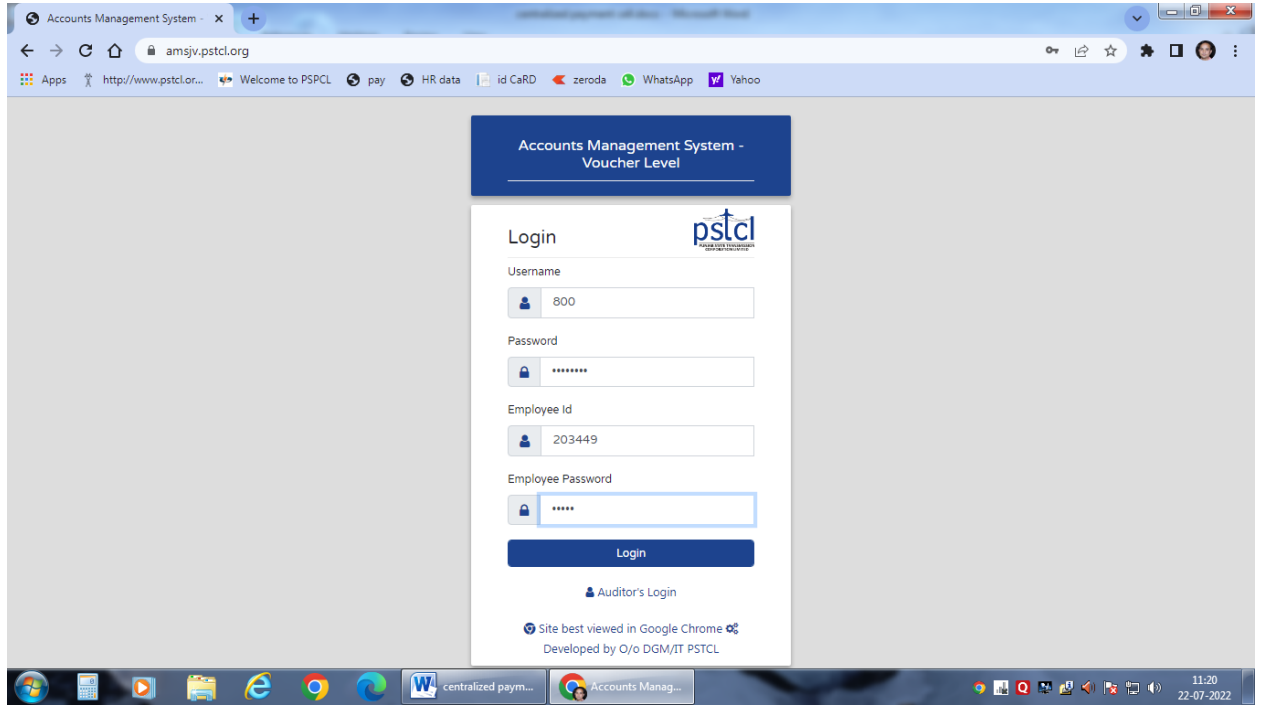
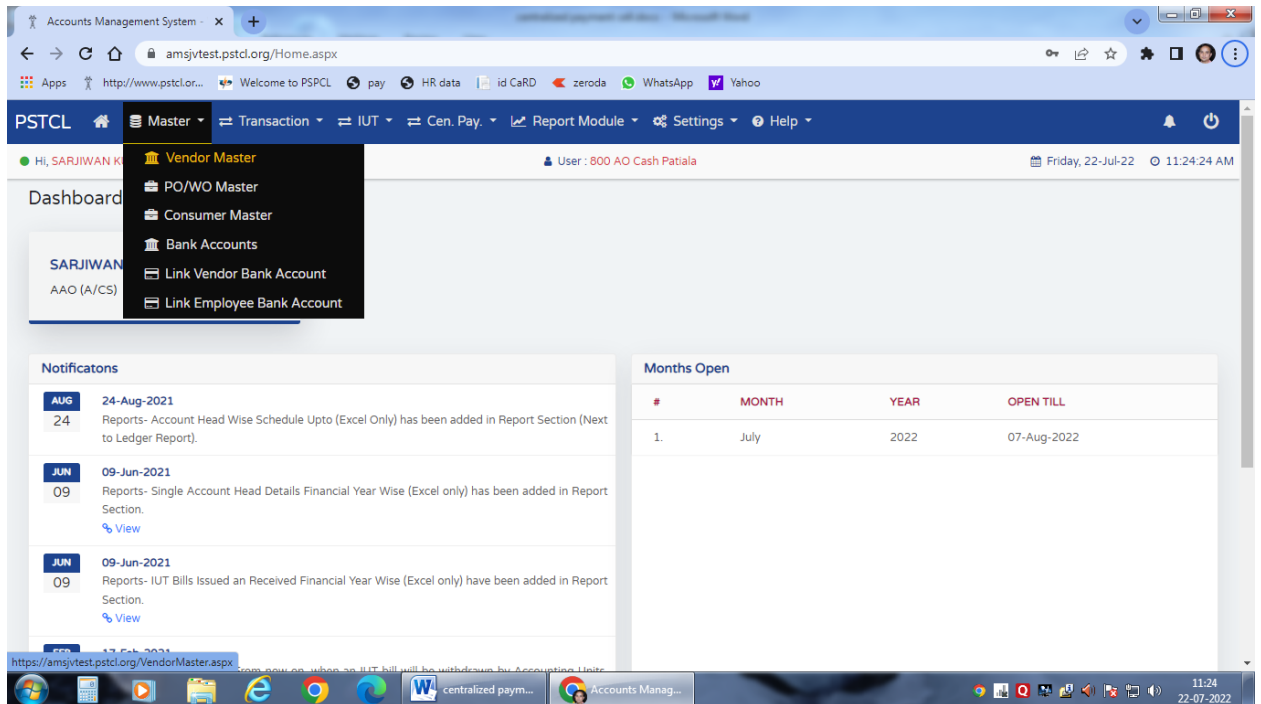


Procedure of Centralized Payment

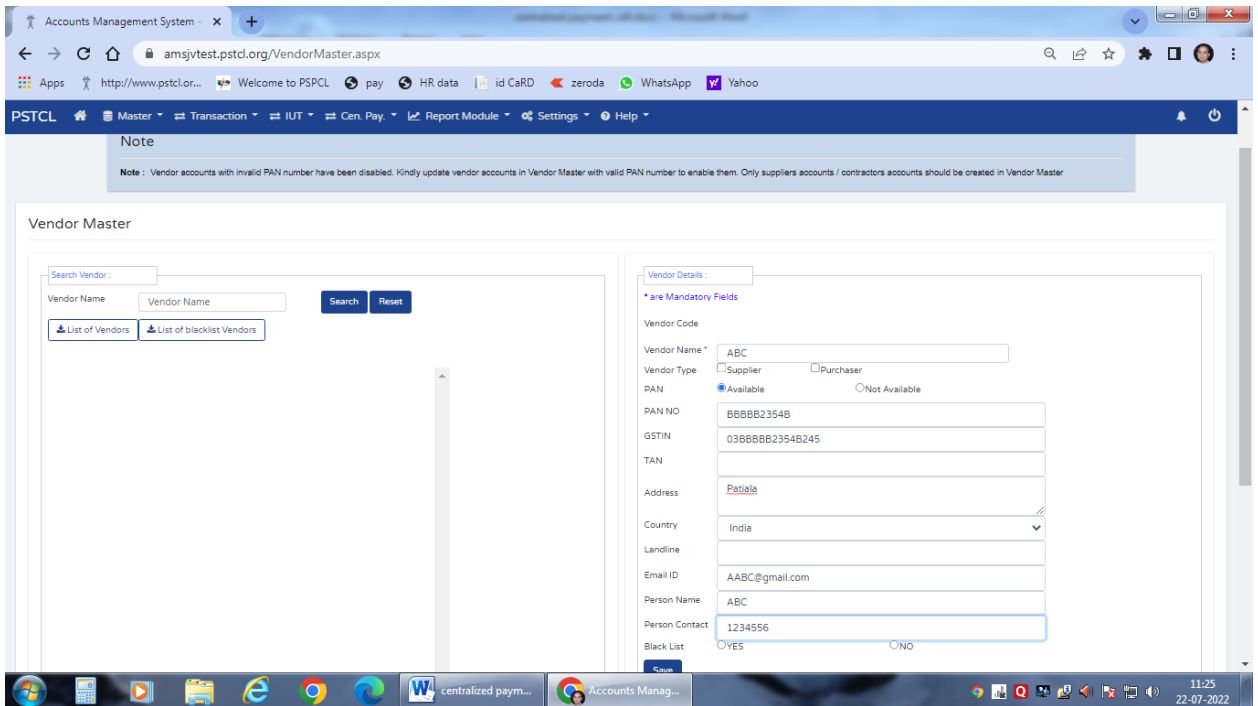
1. Go to <https://amsjv.pstcl.org/> and login username (Location Code), Password and Employee ID / Password



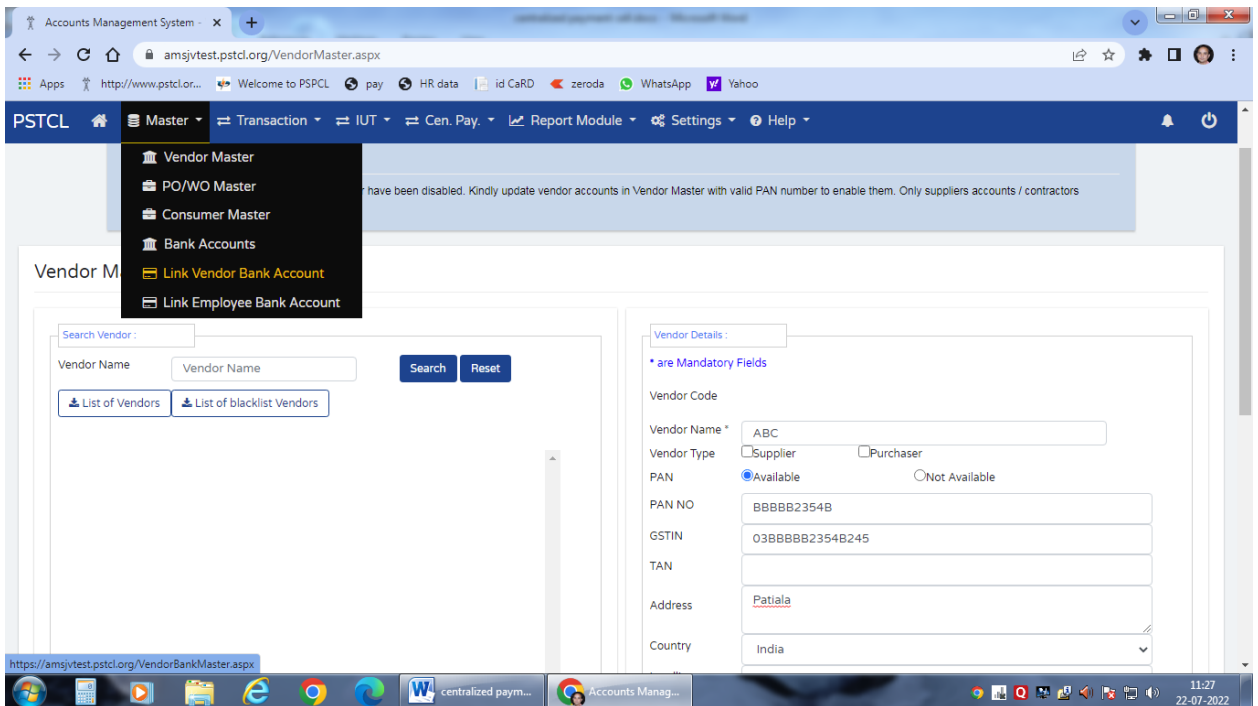
2. Click to Master and go to Vendor Master



