Direct Benefit Transfer (DBT)

DBT App V3.0

User Manual Manage Transactions

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1. DBT App

Overview

The Purpose of this document is to provide an understanding of the DBT App and its features.

DBT App is a web based utility developed by DBT Mission to help Ministries/ Departments to on-board the DBT applicable schemes on the DBT platform.

DBT App utility is **an open source web based application** for managing information related to DBT applicable schemes, beneficiaries and their transactions electronically. This would provide real time reports to authorized user(s), wherein MIS system(s) is not available. This is a generic utility which can be used immediately by Ministries/ Departments to manage beneficiaries and transactions for DBT applicable schemes and to integrate it with DBT Bharat Portal.

A Ministry / Department will have complete access to the utility which can be modified or enhanced by their own IT team / person as per the business requirement of Ministry / Department.

DBT App has the following key features-

- Manage Ministry/Department – DBT App administrator has to enter the Ministry / Department name for which DBT App is used.
- Manage Roles – DBT App has different roles – Administrator, Ministry User, Scheme Owner and State User to configure users as per requirement.
- Manage Users – Administrator has the right to Add/ edit any user against the specified roles.
- Manage Scheme – To add and/or update the DBT Applicable schemes with basic information.
- Manage Beneficiary – To add, edit and delete beneficiary against the scheme.
    - Demographic Authentication through CIDR service of Aadhaar
    - NPCI mapper validation for bank account linked with Aadhaar
    - And to share information with PFMS system (if applicable)
- Manage Transactions (Benefit Transfer) – DBT App uses different modes to capture information
    - Payment Initiation for benefit transfer for Cash schemes and generate the PFMS payment file or Bank excel file.

    - Status update of transaction once received from PFMS response file or bank excel file.
    - Update transaction if payment / benefit transferred offline or some external system
- MIS Report
- Data Exchange framework to integrate with DBT Bharat Portal through web service or via predefined excel file.
- Content Management
- Audit Logs

Technology Used

DBT App Utility is developed on open source technology using PHP and MySQL solution. MySQL is used as RDBMS which can be replaced at any other RDBMS database. Utility is developed using MVC architecture.

Ownership

DBT Mission is providing an open source utility to kick start Ministries/ Departments for digitalizing the schemes. **After downloading from DBT Bharat Portal, the Ministry/ Department becomes an owner of this utility.**

Ministry/ Department has a complete source code to make any changes. As this utility is on open source, therefore with the help of an IT team, any modification, enhancement or integration with another system can be implemented.

2. DBT App functionality mapping with Roles

A quick snapshot of functionality mapping with DBT App roles -

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Login	Login	To access the DBT App to assigned users	Yes	Yes	Yes	Yes
	Forgot Password	To reset password, system generated email will be received by User to assigned email id in DBT App.	Yes	Yes	Yes	Yes
	My Profile	To view and edit profile information	Yes	Yes	Yes	Yes
	Change Password	To change the password at any time	Yes	Yes	Yes	Yes
Manage Ministries/ Departments	Add Ministry / Department	While setting up the DBT App in Ministry / Department, this is primary step to define the Ministry / Department Name	Yes			
	Edit Ministry / Department	Edit the Ministry / Department Name	Yes			
	Active or Deactive Ministry / Department	To Deactive Ministry / Department from DBT App	Yes			
	Search Ministry / Department	Search functionality	Yes			

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Manage User	Add new User	To add new user based on Role selected	Yes	Yes		
	Edit User Details	Edit User information	Yes	Yes		
	Active or Deactive User	Deactive or active user in DBT App	Yes	Yes		
	Add State User	Creation of State User id			Yes	
Assign Scheme to Scheme Owner	Assign Scheme	Assign scheme owner with scheme	Yes	Yes		
	Search Scheme Owner	Search functionality	Yes	Yes		
Assign scheme to State User	Assign Scheme	Assign scheme to State User			Yes	
Manage Scheme	Add new Scheme	Add a new scheme in Ministry/ Department	Yes	Yes		
	Edit Scheme	Edit information against scheme	Yes	Yes		
	Active or Deactive Scheme	Deactive or active scheme in DBT App	Yes	Yes		
	Search Scheme with scheme Name or Ministry Name	Search functionality	Yes	Yes		
Manage Beneficiaries	Add Beneficiary	Add beneficiary against the selected scheme	Yes	Yes	Yes	Yes
	Import Beneficiaries against Scheme	Bulk upload the beneficiaries using predefined csv file	Yes	Yes	Yes	Yes

