

# **Department of Finance**

# **Government of Bihar**

**Comprehensive Financial Management System (CFMS)** 

# Training Manual of E-Billing



# TATA CONSULTANCY SERVICES

**Government Industry Solution Unit (ISU)** 

January, 2019

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# 1. GETTING STARTED

This Group provides information for accessing the application. Browser Requirements – The URL is compatible with all versions of Google Chrome

Accessing CFMS Portal: <u>https://cfmstraining.bihar.gov.in/</u>

**Note**: This is the link for training purpose only. The link for production will be notified by the responsible authorities in due time.

# 2. Introduction

- > Expenditure Management has the following modules:
  - eBilling this module covers the following functionalities:
    - Expenditure Sanction
    - Bill preparation including Pay Bill (excluding bill/payment request generated in Pension module and Deposit Account Module)
    - Employee Maintenance
  - Treasury
  - o Pension
- > This training manual will cover only eBilling except employee Maintenance and Pay Bill.
- An expenditure sanction is a pre-requisite for the creation of bill except for Pay bill, Pension bill, Detailed Contingent (DC) bill, and Utilization certificate (UC) bill.
- E-Billing module is designed to capture different types of bills along with applicable schedules, supporting attachments, checklist, payee list into the system and submit the same to Treasury.
- Creation of Expd Sanctions and Bills will be done by using activities tagged to the user detailed below. These activities will be unique for an office, privileges of users possessing these activities are as indicated below:-
  - **Expd Sanction Maker** Create/modify Expenditure sanction Details and Forward the request to Checker
  - **Expd Sanction Checker** Verify the request and forward to Approver or send back to Maker for correction or Initiate the New Request.
  - Expd Sanction Approver Can send back, reject, approve and digitally Sign the Request; cannot create/modify the request.
  - eBilling Maker (Billing Assistant) Create/modify Bill Details and Forward the request to Checker
  - **eBilling Checker (Head Clerk)** Verify the request and forward to Approver or send back to Maker for correction or Initiate the New Request.
  - **eBilling Approver** Can **send back, reject, approve and digitally Sign** the Request; cannot create/modify the request.

## 2.1 Purpose

The purpose of the e-Billing training manual is to facilitate users in learning creation/modification/approval of expenditure sanction and online bills in the CFMS application.

# 2.2 Pre-requisite

The following are the pre-requisite to accessing the eBilling Module: -

- CFMS url should be available with the User wanting to Log-in
- User ID & Password provided through CFMS should be available with the user.
- Expenditure Sanction Activity and/or Bill Preparation including Pay Bill Activity as mentioned in introduction section of this document.
- Following eBilling related master should have relevant master data.
  - Bill Master
  - Claim Type Master
  - Bill Claim Type Mapping
  - Detail Head , Sub-Detail Head Bill Claim Type Mapping
  - Attachment Master
  - Bill Claim Type Attachment Mapping Master
  - Book Transfer Master
  - Bill Claim-Book Transfer Master
  - Checklist Master

# 2.3 Log-In to eBilling Module

The following are the steps to Log-in to CFMS and access eBiling.

# Step 1- Login in application with the User tagged to activity Expd Sanction or Bill Preparation including Pay Bill as required

- URL of the Application <u>https://cfmstraining.bihar.gov.in</u> (Will be used only for training purpose).
- CFMS has two factor authentication as of now password (Knowledge Factor) and OTP (Possession Factor) as required, however, in training environment OTP has been enabled only for setting new password. User needs to provide required authentication factor along with User ID.
- User will be re-directed to page with the icon of the eBilling Module after login to CFMS application.
- > Clicking on eBilling will re-direct the user to **eBilling** Application.
- User may be assigned with the different activity mapping for an office. A user should select the required activity and click on Submit button.

