



UserManualDocument

Version1.0

Implementing e-Governance at Banaras Hindu University

IFMS MODULE

1. LogIn

• openBrowser:

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

The following page will open in the system:

काशी हिन्दू 🖗 BANARAS HINDU विश्वविद्यालय WNIVERSITY
Enter your Username and Password Username: Password: CLEAR Reset Password
Copyright © Tata Consultancy Services Limited (TCS). Contact us: erg@bhu.ac.in, +919532762243

Enter login credentials: Using the login credential to enter in thesystem.

Username-Employee ID → Password-b (1st 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 in Figure.

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 forapproval.
- 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 \rightarrow Account Application \rightarrow Project Management \rightarrow Report

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

Module Applications		
Expand All Menus	lapse All Menus	
Project Management		
Report → →	Funding Agency Wise Utilization Certificate Report	
	Type wise Balance Report	

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

Project Manage	rroject Management > Report > Type wise Balance Report												
	Type wise Balance Report												
Purpose *	:	Sel	ect		~	Туре	:	Select 🗸					
Code						Category		Select 🗸					
Select columns to	o be displaye	d in the repo	rt Select	t All C	lear All								
Sr No Pur	irpose	Category	Code	Туре	Sanction Amount	Sanction Balance Amount		Available Balance Amount for Expenditure	Advance Fund				
Note: Parameter m	tote: Parameter marked with a ** are mandatory Generate Report Rese												

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

	Funding Agency Wise Utilization Certificate Report													
	Funding Agency Name : Select V													
	Project Code													
Sele	ct columns to be	displayed	in the report 🧾	elect All	Clear All									
Sr	Funding Agency		PFMS Scheme	Sanction	Total Sanction		Type-wise Sanction	Sanction Balance	Total	Total	Total Advances	Advances remaining to be	Total	Balance Available for
No	Name	Code PI	Code	Number	Amount	Туре	Amount	Receivable	Receipts	Advances	Settled	settled	Payments	Expenditure

- If PI and CoPI has verified his balance as on 1st 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.

0	Payable Manage	ement > Dep	oartment Clerk WorkList > B	ill form						Rack	
ют	E: (+) for Ven Department B	dor Help Sci ill Informatio	reen, (*) for COA Help Scre on	een, (F2) for Project Help S	icreen, (F3) for Budget He	lp Screen.					
De	epartment Bill Information										
Financial Year 2020-2021 Department Code 347 Department Description Trauma Center User ID 1354419 User Name Chattu Lal Yadav Inward Section Select *							*				
Bil	І Туре	Select	•	Bill Category	Select	~*	Mode	Of Payment	Select	* *	
Be	eneficiary Detail	s									
Be	neficiary Type	Vendo	r 🗸							×	
	Beneficiary	/ Code	Beneficiary Name	Sub-ledger 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 Tra	OA Transaction Details												
Revenue F	renue Fund-100-DEFAULT DEPARTMENT-SUNDRY CREDITORS-												
Major Head Code	Department	Minor Head Code	Vendor/Employee	Credit/Debit		Amoun	Action	Debit	Credit				
01	347-Trauma Center 🔹	40028	A00006	Debit	•	1000.00	Delete	1,000.00		\checkmark			
	SELECT *			SELECT	۳								
Major Head Code	Department	Minor Head Code	Vendor/Employee	Credit/Debit		Amount	Action	Debit	Credit				
01	100-DEFAULT DEPARTM V	19999		Credit		1000.00	Delete		1,000.00	✓			
	SELECT *			SELECT	Ŧ								
Total De Total De	bit Upper		1,000.00 T	Total Credit Upper Total Credit		0.00	1	fotal Lower	1,000.00				

