





PFMS HANDBOOK FOR WEST BENGAL ICDS (WBJSWS)

Prepared by MAYUKH MITRA, CDPO BHATPARA

There are specifically Five activities under ADMIN LOGIN.

1. Creation of other two user ids a) Approver ID, b) Operator ID

Note : Even if same person manages all three users , approver and operator ID creation is must. Because each user has specific activity.

2. Selection of instrument Type:

Go to Bank-→Account Activation E-Payment-→select Scheme-→Search-→Select from Dropdown→ EPaymentUsingDigitalSignature and EPaymentUsingPrintAdvice separately.

Select check box \rightarrow Submit. Both the account activation type will be selected.









- 3. **Registration of Schemes:** Go to My Scheme→ Manage, You can see approved bank details for the schemes. Not required to register new schemes until the department asks so.
- 4. Enrolled DSC Approval: Admin→Master→Dsc Management→Approve DSC

5. Admin →Bank → SIGNATORY CONFIGURATION → select scheme and account number.

Provide level, min amount ,max amount \rightarrow *then ADD*

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Click on left side + Sign , Provide designation, from date , to date \rightarrow activate

Note: Follow Steps 4,5 after successful enrollment of DSC in approver login.

OPERATOR LOGIN ACTIVITIES:

1. VENDOR DATA UPLOAD:

From Master→ Vendor→ Manage→ Search first three criteria

A. Vendors registered by Me.

- For Single entry: Master \rightarrow Vendor \rightarrow ADD NEW.
- For Bulk Registration: Master→ Vendor→Upload Vendor data eith Excel template.

Pl Note Here:

In case of validation Error:

- Check name and account mismatch.
- Add 1, City Column must match with pin code exactly by the name. The city where multiple pin codes exist provide exactly the name of the city matching with pin code.
- District name should be checked from the portal itself (Like 24 PARAGANAS NORTH), Country and State should be in caps.
- Give only Bank name (not the branch name). Check if bank name has changed after bank merger, provide ifs code accordingly.
- If the error says account already exists. then delete the data from the excel sheet.

For compatibility Errors:

• Excel must be in compatibility mode.

• Check if the format is in text mode.

For verification error

• Check bank status (must be success in bank) and account status (active).

B. Vendors mapped by registered by others.

- Check here when you see account already exists.
- Map the vendors first and then edit data according to your preference. **Type** should be in **personal** for AWWs and AWHs and for others it should be **commercial**.

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C. vendors not mapped with me.

- Checks are needed to avoid duplication of vendors.
- Try to search by accounts in vendors not mapped with me tab.

When vendor data upload successfully gets completed:

2. Goto: Master→vendor →manage to see the UNIQUE CODE generated for each vendor. Wait for at least 6 to 8 hours to see the bank status as success in bank and account status as active.

After successful completion of vendor data upload.

3. Mapping of vendors to be done.

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4. Go to: Master→Bulk Customization→Bulk Customization using Excel.

Here upload the Excel template .Module = **Expenditure**, Agency acc choice automatically be **SNA**, Payment mode **digital signature**

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5. To prepare Excel based bulk customization epayment excel:

Receiving party code is **unique code like VAWBPN00051848**, Transaction Code: **GP**, Component Code: **01** Expense Type: **R** Action Type: **A** Payment Method: **A**.

NOTE : The number in excel is in text format.

6. In EXPENDITURE module:

Goto : Expenditure \rightarrow Add New , In create expenditure details window in right side upper corner select from customization name hyperlink that you have created (SNA).

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Here upload the sanction order, provide memo and date, transaction date, expenditure amount, narration etc.

Then Click on **PRE-PROCESSING VERIFICATION**, Check the data sheet, Then **Process and Save**.

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The record submitted successfully to the Approver Login ID.

APPROVER LOGIN ACTIVITIES:

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| | Serial Number: 7767F441F39928C8 | View Ceruncale Details and Proceed For Enrollment |
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NOTE: After successful enrollment of DSC from Approver login; Follow Point 4,5 of Admin activity.

2. Go to Approver again→Bank→Enroll Account DSC →Sign Account Enrollment File.



3. Goto Expenditure→Manage Bulk Fun Expenditure→click on the sanction memo hyperlink to open expenditure details.-->Then Approve after checking the amount properly.

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4. E-Payment→Digitally Sign Epayment→Apply digital signature.

5. Once signed the file will move to 2nd tab

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- 6. A message will be sent to your registered mobile no mentioning Voucher No and amount.
- 7. Click on Payment Advice and print it out for future references.

THANK YOU