

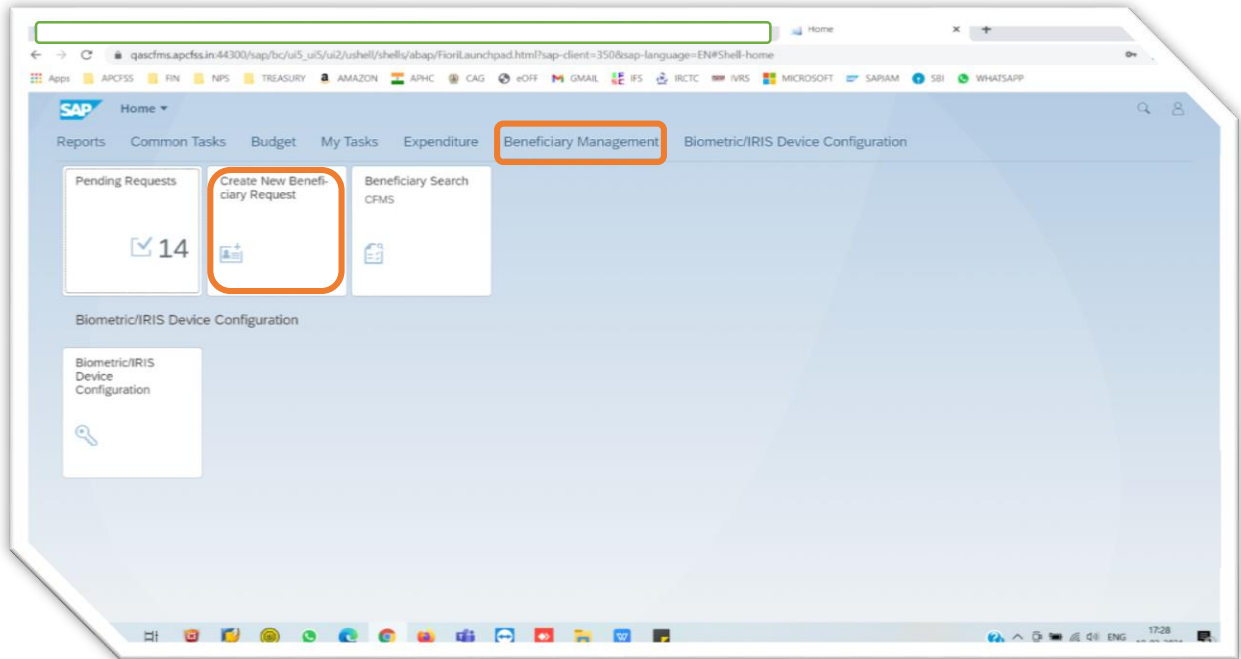


USER MANUAL

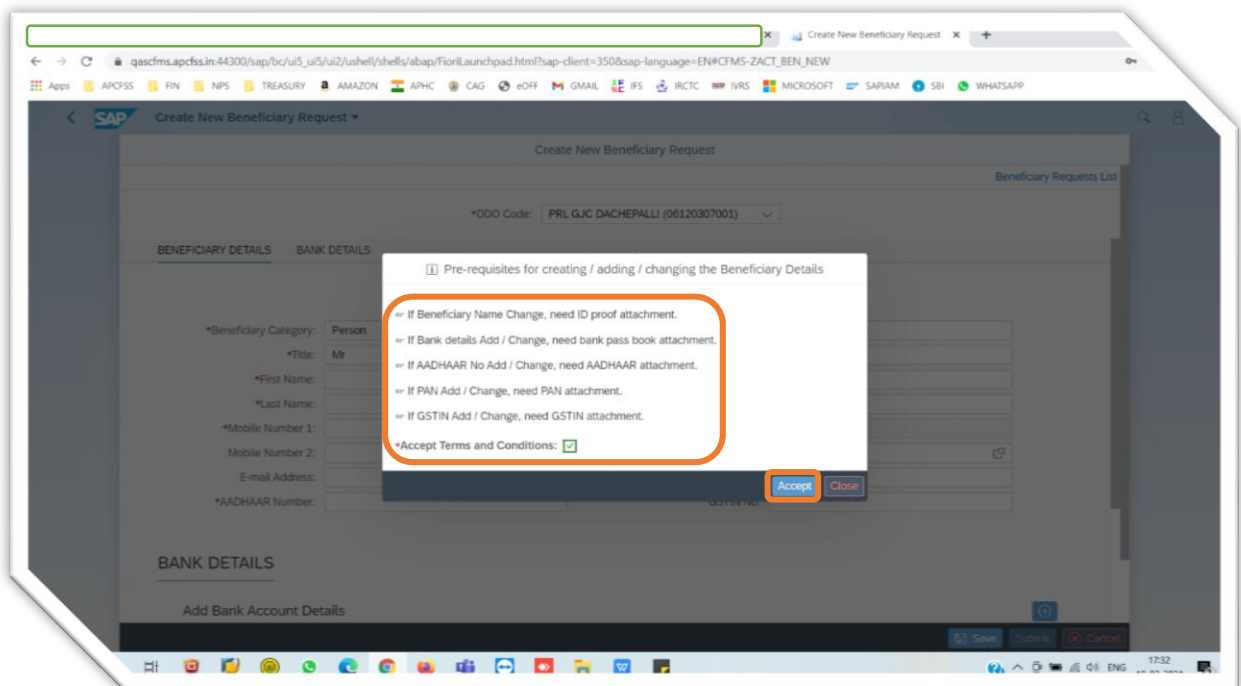
- ✓ The '**Beneficiary Management**' application facilitates creation, add and change of beneficiary details automatically, on approval by the DDO. It saves time and resources of the department. The process-flow of the functionality is narrated below.
- ✓ '**Beneficiary Management**' Menu consists of the following two processes:-
 - a.) *New Beneficiary Code creation (**Create New Beneficiary Request**); and*
 - b.) *Beneficiary master data changes, which includes name corrections, Bank Account No. / AADHAAR / TAN / PAN / GSTIN addition and corrections, etc. (**Add / Change existing Beneficiary details**).*
- ✓ The Head of the Office shall configure work-flow and assign roles to the Maker and Checker on each of the said two processes. On configuring work-flow, the authorized User gets the **Beneficiary Management** Menu with the respective tile, viz., **Create New Beneficiary Request**; and **Add / Change existing Beneficiary details**.
- ✓ The Maker selects '**Beneficiary Management**' Menu; and proposes to create / add / change beneficiary details, as per the requirement; and due validations.
- ✓ The system generates a **Unique Request Number** and enables / facilitates the Maker to attach required documents and forward the request to the Checker / Submitter, as per pre-defined work-flow.
- ✓ The Checker (Optional) verifies and forwards the same to the Submitter, for approval. The proposal moves to the mapped Submitter with the role as per work-flow configured by the Head of the Office.
- ✓ After scrutiny, the Submitter approves the request. Thereby the Beneficiary Code is assigned or changes are updated automatically.
- ✓ The Submitter may send back the request with due observations to the Checker of the proposal or Return to the maker as well.
- ✓ All (*) fields are mandatory.
- ✓ The Users of the Department will be facilitated with **Beneficiary Request Details Report**, to know the status of the proposal.
- ✓ Process-flow mechanism along with Snapshots is shown hereunder:-



a.) **Creation of New Beneficiary:-**
DDO - Maker (Mandatory):-



(Snapshot.01)



(Snapshot.02)



Create New Beneficiary Request

Beneficiary Requests List

*DDO Code: PRL GJC DACHEPALLI (06120307001)

BENEFICIARY DETAILS

*Beneficiary Category: Person
*Title: Mr
*First Name:
*Last Name:
*Mobile Number 1:
Mobile Number 2:
E-mail Address:
*AADHAAR Number:

Street 1:
Street 2:
*City:
*Postal Code:
*Country: India
*Region: Andhra Pradesh
PAN Number:
GSTIN No:

BANK DETAILS

Add Bank Account Details

Save Submit Cancel

(Snapshot.03)

Create New Beneficiary Request

Beneficiary Requests List

*DDO Code: PRL GJC DACHEPALLI (06120307001)

BENEFICIARY DETAILS

*Beneficiary Category: Person
*Title: Mr
*First Name: Uday
*Last Name: Krishnan
*Mobile Number 1: 9951602692
Mobile Number 2:
E-mail Address:
*AADHAAR Number: 740320420881

Street 1:
Street 2:
*City: Amaravati
*Postal Code: 521225
*Country: India
*Region: Andhra Pradesh
PAN Number: AAGCM8610F
GSTIN No:

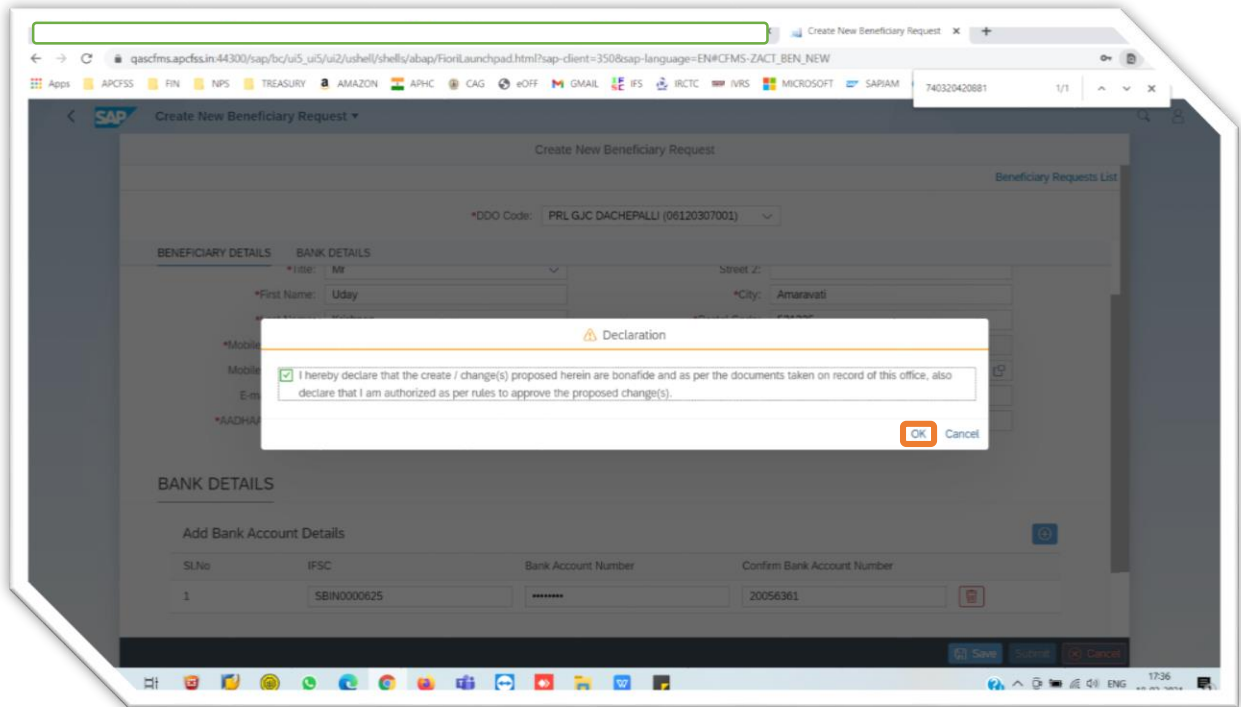
BANK DETAILS

Add Bank Account Details

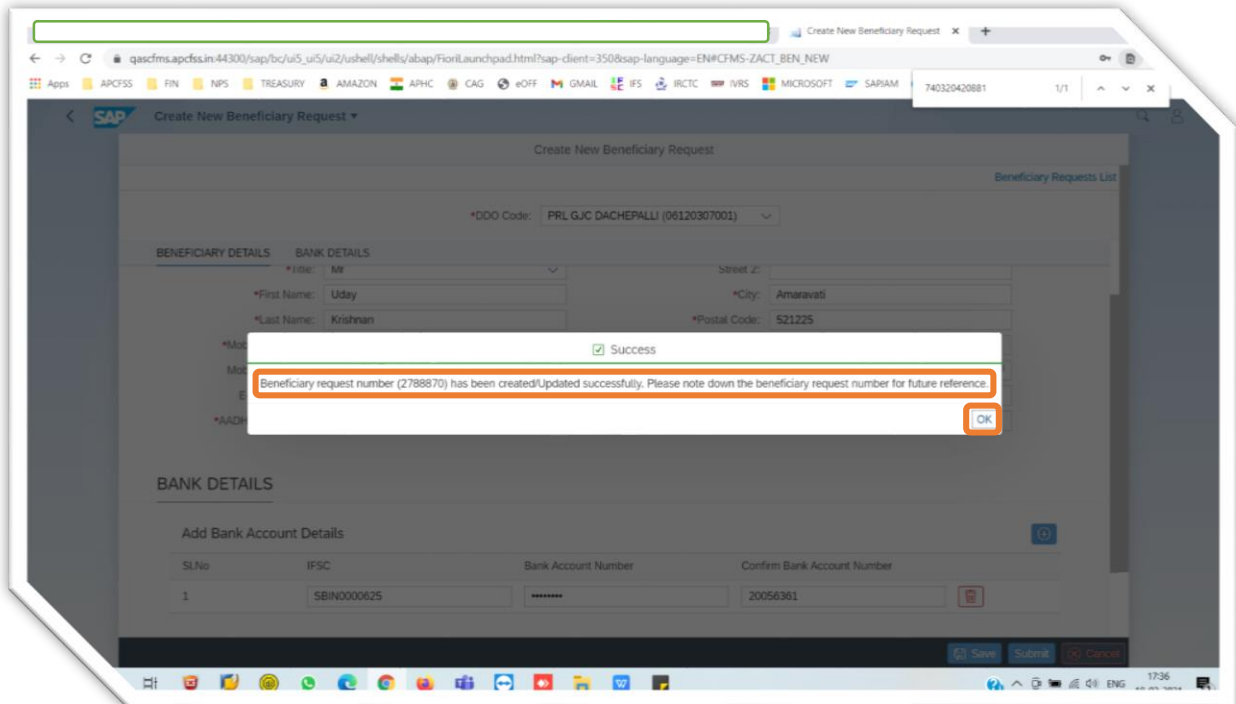
Sl.No	IFSC	Bank Account Number	Confirm Bank Account Number
1	SBIN000625	*****	20056361

Save Submit Cancel

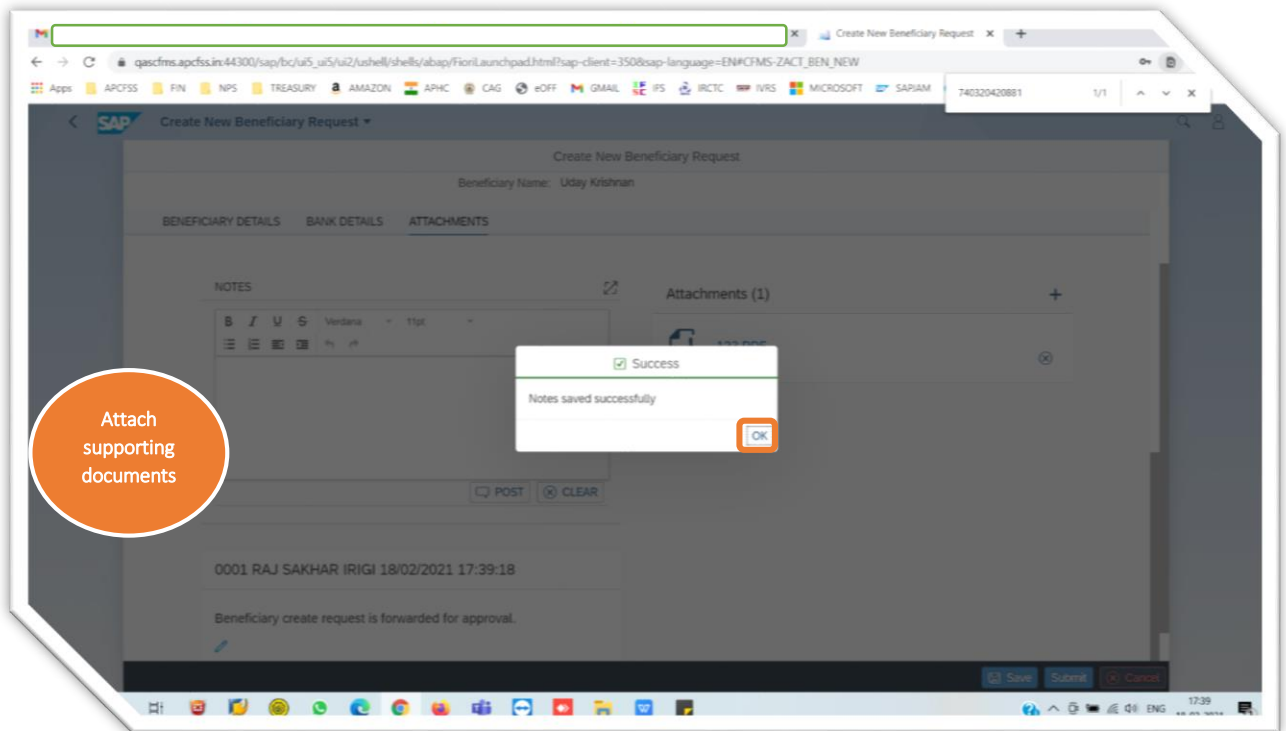
(Snapshot.04)



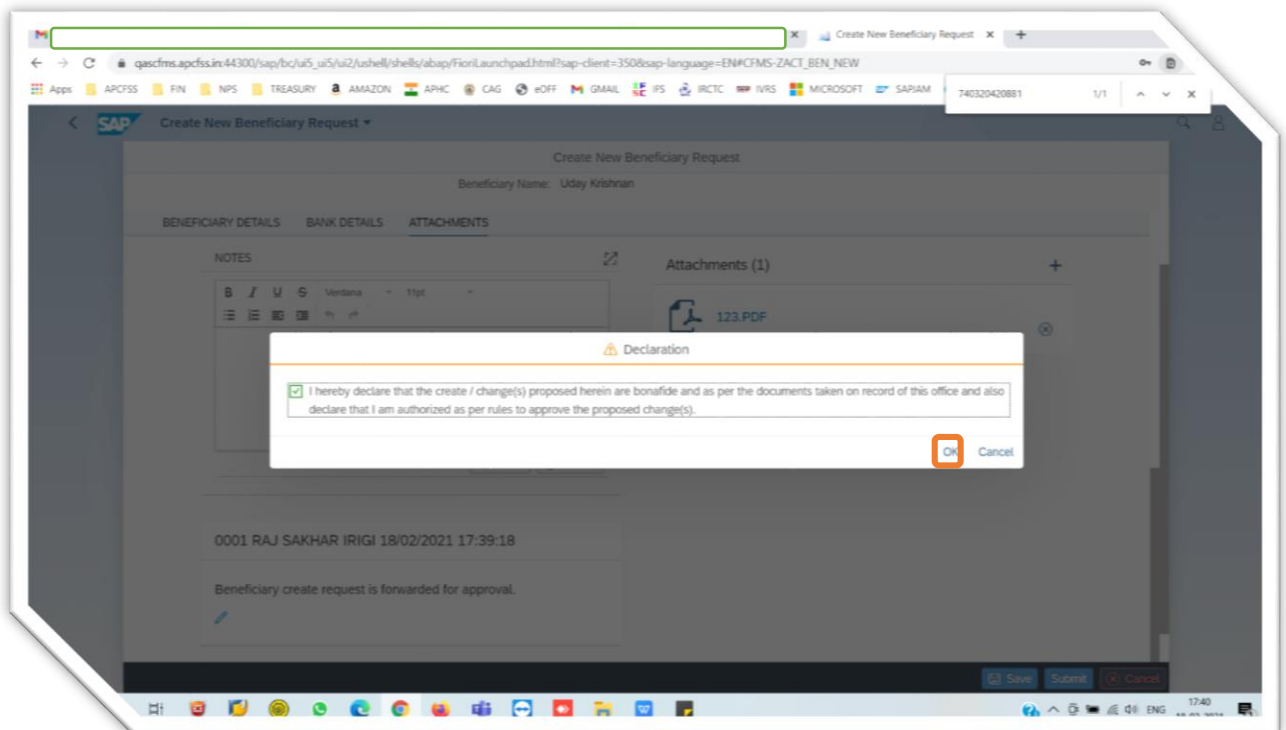
(Snapshot.05)



