



**TATA CONSULTANCY SERVICES**

काशी हिन्दू  
विश्वविद्यालय



**BANARAS HINDU  
UNIVERSITY**

[UserManualDocument](#)

[Version1.0](#)

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**Implementing e-Governance at Banaras Hindu University**

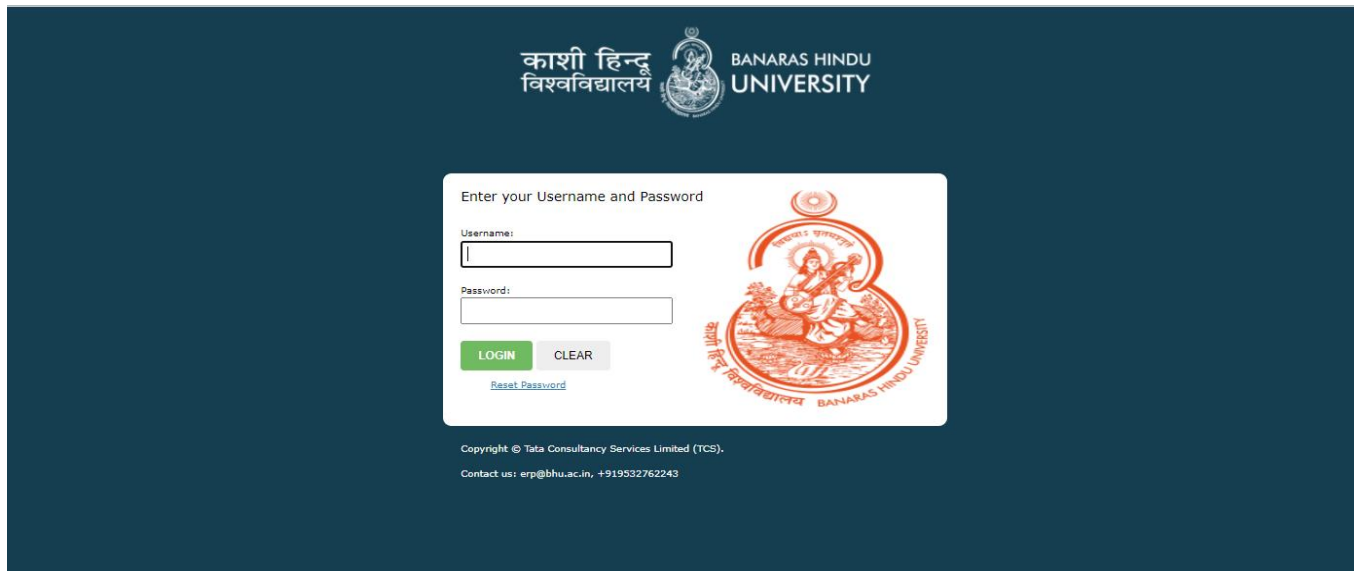
**IFMS MODULE**

## 1. Login

- openBrowser:

