Procedure of Centralized Payment

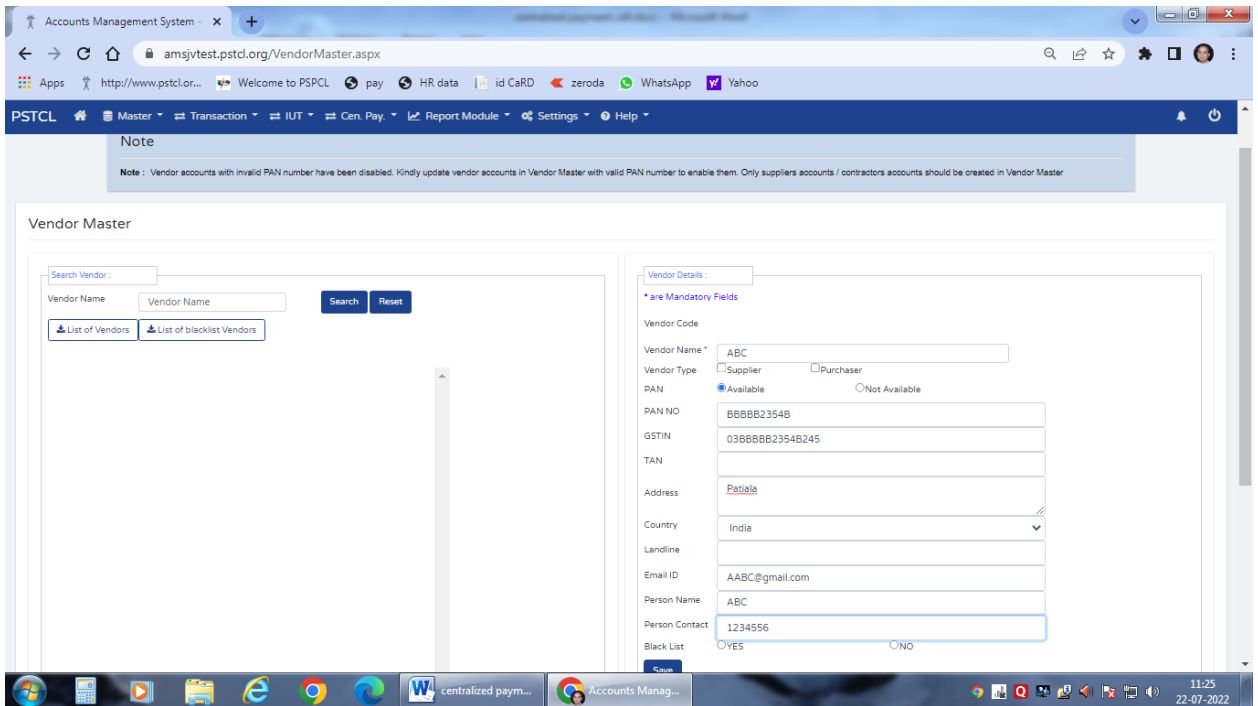1. Go to **https://amsjv.pstcl.org/** and login username (Location Code), Password and Employee ID / Password
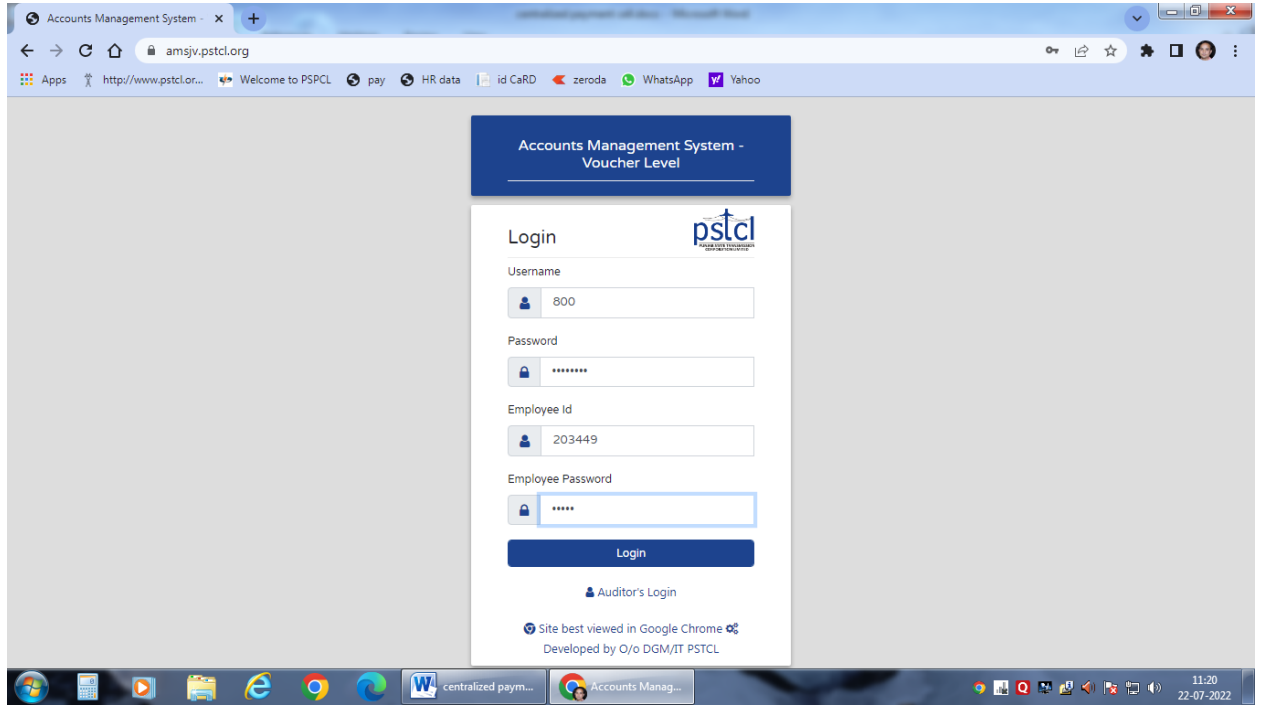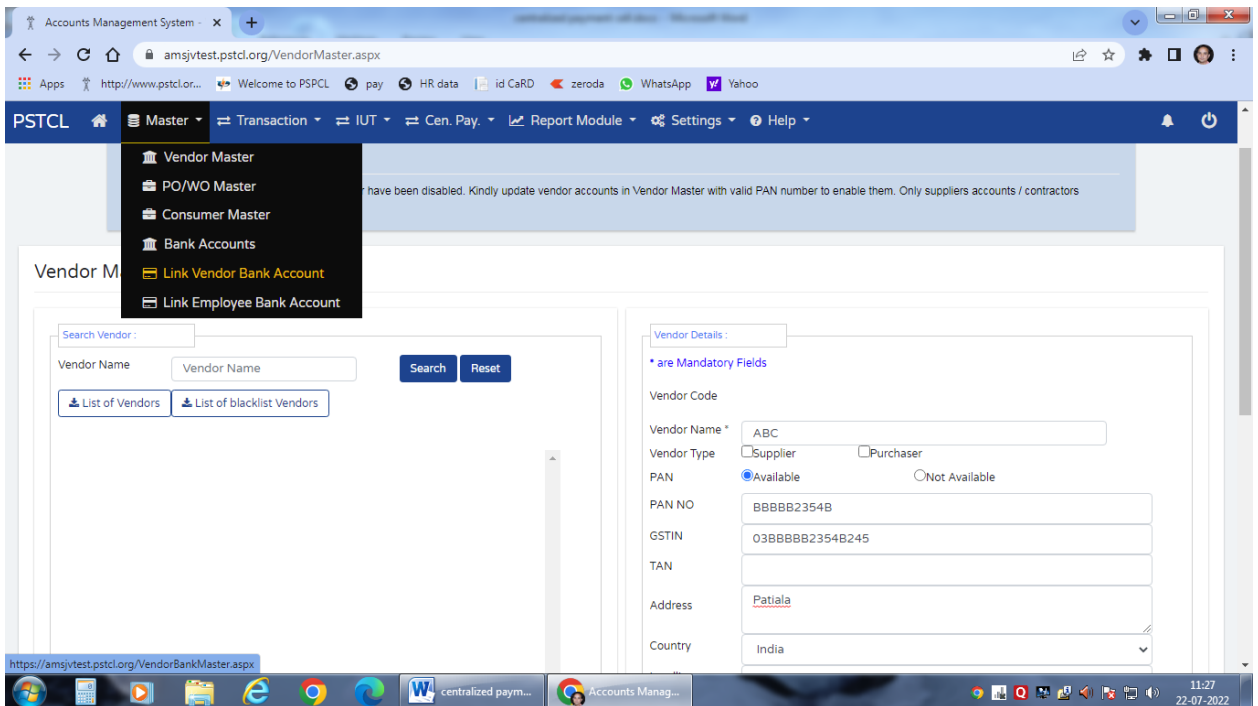

