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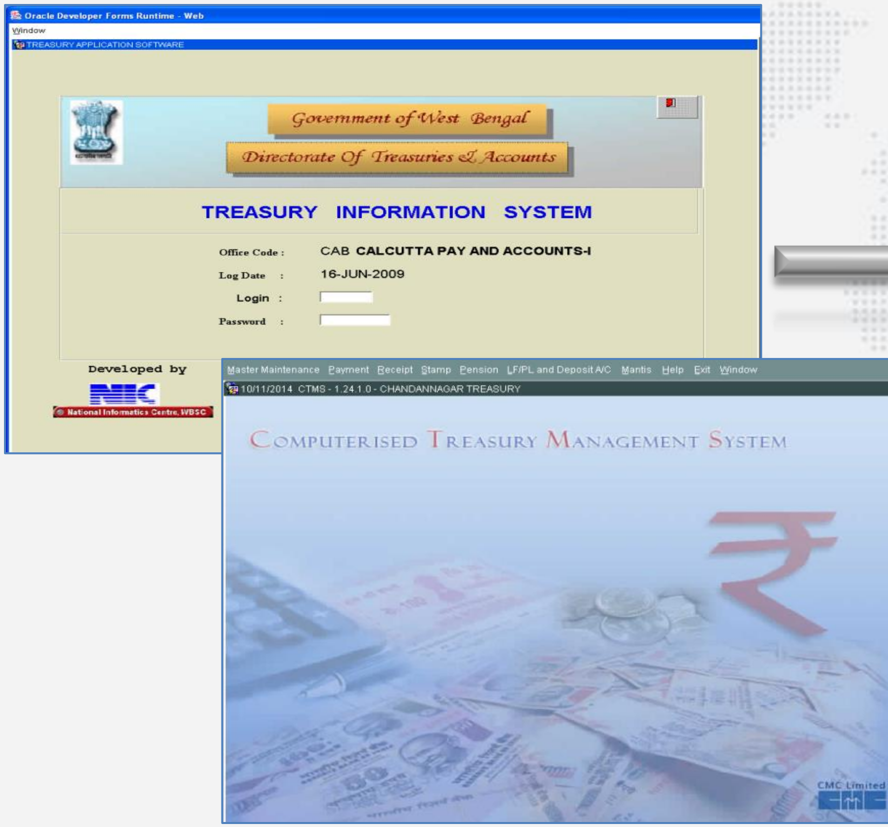
Centralized Treasury System- Best Practices & Changes in Functionalities

Introduction

Centralized Treasury System is going to be rolled out in all the Treasuries through out West Bengal to manage all the Treasuries in the state replacing the existing system of the CTMS and NIC. The system has introduced remarkable changes in the operations and management of the existing Treasury systems.



Objective

The introducing Centralized Treasury System is taking along a lot of new features. For better functioning of these features there are a lot of pros and cons involved in it.

The following slides would explain:

- Prerequisite activities
- Advisable functions
- Non-Advisable functions
- Changes in the new system over the existing system

Prerequisites

Prerequisites – User Administration

- DTA will create the user id and password for all the Treasury Officer tagging with Administrator Role
- TO (Treasury Officer) will create the User ID for all the other users for his own Treasury like Cheque Writer, Dealing Assistant etc.
- TO will create the same number of active users as were before in CTMS or NIC system.
- Mapping the existing users of NIC and CTMS with the newly created users before the new system is active.
- Create the user ids for the active users only.
- Treasury Officer will creates User ID of DDOs (as Admin & Approver Role) for e-Pradan module

All the above steps are mandatory steps before the CTS & e-Pradan goes live.

Prerequisites – Data Migration

It is advisable to follow the functions listed below:

- Ensure uninterrupted network connection while Database Dump Transfer from Treasury to SDC. Kindly communicate to the System Administrator about this particular requirement.

- Try to finish the work by half day on the day before the data migration is scheduled at your treasury. For example, if the data Migration is scheduled on 5^{th}December, try to finish work on the 4^{th} December 1^{st} Half for a smooth data transfer and Data Migration.

- Kindly finish processing of all kinds of bills like salary bill, pension bill, etc. before the new system goes live.

- Complete the pending delivery of the Stamps and Cheques through the existing system before the new CTS is in use.

- If possible, close monthly accounts and send it to AG before the new system is installed. If the data migration timing is around the beginning of the month, you can also target to close the Final List, and the First List if it is around the Middle of the month.

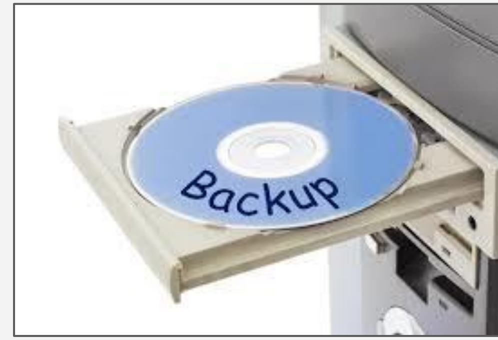
Prerequisites – Data Migration

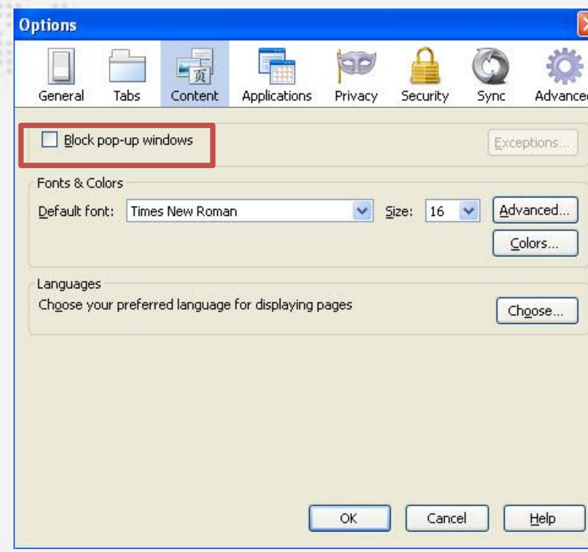
- Finalize the Pension Category Master Mapping before the new treasury system is in use.