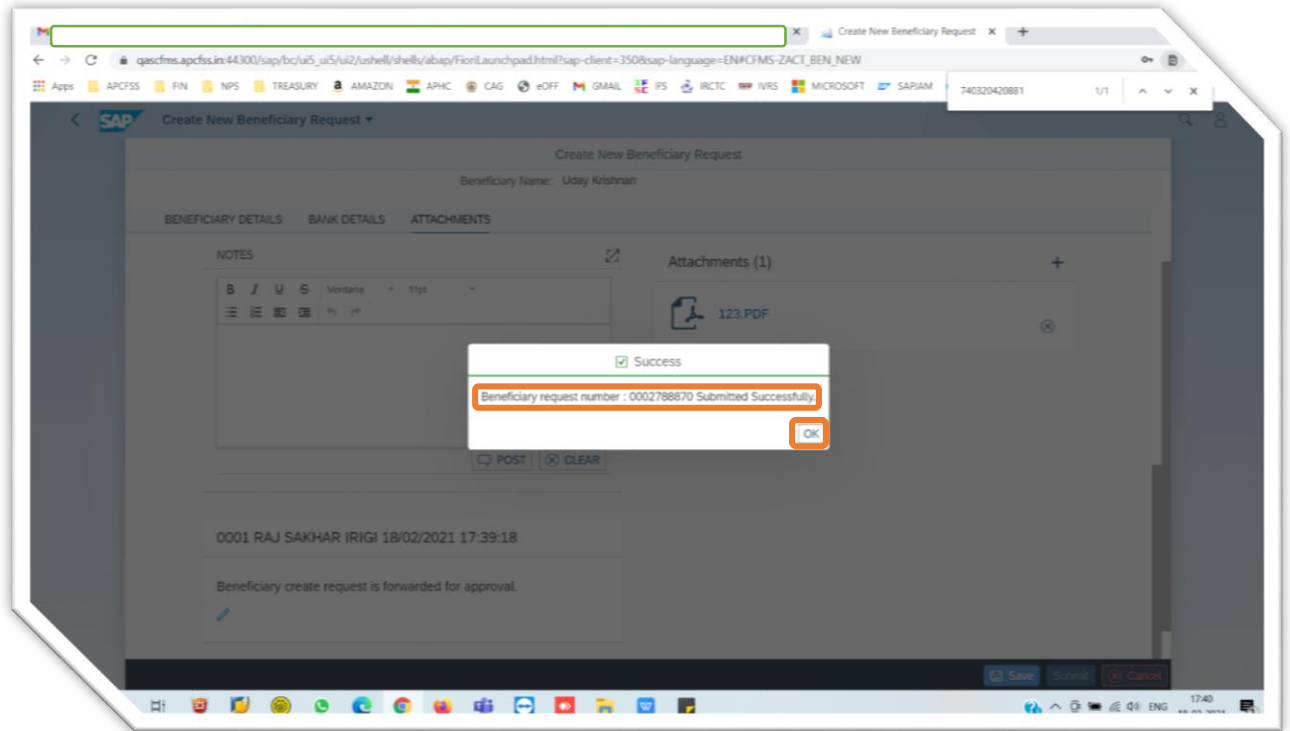
(Snapshot.06)



(Snapshot.07)

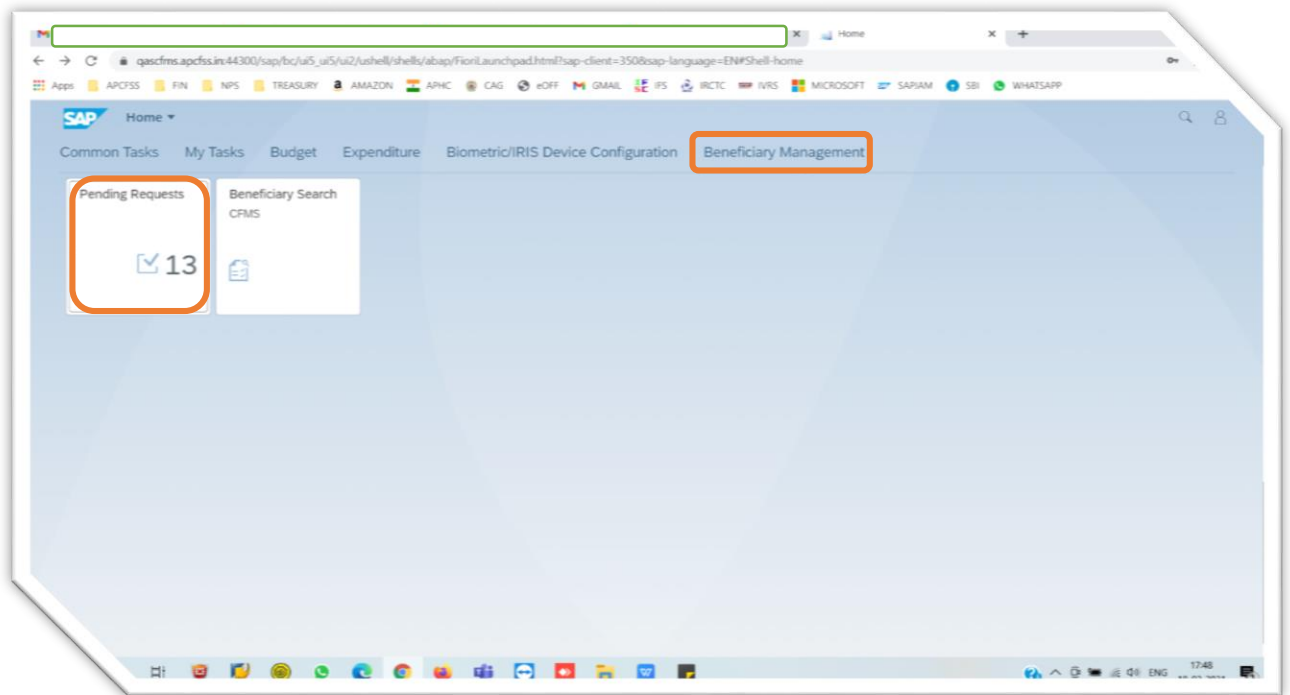


(Snapshot.08)

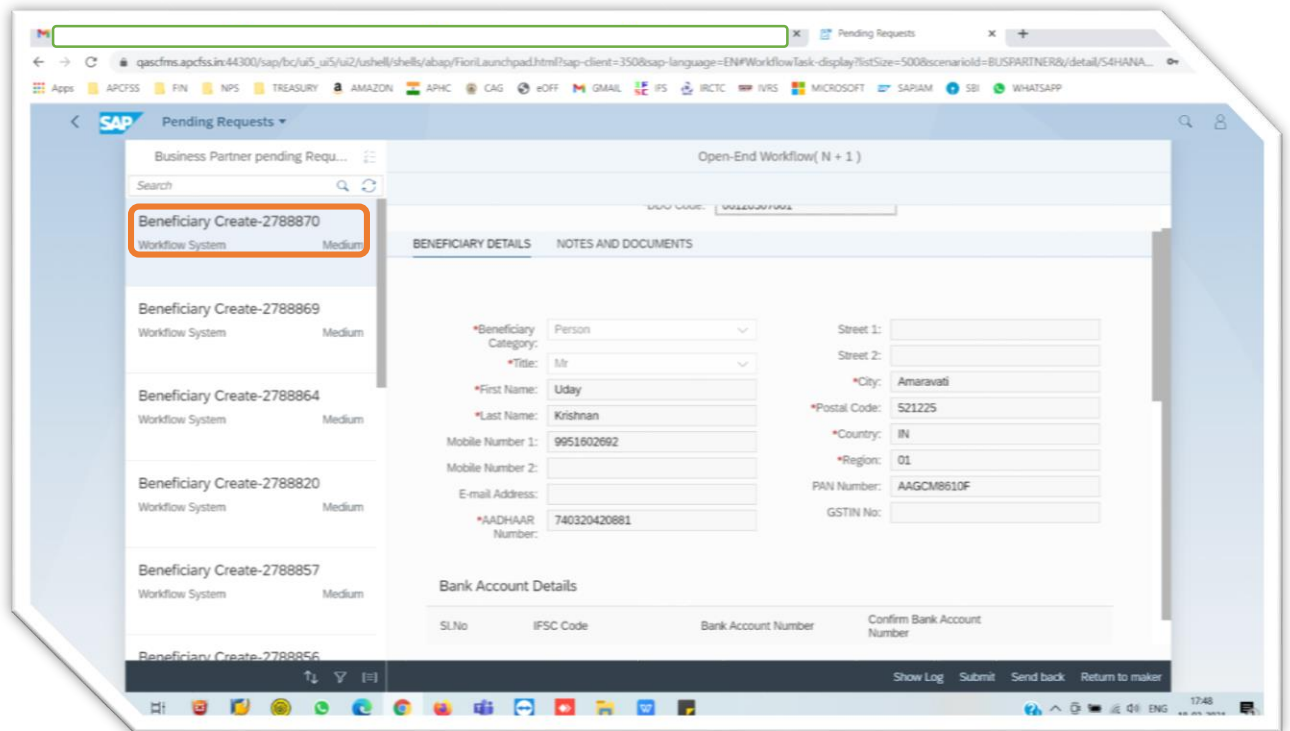


(Snapshot.09)

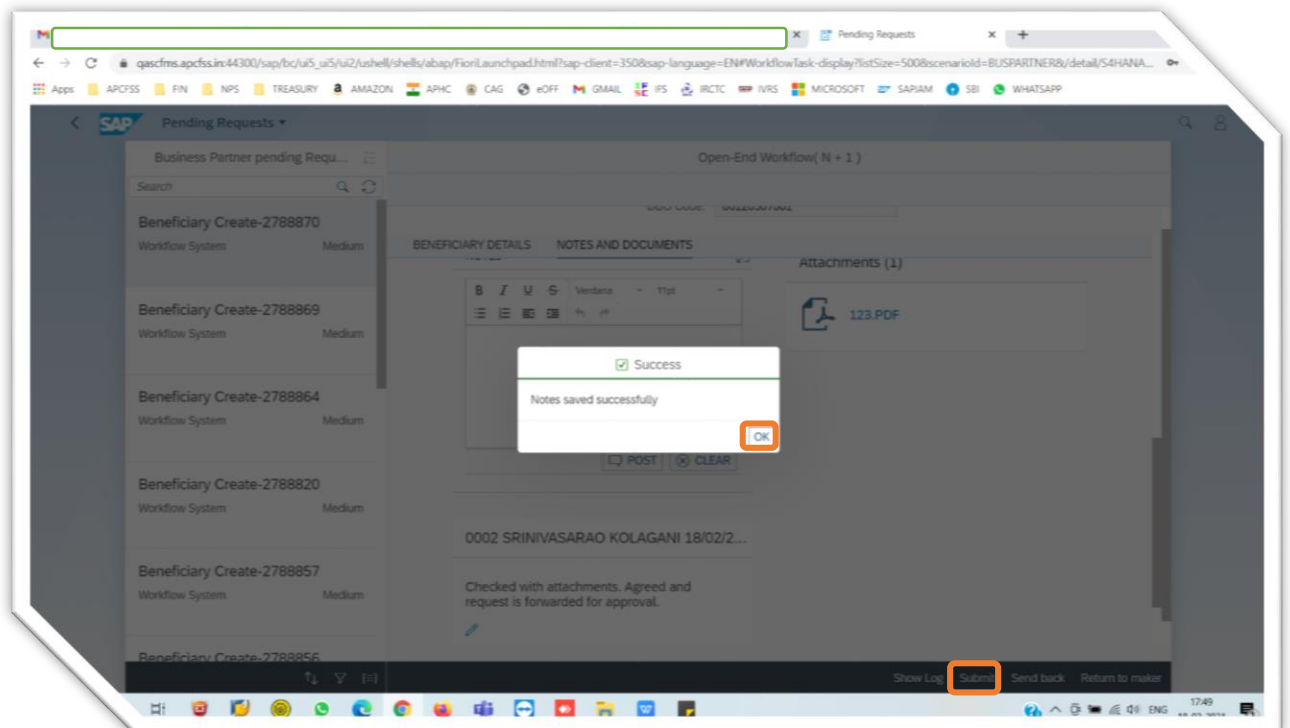
DDO - Checker (Optional):-



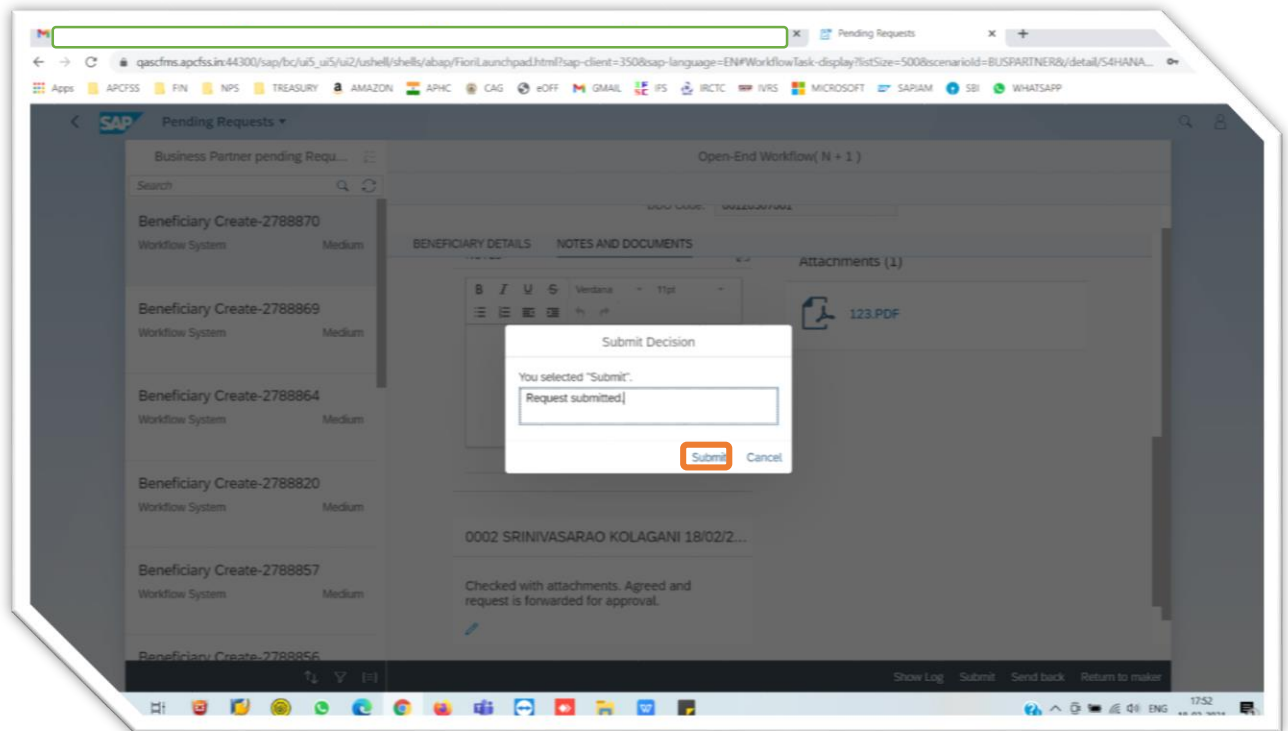
(Snapshot.10)



(Snapshot.11)

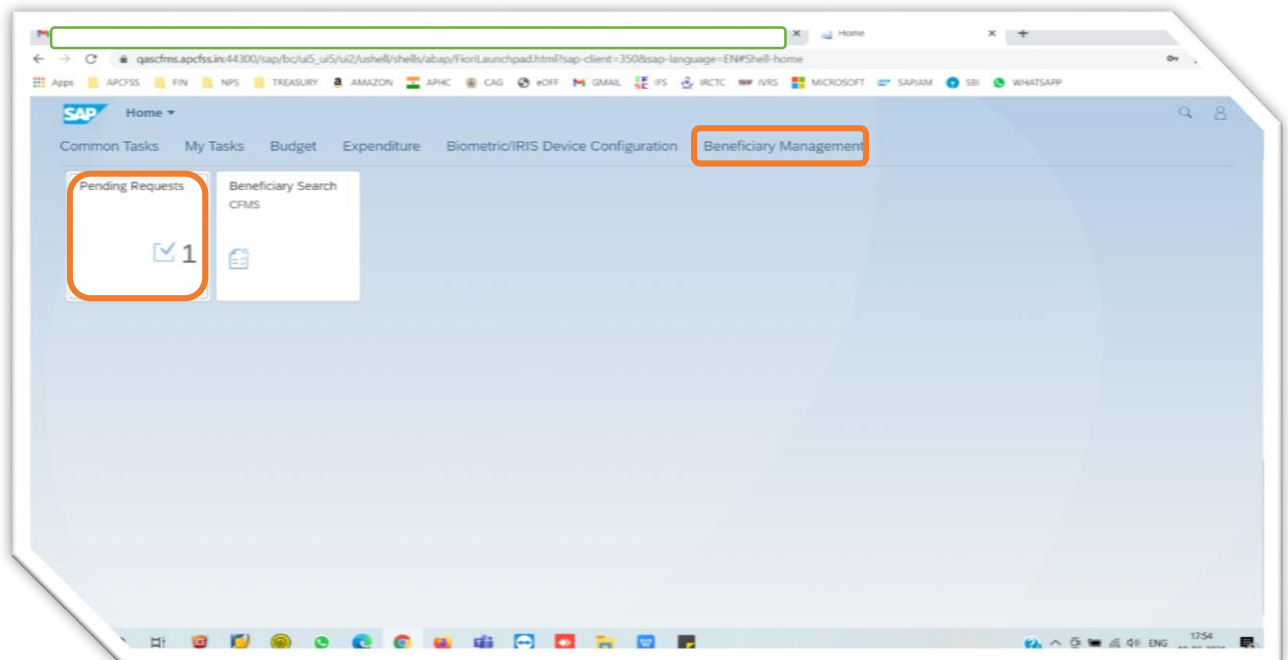


(Snapshot.12)

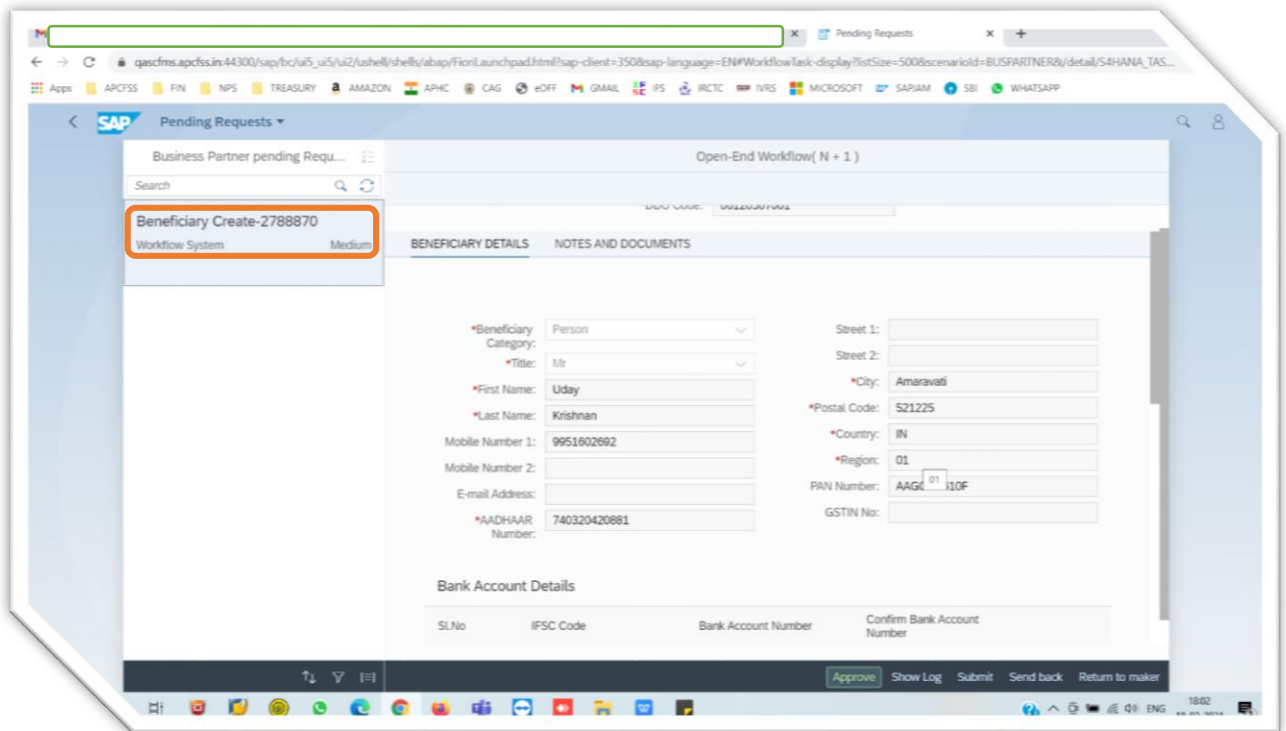


(Snapshot.13)

