

**ANDHRA PRADESH CENTRE FOR FINANCIAL SYSTEMS & SERVICES (APCFSS)**  
**COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (CFMS)**

**CFMS Circular – 3**

**Dt. 09.04.2018**

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	Missing DDO – HOA Mapping/ Department – DDO Mapping	Communicate the Service name – HOA – Department and DDO code to APCFSS for Mapping, through Help Desk
2	Non Acceptance of DDs in OTC Payments by SBI	The issue is taken up with the SBI and it is a local problem of SBI. SBI has assured that it would be resolved immediately. For any future resolution of similar issues SBI Help Desk @ 9030735699/9100105060 may be contacted.
3	Salary Payments not initiated in case of Amount Mismatch	Net Amount Mismatch in the Bill: Beneficiary amount is not tallied with that of Total Earnings – Deductions. All the deductions details are not tallied. Hence these bills could not be processed. Correct details of earnings and deductions need to be provided by the treasury/PAO for processing those bills again. Action in this regard is on.
4	Salary Payments – Rejected by RBI	Transactions are rejected by RBI at initial stage itself on the ground of Invalid / Wrong IFSC. These details are forwarded to PAO/treasury to provide correct IFSC.

		<p>These bills would be processed again on receiving Correct/Valid IFSCs.</p>
5	Salary Payments – Returned by RBI due to Wrong Account Number	<p>In some of the cases RBI issues a Return Notification and credits back the amount to Suspense A/c under HOA- 8658.</p> <p>The failed transaction details shall be displayed in DDO's login, who shall make necessary correction and submit the record to TO/PAO for initiating retransmission of funds.</p> <p>The Treasury Officer / PAO prepares a consolidated bill of these rectified transactions on daily basis and draws the funds to credit to Beneficiaries Accounts.</p>
6	Creation of Logins	<p>The Logins are unlocked for the departments who have confirmed HR data.</p> <p>Every Office should configure their workflow for preferring bills. The Head of the Office (HOO) should configure this workflow and should normally have, Maker-Checker-Submitter (DDO). Maker and Submitter are mandatory, while Checker is optional. Also, if an office chooses they can have multiple Checkers.</p> <p>Treasury Offices (DTA/PAO/WPAO) will have two workflows to be configured. One for their own office DDO function (as above) and the other for the Treasury function. Treasury Workflow for Bill processing will have Auditor – Verifier – Approver. This has to be mapped for all DDOs under the jurisdiction of that treasury. If this workflow is not configured, DDOs will not be able to submit the bills to the treasury for scrutiny/processing.</p>
7	PD Accounts	<p>PD Portal has been disabled in Legacy System.</p> <p>To access the PD functionality in CFMS – Users have to be created. To collect data of Users for creation of login credentials, Data entry screen has been provided in the</p>

		<p>Legacy application (PD Accounts Portal), where by the Users immediately after login, have to provide the Employee/ Non-Employee details. For this Aadhar Number is mandatory to validate the user credentials and enable bio metric authentication for each user.</p> <p>PD Administrator, by default, is HOO and he is enabled with workflow configuration option. Therefore, providing the details of PD Administrator is must.</p> <p>In respect of <b>Village Panchayats – Sarpanch</b> is the <b>PD Administrator</b>. The other executive member i.e. <b>Panchayat Secretary/ Executive Officer</b> shall be the <b>Maker</b>.</p> <p>Similarly, where ever Non-Employee is PD Administrator, respective executive authority of that office shall create the credentials of the former.</p>
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**Chief Executive Officer**