Guidelines

For

“Expenditure and Advance

Module”

Version: ICAR_PFMS 2.0

1. ADVANCES

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

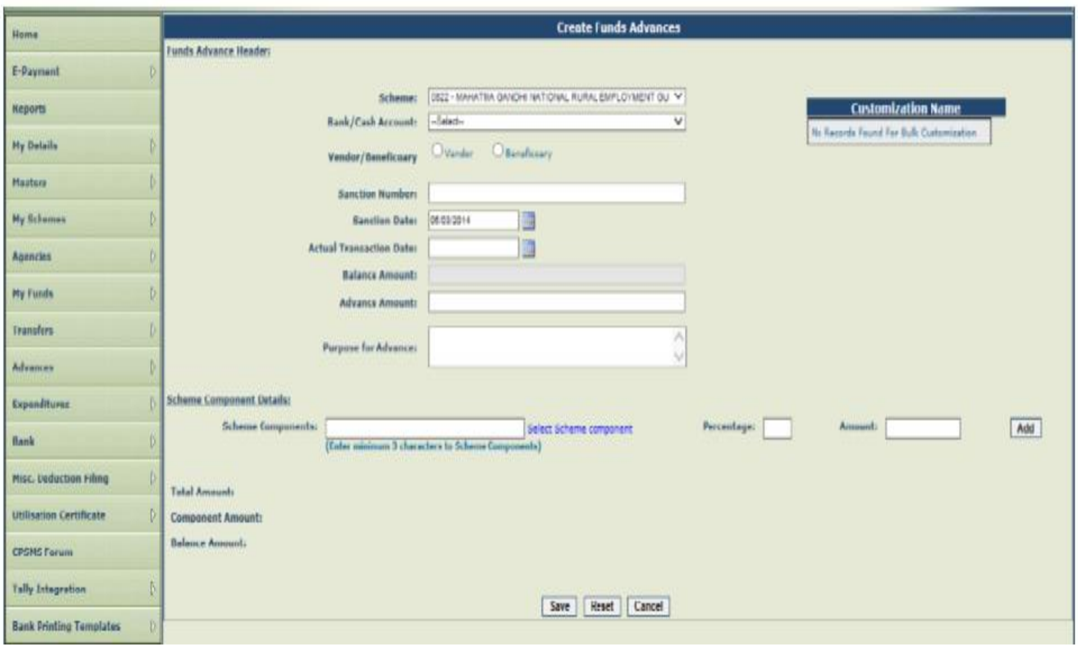
Once the intended work is completed, the beneficiary/vendor/supplier will submit the voucher and return the balance amount, if any, for settling the advance

1.1 PAYMENT OF ADVANCE

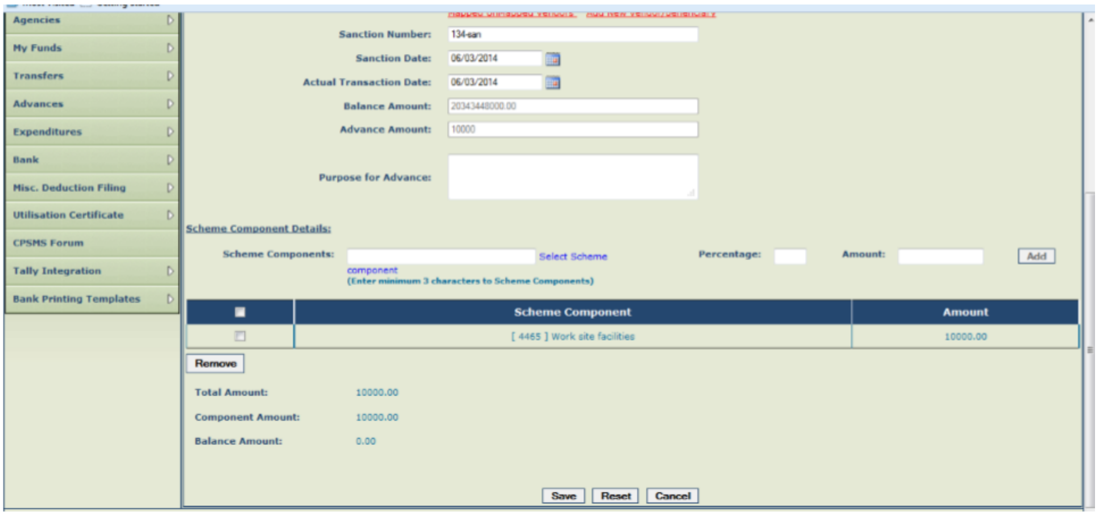
For making Advance Payment, the Operator who will be the DDO will log into the Operator A/c.