Helpdesk @ 0612-2211355 🖻 helpdesk@e-nidhi	bihar sov in	CFMS e-Nidhi
Helpdesk & 0012-2211355 Ef helpdesk@e-nudn	bihar gov.m e-Nidhi Login Username: Username Password: Password Forgot Password ? Login	
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Figure 1 : CFMS Application Login Screen

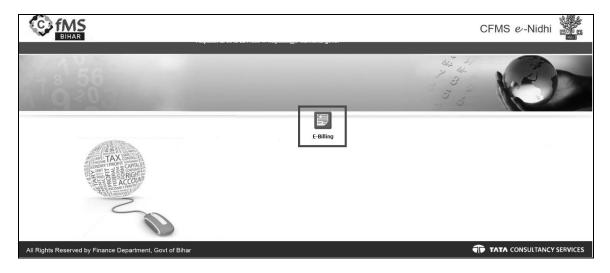


Figure 2 : CFMS Application E-Billing Module Icon

# 3. Process in eBiling:

There are two main parts in eBilling

- Expenditure Sanction
- Bill Preparation
  - o Tasklist
  - o Bill
  - Work & Forest Master Maintenance
  - Before CFMS Security Data Capture
  - o Pay Bill

The Expenditure sanction initiation screen is used to raise request for new expenditure sanction

# 3.1 Expenditure Sanction

#### 3.1.1 Step 1- Login into application with Expenditure Sanction Maker Login id

> Enter the application Login id and password of Maker.

#### 3.1.2 Step 2- Click on Expenditure Sanction link in the menu tree on left side

e-Billing > Expenditure Sanction

➤An existing Expenditure sanction can be searched based on Head of Account or Status or based on the Expenditure Sanction Number.

► Enter Head of account manually or using LoV



# 3.1.3 Step 3- User Clicks on 'Initiate Expd. Sanction' button

After User Clicks on 'Initiate Expd. Sanction' button Below screens will appear

ffice Name * Assistant Director, Patna Colleg	Approver's Designation * Assistant Director Financial Year * 2018-2019	Head of Account 21-2251-00-090-0002-13-01 Charged/Voted * V
Expenditure Sanction Details		
🖲 Employee 🔘 Non Employee		
	Copy from Previous Expd. Sanction	Search
ill Description *		Q Expenditure
laim Type *		Type
	Payment Mode *  e -Payment  100% Book Transfer/Nil Sanction Date  17/01/2019	
xpendit ure Sanction No.	Sanction Date 17/01/2019	Department EDU Education Department
xpd. Sanction Gross Amount *	Expd. Sanction BT Amount	Expd. Sanction Net Payment *
Sanction Subject		
Reference(s)		
Preamble *		
Preample		
Order *		
Order *		
Additional Text	Clear Row SL No.	Designation

Figure 4 : Screen for Expenditure Sanction Initiation

- Below fields are auto-populated for expenditure sanction initiation:
  - Office Name : Display only field
  - Approver's Designation : Display only field
  - Head of Account : Display only field, populated from search screen
  - Status : Display only field, Will be disaplyed only when Expd.Sanction number is generated
  - Financial Year : Display Only field, current financial year
  - Charged/Voted : Display Only field
  - Expenditure Type : Display only field, populates based on Bill claim type
  - Expenditure Sanction No. : Display only field, Auto populates once the Expd Sanction is saved
  - Expd. Sanction Date : Display only field, current date
  - Department : Auto populates based on logged in user's office
  - Expd Sanction Net Payment : Auto-populates based on 'Expd Sanction Gross Amount' and 'Expd Sanction BT Amount'
- Enter the following fields From LoV :
  - Copy from Previous Expd. Sanction : Non-mandatory, Select from LoV. Only last five expenditure sanction can be searched for the current financial year for the selected Bill type, Claim type and HoA. On selecting this option, all the fields, namely 'Expenditure Sanction Gross Amount\*', 'Expd. Sanction BT Amount\*', 'Expd. Sanction Net Payment\*', 'Sanction Subject\*', Reference(s), 'Preamble\*', 'Order Text\*', 'Additional Text', 'Copy To\*' along with Payee Details, sanction Rule, will be auto populated from the selected previous Expenditure Sanction and will be in editable mode.
  - o Bill Description\* : Select from LoV if 'Copy from Previous Expd. Sanction' is not used
  - $\circ$  Claim Type\* : Select from LoV if 'Copy from Previous Expd. Sanction' is not used