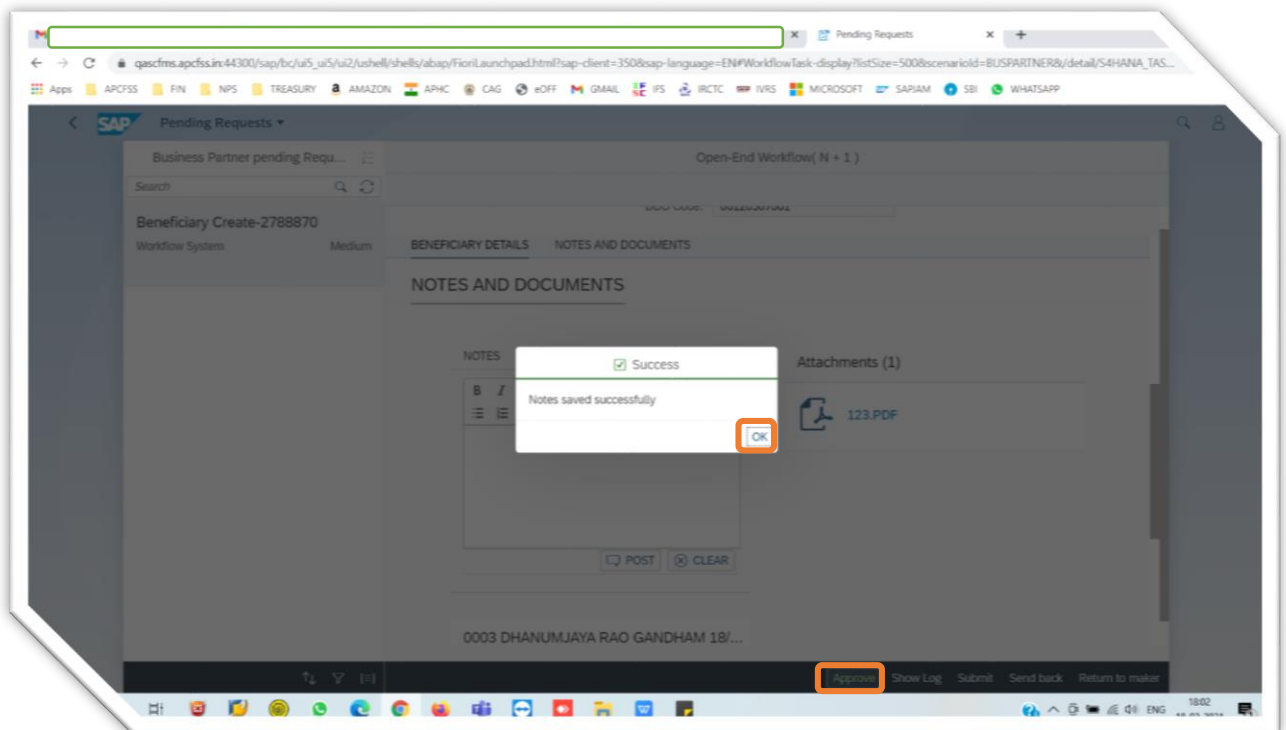
DDO - Submitter (Mandatory):-



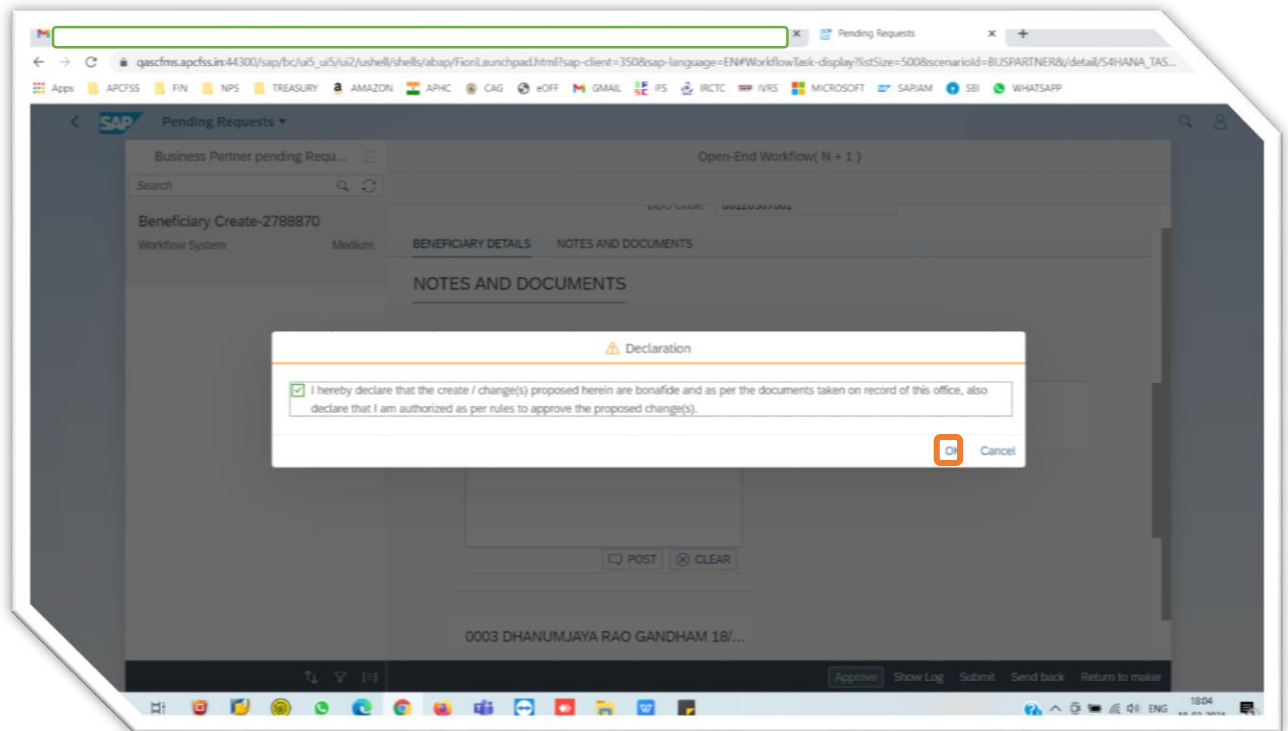
(Snapshot.14)



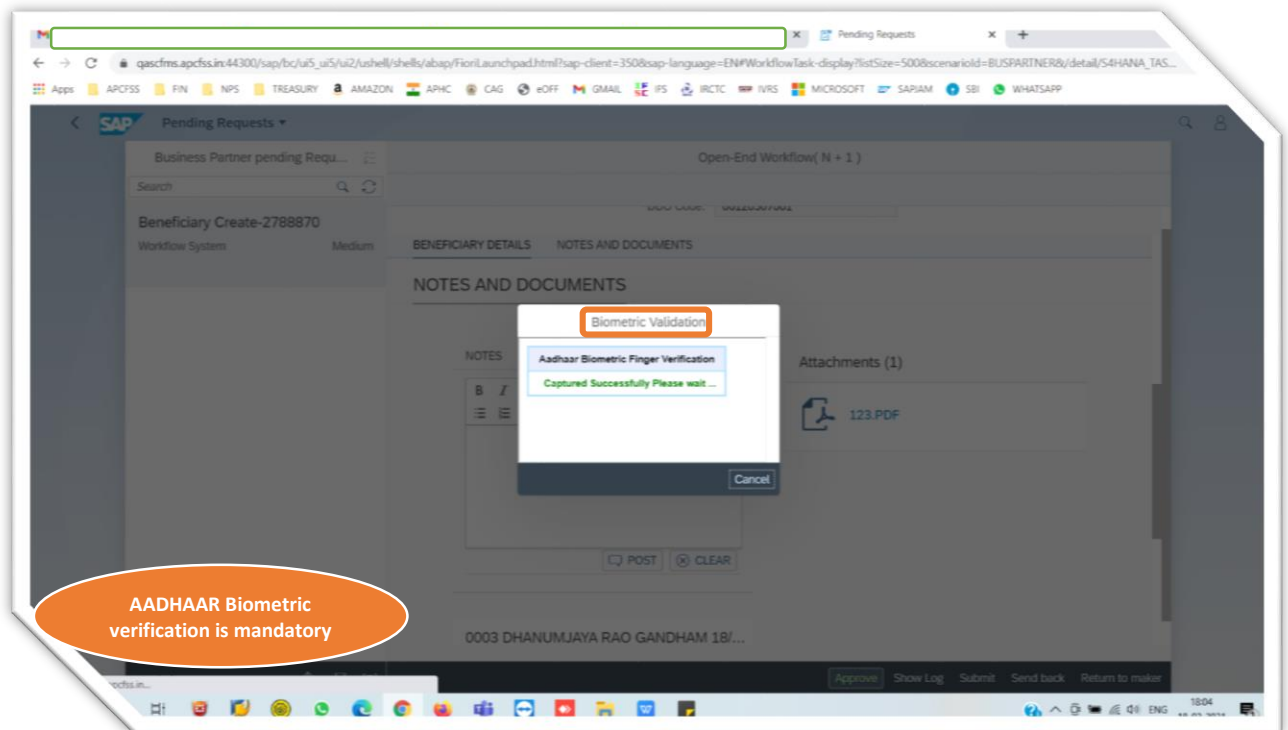
(Snapshot.15)



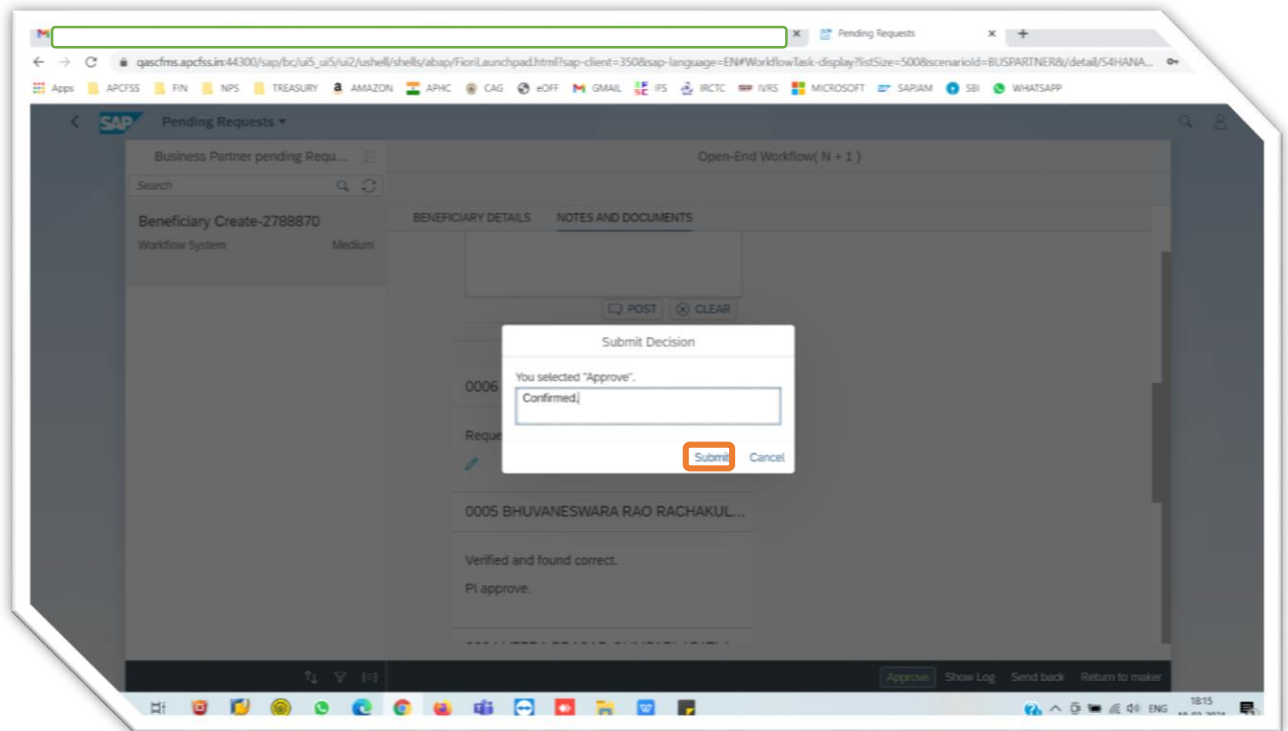
(Snapshot.16)



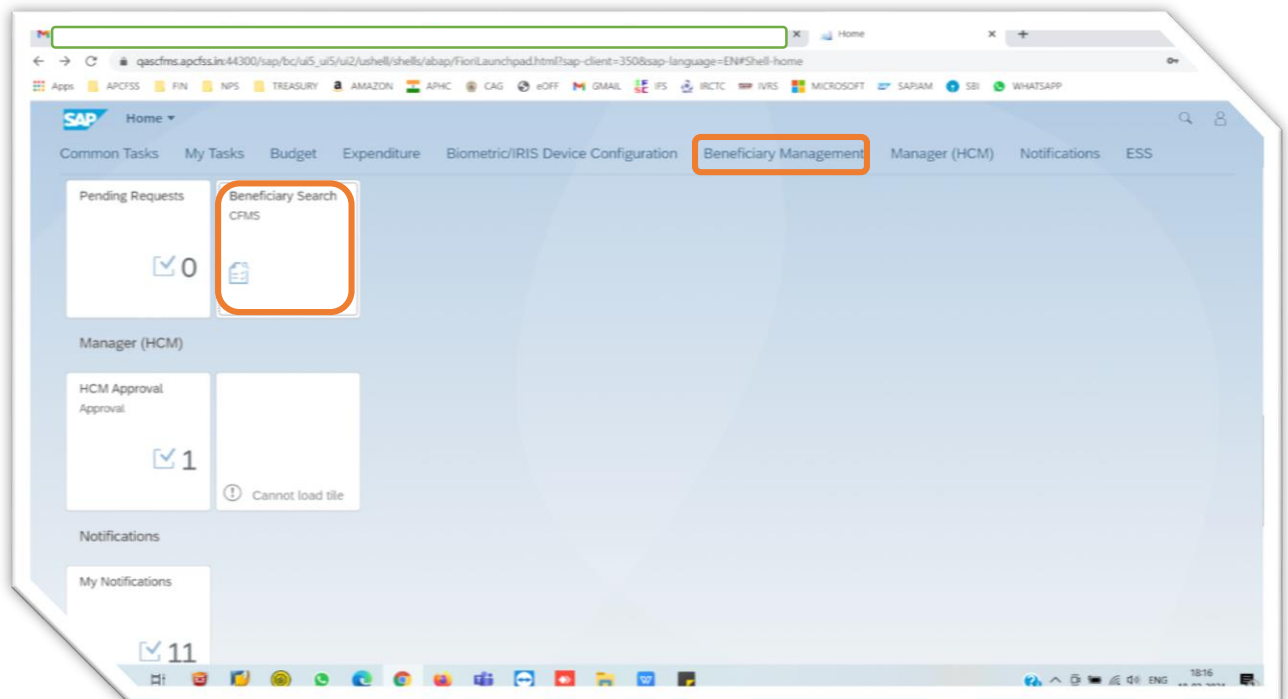
(Snapshot.17)



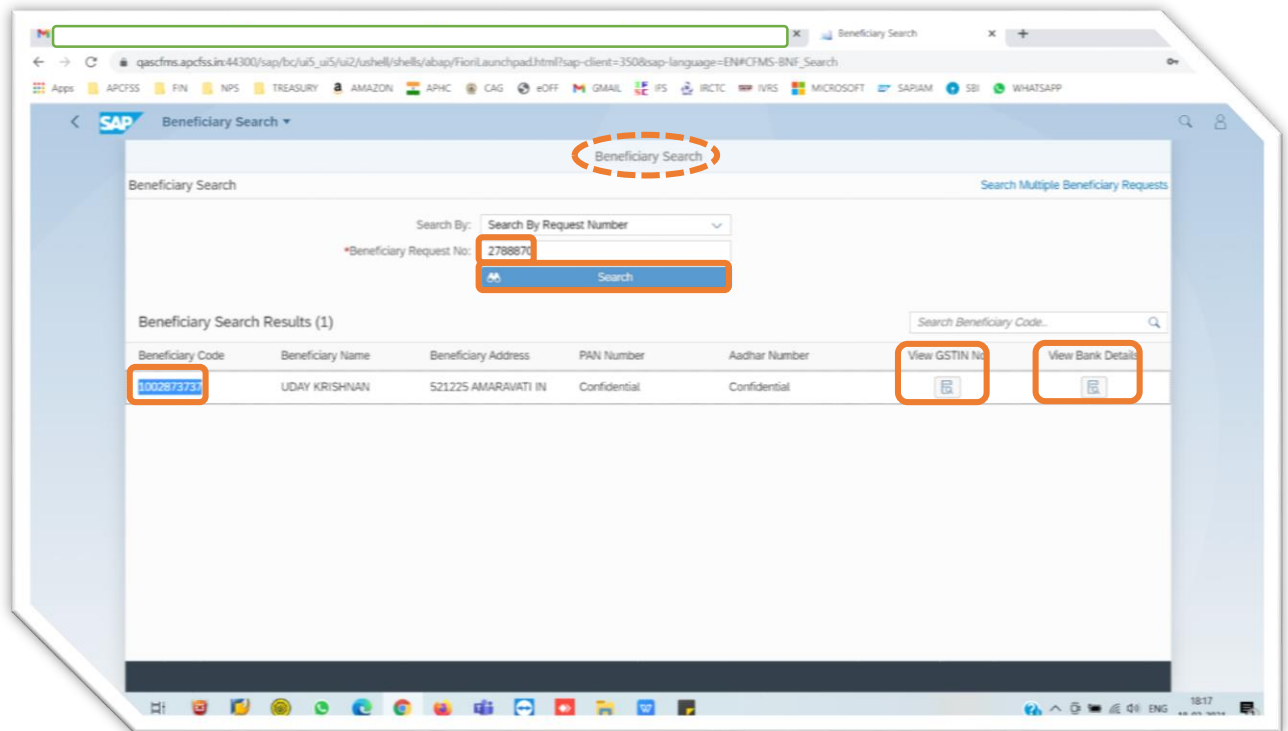
(Snapshot.18)



(Snapshot.19)

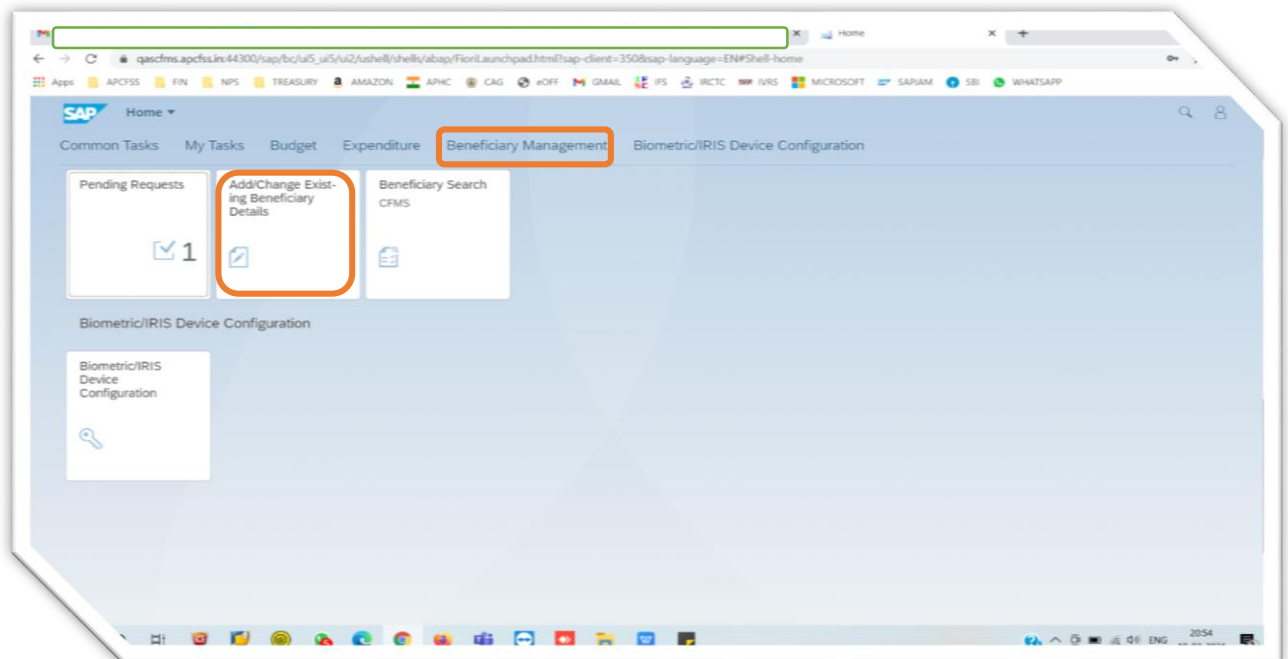


(Snapshot.20)

