



“Online Bill Submission to Treasury”

System

Under Centralized State Financial Management System

(C-SFMS)

By:

Directorate of Treasuries & Accounts,

Department of Finance,

Government of M.P.

Online Bill Submission process

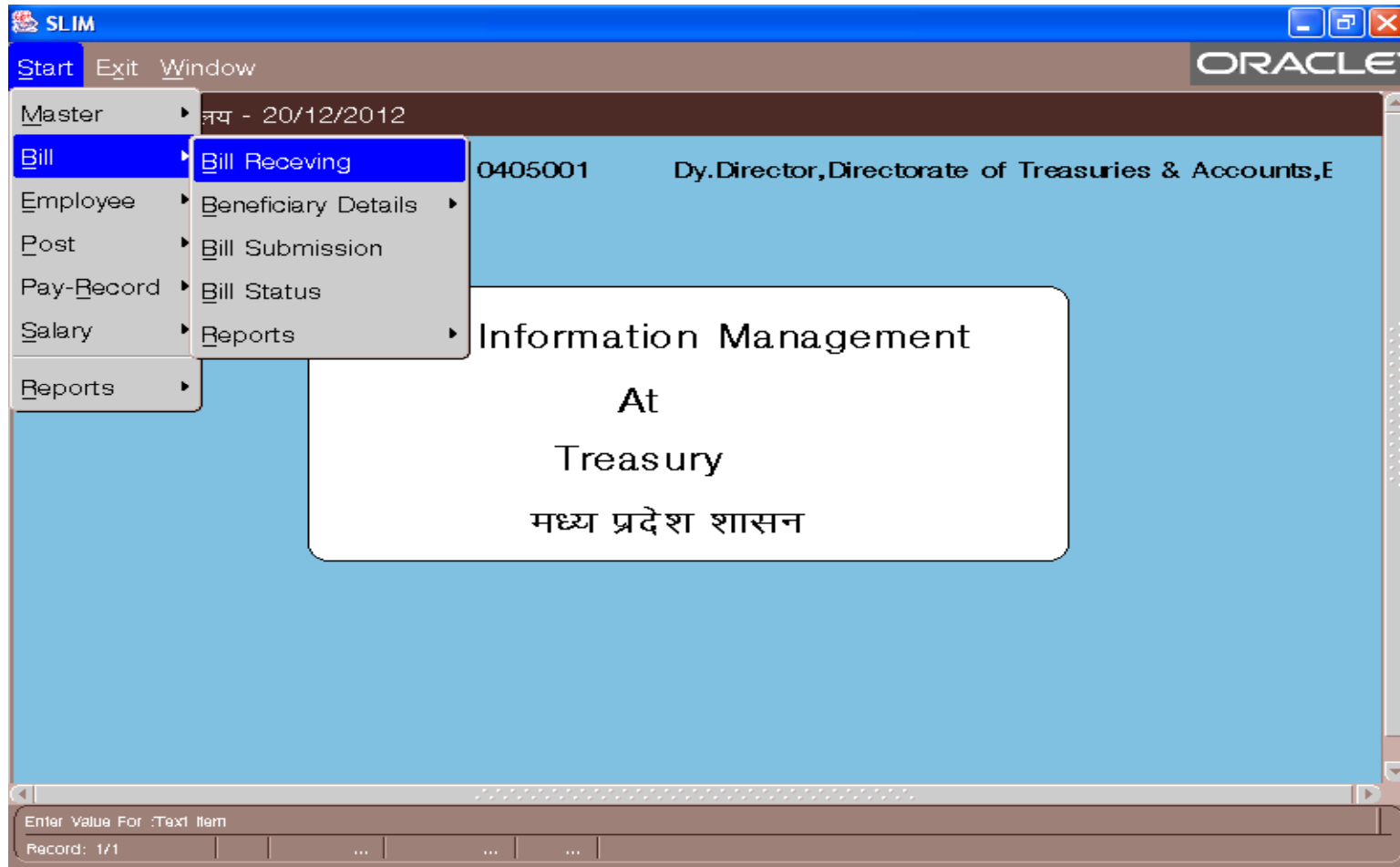
- DDO can now submit all types of bills online using “SLIM” Utility.
- DDO to capture/receive the Bill using ‘bill receive’ option and fill the form from physically prepared bill.
- DDO can enter beneficiary details for e-payment in two ways:
 - For few entries beneficiary details can be entered in the form itself. (**Manual** option)
 - For bulk entries beneficiary details can be entered in the desired excel format. (**File** option)
 - DDO shall download the excel file format (beneficiary_details.xls) and prepare the beneficiary details.
 - The Excel file should be saved using ‘save as’ option by providing file name as <ddocode _bill number>.txt (For eg. **0510405001_321.txt**)and with type as “Text (Tab delimited) (*.txt)”

Online Bill Submission process

- DDO can upload the file in beneficiary detail option and then can submit the bill using 'bill submission' option (here treasury receipt number and Token number are issued by the system)
- Captured bills can be printed for approval (two options are provided)
 - Report of bills before submission to treasury (for internal use)
 - Report of bill after submission to treasury (to be printed, signed and attached along with physical bill)
- After Submission of online bill DDO should ensure to submit original physical Bill to treasury immediately.
- DDO can track the status of submitted bills using 'bill status' option.

