Frequently Asked Questions of Digital Signature Certificates

1. **What are the prerequisites of DSC?**

Ans.: You need the followings to use Digital Signature Certificate (DSC) enabled e-Pradan:

- USB Dongle to access e-Pradan (given only to Approvers).
- Install JRE 1.6 or above from www.java.com if not already installed.
- Enable the plugin in the browser.
- Download required Dongle driver from www.e-mudhra.com.

2. **How do you install JRE 1.6?**

Ans.: To install JRE 1.6

- Open www.java.com in a browser (Internet Explorer/Mozilla Firefox/Chrome, etc.)
- Click on the **Free Java Download** link given on the page. Another page appears.
- Click on the **Agree and Start Free Download** button. A downloader dialog box appears.
- Click on the **Save File** button in the downloader dialog.
- Open the file from the location you have saved it.
- Click on the **Run** button to install the application.
- Click on the **Install** button in **Java Setup**.
- You can view a success message in **Java Setup** after successful installation.
- Click **Close** to exit the set up.

3. **How do you enable the plugins?**

Ans.: To enable plugin

- Click on **Tools→ Add-ons** from the title bar of your browser. Add-Ons Manager page appears.
- Select **Always Activate** from the dropdown menu of all Java Plugins/Applications.

4. **How do you install the driver for token/dongle?**

Ans.: To install Dongle driver

- Open www.e-mudhra.com.
- Click on Complete Repository.
- Click on the appropriate Token Driver to download the driver. Choose the driver after checking your system type is 32 bit or 64 bit.
- When you click on the Token driver to download a popup window appears to let you save the Installer.
- Open the file from the location you have saved it. An installer appears.
- Click **Next** to begin the Installation and continue to click **Next** until you reach the end of installation.
- Click **Finish** to complete installation.

5. **How do you know your system type?**

Ans.: To check if your system is 32 bit or 64 bit

- Right-click on **My Computer**.
- Click on **Properties**.
- Note the **System type**.

6. **What I need to do while logging in if I have not received the dongle yet?**

Ans.: Login to e-Pradan normally with your user id and password. When the application lists page appears, click on e-Pradan. A dialog box appears asking "Are you sure you want to use digital signature?" In that dialog box, click on the Cancel button. Then you can reach to the home page of e-Pradan.

7. **If there are multiple certificates listed in the eMSigner applet, which certificate do I need to select?**

Ans.: Select one certificate from the lists in the eMSigner Applet and click on **View Certificate** button. It opens another window that displays the details of the certificate. If the Certificate Information is **digital Signature**, you can use that particular certificate for signing in. Do not select any certificate that does not show digital Signature in certificate information.

Frequently Asked Questions of Beneficiary Master Module

1. **How do you manually insert Beneficiary Master manually?**

   Ans.: To enter Beneficiary Master
   - Click **Beneficiary Master** Sub-Module under **Master** Module
   - Click on the **Insert** Button of **Beneficiary Master** form in the right hand side of the screen.
   - Enter **Beneficiary Name**, **Bank A/C no, IFSC Code**. **MICR No** auto populate.
   - Select **Account Type**, **Beneficiary Type**, **Group** from respective drop down menu.
   - Scroll to the right and enter **PAN**, **Mobile No**, **GPF No**, **Aadhar No**, **Address** and **e-mail ID**.
   - Click on the **Save** button.

2. **How do you import Beneficiary Master from Excel?**

Ans.: To import Beneficiary Master from Excel

- Click **Import from excel button** in Beneficiary Master Entry form. **Import from Excel** option opens.
- Click on the **Choose File** button and select .xls File from pop up window.
- Click on the **Import** Button.

3. **I am trying to upload Beneficiary Master through Import from Excel. However, I am not able successfully perform that. How do I get success in that?**

Ans.: Make sure you are uploading the right format of the Excel. The ideal format of the Excel is given in iFMS home page download link. Visit www.wbifms.gov.in. Click on the **Download** link in the top right corner. A popup window opens displaying a list of documents. Click on FORMAT_FOR_BENEFICIARY_DATA.xls to ensure that your excel file follows the specified format.

4. **Can Bill Date be Future Date?**

Ans.: No, Bill Date can never be Future Date.

