User Manual – BEAMS

Administrative Department/

Controlling Authority (CA) Draft User

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1. Introduction

1.1 Purpose

Budget Estimation, Allocation & Monitoring System is an online computerised system to distribute the budget and to authorize expenditure. As soon as the budget is released, the departments can allocate funds to their field officers through this system. All the expenditure is thereafter not only checked for budget availability before the bills can be submitted, but also the monthly cash flows are controlled against pre-determined targets.

1.2 Audience

This User Manual is intended to be used for the training purposes of users under the role of Controlling Authority (Administrative Department) Draft Mode.

2. Getting Started

2.1 Home Page

2.1.1 For Any User

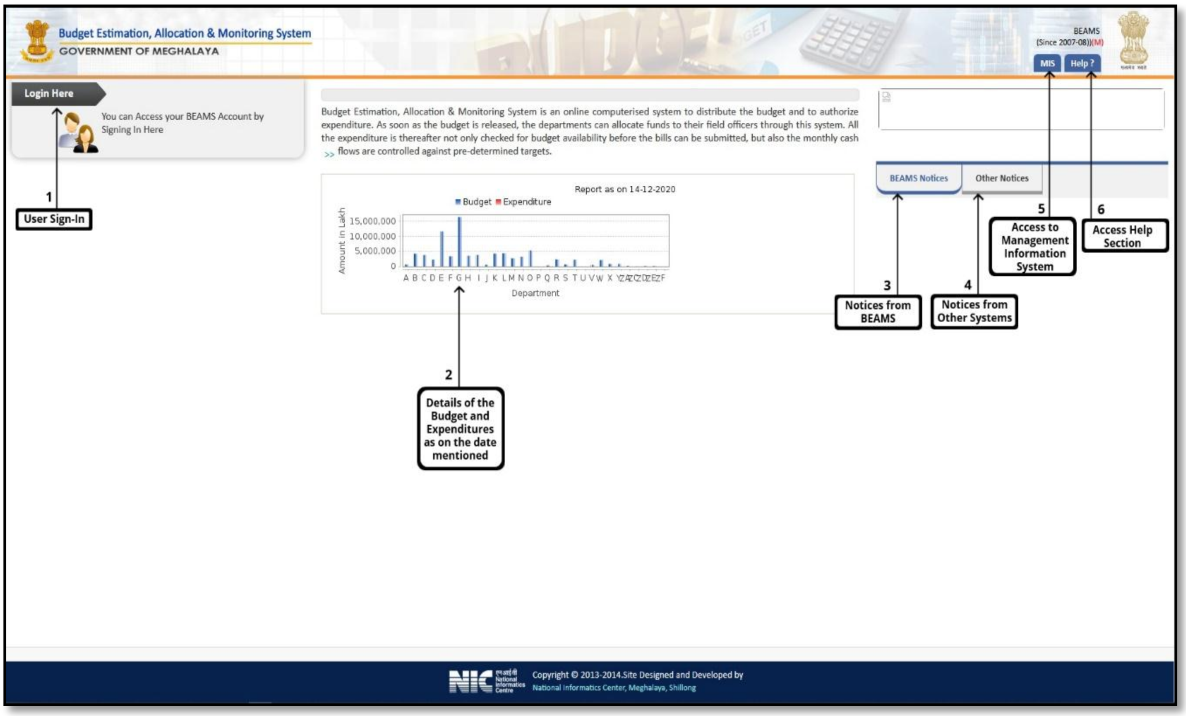


Figure 1: Home Page

1. The user if registered, can use the Login Here button as indicated to log into the system. The User can then proceed to enter their credentials to enter their respective accounts and proceed.

2. The user can use this Section to view the amount in lakhs of the budget and the expenditures as on the previous date that the system was accessed. (For E.g.: If system was accessed on 15/12/2020 then the Report will show details of 15/12/2020)

3. On selection, the user will be shown details of any notices that are currently in circulation from BEAMS.

4. On selection, the user will be shown details of any notices that are currently in circulation from other systems.

5. The user can select this button to access the MIS (Management Information System). In this Section, the various reports with respect to BEAMS can be accessed and viewed.

6. The help button can be used to display details about BEAMS. It will provide a brief overview of the system aided with an explanation and a diagram

2.2 Login Page

2.2.1 For CA Draft User

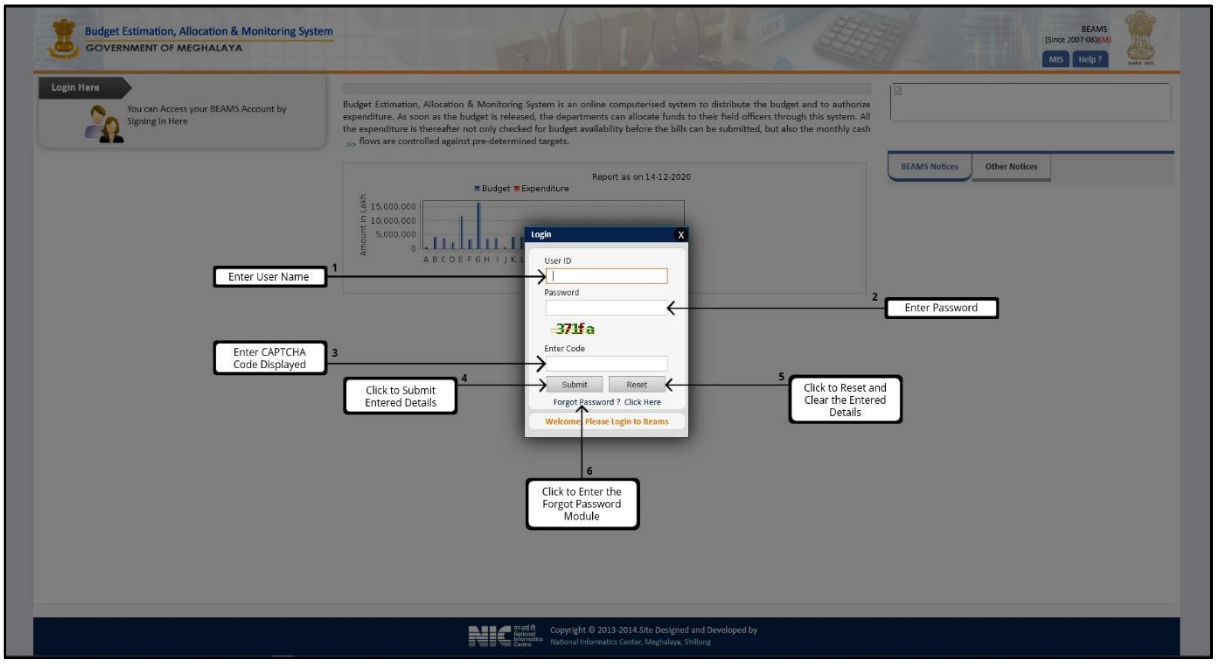


Figure 2: Login Page

On click of the Login Here button, the user will be presented with the following page as shown in Figure 2.

1. The respective user uses the text box to enter their User id/ name which they use to access BEAMS.

2. The respective user uses the text box to enter their password which is linked to their account in order to authenticate their access to BEAMS.

3. The User enters the letters and numbers in the text box as shown in the CAPTCHA image to authenticate that they are an actual user and not a robot.

4. The user can select this button to submit the entered details and log in to their account.

5. The user can select this button to clear the form so that they can re-enter details to log in to their account.

6. If the user has forgotten their password, then the user can select this option and it takes the user to the forgot password module where the user will be instructed as to how to reset their password.

2.3 CA Draft Login
2.3.1 CA Main Page

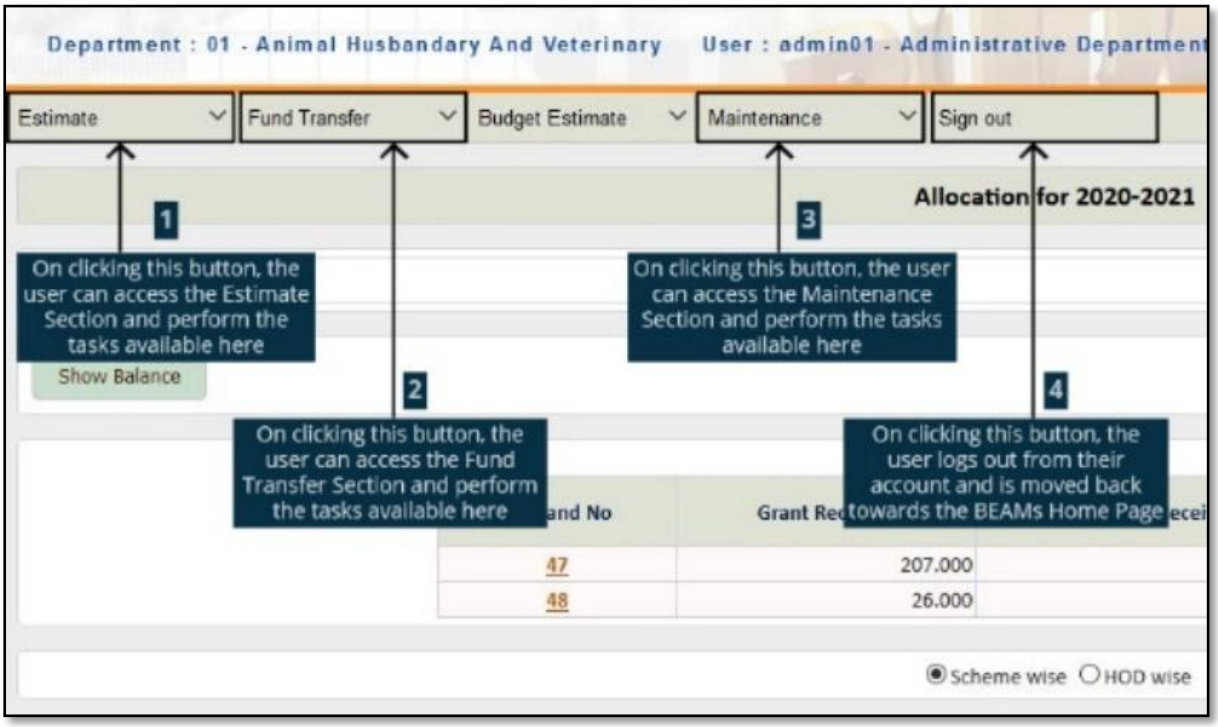


Figure 3: CA Draft Main Page

On entering their respective credentials, the CA Draft user will be presented with the page as shown in Figure 3.

1. The respective user can use the Estimate button to display a drop-down list which would display the function that is available in that module as shown in Figure 4.

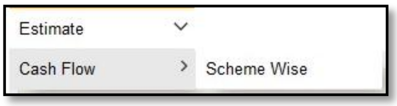


Figure 4: Estimate Module

a) On access of this module, the user will be able to perform the various functions which will be explained in detail in 2.3.2

2. The user can use the Fund Transfer button which shows the various functions which are available in that module as shown in Figure 5.

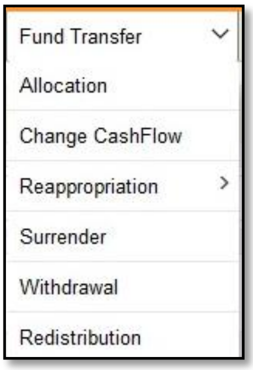


Figure 5: Fund Transfer Module

   a) On access of this module, the user will be able to perform various operations which will be explained in detail in 2.3.3

3. The user can use the Maintenance button which shows the various functions which are available in that module as shown in Figure 6.

Figure 6: Maintenance Module

   a) On access of this module, the user will be able to perform various operations which will be explained in detail in 2.3.4

4. The user can use the Sign out button to log out of their account and will be moved back to the BEAMs Home Page as shown in Figure 1

2.3.2 Estimate Module

Purpose

The Estimate Module is used for the purpose of distributing the cash flow for the respective departments and schemes. The Estimation is performed in order for the respective Controlling Authorities (CAs) to distribute the cash that has been provided by the AdminFD User to the different schemes and grants available for them to be able to function. Once this is done then the CA can perform the Fund Transfer functions for the Controlling Officers (COs) and Drawing and Disbursement Officers (DDOs) in order for them to perform their functionalities.

The steps for performing the functions of the Estimate Module are as follows

2.3.2.1 Selection of Demand Number

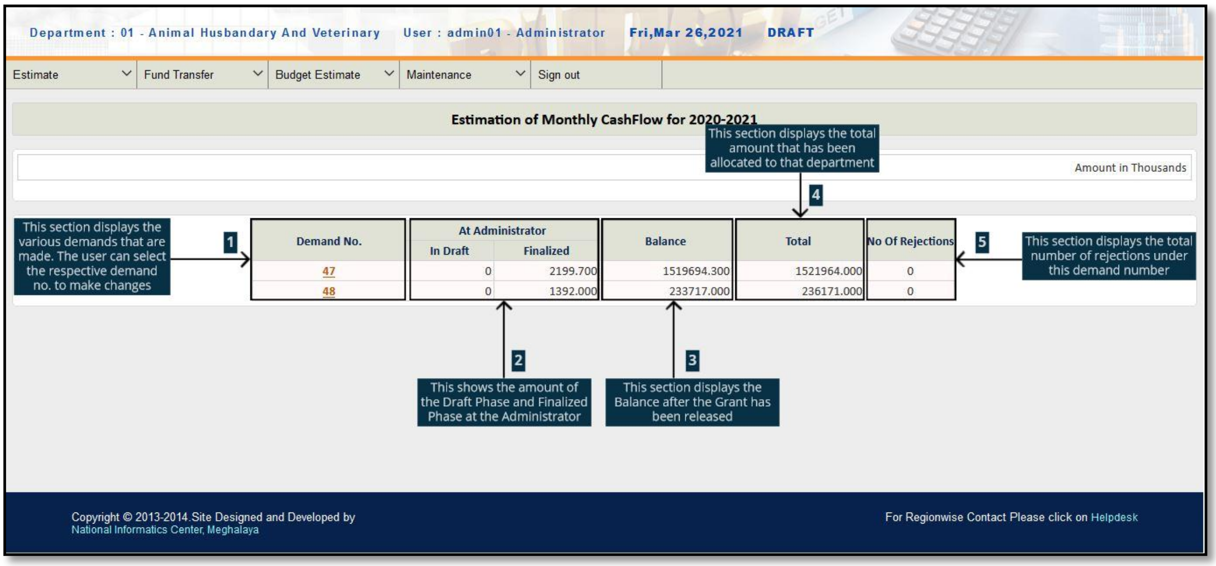


Figure 7: Estimate Module

On selection of the Estimate Module and clicking on the Cash Flow Button and then the Scheme Wise Button, the CA Draft user will be presented with the page as shown in Figure 7. This is the Main page of the Estimate module which allows the user to perform certain functions as well as view information about the Department.

1. Here, Section 1 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform an Estimation of Monthly Cash Flow.

2. Section 2 is divided into two separate columns. This Section as a whole displays the amount that is at the administrator of the respective departments.

   a. In the first column, the user is displayed with information regarding the amount at the administrator in the draft phase.
   b. In the second column, the user is displayed with information regarding the amount at the administrator in the final phase.

3. Section 3 shows the balance amount that is left over after the funds have been released along with the expenditures that have been done.

4. Section 4 displays the Total amount that is allocated to the respective CA under that particular demand number.

5. Section 5 displays the number of Rejections for this particular CA under this demand number.

6. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.2.2 Selection of Major Head

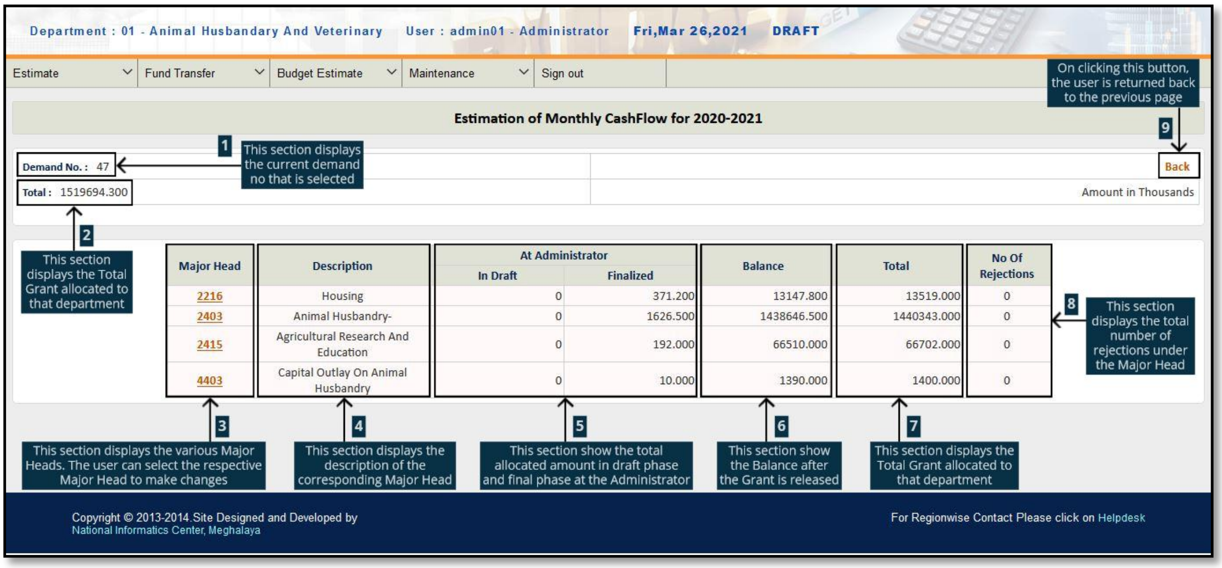


Figure 8: Major Head Selection

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 8.

1. In Section 1, the user is shown the current demand number that was selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. In Section 2, the user is shown the balance amount that is left over after the funds have been released along with the expenditures that have been done for that particular CA under the respective demand number.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform an Estimation of Monthly Cash Flow.

4. Section 4 displays the description of the respective Major Head.

5. Section 5 is divided into two separate columns. This Section as a whole displays the amount that is at the administrator of the respective departments.

    a. In the first column, the user is displayed with information regarding the amount at the administrator in the draft phase.
    b. In the second column, the user is displayed with information regarding the amount at the administrator in the final phase.

6. Section 6 shows the balance amount that is left over after the funds have been released along with the expenditures that have been done.

7. Section 7 displays the Total amount that is allocated to the respective CA under that particular demand number.

8. Section 8 displays the number of Rejections for this particular CA under this demand number.

9. The back button as indicated by Section 9 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

10. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.2.3 Selection of Scheme

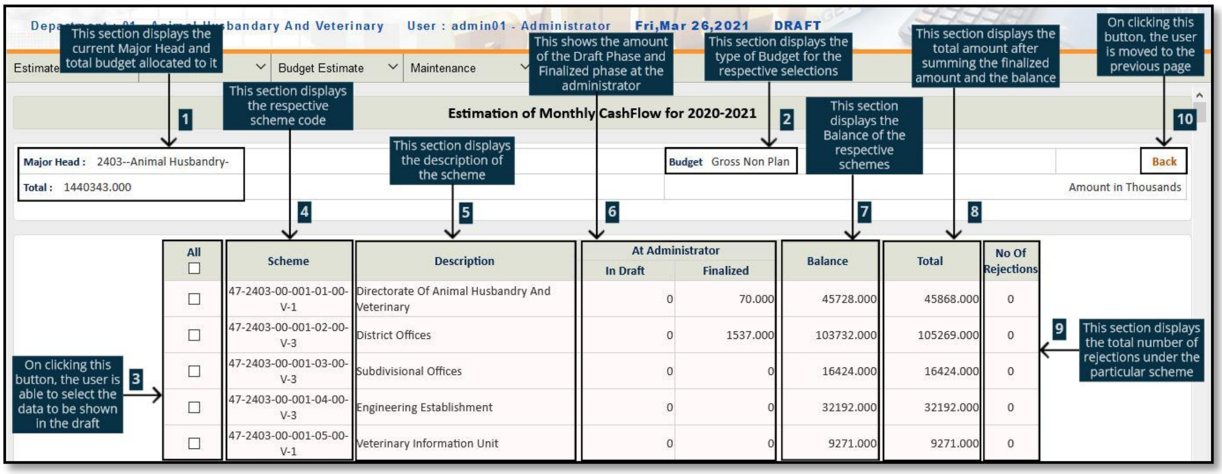


Figure 9: Scheme Selection (1)

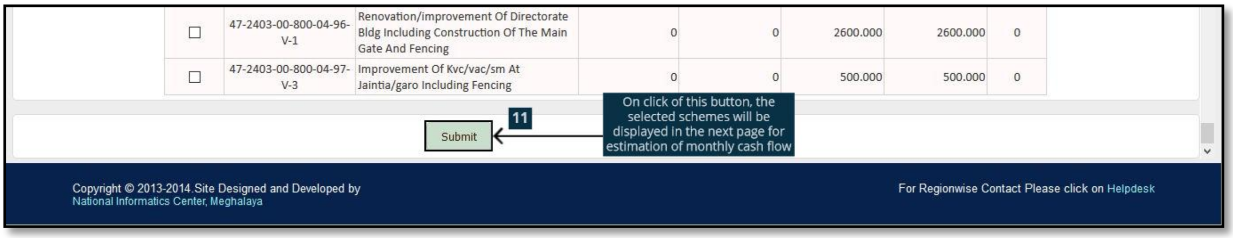


Figure 10: Scheme Selection (2)

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 9 and 10.

1. In Section 1, the user is shown the current Major Head that was selected and the balance amount that is left over after the funds have been released along with the expenditures that have been done for that particular CA under the respective demand number under the respective Major Head. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. In Section 2, the user is shown the type of Budget.

3. In Section 3, the user can use it for selection of the schemes which is used for Estimation of Monthly Cash Flow.

4. Here, Section 4 displays the Scheme codes that are associated to this CA, Demand number and Major Head.

5. Section 5 displays the description of the respective Schemes.

6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that is at the administrator of the respective departments.

   a. In the first column, the user is displayed with information regarding the amount at the administrator in the draft phase.
   b. In the second column, the user is displayed with information regarding the amount at the administrator in the final phase.

7. Section 7 shows the balance amount of the respective scheme that is left over after the funds have been released along with the expenditures that have been done.

8. Section 8 displays the Total amount of the respective scheme that is allocated to the respective CA under that particular demand number.

