What is PFMS?

The Public Financial Management System (PFMS) being implemented by the Controller General of Accounts in partnership with the National Informatics Center (NIC) is a Central Sector Scheme of the Department of Expenditure, M/o Finance. PFMS is a web-based online transaction system for fund management and e-payment for implementing agencies and beneficiaries with the primary objective of establishing an efficient fund flow system for Schemes of the Government of India, providing various stakeholders with a reliable, Meaningful and effective Management Information System (MIS) and Decision Support System (DSS).

MAIN MODULES OF PFMS

1. Agency registration module:

- Agencies get mapped in scheme hierarchy.
- Level wise bank account balances & daily transactions available.

2. Expenditure filing module:

- Component-wise Fund Utilization available -Expenditure/Advances/Transfers.
- Cheque validation facility for ensuring exp. filing.

3. e-Payment module:

- Direct credit to beneficiaries (scheme & bank independent).
 - e-transfers to vendors, employees & other institutions.
- Ensures compulsory expenditure filing.

WHAT IS EAT MODULE

E stands for Expenditure. Expenditure is done for running office requirement.

A stands for Advance & settlement. Advance is given to Vendors, Staff and Beneficiaries for supply or service.

T stands for Transfer. Transfer is always to the lower level agency.

EAT Module is also called as Expenditure Filing Module

WHAT IS EXPENDITURE FILING?

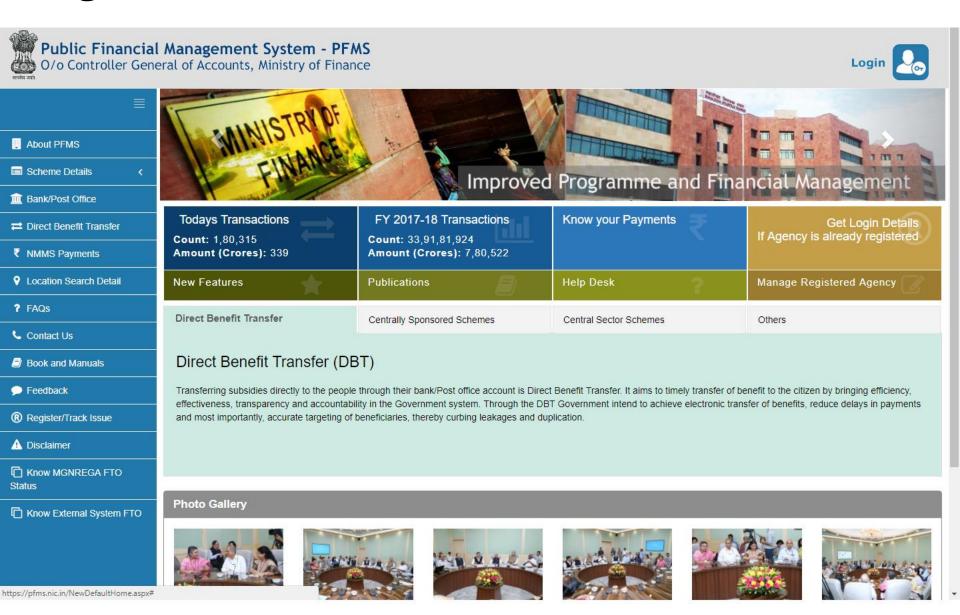
The process of entering all the transactions i.e. expenditure, advance & transfer in PFMS portal by an agency registered on PFMS, is called expenditure filing.

STEPS INVOLVED IN EXPENDITURE FILING

- 1. Log in to PFMS with log in and password
- 2. Entering of Opening Balance as per Cash Book
- 3. Receipts of funds from different sources.
- 4. Transfer of fund to other agencies
- 5. Advances to vendors, beneficiaries & staff
- 6. Expenditure incurred by self or third party.

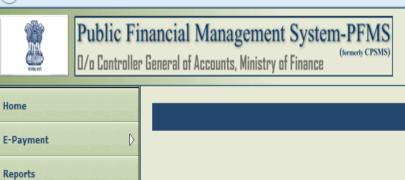
Steps involved in expenditure filing

Login into PFMS with Admin credentials



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 PIA Admn user.



My Details

Masters

My Schemes

Agencies

My Funds

Transfers

Advances

Expenditures

CPSMS Forum

Tally Integration

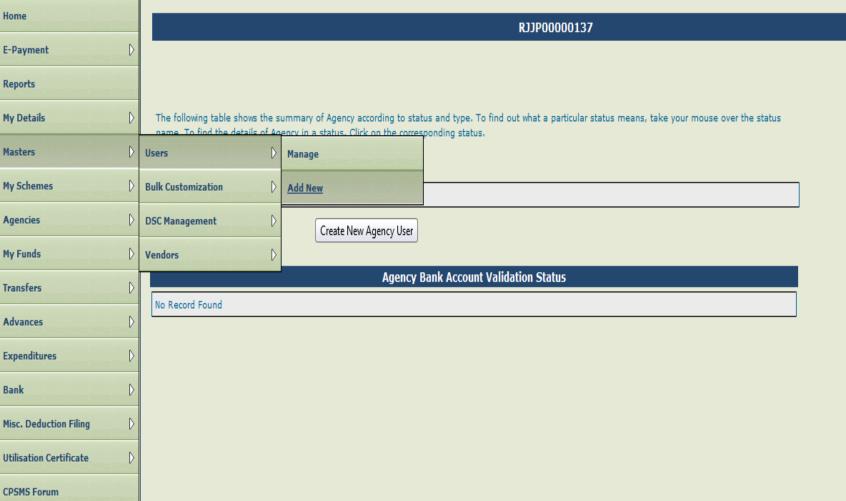
Bank Printing Templates

Bank

Welcome: RJJP00000137 User Type: AGENCYADM Agency: Indian Institute of Management Lucknow Financial Year: 2013-2014



[RJJP00000137] Log Change Passy



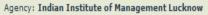


Bank Printing Templates

Public Financial Management System-PFMS

O/o Controller General of Accounts, Ministry of Finance

Welcome: RJJP00000137 User Type: AGENCYADM



Financial Year: 2013-2014



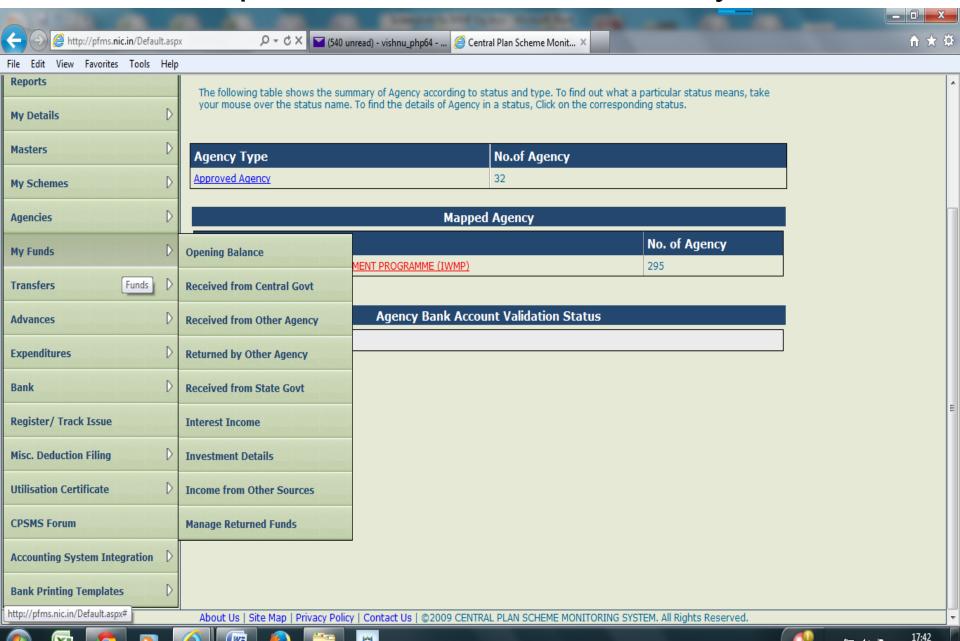
[RJJP00000137] Logout Change Password

Home		Create Agency User			
E-Payment	D	Type of User:			
Reports		First Name:	Select Agency Data Administrator Agency Data Operator		
My Details	D	Last Name:	Agency Data Approver		
Masters	D	Email:	HOPE: This type of user will be checker/verifier of transaction data like event records, salary reco		
My Schemes	D	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	D	Login ID:	(Login ID minimum 4 characters).		
Transfers	D		Submit Cancel		
Advances	D				
Expenditures	D				
Bank	D				
Misc. Deduction Filing	D				
Utilisation Certificate	D				
CPSMS Forum					
Tally Integration	D				

Receipts of Programme Implementing Agency (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

Receipt of funds from different sources by PIAs

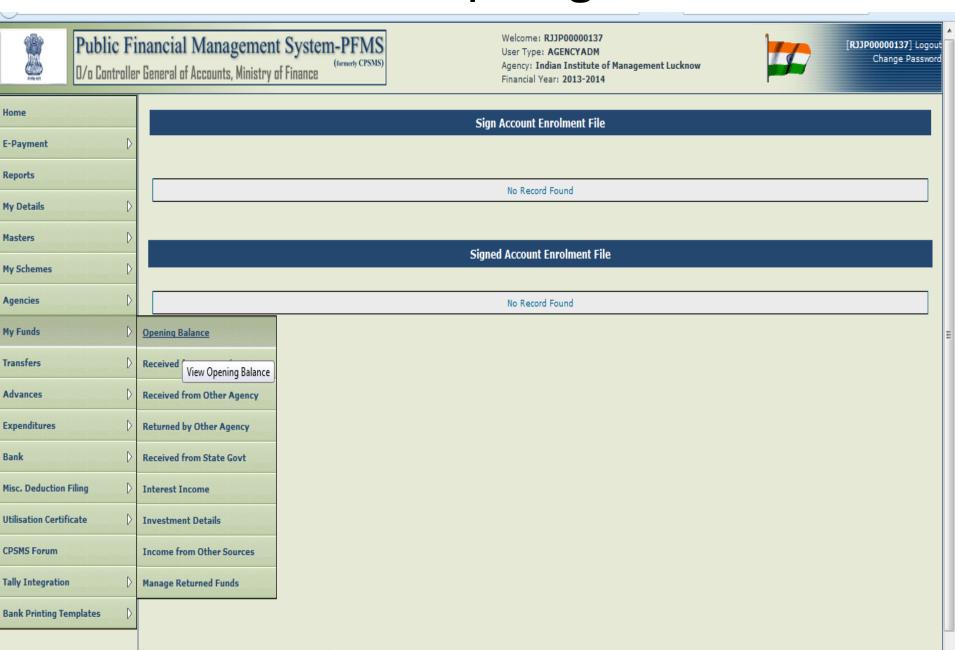


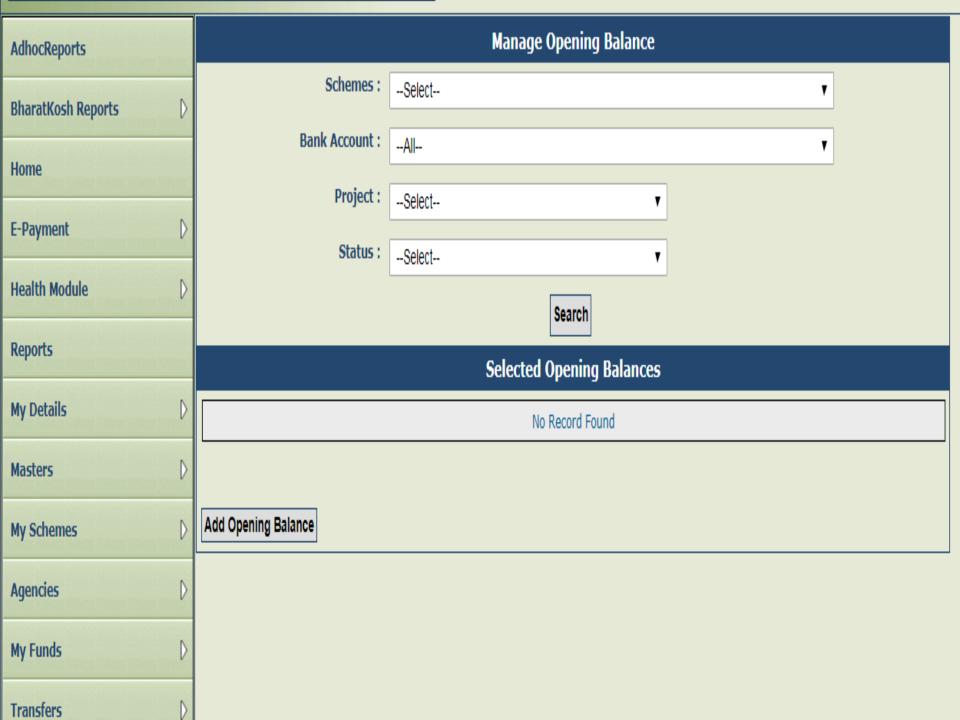
22-04-2015

Opening Balance

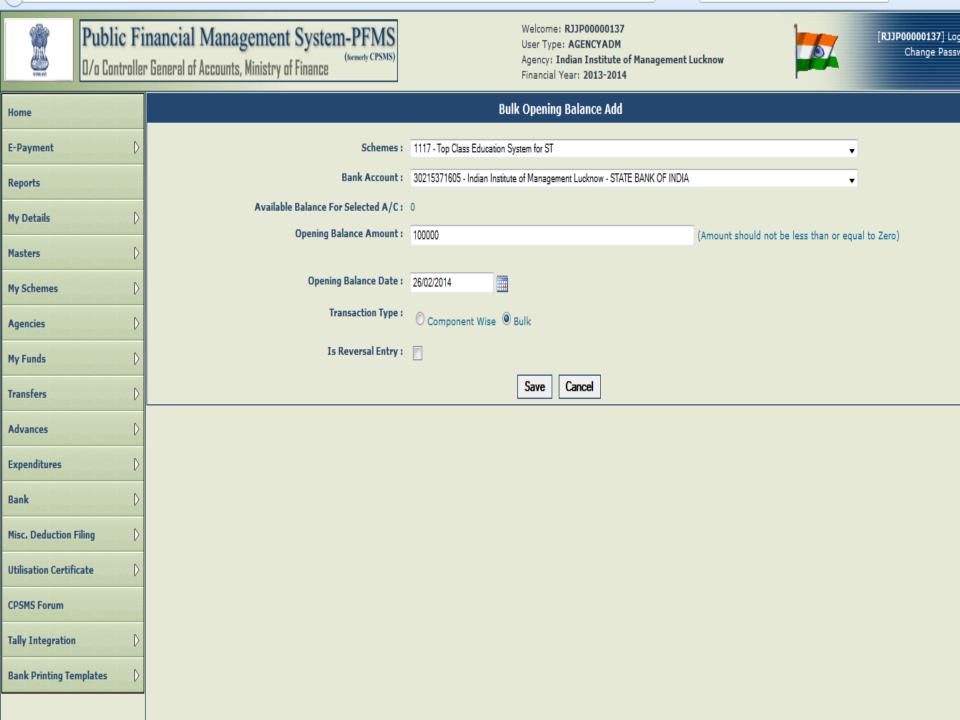
The opening balance as per the cash book as on 1st April of the financial year is to be entered on the PFMS portal. This is a one-time exercise when the PIA starts filing expenditure on PFMS. In subsequent years, the opening balance will be automatically available in the system

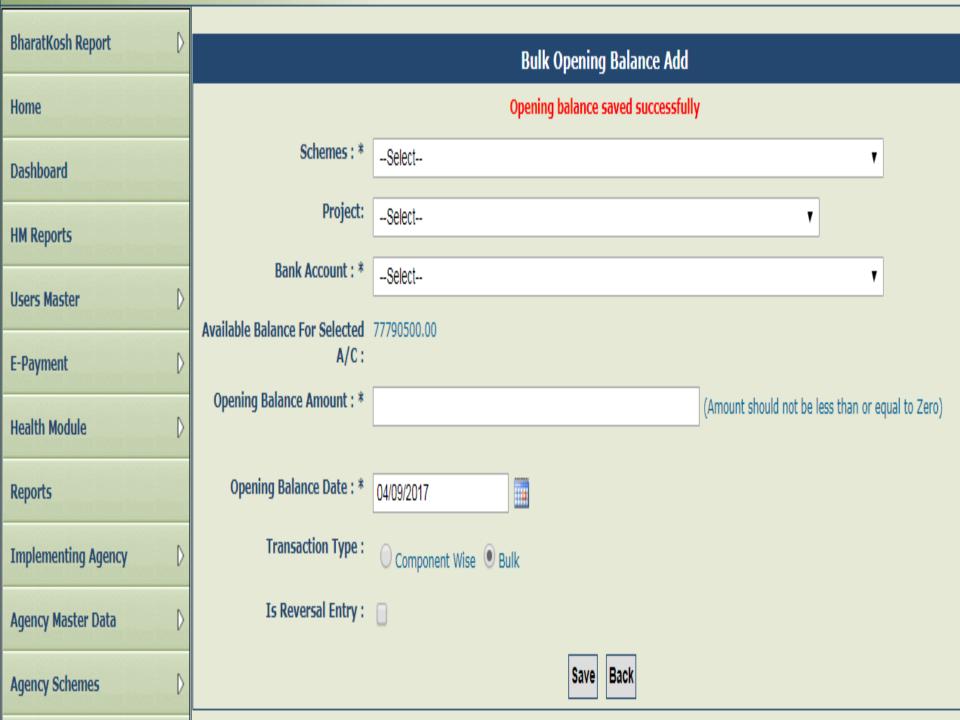
How to enter Opening Balance



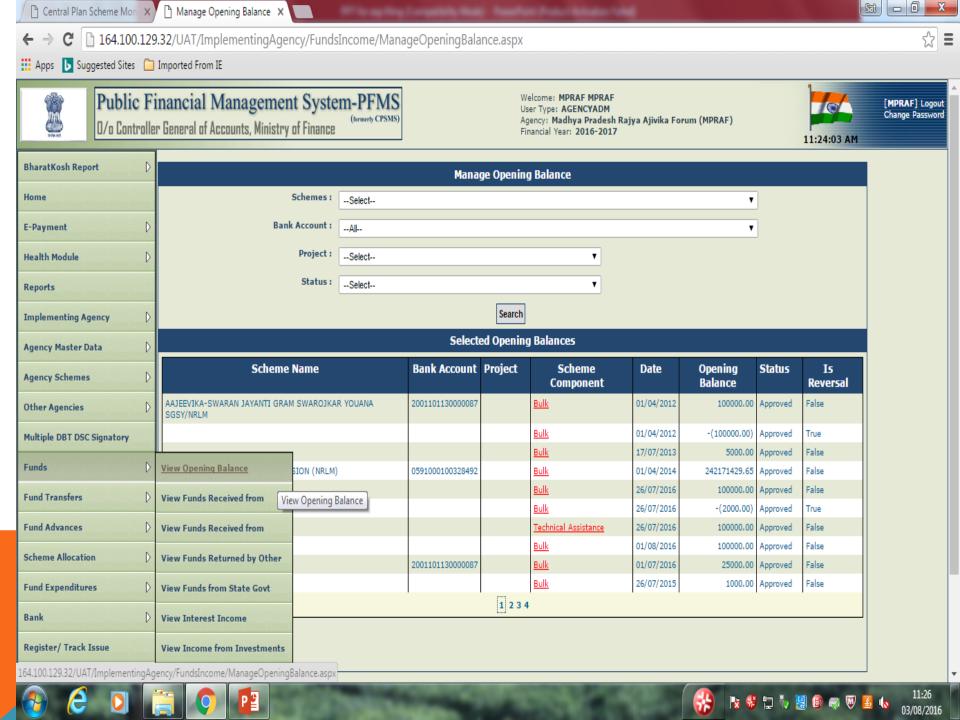


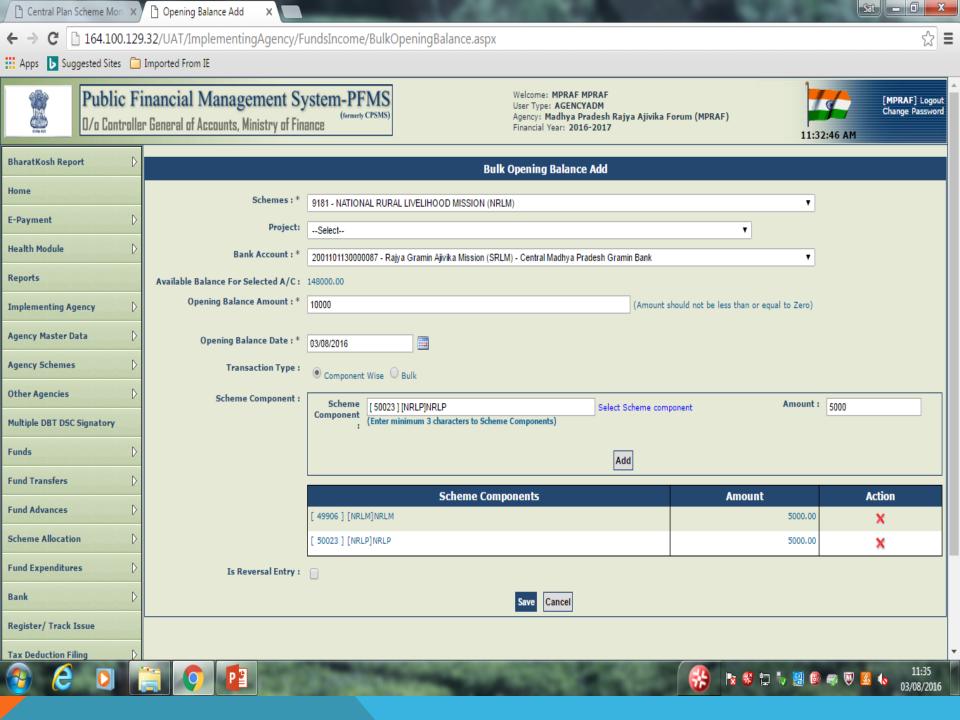
- Enter Opening Balance Amount.
- Select **Opening Balance Date** (This should be the date of beginning of EAT Module on PFMS).
- Select **Transaction Type** (**Component Wise** option is for entering the opening balance against each and every component whereas **Bulk** option is for entering the opening balance against all components).
- Select 'Is Reversal Entry' check box option for making a reverse entry (deduction) from opening balance entered.
- After entering all the details, click on Save button to save the opening balance in the system.