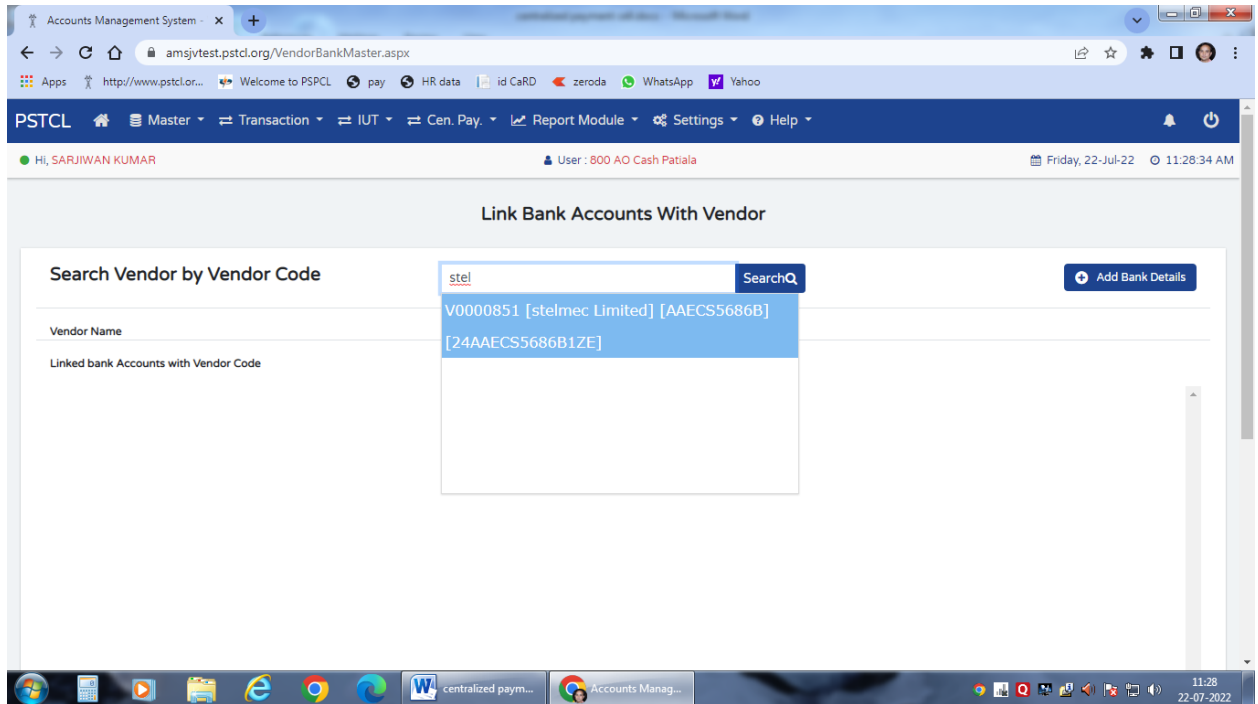
3. Enter Vendor Detail



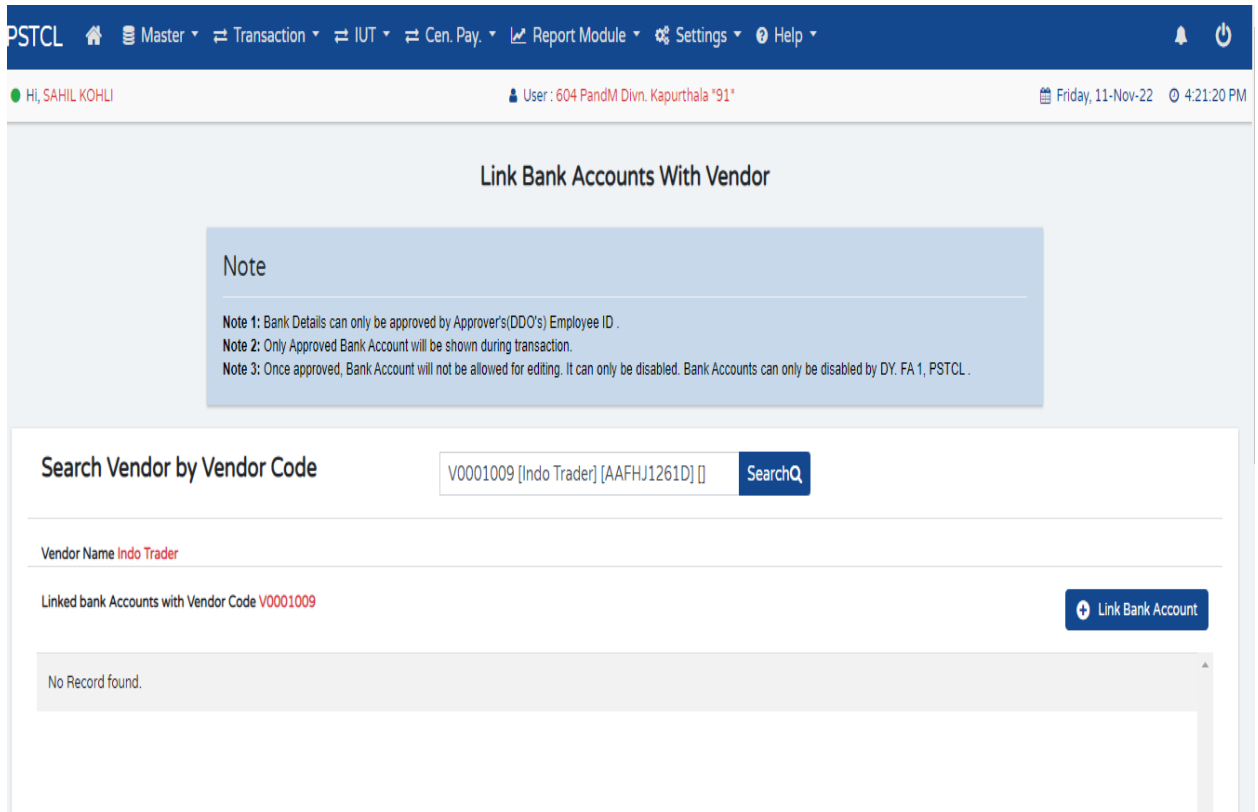
4. Press "Save" to save the Vendor details and then go to "Master" Tab and press "Link Vendor Bank Account" option.



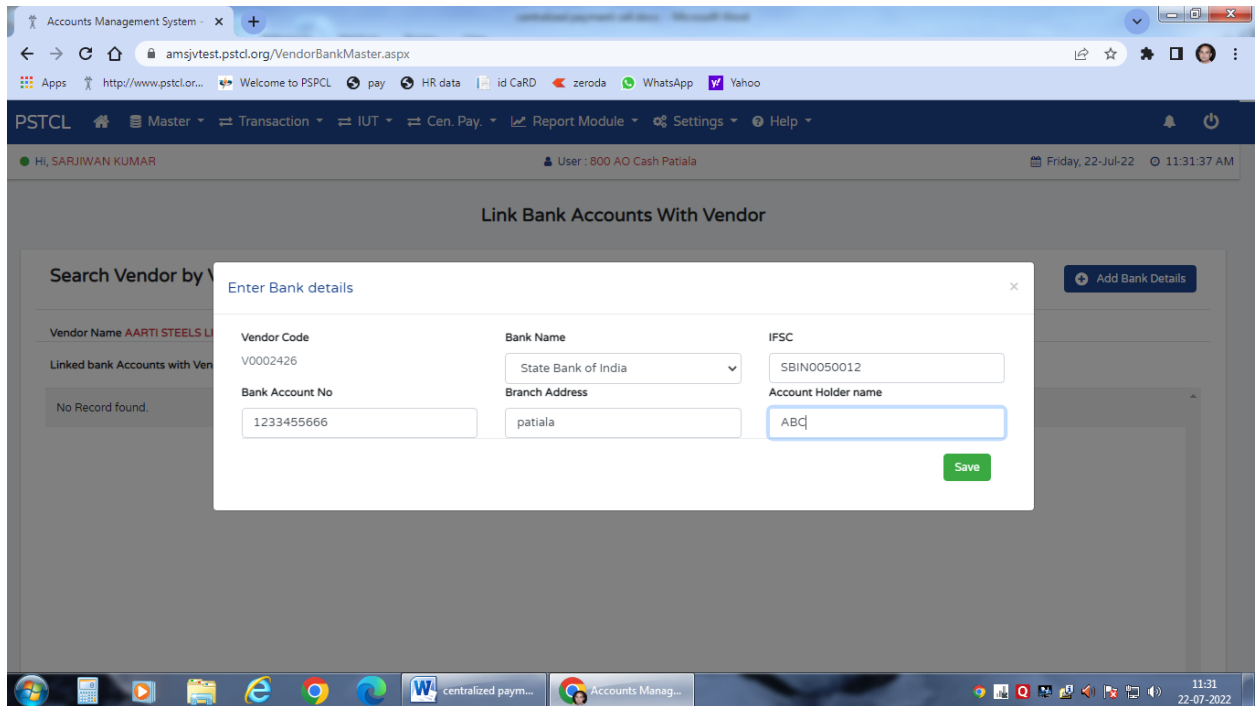
5. Search Vendor name by entering vendor code or vendor name.



