

SBI FAST PLUS

GOVT OF MAHARASHTRA USER

MANUAL

This document describes the onboarding and transaction process workflow for Government of Maharashtra in SBI Government Fast Plus Portal.

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Chapter 1 About this Book

This book describes the purpose and usage of Government of Maharashtra module and its sub modules and options.

1.1. Target Audience

The target audience for this document is government users who use CMS Payments application.

1.2. Abbreviations& Descriptions

The following table lists the abbreviations that are used in this book and their descriptions:

Abbreviation	Description
СМРОС	Cash Management Product Operations Centre
ТО	Treasury Office
PAO	Pay and Accounts Office
SFTP	Secure File Transfer Protocol

1.3. Conventions Used

The following table lists the conventions that are used in this book:

Convention	Indicates
Bold text	User interface (UI) elements
*	Mandatory fields
🖄 Note:	Additional useful information that emphasizes or supplements important points. A note provides information that may apply only in special cases.
∕∆Warning :	Alert that requires you to perform specific action to avoid potential loss of data. Failure to take action or avoiding action could result in loss of data.



Chapter 2 Getting Started

2.1. Overview

State Bank of India offers cash management services to government and corporate customers under the brand name SBI FAST PLUS. The bank intends to offer Payments, Collections and Liquidity Management Services to different customers across the country.

SBI FAST PLUS banking solution portal allows you to perform the following operations:

- On-boarding a government and maintaining users for the onboarded government.
- Processing transactions as single debit and multiple credit SDMC (Single Debit and Multiple Credit).
- All transaction files processed in full. The files will not be processed partially and authorisation happens at file level.
- Managing Treasury Office (TO) and DDO.
- Configuring transaction file format for payment processing
- Configuring various accounts for a government
- Performing transaction processing
- Generating reports for various transactions

2.1.1. Key Features

SBI FAST PLUS banking solution offers the following key feature that allows bank branches to perform the following activities:

- The transactions are processed as SDMC (i.e. Single Debit and Multiple Credit)
- If the transactions are uploaded for future value date (up to 30 days), the same will be picked up on their respective dates. Back dated transactions will be processed on current day. The Header (Mandate) transactions can also be of the future date (up to 30 days).
- For GoM the Treasury Net file is split into multiple Beam-ID wise files. And the Beam ID wise split files can be processed independently.
- All GoM users on boarded from FastPlus frontend. The Sevarth ID validation is done before onboarding the user.
- Only TO codes onboarded in FastPlus. The corresponding DDO Codes and its Zone/Region maintained in the backend master. The master is provided by GoM with Zone/Region, TO and DDO codes. The DDO code is stored in 10 digits with the combination of 4 digit TO code + 6 digit DDO code.
- Output files sent by FastPlus to Sevarth and Beams are encrypted. (Including Scrolls files).
- Input files
 - TreasuryNet (Original File)



- This file is uploaded in FastPlus by GoM having transactions of one TO and one or more DDOs.
- Hence, it is termed as Original File or Original Unsplit File.
- TO Authoriser authorises this file.

• TreasuryNet (Split Files)

- FastPlus splits the Original TreasuryNet file in to Beam Authorisation ID wise files.
- These files are called as Split Files.
- DDO Authoriser authorises these files.

• Beams (Original File)

- This file is received for respective DDOs and contains transactions from one or more Beam Authorisation ID.
- This file is not authorised by any Authoriser.

• Beams (Split Files)

- FastPlus splits the original Beams file into one or many Beam Authorisation ID wise files.
- DDO Authorisers authorise these files.

Sevarth Files

• No authorisation required for Sevarth files.

• Transaction File Upload

Transaction file is uploaded through SFTP and Web-upload.

• ACK/NACK of Transaction File

- For Transaction file uploaded through SFTP and Web Upload, is need to provide ACK/NACK for the input file to the customer.
- Fast Plus returns the processed file with '.done' and rejected file with '.bad'extension.

Note: The '.done' file placed in the folder on customer interfacing server, indicates the file is picked up for processing.

• Settlement

The settlement happens on the basis of processed files via TreasuryNet and Beams channels.

- Scroll Generation
 - **Positive Scroll**: Transactions qualify for positive scrolls after the settlement process.
 - Negative Scroll: Return transactions qualify for negative scrolls on the subsequent day of the settlement process. i.e. there must be at least a one-day gap between Positive Scroll and Negative scroll.



• Output File Format (Scroll)

- Scroll is available for Treasury Net, Sevarth and Beams
- Positive, Negative and Combined Scroll are available for download from front end. The file formats available for download will be PDF, CSV and TEXT.

• Transaction Authorisation

Following type of authorisation is applicable to Government of Maharashtra:

- Treasury Net: Level 1 by TO Authoriser and Level 2 by DDO Authoriser.
- **Beams**: Only DDO Authorisers can authorise.
- **Sevarth**: No authorisation required.

2.2. User Roles Hierarchy in GoM



Figure 1: User Roles Hierarchy in GoM

- **DAT**: Directorate of Accounts and Treasuries user is mapped to all the zones and is a government level user.
- JD: Joint Director is the user mapped at zone level. JD also has an additional responsibility of 'DDO Authorizer'.
- **TO Uploader/ Authorizer**: Each Zone has multiple TOs (Treasury Offices) mapped under it. The users associated at TO level are 'TO Uploader' and 'TO Authorizer'.
- **DDO Authorizer**: Each TO code has certain DDO's (Drawing and Disbursement Office) mapped under it. The users associated at DDO level are 'DDO Authorizers'.



2.3. Hierarchy of Entities in GoM

2.3.1. Zones

- GoM has 6 administrative Zones.
- One JD (Joint Director) is mapped to each zone.
- A DAT (Directorate of Accounts and Treasuries) is mapped to all Zones and is a government level user.

2.3.2. TO Codes

- Each Zone has TO codes (Treasury Office) mapped under it. There are around 280+ TOs in GoM.
- The users associated at TO level are TO Uploader and TO Authoriser.

2.3.3. DDO Codes

- Each TO code has certain DDOs (Drawing and Disbursement Office) mapped under it.
- The users associated at DDO level are DDO Authorisers. And JDs and TOs also have an additional responsibility of DDO Authoriser.

Note: The DDO code can repeat across the TO Codes, but they are different DDO entities. However, the DDO codes will not repeat with in a TO code. TO will be of 4 digits and DDO code will of 10 digits. And that 10 digit code will be mutually exclusive.



Chapter 3 Transaction Channels

This describes the different channels used by GoM for transaction processing. Government of Maharashtra utilizes 3 channels to push the payment transactions to the bank.

Following is the list of channels:

- <u>Treasury Net Server (Web-upload)</u>
- <u>Sevarth Server (SFTP)</u>
- BEAMS Server (SFTP)

3.1.1. Treasury Net Server (Web-upload)

Transfer mode - Web upload

Files uploaded via web-upload can contain either or both the following type of transactions:

- Mandates (Header Records)
- Direct Payments

Note: Payments for Mandate transactions processed only after receiving the corresponding detail payment records via Sevarth channel.

Authorisation

The files are authorised by:

- a. **Authoriser Level 1(TO Authoriser**): The file uploaded by TO Uploader is authorized by TO Authoriser (Level 1).
- b. Authoriser Level 2(DDO Authoriser): After authorization of TO Authoriser (Level 1), the uploaded file split into Beam ID wise files by FastPlus. And the Beam ID wise files authorized by Level 2 DDO Authorisers.

3.1.2. Sevarth Server (SFTP)

Transfer mode - SFTP

- Payment records will be received from Sevarth server via SFTP.
- These detail payment records received from Sevarth server are corresponding to the Header record received from TreasuryNet.
- For each Header transaction (uploaded via TreasuryNet) there will be a matching file from Sevarth with detailed transactions.
- For mapping purpose, only the fully authorised (by TO and DDO authoriser) Header records will be considered. The Header and Detail records shall be mapped using the following fields:



- Authorization Number (BEAMS Auth No)
- \circ ~ No of Payees in the Bill and
- o Bill Net Amount
- The 'Authorization Number (BEAMS Auth No)' field of both Header and details feed must match.
- The total 'Amount' of the detail transactions must match the 'Bill Net Amount' of the Header transaction.
- The total number of transactions in the details file must match 'No of Payees in the Bill'.
- Once the details transactions are matched with fully authorised header record, then only the respective detailed transactions will be processed.

Authorisation

• Authorisation is not required for the detailed transactions from Sevarth channel.

3.1.3. BEAMS Server (SFTP)

Transfer mode - SFTP

DDO wise direct payment files received from BEAMS server. These files do not have any Mandates (Header Records).

Authorisation

• **DDOAuthorisers:** The DDO wise file is processed after authorization by DDO authorisers directly. SFTP transactions are not routed to TO Authorisers.