How To Download excel File IN C-SFMS

Go To Start ->Bill->Bill Receiving



Click the Download button

The screenshot shows a software window titled "TREASURY 20/12/2012". The menu bar includes "Help", "Exit", and "Window". The main title bar reads "देयक की प्राप्ति". The form contains several input fields and sections:

- Fields for "प्राप्ति संख्या", "तिथि", "बिल नंबर", "तिथि", "वकाउट", and "नॉन वकाउट".
- Fields for "देयक का प्रकार", "उप प्रकार", and "वेतन माह".
- Fields for "डीडीओ कोड व नाम" (value: 0510405001) and "Dy. Director, Directorate of Treasuries & Accounts, Bpl.", along with a "पारित सूचक" checkbox.
- A section for "All HOA" with fields for "मांग संख्या", "मुख्य उपमुख्य लघु", "सेगमेंट", "परियोजना", "सी/वी", and "ऑब्जेक्ट".
- Fields for "कुल", "शुद्ध", "अंतरण", and "शेष बजट".
- Two table sections: "Detailed Head & Amount" and "BT Detail", each with columns for "Amount" and "Bt Number".
- A row of buttons: "Insert", "Modify", "Query", "Save", "Exit", and "Download".

A red arrow points from the text "Click the Download button" to the "Download" button in the interface.

At the bottom, there is a status bar with the text "Enter Value For :Recelp1 Number (Press Ctrl+L To Get The List)", "Record: 1/1", and "<OSC>".

Save as this file

WelCome In The Centralized State Fin... http://192.168...&p_location=DTA

-File Download Screen - Sfms Sub System -
Please Select The Appropriate File
Right Click On The File To Download

[beneficiary_details.xls](#)

MADHYA PRADESH GOVERNMENT

Done

Bill Receiving

TREASURY 11/01/2013

Help Exit Window

देयक की प्राप्ति

प्राप्ति संख्या 16 तिथि 11/01/2013 बिल नंबर 268 तिथि 10/01/2013 बजट गॉग बजट

देयक का प्रकार General Bill उप प्रकार 12 Medical Reimbursement - वेतन माह

डीडीओ कोड व नाम 0510405001 Dy. Director, Directorate of Treasuries & Accounts, Bpl. पारित सूचक

All HOA मुख्य उपमुख्य लघु सेगमेंट परियोजना सी/वी ऑब्जेक्ट

मांग संख्या 06 2054-00-095 9999 2304 V 19

कुल 42,000 शुद्ध 40,000 अंतरण 2,000 शेष बजट 22,34,923

Detailed Head & Amount

	Amount
001 Salary	42,000
	42,000

BT Detail

Bt Number	Amount
4 अन्य अग्रिम	2,000
	2,000

Insert Modify Query Save Next Exit

Enter Value For :Bt Serial Number (Press Ctrl+L To Get The List)

Record: 1/1 ... <OSC>

On selection of e-payment

TREASURY 11/01/2013

Help Exit Window

Cheque E-payment Vendor/Payee Employee

40,000

Sr No.	Vendor/Emp Code&Type	Recipient Name	Amount

Total:

Bank Ifsc Code Bank Acnt No.

Delete Save Exit

Enter Value For :Rb C E Choice (Select From The Radio Group Using -> Or <- Keys)

Record: 1/1 ... <OSC>

How to prepare Excel File?

- After Downloading the file format from the utility , open the file it has Six fields:
 1. **Beneficiary Name** : Beneficiary name should be in English only and in capital letters
 2. **IFS Code**: IFS Code should be equal to 11 digits as provided by bank branch. (kindly verify before making entries)
 3. **BankA/C No.** : Fill Correct Account number it should be between 10 to 17 characters (digits or Alphanumeric as per bank). (Verify from bank passbook before entry such that incorrect entries are not made)
 4. **DDO_CODE**: Fill DDO Code as issued from treasury.
 5. **Pay Amount**: **enter the amount to be paid to** Beneficiary.
 6. **Mobile No**: Please Fill Mobile no. of the beneficiary so that he can receive message from bank.
- Ensure that duplicate entries are not made in a file.
- Save this excel sheet using save as option by naming as DDOCode _ bill_number.txt (File name should be start from DDO code only eg 0510405001_231.txt) and file type as“Text (Tab delimited) (*.txt) .

Excel File (Beneficiary Details)

