User Manual – BEAMS

Administrative Department/ Controlling Authority (CA) Final 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) in Final Mode.

2. Getting Started

2.1 Home Page

2.1.1 For Any User

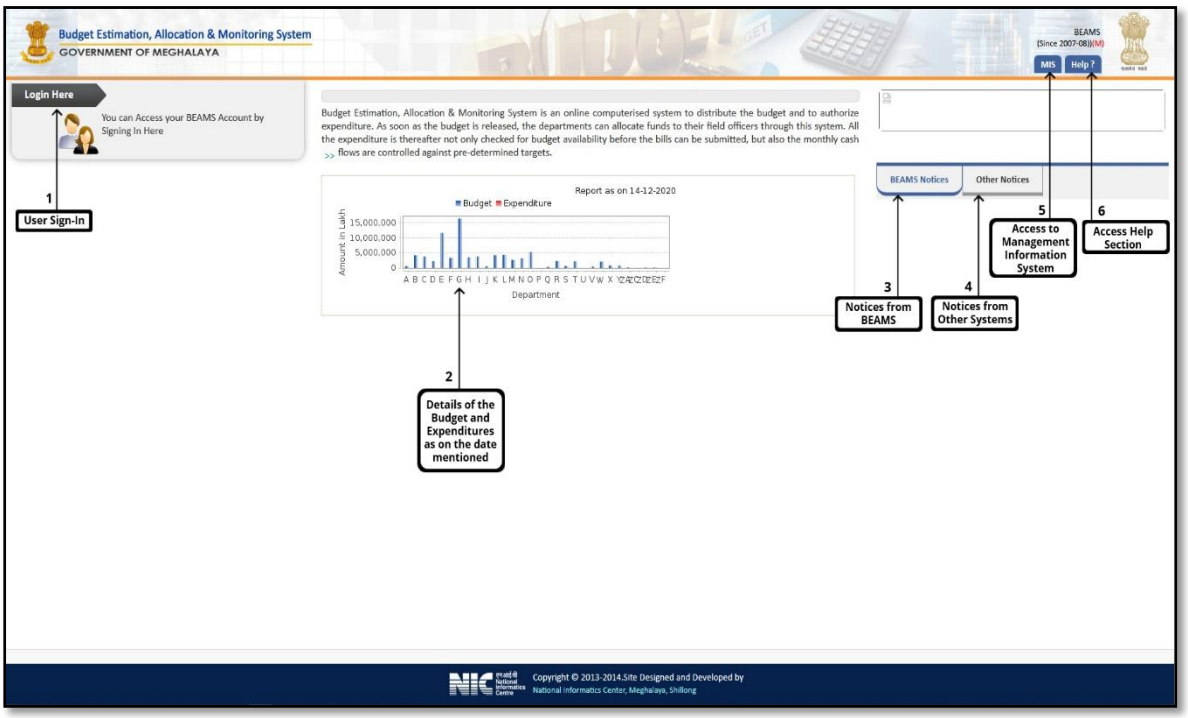


Figure 1: Home Page

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 14/12/2020)

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 Final User

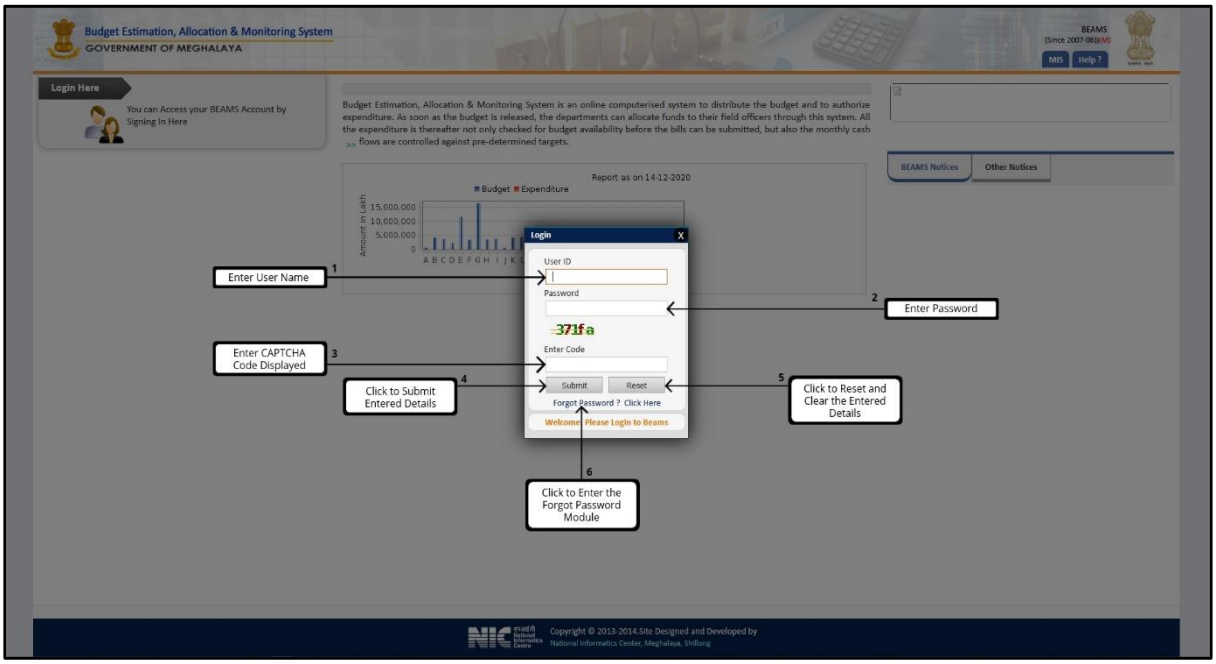


Figure 2: Login Page

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 Final Login

2.3.1 CA Main Page

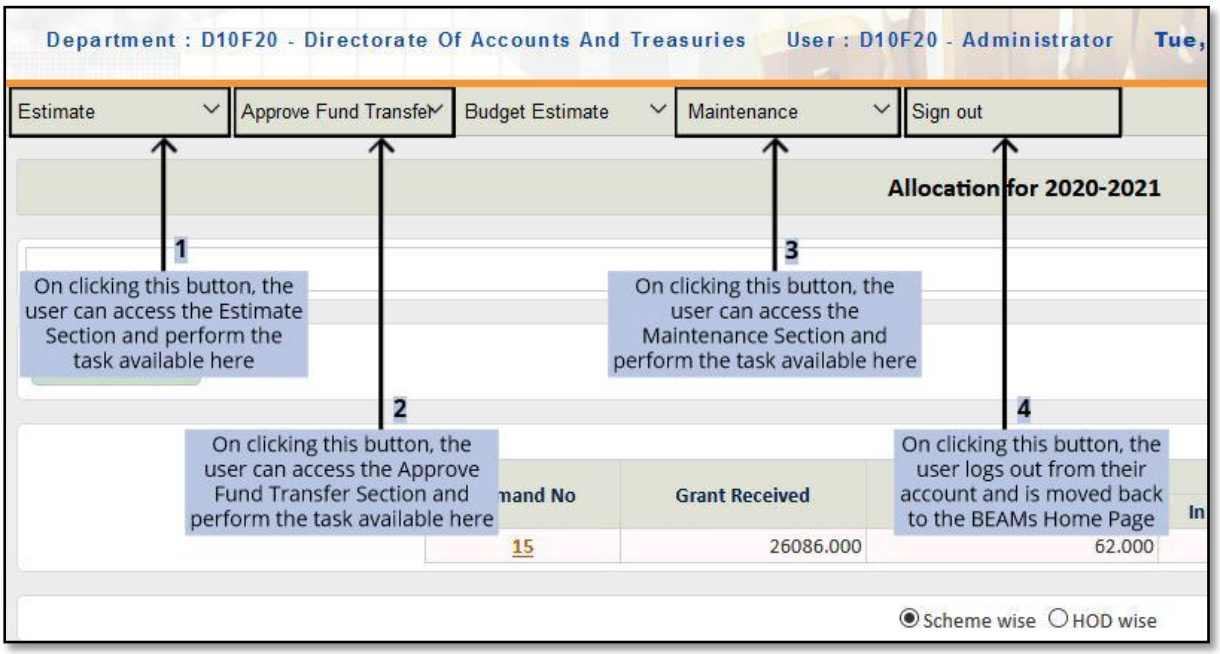


Figure 3: CA Final Main Page

On entering their respective credentials, the CA Final 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.

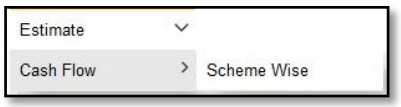


Figure 4: Estimate Module

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 Approve Fund Transfer button which shows the various functions which are available in that module as shown in Figure 5.

Figure 5: Approve 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.

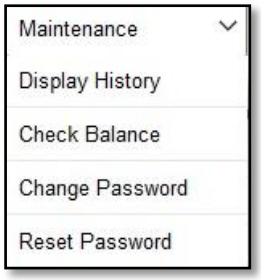


Figure 6: Maintenance Module

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 for the CA Final User is used for the purpose of approving the process performed by the CA Draft User with respect to the distribution of 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

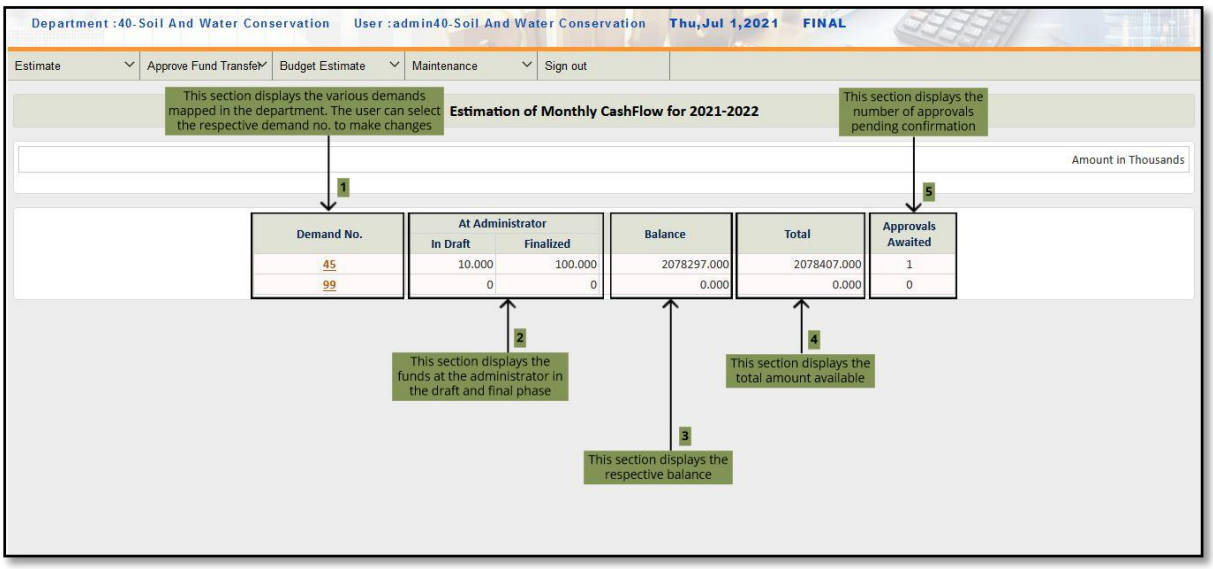


Figure 7: Estimate Module

On selection of the Estimate Module and clicking on the Cash Flow Button and then the Scheme Wise Button, the CA Final 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 available to the respective CA under that particular demand number.

5. Section 5 displays the number of awaiting approvals 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

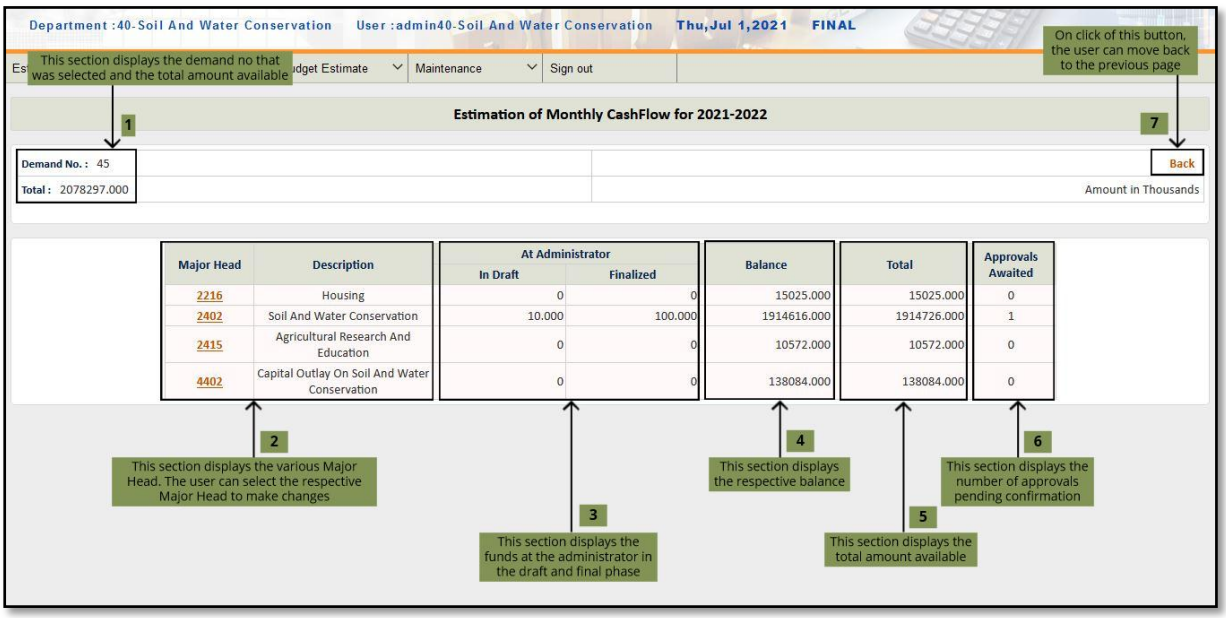


Figure 8: Major Head Selection

On selection of the respective Demand number from the table, the CA Final 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 and the total available amount. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.

2. Here, Section 2 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.

3. Section 3 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.

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.

5. Section 5 displays the Total amount that is available to the respective CA under that particular demand number.

6. Section 6 displays the number of awaiting Approvals for this particular CA under this demand number.

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 a Demand Number).

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

2.3.2.3 Selection of Type

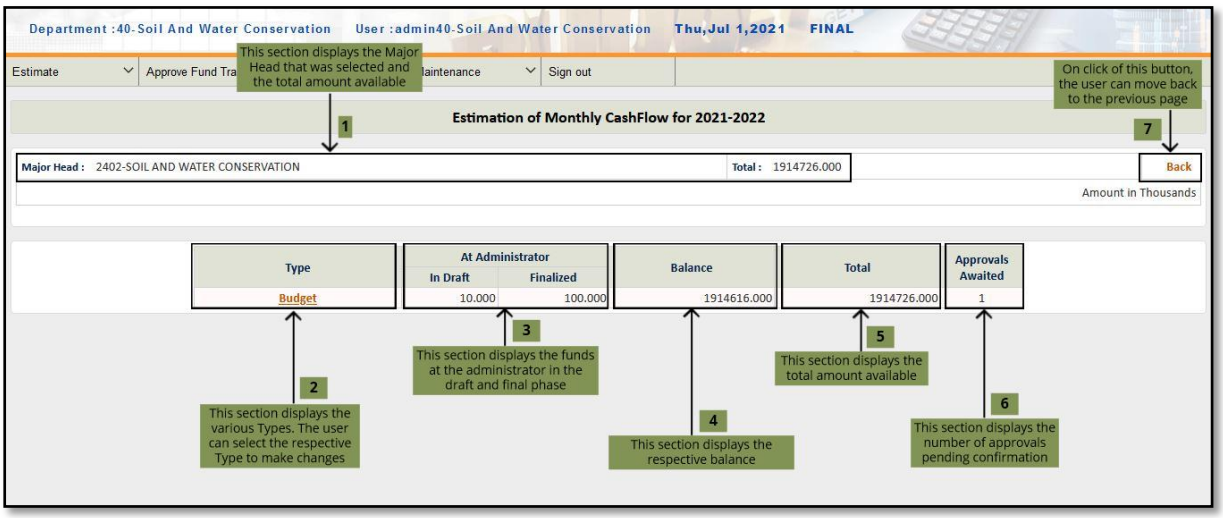


Figure 9: Type Selection

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

1. In Section 1, the user is shown the current Major Head that was selected and the total amount available. 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 to select from. The user can select the respective Type in order to make changes and perform an Estimation of Monthly Cash Flow

3. Section 3 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.

4. Section 4 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.

5. Section 5 displays the Total amount of the respective scheme that is available to the respective CA under that particular demand number and Major Heads.

6. Section 6 displays the number of awaiting Approvals for this particular CA under this demand number and Major Head.

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 a Major Head).

