

USER MANUAL



Financial Documentation System (FinDoc) Document Submission & Voucher Creation

MINISTRY OF FINANCE
Department of Treasury & Accounts
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Part I: FinDoc background

The institution of Cluster Finance Service (CFS) is one of the major PFM reform initiatives DPA has implemented from July 2021. All the necessary enhancements have been made in e-PEMS to facilitate payment processes in the Cluster Finance Service.

The Cluster Finance Service offices currently have a different process of document submission from the regional/field offices for payment settlement. The Cluster Finance Service of Bumthang and Paro have developed a system based on the google sheet and accept scanned copies of the document. Other offices practiced submission of the physical documents earlier and later utilized the google app used by Paro and Bumthang Cluster.

In order to standardize the document submission system across the Cluster Finance Service, there is a need to develop a documentation system to be used by all the Cluster Finance Service. The system is expected to enhance the service delivery and have a proper audit trail. The system shall be named as **FinDoc**.

The development contract of the FinDoc has been completed in June 2023 with six months of maintenance period. Pilot roll out for the FinDoc was initiated at Paro Cluster and subsequent roll out of FinDoc nation wide is expected to be completed in November.

Part II: What's NEW

1. What's New in FinDoc V.0.1

The version FinDoc V.0.1 has the following new features;

1. **Agencies linked to Cluster :** Cluster Finance Services has been created as new or as modification to the existing Finance Divisions. The agencies added to these cluster agencies, from where Cluster Finance Services shall provide the financial services will be created as Agency in FinDoc. This will be based AU or Department or Regional Offices or autonomous agencies which are budgetary bodies or spending agencies.
2. **Separate Login for FinDoc :** A separate login page for FinDoc is currently hosted on the same database server of e-PEMS (The hosting of the database and webserver separate to e-PEMS is in progress). There are three types of users in FinDoc as mentioned below;
 - 2.1. Cluster User : All Finance Personnel for the cluster services
 - 2.2. Agency User : Agency user
 - 2.3. Other User : e-PEMS Client Support users
3. **Propose Document :** The Propose Document Module is the introduction of the document submission to the Cluster Finance Services currently done through google apps. It will replace the bill payment system maintained in google app and also the hard copy documents and bill invoices for payments.
4. **Acceptance and Verify :** The Accept and Verify feature for the Cluster users is accepting the document sent through the FinDoc by the agency. It also has the verify option by the concerned accounts personnel.

5. **Voucher Creation and Posting** : The FinDoc have both manual and voucher creation features.

2. Agencies linked to Cluster Finance Services

Cluster Finance Services has been created as new or as modification to the existing Finance Divisions. The agencies added to these cluster agencies, from where Cluster Finance Services shall provide the financial services will be created as Agency in FinDoc. This shall be based AU or Department or Regional Offices or autonomous agencies which are budgetary bodies or spending agencies.

The data for Agencies linked to Cluster Finance Services shall be provided by the Cluster Finance Head to the PMSD Client Support Services at DTA, MoF. The PMSD focal for FinDoc shall created the Agencies in the Agency Master as pictured below;

The screenshot displays the 'FinDoc' interface for the 'Agency Master' section. The top navigation bar includes 'Agency Master', 'User Management', and a 'Log Out' button. The main heading is 'Agency Master'. Below it, there is a label 'AU Category:' followed by a green 'Add Agency' button. A dropdown menu is open, showing the following options: 'Select AU Category' (highlighted with a checkmark), 'AUTONOMOUS', 'CLUSTER SERVICES', 'CONSTITUTIONAL BODIES', 'DZONGKHAG', 'GEWOG', 'JUDICIARY', 'MINISTRY', and 'THROMDE'. Two annotations are present: one pointing to the 'Select AU Category' option with the text 'PMSD Focal shall select the AU category of the proposed agency. Eg: For DoST Field Offices, Ministry needs to be selected.', and another pointing to the 'CLUSTER SERVICES' option with the text 'Don't select "Cluster Services" for budgetary bodies AU Category.'