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

Code Informatio	n														Ξ
Bill Category	Code	Ту	pe	Des	scription	PFMS Schen Code	Amoun Receiva Fundin	nt able from A g Agency b	Advance Balance mount Before this ill	Balance for Expen before thi	Available diture # s Bill	amount for this bill	Advance E amount aft bill	Balance er this	Balance Available for Expenditure after this bill
Project 🔹			-Select-	•			0.00		0.00	0.00	C	.00	0.00		0.00
	Add														
		Bill Category	Code	Туре	Description	PFMS Scheme Code	Amount Receivable from Funding Agency	Advance Balance Amount Befor this bill	Balance Available for Expenditure before this Bill	e 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 salinevermicomp	ost	100.00	0.0	4,94,533.00	1,000.00	0.00	4,93,533.00	Ŵ		
Gross Amount		1	1,000.00			·			·						

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

Budg	et Information								Ξ
Sr No.	Bill Gross Amount Major Code	Department Code	1,000.00 Minor Code	Bill Dec	duction Amount Budget Cut Release Amo considering Earmarked	ount after and OB Expense E	0.00 Bill I	Net Amount	1,000.00 Net Budget Cut Release Amount after considering
1	01-Revenue Fund	347-Trauma Center	40028-31.5 OUTSOURCING OF STAFF /CONT.STAFF TC	75,00,000.00	Balance 38,24,200.00	0.00	1,000.00	74,99,000.00	Earmarked and OB Balance
Parti	cular Details								Ξ
Partic	culars BILL	For the Revenue		Rema	Process for A	prroval		Add	
Rema	arks for Passbook	III passed	Å						
Sanc	tion Section								
Sanc	tion Authority FO		Sanction Ord	ler Number 123		Sanction Date	05/02/2020	Sanction Amour	nt 1,000.00

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

entries		Show/Hide Column	<u>S</u> elect All	Select <u>N</u> one	<u>V</u> iew	Selected Entries	Export/Print	Res	et Filters		S Back
11 Bill Date Press 2 for Search	11 Bill Ca	tegory 3 for Search	11 Inward Se	ection for Search		Bill Gross Amou	nt - For Search		Bill Net Amo	unt	Bill
03/06/2020	Reven	le	Salary Se	ction		244704.00			102881.00		Print
Bill Ref No Bill Date Bill Cate Bill Cate						Total Amount : 2,44,704.00 Total Amou			<u>t : 1.02,881.00</u>	Bill Print	
ŝ		106 Reference	Number is :	202021-316-			First Previo	us 🚺	1 Next I	.ast 1	
			ок								
	entries Bill Date Press 2 for Search 03/06/2020 Bill Date	entries II Bill Date II Bill Ca Press 2 for Search Press 03/06/2020 Revenue Bill Date Bill Ca	entries Show/Hide Column Press 2 for Search Bill Date Bill Date Bill Date Bill Date Bill Date Bill Date Bill Cate Press 3 for Search Bill Date B	entries Show/Hide Column Select All	Image: Stress of the second	entries Show/Hide Column Select All Select Mone View Bill Date Press 2 for Search Press 3 for Search Press 4 for Search 03/06/2020 Revenue Salary Section Bill Date Bill Cate Difformation Bill has been saved successfully. Bill Reference Number is : 202021-316- 106 OK	entries Show/Hide Column Select All Select None View Selected Entries 11 Bill Date 11 Bill Category 11 Inward Section 11 Bill Gross Amou 12 Press 2 for Search Press 3 for Search Press 4 for Search Press 5 03/06/2020 Revenue Salary Section 244704.00 Bill Date Bill Cate Bill Cate Bill As been saved successfully. Bill 10 Dill Date Bill Cate CK	entries Show/Hide Column Select All Select Mone View Selected Entries Export/Print Bill Date Press 2 for Search Press 3 for Search Press 4 for Search Press 5 - For Search 03/06/2020 Revenue Salary Section 244704.00 Bill Date Bill Cate Bill Date Bill Cate Bill Date Bill Cate CK Press 5 - For Search Pres	entries Show/Hide Column Select All Select None Yew Selected Entries Export/Print Res 11 Bill Date Bill Category Inward Section If Bill Gross Amount If Press 3 for Search Press 4 for Search Press 5 - For Search If Bill Gross Amount If Press 3 for Search If Bill Gross Amount If If If Press 3 for Search If If	entries Show/Hide Column Select All Select Mone Yew Selected Entries Export/Print Reset Filters 11 Bill Date 11 Bill Category 1 Inward Section 11 Bill Gross Amount 11 Bill Gross Amount 11 Bill Gross Amount 11 Bill Gross Amount 11 Bill Net Amount 1 Press 2 for Search Press 3 for Search Press 4 for Search Press 5 - For Search Press 6 03/06/2020 Revenue Salary Section 244704.00 102881.00 Bill Date Bill Cate Bill Ass been saved successfully. Bill Bill Reference Number is : 202021-316-106 Total Amount : 2.44,704.00 Total Amount : 2.44,704.00 Total Amount : 2.44,704.00 2 Previous 1 Next 0 Next 1 Next 1 3 Next 0 OK 0 1 Next 1 Next <td< td=""><td>entries Show/Hide Column Select All Select None View Selected Entries Export/Print Reset Filters Bill Date Press 2 for Search Press 4 for Search Press 5 - For Search Press 6 - For Search O3006/2020 Revenue Salary Section 244704.00 102881.00 Bill Date Bill Category Bill has been saved successfully. Bill Reference Number is : 202021-316- 106 OK Press 1 Not Last 1</td></td<>	entries Show/Hide Column Select All Select None View Selected Entries Export/Print Reset Filters Bill Date Press 2 for Search Press 4 for Search Press 5 - For Search Press 6 - For Search O3006/2020 Revenue Salary Section 244704.00 102881.00 Bill Date Bill Category Bill has been saved successfully. Bill Reference Number is : 202021-316- 106 OK Press 1 Not Last 1