9. Section 9 displays the number of Rejections for this particular CA under this demand number.

10. The back button as indicated by Section 10 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

11. The submit button as indicated by Section 11 is used to confirm their selection of the respective schemes to use for the Estimation of Monthly Cash Flow

12. The user will have to select the respective schemes in order to proceed towards the next step.

2.3.2.4 Estimation of Monthly Cash Flow

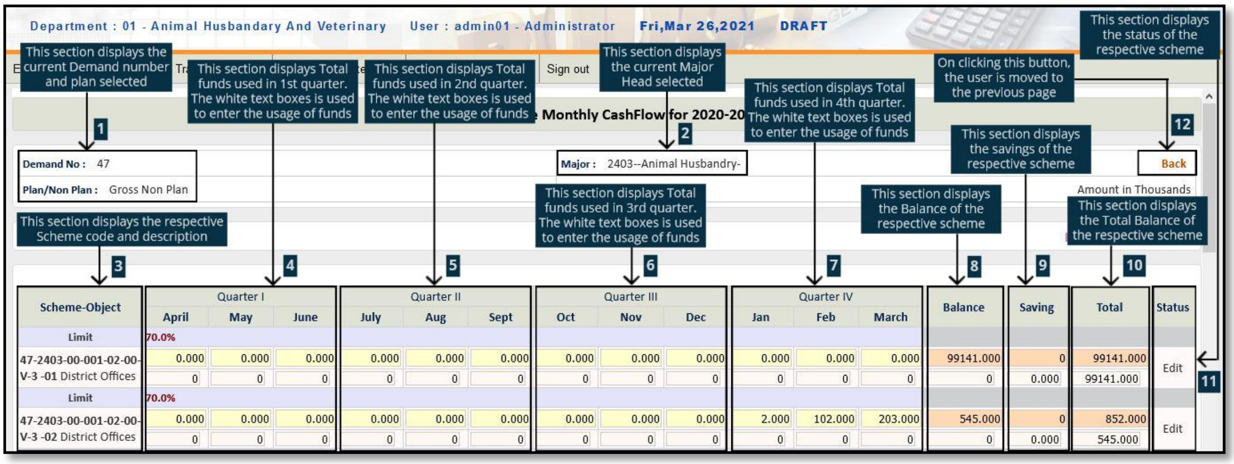


Figure 11: Scheme Wise Monthly Cash Flow (1)

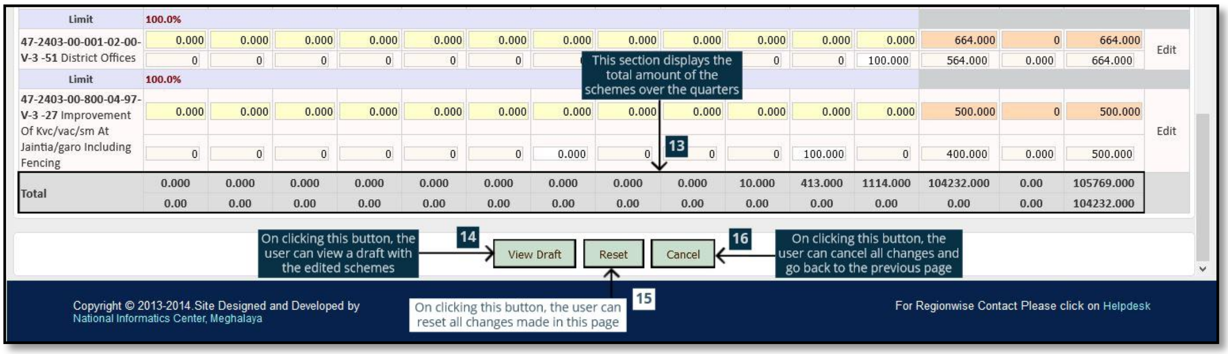


Figure 12: Scheme Wise Monthly Cash Flow (2)

On selection of the respective Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 11 and 12.

1. In Section 1, the user is shown the current demand number that was selected. It also shows the current plan of the schemes. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. In Section 2, the user is shown the current Major Head that was selected.

3. Section 3 displays the respective Scheme code and the Object Head code and description that are associated to selections made in the previous step.

4. Section 4 displays the cash flow of the first quarter (April-May-June). The user can make changes in the respective boxes to indicate usage of funds in that particular month.

5. Section 5 displays the cash flow of the second quarter (July-Aug-Sept). The user can make changes in the respective boxes to indicate usage of funds in that particular month.

6. Section 6 displays the cash flow of the third quarter (Oct-Nov-Dec). The user can make changes in the respective boxes to indicate usage of funds in that particular month

7. Section 7 displays the cash flow of the fourth quarter (Jan-Feb-March). The user can make changes in the respective boxes to indicate usage of funds in that particular month

8. Section 8 shows the balance amount that is left over after the funds have been released along with the expenditures that have been done of that particular combination of scheme and object head.

9. Section 9 displays the Total savings under that particular combination of scheme and object head.

10. Section 10 displays the Total amount that is allocated to that particular combination of scheme and object head.

11. Section 11 displays the Status of that particular combination of scheme and object head.

12. The back button as indicated by Section 12 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

13. Section 13 displays the total changes of all the schemes in all quarters throughout Financial Year.

14. The View Draft button as indicated by Section 14 is used by the user to create a Draft which contain the details of the estimation of the monthly cash flow that have been performed of the selected schemes.

15. The Reset button as indicated by Section 15 is used by the user to reset and clear all changes that have been made by the user.

16. The Cancel button as indicated by Section 16 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

17. On selection of the respective schemes and on making changes to the releases, the user clicks on the view draft button and moves onto **Sub-Chapter 2.3.2.5**

2.3.2.5 Draft of Cash Flow Estimation

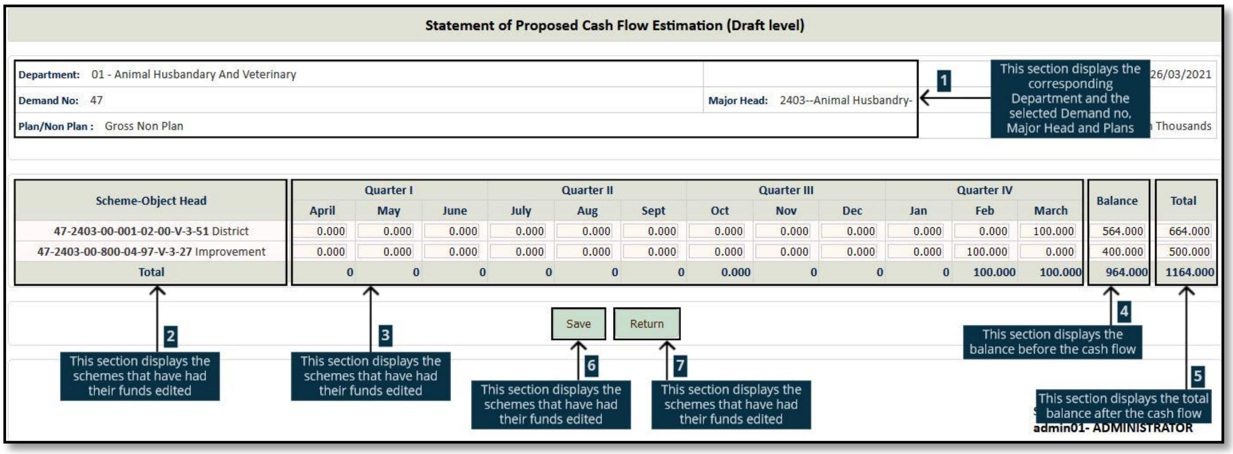


Figure 13: Draft of Cash Flow Estimation

On selection of the View Draft button after making the respective changes and selecting the corresponding schemes, the CA Draft user will be presented with the page as shown in Figure 13.

1. In Section 1, the user is shown the current department code and description, Demand number and the Major code and description that has been selected and the type of plan. The user can use this as a reference to check if they are currently viewing the details on the correct selections or not.

2. In Section 2, it shows the respective scheme codes and Object Head of the selections that was made by the user.

3. Section 3 displays the corresponding changes that were made by the user in the respective quarters throughout the Financial Year. The bottom portion shows the total changes that were made.

4. Section 4 shows the balance amount that is left over after the funds have been released along with the expenditures that have been done of that particular combination of scheme and object head.

5. Section 5 displays the Total amount that is allocated to that particular combination of scheme and object head.

6. The Save button as indicated by Section 6 is used by the user to save and commit the changes that have been made of the selected schemes. These changes will be reflected and stored in the system.

7. The Return button as indicated by Section 7 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

8. On saving the details, the user can then proceed in performing more functions in the Estimate Module or they can change the module and perform functions in the Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.3 Fund Transfer Module

Purpose

The Fund Transfer Module is used for the purpose of performing Allocation of Funds, Changing Cash Flow, Withdrawal of Funds and Redistribution of Funds from the respective Controlling Officers (CO). The CA Draft can also perform the process of Surrendering Funds to the Administrator (AdminFD). The CA Draft is responsible of handling the above-mentioned processes to the respective COs and AdminFD.

In this Section, the CA Draft can perform allocation of Contingency Funds (CF) which is used in case of Advances or Unforeseen Circumstances. The CF Advance will have to first be initiated by the AdminFD Draft and then approved by the AdminFD Final and once that is done, the CA Draft will be able to allocate the CF Advance amount.

The steps for performing the functions of the Fund Transfer Module are as follows

2.3.3.1 Allocation

2.3.3.1.1 Allocation

2.3.3.1.1.1 Selection of Demand Number

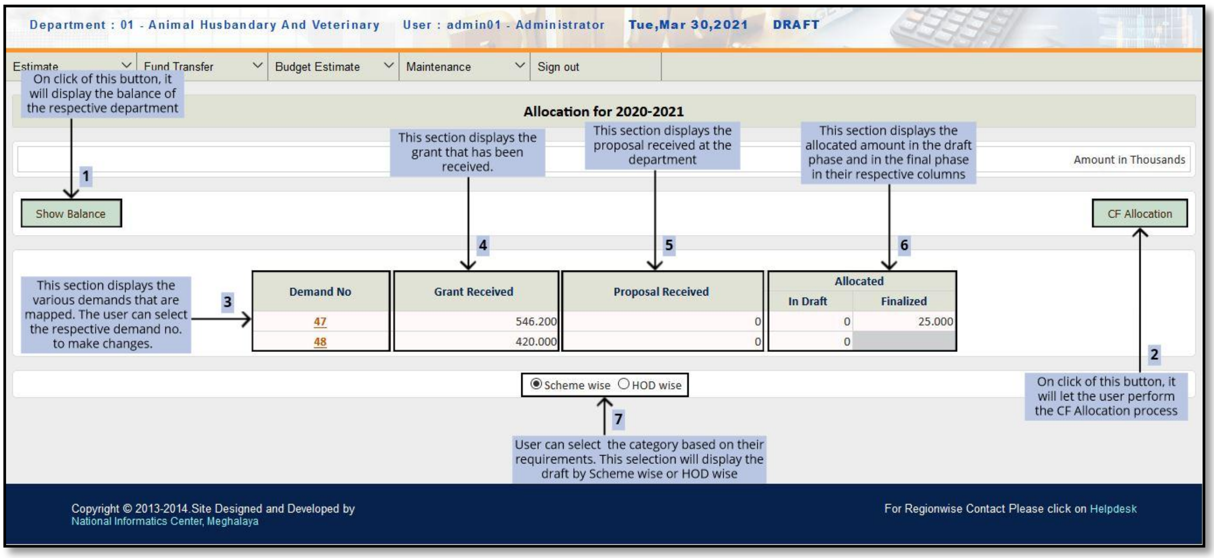


Figure 14: Selection of Demand Number

On selection of the Allocation Button from the Fund Transfer Module as shown in Figure 5, the CA Draft user will be presented with the page as shown in Figure 14.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.

2. The CF Allocation button indicated by Section 2 will let the user access the Allocation process for Contingency Funds.

3. Here, Section 3 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform an allocation.

4. Section 4 displays the Grant received by the respective department and demand number.

5. Section 5 displays the proposal received by the respective department and demand number.

6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

   a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
   b. In the second column, the user is displayed with information regarding allocation in the final phase.

7. Section 7 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

8. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.3.1.1.2 Selection of Major Head

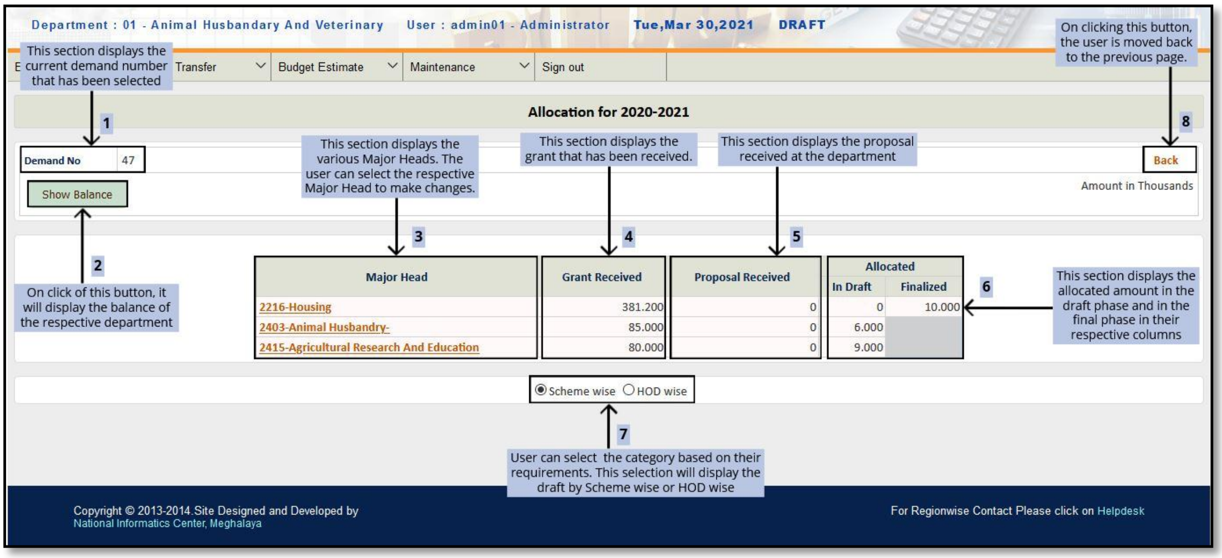


Figure 15: Major Head Selection

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 15.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform an allocation.

4. Section 4 displays the Grant received by the respective Major Head.

5. Section 5 displays the proposal received by the respective Major Head.

6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding allocation in the final phase.

7. Section 7 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

9. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.3.1.1.3 Selection of Schemes

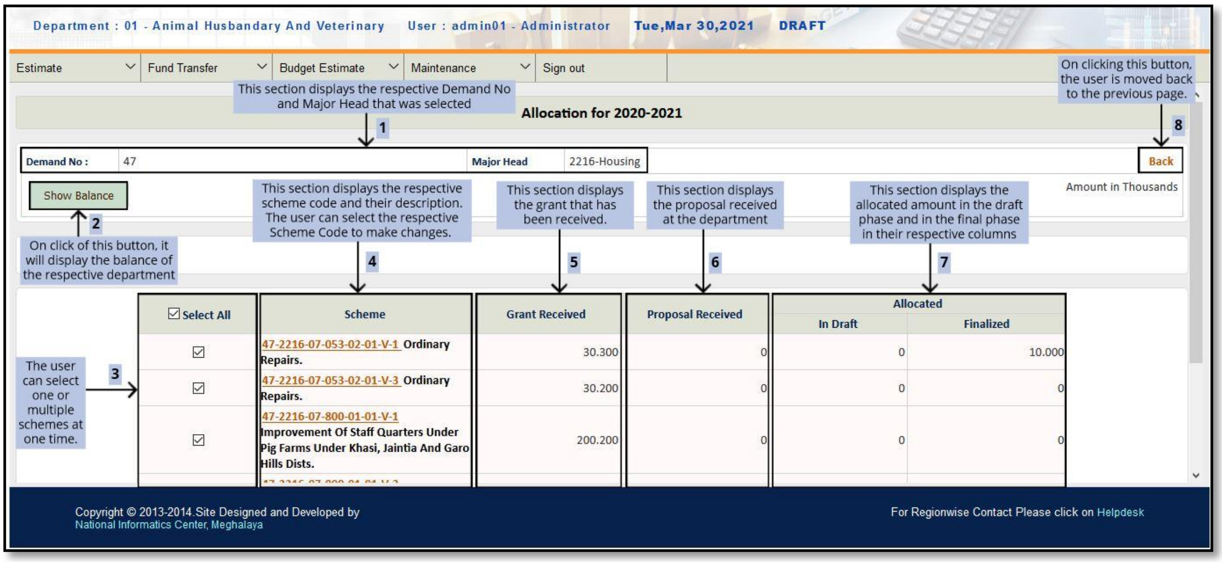


Figure 16: Scheme Selection

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 16.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Section 3 lets the user specify which schemes are to be selected. The user can use this to select one or multiple schemes.

4. Here, Section 4 displays the Schemes that are associated to this CA, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform an allocation.

5. Section 5 displays the Grant received by the respective Scheme.

6. Section 6 displays the proposal received by the respective Scheme.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding allocation in the final phase.

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

9. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.3.1.1.4 Selection of Object Head

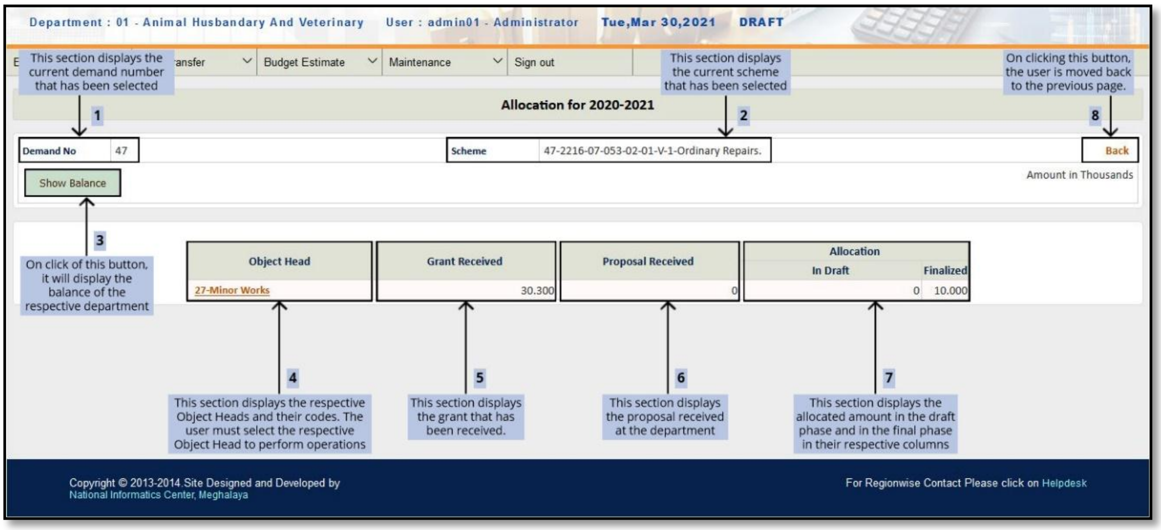


Figure 17: Object Head Selection

On selection of the respective Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 17.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. In Section 2, the user is shown the Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

3. The Show Balance button indicated by Section 3 will display a new page to the user which will display the balance of the respective department.

4. Here, Section 4 displays the Object Heads that are associated to this CA, Demand number, Major Head and scheme. The user can select the respective Object Head in order to make changes and perform an allocation.

5. Section 5 displays the Grant received by the respective Object Head.

6. Section 6 displays the proposal received by the respective Object Head.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding allocation in the final phase.

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).

9. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.3.1.1.5 Preview Section

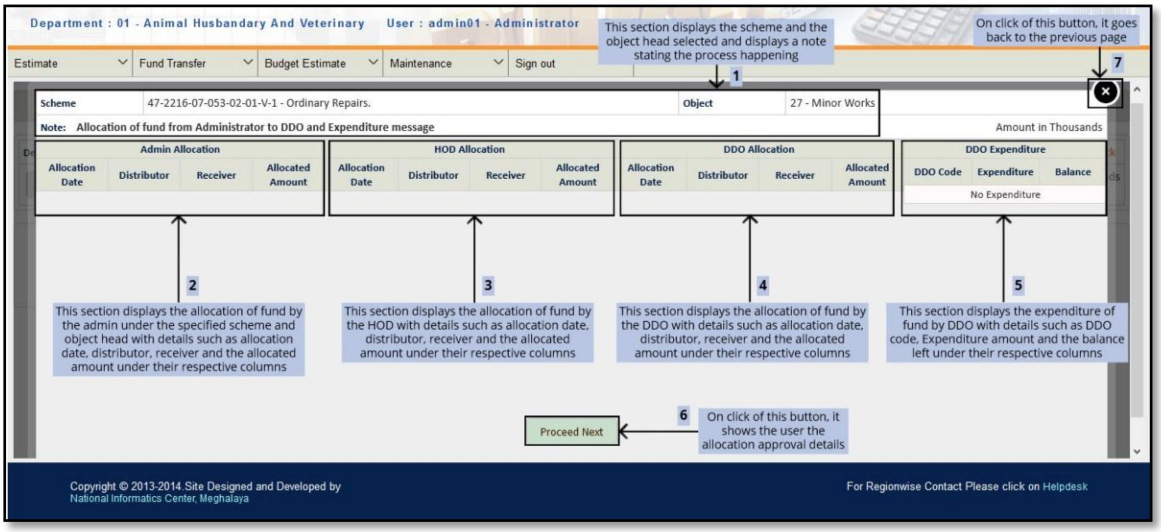


Figure 18: Preview Section

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 18.

1. In Section 1, the user is shown the Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. They are also shown a note regarding the function being performed.

2. Section 2 displays the allocation done by the Admin. It contains details about the allocation date, distributor, received and the allocated amount.

3. Section 3 displays the allocation done by HOD. It contains details about the allocation date, distributor, received and the allocated amount.

4. Section 4 displays the allocation done by DDO. It contains details about the allocation date, distributor, received and the allocated amount.

5. Section 5 displays the expenditure done by DDO. It contains details about the DDO code, their expenditure and the balance remaining.

