User Manual – BEAMS DDO 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 DDO Normal and Checker (Draft Mode).

2. Getting Started

2.1 Home Page

2.1.1 For Any User
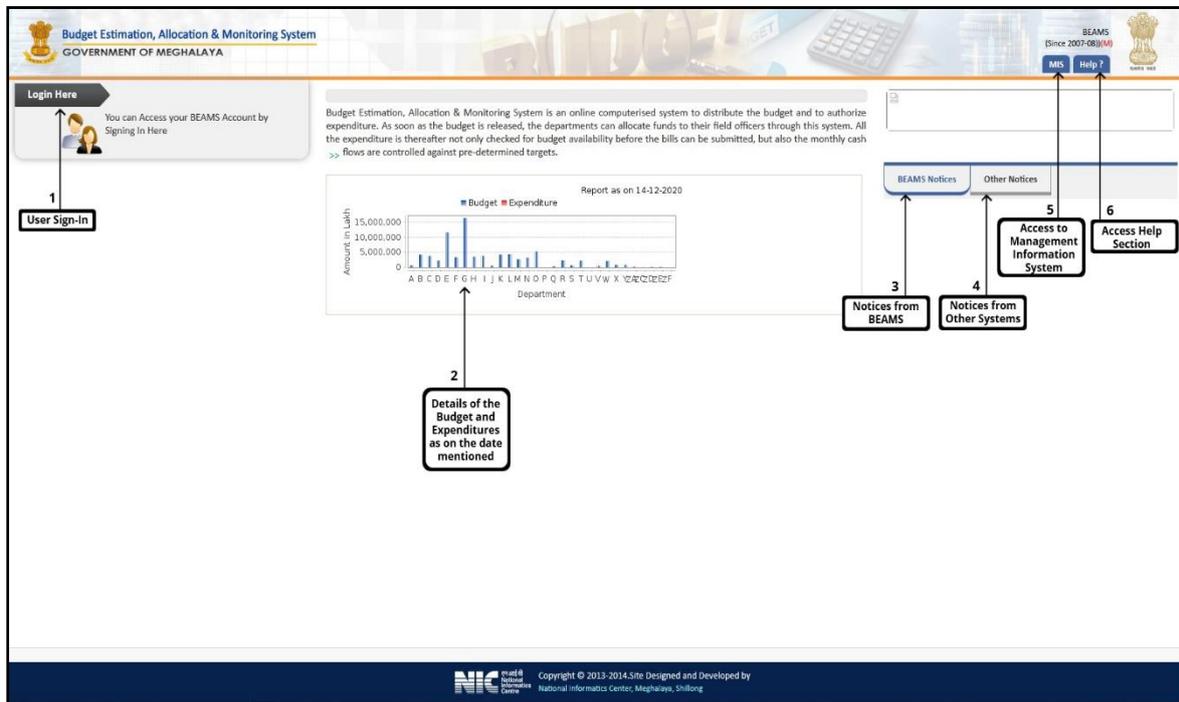
Figure 1: Home Page

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 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 DDO Draft (Normal and Checker) User
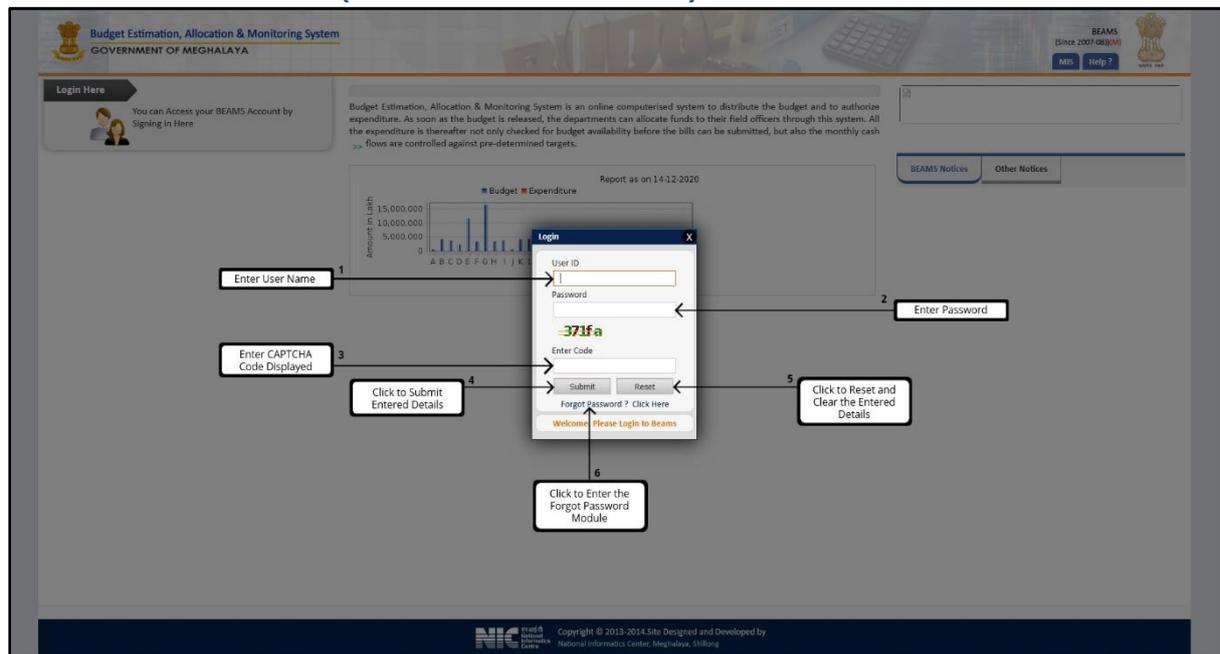
Figure 2: Login Page

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 DDO Draft Login
2.3.1 DDO Draft Main Page
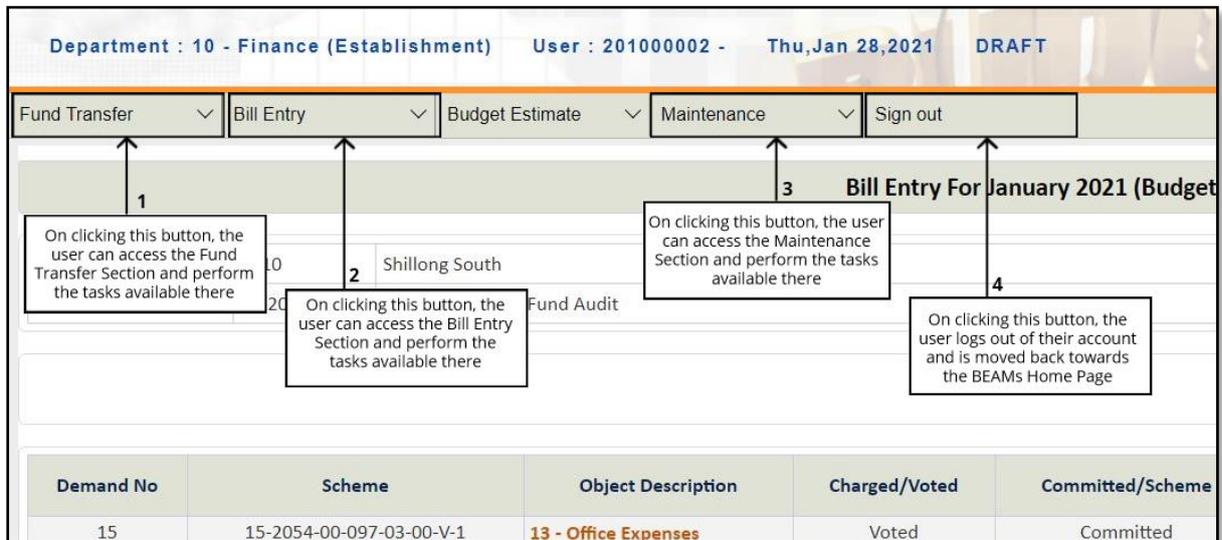
Figure 3: DDO Draft Main Page

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

1. The respective user can use the Fund Transfer 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: Fund Transfer 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 respective user can use the Bill Entry button to display a drop-down list which would display the function that is available in that module as shown in Figure 5.

Figure 5: Bill Entry Module

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

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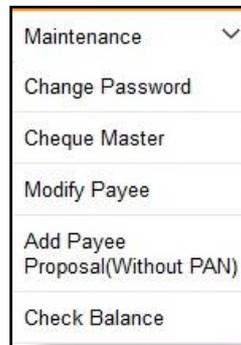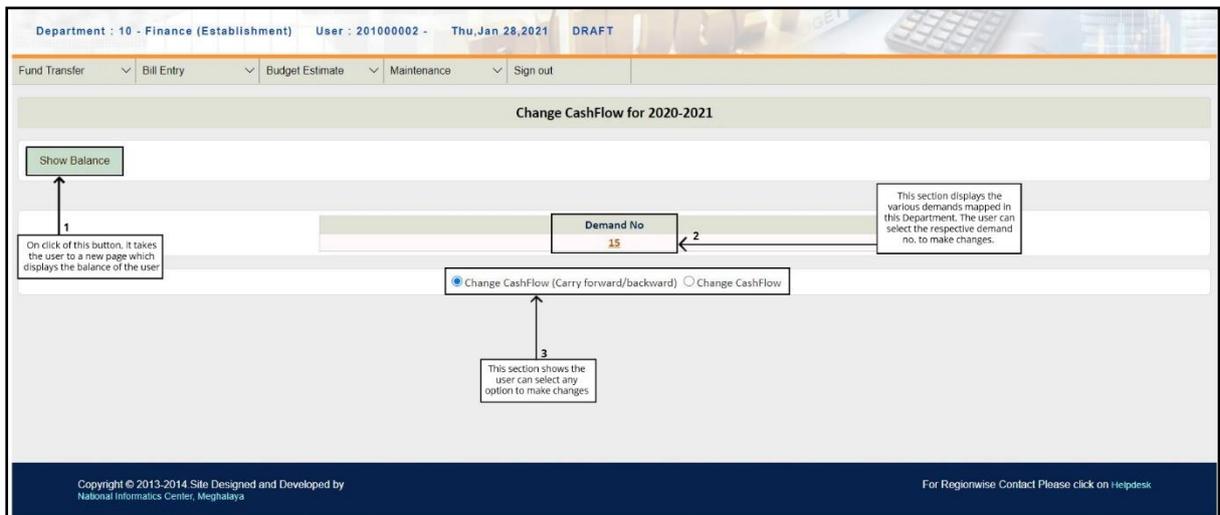

Figure 6: Maintenance Module

   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 Fund Transfer Module

2.3.2.1 Cash Flow

2.3.2.1.1 Selection of Demand Number

Figure 7: Selection of Demand Number

On selection of the Change Cash Flow Button from the Fund Transfer Module as shown in Figure 4, the DDO Draft user will be presented with the page as shown in Figure 7.

