User Manual

Bulk Mapping Upload Process & Interface

Prepared for-
PFMS, Controller General of Accounts
Ministry of Finance, Department of Expenditure

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Revision and Signoff Sheet

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INTRODUCTION

Public Financial Management System (PFMS) a web application is an online management information and decision support system for the plan schemes of the government of India. The purpose of this system is to track and monitor the fund disbursement and utilization under Plan schemes on real time basis.

PURPOSE

The purpose of this manual is to explain about the 'Bulk Mapping Upload Process' step by step to the users.

DESCRIPTION

Every State Treasury Admin user of the concerned state have to map GoI Scheme and State Scheme (and other fields like GOI Head of Account, state budget code, State Object Head code etc.) by logging into PFMS using tryadm user.

Earlier the users need to do the scheme mapping one by one, a new functionality 'Bulk Upload GoI Scheme – State Scheme Mapping' has been introduced to the State Treasury Admin user so that the user can perform bulk upload for mapping.

Previously at the end of every financial year all the mapping of the ending financial year were moved to the new financial year form backend, which is not a good practice as it does not take care of inactive schemes or other changes that may occur over the financial year. So, using this new interface state can validate the mapping and then upload them in one go using XML file.

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Overview

Bulk Upload Mapping facility has been introduced in PFMS portal to Map GOI Scheme - State Scheme.

User Type: State Treasury Admin

Navigate to Main Menu '**Master**' -> Sub Menu '**Bulk Upload Mapping'**

Two radio buttons will be displayed on the screen –

1. **Upload New Files**
2. **View Previous Uploads**

Bulk Upload Mapping Process:

State Treasury Admin user need to login into the system and select from Menu – **"Master ->** '**Bulk Upload Mapping'** and the page "Bulk Upload GoI Scheme – State Scheme Mapping" will open.
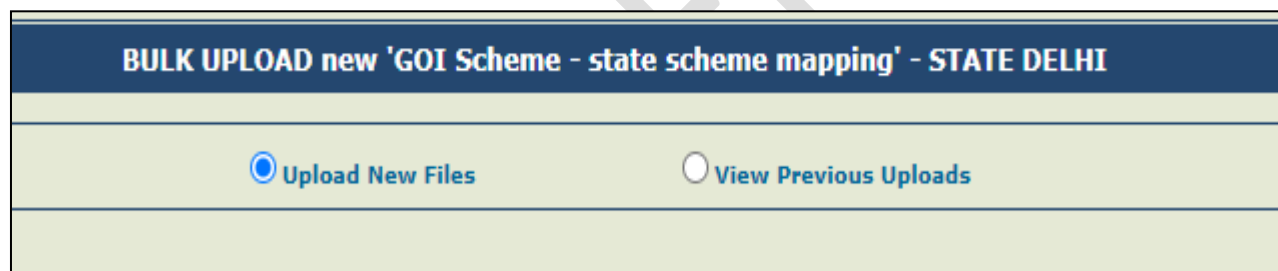

Fig 01: Bulk Upload GoI Scheme-State Scheme Mapping

Upload New Files

User need to click on the radio button of the 'Upload New Files', after clicking on the button a new screen will be visible to the user to upload the file (with a hyperlink to download sample XML file for mapping bulk upload)

Fig 02: File Uploading & Document Download Page

On the right side of the screen, there will be 05 documents available to the user -

1. Help Document - (This User Manual)
2. Mapping Error Master (Details of all uploads errors that the user can encounter)
3. Valid GoI Schemes and Head of Accounts - (All the valid GoI schemes and their head of accounts will be available here. no HoA's that is not presented in this list will be accepted for mapping)
4. Valid GoI Schemes – SLS Mapping - (Mapping of GoI scheme to State linked scheme, the user first need to check their SLS is present under the same GoI scheme as in the document)
5. Current Mapping - (All previously done mapping for the current financial mapping)

Sample XML Format:

```xml
<StateMappingMaster>
    <StateMapping>
        <StateCode>07</StateCode>
        <FinancialYear>2023</FinancialYear>
        <GOISchemeCode>1410</GOISchemeCode>
        <GOIHeadofAccounts>360106789180231</GOIHeadofAccounts>
        <SlsCode>DL13</SlsCode>
        <SharingType>C</SharingType>
        <DepartmentCode>022</DepartmentCode>
        <StateBudgetCode>2012030900001</StateBudgetCode>
        <StateObjectHead>01</StateObjectHead>
    </StateMapping>
    <StateMapping>
        <StateCode>07</StateCode>
        <FinancialYear>2023</FinancialYear>
        <GOISchemeCode>1410</GOISchemeCode>
        <GOIHeadofAccounts>360106789180231</GOIHeadofAccounts>
        <SlsCode>DL12</SlsCode>
        <SharingType>S</SharingType>
        <DepartmentCode>022</DepartmentCode>
        <StateBudgetCode>2012030900221</StateBudgetCode>
        <StateObjectHead>02</StateObjectHead>
    </StateMapping>
</StateMappingMaster>
```

