https://ebilling.megfinance.gov.	in/
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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 Number (of thills for Financial Year	1024-2025	(i)
13 63 64 67		040		e-Billing module for use tw DDDs for processing of bbls. DDDs can prepare the bills by Silling us the relevant helds in the TR bill form submitting themesischrusically to the Trassary through the a-Billing module. One capy of the bill is to be privated out, signed and submitted to the Trassar the DDD, with termhclary details and other measurery documents following manual procedure of automission.
				All the schedules and challam 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.
83 82				Sign in
41				e-542
	Pering	Tanihi	Apprivat	Enter e-Mail
				Passard
394	Pentra	54 Submitted	2255 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	HORDETHEDS
User Name	Orbie Name
Email Address	Enter Entel Address
Role C Oper	ator
	County Day

- 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

DCIO Admin A	User	2404295301 Perry Khanmawshilang	*
New User 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 Røyee	Citour Approval	Bill Preparation	
	Chour Diary	Bill Preparation	
	Otean	Bill Preparation	
	Dayee Registration	Payee Registration	

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

ID DDD Admin	CHE	CKER Modules
New User	Module	Module Type
User Module	Dilit Approval	Bill Approval
Reset User Password	TE Tour Approval	Bill Approval
Manage User	Tour Diary Approval	Bill Approval
Update ODO Bill Number	Final TE Bill Approval	Bill Approval
Manage Payee	Overfied Bill Reversal	Bill Approval
	Payre Vertilication	Payne Verification

Reports can be a	ssigned for both	n the users (Maker	and Checker)

ID DOD Admin	DPayee Verification	Payers Verification
New User	REPO	ORT Modules
User Module	Module	Module Type
Reset User Pasoword	2018 Status Report	Report
Manage User	Dayme List	Report
Update DDO Bill Number	Orarm TR	Report
Manage Payee	CVin Vese Balance Report	Report
		10442100
		Since

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.

	Manage Users					
IP DOCadmin						
New Utar	State: 30	anthrani.		Search		
Uter Maskele		User	2012			
Merage User	User Code	Name 1	Email	Remarks		
Update DDO Bit Number	N2306253454	Maker Operator-	maker201000001@gmail.com	change of email	and the second s	without a
Ratual Univer Plansmorth		1				
Marage Payne	32109211149	Locy Manisha	higumanisha@mic.in	charge of email	and the second s	IN DESIGN
		Rentsels		2011/11		
	162405363317	Eddelbert S	email@gmail.com		- Brenner -	TRUNARE:
		2				2
	T2405081240	Exidellyert	eddelbert.sotkhiet@gov.in			BUSARD

1.4 Reset User Password

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

New User B		archi	
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.

DODiadmin Herr Unier DOD ID Financial Year Bill Number 00001 2024-2025 Voletier DOO IM Financial Updater Doo IM Financial Heart Oper Pransport	01				
Uher Module 00001 2024-2025 27 Manage User Update DDO Mil Number	609			DDO ID	12010-110
Manage User Update DDO Bill Number	6.09	27	3034 3036		rene proer
Update DDO ful Number			0104-0125	00001	User Module
					Manage User
Reset User Passeord				-	Update DDO Bill Number
					Reset Guer Passoord
Manage Rayne					Manage Rayne

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.

 Dashbeiardt 	Manage Registered Pay				
DDOedmin	- Manage Registered Pay	005			
New Liter	Show 10 🛩		Search:		
User Module	entries.				
Manage User	Payee Code	Payee Name	Bank Name	Account Number	
Update DDO Bill Number Reset Over Password	2001031616102	AC Engineering Works	STATE BANK OF	30646815778	HOLDINE .
Managa Payee	2109381525 M	Adiel Fairwaee Okhar	STATE BANK OF INDIA	31851502365	apenar
	21090812344	Alicia Nengnong	STATE BANK OF	20308700471	opennite

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

PAYEE CODE:			F	AYEE NAME:		
2203251610Z				AC Engineering Works		
+						
+						
	Bank			Account		1
	Bank Name	Branch Name	IFSC Code	Account Number		/
+ Payee Code 2203251610Z		Branch Name	IFSC Code SBIN0002081	100 mm (1997 mm)	EDIT Z	DEACTIVAT

Click in the EDIT Button

New Name:*	Enter New Name	

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.*			
	SAVE		

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.