JUNAGADH AGRICULTURAL UNIVERSITY

PUBLIC FINANCIAL MANAGEMENT SYSTEM
(EARLIER KNOWN AS CPSMS)

What is PFMS?

- PFMS is a Central Sector Scheme of GoI being implemented by O/o the CGA through a web based application

- The scheme aims at establishing a suitable on-line MIS and DSS for the Plan Schemes

- The system registers implementing agencies and facilitates budget allocation, sanction, bill generation, fund disbursements, accounting, reconciliation, E-payments and beneficiaries' management both at central and sub-state level

Features of PFMS

- Serves all CSS, Central Sector Schemes, non-plan Schemes & States Schemes
- On-line advices to RBI and transfer of funds to SPVs
- Integrated with treasuries
- Can generates UCs
- Single platform for Funds tracking, MIS, DSS, E-payment, DBT and Accounting
- Financial progress is as per banks, no manipulation
- Integrated with banks and post offices
- Payment can happen from any level of scheme hierarchy
- Can be integrated with any outside departmental systems
- Can functions as a Scheme, Budget & Funds Management System

Modules of PFMS

1. **Agency Registration module**

2. **Funds Management (Receive, Transfer, Advances, refunds)**

3. **Expenditure Filing**

4. **E-Payment(Child agencies, Vendors, Suppliers, Beneficiaries)**

5. **Payment Engine for DBT**

6. **Reports (Releases, Expenditure, Monitoring, E-Payment, DBT)**

7. **Supporting sub-modules (Users Creation, Bulk Customization, Budget Allocation, UC Generation, Deductions recognition, Scheme/Bank/Component addition, Agency editing & mapping)**

8. **External Integrated Systems**

SCHEME CODE

Scheme Details>Scheme Listing

SCHEME COMPONENTS

My Scheme>View Components. Select Scheme.

Create Users (Maker/Approver) (By Data Admin)

- **Go to Masters>Users>Add New.**
- **Select Maker (DA) and Approver1 (FAO)**
- **Address and Phone Number and Mobile Phone**
- **Email should be valid and in use**
- **Assign User ID.**
- **Can see the Users in Manage Users in Masters by Data Admin**

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

On clicking the Add New Button, the Registration window will open. Select appropriate type of User from the list as shown below

Select appropriate type of User (Example: Select type Agency Data Operator in case of operator or Select type Agency Data Approver in case of Approver).

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.

Upon entering all 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.

Agency User Details

https://pfms.nic.in/ImplementingAgency/Users/AgencyUserDetails.aspx?msg=a&id=L   90%   Search

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

Welcome:
User Type: **AGENCYADM**
Agency: **ICAR-ATARI, BANGALORE**
Financial Year: **2017-2018**

[KABN00002107] Logout
Change Password

AdhocReports

BharatKosh Reports

Home

E-Payment

Health Module

Reports

My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Advances

Scheme Allocation

Expenditures

Bank

Register/ Track Issue

Misc. Deduction Filing

Utilisation Certificate

Agency Users Mapping

Record saved successfully, your password has be sent on your email address

Login Id:	vinodatarib
User Type:	Agency Data Operator
First Name:	VINOD
Last Name:	KUMAR N
Phone:	23410614
Mobile:	9620021223
Email:	vinunicewise@gmail.com
Status:	Enabled
Created By:	KABN00002107
Created Time:	16/09/2017
Modified By:	
Change Scheme(s):	All
Change Location(s):	All

[Edit]   [Disable]   [Reset Password]   [Back]

Mozilla Firefox seems slow... to... start.   [Learn How to Speed It Up] [Don't Tell Me Again]

start   Search results - math...   Microsoft PowerPoint ...   Microsoft Excel   Agency User Details -...   1:27 PM

Bank Account Activation E-Payment

https://pfms.nic.in/Administration/AccountValidation/AccountActivation.aspx

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

Welcome: ICAR ATARI
User Type: AGENCYADM
Agency: ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE, PUNE
Financial Year: 2017-2018

[ATARIPUNE] Logout
Change Password

AdhocReports
BharatKosh Reports
Home
E-Payment
Health Module
Reports
My Details
Masters
My Schemes
Agencies
My Funds
Transfers
Advances
Scheme Allocation
Expenditures
Bank
Register/ Track Issue
Misc. Deduction Filing
Utilisation Certificate
Accounting System
Bank Printing Templates

Activation of bank account

Scheme: *   Select Scheme

Account Number :

Search

Account status for Activation Approval

Account Number	Status	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Created On	Account Activation Type	Effective From
35785658659	Activated	MHPU00014544-ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE, PUNE-ICAR UNIT A/C ATARI ZONE VIII PUNE	11/08/2017	EPaymentUsingPrintAdvice	11/08/2017
35785658659	Activated	MHPU00014544-ICAR-AGRICULTURAL TECHNOLOGY APPLICATION RESEARCH INSTITUTE, PUNE-ICAR UNIT A/C ATARI ZONE VIII PUNE	11/08/2017	EPaymentUsingPrintAdvice	11/08/2017

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Create New Vendor
Go to Masters>Vendors>Add New

Select appropriate type for the vendor registration (Example: Select type personal in case of employees, firms, individuals **or** Select type Govt. Official – Imprest Advance in case of DDO.

