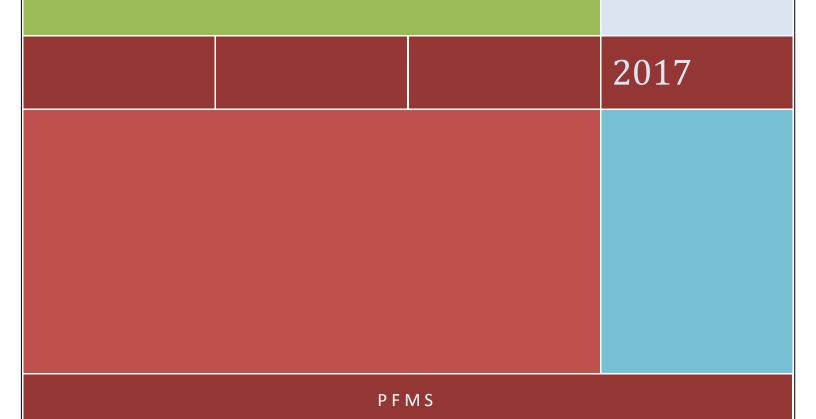
PFMS PROJECT CELL



User guide



## Table of Contents

1	Wha	at is Expenditure Filing4
	Steps i	involved in expenditure filing4
	1.1	Creation of Maker and Checker :5
	1.2	My Fund -Entering all receipts of the agency:6
	1.2.	1 Opening Balance :
	1.2.2	2 Receipts from Central Government:
	1.2.	3 Receipts from other agencies:
	1.2.	4 Return from Other Agency:
	1.2.	5 Receipts from State Governments :
	1.2.	6 Interest Income
	1.2.7	7 Investment Details
	1.2.8	8 Income from Other Sources
	1.3	Fund Transfer
	1.3.2	1 Manage Bulk Customization
	1.3.2	2 View Bulk Customization
	1.3.	3 Bulk Customization- Urban Level Type
	1.3.4	4 Transfer : Fund Transfer
	1.4	Advanæs41
	1.4.2	1 Payment of Advance41
	1.4.2	2 Advance Settlement
	1.5	Inter Bank Transfer

Figure 1: PFMS Home Page (pfms.nic.in) - Login	4
Figure 2: Add new user	5
Figure 3 create agency user	5
Figure 4 View opening balance	7
Figure 5 Add Opening Balance	7
Figure 6 details of opening balance entry	9
Figure 7 details of opening balance	9
Figure 8 Fund Reœived from Central Government	. 10
Figure 9 Receiving of Fund	. 11
Figure 10 Receipts from other agencies	. 12
Figure 11 Receipts from State Governments	. 13
Figure 12 details of fund received from the State Government	. 13
Figure 13 Fund record saved successfully	. 14
Figure 14 Details of Fund reœived	. 15
Figure 15 Submit for Approval	. 15
Figure 16 Fund Details submitted	. 16
Figure 17 Fund Approval	
Figure 18 interest reœipt from Banks	. 17
Figure 19 details of interest income	. 17
Figure 20 Interest income details saved successfully	. 18
Figure 21 Interest income details saved successfully	. 18
Figure 22 manage interest income	. 19
Figure 23 submit the transaction for approval	. 19
Figure 24 status of the transaction	
Figure 25 verify the interest income details	. 21
Figure 26 approval of the transaction	. 21
Figure 27 remark and confirm for final approval	
Figure 28 status of the transaction	. 22
Figure 29 Investment Details	
Figure 30 Add Investment Details	. 23
Figure 31 Submit button to create Investment Details	
Figure 32 open and view the investment details entered	. 24
Figure 33 Submit for Approval or Canœl the transaction	. 25
Figure 34 Income from Other Sources	. 26
Figure 35 Income details	. 27
Figure 36 open and view the income details	
Figure 37 Fund Transfer	. 28
Figure 38 Bulk Customisation Component wise	. 29
Figure 39 record saved successfully	
Figure 40 Manage Bulk Customization	. 30
Figure 41 list of customizations	
Figure 42 View list of customizations	. 31

Figure 43 edit the details and update by clicking Update button	. 32
Figure 44 Record saved	
Figure 45 Bulk Customization- Urban Level Type	. 33
Figure 46 Scheme Bulk Customization record saved	
Figure 47 Add new-fund Transfer	
Figure 48 Funds Transfer Screen1	.36
Figure 49 Funds Transfer Screen 2	
Figure 50 Amount transferred saved successfully	. 37
Figure 51 Amount being transferred saved successfully then Next	. 38
Figure 52 submit the transfer transaction for approval	. 38
Figure 53 view the transfer submitted by the Data Operator	. 39
Figure 54 confirm the approval	. 39
Figure 55 remarks	.40
Figure 56 record approved successfully	.40
Figure 57 Payment of Advance	.41
Figure 58 display the advance details	.42
Figure 59 Deduction like TDS from payment	. 42
Figure 60 confirm to complete payee details	.43
Figure 61 submit for approval	.43
Figure 62 approve the advanœ	.44
Figure 63 Advance Settlement	.45
Figure 64 verify advance details	. 45
Figure 65 advance settlement details	.46
Figure 66 save the details	.46
Figure 67 submitting the settlement amount entered for approval	. 47
Figure 68 verify the details	. 47
Figure 69 open Advance Settlement Approval page	. 48
Figure 70 Select the check box and approve the settlement amount	. 48
Figure 71 expenditure voucher details	. 49
Figure 72 approval of the expenditure	. 50
Figure 73 deductions made from Advance/Expenditure bill	. 50
Figure 74 payment of deducted amount	.51
Figure 75 Inter Bank Transfer	. 52
Figure 76 Inter Bank Transfer Details	.53

# **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.

		nancial Managemen General of Accounts, Ministry		Welcome: RJJP00000137 User Type: ACENCYADM Agency: Indian Institute of Management Lucknow Financial Year: 2013-2014	[RJJP00000137] Logout Change Password
Home				RJJP00000137	
E-Payment	D				
Reports					
My Details	Þ	The following table shows the s	ummary of Agency according to stat	tus and type. To find out what a particular status means, take your mouse over the status	
Masters	Þ	Users D	Manage		
My Schemes	Þ	Bulk Customization	Add New		7
Agencies	D	DSC Management	Create New Agency User		-
My Funds	D	Vendors D			_
Transfers	D		Agency I	Bank Account Validation Status	
Advances	Þ	No Record Found			
Expenditures	D				
Bank	Þ				
Misc. Deduction Filing	Þ				
Utilisation Certificate	Þ				
CPSMS Forum					
Tally Integration	Þ				
Bank Printing Templates	D				



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

	nancial Management System-I General of Accounts, Ministry of Finance	Welcome: RJJP00000137 User Type: AGENCYADM Agency: Indian Institute of Management Lucknow Financial Year: 2013-2014
Home		Create Agency User
E-Payment		Select-
Reports	First Name:	Select Agency Data Administrator Agency Data Operator
My Details	Last Name:	Agency Data Approver
Masters D	Email:	HOPE: This type of user will be creator of transaction Agency Data Operator Jary records, etc. HOPE: This type of user will be checker/verifier of transaction data like event records, salary reco
My Schemes	Phone No:	HOPE: This type of user will be approver of transaction data like event records, salary records, etc HOPE: This type of user will be responsible for configuration of programmes.
Agencies D	Mobile No:	
My Funds	Login ID:	Login ID minimum 4 characters).
Transfers		
Advances		Submit Cancel
Expenditures		
Misc. Deduction Filing		
Utilisation Certificate		
CPSMS Forum		
Tally Integration		
Bank Printing Templates		

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 1<sup>st</sup> 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.

Public F D/a Controlle	inancial Management System-PFMS (remark) CFSMS) Welcome: RJJP00000137 User Type: ACBCNADM Agency: Indian Institute of Management Lucknow Financial Vear: 2013-2014
Home	Sign Account Enrolment File
E-Payment	
Reports	No Record Found
My Details	
Masters D My Schemes D	Signed Account Enrolment File
Agencies	No Record Found
My Funds	Opening Balance
Transfers	Received View Opening Balance
Advances	Received from Other Agency
Expenditures D	Returned by Other Agency
Bank	Received from State Govt
Misc. Deduction Filing	Interest Income
Utilisation Certificate	Investment Details
CPSMS Forum	Income from Other Sources
Tally Integration	Manage Returned Funds
Bank Printing Templates	

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.