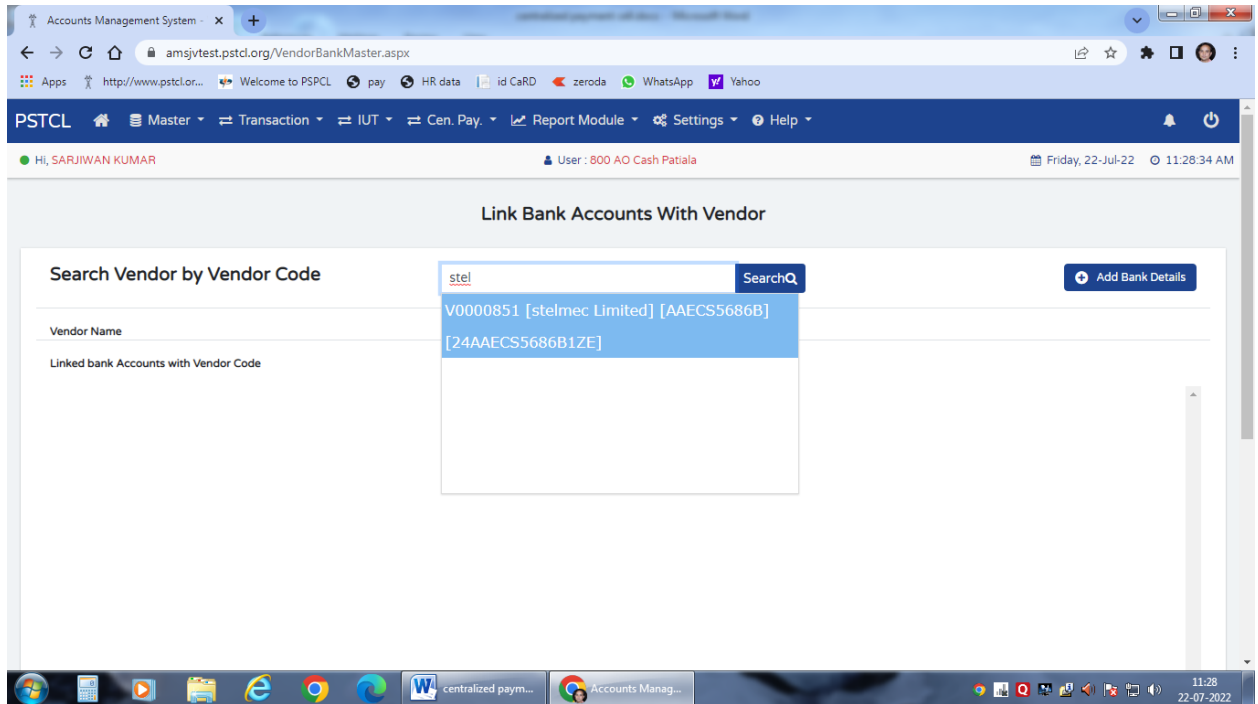2. Click to Master and go to Vendor Master
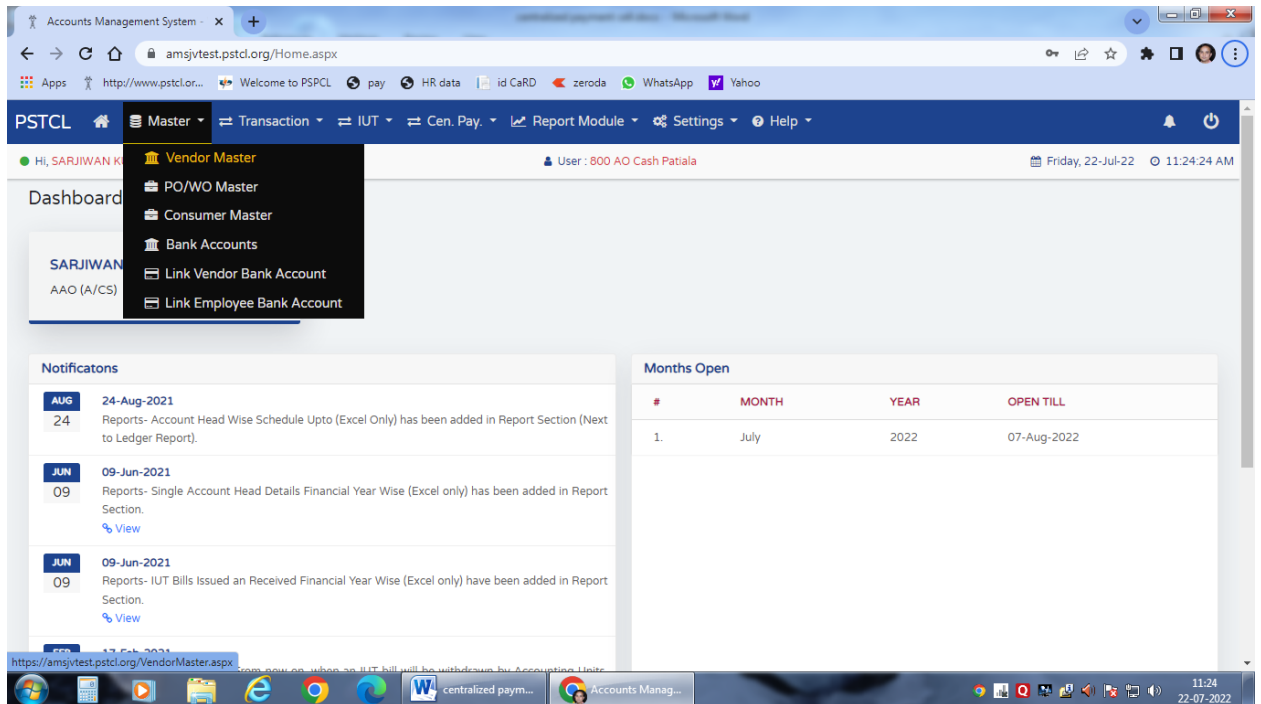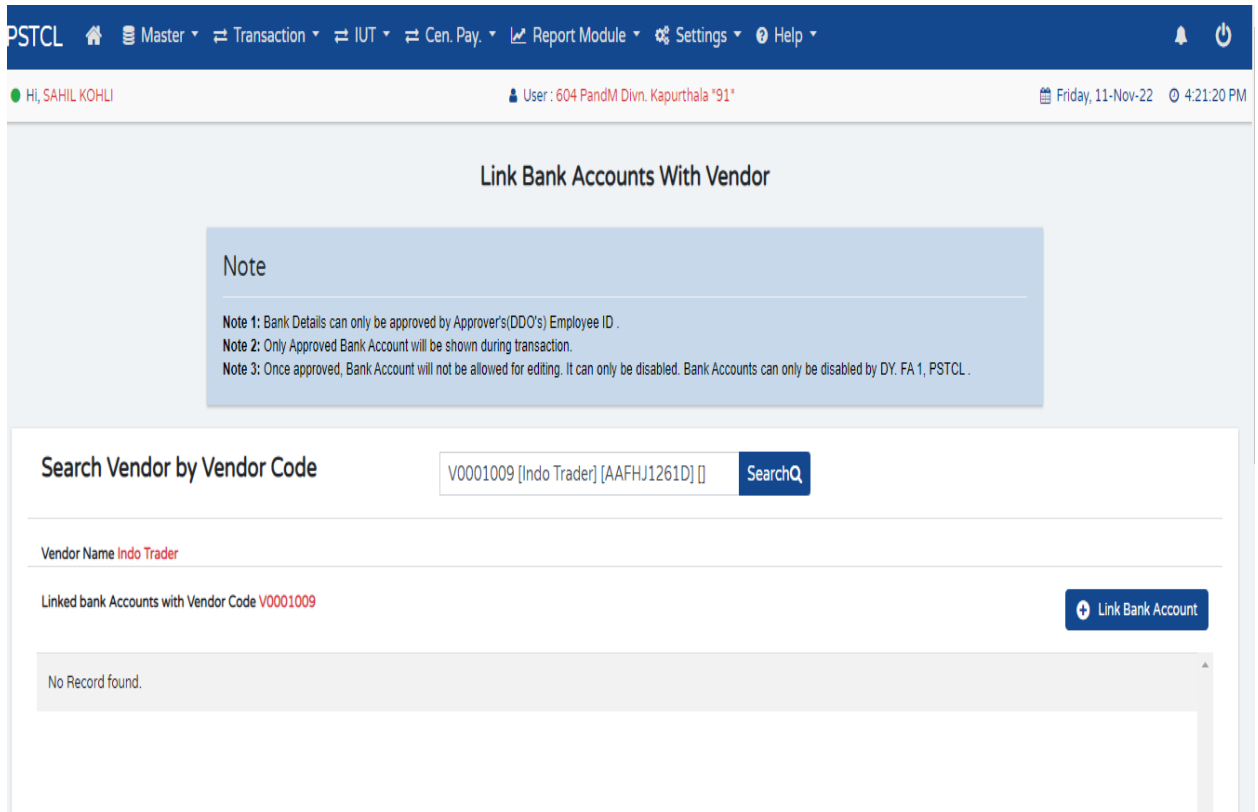
3. Enter Vendor Detail

