



# USER GUIDE FOR PROCESSING THE VOLUNTEERS PAYBILL

FINANCE DEPARTMENT GOVT. OF AP



**DOCUMENT NEED:** To Process the Salary of the volunteers, the user has to follow the following processes defined in the document.

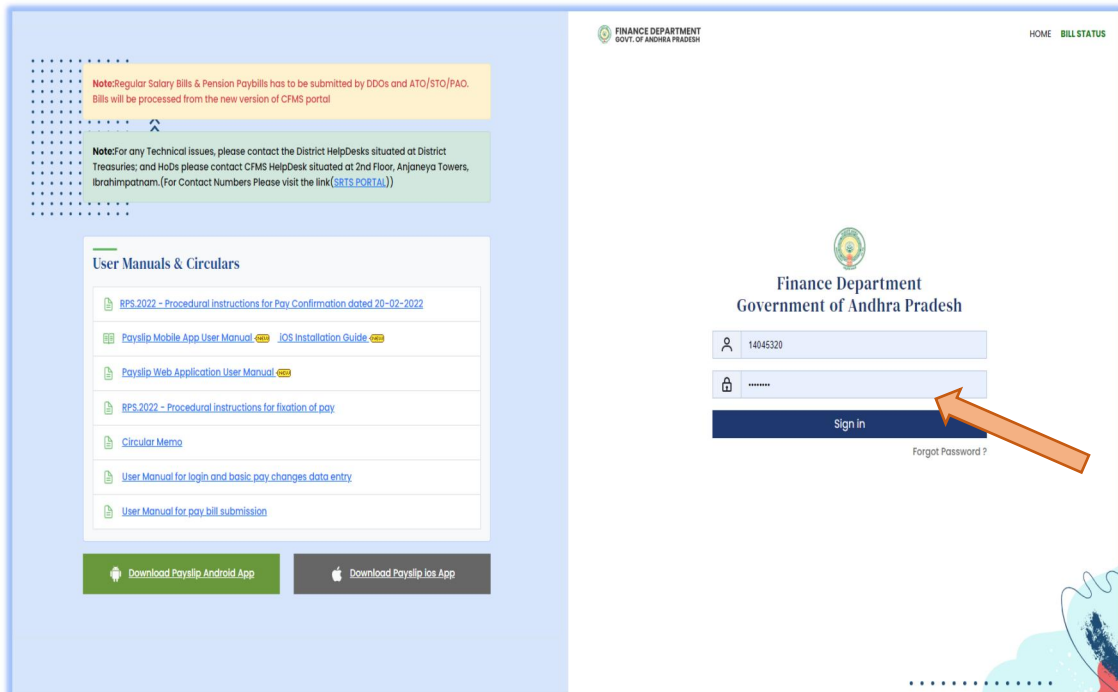
**DOCUMENT USERS:** Drawing and Disbursing Officers (DDOs)

## WEBSITE DETAILS & CREDENTIALS

Link : <https://.herb.apcfss.in/login>

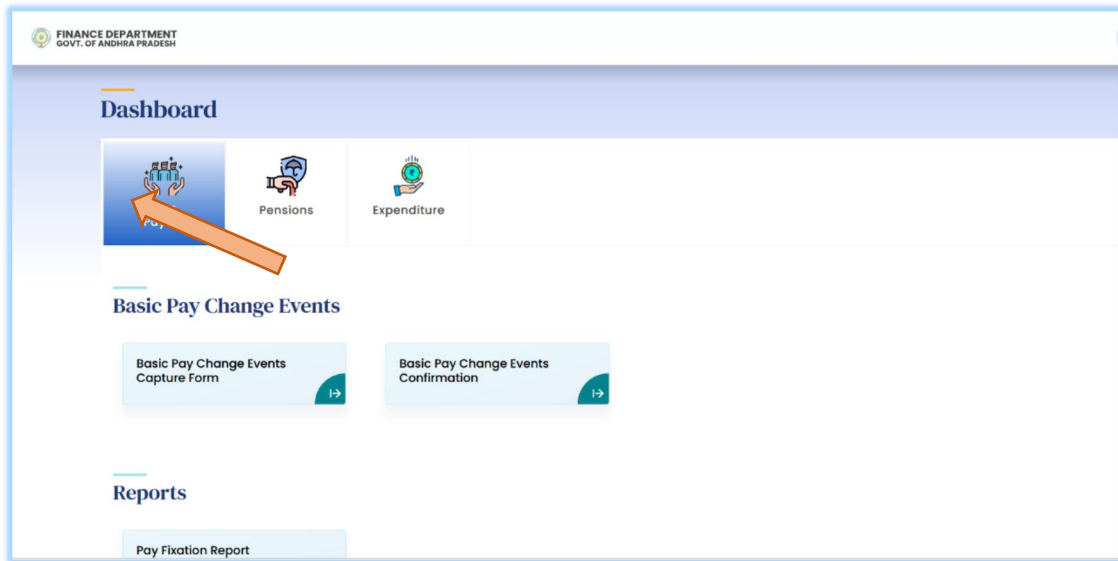
## STEPS TO BE FOLLOWED BY USER (DDO)

