

# DEEN DAYAL UPADHYAYA GRAMEEN KAUSHALYA YOJANA (DDUGKY)



## MPR - Finance Module (<http://ddugky.gov.in/mprmis/>) User Manual

---

**(NIC-DDUGKYMPR-USER MANUAL V1.0)**

---

National Informatics Centre



**Department of Information Technology  
Ministry of Communications & Information  
Technology  
Government of India**

# Table of Content

1.	<u>INTRODUCTION</u>	4
2.	<u>GENERAL OPERATING INSTRUCTION</u>	5
2.1	GETTING STARTED	5
2.2	HOME PAGE	5
2.3	HOW TO LOGIN	6
2.4	HOW TO CHANGE DEFAULT PASSWORD	6
3.	<u>CREATION OF MAKER/CHECKER LOGIN AND ASSIGN THE USER ROLE</u>	8
3.1	CREATION OF MAKER/CHECKER LOGIN	8
3.2	ASSIGN THE MODULE	9
4.	<u>FINANCE MODULE</u>	10
4.1	OPENING BALANCE	10
4.2	PAYMENT	15
4.3	ADVANCE	17
4.4	VENDOR REGISTRATION	19
5.	<u>HOW TO ENTER SRLM ACCOUNT DETAILS</u>	19

## List of Figures

Figure 1: Homepage	5
Figure 2: Change Password Screen	6
Figure 3: Creation of Maker & Checker login	8
Figure 4: Assign the Module	10
Figure 5: Opening Balance Initial Screen	10
Figure 6: Opening Balance Screen	11
Figure 7: Opening Balance Receipt Screen	12
Figure 8: Opening Balance Expenditure Screen	12
Figure 9: Opening Balance Project Cost Released Screen	13
Figure 10: Opening Balance Fund & Bank Balance Screen	13
Figure 11: Opening Balance Checker Initial Screen	14
Figure 12: Opening Balance Checker Receipt Screen	14
Figure 13: Opening Balance Checker Expenditure Screen	15
Figure 14: Opening Balance Checker Project Cost Released Screen	15
Figure 15: Opening Balance Checker Fund & Bank Balance Screen	15
Figure 16: Payment Maker Screen	16
Figure 17: Payment Checker Screen	17
Figure 18: Advance Maker Screen	18
Figure 19: Advance Checker Initial Screen	18
Figure 20: Advance Checker Screen	18
Figure 21: Vendor Registration	19
Figure 22: SRLM Bank Account Details Screen	19

## 1. Introduction

Ministry of Rural Development (MORD), Government of India, is implementing a placement linked skill development program, DDU-GKY i.e. “Deen Dayal Upadhyaya Grameen Kaushalya Yojana” (erstwhile Aajeevika Skills Program). DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 15-35 years.

DDU-GKY is unique in its design under the National Rural Livelihood Mission (NRLM) as it gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD). It focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with MORD at the apex as the policy making, facilitation and coordination agency; the State Skill Development Missions (SSMs) or State Rural Livelihood Missions as the state level nodal implementation support agencies and Project implementation Agencies (PIA) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SSMs in driving the program delivery, its quality and outcomes.

For an effective management of implementation and operation of DDU-GKY program, Ministry had implemented and rolled our Monthly progress Reporting (MPR) system in May 2017. Now Ministry has also implemented “Finance Module” in MPR system. This document describes key features for States to capture receipts, expenditure, project wise releases and bank account closing balances etc. up to 31<sup>st</sup> Mar 2018.

## 2. General Operating Instruction

This section describes the details related to some of the common features which are applicable to all roles. In particular, it describes the Home Page and the Log in form.

### 2.1 Getting Started

**DDUGKY-MPR** is a web based software application. To invoke the application, type the URL <https://www.ddugky.gov.in/mprmis/> in the Address Bar of the Browser Window. The Home Page will open as shown in Fig. 1.

### 2.2 Home Page

The Home Page of DDUGKY-MPR provides links to the following:

- **USER DETAILS** - This section is provided with text boxes for entering User Id, Password and enter the captcha.
- **PROBLEM REPORTING** - Click on the **For Generating Query/Ticket** link given on the home page, it will redirect you to the Problem Reporting form.

