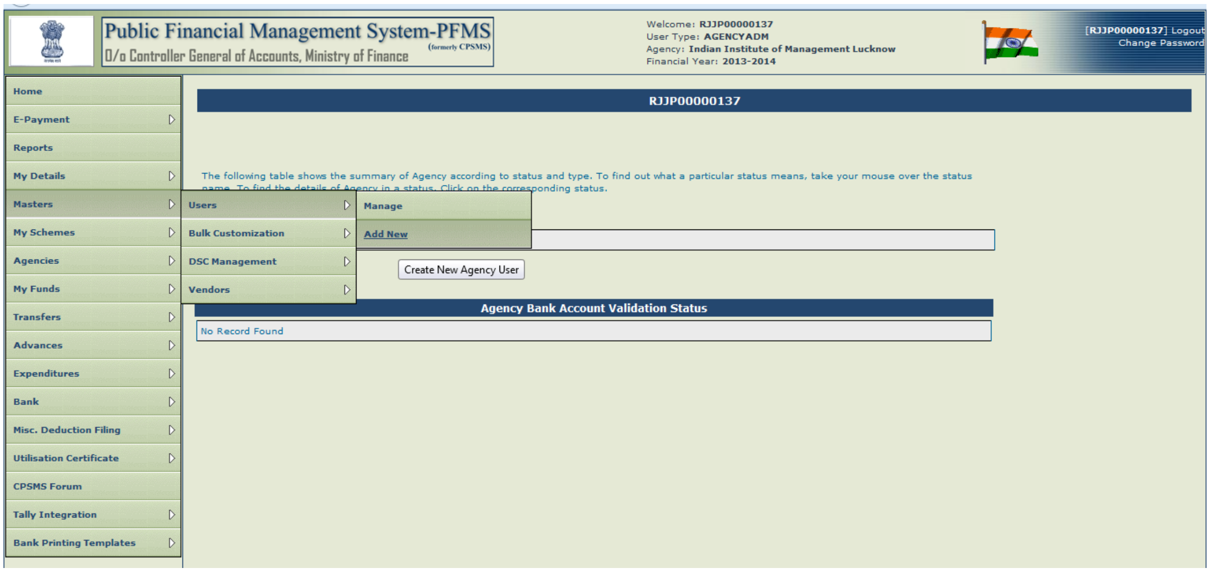



*Figure 2: Add new user*

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

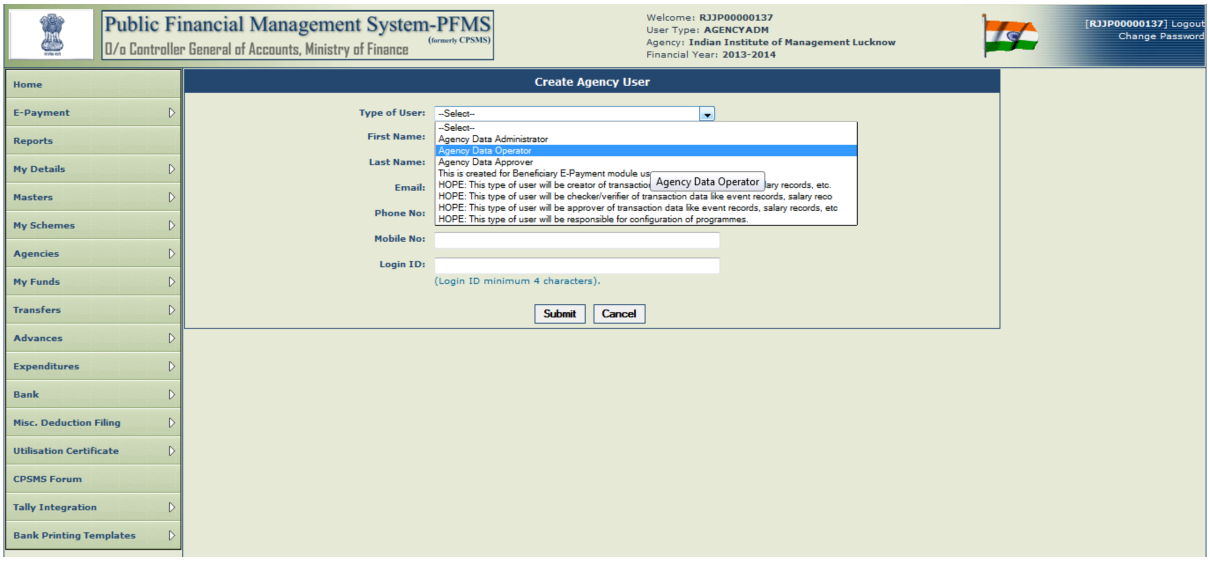



*Figure 3 create agency user*

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.

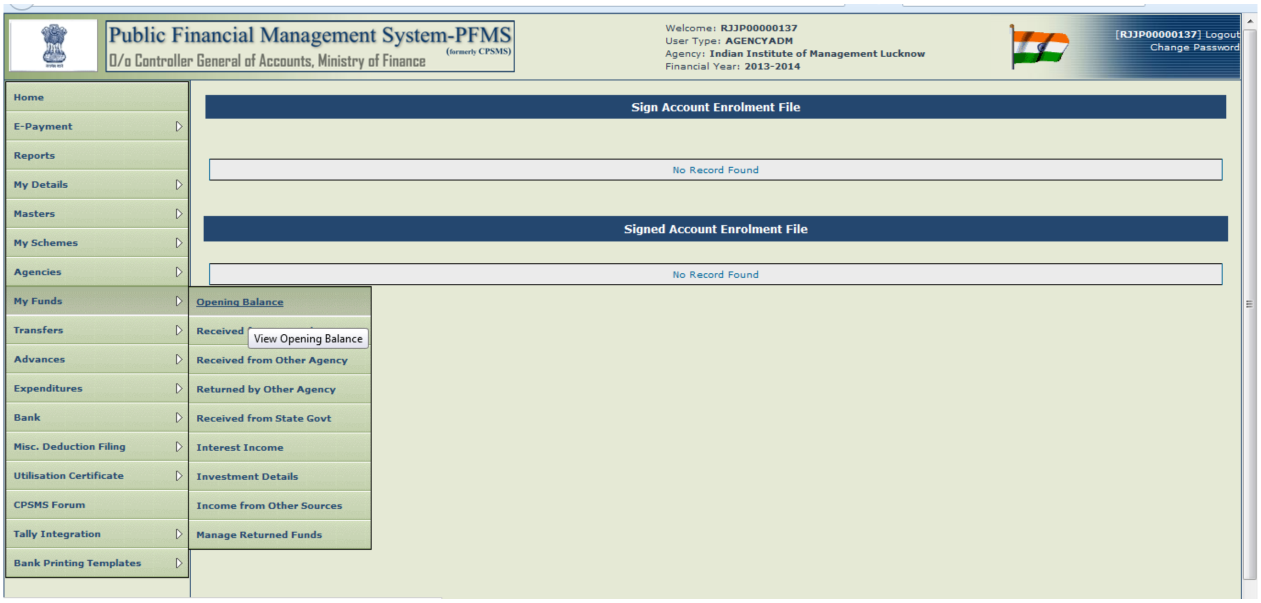



*Figure 4 View opening balance*

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

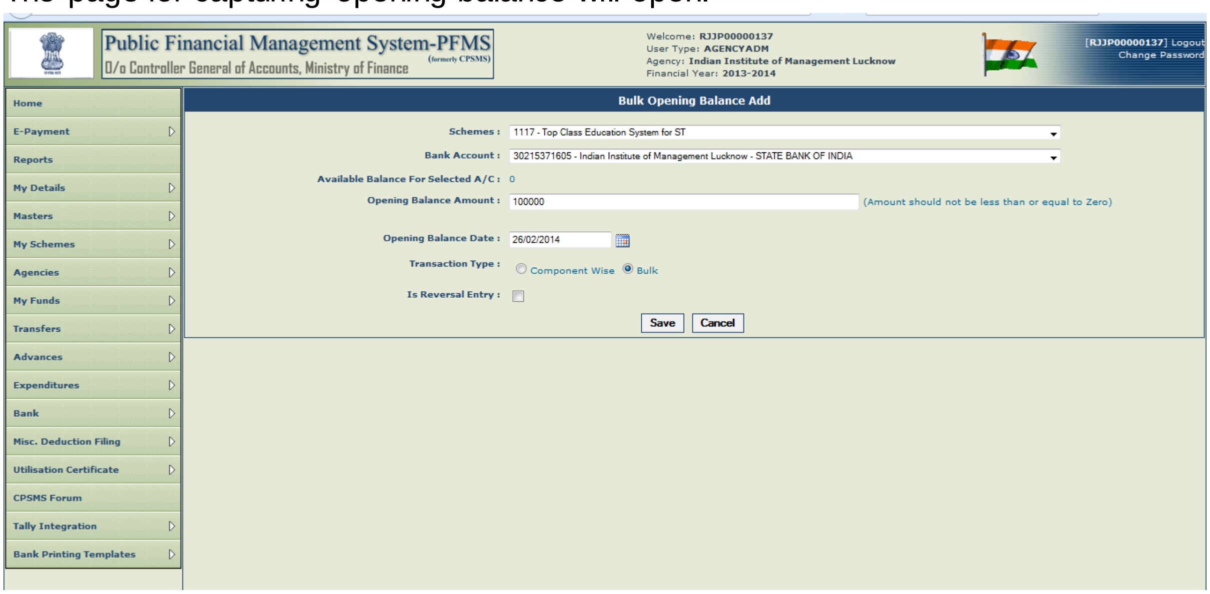



*Figure 5 Add Opening Balance*

- 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.

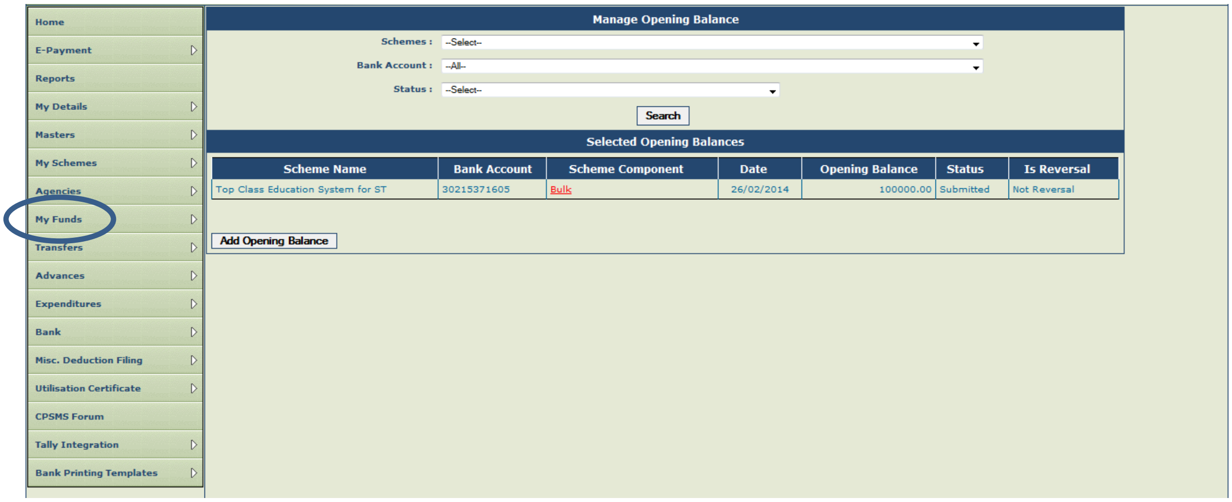



*Figure 6 details of opening balance entry*

- ➢ 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.


*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.

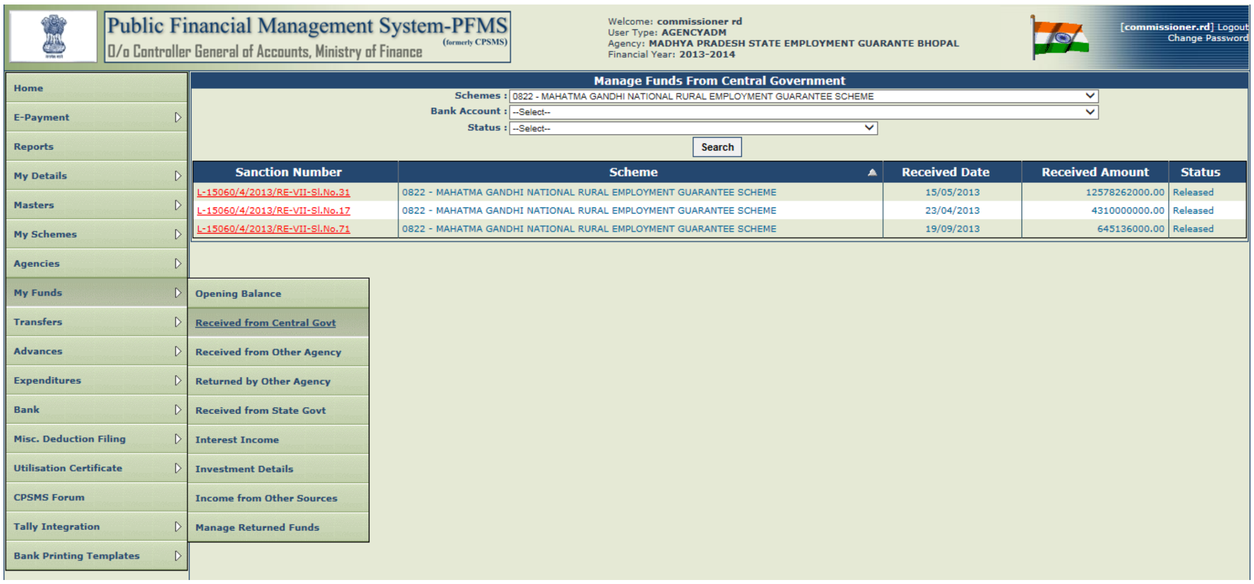



*Figure 8 Fund Received from Central Government*

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

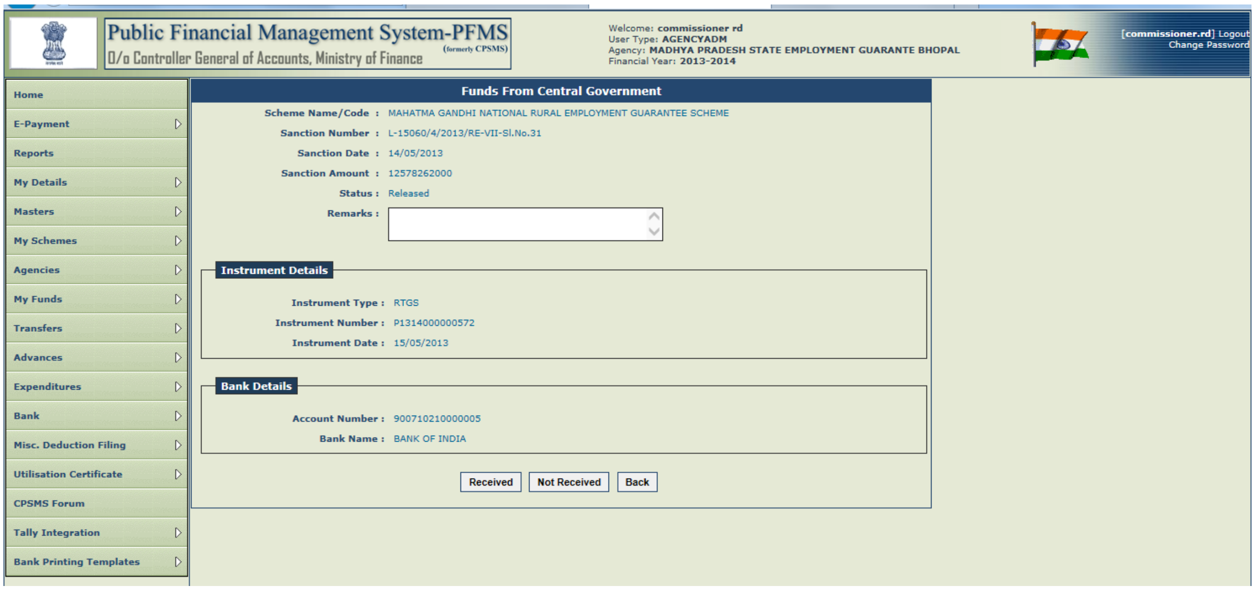



*Figure 9 Receiving of Fund*

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..