Agency Master User Management

Agency Master

AU Category:

AU Code:

Dept:

Field Office:

Agency:

Select LC/PLC:

- ☐ 218.01/1001-Ministry of Agriculture and Livestock
- ☐ 218.01/1002-Regional Offices Thimphu MoAL
- ☐ 218.01/1003-Regional Offices Paro MoAL
- ☒ 218.01/1004-Regional Offices Bumthang MoAL
- ☐ 218.01/1005-Regional Offices Gelephu MoAL
- ☐ 218.01/1006-Livestock Breeding Centre Lingmithang

Create the Agency link to the Cluster

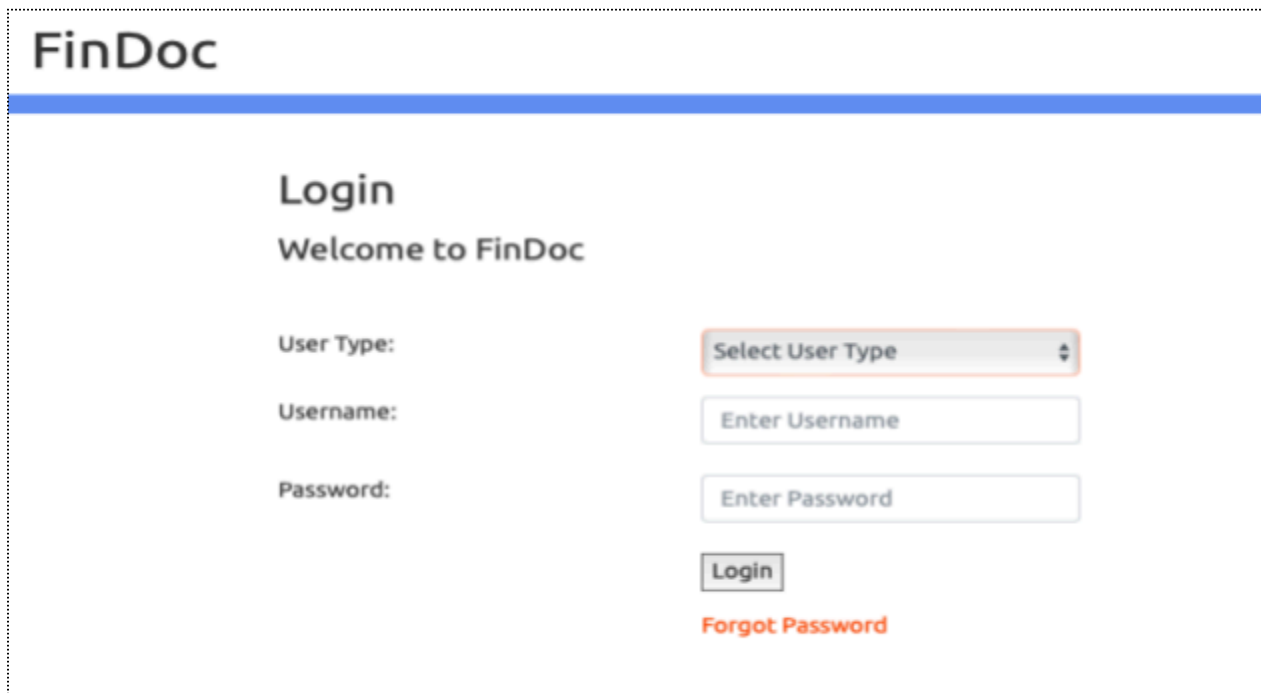
Tick the corresponding LC to that Agency. Please tick additional PLC if there is

Add the Agency to the Agency Masters

3. FinDoc Login and Users

The FinDoc shall be accessible currently from the site
<https://epems.myrbpems.bt/FinDoc/Account/Login>

A separate server has been created by GovTech for FinDoc and it is currently being moved to independent hosting which will be available soon at
<https://findoc.myrbpems.bt>



FinDoc

Login

Welcome to FinDoc

User Type:

Username:

Password:

[Forgot Password](#)

There are three types of users in FinDoc as mentioned below;

- Cluster User : All Finance Personnel for the cluster services
- Agency User : Agency user
- Other User : e-PEMS Client Support users

Cluster user and other user shall use the same credentials as of e-PEMS.

The Cluster Heads will create the Agency Users;

- Agency Head : The administrative head of the Agency linked to the Cluster
- Agency User : The user of the FinDoc, the focal point of the spending unit.