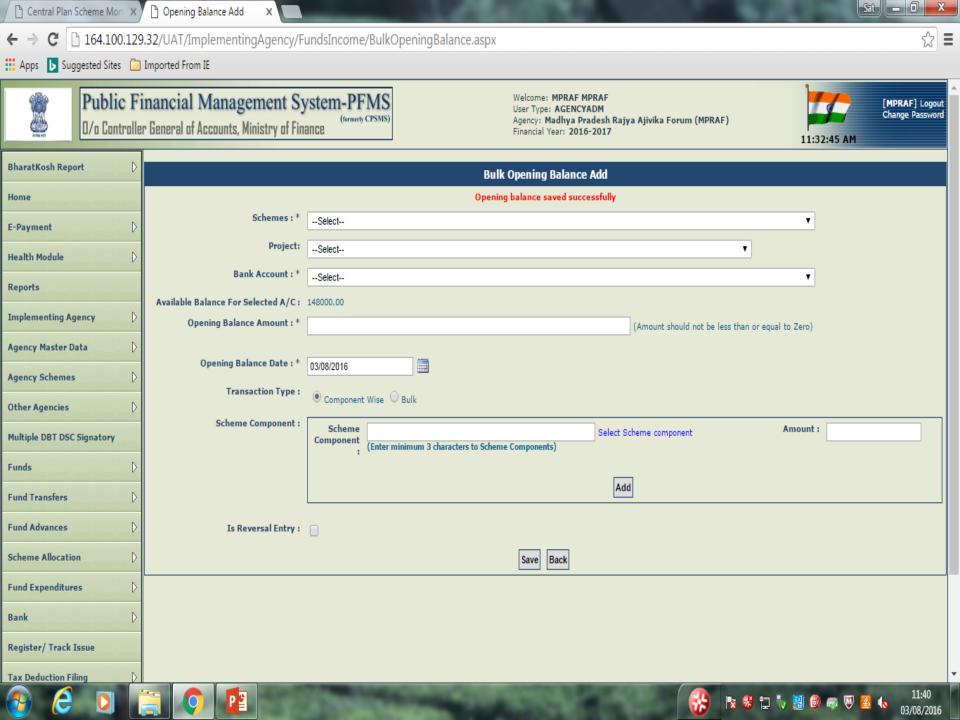




Home	Manage Opening Balance							
E-Payment >	Schemes :	Select				•		
Reports	Bank Account :					•		
My Details	Status :	Select		•				
Masters		Search						
My Schemes		Selected Opening Balances						
Try schemes /	Scheme Name	Bank Account	Scheme Component	Date	Opening Balance	Status	Is Reversal	
Agencies >	Top Class Education System for ST	30215371605	Bulk	26/02/2014	100000.00	Submitted	Not Reversal	
My Funds								
Transfers >	Add Opening Balance							
Advances >								
Expenditures >								
Bank								
Misc. Deduction Filing								
Utilisation Certificate								
CPSMS Forum								
Tally Integration								
Bank Printing Templates								



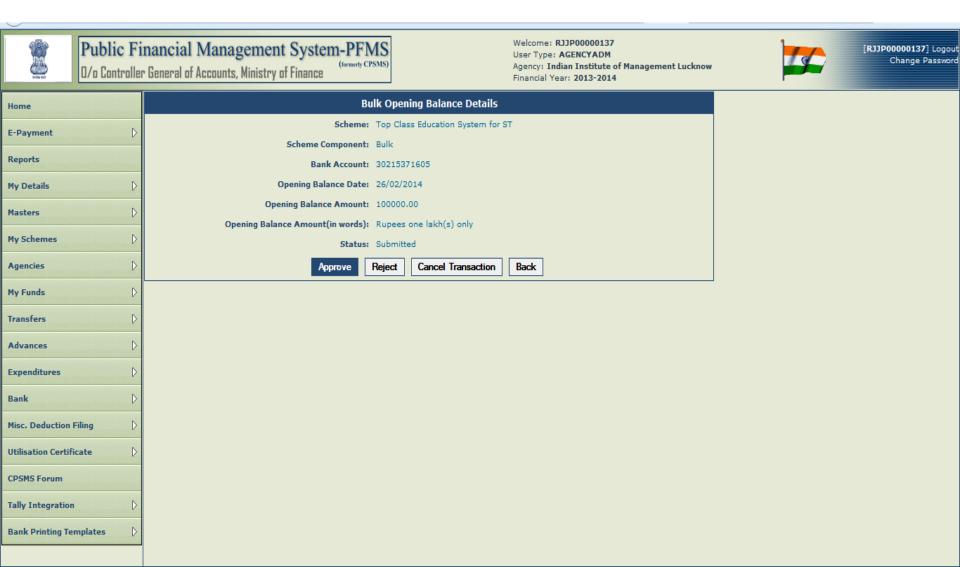


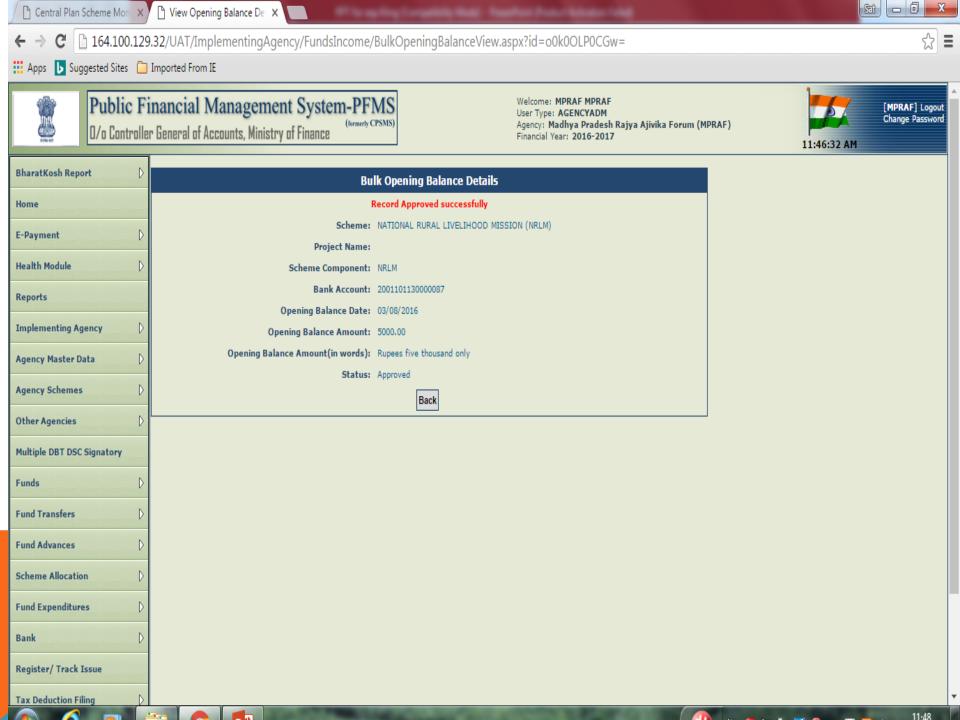


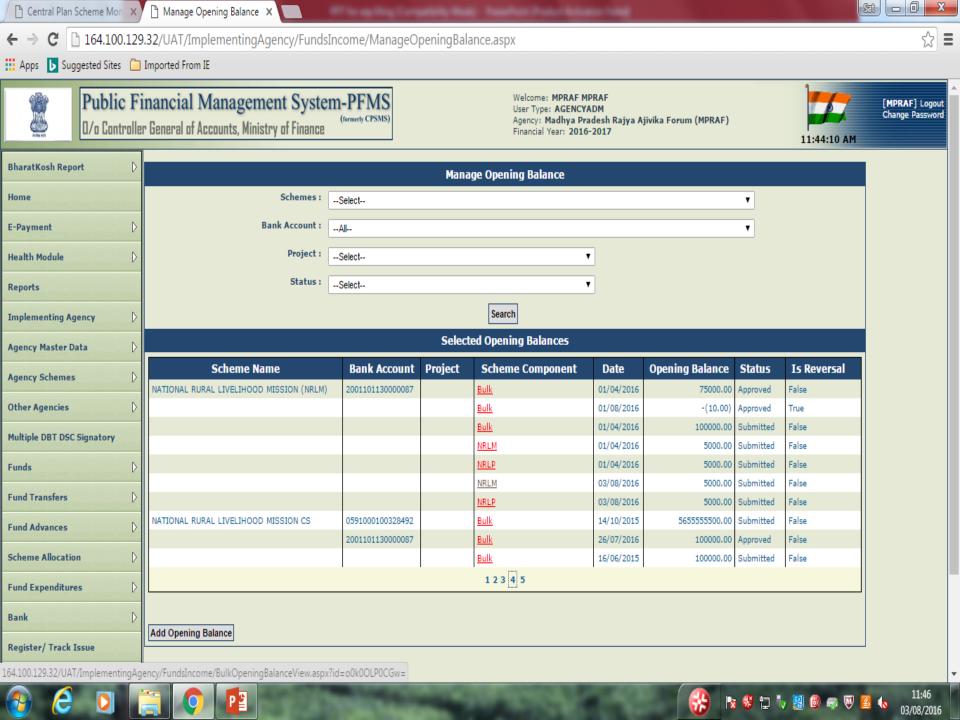
- Once the data is submitted by the data operator (Maker), it will be sent to Data Approver (Checker) for his approval. The steps are as under:
- Data approver will log in and go to My funds>Opening Balance. The opening balance submitted by data operator (Maker) will be displayed in the page.
- Click on Bulk button under Scheme Component to open the opening balance details page.

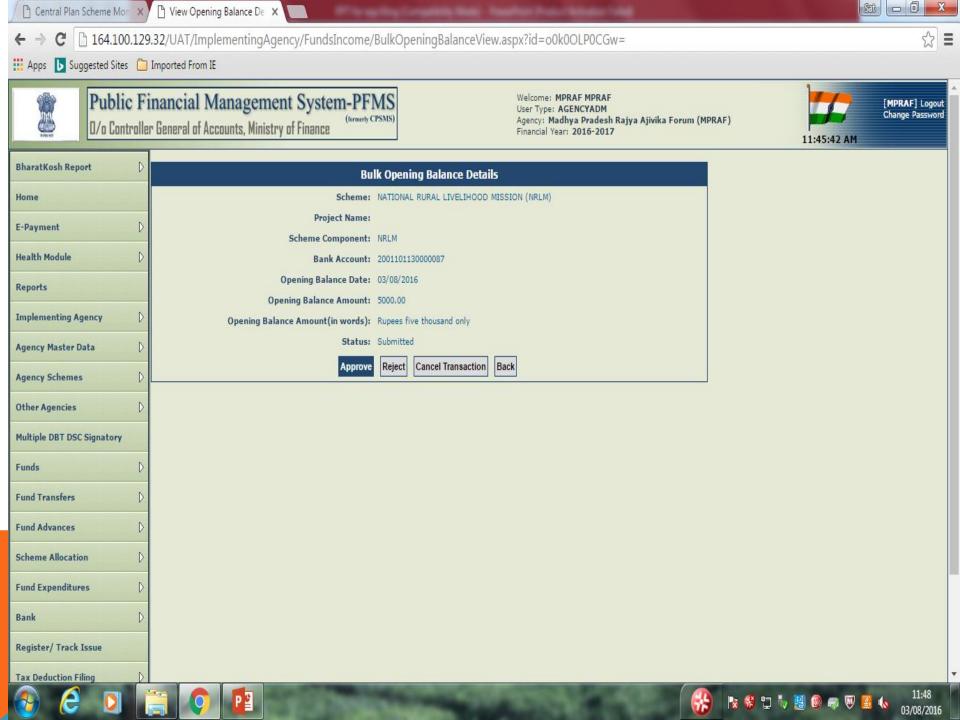
Home	Manage Opening Balance						
E-Payment D	Schemes :	Select				•	
Reports	Bank Account :					•	
My Details	Status :	-Select-		•			
Masters D	Search						
My Schemes D			Selected Opening Bala				
ny scilemes /	Scheme Name	Bank Account	Scheme Component	Date	Opening Balance	Status	Is Reversal
Agencies >	Top Class Education System for ST	30215371605	<u>Bulk</u>	26/02/2014	100000.00	Submitted	Not Reversal
My Funds							
Transfers >	Add Opening Balance						
Advances >							
Expenditures D							
Bank							
Misc. Deduction Filing							
Utilisation Certificate							
CPSMS Forum							
Tally Integration							
Bank Printing Templates							

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



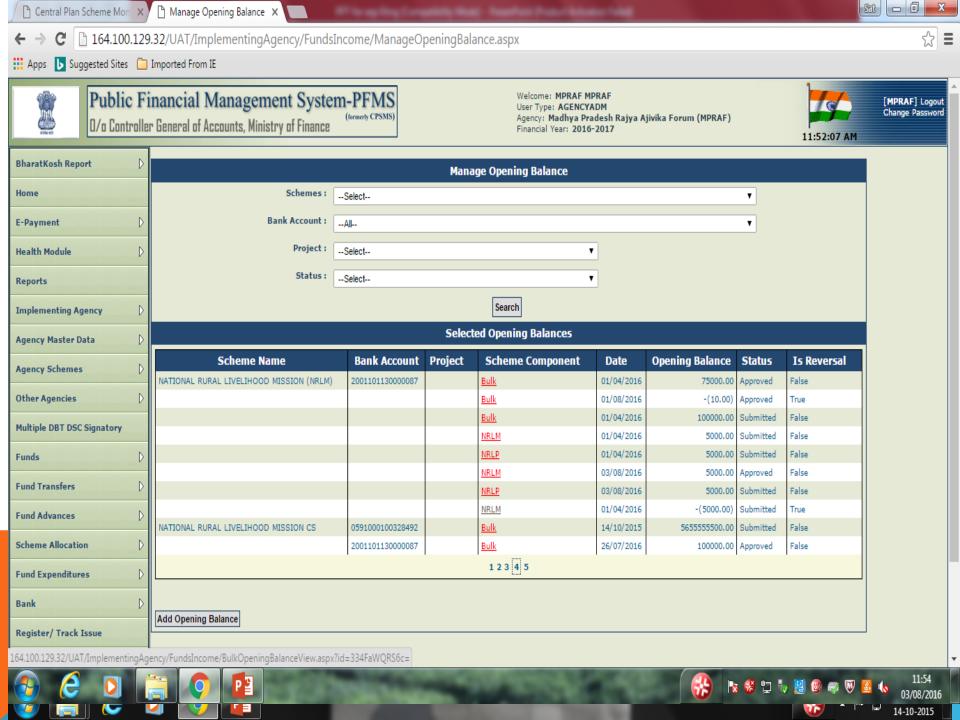


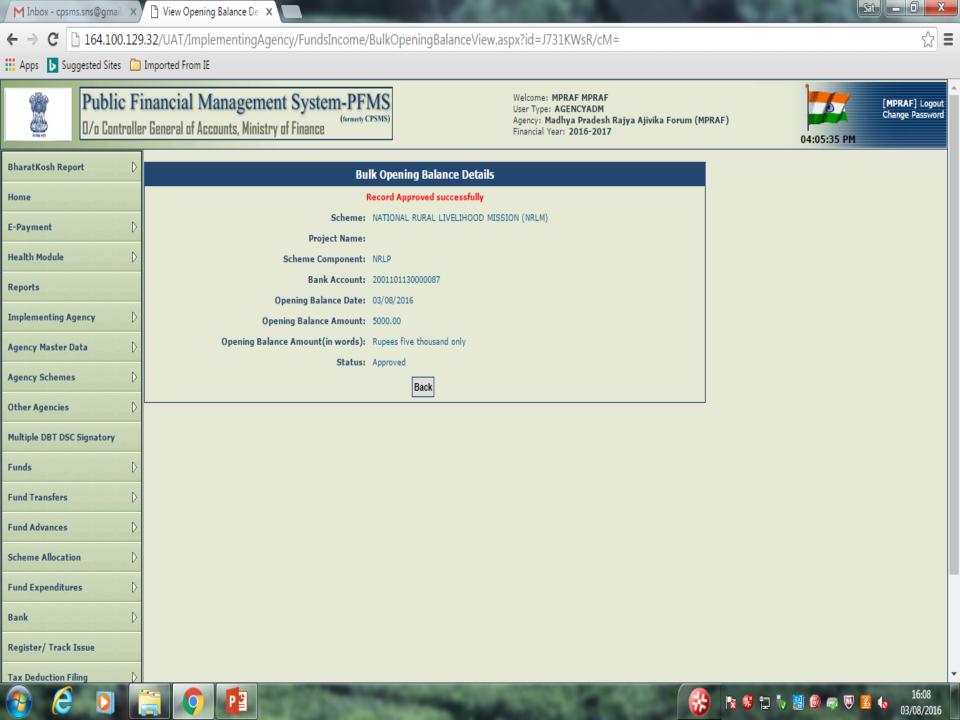




REVERSAL ENTRY

- IF YOU HAVE MADE ANY MISTAKE WHILE ENTERING THE OPENING BALANCE USE OPTION OF REVERSAL ENTRY TO REVERSE THE ENTIRE AMOUNT OF OPENING BALANCE TO NULLIFY THE ORIGINAL ENTRY.
- THEN ENTER THE CORRECT OPENING BALANCE AGAIN AND SAVE., APPROVE THE ENTRY THEREAFTER.





2. RECEIPT OF FUNDS

Funds are received by the agency from different sources such as:

- Central Government
- Other Agency such as State Society,
 District Agency, etc
- Returned by other agencies
- State Government

Interest Income
Income from other sources

CONTD....

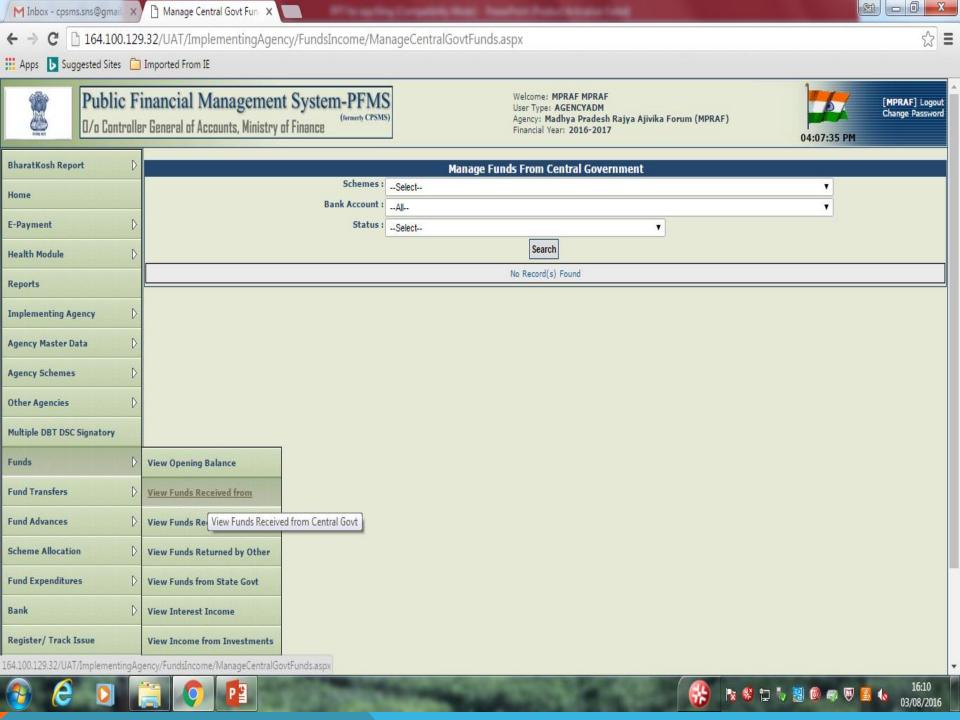
How to enter funds received from various sources?

Go to "My Funds" Select the source from which money/fund is being received accordingly as given in the system.

Funds received from Central Govt., received from other Agency, Returned by other Agency will appear automatically only if the agency sending fund uses PFMS portal for the same.

Receipts from Central Government

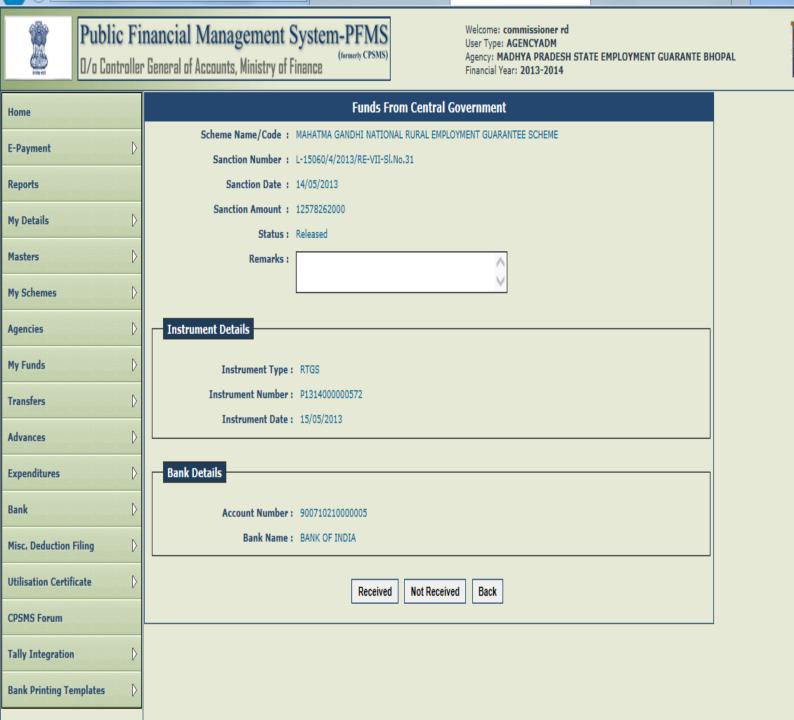
- As and when the fund is released by the central government directly to the PIA, it becomes visible as shown below:
- **Step1:** Select **My Fund> Received from Central Govt.** from the menu. A new page will open showing all the details of sanctions/releases from Central Government.
- Step2: Click on the Sanction Number to verify the details.
- 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).