3.2. Folder Structure

Following is the folder structure for SBI CMP and Customer Interfacing Server:

3.2.1. Sevaarth

VMSFTP.SBI.CO.IN/GOM/SEVARTH

- a. ToSBI Customer places the files in this folder.
- b. **In_Archive** Fast Plus picks files from 'ToSBI' folder and places a copy in this folder as .done, indicating that the file is picked up for processing. (However, this does not guarantee that the file is processed successfully by Fast Plus.)
- c. **Error**–Fast Plus places .bad files in this folder i.e. unprocessed/error.Files rejected/permanently locked placed here.
- d. FromSBI Scrolls and other reports are placed in this folder.
- e. **Response_Archive** After processing, Government moves the files from 'FromSBI' folder to this folder.



3.2.2. Beams

VMSFTP.SBI.CO.IN/GOM/BEAMS

- a. **ToSBI** Customer places the files in this folder.
- b. **In_Archive** Fast Plus picks files from 'ToSBI' folder and places a copy in this folder as .done, indicating that the file is picked up for processing. (However, this does not guarantee that the file is processed successfully by Fast Plus.)
- c. **Error**–Fast Plus places .bad files in this folder i.e. unprocessed/error. Files rejected/Permanently locked placed here.
- d. FromSBI Scrolls and other reports placed in this folder.
- e. **Response_Archive** After processing, government move files from 'FromSBI' folder to this folder.

3.3. File Nomenclatures

The following will be the File Nomenclatures:

3.3.1. TreasuryNet Files

The following are the TreasuryNet files:

3.3.1.1. TO payment file

File name = CMP + <4 digit treasury code>+ <2 digit running number> + <Mandate Date in DDMMYYYY Format>.txt

For Instance: CMP54010222112018.txt

 \square **Note:** File is not allowed to upload if it is not in the above format.

The running sequence number in the legacy system is of 1 digit. However, in FastPlus it comprises of 2 digits as confirmed by GoM.

3.3.1.2. TO Payment file converted to Beam ID wise File by FastPlus

File Name = TO File Name_6 digit DDO code_BeamAuthorisation ID.txt

For Instance: CMP54010222112018_003274_32745779161323019.txt

- Scroll File Name
 - One TO and its ALL DDOs:

TreasuryNet_Scroll_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<4 digit TO Code>.txt

• One TO and One DDO:

TreasuryNet_Scroll_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<4 digit TO Code>_<6 digit DDO Code>.txt

3.3.2. Sevarth Files

The following are the Sevarth files:

3.3.2.1. Sevarth Payment File

File name = Beam Authorisationnumber_Number of Payee_Bill Net Amount

For Instance: 327427541220530152_22762_85442739300.txt

 \square Note: File is not allowed to upload if it is not in the above format.

- Scroll File Name
 - File Name for sending DDO Code wise scrolls via SFTP:

Sevarth_MIS_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<10 digit DDO Code>.csv

If the File is downloaded from the front end then the following will be the file name:

• One TO and its ALL DDOs

Sevarth_MIS_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<4 digit TO Code>.txt/csv/pdf

• One TO and One DDO

Sevarth_MIS_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<4 digit TO Code>_<6 digit DDO Code>.txt/csv/pdf

3.3.3. Beams Files

The following are the Beams files:



3.3.3.1. DDO Payment File

File Name = 'CMP'+<4 digit TO code + 6 digit DDO code> _<BatchDate in YYYY-MM-DD format>_<1 digit BatchNo>.txt

For Instance: CMP1201003423_2018-11-02_1.txt

3.3.3.2. Beam DDO Payment file converted to Beam ID wise File by FastPlus

File Name = 'CMP'+<4 digit TO code + 6 digit DDO code> _<BatchDate in YYYY-MM-DD format>_<1 digit BatchNo>_<6 Digit DDO code>_<Beam Authorisation ID>.txt

For Instance: CMP1201003423_2018-11-02_1_003423_342170024315170019.txt

• Scroll File Name

File name for sending via SFTP

Beams_Scroll_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<10 Digit DDO Code where 4 digits will be TO code and 6 digits will be DDO code>.csv

If the File is downloaded from the front end then the following will be the file name:

• One TO and its ALL DDOs

Beams_Scroll_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<4 digit TO Code>.txt/csv/pdf

• One TO and One DDO

Beams_Scroll_<From Settlement Date in DDMMYYY>_<To Settlement Date in DDMMYYY>_<4 digit TO Code>_<6 digit DDO Code>.txt/csv/pdf



Chapter 4 Transaction Processing

This chapter deals with transaction processing of government payment files.

4.1. TO Uploader Logs In

The Government Uploader has to enter login details along with the displayed CAPTCHA to log into the system. Based on the User ID and Password, the system automatically identifies the user and routes to the landing page of the application.

Perform the following steps to log on to Government Payments:

1. Open a browser window, type the URL <u>https://newcmp.onlinesbi.com</u> in the address bar and then click **Go to** or press Enter. The **Cash Management Product** page appears.



Figure 2: Cash Management Product Services Page

2. Click the Government Services tab to view the Government of Maharashtra portal login screen.



भारतीय स्टेट वैंक State Bank of India The Banker to Every Indian	Cash Management Pro	duct Services
Home Contact Us		1
Welcome to Government Portal		
	Username: Username	
	Password: Password	
	Captcha*: y3nr.k	9
This site is certified by Norton as a secure and trusted. All information sent or received in this site is encrypted using 256-bit encryption. ABOUT SSL CERTIFICATES	Site best viewed at 1366 x 768 resolution in I.E 8 or above, Mozilla 38 or above or Google C © Copyright	hrome 38 or above State Bank of India.

Figure 3: Government Portal – Logon Page

- 3. Type the Username and Password.
- 4. Enter the **Captcha** as shown in the text field.
- 5. Click icon, the system display **Government O Maharashtra** introductory Page.



Figure 4: Government of Maharahtra Introductory Page

6. Click **Continue.** The home page of logged in user is displayed.



4.1.1. File Encryption

Asymmetric File Encryption for Uploader

Whenever Uploader uploads the input file he will be using the JAR utility for the file encryption. Using the JAR utility, plain input file will be converted into encrypted input file. Once the encrypted output file is generated, then this file will be used to upload in the system by Uploader.

After login to portal, GoM Uploader can download the **Asymetric Encryption Utility** to encrypt the file.

1. Select **Reports** and then click **Download Asymetric Encryption Utility.**

O SBI	Cash Management Product Services Welcome : DOP-Gaumit (282990) (Uploader)gt
Home	Logout D
File Configuration File L	Jpload Profile Reports Encryption Utility Site Map
You are I	here: Reports > Pending For Authorization
Pending For Authorization	Pending For Authorization
File Upload Status	
DMS Report	Select a Date range
Uploader Enquiry	
SFTP Rejected Files	Start Date: * End Date: * 05/03/2020
Scroll Data Availability	Go Reset
Transaction Summary Report	
Download Asymetric Encryption Utility	
Your previous site visit: 05-Mar-2020 12:24 IST	

Figure 5: Navigation Path

2. Select the **Start Date** and **End Date** then click **Go** to extract downloaded utility into your folder.



SBI		Welcome : Government of Puo	Cash Mar ducherry (28	agement Product S
Home File Configuration File L	Jpload Profile Reports Encrypt	tion Utility Site Map		Loy
You are I	here: Reports > Pending For Authorization			_
Pending For Authorization	Pending For Author	ization		
File Upload Status DMS Report Uploader Enquiry	Select	epy)	? ×	×
SFTP Rejected Files Scroll Data Availability	Start Dat	V Destination path (will be created if does not exist) P and C:\Users\VTM0654561\Downloads\VCF V	Display New folder	×
Transaction Summary Report	Name SbiEnc.jar	Update mode Extract and replace files Orriesh existing files only	'n	e Modar al Disk tutable Jar File 2/29/
DMS Report Download Download Asymetric Encryption Utility		Overwrite mode Overwrite mode Sakibefore overwrite Overwrite without prompt Sakibefore seising files WFT a tipe		
Download File Signing Utility		Rename automatically MoDgovtuploa Moscellaneous Miscellaneous	derprodsync.w.	
File Authorisation Status	Selected 6,180 bytes in 1	Extract archives to subfolders reports_Gov_1 file Keep broken files SecurityUtls Display files in Explorer signature	est	
r previous site visit: Oct-2020 13:58 IST		Save settings	>	
© Copyright State Bank of India.		OK Carra	Help	1

Figure 6: Downloaded Utility

3. Open **CMD** and go to path where utility is extracted.



Figure 7: CMD Command to View Extracted Utility

4. Place your plain text files in same folder and follow below commands to encrypt your file.





Figure 8: CMD Command to Encrypt File

5. New encrypted file will be generated in your folder with file name_enc.







4.1.2. Treasury Net File Upload

File upload operations enable bulk transaction processing and generation of e-PayOrders.TO Uploader uploads transaction file to Fast Plus portal. Consolidated transaction file of a particular TO, having transactions from multiple or single DDOs' of the same TO is uploaded in the system by the TO uploader.

