

User Manual for Bill/Hand Receipts Payment in IFMS and Bill to Vouchers conversion in WAMIS

NOTE: - Kindly select “Labour Cess (LC)” only during bill recoveries for sending labour cess head i.e. “00-0230-00-101-0014-02191-000-0-0-0” to iFMS.

Contractors Bill

Step: -1 Executive Engineer Login -> Click on the link “View bill details by EE link” -> Click on View Bill Button (Refer Image: -1)

Search Work

Work Number

Work Description

filter Clear

View RA Bill Details By EE

Sr. No.	Work No	Work Description	RA Bill No	RA Bill Date	Details	Cancel	Update Bill	View Bill	Finalize	Finalize for IFMS	Remarks
1	596/2275/1	S/R to Th. Rampur Kashipur road such as construction of Toe wall at 13/830 km.	1	05/04/2018							

Image: - 1

It will display details of the Bill to be submitted to IFMS (Refer Image: -2)

Bill Information ×

Work Details

RA Bill No.	1	RA Bill Date	05/04/2018
Work Number	596/2275/1	Work Name	S/R to Th. Rampur Kashipur road such as construction of Toe wall at 13/830 km.
Contractor Name	Parikhita Naik (ARAPN7058G/21ARAPN7058G1ZZ)		

Payment Voucher Details

Cheque Amount	352757	Cash Amount	33825
Gross Amount	386583	Debit Amount	352757
Credit Amount	33825		

Transaction Details

S.No	Transaction Type	Amount	Credit/Debit	Cash/Cheque	Head Combination
1	Works	352757	Debit	Cheque	07-3054-04-337-0865-21132-000-11-1-0
2	Labour Cess (LC)	3452	Credit	Cash	00-0230-00-101-0014-02191-000-0-0-0
3	SGST	3452	Credit	Cash	00-8658-00-101-9161-91196-000-0-0-0
4	CGST	3452	Credit	Cash	00-8658-00-101-9162-91196-000-0-0-0
5	Income Tax (I.Tax)	3452	Credit	Cash	00-8658-00-112-1688-91299-000-0-0-0
6	Security Deposit (SD)	10355	Credit	Cash	00-8443-00-108-1661-91036-002-0-0-0
7	Royalty Manual	9662	Credit	Cash	00-0853-00-102-0217-02021-000-0-0-0

Image: -2

Step:2:- Click on Finalize for IFMS button. It will Submit the data in the required format to IFMS Application (Refer Image-3)

Search Work											
Work Number		596/2275									
Work Description											
		<input type="button" value="filter"/> <input type="button" value="Clear"/>									
View RA Bill Details By EE											
Sr. No.	Work No	Work Description	RA Bill No	RA Bill Date	Details	Cancel	Update Bill	View Bill	Finalize	Finalize for IFMS	Remarks
1	596/2275/1	S/R to Th. Rampur Kashipur road such as construction of Toe wall at 13/830 km.	1	05/04/2018							

Image-3

Step:3 :- Go to IFMS portal → Click on Cheque Issue Entry Screen. Enter Bill Number, Select Bill type (Contractor-C / Salary-S / Hand Receipt-H) and Work Number (For Hand Receipt Bill Enter 0 as Work Number) in the field provided by IFMS → Click on Search Bill Details. (Refer Image-4)

Image-4

Step:4 :- Click on Adjust to view deduction adjustment → Confirm the details. (Refer Image-5)

Deduction Adjustment				
Deposit Type	Hoa Id	Description	Amount	
V	22935	00-0230-00-101-0014-02191-000-0-0-0	3452	
V	120602	00-8658-00-101-9161-91196-000-0-0-0	3452	
V	120603	00-8658-00-101-9162-91196-000-0-0-0	3452	
V	96720	00-8658-00-112-1688-91299-000-0-0-0	3452	
II	100350	00-8443-00-108-1661-91036-002-0-0-0	10355	
V	100364	00-0853-00-102-0217-02021-000-0-0-0	9662	
Total Amount			33825	

Image-5

Step:5 :- Follow the required procedure in IFMS for approving the cheque.

Step:6 For Bill to Voucher in WAMIS login by DAO → Get lotms Cheques data.

Step:7 Click on Bill to Voucher → Generate Voucher screen → Select cheque no → Click on Search button. (Refer Image-6)

🏠 You are here / Accounts / Bill To Voucher

Search Work

Work Number	<input type="text"/>	Work Description	<input type="text"/>
Cheque Number	113483(07/3054/11/04/337/0865/21132/000)		
<input type="button" value="Search"/> <input type="button" value="filter"/> <input type="button" value="Clear"/>			

Work Details

RA Bill No.	1	RA Bill Date	05/04/2018
Work Number	596/2275/1	Work Name	S/R to Th. Rampur Kashipur road such as construction of Toe wall at 13/830 km.
Contractor Name	Parikhita Naik(ARAPN7058G/21ARAPN7058G1ZZ)		

Payment Voucher Details

Cheque Amount	352757	Cash Amount	33826.0
Gross Amount	386583	Debit Amount	352757
Credit Amount	33826.0		

Transactions Details

Sr. No.	Transaction Type	Amount	Credit/Debit	Cash/Cheque	Head Combinations
1	Works	352757.0	Debit	Cheque	07-3054-04-337-0865-21132-000-11-1-0
2	Labour Cess (LC)	3452.0	Credit	Cash	00-0230-00-101-0014-02191-000-0-0-0
3	SGST	3452.0	Credit	Cash	00-8658-00-101-9161-91196-000-0-0-0
4	CGST	3452.0	Credit	Cash	00-8658-00-101-9162-91196-000-0-0-0
5	Income Tax (I.Tax)	3452.0	Credit	Cash	00-8658-00-112-1688-91299-000-0-0-0
6	Security Deposit (SD)	10355.0	Credit	Cash	00-8443-00-108-1661-91036-002-0-0-0
7	Royalty Manual	9662.0	Credit	Cash	00-0853-00-102-0217-02021-000-0-0-0

Image-6

Step-8: - Click on Generate button Enter voucher no → Click on Save Button. (Refer Image-7)

Add Record

Fields marked with an asterisk * are required.