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

2.3.2.4 Estimation of Monthly Cash Flow

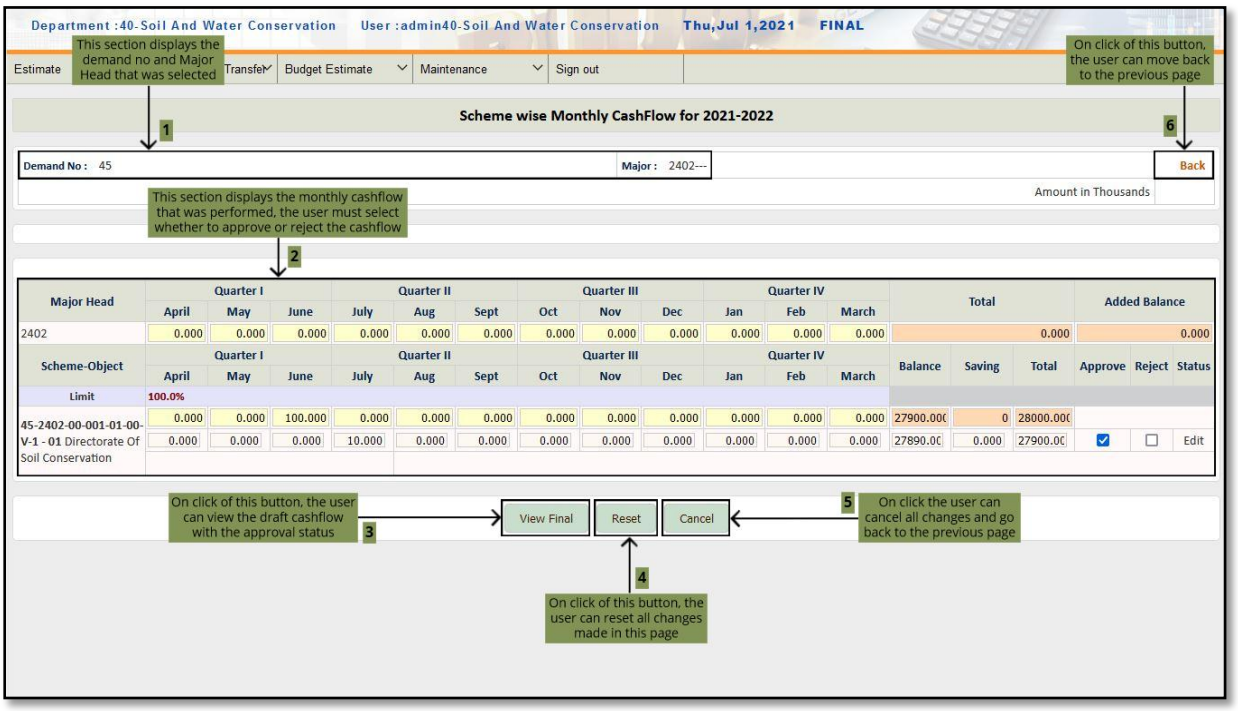


Figure 10: Scheme Wise Monthly Cash Flow

On selection of the respective Type from the table, the CA Final user will be presented with the page as shown in Figure 10.

1. In Section 1, the user is shown the current demand number and Major Head 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. Section 2 displays the cash flow of the particular scheme under the selections which has been performed. This shows the respective major Head, Scheme and Object Head and the monthly cash flow performed in the respective quarters throughout the Financial Year. The user can then proceed to approve or reject the monthly cash flow.

3. The View Final button as indicated by Section 3 is used by the user to create a Final Draft which contain the details of the estimation of the monthly cash flow that have been performed of the selected schemes and the approval status.

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.

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. On viewing and selection of whether to approve or reject the cash flow, the user clicks on the view Final button and moves onto **Sub-Chapter 2.3.2.5**

2.3.2.5 Final Draft of Cash Flow Estimation

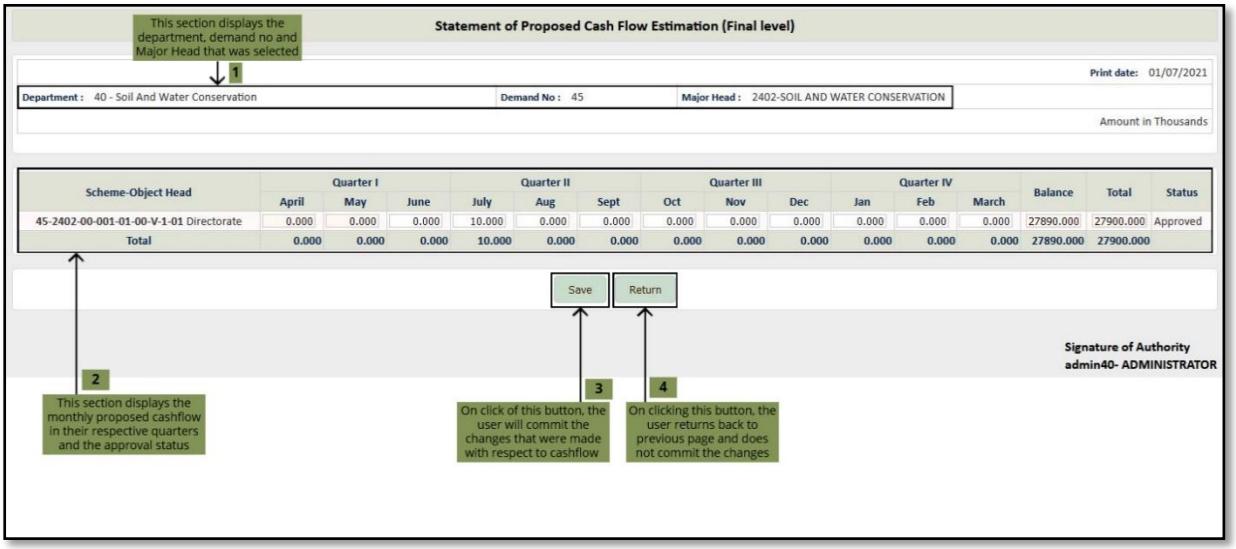


Figure 11: Final Draft of Cash Flow Estimation

On selection of the View Final button after submitting the approval status, the CA Final user will be presented with the page as shown in Figure 11.

1. In Section 1, the user is shown the current department code and description, Demand number and the Major Head 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 selected by the user. It displays the corresponding changes that were made by the user in the respective quarters throughout the Financial Year. The right portion shows the approval status and the bottom portion shows the total changes that were made.

3. The Save button as indicated by Section 3 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. 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 Approve Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.3 Approve Fund Transfer Module

Purpose

The Approve Fund Transfer Module is used for the purpose of approving the processes performed by the CA Draft user with respect to Allocation of Funds, Changing Cash Flow, Withdrawal of Funds, Redistribution of Funds from the respective Controlling Officers (Cos/ HODs). The Controlling Authority (CA) can also approve the process of Surrendering Funds to the Administrator (AdminFD). The CA is responsible of handling the above-mentioned processes to the respective COs/ HODs.

In this Section, the CA can approve the allocation of Contingency Funds (CF) which are 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 will be able to allocate the CF Advance amount.

The steps for performing the functions of the Approve 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 Schemes

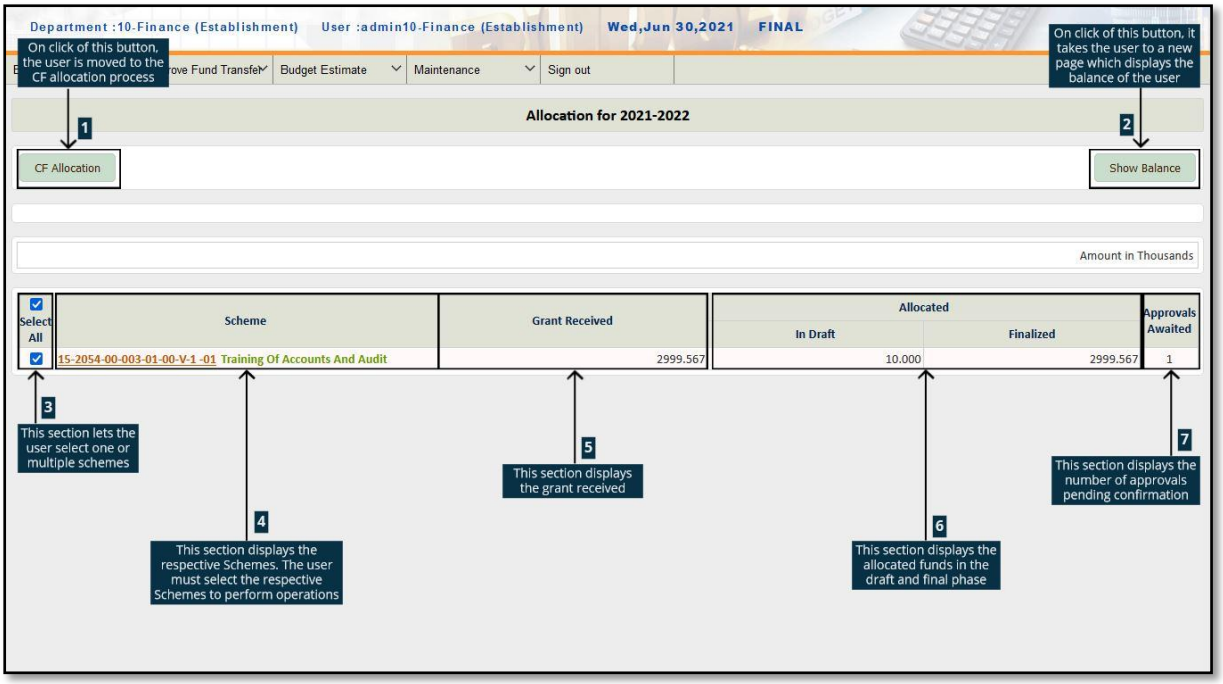


Figure 12: Scheme Selection

On selection of the Allocation Button from the Approve Fund Transfer Module as shown in Figure 5, the CA Final user will be presented with the page as shown in Figure 12.

1. In Section 1, the user can change the functionality towards CF Allocation by clicking on the button marked CF Allocation

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 department and demand number.

6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been allocated 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 8 shows the number of awaiting approvals.

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

2.3.3.1.1.2 Allocation

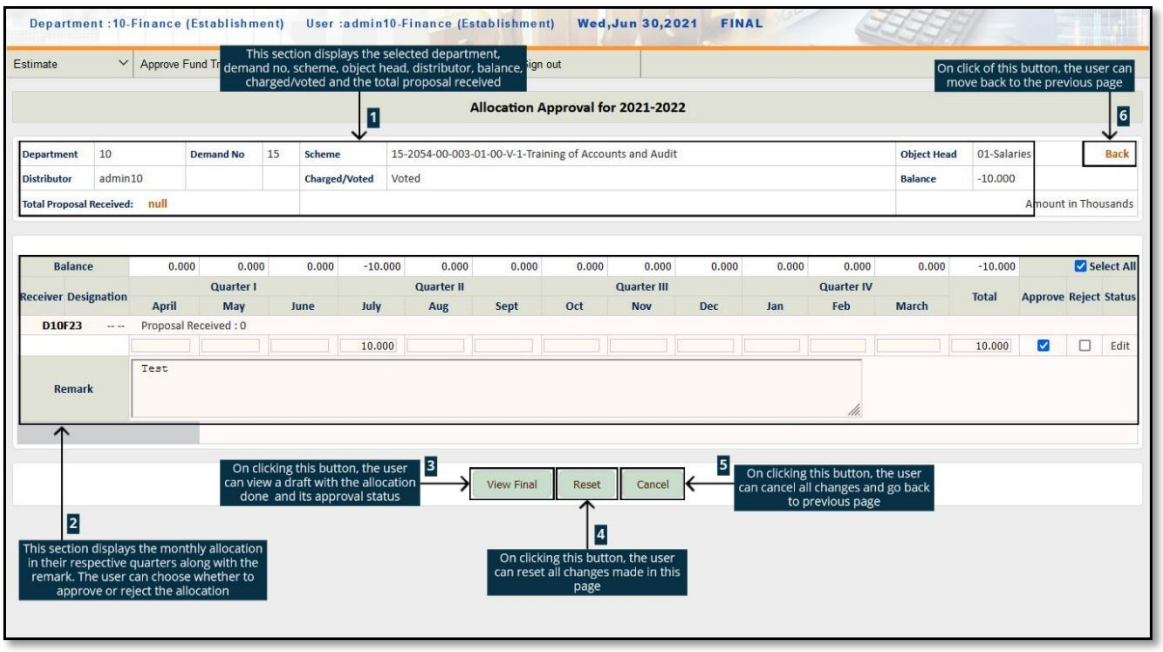


Figure 13: Allocation

On selection of the respective Scheme from the table, the CA Final user will be presented with the page as shown in Figure 13.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head, Distributor, 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.

2. In Section 2, the user is shown the balance that is shown in monthly intervals in their respective quarters throughout the Financial Year. Below that, it shows the allocation that has been performed on the respective HOD. It also shows the remarks regarding the allocation. The user must enter the approval status of the allocation.

3. The View Final button as indicated by Section 3 is used by the user to create a draft which contain the allocation of the selected schemes and user and the approval status.

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 a Scheme).

7. The user will have to select to approve or reject the allocation and then view Final in order to proceed towards the next step.

2.3.3.1.1.3 Final Draft of Allocation

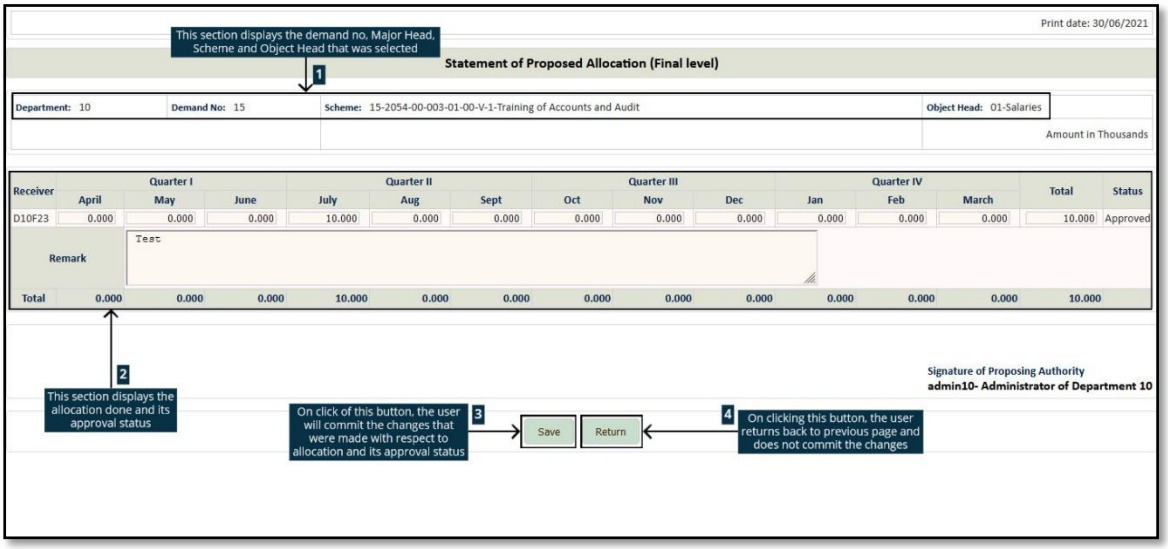


Figure 14: Allocation Final Draft

On selecting an approval status and selecting view Final, the CA Final user will be presented with the page as shown in Figure 14.

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.

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 and the approval status regarding the allocation is shown in this Section as well.

3. The Save 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. On saving the details, the user can then proceed in performing more functions in the Approve 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

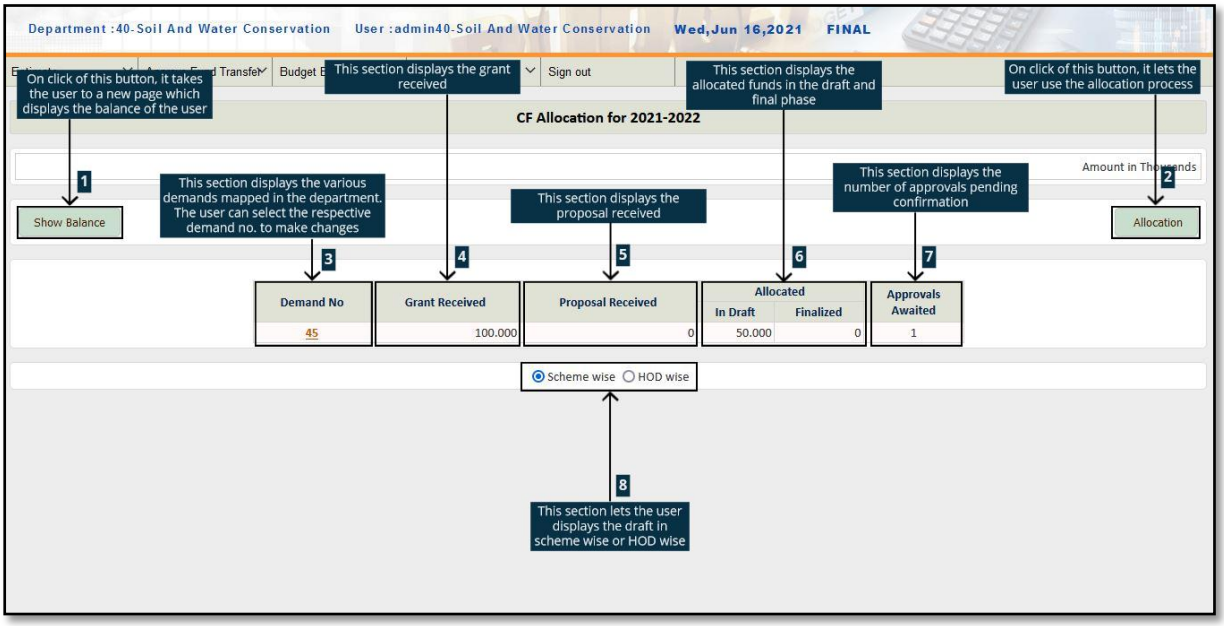


Figure 15: Selection of Demand Number

On selection of the Allocation Button from the Approve Fund Transfer Module as shown in Figure 5, and on selecting the CF Allocation button, the CA Final user will be presented with the page as shown in Figure 15.

