1.1. Village Volunteers-Honorarium- Failed payments lapsed-Repayment

| 1.1.1. | Logon - | Google | Chrome |
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| SAP | Copyright © 2020 SAP | SE. All rights reserved. |



1.1.2. Logon - Google Chrome

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| s Amar | watte | |
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| SAP | Copyright © 2020 SZ | P SE. All rights reserved. |

| Step | Action |
|------|--------------------------------------|
| (1) | The User field is filled out. |

1.1.3. Logon - Google Chrome

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| SAP | Copyright © 2020 SA | P SE. All rights reserved. |

| Step | Action |
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| (2) | The Password field is filled out. |

1.1.4. Logon - Google Chrome

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| SAP | Copyright © 2020 S | AP SE. All rights reserved. |

| Step | Action |
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| (3) | Click Log On . |

1.1.5. Home - Google Chrome

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| Budget My Outbox My Inbox Head of Account View/Publish Budget Argon CC Display Image: Ima | ⊡ 0 | 7°0 | Ē | 1 | | | | |
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| Step | Action |
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| (4) | Click Expenditure. |

1.1.6. Home - Google Chrome

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| Bill Life Cycle Management(BLM) CFMS | Workflow Configurator - PD Accounts | AS - TS & Agreement CFMS | DDO Finder | Beneficiary Search CFMS | Download Multiple Beneficiary Request CFMS | | |
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| Step | Action |
|------|--|
| (5) | Click Lapsed Failed Payment Statement. |

1.1.7. Lapsed Failed Payment Statement - Google Chrome

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| | | Lapsed Fa | iled Payment Statement | | | |
| | *Select DDO: *From Date: *To Date: | M D O MPP JAGGAIAH dd/MM/yyyy dd/MM/yyyy 68 Dis | IPET (050722 | | | |
| Total no of Records :0 | | | | Search | Q 🕒 | C. |
| Bill Number | Lapsing Date | НОА | Beneficiary | Net Amount (₹) | Re-Process | |
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| Step | Action |
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| (6) | Clicking the button opens a dropdown list. |

1.1.8. Lapsed Failed Payment Statement - Google Chrome





Select the required DDO code from the values in the dropdown

1.1.9. Lapsed Failed Payment Statement - Google Chrome



| Step | Action |
|------|--|
| (7) | Clicking the entry G P GANDRAI (05072202021) selects it. |

1.1.10. Lapsed Failed Payment Statement - Google Chrome

| Japsed Failed Payment S | Statemen × + | | | | | | ı x |
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| | | Lapsed Failed P | ayment Statement | | | | |
| | *Select DDO: *From Date: *To Date: | G P GANDRAI (05072202021) dd/MM/yyyy dd/MM/yyyy 60 Display | | | | | |
| Total no of Records :0 | | | | | Search | Q | 6 |
| Bill Number | Lapsing Date | HOA | Beneficiary | Net Amount (₹) | | Re-Process | |
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| Step | Action |
|------|--|
| (8) | Click on Calendar Icon and select the applicable date. |

1.1.11. Lapsed Failed Payment Statement - Google Chrome

| Lapsed Failed Payment St | tatemen × + | | | | - 🗆 × |
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| | *Select DDO: *From Date: *To Date: | G P GANDRAI (05072202021) 01/08/2019 (dd/MM/уууу бд Display | | | |
| Total no of Records :0 | | | | Search | <u>a</u> 🖻 🕻 |
| Bill Number | Lapsing Date | HOA Be | neficiary | Net Amount (₹) | Re-Process |
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| Step | Action |
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| (9) | Click on Calendar Icon and select the applicable date. |

