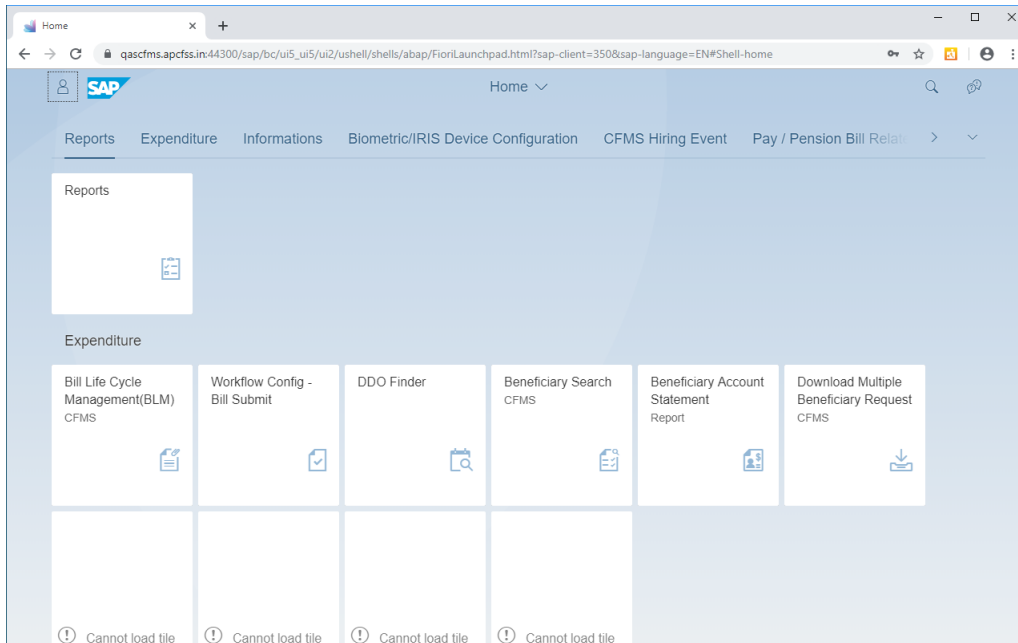


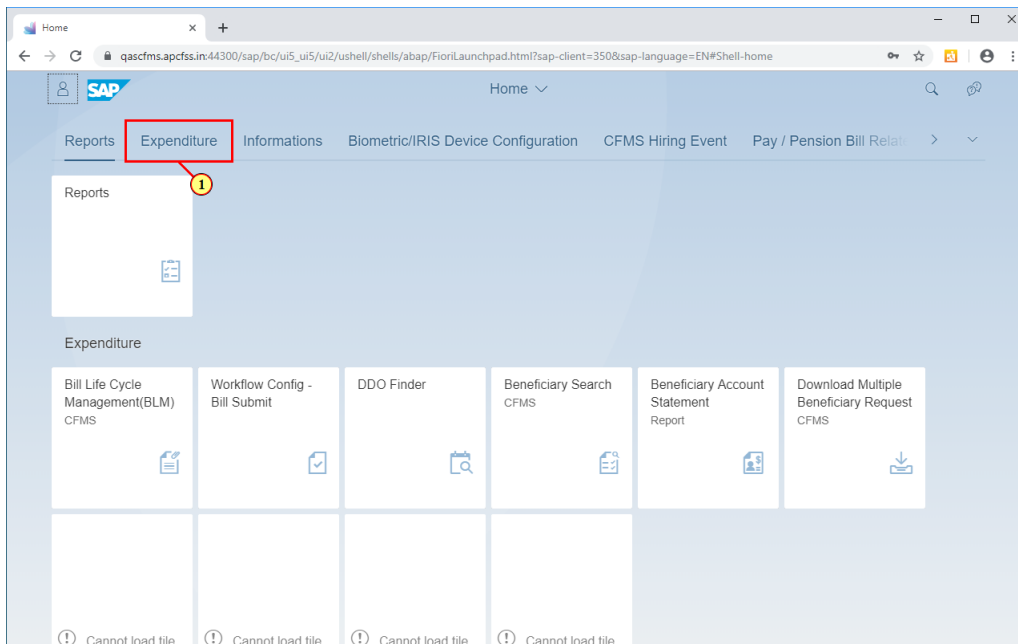
1.1. Regular Paybill Submitter

1.1.1. Home - Google Chrome



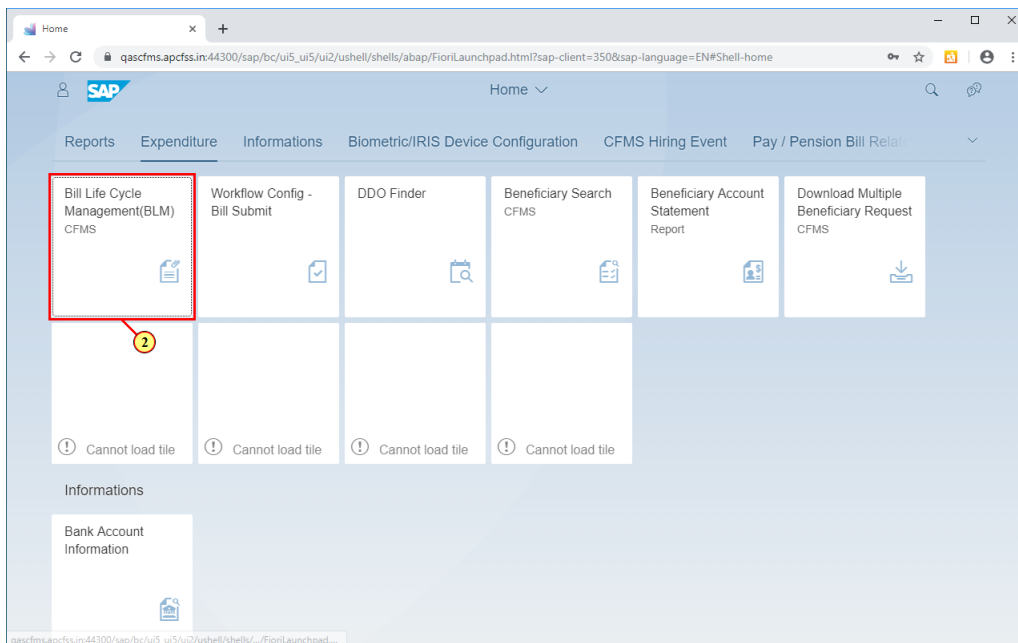
In this video tutorial, you will see how Submitter will process the **Regular Pay bill** of the pensioners in the CFMS portal.

1.1.2. Home - Google Chrome



Step	Action
(1)	Click Expenditure .