1. Enter the user **'Login Id'** and **'Password'** and click on **'Sign In'**.

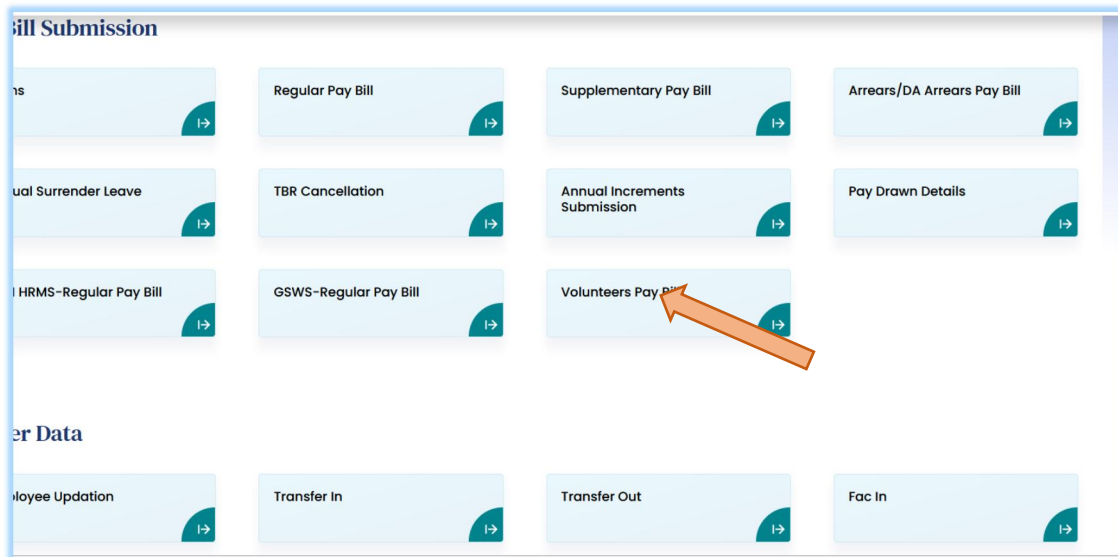


The screenshot shows the login interface for the Finance Department of Andhra Pradesh. On the left, there is a sidebar with a 'User Manuals & Circulars' section containing several links. The main area features a login form with a 'Login Id' field containing '14045320' and a 'Password' field with masked characters. Below the password field is a 'Sign in' button, which is highlighted by an orange arrow. A 'Forgot Password?' link is located below the 'Sign in' button. The top right corner of the page has 'HOME' and 'BILL STATUS' links.

