

USER MANUAL

FinAssam

FINANCIAL MANAGEMENT
INFORMATION SYSTEM (FMIS)



Submitted to



Finance Department
Government of Assam

Submitted by

KIRAN Consulting

TC-5/128, Peroorkada P O
Trivandrum-695005, Kerala, INDIA
Tel: 0471 243 1126/36/46
Email: info@kran.co.in



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Finassam.in
User Manual for GSTIN Integration with
Commissioner of Taxes

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1 Accessing the FinAssam Home Page

To access the FinAssam Portal, enter the URL <http://fin.assam.gov.in> in the address bar of any standard browsers like Mozilla Firefox, Google Chrome etc.

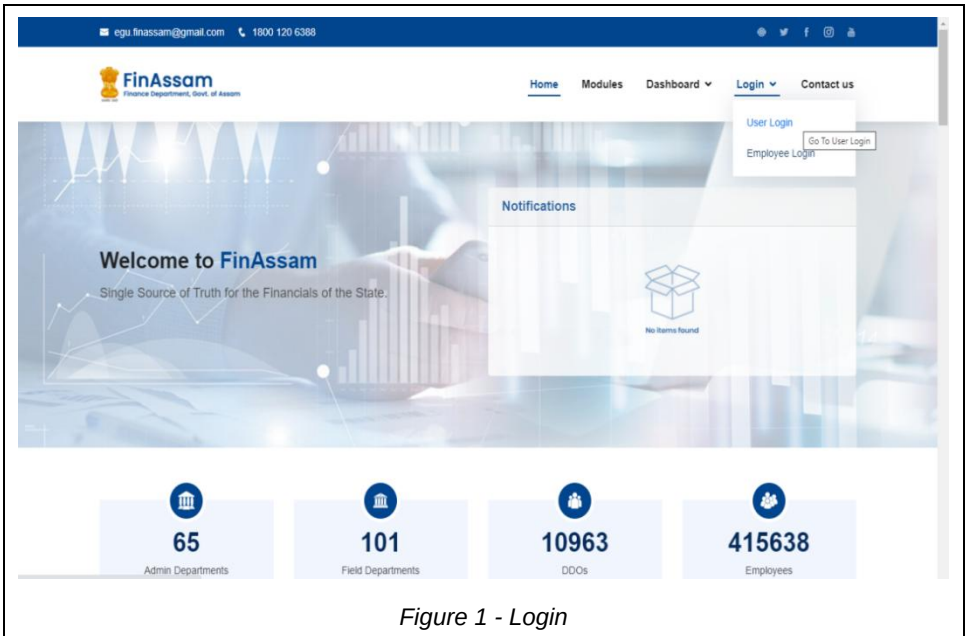


Figure 1 - Login

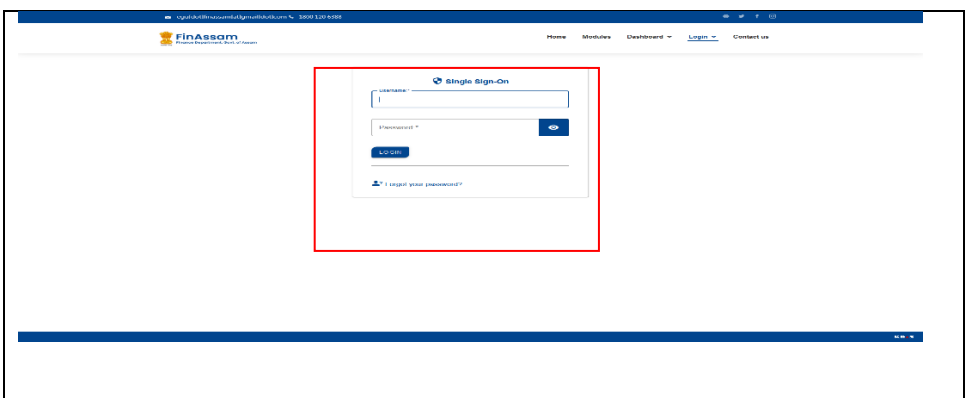
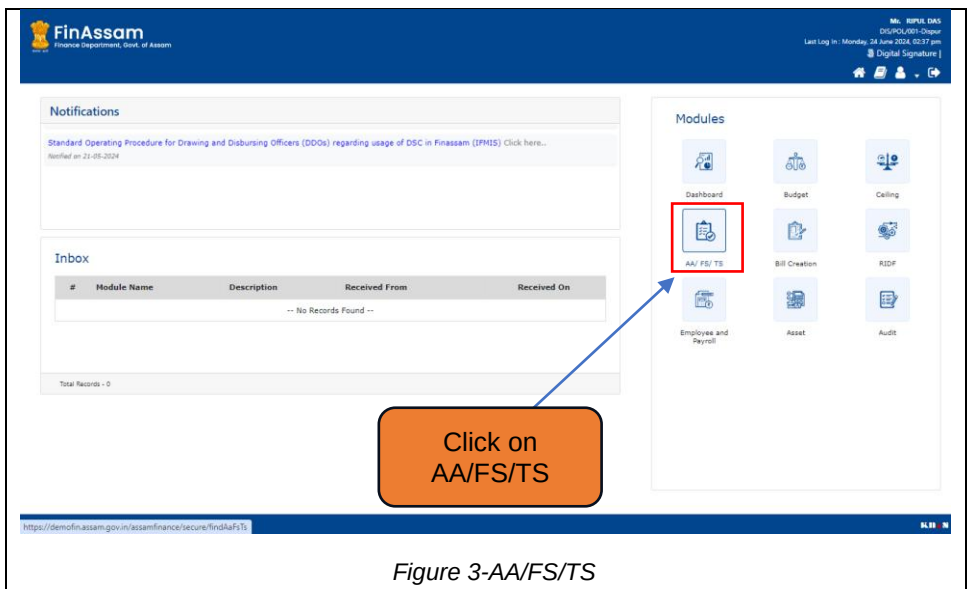


Figure 2 - Login Page

Enter your *Username*, *Password* and *Captcha* correctly and click on **[Login]** button (Refer *Figure 1& Figure 2*).

DDO SECTION

1.1 Commitments (Payee details)



Once logged in, a new page appears (Refer Figure 3). Click on AA/FS/TS module and follow the steps:

- Click on AA/FS/TS module
- Click on Commitments, select Payee Details and click on All vendors.
- Click on Add new payee details.

Finance Department
 Government of Assam

Mr. RUPUL DAS, DIS/POI/001, DIS/POI/001-Dispur • Last Log In : Monday, 24 June 2024, 01:31 pm [Show More](#)

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[Index](#) | [Project Profiles](#) | [Add](#) | [T2](#) | [Commitments](#) | [PKC/CC](#) | [PS](#)

