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 W	Search Work										
Work Number 596/2275											
	Work Des	ription		li li							
filter Clear											
View RA	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	0	8		ঁশ্	P	a	

Image: - 1

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

Bill Info	rmation						
Work E	Details						
RA Bill	No.	1			RA Bill Date	05/04/2018	
Work N	lumber	596/2275/1			Work Name	S/R to Th. Ra 13/830 km.	ampur Kashipur road such as construction of Toe wall at
Contra	ctor Name	Parikhita Naik <mark>(</mark> ARAPN7058G/21	ARAPN7058G1	ZZ)			
Payme	ent Voucher De	tails					
Cheque Amoun		,			Cas	h Amount 33	825
Gross A	Amount 386583	l.			Deb	oit Amount 35	2757
Credit	Amount 33825						
Transa	ction Details						
S.No	Transaction T	уре	Amount	Credit/Debi	it Cash/	Cheque	Head Combination
1	Works		352757	Debit	Chequ	le	07-3054-04-337-0865-21132-000-11-1-0
2	Labour Cess (I	_C)	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 Depo	sit (SD)	10355	Credit	Cash		00-8443-00-108-1661-91036-002-0-0-0
7	Royalty Manua	al	9662	Credit	Cash		00-0853-00-102-0217-02021-000-0-0-0
mage	: -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 W	/ork										
	Work I	lumber 596/2275									
Work Description											
	filter Clear										
View RA	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	0	8		۲	a	*	

Image-3

Step:3 :- Go to IFMS portal \rightarrow 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 \rightarrow Click on Search Bill Details. (Refer Image-4)

Velcome Pradipta Mohan Mishra (Divisional Offic	Odisha —	ENT: WOR Financial Year	2018-2019		Enterior	Last Log	an. Oct 22, 201	8 02:36 PM
Collapse all Expand								
Works Expenditure								
-Master Maintenance	Cheque Type		Container of	king Type				
Reports	Cheque Type		a hand hand had been been been been been been been bee	king Type				
Cheque	 Third Party Cher 	que 🛑 Self Cheque	PR					
-Cheque Issue Entry								
Cheque issue Modify								
Cheque Issue Approve	Select CO Type	🗢 Fifo 📃 Co v	vise					
Deposit Cheque Entry								
Deposit Cheque Approve	Co Code	Plan Status		LC Amount		Expenditur	e	Balance
Nill Bill Entry	By Self	DEPOSIT		944004227		74088837	71	17996607
NIII BIII Approve	WOR004	CSS		13527050		1350261		2443
Deposit Cheque Modify/Delete	WOR004 WOR004	EOM		52312100 83847073		3198210 8352927		2032999
Prev Dep Entry through challan	WOR006	EOM		12005505		477101		723449
Prev Dep Appr Through Challan	WOR006	SSS		23276163		932063		1395553
Modify Fail Transaction Settle Failed Transaction								
Monthly Account Close	Bill Details							T.
Deposit	Bill	Bill C -	Work					
Advice Generation	Number: 1	Turne, Col	ntractor Number	596/2275/1				
-Bill Initiation	Humber.	Bill	Thur the					
-Bill Initiation Task List	Bernet and a second second second							
	Cheque Details							
-Requisition Task List				180100010			for survey and	-
-Requisition Task List -Revenue Receipt	*Cheque No	113483	*Micr No	100100010	CI	neque Date		Contraction of the local distance of the loc
	*Cheque No	113483	*Micr No	A.	CI	neque Date	22/10/2018	31
Revenue Receipt OB Capture	*Cheque No *Cheque Amount	113483 35275		Landard	33825.00 G	- 898 (C.S. 60 (C.S.	22/10/2018	
Revenue Receipt OB Capture	*Cheque Amount			Landard		- 898 (C.S. 60 (C.S.	22/10/2018	
-Revenue Receipt				Landard		- 898 (C.S. 60 (C.S.	22/10/2018	
-Revenue Receipt OB Capture	*Cheque Amount Salary Cheque			2	33825.00 G	ross Amount		
-Revenue Receipt OB Capture	*Cheque Amount		B Deduct Amount	2		ross Amount	uct Amount	386583
-Revenue Receipt -OB Capture	*Cheque Amount Salary Cheque		8 Deduct Amount	an atus	33825.00 Gi	ross Amount		386583
-Revenue Receipt -OB Capture	*Cheque Amount Salary Cheque HOA ID - HOA 10534 -	35275	8 Deduct Amount	an	33825.00 Gi	ross Amount		386583
-Revenue Receipt OB Capture	*Cheque Amount Salary Cheque HOA ID - HOA	35275	8 Deduct Amount	an atus	33825.00 G Gross Amo 38	ross Amount bunt Dedu 8583	uct Amount	
Revenue Receipt OB Capture	*Cheque Amount Salary Cheque HOA ID - HOA 10534 -	35275	8 Deduct Amount	an atus	33825.00 G Gross Amo 38	ount Dedu 8583	uct Amount Total	386583
-Revenue Receipt -OB Capture	*Cheque Amount Salary Cheque HOA ID - HOA 10534 -	35275	8 Deduct Amount	an atus	33825.00 G Gross Amo 38	ross Amount bunt Dedu 8583	uct Amount	386583
Revenue Receipt -OB Capture	*Cheque Amount Salary Cheque HOA ID - HOA 10534 -	35275	8 Deduct Amount	an atus	33825.00 G Gross Amo 38	ount Dedu 8583	uct Amount Total	386583