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. In Section 2, the user can change the functionality towards Allocation by clicking on the button marked Allocation

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 allocated 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 shows the number of awaiting approvals under this demand no.

8. Section 8 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

9. 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

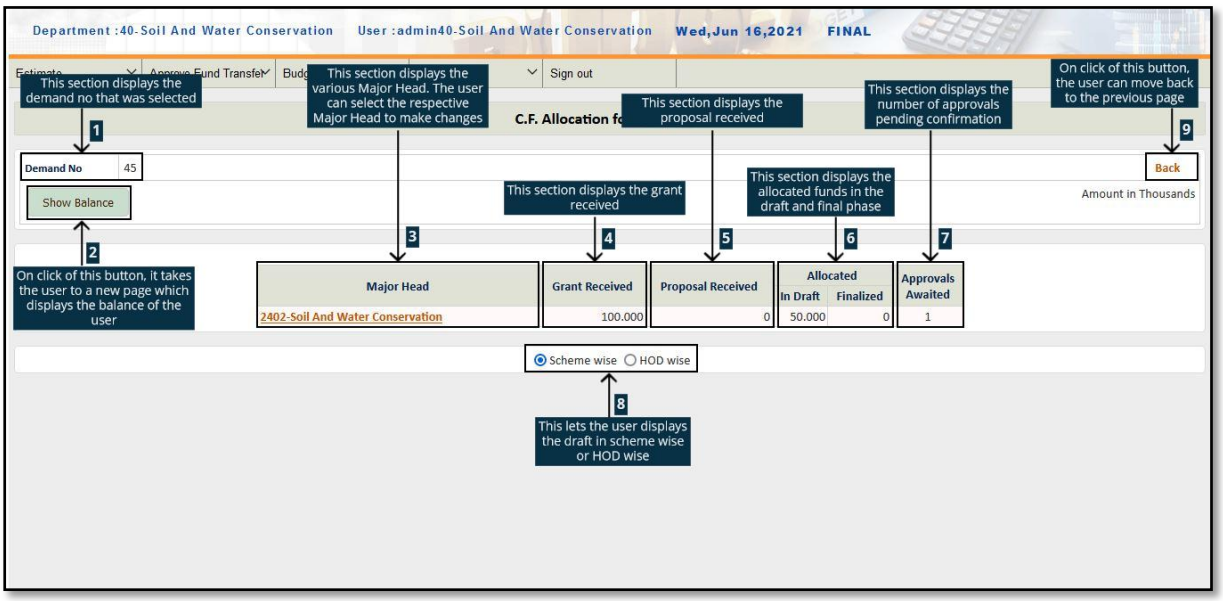


Figure 16: Major Head Selection

On selection of the respective Demand number from the table, the CA Final user will be presented with the page as shown in Figure 16.

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 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 allocated 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 shows the number of awaiting approvals.

8. Section 8 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

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.

2.3.3.1.2.3 Selection of Schemes

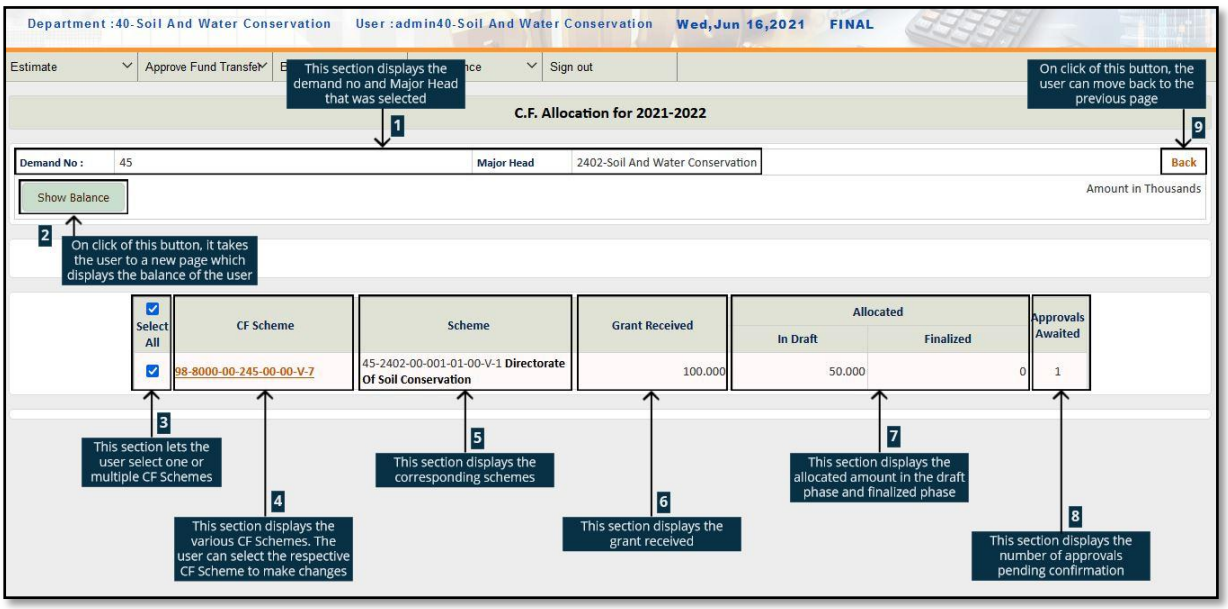


Figure 17: Scheme Selection

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

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 corresponding scheme based on the selections.

6. Section 6 displays the Grant received by the respective department and demand number.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been allocated 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. Section 8 shows the number of awaiting approvals.

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 Major Head).

10. 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

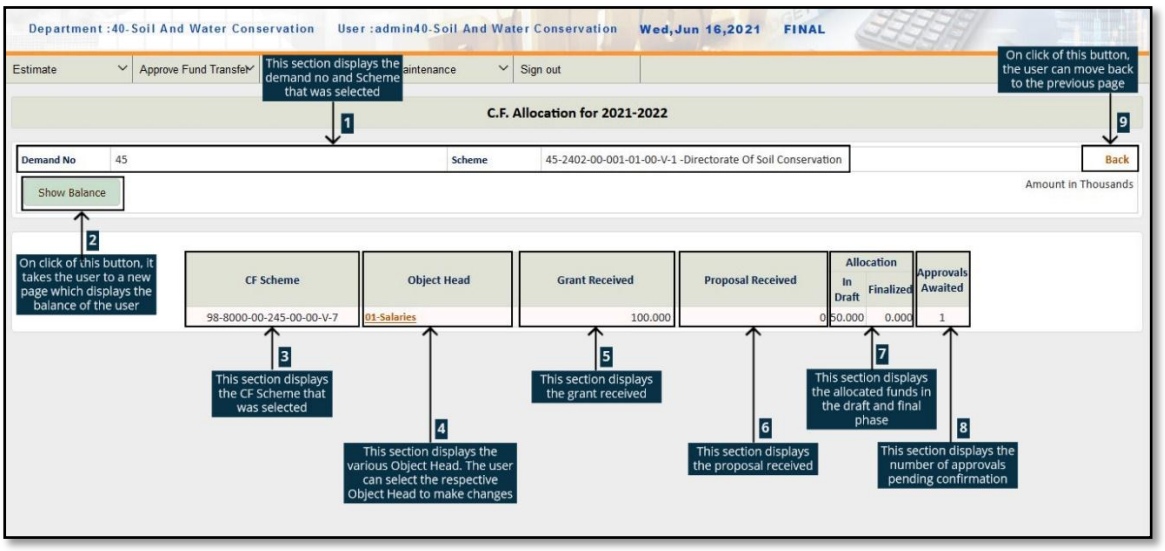


Figure 18: Object Head Selection

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

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 CF Scheme that was 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 a CF allocation.

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

6. Section 6 displays the proposal received by the respective department and demand number.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been allocated 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. Section 8 shows the number of awaiting approvals.

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 Scheme).

10. 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

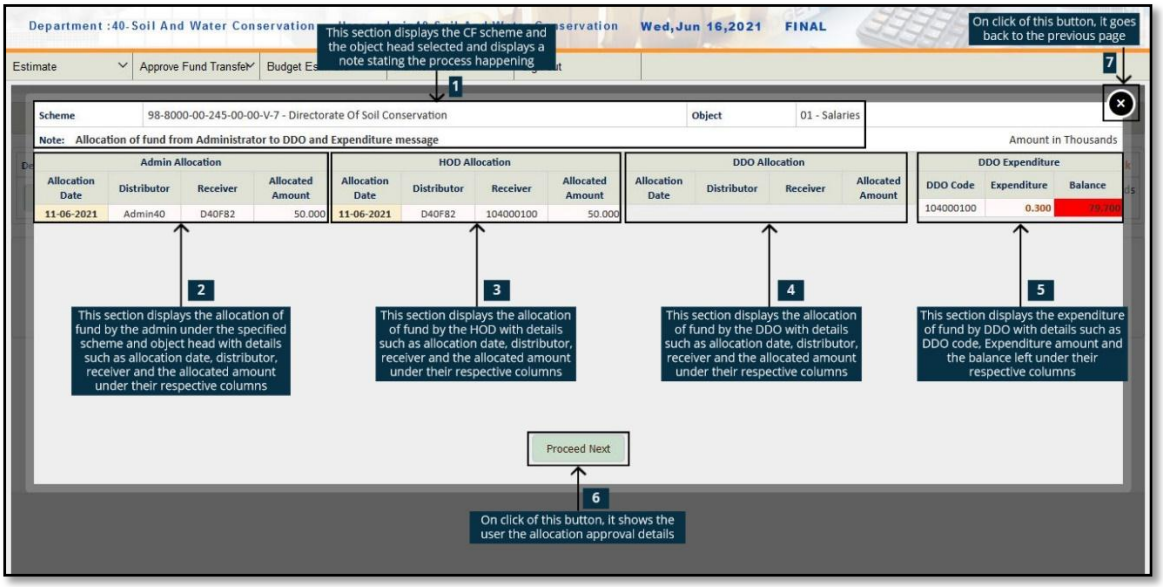


Figure 19: Preview Section

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

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

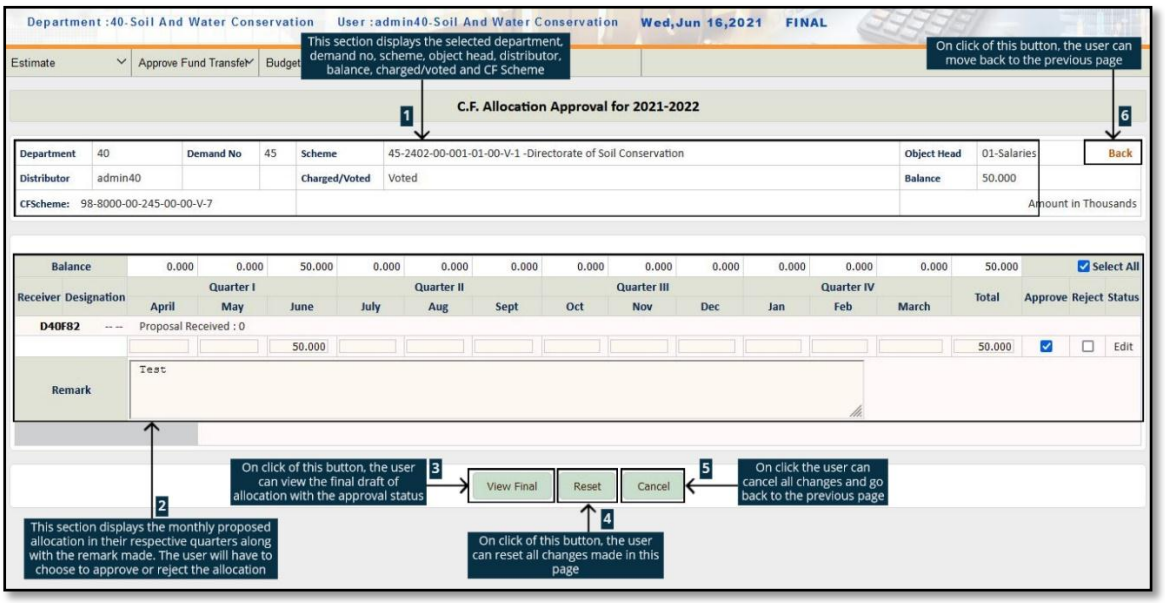


Figure 20: CF Allocation

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

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head, Distributor, Charged/ Voted, Balance and the 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 balance that is shown in monthly intervals in their respective quarters throughout the Financial Year. Below that, it shows the CF allocation that has been performed on the respective HOD. It also shows the remarks regarding the allocation. The user must enter the approval status of the allocation.

3. The View Final button as indicated by Section 3 is used by the user to create a draft which contain the allocation of the selected schemes and user with the approval status.

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 select to approve or reject the allocation and then view Final in order to proceed towards the next step.

2.3.3.1.2.7 Final Draft of CF Allocation

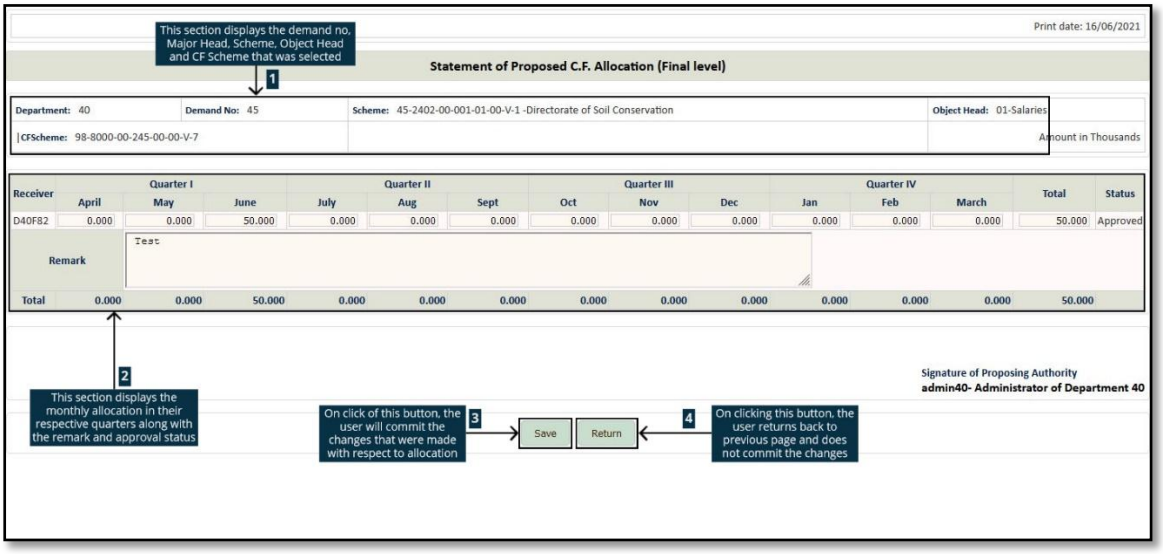


Figure 21: CF Allocation Final Draft

On selecting an approval status and selecting view Final, the CA Final user will be presented with the page as shown in Figure 21.

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 and the approval status regarding the CF allocation is shown in this Section as well.