Deptt. Officer for BSNL, Water Supplying Body, Elec. Board).

Fill the data of employees (Mobile Phone, PAN Number etc.), firms (TIN Number etc).

Fill the Bank details and click on Add Bank Details button to add the details. <u>No Bank details for DDO, Deptt. User.</u>

Can see the details of all the created Users (Manage Users in Masters)

Select Type and enter all Mandatory fields and Bank Details and Save to create New Vendor. Bank Account Validation before vendor is available for selection.

Create Vendor

Type:	Personal ▼	**Name:**	Mukesh Tripathi
Date of Birth (DD/MM/YYYY):	01/09/1970 📅	**Father/Husband Name:**	
Aadhaar Number:	▮▮▮▮445		
PAN Number:	▮▮▮▮▮▮▮▮▮		
Address1:	ICAR-ATARI ZONE-II	**Adress2:**	CAZRI CAMPUS
City:	JODHPUR	**Address3:**	
Country:	INDIA ▼	**State:**	CENTRAL AGENCY ▼
District:	CENTRAL AGENCY ▼	**Pin Code:**	342005
Mobile No:	▮▮▮▮▮▮▮▮▮▮ ☐ Not Available	**Phone No:**	▮▮▮▮▮▮▮▮▮
Email:	▮▮▮▮▮▮▮▮▮▮▮▮▮▮		

Bank Details

Bank Name: STATE BANK OF INDIA (Y)   Select Bank
(Enter minimum 4 characters to search Bank)

AccountA/c number should between 11 to 17 digit numeric value only and for 11 digit account 1st left value is 1/2/3/5/6/7. In case of Rule12-17 digit account starting 6 digit(s) should be padding with 0 and 7th digit value is 1/2/3/5/6/7

Account No: ▮▮▮▮▮▮▮

[ADD BANK DETAILS]

[Save] [Reset] [Back]

Click on Save button to save the record

AdhocReports
BharatKosh Reports
Home
E-Payment
Health Module
Reports
My Details
Masters
My Schemes
Agencies
My Funds
Transfers
Advances
Scheme Allocation
Expenditures
Bank
Register/ Track Issue
Misc. Deduction Filing
Utilisation Certificate

ENG US   6:44 PM   9/15/2017

If the vendor with the same name is already exist in the PFMS system, then it will show the following window with the message that "Following Vendor/Beneficiary already exist click on name to see more detail".
If the Vendor/Beneficiary created by you is the same one from the existing list then you can choose from the list otherwise click on Yes button for creating new vendor/beneficiary in the PFMS system.

After clicking on the Yes button, a message will appear "Vendor/beneficiary added successfully. Please note the Unique Code for registered vender for future use - xxxxxxxxxxxxx" as shown in the following screen.

Vendor Creation
Before Vendor Creation Select 'Master>Vendor>Manage' to check whether the Vendor already exist

Please check search criteria by clicking dropdown and search/check dropdown

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

Objective of Expenditure Filing

➢ **Tracking of flow of funds from Centre to the lowest level of implementation.**

➢ **Online information on bank balances to facilitate "Just in time" provision of funds to implementing agencies.**

➢ **Real time data on fund utilization : bank reconciled & transaction based**

➢ **Decision Support System (DSS) for all levels of program administration**

➢ **Enhance transparency & accountability in public expenditure.**

➢ **Dissemination of financial information to citizens.**

Steps involved in Expenditure Filing

1. Log in to PFMS with log in and password

2. Create Maker and Checker

3. Entering of Opening Balance as per Cash Book

4. Receipts of funds from different sources.

5. Transfer of fund to other agencies

6. Advances to venders, beneficiaries & staff

7. Expenditure incurred by self or third party.

EXPENDITURE FILING MODULES

Expenditure Filing Contains the following Modules/Menus:-

1. **My Fund**

2. **Transfer**

3. **Advance**

4. **Expenditure**

5. **Bank**

6. **Misc.Deduction**

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. Opening Balance

How to enter Opening Balance?

Go to " My Fund" - Opening Balance

Click on Opening Balance

Add Opening Balance.

Select Scheme, Bank Account,

Enter Opening balance amount,

Date of opening balance

OB can be entered component-wise or bulk.

Opening Balance Contd….

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.

Opening Balance Contd….

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.