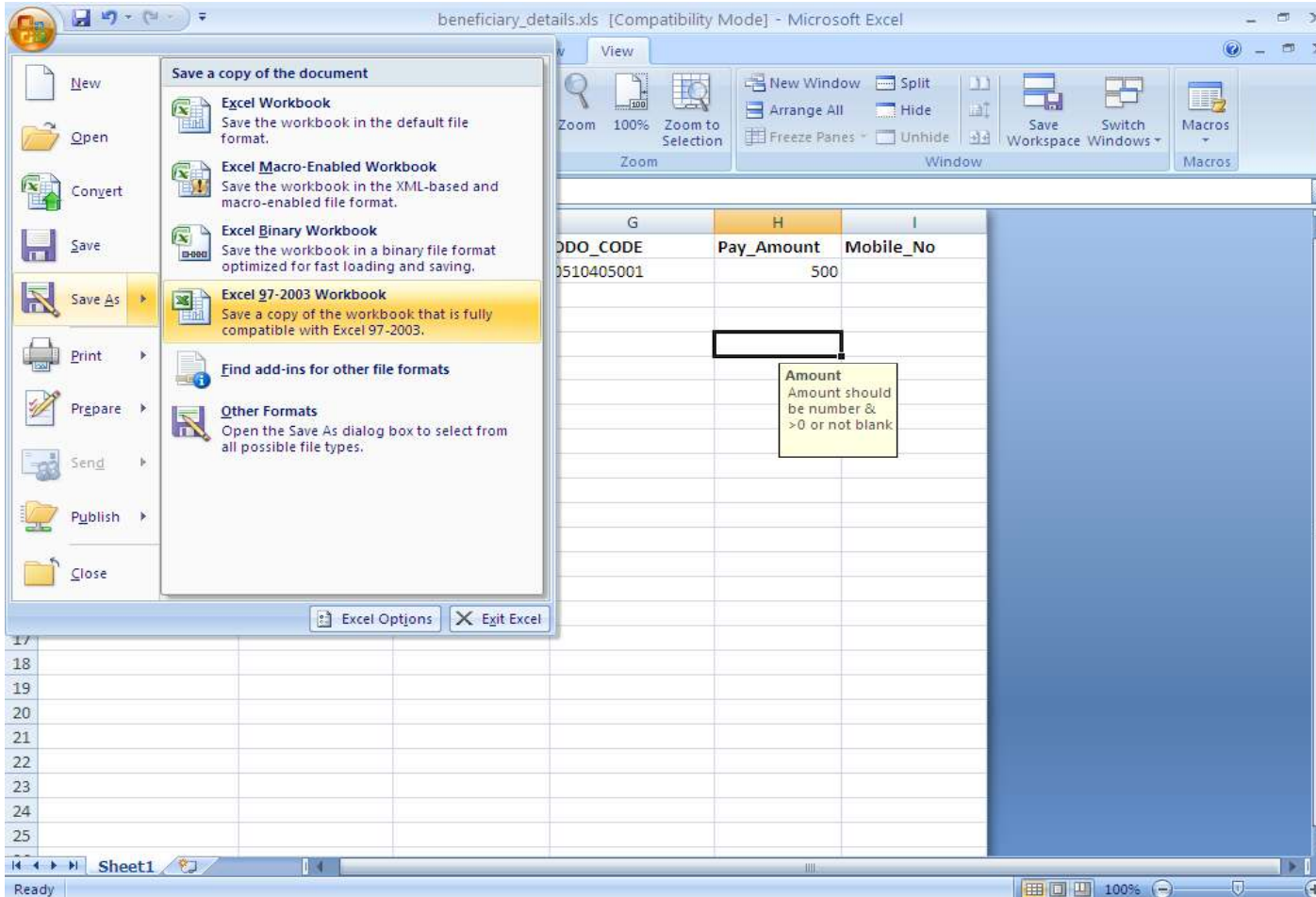
The screenshot shows an Excel spreadsheet with the following data:

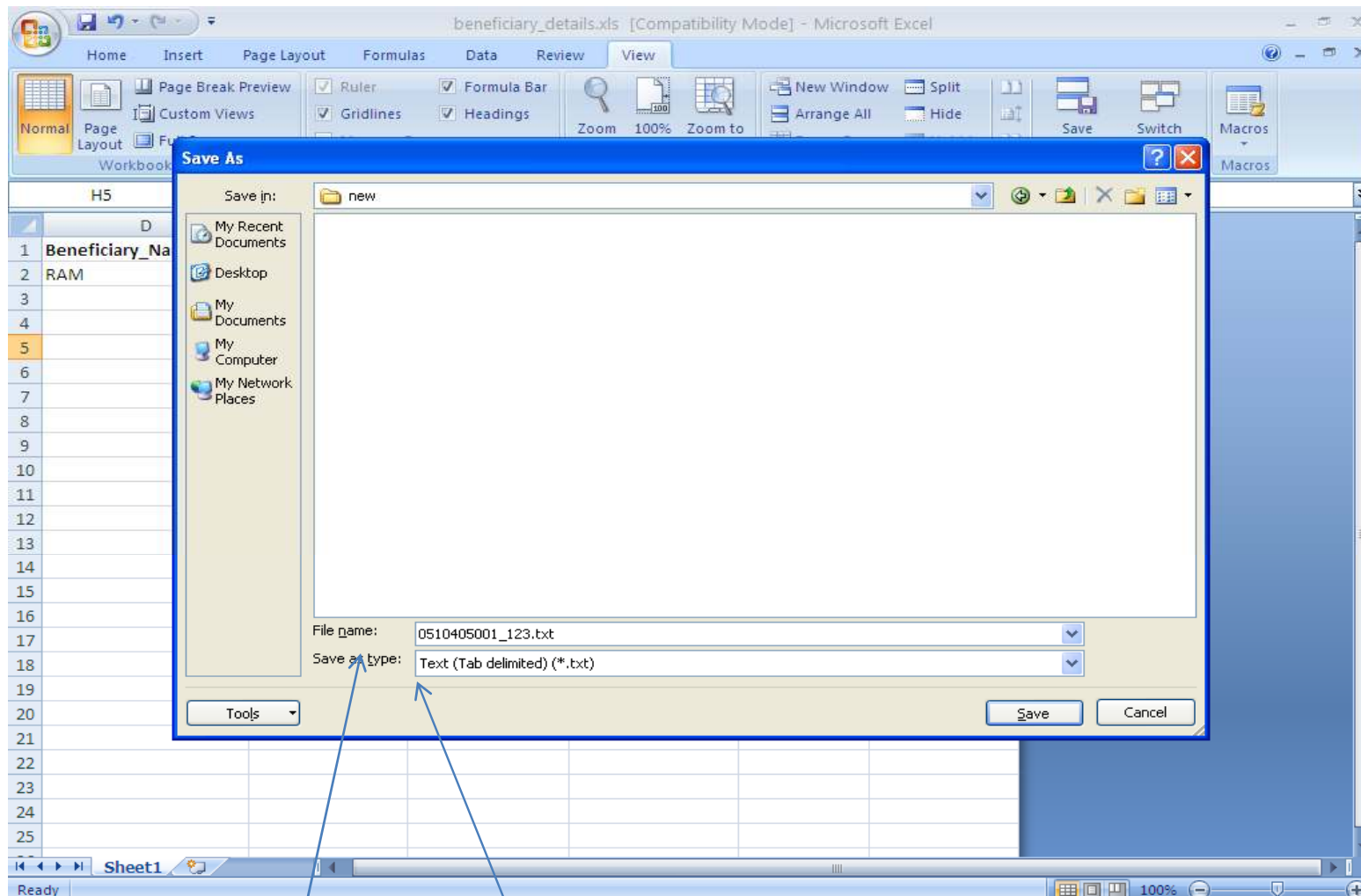
	D	E	F	G	H	I
1	Beneficiary_Name	IFSC_Code	Bank_AC_NO	DDO_CODE	Pay_Amount	Mobile_No
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

A data entry error message is displayed in cell D3:

Beneficiary_Name
Beneficiary Name should be English, not blank or not max 50 characters.

After making entries select -> Save As -> Excel 97-2003 Workbook.

