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Integrated Financial Management System

Online Bill Processing

Government of Punjab, India

User Manual, February-2012

Version 1.2

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Add		24	Add Pay bill, Pay bill for ministers, Pension bill and revised TA bill
Add			Add Change password/Forgot Password, Forest Bill, EMD bill, Conveyance Bill, PDPLA Bill, TA bill for foreign tours, TA bill for Employees(Outer only), Medical bills for retiree

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Document Revision List

Release Notice Reference (for release)

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About this Manual

This manual describes the Online Bill Processing module and its functionality.

Purpose

This manual has been written to help you understand and use the Online Bill Processing module.

Intended Audience

This manual is intended for the Scanning team to use OBP from DDO's Login and Business unit team to use Web applications.

Prerequisites

The following are the prerequisites for performing the tasks presented in this manual:

Functional	User is expected to have the functional knowledge of Online Bill Processing
Technical	User is expected to have basic knowledge about Internet and accessing an application through URL

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Acronyms and Abbreviations

Abbreviation/Acronym	Description
HOD	Head of Department
DoF	Department of Finance
DTO	District Treasury Officer
GOP	Government of Punjab
CO	Controlling officer
DDO	Drawing and Disbursement Officer
TO	Treasury Office

1   Introduction

This chapter presents an overview of the Online Bill Processing, developed in Integrated Financial Management System (IFMS) as part of the common applications.

1.1. About Online Bill Processing

The IFMS Online Bill Processing module will give the opportunity to the DDO to submit the bill online.

1.2. About this User Manual and Users

This guide contains all information needed to familiarize the user with the features and functionality of the Online Bill Processing. To give User a feel of the application's Graphical User Interface (GUI), it includes screenshots wherever relevant. The intended users of this guide are all DDO's, Data entry Clerk and Verifiers of all Districts of Punjab state.

1.3. Conventions used in this User Manual

It is necessary to be familiar with the conventions used in this guide in order to fully and easily Understand the module.

The conventions used in this document are as follows:

- "Window" refers to screens that are big and do not generally contain commands or options.

- "Dialog box" refers to screens that contain sets of command and option buttons.

- The sign → indicates the navigation path from a menu to the subsequent submenu(s).

- The verb "enter" has been used for field values that have to be either typed in or selected from list boxes.

- The verb "type" has been used for field values that have to be typed in.

- Bold type has been used to highlight names of menus, windows, tabs, buttons, options, list boxes, fields, keys and points of emphasis. Notes and Supplemental Information sections have been used to provide related but important information.

- Notes and Supplemental Information sections have been used to provide related but important information.

2 Bill Preparation by Data Entry Clerk

The following are the steps to be followed for Bill Preparation.

1. When the user enters the URL in the browser, a login screen for E-input application appears.

2. Login to the system by entering correct **User Name** and **Password**. And Click on **Submit**.

Figure 1: Login screen

Change password.

Figure 2: Change Password.

To unlock the account click on Forgot password.

Figure 2: Unlock Account-I.

Enter the username, birth date and date of joining.

Figure 3: Unloc

Figure 4: Logout

2.1 Bill Selection

The Data Entry Clerk will receive the claims of the employees or the retirees either physically or through the HRMS application. The Clerk will then select the Bill based on the type of claim received by the claimant.

The link for bill selection is as shown below:
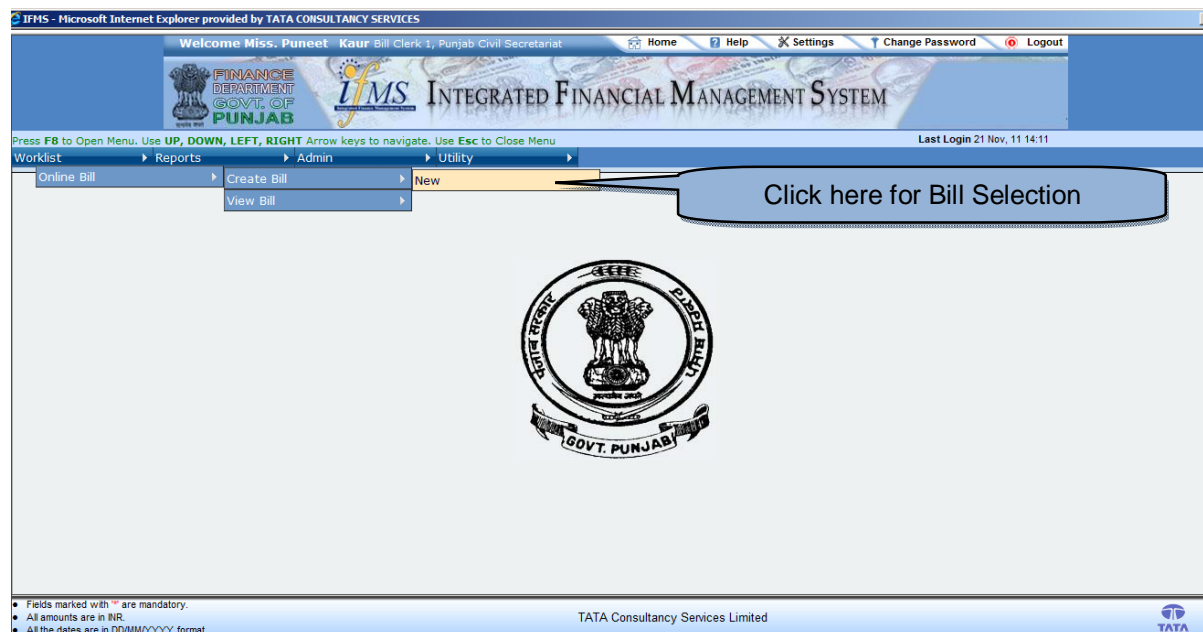
Figure 5: Bill Selection Link