3. The Save 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. On saving the details, the user can then proceed in performing more functions in the Approve 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

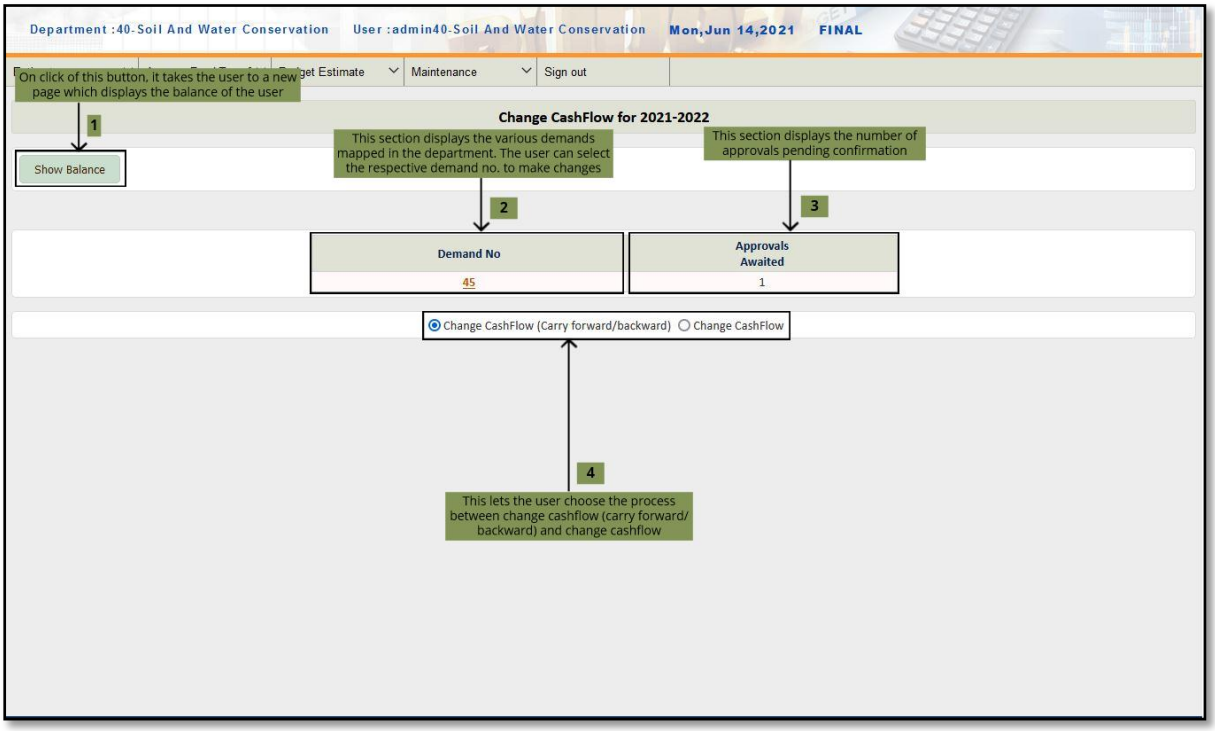


Figure 22: Selection of Demand Number

On selection of the Change Cash Flow Button from the Approve Fund Transfer Module as shown in Figure 5, the CA Final user will be presented with the page as shown in Figure 22.

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 shows the number of awaiting approvals.

4. Section 4 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

5. 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

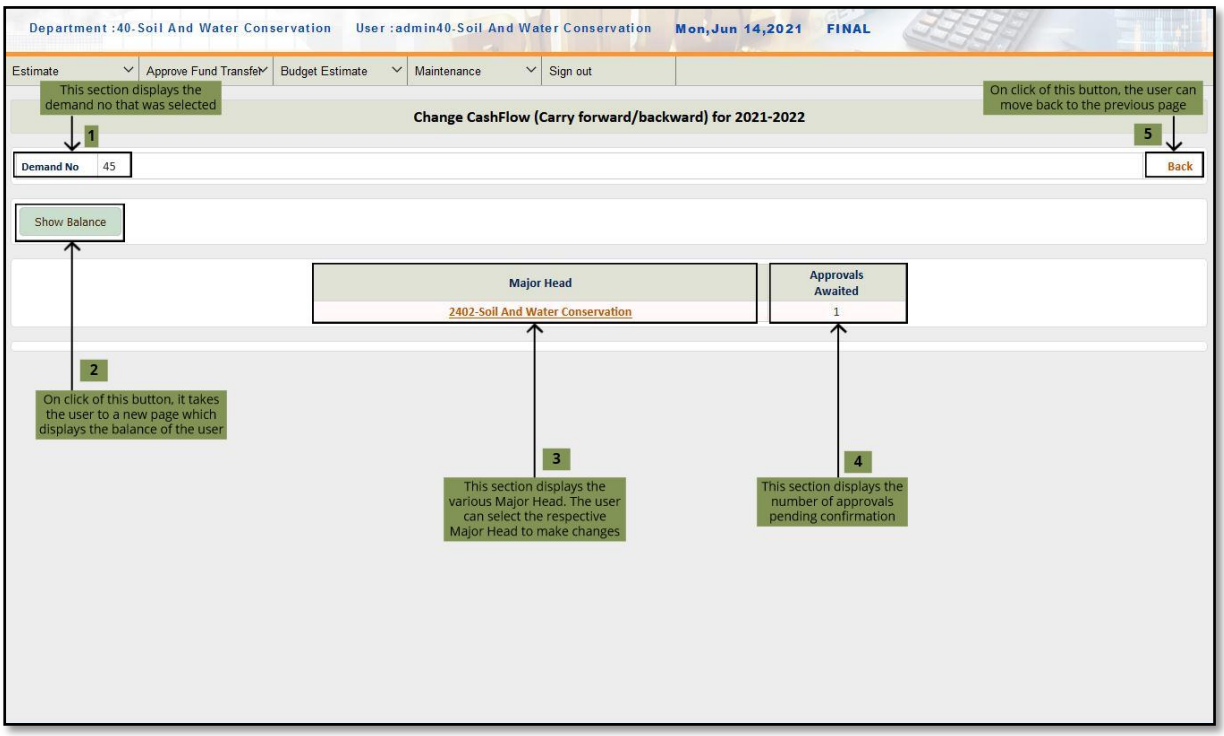


Figure 23: Major Head Selection

On selection of the respective Demand number from the table, the CA Final user will be presented with the page as shown in Figure 23.

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. Section 4 shows the number of awaiting approvals.

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.

2.3.3.2.3 Selection of Schemes

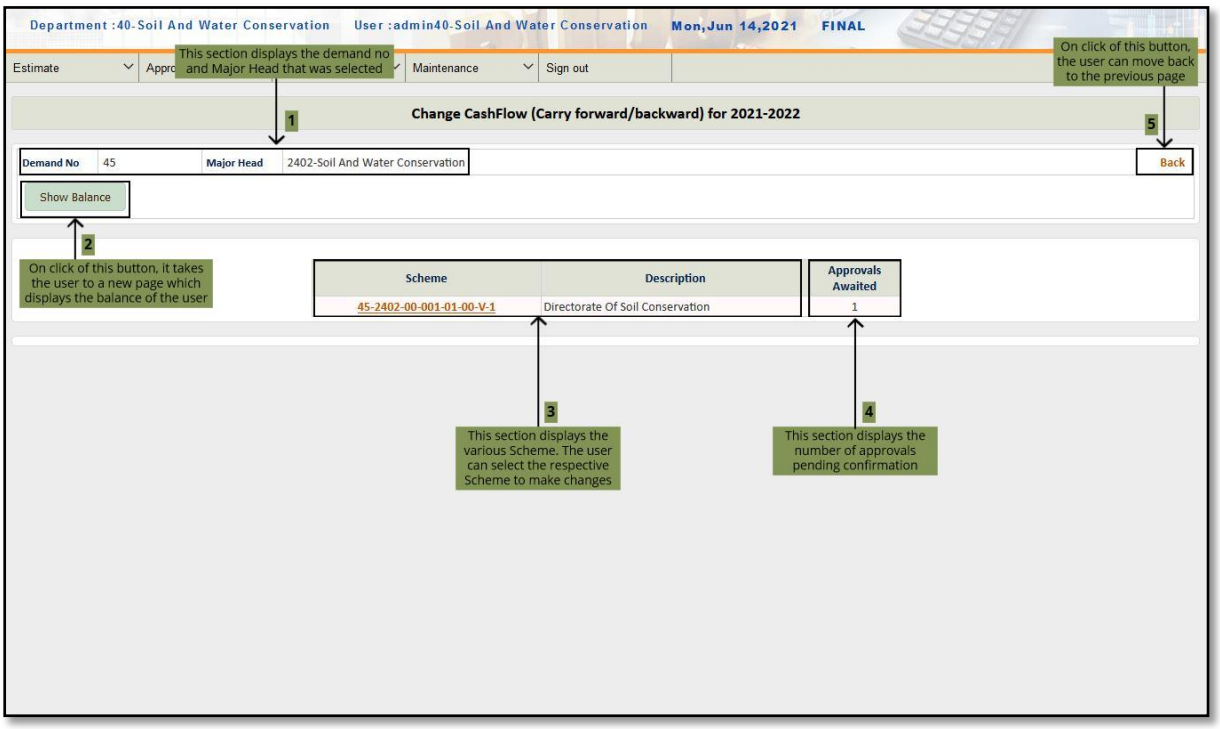


Figure 24: Scheme Selection

On selection of the respective Major Head from the table, the CA Final user will be presented with the page as shown in Figure 24.

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 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 shows the number of awaiting approvals.

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

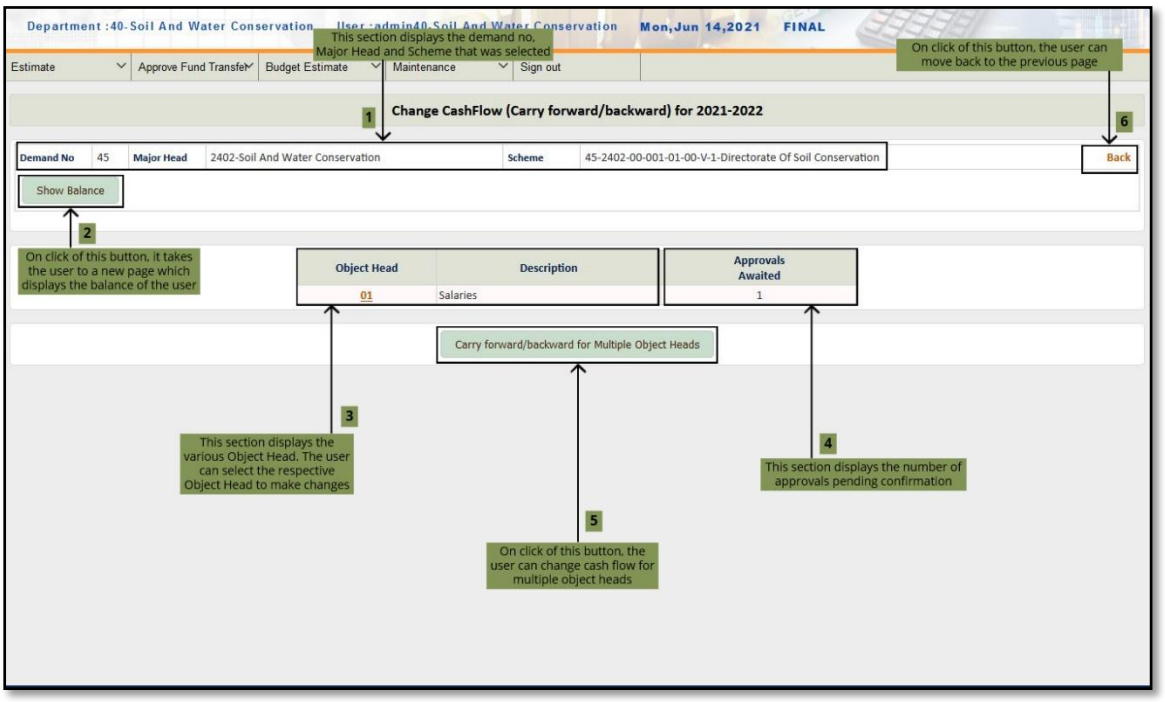


Figure 25: Object Head Selection

On selection of the respective Scheme from the table, the CA Final user will be presented with the page as shown in Figure 25.

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 change cash flow.

4. Section 4 shows the number of awaiting approvals.

5. On click of the button in Section 5, the user can choose to carry forward/ backward for 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 Change Cash Flow

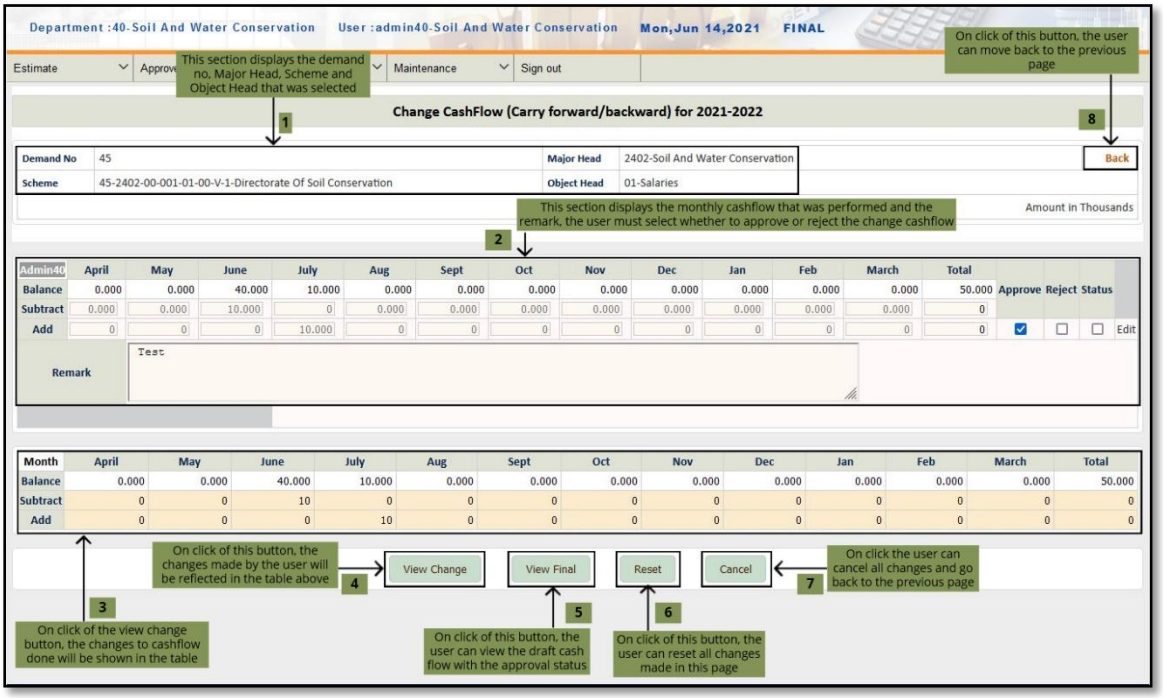


Figure 26: Change Cash Flow

On selection of the respective Object Head from the table, the CA Final user will be presented with the page as shown in Figure 26.

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 view 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 along with the remark for the Change Cash Flow. The user is shown the balance and has to choose whether to approve, reject or delete the change cash flow.

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 final draft can be generated.

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

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 an Object Head).

9. The user will have to select to approve or reject the Change cash flow and then view Final in order to proceed towards the next step

2.3.3.2.6 Final Draft of Change Cash Flow

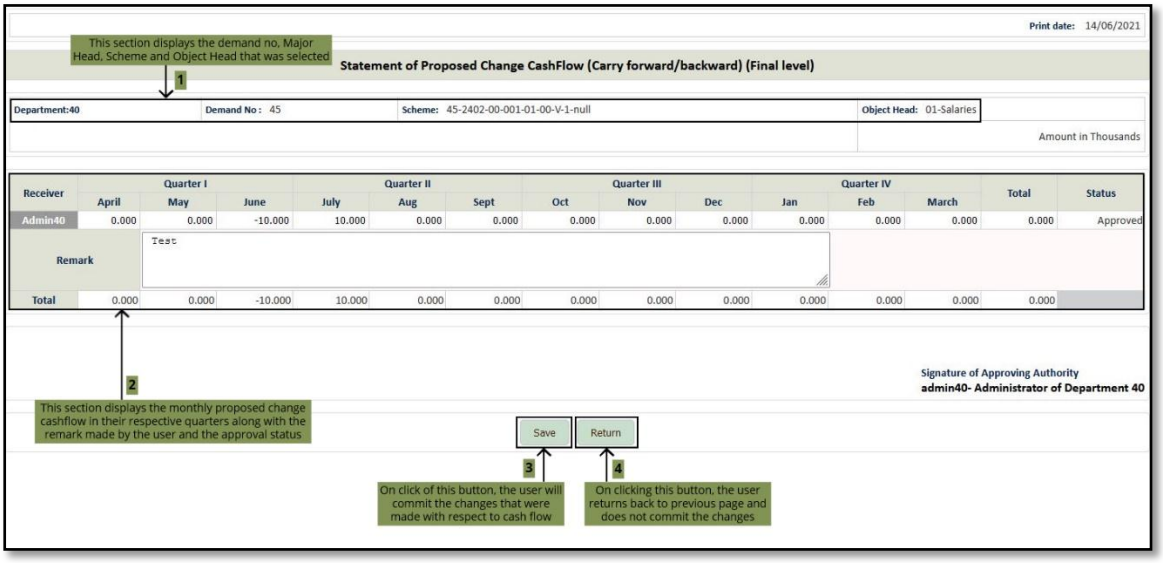


Figure 27: Change Cash Flow Final Draft

On selecting an approval status and selecting view Final, the CA Final user will be presented with the page as shown in Figure 27.

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.

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 as the approval status.