Public F D/o Controlle	inancial Management System-PFMS r General of Accounts, Ministry of Finance	Welcome: RJJP00000137 User Type: ACENCYADM Agency: Indian Institute of Management Lucknow Financial Year: 2013-2014
Home		Bulk Opening Balance Add
E-Payment	Schemes :	1117 - Top Class Education System for ST 🗸
Reports	Bank Account :	30215371605 - Indian Institute of Management Lucknow - STATE BANK OF INDIA
My Details	Available Balance For Selected A/C :	
Masters D	Opening Balance Amount :	100000 (Amount should not be less than or equal to Zero)
My Schemes	Opening Balance Date :	26/02/2014
Agencies D	Transaction Type :	Component Wise  Bulk
My Funds	Is Reversal Entry :	
Transfers D		Save Cancel
Advances D		
Expenditures		
Bank D		
Misc. Deduction Filing		
Utilisation Certificate		
CPSMS Forum		
Tally Integration		
Bank Printing Templates		

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	openi	ng balance	entry	will	be	app	proved	by	Data	Approver.
	Home	Eden Science Men			Manage Op	ening Bala	nce				
	E-Payment	D	Schemes :						•		
	Reports	NAMES STREET	Bank Account : Status :						-		
	My Details	D	Status i	-Select-	Se	arch	•				
	Masters	Þ			Selected Op		nces				
	My Schemes	D	Scheme Name	Bank Account	Scheme Compo	nent	Date	Opening Balance	Status	Is Reversal	
	Agencies	D	Top Class Education System for ST	30215371605	Bulk		26/02/2014	100000.00	Submitted	Not Reversal	
(	My Funds	D									
	Transfers	D	Add Opening Balance								
	Advances	D									
	Expenditures	D									
	Bank	D									
	Misc. Deduction	Filing									
	Utilisation Certi	ficate D									
	CPSMS Forum										
	Tally Integratio	n D									
	Bank Printing T	emplates 👂									

ning balance entry will be approved by Data Apr тι

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.

	nancial Management System-PFMS r General of Accounts, Ministry of Finance	Welcome: RJJP00000137 User Type: AGENCYADM Agency: Indian Institute of Management Lucknow Financial Year: 2013-2014	[R3JP00000137] Logout Change Password
Home	Bulk O	pening Balance Details	
Home E-Payment D Reports My Details D Masters D My Schemes D Agencies D My Funds D Transfers D Advances D Expenditures D Bank D Misc. Deduction Filing D Utilisation Certificate D CPSNS Forum Tally Integration D		Class Education System for ST 15371605 12/2014 000.00 ees one lakh(s) only mitted	
Bank Printing Templates D			

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.

Public Fi D/a Controller	nancial Management <sup>•</sup> General of Accounts, Ministry of	System-PFMS (Informative CFSMS) (Informative C	ARANTE BHOPAL	[commissioner.rd]   Change Pas	ogout sword
Home		Manage Funds From Central Government Schemes : 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME		V	
E-Payment		Bank Account : -Select-		× •	
		Status :Select V	]		
Reports		Search			
My Details	Sanction Number	Scheme		Received Amount Status	
Masters	L-15060/4/2013/RE-VII-SI.No.31	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	15/05/2013	12578262000.00 Released	
My Schemes	L-15060/4/2013/RE-VII-Sl.No.17 L-15060/4/2013/RE-VII-Sl.No.71	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	23/04/2013 19/09/2013	431000000.00 Released 645136000.00 Released	
Agencies D My Funds D	Opening Balance				
Transfers	Received from Central Govt				
Expenditures	Returned by Other Agency				
Bank 👂	Received from State Govt				
Misc. Deduction Filing	Interest Income				
Utilisation Certificate	Investment Details				
CPSMS Forum	Income from Other Sources				
Tally Integration	Manage Returned Funds				
Bank Printing Templates					

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

		General of Accounts, Ministry of Finance	Welcome: commissioner rd User Type: ACENCYADM Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHOPA Financial Year: 2013-2014	L [commissioner.rd] Logout Change Password
Home		Funds Fro	m Central Government	
E-Payment	D	Scheme Name/Code : MAHATMA GANDHI NATIONA		
		Sanction Number : L-15060/4/2013/RE-VII-SI.No	p.31	
Reports		Sanction Date : 14/05/2013		
My Details	Þ	Sanction Amount : 12578262000 Status : Released		
Masters	Þ	Remarks :		
My Schemes	D			
Agencies	⊳	Instrument Details		
My Funds	Þ	Instrument Type: RTGS		
Transfers	D	Instrument Number: P1314000000572		
		Instrument Date : 15/05/2013		
Advances	D			
Expenditures	D	Bank Details		
Bank	Þ	Account Number: 900710210000005		
Misc. Deduction I	Filing D	Bank Name : BANK OF INDIA		
Utilisation Certifi	icate D	Received	Not Received Back	
CPSMS Forum	Colora Scherry Scherry			
Tally Integration	Þ			
Bank Printing Ter	mplates D			

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 sanctionwise. All the other steps are similar as explained in the case of receipt from Central Govt..

	Financial Management System-PFMS ler Beneral of Accounts, Ministry of Finance (www.b.CFSMS)	issioner.rd] Logout Change Password
Home	Manage Funds Received From Other Agency	
E-Payment	Schemes : DB22 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME V Bank Account :Select- V	
Reports	Status: -Select- V	
My Details	Search	
Masters D	> Selected Funds	
My Schemes	No Record Found	
Agencies D	,	
My Funds	Opening Balance	
Transfers	Received from Central Govt	
Advances D	Received from Other Agency	
Expenditures D	Returned by Other Agency	
Bank 👂	Received from State Govt	
Misc. Deduction Filing	Interest Income	
Utilisation Certificate	Investment Details	
CPSMS Forum	Income from Other Sources	
Tally Integration	Manage Returned Funds	
Bank Printing Templates		

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

Public Fi D/o Controller	nancial Management System-PFMS (www.fr.CFNIS) (www.
Home	Manage Funds From State Government
E-Payment	Schemes : 0822 - MAHATIMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME V Bank Account :Select
Reports	Status : [-Select- V Search
My Details	No Records Found
Masters D	Add New Fund From State Government
My Schemes	
Agencies D	
My Funds D	Opening Balance
Transfers D	Received from Central Govt
Advances D	Received from Other Agency
Expenditures 👂	Returned by Other Agency
Bank D	Received from State Govt
Misc. Deduction Filing	Interest Income
Utilisation Certificate	Investment Details
CPSMS Forum	Income from Other Sources
Tally Integration	Manage Returned Funds
Bank Printing Templates	

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.

2		nancial Management System-PFMS General of Accounts, Ministry of Finance	Welcome: commissioner rd User Type: AGENCYADM Agency: MADDWA PRADESH STATE EMPLOYMENT GUARANTE BHOPAL Financial Year: 2013-2014	[commissioner.rd] Logout Change Password
Home	Select Divers Sherry		Funds From State Government	
E-Payment	Þ	Scheme :	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	T
Reports	Non-con Manager Manager	Bank Account :	Select	•
My Details	Þ	Sanction Number :		
Masters	Þ	Sanction Date :	04/03/2014	
My Schemes	Þ	Sanction Amount :		
Agencies	Þ	Instrument Type :	Select	
-		State Gov. Scheme :	Other Y	
My Funds	Þ	Instrument Number :		
Transfers	Þ	Favouring :		
Advances	Þ	Instrument Date :	04/03/2014	
Expenditures	⊳	Remark :		
Bank	Þ			
Misc. Deduction	Filing		Save Cancel	
Utilisation Certif	ficate 👂			
CPSMS Forum	Nonless Moderne Kitheren			
Tally Integration	n D			
Bank Printing Te	emplates D			

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.

2		nancial Management System-PFMS r General of Accounts, Ministry of Finance	Welcome: commissioner rd User Type: ACENCYADM Agency: MADUMY A PRADESH STATE EMPLOYMENT GUARANTE BHOPAL Financial Year: 2013-2014	[commissioner.rd] Logout Change Password
Home			Funds From State Government	
E-Payment	Þ		Record saved successfully	
	antern honern honer	Scheme :	Select	<b>v</b>
Reports	index Notex Notex	Bank Account :	Select	<b>v</b>
My Details	Þ	Sanction Number :		
Masters	⊳	Sanction Date :		
My Schemes	Þ	Sanction Amount :		
Agencies	D	Instrument Type :	Select ¥	
My Funds	Þ	State Gov. Scheme :	Select	
Transfers	Þ	Instrument Number :		
Advances	Þ	Favouring :		
Street Science Science		Instrument Date :		
Expenditures	Þ	Remark :		
Bank	D			
Misc. Deduction	Filing D		Save Back	
Utilisation Certif	ficate D			
CPSMS Forum				
Tally Integration	n D			
Bank Printing Te	emplates 👂			

Figure 13 Fund record saved successfully

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

Public Fin D/o Controller	nancial Management Sy General of Accounts, Ministry of Fina	(formerly CPSMS)		Welcome: commissioner rd User Type: AGENCYADM Agency: MADHYA PRADESH STATE   Financial Year: 2013-2014	EMPLOYMENT GUARANTE BHOPAL		[commission Char	<b>er.rd]</b> Logout Ige Password
Home				Manage Funds From State Go	vernment			
E-Payment		Schemes :	0822 - MAHATN	IA GANDHI NATIONAL RURAL EMPLOYMEN	IT GUARANTEE SCHEME	•		
		Bank Account :				۲		
Reports		Status :	Select		<b>v</b>			
My Details				Search				
Masters D	State Scheme	Account Numi	ber	Sanction Number	Sanction Date	Sanction Amo	ount	Status
My Schemes	Other	63040890778		2014-MGNREGA	04/03/2014		120000.00	Created
	other	63040890778		2014/CPSMS/	04/03/2014		100000.00	Created
Agencies D	Add New Fund From State Government	t						
My Funds D Transfers D Advances D Expenditures D								
Bank D Misc. Deduction Filing								
Utilisation Certificate								
CPSMS Forum Tally Integration								
Bank Printing Templates								

Figure 14 Details of Fund received

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

🕮 🛛 🖉 🖉	General of Accounts, Ministry of Finance (formerly CPSMS)	Agency: MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHOPAL
Home		Funds From State Government Details
E-Payment	Sanction Number:	2014-MGNREGA
Reports	Sanction Date:	04/03/2014
My Details	Scheme Name:	MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
ly becaus /		63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUAR
Masters D	Sanction Amount:	
My Schemes	Financial Year:	
	State Scheme Name:	
Agencies D	Payment Mode:	
My Funds 👂	Favoring: IFSC Code:	Commissioner, MGNREG
Transfers	MICR Code:	
Advances	Instrument Number:	
Advances	Instrument Date:	04/03/2014
Expenditures 👂	Status:	Created
Bank D	Remark:	state share
Misc. Deduction Filing		Edit         Submit For Approval         Cancel Transaction         Back
Utilisation Certificate		
CPSMS Forum		
Tally Integration		
Bank Printing Templates		

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".