When the user clicks on **New** he is directed to the screen shown below:
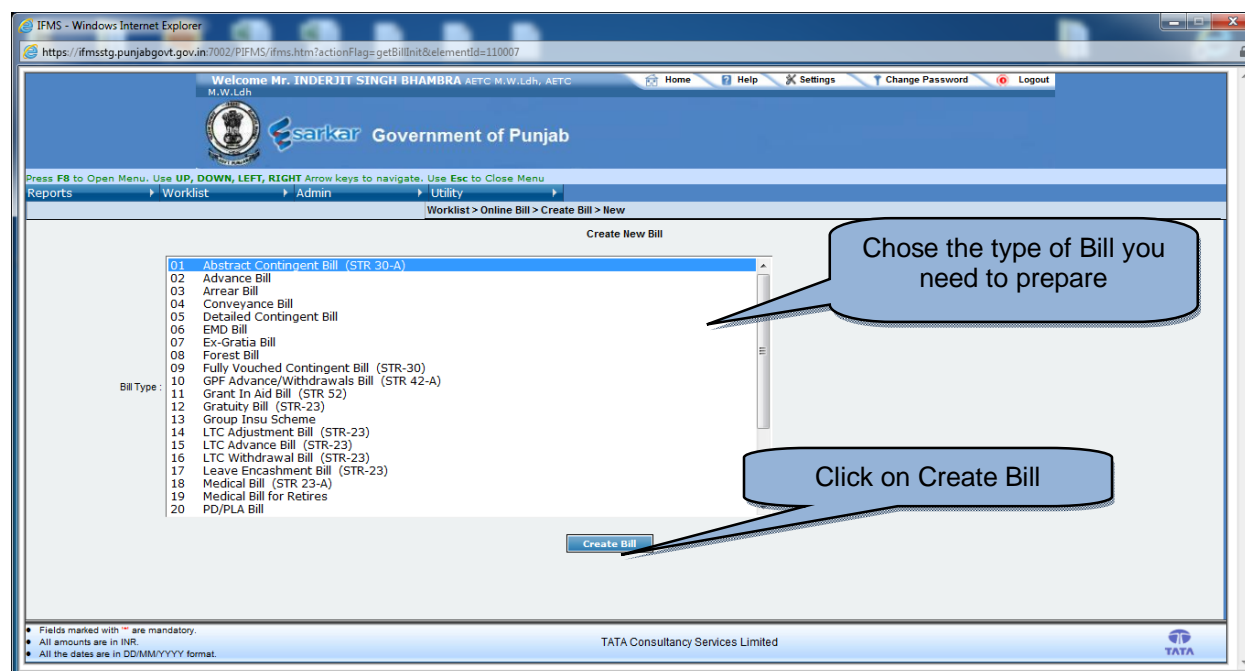
Figure 6: Bill Type Selection

The user selects the type of bill he/she needs to prepare and clicks on **Create Bill**.

2.2 Bill Creation

Each bill will have two sections:
1) The first section will be common to all the specified bills.
2) The second section will be Bill specific based on the type of Bill that is selected initially.

Budget Detail Screen (Common for all bills):

Figure 7: Budget detail screen- Common for all bills

2.3 ECS Info

Click on ECS Info (electronic clearance system)

Figure 8: ECS info 1

Fill all the mandatory fields (having asterisks).

Figure 9: ECS Info 2

Fill in the whole details of ECS by clicking on add row.

Figure 10: ECS Info 3

Payment type is auto generated field.

- EFT for state bank of India having amount less than 200000
- NEFT for any other bank and RTGS for amount exceeding 200000.

Figure 11: ECS Info 3

2.4 Upload ECS Party Excel Data Internet Setting

Please follow the below setting in internet explore for upload the Beneficiary details in excel file:

For Excel ActiveX object :
Go through the Internet Explorer, Tools and Internet options.
Go to the Security tab, for the relevant zone,
"custom level" - means If Application on Intranet then --> Local intranet like Our Application
"custom level" - means If Application on internet then --> Trusted sites plus Internet
and
check the ActiveX settings.
1 .Setting "Initialize and script ActiveX controls not marked as safe for scripting" to "Prompt" fixed this problem for me
2 ."Prompt" Allowed Activex & Download
3 ."Enable" Include local directory path when uploading files to a server.

Settings for ECS Excel Upload

1. Open Internet Explorer
2. Go to Tools and click on Internet Options
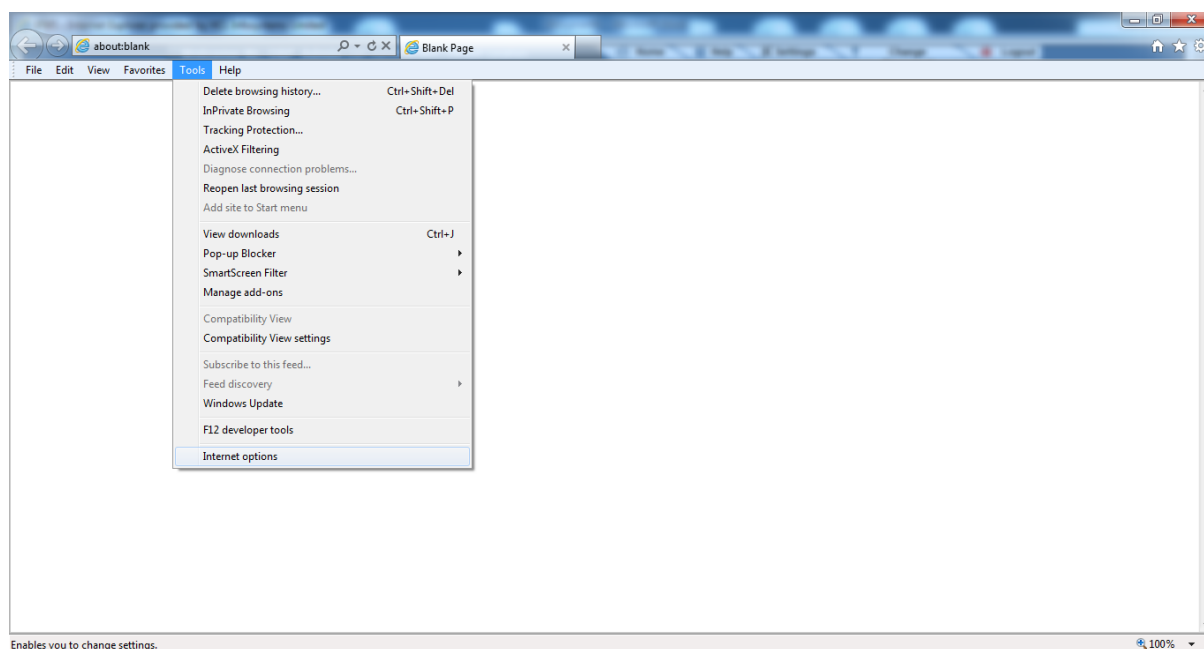
Figure 12:ECS Party upload excel setting

1. After clicking on Internet Options new window will appear, In new Window Click on Security Tab
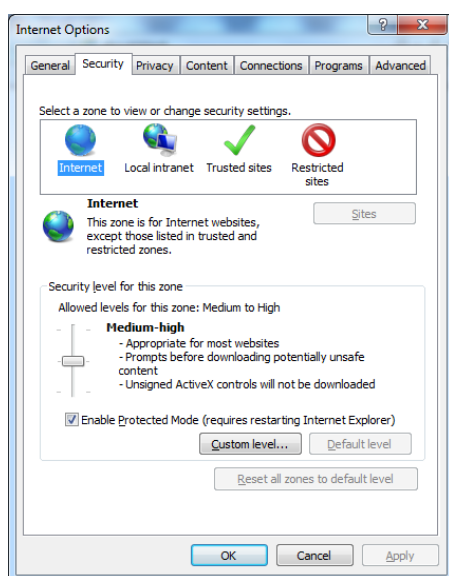
Figure 13: ECS Party upload excel setting 2

