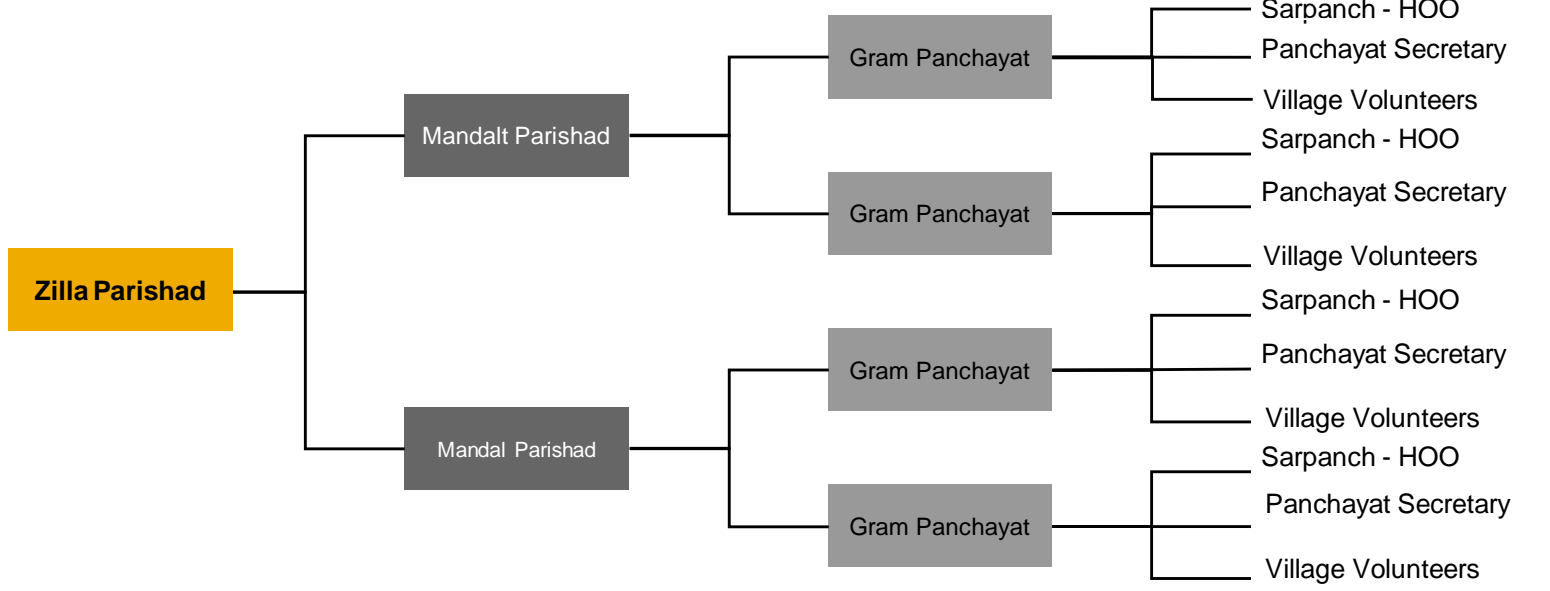




Government Of Andhra Pradesh

Panchayat Raj Department



CFMS EDUCATION SERIES

Honorarium Payment Process for Village Volunteers @GoAP

PUBLIC

Overview

Course Objectives

Process Screenshots

- Workflow
- Bill Preparation



Overview & Course Objective



- ❖ As part of Honourable CM's Navarathnalu Scheme, Government of AP has deployed Village Volunteers in every Panchayat for delivering government services to the door steps of its citizens and to ensure leak proof implementation of government schemes. These village volunteers have been engaged by Gram Panchayats and would be paid a monthly honorarium of Rs. 5,000/- for their services.
- ❖ From this month onwards, honorarium payments to the Village Volunteers would be processed in CFMS through bills.
- ❖ The Village Panchayat Secretary would be the official designator for preparing the bills and submitting it to treasury for payment processing. Panchayat Secretary would also be responsible for the workflow configuration.

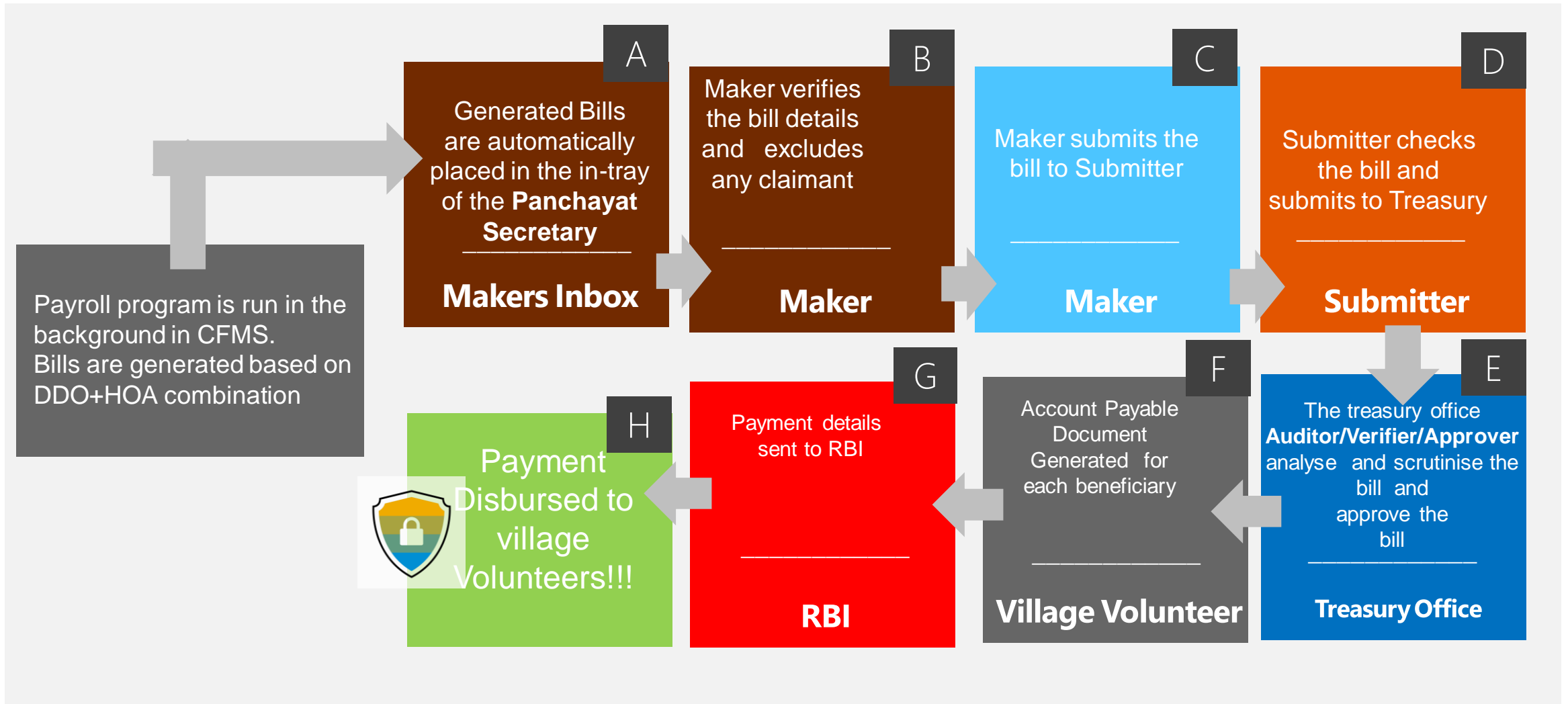


By the end of this presentation, you would have a clear understanding of the following

- ❖ Payment Bill Preparation for Village Volunteers
 - Configuring the workflow in CFMS
 - Creation of bill in CFMS
- ❖ Bill Submission by Panchayat Secretary
- ❖ Bill Processing (by Treasury Office)
- ❖ Payment Disbursement



Connected Villages



1. Log into the Panchayat Secretary's Login for configuring the workflow.

Please note that in case of payment process for Village Volunteers, only **Panchayat Secretary** can configure the workflow.