6. The proceed next button as indicated by Section 6 is used by the user to proceed towards the allocation process.

7. The X button as indicated by Section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

8. The user will have to select the proceed next in order to proceed towards the next step.

2.3.3.1.1.6 Allocation

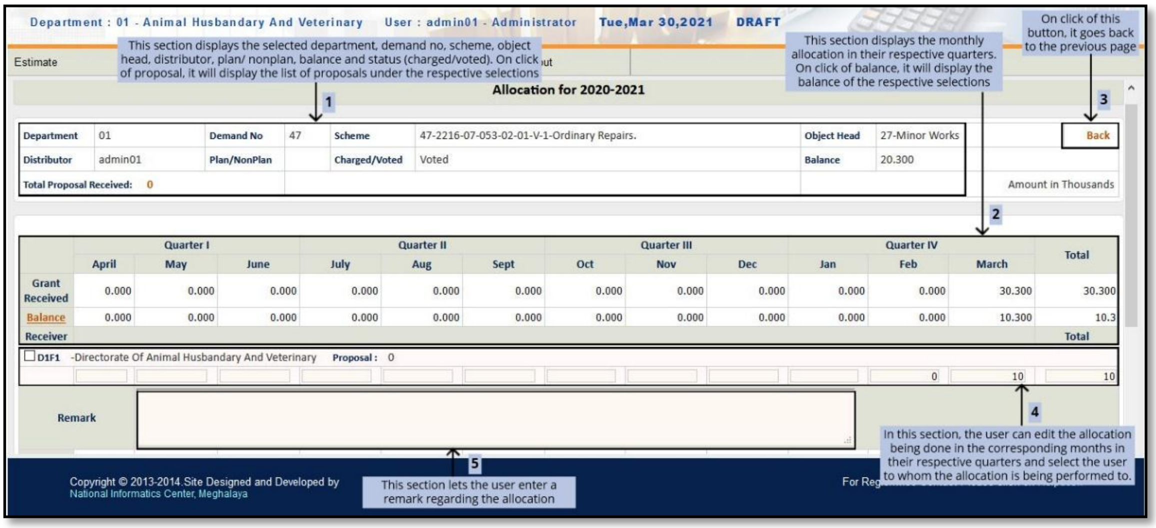


Figure 19: Allocation (1)

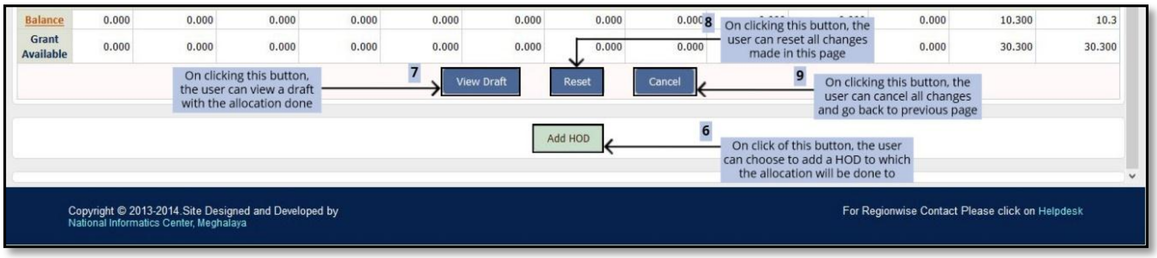


Figure 20: Allocation (2)

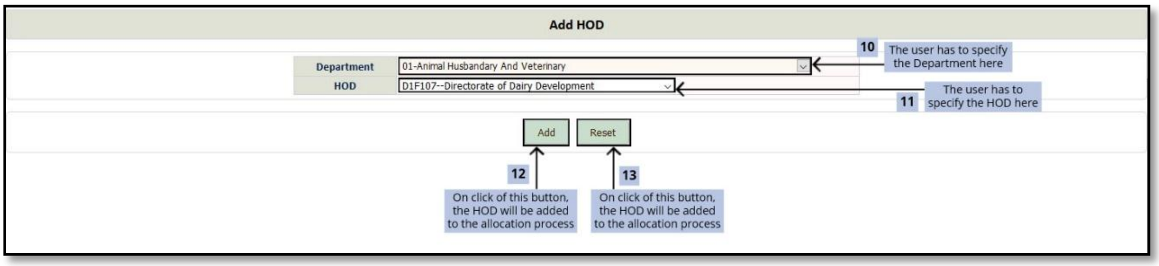


Figure 21: Add HOD

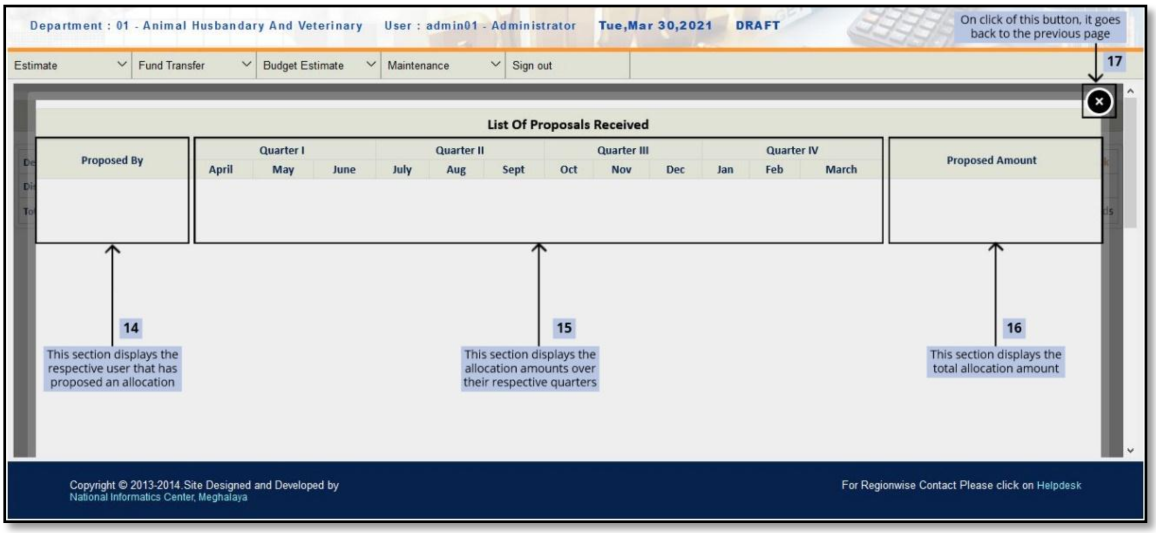


Figure 22: List of Proposals

Figure 23: Department Drop Down

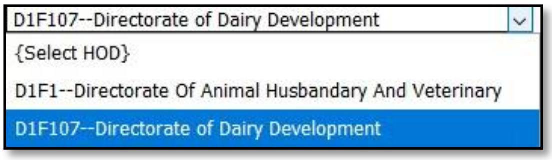


Figure 24: HOD Drop Down

Allocation for 2020-2021

Department: 01	Grant: 47	Scheme: 47-2216-07-053-02-01-V-1-Ordinary Repairs.	Object Head: 27-Minor Works	Distributor: admin01	null	Voted

Add | Subtract | Balance

Month	Grant Received	Grants Withdrawal (From) (+)		Grants Surrender (By) (+)		Reappropriation (+)		Grants Allocated (-)		Grants Surrender (To) (-)		Grants Withdrawal (By) (-)		Reappropriation (-)		Balance
		Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	
April	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
May	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
June	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
July	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
August	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
September	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
October	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
November	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
December	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
January	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
February	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
March	30.300	0	0	0	0	0.000	0.000	0.000	10.000	0	0	0	0	0.000	0.000	20.300
Total	30.300	0	0	0	0	0.000	0.000	Null	10.000	0	0	0	0	0.000	0.000	20.300

Figure 25: Balance Page

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 19 and 20.

1. In Section 1, the user is shown the Department, Demand No, Distributor, Object Head, Plan/ Non Plan, Charged/ Voted, Balance and the Total Proposal Received. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. On click of the proposals, the user will be shown the List of Proposals based on the selections that have been made in the previous Sections and this is shown in Figure 22.

2. In Section 2, the user is shown the grant that has been received and the balance of the user and the total values. This is shown in monthly intervals in their respective quarters throughout the Financial Year. On click of the Balance option, it will display the details as shown in Figure 25.

3. The back button as indicated by Section 3 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

4. In Section 4, the user can indicate the allocation that is to be done. The allocation is done in monthly intervals in their respective quarters throughout the Financial Year. The user can also specify the user to which the allocation is to be performed to.

5. Section 5 contains a Section where the user can leave a remark regarding the allocation that is being done.

6. The Add HOD button as indicated by Section 6 is used by the user to select the user to which the allocation is being done to. (Receiver)

7. The View Draft button as indicated by Section 7 is used by the user to create a draft which contain the allocation of the selected schemes and user.

8. The Reset button as indicated by Section 8 is used by the user to reset and clear all changes that have been made by the user during their current log in.

9. The Cancel button as indicated by Section 9 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

10. On adding a HOD, a separate pop-up window will be shown as in Figure 21. This lets the user add a HOD to allocate the funds to. Section 10 lets the user specify the department of the respective HOD. An example is shown in Figure 23.

11. Section 11 lets the user specify the HOD. An example is shown in Figure 24.

12. The Add button as indicated by Section 12 is used by the user to add the respective HOD for the allocation process.

13. The Reset button as indicated by Section 13 is used by the user to reset and clear all changes that have been made by the user.

14. The Proposed by as indicated by Section 14 in Figure 23 is used to display the users who have proposed an allocation amount.

15. Section 15 displays the different allocations that are performed over the months of the financial year in their respective quarters.

16. Section 16 shows the total proposed amount by that particular user.

17. The X button as indicated by Section 17 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and perform the allocation).

18. The user will have to select the HOD, allocate the funds and then view draft in order to proceed towards the next step.

2.3.3.1.1.7 Draft of Allocation

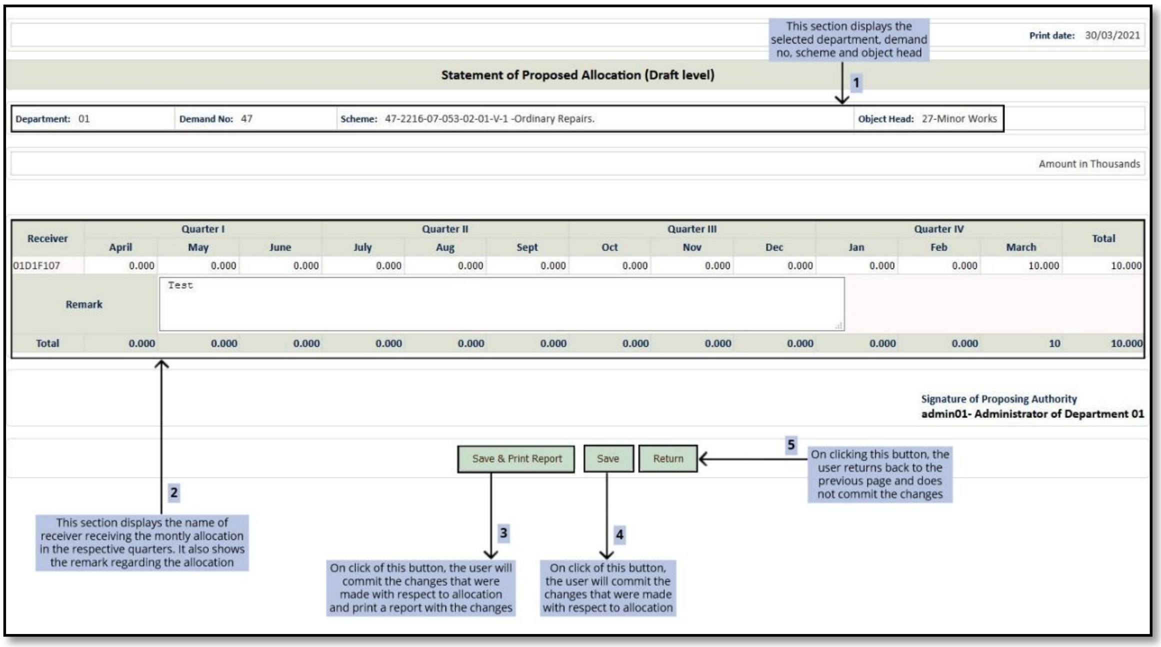


Figure 26: Allocation Draft

On selecting a HOD, allocating the funds and selecting view draft, the CA Draft user will be presented with the page as shown in Figure 26.

1. In Section 1, the user is shown the Department, Demand No, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. They are also shown a note regarding the function being performed.

2. Section 2 displays the allocation that has been performed on the respective HOD that has been selected. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark regarding the allocation is shown in this Section as well.

3. The Save & Print button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the allocation. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the allocation. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.3.1.2 CF Allocation

2.3.3.1.2.1 Selection of Demand Number

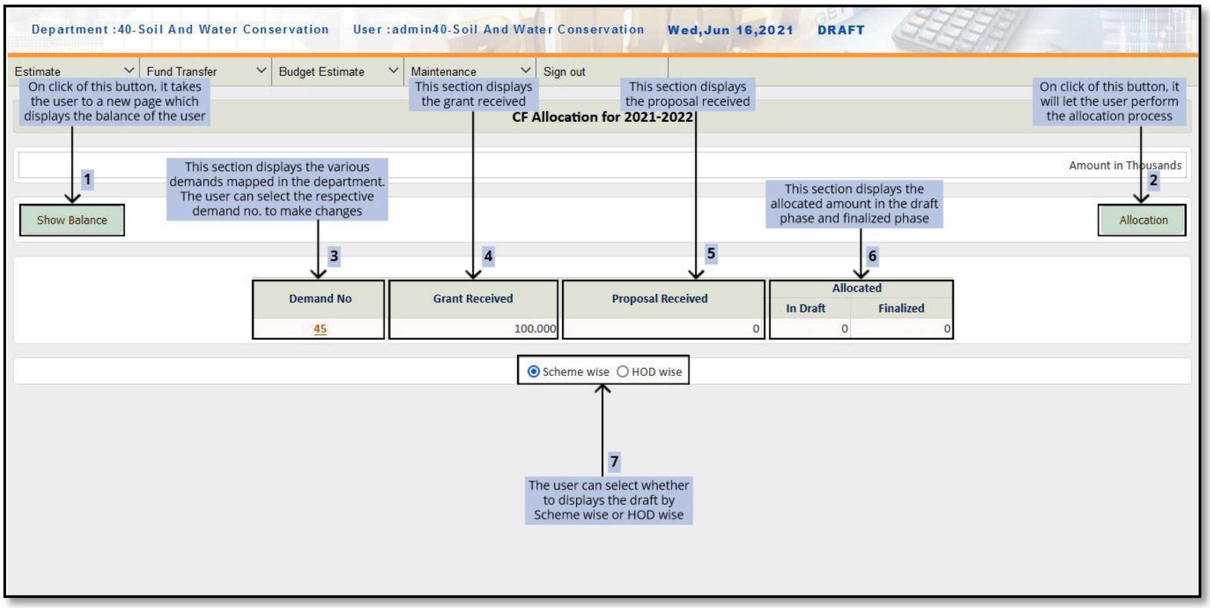


Figure 27: Selection of Demand Number

On selection of the Allocation Button from the Fund Transfer Module as shown in Figure 5, the CA Draft user will then click on the CF Allocation button and will be presented with the page as shown in Figure 27.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.

2. The Allocation button indicated by Section 2 will let the user access the Allocation process.

3. Here, Section 3 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform an CF allocation.

4. Section 4 displays the Grant received by the respective department and demand number.

5. Section 5 displays the proposal received by the respective department and demand number.

6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the CF allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding CF allocation in the final phase.

7. Section 7 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

8. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.3.1.2.2 Selection of Major Head

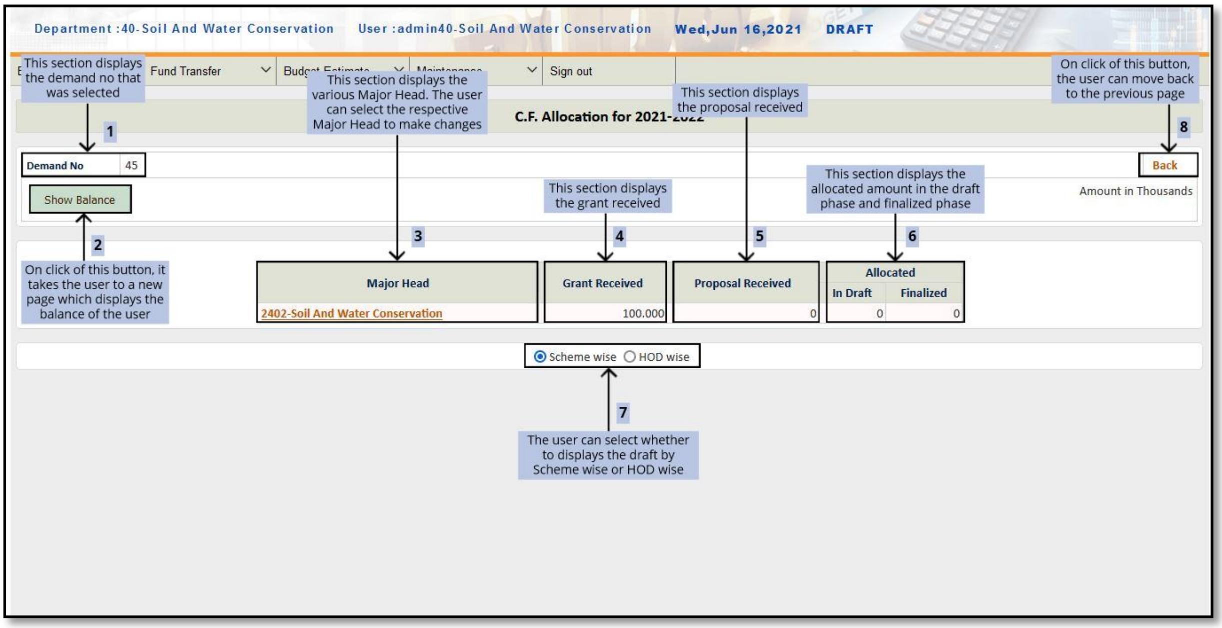


Figure 28: Major Head Selection

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 28.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform an allocation.

4. Section 4 displays the Grant received by the respective Major Head.

5. Section 5 displays the proposal received by the respective Major Head.

6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the CF allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding CF allocation in the final phase.

7. Section 7 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

9. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.3.1.2.3 Selection of CF Schemes

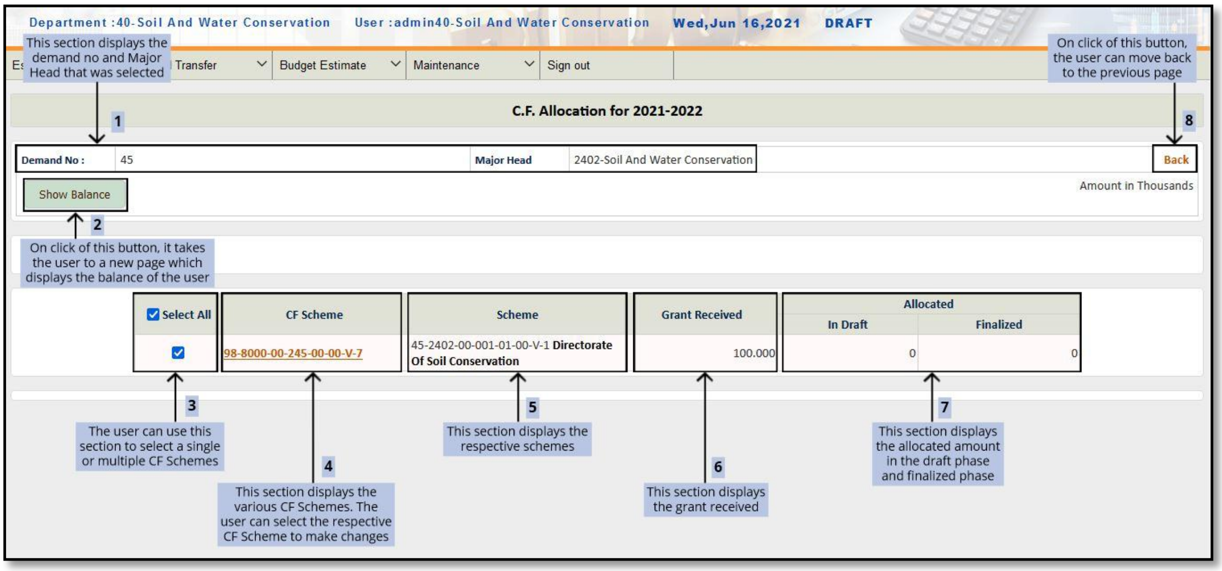


Figure 29: CF Scheme Selection

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 29.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Section 3 lets the user specify which CF schemes are to be selected. The user can use this to select one or multiple CF schemes.

4. Here, Section 4 displays the CF Schemes that are associated to this CA, Demand number and Major Head. The user can select the respective CF Scheme in order to make changes and perform an CF allocation.

5. Section 5 displays the Schemes corresponding to the respective CF Schemes.

6. Section 6 displays the Grant received by the respective CF Scheme.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the CF allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding CF allocation in the final phase.

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

9. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.3.1.2.4 Selection of Object Head

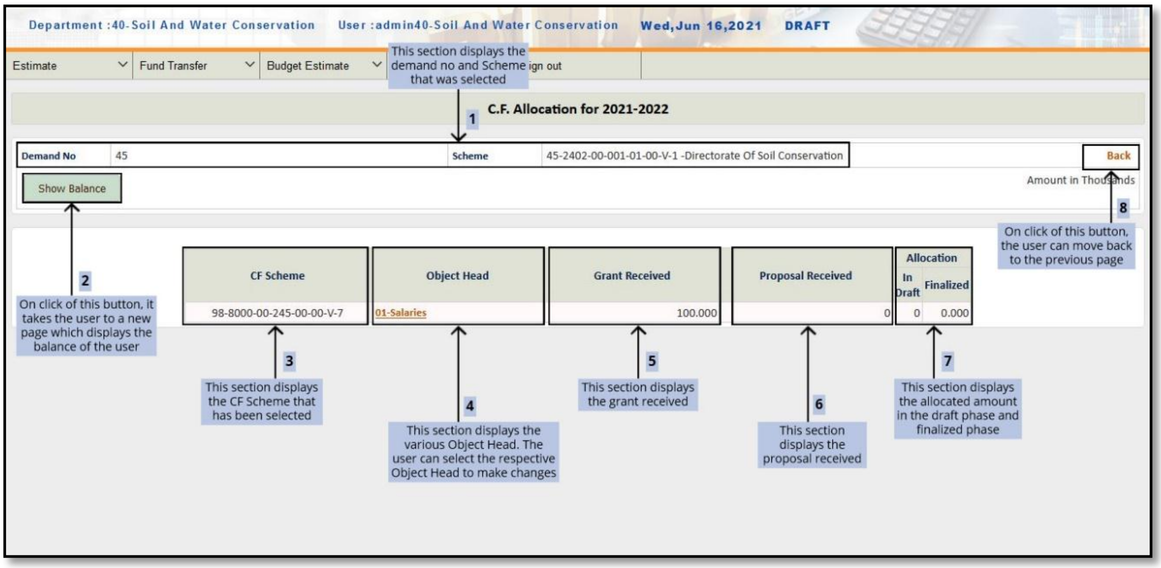


Figure 30: Object Head Selection

On selection of the respective CF Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 30.

1. In Section 1, the user is shown the demand number and Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Section 3 displays the respective CF Scheme that has been selected.

4. Here, Section 4 displays the Object Heads that are associated to this CA, Demand number, Major Head and CF scheme. The user can select the respective Object Head in order to make changes and perform an CF allocation.

5. Section 5 displays the Grant received by the respective Object Head.

6. Section 6 displays the proposal received by the respective Object Head.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.

    a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding allocation in the final phase.

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).

9. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.3.1.2.5 Preview Section

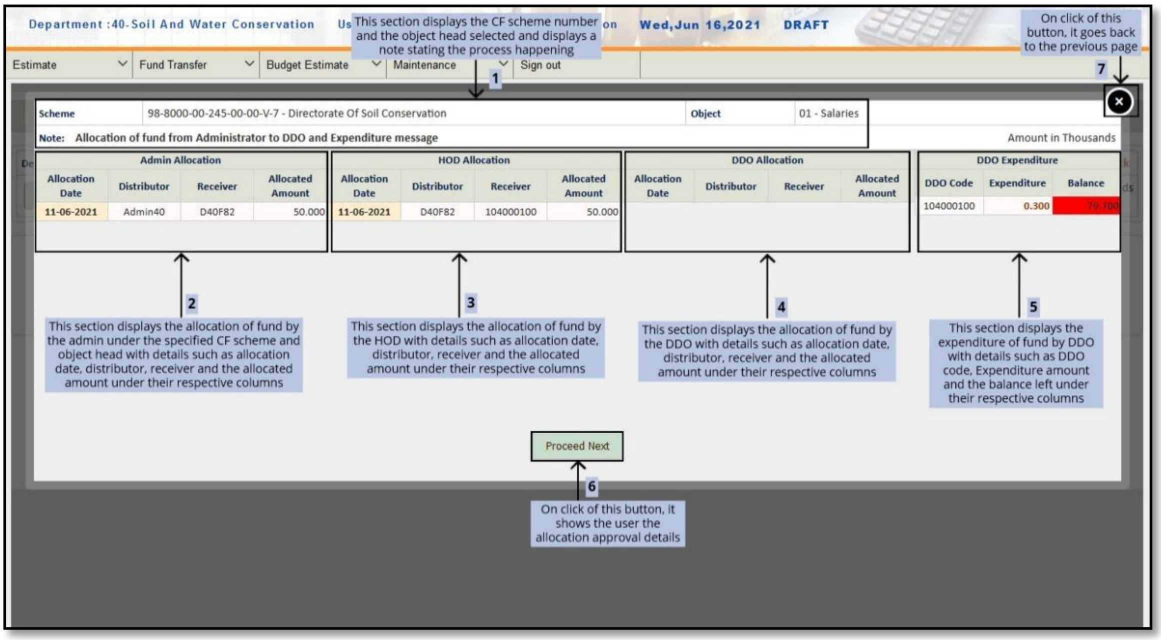


Figure 31: Preview Section

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 31.

1. In Section 1, the user is shown the Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. They are also shown a note regarding the function being performed.

2. Section 2 displays the allocation done by the Admin. It contains details about the allocation date, distributor, received and the allocated amount.

3. Section 3 displays the allocation done by HOD. It contains details about the allocation date, distributor, received and the allocated amount.

4. Section 4 displays the allocation done by DDO. It contains details about the allocation date, distributor, received and the allocated amount.

5. Section 5 displays the expenditure done by DDO. It contains details about the DDO code, their expenditure and the balance remaining.