2. Now click on custom level new window will appear
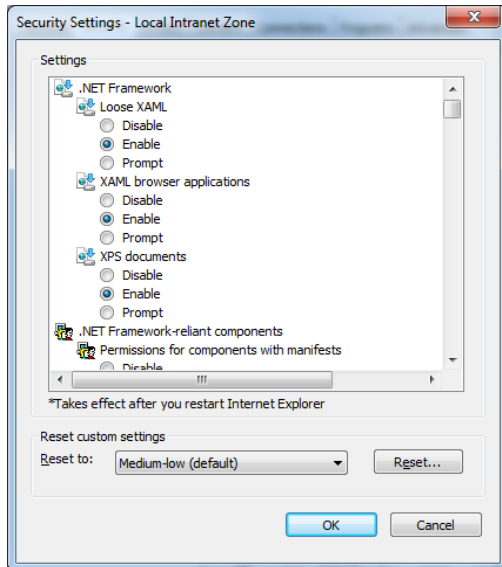
Figure 14: ECS Party upload excel setting 3

In New Window, Go to ActiveX option and do the settings according to screen Shot
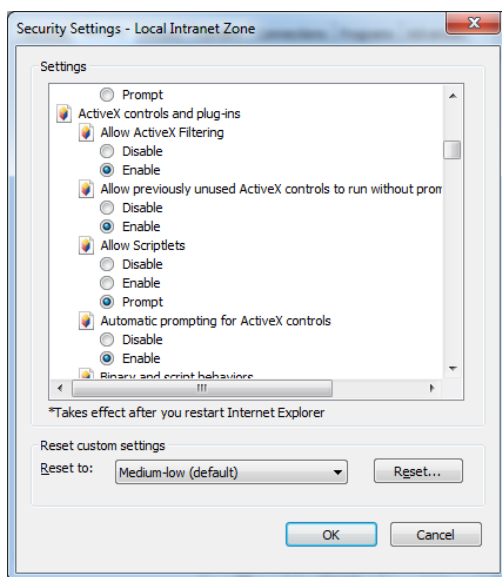
Figure 15: ECS Party upload excel setting 4
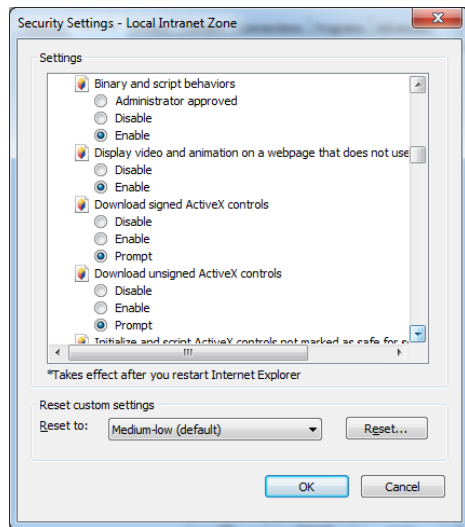
Figure 16: ECS Party upload excel setting 5
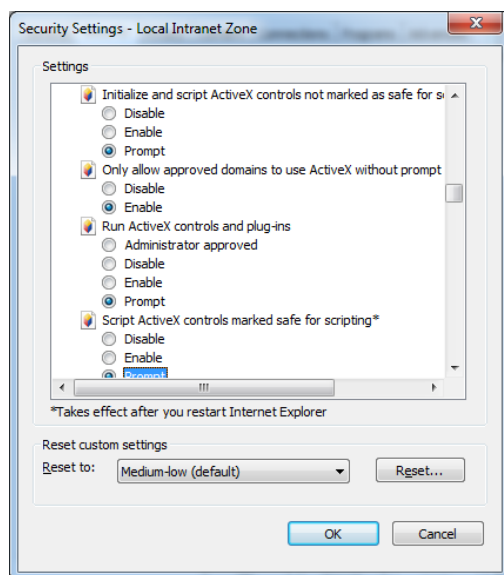
Figure 17: ECS Party upload excel setting 6
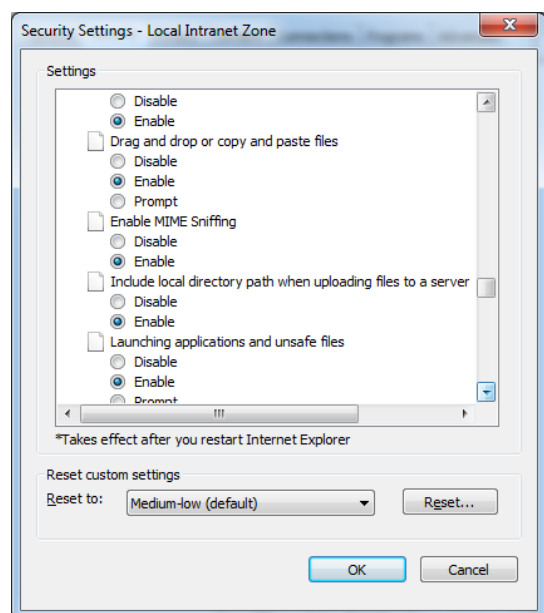
Figure 18: ECS Party upload excel setting 7
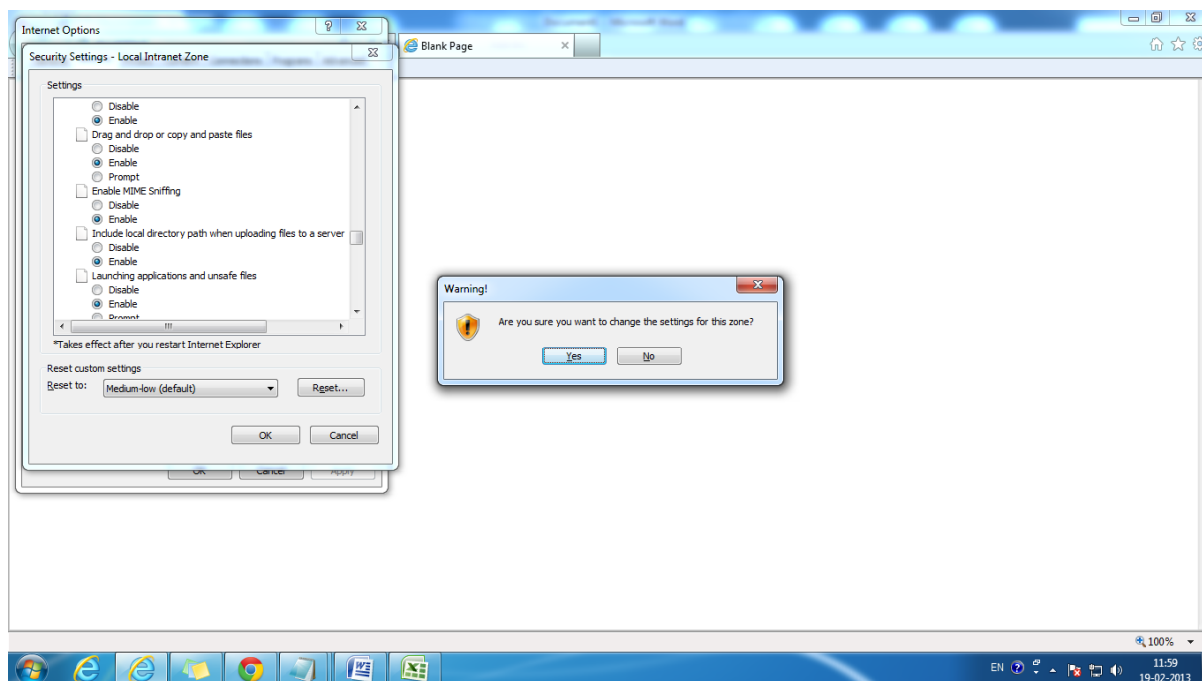
Figure 19: ECS Party upload excel setting 8