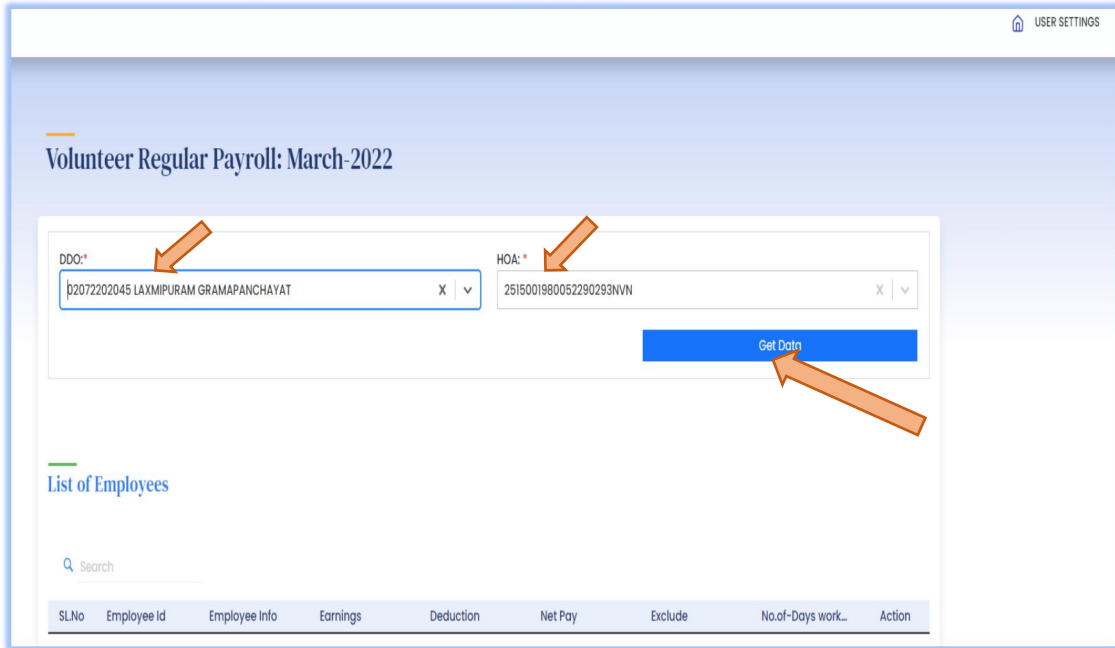
2. After logging in, the user needs to select 'HR & Payroll'



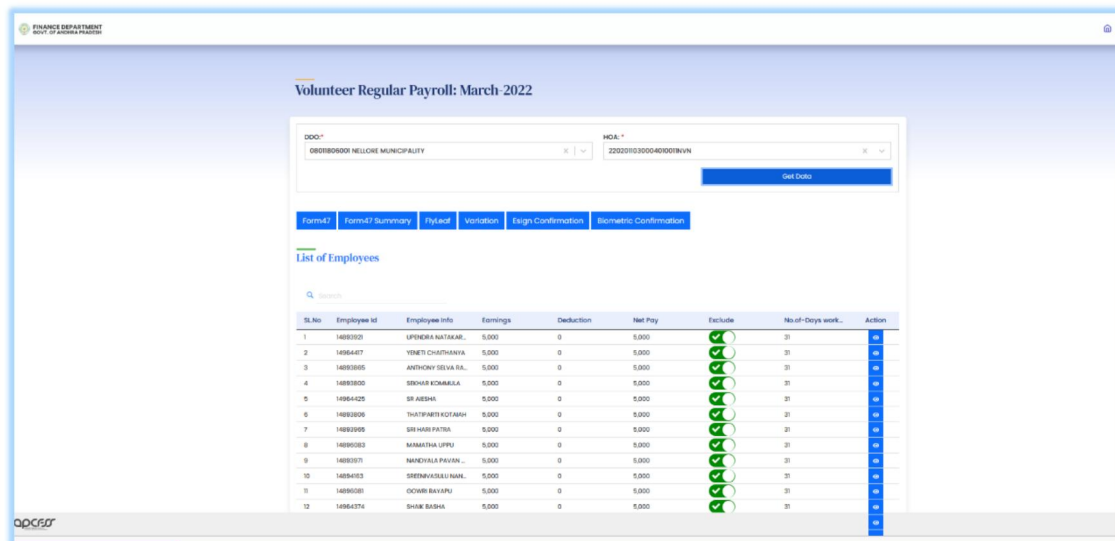
3. Then, select 'Volunteers Pay Bill' tab under **Bill Submissions** head.