Select Opening Balance from My Fund Menu

Click on Add Opening Balance Button
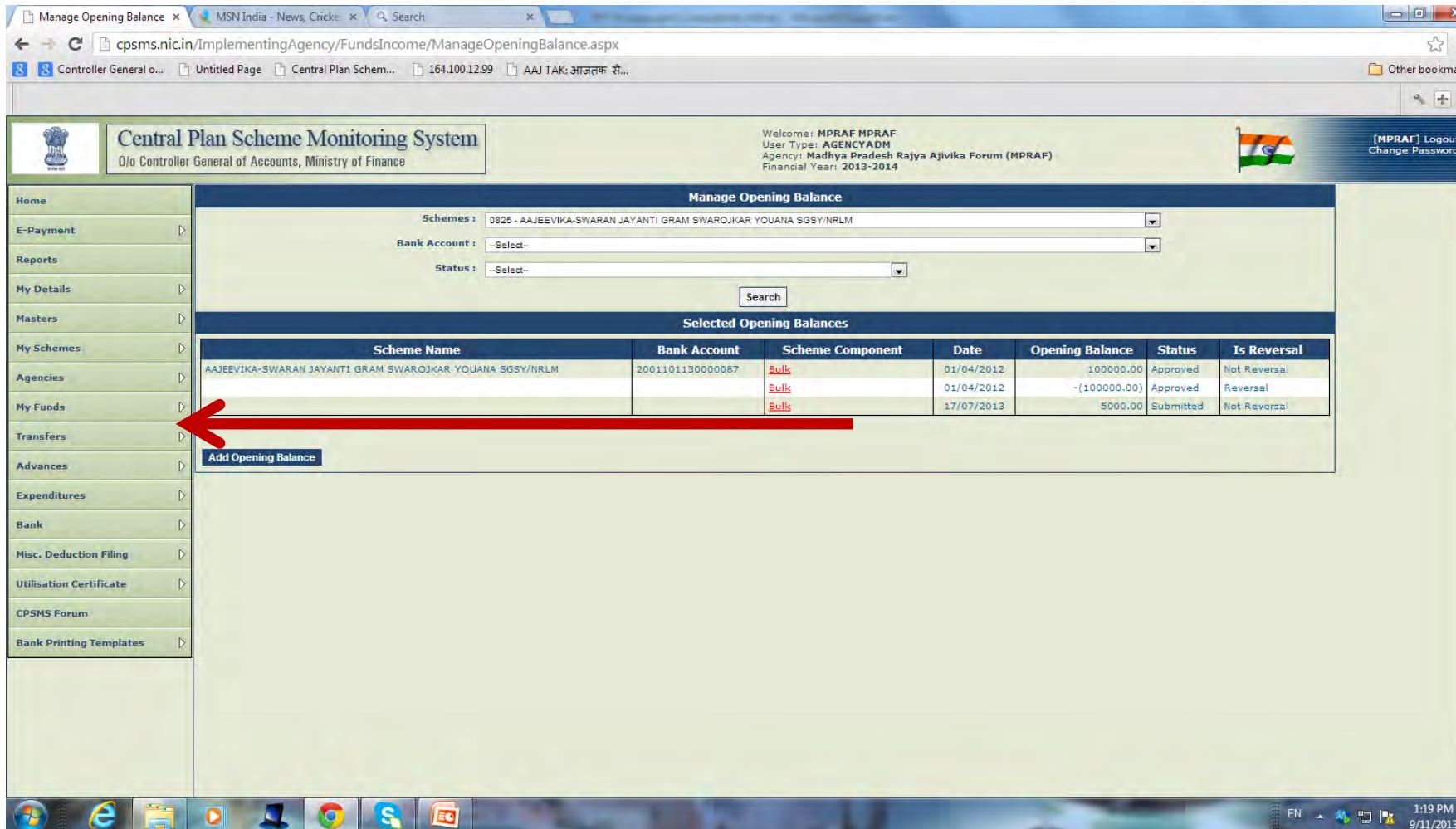
Enter the details in relevant fields and Save

Message "Opening balance saved successfully" will appear

For approval of balance, go to My Fund> Opening Balance. Click on scheme component

Click on component and approve

Record (OB) saved successfully

2. Receipt of Funds

- **Funds are received by the agency from different sources such as :**
  - **Central Government**
  - **Other Agency such as State Society, District Agency, etc**
  - **Returned by other agencies**
  - **State Government**
  - **Interest Income**
  - **Income from other sources MINISTRY**

Select Received from My Fund Menu and click on Sanction Number

Details of fund released by GOI will be shown

RECEIPT FROM STATE GOVT.

- **Go to My Fund, click on Receipt from State Govt. and fill up Sanction No. Date, and Amount (State share of scheme) and click on Save button.**

Select Received from State Govt. from My Fund Menu

Enter details and save

The transaction has been saved successfully with voucher number

INTEREST INCOME

If any Interest is earned on the amount lying in Bank Account, you have to add Interest income as on the date you earned the interest (My Funds>Interest Income)

Select Interest Income from My Fund Menu

Enter Interest received details and Save

INVESTMENT DETAILS

If you have invested any amount in any Investment/FD/Equity, you have to show the investment details (My Funds>Investment Details).

Select Investment details from My Fund Menu

Enter details and Save

INCOME FROM OTHER SOURCES

If you have earned any Income from other sources, you have to mention the amount of income (My Funds>Income from Other Sources)

Select Income from Other Sources from My Fund

Enter Details and Save

3. Transfer of Funds

Funds can be transferred to an agency through the PFMS portal.

State Level Agency can transfer fund to the lower level agencies through PFMS if all the child agencies are registered through the parent agency(for automatic mapping)

Agencies can create a Bulk Customization Master for transferring fund to multiple agencies at same level.

TRANSFER TO SINGLE AGENCY

Single Payment method. Under which a single agency can be chosen for payment.

