FINANCE DEPARTMENT
GOVT. OF WEST BENGAL

User Manual

Ver 1.0.0

*i*ntegrated Financial Management System

Prepared by

CMC Limited
Your IT Partner

2014

CMC Limited
iFMS-West Bengal

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e-Billing

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1   Introduction

E-Billing module is designed to enter different kinds of bills into iFMS system. After operator/approver enters the bill into the system, the bill is forwarded to Approver for Approval. If the Approver finds any discrepancy or does not agree with the bill he can Send it for revision, or even Reject the bill. Otherwise, he submits the bill to Treasury for further processing. Through e-Billing Module an user can also check the status of the bill at any point of the processing.

Bills raised and submitted through e-Billing would be received in e-CTS module through Bill Receiving functionality. It would further go through Bill Checking, Advice List generation, etc. Approved bills by TO/ATO would be added in the generated Advice List and sent to RBI for payment. After the payment, RBI sends back the electronic payment scroll for accounting purpose of the respective treasury.

The e-Billing Module in the iFMS Portal provides the user the facility to raise and submit both Employee and Non-Employee bills for the payment to the beneficiaries of the Govt. of West Bengal. This module explains the Bill processing cycle from generation to reimbursement.

At the end of this module you can:

  - Login to e-Billing with Digital Signature Certificates.
  - View Task List
  - Enter Bills.
  - Search Bill.
  - Modify Bill.
  - Forward Bill.
  - Query a Bill.
  - Print Bill.
  - Submit Bill.
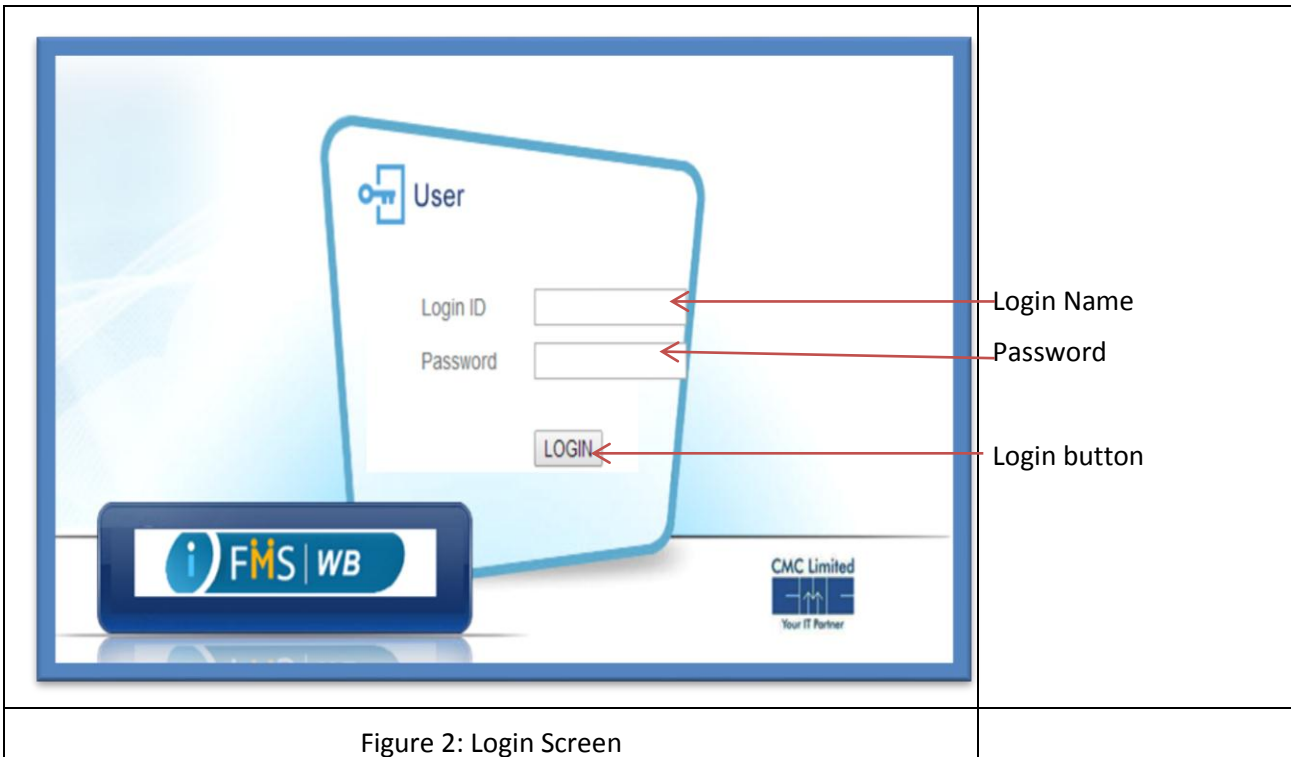 - Reject Bill.
  - Send Bill for Revision.

2   Login to e-Billing with Digital Signature Certificate

To login to e-Billing module
  1. Open Internet explorer or any other web browser.
  2. Type URL http://wbifms.gov.in in the address bar of the browser. The Home page of iFMS WB appears.

Figure 1: WBIFMS Home Page

The Login Screen for **E-Billing** Module opens as follows:

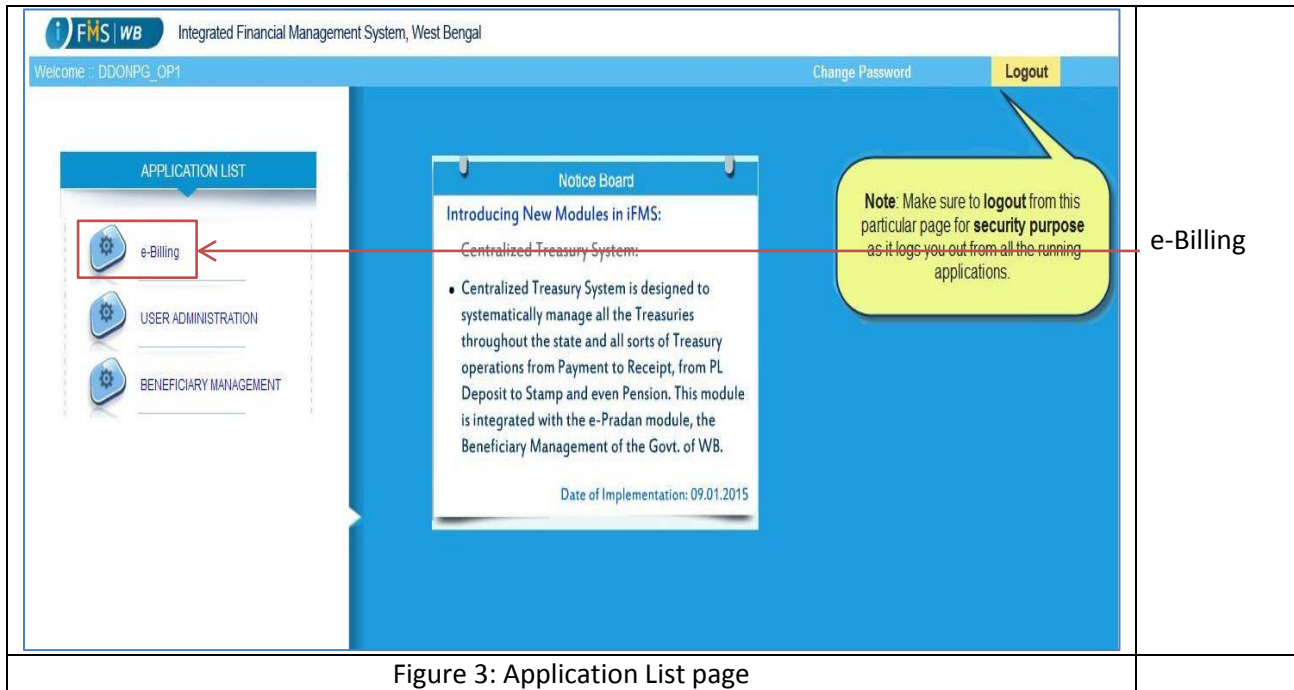Figure 2: Login Screen

The Application list page appears.

Figure 3: Application List page

3. Click on **e-Billing** from the menu list. One dialog box appears.
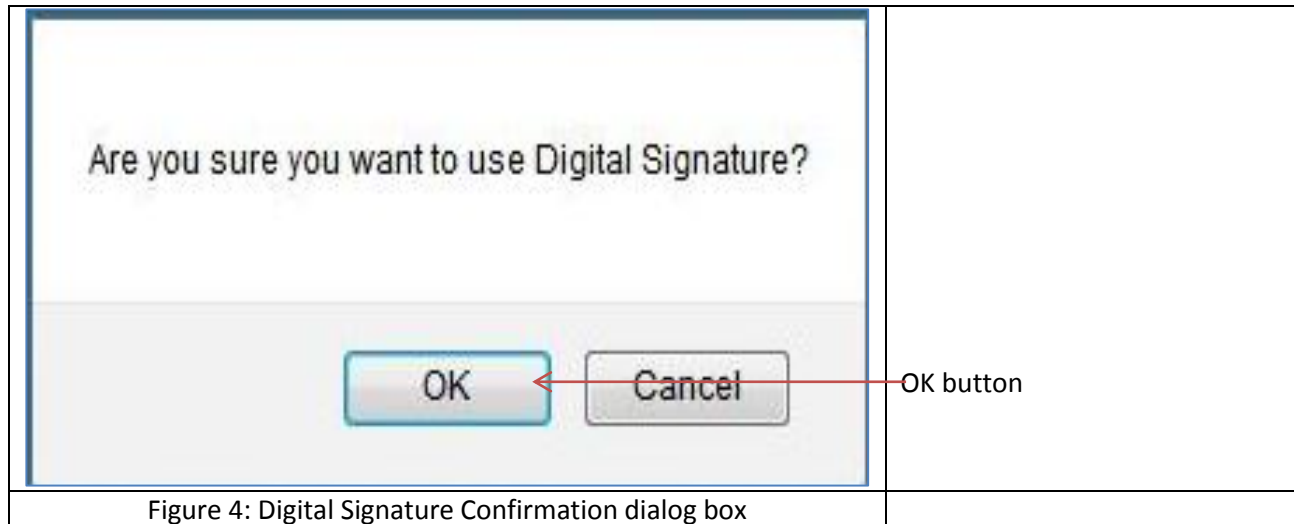

Figure 4: Digital Signature Confirmation dialog box

4. Click on the **Ok** button in the dialog box if you have received the USB dongle physically. Otherwise, click **Cancel**.
5. If you have clicked Ok in the last dialog box, another dialog box appears.