[Commitments](#) | [Removed Commitments](#) | [Payee Details](#)

Vendor/Payee Details - All

[All Vendors](#) | [Office Vendors](#)

[Add New Payee](#)

#	Vendor Name	Action	Type	Address	Bank	Account No	IFSC	GSTIN	CIN	PAN	History
1	Assam Plantation Crops Development Corporation Ltd		Others	Lokhora, Sawkuchi, Guwahati - 34	Vijaya Bank	801701011003583	VIJB00008017	18AANCA9333L1Z3	U01131AS19745G001164	AANCA9333L	
2	N/S Sunrise Enterprise		Proprietorship	N/N-33, JP Agarwala Road, Six Mile, Ghy-22	SBI, SME, GS Road Br	30291394134	SBIN0012259	18AFEPAB031L1Z1		AFEPAB031L	
3	Mridul Kr Khattarar		Proprietorship	VIP Road Six Mile, Khanapara, Guwahati	State Bank of India	36296894399	SBIN0012259		U12200CL0022F1C123456	AKQPK6122P	
4	Gitamoni saikia		Individual	Sonapur, Guwahati	State Bank of India	32789986428	SBIN0012259			AYVP56328Q	
5	NABA BASUMATARY		Individual	Chapaguri Road, PO- North Bongaigaon, Dist. Bongaigaon, Assam	State Bank of India	30017102831	SBIN0012259			ACHPB8567G	
6	ertret		Proprietorship	ertret	UBI	434343434343434	ubie1234567	18AQPK6122P1Z1	U12200CL0022F1C123456	AKQPK6122P	
7	abc		Company	test address	sbi	78954629874	sbm0003030	22AAAAA0000A1Z5	u12345mh2014ptc123707	AAAAA0000A	
8	Bhabesh Mahanta		Individual	B.T. College Road, Lachit Nagas, Guwahati	State Bank of India	10821541216	SBIN0003030	18AGFFH3177K1Z0		AGFFH3177K	
9	Abhilit Bora		Individual	Morkilong, NH-36, Nagaon,	State Bank	30835648960	SBIN0000146	18APWPB9066N1Zx		APWPB9066N	