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.

2.3.2.1.2 Selection of Major Head
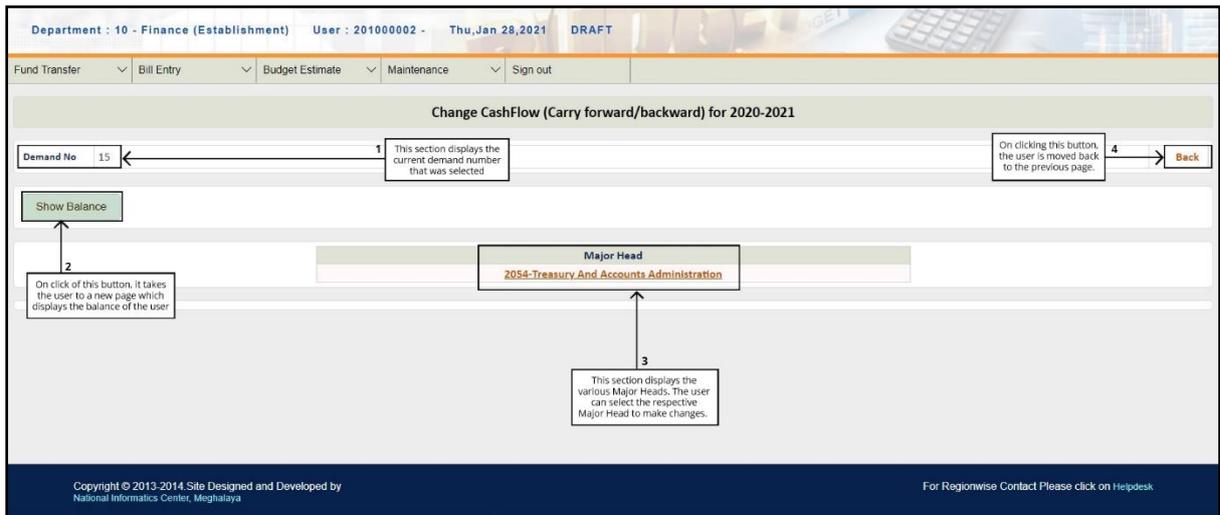
Figure 8: Major Head Selection

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

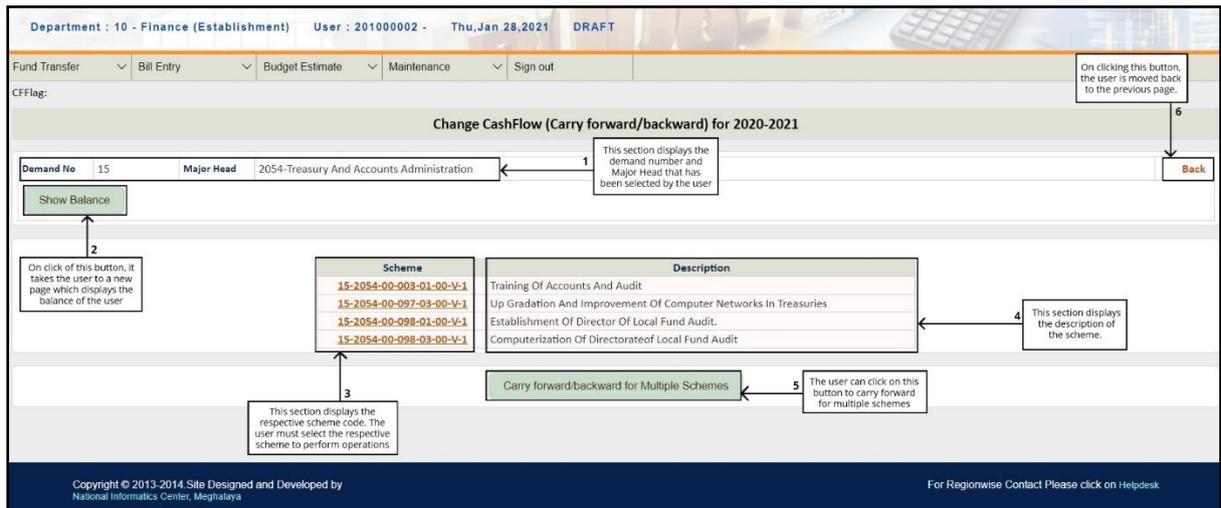1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.

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 Field Department 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.
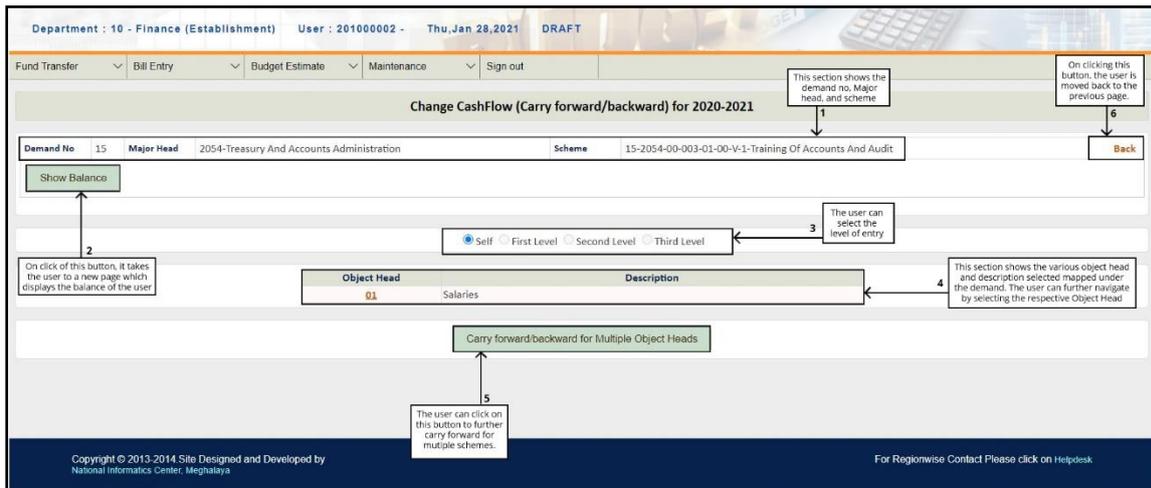
2.3.2.1.3 Selection of Schemes

Figure 9: Scheme Selection

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

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 Field Department, 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 button as indicated by Section 5 is used by the user when they want to perform a change cash flow on multiple schemes.

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 Major Head).

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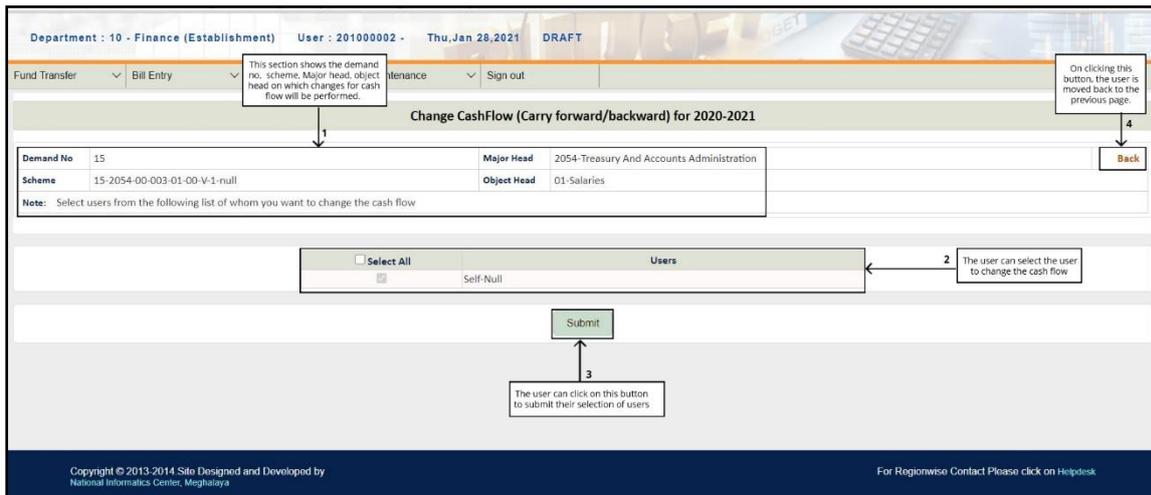
2.3.2.1.4 Selection of Object Head

Figure 10: Object Head Selection

On selection of the respective Scheme from the table, the DDO Draft user will be presented with the page as shown in Figure 10.

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 Field Department, 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.