Depending on the size of the agency, more than one agency user may be created as decided by the Cluster Head.

The screenshot shows the 'User Management' section of the FinDoc application. At the top, there is a navigation bar with 'Acceptance', 'Verify', and 'User Management' links, and a 'Log Out' button. Below the navigation bar, the 'User Management' title is displayed. Underneath, there is a label 'Agency:' followed by a dropdown menu currently showing 'Common Public Expenditure ('. To the left of the dropdown is a green 'Add User' button. Below the dropdown is a link labeled 'Agencies'. An arrow points from the text 'Select the Agency available to the Cluster' to the dropdown menu. At the bottom right, the text 'Add User' is visible.

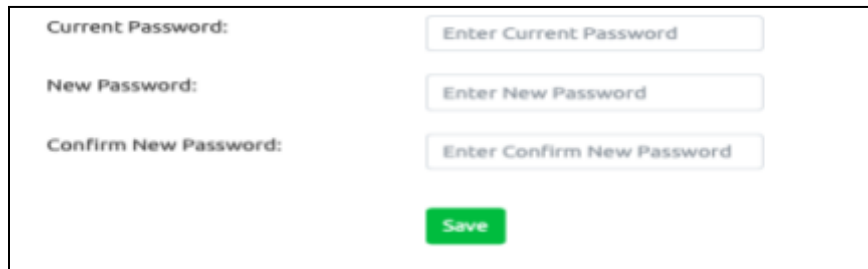
The screenshot shows the 'User Management' section of the FinDoc application, displaying a form for adding a new user. The form includes fields for 'Agency:', 'CID:', 'Name:', 'Designation:', 'EID:', 'Email:', and 'Agency User Type:'. The 'Agency:' dropdown is set to 'Common Public Expenditure ('. The 'CID:' field contains '10811000531'. The 'Name:' field contains 'Kinzang Norbu'. The 'Designation:' field contains 'Deputy Chief Finance Officer'. The 'EID:' field contains '200701128'. The 'Email:' field contains 'knorbu@mowhs.gov.bt' and is highlighted with a red box. The 'Agency User Type:' dropdown is set to 'Agency Head'. Below the form are 'Add' and 'Cancel' buttons. To the right of the form is a 'Search' button. An arrow points from the text 'Type in the CID and Search Details of the individual will be pulled from e-PEMS Please Check and if required, please change the details.' to the 'Search' button. Another arrow points from the text 'User id of the FinDoc user, an email with the user credentials will be sent here.' to the 'Email:' field. At the bottom left, there is a 'Search Users by CID:' section with an 'Enter CID' input field and a 'Search' button. Below this is a link labeled 'Agencies'.

Please ask the agency user to check the email and use the credentials to login.

Note : e-PEMS Users credentials will apply at e-PEMS. Any changes in e-PEMS will affect FinDoc.

i. Change Password

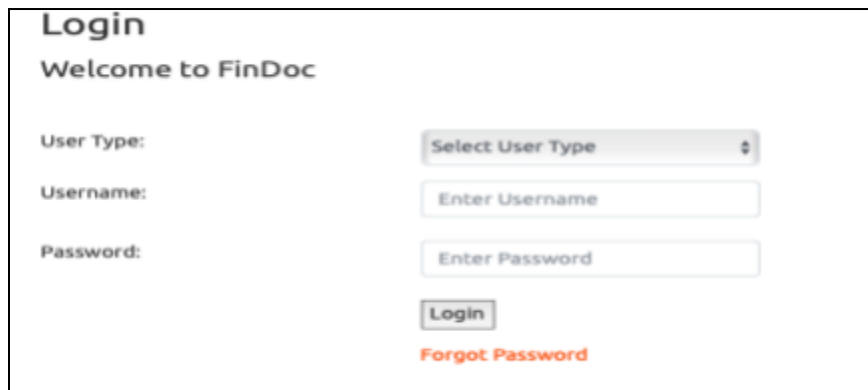
When the agency users logs in for the first time, it will ask the password to be changed.



