

Payment to Vendors/Child Agencies in PFMS Using Excel

Login With Data Operator User's Credentials:



Public Financial Management System-PFMS
(formerly CPSMS)
O/o Controller General of Accounts, Ministry of Finance



Login

07/Nov/2016

Log In

FinancialYr: 2016-2017 ▼

Login ID:

Password:

Log In

[Register Agency](#)
[Register Sanction ID Generation Users](#)
[Register MIS Reports Users](#)
[Forgot Password?](#)
[Get Password By Unique Agency Code](#)
[Register State Govt. DDO](#)
[Register DBT Beneficiary Mgmt Checker](#)
[Register Treasury Users](#)

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Bank/Post Office ▶

Direct Benefit Transfer ▶

Know Your Payments

NMMS Payments

Location Search Detail

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Feedback

Establish a web-based online transaction system for fund management and e-payment to implementing agencies and beneficiaries. The primary objective of PFMS is to establish an efficient fund flow system and expenditure network. PFMS also provides various stakeholders with a reliable and meaningful management information system and an effective decision support system.

Toll Free No. 1800 118 111 Ext. (206,208,211,213,215)

Email: pfms[dot]helpdesk[at]gmail[dot]com, email[dot]cpsms-cga[at]nic[dot]in, cpsms-mof[at]nic[dot]in, cpsmsproject[at]gmail[dot]com

Reports related complaints/query may be sent on reports[dot]pfms[at]gmail.com

Request for Training/Workshop on PFMS may be sent on training[dot]pfms[at]gmail[dot]com **To Download Training Requisition Request Form, please click** [Download Form](#).

[Scholarship Portal](#) [DBT Through PFMS](#) [Orders & Circulars](#) [Media News](#)

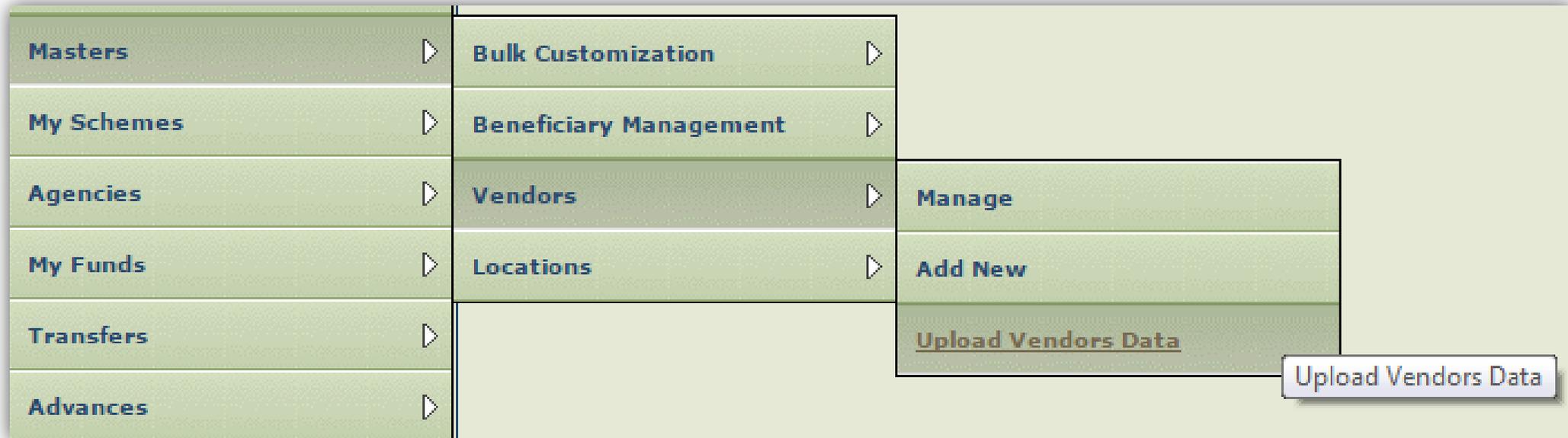
HELP DESK

Please Do Not Share the Password for Security Reasons.

