https://ebilling.megfinance.gov.in	n/
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2024

Apr

Megh-eBilling

(Electronic Billing System for the DDOs, Government of Meghalaya.) User Module DDO Admin (Version 1.0)

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Introduction

a. Purpose

The purpose of this document is to provide complete details about the module DDOs on boarding process and operating the "Megh-eBilling System". In order to enable DDOs to prepare and sent bills to the Treasury, the application facilitates the user to fill the bills electronically (e-Billing) on this portal and create and prepare online Bills.

- > This is 24 X 7 facilities for the Meghalaya Government DDOs.
- > Users of this site can prepare bills online.
- > Provides facility for generating and printing bills.
- > Facility to register all types of payees.
- Facility to reconcile with the Treasury.
- Facility for viewing and storing historical records of bills and other related details at any time.

b. Audience

The target audiences are the DDOs of Government of Meghalaya. This Application has been designed and developed taking into consideration the requirement of the user. DDO can onboard/registered on the system by sending an application to the Treasury officer.

c. Basic requirements for Megh-eBilling System.

- User should have minimum knowledge of using browser.
- User should also have knowledge of preparing Bills.

d. Landing Page

1

	Total Mundoer d	Collin for Financial Year 2	1124-2125	
13 53 14 17		tan ba		a Billing module for use by DDOs for processing of bills. DDOs can prepare the bills by Nillig use the relevant helds is the TR bill form submitting them electronically to the Transary through the a Billing module. One capy of the bill is to be printed out, signed and submitted to the Transat the DDO, with terminicary details and other momentary documents following manual procedure of automicsios.
2.6				All the schedules and chalam will be generated automaticalle by the sy without any further manual intervention.
0.4				PLEASE MAKE SURE TO PUSH e-Propo SANCTIONS TO DDO IN THE ePS SYSTEM.
8.2				Sign in
41				e.552
	Pinting	Tanihi	Approved	Erder e-Mail
				Passard
25474	when	54 Submitted	3855 Approved	Enter Password .

1. DDO Admin



- 1.1 Create User
 - DDO admin can create as many users as desires
 - There are two different types of users such as maker and checker
 - DDO will have to make sure that there is only one checker, preferable the DDO himself/herself.
 - There can be many user assigned with the maker role (usually the Dealing Assistant in the DDO establishment preparing Bills)

Employee Details	
User Code	NOROSITYADS
User Name	Antae hiama
Email Address	Enter Druit Address
Role C Oper	ation
	Construction Cancel

- DDO admin will have to make sure to enter the valid email id in used.
- **1.2 User Modules (Assigned Modules to Users)** Select the user from the list and assigned modules

Maker Modules to	be assigned to	dealing assistant fo	r Payee Registration a	and Bill Preparation

ID DOO Admin	User	(2404295301 Perry Khannawahlang	
New Oser			
User Module		MAKER Modules	
Reset User Password	Module	Module Type	
Manage User	Citil Preparation	Bill Preparation	
Update DDO Bill Number	Treasury Objected Bills.	Bill Preparation	
Manage Payee	Clour Approval	Bill Preparation	
	Citour Diary	Bill Preparation	
	Otean	Bill Preparation	
	Dayee Registration	Payne Registration	

Checker Modules to be assigned to DDO for Payee and Bill Verification.

ID DOO Naming	CHECKER Modules		
New User	Module	Module Type	
User Module	Statt Approval	Bill Apgeoval	
Reset User Password	TE Tour Approval	Bill Approval	
Manage User	Clour Diary Approval	Bill Approval	
Update DDO Bill Number	Final TE Bill Appenval	Bill Approval	
Manage Payee	Overfied Bill Revenal	Bill Approval	
	Pauve Verification	Pause Verification	

Reports can be assig	ned for both the users	(Maker and Checker)
		· · · · · · · · · · · · · · · · · · ·

	DPayee Verification	Peyee Verification
New User	REPO	DRT Modules
User Module	Module	Module Type
Reset User Pasoword	2011 Status Report	Report
Manage User	Dayner List	Report
Update DDO Bill Number	Ororm TR	Report
Manage Payee	Cirin Year Balance Report	Report
	-	
		Seve

1.3 Manage Users

In case the Employees operating the Megh-eBilling System either retires or transfers to another establishment (DDO) the DDO admin will have to disable the user from the Current DDO.

