WaMS 2.0

Ways and Means System

User Manual

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CHAPTER 1

Introduction

The **WaMS** (Ways and Means System) for Finance department is aimed at the implementation of the Ways and Means Clearance system. This system provides facility for online submission of request to Ways and Means section from PSUs, Grand-in-aid Institutions etc.

DDOs can send online request to Ways and Means section in BiMS Application. DDOs with login as DDO Code (10 digit code) and are not permitted in WaMS 2.0. PSUs and Institutions have to use WaMS Application for sending request to Ways and Means Section.

Generation of Proceedings for Special TSB (STB) and Plan Scheme Treasury Saving Bank (PSTSB) account and e-Submission to Treasury by PSUs and Institutions can be done in WaMS Application.

Generation of Proceeding for Special TSB (STB) and Plan Scheme Treasury Saving Bank (PSTSB) account and e-Submission to Treasury by DDOs can be done in BiMS Application.

Website address of WaMS: *https:/treasury.kerala.gov.in/wams/*

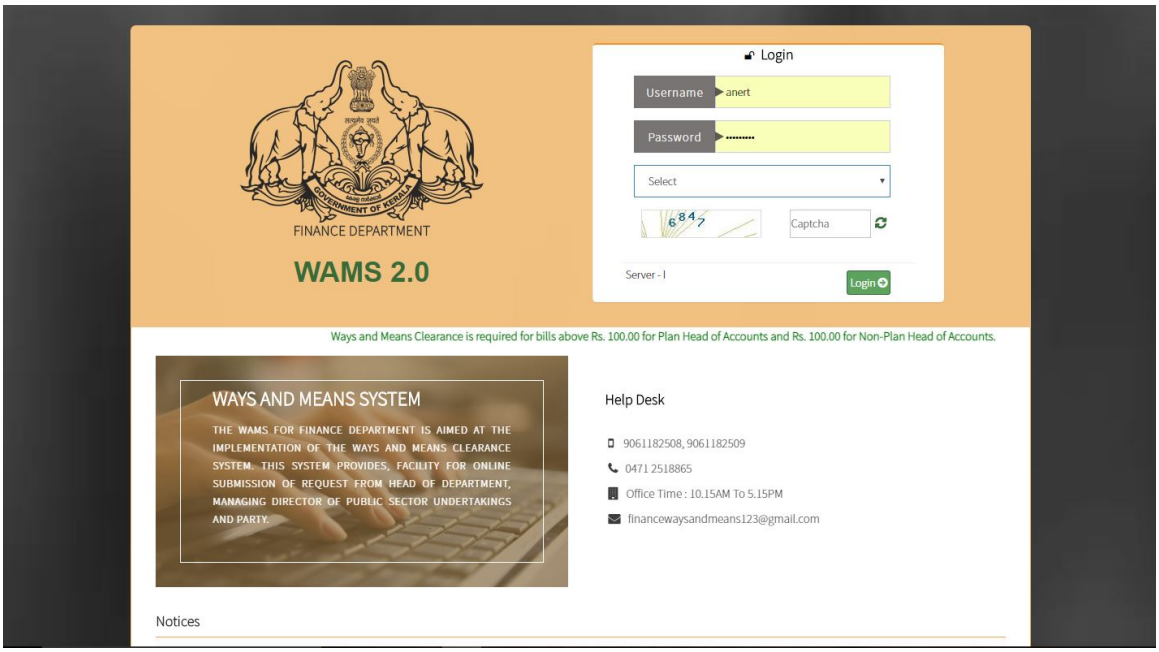

Figure 01: WaMS Login

CHAPTER 2

User Login Details

Enter Username, Password, select User type, enter Captcha and then click “Login” button to login.

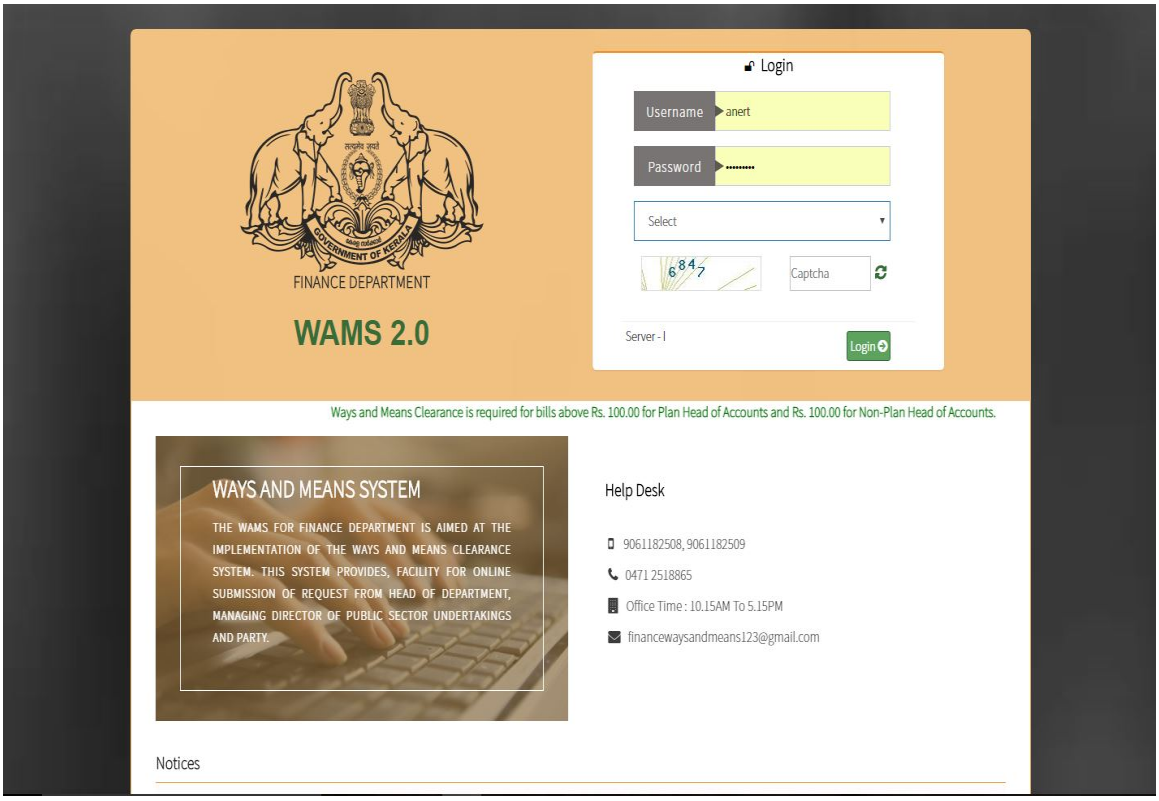

Figure 02: WaMS Login

CHAPTER 3

Get Started with the 'Others'

In the home page you can see the dashboard with statistics of Proceedings.

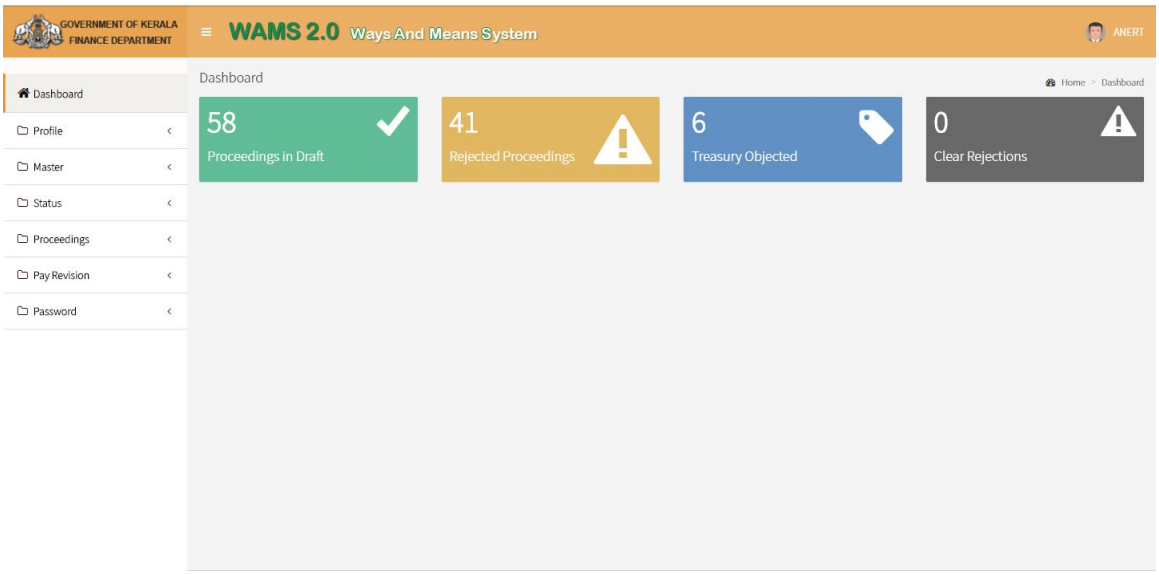

Figure 03: Home Page

3.1 Profile

Profile entry has to be completed as a first activity. Profile includes Personal details of the login user, Present Details (Name and Designation of Head of Office), Forward Details (designation of the officer who forward the proceedings on behalf of Head of Office), Office details which are required in the preparation of Proceedings.

Profile **→Personal Details**

→Office Details

→Present Details

→Forwarded Details

3.1.1 Personal Details

This option is used for creating Personal details of the official who is using the login.

Link 1 : View

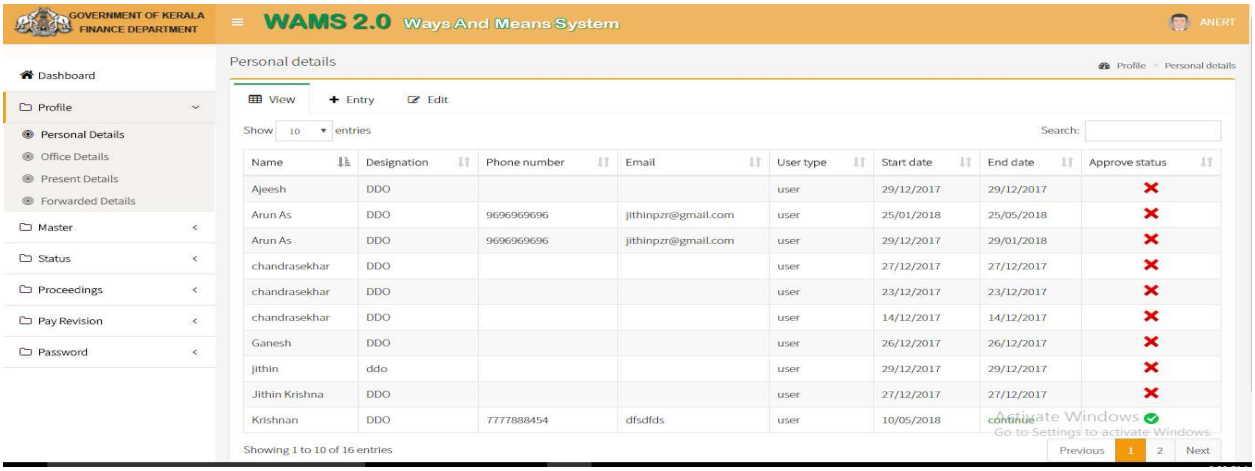

Figure 04 : Personal Details View

The green shows the currently Active user.

Link 2 : Add

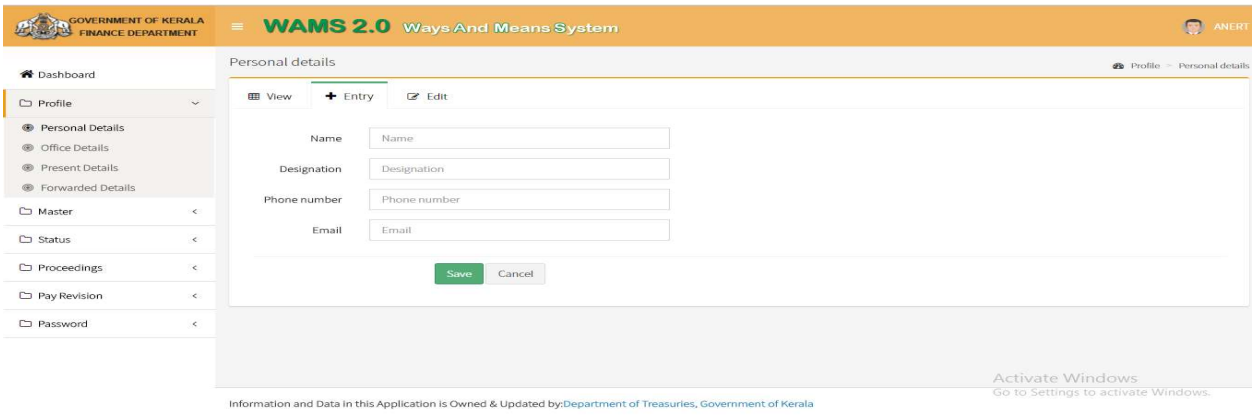

Figure 05 : Add Personal Details

This section is for adding new Personal details of login user. Last entered details will be made in-active.