Enter URL: <https://erp.bhu.edu.in>

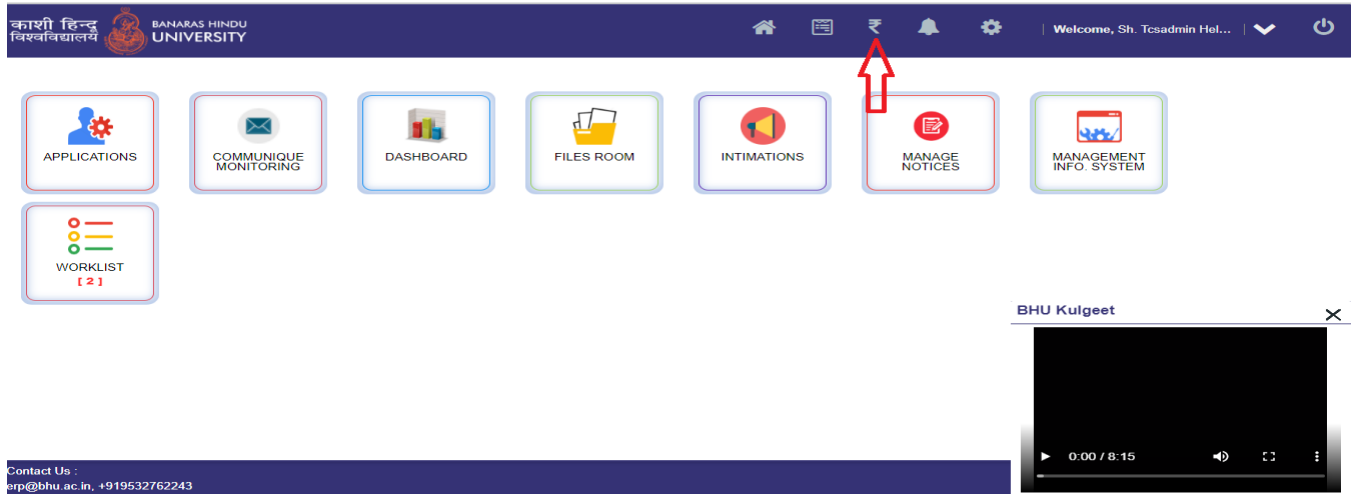
The following page will open in the system:



**Enter login credentials:** Using the login credential to enter in the system.

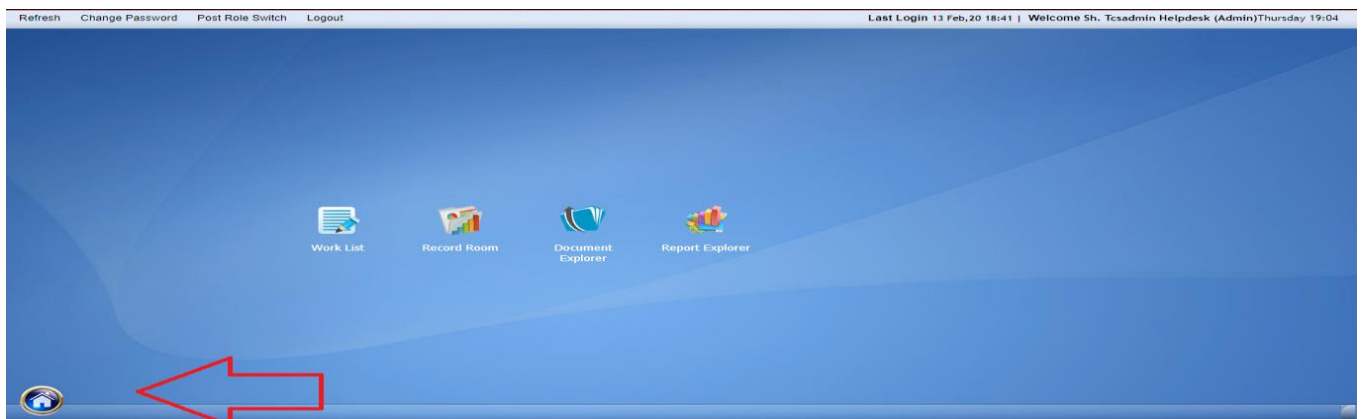
**Username**-Employee ID → **Password**-b (1<sup>st</sup> time login Password) → Click on **Login** Button

