2022

GOVT OF WB.

PFMS HANDBOOK FOR WEST BENGAL ICDS (WBJSWS)

Prepared by   MAYUKH MITRA, CDPO BHATPARA

There are specifically Five activities under ADMIN LOGIN.
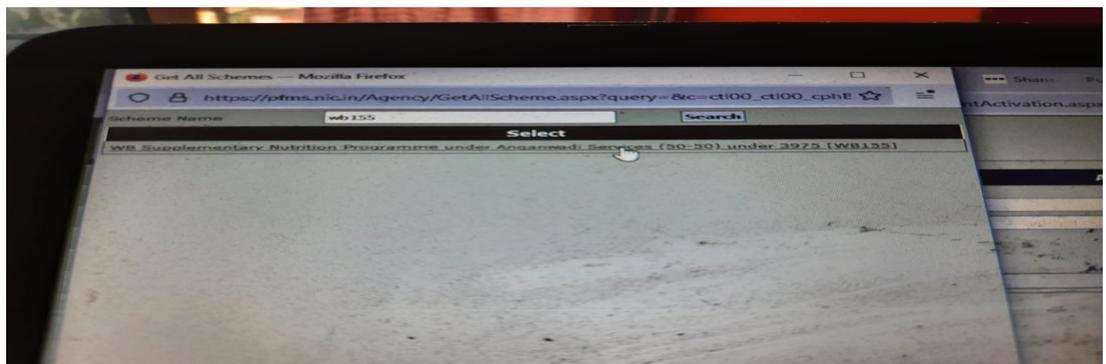
1. **Creation of other two user ids**   a) Approver ID, b) Operator ID

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 → Submit. Both the account activation type will be selected.

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

Welcome: cdpo_bkpu
User Type: **AGENCYADM**
Agency: **CDPO BARRACKPORE(u)**
Agency Unique Code: **WBPN00009424**
Financial Year: **2022-2023**

Manage Scheme / Bank Account

Manage Scheme

Scheme:	WB Supplementary Nutrition Programme under Anganwadi Services (50-50) und **Select Scheme**			
Approval Status:	--Select--	**Funding Agency:**	--Select--	
Component Mapped:	--Select--	**Bank Names:**		
Account Number:		**Bank Status:**	--Select--	
Search	Get No. of Records per Page:	**Register New Scheme**		

Scheme	Bank Details	Agenecy Name In Bank	Status	AccountNo	Bank Status	Branch Status	Receiving Funds from
WB Supplementary Nutrition Programme under Anganwadi Services (50-50) under 3975 [WB155]	UNION BANK OF INDIA [UBIN0530166] INDIA EXCHANGE PLACE , KOLKATA (S..INDIA EXCHANGE PLACE), KOLKATA,	WB 155 WB SUPPLEMENTARY NUTRITION PROGRAMME ANGANWADI SERVICES 50 50 UNDER 3975	Approved	301605010917327	✓	✓	DIRECTORATE OF ICDS WB
WB Supplementary Nutrition Programme under Anganwadi Services (50-50) under 3975 [WB155]				Cash	₹	₹	

Financial Management System-PFMS (formerly CPSMS)
General of Accounts, Ministry of Finance

Welcome: cdpo_bkpu
User Type: **AGENCYADM**
Agency: **CDPO BARRACKPORE(u)**
Agency Unique Code: **WBPN00009424**
Financial Year: **2022-2023**

Activation of bank account

Scheme: *	Select Scheme
Account Number :	

Search

Account status for Activation Approval
No record found

Account status for Activation Approval
No record found

Menu	
My Details	▶
Masters	▶
My Schemes	▶
Agencies	▶
EAT MIS Process	▶
My Funds	▶
Transfers	▶
Advances	▶
Scheme Allocation	▶
Expenditures	▶
Bank	▶
Register/ Track Issue	
Misc. Deduction Filing	▶
Utilisation Certificate	▶
Accounting System Integration	▶
Bank Printing Templates	▶

Bank submenu:
- Inter Bank Transfer ▶
- Manage Invalid Accounts
- Manage Inter Bank Transfer
- Enrol Account DSC
- Reconciled Transactions
- Signatory Configuration
- Un-reconcile Transactions
- Account Activation Epayment
- Account Deactivat | Account Activation Epayment

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

Search the web and Windows

Screenshot 1

Management System-PFMS (formerly CPSMS)
Accounts, Ministry of Finance

Register New Scheme /Bank Account

Scheme: _____ Select Scheme

Select Funding Agency:
- ○ I will receive funds directly from central government.
- ○ I will receive funds directly from state government.
- ○ I will receive funds from this agency: _____ [Search]

Check SNA details

Bank Name: _____ Select Bank
(Enter minimum 4 characters to search Bank)

Branch Address: _____ [Search] Select Branch
Branch list will show only 50 branches in List, You can search your branch by address)

Branch Name: _____ ▼

Account No.: Account Number
(Only accept Alphanumeric values: A to Z, a to z, 0 to 9)

Agency Name As Per Bank: _____

Agency Account Scheme Component Mapping

[Save] [Cancel]

Screenshot 2

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

Controller General of Accounts, Ministry of Finance

Activation of bank account

Record saved successfully

Scheme: * WB Supplementary Nutrition Programme under Anganwadi Services (50-50) under 39 Select Scheme

