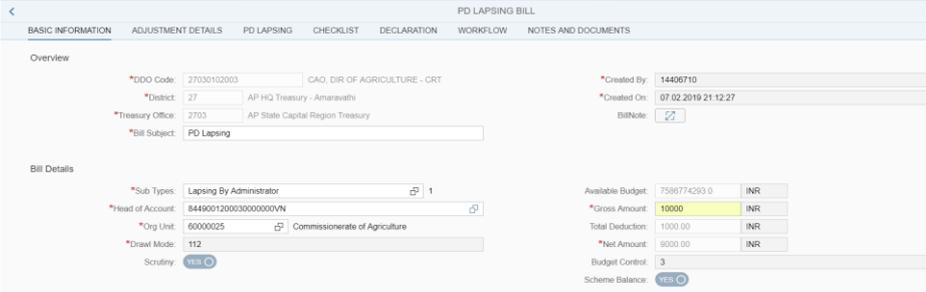


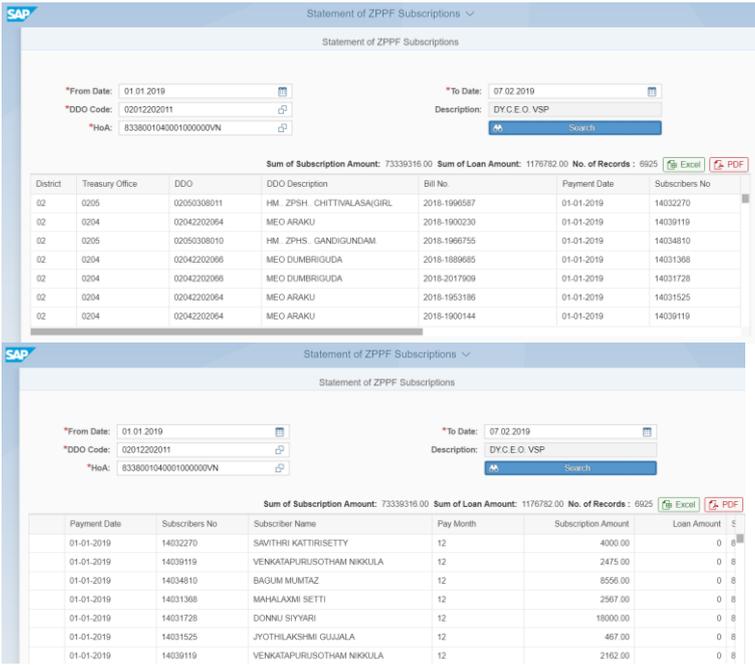
**GOVERNMENT OF ANDHRA PRADESH**  
**FINANCE (IT) DEPARTMENT**  
**COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (CFMS)**

**CFMS Circular – 17**

**Dt. 05.03.2019**

Comprehensive Financial Management System (CFMS) is launched on 02.04.2018 and currently being stabilized. One of the main objectives of CFMS, in addition to establishing a Single Source of Truth, is to promote efficiency and effectiveness in public financial management activities. APCFSS is the nodal agency for the implementation, sustenance and support of the CFMS program. Towards this, APCFSS aims at providing seamless services to all the users of CFMS in a structured and focused manner. Every effort has been made to address the requirements of all the diversified departments and individuals. However, during the course of operationalization, users have been reporting issues. While some issues require a change to the design, majority of the issues are related to understanding, adoption, data related and above all patience. Attention, of all the HODs and users is invited to GO MS 40, wherein the Help Desk and issue resolution process is explained in detail. Based on the issues reported so far, the following resolutions and clarifications are being provided and all departmental users are required to make sure that they understand and disseminate the information to all users.

S.No.	Issue Reported	Requirement/Clarification
1	Creation of PD Lapsing Bill	<p>A provision to lapse the un-utilized funds on expiry of time limits prescribed as per G.O. MS. No: 43 is made available to PD Administrators. Whoever is authorised to create PD Bills can access the PD Lapsing bill process.</p>  <p>User Manual for lapsing of un-utilized funds is available in training module of CFMS Portal.</p>
2	Statement of ZPPF Subscriptions	<p>An option has been provided to CEO, ZP as Fund Manager of ZPPF to generate statement of subscriptions, individual wise in CFMS. For this, Head of the Office should assign workflow to any authorized person in his office. To assign the workflow, the HOO has to login to CFMS, Click on the Workflow Configurator Bill Submit tile and then click on OTHERS tab, then ADD AUTHORISATION and assign the role to access statement of ZPPF subscriptions month wise and subscriber wise to the respective person and this person can access STATEMENT of ZPPF Subscriptions Tile and generate the report in the below format.</p>