Comprehensive Financial Management System
Smart • Transparent • Strategic

GOVERNMENT OF ANDHRA PRADESH

ANDHRA PRADESH
Centre for Financial Systems and Services

User 14020415

Password

Language EN - English ▼

Log On

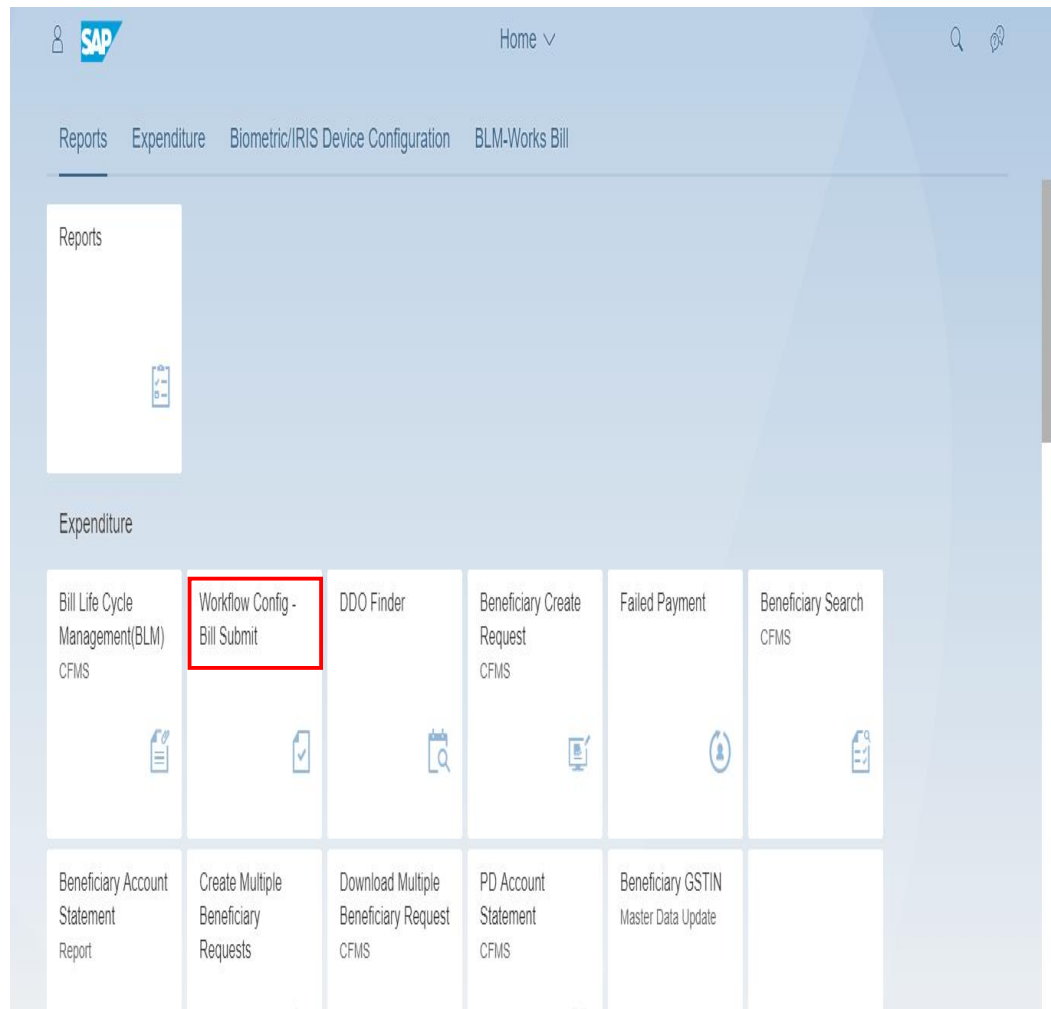