Perform the following steps to upload the transactions file:

1. Select File Configuration and then click Upload Transaction Files to open the screen.

O SBI	Cash Management Product Services Welcome : Uat_Govt of Maharashtra (283206) (Uploader)SYSTEM ADMIN
Home	Logout D
File Configuration File	Upload Profile Reports Encryption Utility Site Map
You are	here: File Upload > Upload Transaction Files
Upload Transaction Files MOD Digital Cartificate	Select file to upload
Upload Additional Scroll Data	Upload File Choose File No file chosen Upload
Your previous site visit: 07-Aug-2020 00:01 IST	
	File upload operations enable bulk transaction processing and generation of e-PayOrders
© Copyright State Bank of India.	

Figure 10: Navigation Path Screen

- 2. Click **Choose File** to select the transaction file from the desired location.
- 3. Click **Upload** to upload the transaction file. The following message is displayed if the transaction file is uploaded successfully:



Figure 11: Success Message Screen

 \square Note: You can view file upload status, using Error! Reference source not found. option.

4.1.3. Reports

DAT user can download the following types of reports:



4.1.3.1. File Authorisation Status

• Refer to the section <u>File Authorisation Status</u> for the details.

4.1.3.2. Transaction Enquiry

• Refer to the section <u>Transaction Enquiry</u> for the details.

4.1.3.3. Download Scroll Report

• Refer to the section <u>Scroll Report</u> for the details.

4.1.3.4. DMS Report

• Refer to the section <u>DMS Report</u> for the details.

4.1.4. Change Password

• Refer to the section <u>Change Password</u> for the details.

4.2. TO Authoriser Logs In

The Government TO Authoriser has to enter login details along with the displayed CAPTCHA to log into the system. Based on the User ID and Password, the system automatically identifies the user and routes to the landing page of the application.

4.2.1. TO File Authorisation (Treasury Net Files)

This option allows TO Authoriser (Level 1) to authorise the transaction file for further processing.

Note: From the day of file upload, transaction file is available for authorisation up to 90 calendar days. After 90 calendar days, the authoriser is not able to authorise the file. The system displays a message, 'Allowed period for authorisation elapsed. File is locked by the system'. This file will be permanently locked and cannot be authorised.

Perform the following steps to authorise bulk transactions file:

1. Select Manage Transactions and then click Bulk Transactions View Inbox to open the screen.



		Cash Management Product Services Welcome : Govt of MH (283041) RAJENDRA VISHRAM TARAL
Home		Main Role : TO Authorizer for 1234 Sub Role : DDO Authorizer for 1234100100
Manage Transactions Pro		
You are he	re: Manage Transactions > Bulk Transaction view inbox	
Bulk Transaction view inbox View Deactive Files	Bulk Transaction view inbox	
Your previous site visit: 01-Jul-2021 16:09 IST	TO File Authorisation.	DDQ File Authorisation

Figure 12: Bulk Transaction View Inbox Screen

2. Click **TO File Authorisation** link to view transaction files.

Manage Transactions									
You are	here: Manage Tra	ansactions > Bulk Transaction view	v inbox						
Bulk Transaction view inbox	Show 10	• entries						Search:	
View Deactive Files	Sr. No.	File Name	¢	Date Of File Entry 👙	Number Of Records	¢	Status 🔶	Total Amount 👙	Uploaded By
Your previous site visit:	1	CMP12340528012021.txt		28/01/2021	2		Pending Approval	3	DATITYM6001
01-Jul-2021 16:09 IST	2	CMP12340109032021.txt		09/03/2021	2		Pending Approval	3	DATITYM6001
	3	CMP12340005022021.txt		05/02/2021	24		Pending Approval	36	DATITYM6001
	4	CMP12341705092020.txt		05/09/2020	5		Pending Approval	200	DATITYM6001
	5	CMP12340329102020.txt		03/11/2020	3		Pending Approval	50	DATITYM6001
	6	CMP12340105012021.txt		05/01/2021	4		Pending Approval	20	DATITYM6001
	7	CMP12340212022021.txt		12/02/2021	2		Pending Approval	636324.55	DATITYM6001
	Showing 1 t	o 7 of 7 entries						Previ	ous 1 Ne

Figure 13: List of Files Screen

- 3. Click the File Name to view the file details, the following details are displayed:
- Sr. No.: displays the serial count.
- Treasury Code: displays the Treasury code for the file.
- DDO Code: displays the DDO code of the Header Record or Direct Payment Record.
- Beneficiary Name: displays the name of the beneficiary.
- Beneficiary Account: displays an account of the beneficiary.
- IFSC Code: displays the IFSC code.
- MICR Code: displays the MICR code of the transaction.
- TO Bill Number: displays the TO bill number supplied in the input file.
- Amount: displays the header or direct payment transactional amount.

Note: A header record does not have Beneficiary Name, Beneficiary Account, IFSC Code and MICR Code.



					Main Role : TO Auth	orizer for 1234	Sub Role : DDO A	uthorizer for 1234100	100
Manage Transactions									
You an	ehere: Manage	Transactions > Bulk Trans	action view inbox						
Bulk Transaction view inbox									
View Deactive Files	Show 10	✓ entries					Se	earch:	
	Sr. No. 🏝	TREASURY CODE	DDO CODE 🔶	BENIFICIARY NAME	BENIFICIARY ACCOUNT	IFSC CODE 🝦	MICR CODE	TO BILL NUMBER 🍦	AMOUNT
four previous site visit:	1	1234	100100	RajKishore	31303215946	SBIN0017322	099910000	1024	1
JI-JUP2022 10:03 131	2	1234	100100	rani	31303215946	SBIN0017322	099910000	1024	2
	Showing 1	to 2 of 2 entries						Previous	1 Nex
	BACK				I Agree				

Figure 14: List of Pay Orders Screen

4. Select **I Agree** checkbox and then click **AUTHORIZE**. The following message with file serial number is displayed if the file is authorised by TO authorizer successfully:



Figure 15: Success Message Screen

4.2.2. DDO File Authorisation

This option allows DDO Authorizer (Level 2) to authorize Treasury Net Files (Level 2) and Beams Server Files.

Once the file is authorized by level 1 TO authoriser, the uploaded file is split in to Beam ID wise files and is available for authorisation to Level 2 DDO authoriser for the respective DDO Code.

Note:

- Once the TO Authoriser (Level 1) approves the transaction file, the DDO Authoriser (Level 2) must authorise its Beam ID wise split file within 10 calendar days from the date of Level 1 authorisation.
- If the DDO, does not authorise within 10 calendar days then the respective DDO file will be locked. The DDO Authoriser will get an alert on the screen saying, 'File <File name1, File name n...> is Locked. Please reach out to 'TO Authoriser' to unlock the file.'
- After the file is locked, the Level 1 TO Authoriser can unlock the file within 90 calendar days from the date of file upload to provide the grace period of 2 extra calendar days, within which the Level 2 DDO Authoriser must authorise the transaction.



- After the grace period, the transaction cannot be authorized by DDO Authoriser and the file will be permanently locked. The DDO user will get the alert 'Grace period elapsed. File is locked by the system.' This file will be permanently locked and cannot be authorised.
- The DDO authoriser (L2) will communicate to TO (L1) authorizer to unlock the file. This communication will be outside the FastPlus system. Post the same, TO (L1) authorizer will unlock the file in FastPlus.

The Beam ID wise files will belong to one DDO code only. There can be multiple Beam ID wise files that will belong to a DDO code.

Perform the following steps to authorise transactions file:

1. Select Manage Transactions and then click Bulk Transactions View Inbox to open the screen.

7 SBI	Cash Management Product Services Welcome : Govt of MH (283041) RAJENDRA VISHRAM TARAL
Home	Main Role : TO Authorizer for 1234 Sub Role : DDO Authorizer for 1234100100 ,1234100101 ,2207004287
Manage Transactions P	rofile Reports
You are	nhere: Manage Transactions > Bulk Transaction view inbox
Bulk Transaction view inbox	Bulk Transaction view inbox
View Deactive Files	
Your previous site visit:	Buik Transaction view indox enable you to view and autinotize all lites.
08-Apr-2021 18:36 IST	TO File Authorisation. DDO File Authorisation - Select DDO

Figure 16: Bulk Transactions View Inbox Screen

- 2. In the **DDO File Authorisation** list, select the required DDO. The list of transaction files are displayed for the selected DDO with the following field details:
- Sr. No: displays the serial count.
- File Name: displays the Beam Id wise split file.
- Date of File Entry: displays the original file upload date.
- Date of Approval: displays the date on which the TO authoriser approved the file.
- Authorisation to be Done Before: displays the date by which the DDO authoriser needs to authorise the file. This will be 10th calendar day from the date of approval.
- Number of records: displays the number of Header and Direct Payment records in the file.
- Status: displays the status of the Beam Id wise file.
- Total Amount: displays the total amount in the file.