Figure 5: eMSigner dialog box

6. Click on the **Allow** button in the dialog box. One applet named eMSigner appears on screen.

Figure 6: eMSigner Applet
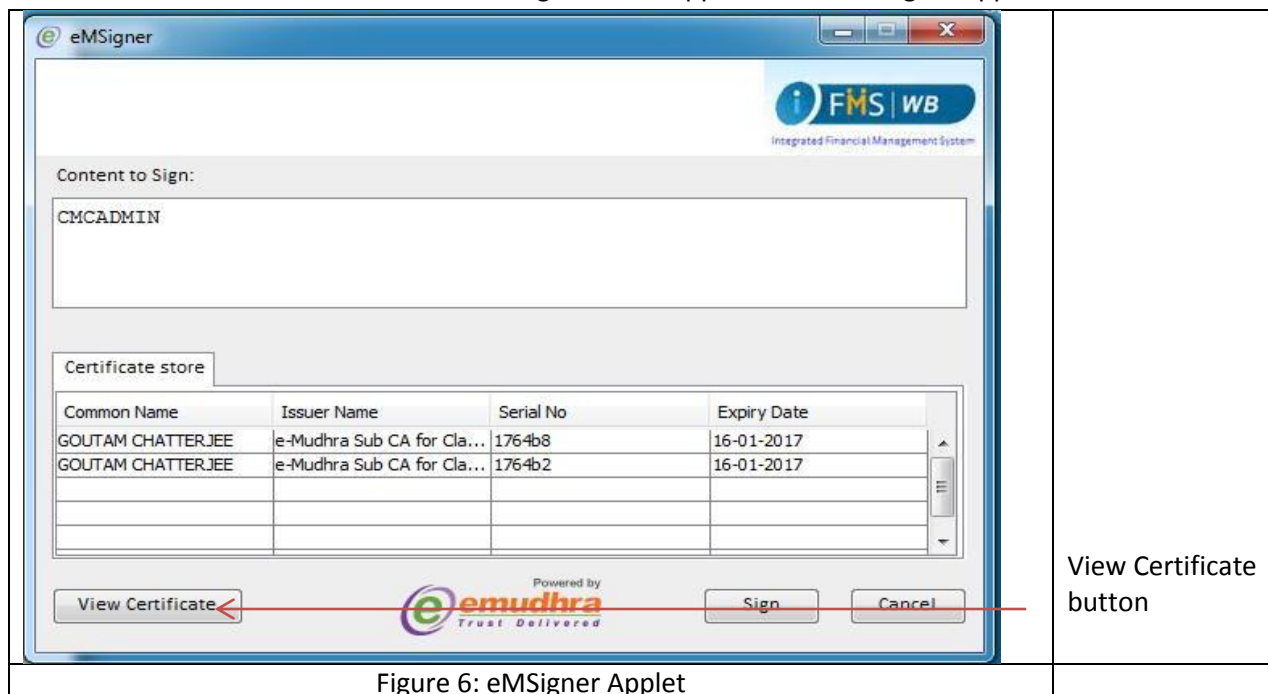
7. Select one certificate from the lists and click on **View Certificate** button. It opens another window that displays the details of the certificate. If the Certificate Information is digital Signature, you can use that certificate for signing in.

	Ok button
Figure 7: Digital Signature Certificate Details	
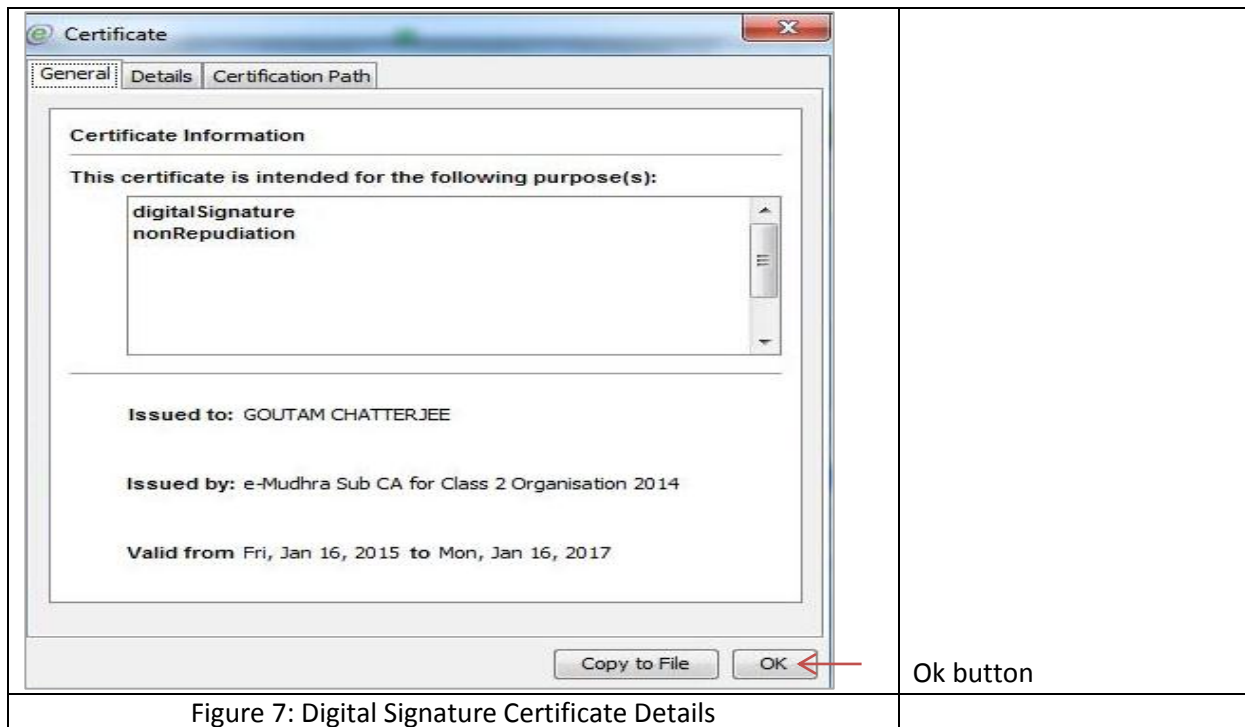
8. Click **OK**. The popup window closes and the eMsigner Applet window appears on the front.

	Certificate name Sign button
Figure 8: eMSigner	

A dialog box appears.
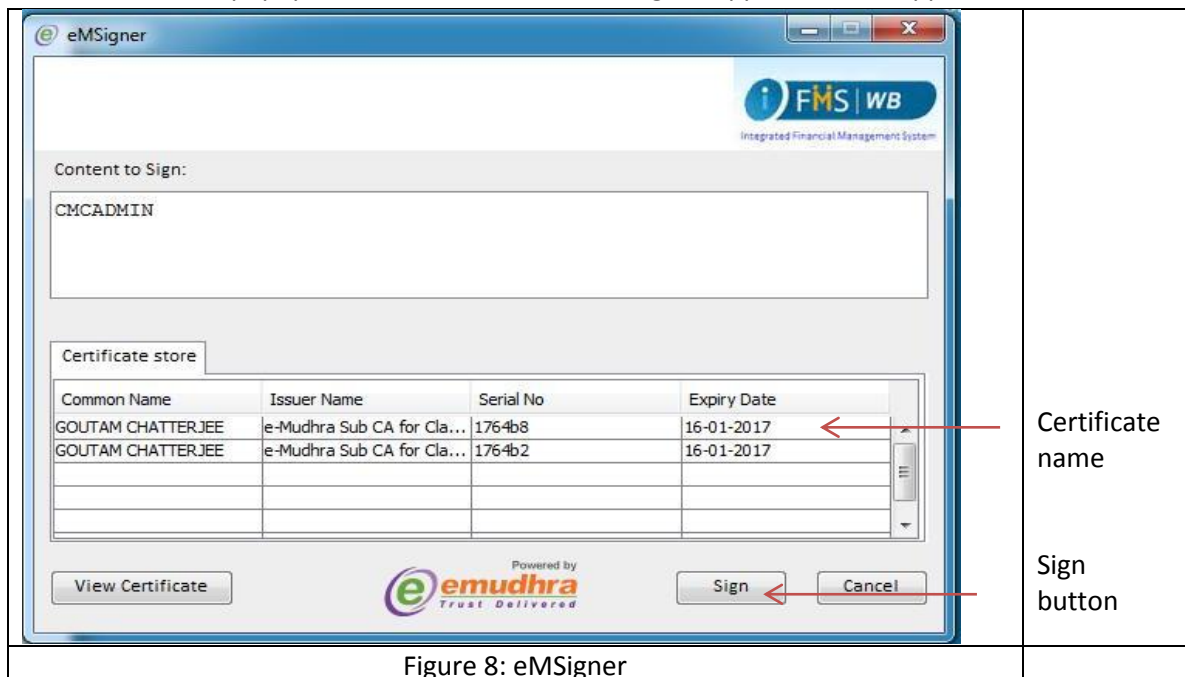
Token
Password
Field
Ok button
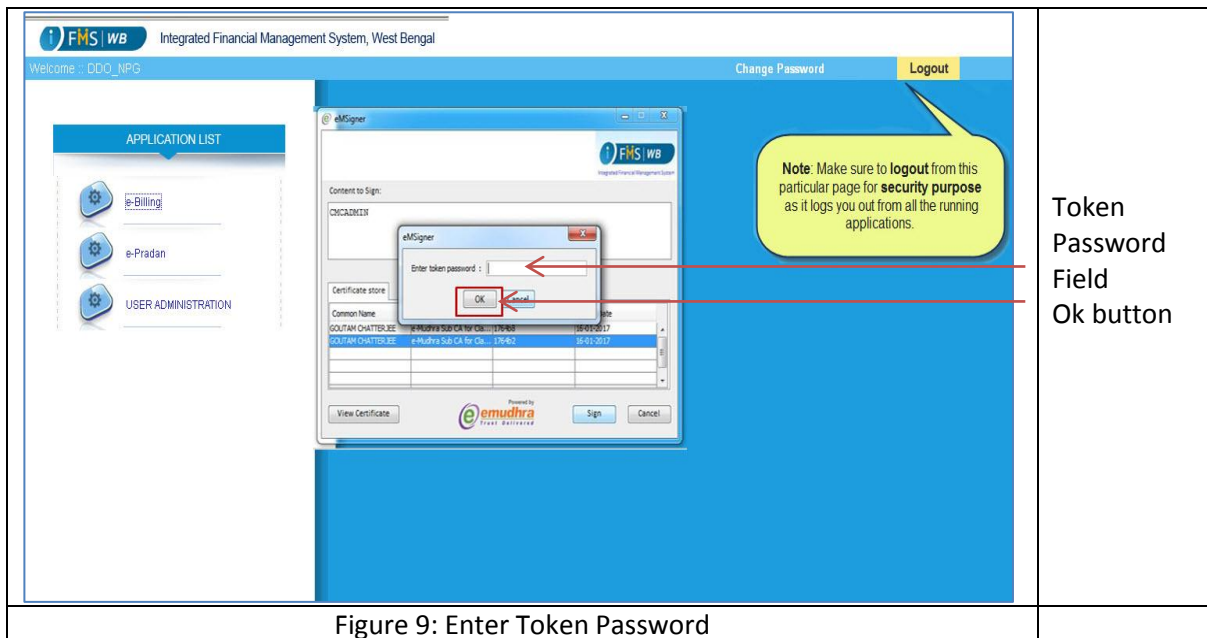
Figure 9: Enter Token Password