4. Press "Save" to save the Vendor details and then go to "Master" Tab and press "Link Vendor Bank Account" option.
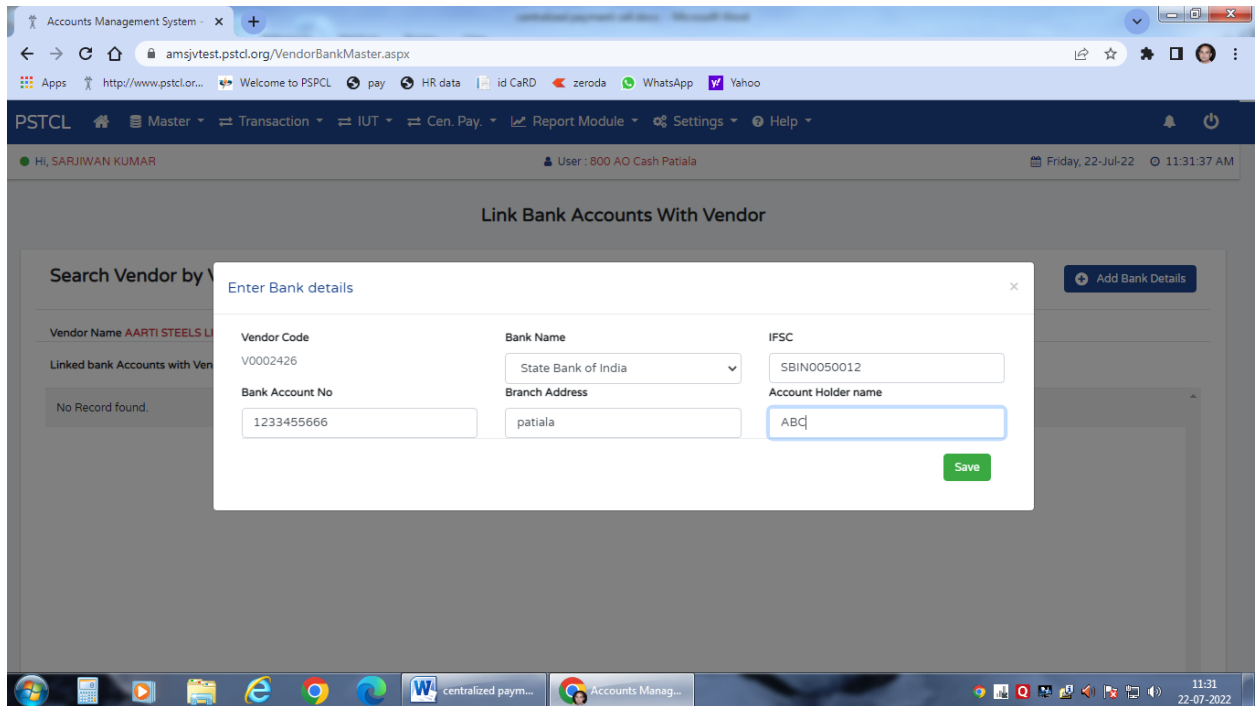
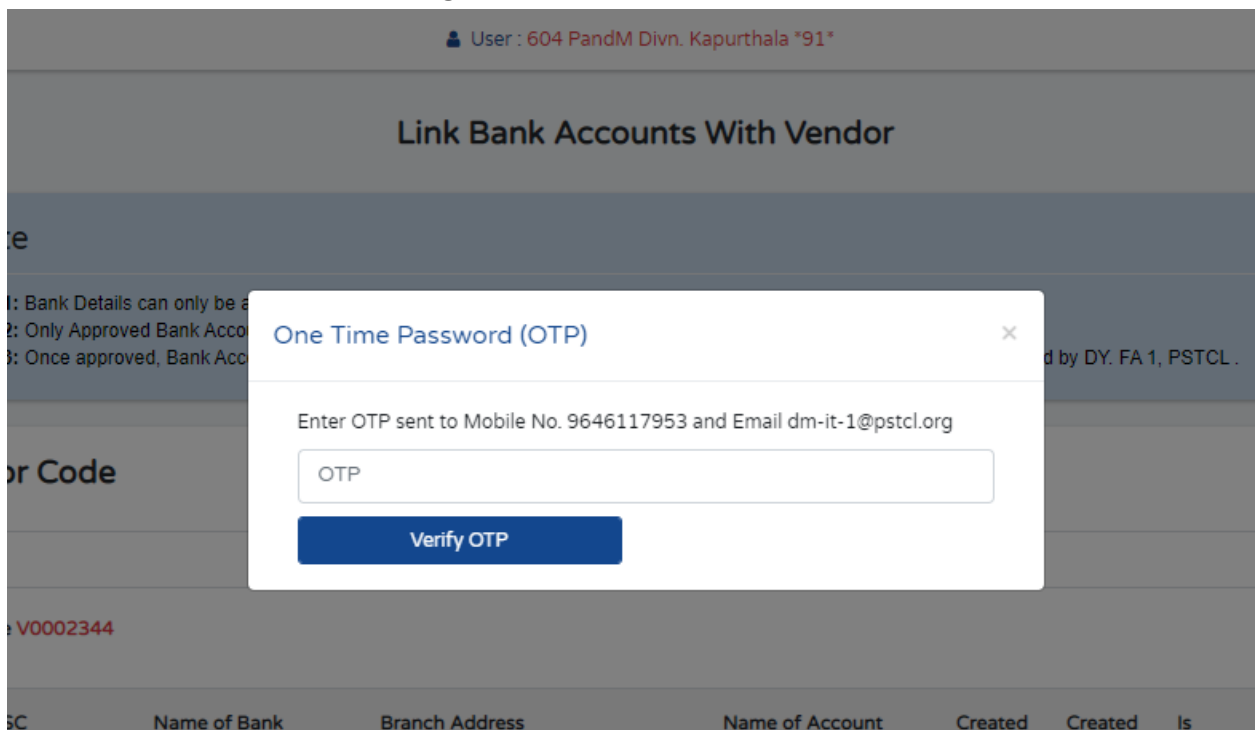5. Search Vendor name by entering vendor code or vendor name.
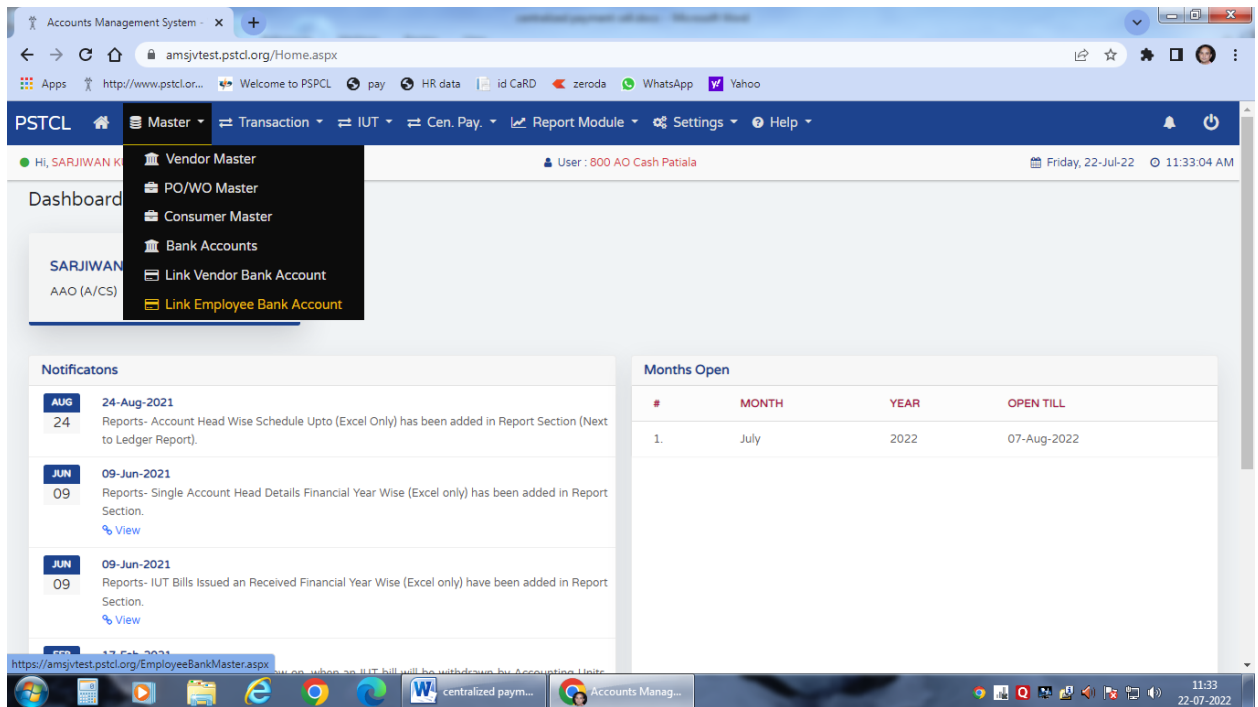

