Procedure of Centralized Payment

1. Go to <u>https://amsjv.pstcl.org/</u> and login username (Location Code), Password and Employee ID / Password



2. Click to Master and go to Vendor Master



3. Enter Vendor Detail

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Note		
Note : Vendor accounts with invalid PAN number have been disabled. Kindly update vendor accounts in Vendor Master with valid	PAN number to enable them. Only suppliers accounts / contractors accounts should be created in Vendor Master	
Vendor Master		
Vendor Name Vendor Name Search Beset	vertion Details : * are Mandatory Fields	
Vendor Name Semicr Nedo	Vendor Code	
	Vendor Name * ABC	
A	Vendor Type Durchaser	
	PAN Available ONot Available	
	GSTIN 03888823548245	
	TAN	
	Address	
	Country	
	Landline	
	Email ID AABC@gmail.com	
	Person Name ABC	
	Person Contact 1234556	
	Black List OYES ONO	
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4. Press "Save" to save the Vendor details and then go to "Master" Tab and press "Link Vendor Bank Account" option.

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m Bank Accounts							
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Search Vendor :		Vendor Details :					
Vendor Name Vendor Name	Search Reset	are Mandatory F	ields				
List of Vendors List of blacklist Vendors		Vendor Code					
		Vendor Name *	ABC				
	*	Vendor Type	Supplier Purchaser				
		PAN	Available ONot Available				
		PAN NO	BBBBB2354B				
		GSTIN	03BBBBB2354B245				
		TAN					
		Address	Patiala				
		Country	India				
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5. Search Vendor name by entering vendor code or vendor name.

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Hi, SARJIWAN KUMAR	🛔 User : 800 AO Cash Patiala	🛗 Friday, 22-Jul-22 🛛 11:28:34 AM
	Link Bank Accounts With Vendor	
Search Vendor by Vendor Code	stel SearchQ	Add Bank Details
Vendor Name	V0000851 [stelmec Limited] [AAECS5686B]	
Linked bank Accounts with Vendor Code	[24AAECS5686B1ZE]	
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6. Click to "Link Bank Account" option

HI, SAHIL KOHLI		🛔 User : 604 PandM Divn. Kapurthala "91"	🌐 Friday, 11-Nov-22	0 4:21:20 P
		Link Bank Accounts With Vendor		
	Note			
	Note 1: Bank Details can only b Note 2: Only Approved Bank Ac Note 3: Once approved, Bank A	e approved by Approver's(DDO's) Employee ID . count will be shown during transaction. ccount will not be allowed for editing. It can only be disabled. Bank Accounts can only be disabled by DY. FA 1, PSTCL .		
Search Vendor by	Vendor Code	V0001009 [Indo Trader] [AAFHJ1261D] [] SearchQ		
Vendor Name Indo Trader				
Linked bank Accounts with Ve	endor Code V0001009		🕒 Link Bank A	Account
No Record found.				*

7. Enter the Bank detail and press Save



8. Enter the OTP sent to DDO's registered mobile no.

	🛔 User : 604 PandM Divn. Kap	ourthala *91*		
	Link Bank Accounts V	Vith Vendor		
e				
I: Bank Details can only be a 2: Only Approved Bank Acco 3: Once approved, Bank Acco	One Time Password (OTP)		×	d by DY. FA 1, PSTCL .
or Code	Enter OTP sent to Mobile No. 9646117953 and OTP	d Email dm-it-1@pstcl.org	9	
e V0002344	Verify OTP			
SC Name of Ba	nk Branch Address	Name of Account	Created	Created Is

9. For linking employee Bank details go to "Master" tab and then press "Link Employee Bank Account" option



10. Search Employee ID / Employee name and click "Add Bank Details" option.

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Search E	mployee		203449	Search	a	🕒 Add Ba	nk Details
mployee Nan	ne SARJIWAN KUMAR						
Linked bank A	ccounts with Employee ID	203449					
Employee ID	Bank Account No	IFSC	Name of Bank	Branch Address	Name of Account Holder	Created By	Edit
203449	01161050215106	HDFC0000116	HDFC Bank	HDFC leela Bhawan	Sarjiwan kumar	780	8
Employee ID 203449	Bank Account No	HDFC0000116	Name of Bank	Branch Address HDFC leela Bhawan	Name of Account Holder Sarjiwan kumar	780	Edit

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Search Employee Enter Bank detail Employee Name SARJIWAN KL Employee ID Linked bank Accounts with Employee ID 203449 Bank Account No Bank Account No	; Bank Name State Bank of India Branch Address	V SBIN0050012 Account Holder name	× Add Bank Details
Employee Bank Account 12345656 203449 0116105021	patiala	Sarjiwan kumar Save	780 C
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11. Enter the Bank detail and press save option.