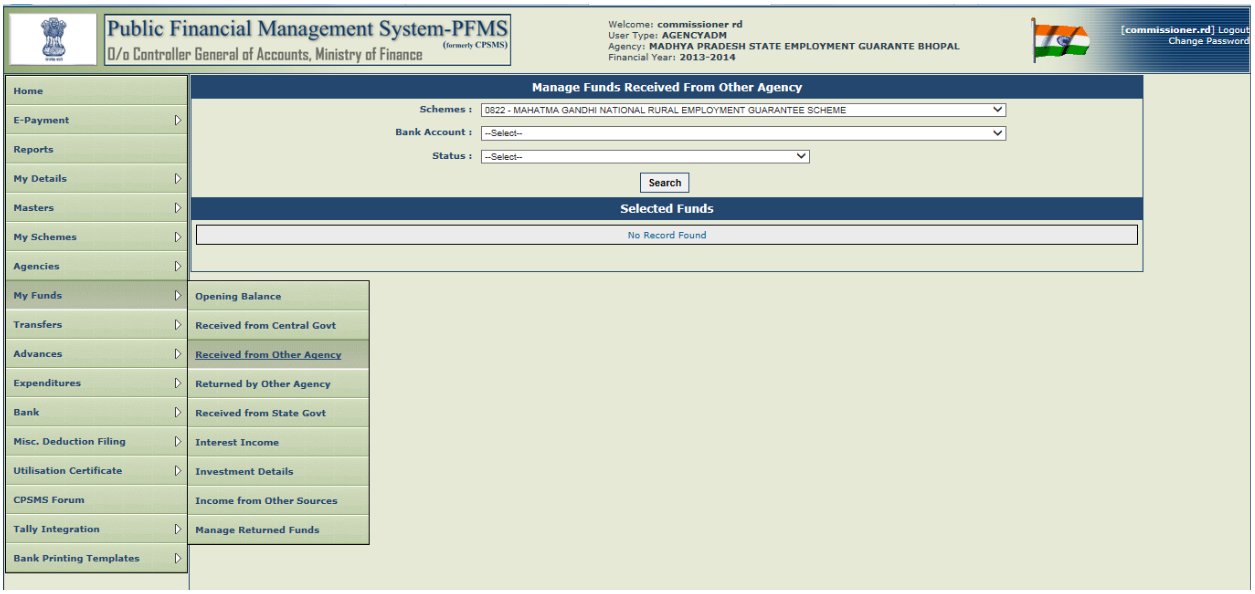



*Figure 10 Receipts from other agencies*

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

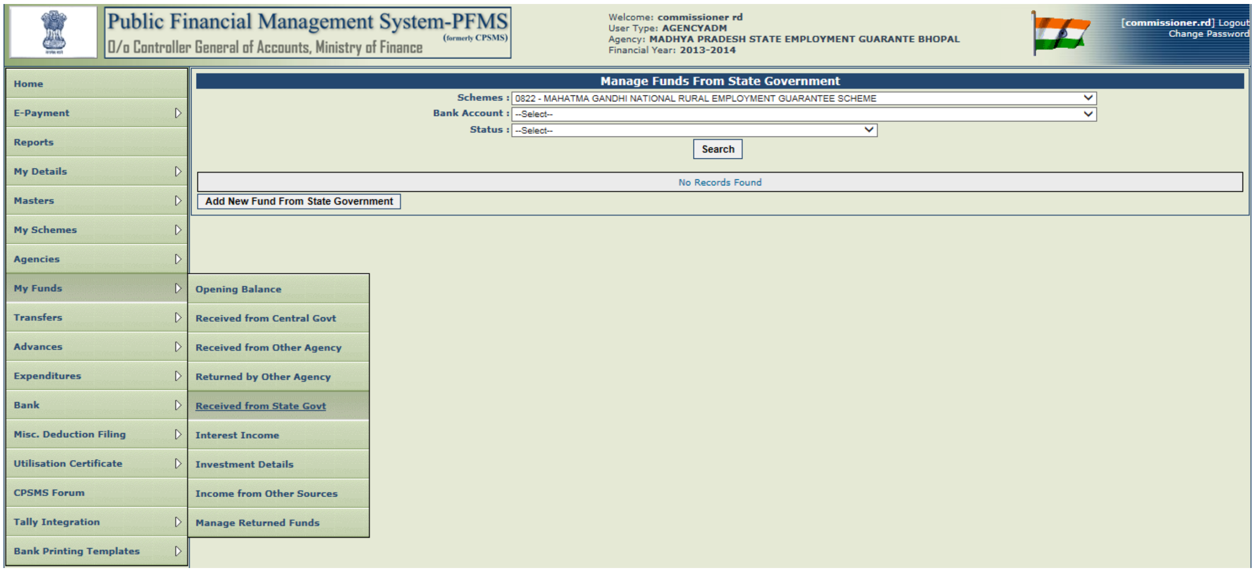



*Figure 11 Receipts from State Governments*

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.

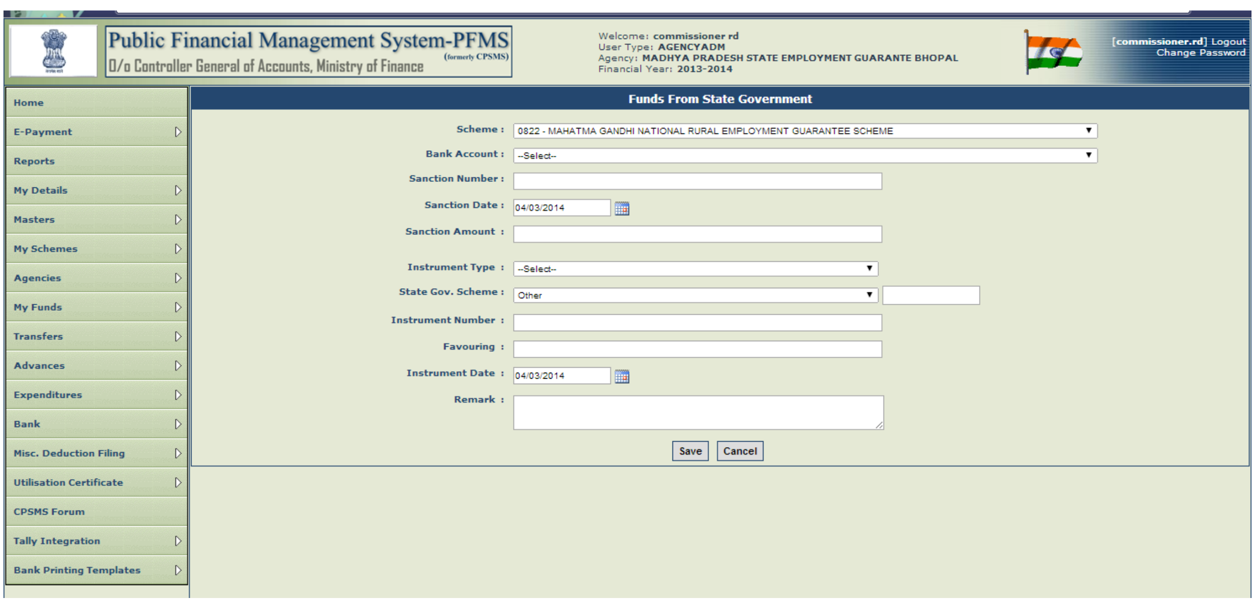



*Figure 12 details of fund received from the State Government*

- 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.

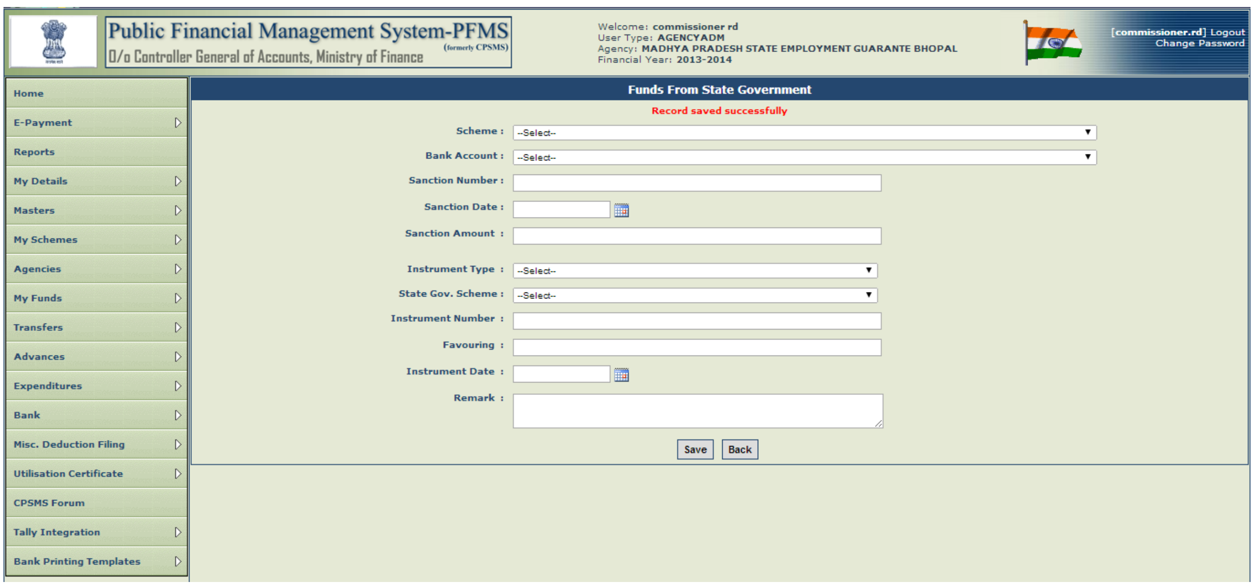



*Figure 13 Fund record saved successfully*

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.

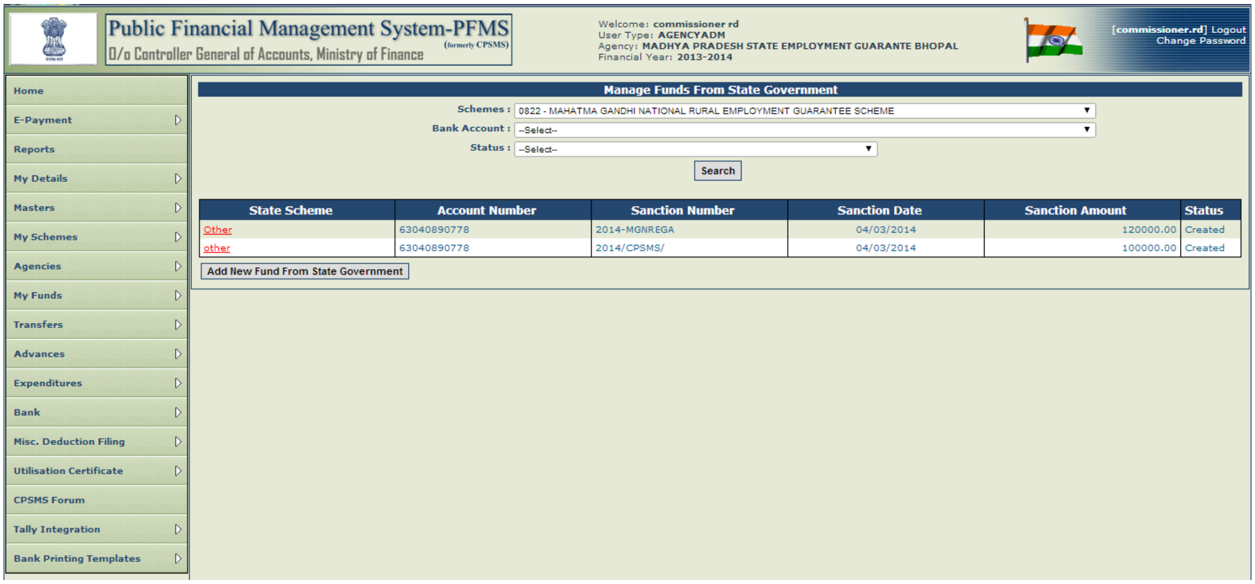



*Figure 14 Details of Fund received*

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


*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”.

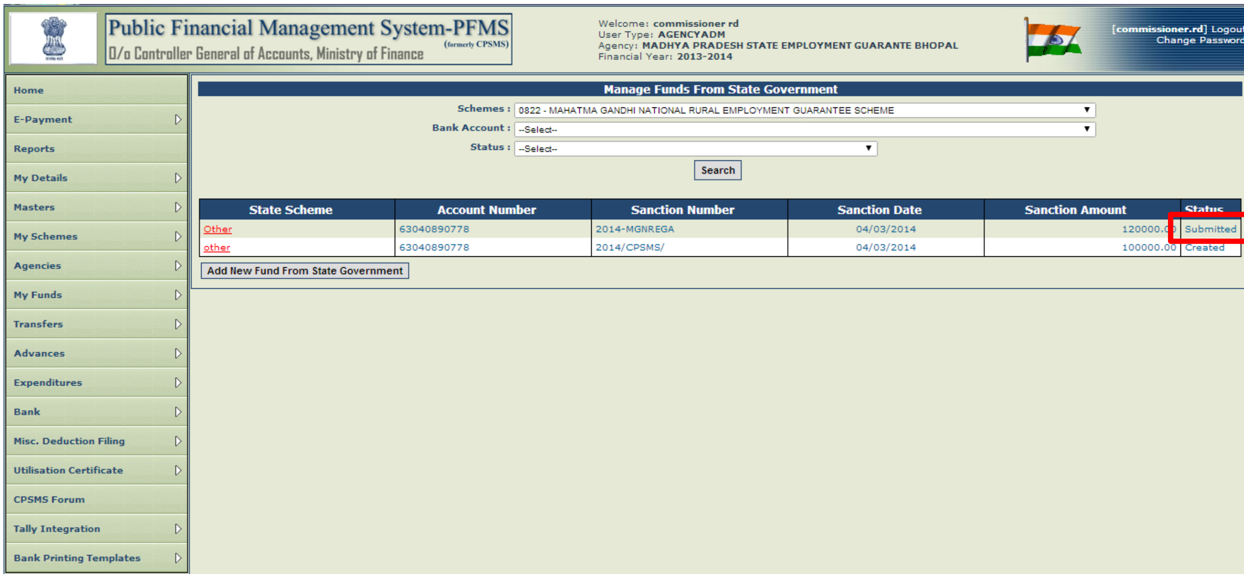



*Figure 16 Fund Details submitted*

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.

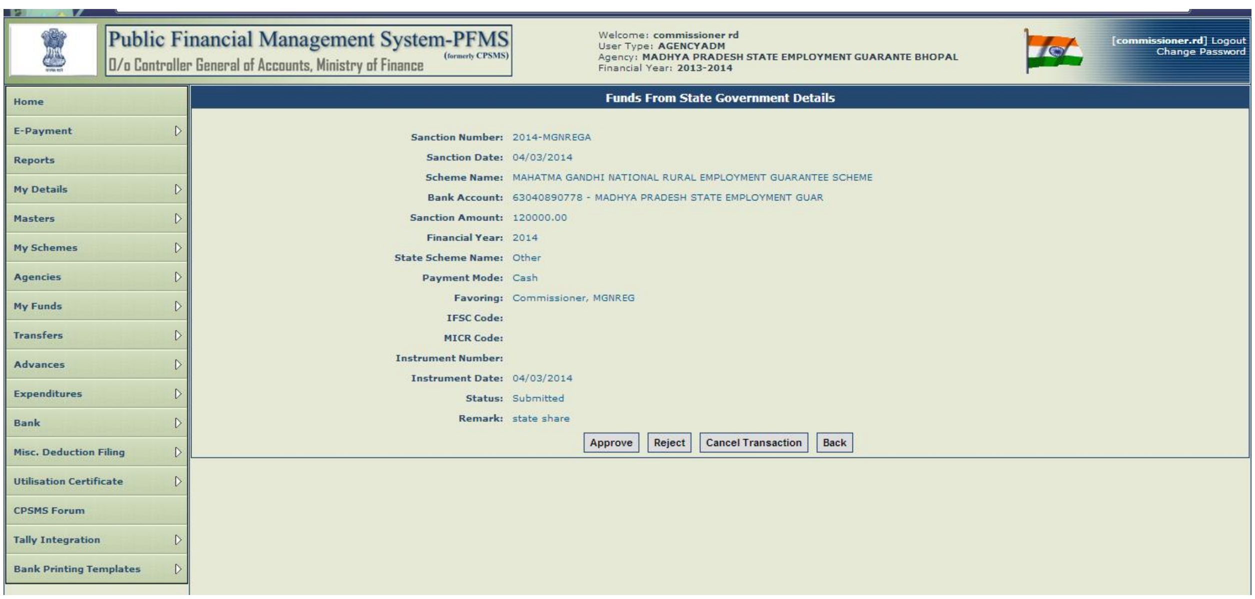



*Figure 17 Fund Approval*

### 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.

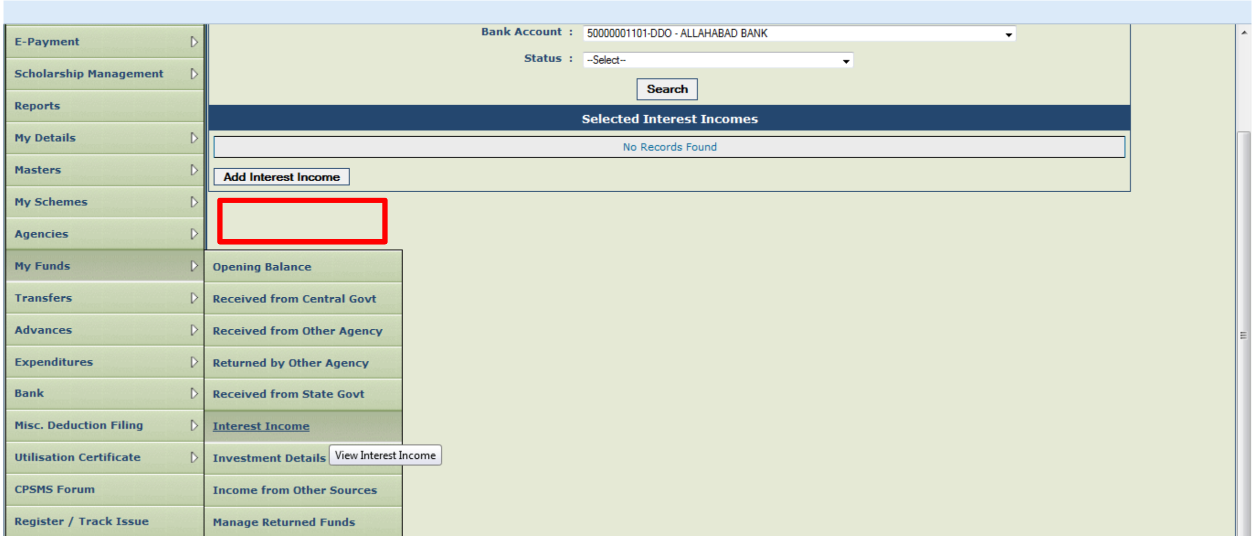



*Figure 18 interest receipt from Banks*

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.

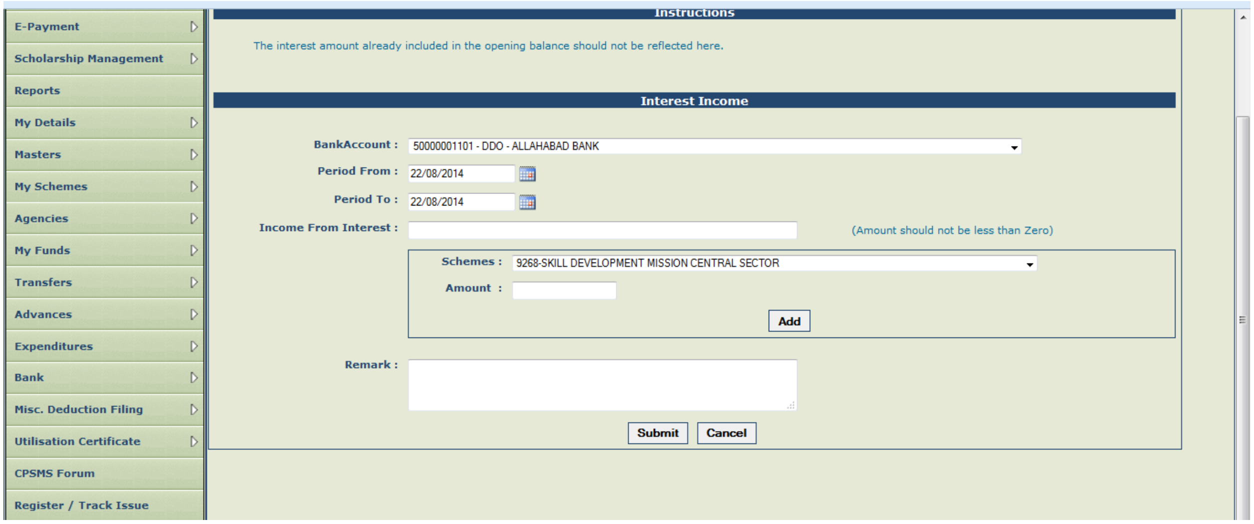



*Figure 19 details of interest income*

- **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.