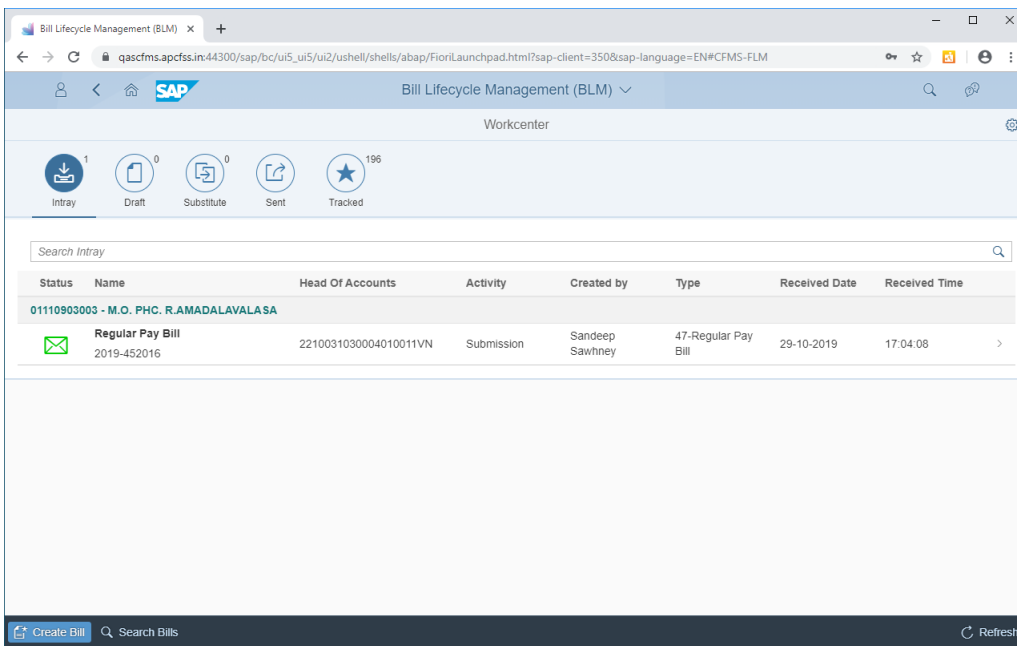
1.1.3. Home - Google Chrome



	To process the Payroll Bills, Click on the Bill Life Cycle Management (BLM) tile.
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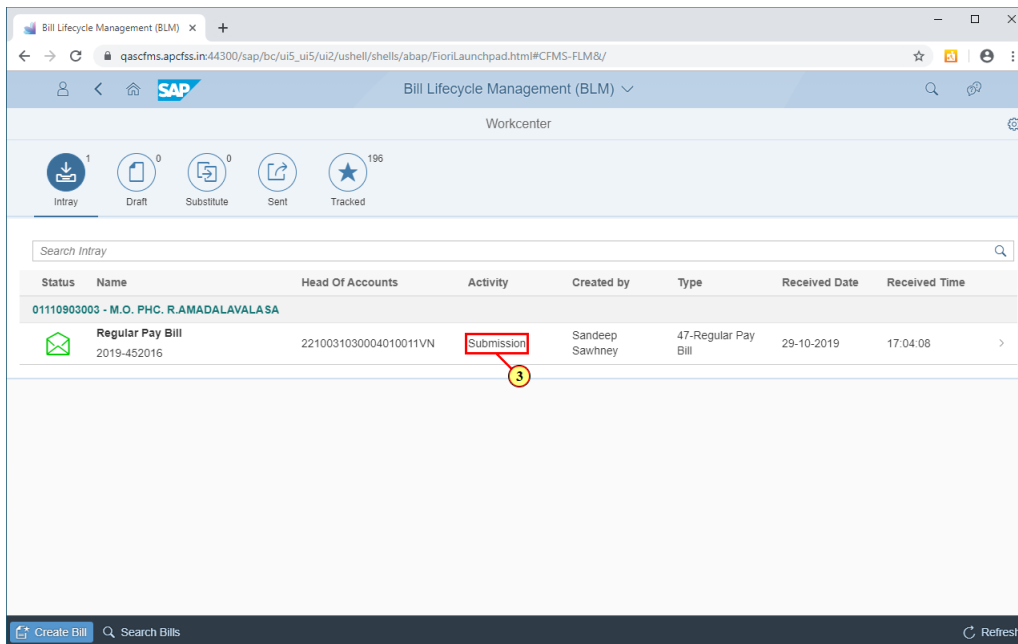
Step	Action
(2)	Click Bill Life Cycle Management(BLM) CFMS.

