User Manual – BEAMS

DDO Final User

Table of Contents

Table of Figures

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 Final User.

2. Getting Started

2.1 Home Page

2.1.1 For Any User
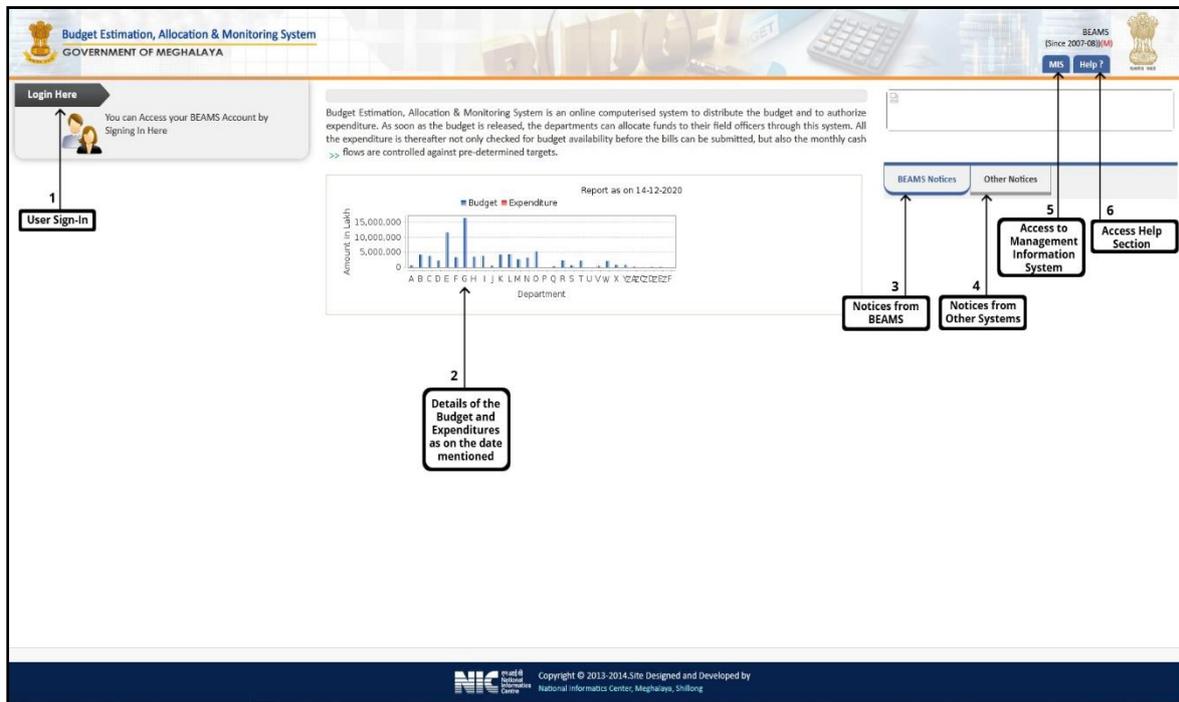
Figure 1: Home Page

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 Final User
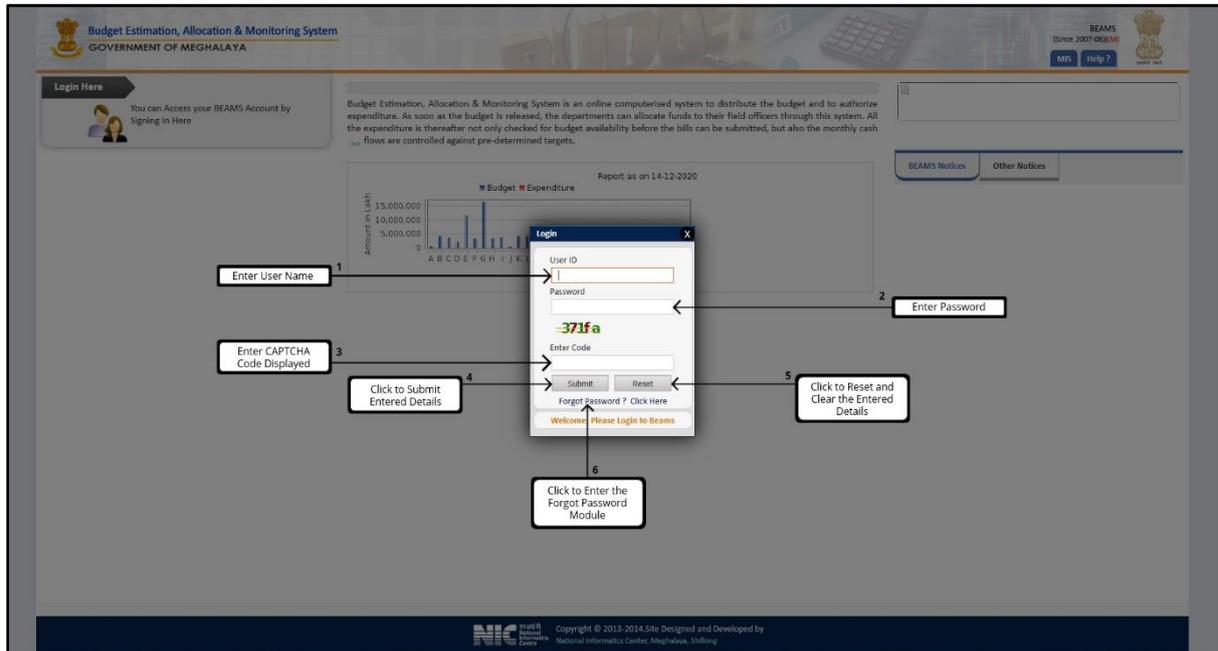
Figure 2: Login Page