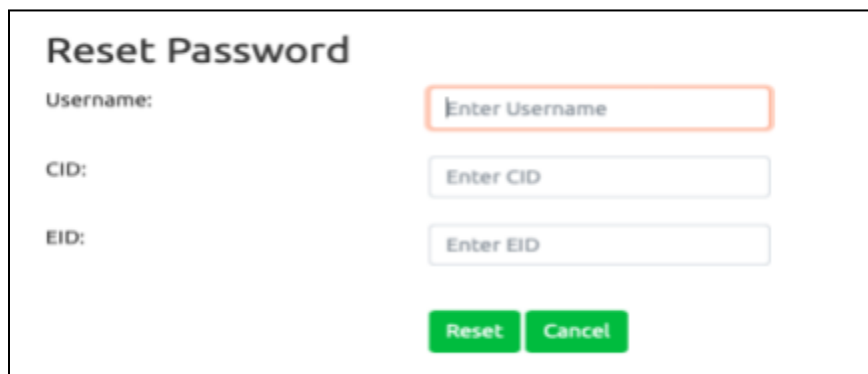
A form for changing a password. It contains three input fields: 'Current Password:' with a placeholder 'Enter Current Password', 'New Password:' with a placeholder 'Enter New Password', and 'Confirm New Password:' with a placeholder 'Enter Confirm New Password'. Below these fields is a green 'Save' button.

ii. Forgot Password

If the Agency users forgets the password, there is a forgot password option available.



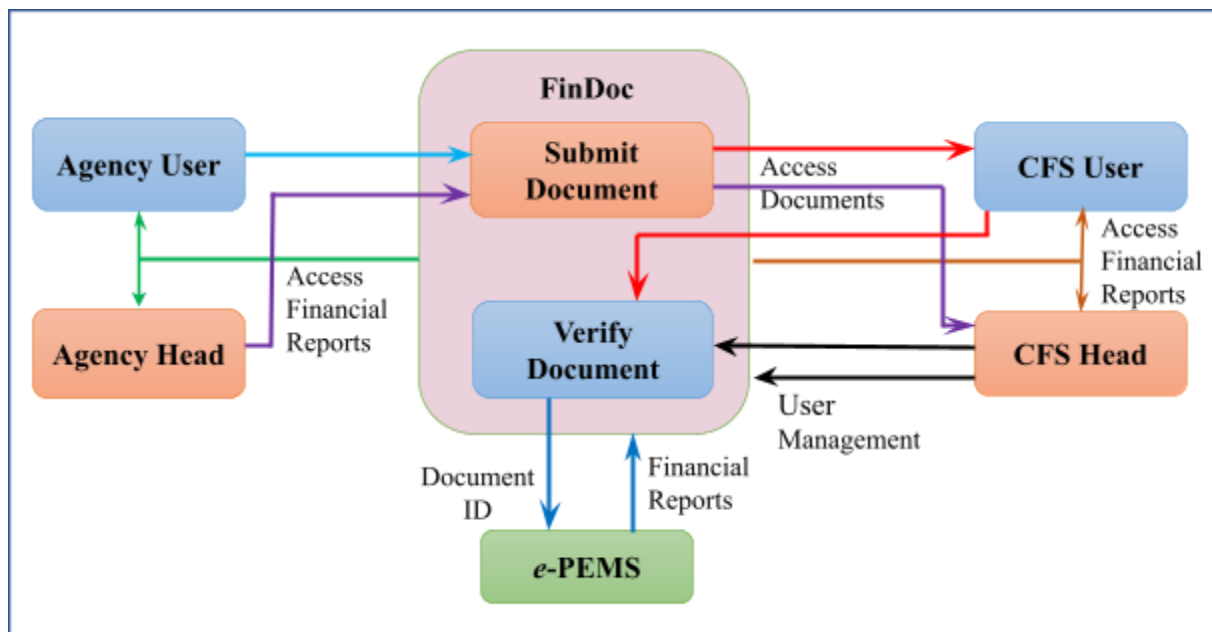
A login form titled 'Login' with the subtitle 'Welcome to FinDoc'. It includes a 'User Type:' dropdown menu with the placeholder 'Select User Type', a 'Username:' input field with placeholder 'Enter Username', and a 'Password:' input field with placeholder 'Enter Password'. Below the password field is a 'Login' button and a red 'Forgot Password' link.