1.1.4. Bill Lifecycle Management (BLM) - Google Chrome



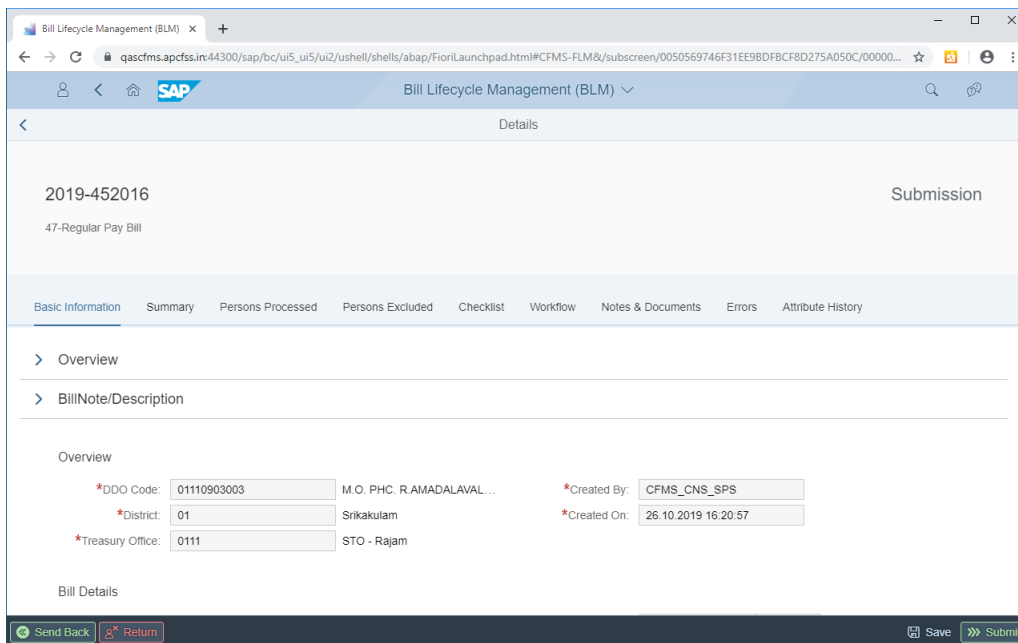
	Here, we are selecting Bill Number:2019-452016 as an example for Regular Pay bill.
---	--

1.1.5. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
(3)	Click Submission .