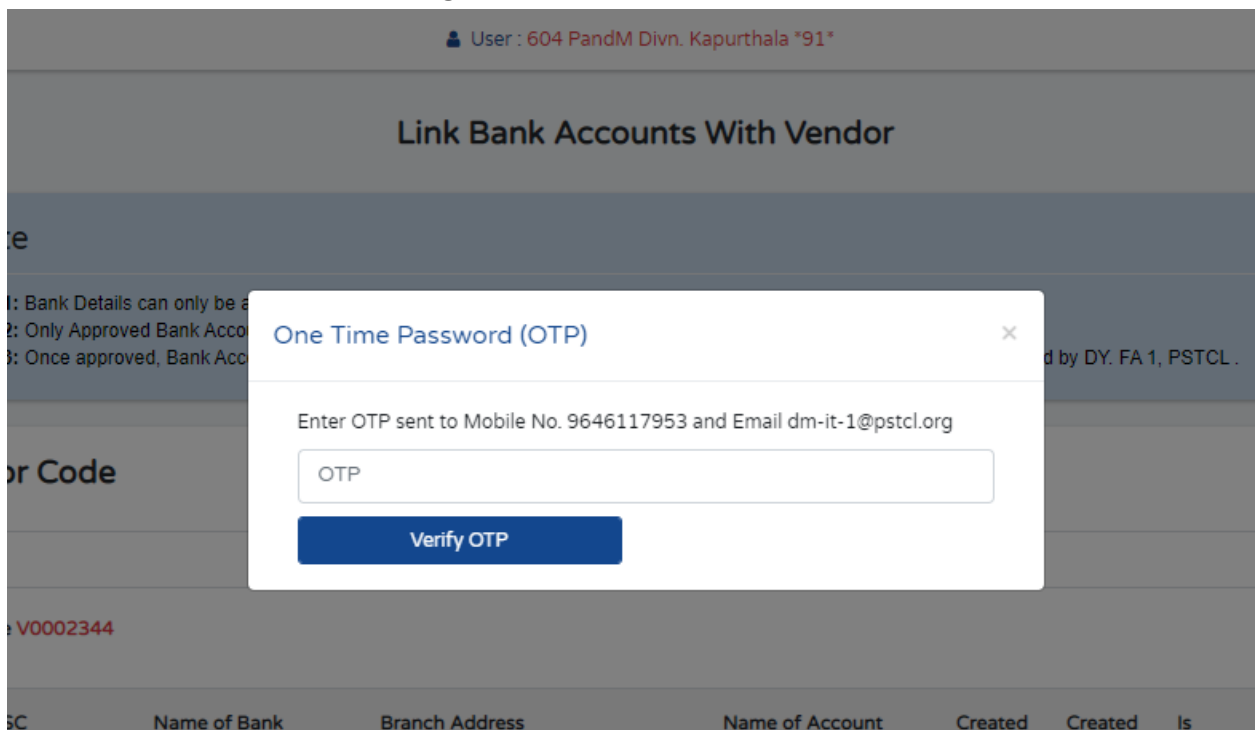
6. Click to "Link Bank Account" option



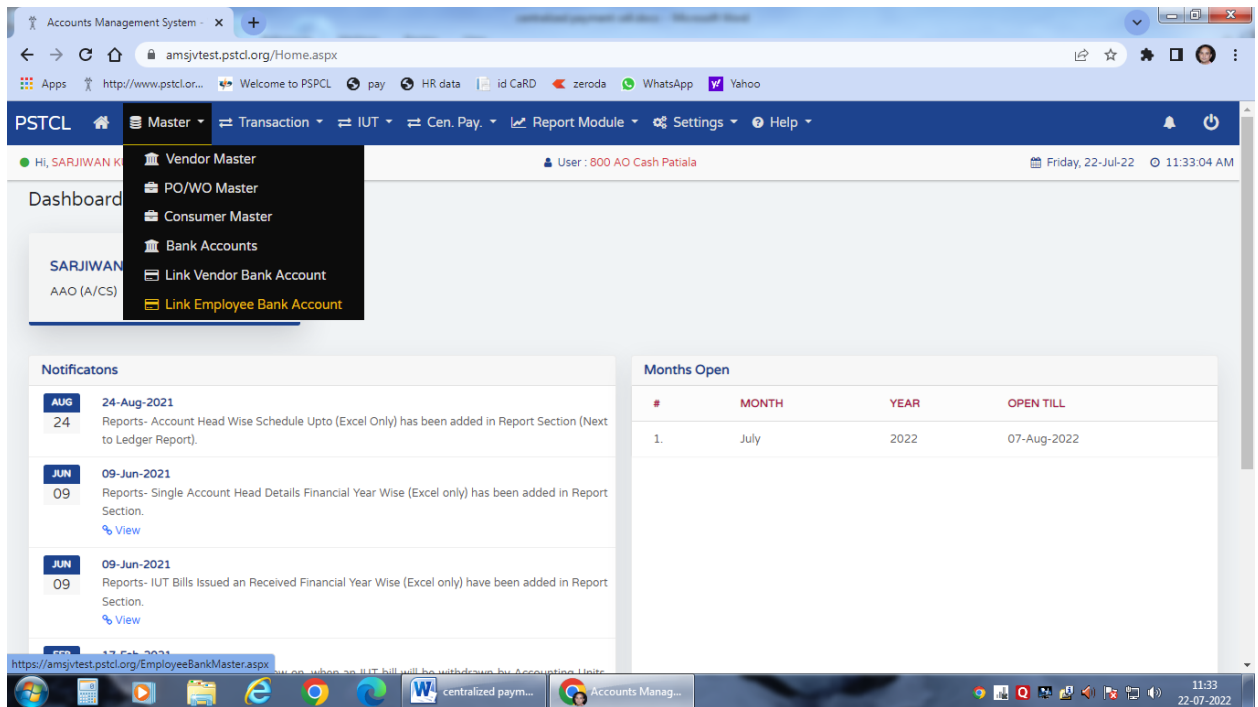
7. Enter the Bank detail and press Save



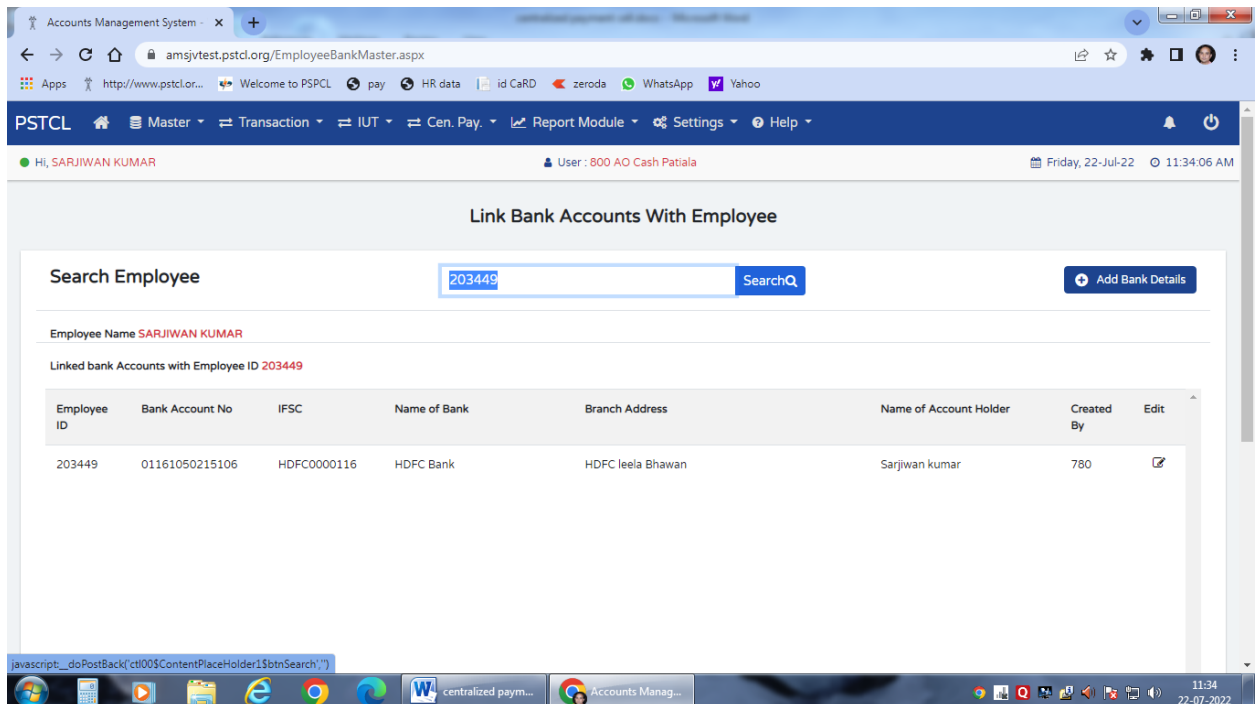
8. Enter the OTP sent to DDO's registered mobile no.



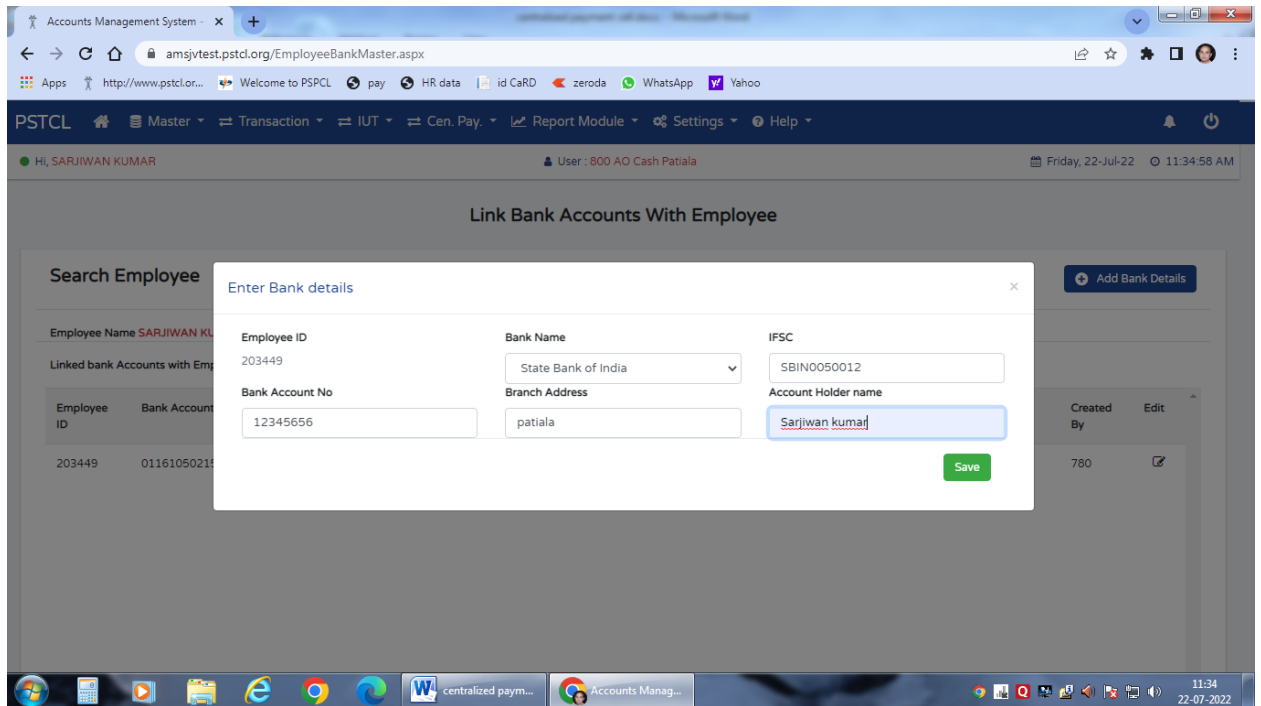
9. For linking employee Bank details go to "Master" tab and then press "Link Employee Bank Account" option