Home			Manage Funds From Centra					
	Schemes: 0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME							
E-Payment >		Bank Account :				V		
		Status :						
Reports			Search					
My Details	Sanction Number		Scheme	A	Received Date	Received Amount	Status	
	L-15060/4/2013/RE-VII-Sl.No.31	0822 - MAHATMA GAND	OHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHE	ME	15/05/2013	12578262000.00	Released	
Masters	L-15060/4/2013/RE-VII-Sl.No.17	0822 - MAHATMA GAND	DHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHE	ME	23/04/2013	4310000000.00	Released	
My Schemes	L-15060/4/2013/RE-VII-Sl.No.71	0822 - MAHATMA GAND	OHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHE	ME	19/09/2013	645136000.00	Released	
Agencies D								
My Funds	Opening Balance							
Transfers D	Received from Central Govt							
Advances D	Received from Other Agency							
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								

E

CI



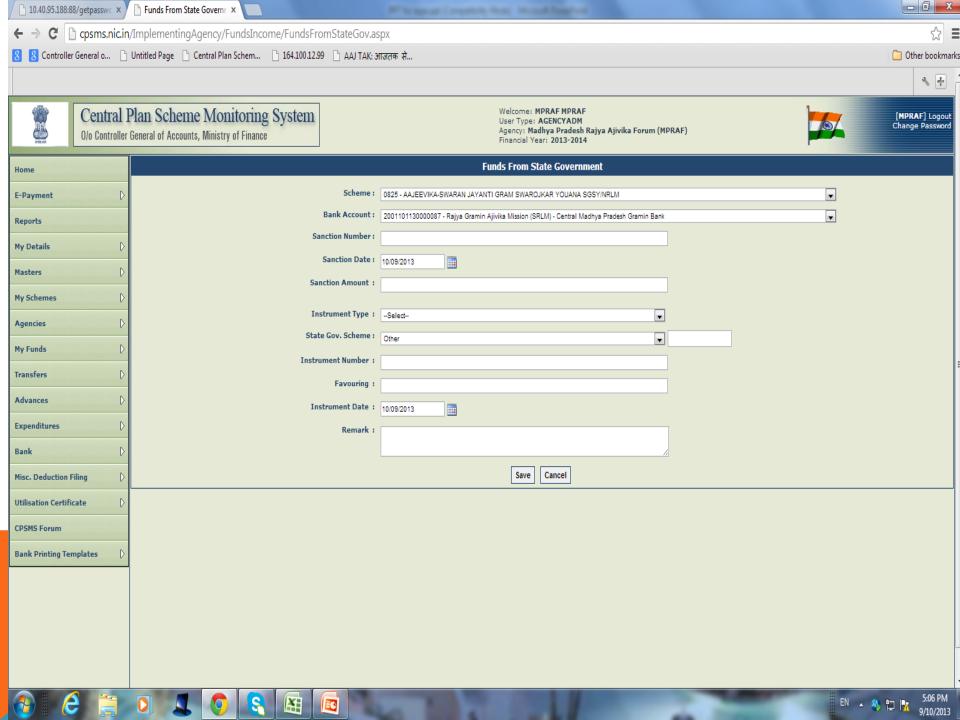
[commissioner.rd] Logout

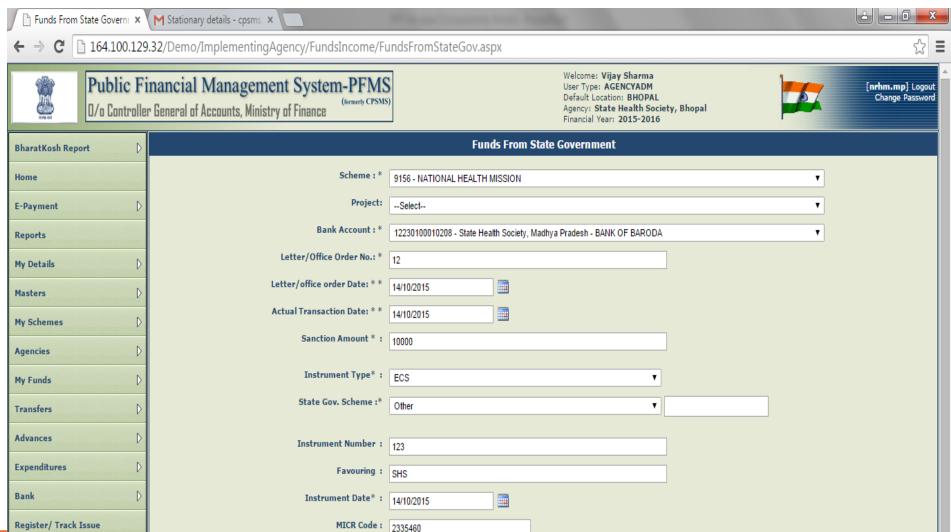
Change Password

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.









Misc. Deduction Filing

Utilisation Certificate

Accounting System Integration

Bank Printing Templates















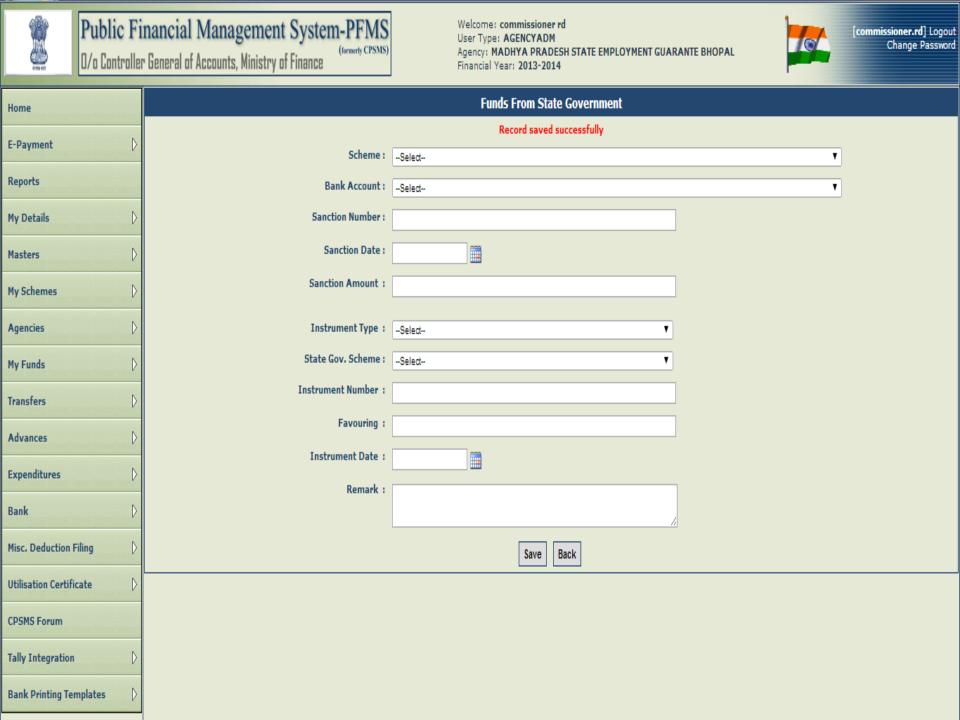
Cancel

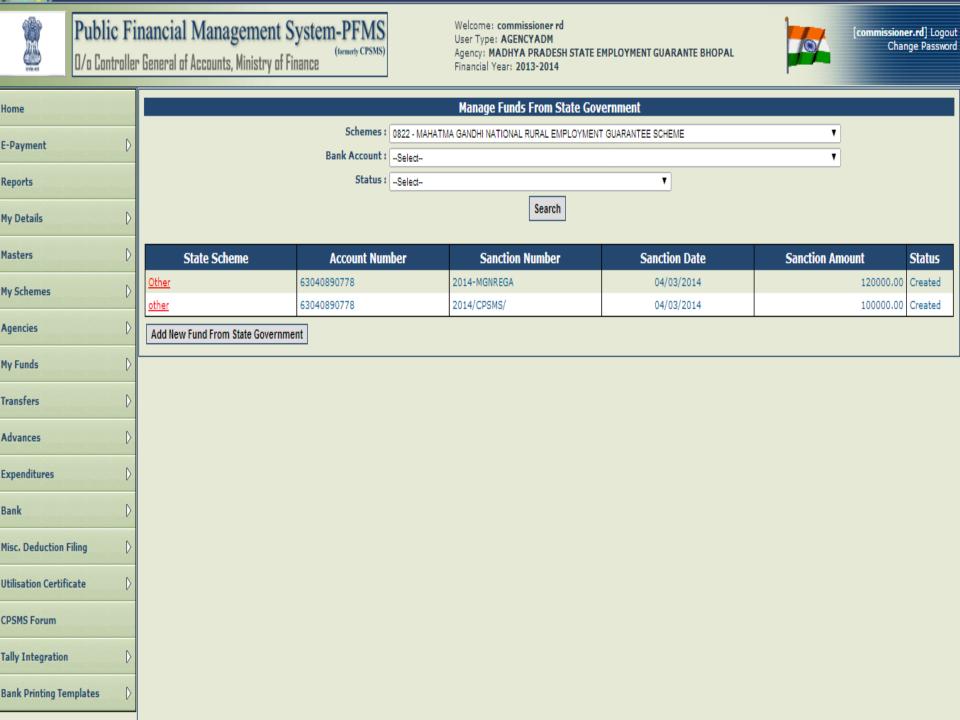
Narration: 3rd installments-centre 8000 +state-2000

Voucher Number.:





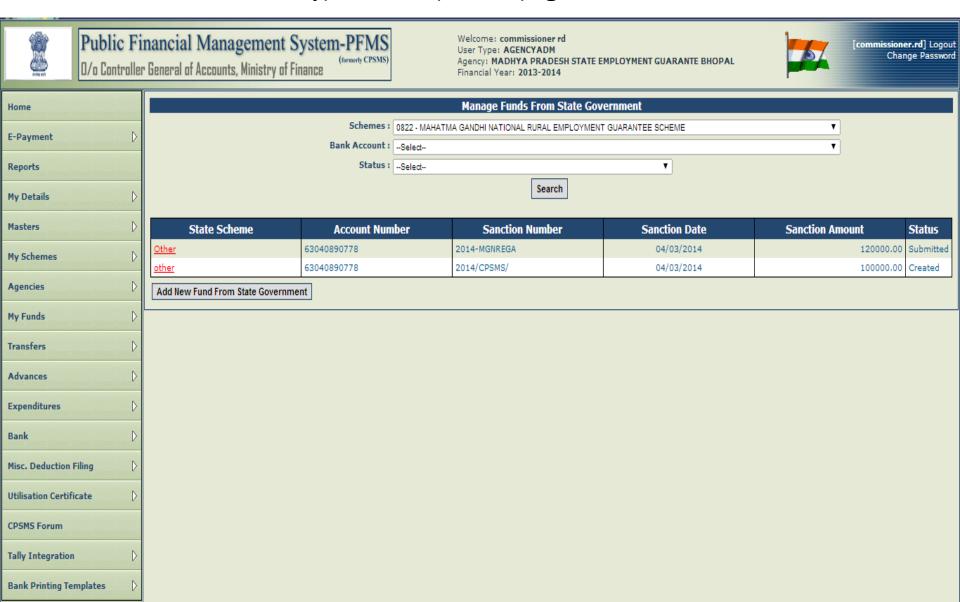




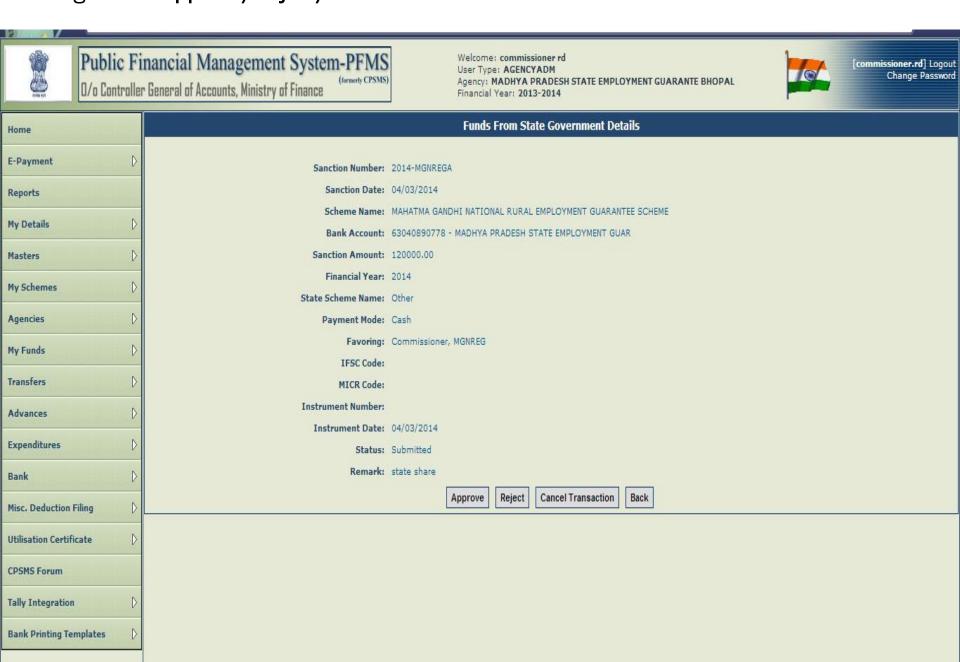


The Data Approver will login and go to **My Funds> Received from State Government.** The fund details submitted by the data operator will appear on the screen with the status as "Submitted".

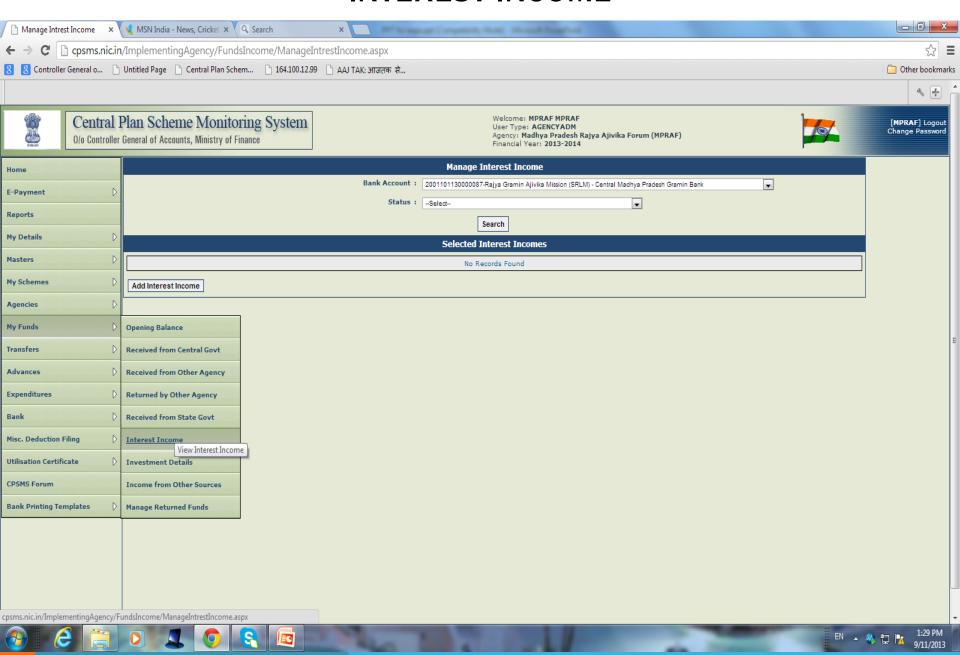
Click on the "State Scheme" hyperlink to open the page.

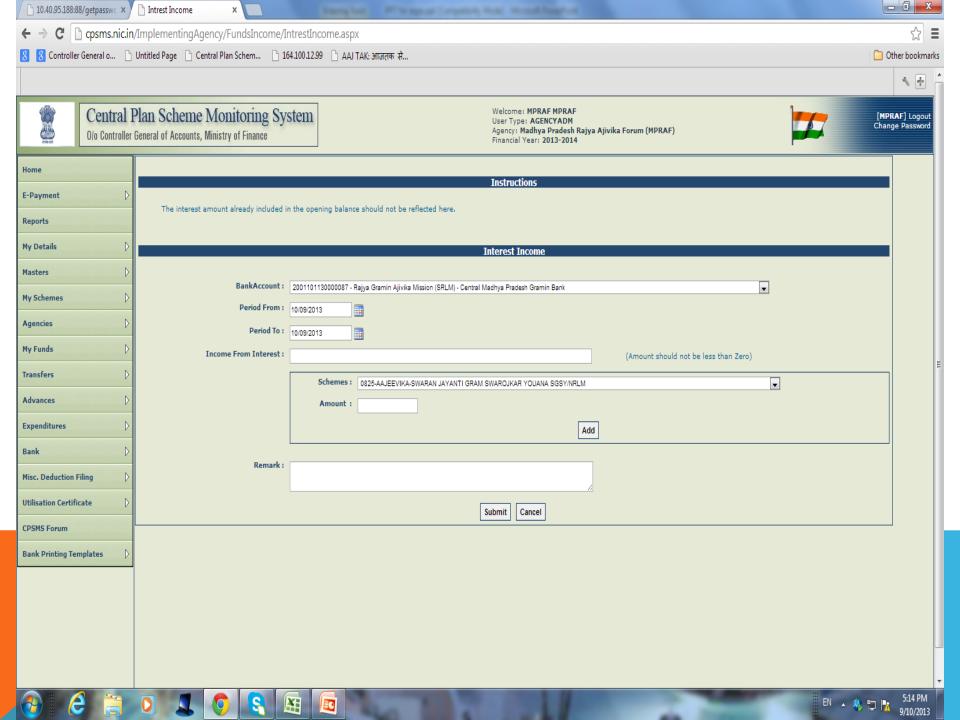


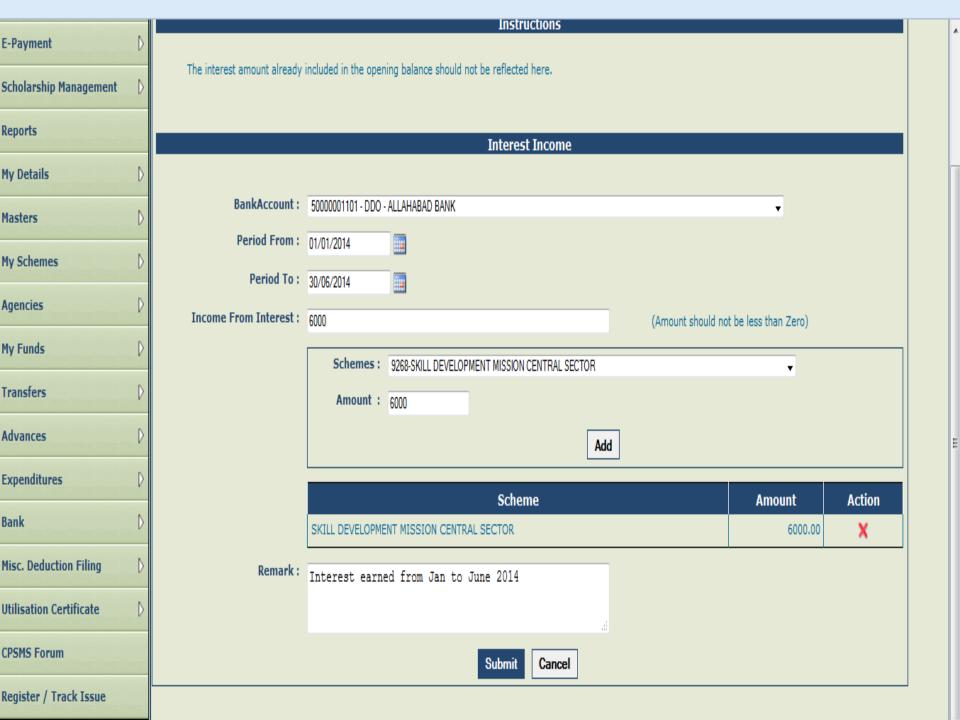
After verifying the details, the data approver can approve, reject or cancel the transaction by clicking on the **Approve/Reject/Cancel Transaction** button with remarks.