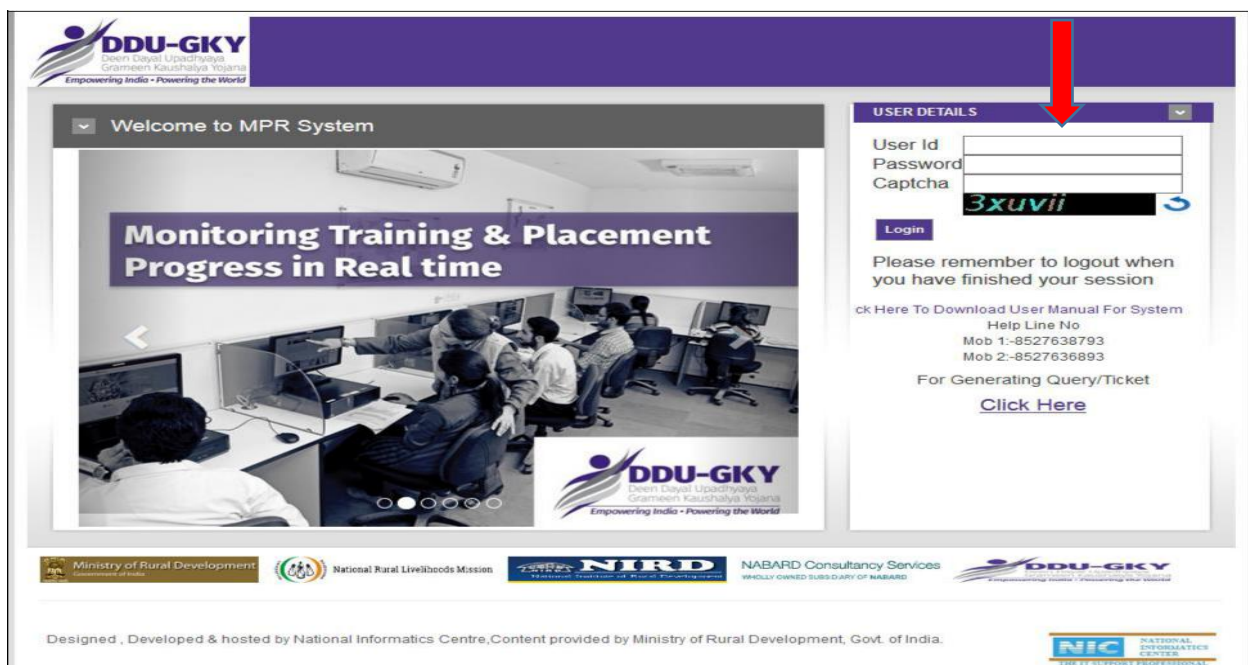


Figure 1: Homepage

## 2.3 How to login

In order to log-in on DDUGKY-MPR application, a User is required to enter a valid User Id and default Password in the text boxes provided for entering User Id and Password under the **USER DETAILS** Section.

**User Id** - This field specifies the name by which the user is identified in the system.

**Password**- This field specifies the password (Note: Default Password is provided to every user at the time of creation of User Account and it is mandatory for the user to change the default password after first time login. The user will not be able to access the privileges provided for the user account until s/he changes the default password).

After filling text boxes of all fields in the Log-in form, the user needs to click on the 'Login' button for submitting it. As the user will click on 'Login' button, s/he will get logged-in after the successful submission of the form and a password change screen will appear with the fields **Old Password**, **New Password** and **Confirm Password** along with the message about mandatory conditions for choosing new password. (Figure 2)

The screenshot displays the 'Change Password' interface. At the top, the user is welcomed as 'SOWMITA PAUL' and identified as 'CTSA USER'. A prominent message box indicates the password requirements: 'Password Must Contain At Least One Uppercase Letter, One Lowercase Letter, One Numeric And One Special Charecters.' The form includes fields for 'User' (pre-filled with 'sowmita.nird@gov.in'), 'Old Password\*', 'New Password\*', and 'Confirm Password\*'. Navigation buttons 'Save', 'Clear', and 'Close' are located at the bottom right.