3. The Save 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. On saving the details, the user can then proceed in performing more functions in the Approve 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

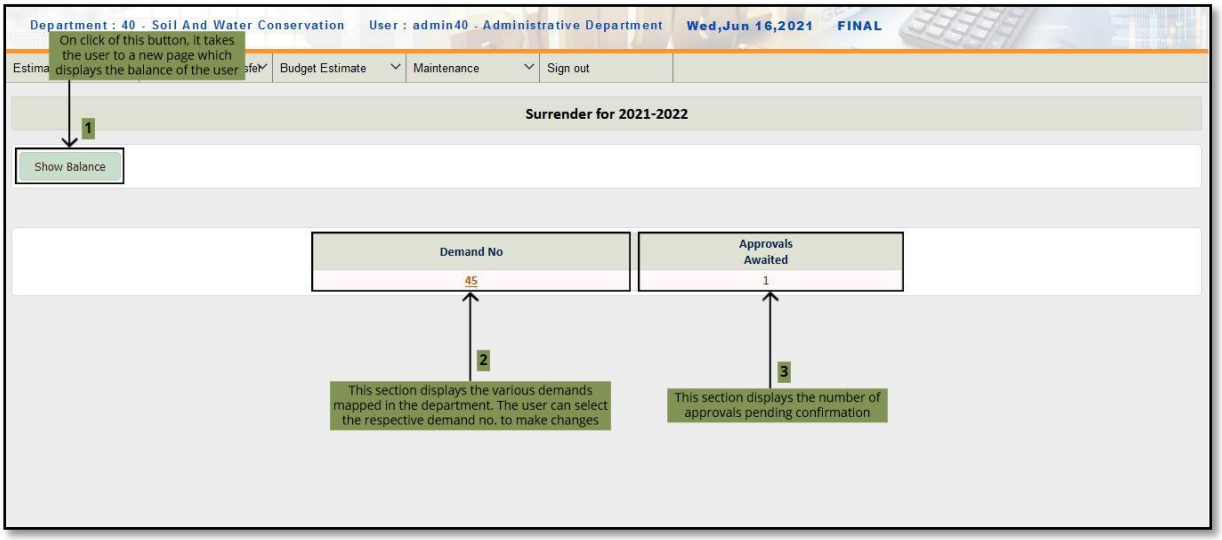


Figure 28: Selection of Demand Number

On selection of the Surrender Button from the Approve Fund Transfer Module as shown in Figure 5, the CA Final user will be presented with the page as shown in Figure 28.

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 shows the number of awaiting approvals.

4. 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

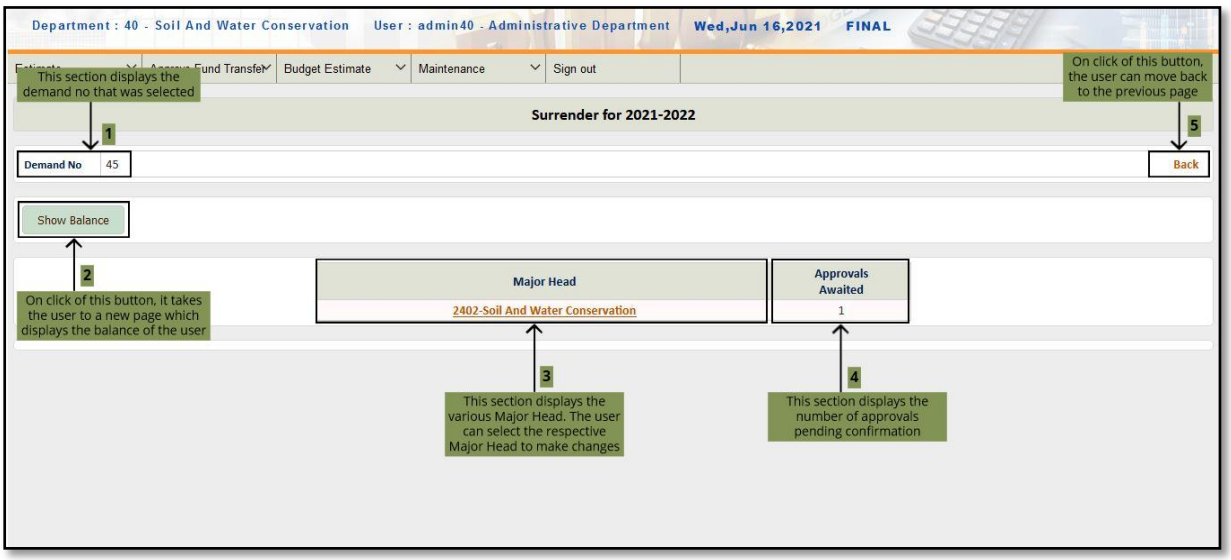


Figure 29: Major Head Selection

On selection of the respective Demand number from the table, the CA Final user will be presented with the page as shown in Figure 29.

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. Section 4 shows the number of awaiting approvals.

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.

2.3.3.3.3 Selection of Schemes

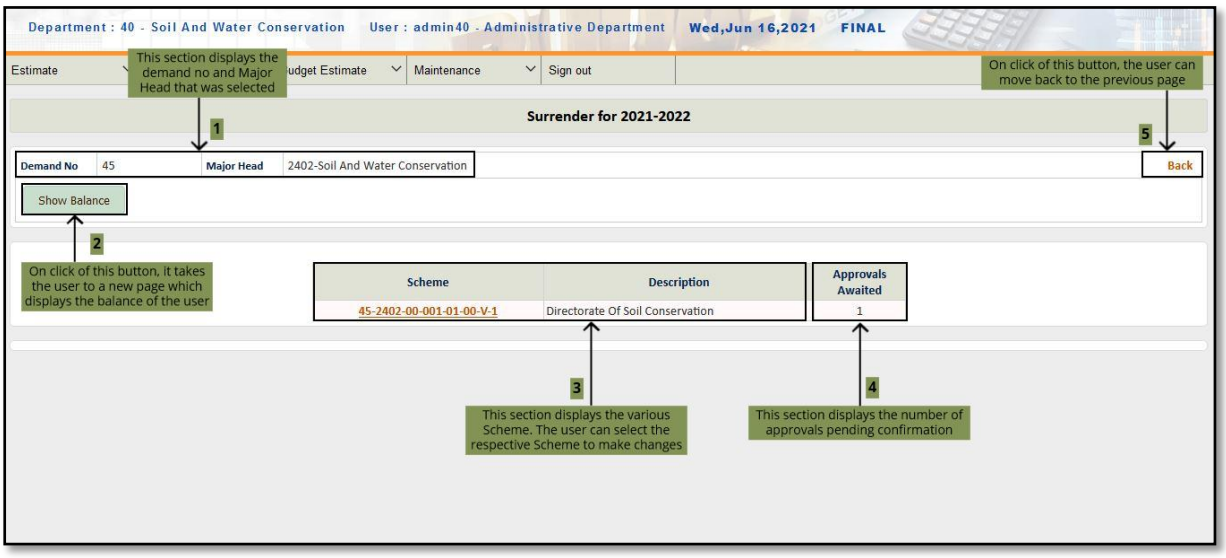


Figure 30: Scheme Selection

On selection of the respective Major Head from the table, the CA Final user will be presented with the page as shown in Figure 30.

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 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 shows the number of awaiting approvals.

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

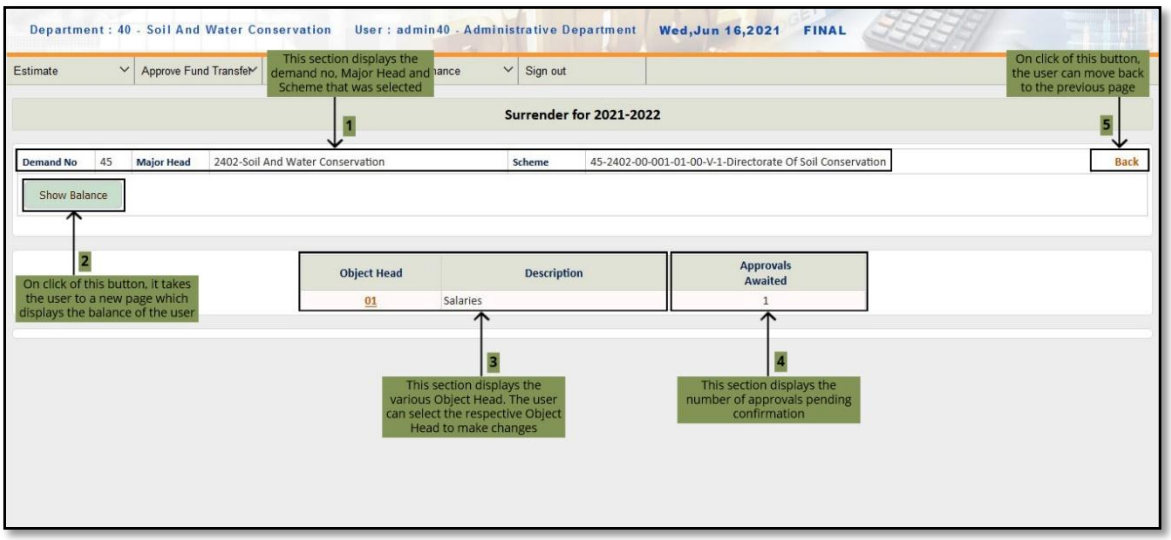


Figure 31: Object Head Selection

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

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 surrender.

4. Section 4 shows the number of awaiting approvals.

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 Scheme).

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

2.3.3.3.5 Surrender

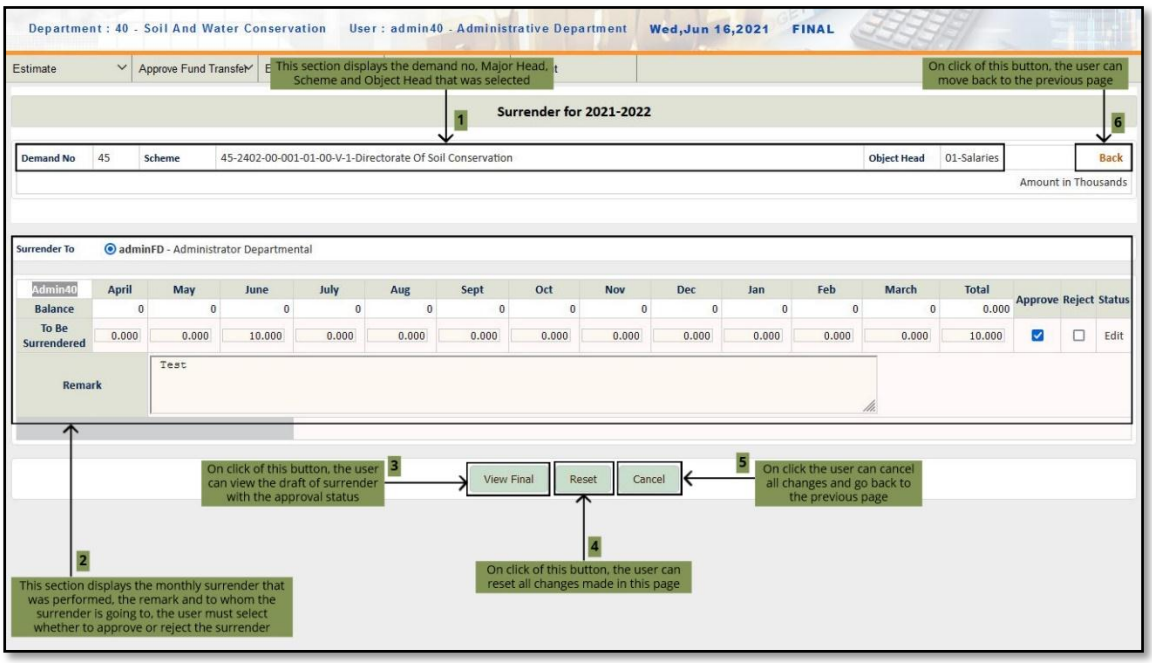


Figure 32: Surrender

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

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.

2. In Section 3, the user is shown the surrender that is to be done and to whom it is being done to and a remark regarding the surrender. The surrender is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can select whether to approve or reject the surrender.

3. The View Final button as indicated by Section 3 is used by the user to create a Final draft which contain the Surrender 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 select to approve or reject the Surrender and then view Final in order to proceed towards the next step.

2.3.3.3.6 Final Draft of Surrender

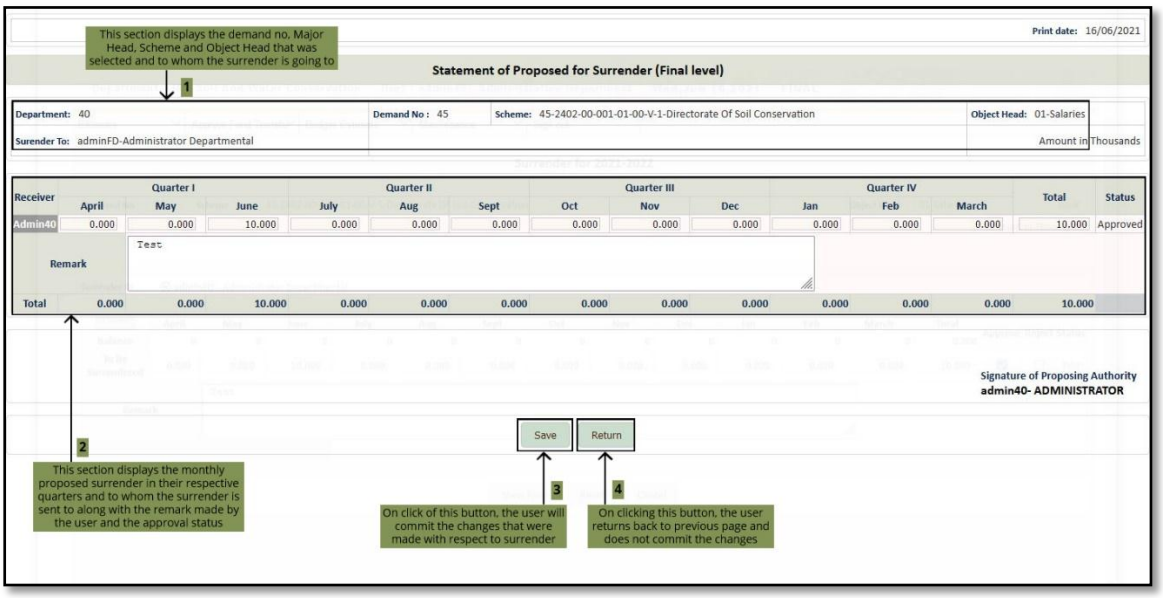


Figure 33: Surrender Final Draft

On selecting an approval status and selecting view Final, the CA Final user will be presented with the page as shown in Figure 33.

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 as the approval status. The total surrender being done is shown at the bottom of the Section.

3. The Save 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. On saving the details, the user can then proceed in performing more functions in the Approve 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

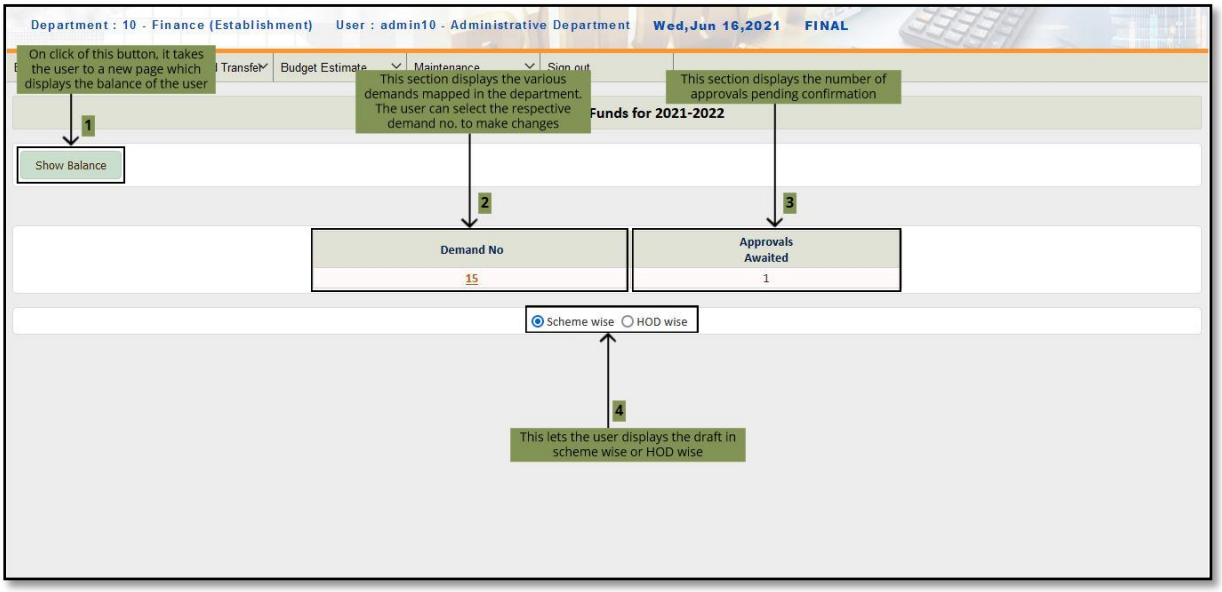


Figure 34: Selection of Demand Number

On selection of the Withdrawal Button from the Approve Fund Transfer Module as shown in Figure 5, the CA Final user will be presented with the page as shown in Figure 34.

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 withdrawal.

