

BEAMS MANUAL

Preparation of e-Kuber Miscellaneous Return (Minus Credit) Bill.

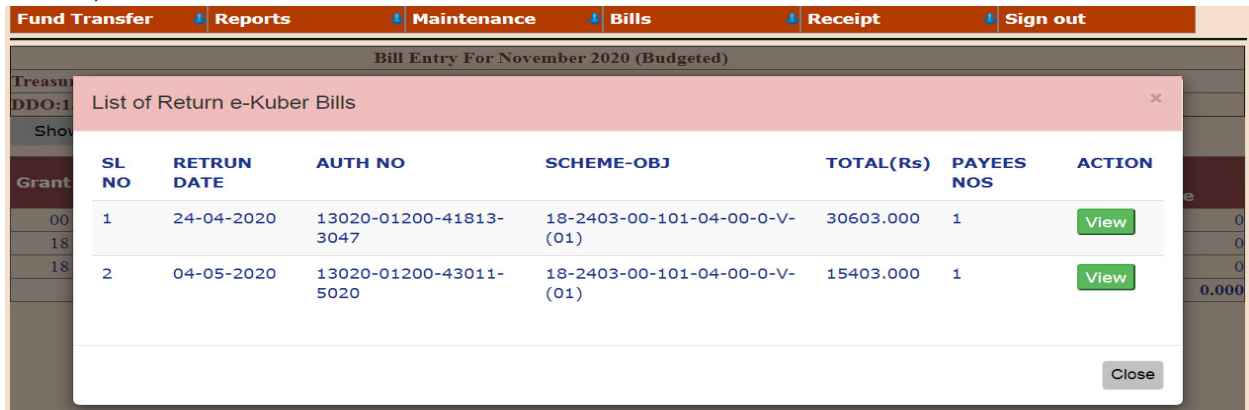
e-Kuber Miscellaneous Return Bill is a bill that has been **finalised** from **Treasury end** but bank payment process were **not able to complete due to payee (payees) account related issues** such as change in bank branch (i.e IFSC Code), closure of bank, Incorrect Account no etc. So **Payee (Payees)** payment were rejected and then return back to respective Treasury's **Suspense Head (8658)** and then forward to their concern **BEAMS DDOs**. The re-preparation of rejected bill is called **e-Kuber Miscellaneous Return Bill**.

(**Note:-** Return bills can be any type of bill such as salary, LoC, major work, minor works etc.)

1. Please follow the step to prepare e-Kuber Miscellaneous Return Bill in Draft.

1. Open BEAMS <http://ifmsmanipur.nic.in/> and login to Beams by DDO user as **User Type Draft**.

(**Note:-** If return or rejected is forwarded from concern treasury the following Fig 1.1 will be shown.)

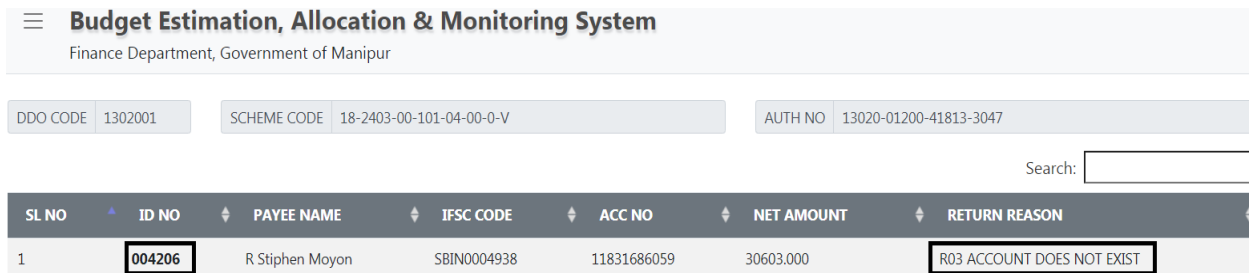


SL NO	RETRUN DATE	AUTH NO	SCHEME-OBJ	TOTAL(Rs)	PAYEES NOS	ACTION
1	24-04-2020	13020-01200-41813-3047	18-2403-00-101-04-00-0-V-(01)	30603.000	1	View
2	04-05-2020	13020-01200-43011-5020	18-2403-00-101-04-00-0-V-(01)	15403.000	1	View