Public F D/o Controlle	inancial Management S r General of Accounts, Ministry of Fi	ystem-PFMS (formarity CPSMS)	Welcome: commissioner rd User Type: AGENCYADM Agency: MADHYA PRADESH STATE E Financial Year: 2013-2014	MPLOYMENT GUARANTE BHOPAL	[commissioner.rd] Log Change Pass	igout iword
Home			Manage Funds From State Gov	vernment		
E-Payment			MA GANDHI NATIONAL RURAL EMPLOYMEN	T GUARANTEE SCHEME	<b>T</b>	
		Bank Account :Select			<b>v</b>	
Reports		Status :Select		<b></b>		
My Details			Search			
Masters D	State Scheme	Account Number	Sanction Number	Sanction Date	Sanction Amount Status	
My Schemes	Other	63040890778	2014-MGNREGA	04/03/2014	120000.0 Submitte	ted
	<u>other</u>	63040890778	2014/CPSMS/	04/03/2014	100000.00 Created	
Agencies D	Add New Fund From State Governme	ent				
My Funds						
Transfers						
Advances D						
Expenditures						
Bank D						
Misc. Deduction Filing						
Utilisation Certificate						
CPSMS Forum						
Tally Integration						
Bank Printing Templates						

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.

2		nancial Management System-PFMS General of Accounts, Ministry of Finance	Welcome: commissioner rd User Type: ACENCYADM Agency: MADUMY A PRADESH STATE EMPLOYMENT GUARANTE BHOPAL Financial Year: 2013-2014
Home			Funds From State Government Details
E-Payment	Þ	Sanction Number:	2014-MGNREGA
Reports		Sanction Date:	04/03/2014
		Scheme Name:	MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
My Details	Þ	Bank Account:	63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUAR
Masters	D	Sanction Amount:	12000.00
My Schemes	Þ	Financial Year:	2014
Try Schemes		State Scheme Name:	Other
Agencies	D	Payment Mode:	Cash
My Funds	D	and the second se	Commissioner, MGNREG
		IFSC Code:	
Transfers	Þ	MICR Code:	
Advances	D	Instrument Number:	
Expenditures	D	Instrument Date:	
Expenditures			Submitted
Bank	D	Remark:	state share
Misc. Deduction	Filing D		Approve Reject Cancel Transaction Back
Utilisation Certifi	icate D		
CPSMS Forum			
Tally Integration	n D		
Bank Printing Te	mplates D		

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.

E-Payment	Status : -Select-	
Reports	Selected Interest Incomes	
My Details	No Records Found	
Masters D	Add Interest Income	
My Schemes		
Agencies D		
My Funds	Opening Balance	
Transfers	Received from Central Govt	
Advances	Received from Other Agency	
Expenditures	Returned by Other Agency	
Bank D	Received from State Govt	
Misc. Deduction Filing	Interest Income	
Utilisation Certificate	Investment Details View Interest Income	
CPSMS Forum	Income from Other Sources	
Register / Track Issue	Manage Returned Funds	

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.

	1	Instructions	Ι.
E-Payment	The interest amount already	included in the opening balance should not be reflected here.	
Scholarship Management	The interest directly i	included in the opening balance and do to renoted here?	l
Reports		Interest Income	l
My Details			ł
Masters	BankAccount :	5000001101 - DDO - ALLAHABAD BANK	l
	Period From :	22/08/2014	l
My Schemes	Period To :	22/08/2014	l
Agencies D	Income From Interest :	(Amount should not be less than Zero)	l
My Funds		Schemes : 9268-SKILL DEVELOPMENT MISSION CENTRAL SECTOR	l
Transfers		Amount :	l
Advances D			l
Expenditures		Add	l
	Remark :		l
Bank D			l
Misc. Deduction Filing			I
Utilisation Certificate		Submit Cancel	l
CPSMS Forum			
Register / Track Issue			I

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.

		Instructions							
E-Payment	The interest encount along due	included in the opening balance should not be reflected here.							
Scholarship Management 🛛 👂	The interest amount aiready i	nciuded in the opening balance should not be reflected here.							
Reports		Interest Income							
My Details 🖒									
Masters D	BankAccount :	5000001101 - DDO - ALLAHABAD BANK	-						
My Schemes	Period From :	01/01/2014							
	Period To :	30/06/2014							
Agencies 👂	Income From Interest :	6000	(Amount should not be less than Zero)						
My Funds		Schemes: 9268-SKILL DEVELOPMENT MISSION CENTRAL SECTOR							
Transfers D		Amount : 6000							
Advances		Add							
Expenditures		Scheme	Amount Action						
Bank D		Scheme SKILL DEVELOPMENT MISSION CENTRAL SECTOR	Amount Action						
Misc. Deduction Filing	Remark :	Interest earned from Jan to June 2014							
Utilisation Certificate		Increase Carned From our of oure 2013							
CPSMS Forum									
treat prices prices when the or the set		Submit Cancel							
Register / Track Issue									

Figure 20 Interest income details saved successfully

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

				Instructions				
E-Payment	The interest amount already i	polyded in the open	vine halance chould	not be reflected here				
Scholarship Management 🛛 🖒	The interest amount areauy	nciqued in the open	ing balance should	not be renected here.				
Reports								
My Details				Interest Income				
			Interes	t income details saved s	successfully			I
Masters D	BankAccount :	Select				-		U
My Schemes	Period From :	22/08/2014						Ľ
Agencies	Period To :	22/08/2014						
My Funds	Income From Interest :					(Amount should not be less than Zero)		
Transfers		Schemes :	Select			<b>▼</b>		
Advances		Amount :						E
Expenditures					Add			
Bank D	Remark :							I
Misc. Deduction Filing	Kenidi K .							
Utilisation Certificate				Submit Back				
CPSMS Forum							1	
Register / Track Issue								

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.

	nancial Managemen General of Accounts, Ministry		User T Agency	me: Data Operator Ype: AGENCYDO y: State Scheme Administrator ial Year: 2014-2015	<b>1</b>	(patnado) Logo Change Passwo
Home		Bank Accou	Manage Interest Income nt : 5000001101-DDO - ALLAHABAD BANK		•	
E-Payment D Scholarship Management D		Stat	us : -Select- Search	•		
Reports My Details			Selected Interest Incomes			
Masters D	Bank Account Number A	Amount 6000.00	Period From 01/01/2014	Period To 30/06/2014	Status Created	
My Schemes D Agencies D My Funds D	Add Jr Income					
Transfers D						
Expenditures						
Bank   ▷     Misc. Deduction Filing   ▷						

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.

	Inancial Management System-PFMS r General of Accounts, Ministry of Finance Welcome: Data Operator User Type: AGENCYDO Agency: State Scheme Administrator Financial Year: 2014-2015	[patnado] Logout Change Password
Home	Interest Income Details	
E-Payment C Scholarship Management	Bank Account : 50000001101 Period From : 01/01/2014 Period To : 30/06/2014	
Reports My Details	Income From Interest: 6000.00 Scheme: Scheme: Scheme Skill DEVELOPMENT MISSION CENTRAL SECTOR 6000.00	:
Masters () My Schemes () Agencies	Status : Created Remark : Interest earned from Jan to June 2014	
My Funds	Edit Submit For Approval Cancel Transaction Back	
Advances [ Expenditures [		-

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.

	inancial Management System-PFMS r General of Accounts, Ministry of Finance	Welcome: Data Operator User Type: AGENCYDO Agency: State Scheme Adminis Financial Year: 2014-2015	strator	[patnado] Logout Change Password
Home	Inte	erest Income Details		
E-Payment D Scholarship Management D Reports My Details D	Su Bank Account : 50000001101 Period From : 01/01/2014 Period To : 30/06/2014 Income From Interest : 6000.00	ibmitted successfully		
My Details     D       Masters     D       My Schemes     D       Agencies     D       My Funds     D	Status : Submitted Remark : Interest earned from	Scheme ENT MISSION CENTRAL SECTOR m Jan to June 2014 el Transaction Back	Amount 6000.00	
Transfers     D       Advances     D       Expenditures     D       Bank     D       Misc. Deduction Filing     D				

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.

	wanararar na na ana ang na		rinan	Cidi 18df: 2014-2013	ſ
Home			Manage Interest Income		
E-Payment			unt : 50000001101-DDO - ALLAHABAD BANK	(	<b>.</b>
Scholarship Management		Sta	tus : -Select-	•	
Sanctions D			Search		
Reports			Selected Interest Incomes		
	Bank Account Number 🔺	Amount	Period From	Period To	Status
Masters D	50000001101	6000.00	01/01/2014	30/06/2014	Submitted
My Schemes	Add Interest Income				
Agencies D					
My Funds 👂	Opening Balance				
Transfers D	Received from Central Govt				
Advances D	Received from Other Agency				
Expenditures	Returned by Other Agency				
Bank D	Received from State Govt				
Misc. Deduction Filing	Interest Income				
Utilisation Certificate	Investme View Interest Income				

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.

	nancial Management System-PFMS (Interfect CPSNIS) Welcome: Data Approver User Type: AGENCYDA Agency: State Scheme Administrator Financial Year: 2014-2015	[patnada] Logout Change Password
Home	Interest Income Details	
E-Payment	Bank Account : 5000001101 Period From : 01/01/2014	
Scholarship Management	Period To: 30/06/2014	
Sanctions D	Income From Interest: 6000.00 Scheme:	
Reports	Scheme Amount	
Masters D	SKILL DEVELOPMENT MISSION CENTRAL SECTOR 6000.00	
My Schemes 👂	Status : Submitted Remark : Interest earned from Jan to June 2014	
Agencies D	Approve Reject Cancel Transaction Back	
My Funds		
Transfers D		
Advances D		
Expenditures D		
Bank D		
Misc. Deduction Filing		
📀 🥝 🖉	🥹 📧	▲ 🔁 🕨 🔶 15:55 22/08/2014

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.

