

# STATE BANK OF INDIA OFFICERS' ASSOCIATION

## (BENGAL CIRCLE)

(Registered under Trade Unions Act 1921-Regd. No. 6908)

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IP No. 500077

Circular No. 29/2017

Date : 27.02.2017

To All Members (Please Circulate)

## **NEW INITIATIVE** **EMPOWERMENT**

Dear Comrades,

The second edition of our series of Informative Circulars titled “**EMPOWERMENT**” is appended. This initiative is on IFAMS, which is a grey area as limited operations take place at various branches leading to confusion and error. Our endeavour aims to equip our members to address the IFAMS related issues effectively before the ensuing Annual Closing Exercise.

We look forward to your suggestions on various topics and aspects of day-to-day banking, which we could publish for the benefit of our members.

With best regards,

General Secretary.

### **EMPOWERMENT SERIAL NO. II**

#### **IFAMS**

Our Bank has introduced a software called **iFAMS** (intranet based fixed asset management system) for its assets management. This system is integrated with CBS for posting of accounting entries (relating to Transfer of Residential Assets, New purchases for Office & Residence and write off of old assets) and the details of new assets purchased /transferred / discarded etc are to be incorporated/captured in the iFAMS system for which branch users have to login to the ‘**Apps - ifams**’.

We have been receiving feed-back from the operating staff / officers that they are facing a lot of difficulties in posting accounting entries related to Fixed assets as per Bank's system & procedures due to their lack of job knowledge regarding the new system. With a view to facilitating them in posting such transactions in an error free manner, we produce below in a nutshell the operating guidelines, which we hope will help our branch personnel in performing the task meaningfully.

#### **• TRANSFER OF RESIDENTIAL ASSETS (OUT)**

**In CBS :-** (Through batch Transaction )  
Dr. Branch concerned through IBTS entry (amount of book value only)  
(Put BGL A/C No. 98731 at the time of debiting the transferee branch)  
Cr. BGL A/c No. 98772 .....

Note down Journal No. (press F7 key on BGL A/c No. 98772)

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**Soumya Datta**  
General Secretary  
Mobile : 9830044737

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**In IFAMS :-** Menu – Outward Transaction – Transfer – Residence  
Choose outgoing Br. code - Select officer ( PF-ID ) -  
List assets ( take a print out of the assets List)  
Quote Journal No. - Mark Transfer – Note down transaction ID -  
Click on ÓK Button – Approval by officer (checker)

The TR along with the list of assets and the related invoices is to be sent to the transferee branch immediately.

## • TRANSFER OF RESIDENTIAL ASSETS ( IN )

**In CBS :-** Respond IBTS Entry -  
Dr. BGL A/c No. 98772.....  
Cr. BGL Suspense A/c . No. 98731.....  
Take a note of the journal No. (press F7 Key on 98772)

**In IFAMS :-** Menu – Click here for Dashboard  
Inward transfer – click on No. pending for acceptance  
Put CBS journal No. - Click on Transaction ID – accept – OK

The TR along with the list of assets and the related invoices is required to be sent from the transferor branch for verification purpose if not already received.

## • NEW PURCHASE - OFFICE

**In CBS :-** Dr. BGL A/c ( from the list of F.A BGL A/c. & Item ID linkage )  
Cr. Vendors A/c through Vendor payment System  
Find Journal No.

**In IFAMS :-** Menu – Inward transaction – New purchase – Office  
Select – Without TDS component / With TDS Component  
Fill in all the Invoice details ( invoice No./date / Vendor ID/ etc.  
Click on Assets Details ( top on the page )  
Click on “Add assets Button ”( if there is more than one asset)  
After keying in all the values click on 'Save" Button – Note Transaction ID  
Approval by the checker ( officer )

## • NEW PURCHASE - RESIDENCE

**In CBS :-** Dr. BGL A/c No. 98772.....  
Cr. concerned Official's Account  
Take a note of the journal No.

**In IFAMS :-** Menu – Inward Transaction – New purchase – Residence  
select officer ( P.F. No ) from drop down  
Invoice details ( Invoice No. -Date – Sanctioning authority-  
CBS Transaction date – Journal No. etc.  
Assets details – add assets button -  
Save – Note Transaction ID  
Approval by Checker

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• **WRITE- OFF TRANSACTIONS**

**In CBS :-** Dr. BGL A/c . No. 2399954.....  
Cr. Sys. Susp. A/c . 98533.....  
Dr. Sys. Susp. A/c 98533.....  
Ct. BGL A/c. No. 98772.....  
Note down Journal No. BGL A/c No. 98772... ( press F-7 Key )

**In IFAMS :-** Menu – Outward transaction – assets – Sale/Discard  
Select officer ( P.F.ID )  
Select Assets ID – Click on “List assets Button  
Put CBS Journal No. - CBS Amount -  
Process Depreciation – Save  
Approved by Checker

**A/C NOS. OF VARIOUS HEADS UNDER FIXED ASSETS**

Account No.	A/C Description
98763	FA (F & F) STRONG ROOM & SAFES
98764	FA (F & F) COMPUTERS
98768	UPS
98765	FA (F & F) TABLES, CHAIRS, CENTRES
98766	FA (F & F) LOCKERS
98767	FA (F & F) AIR CONDITIONERS
98775	FA VEHICLES
98769	FA (F & F) TYPEWRITER /AC MACHINE
98770	FA (F & F) ELECTRICAL INSTALLATION
98771	FA (F & F) CABINET /CUPBOARDS
98772	FA (F & F) PROVIDED TO OFFICERS
98773	FA (F & F) OTHER FIXED ASSETS
98774	PREMISES UNDER CONSTRUCTION ***
98761	FIXED ASSETS – PREMISSES OFFICE***
98762	FA – PREMISES RESIDENTIAL ***

\*\*\* These accounts are maintained at LHO only

**NOTE :** (A) When the actual eligibility of an officer could not be ascertained from the '**Apps - ifams**' , in respect of further purchase within the eligibility, then go to the Report folder of the branch (uploaded once / twice per month) – Asset details – deduct the amount of vat/ tax from total price.

(B) For balancing purpose please go through the Report Folder – CBS iFAMS Statements.