PRIASoft-PFMS Process Flow for FFC Scheme

PRIASoft- PFMS Process Flow
(For FFC)
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PRIASoft-PFMS Process Flow for FFC Scheme

Stakeholders

Following stakeholder/roles will login in system:

1. State Admin
2. District Admin
3. Maker (Panchayat Secretary)
4. BDO (Will act as checker in mapped Panchayats)
5. Checker (Panchayat Sarpanch)

Abbreviations

<table>
<thead>
<tr>
<th>S.No</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PRIASoft</td>
<td>Panchayati Raj Institutions Accounting Software</td>
</tr>
<tr>
<td>2</td>
<td>PFMS</td>
<td>Public Fund Management System</td>
</tr>
<tr>
<td>3</td>
<td>BDO</td>
<td>Block Development Officer</td>
</tr>
<tr>
<td>4</td>
<td>GP</td>
<td>Gram Panchayat</td>
</tr>
<tr>
<td>5</td>
<td>DSC</td>
<td>Digital Signature Certificate</td>
</tr>
<tr>
<td>6</td>
<td>FTO</td>
<td>Fund Transfer Order</td>
</tr>
<tr>
<td>7</td>
<td>PRI</td>
<td>Panchayati Raj Institutions</td>
</tr>
<tr>
<td>8</td>
<td>IFSC</td>
<td>Indian Financial System Code</td>
</tr>
<tr>
<td>9</td>
<td>XML</td>
<td>Extensible markup Language</td>
</tr>
</tbody>
</table>
User Creation

There will be separate user creation for Maker and Checker roles of FFC Scheme. The user creation will be done by State Admin as per our normal functionality. The existing Admin users of Gram Panchayats will not be able to do any transaction for FFC Scheme.

The user shall go to Master Entry → User → Create User

Creation of Maker

Each Panchayat will have a Maker user that will be responsible for daily transactions booking under FFC scheme. The Maker will be responsible for Vendor registrations, closing the day books and generating the Payment FTO to PFMS.

State Admin need to follow below steps to create user for Maker:

- Go to Master Entry → User → Create User
PRIASoft-PFMS Process Flow for FFC Scheme

1. Select specific User from radio button
2. Select Role as “Manager” from drop down
3. Select the Village Panchayat from accounting entity for which Maker will be created.
4. Click on “Specific scheme” from radio button
5. Map the required scheme i.e. “Fourteen Finance Commission” by dragging it from left side of window to the right side of the window.

- Click on the “Save” button and user will be created. The user id and password will be shown in a pop-up message and will also be sent on the registered email id of the State Admin user.

Creation of Checker

Each Panchayat will have a Checker user that will be responsible for digitally signing the FTO generated by Maker and sending the same to PFMS.

State Admin need to follow below steps to create user for Checker:

- Go to Master Entry → User → Create User
Select specific User from radio button
Select Role as “Checker” from drop down
Select the Village Panchayat from accounting entity for which Checker will be created.
Click on “Specific scheme” from radio button
Map the required scheme i.e. “Fourteen Finance Commission” by dragging it from left side of window to the right side of the window.

Click on the “Save” button and user will be created. The user id and password will be shown in a pop-up message and will also be sent on the registered email id of the State Admin user.

Creation of District/Block Admin

In some cases BDO or Block Admin user will be responsible for checker role that will be responsible for digitally signing the FTO generated by Maker and sending the same to PFMS.

State Admin need to follow below steps to create user for BDO:

- Go to Master Entry → User → Create User
PRIASoft-PFMS Process Flow for FFC Scheme

- Select specific User from radio button
- Select Role as “District/Block Admin” from drop down
- Select the Block Panchayat from accounting entity for which Admin will be created.
- Click on the “Save” button and user will be created. The user id and password will be shown in a pop-up message and will also be sent on the registered email id of the State Admin user.