6. The proceed next button as indicated by Section 6 is used by the user to proceed towards the allocation process.

7. The X button as indicated by Section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

8. The user will have to select the proceed next in order to proceed towards the next step.

2.3.3.1.2.6 CF Allocation

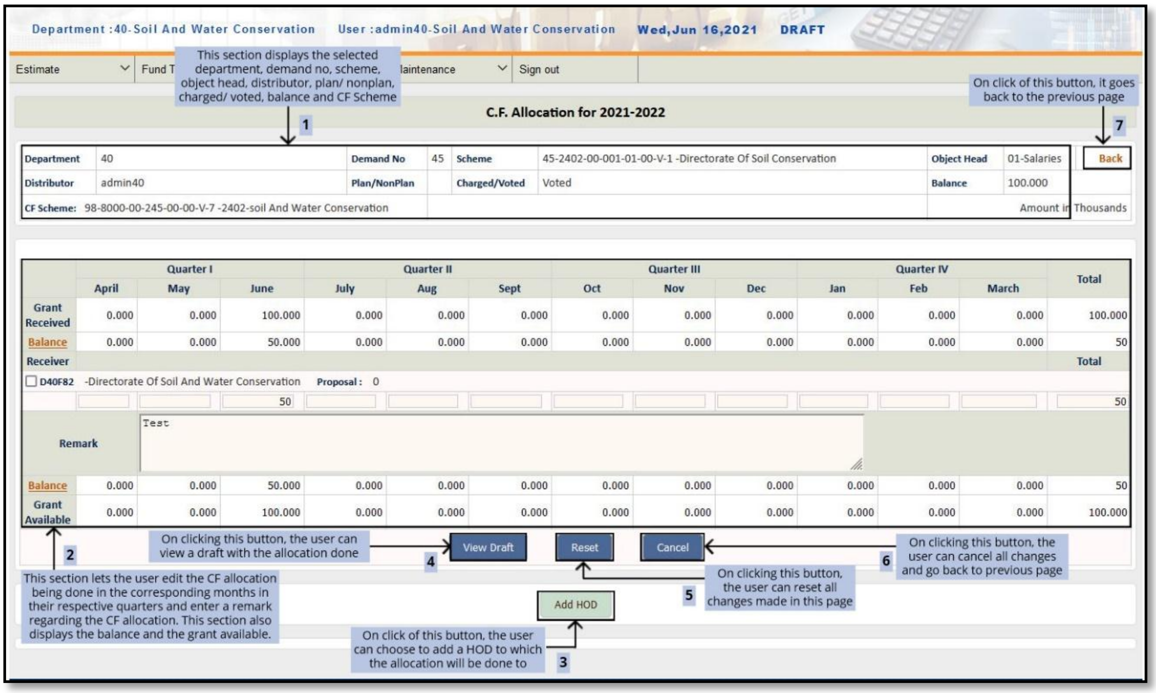


Figure 32: CF Allocation

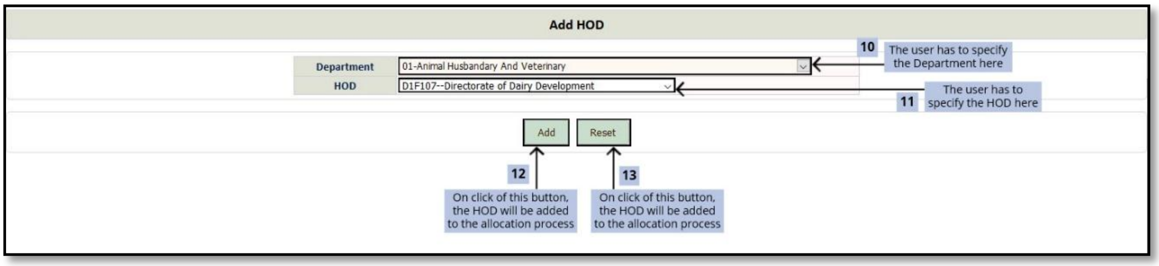


Figure 33: Add HOD

Figure 34: Department Drop Down

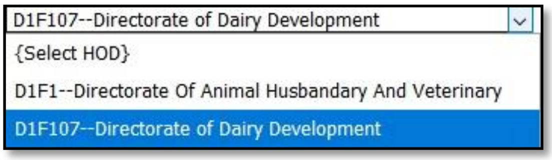


Figure 35: HOD Drop Down

Allocation for 2020-2021

Department: 01	Grant: 47	Scheme: 47-2216-07-053-02-01-V-1-Ordinary Repairs.	Object Head: 27-Minor Works	Distributor: admin01	null	Voted

Add Subtract Balance

Month	Grant Received	Grants Withdrawal (From) (+)		Grants Surrender (By) (+)		Reappropriation (+)		Grants Allocated (-)		Grants Surrender (To) (-)		Grants Withdrawal (By) (-)		Reappropriation (-)		Balance
		Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	
April	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
May	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
June	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
July	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
August	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
September	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
October	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
November	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
December	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
January	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
February	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
March	30.300	0	0	0	0	0.000	0.000	0.000	10.000	0	0	0	0	0.000	0.000	20.300
Total	30.300	0	0	0	0	0.000	0.000	Null	10.000	0	0	0	0	0.000	0.000	20.300

Figure 36: Balance Page

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 32.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head, Distributor, Plan/ Non Plan, Charged/ Voted, Balance and CF Scheme. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. In Section 2, the user is shown the grant that has been received and the balance of the user and the total values. This is shown in monthly intervals in their respective quarters throughout the Financial Year. On click of the Balance option, it will display the details as shown in Figure 36. In this Section, the user can indicate the CF allocation that is to be done. The CF allocation is done in monthly intervals in their respective quarters throughout the Financial Year. The user can also specify the user to which the CF allocation is to be performed to and provide a remark regarding the CF Allocation.

3. The Add HOD button as indicated by Section 3 is used by the user to select the user to which the CF allocation is being done to. (Receiver)

4. The View Draft button as indicated by Section 4 is used by the user to create a draft which contain the CF allocation of the selected schemes and user.

5. The Reset button as indicated by Section 5 is used by the user to reset and clear all changes that have been made by the user during their current log in.

6. The Cancel button as indicated by Section 6 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

7. The back button as indicated by Section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head.
8. On adding a HOD, a separate pop-up window will be shown as in Figure 33. This lets the user add a HOD to allocate the funds to. Section 10 lets the user specify the department of the respective HOD. An example is shown in Figure 34.

9. Section 11 lets the user specify the HOD. An example is shown in Figure 35.

10. The Add button as indicated by Section 12 is used by the user to add the respective HOD for the CF allocation process.

11. The Reset button as indicated by Section 13 is used by the user to reset and clear all changes that have been made by the user.

12. The user will have to select the HOD, allocate the funds and then view draft in order to proceed towards the next step.

2.3.3.1.2.7 Draft of CF Allocation

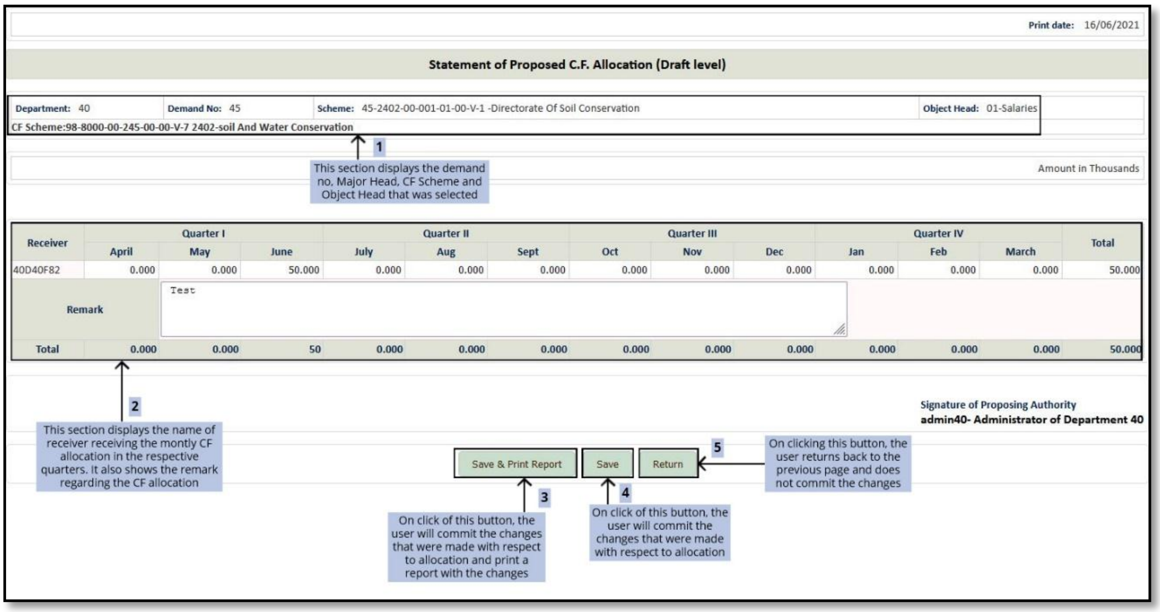


Figure 37: CF Allocation Draft

On selecting a HOD, allocating the funds and selecting view draft, the CA Draft user will be presented with the page as shown in Figure 37.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head and CF Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays the CF allocation that has been performed on the respective HOD that has been selected. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark regarding the allocation is shown in this Section as well.

3. The Save & Print button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the CF allocation. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the CF allocation. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.3.2 Change Cash Flow

2.3.3.2.1 Selection of Demand Number

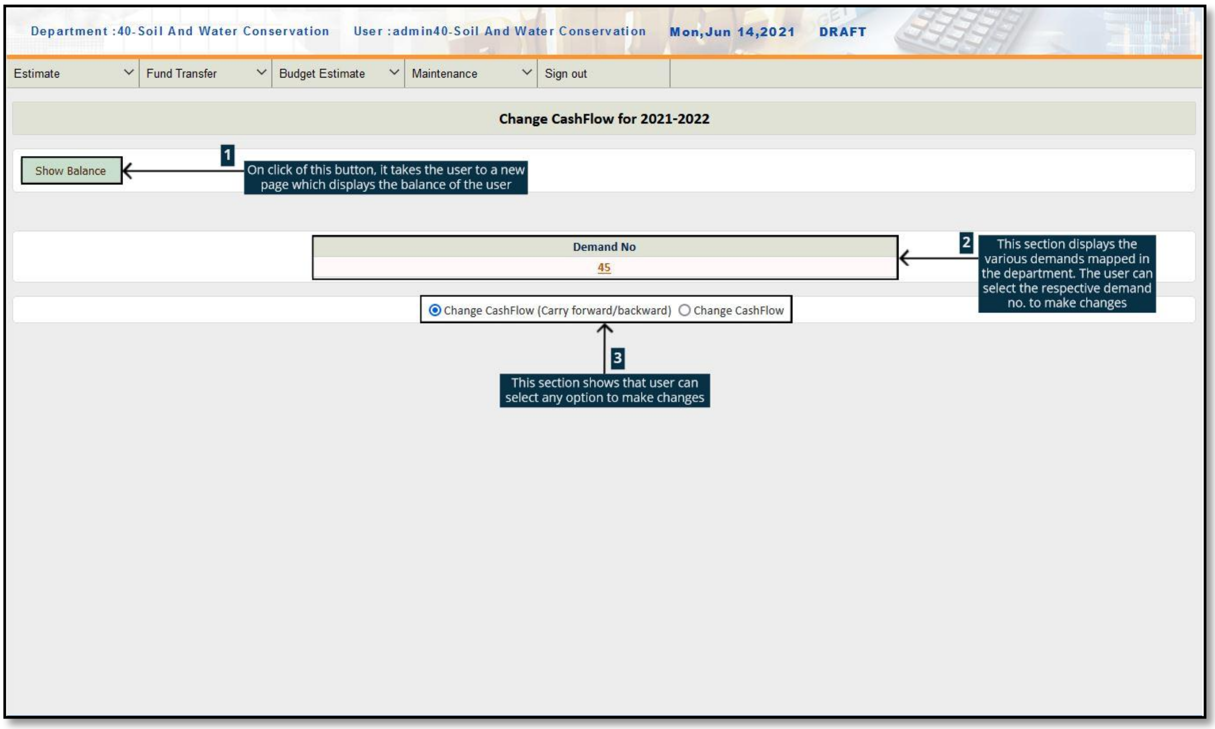


Figure 38: Selection of Demand Number

On selection of the Change Cash Flow Button from the Fund Transfer Module as shown in Figure 5, the CA Draft user will be presented with the page as shown in Figure 38.

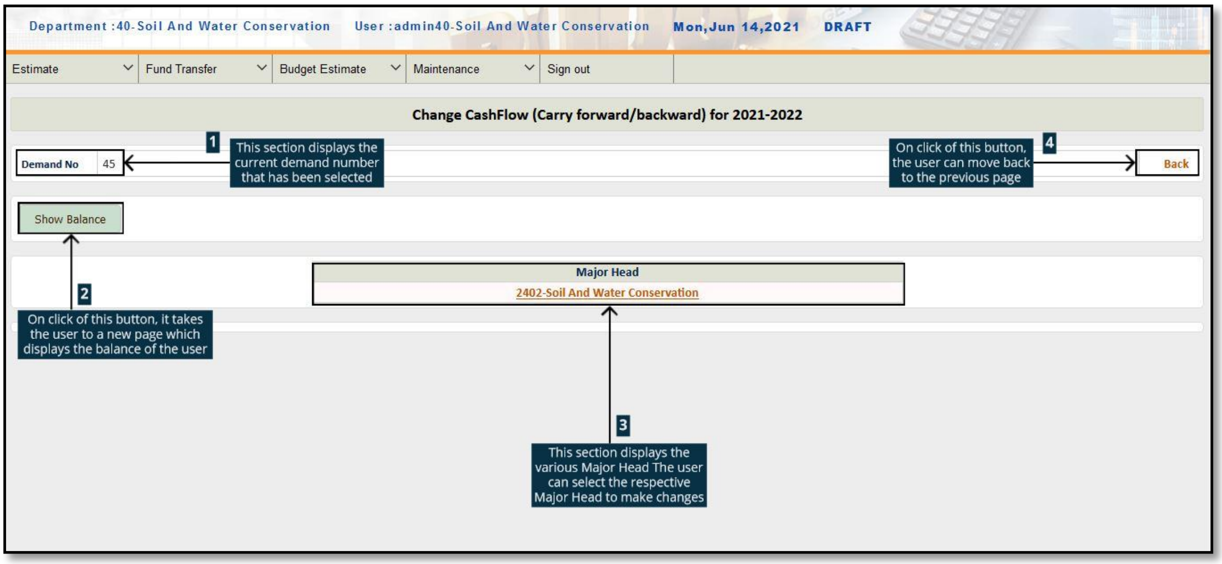
1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.

2. Here, Section 2 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a change cash flow.

3. Section 3 has two options. These options let the user select the type of Cash Flow that is to be performed. The options are Change Cash Flow (Carry Forward/ Backward) or Change Cash Flow

4. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.3.2.2 Selection of Major Head



<u>Figure 39: Major Head Selection</u>

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 39.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform a change cash flow.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

5. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.3.2.3 Selection of Schemes

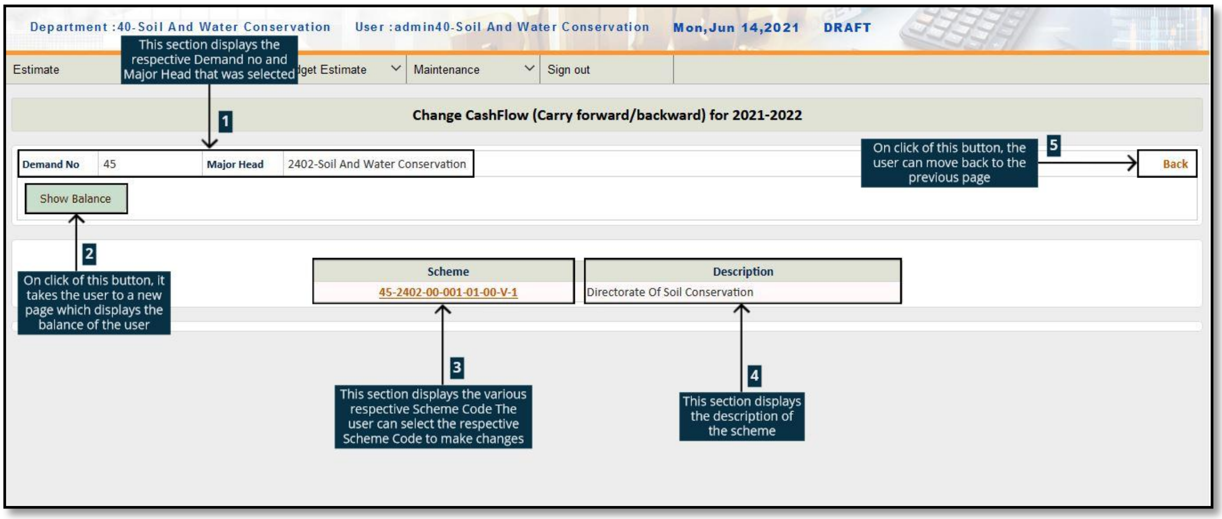


Figure 40: Scheme Selection

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 40.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Scheme codes that are associated to this CA, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a change cash flow.

4. Section 4 displays the descriptions of the respective scheme codes.

5. The back button as indicated by Section 5 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

6. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.3.2.4 Selection of Object Head

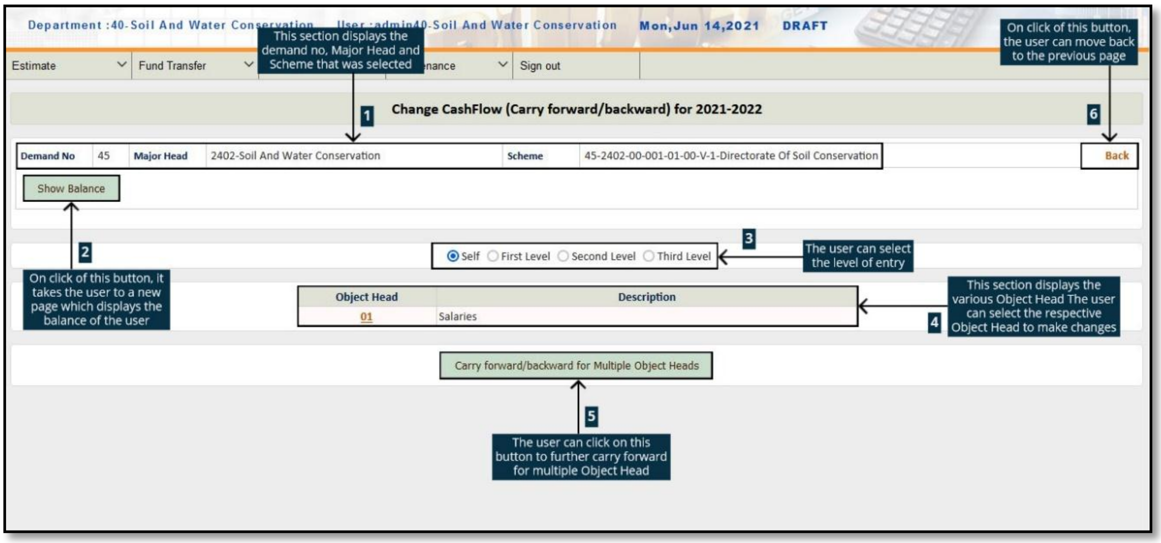


Figure 41: Object Head Selection

On selection of the respective Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 41.

1. In Section 1, the user is shown the demand number, Major Head and scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. The user can select the level of entry for Section 3. The 4 levels are Self, First Level, Second Level and Third Level.

4. Here, Section 4 displays the Object Heads that are associated to this CA, Demand number, Major Head and scheme. The user can select the respective Object Head in order to make changes and perform a change cash flow.

5. The button as indicated by Section 5 is used by the user when they want to perform a change cash flow on multiple Object Heads.

6. The back button as indicated by Section 6 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).

7. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.3.2.5 Selection of User

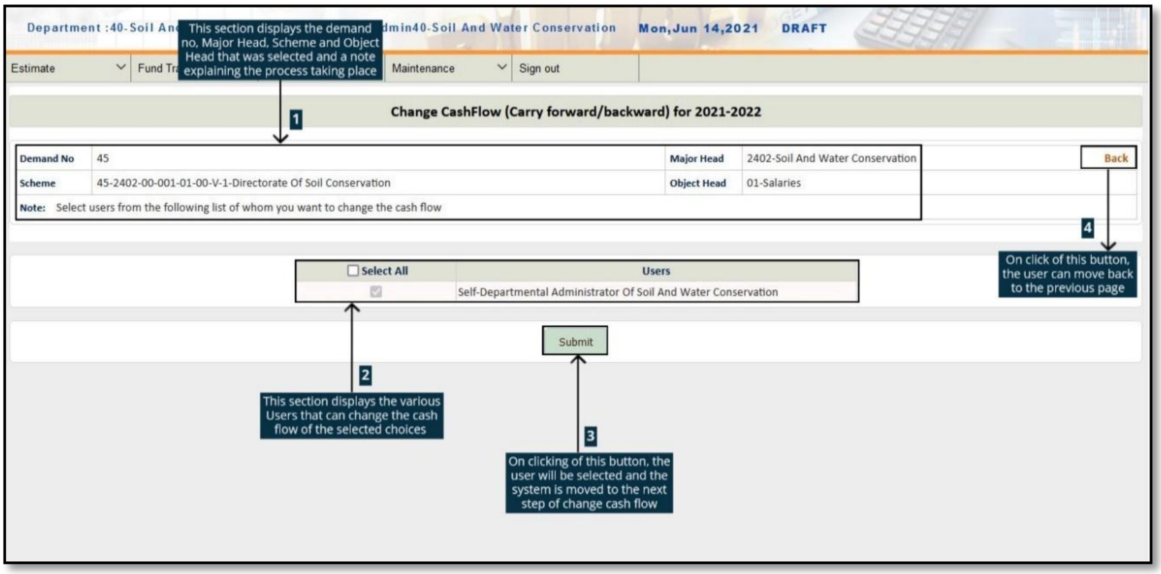


Figure 42: User Selection

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 42.

1. In Section 1, the user is shown the demand number, Major Head, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. There is also a note which explains the process done on this page.

2. Here, Section 2 displays the Users that are associated to this CA, Demand number, Major Head, Scheme and Object Head. The user can select the respective User in order to make changes and perform a change cash flow.

