



# **SBI FAST PLUS**

## **GOVT OF MAHARASHTRA USER**

### **MANUAL**

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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

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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
CMPOC	Cash Management Product Operations Centre
TO	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
<b>Bold text</b>	User interface (UI) elements
*	Mandatory fields
 <b>Note:</b>	Additional useful information that emphasizes or supplements important points. A note provides information that may apply only in special cases.
 <b>Warning:</b>	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

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### 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

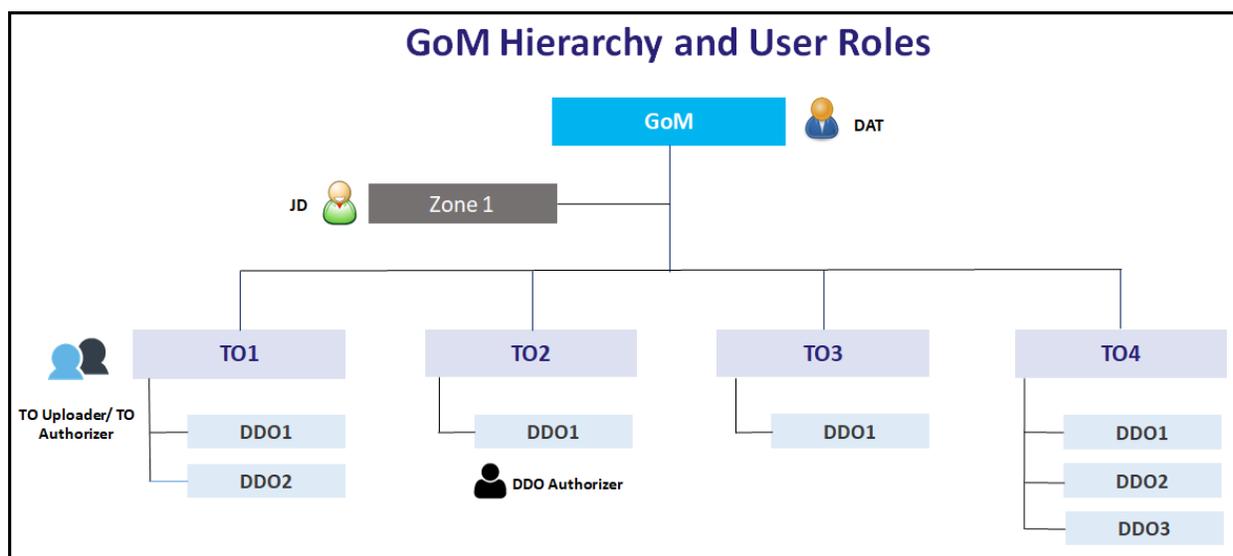


Figure 1: User Roles Hierarchy in GoM

- **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 within a TO code. TO will be of 4 digits and DDO code will be 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:

- [Treasury Net Server \(Web-upload\)](#)
- [Sevarth Server \(SFTP\)](#)
- [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)
- No of Payees in the Bill and
- 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**

- **DDO Authorisers:** 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**

 **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 DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<4 digit TO Code>.txt

- One TO and One DDO:

TreasuryNet\_Scroll\_<From Settlement Date in DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<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

 **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 DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<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 DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<4 digit TO Code>.txt/csv/pdf

- One TO and One DDO

Sevarth\_MIS\_<From Settlement Date in DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<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 DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<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 DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<4 digit TO Code>.txt/csv/pdf

- **One TO and One DDO**

Beams\_Scroll\_<From Settlement Date in DDMMYYYY>\_<To Settlement Date in DDMMYYYY>\_<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 <https://newcmp.onlinesbi.com> in the address bar and then click **Go to** or press Enter. The **Cash Management Product** page appears.

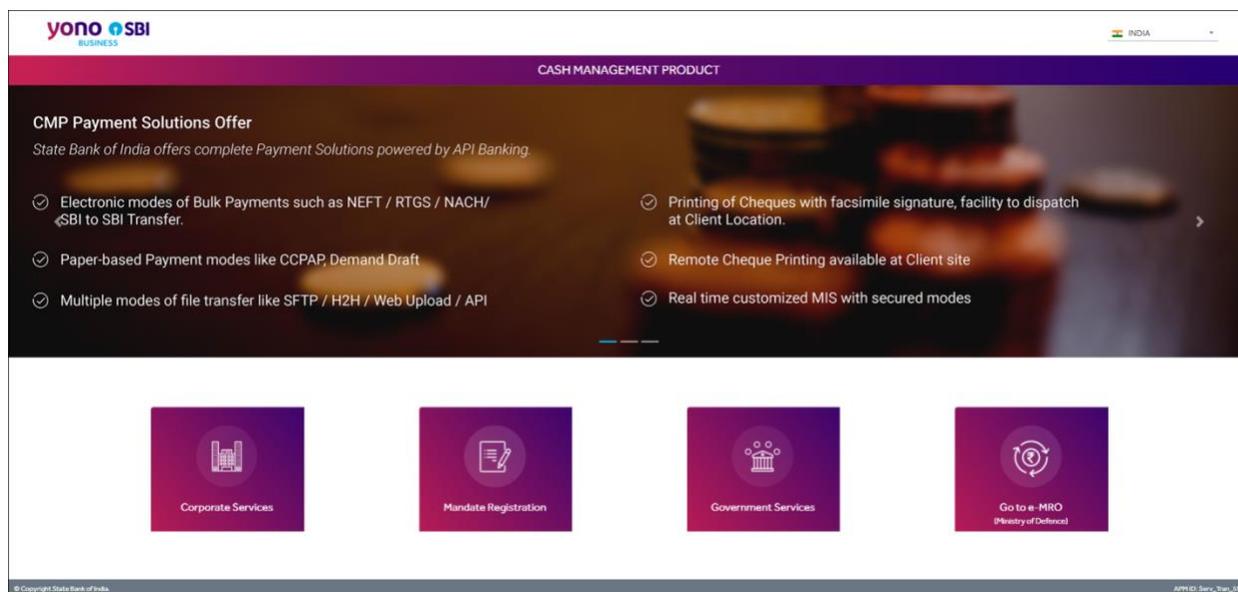


Figure 2: Cash Management Product Services Page

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



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 of Maharashtra** introductory Page.

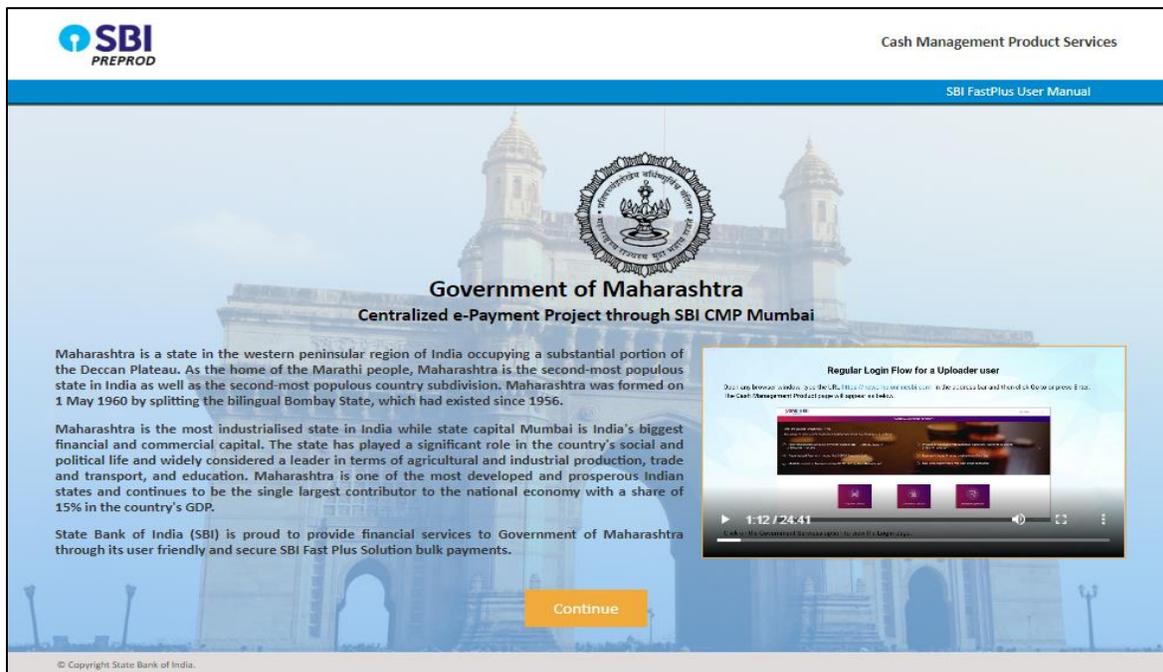


Figure 4: Government of Maharashtra Introductory Page

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 **Asymmetric Encryption Utility** to encrypt the file.