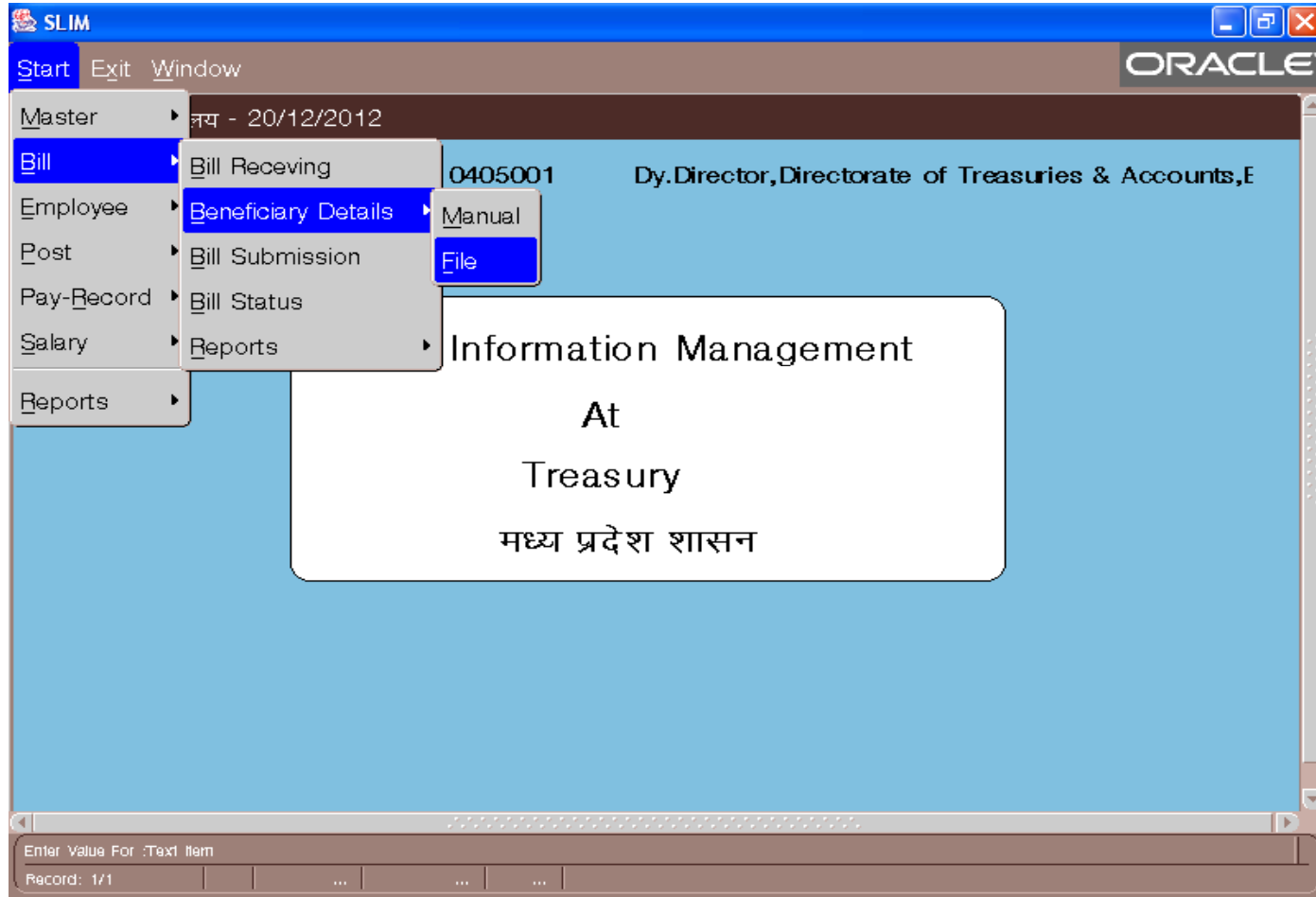




1. Enter File Name DDO code_bill number (for eg. 0510405001_321.txt)
2. Choose Save as Type "Text (Tab delimited) (*.txt)" Then Press save button.

After Save this file Upload in C-SFMS

Go to Start -> Bill -> Beneficiary Details -> File



Select Receipt number and date and Press Browse button.

TREASURY

Help Exit Window

On Line Bill Submission

DDO Code & Name: 0510405001 Dy. Director, Directorate of Treasuries & Accounts, Bpl.

Receipt No. & Date: 7 20/12/2012

Gross Amount: 45,000 Net Amount: 45,000

फाईल का नाम

Cancel Browse Convert Exit Total Data Transfer:

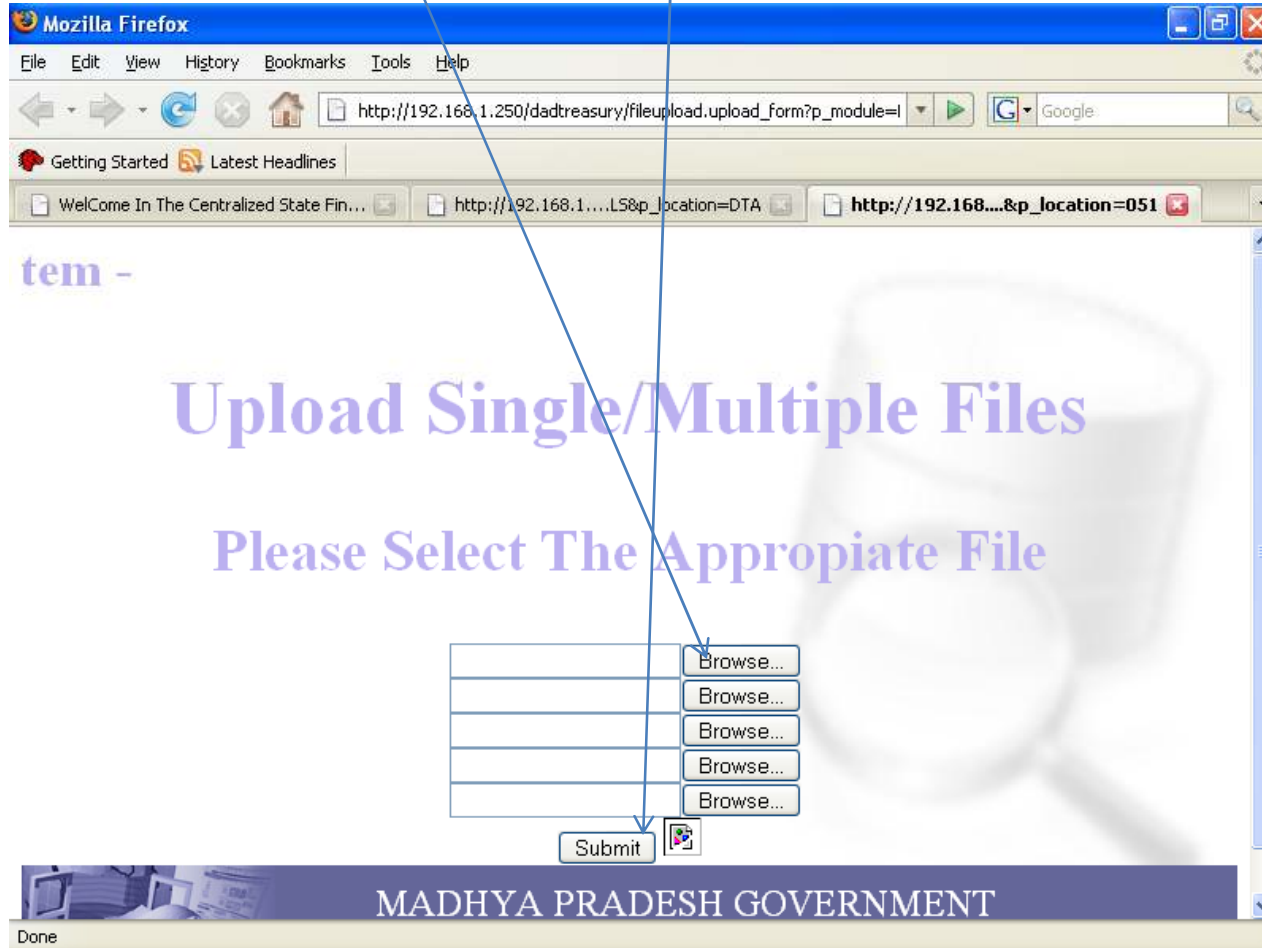
Beneficiary Name	Ifsc Code	Bank Acnt No.	Ddo Code	Mobile No.	Pay Amnt.

