PFMS User Manual

Expenditure Advance Transfer (EAT)

Version 1.1

September, 2017

Public Financial Management System
Controller General of Accounts
Department of Expenditure
Ministry of Finance

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Version control

Version	Date	Designation/Office	Summary of Changes
1.1	21September 2017	O/o CGA	Original Document

1. Purpose

The objective of Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS) is to help Program Implementing Agencies (PIAs) in filing of expenditure, transferring funds, advances and its settlement.

The process of feeding the day to day transactions as recorded in the cash book of the PIA on the PFMS portal is called expenditure filing. A step by step guide for each activity is provided in detailed in this user manuals.

The following activities need to be completed by the Program Division (PD) for implementation of EAT:

- PIA Registration
- Hierarchy Mapping
- Identifying Components

Once PIA is registered on PFMS, it will receive an Agency Admin log in and password.

2. Steps involved in expenditure filing

2.1 Login into PFMS with Admin credentials

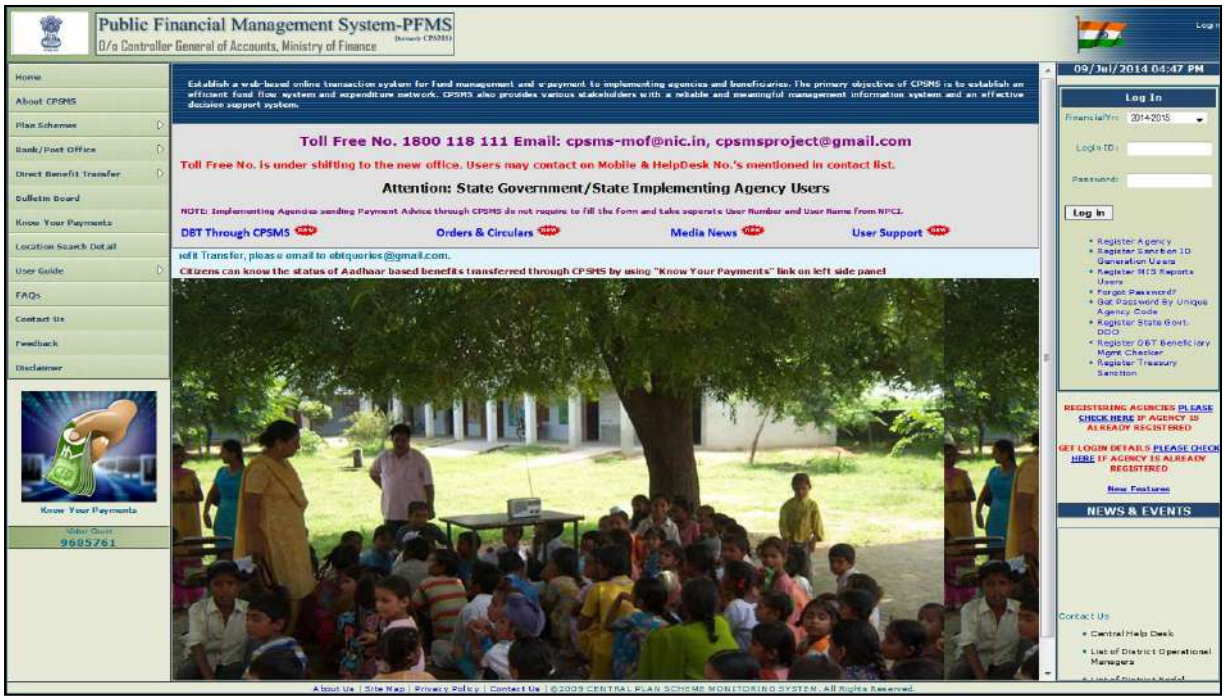

Figure 1: Login to PFMS System

2.2 Creation of Maker and Checker

(Refer User Manual – Role of Administrator)

2.3 Entering receipts of PIA

The receipts of a PIA consists of opening balance, receipts from Central Government, receipts from other PIAs, receipts from State Government, returned by other PIAs, interest income, income from other sources, etc. All these details will be entered by the data operator and will be approved by the data approver.

2.3.1 Opening Balance

The opening balance as per the cash book as on 1st April of the financial year is to be entered on the PFMS portal. This is a one-time exercise when the PIA starts filing expenditure on PFMS. In subsequent years, the opening balance will be automatically available in the system.

Step1: For entering opening balance, the data operator will login into PFMS portal and select **My Funds>Opening Balance** from the menu.

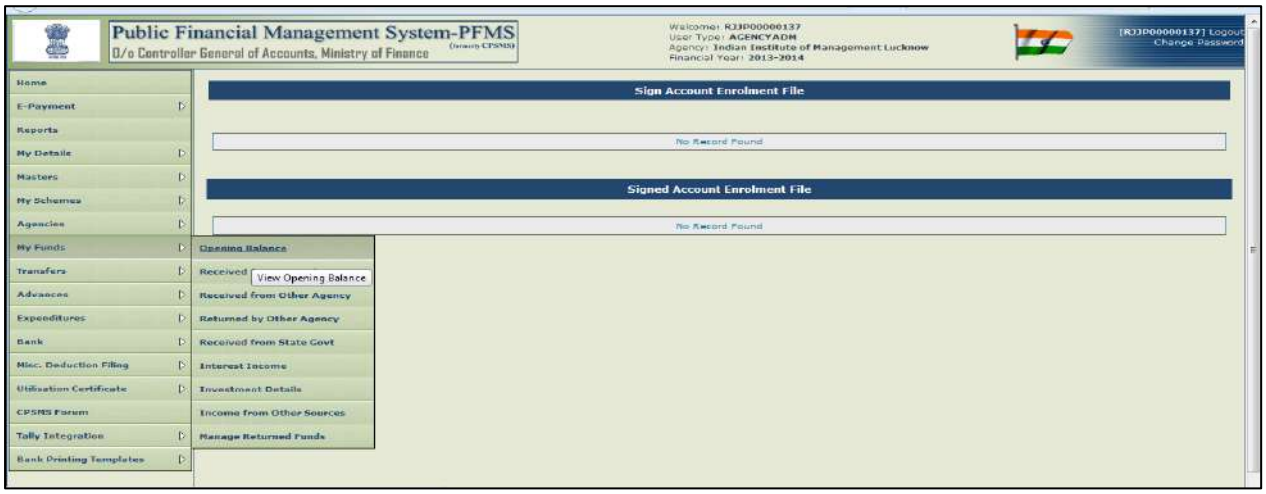

Figure 2: Entering Opening Balance

Step2: Click on **Add Opening Balance** button.

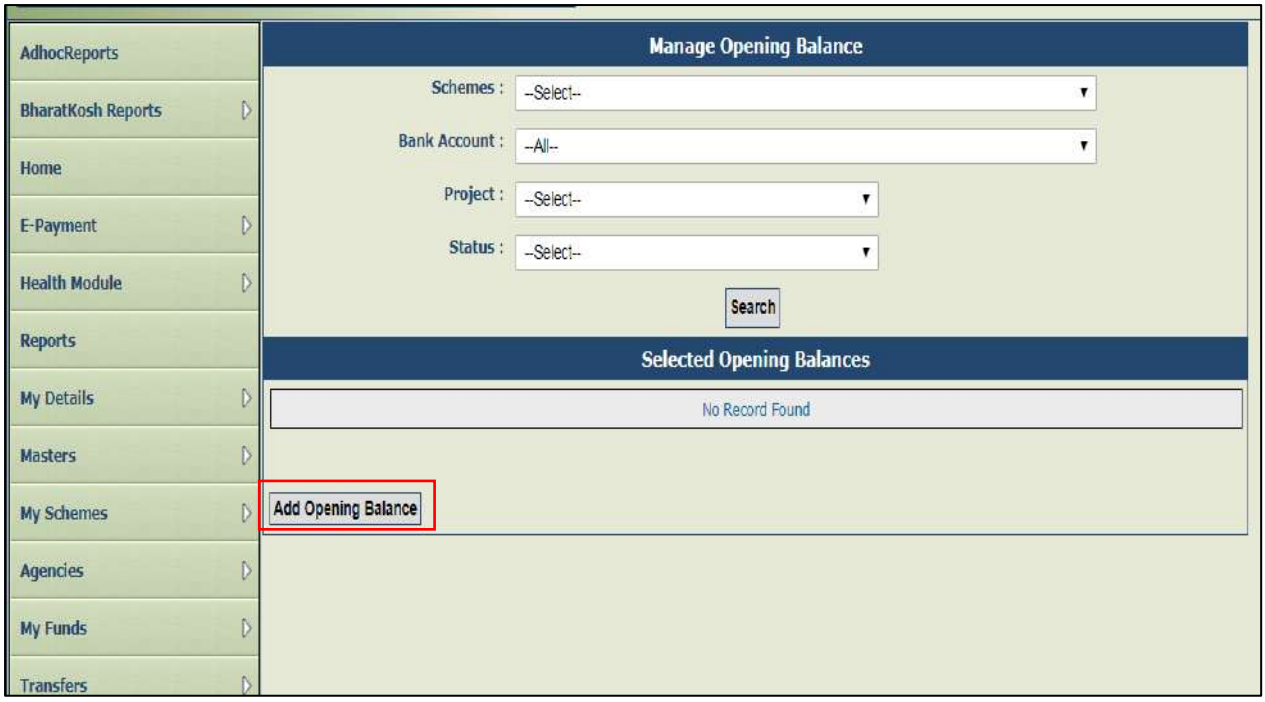

Figure 3: Adding Opening Balance Button

Step3: Select **Scheme** to which the opening balance is to be added from the drop down list.

Step4: Select the **Bank Account** in which the opening balance is to be added (For Cash Balance, select Cash option from the drop down).
Step5: Available balance in the system against the bank account selected will be displayed by the system. At the start of Expenditure Filing by PIA, the available balance will be Zero.
Step6: Enter **Opening Balance Amount**.
Step7: Select **Opening Balance Date** (This should be the date of beginning of EAT Module on PFMS).
Step8: Select **Transaction Type** (**Component Wise** option is for entering the opening balance against each and every component whereas **Bulk** option is for entering the opening balance against all components).
Step9: Select '**Is Reversal Entry'** check box option for making a reverse entry (deduction) from opening balance entered.
Step10: After entering all the details, click on **Save** button to save the opening balance in the system.

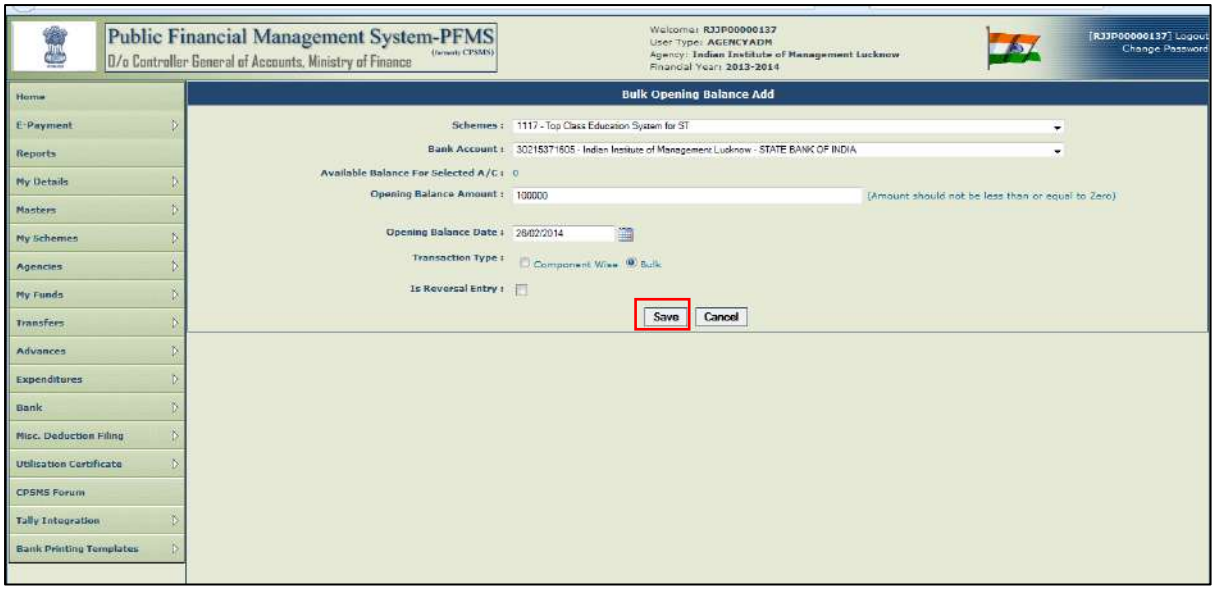

Figure 4: Saving Opening Balance Details

Step11: A message "**Opening balance saved successfully**" will be displayed.

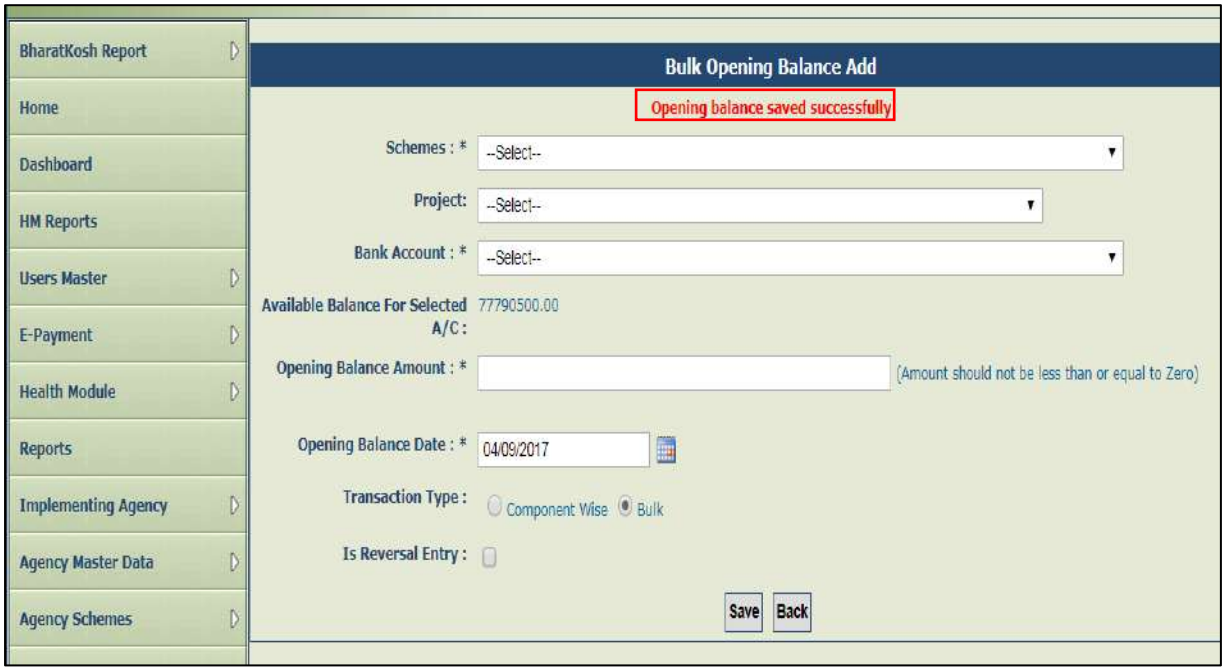

Figure 5: Confirmation on Successful Saving of Opening Balance Details

Once the data is submitted by the data operator (Maker), it will be sent to Data Approver (Checker) for his approval. The steps are as under:

Step12: Data approver will log in and go to **My funds>Opening Balance**. The opening balance submitted by data operator (Maker) will be displayed in the page.

Step13: Click on **Bulk** button under **Scheme Component** to open the opening balance details page.

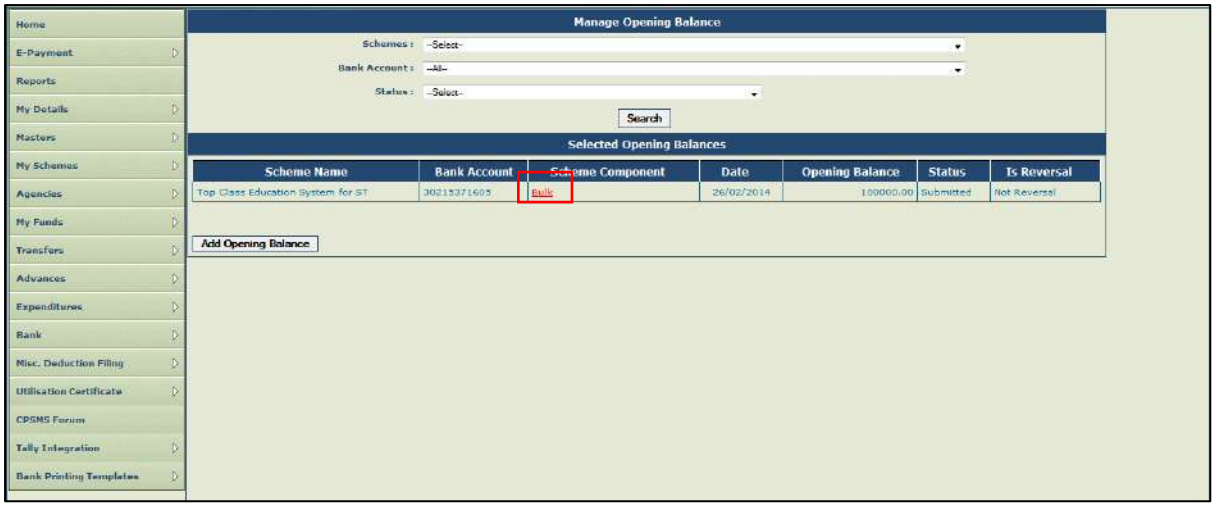

Figure 6: Details of Opening Balance

Step14: Verify the details of opening balance.
Step15: The approver can approve/reject/cancel transaction by clicking on **Approve/Reject/Cancel Transaction** button.

Figure 7: Approval/Rejection/Cancellation of Transaction

Note: The balance in the selected bank account for opening balance will be inflated to the extent of approved opening balance amount.

In case entry is 'Rejected' by checker, it can be edited and re-submitted by the data operator to him for his approval.

2.3.2 Receipts from Central Government

As and when the fund is released by the central government directly to the PIA, it becomes visible as shown below:

Step1: Select **My Fund> Received from Central Govt.** from the menu. A new page will open showing all the details of sanctions/releases from Central Government.

Step2: Click on the **Sanction Number** to verify the details.

Figure 8: Details of Sanctions from Central Government

Step3: Click on "**Received**" button to receive the amount. In case the sanction does not pertain to the PIA, it can be returned by clicking on "**Not Received**". (This action is to be done only by the **Agency Administrator**).

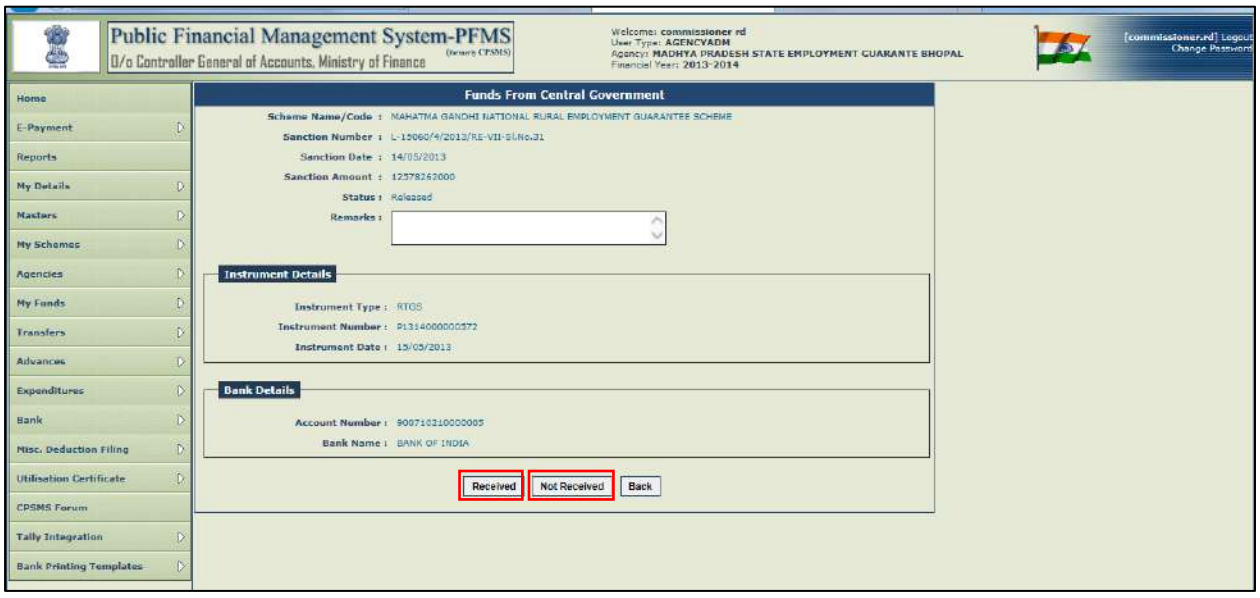

Figure 9: Receipt to PIA

2.3.3 Receipts from other PIAs

To receive the funds transferred by parent PIA/higher level PIA. The steps are as follows:

Step1: Select **My Funds>Received from other agencies** from the menu. All the releases will be displayed sanction-wise.