				Welcome :	Cash Mar Govt of MH (283	n agement P 041) EKNA	roduct Serv	vices ADHE
_			Ма	in Role : DDO Au	thorizer Sub Role :	DDO Authoriz	er for 123410	00100
Manage Transactions								
You are	ehere: Mana	ge Transactions > Bulk Transaction view inbox						
Bulk Transaction view inbox	Show	10 v entries				Search: (
View Deactive Files	Sr. No. ▲	FILE NAME	DATE OF FILE ENTRY	DATE OF APPROVAL 🖨	AUTHORIZATION TO BE DONE BEFORE	NUMBER OF RECORDS	STATUS ♦	TOTAL AMOUNT
01-Jul-2021 12:55 IST	1	CMP12340102092020 100100 36210242097930131.bt	03/09/2020	08/09/2020	18/09/2020	4	Pending	86661
	2	CMP12340303092020 100100 36210242097920132.bt	03/09/2020	08/09/2020	18/09/2020	2	Pending	4
	3	CMP12340303092020 100100 36210242097910133.bt	03/09/2020	08/09/2020	18/09/2020	8	Pending	169446
	4	CMP12341704092020 100100 36210212337710004.bt	04/09/2020	09/09/2020	19/09/2020	2	Pending	9
	5	CMP12340507092020 100100 36210423261980100.bt	07/09/2020	12/09/2020	22/09/2020	5	Pending	60
	6	CMP12340408092020 100100 09092020100000004.bxt	08/09/2020	13/09/2020	23/09/2020	6	Pending	63
	7	CMP12340610092020 100100 999670.bd	10/09/2020	15/09/2020	25/09/2020	2	Pending	15
	8	CMP1234100100 2020-09-24 1 100100 Beams41966.bt	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
	Q	CMP1234100100_2020-09-24_1_100100_Reams41967.tvt	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
	Showir BACK	g 1 to 10 of 49,772 entries		ł	Previous 1 2	3 4	5	4978 N

Figure 17: List of Transaction Files Screen

Note: A header record does not have Beneficiary Name, Beneficiary Account, IFSC Code and MICR Code.

- 3. Click the File Name link to view the file details, the following details are displayed:
- Sr. No: displays a serial number.
- Treasury Code: displays the treasury code for the file.
- DDO Code: displays the DDO code of the Header Record or Direct Payment Record.
- Beneficiary Name: displays the name of the beneficiary.
- Beneficiary Account: displays the account of the beneficiary.
- IFSC Code: displays the IFSC code.
- MICR Code: displays the MICR code of the transaction.
- Amount: displays the header or direct payment transactional amount.



					Main Role : DDO Authorizer	Sub Role : DDO A	uthorizer for 123410	0100
Manage Transactions								
You are	here: Manage Tran	sactions > Bulk Transaction	view inbox					
Bulk Transaction view inbox								
View Deactive Files	Show 10 🗸	entries				S	earch:	
	Sr. No. 🔺	TREASURY CODE	DDO CODE 🔶	BENIFICIARY NAME 👙		IFSC CODE 🛛 🔶	MICR CODE 🔶	AMOUNT
Your previous site visit:	1	1234	100100	RajKishore	31303215946	UTBI0IMP312	099910000	1
	2	1234	100100	RajKishore	30002173489	SBIN0017322	099910000	1
	Showing 1 to	2 of 2 entries					Previous	1 Nevt
	BACK Dowr	nload PDF		EI A	gree		Plevious	1 Next
				AUTHO	DRIZE			

Figure 18: Transaction File Details Screen

4. Select **I Agree** checkbox and then click **Authorise**. The following message with file serial number is displayed if the file is authorised by DDO authorizer successfully:

File CMP12340824022021_100100_97121918.txt with serial number 4163441 has been authorized successfully by DDO authorizer. Please check the status after sometime.

Figure 19: Success Message Screen

Note: The DDO authoriser does not have an option to reject the file. If you do not authorise the file, it will lapse after stipulated number of days.

4.2.3. View and Unlock Deactivated Files

Using View Deactive Files option you can activate locked Treasury Net and Beams Server files which are pending DDO authorization.

Perform the following steps to activate locked Treasury Net and Beams Server files:

1. Select Manage Transactions and then click View Deactivate Files to open the screen.

	Cash Management Product Services Welcome : Govt of MH (283041) RAJENDRA VISHRAM TARAL
Home	Main Role : TO Authorizer for 1234 Sub Role : DDO Authorizer for 1234100100
Manage Transactions	Profile Reports
You ar	where: Manage Transactions > View Deactive Files
Bulk Transaction view inbox	Deactivated Files.
View Deactive Files	

Figure 20: Navigation Path Screen



2. Click **Deactivated Files Link** to view locked files across all the DDO linked to the TO Authorizer.

← → C 🔒 newcmp.onlinesbi.com	n/mvngovtuser/	viewDeactiveFilesDisplay.htm						*			
				Wel	C come : Govt of MH (ash Management 283041) RAJEND	RA VISHRAM T	vices TARAL ෆ්			
Home				Main Role : TO	Authorizer for 1234 5	Sub Role : DDO Autho	rizer for 12341	00100			
Manage Transactions Profile Reports											
You are h	ere: Manage Tra	sactions > View Deactive Files									
Bulk Transaction view inbox	Show 10 🗸	entries				Search	1:				
View Deactive Files	Sr. No. 🔺	File Name	¢	DDO Code 🝦	NO. Of Records 🛛 🍦	File Amount 🛛 🔶	Status 🝦	Action 🔶			
	1	CMP12340610092020_100100_999670.bxt		100100	2	15	LOCK	Activate			
Your previous site visit: 01-Jul-2021 18:48 IST	2	CMP12340303092020_100100_36210242097920132.bd		100100	2	4	LOCK	Activate			
	3	CMP12340303092020_100100_36210242097910133.txt		100100	8	169446	LOCK	Activate			
	4	CMP12341704092020_100100_36210212337710004.bd		100100	2	9	LOCK	Activate			
	5	CMP12340507092020_100100_36210423261980100.bd		100100	5	60	LOCK	Activate			
	6	CMP12340102092020_100100_36210242097930131.bd		100100	4	86661	LOCK	Activate			
	7	CMP12340408092020_100100_09092020100000004.bd		100100	6	63	LOCK	Activate			
	8	CMP12341225092020_100100_Treasurynet25k500.txt		100100	5000	5000	LOCK	Activate			

Figure 21: List of Locked Files Screen

3. The following pop-up message File is locked by the system is displayed if the allowed period elapsed for unlocking the file.

			newcmp.onlinesbi.com says Cash Management Product Serv Allowed period elapsed for unlocking file. File is Locked by the system. : Govt of MH (283041) RAJENDRA VISHRAM TA						vices TARAL
Home	OK Drizer for 1234 Sub Role : DDO Authorizer for 123410								
Manage Transactions P	Profile Reports								
You are	here: Manage Tran	sactions > Vie	w Deactive Files						
Bulk Transaction view inbox	Show 10 🗸	entries					Searc	h: [
View Deactive Files	Sr. No. 🔺		File Name	¢	DDO Code 🖨	NO. Of Records	🛊 🛛 File Amount 🔶	Status 🔶	Action 🔶
	1	с	MP12340610092020_100100_999670.bd		100100	2	15	LOCK	Activate
Your previous site visit: 01-Jul-2021 18:48 IST	2	CMP123	40303092020_100100_36210242097920132.bd		100100	2	4	LOCK	Activate
	3	CMP123	40303092020_100100_36210242097910133.bt		100100	8	169446	LOCK	Activate
	4	CMP123	41704092020_100100_36210212337710004.bt		100100	2	9	LOCK	Activate
	5	CMP123	40507092020_100100_36210423261980100.bt		100100	5	60	LOCK	Activate
	6	CMP123	40102092020_100100_36210242097930131.bt		100100	4	86661	LOCK	Activate
	7	CMP123	40408092020_100100_09092020100000004.btt		100100	6	63	LOCK	Activate
	8	CMP12	341225092020_100100_Treasurynet25k500.txt		100100	5000	5000	LOCK	Activate
	Showing 1 to	10 of 12 ontrie	Me				F	-	-
All_Scroll_11062021xls									Show all

Figure 22: The Pop-up Message Screen



4.2.4. Reports

DDO user can download the following types of reports:

4.2.4.1. File Authorisation Status

• Refer to the section <u>File Authorisation Status</u> for the details.

4.2.4.2. Transaction Enquiry

• Refer to the section <u>Transaction Enquiry</u> for the details.

4.2.4.3. Download Scroll Report

• Refer to the section <u>Scroll Report</u> for the details.

4.2.4.4. DMS Report

• Refer to the section <u>DMS Report</u> for the details.

4.2.5. Change Password

• Refer to the section <u>Change Password</u> for the details.

4.3. DDO Authoriser Logs In

The Government DDO Authoriser has to enter login details along with the displayed CAPTCHA to log into the system. Based on the User ID and Password, the system automatically identifies the user and routes to the landing page of the application.

4.3.1. File Authorisation

Perform the following steps to authorise transactions file:

1. Select Manage Transactions and then click Bulk Transactions View Inbox to open the screen.



Manage Transactions	rofile Reports
You are	here: Manage Transactions > Bulk Transaction view inbox
Bulk Transaction view inbox View Deactive Files Your previous site visit:	Bulk Transaction view inbox
	Bulk Transaction view inbox enable you to view and authorize all files.
31-Mar-2021 12:13 IST	DDO File Authorisation - Select DDO -

Figure 23: Navigation Path Screen

- 2. In the **DDO File Authorisation** list, select the required DDO. The list of transaction files are displayed for the selected DDO with the following field details:
- Sr. No: displays the serial count.
- File Name: displays the Beam Id wise split file.
- Date of File Entry: displays the original file upload date.
- Date of Approval: displays the date on which the TO authoriser approved the file.
- Authorisation to be Done Before: displays the date by which the DDO authoriser needs to authorise the file. This will be 10th calendar day from the date of approval.
- Number of records: displays the number of Header and Direct Payment records in the file.
- Status: displays the status of the Beam Id wise file.
- Total Amount: displays the total amount in the file.

