



IFMS – iHRMS Bills Integration
for
Government Departments of Punjab
Department of Finance - Government of Punjab

(Version: 1.1)

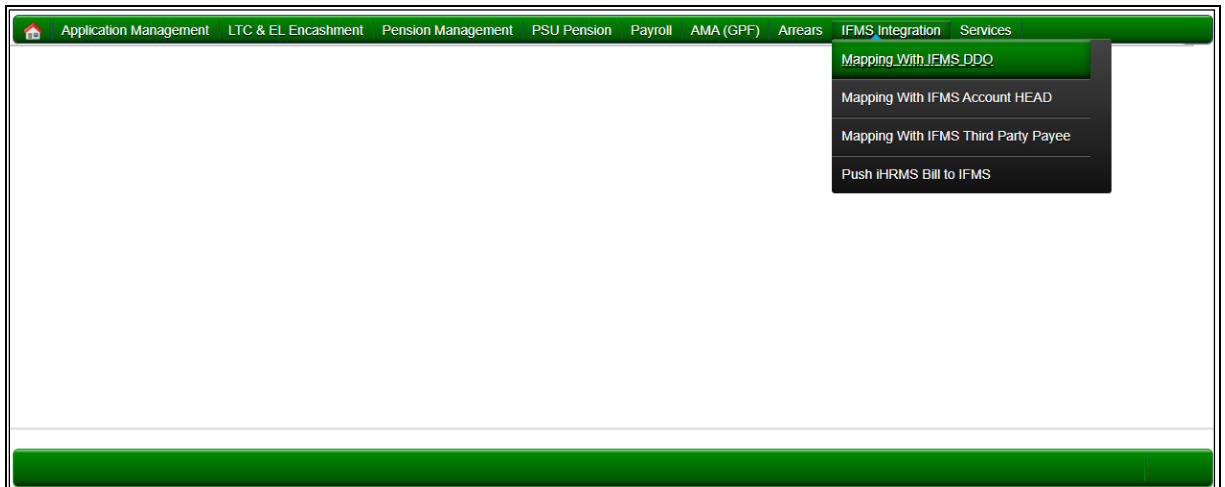
Date: 20 Jan. 2023

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:



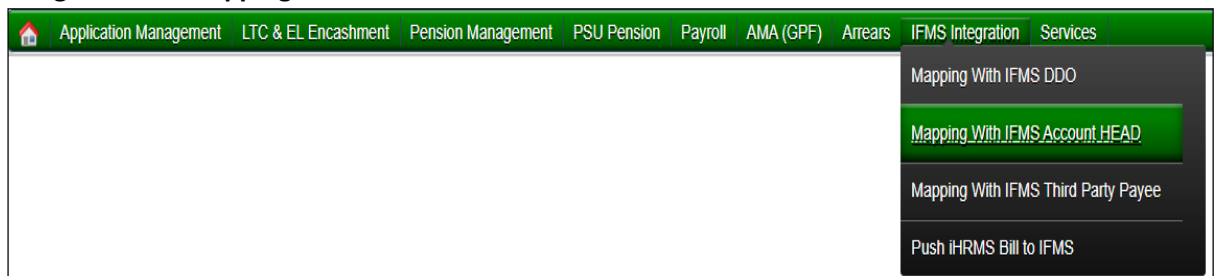
Following screen will appear, here HRMS DDO Code can be mapped with IFMS DDO Code

A screenshot of the 'MAPPING OF IHRMS DDO WITH IFMS DDO' form. The form contains the following fields and values:

- iHRMS DDO: PTL000500
- iHRMS Code Of DDO: 125064
- Name: SNEH LATA (125064) (DISTRICT TREASURY OFFICER)
- IFMS Treasury *: PTL00
- IFMS DDO *: 0500
- IFMS UserId *: PTL000500

Below the fields, there is a green status message: 'DDO Mapped With IFMS User Id (PTL000500) Mapping on : 04/04/2022 3:25PM by PTL000500 Mapping Ip : 10.44.255.1'. At the bottom, there is an input field for 'Update New iHRMS Code of DDO *' and a blue button labeled 'Update iHRMS Code Of DDO'.

- 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.

Mapping Of Account Head

iHRMS Account Head: 0000-PSU,00,000-PSU,00(PTL00-0500-99-0000-00-000-00-00-01-00) ▾

Selected iHRMS Account Head Detail

Demand:99-PSU
 Major Head:0000-PSU
 Sub Major Head:00-PSU
 Minor Head: 000-PSU
 Sub Minor Head:-
 Deatil Head: 00-PSU
 SOE: 01-Salaries
 Scheme: 00 - N.A.
 No Bill Found :

IFMS Account Head Detail

Sr.No.	FUND	DEMAND	MAJOR HEAD	SUB MAJOR HEAD	MINOR HEAD	SUB HEAD	DETAIL HEAD	SHARE CODE	VOTED / CHARGED	SOE
1	Consolidated - 1	Finance - 08	Treasury and Accounts Administration - 2054	- 00	Treasury Establishment - 097	Treasury Establishment - 01	- 00	State-1	Voted - 1	Salaries - 01

Mapped iHRMS Account Head : 2054-TREASURY & ACCOUNTS ADMINISTRATION,00,097-TREASURY ESTABLISHMENT,01-DISTRICT TREASURY & SUB-TREASURIES (PTL00-0500-08-2054-00-097-01-00-01-00)
 Mapping By PRABHJEETKAUR(416516) on 06/07/2022 Having Wallet Id : 226082

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

Application Management | LTC & EL Encashment | Pension Management | PSU Pension | Payroll | AMA (GPF) | Arrears | **IFMS Integration** | Services

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

Application Management | LTC & EL Encashment | Pension Management | PSU Pension | Payroll | AMA (GPF) | Arrears | **IFMS Integration** | Services

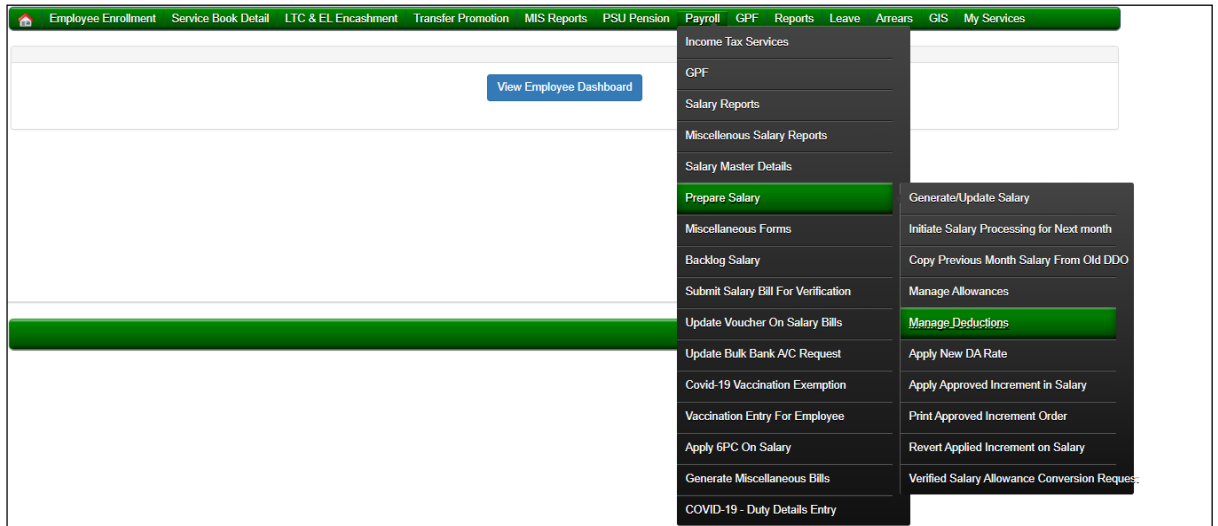
Mapping Of IHRMS DDO Deductions-IFMS Third Party Interface

iHRMS DDO Deduction Codes: None selected ▾

IFMS Non Employee Payee Detail

	Payee Code	Payee Name	IFSC	Account	HRMS Emp Codes
<input type="radio"/>	90700050010024	Goods and Services Tax	SBIN0001637	55108387635	
<input type="radio"/>	90700050010025	ASSISTANT CONTROLLER RENTS CHANDIGARH	SBIN0008719	36319771738	
<input type="radio"/>	90700050010042	SENIOR POST MASTER	SBIN0001637	55108387635	

- 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:

The screenshot shows the 'INSERT DEDUCTION AMOUNT' form. The search criteria are: Designation* (All), Show Bills of* (06/2022), Bill Code* (Ravinder pal 1573 april(817) [Employees: 1]), Grade Pay* (9999999), Pay Scale For* (All), Salary Type* (Regular Salary), Service Group* (All), Latest Unverified Month* (June 2022), Deduction (GIS (GIS)), and Select option* (GIS Amount, GIS Bifurcation). A note states: 'Note :- Enter 9999999 In Grade Pay To get all Employees irrespective of Grade Pay Amount'. A 'SEARCH' button is visible at the bottom.