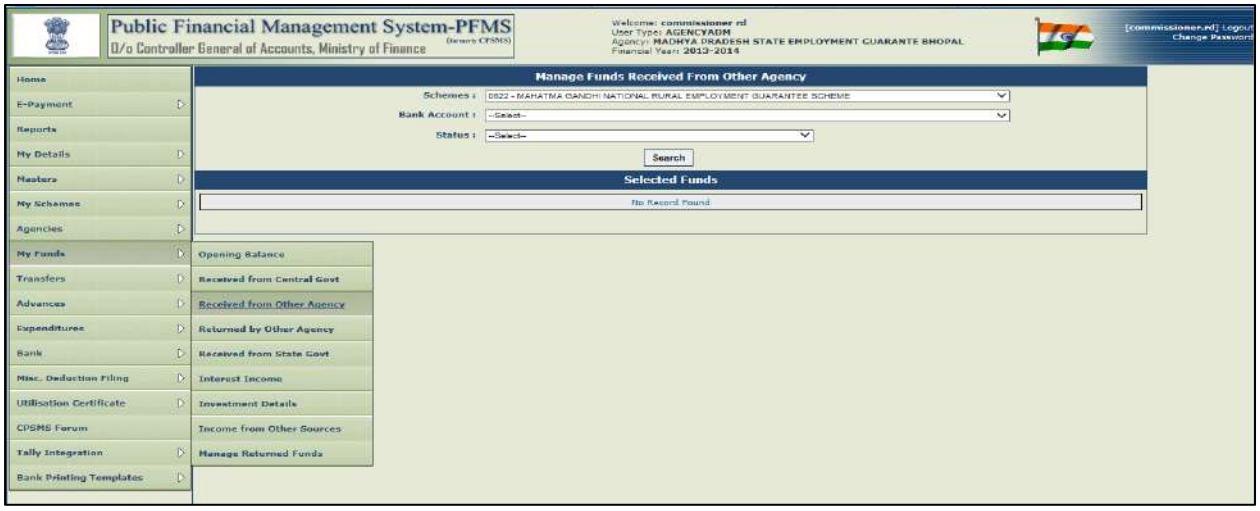

Figure 10: Fund Received from Parent/Higher PIA

Step2: Rest all the other steps are similar as explained in the case of receipt from Central Govt. (2.3.2).

Note: This action is to be done only by the data operator (Maker).

2.3.4 Return from Other PIAs

This menu will be used in case the unutilized fund is returned by the child PIA.

2.3.5 Receipts from State Governments

As the releases by the State Government to the PIA are not processed through PFMS, it has to be entered separately. For entering receipts from state government, the steps are as follows:

Step1: Select **My Funds>Received from State Govt.** from the menu.
Step2: Click on "**Add new fund from State Government**" to enter the details of fund received from the State Government.

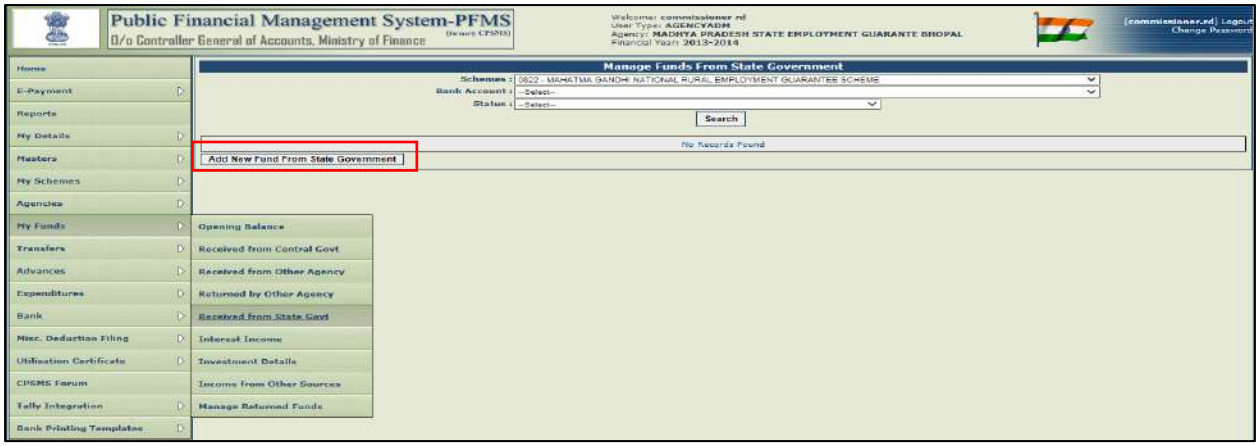

Figure 11: Add New Fund from State Government

Step3: Select **Scheme** from the drop down list.
Step4: Select **Bank Account** for adding the State Share.
Step5: Enter **Sanction Number** of the State Govt. Sanction Letter.
Step6: Select **Sanction Date** from the Date picker.
Step7: Enter **Sanction Amount**.
Step8: Select **Instrument Type**.
Step9: Select **State Gov. Scheme** from the drop down list.
Step10: Enter **Instrument Number**.
Step11: Enter drawee's name in **Favouring** column.
Step12: Select **Instrument Date** from the Date picker.
Step13: Give **Remarks**, if any
Step14: Click on '**Save'** button.

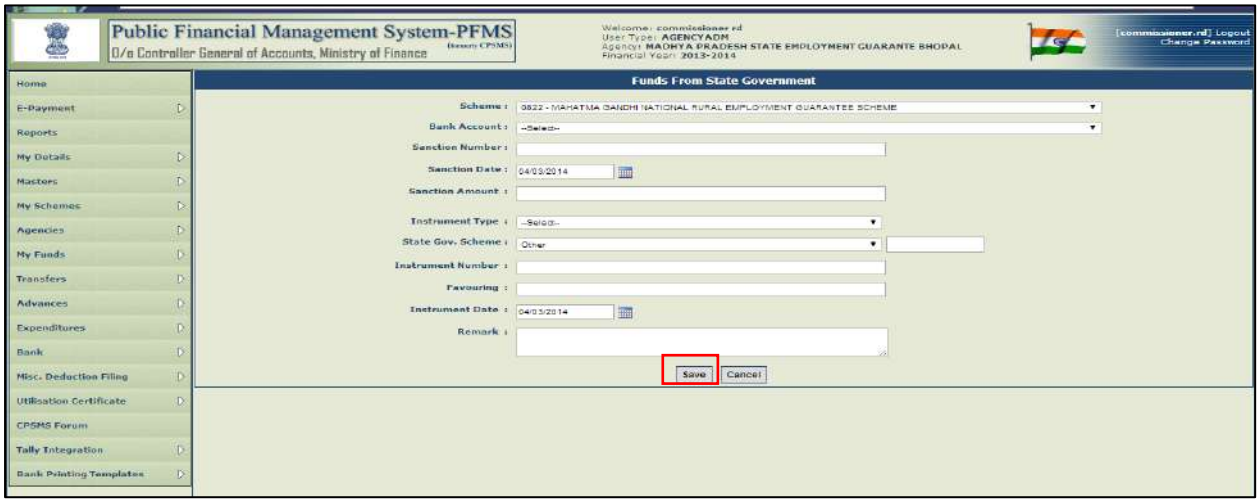

Figure 12: Adding Details to New Fund from State Government

Step15: A message **"Record saved successfully"** will appear on the screen.

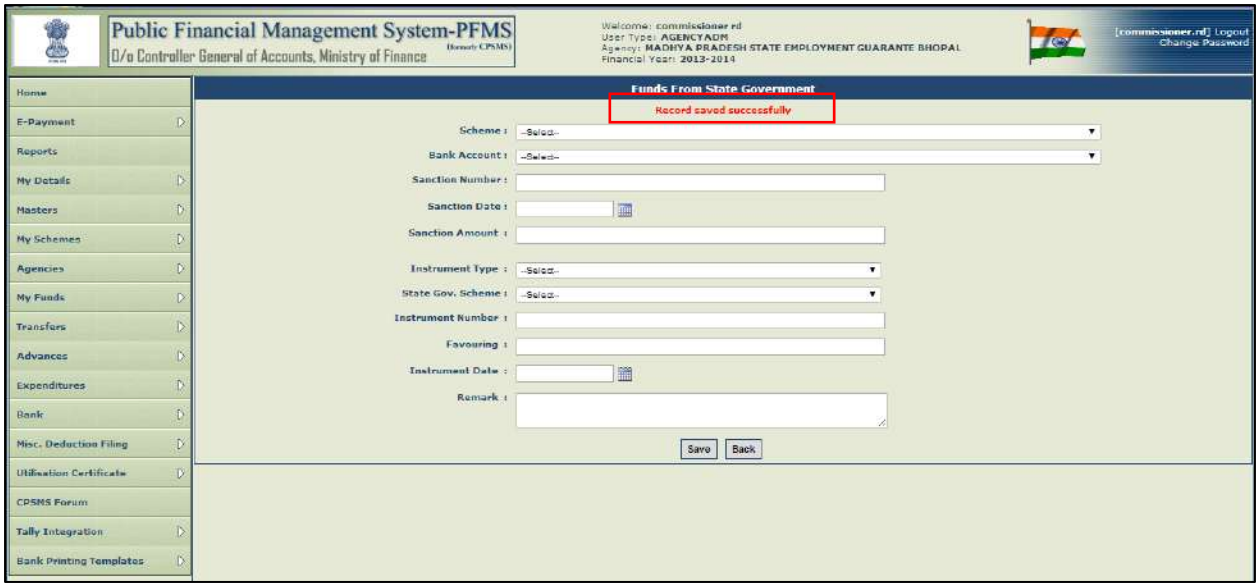

Figure 13: Saving Details of New Fund from State Government

Step16: Click on back button or go to **My funds>Receipt from state government** to open Manage Funds from State Government page. Click on the "**State Scheme**" hyperlink to view details.

Figure 14: Receipt of Fund from State Government

Step17: Verify the details and click on **Submit for Approval** button.

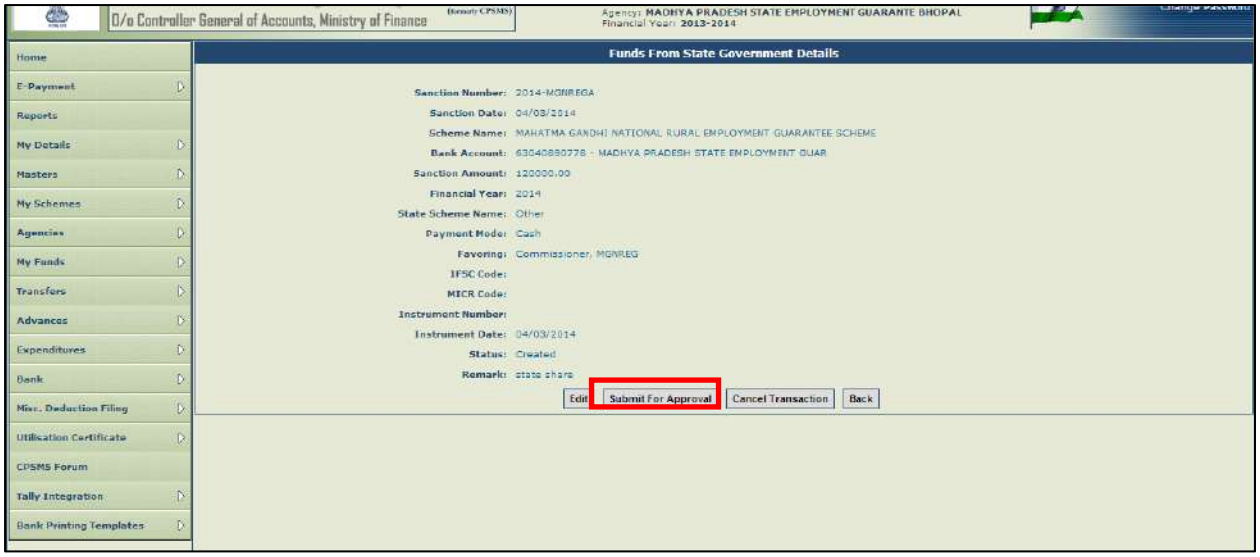

Figure 15: Submission for Approval for Fund from State Government

Step18: The Data Approver will login and go to **My Funds> Received from State Government.** The fund details submitted by the data operator will appear on the screen with the status as "**Submitted**".

Step19: Click on the "**State Scheme**" hyperlink to open the page.

Figure 16: Displaying Submitted Fund Details

Step20: After verifying the details, the data approver can approve, reject or cancel the transaction by clicking on the **Approve/Reject/Cancel Transaction** button with remarks.

Figure 17: Approval/Rejection/Cancellation of Fund Transaction

2.3.6 Interest Income

This menu is used for capturing periodical interest receipt from Banks. The steps for capturing interest income are as below:

Step1: Go to **My Funds>Interest Income**.
Step2: Manage Interest Income page will get displayed on the screen.
Step3: Click on **Add Interest Income** button to capture the interest income details.

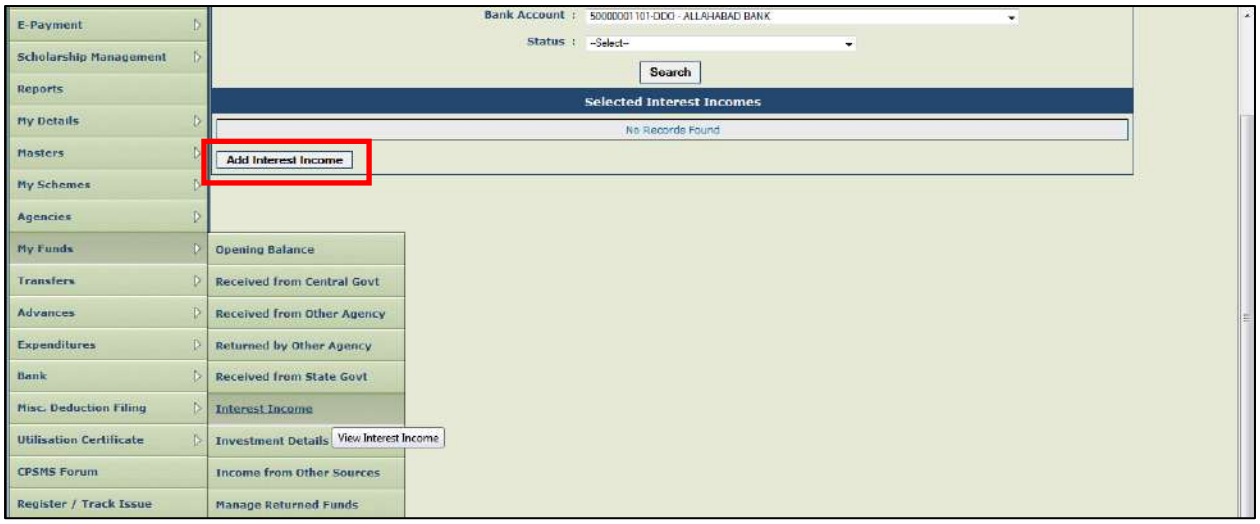

Figure 18: Interest Income from Bank

Step4: Select **Bank Account** to which interest income is to be added.
Step5: Period From: Select the date from when interest is due.
Step6: Period To: Select the date up to which interest is accrued.
Step7: Enter **Income from Interest** amount for the selected period.
Step8: Select **Scheme** against which the interest amount is to be accounted for.
Step9: Amount: Enter the interest amount against a particular scheme.

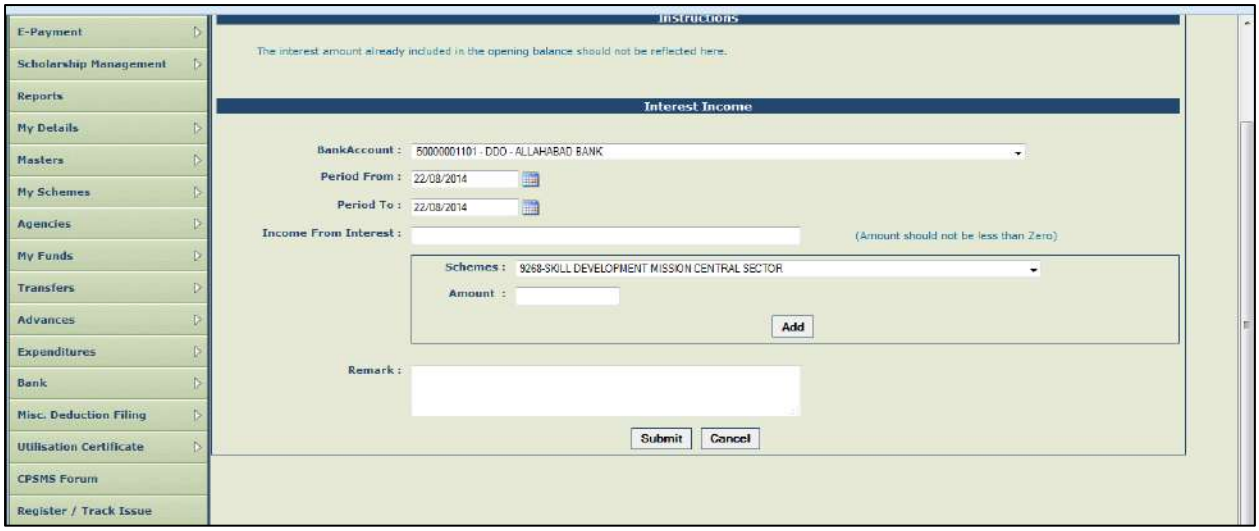

Figure 19: Interest Income Details Submission

Step10: Add: Click on **Add** button which will display the **Scheme** and **Amount** details in a grid (If interest earned is against more than one scheme, the user may add more scheme and amount).

Step11: Remarks: Enter **Remarks**, if any.

Step12: Submit: Click on **Submit** button.

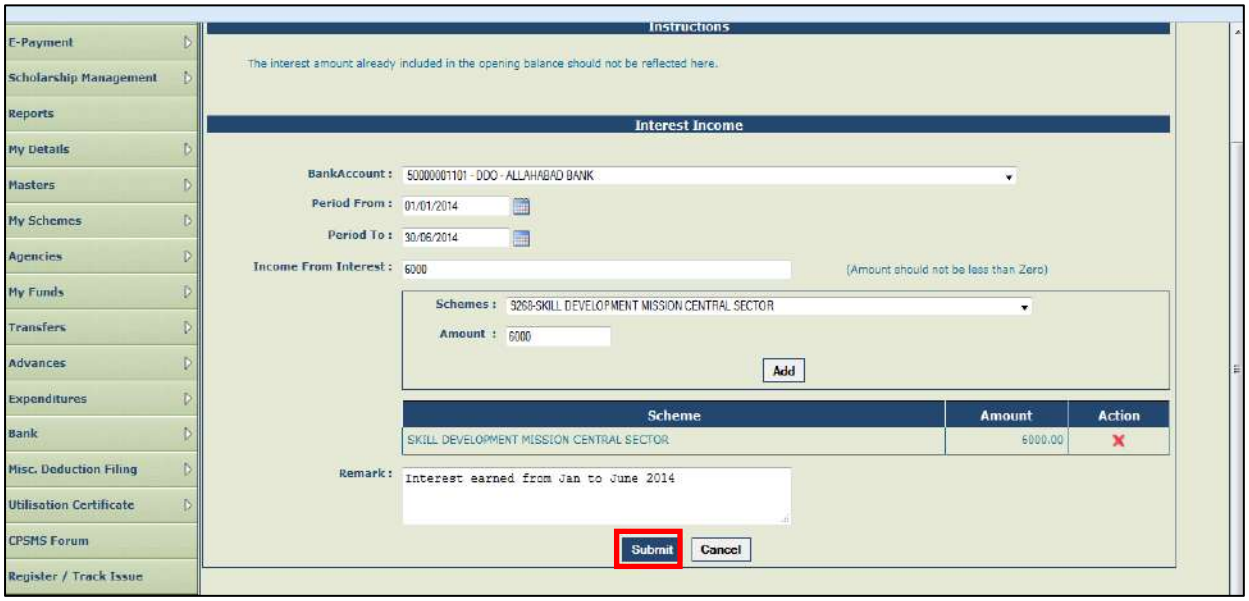

Figure 20: Interest Income (more than 1 scheme) detail submission

Step13: A message "**Interest income details saved successfully**" will be displayed.

Step14: Click on **Back** button or go to **My Funds> Interest Income** menu to open manage interest income page.

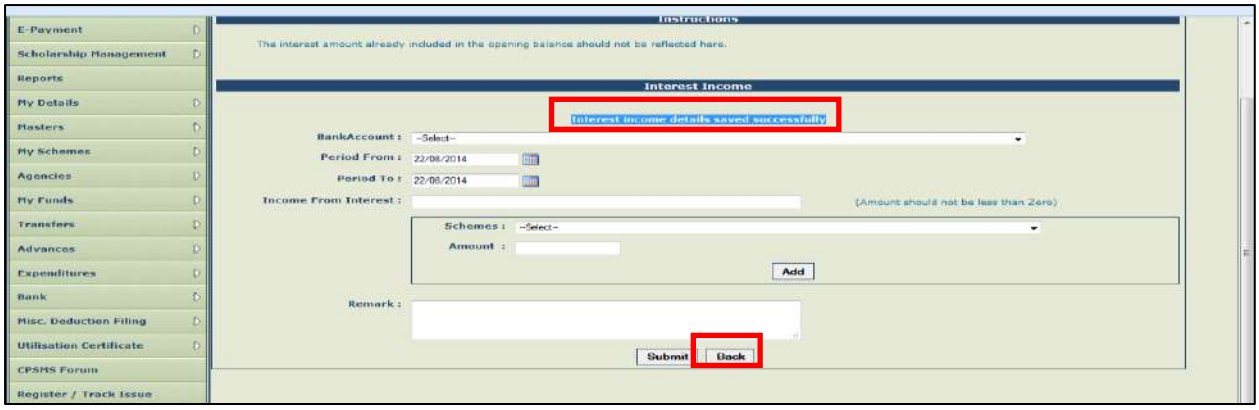

Figure 21: Interest Income Details Saved Successfully

Step15: The status of the transaction will be displayed as "**Created**".

Step16: Click on the **Bank Account Number** hyperlink to submit the interest details for approval.

Figure 22: Updating Interest Details against Bank Account Number for Approval

Step17: Edit: Click on **Edit** button to edit the interest income details.

Step18: Submit for Approval: To submit the details for approval, click on **Submit for approval** button.

Step19: Cancel Transaction: To cancel the details, click on **Cancel Transaction** button.