9. Enter Token Password in the dialog box.
10. Click **OK**. E-Billing Home Page after login appears as shown below:
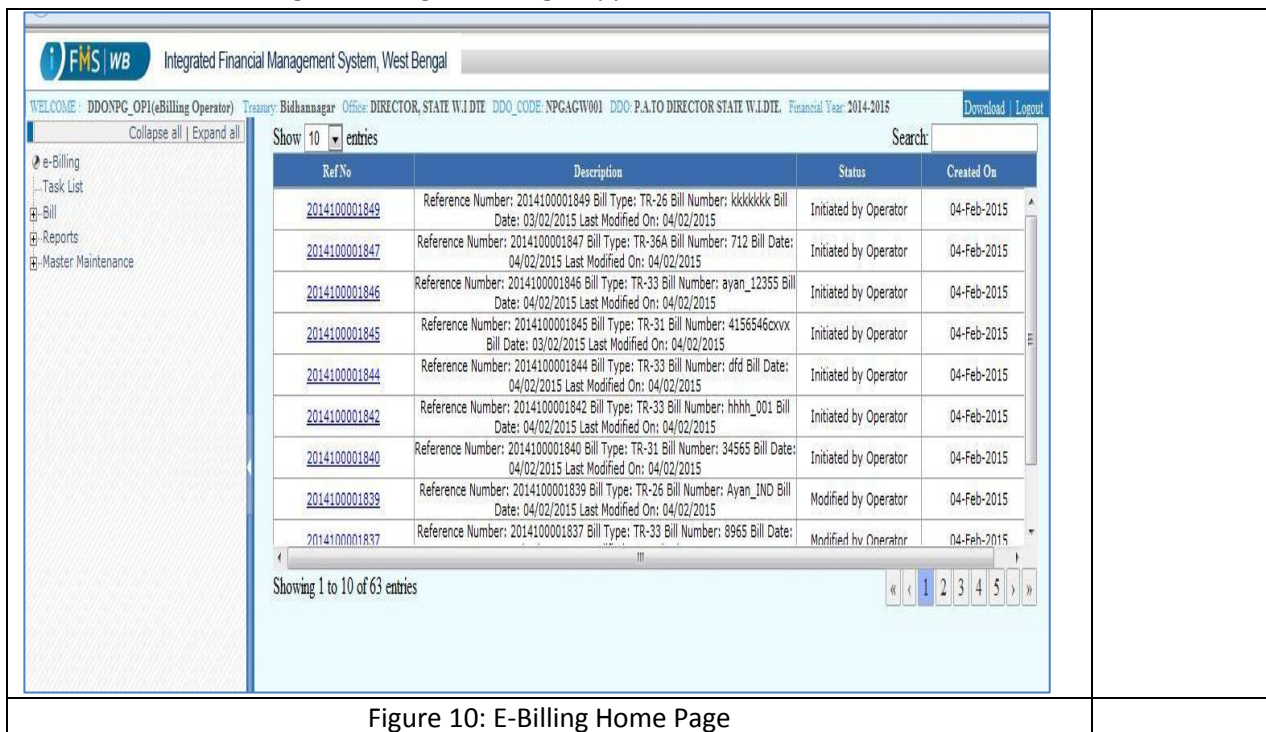
Figure 10: E-Billing Home Page

3   View Task List

The Home Page of e-Billing can be divided into two parts. The left hand side displays the Menu Tree and the right hand side screen displays the Task List.

Figure 11: E-Billing Home page with Task List

You can alternatively also view the Task List by clicking Task List from the menu tree on the left hand side. The Task List lists down the recent/pending tasks of the logged in user. The home page always displays the task list. Otherwise, click on the **Task List** from the left hand side menu tree.

The Task List of the Approver user appears as follows:

Figure 12: Task List of Approver user

Task List has four columns, namely **Ref No**, **Description**, **Status**, and **Created On**. **Ref No** refers to the Bill Reference Number. **Description** contains the short detail of the Bill. **Status** displays the current status of the Bill. **Created On** column shows the Bill Entry date.

➢ Click on the **Ref No** to view the Bill Details. The Bills Submitted to Treasury would not appear in the Approver's Task List and also the Bills sent for Revision to Operator would not appear in Approver's Task List.

Figure 13: Bill Details after you click on Reference No.

The Task List of the Operator user appears as follows:

Figure 14: Task List of operator

> ➢ Click on the **Ref No** to view the Bill Details and take necessary actions. After a Bill is forwarded to the Approver that bill would not appear in Operator's Task List.

4   Bill Entry

To enter Bill

1. Click on **Bill** from the left hand side menu tree. It displays the submenu under it.
2. Click on **Entry/Modify** submenu. The Bill Entry form appears on the right hand side.
3. Select the **Employee** or **Non-Employee** radio button.
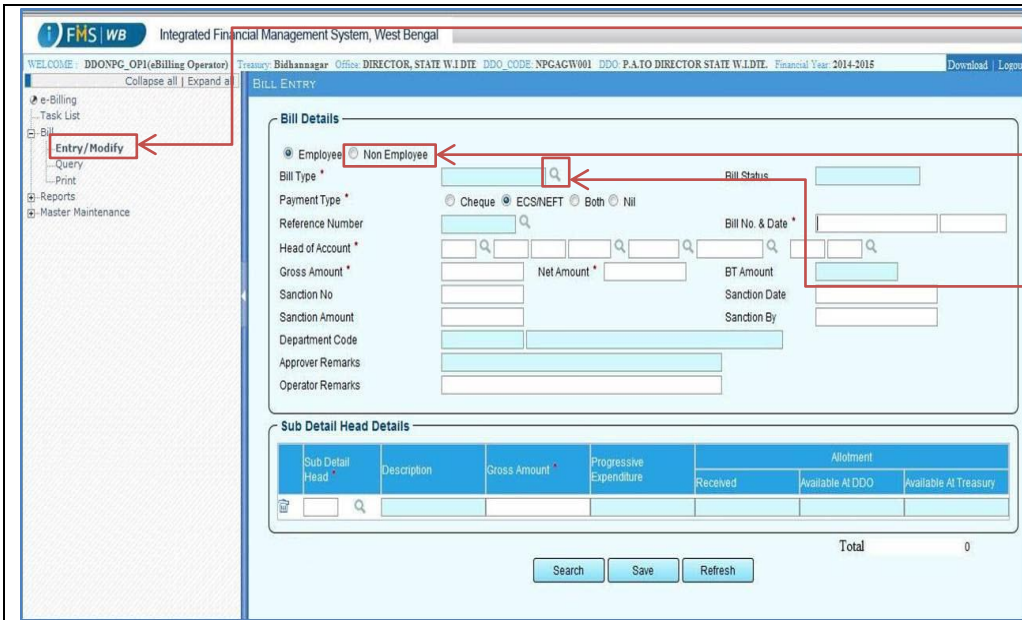4. Click on the **Bill Type** LOV button.

	Entry/Modify Menu
	Employee or Non-Employee radio button
	Bill Type LOV button

Figure 15: Bill Entry

A popup window appears.

Figure 16: Bill Type popup window

5. Select bill Type from the popup window. The selected value appears in the relevant field of the Bill Entry form.
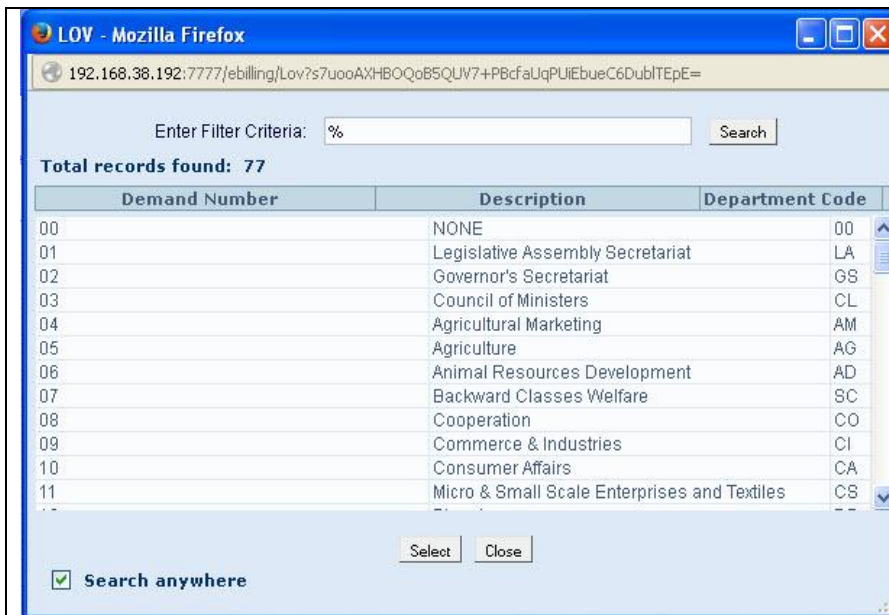

Payment Type

Bill No and Date

HOA LOV
Bill Gross and
Net Amount

Figure 17: Bill Entry form

6. Enter **Bill No** in the given field and also select the **Date** from the Calendar that appears when you click on the field.

7. Click on the **Head of Account** LOV button multiple time to select all the fields.

Figure 18: Head of Account LOV popup window

The selected value appears in the relevant fields.

Figure 19: Bill Entry form

8. Enter **Gross Amount**, **Net Amount**. BT Amount gets automatically calculated.

9. Enter **Sanction No**, **Sanction Date**, **Sanction Amount, Sanction By**.

10. Click on the **Sub-Detail** head LOV button. A popup window appears to help you select the relevant sub-detail head.

Figure 20: Sub Detail Head LOV popup window

The selected value appears in the relevant fields.

Figure 21: Bill Entry form filled up

Sub-Detail value select from LOV

Save button

11. Click **Save**. A success message appears on top of the Bill Entry form. It contains the newly generated Bill Reference Number.

	Success Message with Bill reference Number

Figure 22: Saved Bill Entry form with Success Message

12. At the bottom of the Bill Entry form some buttons appear after the Reference Number is generated.

13. Each Bill would have **BT Detail**, **ECS/NEFT** (Or cheque depending on Payment mode selection), **Modify/Forward** button and also a button to enter the specific bill details depending on the bill type selection. Here for example, the Bill Type is TR 26, therefore, the button name is also TR 26.

Figure 23: Bill Entry Form after Bill Reference Number Generation

5 By Transfer (BT) Details Entry

To enter By Transfer Detail in the Bill

1. Click on the **BT Detail** button.

BT Detail

Figure 24: BT Detail button on Bill Entry form

By Transfer Details form appears.

BT-Sl No LOV button

Figure 25: By Transfer Details Entry

A popup window appears.

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Figure 26: BT Sl No LOV popup window

2. Select BT Head from the popup window. The selected value appears in the table.

3. Enter Amount in the **Amount** column.

Figure 27: Selected value appeared in By Transfer form

The total of By -Transfer Amount should equal to the **Total BT Amount**.