Link 3 : Edit

This section is for editing Personal details

Figure 06 : Edit Personal Details

. 3.1.2 Office Details

This section is for entering Office Details.

Link 1 : View

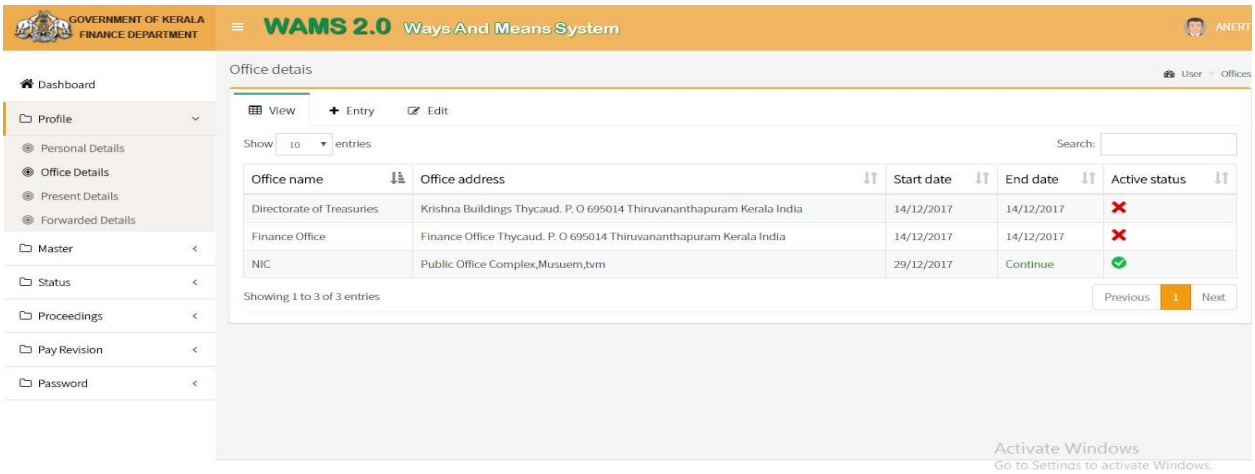

Figure 07 : View Office details

Link 2 : Add

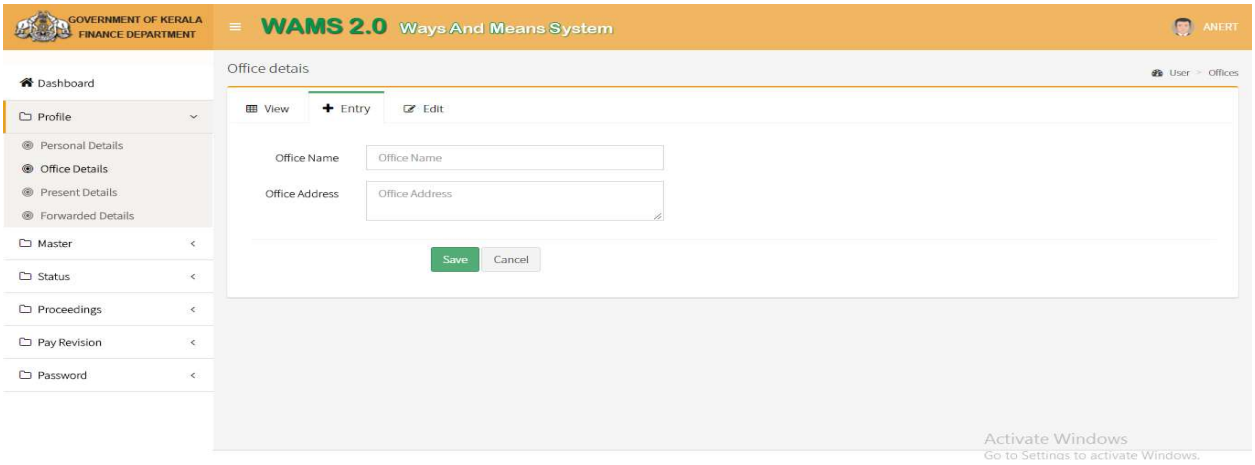

Figure 08: Add Office Details

Link 3 : Edit

Office details can be edited using this option.

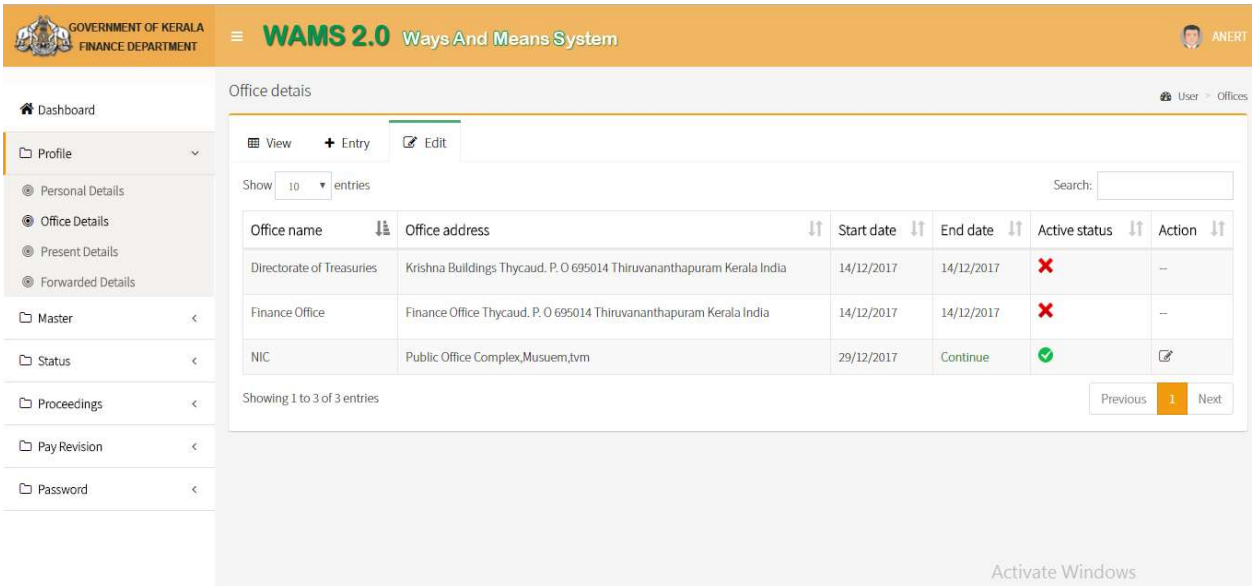

Figure 09:Edit Office details

3.1.3 Present Details

This section is for entering the Present details (name and designation of Head of Office), which is required at the preparation of Proceedings.

Link 1 : View

This section is to view all created Present Details. It will show activated and deactivated details.

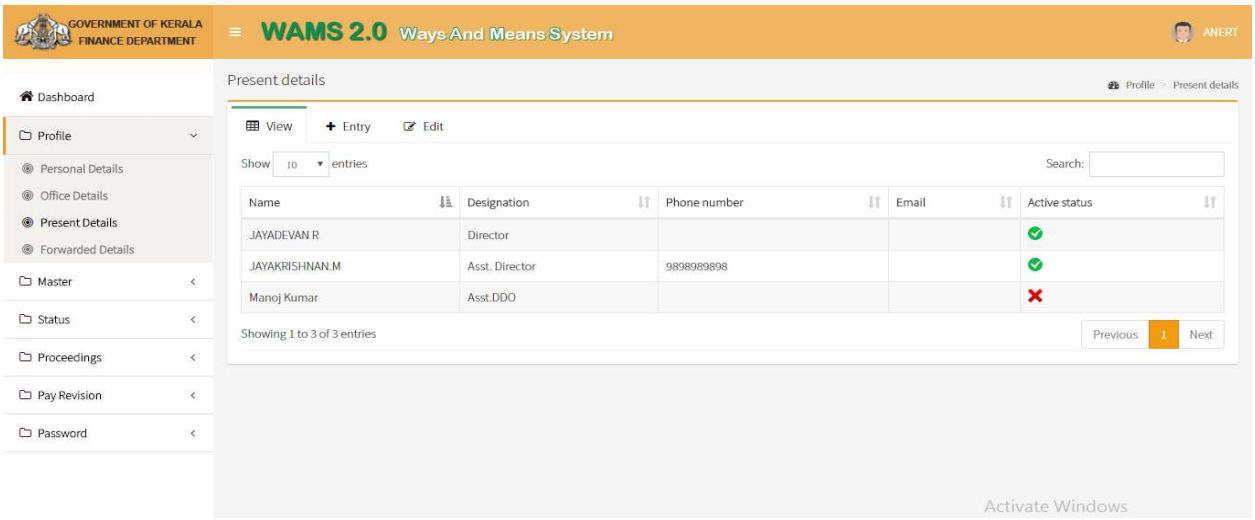

Figure 10 : Present Details View

Link 2 : Add

This section is for adding new Present details. Enter the present details carefully as it is used in the proceedings.

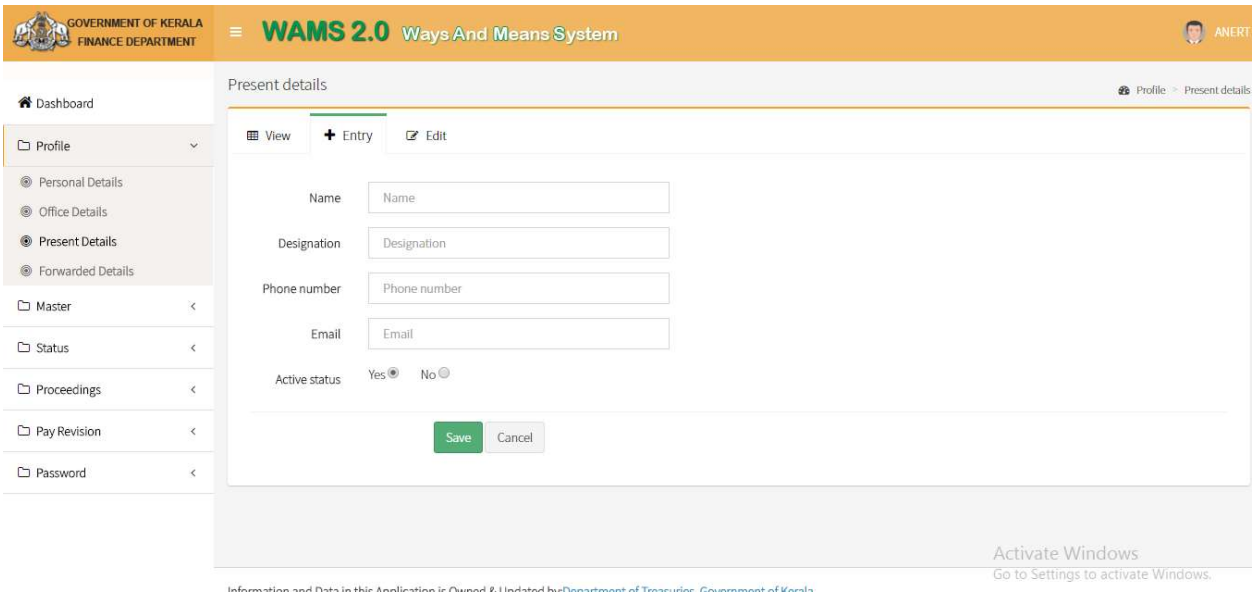

Figure 11 : Add Present Details

Link 3 : Edit

This section is for editing Present details.