Treasury Name:	Bidhannagar					
Global Pension Category Master					Local	Local Pension Category Master
Category id	Head of Account	Pension Category	Pension sub-category	Type	Head Of Account	Pension category
7	8658-00-101-00-175-0-21-00	All India Services Pension	ROPA 2008	Family Pension	8658-00-101-00-175-V-21	State Govt. Family at Central rate
				Pension	8793-00-208-00-001-V-21	OTHER GOVT.-CENTRAL RATE-ARUNACHAL
				Pension	8793-00-210-00-001-V-21	Other Govt.-Bihar-Central rate
				Pension	8793-00-209-00-001-V-21	Assam-Central rate
				Pension	8793-00-225-00-001-V-21	Other Govt.-Orissa-Central rate
				Pension	8793-00-222-00-001-V-21	Other Govt.-Meghalaya-Central rate
				Pension	8793-00-231-00-001-V-21	OG Service Tripura-Cent Rate
				Pension	8658-00-101-00-175-V-21	State Govt. Service at Central rate

Advisable Steps- Making System Ready

- Take a complete backup of NIC/CTMS before the new system goes live into a treasury.
- Upgrade the operating system to Windows 7 onwards in all the systems that would have new CTS installed.
- Update the browsers to IE 10+ or Firefox 30+ in all the systems that would have new CTS installed.
- Kindly install Adobe Flash Player and run ActiveX Control.
- Also allow popup windows to open. You can deselect the checkbox for Block popup windows.

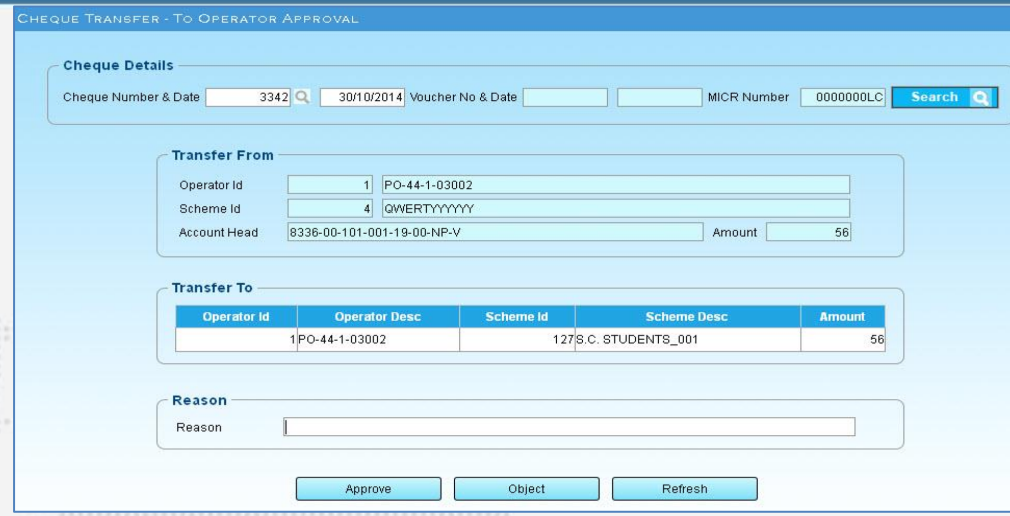


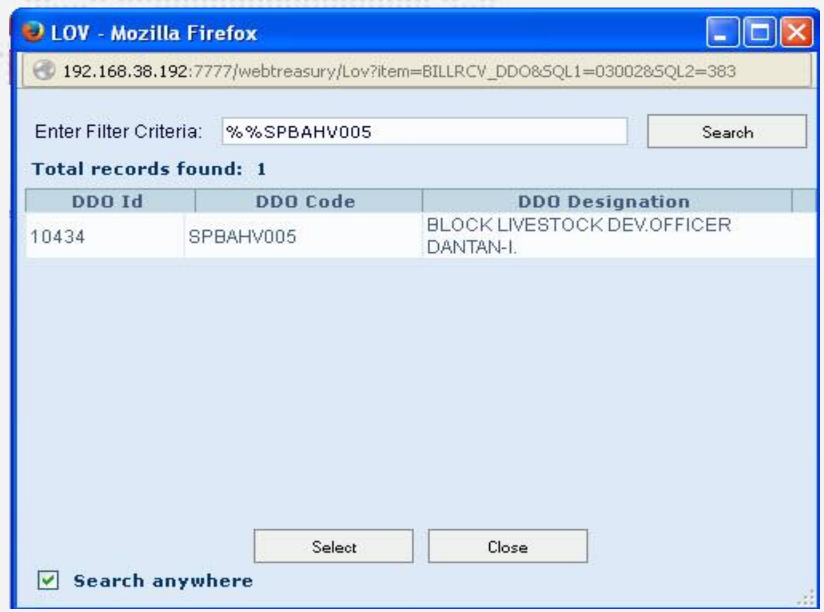


Best Practices - In General

- Use Tabs to navigate through different fields of the forms. For example, in the given Figure here, you can move from Cheque Number and Date field to Voucher No and date, MICR number, etc. just by pressing Tab key.

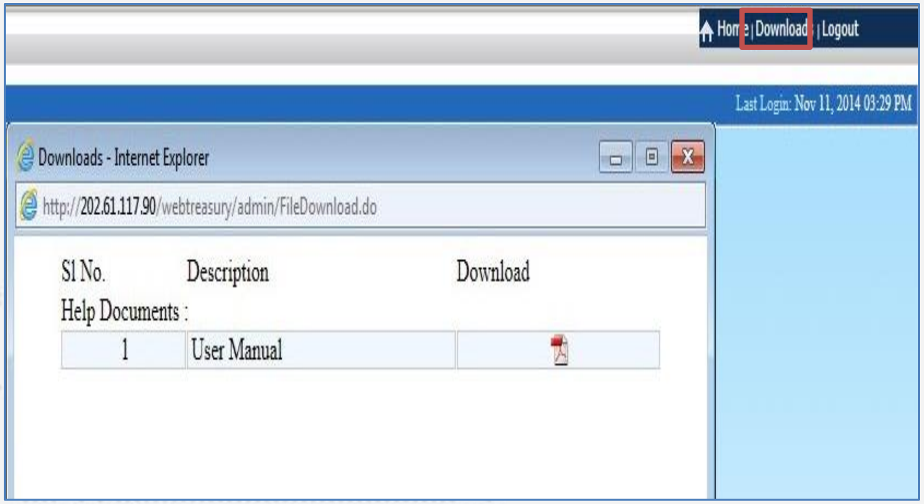
- Add the number of ‘%’s along with the search string in the Enter Filter Criteria field to switch searching between different columns in the LOV popup window. For example, if you are searching DDO code, since it is the first column in the image given, use one ‘%’ and the DDO ID. To search DDO Code, use two ‘%’ symbol along with the code as it is the second column in the given popup.





Best Practices - In General

- Download the User manual from the link provided in the top right corner of the web application and refer to the section you need help with. The user manual describes the step by step procedure for all the processes involved in the Treasury.