3. The submit button as indicated by Section 3 is used by the user to select the respective user to perform the change cash flow process.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

5. The user will have to select the respective User in order to proceed towards the next step.

2.3.3.2.6 Change Cash Flow

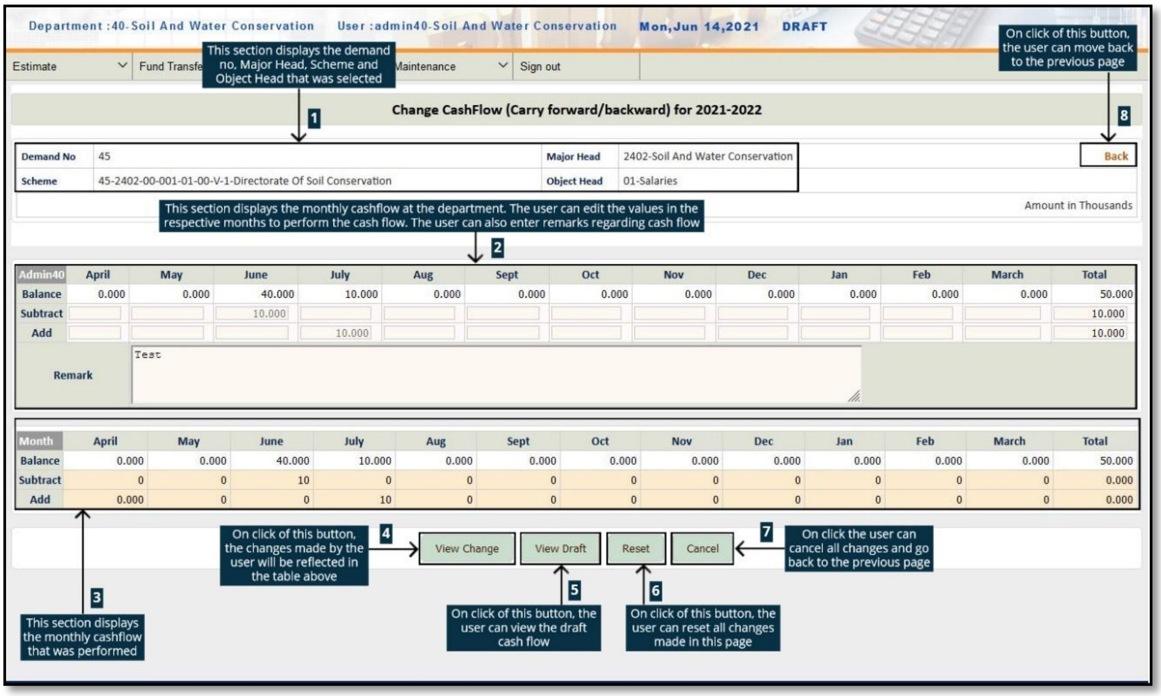


Figure 43: Change Cash Flow

On selection of the respective User from the table, the CA Draft user will be presented with the page as shown in Figure 43.

1. In Section 1, the user is shown the demand number, Major Head, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. There is also a note which explains the process done on this page.

2. In Section 2, the user can indicate the change cash flow that is to be done. The change cash flow is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can subtract and add from the corresponding months to change the cash flow. The user can also enter a remark regarding the change cash flow that is being done.

3. In Section 3, the user is shown the monthly cash flow that was performed. When the user uses the view change button, the details are updated accordingly in this table to show the change cash flow.

4. The View Change button indicated by Section 4 is used by the user to display the changes that have been done by the user regarding the change cash flow so that the draft can be generated.

5. The View Draft button as indicated by Section 5 is used by the user to create a draft which contain the change cash flow of the selected schemes and user.

6. The Reset button as indicated by Section 6 is used by the user to reset and clear all changes that have been made by the user during their current log in.

7. The Cancel button as indicated by Section 7 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a User).

9. The user will have to change the cash flow and then view draft in order to proceed towards the next step.

2.3.3.2.7 Draft of Change Cash Flow

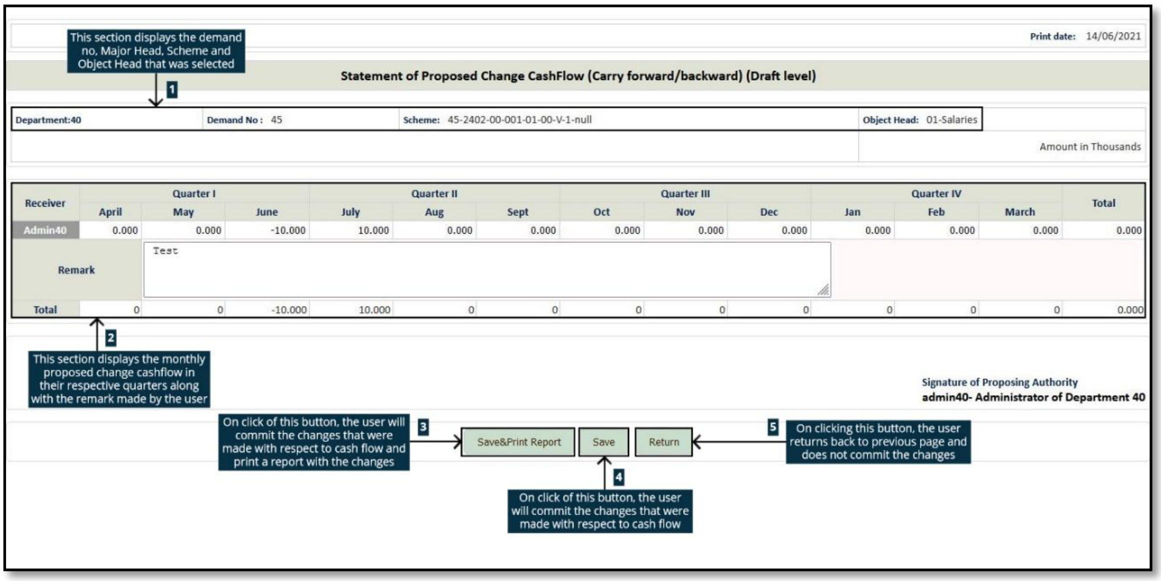


Figure 44: Change Cash Flow Draft

On changing the cash flow and selecting view draft, the CA Draft user will be presented with the page as shown in Figure 44.

1. In Section 1, the user is shown the Department, Demand No, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. They are also shown a note regarding the function being performed.

2. Section 2 displays the change cash flow that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark regarding the change cash flow is shown in this Section as well.

3. The Save & Print button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the change cash flow. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the change cash flow. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.3.3 Surrender

2.3.3.3.1 Selection of Demand Number

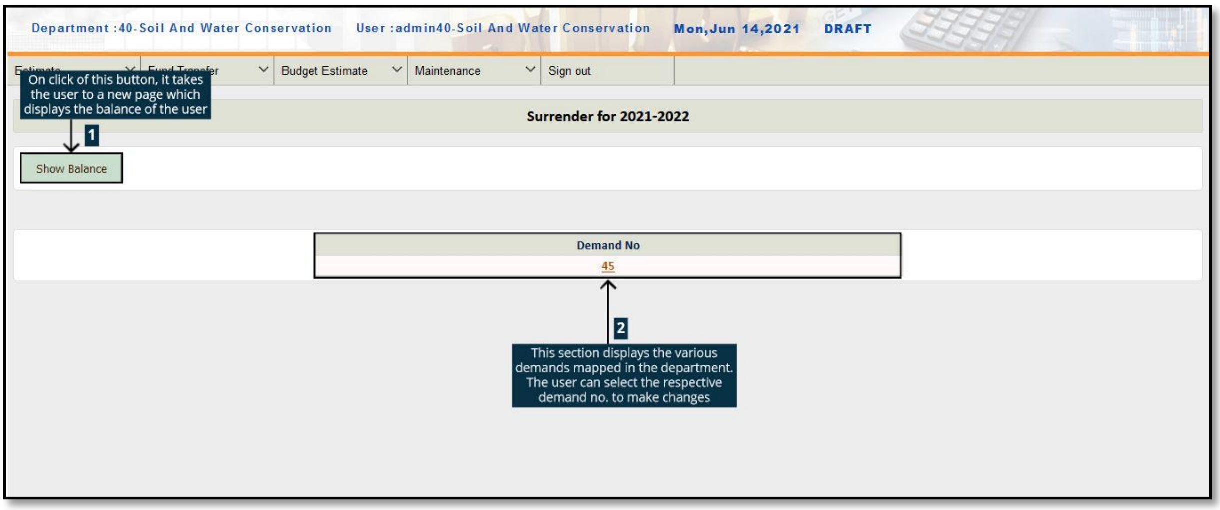


Figure 45: Selection of Demand Number

On selection of the Surrender Button from the Fund Transfer Module as shown in Figure 5, the CA Draft user will be presented with the page as shown in Figure 45.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.

2. Here, Section 2 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a surrender.

3. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.3.3.2 Selection of Major Head

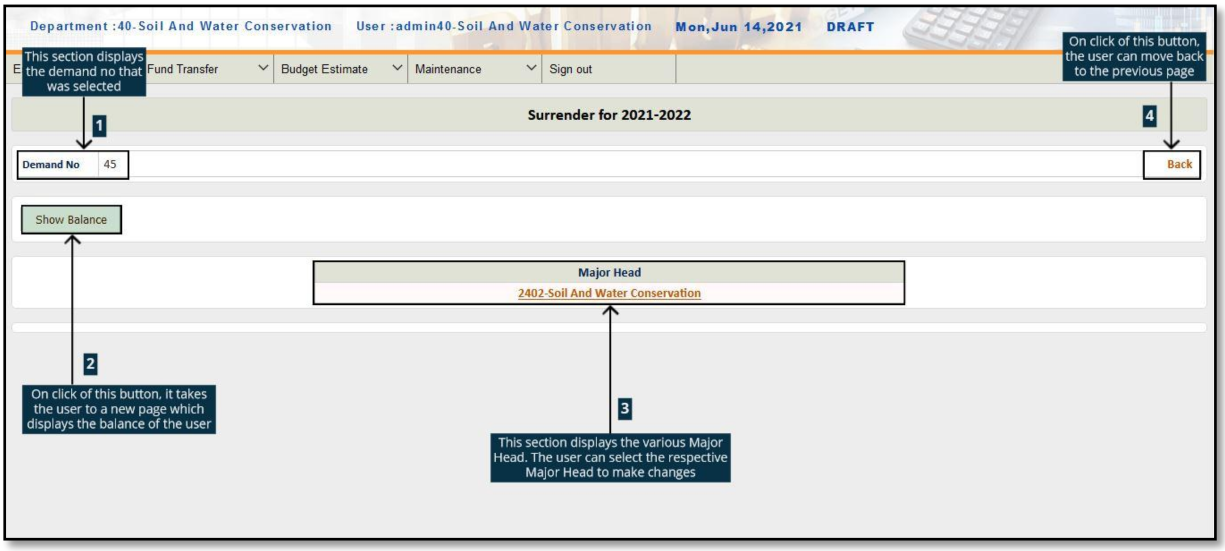


Figure 46: Major Head Selection

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 46.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform a surrender.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

5. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.3.3.3 Selection of Schemes

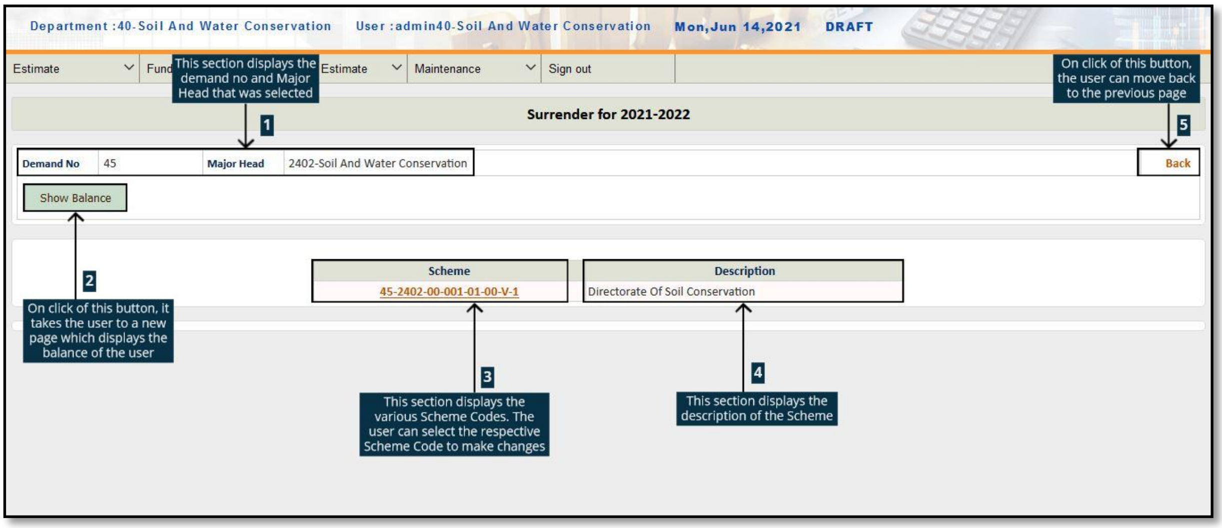


Figure 47: Scheme Selection

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 47.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Scheme codes that are associated to this CA, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a surrender.

4. Section 4 displays the descriptions of the respective scheme codes.

5. The back button as indicated by Section 5 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

6. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.3.3.4 Selection of Object Head

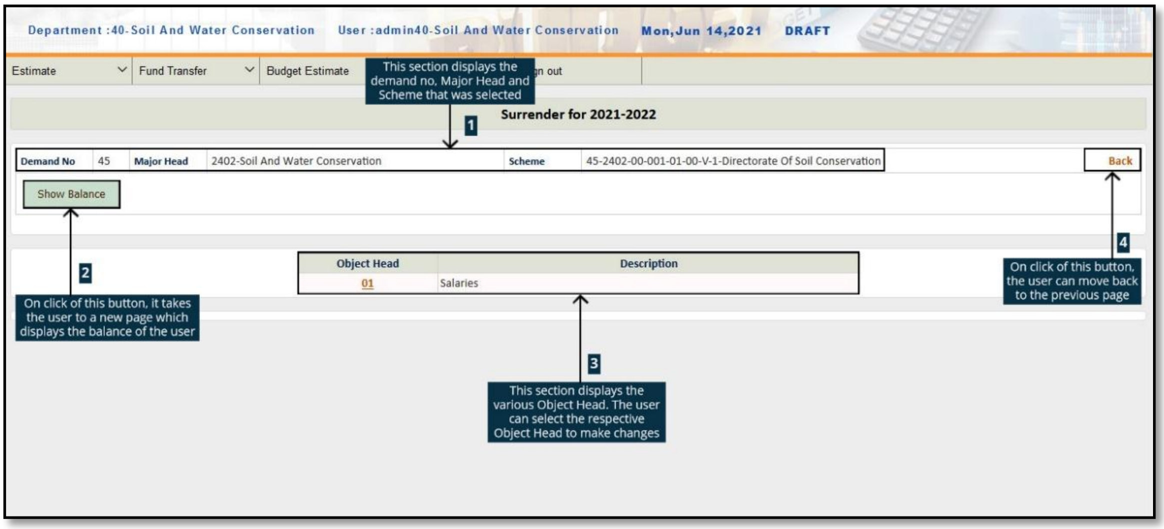


Figure 48: Object Head Selection

On selection of the respective Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 48.

1. In Section 1, the user is shown the demand number, Major Head and scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Object Heads that are associated to this CA, Demand number, Major Head and scheme. The user can select the respective Scheme in order to make changes and perform a surrender.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).

5. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.3.3.5 Surrender

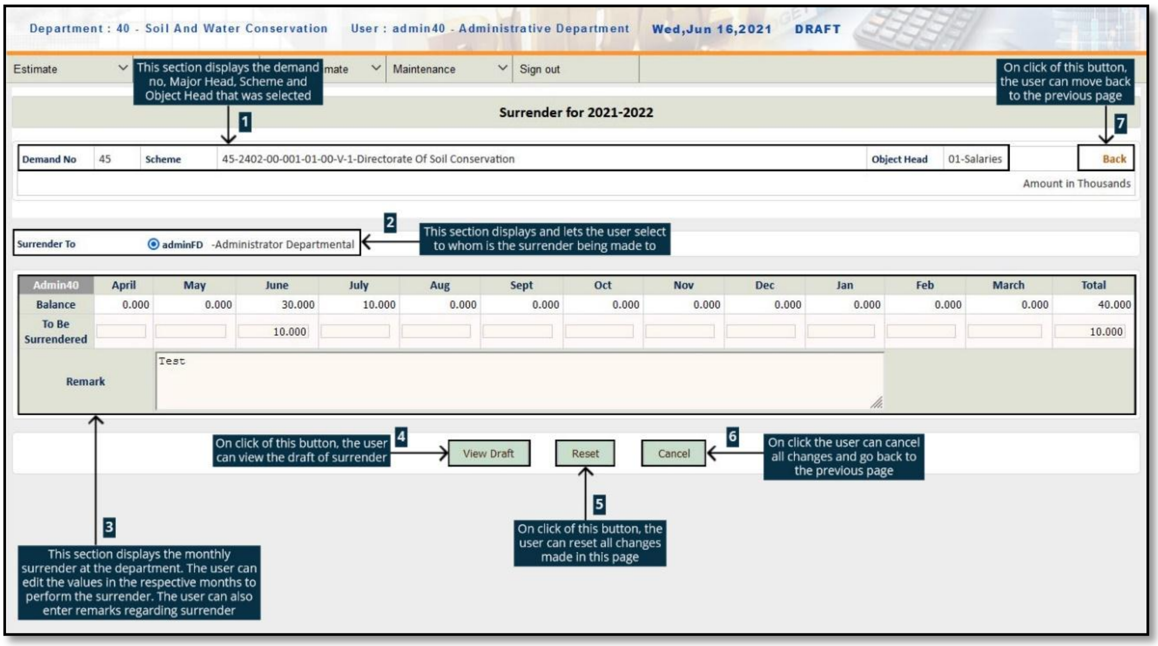


Figure 49: Surrender

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 49.

1. In Section 1, the user is shown the demand number, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. There is also a note which explains the process done on this page.

2. In Section 2, the user can select which user the amount will be surrendered to.

3. In Section 3, the user can indicate the surrender that is to be done. The surrender is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can surrender the amount from the corresponding months to perform the surrender process. The user can also enter a remark regarding the surrender that is being done.

4. The View Draft button as indicated by Section 4 is used by the user to create a draft which contain the Surrender of the selections made.

5. The Reset button as indicated by Section 5 is used by the user to reset and clear all changes that have been made by the user during their current log in.

6. The Cancel button as indicated by Section 6 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

7. The back button as indicated by Section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).
8. The user will have to surrender the amount and then view draft in order to proceed towards the next step.

2.3.3.3.6 Draft of Surrender

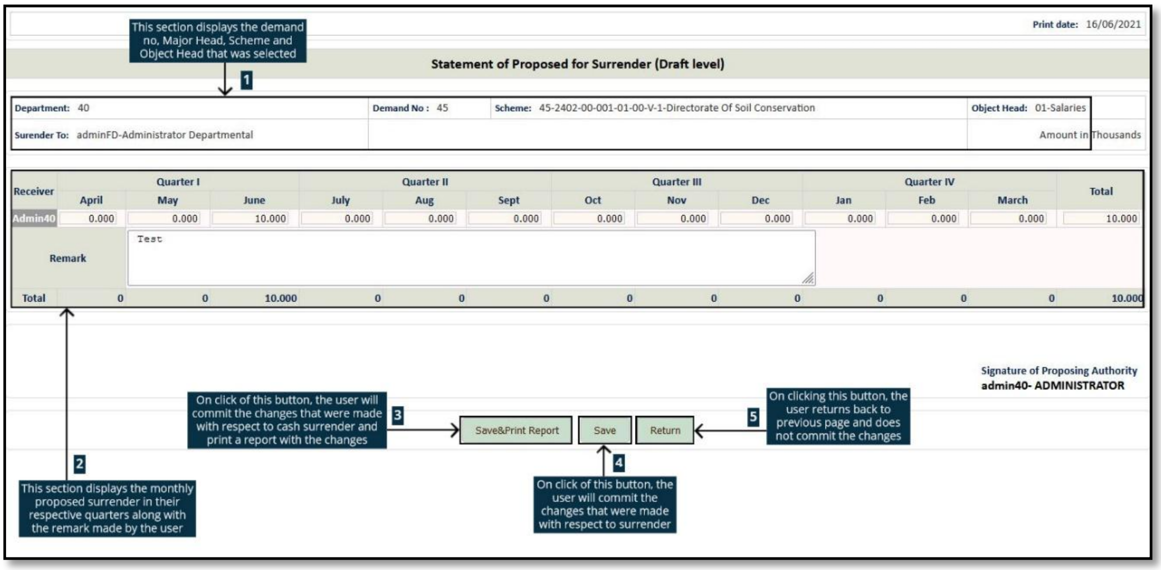


Figure 50: Surrender Draft

On surrendering the amount and selecting view draft, the CA Draft user will be presented with the page as shown in Figure 50.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head that has been selected and to whom the amount is surrendered to. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays the surrender that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark regarding the surrender is shown in this Section as well. The total surrender being done is shown at the bottom of the Section.

3. The Save & Print button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the surrender. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the surrender. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.3.4 Withdrawal

2.3.3.4.1 Selection of Demand Number

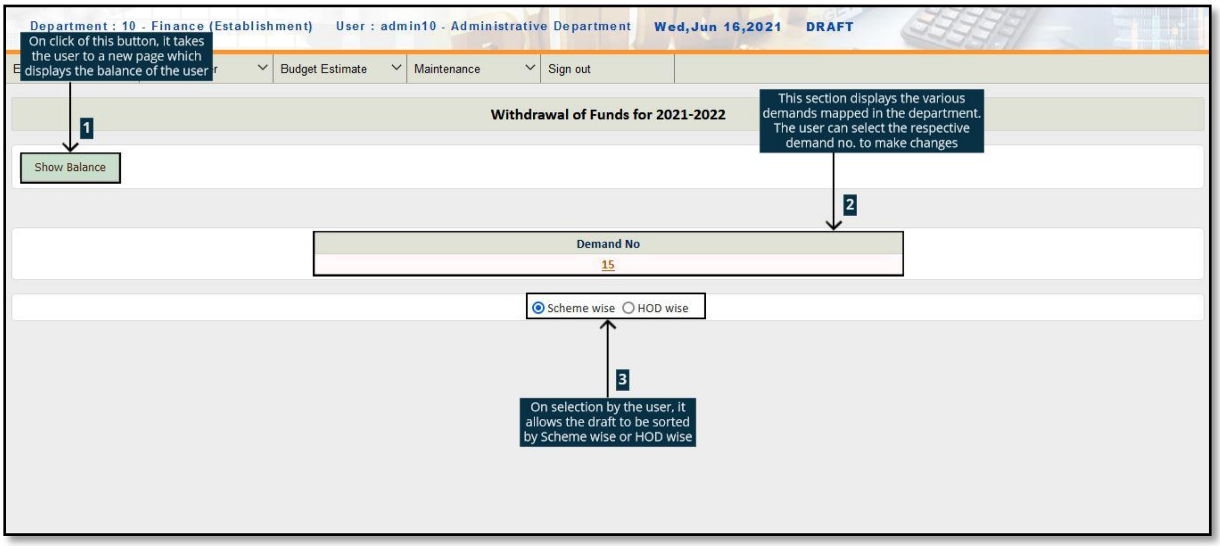


Figure 51: Selection of Demand Number

On selection of the Withdrawal Button from the Fund Transfer Module as shown in Figure 5, the CA Draft user will be presented with the page as shown in Figure 51.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.

2. Here, Section 2 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a surrender.

3. Section 3 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

4. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.3.4.2 Selection of Major Head

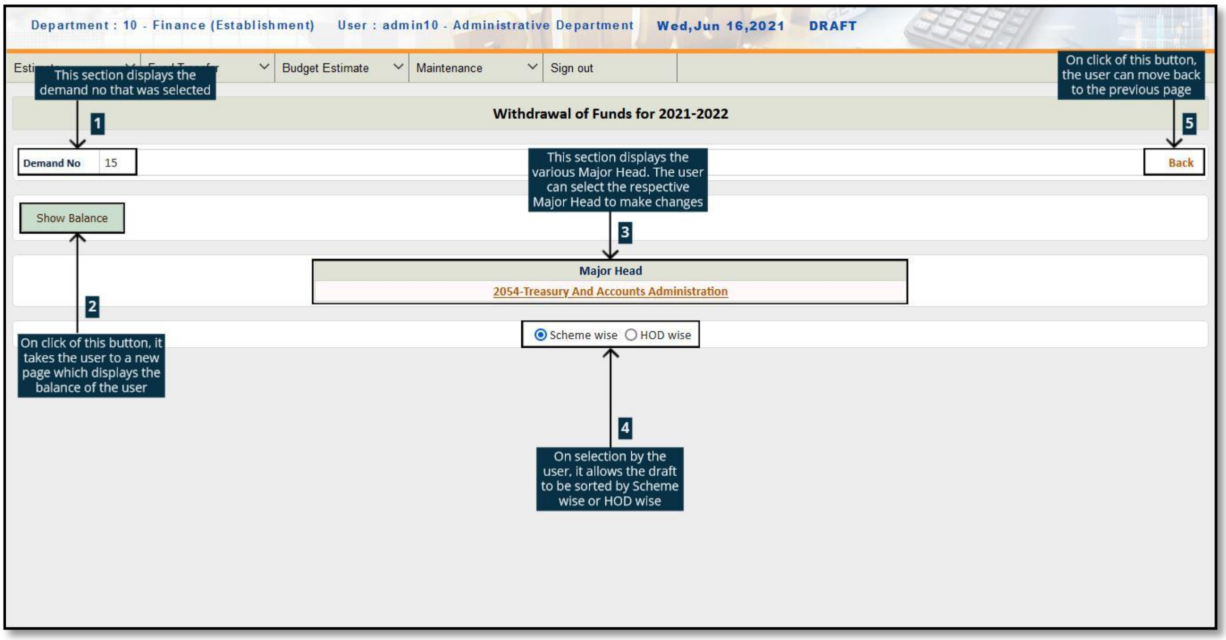


Figure 52: Major Head Selection

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 52.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform a withdrawal.