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

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

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

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

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

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

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

2.3 DDO Final Login
2.3.1 DDO Final Main Page
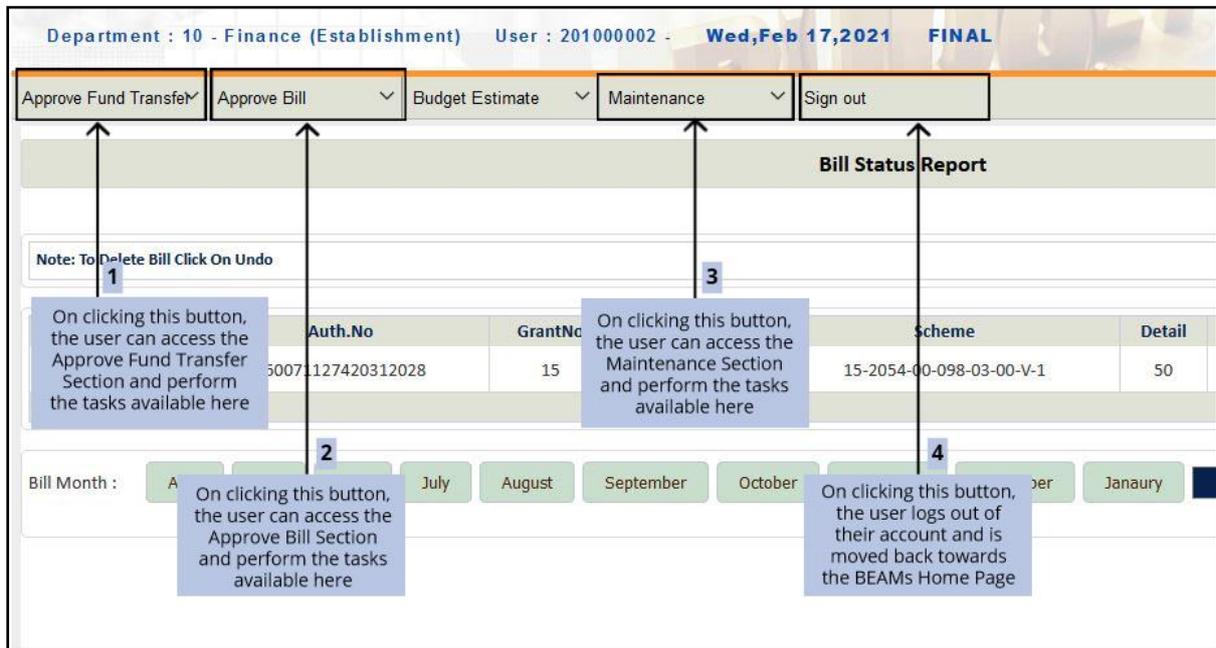
Figure 3: DDO Final Main Page

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

1. The respective user can use the Approve 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: Approve 