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
	Edit Beneficiary Details	update Beneficiary information	Yes	Yes	Yes	Yes
	Demographic Authentication from Aadhaar Service	Demo Authentication through NIC AEAD	Yes	Yes	Yes	Yes
	NPCI Validation of Aadhaar with Bank Account	NPCI mapper validation for bank account linked with Aadhaar	Yes	Yes	Yes	Yes
	Beneficiary list for PFMS	Shared beneficiary file with PFMS	Yes	Yes	Yes	Yes
	Search Beneficiary by Name, Beneficiary Id etc	Search functionality	Yes	Yes	Yes	Yes
	Delete Beneficiary	Delete beneficiary from selected scheme	Yes	Yes	Yes	Yes
	Add Transaction for Bank processing	Payment Initiation for Sponsored Bank transactions	Yes	Yes	Yes	Yes
Manage Transaction	Manage Transaction against beneficiary		Yes	Yes	Yes	Yes
	Upload Bulk Transactions for beneficiaries		Yes	Yes	Yes	Yes
	Search by Date		Yes	Yes	Yes	Yes
	View Transaction against Beneficiary		Yes	Yes	Yes	Yes

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Manage PFMS Transaction	Payment Initialization		Yes	Yes	Yes	Yes
	Generate Payment File for PFMS		Yes	Yes	Yes	Yes
	View Pending List for PFMS Reconciliation		Yes	Yes	Yes	Yes
	Import response file from PFMS for Reconciliation		Yes	Yes	Yes	Yes
	Export Beneficiary and transaction file		Yes	Yes	Yes	Yes
Manage Transaction through Bank	Export Transaction File for Bank Processing		Yes	Yes	Yes	Yes
	Update Transaction confirmation from Bank		Yes	Yes	Yes	Yes
	View Transaction Details		Yes	Yes	Yes	Yes
Scheme Report	Search Scheme wise Report		Yes	Yes	Yes	
	Export XML file of search Report		Yes	Yes	Yes	
	Export CSV file of search Report		Yes	Yes	Yes	

Module	Functionality	Description	Roles in DBT App			
			Administrator	Ministry User	Scheme Owner	State User
Content Management	Manage content for Screen reader Access		Yes			
	Manage content for Terms and Conditions		Yes			
	Manage content for Privacy Policy		Yes			
	Add new web content		Yes			
Web service Integration with DBT Bharat Portal	Web Service WSDL file		Yes	Yes		
	Renew Request id for re submission		Yes	Yes		
Audit Log	Log file having Action taken by, IP Address and Date & time		Yes	Yes		

3. User Manual

This User Manual has been created for helping “Ministry/Departments” to operate DBT App in Ministry / Department environment and to exchange data with DBT Bharat Portal.

1. Administrator Section

1.1. Admin Login

Please enter the URL defined during Installation process (as instructed in Installation Guide) on address bar. User will be redirected to below screen to enter credential to login.

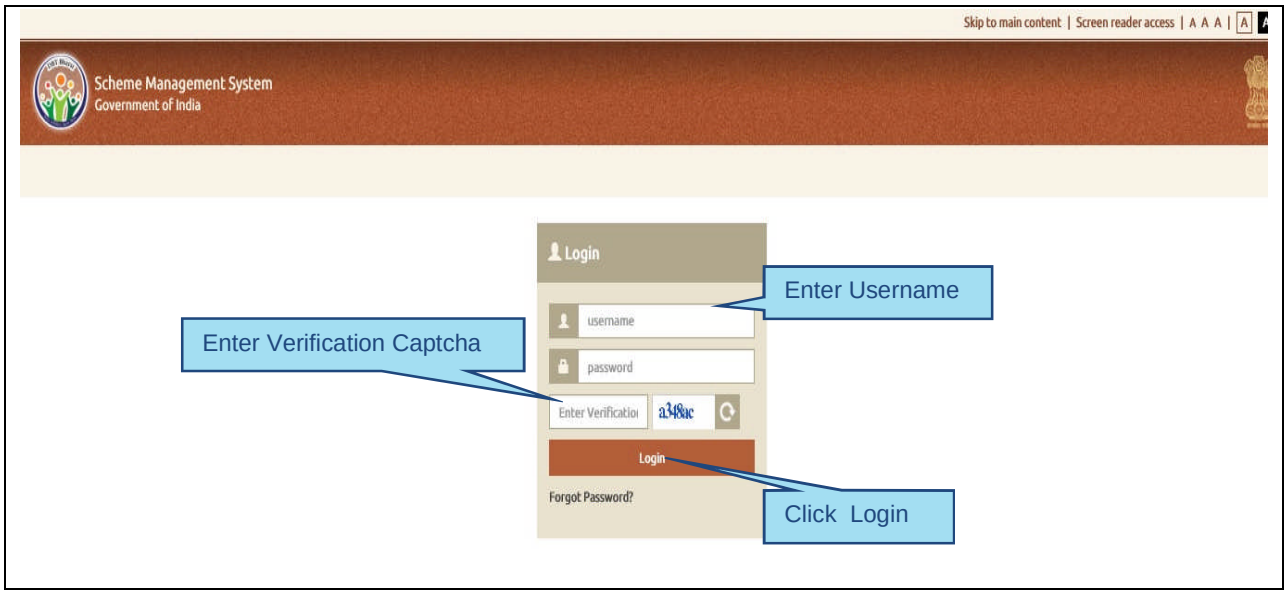

Figure 1 – Login Screen (Administrator)

Enter “**Username**”, “**Password**”, “**Captcha Code**” and click “Login” button. User will reach the below Manage User Screen (See screenshot below). Based on user privileges, top bar functionality will be shown.