5. **How do you Approve Beneficiary Master?**

Ans.: To approve the Beneficiary Master:

- ❖ Approver logs into the **Beneficiary Master** module.
- ❖ Click **Master** from the left hand side menu tree.
- ❖ Click **Beneficiary Master**. It opens the Beneficiary Master form on the right hand side.
- ❖ Select the checkbox from the **Approve Flag** column of the table associated to the row that you want to approve.
- ❖ Click on the **Approve** button. A success message appears at the top of the Beneficiary Master form.

6. **How do you delete a Beneficiary?**

Ans.: Only Approver has permission to delete a Beneficiary row. To delete a Beneficiary

- ❖ Select the checkbox from the **Approve Flag** column in the row that you want to delete.
- ❖ Click **Delete** button.

Frequently Asked Questions of Bill Entry

1. **How do you enter Bill in e-Pradan associating a Beneficiary in it?**

Ans.: To enter Bill and associate it to Beneficiary

- ❖ Click **Beneficiary Bill Entry** from the left hand side menu tree. **Beneficiary** form appears on the right hand side.
- ❖ Click on the **Insert** button to enter a new bill.
- ❖ Enter the **Bill No** and **Bill Date** in the respective fields.
- ❖ Enter the **Bill Gross & Net Amount**.

- Click on the **Payee Department** LOV button and select the Payee Dept. from the popup window.
- Click on the LOV button in the **Sub- Type Description** field and select relevant value.
- Click on the **HOA** LOV button multiple times to select all the Heads of Accounts.
- Select the Pay mode radio buttons from the given options as **ECS/NEFT/RTGS**, **Cheque**, or **Both**.
- Click **Save**. A success message appears. Depending on the Pay Mode selection the buttons to enter the Beneficiary List appears.
    - If you select **ECS** Mode as the Pay mode, the button name is **ECS List**.
    - If you select **Cheque** Mode as the Pay Mode, the button name is **Cheque List**.
    - For **Both** Mode as the selected Pay Mode the form displays two buttons named **ECS List** and **Cheque List**.
- Click on **ECS List**/**Cheque List** button and enter Beneficiary Details into the respective tables.

2. **Can you copy Beneficiary from Previous Bill?**

Ans.: Yes, you can copy Beneficiary from previous bill. To copy Beneficiary from previous bill in the ECS List Details entry page,

- Select the check box **Copy from previous bill**.
- Select the **Financial Year** from the dropdown menu.
- Click on the **Reference NO** LOV button and select the relevant value from the popup window. The list would contain only those bills which are under the same Bill Sub Type Description.
- Click on the **Search** button. The list of beneficiaries used in the selected particular bill appears in the table.

3. **How can you edit Beneficiary Details in Bill Entry?**

Ans. During Bill entry you can only update the **Amount** column in **Beneficiary Details** page. Just before the **Name** column there is a **Modify** icon, a popup window appears. In that popup only Amount field is editable. Change the Amount and click on the **Update** button.

4. **If the Pay Mode is Open in Cheque List page, what would be Payee Name?**

Ans.: The Payee Name would be the logged in DDO for Open type of cheque.

5. **I am not able to submit the Bill. Why?**

Ans.: Only an Approver can submit a bill to Treasury. If the Approver has logged into e-Pradan with digital signature certification, then he would be able to view and submit the Bill. Otherwise the Submit button would not be enabled.

6. **How do I view the Failed Transactions?**

Ans.: To view the Failed Transaction:

- Click on the **Failed Transaction** menu link from the left hand side menu tree. It shows the lists of Failed Transaction in a table.

7. **How do I correct the Failed Transactions?**

Ans.: To correct the Failed Transactions

- Click on the **To be Settled** column. The beneficiary details appears on the screen**.**
- Click on the **View Reason** link to check the reasons for failure transaction.
- Correct the **Bank Account No/ IFSC Code**.
- Select the **Corrected** checkbox.
- Click **Save**. A success message appears.

8. **An employee is transferred into our office. I need to add his Beneficiary Details to our login. How do I transfer the Beneficiary from previous DDO's login to ours?**

Ans.: To transfer a Beneficiary

- Click on the **Beneficiary Transfer** menu from the left hand side menu tree. **Beneficiary Transfer** menu appears.
- Enter either **IFSC Code** or **Account No** or both in the given fields.
- Click on the **Beneficiary Name** LOV button. A popup window appears displaying the possible option.
- Select the Beneficiary from the LOV. The selected name appears in the designated area.
- Click on the **Search** button. Beneficiary Details section appears displaying the searched Beneficiary.
- Click on the **Submit** button. The beneficiary would be transferred to your login.