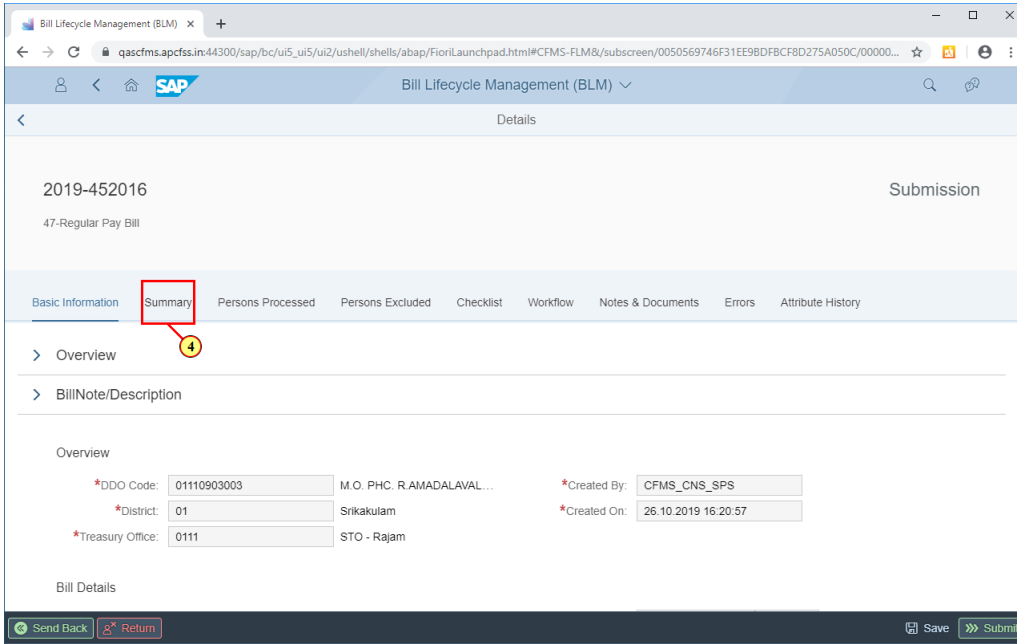
1.1.6. Bill Lifecycle Management (BLM) - Google Chrome





Here **Checker** must verify all the tabs, before sending it into the approving authority.

1.1.7. Bill Lifecycle Management (BLM) - Google Chrome



The screenshot shows the SAP Bill Lifecycle Management (BLM) interface. The 'Summary' tab is highlighted with a red box and a yellow circle with the number 4. The interface displays details for bill 2019-452016, including fields for DDO Code, District, Treasury Office, M.O. PHC, Srikakulam, STO - Rajam, Created By, and Created On.

Step	Action
(4)	Clicking the Summary tab selects it.

1.1.8. Bill Lifecycle Management (BLM) - Google Chrome

2019-452016 Submission
47-Regular Pay Bill

Basic Information Summary **Persons Processed** **Persons Excluded** Checklist Workflow Notes & Documents Errors Attribute History

Search

☐	Person Code	Person Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Re Verify
☐	10000218	RAJENDRA KU	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐
☐	10000219	SUBHASHIN I K	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐
☐	10000220	BHUPATHI YA	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐

Step	Action
(5)	Clicking the Persons Excluded tab selects it.

1.1.9. Bill Lifecycle Management (BLM) - Google Chrome

2019-452016 Submission
47-Regular Pay Bill

Basic Information Summary **Persons Processed** **Persons Excluded** Checklist Workflow Notes & Documents Errors Attribute History

Search

☐	Person No	Person Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Re Verify
☐	10000216	SHANTHA K UMA	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐

Step	Action
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Step	Action
(6)	Clicking the Persons Processed tab selects it.

1.1.10. Bill Lifecycle Management (BLM) - Google Chrome

Bill Lifecycle Management (BLM) x

qascfms.apcfss.in:44300/sap/bc/ui5_ui2/ushell/shells/abap/FioriLaunchpad.html#CFMS-FLM&/subscreen/0050569746F31EE9BDFBCF8D275A050C/00000...