3. Section 3 shows the number of awaiting approvals.

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

5. 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

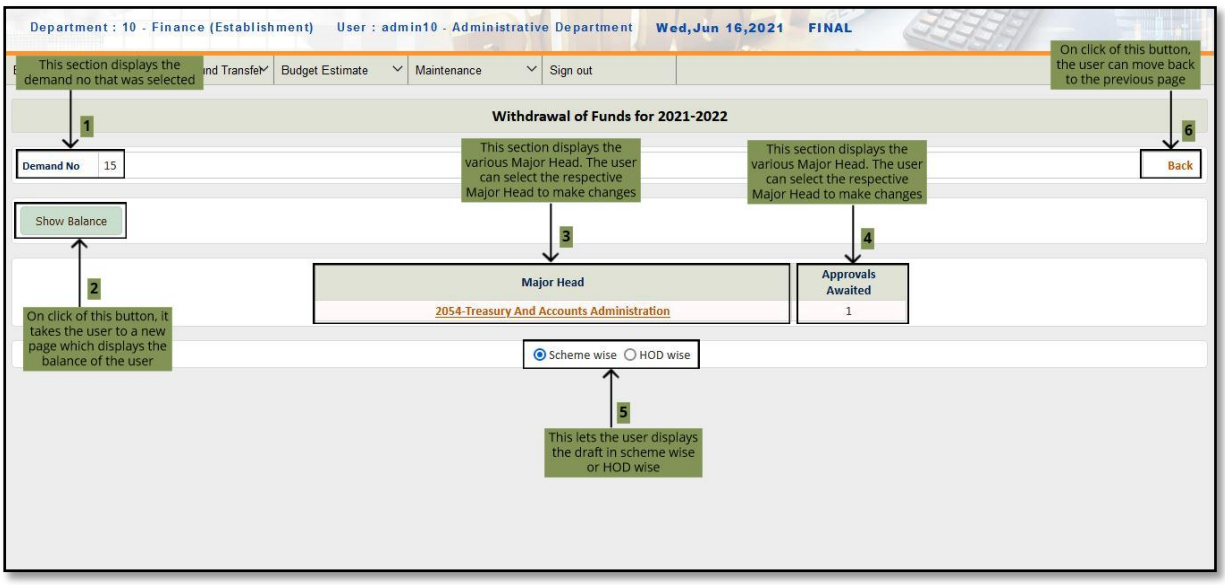


Figure 35: Major Head Selection

On selection of the respective Demand number from the table, the CA Final user will be presented with the page as shown in Figure 35.

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 shows the number of awaiting approvals.

5. Section 5 has two options. These options let the user display the Draft by Scheme wise or by HOD wise

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 Demand Number).

7. 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

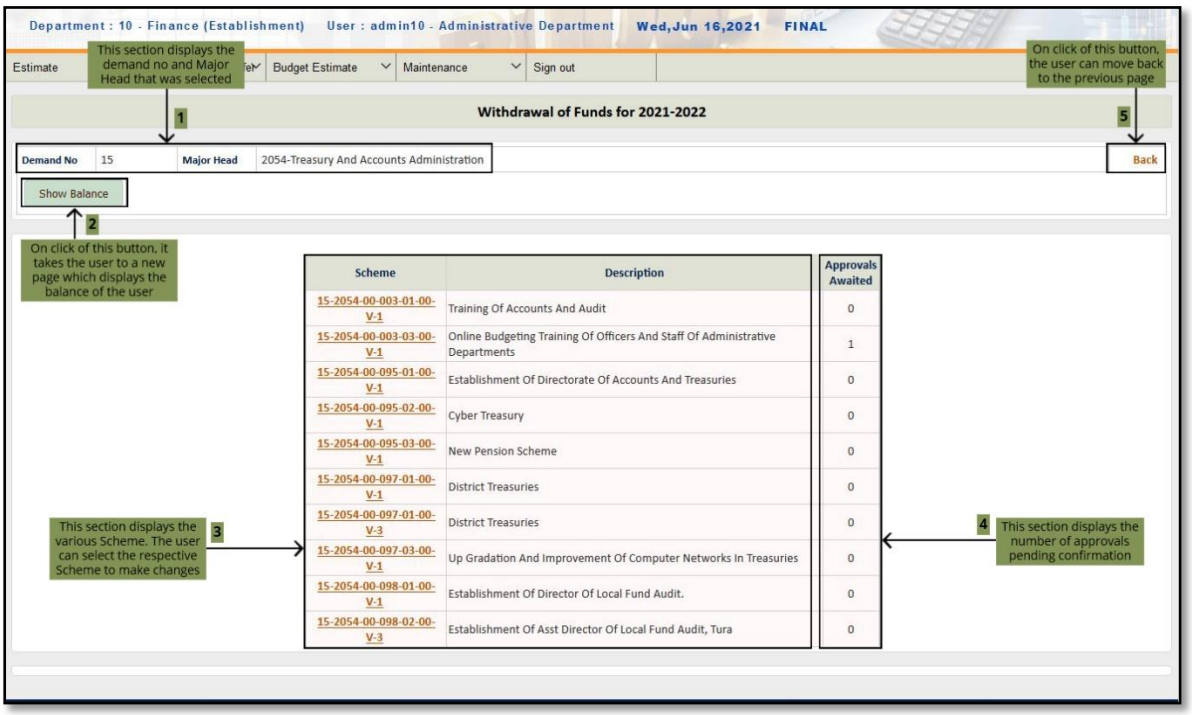


Figure 36: Scheme Selection

On selection of the respective Major Head from the table, the CA Final user will be presented with the page as shown in Figure 36.

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 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 shows the number of awaiting approvals.

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

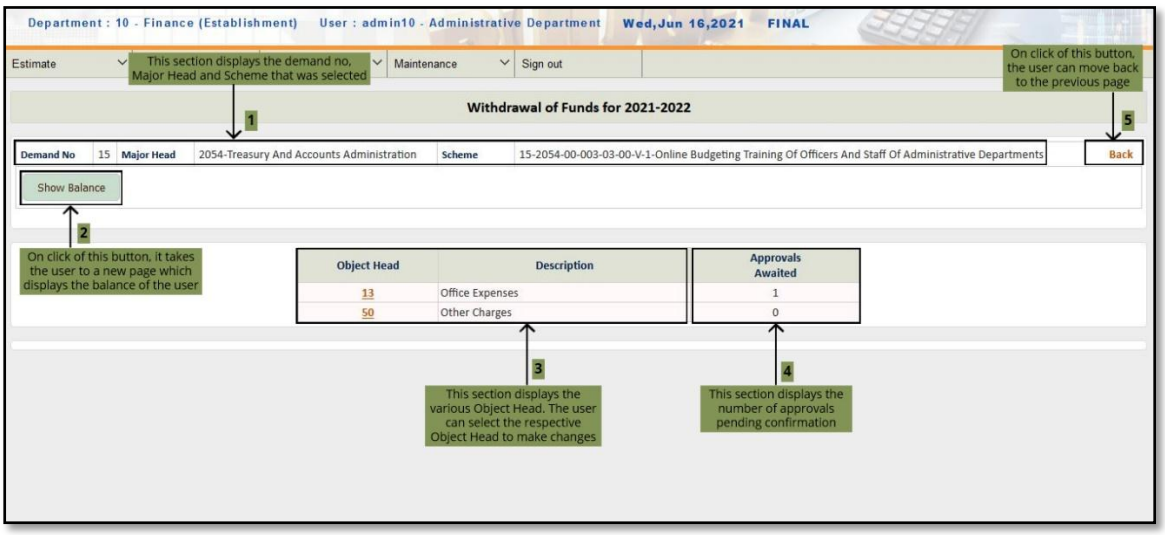


Figure 37: Object Head Selection

On selection of the respective Scheme from the table, the CA Final user will be presented with the page as shown in Figure 37.

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. Section 4 shows the number of awaiting approvals.

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 Scheme).

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

2.3.3.4.5 Withdrawal

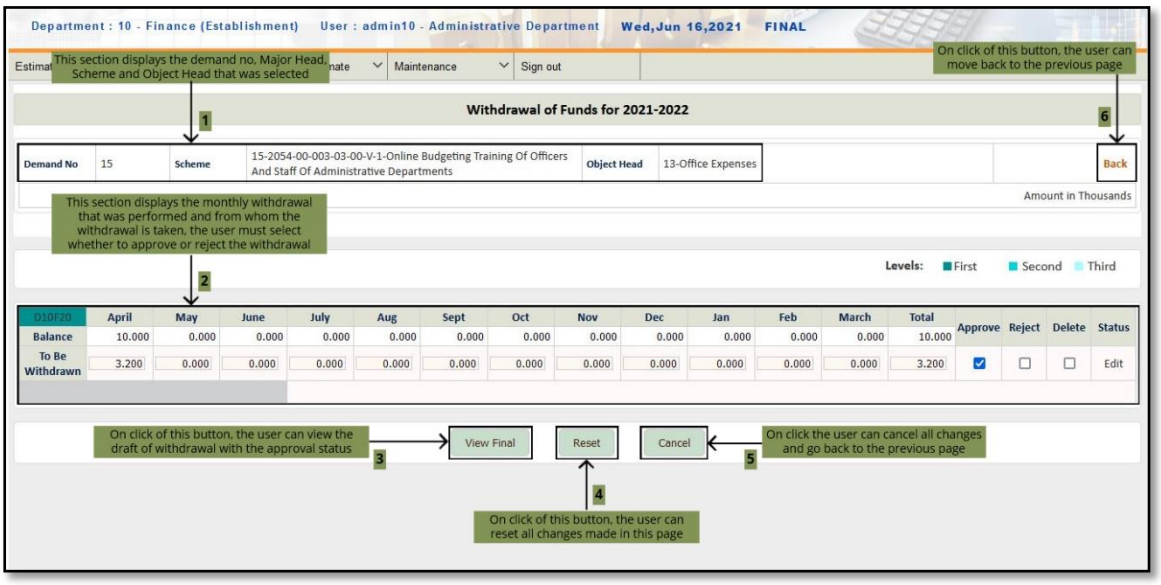


Figure 38: Withdrawal

On selection of the respective Object Head from the table, the CA Final user will be presented with the page as shown in Figure 38.

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.

2. In Section 2, the user can view the withdrawal that is to be done and from whom the withdrawal is taken from. The withdrawal is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can choose whether to approve, reject or delete the withdrawal process.

3. The View Final button as indicated by Section 3 is used by the user to create a Final 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 select to approve or reject the Withdrawal and then view Final in order to proceed towards the next step.

2.3.3.5.6 Final Draft of Withdrawal

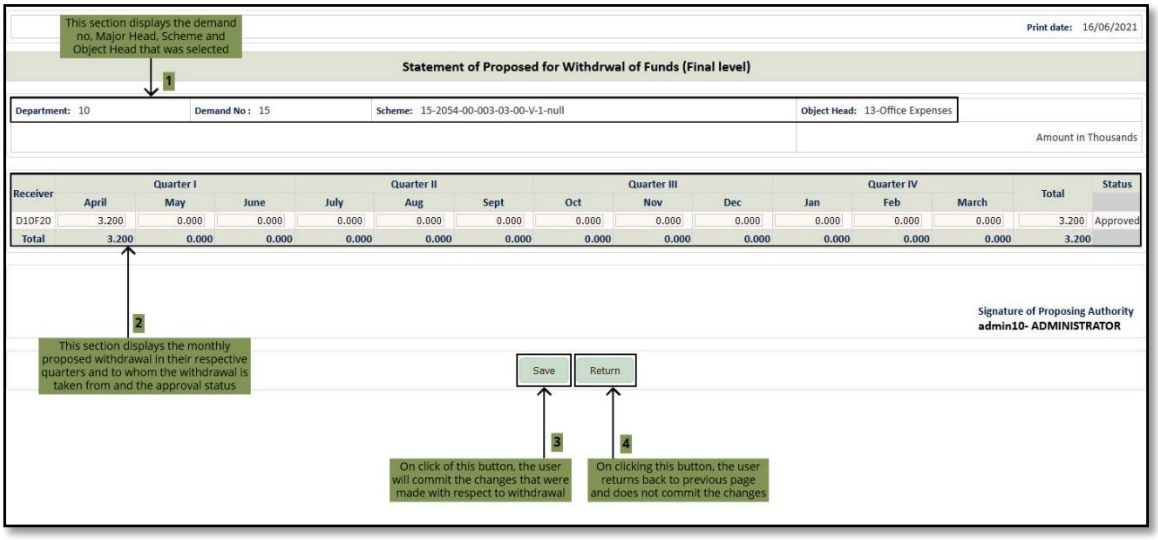


Figure 39: Withdrawal Final Draft

On selecting an approval status and selecting view Final, the CA Final user will be presented with the page as shown in Figure 39.

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 and the approval status. 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 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. On saving the details, the user can then proceed in performing more functions in the Approve 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

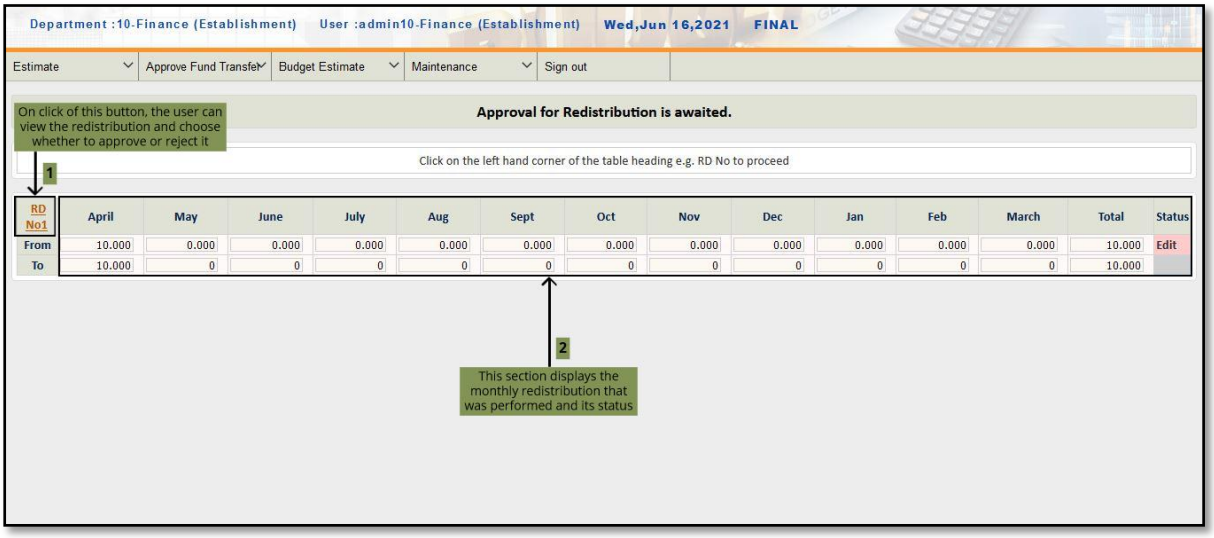


Figure 40: Re-distribution Main Page

On selection of the Redistribution Button from the Approve Fund Transfer Module as shown in Figure 5, the CA Final user will be presented with the page as shown in Figure 40.

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 user will have to select the respective Re-distribution in order to proceed towards the next step.

2.3.3.5.2 Re-Distribution Process

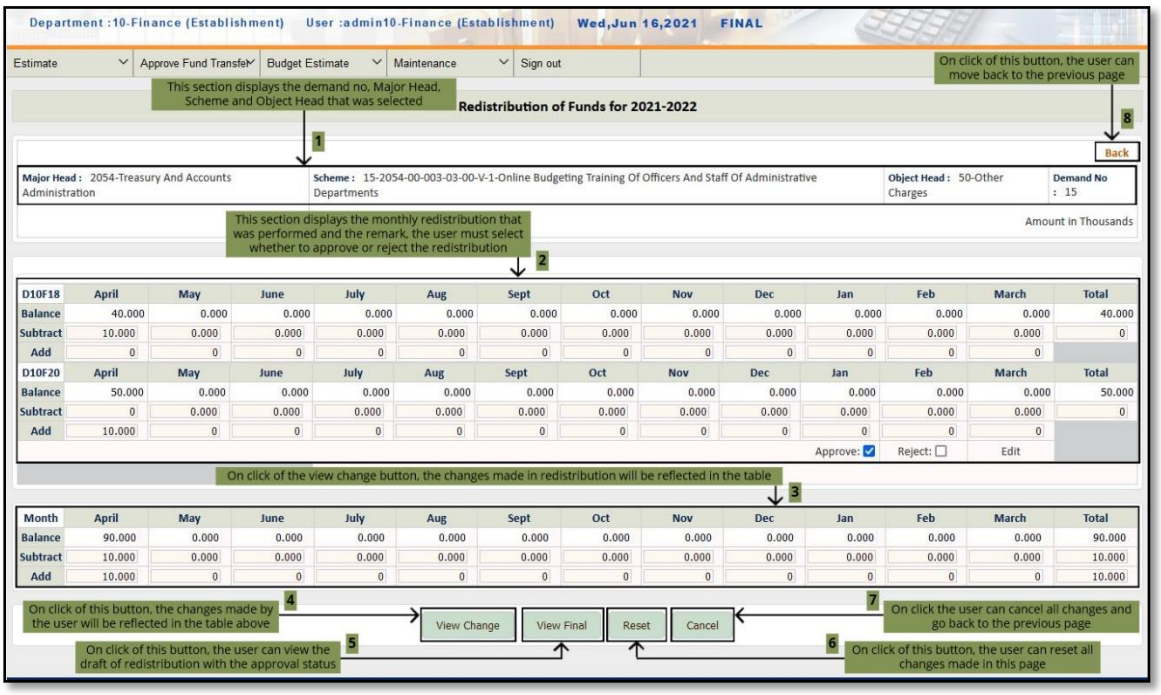


Figure 41: Redistribution

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

1. In Section 1, the user is shown the Demand No, Major Head, 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. In Section 1, the user can view the redistribution that is to be done and the balance. The redistribution is done in monthly intervals in their respective quarters throughout the Financial Year. This Section displays the funds sent from the first HOD to the second HOD and vice-versa. The user will have to select whether to approve, reject or delete the redistribution.

