IFMS – iHRMS Bills Integration

for

Government Departments of Punjab

Department of Finance - Government of Punjab

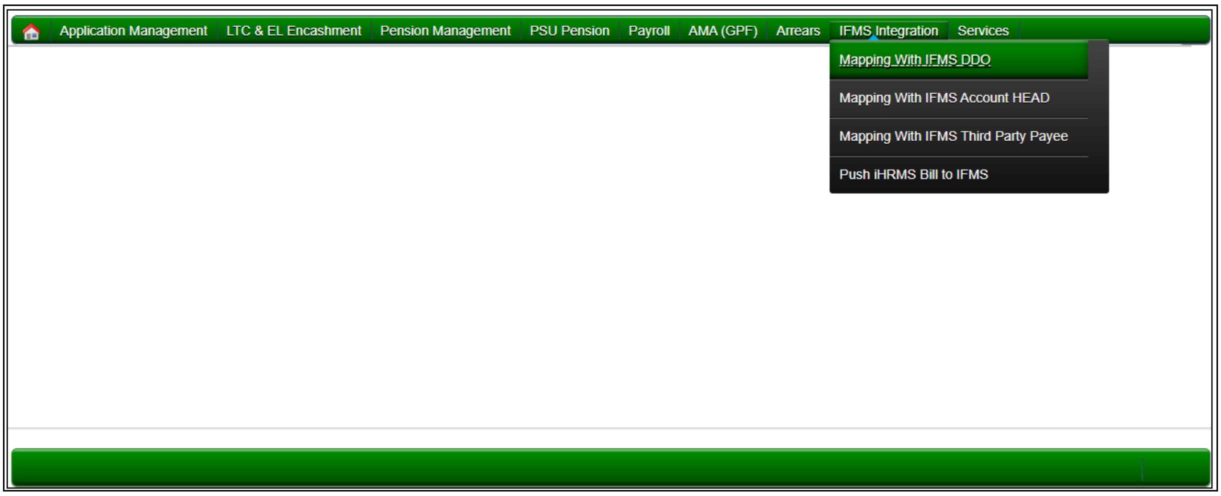
(Version: 1.1)

Date: 20 Jan. 2023

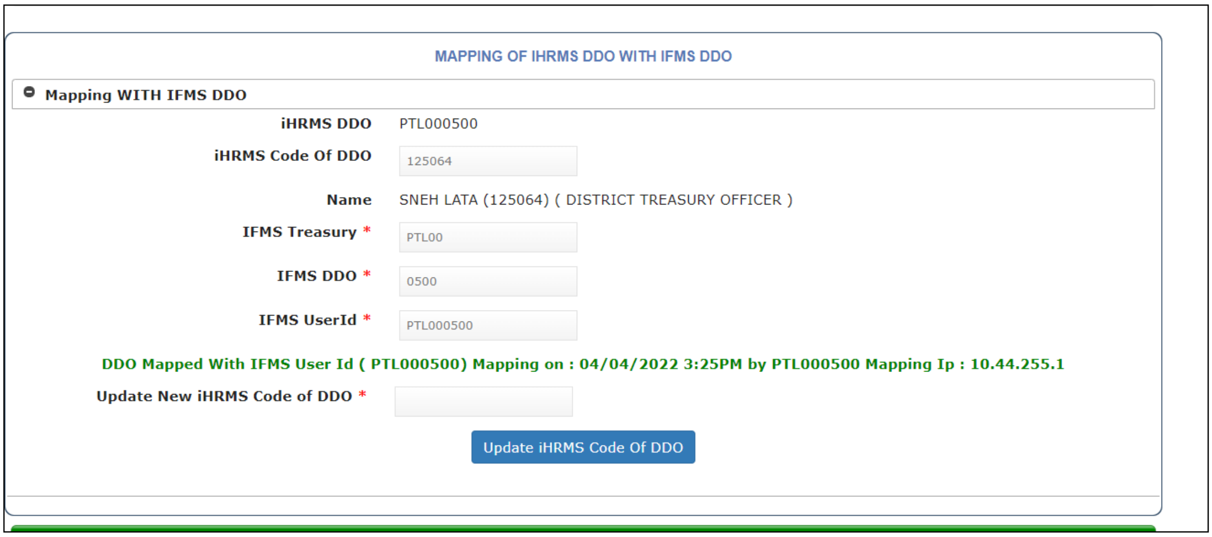
Submitted by:

NIC Punjab.

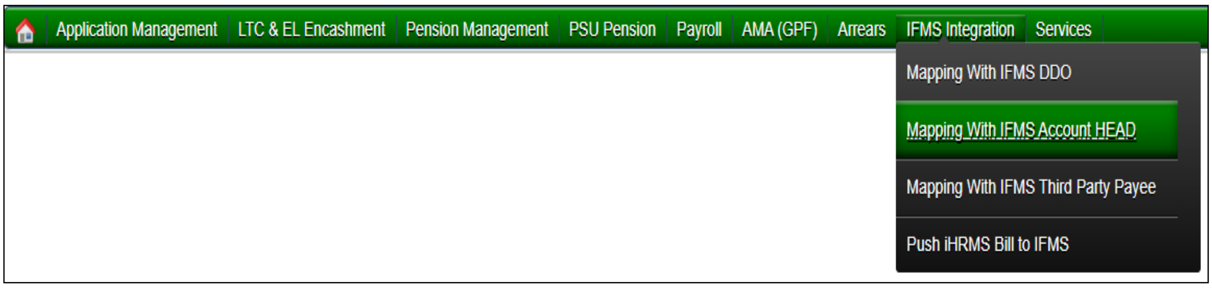
1. To prepare Bill at HRMS using IFMS integration, HRMS user needs to perform certain activities as shown below:
   a) Login as DDO and click **IFMS Integration → Mapping with IFMS DDO** for mapping DDO Codes with IFMS as shown below:



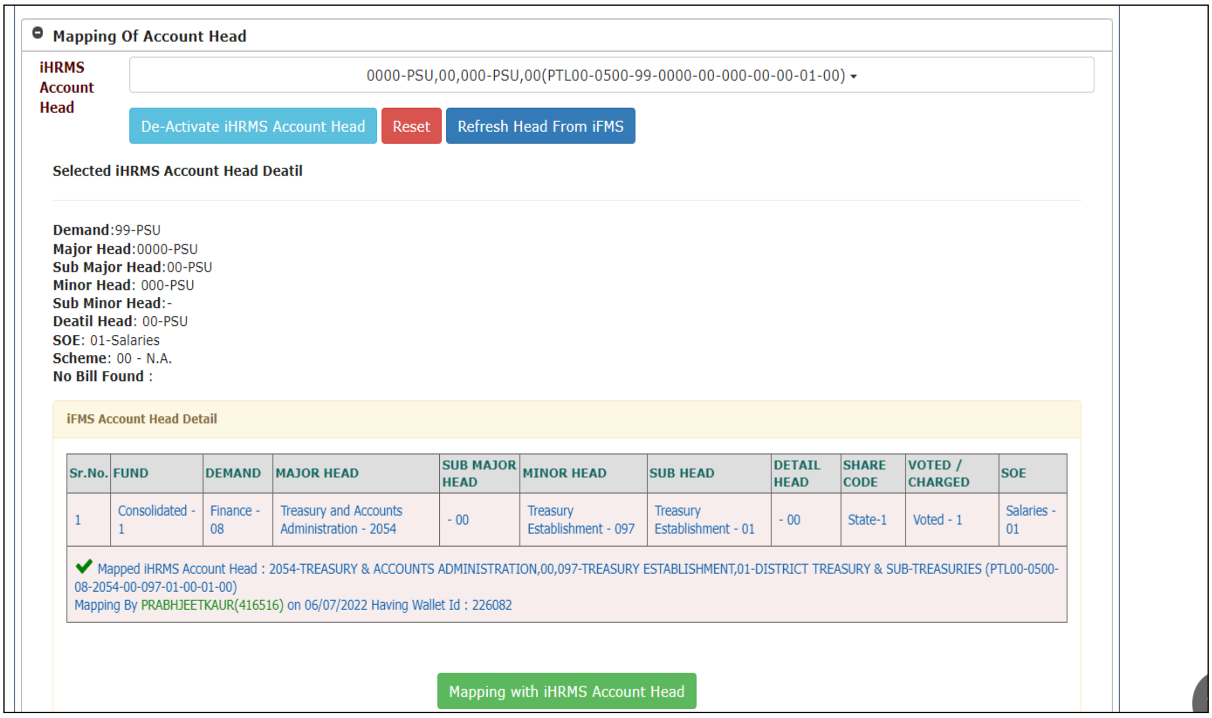
   Following screen will appear, here HRMS DDO Code can be mapped with IFMS DDO Code



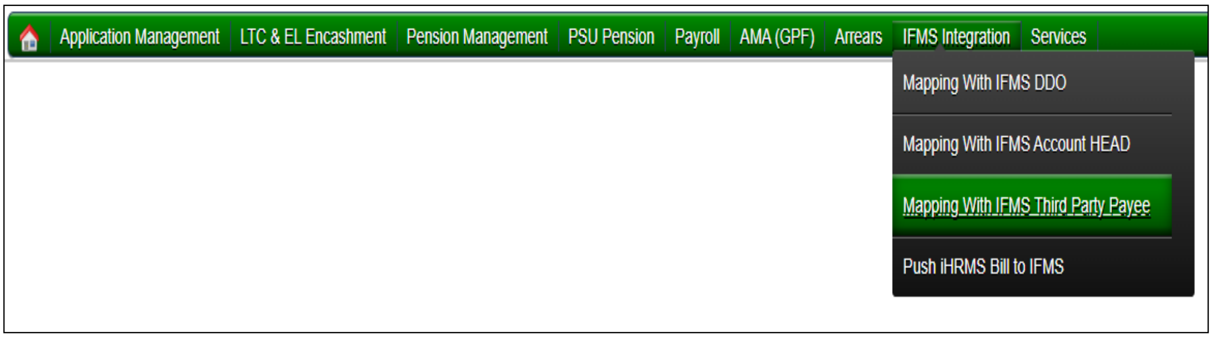
   b) Second step includes mapping of IFMS Head of Account (HoA) with HRMS HoAs, click **IFMS Integration → Mapping with IFMS Account HEAD** as shown below:



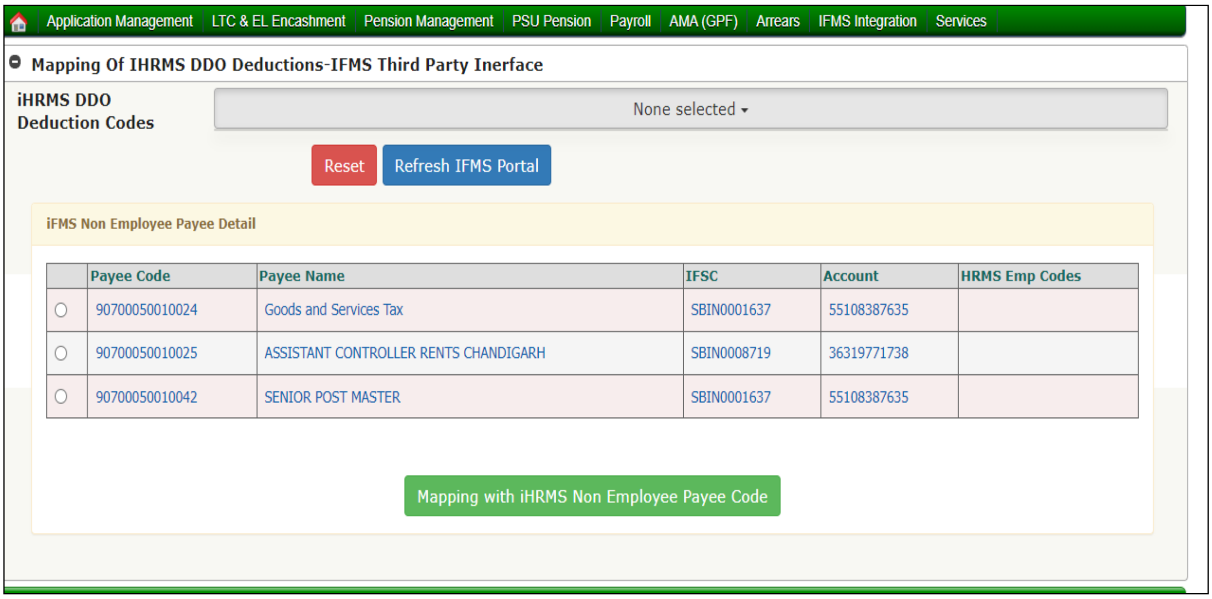
Following screen will appear, here iHRMS Head of Account (HoA) can be deactivated or refreshed as per availability at IFMS.