Bill Lifecycle Management (BLM)

Details

2019-452016 Submission

47-Regular Pay Bill

Basic Information Summary **Persons Processed** Persons Excluded Checklist Workflow Notes & Documents Errors Attribute History

Search Select Persons Vx Pdf Excel

☐	Person Code	Person Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Re Verify
☐	10000218	RAJENDRA KU	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐
☐	10000219	SUBHASHIN I K	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐
☐	10000220	BHUPATHI YA	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐

Send Back Return Save Submit

Step	Action
(7)	Click 10000218 .

1.1.11. Bill Lifecycle Management (BLM) - Google Chrome

Person Information

Person Name: RAJENDRA KU Email: Status:
 Person Code: 10000218 Mobile:
[Person Service Register](#)

Personal Details Last Event Details Organization Information Remuneration Details Leave Details Person Slab Ra ...

Title: Mr Display Name: RAJENDRA KU
 First Name: RAJENDRA Gender: Male
 Last Name: KU Marital Status:
 Birth Date: 01.01.1990 Married Since:
 Nationality: Indian Spouse Name:
 Disability: Yes

Last Event Details

Close

Step	Action
(8)	Click Close .

1.1.12. Bill Lifecycle Management (BLM) - Google Chrome

Details

2019-452016 Submission

47-Regular Pay Bill

Basic Information Summary **Persons Processed** Persons Excluded Checklist Workflow Notes & Documents Errors Attribute History

Search Select Persons [Print] [Excel]

☐	Person Code	Person Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Re Verify
☐	10000218	RAJENDRA KU	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	EnterView	☐
☐	10000219	SUBHASHIN I K	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	EnterView	☐
☐	10000220	BHUPATHI YA	PHC, R, AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	EnterView	☐

Send Back Return Save Submit

Step	Action
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Step	Action
(9)	Click 94571.00 .

1.1.13. Bill Lifecycle Management (BLM) - Google Chrome

Payment Details

Government of Andhra Pradesh
Payment Slip for the Month: June 2019 (01.06.2019 - 30.06.2019)

Name : RAJENDRA KU Person ID : 10000218 Person Group: Employee (18400-55410) Designation : Junior Assistant Bank Name : ABHYUDAYA CO-OP BANK LTD Account No : 27686755 IFSC : ABHY0065001		Dept : Publichealth&familywelfare dep DDO : 01110903003 PAN : PHONE : EMAIL :		Payment Summary Earnings : 120179.00 Deductions : 25608.00 Adjustments : 0.00 Net Pay : 94571.00	
---	--	---	--	--	--

Earnings		YTD	Deductions		YTD
Basic Salary	63010.00	189030.00	EE NPS Contrib Amount	8018.00	24054.00
Dearness Allowance	17169.00	51507.00	Income Tax	17090.00	51238.00
House Rent Allowance	40000.00	120000.00	TITLI Cyclone	500.00	

Form 16 Details	
Gross Salary	1321969.00
Balance	1321969.00
Std Deduction	40000.00
Aggrg Deduction	40000.00
Incmm under Hd Salary	1281969.00
Gross Tot Income	1281969.00
Agg of Chapter VI	92198.00
Total Income	1189771.00
Tax on total Income	187954.20
Tax payable and surcharge	187955.00
Tax deducted so far	34148.00
Income Tax	17090.00

Buttons: Send Back, Return, Download, Close, Save, 10

Step	Action
(10)	Click Close .

1.1.14. Bill Lifecycle Management (BLM) - Google Chrome

2019-452016 Submission
47-Regular Pay Bill

Basic Information Summary **Persons Processed** **Persons Excluded** Checklist Workflow Notes & Documents Errors Attribute History

Search Select Persons [Icon] [Icon] [Icon] [Icon]

☐ Person Code	Person Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Re Verify
☐ 10000218	RAJENDRA KU	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐
☐ 10000219	SUBHASHIN I K	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐
☐ 10000220	BHUPATHI YA	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐

Send Back Return Save Submit

Step	Action
(11)	Clicking the Persons Excluded tab selects it.

