PFMS User Manual

Role of Administrator

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Public Financial Management System
Controller General of Accounts
Department of Expenditure
Ministry of Finance
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1. Introduction

A Program Implementing Agency (PIA) gets registered onto Public Financial Management System (PFMS) post approval by the competent authorities (Program Division and the Principal Accounts office of the Ministry running the scheme in case of first level PIA and Funding PIA in case of other PIAs are the identified competent authorities for approving PIAs). Subsequent to the approval of the PIA by competent authority, user credentials are sent to the PIA’s email id and Mobile Number provided at the time of registration of the PIA on the PFMS portal. The user credentials are provided to the Administrator, generally the Head of Department of the concerned PIA.

Figure 1

2. Role of Administrator

The Administrator performs the functions set out below:

2.1 Creation of Users (Maker and Checker)

The Public Financial Management System (PFMS) has been designed with Maker Checker concept where the Data Operator (Maker) will enter all transaction entries and submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose two separate users have to be created as Data Operator and Data Approver by the Admin user. The detailed steps for creating these users are set out below:

Step1: Go to Masters > Users> Add New
Step 2: Select the **Type of User** from the drop down list

Step 3: Enter the **First Name**

Step 4: Enter the **Last Name**

Step 5: Enter **Email** (This should be correct and active e-mail as the password and other communication will be sent to this e-mail only)

Step 6: Enter **Phone Number**

Step 7: Enter **Mobile Number**, if any.

Step 8: Enter a **Login ID** for the user (Login ID should be minimum of four different characters).

Step 9: After entering all the above details, click on “**Submit**” button

Step 10: The message “**Record saved successfully, your password has been sent on your email address**” will be displayed.
Note: The same procedure should be followed for creating 'Data Approver' user by selecting the user type as 'Data Approver'. After obtaining the password, the operator and approver can login through their respective login credentials. The Admin user can create another Admin user using the procedure described above, if the incumbent is changed. The new Admin user can login and disable the earlier Admin user.

2.2 Editing the Existing Users

Step1: Navigate to Masters > Users > Manage

Step2: On the 'Manage Agency Users' page, enter data against the search criteria in the relevant boxes and click on Search Button.
Step 3: When the user are displayed in a grid, Click on the User Name hyper link.

Step 4: ‘Agency Users Mapping’ page will be displayed on which the details of the existing users can be changed e.g. Change Scheme(s), Change Location(s), Edit user, Disable user or Reset Password. The detailed steps are set out below:

a) Change Schemes

When a user is created by the Administrator, all the schemes mapped with the PIA get assigned to this user by default. Change scheme(s) option can be used for assigning specific scheme or adding a new scheme to a particular user. The detailed steps for the same are set out below:
i. On Clicking **Change Scheme(s)** Hyperlink, the following page will appear on screen:

![Figure 9](image)

ii. Click on **Specific Scheme** check box (**All**’ option is selected by default). Then, click on **Select Scheme** hyperlink. A pop up window will open.

![Figure 10](image)

iii. On clicking **Select Scheme** hyperlink, a pop up window will be displayed. Enter **scheme name** or **code** in Scheme Name box provided and click on **Search** button to search scheme. Click on the scheme name displayed to select that scheme and click on **Add** button to assign specific scheme(s) to the user.

![Figure 11](image)

b) **Change Location**

The detailed steps for changing location of a PIA is set out below:

i. Click on **Change Location** hyperlink.
c) Edit User

The detailed steps for editing the user details are set out below:

i. Click on Edit button.

ii. Edit the details as required on the screen set out in the figure below and click on Update button.

d) Disabled User

The detailed steps for disabling a user is set out below:
i. Click on ‘Disable’ button.

![Figure 15](image)

**Note:** This option should be used whenever the user ceases to function in the PIA. Also, a new user should always be created separately without using the edit option to ensure that the audit trail is maintained.

e) **Reset Password**

The detailed steps for resetting the password is set out below:

i. Click on **Reset Password** button.