6. Click to "Link Bank Account" option

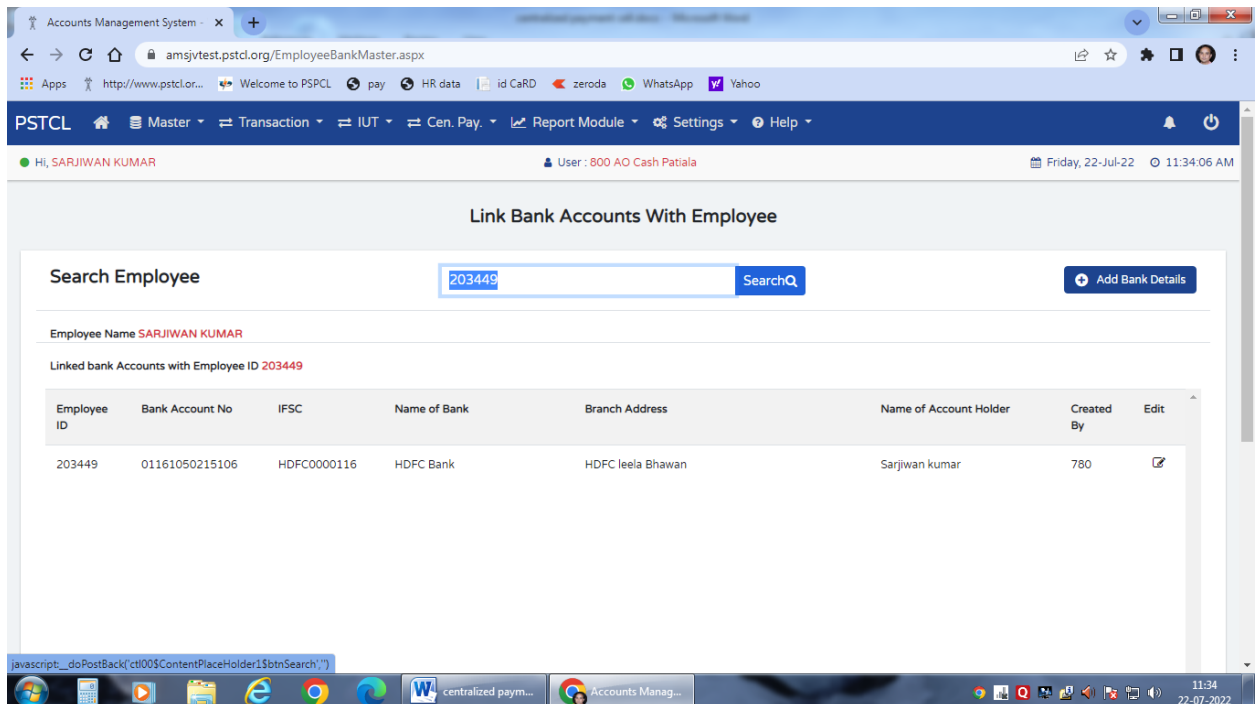7. Enter the Bank detail and press Save

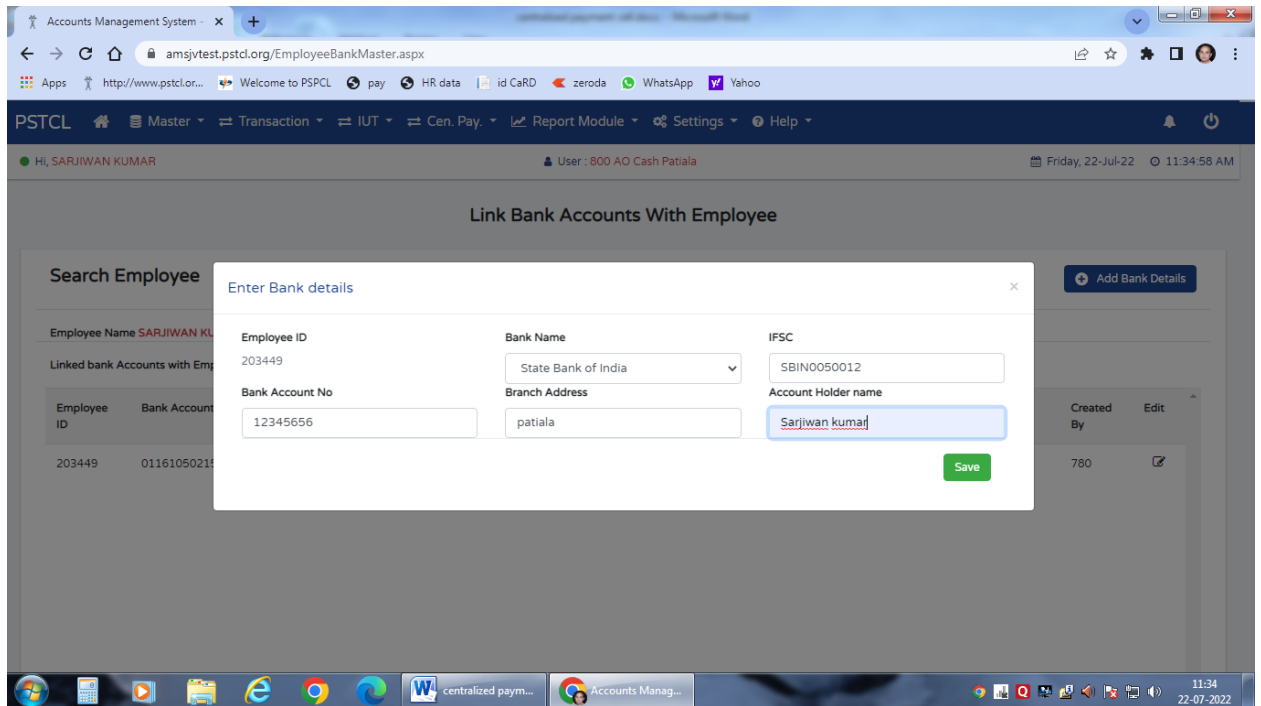8. Enter the OTP sent to DDO's registered mobile no.

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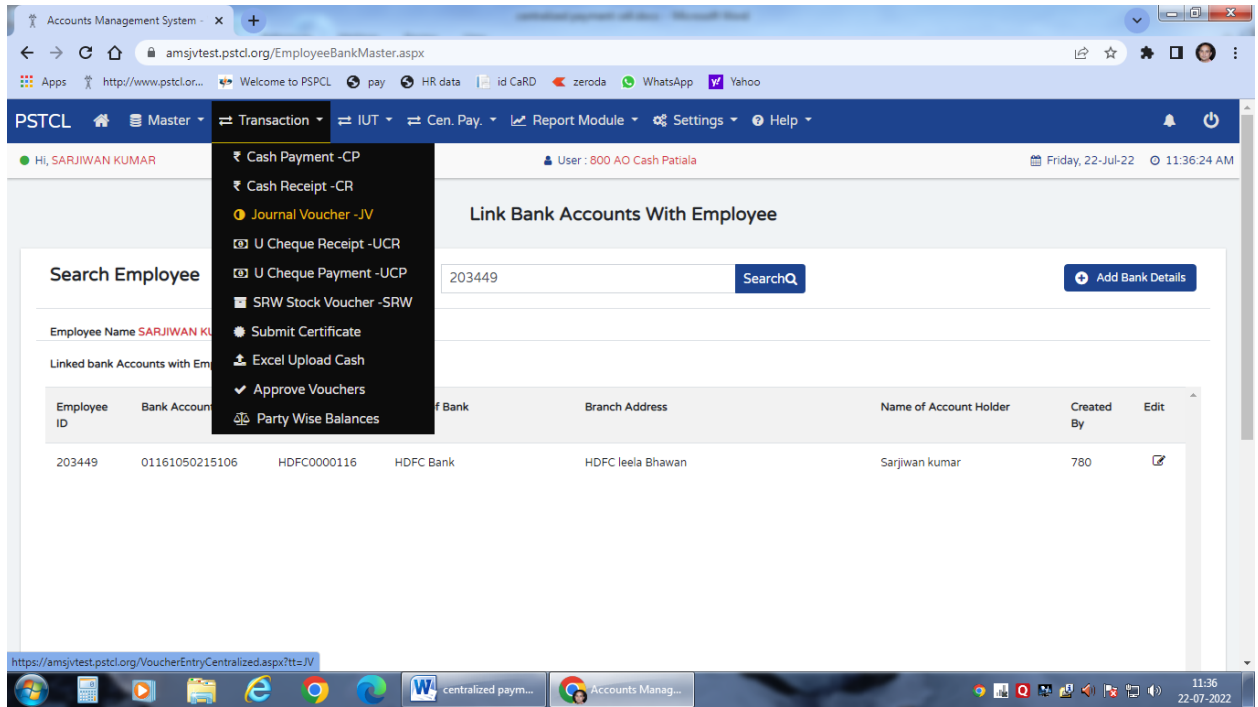

10. Search Employee ID / Employee name and click "Add Bank Details" option.

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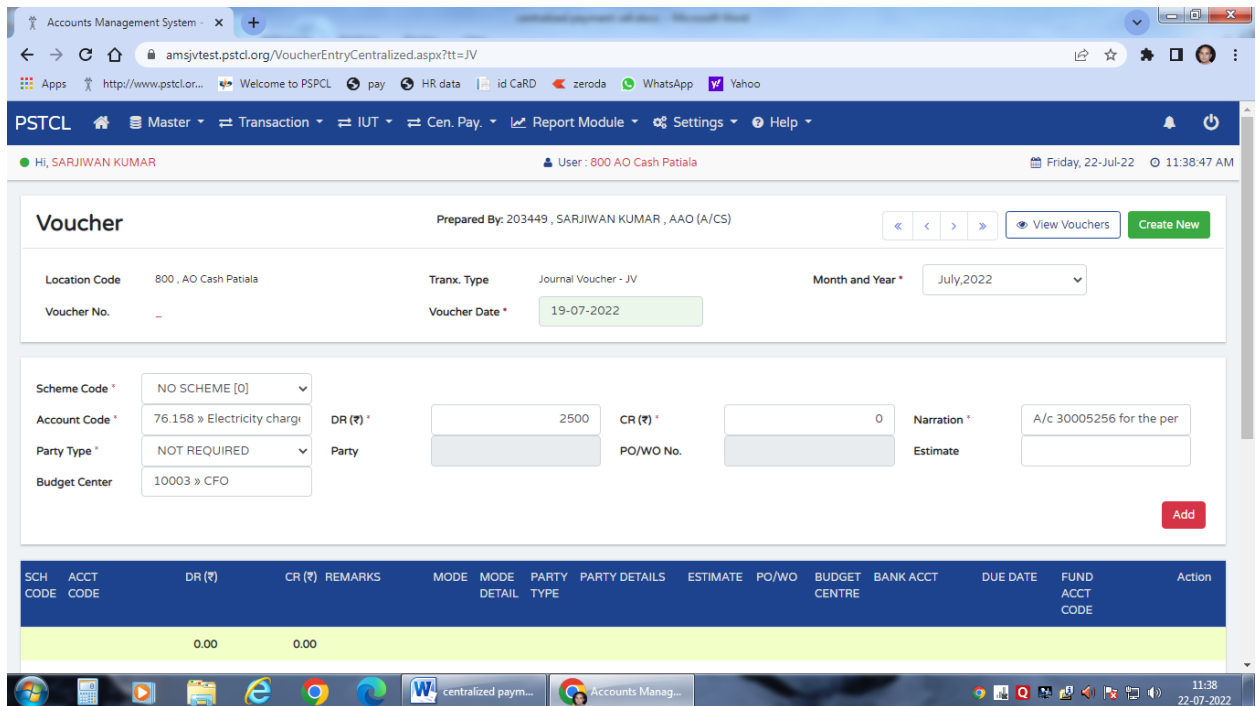
14. For Net Payment enter GH 46.450 and amount in credit field. When you Enter GH 46.450 in Account Code then Bank detail, Due Date, A/C code for fund request columns will appear and these need to be filled.