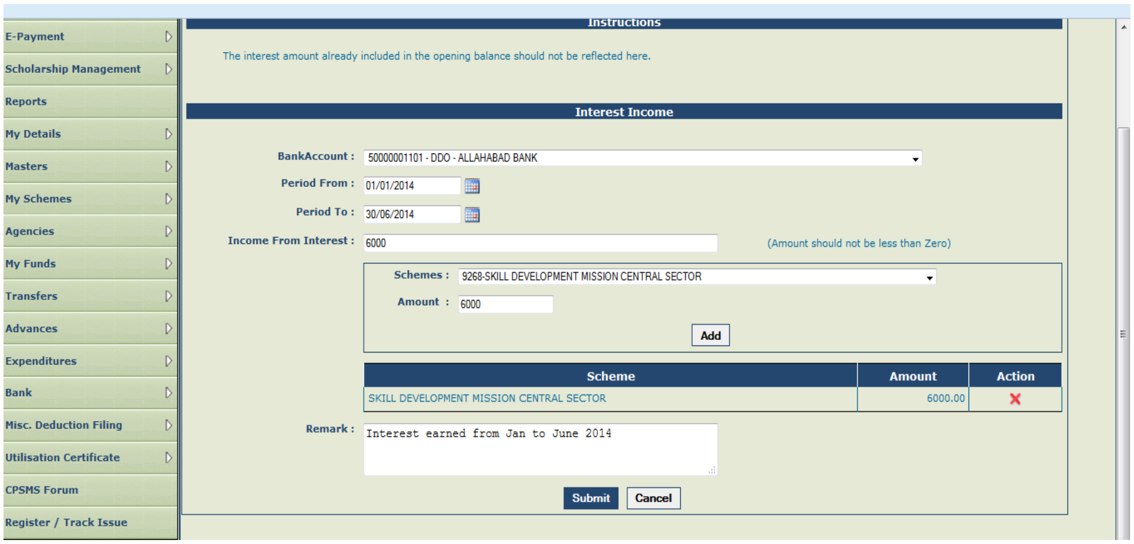



*Figure 20 Interest income details saved successfully*

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

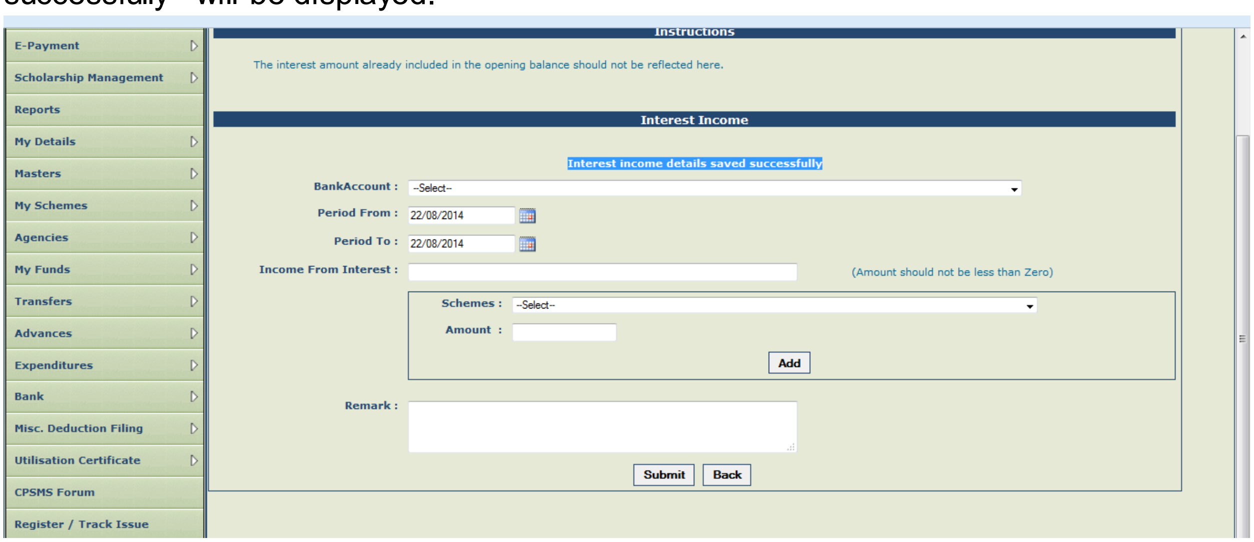



*Figure 21 Interest income details saved successfully*

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.

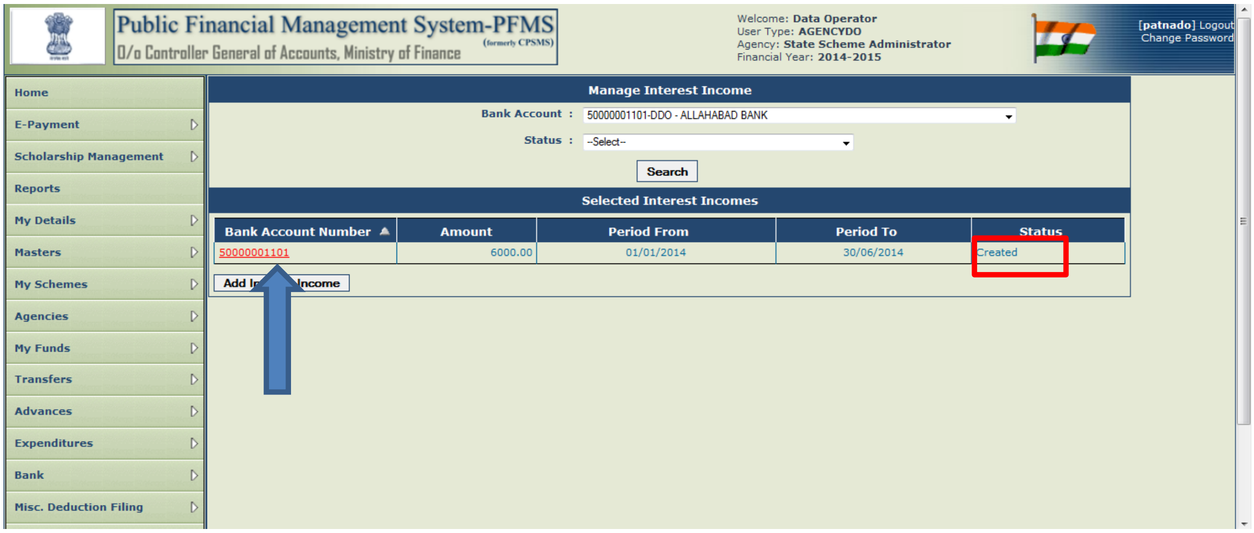



*Figure 22 manage interest income*

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.

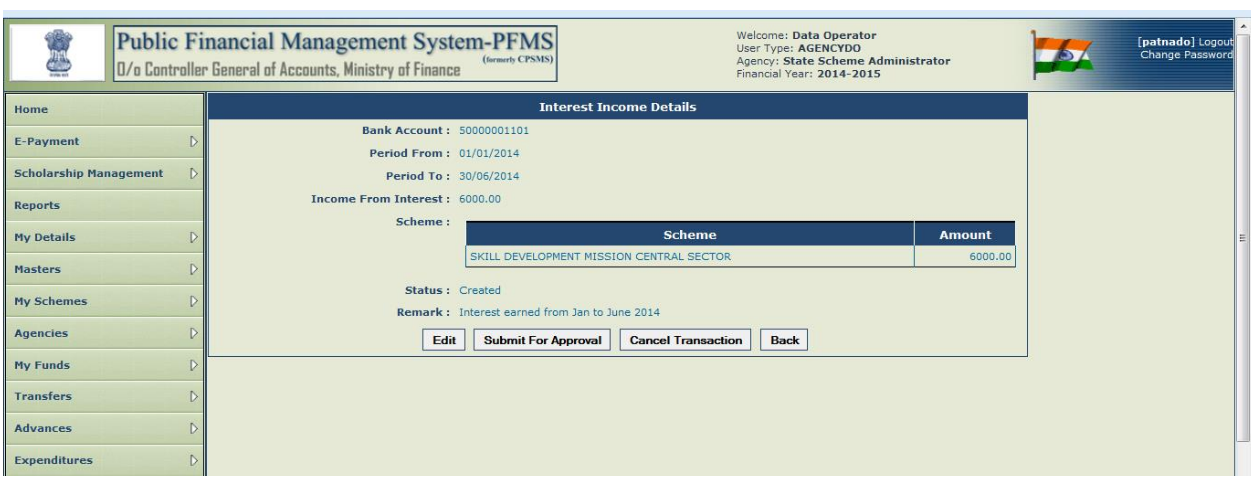



*Figure 23 submit the transaction for approval*

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.

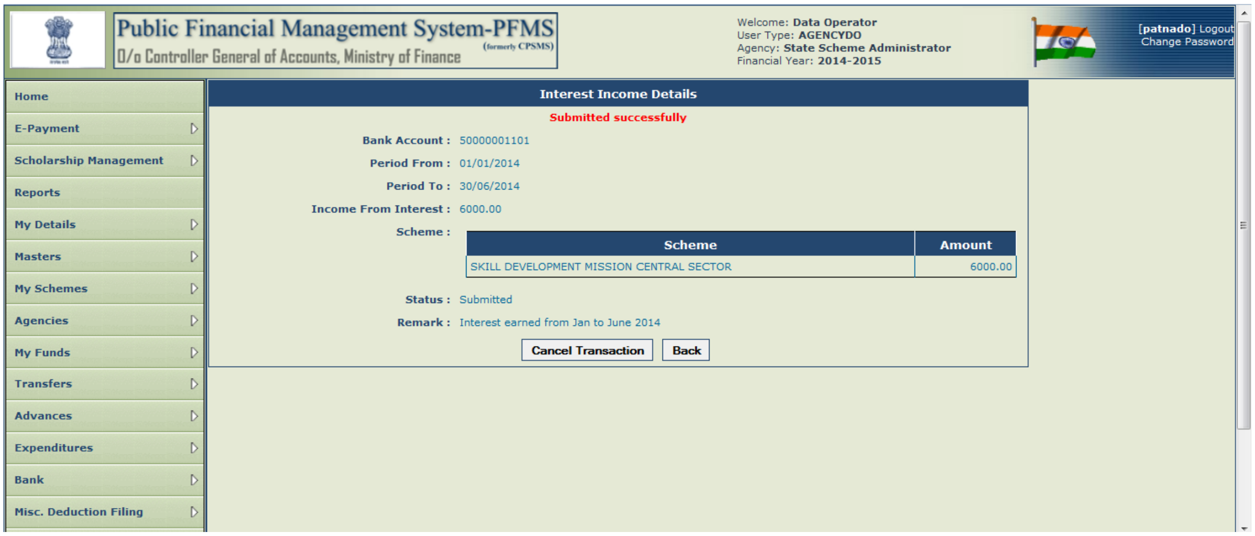



*Figure 24 status of the transaction*

## 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.

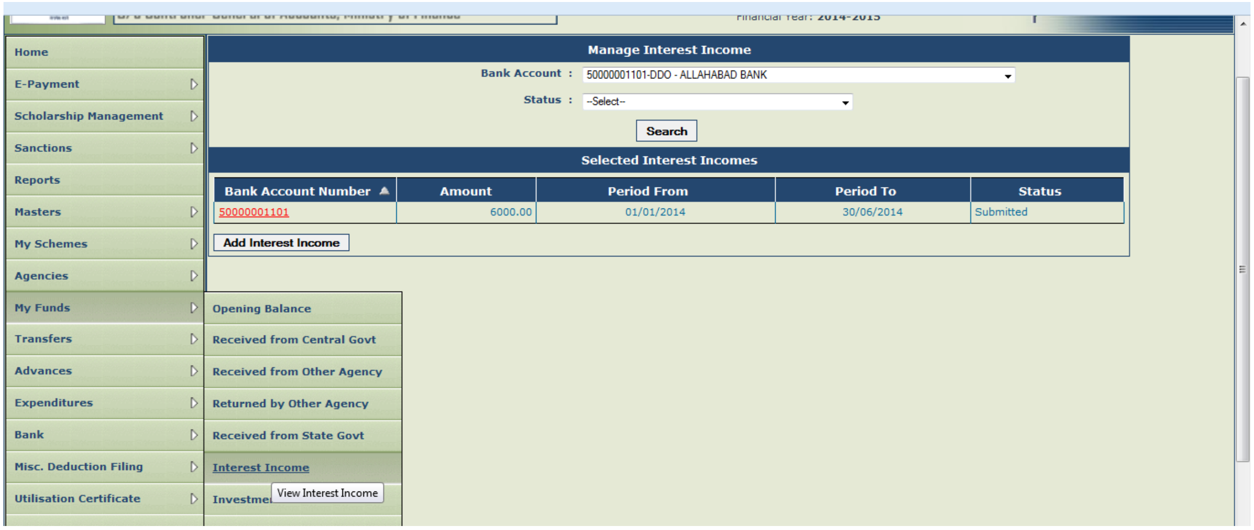


*Figure 25 verify the interest income details*

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.

*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.