After doing all the settings as per given above click on ok button , after clicking on Ok button system will show prompt message as shown above. Now click on yes button

Now Go to Local Intranet Tab
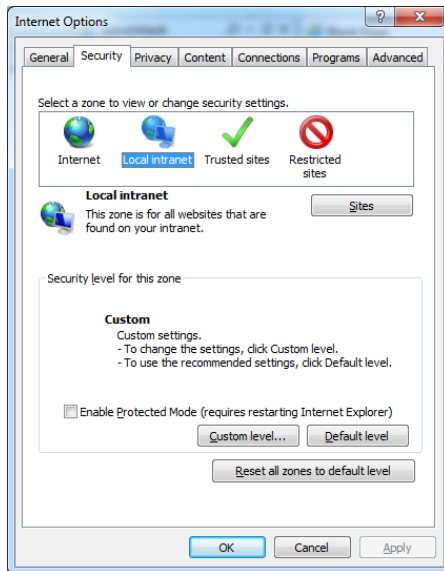
Figure 20: ECS Party upload excel setting 9

Click on Custom Level New Window will appear
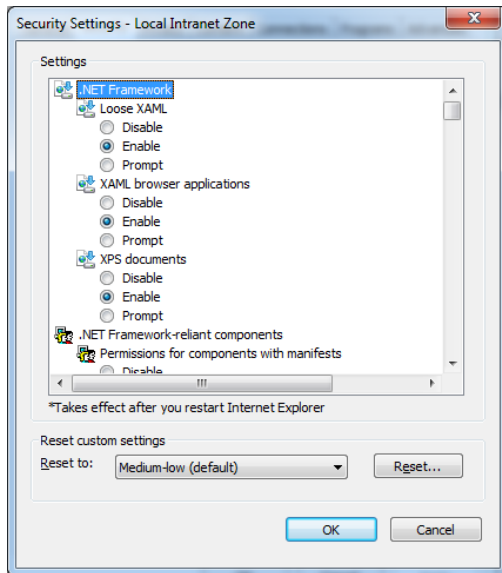
Figure 21: ECS Party upload excel setting 10

In New Window, Go to ActiveX option and do the settings according to screen Shot
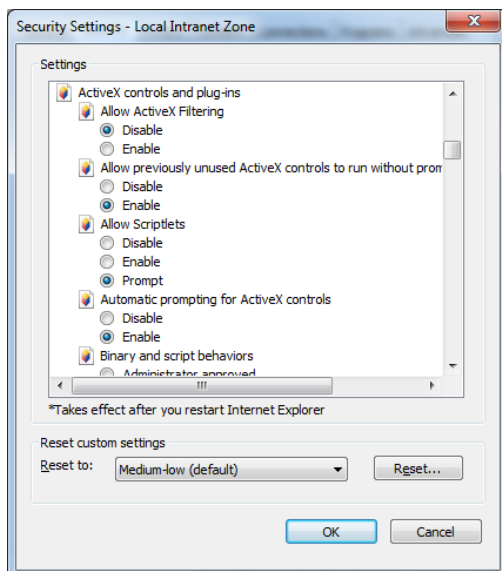
Figure 22: ECS Party upload excel setting 11
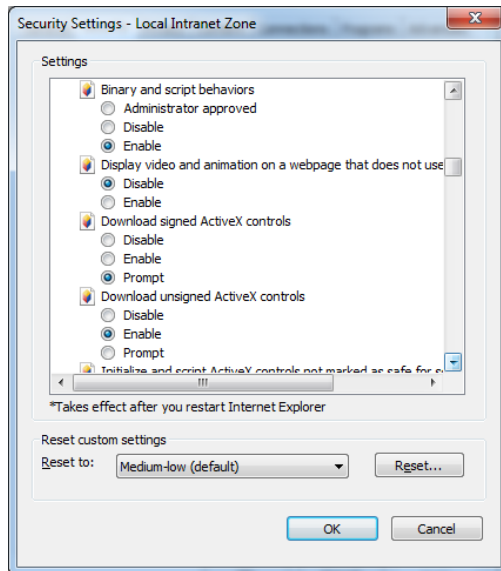
Figure 23: ECS Party upload excel setting 12
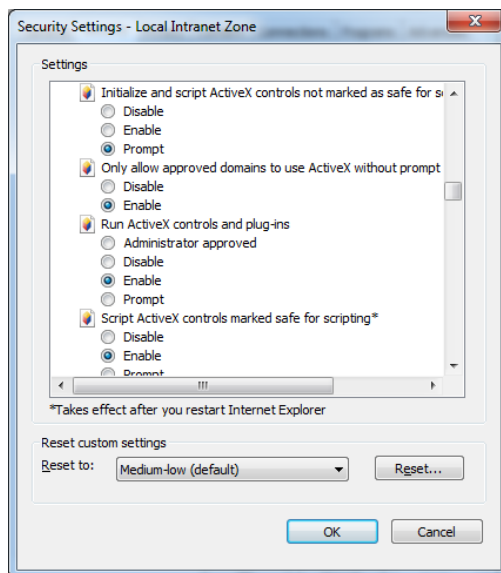
Figure 24: ECS Party upload excel setting 13
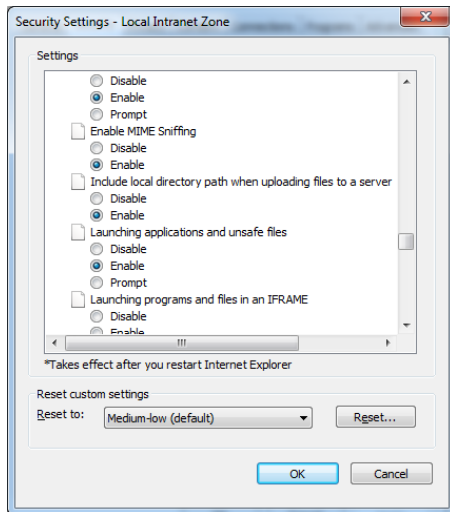
Figure 25: ECS Party upload excel setting 14
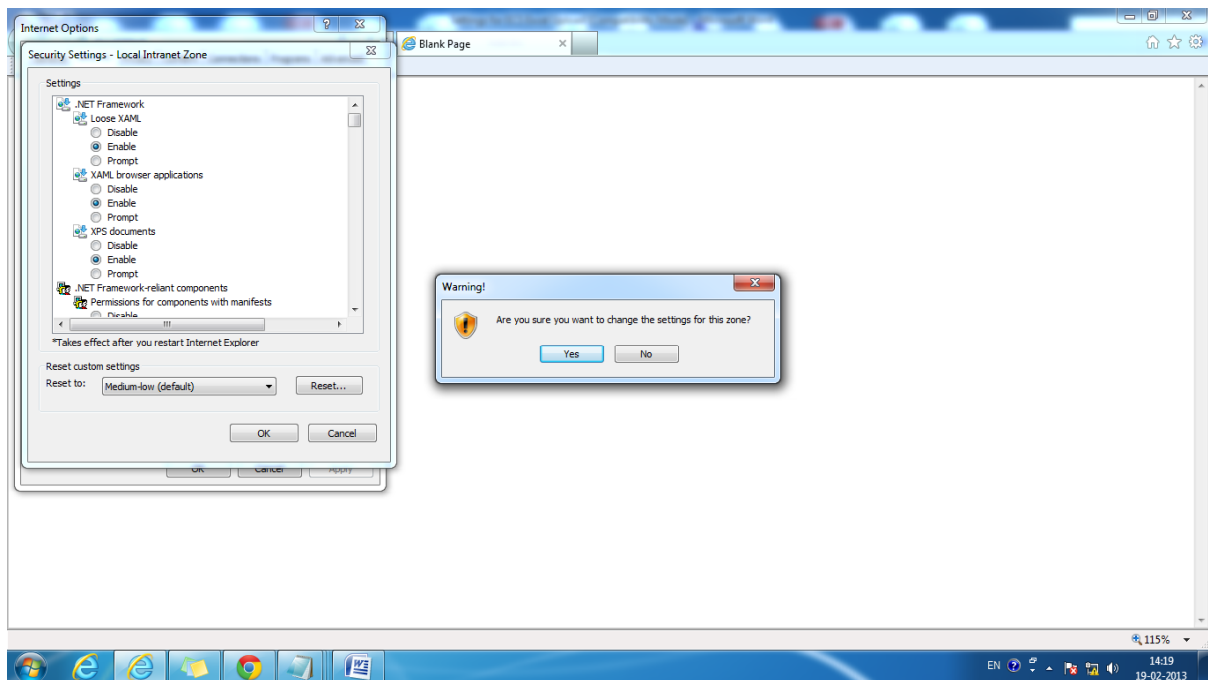
Figure 26: ECS Party upload excel setting 15