Administrator user can manage different users for DBT App under defined roles such as Ministry User, Scheme Owner or State User.

1.2. Manage Transactions

Administrator can Manage Transactions against the beneficiaries for a particular Scheme.

In case of Cash schemes, Transactions performed can be viz PFMS or sponsored bank or other mode.

Schemes which are on-boarded on PFMS for fund disbursement and update the PFMS scheme code into DBT App against scheme, a link with "**Manage PFMS Transaction**" is enabled as shown below.

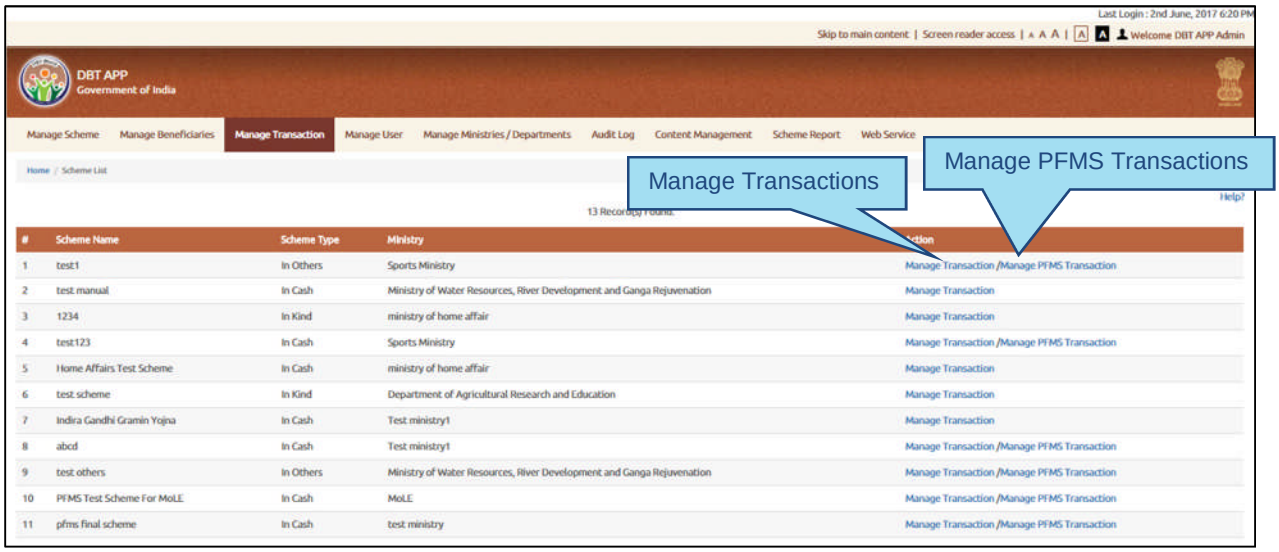

Figure 2 – Manage Transactions

1.2.1. Manage Transactions (Transactions through PFMS)

Once user will click **"Manage Transactions"** link against the Scheme, User will be able to see the below page which has following features tabs- **"Payment Initialization"**, "**Payment file for PFMS"**, "**Pending from PFMS" and "Transaction History" .**

