

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

**CFMS Circular – 9**

**Dt. 28.04.2018**

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	Biometrics Authentication @ DDO Level.	<p>The progress of the presentation of pay and pension bills in CFMS is reviewed and noticed that 27,549 pay bills and 2,452 pension bills have already been presented as on 28.04.2018. Of these about 22,000 have been already pushed to CFMS and are at different stages of processing. These cover 2,81,065 employees and 3,04,180 pensioners. Though the progress of the presentation of the pay bills is encouraging, since the time for submission within the window for speedy payment of salaries and pensions is getting narrowed down, many of the departments have been requesting to relax bio-metric authentication of the bills for the presentation of the same in the treasuries.</p> <p>Based on the difficulties expressed by the DDOs at the field level and also the representation of the staff unions and to ease the submission of pay bills in time, it has been agreed to relax the requirement for bio metric authentication at DDO/ Submitter level as <b>one time measure for the April month pay / pension bills only</b>. The DDO submission is based on named User- IDs and passwords. As per the internet usage and IT policy, the responsibility of User- ID, passwords are with the named Users.</p>

2	Certain Errors encountered by the DDOs and Treasuries.	<ol style="list-style-type: none"> <li>1. <b>Submitter Not Found:</b> The HOO of each and every office has to maintain Bill Submission Workflow for creation and submission of Bills. This error is due to absence of Workflow in CFMS. The detailed procedure is explained in Circular No.7.</li> <li>2. <b>Approver Not Found:</b> The treasury officer has to maintain Bill Approval Workflow to process the bills and unless this workflow is maintained DDO cannot create or submit the bill in CFMS.</li> <li>3. <b>Object Not Found:</b> It is an unexpected technical error rarely encountered by the Users and which should be resolved by SAP technical team. Therefore the users have to contact CFMS Central Help Desk in the event of facing this error.</li> <li>4. <b>Document Not Parked:</b> This error is usually occurs while submitting the bill by the DDO to the treasury which involves commitment of funds and generation of payable documents which is a time consuming activity. Thus when the network connectivity is slow and mostly in case of bills having large number of beneficiaries, the User has to wait till the activity is completed before closing the session or do refresh to avoid the occurrence of this error. In the event of the occurrence of this error, the users have to contact CFMS Central Help Desk.</li> </ol>
3	Queries on Pension bill submission	<ul style="list-style-type: none"> <li>• During the Pension bill submission, the following aspect needs to be taken into account. When logged into pension package, after TBR generation, the treasury officer has to perform two activities in case if there are new pensions – under PPO reports (STO) first do cfms-master-posting and then do cfms-trans-posting. In case of no new pensioners, then directly perform cfms-trans-posting.</li> <li>• In new pension cases, before TBR generation select recovery if any option and key in recovery amounts like commutation recovery against the PPO ID.</li> </ul>

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