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 Approve Bill 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: Approve Bill 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 Approve Fund Transfer Module
2.3.2.1 Change Cash Flow
2.3.2.1.1 Selection of Demand Number

Figure 7: Selection of Demand Number

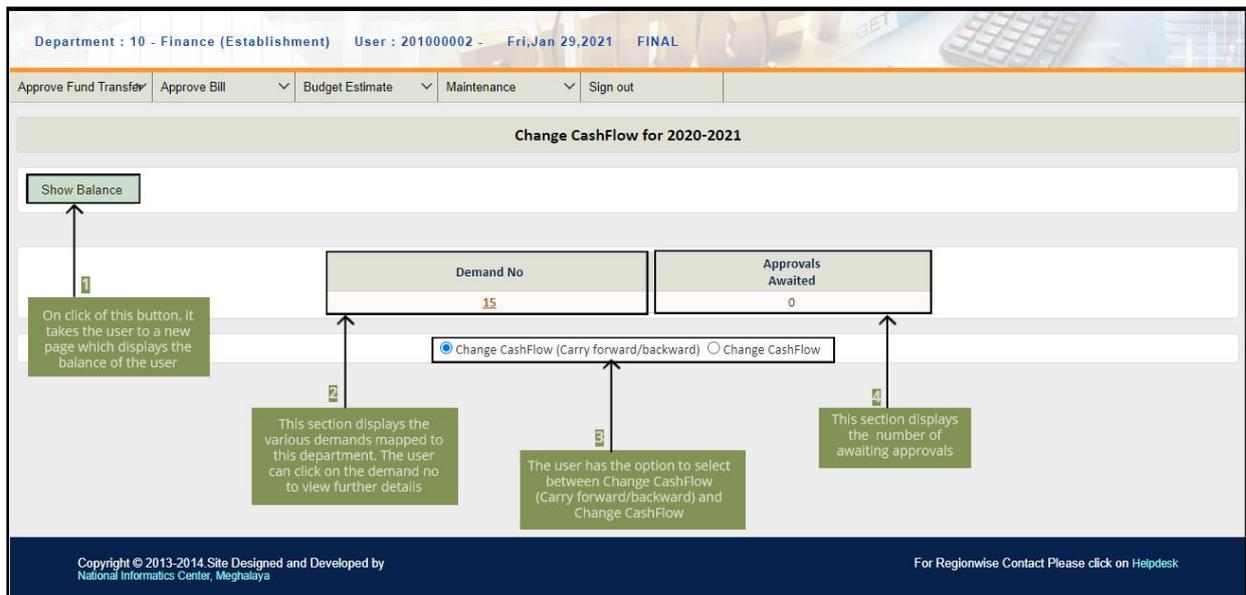On selection of the Change Cash Flow Button from the Approve Fund Transfer Module as shown in Figure 4, the DDO Final user will be presented with the page as shown in Figure 7.

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. Section 4 displays the number of change cash flow that are waiting to be approved under this demand number.

