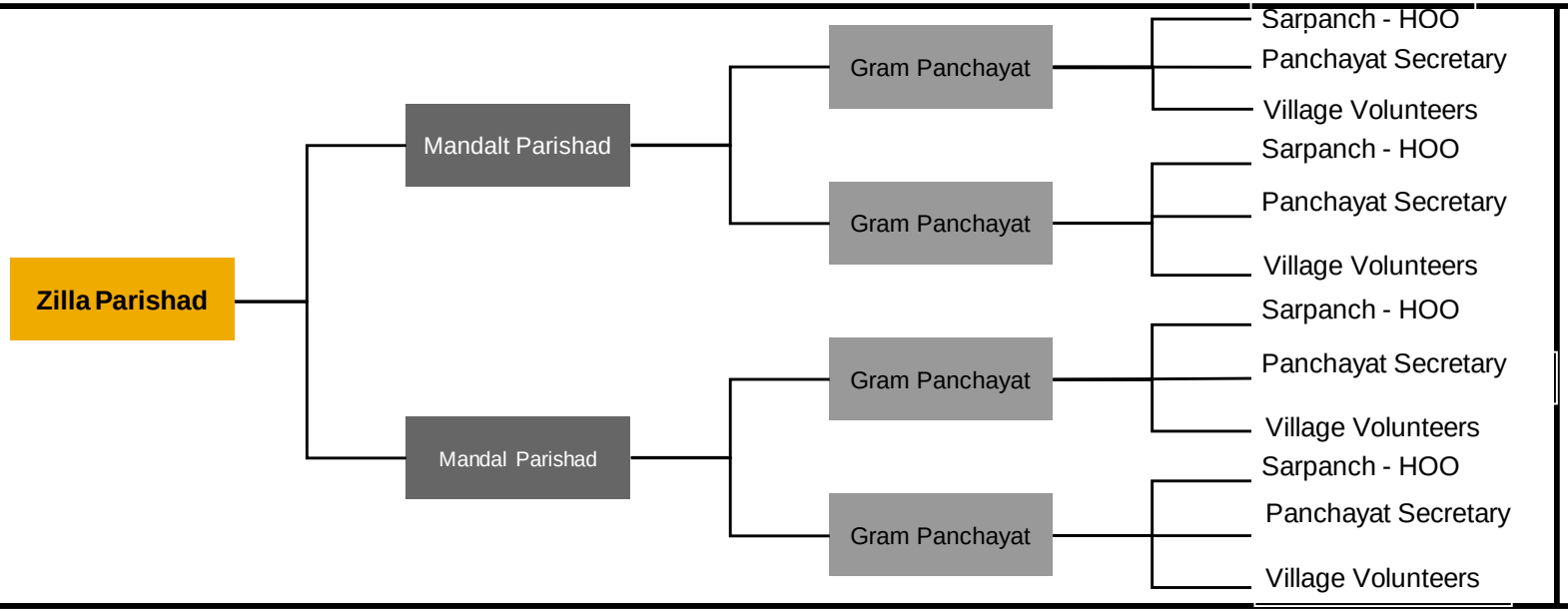
FINANCE DEPARTMENT
GOVERNMENT OF ANDHRAPRADESH

Government Of Andhra Pradesh

Panchayat Raj Department



CFMS EDUCATION SERIES

Honorarium Payment Process
for Village Volunteers @GoAP

PUBLIC

Comprehensive Financial Management System
Smart • Transparent • Strategic

THE BEST RUN SAP

Agenda

Overview

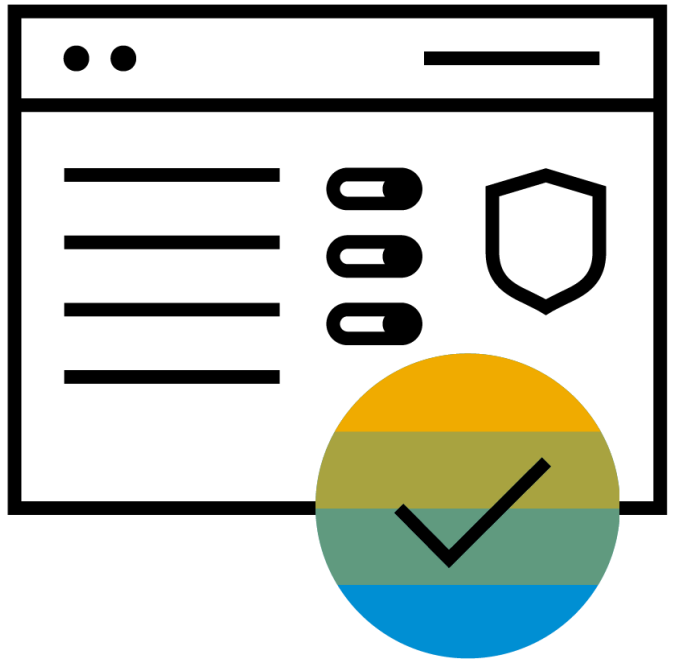
Course Objectives

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.