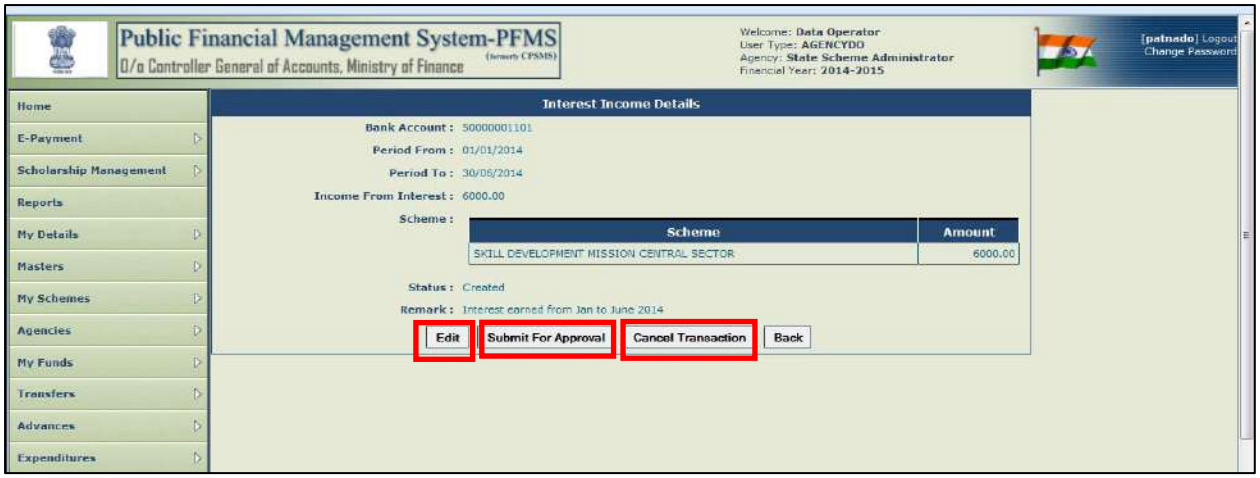

Figure 23: Edit/Approval/Cancellation of Transaction

Step20: On successful submission of interest income details, a message "**Submitted successfully**" will be displayed on the screen and the status of the transaction will be displayed as **Submitted**. Also, the user can cancel the transaction at this stage (if required).

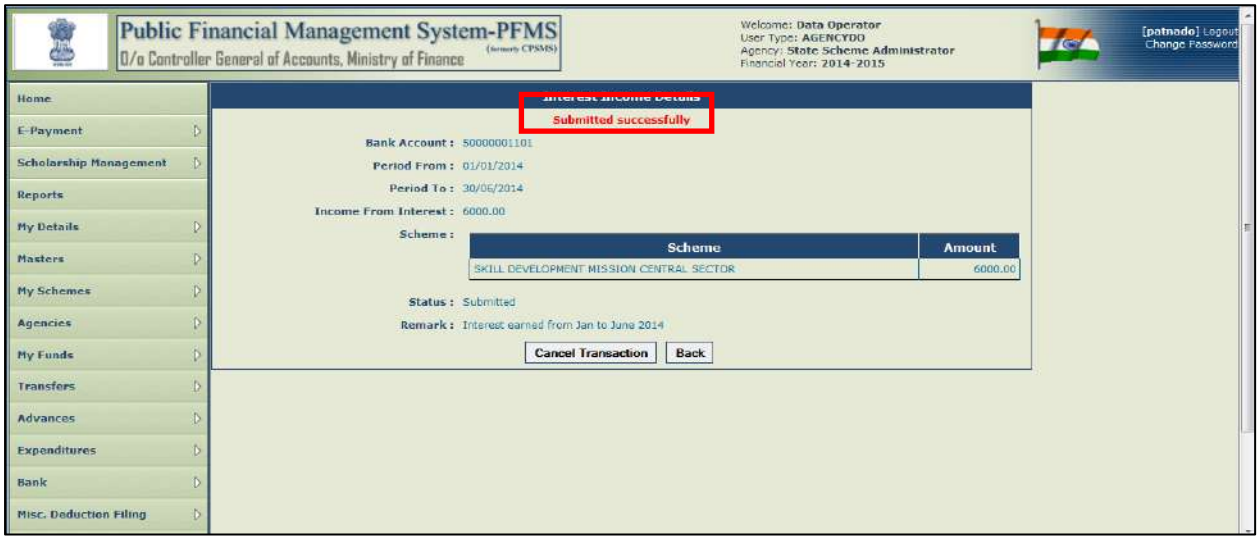

Figure 24: Successful Submission of Interest Details against Bank Account

Interest Income Approval

To approve the interest income transaction submitted by the Data Operator, the steps are as follows:

Step1: Go to **My Funds> Interest Income**. **Manage Interest Income** page will appear on the screen.

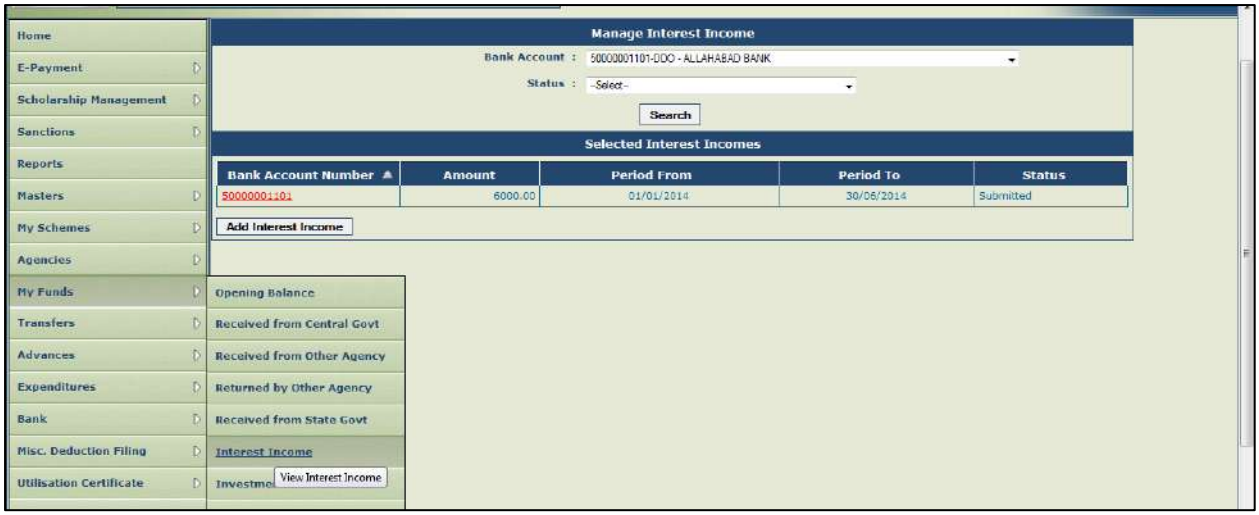

Figure 25: Bank Account Status with Interest Income details Submitted

Step2: Interest Income submitted by Data Operator will displayed in this page. Click on **Bank Account Number** hyper link to open and verify the interest income details submitted by the operator.

Step3: Approve: Click on **Approve** button to approve the transaction or the transaction can be rejected by providing reason for rejection. Rejected transactions can be edited and submitted again by Data Operator for approval.

Figure 26: Approval/Rejection/Cancellation - Interest Income details

Step4: At the time of Approving/Rejecting/Cancelling the transaction, a pop-up window for Remark will appear. Enter **Remark** and click on **Confirm** button.

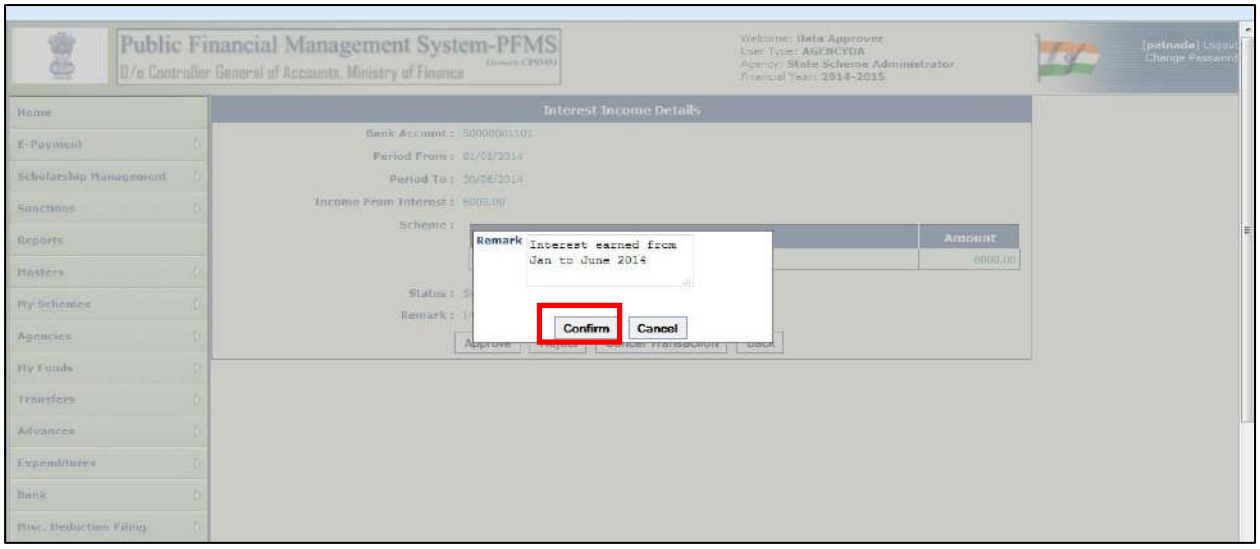

Figure 27: Putting Remark

Step5: A message "**Request has been Approve successfully**" will be displayed. The status of the transaction will be displayed as "**Approved**".

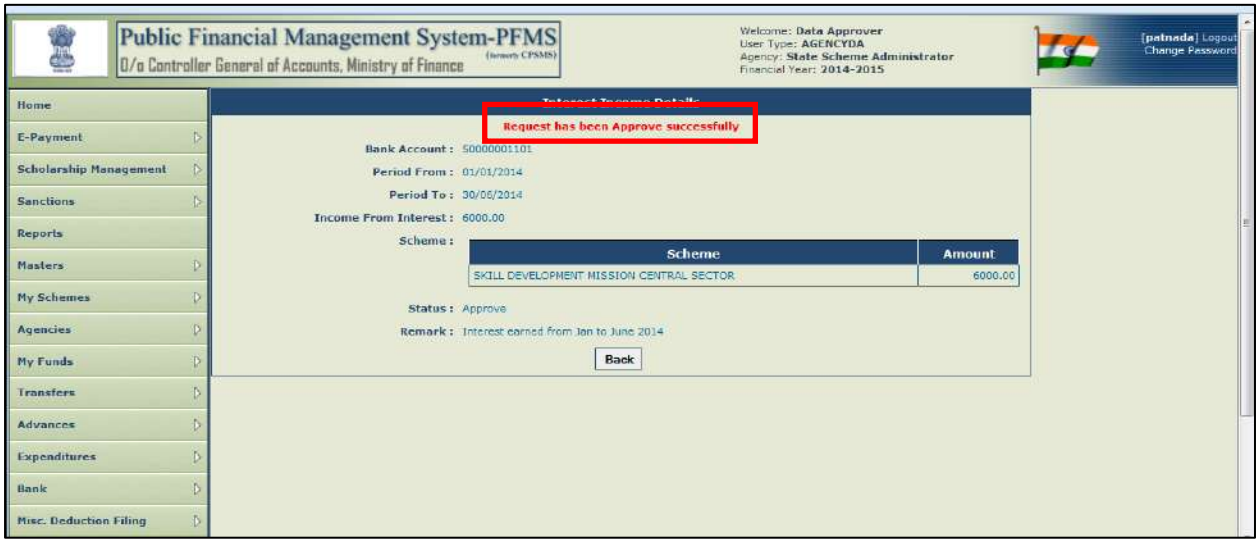

Figure 28: Approval Confirmation

2.3.7 Investment Details

If PIA makes any type of investment and any income arises from such an investment. The steps to capture such an income are as follows:

Step1: Go to **My Fund>Investment Details**. Manage Investment details page will open.

Step2: To add new investment details, click on **Add Investment Details** button.

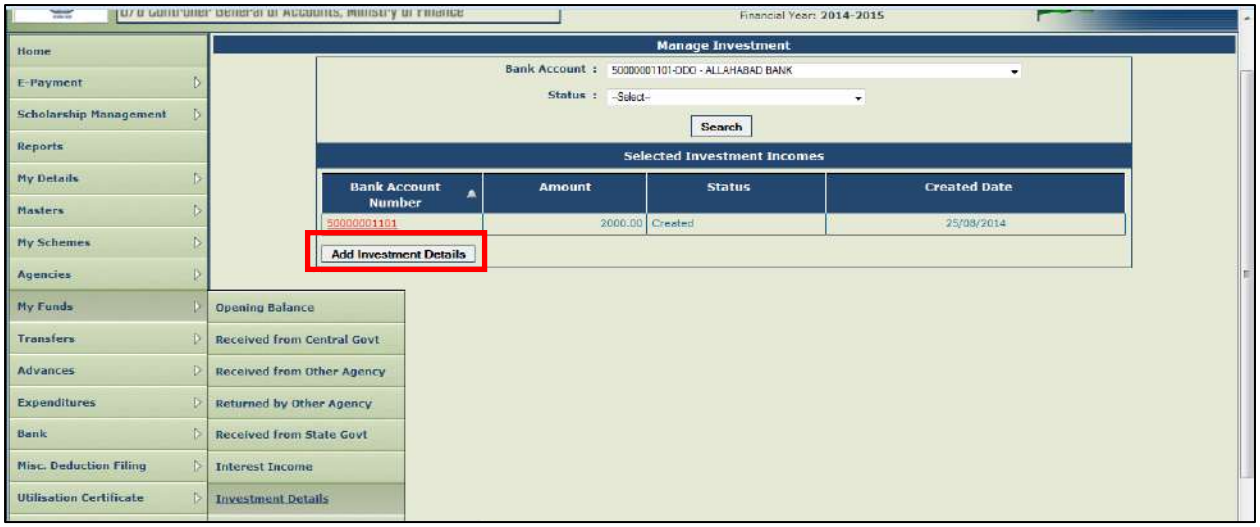

Figure 29: Income from Investment – Adding Investment

Step3: Investment Details page will be displayed.
Step4: Bank Account: Select **Bank Account** from the drop down list.
Step5: Investment Type: Select Investment type from the drop down list.
Step6: Investment Amount: Enter **Investment Amount**.
Step7: Scheme: Select **Scheme** from the dropdown list.

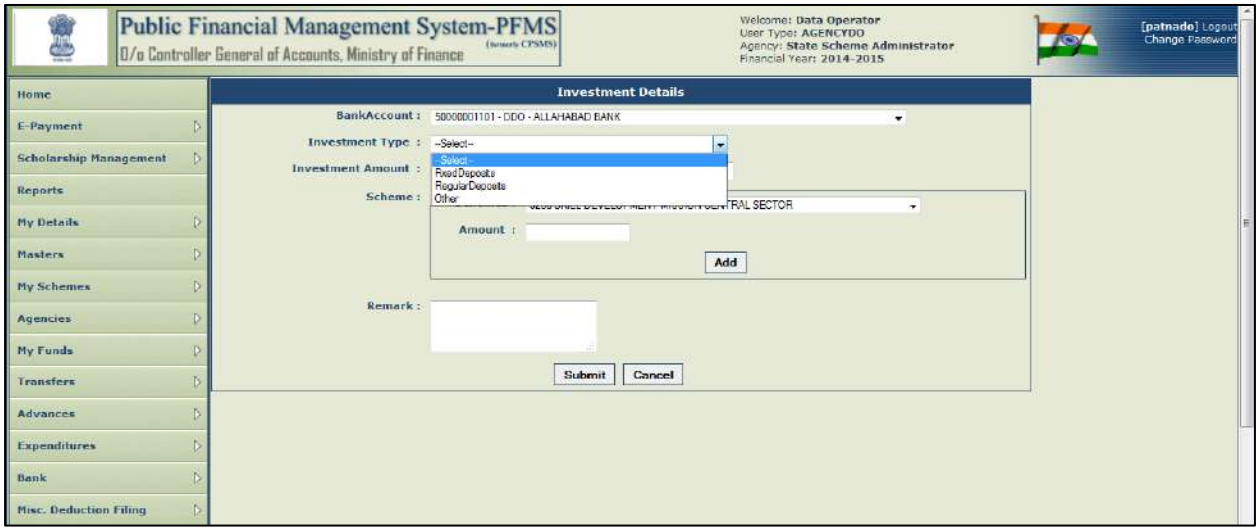

Figure 30: Adding Investment Details

Step8: Amount: Enter **Amount** against each scheme.
Step9: 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.
Step10: Enter **Remarks**, if any
Step11: After entering all the above details, click on **Submit** button.

Figure 31: Submission of Investment Details

Step12: A message "**Investment Income details submitted successfully**" will be displayed.

Step13: Click on **Back** button or go to **My Funds>Investment Details** menu to open Manage Investment page. Click on **Bank Account Number** hyperlink to open and view the investment details entered.

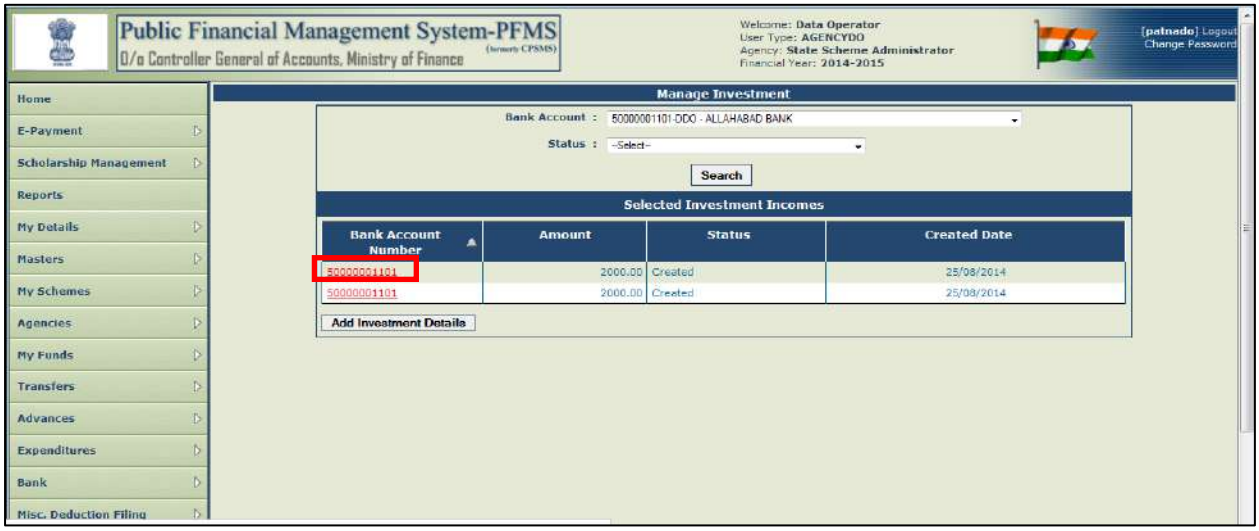

Figure 32: Manage Investment Details

Step14: Data operator will verify the details and click on **Edit/Submit for Approval/Cancel Transaction** button. Once the transaction is **submitted for Approval** with remarks, the same will be available to data approver for approving the transaction.

Figure 33: Investment Details Submitted for Approval

Investment Income Approval

Step15: For approving the investment income details, the data approver will login and go to **My Funds>Investment Income** menu, will verify and approve the transaction in similar way as explained in other My Fund Transactions.

2.3.8 Income from Other Sources

In this section any other income of the PIA other than the sources explained above will be captured. The steps are as set out below:

Step1: Go to **My Fund>Income from other Sources>Add New**. Fund Received from other sources page will open.

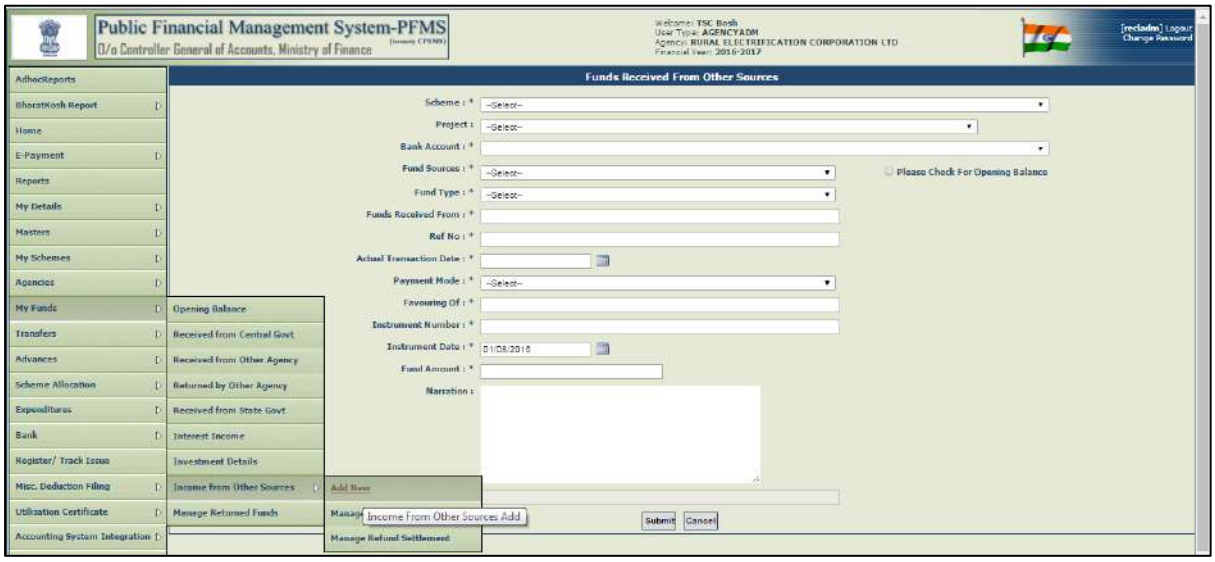

Figure 34: Fund Received from Other Sources

Step2: Select **Scheme** from the drop down list.

Step3: Select **Project** from the drop down list. (Only in case project details are created in PFMS)

Step4: Select **Bank Account** against which income is to be added.

Step5: Select **Fund Sources** from the drop down list (The source of funds available will be World Bank, UNICEF, EMD, Security Deposit, Loan and Miscellaneous).
Step6: Select **Fund Type** from the drop down list (The available types are GIA, Donor and Loans & Advances).
Step7: Enter Department from which fund was received under **Funds Received from** column.
Step8: Enter **Reference Number**
Step9: Select **Payment Mode**.
Step10: Enter recipient details in **Favouring** column.
Step11: Enter **Instrument Number**.
Step12: Select **Instrument Date**.
Step13: Enter **Fund Amount**.
Step14: Enter **Remarks**, if any.
Step15: Click on **Submit** button.