5. The user will have to select the respective demand number in order to proceed towards the next step.
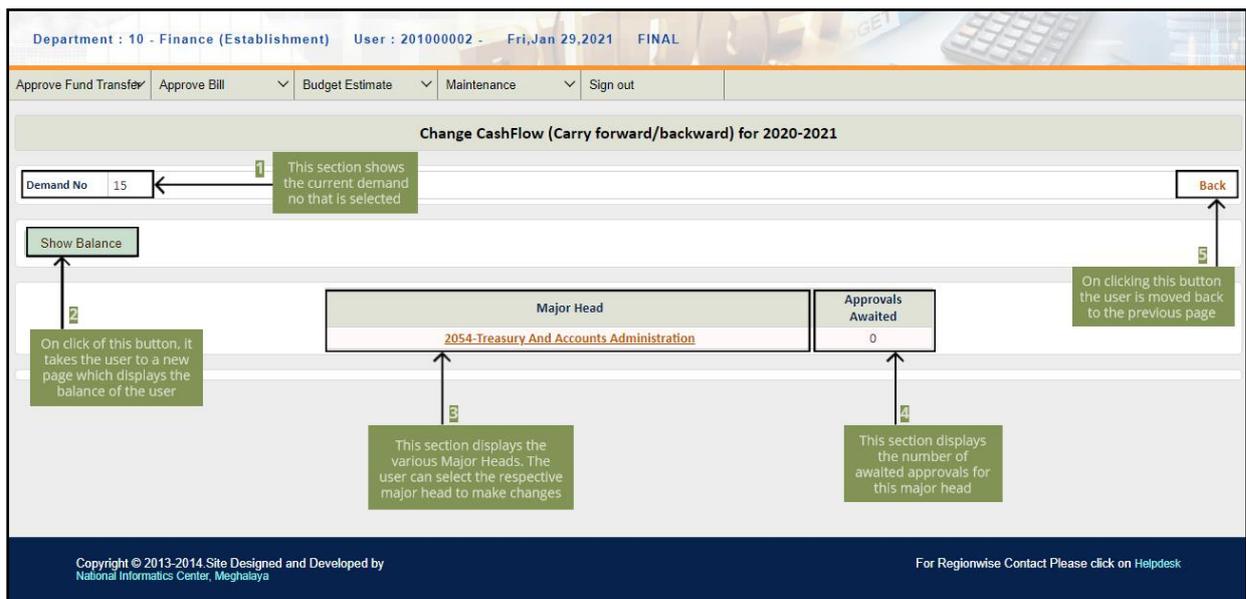
2.3.2.1.2 Selection of Major Head

Figure 8: Major Head Selection

On selection of the respective Demand number from the table, the DDO Final 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. Section 4 displays the number of change cash flow that are waiting to be approved under this demand number and Major Head.

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

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

2.3.2.1.3 Selection of Schemes

Figure 9: Scheme Selection

On selection of the respective Major Head from the table, the DDO Final 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. Section 5 displays the number of change cash flow that are waiting to be approved under this demand number, Major Head and Scheme.