Figure 2: Change Password Screen

## 2.4 How to Change Default Password

- Enter old password (default password) in the text box provided for the field **Old Password**.
- Enter new password (Password must contain at least one upper case letter, one lower case letter, one numeric and one special character) in the text box provided for the field **New Password**.
- Re-enter new password in the text box provided for the field **Confirm Password**.
- Click on the button 'Save' to submit Change Password form. After successful submission of Change Password form, old password of the user account will be replaced by new password.

**Note: - If required, the user can use the button 'Clear' to clear the details entered in Change Password form. The user can use the button 'Close' to close the form without submission.**

**What happens when you successfully Login**

After changing the default password when the user will successfully login with the help of new password, various privileges as per the role assigned to the user will be displayed and s/he will be allowed to proceed further.

### 3. Creation of Maker/Checker Login and Assign the User Role for Finance Module

#### 3.1 Creation of Maker/Checker Login

MPR – Finance module has been designed with Maker Checker concept where the Data Operator (Maker) will make entries of all the transaction entries and will submit it to the Data Approver (Checker) for verification and approval/rejection of transactions. For this purpose, two different users will be created by the admin user as Data Operator and Data Approver. For creation of maker & checker login follow the steps as given below -

- Login in MPR portal by using Admin id of the SRLM.
- Click on Module master link
- Click on User master link and user master screen will be shown.
- Enter the maker/checker user login id (for example: SRLM-ADMIN/DA- abbreviation of state name).
- Assign the user role as maker/checker (SRLM User/SRLM DA).
- Enter the user name.
- Enter password and re-enter the password for login.
- Select the user status as active.
- Enter the user mobile number.
- Enter the user valid e-mail id.
- All fields are mandatory.
- Click on save button and user details will be saved.
- Under the Add User screen SRLM admin can edit/ update user details, change/update the password & delete the account.

The screenshot shows the 'Add User' form in the MPR portal. The form is titled 'Add User' and is located under the 'User Master' link in the 'MASTER MODULES' section. The form contains the following fields:

Field	Type
Login Id*	Text Input
Assign Role*	Dropdown Menu (Select Role)
User Name*	Text Input
Password*	Text Input
Re-Enter Password*	Text Input
User Status*	Dropdown Menu (Select Status)
Mobile / Telephone No	Text Input
Email Id*	Text Input

A red arrow points to the 'Save' button at the bottom right of the form.

Figure 3: Creation of Maker & Checker login



### 3.2 Assign the Module

- Under the Add User screen SRLM admin can edit/ update user details, change/update the password & delete the account.
- SRLM admin will provide the permission to access the modules to maker/checker (SRLM user/SRLM DA) by click on assign module link
- Select the SRLM user/SRLM DA and give the functionalities access permission.
- Click on save button and changes will be saved.

**Note: - SRLM admin need to assign projects to maker level (SRLM user)**

Empowering India - Powering the World

#### Assign Form Modules

Show 10 entries

NANCE	SR NO	ROLE NAME	USER NAME	USER ROLE	EDIT	DELETE
ASTER MODULES	1					
Account Details	2		WESTGODAVARI	SRLM USER		
Role Master	3		PRASHANTSINGH.UPSDM@GMAIL.COM	SRLM USER		
Form Module Master	4		RAHUL GIRI	SRLM USER		
User Master	5		SURYA_K82	PIA USER		
Assign Module	6		SHRI_KERALA	PIA USER		
Assign Project Mapping	7		AMSL_MH	PIA USER		
Import New Pm's	8		AMSL_US	PIA USER		
	9		BSATESRAJASTHAN	PIA USER		
	10		VTPCIPETASR@GMAIL.COM	PIA USER		