- It is advisable to maintain different IDs like HOA ID, By Transfer ID, Reference ID, Master ID, Token No, Challan No, Voucher No., Transaction ID, PPO ID, Deduction ID, Category ID etc. for tracking and referencing

Best Practices – Call logging mechanism

- ❑ Email CMC representatives with the screenshots in case of any discrepancy. To take screen shots use Alt + Print Screen to capture the active open window.

Email: ifmscmchelpdesk@gmail.com

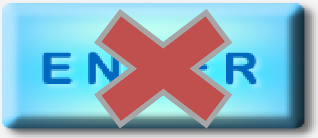
- ❑ You can also call the CMC Helpdesk Number to report any kind of issue you are facing with the new system.

In case you are facing any issue

- ➢ Report it to Handholding Support personnel available at your Treasury.
- ➢ Report the issue to Help desk through Phone
- ➢ Note down the Call ref. number for future reference and status of the issue.
- ➢ Escalate the issue with reference to the logged call in case of urgency and persistence of the issue for a longer time.

Non-Advisable Steps of CTS

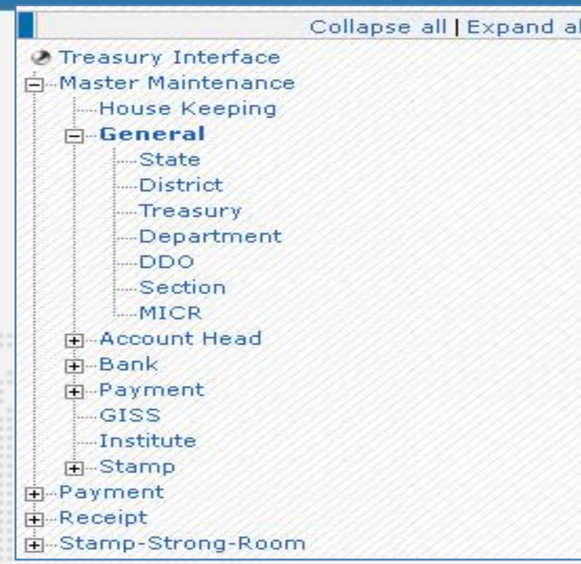
It is advisable :



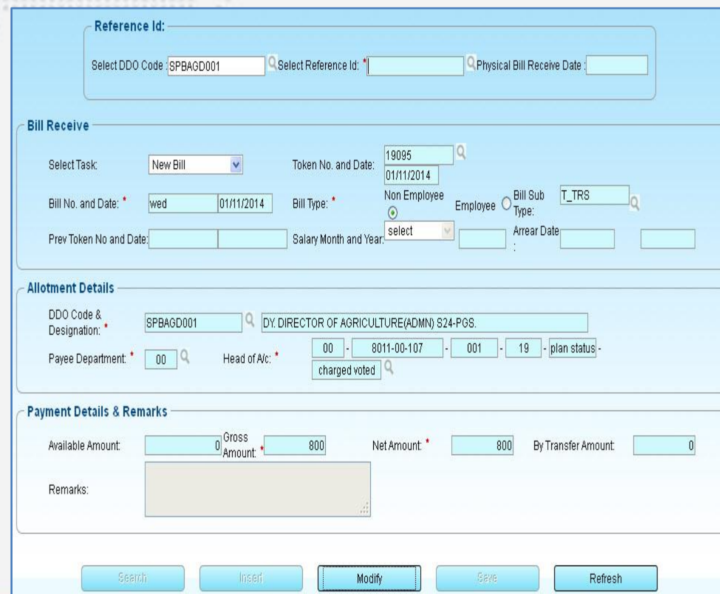
- Not to Use Enter/Ctrl/Alt key to navigate.
- Not to Create user ids for the currently inactive users in iFMS.
- Not to Leave any bill unprocessed in the workflow. Complete the workflow from bill receiving to cheque delivery before the new system is active.

New Features

- Click Expand All to expand all the menu & linked submenus under the menu tree together at a time.
- Click Collapse all to close the expanded view.
- Each menu that has submenus under it comes with a sign. Click on the sign to expand that particular menu. When it expands the sign changes to . Click on the icon to collapse it again.



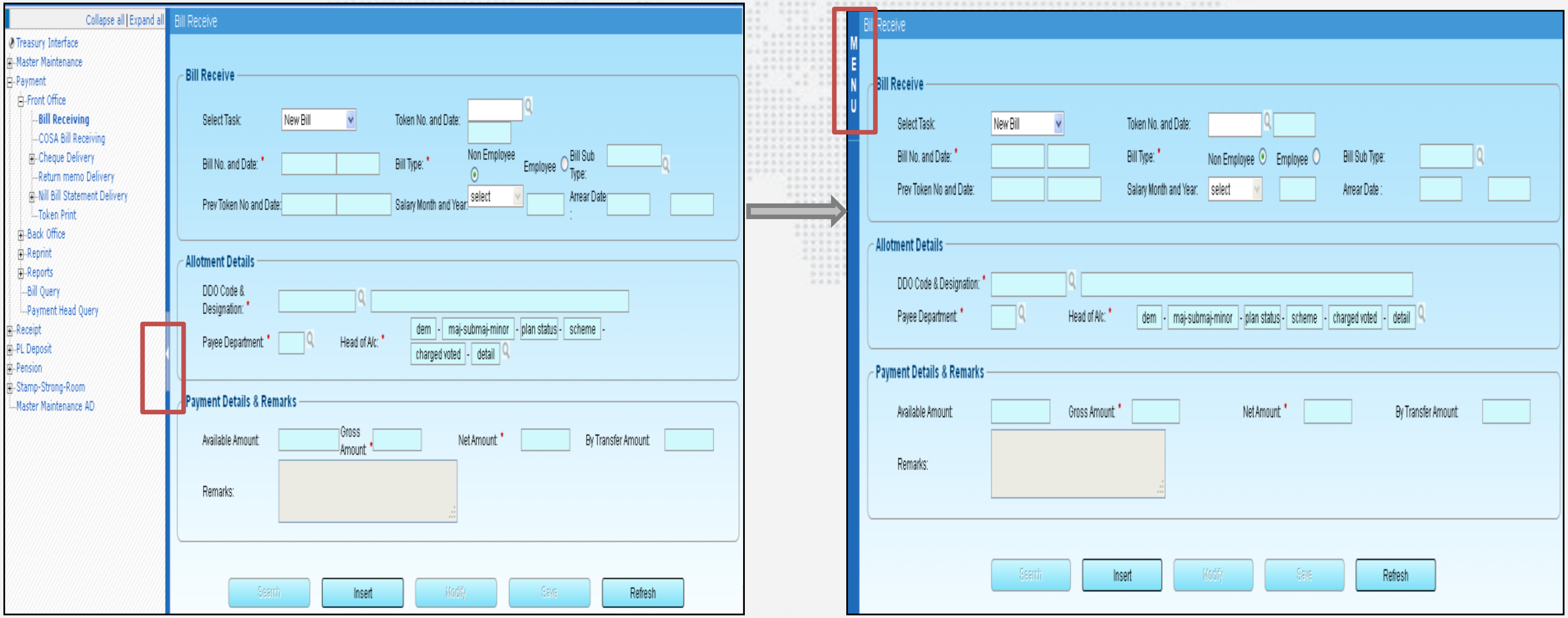
- Same functionality can be used for searching, viewing, as well as modifying the transaction