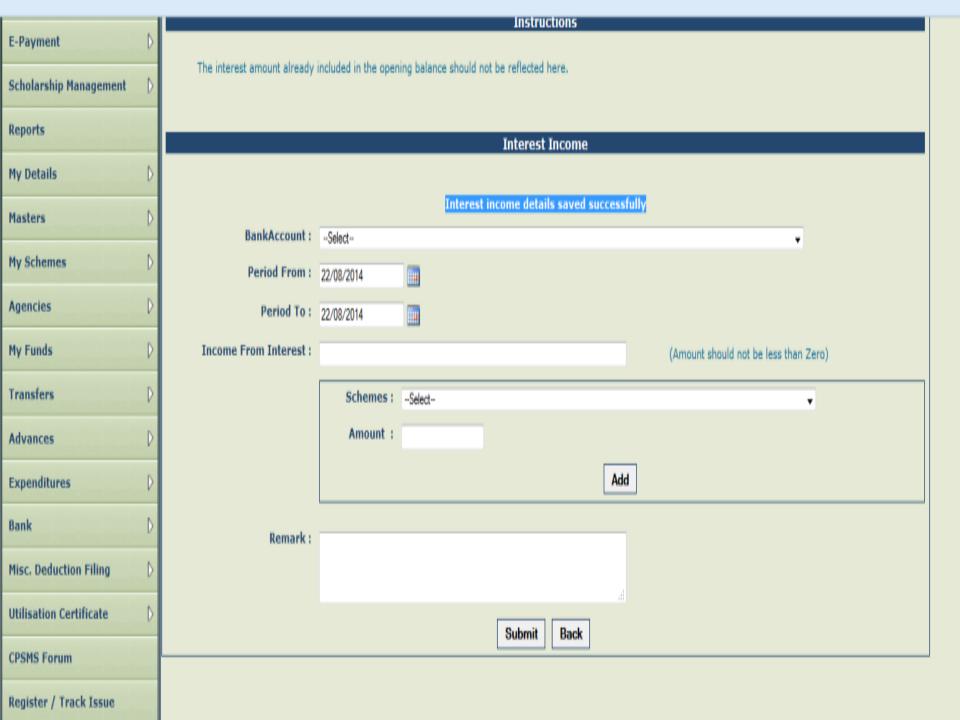


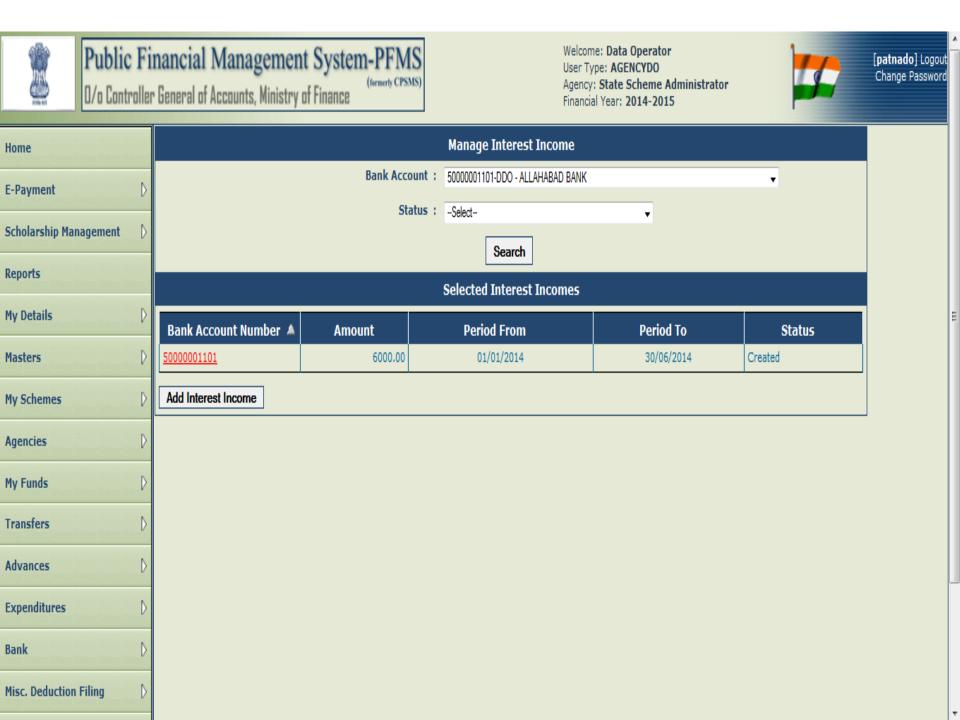
INTEREST INCOME













Welcome: Data Operator User Type: AGENCYDO Agency: State Scheme Administrator Financial Year: 2014-2015



[patnado] Logou Change Password

Payment	N	Bank Account :	5000001101	
rayment	V	Period From:	01/01/2014	
holarship Management	D	Period To:	30/06/2014	
ports	Ī	Income From Interest:	6000.00	
M8484		Scheme :	4	<u> </u>
Details	D		Scheme	Amount
	140		SKILL DEVELOPMENT MISSION CENTRAL SECTOR	6000.00
sters	D			
		Status :	Created	

Remark: Interest earned from Jan to June 2014

Submit For Approval

Cancel Transaction

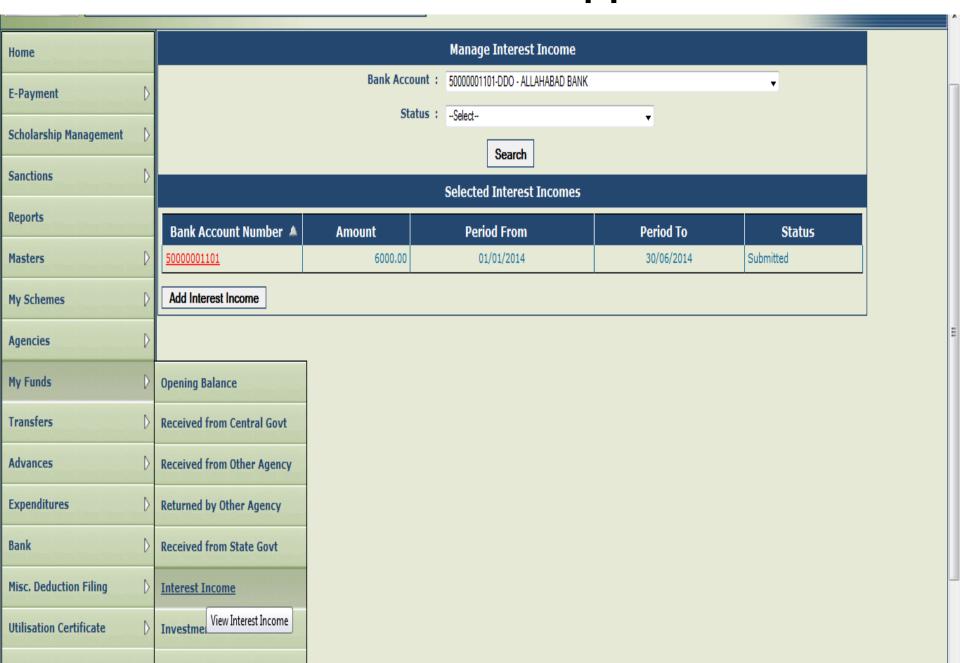
Back

Edit

Masters
My Schemes
Agencies
My Funds
Transfers
Advances
Expenditures



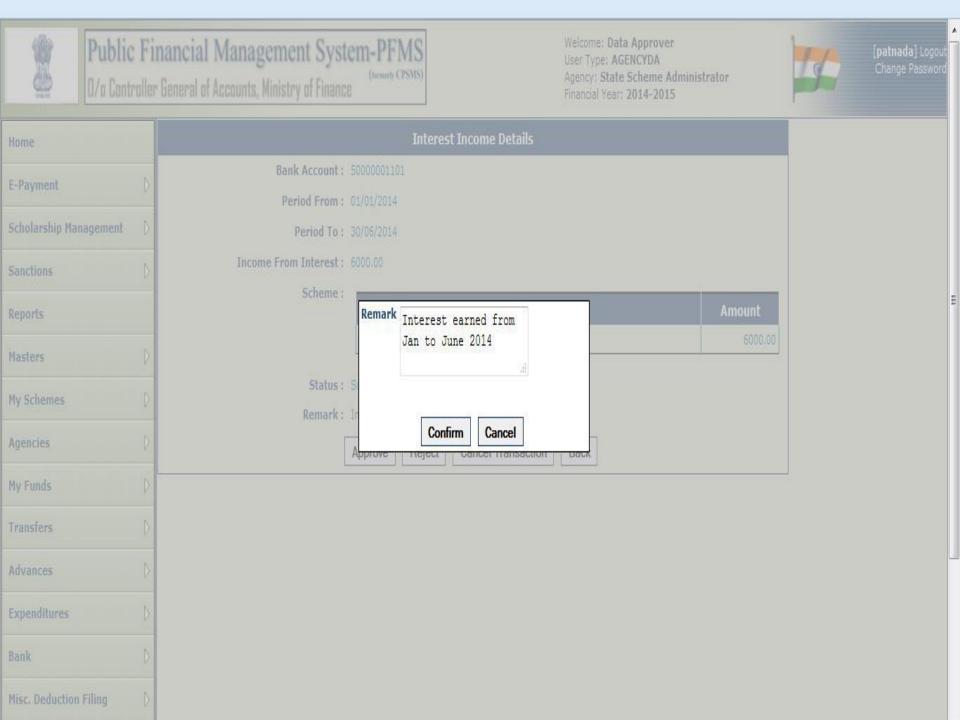
Interest Income Approval





[patnada] Logou

Change Password



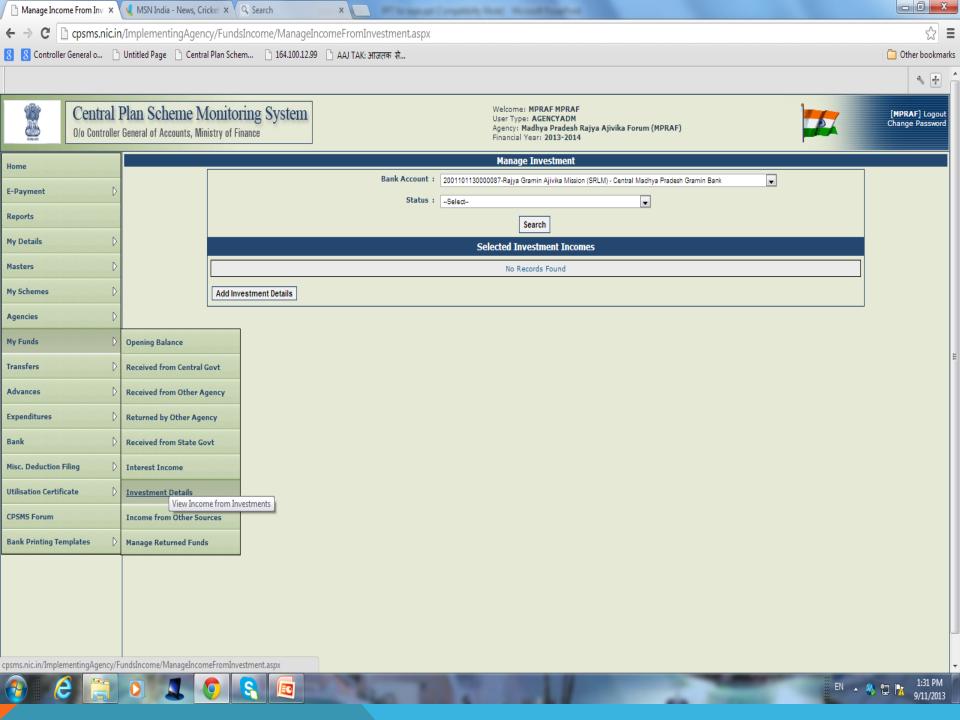


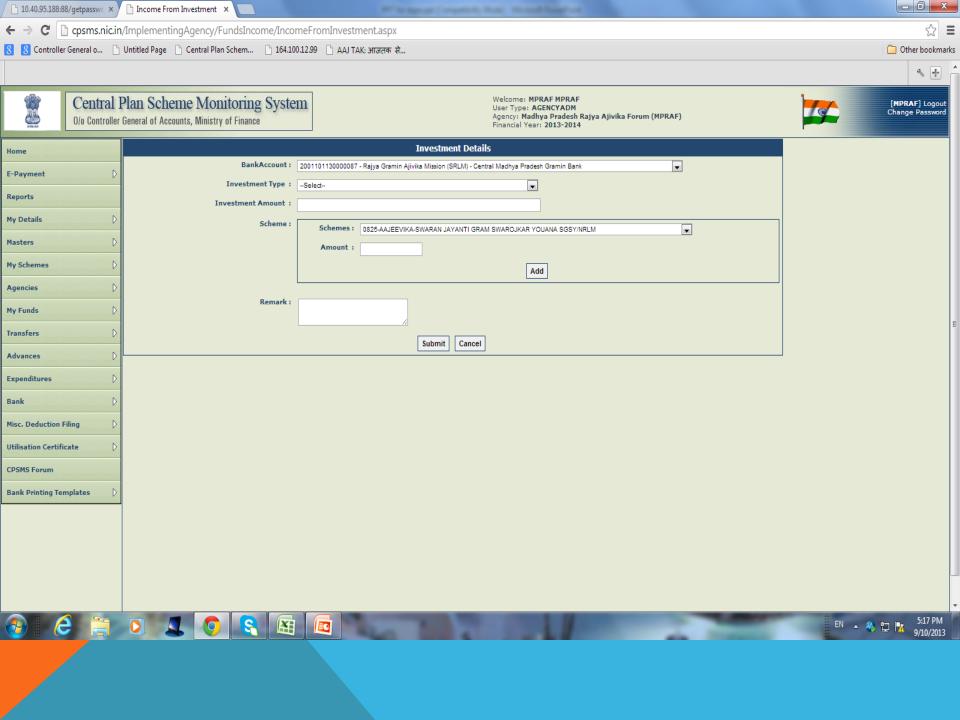
[patnada] Logout

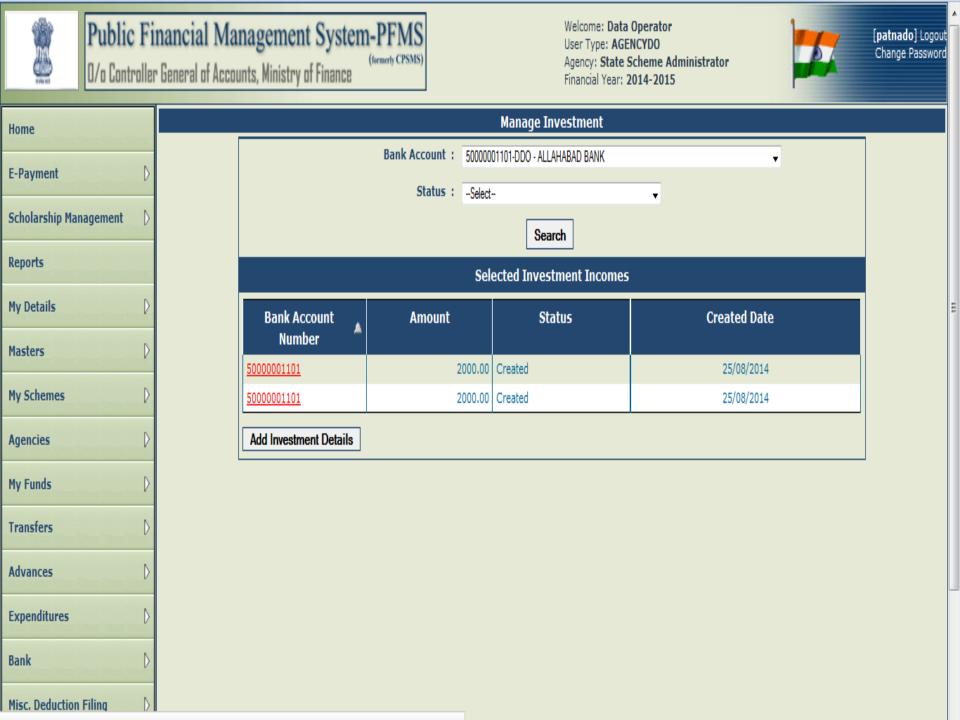
Change Password

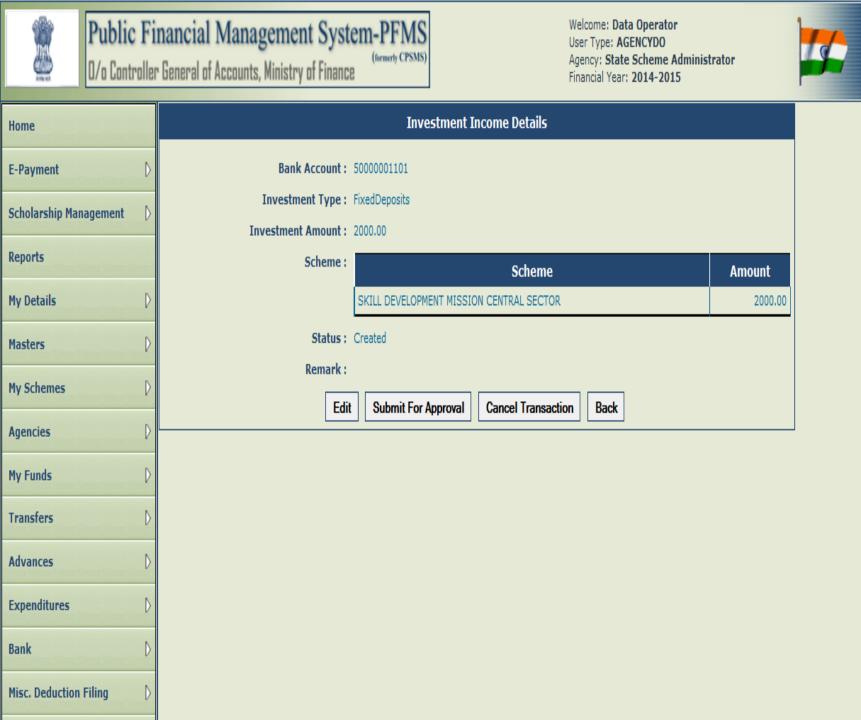
Investment Details

- 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.
- 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.
- 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.
- 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
- 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





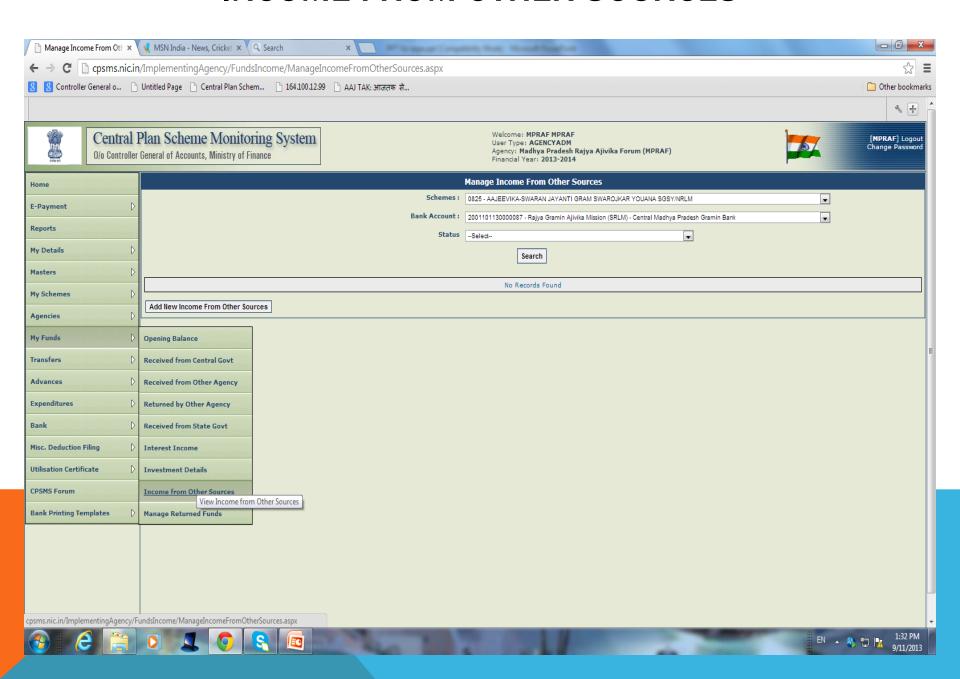


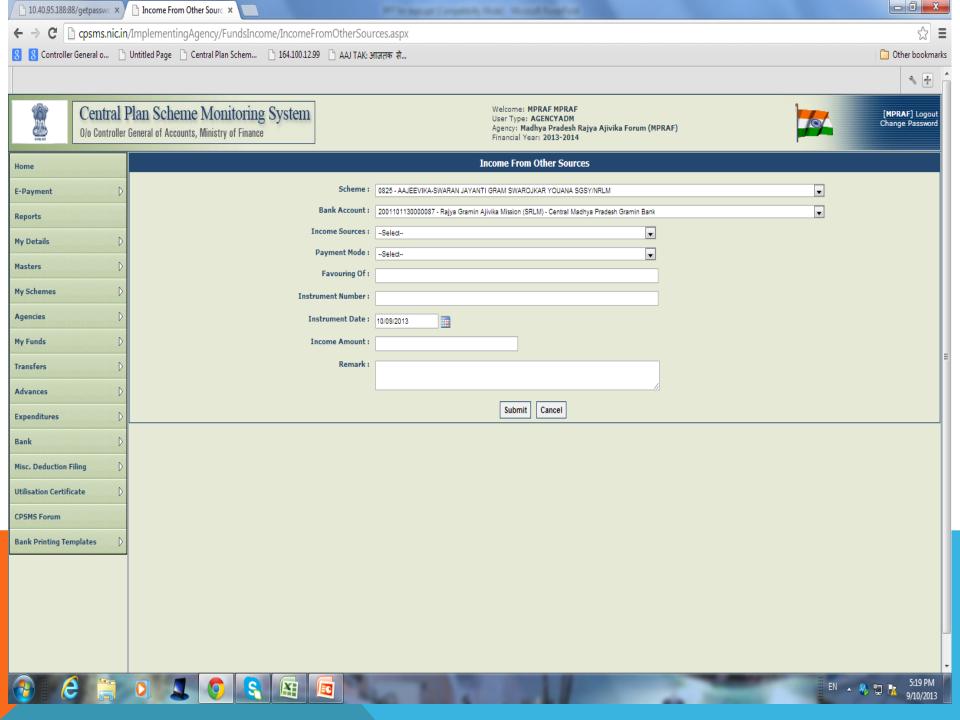


[patnado] Logout

Change Password

INCOME FROM OTHER SOURCES





3. TRANSFER OF FUNDS

Funds can be transferred to an agency through the PFMS portal.

State Level Agency can transfer fund to the lower level agencies through PFMS if all the child agencies are registered through the parent agency(for automatic mapping)

FUNDS TRANSFER TO PARALLEL OR DOWN-THE-LINE AGENCIES

How to transfer funds?