- Go to module "Advances" click on "Add New"
- A new page "Create Fund Advances" will open.
- Select Scheme, and Bank Account,
- Select the beneficiary/vendor if it has already been created. Otherwise create the vendor by clicking on "Add New vendor/Beneficiary".
- The beneficiary/Vendor list can also be created from Master-Vendors-Add New. Then fill in all the relevant information such as sanction number, date, actual transaction date, amount of advance & purpose of advance etc. The component of advance can be selected by clicking on Select Component Button. Enter the Amount of Advance or the percentage in case advance is to be paid from more than one component and percentage of each component is available. Only any one of the col. has to be entered.

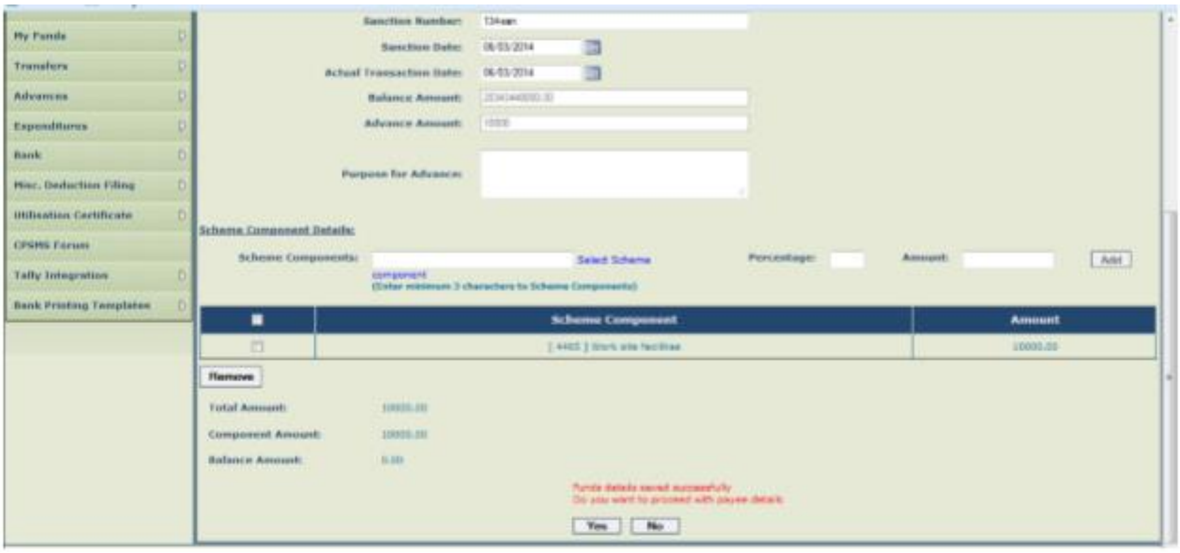
Figure payment of Advance.



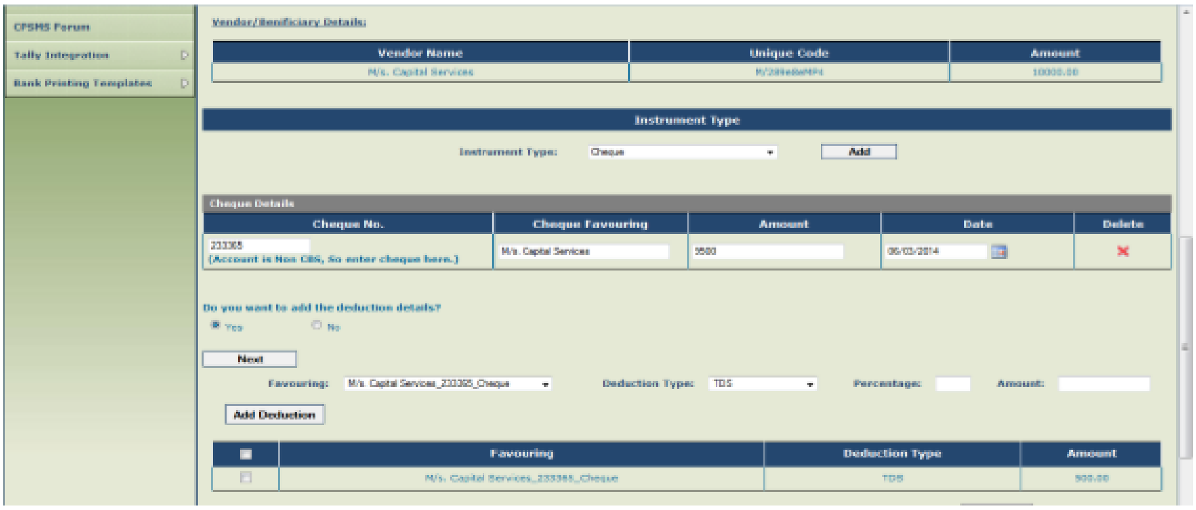
Click on Add button to display the advance details in a grid blow. The total amount and net of Component amounts should match to proceed further.