3. Section 3 contains a table which will show the total changes that have been performed by the user with respect to redistribution when the View Change button is clicked on.

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 Final button as indicated by Section 5 is used by the user to create a Final draft which contain the redistribution of the selected schemes and user and the approval status.

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 different redistribution).

9. The user will have to select to approve or reject the re-distribution and then view Final in order to proceed towards the next step.

2.3.3.5.3 Final Draft of Redistribution

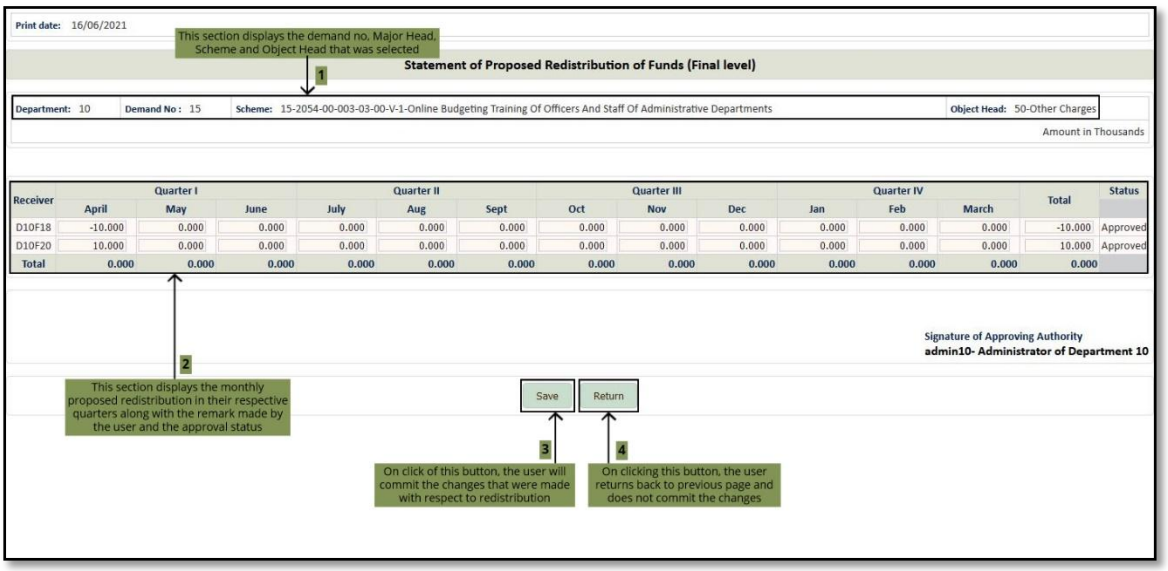


Figure 42: Redistribution Final Draft

On selecting an approval status and selecting view Final, the CA Final user will be presented with the page as shown in Figure 42.

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 and the approval status. 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 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.

4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

5. On saving the details, the user can then proceed in performing more functions in the Approve 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

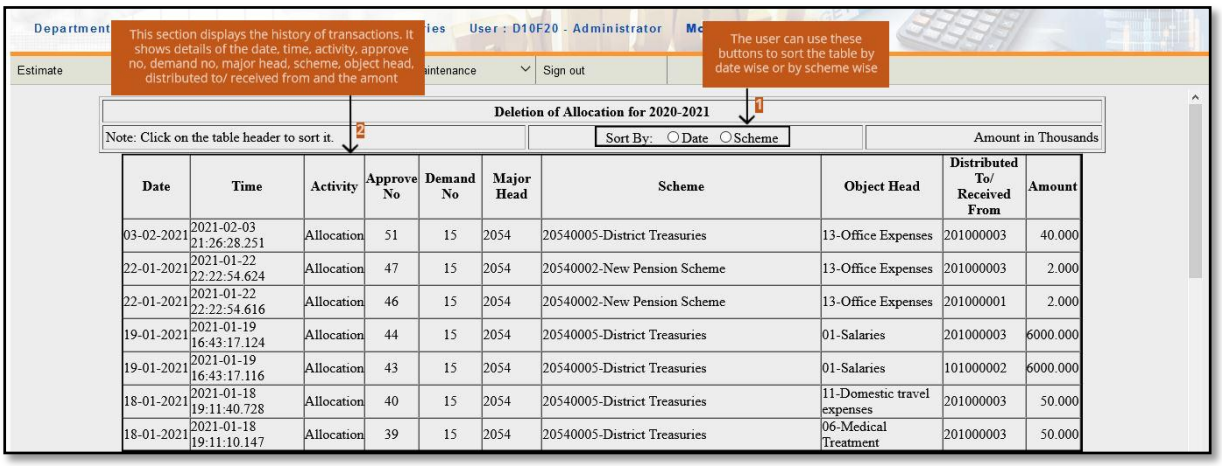
Purpose

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 Final Login, the Maintenance Module is used to manage their account by letting them change their respective Password, reset other user's passwords, display the history of transactions and the user can use it to view the balance of various Schemes and Object Heads under it.

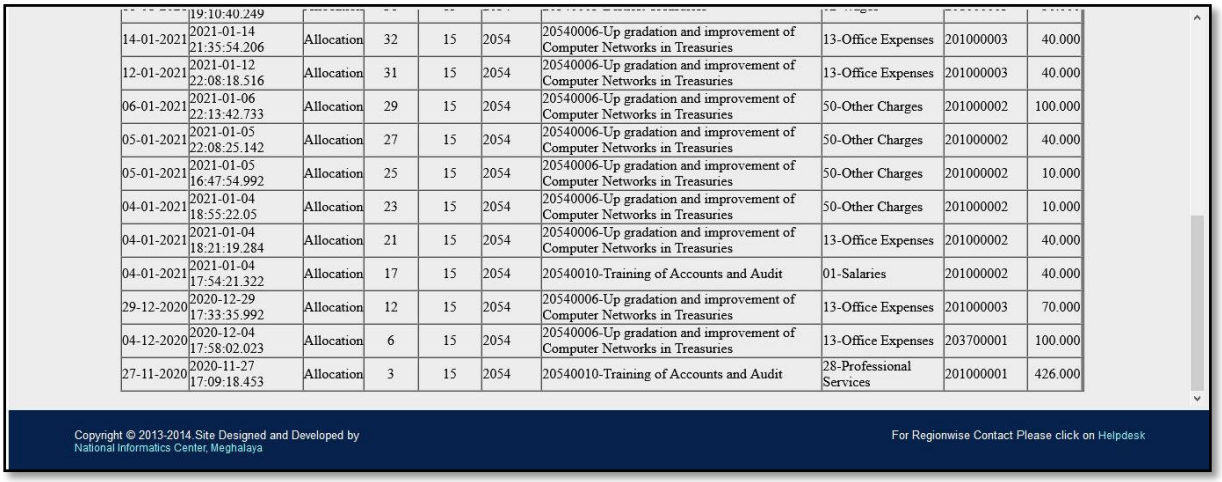
The steps for performing the functions of the Maintenance Module are as follows:

2.3.4.1 Display History



Date	Time	Activity	Approve No	Demand No	Major Head	Scheme	Object Head	Distributed To/ Received From	Amount
03-02-2021	2021-02-03 21:26:28.251	Allocation	51	15	2054	20540005-District Treasuries	13-Office Expenses	201000003	40.000
22-01-2021	2021-01-22 22:22:54.624	Allocation	47	15	2054	20540002-New Pension Scheme	13-Office Expenses	201000003	2.000
22-01-2021	2021-01-22 22:22:54.616	Allocation	46	15	2054	20540002-New Pension Scheme	13-Office Expenses	201000001	2.000
19-01-2021	2021-01-19 16:43:17.124	Allocation	44	15	2054	20540005-District Treasuries	01-Salaries	201000003	6000.000
19-01-2021	2021-01-19 16:43:17.116	Allocation	43	15	2054	20540005-District Treasuries	01-Salaries	101000002	6000.000
18-01-2021	2021-01-18 19:11:40.728	Allocation	40	15	2054	20540005-District Treasuries	11-Domestic travel expenses	201000003	50.000
18-01-2021	2021-01-18 19:11:10.147	Allocation	39	15	2054	20540005-District Treasuries	06-Medical Treatment	201000003	50.000

Figure 43: Display History (1)



	19:10:40.249								
14-01-2021	2021-01-14 21:35:54.206	Allocation	32	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	13-Office Expenses	201000003	40.000
12-01-2021	2021-01-12 22:08:18.516	Allocation	31	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	13-Office Expenses	201000003	40.000
06-01-2021	2021-01-06 22:13:42.733	Allocation	29	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	50-Other Charges	201000002	100.000
05-01-2021	2021-01-05 22:08:25.142	Allocation	27	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	50-Other Charges	201000002	40.000
05-01-2021	2021-01-05 16:47:54.992	Allocation	25	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	50-Other Charges	201000002	10.000
04-01-2021	2021-01-04 18:55:22.05	Allocation	23	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	50-Other Charges	201000002	10.000
04-01-2021	2021-01-04 18:21:19.284	Allocation	21	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	13-Office Expenses	201000002	40.000
04-01-2021	2021-01-04 17:54:21.322	Allocation	17	15	2054	20540010-Training of Accounts and Audit	01-Salaries	201000002	40.000
29-12-2020	2020-12-29 17:33:35.992	Allocation	12	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	13-Office Expenses	201000003	70.000
04-12-2020	2020-12-04 17:58:02.023	Allocation	6	15	2054	20540006-Up gradation and improvement of Computer Networks in Treasuries	13-Office Expenses	203700001	100.000
27-11-2020	2020-11-27 17:09:18.453	Allocation	3	15	2054	20540010-Training of Accounts and Audit	28-Professional Services	201000001	426.000

Figure 44: Display History (2)

On selection of the Maintenance option, a drop-down menu as in Figure 6 will be shown and when the user selects the Display History option, the Department Final user will be presented with the page as shown in Figure 43 and 44.

1. Section 1 lets the user select whether to sort the table by date or by scheme.

2. Section 2 contains details of the activities that have been performed. It displays the date, time, the activity, approve number, demand number, major head, scheme, object head, distributed to/ received from and the amount.

3. On viewing 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, Approve Fund Transfer Module or they can sign out from their account.

2.3.4.2 Check Balance

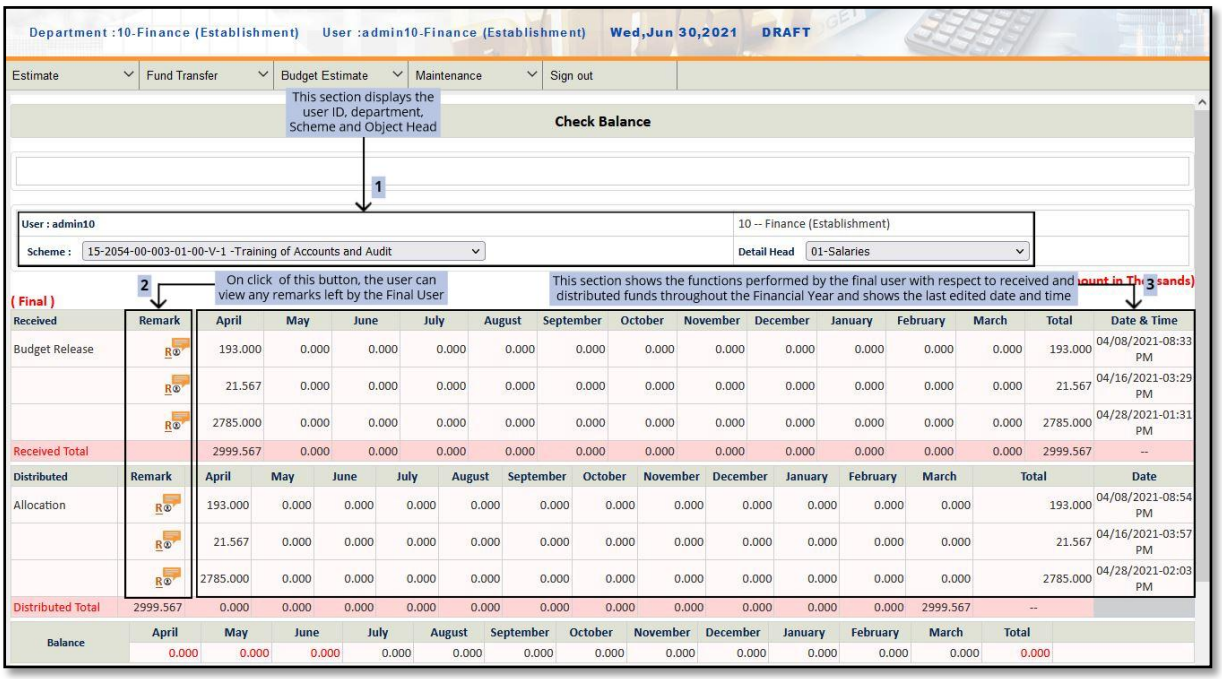


Figure 45: Check Balance (1)

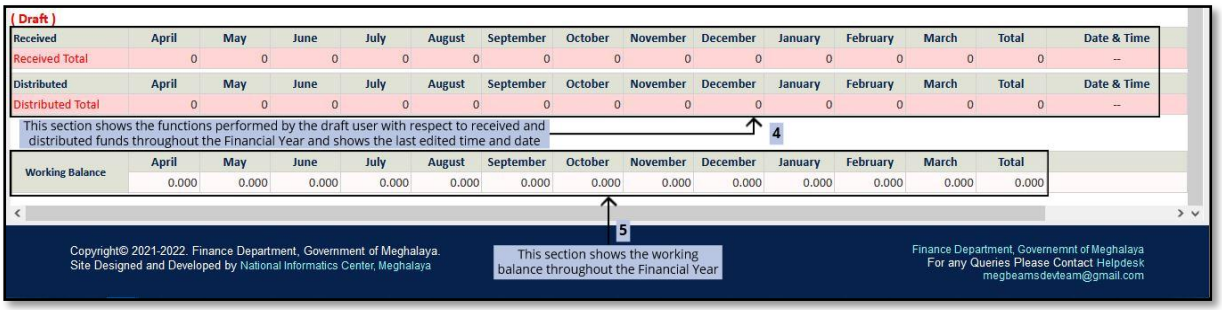


Figure 46: Check Balance (2)

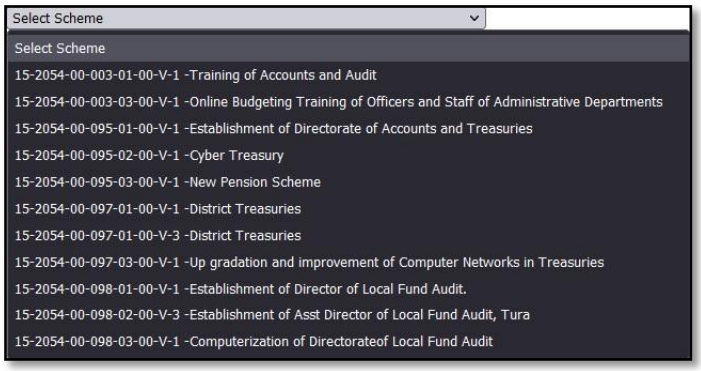


Figure 47: Scheme Drop Down

Figure 48: 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 45 and 46.

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 47. 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 48.