- Enter the following fields manually:
  - Expd Sanction Gross Amount\*
  - Expd Sanction BT Amount\* (if applicable)
  - Sanction Subject\*
  - Reference(s)
  - Preamble\*
  - Order\*
  - Additional Text
  - Copy To\* Designation
- Enter all the Mandatory fields & Click on Save. **'Expenditure Sanction No.'** gets generated in the above screen. Following buttons appear at the bottom



#### Figure 5 : Buttons available after first save

• Click on each buttons to provide details respectively as described below:

## 3.1.4 Step 4- Payee/PL Button Description

Click on the **Payee/PL** button. After clicking, following screen comes

PAYEE DETAILS	Individually(Applicable for all bills)	● From Payee	Mgmt. System	
Exped. sanction Details Expenditure Sanction No. Expd. Sanction Gross Amount *	251 Expd. Sanction BT Amount	*21	Expd. Sanction Net Payment *	230
Payee Details Search			Total No. of Payee	
Clear Row SL No. Payee Id	Name IFSC Code	Account No.	Gross Amount BT Amount Total	Net Payment
	Save	Back Refresh		

- Figure 6 : Payee/PL screen
- Click on the LoV of Payee ID or Name or IFSC code or Account number. After click on LoV following screen comes.

Show 10 ▼ entries			Search:
Recipient Id	🔶 Recipient Name	🗧 🛛 🕸 🕸	🔶 Account No 🤤
GY0035464	RASHMI SINGH	HDFC0000001	5465465465465465454
GY0035619	SONALI	HDFC0001234	23462734267
GY0035620	ANIL KUMAR	SBIN0001245	25413698746985
GY0035629	SHAYAM	SBIN0002541	326598741256
Showing 1 to 4 of 4 entries			α < 1 2 » »
	Select	Close	
	Figure 7 : LoV s	creen for selecting Pay	/ee

- > Select the Payee required & Click on Select button.
- > After clicking on select button in above screen , details will be populated as follows:

1	From Payee Mgmt. System
Individually(Applicable for all bills)	
/	
Expd. Sanction BT Amount	21 Expd. Sanction Net Payment * 230
	Total No. of Payee
e IFSC Code Accou	unt No. Gross Amount BT Amount Net Payment
Q SBIN0002541 Q 326598741256	6 Q
	Total
Save Back F	Refresh
	Expd. Sanction BT Amount

- Figure 8 : Select Payee in the Payee screen
   Enter the Gross Amount & BT Amount. Net Payment will be auto-populated as (Gross Amount-BT Amount)
- > After Click on Save, a message will come as Payee details saved successfully
- > User can also manually enter as in below fields. After giving few initials, a suggestive list appears as follows:

	Individually(Applicable for all bills)	From Payee N	lgmt. System	
·	251 Expd. Sanction BT Amount	• 21	Expd. Sanction Net Payment *	230
Payee Details	•		Total No. of Payee	
	Name         IFSC Code           Q         Q           0035629#SHAYAM#326598741256#SBIN000254	Account No.	Gross Amount BT Amount Total	Net Payment
	Save Back	Refresh		

Figure 9 : Suggesting list for Payee selection

> After providing all mandatory fields user click on save button a message will come as Payee details will be saved successfully.

#### 3.1.5 Step 5- Sanction Rule Button Description

- 'Sanction Rules' button is used to include expenditure sanctions rules under which expenditure sanction is being initiated.
- Click on **Sanction Rule** Button & below screen will open.

RULE - EXPD. S	SANCTIC	N			
					Search
	Select	Rule No	Rule Description	Active	
		1	Abc aabbccc abca	Y	
		3	Mno asda zzz yyy xxx	Y	
		12	Qwerty qqwweerrttyy	Y	
			Total Rule Selected	0	
			Save Back		

Figure 10 : Screen for Expenditure Sanction Rule

Select at least one Sanction Rule & Click on Save Button. A message will come as Rules have been added successfully.