Bill Creation by Operator (Creator):

a) Transfer> Add New> Select the Scheme

b) Complete all the fill ups

c) Select the Transaction type- Bulk

d) Select the Agency by clicking on "select agency",

e) It will reach the Approver A/C to ACCEPT OR REJECT. **Download the PPA, sign and send to Bank.**

BULK CUSTOMIZATION USING EXCEL FILE

Masters>Bulk Customization>Bulk Customization Using Excel File. Download second excel file from the download option. E.g. NIANP to ATARI for salary

Unique Agency Code	Receiving Agency Name	Account Number	IFSC Code	Component Code	Amount	Remarks	Action Type
KABN00002107	ATARI	3000000000	SBIN0000	B	100000	GIA- Salary	A

To know the Component Code: My Scheme>View Components.
A-Capital, B-Salary, C-General

UPLOAD THE CUSTOMIZED EXCEL FILE

Master>Bulk Customization>Bulk customization Using Excel

Select Scheme from which the funds are to be transferred

Select Template - Excel based customization transfer

Select the Excel File. By clicking on Browse button

Type the Customization Name as per transfer

Select the module Transfer

Select the payment Module - EpaymentUsingPrintAdvice'

Select the Transaction Type - Bulk Mode

MAKING EXPENDITURE OF UPLOADED CUSTOMIZED EXCEL FILE

Transfers>Add New

Select the scheme from which Funds are to be transferred.

The customization Name which are already created will appear on the right side.

Click on The Customization Name from which funds are to be transferred

Select The Bank Account

Type the Letter/ office order No.

Complete the fill ups and submit

APPROVING EXPENDITURE OF UPLOADED CUSTOMIZED EXCEL FILE BY APPROVER

Transfers>Bulk Transfer

APPROVE OR REJECT. Download the PPA, sign and send to Bank.

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 need 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 next slide**.** Click on the button "Payee Details" for adding the payee details.

4. Advance Payment

- **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 the advance is settled**

ADVANCE PAYMENT TO VENDOR/CONTRACTOR

Select Add New from Advances Menu.

Enter Advance details (Advances>Add New).
Select Scheme, and Bank Account.
Select the beneficiary/vendor.

Select the component of advance 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 Column has to be entered.

ADVANCE PAYMENT TO VENDOR/CONTRACTOR.

ADVANCE PAYMENT TO VENDOR/CONTRACTOR

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

Click 'Yes' to Enter payee details as explained in Transfer Module.

ADVANCE PAYMENT TO VENDOR/CONTRACTOR

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.

Verify the details and submit for approval of advance payment. After entering details of advance payment to Vendor, message "payee details has been submitted successfully" will appear.

APPROVAL OF ADVANCE

The Approver will log in and approve the advance (Advances>Approve) by clicking on the sanction number and verifying the details entered by operator.
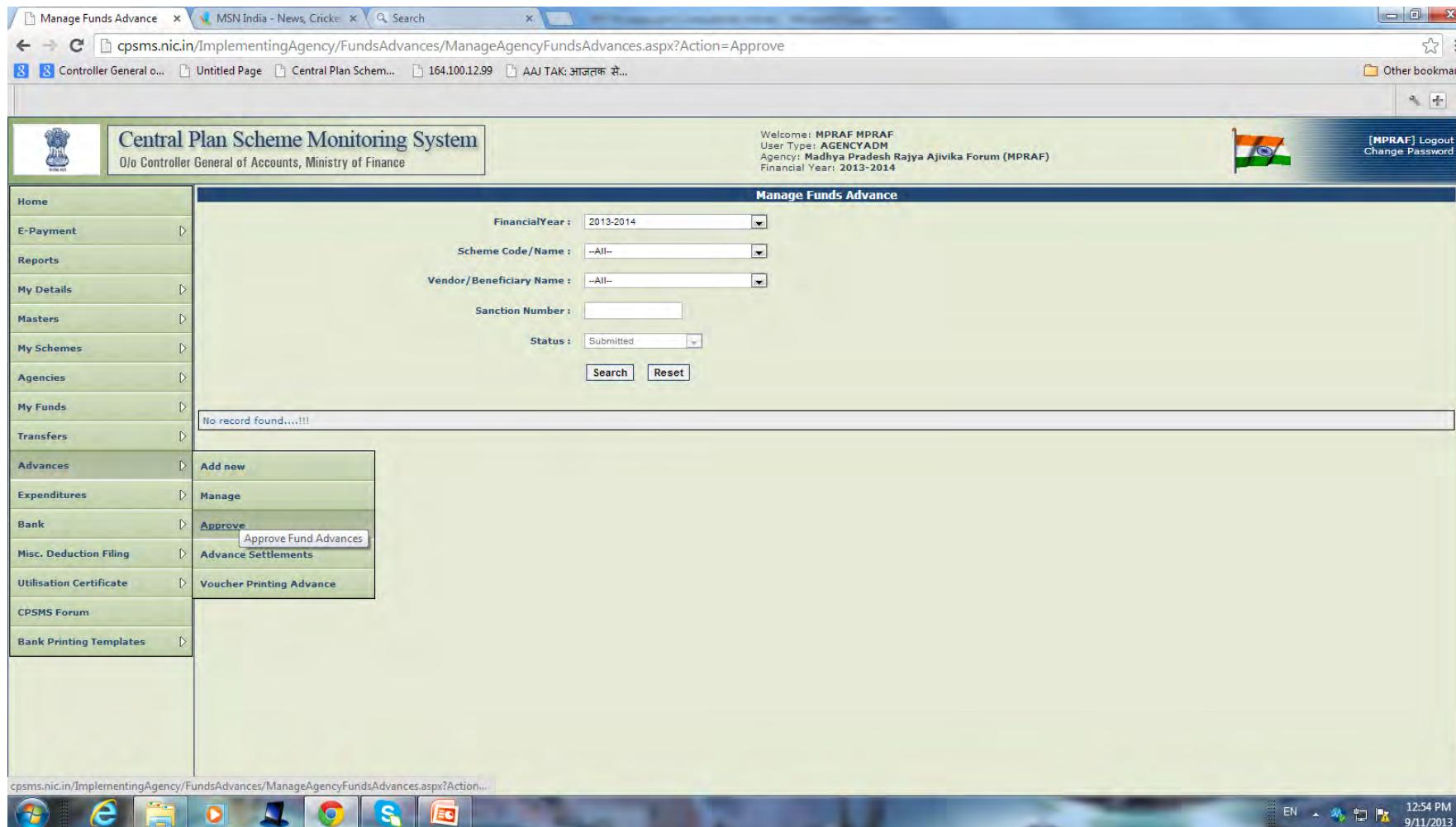
SETTLEMENT OF ADVANCE

