Steps to be followed for commencement of PFMS in an institution

The implementation will start from the beginning of a Financial Year.

The login id available with the institution will be that of Agency Administrator – which would be that of the head of the institution.

The roles of **Agency Administrator**
- To add schemes
- To add users
- To manage users
- To enable account for epayment

The role of **Agency Data Operator**
- To add all vendors
- To add opening balance and submit for approval
- To add interest earned and submit for approval
- To add income from other sources and submit for approval
- To received funds released from Central Govt or Other Agency outside CFI
- To post expenditure entry and submit for approval
- To post Transfer of funds to lower level agency and submit for approval
- To post Advance entry and submit for approval
- To post Advance settlement entry and submit for approval

The role of **Agency Data Approver**
- To approve opening balance submitted by Agency DO
- To approve interest income entry submitted by Agency DO
- To approve income from other sources submitted by Agency DO
- To approve expenditure entry submitted by Agency DO
- To approve Transfer to lower level agency submitted by Agency DO
- To approve Release of advance and settlement there of submitted by Agency DO

➢ The Agency Administrator will create two users - One to work as Agency Data Operator and one as Agency Data Approver. Who will be Agency DO or DA will be decided based on the skill set of the individuals working in the institution.
➢ The operator will first Add all the vendors to whom payments are likely to be made or payments have been made
➢ Operator will enter Opening balance as per CASH BOOK as on 1st April of the Financial Year (now 01.04.2019) and submit for approval.
➢ All funds received during the FY will be received
➢ Now the DO is ready for posting the Expenditure/Advance & Settlement/Transfer transactions.

In brief the steps are:
1. Create Data Operator Approver
2. Enable Account for epayment
3. Operator adds all vendors and waits for validation by the bank
4. Operator posts opening balance as on 1st April of the year of commencement – which will be approved by the approver
5. Operator will add all interest credits done by the bank – which will be approved by the approver.
6. Operator starts posting expenditure entries – which will be approved by the approver