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

16. Party field appear. Select the Employee ID/Party Name of Vendor
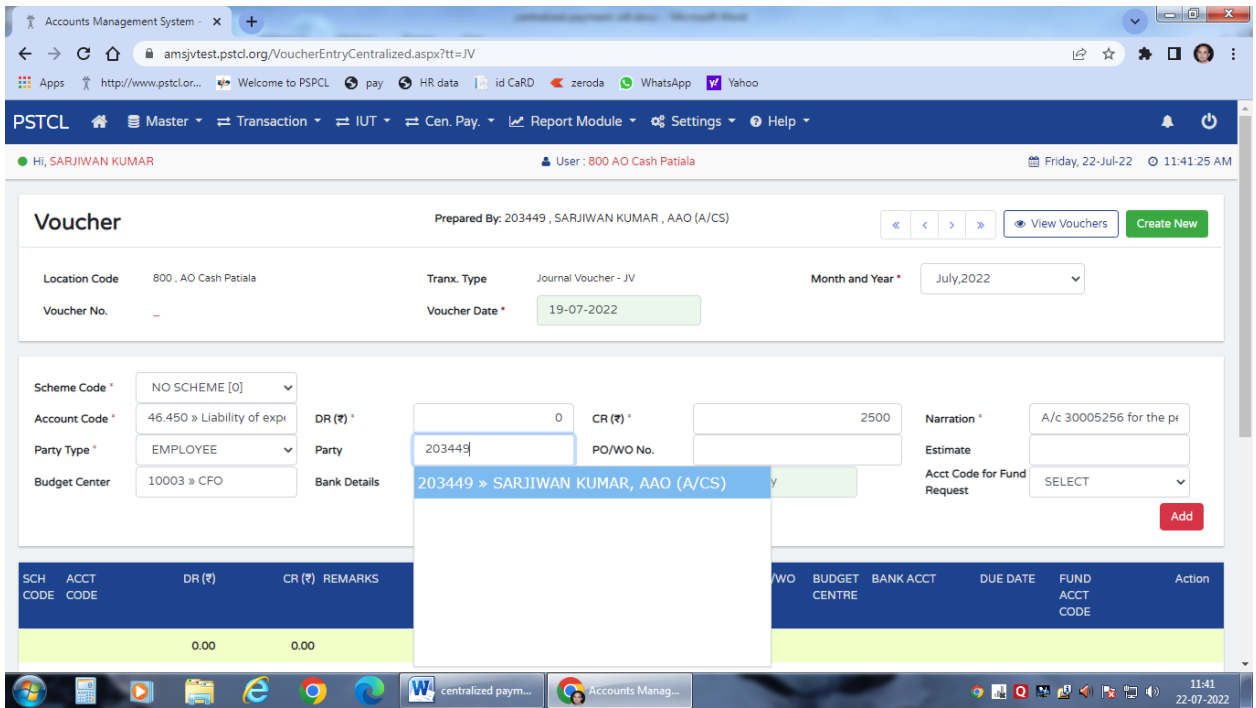
17. Select the Bank detail from drop down.
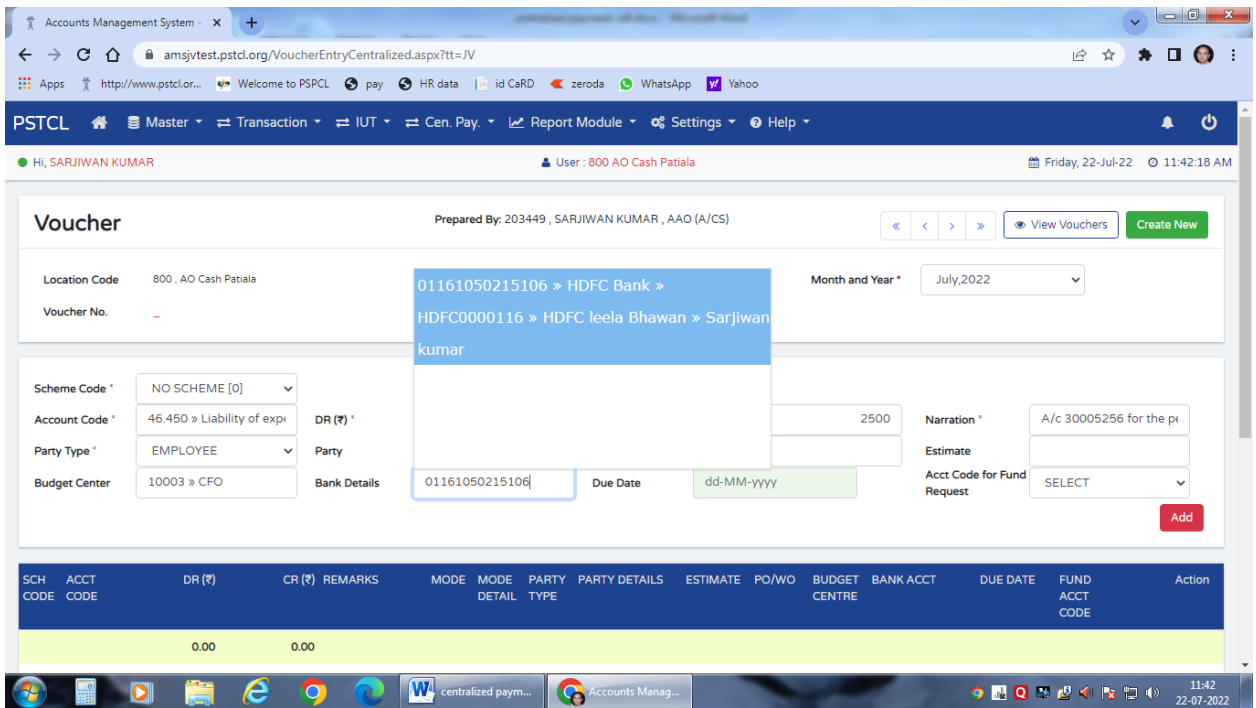
18. Enter Due Date /Payment Due Date.
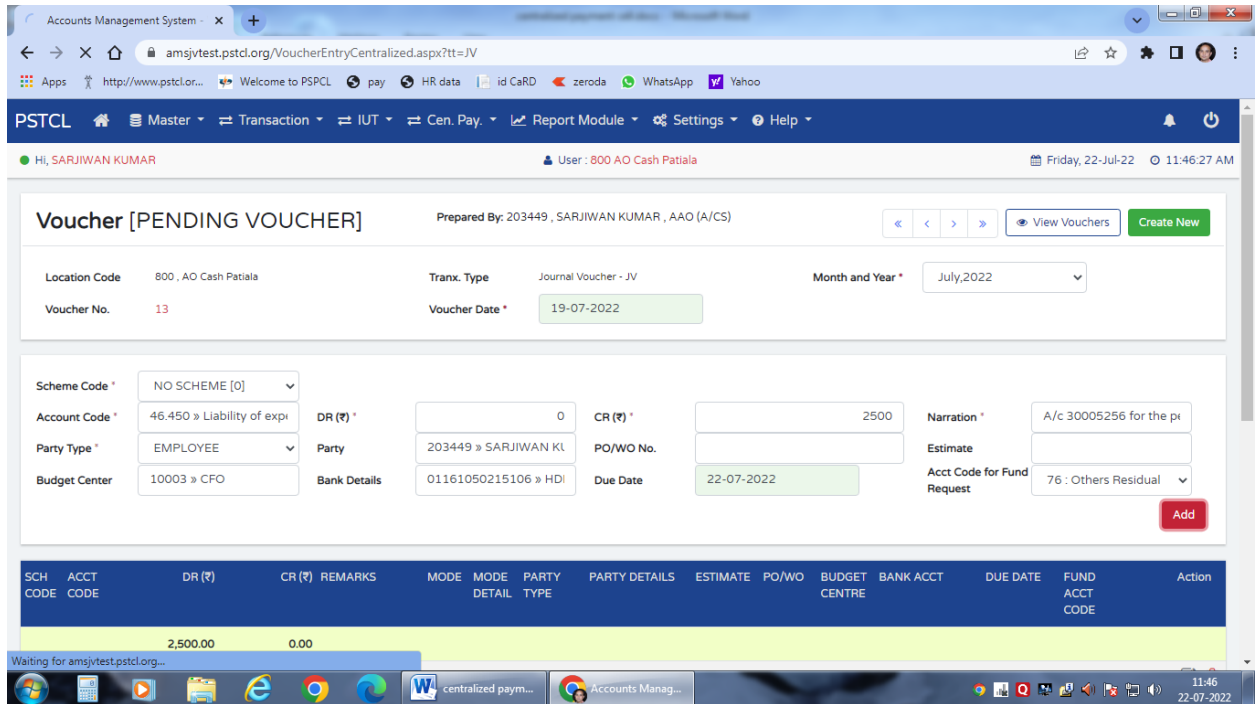