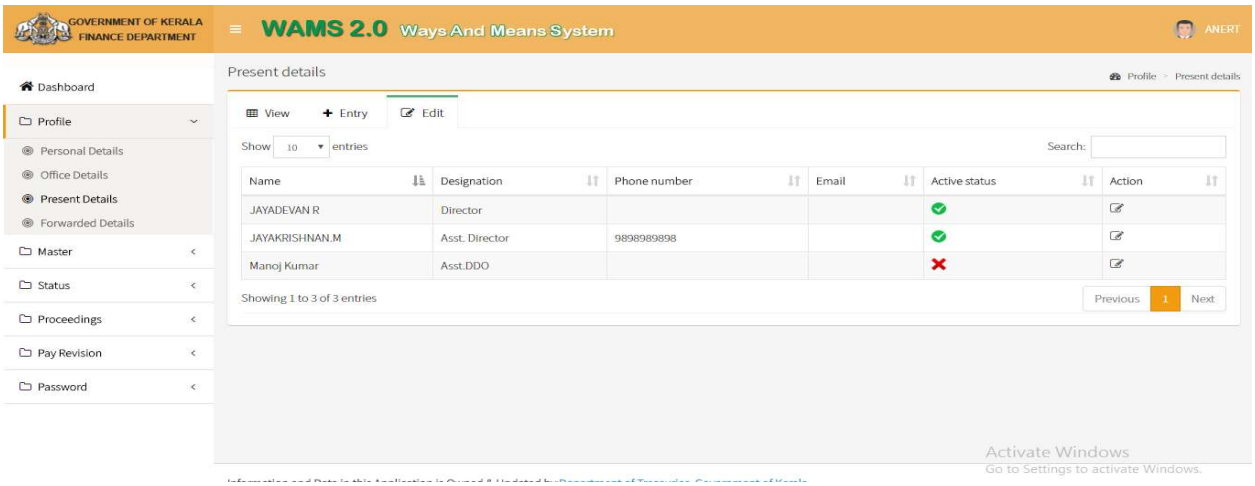

Figure 12 : Edit Present Details

3.1.4 Forward Details

This section is for entering the Forward details. The Forward details may be selected at the time of preparation of Proceedings.

Link 1 : View

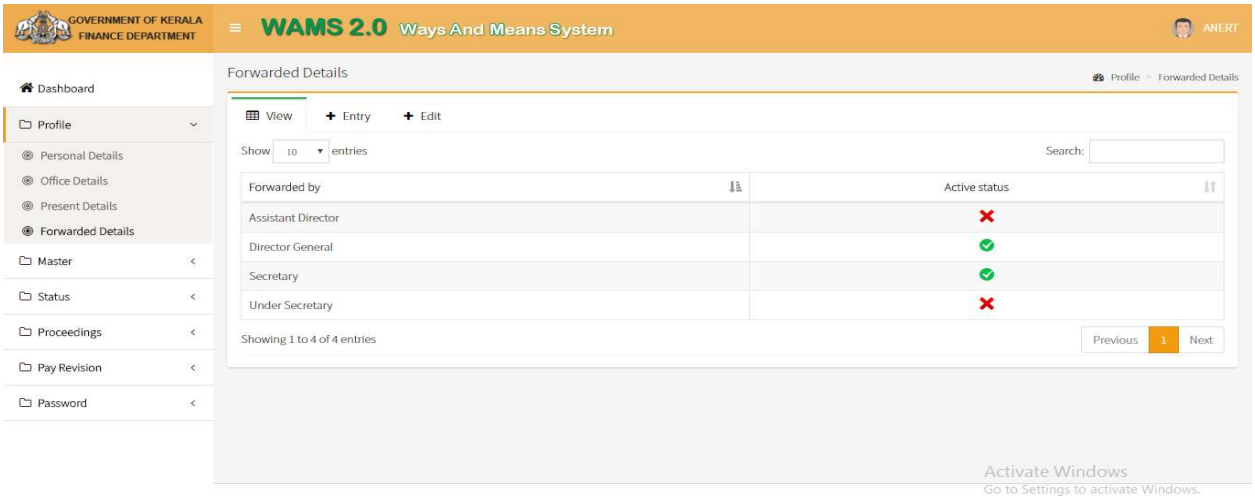

Figure 13 : Forward Details View

This section is the View all created Forward Details.

Link 2 : Add

This section is for adding Forward details. Enter the designation carefully as it is used at the time of preparation of proceedings.

Figure 14 : Add forward Details

Link 3 : Edit

This section is for editing Forward details.

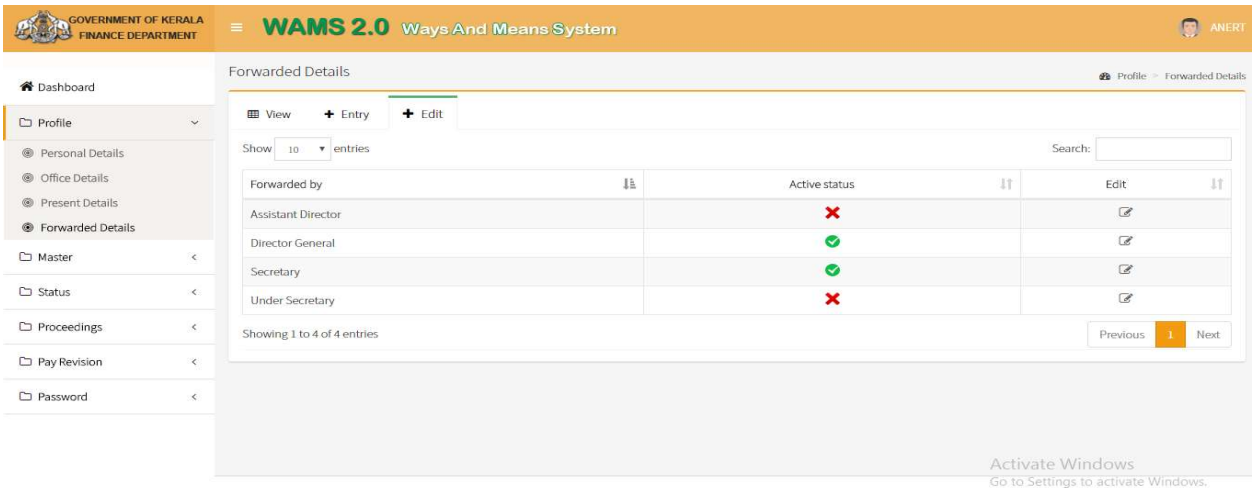

Figure 15 : Edit forward Details

3. 2 Master

This is used for adding TSB Accounts. Details of Special TSB (STSB) and Plan Scheme TSB (PSTB) can be entered through this option. For creating Proceedings respective STSB/PSTB account has to be selected.

Master →TSB Accounts

→Beneficiary Master

3.2.1 TSB Accounts

This option for adding account details of PSTSB and STSB Accounts.

Link 1 : View

STSB and PSTSB Accounts details can be viewed.

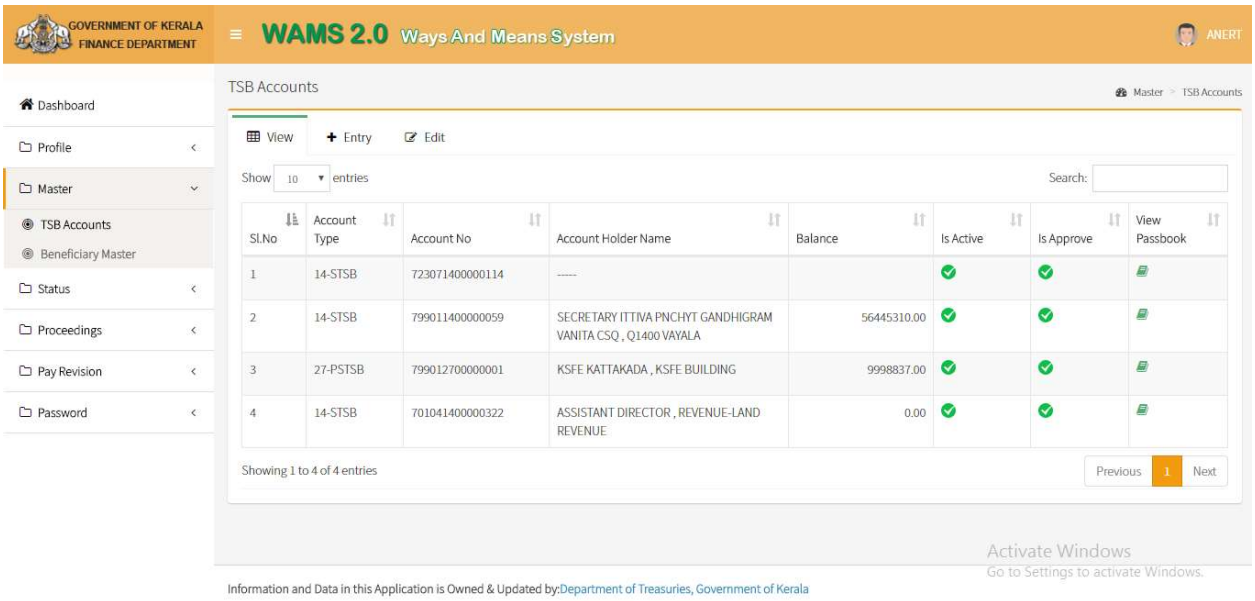

Figure 16 : View TSB Accounts

Link 2 : Add

This section for adding STSB/PSTSB Accounts.

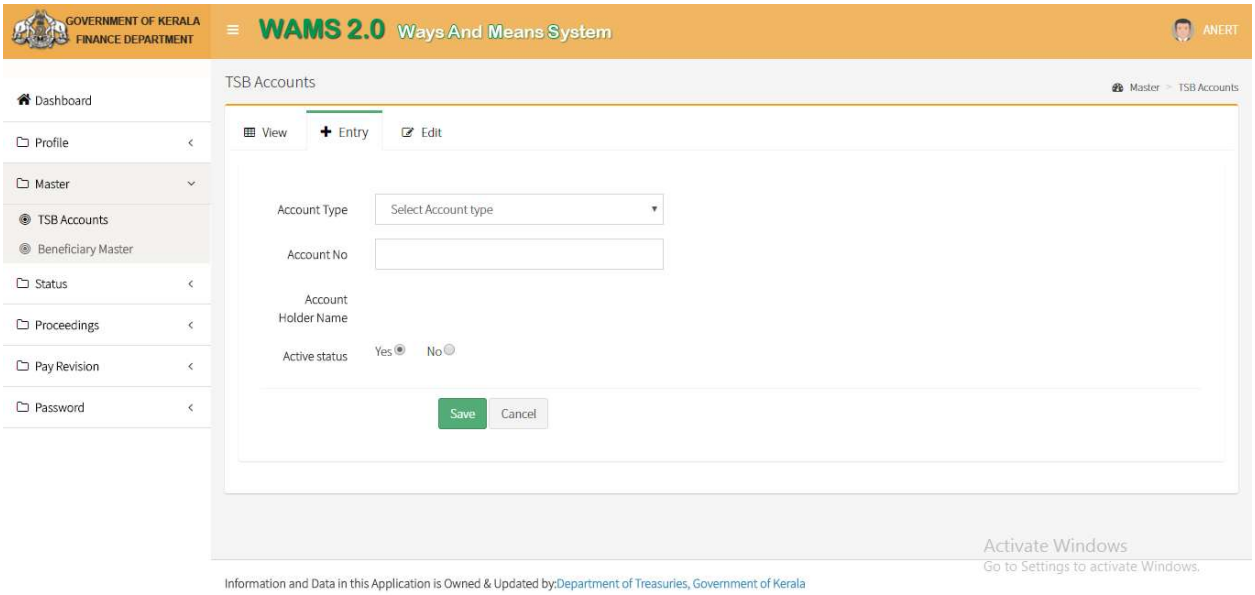

Figure 17 : Add TSB Accounts

Link 3 : Edit

This section is for editing STSB and PSTSB Accounts.