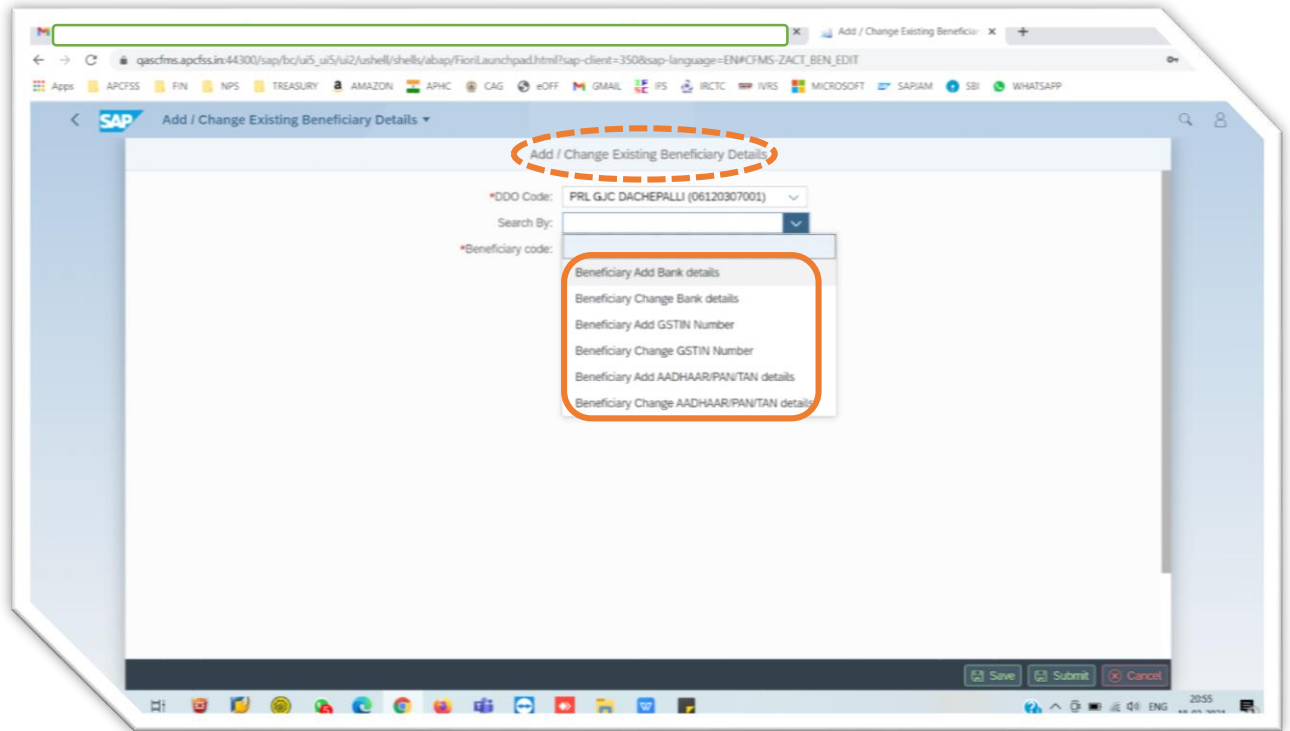


(Snapshot.21)

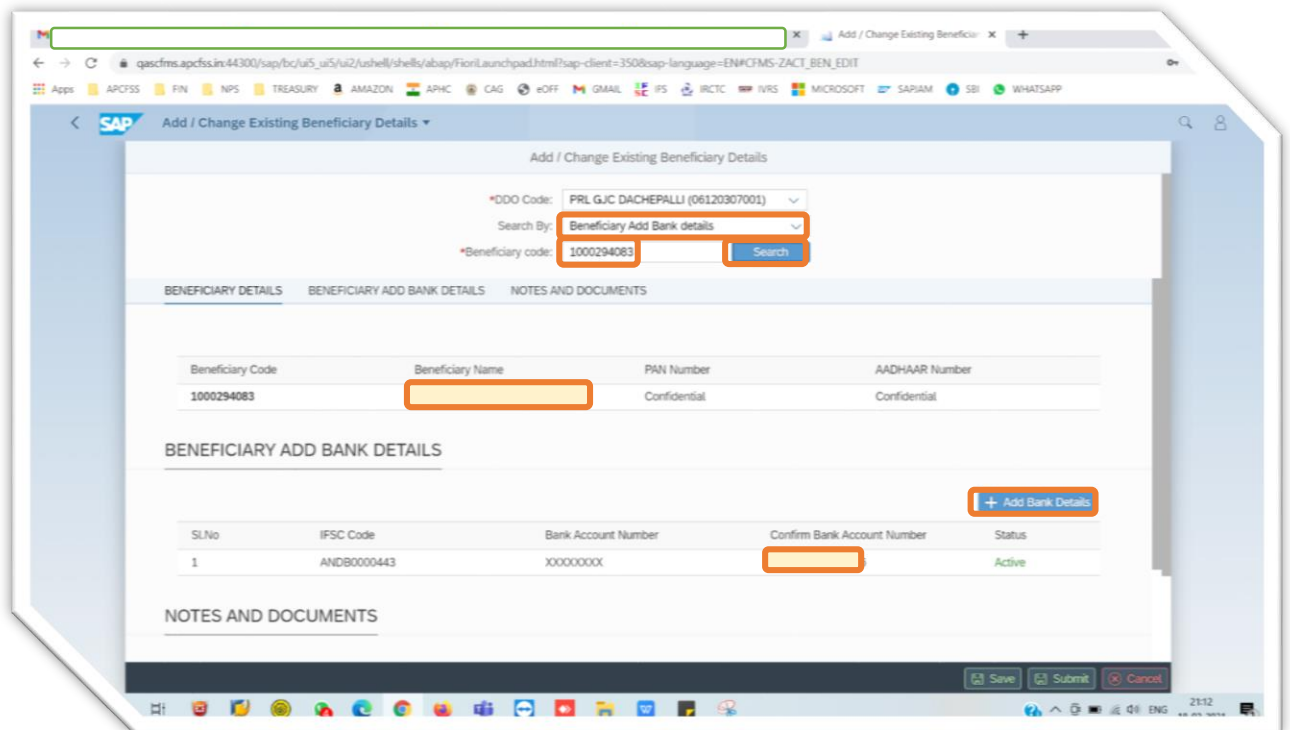
b.) **Add (Bank A/c No. / GSTIN / AADHAAR / PAN / TAN) to the existing Beneficiary:-**
DDO - Maker (Mandatory):-



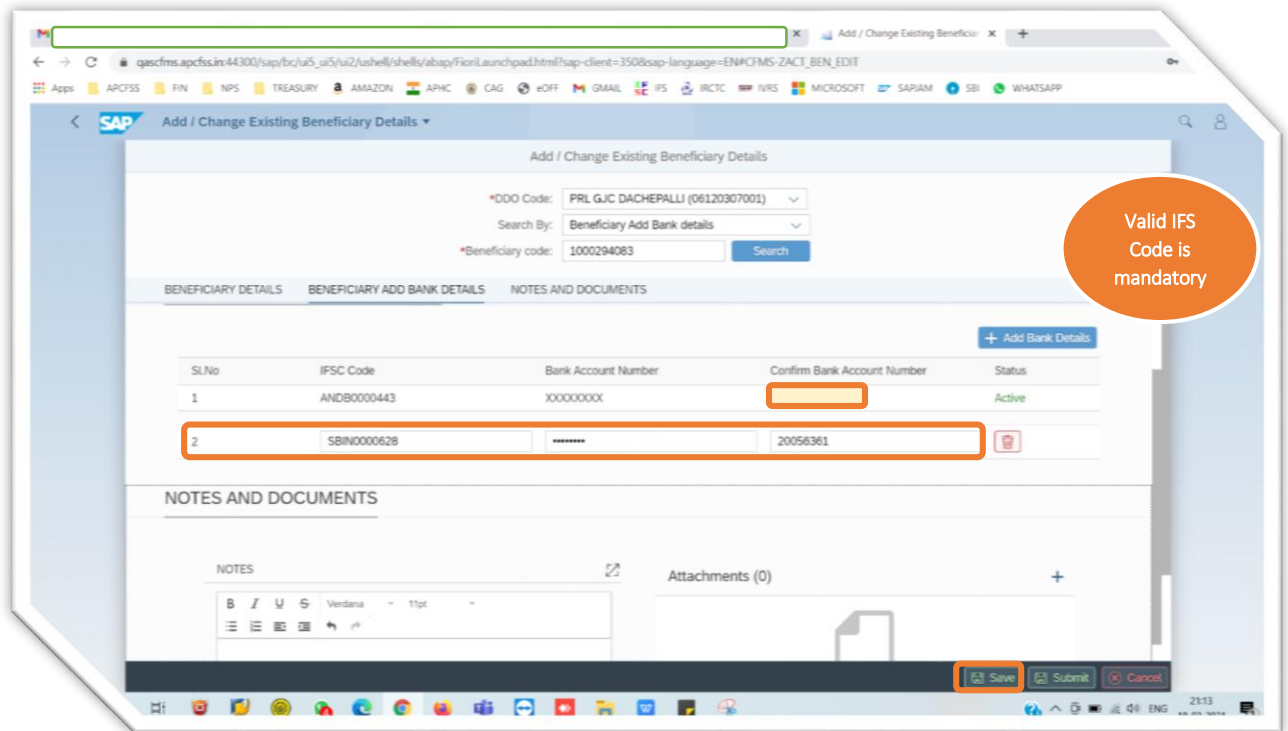
(Snapshot.22)



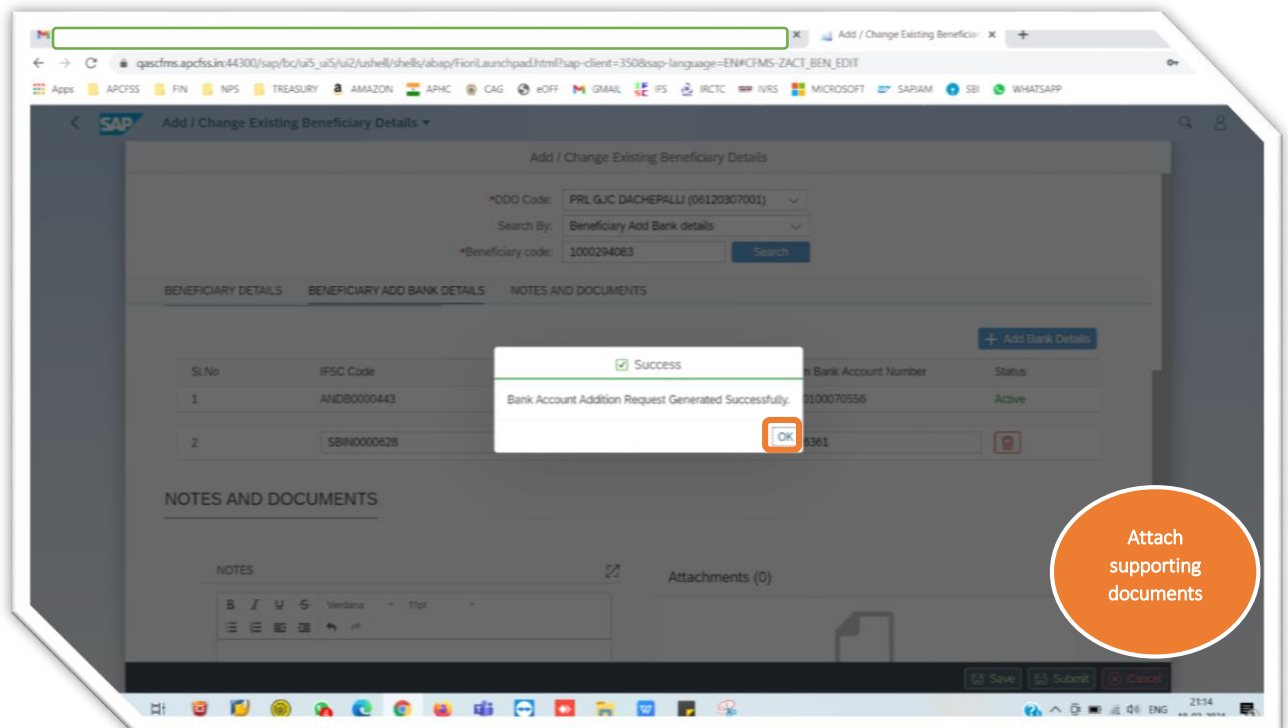
(Snapshot.23)



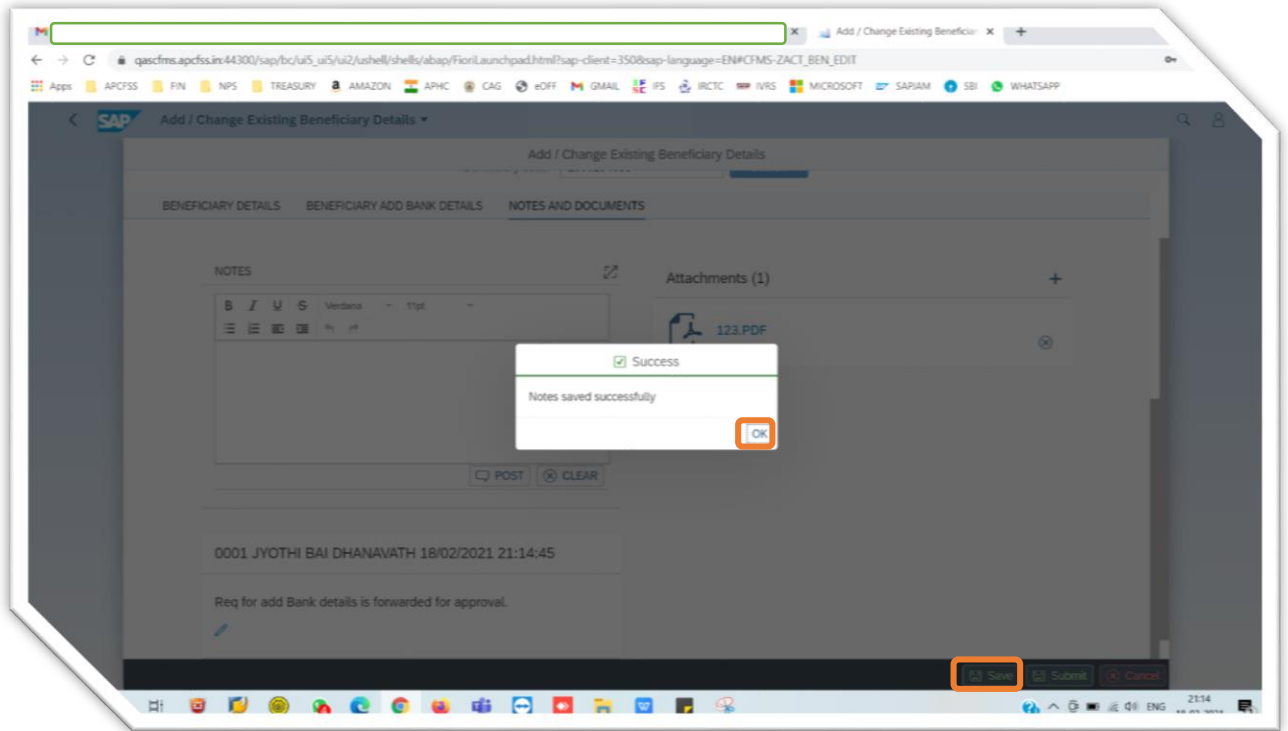
(Snapshot.24)



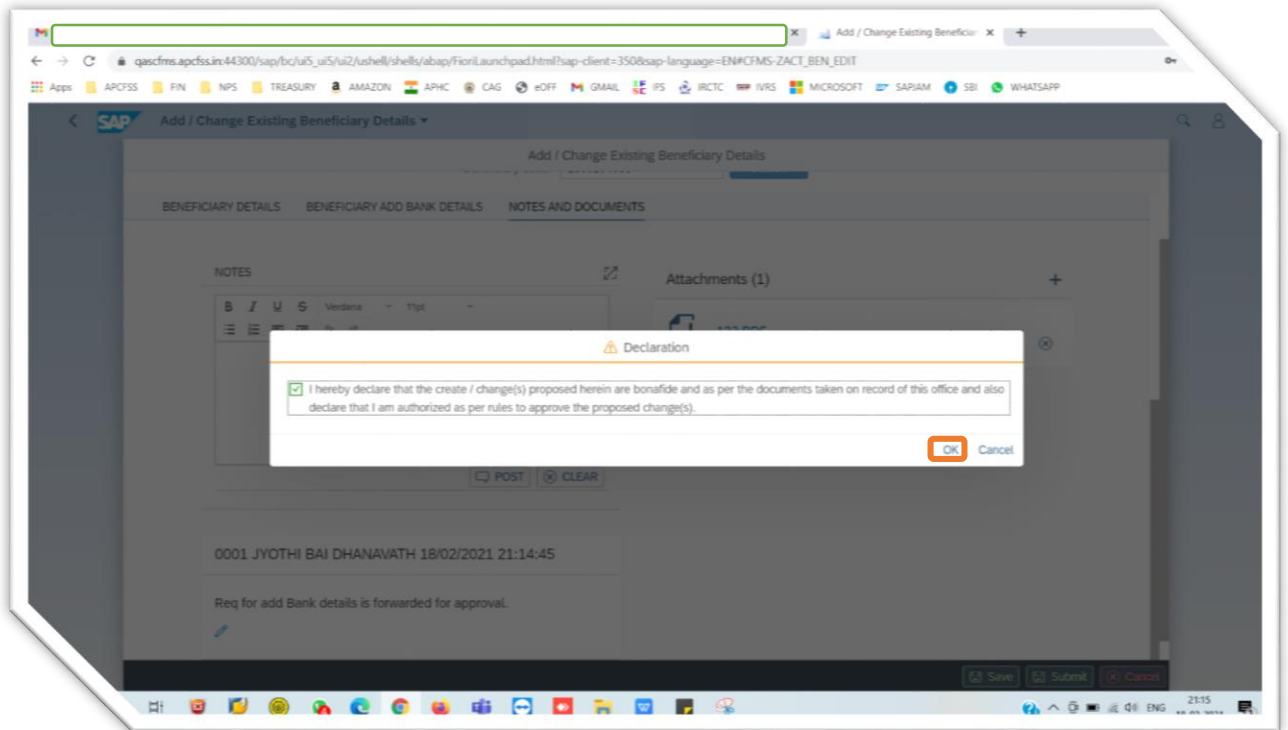
(Snapshot.25)



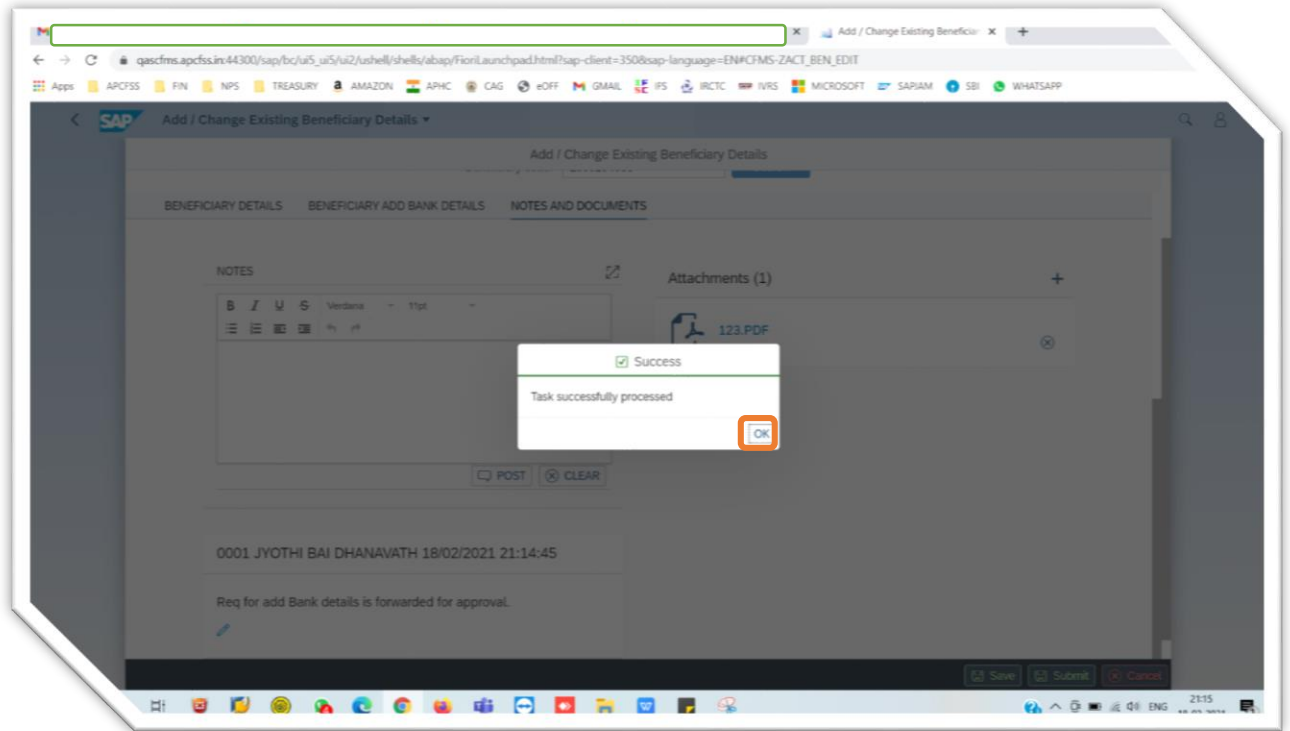
(Snapshot.26)