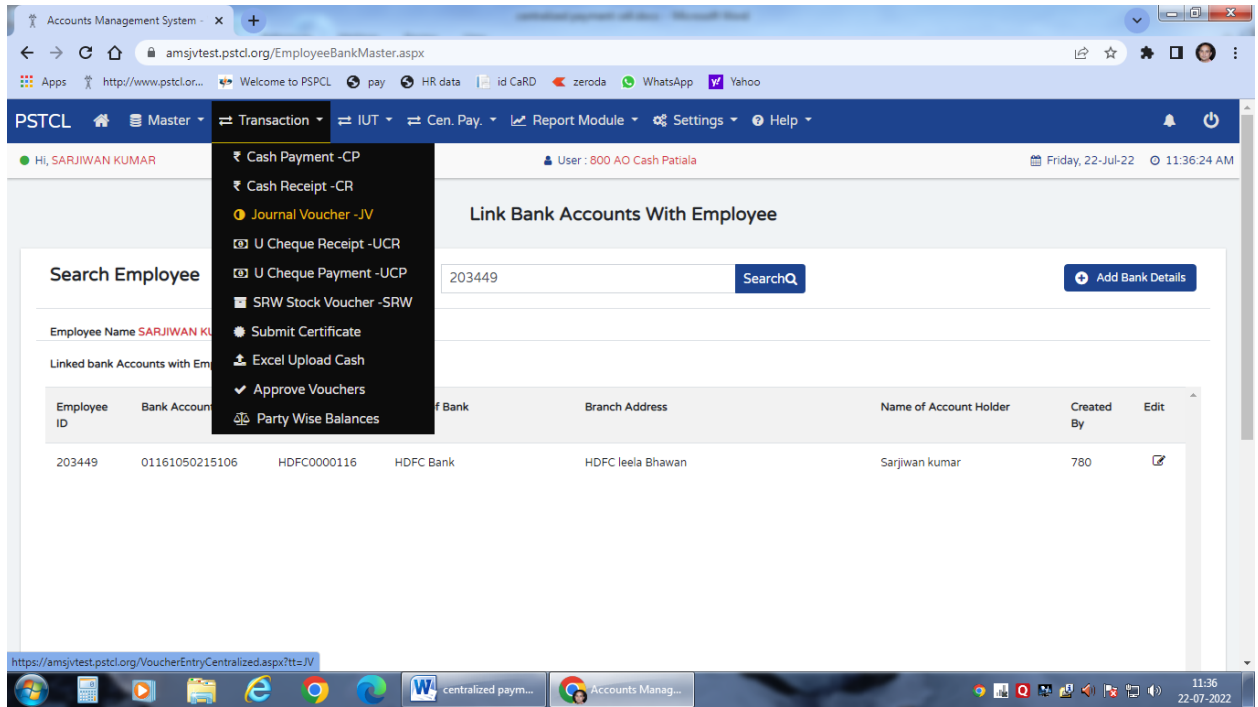
10. Search Employee ID / Employee name and click "Add Bank Details" option.



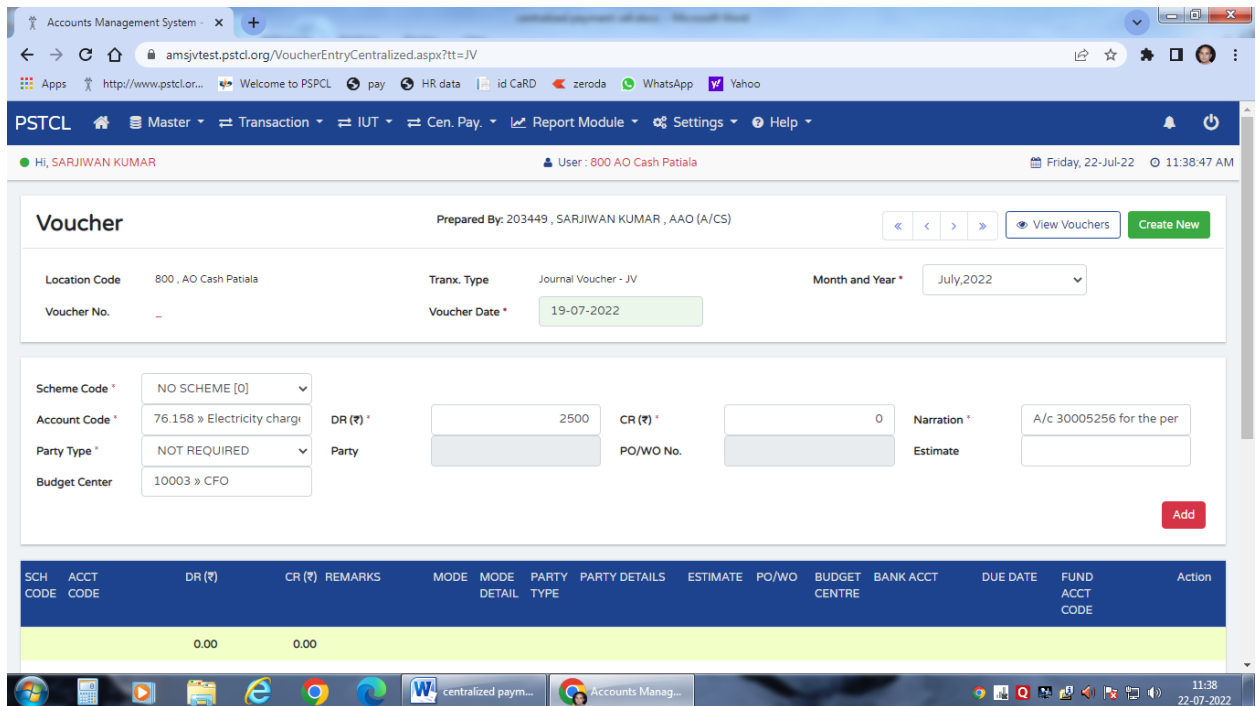
11. Enter the Bank detail and press save option.



12. Enter the Transaction by entering voucher in "Journal Voucher-JV" option for the payment through Centralized Payment Cell. Click to Transaction and Journal Voucher (JV)



13. Expenditure Head/Any other Deduction—Select the Scheme code, enter the Account Code (Except GH 46.450), Debit or Credit, Narration, Party Type, Budget Center etc.



14. For Net Payment enter GH 46.450 and amount in credit field. When you Enter GH 46.450 in Account Code then Bank detail, Due Date, A/C code for fund request columns will appear and these need to be filled.

Accounts Management System - x

amsjvtest.pstcl.org/VoucherEntryCentralized.aspx?tt=JV

PTCL Master Transaction IUT Cen. Pay. Report Module Settings Help

Hi, SARJIWAN KUMAR User: 800 AO Cash Patiala Friday, 22-Jul-22 11:39:21 AM

Voucher Prepared By: 203449, SARJIWAN KUMAR, AAO (A/CS) View Vouchers Create New

Location Code: 800, AO Cash Patiala Tranx. Type: Journal Voucher - JV Month and Year: July,2022

Voucher No.: - Voucher Date: 19-07-2022

Scheme Code: NO SCHEME [0]

Account Code: 46.450 » Liability of expi DR (₹): 2500 CR (₹): 0 Narration: A/c 30005256 for the pi

Party Type: NOT REQUIRED Party: PO/WO No. Estimate

Budget Center: 10003 » CFO Bank Details: Due Date: dd-MM-yyyy Acct Code for Fund Request: SELECT

Add

SCH CODE	ACCT CODE	DR (₹)	CR (₹)	REMARKS	MODE	MODE DETAIL	PARTY TYPE	PARTY DETAILS	ESTIMATE	PO/WO	BUDGET CENTRE	BANK ACCT	DUE DATE	FUND ACCT CODE	Action
		0.00	0.00												

centralized paym... Accounts Manag... 11:39 22-07-2022

15. Select Party Type Vendor/Employee to whom payment is to be made.

Accounts Management System - x

amsjvtest.pstcl.org/VoucherEntryCentralized.aspx?tt=JV

PTCL Master Transaction IUT Cen. Pay. Report Module Settings Help

Hi, SARJIWAN KUMAR User: 800 AO Cash Patiala Friday, 22-Jul-22 11:40:35 AM

Voucher Prepared By: 203449, SARJIWAN KUMAR, AAO (A/CS) View Vouchers Create New

Location Code: 800, AO Cash Patiala Tranx. Type: Journal Voucher - JV Month and Year: July,2022

Voucher No.: - Voucher Date: 19-07-2022

Scheme Code: NO SCHEME [0]

Account Code: 46.450 » Liability of expi DR (₹): 0 CR (₹): 2500 Narration: A/c 30005256 for the pi

Party Type: EMPLOYEE Party: PO/WO No. Estimate

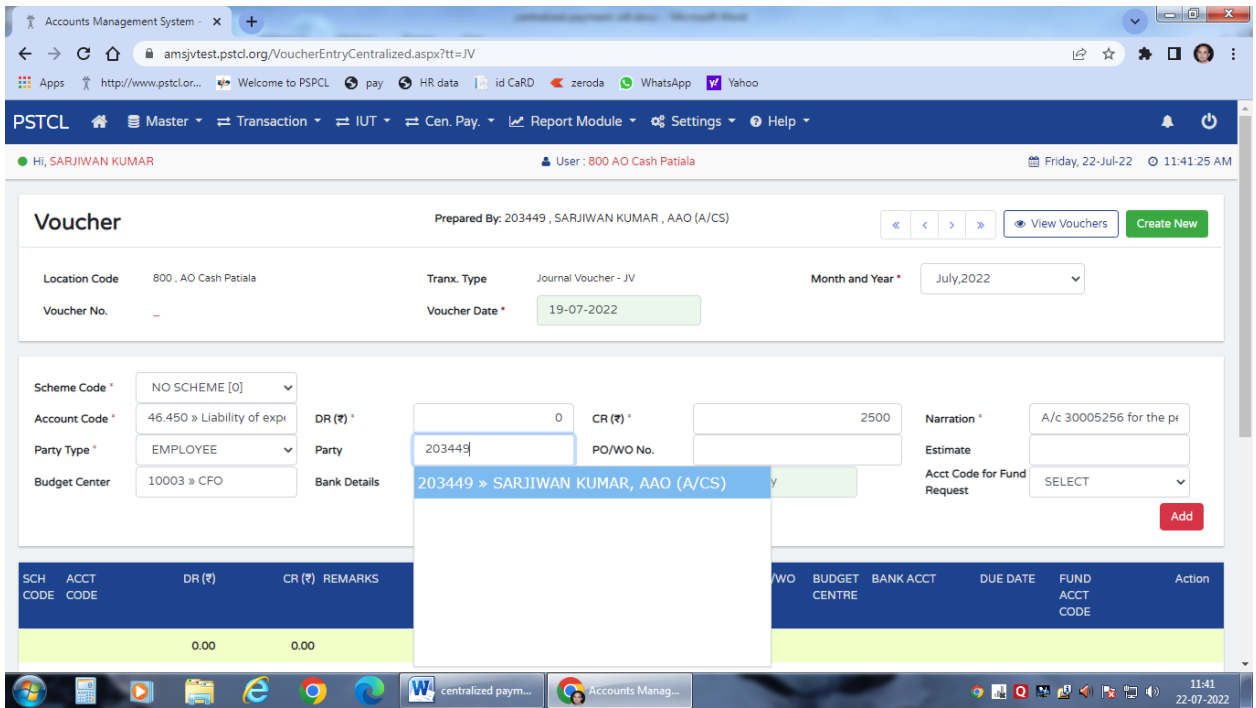
Budget Center: 10003 » CFO Bank Details: Due Date: dd-MM-yyyy Acct Code for Fund Request: SELECT

