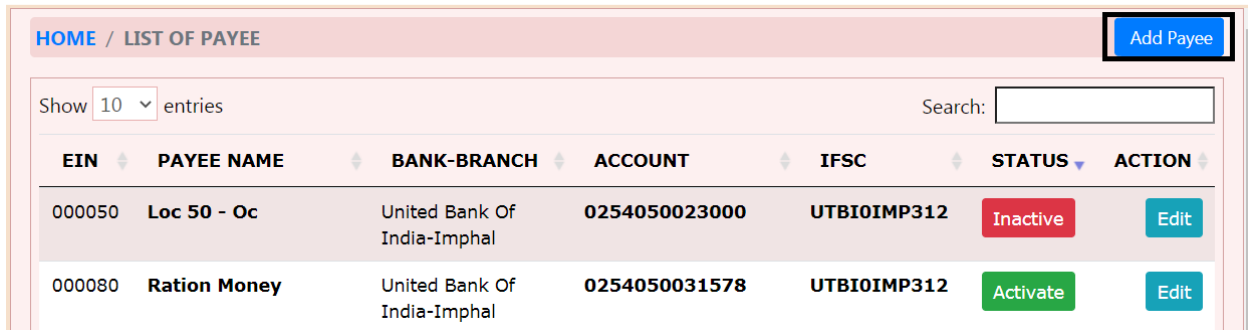


# BEAMS MANUAL

## 1. Add Muster Roll / Group Payee for Non-regular Payees

1. Login to user type **Draft** of DDO (e.g 1513009).
2. Go to Menu **Maintenance** click on **New Modify Payees**. List of payees will be shown **Fig 1.1**



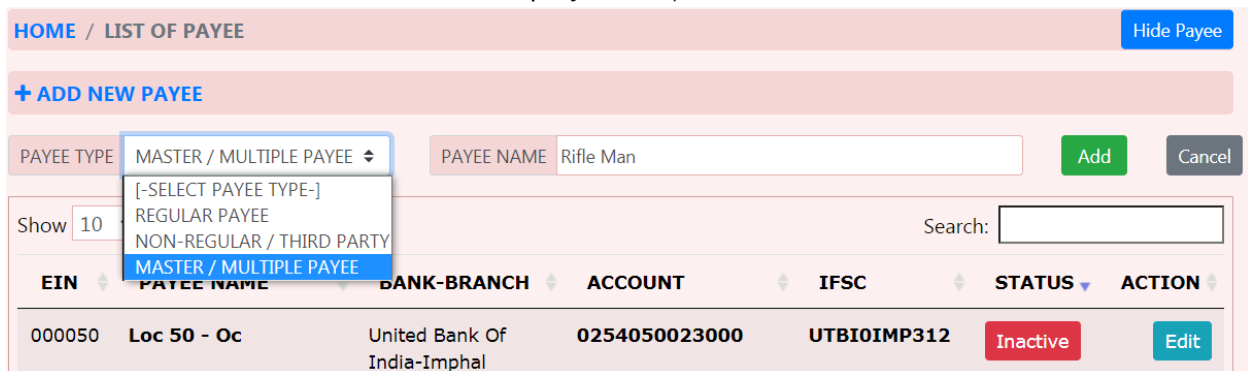
HOME / LIST OF PAYEE Add Payee

Show 10 entries Search:

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
000050	Loc 50 - Oc	United Bank Of India-Imphal	0254050023000	UTBIOIMP312	Inactive	Edit
000080	Ration Money	United Bank Of India-Imphal	0254050031578	UTBIOIMP312	Activate	Edit

Fig 1.1

3. On the list of payee page click on the top right **Add Payee**.
4. Select **Payee Type** as **Master / Multiple Payee** and enter **Payee Name** (e.g Group of Constable or Muster Roll or Contract Employee etc.).



HOME / LIST OF PAYEE Hide Payee

**+ ADD NEW PAYEE**

PAYEE TYPE: MASTER / MULTIPLE PAYEE (selected)  
[-SELECT PAYEE TYPE-]  
REGULAR PAYEE  
NON-REGULAR / THIRD PARTY  
MASTER / MULTIPLE PAYEE