# 3.1.6 Step 6- Attachment Button Description

Click on Attachment Button & below screen will open.

EXPENDITURE SANCTIC	ON ATTACHMENTS					
Expd. Sanction No.:	1801041572	Bill Description:	Fully vouched contingent bill	Claim Type	Misc. Office Expenses	
Attachments Attachment	it Type		Scanned File	View	Remarks	
Add Row						
			Save	Back		
	NOTE : ON	LY 'PDF' TYPE FILES ARE	SUPPORTED AND FILE SIZE SHOULD	NOT EXCEED MORE THAN 1 MB.		

#### Figure 11 : Screen for Expenditure Sanction Attachment

- Click on Add Row hyperlink to add new row.
- > Click on Attachment Type to select the type of attachment to be uploaded
- > Click on **Chose File** to browse and select the file to be uploaded.
- > User can enter remarks under **Remarks** if needed.
- Click on Add row & Select Attachment Type from the LoV & choose the Scanned File (pdf file) & click on save button.
- > After click on Save "Attachment Saved Successfully" message appears on Screen

# 3.1.7 Step 7- Checklist Button Description

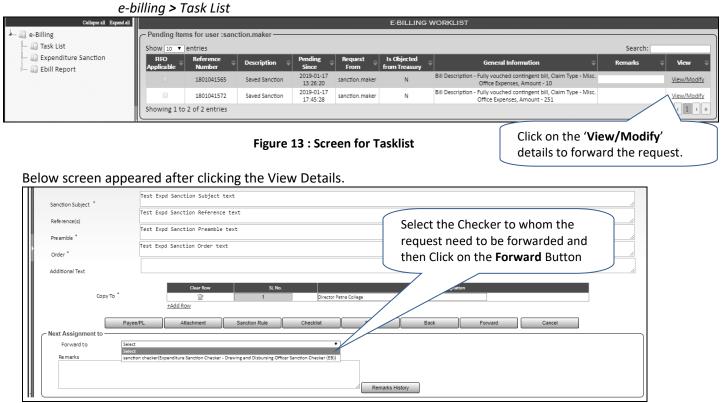
Click on Checklist Button & below screen will open. Expand General Checklist by clicking on '+' against it and Bill-Claim Specific Checklist

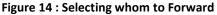
CHECKLIST - EXPD. SANCTION		
AGeneral Checklist		
Select All		
Item	Description	Verified
109 Sanction from C	Competent Authority	
111 All Supporting do	locuments attached	
B. +Bill Claim Specific		
<b>B</b> . <i>¬</i> Biii Claim Specific		
	Save Refresh Back	

Figure 12 : Screen for Checklist

User need to select all the checkboxes (one by one selecting each checkbox or user can click on 'Select All' to select all the checklist respectively) as all the checkboxes are mandatory & Click on Save. "Record Inserted Successfully message appears on Screen.

## 3.1.8 Step 8- Click on the Task List to Forward Created Sanction





#### 3.1.9 Step 9- Now Login with Checker Login id

- Follow the same Steps
  - Click on the Task List
  - Then click on the **view/modify** hyperlink under **View** column
  - Checker can modify the details of Expenditure Sanction and Forward the request to Approver.
  - Checker can also create a new Expenditure sanction using the similar steps as described for maker and forward it to Approver
- 3.1.10 Step 10- Login with Approver Login id to approve the Expenditure Sanction
  - Followed the same Steps
    - Click on the Task List
    - Then click on the **view/modify** hyperlink under **View** column
    - Approver reviews the Expenditure Sanction and makes it approved.
- Once Approver approves and digitally signs the Expenditure Sanction, this expd sanction can be used to make Fully Vouched Bill.