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

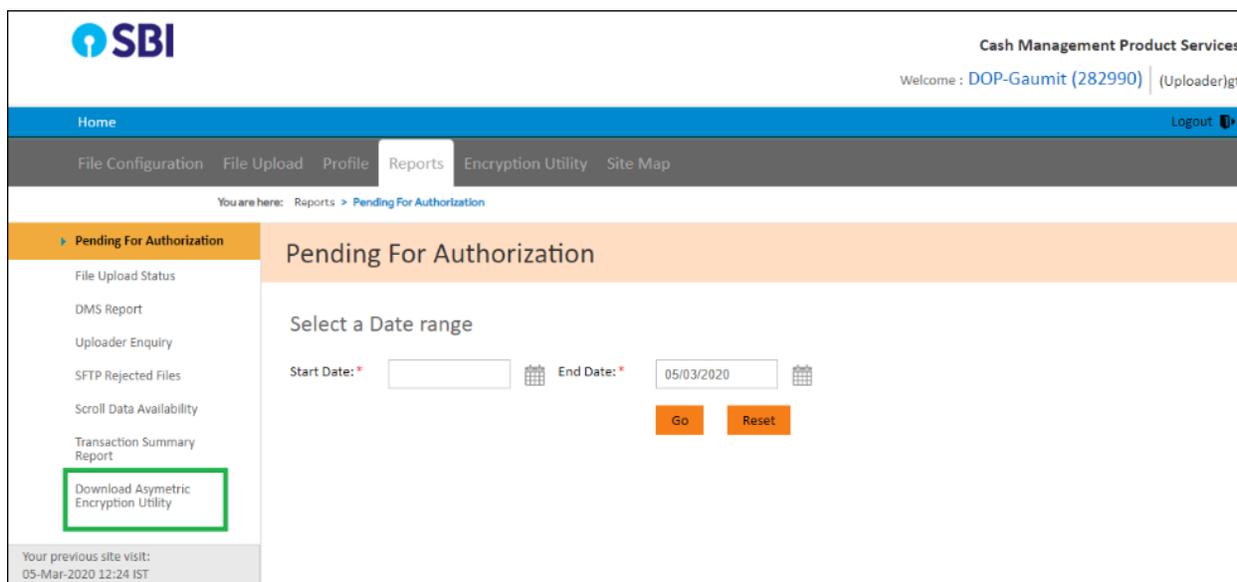


Figure 5: Navigation Path

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

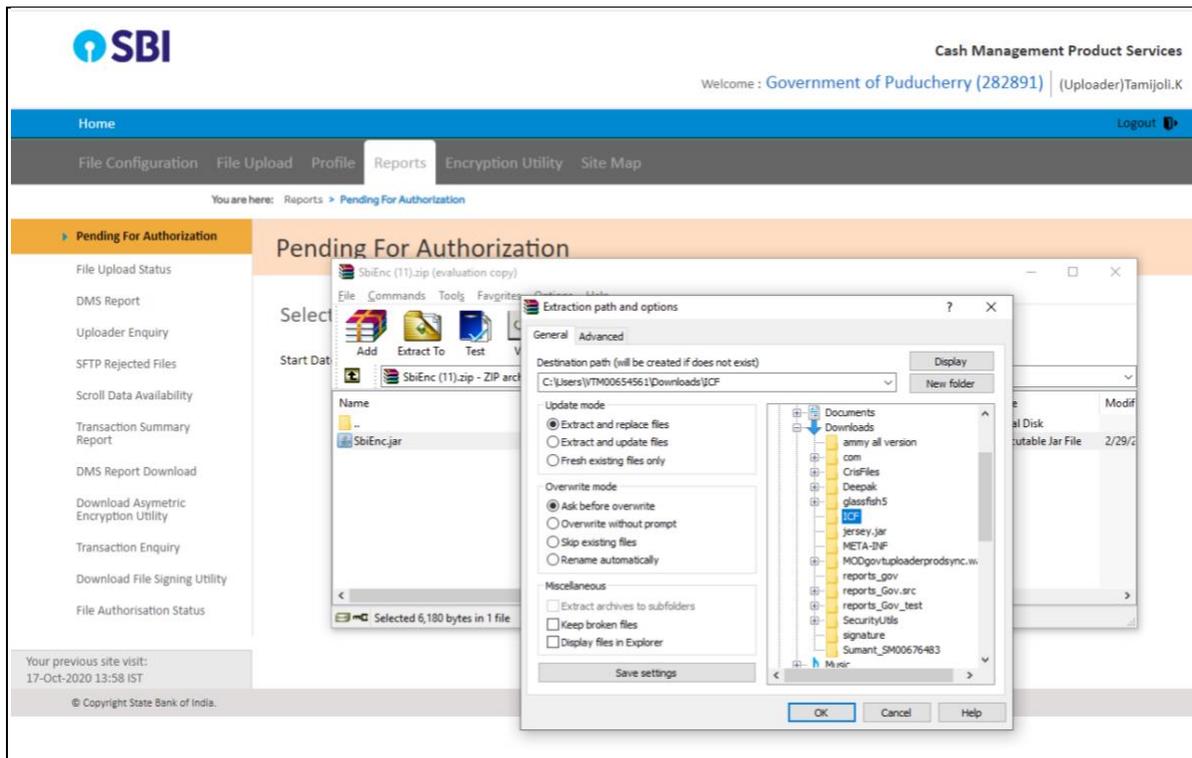


Figure 6: Downloaded Utility

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

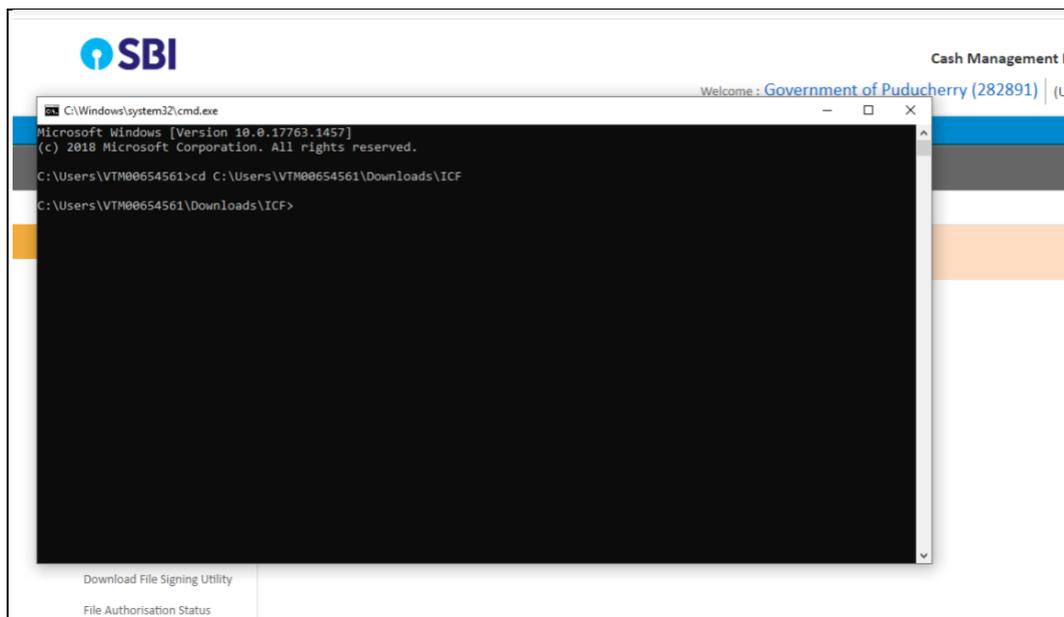


Figure 7: CMD Command to View Extracted Utility

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

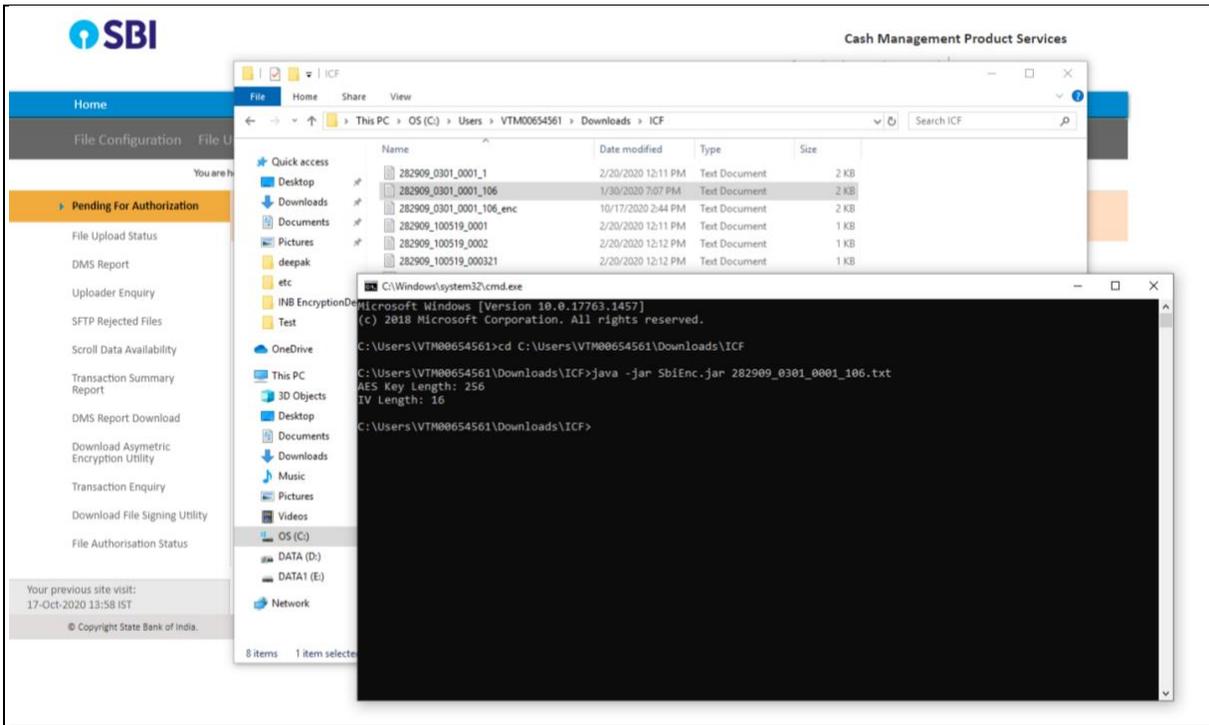


Figure 8: CMD Command to Encrypt File

5. New encrypted file will be generated in your folder with file name\_enc.

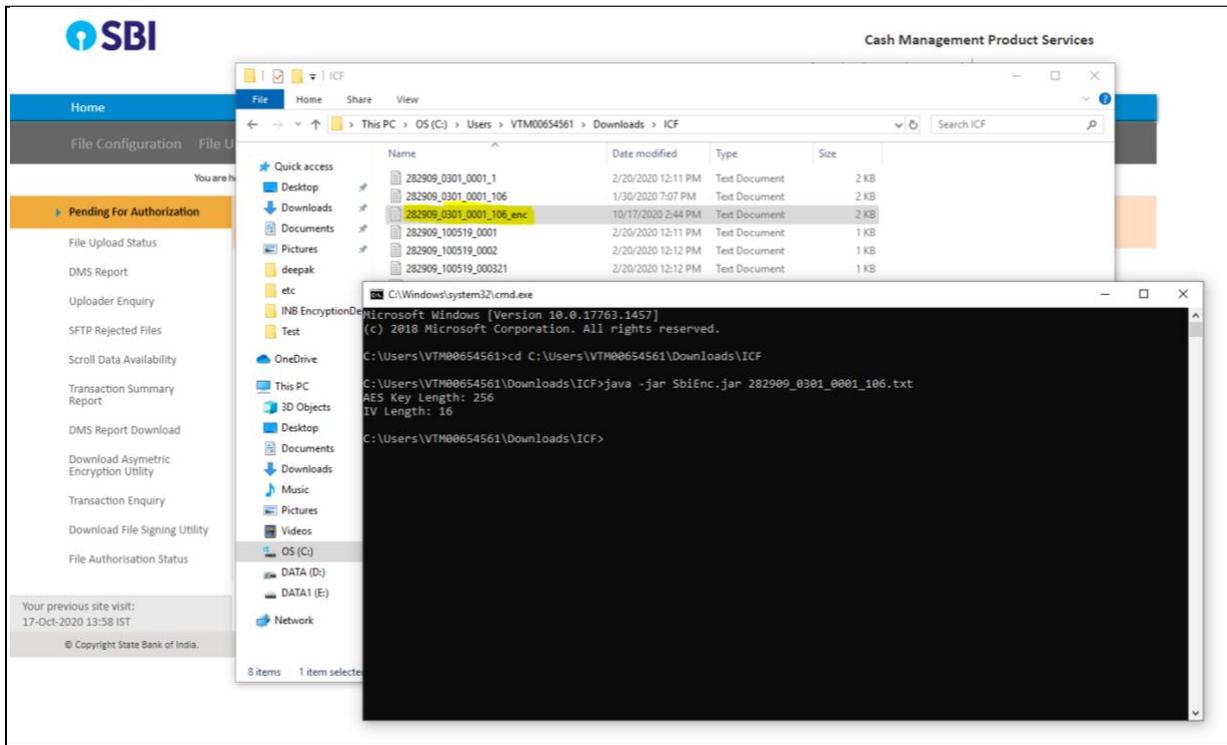


Figure 9: File Generated to \_enc Folder

### 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.

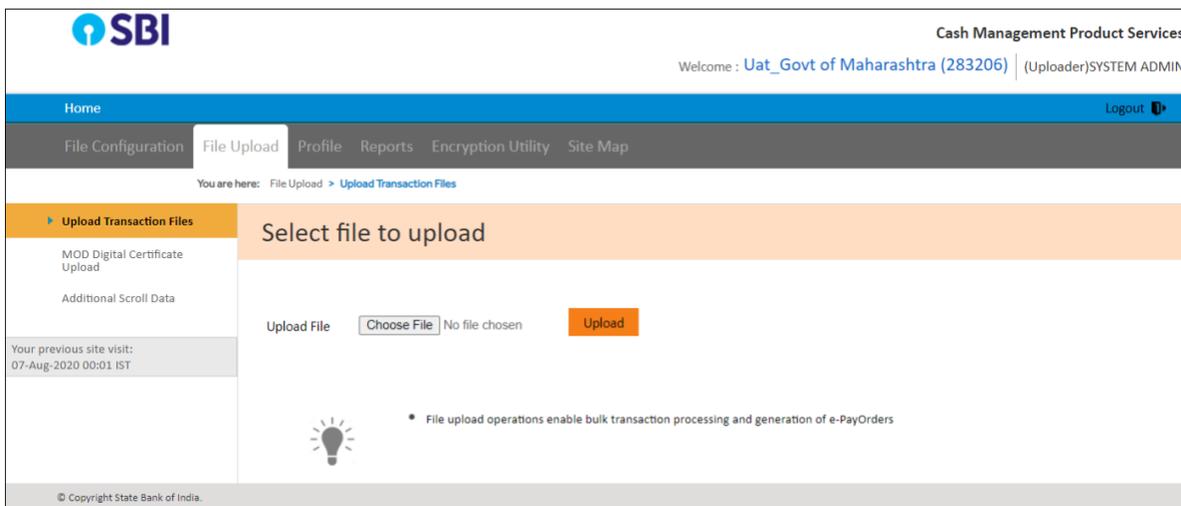


Figure 10: Navigation Path Screen

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