Name Transactions > Bulk Transaction view Inbox	Mair	n Role : DDO Aut	horizer Sub Role :)	DDO Authorizi	er for 123410	0100
Tansactions > Bulk Transaction view inbox						
nage Transactions > Bulk Transaction view inbox						
10 v entries						
TV T STORE				Search:		
FILE NAME	DATE OF FILE ENTRY	DATE OF	AUTHORIZATION TO BE DONE		status 🔶	TOTAL AMOUNT \$
CMP12340102092020_100100_36210242097930131.bt	03/09/2020	08/09/2020	18/09/2020	4	Pending	86661
CMP12340303092020 100100 36210242097920132.bt	03/09/2020	08/09/2020	18/09/2020	2	Pending	4
CMP12340303092020 100100 36210242097910133.bt	03/09/2020	08/09/2020	18/09/2020	8	Pending	169446
CMP12341704092020 100100 36210212337710004.bd	04/09/2020	09/09/2020	19/09/2020	2	Pending	9
CMP12340507092020 100100 36210423261980100.txt	07/09/2020	12/09/2020	22/09/2020	5	Pending	60
CMP12340408092020 100100 09092020100000004 txt	08/09/2020	13/09/2020	23/09/2020	6	Pending	63
CMP12340610092020 100100 999670.txt	10/09/2020	15/09/2020	25/09/2020	2	Pending	15
CMP1234100100_2020-09-24_1_100100_Beams41965.txt	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
CMP1234100100_2020-09-24_1_100100_Reams41957.tvt	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
	FILE NAME CMP12340102092020 100100 36210240207530131 ht CMP12340303092020 100100 362102402075920132 ht 100100	FILE NAME DATE OF FILE ENTRY CMP12340102092020 100100 36210242097930131 bd 03/09/2020 CMP12340303092020 100100 36210242097920132 bd 03/09/2020 CMP12340303092020 100100 36210242097910133 bd 03/09/2020 CMP12340303092020 100100 36210242097910133 bd 03/09/2020 CMP12340507092020 100100 3621024237710004 bd 04/09/2020 CMP12340507092020 100100 099202010000004 bd 06/09/2020 CMP12340509092020 100100 0999202010000004 bd 08/09/2020 CMP1234050092020 100100 099970 bd 10/09/2020 CMP123401000 2020-09-24 1 100100 Beams41965 bd 24/09/2020 CMP1234100100 2020-09-24 1 100100 Beams41965 bd 24/09/2020	FILE NAME DATE OF FILE ENTRY DATE OF FILE ENT	FILE NAME DATE OF FILE ENTRY DATE OF FILE ENTRY DATE OF FILE ENTRY AUTHORIZATION TO BE DOWE AUTHORIZATION AUTHORIZATION AUTHORIZATION AUTHORIZATION AUTHORIZATION CIMP12340503092020 1001000 0362102123237170004 Ltd 0000970200 1300970200	FILE NAME DATE OF FILE ENTRY DATE OF FILE ENTRY DATE OF FILE ENTRY AUTHORIZATION TO BE DONE NUMBER OF RECORDS CMP12340102092020 100100 36210242097990131 bd 03/09/2020 08/09/2020 18/09/2020 4 CMP12340303092020 100100 36210242097920132 bd 03/09/2020 08/09/2020 18/09/2020 2 CMP12340303092020 100100 36210242097910133 bd 03/09/2020 08/09/2020 18/09/2020 2 CMP12340303092020 100100 36210242097910133 bd 04/09/2020 09/09/2020 18/09/2020 2 CMP12340503092020 100100 3621024237710004 bd 04/09/2020 09/09/2020 19/09/2020 2 CMP12340507092020 100100 36210423251980100 bd 07/09/2020 12/09/2020 2/09/2020 5 CMP123405092020 100100 09/9202010000004 bd 08/09/2020 13/09/2020 2/09/2020 2 CMP12340610092020 100100 09/9202010000004 bd 08/09/2020 19/09/2020 2 2 CMP12340610092020 100100 09/992010000004 bd 08/09/2020 2/09/2020 2 1 CMP123400100 2020-09-24 1 100100 Beams41965 bd 2/09/2020 2 2 2 1	FILE NAME DATE OF FILE ENTITY DATE OF FILE ENTITY AUTHORSZATION NUMBER OF BEFORD STATUS CMP12340102092020 100100 38210242097930131.ht 03/09/2020 08/09/2020 18/09/2020 4 Pending CMP12340303092020 100100 38210242097920132.ht 03/09/2020 08/09/2020 18/09/2020 2 Pending CMP12340303092020 100100 38210242097920132.ht 03/09/2020 08/09/2020 18/09/2020 2 Pending CMP12340303092020 100100 38210242097910133.ht 03/09/2020 08/09/2020 18/09/2020 2 Pending CMP12340507092020 100100 3821024237710004.ht 04/09/2020 09/09/2020 19/09/2020 2 Pending CMP12340507092020 100100 3821024237710004.ht 07/09/2020 12/09/2020 2 Pending CMP12340507092020 100100 3821024237710004.ht 07/09/2020 12/09/2020 2 Pending CMP1234050092020 100100 09/09/2020 100100/2020 10/09/2020 2 Pen

Figure 24: List of Transaction Files Screen

Note: A header record does not have Beneficiary Name, Beneficiary Account, IFSC Code and MICR Code.

3. Click the File Name link to view the file details, the following details are displayed:



- Sr. No: displays a serial number.
- Treasury Code: displays the treasury code for the file.
- DDO Code: displays the DDO code of the Header Record or Direct Payment Record.
- Beneficiary Name: displays the name of the beneficiary.
- Beneficiary Account: displays the account of the beneficiary.
- IFSC Code: displays the IFSC code.
- MICR Code: displays the MICR code of the transaction.
- Amount: displays the header or direct payment transactional amount.

					Main Role : DDO Authorizer	Sub Role : DDO A	uthorizer for 123410	00100		
Manage Transactions Profile Reports										
You are here: Manage Transactions > Bulk Transaction view inbox										
Bulk Transaction view inbox		2								
View Deactive Files	show 10 ♥	entries				S	earch:			
	Sr. No. 🔺	TREASURY CODE	DDO CODE 🝦	BENIFICIARY NAME	BENIFICIARY ACCOUNT	IFSC CODE 🛛 🍦	MICR CODE	AMOUNT 🔶		
Your previous site visit: 01-Jul-2021 12:55 IST	1	1234	100100	RajKishore	31303215946	UTBI0IMP312	099910000	1		
	2	1234	100100	RajKishore	30002173489	SBIN0017322	099910000	1		
	Showing 1 to	2 of 2 entries					Previous	1 Next		
				CIL A	gree					
	BACK Down	nload PDF								
				AUTH	ORIZE					

Figure 25: Transaction File Details Screen

- 4. Select I Agree checkbox and then click Authorise.
- 5. Post authorization, authorization consent page in Marathi will be displayed for authorization as shown below.





Figure 26: Authorization Consent Page in Marathi

6. Select **I Agree** check box and click **AUTHORIZE** to authorize the file. The following message with file serial number is displayed if the file is authorised by DDO authorizer successfully:

File CMP12340824022021_100100_97121918.txt with serial number 4163441 has been authorized successfully by DDO authorizer. Please check the status after sometime.

Figure 27: Success Message Screen

4.3.2. Reports

DAT user can download the following types of reports:

4.3.2.1. File Authorisation Status

• Refer to the section File Authorisation Status for the details.

4.3.2.2. Transaction Enquiry

• Refer to the section <u>Transaction Enquiry</u> for the details.

4.3.2.3. Download Scroll Report

• Refer to the section <u>Scroll Report</u> for the details.



4.3.2.4. DMS Report

• Refer to the section <u>DMS Report</u> for the details.

4.3.3. Change Password

• Refer to the section <u>Change Password</u> for the details.

4.4. JD Logs In

There will be around 6 JD (Joint Director) users in the system for each of the zones. Each JD will be mapped to one of the 6 Zones. The TO codes in the system will be mapped across these 6 zones. Each JD will have access to the TO codes belonging to his respective zone.

