



MoF/DTA/PMSD/109

Aug 4th, 2023

eDATS Data Migration NOTIFICATION

Department of Treasury & Accounts, Ministry of Finance is pleased to notify all eDATS users that eDATS is open for Data Migration and travel process with the following feature in the latest version V.0.4.

1. Self Update of Personal details
2. Self Update of Departmental details change
3. Approved travel claims and authorisation - not verified by Accounts in the FY 2022-23 can be brought forward to FY 23-24 subject to the time barred approval by competent authority.
4. Travel dates of 26th June and later can be entered in FY 2023-24
5. Travel authorisation / Claims in the previous Department is transferred to new Departments.
6. Made available the TA authorisation, claim and documents for view.

A Guide for Data Migration via self update is attached.

(Payment Management Services Division)
Department of Treasury & Accounts





Guide for Self Update Data Migration in eDATS

With the integration of eDATS to e-PEMS, the data migration of employee details with the change in re-structuring of the agencies has been made possible. There are following features under Self Update in eDATS;

1. Home Dashboard

Employee Details are more detailed now. The newly displayed info are Basic Pay, TPN and Bank account number.

2. Check for Bio-Data Update

If the eDATS user finds the details displayed is not updated, please click on the blue button "Check for Bio-Data Update"

a. Update Bio-Data

Clicking on Update Bio-Data (in Blue) will update the details as per e-PEMS records.

b. Update Department

Clicking on the Update Department (in Yellow) will update the Department to your new department in accordance with re-structural changes. The bio data is as per e-PEMS and if your details are incorrect, please contact your Finance Division for update.

Snapshot of the Self update is presented below;

| Data Integration with EPEMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------------------|--|-------------|-----------|------|---------------|----------------|------------------------------|----------------|--------|-----|----------|---------------------|-----------|-----------|----------|------------|-----------------------------------|--|-------|--|-------------|-----------|------|---------------|----------------|------------------------------|----------------|--------|-----|----------|---------------------|-----------|-----------|-------|------------|-------------|
| <table border="1"><thead><tr><th colspan="2">ePEMS</th></tr></thead><tbody><tr><td>Employee ID</td><td>200701128</td></tr><tr><td>Name</td><td>Kinzang Norbu</td></tr><tr><td>Position Title</td><td>Deputy Chief Finance Officer</td></tr><tr><td>Position Level</td><td>P2 SS1</td></tr><tr><td>TPN</td><td>KAP23775</td></tr><tr><td>Bank Account Number</td><td>100572054</td></tr><tr><td>Basic Pay</td><td>34250.00</td></tr><tr><td>Department</td><td>DEPARTMENT OF TREASURY & ACCOUNTS</td></tr></tbody></table> | ePEMS | | Employee ID | 200701128 | Name | Kinzang Norbu | Position Title | Deputy Chief Finance Officer | Position Level | P2 SS1 | TPN | KAP23775 | Bank Account Number | 100572054 | Basic Pay | 34250.00 | Department | DEPARTMENT OF TREASURY & ACCOUNTS | <table border="1"><thead><tr><th colspan="2">eDATS</th></tr></thead><tbody><tr><td>Employee ID</td><td>200701128</td></tr><tr><td>Name</td><td>Kinzang Norbu</td></tr><tr><td>Position Title</td><td>Deputy Chief Finance Officer</td></tr><tr><td>Position Level</td><td>P2 SS1</td></tr><tr><td>TPN</td><td>KAP23775</td></tr><tr><td>Bank Account Number</td><td>100572054</td></tr><tr><td>Basic Pay</td><td>34250</td></tr><tr><td>Department</td><td>SECRETARIAT</td></tr></tbody></table> | eDATS | | Employee ID | 200701128 | Name | Kinzang Norbu | Position Title | Deputy Chief Finance Officer | Position Level | P2 SS1 | TPN | KAP23775 | Bank Account Number | 100572054 | Basic Pay | 34250 | Department | SECRETARIAT |
| ePEMS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee ID | 200701128 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | Kinzang Norbu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Title | Deputy Chief Finance Officer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Position Level | P2 SS1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TPN | KAP23775 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Department | DEPARTMENT OF TREASURY & ACCOUNTS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| eDATS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Department | SECRETARIAT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div><- BACK Update Bio-Data Update Department</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

With the above, individual data migration is complete.



The following are new features for Accounts (Verifying Authority) and Approving Authority.

3. Import Last FY Travel Claim

Any TA claim / authorisation un-processed last FY can be imported this FY. It can be imported by the respective Verifying authority only. Under the verifying authority module, there is "Import Last FY Travel Claim".

Travel Authorisation unapproved, Travel claim unapproved and unprocessed last FY, if the agency decides to process, agency can use this option. By clicking on the change, you are changing the FY to this FY 2023-23.

Note: Before the verifying authority change the FY, please check the Travel authorisation / claim and verify that the claim has not been processed earlier.

Snapshot of the import feature is provided below;

| Sl. | CID/WP No. | Transaction Number | Submit Date | Auth Flag | Auth Approval | Claim Flag | Claim Approval | Auth Amount | Claim Amount | Action |
|-----|-------------|--------------------|-------------|-----------|---------------|------------|----------------|-------------|--------------|---|
| 1 | 10104001647 | 127520221221111322 | 04/04/2023 | Yes | Yes | Yes | No | 4500 | 4500 | Authorization Claim Change Remove |

Kindly note that by clicking change, the available department to transfer the claim will be displayed. If the department required is not available, please check the mapping.

4. Agency Mapping / Employee Mapping

As far as possible, the mapping and authority remains the same after data migration. After the self update - Transfer of Department, the agency admin for eDATS should map the latest departments to the respective users including;

- Employee mapping to Approving Authority
- Agency mapping to Verifying authority
- Any other details, the agency admin shall facilitate the mapping.

5. Claims in Previous Department

TA authorisation and claims, not verified/processed by the Accounts is migrated to the new departments. please check the claims are correct.



6. Viewing of the TA authorisation, Claim, evidence and reports.
Under the Report > Travel Register Agency > Authorisation, Claims, Travel order, Tour Report and Photo evidence can be viewed.
Snapshot is below;

| Travel Register: Agency | | | | | | | | | |
|------------------------------|---------|-------------|---------------|------------------------------|--|-------|---------|------------|---|
| Search: <input type="text"/> | | | | | | | | | |
| Sl. | Purpose | CID/WP No. | Name | Designation | Agency | Total | Advance | Voucher ID | Action |
| 1 | 1 | 10811000531 | Kinzang Norbu | Deputy Chief Finance Officer | BHUTAN COUNCIL FOR SCHOOL EXAMINATION AND ASSESSMENT SECRETARIAT | 7832 | 0 | 2598354 | Authorization Travel Claim Office Order Tour Report Photo Evidence |