Add

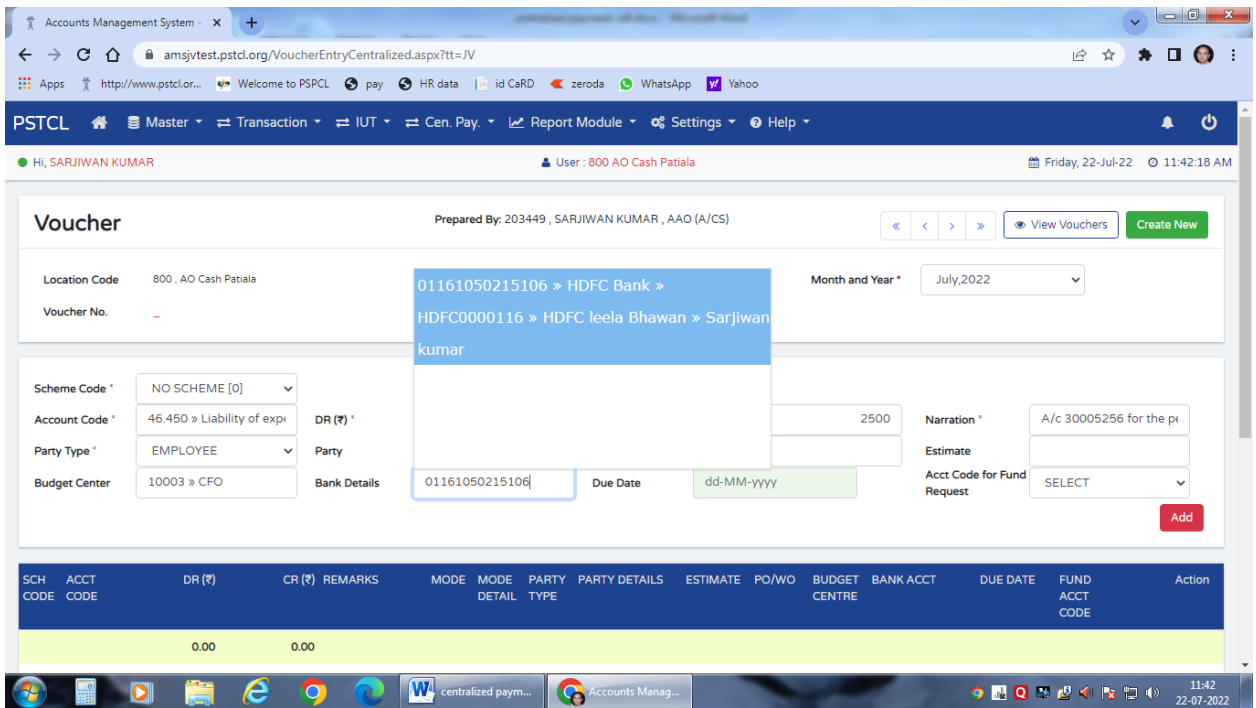
SCH CODE	ACCT CODE	DR (₹)	CR (₹)	REMARKS	MODE	MODE DETAIL	PARTY TYPE	PARTY DETAILS	ESTIMATE	PO/WO	BUDGET CENTRE	BANK ACCT	DUE DATE	FUND ACCT CODE	Action
		0.00	0.00												

centralized paym... Accounts Manag... 11:40 22-07-2022

16. Party field appear. Select the Employee ID/Party Name of Vendor



17. Select the Bank detail from drop down.



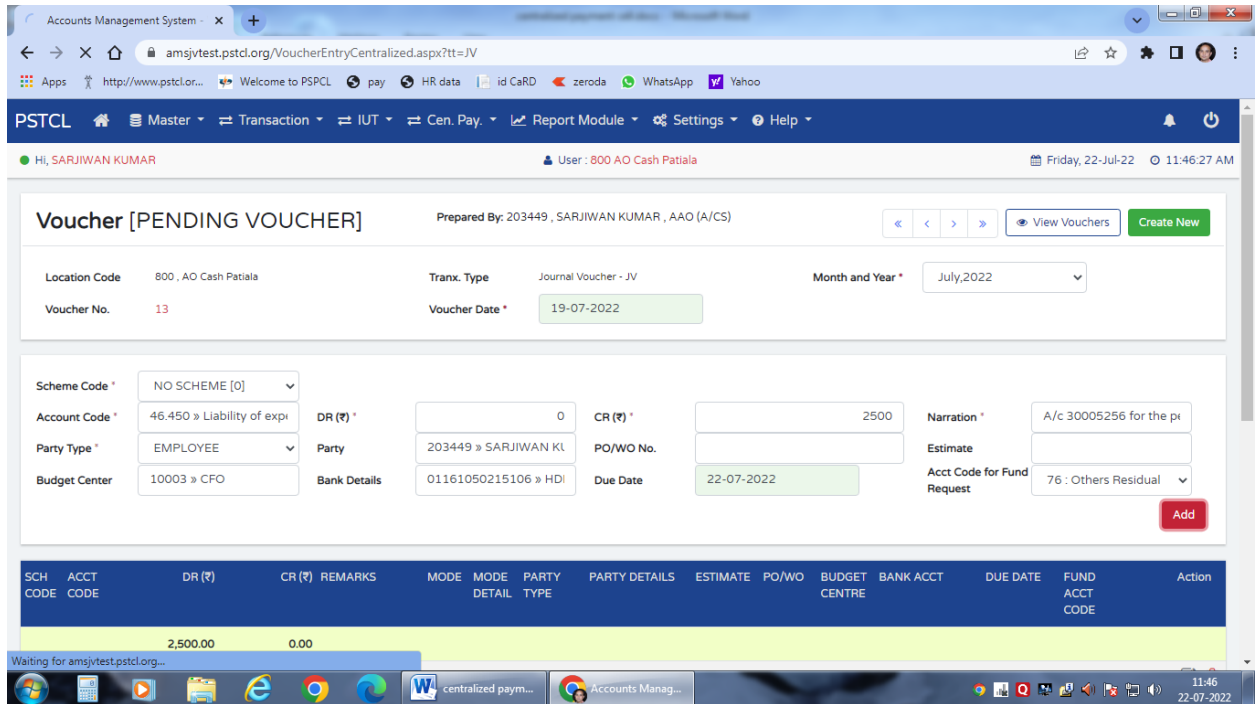
18. Enter Due Date /Payment Due Date.

The screenshot shows the 'Voucher' entry form in the Accounts Management System. The form is prepared by SARJIWAN KUMAR, AAO (A/CS). The location is 800, AO Cash Patiala, and the transaction type is Journal Voucher - JV. The voucher date is 19-07-2022. The due date field is currently empty, and a calendar dropdown menu is open, showing the date 22-07-2022 selected. The form also includes fields for Scheme Code, Account Code, Party Type, Budget Center, DR (₹), CR (₹), Party, PO/WO No., Bank Details, Narration, Estimate, and Acct Code for Fund Request. A table at the bottom shows the voucher details with columns for SCH CODE, ACCT CODE, DR (₹), CR (₹), REMARKS, MODE, MODE DETAIL, PARTY TYPE, PARTY DETAILS, ESTIMATE, PO/WO, BUDGET CENTRE, BANK ACCT, DUE DATE, FUND ACCT CODE, and Action.

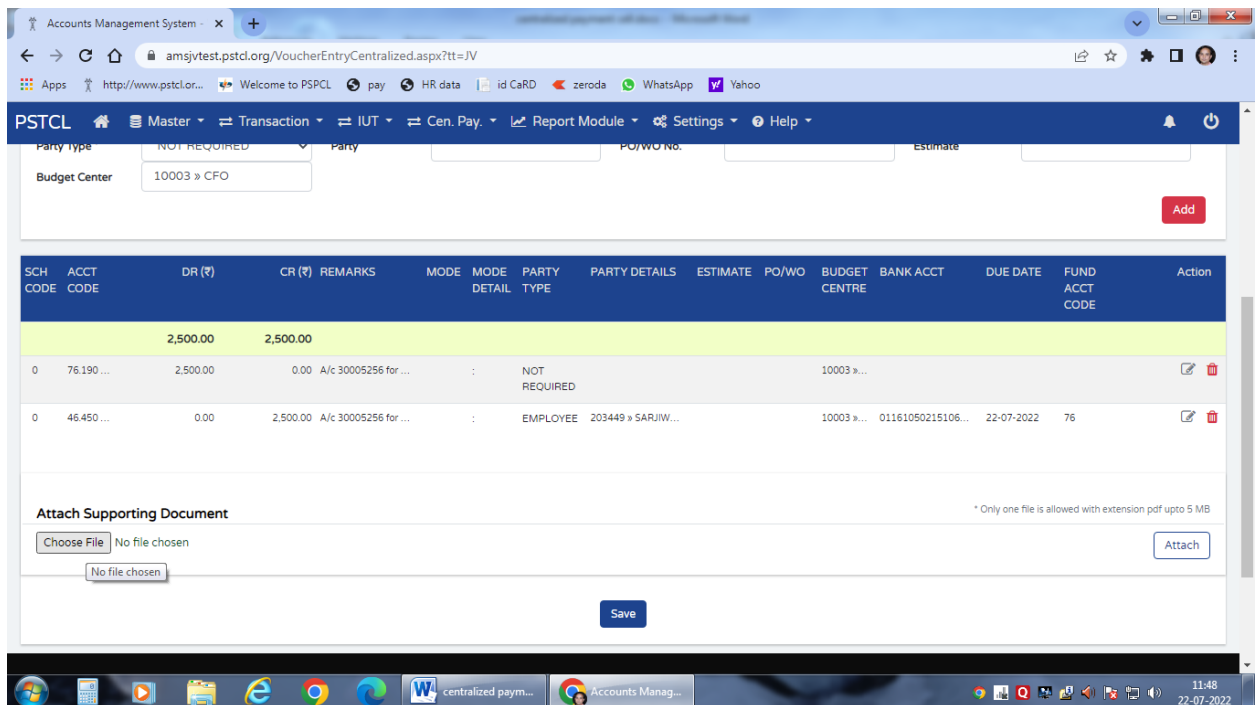
19. Select account Code in which the funds are to be requested.(Limit demand)

The screenshot shows the 'Voucher' entry form in the Accounts Management System. The form is prepared by SARJIWAN KUMAR, AAO (A/CS). The location is 800, AO Cash Patiala, and the transaction type is Journal Voucher - JV. The voucher date is 19-07-2022. The due date is 22-07-2022. The 'Acct Code for Fund Request' dropdown menu is open, showing a list of account codes. The selected account code is 75.5 : Bonus. The form also includes fields for Scheme Code, Account Code, Party Type, Budget Center, DR (₹), CR (₹), Party, PO/WO No., Bank Details, Narration, Estimate, and Acct Code for Fund Request. A table at the bottom shows the voucher details with columns for SCH CODE, ACCT CODE, DR (₹), CR (₹), REMARKS, MODE, MODE DETAIL, PARTY TYPE, PARTY DETAILS, ESTIMATE, PO/WO, BUDGET CENTRE, BANK ACCT, DUE DATE, FUND ACCT CODE, and Action.