4. Section 4 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

5. The back button as indicated by Section 5 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

6. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.3.4.3 Selection of Schemes

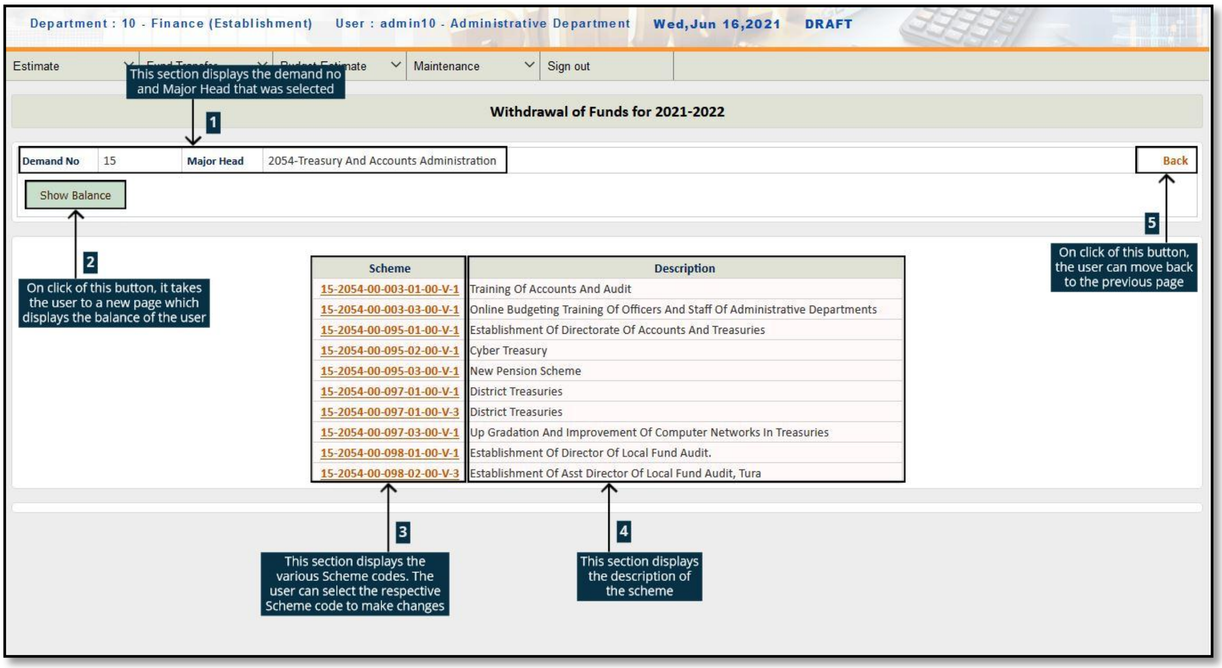


Figure 53: Scheme Selection

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 53.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Scheme codes that are associated to this CA, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a withdrawal.

4. Section 4 displays the descriptions of the respective scheme codes.

5. The back button as indicated by Section 5 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

6. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.3.4.4 Selection of Object Head

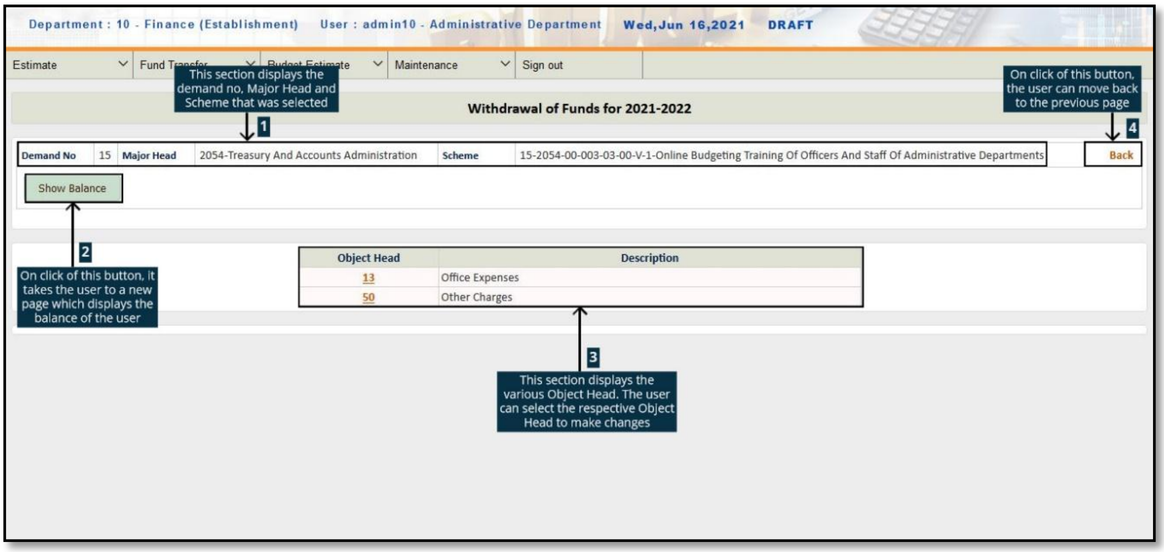


Figure 54: Object Head Selection

On selection of the respective Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 54.

1. In Section 1, the user is shown the demand number, Major Head and Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Object Heads that are associated to this CA, Demand number, Major Head and scheme. The user can select the respective Object Head in order to make changes and perform a withdrawal.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).

5. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.3.4.5 Withdrawal

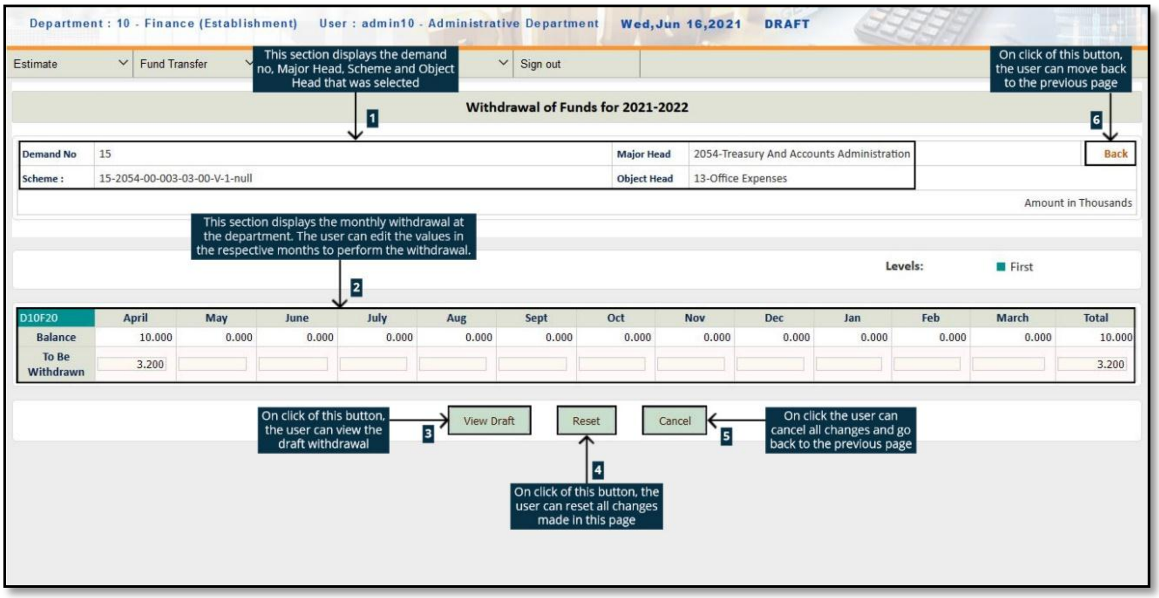


Figure 55: Withdrawal

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 55.

1. In Section 1, the user is shown the demand number, Major Head, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. In Section 2, the user can indicate the withdrawal that is to be done. The withdrawal is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can withdraw the amount from the corresponding months to perform the withdrawal process.

3. The View Draft button as indicated by Section 3 is used by the user to create a draft which contain the Withdrawal of the selected schemes and user.

4. The Reset button as indicated by Section 4 is used by the user to reset and clear all changes that have been made by the user during their current log in.

5. The Cancel button as indicated by Section 5 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

6. The back button as indicated by Section 6 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

7. The user will have to withdraw the amount and then view draft in order to proceed towards the next step.

2.3.3.4.6 Draft of Withdrawal

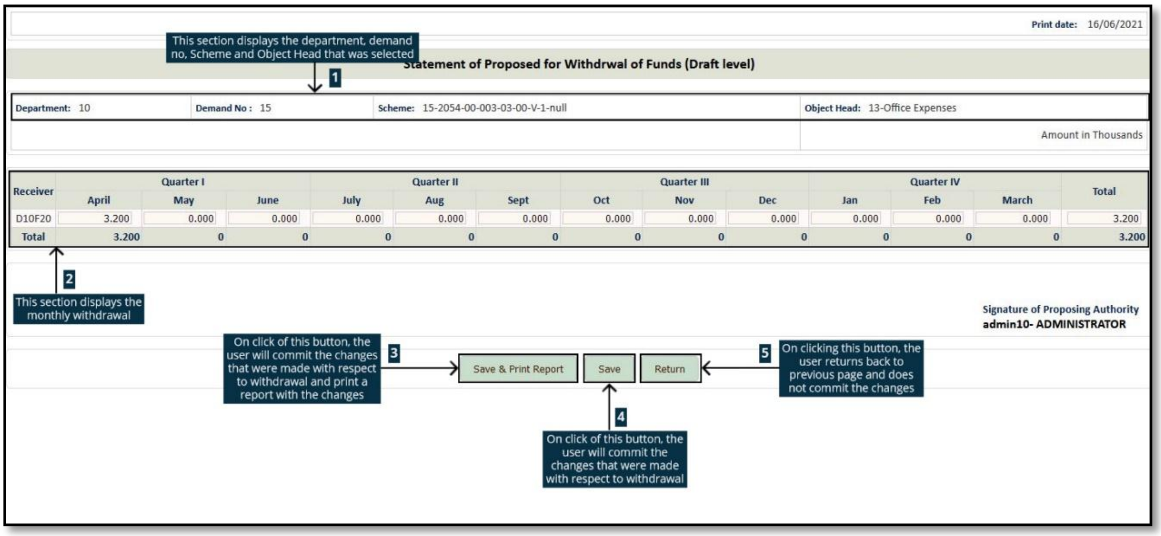


Figure 56: Withdrawal Draft

On withdrawing the amount and selecting view draft, the CA Draft user will be presented with the page as shown in Figure 56.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays the Withdrawal that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The total withdrawal being done is shown at the bottom of the Section.

3. The Save & Print Report button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the withdrawal. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the withdrawal. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.3.5 Redistribution

2.3.3.5.1 Re-distribution Main Page

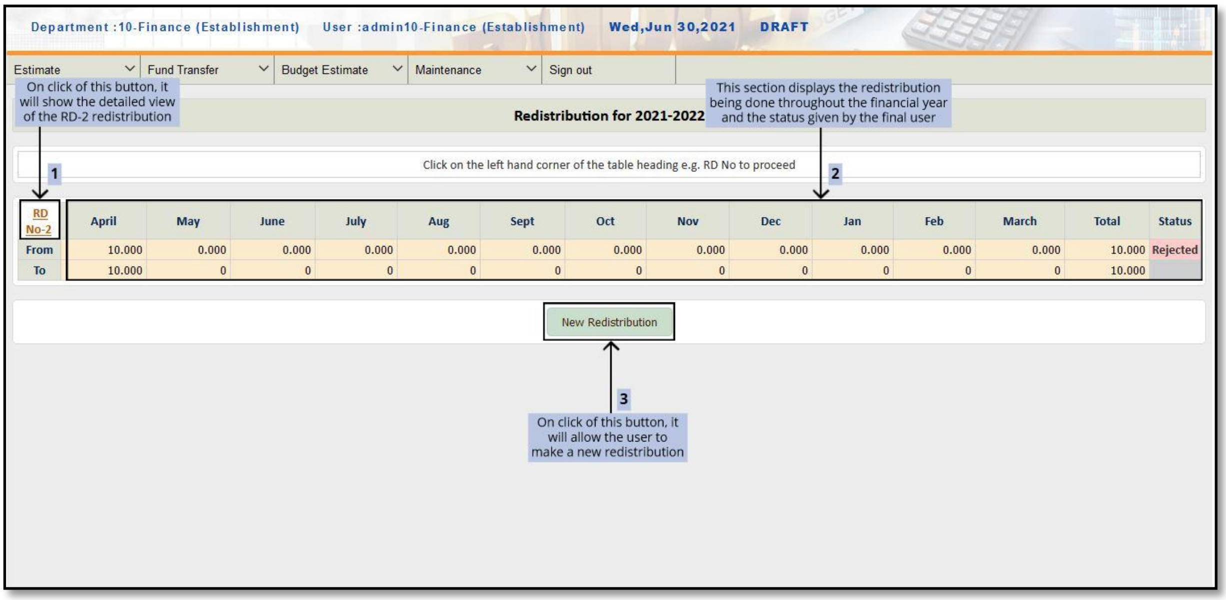


Figure 57: Re-distribution Main Page

On selection of the Redistribution Button from the Fund Transfer Module as shown in Figure 5, the CA Draft user will be presented with the page as shown in Figure 57.

1. Here, Section 1 displays the available Re-distributions that are associated to this CA. The user can select the respective Re-distribution in order to make changes and perform a Re-distribution.

2. Section 2 displays the monthly redistribution being done throughout the Financial Year, the total and the status.

3. The New Re-distribution button as indicated by Section 3 is used by the user to create a new re-distribution.

4. The user will have to select the respective Re-distribution or create a New Redistribution in order to proceed towards the next step.

2.3.3.5.1.1 For New Re-Distribution

2.3.3.5.1.1.1 Selection of Demand Number

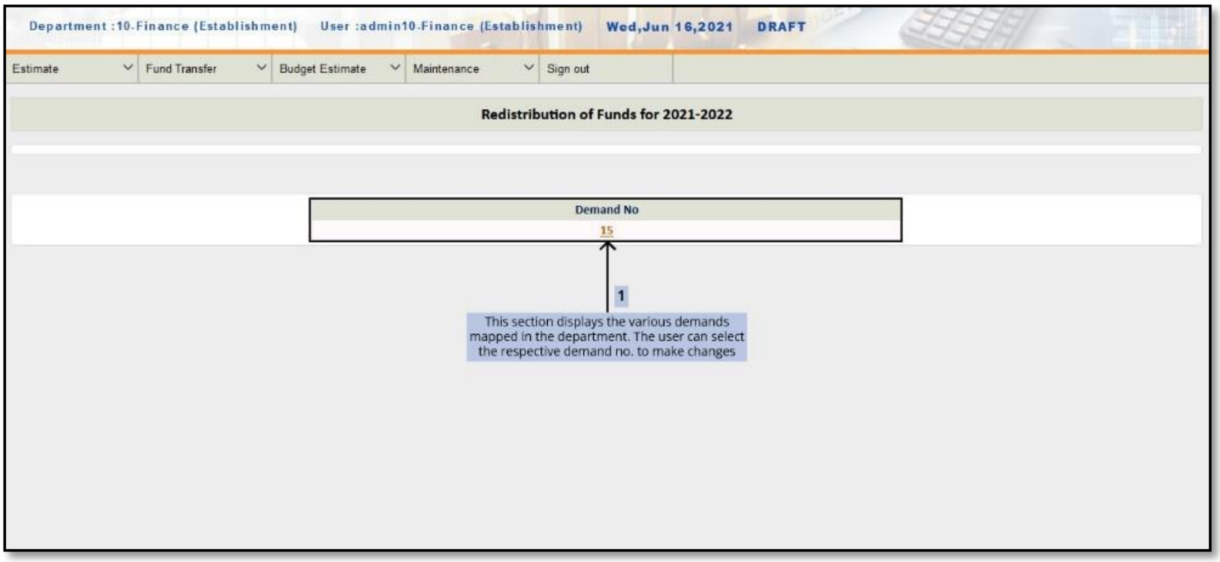


Figure 58: Selection of Demand Number

On selection of the New Redistribution Button from the Redistribution Main Page, the user will be shown the page as shown in Figure 58.

1. Here, Section 1 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a redistribution.

2. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.3.5.1.1.2 Selection of Major Head

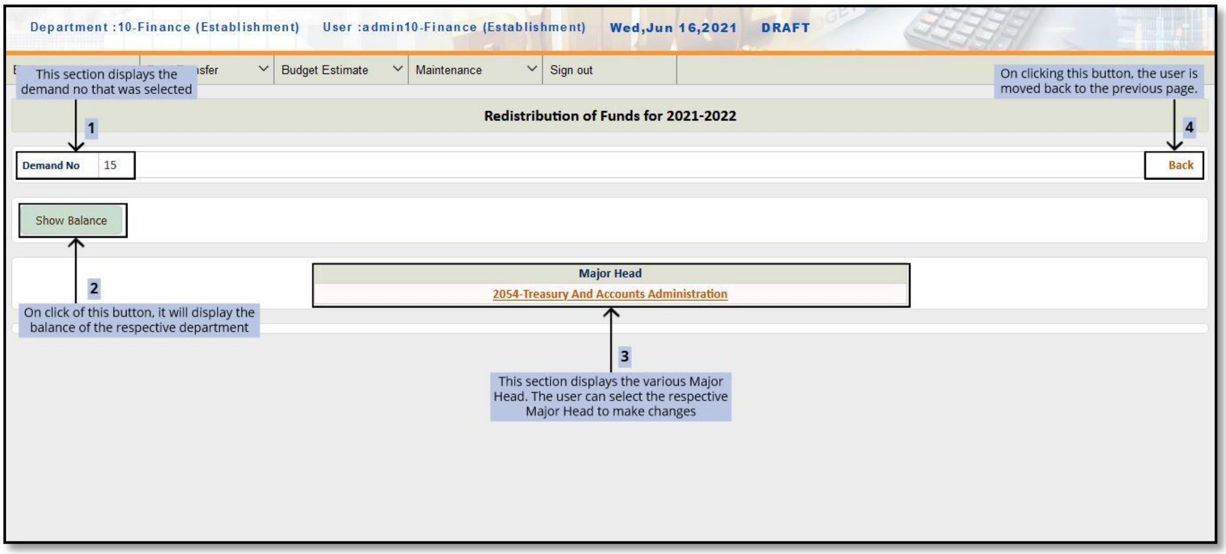


Figure 59: Major Head Selection

On selection of the respective Demand number from the table, the CA Draft user will be presented with the page as shown in Figure 59.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Major Heads that are associated to this CA and Demand number. The user can select the respective Major Head in order to make changes and perform a redistribution.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

5. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.3.5.1.1.3 Selection of Schemes

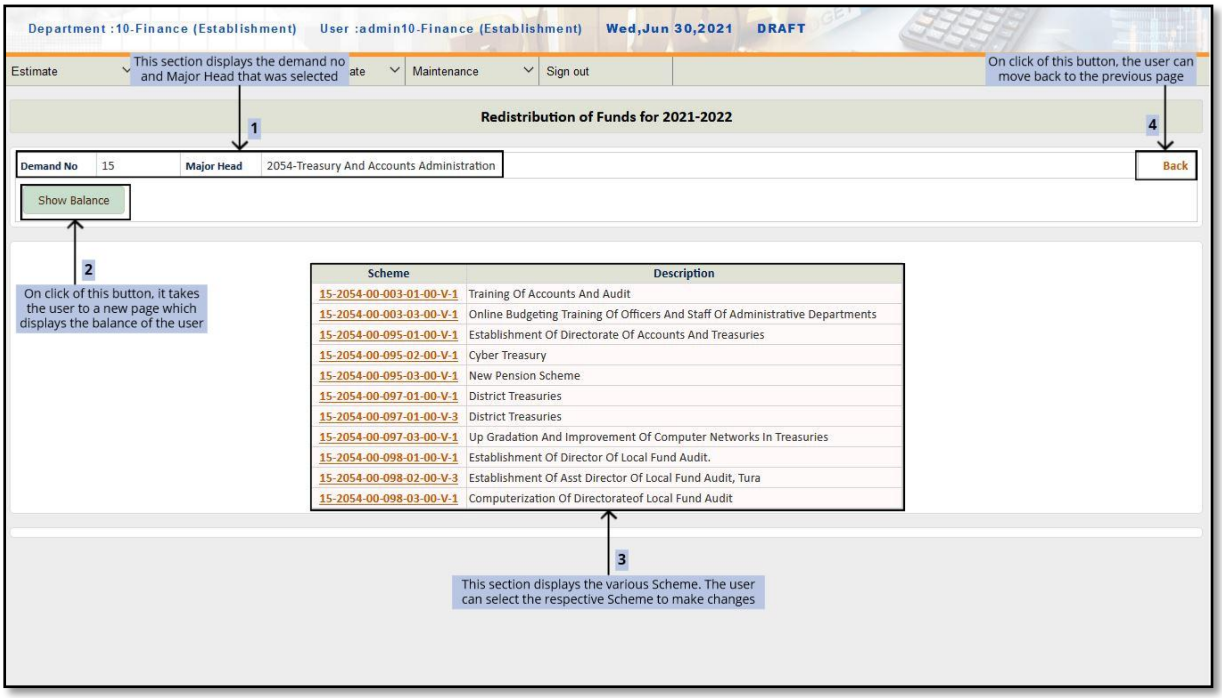


Figure 60: Scheme Selection

On selection of the respective Major Head from the table, the CA Draft user will be presented with the page as shown in Figure 60.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Scheme codes and the descriptions of the respective scheme codes that are associated to this CA, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a redistribution.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).

5. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.3.5.1.1.4 Selection of Object Head

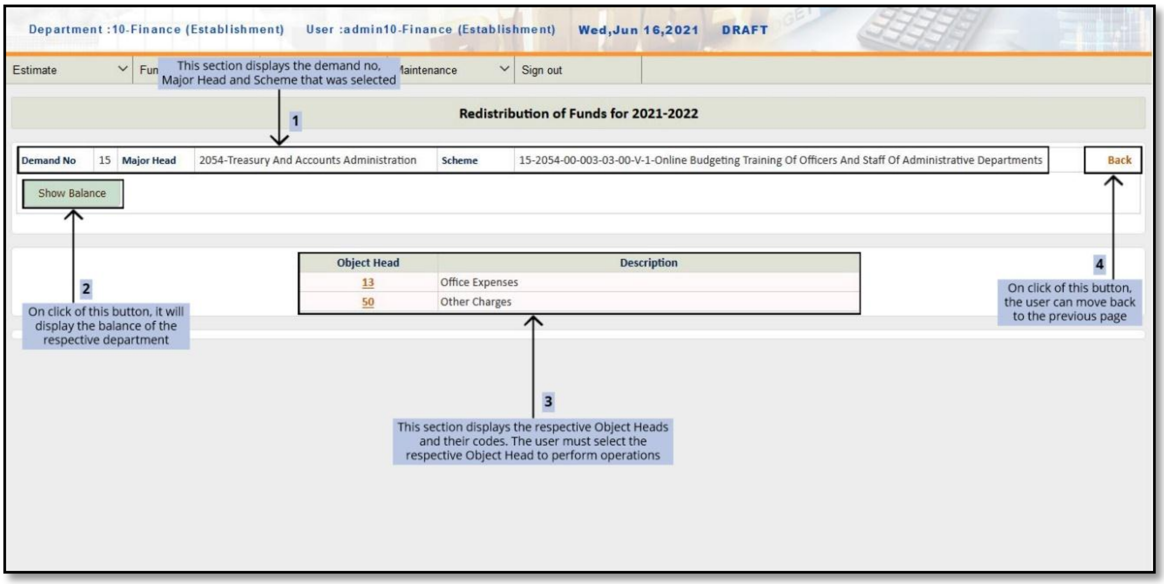


Figure 61: Object Head Selection

On selection of the respective Scheme from the table, the CA Draft user will be presented with the page as shown in Figure 61.

1. In Section 1, the user is shown the demand number, Major Head and Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

3. Here, Section 3 displays the Object Heads that are associated to this CA, Demand number, Major Head and scheme. The user can select the respective Scheme in order to make changes and perform a redistribution.

4. The back button as indicated by Section 4 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).

5. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.3.5.1.1.5 Redistribution

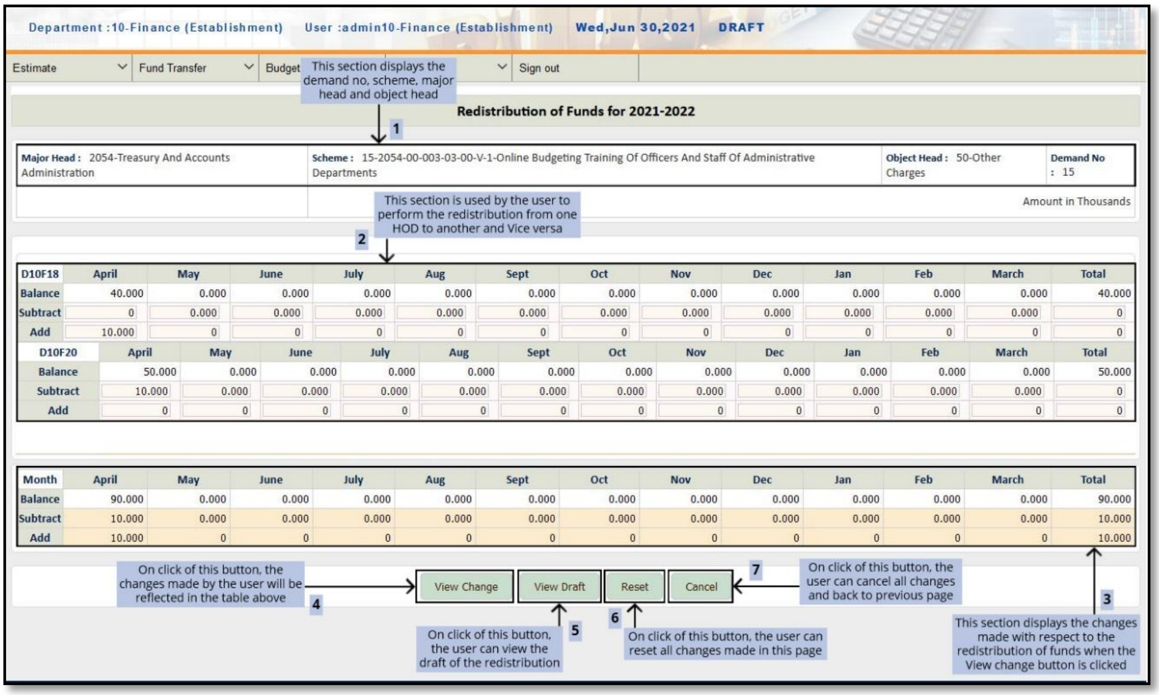


Figure 62: Redistribution

On selection of the respective Object Head from the table, the CA Draft user will be presented with the page as shown in Figure 62.

1. In Section 1, the user is shown the demand number, Major Head, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. There is also a note which explains the process done on this page.

2. In Section 2, the user can indicate the redistribution that is to be done. The redistribution is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and redistribute the funds between the different HODs in the corresponding months. This Section deals with funds sent from first HOD to the second HOD and vice versa.

3. When the user clicks on the View Change button, Section 3 shows the balance and redistribution of funds between the different HODs in the corresponding months.

4. The View Change button as indicated by Section 4 is used by the user to reflect the total changes that have been made in the previous Sections.

5. The View Draft button as indicated by Section 5 is used by the user to create a draft which contain the redistribution of the selected schemes and user.

6. The Reset button as indicated by Section 6 is used by the user to reset and clear all changes that have been made by the user during their current log in.
7. The Cancel button as indicated by Section 7 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

8. The user will have to redistribute the amount and then view draft in order to proceed towards the next step.

2.3.3.5.1.1.5 Draft of Redistribution

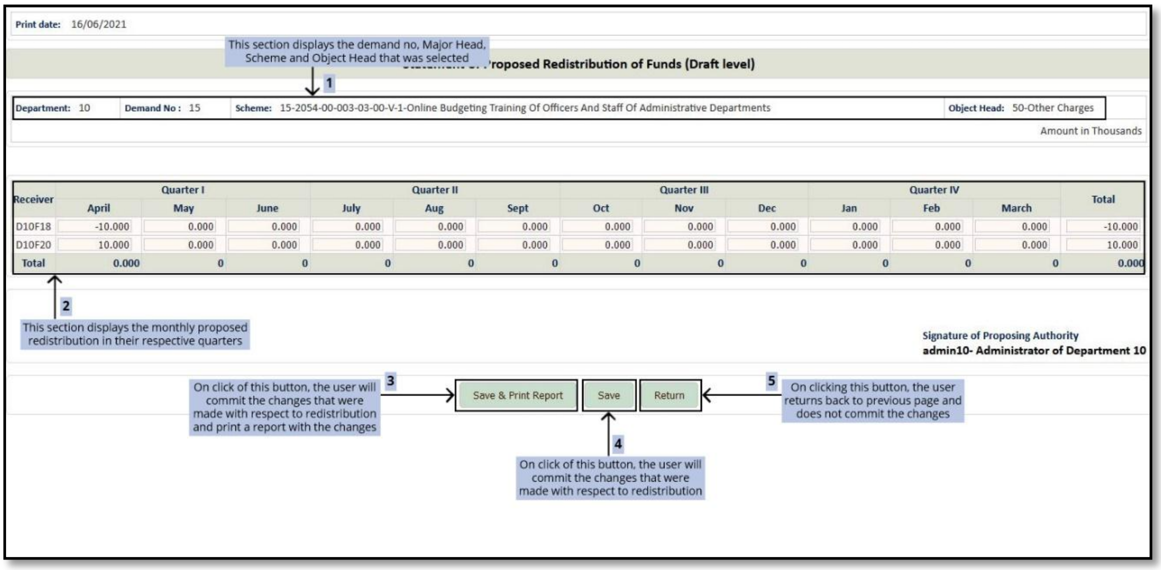


Figure 63: Redistribution Draft

On redistributing the amount and selecting view change and then view draft, the CA Draft user will be presented with the page as shown in Figure 63.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays the redistribution that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The total redistribution being done is shown at the bottom of the Section.

3. The Save & Print Report button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the surrender. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the surrender. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.3.5.1.2 For Existing Re-Distribution

2.3.3.5.1.2.1 Re-Distribution Process

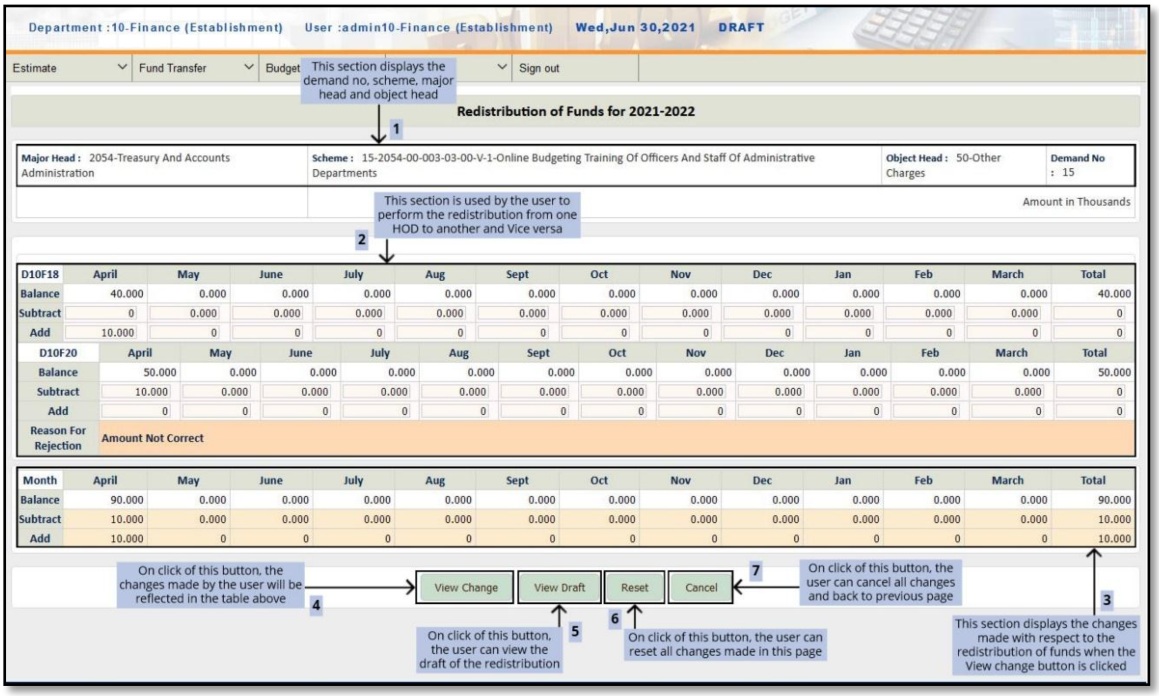


Figure 64: Redistribution

On selection of the respective RD Number from the table, the CA Draft user will be presented with the page as shown in Figure 64.

1. In Section 1, the user is shown the demand number, Major Head, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. There is also a note which explains the process done on this page.

2. In Section 2, the user can indicate the redistribution that is to be done. The redistribution is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and redistribute the funds between the different HODs in the corresponding months. This Section deals with funds sent from first HOD to the second HOD and vice versa. This section also shows the reason given by the Final user regarding the rejection or editing.

3. When the user clicks on the View Change button, Section 3 shows the balance and redistribution of funds between the different HODs in the corresponding months.

4. The View Change button as indicated by Section 4 is used by the user to reflect the total changes that have been made in the previous Sections.

5. The View Draft button as indicated by Section 5 is used by the user to create a draft which contain the re-distribution of the selected schemes and user.

6. The Reset button as indicated by Section 6 is used by the user to reset and clear all changes that have been made by the user during their current log in.

7. The Cancel button as indicated by Section 7 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

8. The user will have to redistribute the amount and then view draft in order to proceed towards the next step.

2.3.3.5.1.2.2 Draft of Redistribution

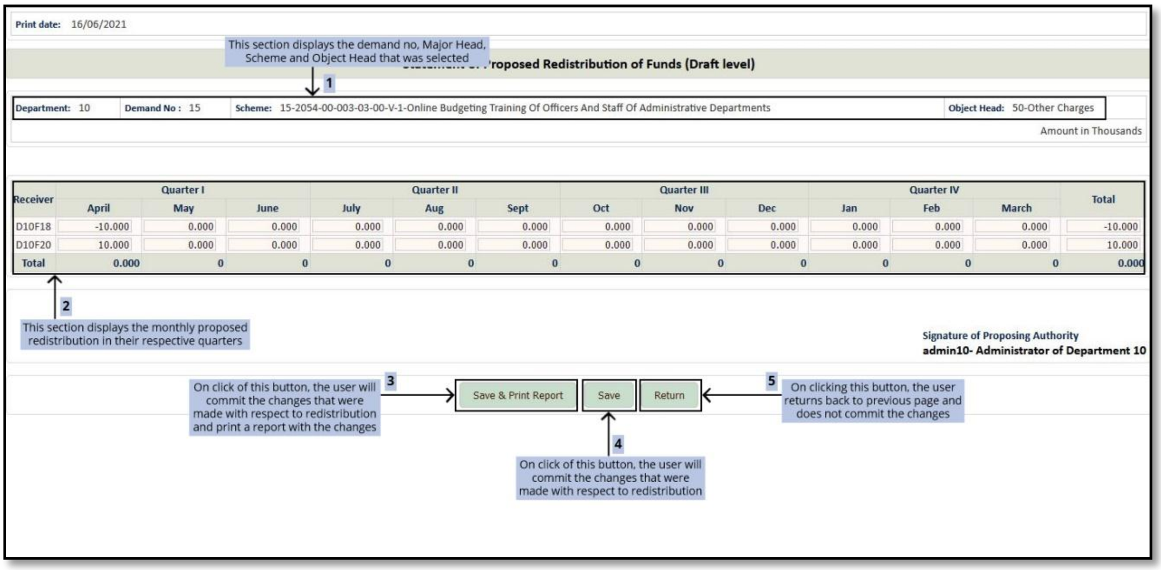


Figure 65: Redistribution Draft

On redistributing the amount and selecting view change and then view draft, the CA Draft user will be presented with the page as shown in Figure 65.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays the redistribution that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The total redistribution being done is shown at the bottom of the Section.

3. The Save & Print Report button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the redistribution. These changes will be reflected and stored in the system. It also prints a report regarding with the respective changes to the printer or in pdf format.

4. The Save button as indicated by Section 4 is used by the user to save and commit the changes that have been made for the redistribution. These changes will be reflected and stored in the system.

5. The Return button as indicated by Section 5 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

6. On saving the details, the user can then proceed in performing more functions in the Fund Transfer Module or they can change the module and perform functions in the Estimate, Maintenance Module or they can sign out from their account.

2.3.4 Maintenance Module

Purpose

The Maintenance Module is used for the purpose of maintaining and viewing the data and information that is stored in BEAMs.

With respect to the CA Login, the Maintenance Module is used to manage their account by letting them change their respective Password and the user can use it to view the balance of various Schemes and Object Heads under it.

The steps for performing the functions of the Maintenance Module are as follows:

2.3.4.1 Change Password

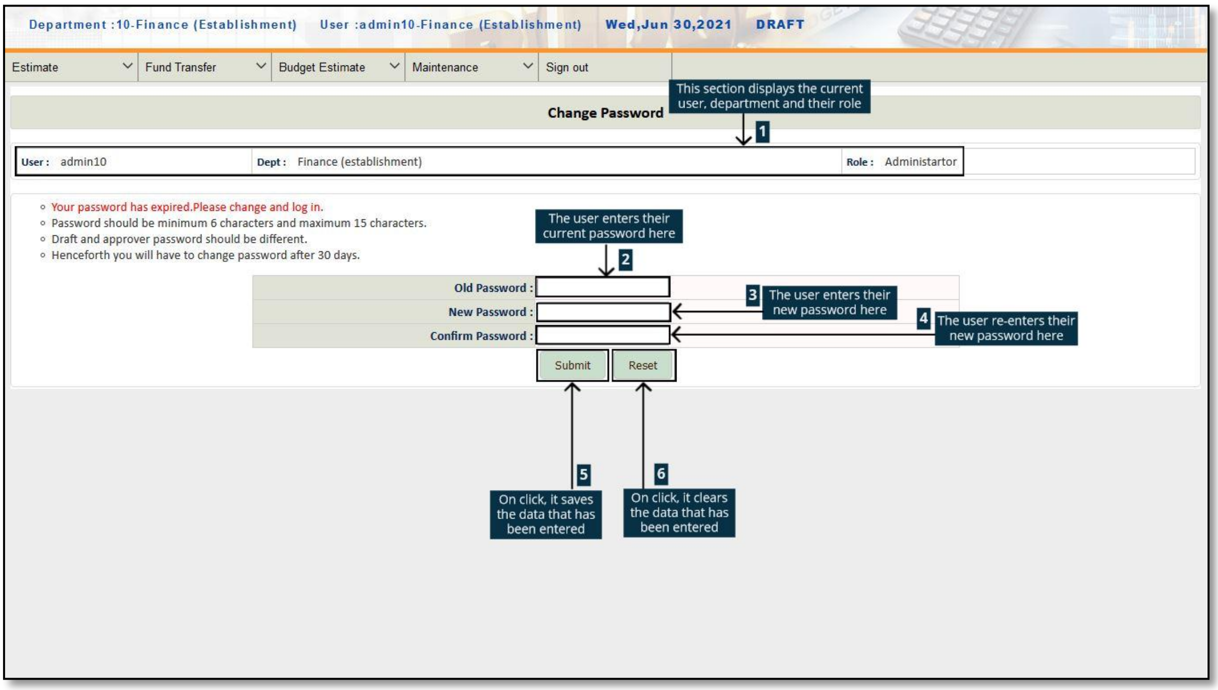


Figure 66: Change Password

On selection of the Maintenance option, a drop-down menu as in Figure 6 will be shown and when the user selects the Change Password option, the CA Draft user will be presented with the page as shown in Figure 66.

1. In Section 1, the user is shown the current login details which are the user name, the department name and number and the role of the respective user.

2. The text box indicated by Section 2 is where the user enters their current password. The password they are using to log into the account. This is done as a means of checking whether the authorised person is using trying to change to password or not.

3. The text box indicated by Section 3 is where the user enters their new password. This is the password the user will be using after the change is successful. As mentioned, the password should be not less than 6 characters and have a maximum of 15 characters.

4. In Section 4, the user should re-enter the password that they entered in Section 3. This is done as a means to confirm the change and to also verify that there are no mistakes that might occur.

5. The Save button in Section 5 is used to commit the changes and store the updated password to the system. Once this is done, the old password will not be used anymore and the new password will be used.

6. The Reset button in Section 6 is used to clear the all the data in the text boxes that has been entered by the user.

7. On saving the details, the user can then proceed in performing more functions in the Maintenance Module or they can change the module and perform functions in the Estimate, Fund Transfer Module or they can sign out from their account.

2.3.4.2 Check Balance

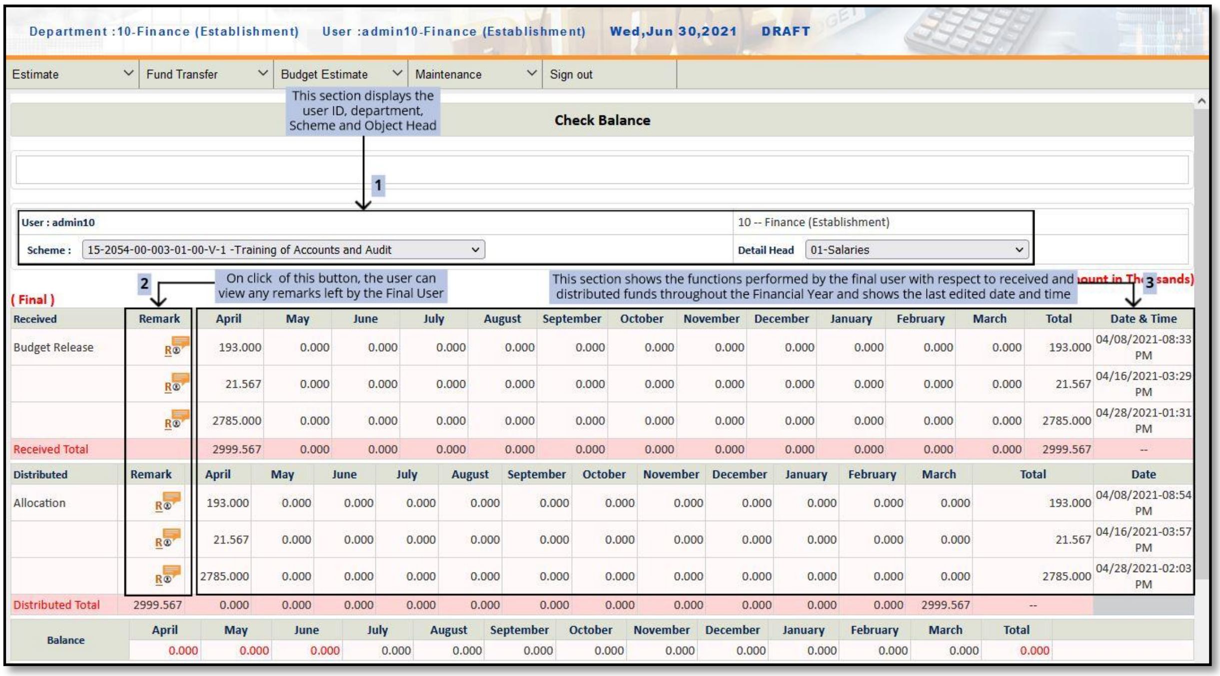


Figure 67: Check Balance (1)

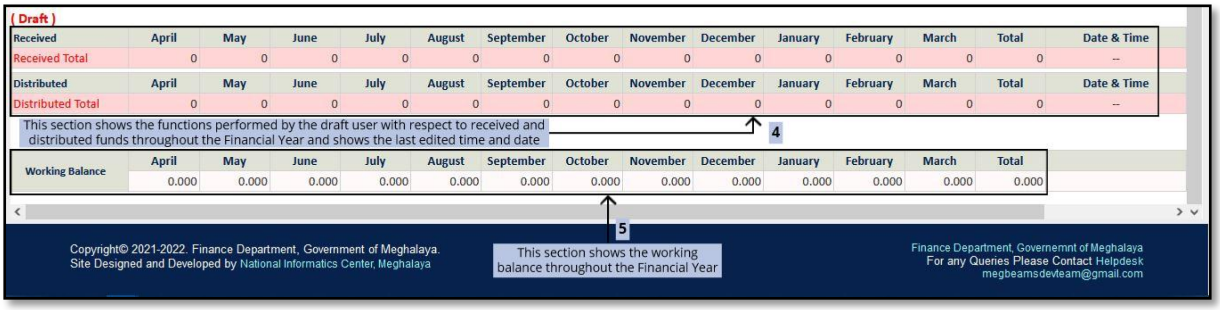


Figure 68: Check Balance (2)

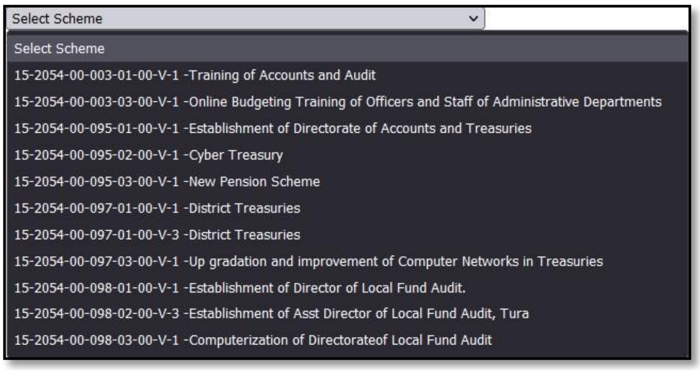


Figure 69: Scheme Drop Down

Figure 70: Object Head Drop Down

On selection of the Maintenance option, a drop-down menu as in Figure 6 will be shown and when the user selects the Check Balance option, the Department Draft user will be presented with the page as shown in Figure 67 and 68.