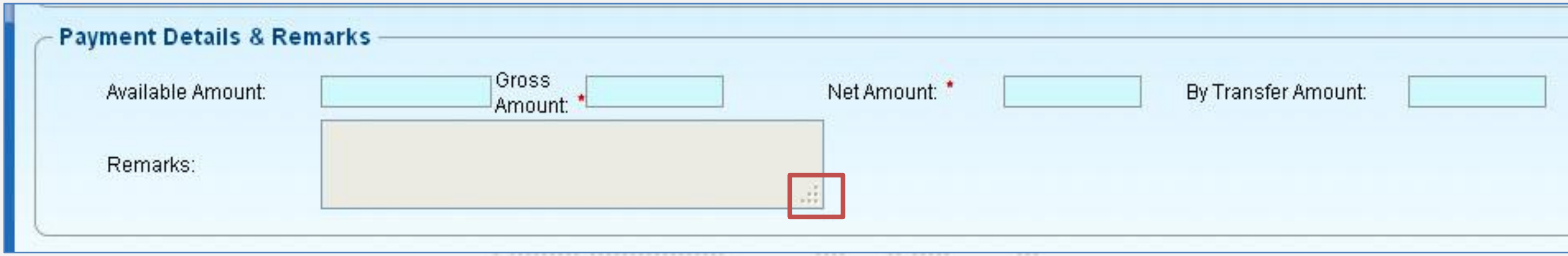
New Features in CTS

- In between the left and right side of the screen there is a vertical blue bar. If you click on the white arrow of the blue bar, the form on the right side appears full screen of the browser and the blue bar gets little widened and appears in the left side of the screen with Menu written on its top.

If you want to close the full screen view and want to see the menu tree again, click on the Menu link appearing top left of the blue bar.

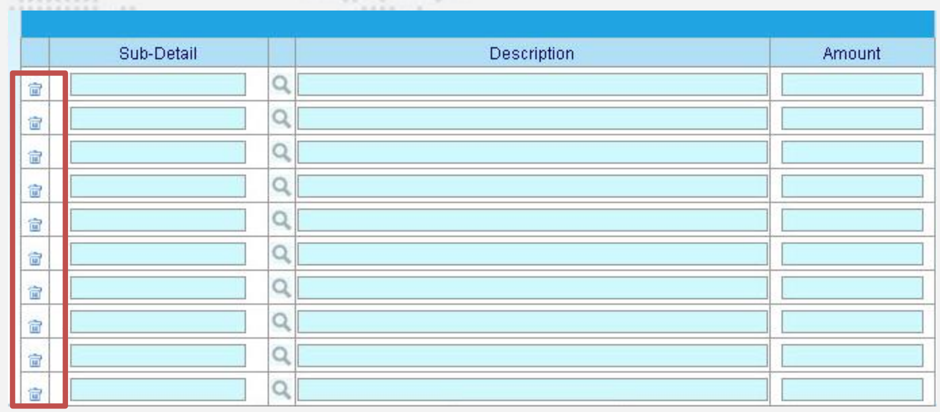


New Features in CTS



- The highlighted area in the above Figure shows that the text area can be expanded. In case if you need to insert large amount of text that does not fit into the area provided, you can expand it by just dragging the highlighted mark.

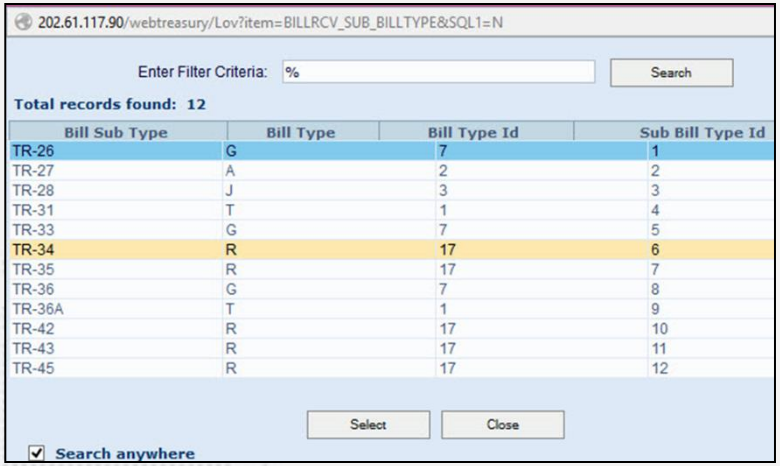
- The highlighted area in the side Figure shows delete icons appearing in each row. In case you need to delete the data you have entered in that row, click on the Icon. Also please note it's a soft delete.



Changes over the old system

CTS - Payment Module

- Use Bill sub types to select particular category of TR Bill forms. When you click on the Bill Sub Type LOV button, the popup window appears containing the detailed list of TR forms.


202.61.117.90/webtreasury/Lov?item=BILLRCV_SUB_BILLTYPE&SQL1=N

Enter Filter Criteria: % Search

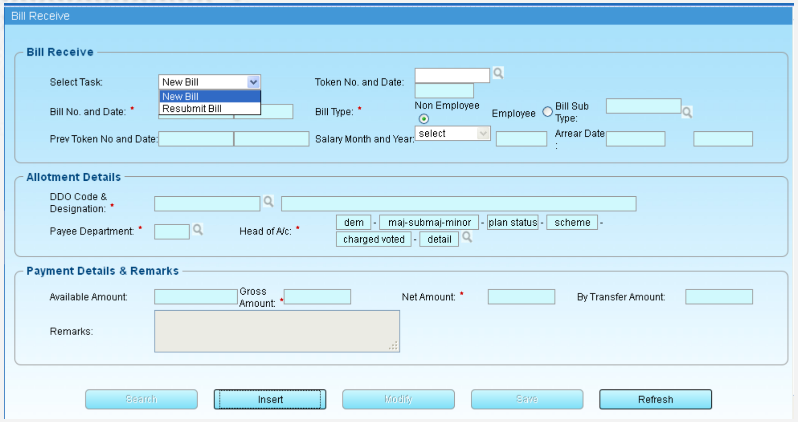
Total records found: 12

Bill Sub Type	Bill Type	Bill Type Id	Sub Bill Type Id
TR-26	G	7	1
TR-27	A	2	2
TR-28	J	3	3
TR-31	T	1	4
TR-33	G	7	5
TR-34	R	17	6
TR-35	R	17	7
TR-36	G	7	8
TR-36A	T	1	9
TR-42	R	17	10
TR-43	R	17	11
TR-45	R	17	12