After doing all the settings as per given above click on ok button , after clicking on Ok button system will show prompt message as shown above. Click on yes button

After doing all these settings, you can upload excel file.
If the data exceeds the limit of rows then you can upload an excel sheet containing required information.

Figure 27: ECS Upload 1

Click on browse to search the excel sheet and upload it.

Figure 28: ECS Upload 2

Click on the file name to upload and click on open.

Figure 29: ECS Upload 3

Click on Fill Data to upload the excel sheet, an alert will populate for further processing. Click on yes for successful uploading of file.

Click on Fill Data.

Figure 30: ECS Upload 4

On Clicking yes a new alert will populate on the screen then again click on yes.

Figure 31: ECS Upload 5

On clicking yes file will be successfully uploaded with required information.

Figure 32: ECS Upload 6

Abstract Contingent Bill Creation

Figure 33: Outer form of Abstract Contingent Bill

The inner form of Abstract Contingent Bill will be

Figure 34: Inner form of Abstract Contingent Bill

The Budget detail screen (Outer form of bill) for all the bills will be the same. Only the inner form will be specific to the type of bill selected. So for the remaining bills we will be looking at the inner form.

Advance Bill Creation

Figure 35: Inner form of Advance Bill

Arrear Bill Creation

Figure 36: Inner form of Arrear Bill

Conveyance bill

Figure 37: Inner form of Conveyance Bill

Detailed contigent bill

Figure 38:Inner form of Detailed Contigent Bill.

Emd bill

Figure 39: Outer form of EMD Bill-I.

Figure 40: Outer form of EMD Bill-II.

Ex-Gratia Bill Creation

Figure 41: Inner form of Ex-Gratia Bill

Forest bill

Figure 42: Outer form of Forest Bill.

Fully Vouched Contingent Bill

Figure 43: Inner form of Fully Vouched Contingent Bill

GPF Advance/Withdrawal Bill

Figure 44: Inner form of GPF Advance/Withdrawal Bill

Grant in Aid Bill

Figure 45: Inner form of Grant in Aid Bill

Gratuity Bill

Figure 46: Inner form of Gratuity Bill

GIS Bill

Figure 47: Inner form of GIS Bill

LTC Adjustment Bill

LTC Adjustment Bill is used when LTC Advance is greater than the LTC claimed. Gross amount 0 bill is prepared.

Figure 48: Inner form of LTC Adjustment Bill

LTC Advance Bill

Figure 49: Inner form of LTC Advance Bill

LTC Withdrawal Bill

Figure 50: Inner form of LTC Withdrawal Bill .

Leave encashment bill

Figure 51:Inner form of Leave Encashment Bill.

Medical Bill

Figure 52: Inner form of Medical Bill

Medical bill for retirees

Figure 53:Inner form of Medical Bill For Retirees

PD/PLA bill

Figure 54: Outer form of PD/PLA Bill.

Pay Bill

Enter Basic pay, Grade pay and allowances

Total deduction will be auto populated based on Budget detail screen

Figure 55: Inner form of Pay Bill (To enter consolidated amount of all employees)

Pay Bill for minister:

Enter name and

Enter salary and allowances

Enter TO BT and AG BT

Gross amount, Total deduction and Net amount will be auto populated

Figure 56: Inner form of Pay Bill for minister

Payment bill

Figure 57: Inner form of Payment Bill.

Pension Bill:

Figure 58: Inner form of Pension Bill

We will take the example of **Grant in Aid** bill to understand the whole cycle of Online Bill Processing.

Figure 59: Outer form of Grant in Aid Bill for complete cycle of OBP

The Data entry clerk selects whether the bill is for Employee or DDO, enters the **Bill No.** and expenditure head structure. Data Entry Clerk also selects the type of cheque to be prepared and enters the relevant cheque details.
Data Entry Clerk then clicks on **STR 52 Details** for accessing the inner form.

Figure 60: Inner form of Grant in Aid Bill for complete cycle of OBP

The Data entry clerk then enters the details of Grant in Aid bill as per the details received by him. He/ She may add attachment and remarks if any. After entering the details the user clicks on **Save** and then on **Close** to return to main menu.

Refund Bill

Figure 61: Inner form of Refund Bill

TA Bill for Foreign tours

Figure 62:Inner form of TA bill for Foreign Tours.

TA Bill for Ministers

Figure 63: Inner form of TA Bill for Ministers

TA Bill for Employees(new)

Figure 64: Inner form of TA Bill for Employees- I

TA Bill for Employees

Figure 65: Inner form of TA Bill for Employees- II

TA Bill for Employees(continued)

Figure 66: Inner form of TA Bill for Employees- III

TA Bill for Employees (continued)

Figure 67: Inner form of TA Bill for Employees- IV

TA Bill for Employees(outer only)

Figure 68:Outer form of TA bill for Employees(outer only)-I.

Figure 69:Outer form of TA bill for Employees(outer only)-II.