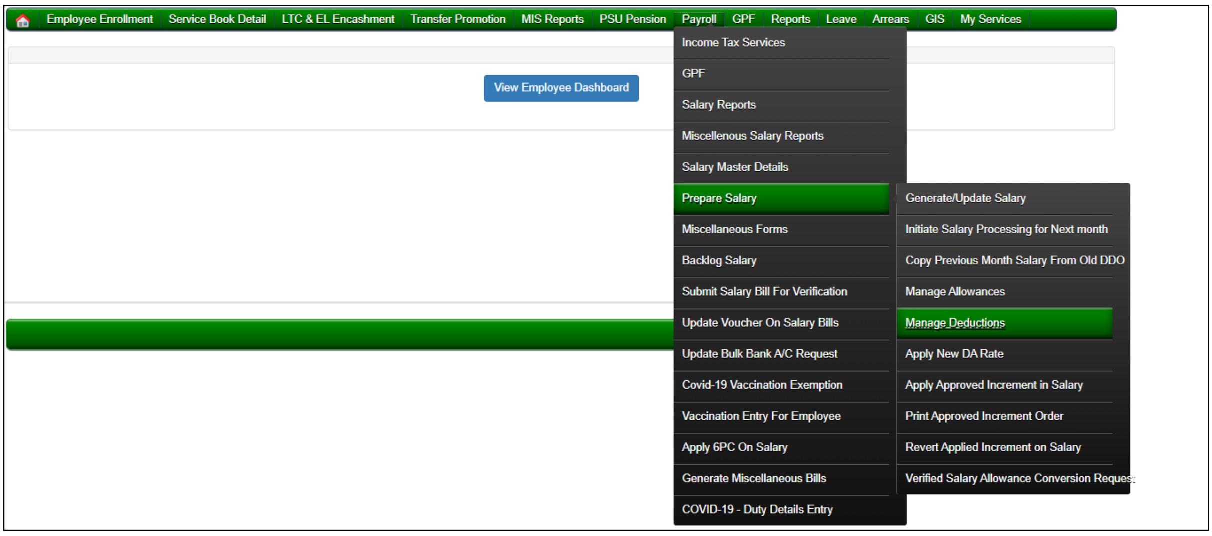
c) Next step includes mapping of Third Party Payees with IFMS. Click **IFMS Integration → Mapping with IFMS Third Party Payee** as shown below:



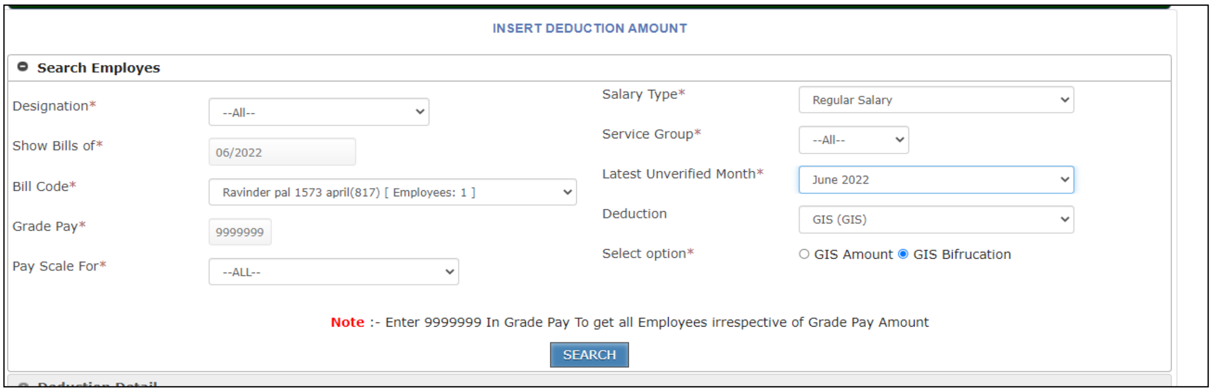
Following screen will appear; here Third Party Payee can be mapped.



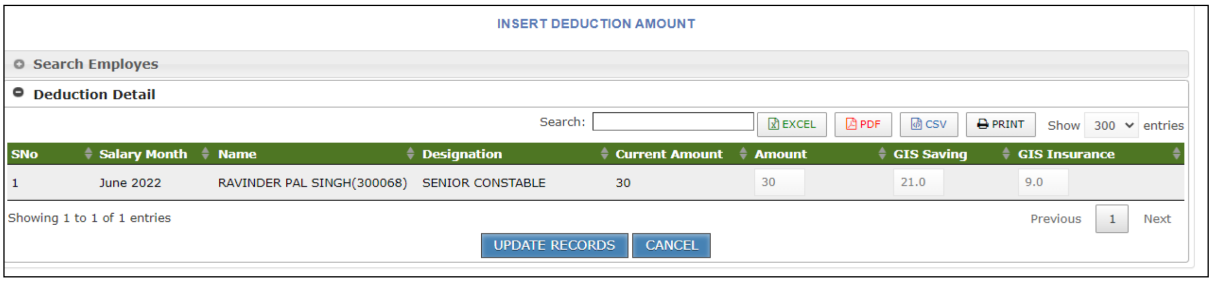
d) There are certain activities which can be performed by Bill Clerk like login as Bill Clerk at HRMS and click **Payroll → Prepare Salary → Manage Deductions** as shown below:



Following screen will appear, select appropriate Month, Bill Code and Deduction as GIS as shown below:



On selecting screen as shown above, the system will show list of employees having GIS Amount being deducted and its bifurcation Saving (70%) and Insurance (30%). It may be updated, if required. Once everything ok please press click **Update Records** on the screen as shown below:



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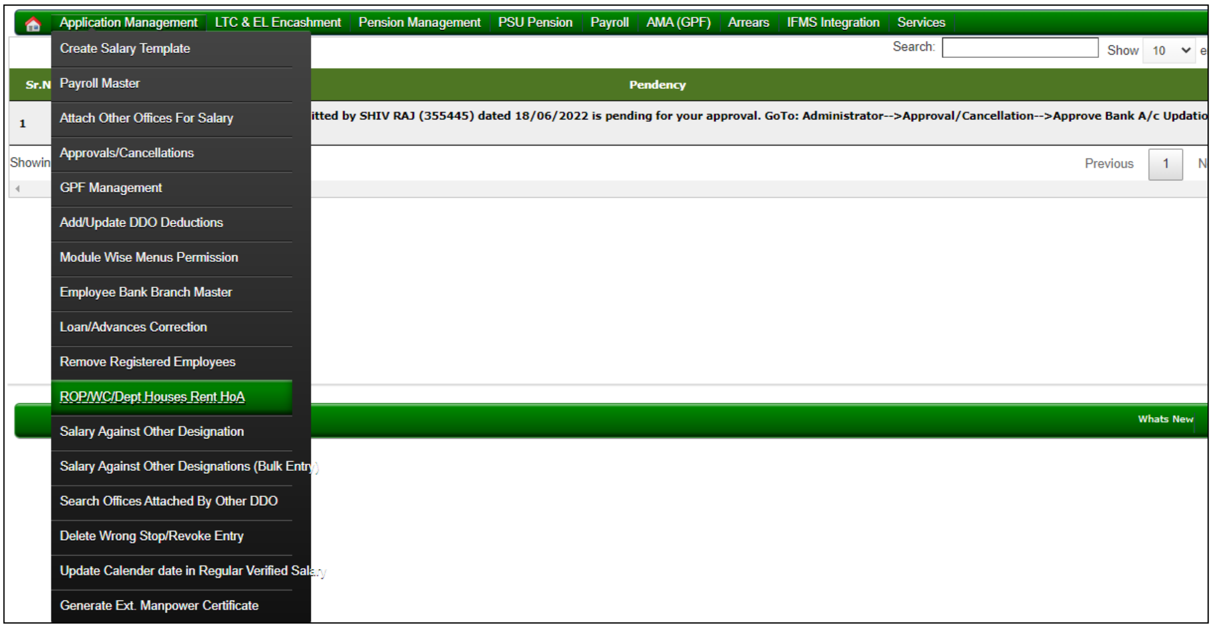
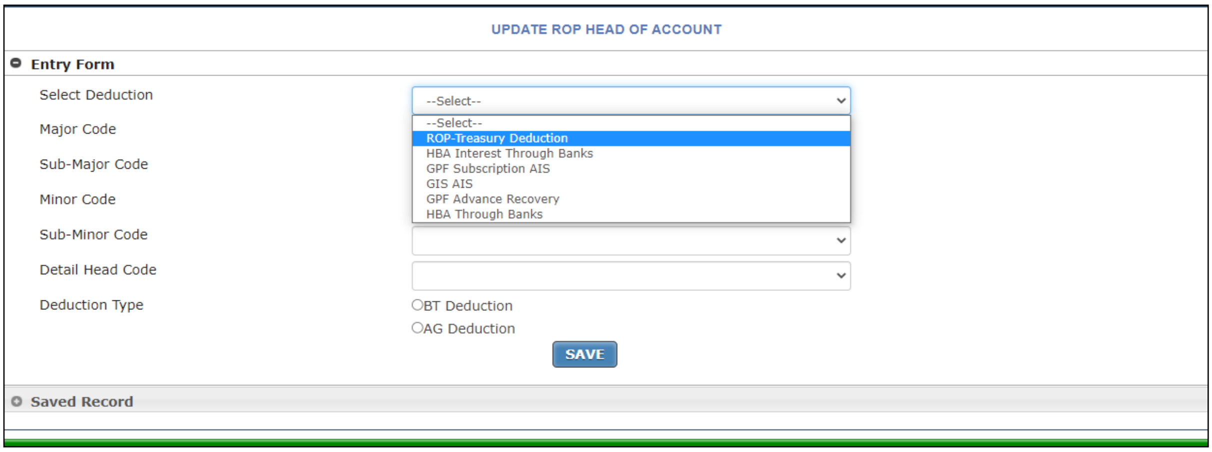
e) Please note that Head of Account for GIS AIS/ROP BT/Water Charges/Telephone Charges/License Fee Own House/Licensee Fee UT/HBA/License/Court Case Payee are also need to update through DDO Authorized login ID. Click **Application Management → ROP/WC/Dept Houses** from Head of Account (HoA).

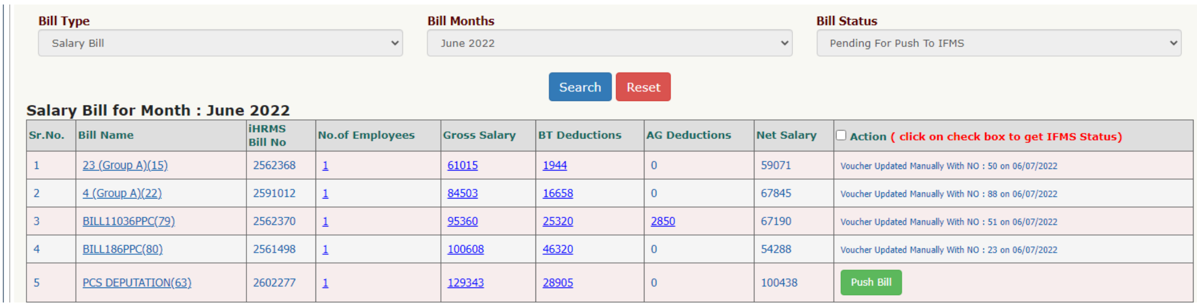


Following screen will appears and desired option can be selected and updated.



f) Once all steps done, salary bill may be prepared by Clerk and approved by DDO at iHRMS.

g) Once bill approved, Bill can be pushed to IFMS by clicking **Push Bill** button as shown below:



Bill Type: Salary Bill | Bill Months: June 2022 | Bill Status: Pending For Push To IFMS

Search Reset

Salary Bill for Month : June 2022

Sr.No.	Bill Name	iHRMS Bill No	No.of Employees	Gross Salary	BT Deductions	AG Deductions	Net Salary	Action (click on check box to get IFMS Status)
1	23 (Group A)(15)	2562368	1	61015	1944	0	59071	Voucher Updated Manually With NO : 50 on 06/07/2022
2	4 (Group A)(22)	2591012	1	84503	16658	0	67845	Voucher Updated Manually With NO : 88 on 06/07/2022
3	BILL11036PPC(79)	2562370	1	95360	25320	2850	67190	Voucher Updated Manually With NO : 51 on 06/07/2022
4	BILL186PPC(80)	2561498	1	100608	46320	0	54288	Voucher Updated Manually With NO : 23 on 06/07/2022
5	PCS DEPUTATION(63)	2602277	1	129343	28905	0	100438	Push Bill

h) Once Bill pushed, Bill No. will be generated by IFMS and communicated to iHRMS in response. DDO can view Pushed Bill by selecting **Bill Type, Bill Month** and **Bill Status** as shown below:

Salary Bill for Month : June 2022

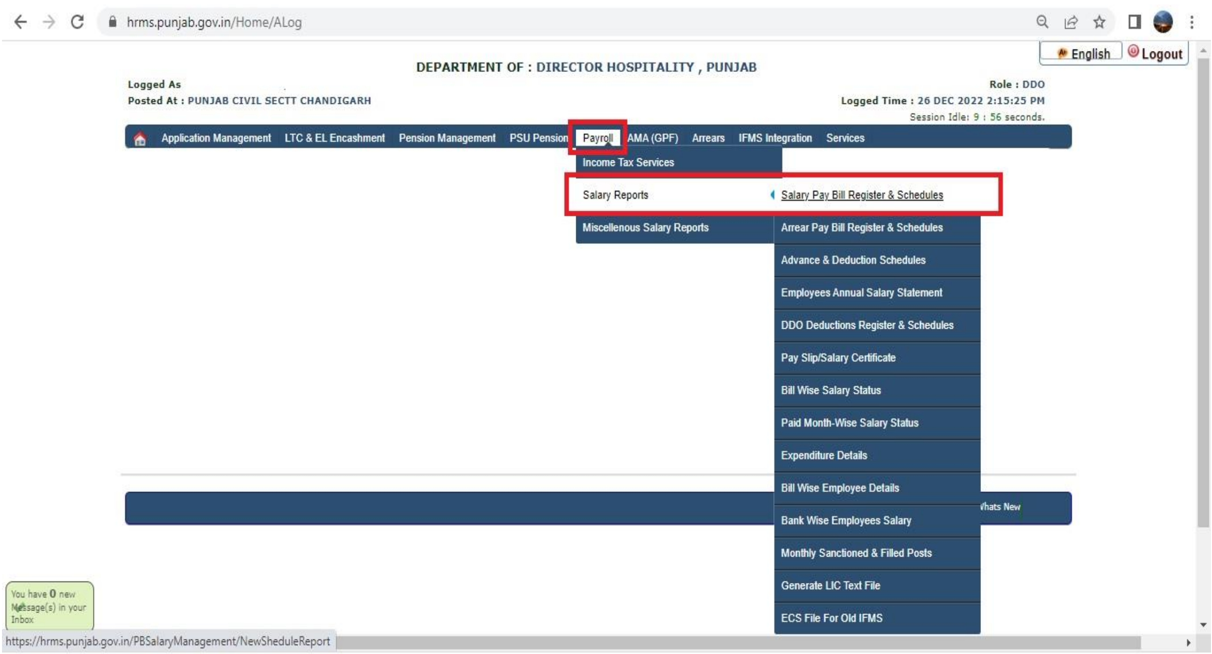
Sr.No.	Bill Name	iHRMS Bill No	No.of Employees	Gross Salary	BT Deductions	AG Deductions	Net Salary	Action (click on check box to get IFMS Status)
1	Sukhdeep Kaur(820)	2582558	1	68903	11037	0	57866	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510478 On 30/06/2022 9:21AM							

Salary Bill for Month : June 2022

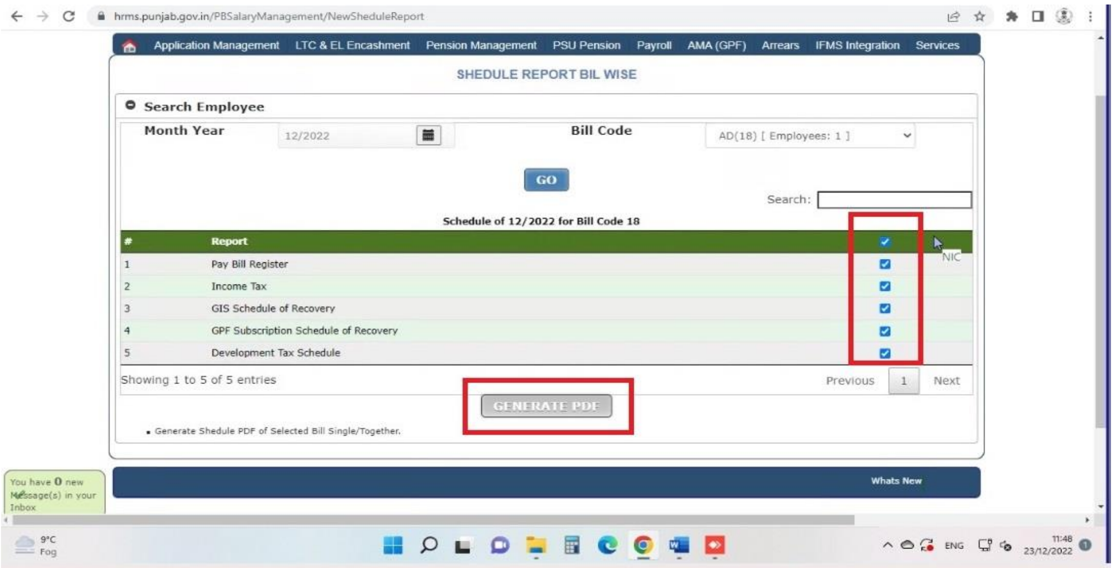
Sr.No.	Bill Name	iHRMS Bill No	No.of Employees	Gross Salary	BT Deductions	AG Deductions	Net Salary	Action (click on check box to get IFMS Status)
1	Sukhdeep Kaur(820)	2582558	1	68903	11037	0	57866	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510478 On 30/06/2022 9:21AM							
2	RGULAR GO INSP E04(280)	2582053	2	106892	12424	0	94468	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510476 On 29/06/2022 1:41PM							
3	NPS pay july(822)	2598419	7	500342	51118	0	449224	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510549 On 06/07/2022 2:49PM							
4	PROB PERIOD MARCH 2022(761)	2582102	38	674435	72650	0	601785	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510477 On 29/06/2022 2:00PM							
5	INSP GPF(419)	2579669	19	1926009	433016	3000	1489993	Status History View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510475 On 29/06/2022 1:06PM (Current Bill Status : Send To Checker On 29/06/2022 5:04PM)							
6	SI ASI(134)	2587362	102	9850017	2089162	57281	7703574	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510501 On 01/07/2022 12:45PM							
7	6TH E04 3(652)	2584500	322	22502480	2625811	3000	19873669	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510493 On 30/06/2022 1:47PM							
8	6TH NPS(661)	2584681	472	28081429	3003470	2633	25075326	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510494 On 30/06/2022 1:58PM							
9	6TH PAY E04 1(650)	2599035	410	30478319	3712967	2000	26763352	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510553 On 06/07/2022 4:30PM							
10	6TH OR CT 1(658)	2587913	549	43784876	10295154	156311	33333411	View Pushed Bill
	iHRMS Bill Pushed With iFMS Bill No : 221800002510503 On 01/07/2022 3:31PM							

2. Once the bills is pushed, user is required to generate schedule files and push the same to IFMS.

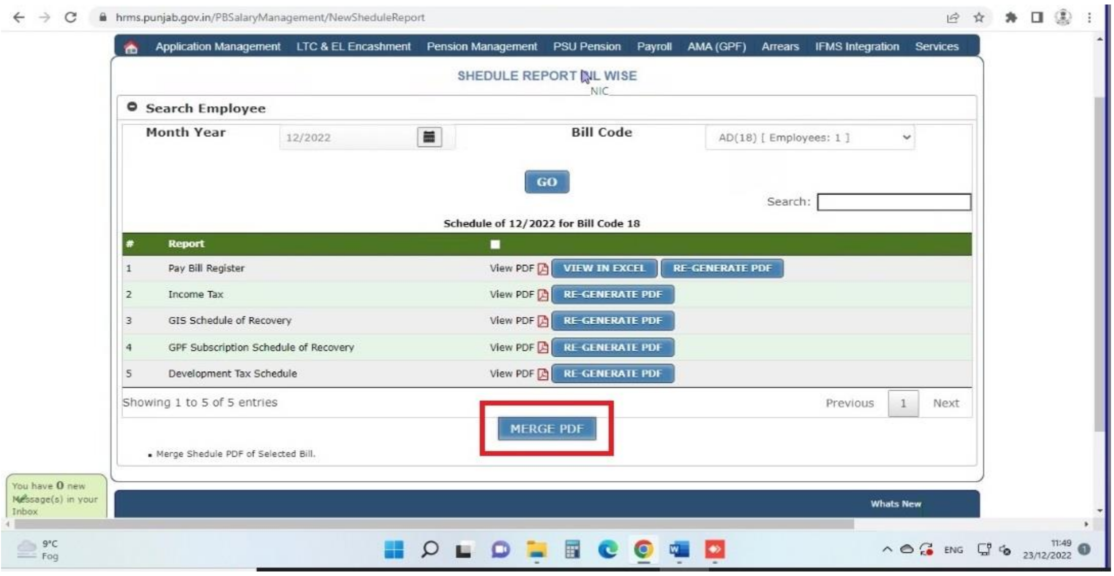
a) To push schedule from iHRMS, login your iHRMS account and go to -> **Payroll module -> salary Reports -> Salary Pay Bill Reports & Schedules**.



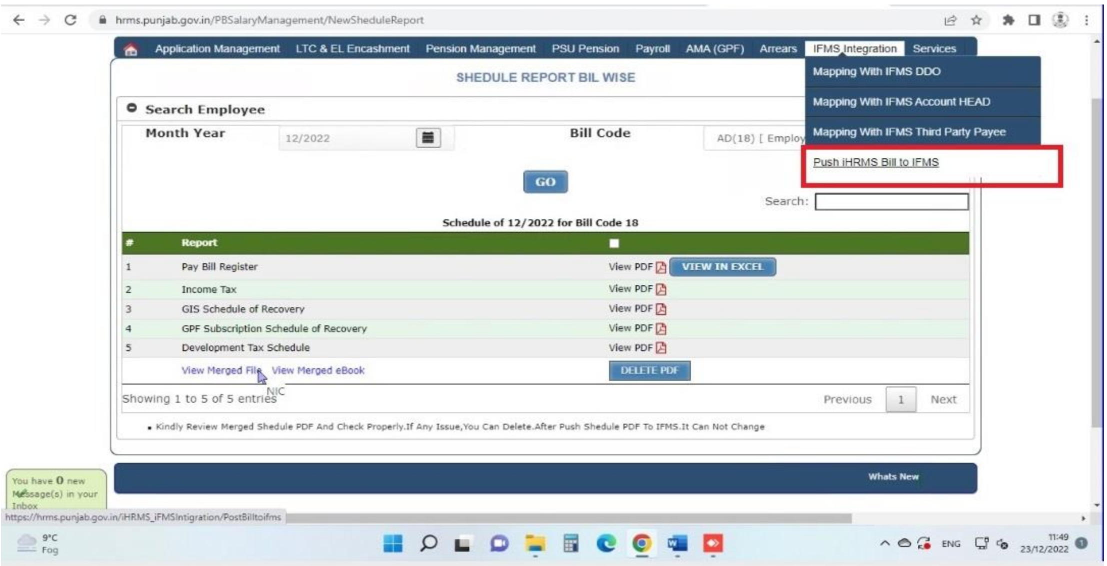
b) Select bill for which schedule is to be pushed. Select all schedules and click on **Generate PDF.**



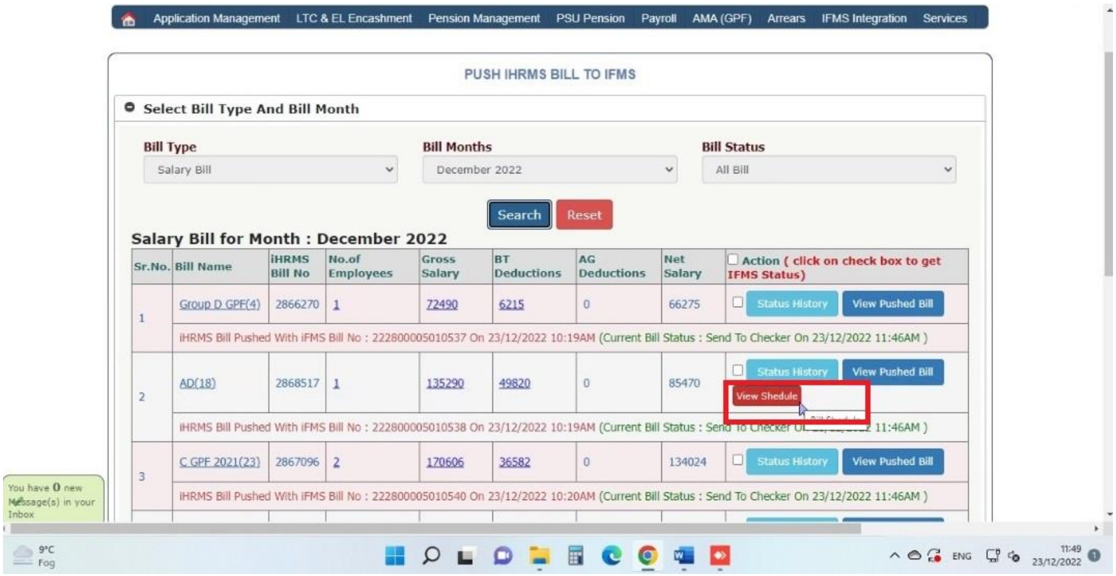
c) Once the schedule files are generated, click on M**erge PDF**. This will create a single file for all schedules.