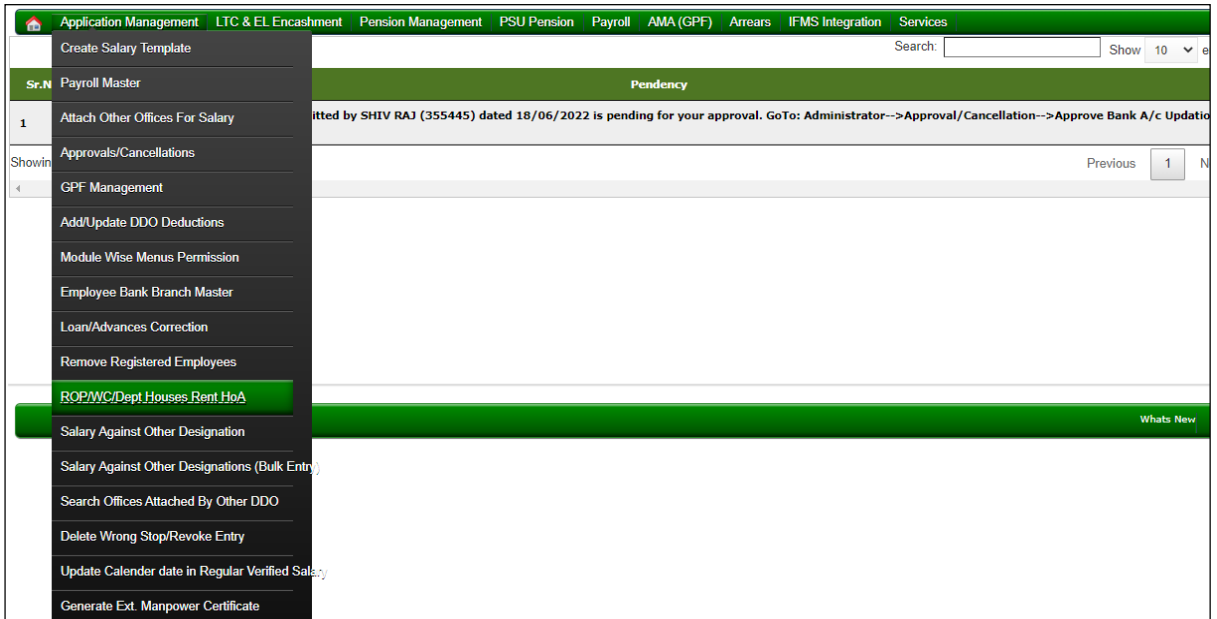
On selecting screen as shown above, the system will show list of employees having GIS Amount being deducted and its bifurcation Saving (70%) and Insurance (30%). It may be updated, if required. Once everything ok please press click **Update Records** on the screen as shown below:

The screenshot shows the 'Deduction Detail' table with the following data:

SNo	Salary Month	Name	Designation	Current Amount	Amount	GIS Saving	GIS Insurance
1	June 2022	RAVINDER PAL SINGH(300068)	SENIOR CONSTABLE	30	30	21.0	9.0

The table also includes a search bar, export options (EXCEL, PDF, CSV, PRINT), and pagination (Showing 1 to 1 of 1 entries, Previous 1 Next). 'UPDATE RECORDS' and 'CANCEL' buttons are at the bottom.

- 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	<input type="checkbox"/> Voucher Updated Manually With NO : 50 on 06/07/2022
2	4 (Group A)(22)	2591012	1	84503	16658	0	67845	<input type="checkbox"/> Voucher Updated Manually With NO : 88 on 06/07/2022
3	BILL11036PPC(79)	2562370	1	95360	25320	2850	67190	<input type="checkbox"/> Voucher Updated Manually With NO : 51 on 06/07/2022
4	BILL186PPC(80)	2561498	1	100608	46320	0	54288	<input type="checkbox"/> Voucher Updated Manually With NO : 23 on 06/07/2022
5	PCS DEPUTATION(63)	2602277	1	129343	28905	0	100438	<input checked="" type="checkbox"/> 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:

PUSH IHRMS BILL TO IFMS

Select Bill Type And Bill Month

Bill Type
Salary Bill
Bill Months
June 2022
Bill Status
Already Pushed 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	Sukhdeep Kaur(820)	2582558	1	68903	11037	0	57866	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510478 On 30/06/2022 9:21AM								

PUSH IHRMS BILL TO IFMS

Select Bill Type And Bill Month

Bill Type
Salary Bill
Bill Months
June 2022
Bill Status
Already Pushed 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	Sukhdeep Kaur(820)	2582558	1	68903	11037	0	57866	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510478 On 30/06/2022 9:21AM								
2	REGULAR GO INSP ED4(280)	2582053	2	106892	12424	0	94468	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510476 On 29/06/2022 1:41PM								
3	NPS_ear_hh(822)	2598419	2	500242	51118	0	449124	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510549 On 06/07/2022 2:49PM								
4	PROB PERIOD MARCH 2022(761)	2582102	28	674435	72652	0	601785	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510477 On 29/06/2022 2:00PM								
5	INSP_GPF(419)	2579669	18	326009	433018	2000	1489993	<input type="checkbox"/> Status History <input type="checkbox"/> 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	SLAS(134)	2587362	102	9850017	2089162	67281	7703574	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510501 On 01/07/2022 11:45PM								
7	ETH ED4 3(652)	2584500	322	22502480	2625811	2000	19873669	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510493 On 30/06/2022 1:47PM								
8	ETH_NPS(661)	2584681	472	28881429	3003470	2833	25075326	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510494 On 30/06/2022 1:58PM								
9	ETH_PAY ED4 1(650)	2599035	410	30478319	3712367	2000	26763352	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510553 On 06/07/2022 4:30PM								
10	ETH_OR_CT 1(658)	2587913	549	43784876	10293154	156311	33333411	<input type="checkbox"/> View Pushed Bill
iHRMS Bill Pushed With IFMS Bill No : 221800002510503 On 01/07/2022 3:31PM								

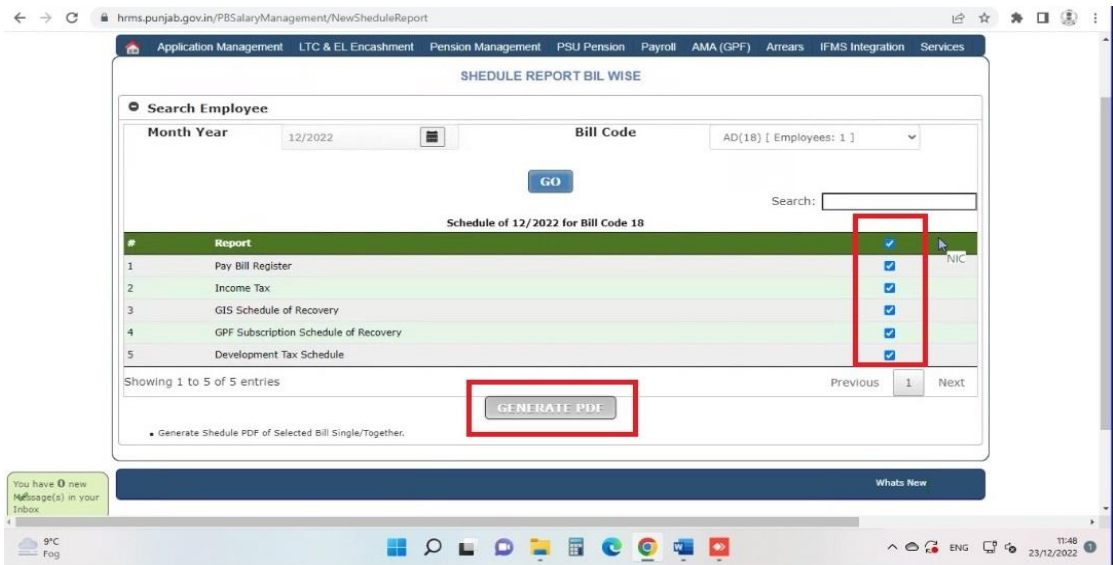
Get IFMS Status

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

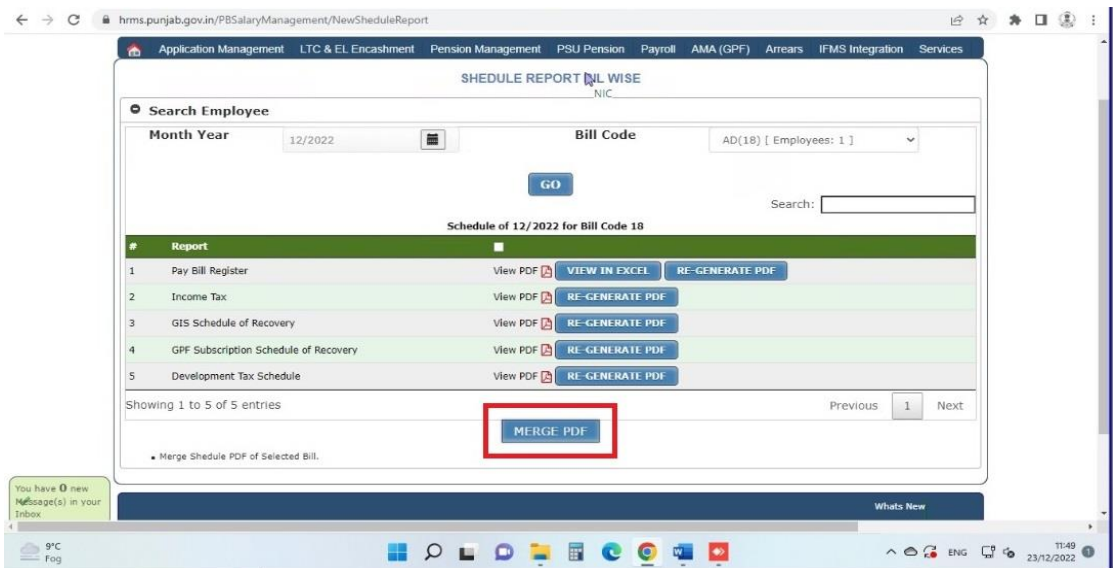
- a) To push schedule from iHRMS, login your iHRMS account and go to -> **Payroll module -> salary Reports -> Salary Pay Bill Reports & Schedules.**

The screenshot shows the iHRMS web application interface. The user is logged in as 'PUNJAB CIVIL SECTT CHANDIGARH'. The navigation menu is open, showing the following path: **Payroll** > **Salary Reports** > **Salary Pay Bill Register & Schedules**. The 'Salary Pay Bill Register & Schedules' option is highlighted with a red box. Other options in the 'Salary Reports' menu include 'Miscellaneous Salary Reports', 'Arrear Pay Bill Register & Schedules', 'Advance & Deduction Schedules', 'Employees Annual Salary Statement', 'DDO Deductions Register & Schedules', 'Pay Slip/Salary Certificate', 'Bill Wise Salary Status', 'Paid Month-Wise Salary Status', 'Expenditure Details', 'Bill Wise Employee Details', 'Bank Wise Employees Salary', 'Monthly Sanctioned & Filled Posts', 'Generate LIC Text File', and 'ECS File For Old IFMS'. The URL in the browser is 'https://hrms.punjab.gov.in/PBSalaryManagement/NewScheduleReport'.