2.3.2.1.5 Selection of User

Figure 11: User Selection

On selection of the respective Object Head from the table, the DDO Draft user will be presented with the page as shown in Figure 11.

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 Field Department, 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 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).

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

2.3.2.1.6 Change Cash Flow

Figure 12: Change Cash Flow (1)

Figure 13: Change Cash Flow (2)

On selection of the respective User from the table, the DDO Draft user will be presented with the page as shown in Figure 12 and 13.

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 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. 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 a User).

4. In section 4, 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.

5. The View Change button indicated by Section 5 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.

6. The View Draft button as indicated by Section 6 is used by the user to create a draft which contain the change cash flow of the selected schemes and user.

7. The Reset button as indicated by Section 7 is used by the user to reset and clear all changes that have been made by the user during their current log in.

8. The Cancel button as indicated by Section 8 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

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

2.3.2.1.7 Draft of Change Cash Flow

Figure 14: Change Cash Flow Draft

On changing the cash flow and selecting view draft, the DDO Draft 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 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.

2.3.2.2 Surrender
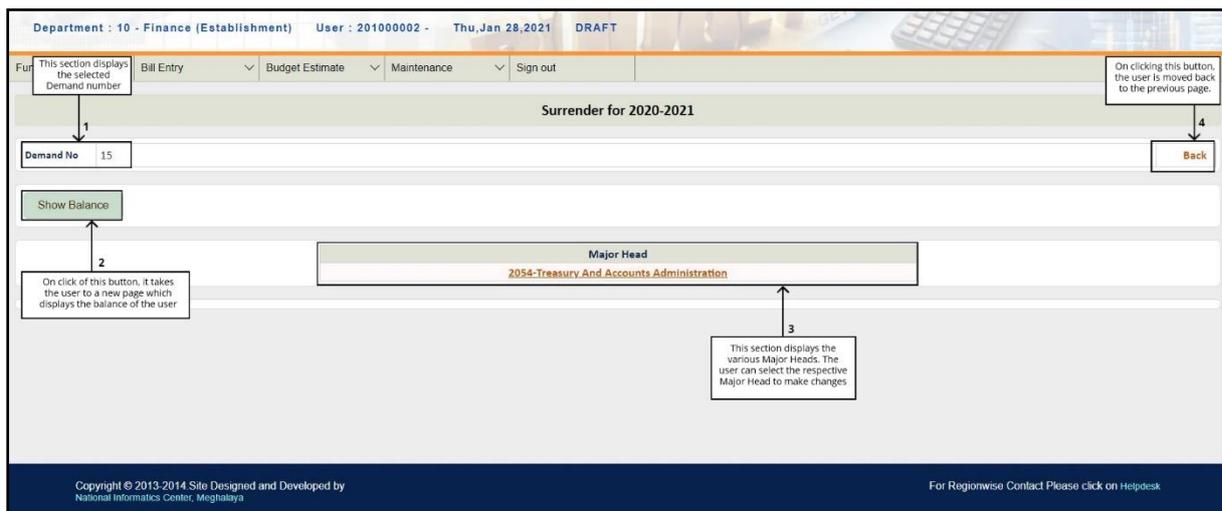
2.3.2.2.1 Selection of Demand Number
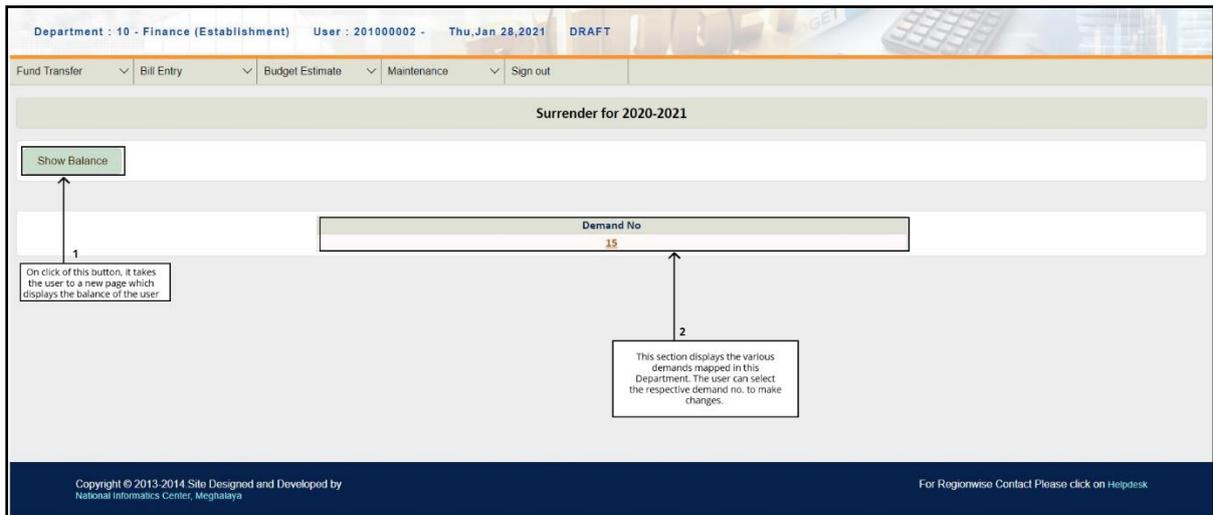
Figure 15: Selection of Demand Number

On selection of the Surrender Button from the Fund Transfer Module as shown in Figure 4, the DDO Draft 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. 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.
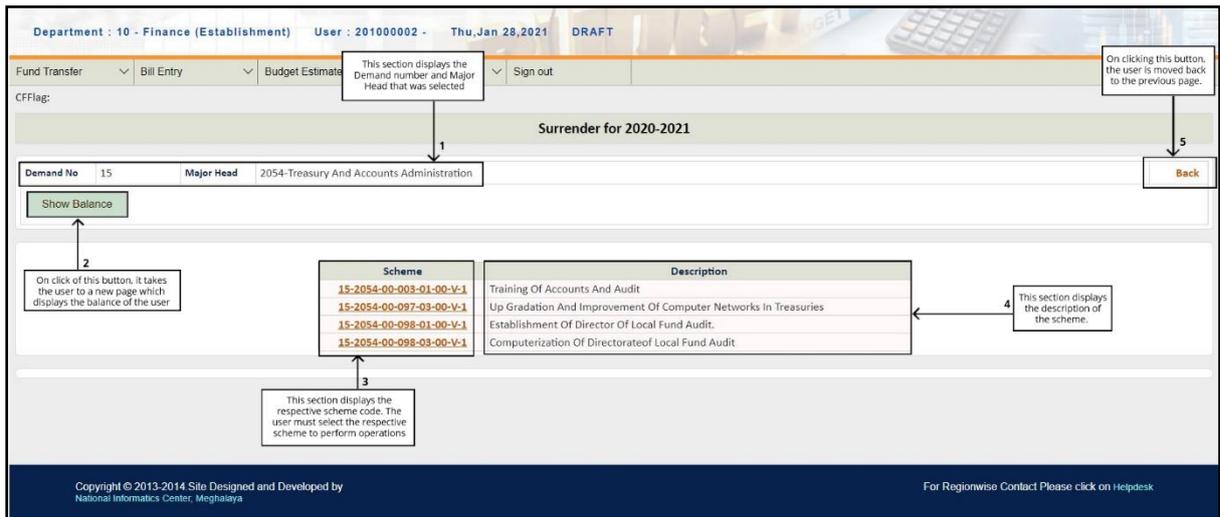
2.3.2.2.2 Selection of Major Head

Figure 16: Major Head Selection

On selection of the respective Demand number from the table, the DDO Draft 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 Field Department 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.
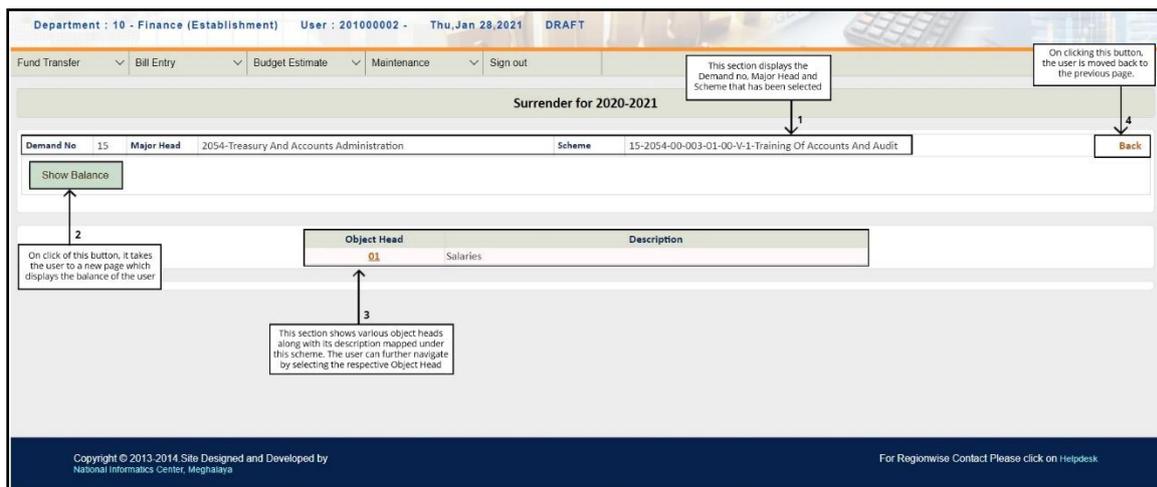
2.3.2.2.3 Selection of Schemes

Figure 17: Scheme Selection

On selection of the respective Major Head from the table, the DDO Draft 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. Here, Section 3 displays the Scheme codes that are associated to this Field Department, 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 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 Major Head).