2.5 Forwarding Saved Bill
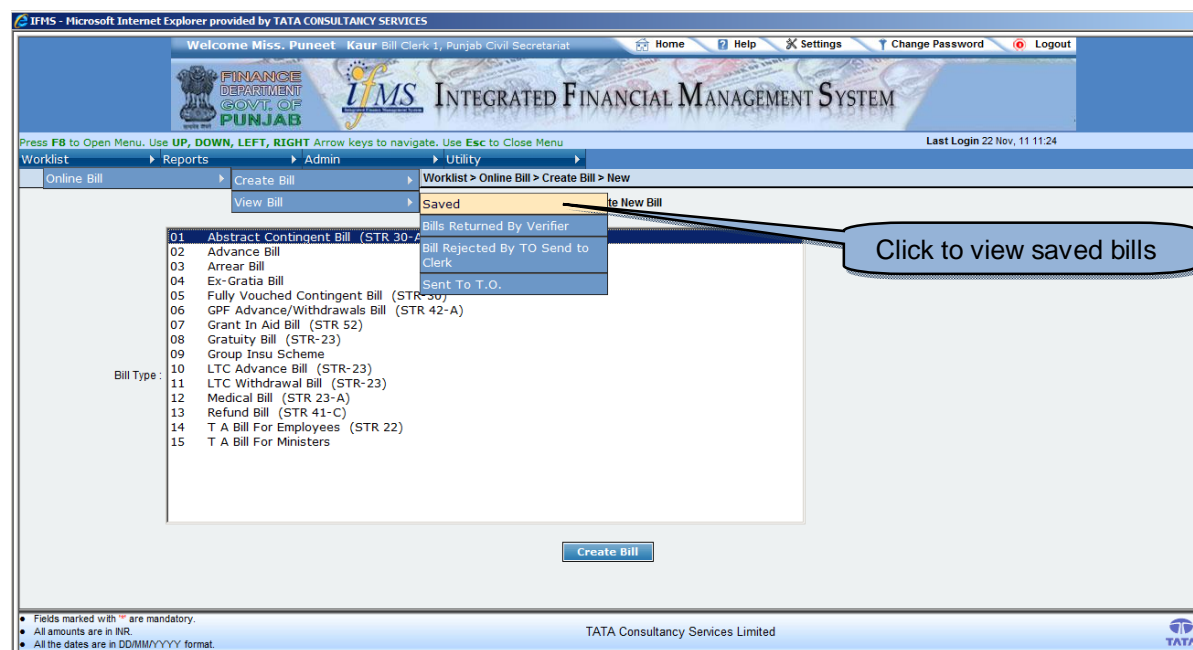
Figure 70: Link to Access Saved Bill

The saved bill screen is as shown below.
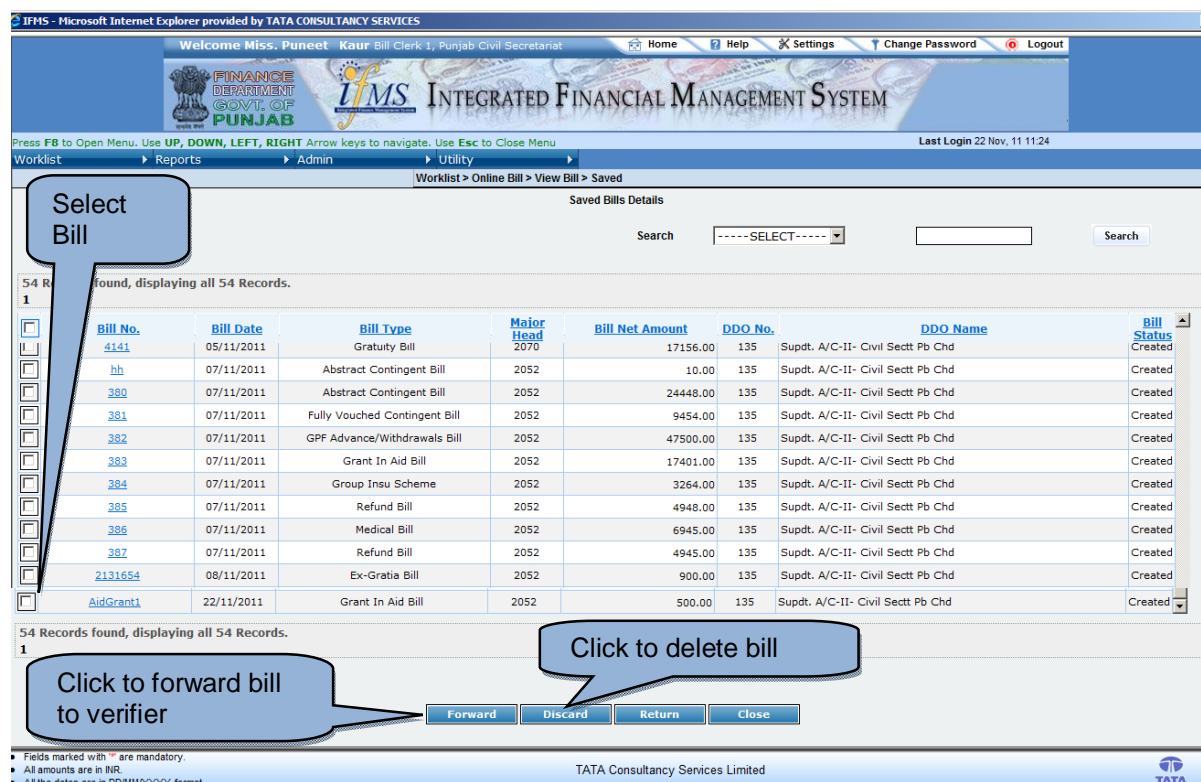
Figure 71: Saved Bill Details Screen

In the saved bill screen the user is provided with check boxes for bill selection along with provision to forward the bill to verifier or to delete it.

In order to forward the bill to verifier the user should select the bill he/she wants to forward by clicking on check box in front of that bill and then click on **Forward**. A popup window will appear, select the dealing assistant from the dropdown and click on **Forward**.
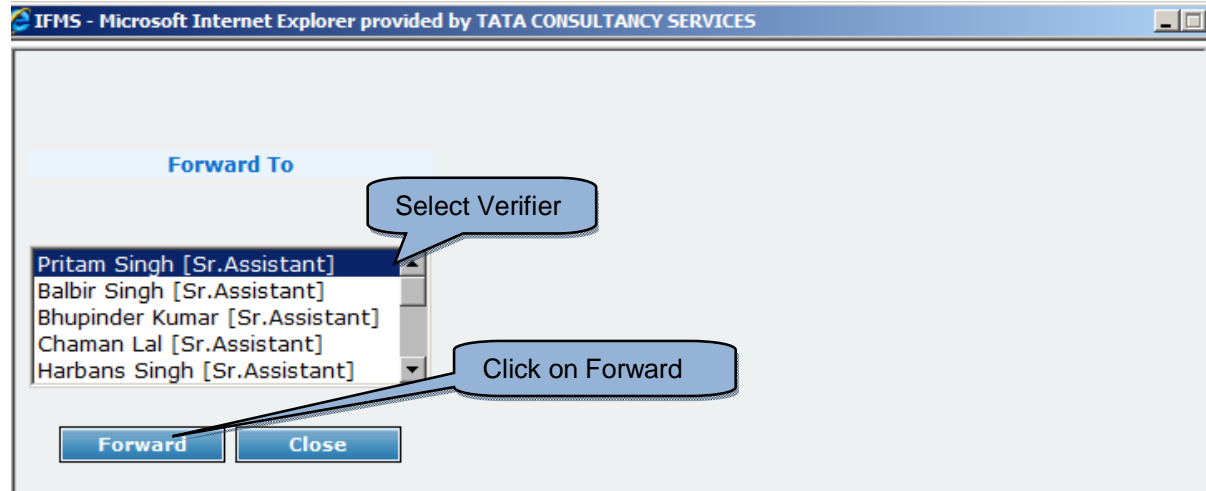
Figure 72: Selection of Verifier

Bill will be forwarded to the **Worklist** of selected verifier. And the following alert will be displayed.