Citizens can know the status of Aadhaar based benefits transferred through PFMS by using "Know Your Payments" link on left side panel

Goto:

Masters > Vendors > Upload Vendors Data



Goto: Upload Vendors Data >

Upload Vendor Data

Template : 

Select Excel File: No file chosen

Excel Upload History

No Record Found

Note: User can download original and status file only for last 10 days

After Download Template, Fill Excel Sheet (In Sheet1) With Following Instructions:

	B	C	D	E	F	G	H	I	J	K	L
1	Vendor Name	FatherHusband Name	DOB	PAN Number	Aadhaar Number	TAN Number	TIN Number	Service TaxNo	Address1	Address2	Address3
2	Ahindra Nayak	Narendra Nayak							JAJPUR		
3	ALOK SWAIN	Satyendra Swain							PURI		
4											
5											
6											

M	N	O	P	Q	R	S	T	U	V	W
City	Country	State	District	Pincode	Mobile	Phone	Email	Bank Name	IFSCCode	Account Number
JAJPUR		ODISHA						STATE BANK OF INDIA		30432128711
PURI		ODISHA						STATE BANK OF INDIA		32611839717

■ Red Marked Fieds Are Mandatory

■ Yellow Marked Fields Are Not Mandatory, But If You are filling, Data Should Be Valid..

For Full Instructions:

Click On 'Instructions' Sheet



Sheet1 Instructions

After Filling Excel Sheet, Rename File and Upload:

Upload Vendor Data

Template : [Download Template](#)

Select Excel File: No file selected.

Excel Upload History

FileName	Template	Scheme	Total	Valid	Invalid Records	Status	Uploaded on	Uploaded By
Demo_Personal_Vendor	C P S M S					Pending	07/11/2016 02:52 PM	STATEDO

Note: User can download

File uploaded Successfully ! To check update(s) status, click on "Refresh Upload History" button.

After Uploaded Successfully Status will be Shown As 'Successfully Complete'

Upload Vendor Data

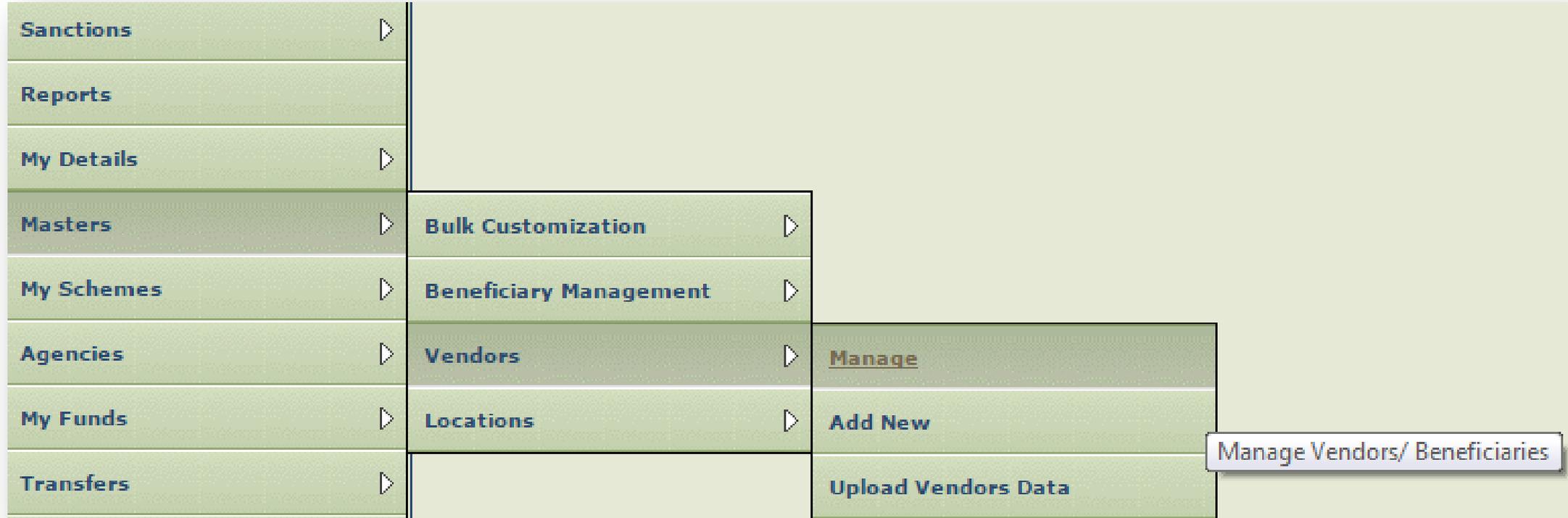
Template : [Download Template](#)

Select Excel File: No file selected.