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

2.3.2.2.4 Selection of Object Head

Figure 18: Object Head Selection

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

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 Field Department, Demand number, Major Head and scheme. The user can select the respective Object 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 Scheme).

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

2.3.2.2.5 Surrender

Figure 19: Surrender

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

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

2.3.2.2.6 Draft of Surrender

Figure 20: Surrender Draft

On entering the surrender values and on clicking the View Draft Button, the DDO Draft user will be presented with the page as shown in Figure 20.

1. In Section 1, the user is shown the department, demand number, scheme and 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. In section 2, the user is shown the monthly surrender amount that has been performed. They are shown in their respective quarters throughout the Financial Year. The remark regarding the surrender is also shown in this section. The total surrender 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.

2.3.2.3 Fund Requisition

2.3.2.3.1 Selection of Demand Number

Figure 21: Selection of Demand Number

On selection of the Fund Requisition Button from the Fund Transfer Module as shown in Figure 4, the DDO Draft user will be presented with the page as shown in Figure 21.

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 allocation.

2. Section 2 displays the Grant received by the respective department and demand number.

3. Section 3 displays the Expenditure by the respective department and demand number.

4. Section 4 is divided into two separate columns. This section as a whole displays the total amount that has been proposed to the respective departments.

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

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

2.3.2.3.2 Selection of Major Head

Figure 22: Major Head Selection

On selection of the respective Demand number from the table, the DDO Draft user will be presented with the page as shown in Figure 22.

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. Here, Section 2 displays the Major Heads that are associated to this Field Department and Demand number. The user can select the respective Major Head in order to make changes and perform a Budget Proposal.

3. Section 3 displays the Grant received by the respective department and demand number.

4. Section 4 displays the expenditure by the respective department and demand number.

5. Section 5 is divided into two separate columns. This section as a whole displays the total amount that has been proposed to the respective departments.

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

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.

2.3.2.3.2 Selection of Schemes

Figure 23: Scheme Selection

On selection of the respective Major Head from the table, the DDO Draft user will be presented with the page as shown in Figure 23.

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. Section 2 lets the user specify which schemes are to be selected. The user can use this to select one or multiple schemes.

3. Here, Section 3 displays the Schemes that are associated to this Field Department, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a Budget Proposal.

4. Section 4 displays the Grant received by the respective department and demand number, Major Head and Scheme.

5. Section 5 displays the expenditure by the respective department and demand number, Major Head and Scheme.

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

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

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 Scheme in order to proceed towards the next step.

2.3.2.3.4 Selection of Object Head

Figure 24: Object Head Selection

On selection of the respective Scheme from the table, the DDO Draft user will be presented with the page as shown in Figure 24.

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. Here, Section 2 displays the Object Heads that are associated to this Field Department, Demand number, Major Head and scheme. The user can select the respective Scheme in order to make changes and perform a Budget Proposal.

3. Section 3 displays the Grant received by the respective department and demand number, Major Head, Scheme and Object Head.

4. Section 4 displays the expenditure by the respective department and demand number, Major Head, Scheme and Object Head.

5. Section 5 is divided into two separate columns. This section as a whole displays the total amount that has been proposed to the respective departments.

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

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.

2.3.2.3.5 Fund Requisition

Figure 25: Fund Requisition

On selection of the respective Object Head from the table, the DDO Draft user will be presented with the page as shown in Figure 25.

1. In Section 1, the user is shown the Demand No, Scheme, Object 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 can select which user the amount will be proposed to.

3. In section 3, the user can indicate the proposal that is to be done. The proposal is done in monthly intervals in their respective quarters throughout the Financial Year. The user can propose the amount from the corresponding months to perform the Budget Proposal process. The user can also enter a Justification regarding the proposal 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 Budget Proposal 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 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 propose the amount and then view draft in order to proceed towards the next step.

2.3.2.3.6 Draft of Fund Requisition

Figure 26: Requisition Draft

On proposing the amount and selecting view draft, the DDO Draft user will be presented with the page as shown in Figure 26.

1. In Section 1, the user is shown the current user, 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 Budget Proposal that has been performed and the user to whom the proposal is done to. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The total proposal 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 proposal. 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 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 Bill Entry Module
2.3.3.1 For DDO Normal User
2.3.3.1.1 Distributed Budget

Figure 27: Bill Entry Distributed (Normal)

On selection of the Bill Entry option, a drop-down menu as in Figure 5 will be shown and when the user selects the Bill Entry option, the DDO Draft user will be presented with the page as shown in Figure 27.

1. In Section 1, the user is shown the current Treasury code and details and the DDO code and details.

2. The UnDistr. Budget button lets the user access the Undistributed Budget Section and perform their functions there.

3. The Auth Report button lets the user access the Authorisation Report Section and view the latest transactions that have been performed and approved.

4. Section 4 displays the respective demand number of the bill entries that have been done.

5. Section 5 displays the respective scheme code of the bill entries that have been done.

6. Section 6 displays the respective Object Head and description of the bill entries that have been done.

7. Section 7 displays the whether the bill entries that have been done are voted or charged.

8. Section 8 displays the whether the bill entries that have been done are establishment or development. (Committed – Establishment & Scheme – Development)

9. Section 9 displays the Grant for the combination of demand no, scheme and object head of the bill entries that have been done.

10. Section 10 displays the No. of Bills for the combination of demand no, scheme and object head of the bill entries that have been done.

11. Section 11 displays the Expenditure for the combination of demand no, scheme and object head of the bill entries that have been done.

12. Section 12 displays the Carried Over Negative Balance for the combination of demand no, scheme and object head of the bill entries that have been done.

13. Section 13 displays the Balance for the combination of demand no, scheme and object head of the bill entries that have been done.

14. On selection of a Bill, the user can proceed to perform the functions of the Bill Entry Process.

2.3.3.1.1.1 Submit Bill to Treasury

Figure 28: Bill Entry (Treasury) (1)

Figure 29: Bill Entry (Treasury) (2)

Figure 30: Bill Type Drop Down
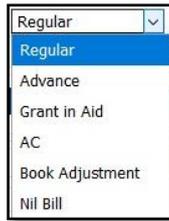
Figure 31: Bill Category Drop Down

Figure 32: Major Head Drop Down

Figure 33: Scheme Drop Down

Figure 34: Payee Name Drop Down

On selection of a Bill from the Bill Entry Section, the DDO Draft user will be presented with the page as shown in Figure 28 and 29.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the Bill type and the Bill category. Examples are shown in Figure 30 and 31.

4. In Section 4, the user can enter the Gross amount and the deduction being done.

5. In Section 5, The net amount is auto-calculated based on the gross amount and the deduction

6. The back button as indicated by section 6 is used by the user in order to move back to the previous page.

7. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 32 and 33.

8. The Add button in Section 8 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

9. Section 9 displays added schemes and shows the scheme code

10. Section 10 displays the corresponding description of the respective scheme code.

11. Section 10 displays the corresponding amount of the respective scheme

12. The delete button as indicated in Section 12 is used to delete the added scheme from the list.

13. Section 13 lets the user select the type of payee between regular and registered.

14. Section 14 lets the user select the payee from the list. An example is shown in Figure 34. Once the payee is added, the payee is shown in the list below.

15. Section 15 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

16. Section 16 lets the user enter the Bank of the payee. Once the payee is added, the payee Bank is shown in the list below

17. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

18. Section 18 lets the user enter the Bank Branch of the payee. Once the payee is added, the payee Bank Branch is shown in the list below

19. Section 19 lets the user enter the Account no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

20. Section 20 lets the user enter the amount. Once the payee is added, the amount is shown in the list below

21. The Add button in section 21 lets the user add the entered details to add the payee to the bill. The Reset button in section 21 clears all the data entered by the user

22. Section 22 shows the user the Bill no, the date of the bill and the amount of the bill.

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

2.3.3.1.2 Un-Distributed Budget
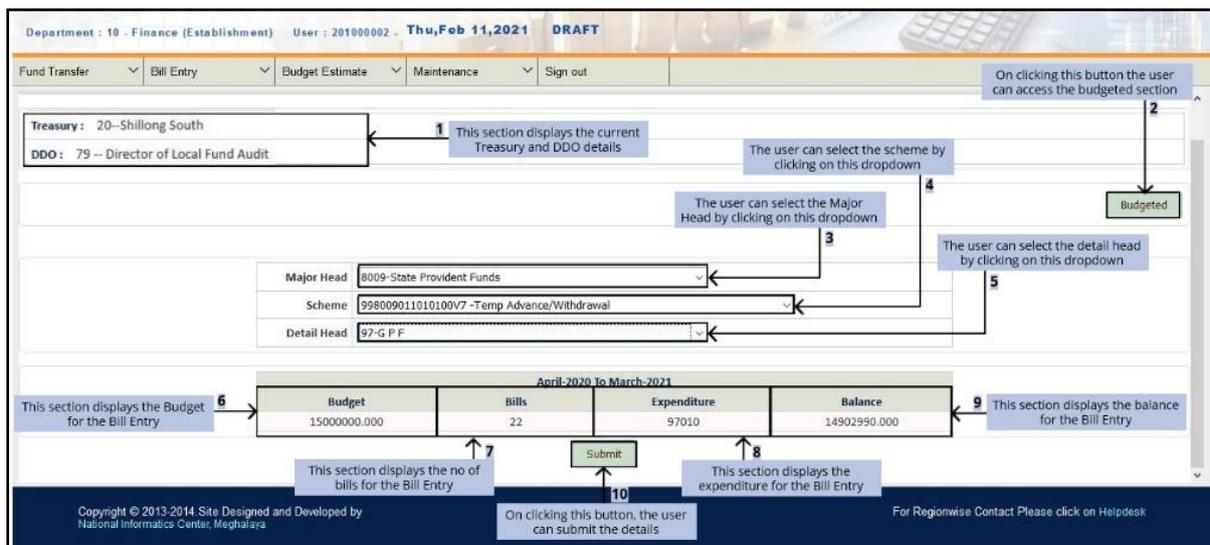
Figure 35: Bill Entry Undistributed (Normal)

Figure 36: Major Head Drop Down

Figure 37: Scheme Drop Down

Figure 38: Object Head Drop Down

On selection of Undistributed Budget from the Bill Entry Section, the DDO Draft user will be presented with the page as shown in Figure 35.