1.1.12. Lapsed Failed Payment Statement - Google Chrome

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| | | Lapsed Failed Pa | iyment Statement | | | | |
| | *Select DDO: | G P GANDRAI (05072202021) | ~ | | | | |
| | *From Date: | 01/08/2019 | | | | | |
| | *To Date: | 31/03/2020 | | | | | |
| | | 6ට Display | | | | | |
| Total no of Records :0 | | 10 | | | Search | (| <u>.</u> e (|
| Bill Number | Lapsing Date | HOA | Beneficiary | Net Amou | nt (₹) | Re-Proces: | 5 |
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| Step | Action |
|------|------------------------|
| (10) | Click Display . |

1.1.13. Lapsed Failed Payment Statement - Google Chrome

| Lapsed Failed Paymer | nt Statemen 🗙 🕂 | | | | | | - 0 | |
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| 8 < 1 | r sap | | Lapsed Failed Paymer | nt Stateme | ent 🗸 | | Q Ø | |
| | | | Lapsed Failed Payme | ent Stateme | ent | | | |
| | | *Select DDO: | G P GANDRAI (05072202021) | ~ | | | | |
| | | *From Date: | 01/08/2019 | | | | | |
| | | *To Date: | 31/03/2020 | | | | | |
| | | | 6ට Display | | | | | |
| Total no of Records : | 5 | | | | | Search | <u> </u> | è (2- |
| Bill Number | Lapsing Date | | НОА | | Beneficiary | Net Amount (₹) | Re-Process | |
| 2019-1768436 | 12.12.2019 | | 2515001980052290293VN | | 0014659310 | 5000.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | 2515001980052290293VN | | 0014659288 | 7742.00 | Re-Proc 11 | |
| 2019-1768436 | 12.12.2019 | | 2515001980052290293VN | | 0014659304 | 5000.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | 2515001980052290293VN | | 0014659290 | 7742.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | 2515001980052290293VN | | 0014659304 | 7742.00 | Re-Process | |
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| Step | Action |
|------|--|
| (11) | Click Re-Process on the bill for which failed payment has to be processed. |

1.1.14. Lapsed Failed Payment Statement - Google Chrome

| Japsed Failed Payment St | tatemen × + | | | | - 🗆 X |
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| a < a | SAP | | | | |
| | | Lapse | d Failed Payment Statement | | |
| | | F | ailed Payment Lapsing | | |
| | | Bill Number: | 2019-1768436 | | |
| | | Beneficiary Number: | 0014659310 | | |
| | | *Reason Code: | e | | |
| Total no of Records :5 | | *Reason Description: | 12 256 Characters Left | Search | <u> </u> |
| Bill Number | Lapsing Date | | | mount (₹) | Re-Process |
| 2019-1768436 | 12.12.2019 | | | 00.00 | Re-Process |
| 2019-1407145 | 12.12.2019 | | | 742.00 | Re-Process |
| 2019-1768436 | 12.12.2019 | | | 00.00 | Re-Process |
| 2019-1407145 | 12.12.2019 | | | 742.00 | Re-Process |
| 2019-1407145 | 12.12.2019 | | | 742.00 | Re-Process |
| | | | | | |
| | | | Submit Clo | se | |
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| Step | Action |
|------|-----------------------------|
| (12) | Click Reason Code Dropdown. |

1.1.15. Lapsed Failed Payment Statement - Google Chrome

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| Total no of Records :5 | | Beneficia *Re *Reason I | 01 Failed Payment Phase-II Salary Re-Process | 256 Characters Left | Search | | 唐 日 |
| Bill Number | Lapsing Date | | | | mount (₹) | Re-Process | |
| 2019-1768436 | 12.12.2019 | | | | 00.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | | | 742.00 | Re-Process | |
| 2019-1768436 | 12.12.2019 | | | | 00.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | | | 742.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | | | 742.00 | Re-Process | |
| | | | Cancel | Submit Close | | | |