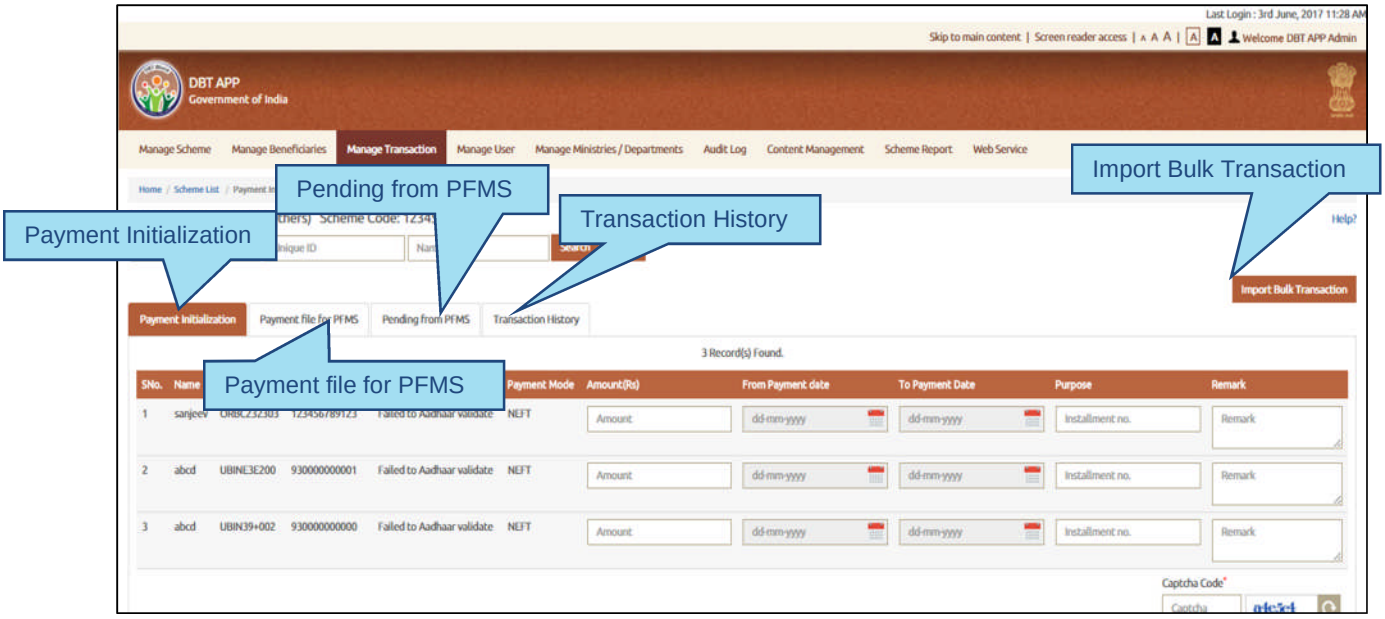

Figure 3 – Transactions through PFMS Page

1.2.1.1. Payment Initialization

Administrator can initiate payment by adding transaction details for beneficiary against the selected scheme by filling details like Amount, from payment date to payment date, purpose and remarks or can also upload transaction through predefined file format. After entering captcha code add transaction by clicking on Submit button.

1.2.1.2. Payment file for PFMS

On this tab Administrator can generate a XML file for transaction for PFMS that will be shared to PFMS viz **Secure File Transfer Protocol (SFTP)**. SFTP integration with PFMS to be done by Ministry / Department as that is individual Ministry / Department activity.

1.2.1.3. Payment from PFMS

On this tab all the beneficiaries pending from PFMS will be listed for whose transactions can be viewed by user.

1.2.1.4. Transaction History

On this tab, transaction history of all the beneficiaries will be listed and also user has the functionality to Export the Beneficiaries and Transaction details in **'csv'** format by clicking on **"Export Beneficiaries & Transaction".**

1.5. Manage Transactions (Manual Transactions/ Import bulk file)

This option is for all the schemes that are not on PFMS. The user can add Transaction manually or through a Sponsored bank.

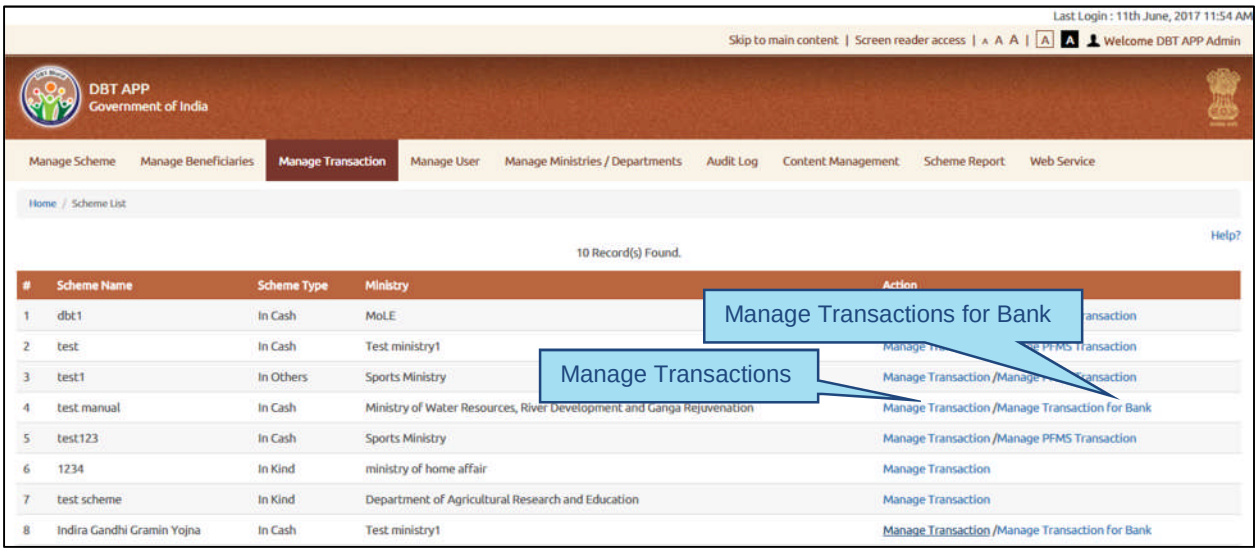

Figure 4 – Manual Transactions Page

Once user will click **"Manage Transactions"** link against the Scheme, User will be able to see below page which has all the 'Beneficiary list' tab and Individual beneficiary has link of 'View details' or 'Add transaction'.

1.5.1. Add Transaction

With this link user can "**Add Transaction"** for a Beneficiary in a Scheme individually.