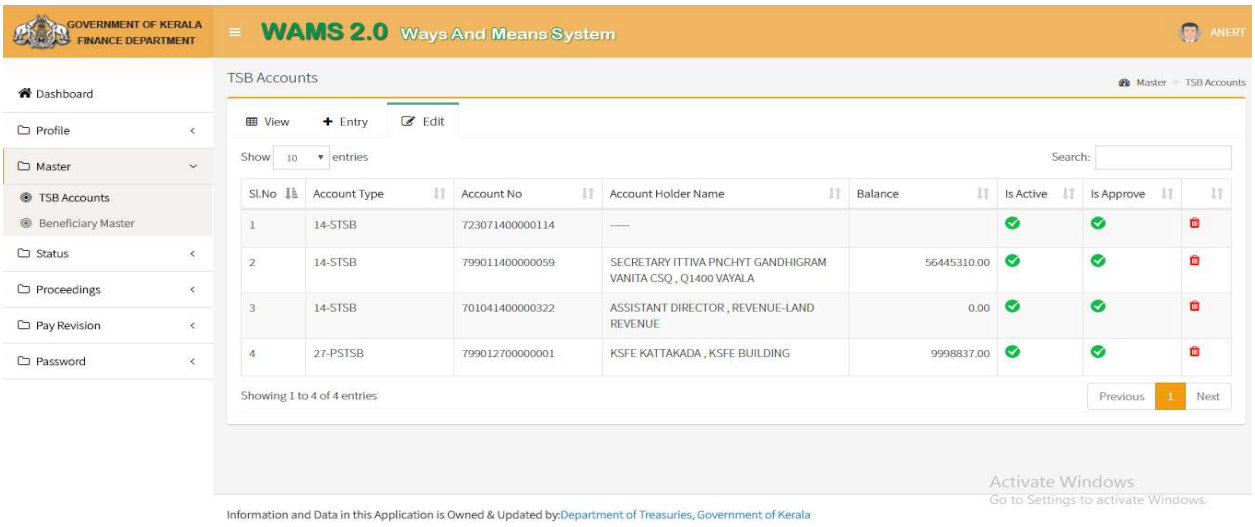

Figure 18 : Edit TSB Accounts

. 3.2.2 Beneficiary Master

In this section for the creating beneficiary list, which may be used as Pick List during the preparation of Proceedings.

Link 1 : View

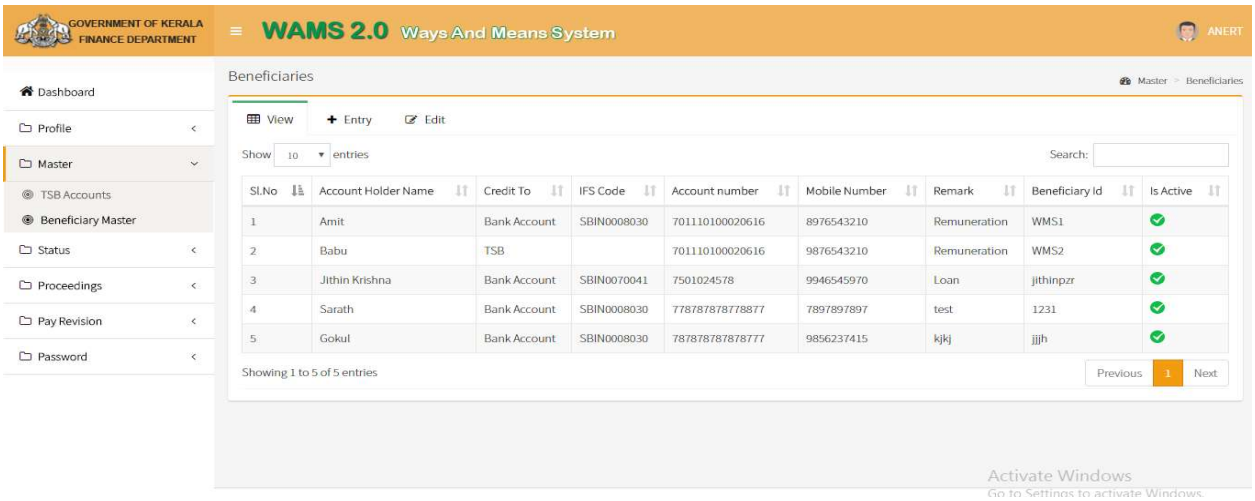

Figure 19 : View Beneficiary Master

This section is to view Beneficiary details.

Link 2 : Add

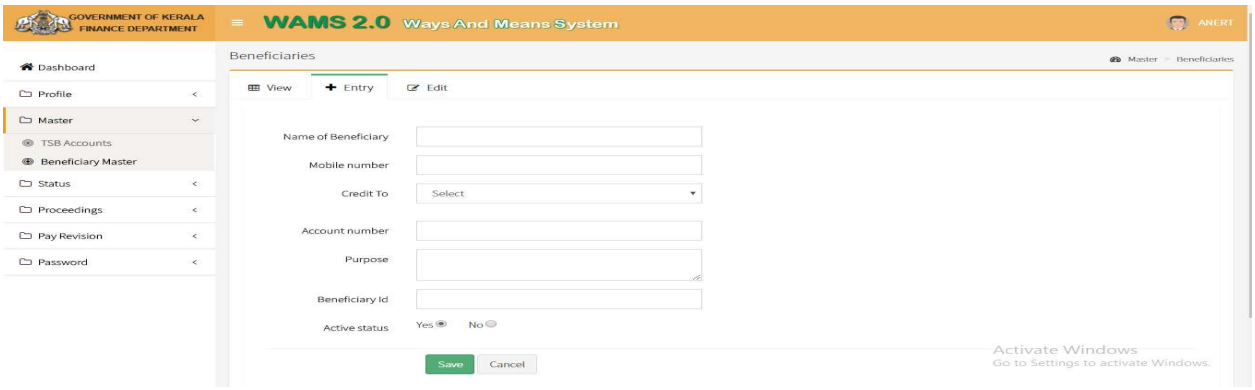

Figure 20 : Add Beneficiary Details

This section is for adding Beneficiaries details. Different type beneficiaries can be added as master list. Beneficiary with Bank Account and TSB Accounts can be added. If Credit To column is selected Bank account then you can enter bank details like IFS Code and Account number. If Credit To is selected as TSB, then enter TSB Account number.

Link 3 : Edit

This section is for editing Beneficiary details.

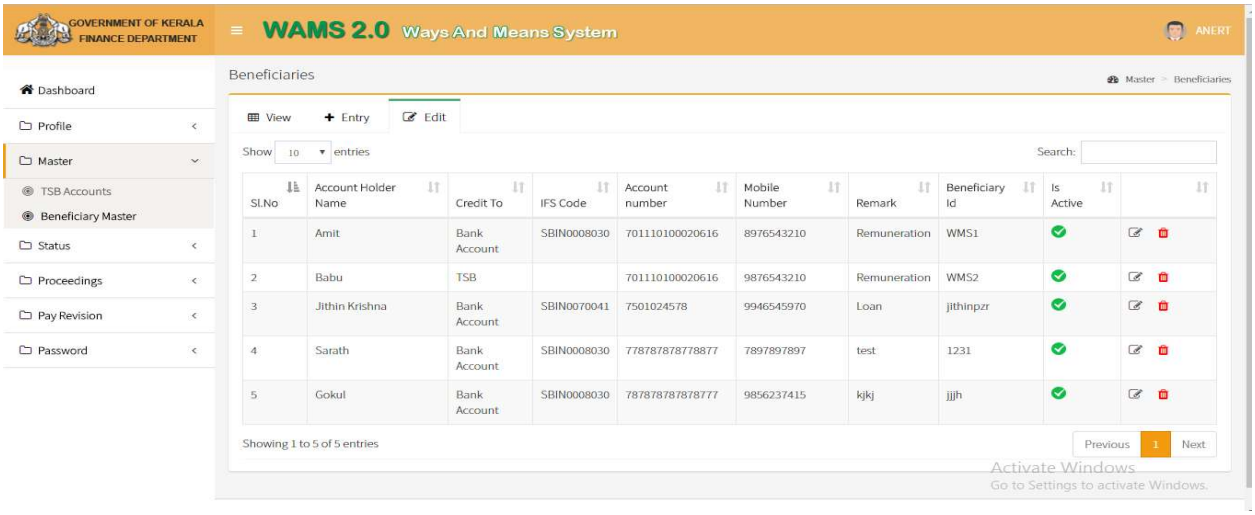

Figure 21 :Edit Beneficiary details

3.3 Status

This section is to check Docket number status.

Profile →Docket Status

→Clearance Memo

3.3.1 Docket Status

This option is to check the status of Docket number. Present status of WaMS Clearance can be seen.

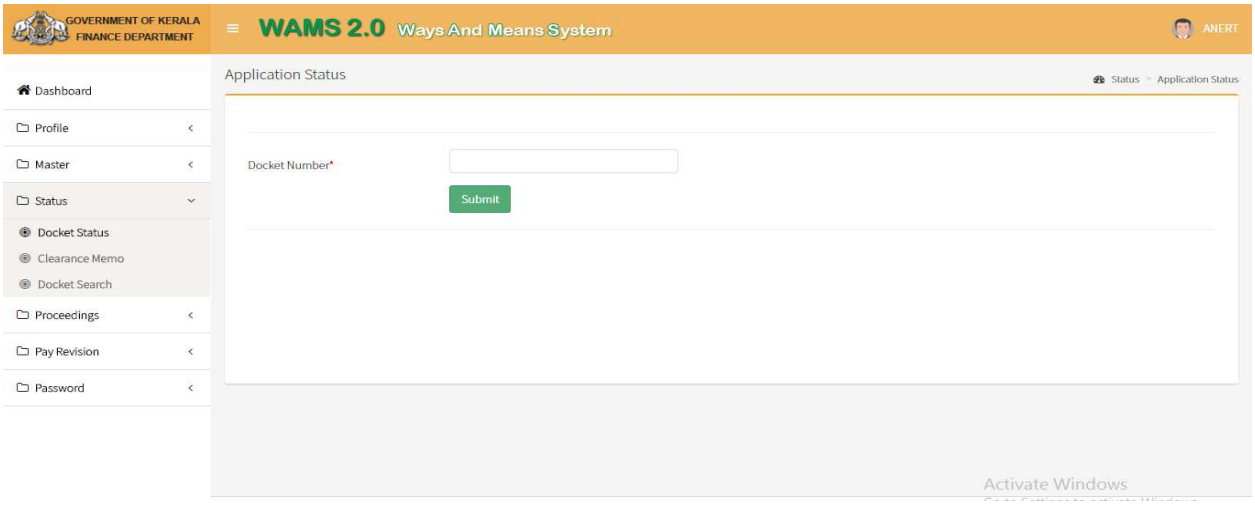

Figure 22 : View Docket Status

3.3.2 Clearance Memo

This section is for downloading the Clearance letter

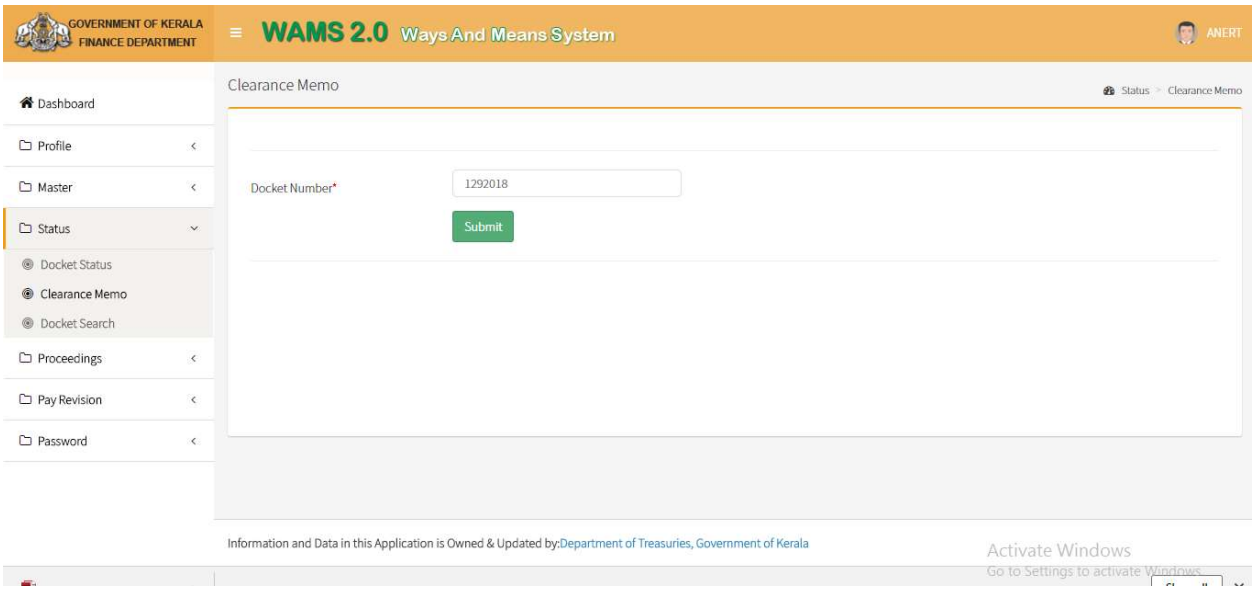

Figure 23 : Download Clearance Memo

3.4 Proceedings

This Section is to generate Proceedings in the draft stage. Proceedings preparation depends on TSB Account , Cheque number and AS Details.