1.1.15. Bill Lifecycle Management (BLM) - Google Chrome

2019-452016 Submission
47-Regular Pay Bill

Basic Information Summary Persons Processed **Persons Excluded** **Checklist** Workflow Notes & Documents Errors Attribute History

Search Select Persons [Icon] [Icon] [Icon] [Icon]

☐ Person No	Person Name	Department	Designation	Gross Amount	Deduction	Net Amount	Variance	Remarks	Re Verify
☐ 10000216	SHANTHA K UMA	PHC, R. AMADALAVALA SA	Junior Assistant	120179.00	25608.00	94571.00	-11.00	Enter/View	☐

Send Back Return Save Submit

Step	Action
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Step	Action
(12)	Clicking the Checklist tab selects it.

1.1.16. Bill Lifecycle Management (BLM) - Google Chrome

2019-452016 Submission

47-Regular Pay Bill

Basic Information Summary Persons Processed Persons Excluded Checklist Workflow **Notes & Documents** Errors Attribute History

Processors	Activity	Action	Start Date	End Date	Status
SENIOR ASSISTANT	Maker	Sent	26.10.2019 16:20:59	29.10.2019 16:34:48	Completed
MPHA (F)	Checker	Send Back	29.10.2019 16:34:48	29.10.2019 16:52:09	Completed
SENIOR ASSISTANT	Maker	Sent	29.10.2019 16:52:10	29.10.2019 16:58:27	Completed
MPHA (F)	Checker	Sent	29.10.2019 16:58:27	29.10.2019 17:04:07	Completed
DDO	Submission		29.10.2019 17:04:08		In Process

Send Back Return Save Submit

Step	Action
(13)	Clicking the Notes & Documents tab selects it.

1.1.17. Bill Lifecycle Management (BLM) - Google Chrome



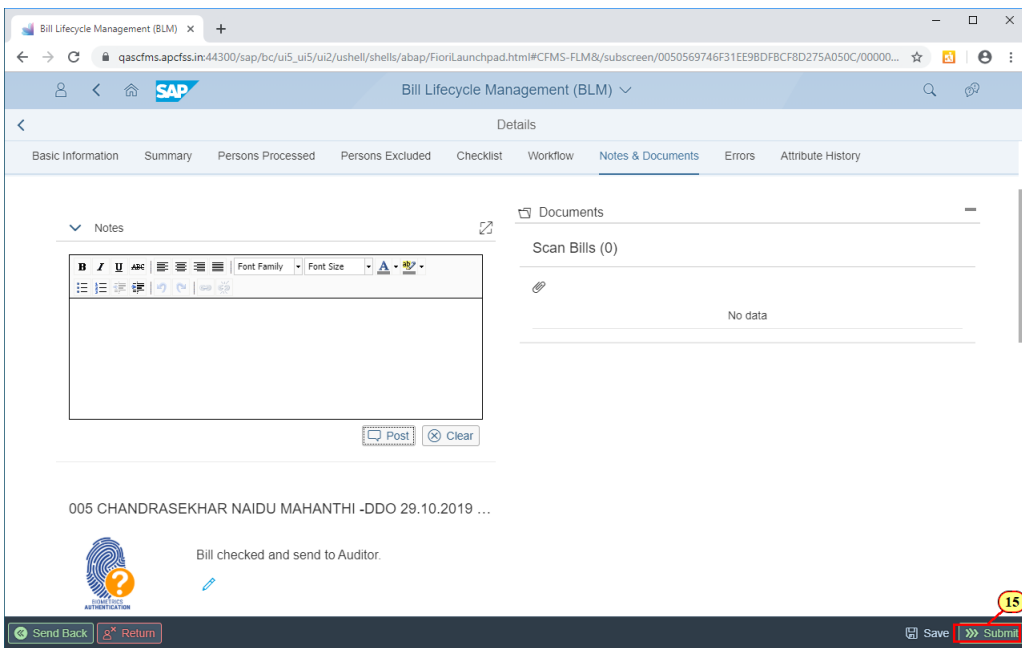
Here by clicking on **Notes and Documents** tab Checker can maintain any additional note.