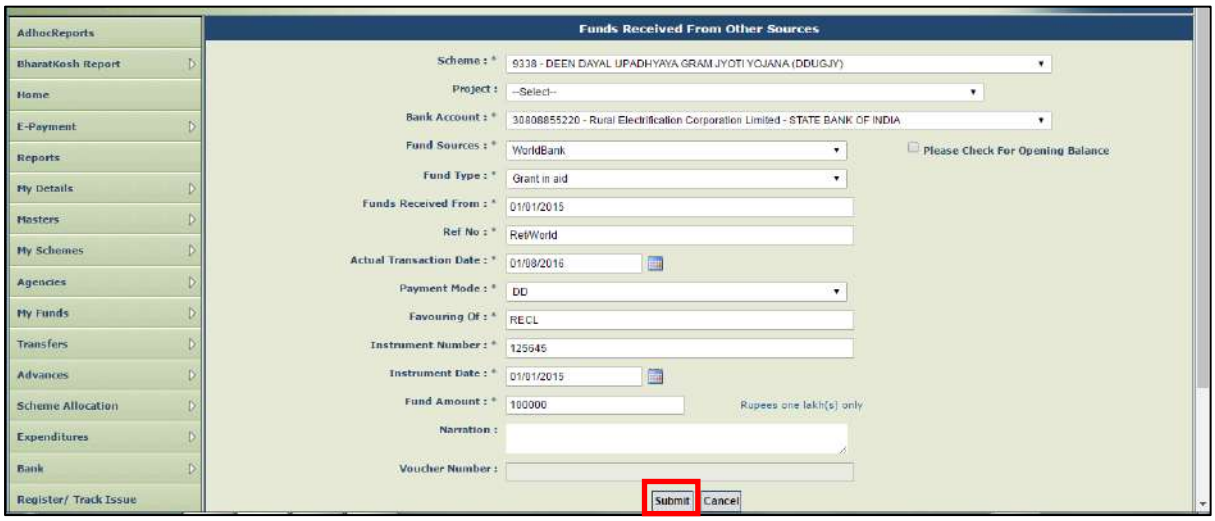

Figure 35: Submission of Fund Details

Step16: A message "**Record saved successfully**" will be displayed.

Step17: 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.

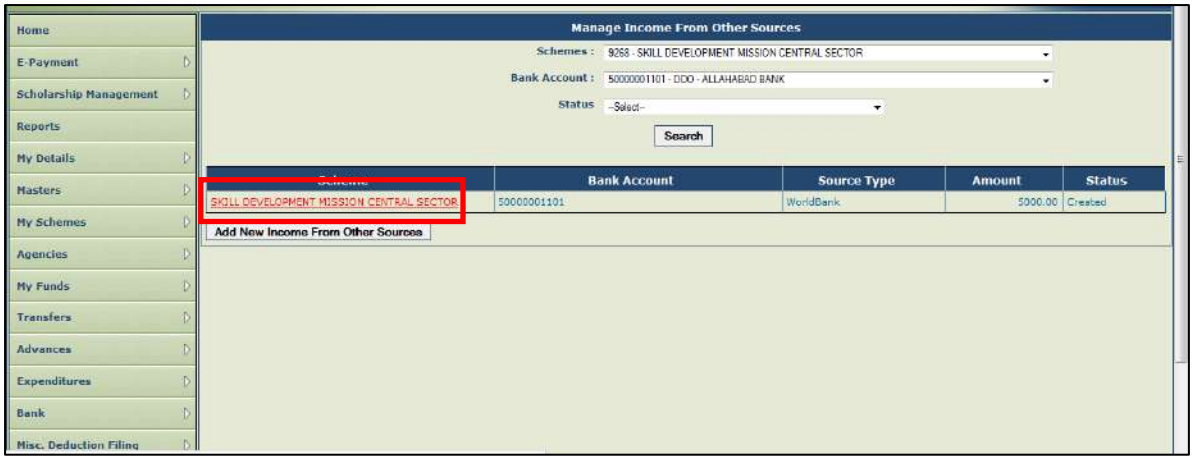

Figure 36: Manager Income from Other Source – Schemes Listing

Step18: Verify the details and click on **Edit**, **Submit for Approval**, **Cancel** button. After submitting for approval, the income details will be available to data approver level for approving, rejecting, cancelling the details.

Approve Income from Other Sources

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

2.4 Transferring funds to the child / lower level PIA

Fund can be transferred individually or in bulk by parent PIA to the child PIA. Bulk transfer means transfer of funds simultaneously to more than one PIA. Bulk customization master is created for bulk transfer.

Bulk customization

Step1: Go to **Masters>Bulk Customization>Manage.** A window for creation of bulk customization will open. Separate customization for each level of PIAs are required to be created.

Figure 37: Bulk Customization – Adding Investment Details

Step2: Fill in the required details as below:

a) Select **Scheme** from the drop down list for which Bulk Customization is to be created.
b) Select **Module**. It can be fund Expenditure/Fund Advances/Funds Transfer. For funds transfer, select "**Funds Transfer**".
c) Select **Level Type** by clicking on the radio button (Rural/Urban).
d) Select the **level** of PIA to which fund is to be transferred (District, Block/Tehsil, Panchayat/Town, Village/Ward). Separate customization have to be created for each level.
e) Once the scheme is selected, type the Name of the customization for reference.
f) Select type of transaction for which the customization is to be created under **Transaction Type** by clicking on the radio button (Component Wise/Bulk/Default Component).
g) 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 required or select **Bulk** if he wants to use all the components for the fund Transfer.
h) **Default Amount** is an optional field. User can enter the amount in this column if the transferring amount is same for all or most of the PIAs. The amount can be edited at the time of fund transfer.
i) Select **Payment Mode** through which the payment will be made. The modes of payment available are:

- Cheque
- DD
- ECS
- RTGS
- E payment using Print Payment*
- E Payment using Digital Signature*
- E Payment Using Internet Banking*

(*****e-payment option will be available for selection only if the concerned bank account has been activated for e-payment authorization).

Step3: Save: Once all the above details are entered, click on '**Save**' button to save the details.

Bulk customization so created will appear at the fund transfer window for selection at the time of transferring the fund.

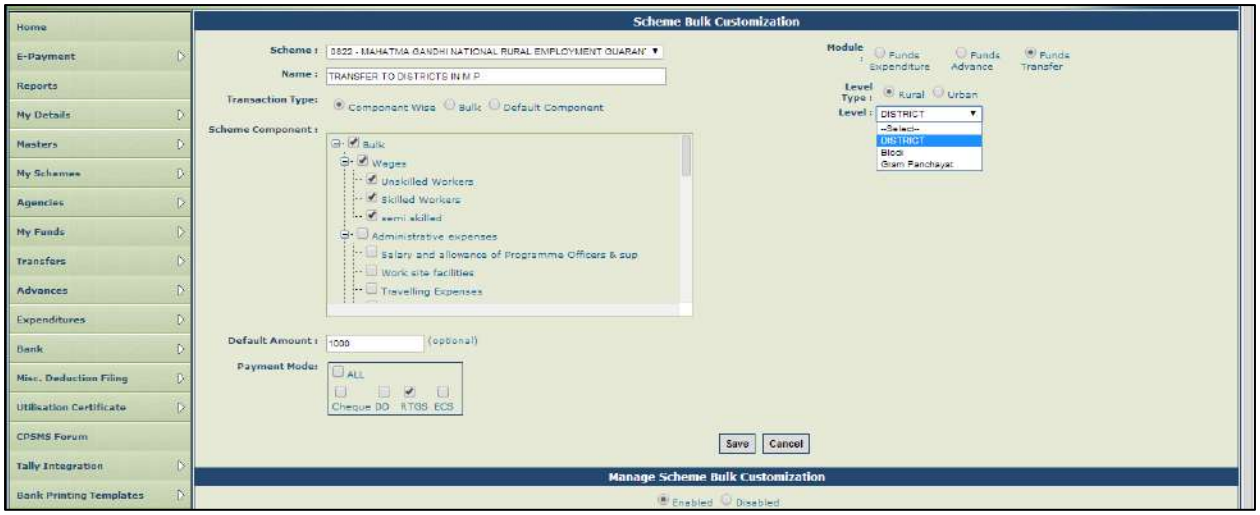

Figure 38: Bulk Customization Details

Step4: A message "**Record saved successfully**" will appear on the screen. Also, the customization will appear in a grid.

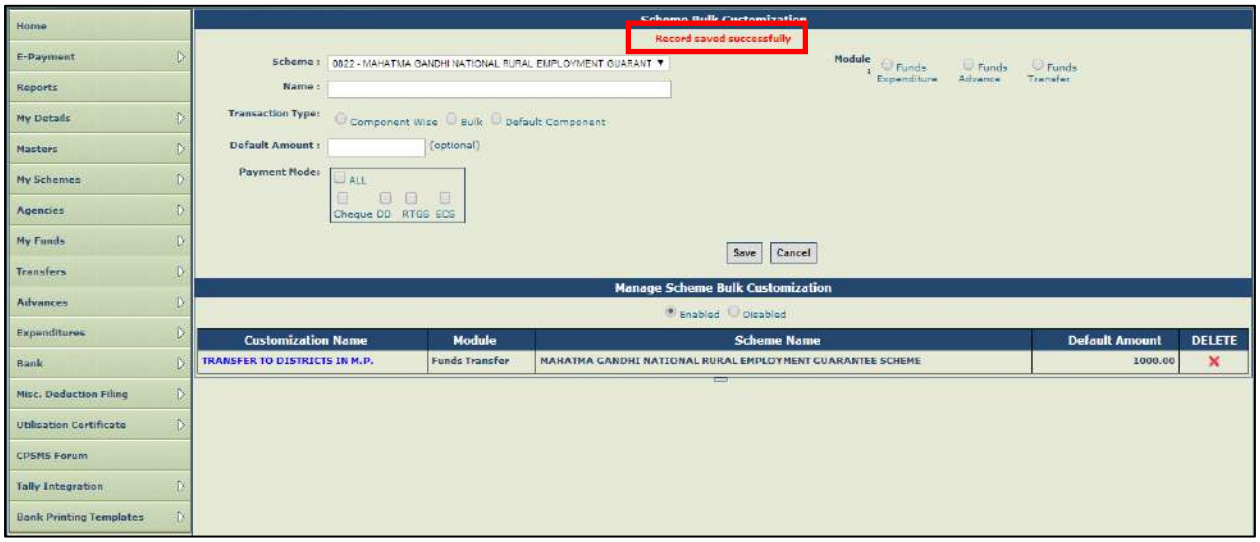

Figure 39: Bulk Customization Details Submitted Successfully

2.4.1 Manage Bulk Customization

Step1: Select **Masters>Bulk Customization>Manage.**

Figure 40: Managing Bulk Customization

Step2: The following screen will appear, clicks on "**Enabled**" radio button under Manage Scheme Bulk Customization, a list of customizations with details (Customization Name, Module, Scheme Name and Default Amount) will appear on screen.

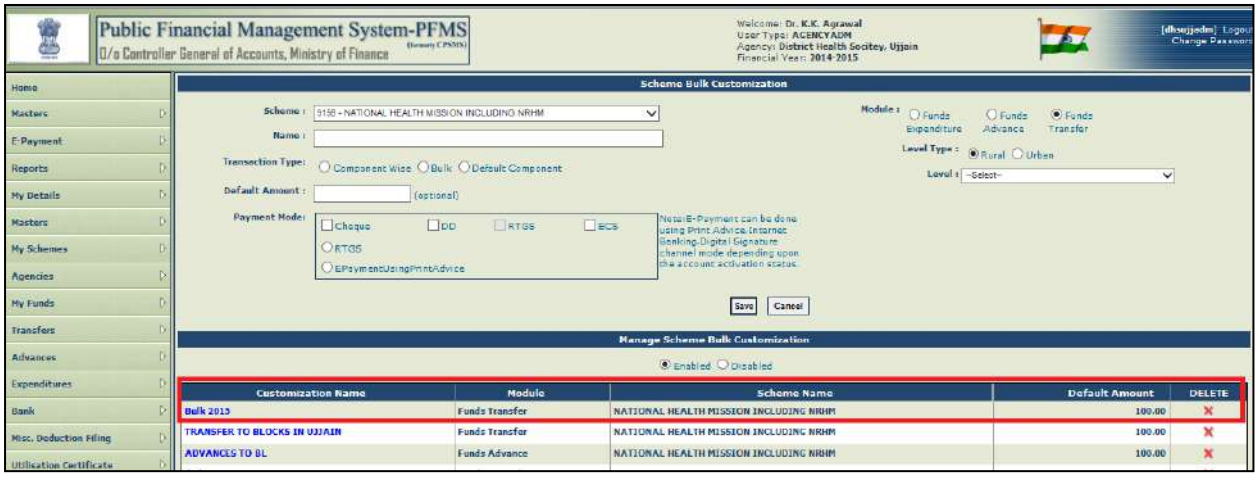

Figure 41: Enabling List of Customization

2.4.2 View Bulk Customization

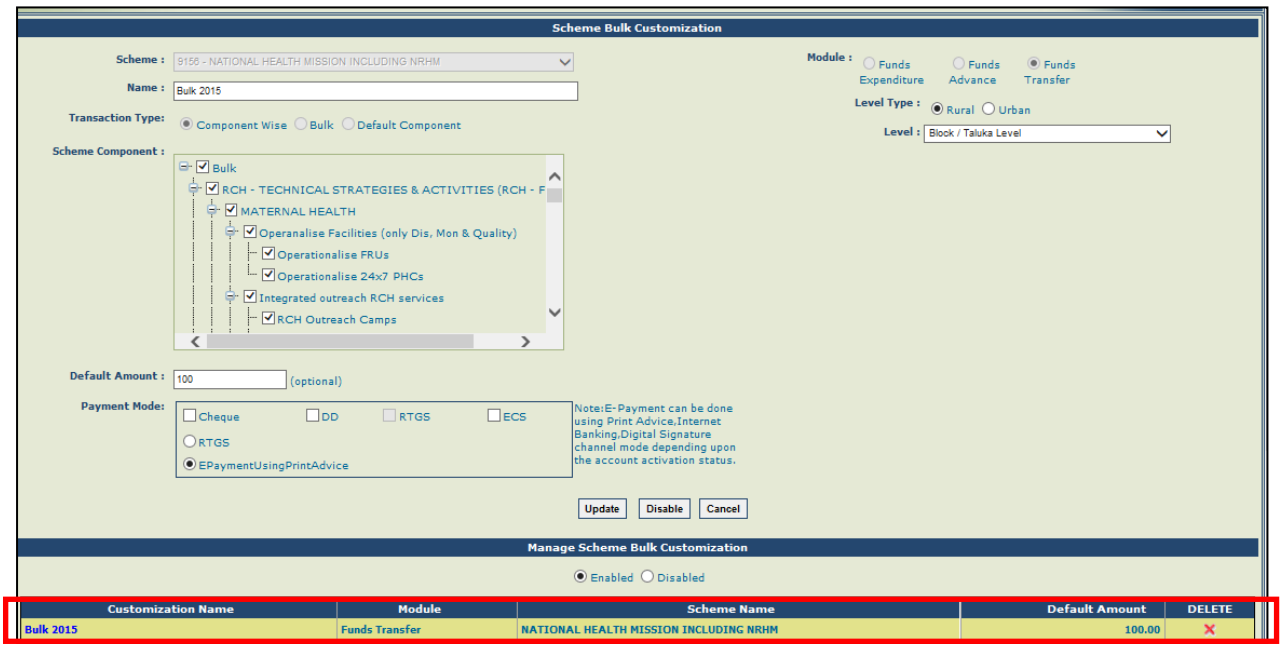

Figure 42: View Bulk Customization

2.4.3 Edit Existing Customization

Step1: Click on a specific Customization name, the following details for customization will been abled for editing:

- Name
- Vendors
- Default Amount
- Payment mode

Step2: Edit the details and click on **Update** button to update the details.

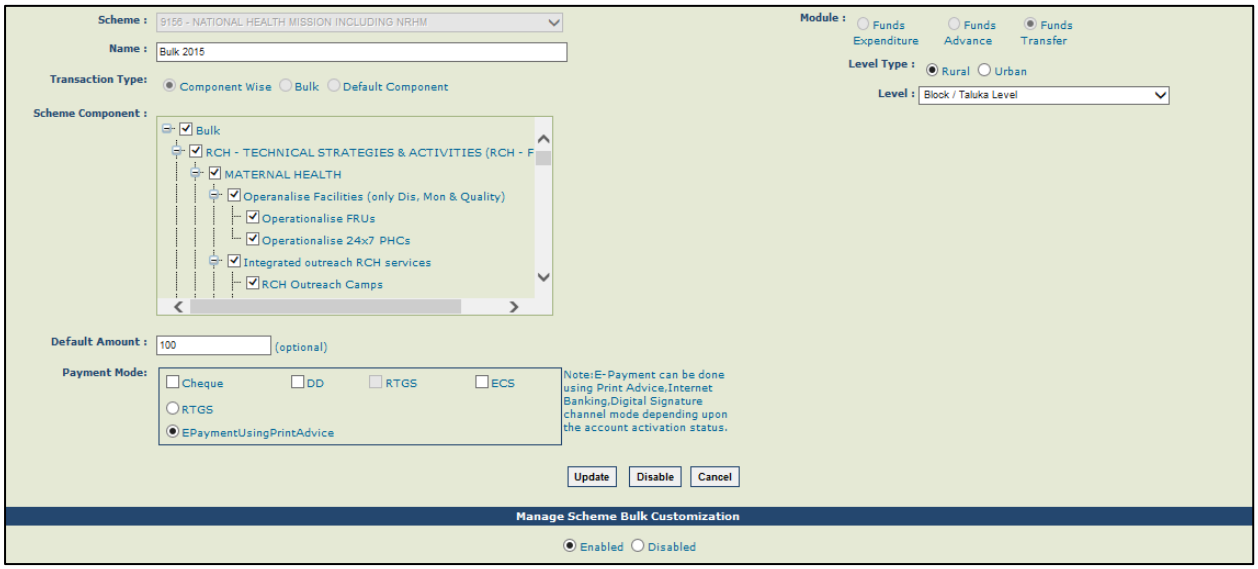

Figure 43: Editing Bulk Customization

Step3: A message **"Record saved successfully"** will appear on the screen. User can Save/Disable/cancel the customization. Click on **Save** button to save the

customization. To disable the selected customization click on '**Disable**' button and to cancel the changes click on '**Cancel**' button.

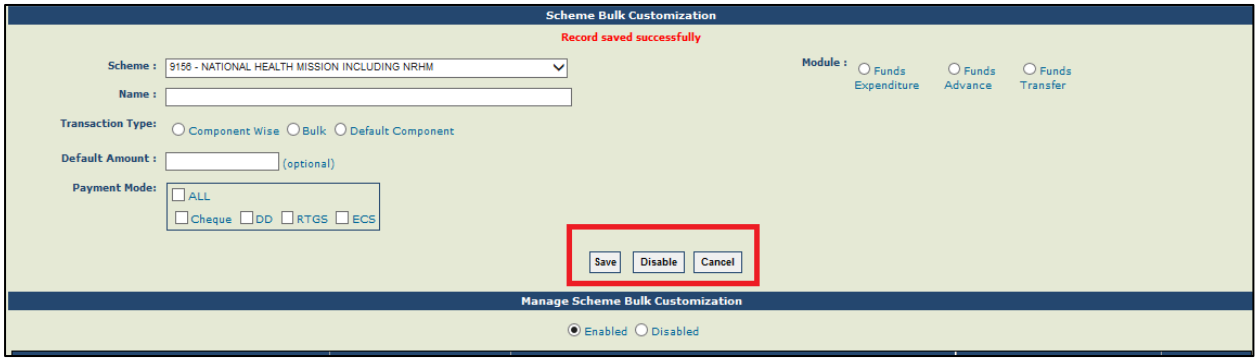

Figure 44: Updating Bulk Customization

Note: If any Transfer of fund to another PIA has been created against a Bulk Customization, the user will not be able to delete the customization and a message "**Funds Transfer has been made against this customization so it cannot be deleted**" will appear on the screen.

2.4.4 Bulk Customization- Urban Level Type

The Process flow for the Bulk Customization for Urban is same as above. However, when Module Type is selected as Urban and Transaction Type as Bulk Customization, the levels available for selection will be District, Tehsil, Town and Ward.