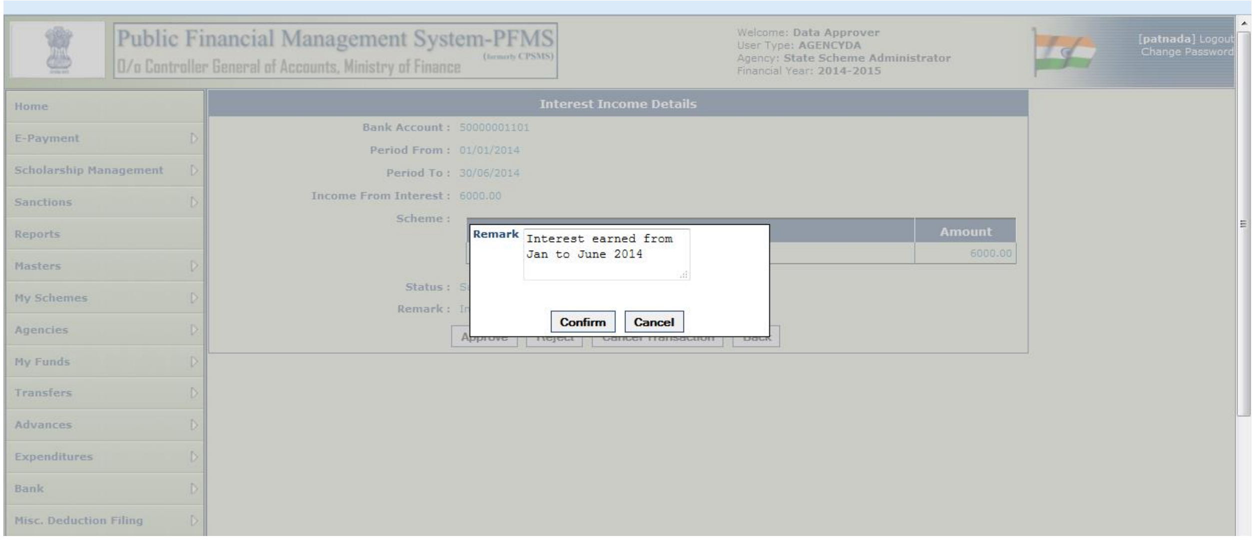


*Figure 27 remark and confirm for final approval*

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

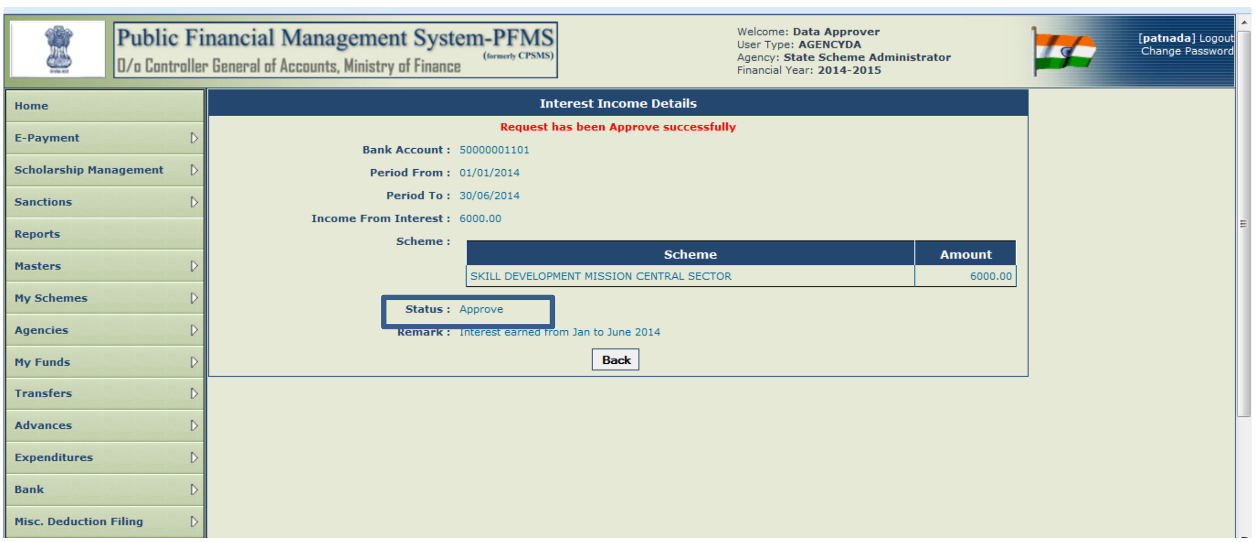


*Figure 28 status of the transaction*

### 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.

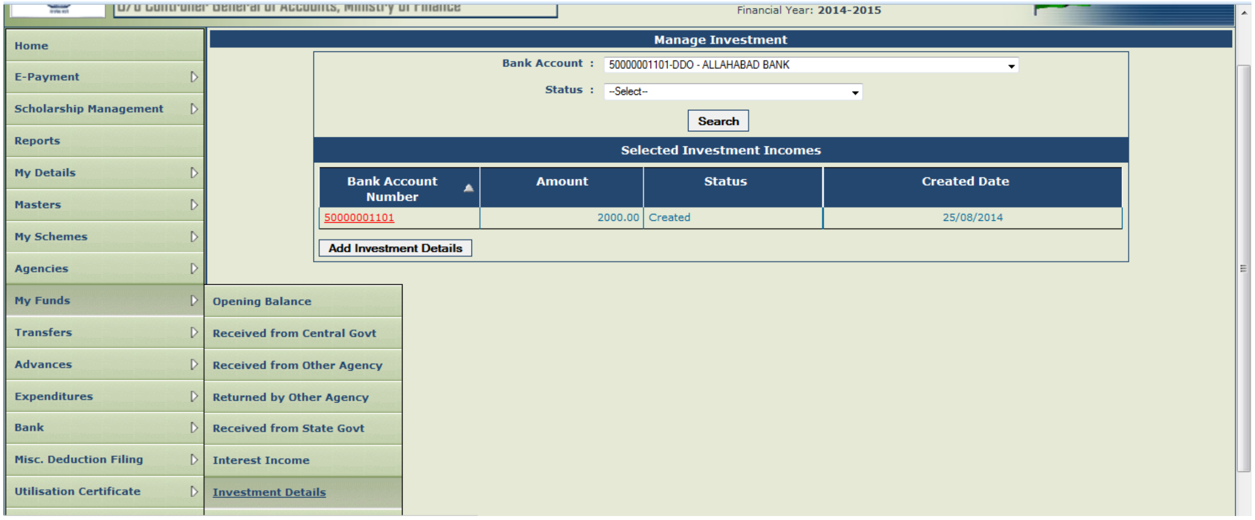



*Figure 29 Investment Details*

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

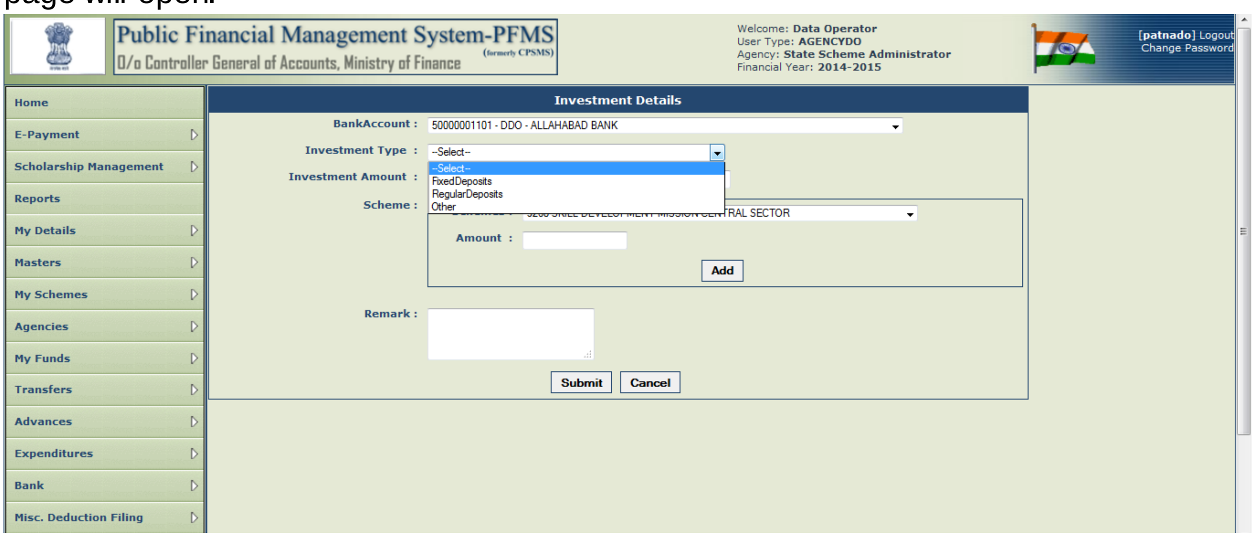



*Figure 30 Add Investment Details*

**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.

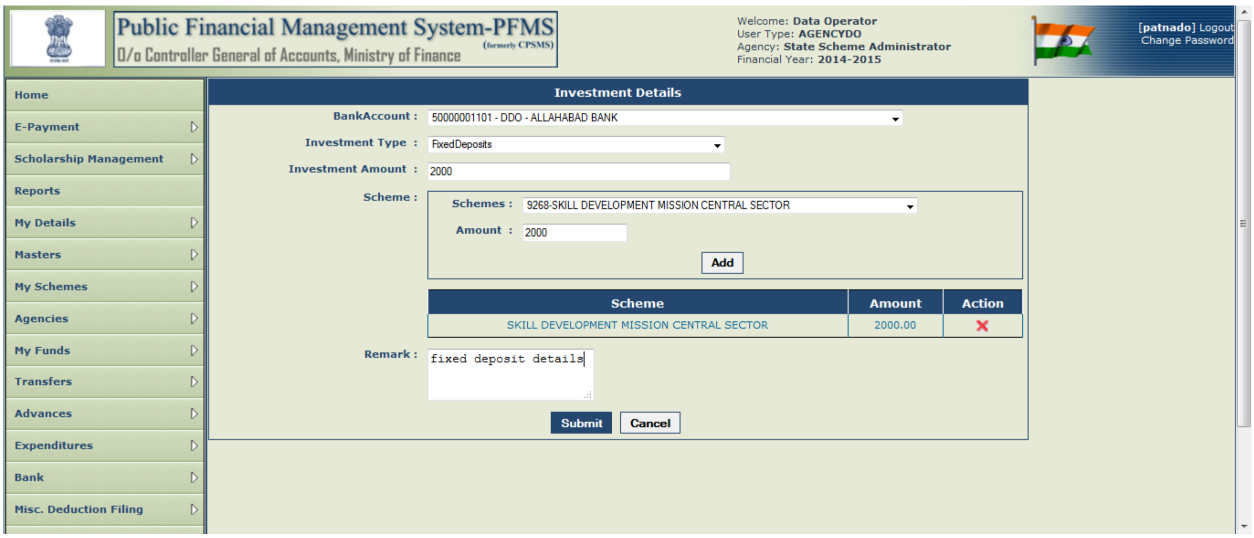


Figure 31 Submit button to create Investment Details

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.

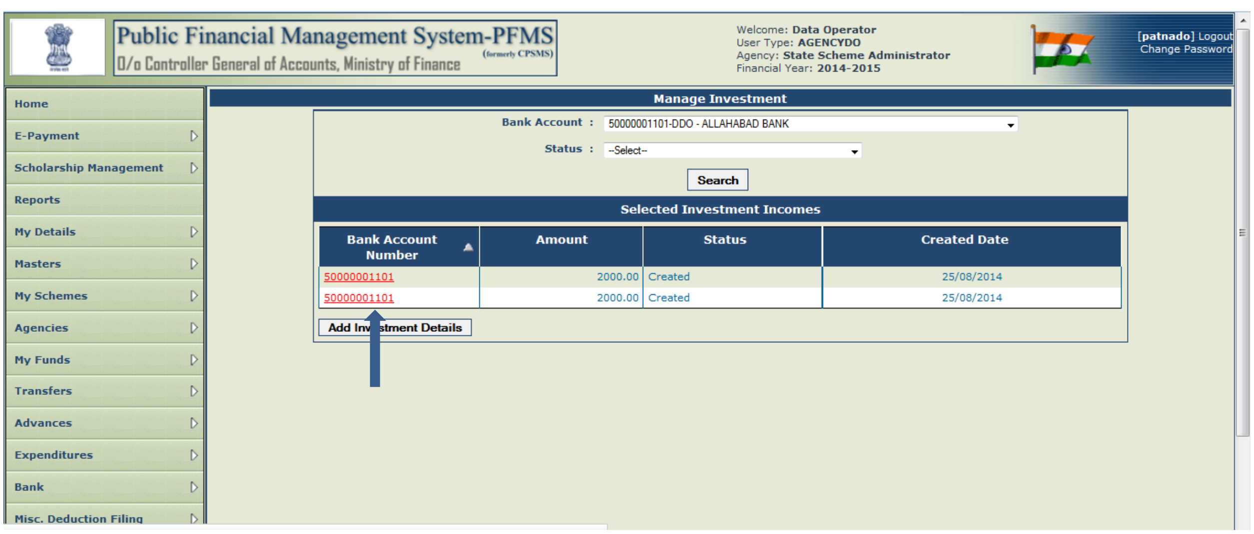


Figure 32 open and view the investment details entered

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.

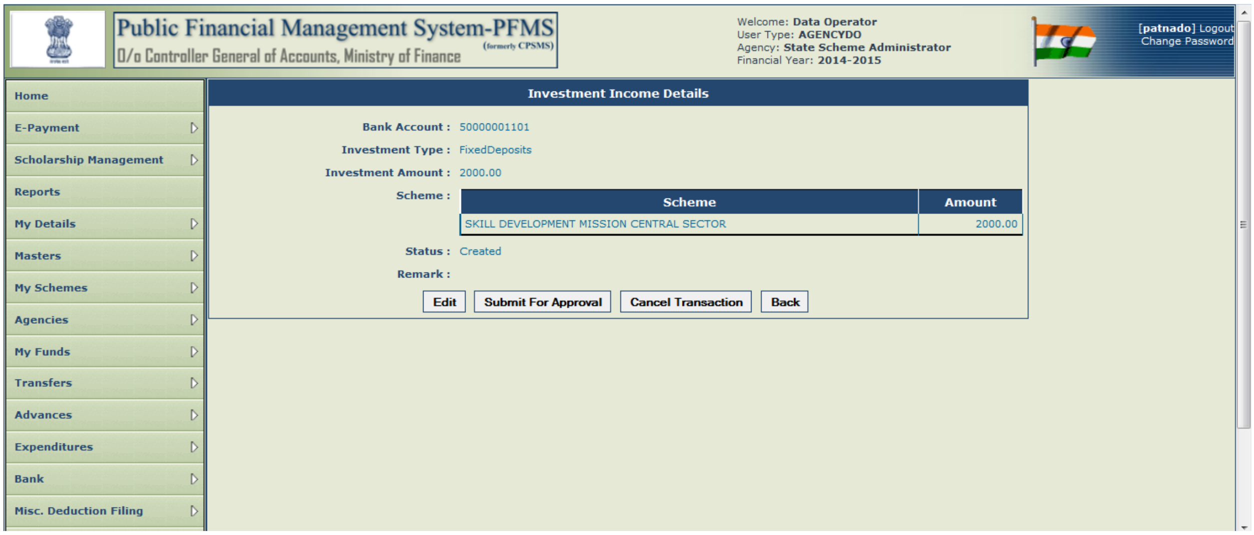


*Figure 33 Submit for Approval or Cancel the transaction*

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.

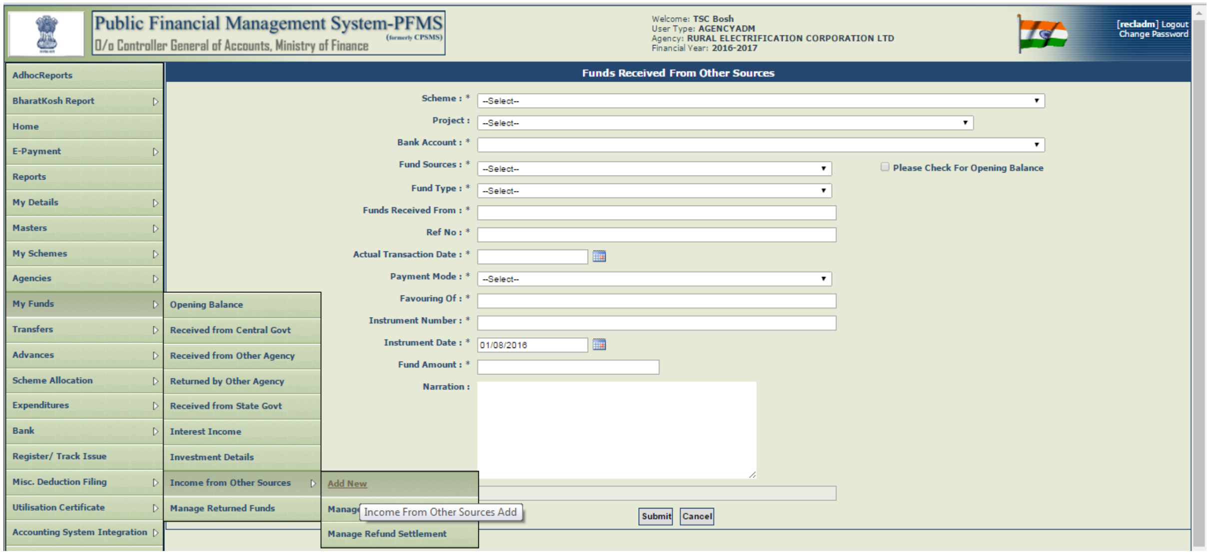



*Figure 34 Income from Other Sources*

- 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.

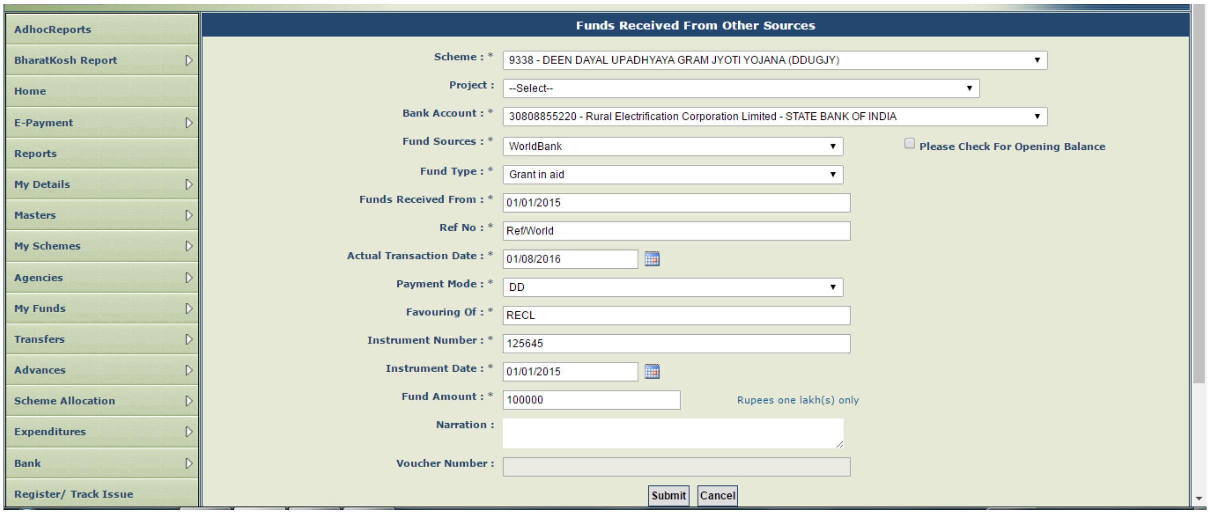



*Figure 35 Income details*

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.

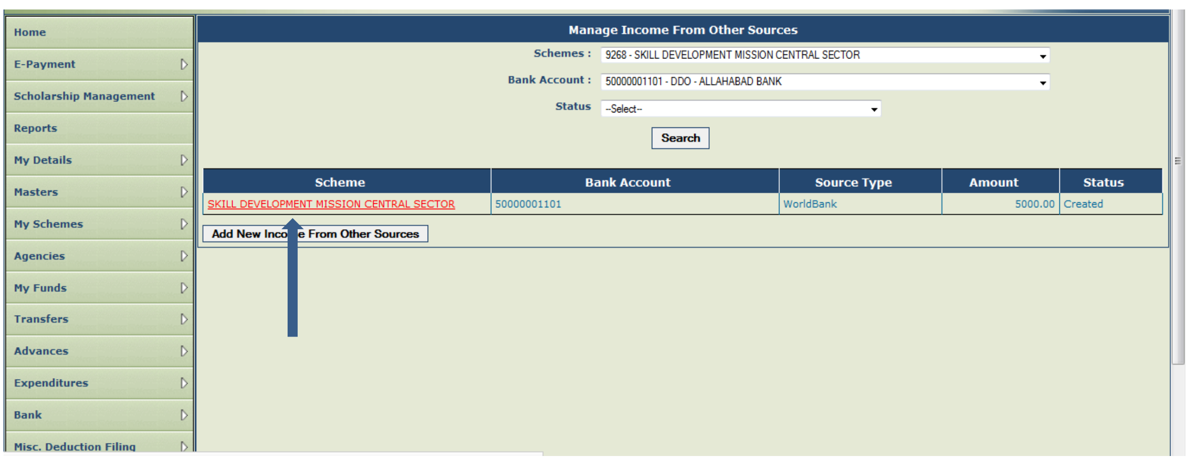



*Figure 36 open and view the income details*

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 ate Data Approver level for approving, rejecting, cancelling the details.

<u>Approve Income from Other Sources</u>

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.