Showing 1 to 10 of 431 entries

Select either Role or User to Assign Module permission

Select Role       Select User

Role Name\*      Login Id\*

Select Role      Select User

Aspirational District Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category Wise State Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Basis Progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month Wise Project Progress Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Month Wise State Progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MPR Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parliamentary Constituency Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Wise Category Wise Achievemnet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Wise Cum Year- WiseProgress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deduction Settlement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fund Transfer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opening Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECEIPT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mord Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REPORT INDICATOR MASTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Dashboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USER DEFINE REPORT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal Agency Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assembly CONSTITUENCY MASTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Body Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Block Master	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Branch Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certifying Agency Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CTSA Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dashboard Setup		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designation Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gram Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parliamentary Constituency Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pincode Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanction Post Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sector Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Area Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thematic Role Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TSA Master		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DISTRICT TARGET</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT TARGET		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT DETAILS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT SANCTION DETAILS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRADE TARGET		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Figure 4: Assign the Module

## 4. Finance Module

**Note: - If you have already entered the SRLM’s Bank Account details in MPR system, go to state setup module and click on “state action plan details” link and verify the bank account details. If you have not entered the details, enter your SRLM account details as given above. Click here to know how to enter SRLM account details.**

### 4.1 Opening Balance

In the opening balance screen project cost, admin cost, support cost, receipt, expenditures, Installment release, payable & receivables till 31<sup>st</sup> March, 2018 will be entered by SRLM. This is one-time exercise, in subsequent years the opening balance will be automatically available in the system when States / PIAs start capturing expenditure and receipts in MPR system. For capturing opening balance, the Data Operator will log in MPR system and click on Opening Balance link of finance module. Opening Balance screen will be shown as in figure.

Figure 5: Opening Balance Initial Screen

#### 4.1.1.1. Maker login

After entering the Opening Balance page click on Add new button. The page for capturing opening balance will open. Opening balance page has been bifurcated 4 sections –

- Receipt
- Expenditure
- Project Cost Released
- Fund & Bank Balance

The screenshot shows the 'Add Opening Balance' interface. At the top, there's a navigation bar with tabs for 'Receipts', 'Expenditures', 'Project costs released', and 'Fund & Bank Balance'. On the left, a sidebar under 'FINANCE' lists various transactions like 'Opening Balance', 'Fund Transfer', 'Fund Released/Received', etc. The main content area features a table with the following structure:

Cost Head	Total Received		Cumulative Expenditure upto 31-March-2018	Opening Balance as on 1st April FY 2018-2019
	Central Share	State Share		
Project Cost *			Total Expenditure	Total Opening Balance
Support Cost *				
Admin Cost *				

Below the table, there's a 'Receipt' section with a dropdown menu labeled 'SELECT' and an 'Add Row' button. At the bottom, there is a 'Save' button.

Figure 6: Opening Balance Screen

#### 4.1.1.1.1 Receipt

- Central share of Project cost (including support cost) and Admin cost released to State till 31<sup>st</sup> March, 2018 will be pre-populated and it will be non – editable.
- SRLM will enter the only central share of support cost amount and it will be deducted from central share project cost amount.
- SRLM will enter state share as per project cost, support cost and admin cost.
- Enter the state share of Project cost, Admin cost and support cost received till 31<sup>st</sup> March, 2018.
- Select receipt type (Penalties, Bank Guarantee, Recoveries, Bank Interest, Proposal Fee and Appraisal Fee) from the dropdown and enter the receipt amount till 31<sup>st</sup> March, 2018. For more than one receipt type user need to click on add new row button and select new receipt types from dropdown.

Empowering India - Powering the World

Add Opening Balance

FINANCE

Receipts Expenditures Project costs released Fund & Bank Balance

Cost Head	Central Share	State Share	Cumulative Expenditure upto 31-March-2018	Opening Balance as on 1st April FY 2018-2019
Project Cost*	163994600			
Support Cost*				
Admin Cost*	6100000			

Receipt\*

SELECT Add Row

Save

Figure 7: Opening Balance Receipt Screen

#### 4.1.1.2 Expenditure

- Select the expenditure head “state skill mission cost”.
- Select the sub head 1 and choose Admin Cost / Support Cost.
- Select the sub head 2 and Select the component of support/expenditure.
- Enter the support/ admin cost expenditure amount.
- Enter the more than one expenditures detail user need to click on add new row button and follow the all steps as given above.
- Component of the Subhead 1, under subhead 2 Furniture Fixture & Equipment (FA) and IT & Periphels (FA) will be used for depreciation and it will be shown in depreciation section.