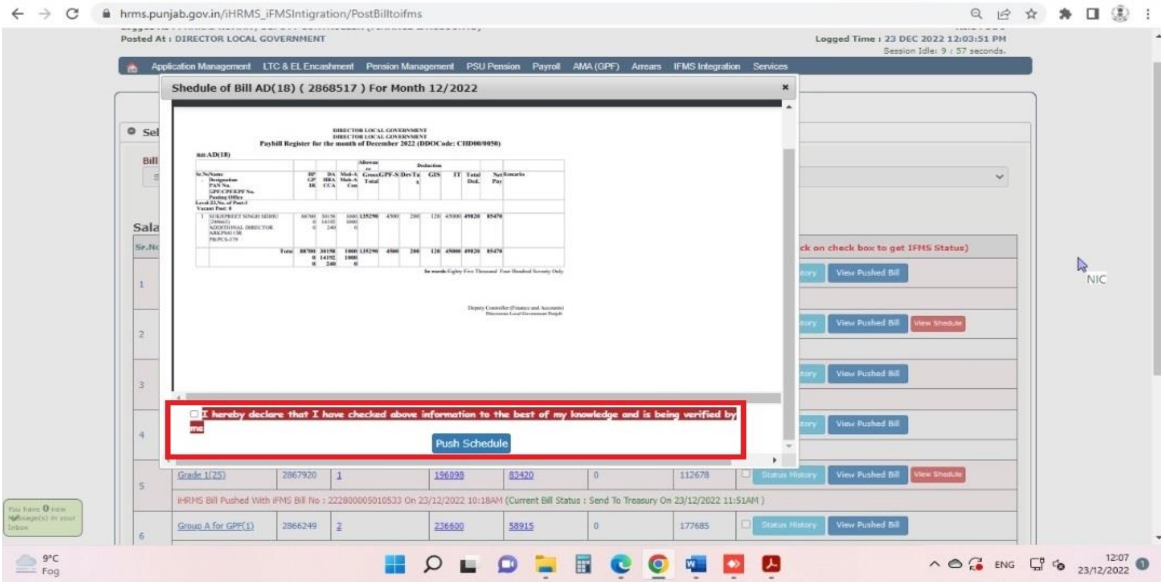
d) Once all the schedules are merged, go to **IFMS Integration** -> **Push iHRMS Bill to IFMS**.



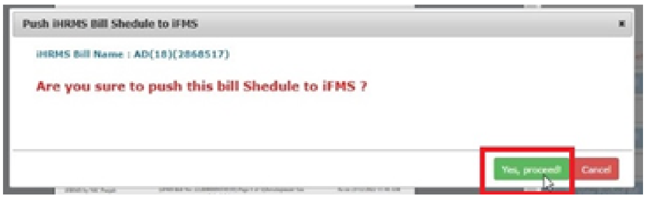
e) Select required bill and click on **View Schedule** option.



f) User needs to check and verify the merged schedules. In case, newly generated schedule file is correct, user needs to accept the declaration and click on **Push Schedule.**



g) Click on **Yes, Proceed** in the shown popup to submit the schedule file to IFMS.



2. While pushing Bills to IFMS, following error may occur:

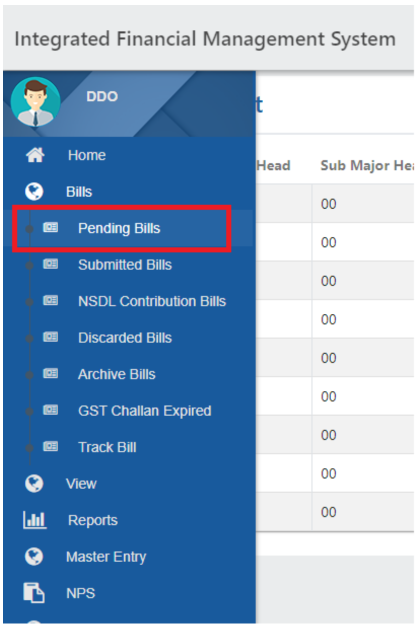
10001	Department Reference No. already exists. (Bill already pushed to IFMS)
10002	Invalid Integration Source
10003	Invalid Bill Code
10004	Invalid Gross Amount
10005	Invalid Net Amount
10006	Invalid Payee Count
10007	Net Amounts Mismatch
10008	Sum of Payee(s) Amount should match with Net Amount
10009	Gross Amount should be sum of TOBT, AGBT and Net Amount
10010	Payee Amount Cannot have decimal values
10011	Duplicate Payee(s)
10012	Mismatch in NPS Employee(s) and Payee(s)
10013	Invalid NPS Employee Count
10020	Invalid DDO Code
10021	Invalid Payee Code(s)
10022	Invalid AGBT Head
10023	Invalid AGBT Head Description
10024	Invalid TOBT Head
10025	Invalid TOBT Head Description
10026	Invalid Non Exempted Budget Head

10027	Invalid Exempted Budget Head
10028	Invalid Sub SOE
10029	HOD Budget Exceeds
10030	Invalid Head of Account
10031	Inactive NPS Employee Exists in Request
10032	NPS BT does not match with NPS Detail
10033	NPS Bill already generated for Employee
10034	NPS TOBT is required
10035	Salary Bill Already prepared
10036	NPS Employee exists in Request
10037	Please select valid Bill Month
10038	Failed Transaction Pending

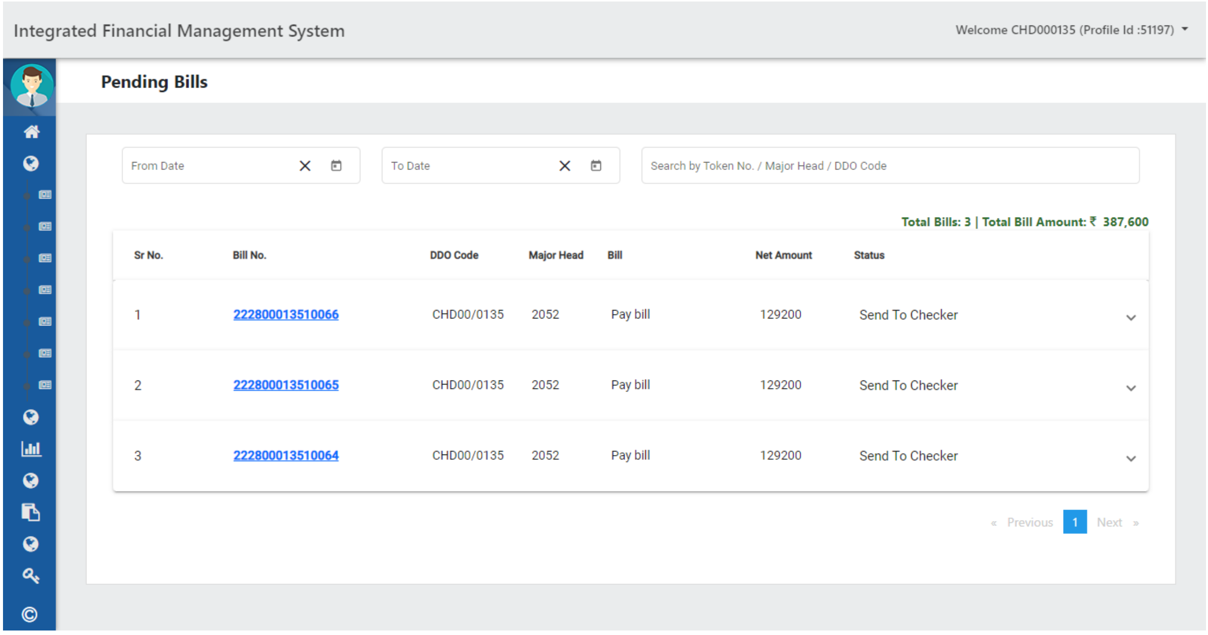
3. Before sending Bill to IFMS, please take care of following points:

   a) While integrating bills from iHRMS to IFMS, please note following points"
   b) Payees should be passed from data received through "**getpayees**" API only using same DDO code which is being used while posting bill.
   c) Net Amount can be calculated through [Gross Amount - (AG + BT)].
   d) Net Amount should match with the total payable amount of all payees.
   e) Net Amount should match with total amount passed in multi_row_json1 parameter.
   f) Payee Amount should not contain decimal value.
   g) Unique head of account should be passed in AGBT and TOBT. Duplicate entries these is not acceptable.
   h) Each payee can be added once in each bill. There should be no duplicate entry of same payee in a single bill.
   i) AGBT and TOBT should not have 0 amount.
   j) Amount of Payee cannot be 0.
   k) In case, an objection is raised by the treasury officers, the status will be sent as **Bill Discarded.** In this scenario, bill posting will be initiated again and it will be considered as new bill in IFMS.

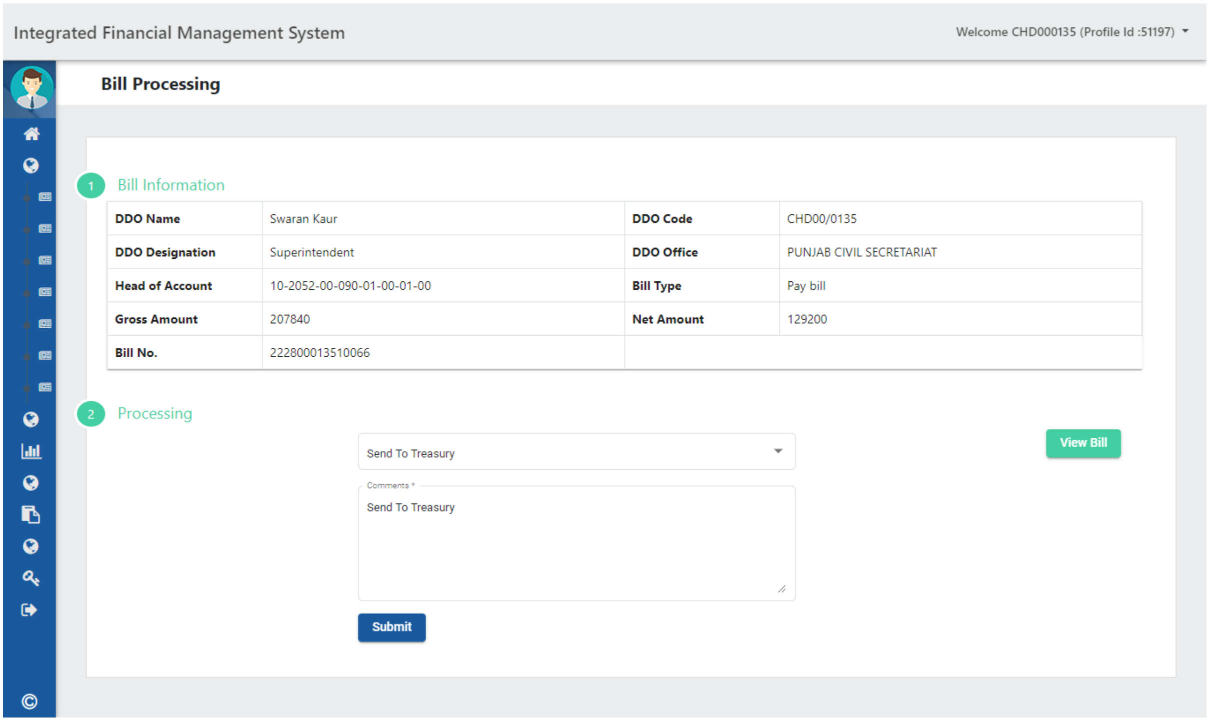
4. **At IFMS**, Pushed Bills will be shown under **Pending Bills** menu option on side menu bar as shown below:



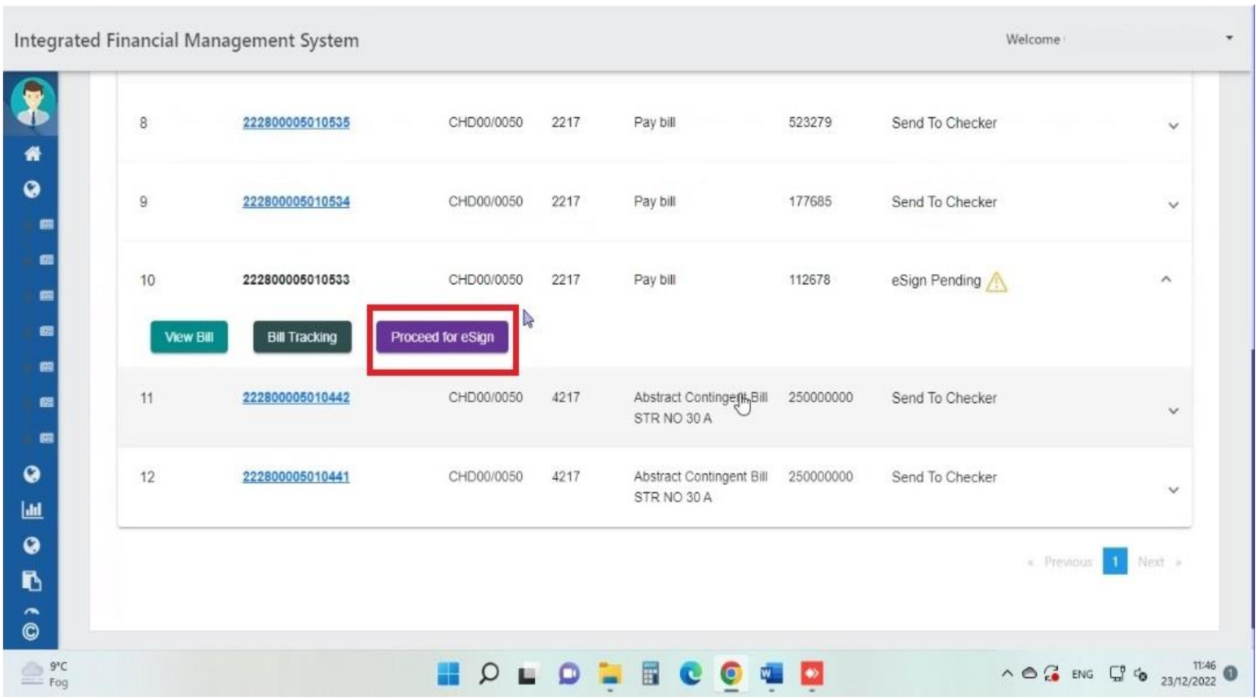
5. Click **Pending Bills**, it will show all pending Bills as shown below:



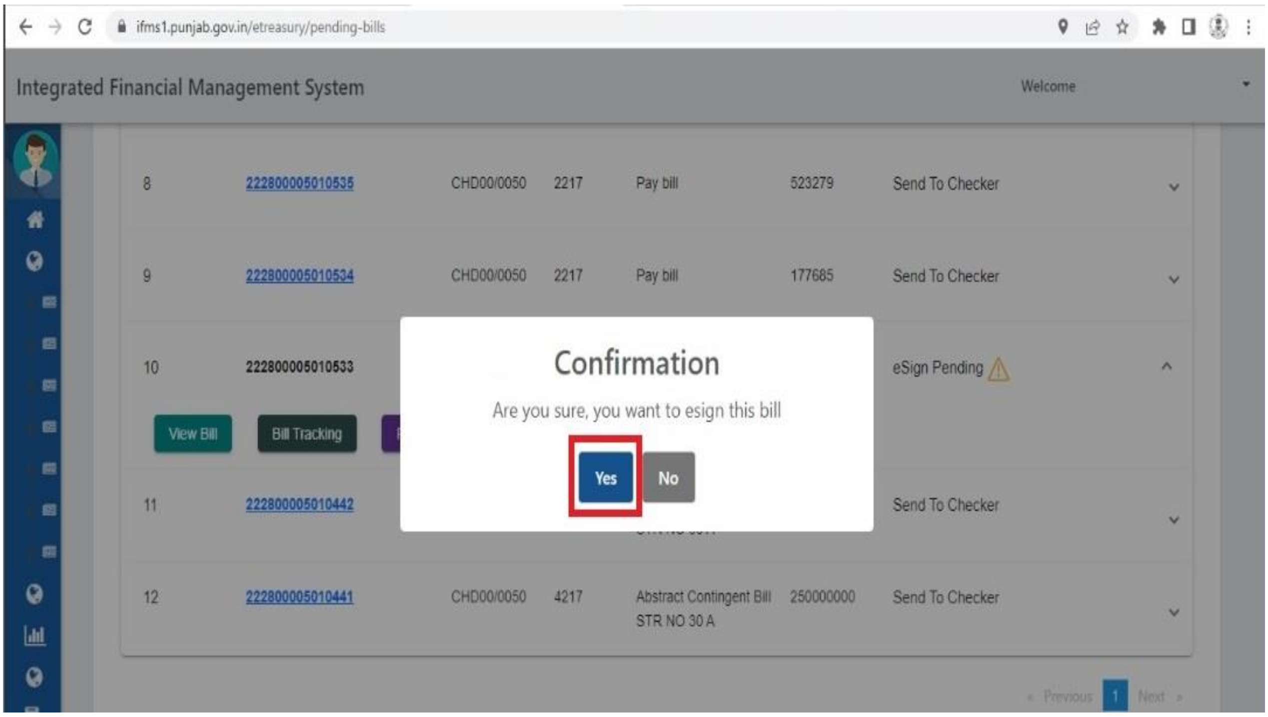
6. Click **Bill No.**, it will show **Bill Processing** screen as shown below:



7. Once the selected bill is sent to Treasury, same will be required to eSign as shown below.



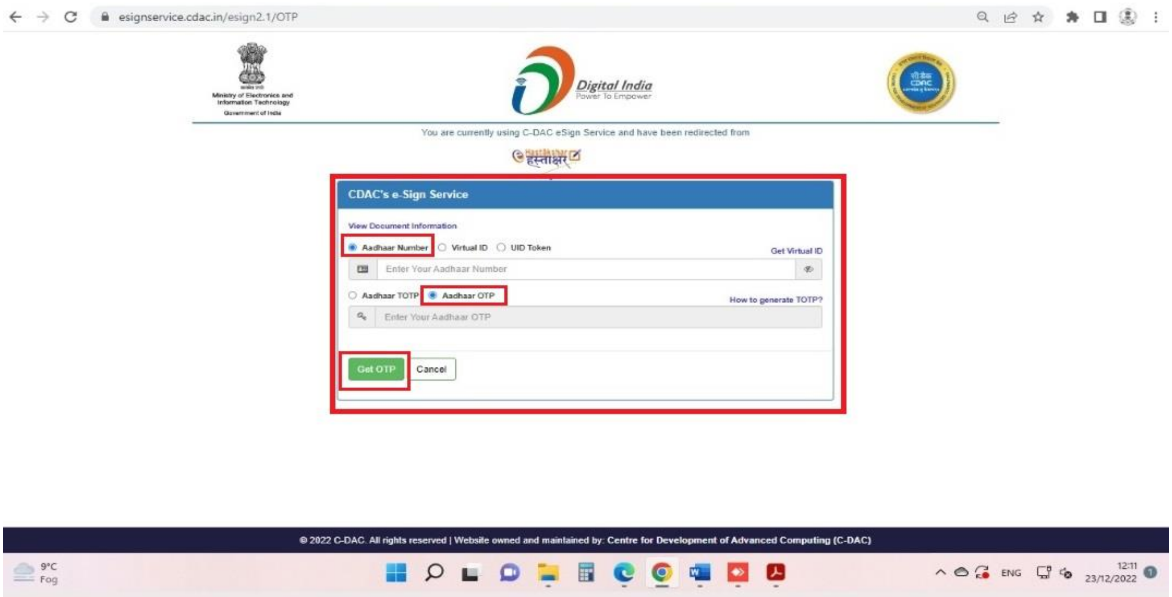
8. Click on **Proceed for eSign** button and select Yes on the shown confirmation popup.



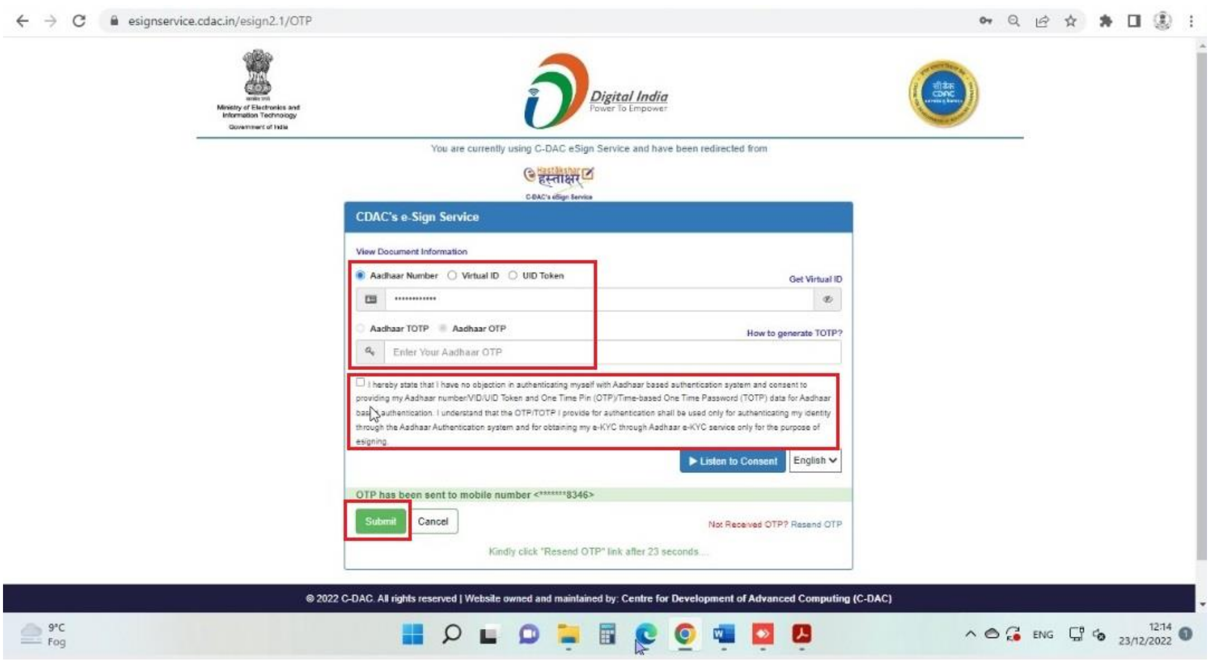
9. The user will be redirected to eSign web site where user can use following methods for eSigning the bill.

- ✓ **Aadhaar Number**
- ✓ **Virtual ID**
- ✓ **UID Token**

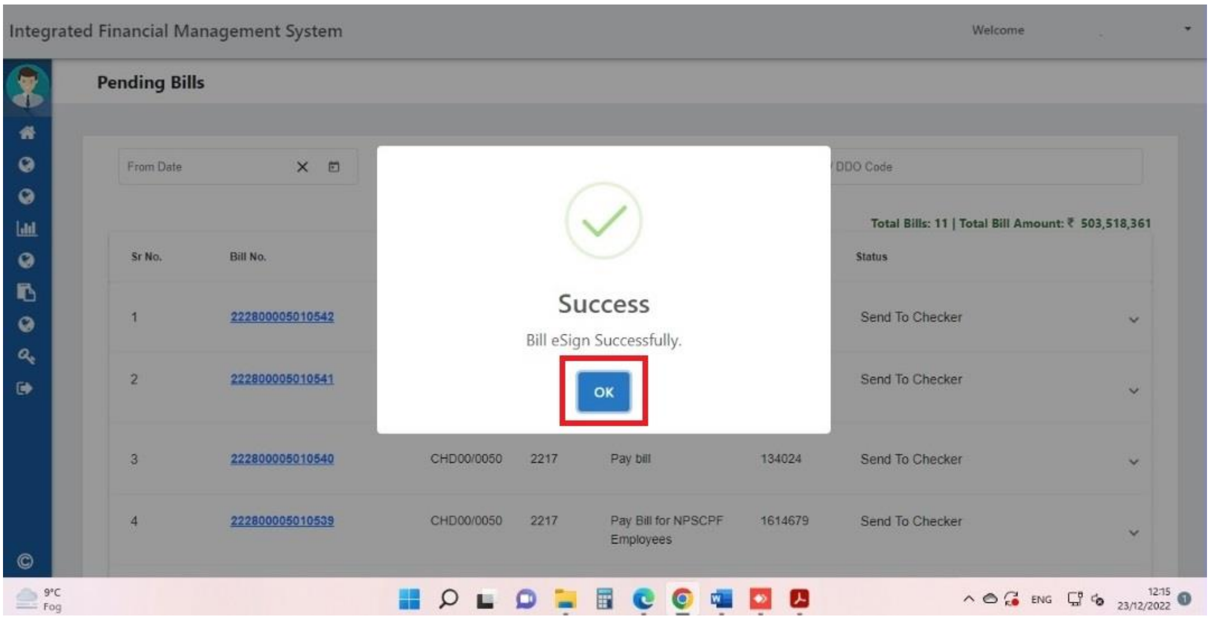
In case user selects **Aadhaar Number,** user needs to enter Aadhaar number and can select Aadhaar TOTP or Aadhaar OTP for verification. User needs to click on **Get OTP.**