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

Accounts						
						G Back
Show 10	entries	Show/Hide Column	elect All Select None View	Selected Entries Export/Print R	eset Filters	
Bill Ref No	Bill Date IT	Bill Category If Press 3 for Search	Inward Section	Bill Gross Amount Press 5 - For Search	II Bill Net Amount I Press 6 - For Search	Bill Print
202021-316-106	03/06/2020	Revenue	Salary Section	244704.00	102881.00	Print
4 Bill Ref No	Bill Date	Bill Category	Inward Section	Total Amount : 2,44,704.00	Total Amount : 1.02,881.00	Bill Print
Showing 1 to 1 of 1 entries 1 i	row selected	Available Users.	Rajni Gupta-Lady House Keeper 🔻	First Previous	1 Next Last 1	

Department Verifier Worklist-

Accounts
Module Applications
Expand All Menus Collapse All Menus
Payable Management
Admin → →
Department Verifier
WorkList → →
Department Clerk
WorkList → →
Reports → →

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.

Payable Management > Departme	ent Verifier WorkList > Bill For Verifi	cation				
Show 10	entries	Show/Hide Column	Select All Select None View	Selected Entries Export/Print Rese	t Filters	
Bill Ref No 11 Press 1 for Search 202021-316-106	Bill Date IT Press 2 for Search	Bill Category IT Press 3 for Search Revenue	Inward Section	Bill Gross Amount	Bill Net Amount II Press 6 - 102881.00 Pr	
4 Bill Ref No	Bill Date	Bill Category	Inward Section	Total Amount : 2,44,704.00	Total Amount : 1.02,881.00 Bill Prin	
Showing 1 to 1 of 1 entries 1 i	ow selected	Available Users	Anuradha Singh-Associate Profe: • Cancel	First Previous 1	Ned Last 1	

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.