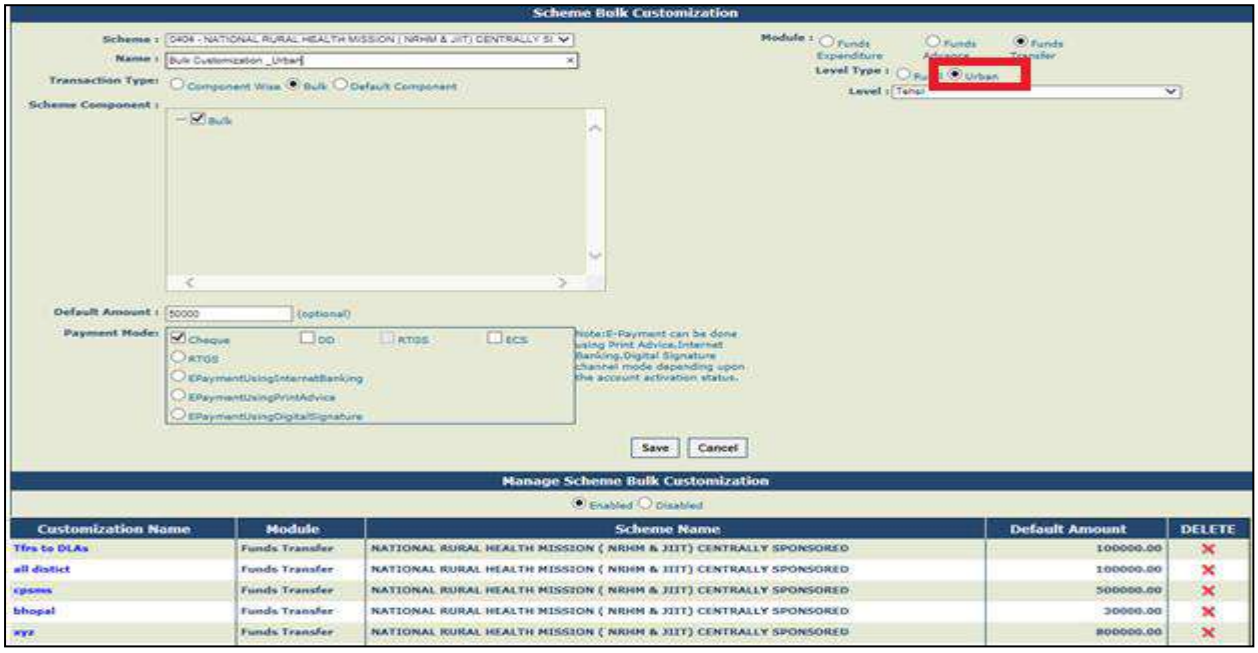

Figure 45: Scheme Bulk Customization - Urban

2.4.5 Scheme Bulk customization-Urban

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

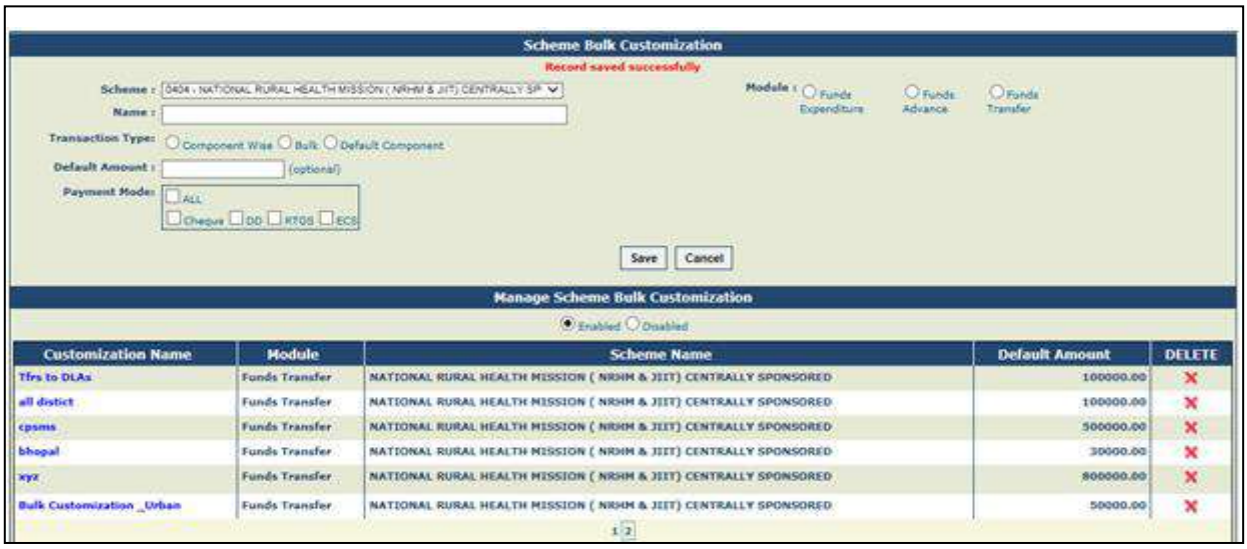

Figure 46: Saving Bulk Customization Updates

2.4.6 Transfer: Fund Transfer

Step1: Go to **Transfers>Add New**

Figure 47: Add New Transfer Type

Step2: The "**Funds Transfer"** screen will appear. A PIA can transfer funds to its lower level PIAs individually or in bulk mode. (The transfer can be made by the parent PIA to a child PIA only if the child PIA is registered (automatic mapping). For individual transfer, fill the fields displayed on the screen.
Step3: Select **Scheme** from the drop down list.
Step4: Select **Bank Account.**
Step5: Letter/ Office order no: Enter Letter/Office order number.

Step6: Letter/Office order Date: Enter Letter/Office Order date.
Step7: Select **Transaction Type.**
Step8: Select **Agency** by clicking on hyperlink or by providing the scheme code.
Step9: Enter the **Purpose for transfer.**
Step10: Click on **Submit** button.
For adding payee details please refer **Step11.**

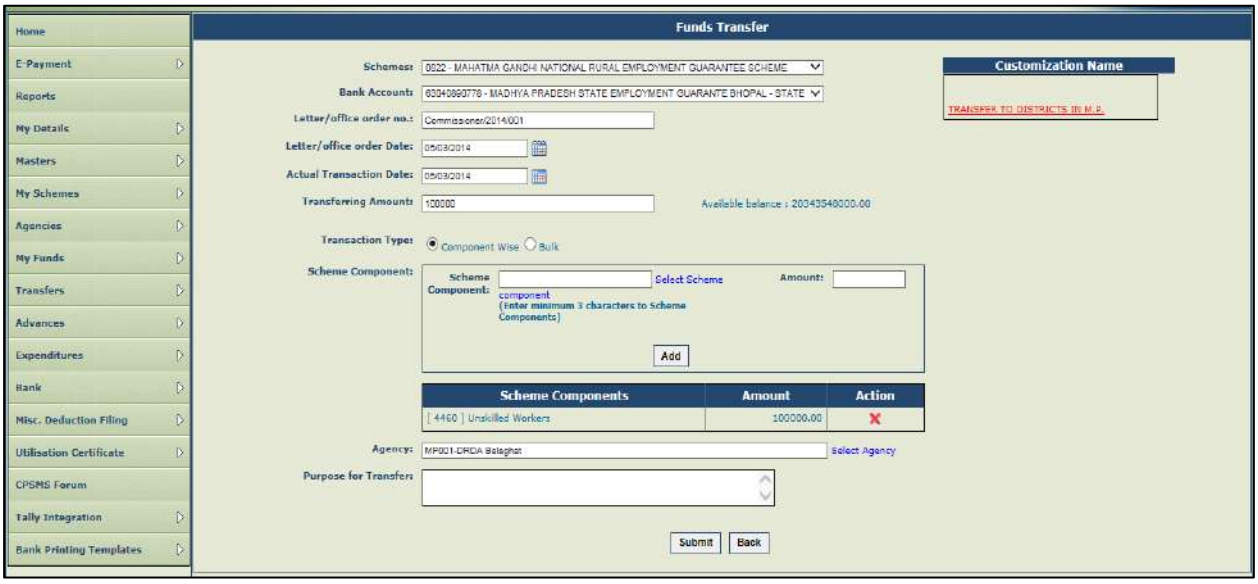

Figure 48: Submission of Fund Transfer Details of Individual PIAs without selecting bulk customization

In case of **Bulk Fund Transfer**, first select the **Scheme** and then select the already created **Customization Name** and then enter the below details on **Funds Transfer Bulk Uploading** page.

- Select **Scheme** from the drop down list for which transfer details are to be created.
- Click on **Customization Name** hyperlink. All the PIAs registered at the level of selected customization will get displayed.
- Select **Bank Account**. On selection of bank account, the available balance in the selected bank account will be displayed.
- **Letter/ Office order no:** Enter Letter/Office order number.
- **Letter/Office order Date:** Enter Letter/Office Order date.
- **Actual Transaction Date:** Enter Actual Transaction date. This can be equal to or greater than the Letter/Office Order date.
- **Transferring amount:** Enter transfer amount. User needs to specify the sum of amount for all the selected PIAs 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.
- **Narration**: Mention purpose of transfer
- **Set Default component:** This is an optional field. Select checkbox for component from the drop down list. Also, select check box of the required Agency Name from the list. The component/s so selected will be displayed by default against all PIAs selected for transferring fund.

- **Total:** Enter amount against each component in this field.
- **Add Component:** After all the details have been entered 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 PIAs.

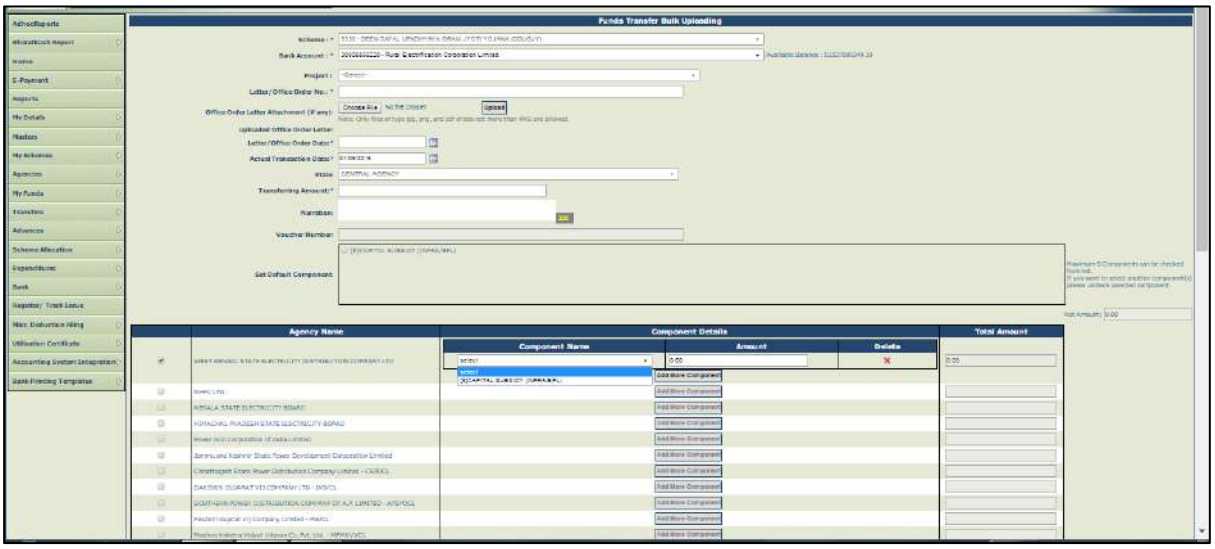

Figure 49: Funds Transfer Bulk Uploading Screen

- After all the details are entered, click on '**Submit**' button. The following page with voucher number will be displayed. Click on '**OK**' to continue.

Figure 50: Save Fund Transfer Detail, Displaying Voucher Number

Note: Steps for adding payee details are same for individual transfer and bulk transfer.

Step11: A message "**Amount being transferred saved successfully, Do you want to proceed with payee details?"** will appear on the screen. Click on "**Yes**" button to add payee details.

Figure 51: Amount Transfer Confirmation

Step12:"**Payee Details**" will appear on the screen. Select **Account No.** (In case PIA have more than one account) and instrument type (Cheque/DD/RTGS/ECS/PPA/ Digital Signature) and click on "Add" button. Then fill the instrument details and date and click on **NEXT** button.

Figure 52: Adding Payee Details

Step13: In case multiple components have been selected, mention '**Narration for Passbook'** in the space provided.

Step14: Click on "**Is deduction**" check box to enter deductions. Click on "**Confirm**" button.

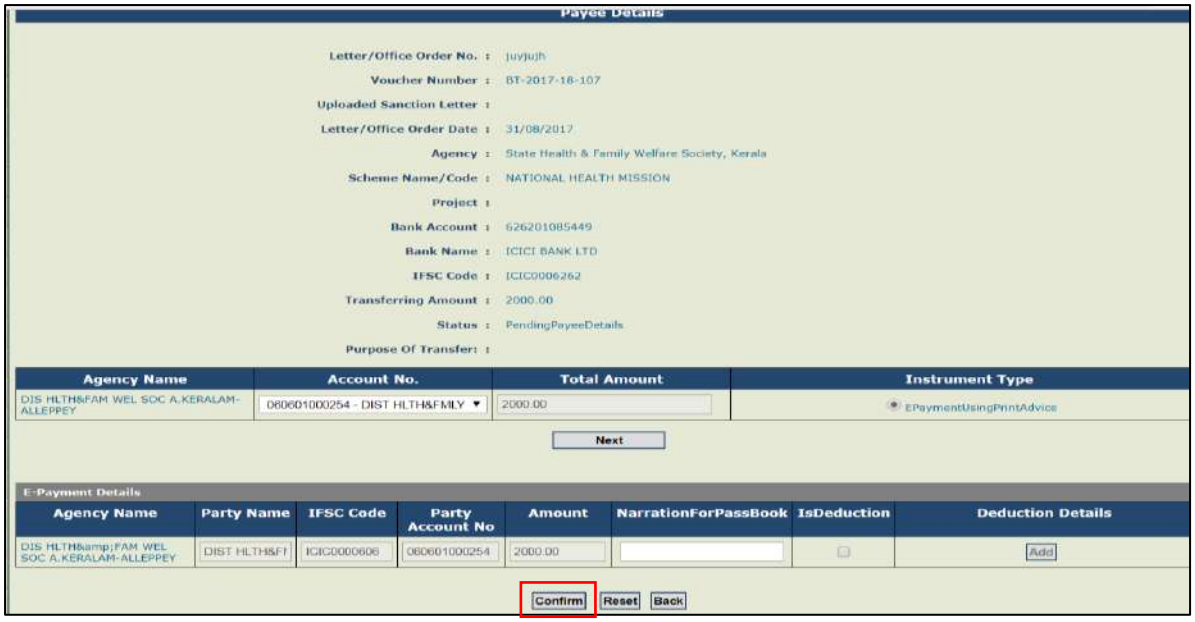

Figure 53: Narration for Passbook

Step15: A message "**Payee details saved successfully"** will appear**.** Click on **"Next"** button.

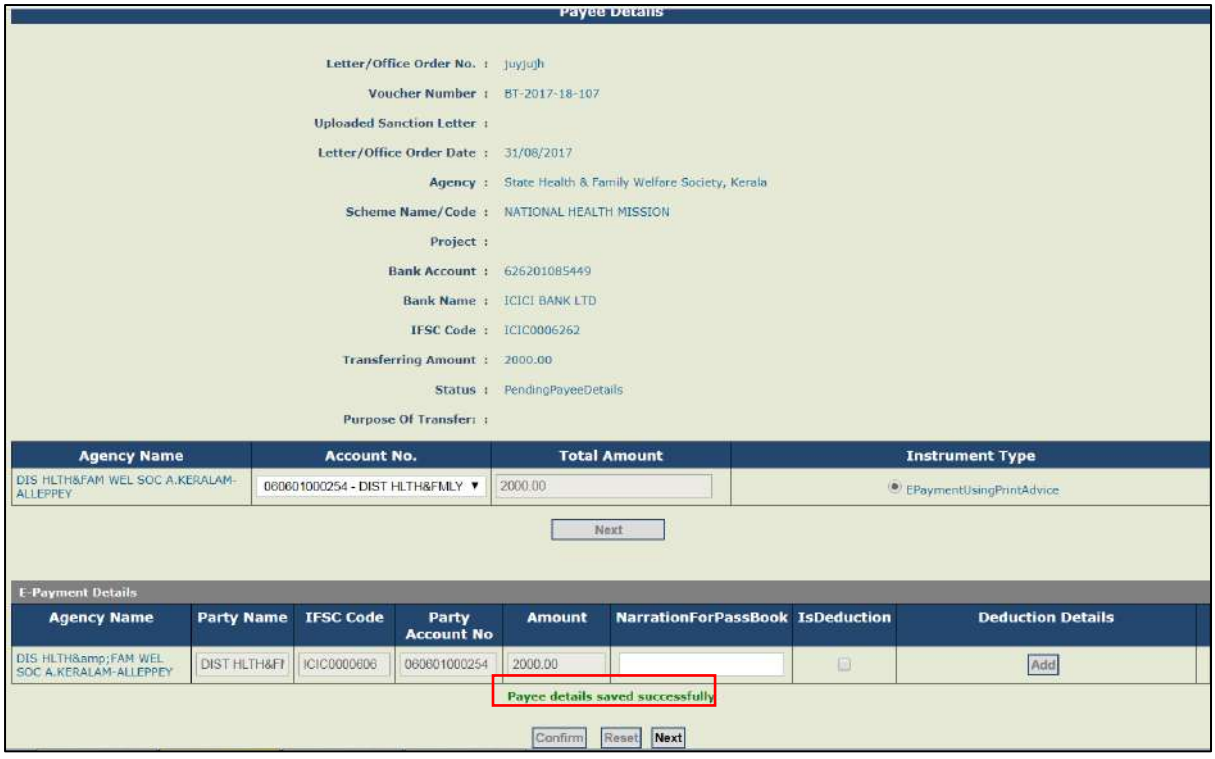

Figure 54: Saving Payee Details

Step16: The data operator has to submit the transfer transaction for approval by the data approver. Click on "**Submit for Approval"** button.

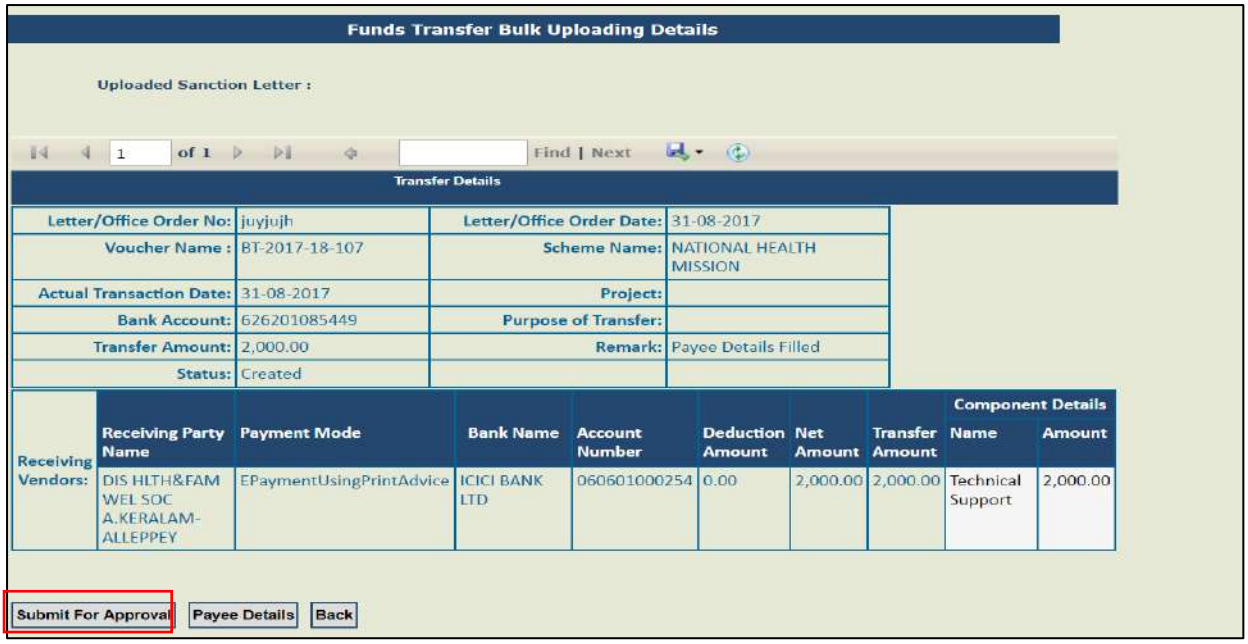

Figure 55: Payee Details - Submission for Approval

Step17: A message "**Record submitted successfully**" will appear on the screen.

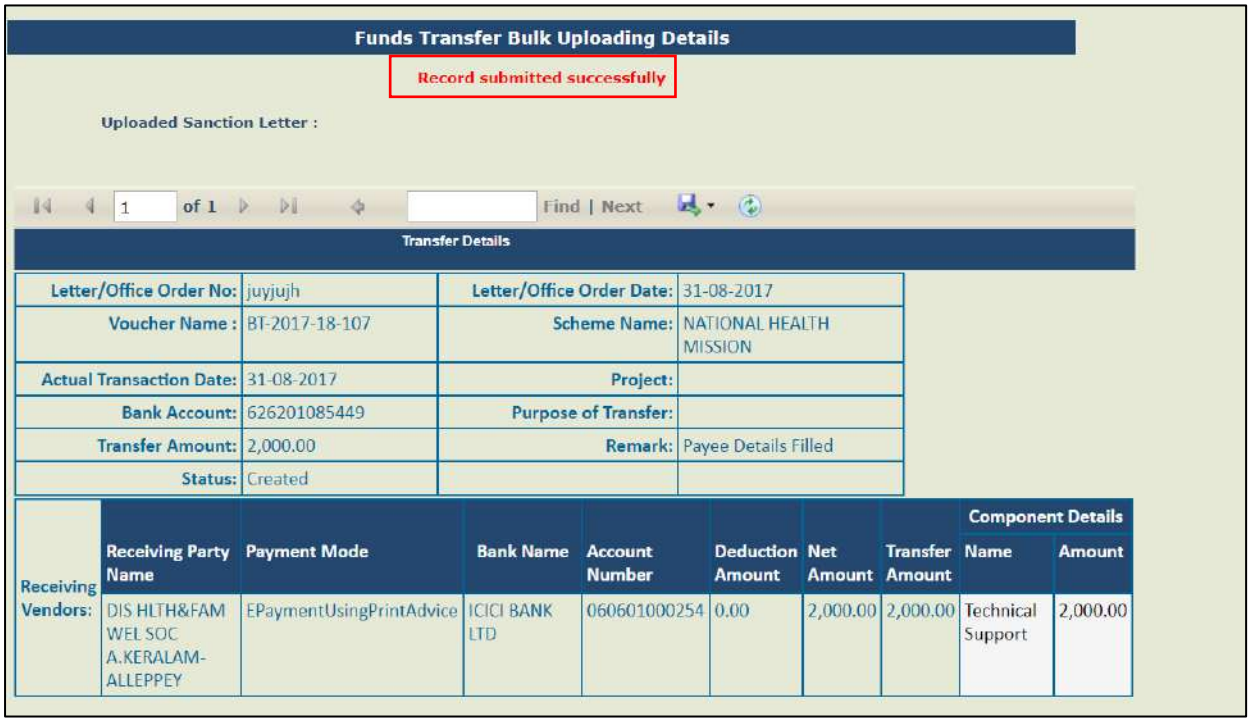

Figure 56: Payee Details - Successful Submission

The data approver can login and approve the funds transfer. The steps are as follows:

Step1: Go to **Transfers>Manage** (For Individual Transfers) or go to **Transfers> Manage Bulk Transfer** (For Bulk Transfers) to approve the entries submitted by the maker through bulk transfer mode.

Step2: The list of funds transfer submitted by the data operator for approval will be displayed. Click on the **Letter/Office Order No.** hyperlink.