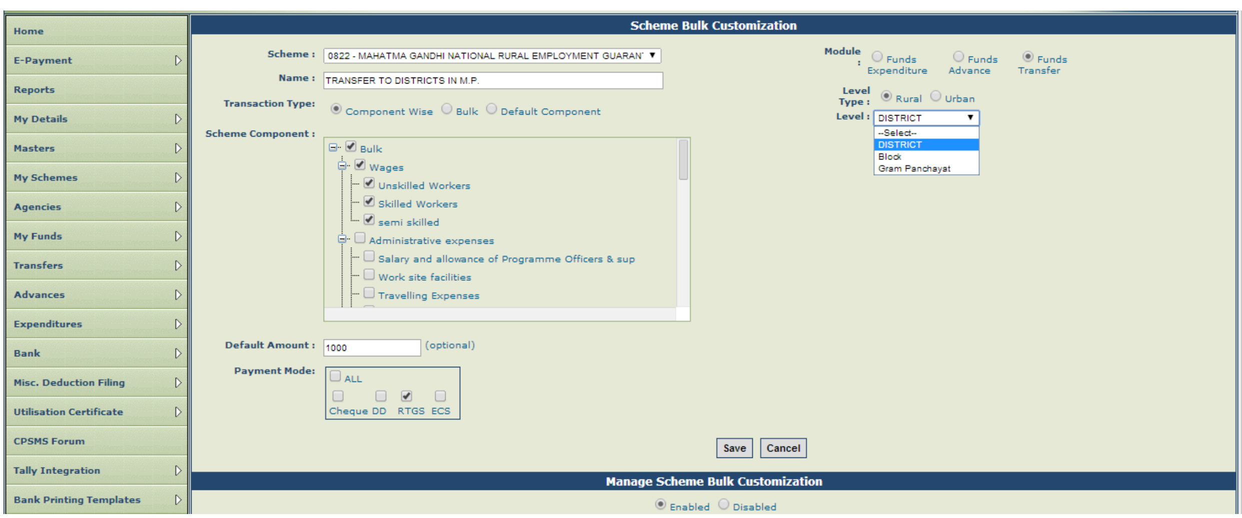



*Figure 38 Bulk Customisation Component wise*

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

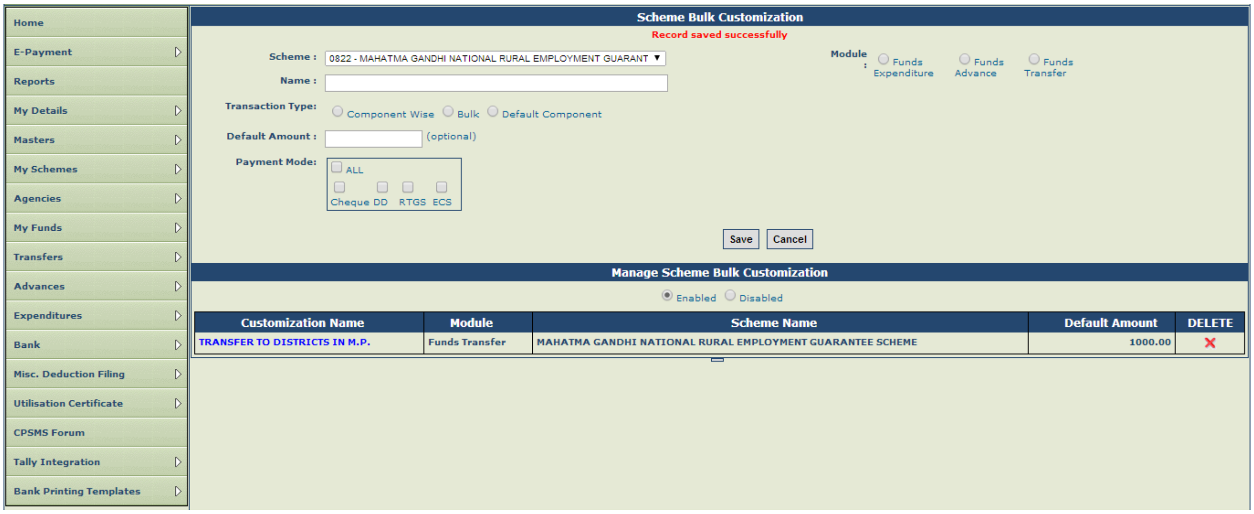


*Figure 39 record saved successfully*

## 1.3.1 Manage Bulk Customization

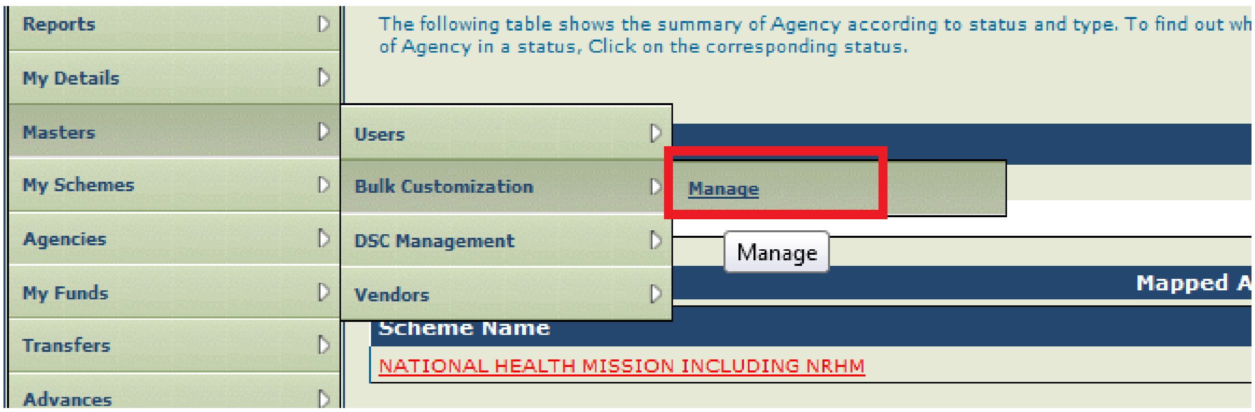


*Figure 40 Manage Bulk Customization*

**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.

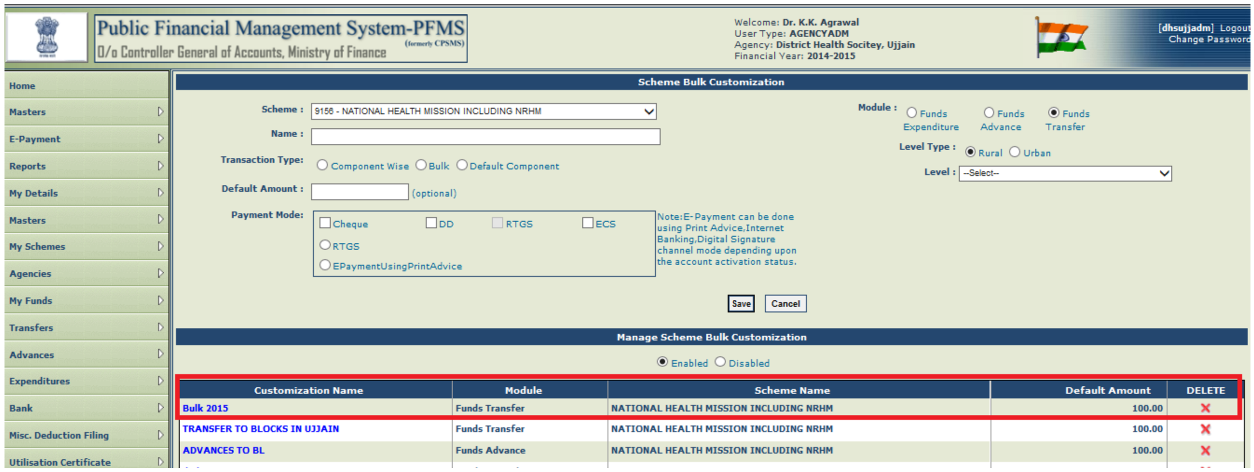


*Figure 41 list of customizations*

## 1.3.2 View Bulk Customization

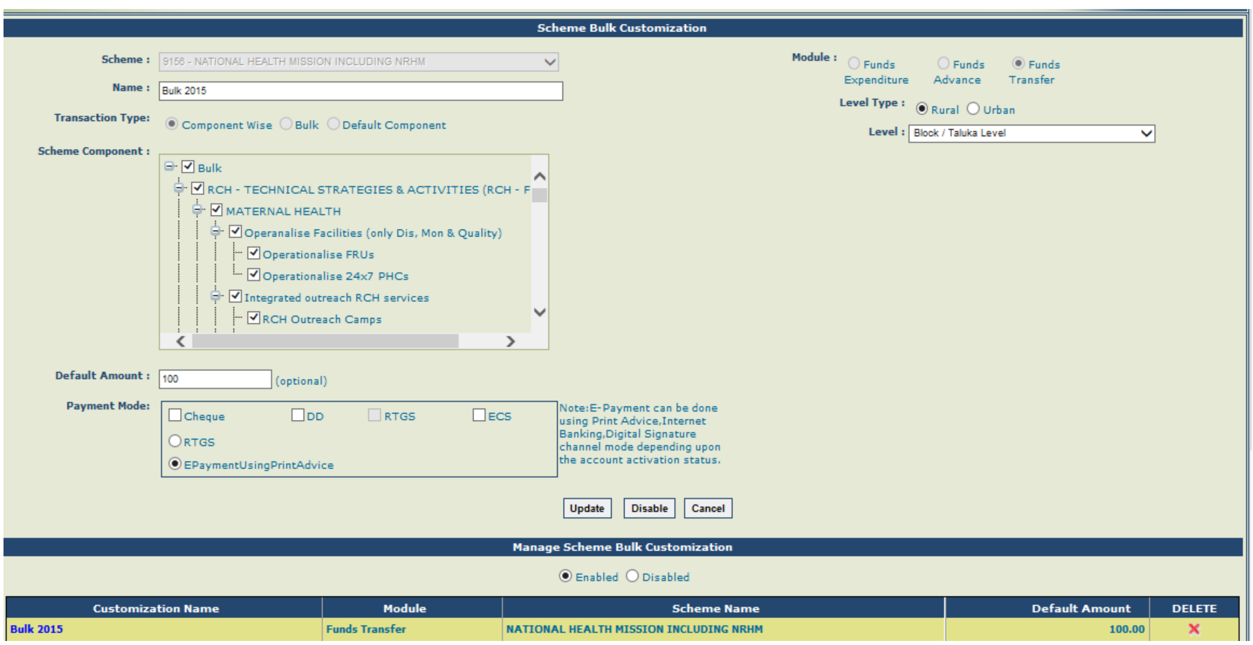


*Figure 42 View list of customizations*

## 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.

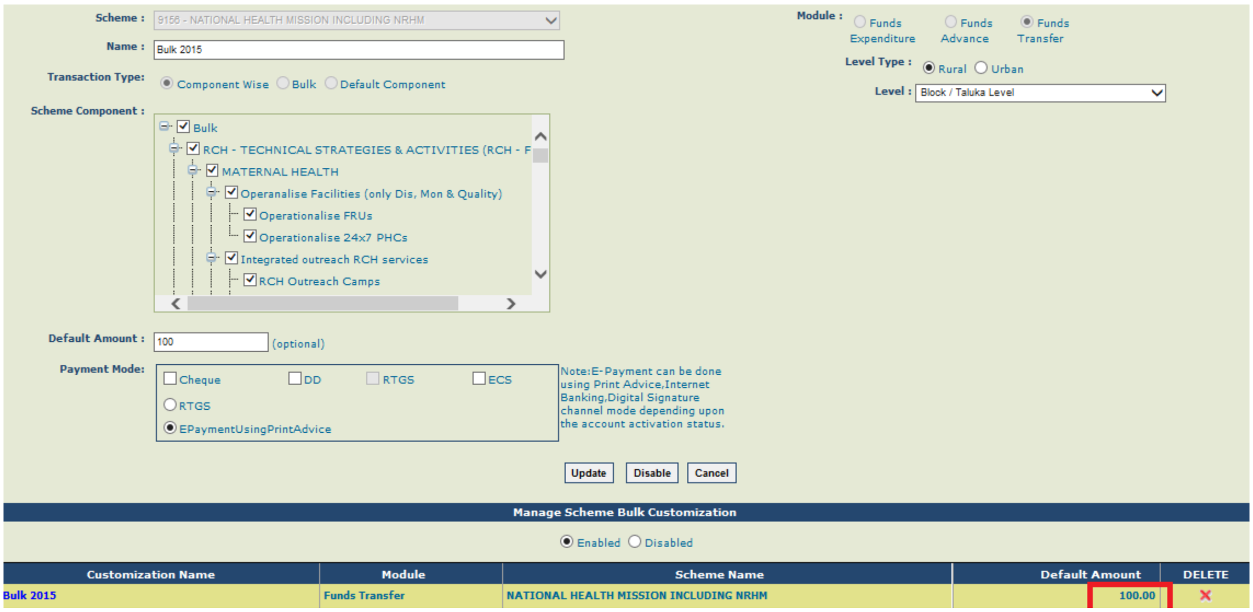


*Figure 43 edit the details and update by clicking Update button*

## 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.

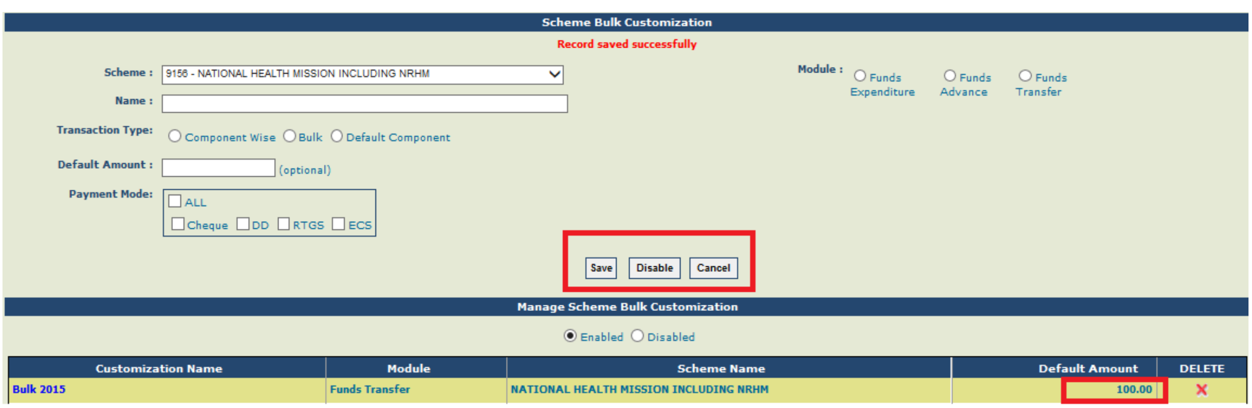


*Figure 44 Record saved*

## 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.

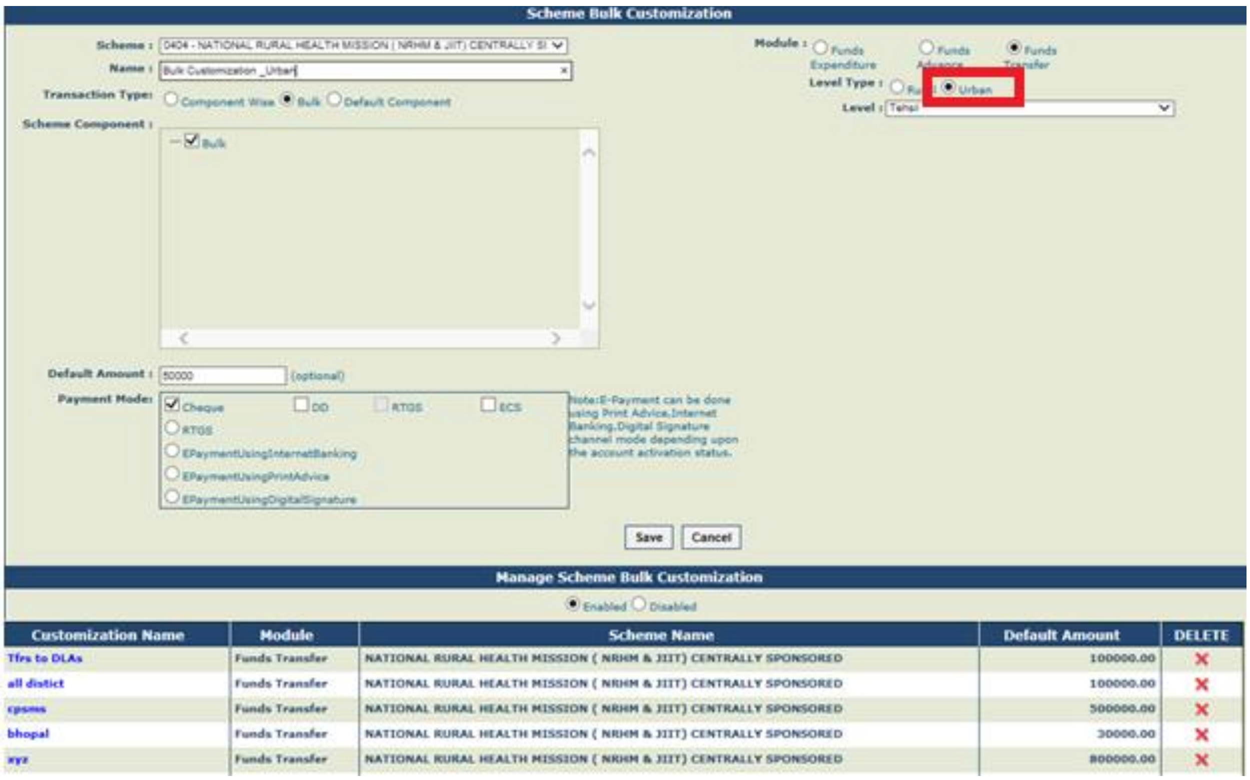
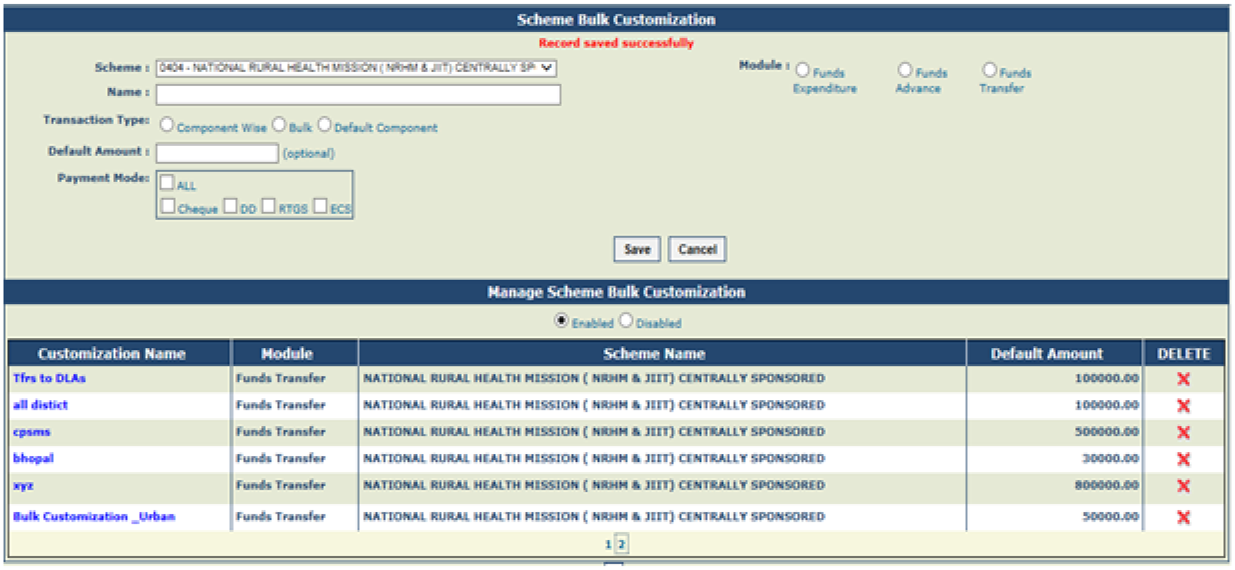



*Figure 45 Bulk Customization- Urban Level Type*

## Scheme Bulk customization-Urban

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



Scheme Bulk Customization

Record saved successfully

Scheme : 0404 - NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SP

Name :

Transaction Type: Component Wise Bulk Default Component

Default Amount : (optional)

Payment Mode: ALL Cheque DD RTGS ECS

Module : Funds Expenditure Funds Advance Funds Transfer

Save Cancel

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 | |
| all distict | Funds Transfer | NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED | 100000.00 | |
| cpsms | Funds Transfer | NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED | 500000.00 | |
| bhopal | Funds Transfer | NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED | 30000.00 | |
| xyz | Funds Transfer | NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED | 800000.00 | |
| Bulk Customization _Urban | Funds Transfer | NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRALLY SPONSORED | 50000.00 | |

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).