Forgot Password

Amaravathi

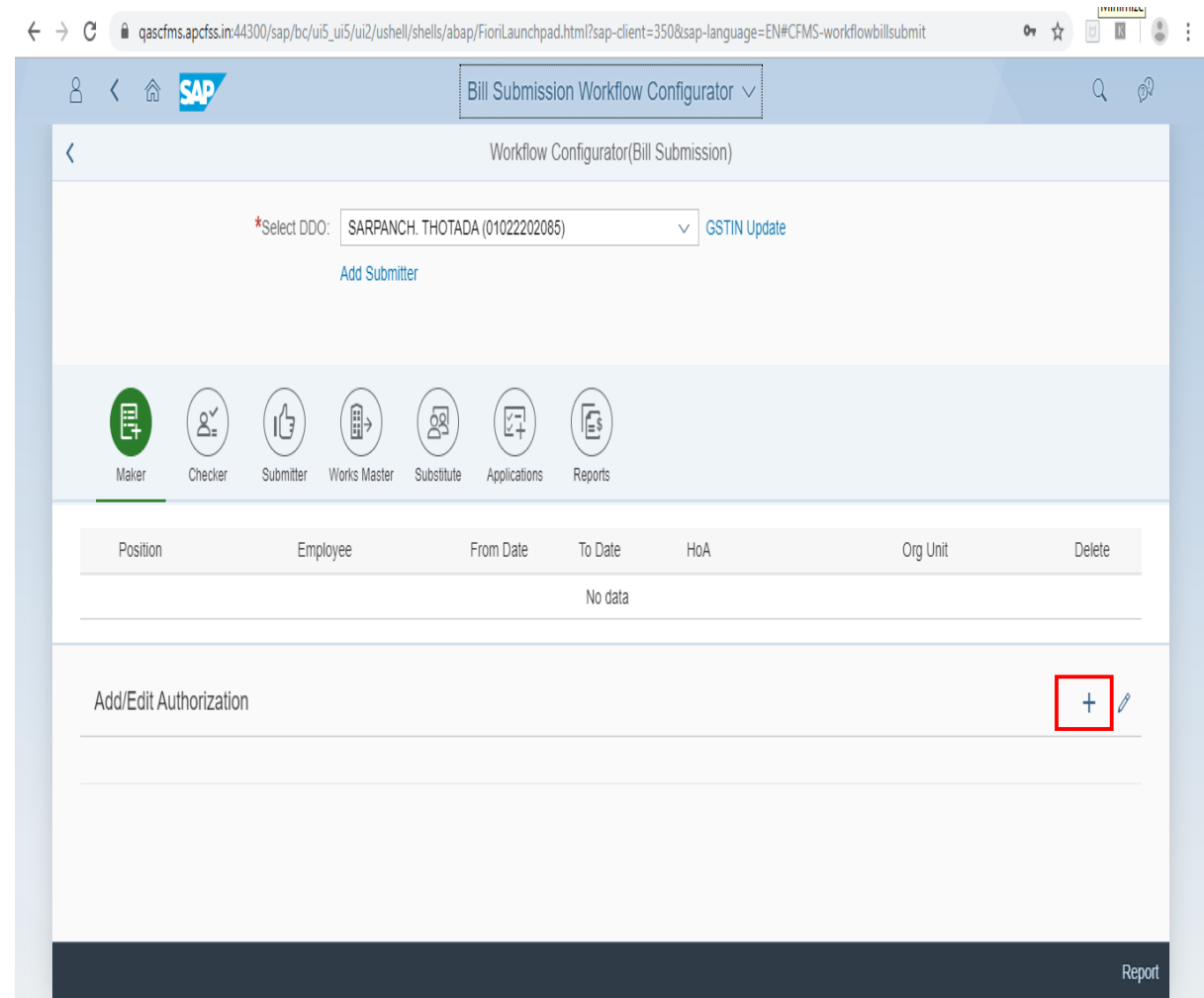
SAP

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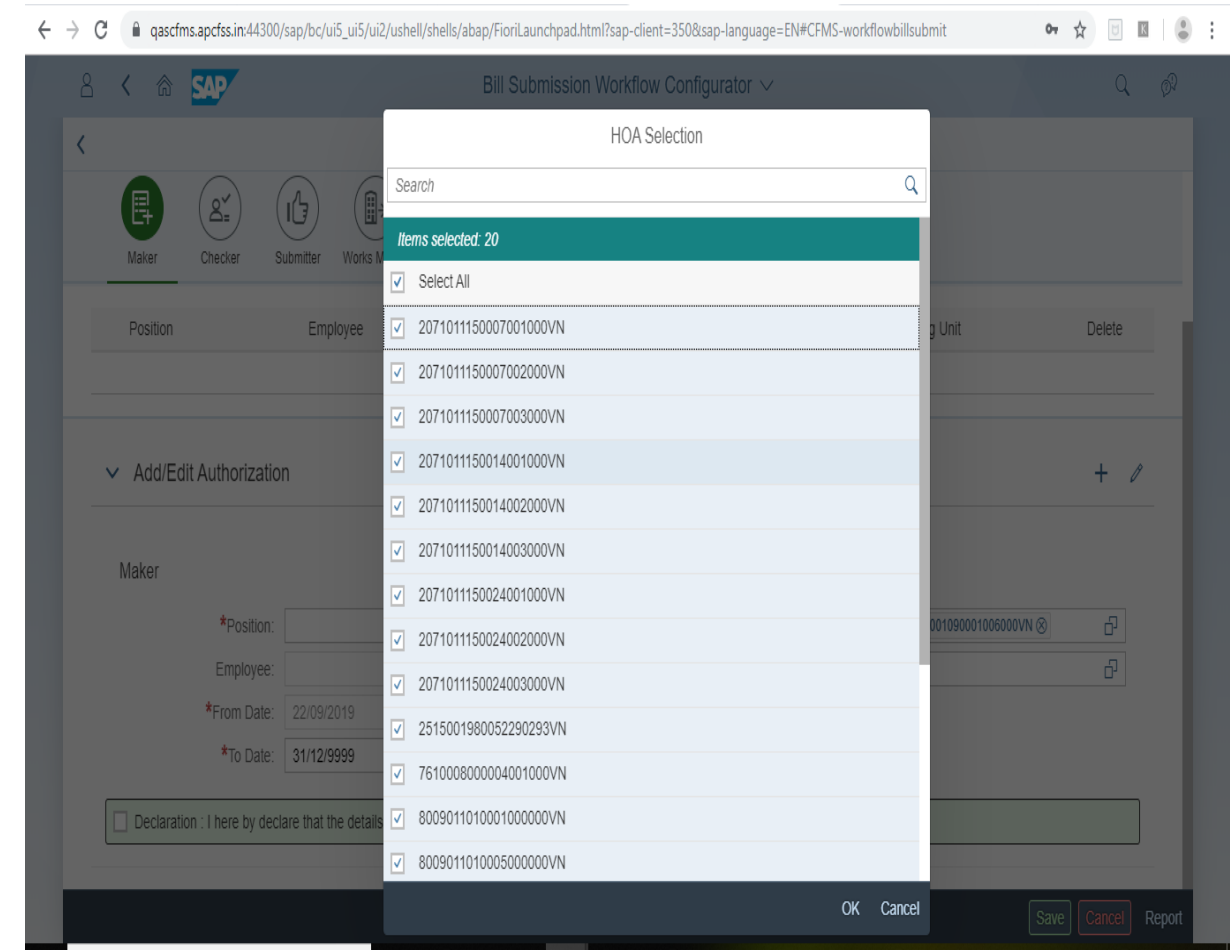
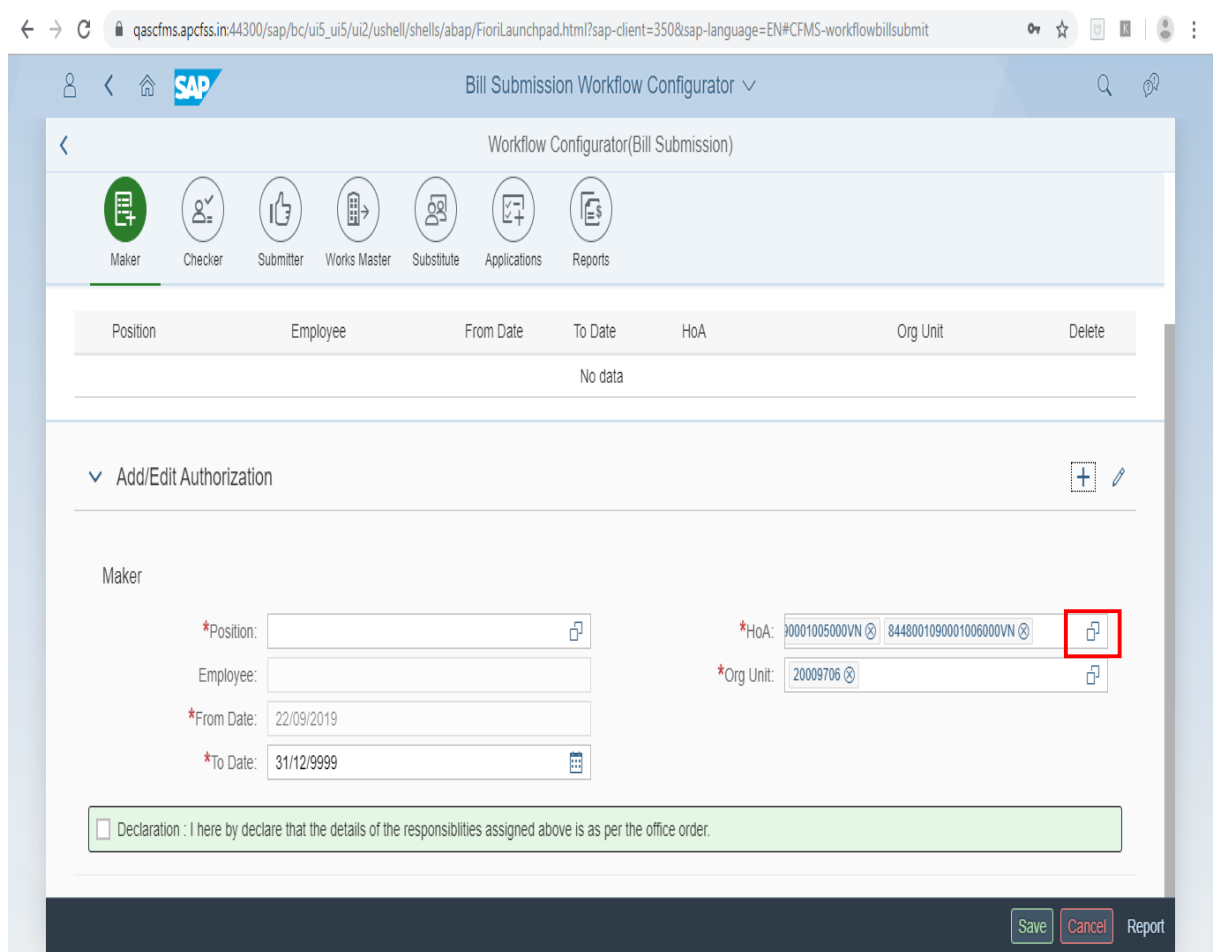
2. Click on the Workflow Configuration Tile under Expenditure Tab