| Step | Action |
|------|--------------------|
| (13) | Click Reason Code. |

1.1.16. Lapsed Failed Payment Statement - Google Chrome

| Lapsed Failed Payment | Statemen × + | | |
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| | | Bill Number: 2019-1768436 Beneficiary Number: 0014659310 *Reason Code: 01 | |
| Total no of Records :5 | | *Reason Description: 256 Characters | s Left Search Q @ @ |
| Bill Number | Lapsing Date | | mount (₹) Re-Process |
| 2019-1768436 | 12.12.2019 | | 000.00 Re-Process |
| 2019-1407145 | 12.12.2019 | | 742.00 Re-Process |
| 2019-1768436 | 12.12.2019 | | 000.00 Re-Process |
| 2019-1407145 | 12.12.2019 | | 742.00 Re-Process |
| 2019-1407145 | 12.12.2019 | | 742.00 Re-Process |
| | | Submit | Close |
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1.1.17. Lapsed Failed Payment Statement - Google Chrome

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| <u>ද</u> ස | A C A SAP Lapsed Failed Payment Statement ~ | | | | | | |
| | | Lapse | d Failed Payment Statement | | | | |
| | | F | ailed Payment Lapsing | | | | |
| | | Bill Number: | 2019-1768436 | | | | |
| | | Beneficiary Number: | 0014659310 | | | | |
| | | *Reason Code: | 01 | 005 Oberesters La® | - | | |
| Total no of Records :5 | | Reason Description: | Reprocessing of failed payment. | 225 Characters Leit | Search | | |
| Bill Number | Lapsing Date | | | | mount (₹) | Re-Process | |
| 2019-1768436 | 12.12.2019 | | | | 00.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | | | 742.00 | Re-Process | |
| 2019-1768436 | 12.12.2019 | | | | 00.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | | | 742.00 | Re-Process | |
| 2019-1407145 | 12.12.2019 | | | | 742.00 | Re-Process | |
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| | | | | Submit Close | | | |
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| Step | Action |
|------|---------------|
| (14) | Click Submit. |

1.1.18. Lapsed Failed Payment Statement - Google Chrome



| Step | Action |
|------|-------------------|
| (15) | Click OK . |

1.1.19. Lapsed Failed Payment Statement - Google Chrome

| Image: Contract State Image: Contract S | Japsed Failed Payment St | atemer × + | | - 🗆 × |
|---|--------------------------|----------------------------|---|-----------------|
| Image: Control of Records :5 Lapsed Failed Payment Statement > Image: Control of Records :5 Bill Number: 2019-1768436 Beneficiary Number: 2014553310 *Reason Code: 01 mount (*) Re-Process 2019-1768436 12 12 2019 Bill created successhilly for 14659310 with bill no 2020-998 00 00 Re-Process 2019-1768436 12 12 2019 Bill created successhilly for 14659310 with bill no 2020-998 00 00 Re-Process 2019-1768436 12 12 2019 Image: Code 12 00 Re-Process 12 00 Re-Process 2019-1768436 12 12 2019 Image: Code Image: Code 12 00 Re-Process 12 00 12 00 Re-Process 12 00 12 00 Re-Process 12 00 12 00 12 00 Re-Process 12 00 12 00 12 00 12 00 Re-Process 12 00 12 00 12 00 12 00 Re-Process 12 00 12 00 12 00 12 00 12 00 12 00 12 00 12 00 12 00 12 00 12 | ← → C ☆ ● | qascfms.apcfss.in:44300/sa | p/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-client=350&sap-language=EN#Failedpaymntlapsingstmt-F | 🛧 🌧 Incognito 🗄 |
| Lapsed Failed Payment Statement Failed Payment Lapsing Bill Number: 2019-1768436 Beneficiary Number: 0014659310 *Reason Coce: 01 *Reason Coce: 01 Success Bill Number 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1768436 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 <th>a < a</th> <th>SAP</th> <th></th> <th></th> | a < a | SAP | | |
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| Success Success <t< th=""><th></th><th></th><th>Bill Number: 2019-1768436 Beneficiary Number: 0014659310 *Reason Code: 01</th><th></th></t<> | | | Bill Number: 2019-1768436 Beneficiary Number: 0014659310 *Reason Code: 01 | |
| Bill Number Lapsing Date 2019-1768436 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 2019-1407145 12 12 2019 Concept 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process 742 00 Re-Process | Total no of Records :5 | | *Reason Description: Reprocessing of failed 225 Characters Left Search | <u> </u> |
| 2019-1768436 12.12.019 2019-1407145 12.12.019 2019-1407145 12.12.019 2019-1407145 12.12.019 2019-1407145 12.12.019 2019-1407145 12.12.019 2019-1407145 12.12.019 2019-1407145 12.12.019 Construction Re-Process 42.00 Re-Process 42.00 Re-Process 42.00 Re-Process 42.00 Re-Process | Bill Number | Lapsing Date | Success mount (₹) | Re-Process |
| 2019-1407145 12.12.2019 2019-1407145 12.12.2019 2019-1407145 12.12.2019 2019-1407145 12.12.2019 2019-1407145 12.12.2019 Submit Close | 2019-1768436 | 12.12.2019 | Bill created succesfully for 14659310 with bill no 2020-998 000.00 | Re-Process |
| 2019-1768436 12.12.2019 2019-1407145 12.12.2019 2019-1407145 12.12.2019 Submit Close | 2019-1407145 | 12.12.2019 | OK 742.00 | Re-Process |
| 2019-1407145 12.12.2019 742.00 Re-Process 2019-1407145 12.12.2019 742.00 Re-Process Submit Close Close Close | 2019-1768436 | 12.12.2019 | 00.000 | Re-Process |
| 2019-1407145 12 12 2019 142 00 Re-Process Submit Close | 2019-1407145 | 12.12.2019 | 742.00 | Re-Process |
| Submit Close | 2019-1407145 | 12.12.2019 | 742.00 | Re-Process |
| | | | Submit Close | |



