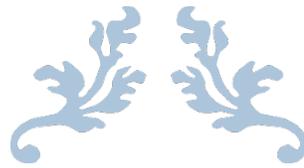


Controller General of Accounts
FABS Directorate



User Manual

Online Billing Solution (OLBS)
(For Drawing & Disbursing Officers)



Introduction:

A new solution has been developed by FABS Directorate for online submission of bills. The solution will be used by Drawing & Disbursing Officers (DDOs) to submit their bills through an online portal rather than physically visiting and submitting the claims at the counters of AGPR/ AG offices.

Business Process:

Accountant Generals are responsible for authorizing all the payments of government in the Federation and Provinces. Each department has a designated Drawing and Disbursing Officer (DDO) who initiates the payment process for each claim. The DDO prepares the payment claim on prescribed formats and attach the required documents (invoices, sanctions etc.) with the claim and submits these documents in hard form at the counter of AGPR/ AG offices.

The personnel of AGPR/ AG office at the counter receives these claims and issue a token number to the DDO, which is used for tracking purposes. The claims are sent through manual diary system to the concerned pre-audit section, where the bills are processed by staff of AGPR/ AG office. The pre-audit process of AGPR/ AG consists of manual processes where a claim physically passes through the desks of different officers and their remarks are noted on the billing documents. Simultaneously the claim is recorded in the SAP system and processed through the workflow. At end of this process either the bill is approved/passed or rejected. The passed bills are sent to cheque section for printing of cheques. Finally, the cheques or rejected bills are handed back to DDO from the token counter.

Online Bill Submission:

Using the online billing solution, the DDO will not visit the AGPR/ AG office for submission of claims. He is provided with a web-based portal, accessible from his personal computer (PC) for submission of bills. The DDO will have his unique user logon information. The DDO will input values in some fields of the online portal and attach scanned copies of the supporting documents. The portal will generate a token number for the bill submitted.

Prerequisites for online bill submission:

Following are the prerequisites for implementing and smooth operation of OLBS at DDO level:

Network:

WAN connectivity of FABS SAP Network

Hardware:

Personal computer (PC): Windows 11 Pro Compatible system

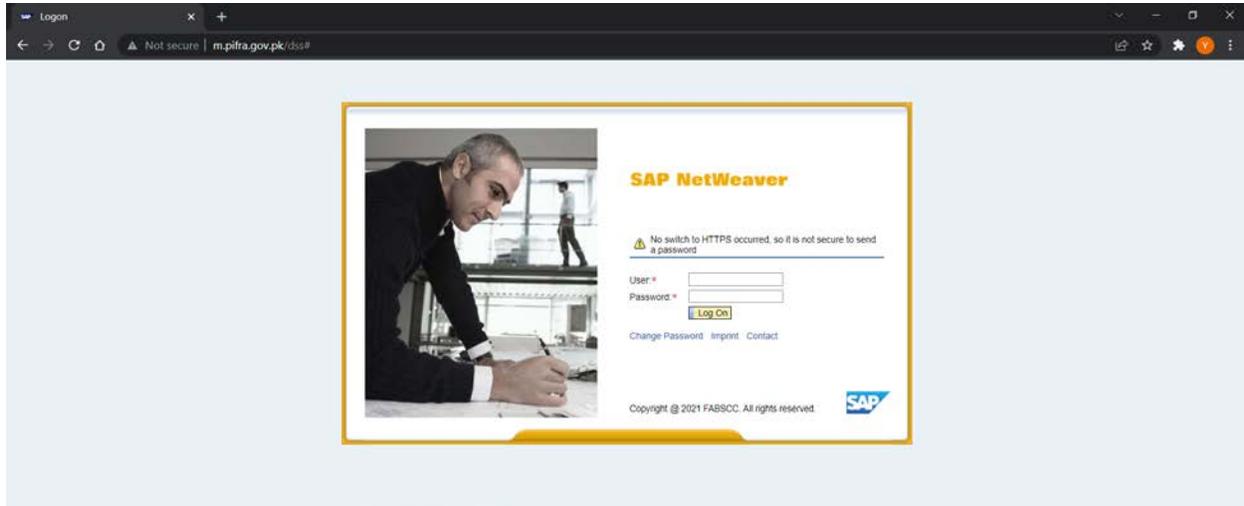
Scanner: Any standard scanner device for scanning the documents into pdf format
(Preferably ADF supported scanner)

Software:

Operating system: MS Windows 11 Pro (Licensed Version)

Process Steps:

- 1) The user (DDO/ Section) will access the application through a web-browser using link “sahal.cga.gov.pk/dsss”. Following screen will appear:

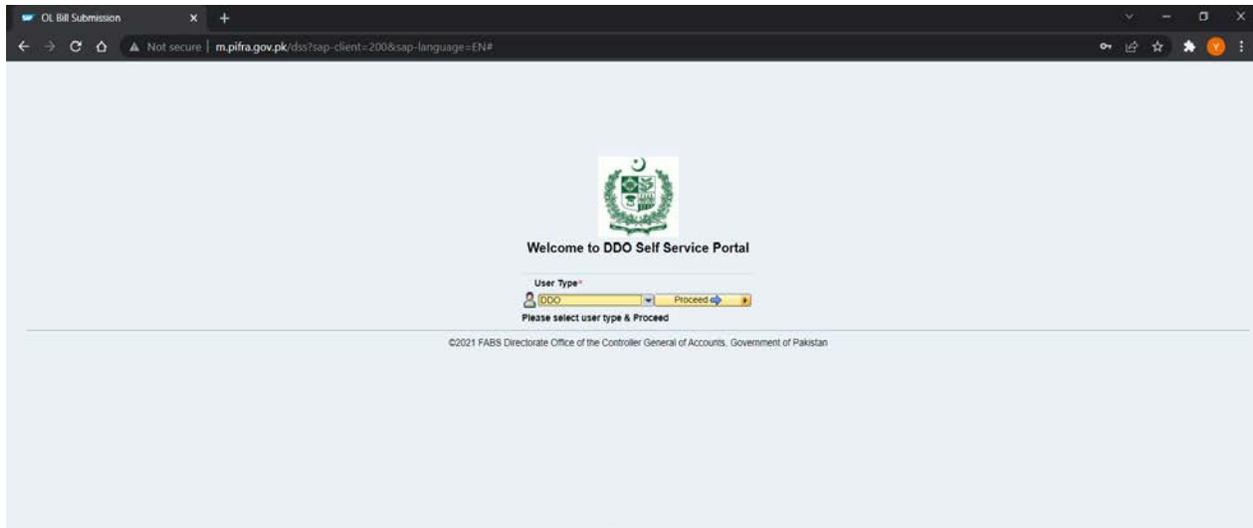


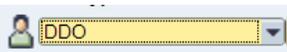
- a) Enter user login information i.e. user ID and Password and click  button.

Fields	Description
User *	User ID of the DDO/ Section is provided by system administrator at Account Office
Password*	Secure, complex password is set by the user himself

Note: Fields marked with an asterisk () are mandatory.*

- b) Following screen will appear.



- a) Select user type by clicking 
- b) After selecting the user type click to  proceed
- c) Following screen will appear:

Fields	Description
User Type *	Type of user DDO Section Cheque Section etc.

Note: Fields marked with an asterisk () are mandatory.*

Code Classification Proforma and TR 30 Form

Data Entry

New Bill

Cost Center* (e.g. Cost center id: ID0000):*

Master data Details

Demand No	Major Function	Minor Function	Detailed Function	Sub Detailed Function

Section ID

Vendor Number

Vendor Status

Payment Details

Detailed Object

G/L Account (e.g. A03971):

Gross Amount(Rs.)

Old Token No

Sanction Number

Budget Amount

Final Budget 0.00

Total Release Balance 0.00

Pending Bill Amount 0.00

Deduction G/L

G/L Account (e.g. B01186):

Amount(Rs.)

GL Account List

G/L Account	G/L Description	Amount

Important Note

Following Vendor Statuses are Not Allowed to Submit Bill:

- Vendor's Name is not verified
- Vendor's Status is Suspended
- Vendor's Status is Non Filer
- Vendor's Status is Blocked
- Vendor's Status is Blacklisted

Rejection Reasons:

- 001.Sanction Missing / Incorrect Sanction / Wrong Sanction
- 002.Comparative Statement/ Quotation/ Tender Missing / Incorrect Comparative Statem
- 003.Ban imposed by FD
- 004.NOC from Cabinet Division for the purchase of vehicle is not attached with the c
- 005.NOC from Cabinet Division for installation of new telephone is not attached with
- 006.Non clearance of ways and means from FD
- 007.NOC from PCP is not attached
- 008.Approval of FD is not attached
- 009.Ministries/Divisions is not competent to sanction expenditure exceeding Rs.10,00
- 010.Splitting of expenditure to avoid sanction
- 011.Ceiling on expenditure of phone exceeded
- 012.Details of vehicles/staff cars missing
- 013.Drug testing lab report is not attached
- 014.Certificate declaring number of hospital beds is not attached

GENERAL:

- 1.Invoice/ Bill, Supply/Work Order/Delivery Challan is not uploaded.
- 2.DDO payment cannot be made.
- 3.Head of Account is incorrect.
- 4.DDO signature is mismatched with specimen signature.