Click on This Button to Check Updated Status 

Excel Upload History								
FileName	Template	Scheme	Total Records	Valid Records	Invalid Records	Status	Uploaded on	Uploaded By
NewDemo_Personal_Vendor_Registration.xls	Excel_Based_Vendor_Registration		2	2	0	Successfully Complete	07/11/2016 04:32 PM	STATEDO

After Uploaded File Successfully. Goto: Masters > Vendors > Manage



After Uploaded File Successfully. Goto: Masters > Vendors > Manage

Manage Vendor

Search criteria: ▼

Vendor Name:

Unique Code:

Account Number:

You Can Search Here Desired Vendor with One of the Filter Criteria. (i.e. Name/Account Number)

Name	Vendor Type	Contact Detail	Unique Code	Account Number	Created By	Created Date	Status	Bank Status	Account Status
Ahindra Nayak	personal	JAJPUR	VAUPGR00000059	30432128711	STATEDO	07/11/2016	None	Success in Bank	Active
ALOK SWAIN	personal	PURI	VAUPGR00000058	30433340731	STATEDO	07/11/2016	None	Success in Bank	Active

Please Note the Following Details, For Future Use:

- ✓ Unique Code of Vendor, Highlighted in Below Image. (Unique Code will Use as 'Receiving Party Code' in Excel)
- ✓ Vendor's A/c No. or Aadhaar No.
- ✓ Vendor's Name.

Note: Bank Status should be 'Success in Bank' for further payment Process

Manage Vendor

Search criteria: Vendors registered by me. ▼

Vendor Name:

Unique Code:

Account Number:

Name	Vendor Type	Contact Detail	Unique Code	Account Number	Created By	Created Date	Status	Bank Status	Account Status
Ahindra Nayak	personal	JAJPUR	VAUPGR00000059	30432128711	STATEDO	07/11/2016	None	Success in Bank	Active
ALOK SWAIN	personal	PURI	VAUPGR00000058	30433340731	STATEDO	07/11/2016	None	Success in Bank	Active

After Prepared the Vendor's Information.

Goto: Masters>Bulk Customization>Bulk Customization Using Excel

Reports		
My Details ▶		
Masters ▶	Bulk Customization ▶	<u>Bulk Customization using Excel</u>
My Schemes ▶	Beneficiary Management ▶	Manage
Agencies ▶	Vendors ▶	
My Funds ▶	Locations ▶	

Follow the Steps, As Highlighted in Image:

1. Select Scheme From Dropdown | 2. Select Template | 3. Click on 'Download Template'.

Expenditure Excel Upload

Scheme :	1.	9156 - NATIONAL HEALTH MISSION	
Project :		--Select--	
Template :	2.	Excel_Based_Bulk_Customization	3. Download Template
Select Excel File:		<input type="button" value="Browse..."/> No file selected.	
<input type="button" value="Upload File"/>			

Customization Name :	<input type="text"/>
Module:	<input type="radio"/> Expenditure <input type="radio"/> Advances <input type="radio"/> Transfers
Payment Mode:	<input type="radio"/> EPaymentUsingPrintAdvice <input type="radio"/> EPaymentUsingDigitalSignature

After Download Template, Fill Excel Sheet With Following Instructions:

	A	B	C	D	E	F	G	H	I	J
1	Receiving Party Code	Receiving Party Name	Transaction Code	Transaction Key	Component Code	Expense Type	Amount	Remarks	Action Type	Account Number
2										
3										
4										

-  Yellow Marked Filled Are Not Mandatory. (But If Filled, It will be Checked with Masters)
-  Yellow Marked Filled Are Mandatory.