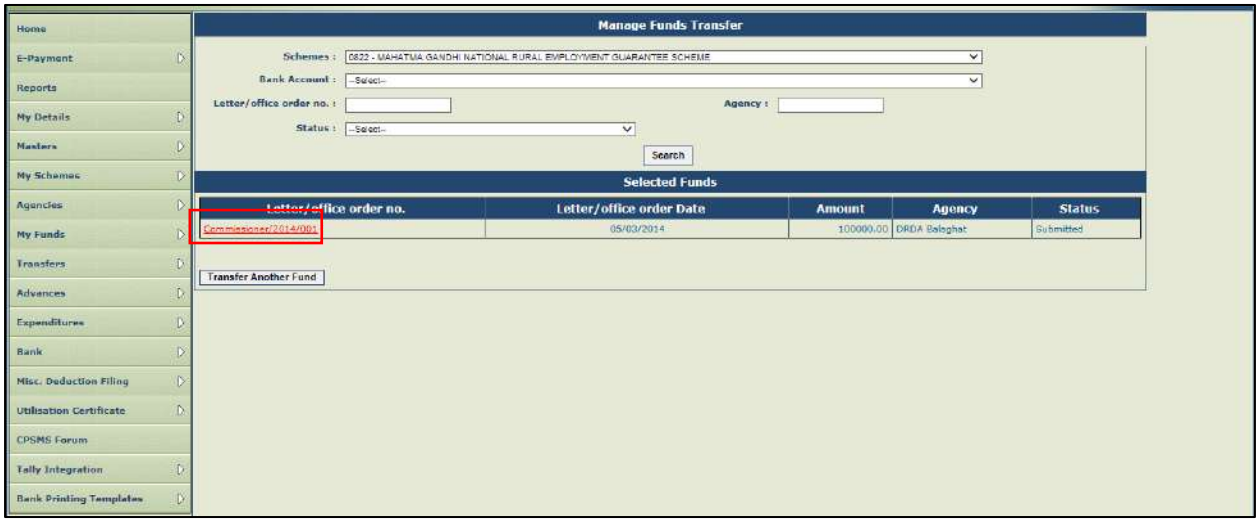

Figure 57: View Fund Transfer

Step3:"**Funds Transfer Details**" page will appear on the screen, verify the details and click on **Approve** button.

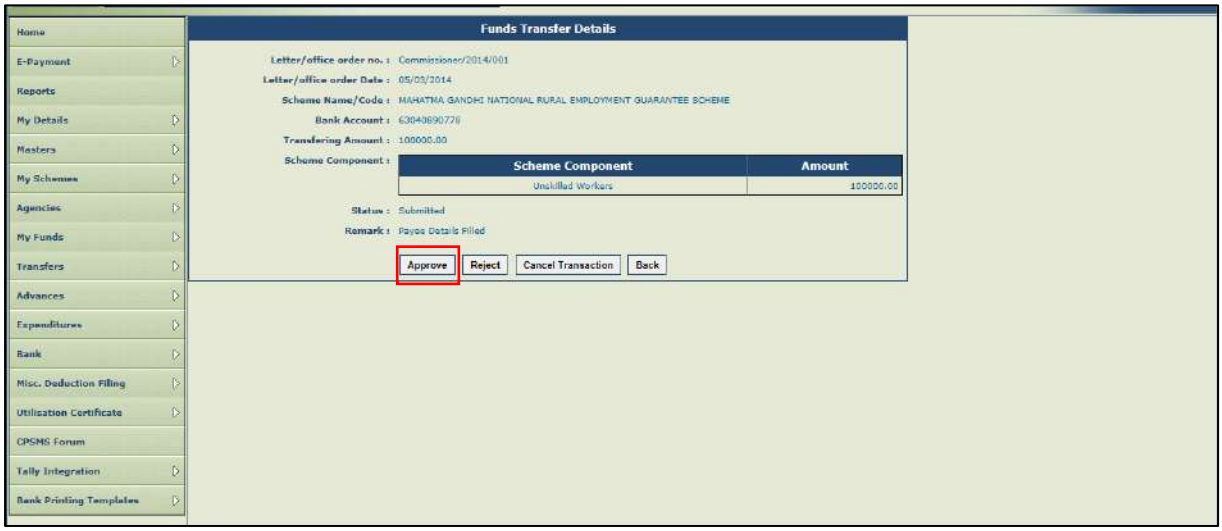

Figure 58: Approve Fund Transfer

Step4: At the time of Approving/Rejecting/Cancelling the transaction, a pop-up window for Remark will appear. Enter **Remark** and click on **Confirm** button.

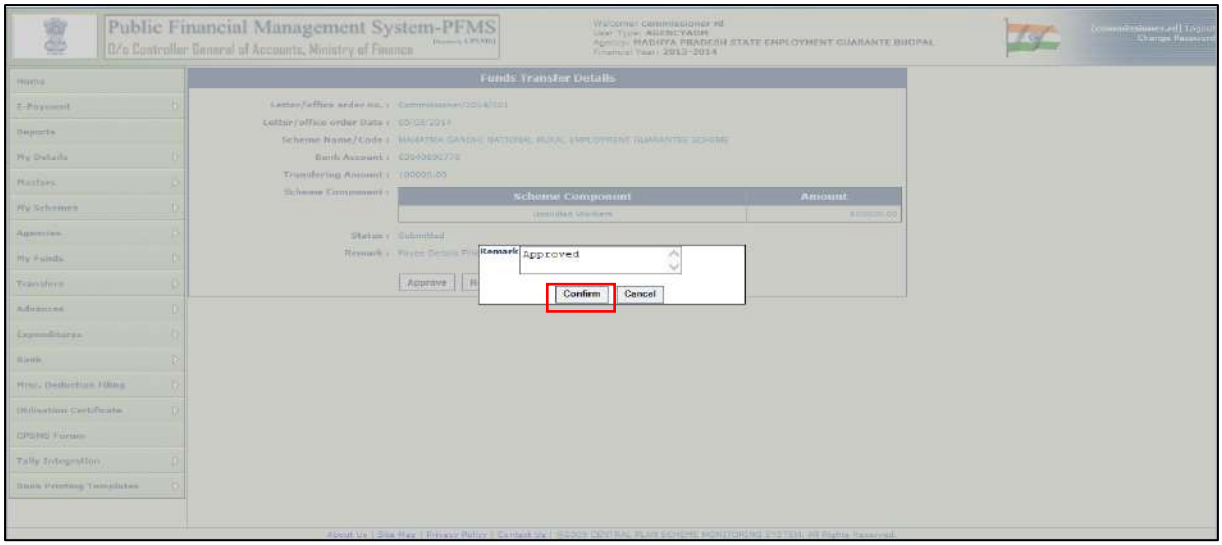

Figure 59: Updating Remark

Step5: A message "**Record approved successfully**" will appear on the screen.

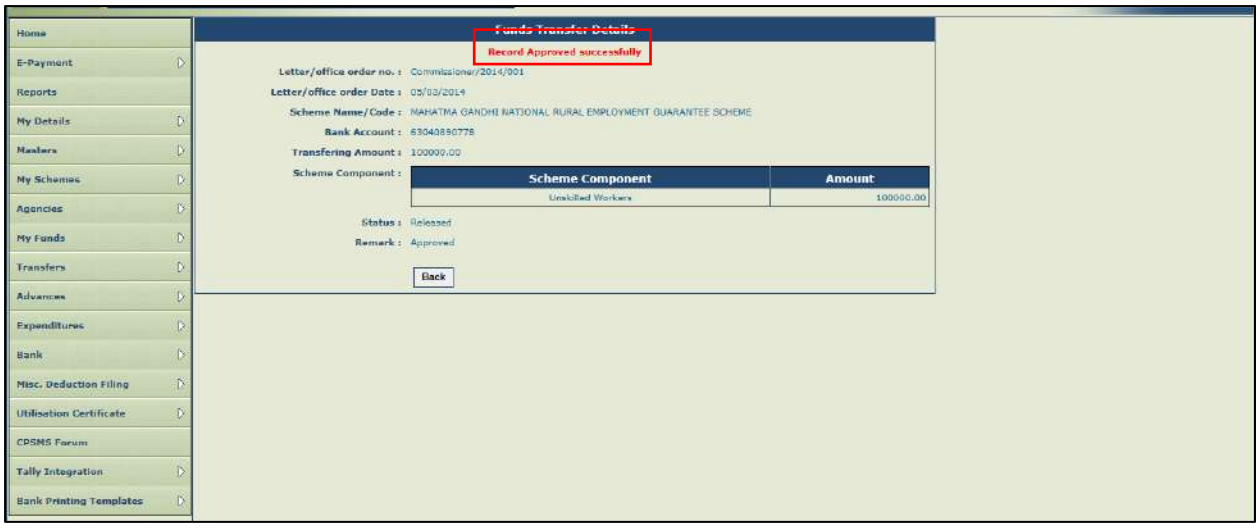

Figure 60: Successful Submission of Fund Transfer

2.5 Advance payment to vendors, beneficiaries and their settlement

Advance payment is made to a vendor or supplier for getting a service or product. Also, advance is given to an official for getting a work done.

Once the intended work is completed, the beneficiary/vendor/supplier submits the voucher and return the balance amount, if any, for settling the advance.

2.5.1 Payment of Advance

Step1: Go to "**Advances**" and click on "**Add New**". The "**Create Fund Advances**" page will open.
Step2: Select **'Scheme '**and **'Bank Account'** from the drop down.
Step3: Select **Vendor/Beneficiary**, if already created (For creation of a new vendor - **Refer Vendor User Manual**)

Step4: Enter **Sanction Number.**
Step5: Select **Sanction Date.**
Step6: Select **Actual Transaction Date.**
Step7: Enter **Advance Amount.**
Step8: Enter **Purpose for Advance.**
Step9: Select scheme component by clicking on **Select Scheme Component** button.
Step10: Enter either **Amount** of Advance or **Percentage.** In case advance is to be paid from more than one component and percentage of each component is available, then details in any one of the column needs to be entered.

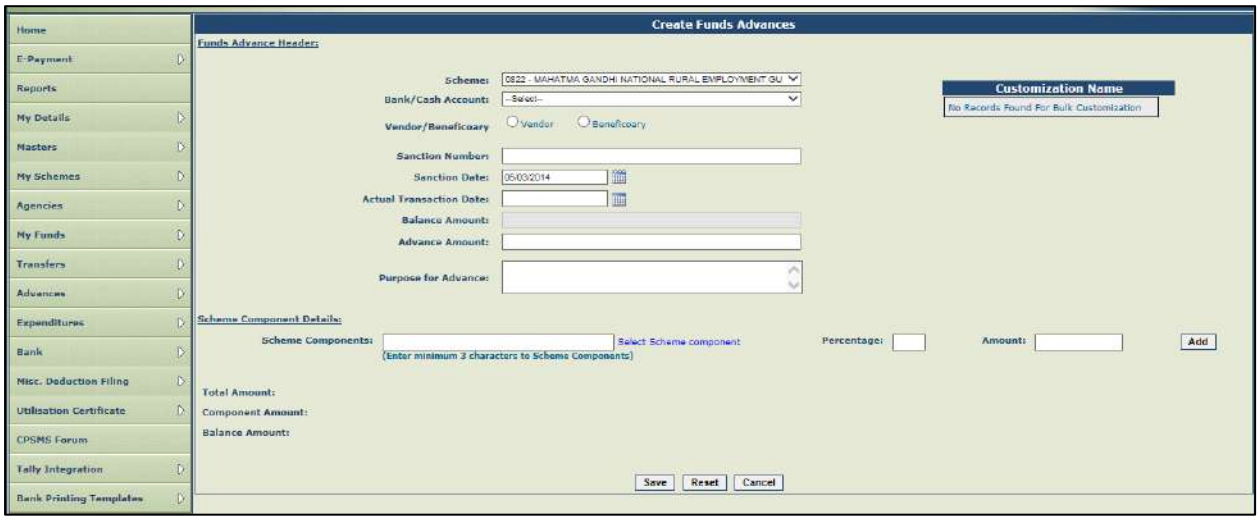

Figure 61: Creation of Fund Advances

Step11: Click on **Add** button to display the advance details. The total amount and net of component amounts should match to proceed further.
Step12: Click on **Save** button.

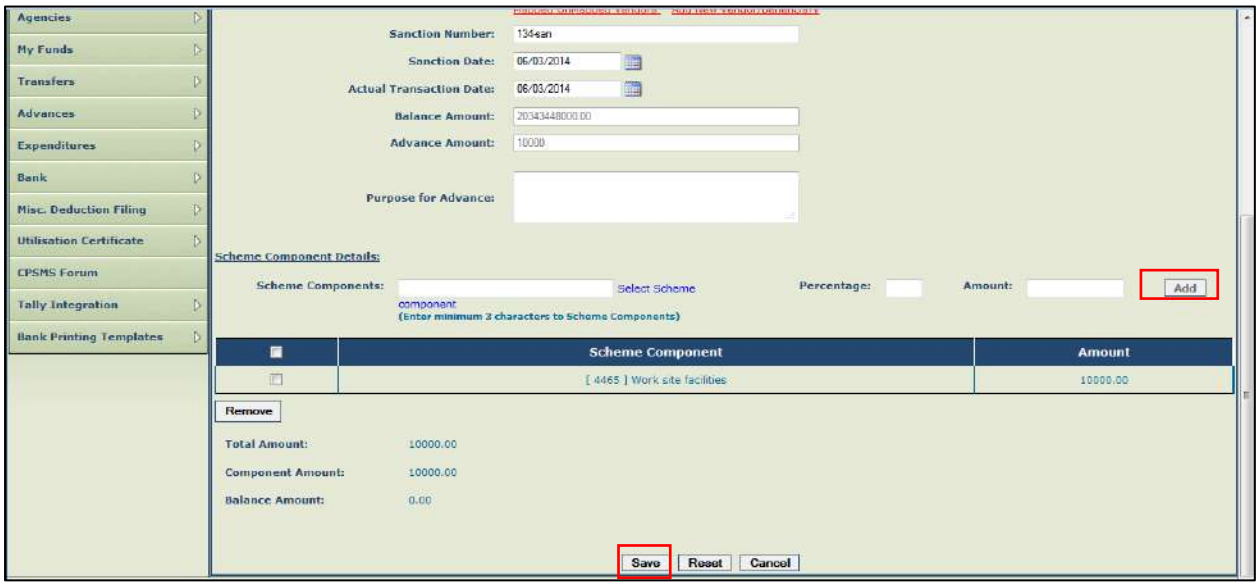

Figure 62: Saving Fund Advance Details

Step13: A message "**Funds details saved successfully. Do you want to proceed with payee details**" will appear on the screen. Click '**Yes**' to enter payee details.

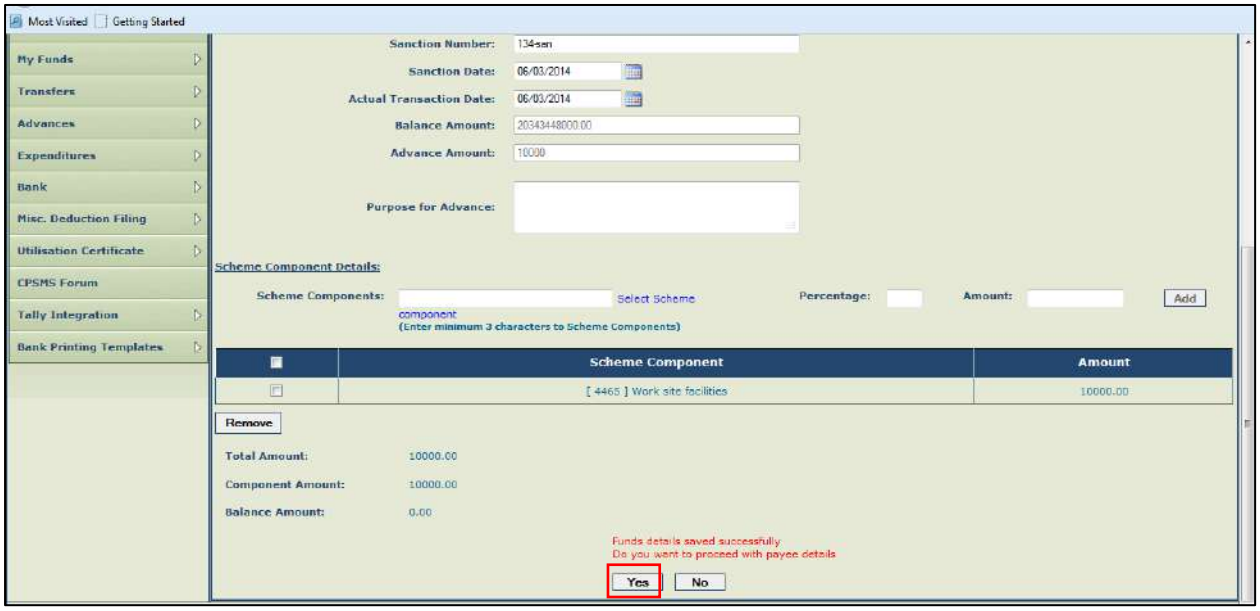

Figure 63: Process for Payment Details

Step14: For adding Deduction details like TDS from payment (if any), Select '**Yes**' option under "**Do You want to Add Deduction Details?"**
Step15: Click on '**Next**' button.
Step16: Select **'Deduction Type'**.
Step17: Enter Amount/Percentage to be deducted and click on **'Add Deduction'**. There can be different types of deduction. The net amount plus deducted amount should match with the total amount of advance. Click on **Confirm** to complete payee details.

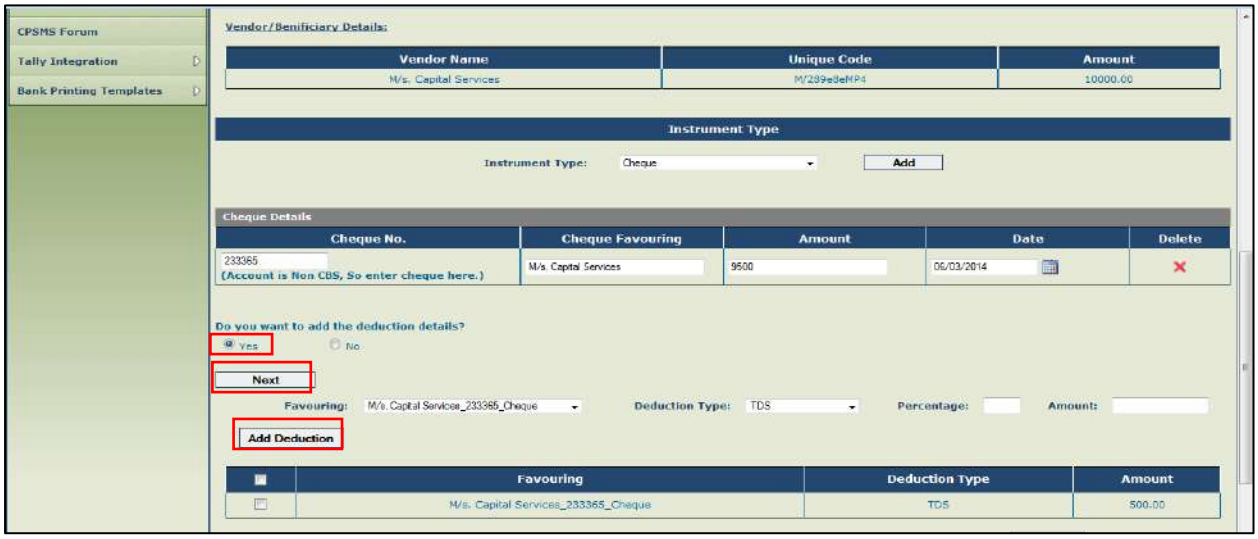

Figure 64: Adding Deduction Type

Step18: Verify the details and click on **Submit for Approval** button.

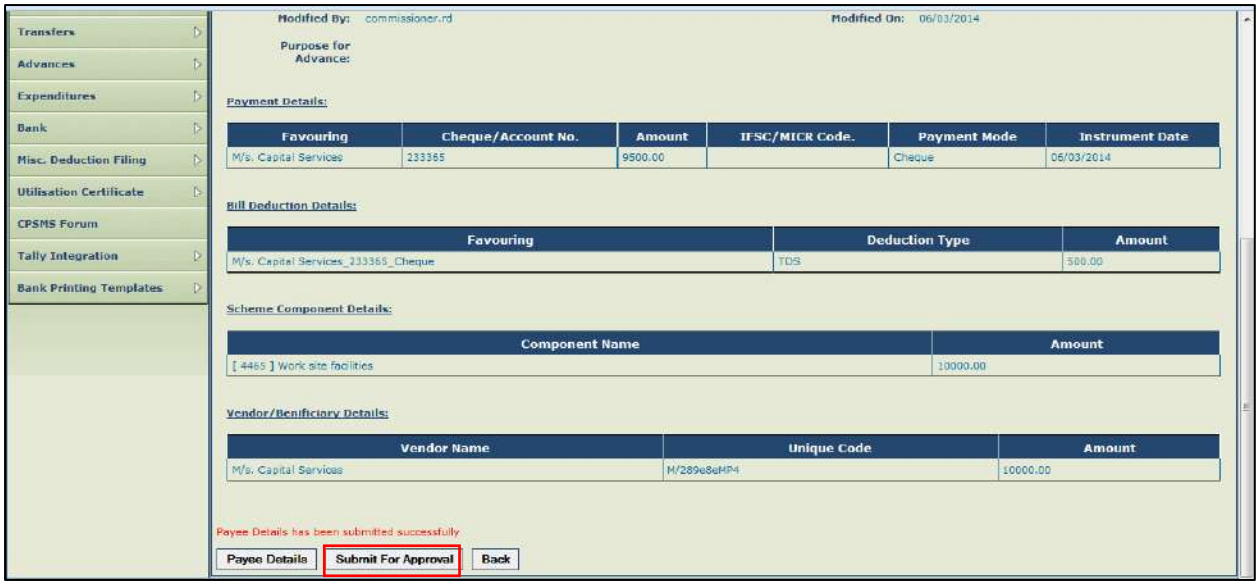

Figure 65: Advance Fund – Submitting for Approval

Step19: A message "**Payee Details has been submitted successfully**" will appear on the screen.

Step20: The approver will login and go to **Advances>Approve**.

Figure 66: Approval for Fund Transfer

Step21: Approver can view the details submitted by the maker by clicking on the **Sanction Number**.