- **Treasury Net and Beams File Authorization as DDO:** Function available to perform DDO level authorization for Treasury Net Files and Beams Server Files for mapped DDOs. JD is a DDO Authoriser has privilege to authorise transactions at DDO level.
- JD can be a DDO authoriser of only the zone with which he mapped as JD. For example, a DDO Authoriser can be mapped with up to 5 different DDO in the same region/zone. Say, 1) TO=7101, DDO = 7101000001 2) TO=7101, DDO= 7101000004, 3) TO= 3412, DDO= 3412011200, Note: The TO codes 7101 and 3412 belong to same zone/region i.e. 1, Konkan.
- After on-boarding, the JD will be mapped to one Zone. The JD can re-map TO Uploaders and TO Authorisers to other TO codes.
- Can perform remapping of only those users who are mapped under the TO codes of his zone. The JD can choose to re-map a TO Authoriser/Uploader to different TO code within his zone or remove the TO code mapping from a TO Authoriser/Uploader. Once the TO code mapping is removed from TO Authoriser/Uploader, the respective authoriser/uploader cannot authorise/upload the file.

4.4.1. Treasury Net and Beams File Authorization as DDO

Perform the following steps to authorise transactions file:

1. Select Manage Transactions and then click Bulk Transactions View Inbox to open the screen.



	Cash Management Product Services Welcome : Govt of MH (283041) VIVEK VIJAY JADHAV
Home	Main Role : Joint Director Sub Role : DDO Authorizer for 1234100100 ,1234100101
Manage Transactions	
You an	phere: Manage Transactions > Bulk Transaction view inbox
Bulk Transaction view inbox View Deactive Files	Bulk Transaction view inbox
Your previous site visit:	Bulk Transaction view inbox enable you to view and authorize all files.
05-Jul-2021 12:13 IST	DDO File Authorisation Select DDO V

Figure 28: Navigation Path Screen

2. Select the required **DDO** in **DDO File Authorisation** list. The following list of bulk transactions is displayed as shown in below screen.

					Cash Mar Welcome : Govt	of MH VIN	roduct Serv /EK VIJAY JAE	vices DHAV
			Main Role : Join	t Director Sub	b Role : DDO Authoriz	er for 123410	0100 ,123410	0100
Manage Transactions								
You are	e here: Mana	age Transactions > Bulk Transaction view Inbox						
Bulk Transaction view inbox	Show	10 V entries				Search:		
View Deactive Files	Sr. No. *	FILE NAME	DATE OF FILE ENTRY	DATE OF APPROVAL 🗳	AUTHORIZATION TO BE DONE BEFORE	NUMBER OF RECORDS	STATUS 🔶	TOTAL AMOUNT \$
Your previous site visit: 17-Jun-2021 16:37 IST	1	CMP12340102092020_100100_36210242097930131.btt	03/09/2020	08/09/2020	18/09/2020	4	Pending	86661
	2	CMP12340303092020 100100 36210242097920132.txt	03/09/2020	08/09/2020	18/09/2020	2	Pending	4
	3	CMP12340303092020_100100_36210242097910133.bt	03/09/2020	08/09/2020	18/09/2020	8	Pending	169446
	4	CMP12341704092020 100100 36210212337710004.bt	04/09/2020	09/09/2020	19/09/2020	2	Pending	9
	5	CMP12340507092020 100100 36210423261980100.bd	07/09/2020	12/09/2020	22/09/2020	5	Pending	60
	6	CMP12340408092020 100100 09092020100000004.txt	08/09/2020	13/09/2020	23/09/2020	6	Pending	63
	7	CMP12340610092020 100100 999670.bt	10/09/2020	15/09/2020	25/09/2020	2	Pending	15
	8	CMP1234100100 2020-09-24 1 100100 Beams41966.btt	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
	q	CMP1234100100_2020-09-24_1_100100_Reams41967.txt	24/09/2020	29/09/2020	23/12/2020	1	Pending	1 *
	Showin BACK	ng 1 to 10 of 49,771 entries		Р	Previous 1 2	3 4	5	4978 Next

Figure 29: List of Bulk Transactions Screen

3. Click the record that you wish to authorise.



					Main Role : Joint Director	Sub Role : DDO A	uthorizer for 123410	00100		
Manage Transactions	rofile Repor	<u>ts</u>								
You are	here: Manage Tra	nsactions > Bulk Transaction	view inbox							
Bulk Transaction view inbox	Show 10	entries				s	earch:			
View Deactive Files		_ chines								
	Sr. No. 🔺	TREASURY CODE	DDO CODE 🛛 🍦	BENIFICIARY NAME	BENIFICIARY ACCOUNT	IFSC CODE 🛛 🍦	MICR CODE 👙	AMOUNT 👙		
Your previous site visit:	1	1234	100100	RajKishore	31303215946	UTBI0IMP312	099910000	1		
0190-2021 10:17 (3)	2	1234	100100	RajKishore	30002173489	SBIN0017322	099910000	1		
	Showing 1 to BACK Dow	o 2 of 2 entries		EI A	gree		Previous	1 Next		
				AUTH	ORIZE					

Figure 30: Bulk Transaction Details Screen

- 4. Select I Agree check box and click Authorize to authorize the transactions.
- 5. You can download list of all beneficiaries within the files as PDF report clicking **Download PDF** button.

≡ 4163603.pdf 1 / 1 − 67% + E δ)								±	e :
	Government of Maharashtra								
2	Sr. No.	TREASURY CODE	DDO CODE	BENEFICIARY NAME	BENEFICIARY	IFSC CODE	MICR CODE	AMOUNT	
	1	1234	100100	RajKishore	31303215946	UTBI0IMP312	099910000	1	
	2	1234	100100	RajKishore	30002173489	SBIN0017322	099910000	1	

Figure 31: Sample PDF File for Beneficiaries within the Files Screen

6. Post authorization, authorization consent page in Marathi will be displayed for authorization as shown below:



	Main Role : Joint Director Sub Role : DDO Authorizer for 1234100100 ,1234100101
Manage Transactions	trofile Reports
You an	ehere: Manage Transactions > Bulk Transaction view inbox
Bulk Transaction view inbox	
View Deactive Files	Treasury Name :- THANE Treasury Code :- 1234
Your previous site visit: 05-Jul-2021 12:13 IST	DDO code := 100100
	पडताळणी प्रमाणपत्र प्रमाणित करण्यात येते की, अर्धसंकत्पीय प्राधिकार पत्र क्र. 77770008, देयक क्र. 1024, देयक दिनांक Jul 01, 2021, निव्वळ रक्कम रुपये 2 ची सर्व प्रदाने मी व्यक्तिशः तपासली असून ती बरोबर आहेत.
	१) सर्व अदात्यांचे खाते क्रमांक आणि त्यांच्या खातेक्रमांकासमोर दर्शविलित्या रक्कमा योग्य आहेत.
	२) प्रदानांचा दर्शविलेला तपशील, कोषागारास सादर केलेल्या देयकाप्रमाणे आणि कार्यालयीन अभिलेख्याप्रमाणे योग्य आहे.
	३) वरील देयकाचे प्रदान संबधित खातेधारकांना प्रदान करण्यासाठी मी CMP स प्राधिकृत करत असून सदर प्रदानास मान्यता देत आहे.
	आहरण व संवितरण अधिकाऱ्याचे नाव / पदनाम डीडीओ क्रमांक : 100100
	CLOSE Download PDF
	AUTHORIZE

Figure 32: Authorization Consent Page in Marathi Screen

7. Click **Download PDF** to download soft copy in PDF format of the consent page on your local machine.

\leftarrow \rightarrow C () File C:/Users/tm0053495/Downloads/41	63603_Consent%20(1).pdf	९ 🖈 😩 :
= 4163603_Consent (1).pdf	1/1 - 67% + 🖬 👌	± = :
	Government of Maharashtra	• SBI
DDO Authorizer - VIVEK VIJAY JADHAV		
Treasury Name : THANE		
Treasury Code : 1234		
DDO Name : Pune DDO		
DDO Code : 100100		
पडताळनी प्रमाणपत्र		
प्रमाणति करण्यात येते की, अर्ध्वसंकल्पीय प्राथकिर पत्र क्र.77770008, देयक क्र. 10	24, देवक दगिकं 01, 2021, नवि्वक स्वत्वम रुपये 2 भी सर्प प्रत्याने भी प्रकर्तात्रिः तपासली असून ती बरोबर आहेत.	
१) सर्व अयात्यांचे खाते करमांक आण त्रियांच्या खातेकरमांकासभोर वर्शवलिंल्या रक्कमा योष्	य आहेत.	
२) एल्यानांचा वर्शवलिला तपशील, कोषागारास सावर केलेल्या देवकार्एमाने आज किर्यालयीन	अभरित्व्याप्रमागे योग्य आहे.	
३) वरील देवकाचे प्रदान संबधति खालेधारकांना प्रत्यान करण्यासाठी मी स प्राधकित करत अन्	हुन सदर प्रवागस मान्यता देत आहे.	
आहरून य शंचरित्र्ल अधावित्रदयाचे नाव / पदनाम जीवीओ व्हरपांक : 100100		
🚾 4163603_Consentpdf 🔿		Show all

Figure 33: Sample Soft Copy in PDF Format Screen

8. Select **I Agree** check box and click **AUTHORIZE** to authorize the consent page. The following success message is displayed.



File CMP12340824022021_100100_97121918.txt with serial number 4163441 has been authorized successfully by DDO authorizer. Please check the status after sometime.