For settlement of Advance paid, the Operator will log in and go to Advances>Advance Settlement. All outstanding advances will appear

SETTLEMENT OF ADVANCE

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

Home	
E-Payment ▷	**Advance Settlement**
Reports	
My Details ▷	Scheme Code/Name: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
Masters ▷	Bank Account Number: 63040890778
My Schemes ▷	Vendor/Beneficiary Name: M/s. Capital Services
Agencies ▷	Order Number: 134-san
My Funds ▷	Order Date: 06/03/2014
Transfers ▷	Advance Status: Approved
Advances ▷	Total Advance Amount: 10000.00
Expenditures ▷	Advance Paid To Vendor: 10000.00
Bank ▷	Total Paid Amount: 9500.00
Misc. Deduction Filing ▷	Total Deduction Amount: 500.00
Utilisation Certificate ▷	Already Settled Amount:
CPSMS Forum	
Tally Integration ▷	Add New Settlement Submit For Approval Cancel Settlement Approve/Reject Back

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

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

Home					
E-Payment	▷				
Reports					
My Details	▷				
Masters	▷				
My Schemes	▷				
Agencies	▷				
My Funds	▷				
Transfers	▷				

Manage Funds Advance

FinancialYear : 2013-2014 ▼

Scheme Code/Name : --All-- ▼

Vendor/Beneficiary Name : --All-- ▼

Sanction Number : [   ]

Status : All ▼

[Search] [Reset]

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

Advances ▷ — Add new

Expenditures ▷ — Manage

Bank ▷ — Approve

Misc. Deduction Filing ▷ — Advance Settlements

Utilisation Certificate ▷ — Voucher Prin Manage Advance Settlements

CPSMS Forum

[Add New Funds Advance]

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

Most Visited | Getting Started

- 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 ▷
- Bank Printing Templates ▷

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:	0.00

☐	Voucher Number	Component Name	Settlement Type	Amount	Status
☑	MP402-03-2014-0001	Administrative expenses	Expenditure	5000.00	Created
			Grand Total	5000.00	

[Add New Settlement] [Submit For Approval] [Cancel Settlement] [Approve/Reject] [Back]

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

Home	**Manage Funds Advance**
E-Payment ▷	FinancialYear : 2013-2014 ▾
Reports	Scheme Code/Name : --All-- ▾
My Details ▷	Vendor/Beneficiary Name : --All-- ▾
Masters ▷	Sanction Number : [ ]
My Schemes ▷	Status : All ▾
Agencies ▷	Search Reset

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

Left menu (continued):
- My Funds ▷
- Transfers ▷
- Advances ▷
  - Add new
  - Manage
  - Approve
  - Advance Settlements
  - Voucher Printing Advance
- Expenditures ▷
- Bank ▷
- Misc. Deduction Filing ▷
- Utilisation Certificate ▷
- CPSMS Forum

Select the check box and approve the settlement amount

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:	0.00

☐	Voucher Number	Component Name	Settlement Type	Amount	Status
☑	MP402-03-2014-0001	Administrative expenses	Expenditure	5000.00	Submitted
			Grand Total	**5000.00**	

Navigation menu: 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 | Bank Printing Templates

Buttons: Add New Settlement | Submit For Approval | Cancel Settlement | Approve/Reject | Back

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.

5. 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.

EXPENDITURE

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.

EXPENDITURE

Home		
E-Payment ▷		
Reports		
My Details ▷		
Masters ▷		
My Schemes ▷		
Agencies ▷		
My Funds ▷		
Transfers ▷		
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Bank ▷		
Misc. Deduction Filing ▷		
Utilisation Certificate ▷		
CPSMS Forum		
Tally Integration ▷		
Bank Printing Templates ▷		

Create Expenditure Details

Expenditure Header:

Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYI ▼

Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMEN ▼

Expenditure Done By: Vendors ▼

Vendor: M/s. Capital Services ▼
Add new vendor/beneficiary

Sanction No.: 231-san

Sanction Date: 06/03/2014

Actual Transaction Date: 06/03/2014

Total Available Amount: 20343438000.00

Total Amount: 2500

Purpose for Expenditure:

Scheme Component Details:

Scheme Components: [_____] Select Scheme component
(Enter minimum 3 characters to Scheme Components)

Expense Type: ⦿ Revenue ◯ Capital

Percentage: [____] Amount: [_____] [Add]

☐	Scheme Component	Amount	Expense Type
☐	[4492] Cost of materials	2500.00	Revenue

EXPENDITURE
Select Add New From Expenditure Menu

Click on customization name and name will be depicted below:-

Fill Expenditure Details and Click Yes for entering Payee details.