 **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 [File Authorisation Status](#) for the details.

#### 4.1.3.2. Transaction Enquiry

- Refer to the section [Transaction Enquiry](#) for the details.

#### 4.1.3.3. Download Scroll Report

- Refer to the section [Scroll Report](#) for the details.

#### 4.1.3.4. DMS Report

- Refer to the section [DMS Report](#) for the details.

#### 4.1.4. Change Password

- Refer to the section [Change Password](#) 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.

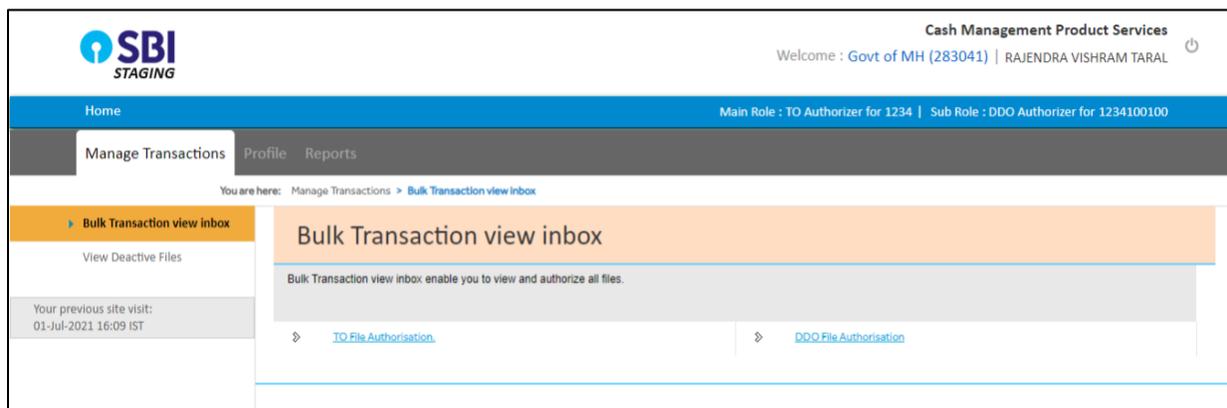


Figure 12: Bulk Transaction View Inbox Screen

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

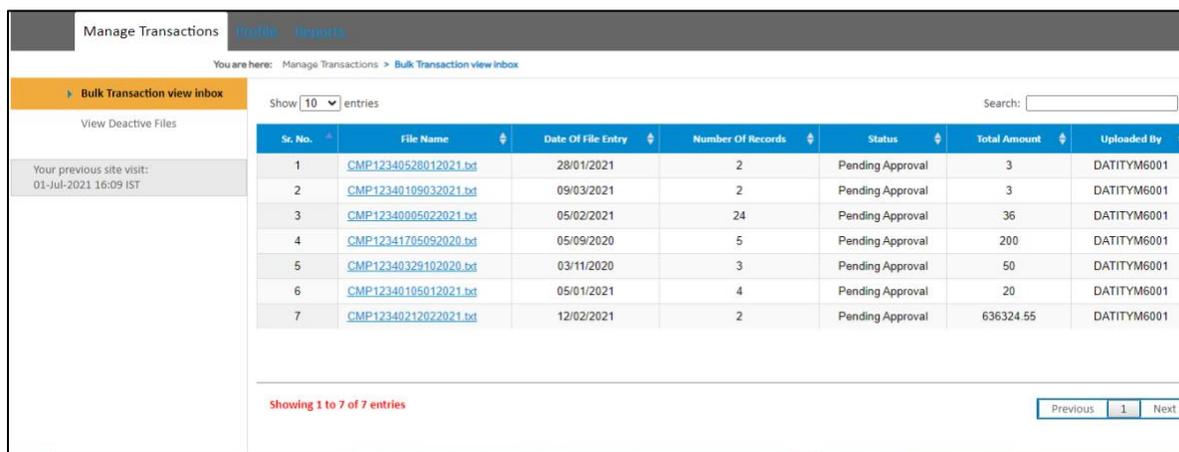


Figure 13: List of Files Screen

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.

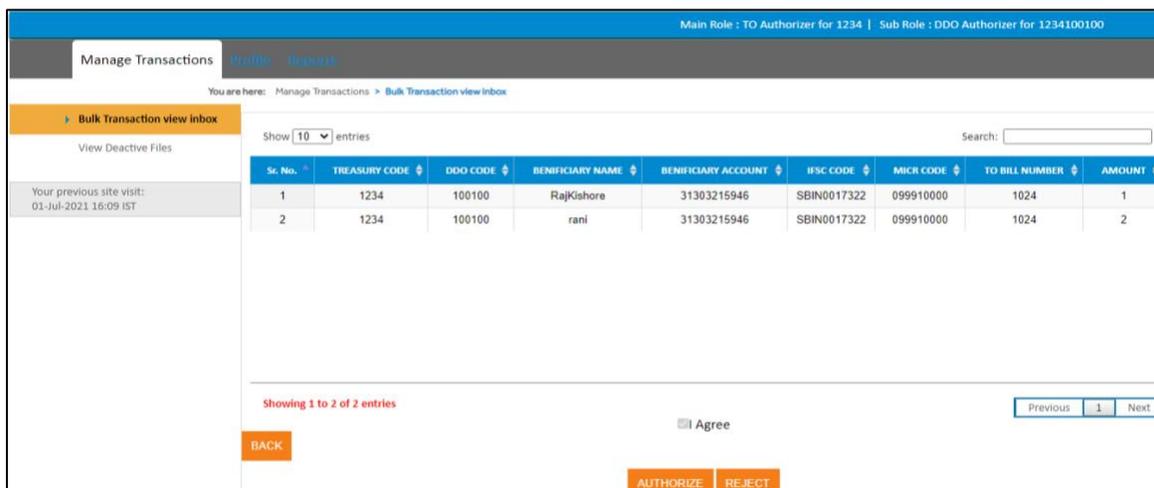


Figure 14: List of Pay Orders Screen

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:

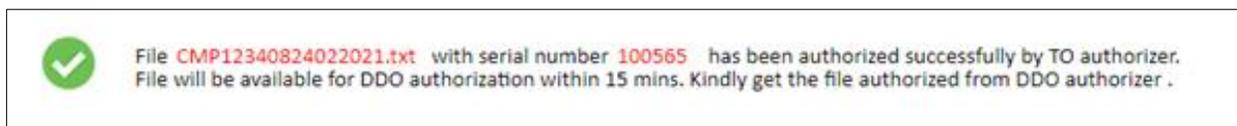


Figure 15: Success Message Screen

## 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:**

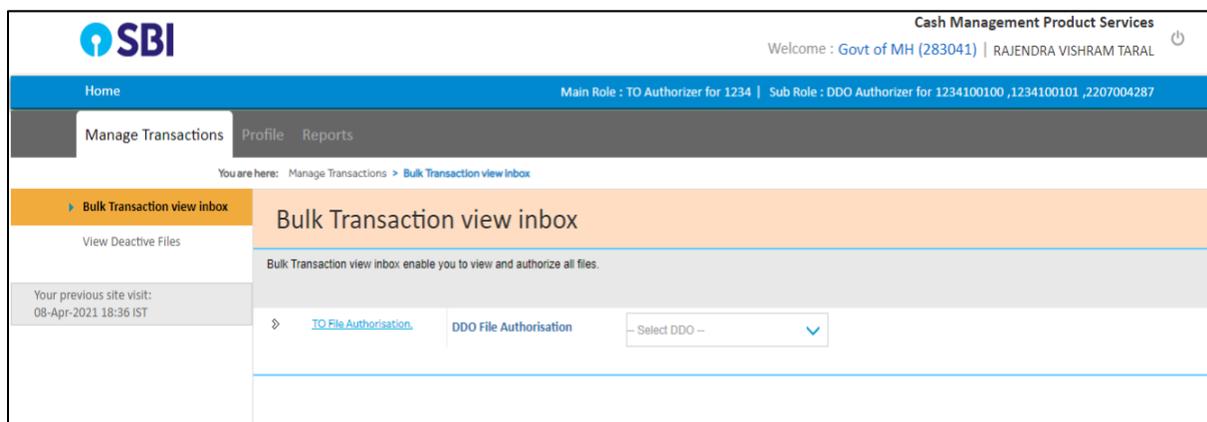
- Once the TO Authoriser (Level 1) approves the transaction file, the DDO Authoriser (Level 2) must authorise its Beam ID wise split file within 10 calendar days from the date of Level 1 authorisation.
- If the DDO, does not authorise within 10 calendar days then the respective DDO file will be locked. 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.



**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.

Sr. No.	FILE NAME	DATE OF FILE ENTRY	DATE OF APPROVAL	AUTHORIZATION TO BE DONE BEFORE	NUMBER OF RECORDS	STATUS	TOTAL AMOUNT
1	<a href="#">CMP12340102092020_100100_36210242097930131.bt</a>	03/09/2020	08/09/2020	18/09/2020	4	Pending	86661
2	<a href="#">CMP12340303092020_100100_36210242097920132.bt</a>	03/09/2020	08/09/2020	18/09/2020	2	Pending	4
3	<a href="#">CMP12340303092020_100100_36210242097910133.bt</a>	03/09/2020	08/09/2020	18/09/2020	8	Pending	169446
4	<a href="#">CMP12341704092020_100100_36210212337710094.bt</a>	04/09/2020	09/09/2020	19/09/2020	2	Pending	9
5	<a href="#">CMP12340507092020_100100_36210423261980100.bt</a>	07/09/2020	12/09/2020	22/09/2020	5	Pending	60
6	<a href="#">CMP12340408092020_100100_09092020100000004.bt</a>	08/09/2020	13/09/2020	23/09/2020	6	Pending	63
7	<a href="#">CMP12340610092020_100100_999670.bt</a>	10/09/2020	15/09/2020	25/09/2020	2	Pending	15
8	<a href="#">CMP1234100100_2020-09-24_1_100100_Beams41966.bt</a>	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
9	<a href="#">CMP1234100100_2020-09-24_1_100100_Beams41967.bt</a>	24/09/2020	29/09/2020	23/12/2020	1	Pending	1

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.

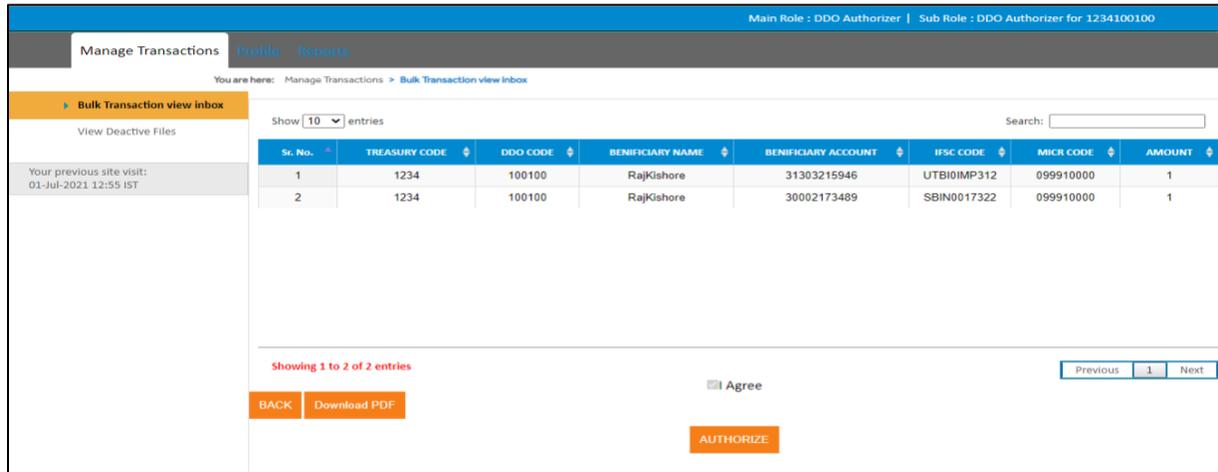


Figure 18: Transaction File Details Screen

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:

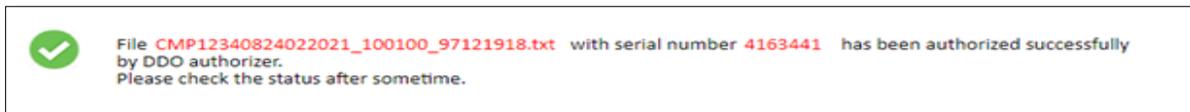


Figure 19: Success Message Screen

**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.

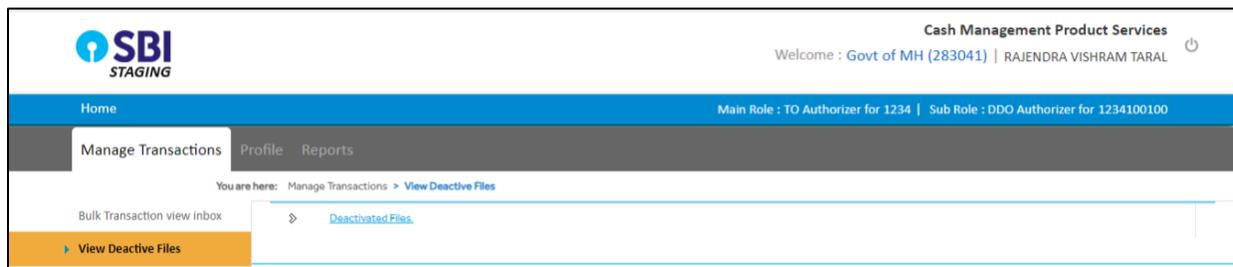


Figure 20: Navigation Path Screen

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

Sr. No.	File Name	DDO Code	NO. Of Records	File Amount	Status	Action
1	CMP12340610092020_100100_999670.bt	100100	2	15	LOCK	Activate
2	CMP12340303092020_100100_36210242097920132.bt	100100	2	4	LOCK	Activate
3	CMP12340303092020_100100_36210242097910133.bt	100100	8	169446	LOCK	Activate
4	CMP12341704092020_100100_36210212337710004.bt	100100	2	9	LOCK	Activate
5	CMP12340507092020_100100_36210423261980100.bt	100100	5	60	LOCK	Activate
6	CMP12340102092020_100100_36210242097930131.bt	100100	4	86661	LOCK	Activate
7	CMP12340408092020_100100_09092020100000004.bt	100100	6	63	LOCK	Activate
8	CMP12341225092020_100100_TreasuryNet25k500.bt	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  
Allowed period elapsed for unlocking file. File is Locked by the system.

Sr. No.	File Name	DDO Code	NO. Of Records	File Amount	Status	Action
1	CMP12340610092020_100100_999670.bt	100100	2	15	LOCK	Activate
2	CMP12340303092020_100100_36210242097920132.bt	100100	2	4	LOCK	Activate
3	CMP12340303092020_100100_36210242097910133.bt	100100	8	169446	LOCK	Activate
4	CMP12341704092020_100100_36210212337710004.bt	100100	2	9	LOCK	Activate
5	CMP12340507092020_100100_36210423261980100.bt	100100	5	60	LOCK	Activate
6	CMP12340102092020_100100_36210242097930131.bt	100100	4	86661	LOCK	Activate
7	CMP12340408092020_100100_09092020100000004.bt	100100	6	63	LOCK	Activate
8	CMP12341225092020_100100_TreasuryNet25k500.bt	100100	5000	5000	LOCK	Activate

Showing 1 to 10 of 13 entries

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 [File Authorisation Status](#) for the details.

### 4.2.4.2. Transaction Enquiry

- Refer to the section [Transaction Enquiry](#) for the details.

### 4.2.4.3. Download Scroll Report

- Refer to the section [Scroll Report](#) for the details.

### 4.2.4.4. DMS Report

- Refer to the section [DMS Report](#) for the details.