(Snapshot.27)

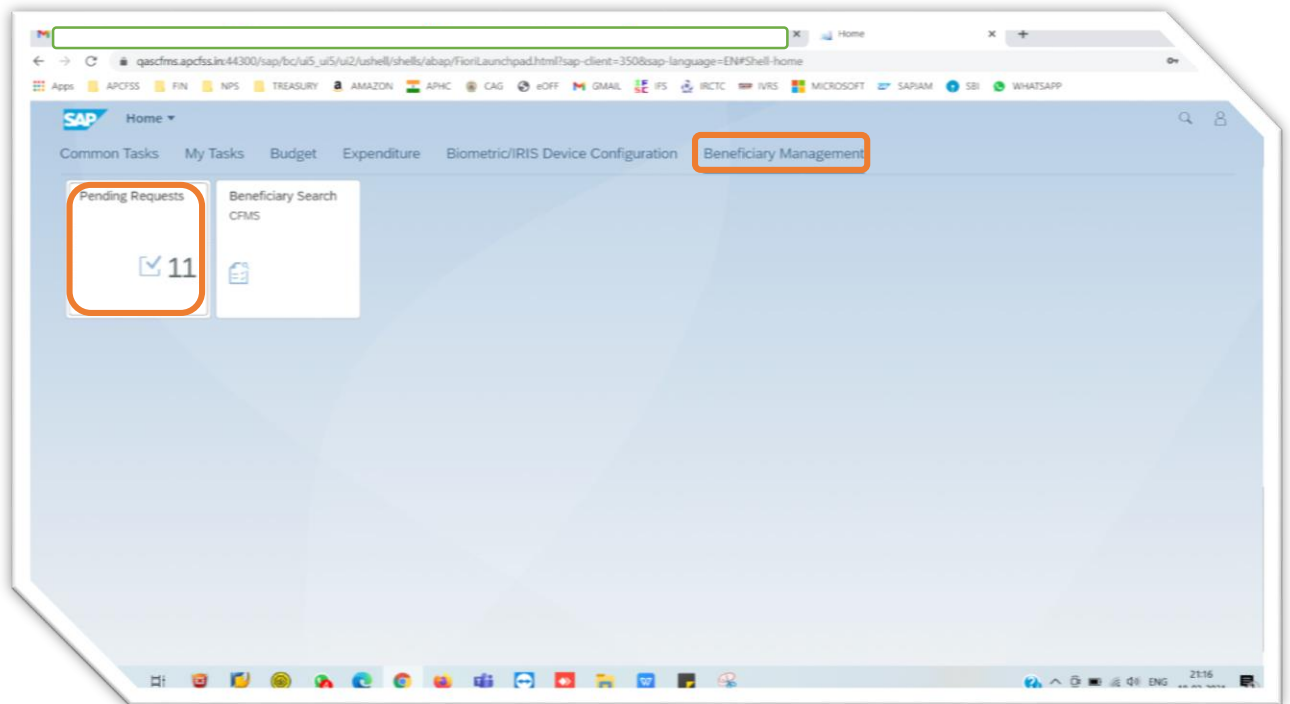


(Snapshot.28)



(Snapshot.29)

DDO - Checker (Optional):-



(Snapshot.30)



The screenshot displays the SAP Pending Requests interface. On the left, a search bar is present, and a list of requests is shown. The selected request is "Beneficiary Add Bank details-1000294083". The main area shows the "BENEFICIARY ADD BANK DETAILS" section with a table of bank accounts.

Sl.No	IFSC Code	Bank Account Number	Confirmed Bank Account Number	Status
1	ANDB0000443	XXXXXXXX		Active
2	SBIN000628	XXXXXXXX	20056361	In Process

The "NOTES AND DOCUMENTS" section is also visible, showing a list of notes and attachments.

(Snapshot.31)

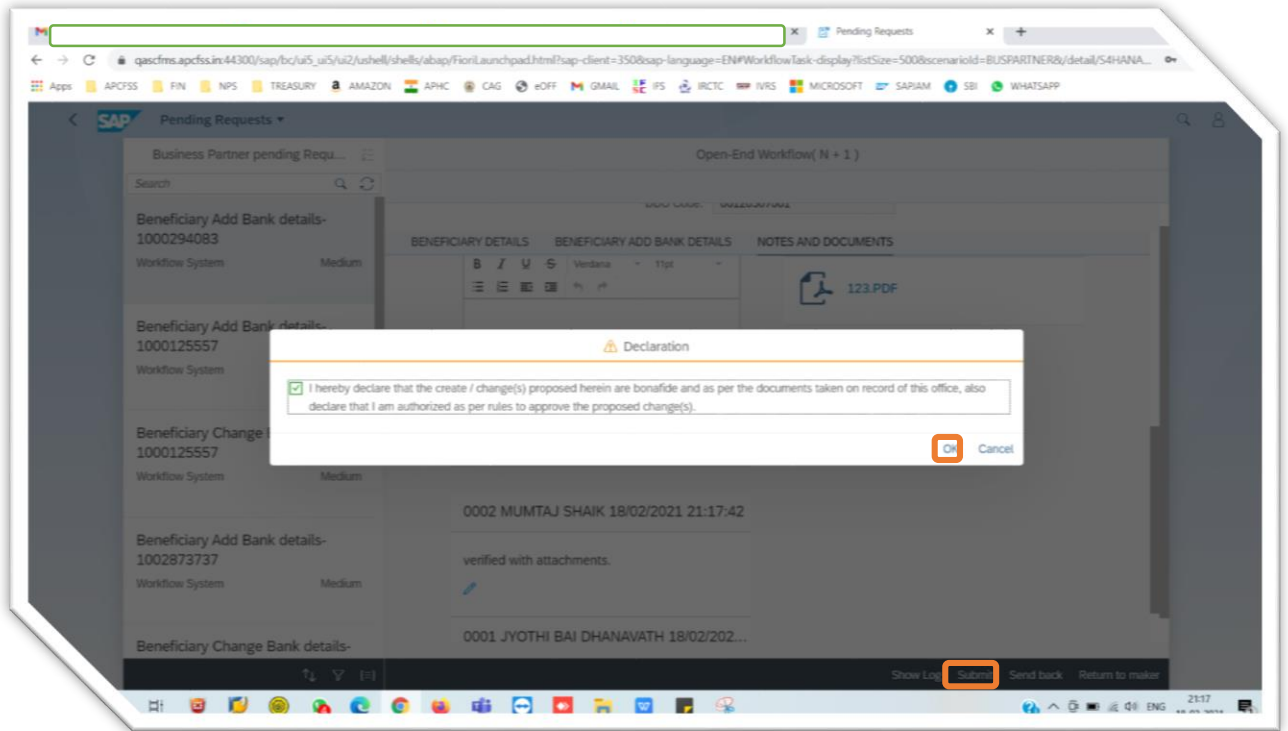
The screenshot displays the SAP Pending Requests interface after a successful action. A "Success" message box is shown in the center, indicating that the notes were saved successfully. The background shows the "NOTES AND DOCUMENTS" section with a list of notes and attachments.

Success
Notes saved successfully
OK

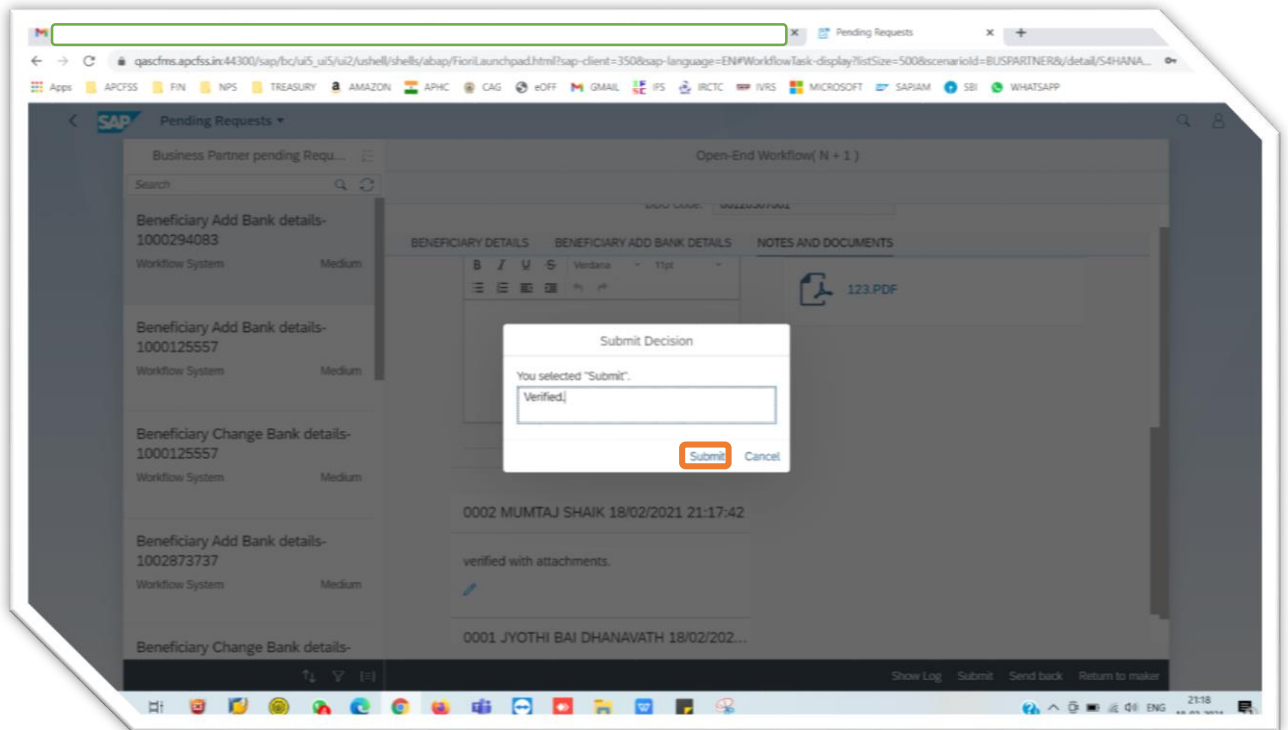
0002 MUMTAJ SHAIK 18/02/2021 21:17:42
verified with attachments.

0001 JYOTHI BAI DHANAVATH 18/02/2021...

(Snapshot.32)



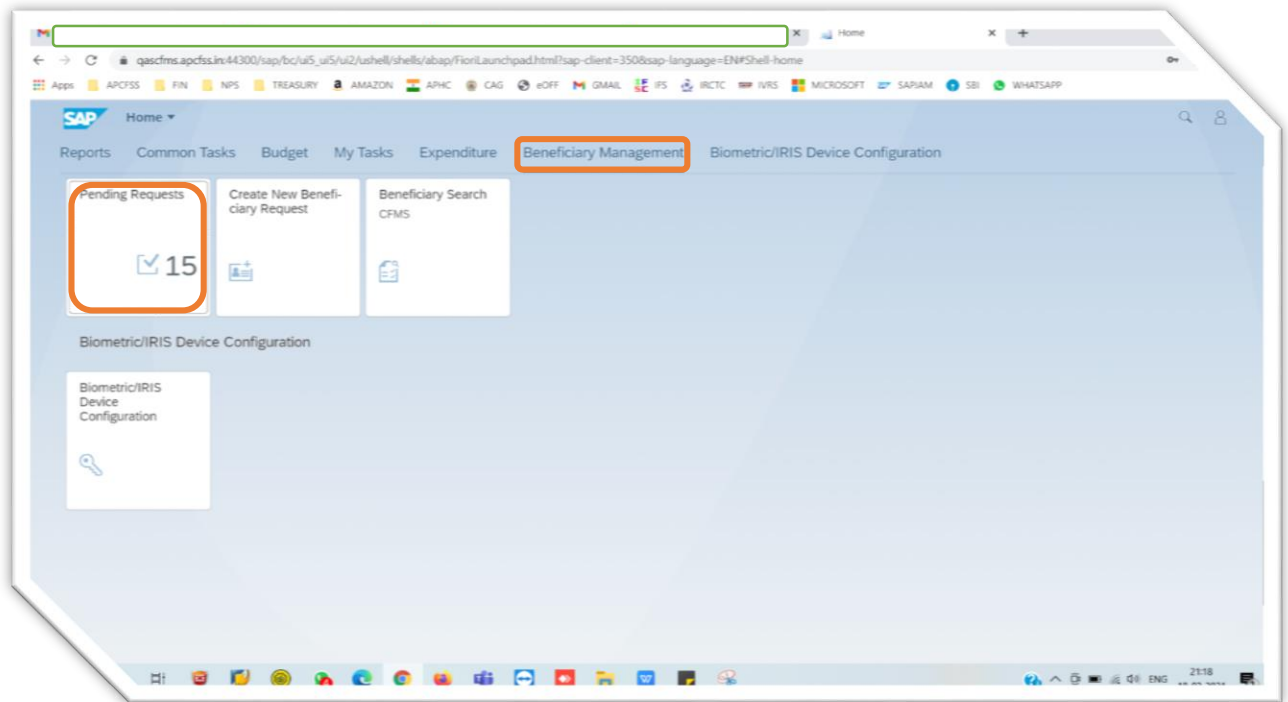
(Snapshot.33)



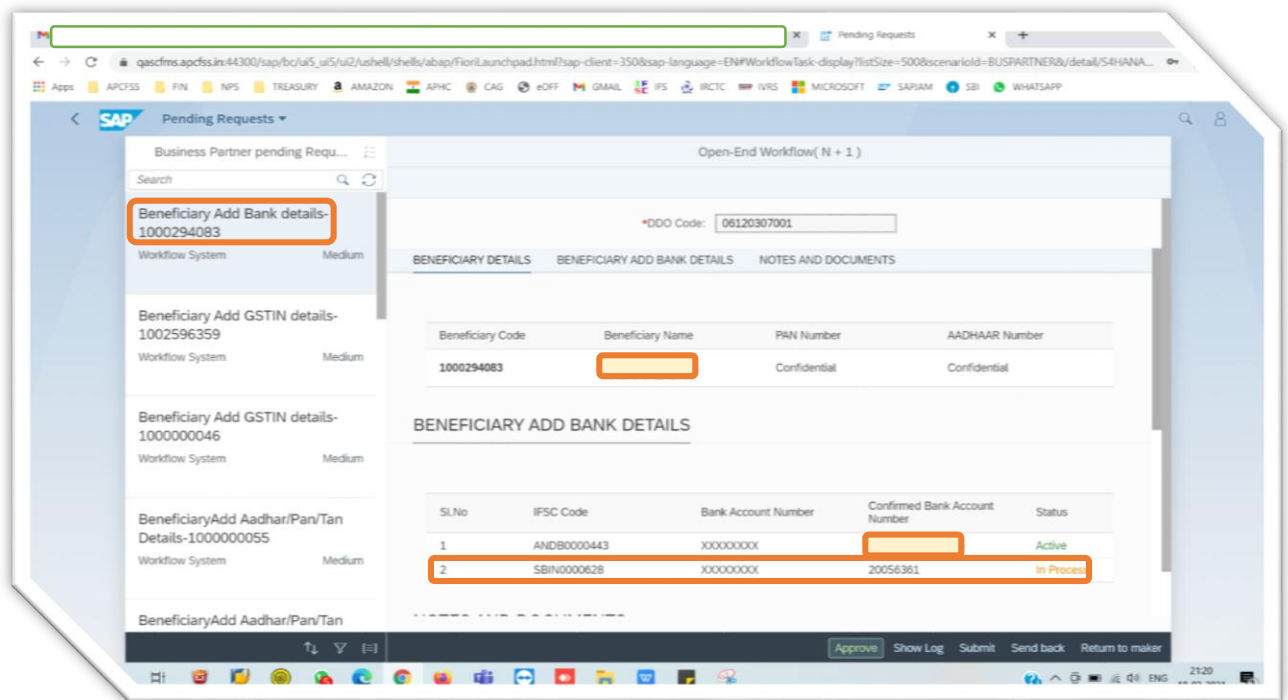
(Snapshot.34)



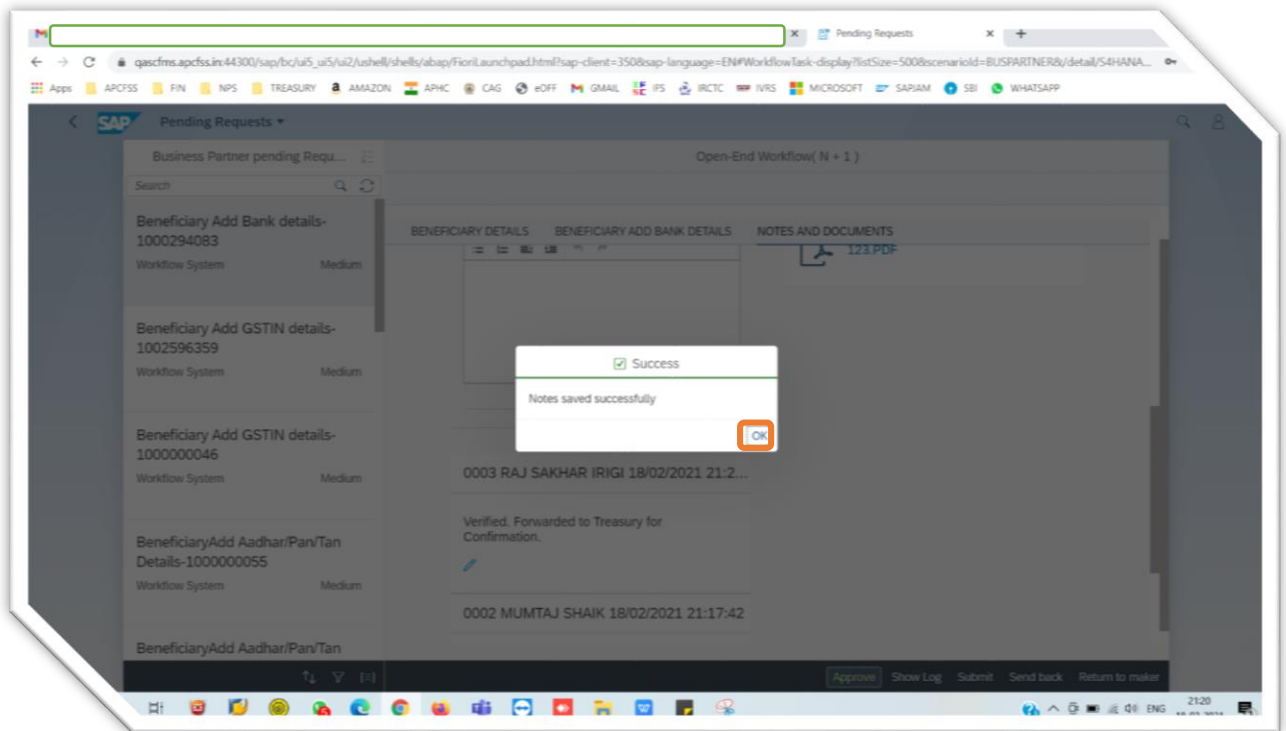
DDO - Submitter (Mandatory):-



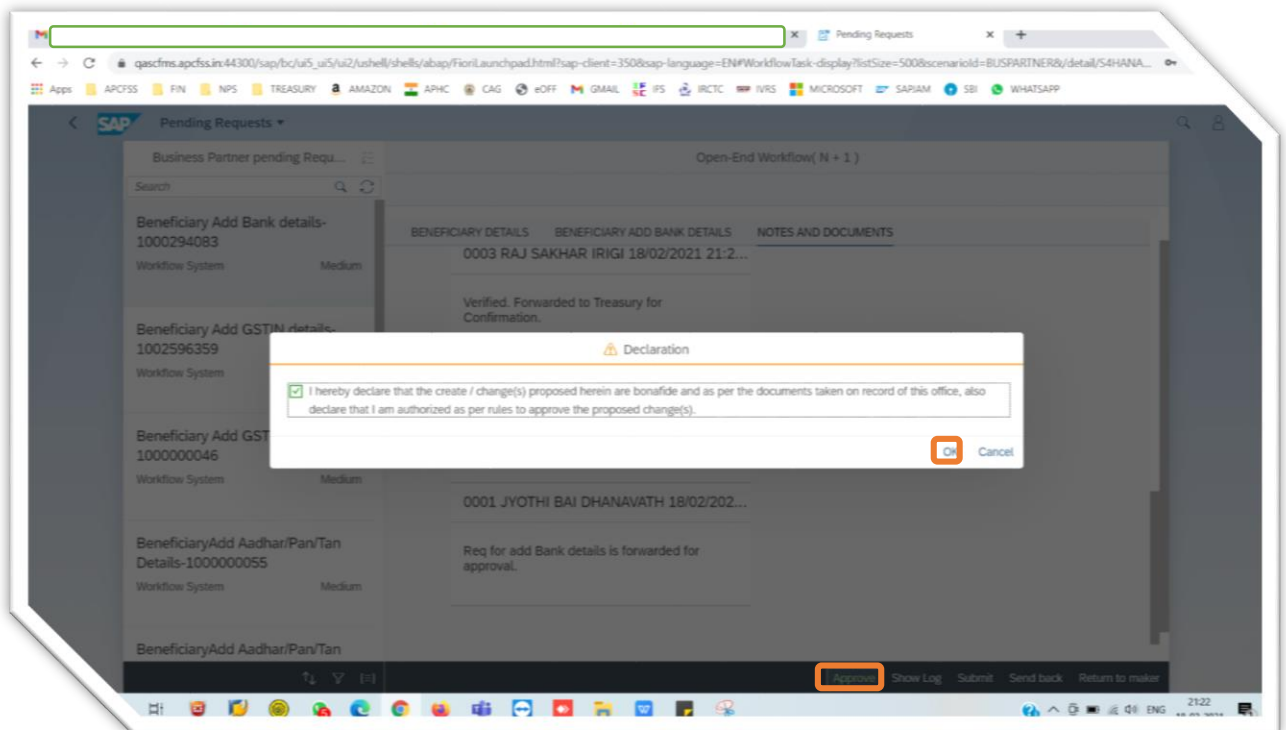
(Snapshot.35)