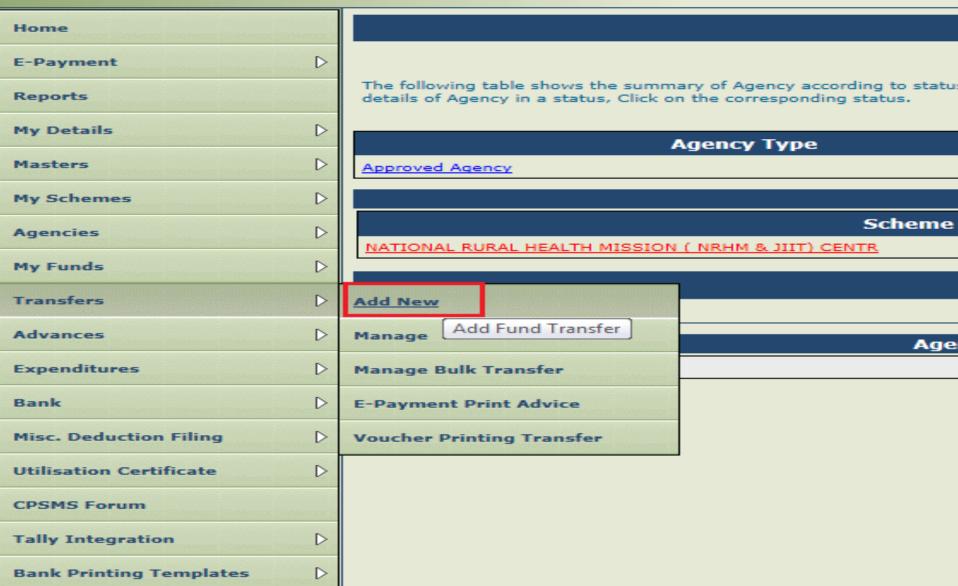
 A PROGRAMME IMPLEMENTING AGENCY (PIA) can transfer funds to its lower level PIAs individually or in bulk mode. (The transfer can be made by the parent PIA to a child PIA only if the child PIA is registered (automatic mapping). For individual transfer, fill the fields displayed on the screen

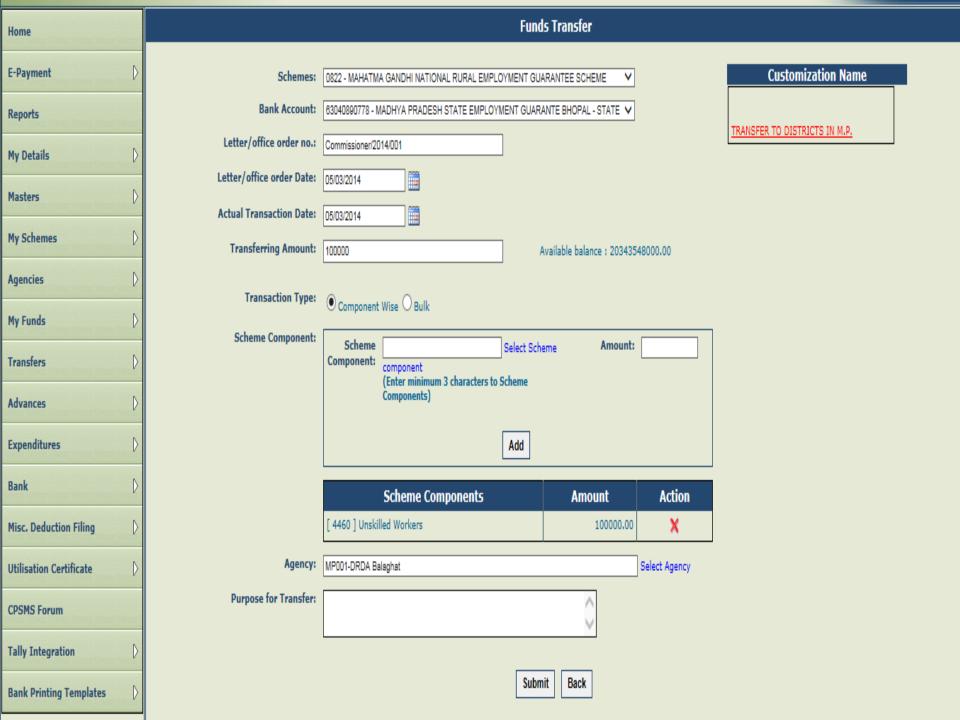
Transfer: Fund Transfer



Public Financial Management System-PFMS

O/o Controller General of Accounts, Ministry of Finance

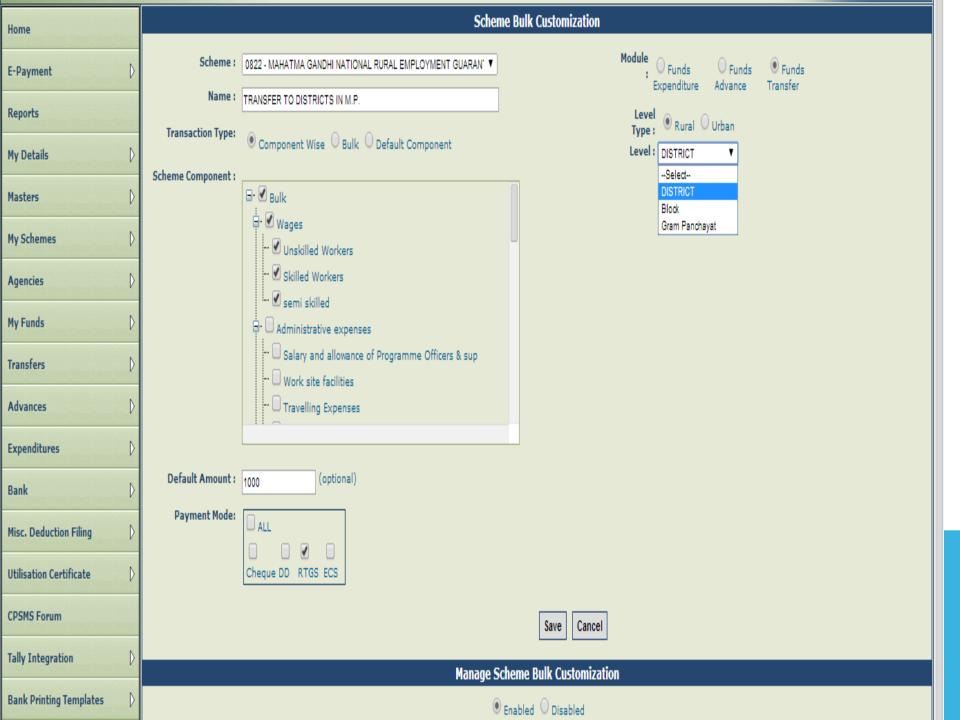




Home	Funds Transfer						
E-Payment >	Schemes:	0822 - MAHATMA GANDHI NATIONAL RURAL EMPLOYMENT GUARANTEE SCHEME ✓ Customization Name					
Reports	Bank Account:	63040890778 - MADHYA PRADESH STATE EMPLOYMENT GUARANTE BHOPAL - STATE ▼					
My Details	Letter/office order no.:	Commissioner/2014/001					
Masters	Letter/office order Date:	05/03/2014					
	Actual Transaction Date:	05/03/2014					
My Schemes	Transferring Amount:	100000 Available balance : 20343548000.00					
Agencies D	Transaction Type:						
My Funds	Scheme Component:	● Component Wise ○ Bulk					
Transfers >	Scheme component	Scheme Component: Select Scheme Amount: Component					
Advances >		(Enter minimum 3 characters to Scheme Components)					
Expenditures >		Add					
Bank >		Scheme Components Amount Action					
Misc. Deduction Filing		[4460] Unskilled Workers 100000.00 X					
Utilisation Certificate	Agency:	MP001-DRDA Balaghat Select Agency					
CPSMS Forum	Purpose for Transfer:						
Tally Integration							
Bank Printing Templates	Submit Back						

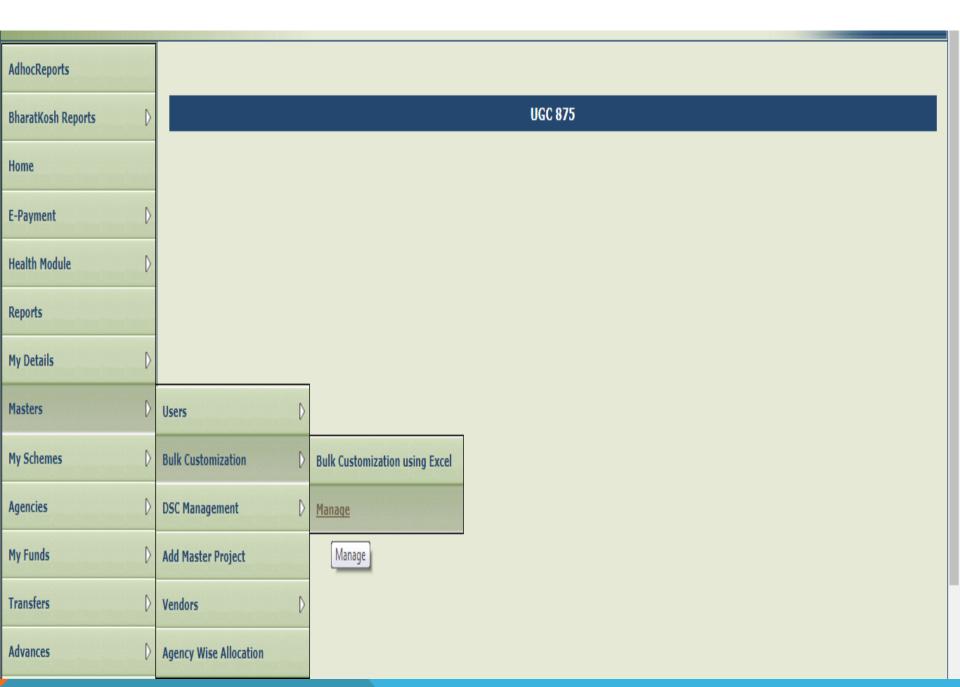
Bulk Customization

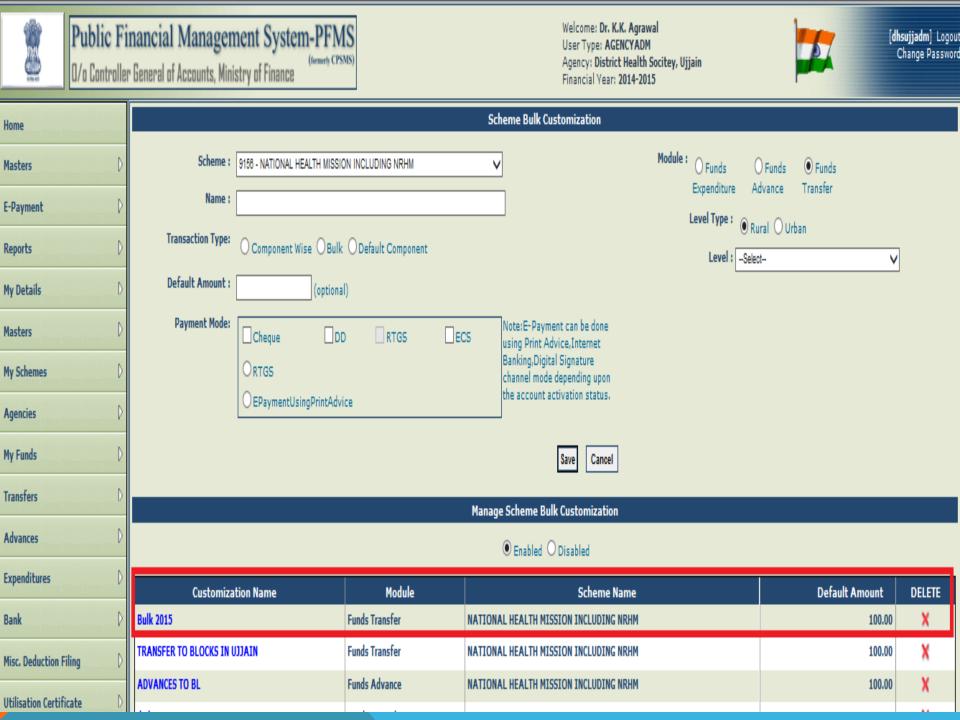


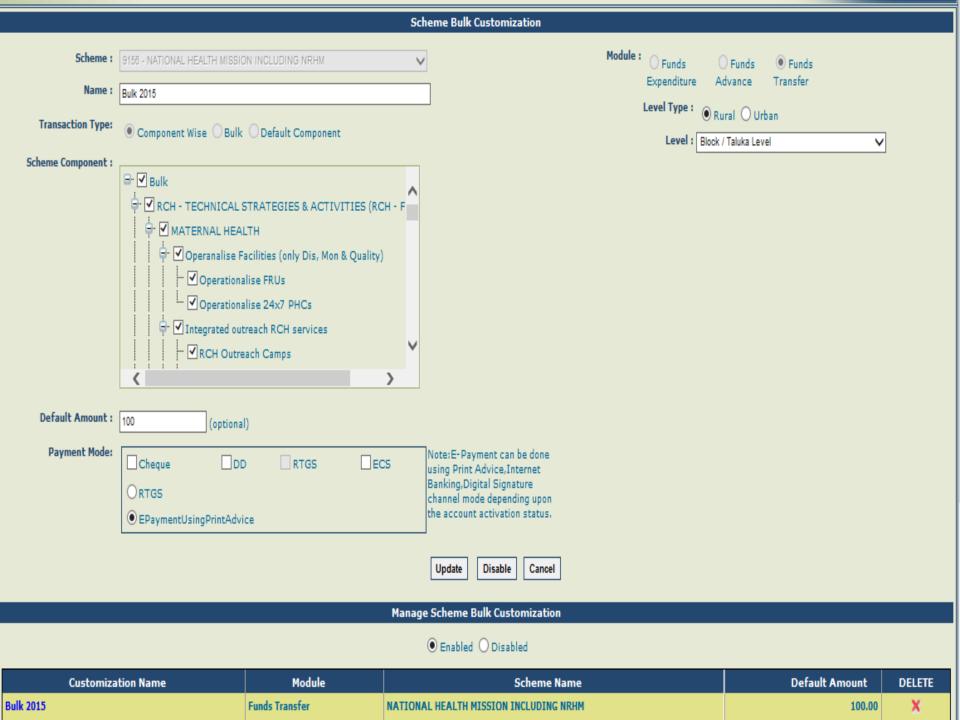


Home	Scheme Bulk Customization										
	Record saved successfully										
E-Payment D	Scheme :	0822 - MAHATMA GANDHI NAT	TIONAL RURAL EMPLOYMENT	GUARANT ▼	Module Funds	Funds	Funds				
Reports	Name:				Expenditure	Advance	Transfer				
My Details	Transaction Type:	O Component Wise O B	Bulk O Default Component	: :							
Masters	Default Amount :	(options	al)								
My Schemes >	Payment Mode:	O _{ALL}									
Agencies		Cheque DD RTGS ECS									
My Funds				Save	cel						
Transfers											
Advances	Manage Scheme Bulk Customization										
V	● Enabled ○ Disabled										
Expenditures >	Customization	Name Mo	odule	Scheme N	ame		Default Amount	DELETE			
Bank	TRANSFER TO DISTRICT	S IN M.P. Funds 1	Transfer MAHATMA G	ANDHI NATIONAL RURAL EMPLOYME	NT GUARANTEE SCHEME		1000.00	X			
Misc. Deduction Filing				-							
Utilisation Certificate											
CPSMS Forum											
Tally Integration											
Bank Printing Templates											

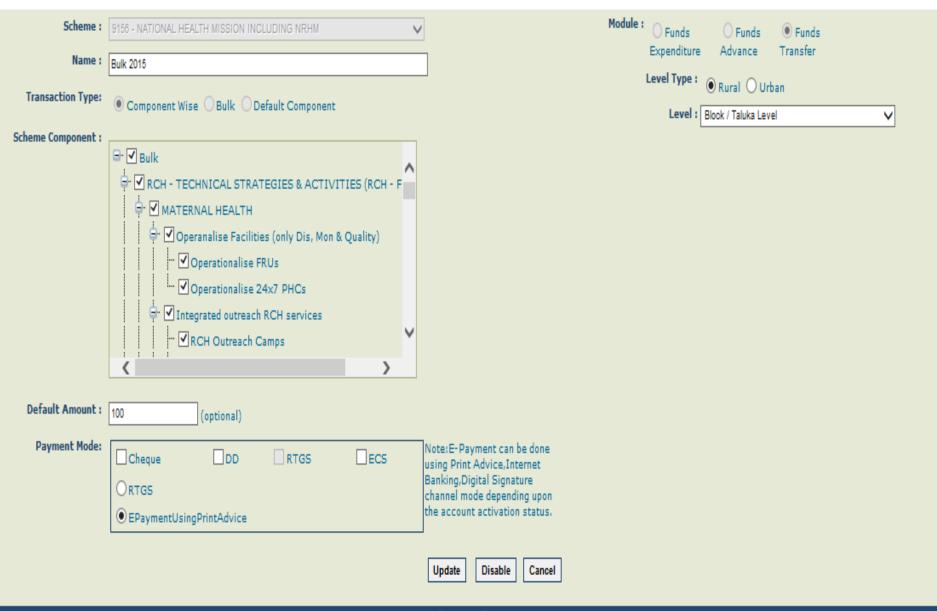
Manage Bulk Customization







Edit Existing Customization



Manage Scheme Bulk Customization

Scheme Bulk Customization

Record saved successfully

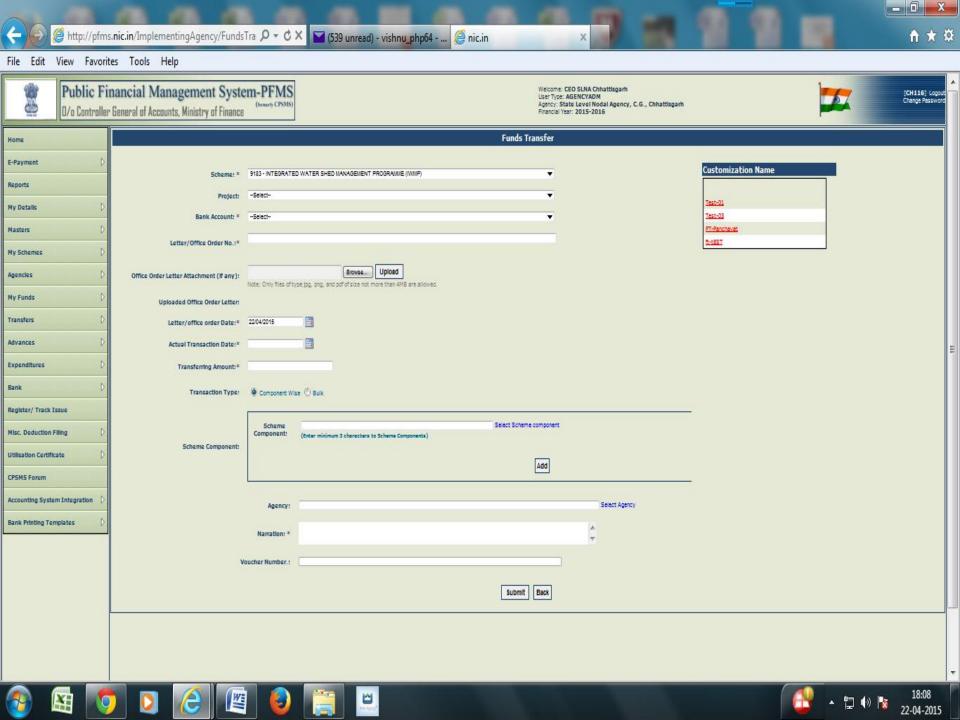
Scheme :	9158 - NATIONAL HEALTH MISSION INCLUDING NRHM		Module :	O Funds	OFunds	O Funds Transfer
Name :				Expenditure	Advance	Transfer
Transaction Type:	O Component Wise O Bulk O Default Component					
Default Amount :	(optional)					
Payment Mode:	ALL Cheque DD RTGS ECS	Save Disable Cancel				

Manage Scheme Bulk Customization

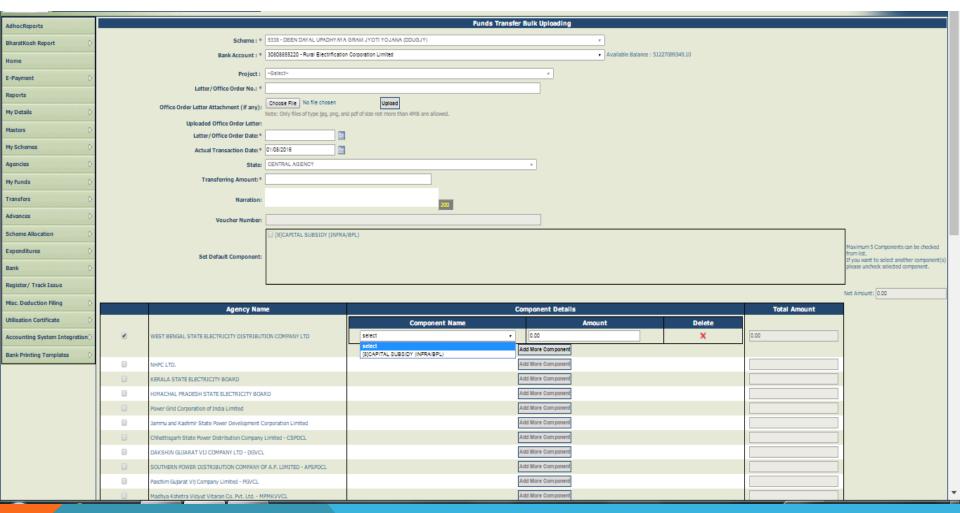


In case of **Bulk Fund Transfer**, first select the **Scheme** and then select the already created **Customization Name** and then enter the below details on **Funds Transfer Bulk Uploading** page.

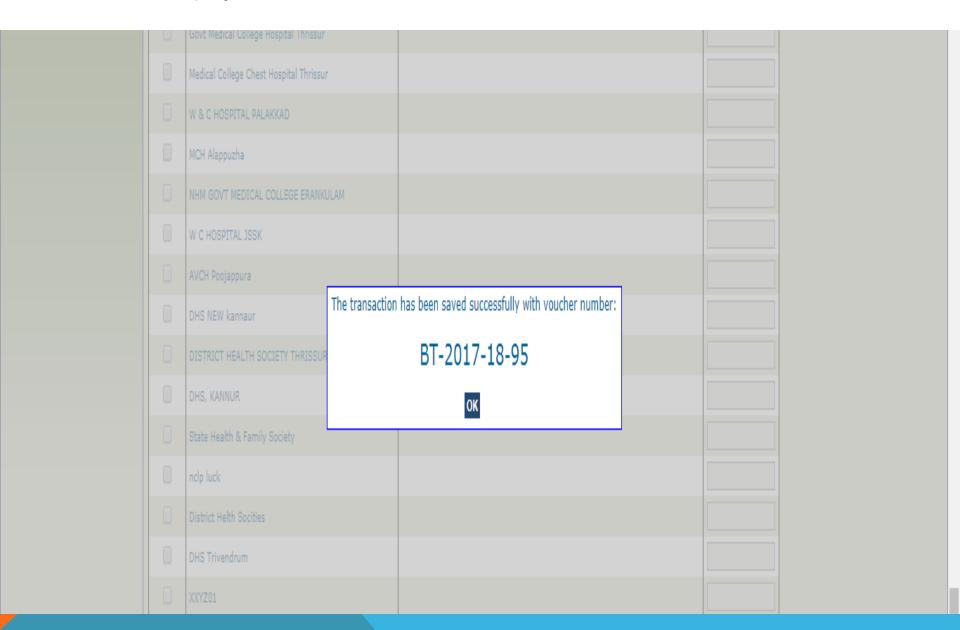
- Select Scheme from the drop down list for which transfer details are to be created.
- Click on **Customization Name** hyperlink(red in color). All the PIAs registered at the level of selected customization will get displayed.
- Select Bank Account. On selection of bank account, the available balance 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



- 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.



