Implementing e-Governance at Banaras Hindu University

IFMS MODULE
1. Login
   - openBrowser:

   Enter URL: https://erp.bhu.edu.in

   The following page will open in the system:

   ![Login Page]

   **Enter login credentials:** Using the login credential to enter in the system.

   **Username**-Employee ID → **Password**-b (1st time login Password) → Click on Login Button

   Click on Rupay symbol as shown in below figure
On clicking ‘Rupay’ Button, below screen will be displayed as shown in Figure.

Click on Home Page Symbol as shown in below image.

On clicking ‘Home Button, below screen will be displayed as shown in Figure.
2. **User Roles**
   Description of various roles is as follows:
   - **An Initiator** is the one who initiates the bill provides the required data, and submit the Application for approval.
   - **A Verifier** is the ones who receive the Bill Application from the PI provides his comments, verifies and forwards the Bill for approval.
   - **An Approver** is the one who has the authority to approve/reject a Bill after it has been received from the Verifier.

3. **IFMS Application**
   - The objective of IFMS Module is to automate the Finance processes of apply, approval and issuance of UC to the PI and COPI of BHU.
   - **Path:** Home Button → Account Application → Project Management → Report
   - PI and Co PI have to check the balance from this report as on 1<sup>st</sup> April 2020.
   - If there is any issue regarding balance they have to contact Project Section.

On click of Type wise balance report below screen will be displayed.
On click of Funding Agency wise Utilization Certificate report below screen will be displayed.

- If PI and CoPI has verified his balance as on 1st April then he/she have to process the bill or Receipt(From Different Screen) from below screen.
- On click of Department Clerk Work list, the below screen will be displayed, select the Bill form below screen will be displayed

On click on Bill form, below screen will be displayed.

- In Department Bill Information section user have to select the Bill Type, Bill Category, Inward Section and Mode of Payment.
- In Beneficiary Details Section, User will select the Beneficiary Type.
- User will enter the Beneficiary code and the Amount.
- In COA Transaction Details section user will enter COA details.

- In this section user will enter the project code details and click on Add Button.

- Bill Form- Budget Information Section, Particular Section and Sanction section.
Click on save bill button. Below screen will be displayed.

Select the bill and click on the Send for Verification button for bill Verification.
**Department Verifier Worklist**

On click on Department Verifier Worklist, Bill will be shown in the Department Verifier User. The below image will be displayed. Select the bill and click on **Send for Approval** button.

![Department Verifier Worklist Image]

**Department Approver Worklist**

On click on Department Approver Worklist, Bill will be shown to the Department Approver User. The below image will be displayed. Select the bill and click on **Approve and Forward** button. After approving this bill, it will go to the Required Inward Section.
- If PI/CoPI have to create a Receipt for his/her Project then below are the Screen and Steps.
- Click on Receivable Management-> Receipt.

- A worklist will be displayed. The user has to click on Create Receipt for Creating the new Receipt.
• In this section Receipt user will enter the Party Name, Mode of Payment, Receipt Type, Whether Project/Scheme/special?.

• In this section, the user will enter the COA details for which receipt is created

• This section is used for the online mode of Payment. The user has to enter the Online Payment number and Online payment Date as shown in the below screen.

• This section is used for the Payment Mode as Cash. The user will enter the Denomination details as shown in the below screen.
• if the Receipt mode of Payment is Cheque. Users should enter the Cheque Number and Cheque Date as shown in the below Screen.

• if the Receipt mode of Payment is Pay-order. Users should enter the Pay Order Number and Pay Order Date.

• Receipt Creation for Whether Project/Scheme/Special- (YES)- Here the user has to enter the Category as Project/Scheme/Special. The user has to enter code and select Type, Amount, Sanction Letter, Sanction Date. The user has to click on the add button. Other Sections are the same.