Click on save button to enter payee details. Click 'Yes' to Enter payee details as explained in Transfer Module.



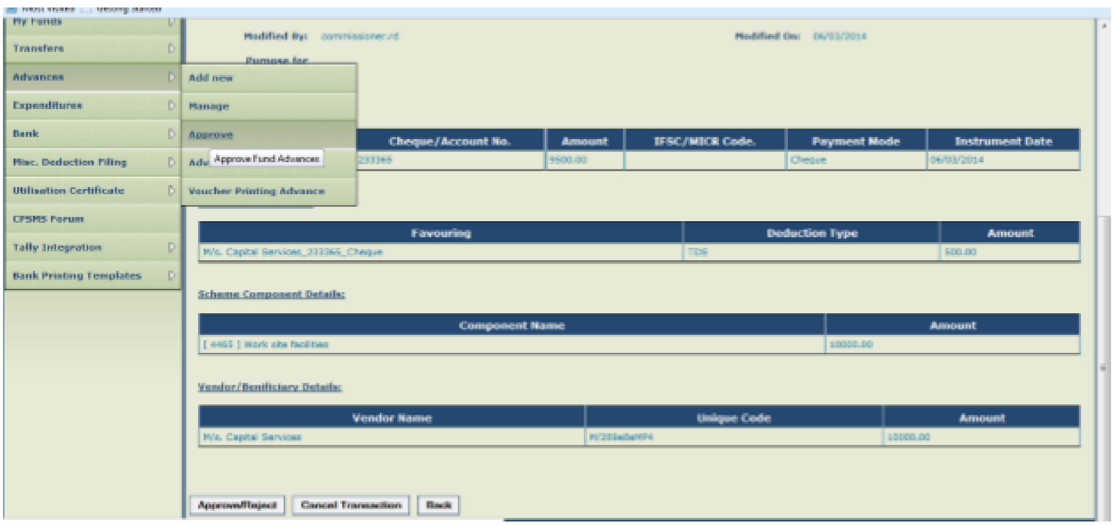
Deduction like TDS from payment can also made by clicking 'Yes' on link "Do You want to Add Deduction Details?" and then clicking on 'Next' button. Select the Deduction Type and enter the amount/percentage to be deducted and click 'Add Deductions'. More than one type of deductions can be effected from the payment. The cheque amount and the amount deducted should tally with the total amount of advance. Click confirm to complete payee details.



Verify the details and submit for approval of advance payment.

The approver who will be the Audit/Accounts will login, go to Advance-Approve and after verifying the details, approve the expendit to complete the process.

The approver will log in and approve the advance by clicking on the sanction number and verifying the details entered by operator.