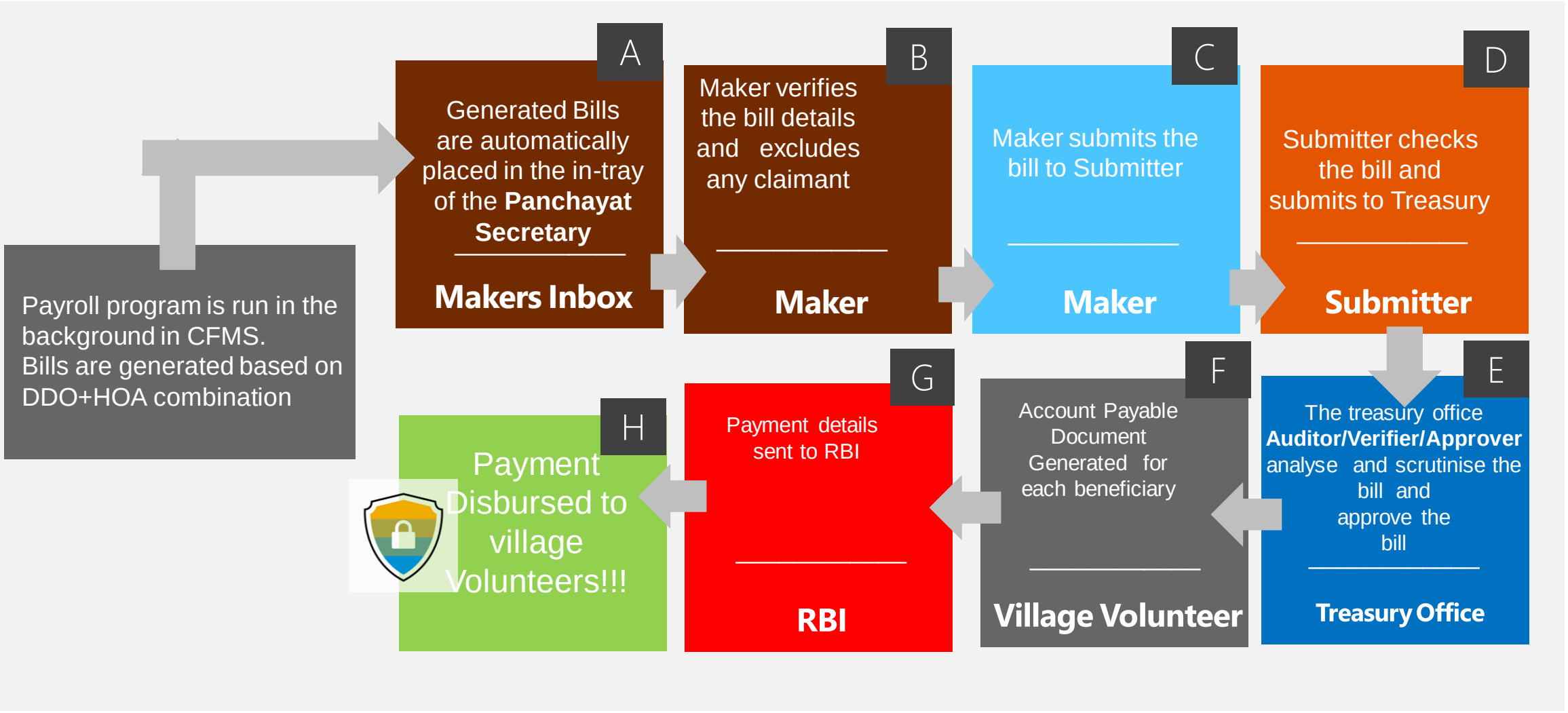
Course Objectives

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

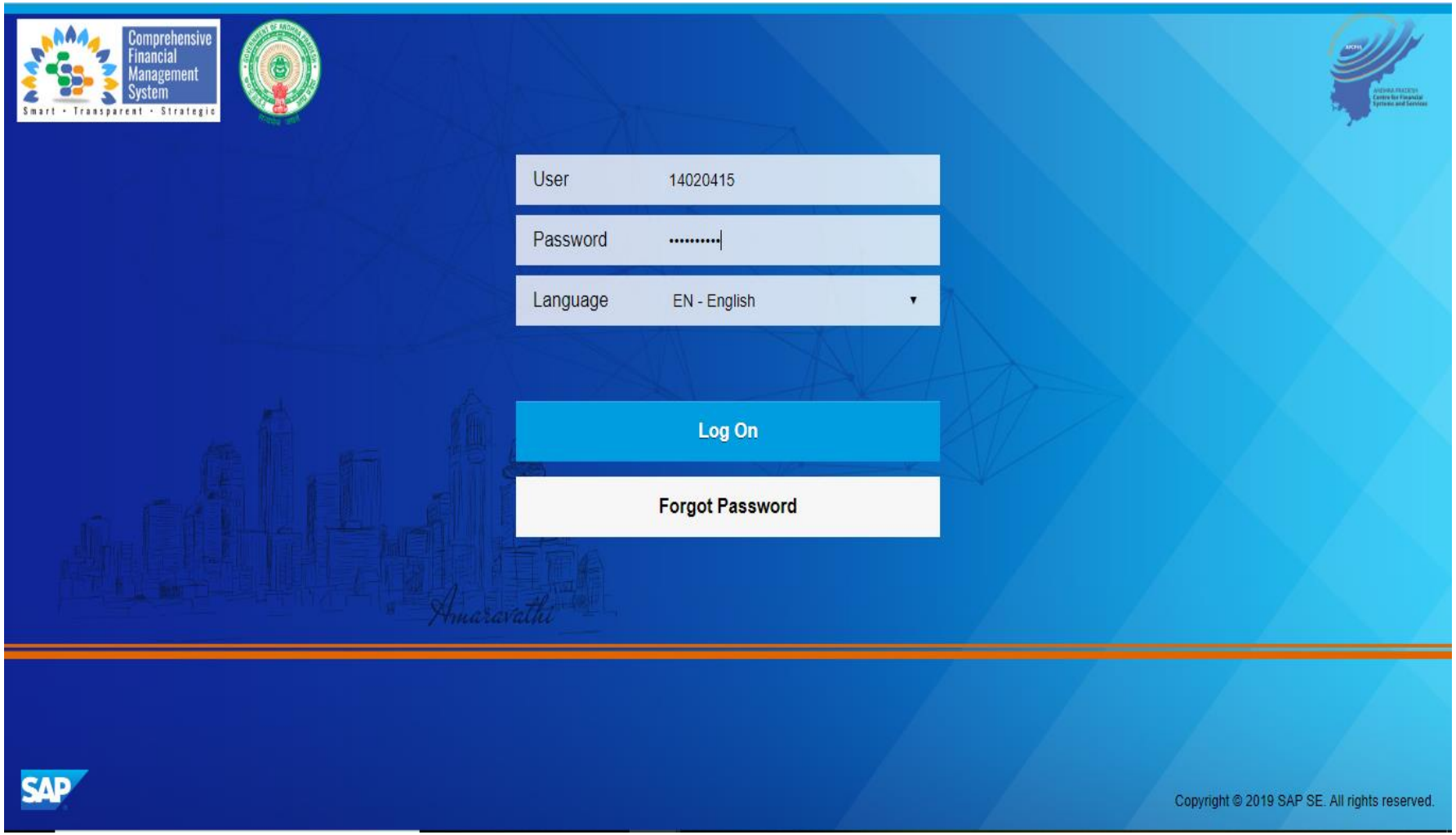
Connected Villages

Process Flow

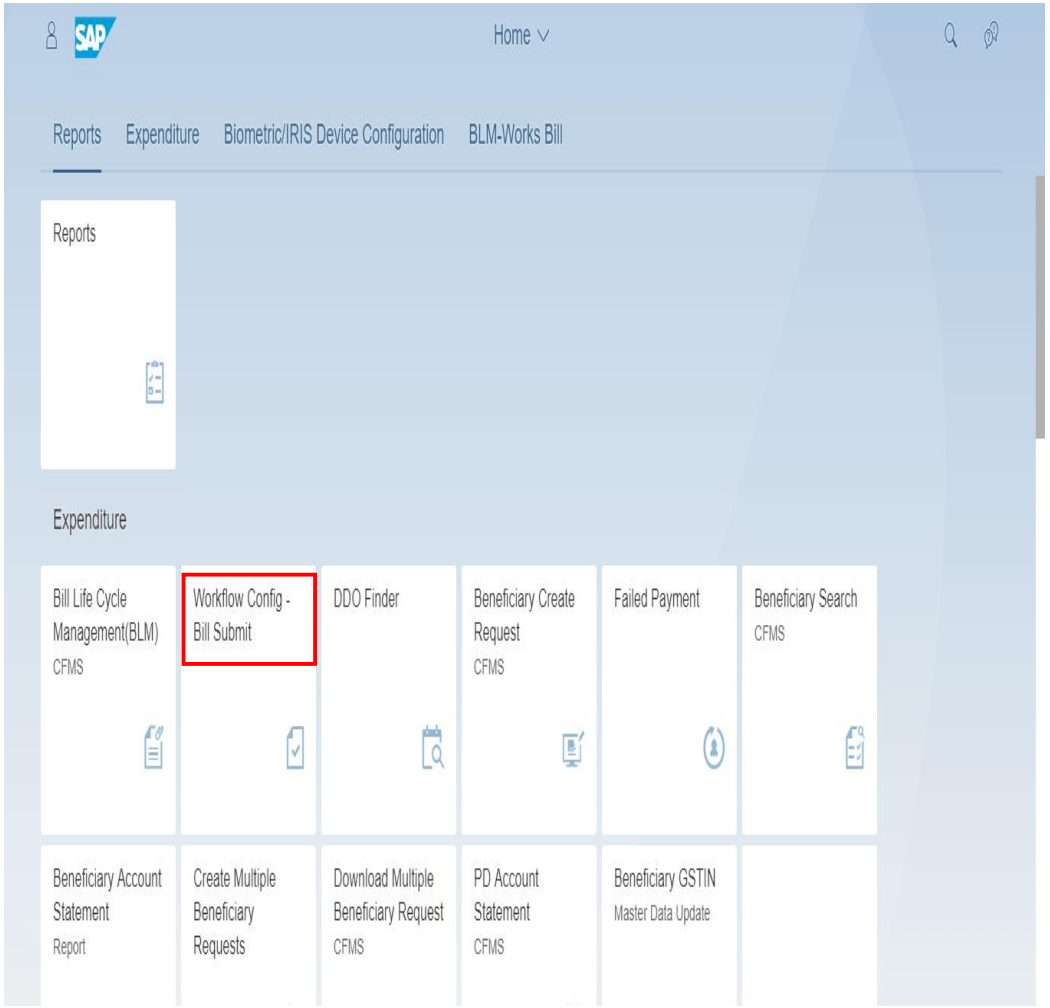


1. Log into the Panchayat Secretary's Login for configuring the workflow.

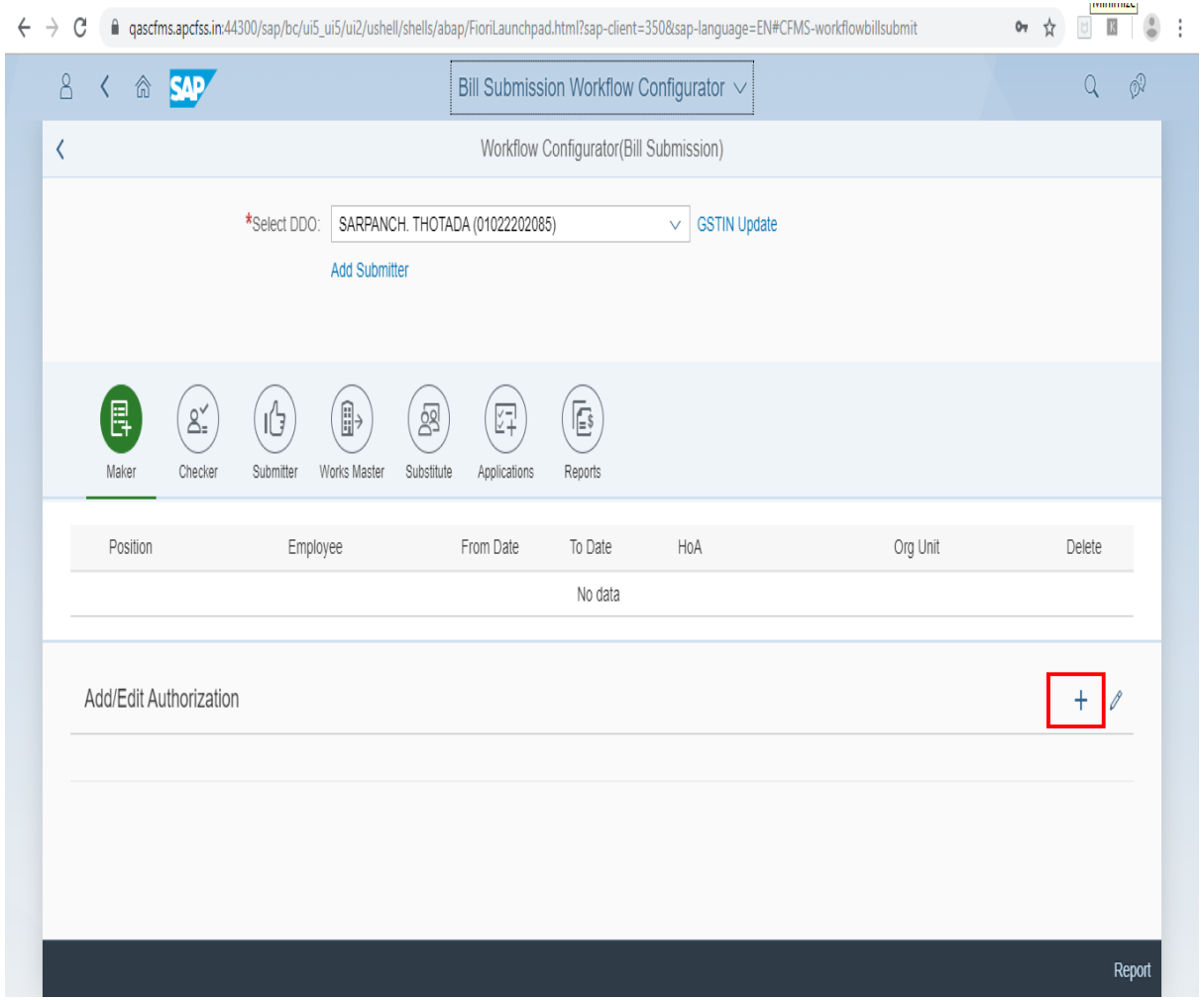
Please note that in case of payment process for Village Volunteers, only **Panchayat Secretary** can configure the workflow.



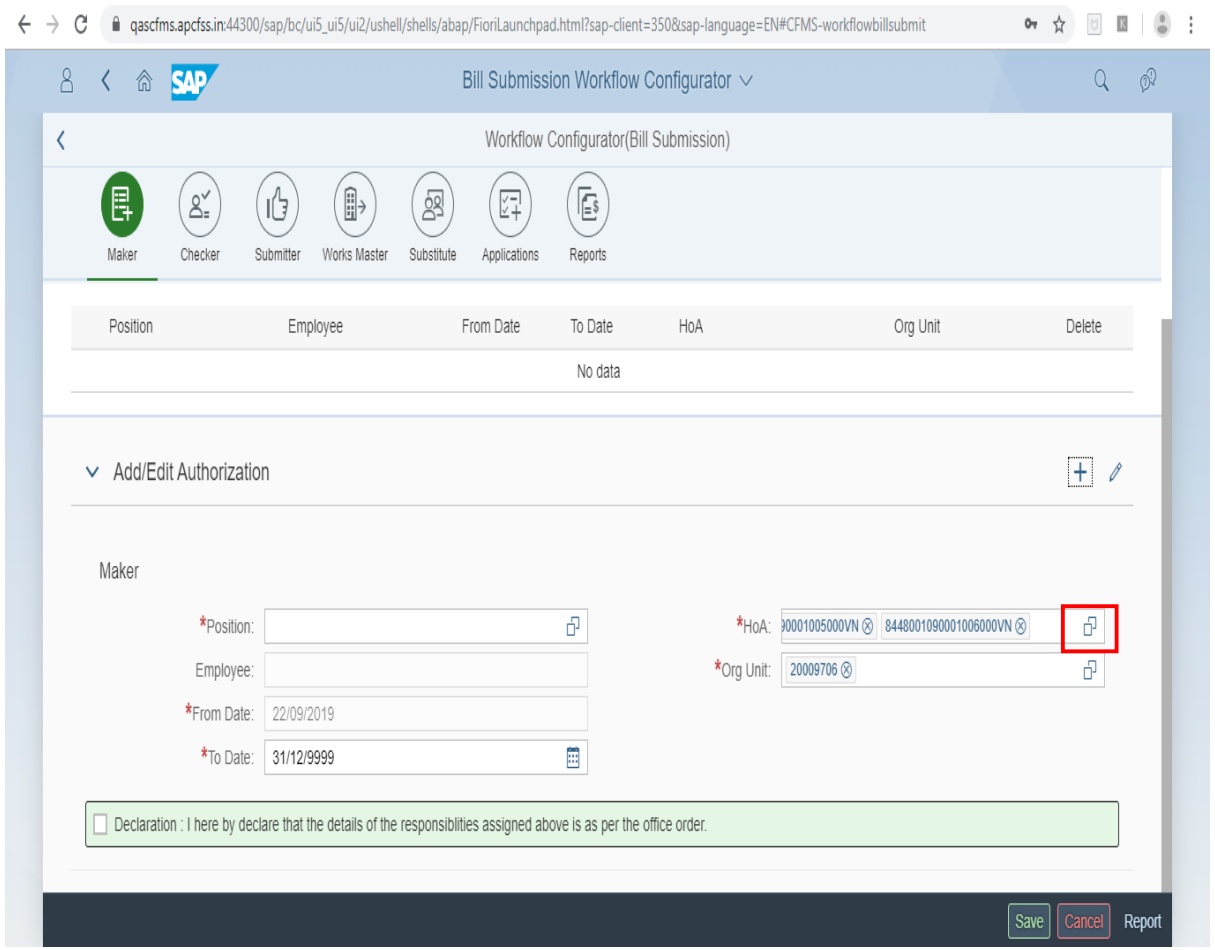
2. Click on the Workflow Configuration Tile under Expenditure Tab