Note the newly generated bill number.

1.1.20. Logon - Google Chrome

| Logon | | | | | | |
|--|---|----------------------|-----------------------------------|-----|----------------------|--------------------------|
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| Comprehensive Financial Management Management | | | | | | And the second |
| | | User | 14380325 | | | |
| | | Password | | | | |
| | | Language | EN - English | ~ | | |
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| 6 | | | Log On | | | |
| <u>A</u> REE | | | Forgot Password | | | |
| | Amara | wathi | | | | |
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| SAP | | | | | Copyright © 2020 SAP | SE. All rights reserved. |

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The newly generated bill will be displayed in Maker Intray. The respective maker has to login to check the bill.

1.1.21. Home - Google Chrome

| Home X | | | | | - 0 |
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| 8 SAP | | | Home \vee | | Q Ø |
| Common Tasks E | Budget My Tasks | Expenditure Biome | tric/IRIS Device Config | uration CFMS Hiring Event | |
| My Inbox Budget | My Outbox Budget | Head of Account Display | Budget Estimates View/Publish Budget | | |
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| Budget | | | | | |
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| My Tasks | | | | | |
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| Step | Action |
|------|--------------------|
| (16) | Click Expenditure. |

1.1.22. Home - Google Chrome

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| | 8 549 | | | Home \checkmark | | | Q Ø | |
| | Common Tasks E | Budget My Tasks | Expenditure Biome | etric/IRIS Device Config | uration CFMS Hirin | g Event | | |
| | Bill Life Cycle Management(BLM) CFMS | Workflow Config - Bill Submit | AS - TS & Agreement CFMS | DDO Finder | Beneficiary Create Request CFMS | Failed Payment | | |
| | É | | (D) | Ē | Ę | ٤ | | |
| | Beneficiary 17th CFMS | Create Multiple Beneficiary Requests | Download Multiple Beneficiary Request CFMS | Government Deductions | PD Account Statement CFMS | Workflow Role Admin | | |
| | E | Ē | Ł | | ×\$ | 22 | | |
| | Beneficiary GSTIN Master Data Update | Office Sanction Workflow Configuration | Inventory Item Creation | | Contingent Expenditure Sanction Management | | | |
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| Step | Action |
|------|--|
| (17) | Click Bill Life Cycle Management(BLM) CFMS . |