Account Number : _____

[Search]

Total no of records: 1

Account Activation for Epayment

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
☐	3016020109173327	UBI-INDIA EXCHANGE PLACE KOLKATA, UBIN0530166	WBPN00009422-CDPO BHATPARA-WB 155 WB SUPPLEMENTARY NUTRITION PROGRAMME ANGANWADI SERVICES 50 50 UNDER 3975	11/05/2022	--Select-- ▼

[Submit]

Account status for Activation Approval

Account Number	Scheme Code	Status	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Created On	Account Activation Type	Effective From
3016020109173327	WB155	Activated	WBPN00009422-CDPO BHATPARA-WB 155 WB SUPPLEMENTARY NUTRITION PROGRAMME ANGANWADI SERVICES 50 50 UNDER 3975	11/05/2022	EPaymentUsingDigitalSignature	11/05/2022
3016020109173327	WB155	Pending for Activation Approval	WBPN00009422-CDPO BHATPARA-WB 155 WB SUPPLEMENTARY NUTRITION PROGRAMME ANGANWADI SERVICES 50 50 UNDER 3975	11/05/2022	EPaymentUsingPrintAdvice	11/05/2022

2:57 PM
3/11/2022

Screenshot 3

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

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

Activation of bank account

Scheme: * WB Supplementary Nutrition Programme under Anganwadi Services (50-50) under 39 Select Scheme

Account Number : _____

[Search]

Total no of record

Account Activation for Epayment

Select	Account Number	Bank -Branch IFSCCode	UniqueCode-AgencyName-AgencyNameAsPerBankRecord	Effective Date	Account Activation Type
☑	3016020109173327	UBI-INDIA EXCHANGE PLACE - KOLKATA, UBIN0530166	WBPN00009424-CDPO BARRACKPORE(U)-WB 155 WB SUPPLEMENTARY NUTRITION PROGRAMME ANGANWADI SERVICES 50 50 UNDER 3975	11/05/2022	EPaymentUsingPrintAdvice

[Submit]

**Account status for Activation Approval**

No record found
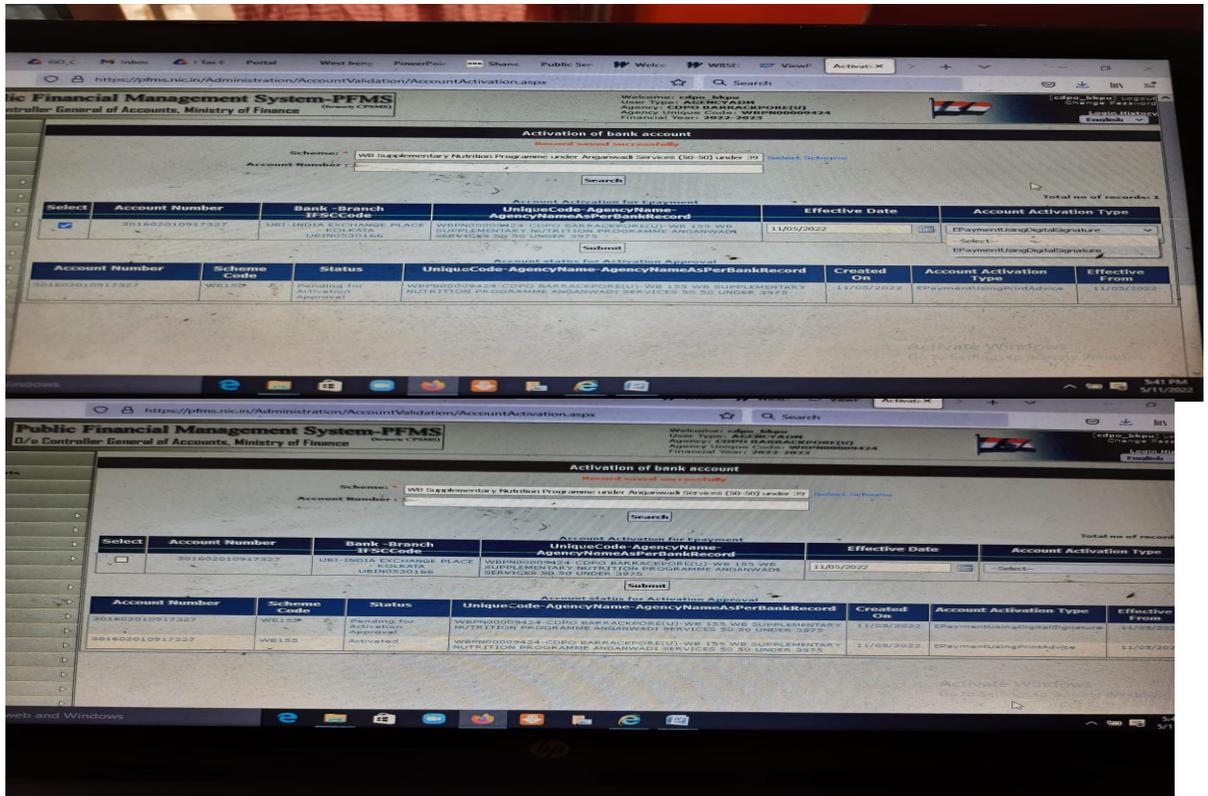
3. **Registration of Schemes**: Go to My Scheme→ Manage, You can see approved bank details for the schemes. Not required to register new schemes until the department asks so.