![Figure 16](image)

ii. On clicking the **Reset Password** button an email will be sent to the registered email address and the message “**Password reset successfully and system generated password has been sent to given email ID**”, will be displayed on the screen.
2.3 Editing Admin User Profile and PIA Profile

2.3.1 Editing PIA Admin User Profile

A PIA administrator can edit the admin user details. The detailed steps are set out below:

**Step1:** Go to **My Details > My Profile**

**Step2:** Edit the fields as required on the following screen and click on **Update** button.
2.3.2 Editing PIA Profile

An agency administrator can edit the PIA profile details. The detailed steps are set out below:

**Step1:** Go to **My Details>Agency Profile**

![Figure 20](image1)

**Step2:** The PIA Details page will be displayed on the screen.

![Figure 21](image2)

**Step3:** Click on **Edit** button in order to change/update details of enabled fields and click on **Submit** button. To edit disabled fields except **Agency Type** and **Unique code**, funding agency is to be contacted (**Agency Type** and **Unique code** are non-editable)
2.4 Registering New Scheme

A PIA can add a new scheme with bank account details to the existing list of schemes but in order to do that, the PIA needs to first add the scheme to the user profile. The detailed steps are set out below:

**Step1:** Select **My Schemes > Register New Scheme.**

**Step2:** Enter **Scheme code** or **Scheme name** in the box provided. Scheme name will pop up. Click on scheme name to select it.
Alternatively, click on **Select Scheme** hyper link. A pop up window will open. Enter the scheme code or name in the box provided and click on **search** button. Select the scheme from the grid by clicking on scheme name.

**Step3:** “**Select Funding Agency**” from the options by clicking on the check box (By default **“I will receive funds directly from central government”** option will be selected).
**Step 4:** Once the option is selected, the Search button will be enabled. Click on **Search** button to select the funding PIA.

**Step 5:** A pop-up window will open showing a list of funding PIA, that can be searched by **Agency Name, Agency Unique code, State and District.**
**Figure 28**

**Step 6:** Click on PIA name to select the funding PIA that gets displayed on the screen.

**Figure 29**

**Step 7:** Enter first four letters of bank name in the box provided (All banks starting with similar name will be populated). Select the appropriate bank from the list.

**Figure 30**

**Step 8:** Alternatively, click on **Select Bank** hyperlink. A pop up window showing all banks will appear on screen. Type bank name in the box provided and click on **Search** button. Click on **Bank Name** to select the bank.
**Step 9**: Enter Branch name in the **Branch Address** box and click on **Search** button. Branches with similar name will populated in the Branch Name dropdown. Select the appropriate branch from the list.

Alternatively, click on the **Select Branch** Hyperlink. A pop up window showing all branches of the bank selected. Select the branch by Address, City, Pin No., IFSC or MICR and click on **Search** button.
Step 10: Once the branch is selected, **Account Rule** column will display the bank accounting rule of the selected bank (highlighted in red). Read the rule carefully and enter the **Account No.** as per the account rule in the box provided.

![Figure 33](image1)

Step 11: Enter ‘**Agency Name as per Bank**’ as given in the pass book in the box appearing on the screen. Then, click on **Agency Account Scheme Component Mapping** hyperlink to map the components with the newly registered account.

![Figure 34](image2)

Step 12: A pop up window displaying all the components of the scheme selected will open. Select all or desired components from the list by clicking on **Bulk check box** or individual check boxes respectively to map components and click on **Save** button in the pop up window.

![Figure 35](image3)
Step 13: Click on ‘Save’ button to submit the details. Once the funding PIA approves the registration, the scheme will be mapped to PIA.

2.5 Manage Other PIAs

Manage Other Agency option is used for editing, adding a new account or adding a new scheme to a child PIA created by the PIA performing this function. The parent PIA can edit most of the fields of its child PIA except the Type of Agency and the Unique Code.

Step 1: Go to Agencies>Manage Other Agencies.
Step 2: Child PIA created by the parent PIA will be displayed in a grid on the Manage Agency page. Alternatively, the PIA to be edited can also be selected by entering search criteria(s). Click on the Agency Name hyperlink to open the PIA to be edited.

Step 3: Click on Edit button for editing PIA details.
Step4: Update the required fields and click on **Update** button.

![Figure 40](image)

2.6 Add New Scheme to child PIA

Parent PIA can add a New Scheme with bank account details to the child PIA. The detailed steps are set out below:

**Step1:** Select Agencies>Manage Agencies

**Step2:** Click on **Add New Scheme** button to open **Agency Scheme Details** page.

![Figure 42](image)

**Step3:** Select **Scheme** from the Scheme drop down list to be added.

**Step4:** Select the **Institution Type** from the drop down list.

**Step5:** Select **Implementation Level** from the drop down list.
**Step 6:** Under **Funding Institution/Agencies from where Agency received funds**, select **Implementation Level** from the drop down list. Agencies registered at selected level for the scheme will be displayed in the drop down list on the right side.

**Step 7:** Select **Funding Agency** from the drop down list on the right side.

**Step 8:** Click **Add Funding Agency** button to add funding PIA. Multiple funding PIAs can be added if the PIA is receiving funds from more than one PIA. Funding PIAs added will be displayed in the grid at the bottom of the screen.