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.
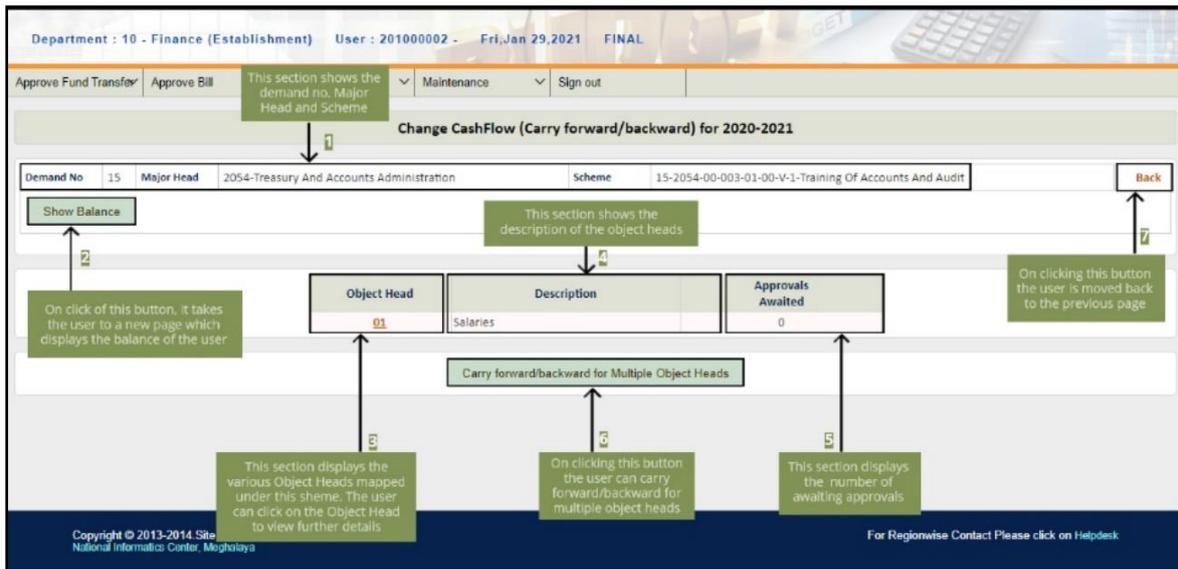
2.3.2.1.4 Selection of Object Head

Figure 10: Object Head Selection

On selection of the respective Scheme from the table, the DDO Final 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. 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 change cash flow.

4. Section 4 displays the descriptions of the respective Object Head codes.

5. Section 5 displays the number of change cash flow that are waiting to be approved under this demand number, Major Head, Scheme and Object Heads.

6. The button as indicated by Section 6 is used by the user when they want to perform a change cash flow on multiple Object Heads.

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 Scheme).

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

2.3.2.1.5 Change Cash Flow

Figure 11: Change Cash Flow (1)

Figure 12: Change Cash Flow (2)

On selection of the respective Object Head from the table, the DDO Final user will be presented with the page as shown in Figure 11 and 12.

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 edit 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.

3. The user can specify in Section 3 whether to approve, reject or delete the change cash flow. They can also view the Status of the Change Cash Flow.

4. The user can also enter a remark regarding the change cash flow that is being done in Section 4.

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

6. In section 6, 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.

7. The View Change button indicated by Section 7 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.

8. The View Final button as indicated by Section 8 is used by the user to create a final draft which contain the change cash flow of the selected schemes and user and the approval status.

9. The Reset button as indicated by Section 9 is used by the user to reset and clear all changes that have been made by the user during their current log in.

10. The Cancel button as indicated by Section 10 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

11. The user will have to Edit the cash flow and then View Final in order to proceed towards the next step.

2.3.2.1.6 Final Draft of Change Cash Flow

Figure 13: Change Cash Flow Final Draft

On changing the cash flow and selecting view Final, the DDO Final user will be presented with the page as shown in Figure 13.

1. In Section 1, the user is shown the Department, Demand No, Scheme 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 button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the change cash flow. These changes will be reflected and stored in the system.

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

5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Approve Bill, 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 14: Selection of Demand Number

On selection of the Surrender Button from the Approve Fund Transfer Module as shown in Figure 4, the DDO Final user will be presented with the page as shown in Figure 14.