4. Select other BT Sl No. and enter Amount to ensure that the total of By -Transfer Amount equals to the **Total BT Amount**. . If P. Tax is selected as the BT Sl. No, a button named TR 12 appears.

5. Click **TR 12** to enter TR-12 tax data. TR 12 page appears as a popup window.

Figure 28: TR 12 Details Entry form

Name of the Employee

Amount recovered

Employee ID

6. Enter the First letter of the **Employee Name** in the designated field. A suggestive list appears. Select the Name from the list.

7. Enter Amount in the **Amount Recovered** field.

8. Click Save.

Figure 29: TR 12 Details Entry form

Save button

A success message appears on the top.

(TR 12 screen)	Success Message
	Close Button

Figure 30: TR 12 Success Message

9. Click **Close**. TR 12 popup window closes.

10. In the By Transfer Details page click **Save**. A success message appears on the top panel and the Save button appears as deactivated as shown below.

(By Transfer Details screen)	Success Message
	Back button

Figure 31: BY Transfer Details Entry

11. Click **Back** to go back to main Bill Entry page.

If the user selects Income Tax as BT Sl. No in By Transfer Details Entry page then **TR 10** button appears. If you click on the **TR 10** button TR 10 details entry page appears as follows:

| Figure 32: TR 10 Details Entry page | |

Name of the Employee/Beneficiary

Employee ID
Designation
PAN
Gross Claim
Amount Deducted

> Enter the **Name of the Employee/Beneficiary** in the given field. While you start typing the name in the field, a suggestive list appears. Select the name from the list. The **Employee/Beneficiary ID** appears automatically.
> Enter **PAN**, **Gross Claim**, **Amount Deducted** in the given fields.
> Amount Deducted cannot exceed the Gross Claim Amount.
> The sum of Amount Deducted at TR 10 should equal to the Amount given in the row of By Transfer Details that contains Income Tax as By Transfer Head.
> Click **Save**.

Save button

| Figure 33: TR 10 Details Entry page | |

A success message appears as follows:

	Success Message Close Button
Figure 34: Success Message in TR 10 page	

➢ Click on the **Close** button to arrive back at the By Transfer Details entry page.

6 ECS/NEFT Entry

To enter the details of Payment in the Bill

1. Click on the **ECS/NEFT** button.

	ECS/NEFT Entry button in Bill Entry
Figure 35: ECS/NEFT Entry button in Bill Entry	

The ECS/NEFT form appears as shown below:

Figure 36: ECS Details Entry

2. Enter **Name** in the given column. You can enter first letter of the Beneficiary's Name in the given column. The approved list of beneficiary names would appear in a dropdown list. Select the desired beneficiary name from the list.

Figure 37: Name entry in ECS Details Entry

3. Enter amount in the **Amount** column. The **IFSC Code**, **Account Type**, and **Bank Account** columns populate automatically.

| | | Amount Entry |
| | | Save button |

Figure 38: ECS Details entry form

4. Make sure that the sum of Amounts in the **Amount** column should equal to **Bill Net Amount** in order to submit the bill.

5. Click **Save**. A success message appears on top as shown below:

Success Message

Back button

Figure 39: Success Message

6. Click **Back** to go back to Bill Entry page.

6.1 Copy Beneficiary from Previous Bill

You can also copy the beneficiary list from a previous bill. To copy the beneficiary list from previous bill

1. Select the check box **Copy from previous bill**.
2. Select the **Financial Year** from the dropdown menu.
3. Click on the **Reference NO** LOV button.

	Copy from Previous Bill section Reference No LOV button
Figure 40: ECS Entry Form - Copy from Previous Bill	

A popup window appears.

Figure 41: Bill Reference No LOV popup window	

4. Select the relevant value from the popup window. The list would contain only those bills which are under the same Bill Sub Type Description. The selected value appears in the associated fields.
5. Click on the **Search** button.

	Search button
Figure 42: ECS Copy from Previous Bill Reference Number	

The list of beneficiaries used in the selected particular bill appears in the table.

	Amount Add Row link Save button
Figure 43: Copy from Previous Bill	

6. Enter the **Amount.**

7. Click on the **Add Row** link to add more beneficiaries in the bill.

8. Click on the Delete icon to delete any existing beneficiary from the list.

9. Click **Save**. A success message appears.

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Beneficiary Details Successfully saved for the A/C no--12121364454 ←	Success Message
Bill No. 8964 Bill Date 05/02/2015 Bill Gross Amount 1000	
Bill Net Amount 200 Payee Department AM Total Beneficiary Amount 200	
HoA 04-2408-02-003-SP-001-V-50-00 Pay Mode ECS/NEFT/RTGS	
SubType Description TR-31 Non-Employee Bill	
Show 10 entries Search:	
Name / Bank Account No. / IFSC Code / MICR No. / Amount / Account Type /	
🔒 KUMAR GOURAV 12121364454 SBIN0005112 200 Savings	
Showing 1 to 1 of 1 entries Insert Back « ‹ 1 › »	
Figure 44: Success Message	

7   Cheque Payment Mode

If you have selected Pay mode as Cheque, **Cheque** button appears after Bill reference number
generation in Bill Entry. To enter Beneficiary detail in Cheque Payment mode

1. Click on the **Cheque** button to enter the details.

Cheque Button

Figure 45: Cheque button on Bill Entry form

Cheque Entry screen appears.

Payee Name
Pay Mode
dropdown menu

Amount field

Save button

Figure 46: Cheque Details Entry

2. Enter the **Payee Name** and **Amount** in the respective fields.

3. Select the **Pay Mode** from the dropdown menu.

4. Click **Save**. A success message appears.

	Success Message
Figure 47: Success message after Cheque Detail Entry	

8 Both Payment Mode

If you have selected Both as the payment mode while Bill Entry, after the Bill reference Number generation two buttons appear namely **ECS/NEFT** and **Cheque**.

	ECS/NEFT/RTGS Cheque
Figure 48: Bill Entry after Reference Number Generation for Both Payment Mode	

1. Click on each button to enter the details of ECS mode and Cheque Mode beneficiary details as explained before in the respective sections and save the respective data.
2. When you click on ECS/NEFT button the ECS/NEFT beneficiary details entry screen appears as follows:

Figure 49: ECS Entry for Both payment mode

3. Enter **Name** and **Amount**.

4. Click on **Save**. A success message appears as follows:

Success Message

Figure 50: Success Message after ECS Entry for Both payment mode

5. Click on the **Back** button.

6. Click on the **Cheque** button to enter the cheque beneficiary details:

Figure 51: Cheque Button in Bill Entry form	Cheque Button

The **Cheque** beneficiary details entry screen appears as follows:

Figure 52: Cheque Details Entry form

7. Enter **Payee Name** and **Amount** and select Pay mode from the dropdown menu.

8. Click **Save.** A success message appears as follows:

	Success Message
Figure 53: Success Message after Cheque Details Entry	

9 TR 26 Bill Details Entry

There are different kinds of Bills which are further segregated in to two types called Employee Bills and Non-Employee Bills. After the Bills Reference Number is generated, a Button appears to enter the details of the specific bill. To insert TR 26 Bill details

1. Click on the **TR 26** button.

Figure 54: TR 26 Button on Bill Entry form

TR 26 button

TR 26 Bill details page appears.

Figure 55: TR 26 Details Entry

Sub-Voucher Date

Description of Charge

Gross Amount

Authority

Sub Voucher No

2. Enter the **Sub-Voucher No**.

3. Enter **Sub Voucher Date**.

4. Enter **Description of Charge**, **Authority** and **Amount**.

Figure 56: TR 26 Details Entry

5. Click **Save**. A success message appears as shown below:

Figure 57: TR 26 Details Entry

10 TR 31 Details Entry

When you select the Bill type as TR 31, the TR 31 button appears after the Bill reference number generation. To enter TR 31 details

1. Click on the **TR 31** button.

Figure 58: TR 31 button on Bill Entry form

TR 31 details entry page appears.

Figure 59: TR 31 Details Entry

2. Click on the **Period From Date** field and select the date from the calendar.

3. Similarly select the **Period to Date**.

4. Enter Purpose of the Grant in the **Purpose** field.

	Period From field Period To Date Purpose Scheme Code Operator Code
Figure 60: TR 31 Details Entry	

5. Click on the **Operator Code** LOV button and select the operator from the popup window.

Figure 61: Operator Code LOV popup

6. Click on the **Scheme ID** LOV button and select the scheme from the popup window. The scheme ID LOV popup displays values depending on the Operator code selection.
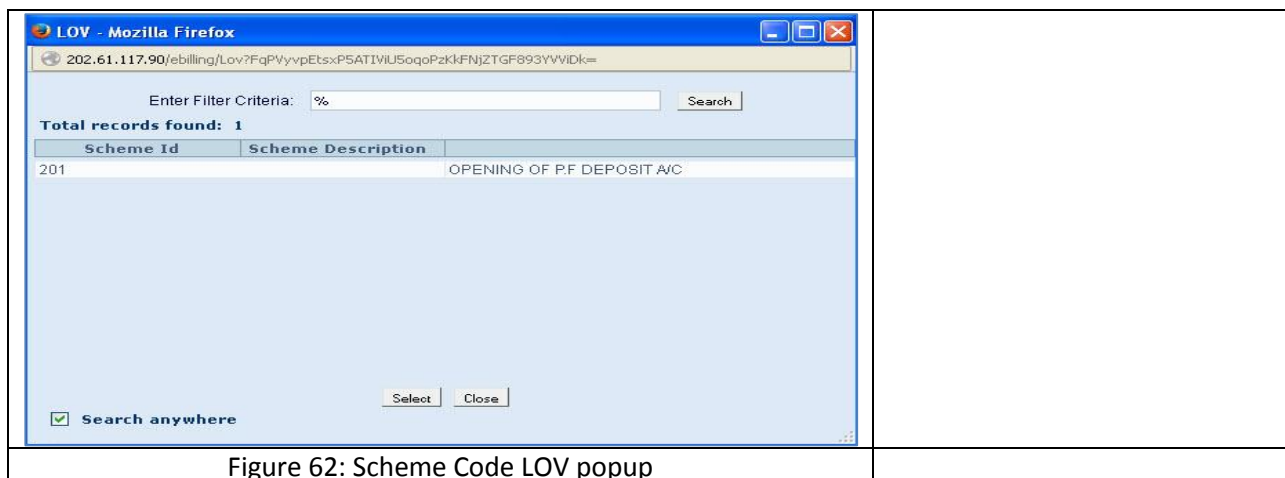
Figure 62: Scheme Code LOV popup

7. The selected values of operator and scheme appear as follows:

Received Amount

Add Row link

Figure 63: TR 31 Details Entry

8. Enter amount in the **Received Amount** field.

9. Click on the **Add Row** link to enter the **Name of Grantee Institution** in the given column or more Operator and Scheme details. Enter the **Received Amount** against the added Institute or Operator. If you are adding Institute then this Amount should be same as the Net Amount.