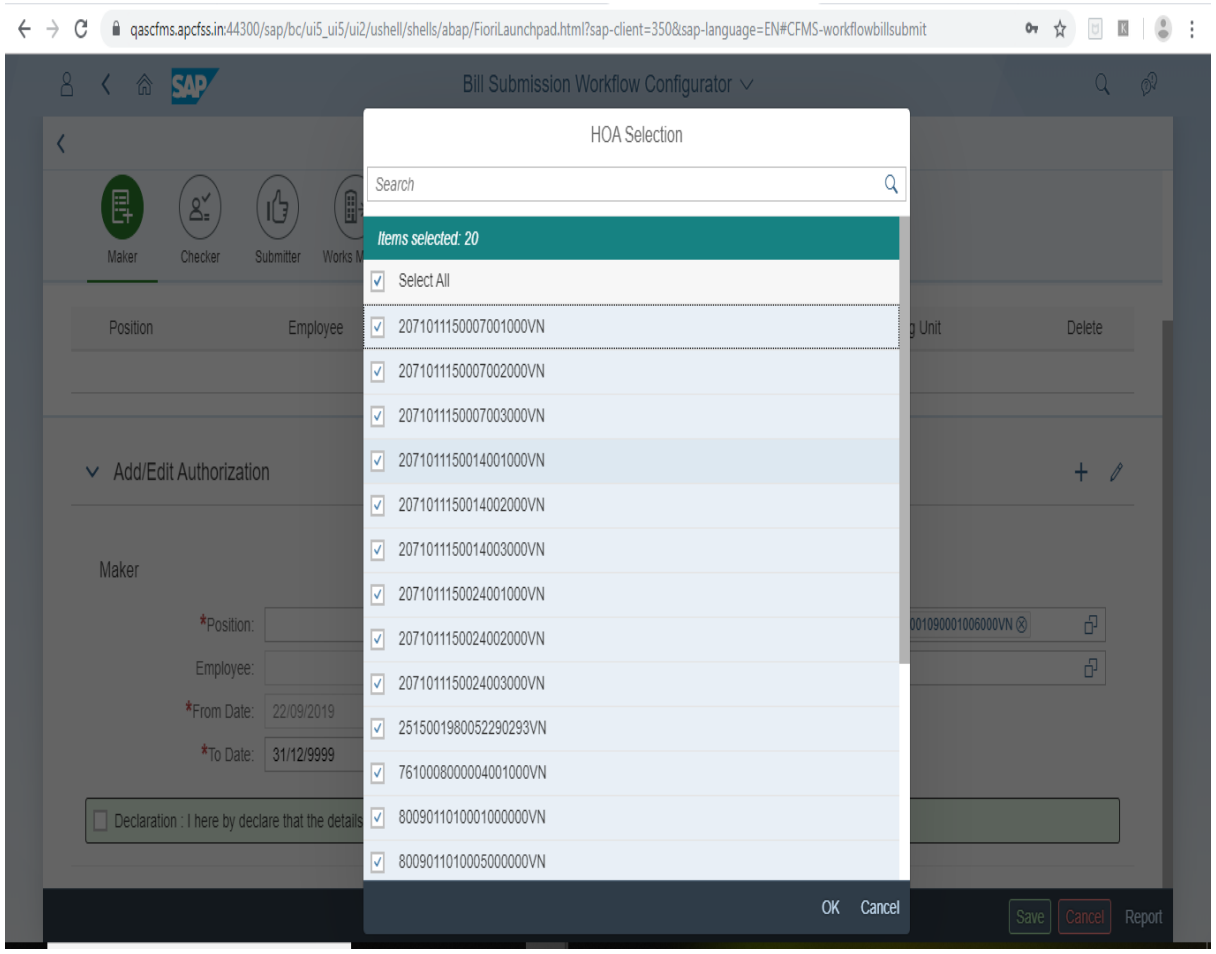


3. Click on '+' add sign for adding maker

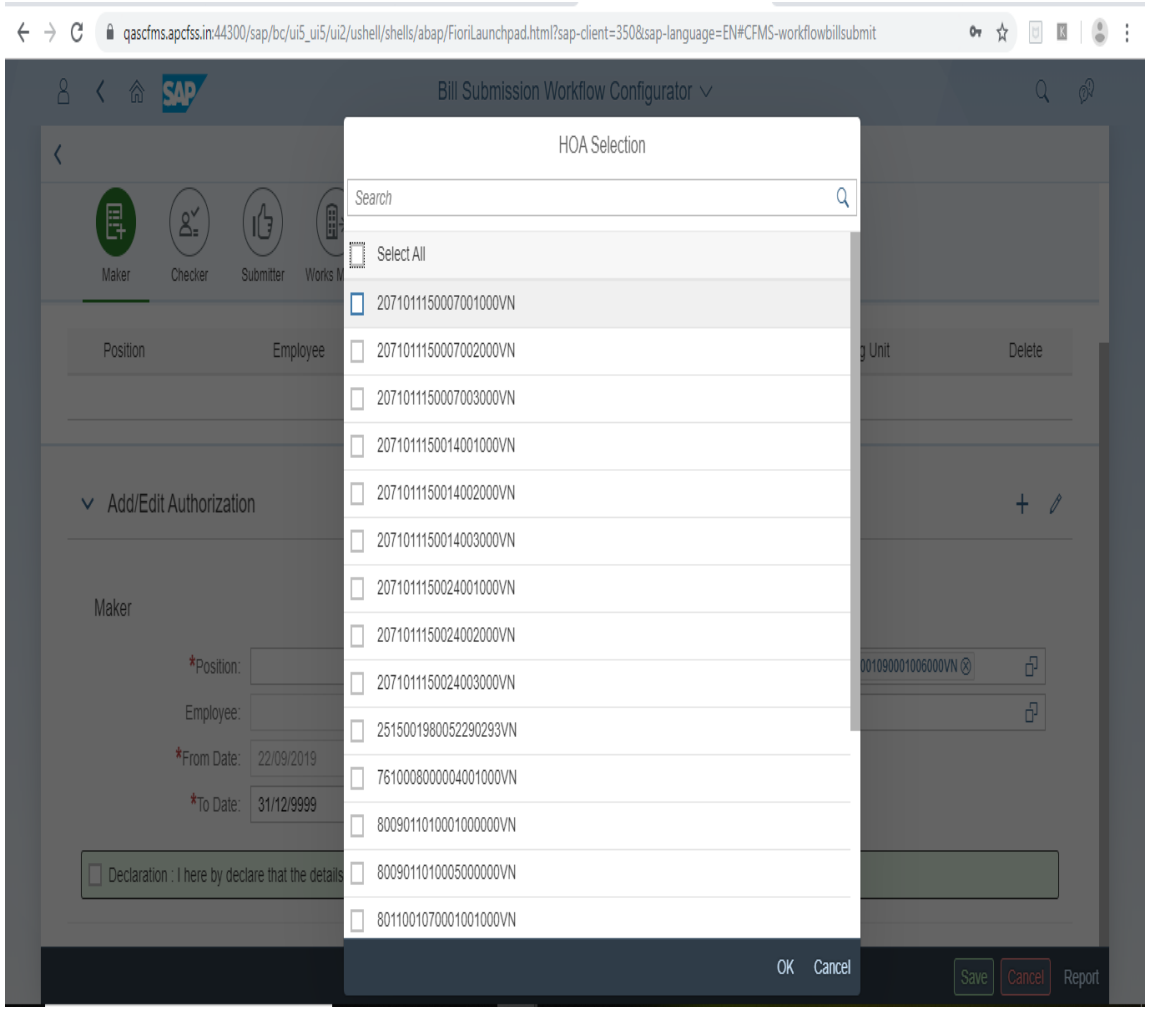


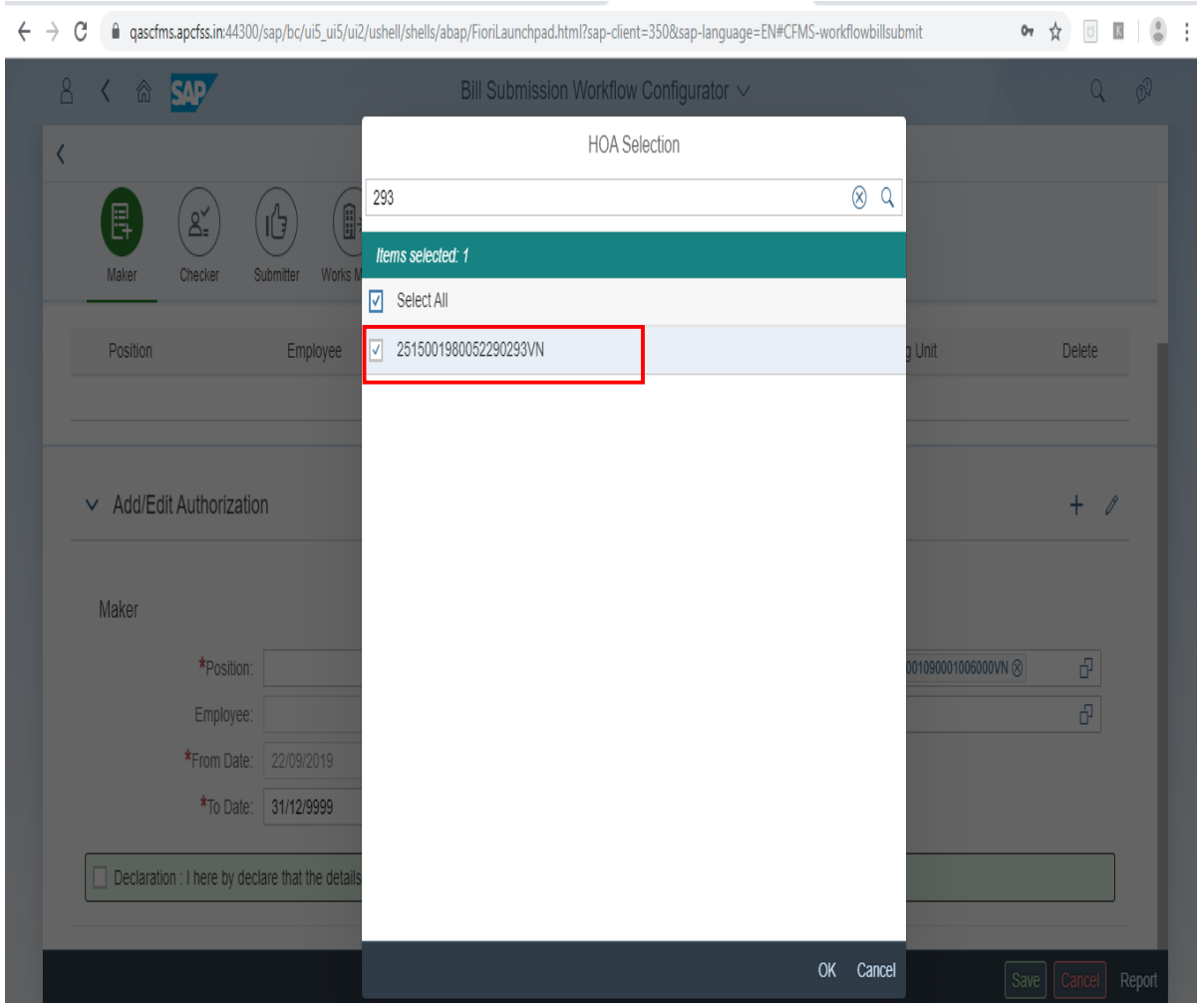
4. The relevant HOA and Org Unit details are auto-populated. Click on the more option, highlighted box to see all the HOA selected for that DDO.