Empowering India - Powering the World

Add Opening Balance

FINANCE

Receipts Expenditures Project costs released Fund & Bank Balance

Head*	Sub-Head 1*	Sub-Head 2*	Total Amount*
SELECT	SELECT	SELECT	

Total

Save

Figure 8: Opening Balance Expenditure Screen

#### 4.1.1.3 Project Cost Released

- Select the project from drop-down and enter the project wise release installment details (installment number, sanction order number, central share, state share, TDS, Monitoring fee) till 31<sup>st</sup> March, 2018
- For more than one Project release installment details user need to click on add new row button. Select new project from dropdown and follow the step as mentioned above.

**Note: - These will reflect in PIA’s login as project wise project cost received till 31 Mar 2018.**

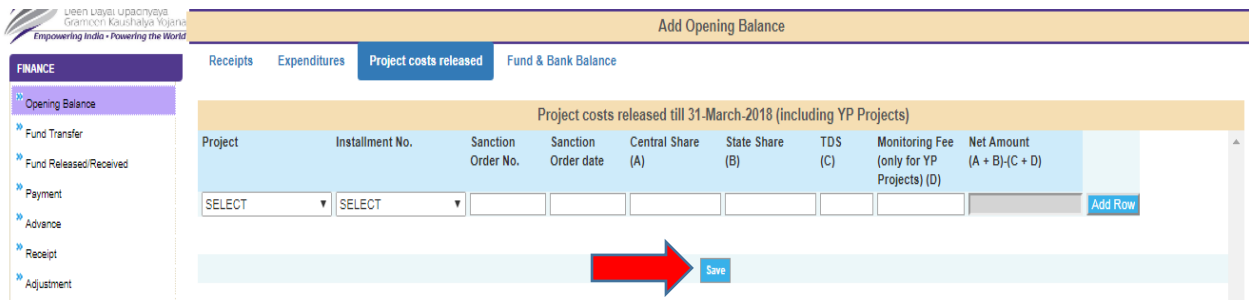


Figure 9: Opening Balance Project Cost Released Screen

#### 4.1.1.4 Fund & Bank Balance

- Assets details will be pre-populate as per Furniture Fixture & Equipment (FA) and IT & Peripherals (FA) component of expenditure recorded in expenditure section.
- Enter assets gross purchase value.
- Enter the Gross depreciation of assets.
- **Payables:** In this section payable for FY 2017-18 would be pre-populated as per Journal entries for FY 2017-18 recorded in the payment screen. To know more about payable entry please [click here](#).
- **Receivables:** In this section receivables for FY 2017-18 would be pre-populated as per outstanding advances for FY 2017-18 recorded in Advance screen. To know more about receivables please [click here](#).