Upload Scan Documents

File Attachment

Attach file: | No file chosen (File type must be in .PDF format)

Disclaimer:

I understand that by using this platform for online submission of bills/ claims I am not relieved of my primary responsibilities as a Drawing and Disbursing Officer as laid down in rules. I certify that it is my responsibility to ensure that;

- 1-Payments included in this claim are genuine and can not be avoided
- 2-All approvals, as required under relevant rules, have been obtained before submission of bill
- 3-All rules and policies have been adhered to while preparing this claim
- 4-Payments are made to parties entitled to receive them
- 5-All necessary documents, including but not limited to, expenditure sanction, authorities,approvals, invoices etc are attachedwith this claim
- 6-No duplicate/ double payment is made
- 7-All the payments are reconciled with accounts office in timely manner

I have read and understand the disclaimer.

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User information e.g. ID, Name, Department etc. will be displayed by default at the top of the page. The page has four major portions;

i) Data Entry

This portion requires information in the following tabulated fields;

Fields	Description
<input checked="" type="checkbox"/> New Bill	Check this box if a new bill is being submitted, uncheck for resubmission of an already rejected bill
Cost Center*	To be selected from dropdown list
Section ID	Pre-audit section to be selected from drop down list

Vendor Number	Vendor number of the supplier
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Note: User will be required to hit  button on the keyboard to move to next field.

When the information is entered in the above fields, system will validate the data and display description of each e.g. Cost Center, Vendor number etc.

ii) Payment Details

This section is further divided into three subsections;

Detailed Object deals with G/L accounts for payment and budget position for each G/L account. Fields in this section are;

Fields	Description
G/L Account	Head of account from which payment is to be made
Gross Amount	Gross Amount of the claim in PKR
Old Token No.	If the bill is being resubmitted after being rejected previously
Sanction Number	File number of the sanction letter

Note: User will be required to hit  button on the keyboard to move to next field.

Budget Amount displays the budget position in terms of Final Budget, Released Budget and pending bills amount. Based on this calculation system decides whether enough funds are available for this bill or not and accordingly allows or denies submission of bill.

Deduction G/L This section allows to add any G/Ls which pertain to deduction from this bill e.g. B01188 (Income Tax), B02341 (GST) etc.

Fields	Description
G/L Account	Head of account under which deduction is to be made
Amount	Amount of deduction in PKR

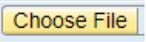
Note: User will be required to hit  button on the keyboard to move to next field.

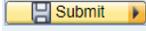
User can use  button to add more G/Ls in case of more than one deductions.

iii) G/L Account List

This section displays the list of G/Ls added for deductions. If users finds a deduction G/L to be mistakenly added in the list, he can use  button to delete it.

iv) Upload Scan Documents

In this section the user selects the document from his PC to be attached with the claim and uploads this document. User can use  button to select the file from location in his local drive. The selected file can be uploaded using  button. Once the

file has successfully been attached click  button to submit the bill and system will provide the user with token number. *Note: The attachment must be in .pdf format.*

Additional information

On the main page of bill submission, there are two sections which display information for the reasons due to which a bill may not be submitted. These two sections are highlighted under **Important Note**;

- i) *Vendor Statuses not allowed for bill submission;*

Following Vendor Statuses are Not Allowed to Submit Bill:

Vendor's Name is not verified

Vendor's Status is Suspended

Vendor's Status is Non Filer

Vendor's Status is Blocked

Vendor's Status is Blacklisted

- ii) *Rejection Reasons;*

Rejection Reasons:

- 001.Sanction Missing / Incorrect Sanction / Wrong Sanction
- 002.Comparative Statement/ Quotation/ Tender Missing / Incorrect Comparative Statem
- 003.Ban imposed by FD
- 004.NOC from Cabinet Division for the purchase of vehicle is not attached with the c
- 005.NOC from Cabinet Division for installation of new telephone is not attached with
- 006.Non clearance of ways and means from FD
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- 011.Ceiling on expenditure of phone exceeded
- 012.Details of vehicles/staff cars missing
- 013.Drug testing lab report is not attached
- 014.Certificate declaring number of hospital beds is not attached

GENERAL:

- 1.Invoice/ Bill, Supply/Work Order/Delivery Challan is not uploaded.
- 2.DDO payment cannot be made.
- 3.Head of Account is incorrect.