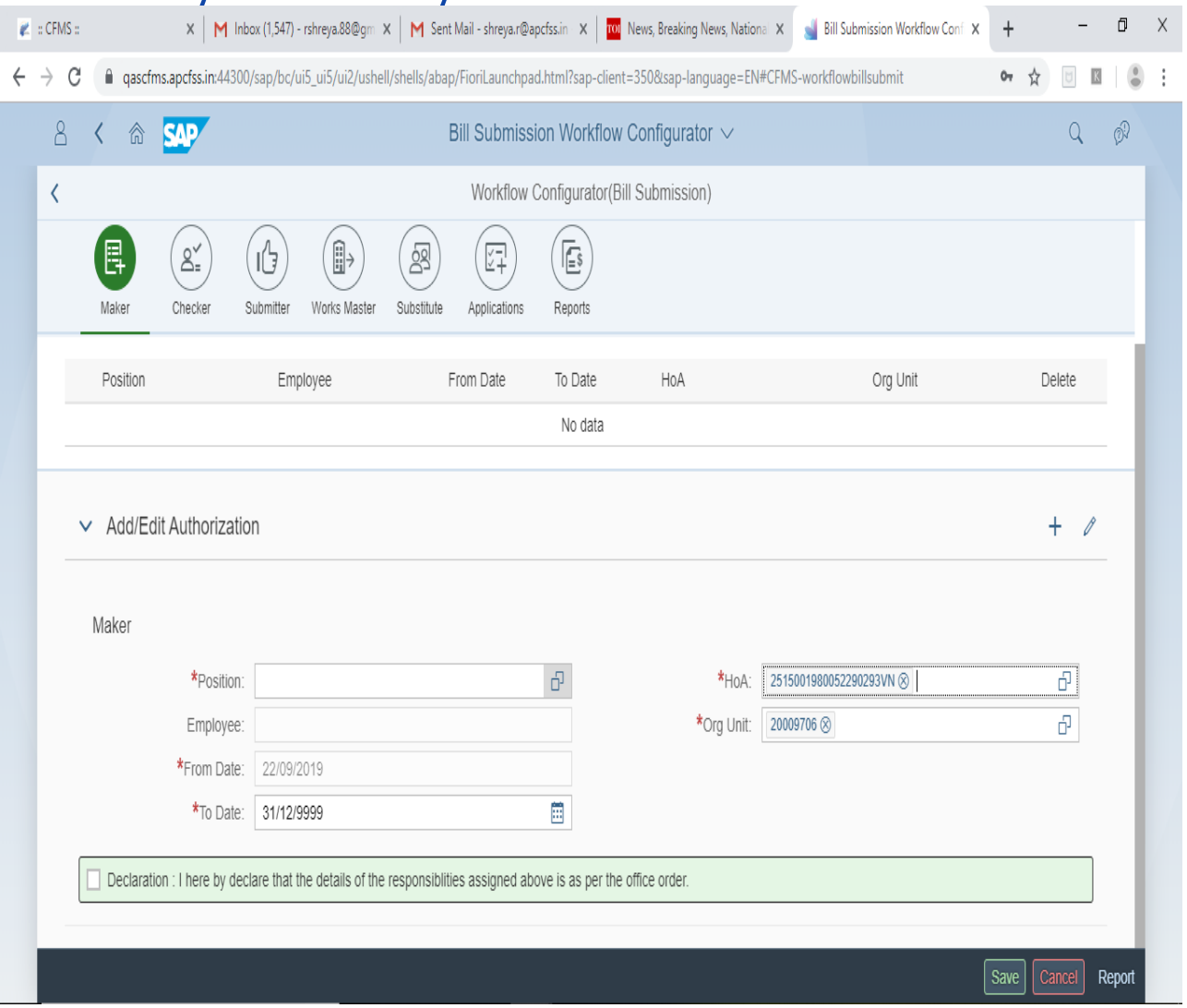


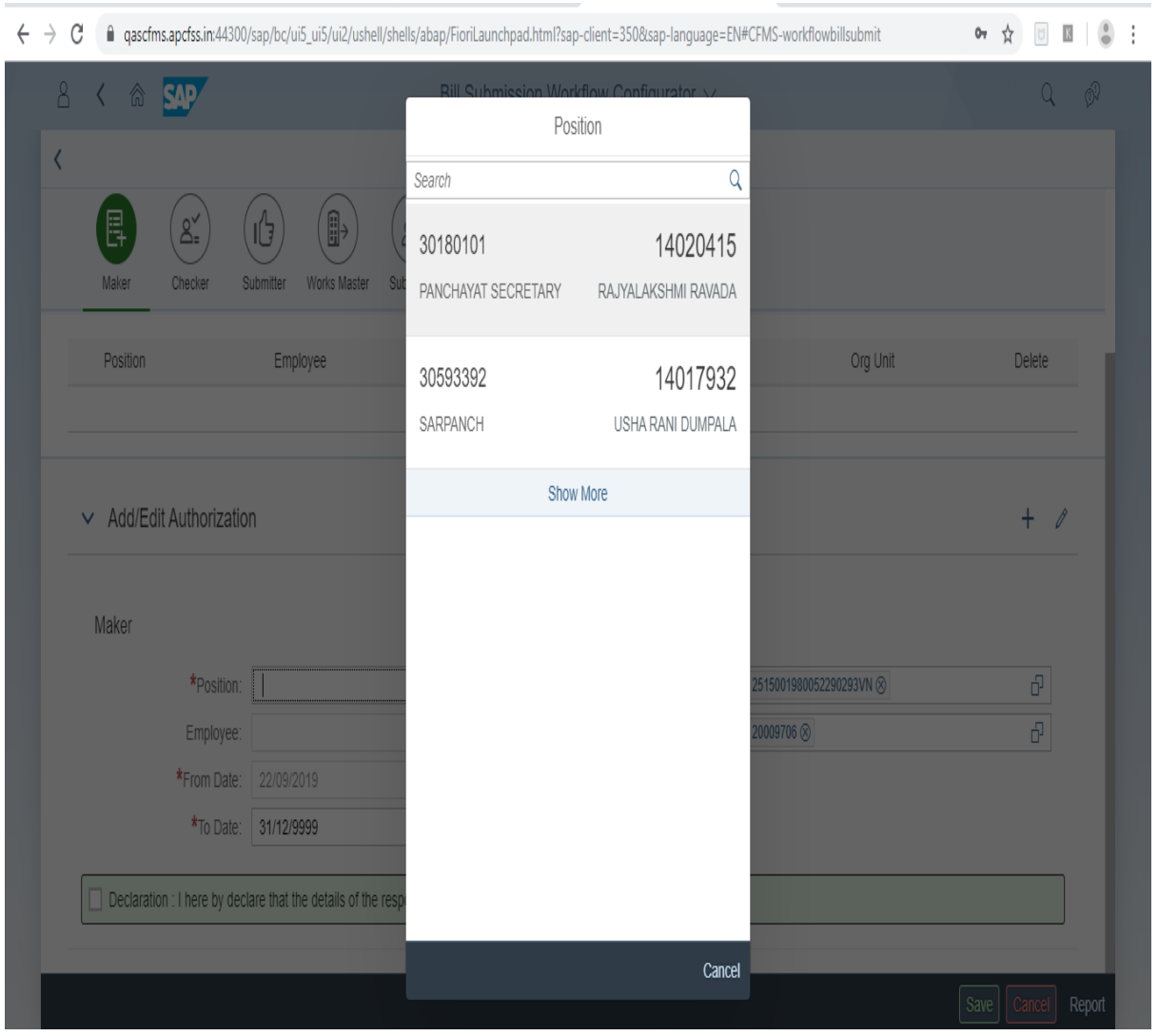
5. Deselect all the HOA and search for **25150019800522902 93VN** in the search tab



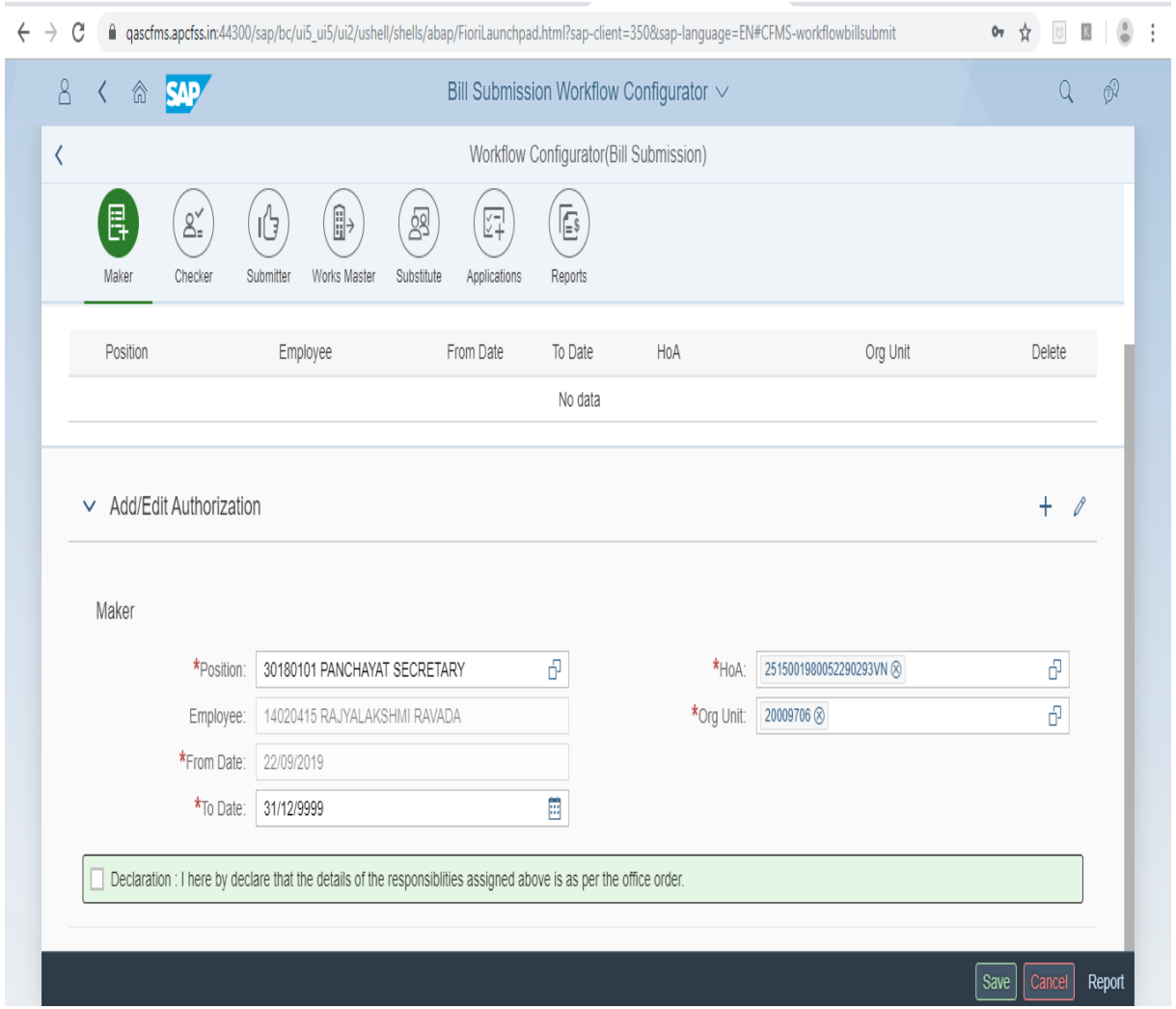


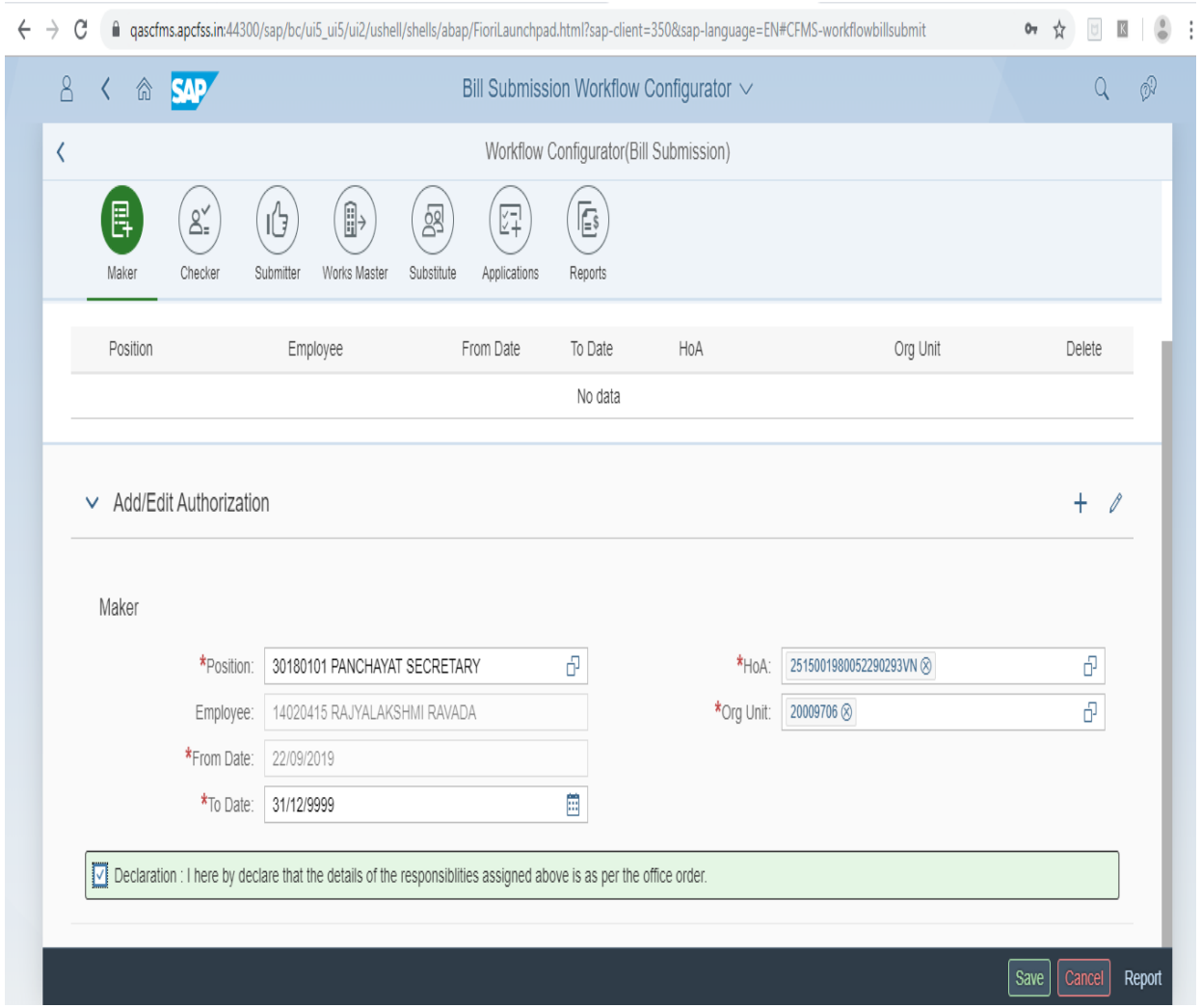
6. Once you select the correct HOA i.e. **25150019800522902 93VN**, please click on the position tab to select Panchayat Secretary as maker.