Validations

- Separate Users of Gram Panchayats for FFC Schemes will be created includes Maker, Checker etc.
- Existing Admin users of Gram Panchayat will no longer be able to do transactions under FFC Scheme.
- The creation of users will be done from State Admin only.
**User Profile Creation**

Once the user logs in for the first time then he/she has to fill the profile details mentioned below mandatorily:

- User Name will come pre-filled
- Name need to be entered by the user
- Organization need to be entered by the user
- Designation need to be entered by the user
- Telephone number need to be entered by the user
- Email Address need to be entered by the user
- By clicking on the Update button the profile will be filled and OTP will be sent on Mobile number and email id of the user as filled in form.

- User will fill both the OTPs separately
- At the click of “Save” button the profile will be saved successfully.

At any point of time user can update the profile by going at **Personalize ➔ Change User Profile**

In both the cases of filling the profile or updating the profile, the user profile will be approved by the respective admin as per hierarchy.
User Profile Approval

Whenever a new profile is filled or existing profile is updated, the respective admin as per the hierarchy of the user will have to approve the user profile.

The Admin will go to Master Entry ➔ User ➔ Approve User Profile

Admin will select from the drop down list to Approve or Reject the user and click on “Submit” button to confirm.

The user will be able to perform further actions only after approval from the client.

Validations

- Users should fill valid email id and mobile numbers as separate OTPs will be received for confirmation on them.
**DSC Management**

**DSC Registration Process**

There will be various levels for registration and approval of DSC.

- Self-registration of State with a valid DSC. No approval would be required
- Self-registration of District Admin with a valid DSC. State admin will act as approver
- Self-registration of Block Admin with a valid DSC. District admin will act as approver
- Self-registration of Panchayats with a valid DSC. Block admin will act as approver

User will go to **Master Entry** → **DSC Management** → **Register your DSC**

User will insert the DSC Token and click on **Register your DSC**, the DSC will be registered and sent to respective approver for approving the file.

Now, user has to enter the token password and click on “OK” button to proceed.
At the click of “Save DSC” the OTP will be generated and sent to the registered mobile number of the user as per profile.

User will enter the OTP and click on “Submit” button to proceed.

At the click of “Submit” the DSC will be saved and sent to respective approver/admin for approval.
**Approval and Rejection of the DSC by Admin**

The registered DSC of Districts need to be approved by the State Admin. All the registered District Panchayats etc. will be displayed in grid as per below screen:

The user with approver role will select the respective entity and by selecting from the drop down menu wither **Approve or Reject** the DSC.

After clicking on the “Submit” button the admin will be redirected to digitally sign and confirm his/her action of Approval or rejection of the DSC.
Now, user will select from the radio button and click on the “Apply Digital Signature” button to sign it.

Now admin will enter the Token password and click on the “OK” button.

After clicking on the “Confirm Signing” button the DSC file will be Accepted or Rejected with digital sign of Admin user.

The registered DSCs of Gram Panchayats need to be approved by the Block Admin.
Unregister the DSC by User

To unregister his/her DSC the user can go to Master Entry → DSC Management → Unregister DSC

At the click of “Unregister DSC” button the DSC will be unregistered for the user. Now, he/she can register again with same or different DSC following the entire process of “DSC Registration”.

The DSC cannot be un-registered if there is any transaction or process under-process and not completed that was digitally sign by the user using the existing DSC.

Un-approve the DSC by Admin

To un-approve the DSC of any user the admin can anytime go to Master Entry → DSC Management → Un-Approve DSC
Admin will click on checkbox against DSC certificate of user that need to be un-approved and click on “Un-approve DSC” button to confirm action.

Village Allocation

In some cases the BDO may act as a “Checker” for one or more Panchayats.

The District Admin will allocate the Gram Panchayats to a particular BDO and at the same time the “Checker” user for those Gram Panchayats will become inactive.