111ML	nancial Management System-PFMS General of Accounts, Ministry of Finance	Welcome: Data Approver User Type: AGENCYDA Agency: State Scheme Administrator Financial Year: 2014-2015	[patnada] Logout Change Password
Home E-Payment	Interest Income I Bank Account : 50000001101	Details	
Scholarship Management	Period From:         01/01/2014           Period To:         30/06/2014           Income From Interest:         6000.00		
Reports Masters	Scheme: Remark Interest earned fr Jan to June 2014	rcm Amount 6000.00	E
Ny Schemes D	Status : 5 Remark : Ir Confirm Can		
My Funds D	Approve Reject Concern		
Advances D			
Bank D Misc, Deduction Filing			

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.

	nancial Management System-PFMS r General of Accounts, Ministry of Finance (General of Accounts, Ministry of Finance) Welcome: Data Approver User Type: AGENCYDA Agency: State Scheme Administrator Financial Year: 2014-2015	[patnada] Logout Change Password
Home	Interest Income Details	
E-Payment	Request has been Approve successfully Bank Account : 50000001101	
Sanctions	Period From : 01/01/2014 Period To : 30/06/2014 Income From Interest : 6000.00	
Reports Masters	Scheme : Scheme Amount Skill DEVELOPMENT MISSION CENTRAL SECTOR 6000.	00
My Schemes	Status : Approve Kemark : Interest earned from Jan to June 2014	
My Funds	Back	
Transfers		
Advances		
Expenditures D		
Bank D		
Misc. Deduction Filing		

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.

for aires			unto, Philioti y or Philioto		Financial tear:	2011 2015	
Home					Manage Investment		
				Bank Account : 500000	001101-DDO - ALLAHABAD BANK	•	
E-Payment	Þ			Status : -Select	t	-	
Scholarship Ma	nagement 👂				Search		
Reports				Sel	ected Investment Incomes	;	
My Details	Þ		Bank Account	Amount	Status	Created Date	
Masters	D		5000001101	2000.00	Created	25/08/2014	
My Schemes	D		Add Investment Details				
Agencies	Þ						
My Funds	Þ	Opening Balance	•				
Transfers	⊳	Received from C	entral Govt				
Advances	Þ	Received from O	ther Agency				
Expenditures	Þ	Returned by Othe	er Agency				
Bank	D	Received from S	tate Govt				
Misc. Deduction	n Filing D	Interest Income					
Utilisation Certi	ificate ▷	Investment Deta	ills				

Figure 29 Investment Details

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

	nancial Management S General of Accounts, Ministry of Fi		Welcome: Data Operator User Type: AGENCYDO Agency: State Scheme Administrato Financial Year: 2014-2015	[patnade] Logout Change Password
Home		Investment Deta	ails	
E-Payment	BankAccount :	5000001101 - DDO - ALLAHABAD BANK	•	
	Investment Type :	-Select	<u> </u>	
Scholarship Management	Investment Amount :	Select FixedDeposits		
Reports	Scheme :	RegularDeposits Other	RAL SECTOR	
My Details		Amount :	VISION VERNINAL SECTOR	
Masters D			Add	
My Schemes				
Agencies D	Remark :			
My Funds				
Transfers		Submit Cance	el	
Advances D				
Expenditures D				
Bank				
Misc. Deduction Filing				

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.

	nancial Management S General of Accounts, Ministry of Fi		Welcome: Data Ope User Type: AGENCY Agency: State Sche Financial Year: 2014	DO me Administrato	r
lome		Investment Details			
-Payment	BankAccount :	50000001101 - DDO - ALLAHABAD BANK		•	
cholarship Management	Investment Type :	FixedDeposits			
cholarship Management 👂	Investment Amount :	2000			
eports	Scheme :	Schemes : 9268-SKILL DEVELOPMENT MISSION CEN	TRAL SECTOR		
ly Details 👂		Amount : 2000			
1asters D		A	dd		
ly Schemes		Scheme		Amount	Action
encies D		SKILL DEVELOPMENT MISSION CENTRAL	SECTOR	2000.00	X
Funds	Remark :	fixed deposit details		I	
ansfers D		liked deposit details			
lvances D		Submit Cancel			
xpenditures D					
ank D					
lisc. Deduction Filing					

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.

	inancial Management System r General of Accounts, Ministry of Finance	m-PFMS (formerly CPSMS)	Welcome: Data User Type: AGE Agency: State S Financial Year: 2	NCYDO Scheme Administrator	[patnado] Lo Change Pass	gout word
Home			Manage Investment			
E-Payment		Bank Account : 500000	01101-DDO - ALLAHABAD BANK	•		
		Status : -Select	-	•		
Scholarship Management			Search			
Reports		Sel	ected Investment Incomes			
My Details	Bank Account	Amount	Status	Created Date		E
Masters D	Number					
My Schemes	<u>50000001101</u> 50000001101	2000.00	Created	25/08/2014 25/08/2014		
		2000.00	Created	23/00/2014		
Agencies D	Add Inv stment Details					
My Funds						
Transfers	•					
Advances D						
Advances (/						1
Expenditures D						
Bank 👂						
Misc. Deduction Filing						

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.

	nancial Management System-PFMS (General of Accounts, Ministry of Finance (General of Accounts, Ministry of Finance) (General of Accounts, Ministry of Fina	[patnado] Logout Change Password
Home	Investment Income Details	
E-Payment D Scholarship Management D	Bank Account : 50000001101 Investment Type : FixedDeposits Investment Amount : 2000.00	
Reports	Scheme Scheme Amount	
My Details	SKILL DEVELOPMENT MISSION CENTRAL SECTOR 2000.00	F
Masters D My Schemes D	Status : Created Remark : Edit Submit For Approval Cancel Transaction Back	
Agencies		
Advances D		
Expenditures D Bank D Misc. Deduction Filing D		

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.

	nancial Managemen r General of Accounts, Ministry		Widcown TSC Book User Type: ACREVADM Agency BURAL ELECTRITICATION CORPORATION LTD Financial Vera: 2016-2017
AdhocReports			Funds Received From Other Sources
BharatKosh Report		Scheme : *	-Select-
Home			-Select-
E-Payment D		Bank Account : *	•
Reports		Fund Sources : *	
My Details		Fund Type : *	
Masters D		Ref No : *	
My Schemes D	Actual Transaction Date : *		
Agencies D		Payment Mode : *	-Select-
My Funds D	Opening Balance	Favouring Of : *	
Transfers D	Received from Central Govt	Instrument Number : *	
Advances D	Received from Other Agency		
Scheme Allocation	Returned by Other Agency	Fund Amount : * Narration :	
Expenditures D	Received from State Govt	Narration :	
Bank D	Interest Income		
Register/ Track Issue	Investment Details		
Misc. Deduction Filing	Income from Other Sources	Add New	<i>i</i>
Utilisation Certificate	Manage Returned Funds	Manage Income From Other Sou	
Accounting System Integration ()	L	Manage Refund Settlement	Submit Cancel

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.

AdhocReports			Funds Received From Other Sources
BharatKosh Report	D	Scheme : *	9338 - DEEN DAYAL UPADHYAYA GRAM JYOTI YOJANA (DDUGJY)
Home		Project :	Select V
E-Payment	D	Bank Account : *	30808855220 - Rural Electrification Corporation Limited - STATE BANK OF INDIA
Reports		Fund Sources : *	WorldBank
My Details	D	Fund Type : *	Grant in aid 🔹
Masters	0	Funds Received From : *	01/01/2015
	-	Ref No : *	Ref/World
My Schemes		Actual Transaction Date : *	01/08/2016
Agencies	D	Payment Mode : *	DD •
My Funds	D	Favouring Of : *	RECL
Transfers	D	Instrument Number : *	125645
Advances	D	Instrument Date : *	01/01/2015
Scheme Allocation	D	Fund Amount : *	100000 Rupees one lakh(s) only
Expenditures	D	Narration :	h
Bank	D	Voucher Number :	
Register/ Track Issue	_		Submit Cancel

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.

E-Payment b Scheines : 9283 - SKILL DEVELOPMENT MISSION CENTRAL SECTOR Bank Account : 5000001101 - DDO - ALLAHABAD BANK Reports My Details D	•	
Scholarship Management     D       Reports     Search       My Details     D	•	
Reports     Status     Search       My Details     V		
My Details D		
	-	
Masters D Scheme Bank Account Source Type Amount		Status
Ny Schemes	D00.00	Created
Agencies		
My Funds		
Transfers D		
Advances D		
Expenditures D		
Bank		
Misc. Deduction Filing		

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.

#### Approve Income from Other Sources

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

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

#### 1.3 Fund Transfer

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

#### Go to Masters>Bulk Customization>Manage

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

My Details	V	be			
Masters	Þ	Users	D		
My Schemes	Þ	Bulk Customization	Þ	<u>Manage</u>	
Agencies	Þ	DSC Management	D		
My Funds	D	Vendors	D		
Transford	N				

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.