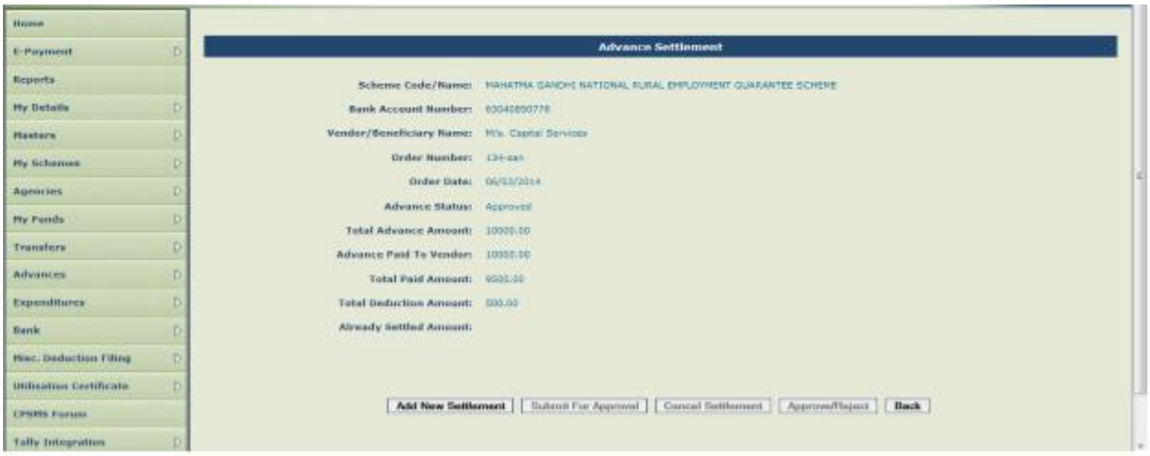


1.2 ADVANCE SETTLEMENT

Advance paid should be settled within the stipulated time. For settlement of Advance paid the operator who will be the DDO will log in and

a) Go to Advances-Advance Settlement.

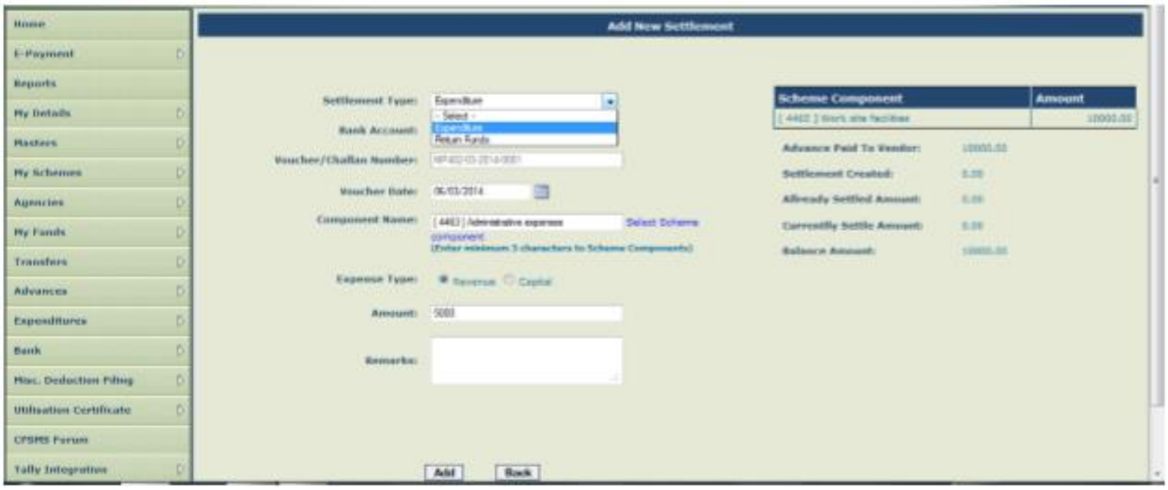
b) Click on the Sanction No. to verify advance details. Click ‘Add New Settlement’ button to open the settlement page to enter advance settlement.