For Full Instructions, Click on Next Sheet Named As 'Instructions'										



Sheet1 **Instructions** Transaction Code Master

Main Instructions For Excel Fields:

■ Receiving Party Code: [Mandatory]

Beneficiary Code or Vendor Code or Agency Unique Code depending upon the transaction type. [See Slide-10]

■ Receiving Party Name: [Mandatory]

It is for specifying Beneficiary Name or Vendor Name or Agency Name.

■ Transaction Code: [Not Mandatory]

It is for specifying Beneficiary Name or Vendor Name or Agency Name.



■ Expense Type: [Mandatory for Expenditure Type Transactions]

Allowed values are 'R' for Revenue and 'C' for Capital. Applicable only for 'Expenditure' type transactions.

■ Action Type: [Mandatory for Editing of Bulk Customization]

A' for **Addition** of Transaction, 'U' for **Update** and 'D' for **Deletion** of Transaction.

Contd..

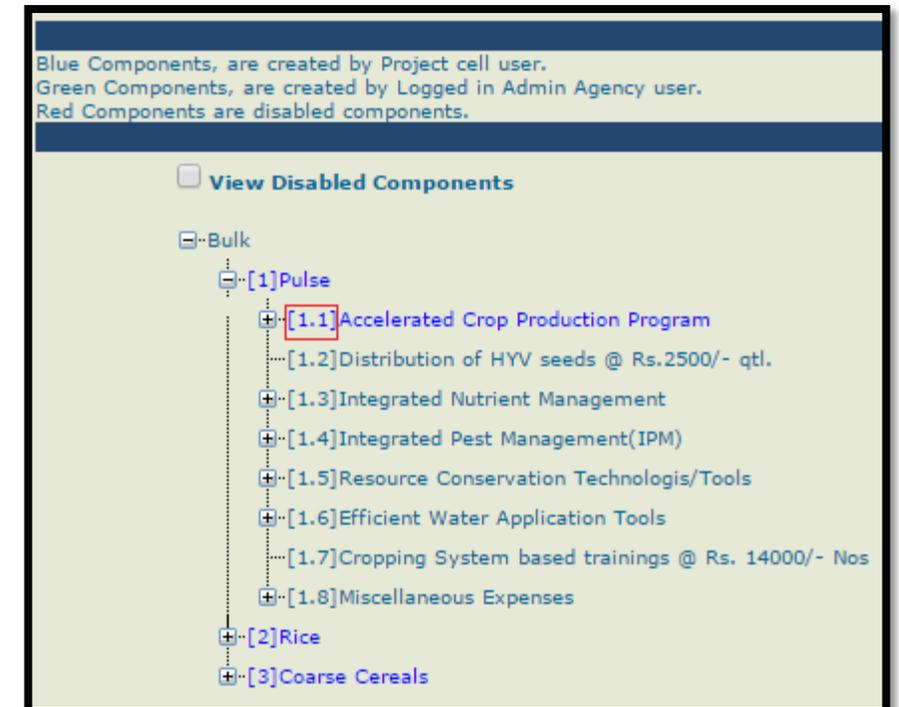
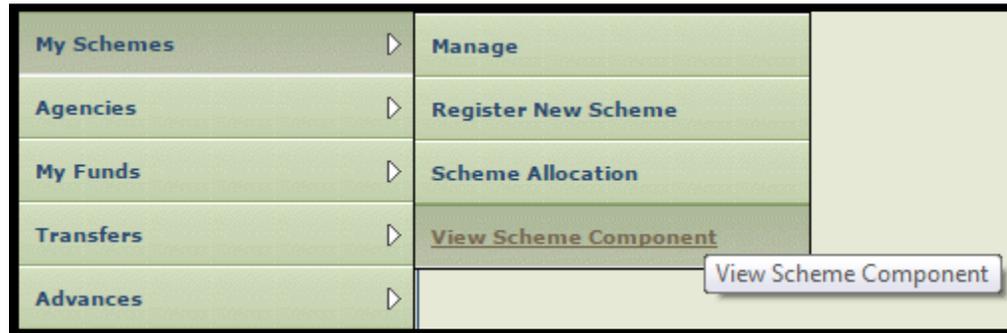
Main Instructions For Excel Fields:

■ **Component Code: [Mandatory if the Transaction Code is 'GP']**

Component Code to be used for crediting this amount, Applicable for Credits only i.e. Code 'GP'.