Click on add new payee

Figure 4- Add New Payee

1.1.2 Adding GSTIN in payee details

- Click on Add new payee details, enter all the mandatory details and add the payee GSTIN number. Click on save.

Note: For Payee Types- Pensioner, Employee, Wage earner and Beneficiary under government, GSTIN number is not mandatory to be entered. For all other Payee Types, it is mandatory.

Payee Details

Payee Type * --Select Payee Type-- Payee Name *

Address * Max 100 Characters

Bank IFSC * 11 CHARACTERS IFSC CODE Account Number * BANK ACCOUNT NUMBER

Bank Name * (Auto generated) Payee CIN 21 CHARACTERS CIN

Payee GSTIN * 15 CHARACTERS GSTIN Payee PAN * (Auto generated) 10 CHARACTERS PAN

Procurement Type * --Select type of Vendor--

Save

#	Name	Type	Address	Bank	GSTIN
1	Mridul Kr. Khaterkar	Proprietorship	VIP Road Six Mile, Kharapara, Guwahati	State Bank of India	36296894399
2	Gitanjali Sekia	Individual	Sonapur, Guwahati	State Bank of India	32789986428
3	NABA BASUMATARY	Individual	Chapaguri Road, PO- North Bongaigaon, Dist. Bongaigaon, Assam	State Bank of India	30017102831
4	ertret	Proprietorship	ertret	UBI	4343434343434
5	abc	Company	test address	sbi	78954629874
6	Bhabesh Mahanta	Individual	B.T. College Road, Lachit Nagar, Guwahati	State Bank of India	10821541216
7	Abhishek Bora	Individual	Honkoting, HH-06, hegong,	State Bank	30035645560

Figure 5-Payee Details

demofin.assam.gov.in says
Invalid GSTIN

Payee Type *
Address *
Bank IFSC *
Bank Name * (Auto generated)
Payee GSTIN *
Procurement Type *

Partnerah
Guwahati
SBIN0002013
STATE BANK OF INDIA
18AALP01295L123
--Select type of Vendor--

Account Number *
1234567890100
Payee CIN
21 CHARACTERS CIN
Payee PAN * (Auto generated)
10 CHARACTERS PAN

Save

3	Hindul Kr. Khatrian	Proprietorship	VIP Road Six Mile, Khanapara, Guwahati	State Bank of India	36296894399	SBIN0003030	18AANC5333L123	U12345MH2014PTC123707	AKQPK6122P
4	Gitamoni saikia	Individual	Sonapur, Guwahati	State Bank of India	32789986428	SBIN0004134	18AYVP56328Q123	AYVP56328Q	
5	NABA BASUNATARY	Individual	Chapaguri Road, PO- North Bongaigaon, Dist. Bongaigaon, Assam	State Bank of India	30017102831	SBIN0001684	18ACHPB8567GC23	ACHPB8567G	

Figure 6- Adding payee details

- Kindly enter the Correct Payee GSTIN number and save. If entered incorrect shows **Invalid GSTIN**.