Home		Schen	ne Bulk Customization	
E-Payment	Scheme :	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARAN' 🔻		Module Funds Funds Expenditure Advance Transfer
Reports	Name : Transaction Type:	TRANSFER TO DISTRICTS IN M.P.		Level  Rural  Urban
My Details	Scheme Component :	Component Wise Bulk Default Component		Level : DISTRICT T Select-
Masters D		G- Ø Bulk Ģ- Ø Wages		DISTRICT Block Gram Panchayat
My Schemes		- 🗹 Unskilled Workers		Gram Parionayat
Agencies D		🗹 Skilled Workers		
My Funds		- Administrative expenses		
Transfers D		Salary and allowance of Programme Officers & sup     Work site facilities		
Advances D		Travelling Expenses		
Expenditures D	Default Amount :	1000 (optional)		
Bank D	Payment Mode:			
Misc. Deduction Filing	- aymene rouer			
Utilisation Certificate		Cheque DD RTGS ECS		
CPSMS Forum			Save Cancel	
Tally Integration		Manage S	cheme Bulk Customizatio	n
Bank Printing Templates		۲	Enabled O Disabled	

Figure 38 Bulk Customisation Component wise

Click on the "Save" button and the customization will be displayed in a grid as shown in figure 39.

Home			Scheme Bulk Customiza						
			Record saved successfu	.lly					
E-Payment	Scheme : 0822 - MAHATN	IA GANDHI NATIONAL RURAL	EMPLOYMENT GUARANT	Module O Funds O Fun	nds O Funds				
Reports	Name :			Expenditure Advance	e Transfer				
My Details	Transaction Type: O Componer	nt Wise 🔘 Bulk 🔍 Defau	ult Component						
Masters D	Default Amount :	(optional)							
My Schemes	Payment Mode:								
Agencies D	Cheque DD	RTGS ECS							
My Funds			Save	Cancel					
Transfers D									
Advances D			Manage Scheme Bulk Custo						
			Enabled Obisable	(d					
Expenditures D	Customization Name	Module	Scheme	e Name	Default Amount	DELETE			
Bank D	TRANSFER TO DISTRICTS IN M.P.	Funds Transfer	MAHATMA GANDHI NATIONAL RURAL EMPLOY	MENT GUARANTEE SCHEME	1000.00	×			
Misc. Deduction Filing									
Utilisation Certificate									
CPSMS Forum									
Tally Integration									
Bank Printing Templates									

Figure 39 record saved successfully

#### 1.3.1 Manage Bulk Customization

Reports	D		The following table shows the summary of Agency according to status and type. To find out w of Agency in a status, Click on the corresponding status.						
My Details	D								
Masters	Þ	Users	D		_				
My Schemes	D	Bulk Customization	D	Manage					
Agencies	D	DSC Management	D	Manage					
My Funds	D	Vendors	D			Mapped A			
Transfers	D	Scheme Name			M				
Advances	D				<u></u>				

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.

2		<b>nancial Managen</b> r General of Accounts, Mini	the second of	MS <sub>PSMS</sub> )		Welcome: Dr. K.K. Aç User Type: AGENCY) Agency: District Hea Financial Year: 2014	ADM Ith Socitey, Ujjain		[dh C	<b>isujjadm]</b> Logol Change Passwor
Home						Scheme Bulk Customization				
Masters	D	Scheme :	9158 - NATIONAL HEALTH MIS	SION INCLUDING NRHM		<b>v</b>		O Funds		
E-Payment	₽	Name :						Advance Transfer		
Reports	D	Transaction Type:	○ Component Wise ○ Bu	lk O Default Component			Level Type : O		~	
My Details	D	Default Amount :	(optio	nal)						
Masters	D	Payment Mode:	Cheque		ECS	Note:E-Payment can be done using Print Advice,Internet				
My Schemes	D		Ortgs			Banking,Digital Signature channel mode depending upon				
Agencies	Þ		OEPaymentUsingPrintA	lvice		the account activation status.				
My Funds	D					Save Cancel				
Transfers	D				Man	age Scheme Bulk Customization				
Advances	D					Enabled      Disabled				
Expenditures	D	Customiza	tion Name	Module		Scheme Name		Default Am	ount	DELETE
Bank	Þ	Bulk 2015		Funds Transfer	NATIO	NAL HEALTH MISSION INCLUDING NRHM	1		100.00	×
Misc. Deduction	Filing D	TRANSFER TO BLOCKS IN U	NIACCI	Funds Transfer	NATIO	NAL HEALTH MISSION INCLUDING NRHM	1		100.00	×
Utilisation Certi	ificate D	ADVANCES TO BL		Funds Advance	NATIO	NAL HEALTH MISSION INCLUDING NRHM	1		100.00	×

Figure 41 list of customizations

#### 1.3.2 View Bulk Customization

			Scheme Bulk Customization			
	9156 - NATIONAL HEALTH MISSION INC	CLUDING NRHM	~		○ Funds	
name .	Bulk 2015			Level Type : 🝙 👦		
Transaction Type:	Component Wise OBulk OD	efault Component		© K	Rural 🔿 Urban k / Taluka Level 🗸 🗸 🗸	1
Scheme Component :	Image: Second state of the se	es (only Dis, Mon & Quality) RUs 24x7 PHCs 1 RCH services	~			_
Default Amount :	100 (optional)					
Payment Mode:	Cheque DD ORTGS © EPaymentUsingPrintAdvice	RTGS ECS	Note:E-Payment can be done using Print Advice.Internet Banking,Digital Signature channel mode depending upon the account activation status.			
			Update Disable Cancel			
		M	anage Scheme Bulk Customization			
			Enabled      Disabled			
Customiza	tion Name	Module	Scheme Name		Default Amount	DELETE
Bulk 2015	Fund	ls Transfer NA	TIONAL HEALTH MISSION INCLUDING NRHM		100.00	×
	1 unu				10000	~

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:

Vendors
Default Amount
Payment mode
User can edit the details and update by clicking Update button.

	9156 - NATIONAL HEALTH MISSION INCLUDING NRHM		⊖Funds ●Funds Advance Transfer
Transaction Type:	Bulk 2015            © Component Wise OBulk Obefault Component	Level Type : OR Level : Block	
Scheme Component : Default Amount : Payment Mode:	G: South         G: South	<b>`</b>	
		Update Disable Cancel	
		Manage Scheme Bulk Customization	
Customiza Bulk 2015	tion Name Module Funds Transfer	Scheme Name NATIONAL HEALTH MISSION INCLUDING NRHM	Default Amount DELETE

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.

		Scheme Bulk Customization			
		Record saved successfully			
Scheme : 9158 - NATIONAL HEALTH MISS	ION INCLUDING NRHM		Funds OFunds dvance Transfer	5	
Name :					
Transaction Type: O Component Wise O Bu	k O Default Component				
Default Amount : (option	al)				
Payment Mode: ALL					
	s 🗌 ecs				
		Save Disable Cancel			
		Manage Scheme Bulk Customization			
		Enabled      Disabled			
Customization Name	Module	Scheme Name	Defa	ault Amount	DELETE
Bulk 2015	Funds Transfer	NATIONAL HEALTH MISSION INCLUDING NRHM		100.00	×

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.

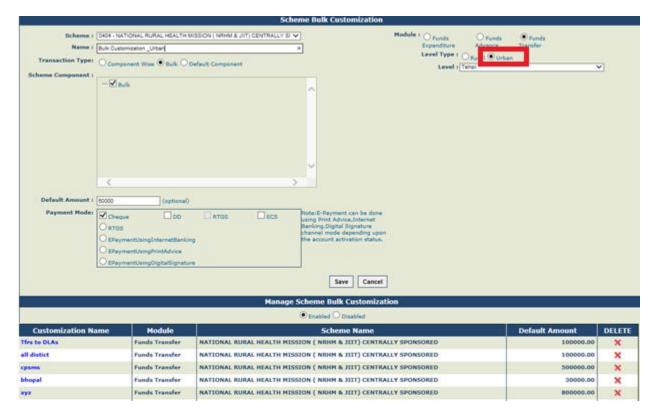


Figure 45 Bulk Customization- Urban Level Type

#### Scheme Bulk customization-Urban

		Scheme Bulk Customization								
		Record saved successfully								
Scheme : 0404 - NATIO	NAL RURAL HEALTH MISS	ION ( NRHM & JIT) CENTRALLY SP. 🗸	Module 1 O Funds	O Funds	O Funds					
Name :			Expenditure	Advance	Transfer					
Transaction Type: O Compone	Transaction Type: O Component Wise O Bulk O Default Component									
Default Amount :	Default Amount : (optional)									
Payment Mode: ALL	Payment Mode:									
Cheque										
		Save Cancel	J							
		Manage Scheme Bulk Customizat	tion							
		Enabled      Disabled								
Customization Name	Module	Scheme Name			Default Amount	DELETE				
Tfrs to DLAs	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRA	ALLY SPONSORED		100000.00	×				
all distict	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRA	ALLY SPONSORED		100000.00	×				
cpsms	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRA	ALLY SPONSORED		500000.00	×				
bhopal	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRA	ALLY SPONSORED		30000.00	×				
xyz	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRA	ALLY SPONSORED		800000.00	×				
Bulk Customization _Urban	Funds Transfer	NATIONAL RURAL HEALTH MISSION ( NRHM & JIIT) CENTRA	ALLY SPONSORED		50000.00	×				
		12								

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

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).