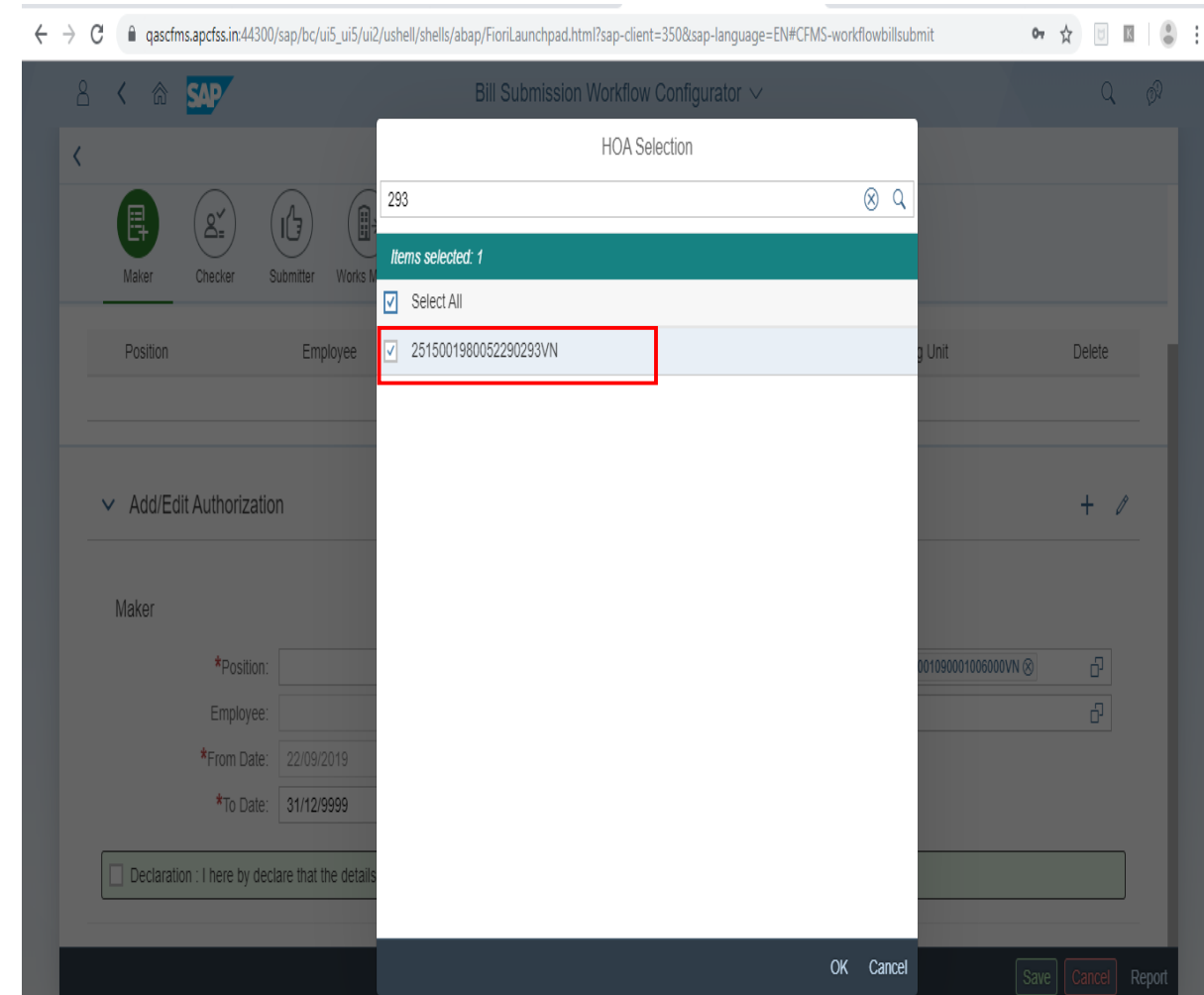
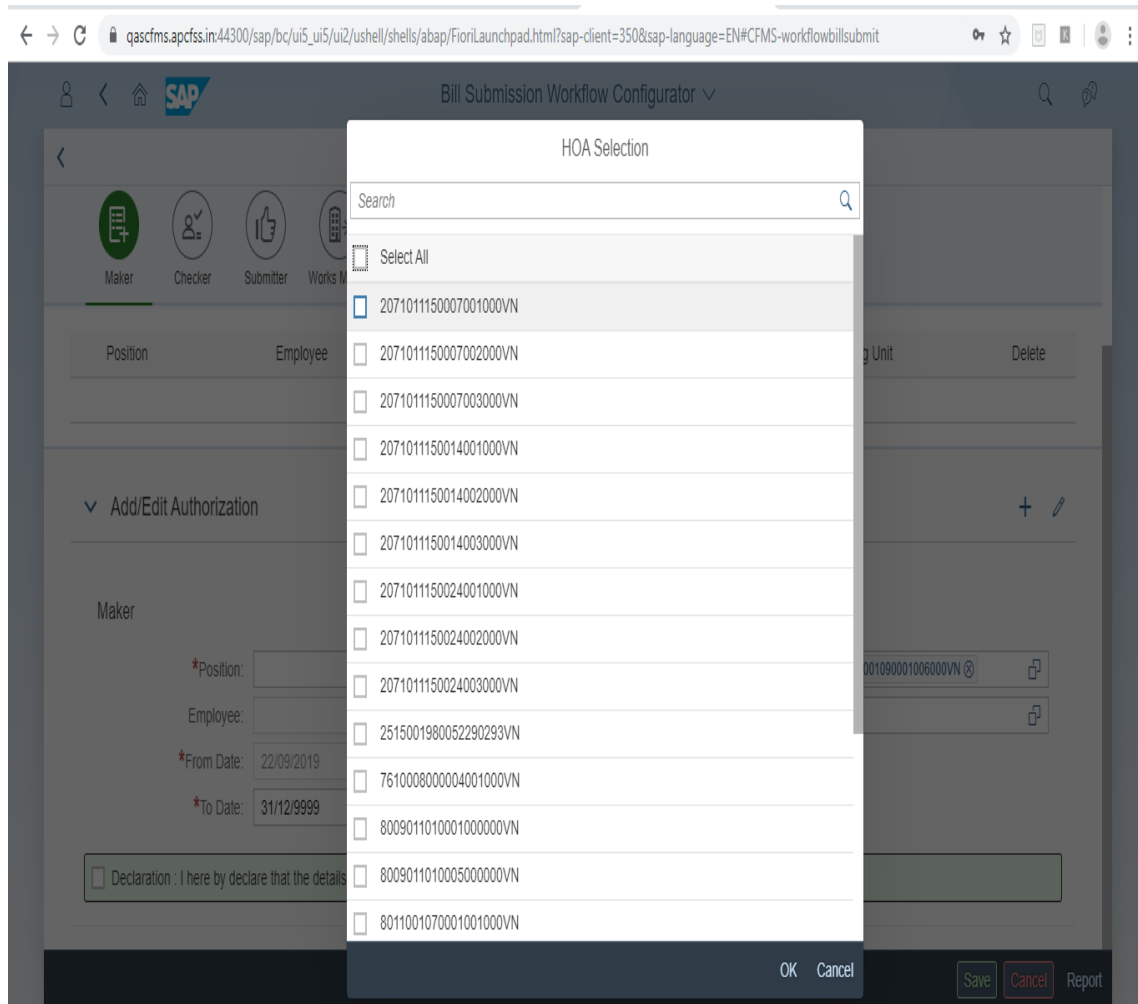
3. Click on '+' add sign for adding maker