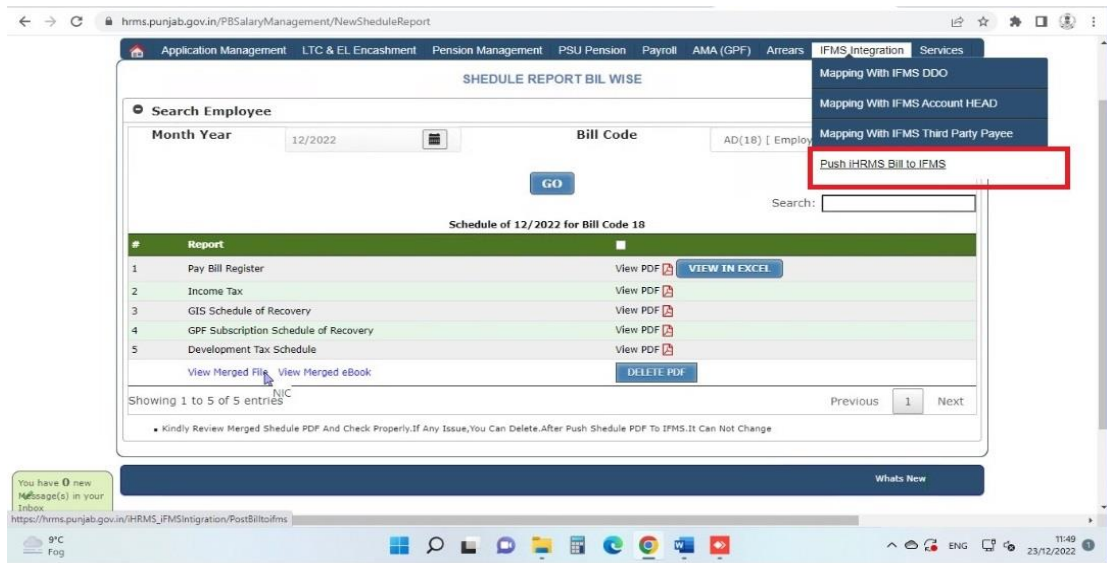
b) Select bill for which schedule is to be pushed. Select all schedules and click on **Generate PDF**.



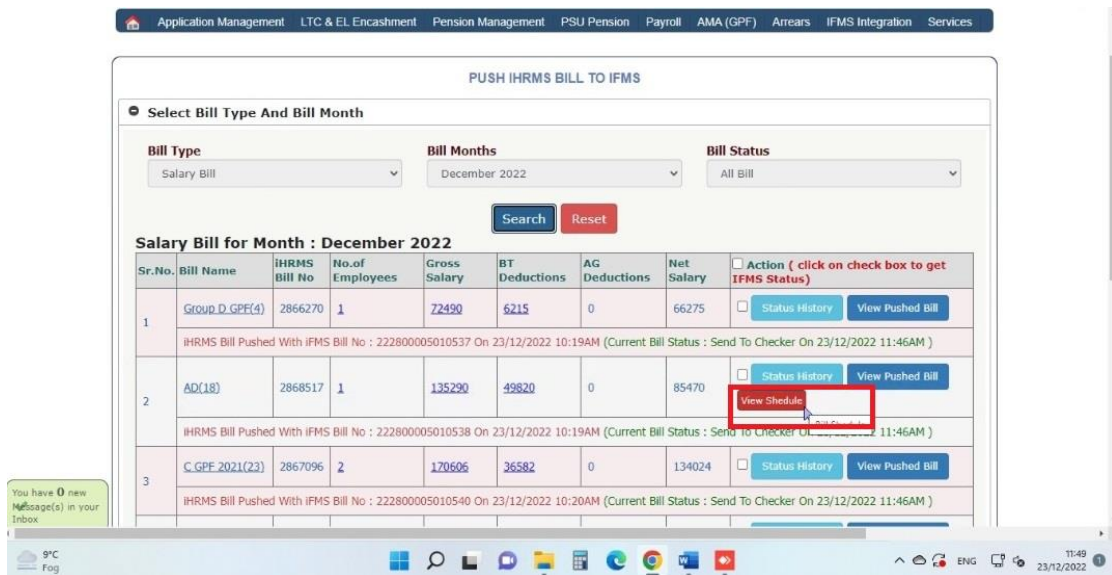
c) Once the schedule files are generated, click on **Merge PDF**. This will create a single file for all schedules.



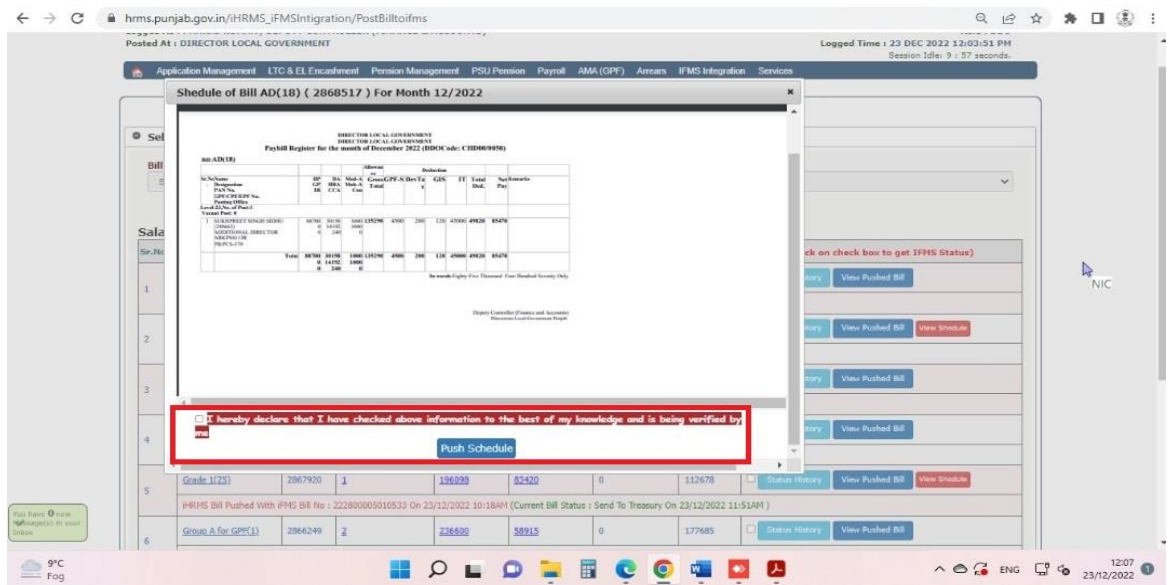
d) Once all the schedules are merged, go to **IFMS Integration** -> **Push iHRMS Bill to IFMS**.



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:

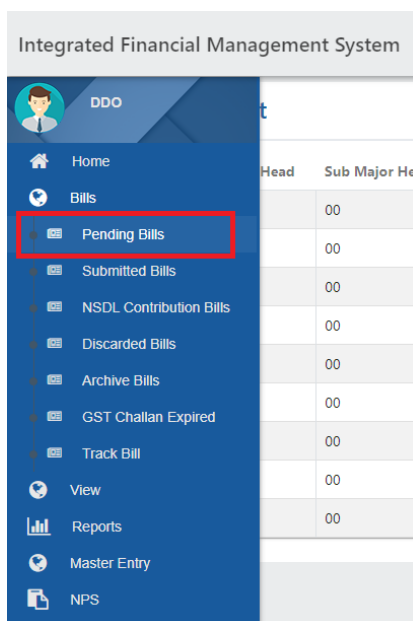
10001	Department Reference No. already exists. (Bill already pushed to IFMS)
10002	Invalid Integration Source
10003	Invalid Bill Code
10004	Invalid Gross Amount
10005	Invalid Net Amount
10006	Invalid Payee Count
10007	Net Amounts Mismatch
10008	Sum of Payee(s) Amount should match with Net Amount
10009	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:

Integrated Financial Management System Welcome CHD000135 (Profile Id :51197) ▾

Pending Bills

From Date To Date Search by Token No. / Major Head / DDO Code

Total Bills: 3 | Total Bill Amount: ₹ 387,600

Sr No.	Bill No.	DDO Code	Major Head	Bill	Net Amount	Status
1	222800013510066	CHD00/0135	2052	Pay bill	129200	Send To Checker ▾
2	222800013510065	CHD00/0135	2052	Pay bill	129200	Send To Checker ▾
3	222800013510064	CHD00/0135	2052	Pay bill	129200	Send To Checker ▾

◀ Previous 1 Next ▶

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

Integrated Financial Management System Welcome CHD000135 (Profile Id :51197) ▾

Bill Processing

1 Bill Information

DDO Name	Swaran Kaur	DDO Code	CHD00/0135
DDO Designation	Superintendent	DDO Office	PUNJAB CIVIL SECRETARIAT
Head of Account	10-2052-00-090-01-00-01-00	Bill Type	Pay bill
Gross Amount	207840	Net Amount	129200
Bill No.	222800013510066		