How to Find Component Code.?

- **Login With Agency Admin**
- **Goto MySchemes>View Scheme Component**
- **Copy Component Code, As Highlighted in Image.**



Filled Demo Excel File:

	A	B	C	D	E	F	G	H	I	J	K
1	Receiving Party Code	Receiving Party Name	Transaction Code	Transaction Key	Component Code	Expense Type	Amount	Remarks	Action Type	Account Number	
2	BORPU00058540	Ritesh Sisu	GP		A.10	R	50300		U		
3	BORPU00058540	Ritesh Sisu	IT				503		U		
4	BORPU00058540	Ritesh Sisu	PTX				200		U		
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											

After Filling Excel Sheet, Rename File and Upload:

Filled Desired Details, And Upload File

Expenditure Excel Upload

Scheme : 9156 - NATIONAL HEALTH MISSION

Project : --Select--

Template : Excel_Based_Bulk_Customization [Download Template](#)

Select Excel File: No file selected.

Customization Name : Salary_Demo_Faizan

Module: Expenditure Advances Transfers

Vendors : Vendors Beneficiaries

Payment Mode: EPaymentUsingPrintAdvice EPaymentUsingDigitalSignature

FileName	Invalid Records	Status	Uploaded on	Uploaded By
SIH& FW SALARY156.xls		Pending	09/11/2016 03:07 PM	STATEDO

C P S M S

File uploaded Successfully ! To check update(s) status, click on "Refresh Upload History" button.

Note: User can download original and status file only for last 10 days

After Uploaded Successfully Status will be Shown As 'Successfully Complete'

Refresh Upload History

Excel Upload History

FileName	Template	Scheme	Total Records	Valid Records	Invalid Records	Status	Uploaded on	Uploaded By
NewSalary_Payment_BulkCustomization.xls	Excel_Based_Bulk_Customization	9156 - NATIONAL HEALTH MISSION	3	3	0	Successfully Complete	11/11/2016 10:15 AM	STATEDO
NewSalary_Payment_BulkCustomization.xls	Excel_Based_Bulk_Customization	9156 - NATIONAL HEALTH MISSION	3	0	3	Validation Errors	10/11/2016 05:36 PM	STATEDO

After Uploaded Successfully..

Goto: Masters > Bulk Customization > Manage

You can Modify Your Customization Here:

Reports		
My Details	▶	
Masters	▶	Bulk Customization ▶ Bulk Customization using Excel
My Schemes	▶	Beneficiary Management ▶ <u>Manage</u>
Agencies	▶	Vendors ▶
My Funds	▶	Locations ▶

<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
Manage Scheme Bulk Customization					
<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled					
Customization Name	Customization Type	Module	Scheme Name	Default Amount	DELETE
Faizan's Customize	Excel	Expenditure	NATIONAL HEALTH MISSION		✗

After Creating Customization.

Goto: Expenditures>Add New

My Funds	▷	
Transfers	▷	
Advances	▷	
Expenditures	▷	<u>Add New</u>
Bank	▷	Manage
Misc. Deduction Filing	▷	Manage Bulk Fund Expenditure
Utilisation Certificate	▷	Voucher Printing Expenditure

After Creating Customization. Goto: Expenditures>Add New

Create Expenditure Details

Expenditure Header: **Select The Scheme. In Which You Have Created Customization**

Scheme: *

Project:

Bank Account:*

Expenditure Done For: *

Letter/Office Order No.:*

Office Order Letter Attachment (if any): No file selected.