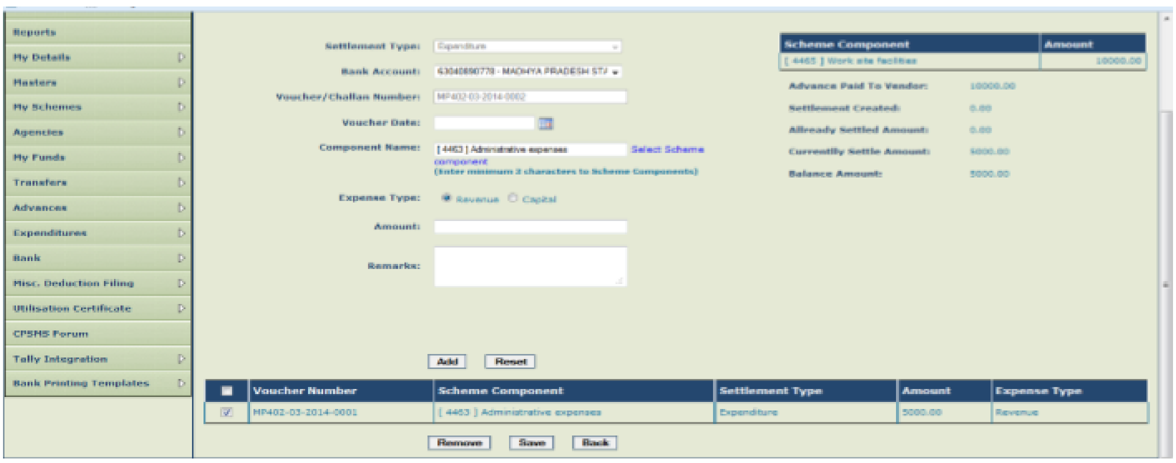
Advance can be settled either by expenditure voucher or by returning the advance amount or partially by expenditure voucher and partially by refund of advance.

c) Select the appropriate type of settlement.

d) Select the Bank Account No. of the agency, enter component, select Revenue or Capital as the form of expenditure, enter amount of settlement and click on add button.



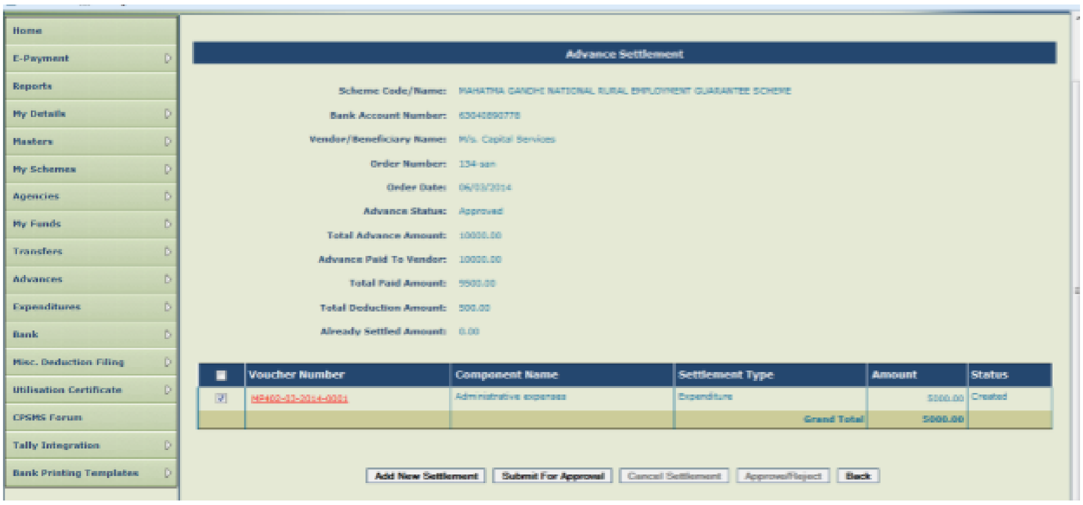
The advance settlement details will be shown in a grid. Verify and select the check box to save the details.



After saving the details

e) Go to Advances>Advance Settlement again and click on Sanction No. for submitting the settlement amount entered for approval.

Verify the details and select check box and submit for approval of settlement. A message "Settlement Submitted Successfully" will be shown.



The approver will log in and

f) Go to Advances>Advance Settlement and click on sanction number to open Advance Settlement Approval page.

Select the check box and approve the settlement amount.

A message showing 'Settlement Details Approved Successfully' will appear. This will complete 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.

EXPENDITURE

Expenditure module is used for capturing of all expenses incurred directly by the implementing agency like salary expenses, office expenses etc.

For Expenditure Booking, the Operator who will be the DDO will log into the Operator A/c.

For entering expenditure voucher details go to Expenditure>Add New.

Select the Scheme from the dropdown menu

Select Account number of the Agency to be debited.

Select payee as self or Vendor/Beneficiary. In case of Vendor/Beneficiary, select the Vendor from the Vendor list created. Vendor/Beneficiary list can be created by clicking on 'Add New Vendor/Beneficiary' link of expenditure page or going to Masters>Vendors>Add New link.