4. **Enrolled DSC Approval**: **Admin→Master→Dsc Management→Approve DSC**
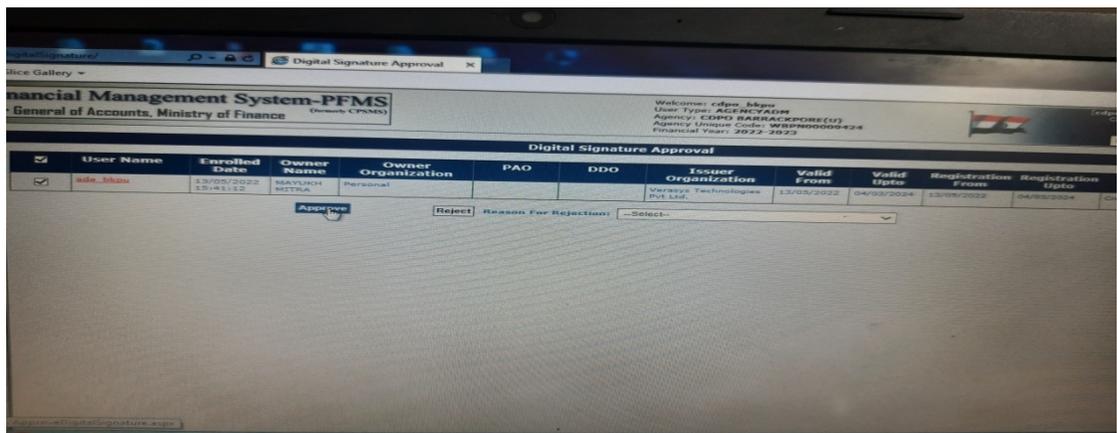
5. *Admin→Bank→ SIGNATORY CONFIGURATION → select scheme and account number.*

Provide level, min amount ,max amount →then ADD
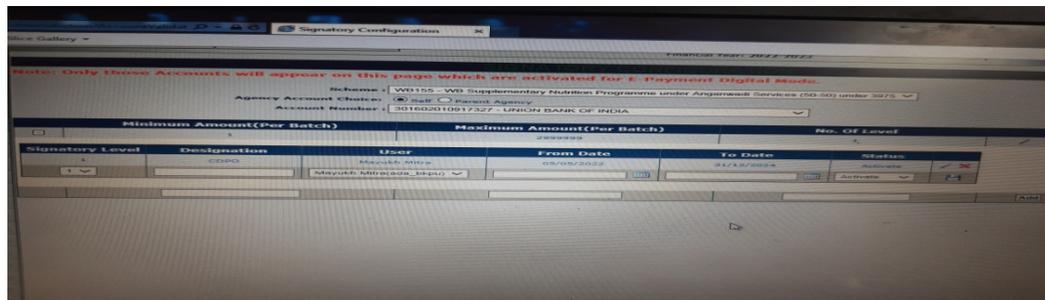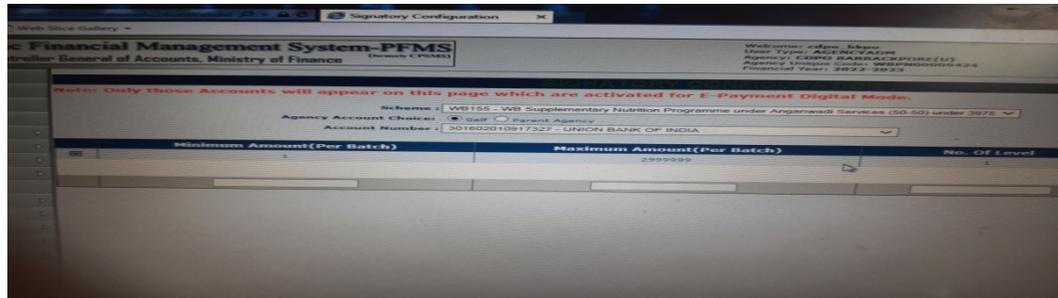
Click on left side + Sign , Provide designation,from date ,to date → activate

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→ Vendor→ 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.**
  -
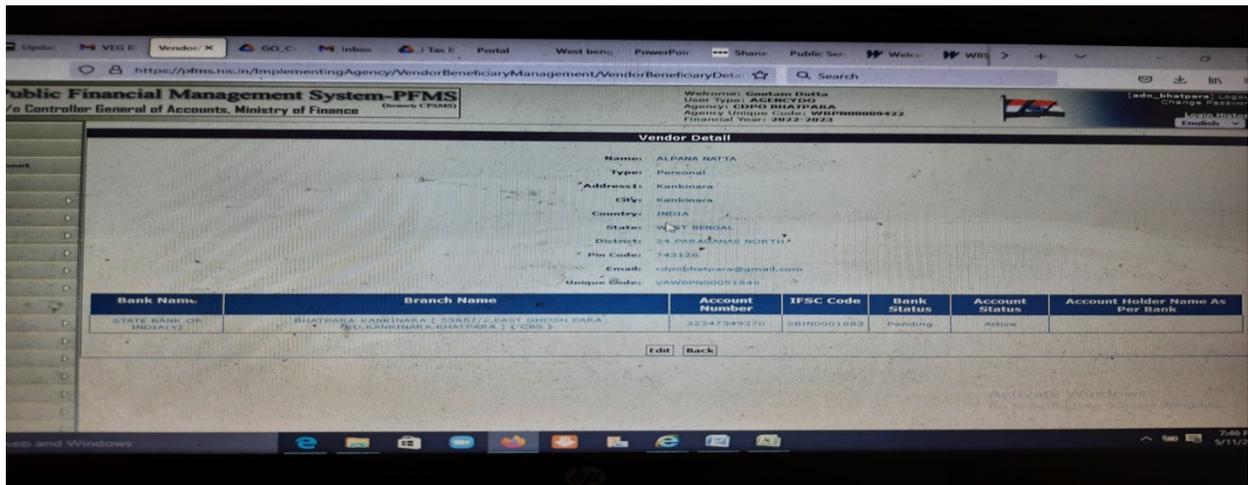
C. **vendors not mapped with me.**