10. Click **Save**.

Figure 64: TR 31 Details Entry

A success message appears.

Figure 65: TR 31 Details Entry

In TR 31 Bill Net Amount should be equal to the Received Amount against Grantee Institution. If the Grantee Institution does not have the same Received Amount as the Net Amount it shows the following error message:

Figure 66: TR 31 Details Entry

Also in TR 31, the followings validations are maintained:

➢ Scheme master should be available based on Operator code selected.
➢ Operator master should be available based on Treasury code.
➢ Either Operator or Name of Grantee Institution should be entered.
➢ Received amount will be same as BT Amount (Gross – Net – BT Amount entered) left after By Transfer entry.

11 TR 33 Details Entry

When you select Bill Type as TR 33 in the Bill Entry form, TR 33 button appears after the Bill reference number is generated. To enter the TR 33 Bill details

1. Click on the **TR 33** button.

TR 33 button
Figure 67: TR 33 button in the Bill Entry form

TR 33 Detail entry form appears as shown below:

Class of Stipend Holder Month and Year Name of the Institution Copy Previous Bill
Figure 68: TR 33 Details Entry

2. Enter **Class of Stipend Holder**.
3. Select the **Month & Year** from the drop down menu.
4. Enter the name of the **Institution**.

5. Click on the **Copy Previous Bill** LOV button to copy the details from the previous bill. A popup window appears to display the Reference numbers.

Figure 69: Reference Number LOV popup window

6. Select the Reference Number from the popup window.

Figure 70: TR 33 Details Entry

7. Click on the **Search** button. Automatically the Stipend Details of previous bill appears in the table.

Figure 71: TR 33 Details Entry

8. You can click on a column to edit the details.

Figure 72: TR 33 Details Entry

9. If you have not copied from a Previous Bill you can manually enter the **Order No**, **Order Date**, **Name of the Stipend Holder, From** date**, To** date, **Monthly Value**, **Bill Amount**.
10. Enter the **Number of Days Absent**, **Cause**, **Amount** in the Deduction section if applicable.
11. Enter **Net Amount**.

	No of Days Absent Cause Amount Amount Withheld Net Amount Save Button
Figure 73: TR 33 Details Entry	

12. Click **Save**. A success message appears.

	Success Message
Figure 74: TR 33 Details Entry	

12 TR 36A Details Entry

When you select the Bill type as TR 36A the TR 36A button appears after the Bill reference number generation. To enter the details on the TR 36A type of bill

1. Click on the **TR 36A** button.

Figure 75: TR 36A button in Bill Entry form

TR 36A details entry page appears.

Figure 76: TR 36A Details Entry

2. Click on the **Period From Date** and **Period to Date** fields and select the date from the calendar.
3. Enter Purpose of the Grant in the **Purpose** field.

Figure 77: TR 36A Details Entry

4. Click on the **Operator Code** and **Scheme ID** LOV buttons and select value from the respective popup windows.
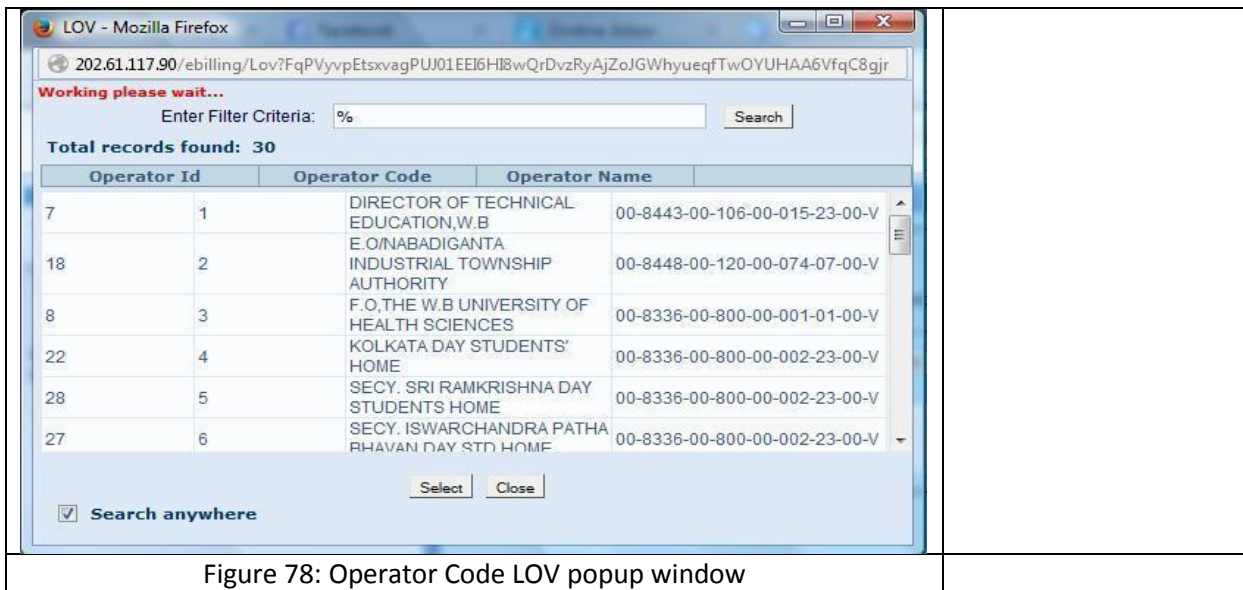
Figure 78: Operator Code LOV popup window

Scheme ID popup window lists down the scheme associated with the selected operator.
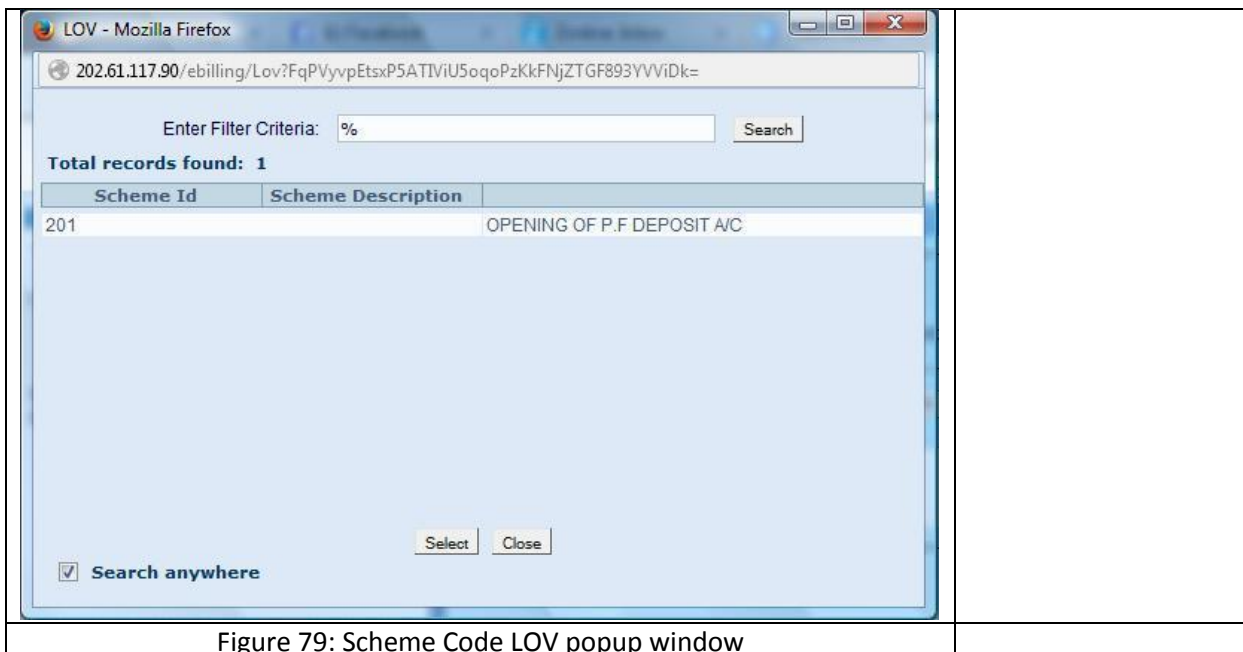
Figure 79: Scheme Code LOV popup window

Selected **Operator Code** and **Scheme ID** appear in the designated fields.

5. Enter amount in the **Received Amount** field.
6. Click **Save**.

Figure 80: TR 36A Details Entry

A success message appears on top.

Figure 81: Success Message in TR 36A Details Entry form

Also the Total Received Amount by the Grantee Institute should equal to the Net Amount. If they don't equal, it shows alert message as follows:
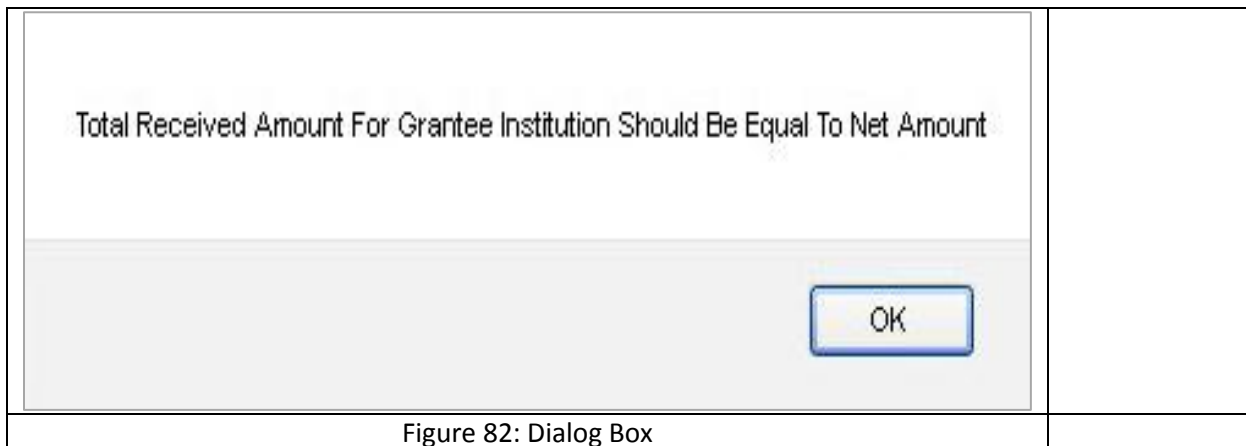
| Figure 82: Dialog Box | |

In TR 36 Bill, the By Transfer Amount along with the Received amount for PL Operator should equal to Bill Gross – Net Amount. If they don't equal, it shows error message as follows:
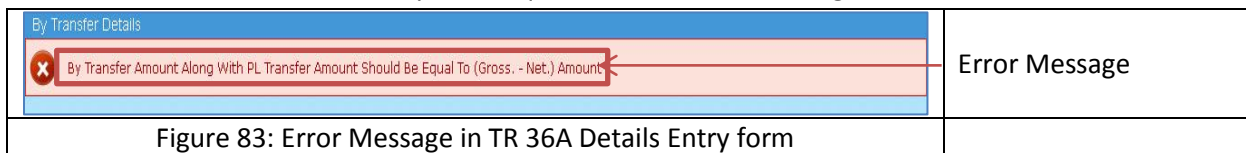
| | Error Message |
| Figure 83: Error Message in TR 36A Details Entry form | |

In TR 36A type of Bill the Gross – Net Amount = Received Amount of PL Operator.