1. In Section 1, the user is shown the current Treasury code and details and the DDO code and details.

2. The Budgeted button lets the user access the Distributed Budget Section and perform their functions there.

3. In section 3, the user can select respective Major Head from the drop-down list. An example is shown in Figure 36.

4. In section 4, the user can select respective Scheme from the drop-down list. An example is shown in Figure 37.

5. In section 5, the user can select respective Object Head from the drop-down list. An example is shown in Figure 38.

6. On selecting the respective options, the user will be displayed a table with Sections 6, 7, 8 and 9. Section 6 displays to the user the Budget for that combination of Major Head, Scheme and Object Head.

7. Section 7 displays to the user the number of bills for that combination of Major Head, Scheme and Object Head

8. Section 8 displays to the user the Expenditure for that combination of Major Head, Scheme and Object Head.

9. Section 9 displays to the user the Balance for that combination of Major Head, Scheme and Object Head

10. On click of the submit button, the user is moved to the Bill entry section with the respective details that have been selected.

2.3.3.1.2.1 Bill Entry

2.3.3.1.2.1.1 Submit Bill to Treasury

Figure 39: Bill Entry (Treasury) (1)

Figure 40: Bill Entry (Treasury) (2)

Figure 41: Bill Type Drop Down

Figure 42: Bill Category Drop Down

Figure 43: Major Head Drop Down
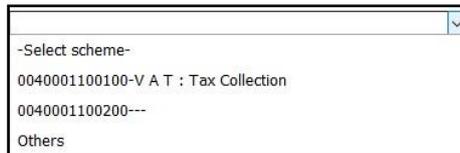
Figure 44: Scheme Drop Down

Figure 45: Payee Name Drop Down

On submission of a Bill from the Undistributed Bill Entry Section, the DDO Checker Draft user will be presented with the page as shown in Figure 39 and 40.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the bill submission option. In this case the user has selected Submit Bill to Treasury. This in turn will request the user to enter the Bill type and the Bill category. Examples are shown in Figure 41 and 42.

4. In Section 4, the user can enter the Gross amount and the deduction being done. The net amount is auto-calculated.

5. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 43 and 44.

6. The Add button in Section 6 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

7. Section 7 displays added schemes and shows details of the scheme code, description, amount and the remaining balance

8. The back button as indicated by section 8 is used by the user in order to move back to the previous page.

9. Section 9 lets the user select the type of payee between regular and registered.

10. Section 10 lets the user enter details regarding cheques. The user can enter the serial no, the cheque no and the cheque date.

11. Section 11 lets the user select the payee from the list. An example is shown in Figure 45. Once the payee is added, the payee is shown in the list below.

12. Section 12 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

13. Section 13 lets the user enter the Bill no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

14. Section 14 lets the user enter the date of the bill. Once the payee is added, the bill date is shown in the list below.

15. Section 15 lets the user enter the amount of the bill. Once the payee is added, the bill amount is shown in the list below.

16. The Add button in section 16 lets the user add the entered details to add the payee to the bill.

17. The Reset button in section 17 clears all the data entered by the user.

18. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

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

2.3.3.1.2.1.2 Issue Cheque

Figure 46: Bill Entry (Cheque) (1)

Figure 47: Bill Entry (Cheque) (2)

Figure 48: Major Head Drop Down

Figure 49: Scheme Drop Down

Figure 50: Payee Name Drop Down

On submission of a Bill from the Undistributed Bill Entry Section, the DDO Draft user will be presented with the page as shown in Figure 46 and 47.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the bill submission option. In this case the user has selected Issue Cheque. This in turn will request the user to select whether the Cheque is NEFT or Department Cheque.

4. In Section 4, the user can enter the Gross amount and the deduction being done. The net amount is auto-calculated.

5. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 48 and 49.

6. The Add button in Section 6 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

7. Section 7 displays added schemes and shows details of the scheme code, description, amount and the remaining balance

8. The back button as indicated by section 8 is used by the user in order to move back to the previous page.

9. Section 9 lets the user select the type of payee between regular and registered.

10. Section 10 lets the user enter details regarding cheques. The user can enter the serial no, the cheque no and the cheque date.

11. Section 11 lets the user select the payee from the list. An example is shown in Figure 50. Once the payee is added, the payee is shown in the list below.

12. Section 12 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

13. Section 13 lets the user enter the Bill no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

14. Section 14 lets the user enter the date of the bill. Once the payee is added, the bill date is shown in the list below.

15. Section 15 lets the user enter the amount of the bill. Once the payee is added, the bill amount is shown in the list below.

16. The Add button in section 16 lets the user add the entered details to add the payee to the bill.

17. The Reset button in section 17 clears all the data entered by the user.

18. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

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

2.3.3.1.3 Authorisation Report

Figure 51: Authorisation Report

The annotations shown in the figure read:

- This section displays the date the corresponding bills were made — 1
- This section displays the time the corresponding bills were made — 2
- This section displays the respective Authorization Number of the corresponding bills that were made — 3
- This section displays the respective Grant Number of the corresponding bills that were made — 4
- This section displays the respective Major Head of the corresponding bills that were made — 5
- This section displays the respective Scheme of the corresponding bills that were made — 6
- This section displays the respective Object Head of the corresponding bills that were made — 7
- This section displays the respective Amount of the corresponding bills that were made — 8
- On click of this button, the user will be displayed the auth report of the corresponding bill — 9
- On click of this button, the user will be displayed more bills that are allocated to this user — 10
- On click of this button, it takes the user back to the Bill Entry Section — 11

Department : 40 - Soil And Water Conservation   User : 104000100 -   Thu,Feb 11,2021   DRAFT

Your Last Five Bills Are

Date	Time	AUTH.NO	GrantNO	MajorHead	Scheme	DetailHead	Amount	
09-02-2021	18:29:37.806541	10098171927418291036	45	2402	24020007	13	1000	Print
06-02-2021	19:11:23.079073	10001471627419111019	45	2402	24020007	13	1000	Print
06-02-2021	17:13:45.244478	28401627411471038	45	2402	24020007	13	1000	Print
04-02-2021	20:26:50.382646	10094441427420261047	45	2402	24020007	13	1000	Print
03-02-2021	18:41:32.86039	38161327418411031	45	2402	24020007	13	100	Print

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1009817192741 8291036

Expenditure

Authorisation Slip For Year 2020 2021

Valid Upto 18/02/2021

Authorisation No.	10098171927418291036	Date	09/02/2021
Transaction No.	99		
Token No.			

DDO Code	104000100	Designation	DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG
TAN No	0		

Scheme Code	45-2402-00-001-01-00-V-1 / Directorate of Soil Conservation
Object Head	13 / Office Expenses
Bill Type	03/UNIFORMS

Gross Amount	1000	Yearly Grant	50000
Deduction	0	Total expenditure including this bill	28100
Net Amount	1000	Balance Grant	21900

Payee's Details

DDO Soil And Water Conservation	0	ALLAHABAD BANK	Barabazar, SHILLONG	xxxxxxxx6156	1000
Total					1000

Messanger Signature		Signature DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG
		Drawing & Disbursing Officer

Figure 52: Authorisation Report Draft

On selection of Authorisation Report from the Bill Entry Section, the DDO Draft user will be presented with the page as shown in Figure 51.

1. In Section 1, the user is shown the date the corresponding bills were made.

2. In Section 2, the user is shown the exact time the corresponding bills were made.

3. In Section 3, the user is shown the authorisation number of the corresponding bills.

4. In Section 4, the user is shown the Grant number of the corresponding bills.

5. In Section 5, the user is shown the respective Major Head of the corresponding bills.

6. In Section 6, the user is shown the respective Scheme of the corresponding bills.

7. In Section 7, the user is shown the respective Object Head of the corresponding bills.

8. In Section 8, the user is shown the respective amount of the corresponding bills.

9. The print button as indicated by Section 9 is used to print the authorisation report of the corresponding bill. An example is shown in Figure 52.

10. The More Bills button as indicated by Section 10 is used to display more bills in order to generate the authorisation report for older bills

11. The Bill Entry button as indicated by Section 11 is used to move back to the Bill Entry Section.

12. When the user has printed the bill, the user can then proceed in performing more functions in the Bill Entry Module or they can change the module and perform functions in the Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.3.1.4 Delete Bill
2.3.3.1.4.1 Selection of Bill to Delete

Figure 53: Select Bill to Delete

On selection of the Bill Entry option, a drop-down menu as in Figure 5 will be shown and when the user selects the Delete option, the DDO Draft user will be presented with the page as shown in Figure 53.

1. In Section 1, the user is shown the current Treasury code and details and the DDO code and details.

2. The CF Bills button in Section 2 lets the user access the CF Bills and they will be displayed accordingly and the user can delete the corresponding bills.

3. The Deposit Bills button in Section 3 lets the user access the Deposit Bills and they will be displayed accordingly and the user can delete the corresponding bills.

4. The NPDC Bills button in Section 4 lets the user access the NPDC Bills and they will be displayed accordingly and the user can delete the corresponding bills.