- 18001918	Manage Users					
0 200adjus						
New Utar	Share 30 w	anthroni.			Search	
User Maulule	11-15-15-1	User				
Menuga Usar		reasone	Email	Remarks		
Update DDO Bill Number	N2306253454	Maker Operator-	maker201000001@gmail.com	change of emuli	and the	without .
Ratyat Uner Plansmurd		1				
Manage Payler	32109211149	Locy Manisha Kurbah	lucymanisha@nic.in	change of email	and the second	a printer
	542405363317	Eddelbert S	email@igmail.com		- areas	H DISABLE
	12409001240	Eddelbert	eddelbert.softkhist@gov.in		- general	HUSARD

1.4 Reset User Password

DDO Admin can reset the Password of any users that are registered in the DDO.

New York W	*	eron.	
User Module		all	Action
Manage User Update DDD Bill Number	()	101000001@gmail.com	and the
Recett Uner Passessel -	Are you sure?	h@muil.com	NGC .
Managa Tayan A	We you sure you want to Reset the Password for this User?	H.schihlet@gov.in	1454T
	Cornert Yes, reset the passworld	prialLcom	and a

To reset DDO Admin Password, the DDO will have to request the Treasury Officer t reset their password

1.5 Update DDO Bill No

DDO Admin uses this module only in the initial implementation of the application where the DDO had already sent Manual bills to the Treasury. This is to update the system with the last DDO bill manual bill no already sent to the treasury.

• DODustrim Previdue DDO ID Financial Year Bill Number User Module 00001 2024-2025 27 000 Manage User	Dashboard	List DDO I	Bill Number		
Name DOD ID Financial Year Bill Number User Module 00001 2024-2025 27 000 Manage User Update DOD III Number Reset Over Passoord	OOladmin				
User Module 00001 2024-2025 27 000 Manage User Update DOD Nil Number Reset Quer Passorit Manage Reyne	New Uper	000 ID	Financial Year	Bill Number	
Manage User Update DOO MI Number Reset Guer Passeord Manage Reyre	User Module	00001	2024-2025	27	001
Update DOO NII Mumber	Manage User				-
Reart User Passisonil Managel Reyne	Update DOO Bill Number	-			
Manage Rayne	Reart Gur Passord				
	Manage Reyne				

Note: Please do not change the bill no in the application once the DDO is on Live mode (already generating bills from the system)

1.6 Manage Payees

While preparing Bills the Payees once verified by the Checker will always be listed, incase if the payee is not required to be listed in the future, the DDO may disable/ deactivate the Payee from appearing in the list while preparing Bills,

Second scenarios. if the DDO realized that the account details of the payee are wrong, the payee may be disable/deactivate using this option.

>> Dashbelard	Marrie Barliner d Bar				
DDOatlmin	Manage Registered Pay	005			
New Liter	Show 10 ¥		Search:		
User Module	entries.				
Martage User	Payee Code	Payee Name	Bank Name	Account	
Update DDO ISH Number	(Construction)	AC Engineering Works	STATE BANK OF	30646815778	-
Reset User Pessword	2011/516102	The second second	INDIA		OOCTION .
Managa Payee	2109-281-225 M	Adiel Faimaee Diduar	STATE BANK OF	31851502365	apenant
	21090212244	Alicta Nengnong	STATE BANK OF	20308700471	OLICIAN

The payee data is locked once approve by the DDO, there are cases where we will need to change payee name, click on the payee code and enter the correct payee name/description

			F	AVEE NAME		
TAILE CODE.						
2203251610Z				AC Engineering Works		
+						
+						
+	Bank			Account		1
+ Payee Code	Bank Name	Branch Name	IFSC Code	Account Number		/
+ Payee Code 2203251610Z	Bank Name STATE	Branch Name	IFSC Code SBIN0002081	Account Number 30646815778	EDIT 7	DEACTIVAT

Click in the EDIT Button

New Name:*	Enter New Name	
inch monter		

Click on the

To add new Bank detail of the payee in case the payee has provided details for change Bank.

Bank:*	SELECT BANK	
Branch:*	-SELECT BRANCH-	
IFSC Code:*	Please select an item in the list.	
Bank Account Number.*		
	Contract of the second s	

Select the new bank, branch and verify the IFSC Code, enter the new Bank account no and make sure the data entered is entered accurately.

Click on the Save button to commit the changes,

+

The Payee details with the same payee code will have two bank account, **make sure to** deactivate the old bank account details to avoid any error in the system.

2. Logout

When the user completes the work user should logout immediately to free the resources with the central server. The system displays the home page.