Home		Funds Transfer
E-Payment	Schemes:	0522 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME
Reports		630400800778 - MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHOPAL - STATE V
My Details	Letter/office order no.:	Commissioner2014001
Masters D	Letter/office order Date:	
My Schemes	Actual Transaction Date:	
Agencies D	Transferring Amount:	100000 Available balance : 20343548000.00
My Funds	Transaction Type:	Component Wise O Bulk
Transfers	Scheme Component:	Scheme Select Scheme Amount:
		Component: (Enter minimum 3 characters to Scheme Components)
Expenditures D		Add
Bank D		Scheme Components Amount Action
Misc. Deduction Filing		[ 4460 ] Unskilled Workers 100000.00
Utilisation Certificate		MP001-DRDA Balaghat Select Agency
CPSMS Forum	Purpose for Transfer:	$\Diamond$
Tally Integration		
Bank Printing Templates		Submit Back

Figure 48 Funds Transfer Screen1

# **Funds Transfer Screen**

AdhocReports				Fu	nds Transfer Bulk Uploading				
BharatKosh Report		Scheme : *	9338 - DEEN DAYAL UPADHYAYA	GRAM JYOTI YOJANA (DDUGJY)					
		Bank Account : *	30808865220 - Rural Electrificatio	n Corporation Limited		Available Balance : 5122708	9349.10		
Home		Project :	-Reject-						
E-Payment		Letter/Office Order No.: *	[						
Reports			Choose File No file chosen	Upload					
Ny Details				nd pdf of size not more than 4MB are allowed.					
Masters D		Uploaded Office Order Letter: Letter/Office Order Date:*							
Ny Schemes		Actual Transaction Date:*							
Agencies D			CENTRAL AGENCY						
Ny Funds		Transferring Amount:*							
Transfers D		Narration:							
Advances D		Voucher Number:							
Scheme Allocation			(8)CAPITAL SUBSIDY (INFRA	(BPL)					]
Expenditures		Set Default Component:							Maximum 5 Components can be checked from list. If you want to select another component
Bank D									please uncheck selected component.
Register/ Track Issue									
Misc. Deduction Filing								Total Amount	Net Amount: 0.00
Utilisation Certificate		Agency Nam	ne	Component Name	Component Details	ount	Delete	Total Amount	
Accounting System Integration	~	WEST BENGAL STATE ELECTRICITY DISTRIBUT	TON COMPANY LTD	select	. 0.00	June	X	0.00	
Bank Printing Templates				select (8)CAPITAL SUBSIDY (INFRAISPL)	Add More Component				
Bank Printing Templates		NHPC LTD.			Add More Component				
	8	KERALA STATE ELECTRICITY BOARD			Add More Component				
		HIMACHAL PRADESH STATE ELECTRICITY BOAT	RD		Add More Component				
		Power Grid Corporation of India Limited			Add More Component				
		Jammu and Kashmir State Power Development C	Corporation Limited		Add More Component				
	•	Chhattisgarh State Power Distribution Company	Limited - CSPDCL		Add More Component				
		DAKSHIN GUJARAT VIJ COMPANY LTD - DGVCL			Add More Component				
		SOUTHERN POWER DISTRIBUTION COMPANY O	F A.P. LIMITED - APSPOCL		Add More Component				
		Paschim Gujarat VIJ Company Limited - PGVCL			Add More Component				
		Madhya Kshetra Vidyut Vitaran Co. Pvt. Ltd Mi	PMKVVCL		Add More Component				

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.

Home	Funds Transfer								
E-Payment	Schemes:	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME V Customization Name							
Reports	Bank Account:	83040890778 - MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHOPAL - STATE 🗸							
	Letter/office order no.:	Commissioner/2014/001 TRANSFER TO DISTRICTS IN M.P.							
My Details	Letter/office order Date:	05/03/2014							
Masters D	Actual Transaction Date:	05/03/2014							
My Schemes	Transferring Amount:	100000 Available balance : 20343548000.00							
Agencies D	Transaction Type:	Component Wise     O Bulk							
My Funds	Scheme Component:	Scheme Select Scheme Amount:							
Transfers D		Component: component (Enter minimum 3 characters to Scheme Components)							
Advances D									
Expenditures		Add							
Bank 👂		Scheme Components Amount Action							
Misc. Deduction Filing		[4460] Unskilled Workers 100000.00							
Utilisation Certificate	Agency:	Select Agency							
CPSMS Forum	Purpose for Transfer:								
CPSMS Forum		×							
Tally Integration	Amount being transferred save	ed successfully, please click below at payee details button to complete funds transfer							
Bank Printing Templates		Payee Details Back							

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.

Home		Payee Det	ails								
E Brunnet	Payee details saved successfully										
E-Payment		Bank Name : STATE BANK OF INDIA									
Reports	IFSC Code : S01N0030343										
My Details	Transferring Bank Account : 63040890778										
Masters	Transfer Amount: 100000.00										
	Transfer Amount : Rupes one lakh(s) only										
My Schemes	Receiving Agency : DRDA Balaghat Purpose for Advance:										
Agencies 👂		Purpose for Advance: Bank Account (Receiving Agency): [83002575139 - CEO ZP MP GRAMIN F V									
My Funds		Instrument Type : Cheque	Add								
		Instrument Type . oneque									
Transfers D	Cheque Details										
Advances D	Cheque No.	Cheque Favouring	Amount	Date	Delete						
Expenditures	7896541 (Account is Non CBS, So enter cheque here.)	CEO ZP MP GRAMIN ROZGAR GUAI	100000	05/03/2014	×						
Bank D		Next									
Misc. Deduction Filing											
Utilisation Certificate											
CPSMS Forum											
Tally Integration											
Bank Printing Templates											

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.

Home		Funds Transfer Details	
E-Payment	Letter/office order no. :		
E-Payment D	Letter/office order Date :		
Reports		MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	
My Details	Bank Account :		
riy becans v	Transfering Amount :		
Masters D	Scheme Component :		
My Schemes		Scheme Component	Amount
		Unskilled Workers	100000.00
Agencies D	Status :		
My Funds	Remark :	Payee Details Filled	
Transfers D		Submit For Approval Edit Payee Details Cancel Transaction Bac	:k
Advances			
Expenditures D			
Bank D			
Misc. Deduction Filing			
Utilisation Certificate			
CPSMS Forum			
Tally Integration			
Bank Printing Templates			

*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.

Home	Manage Funds Transfer											
E-Payment	Schemes I (822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME 🗸											
Reports	Bank Account : Select-											
My Details	Letter/office order no. :	Letter/office order no. : Agency :										
Masters D	Status :	Status : -Select V										
The sector of th		Search										
My Schemes			Selected Funds									
Agencies D	Letter/office	e order no.	Letter/office order Date	Amount	Agency	Status						
My Funds	Commissioner/2014/001		05/03/2014	100000.00	DRDA Balaghat	Submitted						
Transfers	Transfer Another Fund											
Advances D												
Expenditures D												
Bank D												
Misc. Deduction Filing												
Utilisation Certificate												
CPSMS Forum												

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.

Home		Funds Transfer Details	
E-Payment	Letter/office order no. :		
Reports	Letter/office order Date :		
		MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	
My Details	Bank Account :		
Masters D	Transfering Amount : Scheme Component :		
My Schemes	Scheme Component :	Scheme Component	Amount
		Unskilled Workers	100000.00
Agencies D	Status :	Submitted	
My Funds	Remark :	Payee Details Filled	
Transfers		Approve Reject Cancel Transaction Back	
Advances D			
Expenditures D			
Bank 👂			
Misc. Deduction Filing			
Utilisation Certificate			
CPSMS Forum			
Tally Integration			
Bank Printing Templates			

Figure 54 confirm the approval

		<ul> <li>Television</li> </ul>	-	or the second			
Http://164.10	00.129.32	!/HOPE/ImplementingAgency/Fu 🔎 = 🖒	🤣 Personalized Hor	ne page from <u>8</u> Gmail	6 164.100.129.32 ×		📅 🛣 😳
		nancial Management Sy General of Accounts, Ministry of Fina		Welcome: commissioner rd User Type: AGENCYADM Agency: MADHYA PRADESH S Financial Year: 2013-2014	TATE EMPLOYMENT GUARANTE BHOP/	AL 25	
Home			Fu	ıds Transfer Details			
E-Payment		Letter/office order no. :	Commissioner/2014/0				
Reports		Letter/office order Date :					
My Details		Bank Account :					
Masters		Transfering Amount :	100000.00				
My Schemes		Scheme Component :		Scheme Component Unskilled Workers	Amount 100000.00		
Agencies		Status :	Submitted				
My Funds		Remark :	Payee Details Fille Ren	Mark Approved	7		
Transfers			Approve R	×			
Advances				Confirm Cancel			
Expenditures							
Bank							
Misc. Deduction Filing							
Utilisation Certificate							
CPSMS Forum							
Tally Integration							
Bank Printing Templates							
		About Us   Site	Map   Privacy Policy	Contact Us   ©2009 CENTRAL PLAN SCHEME MONITO	ORING SYSTEM. All Rights Reserved.		
📀 🦲 🚞		2 🧿 🗐 🥏		COMPANY NEW			I2:47 PM 3/5/2014

Figure 55 remarks

A message record approved successfully will appear as under.

Home		Funds Transfer Details						
E-Payment		Record Approved successfully						
C Payment V	Letter/office order no. : Commissioner/2014/001							
Reports	Letter/office order Date : 05/03/2014							
My Details	Scheme Name/Code: MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME							
	Bank Account :							
Masters	Transfering Amount :	10000.00						
My Schemes	Scheme Component :	Scheme Component	Amount					
Agencies D		Unskilled Workers	100000.00					
	Status :	Released						
My Funds	Remark :	Approved						
Transfers		Back						
Advances D	L							
Expenditures								
Bank D								
Misc. Deduction Filing								
Utilisation Certificate								
CPSMS Forum								
Tally Integration								
Bank Printing Templates								

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.