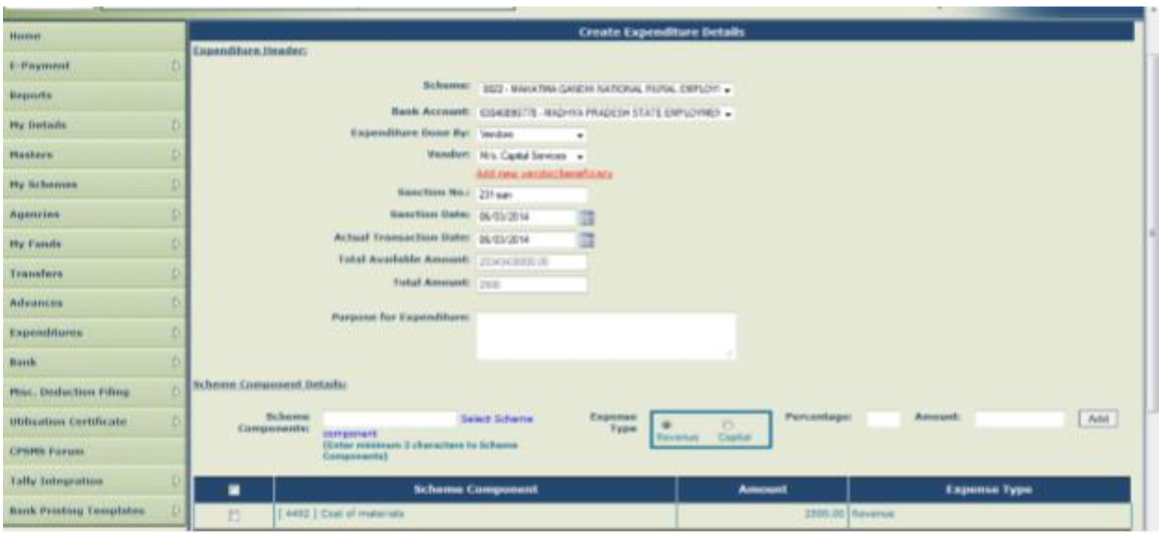
Enter Sanction No., Sanction Date and Actual Transaction Date in the respective columns. Enter the gross amount to be paid in the total amount paid column.

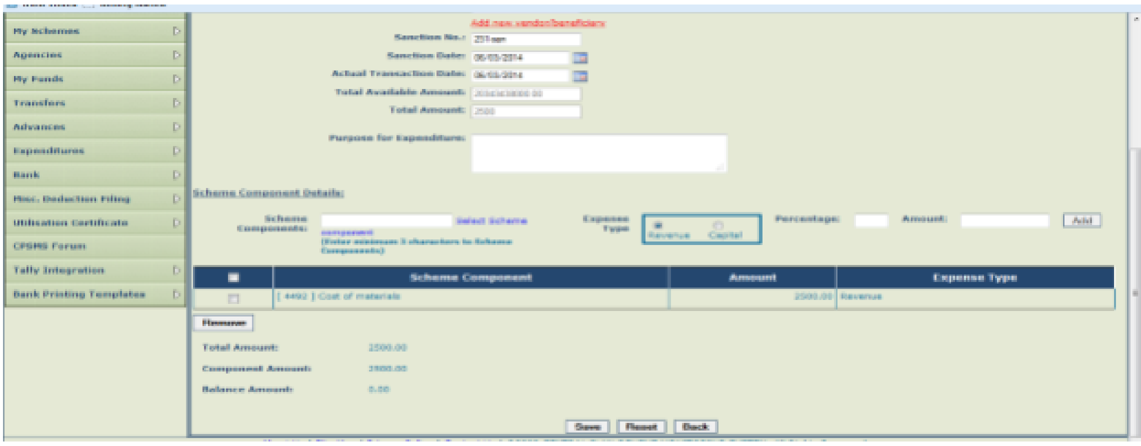
Select the component of expenditure,

Select expense type as Revenue or Capital,

Enter the amount or percentage and click Add for display of component details in a grid. The gross amount and component/s amount should tally to proceed further.

Click on save button to save the entry. 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 module.