  - 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.**
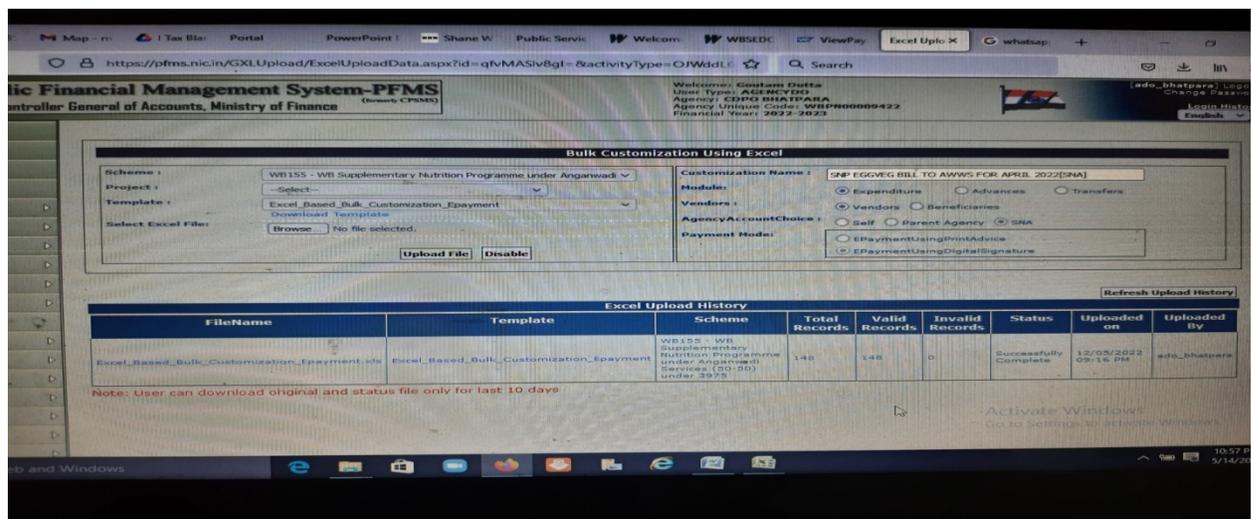
After successful completion of vendor data upload.

3. **Mapping of vendors to be done.**
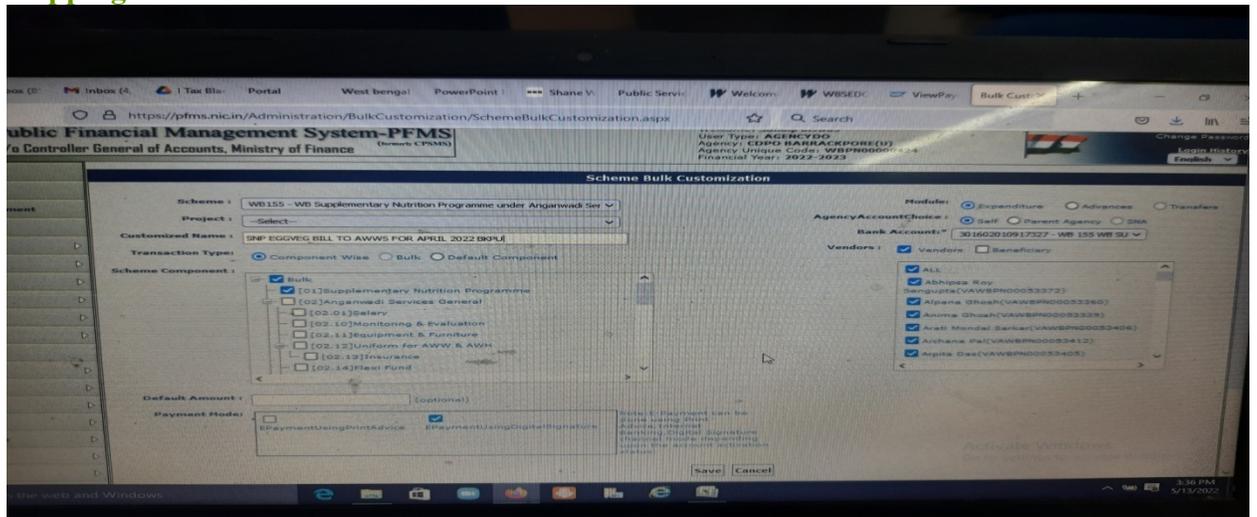
4. **Go to: Master→Bulk Customization→Bulk Customization using Excel.**
Here upload the Excel template .Module = **Expenditure**, Agency acc choice automatically be **SNA,** Payment mode **digital signature**