A 'Reset Password' form. It contains three input fields: 'Username:' with placeholder 'Enter Username', 'CID:' with placeholder 'Enter CID', and 'EID:' with placeholder 'Enter EID'. At the bottom are two green buttons: 'Reset' and 'Cancel'.

4. Propose Document

FinDoc is only replacing the bill payment system through google app. When a bill is claimed, the official verifies the bills and submits for sanction of payment to the head of the office. Once the Head of the office sanctions the payment, it is then scanned by the concerned spending focals and sends via the google form to the Cluster Finance Services for payment. Payment is then processed through e-PEMS. This is also the same with FinDoc currently, which is displayed in the diagram below.



The above diagram describes the document flow and the information flow from e-PEMS to FinDoc users.

When a bill / invoice is claimed and sanctioned for payment, the focal person of the agency submits the invoice along with approved note and other documents to the Cluster Finance Services. This submission is uploaded through the FinDoc and the originals shall be maintained with the agency itself securely if required for audit and other purposes.

a. Submission of Document

The document is submitted with the details mentioned below;

The screenshot shows the 'FinDoc' interface for 'Document Submission'. The form includes the following fields and annotations:

- LC/PLC:** 216.01/1003 Common Public I
- Financial Year:** 2023-2024
- Month:** Nov
- Bill No.:** Enter Bill No. (Annotation: Bill no. / Invoice No.)
- Bill Date:** Enter Bill Date (Annotation: Bill Date, do not punch, select dates)
- Bill Details:** Enter Bill Details (Annotation: Bill Details like Eg: Hospitality and Entertainment, Vehicle Maintenance, Catering during monthly meeting)
- Amount:** Enter Amount
- Search**
 - Search Payee (by TPN or Bank Account No.):** Enter TPN or Bank Account No. (Annotation: Type in TPN No of the supplier / claimant. You can search by Bank account)
 - Search** button

The above one is the first part which is the selection of the LC, FY and Month. One has to be very careful as one mistake and the document might go missing. The other part is the bill details and the main part is the searching the payee / vendor / supplier. The agency has to get the TPN /Bank account details from the supplier. The details will then be displayed from e-PEMS party details as mentioned in the next page.

Search

Search Payee (by TPN or Bank Account No.):

Search Results

SL#	TPN	Name	CID	Bank	A/C No.	Party Type	Select
1	KAP23775	Kinzang Norbu	10811000531	BANK OF BHUTAN LTD.	100572054	Employees	Select
2	KAP23775	Kinzang Norbu	10811000531	BANK OF BHUTAN LTD.	100572054	TDS	Select

Bank Account No:

Bank Name:

Transaction Category:

Budgetline:

Revised Budget Amount:

Release:

Release Balance:

Expenditure:

Advances:

Budget Balance Available:

File: no file selected

Pending for Submission

Document Submitted List

ID	Bill No	Bill Date	Bill Details	Amount	Name	Bank Account No	Bank Name	Budgetline	View	Submitted By	Submitted On	Status
2023110000054	S	28/11/2023	S	100.000	Adelty Bhutan Society	7777700500003	7	216.01/03/00/040/016/008/03/0001/17.02-CHARGES FOR OPREATION OF LC AND PLC ACCOUNTS_[Curr]	View	Live Test	28/11/2023 22:30:09	Accepted by CFS

Document Rejected List

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The details will then be displayed from e-PEMS party details as mentioned in the next page.

Once the document is submitted, by adding; the details will be displayed under the pending for Submission table as mentioned below.

Propose Document Log Out

Document Submission

LC/PLC:

Financial Year:

Month:

Pending for Submission

Bill No	Bill Date	Bill Details	Amount	Name	Bank Account No	Bank Name	Budgetline	View	Submit	Edit	Delete
1234	17/01/2024	Test	100.000	Kinzang Norbu	100572054	BANK OF BHUTAN LTD.	216.01/03/00/040/016/008/03/0001/17.02-CHARGES FOR OPREATION OF LC AND PLC ACCOUNTS_[Curr]	View	Submit	Edit	Delete

Description of the above picture;