- To confirm the pay-bills of volunteers, the user needs to select the 'DDO', their respective 'HOA' from the dropdown and click on 'Get Data'.



- The Paybills will be auto prepared and will be visible under 'List of Employees'.



**Note:** By default, all volunteers are included in the list, to exclude any volunteer click on  switch, a pop will appear, confirm that, then the employee will be excluded as the icon would change to  and the entire row will change to red color.

In cases, where the volunteer engaged themselves for lesser number of days, the user needs to click on 'Action icon'  against the volunteer to modify number of working days.

- a) Select the 'No. Of Working Days' from the Dropdown, and then click on 'Refresh Pay Bills', the amount due will be automatically calculated.

**Volunteer Payroll Summary**

No. Of Working Days: 31 Refresh Pay Bills Reprocess Back

Employee Name: UPENDRA NATAKARANI(14893921) Office Name: NELLORE MUNICIPALITY(20002329) Payroll Month: 03-2022  
 Employee Designation: NA(0) DDO: NELLORE MUNICIPALITY(09011806001) Total Payable Days: 31

Earnings Code	Amount
Basic Pay (1001)	5,000
<b>Total Earnings</b>	<b>5,000</b>

**NETPAY: ₹ 5,000**

- b) A Popup stating the success of the update for the respective employee will appear. Click on 'OK'

**Volunteer Payroll Summary**

No. Of Working Days: 15 Reprocess Back

Employee Name: UPENDRA NATAKARANI(14893921) Payroll Month: 03-2022  
 Employee Designation: NA(0) Total Payable Days: 15

**Payroll refresh is successful for the CFMS ID 14893921 for the Year 2022, Month 03 and No. of days 15**

OK

**NETPAY: ₹ 2,419**

6. The DDO will verify the statement and confirm the statement with 'Biometric confirmation' or 'Esign Confirmation'.

**Volunteer Regular Payroll: March-2022**

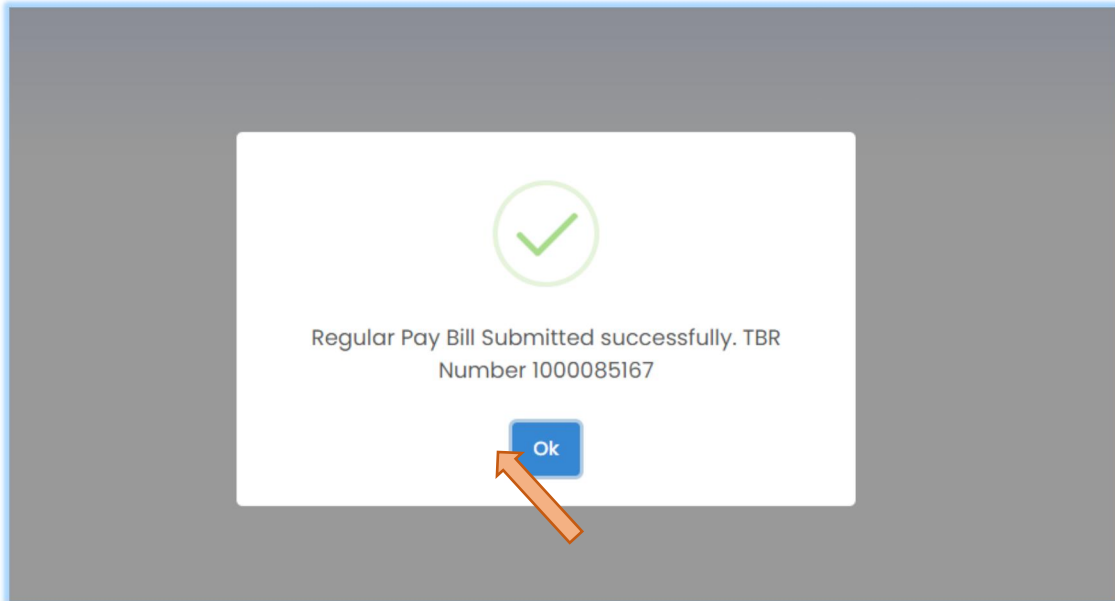
DDO: 09011806001 NELLORE MUNICIPALITY MOA: 2202110300040001RVN Get Data