12. Enter the Transaction by entering voucher in "Journal Voucher-JV" option for the payment through Centralized Payment Cell. Click to Transaction and Journal Voucher (JV)

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	₹ Cash Receipt -CR						
	Journal Voucher - JV	Link Banl	Accounts With Emp	loyee			
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Search Employee	U Cheque Payment -UCP	203449		SearchQ		🕂 Add Ban	k Details
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Employee Name SARJIWAN KU	Submit Certificate						- 1
Linked bank Accounts with Emp	Excel Upload Cash						
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ID	ച്ച് Party Wise Balances	твапк	Branch Address		Name of Account Holder	By	Edit
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13. Expenditure Head/Any other Deduction—Select the Scheme code, enter the Account Code (Except GH 46.450), Debit or Credit, Narration, Party Type, Budget Center etc.

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/oucher			Prepared By: 20	3449 , SARJIWAN KUMAR ,	AAO (A/CS)	«	< > »	View Vouchers	Create New
Location Code	800 , AO Cash Patiala		Tranx. Type	Journal Voucher - JV		Month and Year *	July,2022	~	
Voucher No.	-		Voucher Date *	19-07-2022					
cheme Code *	NO SCHEME [0]								
ccount Code *	76.158 » Electricity char	'gt DR (₹) *		2500 CR (₹) *		0	Narration *	A/c 30005256 for	r the per
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udget Center	10003 » CFO								
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14. For Net Payment enter GH 46.450 and amount in credit field. When you Enter GH 46.450 in Account Code then Bank detail, Due Date, A/C code for fund request columns will appear and these need to be filled.

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Voucher			Prepared By: 2034	449 , SARJIWAN	I KUMAR , AAO	(A/CS)	«	< > »	View Vouchers	Create New
Location Code	800 , AO Cash Patiala		Tranx. Type	Journal Vouche	r - JV		Month and Year *	July,2022	~	
Voucher No.	-		Voucher Date *	19-07-202	2					
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Party Type *	NOT REQUIRED	✓ Party		PO	/WO No.			Estimate		
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15. Select Party Type Vendor/Employeeto whom payment is to be made.

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Hi, SARJIWAN KUM	IAR			User : 800 AO Cash Pat	iala		Ó	🗎 Friday, 22-Jul-2	2 O 11:40:35 A
Voucher			Prepared By: 203445) , SARJIWAN KUMAR , A	AO (A/CS)	*	< > »	View Vouchers	Create New
Location Code	800 , AO Cash Patiala		Tranx. Type J	ournal Voucher - JV		Month and Year *	July,2022	~	
Voucher No.	-		Voucher Date *	19-07-2022					
Scheme Code * Account Code * Party Type * Budget Center	NO SCHEME [0] V 46.450 » Liability of expr EMPLOYEE V NOT REQUIRED	DR (₹) * Party Bank Details		0 CR (र) * PO/WO No. Due Date	dd-MM-yyyy	2500	Narration * Estimate Acct Code for Fund	A/c 30005256 SELECT	for the pr
CH ACCT ODE CODE	DIVISION BANK CONSUMER DR (?) CR	(र) REMARKS	MODE MODE PA DETAIL TY	RTY PARTY DETAILS PE	ESTIMATE PO/WO	BUDGET BANK CENTRE	ACCT DUE DATE	FUND ACCT	Add
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, SARJIWAN KUN	IAR			Luser : 800 AO Cash Pat	iala		ſ	🖞 Friday, 22-Jul-22	Ø 11:41:2
/oucher			Prepared By: 2034	149 , SARJIWAN KUMAR , A/	AO (A/CS)	«	< > »	View Vouchers	Create New
Location Code	800 , AO Cash Patiala		Tranx. Type	Journal Voucher - JV		Month and Year *	July,2022	~	
Voucher No.	-		Voucher Date *	19-07-2022					
ccount Code *	46.450 » Liability of expr	DR (?) *		0 CR (₹) *		2500	Narration *	A/c 30005256 fc	or the pe
arty Type *	EMPLOYEE	Party	203449	PO/WO No.			Estimate		
udget Center	10003 » CFO	Bank Details	203449 » SARJ	IWAN KUMAR, AAO	(A/CS) y		Acct Code for Fund Request	SELECT	~
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16. Party field appear. Select the Employee ID/Party Name of Vendor

17. Select the Bank detail from drop down.

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Voucher			Prepared By: 203449 , SAR.	IIWAN KUMAR , AAC) (A/CS)	«	< > »	View Vouchers	Create New
Location Code	800 , AO Cash Patiala		01161050215106 » H	DFC Bank »		Month and Year *	July,2022	~	
Voucher No.	-		HDFC0000116 » HDFC		» Sarjiwan				
			kumar		_				
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Party Type *	EMPLOYEE 🗸	Party					Estimate		
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18. Enter Due Date /Payment Due Date.