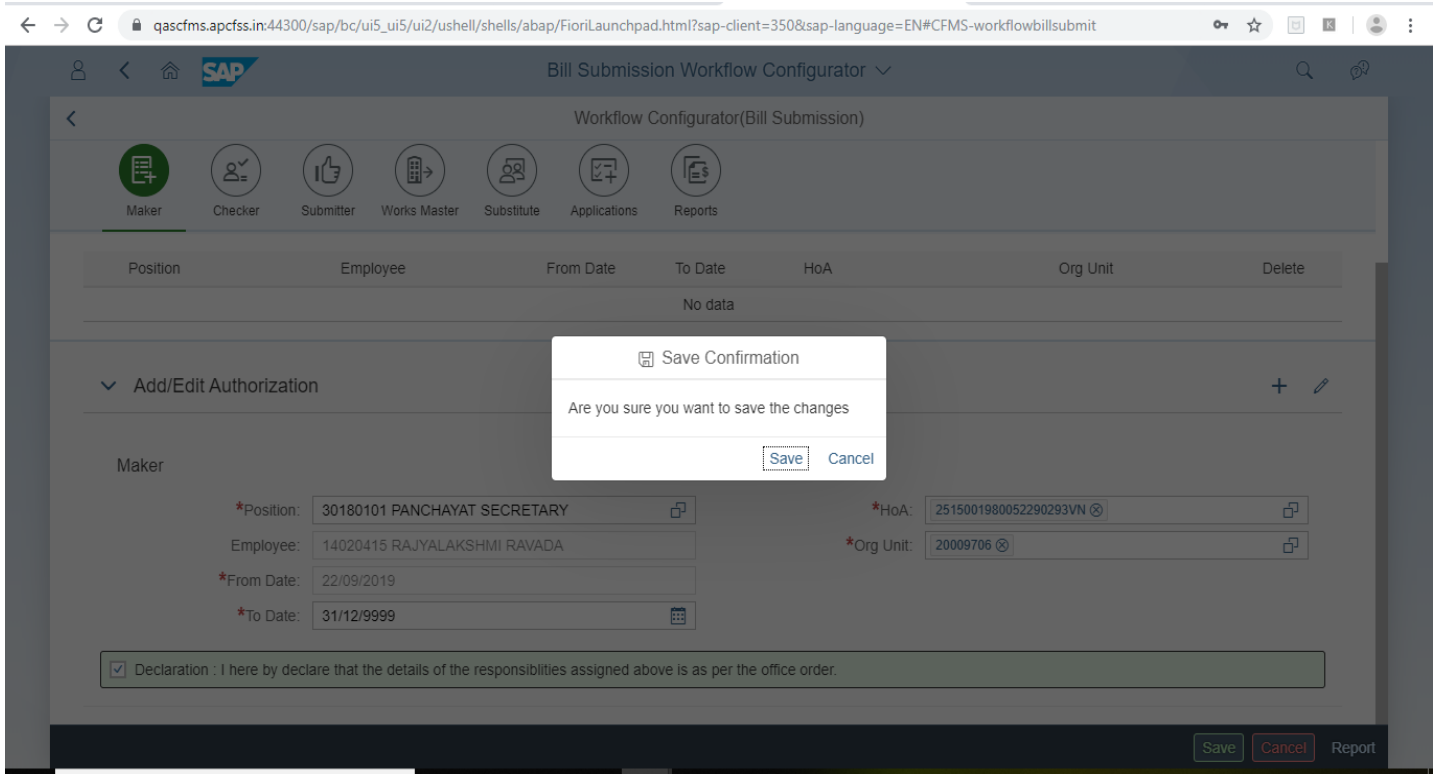


7. Select the declaration checkbox and save the maker

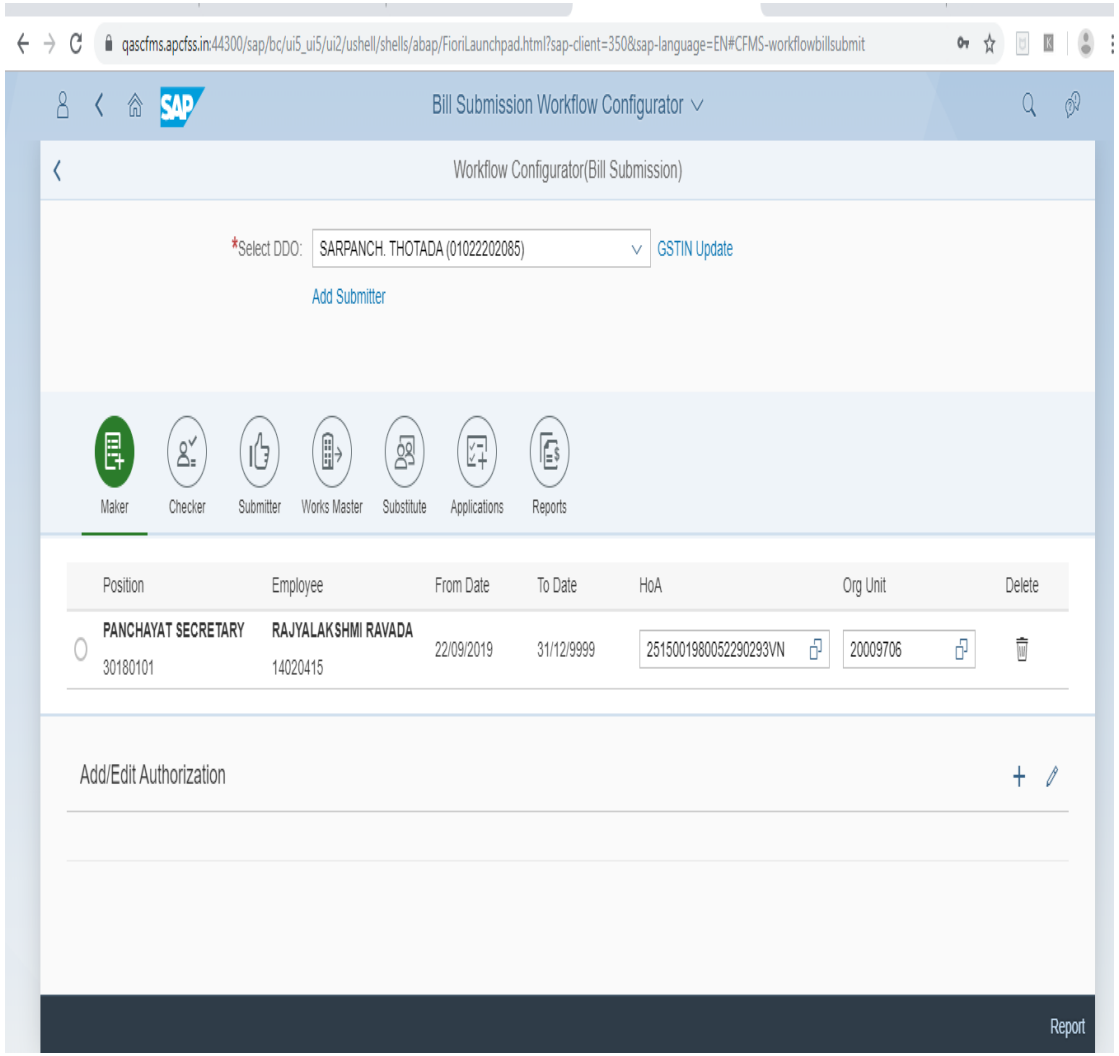




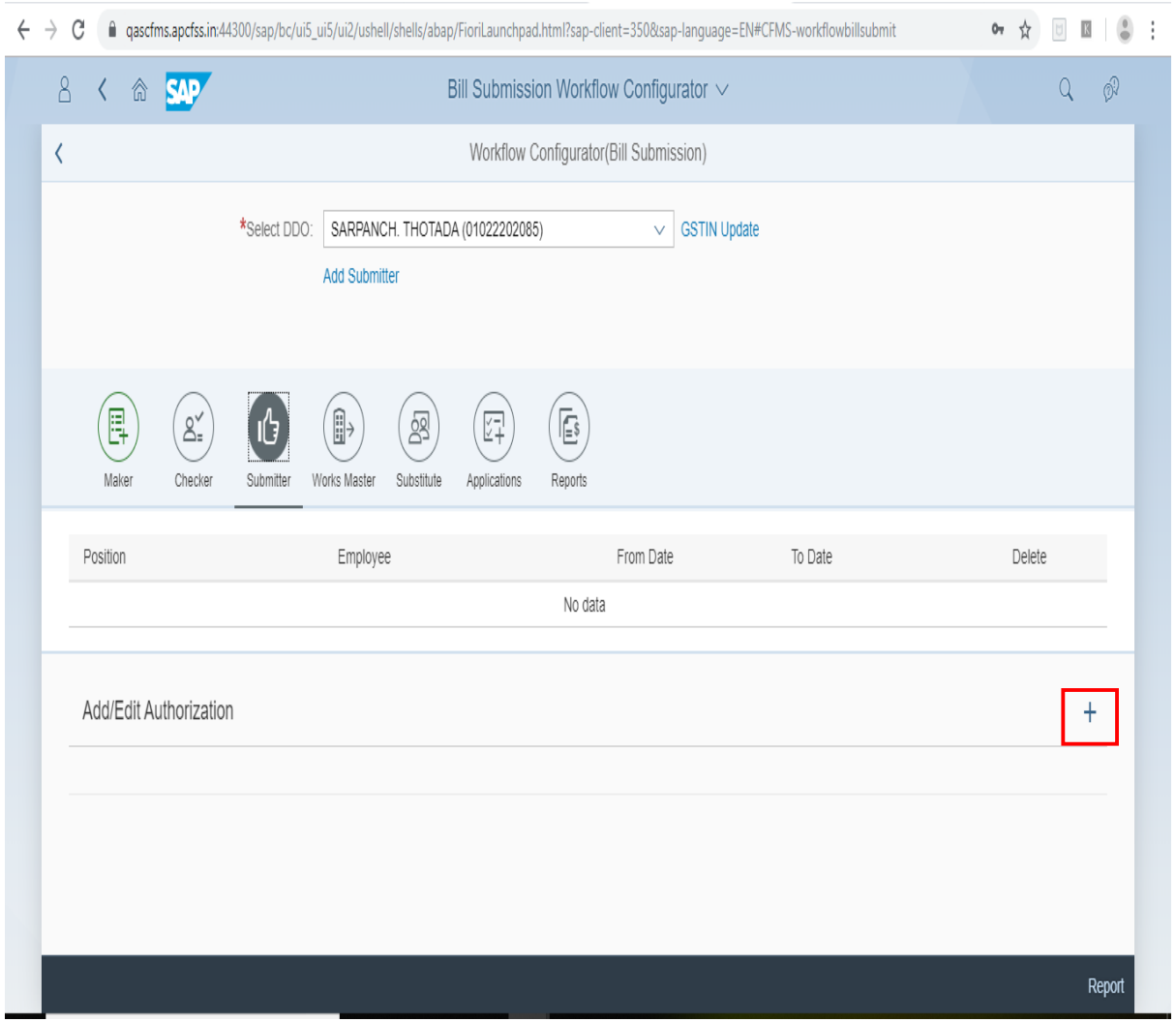
7. Select the declaration checkbox and save the maker