# **3.2** Bill Preparation, Verification And Submission to Treasury

#### 3.2.1 Step 1- Login with eBilling Maker's id

Go to *e-Billing* > *Bill Entry* from the menu tree. Following screen will come:

## 3.2.2 Step 2- Common Bill details capture

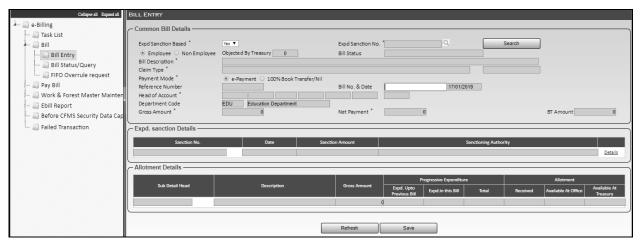


Figure 15 : Screen for Bill Entry – Common Bill

Follow the following Steps to create a new Bill:

 In order to create a bill for which expenditure sanction is mandatory, select Expd Sanction Based as Yes and select Expd Sanction No. using LoV. After selecting the desired Expd sanction from LoV, click on Search button and all the details in the Common Entry screens gets auto-populated.

For Bills where expd sanction is non-mandatory, select Expd Sanction Based as No

- For bill where Expd Sanction Based is No, click the radio button from the given options as Employee or Non- Employee. For Fully Vouched Bill, this gets auto-populated as Non-Employee (based on the selected Expd Sanction)
- 3) For bill where **Expd Sanction Based** is **No**, Select **Bill Description** and **Claim type** from the associated LoV popup window. For Fully Vouched Bill, this gets auto-populated (based on the selected Expd Sanction)
- 4) 'Objected by Treasury' will represent the number of times the bill is returned from Treasury after objection. This will be auto populated field, by default its value will be '0' (zero) indicating it's a fresh bill.
- 5) **Budgeted/non-budgeted** (as applicable) will be displayed on the common bill area.
- 6) For bill where Expd Sanction Based is No, user need to select the Payment Mode from the given radio buttons as 'e-Payment' or '100% Book Transfer/Nil'. For Fully Vouched Bill, this get autopopulated (based on the selected Expd Sanction)
- 7) Enter **Bill No.** (non-mandatory field)
- 8) **Bill Date** will be system date.
- 9) For bill where **Expd Sanction Based** is **No**, select the **Head of Account** from the List of Values available. For Fully Vouched Bill, this get auto-populated (based on the selected Expd Sanction).

Based on the Head of Account, C/V/N will be populated beside the field

- 10) **Department** will be auto populated based on the logged in user office.
- 11) For bill where **Expd Sanction Based** is **No**, click on the **Sub detail Head** LoV & Select Sub detail Head. For Fully Vouched Bill, this get auto-populated (based on the selected Expd Sanction).
- 12) Click Save button. A unique bill reference number (Format: YYYYMM999999999, where YYYY is the Financial year start, MM is Month, and 99999999 are eight digit numbers) is generated called Bill Reference number. Also a success message appears along with the Bill Reference number as Bill Saved successfully. Bill Reference No.-20190199999999
- Following screen will come after Bill Save

BILL ENTRY						
Common Bill Details						
Expd Sanction Based * Employee (*) Non Employee Bill Description * Claim Type * Payment Mode * Reference Number Head of Account * Department Code Gross Amount *	Yes T	Expd Sanction No	1801041494	Q Sea	rch	
<ul> <li>Employee          <ul> <li>Non Employee</li> <li>Bill Description</li> <li>Bill Description</li> </ul> </li> </ul>	Fully vouched contingent bill	Bill Status				
Claim Type "	Misc. Office Expenses			Budgeted		
Payment Mode *	e-Payment 0 100% Book Transfer/Nil					
Reference Number	20190100000217	Bill No. & Date		17/01/2019		
Head of Account *	21 2202 01 001 0001	13 V				
Department Code	EDU Education Department					
Gross Amount *	251	Net Payment *	230			BT Amount 21
Expd. sanction Details						
Sanction No.	Date	Sanction Amount		Sanction	ing Authority	
1801041494	15/01/2019		Assistant Director			Details
C Allotment Details						
			Pro	ressive Expenditure		Allotment
Sub Detail Head	Description	Gross Amount		Expd.in this Bill Tot	al Received	Available At Office Available At Treasury
01	Office expenses	2	51 10,000	251	10,251 10,00,000	
	Payee/PL Detail Fully Vouched Contingen	Addl. Certificate Attack	nment CheckLi	st Cancel	Forward	
Next Assignment to						
Forward to	Select	•				
Torward to	Select					
Remarks						
			Remarks History			
						)