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Voucher			Prepared By: 203449	Ð , SARJIWAN KUMAR , AAG	D (A/CS)	« < > »	 View Vouchers 	Create New
Location Code	800 , AO Cash Patiala		Tranx. Type J	ournal Voucher - JV	Month a	and Year * July,2022	~	
Voucher No.	-		Voucher Date *	19-07-2022				
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Party Type *	EMPLOYEE V	Party	203449 » SARJIWAN	PO/WO No.		Estimate	Durad (
Budget Center	10003 » CFO	Bank Details	01161050215106 »	HDI Due Date	22-07-2022	Request	SELECT	~
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19. Select account Code in which the funds are to be requested.(Limit demand)

li, SARJIWAN KUI	MAR			🛔 Use	er : 800 AO Cash Pat	tiala		SELECT 10 : Capital Works	A
/oucher			Prepared By: 203	1449 , SAF	RJIWAN KUMAR , A	AO (A/CS)		11 : Capital Works 14 : Capital Works (< 15 : Capital Works 44.161 : Gratuitv1	
Location Code	800 , AO Cash Patiala		Tranx. Type	Journal	Voucher - JV		Month and Yea	r • 74.1 : Plant & Machinery 74.2 : Buildings 74.3 : Civil Works	
Voucher No.	-		Voucher Date *	19-0	07-2022			74.5 : Line Cable N/W 74.6 : Vehicles 74.7 : Furniture & Fixture	
icheme Code *	NO SCHEME [0]							74.8 : Office Equipment 75 : Others 75.1 : Salary 75.190 : PESCO	
ccount Code *	46.450 » Liability of expr	DR (₹) *		0	CR (₹) *		2500	75.2 : Overtime 75.3 : DA	
arty Type *	EMPLOYEE 🗸	Party	203449 » SARJIV	VAN KL	PO/WO No.			75.4 : Other Allowances 75.5 : Bonus	
Budget Center	10003 » CFO	Bank Details	0116105021510	6 » HDI	Due Date	22-07-2022		Acct Code for Fund Request	т 👻
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	DB (₹) C	R (₹) REMARKS	MODE MODE	PARTY	PARTY DETAILS	ESTIMATE PO/WO	BUDGET BAI	NK ACCT DUE DATE FUN	D A(

20. Click "Add" to add the voucher.

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Location Code	800 , AO Cash Pati	ala		Tranx. Type	Journal	Voucher - JV		Month and Year *	July,2022	~	
Voucher No.	13			Voucher Date *	19-0	07-2022					
Scheme Code * Account Code * Party Type *	NO SCHEME [0] 46.450 » Liability EMPLOYEE	✓ of expi	DR (₹) * Party	203449 » SARJIW	0 AN KL	CR (र) " PO/WO No.		2500	Narration * Estimate	A/c 30005256 fc	or the pe
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21. Attached the Supporting Document – Voucher soft copy in "Attach Support in Document" option by clicking Choose to select the vouher file.

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22. Save the Voucher once the above steps are completed by pressing "Save" option.

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- >	СÛ	amsjvtest.pst	cl.org/VoucherEntryCentralized	d.aspx?tt=JV						€ ☆	* 🗆 🚷
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23. In case of vendor:

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Voucher [F	PENDING VOU	CHER]	Prepared By: 5040	02 , SAHIL KO	HLI , DY. MANAGEF	(17)	« < > »	View Vouchers	Create New
Location Code Voucher No.	604 , PandM Divn. Kapurthala 1	*91*	Tranx. Type Voucher Date *	Journal Vouch	er - JV 22	Month and Yea	r • Novembe	r,2022 V	
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Party Type *	VENDOR	✓ Party	V0002616 » C	EE DEE VA	PO/WO No.		Estimate		
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Voucher [f	SELECT 10 : Capital Works 11 : Capital Works 14 : Capital Works	Prepared E	y: 504002 , SAHIL KO	HLI , DY. MANAGER	(IT)	< < > »	View Vouchers Create New
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	74.5 : Line Cable N/W 74.6 : Vehicles						
	74.7 : Furniture & Fixture						
Scheme Code *	75 : Others						
Account Code *	75.1 : Salary 75.190 : PESCO		0	CR (₹) *	1000	Narration *	test
Party Type *	75.2 : Overtime 75.3 : DA	V00026	16 » CEE DEE VA	PO/WO No.		Estimate	
Budget Center	75.4 : Other Allowances 75.5 : Bonus	Centra	ized Payment 🗸 🗸	Bank Details	464578788999 » Stat 🗸	Due Date	dd-MM-yyyy
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24. Click on Others in Acc Code for Fund Request Option