Select Close

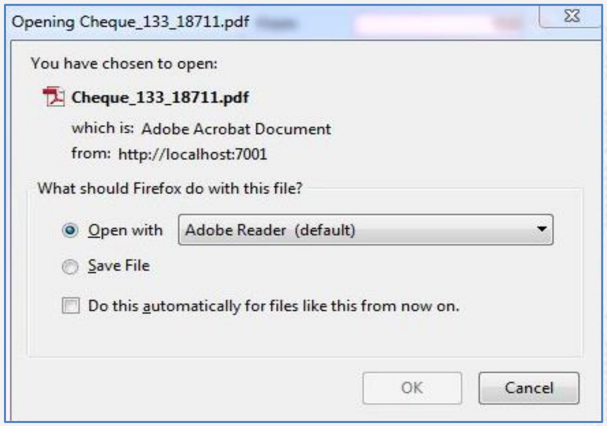
Search anywhere

- Use the same Bill Receiving form to resubmit an objected bill. There was no such facility before in CTMS or NIC to resubmit an objected bill. This is an additional feature of CTS. To Resubmit an objected bill you need to select the Resubmit bill option from the dropdown menu and follow the same steps of bill Receiving.

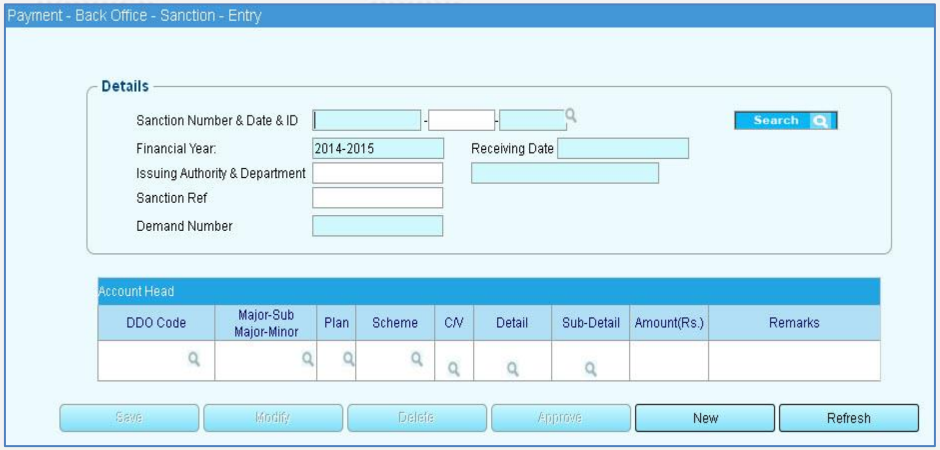


CTS - Payment Module

- Direct Printing Facility NOT Possible in CTS
- You can Save the generated Token Slip/cheque that opens in a PDF format and print in a later time when needed.



- Enter Sanction through separate form called Sanction Entry.

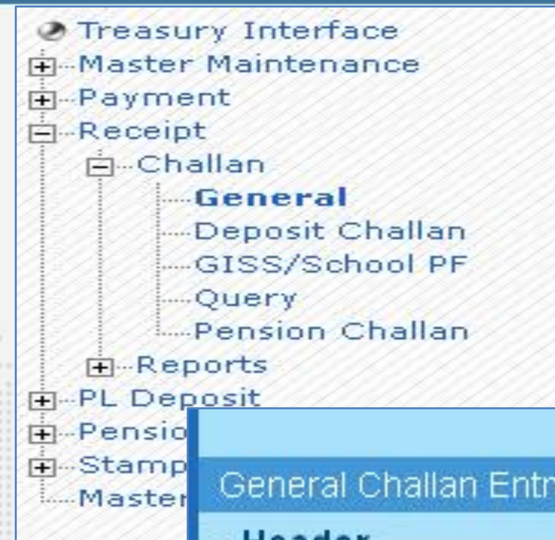


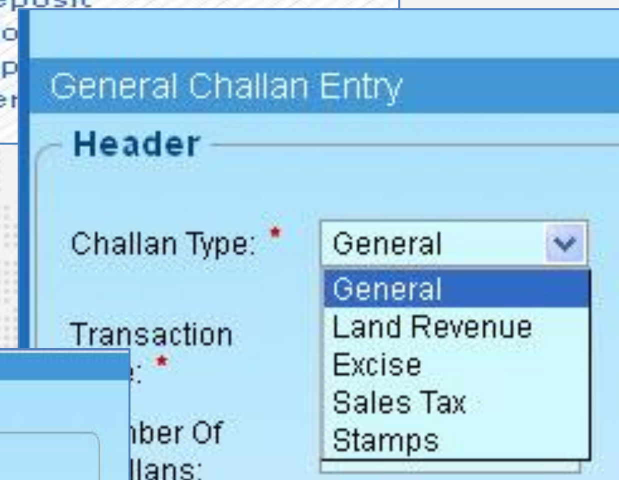
CTS - Receipt Module

- Receive and process different kinds of challans under different categories using appropriate forms.

- Previously you needed to use different Receipt forms for entering different subcategories. Now in the same form just by selecting appropriate option from the dropdown menu you can enter particular subcategory.