Figure 34: Success Message Screen



9. Post successful authorization, file is registered in FASTPLUS. Status of the file can be checked via File Authorization Status Report option.

4.4.2. Reports

DAT user can download the following types of reports:

4.4.2.1. File Authorisation Status

• Refer to the section <u>File Authorisation Status</u> for the details.

4.4.2.2. Transaction Enquiry

• Refer to the section <u>Transaction Enquiry</u> for the details.

4.4.2.3. Download Scroll Report

• Refer to the section <u>Scroll Report</u> for the details.

4.4.2.4. DMS Report

• Refer to the section <u>DMS Report</u> for the details.

4.4.3. Change Password

• Refer to the section <u>Change Password</u> for the details.

4.5. DAT Logs In

- DAT (Directorate of Accounts and Treasuries) user is a top government level user. A DAT can re-map JD users to other zones.
- DAT can perform transaction enquiry at government level i.e. for any TO/DDO.
- DAT can download scrolls for all the TO/PAO/CDA and DDOs.
- DAT can access the file upload status at government level.

4.5.1. Reports

Using Reports menu option DAT user can download the various types of reports across all TOs and change his/her login password. Perform the following steps to download the reports:



1. Select **Reports** and then click specific report to search for data. For example below is the screen to access "File Authorization Status" report.

Home							M	ain Role : Directorate of Acc	ounts
Manage Transactions P	rofile Reports								
You are	ehere: Reports > File Aut	thorisation Sta	tus						
File Authorisation Status	File Auth	orisati	on Status	5					
Transaction Enquiry Scroll Reports Generate DMS Report	File Upload Date From	n*		Ê	File Upload Date TO*				
	TO Code *		Select TO	~	DDO Co	de*	All	\sim	
Your previous site visit: 02-Jul-2021 16:36 IST	Source®		JUNNAR, SUB TREAS	URY OFFICE 2207					
	Display Original/Split	Files*	KOLHAPUR 1608						
	Display All/Pending Auth Files*		PUNE 4416 PUNE , DISTRICT TRE THANE 1234 WARDHA , DISTRICT	ASURY OFFICE 2201 TREASURY OFFI 4501	Search Data Reset Data				
			test DDO PAO GOM	4545				Search:	
	Sr No.	File Name	TO Code	DDO Code	File Upload Date	Uploaded By	Authorised By (TO)	Last Date For DDO Autho	prisation
								No data available in table	
	Showing 0 to	0 of 0 entrie	6					Previous	Next
© Copyright State Bank of In	dia.							APM ID: Serv_Tran_	Acti 595 Go to

Figure 35: Navigation Path Screen

DAT user can download the following types of reports:

4.5.1.1. File Authorisation Status

• Refer to the section <u>File Authorisation Status</u> for the details.

4.5.1.2. Transaction Enquiry

• Refer to the section <u>Transaction Enquiry</u> for the details.

4.5.1.3. Download Scroll Report

• Refer to the section <u>Scroll Report</u> for the details.

4.5.1.4. DMS Report

• Refer to the section <u>DMS Report</u> for the details.



4.5.2. Change Password

• Refer to the section <u>Change Password</u> for the details.



Chapter 5 Reports

This chapter deals with maintaining the report control, requesting for the reports and generating the requested reports.

You can view and download following type of reports:

5.1. DMS Report

Using this option you can download DMS report for the generated reference number or request ID. It is available to all user roles except DDO authorizer for all mapped TOs as per hierarchy.

Perform the following steps to download DMS report:

1. Select **Reports** and then click **DMS Report** to open the screen.

O SBI		Cash Management Product Services Welcome : Govt of MH (283041) VIVEK VIJAY JADHAV
Home		Logout D
Manage Transactions P	rofile Reports	
You an	ehere: Reports > DMS Report	
DMS Report	DMS Report	
Transaction Enquiry Scroll Data Availability	Government Name-ID	Govt of MH-283041
File Authorization Status DMS Download	TO/PAO/CDA Code =	1208
Transaction Summary Report File Authorisation Status	Select Month *	Select Month 🗸
previous site visit:	Select Year *	Select Year 🗸
ep-2020 17:40 IST		Go

Figure 36: DMS Report Screen

2. Specify information in the following fields:



Field	Description
Government Name -ID	This is a display field. Displays the government name and ID.
TO/PAO/CDA Code	This is a display field. Displays the TO/PAO/CDA code.
Select Month	In the month list, select the required month for which you want to download the report.
Select Year	In the year list, select the required year for which you want to download the report.

3. Click **Go** to download the report.

D	С	D
1234		
Transaction Amount(Rs.)	Settlement Amount(Rs.)	Difference(Rs.)
212.00	212.00	0.00
212.00	212.00	0.00
T	1234 ransaction Amount(Rs.) 212.00 212.00	1234 ransaction Amount(Rs.) Settlement Amount(Rs.) 212.00 212.00 212.00 212.00

Figure 37: Sample DMS Report Screen

4. Click **Export DMS Report** to download the report in excel format.

	А	В	С	D
1	Treasury Code:	4416		
2				
3	Settlement Date	Transaction Amount(Rs.)	Settlement Amount(Rs.)	Difference(Rs.)
4	2020-09-07 15:17:41.0	284.00	284.00	0.00
5	2020-09-08 12:36:39.0	215.00	215.00	0.00
6	2020-09-09 10:31:18.0	490.00	490.00	0.00
7	2020-09-10 11:14:59.0	191.00	191.00	0.00
8	2020-09-14 11:48:49.0	164.00	164.00	0.00
9	2020-09-15 10:43:13.0	240.00	240.00	0.00
10	2020-09-17 12:55:59.0	61.00	61.00	0.00
11				
12	Grand Total	1645.00	1645.00	0.00

Figure 38: Sample DMS Report Screen



5.2. Transaction Enquiry Report

Using this option you can perform real time enquiry of transactions status for a TO and DDO Code. You can initiate search based on: TO and DD code, Start and End Date as well as the fields like UTR Ref No, Credit Account Number, Amount, Beneficiary Name, File Name and Unique Payment Reference Number.

The following users can download the transaction enquiry report:

- DDO Authoriser
- TO Authoriser
- JD Authoriser
- Uploader
- DAT
- CMPOC Maker/Checker

CMPOC Maker/Checker will be able to perform transaction enquiry of all the TOs' and DDOs'.

 \square **Note:** 'All' option will be available in DDO selection, if any TO is selected. 'All' option is not available in TO selection.

Note: The permanently locked files/transactions will be available in the TO/DDO authorization /transaction enquiry/File Authorisation status screens only for 180 days from the date of upload. Post the same will be auto archived and will not be available.

Perform the following steps to download the report:

1. Select **Reports**, and then click **Transaction Enquiry** to open the screen.

Home			Main Role - TO Uploader For 1234
File Upload Profile Re	eports Site Map		
You are	here: Reports > Transaction Enquiry		
File Authorisation Status	Transaction En	quiry	
Transaction Enquiry	Transaction En	quiry	
Scroll Reports Generate DMS Report	TO/PAO/CDA Code DDO Code =	THANE(1234	
01-Jul-2021 16:01 IST	Start Date: *	Select Start Date	m
	End Date: " Select type : O UTR Ref No O Credit Account Number	Select End Date	
	Amount Beneficiary Name File Name Unique Payment Ref No	2	

Figure 39: Navigation Path Screen

- 2. The Government Name ID and TO/PAO/CDA Code are display fields.
- 3. Select the required DDO **Code** in the list.
- 4. Select the Start Date and End Date in the calendar icon, for which you want to download the report.



- 5. Select the **Type** of option by which you want to initiate transaction enquiry. The options are:
- UTR Ref No
- Credit Account Number
- Amount
- Beneficiary Name
- File Name
- Unique Payment Ref No.
- 6. Enter the appropriate value for the selected option type.

🖉 Note:

- The **File Name** field accepts TreasuryNet (Original and Split), Beams (Original and Split) and Sevarth files only.
- o The Amount field accepts value in rupees (up to 2 decimals to indicate paise) only. For example,
 - 100 means 100 Rupees without paise
 - 105.15 means 105 Rupees and 15 paise.
 - 65.00 means 65 Rupees.
- The **Beneficiary Name** field accepts exact name of the beneficiary mentioned in transaction file.
- 7. Click **Submit** to download the report.

s	Show $10 \sim$ entr	ies	101	50105_000108_921.	JJZ1JJ01074	JC_CONTRO			Search:		
SNo	TO Code	DDO Code	File Serial No	E-Cheque No	Amount	UTR Ref	Payment Date	Account number	IFSC Code	Beneficiary name	Status
1	6501	65010 04542	2324161	GO00690051	660	SBIN000000001025	2019-09-12 16:38:43.0	30001487410	UTBI0IMP312	Gaumit g	Failure
2	6501	65010 04542	2324161	GO00690050	550	000001345	2019-09-12 16:38:43.0	31303215946	SBIN0017322	Gaumit t	Failure

Figure 40: Transaction Enquiry Report Screen



5.3. File Authorisation Status Report

This option is provided to track the status of files uploaded in FASTPLUS. It is available to all GOM user roles. Data visible for respective TOs and DDO's mapped to the user. User can download the authorisation status of file based on filter criteria – Display All or Pending Auth Files as follows:

- Display All
- Pending TO Authorization
- Pending DDO Authorization
- Till Date Pending TO Authorization
- Till Date Pending DDO Authorization
- Pending DDO Authorisation Expiring in 5 Calendar Days

You can download the status for TreasuryNet (for Original and Split Files), Sevarth and Beams (for Original and Split files).