how 10	entries		Show/Hide Column		Show/Hide Column		Show/Hide Column		Show/Hide Column		lect All Selec	Select None	View	Selected Entries	Export/Print	Res	et Filters		
Bill Ref No	It Bill Date	Lt Bill C	Bill Category 11 Press 3 for Search		Inward Section If Press 4 for Search If		Bill Gross Amount		lt	Bill Net Amount		41							
Press 1 for Search	Press 2 for Search	Pres						Press 5	Press 5 - For Search		Press 6	δ - For Search							
202021-316-106	02021-316-106 03/06/2020 R		Revenue		Salary Section		244704.00				102881.00								
Bill Ref No	ef No Bill Date Bill Category		ategory		nward Section			Total Amount : 2	. <u>44,704.00</u>		Total Amount	<u>: 1,02,881.00</u>	Bi						

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

Refresh Post Role Switch Logout		Last Login 07 Feb, 20 12:01 Welcome Sh. Chattu Lal Yadav (Peon)Friday 14:39
Accounts		
Module Applications		
Expand All Menus		
Payable Management 😑 Budget Management 🖃	Receivable Management 😑	
Admin → → Cash Flow	Worklist → → Receipt	
Department Clerk Release/Revoke	Reports → →	
WorkList → → Transaction → →	Challan Worklist → →	
Reports → → Reports → →		
Fields marked with * are mandatory. I All amounts are in INR. I All the dates a	re in DD/MM/YYYY format.	
Accounts		

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

Rec	eipt Details					8
Not	e : Only Receipts of same Lower N	lajor Head, Payment Mode and Same Dej	partment can be clubbed to make a C	hallan.		
5	Show 10	entries	Show/Hide Column Select A	II Select <u>N</u> one <u>V</u> iew Selected E	Entries Export/Print Reset Fi	Iters
	Receipt No Receipt Date Press 1 for Search		Major Head Used In Lower Section Press 3 for Search	PFMS Code Press 4 for Search	Party Name Press 5 for Search	Receipt Amount
				No dat	ta available in table	
						•
	Receipt No	Receipt Date	Major Head Used In Lower Section	PFMS Code	Party Name	Total Amount : 0.00
ş	Showing 0 to 0 of 0 entries				First Previous	Vext Last 1
			Generate Challan	Create Receipt Close		

Cash Denomination Details			
Denominati	on No Of Denominations	Denomination Amount	
2000	0		
500	0		
200	0		Jack _
100	0		
50	0		
20	0		
10	0		
5	0		
2	0		-
1	0		
Sun	of Denominations	*	

- 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	45655	• Online Payment Date	07/02/2020	Online Payment Amount	1,000.00 *

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

COA Trai	COA Transaction Details												
Revenue	e Fund-100-DEFAULT DEPARTI	MENT-CC	LLECTIONS ON HAND-										
Major Head Code	Department	Minor Head Code	Vendor/Employee	Credit/Debit	Amount		Action	Debit	Credit				
01	100-DEFAULT DEPARTMEN V	40001		Credit •		1000.00	Delete		1,000.00	\checkmark			
	SELECT V			SELECT V									
Major Head	Department	Minor Head	Vendor/Employee	Credit/Debit	Amount		Action	Debit	Credit				
Code 01	100-DEFAULT DEPARTMEN 🔻	Code 19995		Debit v		1000.00	Delete	1,000.00		✓			
	SELECT V			───SELECT─── ▼									
Total De Total De	ebit Upper		0.00	Total Credit Upper Total Credit	_	1,000.00		Total Lower	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							8
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					8
Pay Order Number]* Pay O	rder 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 De	tails											
Department Code/Name 347-Trauma Center Party Name RAHUL KUMAR Receipt Type Normal			*	PPO Mode Whe	No e of Payment ther Project/Scheme/	[Special Receipt?	Online Yes	• •				
Project Sec	tion											•
Category		Code	Туре	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	r E fi A
Project	•	P-07/0678	Manpower 🔻	Amelioration of saline		976420.00	0	205131.00	1000.00	975420.00	0	Ī
								Add				
-												* }