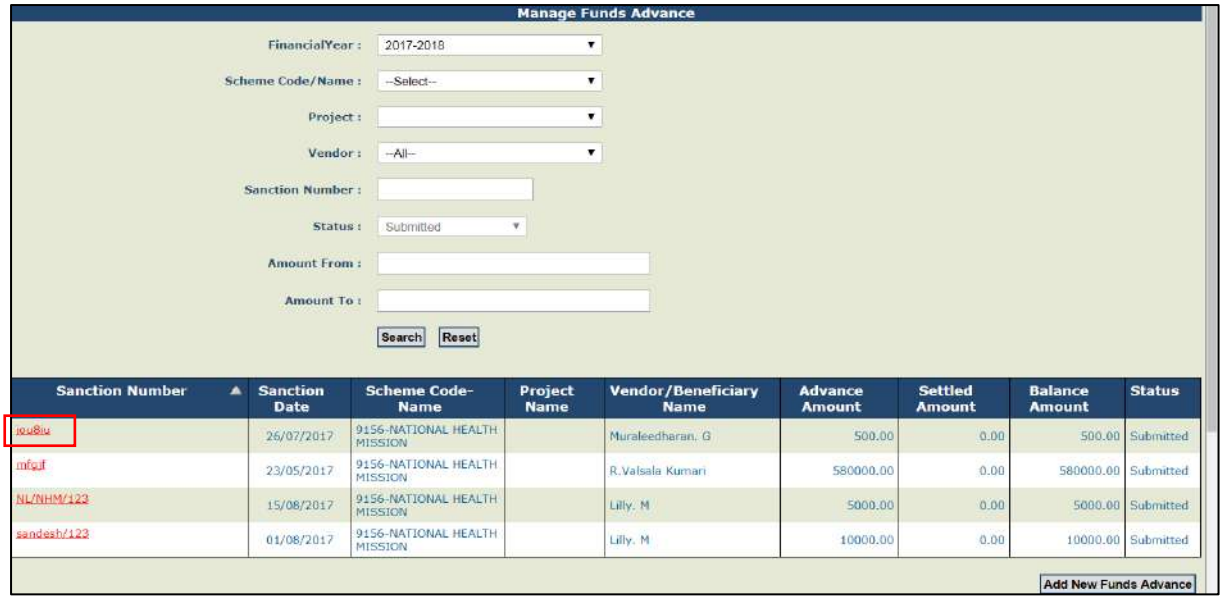

Figure 67: Sanction Number Details

Step22: Verify the details and click on **Approve/Reject** button.

Figure 68: Approval/Rejection Fund Advance

Step23: At the time of Approving/Rejecting/Cancelling the transaction, a pop-up window for Remark will appear. Enter **Remarks** and click on **Approve/Reject** button.

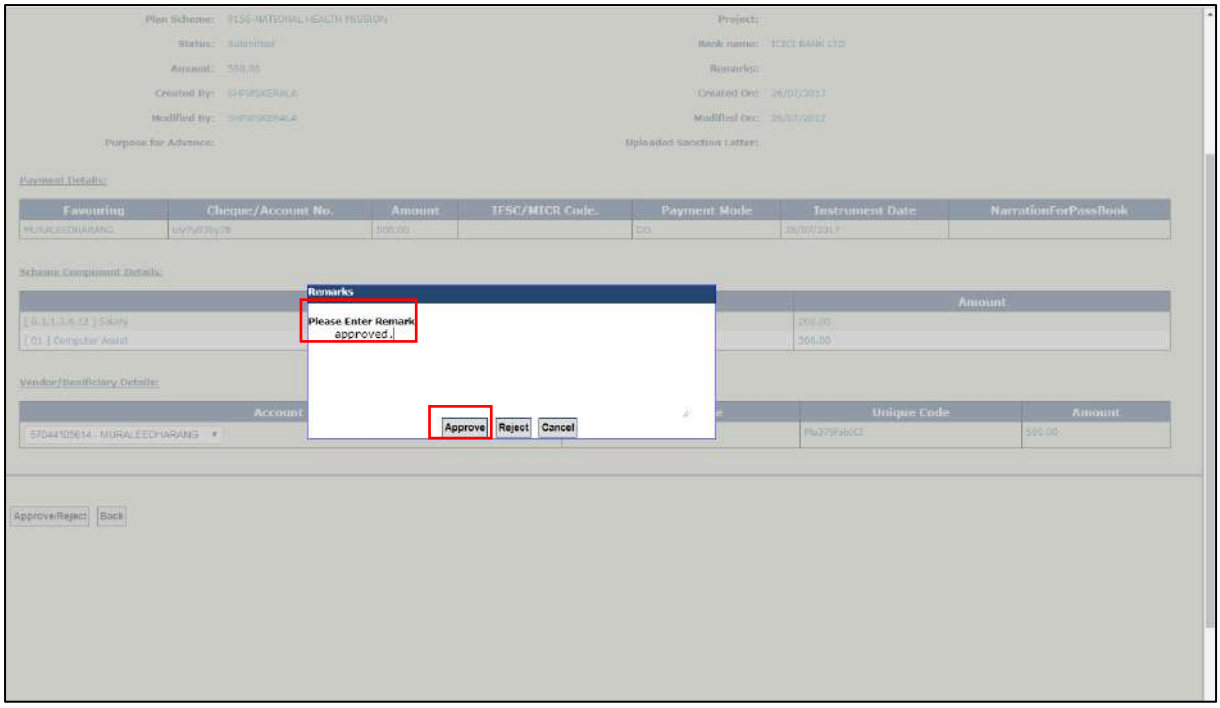

Figure 69: Approval/Rejection with Remark

Step24: A message "**Funds advance has been approved successfully**" will be displayed.

Figure 70: Fund Advance Approval/Rejection confirmation

2.5.2 Advance Settlement

Advance paid should be settled within the stipulated time. The steps for settlement of advance are as follows:

Step1: Data operator will login and go to **Advances>Advance Settlements**.

Step2: Click on **Sanction Number** to verify advance details.

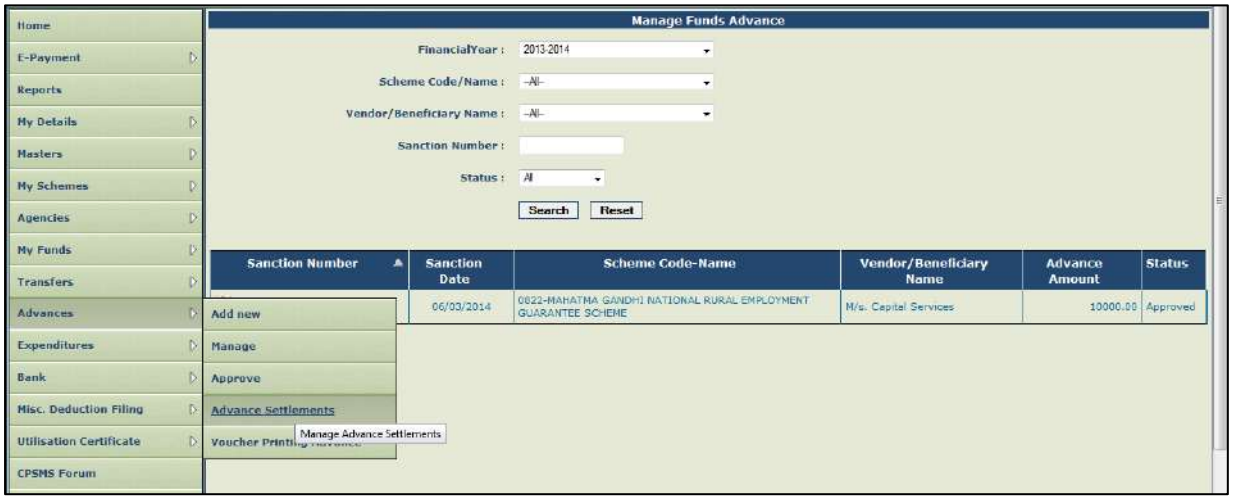

Figure 71: Advance Settlement

Step3: The **Advance Settlement** page will be displayed, Click on '**Add New Settlement**' button to proceed to enter advance settlement.

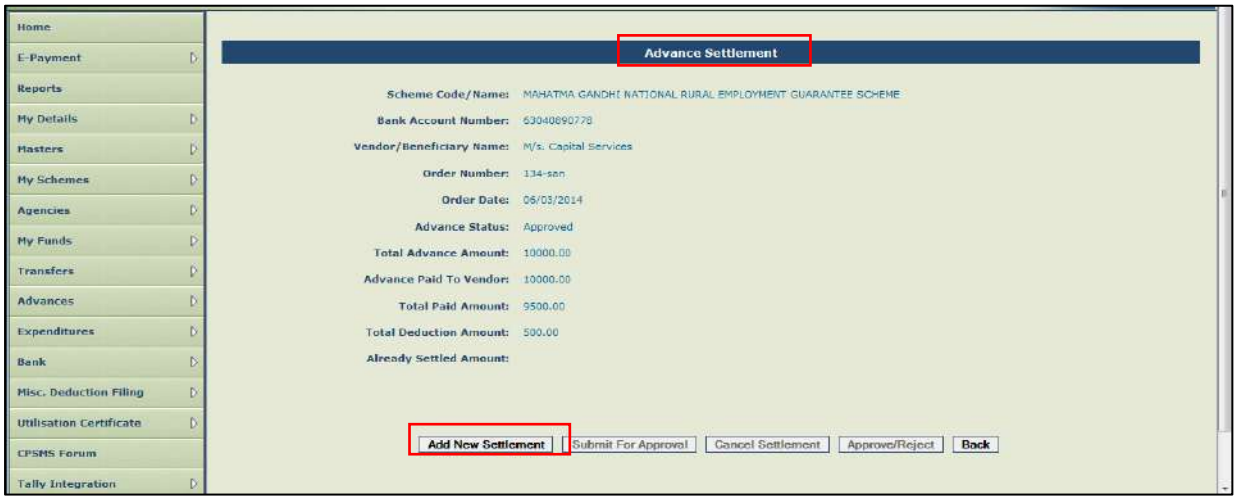

Figure 72: New Settlement

Step4: 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.
Step5: Select **Settlement Type**.
Step6: Select **Bank Account**
Step7: Select **Scheme component**
Step8: Select **Expense Type** (Revenue or Capital)
Step9: Enter **Amount** of settlement
Step10: Enter **Remarks** (if any) and click on **Add** button.

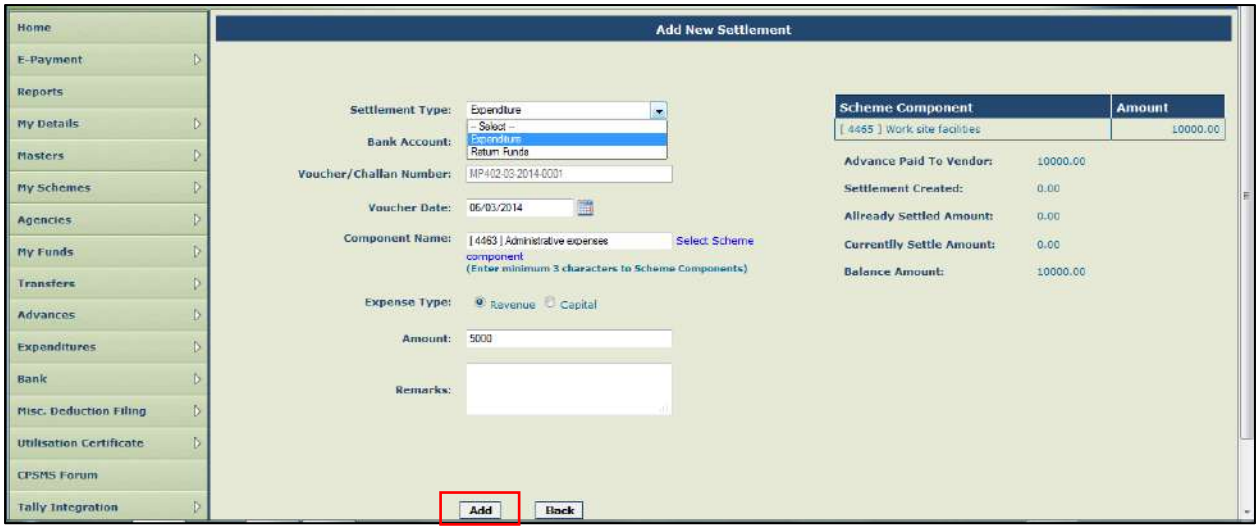

Figure 73: Advance Settlement Details

Step11: The advance settlement details will be displayed. Verify the details and select check box.

Step12: Click on **Save** button.

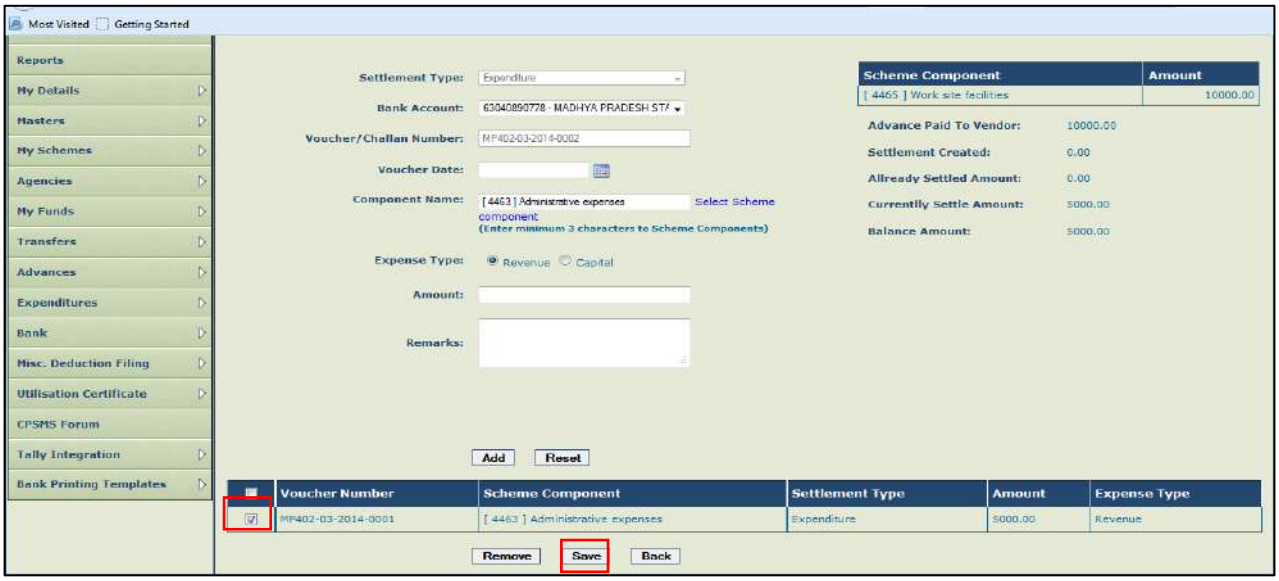

Figure 74: Saving Advance Settlement Details

Step13: Then, go to **Advances>Advance Settlement** and click on **Sanction Number** for submitting the settlement amount entered for approval.

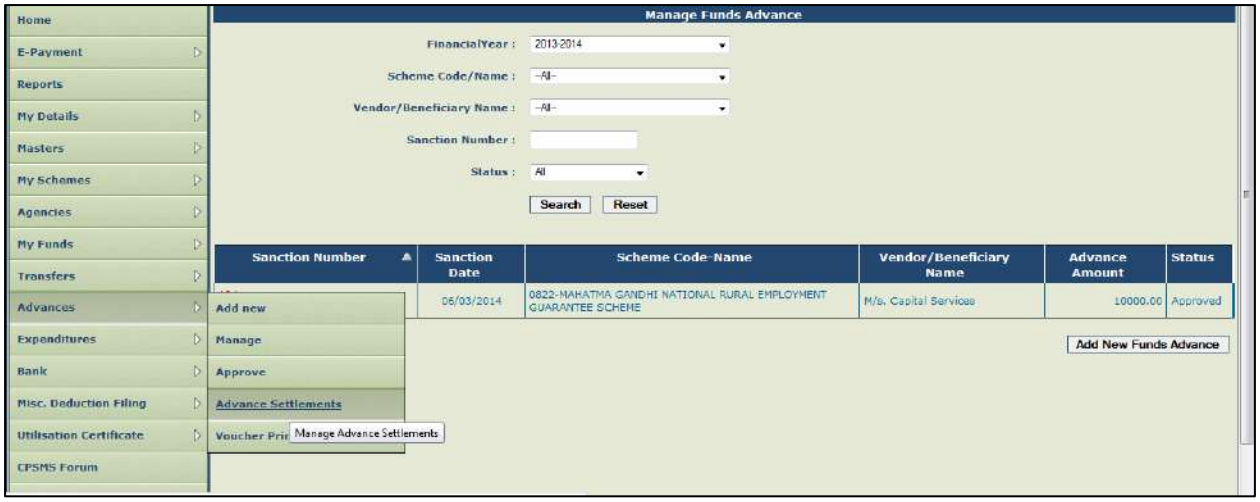

Figure 75: Verify Advance Settlement Details

Step14: Verify the details and select check box and Click on **Submit for Approval** button.

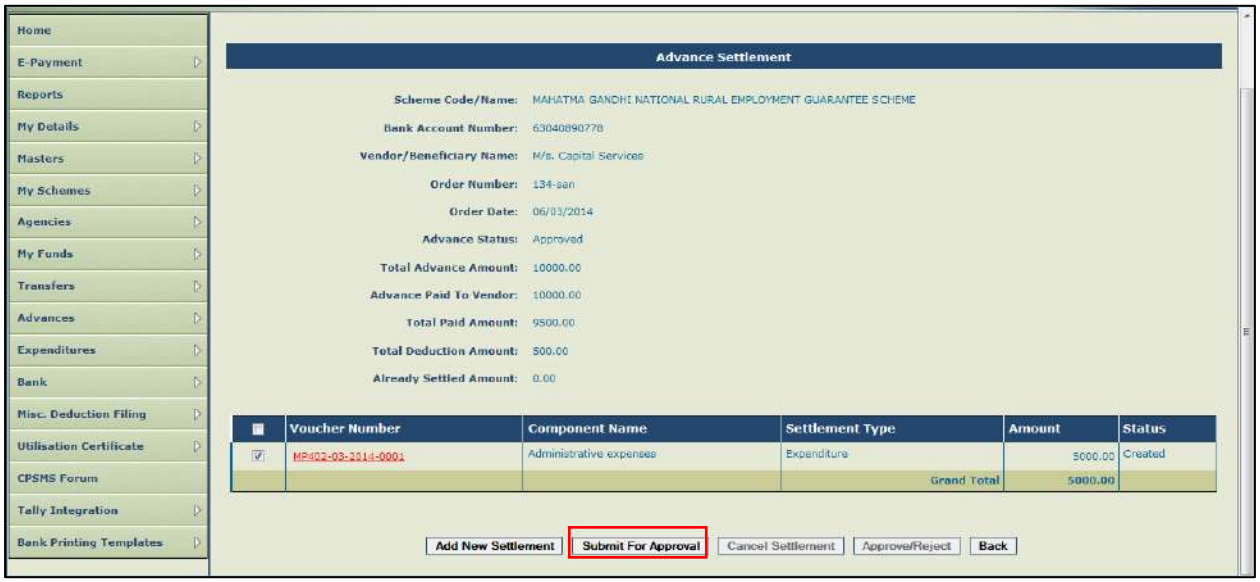

Figure 76: Advance Settlement Details Submitted for Approval

Step15: A message "**Settlement Submitted Successfully**" will be displayed.
Step16: The approver will login and go to **Advances>Advance Settlement** and click on **Sanction Number**.

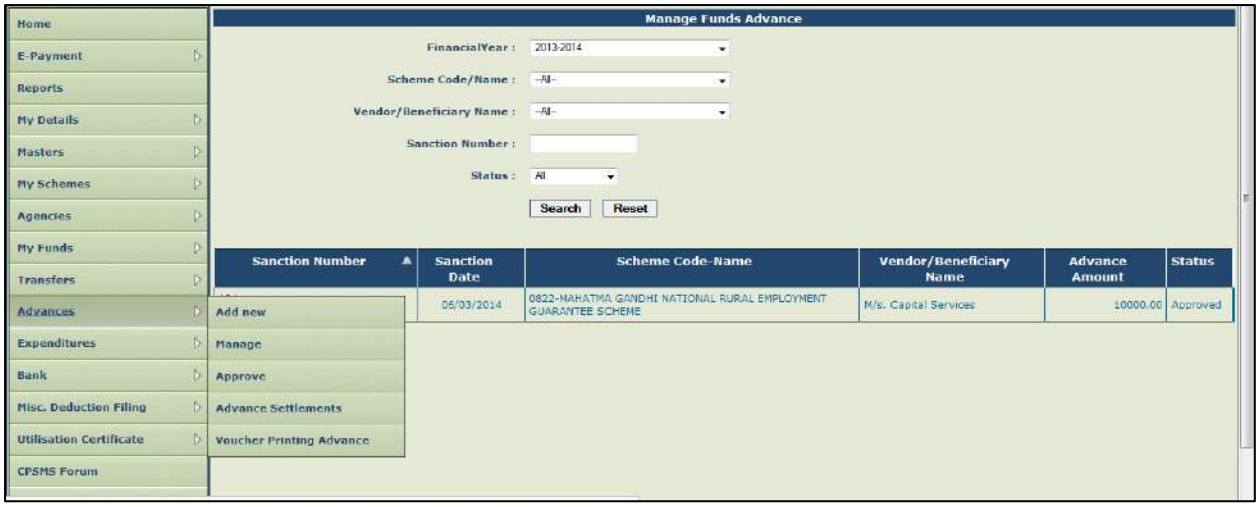

Figure 77: Advance Settlement Details Submitted Successfully

Step17: Select the check box and click on **Approve/Reject** button.