1.1.23. Bill Lifecycle Management (BLM) - Google Chrome

| | Bill Lifecyc | ele Management (BLM) X - | + | | | | | - | | × |
|---|--------------|---------------------------------|--|---------------|----------------------------|-----------------------------|------------|----------|-----------|---------|
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| | 8 | < 🏠 💁 | Bill Lifed | cycle Mana | agement (BLM) \vee | | | Q | 67 | |
| | | | | Workd | center | | | | | \odot |
| | | Payroll Lapsed Bill 2020-391 | 2515001980052290293VN | Maker | KOPPAKA.SRINI VASA RAO | Manual Lapsed Bill Cases | 16-05-2020 | 16:40:04 | > | |
| - | | Payroll Lapsed Bill 2020-462 | 2515001980052290293VN | Maker | KOPPAKA.SRINI VASA RAO | Manual Lapsed Bill Cases | 19-05-2020 | 12:00:17 | > | |
| | | Payroll Lapsed Bill 2020-883 | 2515001980052290293VN | Maker | KOPPAKA.SRINI VASA RAO | Manual Lapsed Bill Cases | 19-05-2020 | 12:05:40 | > | |
| | | Payroll Lapsed Bill 2020-778 | 2515001980052290293VN | Maker | KOPPAKA.SRINI VASA RAO | Manual Lapsed Bill Cases | 26-05-2020 | 15:28:42 | > | |
| | | Payroll Lapsed Bill | 2515001980052290293VN | Maker | KOPPAKA.SRINI VASA RAO | Manual Lapsed Bill Cases | 28-05-2020 | 12:55:17 | > | |
| | \bowtie | Payroll Lapsed Bill 2020-502 | 2515001980052290293VN | Maker | KOPPAKA.SRINI VASA RAO | Manual Lapsed Bill Cases | 28-05-2020 | 12:57:28 | > | |
| | | | | | | | | | | |
| | | | | | | | | | 76 | |
| đ | Create Bil | Q Search Bills | | | | | | | C Refr | esh |

| Step | Action |
|------|--------------------------|
| (18) | Click the required bill. |

1.1.24. Bill Lifecycle Management (BLM) - Google Chrome

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|--|--|--------------------|----------------------|-----------------|--------------------------|----------------------------------|-------------------|----------------|-------|-------------|---|
| 8 < @ | SAP | | Bill Li | ifecycle Mar | nagement (BLM) \vee | | | | | 2 @ | |
| | | | | De | etails | | | | | | |
| 2020-998 Manual Lapsed Bill Cas | ies | | | | | | | | | Maker | |
| | | | | | | | | | | | |
| Basic Information Per | rsons Processed | Persons Exclude | ed Checklist | Workflow | Notes & Documents | Errors | Attribute History | | | | |
| Basic Information Per Overview BillNote/Descript | rsons Processed | Persons Exclud | ed Checklist | Workflow | Notes & Documents | Errors | Attribute History | | | | |
| Sasic Information Pe Overview BillNote/Descript Overview | rsons Processed | Persons Exclud | ed Checklist | Workflow | Notes & Documents | Errors | Attribute History | | | | |
| Basic Information Pe Overview BillNote/Descrip Overview *DD0 Code: | tion | Persons Exclud | ed Checklist | Workflow | Notes & Documents | Errors | Attribute History | | | | |
| Basic Information Pe Overview BillNote/Descrip Overview *DD0 Code: *District: | rsons Processed tion 05072202021 05 | Persons Exclud | ed Checklist | Workflow | Notes & Documents | Errors 14404048 28.05.2020 | Attribute History | | | | |



The maker should proceed as per the regular process to submit the bill.