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

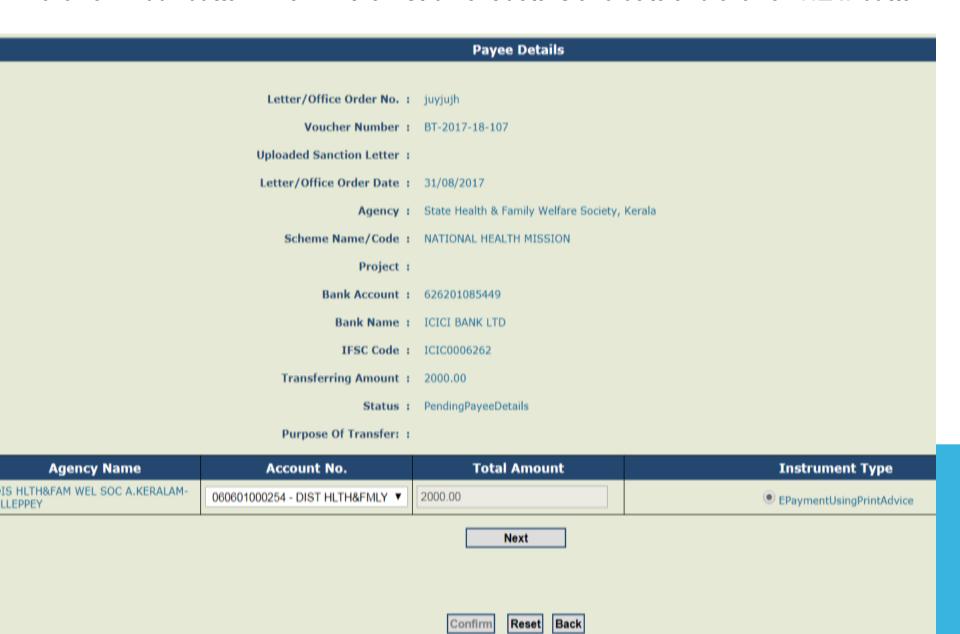


Steps for adding payee details are same for individual transfer and bulk transfer.

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.

1			
	MCH Alappuzha		
	NHM GOVT MEDICAL COLLEGE ERANKULAM		
	W C HOSPITAL JSSK		
	AVCH Poojappura		
	DHS NEW kannaur		
	DISTRICT HEALTH SOCIETY THRISSUR		
	DHS, KANNUR		
	State Health & Family Society		
	nclp luck		
	District Helth Socities		
	DHS Trivendrum		
	XXYZ01		
	praohfw		
	DISTRICT HEALTH SOCIETY		
	Amou Do yo	int being transfered saved successfully useful want to proceed with payee details?	
	Yes	No	
	at an term to be a but	Louis to the common the second that the second the seco	

 "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.



- In case multiple components have been selected, mention 'Narration for Passbook' in the space provided.
- Click on "Is deduction" check box to enter deductions. Click on "Confirm" button.



Confirm

Reset

Back

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

Payee Details

Letter/Office Order No.: juyjujh

Voucher Number: BT-2017-18-107

Uploaded Sanction Letter:

Letter/Office Order Date: 31/08/2017

Agency: State Health & Family Welfare Society, Kerala

Scheme Name/Code: NATIONAL HEALTH MISSION

Project:

Bank Account: 626201085449

Bank Name: ICICI BANK LTD

IFSC Code: ICIC0006262

Transferring Amount: 2000.00

Status : PendingPayeeDetails

Purpose Of Transfer: :

Agency Name	Account No.	Total Amount	Instrument Type
DIS HLTH&FAM WEL SOC A.KERALAM- ALLEPPEY	060601000254 - DIST HLTH&FMLY ▼	2000.00	EPaymentUsingPrintAdvice

Next

E-Payment Details							
Agency Name	Party Name	IFSC Code	Party Account No	Amount	NarrationForPassBook	IsDeduction	Deduction Details
DIS HLTH&FAM WEL SOC A.KERALAM-ALLEPPEY	DIST HLTH&FI	ICIC0000606	060601000254	2000.00			Add

Payee details saved successfully



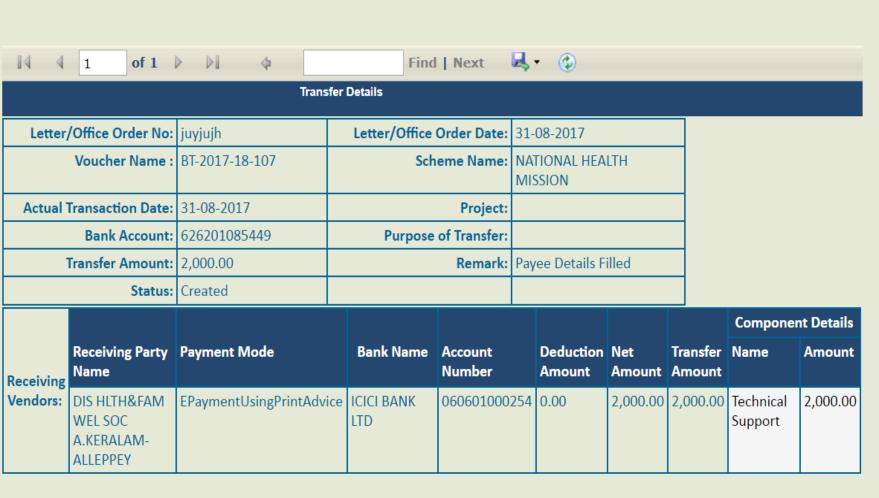




The data operator /maker has to submit the transfer transaction for approval by the data approver/checker Click on "Submit for Approval" button.

Funds Transfer Bulk Uploading Details

Uploaded Sanction Letter:



Submit For Approval

Payee Details

Back

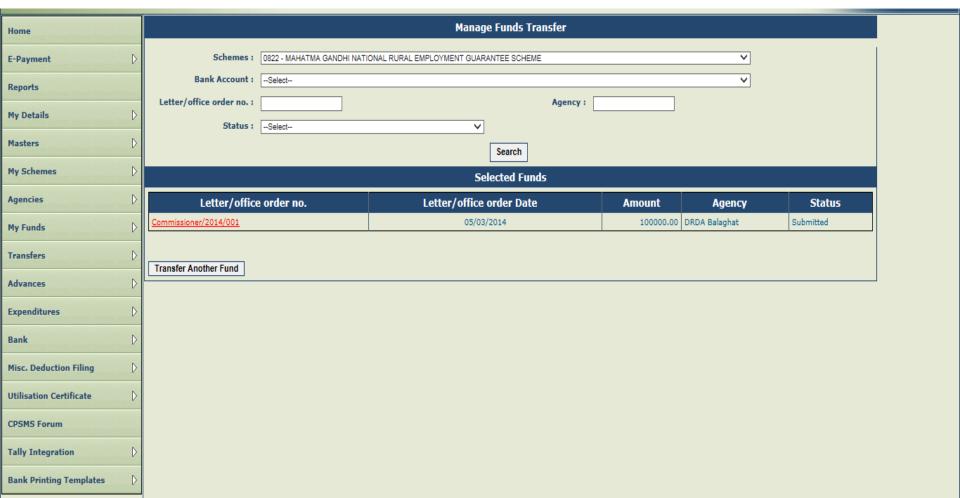
Step17: A message "Record submitted successfully" will appear on the screen.

Funds Transfer Bulk Uploading Details Record submitted successfully **Uploaded Sanction Letter:** of 1 Find | Next 1 **Transfer Details** Letter/Office Order No: juyjujh Letter/Office Order Date: 31-08-2017 Voucher Name: BT-2017-18-107 Scheme Name: NATIONAL HEALTH **MISSION** Actual Transaction Date: 31-08-2017 Project: **Purpose of Transfer:** Bank Account: 626201085449 Remark: Payee Details Filled Transfer Amount: 2,000.00 Status: Created **Component Details** Receiving Party Payment Mode **Bank Name** Account **Deduction Net** Transfer Name **Amount** Number Name Amount Amount Amount Receiving Vendors: DIS HLTH&FAM EPaymentUsingPrintAdvice | ICICI BANK 060601000254 0.00 2,000.00 2,000.00 Technical 2,000.00 **WEL SOC** LTD Support A.KERALAM-**ALLEPPEY**

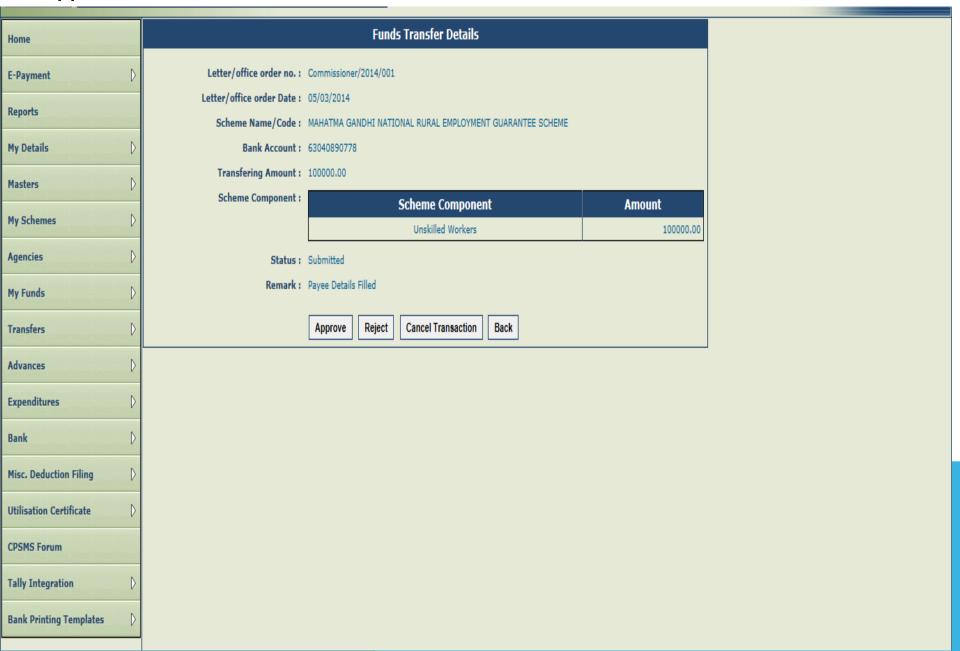
Approval of fund transfer

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

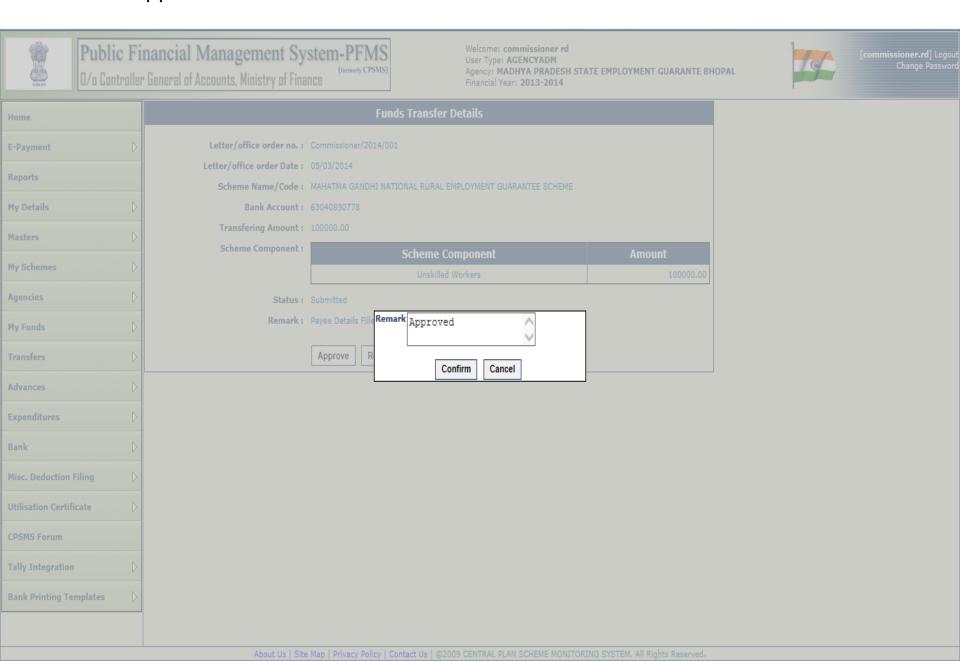
- Step1: Go to Transfers>Manage (For Individual Transfers) or go to Transfers> Manage Bulk Transfer (For Bulk Transfers) to approve the entries submitted by the maker through bulk transfer mode.
- Step2: The list of funds transfer submitted by the data operator for approval will be displayed. Click on the Letter/Office Order No. hyperlink



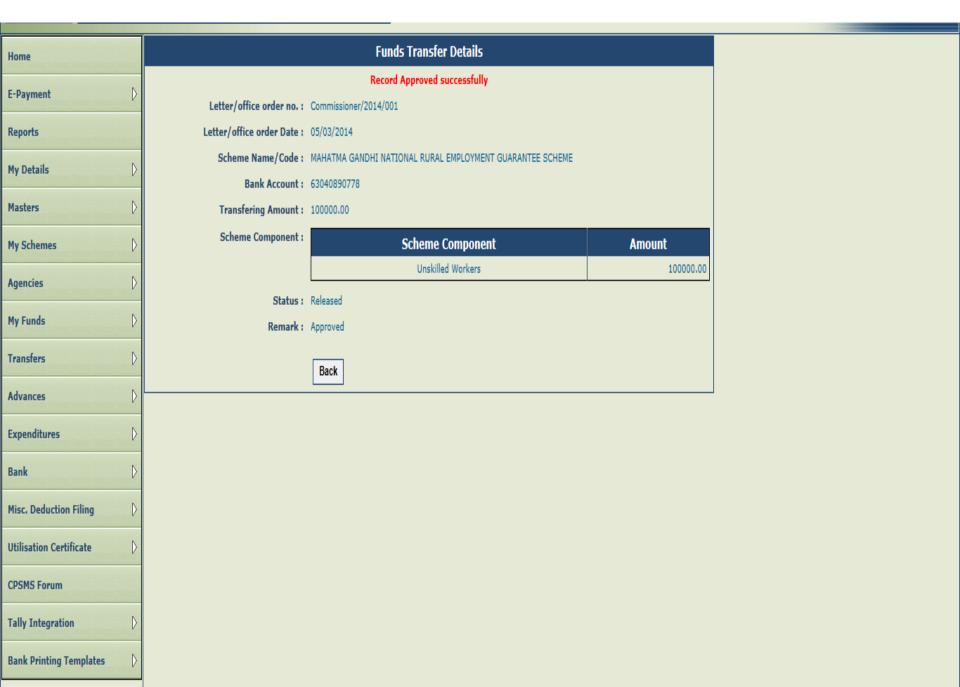
Step3: "Funds Transfer Details" page will appear on the screen, verify the details and click on **Approve** button.



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.



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



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.

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.

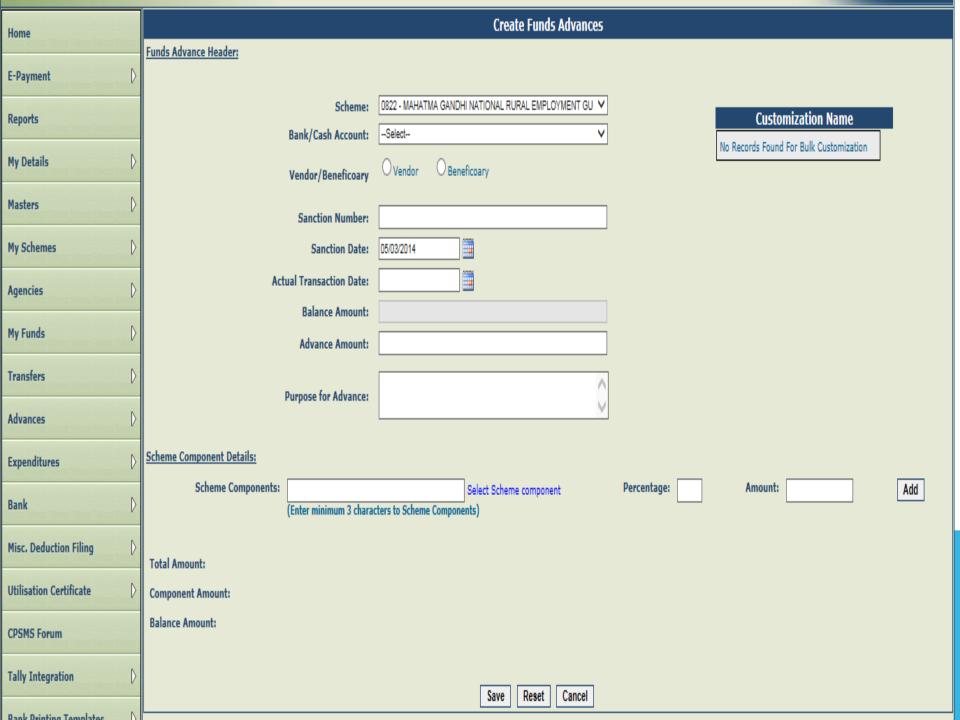
Step9: Select scheme component by clicking on **Select Scheme Component** button.

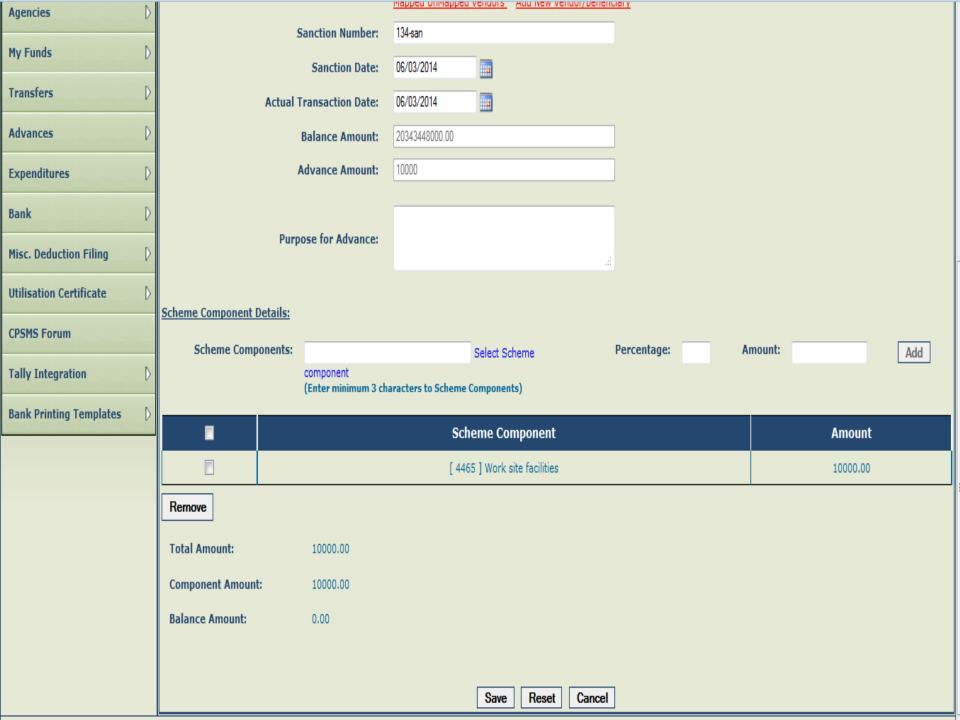
Step10: Enter either **Amount** of Advance or **Percentage.** In case advance is to be paid from more than one component and percentage of each component is available, then details in any one of the column needs to be entered

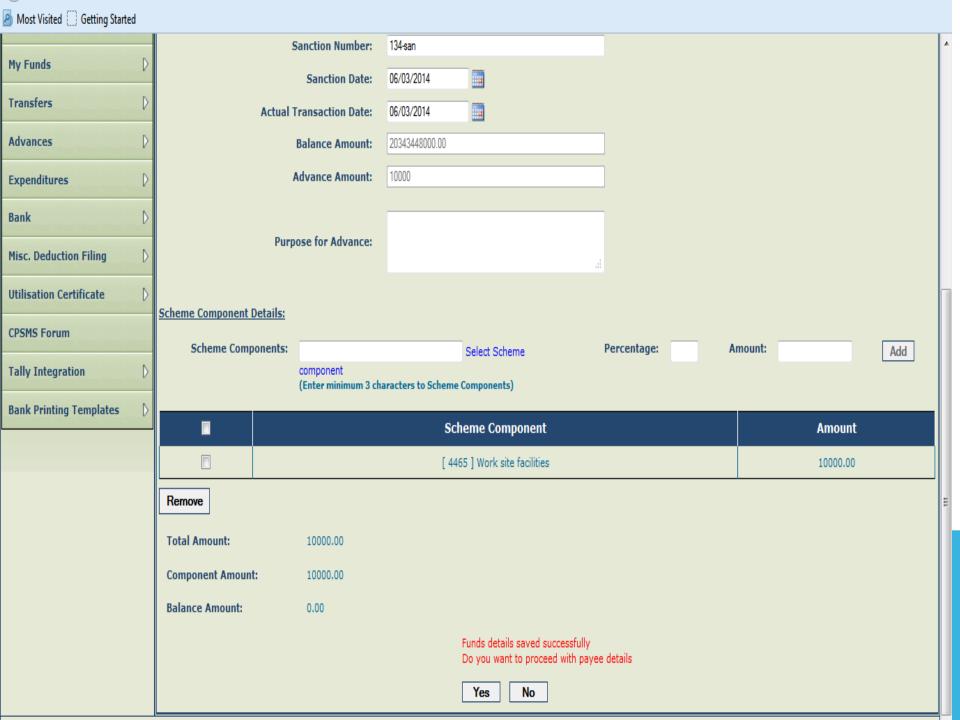
Step11: Click on **Add** button to display the advance details. The total amount and net of component amounts should match to proceed further.