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

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

3. Section 3 displays the number of Surrender that are waiting to be approved under this demand number.

4. The user will have to select the respective demand number in order to proceed towards the next step.
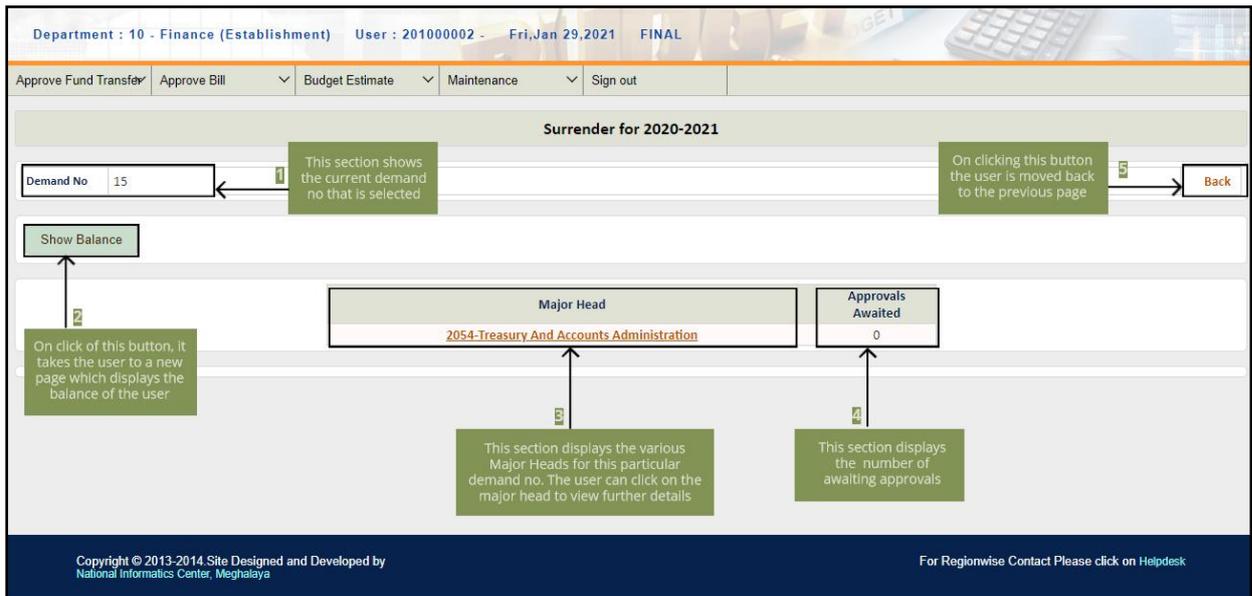
2.3.2.2.2 Selection of Major Head

Figure 15: Major Head Selection

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

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

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

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

4. Section 4 displays the number of Surrender that are waiting to be approved under this demand number and Major Head.

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

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

2.3.2.2.3 Selection of Schemes

Figure 16: Scheme Selection

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

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

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

3. 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. Section 5 displays the number of Surrender that are waiting to be approved under this demand number, Major Head and Scheme.

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.

2.3.2.2.4 Selection of Object Head

Figure 17: Object Head Selection

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

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. Section 4 displays the descriptions of the respective Object Head codes.

5. Section 5 displays the number of Surrender that are waiting to be approved under this demand number, Major Head, Scheme and 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.

2.3.2.2.5 Surrender

Figure 18: Surrender

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

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 edit 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.

4. The user can specify in Section 4 whether to approve or reject the Surrender.

5. The user can view the Status of the Surrender in Section 5.

6. The user can also enter a remark regarding the Surrender that is being done in Section 6.

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

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

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

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

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

2.3.2.2.6 Final Draft of Surrender

Figure 19: Surrender Final Draft

On entering the surrender values and on clicking the View Final Button, the DDO Final user will be presented with the page as shown in Figure 19.

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 button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the surrender. These changes will be reflected and stored in the system.

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

5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Approve Bill, 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 20: Selection of Demand Number

On selection of the Fund Requisition Button from the Approve Fund Transfer Module as shown in Figure 4, the DDO Final user will be presented with the page as shown in Figure 20.

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 approved phase.

5. Section 5 displays the number of Budget Proposals that are waiting to be approved under this demand number.

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

2.3.2.3.2 Selection of Major Head

Figure 21: Major Head Selection

On selection of the respective Demand number from the table, the DDO Final user will be presented with the page as shown in Figure 21.