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, Approve Fund Transfer Module or they can sign out from their account

2.3.4.3 Change Password

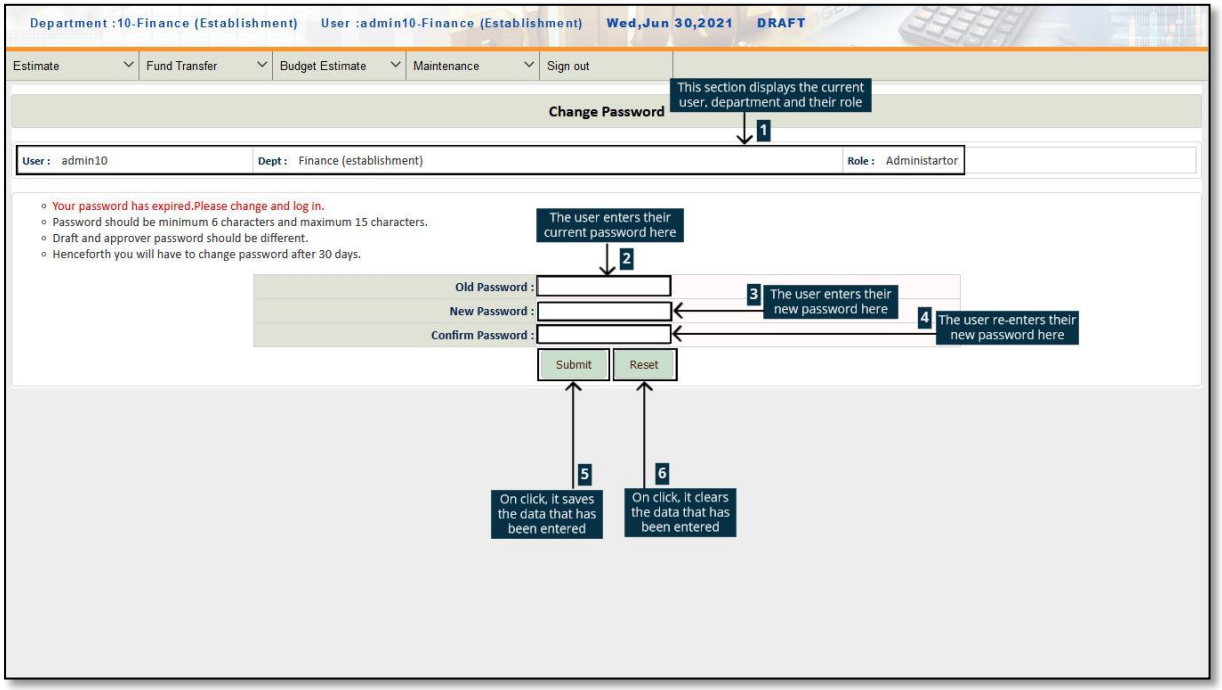


Figure 49: Change Password

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 49.

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, Approve Fund Transfer Module or they can sign out from their account.

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2.3.4.4 Reset Password

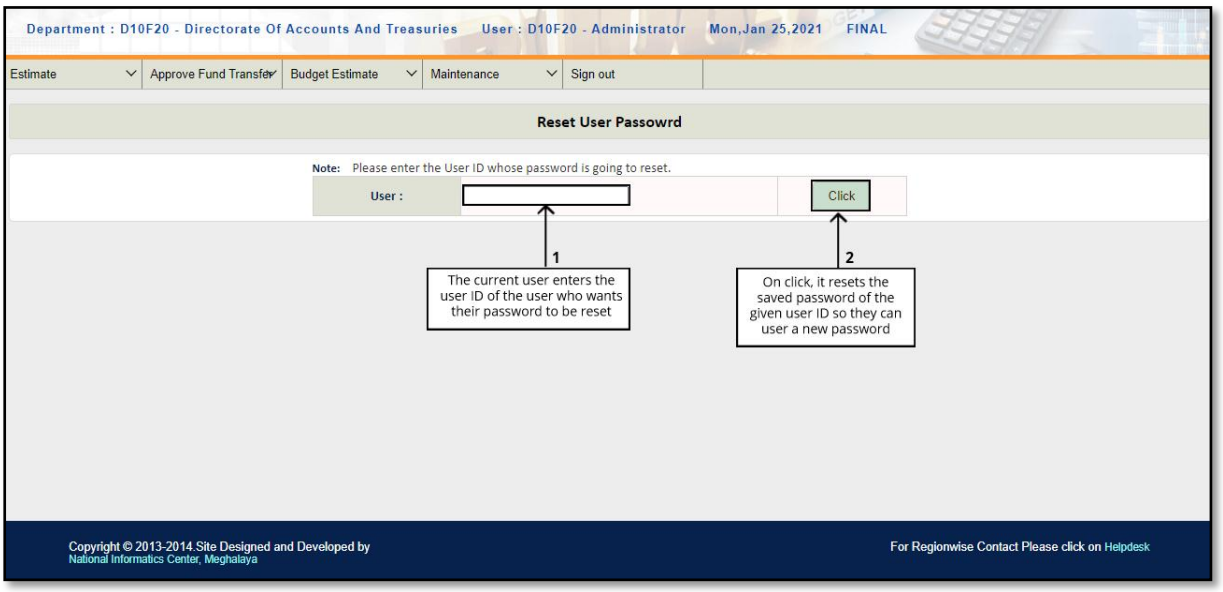

Figure 50: Reset Password

On selection of the Maintenance option, a drop-down menu as in Figure 6 will be shown and when the user selects the Reset Password option, the CA Final user will be presented with the page as shown in Figure 50.

1. The text box indicated by Section 1 is where the user enters the respective user's login details who wants their password to be reset.

2. The Click button in Section 2 is used to commit the changes and reset the stored password in the system. Once this is done, the password will not be used anymore and the user will be required to create a new password.

3. 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, Approve 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

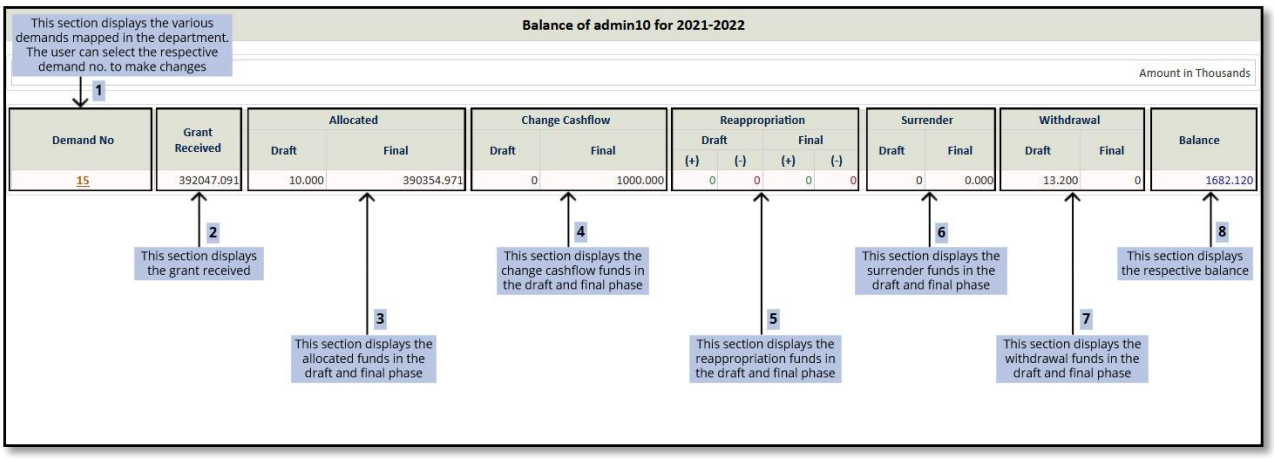

Figure 51: Show Balance (1)

On selection of the Show Balance option on several modules, the CA Draft user will be presented with the page as shown in Figure 51.

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

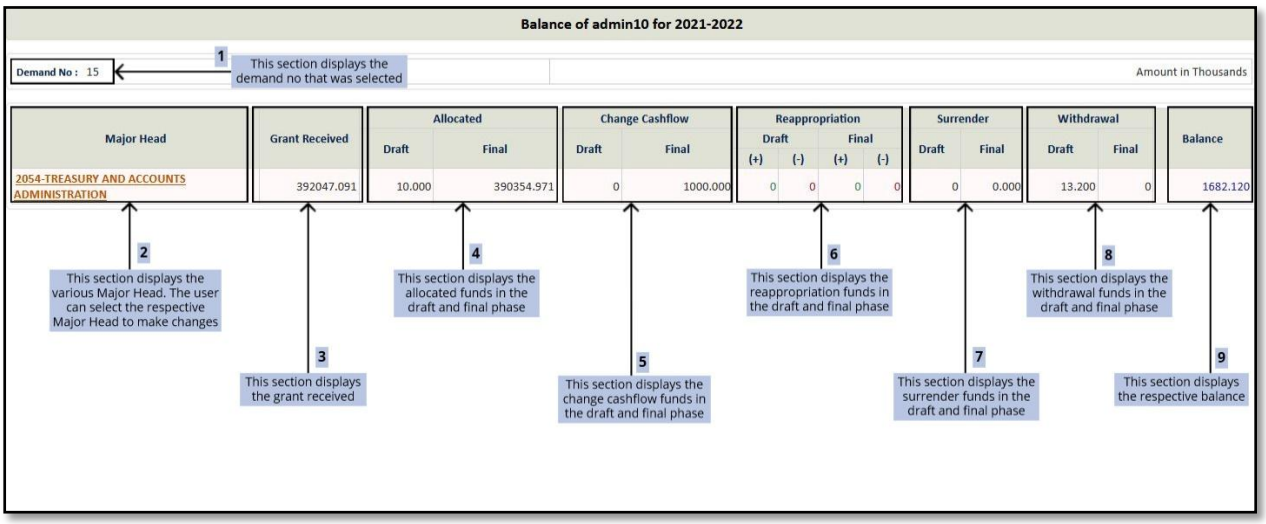

Figure 52: Show Balance (2)

On selection of the demand number, 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. 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

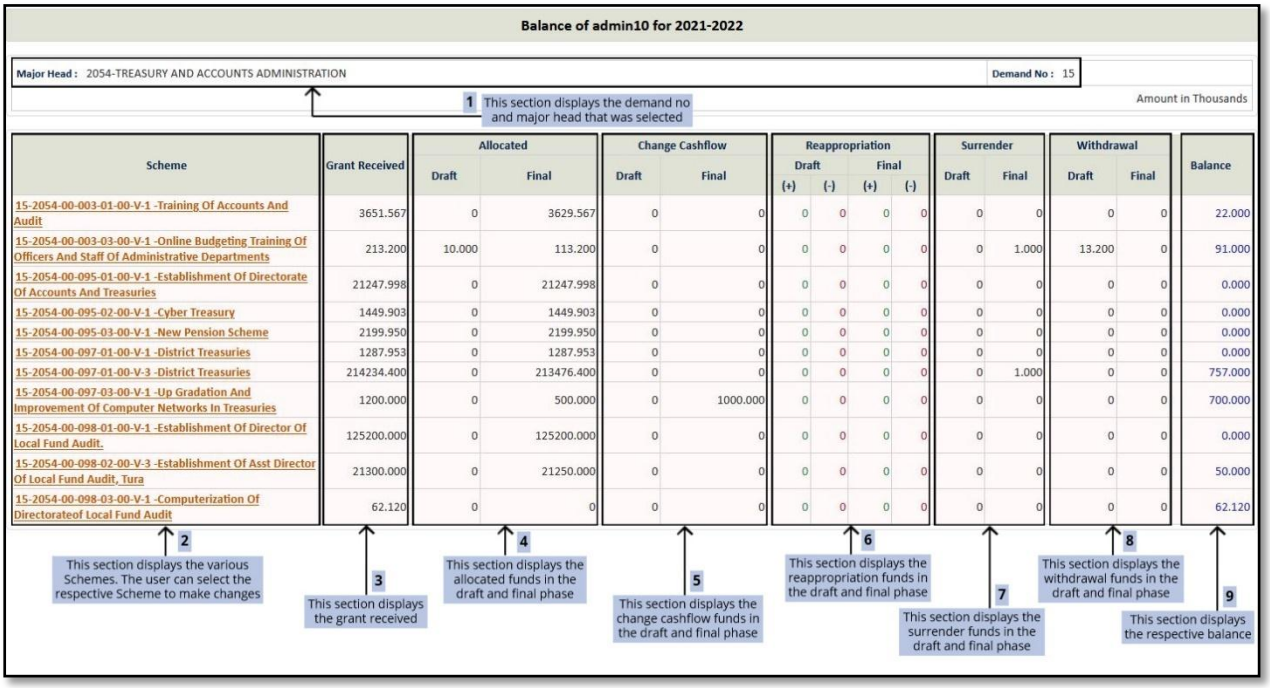

Figure 53: Show Balance (3)

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

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

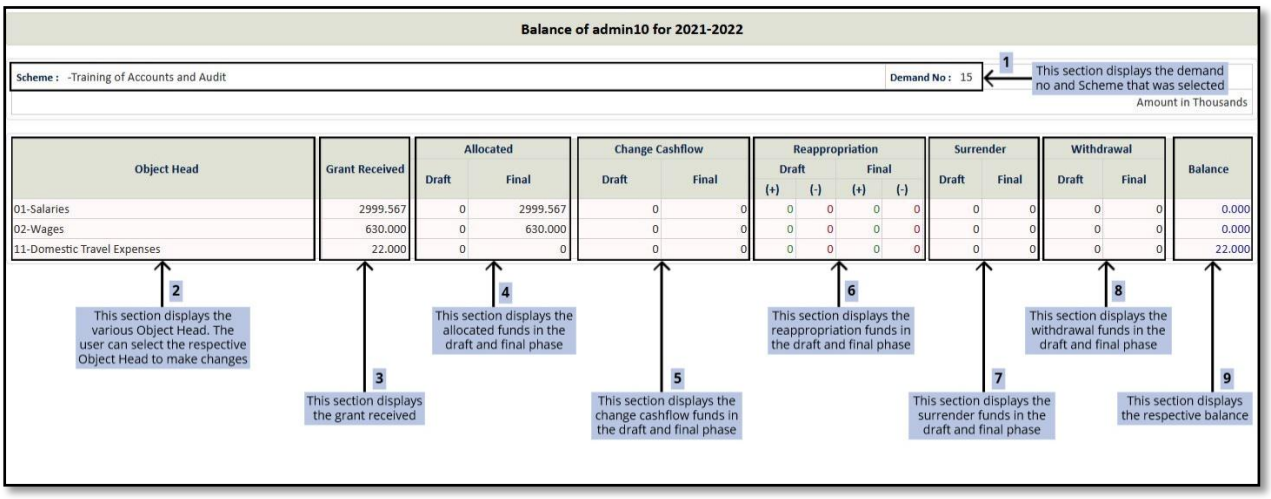

Figure 54: Show Balance (4)

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

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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2.3.6 Sign Out

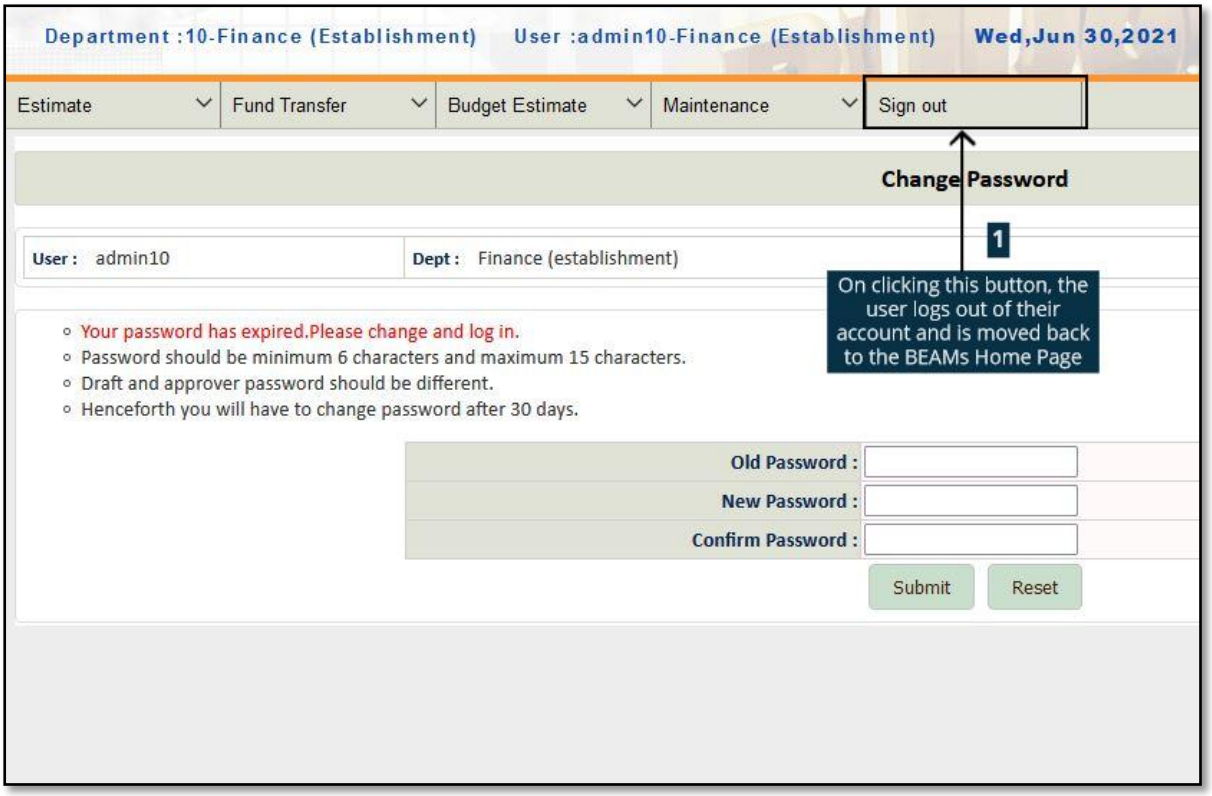

Figure 55: Log out

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.