Step12: Click on Save button

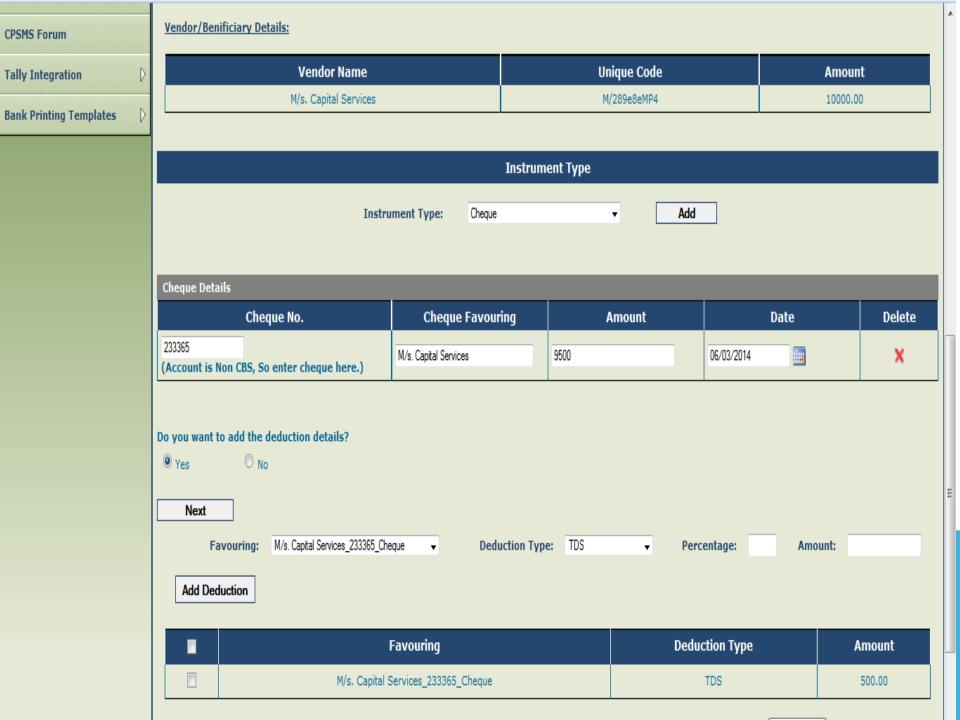
Step13: A message "Funds details saved successfully. Do you want to proceed with payee details" will appear on the screen. Click 'Yes' to enter payee details.

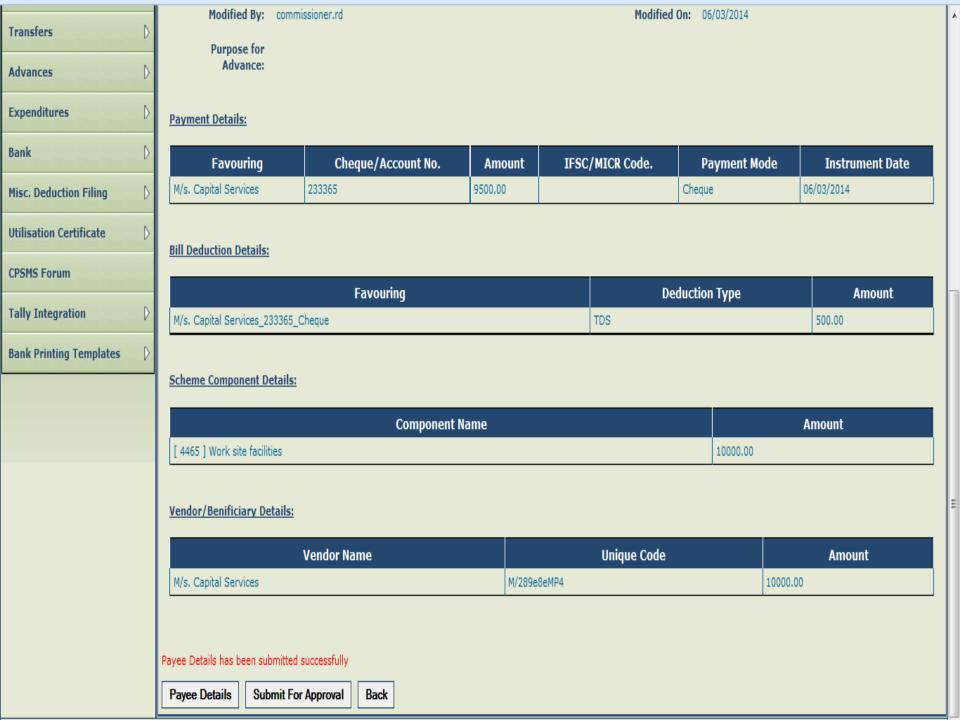


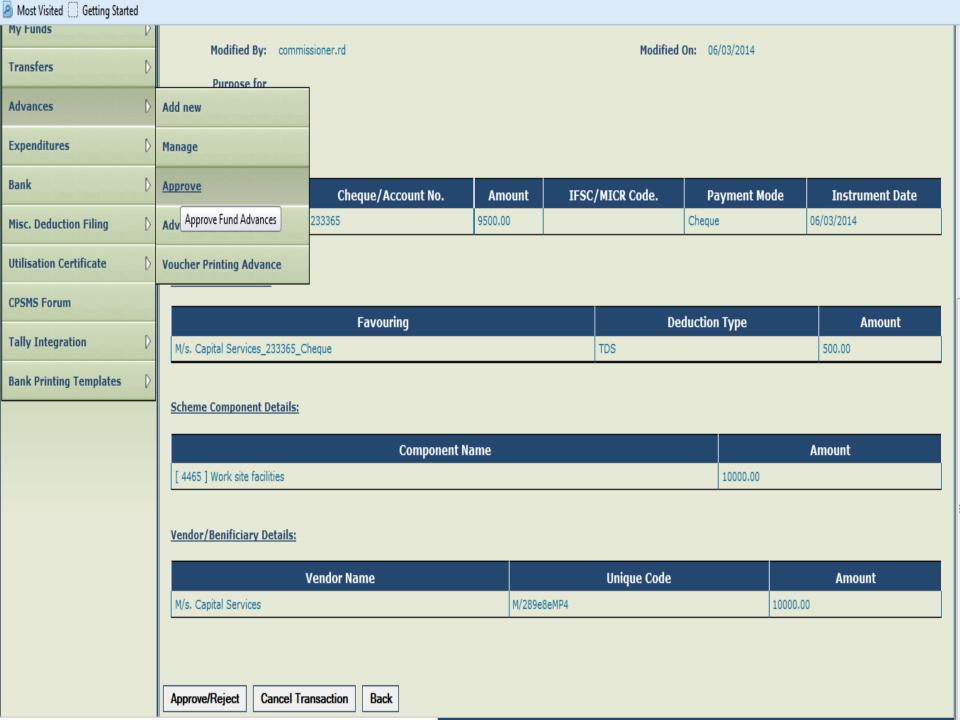




- **Step14:**For adding Deduction details like TDS from payment (if any), Select 'Yes' option under "Do You want to Add Deduction Details?"
- Step15: Click on 'Next' button.
- Step16: Select 'Deduction Type'.
- **Step17:** Enter Amount/Percentage to be deducted and click on 'Add Deduction'. There can 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.
- Step18: Verify the details and click on Submit for Approval button.
- **Step19:** A message "Payee Details has been submitted successfully" will appear on the screen.
- **Step20:** The approver will login and go to **Advances>Approve**.
- Step21: Approver can view the details submitted by the maker by clicking on the Sanction
- Number.
- **Step22:** Verify the details and click on **Approve/Reject** button.
- 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.
- Step24: A message "Funds advance has been approved successfully" will be displayed







Manage Funds Advance FinancialYear: 2017-2018 • Scheme Code/Name: --Select--• Project: • Vendor: --All--Sanction Number: Status: Submitted **Amount From:** Amount To: Reset Search

Sanction

Date

26/07/2017

23/05/2017

15/08/2017

01/08/2017

Scheme Code-

Name

MISSION

MISSION

MISSION

MISSION

9156-NATIONAL HEALTH

9156-NATIONAL HEALTH

9156-NATIONAL HEALTH

9156-NATIONAL HEALTH

Sanction Number

iou8iu

<u>mfgjf</u>

NL/NHM/123

sandesh/123

V					
Project Name	Vendor/Beneficiary Name	Advance Amount	Settled Amount	Balance Amount	Status
	Muraleedharan. G	500.00	0.00	500.00	Submitted
	R.Valsala Kumari	580000.00	0.00	580000.00	Submitted
	Lilly. M	5000.00	0.00	5000.00	Submitted
	Lilly. M	10000.00	0.00	10000.00	Submitted

Funds Advance Details

Sanction Number: iou8iu Sanction Date: 26/07/2017

Voucher Number: BP-2017-18-295

Account Number: 626201088294 Agency Name In Bank: STATE HEALTH & FAMLY WELFARE SOCTY AYUSH

Plan Scheme: 9156-NATIONAL HEALTH MISSION Project:

Status: Submitted Bank name: ICICI BANK LTD

Amount: 500.00 Remarks:

Created By: SHFWSKERALA Created On: 26/07/2017

Modified By: SHFWSKERALA Modified On: 26/07/2017

Purpose for Advance: Uploaded Sanction Letter:

Payment Details:

Favouring	Cheque/Account No.	Amount	IFSC/MICR Code.	Payment Mode	Instrument Date	NarrationForPassBook
MURALEEDHARANG	uiy7y876y78	500.00		DD	26/07/2017	

Scheme Component Details:

Component Name	Amount
[B.1.1.3.6.12] Salary	200.00
[01] Computer Assist	300.00

Vendor/Benificiary Details:

Account No.	Vendor Name	Unique Code	Amount
57044105614 - MURALEEDHARANG ▼	Muraleedharan. G	Mu379fabICI	500.00

Sanction Number: iou8iu **Sanction Date:** 26/07/2017

Voucher Number: BP-2017-18-295 Account Number: 626201088294

Plan Scheme: 9156-NATIONAL HEALTH MISSION Status: Submitted

Amount: 500.00

Modified By: SHFWSKERALA

Purpose for Advance:

Payment Details:

Favouring

MURALEEDHARANG

Created By: SHFWSKERALA

Cheque/Account No. uiy7y876y78

Account No.

Amount 500.00

IFSC/MICR Code.

Funds Advance Details

DD

Vendor Name

Uploaded Sanction Letter:

Payment Mode 26/07/2017

Agency Name In Bank: STATE HEALTH & FAMLY WELFARE SOCTY AYUSH

Project:

Remarks:

Bank name: ICICI BANK LTD

Created On: 26/07/2017

Modified On: 26/07/2017

Instrument Date

Unique Code

Mu379fabICI



Amount

500.00

Scheme Component Details:

Component Name	Amount
[B.1.1.3.6.12] Salary	200.00
[01] Computer Assist	300.00

Muraleedharan, G

Vendor/Benificiary Details:

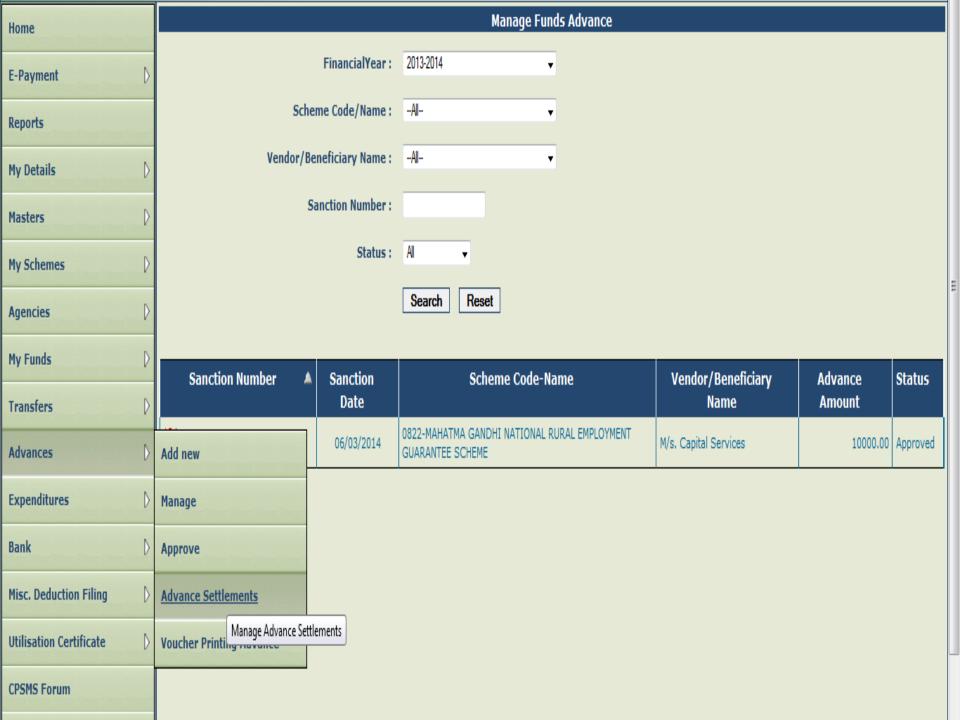
Funds Advance ha	S
Create Reversal	

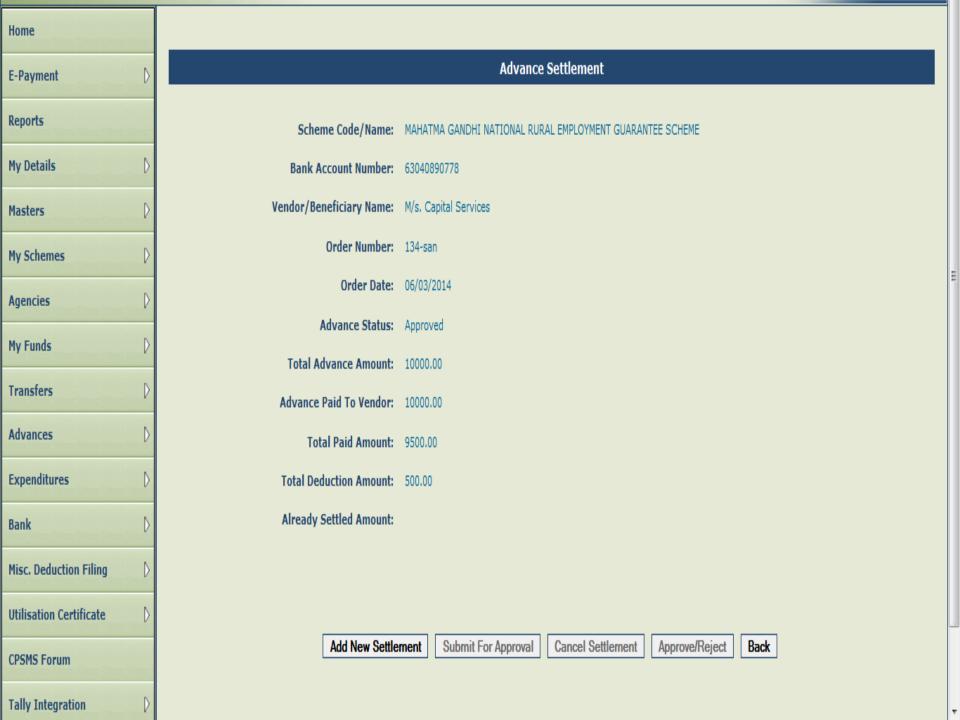
has	been Approved successfully
sal	Back

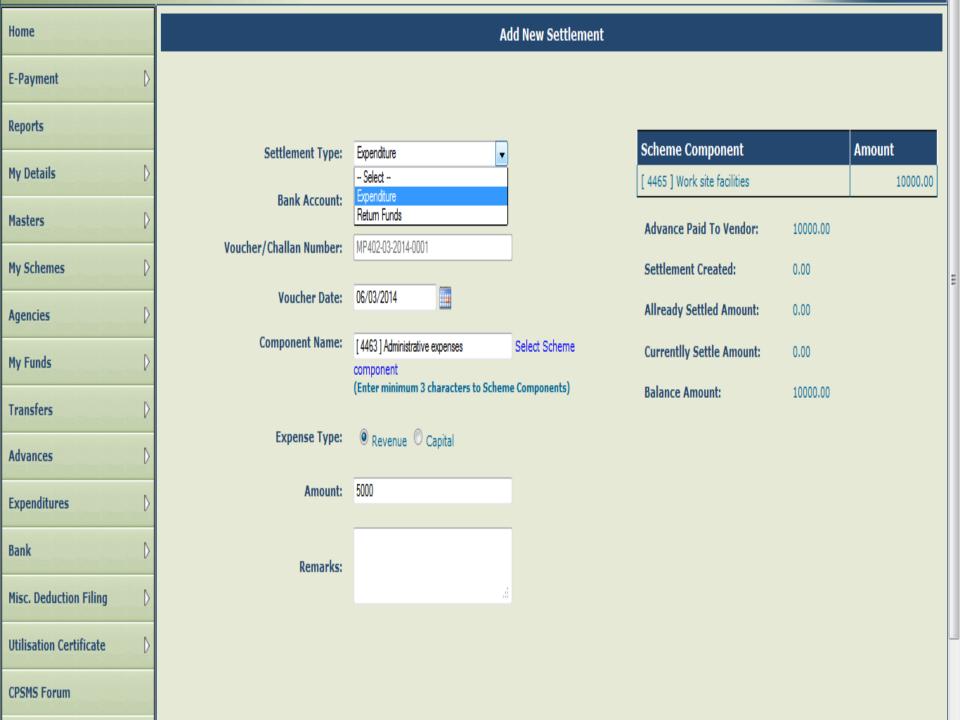
57044105614 - MURALEEDHARANG ▼

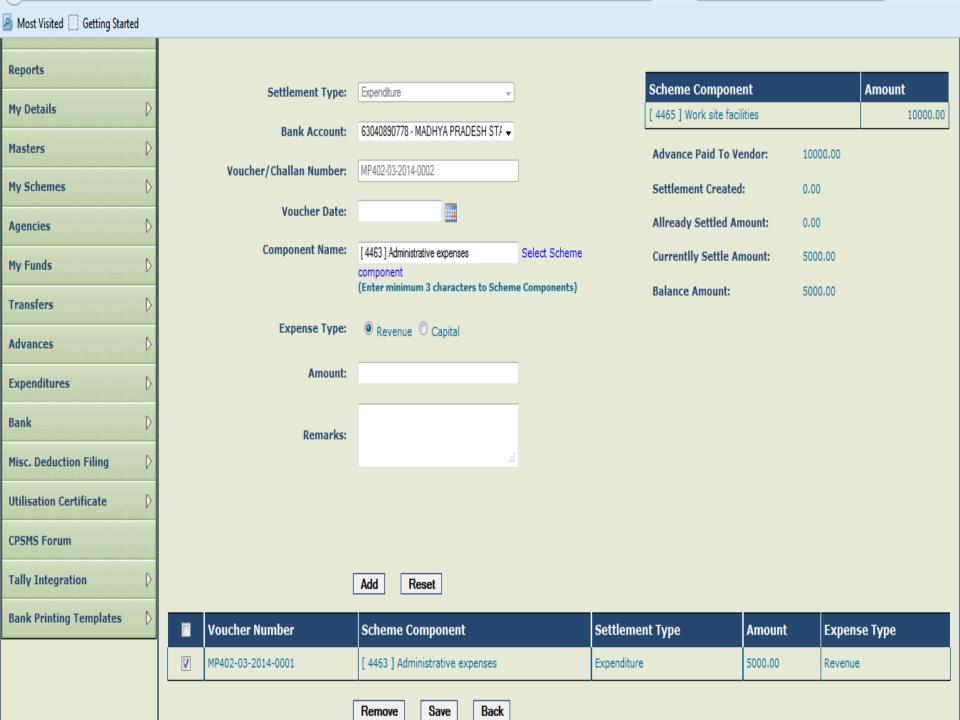
Advance Settlement

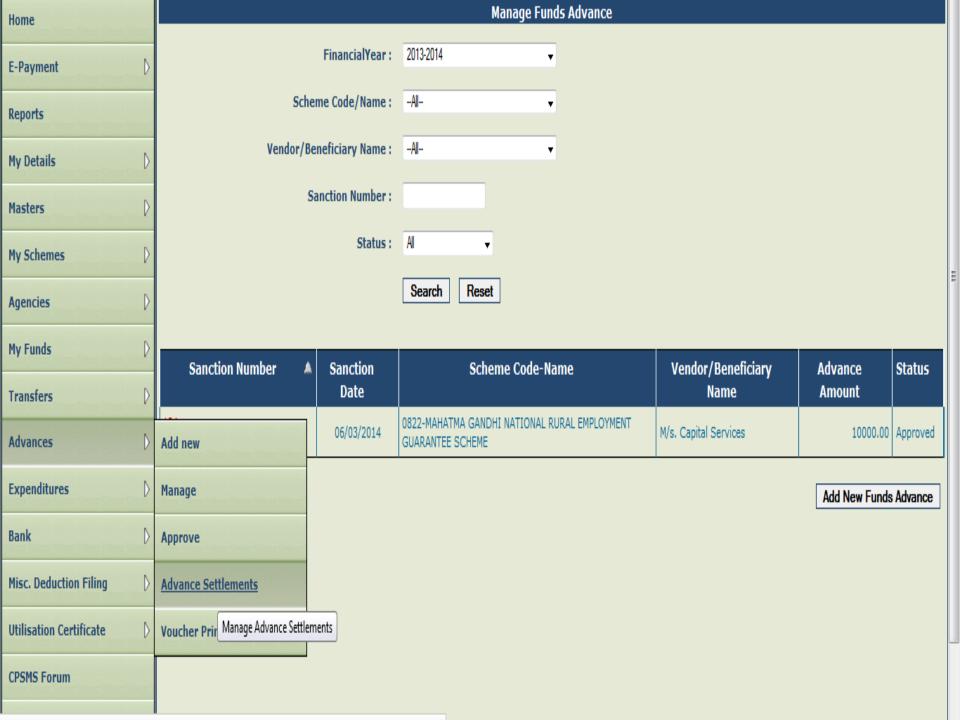
- Advance paid should be settled within the stipulated time. The steps for settlement of advance are as follows:
- **Step1:** Data operator will login and go to **Advances>Advance Settlements**.
- Step2: Click on Sanction Number to verify advance details.
- **Step3:** The **Advance Settlement** page will be displayed, Click on 'Add New Settlement' button to proceed to enter advance 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
- **Step11:** The advance settlement details will be displayed. Verify the details and select check box.
- Step12: Click on Save button.
- **Step11:** The advance settlement details will be displayed. Verify the details and select check box.
- Step12: Click on Save button.
- Step13: Then, go to Advances>Advance Settlement and click on Sanction Number for submitting the settlement amount entered for approval.
- Step14: Verify the details and select check box and Click on Submit for Approval button.