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.**
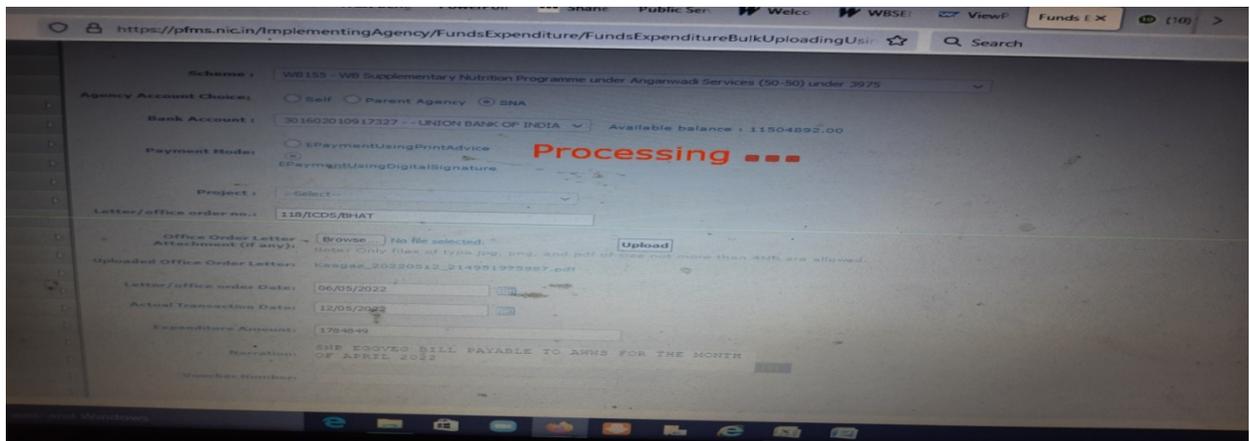
NOTE : The number in excel is in text format.

6. **In EXPENDITURE module:**
Goto : Expenditure→Add New , In **create expenditure details** window in right side upper corner select from **customization name hyperlink** that you have created (SNA).
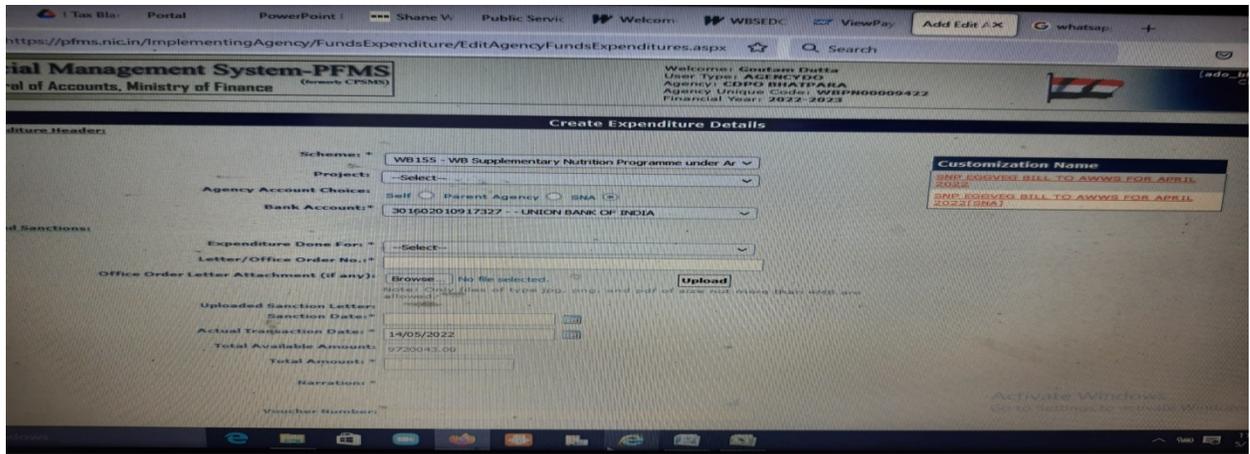
It opens the window **Funds Expenditure Bulk Uploading Using Excel.**

<u>Here upload the</u> **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.**

The record submitted successfully to the Approver Login ID.

<mark>**APPROVER LOGIN ACTIVITIES:**</mark>

1. **Master→Enroll DSC**
   DSC ENROLLMENT: Refer to DIGITAL SIGNATURE CERTIFICATE ENROLLMENT
   user manual prepared by PFMS,CGA,MOF   \DSC ENROLMENT.pdf .

Adobe Acrobat
Document

Sign XML

...tem-PFMS

Digital Signature Enrollment

To enroll your certificate please attach your USB Token. And click on following button.