Figure 16 : Screen for Common Bill Entry – Common Bill after first save

## 3.2.3 Step 3- Bill Specific (Fully Vouched Contingent Bill) Button

- Following screen will open when user will click on Bill specific button (Fully Vouched Contingent). Provide below details under Voucher Details as:
  - o Sub-Voucher No.: Manual entry field
  - Sub-voucher date: Select from calendar
  - Description of Charge: Manual entry field
  - o Gross amount: Manual entry field
  - o Deducted amount: Manual entry field
  - Add Row can be used to add multiple records



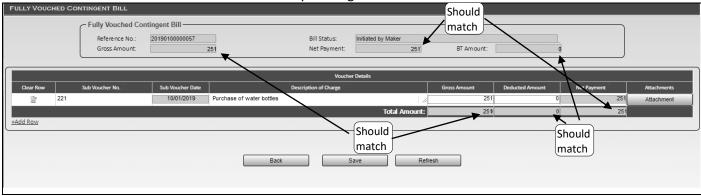


Figure 17 : Bill Specific (Fully Vouched Contingent Bill) screen

Click on Back button to return to the Common enty screen

#### 3.2.4 Step 4- Additional Certificate Button

- If user wants to add additional certificate/declaration, then user can use this screen to include the same. This is optional
- Following screen will open when user will click on Additional Certificate button. Click on Add Row to add a row and provide below details as:
  - Additional Certificate details: manual entry
  - Add Row can be used to add multiple records
  - o Delete icon can be used to delete already entered record
- Click on save. Bill Saved successfully message will come

ADDITIONAL CER	TIFICATE			
- Bill Details				
Bill Reference No : Claim Type	2019010000057 Misc. Office Expenses	Bill Description:	Fully vouched contingent bill	
Additional Certi	ficate —			
Delete	Serial No.		Additional Certificate Details	Edit
Î	1			0
+Add Row				
		Save	e Back	

Figure 18 : Screen for Additional Certificate

> Click on Back button to return to the Common enty screen

## 3.2.5 Step 5- Attachment Button

> Click on **Attachment** button to open the below screen

BILL ATTACHMENTS BIII Details Bill Reference No: 201901000000 Claim Type Misc. Office Ex		Fully vouched contingent bill		
Attachments Attachment Type Supporting doc	Scanned File Choose File Order from Head of Office.pdf	View	Remarks	
+Add Row	Save NOTE : ONLY 'PDF' TYPE FILES ARE SUPPO	Back	ULD NOT EXCEED MORE THAN 1 MB.	

Figure 19 : Attachment Screen

- > Click on **Attachment Type** to select the type of attachment to be uploaded.
- Click on **Chose File** to browse and select the file to be uploaded.

- User can enter remarks under **Remarks** if needed.
- User can use Add Row to attach multiple files
- User can click on Delete icon to delete the already browsed file.
- Click on Save. Bill Saved successfully message will come
- > Click on **Back** button to return to the Common entry screen

#### 3.2.6 Step 6- Checklist button

► V	Vhen user clicks on Checklist button, below screen will open	
CHECKLIST		
	Note : All checklist are mandatory.	
	AGeneral Checklist	
Select A		
Item	Description	Verified
1	Governement Order is Available for the Expd. Sanction	
4	All Supporting documents are verified Click on the '+' Sign to expand and select all the checkboxes	
103	Verified documetns are uploaded	
	B.+Bill Claim Specific	
	Save Refresh Back	
	Figure 20 : Checklist Screen	

- Select all the checkboxes
- > Click on Save. Bill Saved successfully message will come
- > Click on **Back** button to return to the Common entry screen