Home		Create Funds Advances			
	Funds Advance Header:				
E-Payment					
Reports	Scheme:	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GU. Y		Customization Name	
	Bank/Cash Account:	Select V		No Records Found For Bulk Customization	-
My Details	Vendor/Beneficoary	O Vendor O Beneficoary			
Masters D	Sanction Number:				
My Schemes	Sanction Date:	05/03/2014			
Agencies D	Actual Transaction Date:				
	Balance Amount:				
My Funds D	Advance Amount:				
Transfers D					
Advances D	Purpose for Advance:				
Expenditures D	Scheme Component Details:				
Bank D	Scheme Components:	Select Scheme component cters to Scheme Components)	Percentage:	Amount:	Add
	(Enter minimum 3 charae	cters to Scheme Components)			
Misc. Deduction Filing	Total Amount:				
Utilisation Certificate	Component Amount:				
CPSMS Forum	Balance Amount:				
Tally Integration		Save Reset Cancel			
Bank Printing Templates					

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.

🙆 Most Visited 🗍 Getting Started						
Agencies D			mapped onmapped vendors Add new vend	or/benenciary		
My Funds	5	Sanction Number:	134-san			
		Sanction Date:	06/03/2014			
Transfers	Actual T	Fransaction Date:	06/03/2014			
Advances D		Balance Amount:	20343448000.00			
Expenditures	,	Advance Amount:	10000			
Bank D						
Dank	Purp	ose for Advance:				
Misc. Deduction Filing						
Utilisation Certificate						
CPSMS Forum	Scheme Component Details:					
Colora School School School School School	Scheme Components:		Select Scheme	Percentage:	Amount: Ac	dd
Tally Integration		component (Enter minimum 3 ch	naracters to Scheme Components)			
Bank Printing Templates						
			Scheme Component		Amount	
			[ 4465 ] Work site facilities		10000.00	
	Remove					
	Total Amount:	10000.00				
	Component Amount:	10000.00				
	Balance Amount:	0.00				
			Save Reset	Cancel		

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.

Most Visited Getting Started									
My Funds	9	anction Number:	134-san						1
		Sanction Date:	06/03/2014						L
Transfers D	Actual T	ransaction Date:	06/03/2014						L
Advances D		Balance Amount:	20343448000.00						L
Expenditures D	1	Advance Amount:	10000						L
Bank D									L
Misc. Deduction Filing	Purp	ose for Advance:							L
Utilisation Certificate									
	Scheme Component Details:								Ш
CPSMS Forum	Scheme Components:			Select Scheme	Percentage:	Amount:		Add	Ш
Tally Integration		component (Enter minimum 3 ch	aracters to Schem	e Components)					Ш
Bank Printing Templates			5	cheme Component			Amount		ıll
				-					
			[4	465 ] Work site facilities			10000.00		
	Remove								E
	Total Amount:	10000.00							Ш
	Component Amount:	10000.00							Ш
	Balance Amount:	0.00							Ш
				Funds details saved successfu Do you want to proceed with p					
				Yes No					

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.

Most Visited 🗍 Getting Started						
CPSMS Forum	Vendor/Benificiary Details:					
Tally Integration	Vendor Name		Ur	nique Code		Amount
Bank Printing Templates	M/s. Capital Services		M	I/289e8eMP4		10000.00
			Instrument Type			
	Instru	iment Type: Cheque		✓ Add		
	Cheque Details					
	Cheque No.	Cheque Favouri	ing /	Amount	Date	Delete
	233365 (Account is Non CBS, So enter cheque here.)	M/s. Capital Services	9500		06/03/2014	×
	· · · · · · · · · · · · · · · · · · ·					
	Do you want to add the deduction details?					
	● Yes ◎ No					
	Next					
	Favouring: M/s. Capital Services_233365_Che	eque 👻 Dedu	iction Type: TDS	- Perc	entage: Amo	unt:
	Add Deduction					
	Add Deduction					
	-	Favouring		Dedu	ction Type	Amount
	M/s. Capital S				TDS	

Figure 60 confirm to complete payee details

Verify the details and submit for approval of advance payment.

Most Visited 🗍 Getting Started				
Transfers D	Modified By: commissioner.rd Purpose for	r.	todified On: 06/03/2014	
Advances	Advance:			
Expenditures D	Payment Details:			
Bank D	Favouring Cheque/Account No.	Amount IFSC/MICR Cod	le. Payment Mode	Instrument Date
Misc. Deduction Filing	M/s. Capital Services 233365 99	500.00	Cheque	06/03/2014
Utilisation Certificate	Bill Deduction Details:			
CPSMS Forum				
Tally Integration	Favouring M/s. Capital Services_233365_Cheque	TDS	Deduction Type	Amount 500,00
Bank Printing Templates				
	Scheme Component Details:			
	Component Nam	e		Amount
	[ 4465 ] Work site facilities		10000.00	
	Vendor/Benificiary Details:			
	Vendor Name	Unique M/289e8eMP4	Code 10000.0	Amount
	Pl/s. Capital Services	P/209606PF4	10000.0	0
	Payee Details has been submitted successfully			
	Payee Details Submit For Approval Back			

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.

Most Visited Getting Started					
	Modified By: commissioner.rd		Modified	On: 06/03/2014	
Transfers	Purpose for				
Advances 🖒	Add new				
Expenditures	Manage				
Bank D	Approve	que/Account No. Amo	unt IFSC/MICR Code.	Payment Mode	Instrument Date
Misc. Deduction Filing	Adv Approve Fund Advances 233365	9500.00		Cheque	06/03/2014
Utilisation Certificate	Voucher Printing Advance				
CPSMS Forum		Favouring	De	duction Type	Amount
Tally Integration	M/s. Capital Services_233365_Cheque		TDS		
Bank Printing Templates					
	Scheme Component Details:				
		Component Name			Amount
	[ 4465 ] Work site facilities			10000.00	
	Vendor/Benificiary Details:				
	Vendor Na	ime	Unique Code		Amount
	M/s. Capital Services		M/289e8eMP4	10000	0.00

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.

Home			Manage Funds Advance			
E-Payment		FinancialYear :	2013-2014 👻			
Reports	Scheme	e Code/Name :	Al 🗸			
My Details	Vendor/Bene	eficiary Name :	-Al- 🗸			
Masters D	San	ction Number :				
My Schemes		Status :	Al			
Agencies			Search Reset			
My Funds	Sanction Number 🛛 🔺	Sanction	Scheme Code-Name	Vendor/Beneficiary	Advance	Status
Transfers D	· · · · ·	Date	0922-MAHATMA CANDHI NATIONAL BUBAL EMPLOYMENT	Name	Amount	
Transfers   D     Advances   D	Add new	06/02/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services		Approved
	Add new Add new	06/02/2014				Approved
Advances D		06/02/2014				Approved
Advances D Expenditures D	Manage	06/02/2014				Approved
Advances D Expenditures D Bank D	Manage Approve	06/03/2014				Approved

Figure 63 Advance Settlement

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

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

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	CIICK	on	add		button
Home		Ad	d New Settlement			
E-Payment						
Reports	Settlement Type:	Expenditure		Scheme Component		Amount
My Details	Settlement Type.	Select		[ 4465 ] Work site facilities		10000.00
Masters D	Bank Account:	Expenditure Return Funds		Advance Paid To Vendor:	10000.00	
My Schemes	Voucher/Challan Number:	MP402-03-2014-0001		Settlement Created:		
my schemes V	Voucher Date:	06/03/2014			0.00	E
Agencies D				Allready Settled Amount:	0.00	
My Funds	Component Name:	[ 4463 ] Administrative expenses component	Select Scheme	Currently Settle Amount:	0.00	
Transfers D		(Enter minimum 3 characters to Scheme	Components)	Balance Amount:	10000.00	
Advances	Expense Type:	Revenue     Capital				
	Amount:	5000				
Expenditures D						
Bank D	Remarks:					
Misc. Deduction Filing	i cina i ci					
Utilisation Certificate						
CPSMS Forum						
Tally Integration		Add Back				-

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.

Most Visited Getting Started					
Reports					
	Settlement Type:	Expenditure 👻	Scheme Componer	nt	Amount
My Details D			[ 4465 ] Work site facilit	ties	10000.00
Masters D	Bank Account:	63040890778 - MADHYA PRADESH ST/ -	Advance Paid To Ver	ndor: 10000.00	
My Schemes	Voucher/Challan Number:	MP402-03-2014-0002	Settlement Created:	0.00	
	Voucher Date:		Allready Settled Am		
Agencies D	Component Name:	[4463] Administrative expenses Select Scheme			
My Funds D		component	Currently Settle Am		
Transfers D		(Enter minimum 3 characters to Scheme Components)	Balance Amount:	5000.00	
Advances D	Expense Type:	Revenue      Capital			
Expenditures	Amount:				
Bank D	Remarks:				
Misc. Deduction Filing					
Utilisation Certificate					
CPSMS Forum					
Tally Integration	[	Add Reset			
Bank Printing Templates	Voucher Number	Scheme Component	Settlement Type	Amount Expe	nse Type
	MP402-03-2014-0001	[ 4463 ] Administrative expenses	Expenditure	5000.00 Reven	ue
	[	Remove Save Back			

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

Home			Manage Funds Advance		
E-Payment		FinancialYear :	2013-2014 👻		
Reports	Sche	eme Code/Name :	All 🗸		
My Details	Vendor/Be	eneficiary Name :	All 💌		
Masters D	s	anction Number :			
My Schemes		Status :	Ali		
Agencies D			Search Reset		
My Funds	Sanction Number	Sanction	Scheme Code-Name	Vendor/Beneficiary	Advance Status
Transfers	Sanction wumber	Date	Scheme Code-Name	Name	Advance Status Amount
Advances	Add new		0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00 Approved
Expenditures	Manage				Add New Funds Advance
Bank D	Approve				
Misc. Deduction Filing	Advance Settlements				
Utilisation Certificate	Voucher Prin Manage Advance Settlen	nents			_
CPSMS Forum					

*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.