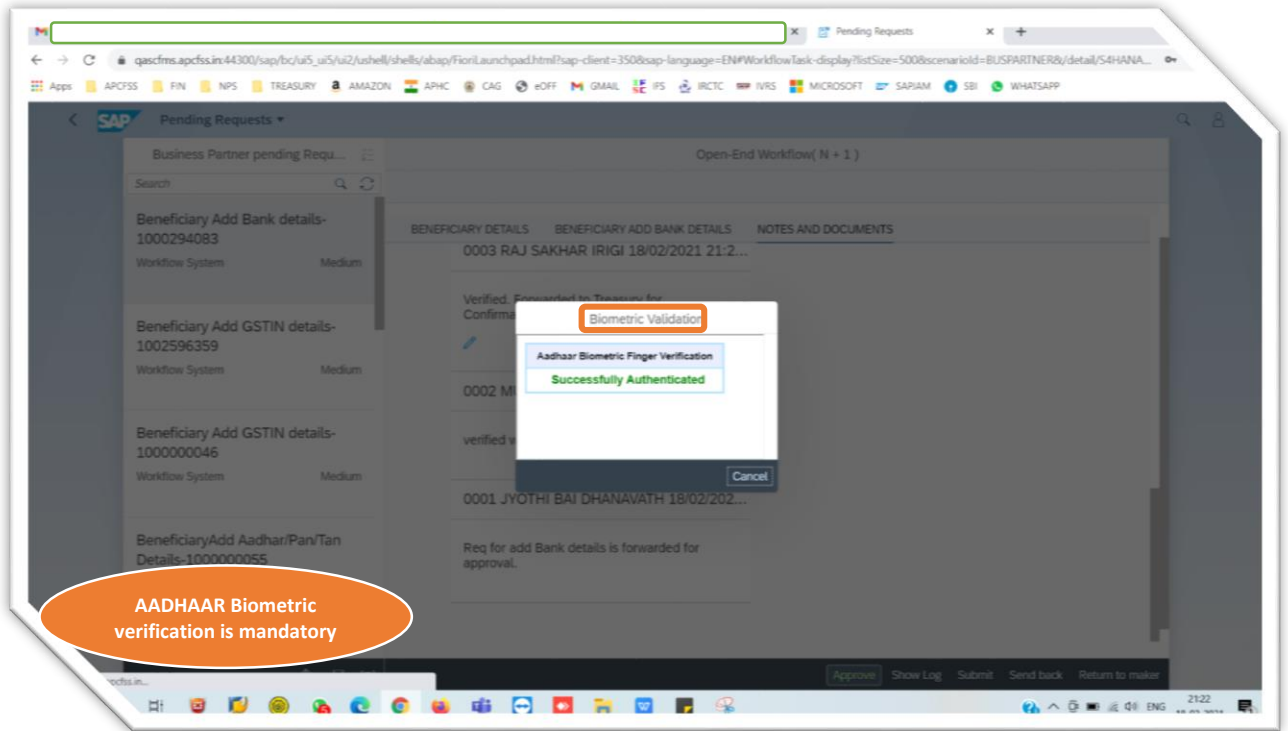
(Snapshot.36)



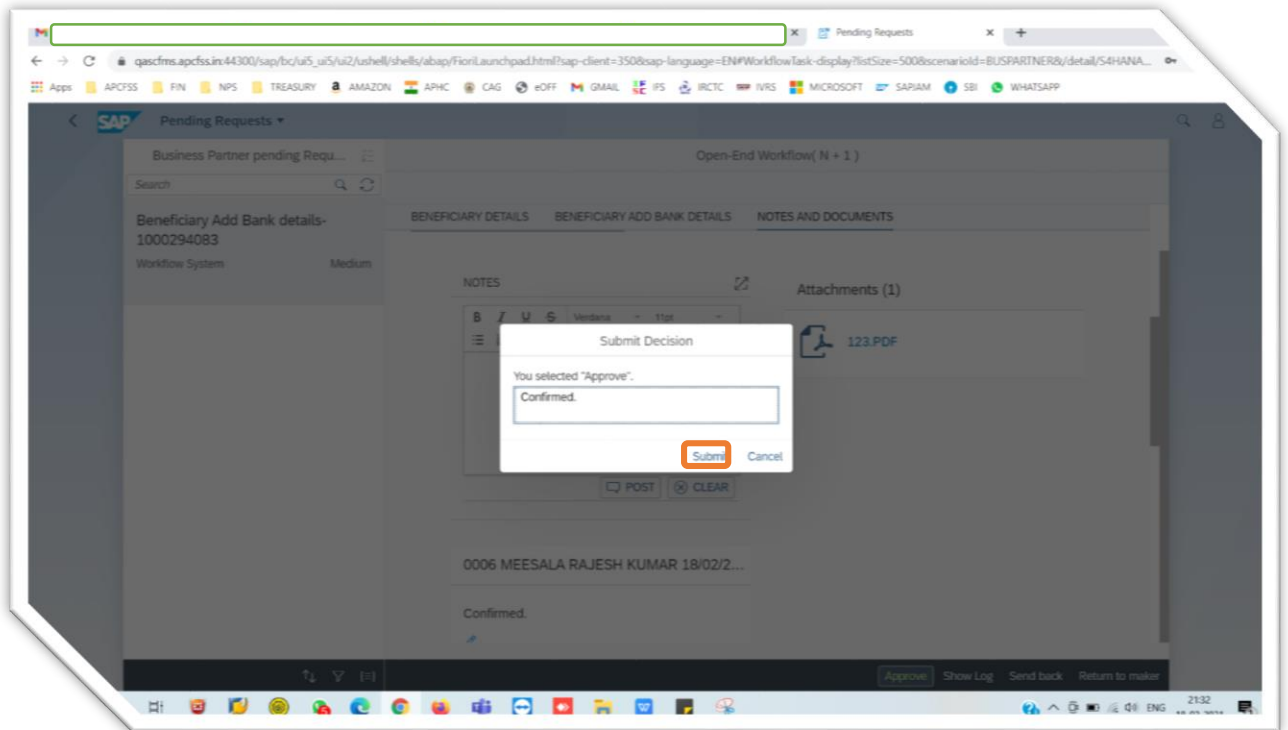
(Snapshot.37)



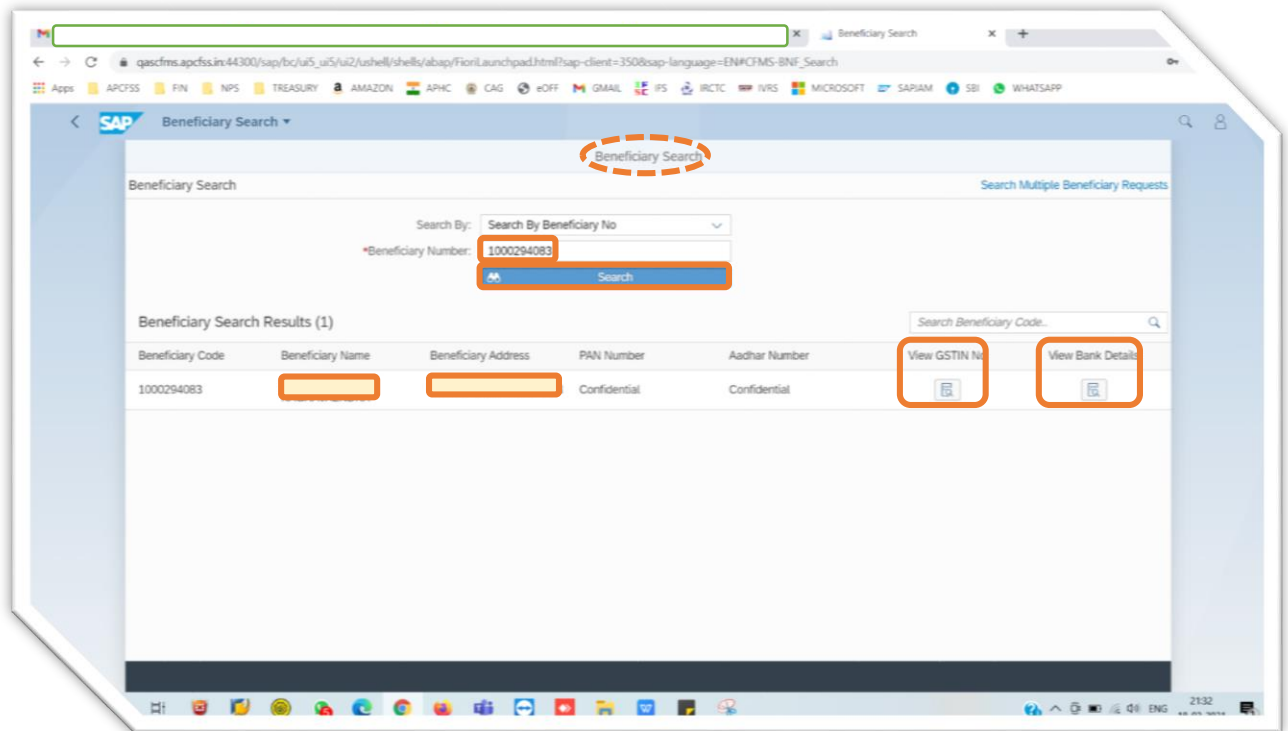
(Snapshot.38)



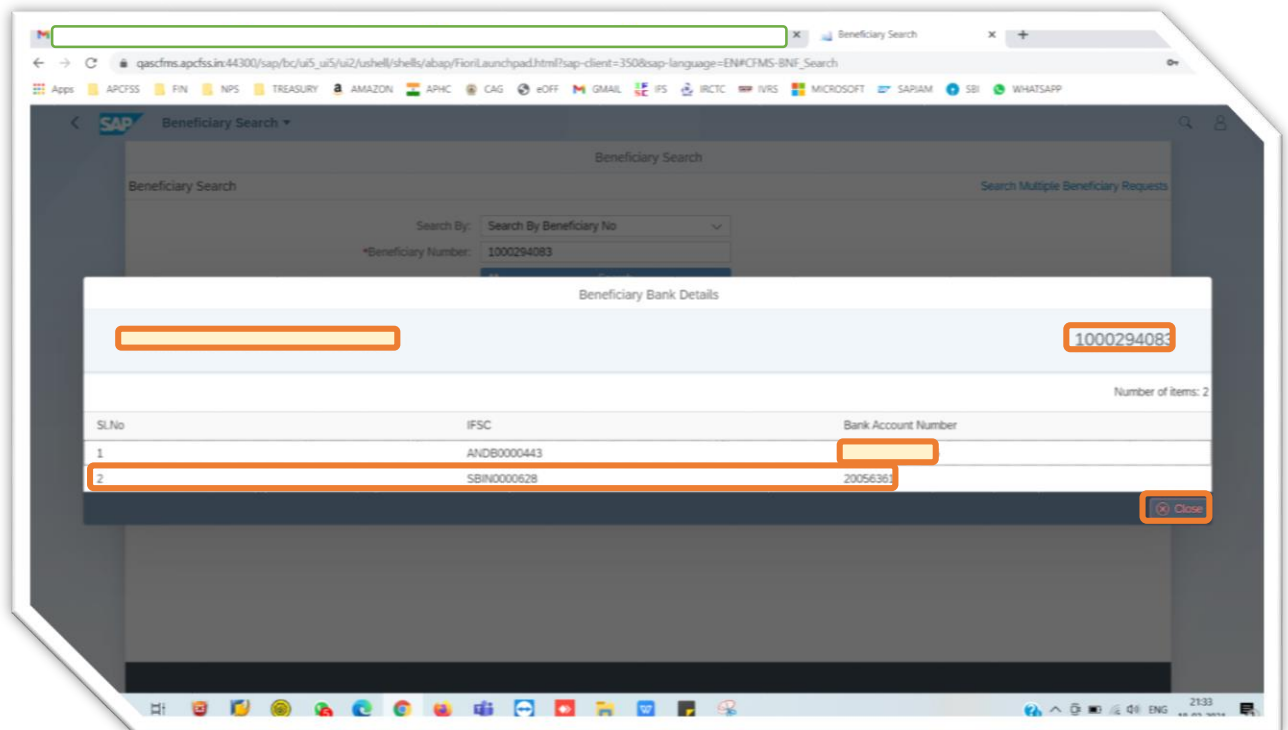
(Snapshot.39)



(Snapshot.40)



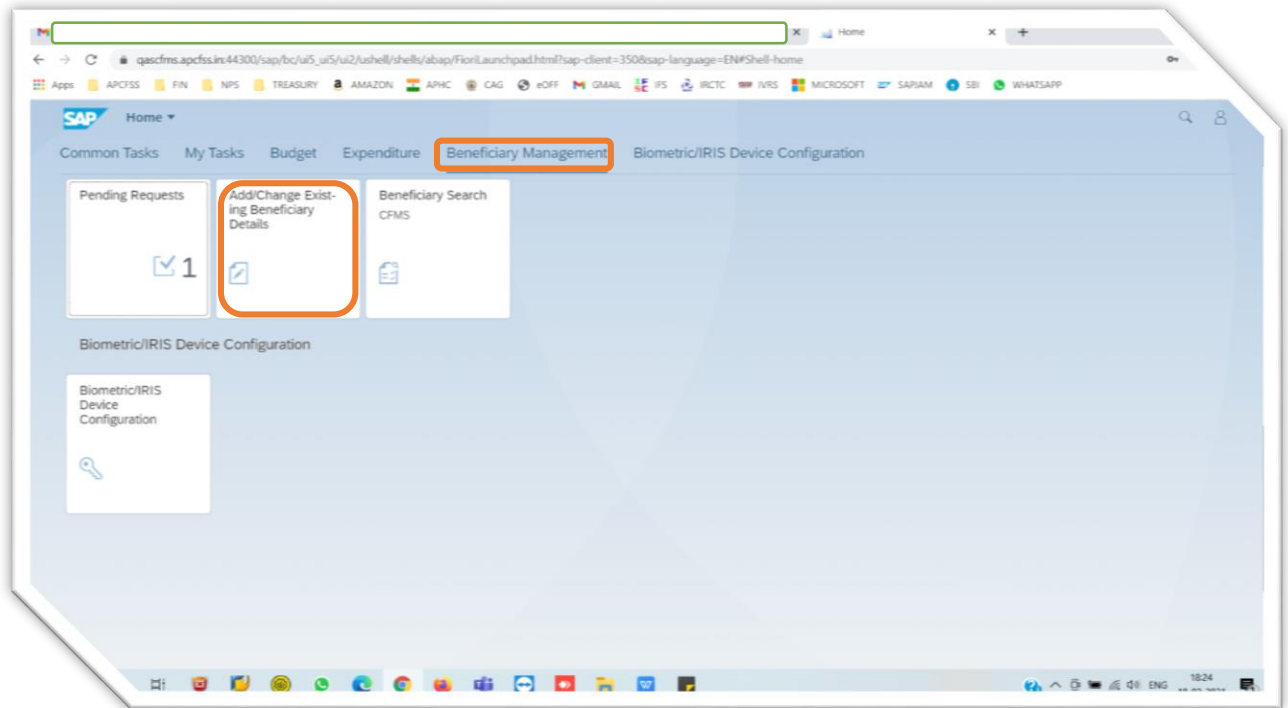
(Snapshot.41)



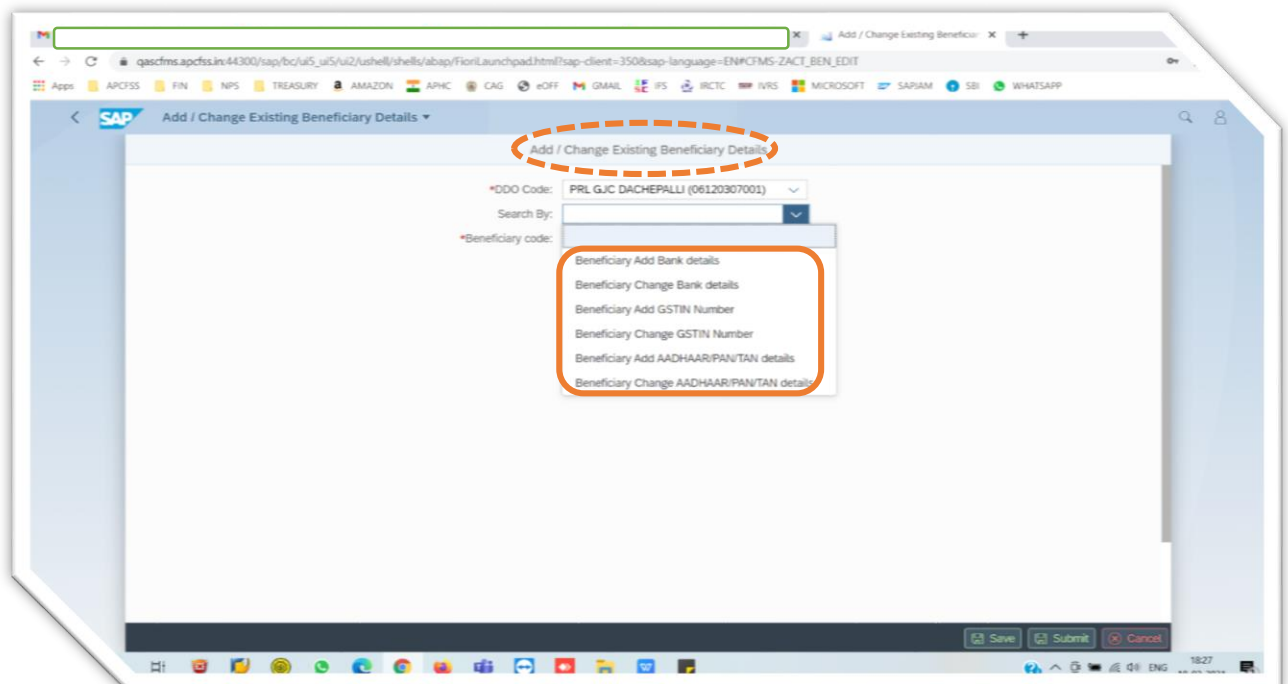
(Snapshot.42)