Digital Certificate Enrollment

Selection screen

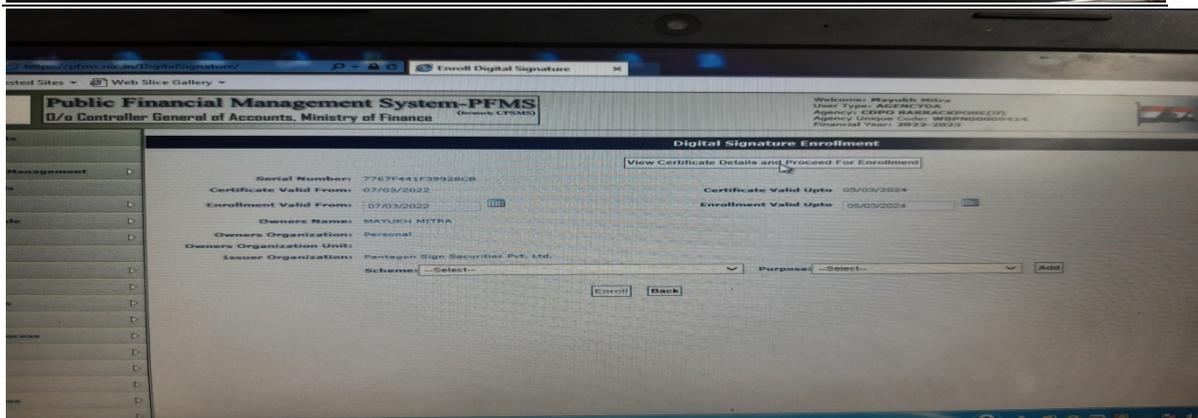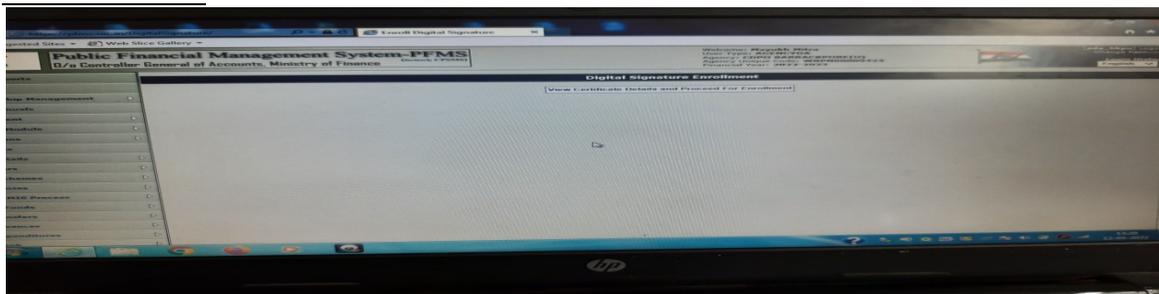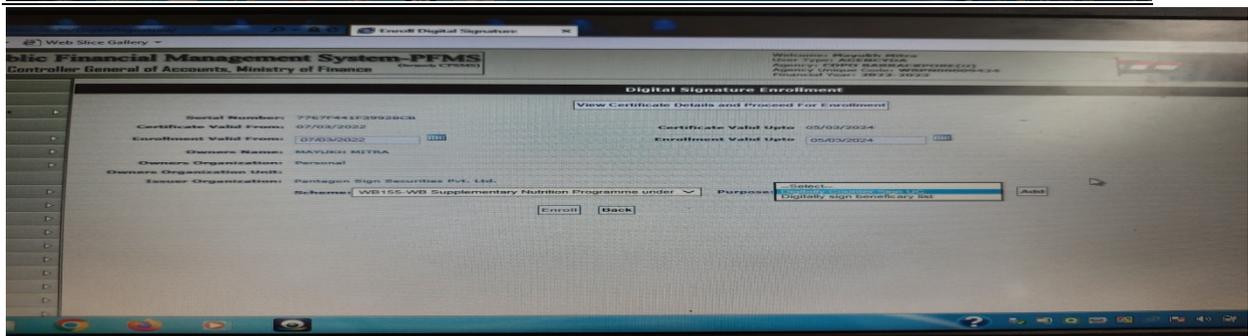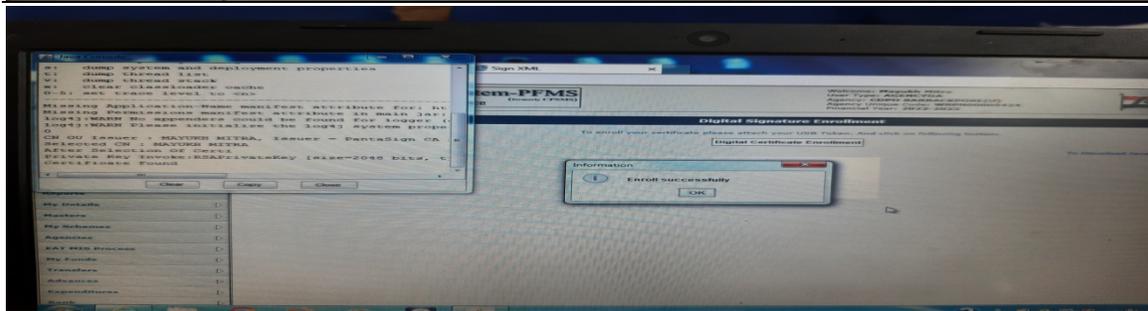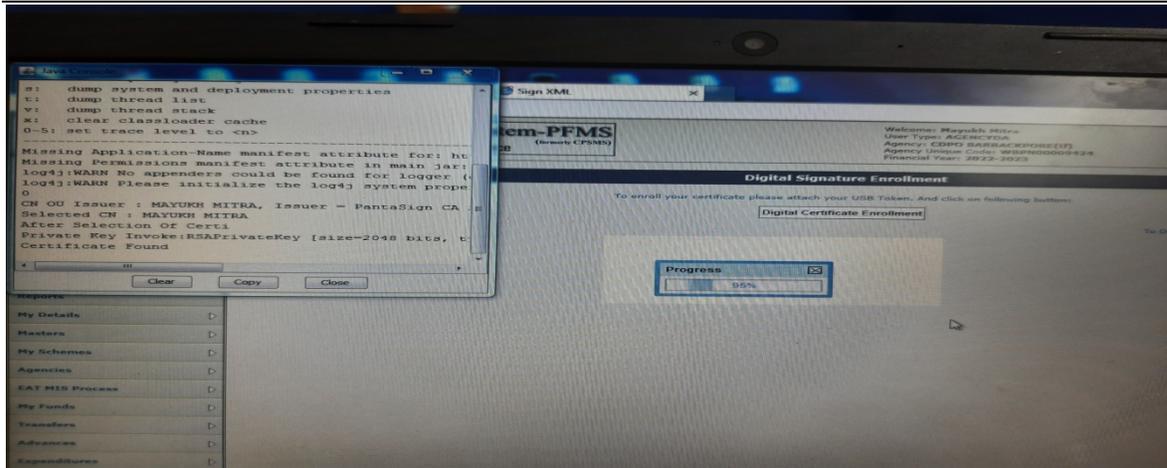