- Uploading facility of Receipt scroll

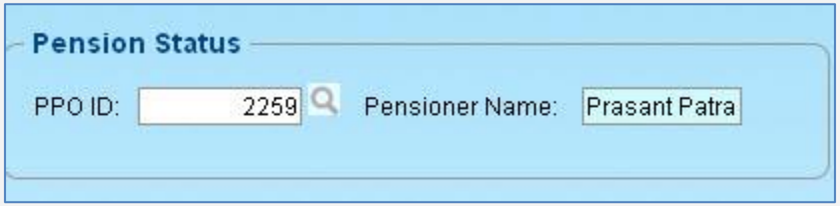


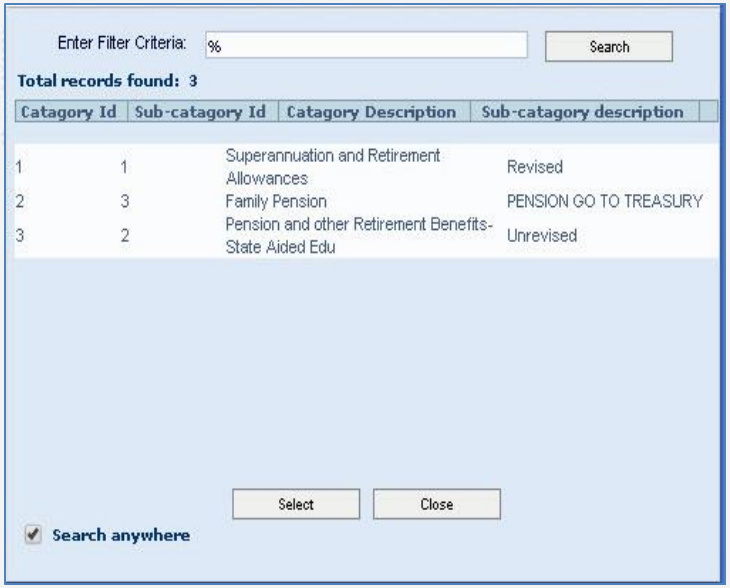


CTS - Pension Module

- Use PPO ID for Pension status and tracking. The PPO ID is system generated number. It is advisable to mark PPO ID on the already existing files in the system to sync the older files to the new system.

- Use Pension Category and Subcategory while entering the PPO. The Category and Sub Categories have unique ID to maintain uniformity over all the treasuries through out the state.

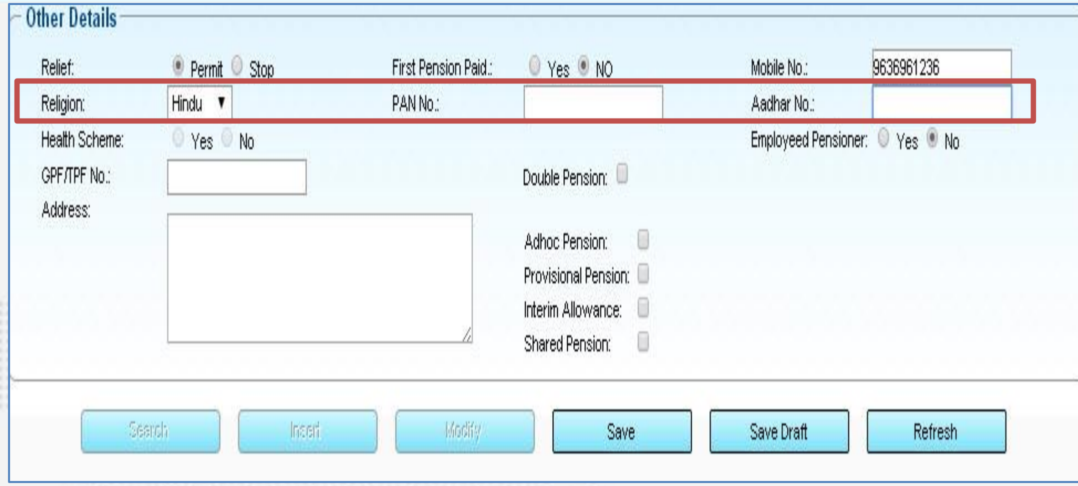


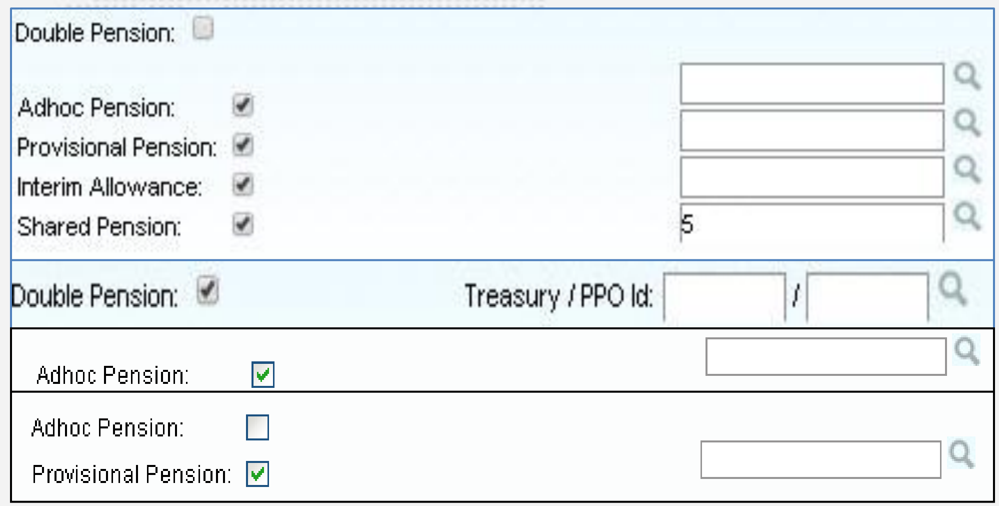


CTS - Pension Module

- Enter the Other details section for PPO entry, like Religion, PAN No, Aadhar No, Mobile No, Health Scheme etc. Entering Religion is mandatory in this section. These are completely additional features compared to previous NIC or CTMS system.

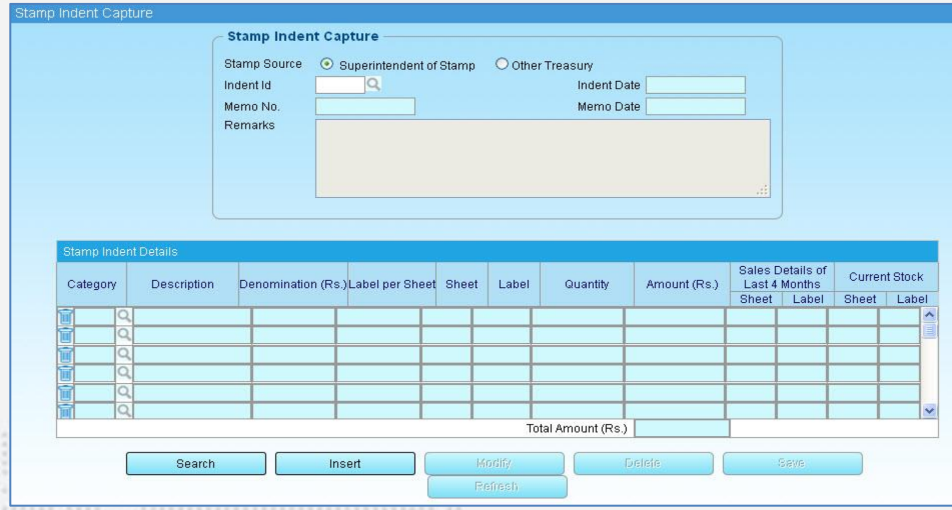
- Select the relevant checkbox as Double Pension, Adhoc Pension etc. whenever applicable for a particular PPO and enter the details. Even these are new features in the upcoming CTS. Upon selected they further display the required fields to enter.