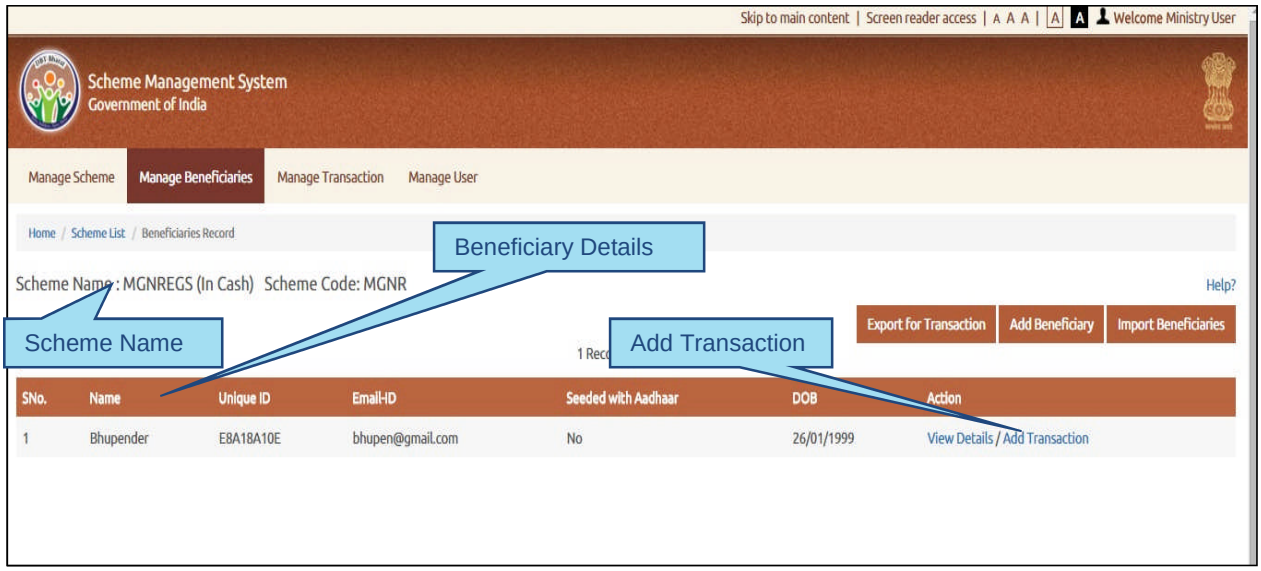

Figure 5 – Add Manual Transaction Page

On clicking **"Add Transaction"** link a new page will open as depicted below where user has to enter following fields.

I. Beneficiary Id- It will be automatically generated which is unique for a Beneficiary.
II. Name- Name of the Beneficiary will be automatically filled.
III. Aadhaar Number- This field is also pre-filled.
IV. Amount- Enter amount to be transferred.
V. Fund Transferred – Choose fund transferred method through dropdown as APB/NEFT/CASH.
VI. Transaction date- Choose transaction date.
VII. Captcha code- Enter captcha code.

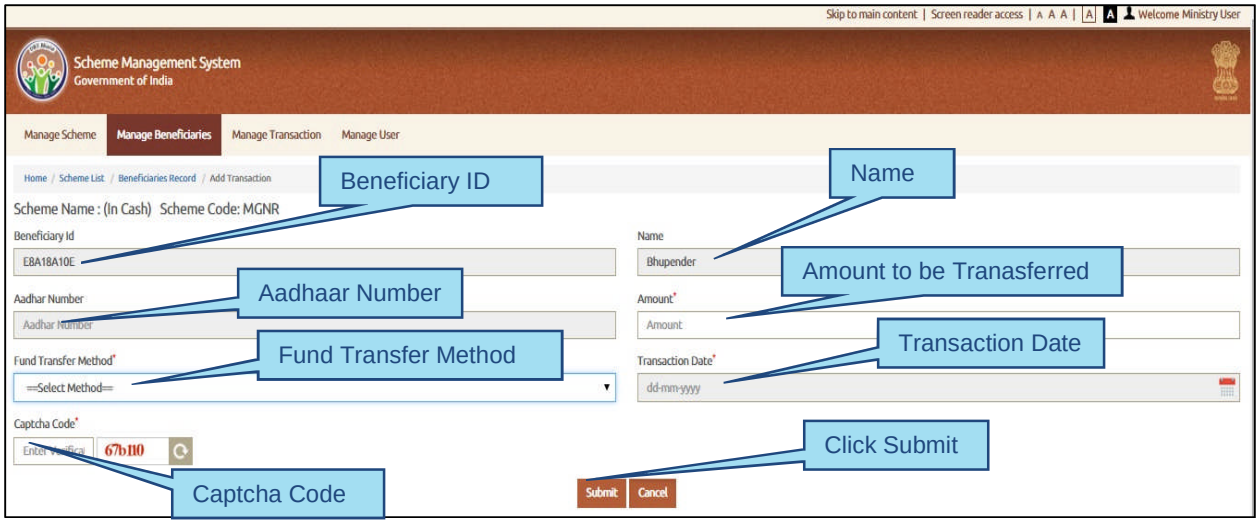

Figure 6 – Add Manual Transactions Form

After adding all the mandatory fields click submit button.

1.5.2. Upload Bulk Transaction

DBT App has upload bulk transaction option where Administrator can prepare excel file in predefined format against the beneficiary listed against the scheme.