Fig 1.1

2. On the above Fig 1.1 list of Return e-Kuber Bill details can be seen.

3. On right hand side click on **View** it will open a new tab where we can see the **details of payees** and **reason for returned** in Fig 1.2. Here the return reason is account **does not exist** may be the account no is incorrect.



SL NO	ID NO	PAYEE NAME	IFSC CODE	ACC NO	NET AMOUNT	RETURN REASON
1	004206	R Stiphen Moyon	SBIN0004938	11831686059	30603.000	R03 ACCOUNT DOES NOT EXIST

Fig 1.2

Note:- We have to verify the account details of return payee from the Payee himself otherwise same issue will occur again if preparation is done in e-kuber return bill without correction.

4. Let us assume that bank account of return payee was incorrect. Here we will show you how to do correction of A/C no. In the above Fig 1.2, copy **ID No** e.g 004206 then go to menu **Maintenance -> New / Modify Payee** Fig 1.3. List of Payees will be shown.

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
1	Kh. Surchandra	State Bank Of India-Chandel	11831653238	SBIN0004938	Activate	Edit
2	Mrs. Cr Margaret	State Bank Of India-Chandel	32166756787	SBIN0004938	Activate	Edit
003259	Kh Surchandra Singh	State Bank Of India-Bishnupur	30789725721	SBIN0005246	Activate	Edit
003379	Th Rajendra Singh	State Bank Of India-Loktak Hepa	31262061667	SBIN0005329	Activate	Edit
003887	Kingliamliu	State Bank Of India-High Court Complex Chingmeirong	20416161912	SBIN0016013	Activate	Edit
004002	N Arunkumar Singh	State Bank Of India-Mu Campus	11785084215	SBIN0005320	Activate	Edit

Fig 1.3

5. On the top right hand side Search type return payee ID No e.g 004206 as show in Fig 1.4

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
004206	R Stiphen Moyon	State Bank Of India-Chandel	11831686059	SBIN0004938	Activate	Edit

Fig 1.4

6. Click on **Edit**, the details will appear on the top as shown below Fig 1.5.

7. Click on **Update** after making a correction of **Ac/no** of return payee.

EIN	PAYEE NAME	BANK-BRANCH	ACCOUNT	IFSC	STATUS	ACTION
004206	R Stiphen Moyon	State Bank Of India-Chandel	11831686059	SBIN0004938	Activate	Edit

Fig 1.5

8. Now we are ready to prepare **e-Kuber Miscellaneous**, Go to Menu **Bills** -> **e-Kuber Misc Bill**. The **Bill Entry** page will appear as in Fig 1.6

Government of Manipur
e-Kuber Miscellaneous (Minus Credit) Bill for Un-Credited Amounts

Treasury/ Sub-Treasury Name	Chandel Treasury	DDO Code	1302001-DIST. VETY. OFFICER, CHANDEL		Back
Auth No	13020-01200-43011-5020	Scheme:	8658-00-102-03-00 - Suspense Head		Object: 01
No of Bills	0	Amount	15403.000	Transfer Credit Exp	0
				Total Balance (Rs)	15403.000

e-Kuber Bill Details

Gross Amount (Rs) 15403.000 Deduction (Rs) 0 Net Amount (Rs) 15403

e-Kuber Payee Details (Remaining Balance (Rs.) : 15403)

Name of Payee [-SELECT PAYEE-]

Bank Account No Amount (Rs.) [Add](#)

Payee Name	Bank	Account No	Amount

[Submit Bill](#)

Fig 1.6

9. Click on **Auth No** and select **Authorization no** from **Bill Entry** Page, the return bill amount details will appeared as in above Fig 1.6.