Modify Query Save Total:

Enter Value For :File Name (Press Ctrl+L To Get The List) Press Ctrl+S To Invoke The Editor

Record: 1/1 ... List of Valu... ... <OSC>

Press again Browse button and select the file where saved and press submit button. Then Close the Screen



Choose the file in LOV
and press Convert button and save the record.

DDO Code & Name: 2001707003 CHIEF MEDICAL AND HEALTH OFFICER KATNI

Receipt No. & Date:

Gross Amount: Net Amount:

फ़ाइल का नाम ...

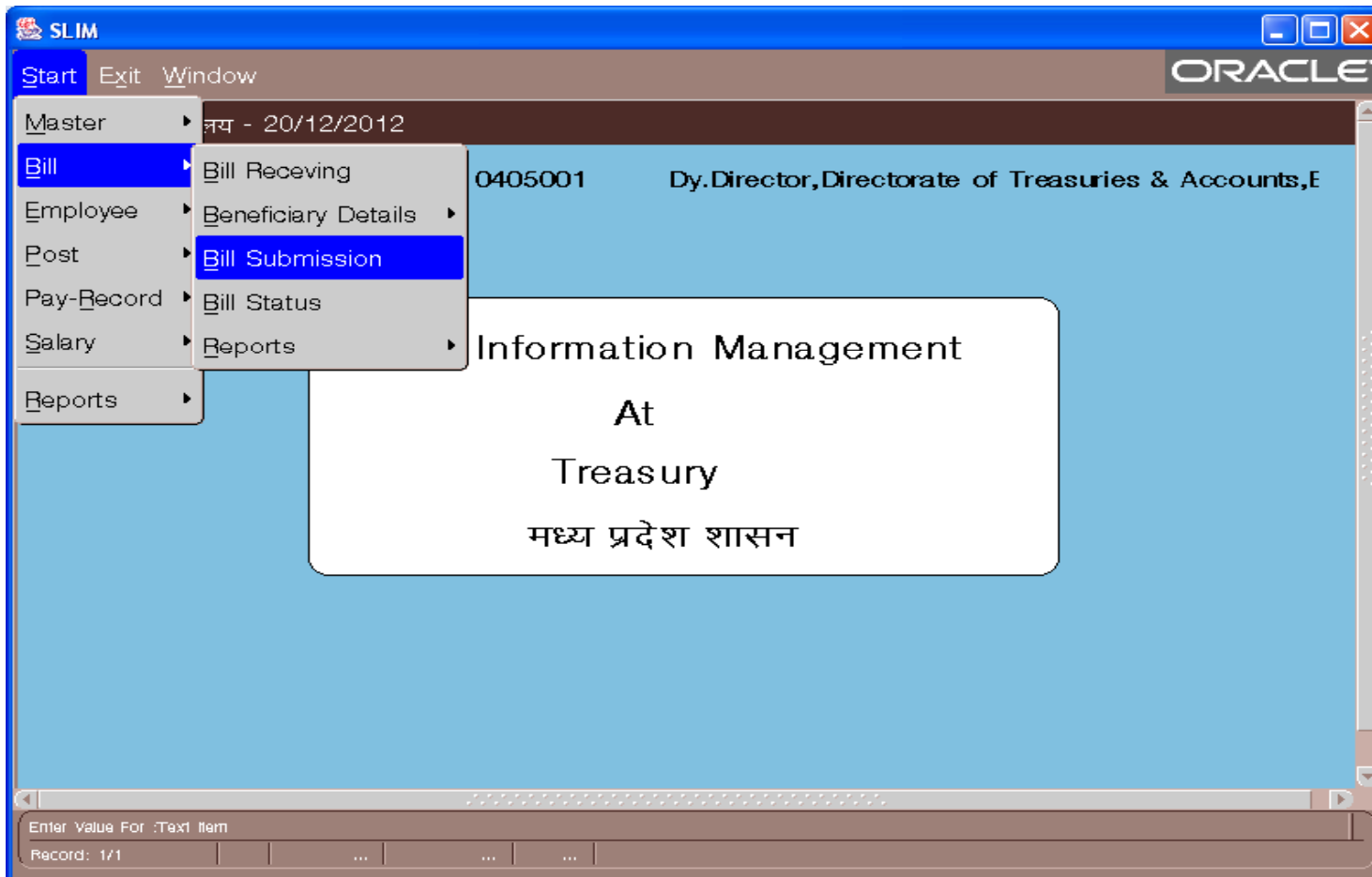
Cancel Browse Convert Exit Total Data Transfer:

Beneficiary Name	Ifsc Code	Bank Acnt No.	Ddo Code	Mobile No.	Pay Amnt.