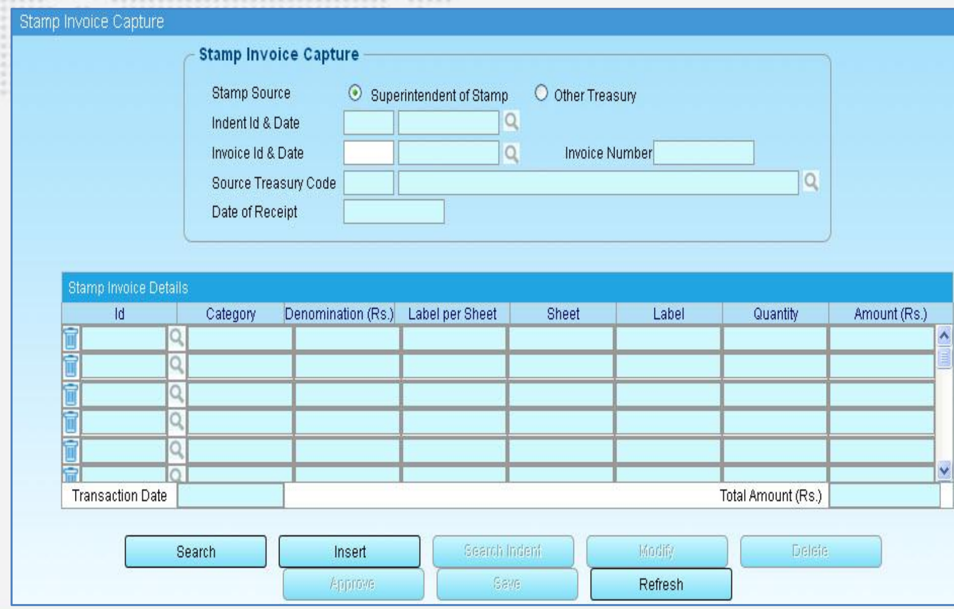




CTS - Stamp Module

- Submit the requisition of denomination wise stamps through Indent capture.
- Capture the Invoice details for stamps based on the indents in the system.
- Make sure to deliver Stamps only through CTS system.
- Enter all legacy data in the system. Enter all the cheques through the system.

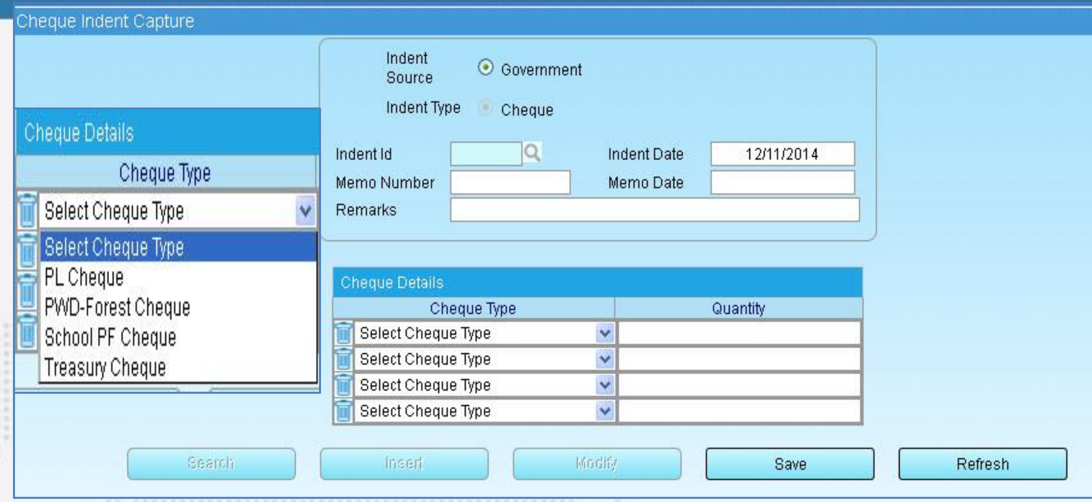


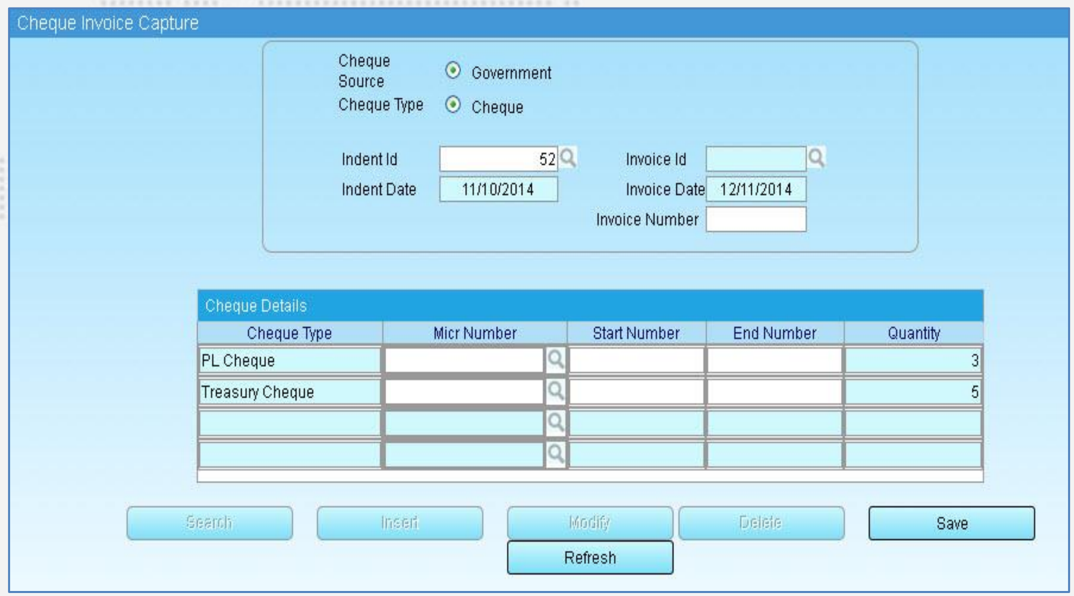


CTS - Stamp Module

- The concept of placing the request of cheques was not present in NIC system. Now you can place the request for different types of Cheques through Cheque Indent capture. It generates unique Indent ID that can be used for checking the status online.