The followings are to be ensured while entering TR 36A

➢ Either Operator or Name of Grantee Institution should be entered.

➢ Received amount will be same as BT Amount (Gross – Net – BT Amount entered) left after By Transfer entry (Alert shown as beside).

13 TR 50 Details Entry

TR 50 is an Employee Type of Bill. This Bill is raised for withdrawing

➢ Commuted Value of Pension

➢ Provisional Gratuity

➢ Final Payment of Gratuity

➢ Death Gratuity

➢ Final Payment of General Provident Fund

➢ Refundable Advance from General Provident Fund

➢ Non-Refundable Advance*/Part Final Withdrawal from General Provident Fund.

To insert a TR 50 bill

➢ Click **Bill Entry/Modify** from the left hand side menu tree. Bill Entry form appears on the right hand side.

➢ Click on the **Employee** radio button as Bill Type.

Figure 84: Bill Entry

A pop up window appears.

Figure 85: Employee Type Bills

➢ Select the **TR 50** Bill as the bill type from the popup window. The selected value appears in the designated area. A field named **Claim For** appears in the Bill Entry form after selecting TR 50 as Bill Type.

Figure 86: Bill Entry screen

Claim For field

Claim For LOV button

➢ Click on the **Claim For** LOV button. A popup window appears.

Figure 87: Claim For LOV popup Window

➢ Select the **Claim Type** from the popup window. The selected value of Claim appears in the designated field along with the associated Head of Accounts.

Bill No and Date

Head of Account

Figure 88: TR 50 Bill Entry

➢ Enter the **Bill No** and **Date**.
➢ Enter the **Gross Amount** and **Net Amount**. BT amount appears automatically.

Gross Amount

Net Amount

BT Amount

Save Button

Figure 89: Bill Entry

➢ Click **Save**. A success message appears on top with the newly generated **Reference Number**. Also **TR 50**, **BT Details**, **ECS/NEFT**, **Modify** buttons appear.

Success Message

TR 50 button

Figure 90: Bill Entry

➢ Click on the **TR 50** button to enter the details of claim. TR 50 page appears in a new tab.

Salary Head of Account

Figure 91: TR 50 Details Entry page

➢ Click on each of the LOV buttons in the **Salary Head of Account** field to select respective field of the Head of Account from the associated Popup window.

Figure 92: Salary Head of Account LOV popup window

The selected values of Head of Account appear as follows:

Employee
Name
Employee
ID
Designation

Figure 93: TR 50 Details Entry

➢ Enter the **Employee Name** in the given area. When you start typing the Employee Name, a suggested list of Beneficiaries appears

Figure 94: TR 50 Details Entry

➢ Select from the list the relevant name. **Employee ID** appears automatically.

Figure 95: TR 50 Details Entry

➢ Enter **Designation**, Basic Pay + Grade Pay in the **BP+GP** field.
➢ Select the **Type of Cessation** from the dropdown menu.
➢ Enter the **Date of Cessation** from the Calendar in the field. The date of Cessation is always the Last day of the month.

Figure 96: TR 50 Details Entry

> Enter **GPF Account No**.
> Enter the **Sanctioning Authority**, **Sanction Order No**, **Sanction Date**, **Gross Amount** and **Net Amount**.

Figure 97: TR 50 Details Entry

> Click on the **Add Row** link to add more Employee rows.
> Click **Save**. A success message appears.

Figure 98: TR 50 Details Entry

14 TR 60 Details Entry

TR 60 is another Employee type of bill. This bill is used to raise the claim for GISS Scheme 1983, or GISS Scheme 1987 or both. To insert a TR 60 bill

➢ Click **Bill Entry/Modify** from the left hand side menu tree.

Figure 99: Bill Entry

➢ Click on the **Employee** Type radio button.
➢ Click on the **Bill Type** LOV button. A popup window appears.

Figure 100: Employee Type of Bills

➢ Select the **TR 60** Bill as the bill type from the popup window. The selected value appears in the designated area. A new field called **GISS Scheme** appears in the Bill Entry form whenever TR 60 is selected as a Bill Type.
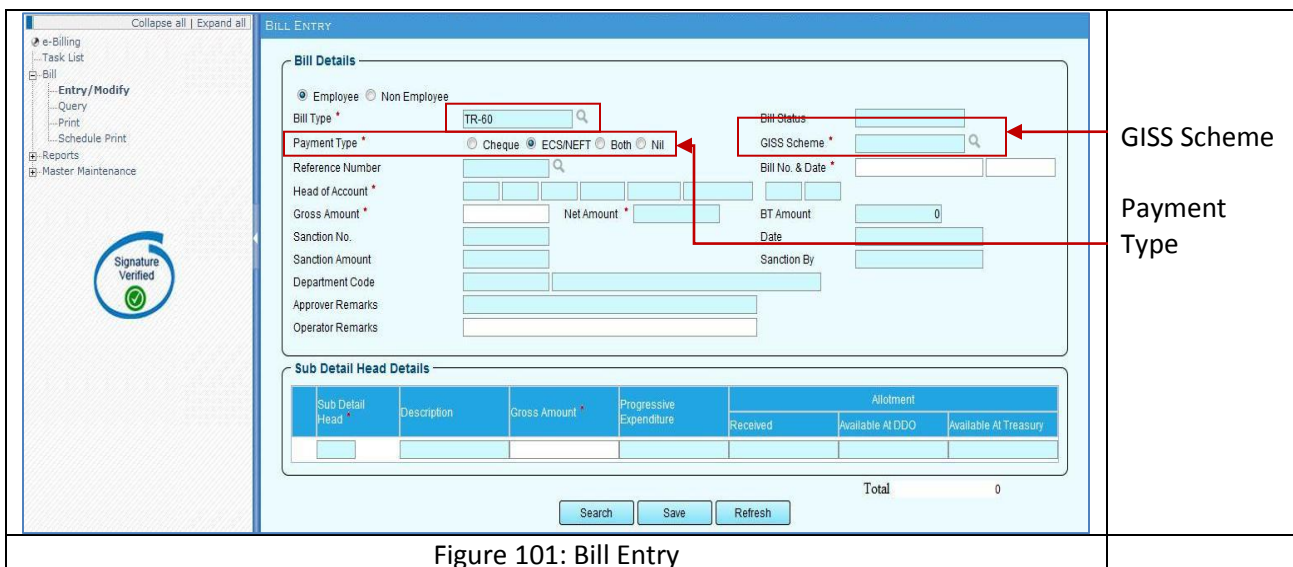
Figure 101: Bill Entry

➢ Select either of **Cheque**, **ECS/NEFT**, or **Both** as Payment type.
➢ Click on the **GISS Scheme** LOV button. A popup window appears.

Figure 102: GISS Scheme LOV popup window

➢ Select the **Scheme** from the popup window. The selected value of Scheme appears in the designated field along with the associated Head of Account.

Figure 103: Bill Entry

➢ Enter the **Bill No** and **Date**.
➢ Enter the **Gross Amount.** The **Net Amount** appears automatically same as the Gross amount.

Figure 104: Bill Entry

➢ Click **Save**. A success message appears on top with the newly generated **Reference Number**. Also **TR 60**, **ECS/NEFT**, **Modify, Forward** buttons appear.

Figure 105: Bill Entry

➢ Click on the **TR 60** button to enter the details of GISS Scheme. TR 60 page appears in a new tab.

Figure 106: TR 60 Details Entry page

➢ Enter the **Employee Name** in the given area. When you start typing the Employee Name, a suggested list of Beneficiaries appears. Select the relevant name from the list.

Figure 107: TR 60 Details Entry page

Employee ID appears automatically.

➢ Enter **Designation**.

Figure 108: TR 60 Details Entry page

➢ Select the **Type of Cessation** from the dropdown menu.

Figure 109: TR 60 Details Entry page

➢ Enter the **Date of Cessation** from the Calendar in the field. The date of Cessation in case of Superannuation is always the Last day of the month.
➢ Enter the **Sanctioning Authority**, **Sanction Order No**, **Sanction Date**, and **Saving Fund of Interest**. The Bill Gross Amount should be equal to the total of the Saving Fund of Interest.

Figure 110: TR 60 Details Entry page

➢ Click on the **Add Row** link to add more Employee rows.
➢ Click **Save**. A success message appears.

Figure 111: TR 60 Details Entry page

15 TR 61 Details Entry

TR 61 is another Employee Type of Bill. It is raised in favour of Medical charges for from West Bengal Government Employees' Group Insurance-cum-Savings Scheme, 1983 / 1987- For Savings Fund. To insert a TR 61 bill
➢ Click **Bill Entry/Modify** from the left hand side menu tree.

Figure 112: Bill Entry

> Click on the **Employee** Type radio button.
> Click on the **Bill Type** LOV button. A popup window appears.

Figure 113: Employee Bill Type

> Select the **TR 61** Bill as the bill type from the popup window. The selected value appears in the designated area. A new field called **GISS Scheme** appears in the Bill Entry form whenever TR 61 is selected as a Bill Type.

Figure 114: Bill Entry

➢ Select either of **Cheque**, **ECS/NEFT**, or **Both** or **Nil** as Payment type.
➢ Click on the **GISS Scheme** LOV button. A popup window appears.

Figure 115: GISS Scheme LOV popup window

➢ Select the **Scheme** from the popup window. The selected value of Scheme appears in the designated field along with the associated Head of Account.

Figure 116: Bill Entry

➢ Enter the **Bill No** and **Date**.
➢ Enter the **Gross Amount.** The **Net Amount** appears automatically as the same amount.

Figure 117: Bill Entry

➢ Click **Save**. A success message appears on top with the newly generated **Reference Number**. Also **TR 61**, **ECS/NEFT**, **Modify, Forward** buttons appear.

Figure 118: Bill Entry

- Click on the **TR 61** button to enter the details of GISS Scheme. TR 61 page appears in a new tab.

Figure 119: TR 61 Details Entry

- Enter the **Employee Name** in the given area. When you start typing the Employee Name, a suggested list of Beneficiaries appears. Select the relevant name from the list.

Figure 120: TR 61 Details Entry

Employee ID appears automatically.

Figure 121: TR 61 Details Entry

➢ Enter **Designation**.
➢ Select **Death in Service** as the **Type of Cessation** from the associated dropdown menu.
➢ Enter the **Date of Cessation** from the Calendar in the field.

➢ Enter the **Sanctioning Authority**, **Sanction Order No**, **Sanction Date**.

Figure 122: TR 61 Details Entry

➢ Select the **Group As Per GISS** from the associated dropdown menu.