2 Processing

Send To Treasury

Comments *

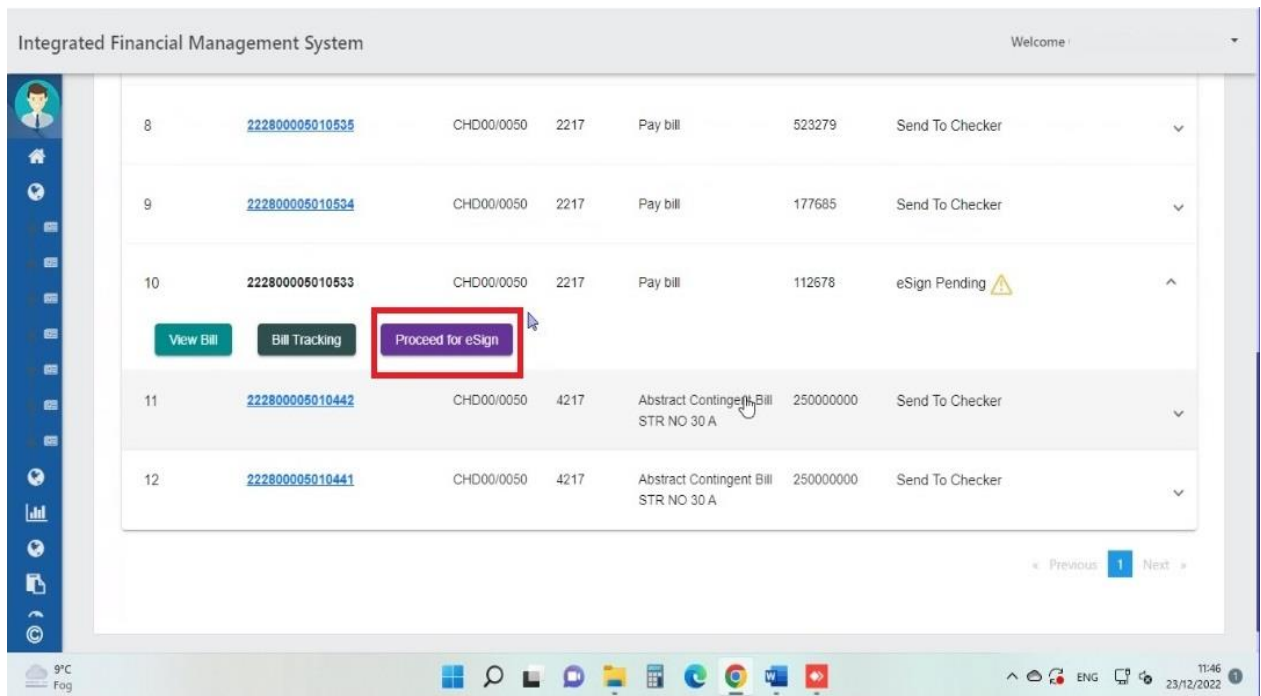
Send To Treasury

/

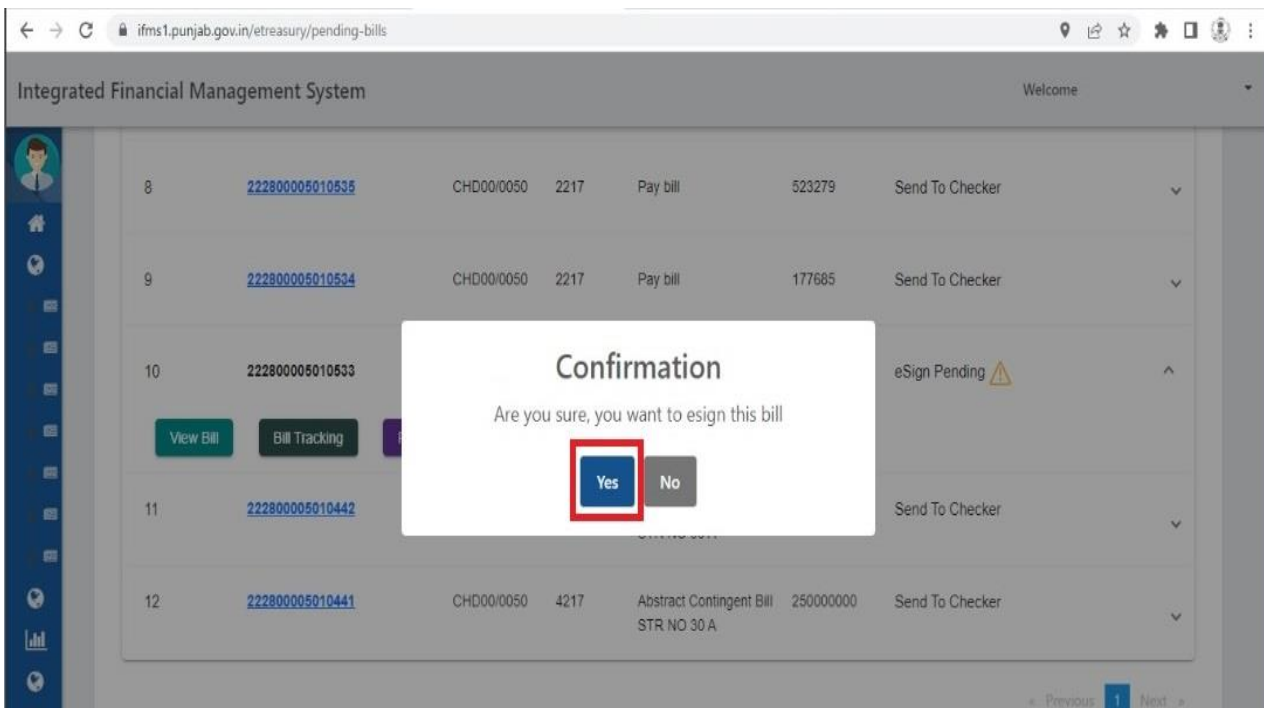
Submit

View Bill

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



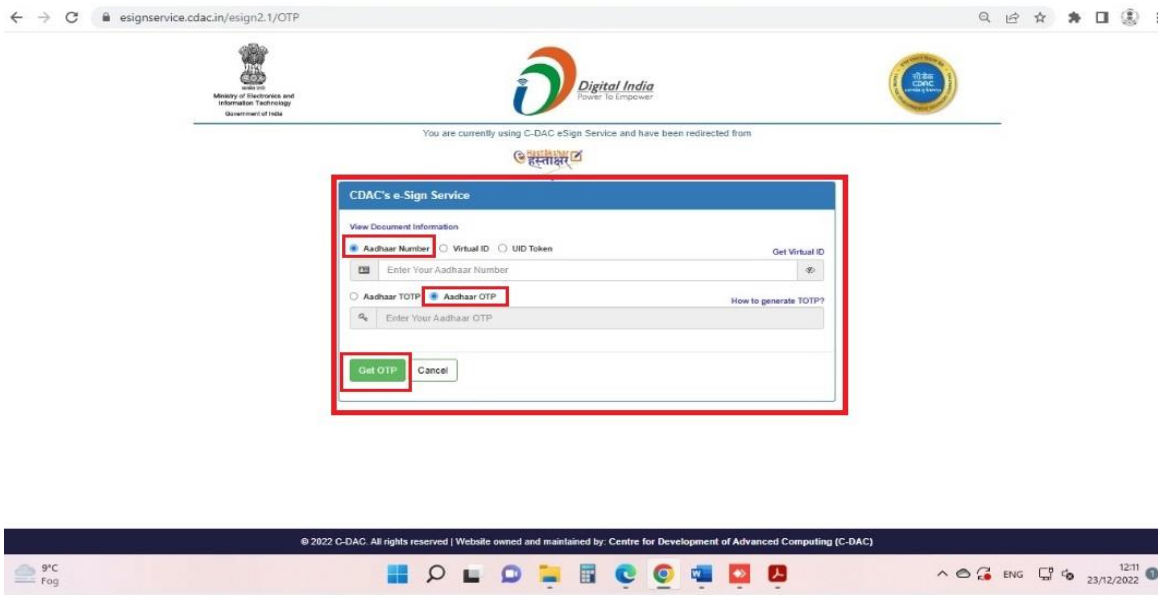
8. Click on **Proceed for eSign** button and select Yes on the shown confirmation popup.



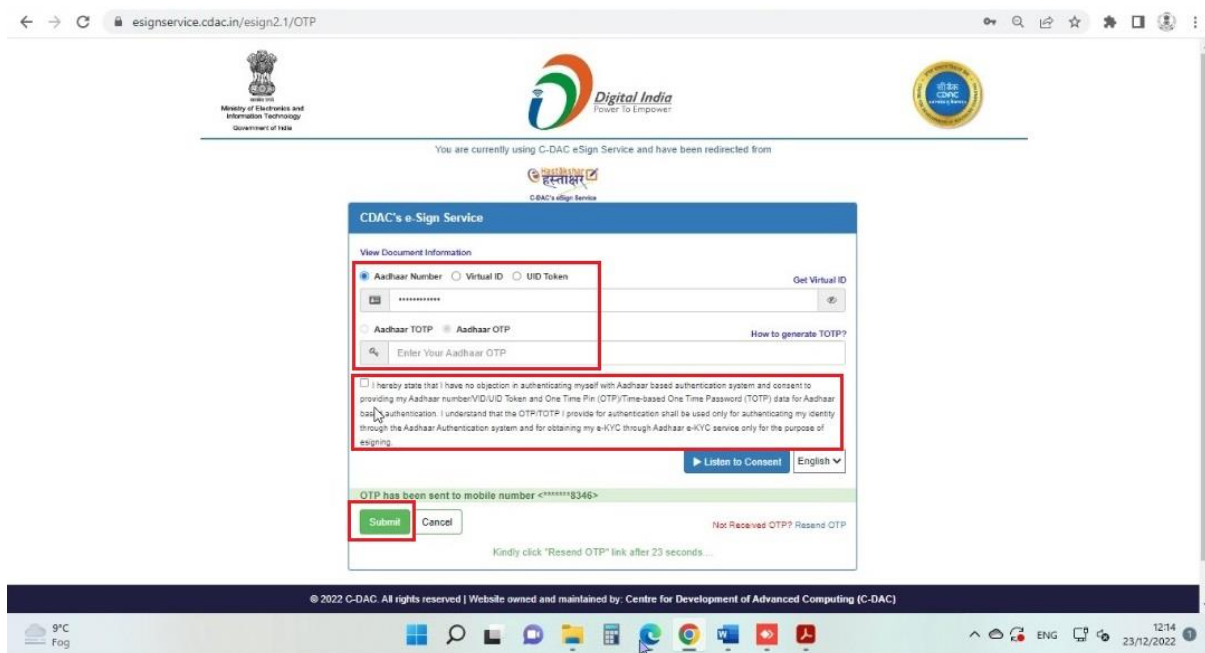
9. The user will be redirected to eSign web site where user can use following methods for eSigning the bill.