## 4.2.5. Change Password

- Refer to the section [Change Password](#) 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.

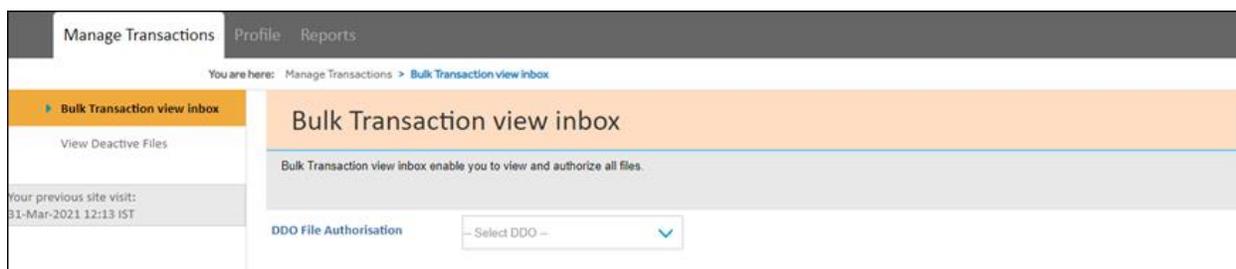


Figure 23: Navigation Path Screen

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.

Sr. No.	FILE NAME	DATE OF FILE ENTRY	DATE OF APPROVAL	AUTHORIZATION TO BE DONE BEFORE	NUMBER OF RECORDS	STATUS	TOTAL AMOUNT
1	<a href="#">CMP12340102092020_100100_36210242097930131.txt</a>	03/09/2020	08/09/2020	18/09/2020	4	Pending	86681
2	<a href="#">CMP12340303092020_100100_36210242097920132.txt</a>	03/09/2020	08/09/2020	18/09/2020	2	Pending	4
3	<a href="#">CMP12340303092020_100100_36210242097910133.txt</a>	03/09/2020	08/09/2020	18/09/2020	8	Pending	169446
4	<a href="#">CMP12341704092020_100100_36210212337710004.txt</a>	04/09/2020	09/09/2020	19/09/2020	2	Pending	9
5	<a href="#">CMP12340507092020_100100_36210423261980100.txt</a>	07/09/2020	12/09/2020	22/09/2020	5	Pending	60
6	<a href="#">CMP12340408092020_100100_09092020100000004.txt</a>	08/09/2020	13/09/2020	23/09/2020	6	Pending	63
7	<a href="#">CMP12340610092020_100100_999670.txt</a>	10/09/2020	15/09/2020	25/09/2020	2	Pending	15
8	<a href="#">CMP1234100100_2020-09-24_1_100100_Beams41966.txt</a>	24/09/2020	29/09/2020	23/12/2020	1	Pending	1
9	<a href="#">CMP1234100100_2020-09-24_1_100100_Beams41967.txt</a>	24/09/2020	29/09/2020	23/12/2020	1	Pending	1

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.

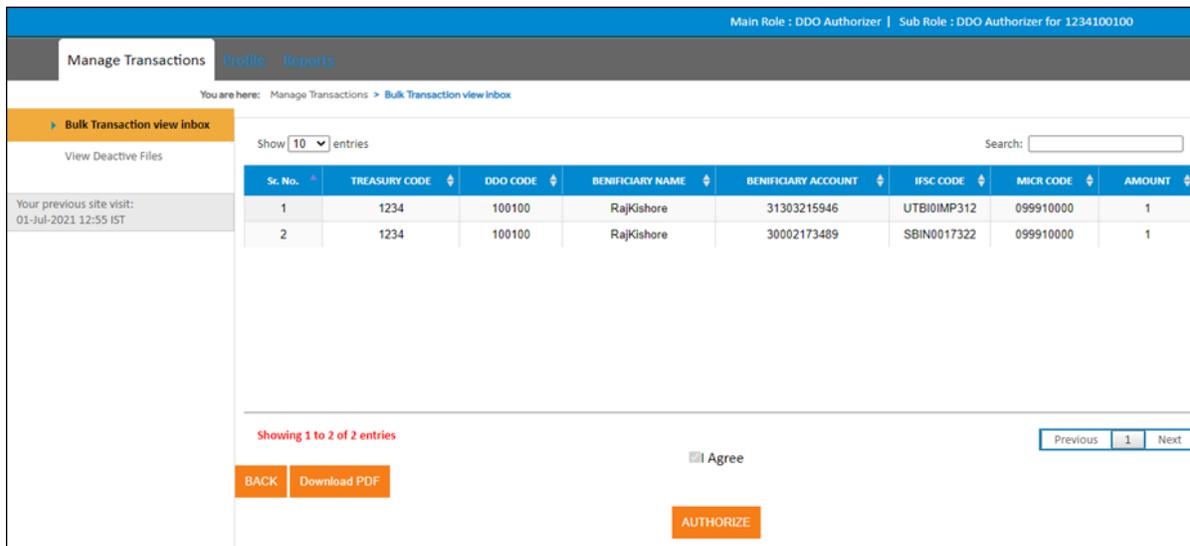


Figure 25: Transaction File Details Screen

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.

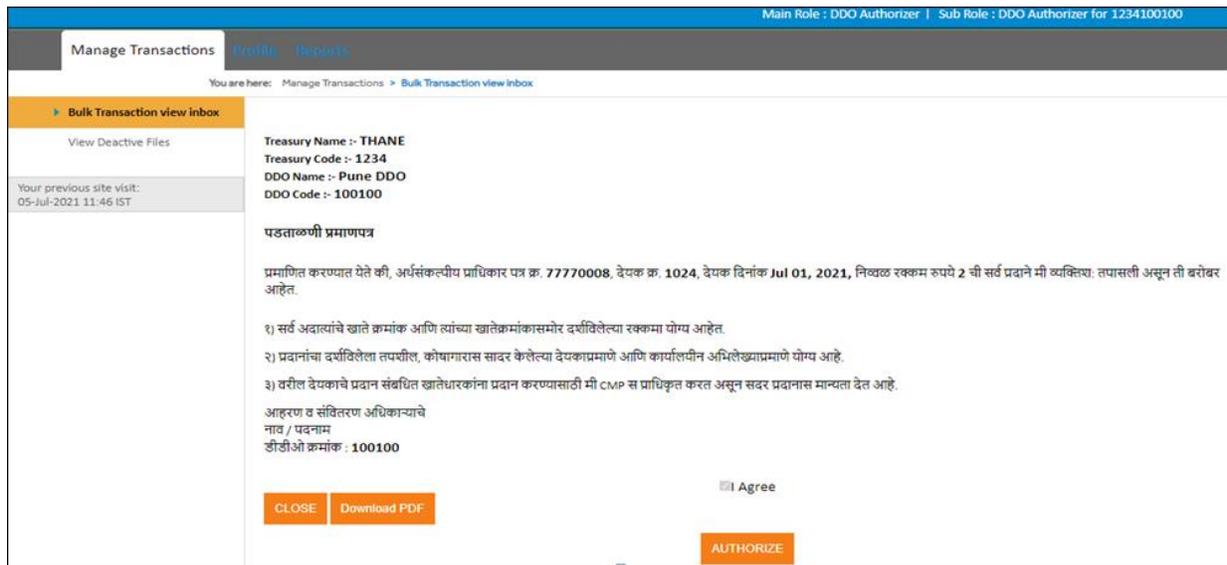


Figure 26: Authorization Consent Page in Marathi

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:

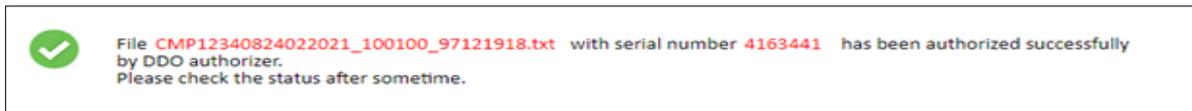


Figure 27: Success Message Screen

## 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 [Transaction Enquiry](#) for the details.

### 4.3.2.3. Download Scroll Report

- Refer to the section [Scroll Report](#) for the details.

#### 4.3.2.4. DMS Report

- Refer to the section [DMS Report](#) for the details.

#### 4.3.3. Change Password

- Refer to the section [Change Password](#) 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.