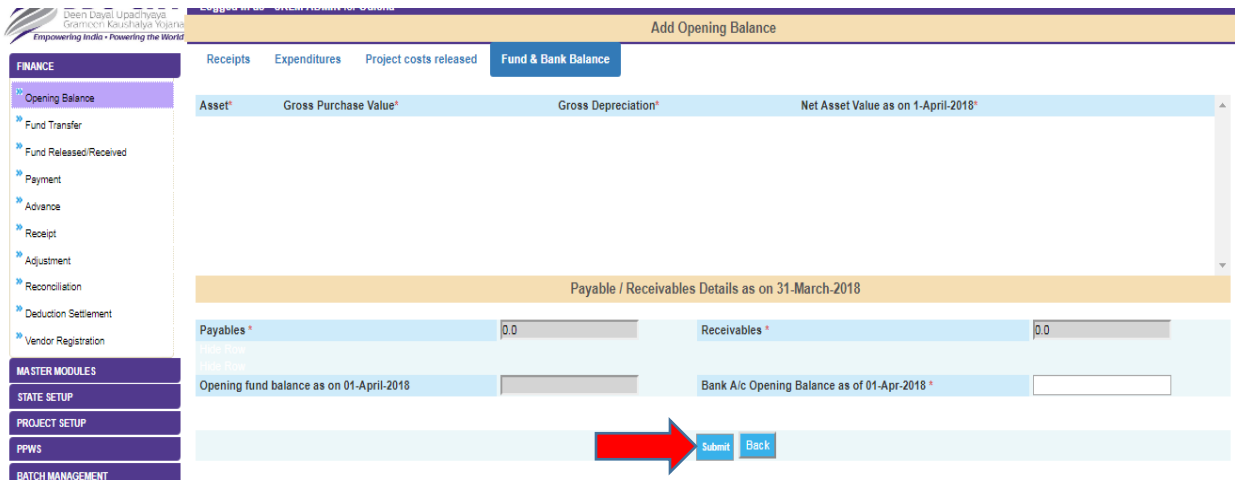


Figure 10: Opening Balance Fund & Bank Balance Screen

**Note: - Opening fund balance as on 01-April-2018 will be calculated as Opening fund balance = {Receipts - (Expenditures + Project costs released)}.**

After entering all the details, Opening fund balance as on 01<sup>st</sup> April, 2018 will be auto populated and please record Bank A/c opening balance as of 01<sup>st</sup> April, 2018. Click on Save Button to save the opening balance in the system.

**Note:-Click on submit button to save the entry Bank A/c opening balance as of 01<sup>st</sup> April, 2018. Now user will not be able to modify it so carefully enter the amount in Bank A/c opening balance as of 01<sup>st</sup> April, 2018 field.**

Maker will do the entry and checker will review and approve it.

#### 4.1.2. Checker Login

For verification and approval/rejection opening balance of transactions, the Data approver (checker) will log in MPR system.

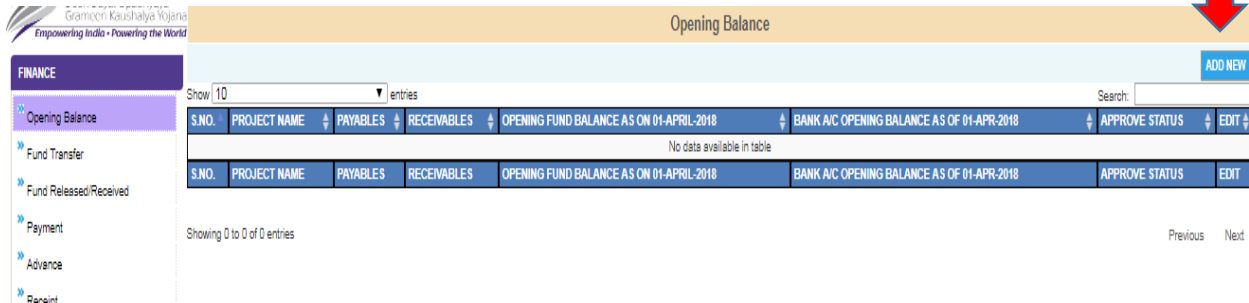


Figure 11: Opening Balance Checker Initial Screen

After entering the Opening Balance page click on edit button. Opening balance page will be shown.

##### 4.1.2.1 Receipt screen verification

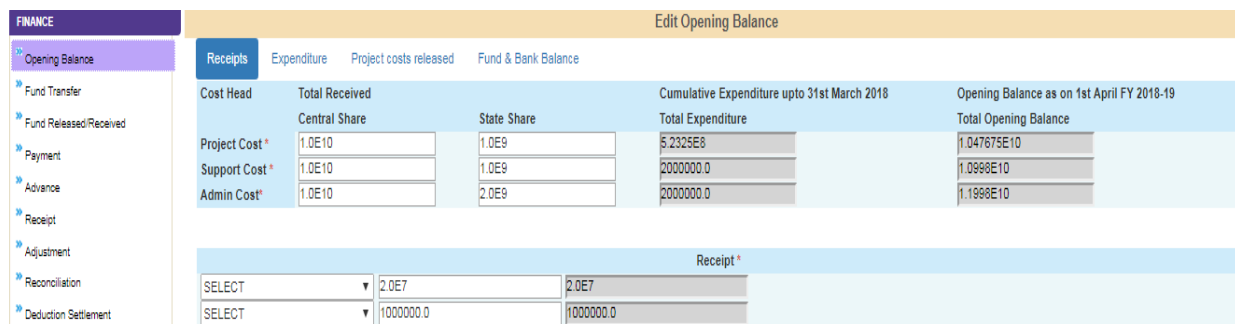


Figure 12: Opening Balance Checker Receipt Screen

### 4.1.2.2 Expenditure screen verification

Head*	Sub-Head 1*	Sub-Head 2*	Total Amount*
State Skill Mission Cost	Admin Cost	Office Expenses at State level	2000000.0
State Skill Mission Cost	Support Cost	Capacity Building	2000000.0
<b>Total</b>			<b>4000000.0</b>