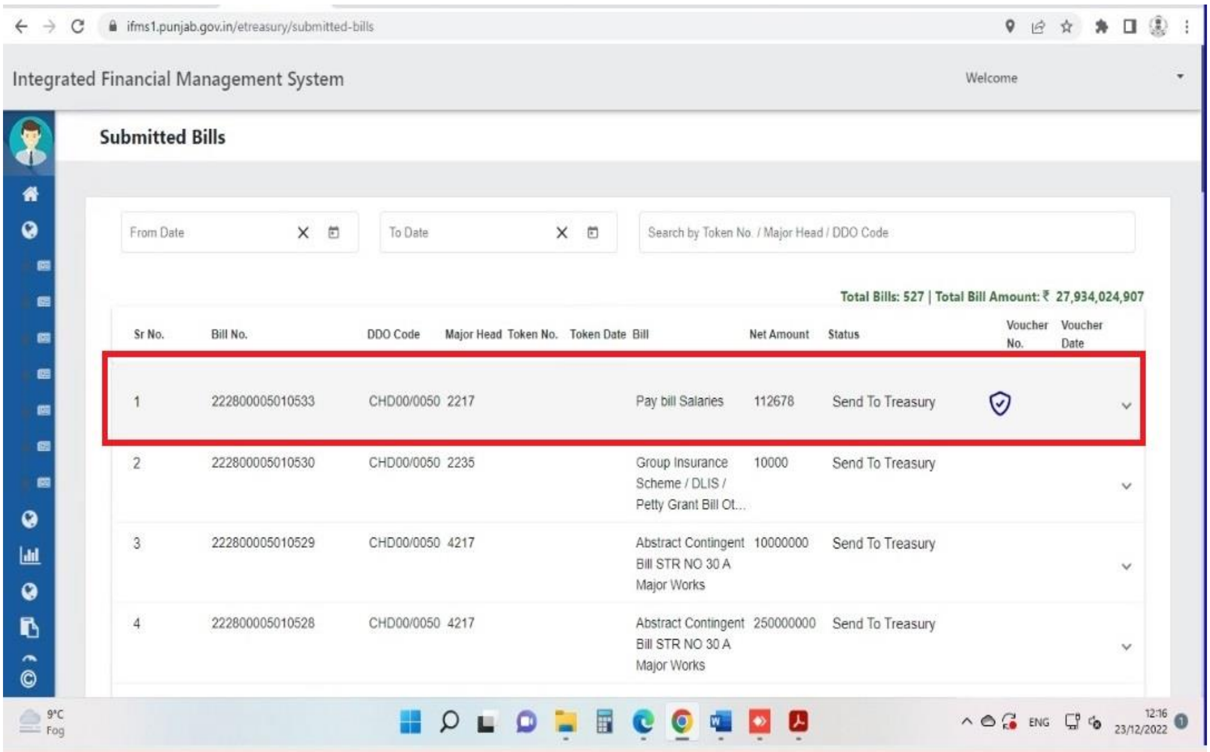
10. An OTP will be sent to the registered mobile number of the user. Same OTP needs to be entered in the provided box and accept the Consent. Once both the tasks are performed, user needs to click on **Submit** button.



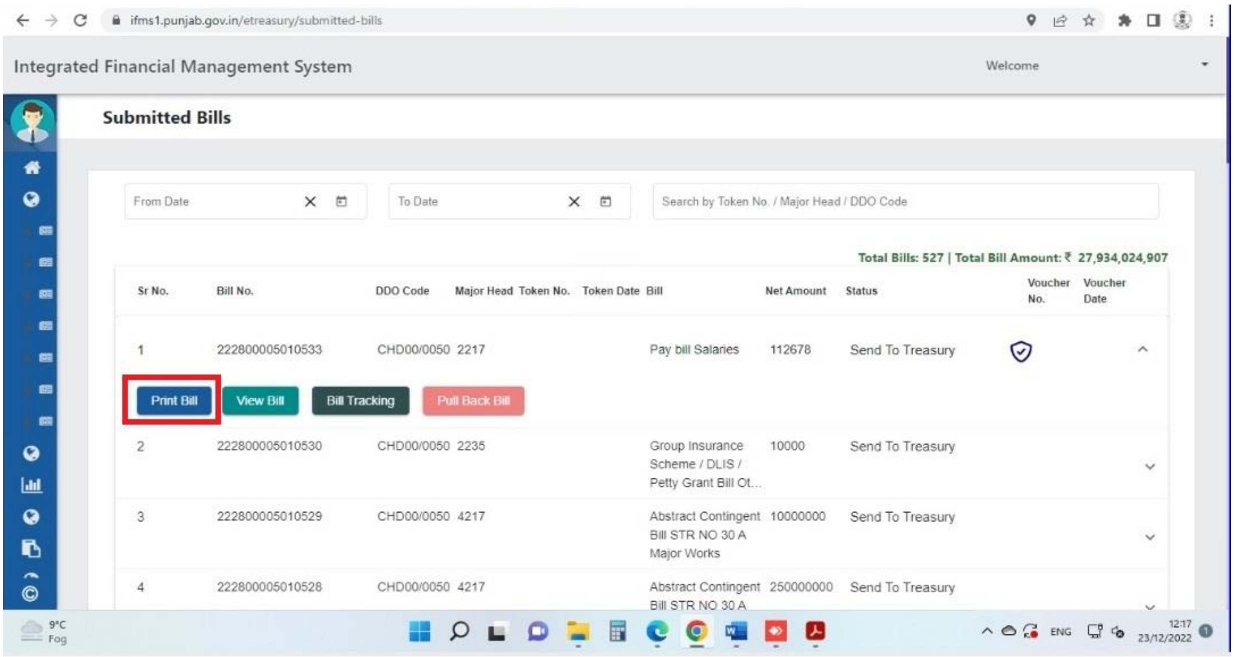
11. In case the user is authenticated, user will be redirected back to IFMS and a success message will be shown.



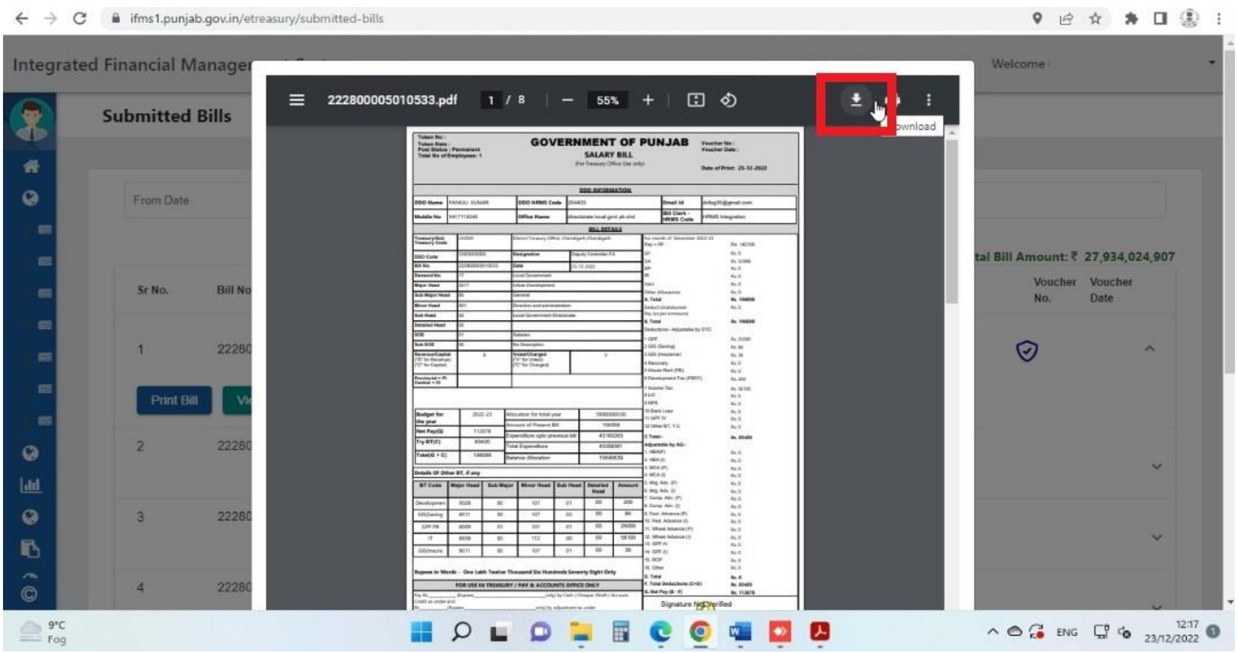
12. In the Submitted bill section, the signed bill will be displayed as shown below.



13. To view e-signed bill, user needs to click on **Print Bill** button of the selected bill.



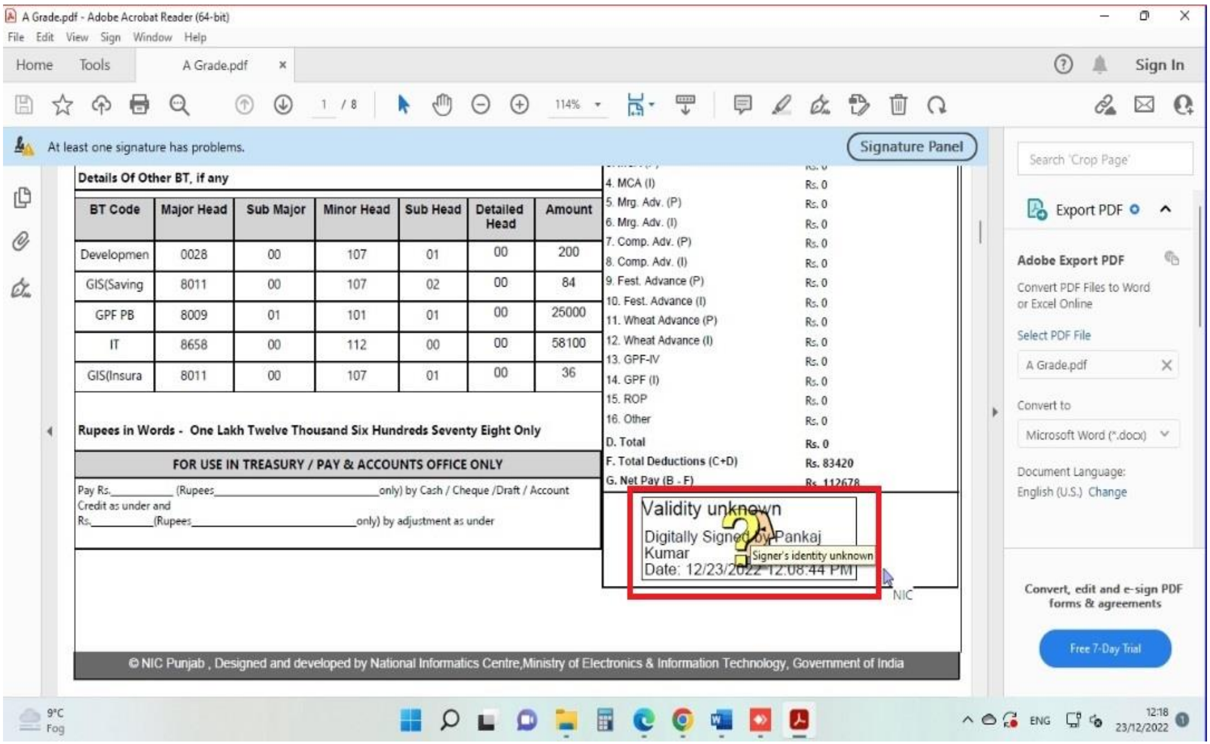
14. User needs to download the e-signed bill by clicking on symbol shown below.