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

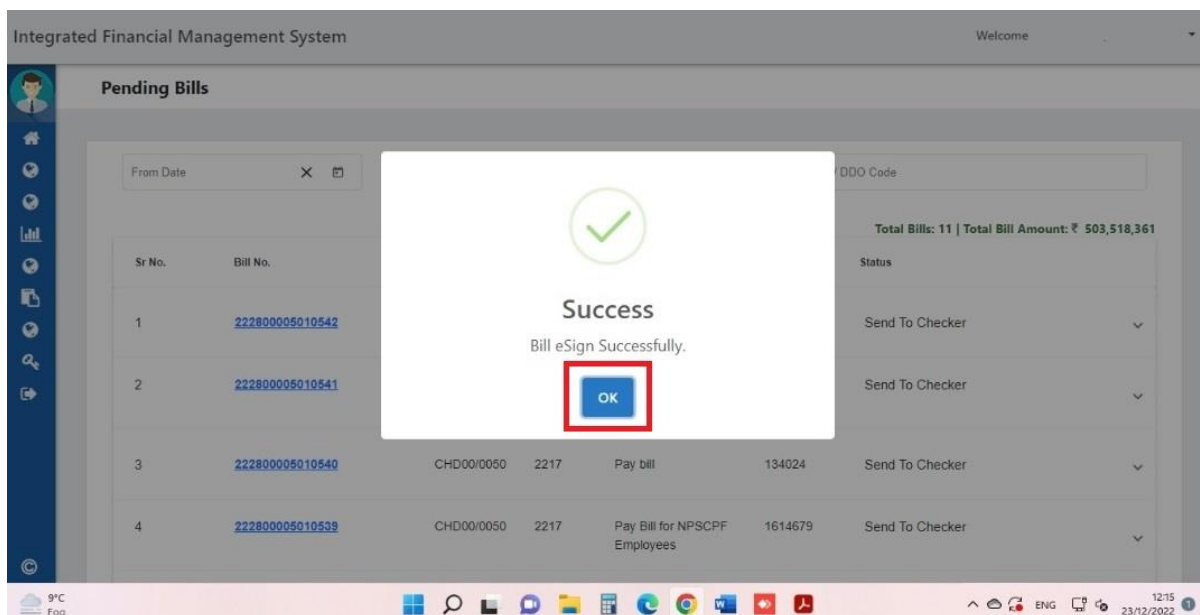
In case user selects **Aadhaar Number**, user needs to enter Aadhaar number and can select Aadhaar TOTP or Aadhaar OTP for verification. User needs to click on **Get OTP**.



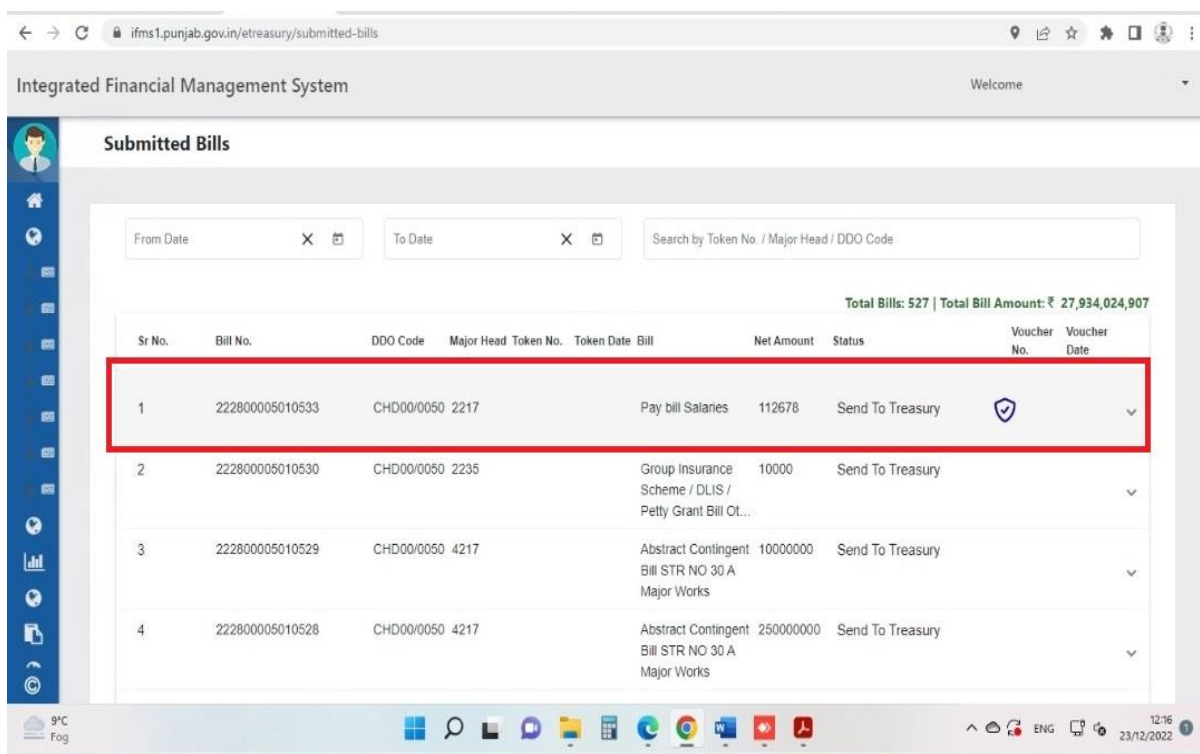
10. An OTP will be sent to the registered mobile number of the user. Same OTP needs to be entered in the provided box and accept the Consent. Once both the tasks are performed, user needs to click on **Submit** button.



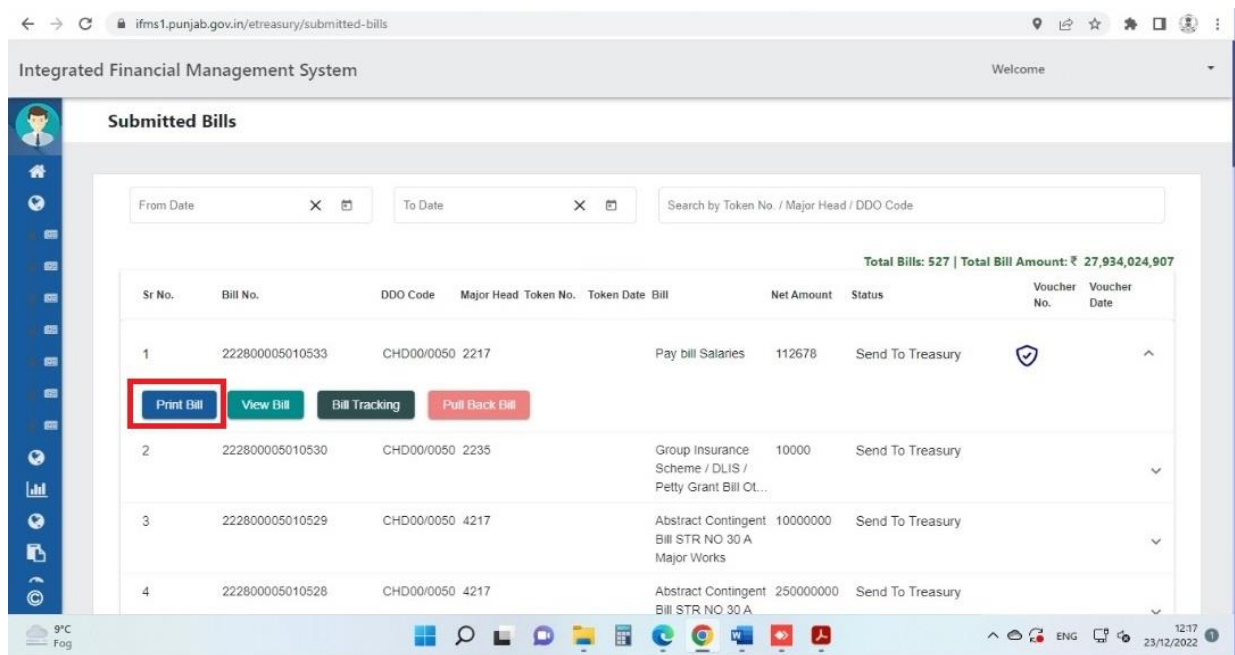
11. In case the user is authenticated, user will be redirected back to IFMS and a success message will be shown.



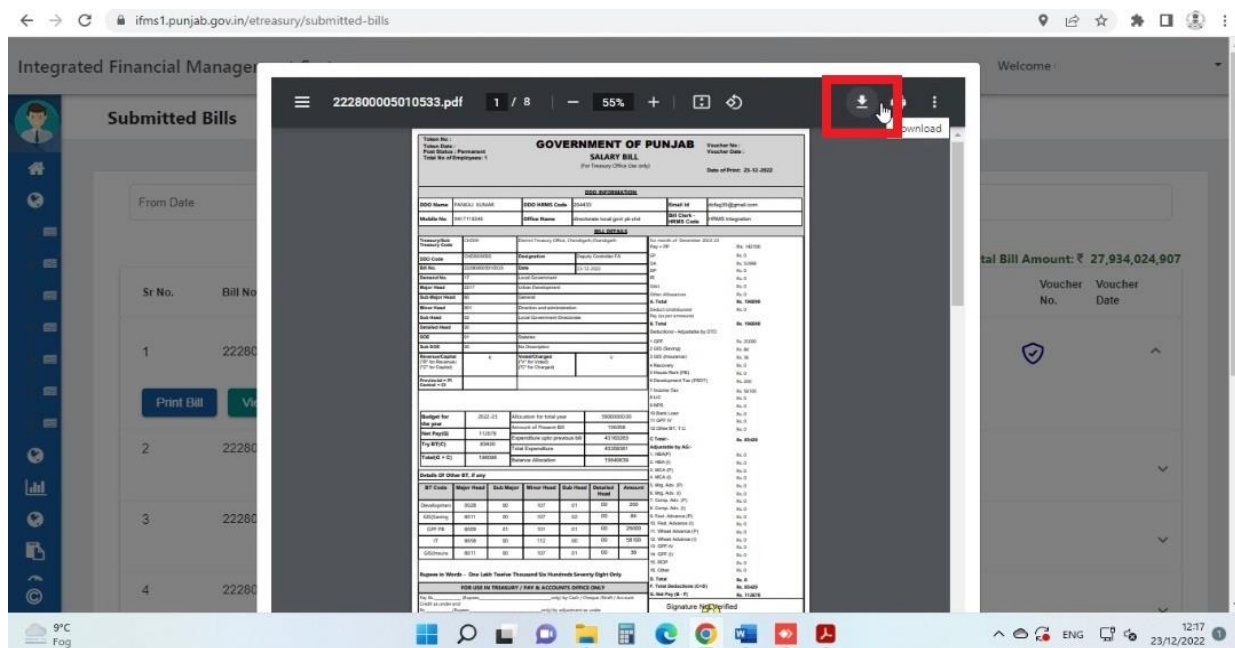
12. In the Submitted bill section, the signed bill will be displayed as shown below.