1.1.18. Bill Lifecycle Management (BLM) - Google Chrome

	Note: After entering the Notes, it is mandatory to Post the notes.
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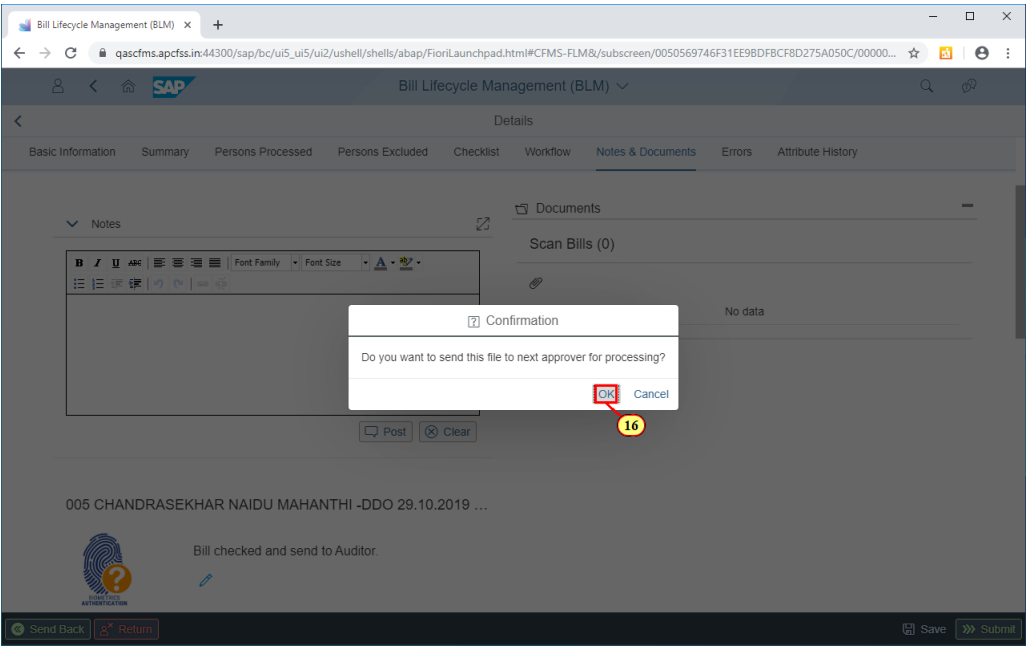
Step	Action
(14)	Click Post .

1.1.19. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
(15)	Click Submit .

1.1.20. Bill Lifecycle Management (BLM) - Google Chrome

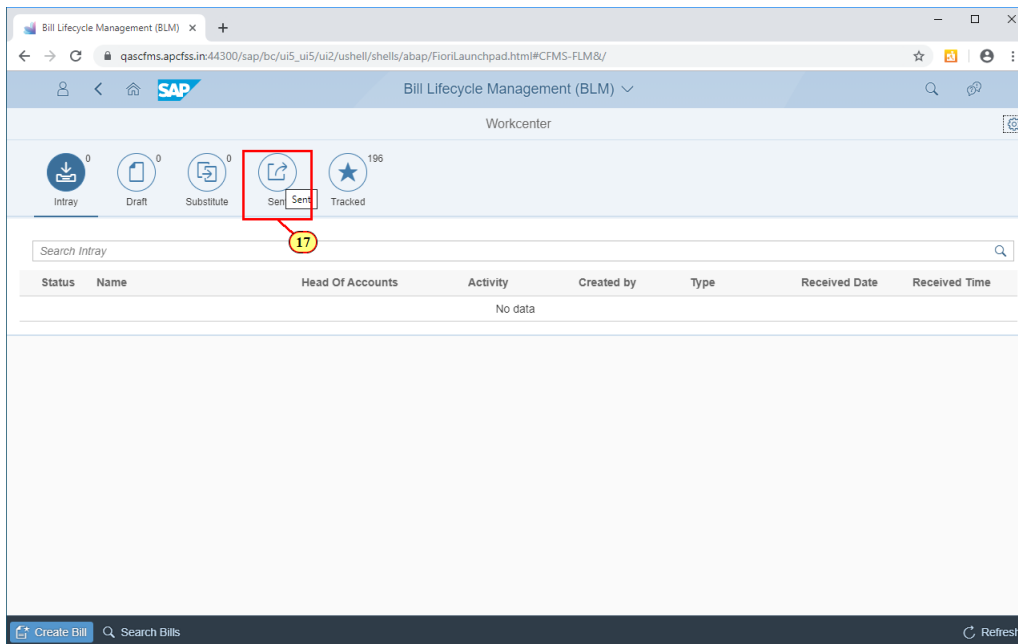




Click on **OK** button to send the file to next approver for processing of the bill.