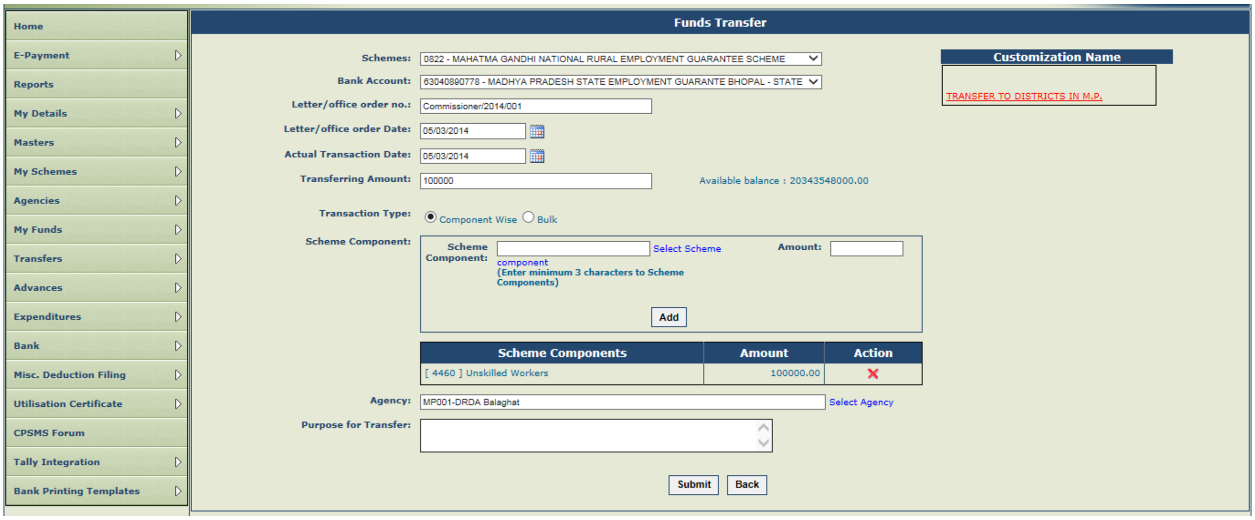



*Figure 48 Funds Transfer Screen1*

## Funds Transfer Screen

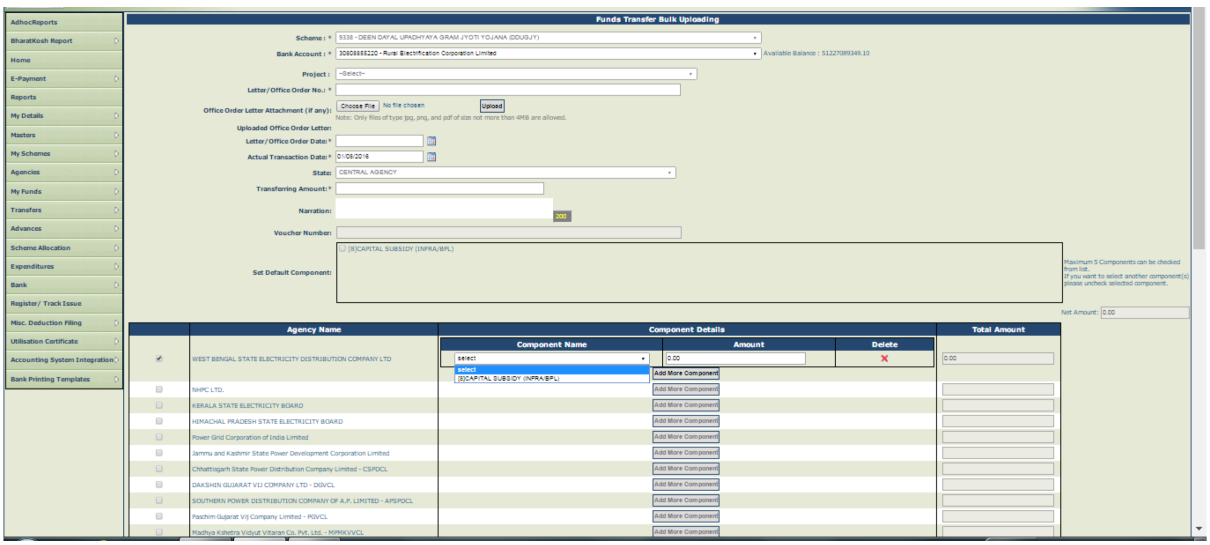



*Figure 49 Funds Transfer Screen 2*

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.

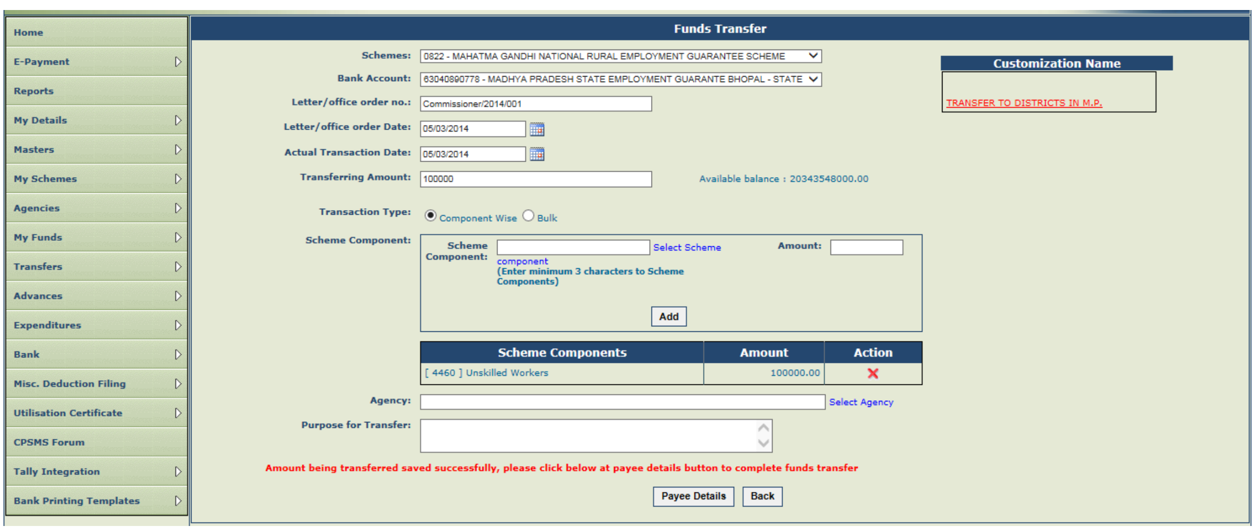



*Figure 50 Amount transferred saved successfully*

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”.**

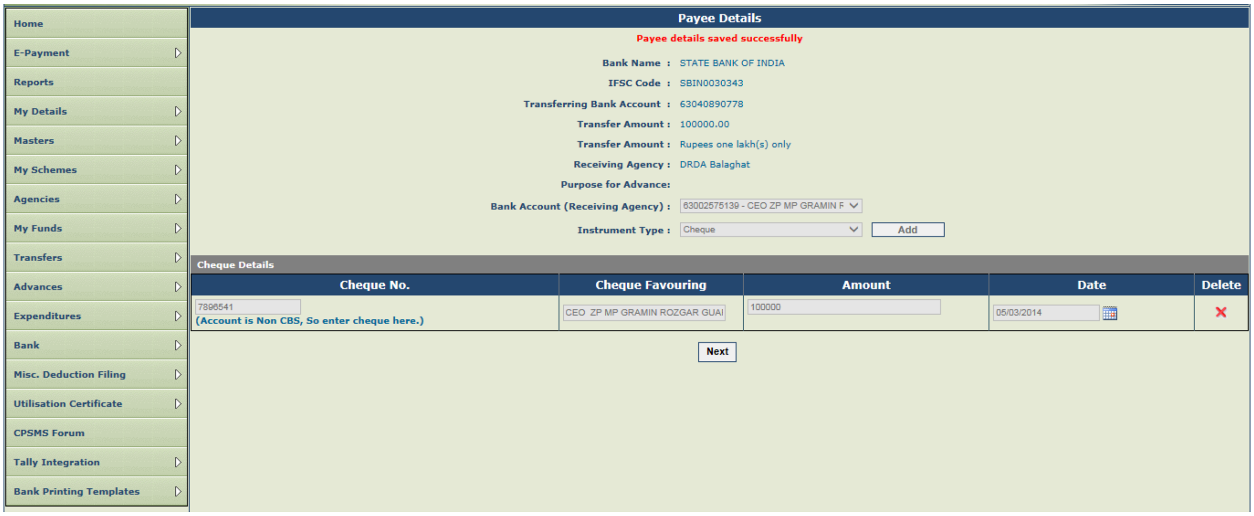



*Figure 51 Amount being transferred saved successfully then Next*

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

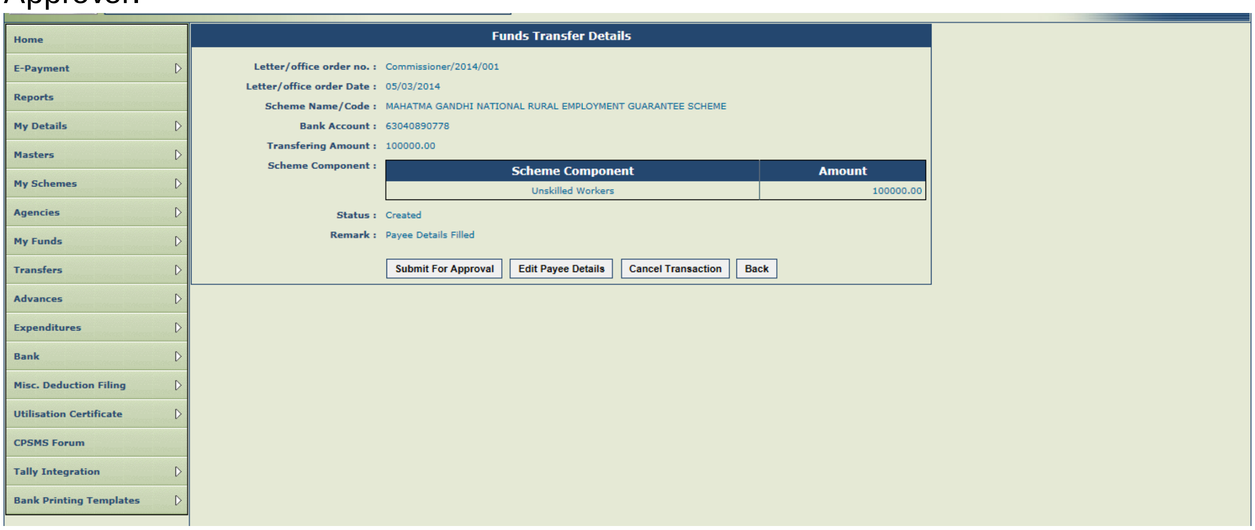



*Figure 52 submit the transfer transaction for approval*

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.

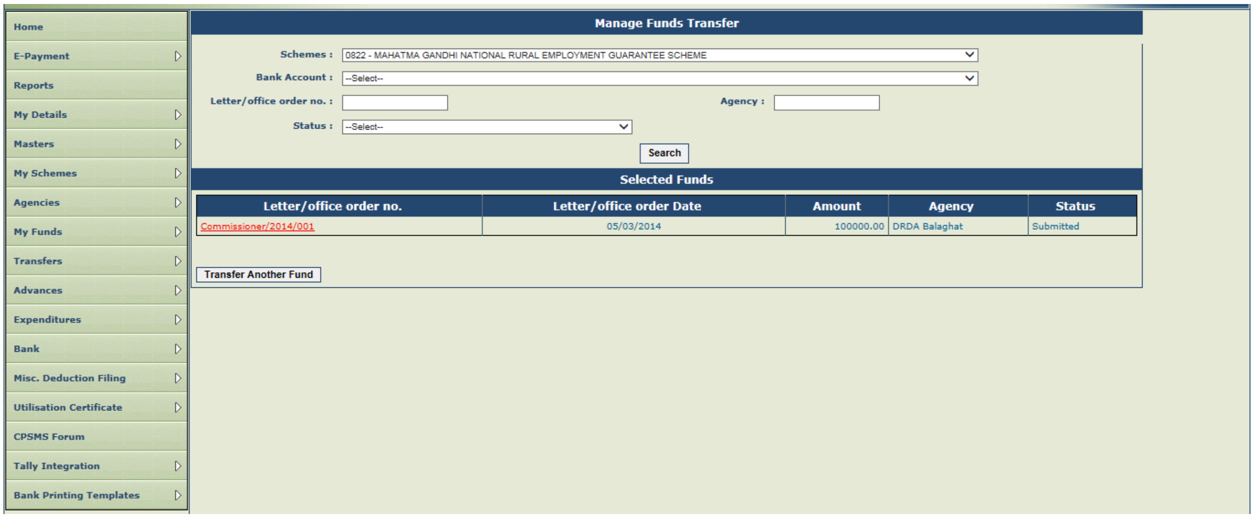



*Figure 53 view the transfer submitted by the Data Operator*

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.


*Figure 54 confirm the approval*

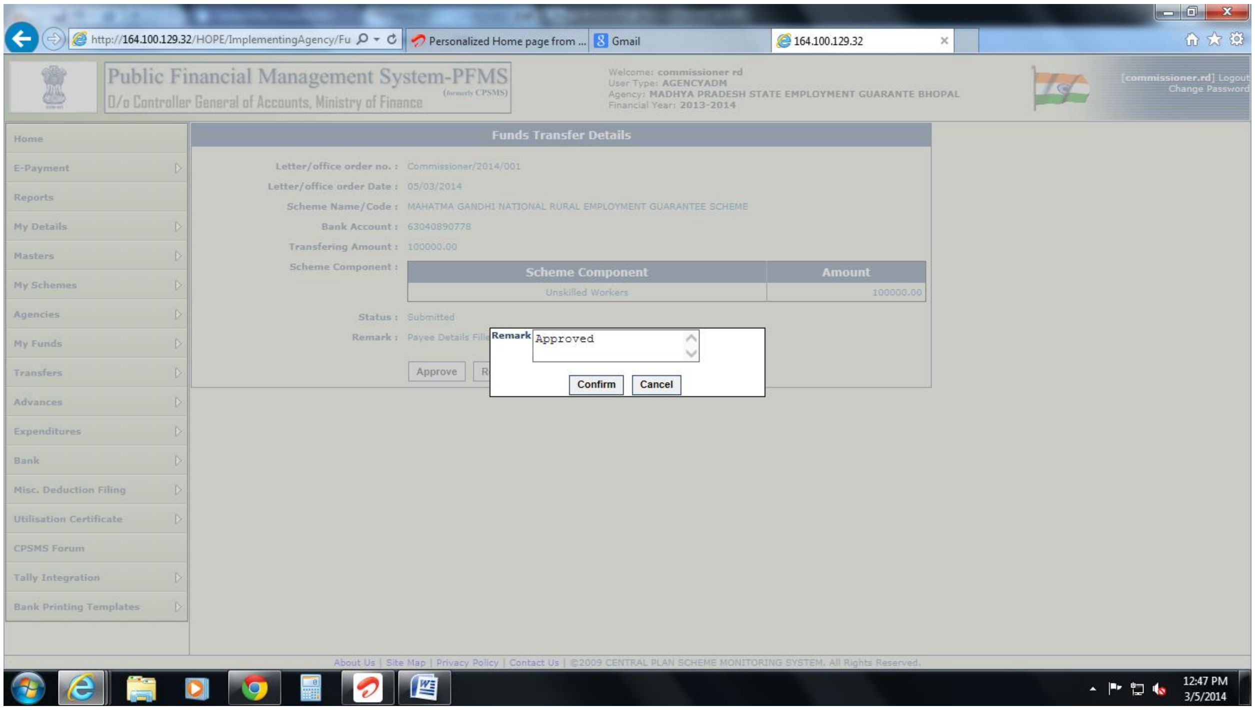


*Figure 55 remarks*

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.

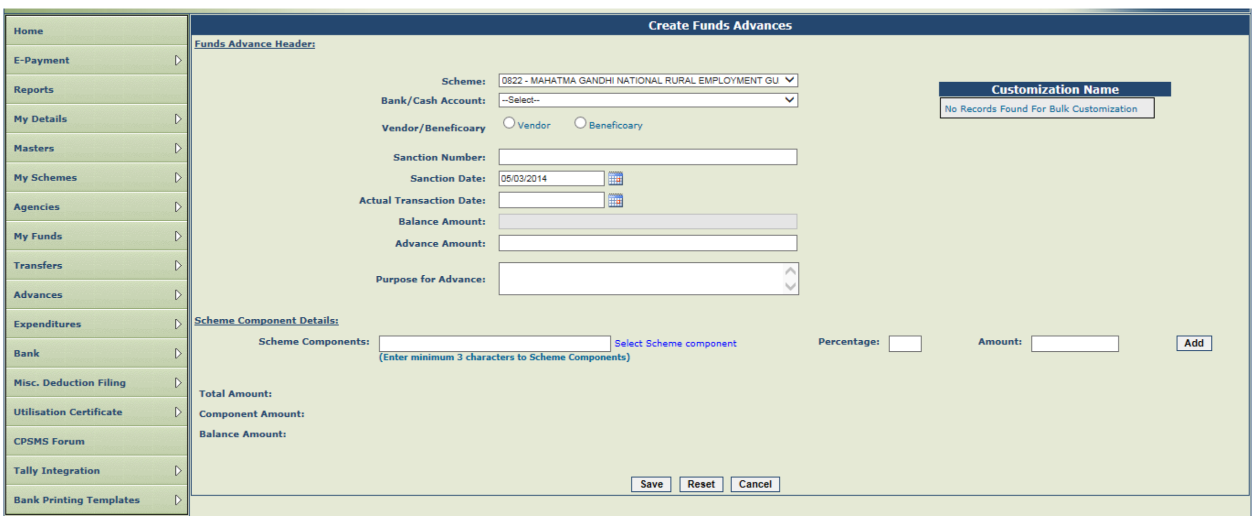



*Figure 57 Payment of Advance*

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.