Payee Details

Payee Type *
Address *
Bank IFSC *
Bank Name * (Auto generated)
Payee GSTIN *
Procurement Type *

Company
test
SBIN0007834
STATE BANK OF INDIA
18AALP01295L123
Goods

Payee Name *
MWJHWM OWARY
Account Number *
3687463264828
Payee CIN
21 CHARACTERS CIN
Payee PAN * (Auto generated)
AALP01295L
Trade Name * (Auto generated)
MWJHWM OWARY

Save

3	Hindul Kr. Khatrian	Proprietorship	VIP Road Six Mile, Khanapara, Guwahati	State Bank of India	36296894399	SBIN0003030	18AQPK6122PIZH	U12345MH2014PTC123707	AKQPK6122P
4	Gitamoni saikia	Individual	Sonapur, Guwahati	State Bank of India	32789986428	SBIN0004134	18AYVP56328Q122	AYVP56328Q	
5	NABA BASUNATARY	Individual	Chapaguri Road, PO- North Bongaigaon, Dist. Bongaigaon, Assam	State Bank of India	30017102831	SBIN0001684	18ACHPB8567GC23	ACHPB8567G	
6	ertert	Proprietorship	ertert	UBI	434343434343434	UBIE1234567	18AQPK6122PIZH	U72200KL2002PTC123456	AKQPK6122P
7	abc	Company	test address	sbi	78954629074	SBIN0003030	22AAAAA000A125	u12345mh20146hc123707	AAAAA000A
8	Shabesh Mahanta	Individual	B.T. College Road, Ladhi Nagar, Guwahati	State Bank of India	10821541216	SBIN0003030	18AGFPN3177KI20	AGFPN3177K	
9	abc	Company	test address	sbi	78954629074	SBIN0003030	22AAAAA000A125	u12345mh20146hc123707	AAAAA000A

Figure 7- Save Payee details

- If GSTIN number is valid **Payee name, payee PAN, Trade Name** is automatically captured.

1.1.3 Prepare a new bill

1.1.3 Contingency Bill for which FS is Mandatory

The screenshot shows the 'Add New Contingent Bill' form with the following fields:

- Contingent Type: --Type of Contingent--
- Financial Section Number: --Type of Contingent--
- Payment Cycle: Financial cycle
- Head of Account: Search Head of Account
- FOC Number: Select Coding
- Purpose / Detail of Expenditure: Detail of Expenditure (Max 200 Characters)

The table below the form lists existing bills with columns for Bill Type, Head of Account, and various status icons. A red box highlights the form, and a red circle highlights the '+' button in the table. A blue callout box says 'Click on + button to create new bill form'. An orange callout box says 'Enter all the details and then click on save button'.

Figure 9- Prepare New Works & Forest bill-59

Steps are (Refer Figure 5):

- After clicking on the **[Plus]** button, a pop-up window will appear with some details to be filled up.
- Select the **Contingent Type** from the drop down list.

- Type the *FS number* and then select the *financial sanction number* from the drop down list and then *Head of Account* will be auto populated.
- After that choose financial sanction linked 'yes' if *FS* is linked with the *ceiling* and then select the *FOC number* from the drop down list.
- If *FS* is not linked with the *ceiling*, then choose financial sanction linked 'No' and then type the *FOC number* manually.
- And then purpose and detail of expenditure will be auto populated.
- Click on the **[Save Bill]** button to save the details.

1.1.1.1 Edit Bill Details

Click here to edit the Bill details

Figure 10- Edit Bill Details

- After saving the details, the respective bill form will appear with the *Head of Account*, *Financial Sanction/Sanction Order* and *Detail of Expenditure*, *Status* and *Action*. Now click on the **[Edit Bill Details]** button to edit the bill details (Refer Figure 6).

1.1.1.2 Add Beneficiary

- After clicking on the **[Edit Bill]** button the following page will appear. Click on *Add Beneficiary* to add beneficiary details (Refer Figure 7).