To allocate the Gram Panchayats to a BDO the District Admin will go to

Master Entry → DSC Management → Village Allocation

After the selection of “Block” from the drop down list the village list will be rendered. The user can map the desired GPs from left window and drag them to the right window for allocating to the BDO. Now, the BDO will act as “Checker” for these GPs and the existing “Checker” users for these GPs will become in-active.
PRIASoft-PFMS Process Flow for FFC Scheme

Validations

- Each user shall register with unique Digital Certificate.
- If a DSC is registered by a user the after approval, no other user can register the same DSC again.
- User can un-register the DSC (if required) and re-register with same or different DSC however, if there is any kind of transaction pending then, the DSC cannot be un-registered.
- User can un-register the DSC (if required) and re-register with same or different DSC however, if there is any kind of transaction pending then, the DSC cannot be un-registered.
- If a Gram Panchayat is allocated to BDO by State Admin then, the existing checker of the village shall be blocked immediately.
Panchayat Registration as agency in PFMS

Panchayats will register themselves as Agency following the procedure as followed in PFMS portal by entering requisite details such as per the field mention in below screen:

Login in the PFMS portal
PRIASoft-PFMS Process Flow for FFC Scheme

Entry screen

The user will enter relevant details in the fields of below form to register Agency.

![Form Image]

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Registration</td>
<td>- Select -</td>
</tr>
<tr>
<td>FNN Number</td>
<td></td>
</tr>
<tr>
<td>Agency Name</td>
<td></td>
</tr>
<tr>
<td>Act/Registration No.</td>
<td></td>
</tr>
<tr>
<td>Date of Registration (DD/MM/YYYY)</td>
<td>23/09/2018</td>
</tr>
<tr>
<td>Registering Authority</td>
<td>- Select -</td>
</tr>
<tr>
<td>State of Registration</td>
<td>- Select -</td>
</tr>
<tr>
<td>PAN Number</td>
<td></td>
</tr>
<tr>
<td>TIN Number</td>
<td></td>
</tr>
<tr>
<td>PANverify Status</td>
<td></td>
</tr>
<tr>
<td>GST Number</td>
<td></td>
</tr>
<tr>
<td>Block No./Building/Village/Name of Premises</td>
<td></td>
</tr>
<tr>
<td>Road/Street/Post Office</td>
<td></td>
</tr>
<tr>
<td>Area/Locality</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>- Select -</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>Pin Code</td>
<td></td>
</tr>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Designation</td>
<td></td>
</tr>
<tr>
<td>Phone No.</td>
<td>- Alternate Phone number</td>
</tr>
<tr>
<td>Mobile No.</td>
<td>- Alternate Mobile No.</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Unique Agency Code</td>
<td>- Unique Agency Code minimum 4 and maximum 15 characters</td>
</tr>
</tbody>
</table>
Registration of Child Level Agency

PRI or Parent Level Agency will login in PFMS portal with its credentials and create Child Level Agencies as per the requirement of specific Scheme.

- Parent Agency will fill all the relevant details mentioned in below form for Child Agency.
- Other details like email id, phone number, bank details are captured and unique ID is generated for each Child Level Agency.
- Similarly Child Level Agency can create sub agencies under it using their credentials in PFMS portal, as per the hierarchy decided by State Nodal Officer/concerned State Admin.
Unique PFMS registration ID Allocation
After the successful registration Unique PFMS ID (Agency Code) will be allotted to each Panchayat, and it will be displayed in a message for user to retain it for using in future.

Porting of Registered Panchayats in PRIASoft
As soon as the Panchayats are registered in PFMS, the information will be ported in PRIASoft through a web-service. The Agency Code will be ported in PFMS database.
PRIASoft-PFMS Process Flow for FFC Scheme

Beneficiaries/Vendors Registration in PRIASoft

Add Beneficiary/Vendor in PRIASoft

GP will login in PRIASoft and add all the beneficiaries such as Vendors/Employees/Residents etc. by filling all the mandatory details mentioned in below form and save.

![Add Agency Details Form](image)

The fields marked with "*" are mandatory. The users should fill them carefully as the details will be verified by PFMS and if wrong information is given then, the Agency will be rejected.
Approve Beneficiary/Vendor in PRIASoft

After entering of the beneficiaries, these need to be approved by two level, Maker itself and then Checker as per following steps:

- Maker will go to **Master Entry ➔ Agency ➔ Approve Agency for PFMS**
- Maker can approve beneficiaries by clicking checkbox under approve option.
- Multiple Agencies can be approved by selecting multiple in one go.
- After clicking on “Approve Agency” button, the file needs to be Digitally Signed by the user.

![Image of PRIASoft interface showing Master Entry and Agency options]

The Maker will go to **Master Entry ➔ DSC Management ➔ Sign approved vendor file**
Then following screen will appear for digitally signing and approving the vendor files at Maker’s login.