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



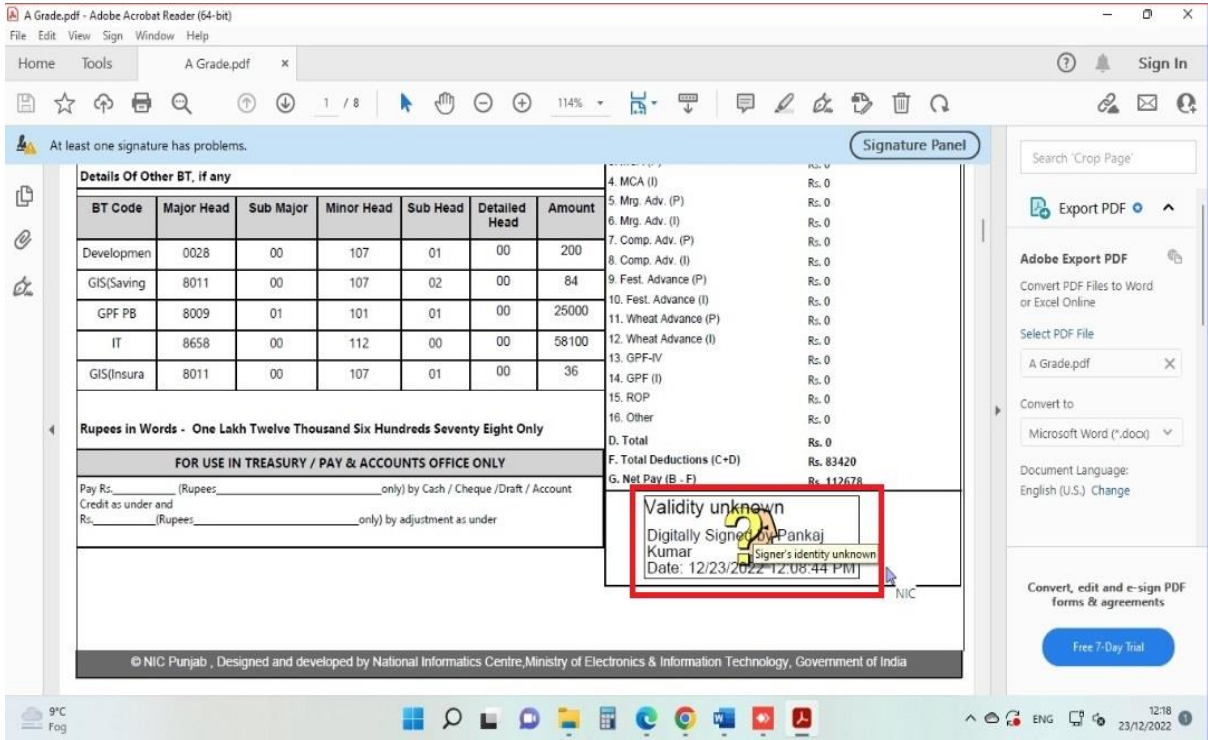
14. User needs to download the e-signed bill by clicking on symbol shown below.



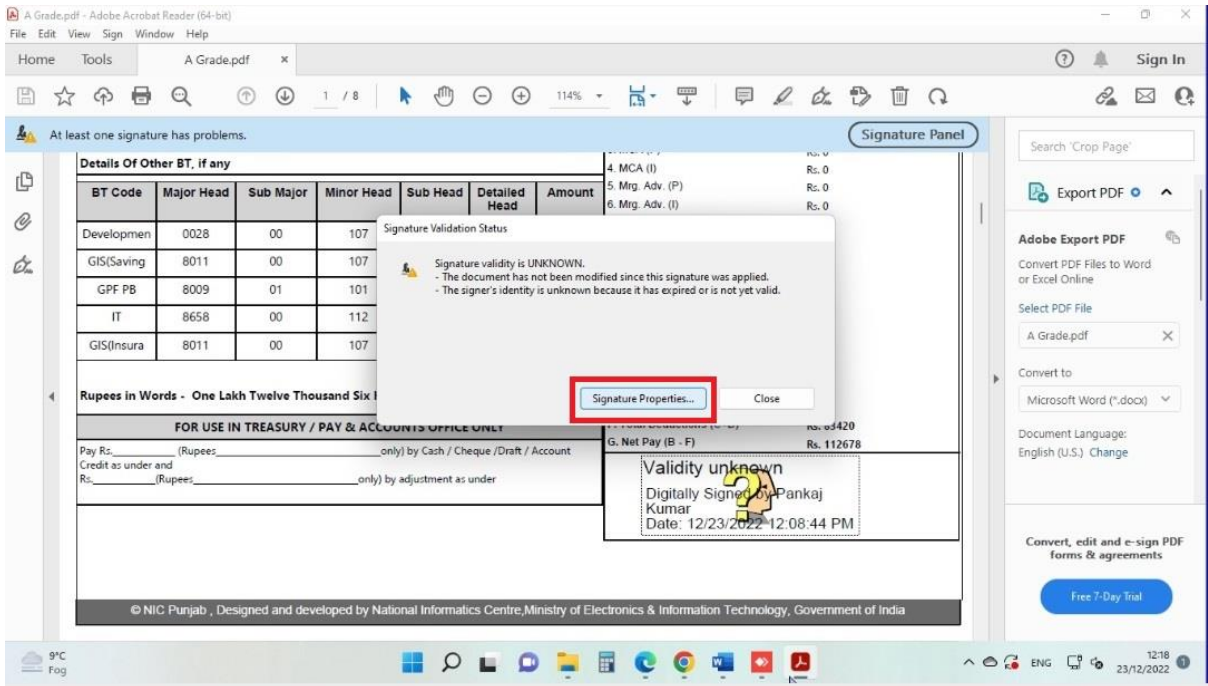
15. To check the validity of eSigned bill, user needs to download / update Adobe Reader software from <https://get.adobe.com/reader/>.

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

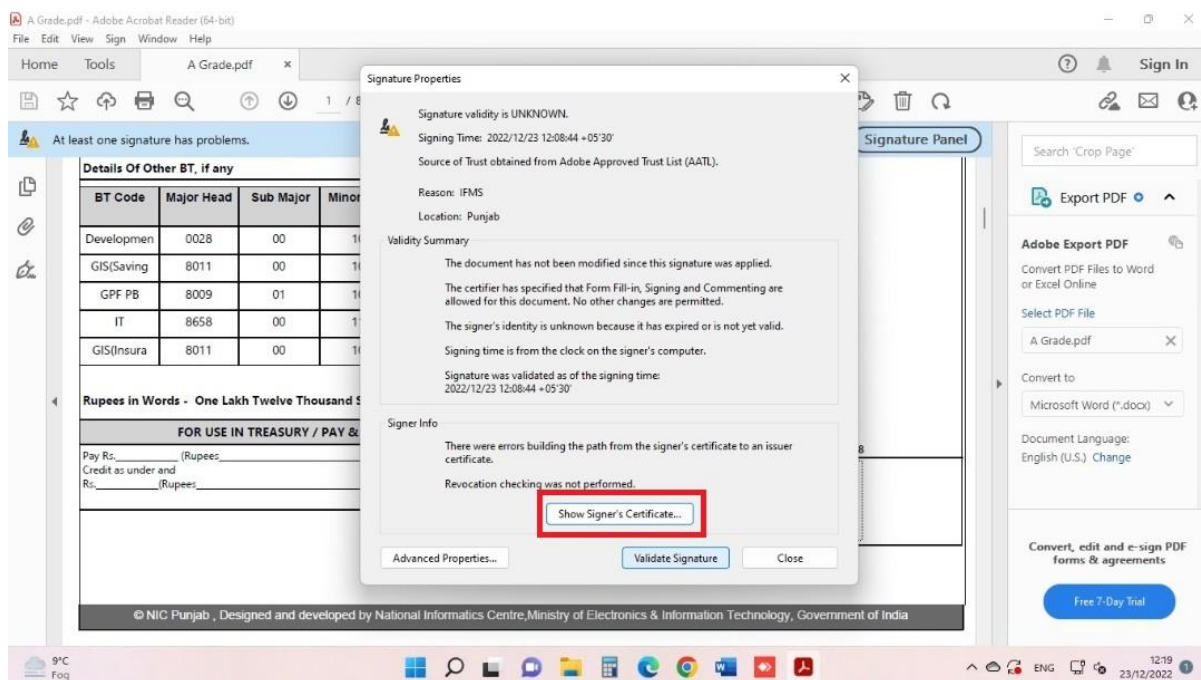
17. To validate, user needs to click on the signature as shown below.