Note: Only files of type jpg, png, and pdf of size not more than 4MB are



Create Expenditure Details

Expenditure Header: **After Select The Desire Scheme, Click On Customization Name, Which You Have Created:**

Scheme: *

Project:

Bank Account:*

Expenditure Done For: *

Vendor: *

Customization Name
Faizan's Customize

After Click on Customization Name, Please Fill The Details:

Funds Expenditure Bulk Uploading Using Excel

Scheme : 9156 - NATIONAL HEALTH MISSION

Bank Account : 30240401823 - Orissa State Health & Family W Available balance : 13978506.40  **Select Desired Bank Account**

Project : --Select--  **Select Project, If Applicable**

Letter/office order no.: 0075996  **Enter Letter/Order No.**

Office Order Letter Attachment (if any): No file selected.  **Upload Letter/Order, If you have in Hard Copy**
Note: Only files of type jpg, png, and pdf of size not more than 4MB are allowed.

Uploaded Office Order Letter:

Letter/office order Date: 11/11/2016   **Select Date**

Actual Transaction Date: 12/11/2016   **Select Transaction Date**

Expenditure Amount: 1000

Narration: Salary 194

Voucher Number:

Narration For PassBook: Salary

After Filling, All The Details, Click Here 

After Verification of Vendors' Details. Click On 'Process and Save'

Pre-Processing verification **Process and Save** Cancel

1 of 1 Find | Next

Receiving Party Details							
S. No.	Receiving Party Name	Receiving Party Name As Per PFMS	Receiving Party Code	Bank Name	IFSC Code	Bank Account No.	Transaction Key
1	Faizan Alam	Faizan Alam	VAORPU00000108	STATE BANK OF INDIA	SBIN0000094	30432120786	

for Bulk Customization "Faizan's Customize"

S. No.	Deduction Code	Deduction Description	Component Code	Component Name	Expense Type	Transaction Amount (In Rs.)	Net Payable (In Rs.)	Validation Error
1	PTX	Professional Tax				200.00		
2	IT	IncomeTax				503.00		
3	GP	Gross Payment	A.10	Programme/NRHM Management Cost	Revenue	50,300.00	49,597.00	

After Click On 'Process and Save'.. Record Will be Submit Successfully.

Funds Expenditure Bulk Uploading Details

Record submitted successfully

Uploaded Office Order Letter:

1 of 1 Find | Next

Expenditure Details

Letter/Office Order No:	0075996	Letter/Office Order Date:	11-11-2016				
Actual Transaction Date:	11-11-2016	Scheme Name:	NATIONAL HEALTH MISSION (9156)				
Bank Account:	30240401823	Project:					
Expenditure Amount:	50,300.00	Purpose of Expenditure:	Salary				
Status:	Submitted	Remark:	Save				

Receiving Vendors:	Receiving Party Name	Payment Mode	Deduction Amount	Non Deductable Amount	Net Amount	Expenditure Amount	Component Details	
							Name	Amount
	Faizan Alam	EPaymentUsingPrintAdvice	703.00	0.00	49,597.00	50,300.00	Programme/NRHM Management Cost	50,300.00

**After Submit Successfully.
Login With Agency Data Approver's Login.
Goto: Fund Expenditures>Manage Bulk Fund Expenditure**

Fund Transfers	▷	
Fund Advances	▷	
Fund Expenditures	▷	Add New Expenditure Entry
Bank	▷	Manage Fund Expenditures
Register/ Track Issue		<u>Manage Bulk Fund Expenditure</u>

**After Logged in With Agency Data Approver's Login.
This Screen Will Appear.**

Status will be shown as 'Submitted', Click on Letter No. to Approve Expenditure.

04.11.16 11:11

Manage Expenditure Bulk Uploading

Module : Expenditure Advances Transfers

Schemes : 9156 - NATIONAL HEALTH MISSION

Bank Account : 30240401823 - Orissa State Health & Family Welfare Society

Project : --Select--

Letter/office order no. :

Status : --Select--

Click On the Letter No. of Fund Expenditure's Entry

Selected Funds					
Letter/office order no.	Customization Type	Project	Letter/office order Date	Amount	Status
0075996	Excel		11/11/2016	50300.00	Submitted

After Logged in With Agency Data Approver's Login. This Screen Will Appear.

Click on '**Approve**' Button to Approve Expenditure Entry.