Works & Forest Bill - T.R. Form 59, October - 2023

Head of Account: 4701 01 800 3012 012 13 01 **DISBURSE** **OK** **+**

Financial Transaction / Sanction Order & Date: PS/FRP_2022-24(1)_478 & 11-10-2023

Details of Expenditure: 1001111

Celling Number: -- Not Available --

FORWARD NOTES

#	Beneficiary Details	Voucher Details
1	Name: Capital Law House Address: 500/79, Barabar Road, Vietnam Nagar, Shabbari, Doh-110032 Bank & IFSC: State Bank of India, SBIN0061281 Account Number: 110245199514 CSTIN:	--Voucher Details Not Available--

Click to add beneficiaries

Figure 11- Add Beneficiary

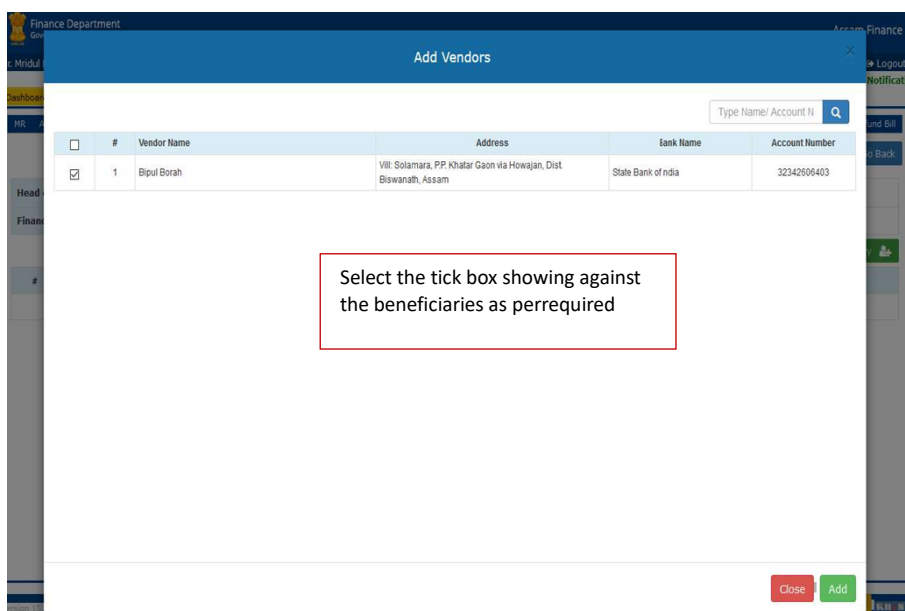


Figure 12 - Add Beneficiaries in the bill

- The beneficiaries added in the *FS* will automatically reflect to add in the bill. Select the required *beneficiaries* and add them into the bill. Click on *check box* against the beneficiary name and then click on **[Add]** button (Refer Figure 8).

Works & Forest Bill - T.R.L. Form 59, October - 2023

Head of Account: 2055-00-101-0443-000-04-02

Financial Sanction / Sanction Order & Date: 12243

Attach Sanction Order: PE_C_34_236003.pdf

FORWARD NOTES

#	Beneficiary Details	Voucher Details
1	Name: BANKI ROY Post / Service: Constable CPF / PFAN: POL10084 Bank & Br/C: State Bank of India, SBIN0000119 Account Number: 131021772225	Net Amount: ₹ 1500.00 Name of Subvoucher: 2 Total Amount: ₹ 1500.00 Total Deduction: ₹ 0.00

Click on the bill voucher details

Figure 13- Fully Vouched Contingent Bill

- After adding the employee to the bill form, it will display a new page (Refer Figure 9).
- Here the users have to fill up the all mandatory Bill voucher details and then save the details and then click on the **[Go back]** button (Refer Figure 10).

Version 30.6

Figure 14- Deduction field

1.2 Generate Bill

- Click on the **[PB]** button which will be available on the right side of the screen to *generate the Bill* (Refer Figure 18).

The screenshot displays the Finance Department software interface. At the top, there is a header bar with the department name and navigation links. Below this, a table lists various bills. The table has columns for Bill Type, Head of Account, Financial sanction / AC Detail /Sanction Order & Date, Detail of Expenditure, Status, Action, and Bill Number. The first row of the table is highlighted, and a red box is drawn around the 'PB' button in the 'Action' column. An orange callout box with an arrow points to this button, containing the text 'Click here to generate the bill'. Another orange callout box with an arrow points to the checkbox in the first row, containing the text 'Click here to remove the bill'.