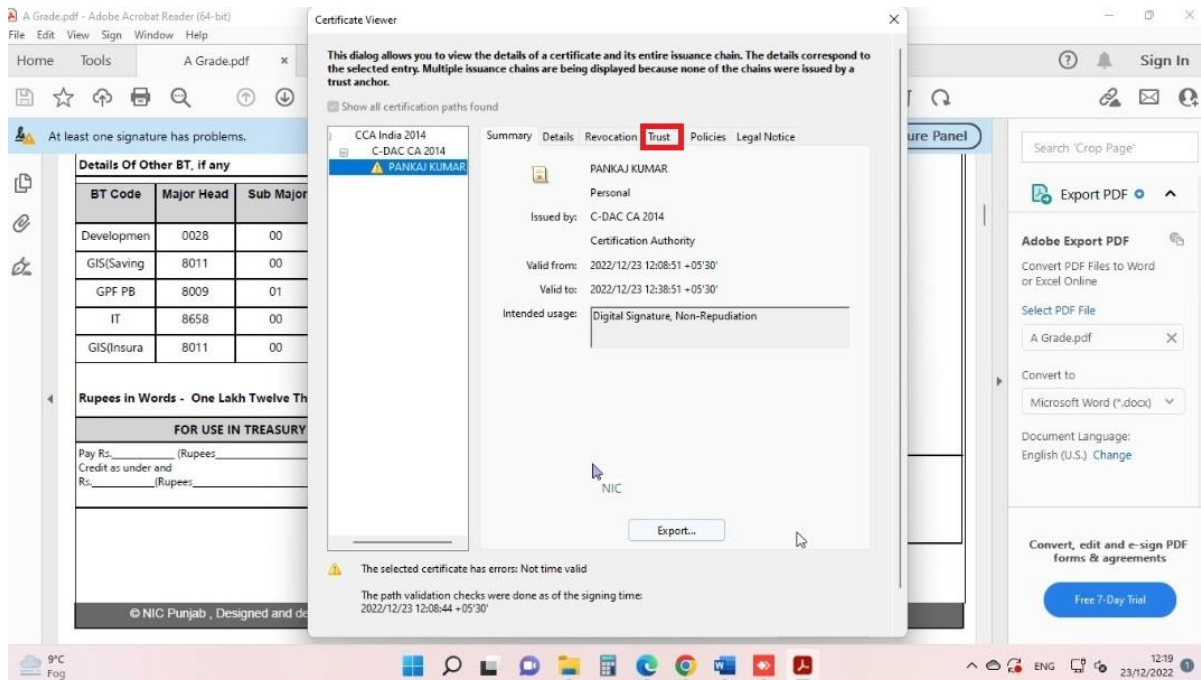
18. A popup will be shown. Click on **Signature Properties**.



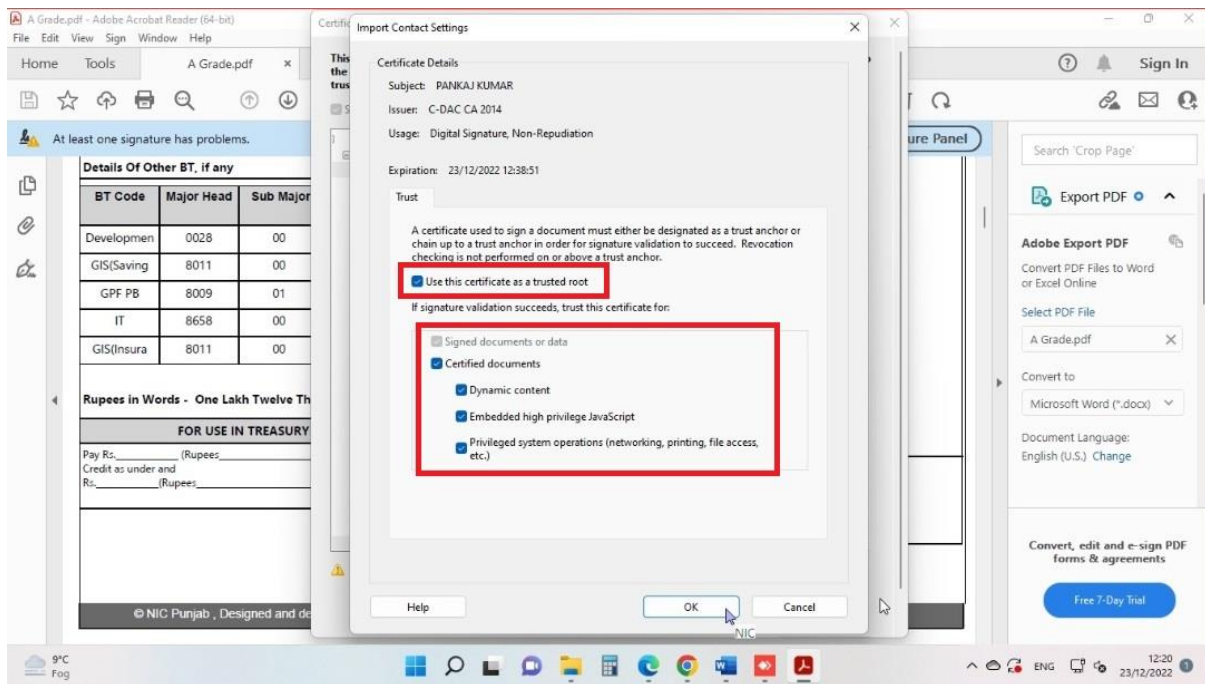
19. In **Signature Properties**, click on Show Signer's Certificate



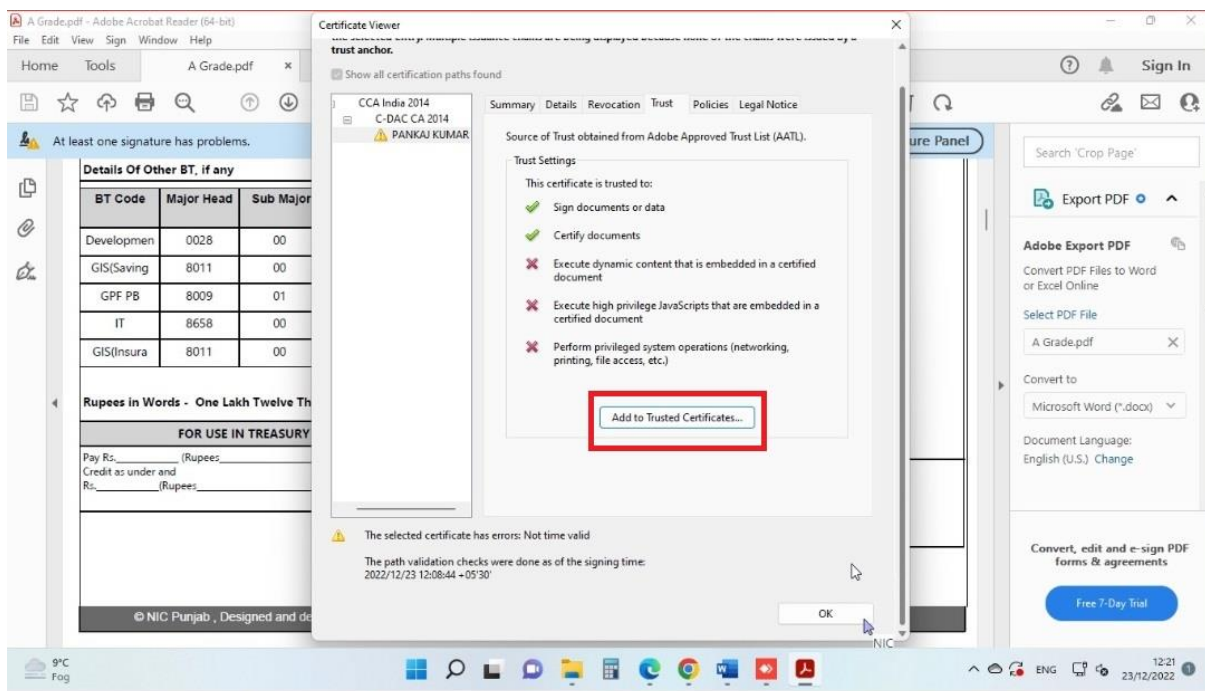
20. In **Certificate Viewer** section, click on **Trust**.



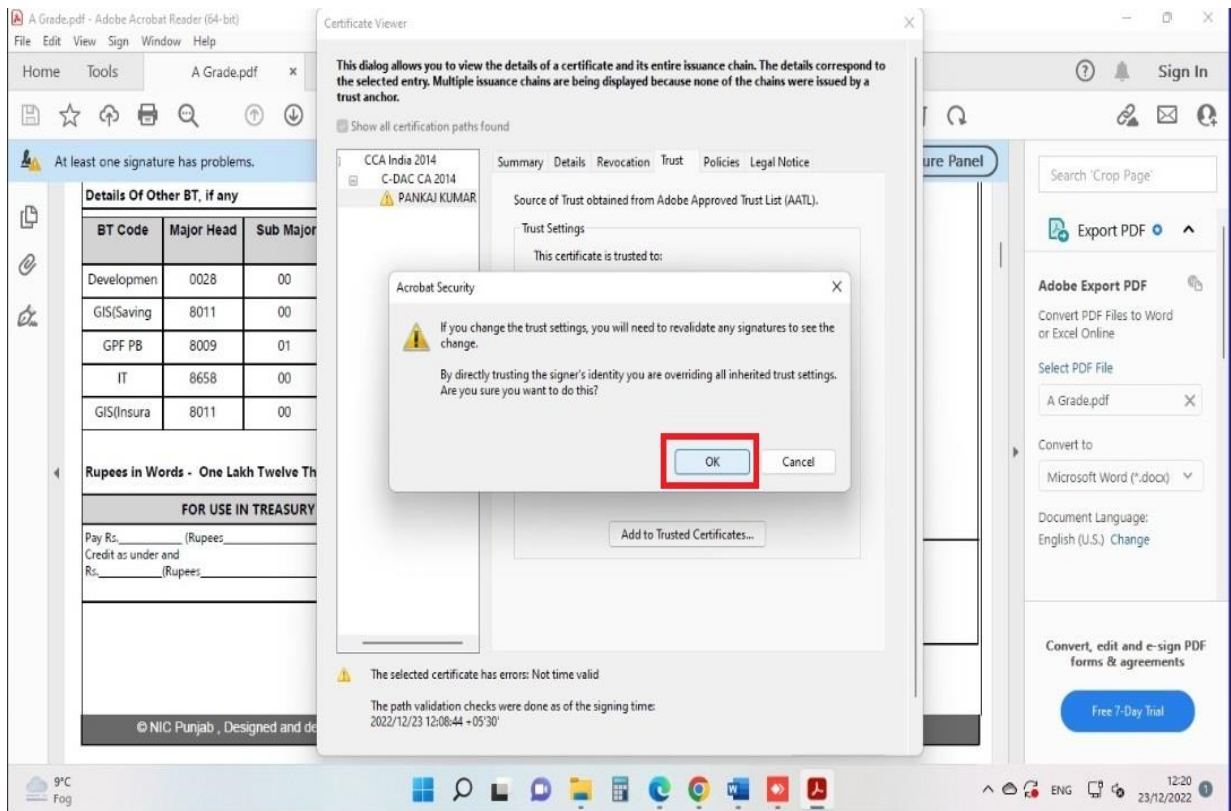
21. Select all the checkboxes as shown in the image below.