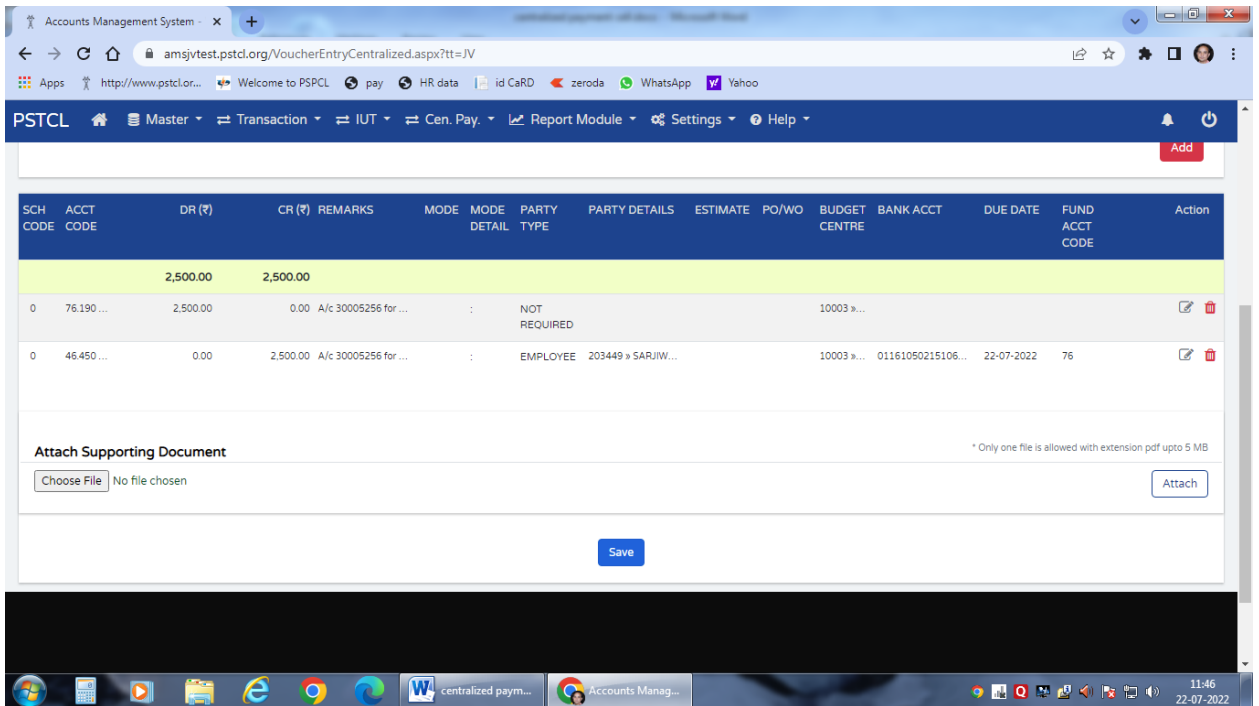
20. Click "Add" to add the voucher.



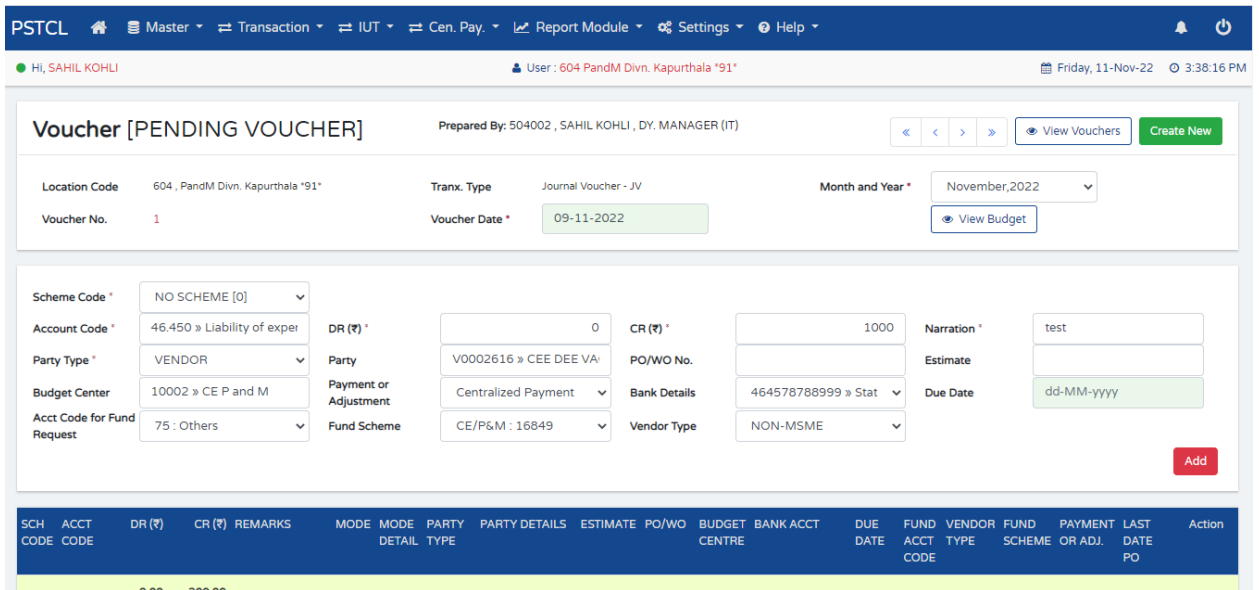
21. Attached the Supporting Document – Voucher soft copy in "Attach Support in Document" option by clicking Choose to select the vouher file.



22. Save the Voucher once the above steps are completed by pressing "Save" option.



23. In case of vendor:



24. Click on Others in Acc Code for Fund Request Option

Voucher [PENDING VOUCHER]
 Prepared By: 504002 , SAHIL KOHLI , DY. MANAGER (IT)

Location Code: 604 , PandM Divn. Kapurthala '91*
 Voucher No.: 1

Scheme Code: NO SCHEME [0]
 Account Code: 46.450 » Liability of exper
 Party Type: VENDOR
 Budget Center: 10002 » CE P and M
 Acct Code for Fund Request: 75 : Others

Tranx. Type: Journal Voucher - JV
 Voucher Date: 09-11-2022
 Month and Year: November,2022

CR (₹): 1000
 Narration: test
 Estimate:
 Due Date: dd-MM-yyyy

PO/WO No.:
 Bank Details: 464578788999 » Stat
 Vendor Type: NON-MSME

DR (₹) CR (₹) REMARKS
 MODE MODE PARTY PARTY DETAILS ESTIMATE PO/WO BUDGET BANK ACCT DUE FUND VENDOR FUND PAYMENT LAST Action
 CODE CODE DETAIL TYPE CENTRE DATE ACCT TYPE SCHEME OR ADJ. DATE PO

25. Then Choose the scheme from Fund Scheme drop down menu

Voucher [PENDING VOUCHER]
 Prepared By: 504002 , SAHIL KOHLI , DY. MANAGER (IT)

Location Code: 604 , PandM Divn. Kapurthala '91*
 Voucher No.: 1

Scheme Code: NO SCHEME [0]
 Account Code: 46.450 » Liability of exper
 Party Type: VENDOR
 Budget Center: 10002 » CE P and M
 Acct Code for Fund Request: 75 : Others

Tranx. Type: Journal Voucher - JV
 Voucher Date: 09-11-2022
 Month and Year: November,2022

CR (₹): 1000
 Narration: test
 Estimate:
 Due Date: dd-MM-yyyy

PO/WO No.:
 Bank Details: 464578788999 » Stat
 Vendor Type: NON-MSME

DR (₹) CR (₹) REMARKS
 MODE MODE PARTY PARTY DETAILS ESTIMATE PO/WO BUDGET BANK ACCT DUE FUND VENDOR FUND PAYMENT LAST Action
 CODE CODE DETAIL TYPE CENTRE DATE ACCT TYPE SCHEME OR ADJ. DATE PO

26. Choose the vendor type from drop down menu:-

PSTCL Master Transaction IUT Cen. Pay. Report Module Settings Help

Hi, SAHIL KOHLI User: 604 PandM Divn. Kapurthala '91' Friday, 11-Nov-22 3:42:28 PM

Voucher [PENDING VOUCHER] Prepared By: 504002, SAHIL KOHLI, DY. MANAGER (IT) View Vouchers Create New

Location Code: 604, PandM Divn. Kapurthala '91' Tranx. Type: Journal Voucher - JV Month and Year: November,2022

Voucher No. 1 Voucher Date: 09-11-2022 View Budget

Scheme Code: NO SCHEME [0] DR (₹): 0 CR (₹): 1000 Narration: test

Account Code: 46.450 » Liability of exper Party: V0002616 » CEE DEE VA PO/WO No.:

Party Type: VENDOR Payment or Adjustment: Centralized Payment Bank Details: 464578788999 » Stat

Budget Center: 10002 » CE P and M Fund Scheme: CE/P&M : 16849 Vendor Type: NON-MSME

Acct Code for Fund Request: 75 : Others Estimate: Due Date: dd-MM-yyyy

Add

SCH CODE	ACCT CODE	DR (₹)	CR (₹)	REMARKS	MODE	MODE DETAIL	PARTY TYPE	PARTY DETAILS	ESTIMATE	PO/WO CENTRE	BUDGET CENTRE	BANK ACCT	DUE DATE	FUND ACCT CODE	VENDOR TYPE	FUND SCHEME	PAYMENT OR ADJ.	LAST DATE PO	Action
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27. Following Screen will appear after entering the all vendor details:

PSTCL Master Transaction IUT Cen. Pay. Report Module Settings Help

Hi, SAHIL KOHLI User: 604 PandM Divn. Kapurthala '91' Friday, 11-Nov-22 3:42:28 PM

Voucher [PENDING VOUCHER] Prepared By: 504002, SAHIL KOHLI, DY. MANAGER (IT) View Vouchers Create New

Location Code: 604, PandM Divn. Kapurthala '91' Tranx. Type: Journal Voucher - JV Month and Year: November,2022

Voucher No. 1 Voucher Date: 09-11-2022 View Budget

Scheme Code: NO SCHEME [0] DR (₹): 0 CR (₹): 1000 Narration: test

Account Code: 46.450 » Liability of exper Party: V0002616 » CEE DEE VA PO/WO No.:

Party Type: VENDOR Payment or Adjustment: Centralized Payment Bank Details: 464578788999 » Stat