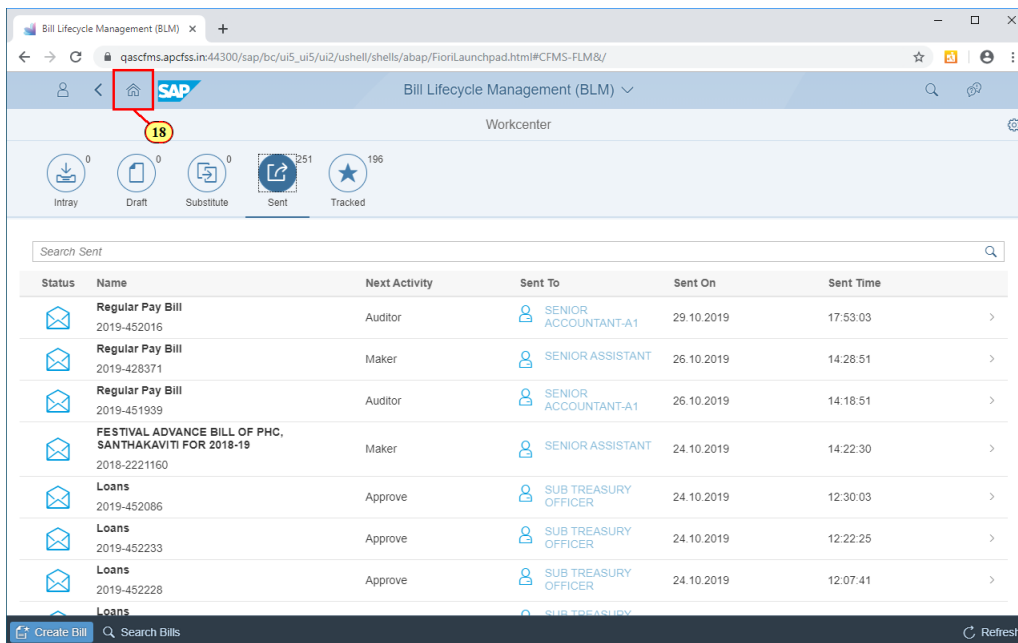
Step	Action
(16)	Click OK .

1.1.21. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
(17)	Clicking the Sent tab selects it.

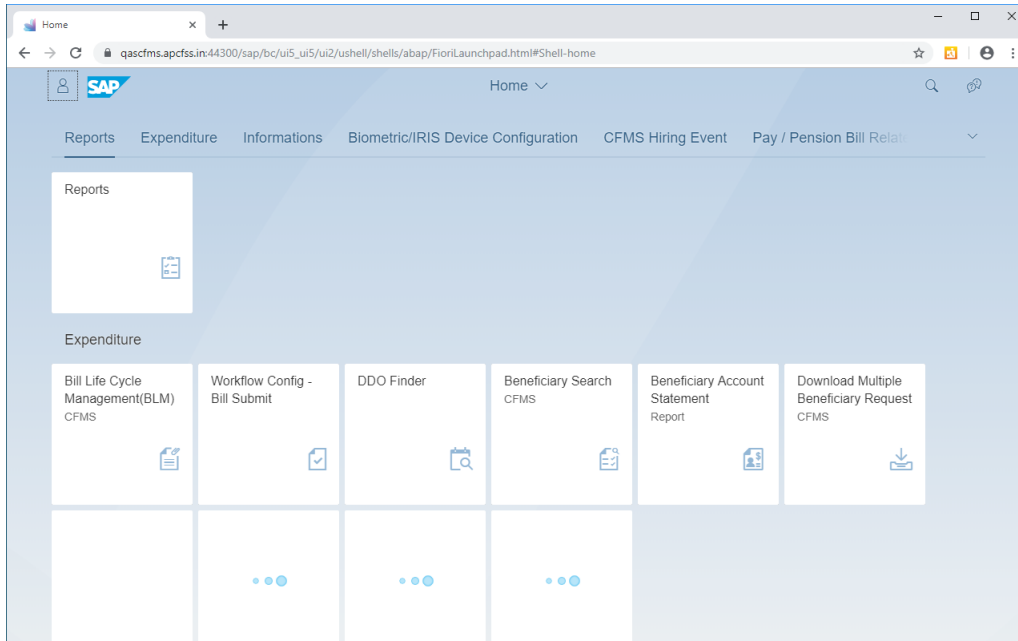
1.1.22. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
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Step	Action
(18)	Click Home .

1.1.23. Home - Google Chrome



	You have now completed the video tutorial on how Checker will process the Regular Pay bill of the employee in the CFMS portal.
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