Proceedings →Add Proceedings

→Proceedings Status

→Clear rejection

3.4.1 Add Proceedings

This Section is to create proceedings. Accounts with balance amount will be able to choose for generating proceedings.

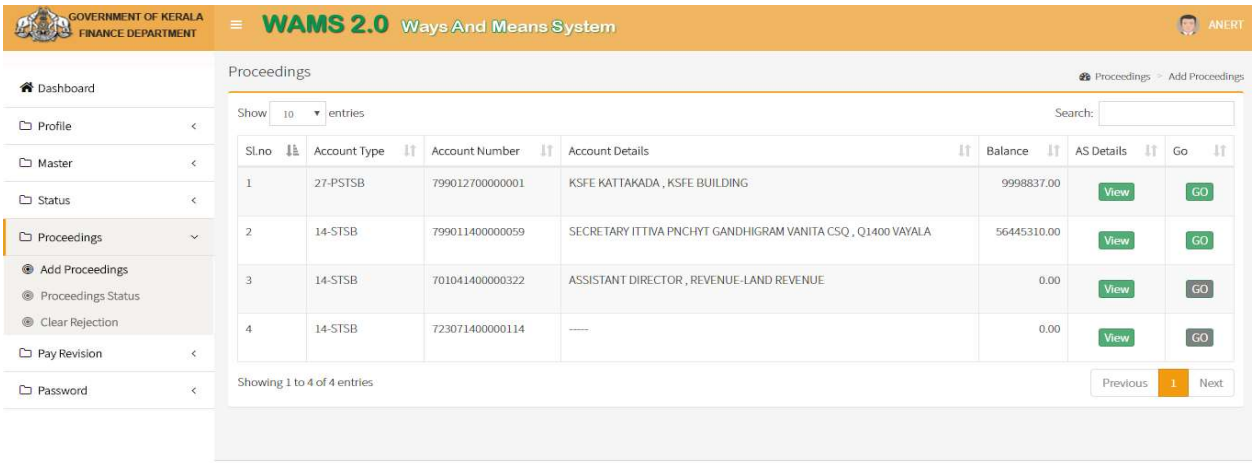

Figure 25 : View TSB Accounts in Proceedings Creation

This section is to view account numbers, AS (Administrative Sanction) details and Account balance. To view the AS details click view button.

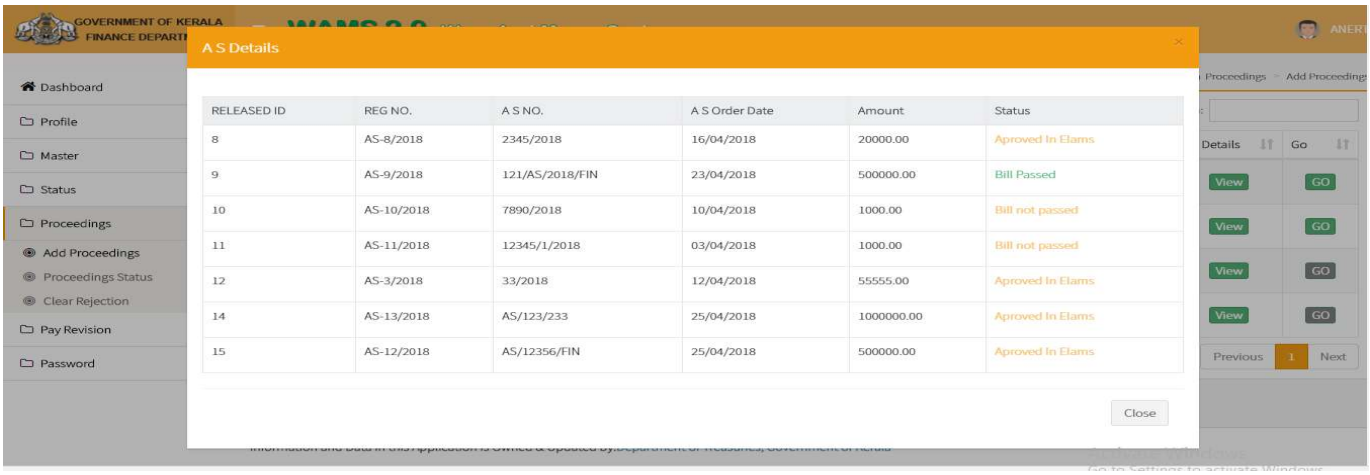

Figure 26 : View TSB AS Details

Then for generating Proceedings, click GO button. This section has 3 tabls Add, Edit and View

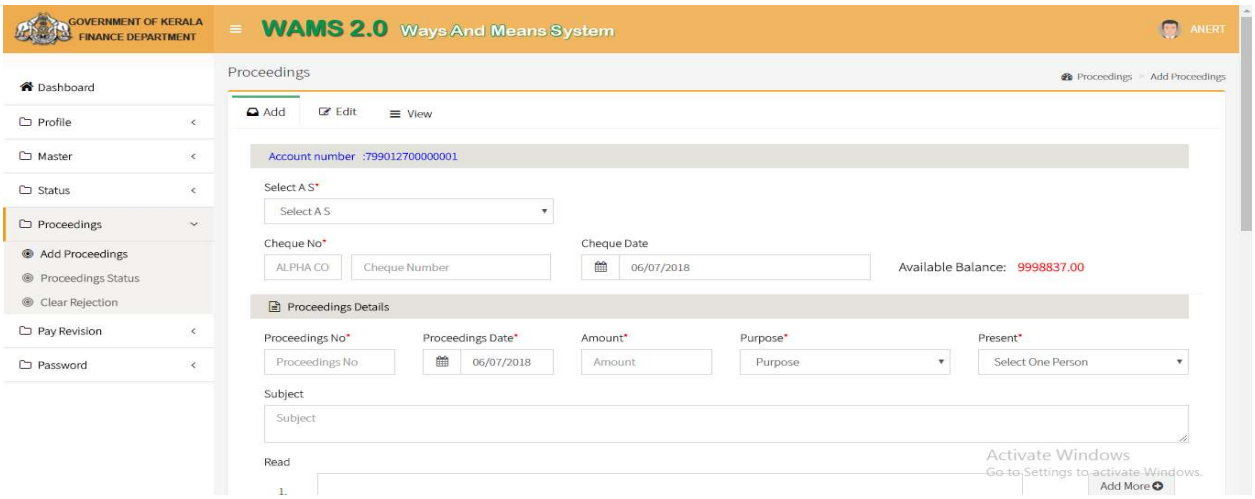

Figure 27 : Proceedings Creation section

Link 1 : Add

This section is for creating Proceedings for the selected account number. Then select AS details and Cheque number.

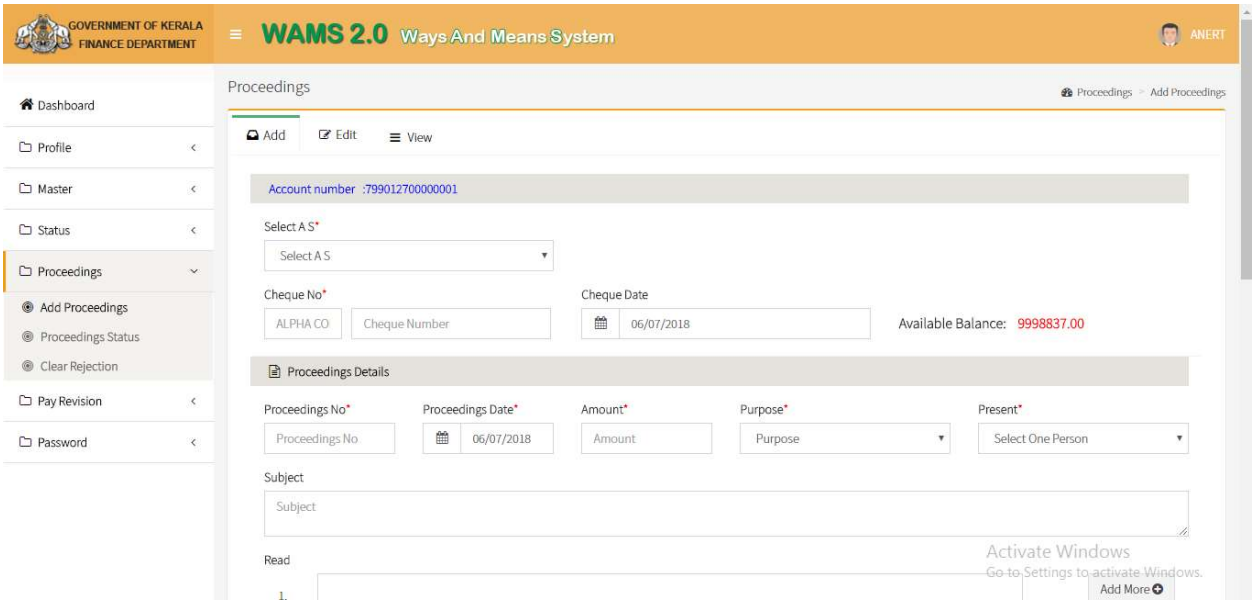

Figure 28 : Proceeding Creation Section (AS and Cheque Details)

Enter Proceeding number, Date, Amount , Purpose, Present details , Subject, Read, To, Type content, Forward Details and then Save at Draft Stage.

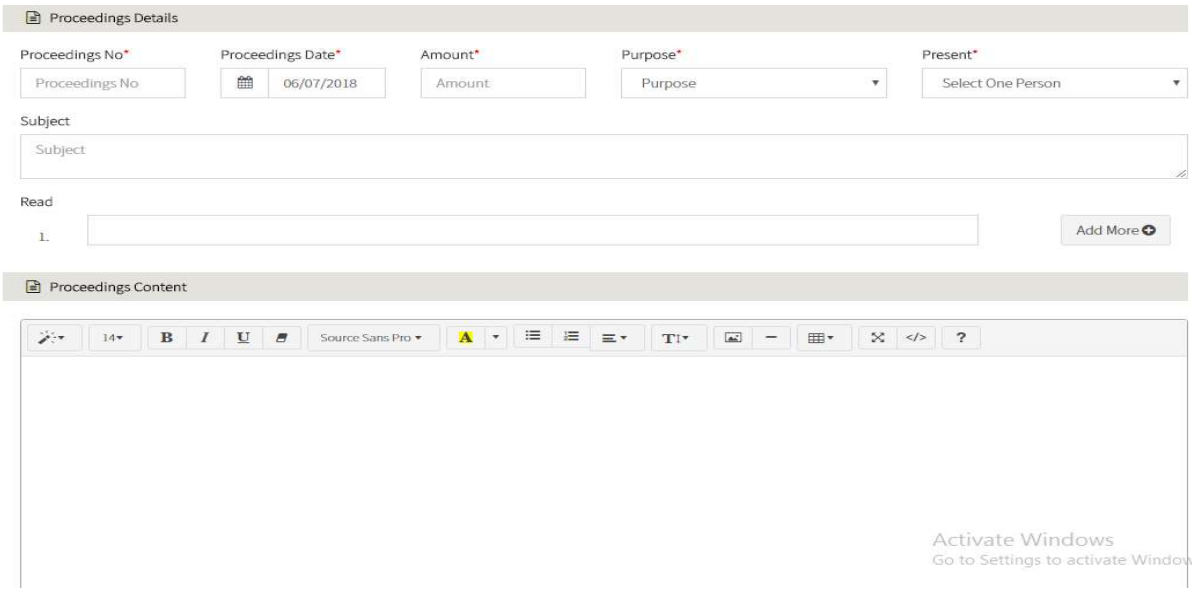

Figure 29 : Proceedings Details Enter

Now enter the Beneficiary details, There are 4 ways to add beneficiaries viz. Add Manually, Pick list, File Upload and Self.