Click on **Rupay** symbol as shown in below figure

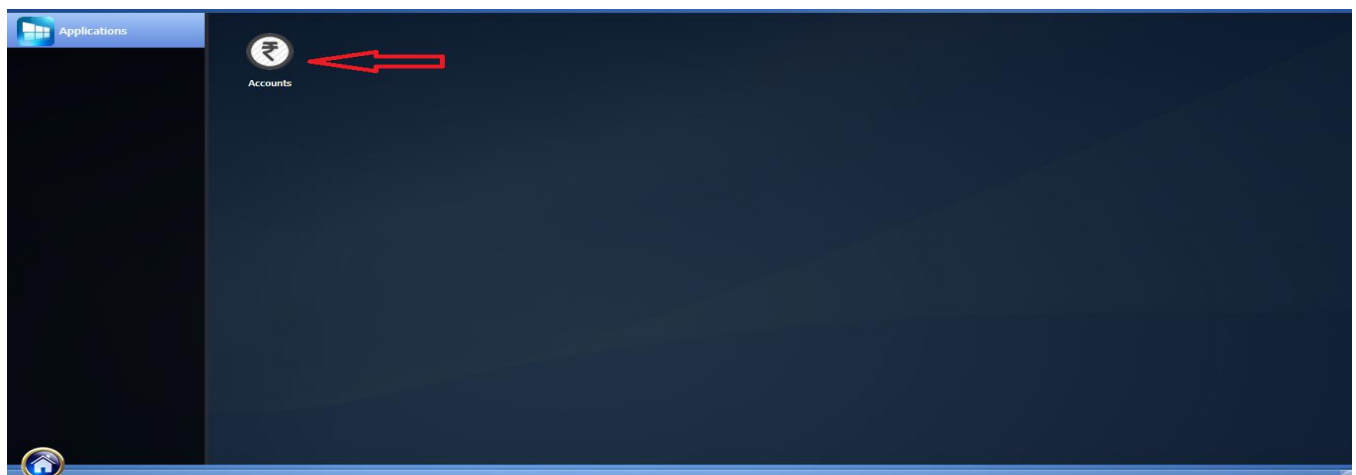


On clicking 'Rupay' Button, below screen will be displayed as shown inFigure.

Click on Home Page Symbol as shown in below image.



On clicking 'Home Button, below screen will be displayed as shown inFigure.



## 2. User Roles

Description of various roles is as follows:

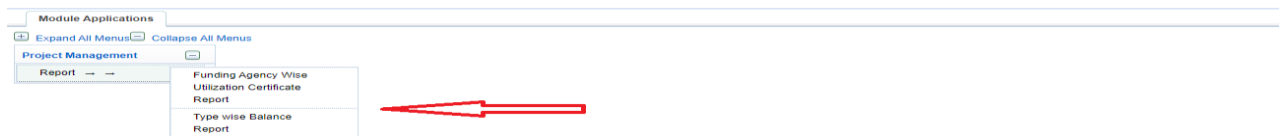
- An **Initiator** is the one who initiates the bill provides the required data, and submit the Application for approval.
- A **Verifier** is the ones who receive the Bill Application from the PI provides his comments, verifies and forwards the Bill for approval.
- An **Approver** is the one who has the authority to approve/reject a Bill after it has been received from the Verifier

## 3. IFMS Application

- The objective of IFMS Module is to automate the Finance processes of apply, approval and issuance of UC to the PI and COPI of BHU.

**Path: Home Button → Account Application → Project Management → Report**

- **PI and Co PI have to check the balance from this report as on 1<sup>st</sup> April 2020.**
- **If there is any issue regarding balance they have to contact Project Section.**



On click of Type wise balance report below screen will be displayed.

Project Management > Report > Type wise Balance Report

### Type wise Balance Report

Purpose \* : -- Select --  
Code :  
Type : -- Select --  
Category : -- Select --

Select columns to be displayed in the report

Sr No	Purpose	Category	Code	Type	Sanction Amount	Sanction Balance Amount	Available Balance Amount for Expenditure	Advance Fund
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: Parameter marked with a "\*" are mandatory

On click of Funding Agency wise Utilization Certificate report below screen will be displayed.

