GOVERNMENT OF ANDHRA PRADESH
fINANCE DEPARTMENT

C F M S
Comprehensive Financial Management System
(Paperless transactions)w.e.f 01-04-2018

What Is CFMS ?

> Comprehensive Financial Management System (CFMS) is an enterprise level **application designed. developed and implemented by Andhra Pradesh Centre for Financial Systems and Services (APCFSS) on behalf of the Finance Department, on the SAP S4 HANA platform.**

>**Each and every financial transaction (i.e.. bills payment. challan receipt. accounting) is online and paperless.**

ROLE OF DDO(DRAWING AND DISBURSING OFFICER)

>**The HOO/DDO** shall identity Maker. Checker and Submitter (DDO) in his office.

>**Who Is Maker??**

Maker is an employee (JA/SA) who prepares and processes the bill and forward to the Checker/Submitter with his remarks. (i.e.. case worker in Legacy HRMS system).

>Who Is Checker??

Checker is an employee (Superintendent/Manager/Section Head) who checks and forward the bill to the submitter (DDO) with his remarks. Checker cannot make any corrections in the Bill. He can write his comments in the box provided.

- ### Who Is SubmItter??(DDO)

Submitter is an officer i.e., the **DDO who approve and submit the bill to the Treasury Office, with his remarks with digital Signature (Biometric authentication) if the bill is correct in every aspect. Otherwise the DDO will return the bill to the Checker/Maker with his/her observations for resubmission.**

How to Process the bill in CFMS ???

- Role of Maker (JAiSA)
- **Role of Checker (Superintendent)**
- **Role of Submitter (DDO)**

>Workflow Configurator(Office Order)

a) **The Head of the Office shall identify who is maker, checker and Submitter(DDO) in his office and entrust the subjects with seven tier classification.**

b) **Multiple makers can also be allowed.But one maker shall be allowed one HOA.**

c) c)Multiple checkers can also be allowed .But one checker shall be allowed only one HOA.

- **()Userid and Passwords**

    (8) Digit Employee ID allotted by the CFMS is the Userid

    Default password will be provided by the CFMS.

    Password shall be changed at the first instance after1st and login into CFMS

Role of Maker(JA/SA)

The maker shall logon into CFMS by his login id and password in

https://apfinance.apcfssin website.

a) Click on Bill Generation Module (BLM) Bill Lifecycle Management

b) Click on Create Bill.

c) Click on the Type of bill as per the requirement (i.e AC -DC Bills ! HR Bills/Non HR Bills / WorkBills etc).

d) Prepare the bill in system duly filling all columns.

e) Scan and Upload the required documents in PDF mode wherever required.

f) After complete processing of the bill the maker shall write his remarks regarding the bill and click on save and send button.

g) Now a unique number is generated for the bill.(Unique for entire state)(i.e it may be the tbr no ortoken no as in Legacy system)

h) FIFO (First In First Out) is observed at all levels.

i) Click on the name of the individual (i.e checker) to whom the maker shall send the bill for further processing.

ROLE OF CHECK ER(SUPERINTENDENT / SECTION OFFICER)

a) The checker shall verify all the necessary requirements for the bill

b) The checker cannot make any modifications in the bill.

c) Then the checker shall write his remarks and save and send the bill to the Submitter.

ROLE OF SUBMITTER(DDO)

a) The Submitter shall verify the bill in all aspects .approve and send it to the Treasury with his digital signature(Bio Metric Authentication) if the bill is in order.

b) Otherwise the bill shall be returned to the Checker/Maker with his objection for resubmission.

c) The bills returned by the Treasury will be posted in the inbox of the Submitter. He in turn shall have to send them to the maker for rectification and resubmission

Other Points(to be observed at DDO levell

a) After submission of the bill by the DDO to the Treasury. it directly goes to inbox of the Concerned Auditor at Treasury.

b) In respect of Contingent bills. voucher wise bills shall be prepared and submitted to the Treasury i.e One bill for one Voucher

c) Eight digit employee id will be assigned by CFMS in place of existing employee id.

d) Bill number shall be written on each and every enclosure before scanning.

e) If budget is not available. the budget bills are not generated at DDO level.

f) In respect of budget bills if any amount is remitted back to Government account, the same will be raised in the Head of Account from which it is drawn if the transaction is in the same financial year (For Ex : TA Advance)

g) TBR . Form 101. Paper Token Physical instruments are not required in CF MS Bill submission.

h) The Corrections if any in the bill shall have to be earned out by the Maker only.

0 The bill number once generated cannot be cancelled and resubmissions can be made only with the same bill number.

i) In respect of small offices, checker is not mandatory. If there is only one official working in an office. he shall act as maker and submitter with respective logins.

k) There is no Treasury Bank Branch such as 561. Andhra Bank etc for conducting Government Payments. All payments are made through e-Kuber a payment gateway of RBI

I) Preparation of pay bills in CFMS from 04/2018 payable on or after 01-0S-2018:-

i) The salary bills shall be generated inDDO Request as per existing procedure. ii) The Bills shall be submitted in DDO Request as per existing procedure iii)TBR Number will be generated as per existing procedure.

iv)After fifteen minutes the bill will automatically be populated in Submitter Login-(CFMS)

v) (DDO) who verifies the same and submit to the Treasury for payment with his digital signature.