#### 3.2.7 Step 7- Payee Button Description

Click on the **Payee/PL** button. After clicking, following screen comes

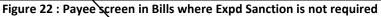
Reference No.:	2019010000057 Bill Statu	Initiated by Maker				
Gross Amount:	251 Net Payr	ment: 251	BT Amount:	0 Ti	otal No. of Payee	1
avoo Dotaile						
ayee Details ——						
ayee Details ——— Payee Id	Name	IFSC Code	Account No.	Gross Amount	BT Amount	Net Payment

#### Figure 21 : Payee screen in Bills where Expd Sanction is mandatory

 The payee provided in the selected expenditure sanction will auto-populate as shown above for bill where expd sanction is mandatory.
 User will not be able to make any changes to these auto-populated payees.

L

Payee Details Informa	ation						
Reference No.:	20190100000254			iated by Maker			
Gross Amount:	1,500		Net Payment:	1,500	Total	No. of Payee 0	
							)
Payee Details -							
Clear Row							
	Payee Id	Name	IFSC Code	Account No.	Gross Amount	BT Amount	Net Payment
	Payee Id	Name	IFSC Code	Account No.	Gross Amount	BT Amount	Net Payment
		Name	Q	٩. 	Gross Amount	BT Amount	Net Payment
		Name	IFSC Code	Account No.	Gross Amount	BT Amount	Net Payment



For Bills where Expd sanction is not required, user will select the payee in Payee/PL screen of the bill by either selecting paying using the LoV or manually entering keying the payee detail and then selecting from the suggestive list.

Show 10 ▼ entries					Search	1:	
Recipient Id	Ş	Recipient Name	<del>ç</del>	IFSC Code	Ş	Account No	Ş
GY0035634	MO	DHIT RANJAN	SBIN	0003438	16	54489418974	
Showing 1 to 1 of 1 entries	Se		Close			« C 1	3 3

Figure 23 : LoV screen for selecting Payee

- Select the payee required & Click on Select button.
- After clicking on select button in above screen , details will be populated.
- Enter the Gross & Deduction Amount. Net Payment will be auto-populated as (Gross Amount-Deduction Amount)
- After Click on Save, a message will come as Payee details saved successfully
- > Click on **Back** button to return to the Common entry screen

#### 3.2.8 Step 8- BT Detail Button

This button will only appear if some Deduction (BT) amount has been entered in the common entry screen.

Click on the **BT Detail** button to open the below screen

	100			
Clear Row BT Code	BT SI. No.	BT HOA	BT Descriptions	Amount
Image: Contract of the second			Total Book-Transfer Amount :	

Figure 24 : BT Detail screen

- > Click on the '**BT SI. No.'** LoV to select the applicable BT and enter the amount
- > When a BT is selected, a BT specific button appears besides **Refresh** button
- The total of amounts entered against each in 'BT SI. No.' should match with the BT Amount in the common bill screen. Also, the same amount is shown in this screen as 'Total BT Amount'
- Once the 'Total Book- Transfer Amount' and 'Total BT Amount' are equal then user can click on the BT specific button to enter the BT specific details

Book Transfer Details						
- Book 1	Transfer Details —					
Refe	erence Number:	2018050000023	Gross Amount	200	Net Amount:	100
Total	I BT Amount	100				
				These two should be equal		
Clea	ar BT Code	BT SI. No.	BT HOA	BT Descriptions		Amount
	R011	122 9	0044-00-901-0001-00	Schedule of Royalty.		75
2	P ITX	67 9	8658-00-112-0001-00	Income Tax Deducted Bill		25
<u>-Add</u>	d Row			Total Boo	ok-Transfer Amount :	100
		Back	Save Click of	Refesh Royalty Inco	er the BT Spe	ecific details

#### Figure 25 : BT Detail screen (part-2)

- > Click on the BT specific button to enter the details of the selected BT. Save the BT Specific page
- Click on Back

#### 3.2.9 Step 9- Cancel Button

- If maker wants to cancel the bill that he has created but not forwarded to higher level, then he can cancel the bill using the Cancel button
- The system will confirm if user want to cancel the bill. When confirmed the bill will get cancel and user will be notified.