Add Payee Details by select appropriate instrument

Enter Cheque No. Favouring, Amount, Date etc. and confirm

Select Yes for entering Deductions

Select the Type of Deduction/s and confirm

Submit for Approval.

Sanction Number: 5694   Sanction Date: 20/03/2013

Account Number: 200110113000087   Agency Name In Bank: MPSRLM

Plan Scheme: 0825-AAJIVIKA   Bank name:

Status: Created   Remarks:

Amount: 100.00

Created By: MPRAF123   Created On: 11/09/2013

Modified By: MPRAF123   Modified On: 11/09/2013

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date
MPSRLM	1234	90.00		Cheque	21/03/2013

Bill Deduction Details:

Favouring	Deduction Type	Amount
MPSRLM_1234_Cheque	withheldamount	10.00

Scheme Component Details:

Component Name	Amount
[1518] NRLM	10.00
[1519] NRLP	80.00
[1514] SGSY	10.00

Payee details has been confirmed successfully

[Payee Details] [Submit For Approval] [Back]

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EXPENDITURE BY APPROVER

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

APPROVAL OF EXPENDITURE

Approver will Log in and Approve Transaction.

Sanction Number: 5694	Sanction Date: 20/03/2013
Account Number: 200110113000087	Agency Name In Bank: MPSRLM
Plan Scheme: 0825-AAJIVIKA	Bank name:
Status: Created	Remarks:
Amount: 100.00	
Created By: MPRAF123	Created On: 11/09/2013
Modified By: MPRAF123	Modified On: 11/09/2013

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date
MPSRLM	1234	90.00		Cheque	21/03/2013

Bill Deduction Details:

Favouring	Deduction Type	Amount
MPSRLM_1234_Cheque	withheldamount	10.00

Scheme Component Details:

Component Name	Amount
[1518] NRLM	10.00
[1519] NRLP	80.00
[1514] SGSY	10.00

Expenditure has been Submitted successfully

[Payee Details] [Approve/Reject] [Cancel Transaction] [Back]

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← → C | 164.100.12.99/ImplementingAgency/FundsExpenditure/AgencyFundsExpenditureDetails.aspx?eid=7bsFCJQuxNs=&msg=y

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Sanction Number:
Account Number:
Plan Scheme:
Status: Created
Amount:
Created By:
Modified By:

Sanction Date:
Agency Name In Bank:
Bank name:
Remarks:
Created On:
Modified On:

Payment Details:

Favouring	Cheque/Ac...		Instrument Type	Instrument Date
MPSRLM	123-		Cheque	

Bill Deduction Details:

Favouri...		...uction Type	Amount

Scheme Component Details:

Component Name	Amount

Payee Details | Approve/Reject | Cancel Transaction | Back

Remarks

Please Enter Remark

Approve | Reject | Cancel

EN 3:20 PM 9/11/2013

Agency Funds Expenditur... ×

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Sanction Number: 5694		**Sanction Date:** 20/03/2013	
Account Number: 200110113000087		**Agency Name In Bank:** MPSRLM	
Plan Scheme: 0825-AAJIVIKA		**Bank name:**	
Status: Created		**Remarks:**	
Amount: 100.00			
Created By: MPRAF123		**Created On:** 11/09/2013	
Modified By: MPRAF123		**Modified On:** 11/09/2013	

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code	Instrument Type	Instrument Date
MPSRLM	1234	90.00		Cheque	21/03/2013

Bill Deduction Details:

Favouring	Deduction Type	Amount
MPSRLM_1234_Cheque	withheldamount	10.00

Scheme Component Details:

Component Name	Amount
[1518] NRLM	10.00
[1519] NRLP	80.00
[1514] SGSY	10.00

Expenditure has been Approved successfully

Back

EXPENDITURE----EDIT/MANAGE

VOUCHER PRINTING OF EXPENDITURE

INTER BANK TRANSFER

Bank Printing Template>Print Advice

Bank Name, Account Number, Advice Date, Remarks in brief

Process Flow for Salary Payment

Pre-requisites for Salary Payment

- **Registration of Employees with bank accounts**

- **Validation of bank account of employees from banks**

- **Preparation & uploading of employees file on PFMS with deductions and scheme components**