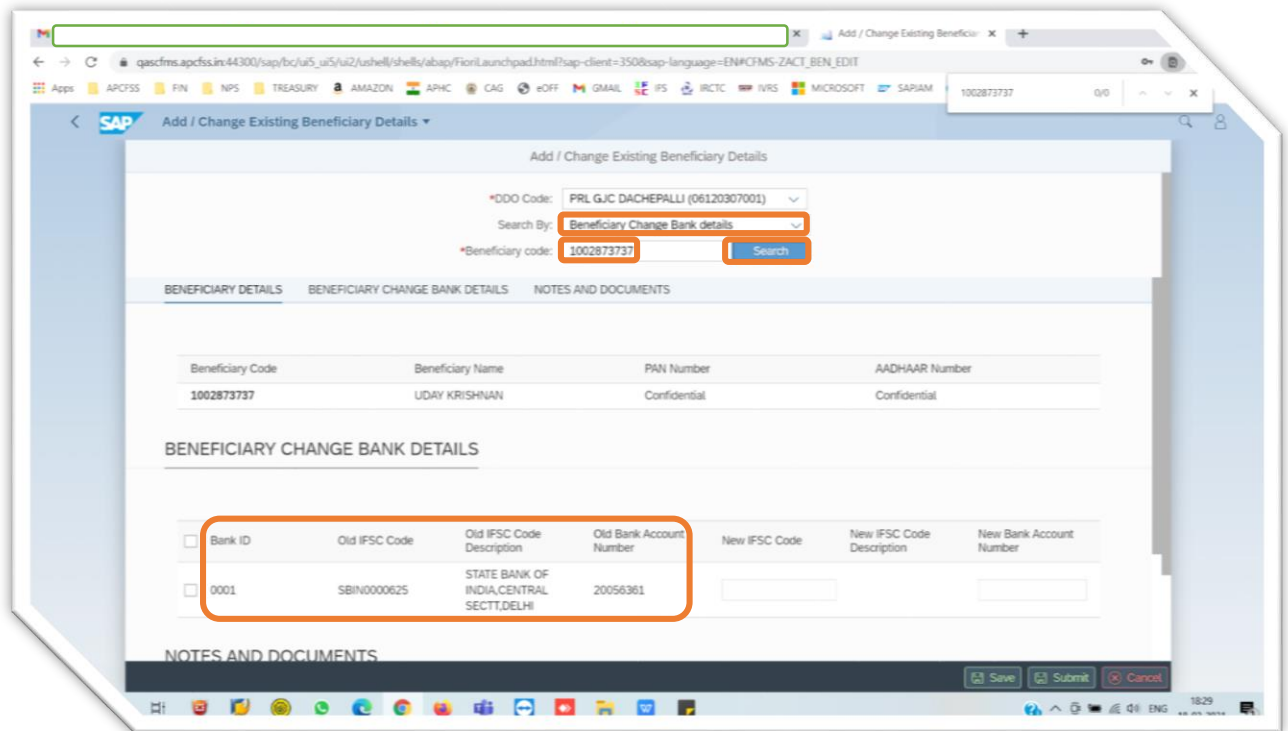
c.) **Change (Name / Bank A/c No. / GSTIN / AADHAAR / PAN / TAN) to the existing Beneficiary:-**
DDO - Maker (Mandatory):-



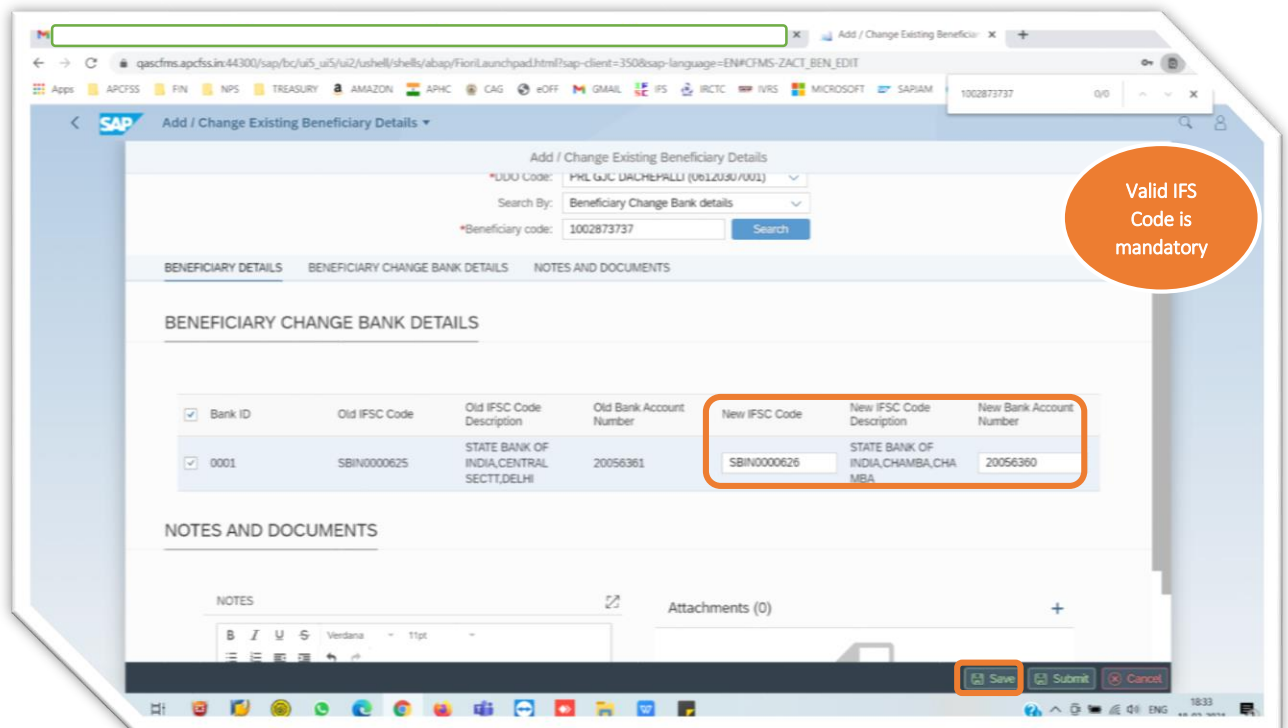
(Snapshot.43)



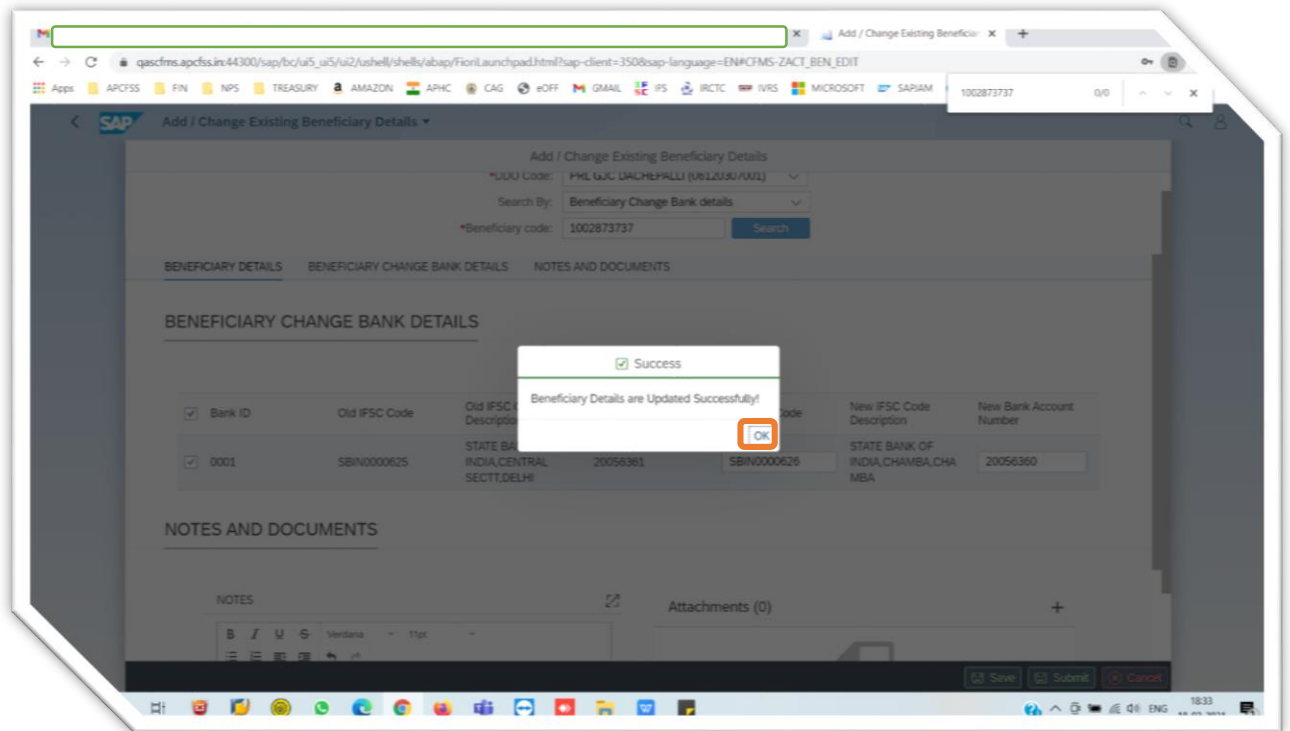
(Snapshot.44)



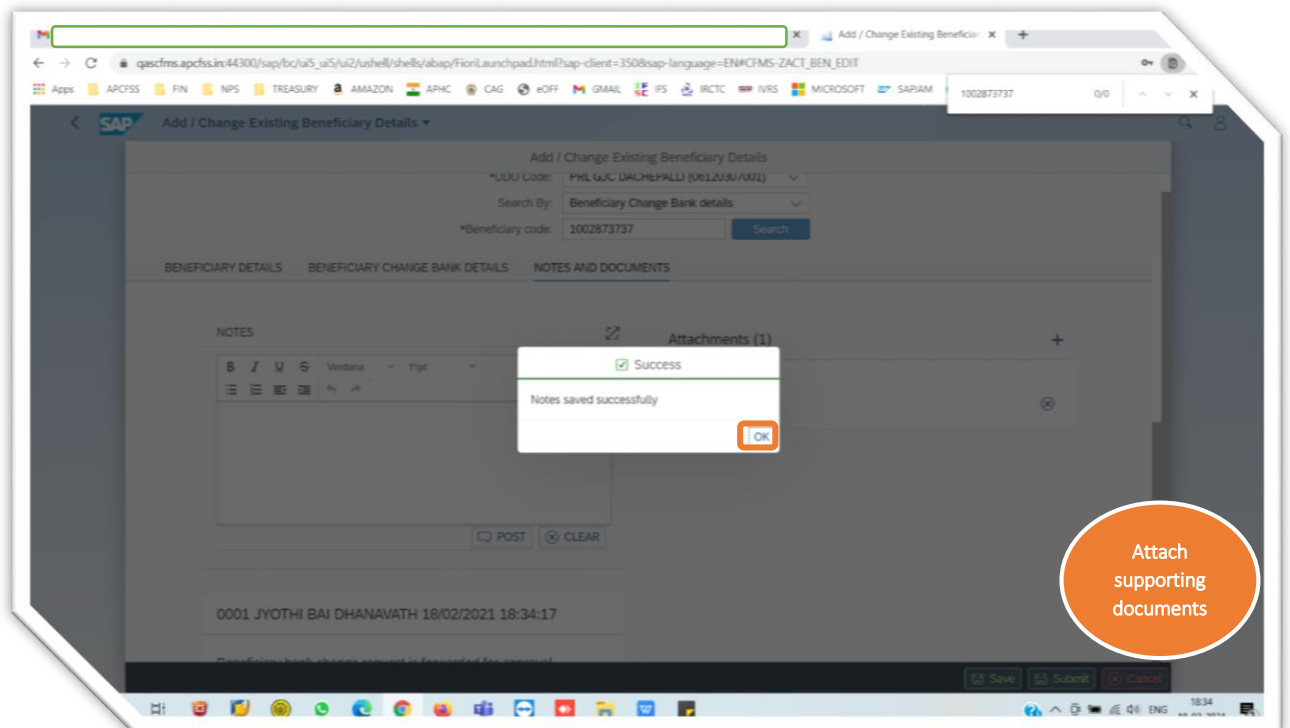
(Snapshot.45)



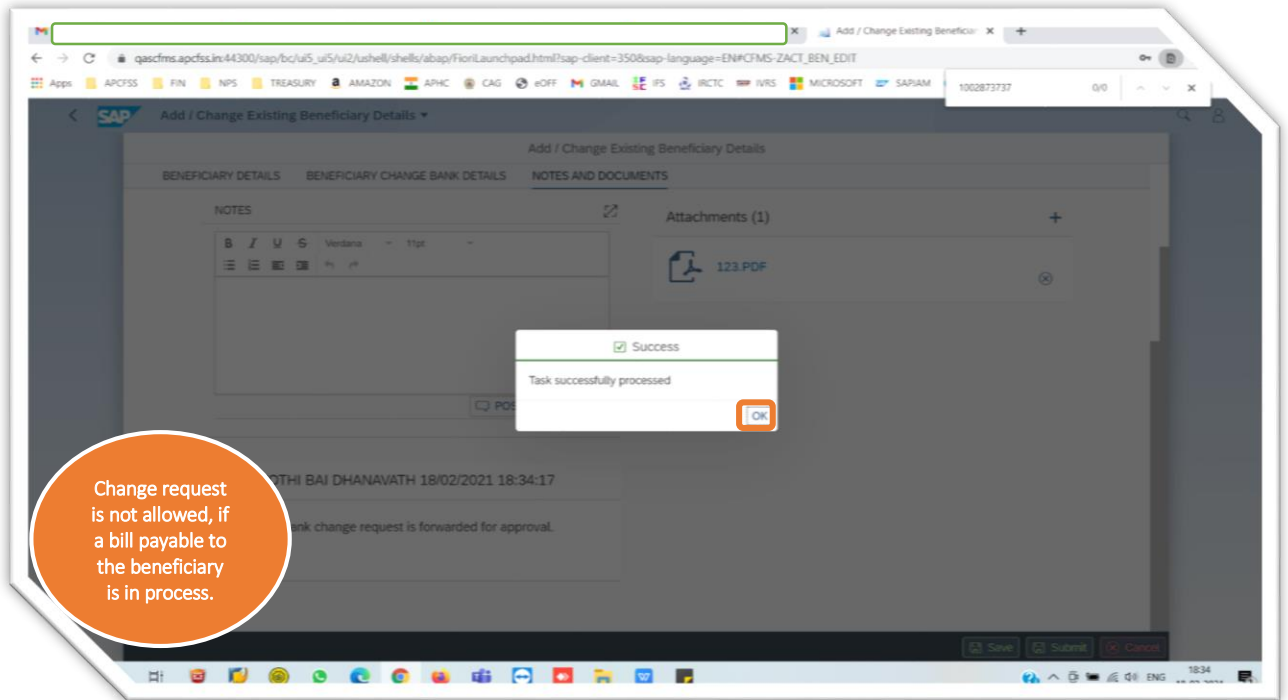
(Snapshot.46)



(Snapshot.47)

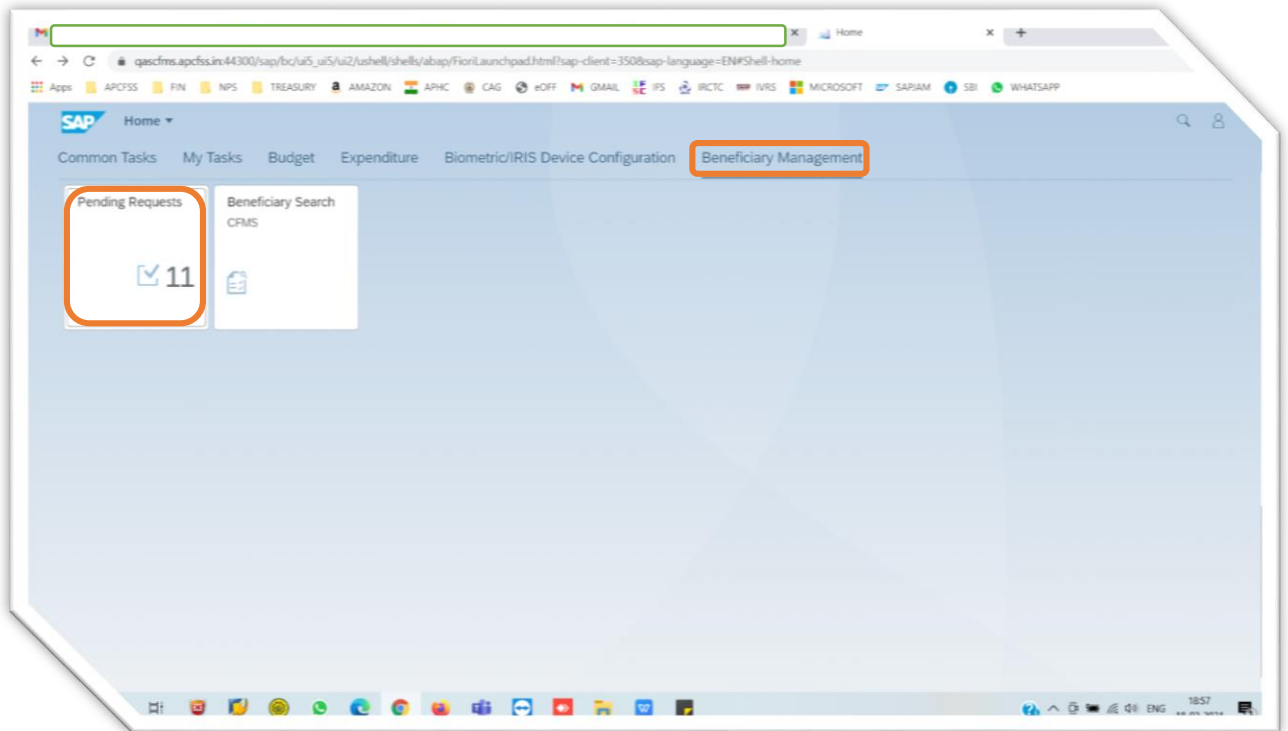


(Snapshot.48)



(Snapshot.49)

DDO - Checker (Optional):-



(Snapshot.50)



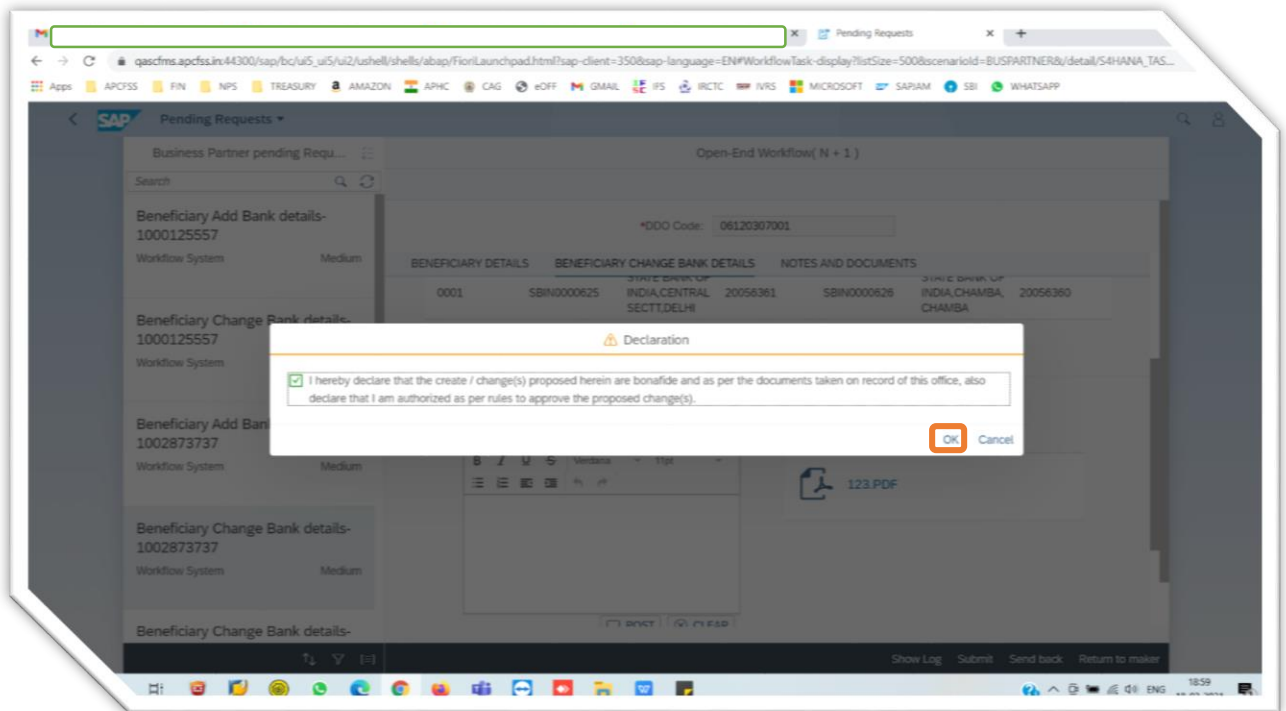
The screenshot displays the SAP Pending Requests interface for an 'Open-End Workflow (N + 1)'. The left sidebar lists several pending requests, with 'Beneficiary Change Bank details-1002873737' highlighted in an orange box. The main content area shows the details for this request, including a 'DDO Code' of 06120307001. Below this, there are tabs for 'BENEFICIARY DETAILS', 'BENEFICIARY CHANGE BANK DETAILS', and 'NOTES AND DOCUMENTS'. The 'BENEFICIARY CHANGE BANK DETAILS' tab is active, showing a table with columns for Bank ID, Old IFSC Code, Old IFSC Code Description, Old Bank Account Number, New IFSC Code, New IFSC Code Description, and New Bank Account Number. The table contains one row of data for the State Bank of India, Central Sector, Delhi. The 'NOTES AND DOCUMENTS' section is currently empty. At the bottom right, there are buttons for 'Show Log', 'Submit', 'Send back', and 'Return to maker'. The 'Submit' button is highlighted in an orange box.