		 <p>The Fund Manager can download this statement in an excel sheet or PDF and use the data to post to individual subscribers accounts.</p>
3	Nature of Expenditure in PD Bills	<p>It is mandatory for the PD Administrators to specify the purpose for which the funds are being drawn in each bill. BILL SUB TYPE field is provided in PD bill to capture the purpose of expenditure. Since this field can capture only one value, the expenditure pertain to one purpose should be claimed in one bill.</p> <p>It is noticed in some bills, that the purpose mentioned in the said field and the purpose mentioned in the sanction order are not one and the same, which means that the PD administrators are not mentioning the correct purpose in the bill. It is also noticed that some bills are preferred with purpose mentioned as Other Expenditure when one sanction has been given for multiple purposes, like salaries and contingent expenditure claimed in some bills under the sub type "Other Expenditure", this may result in rejection of such bills at treasury level or at Government level.</p>
4	A.M. for Previous Year Transactions	<p>A specific bill type to effect A.M. for the previous year transactions has been provided in CFMS. To access this bill type, there is no need to configure a separate workflow, whoever is authorised to access A.M. Bill in Treasury, can automatically access this bill also.</p>  <p>A.M. can be proposed to either receipt transactions or expenditure transactions. To indicate this maker has to choose ALTERATION- TYPE "Challan / Bill ". Under ALTERATION – BILL header, maker has to select the YEAR, the transaction pertains to, enter Bill / Challan details, DDO code, Head of Account and CREDIT/ DEBIT Indicator. The Original transaction details would always be SENDER head and new Head of Account / DDO code to which amount is being Credited / Debited would always be</p>

**RECEIVER head.**

**Overview**

\*DDO Code: 27000705001 ASST PAY AND ACCOUNTS OFFICER  
 \*District: 27 AP HQ Treasury - Amaravathi  
 \*Treasury Office: 2700 Pay & Accounts Office - Andhra Pradesh  
 \*Bill Subject: Alteration Memo Previous Year Posting

\*Created By: 14410399  
 \*Created On: 12.02.2019 17:50:40  
 Bill No: 27

**Alteration Memo Details**

\*Alteration Type: Bill  
 Gross Amount: 100.00 INR

**ALTERATION - BILL**

Sender					Receiver				
Year	Bill No	DDO Code	HOA	Cr/Dr Ind	Amount	DDO Code	HOA	Cr/Dr Ind	Net Amount
2017	0000001	0101180401	8443001060001000000VN	Cr	100.00	0101220302	84430010600010002	Cr	100.00

5

Lapsing of failure Payments

System will automatically lapse the failed payment amounts which are lodged in 8658 suspense HoA for more than 90 days and this lapsed amount will be credited to regular expenditure HoA from which the expenditure is drawn. If the lapsing is done with in the same financial year, if the lapsing is done in the next financial year then the lapsed amount will be credited to Minor Head 911 – SH 96 under the regular Major Head. If the amount lapsed pertains to PD Account then whenever the amount is lapsed, the amount will be credited to same PD account irrespective of financial year.

DDO has to prefer a fresh bill for the lapsed amount i.e. cash portion (NET Amount) of the original transaction and pay to the beneficiary. Where ever necessary, the respective authorities shall create necessary record justifying the new transaction.

A report, displaying the lapsed transactions has been enabled to all DDOs. They can access this report by configuring workflow through OTHERS Tab under WORK FLOW CONFIGURATION (Bill Submit).

Failed Payment Lapsing Statment

\*Select DDO: G P ACHAVARAM (05082202008)

\*From Date: 01/02/2019

\*To Date: 05/03/2019

Total no of Records :36 Search

Bill Number	Lapsing Date	HOA	Beneficiary	Net Amount (₹)
2018-2190	14.02.2019	8443001060001000000VN	0000000088	100.00
2018-2154	14.02.2019	8443001060001000000VN	0000000088	20.00
2018-2514	14.02.2019	8448001090001006000VN	0080001000	1000.00
2018-2535	14.02.2019	8448001090001006000VN	0080001000	1000.00

**PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)**