Enter Value For :File Name (Press Ctrl+L To Get The List) Press Ctrl+S To Invoke The Editor

Record: 1/1 ... List of Valu... ... <OSC>

Bill Submission



Bill Submission

TREASURY 11/01/2013

Help Exit Window

वेतन बिल -घटाव/ट्रांसफर विवरण

डी डी ओ कोड एवं पद : 0510405001 Dy.Director, Directorate of Treasuries & Accounts, Bpl.

डी डी ओ बिल संख्या / तिथि: 16 11/01/2013 नया दुबारा

कोषालय प्राप्ति संख्या / तिथि	डी डी ओ बिल संख्या	टोकन नंबर	मांग संख्या	कुल राशि	शुद्ध राशि	स्थिति
	16		06	42,000	40,000	Not Processed

सूचना

⚠ क्या आप स्वीकृति के लिये आगे बढ़ना चाहते हैं?

Yes No

New Approve Delete Edit Bill Details

Enter Value For :Hoa

Record: 1/1 ... <OSC>

वेतन बिल -घटाव/ट्रांसफर विवरण

डी डी ओ कोड एवं पद : 0510405001 Dy. Director, Directorate of Treasuries & Accounts, Bpl.

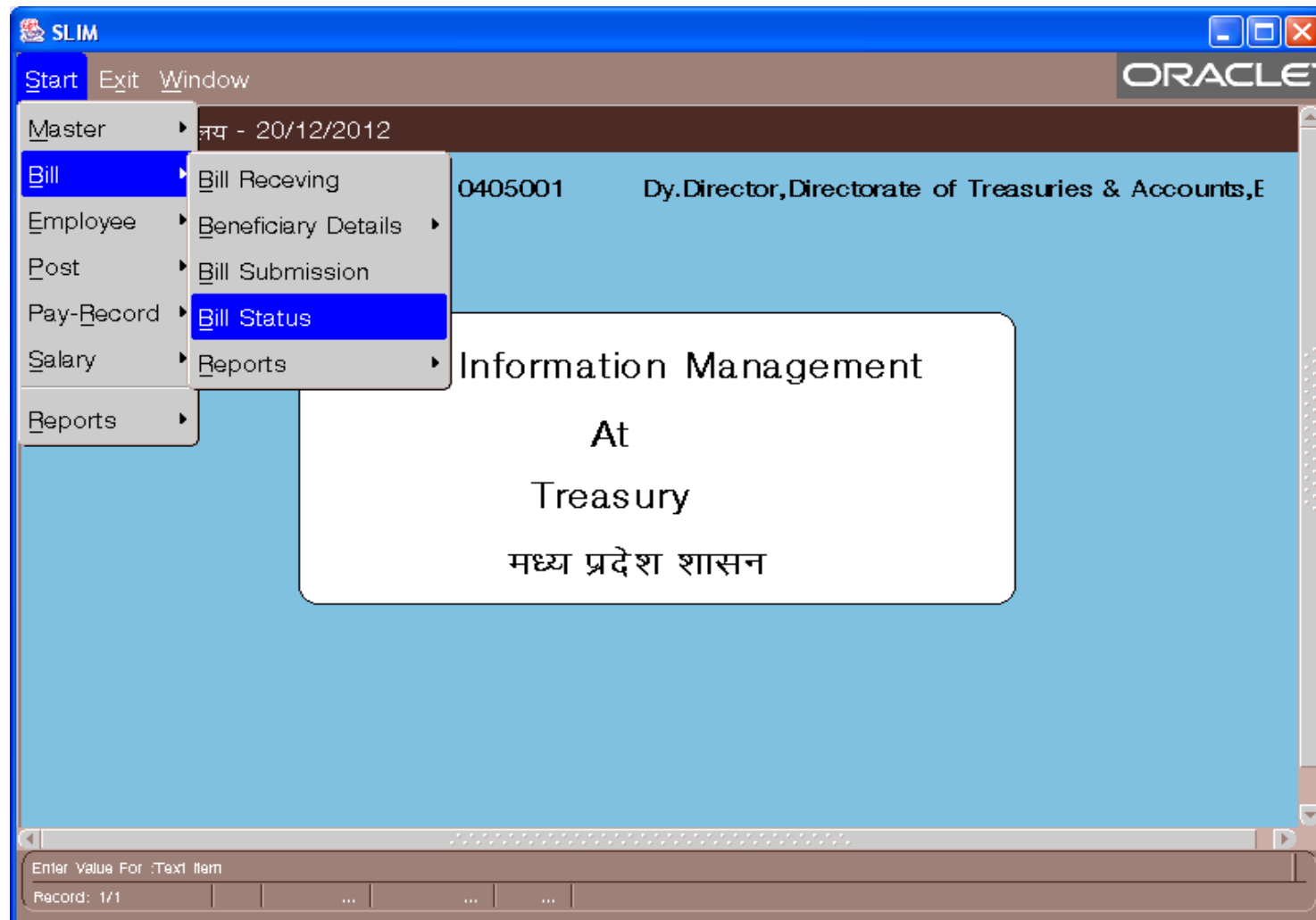
डी डी ओ बिल संख्या / तिथि: 16 11/01/2013 नया दुबारा