Figure 15 - Generate Bill

On clicking **[PB]** button, a pop-up menu will appear (Refer Figure 19):

- Enter the *Bill date, progressive expenditure*.
- The *Bill number, Budget Allotment, Additional Budget* is auto generated.
- The *Expenditure* (This bill) is auto calculated.
- Click on the **[Generate]** button for generating the bill.

Generate Contingent Bill

Head of Account: 2805 - 00 - 101 - 0443 - 000 - 04 - 03 - 04
 FS Number: 12345
 Details of Expenditure: test

BILL DETAILS

Bill No: BSL/2022/4010P0409/0409 Bill Date: 01-10-2022

BUDGET DETAILS: 2022-24

Budget Allotment: 1000000 Additional Budget:
 Progressive Expenditure: 0 Expenditure (Till Bt): 1500

Generate

#	Bill Type	Head of Account	Status	Action	Chofun Number
1	Works & Forest	2805 - 00 - 101 - 0443 - 000 - 04 - 03	Submitted to Treasury	Yes	11
2	Fully Vouchard	2805 - 00 - 101 - 0443 - 000 - 04 - 08	Submitted to Treasury	Yes	11
3	Works & Forest	2805 - 00 - 101 - 0443 - 000 - 04 - 08	Submitted to Treasury	Yes	11
4	Fully Vouchard	2805 - 00 - 101 - 0443 - 000 - 04 - 08	Submitted to Treasury	Yes	11
5	Works & Forest	2805 - 00 - 101 - 0443 - 000 - 04 - 08	Submitted to Treasury	Yes	11
6	Works & Forest	2805 - 00 - 101 - 0443 - 000 - 04 - 08	Submitted to Treasury	Yes	11
7	Fully Vouchard	2805 - 00 - 101 - 0443 - 000 - 04 - 08	Submitted to Treasury	Yes	11
8	Works & Forest	2805 - 00 - 101 - 0443 - 000 - 04 - 03	Submitted to Treasury	Yes	11

Figure 16- Generating Contingent Bill

1.3 PDF Sample of Annexure

Figure 17 - PDF Sample of Annexure

1.4 *Submit to Treasury*

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- On clicking the [S] button it will get submitted to the respective treasury.

The screenshot displays the Finance Department software interface. At the top, there is a header with the department name and a date. Below the header, there is a navigation bar with various tabs. The main area shows a table with columns for Bill Type, Head of Account, Financial Transaction / AC Detail, Detail of Expenditure, Status, and Action. The table contains several rows of data. A red box highlights the 'Action' column for the first row, which contains 'S' and 'X' buttons. An arrow points from this box to a callout box that says 'Click on (x) to the editable form'. Another red box highlights the 'S' button in the 'Action' column for the second row, with an arrow pointing to a callout box that says 'Click here to submit the bill'.

Bill Type	Head of Account	Financial Transaction / AC Detail	Detail of Expenditure	Status	Action	Challan Number
1	Works & Forest	4701 - 04 - 800 - 3012 - 042 - 13 - 01	PS/HR_2023-24(1)_470 & 13-10-2023	test777	Not Submitted to Treasury	12
2	Works & Forest	4701 - 04 - 800 - 3012 - 042 - 13 - 01	PS/HR_2023-24(1)_470 & 13-10-2023	test 123	Not Submitted to Treasury	12
3	Works & Forest	4701 - 04 - 800 - 3012 - 042 - 13 - 01	PS/HR_2023-24(1)_470 & 13-10-2023	test777	Not Submitted to Treasury	12
4	Works & Forest	4701 - 04 - 800 - 3012 - 042 - 13 - 01	PS/HR_2023-24(1)_470 & 13-10-2023	test777	Not Submitted to Treasury	12
5	Works & Forest	4701 - 04 - 800 - 3012 - 042 - 13 - 01	PS/HR_2023-24(1)_470 & 13-10-2023	test777	Not Submitted to Treasury	12
6	Works & Forest	4702 - 00 - 101 - 1527 - 000 - 13 - 99	PS/HR_2023-24(1)_470 & 13-10-2023	test for submit	Not Submitted to Treasury	12

Figure 18- Submit to Treasury

TREASURY SECTION

1.5 Bill Processing in Treasury

- After the bill has been submitted to treasury, the bill will appear on **Token assistant login**. The token will be generated and bill will be forwarded to the **dealing assistant**. Similarly, from **Dealing assistant** to **Accountant** and **Accountant** to **Treasury Officer** login.