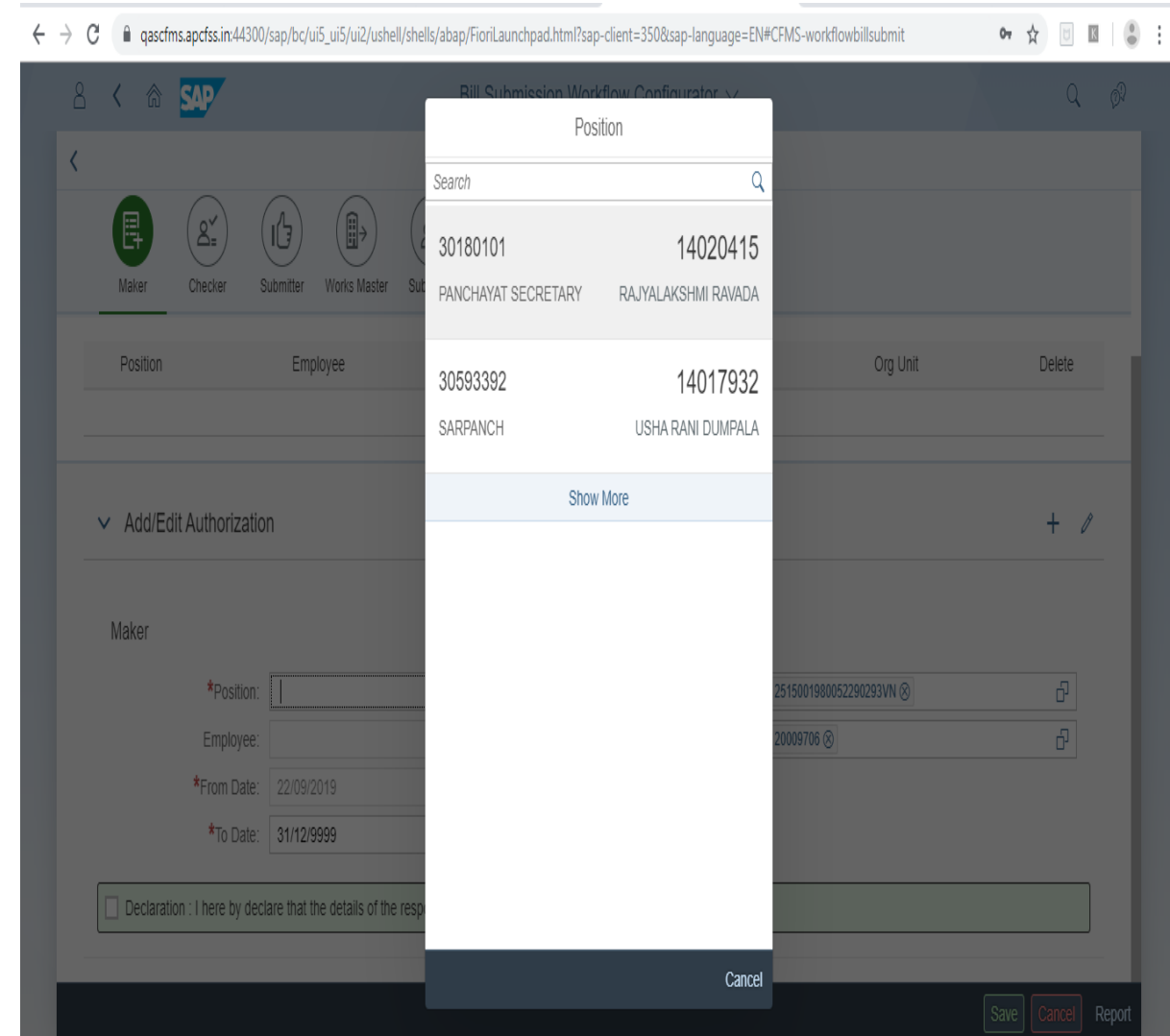
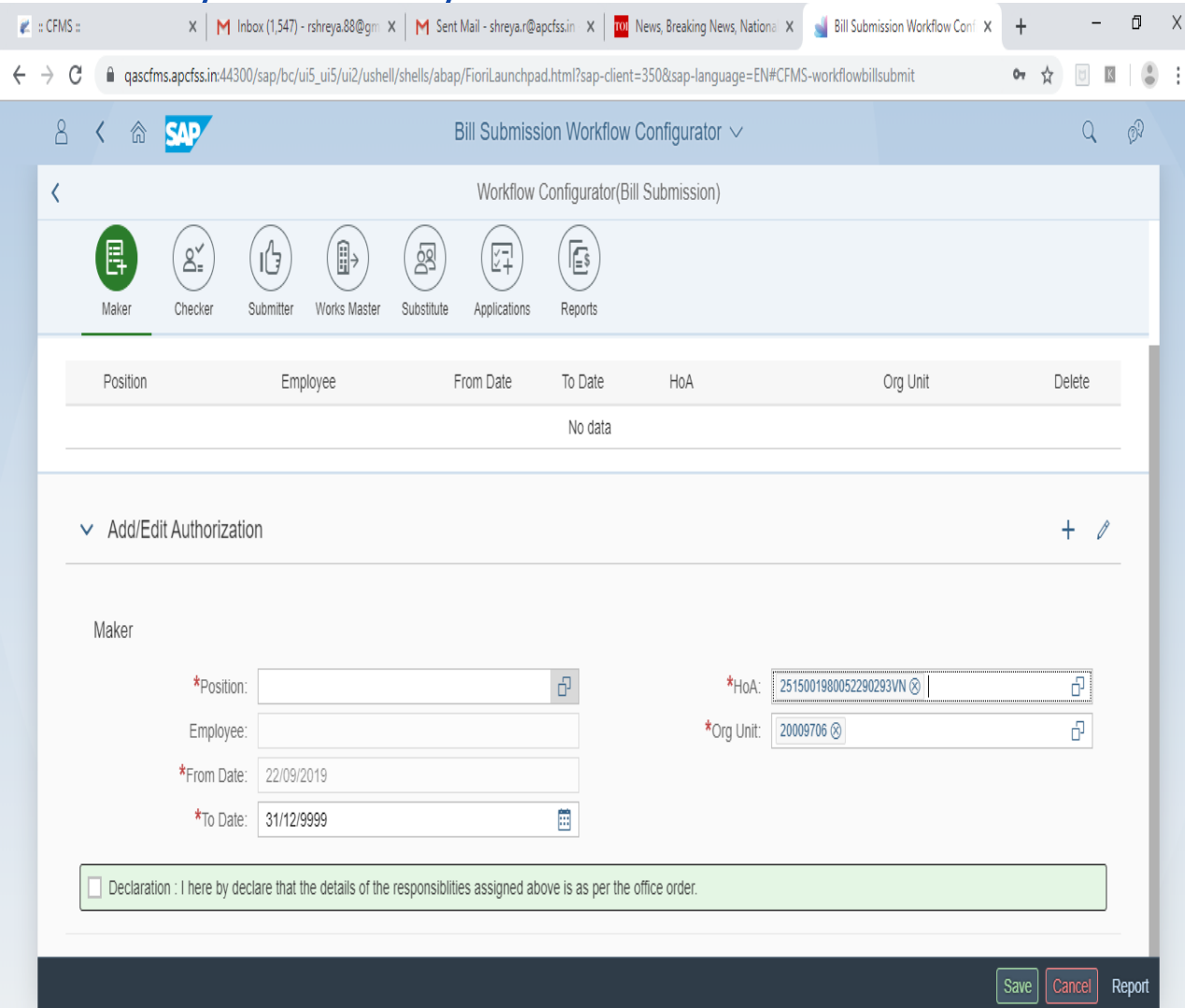
4. The relevant HOA and Org Unit details are auto-populated. Click on the more option, highlighted box to see all the HOA selected for that DDO.



5. Deselect all the HOA and search for 2515001980052290293VN in the search tab



6. Once you select the correct HOA i.e. **2515001980052290293VN**, please click on the position tab to select **Panchayat Secretary** as maker.



7. Select the declaration checkbox and save the maker

Workflow Configurator(Bill Submission)

Position Employee From Date To Date HoA Org Unit Delete

No data

▼ Add/Edit Authorization + ✎

Maker

*Position: 30180101 PANCHAYAT SECRETARY

Employee: 14020415 RAJYALAKSHMI RAVADA

*From Date: 22/09/2019

*To Date: 31/12/9999

*HoA: 2515001980052290293VN

*Org Unit: 20009706

Declaration : I here by declare that the details of the responsibilities assigned above is as per the office order.