Note:

1. All fields in the XML files are mandatory.
2. Financial Year in the file should be 04 digit integer value and it should match with the login Financial Year, e.g. if you have logged in for FY 2022-2023 then Financial Year in the file should be given as 2023.
3. GoI Scheme code should not be more than 06 counts e.g. 9145.
4. GoI Head of account should be 15 digit counts.
5. SLS code should not be more than 07 counts, e.g. DL112.
6. Sharing type should be 01 count from 'C', 'S', 'T' or 'U'.
7. Department code should not be more than 10 counts.
8. State budget code should not be more than 30 counts.
9. State Object head should not be more than 10 counts.
10. Number of records in the file should not be more than 1000 counts. Files with record count of mapping more than 1000 will be rejected.
11. Total character in the file name should not be more than 30 counts including .xml.
12. Files with the same name are acceptable. Files are distinguished based on upload date time.

After uploading the file, a new grid screen 'Manage Records' will be visible to the user with the File Name containing all the fields provided by the user in uploaded xml file like State code, Financial year 1, Financial year 2, CSS, GoI Head of Account, SLS, share type, Department, State budget code, State object Head code, Mapping record wise error status and Action Button (to remove the records).

S.No.	State Code	Financial Year	GOI Scheme Code	GoI HoA	SLS Code	Share Type	Department	State Budget Code	State Object Head Code	Mapping record wise error status	Action
1	07	2023	1410	360106789180231	DL12	S	022	2012030900221	02	MUE05 | MUE06 | MUE08 | MUE09 | MUE10 | MUE11 |	Delete
2	07	2023	1410	360106789180231	DL13	C	022	2012030900001	01	MUE05 | MUE06 | MUE08 | MUE09 | MUE10 | MUE11 |	Delete

Manage Records

SampleForCPSMSBulkMapping.xml

Fig 03: Manage Records

User need to check/validate the file by clicking on 'Validate File' button and then check for the 'File Status', initially the file status will be showing 'Validation Pending', after validation, if there are any error in the file, system will show 'Validation Errors', and in case of Successful file status, system will show 'Submit Pending'.
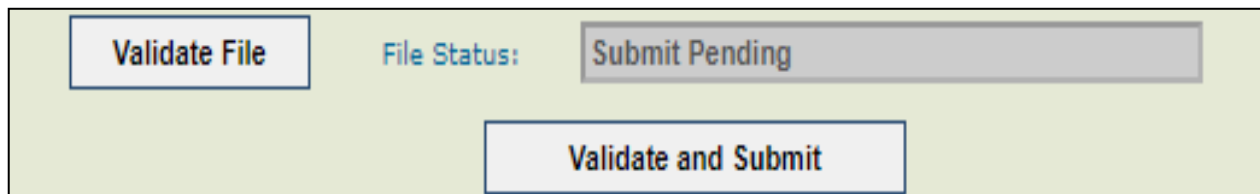

Fig 04: Final Validate and Submit button

On 'Submit Pending' status of the file, user need to validate and submit the records by clicking on the 'Validate and Submit' (will be visible only when file is successfully validated with no errors) button.

Bulk upload mapping process will complete here.

View Previous Uploads

User need to click on the **'View Previous Uploads'** radio button to perform this facility.

After clicking on the button, a new screen on the same page 'View Previous Uploads' will be visible to the user containing File Name, Upload Date, Current Status and Action button to perform following activities available in below screen.

S.No.	File Name	Upload Date	Current Status	Action	
		BULK UPLOAD new 'GOI Scheme - state scheme mapping' - STATE DELHI			
	○ Upload New Files	● View Previous Uploads			
		View Previous Uploads			
1	BulkMapping_27122023.xml	3/6/2023 10:42:54 AM	Validation Pending	Delete	Validate
2	New.xml	3/5/2023 2:59:49 PM	Validation Errors	Delete	Re-Validate
3	New.xml	3/5/2023 3:25:02 PM	Validation Errors	Delete	Re-Validate
4	MR.xml	3/6/2023 10:00:13 AM	Validation Errors	Delete	Re-Validate
5	New.xml	3/5/2023 3:03:30 PM	Submit Pending	Delete	Validate and Submit
6	New.xml	3/5/2023 3:26:13 PM	Final Validation Success		
7	MR.xml	3/6/2023 10:04:21 AM	Final Validation Success		

Fig 05: View Previous Records

Note: All the files that have been submitted successfully will be available in "view previous records" grid for all the time, whereas, the file with all other status will be removed after a time period of 15 days from the date of file upload.

User can view the status of the files by File Name and Upload Date and can perform the action accordingly.

- For 'Validation Pending' user can validate the file by clicking on the 'Validate' button.
- For 'Validation Error' user can revalidate the file by clicking on 'Revalidate' button.
- For 'Submit Pending' user can 'Validate and Submit' the file.
- For 'Submitted Successful' user can download successfully mapped records in xml file by clicking on the 'Download Successful Mapping' button in the Action column.