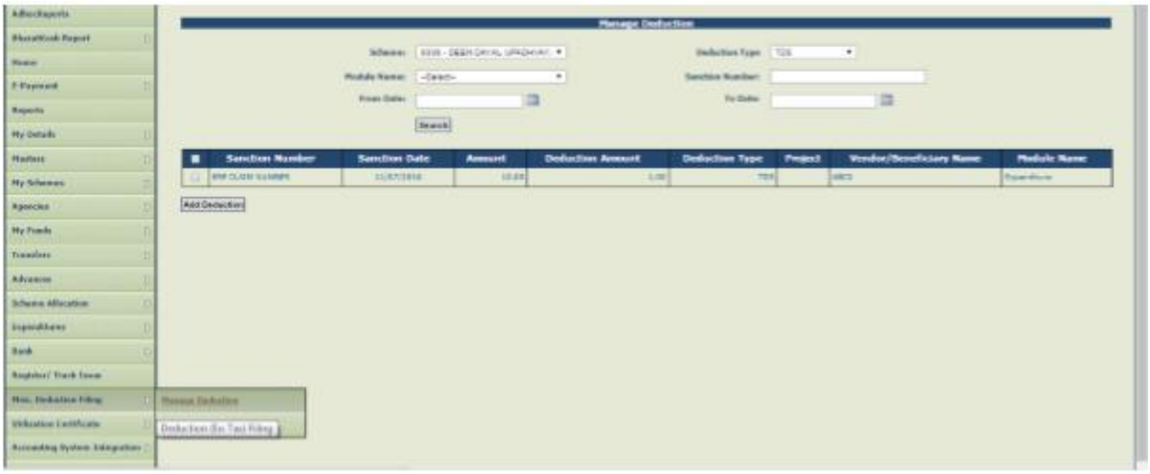




The approver who will be the Audit/Accounts will login, go to Expenditure-Approve and after verifying the details, approve the expenditure to complete the process.

Payment of Deduction made from Advance/Expenditure Bills.

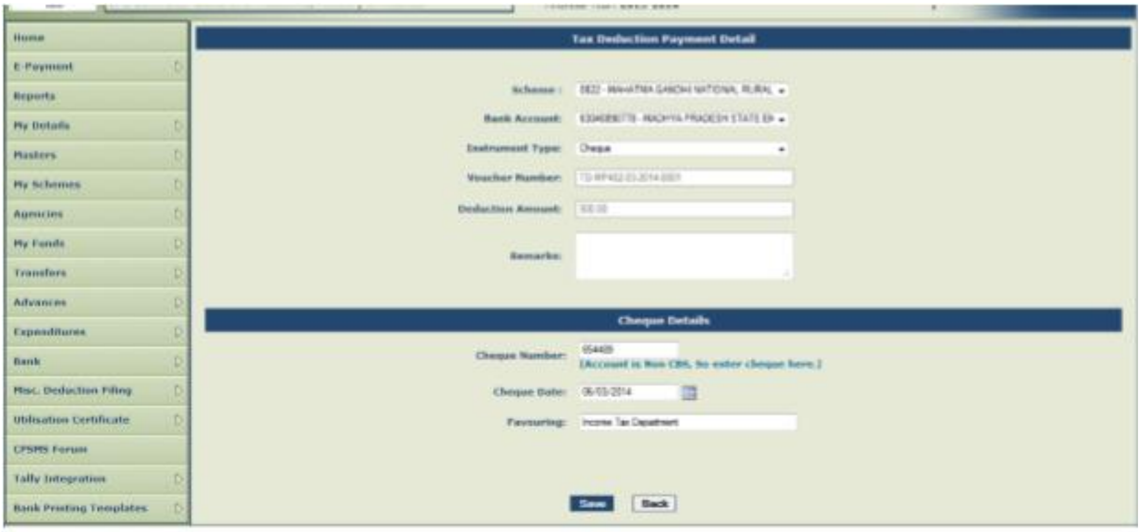
The deductions made from Advance/Expenditure bill can be made from the Menu Misc. Deduction filing. Go to Misc. Deduction>Manage Deductions. The page will show sanction details along with deduction details made from that sanction. Select the sanction by clicking on the check box and click 'Add Deduction'.



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

Select the sanction/s and click Add deductions. Tax deduction payment entering page will open

Enter Scheme, Account Number and Instrument Number. Deducted amount will be shown by default by the system. Enter the instrument details and payee detail and save to complete payment of deducted amount.