1. Section 1 displays to the user the respective details of the user that was entered. It also contains a drop-down list in which the user will be shown the various schemes that is applicable for the entered user. The user will have to select the respective scheme as shown in Figure 69. Another drop-down list is found in which the user will have to specify the object head. The respective object heads which are applicable to the entered user and the scheme selected will be present in the list as shown in Figure 70.

2. Section 2 contains the remark button. This button when click can be used by the CA Draft user to view the remark for the particular action. In this Section, it deals with the Received and Distributed amounts.

3. In Section 3, it displays the Received and Distributed Funds that has been performed by the Final User. It shows the monthly details over the Financial Year and it displays the last date and time that changes were made to them.

4. In Section 4, it displays the Received and Distributed Funds that have been performed by the Draft User. It shows the monthly details over the Financial Year and it displays the last date and time that changes were made to them.

5. Section 5 shows the total working balance that the user has throughout the months of the Financial Year.

6. On saving the details, the user can then proceed in performing more functions in the Maintenance Module or they can change the module and perform functions in the Estimate, Fund Transfer Module or they can sign out from their account

2.3.5 Show Balance

Purpose

The Show Balance button available in the various modules is used for the purpose of viewing the balance of the various processes. These balances are shown in their respective columns and are shown in levels which are Demand number, Major Head, Scheme and Object Head.

The steps for performing the functions of the Show Balance are as follows:

2.3.5.1 Demand Number Balance

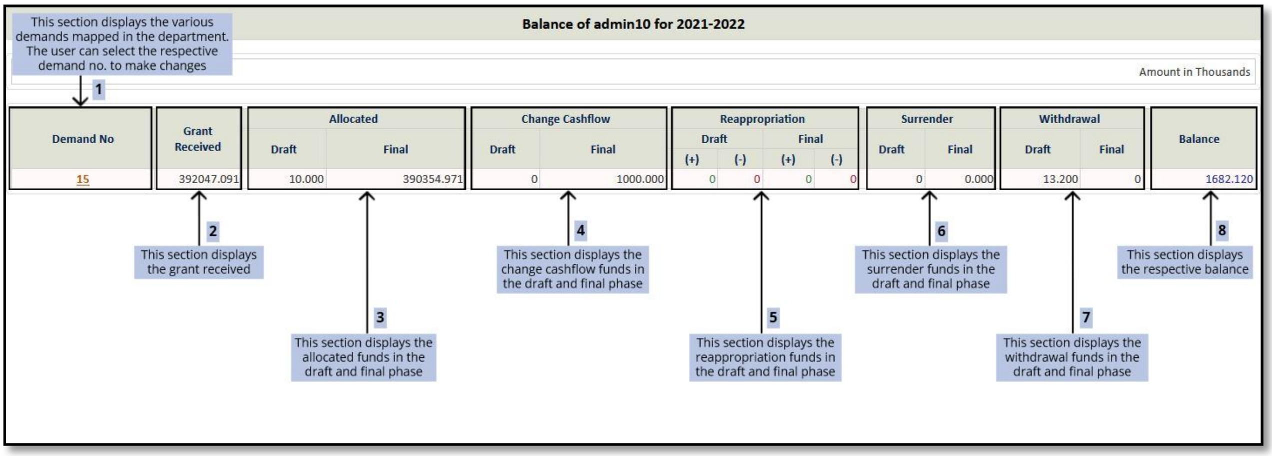


Figure 71: Show Balance (1)

On selection of the Show Balance option on several modules, the CA Draft user will be presented with the page as shown in Figure 71.

1. Section 1 displays to the user various demands that are mapped to this particular user and department. The user can select the demand number to preview more in-depth details of the balance

2. Section 2 displays the Grant received by the user under this demand no.

3. Section 3 is divided into two separate columns. This Section as a whole displays the allocation amount that has been proposed to the respective user and demand no.

   a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
   b. In the second column, the user is displayed with information regarding allocation in the final phase.

4. Section 4 is divided into two separate columns. This Section as a whole displays the Change Cash Flow amount that has been proposed to the respective user and demand no.

   a. In the first column, the user is displayed with information regarding the Change Cash Flow in the draft phase.
   b. In the second column, the user is displayed with information regarding Change Cash Flow in the final phase.

5. Section 5 is divided into two separate columns. This Section as a whole displays the Reappropriation amount that has been proposed to the respective user and demand no.

   a. In the first column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding the Reappropriation in the draft phase.
   b. In the second column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding Reappropriation in the final phase.

6. Section 6 is divided into two separate columns. This Section as a whole displays the Surrender amount that has been proposed to the respective user and demand no.

   a. In the first column, the user is displayed with information regarding the Surrender in the draft phase.
   b. In the second column, the user is displayed with information regarding Surrender in the final phase.

7. Section 7 is divided into two separate columns. This Section as a whole displays the Withdrawal amount that has been proposed to the respective user and demand no.

   a. In the first column, the user is displayed with information regarding the Withdrawal in the draft phase.
   b. In the second column, the user is displayed with information regarding Withdrawal in the final phase.

8. Section 8 displays the Balance of the user under this demand no.

9. If the user wants to view more in-depth information regarding the balance then they can select the respective demand no. and proceed further.

2.3.5.2 Major Head Balance

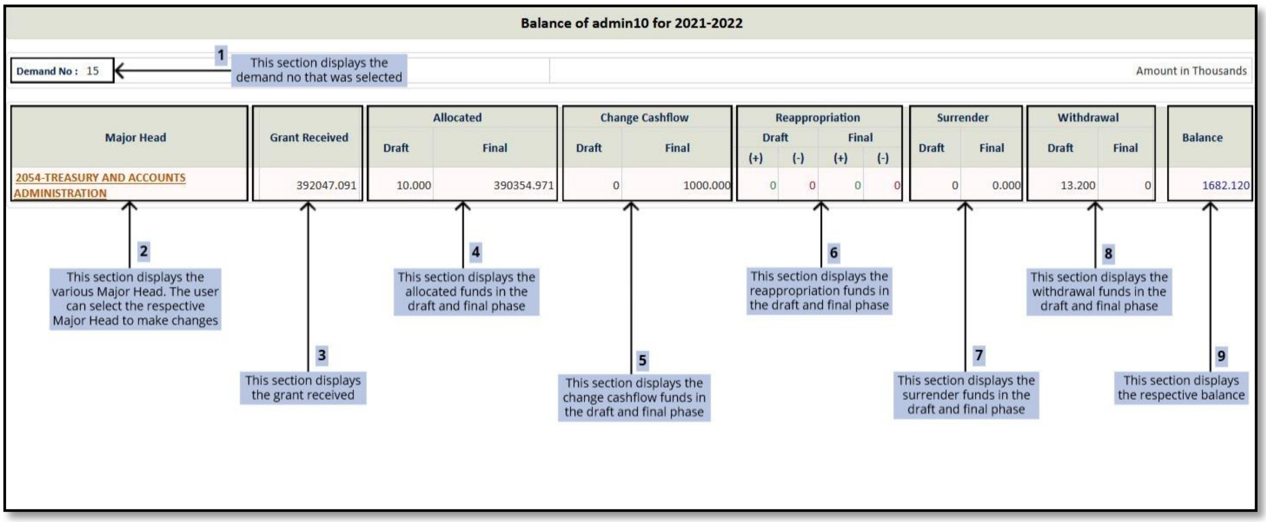


Figure 72: Show Balance (2)

On selection of the demand number, the CA Draft user will be presented with the page as shown in Figure 72.

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

2. Section 2 displays to the user the Major Head that are mapped to this particular user and Demand no. The user can select the Major Head to preview more in-depth details of the balance.

3. Section 3 displays the Grant received by the user under this demand number and Major Head.

4. Section 4 is divided into two separate columns. This Section as a whole displays the allocation amount that has been proposed to the respective user, demand no and Major Head

   a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
   b. In the second column, the user is displayed with information regarding allocation in the final phase.

5. Section 5 is divided into two separate columns. This Section as a whole displays the Change Cash Flow amount that has been proposed to the respective user, demand no and Major Head.

   a. In the first column, the user is displayed with information regarding the Change Cash Flow in the draft phase.
   b. In the second column, the user is displayed with information regarding Change Cash Flow in the final phase.

6. Section 6 is divided into two separate columns. This Section as a whole displays the Reappropriation amount that has been proposed to the respective user, demand no and Major Head.

   a. In the first column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding the Reappropriation in the draft phase.
   b. In the second column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding Reappropriation in the final phase.

7. Section 7 is divided into two separate columns. This Section as a whole displays the Surrender amount that has been proposed to the respective user, demand no. and Major Head

   a. In the first column, the user is displayed with information regarding the Surrender in the draft phase.
   b. In the second column, the user is displayed with information regarding Surrender in the final phase.

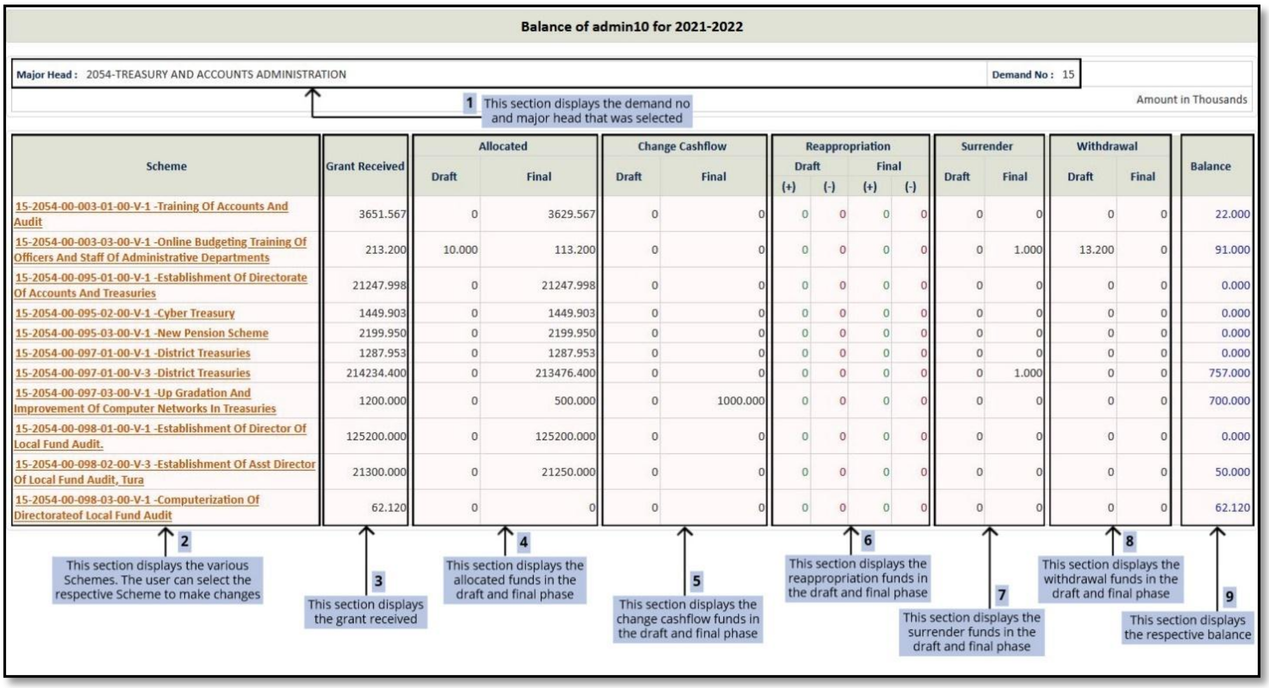
8. Section 8 is divided into two separate columns. This Section as a whole displays the Withdrawal amount that has been proposed to the respective user, demand no. and Major Head

   a. In the first column, the user is displayed with information regarding the Withdrawal in the draft phase.
   b. In the second column, the user is displayed with information regarding Withdrawal in the final phase.

9. Section 9 displays the Balance of the user under this demand number and Major Head.

10. If the user wants to view more in-depth information regarding the balance then they can select the respective Major Head and proceed further.

2.3.5.3 Scheme Balance



Balance of admin10 for 2021-2022

Major Head : 2054-TREASURY AND ACCOUNTS ADMINISTRATION | Demand No : 15

Amount in Thousands

Scheme	Grant Received	Allocated		Change Cashflow		Reappropriation				Surrender		Withdrawal		Balance
		Draft	Final	Draft	Final	Draft (+)	Draft (-)	Final (+)	Final (-)	Draft	Final	Draft	Final	
15-2054-00-003-01-00-V-1 -Training Of Accounts And Audit	3651.567	0	3629.567	0	0	0	0	0	0	0	0	0	0	22.000
15-2054-00-003-03-00-V-1 -Online Budgeting Training Of Officers And Staff Of Administrative Departments	213.200	10.000	113.200	0	0	0	0	0	0	0	1.000	13.200	0	91.000
15-2054-00-095-01-00-V-1 -Establishment Of Directorate Of Accounts And Treasuries	21247.998	0	21247.998	0	0	0	0	0	0	0	0	0	0	0.000
15-2054-00-095-02-00-V-1 -Cyber Treasury	1449.903	0	1449.903	0	0	0	0	0	0	0	0	0	0	0.000
15-2054-00-095-03-00-V-1 -New Pension Scheme	2199.950	0	2199.950	0	0	0	0	0	0	0	0	0	0	0.000
15-2054-00-097-01-00-V-1 -District Treasuries	1287.953	0	1287.953	0	0	0	0	0	0	0	0	0	0	0.000
15-2054-00-097-01-00-V-3 -District Treasuries	214234.400	0	213476.400	0	0	0	0	0	0	0	1.000	0	0	757.000
15-2054-00-097-03-00-V-1 -Up Gradation And Improvement Of Computer Networks In Treasuries	1200.000	0	500.000	0	1000.000	0	0	0	0	0	0	0	0	700.000
15-2054-00-098-01-00-V-1 -Establishment Of Director Of Local Fund Audit.	125200.000	0	125200.000	0	0	0	0	0	0	0	0	0	0	0.000
15-2054-00-098-02-00-V-3 -Establishment Of Asst Director Of Local Fund Audit, Tura	21300.000	0	21250.000	0	0	0	0	0	0	0	0	0	0	50.000
15-2054-00-098-03-00-V-1 -Computerization Of Directorateof Local Fund Audit	62.120	0	0	0	0	0	0	0	0	0	0	0	0	62.120

Figure 73: Show Balance (3)

On selection of the Major Head, the CA Draft user will be presented with the page as shown in Figure 73.

1. In Section 1, the user is shown the Major Head and demand no. that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays to the user the Scheme that are mapped to this particular user, Demand no and Major Head. The user can select the Scheme to preview more in-depth details of the balance

3. Section 3 displays the Grant received by the user under this demand number, Major Head and Scheme.

4. Section 4 is divided into two separate columns. This Section as a whole displays the allocation amount that has been proposed to the respective user, demand no, Major Head and Scheme.

    a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
    b. In the second column, the user is displayed with information regarding allocation in the final phase.

5. Section 5 is divided into two separate columns. This Section as a whole displays the Change Cash Flow amount that has been proposed to the respective user, demand no, Major Head and Scheme.

   a. In the first column, the user is displayed with information regarding the Change Cash Flow in the draft phase.
   b. In the second column, the user is displayed with information regarding Change Cash Flow in the final phase.

6. Section 6 is divided into two separate columns. This Section as a whole displays the Reappropriation amount that has been proposed to the respective user, demand no, Major Head and Scheme.

   a. In the first column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding the Reappropriation in the draft phase.
   b. In the second column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding Reappropriation in the final phase.

7. Section 7 is divided into two separate columns. This Section as a whole displays the Surrender amount that has been proposed to the respective user, demand no, Major Head and Scheme.

   a. In the first column, the user is displayed with information regarding the Surrender in the draft phase.
   b. In the second column, the user is displayed with information regarding Surrender in the final phase.

8. Section 8 is divided into two separate columns. This Section as a whole displays the Withdrawal amount that has been proposed to the respective user, demand no, Major Head and Scheme.

   a. In the first column, the user is displayed with information regarding the Withdrawal in the draft phase.
   b. In the second column, the user is displayed with information regarding Withdrawal in the final phase.

9. Section 9 displays the Balance of the user under this demand number, Major Head and Scheme.

10. If the user wants to view more in-depth information regarding the balance then they can select the respective Scheme and proceed further.

2.3.5.4 Object Head Balance

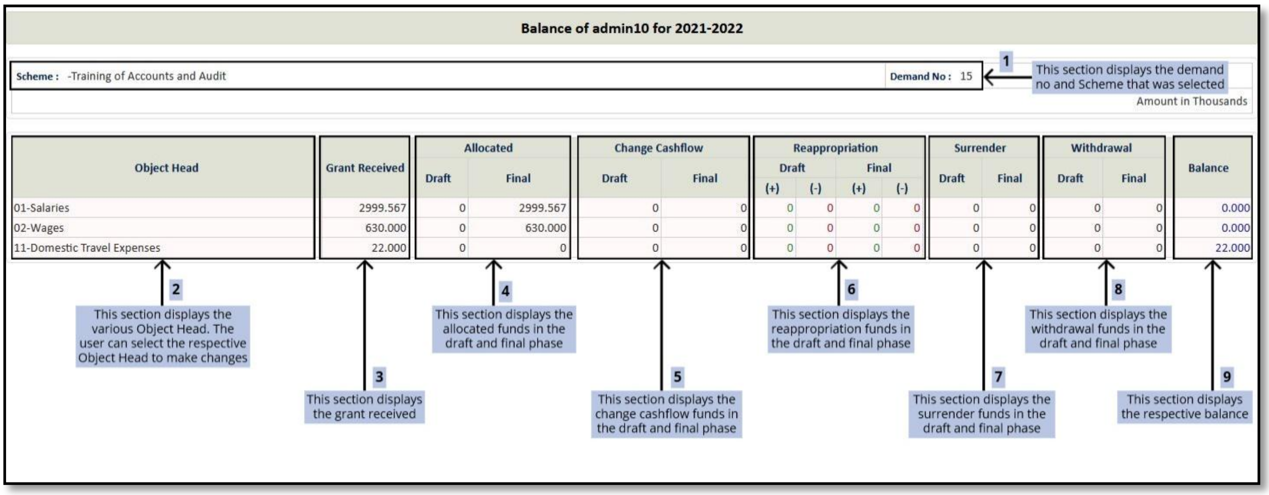


Figure 74: Show Balance (4)

On selection of the Scheme, the CA Draft user will be presented with the page as shown in Figure 74.

1. In Section 1, the user is shown the Scheme and Demand no. that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Section 2 displays to the user the Object Head that are mapped to this particular user, Demand no, Major Head and Scheme.

3. Section 3 displays the Grant received by the user under this demand number, Major Head, Scheme and Object Head.

4. Section 4 is divided into two separate columns. This Section as a whole displays the allocation amount that has been proposed to the respective user, demand no, Major Head, Scheme and Object Head.

   a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
   b. In the second column, the user is displayed with information regarding allocation in the final phase.

5. Section 5 is divided into two separate columns. This Section as a whole displays the Change Cash Flow amount that has been proposed to the respective user, demand no, Major Head, Scheme and Object Head.

   a. In the first column, the user is displayed with information regarding the Change Cash Flow in the draft phase.
   b. In the second column, the user is displayed with information regarding Change Cash Flow in the final phase.

6. Section 6 is divided into two separate columns. This Section as a whole displays the Reappropriation amount that has been proposed to the respective user, demand no, Major Head, Scheme and Object Head.

   a. In the first column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding the Reappropriation in the draft phase.
   b. In the second column, it is further divided into two columns to display the positive and negative reappropriation amounts. The user is displayed with information regarding Reappropriation in the final phase.

7. Section 7 is divided into two separate columns. This Section as a whole displays the Surrender amount that has been proposed to the respective user, demand no, Major Head, Scheme and Object Head.

   a. In the first column, the user is displayed with information regarding the Surrender in the draft phase.
   b. In the second column, the user is displayed with information regarding Surrender in the final phase.

8. Section 8 is divided into two separate columns. This Section as a whole displays the Withdrawal amount that has been proposed to the respective user, demand no, Major Head, Scheme and Object Head.

   a. In the first column, the user is displayed with information regarding the Withdrawal in the draft phase.
   b. In the second column, the user is displayed with information regarding Withdrawal in the final phase.

9. Section 9 displays the Balance of the user under this demand number, Major Head, Scheme and Object Head.

10. On viewing the details, the user can then proceed to change the module and perform functions in the Approve Fund Transfer, Estimate, Maintenance Module or they can sign out from their account.

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2.3.5 Sign Out

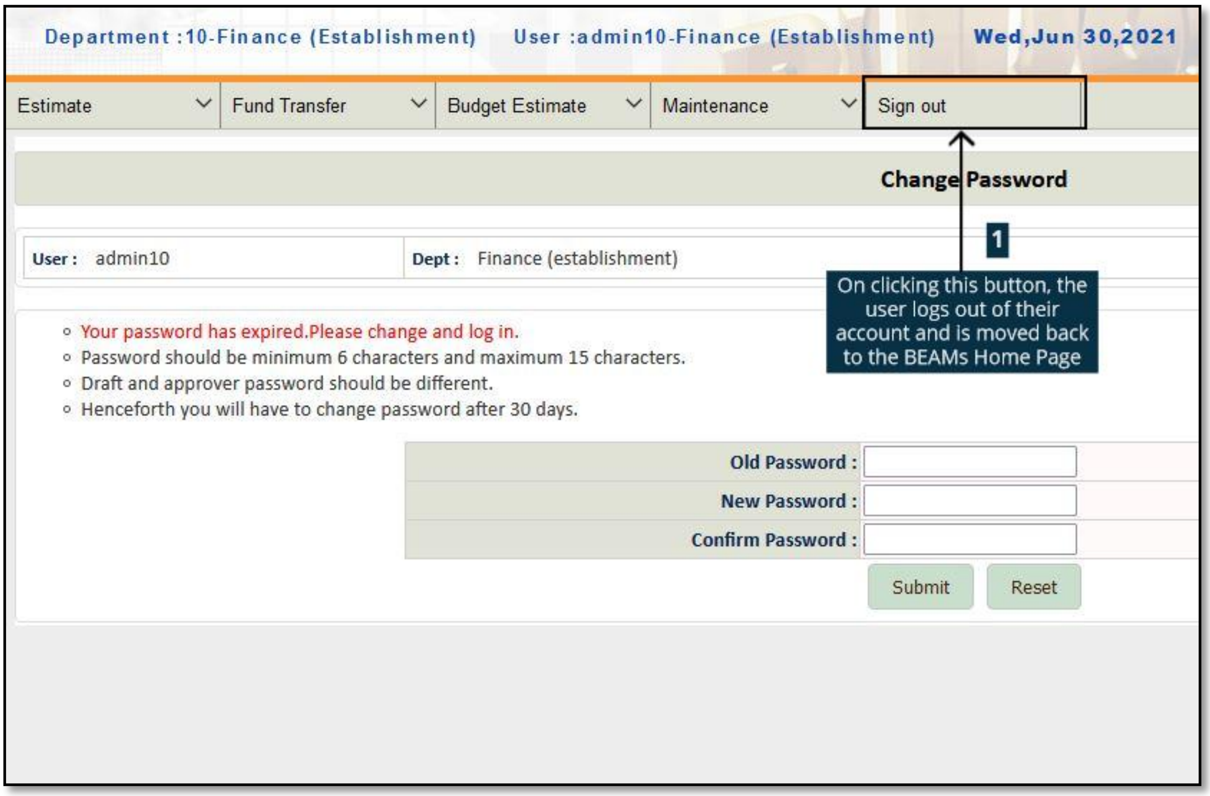

Figure 75: Log out

1. Once the user has completed all the tasks, they have set out to do, they can use the Sign out button. This button logs the user out of the BEAMs network and directs them back to the BEAMs Home Page.