Save Cancel Report

Workflow Configurator(Bill Submission)

Position Employee From Date To Date HoA Org Unit Delete

No data

▼ Add/Edit Authorization + ✎

Maker

*Position: 30180101 PANCHAYAT SECRETARY

Employee: 14020415 RAJYALAKSHMI RAVADA

*From Date: 22/09/2019

*To Date: 31/12/9999

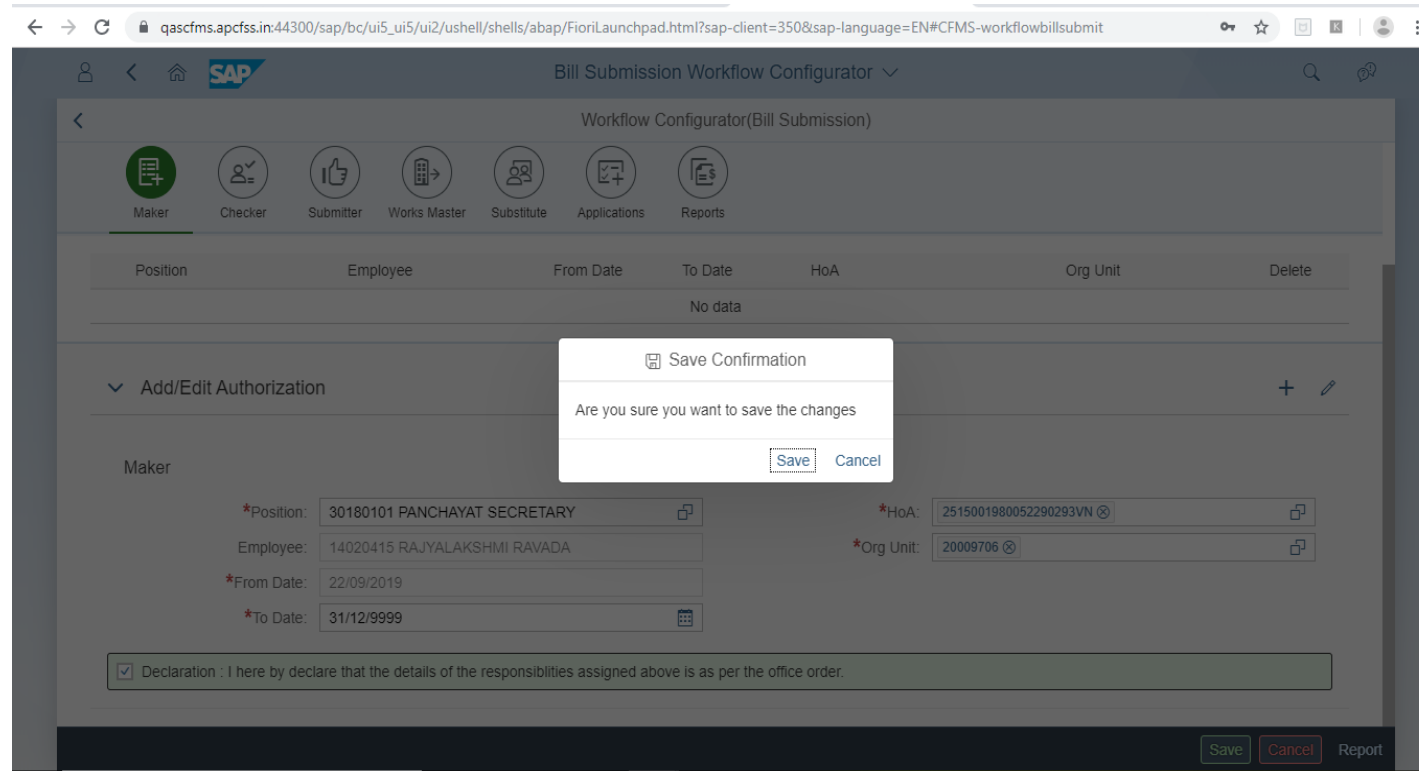
*HoA: 2515001980052290293VN

*Org Unit: 20009706

Declaration : I here by declare that the details of the responsibilities assigned above is as per the office order.

Save Cancel Report

7. Select the declaration checkbox and save the maker



8. Maker has been configured

The screenshot shows the SAP Bill Submission Workflow Configurator interface. At the top, the browser address bar displays the URL: `qascfms.apcfss.in:44300/sap/bc/ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-client=350&sap-language=EN#CFMS-workflowbillsu`. The page title is "Bill Submission Workflow Configurator". Below the title, there is a dropdown menu for "Workflow Configurator(Bill Submission)" and a search icon. The main content area shows a selection dropdown for "SARPANCH. THOTADA (01022202085)" with a "GSTIN Update" link and an "Add Submitter" button. A navigation bar contains icons for Maker, Checker, Submitter, Works Master, Substitute, Applications, and Reports. The "Maker" icon is highlighted with a green underline. Below the navigation bar is a table with the following data:

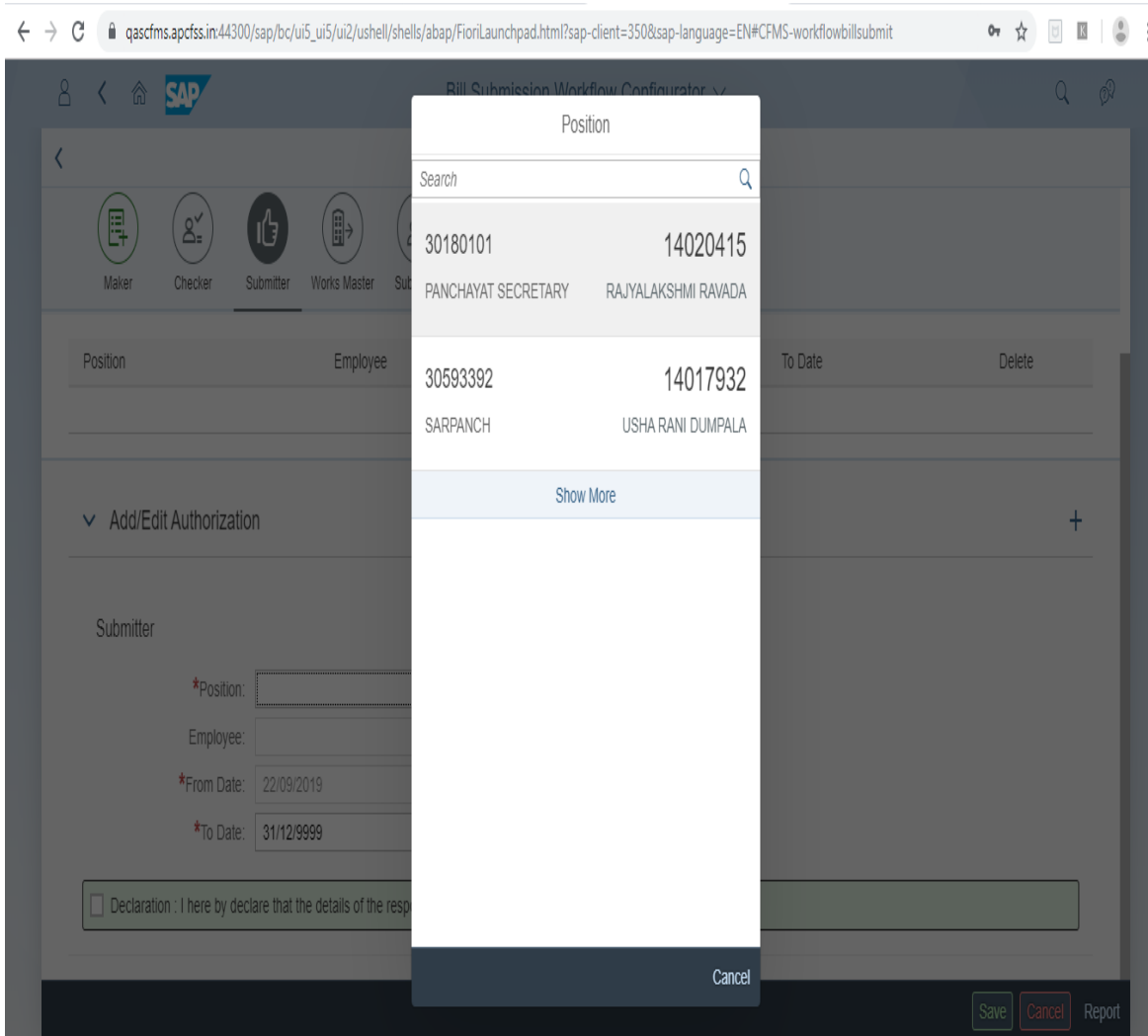
Position	Employee	From Date	To Date	HoA	Org Unit	Delete
PANCHAYAT SECRETARY 30180101	RAJYALAKSHMI RAVADA 14020415	22/09/2019	31/12/9999	2515001980052290293VN	20009706	

At the bottom, there is an "Add/Edit Authorization" section with a "+" icon and a "Report" button.