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. Section 6 displays the number of Budget Proposals that are waiting to be approved under this demand number and Major Head.

7. The back button as indicated by section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).

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

2.3.2.3.2 Selection of Schemes

Figure 22: Scheme Selection

On selection of the respective Major Head from the table, the DDO Final user will be presented with the page as shown in Figure 22.

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, 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. Section 7 displays the number of Budget Proposals that are waiting to be approved under this demand number, Major Head and Scheme.

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

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

2.3.2.3.4 Selection of Object Head

Figure 23: Object Head Selection

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

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. Section 6 displays the number of Budget Proposals that are waiting to be approved under this demand number, Major Head, Scheme and Object Head.

7. 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).

8. 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 24: Fund Requisition

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

1. In Section 1, the user is shown the Demand No, Scheme and 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 edit 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 specify whether to approve or reject the proposal and view the status of the proposal. The user can also enter a Justification regarding the proposal that is being done.

4. The View Final button as indicated by Section 4 is used by the user to create a Final 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 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 propose the amount and then view Final in order to proceed towards the next step.

2.3.2.3.6 Final Draft of Fund Requisition

Figure 25: Fund Requisition Final Draft

On proposing the amount and selecting view Final, the DDO Final user will be presented with the page as shown in Figure 25.

1. In Section 1, the user is shown the current user, 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 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 status and the justification regarding the proposal is also shown in this section. 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 Approve Fund Transfer Module or they can change the module and perform functions in the Approve Bill, Maintenance Module or they can sign out from their account.

2.3.3 Approve Bill Module
2.3.3.1 Selection of Bill

Figure 26: Selection of Bill

On selection of the Bill Approve Button from the Approve Bill Module as shown in Figure 5, the DDO Final user will be presented with the page as shown in Figure 26.

1. Here, Section 1 displays the current Treasury code and details and the current DDO code and details.

2. Section 2 displays the Grant number of the Bill requiring Approval.

3. Section 3 displays the Major Head of the Bill requiring Approval.

4. Section 4 displays the Scheme of the Bill requiring Approval.

5. Section 5 displays the Object Head code of the Bill requiring Approval.

6. Section 6 displays the Object Head Description of the Bill requiring Approval.

7. Section 7 displays the Transaction Number of the Bill requiring Approval. The user can select the respective Transaction Number to perform operations on that particular bill.

8. Section 8 displays the Gross Amount of the Bill requiring Approval.

9. Section 9 displays the Deduction of the Bill requiring Approval.

10. Section 10 displays the Net Amount of the Bill requiring Approval.

11. Section 11 displays the Month the Bill requiring Approval was made.

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

2.3.3.2 Bill Approval

Figure 27: Bill Approval (1)

Figure 28: Bill Approval (2)

On selection of the respective Transaction number from the table, the DDO Final user will be presented with the page as shown in Figure 27 and 28.

1. Here, Section 1 displays the Department, Financial Year and Major Head of the Bill that was selected.

2. Section 2 displays the Grant number of the Bill that was selected.

3. Section 3 displays the Scheme of the Bill that was selected.

4. Section 4 displays the Object Head code and Description of the Bill that was selected.

5. Section 5 displays the Gross Amount of the Bill that was selected.

6. Section 6 displays the Deduction of the Bill that was selected.

7. Section 7 displays the Net Amount of the Bill that was selected.

8. Section 8 displays the District Gross Details which are the Respective District code and Description, the Amount for that District and the total amount of the Bill that was selected.

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

10. Section 10 displays the Deduction Details which are the Scheme and the total amount of the Bill that was deducted.

11. Section 11 displays the Name of the payees (Party) under the Bill that was selected.

12. Section 12 displays the PAN number of the payees (Party) under the Bill that was selected.

13. Section 13 displays the Bank and the Bank Branch of the payees (Party) under the Bill that was selected.

14. Section 14 displays the Account Number of the payees (Party) under the Bill that was selected. It also displays the amount paid by the payee and the total net amount under that bill.