Uploaded Office Order Letter:

1 of 1 Find | Next

Expenditure Details								
Letter/Office Order No:	0075996	Letter/Office Order Date:	11-11-2016					
Actual Transaction Date:	11-11-2016	Scheme Name:	NATIONAL HEALTH MISSION (9156)					
Bank Account:	30240401823	Project:						
Expenditure Amount:	50,300.00	Purpose of Expenditure:	Salary					
Status:	Approved	Remark:	Approved					
Receiving Vendors:	Receiving Party Name	Payment Mode	Deduction Amount	Non Deductable Amount	Net Amount	Expenditure Amount	Component Details	
	Name	Amount						
	Faizan Alam	EPaymentUsingPrintAdvice	703.00	0.00	49,597.00	50,300.00	Programme/NRHM Management Cost	50,300.00

Click Here to Approve Entry 

After Approve the Entry with Agency Data Approver. Click on 'Print Payment Advice' to Generate PPA For Payment.

Funds Expenditure Bulk Uploading Details

Uploaded Office Order Letter:

1 of 1 Find | Next

Expenditure Details

Letter/Office Order No:	0075996	Letter/Office Order Date:	11-11-2016
Actual Transaction Date:	11-11-2016	Scheme Name:	NATIONAL HEALTH MISSION (9156)
Bank Account:	30240401823	Project:	
Expenditure Amount:	50,300.00	Purpose of Expenditure:	Salary
Status:	Approved	Remark:	Approved

Receiving Vendors:							Component Details	
	Receiving Party Name	Payment Mode	Deduction Amount	Non Deductable Amount	Net Amount	Expenditure Amount	Name	Amount
	Faizan Alam	EPaymentUsingPrintAdvice	703.00	0.00	49,597.00	50,300.00	Programme/NRHM Management Cost	50,300.00

[Back](#)

[Print Payment Advice](#) ← **After Approve the Expenditure's Entry, Click 'Print Payment Advice'**

After Click on 'Print Payment Advice' PPA will Generate For Payment. Take a Print Out of PPA for Further Bank Process.

PFMS Generated DBT Payment Advice/Authority

Approval date in PFMS: 11 Nov 2016		Payment Advice No.: C061511008414
		Advice Print Date : 11 Nov 2016
PAN No. : BBNO-00479D		TAN No.: BBNO00479D
Note For Branch:		
Bank's PFMS Nodal Officer:	Mr. Nitin Panandikar	Phone No. : 9867568432
Email :	it.newprojects@sbi.co.in	
Note:		

ANNEXURE -I						
(All page to be stamped and initial and last page to be signed in FULL with stamp)						
Payment Advice No.: C061511008414						
Sr.No.	Name of Beneficiary	Bank Name	Account Number	Aadhaar Number	IFSC/IN/MICR Code	Amount(In Rs.)
1	Faizan Alam	STATE BANK OF INDIA	30432120786		SBIN0000094	49,597.00
Total Amount(Rs)						49597.00
Please acknowledge and do the needful as prescribed by bank to complete transactions.						

To,

The Branch Head
STATE BANK OF INDIA
SECRETARIATE BRANCH, BHUBANESWARBranch

We authorise the bank to debit our undernoted account maintained with the bank with batch amount and credit the beneficiary(ies) (#1) as per ANNEXURE-I uploaded to bank's central system through PFMS O/o CGA.

Bank Account No. 30240401823

Total Amount of Debit : Rs 49597.00

(Amount in words : Forty-Nine Thousand Five Hundred Ninety-Seven)

Batch No. C061511008414

No. Of Beneficiaries as per Annexure-I.

Agency Seal

.....
(Sign by Authorized Signatory)

Name - _____

Designation - _____

Mobile No - _____

.....
(Sign by Authorized Signatory)

Name - _____

Designation - _____

Mobile No - _____

_____ Agency's Copy (Branch Acknowledgement)

To,

Orissa State Health & Family Welfare Society

Ref: Account No. 30240401823

Payment Advice Number C061511008414

We confirm having received the captioned advice of credit(s) for payment today for further processing as per arrangement of bank on integrated PFMS-Bank payment system.

No. Of Beneficiaries : 1

Amount (in Rs.) : 49597.00

Date & Time :

STATE BANK OF INDIA

Branch Seal

Branch Authorized Official

Agency to enter date of delivery in PFMS using option | E-Payment => PPA Submission Status