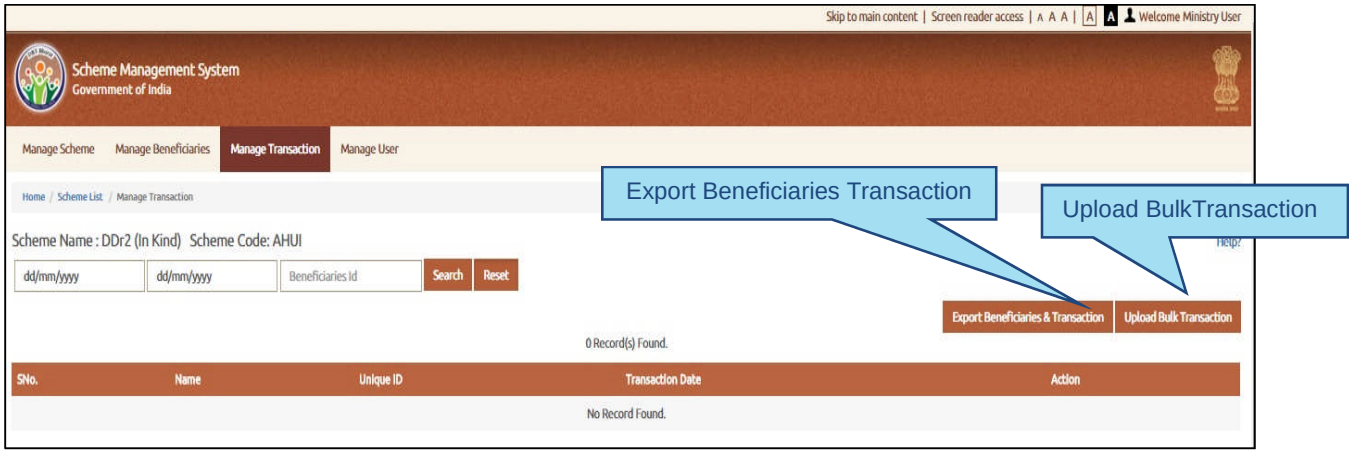

Figure 7 – Upload Bulk Transactions Page

Administrator can upload File for Bulk Transactions in **"csv"** format through **"Upload Bulk Transaction"** tab. Fields that a csv file should have, to upload, can be checked by clicking on the Attached Format link.

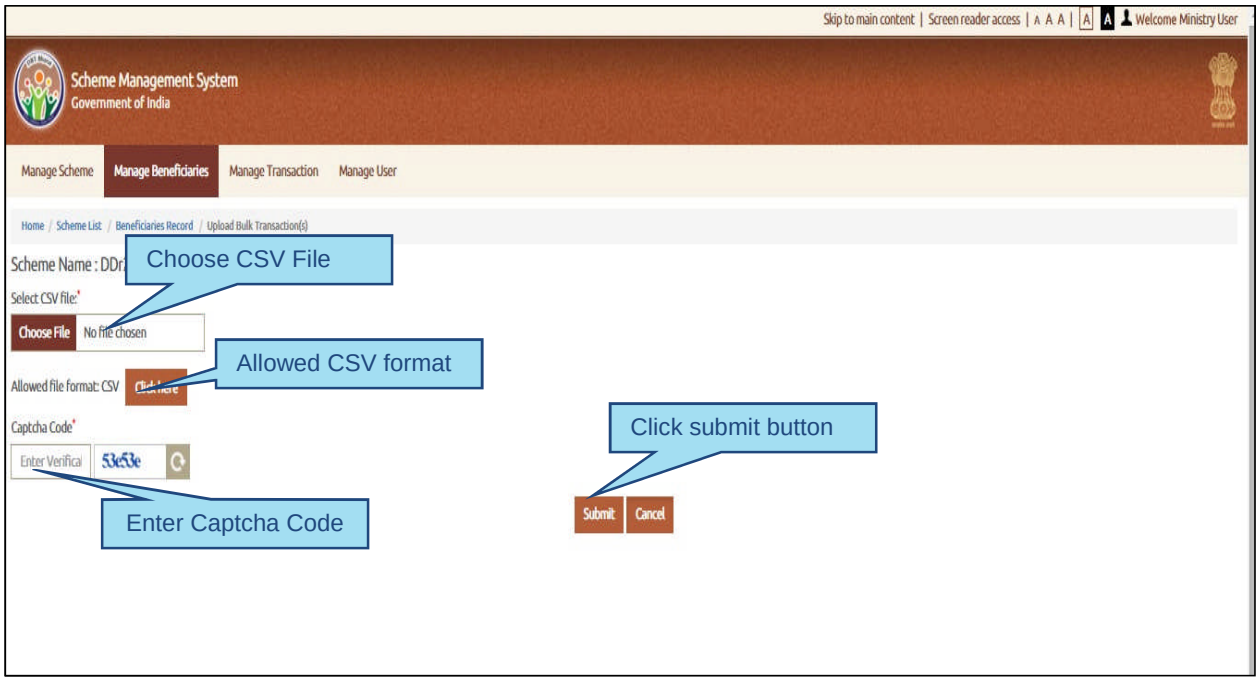

Figure 8 – CSV File Format

1.6. Manage Transactions through Bank

Administrator can initiate payment processing against the added beneficiary through Manage Beneficiaries module by adding amount, duration and remark (if any) and generate the payment file for Bank for processing. Bank responds with response file to confirm the payment processed and update the payment status against beneficiary in DBT App.