Form42 Form47 Summary Payroll Verification Biometric Confirmation Esign Confirmation

**List of Employees**

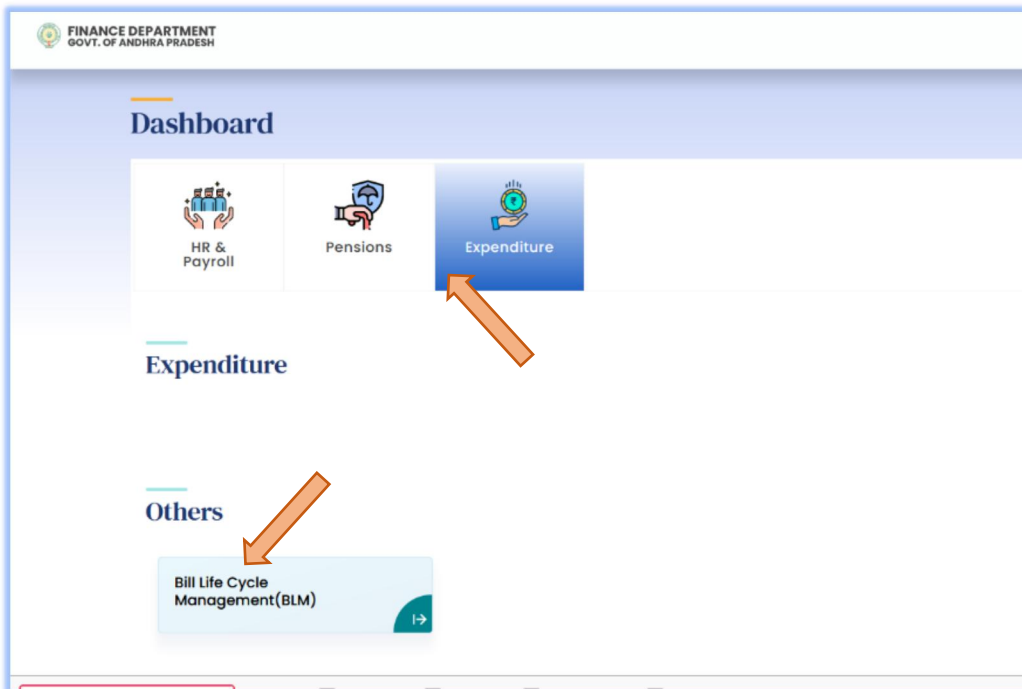
Sl No.	Employee Id	Employee Info	Earnings	Deduction	Net Pay	Exclude	No. of Days work	Action
1	14893923	UPENDRA NATAKAR...	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
2	1486447	VIDEHI CHATHANVA	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
3	14893865	ANUSHAY SELVA RA...	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
4	14893800	SEKHAR KOMARLA	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
5	14864425	SI ARSHA	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
6	14893806	SHATPAITH KOTASHI	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
7	14893905	SIRIMBI PATRA	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
8	14893883	MAMATHA LUPPU	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
9	14893971	MANDHATA PAVAN...	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
10	1486483	SEENAVALLU NAM...	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
11	14896081	OCWER BAKAPU	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>
12	14864274	SHAKI BASHA	5,000	0	5,000	<input type="checkbox"/>	31	<input type="checkbox"/>

7. Post confirmation, a **'TBR Number'** will be generated, click on **'OK'**.



## Bill Life Cycle Management (BLM):

8. The system will generate a **'Bill Number'** against every TBR Number and that will be visible in **'Bill Life Cycle Management (BLM)'** tile under **'Expenditure'** menu list.
9. To Submit the paybill to STO, Click on **'Bill Life Cycle Management (BLM)'** tile under **'Expenditure'** menu list.



10. The BLM Work Center will appear, click on 'INTRAY' to find the volunteer pay bill.

The screenshot shows the 'Work Center' dashboard. At the top, there are five buttons: INTRAY (0), DRAFT (0), SUBSTITUTE, SENT (0), and TRACKED. Below these is a search bar labeled 'Search this table'. A table with columns: Sino, Status, Name, Head Of Accounts, Activity, Created by, Type, Received Date, Received Time, and WorkFlow is shown. The table is currently empty with the text 'No Data Available' in the center. An orange arrow points to the INTRAY button.