10. Now click on **SELECT PAYEE** and choose the return **Payee name** in Fig 1.7

e-Kuber Payee Details (Remaining Balance (Rs.) : 15403)

Name of Payee 103841 - SK. DARTONG LAMKANG

Bank	STATE BANK OF INDIA, CHANDEL	Account No	38676508093	Amount (Rs.)	15403.000	Add
------	------------------------------	------------	-------------	--------------	-----------	---------------------

Payee Name	Bank	Account No	Amount

[Submit Bill](#)

Fig 1.7

11. Click on **Add** in Fig 1.8 then Click on **Submit Bill**

e-Kuber Payee Details (Remaining Balance (Rs.) : 0)

Name of Payee 103841 - SK. DARTONG LAMKANG

Bank Account No Amount (Rs.) [Add](#)

Payee Name	Bank	Account No	Amount	
103841 -- SK. DARTONG LAMKANG	STATE BANK OF INDIA, CHANDEL	38676508093	15403.000	Delete

[Submit Bill](#)

Fig 1.8

12. Confirmation message will appear, click on OK then transaction No will be generated meaning bill goes to approver (Final) Fig 1.9 and Fig 1.10

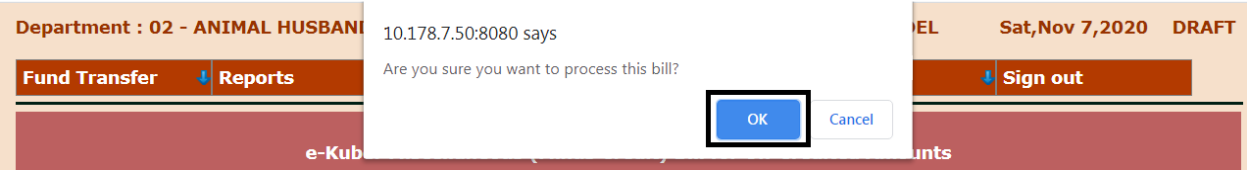


Fig 1.9

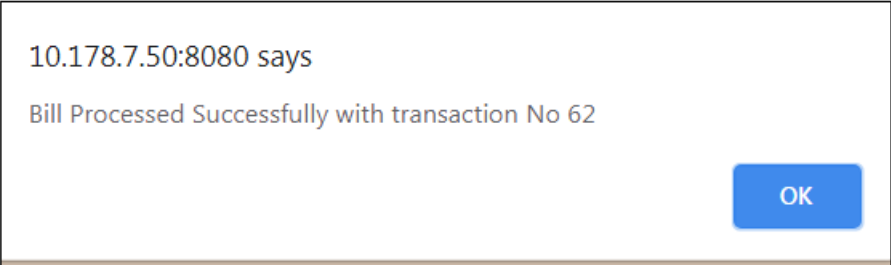


Fig 1.10

2. To approved e-Kuber Miscellaneous Return by Final DDO User

1. Login as **Final** user on that **Menu** Click on **Bills Approve** -> **e-Kuber Misc Bill** Fig 2.1.
2. Click on **Trans. No** to approved **e-Kuber Misc bill**. Bill details will appeared.

Approve Fund Transfer	Reports	Maintenance	Bills Approve	Receipt	Sign out			
E-KUBER BILLS APPORVAL								
Treasury :13--Chandel Treasury								
DDO :1302001 -- DIST. VETY. OFFICER, CHANDEL				Amount in thousands				
Show 10 entries		Search: <input type="text"/>						
Return Auth No.	Object	Gross	Deduction	Net	Month	Status	Transaction No.	Action
13020-01200-41813-3047	86	30603	0	30603	11	BILL	Trans. No. 62	Delete