Most Visited 🗍 Getting Started						
Home						
E-Payment			Advance Settlemer	nt		
Reports	Scher	me Code/Name:	MAHATMA GANDHI NATIONAL RURAL EMPLOYM	ENT GUARANTEE SCHEME		
My Details	Bank A	ccount Number:	63040890778			
Masters D	Vendor/Be	neficiary Name:	M/s. Capital Services			
My Schemes		Order Number:	134-san			
Agencies D		Order Date:				
My Funds	Advance Status:					
Transfers	Total Advance Amount: Advance Paid To Vendor:					
Advances D		al Paid Amount:				
Expenditures D	Total Dec	duction Amount:	500.00			
Bank D	Already	Settled Amount:	0.00			
Misc. Deduction Filing						
Utilisation Certificate	Voucher Number		Component Name Administrative expenses	Settlement Type Expenditure	Amount	Status
CPSMS Forum	MP402-03-2014-0001		Administrative expenses	Grand Total	5000.00	Created
Tally Integration						
Bank Printing Templates		Add New Settle	ment Submit For Approval Cancel Se	ettlement Approve/Reject Back	k	

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.

Home			Manage Funds Advance			
E-Payment		FinancialYear :	2013-2014 👻			
Reports	Sche	me Code/Name :	-Al 🗸			
My Details	Vendor/Be	eneficiary Name :	-Al			
Masters D	s	anction Number :				
My Schemes		Status :	Al 🗸			
Agencies D			Search Reset			
My Funds	Sanction Number 🔺	Sanction	Scheme Code-Name	Vendor/Beneficiary	Advance	Status
Transfers	Sanction Number	Date	Scheme Code-Name	Name	Advance Amount	Status
Advances D	Add new	06/03/2014	0822-MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME	M/s. Capital Services	10000.00	Approved
Expenditures	Manage					
Bank D	Approve					
Misc. Deduction Filing	Advance Settlements					
Utilisation Certificate	Voucher Printing Advance					
CPSMS Forum						

Figure 69 open Advance Settlement Approval page

Select the check box and approve the settlement amount.

Home					
E-Payment		Advance Settlem	ent		
Reports	Scheme Code/Name:	MAHATMA GANDHI NATIONAL RURAL EMPLO	MENT GUARANTEE SCHEME		
My Details	Bank Account Number:	63040890778			
Masters D	Vendor/Beneficiary Name:	M/s. Capital Services			
My Schemes	Order Number:	134-san			
Agencies D	Order Date:	06/03/2014			
My Funds	Advance Status:	Approved			
Transfers	Total Advance Amount:	10000.00			
Transfers D	Advance Paid To Vendor:	10000.00			
Advances	Total Paid Amount:	9500.00			
Expenditures D	Total Deduction Amount:	500.00			
Bank D	Already Settled Amount:	0.00			
Misc. Deduction Filing	Voucher Number	Component Name	Settlement Type	Amount	Status
Utilisation Certificate		Administrative expenses	Expenditure		Submitted
CPSMS Forum	<u>MP402-05-2014-0001</u>		Grand Total		
Tally Integration				<u> </u>	
Bank Printing Templates	Add New Settle	ement Submit For Approval Cancel	Settlement Approve/Reject B	lack	

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.

Home	Create Expenditure Details
	Expenditure Header:
E-Payment	
Reports	Scheme: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYI -
My Details	Bank Account: 63040890778 - MADHYA PRADESH STATE EMPLOYMEN 🗸
	Expenditure Done By: Vendos -
Masters D	Vendor: M/s. Capital Services 👻
My Schemes	Add new vendor/beneficiary
	Sanction No.: 2314an
Agencies D	Sanction Date: 06/03/2014
My Funds	Actual Transaction Date: 06/03/2014
Transfers D	Total Available Amount: 20343438000.00
Transfers V	Total Amount: 2500
Advances D	
Expenditures D	Purpose for Expenditure:
	h.
Bank D	
Misc. Deduction Filing	Scheme Component Details:
Utilisation Certificate	Scheme Select Scheme Expense Operation Select Scheme Type Operation Component: Add
CPSMS Forum	Components component Revenue Capital Components
Tally Integration	Scheme Component Amount Expense Type
Bank Printing Templates D	[ 4492 ] Cost of materials     2500.00

*Figure 71 expenditure voucher details* 

Most Visited Getting Started						
My Schemes		Add new vendor/beneficiary				
Agencies	Sanction No.:					
Agencies	Sanction Date: Actual Transaction Date:					
My Funds D						
Transfers	Total Available Amount:					
Advances D	Total Amount:	2500				
	Purpose for Expenditure:					
Expenditures D						
Bank D						
Misc. Deduction Filing	Scheme Component Details:					
Utilisation Certificate		elect Scheme Expense	Percentage:	Amount: Add		
CPSMS Forum	Components component Revenue Capital (Enter minimum 3 characters to Scheme Components)					
Tally Integration	Scheme (	Component	Amount	Expense Type		
Bank Printing Templates	[ 4492 ] Cost of materials		2500.00 Re	venue		
	Remove		· · · · · · · · · · · · · · · · · · ·			
	Total Amount: 2500.00					
	Component Amount: 2500.00					
	Balance Amount: 0.00					
		Save Reset	Back			

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'

AdhocReports				Manage Dedu	ction			
BharatKosh Report		Scheme: 9	338 - DEEN DAYAL UPADH	MAN	Deduction Type	TDS	•	
Home						105	•	
E-Payment			-Select	•	Sanction Number:			
Reports		From Date:		1	To Date:			
My Details		S	earch					
Masters D	Sanction Number	Sanction Date	e Amount	Deduction Amount	Deduction Type	Project	Vendor/Beneficiary Name	Module Name
Selena Solean Solean Selena Selena Solean Se	ERP CLAIM NUMBER	11/07/2016		1.00	TD:		ABC3	Expenditure
My Schemes D						1		
Agencies D	Add Deduction							
My Funds D								
Transfers D								
Advances D								
Scheme Allocation								
Expenditures D								
Bank D								
Register/ Track Issue								
Misc. Deduction Filing	Manage Deduction							
Utilisation Certificate	Deduction (Ex: Tax) Filing							
Accounting System Integration ()								

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.

		au 100, 2013 2014
Home		Tax Deduction Payment Detail
E-Payment		
Reports	Scheme :	0822 - MAHATMA GANDHI NATIONAL RURAL 💌
My Details	Bank Account:	63040890778 - MADHYA PRADESH STATE EN 👻
lasters	Instrument Type:	Cheque 🗸
ly Schemes	Voucher Number:	TD-MP402-03-2014-0001
Agencies D	Deduction Amount:	500.00
ty Funds		
Fransfers	Remarks:	
Advances D		Cheque Details
Expenditures D		654489
lank D	Cheque Number:	(Account is Non CBS, So enter cheque here.)
lisc. Deduction Filing	Cheque Date:	06/03/2014
Jtilisation Certificate	Favouring:	Income Tax Department
CPSMS Forum		
Tally Integration		
Bank Printing Templates		Save Back

Figure 74 payment of deducted amount

## 1.5 Inter Bank Transfer

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

Home	Funds Transfer Self					
E-Payment		From Account Details		To Account Details		
	From Scheme:	0822 - MAHATMA GANDHI NATIONAL RURAL EM 👻	To Scheme:	0822 - MAHATMA GANDHI NATIONAL RURAL EMI 👻		
Reports	From Account:	63040890778 - MADHYA PRADESH STATE EMPLC 👻	To Account:			
My Details	Available Balance:	20343438000.00	Available Balance:	Select 63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUARANT	E BHOPAL - S	
Masters D	Transferring Amount:	1000		900710210000005 - MPSEGC - BANK OF INDIA Cash		
My Schemes	Cheque Number:					
		(Account is Non CBS, So enter cheque here.)				
Agencies D	Transfer Date:	06/03/2014				
My Funds		Trans	fer Cancel			
Transfers						
Advances D						
Expenditures						
Bank D						
Misc. Deduction Filing						
Utilisation Certificate					-	
CPSMS Forum						
Tally Integration						

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.

Home	Funds Transfer Self						
E-Payment		From Account Details		To Account Details			
	From Scheme:	0822 - MAHATMA GANDHI NATIONAL RURAL EM 👻	To Scheme:	0822 - MAHATMA GANDHI NATIONAL RURAL EMI 👻			
Reports	From Account:	63040890778 - MADHYA PRADESH STATE EMPL( -	To Account:	Cash · · · ·			
My Details	Available Balance:	20343437000.00	Available Balance:	1000.00			
Masters D	Transferring Amount:						
My Schemes	Cheque Number:	(Account is Non CBS, So enter cheque here.)					
Agencies D	Transfer Date:	06/03/2014					
My Funds		Transfer	Cancel				
Transfers D							
Advances D							
Expenditures							
Bank D							
Misc. Deduction Filing							
Utilisation Certificate							
CPSMS Forum							
Tally Integration							

Figure 76 Inter Bank Transfer Details