Step15: A message "Settlement Submitted Successfully" will be displayed.

Step16: The approver will login and go to Advances>Advance Settlement and click on

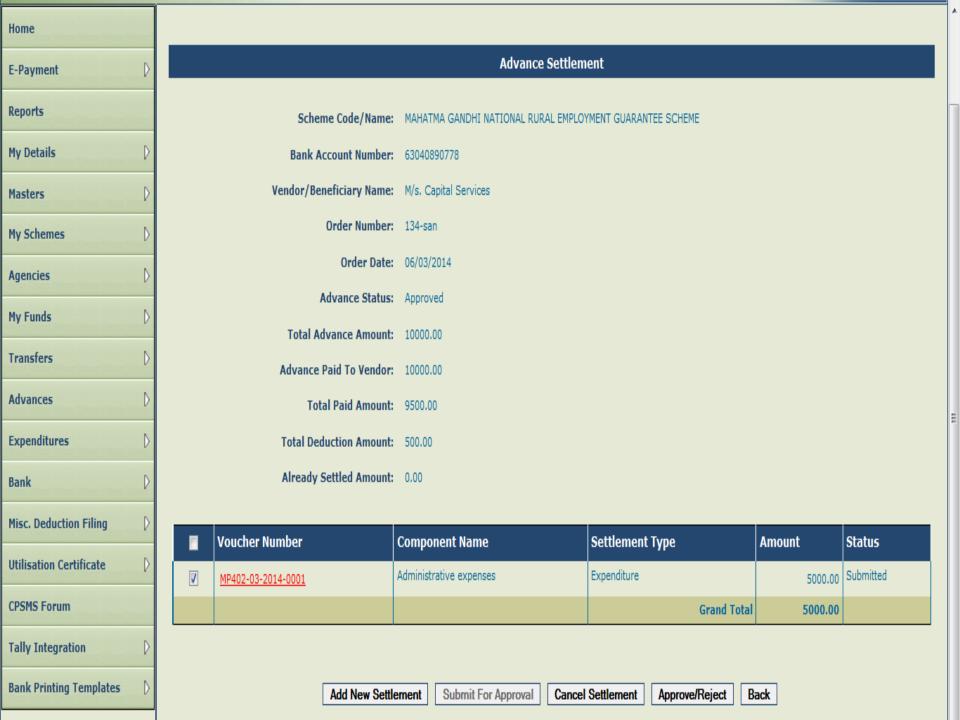
Sanction Number.

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

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.

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



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.

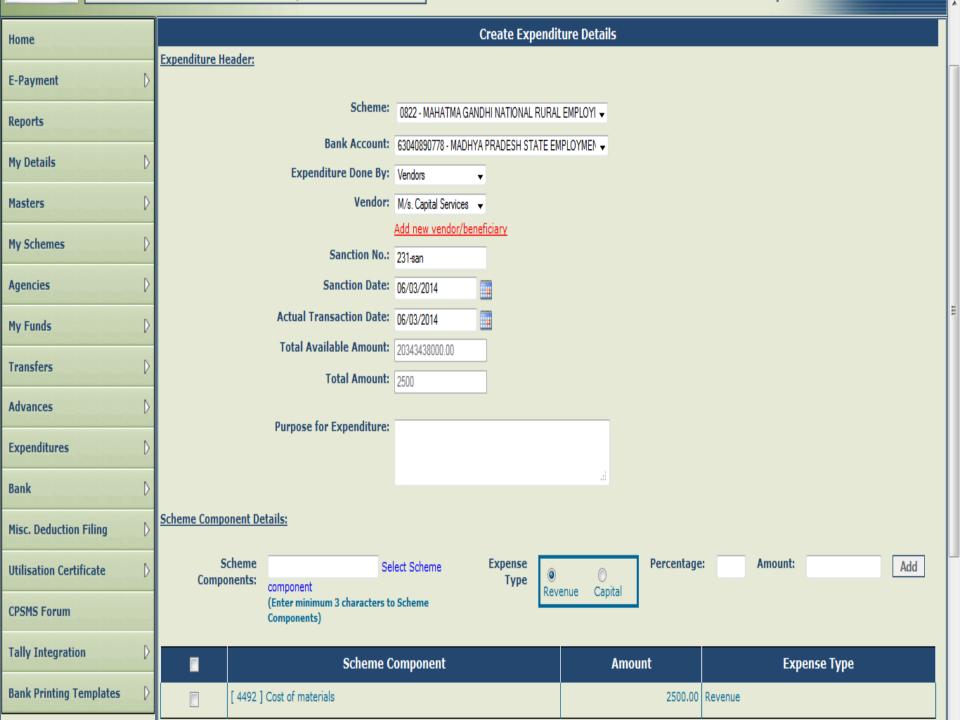
Step10: Select Scheme component

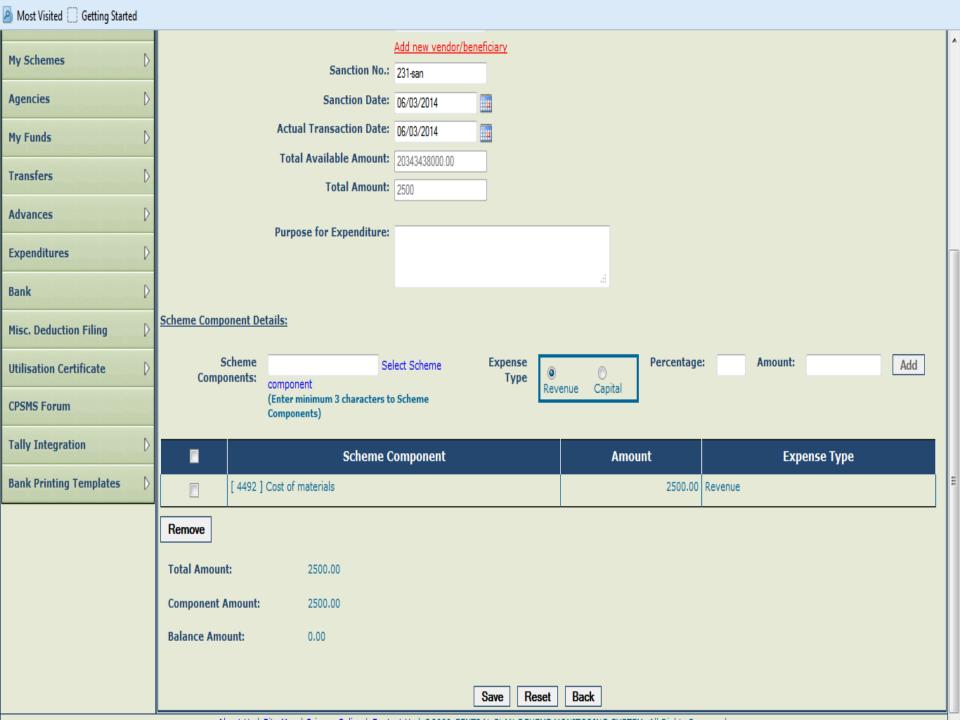
Step11: Select expense type.

Step12: Enter Amount or Percentage

Step13: Click on **Add** button. The gross amount and component/s amount should tally to proceed further.

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.

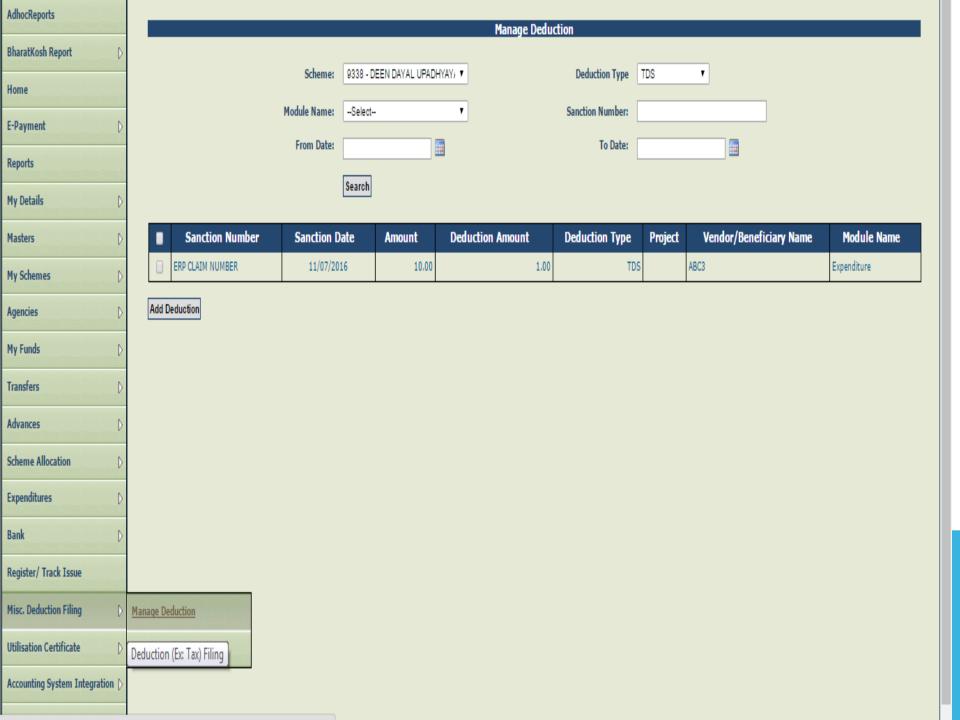


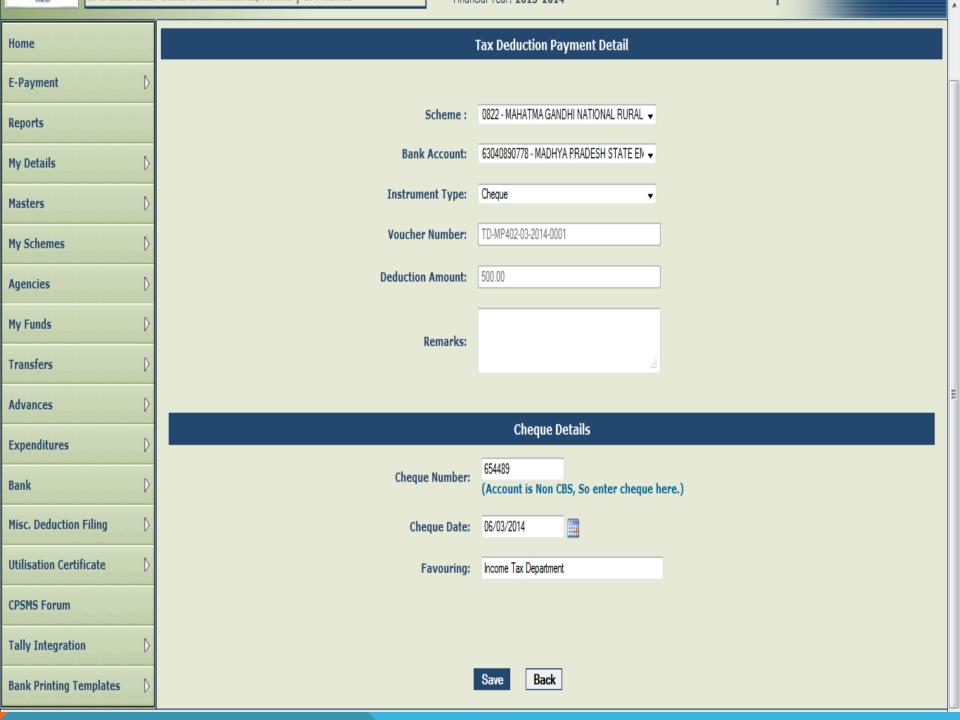


Step15: Upon saving the entry, the user will be prompted for entering the payee details. **Click 'Yes'** to proceed for entering payee details as explained in **"Transfer" and "Advance"** section.

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.
- 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





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

Step4: Select 'From' and 'To' account/cash, Transferring Amount,

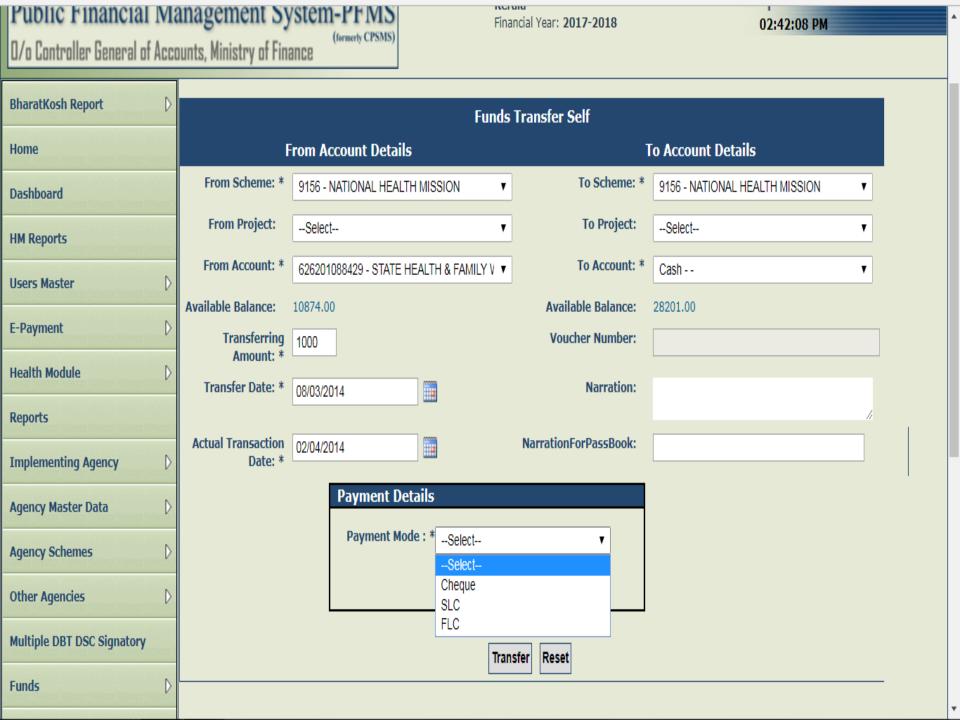
Instrument No. and Transfer date and Actual Transaction Date.

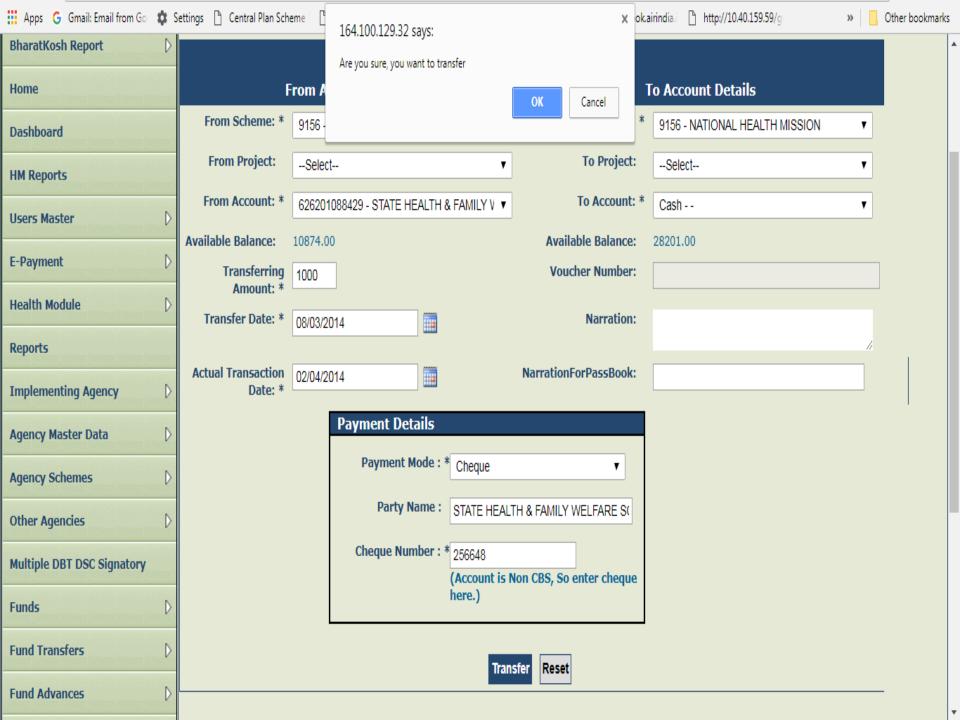
Step5: Select Payment Mode from the drop down list.

Step6: Click on Transfer button

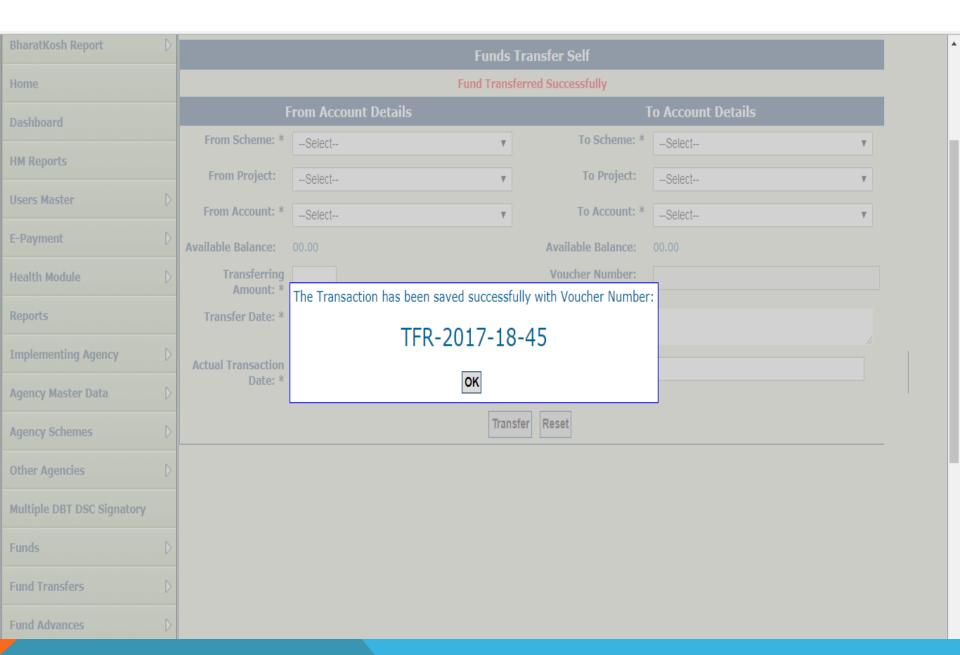
sides.

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

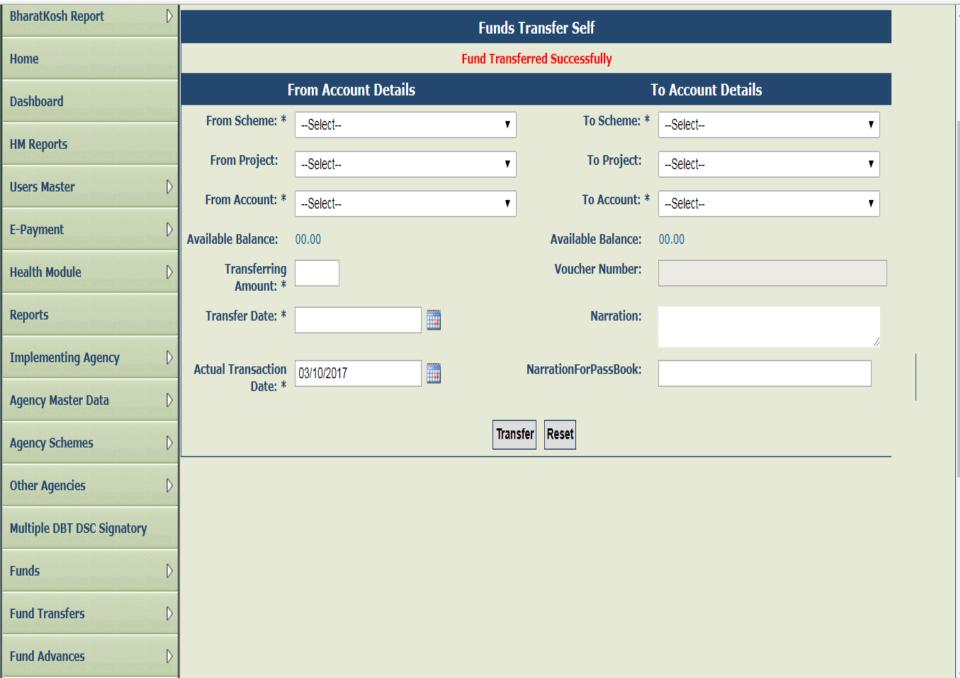




Step8: The message "The Transaction has been saved successfully with Voucher Number: TFR-XXXX-XX". Click on 'OK' button



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



PFMS PORTAL

- PFMS Portal can be accessed by login through https://pfms.nic.in
- The detailed information about PFMS is available on home page of this Portal.



Thanks