ROLE OF TREASURY

Work flow configuration at Treasury. (Office Order)

Initially. the Treasury Officer shall complete the work flow configuration. It is Mandatory:

The Head of the Office at Treasury shall assign the work distribution to the each and every Accountant with 7 tier classification.

The Head of the Office at Treasury shall also identify the verifier at Treasury Level. assign the work distribution with 7 tier classification (not mandatory)

The Head of Office at District Treasury shall also identify the Approver at Treasury level. assign the work distribution with 7 tier classification.

■ **Userid and Passwords**

(8) Digit Employee ID allotted by the CFMS is "Userid"

Default password will be provided by the CFMS

Password shall be changed at first instance after 1st login into CFMS

Role of Auditor (SA/JA)

a) The auditor i.e the Senior Accountant or the Junior Accountant in the Treasury Office shall login with his login id and Password into the CFMS website. verify the inbox and conduct required checks in the bills along with the scanned documents save and forward with his remarks to the verifier duly appending his digital signature(Bio Metric Authentication) if the bill is in order..

b) If the claim is not in order, the auditor shall write his objections in the box provided save and forward to the Verifier with his digital signature.

c)FIFO is enabled DDO wise and HOA wise.

d)The Auditor cannot return the bill to the DDO directly.

e) No change in the exiting Treasury Audit Procedures

ROLE OF VERIFIER (TREASURY OFFICER'

a) The Verifier shall verify the correctness of the bill with reference to the Treasury/Financial/ Other rules /instructions of the Government /HOD in force and scanned documents enclosed to the bill, save and forward the bill with his/her remarks to the approver if the bill is in order, duly appending digital signature .

b)If the claim is not in order. the verifier shall write his/her objections in the box provided and forward to the Approver with hisTher digital signature.

c) **FIFO is enabled DDO wise and HOA wise.**

d) **The Verifier cannot return the bill to the Auditor/DDO directly**

e) The role of verifier is not mandatory.

f) **No change in the existing Treasury Audit Procedures**

ROLE OF APPROVER(STO/ATO/ATO/AD/DD)

a) **The Approver shall verify the correctness of the bill with reference to the Treasury/Financial/ Other rules /instructions of the Government /HOD in force and scanned documents enclosed to the bill.**

b) **The Approver shall approve the bill if it is in order. duly appending digital signature.**

c) **If the claim is not in order, the Approver shall write his/her objections in the box**

d) **Provided and return to the DDO with his/her digital signature.**

e) FIFO is enabled DDO wise and HOA wise.

f) **No change in the existing Treasury Audit Procedures**

Payment to Beneficiary A/c through "e-Kuber Payment Gateway.

a) **As the Approver approves the claim. it is sent to the CFMS Central agency to arrange payment to the benefiaary through a secure payment gateway i.e e-**

b) **After approval of the bills by the Treasury officers. they will be pushed to the central Servermaintained by APCFSS.**

c)**The central Payment Processing team at APCFSS will process the data to the RBI directly for payment at regular intervals through payment gateway e kuber.**

d)**The amounts will be directly credited to beneficiary account i.e DBT Direct Beneficiary transfer, if the bank details are correct.**

e) **If the bank details are not correct. the transaction in respect of that beneficiary only is failed.**

f) **In respect of failure transactions. the amounts will be reversed to 8658 suspense Head of Account and booked in the concerned Sub Treasury Accounts.**

g) **The details of failure transaction will be displayed directly in the DDO Login.**

h)**The DDO has to rectify the omissions and re-upload the correct data to the respective treasury.**

i)On receipt of the correct data from the DDO. the concerned Accountant at Treasury will generate a bill under 8658 HOA . Process the same for payment through Online.

j) The details of failure transactions are not displayed in Treasury login.

RECEIPTS(Challan remittances)

a) Citizen / Department will login in CFMS portal . select the purpose . HOA , Place of Payment etc.. and fill the challan in system.

b) One 'Form Number⁻ will be generated after filling the data and the same will be sent to cell number/ email id of the Citizen/ department.

c) The same data will be ported to the bank branches of SBI

d) The remitter can remit the amount in any SBI branch at any place of his choice

e) The payment can be made either in cash or through net banking.

f) Challan number will be generated on payment of the amount only.

g) The challan number is unique for the entire state.

h) The Challan number will be sent to the Citizen/Department through SMS / email.

0 The citizen / Department can take out Print in CFMS Portal using the Form Number /challan number received earlier.

j) Immediately on payment, the data will automatically be sent to respective DDO and Treasury.

__Complied by__

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