- **Ensuring availability of funds in Bank Account**

- **Activation of Bank Account for E-payment Mode**

Login as Maker>Register Employees

Downloading Bulk Customization Excel Sheet

Beneficiary file creation-mandatory fields

Data Fields description

Attribute Name	Description	Mandatory	Business Rule
Receing Party Code	It is for specifying Beneficiary Code or Vendor Code or Agency Unique Code depending upon the transactyion type.	Yes	To be ckecked with the Masters
Receiving Party Name	It is for specifying Beneficiary Name or Vendor Name or Agency Name depending upon the transactyion type.	No	Not to be checked with the masters
Transaction Code	It is Deduction Code. (Master to be maintained.)	Yes (In case of Deduction)	To be ckecked with the Masters
Transaction Key	It is linked with the Transaction Code. In case Transaction Code is for Income Tax, User needs to to add 'PAN NO.' and in case of CPF/EPF, PF no. to be provided etc. Applicable only for Fund Expenditure and Advances	Optional or Mandatory to be decided based on the Transaction	
Component Code	Component code to be used for crediting this amount. Applicable for Credits only i.e. Code 'GP'.	Mandatory if the Transaction Code is GP	To be ckecked with the Masters
Expense Type	Allowed values are 'R' for Revenue and 'C' for Capital. Applicable only for 'Expenditure' type transacntions.	Mandatory for Expenditure Type Transactions	
Amount	Amount		Amount should be > 0 and max amount limits to be applied for beneficiary payments based the limits defined for selected Scheme and beneficiary Type
Remarks			
Action Type	A' for Additon of Transaction, 'U' for Update and 'D' for deletion of Transaction	Optional for New Bulk Customization and mandatory for editing of Bulk Customization	For new bulk creation 'Value' should be 'A' if provided. For editing of bulk customization, allowed values are 'A', 'U' and 'D'.
Account Number	Account number will mandatory for Vendor and optional for Beneficiary	Mandatory if the Vendors has been uploaded	Account Number has been registered for uploaded Vendor or Beneficiary

Sheet1   **Instructions**   Transaction Code Master

Transaction codes and deductions

Transaction Type Master		
Transaction Code	Description	To be Deducted from Gross Payment
TDS	TDS	Y
ES	EducationCess	Y
SEC	Secondary & Higher Education C	Y
VAT	VAT	Y
WF	Welfare	Y
OTH	Others	Y
PSD	PerformanceSecurityDeposit	Y
SD	SecurityDeposit	Y
ST	ST	Y
RYT	Royalty	Y
MSC	Misc	Y
LC	LabourCess	Y
EOT	EOT	Y
RKB	RoyaltyKeepBack	Y
SCH	Surcharge	Y
PT	PT	Y
WC	WaterCharges	Y
WA	Withheldamount	Y
IT	IncomeTax	Y
LD	LiquidatedDamages	Y
PPF	PPF/PF	Y

Salary payment initiation:Expenditure/Add New/Click in file No.

Bulk Customization using Excel for Salary with Deduction

	Receiving Party Code	Receiving Party Name	Transaction Code	Transaction Key	Component Code	Expense Type	Amount	Remarks	Action Type	Account Number	Payment Method	NarrationForPassBook
2	VAMHBU00004581	Anil Tukaram Gabhane	GP		B	R	101549		A	11496515887	A	Salary for Dec 2017
3	VAMHBU00004581	Anil Tukaram Gabhane	GPF				21442			11496515887		Salary for Dec 2017
4	VAMHBU00004581	Anil Tukaram Gabhane	PTX				200			11496515887		Salary for Dec 2017
5	VAMHBU00004581	Anil Tukaram Gabhane	LIC				1937			11496515887		Salary for Dec 2017
6	VAMHBU00004581	Anil Tukaram Gabhane	LF				875			11496515887		Salary for Dec 2017
7	VAMHBU00004581	Anil Tukaram Gabhane	IT				8000			11496515887		Salary for Dec 2017
8	VAMHBU00004580	Shyamsundar Atmaram Borde	GP		B	R	84615		A	11496539115	A	Salary for Dec 2017
9	VAMHBU00004580	Shyamsundar Atmaram Borde	GPF				17737			11496539115		Salary for Dec 2017
10	VAMHBU00004580	Shyamsundar Atmaram Borde	PTX				200			11496539115		Salary for Dec 2017
11	VAMHBU00004580	Shyamsundar Atmaram Borde	LIC				4750			11496539115		Salary for Dec 2017
12	VAMHBU00004580	Shyamsundar Atmaram Borde	LF				500			11496539115		Salary for Dec 2017
13	VAMHBU00004580	Shyamsundar Atmaram Borde	IT				4000			11496539115		Salary for Dec 2017
14	VAMHBU00004579	Sanjay Madhukar Umale	GP		B	R	82246		A	11496530633	A	Salary for Dec 2017
15	VAMHBU00004579	Sanjay Madhukar Umale	GPF				17219			11496530633		Salary for Dec 2017
16	VAMHBU00004579	Sanjay Madhukar Umale	PTX				200			11496530633		Salary for Dec 2017
17	VAMHBU00004579	Sanjay Madhukar Umale	LIC				3829			11496530633		Salary for Dec 2017
18	VAMHBU00004579	Sanjay Madhukar Umale	LF				500			11496530633		Salary for Dec 2017
19	VAMHBU00004579	Sanjay Madhukar Umale	IT				4000			11496530633		Salary for Dec 2017
20	VAMHBU00004578	Vinod Shaligram Janotkar	GP		B	R	80465		A	30640050426	A	Salary for Dec 2017
21	VAMHBU00004578	Vinod Shaligram Janotkar	GPF				16229			30640050426		Salary for Dec 2017
22	VAMHBU00004578	Vinod Shaligram Janotkar	PTX				200			30640050426		Salary for Dec 2017
23	VAMHBU00004578	Vinod Shaligram Janotkar	LIC				2820			30640050426		Salary for Dec 2017
24	VAMHBU00004578	Vinod Shaligram Janotkar	IT				4000			30640050426		Salary for Dec 2017