Project Management > Report > Funding Agency Wise Utilization Certificate Report Back

### Funding Agency Wise Utilization Certificate Report

Funding Agency Name :  Purpose \* : -- Select --

Project Code :

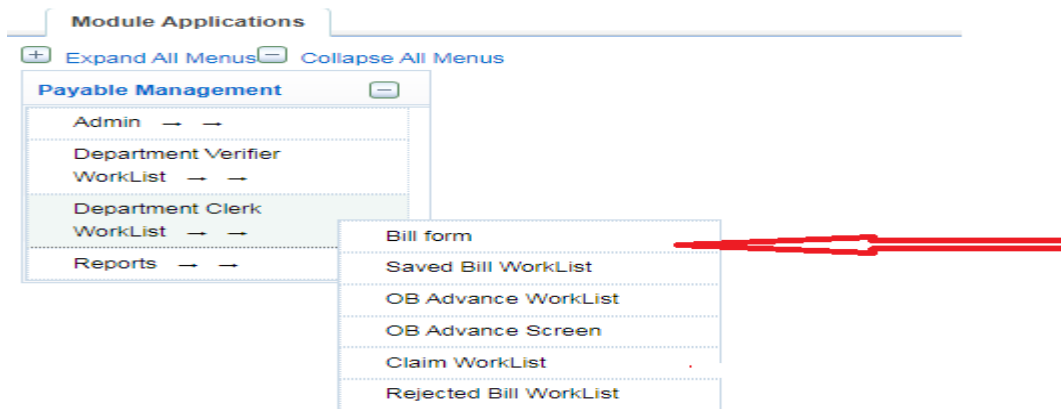
Select columns to be displayed in the report Select All Clear All

Sr No	Funding Agency Name	Code	PI	PFMS Scheme Code	Sanction Number	Total Sanction Amount	Type	Type-wise Sanction Amount	Sanction Balance Receivable	Total Receipts	Total Advances	Total Advances Settled	Advances remaining to be settled	Total Payments	Balance Available for Expenditure
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note: Parameter marked with a "\*" are mandatory

Generate Report Reset

- If PI and CoPI has verified his balance as on 1<sup>st</sup> April then he/she have to process the bill or Receipt(From Different Screen) from below screen.
- On click of Department Clerk Work list, the below screen will be displayed, select the Bill form below screen will be displayed



On click on Bill form, below screen will be displayed.

- In Department Bill Information section user have to select the Bill Type, Bill Category, Inward Section and Mode of Payment.
- In Beneficiary Details Section, User will select the Beneficiary Type.

NOTE : (+) for Vendor Help Screen, (\*) for COA Help Screen, (F2) for Project Help Screen, (F3) for Budget Help Screen.

**Department Bill Information**

Department Bill Information

Financial Year: 2020-2021      Department Code: 347      Department Description: Trauma Center

User ID: 1354419      User Name: Chattu Lal Yadav      Inward Section: --Select-- \*

Bill Type: --Select-- \*      Bill Category: --Select-- \*      Mode Of Payment: --Select-- \*

**Beneficiary Details**

Beneficiary Type: Vendor

Beneficiary Code	Beneficiary Name	Sub-Jedger Name	Address	Bank MICR Code	Bank IFSC Code	Bank Name	Account Number	PFMS Beneficiary Code

Add Row   Delete Row

- User will enter the Beneficiary code and the Amount.
- In COA Transaction Details section user will enter COA details.

**COA Transaction Details**

Revenue Fund-100-DEFAULT DEPARTMENT-SUNDRY CREDITORS-

Major Head Code	Department	Minor Head Code	Vendor/Employee	Credit/Debit	Amount	Action	Debit	Credit
01	347-Trauma Center	40028	A00006	Debit	1000.00	Delete	1,000.00	
	----SELECT----			----SELECT----				
01	100-DEFAULT DEPARTM	19999		Credit	1000.00	Delete		1,000.00
	----SELECT----			----SELECT----				

Total Debit Upper: 1,000.00      Total Credit Upper: 0.00      Total Lower: 1,000.00

Total Debit: 1,000.00      Total Credit: 1,000.00

- In this section user will enter the project code details and click on Add Button.