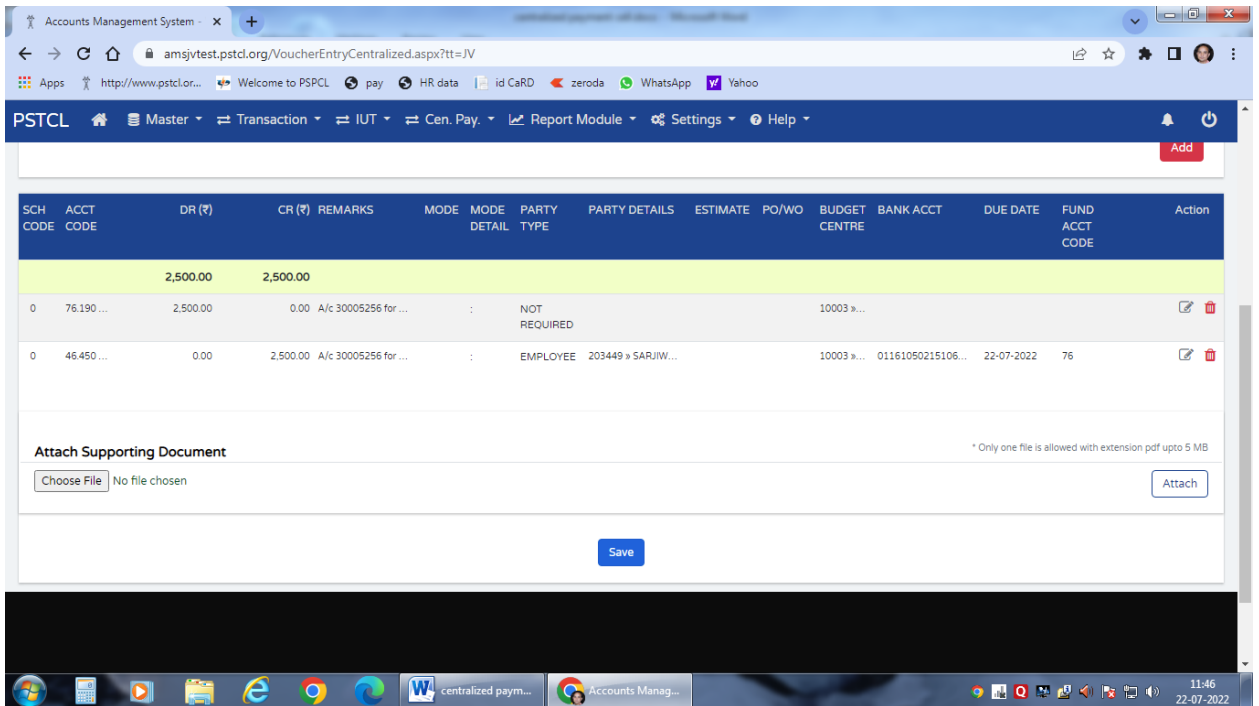## 19. Select account Code in which the funds are to be requested.(Limit demand)
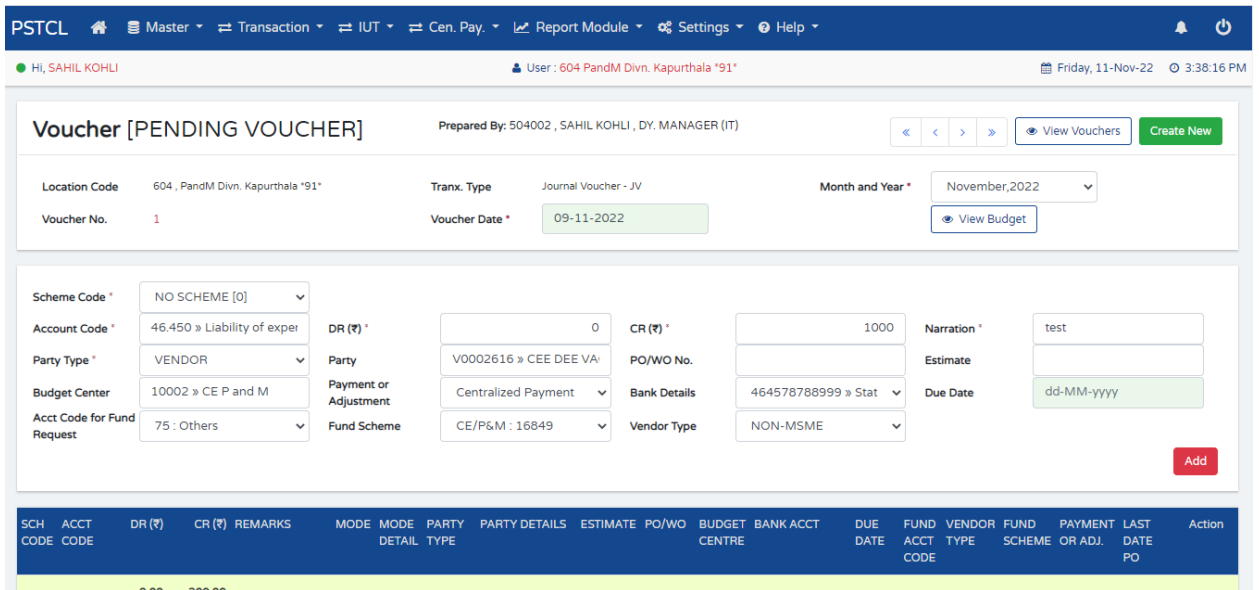
20. Click "Add" to add the voucher.

21. Attached the Supporting Document – Voucher soft copy in "Attach Support in Document" option by clicking Choose to select the vouher file.
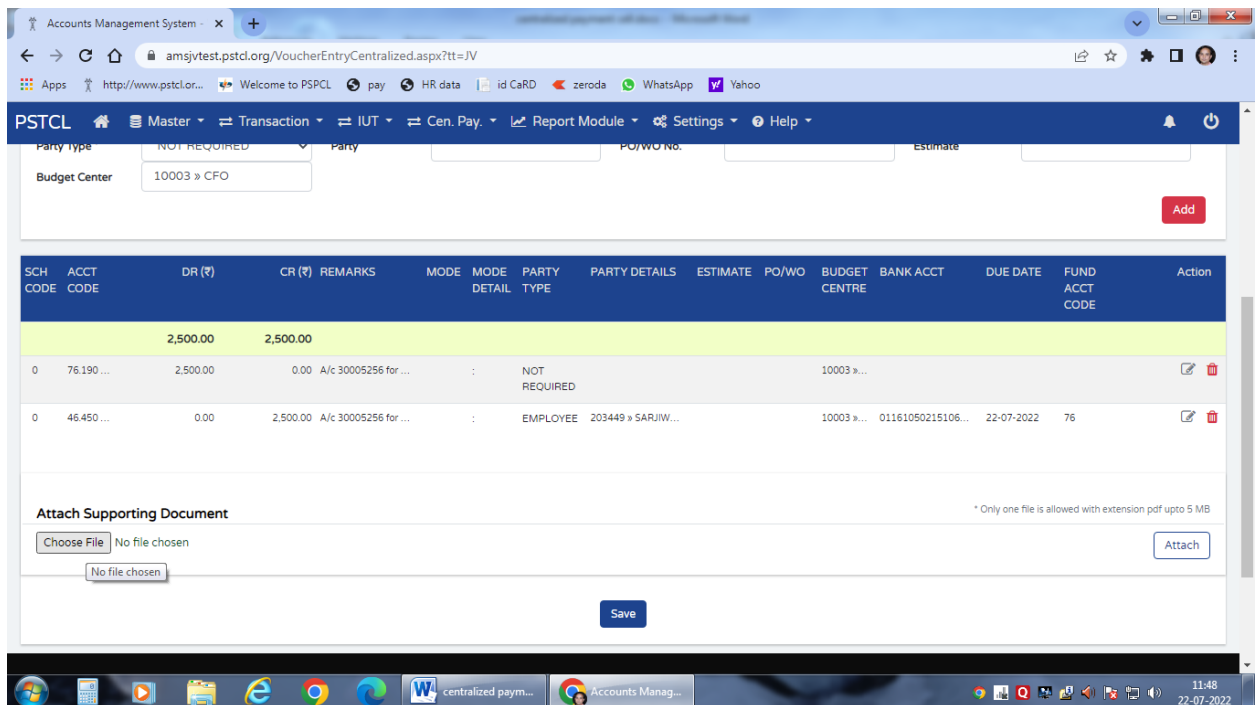
22. Save the Voucher once the above steps are completed by pressing "Save" option.

23. In case of vendor:

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

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

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

27. Following Screen will appear after entering the all vendor details:

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.