5. The Proposed Bill Delete button in Section 5 lets the user access the Proposed Bills and they will be displayed accordingly and the user can delete the corresponding bills.

6. Section 6 displays the respective Grant number of the bill entries that have been done.

7. Section 7 displays the respective Major Head of the bill entries that have been done.

8. Section 8 displays the respective scheme code of the bill entries that have been done.

9. Section 9 displays the respective Object Head code of the bill entries that have been done.

10. Section 10 displays the respective Object Head description of the bill entries that have been done

11. Section 11 displays the Transaction no. for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done. The user can select the respective Transaction no. to progress to the Bill deletion screen in order to delete the Bill

12. Section 12 displays the Gross Amount for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

13. Section 13 displays the Deduction for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

14. Section 14 displays the Net Amount for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

15. Section 15 displays the Month the transaction was done for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

16. On selection of a Bill, the user can proceed to perform the functions of the Bill Deletion Process.

2.3.3.1.4.2 Bill Deletion

Figure 54: Bill Deletion

On selection of the respective bill, the DDO Draft user will be presented with the page as shown in Figure xx.

1. In Section 1, the user is shown the Bill's Department, when the budget was for, the major head, the grant no, the scheme and the object head.

2. In section 2, the user is shown the gross amount, the deduction and the net amount of the corresponding bill.

3. Section 3 displays the respective scheme of the bill and the deduction details that were done by the scheme.

4. Section 4 displays the name of the party that created the bill.

5. Section 5 displays the Bank Branch code of the party that created the bill.

6. Section 6 displays the Bank code of the party that created the bill.

7. Section 7 displays the Account Number of the party that created the bill.

8. Section 8 displays the amount and the total net amount of the bill.

9. The Delete button as indicated by Section 9 is used for the deletion of the bill.

10. The cancel button as indicated by Section 10 is used to cancel the deletion and go back to the previous page.

11. The back button as indicated by section 11 is used by the user in order to move back to the previous page.

12. When the user has deleted the bill or cancelled their choice, the user can then proceed in performing more functions in the Bill Entry Module or they can change the module and perform functions in the Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.3.2 For DDO Checker User
2.3.3.2.1 Distributed Budget

Figure 55: Bill Entry Distributed (Checker)

On selection of the Bill Entry option, a drop-down menu as in Figure 5 will be shown and when the user selects the Bill Entry option, the DDO Checker Draft user will be presented with the page as shown in Figure xx.

1. In Section 1, the user is shown the current Treasury code and details and the DDO code and details.

2. The UnDistr. Budget button in Section 2 lets the user access the Undistributed Budget Section and perform their functions there.

3. The Auth Report button in Section 3 lets the user access the Authorisation Report Section and view the latest transactions that have been performed and approved.

4. Section 4 displays the respective demand number of the bill entries that have been done.

5. Section 5 displays the respective scheme code of the bill entries that have been done.

6. Section 6 displays the respective Object Head and description of the bill entries that have been done.

7. Section 7 displays the whether the bill entries that have been done are voted or charged.

8. Section 8 displays the whether the bill entries that have been done are establishment or development. (Committed – Establishment & Scheme – Development).

9. Section 9 displays the Grant for the combination of demand no, scheme and object head of the bill entries that have been done.

10. Section 10 displays the No. of Bills for the combination of demand no, scheme and object head of the bill entries that have been done.

11. Section 11 displays the Expenditure for the combination of demand no, scheme and object head of the bill entries that have been done.

12. Section 12 displays the Carried Over Negative Balance for the combination of demand no, scheme and object head of the bill entries that have been done.

13. Section 13 displays the Balance for the combination of demand no, scheme and object head of the bill entries that have been done.

14. On selection of a Bill, the user can proceed to perform the functions of the Bill Entry Process.

2.3.3.2.1.1 Bill Entry
2.3.3.2.1.1.1 Submit Bill to Treasury

Figure 56: Bill Entry (Treasury) (1)

Figure 57: Bill Entry (Treasury) (2)

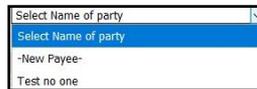**Figure 58: Bill Type Drop Down**

Figure 59: Bill Category Drop Down

Figure 60: Scheme Drop Down

Figure 61: Major Head Drop Down

Figure 62: Payee Name Drop Down

On selection of a Bill from the Bill Entry Section, the DDO Checker Draft user will be presented with the page as shown in Figure 56 and 57.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the bill submission option. In this case the user has selected Submit Bill to Treasury. This in turn will request the user to enter the Bill type and the Bill category. Examples are shown in Figure 58 and 59.

4. In Section 4, the user can enter the Gross amount and the deduction being done. The net amount is auto-calculated.

5. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 60 and 61.

6. The Add button in Section 6 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

7. Section 7 displays added schemes and shows details of the scheme code, description, amount and the remaining balance

8. The back button as indicated by section 8 is used by the user in order to move back to the previous page.

9. Section 9 lets the user select the type of payee between regular and registered.

10. Section 10 lets the user enter details regarding cheques. The user can enter the serial no, the cheque no and the cheque date.

11. Section 11 lets the user select the payee from the list. An example is shown in Figure 62. Once the payee is added, the payee is shown in the list below.

12. Section 12 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

13. Section 13 lets the user enter the Bill no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

14. Section 14 lets the user enter the date of the bill. Once the payee is added, the bill date is shown in the list below.

15. Section 15 lets the user enter the amount of the bill. Once the payee is added, the bill amount is shown in the list below.

16. The Add button in section 16 lets the user add the entered details to add the payee to the bill.

17. The Reset button in section 17 clears all the data entered by the user.

18. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

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

2.3.3.2.1.1.2 Issue Cheque

Figure 63: Bill Entry (Cheque) (1)

Figure 64: Bill Entry (Cheque) (2)

Figure 65: Scheme Drop Down

Figure 66: Major Head Drop Down

Figure 67: Payee Name Drop Down

On selection of a Bill from the Bill Entry Section, the DDO Checker Draft user will be presented with the page as shown in Figure 63 and 64.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the bill submission option. In this case the user has selected Issue Cheque. This in turn will request the user to select whether the Cheque is NEFT or Department Cheque.

4. In Section 4, the user can enter the Gross amount and the deduction being done. The net amount is auto-calculated.

5. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 65 and 66.

6. The Add button in Section 6 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

7. Section 7 displays added schemes and shows details of the scheme code, description, amount and the remaining balance

8. The back button as indicated by section 8 is used by the user in order to move back to the previous page.

9. Section 9 lets the user select the type of payee between regular and registered.

10. Section 10 lets the user enter details regarding cheques. The user can enter the serial no, the cheque no and the cheque date.

11. Section 11 lets the user select the payee from the list. An example is shown in Figure 67. Once the payee is added, the payee is shown in the list below.

12. Section 12 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

13. Section 13 lets the user enter the Bill no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

14. Section 14 lets the user enter the date of the bill. Once the payee is added, the bill date is shown in the list below.

15. Section 15 lets the user enter the amount of the bill. Once the payee is added, the bill amount is shown in the list below.

16. The Add button in section 16 lets the user add the entered details to add the payee to the bill.

17. The Reset button in section 17 clears all the data entered by the user.

18. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

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

2.3.3.2.2 Un-Distributed Budget

Figure 68: Bill Entry Undistributed (Checker)

On selection of Undistributed Budget from the Bill Entry Section, the DDO Checker Draft user will be presented with the page as shown in Figure 68.

1. In Section 1, the user is shown the current Treasury code and details and the DDO code and details.

2. The Budgeted button lets the user access the Distributed Budget Section and perform their functions there.

3. In section 3, the user can select respective Major Head from the drop-down list.

4. In section 4, the user can select respective Scheme from the drop-down list.

5. In section 5, the user can select respective Object Head from the drop-down list.

6. On selecting the respective options, the user will be displayed a table with Sections 6, 7, 8 and 9. Section 6 displays to the user the Budget for that combination of Major Head, Scheme and Object Head.

7. Section 7 displays to the user the number of bills for that combination of Major Head, Scheme and Object Head

8. Section 8 displays to the user the Expenditure for that combination of Major Head, Scheme and Object Head.

9. Section 9 displays to the user the Balance for that combination of Major Head, Scheme and Object Head

10. On click of the submit button, the user is moved to the Bill entry section with the respective details that have been selected.

2.3.3.2.2.1 Bill Entry

2.3.3.2.2.1.1 Submit Bill to Treasury

Figure 69: Bill Entry (Treasury) (1)

Figure 70: Bill Entry (Treasury) (2)

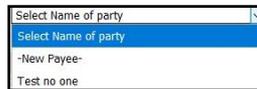**Figure 71: Bill Type Drop Down**

Figure 72: Bill Category Drop Down

Figure 73: Scheme Drop Down

Figure 74: Major Head Drop Down

Figure 75: Payee Name Drop Down

On selection of a Bill from the Bill Entry Section, the DDO Checker Draft user will be presented with the page as shown in Figure 69 and 70.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the bill submission option. In this case the user has selected Submit Bill to Treasury. This in turn will request the user to enter the Bill type and the Bill category. Examples are shown in Figure 71 and 72.

4. In Section 4, the user can enter the Gross amount and the deduction being done. The net amount is auto-calculated.

5. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 73 and 74.

6. The Add button in Section 6 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

7. Section 7 displays added schemes and shows details of the scheme code, description, amount and the remaining balance

8. The back button as indicated by section 8 is used by the user in order to move back to the previous page.

9. Section 9 lets the user select the type of payee between regular and registered.

10. Section 10 lets the user enter details regarding cheques. The user can enter the serial no, the cheque no and the cheque date.

11. Section 11 lets the user select the payee from the list. An example is shown in Figure 75. Once the payee is added, the payee is shown in the list below.