Bank ID	Old IFSC Code	Old IFSC Code Description	Old Bank Account Number	New IFSC Code	New IFSC Code Description	New Bank Account Number
0001	SBIN0000625	STATE BANK OF INDIA,CENTRAL SECTT,DELHI	20056361	SBIN0000626	STATE BANK OF INDIA,CHAMBA, CHAMBA	20056360

(Snapshot.51)

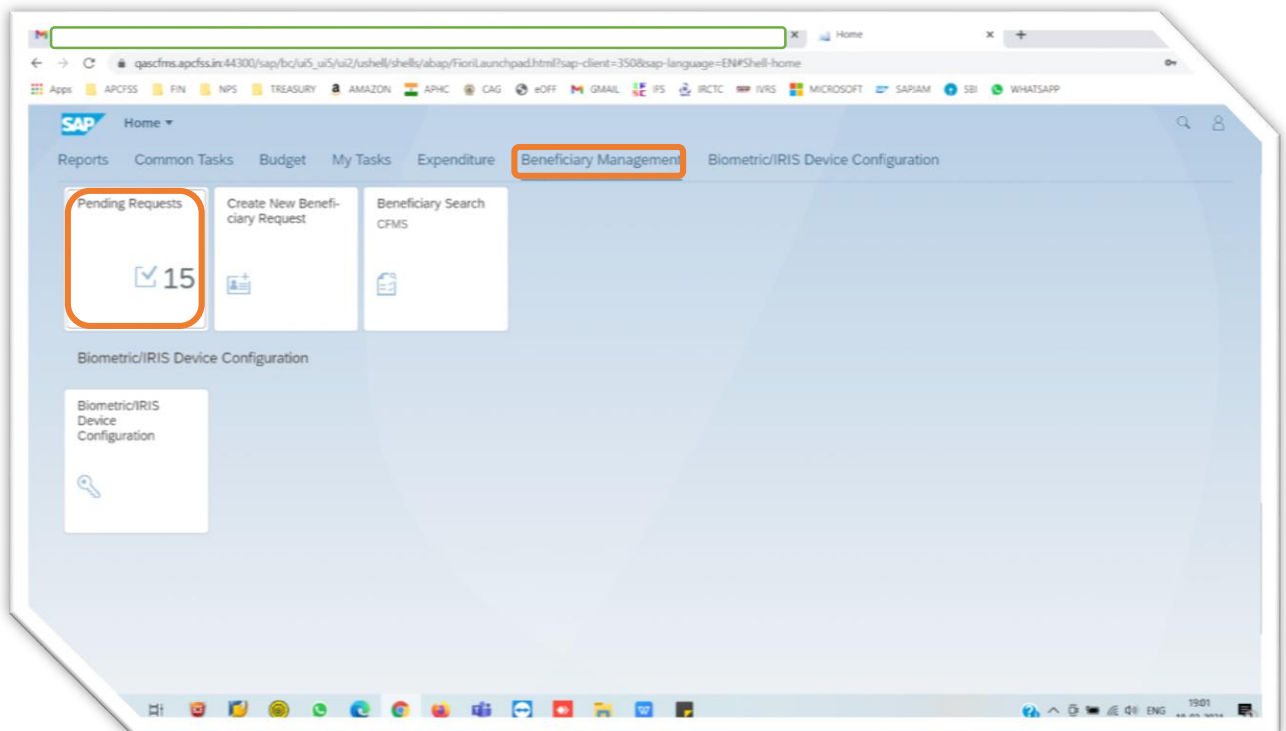
The screenshot shows the same SAP Pending Requests interface as Snapshot.51, but with a 'Success' message box overlaid in the center. The message box contains the text 'Success' and 'Notes saved successfully', with an 'OK' button. The 'NOTES AND DOCUMENTS' section is now visible, showing a 'NOTES' field with a 'POST' button and a 'CLEAR' button. The 'Attachments (1)' section shows a PDF file named '123.PDF'. The 'Submit' button at the bottom right is highlighted in an orange box.

(Snapshot.52)



(Snapshot.53)

DDO - Submitter (Mandatory):-



(Snapshot.54)



The screenshot displays the SAP Pending Requests interface. The left sidebar lists several workflow requests, with "Beneficiary Change Bank details-1002873737" highlighted. The main content area shows the details for this request, including a table of beneficiary information and a table of bank change details.

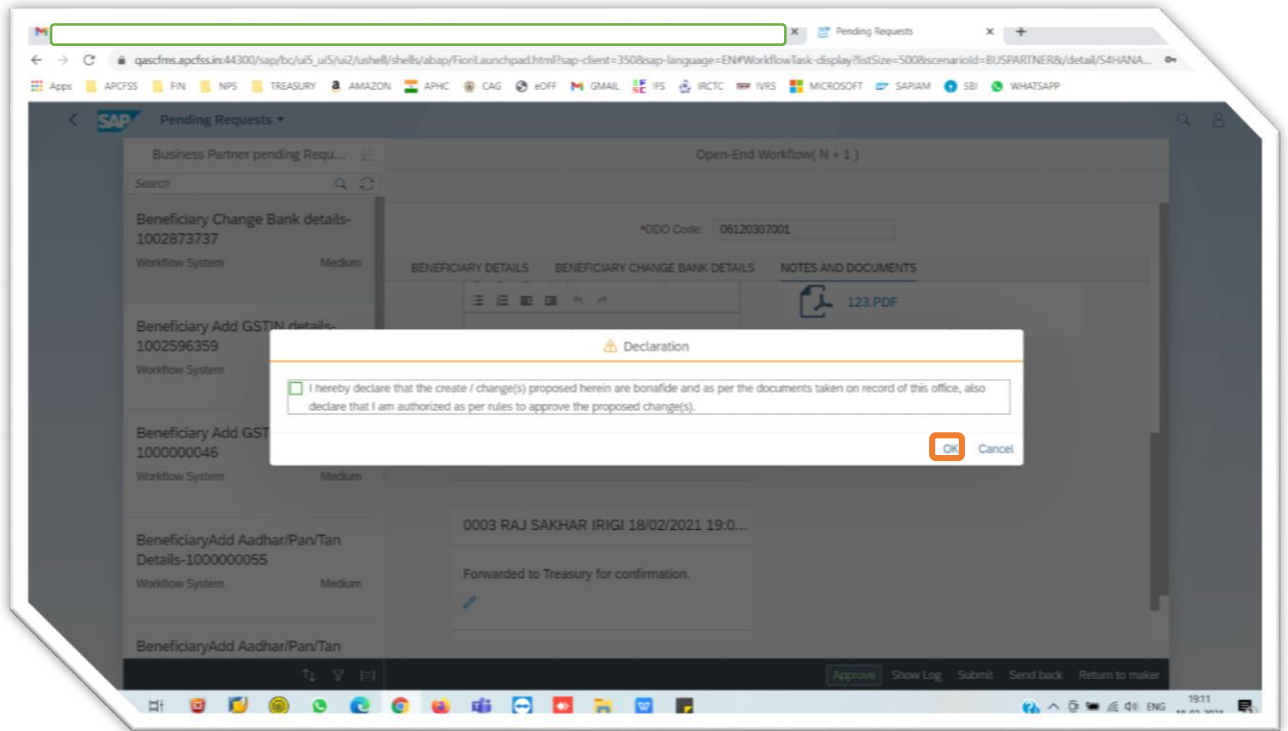
Beneficiary Code	Beneficiary Name	PAN Number	AADHAAR Number
1002873737	UDAY KRISHNAN	Confidential	Confidential

Bank ID	Old IFSC Code	Old IFSC Code Description	Old Bank Account Number	New IFSC Code	New IFSC Code Description	New Bank Account Number
0001	SBIN000625	STATE BANK OF INDIA,CENTRAL SECTT DELHI	20056361	SBIN000626	STATE BANK OF INDIA,CHAMBA, CHAMBA	20056360

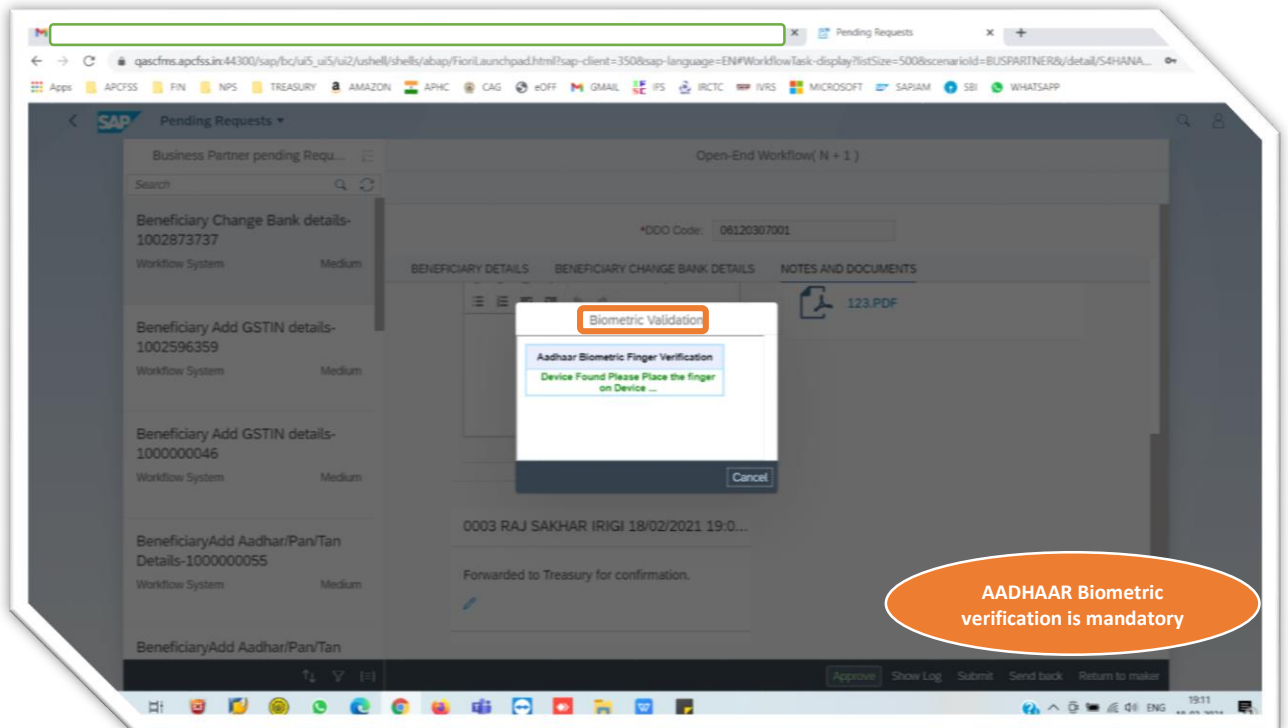
(Snapshot.55)

The screenshot shows the same SAP Pending Requests interface, but with a success message overlay: "Success Notes saved successfully". The "Approve" button at the bottom right is highlighted with an orange box. The main content area shows the "NOTES AND DOCUMENTS" section, including a PDF document named "123.PDF" and a note: "0003 RAJ SAKHAR IRIGI 18/02/2021 19:0... Forwarded to Treasury for confirmation."

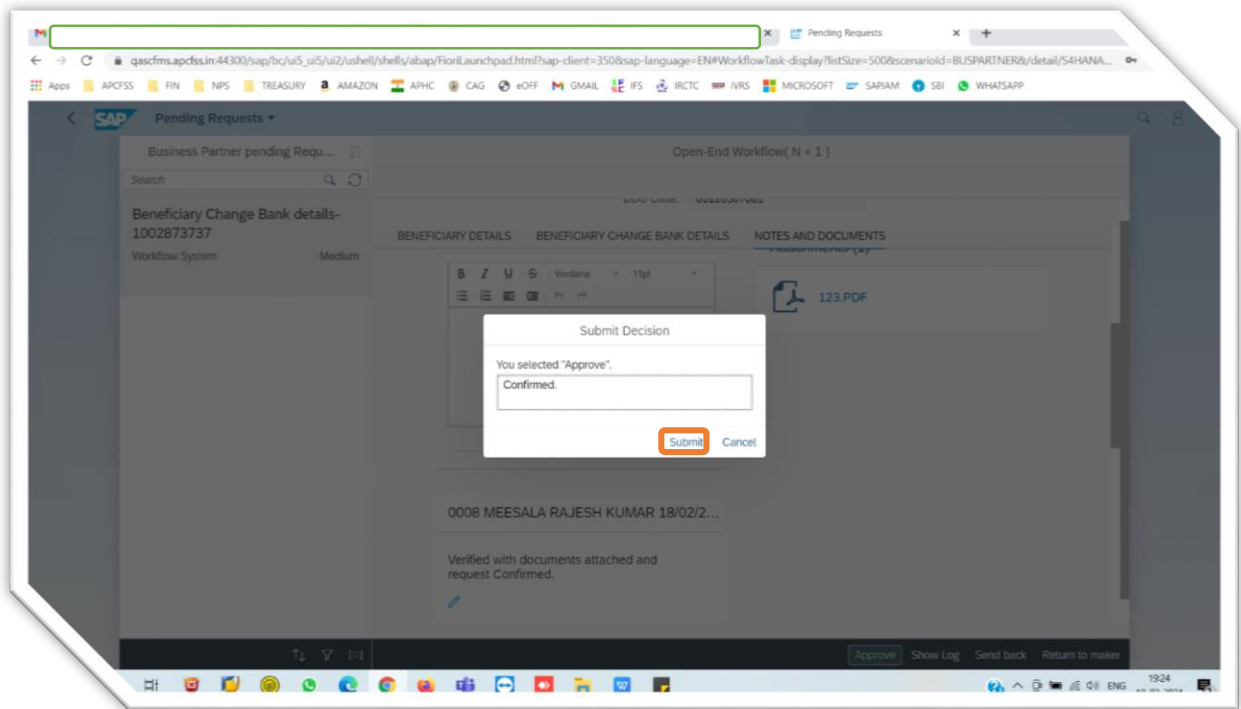
(Snapshot.56)



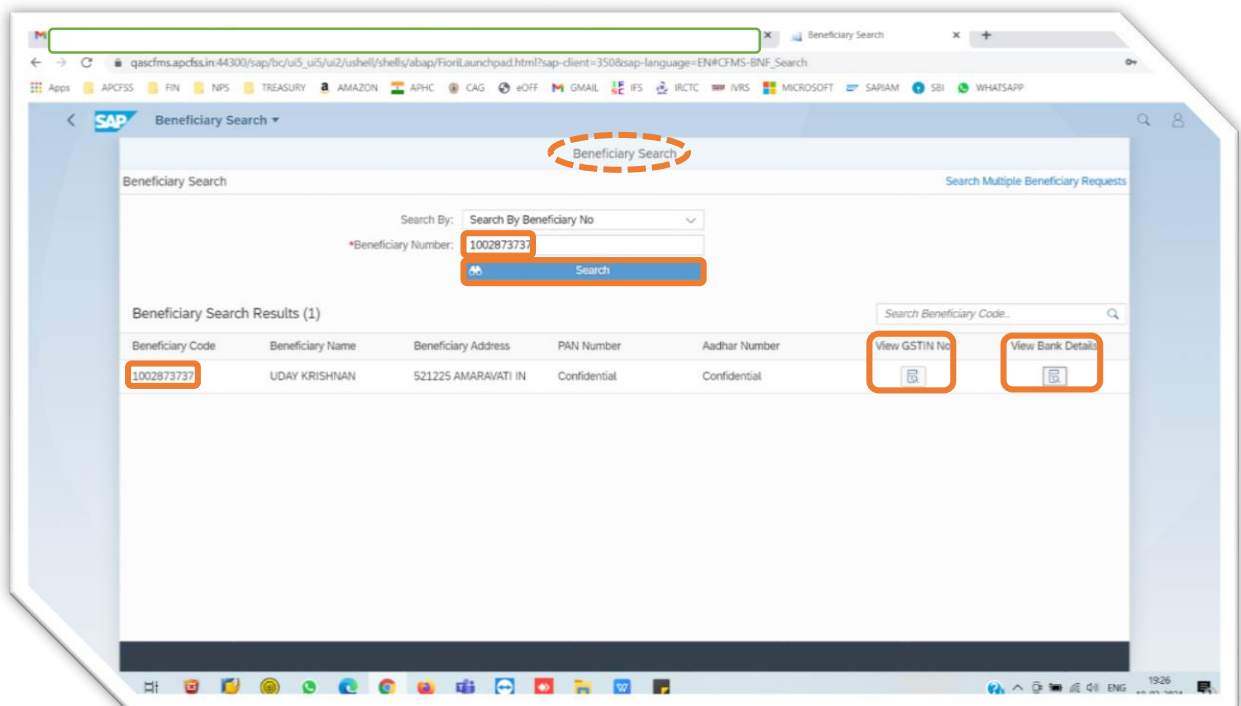
(Snapshot.57)



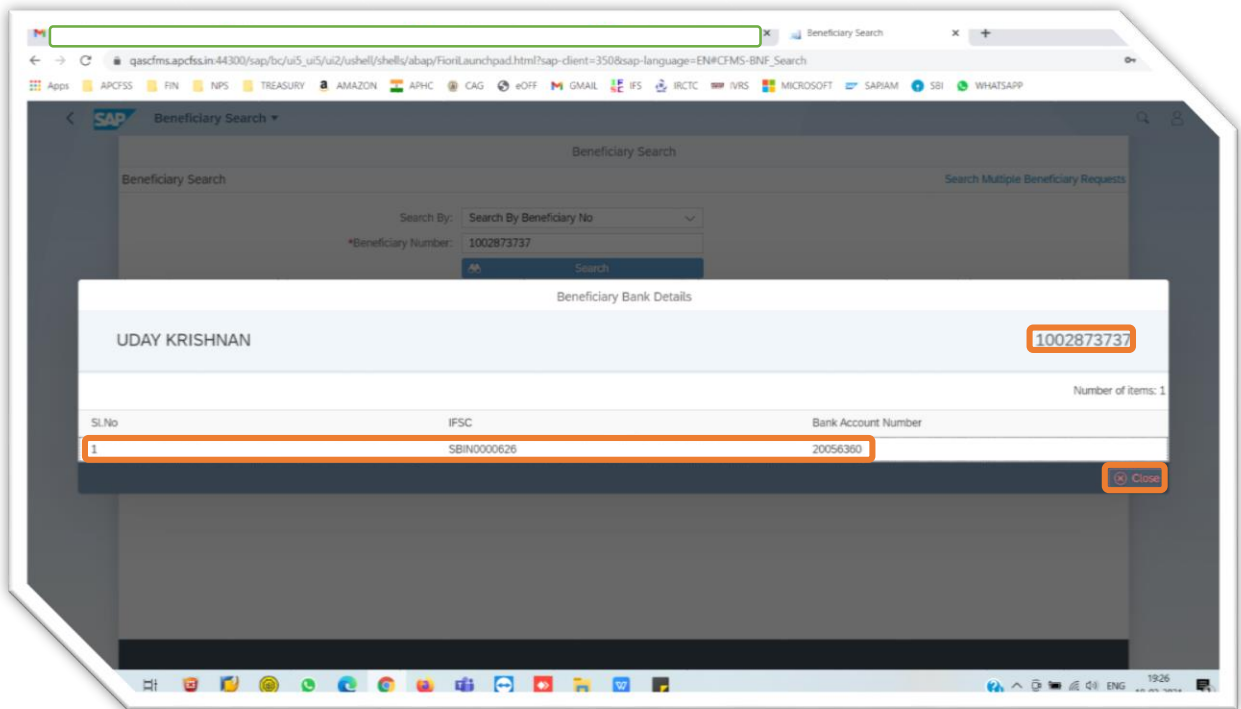
(Snapshot.58)



(Snapshot.59)



(Snapshot.60)



(Snapshot.61)