

## User Manual for Monthly Generation of Payment Advice

The module for monthly generation of payment advice will be available under ADM login. Only finalized payment advice of previous month will be available for generation for the current month i.e finalized payment advice of January will be available for February and so on. New beneficiaries can only be added in the payment advice for the month of January.

### Steps & Probable Screens:-

1. The link “**Monthly Generation of Payment Advice**” will be available under “**Re-Generate Payment Advice**” tab from Side menu.
2. After selection of **Block, Pension Type, Year** and **Month** the List of finalized payment advices in previous month will appear.

Sl. No.	Payment Advice	Beneficiary	Generated On	Download	Action
1	1909290100001	200	07/01/2020		<a href="#">Re-Generate Payment Advice</a> <a href="#">Update Payment Advice</a>

3. If the beneficiary payment list of the current month is same as that of the previous month, then click on Re-generate button to finalize the payment advice for the current month. Once the payment advice is generated the download option of excel/pdf will appear.
4. If payment advice beneficiary list required updating, user can click on Update Payment Advice link to remove beneficiary from the payment advice list.

### **List of Beneficiaries under Payment advice Number 1909290100001**

Sl No.	Applicant Id	Applicant Name	Entry Date	Action
1	19092919OPN00159	ABBAS ALI MUNSI	17/12/2019	<a href="#">Remove</a>
2	19092919OPN00231	ADHIR KSHETRAPAL	23/12/2019	<a href="#">Remove</a>
3	19092919OPN00066	ADITYA KSHETRAPAL	15/12/2019	<a href="#">Remove</a>
4	19092919OPN00098	AJIT SHAW	15/12/2019	<a href="#">Remove</a>