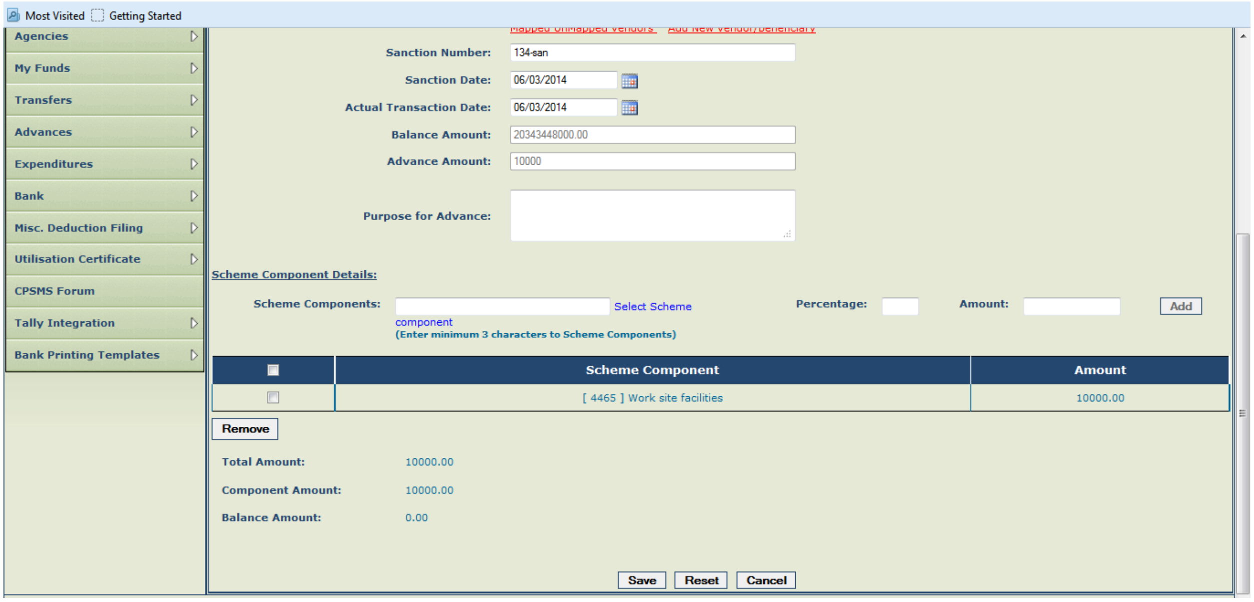



*Figure 58 display the advance details*

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

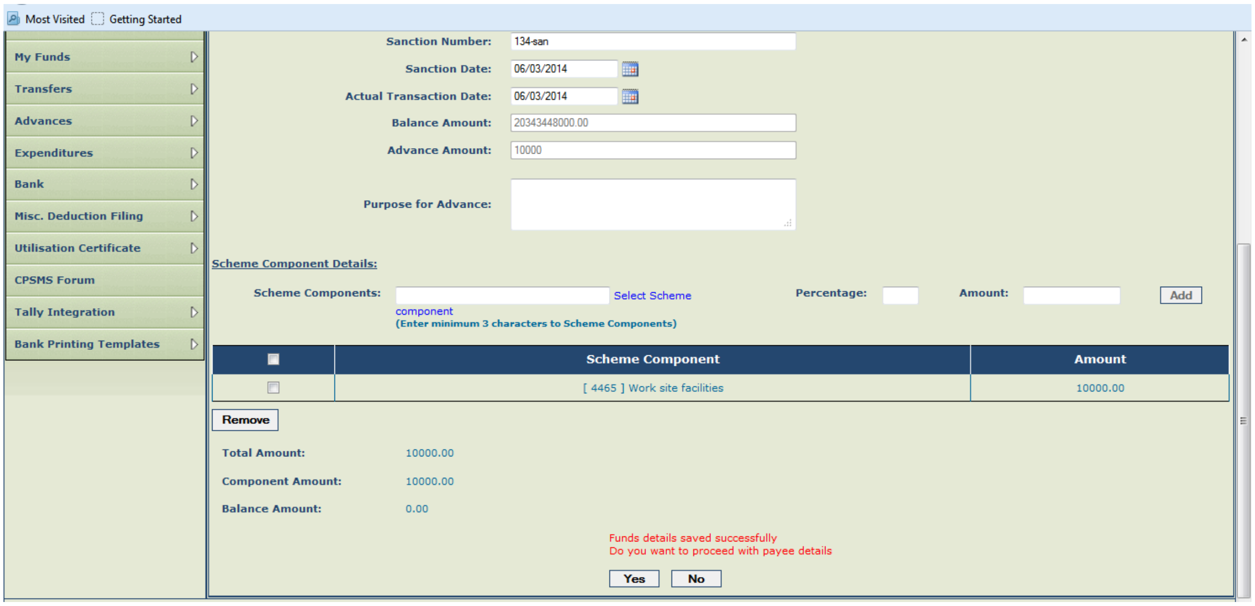



*Figure 59 Deduction like TDS from payment*

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.

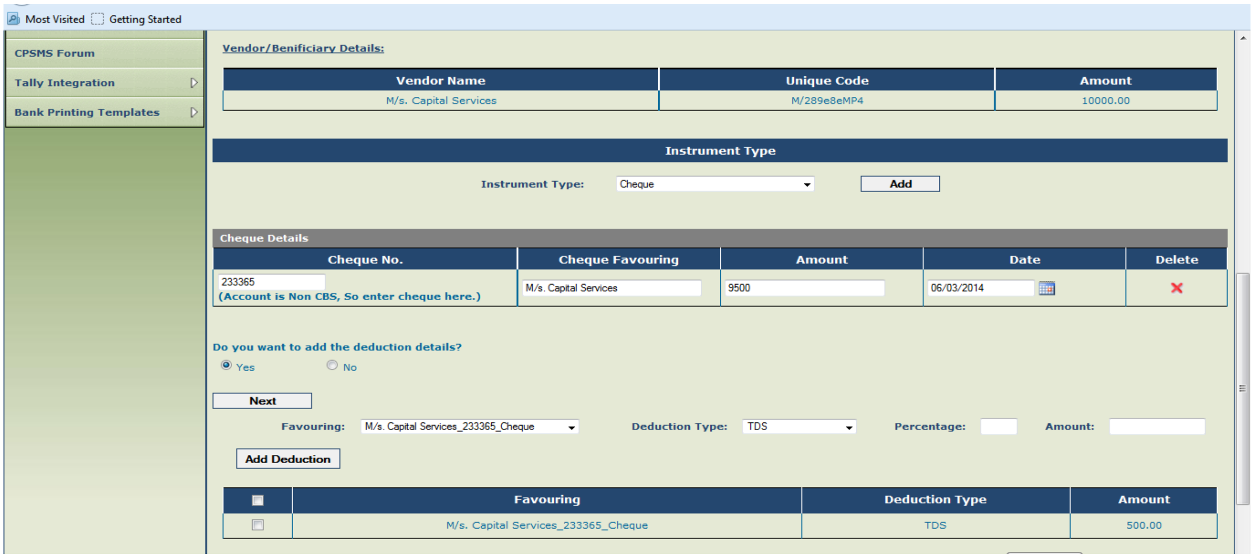



*Figure 60 confirm to complete payee details*

Verify the details and submit for approval of advance payment.