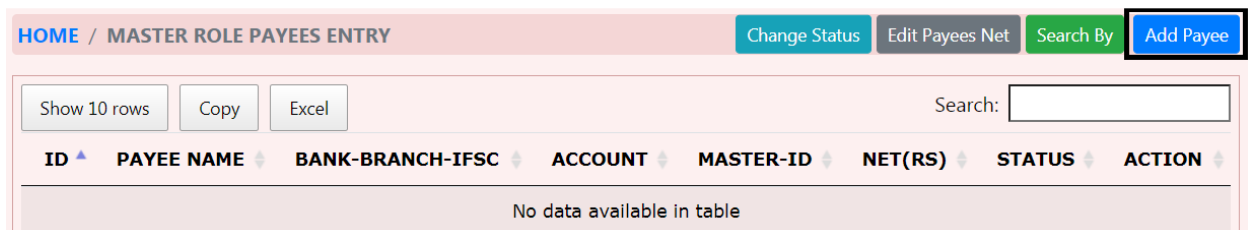
PAYEE NAME: Rifle Man Add Cancel

Show 10 entries Search:

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
000050	Loc 50 - Oc	United Bank Of India-Imphal	0254050023000	UTBIOIMP312	Inactive	Edit

Fig 1.2

5. Click on **Add** to saved group name (e.g. Payee Name as Rifle Man).
6. Next Go to **Maintenance** and Click on **Master Roll Payee** as shown in Fig 1.2



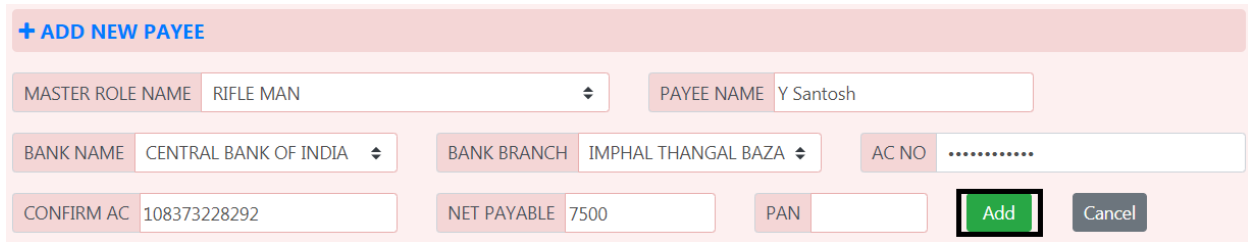
HOME / MASTER ROLE PAYEES ENTRY Change Status Edit Payees Net Search By Add Payee

Show 10 rows Copy Excel Search:

ID	PAYEE NAME	BANK-BRANCH-IFSC	ACCOUNT	MASTER-ID	NET(RS)	STATUS	ACTION
No data available in table							

Fig 1.3

7. Click on **Add Payee**.



The screenshot shows a form titled "+ ADD NEW PAYEE" with the following fields and values:

Field	Value
MASTER ROLE NAME	RIFLE MAN
PAYEE NAME	Y Santosh
BANK NAME	CENTRAL BANK OF INDIA
BANK BRANCH	IMPHAL THANGAL BAZA
AC NO	.....
CONFIRM AC	108373228292
NET PAYABLE	7500
PAN	

Buttons: Add (highlighted), Cancel

Fig 1.4

8. Select **Master Role Name** (e.g Rifle Man) and enter the **Payee Details** of actual payee in which payment to be made (e.g 1. Y Santosh and 2. S. Romesh) of group Name **Rifle Man**.

9. Click on **Add** to save payee and so on.

## 2. Bill Preparation of Muster Roll / Group

1. Go to the Menu **Bills** and click on **Bill Entry** as in Fig 2.1

Bill Entry For November 2020 (Budgeted)							
Treasury :15--Imphal East Treasury							
DDO:1513009 -- COMMANDANT FIFTH IRB							
Show Details				UnDistr. Budget			
Grant No	Hill Valley	Scheme-Object	Object Description	November			Balance
				Grant	Bills	Exp	
00	Valley	00-8009-01-101-05-00-0-V - 89	GPF	1425833	0	0	1425833
00	Valley	00-8009-01-101-06-00-0-V - 89	GPF	0	0	0	0
00	Valley	00-8011-00-107-02-00-0-V - 90	GIS	0	0	0	0
05	Valley	05-2071-01-104-11-00-0-V - 04	Pensionary Charges	772423	0	0	772423
05	Valley	05-2071-01-115-44-00-0-V - 01	Salaries	0	0	0	0
07	Valley	07-2055-00-104-30-00-0-V - 01	Salaries	0	0	0	0
07	Valley	07-2055-00-104-30-00-0-V - 11	Domestic Travel Expenses	0	0	0	0
07	Valley	07-2055-00-104-30-00-0-V - 13	Office Expenses	0	0	0	0
92	Valley	92-2049-03-108-45-00-0-C - 45	Interest	0	0	0	0
<b>TOTAL</b>				<b>2198256.000</b>	<b>0</b>	<b>0</b>	<b>2198256.000</b>

Fig 2.1

2. Select **Scheme Code** to which bill to be prepared as in Fig .2.2

3. On the Bill Entry page while select the Group Payee Name as e.g Rifle Man in Fig 2.3 then click **Add** to add to bill.