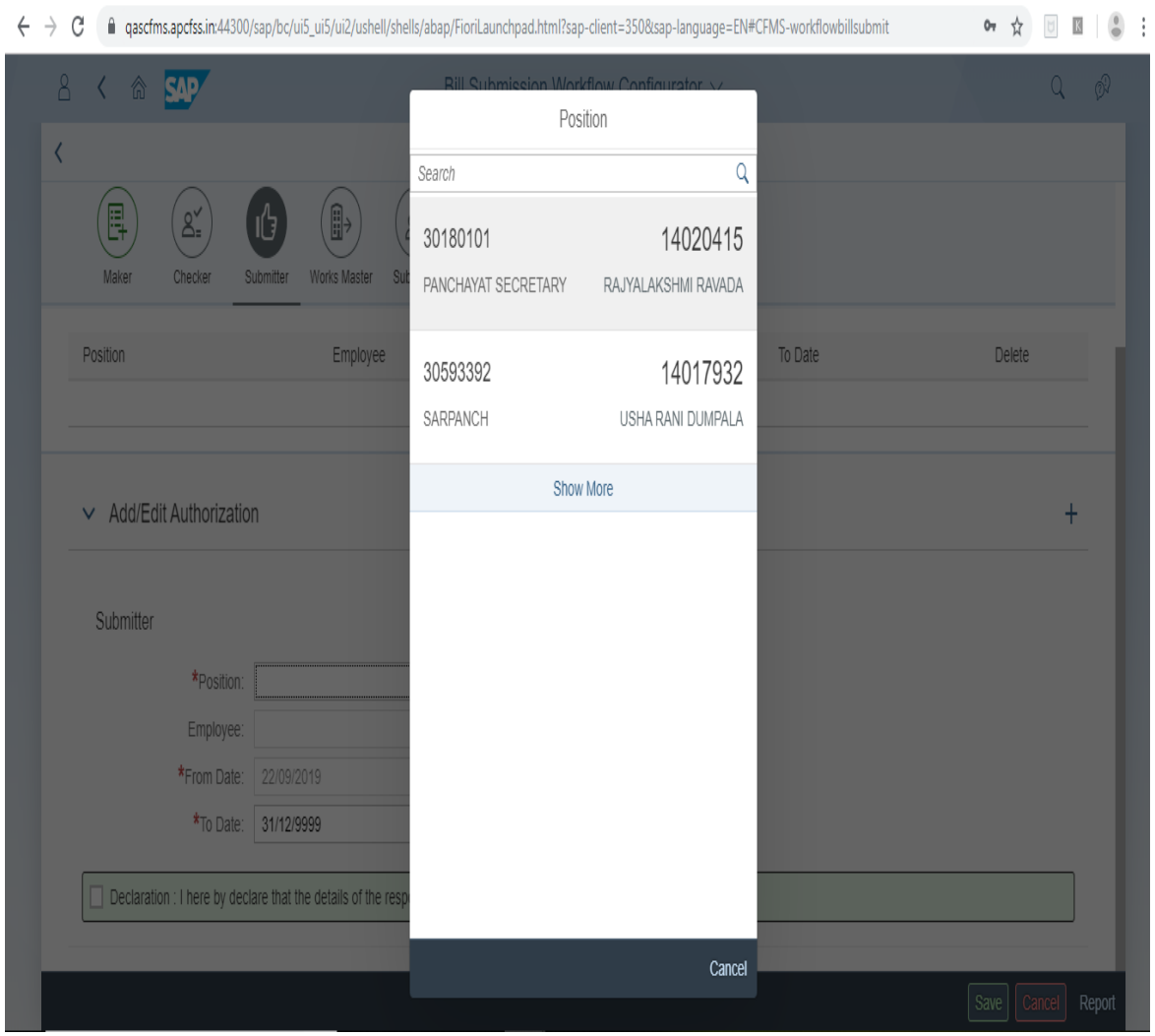
8. Maker has been configured



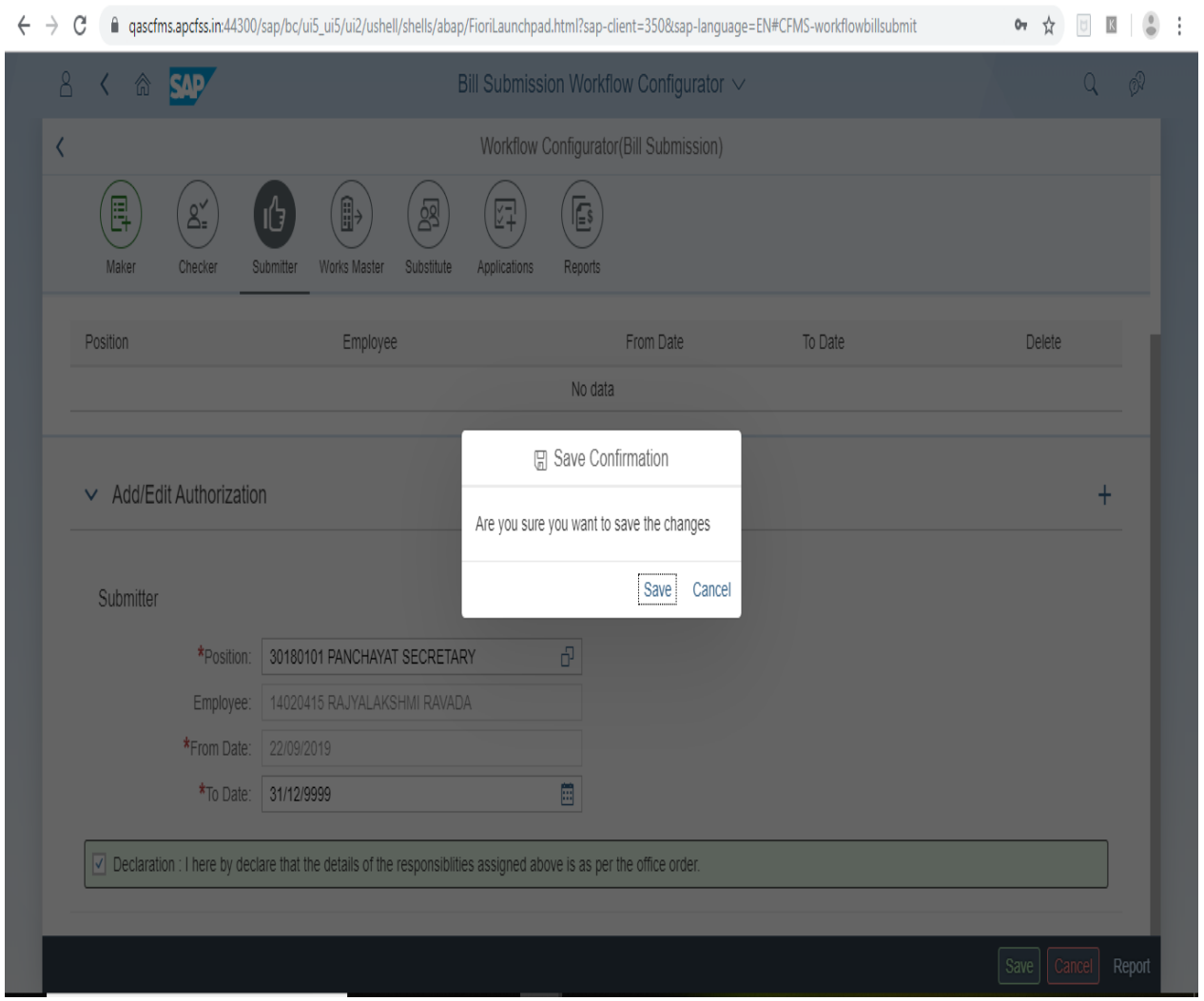
9. Click on the submitter icon and add “+” submitter

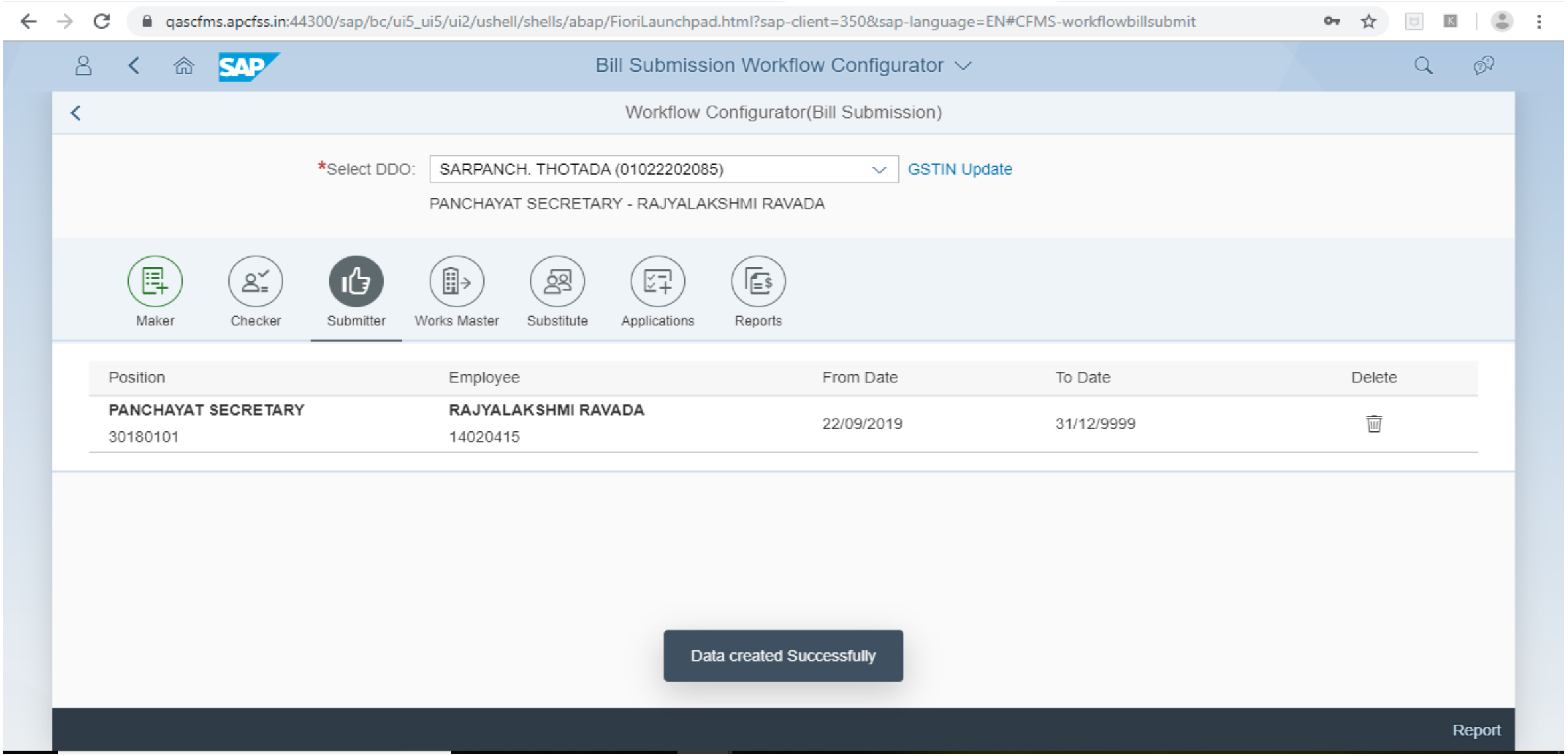


10. Click on the position and select the Panchayat Secretary



11. Select the declaration checkbox and save the submitter

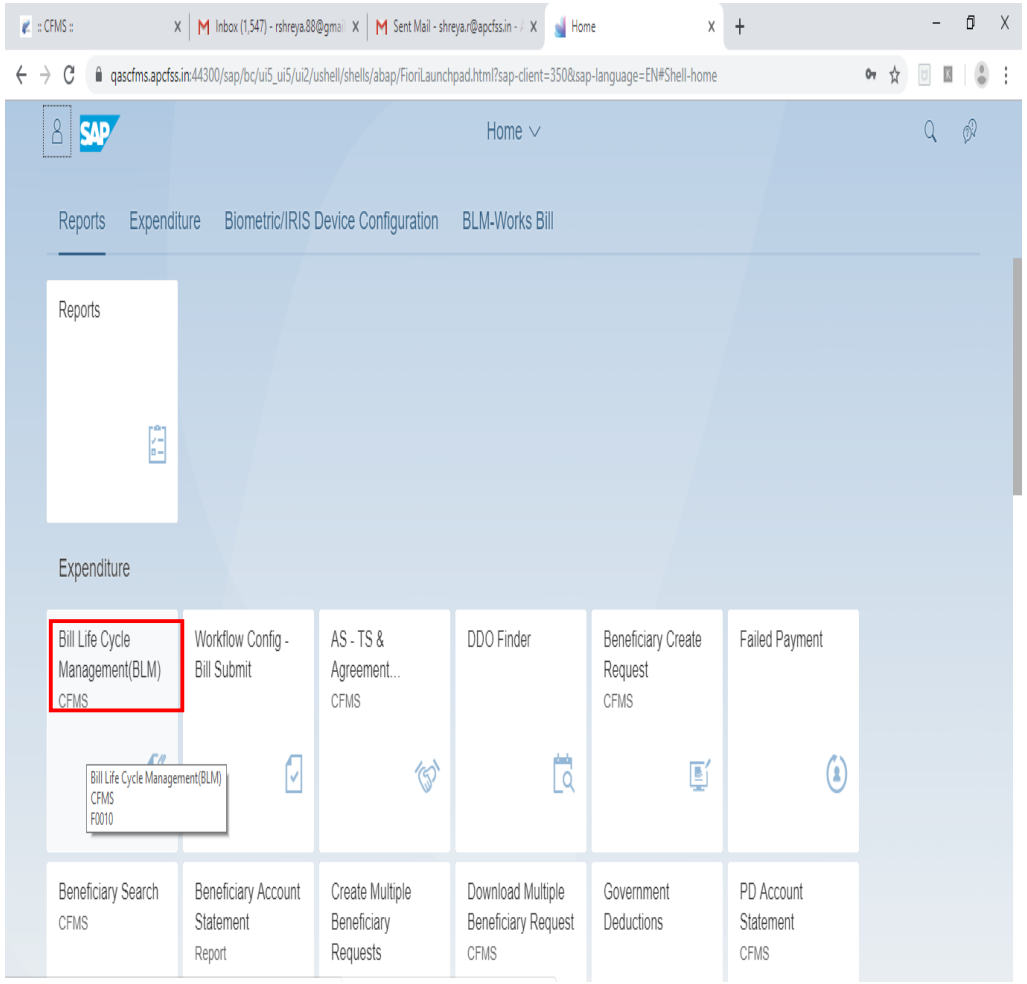



qascfms.apcfss.in:44300/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-client=350&sap-language=EN#CFMS-workflowbillsubmit
Bill Submission Workflow Configurator
Workflow Configurator(Bill Submission)
*Select DDO:
SARPANCH. THOTADA (01022202085)
GSTIN Update
PANCHAYAT SECRETARY - RAJYALAKSHMI 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