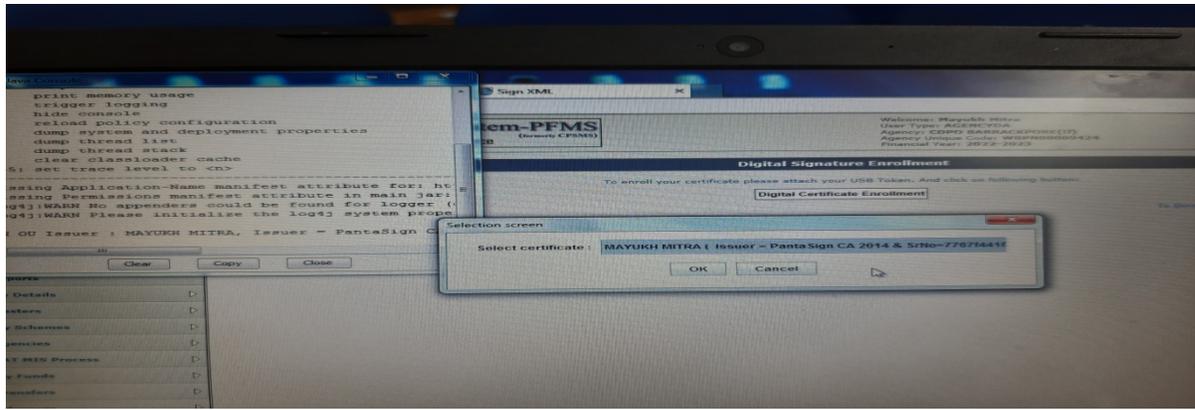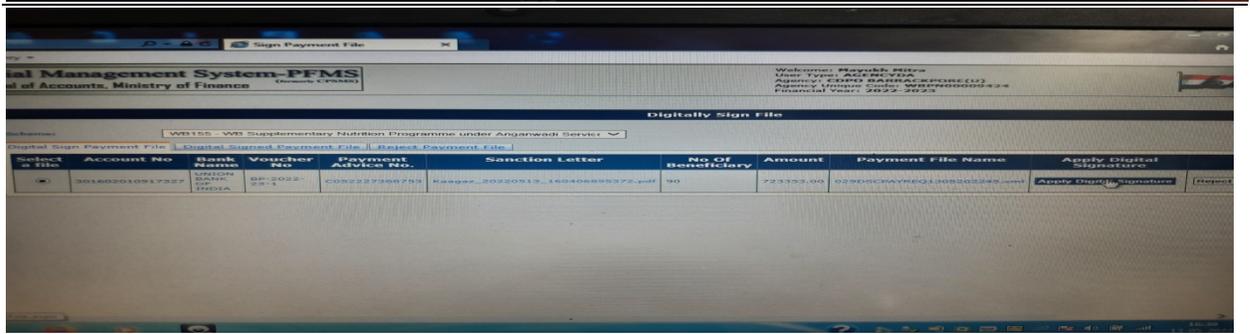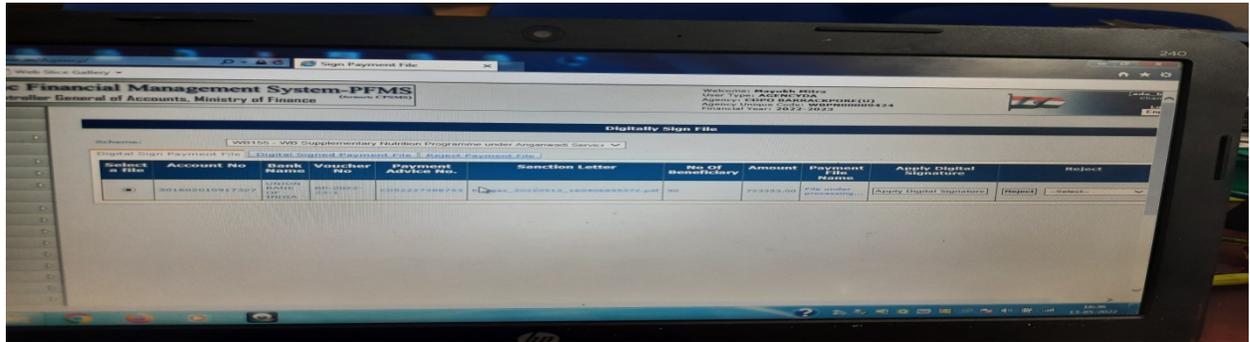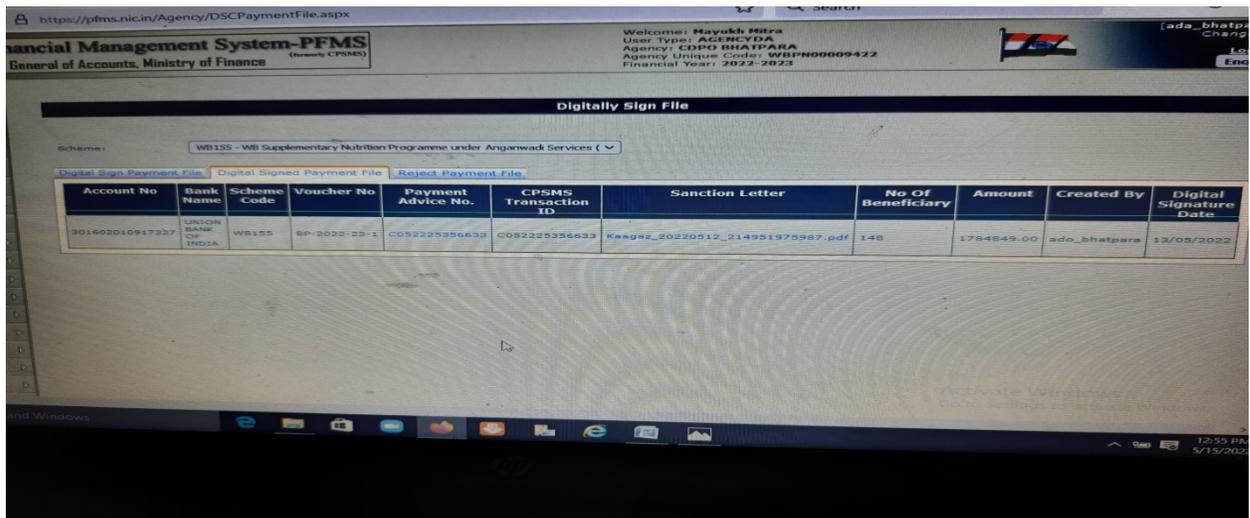Select certificate : MAYUKH MITRA (Issuer – PantaSign CA 2014 & SrNo–77671441F