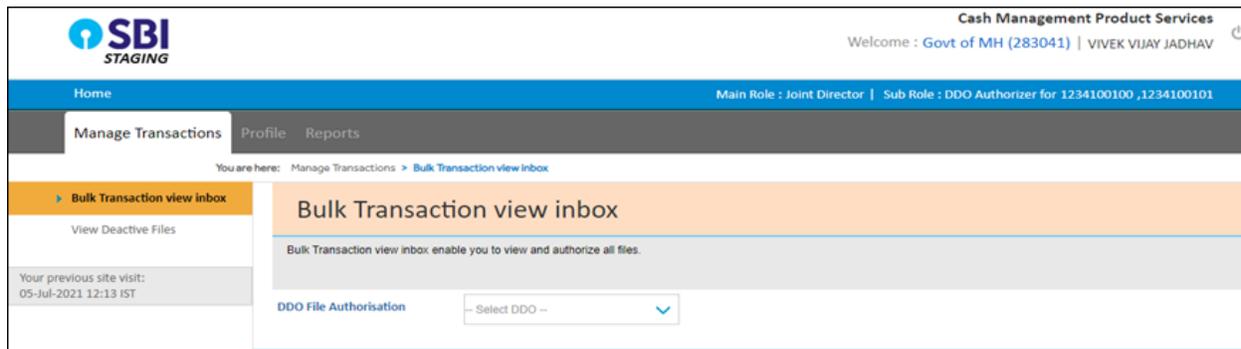


Figure 28: Navigation Path Screen

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

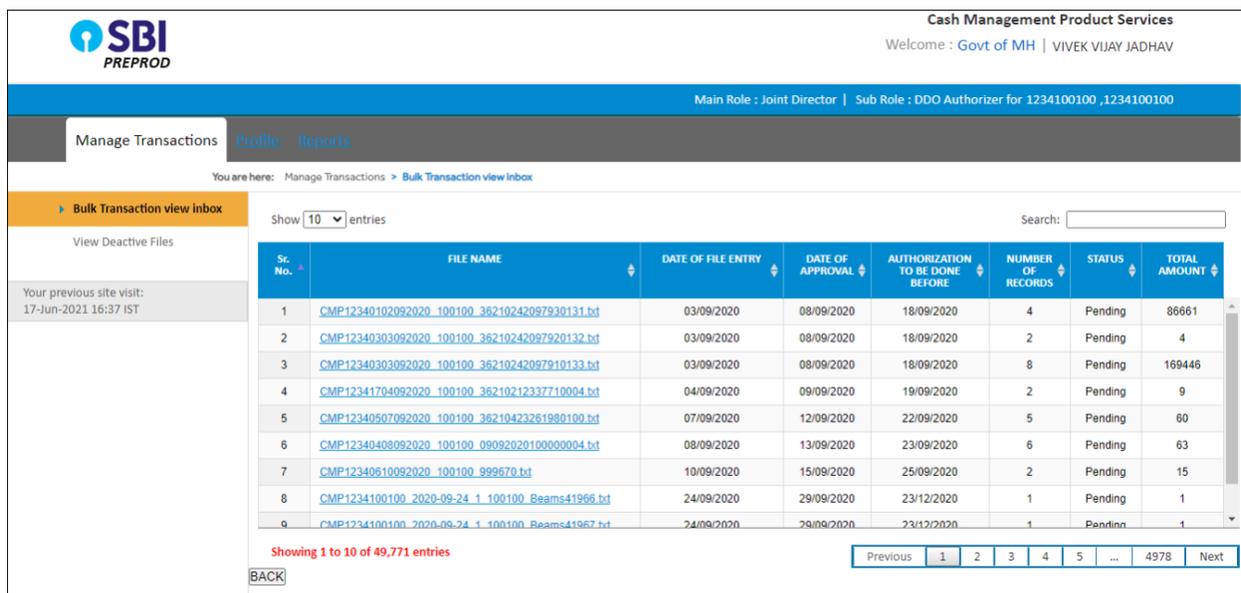


Figure 29: List of Bulk Transactions Screen

3. Click the record that you wish to authorise.

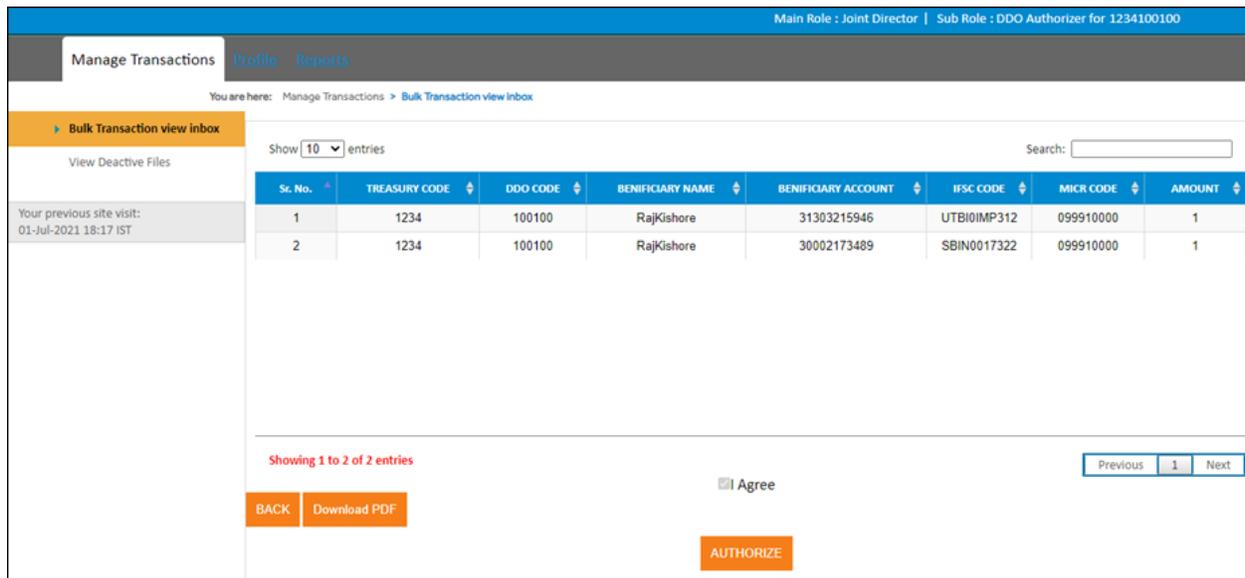


Figure 30: Bulk Transaction Details Screen

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.

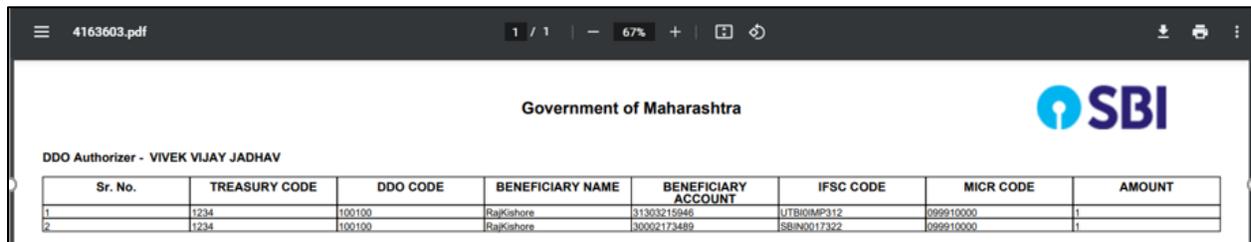


Figure 31: Sample PDF File for Beneficiaries within the Files Screen

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

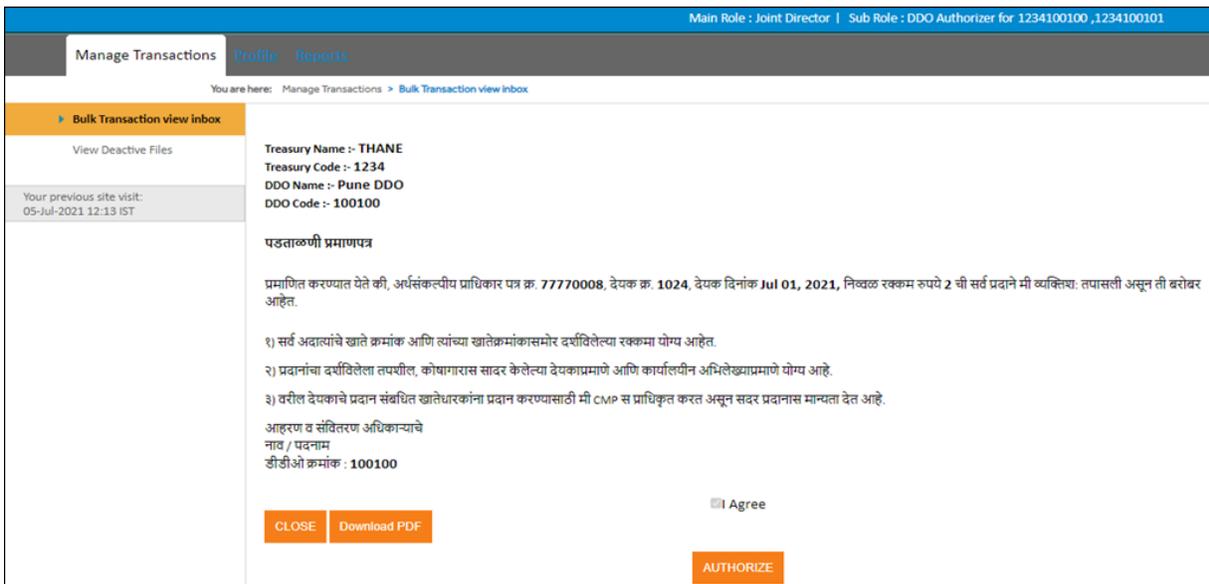


Figure 32: Authorization Consent Page in Marathi Screen

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

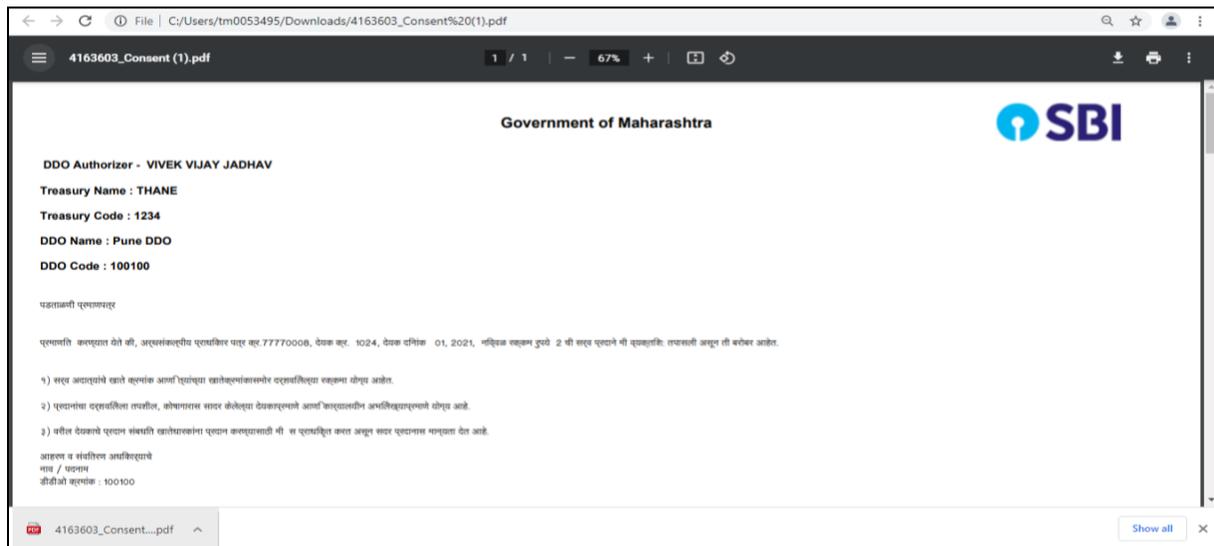


Figure 33: Sample Soft Copy in PDF Format Screen

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

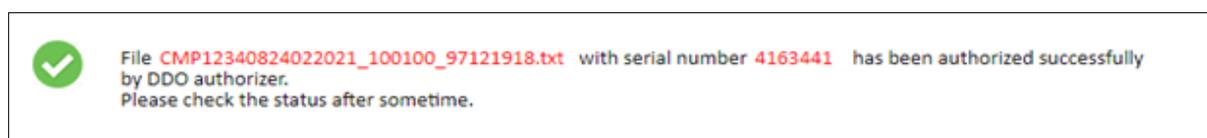


Figure 34: Success Message Screen

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 [File Authorisation Status](#) for the details.