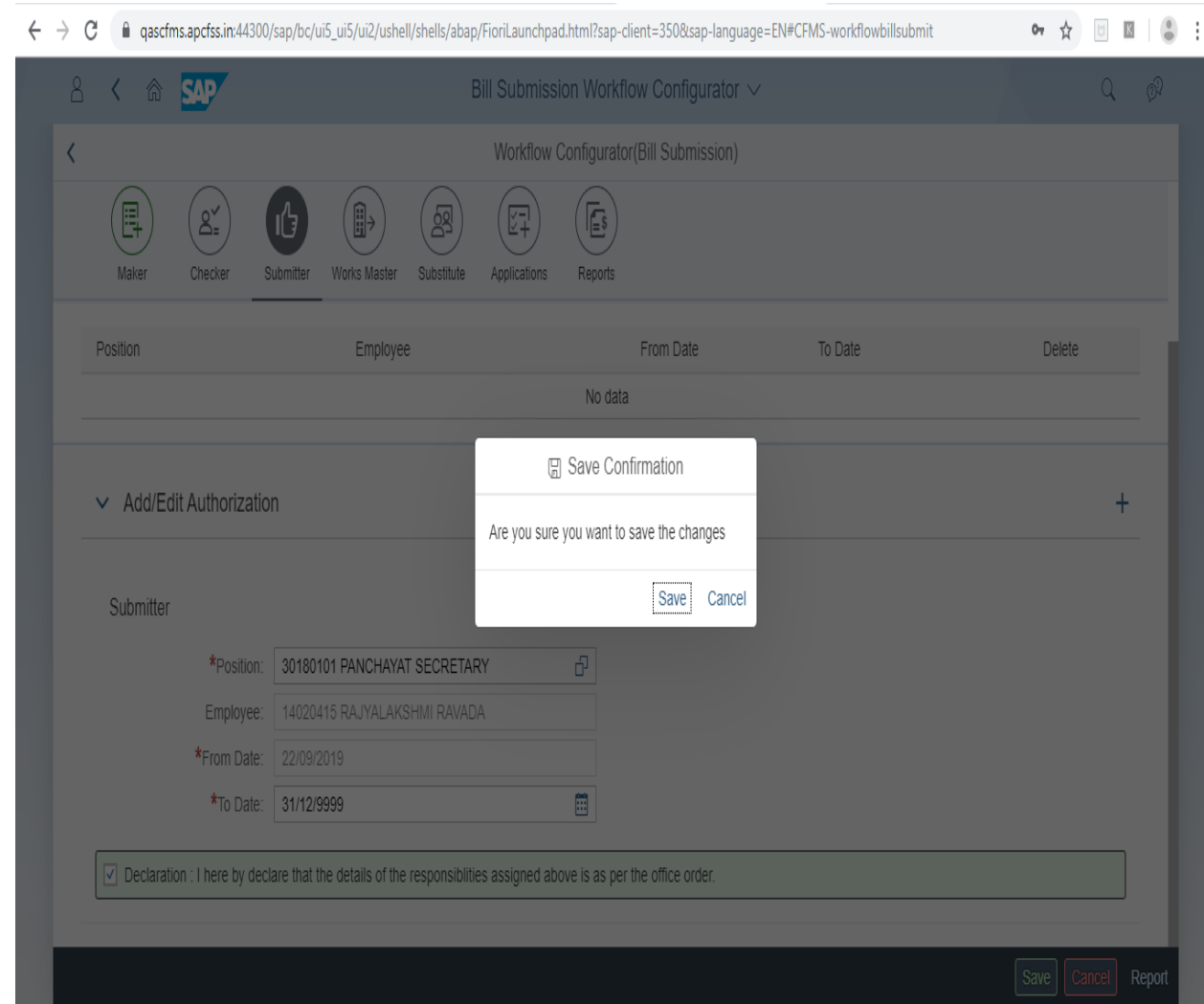
9. Click on the submitter icon and add "+" submitter

The screenshot shows the same SAP Bill Submission Workflow Configurator interface as in step 8. The "Submitter" icon in the navigation bar is now highlighted with a black underline. The table below the navigation bar is empty, displaying "No data". The "Add Submitter" button is highlighted with a red box. The "Add/Edit Authorization" section at the bottom still shows a "+" icon, which is also highlighted with a red box. The "Report" button is visible at the bottom right.

10. Click on the position and select the Panchayat Secretary



11. Select the declaration checkbox and save the submitter



qascfms.apcfss.in:44300/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-client=350&sap-language=EN#CFMS-workflowbillsubmit

Bill Submission Workflow Configurator

Workflow Configurator(Bill Submission)

*Select DDO: [GSTIN Update](#)

PANCHAYAT SECRETARY - RAJYALAKSHMI RAVADA

Maker

Checker

Submitter

Works Master

Substitute

Applications

Reports

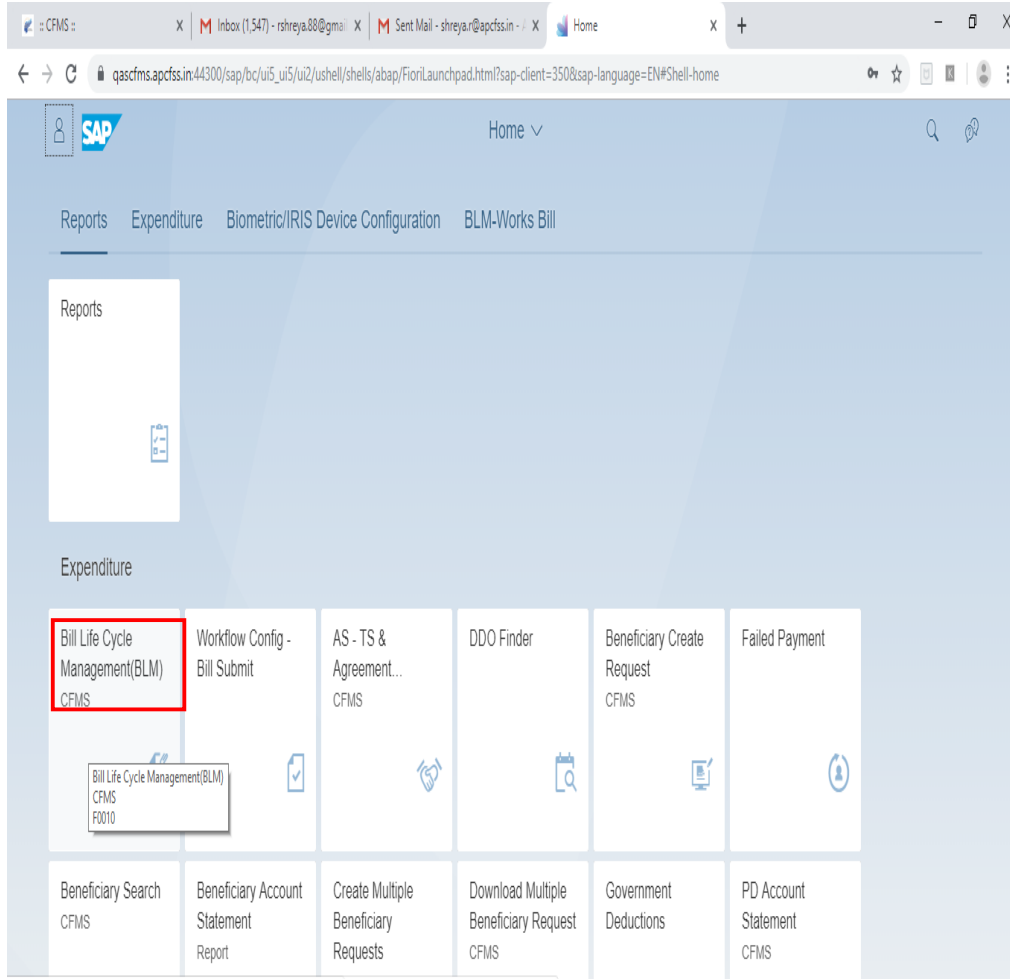
Position	Employee	From Date	To Date	Delete
PANCHAYAT SECRETARY 30180101	RAJYALAKSHMI RAVADA 14020415	22/09/2019	31/12/9999	