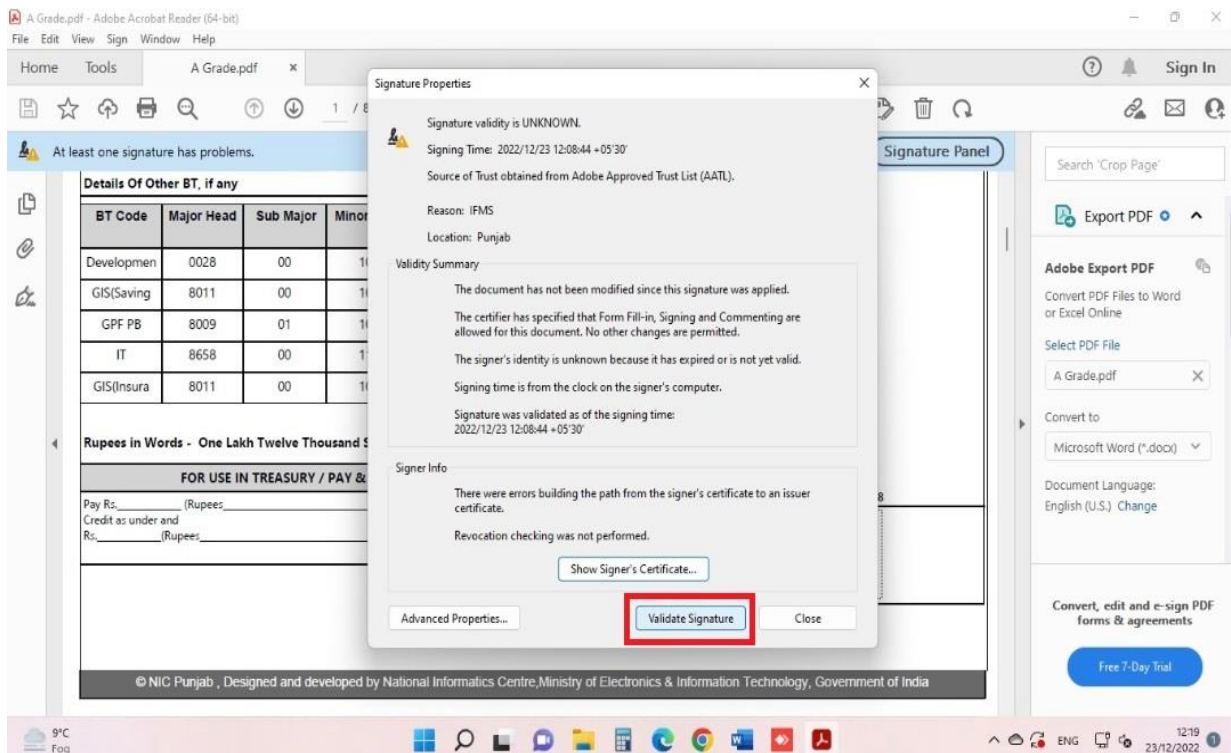
22. Click on Add trusted certificates.



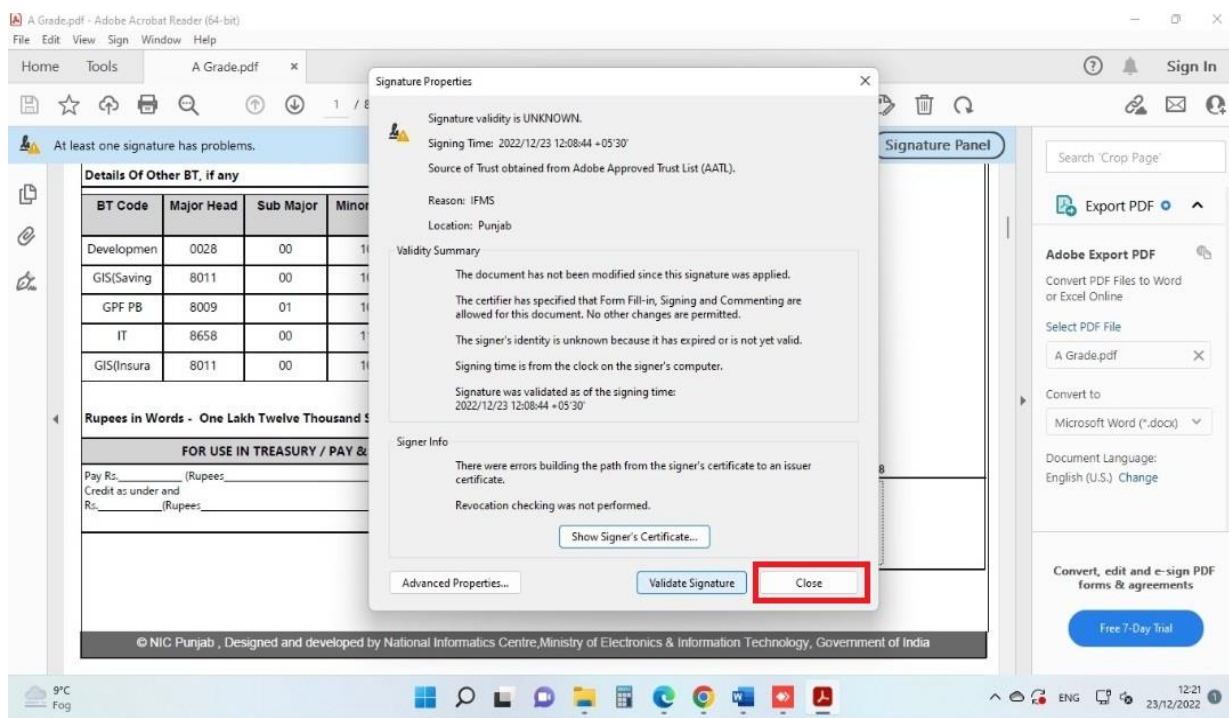
23. Click OK on the warning popup.



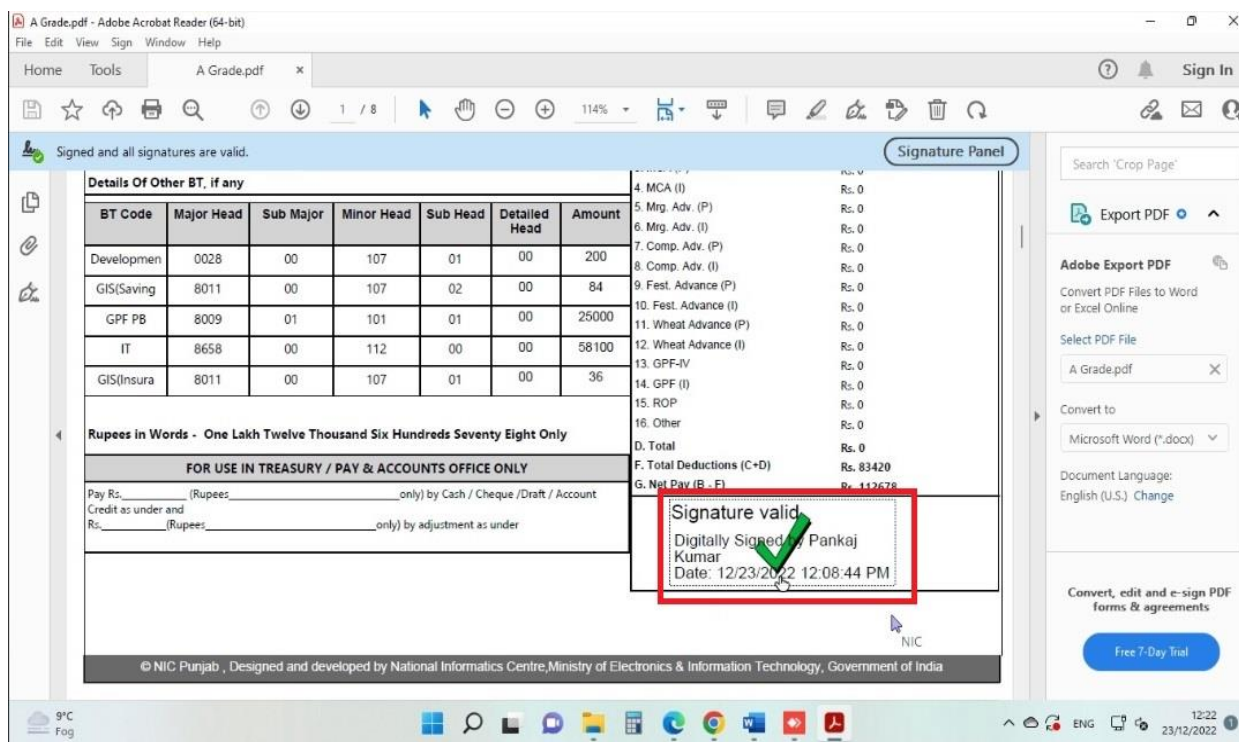
24. Click on **Validate Signature**



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



26. Signature on bill will be validated.



*****END OF DOCUMENT*****