25. Then Choose the scheme from Fund Scheme drop down menu

oucher [l	PENDING VOU	CHER]	SELECT SLDC : 15028 SLDC : 16274 SAMAST SL DC : 16332	A. MANAGER (I	τ)	x < > »	View Vouchers Create Net
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theme Code *	NO SCHEME [0]	~	DPR 34,36 : 15911/0630300 DPR 35 : 16245/06303010 DPR 37 : 6303011 CE/TS : 15221	9			
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ct Code for Fund quest	75 : Others	✓ Fund Scheme	CE/P&M : 16849 🗸	Vendor Type	NON-MSME ¥		
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26. Choose the vendor type from drop down menu:-

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Voucher [F	PENDING VOUC	HER]	Prepared By: 504002 , SAH	IL KOH	ILI , DY. MANAGER (IT)	< < > » (View Vouchers Create New	y
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27. Following Screen will appear after entering the all vendor details:

ocation Code	604 , PandM Divn. Kapurthala *S	91*	Tranx. Type Journal Vou Voucher Date * 09-11-2	ucher - JV 2022	Month and Yea	November,202 View Budget	2 •
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t Code for Fund quest	75 : Others 🗸	Fund Scheme	CE/P&M:16849	✓ Vendor Type	MSME ~	document received/GRN as per payment terms of PO/WO	dd-MM-yyyy

28. After voucher is saved by the employee, the voucher needs to be approved by DDO by login with his ID and then by clicking "Transaction" and "Approve Vouchers" tab.



29. DDO to select the Voucher by clicking the Checkbox and Click "Approve Selected Voucher" option.

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30. After Approval of voucher then DDO has to click "Cen. Pay" tab and then click the option "Forward For Cen. Pay" to forward the vouchers for centralized payment.

Budget Center 10003 » CFO Q Payment Status C Payment Status Reports of Cen. Payment Estimate Po/Wo Budget Bank ACCT DUE DATE FUND ACCT Ch ACCT DR (?) CR (?) REMARKS MODE PARTY DETAILS ESTIMATE PO/WO BUDGET BANK ACCT DUE DATE FUND ACCT Code CR (?) CR (?) REMARKS MODE PARTY DETAILS ESTIMATE PO/WO BUDGET BANK ACCT DUE DATE FUND ACCT 2 76.190 2,500.00 0.00 A/c 30005256 for : NOT REQUIRED 10003 » 01161050215106 22-07-2022 76	TCI Party	_ 🕋 🕄		ransaction ▼ ≓ IUT ▼ :	≓ Cen. Pay. ▼	Report N	/lodule - ¢§ Se	ttings 👻 😧 He	elp 🝷	Estimate			
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		Forw	vard Voucher and Request Fund for Centralized I	Payn	ner	nt	
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022	46.450	500.	OTP Verify OTP		k of	BKID0006550	PATIAL

31. DDO needs to enter the OTP sent to their registered mobile number.

32. Click on search by selecting Month/Year of the voucher entered based on Voucher date.

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33. All approved voucher in which account GH 46.450 is credited are shown here. DDO to check and verify the bank details of Vendor/Employee before forwarding the voucher for centralized payment processing. After checking the data, DDO to press "Forward" option.



34. Click on "Forward" option and press "Forward" button again.

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220400800CPV0006	6	07-Jul- 2022	46.450	70.00	15-Jul- 2022	EMPLOYEE » 504	371728371239 »	⊘ 07-Jul-2022	✔ 14-Jul-2022	20-Jul-2022	20-Jul-2022	*	₿	Å	
220400800JVV0001	1	01-Jul- 2022	46.450	301.00	20-Jul- 2022	EMPLOYEE » 608	01400015000282	22-Jul-2022	22-Jul-2022	\$	*	\$	*	*	

35. Go to Payment Status (Forward Voucher Payment status shown here)

36. DDO can download the report in excel format from Reports of Cen. Payment option under Cen.Pay drop down menu.



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37. DDO has a right to view their Budget status.



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