Figure 123: TR 61 Details Entry

As per the selected group **Insurance Fund Amount** appears automatically. The Bill Gross Amount should be equal to the total of the Insurance Fund Amount.

➢ Click on the **Add Row** link to add more Employee rows.
➢ Click **Save**. A success message appears.

Success Message

Figure 124: TR 61 Details Entry

16 TR 27 Bill Details Entry

TR 27 is a Non-Employee type of bill. This bill is used to draw Advance. To enter TR 27 bill in the Common Bill entry form, Sanction details (Sanction No, Date, Sanction Amount, and Sanction By) are mandatory. To enter TR 27 bill details, the user needs to

1. Click on the **TR 27** button in Common Bill entry form.

	TR 27 Button
TR 27 Button in the Common Bill Entry	

TR 27 details page appears.

	Counter Signature Amount, Order No, Date
TR 27 Detail Entry	

2. Enter the appropriate name in the **Detailed bill will be sent for Counter Signature by** field.
3. Enter the **Amount**, **Order No** and **Date** in the **Deduction allowed by the Controlling Officer** section.

TR27 — Reference No 20150600002113, Bill Status Initiated by Approver, Gross Amount 8000, Net Amount 3000. Detailed bill will be sent for counter signature by: S K Roy. **Deduction allowed by the Controlling Officer** — Amount (Rs.) 2000, Order No 8563, Date 10/06/2015. **Unspent or balance of previous advance drawn** — Treasury Code NPG, DDO Code NPGAGW001. Date 14/01/2015, Token No. 4999, Bill No. bb84, Date 14/01/2015, Amount (Rs.) 2000. Proforma Invoice No 8722, Purpose and quotation of authority for drawing advance(200 characters) Advance for Education, Gross Amount 8000. +Add Row. Total Amount 8000.0. Back, Save, Refresh.	Token, Date, Bill details of Unspent or Balance of previous advance drawn. Proforma Invoice No, Purpose, Gross Amount. Save button
TR 27 Bill details entry	

4. Enter the **Date** from the calendar in the **Unspent or balance of previous advance drawn** section if applicable.
5. Click on the **Token No** LOV button. A popup window appears. It shows Tokens from the selected date only. **Bill No**, **Date** and **Amount** appear automatically depending on the Token No selection.
6. Enter **Proforma Invoice No**, **Purpose and Quotation of authority for drawing advance** and **Gross Amount**. The Total of **Gross Amount** should be same as the Bill Gross Amount.
7. Click **Save**. A success message appears.

TR27 — TR27 Bill Detail Saved Successfully. TR27 — Reference No 20150600002113, Bill Status Initiated by Approver, Gross Amount 8000, Net Amount 3000. Detailed bill will be sent for counter signature by: S K Roy	Success Message
TR 27 Details Entry success message	

17 TR 28 Details Entry

TR 28 is a Non-Employee type of bill. This bill is used to draw Advance. To enter TR 28 bill in the Common Bill entry form, Sanction details (Sanction No, Date, Sanction Amount, and Sanction By) are mandatory.

To enter TR 28 bill details, the user needs to

1. Click on the **TR 28** button in Common Bill entry form.

	TR 28 Button
TR 28 button in Common Bill Entry	

TR 28 details page appears.

TR 28 Details Entry	

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2. Enter the **T.V. Date** from the Calendar given in the field.
3. Click on the **T.V. No** LOV button and select the Treasury voucher No from the LOV popup window that populates data depending on the selected T.V. date. Depending on the selected T.V. No, **Token No**, **Token Date**, **Bill No**, **Bill Date** and **Amount** appear automatically.
4. Enter the **Sub-Voucher No**, **Sub-Voucher Date**, **Description of charge** and **Amount** in the Adjustment of advance section.

TR 28 Details Entry

5. Click on the **Treasury Code** LOV button and select Treasury code from the associated LOV popup window.
6. Select the **Challan Date** from the Calendar given in the field.
7. Click on the **Challan No** LOV button and select the Challan No from the LOV popup window that populates data depending on the selected Challan Date. Depending on the selected Challan No **Amount** appears automatically in the **Disallowance Refund Detail** section. Follow the same process in **Refund Challan Detail** section.
8. Click **Save.** A success message appears.

TR 28 Insert ⓘ TR28 Bill Detail Saved Successfully Reference No.:20150600002116 Gross Amount: 0 Net Amount: 0 Bill Status: Initiated by Approver Amount Brought Forward: Advance Detail Treasury Code: NPG Treasury Name: Bidhannagar DDO Code: NPGAGW001 Voucher Details T.V Date * | T.V No: * | Token No * | Token Date * | Bill No * | Bill Date * | Amount * 28/05/2015 | 22251 | 273 | 28/05/2015 | 5546shr | 28/05/2015 | 4500	**Success Message**
TR 28 Details Success Message	

18 TR 24 Details Entry

TR 24 is an Employee type of bill. This bill is raised in favor of Medical Charges Reimbursement. To enter TR 24 bill details, the user needs to

1. Click on the **TR 24** button in Common Bill entry form.

ⓘ Bill Saved Successfully.Bill Reference No.-20150600001724 **Bill Details** ◉ Employee ◯ Non Employee Bill Type * TR-24 Bill Status Modified by Approver Payment Type * ◯ Cheque ◉ ECS/NEFT ◯ Both ◯ Nil Reference Number 20150600001724 Bill No. & Date * Rahul_1 05/06/2015 Head of Account * 42 2070 00 003 NP 005 V 07 Gross Amount * 600 Net Amount * 600 BT Amount 0 Sanction No. abc2 Date 05/06/2015 Sanction Amount 600 Sanction By DDO Department Code HR Personnel & Administrative Reforms Approver Remarks **Sub Detail Head Details** Sub Detail Head * | Description | Gross Amount * | Progressive Expenditure | Allotment (Received | Available At DDO | Available At Treasury) 00 | Not Available | 600 | 600 | 0 | -600 | 0 Total 600 TR-24 ECS/NEFT Modify Send For Revision Reject Submit Refresh	**TR 24 Button**
TR 24 Button in Common Bill Entry form	

TR 24 details entry page appears.

TR 28 Details Entry	

2. Type the **Employee Name** in the given field. A suggested combination of Employee name and Employee ID appears. Select the suggested input.
3. Enter **Designation**, **Gross Claim** manually. **Recovery of Advance** and **Net Claim** populate automatically.
4. In the **Recovery of Advance Details** section Treasury Code and DDO Code will appear by default as the logged in user's Treasury and DDO's details. The user can change it too by clicking on the respective LOV button and selecting necessary input from the associated LOV popup window.
5. Select **T.V. Date** from the calendar that appears when you click on the field.
6. Click on the **T.V. No.** LOV button and select the voucher from the popup window. **Amount**, **Token No**, **Token Date**, **Bill No** and **Bill Date** appear automatically.

	TV Date, TV No, Amount, Token No, Token Date, Bill No and Bill Date Section of Establishment, Name of Incumbent, Designation, Period, Amount Save button
TR 24 Details Entry	

7. Depending on the **Amount** in the Recovery of Advance details section **Recovery of Advance** column in the Employee Detail table and the **Net Claim** update automatically based on the calculation that Recovery of advance = Gross claim – Net Claim.

8. Enter the **Section of Establishment**, **Name of Incumbent**, **Designation**, **Period**, **Amount** in the **Medical Charges Refunded** section when applicable.

9. Click **Save**. A success message appears.

	Success Message
TR 24 Details Entry	

19 TR 36 Details Entry

TR 36 is a Non-Employee type of bill. This bill is used for drawing charges on account of payment/repayment of loans, advances, subsidies, investments, interest on loan, withdrawal from Contingency Fund etc. To enter TR 36 bill details, the user needs to

1. Click on the **TR 36** button in Common Bill entry form.

Bill Saved Successfully.Bill Reference No.-20150600001617 ... (see form below)	TR 36 Button
TR 36 Details Entry	

TR 36 details entry page appears.

2. Enter the **Purpose** and **Scheme Name** in the respective fields.

	Purpose Scheme Operator Code Scheme ID
TR 36 Detail Entry	

3. Click on the **Operator Code** LOV button and select values of the Operator Code from the respective LOV popup window.

Operator Code LOV popup Window	

4. Click on the **Scheme ID** LOV button and select values of the items from the LOV popup window.
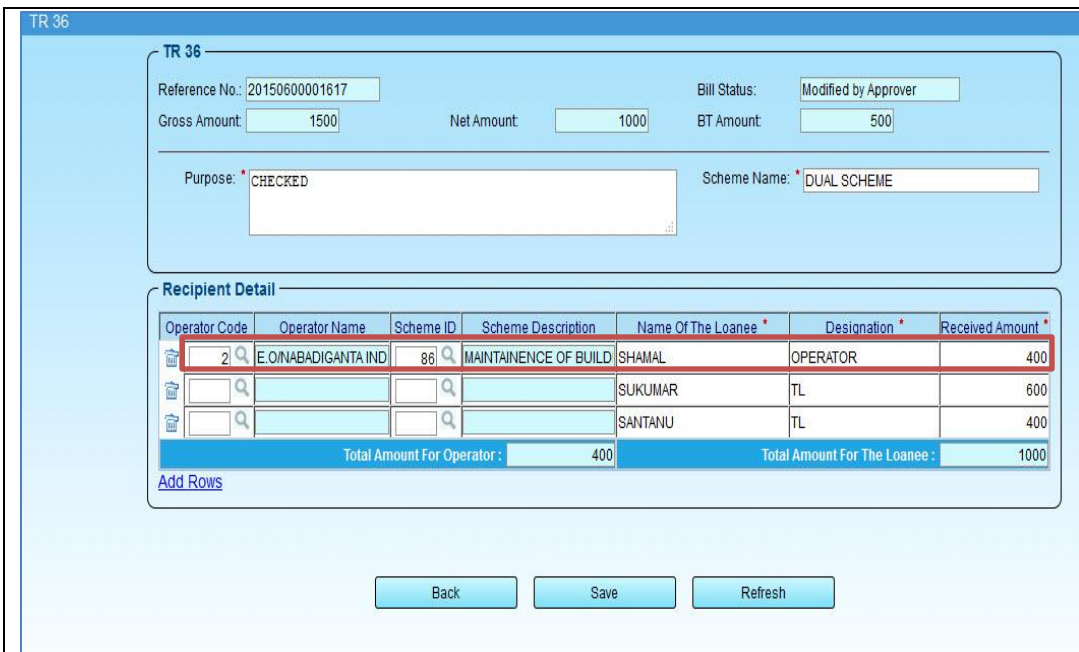
Scheme ID LOV pop window

5. Selected **Operator Code** and **Scheme ID** appear in the respective fields.
6. Enter the **Name of Loanee**, **Designation** and **Received Amount** in the given columns.
   You can enter multiple operators and schemes and also multiple names of Loanee by clicking on **Add Rows** link.
7. Enter **Received Amount** for the selected operator and Scheme.