AssamFinance - CTMIS

Mr. Rakesh Nath
New-Guwahati Token Assistant

Dashboard

Bill Processing

Reconciliation

Home

My Desk

Processed

Approved

Rejected

PdL

Search

Challen Search

Ledger Bills

Ledger HC&DDO

Refund Bills

PENDING BILLS

TYPE

BILL NUMBER

BILL/202425/NGTPWR00200098(R1)

FINANCIAL YEAR

2024-25

ORDER BY

First in First Out

BILL Type

--All Type--

#	DDO	BILL TYPE	BILL NUMBER	PAY PERIOD	FROM DATE	TO DATE	GROSS AMOUNT	NET AMOUNT	RECEIVED ON
1	NGTPWR002	CONTINGENCY - FULLY VOUCHERED CONTINGENT BILL - TR FORM 24	BILL/202425/ NGTPWR00200098(R1) dated 04-06-2024	JUN - 2024	--	--	₹ 4,04,633.00	₹ 4,04,633.00	06-06-2024 06:17 PM

SHOWING

15

OF 1 RECORDS

TOTAL 1 PAGE(S)

First

Previous

1

Go

Next

Last

Figure 19- Pending Tab

1.6 COMPLIANT BILL

The screenshot displays the 'AssamFinance - CTMIS' web application interface. The top navigation bar includes a 'Dashboard' link and a 'Bill Processing' dropdown menu. The user is logged in as 'Mr. BANDANA DEVI, Lakhimpur Treasury Officer'. The main content area is titled 'BILLS - PROCESSING' and shows a list of bills. The selected bill is 'BILL/202425/LKMTRA001/00071 dated 05-11-2024'. The bill is in the 'Processing' stage. The left sidebar contains a list of bill components: Summary, Cover Sheet, Pay & Allowances, Deductions/ Recoveries, Challans, Bank Statement, Budget Details, View FoC, Supporting Document, and Notes. The 'Summary' section is active, showing a list of 'FINDINGS' with four green checkmarks indicating successful validation: 'SUFFICIENT BUDGET AVAILABLE UNDER HEAD OF ACCOUNT', 'SUFFICIENT BUDGET ALLOTMENT AVAILABLE TO THE DDO', 'BANK IFSC CODES ARE FOUND TO BE IN THE DEFINED FORMAT', and 'BANK ACCOUNT NUMBERS ARE FOUND TO BE IN THE DEFINED FORMAT'. A 'Validate GSTIN' button is visible in the top right corner of the bill processing area.

Figure 20- Compliant bill

- Before approving the bill TO will click on **Validate GSTIN** button.

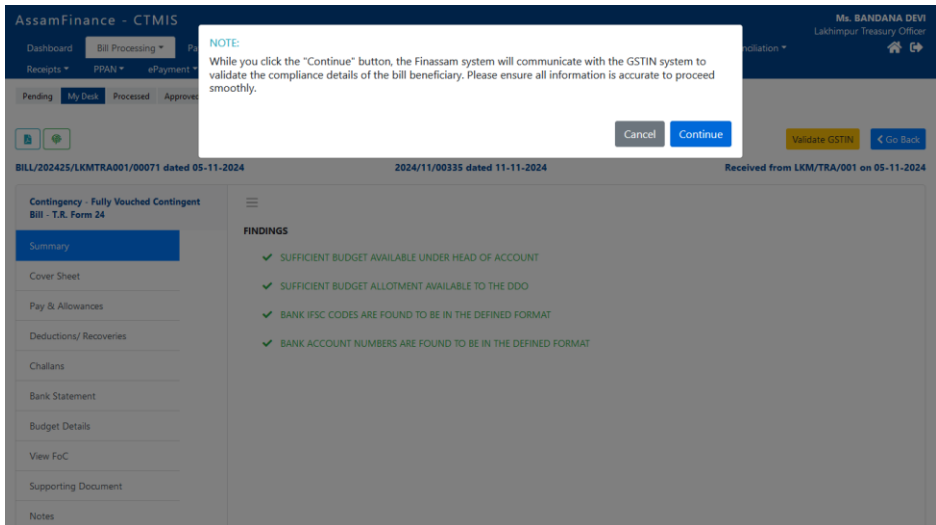


Figure 21-Validating GSTIN

- After clicking the Continue button the finaassam system will commicate with the GSTIN system to validate the compliance details of the bill beneficiary.
- After the validation is found to be compliant, treasury will approved the bill