- i. Bill No. : Bill No as per Bill / Invoice
- ii. Bill Date : As per Bill or Invoice
- iii. Bill Details : Details of the bills as input by the FinDoc Agency User
- iv. Name : Name of the Payee / Party
- v. Bank Account No. : Bank account no of the payee. (Plz check & confirm)
- vi. Bank Name : Bank of the Payee
- vii. Budgetline : Budgetline and Name of the Activity.
- viii. View : Clicking on View, the scanned / file will download or open in new window.
- ix. **Submit : Once the file is viewed and checked that the file is correctly uploaded, and details are correct, agency user can submit the file.**
- x. Edit : For edit of the details
- xi. Delete : For delete of the details

Document Submitted List : Once the file is submitted, the details will shift to the Document submitted list table. Agency User / head can refer this detail to see the status at the Cluster Finance Services.

Document Submitted List

ID	Bill No	Bill Date	Bill Details	Amount	Name	Bank Account No	Bank Name	Budgetline	View	Submitted By	Submitted On	Status	V II
2024010000069	1234	17/01/2024	Test	100.000	Kinzang Norbu	100572054	BANK OF BHUTAN LTD.	216.01/03/00/040/016/008/03/0001/17.02-CHARGES FOR OPREATION OF LC AND PLC ACCOUNTS_[Curr]	View	Kishor Kumar Rai	17/01/2024 16:32:08	Submitted to CFS	

Document Submitted List

Bank Account No	Bank Name	Budgetline	View	Submitted By	Submitted On	Status	Vr. ID	Vr. No	Vr. Date	Payee	Payee Acc. No.	Bank	Particular	Amount	PI
100572054	BANK OF BHUTAN LTD.	216.01/03/00/040/016/008/03/0001/17.02-CHARGES FOR OPREATION OF LC AND PLC ACCOUNTS_[Curr]	View	Kishor Kumar Rai	17/01/2024 16:32:08	Submitted to CFS				Mr. KINZANG NORBU	100572054	BANK OF BHUTAN LTD.		100.000	

Description of the above two pictures;

- i. ID : Document Identification number. Please note down the Document id on the original Bill / invoice. This is a unique serial number issued as per the year.
- ii. Submitted by : Agency user or Agency Head's name will appear.
- iii. Submitted On : Submitted date and time
- iv. Status : Submitted to CFS, if the file is submitted to CFS.
- v. Vr. ID : Voucher ID, the detail will be pulled from e-PEMS.
- vi. Vr. No. : Voucher No. pulled from e-PEMS
- vii. Vr. Date : Voucher approval date in e-PEMS
- viii. Particular : particulars of the voucher, it will also be reflected in bank statement if credited to bank account of the payee.
- ix. PI : PI Code (Payment Instruction Code), it will be pulled from e-PEMS

Agency user / head may time to time check the above details if the payments are made through e-PEMS.

Document Rejected List : If the file submitted to CFS is rejected by the CFS due to any reason, the file shall be reflected under the document rejected list.

Document Rejected List

Bill No	Bill Date	Bill Details	Amount	Name	Bank Account No	Bank Name	Budgetline	View	Submitted By	Submitted On	Status	Remarks
1234	17/01/2024	Test	100.000	Kinzang Norbu	100572054	BANK OF BHUTAN LTD.	216.01/03/00/040/016/008/03/0001/17.02-CHARGES FOR OPREATION OF LC AND PLC ACCOUNTS_[Curr]	View	Kishor Kumar Rai	17/01/2024 16:32:08	Document Rejected	test

Description of the above picture;

- i. Status : Document rejected by CFS
- ii. Remarks : Remarks why the document is rejected by CFS

5. Process Document

Once the scanned file / document is submitted to the CFS, the CFS will be able to see the submitted file and accordingly take necessary action. There are basically two steps in the CFS module; which are

a. Acceptance of Document

The document is viewable at the CFS head as mentioned below;

Acceptance Verify User Management Log Out Log Out

Document Acceptance

LC/PLC: 216.01/1003 Common Public I

Financial Year: 2023-2024

Month: Jan

Pending for Acceptance

ID	Bill No	Bill Date	Bill Details	Amount	Name	Bank Account No	Bank Name	Budgetline	View	Submitted By	Submitted On	Verify	Subject	Remarks
2024010000070	1234	01/01/2024	Hospitality	200.000	21st Digital Arts and Rubber stamps	200110200	BANK OF BHUTAN LTD.	216.01/03/00/040/016/008/03/0001/17.02-CHARGES FOR OPERATION OF LC AND PLC ACCOUNTS_[Cur]	View	Kishor Kumar Rai	17/01/2024 20:43:16	Verify	Reject	

Document Accepted List

After viewing the document and other details, the Cluster head accepts the document for processing of the expenditure by clicking the verifying button. On verifying the document, the document will appear under the document accepted list and simultaneously it shall be visible in the next stage “Verify” in the accounts page.