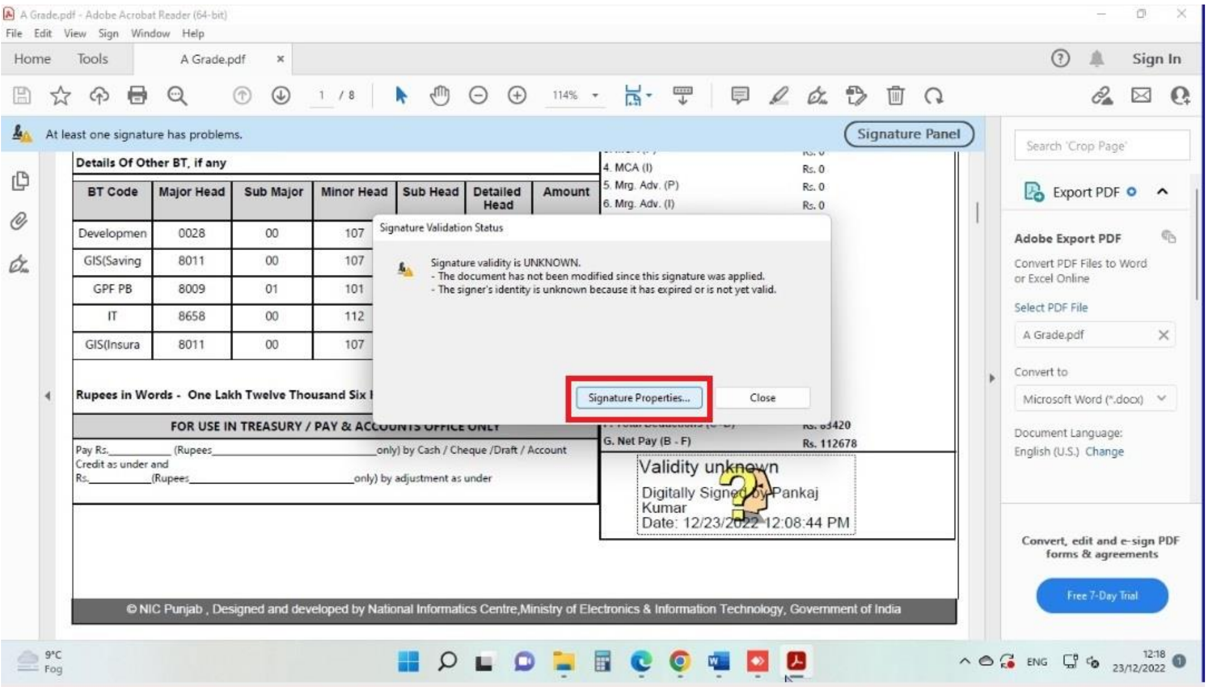
15. To check the validity of eSigned bill, user needs to download / update Adobe Reader software from https://get.adobe.com/reader/.

16. Once the software is downloaded / updated, user needs to open the eSigned bill in it.

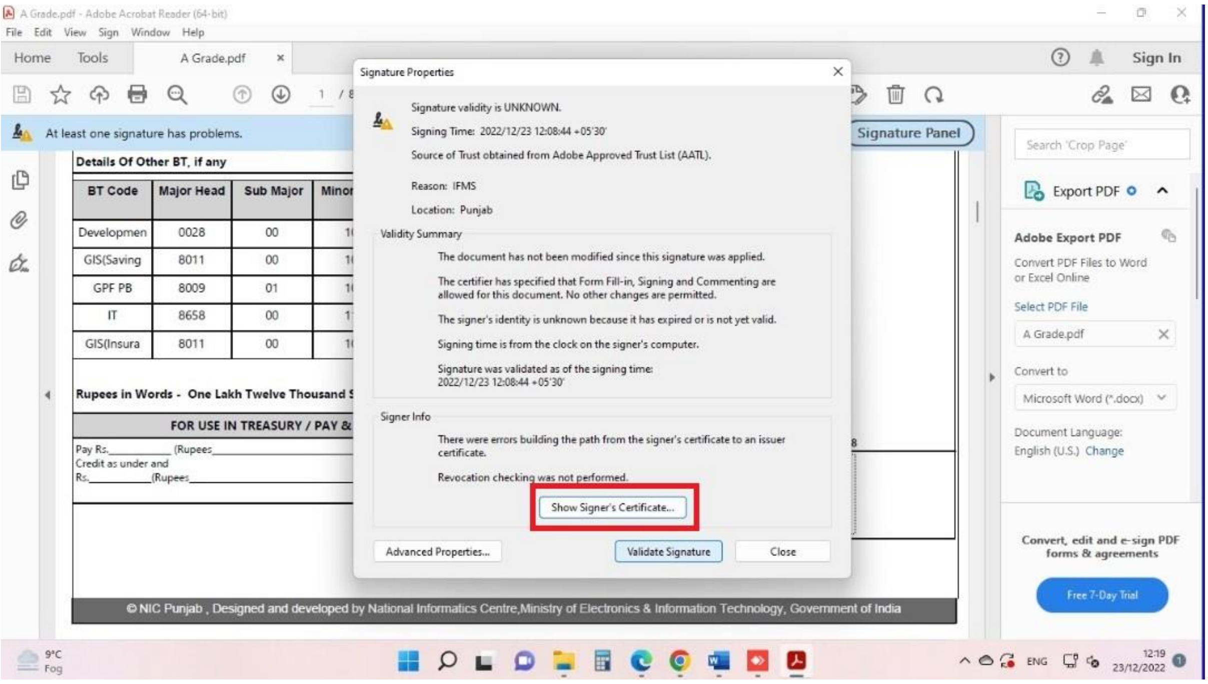
17. To validate, user needs to click on the signature as shown below.



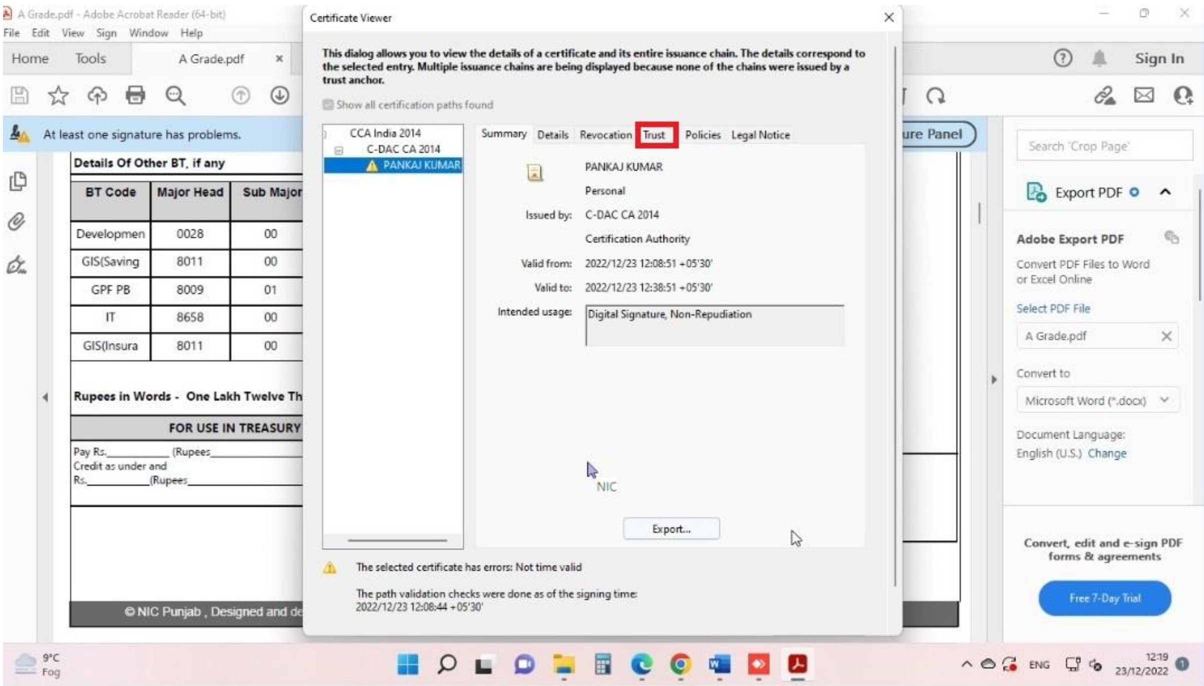
18. A popup will be shown. Click on **Signature Properties.**



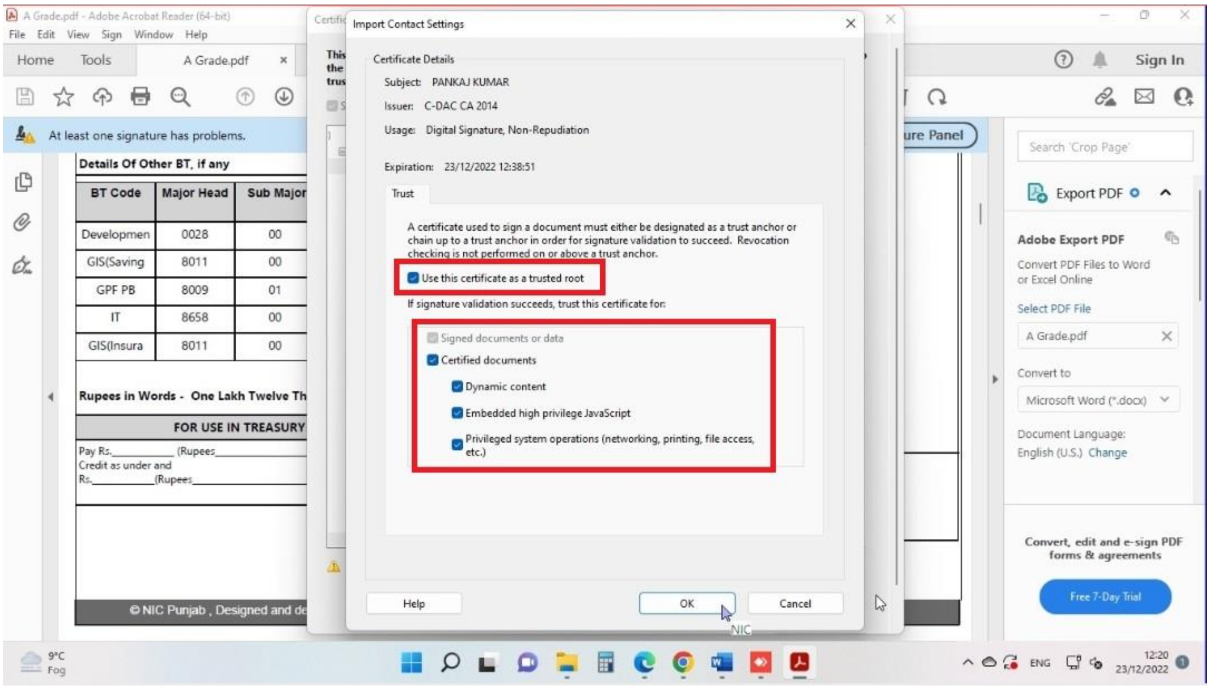
19. In **Signature Properties,** click on Show Signature's Certificate



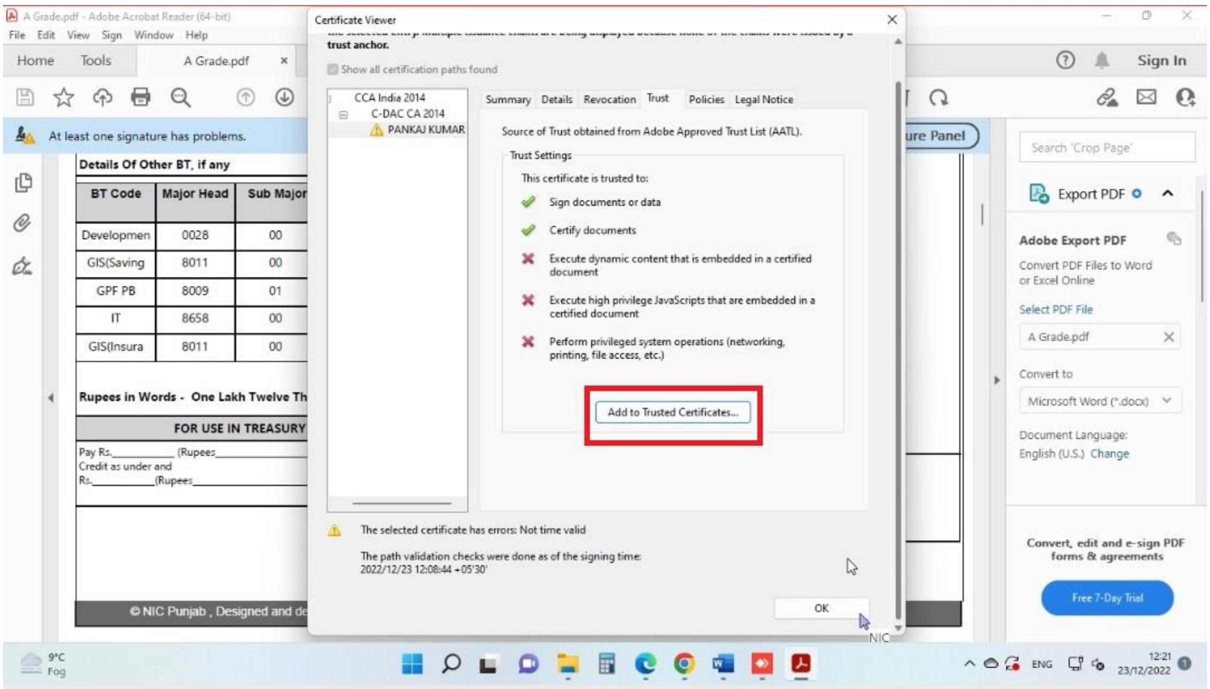
20. In **Certificate Viewer** section, click on **Trust.**