Voucher No. *	<input type="text" value="64"/>	Date	18 October : 2018
Voucher Attached	<input checked="" type="radio"/> Yes <input type="radio"/> No	Contractor Name	Parikhita Naik(21504201812/ARAPN7058G)
Order No. *	<input type="text" value="64"/>		
Office:	ROADS & BUILDINGS DIVISION, RAYAGADA		
Cashbook:	CASH BOOK OF ROADS AND BUILDINGS DIVISION, RAY		
Cheque No. *	<input type="text" value="113483"/>	Bank Name	<input type="text"/>
Branch Name	<input type="text"/>	Payable At	<input type="text"/>
Cheque Narration	<input type="text"/>	Narration	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Image-7

Step-9: - Click on Vouchers → Payment Voucher Link → Verify the voucher details & cashbook

Hand Receipt Bill

Step-1: - Click on Vouchers → Draft HR → Click on Add Button → Enter details → Click on Save Button (Refer Image-8)

Add Record

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are required and takes numeric value.

Contractor Name *	Abinash Sarangi(BCRPS6712F / 21085503: ▾)
HR Bill No. *	5
Draft HR Bill Date *	<input type="text"/>
Transaction Type *	Security Deposit (SD) ▾
Name of Work	Refund of Security Deposit
Amount **	1500000

Image-8

Step-2: - Click on Vouchers → Draft HR → Click on Finalize Button (Now the hand receipt bill will be available in IFMS for Payment) (Refer Image-9)

Draft HR

Sr. No.	Contractor	Transaction Type	Draft HR No	Draft HR Date	Amount	Edit	Delete	Finalize
1	Subash Chandra Rastogi	Works	1	05/05/2017	241500.00			
2	Labour Officer	Labour Cess (LC)	2	01/10/2018	348932.00			
3	Pradeep Kumar Sethi	Deposit Part II	3	04/10/2018	113598.00			
4	Labour Officer	Labour Cess (LC)	4	09/10/2018	348932.00			

Image-9

Salary Bill

Step-1: - Click on Vouchers → Draft Salary Voucher → Click on Add Button → Enter details → Click on Save Button (Refer Image-10)

Add Record

Fields marked with an asterisk * are required.

Draft Salary Bill No. *	3	Bill Sr. No.	3
Expected Gross Amount *	200000	Expected Recovery Amount *	50000
Voucher Date *	22/10/2018		

Image-10

Step-2: - Click on Sr.No → Click on Add button → Enter Work and recovery component → Click on Save button (Refer Image-11)

Draft Salary Voucher			
Sr.No	Voucher No.	Voucher Date	Breakup
1	3	22/10/2018	▶

Draft Salary Voucher Transactions						
Sr.No	Work Description	Transaction Type	Amount	Edit	Delete	
1	Pay of Wages Workcharged(2216-W)	NA	200000.0			
2	NA	GPF	20000.0			
3	NA	LIC	10000.0			
4	NA	Professional Tax (PT)	20000.0			

[Add](#)
[Display Vouchers](#)
[Add Vouchers](#)

Image-11

Step-3: - Click on Breakup button → Enter Breakup amount for allowances → Click on Save Button (Refer Image-12)

Work Details

Work Description 562/13 - Pay of Wages Workcharged(2216-W)

Gross Amount 250000.0

Draft Salary Voucher

Sr.No	Allowance Name	Breakup Amount	Select
1	PAY	100000.00	<input checked="" type="checkbox"/>
2	DA	50000.00	<input checked="" type="checkbox"/>
3	HRA	50000.00	<input checked="" type="checkbox"/>
4	RCM	30000.00	<input checked="" type="checkbox"/>
5	OA	20000.00	<input checked="" type="checkbox"/>
6	EPF Employeers Share	0.00	<input type="checkbox"/>
Total		250000.00	

[Save](#)
[Delete](#)

Image-12

Step-4: - Click on Finalize button (Refer Image-13)

Draft Salary Voucher												
Sr.No	Draft Salary Bill No.	Bill Sr. No.	Work Number	Expected Gross Amount	Expected Recovery Amount	Actual Gross Amount	Actual Recovery Amount	Voucher Date	Edit	Delete	Finalize	Finalize for IFMS
1	1	1	562/10/1	601,686.00	48,125.00	601,686.00	48,125.00	05/10/2018				
2	2	2	562/13/1	645,485.00	53,476.00	645,485.00	53,476.00	05/10/2018				
3	3	3	562/13/1	250,000.00	50,000.00	250,000.00	50,000.00	22/10/2018				

[Add](#)

Image-13

Step-5: - Click on Finalize for IFMS button (Refer Image-14)

Draft Salary Voucher												
Sr.No	Draft Salary Bill No.	Bill Sr. No.	Work Number	Expected Gross Amount	Expected Recovery Amount	Actual Gross Amount	Actual Recovery Amount	Voucher Date	Edit	Delete	Finalize	Finalize for IFMS
1	1	1	562/10/1	601,686.00	48,125.00	601,686.00	48,125.00	05/10/2018				
2	2	2	562/13/1	645,485.00	53,476.00	645,485.00	53,476.00	05/10/2018				
3	3	3	562/13/1	250,000.00	50,000.00	250,000.00	50,000.00	22/10/2018				

[Add](#)

Image-14