Home
E-Payment
Reports
My Details
Masters
My Schemes
Agencies
My Funds
Transfers
Advances
Expenditures
Bank
Misc. Deduction Filing
Utilisation Certificate
CPSMS Forum
Tally Integration
Bank Printing Templates
Tax Deduction Payment Detail
Scheme :
Bank Account:
Instrument Type:
Cheque
Voucher Number:
Deduction Amount:
Remarks:
Cheque Details
Cheque Number:
654409
[Account is Non CBS, So enter cheque here.]
Cheque Date:
06-03-2014
Favouring:
Income Tax Department
Save
Back

Guidelines

For

“Expenditure filling for Historical Data”

Version: ICAR_PFMS 3.0

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ICAR

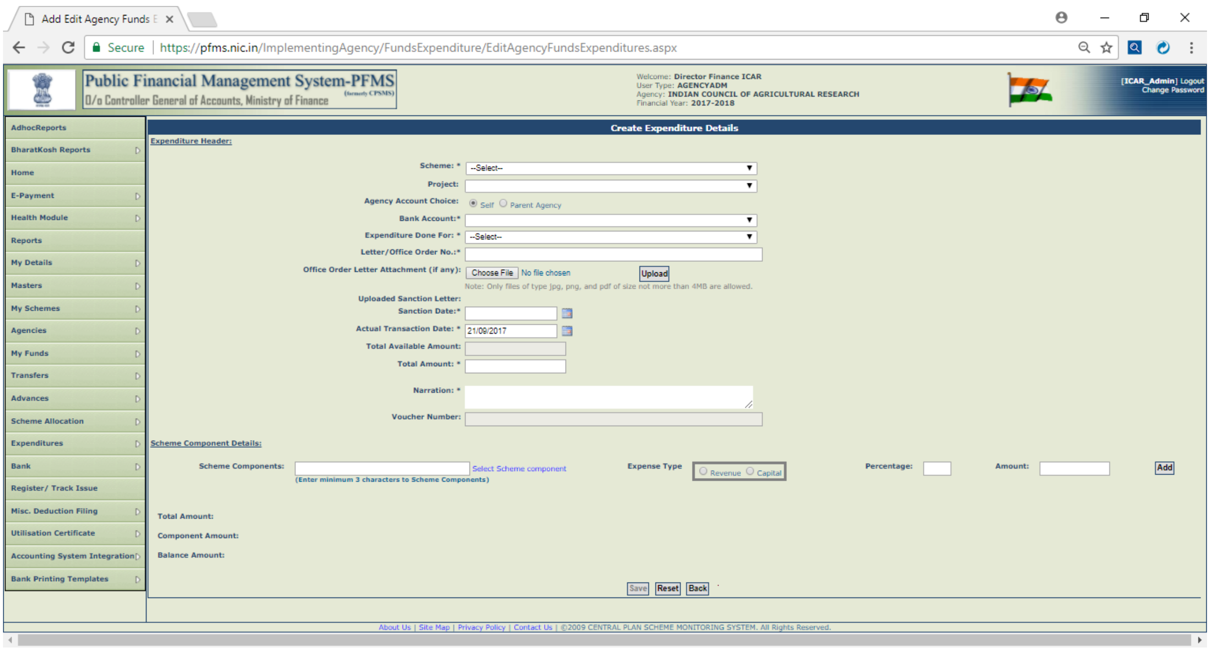
Expenditure Filing

The process of feeding the day to day transactions as recorded in the cash book on the PFMS portal by an agency registered on PFMS, is called expenditure filing and expenditure filing is done through EAT Module of PFMS.

All the Expenditure till September 30 is to be filled by all the 114 constituent's units of ICAR under EAT module of PFMS.

For Expenditure filing, the Operator who will be the DDO will log into the Operator A/c.

a) Go to Expenditure>Add New.
b) Select the Scheme.
c) Select the Agency Account choice as Self.



d) Select the Expenditure done for Self.
e) Fill up all the relevant details. And select the Scheme component Grant in Aid to ICAR.
f) For booking the expenditure under 1270 Scheme, the Salary will be booked under 'GIA Salary' Component and Pension will be booked under 'GIA General' Component.
g) Select the Expense Type as Revenue or Capital
h) Enter the Amount. Click on Add.
i) Save the Data.

It will Reach the Approver. The Approver will approve it or Reject it after checking.

Note:

1) Transfer & Expenditure module both are different; they should not be clubbed while booking the expenditure in Historical Data.