TR 36 Details Entry

However, it has to be ensured that the **Total Amount for Operator** should equal to the **Gross Amount** - **Net Amount**. In case it does not match the system shows an alert as follows:

Alert Message	

8. Click **Save**.

	Save Button
TR 36 Details Entry	

A success Message appears.

Success Message	

20 Bill Search

You can search an existing Bill through Bill Entry form. To search a Bill

➢ Click on the **Bill →Entry/Modify** menu from the left hand side menu tree. Bill Entry appears on the right hand side.
➢ Select the **Non-Employee** radio button.
➢ Click on **Bill Type** LOV button.

	Bill Entry/Modify menu No Employee radio button Bill Type LOV button
Figure 125: Bill Search Screen	

One popup window appears.

Figure 126: Bill Type LOV popup window	

7. Select the desired Bill type from the popup window.

The selected bill type appears in the appropriate field.

Reference No LOV button

Figure 127: Bill Search Form

A popup window appears displaying the list of reference numbers.

Figure 128: Bill Reference No LOV Popup Window

8. Select the reference number from the popup window.

The selected reference number appears in the designated field.

Search button

Figure 129: Bill Search Form

9. Click on the **Search** button. The searched bill appears in the Bill Entry form.

Figure 130: Bill Search Form

21 Bill Modify

In the Bill Entry form after the searched bill appears, or you enter the Bill, you can modify the bill. To modify bill

1. Click on the **Modify** button.

Modify button

Figure 131: Bill Modify Form

The bill appears in the modifiable format as follows:

Save button

Figure 132: Bill Modify Form

2. Edit the fields you want to modify.

3. Click **Save**. The success message appears as follows:

	Success Message
Figure 133: Success Message after Bill Modify	

22 Bill Forward

After an Operator enters the bill details, a bill is forwarded to the Approver for further processing. To forward the bill

1. Click on the **Forward** button in the Bill entry form after entering detailed information.

	Forward button
Figure 134: Forward button in the Bill Entry Screen	

2. Click **Forward**.

A success message appears as follows:

	Success Message
Figure 135: Bill Forward Success Message	

A Bill cannot be modified after it is **forwarded to Approver**.

23 Bill Query

To know the status of a bill any time you can Query a Bill using Bill Query functionality. To query a bill

1. Click **Bill Query** from the left hand side menu tree. The Bill Quesry from appears on the right hand side.

	Bill Query menu
Figure 136: Bill Query Form	

2. Click on the **Bill From Date** and **Bill To Date** fields and select the date from the calendar in the field.

Figure 137: Bill Query Form	

Bill From Date
Bill To Date
Bill Reference No
Bill No

3. Click on the **Bill No** LOV button. A popup window appears. Select the Bill number from the popup window.

Figure 138: Bill No LOV popup window	

4. Click on the **Bill Reference No** LOV button. A popup window appears. Select the reference number from the popup window.

Figure 139: Bill Reference LOV Popup Window

The selected value appears in the designated field.

Figure 140: Bill Query form

Search button

5. Click on the **Search** button. The searched result appears underneath:

Figure 141: Bill Query Form

Search Result

6. Click on the **Bill Number** Hyperlink. A table appears underneath to display a detailed history of the Bill

Figure 142: Bill Query Form

7. Click on the **Bill Reference Number** button. Bill Details appears in a new window.

24 Bill Print

You can print a bill which is submitted to Treasury through Bill Print functionality. To print bill

1. Click **Bill Print** from the left hand side menu tree. **Bill Print** form appears on the right hand side.

Figure 143: Bill Print

2. Click on the **Bill From Date** and **Bill To Date** fields and select the date from the calendar.

3. Click on the **Bill Type** LOV button and select the relevant Bill type from the Bill type from the popup window.
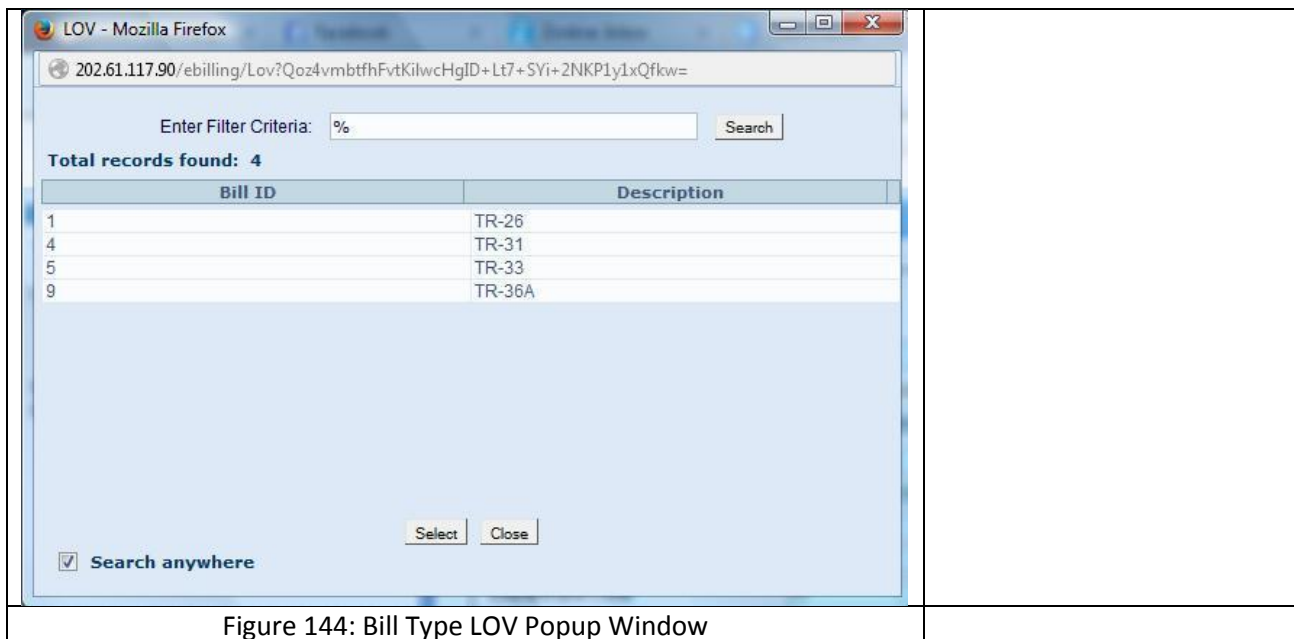
Figure 144: Bill Type LOV Popup Window

4. Click on the **Reference No** LOV button and select the relevant reference No from the popup window.
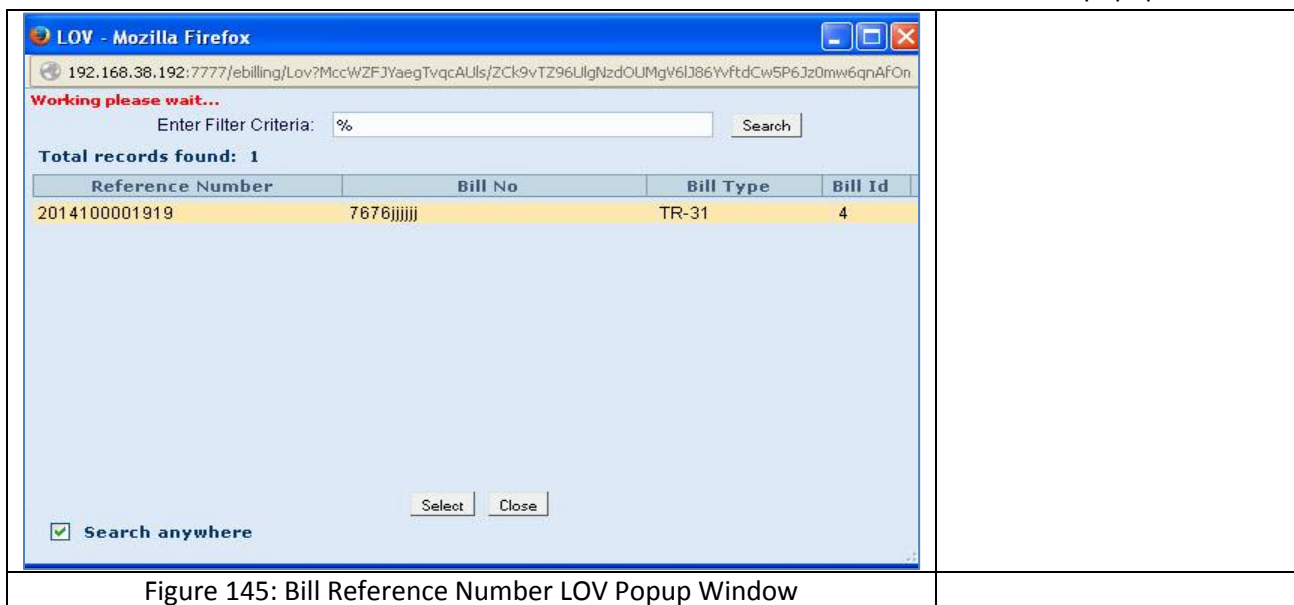
Figure 145: Bill Reference Number LOV Popup Window

You can also click on **Bill No** LOV button and select the Bill no from the associated popup.

The selected values appear in the respective positions:

Figure 146: Bill Print

— Bill Print button

A report opens in a new tab:

Figure 147: Bill Opened in Report Format

➢ You may also click on the **Schedule Type** LOV button. A popup window appears to select the Schedule type. The selected schedule appears in the given field.

Figure 148: Bill Print

➢ Click on the **Schedule Detail** button to print out the associated Schedules (e.g. TO 10 or TR 12) with the bill. The associated report opens in a new tab as shown below:

Figure 149: Schedule Report

➢ You may also click on the **Beneficiary List** button in order to print the Beneficiary list. The associated reports open in a new tab of the browser window.

25 Bill Submit

Only an Approver has the authority to submit a bill to Treasury. Approver, who has not used Digital Signature to login to iFMS, would not be able to view the Submit button in his login.

Digital Signature Not Verified

Figure 150: Bill Entry Form without Bill Submit Button

Approver who has logged in with digital signature would view the Submit button.

Bill Submit button

Figure 151: Bill Entry Form with Submit Button

1. Click on the **Submit** button to submit the bill to Treasury. The success message appears as shown below:

	Success Message
Figure 152: Success Message after Bill Submission	

26 Bill Reject

When Approver does not agree with the bill he can reject the bill. To reject the bill

 ➢ Click on the **Reject** button.

	Reject button
Figure 153: Bill Reject	

A success message appears as follows:

Success Message

Figure 154: Success Message after Bill Reject

27 Bill Sending for Revision

Whenever the Approver feel s there should be alterations or corrections in the Bill, he sends it for Revision to the operator who has entered he bill. To send the bill for revision through iFMS system,

1.   Click **Send for Revision** button in the Bill Entry form after the bill details appear.

Send for Revision button

Figure 155: Bill Sending for Revision

A success message appears as follows:

	Success Message
Figure 156: Success Message	