Budget Center: 10002 » CE P and M Fund Scheme: CE/P&M : 16849 Vendor Type: MSME

Acct Code for Fund Request: 75 : Others Estimate: Due Date: dd-MM-yyyy

Date of last document received/GRN as per payment terms of PO/WO: dd-MM-yyyy

Add

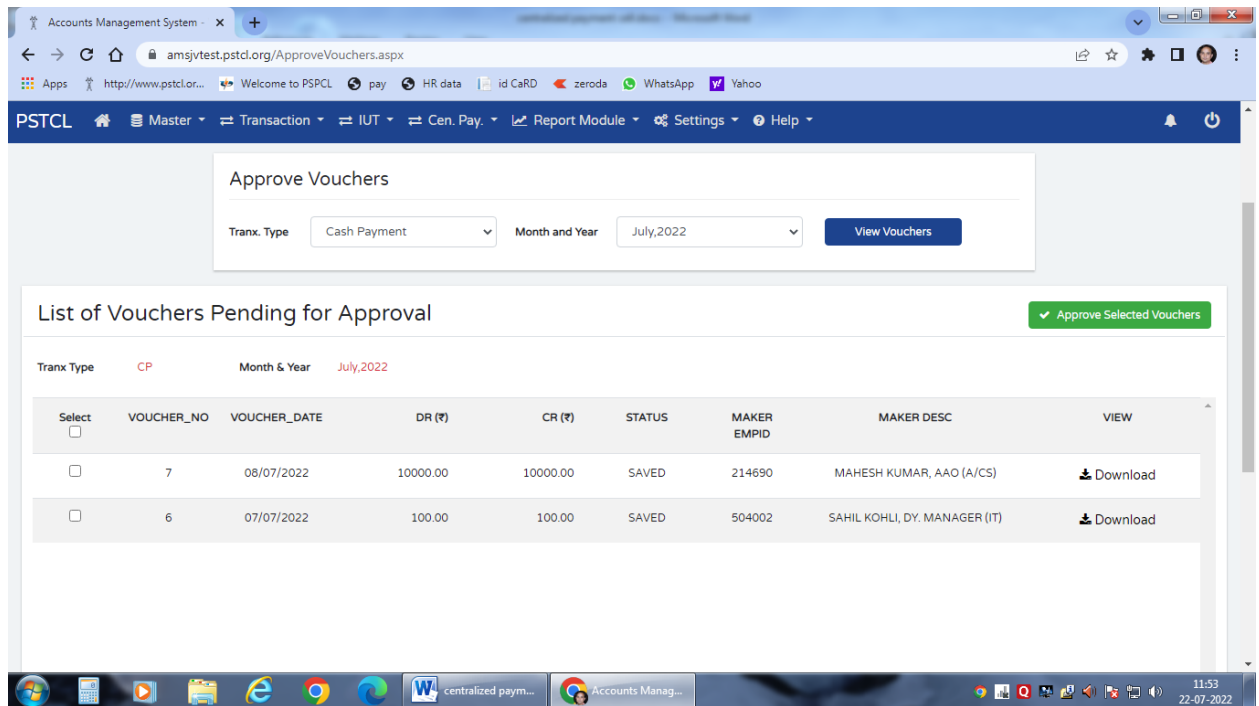
SCH CODE	ACCT CODE	DR (₹)	CR (₹)	REMARKS	MODE	MODE DETAIL	PARTY TYPE	PARTY DETAILS	ESTIMATE	PO/WO CENTRE	BUDGET CENTRE	BANK ACCT	DUE DATE	FUND ACCT CODE	VENDOR TYPE	FUND SCHEME	PAYMENT OR ADJ.	LAST DATE PO	Action
----------	-----------	--------	--------	---------	------	-------------	------------	---------------	----------	--------------	---------------	-----------	----------	----------------	-------------	-------------	-----------------	--------------	--------

28. After voucher is saved by the employee, the voucher needs to be approved by DDO by login with his ID and then by clicking "Transaction" and "Approve Vouchers" tab.

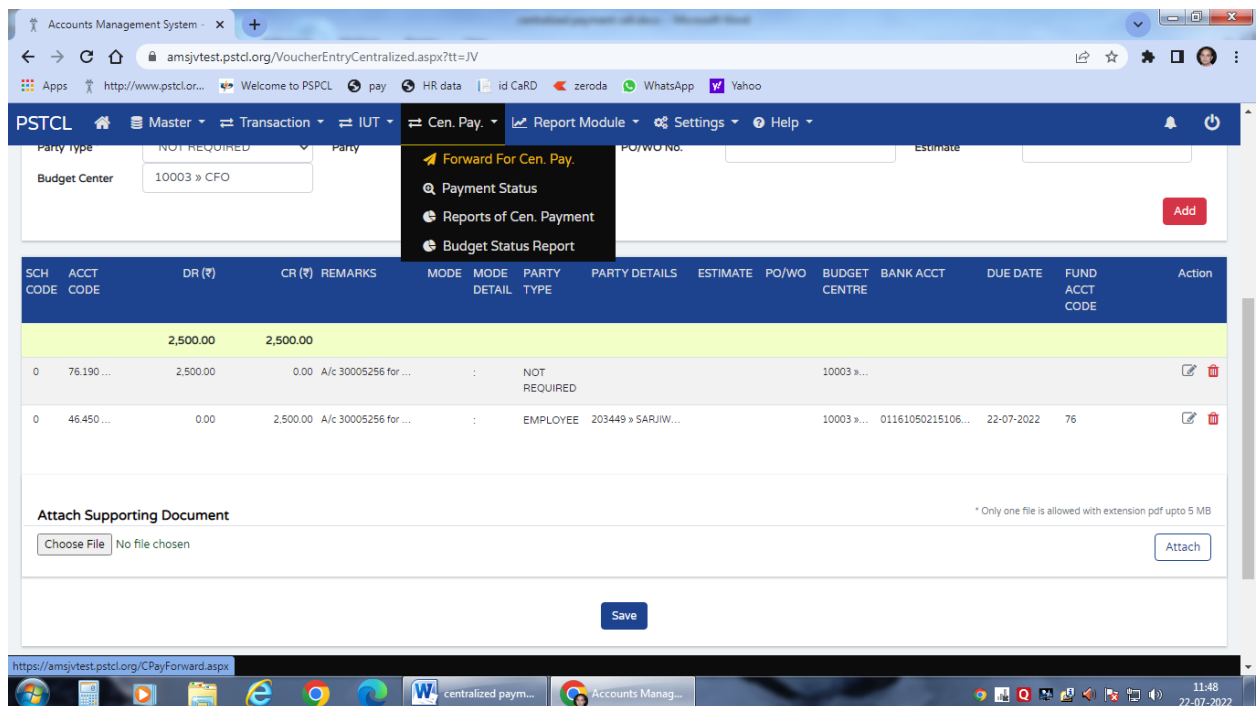
The screenshot shows the Accounts Management System (AMS) interface. The user is logged in as '800 AO Cash Patiala'. The main screen displays a table of vouchers for centralized payment. The 'Approve Vouchers' option is highlighted in the 'Transaction' dropdown menu.

Tranx No.	Due Date	Party Type	Party	Bank Acc. No.	Bank Name	IFSC	Branch	Actions
20220400800JV0011	19-Jul-2022	VENDOR	V0002235	16610200001707	State Bank of India	SBIN0050012	PATIALA	Fund Req. Details Forward
20220400800JV0012	19-Jul-2022	VENDOR	V0002235	16610200001707	State Bank of India	SBIN0050012	PATIALA	Fund Req. Details Forward

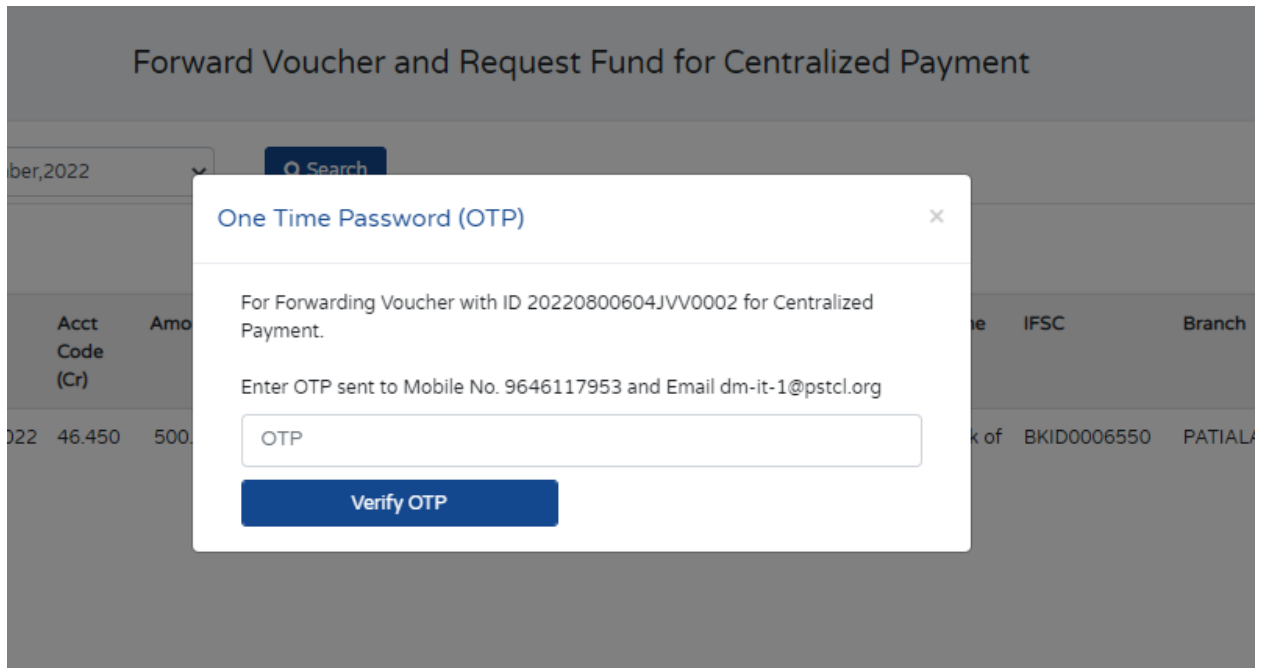
29. DDO to select the Voucher by clicking the Checkbox and Click "Approve Selected Voucher" option.



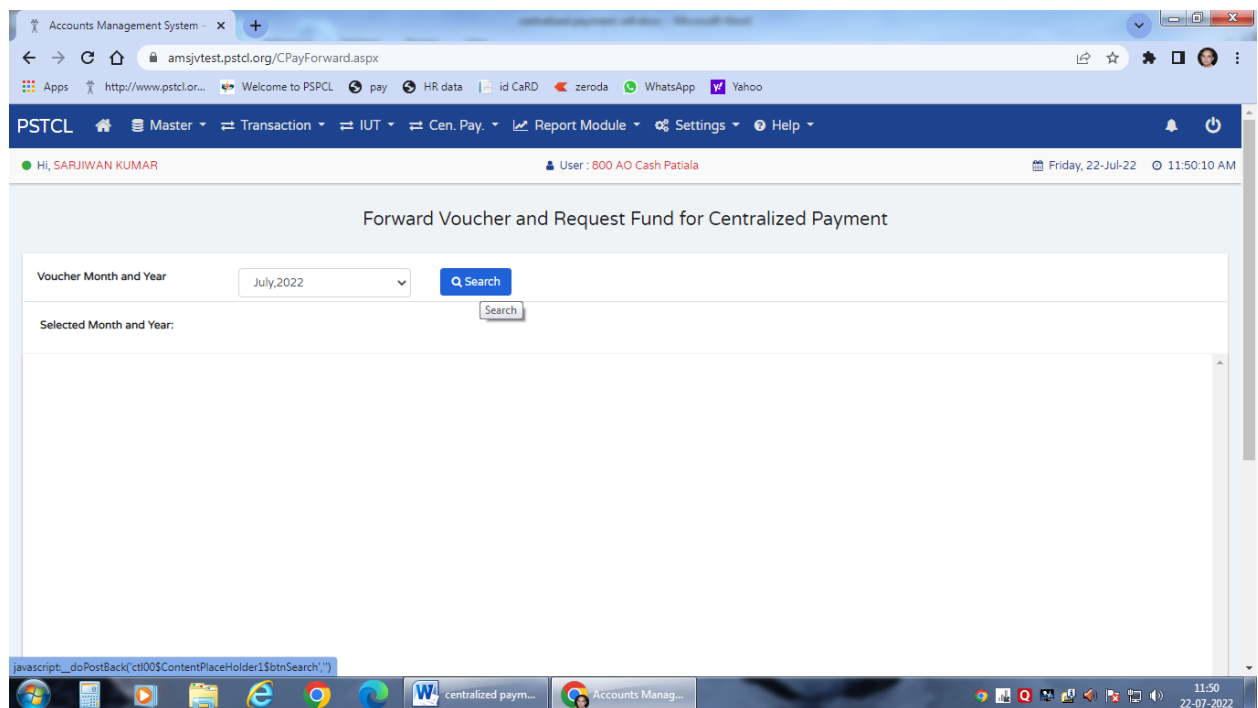
30. After Approval of voucher then DDO has to click "Cen. Pay" tab and then click the option "Forward For Cen. Pay" to forward the vouchers for centralized payment.