Perform the following steps to view file authorisation status report:

1. Select **Reports**, and then click **File Authorisation Status** to open the screen.

? SBI						Welcome :	Govt of MH (2	Cash Man 83041) (Uploader)E	agement Product Se DEEPAK PANDURANG K.	r vices AMBLE
Home									Logo	out D
File Configura		pload Profile Re	ports E							
	You are here: Reports > File Authorisation Status									
Pending For Auth File Upload Statu:	Pending For Authorization File Authorisation Status									
DMS Report		File Upload Date From				File Uplo	ad Date To *		ataata	
Uploader Enquiry	,	TO Code *		4416	~	DDO Code *		All	~	
SFTP Rejected File Scroll Data Availa	bility	Source *		All	~					
Transaction Summ Report	nary	Display Original/Split Fi	Original/Split Files Original And Split Files							
DMS Report Dow	nload	Display All/Pending Aut	h Files *	Display All	~					
Encryption Utility	iry			S		Search Data	Search Data Reset Data			
Download File Sig	ning Utility								Search:	
File Authorisation	n Status	Sr No.	File Name	TO Code	DDO Code	File Upload Date	Uploaded By	Authorised By (TO)	Last Date For DDO Au	thorisatic
Your previous site visit:								No data availa	ble in table	
23-Sep-2020 15:49 IST		Showing 0 to 0	of 0 entries						Previous	Next

Figure 41: File Authorisation Status Screen

2. Specify information in the following fields:



Field	Description
File Upload Date From	Select the starting date to download the report.
File Upload Date To	Select the ending date to download the report.
TO Code	In the TO list, select the required TO code.
DDO Code	In the DDO code list, select the required DDO code.
Source	 Select the required source for which you want to download the report. The options are: TreasuryNet Sevarth Beams
Display Original/Split Files	Select original or split type of file to download the report.
Display All/Pending Auth Files	Select the required type of file to download the report.

3. Click Search Data. The file authorisation status report is displayed as shown below:

Sr No.	File Name	TO Code	DDO Code	File Upload Date	Uploaded By	Authorised By (TO)	Last Date For DDO Au
1	CMP44160114092020.txt	4416	NA	14/09/2020	DATDPKM6601	NA	NA
2	CMP44160206092020.txt	4416	NA	06/09/2020	DATDPKM6601	NA	NA
3	CMP44160214092020.txt	4416	NA	14/09/2020	DATDPKM6601	NA	NA
4	CMP44160307092020.txt	4416	NA	07/09/2020	DATDPKM6601	NA	NA
5	CMP44160606092020.txt	4416	NA	06/09/2020	DATDPKM6601	NA	NA
6	CMP44160806092020.txt	4416	NA	06/09/2020	DATDPKM6601	DDDPSMM6201	NA
7	CMP44160906092020.txt	4416	NA	06/09/2020	DATDPKM6601	DDDPSMM6201	NA
8	CMP44160209092020.txt	4416	NA	09/09/2020	DATDPKM6601	DDDPSMM6201	NA
9	CMP44160309092020.txt	4416	NA	09/09/2020	DATDPKM6601	DDDPSMM6201	NA
10	CMP44160907092020.txt	4416	NA	07/09/2020	DATDPKM6601	DDDPSMM6201	NA
							•
Showing 1 to	0 10 of 177 entries				Previous 1	2 3 4 5	18 Next

Figure 42: Search Result Screen (Continued)



e For DDO Authorisation	Authorised By (DDO)	Total Amount(In Rupees)	Status	Records	File Failure Reason
	NA	NA	Pending TO Authorisation	NA	
	NA	NA	Pending TO Authorisation	NA	
	NA	NA	Pending TO Authorisation	NA	
	NA	NA	File Upload Error	NA	To Code is not valid
	NA	NA	File Upload Error	NA	Beams id is not valid.
	NA	NA	Authorised by TO and File Splitted	NA	
	NA	NA	Pending TO Authorisation	NA	
	NA	NA	File Upload Error	NA	Beams id is not valid.
	NA	NA	File Upload Error	NA	Payment Reference Number is n
	NA	NA	File Upload Error	NA	Beams id is not valid.
4					•
Showing 1 to 10 of 43 entri	25		Previous	1 2	3 4 5 Next

Search Result Screen

5.4. Scroll Report

Scroll Report is TO level report which contains details of transactions settled in FAST Plus.

- Available to all GOM User Roles
- For TO Uploader and TO authorizer roles, scrolls can be generated for one or all selected DDO's mapped under the TO for the provided settlement date range.
- For DDO Authorizer, scrolls can be generated for any one or all DDO's mapped to the DDO authorizer.
- For JD, scrolls can be generated for all TOs mapped under JD.
- For DAT, scrolls can be generated for all TOs across all Zones.
- Settlement date wise Positive, Negative and Combined Scrolls available for download in PDF, XLS, CSV and TXT Format.

Perform the following steps to download file authorisation status report:

1. Select **Reports**, and then click **Scroll Reports** to open the screen.



					Welcome :	Cash Manage Govt of MH (283041) IN	ment Product Services IDRAJIT TUKARAM YATAM එ
Home						Main F	tole - TO Uploader For 1234
File Upload Profile R	eports Site Maj						
You are	here: Reports > Scro	Reports					
File Authorisation Status Transaction Enquiry	Select a	date range	to downloa	d the Scroll	Data		
Scroll Reports Generate DMS Report	Select DDO*	All	~				
Your previous site visit: 01-Jul-2021 16:01 IST	Select Source*	Sevarth Select Source	~				
	Settlemen	Treasurynet Beams Sevarth			stels		
	Start Date [*]	Sector str	End Date*	01/07/2021		Search Data	

Figure 43: Navigation Path Screen

2. Select the **DDO** and **Source** in the list, and in **Settlement** section select **Start Date** and **End Date** in the calendar icon. Click **Search Data** to view the search result.

File Authorisation Status	Select a date range to	download the Sc	roll Data		
Scroll Reports	Select DDO*				
Generate DMS Report					
Your previous site visit:	Select All Source*				
01-Jul-2021 16:01 IST	Settlement Date				
	Start Date* 01/06/2021	End Date [®] 30/06/2021	Back		
	TO Code : 1234				
	DDO Code : All				
	Positive Scrolls(01)		Negative Scrolls(09)	Positive & Nega	tive(01 & 09)
	Settlement Date # Records Total Amount	Download Type # Records	Total Amount Download Type	# Records Total Amount	Download Type
	11/06/2021 2.0 3	0.0 🛤 🔤 🕹	o 🔒 💩 📼 🔙	2.0 3	📥 🐵 📼 📧

Figure 44: Search Result Screen

3. Click the required icon under column **Download Type** to download the report in desired format.

Scroll Data Report		
Scroll Data Report		
Relieves Date (1997) To (1997) To (1997)		
Settlement Uate 1/00/2021 [12:34 - IFAANE]		
Sr no. Treasury Code DDO Code Name of the Beneficiant Amount Payment Reference Number (Ry and Billing) Status Flag CMP Reference No. UTR R	Number UTR Dat	ate
1 1234 100100 RajKihore 1.00 BJPKR45036 27/05/2021 87820038 1024 Salary05092020 0.1 000000366660761 051404814	27/05/202	021
2 1234 100100 RajKishore 2.00[BJPKR45037 27/05/2021 87820038 1024 Salary05092020 01 000000356660762 051464819	27/05/202	321



5.5. Change Password

This function available under Profile menu to all user roles. It allows you to change your login password. Following are the parameters to change the password:

- Password length should be greater than 8 and less than 20 characters.
- Password should contain at least one digit [0-9], one alphabet [A-Z] [a-z] and one special character such as [@ # & * !].
- Avoid choosing a password that is generic in nature, guessable or inferable.
- Avoid passwords that can be easily linked to your personal information such as name, date of birth, address, and phone or car number.
- It is good practice to commit your password to memory rather than to write it down somewhere.
- For security reasons, keep changing your password at regular intervals.

Perform the following steps to change the password:

1. Select **Profile** and then click **Change Password** to open the screen.

Home				Logout 🜗	
Manage Transactions	Profile Reports				
You are here: Profile > Change Password > Login Password					
Personal Details Change Password	Change Passwords				
Your previous site visit: 30-Jun-2021 16:53 IST	Login Password		Profile Password		
	Old login password * New Login Password * Retype new password * Submit Reset				

Figure 46: Change Password Screen

- 2. Enter the Old password, New Login Password and Retype new login password fields.
- 3. Click **Submit** to change the password. The following message is displayed if the password is changed successfully.

Change	Password
	Your login password has been changed successfully. <u>Return to Change Password Page</u>

Figure 47: Success Message Screen