Description of the above picture; (New are explained below; others remains same)

- Verify : Clicking on verify, means accepting the document.
- Reject : Rejecting the document to the agency
- Remarks : Reason for rejection, mandatory if rejected.

Document Accepted List : If the file submitted to CFS is accepted / verified by CFS head, the file shall be reflected under the document accepted list for viewing by the CFS head. To view older files or documents, search by month and LC. The document accepted list shall have the payment details as well as mentioned below;

Pending for Acceptance

Document Accepted List

Budgetline	View	Submitted By	Submitted On	Accepted By	Accepted On	Status	Vr. ID	Vr. No	Vr. Date	Payee	Payee Acc. No.	Bank	Particular	Amount	PI
16.01/03/00/040/016/008/03/0001/17.02- HARGES FOR OPREATION OF LC AND PLC ACCOUNTS_[Curr]	View	Kishor Kumar Rai	17/01/2024 20:43:16	Tika Monger	17/01/2024 20:58:52	Accepted by CFS				21ST DIGITAL ARTS N	200110200	BANK OF BHUTAN LTD.		200.000	

Description of the above picture; (New are explained below; others remains same)

- Accepted by : Name of the CFS head accepting the document
- Accepted on : Date and time of acceptance
- Status : Accepted by CFS for processing of expenditure

Document Rejected List : If the file submitted to CFS is rejected by the CFS head due to any reason, the file shall be reflected under the document rejected list.

b. Verify Document

The document after acceptance by the CFS head is then is viewable at the concerned Accounts official's page;

FinDoc

Agency | Propose Document | CFS Head | Verify | CFS User | View

View Documents

LC/PLC: [121.01/1001 NATIONAL STATE]

Financial Year: [2023-2024]

Month: [Jul]

Document Verified List

ID	Bill No	Bill Date	Bill Details	Amount	Name	Bank Account No	Bank Name	Budgetline	View	Submitted By	Submitted On	Verified By	Ver On
2023070000002	001	25/07/2023	Test 1	100.000	Kinzang Norbu	100572054	BANK OF BHUTAN LTD.	121.01/01/00/017/001/005/01/0001/45.02- CONDUCT OF INTEGRATED QUARTERLY LIVESTOCK AND AGRICULTURE SURVEY_Cap	View	Chorrey Dema	25/07/2023 10:17:18	Chorrey Dema	25/07/2023 10:17:18

Document Rejected List

Document Processed List

On clicking the corresponding LC, FY and Month the document available for verification shall be displayed called as Document Verified list / Pending list.

Description of the above picture are same as previously explained.

On the acceptance by the CFS head, it shall be called as verified and directly available for voucher posting. Voucher posting is currently available from FinDoc for some transactions only. User can post directly and the steps are available next page.

However due to many recoveries like retention, advances etc... Manual posting in e-PEMS is still available. For such cases, auto update of the details in the agency list will not be available. Normal FinDoc user ends the usage here. The next page would be for posting and related pages.

c. Voucher posting (Create Voucher)

Agency | Propose Document | CFS Head | Verify | CFS User | View

View Documents

LC/PLC: [121.01/1001 NATIONAL STATE] 0

Financial Year: [2023-2024] 0

Month: [Jul] 0

Document Verified List

Sr.	Vr. No	Vr. Date	Payee	Payee Acc. No.	Bank	Particular	Amount	PI	Select Vr. Date	Vr. Signatory	Enter Particular	Income Type	Create Voucher
			Mr. KINZANG NORBU	100572054	BANK OF BHUTAN LTD.		100.000		25/07/20	Choney Doma	Test 1	NA	Create Voucher

Document Rejected List

Separate voucher posting page is not there. It is available with the document verified list, once it is accepted by Cluster head, it is available for posting. It is not compulsory to do the posting from FinDoc, once it is verified, the posting or processing in the ePEMS can be done manually or as normal.