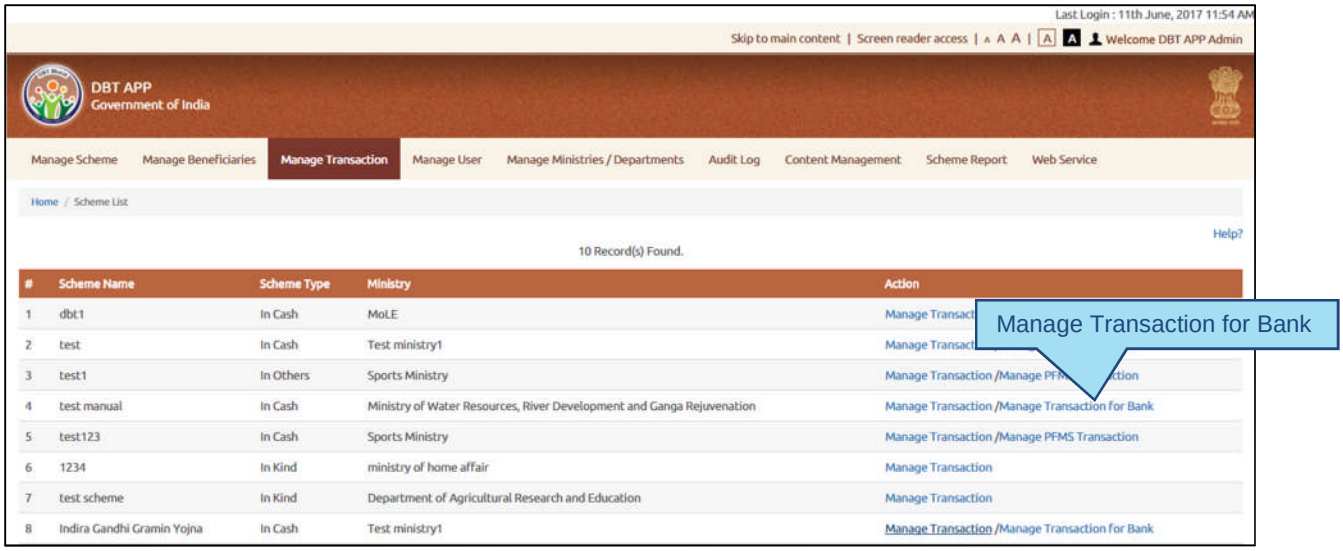

Figure 9 – Manage Transactions for Bank Link

On clicking the above link, user will be directed to a page depicted below with various functionalities.

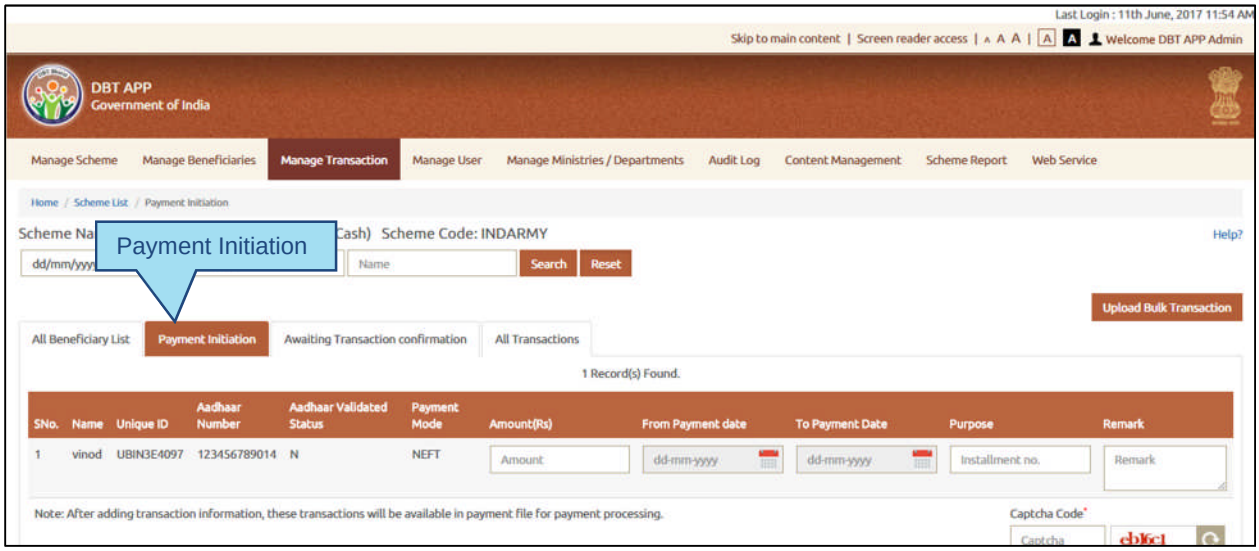

Figure 10 – Manage Transactions for Bank Page

Through this link user can initiate payment for a beneficiary through sponsored bank with filling in all details individually like Amount, From date to date, purpose and remark and also there is a functionality to upload bulk transaction. A payment file will be generated on submitting, that can be sent to the Sponsored bank.