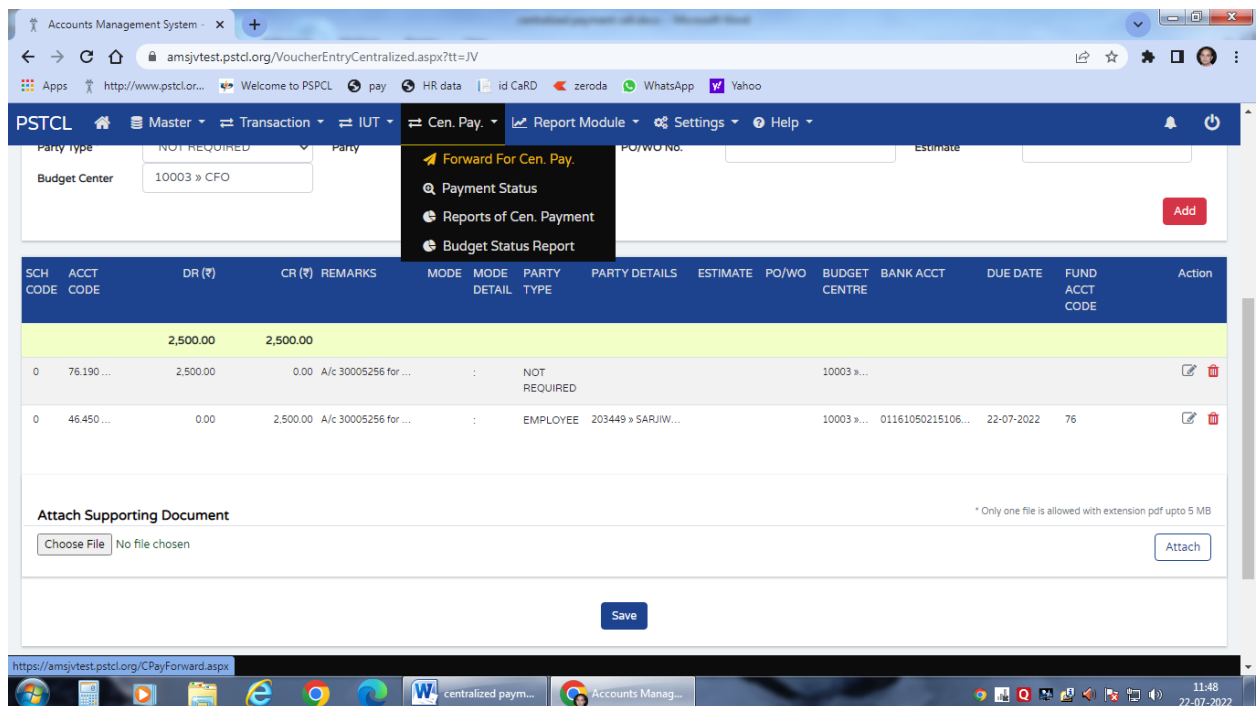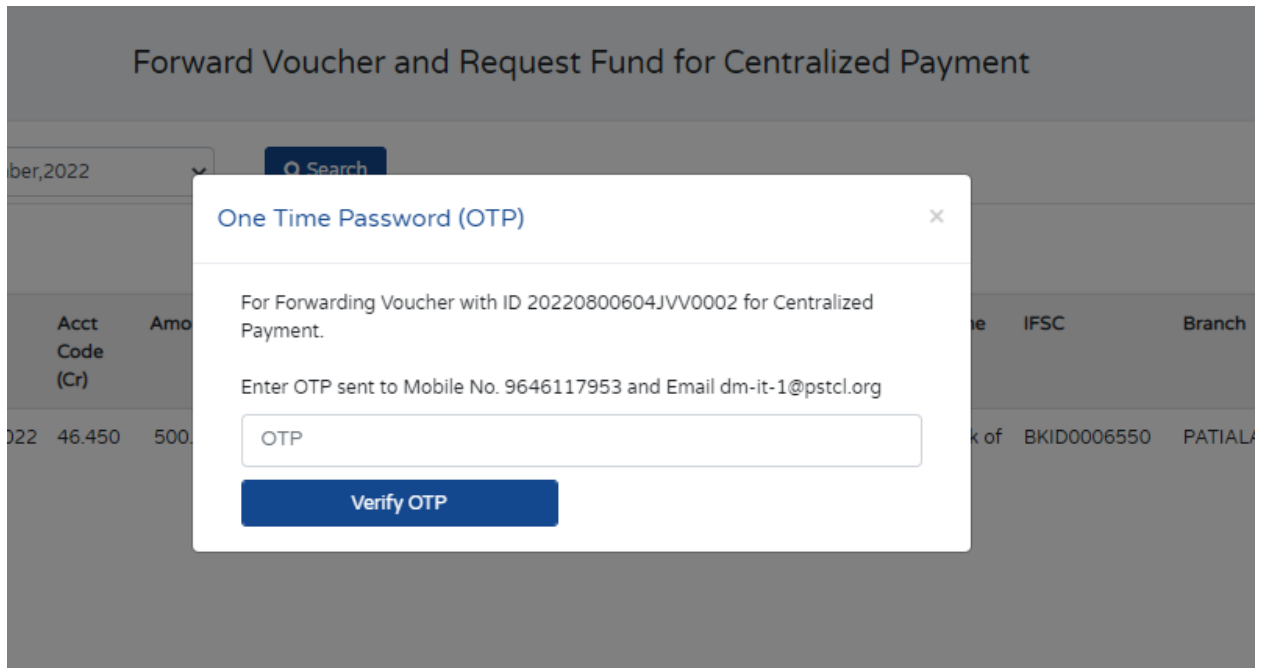29. DDO to select the Voucher by clicking the Checkbox and Click "Approve Selected Voucher" option.
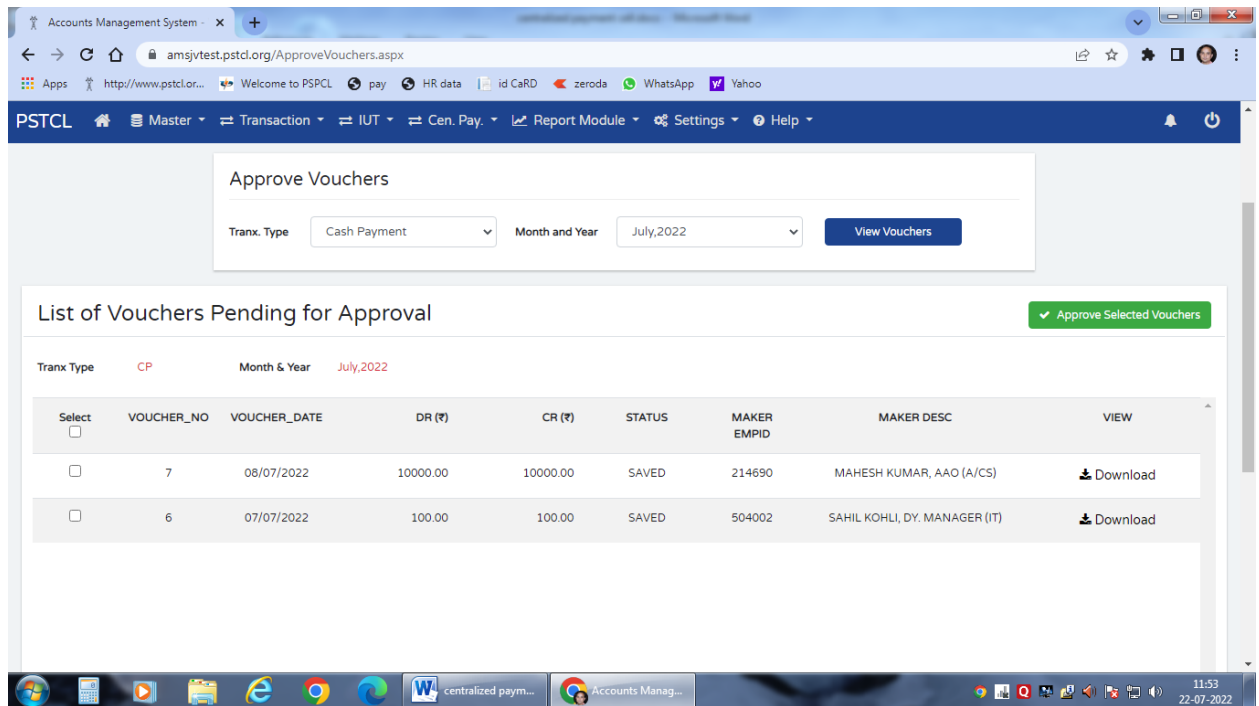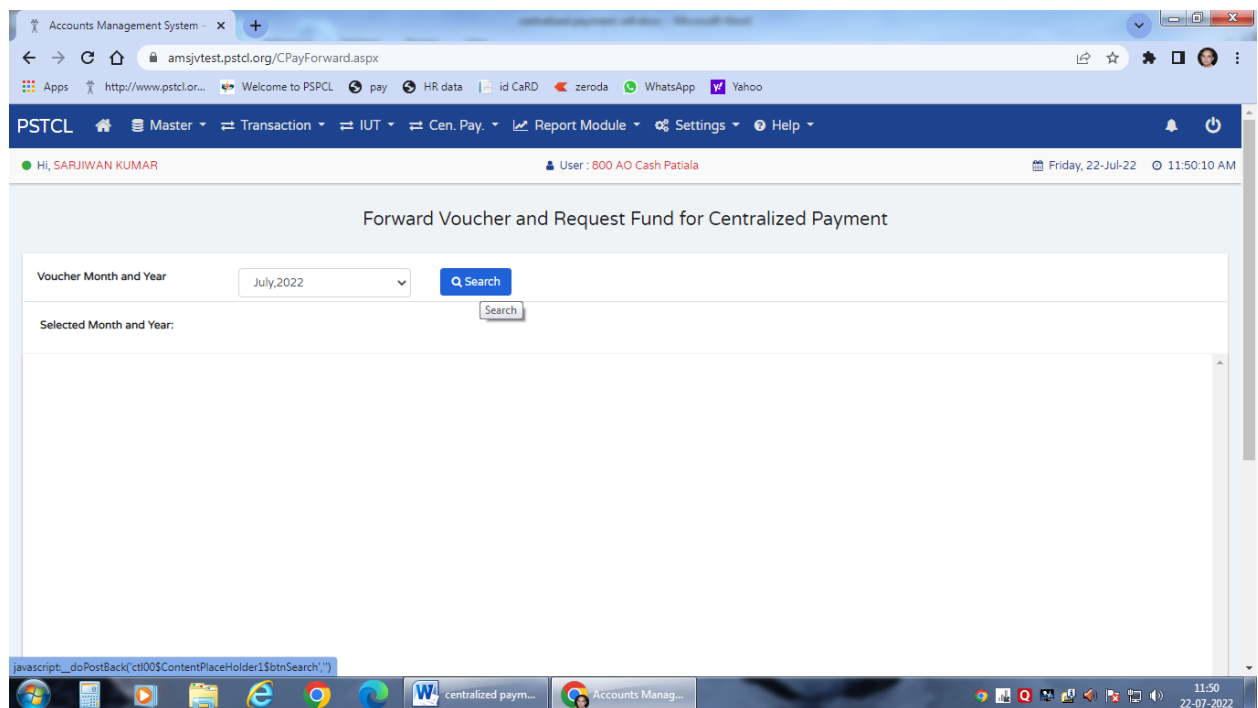