PRI (Maker) will insert DSC dongle and select the file for signing. After clicking on the “Apply Digital Signature” button the below screen will appear for entering the DSC token PIN.
After entering the DSC token PIN the below screen will appear and Maker will “Confirm Signing” by clicking on the button. Then, the vendor file will be signed successfully and will be sent to “Checker” for his/her approval.

Then the Checker (Panchayat Sarpanch/BDO) will see all such details and approve the beneficiaries. After approval, Checker has to digitally sign.

The Checker will go to Master Entry → DSC management → Sign Approved Vendor File
Checker will insert DSC dongle and select a file to digitally sign by clicking on “Apply Digital Signature” button. The below screen will appear for entering the DSC token.

The checker will enter the token and proceed by clicking “OK”.

The Checker will now confirm by clicking on “Confirm Signing” button and the vendor file will be approved by the Checker user.

This file will now be pushed to PFMS for validation process in which all the details filled by the user will be matched like Name, Bank Account, IFSC code etc.

If all the details are found correct then, the vendor will be approved by PFMS for transactions.

**Pushing of Beneficiary file (XML) to PFMS (web-service)**

- The details of digitally signed beneficiaries (XML) generated, will now be pushed to SFTP server from PRIASoft server (electronically) as soon as it is generated.
- PFMS will read the XML file from SFTP server folder, as per the scheduler.
- PFMS will send the acknowledgement on receiving the XML file of beneficiaries’ details.
- PFMS will validate the beneficiaries’ details sent by PRIASoft on the parameters such as bank account details (validate with banks linked with PFMS) and share the final status of
PRIASoft-PFMS Process Flow for FFC Scheme

validating (success) as well as rejected (failure) beneficiaries with PRIASoft through XML file.

- PRIASoft will read the XML file sent by PFMS and update the validated beneficiaries ids/PFMS Code in database. In case a beneficiary is rejected then, the reason will be updated for the rejection.

**View Beneficiary Status as received from PFMS**

Once Beneficiaries are registered then GP can view the Status of added Beneficiaries i.e. Initiated, Approved or Rejected etc. with reason for rejection.

The user can view the status of registered Vendors by going to **Master Entry → Agency → View PFMS Status**

The list of Agencies with Vendor code if approved will be rendered, else rejection reason will be shown.

**Re-Processing of rejected beneficiaries in PRIASoft**

For all those beneficiaries rejected by PFMS, PRIASoft will re-process after removing the reason and resend to PFMS, the beneficiary detail file XML (for those which were rejected by PFMS and returned). Since some banks may take time in providing the bank account validation status to
PRIASoft-PFMS Process Flow for FFC Scheme

PFMS, so PFMS will send the account validation status to PRIASoft Portal in multiple responses. So for one beneficiary registration message sent by PRIASoft, PFMS may send the multiple responses for the same with incremental beneficiary status.

Maker will have to see the rejection reason and re-enter the correct details to re-initiate the entire process of vendor registration.

Validations

- Each vendor should be registered with correct details such as Bank name, Account Number and IFSC code as they will be validated by PFMS and can be rejected if any detail is found incorrect.
- There will be a vendor code generated against each Vendor in PFMS and the same will be ported in PRIASoft so duplicity of vendor’s account is not possible. If a vendor’s bank account is registered and approved with one GP then, he/she cannot be registered with any other GP.
PRIASoft-PFMS Process Flow for FFC Scheme

State Fund Release to PRI

The fund is released under the scheme from State to PRIs as per the defined hierarchy while registration in PFMS portal. There is a module in PRIASoft to capture the detail release of the Funds from State to respective PRIs. The step as mentioned below are followed:

- State Admin will login in PRIASoft and go to **Master Entry** → **State Fund Release to PRI** → **Add**
- State Admin will select the **Scheme** and fill the amount that need to be transferred to lower tier PRI.
- There is an option to transfer the amount to multiple PRIs in one go. All lower PRIs are displayed as per selection of Higher Tier.
- State Admin will click on the **“Freeze”** button and the amount will be transferred.
- PRI will automatically receive the amount in the Bank Account linked to particular scheme in PRIASoft portal/database. There is no need to book a receipt voucher by PRI at their end. i.e Receipt voucher will be booked and frozen automatically.