Figure 13: Opening Balance Checker Expenditure Screen

### 4.1.2.3 Project cost released screen verification

Project	Installment No.	Sanction Order No.	Sanction Order date	Central Share	State Share	TDS	Monitoring Fee (only for YP Projects)	Net Amount [(Central share + State Share) - (TDS + Monitoring Fee)]
D003CR57585 (PUNJ)	Installment No 1	jhghjh	15-05-2018	2.5E8	2.5E8	5000.0	5000.0	488990000
D003CR575816 (PUNJ)	Installment No 2	jhghjg	16-05-2018	2.3E7	250000.0	200.0	300000.0	22849800

Figure 14: Opening Balance Checker Project Cost Released Screen

### 4.1.2.4 Fund & Bank Balance screen verification & Approval

Asset*	Gross Purchase Value*	Gross Depreciation*	Net Asset Value as on 1-4-2018*
CCTV Camera and recording apparatus	20000	5000	15000
Tablet Computer	10000	5000	5000

Payable / Receivables Details as on March 31 2018			
Payables *	0.0	Receivables *	0.0
Opening fund balance as on 01-April-2018	3.34840552E10	Bank A/c Opening Balance as of 01-Apr-2018 *	3.34840552E10

Figure 15: Opening Balance Checker Fund & Bank Balance Screen

For approval, checker will click on update button after click on update button opening balance will be approved and it would be removed from checker login.

## 4.2 Payment

Payment screen is used for capturing of all types of payment/expenses incurred directly by the SRLM.

#### 4.2.1. Maker Login

- For entering payment details, go to Payment >Add New.
- Select the financial year 2017-18 from the financial year dropdown menu.
- Select the journal entry from the payment type dropdown menu.
- Select payee as Staff or Vendor from payment to drop-down menu.
- Select the expenditure head state skill mission cost.
- Select the expenditure sub head 1 and choose Admin Cost / Support Cost.
- Select the expenditure sub head 2 and Select the component of support/expenditure.
- Enter the support/ admin cost expenditure amount.
- Enter the more than one expenditures detail user need to click on add new row button and select expenditure head from dropdown.
- Select the Vendor from the Vendor list. If Vendor name is not available in list then Vendor can be created by clicking on '[Vendor Registration](#)' link of finance module.
- SRLM Bank Account details will be auto populated.
- Enter invoice No., Expense Date and Remark/Narration and upload transaction receipt in the respective fields.
- Select the deduction, if yes and select the deduction type and enter the deduction amount
- Click on save button to save the entry. Upon saving the entry, the user will be able to see the amount in the payables of the opening balance screen.

The screenshot shows the 'Payment Maker' interface. On the left is a navigation menu with 'FINANCE' selected, containing options like 'Opening Balance', 'Fund Transfer', 'Fund Released/Received', 'Payment', 'Advance', 'Receipt', 'Adjustment', 'Reconciliation', 'Deduction Settlement', and 'Vendor Registration'. The main form area is titled 'Payment' and includes fields for 'Financial year', 'Payment Type', 'Payment To', 'Expenditure Head', 'Expenditure Sub Head1', 'Expenditure Sub Head2', and 'Amount'. Below this is a table with an 'Add Row' button. Further down are fields for 'Vendor', 'Bank Account', 'Account Balance', 'Bank Name', 'Invoice No.', 'Expense date', 'Total Amount (in Figures)', 'Remarks/Narration', 'Upload' (with a 'Choose File' button), 'Deductions', and 'Net Amount'. At the bottom right, there are 'Save', 'Reset', and 'Back' buttons. A red arrow points to the 'Save' button.