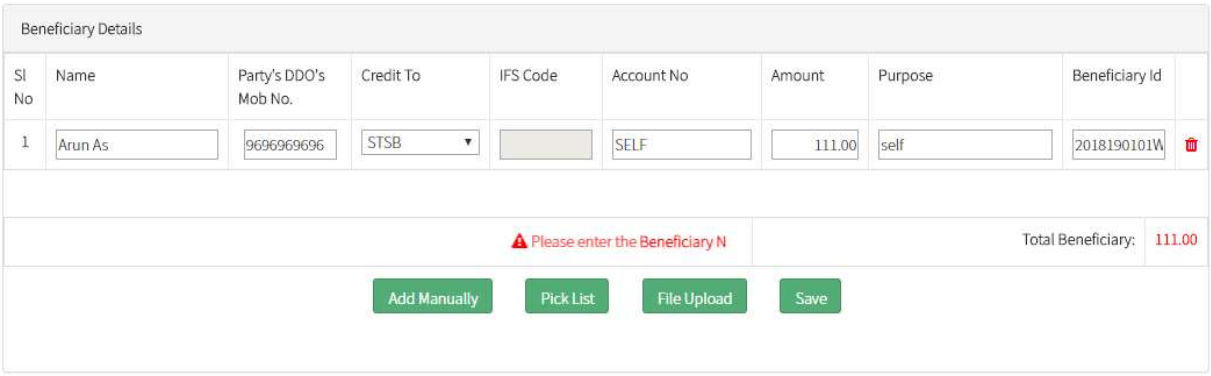

Figure 30 : Proceedings Beneficiary Details add

Add manually means enter beneficiary details manually. Pick list to pick from Beneficiary master. Beneficiary list can be prepared in Excel file and then use File upload to add the beneficiary list. If the payment is to self, select SELF. After entering beneficiary details, press Save.

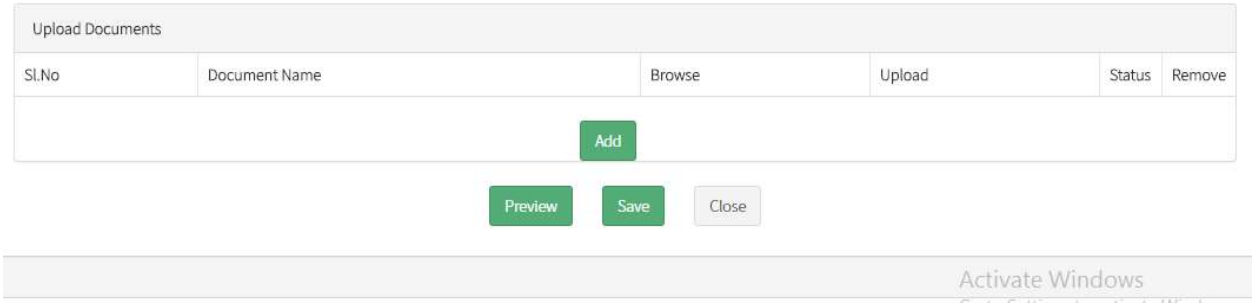

Figure 31 : Proceedings Document Upload

Link 2 : Edit

This section is to Edit the Proceedings. Draft level Proceedings can be prepared.

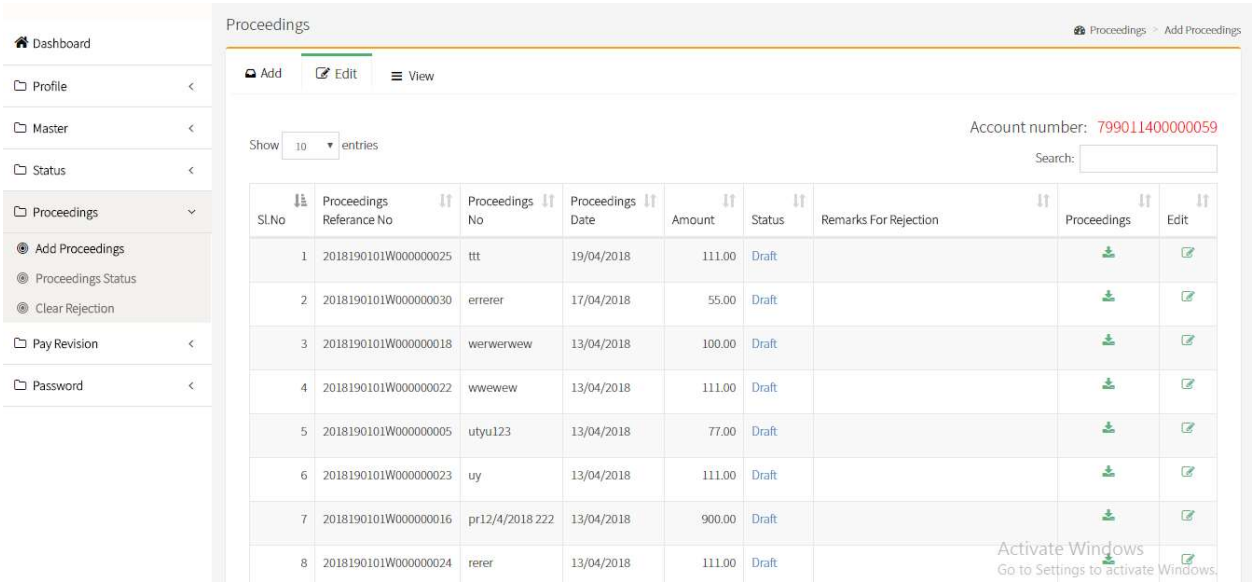

Figure 32 : Edit View Of Proceedings

Then Click the Download button to show Proceedings and Edit button is used to edit the Proceedings.

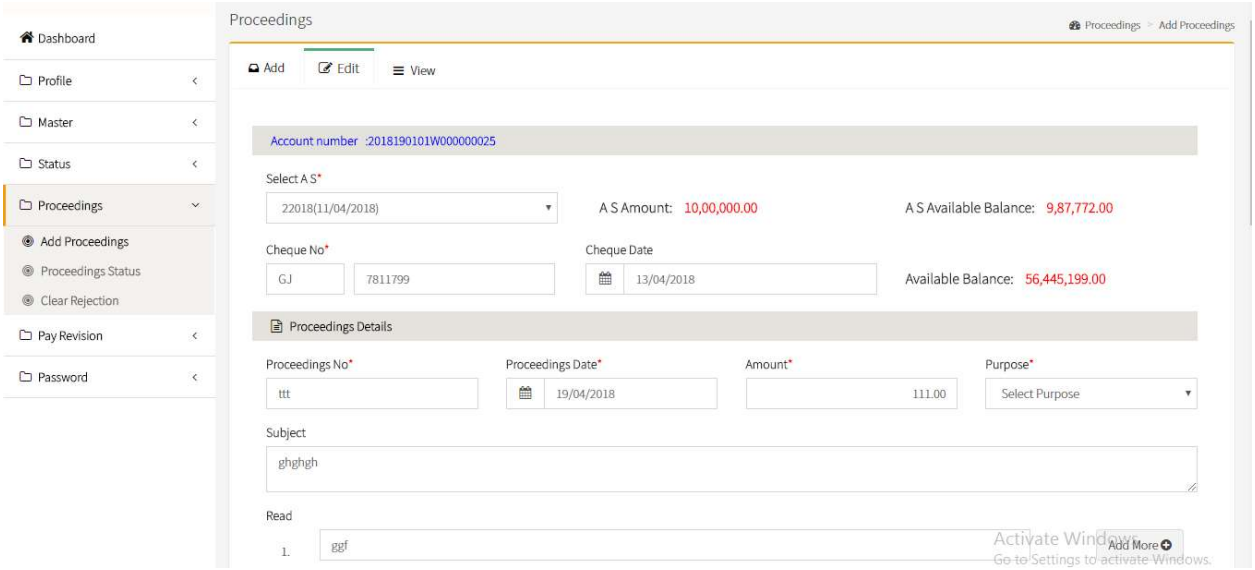

Figure 33 : Edit Proceedings

3.4.2 Proceedings Status

This Section is to check the status of Proceedings. Enter the Financial year, Proceeding number, From date, To Date to get the details.

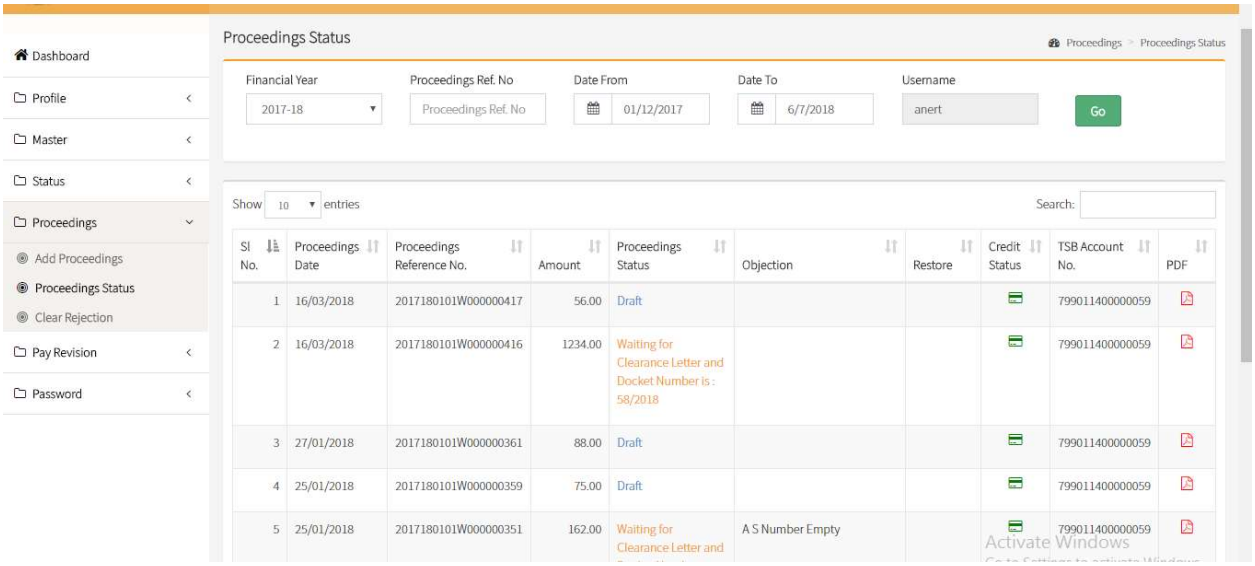

Figure 34 : Proceedings Status View

The Proceedings have to e-submitted to Treasury. Click the view status button to show the status of the proceedings.

Sl No.	Proceedings Date	Proceedings Reference No.	Amount	Proceedings Status	Objection	Restore	Credit Status	TSB Account No.	PDF
11	20/01/2018	2017180101W000000343	100.00	Draft				799011400000059	
12	20/01/2018	2017180101W000000322	15000.00	Draft				799011400000059	
13	20/01/2018	2017180101W000000286	100.00	Draft				799011400000059	
14	20/01/2018	2017180101W000000327	100.00	View status				799011400000059	
15	20/01/2018	2017180101W000000292	22.00	View status				799011400000059	
16	17/01/2018	2017180101W000000268	5555555.00	Draft				799011400000059	

Figure 35 : e-submitted proceedings status are shown in the figure

3.4.3 Clear Rejection

If any beneficiary account is rejected due to invalid Bank account, it can be corrected using the provision.

3.6 Password

This section is for changing the Password.