30. After Approval of voucher then DDO has to click "Cen. Pay" tab and then click the option "Forward For Cen. Pay" to forward the vouchers for centralized payment.

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.
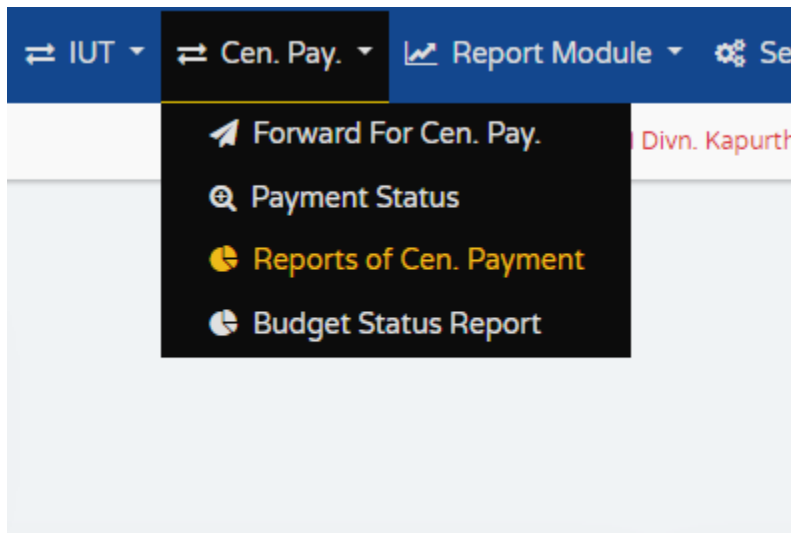

34. Click on "Forward" option and press "Forward" button again.
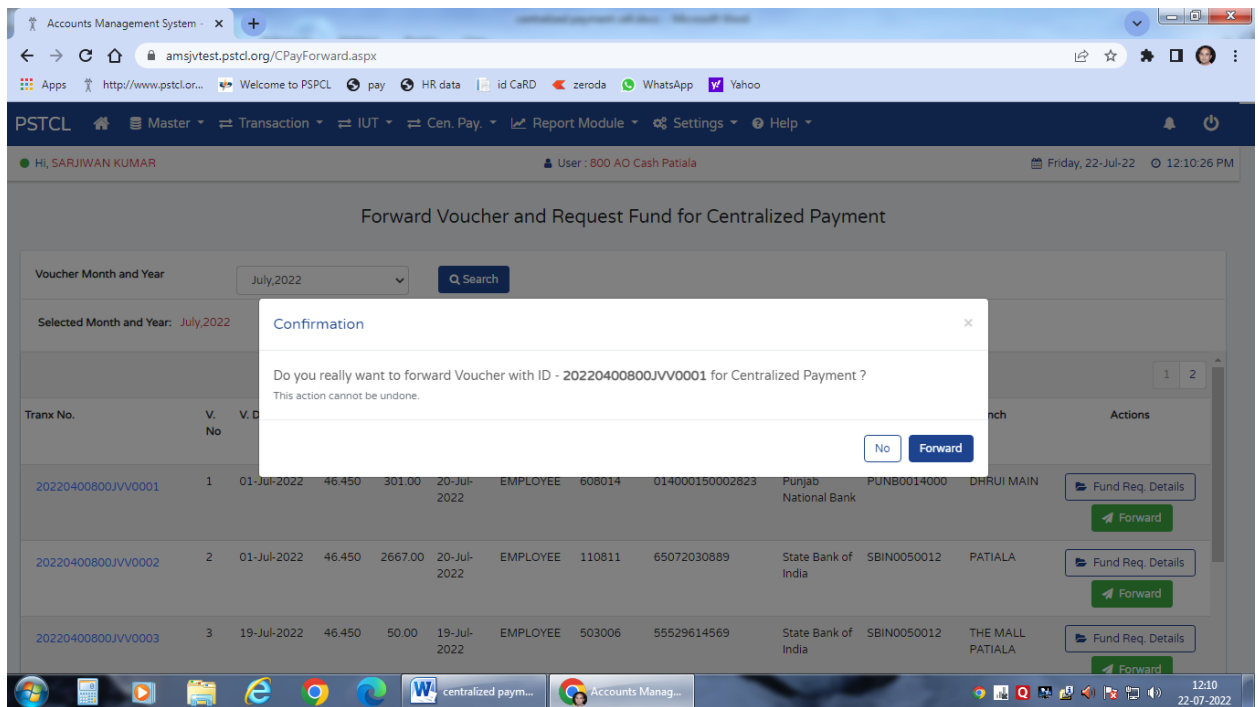
35. Go to Payment Status (Forward Voucher Payment status shown here)
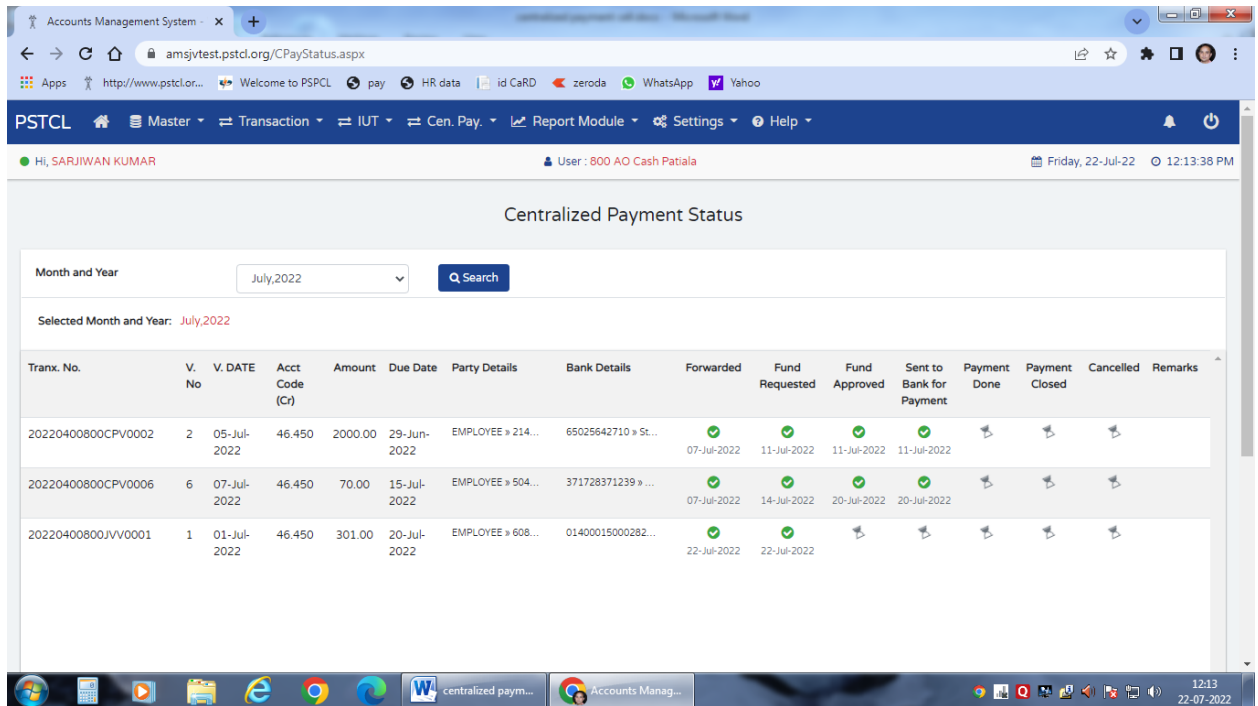
36. DDO can download the report in excel format from Reports of Cen. Payment option under Cen.Pay drop down menu.

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