## 3.2.10 Step 10- Click on the Task List to Forward Created Sanction

e-billing > Task List

General Information provide extra details about the tasks in the tasklist

Collapse all Expand all						E-BILLING \	WORKLIST			
🚣 🛄 e-Billing	- Pending Iten	ns for user :bill.c	hecker							_
- 🛄 Task List	Show 10 V	entries						Search:	fully	_
🛄 Bill	FFO Applicable ≑	Reference ≑ Number	Description 🗘	Pending Since	Request From	Is Objected from Treasury	General Information		≑ View	Ŷ
🛄 Work & Forest Master Mainter		2019010000085	Saved Bill	2019-01-09 18:49:40	bill.checker	Ν	Bill Description - Fully vouched contingent bill, Claim Type - Major Construction Work, Amount - 60		<u>View/Mod</u>	dify
- Before CFMS Security Data Cap		200000000000000000000000000000000000000	Saved Bill	2019-01-10 11:31:05	bill.checker	N	Bill Description - Fully vouched contingent bill, Claim Type - Mis Office Expenses, Amount - 100	ic.	<u>View/Mod</u>	dify
		190100000090	Saved Bill	2019-01-10 12:56:04	bill.checker	N	Bill Description - Fully vouched contingent bill, Claim Type - Mis Office Expenses, Amount - 5005	ic.	y Imos	dify
		20190100000111	Saved Bill	2019-01-11 13:37:25	bill.checker	N	Bill Description - Fully vouched contingent bill, Claim Type - Mis Office Expenses, Amount - 100	к	View/Mod	dify
In TaskList refer the De	-	entries (filt	tered from 9 total	entries)					« < 1 :	××
field to identify if it is a	a <b>Bill</b> or									
Expd Sanction or anyt	hing else		Figu	ure 26 :	Screer	n for Tasl	clist Click on the 'Vie details to forwar	•		
							to next level to e	•		

Below screen appeared after clicking the View Details.

- Next Assignment t	Select the Checker to whom to forward
Forward to	Select Select Field Office Admin - GYAAGR002-1 - Drawing and Disbursing Officer Approver (EB)



## 3.2.11 Step 11- Login with Checker Login id

- Follow the same Steps
  - o Click on the Task List
  - $\circ$  Then click on the **view/modify** hyperlink under **View** column
  - Checker can modify the details of Bill and Forward the request to Approver or can send it back to Maker for rectification with proper remarks using Send for Revision button
  - Checker can also create a new bill using the similar steps as described for maker and forward it to Approver

## 3.2.12 Step 12- Login with Approver Login id to approve the Bill

- Followed the same Steps
  - Click on the Task List
  - $\circ$  Then click on the **view/modify** hyperlink under **View** column
  - Approver reviews the Bill details and approve and digitally signs it if no issues found.
     Approver can send it back to Checker for rectification with proper remarks using Send for Revision

# 4. Glossary

Term	Description
LoV	List of Values will be used to select values from the pop-up window
Save	'Save' Button will be used to save the details entered in the form
Forward	'Forward' Button will be used to forward the request to next level.
Send Back	"Send Back" button will be used to send back the request to lower level for any
	clarification/modification. Remarks will be mandatory in this case.
Approve	'Approve' button will be used for Approving the request as sent by lower level by the
	Approver.
Reject	'Reject' button will be used for rejecting the request as received from lower level by
	Approver only.
Cancel	'Cancel' button will be used by Maker or Checker only to cancel the request by them
	only if the request is initiated by them.
Privilege	Rights available with users.
CFMS	Comprehensive Financial Management System.
Govt.	Government
*Fields	Fields marked with asterisk (*) are mandatory fields.
Back	Back button will be used to move back to previous screen.
Search Box	Search Box will be used to filter the search result.
НоА	Head of Account