Password →Change Password

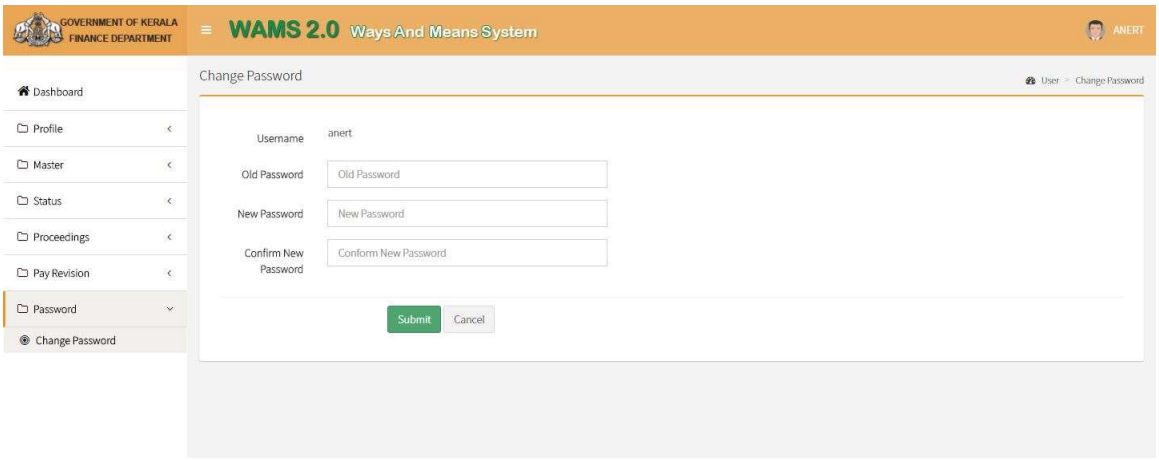

Figure 39 : Change Password

CHAPTER 4

Get Started with the 'Others Admin'

This role is for Approval Authority. All approvals have to be done using the login with this role. Login name of approval authority is same as that of draft user. Password can be maintained separately.

4.2 Master

Option available for approval of STSB and PSTSB Accounts.

4.2.1 TSB Account Approval

This section is to Approve STSB and PSTSB Accounts.

Link 1 : Inbox

This section is to view TSB Accounts waiting for approval.

Figure 53 : Inbox TSB Account Approval

Link 2 : Outbox

This section shows the Approved STSB and PSTB Accounts.

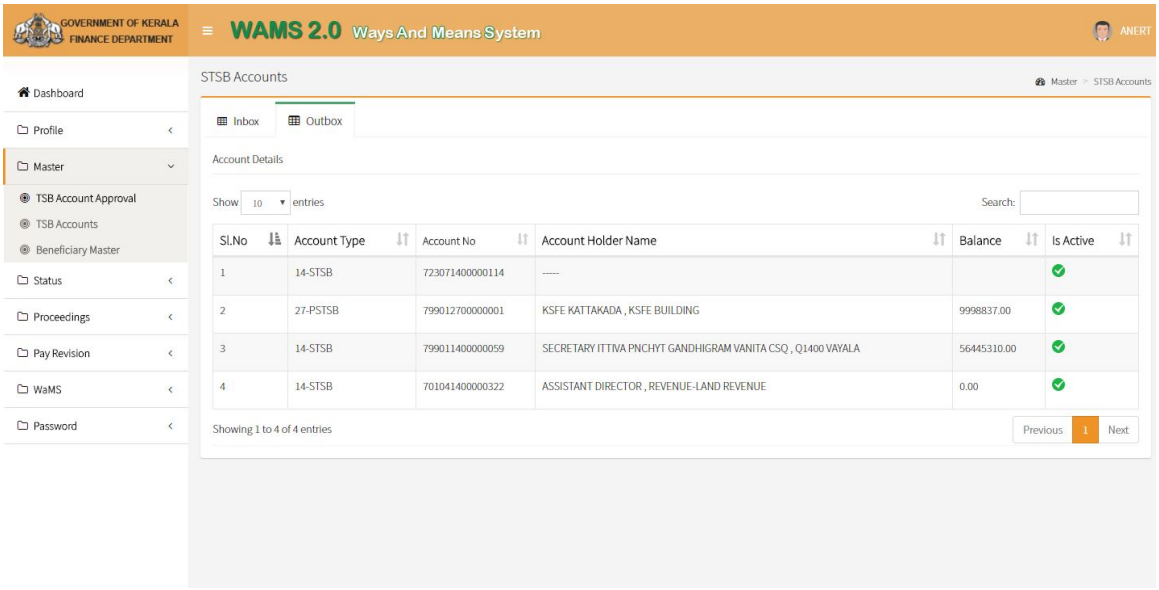

Figure 54 : Approved Accounts

4.4 Proceedings

In this option, Officer can approve Proceedings, e-submit to Treasury and know the Status of the proceedings.

Proceedings →Proceedings Approval

→Proceedings E-Submit

→Proceedings Status

→Clear Rejections

4.4.1 Proceedings Approval

This option is for Approving Proceedings.

Link 1 : Inbox

This section is for listing the Proceedings waiting for approval. Proceedings can be Approved by Officer.

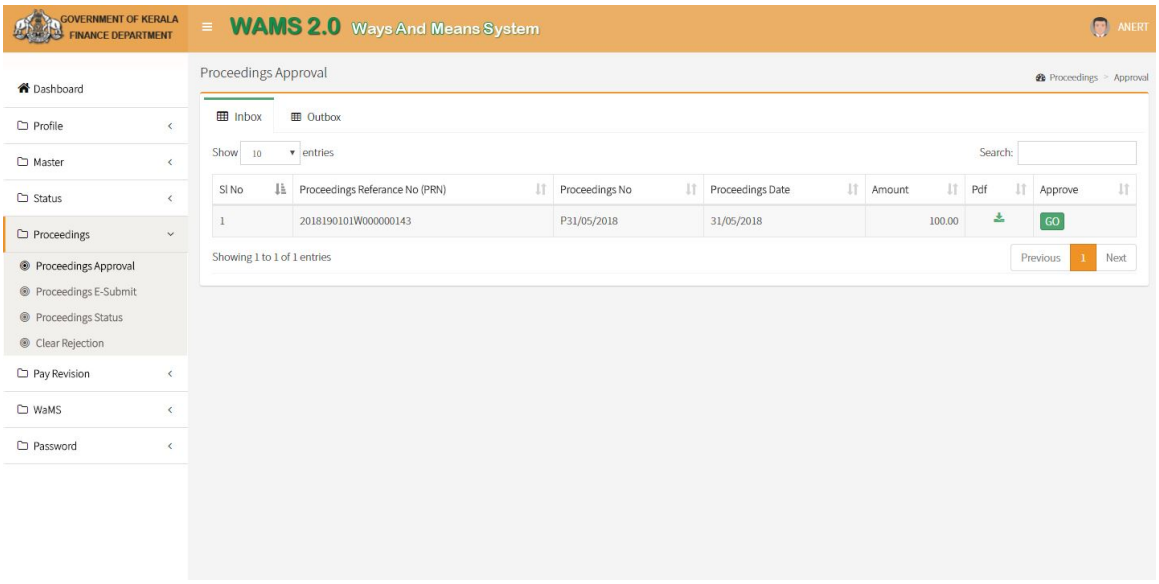

Figure 64 : Inbox Proceedings Approval

Link 2 : Outbox

This section is to view Approved Proceedings. After approval, proceedings can be Restored to the Inbox, if NOT e-submitted.

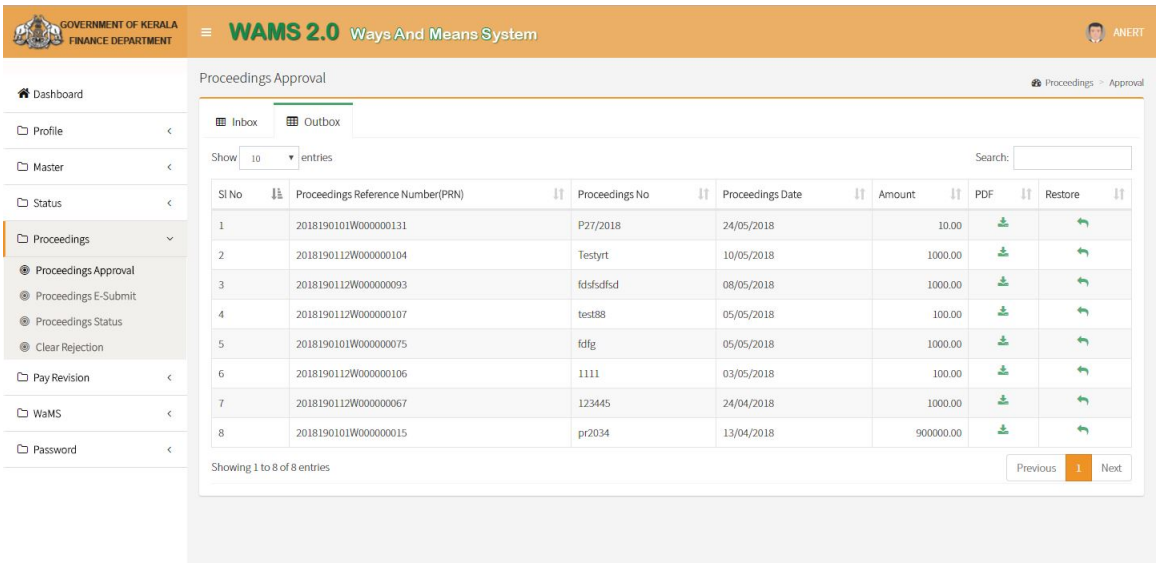

Figure 65 : Approved Proceedings

4.4.2 Proceedings E-Submit

Proceedings can be e-Submitted to Treasury using this option. This is available in Officer (Admin) login. If WaMs clearance is required, proceedings can be sent to WaMS section.

Link 1 : Inbox

This section is for listing Proceedings waiting for E-Submission.

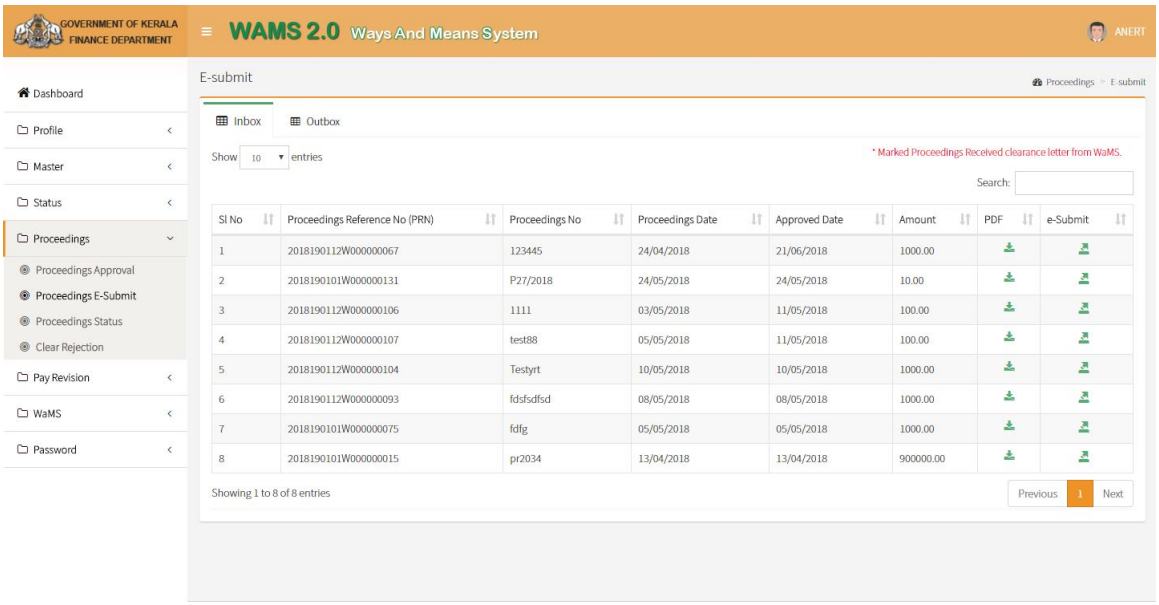

Figure 66 : Inbox Proceedings E-Submit

Link 2 : Outbox

This section is for listing Proceedings E-Submitted to Treasury.

This section is the E-Submitted Proceedings.