- 4.DDO signature is mismatched with specimen signature.
- 5.DDO signature is missing on Invoice/ TR forms/ other documents.
- 6.TR form is not attached.
- 7.NOC of Pakistan Printing Corporation/ Pak PWD is not uploaded.

MEDICAL CHARGES:

- 8.Application for reimbursement of medical charges is not signed by Auth. Medical Attenda
- 9.Emergency Certificate/ Referral letter is not uploaded.
- 10.Emergency Certificate is not signed by authorized Medical Attendant.
- 11.All enclosed vouchers/ invoices are not attested by Medical Officer.

HIRING:

- 12.Owner property documents are not uploaded.

OTHER PERSONAL CLAIMS:

- 13.Original Service Book (in physical) is not provided.
- 14.NOC of CDA/ FGEHF/ PHA are not uploaded.
- 15.Tour program is not uploaded.

CLAIMS OF DRUGS AND MEDICINES:

- 16.Proper approval (sign/stamp) of pharmacist is missing on Invoice/ Delivery challan.
- 17.Late delivery charges are not deducted according to terms and conditions.
- 18.Attested copy of Authorized/ Sole Distributor letter is not uploaded.

Disclaimer

DDO is required to provide some certificates which are included in TR-30 form. These certificates are included in bill submission portal under Disclaimer heading. DDO will be required to check these before a claim is submitted.

Disclaimer:

I understand that by using this platform for online submission of bills/ claims I am not relieved of my primary responsibilities as a Drawing and Disbursing Officer as laid down in rules. I certify that it is my responsibility to ensure that;

- 1-Payments included in this claim are genuine and can not be avoided
- 2-All approvals, as required under relevant rules, have been obtained before submission of bill
- 3-All rules and policies have been adhered to while preparing this claim
- 4-Payments are made to parties entitled to receive them
- 5-All necessary documents, including but not limited to, expenditure sanction, authorities, approvals, invoices etc are attached with this claim
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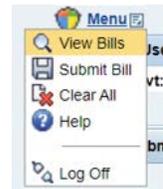
I have read and understand the disclaimer.

User will have to check this box I have read and understand the disclaimer. before submitting the claim.

Bill Tracking

The DDO has been provided with a bill tracking report for the submitted bills. This report is updated on real-time basis automatically for all bills. The user can access this report by clicking

 near top left corner of the page and then selecting “View Bills” option from the dropdown which appears after clicking the Menu button.



Following screen will appear:

Welcome to: User Name 444340 User Full name Muhammad Yasir Department FABS CC Islamabad Govt F



Fiscal Year: 2021
 Section ID: GA4
 Cost Center: ID1164

Token Date: [] To []
 Token No: [] To []

Cheque No

Token No	Profit Center	Cost Center	Vendor No	Vendor Name	Token Date	Park Date	Level-1	Level-2	Level-3	Posting Date	Reject Date	Reject Reason	Bill Amount	Redeem Date	Check number
930005	ID	ID1164	0030000271	Mr. Taufeeq Ahmed test description	25.01.2022	25.01.2022	25.01.2022	25.01.2022	25.01.2022	25.01.2022			1,500,000		100072
930006	ID	ID1164	0030000271	Mr. Taufeeq Ahmed test description	25.01.2022	25.01.2022	25.01.2022	25.01.2022	25.01.2022		25.01.2022	Bill Rejected	1,800		
930010	ID	ID1164	0030000271	Mr. Taufeeq Ahmed test description	03.02.2022								3,100		
930011	ID	ID1164	0030000271	Mr. Taufeeq Ahmed test description	04.02.2022								5,000,000		
930016	ID	ID1164	0030000271	Mr. Taufeeq Ahmed test description	11.02.2022								1		
930017	ID	ID1164	0030000271	Mr. Taufeeq Ahmed test description	17.02.2022								100		

Fields	Description
Fiscal Year*	Fiscal Year to view the report
Section ID	Relevant pre-audit section of DDO
Cost Center*	Relevant DDO Code
Token Date	Dates for which report is required
Token No.	If report is required for a specific token or list of tokens

After user fills the necessary information in above tabulated fields, he will hit  button and the data will be displayed as shown in the above picture. This report can be downloaded in MS Excel format by the user.
