

## Steps involved in clearance of payment through NEFT

### (i) For selecting payment as NEFT at Dealing Hand level and processing further:

At DA Level

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Select "Mode of Remittance as-NEFT" during worksheet generation

Enter IFSC code or

Click on Trace IFSC

Tracing IFSC Code window

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Select Bank Name

Select Bank State

Select Bank District

Select Branch Name

Press go button

Press tab (to populate bank and branch address)

Type the member bank account number (will accept min 10 digit number)

Submit the record

Worksheet will show Pay through "NEFT" and IFSC Code of that Bank branch, with full address

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At SS Level

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Retype bank A/C number and check IFSC CODE (from photocopy of passbook attached) and select any option (Approved, Reject, Need to edit).

At AO Level

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Check the Bank A/C. number and IFSC CODE (from photocopy of passbook attached) and select any option (Approved, Reject, Need to edit).

### (ii) Processing cases under NEFT at scroll level

At DA Scroll Level

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Select Payment Mode as "NEFT "

Generate the scroll and get the approval

### (iii) Processing cases under NEFT at Cash level

Only one summary sheet has to be generated by DA CASH PAYMENT in respect of A/c. 1 & 10 on daily basis. i.e. in cases 10 scrolls received from various account groups in respect of account 1 on 1/6/2010, DA-Cash Payment will generate one summary sheet dated 1/6/2010 for all the scrolls.(cumulative sum of all payments of 10 scrolls)

## **EDP ACTIVITY**

### **One time activity**

**--all detail insert through form (MASTER->PAYMENT COMMISSION MASTER Form)  
and collect salary BGL (Parking bank account) for CBS cases and update using following script**

**\$Sqlplus**

**SQL>nicepfo/nicepfo**

**SQL>update PAYMENT\_COMMISSION\_MASTER set BGL\_ACCOUNT= '9999999999'where  
PAYMENT\_MODE='N';**

**SQL>commit;**

**SQL>exit;**

**(99999999999 BGL Account)**

**At DA Cash Payment**

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Select Payment->Transaction->Summary sheet

Enter scroll date and select A/C number(1,10,21)

Select payment mode as "NEFT"

Click on Generate and select the scroll and submit the record

Print the summary sheet from "Report" and get the approval of summary sheet (single summary sheet of each A/C will be generated for a day)

Select Payment->Transaction->Chq Allotment

Select A/C number and summary sheet number then allot the chq for summary sheet

Select Payment->Transaction->Chq Print and print the cheque.

**AC Cash**

**=====**

Sign the cheque in the system

**DA Cash Payment**

**=====**

Select Payment->transaction->NEFT Text File Generation

Type summary sheet date and select number of summary sheet

Select Bank SBI

Click on generate file

Save the file at any location

Click on generate mandate (Forwarding Letter for NEFT)

Generate the file relating to data to be sent relating to payments through mobile numbers

Save the letter at any location

Repeat the previous steps for each A/C

Repeat previous steps for Other Banks Also.

Copy the generated NEFT TEXT and NEFT COMPARE UTILITY in CD

Compare the NEFT text files on CD through NEFT COMPARE UTILITY

Get the CD signed by APFC Cash.

DA Dispatch

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Dispatch the NEFT Chq.

Send the CD to bank.

**(iv) Data collection from Bank and reconciling the data with respect to NEFT data in our system**

Files from Bank End

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Get the separate TXT file for NEFT and SBI Direct from the bank having UTR Number.

(File name Like NEFT\_RECO\R1\_NEFT\_TXT\_REP.txt for NEFT and R1\_SBI\_TXT\_REP.txt for SBI

Next day get the one more HTML file from Bank, having details of transaction confirmation

CASH Section

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One time activity

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Copy the NEFT\_RECO software (VB tool received from HO for NEFT Reconciliation) in the PC

It will contain following subfolder

EPFO_TXT	(for copying TEXT file generated by Application Software)
R1_NEFT_TXT_REP	(for copying NEFT Text file received from bank)
R1_SBI_TXT_REP	(for copying CBS Direct Text file received from bank)
R2_NEFT_HTML_REP	(for copying NEFT HTML file received from bank—MIS Report)

Copy the Text file and HTML file received from bank to subfolder under NEFT\_RECO folder at PC.

(as described above)

Run NEFT\_TXT\_Compare\_ver\_2.01\_31-05-2010 utility

Click on generate text file (output file will go inside \NEFT\_RECO\GEN\_NEFT\_TXT\_FILE\output)

DA Cash Payment

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Select Payment->transaction->NEFT (TXT) MIS Report(HTML)-upload

Upload the text file which is generated by VB utility inside \NEFT\_RECO\GEN\_NEFT\_TXT\_FILE\output folder

Select Payment->transaction->NEFT (TXT) (UTR No.)Report-upload

Upload the text file(s) which is received from bank and copied in R1\_NEFT\_TXT\_REP subfolder

Select Payment->transaction->NEFT (TXT) CBS Direct(SBI)-upload

Upload the text file(s) which is received from bank and copied in R1\_SBI\_TXT\_REP subfolder

**Get the approval from SS and APFC Cash.**

DA Cash Payment

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Select Payment->transaction->NEFT ( CBS Direct (SBI))-Auto Reco

**Get the approval from SS and APFC Cash.**

Select Payment->transaction->NEFT (CBS Direct (SBI))-Manual Reco (For rejected case, check the file received from bank and for pending transaction)

**Get the approval from SS and APFC Cash.**

**Apply same steps for NEFT Payment**

Select Payment->transaction->NEFT Payment-Auto Reco

**Get the approval from SS and APFC Cash.**

Select Payment->transaction->NEFT Payment-Manual Reco (For rejected case, check the file received from bank and for pending transaction)

**Get the approval from SS and APFC Cash.**