Figure 73: Successful Forward Alert

3   Bill Verification

Bills forwarded by the data entry Clerk will be populated in the **Worklist** of Verifier. The link to access the saved bills is shown below:

Figure 74: Saved Bill Verification Link

When the user clicks on the above link he is redirected to the screen shown below:

Figure 75: Saved Bill Details Screen (Verifier Login)

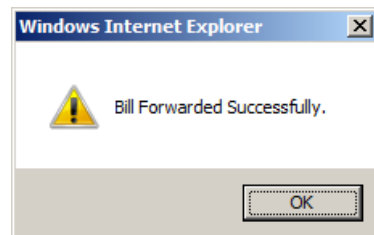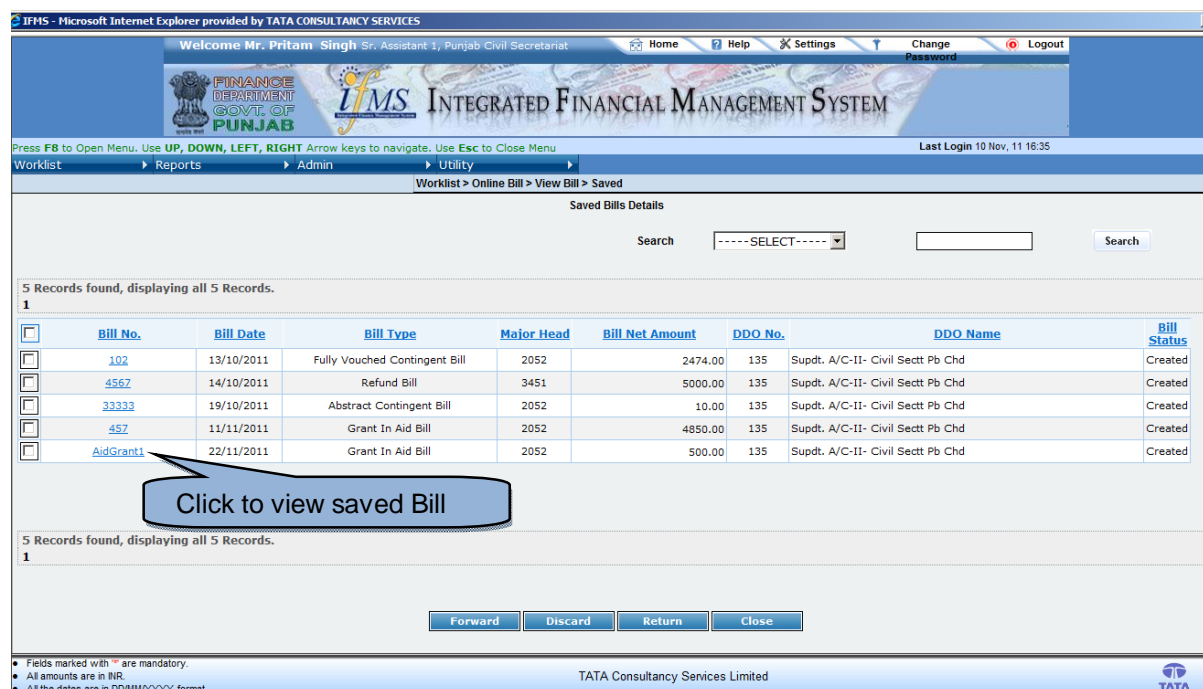If the user wants to view the bill, he can click on the bill no..He/ She may add remarks or see the remarks by previous user as shown below.

Figure 76: View Bill Details Screen (Verifier Login)

The user may add his/her remarks and click on **Save** to save bill. After saving the user may forward the bill to DDO for approval or may send it back to data entry Clerk for correction.

Figure 77: Bill Details Screen (Verifier Login)

If the user clicks on **Forward** then a popup comes for selecting the DDO to whom the bill is to be forwarded for approval. The user should chose the DDO and click on **Forward**.
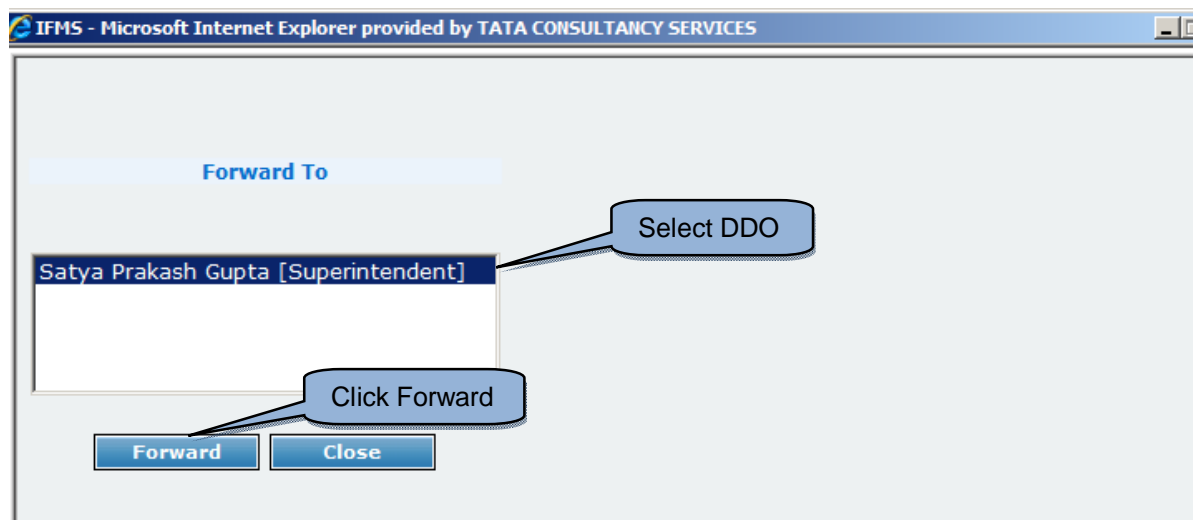

Figure 78: Approver selection

The following success alert comes and bill is sent to the **Worklist** of Approver.
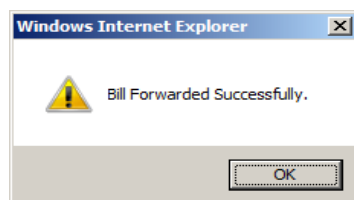

Figure 79: Bill Forwarded Successfully for Approval.