**Code Information**

Bill Category	Code	Type	Description	PFMS Scheme Code	Amount Receivable from Funding Agency	Advance Balance Amount Before this bill	Balance Available for Expenditure before this Bill	Amount for this bill	Advance Balance amount after this bill	Balance Available for Expenditure after this bill
Project		--Select--			0.00	0.00	0.00	0.00	0.00	0.00

Add

Bill Category	Code	Type	Description	PFMS Scheme Code	Amount Receivable from Funding Agency	Advance Balance Amount Before this bill	Balance Available for Expenditure before this Bill	Amount for this bill	Advance Balance amount after this bill	Balance Available for Expenditure after this bill	Action
Project	P-07/0678	Equipment	Amelioration of saline. vermicompost		100.00	0.00	4,94,533.00	1,000.00	0.00	4,93,533.00	

Gross Amount: 1,000.00

- Bill Form- Budget Information Section, Particular Section and Sanction section.

**Budget Information**

Bill Gross Amount  Bill Deduction Amount  Bill Net Amount

Sr No.	Major Code	Department Code	Minor Code	Budget Amount	Budget Cut Release Amount after considering Earmarked and OB Balance	Expense Bef. This Bill	Expense of this Bill	Net Budget Balance	Net Budget Cut Release Amount after considering Earmarked and OB Balance
1	01-Revenue Fund	347-Trauma Center	40028-31.5 OUTSOURCING OF STAFF /CONT.STAFF - TC	75,00,000.00	38,24,200.00	0.00	1,000.00	74,99,000.00	38,23,200.00

**Particular Details**

Particulars  Remarks

Remarks for Passbook

**Sanction Section**

Sanction Authority  Sanction Order Number  Sanction Date  Sanction Amount

Click on save bill button. Below screen will be displayed.

**Accounts**

Show 10 entries

Bill Ref No	Bill Date	Bill Category	Inward Section	Bill Gross Amount	Bill Net Amount	Bill Print
202021-316-106	03/06/2020	Revenue	Salary Section	244704.00	102881.00	Print
				<b>Total Amount : 2,44,704.00</b>	<b>Total Amount : 1,02,881.00</b>	Bill Print

Showing 1 to 1 of 1 entries

**Information**

Bill has been saved successfully. Bill Reference Number is : 202021-316-106

Select the bill and click on the Send for Verification button for bill Verification.

**Accounts**

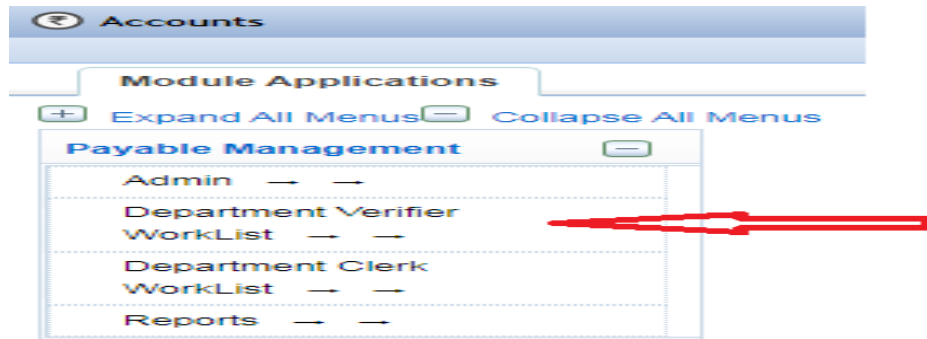
Show 10 entries

Bill Ref No	Bill Date	Bill Category	Inward Section	Bill Gross Amount	Bill Net Amount	Bill Print
202021-316-106	03/06/2020	Revenue	Salary Section	244704.00	102881.00	Print
				<b>Total Amount : 2,44,704.00</b>	<b>Total Amount : 1,02,881.00</b>	Bill Print