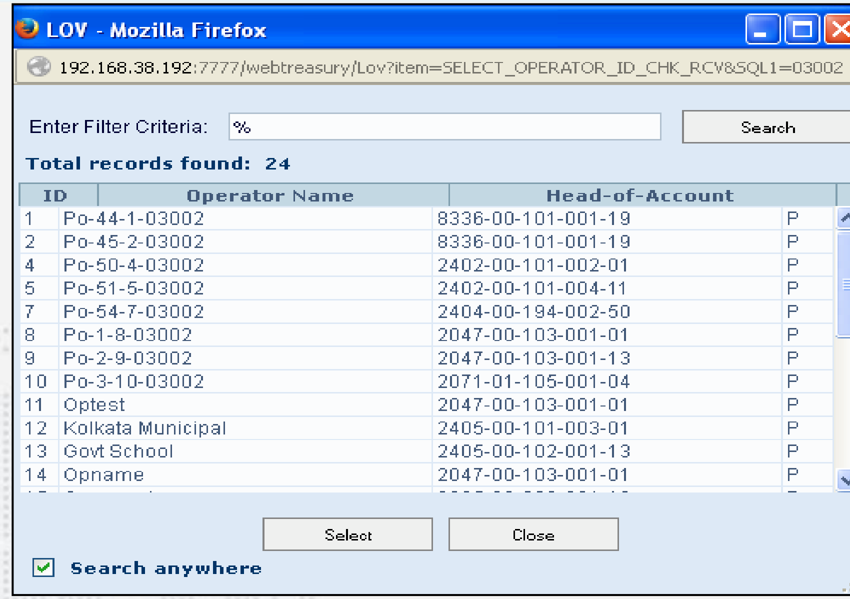
- Capture the Invoice for cheques on the basis of the selected Indent ID. Select the MICR number and also select the available cheque numbers depending on the last cheque number used.





CTS - LF/PL Module

- Select the relevant Operator ID to enter the PL balance for a scheme. This Operator ID concept was not present in NIC system.



Changes in CTS over CTMS/NIC

- The menu list used to be Horizontal in the CTMS system before. Now the menu navigation would be through a vertical menu tree.

- The concept of system generated ID has been introduced in all the modules in CTS for tracking the status and referencing such as Bill Reference ID, Operator ID, Scheme ID, HOA ID, Cheque ID, PPO ID etc.

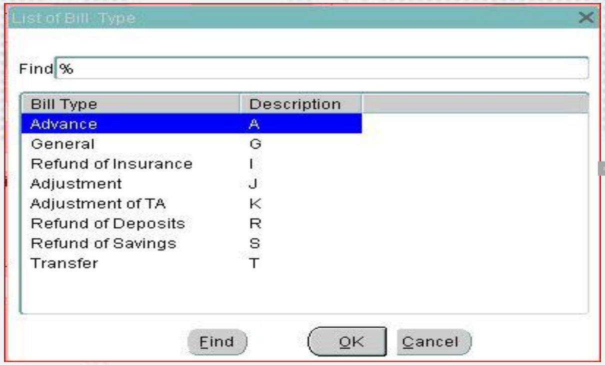
- The new system created Global master of different categories in Master Maintenance Module for all the parameters. The local masters would be revoked as the Global master is active to keep uniformity over all the treasuries in the state.

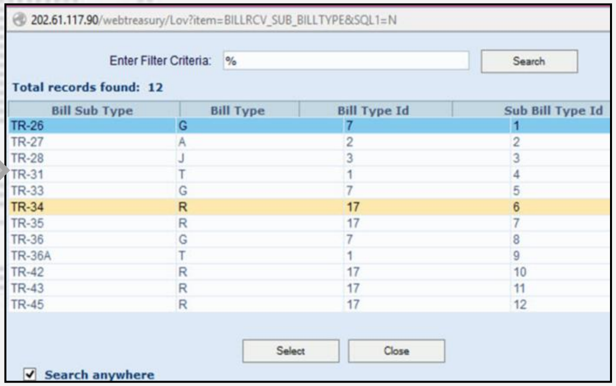
Changes in CTS over CTMS/NIC

- You can now process Pay orders in 3 possible ways i.e. Cheque, ECS/NEFT/RTGS and Both. Previously payment mode used to be only though Cheques in both the NIC and CTMS systems.

- By Transfer Head Serial Numbers were not unique in all the treasuries. Now the Serial Numbers of the BT Head would be reset to follow the same serial numbers across all the treasuries.

- Previously Bills were referred as Bill Type such as G, T, A, R, etc. Now TR forms would be used in reference to a Bill type.





- Use list of beneficiaries created in E-Pradan Module for easy fund transfer.

- NIC system used to receive bills by only Net Amount. In CTS the Bills are received by both the Net and Gross Amounts.

Changes in CTS over CTMS/NIC

- Previously the Cheque Writer used to generate/write Pay orders. Now the Cheque Writers do not need to write the Pay Order because when TO approves the bill, the Pay order is generated by the system.

- Previously there were different forms to search, view, modify. Now a single form bundles up all the functionalities such as searching, viewing, and modifying. For example, single Bill Receiving form contains all functionalities.

- Previously Tokens used to be printed instantly after receiving the bill. Now you can print the token number at your own convenience from the saved PDF form of generated Token number.

- Previously the allotment under Head of accounts used to be entered manually in the both the NIC and CTMS system while entering a bill. However, now because of integration with the e-Bantan module the allotments under the HOA appear automatically. While Bill entry the operator just needs to select the relevant HOA from the system.

Changes in CTS over CTMS/NIC

- Previously in NIC system Bill processing personnel used to be allocated to the received bills manually. However, the Bill processing personnel are now allocated to the received bills through system automatically.

- The system sends e-notifications to the stakeholders at important phases of the process. This feature was not existent in the previous system.

- Now the tertiary category of Pension is unavailable in the system. The tertiary category has been renamed as sub-category in the new CTS system.

- Previously PPO No has been used to track the status of the pension in NIC system. Now PPO ID concept has been introduced and would be further used for checking the status of the PPO.

- Now the Stamp Category Master has been created through Master Maintenance Module. You can use unique Stamp Category ID to find a particular type of stamp. There was no such unique stamp category Id concept before.

THANK YOU