4 Bill Approval By DDO

Once verifier sends a bill for approval it starts populating in the **Worklist** of Approver. The link to access the bill is as shown below in DDO's login.
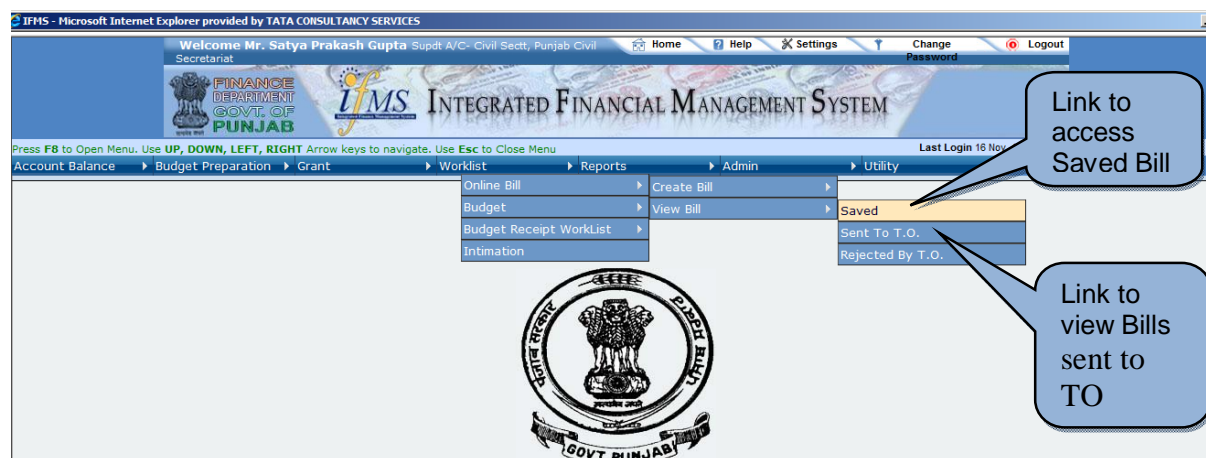

Figure 80: Saved Bill Approval Link

When the user clicks on above link he/she gets redirected to the Saved Bill Details screen. In it he/she can click on the link (Bill No.) to view the bill.
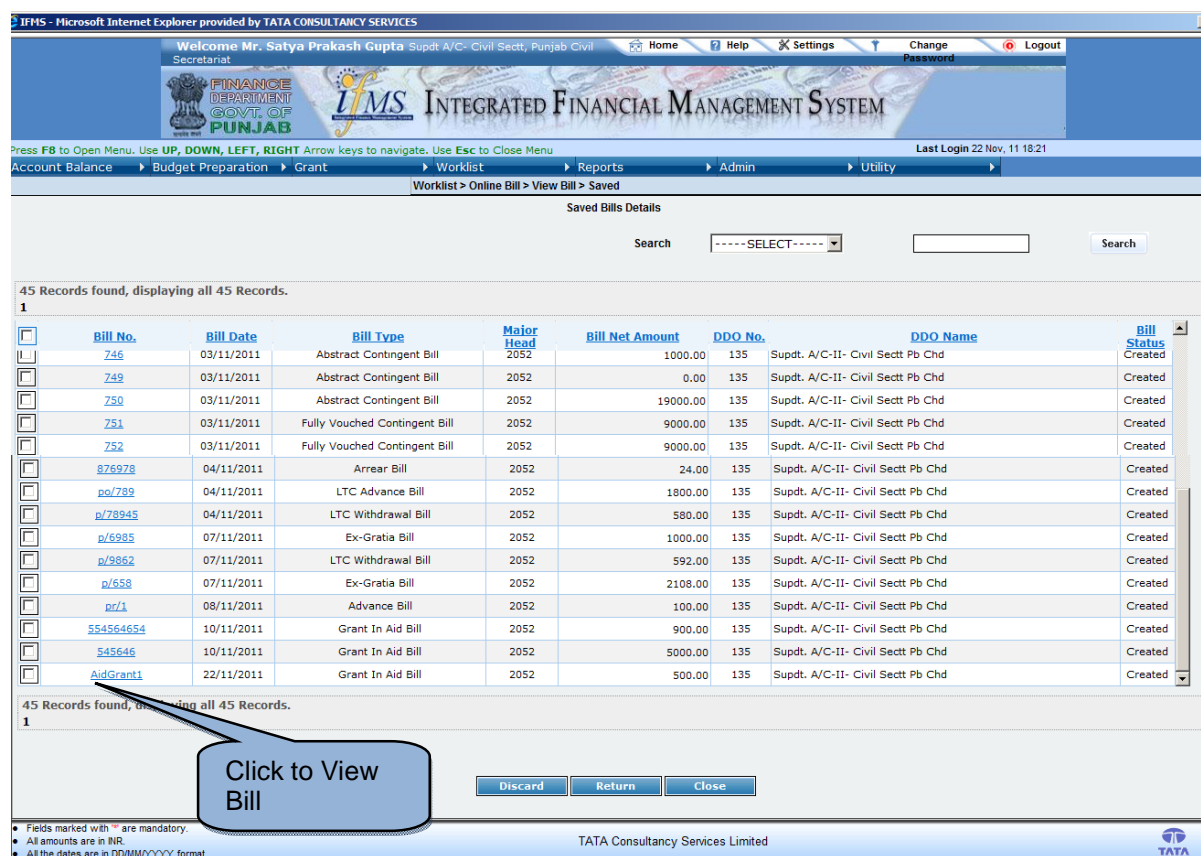

Figure 81: Saved Bill Details Screen

The bill as seen by Approver is as below:

Figure 82: Bill as seen by Approver

When the user clicks on **Approve** the **Submit To TO** button gets enabled. The user can then click on **Submit To TO** if he/she wants to send the bill to Treasury office. When the user clicks on **Submit To TO** the following alert displaying grant details gets displayed.
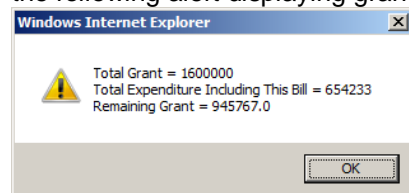

Figure 83: Submit to TO Alert Showing Grant Details

When the user clicks on **OK** in Alert, a popup comes on screen for forwarding the bill to TO.
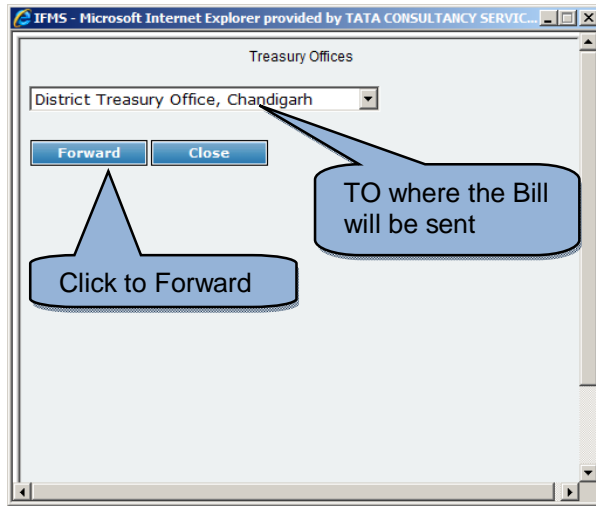

Figure 84: Forward to TO