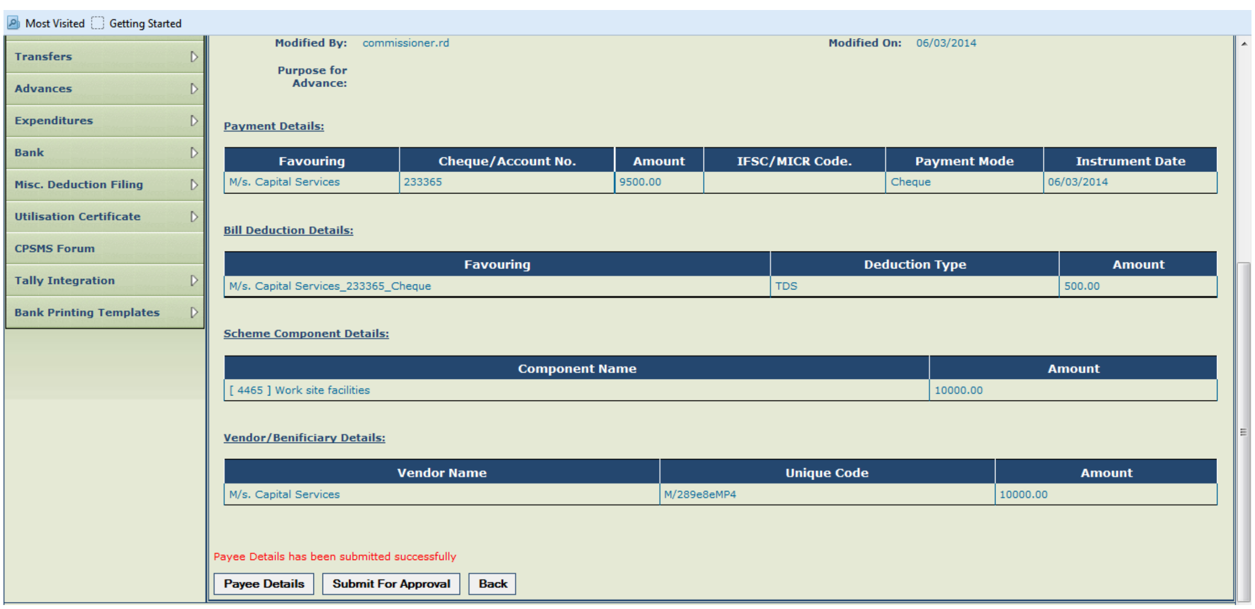



*Figure 61 submit for approval*

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

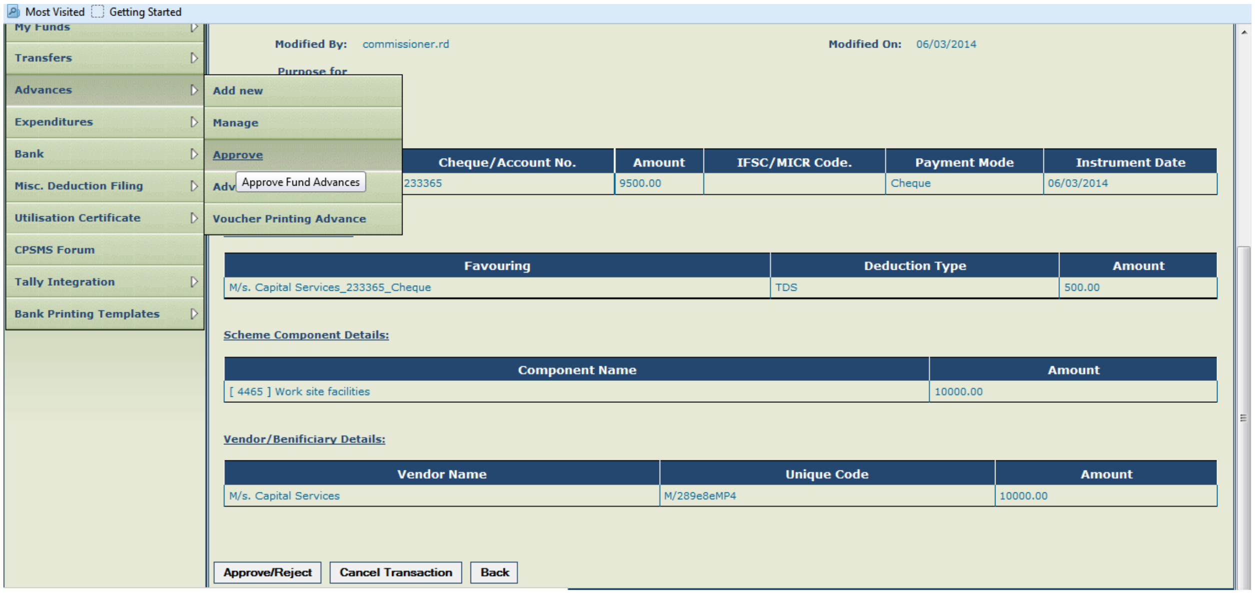



*Figure 62 approve the advance*

### 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.

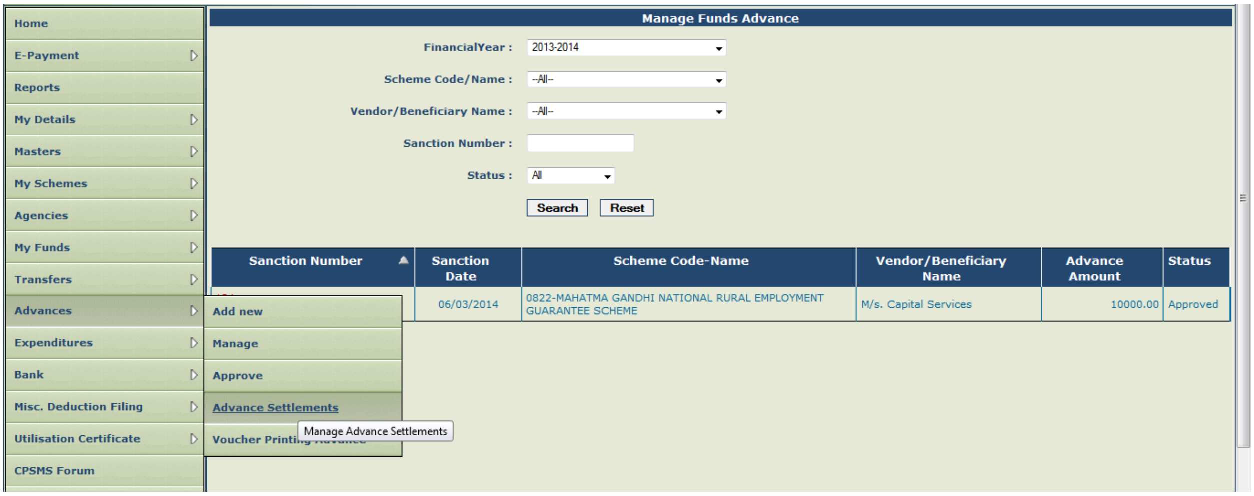



*Figure 63 Advance Settlement*

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


*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

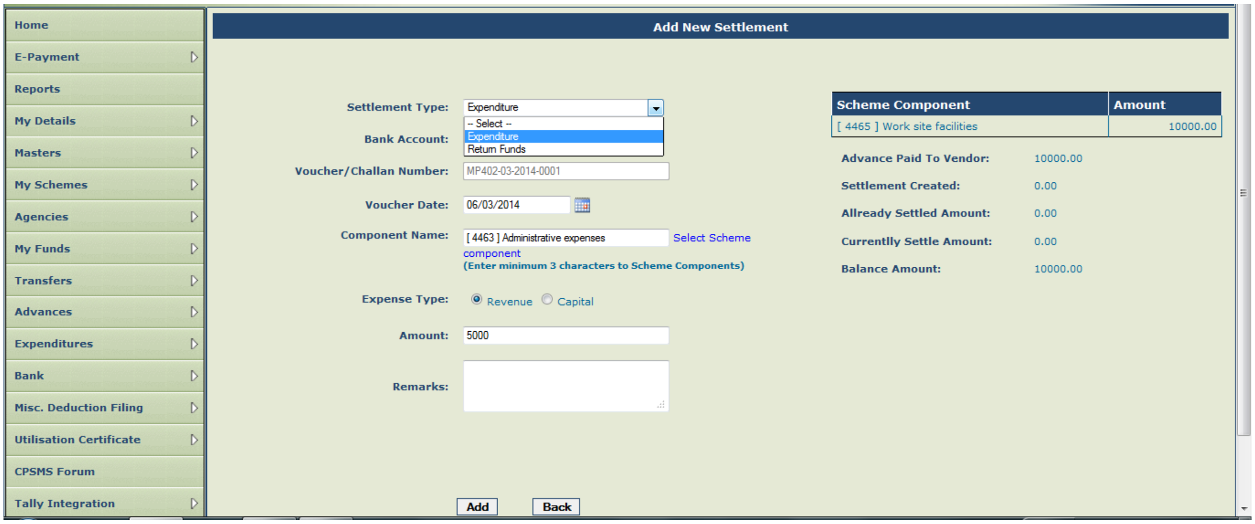


*Figure 65 advance settlement details*

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

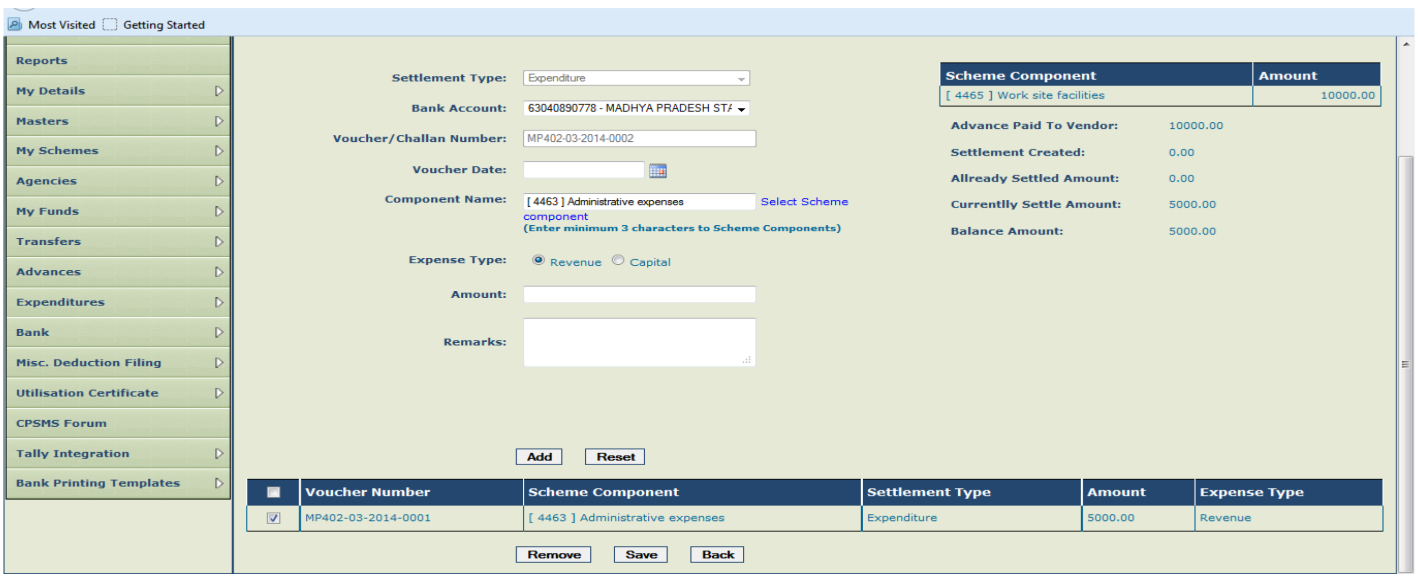


*Figure 66 save the details*

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

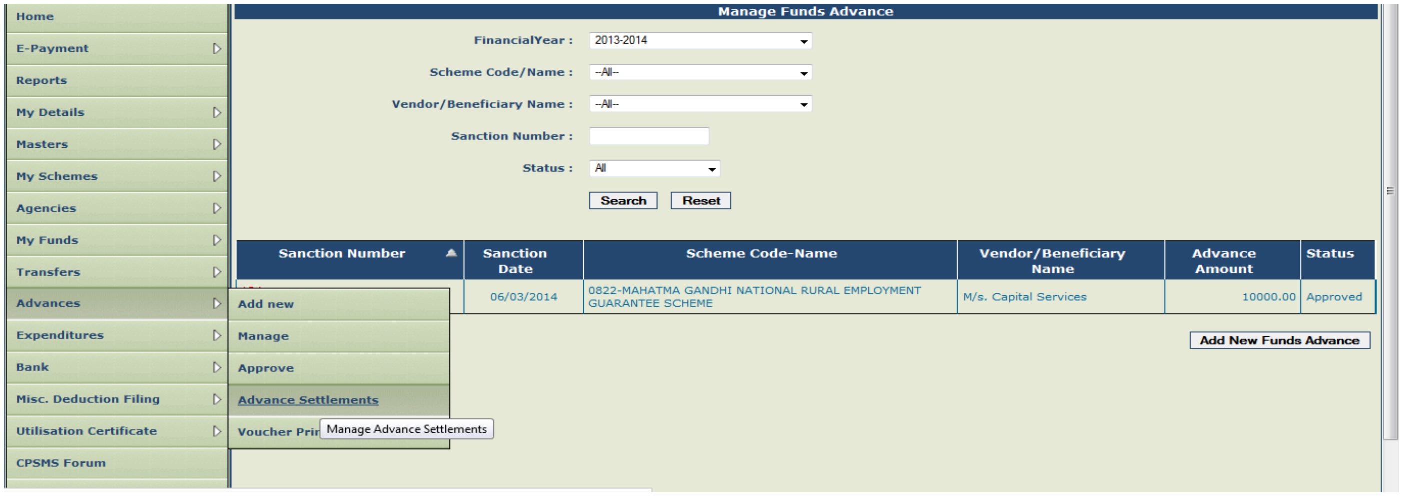



*Figure 67 submitting the settlement amount entered for approval*

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.

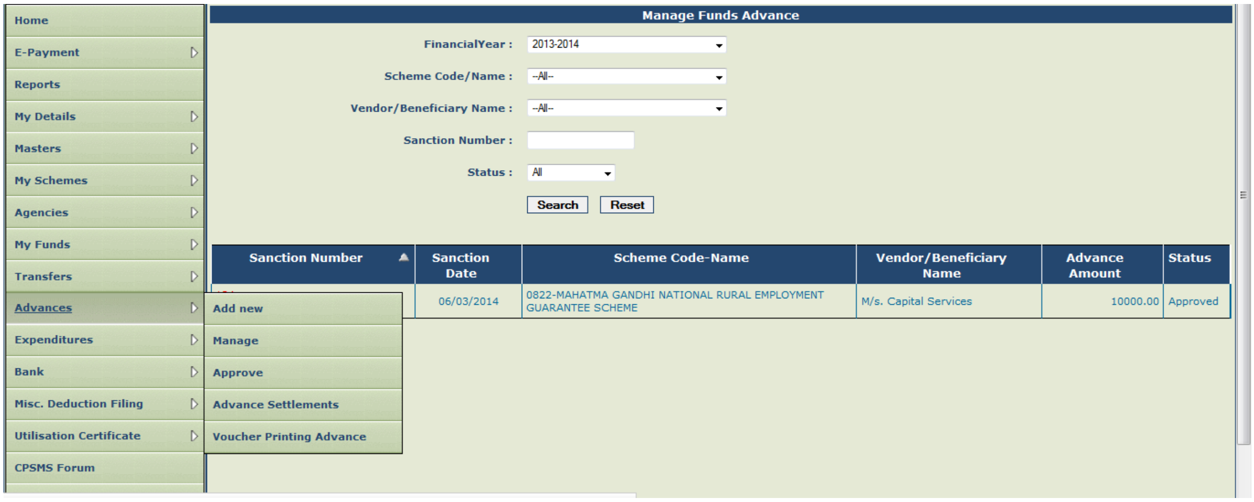



*Figure 69 open Advance Settlement Approval page*

Select the check box and approve the settlement amount.


*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. Incase 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.

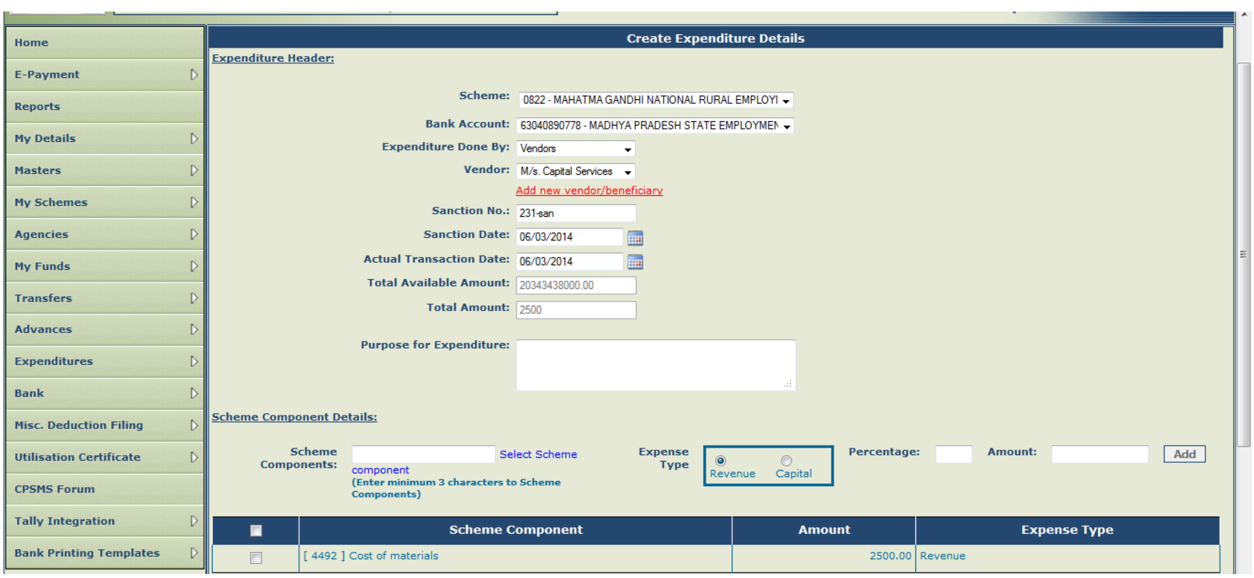



*Figure 71 expenditure voucher details*

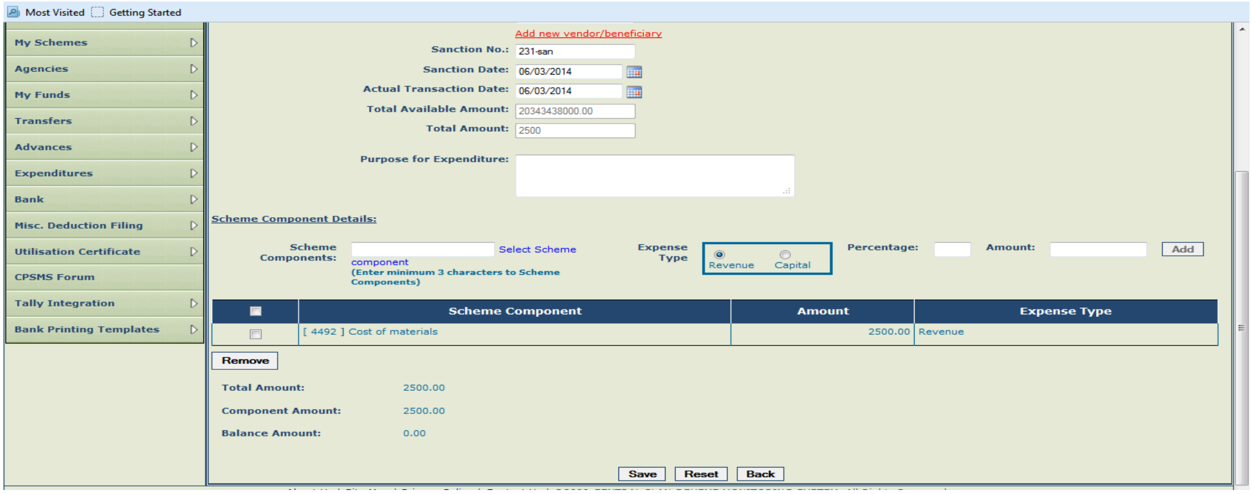


Figure 72 approval of the expenditure

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'

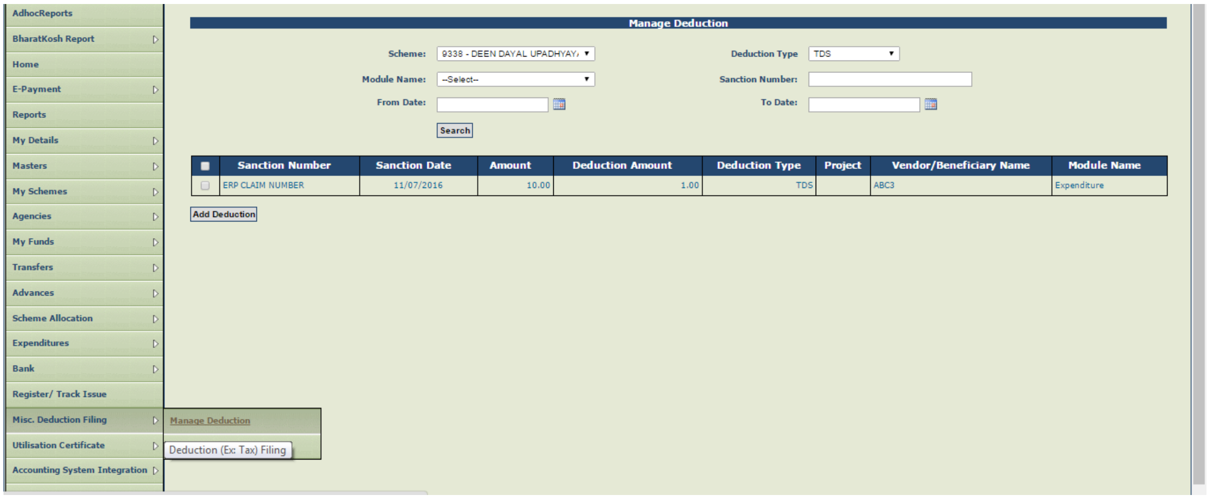


Figure 73 deductions made from Advance/Expenditure bill

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.

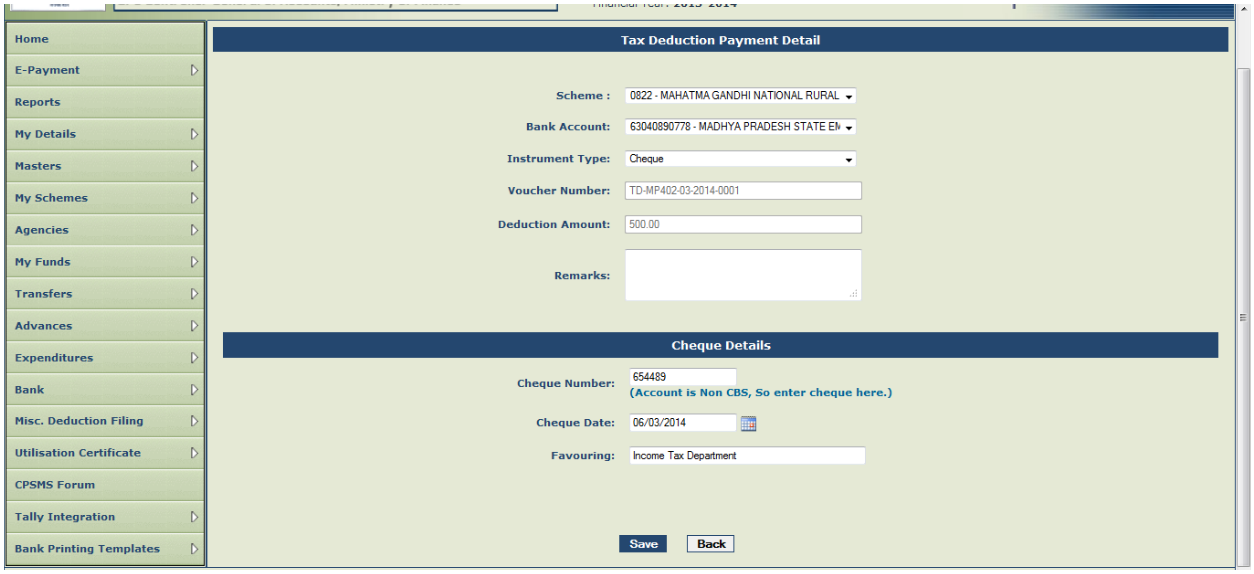



*Figure 74 payment of deducted amount*

## 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.

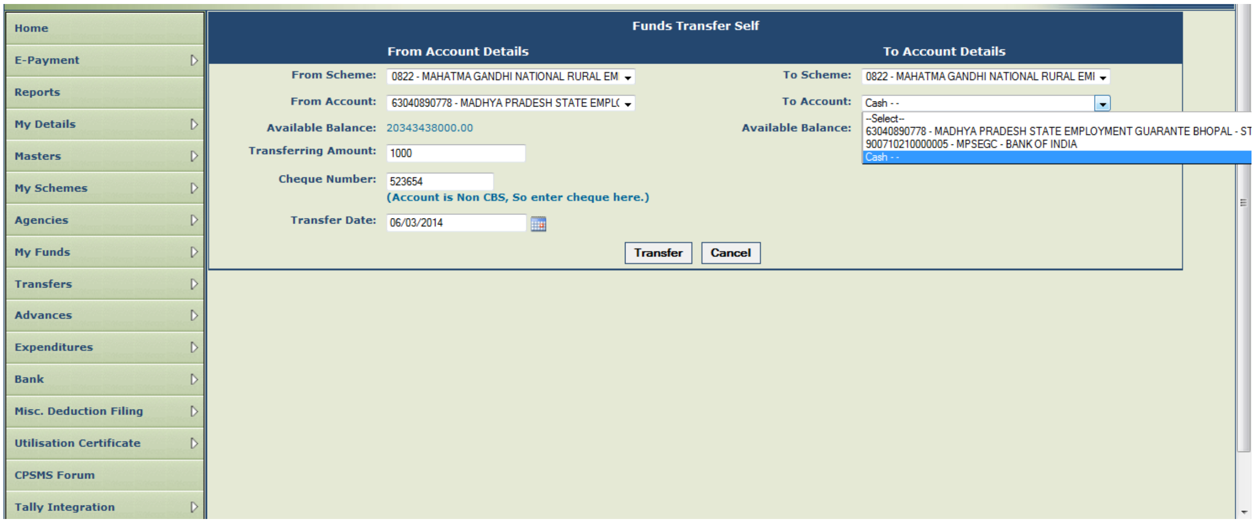



*Figure 75 Inter Bank Transfer*

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

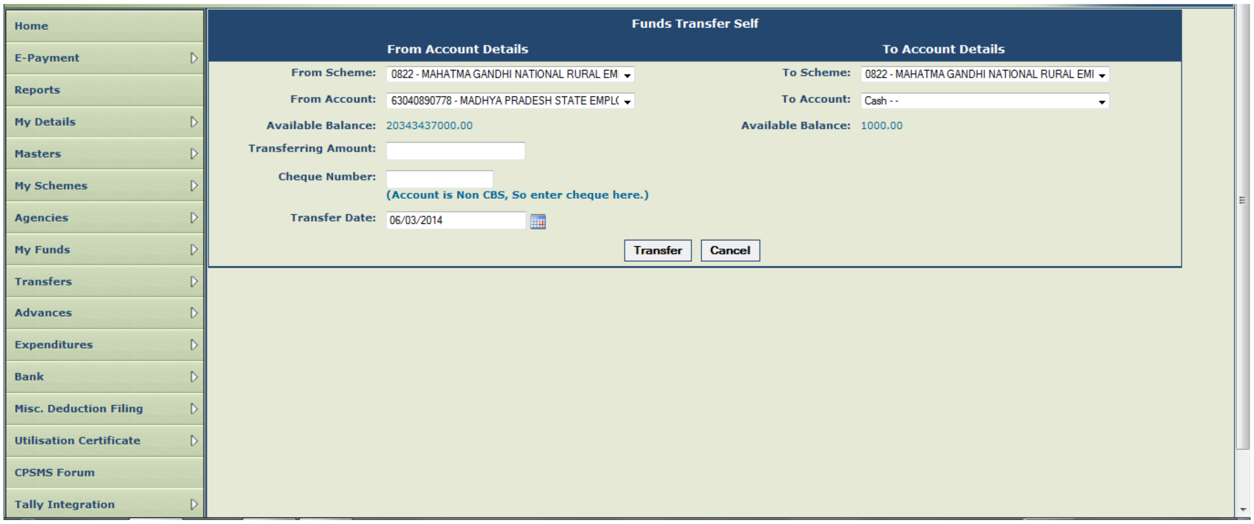



*Figure 76 Inter Bank Transfer Details*