11. The bill will appear, as in the image below, click on the 'Pay Bill'

The screenshot shows the 'Work Center' dashboard with one entry in the table. The entry is highlighted with a blue circle and an orange arrow. The entry details are as follows:

Sino	Status	Name	Head Of Accounts	Activity	Created by	Type	Received Date	Received Time	WorkFlow
1		Pay Bill 2022-960	2515001980052290293V N	Submitter	SURABHI JANAKESWARABAB U	47-Regular Pay Bill	22/03/2022	14:46:27	

12. The user can view the bill

The screenshot shows the 'Details' page for a bill. The bill number is 2022-960, and it is a 47-Regular Pay Bill. The status is 'Pending at Submitter'. The page is divided into sections: Overview, Bill Details, and Employees Bills(14).

**Overview**

DDO Code: (02072202045) - LAXMIPURAM GRAMAPANCHAYAT  
 District: (02) - VISAKHAPATNAM  
 Treasury Office: (0207) - STO - Chodavaram

Created By: 14045320  
 Created On: 22/03/2022 14:46:27

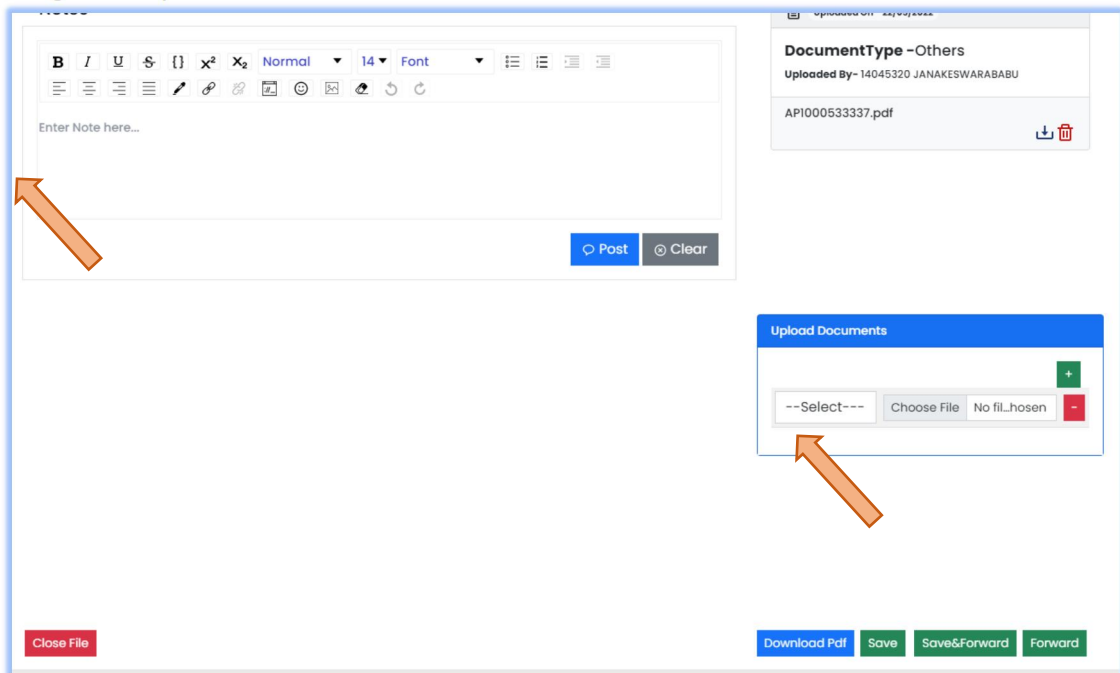
**Bill Details**

Head Of Account: 2515001980052290293VN  
 Gross Amount: 70000  
 Total Deduction: 0  
 Net Amount: 70000

**Employees Bills(14)**

S.No	Code	Name	Pan	Aadhaar	IFSC	Bank A/C No	Gross Amount	Deductions	Net Amount
1	15068017	DHANA LAKSHMI THURIBILLI		936459810692	SBIN0000255	31682812608	5000	0	5000
2	14524096	AYESH BHANU SHAIK			SBIN0000255	62382688465	5000	0	5000