Figure 16: Payment Maker Screen



## 4.2.2. Checker Login

The approver will log in MPR system, navigate to Payment page and click on edit button. Verify/Approve the payment details entered by maker user by click on approve button.

The screenshot shows the 'Payment' checker interface. The left sidebar lists various finance options, with 'Payment' highlighted. The main form contains the following details:

- Financial year: 2017-2018
- Payment Type: Journal Entry
- Payment To: Vendor
- Expenditure Head: State Skill Mission Cost
- Expenditure Sub Head1: Admin Cost
- Expenditure Sub Head2: Office Expenses at District level
- Amount: 4000
- Vendor: dsvev-123456789 - ICICI BANK
- Bank Account: 960701000133
- IFSC Code: ICIC0003607
- Total Amount (in Figures): 4000
- Remarks/Narration: ctvdxv
- Deductions: No
- Account Balance: 0.00
- Invoice No: df
- Bank Name: ICICI Bank
- Expense date: 08-05-2018
- Net Amount: 4000

At the bottom, there are 'Approve' and 'Back' buttons. A red arrow points to the 'Approve' button.

Figure 17: Payment Checker Screen

## 4.3 Advance

Advance functionality shall be used by the SRLM to record any outstanding advance given to staff or vendor in FY 2017-18.

### 4.3.1. Maker login

- Click on Advance link and click on add new.
- Select financial year 2017-18 and transaction type as Advance.
- Select the advance to staff/vendor and Payee name will be auto populated. Staff/vendor account details will be automatic shown.
- If Vendor name is not available in list then Vendor can be created by clicking on '[Vendor Registration](#)' link of finance module.
- Enter the advance amount.
- Select the payment mode as offline and select Instrument type, enter instrument no. and chose the advance date and upload the advance proof.
- Enter the remarks and TDS amount, if any.
- Upload the advance document.
- Verify the details and submit for approval of advance payment.

Figure 18: Advance Maker Screen

### 4.3.2. Checker Login

The approver will log in MPR system and navigate to the advance page click on edit button.

Figure 19: Advance Checker Initial Screen

Verify/Approve the advance details entered by the maker user by click on approve button. After approval user will be able to see the amount in the receivables of the opening balance screen.

Figure 20: Advance Checker Screen

## 4.4 Vendor Registration

The Vendor list can be created from Vendor Registration - Add New.

- Select the vendor type from vendor for drop-down menu.
- Enter the vendor name, mobile number, bank account, IFSC code, registered address. These fields are mandatory.
- Enter vendor valid email id, GST No., PAN No., TIN No. & TAN No.
- Verify the vendor details and Click on save button to save vendor details.

**Note:** - If you need to change/update vendor details, click on edit button and update vendor details instead of again registration of same vendor.

Figure 21: Vendor Registration

## 5. How to Enter SRLM Account Details

Login into the MPR system by using login credentials. Go to the state setup module in left hand menu and click on **State action plan details** link. State action plan details will be shown. In the bottom of screen you can see the account details section. If you have already entered the details kindly verify the details. Enter the PFMS unique no./Agency admin user id, SRLM account number, bank name & bank IFSC code. (Please note that all SRLM/SSMs are already registered on PFMS from DDUGKY scheme)

Field	Value
Action Plan Start Year *	2016
Action Plan End Year *	2019
Sanctioned/ Allocated Training Target	1,73,629
Funds Sanctioned (Rs.)	12,84,92,09,200
Date of Sanction	18-07-2016
Skill Gap Assessment	10,53,36,689
Information, Education and Communication (IEC)	15,80,05,033
Alumni Support	15,80,05,033
Capacity Building	31,60,10,067
Monitoring and Evaluation	36,86,78,412
Staff Block Level and below	10,99,00,000
Job Mela	1,02,96,00,000
Migration Support Centre	1,20,00,000
Total Support Cost	2,25,75,35,234
Whether register with PFMS?	Yes
Agency Code	
Account Number	
Bank Name	
IFSC Code	

Figure 22: SRLM Bank Account Details Screen

-----End of document-----