Description of the above picture; (New are explained below; others remains same)

- Select Vr. Date : Voucher date selection
- Vr. Signatory : Voucher signatory for voucher verification. Only the signatories assigned with verification authority will be displayed here.
- Enter Particular : It is auto displayed currently from the agency user.
- Income type : BHutanese, Non BHutanese and NA.
 - Select Bhutanese if 2% TDS is applicable
 - Select Non Bhutanese if 3% TDS is applicable
 - Select NA if no TDS is applicable
- Create Voucher : Click on Create voucher to create voucher in e-PEMS

Note : The month in FinDoc and e-PEMS needs to be same, else there would be mismatch of the month and would lead to not displaying voucher in e-PEMS.

d. Voucher posted (in e-PEMS)

electronic Public Expenditure Management System
e-PEMS

Fiscal Year : 2023-2024
e-PEMS Client Support (DPA)
Tele: 02-3217399

Budgetary Release Forecast for the month of July & August is extended till 30th July. (The Salary Disbursement for the month of July 2023 is allowed from 28th. Please Note : Do No

Home → ACCOUNTS → VOUCHER VERIFICATION

Select:

LC/PLC No.: 121.01/1001-LC[NATIONAL STATISTICAL BUREAU-400000517]

Month: July

Select Approving Authority: Select Signatory

Pending Vouchers for Verification:

ID	Action	Voucher Dt.	Voucher Type	Payee/Received From	GRN/Bill No.	Description	Amount	Transaction Category	Pay Option	Mode	Report	AccNo	Attachment	Action
2581148	Submit for Approval	25/07/2023	Disbursement	Kinzang Norbu	001	Test 1	100.00	Bill and Other Payments	One-One	Bank			View	Report

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The above page in e-PEMS is at verification page which is submitted from preparation. A voucher posted from FinDoc will be available at the Preparation screen of the voucher creator (cluster user from FinDoc) and will be available for verification like the above page in the verifying authority selected in FinDoc. Then it is normal process.

Note : For any posting done from FinDoc, the user shall always cross check the basic details like Payee, Bank account, Budgetlines, Debit and Credit amount, Bank type, and any other details.

e. Document Processed

Document Verified List																
Document Rejected List																
Document Processed List																
	View	Submitted By	Submitted On	Verified By	Verified On	Status	Vr. ID	Vr. No	Vr. Date	Payee	Payee Acc. No.	Bank	Particular	Amount	PI	Undo Posting
/005/01/0001/45.02-ATED QUARTERLY CULTURE	View	Choney Dema	25/07/2023 10:17:18	Choney Dema	25/07/2023 10:20:49	Verified by CFS	2581146		25/07/2023	Mr. KINZANG NORBU	100572054	BANK OF BHUTAN LTD.	Test 1	100.000		Undo Posting

The document processed list in FinDoc once the voucher is posted, will have the required data updated automatically (pulled from e-PEMS) as and when actions are undertaken in e-PEMS.

Undo posting is available to reverse the voucher posting done from FinDoc. Deleting a voucher is not available in e-PEMS for the voucher generated from FinDoc.

In cases if double vouchers are generated, please check and process for deleting the unrequired one by contacting the PMSD client support.

Document Rejected List : If the file submitted to CFS is rejected by the CFS user due to any reason, the file shall be reflected under the document rejected list.

6. OTP as a Adhoc Measure



FinDoc

Acceptance Verify User Management OTP Log Out

OTP Details

OTP	Valid until
7361	16/01/2024 14:35:15

If you do not see any OTP data, please contact PMSD Client Support for assistance.

This is not connected to FinDoc.

The OTP module, next to the Log out screen is developed on adhoc basis to provide the OTP services of e-PEMS. If the OTP mail services in e-PEMS do not work, then the e-PEMS user can refer here to get the OTP generated from e-PEMS.

It shall be disabled when the e-PEMS OTP issue is normalized.

7. Logout

Please log out of the FinDoc system to secure the system and also for easy login next time.
