

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

CFMS Circular – 5

Dt. 16.04.2018

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	Audit jurisdiction of DTA in respect of salary and administrative expenses	<p>As per G.O.MS. No.: 43, Dt. 27.03.18, all establishment expenditure bills of works departments shall be presented in the treasuries of respective jurisdiction.</p> <p>As per instructions of DTA in Cir. Memo No: H1/43/2018 Dt. 06.04.18, In respect of work charged establishment, to migrate employee data and to furnish cadre strength separate screens are provided in HRMS and also certified copies counter signed by the respective Works PAOs / APAOs have to be furnished to the respective treasuries to enable works departments to generate pay bills of work charged establishment in HRMS. Similar exercise shall be undertaken by the Treasury Officers and PAOs to transfer all salary related records i.e., Flyleaves, SLOs, Govt. Orders etc. to respective Treasuries to facilitate drawl of salaries by these departments without any interruption or inconvenience.</p>

2.	DDO – HOA Mapping	In respect Budget Controlled HOAs, the DDO – HOA mapping will be enabled once CBRO / BRO is issued to incur the expenditure.
3	Employee Challan Remittance	<p>Employee HR data must be loaded into CFMS system to make payments of GPF/ APGLI/GIS etc. through employee challan tile.</p> <p>In case of employees who are working on deputation under FS terms and conditions, their parent department should show these employees under “deputation out” category in the HR data. The autonomous organisations, where these employees are working have to provide the HR Data for creation of Employee ID in CFMS in order to make remittance through employee challan tile.</p>
4	Confirmed HR Data – Issues – Request for inclusion of new employees – Movement of employees across offices due to transfers/promotions etc.	<p>After conformation of HR data in FD portal by HOD, this confirmed data is uploaded in to CFMS.</p> <p>To make changes to the confirmed and uploaded data to CFMS, the same has to be carried out in CFMS only. For this, the concerned DDO has to create a ticket, with supporting documents as evidence, in CFMS HELP DESK through registered logins.</p>
5	Beneficiary / Vendor Creation	<p>To register beneficiary in CFMS, First, Head of the office has to authorize any position in the office for creation of request in “Others” Tab. Whoever has been assigned with the responsibility for Beneficiary creation will have the Tile “Beneficiary Creation Request “in their login. By clicking this tile and fill-in the required details and saving will lead to creation of request for Beneficiary. After creation of request, Beneficiary will be created within 2 hours.</p> <p>The status of Beneficiary can be viewed in “Beneficiary Search “under Expenditure Links in CFMS Home Page.</p> <p>DDO as Beneficiary is automatically created and there is no need to submit</p>

		request for DDO Beneficiary Creation.
6	CBRO issues	While distributing the Budget, HOD shall confirm whether the distribution for that particular HOA shall be done either through SCO or to direct DDO. Once distribution done in a particular way, it cannot be changed further in that financial year. i.e. If the distribution done through SCOs for a particular HOA, later, budget cannot be distributed directly to DDOs for that HOA, it should be done through SCOs only, same is the case with Direct DDO distribution first.
7	Workflow Issues.	<p>Head of the Office shall configure Work Flow for Bill submission in CFMS. Unless this workflow is configured, the bills related to employee which will be originated in Legacy HRMS and submitted to CFMS through interface will be rejected with a message "Submitter Not Maintained".</p> <p>Every treasury officer shall maintain the workflow for Bill Approval in CFMS. Unless and Until this workflow is maintained, DDO cannot submit the bills in CFMS, message of "Approver Not maintained" for this DDO will be displayed.</p> <p>Hence it is mandatory both for DDO and Treasury to configure the workflows in the respective Offices.</p>

Chief Executive Officer