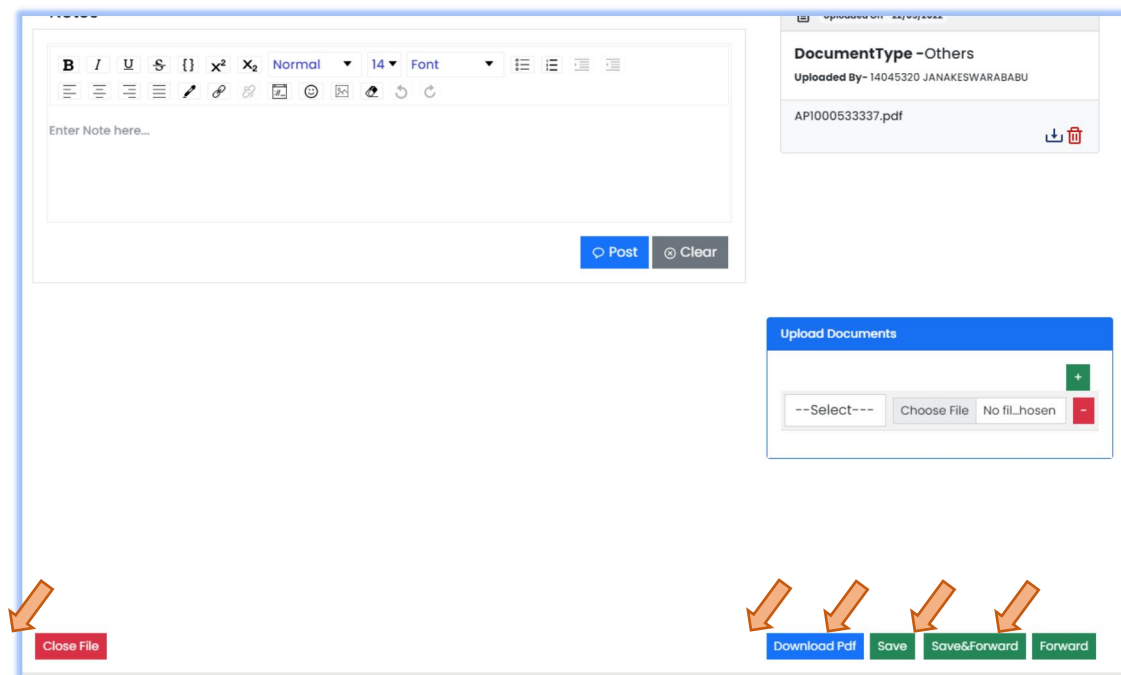
13. The User can write some notes for the bill in the area so provided and click on **'Post'**. And the user can even attach a document to support the bill under **'Upload Documents'** by choosing the required



The screenshot displays a web interface for bill management. On the left, there is a rich text editor with a toolbar and a text area labeled "Enter Note here...". Below the text area are "Post" and "Clear" buttons. On the right, a "DocumentType -Others" section shows "Uploaded By- 14045320 JANAKESWARABABU" and a file named "API000533337.pdf" with download and delete icons. Below this is an "Upload Documents" modal with a dropdown menu set to "--Select--", a "Choose File" button, and a "No fil\_hosen" button. At the bottom, there are four buttons: "Close File" (red), "Download Pdf" (blue), "Save" (green), "Save&Forward" (green), and "Forward" (green). An orange arrow points to the "Post" button, and another points to the "Choose File" button.

file.

14. Post completion the user can either select
- **Close File:** to cancel the paybill in his level before forwarding to STO
  - **Download PDF:** to download the Entire Bill.
  - **Save:** to save the bill details.
  - **Forward:** to forward the bill to STO.
  - **Save & Forward:** to save the bill details and forward it to STO.



This screenshot is identical to the one above, but with orange arrows pointing to the "Close File" button at the bottom left and the "Download Pdf", "Save", "Save&Forward", and "Forward" buttons at the bottom right.