Fig 2.1

3. On clicking **Trans. No** bill details will appear as in Fig 2.2.

Government of Manipur e-Kuber Miscellaneous (Minus Credit) Bill for Un-Credited Amounts							
Treasury/ Sub-Treasury Name	Chandel Treasury		User Code	1302001-DIST. VETY. OFFICER, CHANDEL		Back	
Auth No	1302001200418133047	Scheme:	8658-00-102-03-00 - Suspense Head		Object:	86	
No of Bills	0	Total Return Amt (Rs)	30603.000	Total Expenditure (Rs)	0	Total Balance (Rs)	30603.000
e-Kuber Bill Details							
Gross Amount (Rs)	: 30603		Deduction (Rs)	: 0		Net Amount (Rs)	:30603
e-Kuber Payee Details							
Payee Name	Bank Branch		Account No	Amount			
R STIPHEN MOYON	STATE BANK OF INDIA - CHANDEL		11831686059	30603			
Total Net Amount						30603	
<input type="button" value="Submit"/>							

Fig 2.2

5. Once we click on **submit**, the bill will be approved and **Authorization** no will be generated along with the PDF report in Fig 2.3 and Fig 2.4.

10.178.7.50:8080 says

e-Kuber Return Bill Approved successfully with authorisation no.:-1302001739307914591353

Fig 2.3

GOVERNMENT OF MANIPUR
e-Kuber Miscellaneous (Minus Credit) Bill for Un-Credited Amounts



Treasury: Chandel Treasury	DDO Code: 1302001	DDO Designation: Dist. Vety. Officer, Chandel	Suspense Head: 00-8658-00-102-03-00-0-V (86)
Budget Head (Original): 18-2403-00-101-04-00-0-V(01)	Return Date: 24-04-2020	Return Trea.Bill No.: 95	Old Auth. No.: 1302001200418133047
e-Kuber Return (Rs): 30603.000	Expenditure (Rs): 30603	Return Balance (Rs): 0.000	Auth Slip Nos: 1
Bill Date: 07-11-2020	e-Advice No.: 62	New Auth No.: 1302001739307914591353	Net Amt (Rs): 30603
			No of Payees: 1

Amount in Rs. : 30603

Amount in words: Rupees Thirty Thousand Six Hundred Three Only

<p>Certificate:</p> <p>1.It is certified that this consolidated Miscellaneous (Minus Credit) Bill for un-credited amount is generated after due verification and correction of bank details and other relevant information of the concerned beneficiaries/ payees.</p> <p style="text-align: right;">Signature (with seal) of DDO/ TO/ STO</p>
--

<p>I hereby certify that the compliance of directions/instructions of Finance Department, Govt. of Manipur has been ensured.</p> <p style="text-align: center;">Signature (with Seal) of DDO/TO/STO.</p> <p style="text-align: center;">For Principal Accountant General Office</p> <p>Admitted (Rs.) (Rs.) Objected</p> <p>Accountant AAO Gaz. Officer</p>	<p style="text-align: center;">Treasury Voucher (For Treasury Use)</p> <p>No. Date</p> <p>Pay Rs.: 30603</p> <p>(Rs in words) :Rupees Thirty Thousand Six Hundred Three Only</p> <p>Receipt Dealing Accountant TO/ATO</p>
---	--

System Generated Report generated by User ID: 1302001 approved on 07-11-2020 at 03:00:10hrs from IP 10.178.7.50 print on 07-11-2020 at 15:07:16hrs.

GOVERNMENT OF MANIPUR
e-Kuber Miscellaneous (Minus Credit) Bill for Un-Credited Amounts



Treasury: Chandel Treasury	DDO Code: 1302001	DDO Designation: Dist. Vety. Officer, Chandel	Suspense Head: 00-8658-00-102-03-00-0-V (86)
Bill Date: 07-11-2020	e-Advice No.: 62	New Auth No.: 1302001739307914591353	Net Amt (Rs): 30603
			No of Payees: 1

Payee Details

S.No.	Ein-Name of Payee	Bank Branch	Account No	Net Amt Rs.
1	004206 - R Stiphen Moyon	State Bank Of India - Chandel	11831686059	30603

Fig 2.4