OK   Cancel

```
    print memory usage
    trigger logging
    hide console
    reload policy configuration
    dump system and deployment properties
    dump thread list
    dump thread stack
    clear classloader cache
5:  set trace level to <n>
ssing Application-Name manifest attribute for: ht
ssing Permissions manifest attribute in main jar:
og4j:WARN No appenders could be found for logger (
og4j:WARN Please initialize the log4j system prope
 OU Issuer : MAYUKH MITRA, Issuer – PantaSign C
```

Clear   Copy   Close

Sign XML

...tem-PFMS

Digital Signature Enrollment

To enroll your certificate please attach your USB Token. And click on following button.

Digital Certificate Enrollment

Progress 95%

```
s:  dump system and deployment properties
t:  dump thread list
v:  dump thread stack
x:  clear classloader cache
0-5: set trace level to <n>
Missing Application-Name manifest attribute for: ht
Missing Permissions manifest attribute in main jar:
log4j:WARN No appenders could be found for logger (
log4j:WARN Please initialize the log4j system prope
CN OU Issuer : MAYUKH MITRA, Issuer – PantaSign CA
Selected CN : MAYUKH MITRA
After Selection Of Certi
Private Key Invoke:RSAPrivateKey [size=2048 bits, t
Certificate Found
```

Clear   Copy   Close

Reports
My Details
Masters
My Schemes
Agencies
EAT MIS Process
My Funds
Transfers
Advances
Expenditures

Sign XML

...tem-PFMS

Digital Signature Enrollment

Digital Certificate Enrollment

Information
Enroll Successfully
OK

Enroll Digital Signature

Web Slice Gallery

...blic Financial Management System-PFMS
Controller General of Accounts, Ministry of Finance

Digital Signature Enrollment

View Certificate Details and Proceed For Enrollment

Serial Number:	77671441F39928C8
Certificate Valid From:	07/03/2022
Enrollment Valid From:	07/03/2022
Owners Name:	MAYUKH MITRA
Owners Organization:	Personal
Owners Organization Unit:	
Issuer Organization:	Pantagon Sign Securities Pvt. Ltd.
Certificate Valid Upto:	05/03/2034
Enrollment Valid Upto:	05/03/2034

Scheme: WB155-WB Supplementary Nutrition Programme under   Purpose: Select... Digitally sign beneficiary list   Add

Enroll   Back

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.

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

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

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