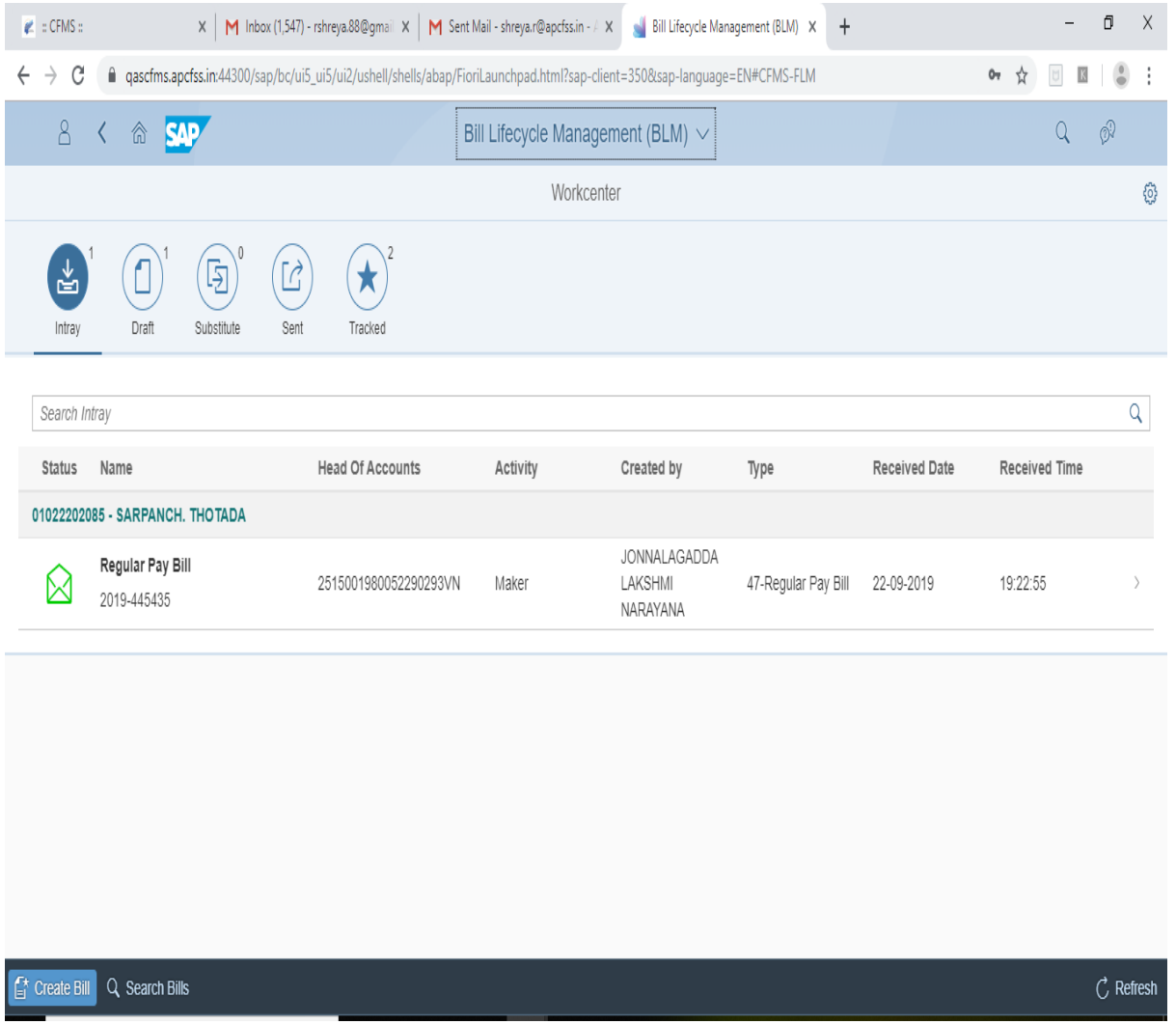
Congratulations you have successfully configured Workflow in CFMS !!!

Bill Preparation

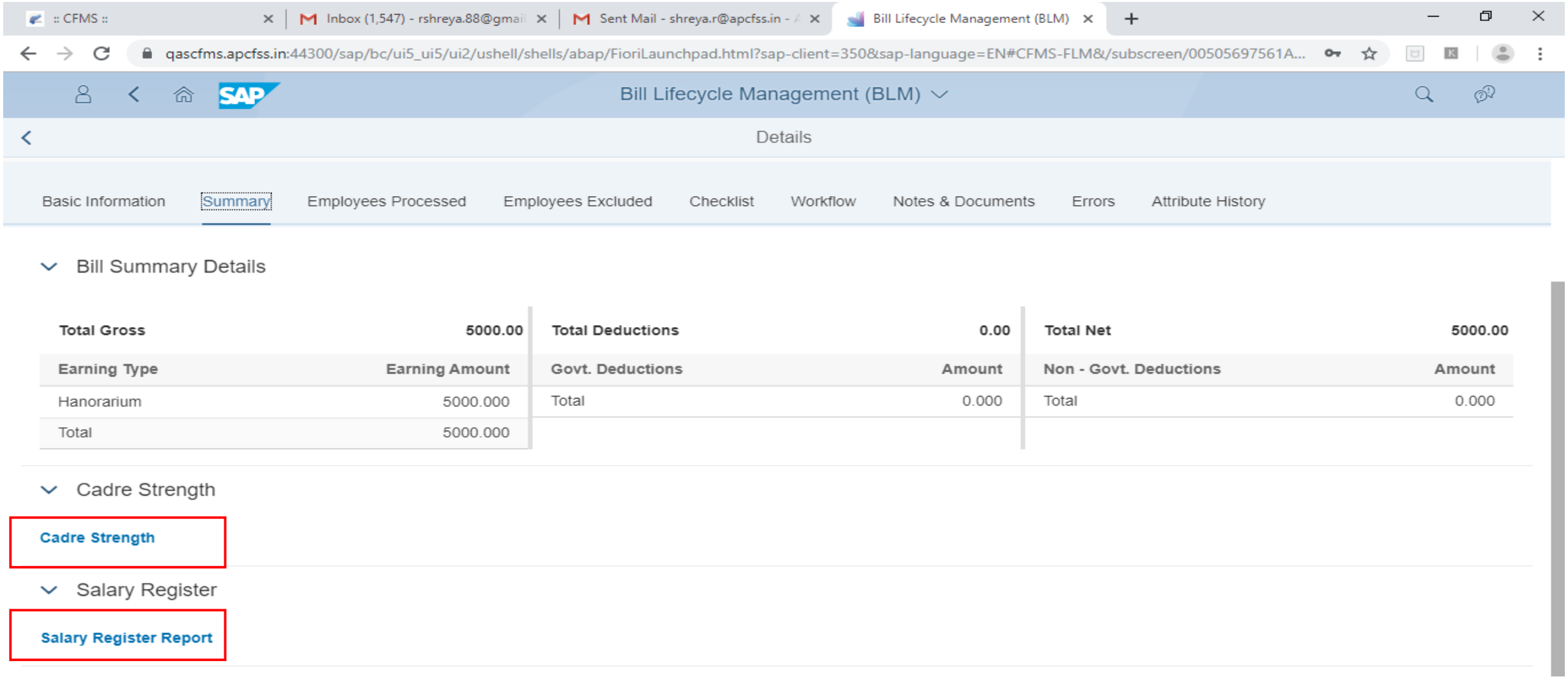
1. Click on the BLM Tile



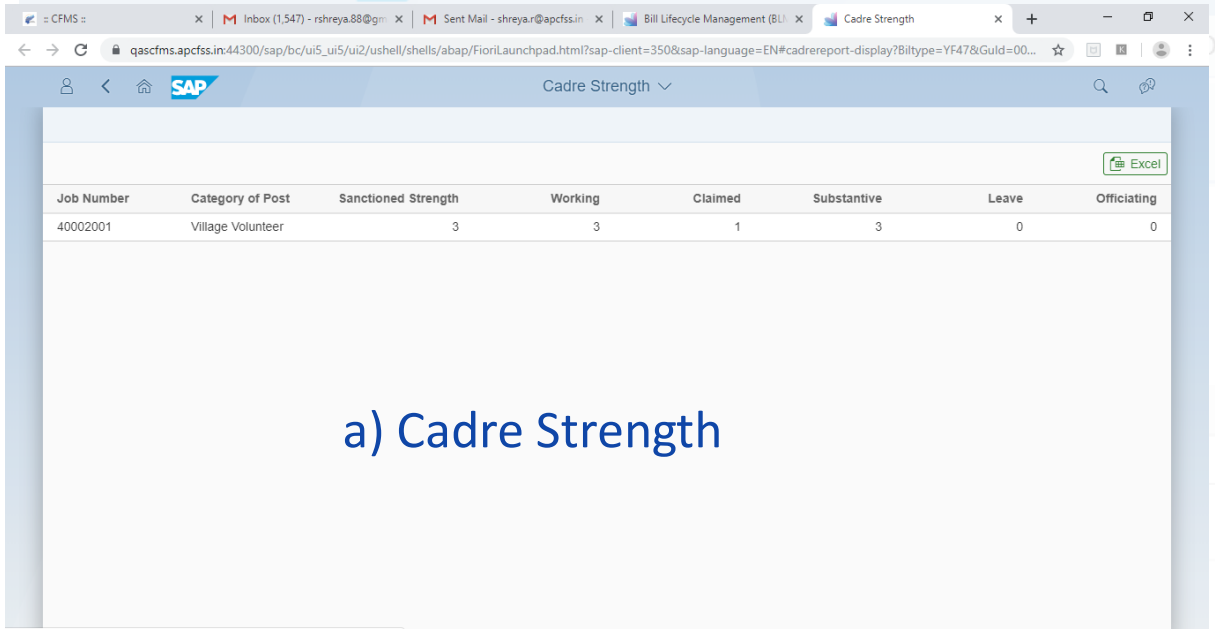
2. Paybill is generated based on the DDO-HOA combo….visible in the In-Tray of Panchayat Secretary



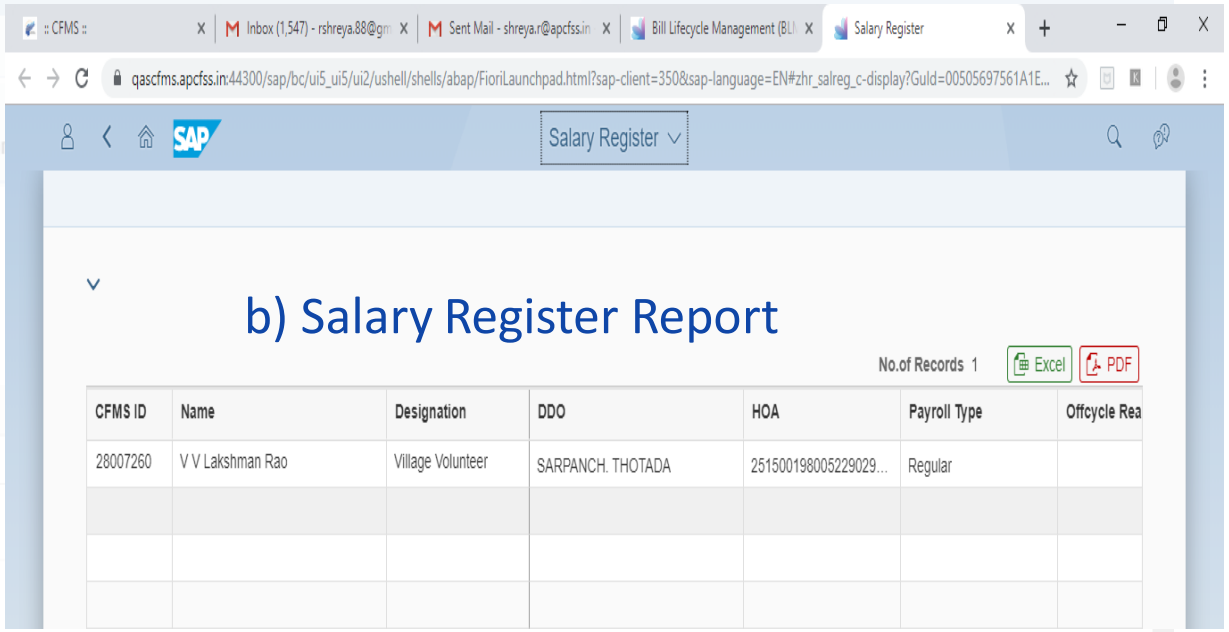
3. On the Summary Tab – Two new Hyperlinks have been enabled a) Cadre Strength b) Salary Register Report