**Step 9:** Click on **Save & Continue** button to add Bank details.
Step10: Enter/Select **Bank Name** and **Account No.** and click on **Submit** button to submit the PIA Scheme Bank details for Funding PIA approval.

**Figure 46**

Step11: After successful submission, the message **“Record Saved Successfully”** will be displayed. The new scheme added will be visible to the child PIA only after it is approved by the funding agency.

**Figure 47**

**Approval**

The Scheme/Bank Account so added will have to be approved by the funding PIA before it can be used by the child PIA.

**Step1:** Go to **Agencies > Approve.** All PIAs pending for approval will be shown in the grid.
Step 2: Particular PIA can also be selected by any of the search criteria like **Agency Name** or **Unique Code** of the PIA. Click on **Agency Name** hyperlink to open the PIA detail page for approval.

Step 3: Click on the **Scheme** check box to select the scheme/s to be approved and then click on **Approve** button to approve the selected scheme/s.
Step 4: The message “Agency approved successfully and login details for this agency has been approved” will be displayed on screen upon successful approval of PIA.
2.7 Adding more Bank Account(s)

Funding PIA can add more bank accounts for an already existing scheme of its child PIA.

**Step1:** Go to Agencies>Manage Other Agencies. Click on the Agency Name hyperlink for adding a new bank account for an existing scheme.

![Figure 52](image)

**Step2:** Click on Add button in More Account Column against the scheme for which the account is to be added.

![Figure 53](image)

a) Enter/Select Bank name in the Bank Name box.
b) Enter the Bank Account Number in the Account No. box as per the accounting rule.
c) Map Component with Bank Account by clicking Add/Edit Component hyperlink.
d) Click Add button to submit for approval of the Funding PIA.
Step3: The message “Record saved successfully” will be displayed on the screen. The new bank account has to be approved by the funding PIA (Refer Section 2.6).

2.8 De-Activation of Scheme/Bank Account

The PIA Administrator can de-activate a Scheme or Bank Account mapped with the PIA. The detailed steps are set out below:

Step1: Go to My Schemes>Deactivate Scheme/Bank Acc.
Step2: The scheme can be searched by any of the search criteria(s) such as Scheme, Account Number, Status, Agency Unique Code and Agency Name on the page displayed. (In case the scheme is searched by status, the options available in the drop down will be – All, Pending PD Approval, Approved, Pending at approver, Deactivated Account).

Step3: In case the scheme is searched by “status”, ‘All’ will be the default option and will display all the Schemes/Bank accounts (Agency wise) which are pending at approver’s end for approval for de-activation and all active schemes/bank accounts which can be selected for deactivation.

It will include all the records with the status approved, pending as well as deactivated.
Step 4: ‘Approved’ status will display all the Scheme/bank accounts which are approved by the ministry and can be selected for the deactivation i.e., which can be deactivated if they are no longer needed.

Bank Accounts/schemes which are already approved will be shown by the filter, for which the request can be sent to the approver for Deactivation.

Step 5: Schemes which will be displayed on the selection of ‘Pending at Approver’ are those schemes which have been already selected by the requester for deactivation and are pending at approver’s end for the approval i.e., once the entry is received by
the approver from the requestor then its status will be changed to ‘Pending at Approver’.

Step6: On selecting ‘Deactivated Account’ option, all the deactivated accounts will get displayed on the screen i.e., these accounts have been approved by the approver for deactivation and have been deactivated.

2.9 Bank Account Activation for E payment

For authorizing payment through PFMS the Bank Account of the funding PIA has to be activated for the different modes of payment available in PFMS. These modes are Print Payment Advise, Digital Signature and Corporate Internet Banking. The account has to be activated separately for each mode of authorization which the PIA wishes to utilize. The detailed steps are set out below:

Step1: For activation of Bank Account go to Bank>Account Activation e-payment. Account activation page will open.
Step 2: Enter the Scheme Name or Scheme code in the box provided or select scheme from the Select Scheme hyperlink.

Step 3: Enter the Bank Account Number in the Account Number box and click Search button. The searched account number will be displayed in a grid.
**Step 4:** Select the Account by clicking on the check box.

**Step 5:** From Account Activation dropdown select the desired mode of authorization.

**Step 6:** Click on **Submit** button to submit activation request.

**Step 7:** “Record saved successfully” message will be displayed. Account status for activation approval will be shown Pending for Activation Approval. The account will be auto activated in a few minutes.
For any assistance, please contact PFMS support staff:
Email: helpdesk_pfms@gov.in    Helpdesk: 1800118111