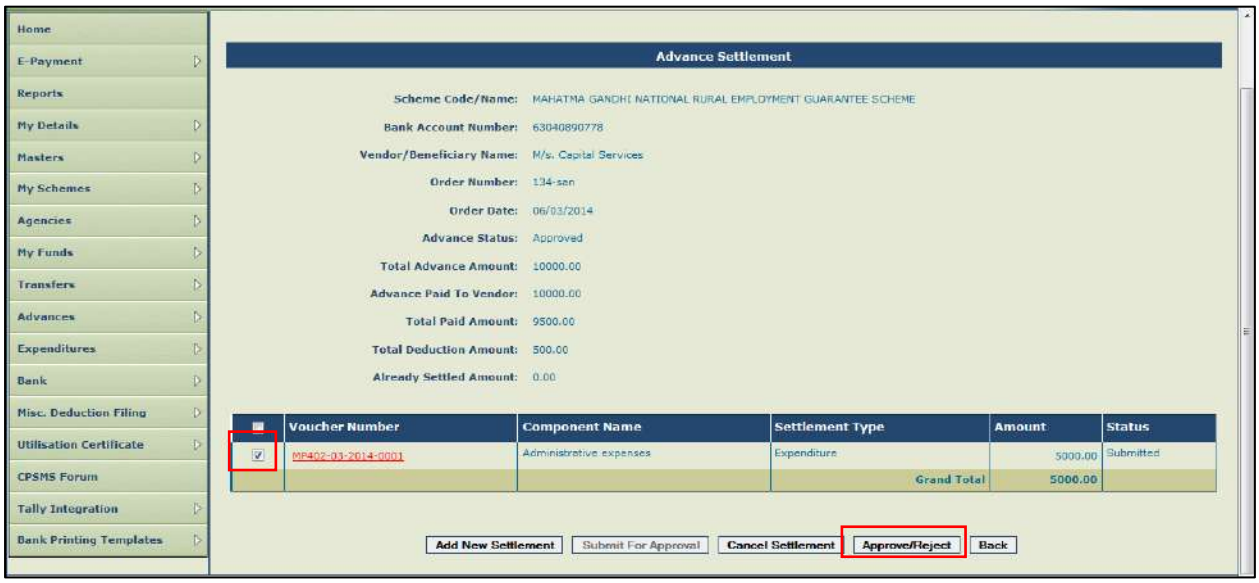

Figure 78: Approval/Rejection of Advance Settlement Details

Step18: A message **'Settlement Details Approved Successfully'** will appear on the screen.

This completes 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.

2.6 Expenditure

Expenditure module is used for capturing all expenses incurred directly by the PIAs like salary expenses, office expenses etc. The steps for entering these expenditures are set below:

Step1: Go to **Expenditure>Add New**.

Step2: Select **Scheme** from the drop down list.
Step3: Select **Account number** to be debited.
Step4: Select payee as self or Vendor/Beneficiary.
Step5: In case of Vendor/Beneficiary, select **Vendor** from drop down list.
Step6: Enter **Sanction No.**
Step7: Enter **Sanction Date**
Step8: Enter **Actual Transaction Date**.
Step9: Enter the gross amount to be paid in the total amount paid column.
Step10: Select **Scheme component**
Step11: Select expense type.
Step12: Enter **Amount** or **Percentage**
Step13: Click on **Add** button. The gross amount and component/s amount should tally to proceed further.

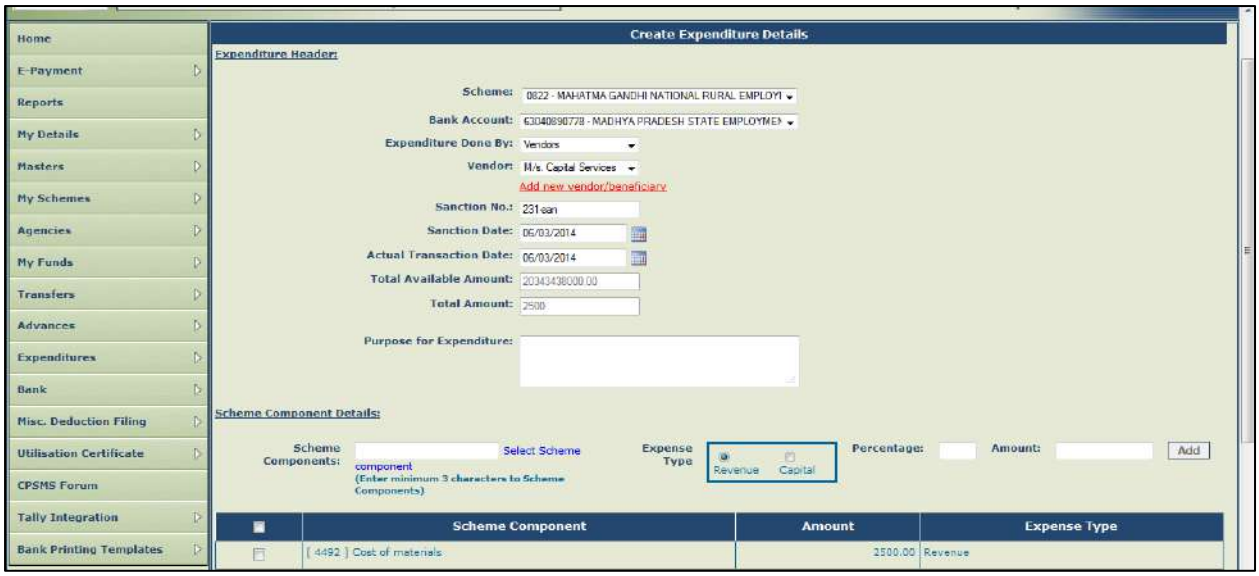

Figure 79: Creation of Expenditure Details

Note: Vendor/Beneficiary list can be created by clicking on '**Add New Vendor/Beneficiary**' hyperlink of expenditure page or go to **Masters>Vendors>Add New**. If self-option is selected, the field for selection of vendor will be disabled. Click on **Save** button.

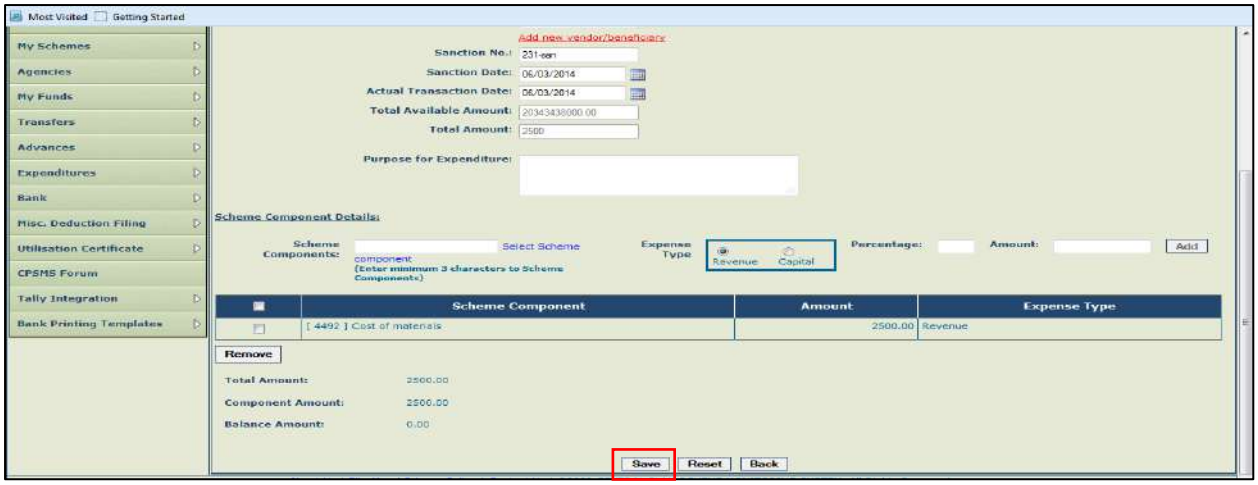

Figure 80: Adding New Vendor/Beneficiary Details

Step15: 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"** section.

Once the expenditure transaction is submitted by the operator, 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

Payment of deductions made from Advance/Expenditure bill can be made from the Menu Misc. Deduction filing. The detailed steps are set below:

Step1: Go to **Misc. Deduction Filing>Manage Deductions**. The page will show sanction details along with deduction details.

Step2: Select **Scheme** and **Deduction Type** and search to see list of sanctions where deductions have been effected.

Step3: Select the sanction/s and click on **Add deductions**.

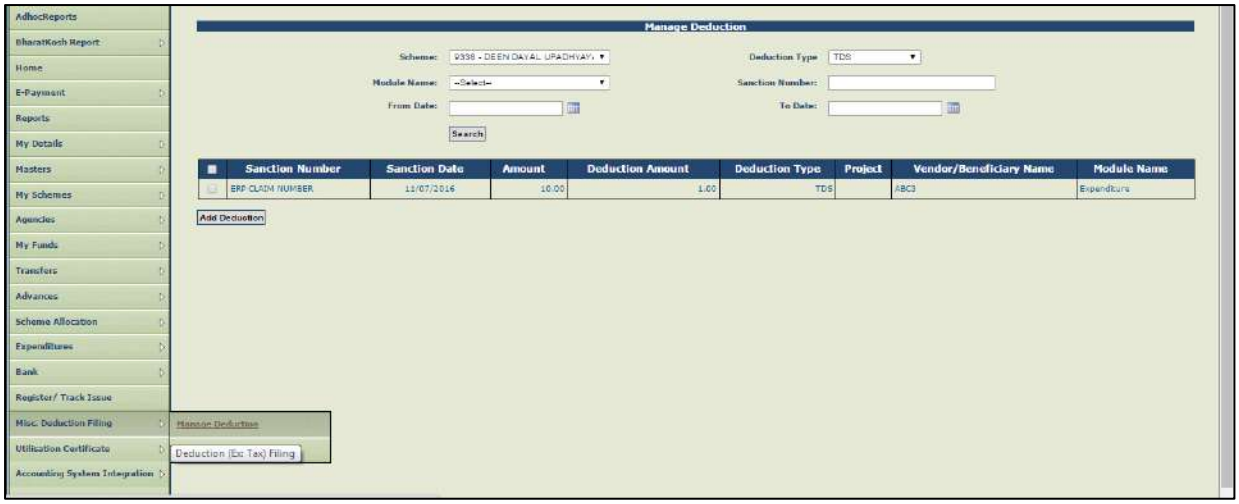

Figure 81: Manage Deduction

Step4: The Tax Deduction Payment Details page will open. Select **Scheme**, **Account Number** and **Instrument Number** from the drop down list. Deducted amount will be shown by default. Enter the instrument details and payee detail and click on **Save** button to complete payment of deducted amount.

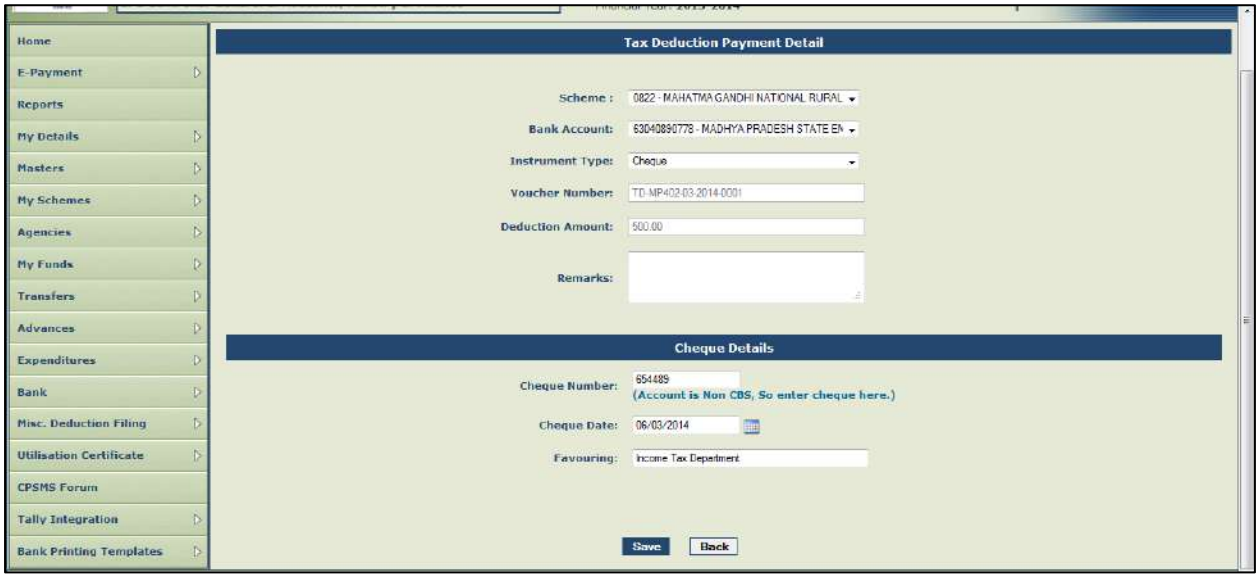

Figure 82: Tax Deduction Payment Details

2.7 Making Inter Bank Transfers

This menu is used for transferring amount in the system from one bank account to another or to cash and between schemes, if the PIA operates more than one scheme within the same PIA. The steps are as follows:

Step1: Go to **Bank>Interbank Transfer** to open the Interbank Transfer page.
Step2: Select scheme name from which the amount is to be transferred and the Scheme to which it is to be transferred.
Step3: In case fund is to be transferred between two different accounts of the same scheme, select the same scheme on both sides.

Step4: Select 'From' and 'To' account/cash, Transferring Amount, Instrument No. and Transfer date and Actual Transaction Date.
Step5: Select **Payment Mode** from the drop down list.
Step6: Click on **Transfer** button.

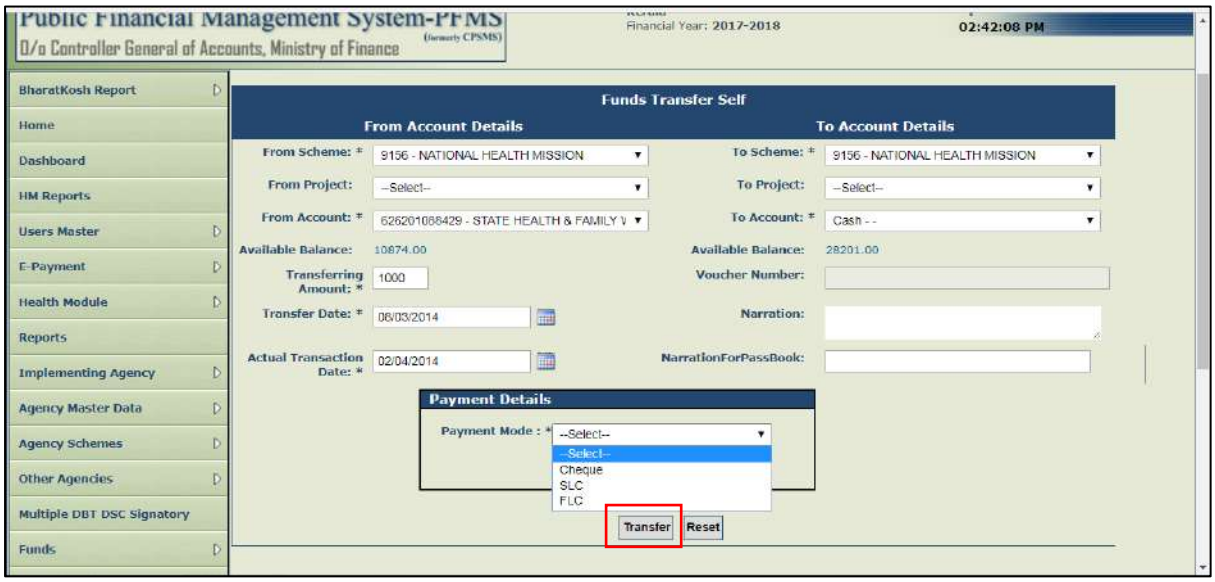

Figure 83: Interbank Transfer

Step7: A pop up window will appear on the screen **"Are you sure you want to transfer".** Click on **'OK'** to proceed.

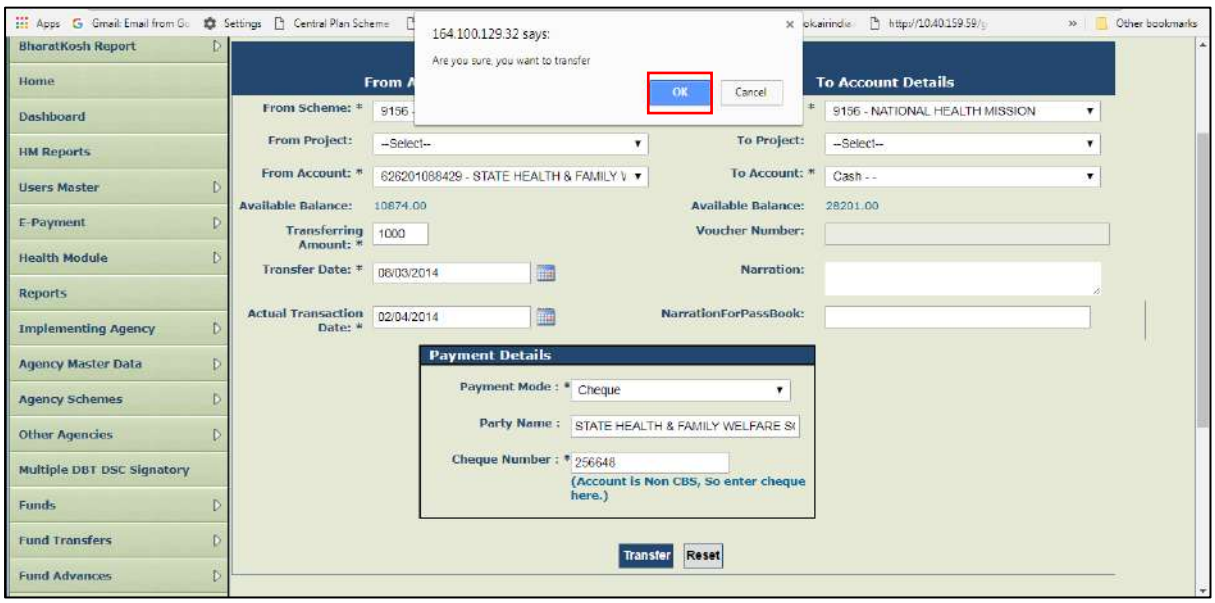

Figure 84: Interbank Transfer – Fund Transfer

Step8: The message **"The Transaction has been saved successfully with Voucher Number: TFR-XXXX-XX-XX"**. Click on **'OK'** button.

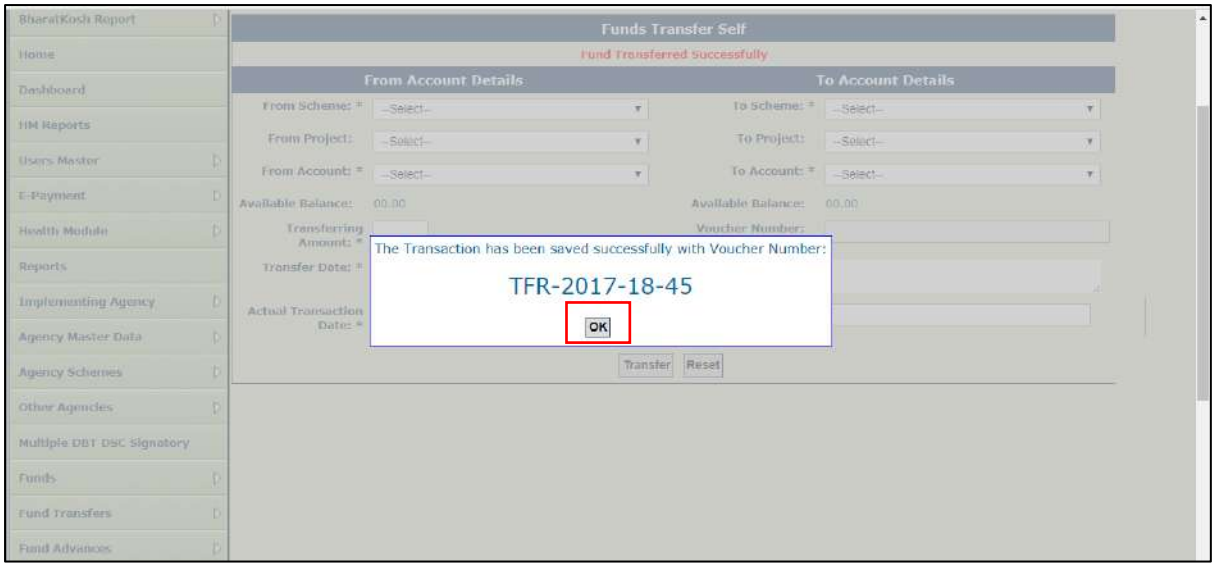

Figure 85: Interbank Transfer – Fund Transfer

Step9: The message "**Funds Transferred Successfully**" will be displayed on the screen.

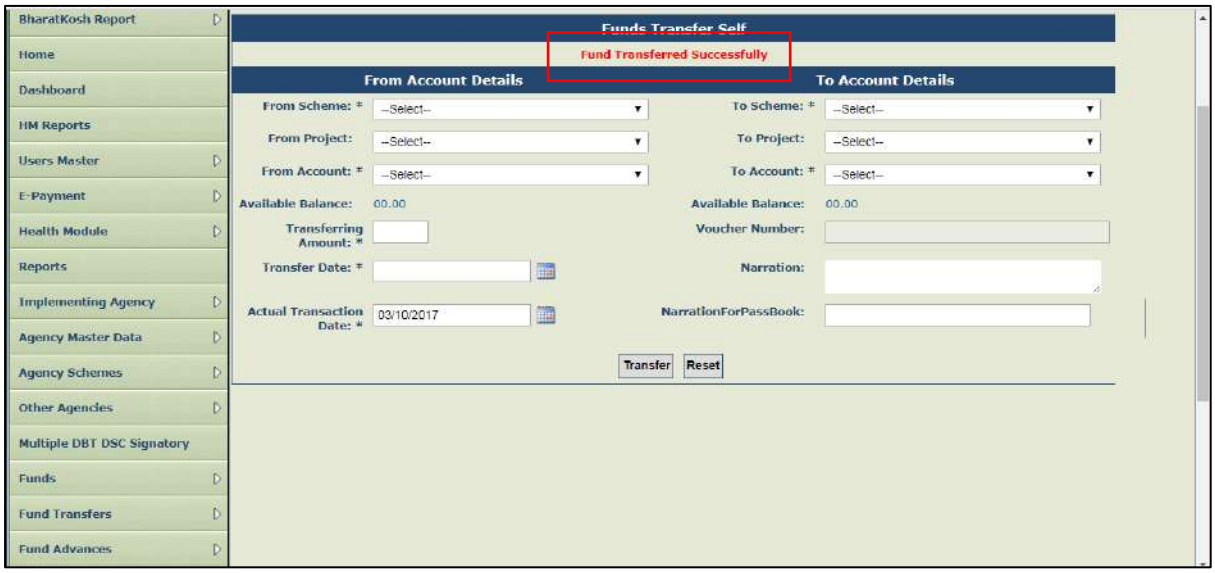

Figure 86: Interbank Transfer – Fund Transfer

Note: The transferred amount will be deducted from the 'From Account' and will get added to the Account/Cash selected for transferring the amount.