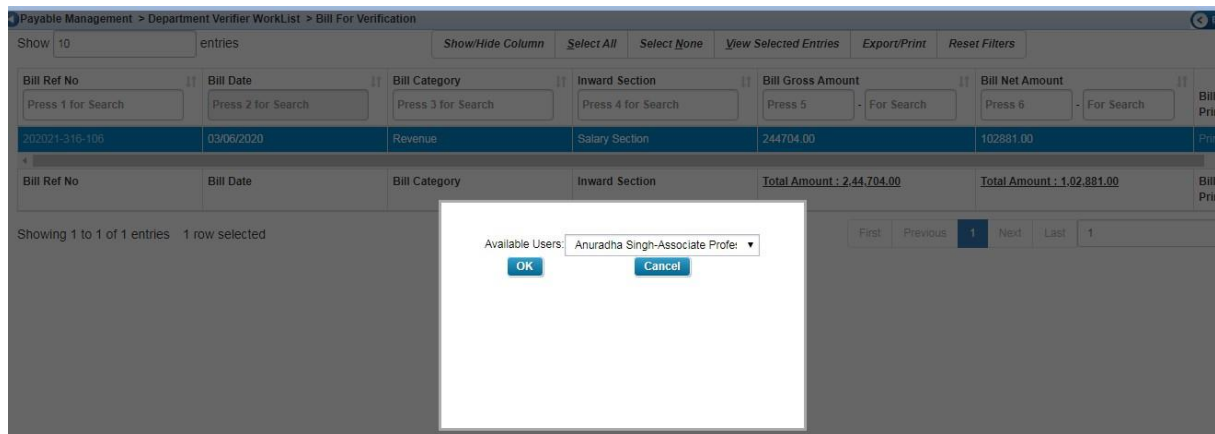
Showing 1 to 1 of 1 entries 1 row selected

Available Users:

## Department Verifier Worklist-



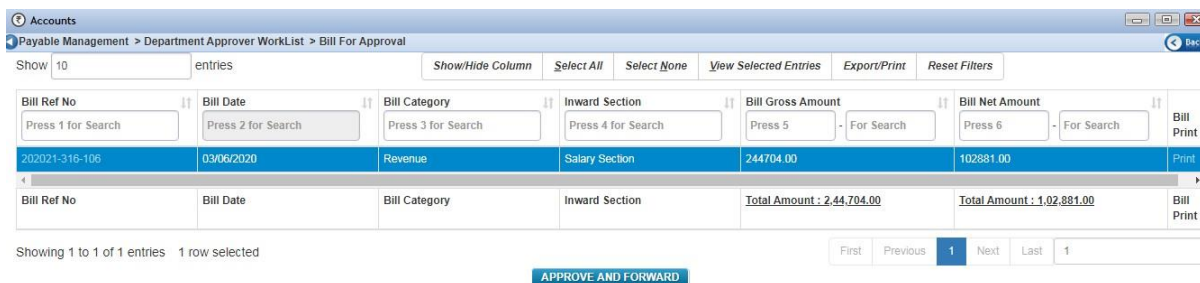
On click on Department Verifier Worklist, Bill will be shown in the Department Verifier User. The below image will be displayed. Select the bill and click on Send for Approval button.