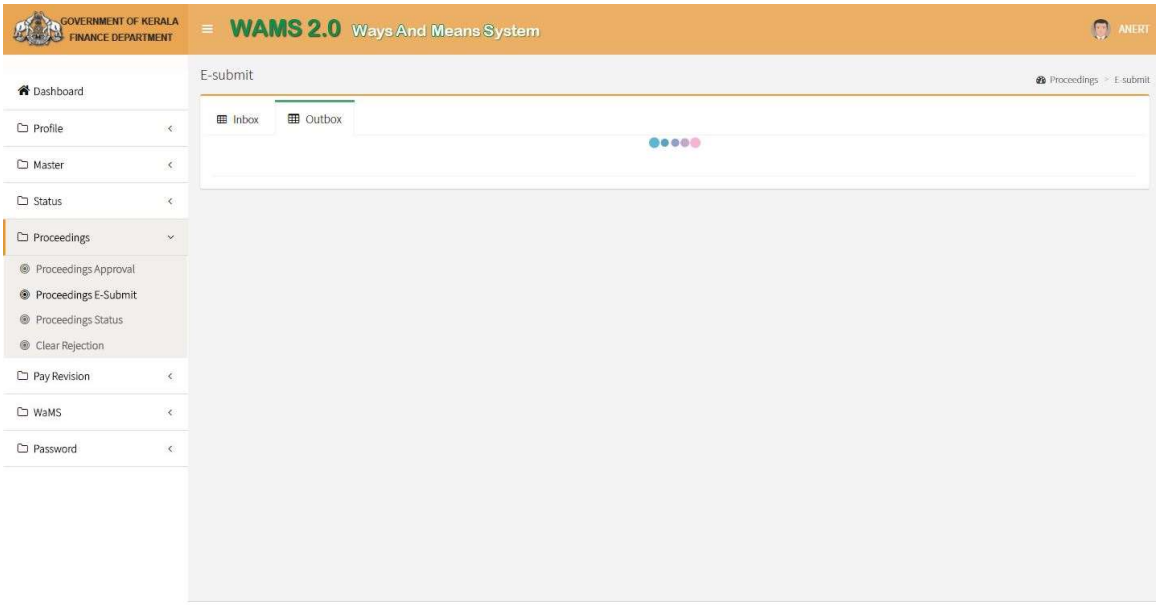

Figure 67 : E-Submitted Proceedings

4.4.3 Proceedings Status

This section is for checking the current status of Proceedings. Enter the Financial year, Proceeding number, From date, To Date for getting the details. Press GO button to get all the details.

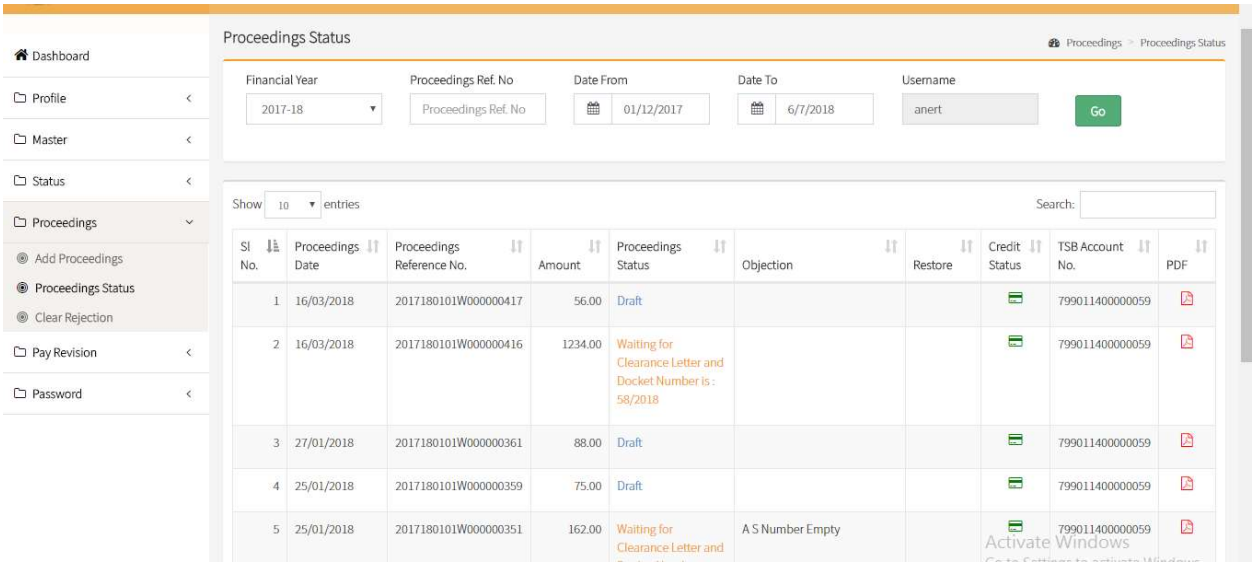

Figure 68 : Proceedings Status View

Click view status button for showing the status of proceedings.

Sl No.	Proceedings Date	Proceedings Reference No.	Amount	Proceedings Status	Objection	Restore	Credit Status	TSB Account No.	PDF
11	20/01/2018	2017180101W000000343	100.00	Draft				799011400000059	
12	20/01/2018	2017180101W000000322	15000.00	Draft				799011400000059	
13	20/01/2018	2017180101W000000286	100.00	Draft				799011400000059	
14	20/01/2018	2017180101W000000327	100.00	View status				799011400000059	
15	20/01/2018	2017180101W000000292	22.00	View status				799011400000059	
16	17/01/2018	2017180101W000000268	5555555.00	Draft				799011400000059	

Figure 69 : e-submitted proceedings status are shown in the figure

4.4.4 Clear Rejection

This Section is for correcting the invalid account number rejected by Bank.

4.6 WaMS

This section is for sending the Proceeding to the WaMS section for clearance Letter. Get clearance letter and send to Treasury.

WaMS →E-Submit To WaMS

→Clearance letter send to TRY

4.6.1 E-Submit To WaMS

This section is for sending the Proceedings to WaMS for Clearance letter. Docket number will be generated after sending the details to WaMS. Clearance letter received from WaMS will be available in the subsequent menu.

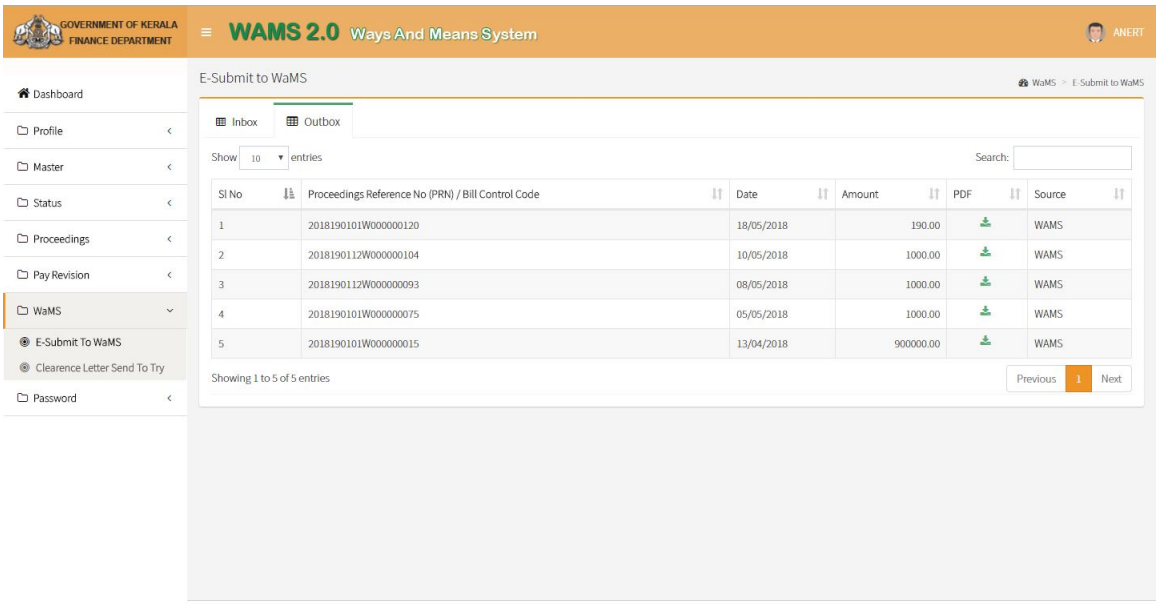

Figure 92 : E-Submitted To WaMS

4.6.2 Clearance letter send to TRY

This section is for sending the clearance letter to Treasury.

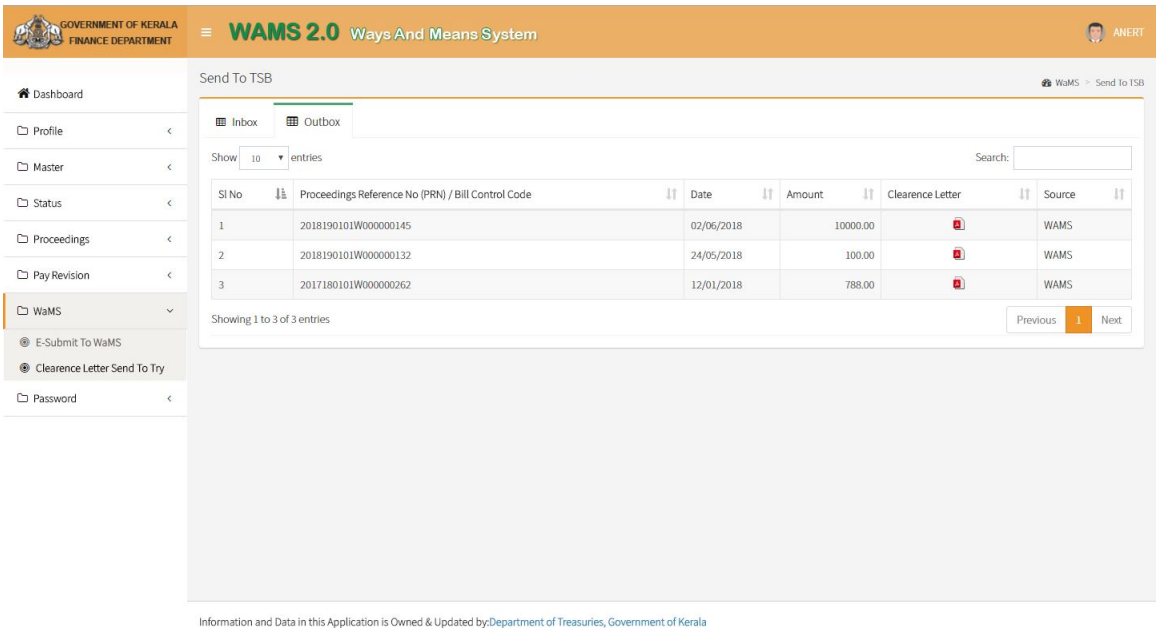

Figure 93 : Clearance letter send to TRY

4.7 Password

This section is for changing the Password .

Password →Change Password

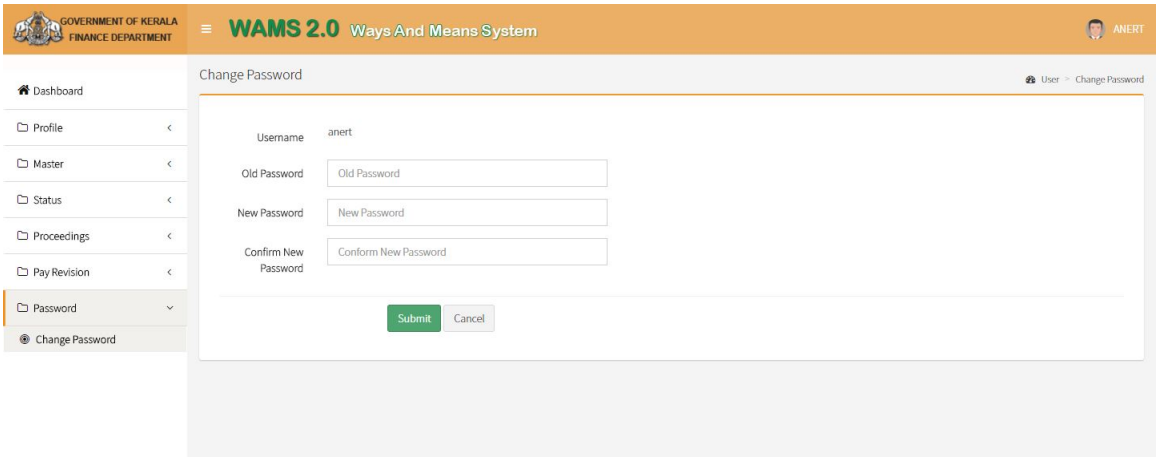

Figure 94 : Change Password