**Validations**

- The date of release of fund should be the current date always as the voucher will be booked at receiving PRIs end for the same date as well. So, the PRI should also be in current date.
Payment Processing

The payment processing will follow the process as mentioned below:

- PRI will login in PRIASoft and book Payment Voucher for Online Schemes (FFC).
- Maker will go to Transactions → Online Payment Voucher → Add

Panchayats will have only “PFMS” as mode of payment and only approved vendors will be available for making the payments.

Maker will be able to digitally sign the Payment voucher XML containing all the frozen voucher of that day only after closing the day book.

Validations

- Only current date voucher shall be allowed through PFMS mode of payment.
Period End Procedures

As per accounting procedures the closing of books is an essential process and the steps are explained.

Scheme Wise Day Book Closing

• After booking all Payment Voucher for a day, day book have to be closed.

• Provision made for scheme wise closure of day book i.e. the schemes that are online will have separate interface for closing the day book.

• User need to access this option through Period End Procedure → Scheme wise closure → Scheme wise close day book

• Select the respective scheme (FFC)

• After, closing the day book, the XML file of the frozen vouchers for all beneficiaries, will be generated based on transaction id i.e. Specific date and time.

Validations

• The FTO can be generated only after closing of day book by the Maker user
PRIASoft-PFMS Process Flow for FFC Scheme

Generation of Payment FTO

Signing Payment FTO by Maker

The Maker will go to **Transactions → Payment voucher → Sign FTO**

- The Maker will select the record and click on **Apply Digital Signature**.

PRI( Maker) will insert DSC dongle and following screen will be appeared and will click on **Sign Document**.

PRI( Maker) will have to enter the DSC token ID and click on “OK” button to proceed.
At the click of “Confirm Signing” the payment XML will be pushed to Checker for verification and digitally signing before it goes to PFMS for further validations.

**Verification and Signing Payment FTO by Checker**

- The digitally signed file signed by PRI (Maker) will be visible in Checker login.
- The Checker will go to **Master Entry → DSC Management → Sign FTO**
  - Checker will view all details and take appropriate decision to reject or approve the digitally signed payment file of maker as per following screen.
PRIASoft-PFMS Process Flow for FFC Scheme

Checker will insert DSC dongle and following screen will be appeared and click on Sign Document. The below screen will appear to enter the Pin of DSC token. Checker will enter the PIN and proceed at the click of “OK”

At the click of “Confirm Signing” the file will be digitally signed.

• A digitally signed XML file containing the information of all Payment vouchers will be automatically created and copied to SFTP folder from PRIASoft Server.
• PFMS will read the XML file for Payment from specific SFTP folder (name and location of folder) and provide the acknowledgement for the same.
• PFMS will send the acknowledgement to PRIASoft for the receipt of XML file containing payment information(s).
• GP (Panchayat Secretary) will digitally sign after logging in PFMS portal for each payment file that may contain multiple vouchers.
• PFMS will send /push the digitally signed payment file to respective bank.
The payment information is validated and if validated the successful transaction is done for successfully transferring of the amount from registered Panchayat’s account to registered beneficiaries’ account as per the payment voucher/information shared by PRIASoft in XML file.

On successful payment, the Bank account of Panchayat will be debited and beneficiary bank account will be credited.

PRIASoft will read the file containing final status and for rejected cases it will automatically book a payment cancellation voucher.

**View Status of Payment Voucher**

GP (Maker) can view the status of booked Payment Voucher through “View PFMS Status”

The status and the reason can be viewed from the respective columns.
Validations

- The day book shall be closed for generating the FTO by Maker
- The Maker will sign the FTO with registered DSC
- The Checker will be able to see the FTOs only if they are already signed by Maker
- The final FTO will be sent to PFMS after Digital Signature of Checker only.

Reconciliation and Month Book Closing

The reconciliation of accounts and Month Book Closing will be done by Admin at Panchayat level as per existing workflow of PRIASoft. There are no changes in it as of now.