Image-4

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

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
I	100350	00-8443-00-108-1661-91036-002-0-0-0	10355
/	100364	00-0853-00-102-0217-02021-000-0-0-0	9662
dd New Row		Total Amoun	33825

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

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

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

ch V	Vork						
	Work Number				Work Description		
	Cheque Number	113483(07/3	3054/11/04/337/08	65/21132/000)	T		
		Search	ter Clear				
ork De	tails						
	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 Na	aik(ARAPN70580	G/21ARAPN7058G1	ZZ)		
aymeni	t Voucher Details						
	Cheque Amount	352757				Cash Amount	33826.0
	Gross Amount	386583				Debit Amount	352757
	Credit Amount	33826.0					
ansact	ions Details						
Sr. No.	Transaction Ty	ре	Amount	Credit/Debit	Cash/Cheque	Head C	Combinations
1	Works		352757.0	Debit	Cheque	07-305	4-04-337-0865-21132-000-11-1-0
2	Labour Cess (LC)	3452.0	Credit	Cash	00-023	0-00-101-0014-02191-000-0-0-0
3	SGST		3452.0	Credit	Cash	00-865	8-00-101-9161-91196-000-0-0-0
4	CGST		3452.0	Credit	Cash	00-865	8-00-101-9162-91196-000-0-0-0
5	Income Tax (I.Ta	ax)	3452.0	Credit	Cash	00-865	8-00-112-1688-91299-000-0-0-0
6	Security Deposit	(SD)	10355.0	Credit	Cash	00-844	3-00-108-1661-91036-002-0-0-0
7	Royalty Manual		9662.0	Credit	Cash	00-085	3-00-102-0217-02021-000-0-0-0

Image-6

Add Record			
Fields marked with an	asterisk * are required.		
Voucher No. *	64	Date	18 • October : 2018
Voucher Attached	●Yes ◎No	Contractor Name	Parikhita Naik(21504201812/ARAPN7058G)
Order No. *	64		
Office:	ROADS & BUILDINGS DIVISION, RAYAGADA		
Cashbook:	CASH BOOK OF ROADS AND BUILDINGS DIVISION, RAY		
Cheque No. *	113483	Bank Name	
Branch Name		Payable At	
Cheque Narration		Narration	
	Save Cancel		

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

Image-7

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

Hand Receipt Bill

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

Add Record	Add Record							
	h an asterisk * are required. h an asterisk ** are required and takes	numeric value.						
Contractor Name *	Abinash Sarangi(BCRPS6712F / 21085503: 🔻							
HR Bill No. *	5							
Draft HR Bill Date *								
Transaction Type *	Security Deposit (SD)							
Name of Work	Refund of Security Deposit							
Amount **	1500000							
	Save Cancel							

Image-8

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

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

Add



Salary Bill

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

Add Record	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								
	Save Cancel								

Image-10

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

ir.No	Voucher No.	Voucher Date	Breakup			
L	3	22/10/2018	•			
aft Salar	y Voucher Transac	tions				
Sr.No	Work Descri	ption	Transaction Type	Amount	Edit	Delete
1	Pay of Wages Workcharged		NA	200000.0	1	面
2	NA		GPF	20000.0	1	m
3	NA		LIC	10000.0	1	t
	NA		Professional Tax (PT)	20000.0		面

Image-11

Step-3: - Click on Breakup button \rightarrow Enter Breakup amount for allownces \rightarrow Click on Save

Button (Refer Image-12)

Work Details

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

Gross Amount 250000.0

Draft S	oraft Salary Voucher						
Sr.No	Allowance Name	Breakup Amount	Select				
1	PAY	10000.00					
2	DA	50000.00					
3	HRA	50000.00					
4	RCM	30000.00					
5	OA	20000.00					
6	EPF Employeers Share	0.00					
	Total	250000.00					

Save Delete

Image-12

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

Sr.No	Draft Salary Bill No.	Bill Sr. No.	Work Number	Expected Gross Amount	Expected Recovery 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	1	â	a	i
2	2	2	562/13/1	645,485.00	53,476.00	645,485.00	53,476.00	05/10/2018	1	Ê	a	i
3	3	3	562/13/1	250,000.00	50,000.00	250,000.00	50,000.00	22/10/2018	1	â	A	i

Add

Image-13

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

Add