Pre-processing verification of recipients/employees` file

Verification of Beneficiaries`/Recipients` file after pre-processing

Submission of file

Funds Expenditure Bulk Uploading Details

Record submitted successfully

Uploaded Office Order Letter:

| | 1 | of 1 | | | | Find | Next |

Expenditure Details

Letter/Office Order No:	Test-01	**Letter/Office Order Date:**	24-09-2015
Actual Transaction Date:	24-09-2015	**Scheme Name:**	NATIONAL HEALTH MISSION (9156)
Bank Account:	30305974714	**Project:**	
Expenditure Amount:	1,93,000.00	**Purpose of Expenditure:**	Salary Payment for August 15
Status:	Submitted	**Remark:**	Save

	Receiving Party Name	Payment Mode	Deduction Amount	Non Deductable Amount	Net Amount	Expenditure Amount	Component Details	
							Name	Amount
Receiving Vendors:	MANASI SWAIN	EPaymentUsingPrintAdvice	511.00	0.00	38,089.00	38,600.00	Non FRU SDH/ CHC	38,600.00
	RAJESH KUMAR BHOI	EPaymentUsingPrintAdvice	511.00	0.00	38,089.00	38,600.00	Non- 24 X 7 PHCs/ APHCs	38,600.00
	SACHIDANANDA PANDA	EPaymentUsingPrintAdvice	511.00	0.00	38,089.00	38,600.00	Non- 24 X 7 PHCs/ APHCs	38,600.00
	SOFIA DAS	EPaymentUsingPrintAdvice	511.00	0.00	38,089.00	38,600.00	Non- 24 X 7 PHCs/ APHCs	38,600.00
	TAPASWINI PANIGRAHI	EPaymentUsingPrintAdvice	511.00	0.00	38,089.00	38,600.00	Non- 24 X 7 PHCs/ APHCs	38,600.00

Cancel Transaction   **Back**

Processed File after Submission by DA

Approval by Approver

Expenditure>Select Scheme>Select Bank Account>Select the Sanction Order No. (hyperlinked). Approve it once cash book entry / pass order is manually put in the voucher by D.A. Then enter PPA No. in Cash Book.

Expenditure filling for Historical Data

Operator will log in

a) Go to Expenditure>Add New.
b) Select the Scheme.
c) Select the Agency Account choice as Self.

d) Select the Expenditure done for Self.

e) Fill up all the relevant details. And select the Scheme component Grant in Aid to ICAR.

f) For booking the expenditure under 1270 Scheme, the Salary will be booked under 'GIA Salary' Component.

g) Select the Expense Type as Revenue

h) Enter the Amount. Click on Add.

i) Save the Data.

It will Reach the Approver. The Approver will approve it or Reject it after checking.

Transfer & Expenditure Module both are different; they should <u>NOT</u> be clubbed while booking the expenditure in Historical Data. In other words, it should be booked separately for "Expenditure" and "Transfer"

All advances should be settled before entering Historical Data

LOAN FROM OTHER SOURCES ENTRY IN PFMS

MY FUNDS – INCOME FROM OTHER SOURCES – ADD NEW

LOAN FROM OTHER SOURCES ENTRY IN PFMS

SELECT FOR WHICH SCHEME YOU WANT LOAN

LOAN FROM OTHER SOURCES ENTRY IN PFMS

ENTER ALL COLUMS AND SUBMIT FOR APPORVAL BY APPROVER

LOAN FROM OTHER SOURCES ENTRY IN PFMS

ENTER ALL COLUMS AND SUBMIT FOR APPORVAL BY APPROVER

LOAN FROM OTHER SOURCES ENTRY IN PFMS

APPROVER LOGIN WITH HIS ID AND APPROVE IT UNDER "MANAGE INCOME FROM OTHER SOURCES"

REFUND OF LOAN IN PFMS

MY FUNDS – INCOME FROM OTHER SOURCES – MANAGE

REFUND OF LOAN IN PFMS

CLICK ON SCHEME WHICH IS HYPERLINKED IN RED, BELOW SCREEN WILL OPEN

REFUND OF LOAN IN PFMS

CLICK ON ADD NEW SETTLEMENT FOR REFUND

REFUND OF LOAN IN PFMS

ENTER ALL COLUMNS AND SAVE

REFUND OF LOAN IN PFMS

ENTER ALL COLUMNS AND SAVE

REFUND OF LOAN IN PFMS

APPEARS RECORD SAVE SUCESSFULLY BY GENERATEING VOUCHER NO.

REFUND OF LOAN IN PFMS

SUBMIT FOR APPROVER FOR APROVAL

REFUND OF LOAN IN PFMS

APPROVER LOGIN

REFUND OF LOAN IN PFMS

APPROVER APPROVE IT

REFUND OF LOAN IN PFMS

APPROVER APPROVED SUCESSFULLY

REFUND OF LOAN IN PFMS

AMOUTN SETTLED IN STATUS COLUMN

THANK YOU..