31. DDO needs to enter the OTP sent to their registered mobile number.



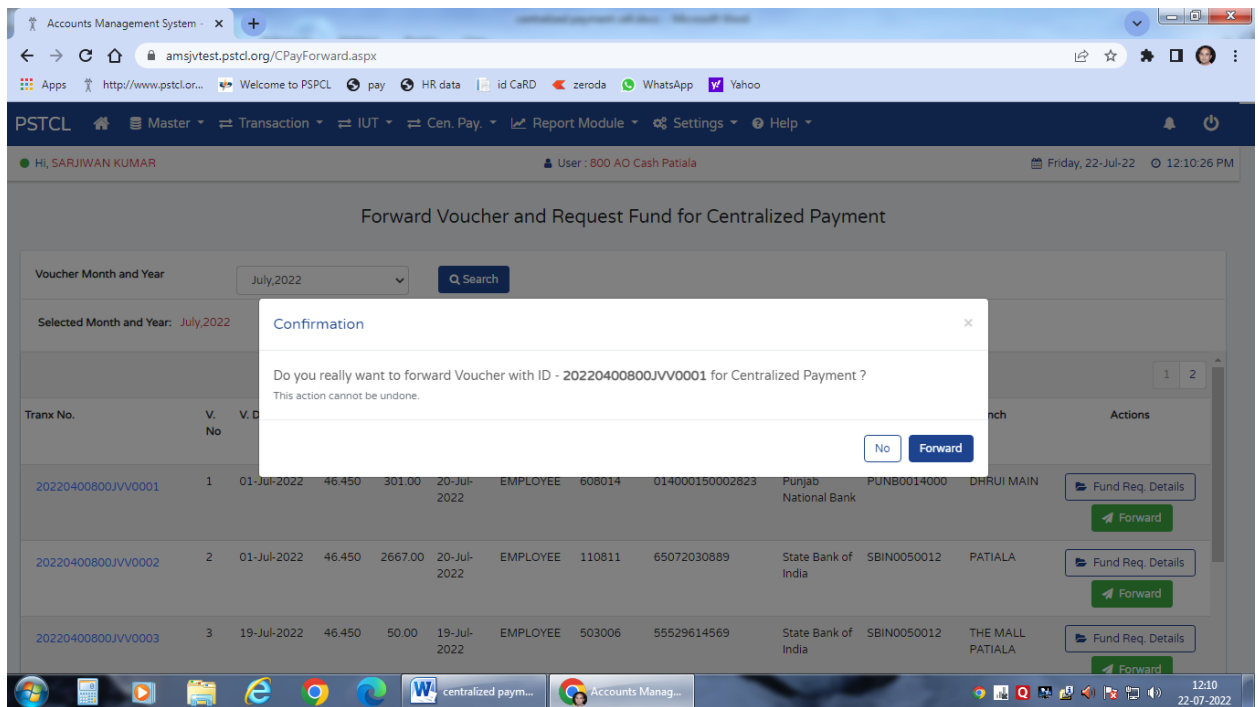
32. Click on search by selecting Month/Year of the voucher entered based on Voucher date.



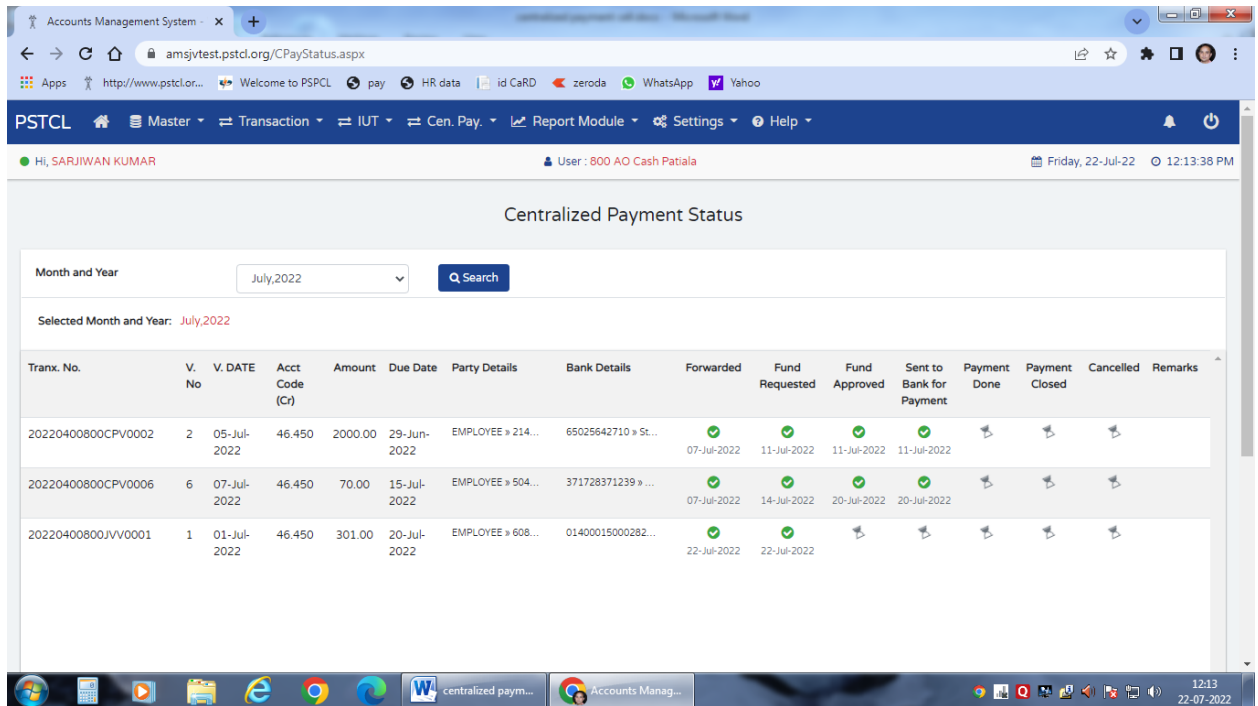
33. All approved voucher in which account GH 46.450 is credited are shown here. DDO to check and verify the bank details of Vendor/Employee before forwarding the voucher for centralized payment processing. After checking the data, DDO to press "Forward" option.



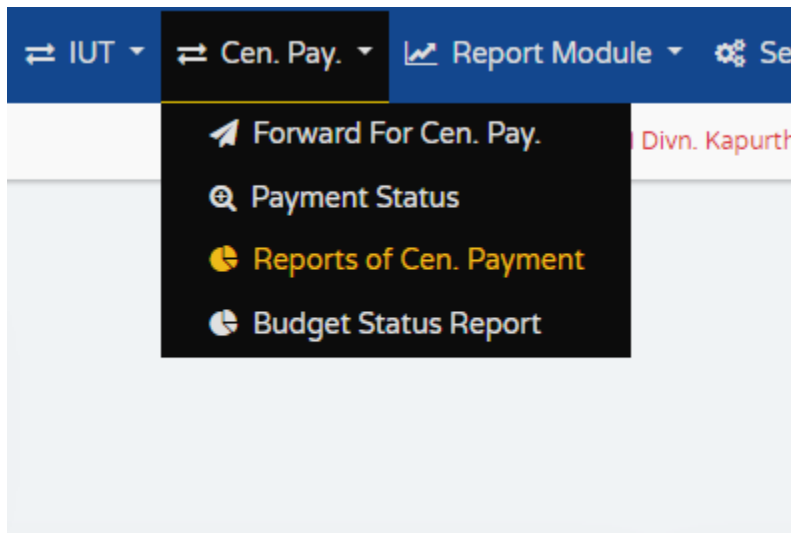
34. Click on "Forward" option and press "Forward" button again.



35. Go to Payment Status (Forward Voucher Payment status shown here)



36. DDO can download the report in excel format from Reports of Cen. Payment option under Cen.Pay drop down menu.



PSTCL | Master | Transaction | IUT | Cen. Pay. | Report Module | Settings | Help

Hi, SAHIL KOHLI | User: 604 PandM Divn. Kapurthala *91* | Friday, 11-Nov-22 | 4:08:58 PM

Reports of Centralized Payment

Voucher Financial Year: 2022_2023 | Payment Status: FUNDS REQUESTED | Date Criteria: Payment Status and Paymen | From Date: 01-04-2022 | Upto Date: 18-11-2022 | Report Type: Status W | Search

Selected Financial Year: 2022_2023 | Payment Status: FUNDS REQUESTED | Date Criteria: Payment Status and Payment Status Date Wise | From Date: 01-04-2022 | Upto Date: 18-11-2022 | Report Type: Status Wise | Download | Download Excel

LC	TRAN_CODE_S	PAYMENT STATUS	VNO	VDT	ACCT_CODE_CREDIT	DUE_DATE	PARTY_TYPE	PARTY_CODE	PARTY_DESC	VENDOR_TYPE	PARTY_BANK_ACCOUNT_NO	PARTY_BANK_NAME	PARTY_IFSC
604	20220800604JV0002	FUNDS REQUESTED	2	09-Nov-2022	46.450	26-Nov-2022	VENDOR	V0002715	Jassi Tourist Services Patiala	NON-MSME	655020110000167	State Bank of India	BKID000655C

37. DDO has a right to view their Budget status.

IUT | Cen. Pay. | Report Module | Settings

- Forward For Cen. Pay.
- Payment Status
- Reports of Cen. Payment
- Budget Status Report**

Download | Download Excel

PSTCL | Master | Transaction | IUT | Cen. Pay. | Report Module | Settings | Help

Hi, SAHIL KOHLI | User: 604 PandM Divn. Kapurthala *91* | Friday, 11-Nov-22

Report - Budget Status

Financial Year: 2022_2023 | Search | Download | Download Excel

Budget Used - Total Debit figure from Trial of concerned Location Code (Budget Head wise).

Sr_No	LOCATION_CODE	DIVISION_NAME	74.1-Plant_&_Machinery_Sanctioned	74.1-Plant_&_Machinery_Used	74.2-Buildings_Sanctioned	74.2-Buildings_Used	74.3-Civil_Works_Sanctioned	74.3-Civil_W
1	604	PandM Divn. Kapurthala *91*	45	16,04,981	0	0	0.4	0