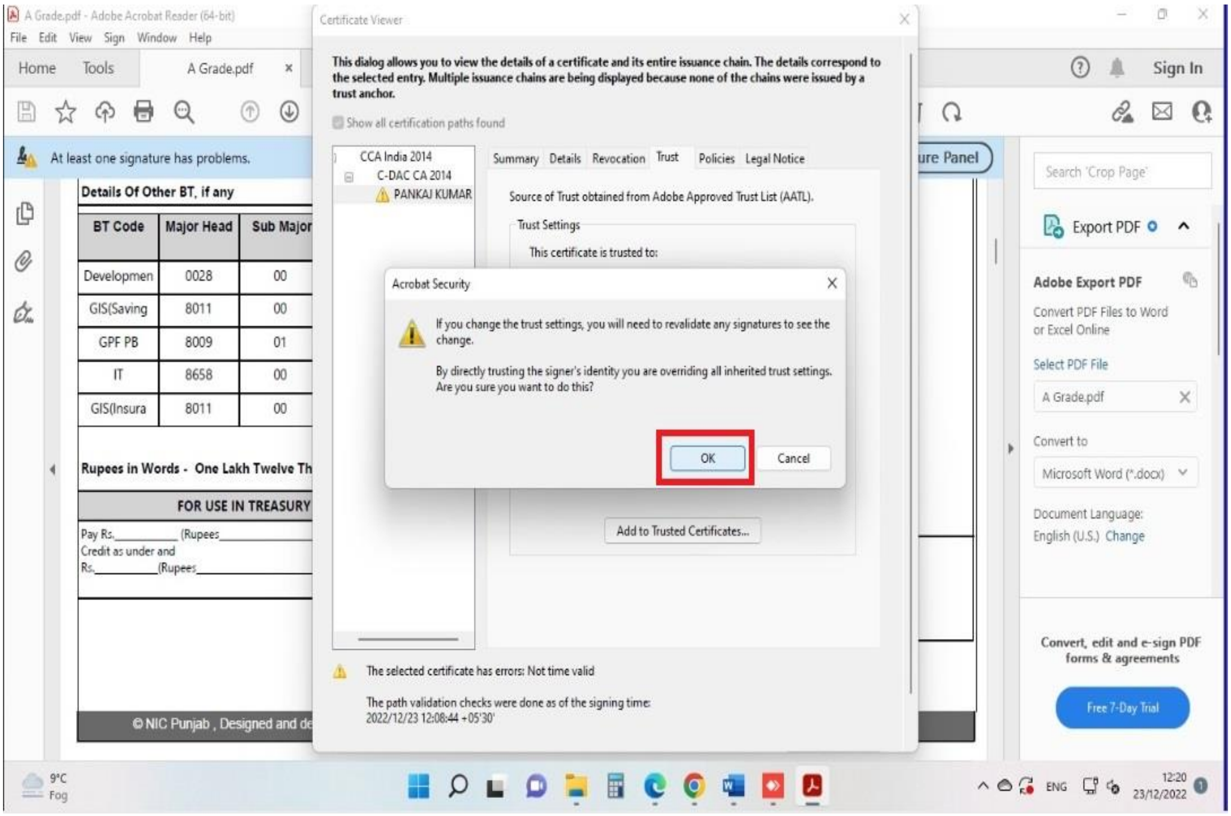
21. Select al the checkboxes as shown in the image below.



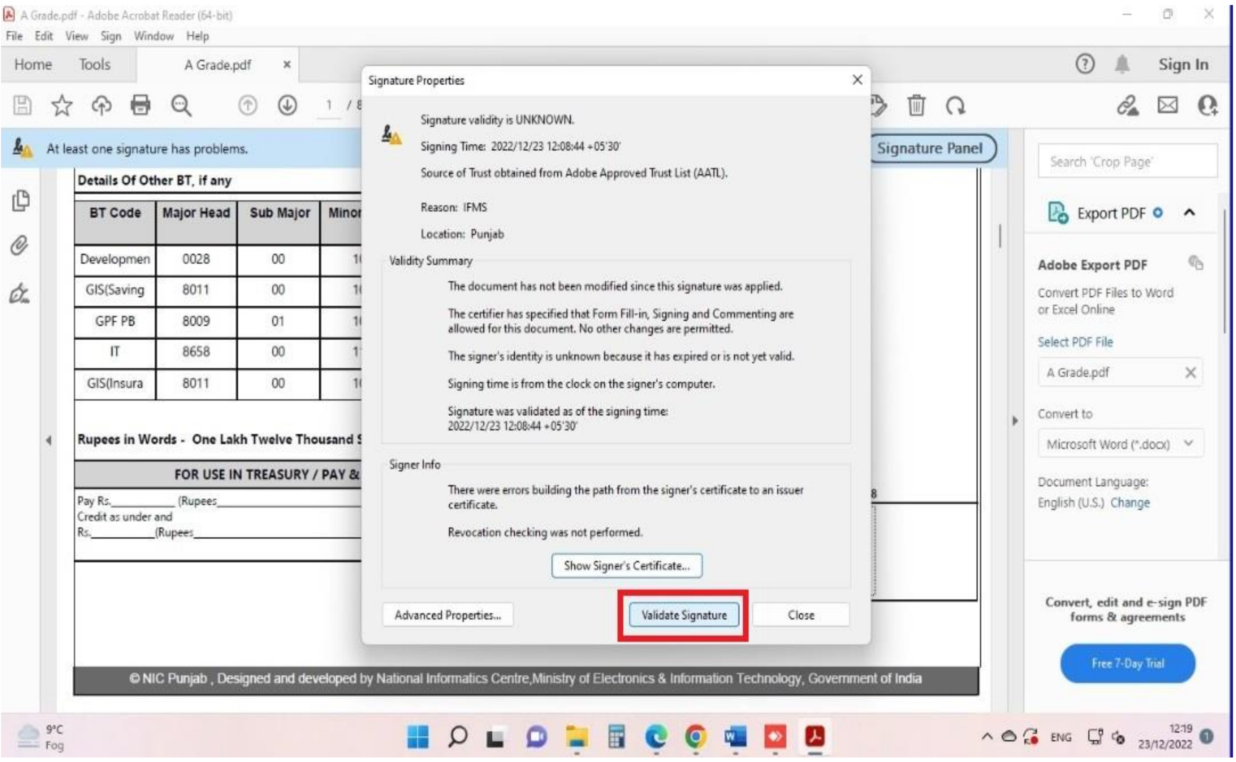
22. Click on A**dd trusted certificates**.



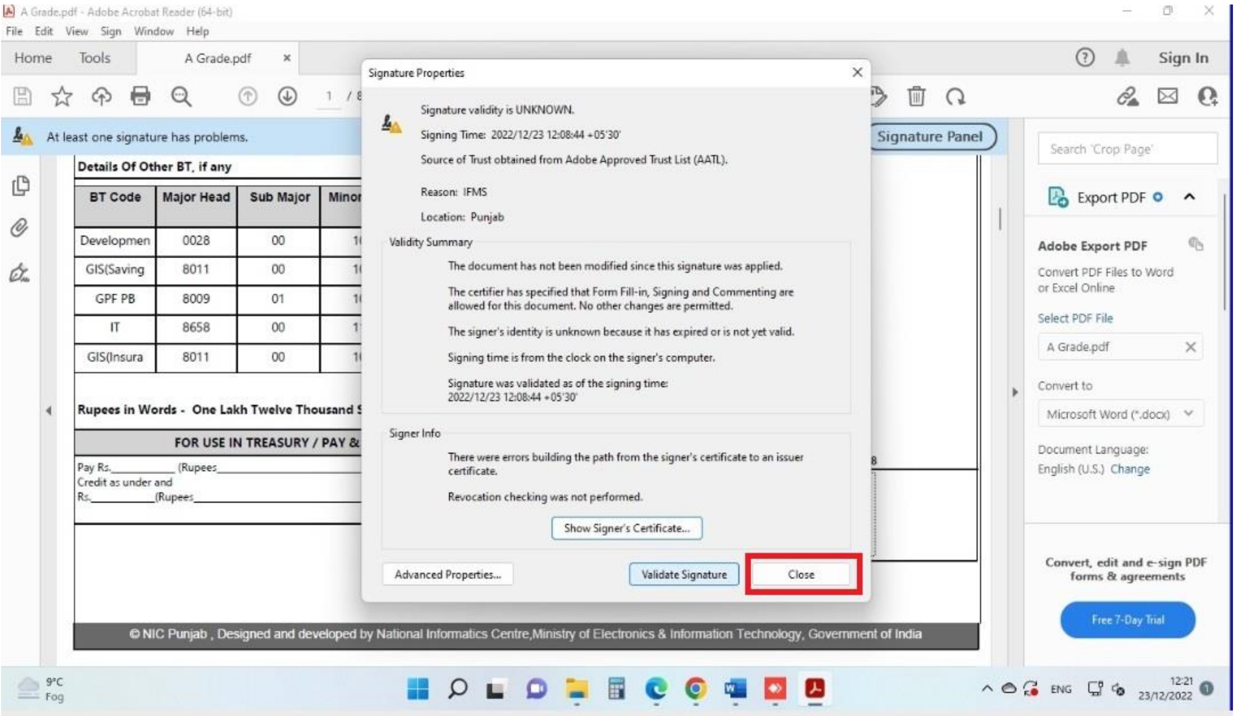
23. Click OK on the warning popup.



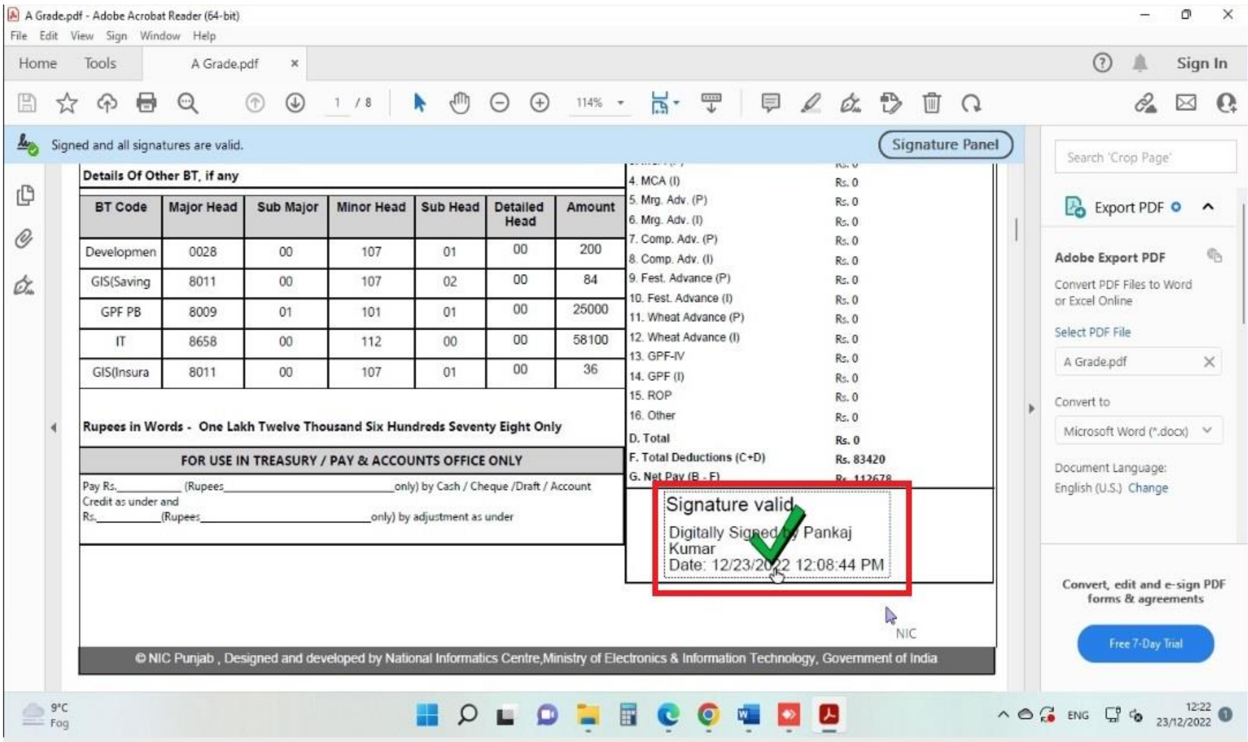
24. Click on **Validate Signature**



25. Close the Signature Properties window by clicking **Close.**



26. Signature on bill will be validated.



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