### 4.4.2.2. Transaction Enquiry

- Refer to the section [Transaction Enquiry](#) for the details.

### 4.4.2.3. Download Scroll Report

- Refer to the section [Scroll Report](#) for the details.

### 4.4.2.4. DMS Report

- Refer to the section [DMS Report](#) for the details.

## 4.4.3. Change Password

- Refer to the section [Change Password](#) 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.

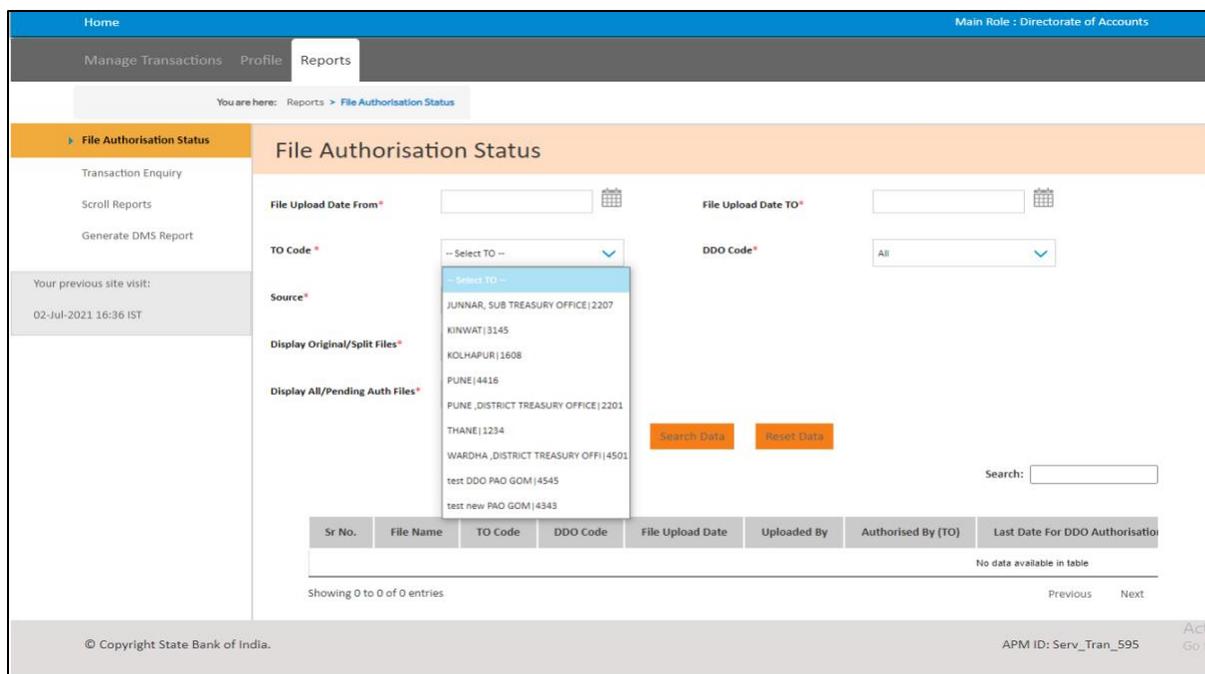


Figure 35: Navigation Path Screen

DAT user can download the following types of reports:

#### 4.5.1.1. File Authorisation Status

- Refer to the section [File Authorisation Status](#) for the details.

#### 4.5.1.2. Transaction Enquiry

- Refer to the section [Transaction Enquiry](#) for the details.

#### 4.5.1.3. Download Scroll Report

- Refer to the section [Scroll Report](#) for the details.

#### 4.5.1.4. DMS Report

- Refer to the section [DMS Report](#) for the details.

## 4.5.2. Change Password

- Refer to the section [Change Password](#) 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.

The screenshot shows the SBI Cash Management Product Services interface. The user is logged in as VIVEK VIJAY JADHAV for the Government of Maharashtra (283041). The navigation menu includes Home, Manage Transactions, Profile, and Reports. The Reports menu is expanded, and the DMS Report option is selected. The DMS Report form contains the following fields:

Government Name-ID	Govt of MH-283041
TO/PAO/CDA Code *	1208
Select Month *	-- Select Month --
Select Year *	-- Select Year --

A 'Go' button is located at the bottom right of the form. A sidebar on the left lists other report options: Transaction Enquiry, Scroll Data Availability, File Authorization Status, DMS Download, Transaction Summary Report, and File Authorisation Status. A 'previous site visit' timestamp is also visible at the bottom left of the sidebar.

Figure 36: DMS Report Screen

2. Specify information in the following fields:

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

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

A	B	C	D
<b>Treasury Code:</b>	<b>1234</b>		
<b>Settlement Date</b>	<b>Transaction Amount(Rs.)</b>	<b>Settlement Amount(Rs.)</b>	<b>Difference(Rs.)</b>
2021-01-04 11:24:34.0	212.00	212.00	0.00
<b>Grand Total</b>	<b>212.00</b>	<b>212.00</b>	<b>0.00</b>

Figure 37: Sample DMS Report Screen

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

	A	B	C	D
1	<b>Treasury Code:</b>	<b>4416</b>		
2				
3	<b>Settlement Date</b>	<b>Transaction Amount(Rs.)</b>	<b>Settlement Amount(Rs.)</b>	<b>Difference(Rs.)</b>
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	<b>Grand Total</b>	<b>1645.00</b>	<b>1645.00</b>	<b>0.00</b>

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'.

 **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.

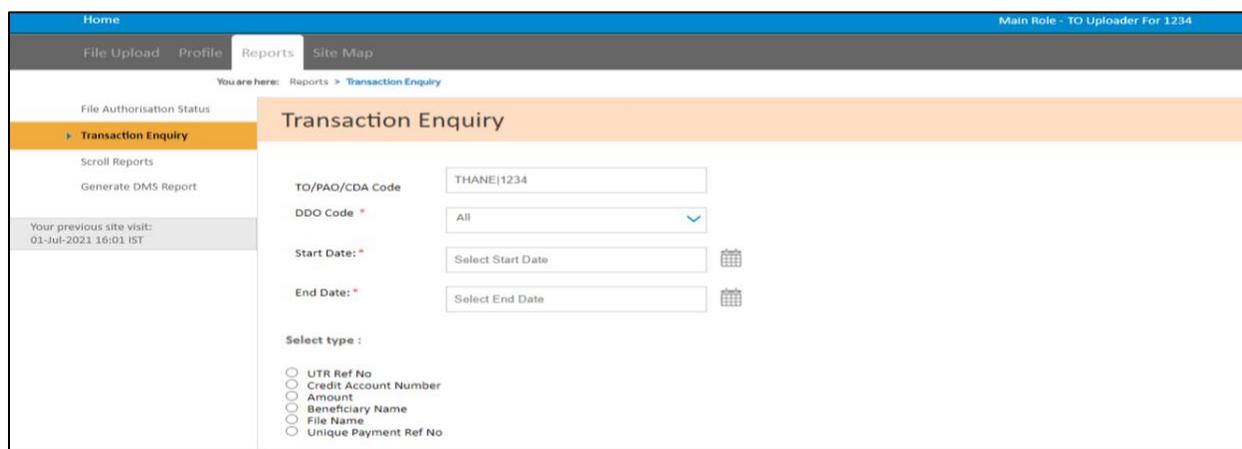


Figure 39: Navigation Path Screen

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.
- 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.

Transaction Enquiry
Search:

File Name

Show  entries

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	UTBIOIMP312	Gaunit g	Failure
2	6501	65010 04542	2324161	GO00690050	550	000001345	2019-09-12 16:38:43.0	31303215946	SBIN0017322	Gaunit t	Failure