Data created Successfully

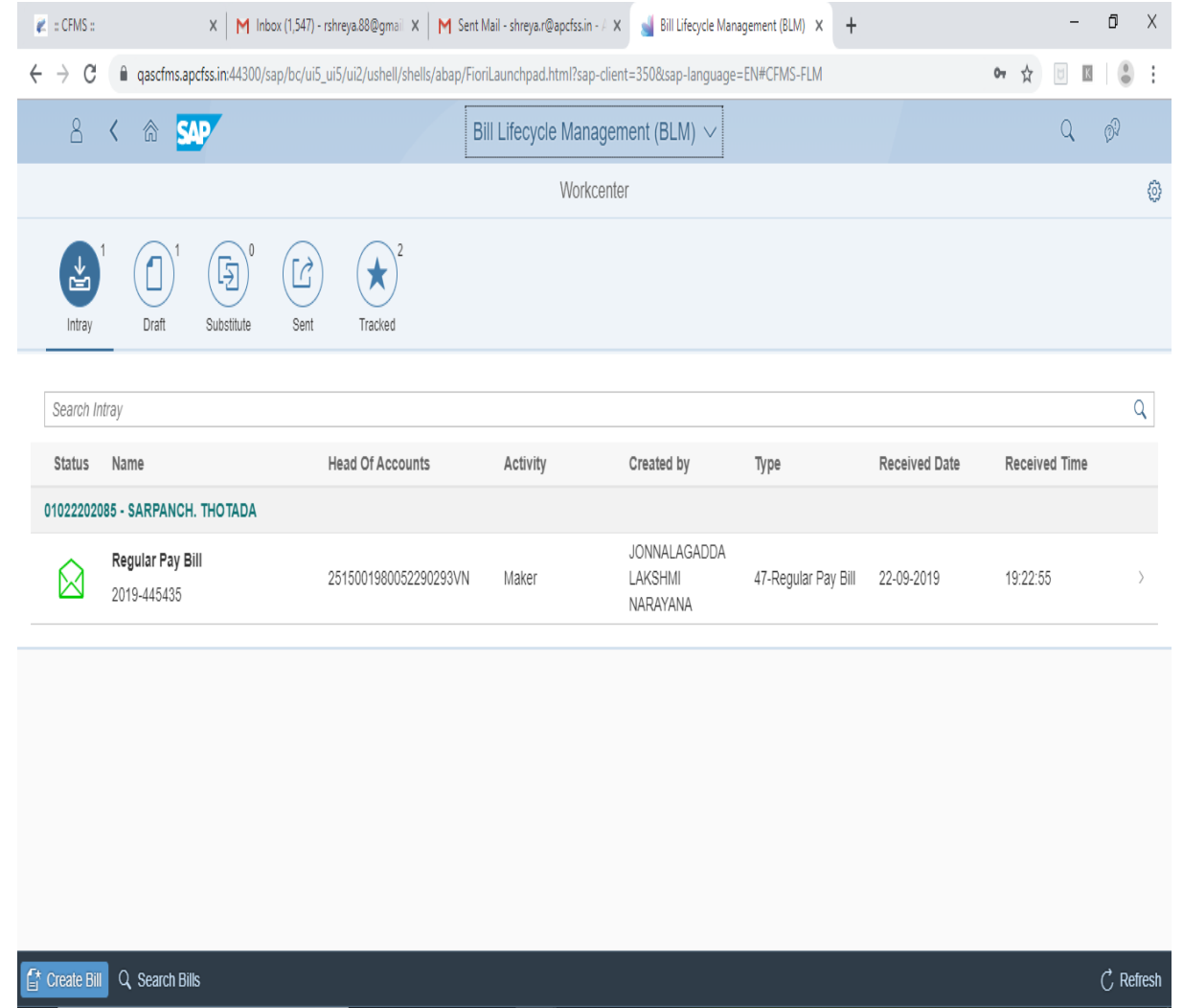
[Report](#)

Congratulations you
have successfully
configured Workflow
in CFMS !!!

1. Click on the BLM Tile



2. Paybill is generated based on the DDO-HOA combo....visible in the In-Tray of Panchayat Secretary



3. On the Summary Tab – Two new Hyperlinks have been enabled a) Cadre Strength b) Salary Register Report

The screenshot shows the SAP Bill Lifecycle Management (BLM) interface. The 'Summary' tab is selected, displaying a table of financial details. Below the table, two new hyperlinks are visible: 'Cadre Strength' and 'Salary Register Report', both highlighted with red boxes.

Earning Type		Earning Amount	Govt. Deductions	Amount	Non - Govt. Deductions	Amount
Hanorarium		5000.000	Total	0.000	Total	0.000
Total		5000.000				

Summary Details:

Total Gross	5000.00	Total Deductions	0.00	Total Net	5000.00
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Hyperlinks:

- [Cadre Strength](#)
- [Salary Register Report](#)

3. On the Summary Tab – Two new Hyperlinks have been enabled a) Cadre Strength b) Salary Register Report

a) Cadre Strength

Job Number	Category of Post	Sanctioned Strength	Working	Claimed	Substantive	Leave	Officiating
40002001	Village Volunteer	3	3	1	3	0	0

b) Salary Register Report

No. of Records 1

CFMS ID	Name	Designation	DDO	HOA	Payroll Type	Offcycle Rea
28007260	V V Lakshman Rao	Village Volunteer	SARPANCH. THOTADA	251500198005229029...	Regular	

Cadre Strength

Salary Register

Salary Register Report

Employee Information Accessed through -> Employee Processed

Browser tabs: CFMS ::, Inbox (1,547) - rshreya.88@gm, Sent Mail - shreya.r@apcfss.in, Bill Lifecycle Management (BLM), Salary Register

URL: qascfms.apcfss.in:44300/sap/bc/ui5/ui5/ushell/shells/abap/FioriLaunchpad.html?sap-client=350&sap-language=EN#CFMS-FLM&/subscreen/00505697561A...

SAP Bill Lifecycle Management (BLM)

2019-445435 Maker

47-Regular Pay Bill

Navigation: Basic Information | Summary | **Employees Processed** | Employees Excluded | Checklist | Workflow | Notes & Documents | Errors | Attribute History

Exclude Search

<input type="checkbox"/>	Emp Code	Employee Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Status
<input type="checkbox"/>	28007260	V V Lakshman Rao	THOTADA	VILLAGE VOLUNTEER	5000.00	0.00	5000.00	-2742.00	<input type="text"/>	Include

Employee Information Accessed through -> Employee Processed

The screenshot shows the 'Employee Information' form in the CFMS system. The form is titled 'Employee Information' and contains the following details:

- Employee Name: V V Lakshman Rao
- Email: abc@gmail.com
- Status: Active
- Employee Code: 28007260
- Mobile: 7848751423
- Link: [Employee Service Register](#)

Below the main information, there are tabs for: Personal Details, Last Event Details, Organization Information, Remuneration Details, Leave Details, and Employee Slab Range. The 'Personal Details' tab is selected, showing:

- Title: Mr
- Display Name: V V Lakshman Rao
- First Name: V V Lakshman
- Gender: Male
- Last Name: Rao
- Marital Status:
- Birth Date: 09.06.1989
- Married Since:
- Nationality: Indian
- Spouse Name:
- Disability: Yes

The screenshot shows the 'Payment Details' form in the CFMS system. The form is titled 'Payment Details' and contains the following details:

Government of Andhra Pradesh
Salary Slip for the Month: October 2019 (01.10.2019 - 31.10.2019)

Name : V V Lakshman Rao	Dept : Panchayat Raj Department	Payment Summary	
Employee ID : 28007260	DDO : 01022202085	Earnings	5000.00
Emp Group : Other Professional Services	PAN : PHONE :	Deductions	0.00
Designation : Village Volunteer	EMAIL :	Adjustments	0.00
Bank Name : ABHYUDAYA CO-OP BANK LTD		Net Pay	5000.00
Account No : 12356790579	IFSC : ABHY0065016		

Earnings	YTD	Deductions	YTD	Form 16 Details
Honorarium	5000.00	12742.00		

Employee Information Accessed through -> Employee Processed

Congratulations you
have successfully
generated your first
**village volunteer's
pay slip** and also your
training!!!



FINANCE DEPARTMENT
GOVERNMENT OF ANDHRAPRADESH

Thank you.

HCM Team @ CFMS

