

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

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. Continuous efforts are on to bring in process changes in the applications in tune with the governance requirements.

Attention is invited to the orders issued in GO.Ms.No.43, Finance and Planning Department dated.20.4.2000 and further instructions issued thereon with reference to the Personal Deposit Accounts transactions. Lapsing of unutilized fund at the end of the prescribed time-limits one is among those instructions. In order to facilitate a watch on ageing of funds received and expenditure incurred thereon, a **procedure of 'Disbursement tracking'** is being introduced in the Expenditure module.

The **"Disbursement Tracking"** feature is primarily meant for deposit accounts and aims at ensuring mapping of each expenditure to an existing receipt of that account.

Therefore, while creating an expenditure bill, the user is required to select an unutilized challan or bill of adjustment, whose details are populated as shown below. Upon selecting the receipt instrument, its details viz., deposited amount, amount utilized out of it and balance available out of it are displayed. For this, the Balances carried forward as Opening Balance of FY: 18-19 are also considered as one consolidated receipt.

The screenshot displays the 'DISBURSEMENT TRACKING' interface. At the top right, there is a link for 'Disbursement History'. Below this is a table with the following columns: 'Bill/Challan', 'Bill No./Challan No.', 'Deposited Amount', 'Utilized Amount', 'Balance Amount', and 'Disbursement Amount'. The table contains one row with the following data: 'B' (selected in a dropdown), '2018-1234567892', '5082202009.00', '0.00', '5082202009.00', and '5000'. Below the table, there is a 'DETAILS' section with a dropdown menu showing 'C Challan' and 'B Bill'.

Bill/Challan	Bill No./Challan No.	Deposited Amount	Utilized Amount	Balance Amount	Disbursement Amount
B	2018-1234567892	5082202009.00	0.00	5082202009.00	5000

The user has to key-in the amount proposed to be spent now in the box titled ' Disbursement Amount'. The disbursement amount can even be mapped to more than one Challan or bill. For this, the user may press '+' to get an additional row of information. This can be repeated till the mapping of the

entire amount covered by the bill being prepared, is complete. The present bill under preparation gets created only on completion of this mapping of expenditure to a receipt or receipts.

To begin with and in order to update mapping of the expenditure committed so far in CFMS w.e.f 1st April,2018, all the Drawing and Disbursing officers are required to undertake a one-time exercise of mapping the entire expenditure drawn so far from 1.4.2018 till date. For this, the following procedure is prescribed:

When the maker of an entity creates a new bill and once he saves it, the system displays - Disbursement History of the respective DDO as shown below. Unless mapping of Historical Bills data and Receipts data is completed, the current bill does not get forwarded / submitted.

Disbursement History

Disbursement History					
Download of Historical Bill Data		Receipt by Adjustment and Challan		<input type="text" value="Upload file"/>	<input type="button" value="Browse File"/>
Bill Number	Bill No./Challan No.	Bill/Challan type	Utilization Amount	Bill Amount	
2018-1652				10000.00	⊕
2018-1653				5000.00	⊕
2018-1654				50000.00	⊕
2018-1655				25000.00	⊕
2018-1656				5000.00	⊕
2018-1657				50000.00	⊕
2018-1660				500000.00	⊕
2018-1685				4800.00	⊕
2018-1698				9000.00	⊕
2018-1699				470000.00	⊕

Save Close

The maker has to map each expenditure with a receipt or receipts as shown below:

Disbursement History				
Download of Historical Bill Data	Receipt by Adjustment and Challan		<input type="text" value="Upload file"/>	<input type="button" value="Browse File"/>
Bill Number	Bill No./Challan No.	Bill/Challan type	Utilization Amount	Bill Amount
2018-1652				10000.00
	<input type="text" value="2018-1653"/>	B	<input type="text" value="1000"/>	
	<input type="text" value="2018-1234567892"/>	B	<input type="text" value="9000"/>	
2018-1653				5000.00
	<input type="text" value="2018-1234567892"/>	B	<input type="text" value="5000"/>	
2018-1654				50000.00
2018-1655				25000.00
2018-1656				5000.00
2018-1657				50000.00
2018-1660				500000.00

In case, where the data to be mapped is huge, 'Historical bills Data' and 'Receipts data' can be downloaded by clicking the hyperlinks and finally mapped data can be uploaded through the 'Browse File' facility.

A typical downloaded Historical bills data would be in the following format:

Historical Bill Data

A	B	C	D	E	F
SNo	BillNo	ExBillNo	BCInd	ExBillAmnt	UtilizedAmnt
0001	2018-1652			0.00	10000.00
0002	2018-1653			0.00	5000.00
0003	2018-1654			0.00	50000.00
0004	2018-1655			0.00	25000.00
0005	2018-1656			0.00	5000.00
0006	2018-1657			0.00	50000.00
0007	2018-1660			0.00	500000.00
0008	2018-1685			0.00	4800.00
0009	2018-1698			0.00	9000.00
0010	2018-1699			0.00	470000.00
0011	2018-1809			0.00	9800000.00
0012	2018-1810			0.00	9800000.00
0013	2018-1811			0.00	9800000.00
0014	2018-1812			0.00	9800000.00

A typical Challan & Adjustment Bill data of the DDO:

Historical receipts Data

	A	B	C	D
1	SNo	BillNo	BCInd	Amount
2	0001	2018-1234567892	B	5082202009.00
3	0002	2018-1653	B	5000.00
4	0003	2018-1654	B	25000.00
5	0004	2018-1660	B	500000.00
6				

The data of Historical receipts has to be mapped to each bill in the Historical expenditure data table. If an expenditure is to be mapped to more than one receipt, a row can be inserted to accommodate an additional line. For example: The bill No.2018-1652 noted below is mapped to two different receipts at

Sl.No.0001

and

00002.

SNo	BillNo	ExBillNo	BCInd	ExBillAmnt	UtilizedAmnt
0001	2018-1652	2018-1234567892	B	9000	10000.00
0002	2018-1652	2018-1653	B	1000	10000.00
0003	2018-1653	2018-1234567892	B	5000	5000.00
0004	2018-1654	2018-1234567892	B	50000	50000.00
0005	2018-1655	2018-1234567892	B	25000	25000.00
0006	2018-1656	2018-1234567892	B	5000	5000.00
0007	2018-1657	2018-1234567892	B	50000	50000.00
0008	2018-1660	2018-1234567892	B	500000	500000.00
0009	2018-1685	2018-1234567892	B	4800	4800.00
0010	2018-1698	2018-1234567892	B	9000	9000.00
0011	2018-1699	2018-1234567892	B	470000	470000.00
0012	2018-1809	2018-1234567892	B	9800000	9800000.00
0013	2018-1810	2018-1234567892	B	9800000	9800000.00
0014	2018-1811	2018-1234567892	B	9800000	9800000.00
0015	2018-1812	2018-1234567892	B	9800000	9800000.00

The file so mapped and updated off-line can be saved and uploaded to the system.

It is proposed to activate this feature w.e.f: dd-10-2018. All the bills in transit up to the level of "Authorizer" would be moved back to the level of "Maker", who has to reprocess them after completion of mapping of Historical data.