कोषालय प्राप्ति संख्या / तिथि	डी डी ओ बिल संख्या	टोकन नंबर	मांग संख्या	कुल राशि	शुद्ध राशि	स्थिति
8374 11/01/2013	16	013175061	06	42,000	40,000	Not Processed

डी डी ओ बिल संख्या / तिथि	लेखा शीर्ष	राशि
16 11/01/2013	2054-00-095-9999-2304-V-19-001	42,000

Enter Value For :Recalpt Number

Bill Status



Bill Status

SLIM

Help Exit Window

ORACLE

भुगतान-देयक की स्थिति

खोजने का तरीका

वित्तीय वर्ष 2012 -- 2013 रसीद नंबर वाउचर नंबर

देयक विवरण

रसाद नंबर व तिथि ... वाउचर नंबर व तिथि

टोकन नंबर व तिथि देयक का प्रकार

देयक का उप प्रकार स्थिति

देयक कार्यविधि का विवरण

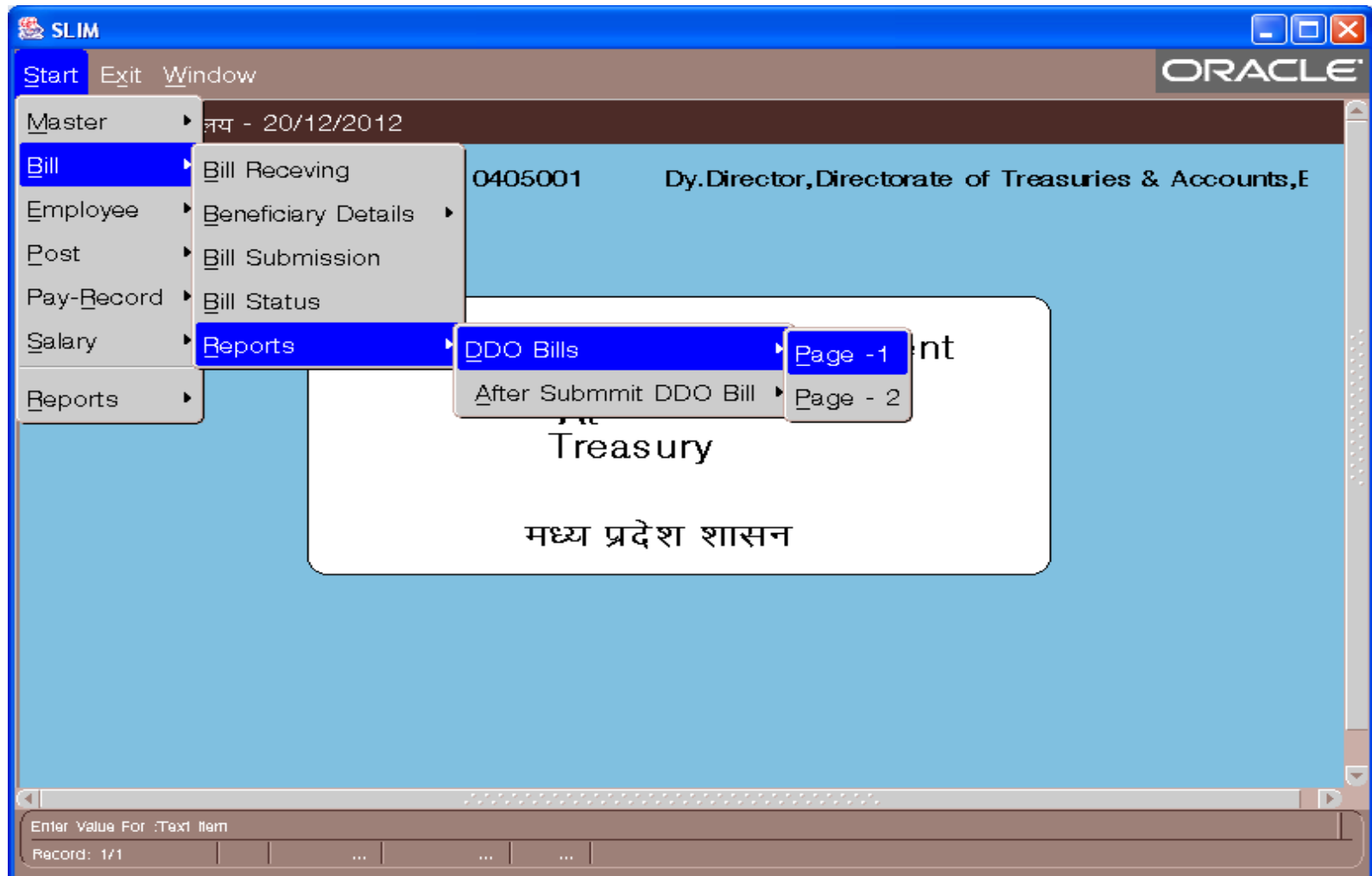
कार्य की तिथि	कार्य स्थिति	उपयोगकर्ता	नाम	पदनाम

Query Cancel Query Bill Details Exit

Enter Value For :Receipt Number (Press Ctrl+L To Get The List)

Record: 1/1 ... List of Valu... ... <OSC>

Bill Reports



Thanks

For any queries please contact concerned Treasury Officer.