12. Section 12 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

13. Section 13 lets the user enter the Bill no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

14. Section 14 lets the user enter the date of the bill. Once the payee is added, the bill date is shown in the list below.

15. Section 15 lets the user enter the amount of the bill. Once the payee is added, the bill amount is shown in the list below.

16. The Add button in section 16 lets the user add the entered details to add the payee to the bill.

17. The Reset button in section 17 clears all the data entered by the user.

18. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

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

2.3.3.2.2.1.2 Issue Cheque

Figure 76: Bill Entry (Cheque) (1)

Figure 77: Bill Entry (Cheque) (2)

Figure 78: Scheme Drop Down

Figure 79: Major Head Drop Down

Figure 80: Payee Name Drop Down

On selection of a Bill from the Bill Entry Section, the DDO Checker Draft user will be presented with the page as shown in Figure 76 and 77.

1. In Section 1, the user is shown the current Department, Demand no, Major Head, Scheme, Object Head, whether the bill is establishment or development. (Committed – Establishment & Scheme – Development) and whether the bill is charged or voted.

2. In section 2, the user is shown the TAN no, the no. of bills, the budget, expenditure and the balance of the bill.

3. In section 3, the user can select the bill submission option. In this case the user has selected Issue Cheque. This in turn will request the user to select whether the Cheque is NEFT or Department Cheque.

4. In Section 4, the user can enter the Gross amount and the deduction being done. The net amount is auto-calculated.

5. Section 5, the user can select the scheme and Major head from the drop-down list. After selecting the user can enter the amount being used for that selected scheme. Examples are shown in Figure 78 and 79.

6. The Add button in Section 6 adds the entered details by the user regarding the Major Head and Scheme and adds them to the Bill.

7. Section 7 displays added schemes and shows details of the scheme code, description, amount and the remaining balance

8. The back button as indicated by section 8 is used by the user in order to move back to the previous page.

9. Section 9 lets the user select the type of payee between regular and registered.

10. Section 10 lets the user enter details regarding cheques. The user can enter the serial no, the cheque no and the cheque date.

11. Section 11 lets the user select the payee from the list. An example is shown in Figure 80. Once the payee is added, the payee is shown in the list below.

12. Section 12 lets the user enter the PAN no. of the payee. Once the payee is added, the payee PAN no. is shown in the list below.

13. Section 13 lets the user enter the Bill no. of the payee. Once the payee is added, the payee Bill no. is shown in the list below.

14. Section 14 lets the user enter the date of the bill. Once the payee is added, the bill date is shown in the list below.

15. Section 15 lets the user enter the amount of the bill. Once the payee is added, the bill amount is shown in the list below.

16. The Add button in section 16 lets the user add the entered details to add the payee to the bill.

17. The Reset button in section 17 clears all the data entered by the user.

18. The submit button in Section 18 lets the user submit the bill for approval and wait for authorization.

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

2.3.3.2.3 Authorisation Report

Figure 81: Authorisation Report

Figure 82: Authorisation Report Draft

On selection of Authorisation Report from the Bill Entry Section, the DDO Draft user will be presented with the page as shown in Figure 81.

1. In Section 1, the user is shown the date the corresponding bills were made.

2. In Section 2, the user is shown the exact time the corresponding bills were made.

3. In Section 3, the user is shown the authorisation number of the corresponding bills.

4. In Section 4, the user is shown the Grant number of the corresponding bills.

5. In Section 5, the user is shown the respective Major Head of the corresponding bills.

6. In Section 6, the user is shown the respective Scheme of the corresponding bills.

7. In Section 7, the user is shown the respective Object Head of the corresponding bills.

8. In Section 8, the user is shown the respective amount of the corresponding bills.

9. The print button as indicated by Section 9 is used to print the authorisation report of the corresponding bill. An example is shown in Figure 82.

10. The More Bills button as indicated by Section 10 is used to display more bills in order to generate the authorisation report for older bills

11. The Bill Entry button as indicated by Section 11 is used to move back to the Bill Entry Section.

12. When the user has printed the bill, the user can then proceed in performing more functions in the Bill Entry Module or they can change the module and perform functions in the Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.3.2.4 Delete Bill
2.3.3.2.4.1 Selection of Bill to Delete

Figure 83: Select Bill to Delete

On selection of the Bill Entry option, a drop-down menu as in Figure 5 will be shown and when the user selects the Delete option, the DDO Draft user will be presented with the page as shown in Figure 83.

1. In Section 1, the user is shown the current Treasury code and details and the DDO code and details.

2. The CF Bills button in Section 2 lets the user access the CF Bills and they will be displayed accordingly and the user can delete the corresponding bills.

3. The Deposit Bills button in Section 3 lets the user access the Deposit Bills and they will be displayed accordingly and the user can delete the corresponding bills.

4. The NPDC Bills button in Section 4 lets the user access the NPDC Bills and they will be displayed accordingly and the user can delete the corresponding bills.

5. The Proposed Bill Delete button in Section 5 lets the user access the Proposed Bills and they will be displayed accordingly and the user can delete the corresponding bills.

6. Section 6 displays the respective Grant number of the bill entries that have been done.

7. Section 7 displays the respective Major Head of the bill entries that have been done.

8. Section 8 displays the respective scheme code of the bill entries that have been done.

9. Section 9 displays the respective Object Head code of the bill entries that have been done.

10. Section 10 displays the respective Object Head description of the bill entries that have been done

11. Section 11 displays the Transaction no. for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done. The user can select the respective Transaction no. to progress to the Bill deletion screen in order to delete the Bill

12. Section 12 displays the Gross Amount for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

13. Section 13 displays the Deduction for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

14. Section 14 displays the Net Amount for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

15. Section 15 displays the Month the transaction was done for the combination of Grant no, Major Head, scheme and object head of the bill entries that have been done.

16. On selection of a Bill, the user can proceed to perform the functions of the Bill Deletion Process.

2.3.3.2.4.2 Bill Deletion

Figure 84: Bill Deletion

On selection of the respective bill, the DDO Draft user will be presented with the page as shown in Figure 84.

1. In Section 1, the user is shown the Bill's Department, when the budget was for, the major head, the grant no, the scheme and the object head.

2. In section 2, the user is shown the gross amount, the deduction and the net amount of the corresponding bill.

3. Section 3 displays the respective scheme of the bill and the deduction details that were done by the scheme.

4. Section 4 displays the name of the party that created the bill.

5. Section 5 displays the Bank Branch code of the party that created the bill.

6. Section 6 displays the Bank code of the party that created the bill.

7. Section 7 displays the Account Number of the party that created the bill.

8. Section 8 displays the amount and the total net amount of the bill.

9. The Delete button as indicated by Section 9 is used for the deletion of the bill.

10. The cancel button as indicated by Section 10 is used to cancel the deletion and go back to the previous page.

11. The back button as indicated by section 11 is used by the user in order to move back to the previous page.

12. When the user has deleted the bill or cancelled their choice, the user can then proceed in performing more functions in the Bill Entry Module or they can change the module and perform functions in the Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.4 Maintenance Module
2.3.4.1 Change Password

Figure 85: 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 DDO Draft user will be presented with the page as shown in Figure 85.

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.

2.3.4.2 Cheque Master
2.3.4.2.1 Cheque Master Entry

Figure 86: Cheque Master

On selection of the Maintenance option, a drop-down menu as in Figure 6 will be shown and when the user selects the Cheque Master option, the DDO Draft user will be presented with the page as shown in Figure 86.

1. In Section 1, the list displays the existing Cheque Book currently on the system. The user can select the Cheque Book in order to edit that one particular Cheque Book.

2. In Section 2, the corresponding Start Cheque number is displayed to the user.

3. In Section 3, the corresponding End Cheque number is displayed to the user.

4. In Section 4, the user can specify whether the cheque is for LOC or Non-LOC.

5. In Section 5, the user can enter a new Cheque Book no. or edit an existing Cheque Book no.

6. In Section 6, the user can enter a new Start Cheque number or edit an existing Start Cheque number.

7. In Section 7, the user can enter a new End Cheque number or edit an existing End Cheque number.

8. In Section 8, the user can specify whether the cheque is current cheque book or not.

9. If it is a current cheque book then in Section 9, the user can enter a current Cheque number or edit an existing current Cheque number.

10. The View Draft button as indicated by Section 10 on click will produce a draft of the entered or edited details that have been entered by the user.

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

11. The Cancel button as indicated by Section 12 is used by the user to cancel any changes that have been made by the user and go back to the previous page

2.3.4.2.2 Cheque Master Draft

Figure 87: Cheque Master Draft

On entering the respective details and on selection of the View Draft button, the DDO Draft user will be presented with the page as shown in Figure 87.

1. In Section 1, the corresponding Treasury code and description and the DDO code and description is shown to the user.

2. In Section 2, the corresponding Cheque Book Number, Start Cheque number, End Cheque number and the type of LOC is shown to the user is displayed to the user.

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 Cheque Master. 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. The back button as indicated by section 5 is used by the user in order to move back to the previous page.

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.

2.3.4.3 Modify Payee

Figure 88: Modify Payee

Figure 89: Bank Drop-Down

Figure 90: Branch 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 Modify Payee option, the DDO Draft user will be presented with the page as shown in Figure 88.

1. In Section 1, the user can select the payees which need to be edited. The checkboxes allow the user to select single or multiple users.

2. In Section 2, the list displays the existing payees currently on the system. The user can select the payee in order to edit that one particular payee.

3. In Section 3, the user can enter a new payee's name or edit an existing payee's name.

4. In Section 4, the user can select a new payee's bank name or edit an existing payee's bank name. An example is shown in Figure 89.