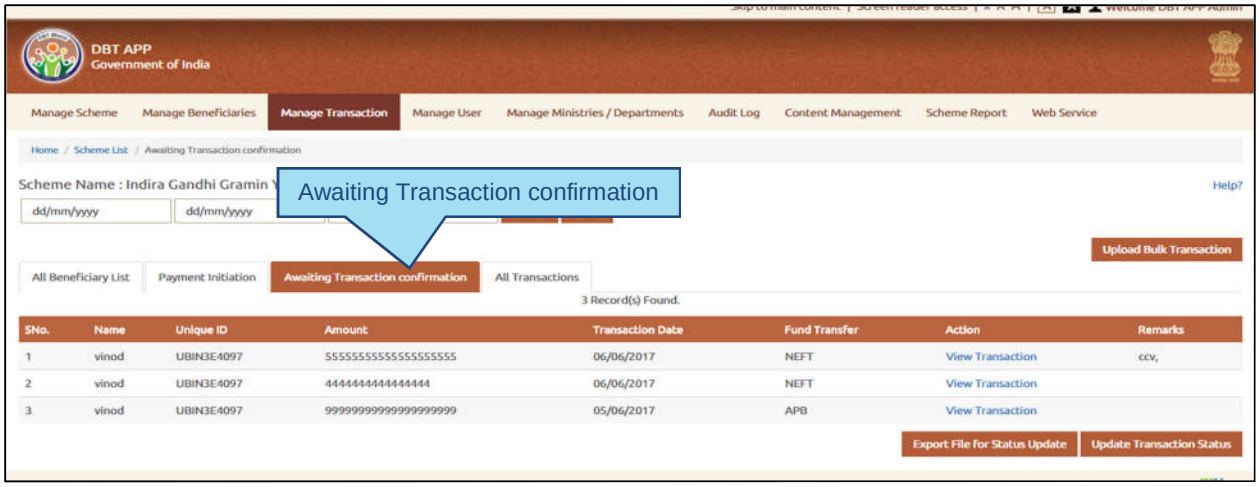

Figure 11 – Transaction Confirmation Awaited Page

On this tab is the list of all the beneficiaries whose Transaction confirmation is awaited from bank. User can update transaction status through Update transaction status.

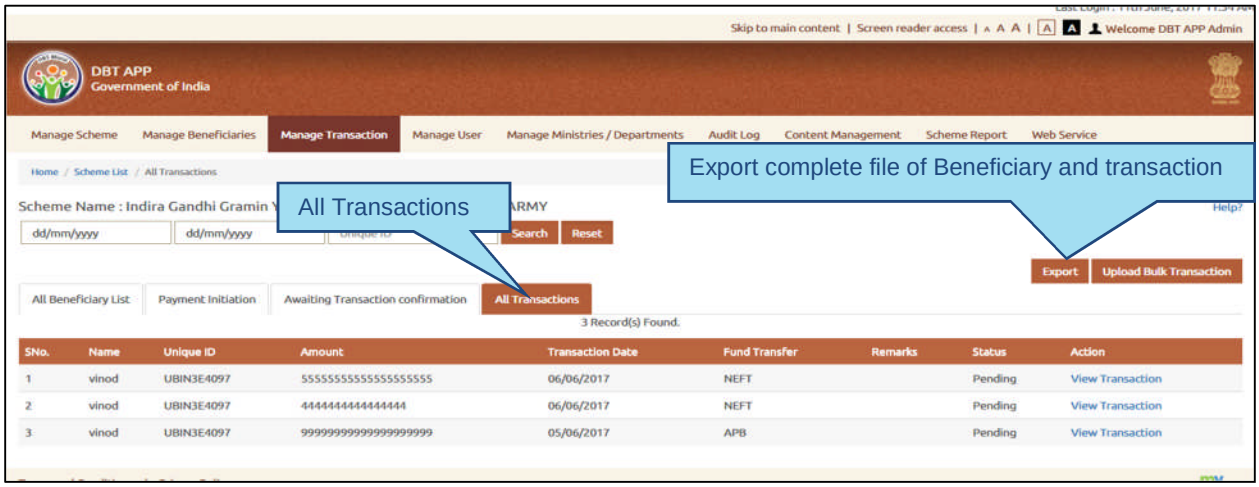

Figure 12 – All Transactions List

On last tab that is **'All transaction'** tab user can **'View transaction'** of all the beneficiaries and can export the file ready to be sent to DBT Mission with Beneficiaries and Transaction details of all the Beneficiaries.

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