Showing 1 to 2 of 2 entries
Previous Next

**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.

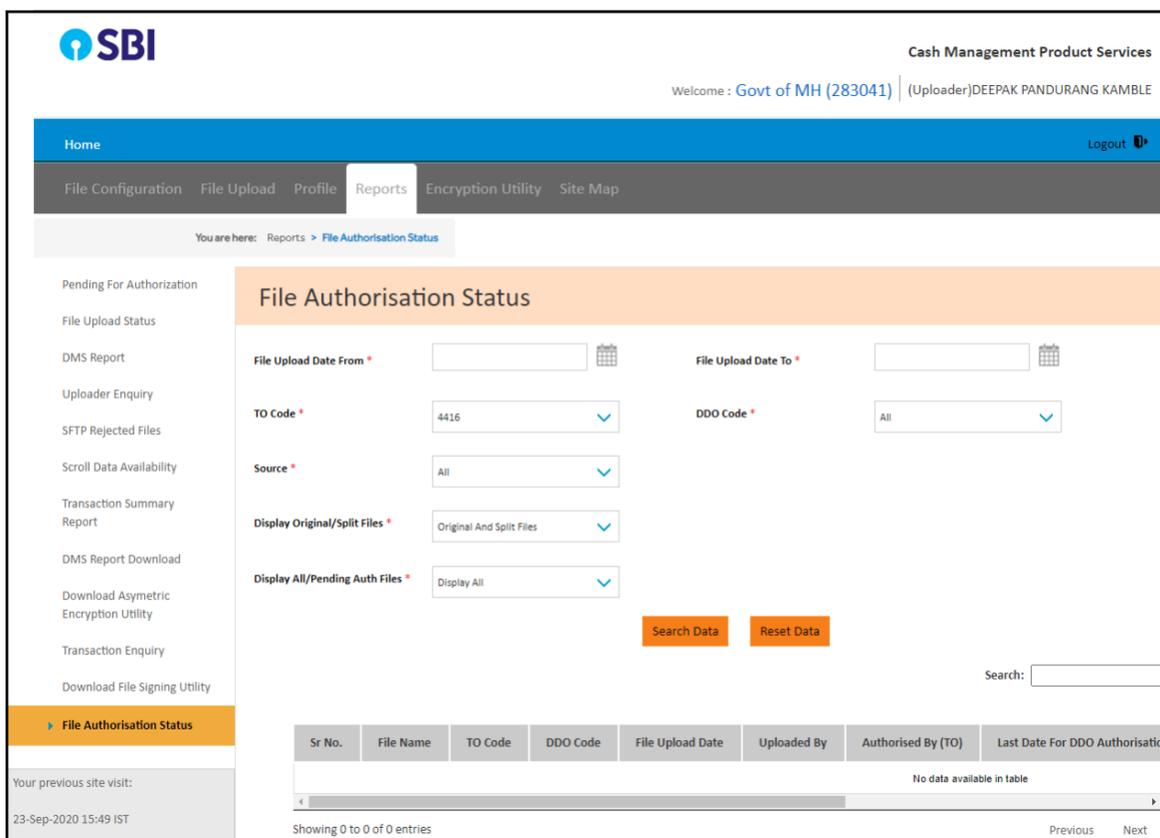


Figure 41: File Authorisation Status Screen

2. Specify information in the following fields:

Field	Description
<b>File Upload Date From</b>	Select the starting date to download the report.
<b>File Upload Date To</b>	Select the ending date to download the report.
<b>TO Code</b>	In the TO list, select the required TO code.
<b>DDO Code</b>	In the DDO code list, select the required DDO code.
<b>Source</b>	Select the required source for which you want to download the report. The options are: <ul style="list-style-type: none"> <li>• TreasuryNet</li> <li>• Sevarth</li> <li>• Beams</li> </ul>
<b>Display Original/Split Files</b>	Select original or split type of file to download the report.
<b>Display All/Pending Auth Files</b>	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 10 of 177 entries

Previous **1** 2 3 4 5 ... 18 Next

**Figure 42: Search Result Screen (Continued)**

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.

Showing 1 to 10 of 43 entries

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.

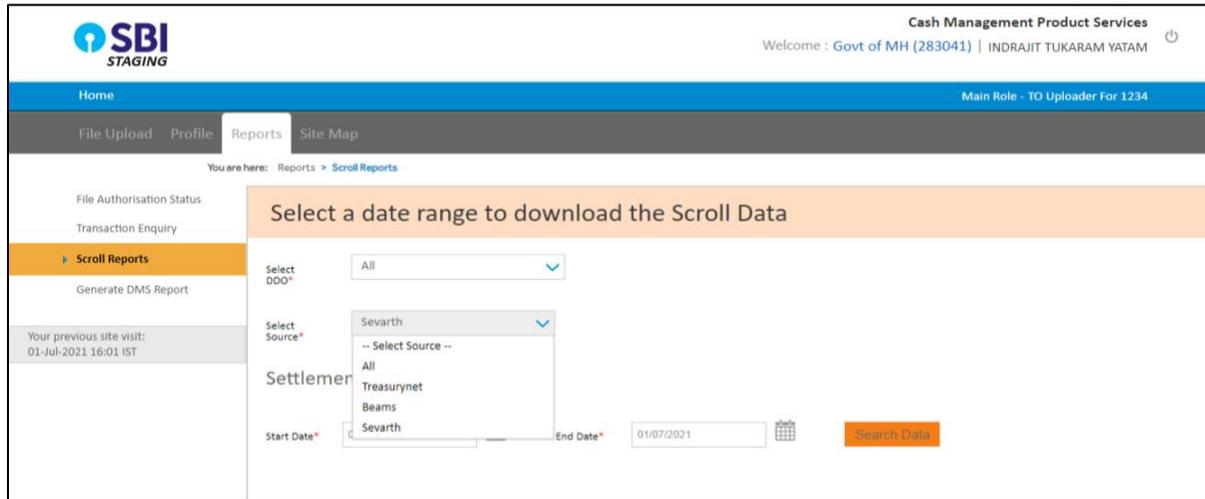


Figure 43: Navigation Path Screen

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.

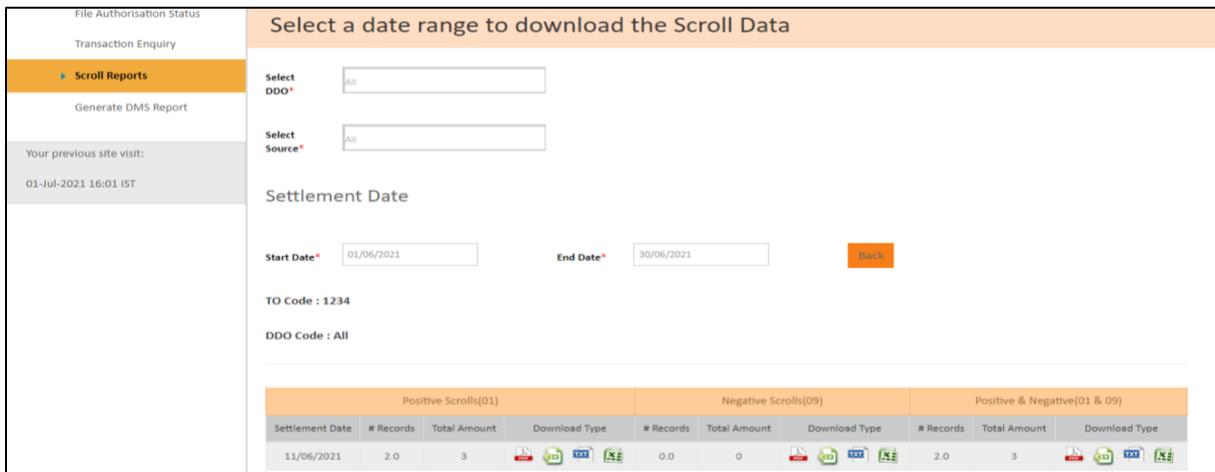


Figure 44: Search Result Screen

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

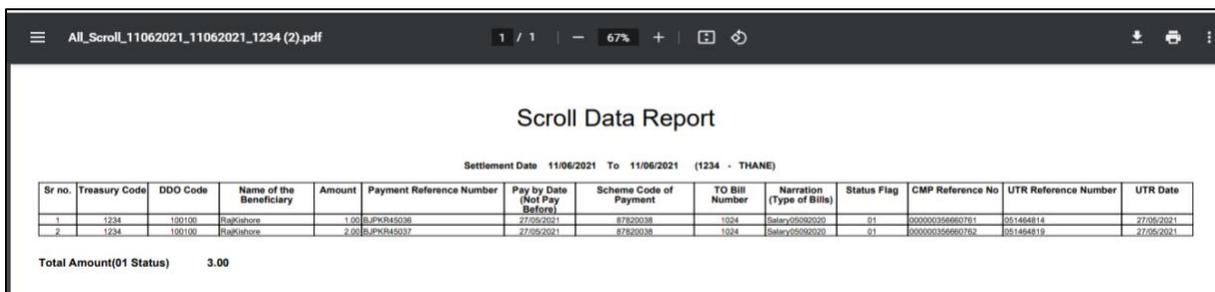


Figure 45: Sample PDF File Format Report

## 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.

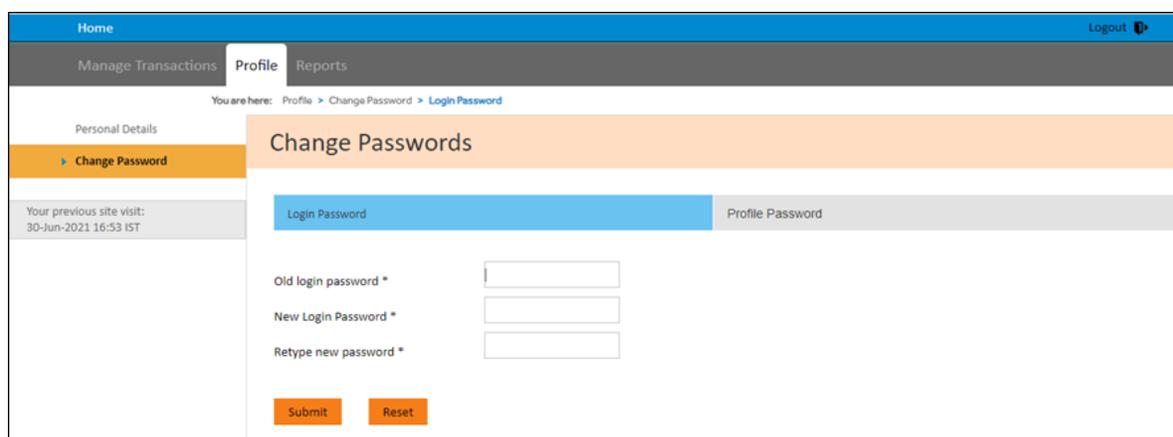


Figure 46: Change Password Screen

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.

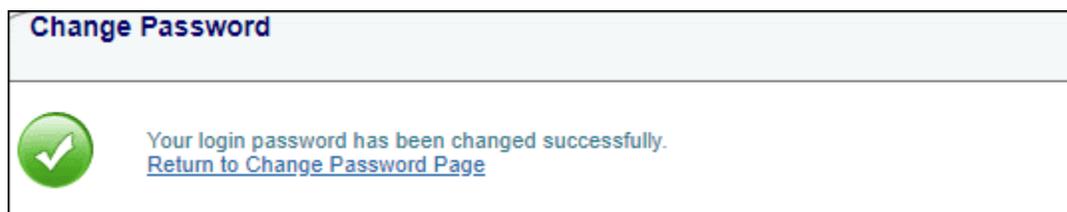


Figure 47: Success Message Screen