5. In Section 5, the user can select a new payee's branch name or edit an existing payee's branch name. An example is shown in Figure 90.

6. In Section 6, the user can enter a new payee's account number or edit an existing payee's account number.

7. In Section 7, the user can enter a new payee's PAN number or edit an existing payee's account number

8. The Add new Payee button as indicated by Section 8 is used by the user when adding a new payee to the system.

9. The Edit Details button as indicated by Section 9 is used by the user when editing an existing payee's details to save the changes that have been made.

10. The Save button as indicated by Section 10 is used by the user when creating a new payee or editing an existing payee and to save the details that have been entered.

11. The Delete Payee button as indicated by Section 11 is used by the user when deleting an existing payee's details and commit the deletion.

12. 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.

2.3.4.4 Add Payee Proposal (Without PAN)

Figure 91: Add Payee Proposal

Figure 92: Bank Drop-Down

Figure 93: Branch 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 Add Payee Proposal (Without PAN) option, the DDO Draft user will be presented with the page as shown in Figure 91.

1. In Section 1, the user can select the payees which need to be edited. The checkboxes allow the user to select single or multiple users.

2. In Section 2, the list displays the existing payees currently on the system. The user can select the payee in order to edit that one particular payee.

3. In Section 3, the user can enter a new payee's name or edit an existing payee's name.

4. In Section 4, the user can select a new payee's bank name or edit an existing payee's bank name. An example is shown in Figure 92.

5. In Section 5, the user can select a new payee's branch name or edit an existing payee's branch name. An example is shown in Figure 93.

6. In Section 6, the user can enter a new payee's account number or edit an existing payee's account number.

7. The update button as indicated by Section 7 is used by the user when editing an existing payee's details to save the changes that have been made.

8. The Save button as indicated by Section 8 is used by the user when creating a new payee and to save the details that have been entered.

9. The Delete Payee button as indicated by Section 9 is used by the user when deleting an existing payee's details and commit the deletion.

10. 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.

2.3.4.5 Check Balance
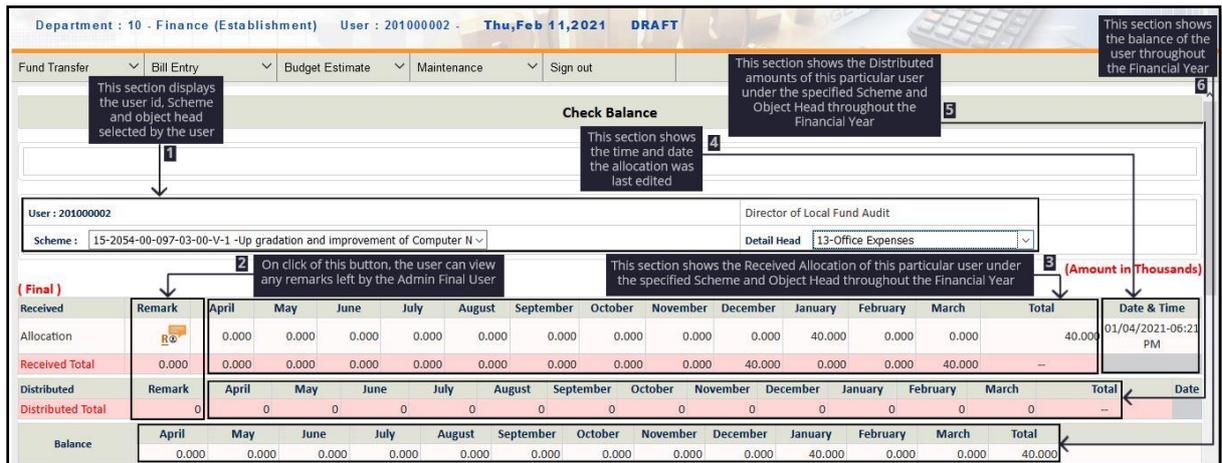
Figure 94: Check Balance (1)
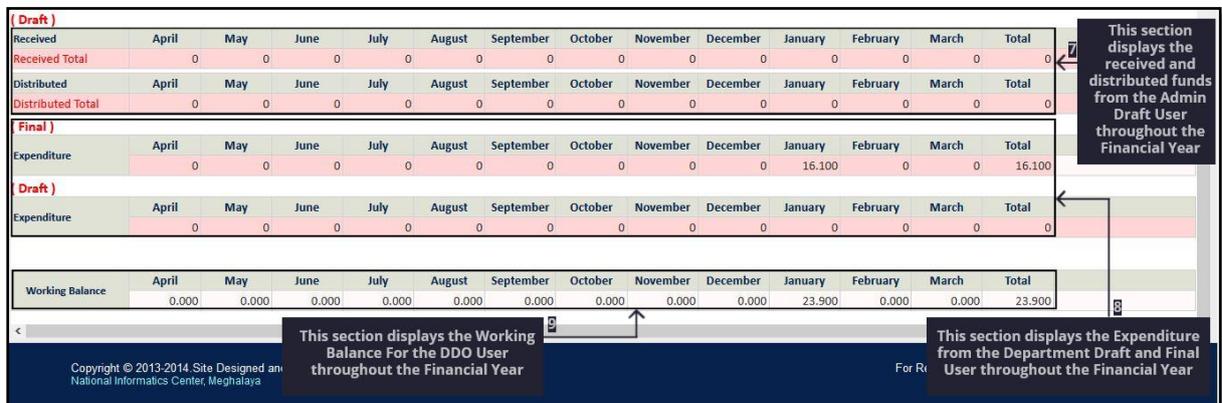
Figure 95: Check Balance (2)

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 DDO Draft user will be presented with the page as shown in Figure 94 and 95.

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. 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.

2. Section 2 contains the remark button. This button when clicked can be used by the DDO Draft user to view the remark for the particular action.

3. In Section 3, it displays the Allocation amount that the user has received from the Admin Final User. It shows the monthly release over the Financial Year. It also displays the total received amount at the end.

4. In Section 4, it displays the last date and time that changes were made to the Allocation.

5. In Section 5, it displays the distributed amount that the user has been distributed from the Admin Final User. It shows the monthly distribution over the Financial Year. It also displays the total distributed amount at the end.

6. Section 6 displays the total balance after the funds for the user has been received and distributed by the Admin Final User.

7. In Section 7, it displays the funds that the user has received and been distributed from the Admin Draft User. It shows the total received monthly funds over the Financial Year.

8. In Section 8, it displays the funds used as expenditure for the user from the Field Department Draft and Final User. It shows the monthly distribution over the Financial Year.

9. Section 9 shows the total working balance that the user has throughout the months of the Financial Year.

10. 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.

2.3.5 Show Balance
2.3.5.1 Demand Number Balance

Figure 96: Show Balance (1)

On selection of the Show Balance option on several modules, the DDO Draft user will be presented with the page as shown in Figure 96.

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 Expenditure done by the user under this demand no.

9. Section 9 displays the Balance of the user under this demand no.

10. Section 10 displays the Expenditure percentage is calculated from the Grant received and the expenditure done by the user under this demand no.

11. 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 97: Show Balance (2)

On selection of the demand number, the DDO Draft user will be presented with the page as shown in Figure 97.

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 8 displays the Expenditure done by the user under this demand number and Major Head.

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

11. Section 10 displays the Expenditure percentage is calculated from the Grant received and the expenditure done by the user under this demand number and Major Head.

12. 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 98: Show Balance (3)

On selection of the Major Head, the DDO Draft user will be presented with the page as shown in Figure 98.

1. In Section 1, the user is shown the 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 demand number or not.

2. In Section 2, the user is shown the 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 demand number or not.

3. Section 3 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

4. Section 4 displays the Grant received by the user under this demand number, Major Head and Scheme.

5. Section 5 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.

6. Section 6 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.

7. Section 7 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.

8. Section 8 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.

9. Section 9 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.

10. Section 10 displays the Expenditure done by the user under this demand number, Major Head and Scheme.

11. Section 11 displays the Balance of the user under this demand number, Major Head and Scheme.

12. Section 12 displays the Expenditure percentage is calculated from the Grant received and the expenditure done by the user under this demand number, Major Head and Scheme.

13. 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 99: Show Balance (4)

On selection of the Scheme, the DDO Draft user will be presented with the page as shown in Figure 99.

1. In Section 1, 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.

2. In Section 2, the user is shown the 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 demand number or not.

3. Section 3 displays to the user the Object Head that are mapped to this particular user, Demand no, Major Head and Scheme.

4. Section 4 displays the Grant received by the user under this demand number, Major Head, Scheme and Object Head.

5. Section 5 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.

6. Section 6 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.

7. Section 7 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.

8. Section 8 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.

9. Section 9 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.

10. Section 10 displays the Expenditure done by the user under this demand number, Major Head, Scheme and Object Head.

11. Section 11 displays the Balance of the user under this demand number, Major Head, Scheme and Object Head.

12. Section 12 displays the Expenditure percentage is calculated from the Grant received and the expenditure done by the user under this demand number, Major Head, Scheme and Object Head.

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

2.3.6 Sign Out

| Fund Transfer | ∨ | Bill Entry | ∨ | Budget Estimate | ∨ | Maintenance | ∨ | Sign out |

Bill Entry For January 2021 (Budgeted)

1

On clicking this button, the user logs out of their account and is moved back towards the BEAMs Home Page

| Treasury | 2010 | Shillong South |
| DDO | 79(201000002) | Director Of Local Fund Audit |

Demand No	Scheme	Object Description	Charged/Voted	Committed/Scheme	Gra
15	15-2054-00-097-03-00-V-1	13 - Office Expenses	Voted	Committed	
15	15-2054-00-097-03-00-V-1	50 - Other Charges	Voted	Committed	

Figure 100: 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.