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



a) Cadre Strength



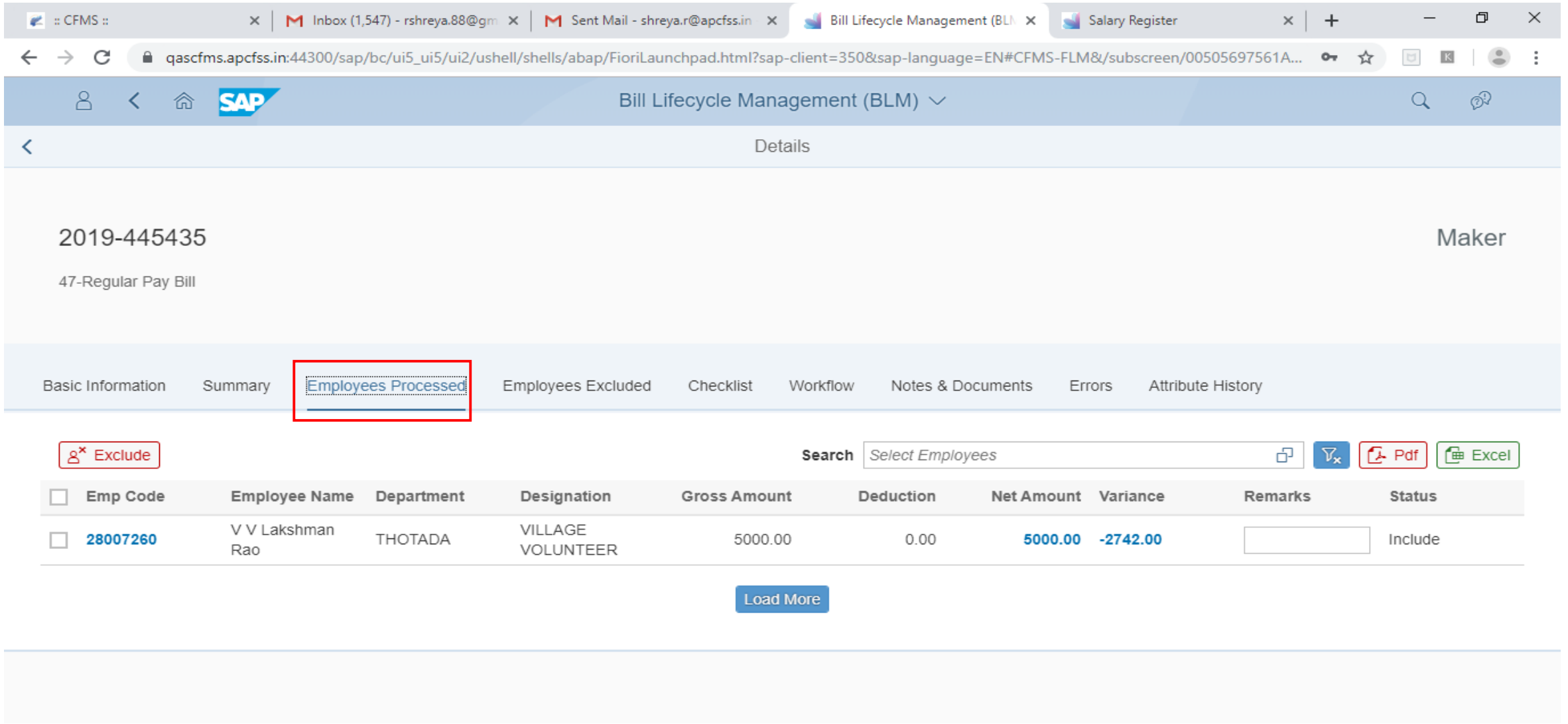
b) Salary Register Report

Cadre Strength

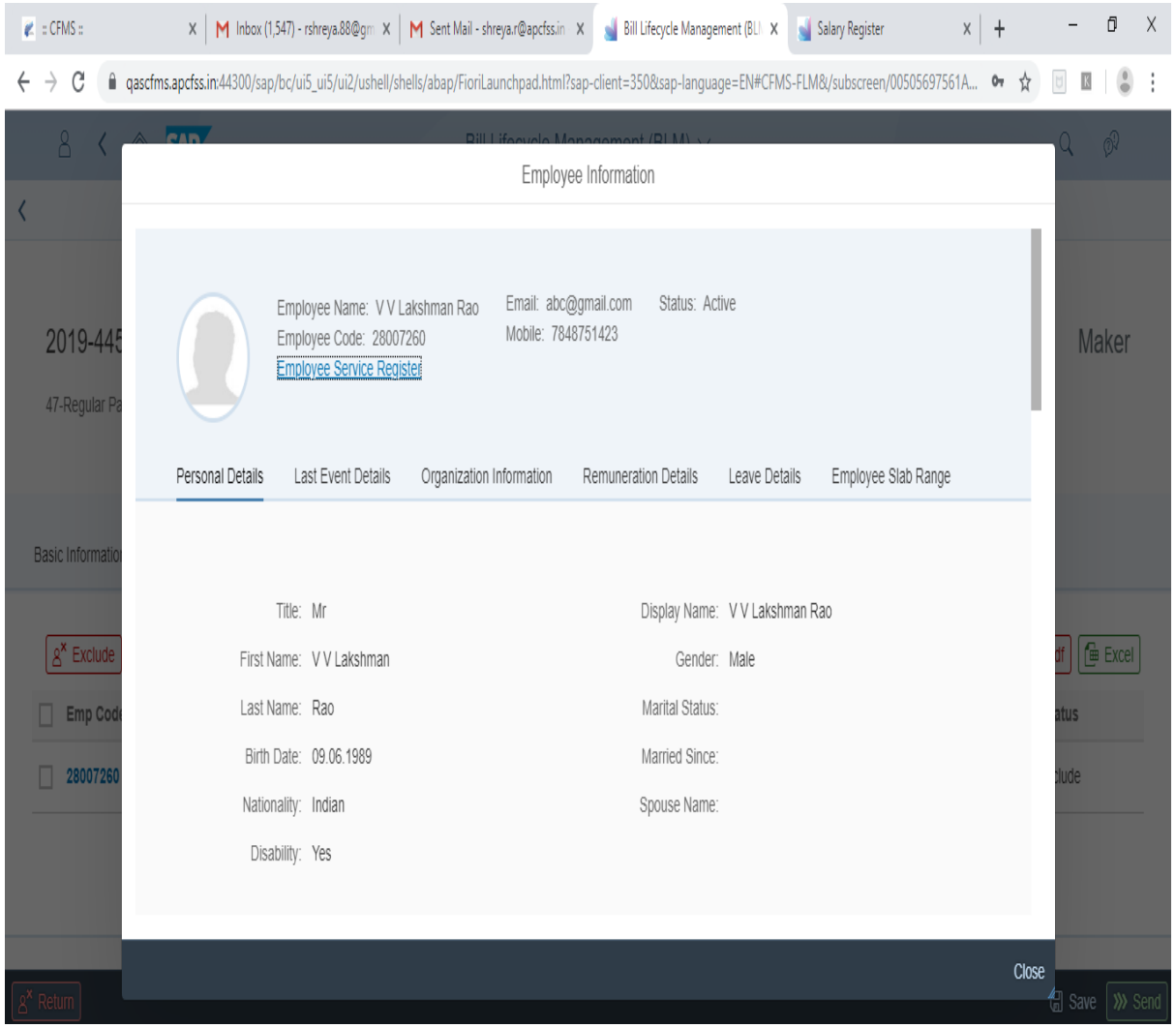
Salary Register

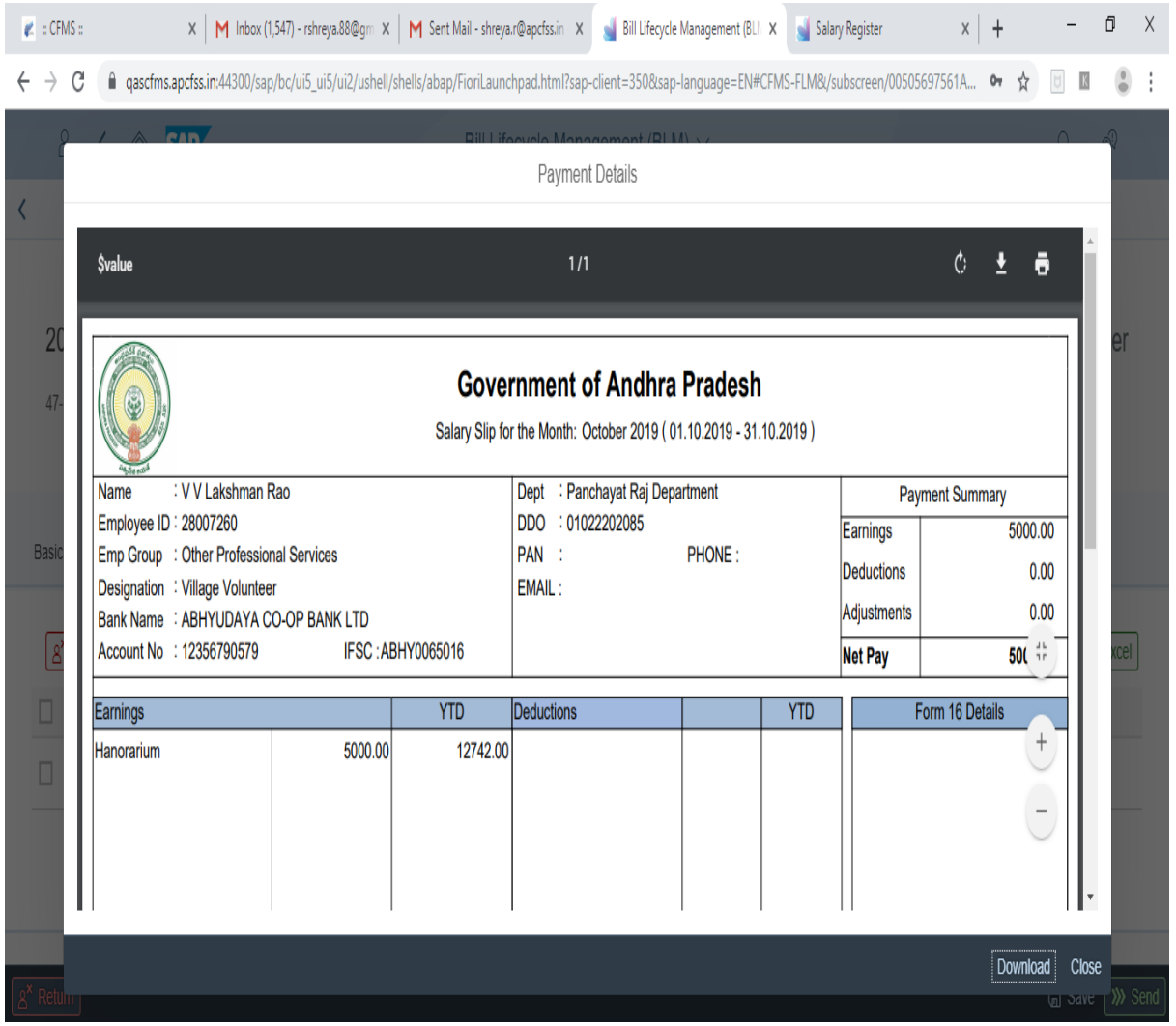
Salary Register Report

Employee Information Accessed through -> Employee Processed



Employee Information Accessed through -> Employee Processed





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

Comprehensive Financial Management System
Smart • Transparent • Strategic

THE BEST RUN SAP®