## Department Approver Worklist-

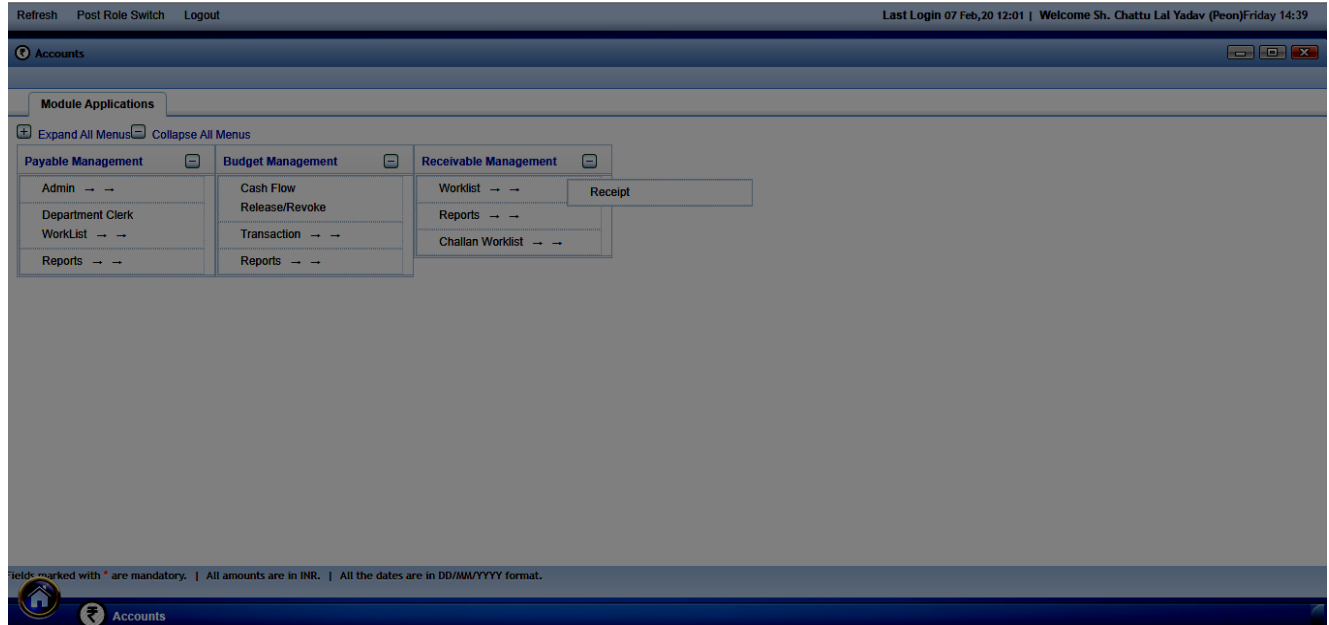
On click on Department Approver Worklist, Bill will be shown to the Department Approver User.

The below image will be displayed. Select the bill and click on **Approve and Forward** button. After approving this bill, it will go to the Required Inward Section.

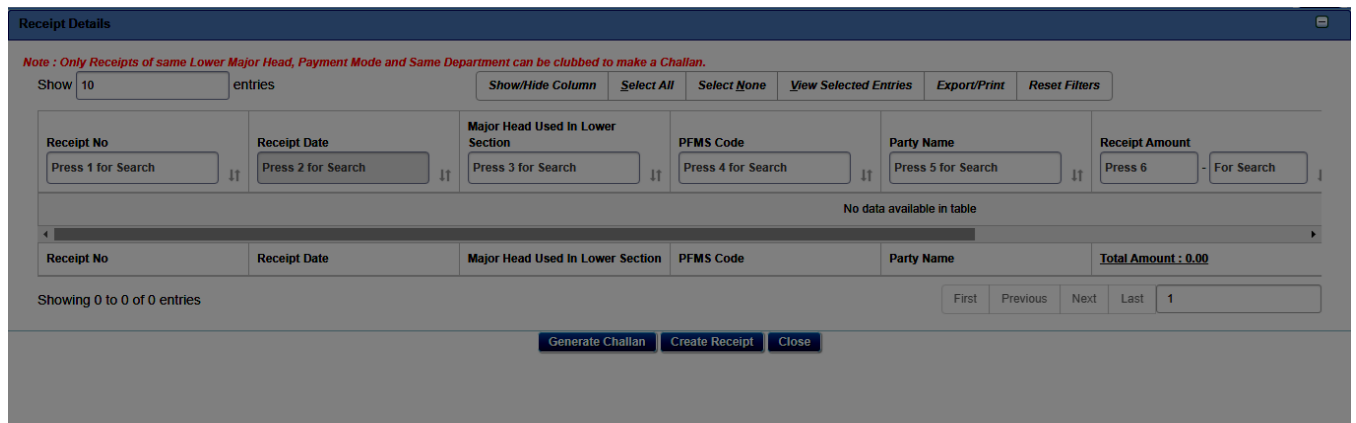




- If PI/CoPI have to create a Receipt for his/her Project then below are the Screen and Steps.
- Click on **Receivable Management-> Receipt**.