Note:- Group Payee Rifle Man amount will appeared atutomatically as this is the sum of two payees we have added earlier. (e.g 1. Y Santosh and 2. S. Romesh)

Bill Entry for 2020-2021						
Department: 13 - HOME		Majorhead: 2055 - Police		Back		
Grant No : 07	Scheme : 07-2055-00-104-30-00-0-V - 15th Bn. Manipur Rifles(5th IRB) (Valley)			Object :13-Office Expenses		
No of Bill :0	Budget (Rs.) : 121105		Expenditure :0		Balance : 121105	
DEPARTMENT TAN NO.		E170118SHLT00928E				
SELECT APPROPRIATE BILL TYPE AND FORM ID.						
Department Bill No :	44	Bill Type :	01 - FVC	Form Id :	22	
Bill Category :		<input checked="" type="radio"/> Regular	<input type="radio"/> Advance	<input type="radio"/> Grant in Aid	<input type="radio"/> AC	<input type="radio"/> Book Adjustment
Gross Amt (Rs.)	15500	Deduction (Rs.)	0	Net Amt (Rs.)	15500	
Net Amount Details : Net amount balance = 15500						
Name Of Payee	EIN	PAN NO.	Bank	Branch	Account No.	Amount
Rifle Man	17	0	Bank	Bank	0	15500
						Add Reset

Fig 2.3

- Click to **Submit**.
- Next **Transaction no** will be generated and bill will go for **Approval** in **Final** user.

Net Amount Details : Net amount balance = 0

Rifle Man    17    0    Bank    Bank    0    15500    [Delete](#)

Name Of Payee	EIN	PAN NO.	Bank	Branch	Account No.	Amount
Rifle Man						

[Add](#)   [Reset](#)

[Submit](#)

Fig 2.3

### Group /Muster Roll Bill Apporval by Final user

- Login to **Final** user of DDO
- On the menu **Bills Approve** Click on **Bill / CDA Approve**.
- On the Fig 2.4 two button are there **Trans No 162** and **View**.

APPROVAL OF BILL ENTRY

Treasury :15--Imphal East Treasury

DDO :1513009 -- COMMANDANT FIFTH IRB

Grant	Hill/Valley	Scheme	Object Description	Gross	Deduction	Net	Month	Trans No.	View
07	Valley	07-2055-00-104-30-00-0-V	13-Office Expenses	15500	0	15500	11	<a href="#">Trans. No. 162</a>	<a href="#">View</a>

Fig 2.4

- On clicking on **View** we can see the actual payee details to which payment is to be made as shown in Fig 2.5.

Financial Year: 2020-2021 [Back](#)

Trans No : 162    Grant No : 07    Department: 13    Valley

Scheme : 07-2055-00-104-30-00-0-V - 15th Bn. Manipur Rifles(5th IRB)    Object : 13 - Office Expenses

Gross (Rs.): 15500    Deduction (Rs.) : 0    Net (Rs.) :15500

Deduction Details	
Scheme Code	Amount
<b>Total Amount</b>	<b>0</b>

Show  entries    Search:

SI No	Name Of Party	Bank	Branch	Account No.	Amount
1	S. ROMESH	BANK OF INDIA	MANGALORE	1098767890	8000
2	Y SANTOSH	CENTRAL BANK OF INDIA	IMPHAL THANGAL BAZAR/MG AVENEUE	108373228292	7500
<b>Total Net Amount</b>					<b>15500</b>

Fig 2.5

5. By clicking on **Trans No 162** bill is ready to Approve by DDO user.

**Note:-** In Fig 2.6 we can see only the **Group / Muster Roll Payee** name with dummy Ac no. Its only for appearance payment will be paid only to those we see in **View**.

<b>Department: 13</b>		<b>Budget From: 2020-2021</b>		<b>Majorhead : 2055</b>		<a href="#">Back</a>
Scheme : 0720550010430000V--15th Bn. Manipur Rifles(5th IRB)				Object :13 -- Office Expenses		Valley
Gross (Rs.): 15500		Deduction (Rs.) : 0		Net (Rs.) :15500		
Deduction Details						
Scheme					Amount	
Total Amount =					0	
Name Of Party	PAN No.	Bank	Branch	Account No.	Amou	
Rifle Man	0	Bank	Bank	0	15500	
Total Net Amount =					1	
						<a href="#">Submit</a>

Fig 2.6

6. Click on Submit then authorisation will be generated with the PDF report.