1.7 NON-COMPLIANT BILL

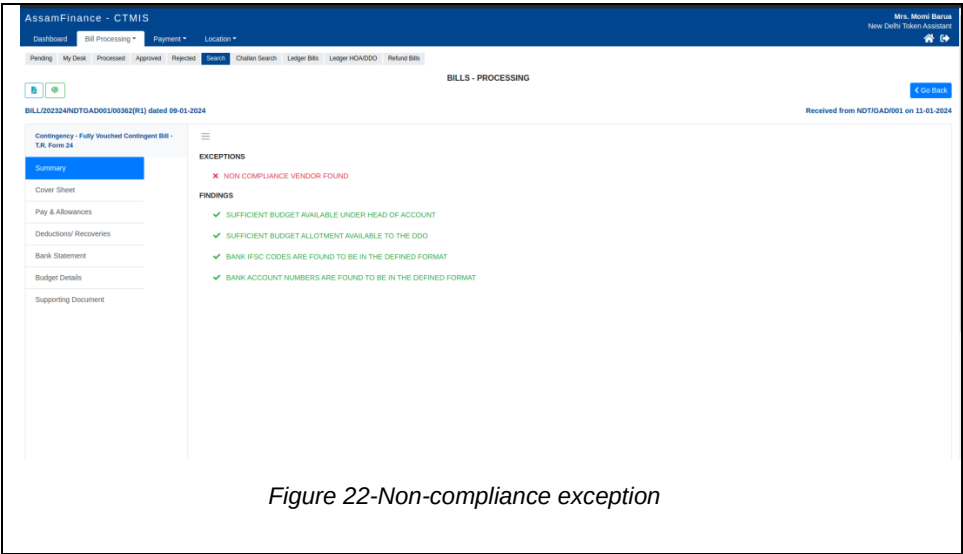


Figure 22-Non-compliance exception

- If there will be invalid GSTIN number against the vendor then the error will be shown as in figure 22.

The screenshot displays a bill review interface. On the left is a sidebar with navigation links: 'Close Bill', 'Pay & Allowances', 'Deductions/ Recoveries', 'Challans', 'Bank Statement', 'Budget Details', 'Supporting Document', and 'Notes'. The main area is divided into two columns. The left column, titled 'FINDINGS', lists four items with green checkmarks: '✓ SUFFICIENT BUDGET', '✓ SUFFICIENT BUDGET', '✓ BANK IFSC CODES', and '✓ BANK ACCOUNT NO.'. The right column contains bill details: 'BILL NUMBER: BILL/202425/NGTPWR002/00096(R1) dated 04-06-2024', 'PURPOSE/ REMARKS', and a table with two columns: 'GROSS AMOUNT' and 'TOTAL DEDUCTION'. The table shows '₹ 71,285.00' for Gross Amount and '₹ 0.00' for Total Deduction, resulting in a 'NET AMOUNT' of '₹ 71,285.00'. Below this is a 'NOTES' section with a rich text editor toolbar (File, Edit, View, Insert, Format, Table) and a text area. At the bottom, there is a checkbox labeled 'CHECK HERE TO CONTINUE' and a red text prompt 'Please check Exceptions' next to a green 'Approve' button.

Figure 23- Exception

- The bill will be forwarded to Treasury Officer Login. If there will be any exception against the GSTIN number, the bill cannot be approved. The error will be shown as in *figure no-22*. The Treasury Officer will have to reject the bill back to the ddo.
- Treasury Officer will hold the bill till compliance is done by the vendor after that the validate GSTIN can be against the bill and can be approved.
- If there is no exception, the Treasury Officer can approve the bill.