- A worklist will be displayed. The user has to click on Create Receipt for Creating the new Receipt



Cash Denomination Details

Denomination	No Of Denominations	Denomination Amount
2000	<input type="text" value="0"/>	<input type="text"/>
500	<input type="text" value="0"/>	<input type="text"/>
200	<input type="text" value="0"/>	<input type="text"/>
100	<input type="text" value="0"/>	<input type="text"/>
50	<input type="text" value="0"/>	<input type="text"/>
20	<input type="text" value="0"/>	<input type="text"/>
10	<input type="text" value="0"/>	<input type="text"/>
5	<input type="text" value="0"/>	<input type="text"/>
2	<input type="text" value="0"/>	<input type="text"/>
1	<input type="text" value="0"/>	<input type="text"/>
Sum of Denominations	<input type="text"/>	*

- In this section Receipt user will enter the Party Name, Mode of Payment, Receipt Type, Whether Project/Scheme/special?.
- In this section, the user will enter the COA details for which receipt is created
- This section is used for the online mode of Payment. The user has to enter the Online Payment number and Online payment Date as shown in the below screen.

Online Payment Details

Online Payment Number  \* Online Payment Date  \* Online Payment Amount  \*

- This section is used for the Payment Mode as Cash. The user will enter the Denomination details as shown in the below screen.

COA Transaction Details

Revenue Fund-100-DEFAULT DEPARTMENT-COLLECTIONS ON HAND-

Major Head Code	Department	Minor Head Code	Vendor/Employee	Credit/Debit	Amount	Action	Debit	Credit	
01	100-DEFAULT DEPARTMEN	40001	<input type="text"/>	Credit	1000.00	Delete		1,000.00	
	---SELECT---			---SELECT---					
01	100-DEFAULT DEPARTMEN	19995	<input type="text"/>	Debit	1000.00	Delete	1,000.00		
	---SELECT---			---SELECT---					
Total Debit Upper		<input type="text" value="0.00"/>		Total Credit Upper		<input type="text" value="1,000.00"/>		Total Lower	
Total Debit		<input type="text" value="1,000.00"/>		Total Credit		<input type="text" value="1,000.00"/>			

- if the Receipt mode of Payment is Cheque. Users should enter the Cheque Number and Cheque Date as shown in the below Screen.

**Cheque Payment Details**

Cheque Number: 444444 \*      Cheque Date: 01/02/2020 \*      Cheque Amount: 1000.00 \*

- if the Receipt mode of Payment is Pay-order. Users should enter the Pay Order Number and Pay Order Date.

**Pay Order Details**

Pay Order Number: \*      Pay Order Date: \*      Pay Order Amount: 1000.00 \*

- Receipt Creation for Whether Project/Scheme/Special- (**YES**)-Here the user has to enter the Category as Project/Scheme/Special. The user has to enter code and select Type, Amount, Sanction Letter, Sanction Date. The user has to click on the add button. Other Sections are the same.

**Receipt Details**

Department Code/Name: 347-Trauma Center \*      PPO No: \*  
 Party Name: RAHUL KUMAR \*      Mode of Payment: Online \*  
 Receipt Type: Normal \*      Whether Project/Scheme/Special Receipt?: Yes \*

**Project Section**

Category	Code	Type	Description	PFMS Scheme Code	Amount Receivable From Funding Agency Before This Receipt	Advance Balance Amount Before this Receipt	Balance Available for Expenditure Before This Receipt	Amount	Amount Receivable From Funding Agency After This Receipt	Advance Balance Amount After this Receipt	E f f
Project	P-07/0678	Manpower	Amelioration of salin		976420.00	0	205131.00	1000.00	975420.00	0	

[Add](#)