15. Section 15 lets the user choose whether to approve or reject the Bill that was selected.

16. The Submit button in Section 16 is used by the user to submit and verify the details and approve the bill. If the user does not want to approve, then the user clicks on the back button and selects another bill.

17. The user will have to approve the bill and select the submit button in order to proceed towards the next step.

2.3.3.3 Draft of Bill Approval

Figure 29: Bill Approval Draft

On approving the bill and selecting the submit button, the DDO Final user will be presented with the page as shown in Figure 29.

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

2. Section 2 displays the Bill Details, this includes the Gross amount, the Deduction amount and the Net amount.

3. Section 3 displays the Name of the payees (Party) under the Bill that was selected.

4. Section 4 displays the PAN number of the payees (Party) under the Bill that was selected.

5. Section 5 displays the Bank of the payees (Party) under the Bill that was selected.

6. Section 6 displays the Bank Branch of the payees (Party) under the Bill that was selected

7. Section 7 displays the Account Number of the payees (Party) under the Bill that was selected.

8. Section 8 displays the amount paid by the payee under that bill.

9. The Save button as indicated by Section 9 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.

10. The Return button as indicated by Section 10 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.

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

2.3.4 Maintenance Module

2.3.4.1 Display History

2.3.4.1.1 Selection of Bill

Figure 30: Select Bill to Delete

On selection of the Maintenance option, a drop-down menu as in Figure 6 will be shown and when the user selects the Display History option, the DDO Final user will be presented with the page as shown in Figure 30.

1. In Section 1, the user is shown the date the bill was made.

2. In Section 2, the user is shown the Authorization number of the bill that was made.

3. In Section 3, the user is shown the Grant number of the bill that was made.

4. In Section 4, the user is shown the Major Head of the bill that was made.

5. In Section 5, the user is shown the Scheme of the bill that was made.

6. In Section 6, the user is shown the Object Head of the bill that was made.

7. In Section 7, the user is shown the Gross Amount of the bill that was made.

8. In Section 8, the user is shown the Net Amount of the bill that was made.

9. The Undo Button in Section 9 is used the user to delete the corresponding bill.

10. In Section 10, the user is shown the Status of the bill that was made.

11. In Section 11, the user is shown the date of the last updated bill status.

12. In Section 12, the user can select the month in which the bill was created in order to select a specific bill. This displays the respective months of the Financial Year.

13. In Section 13, the user is shown the currently selected month and the corresponding bills are shown in the section above.

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

2.3.4.1.2 Undo Bill

Figure 31: Undo Bill (1)

Figure 32: Undo Bill (2)

On selection of the undo option on the respective bill, the DDO Final user will be presented with the page as shown in Figure 31 and 32.

1. In Section 1, the user is shown the Bill's DDO code, the Grant number, the major head, the scheme, the object head and the Authorization number.

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 deduction details which are the respective scheme, Major head, the amount used for deduction and the total deduction.

4. Section 4 displays the voucher details which are the respective voucher number and voucher date.

5. Section 5 displays the net amount details and this shows the payees (party) name.

6. Section 6 displays the amount the payees paid and the total amount paid.

7. Section 7 displays the CO (Controlling Officer) details and this shows the respective CO code.

8. Section 8 displays the CO Designation and their contact number.

9. In Section 9, the user can enter a remark for the deletion of the bill.

10. The Submit button as indicated by Section 10 is used for confirmation of the deletion of the bill.

11. The cancel button as indicated by Section 11 is used to cancel the deletion and go 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 Maintenance Module or they can change the module and perform functions in the Approve Fund Transfer, Approve Bill Module or they can sign out from their account.

2.3.4.2 Change Password

Figure 33: 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 Final user will be presented with the page as shown in Figure 32.

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.

2.3.4.3 Check Balance
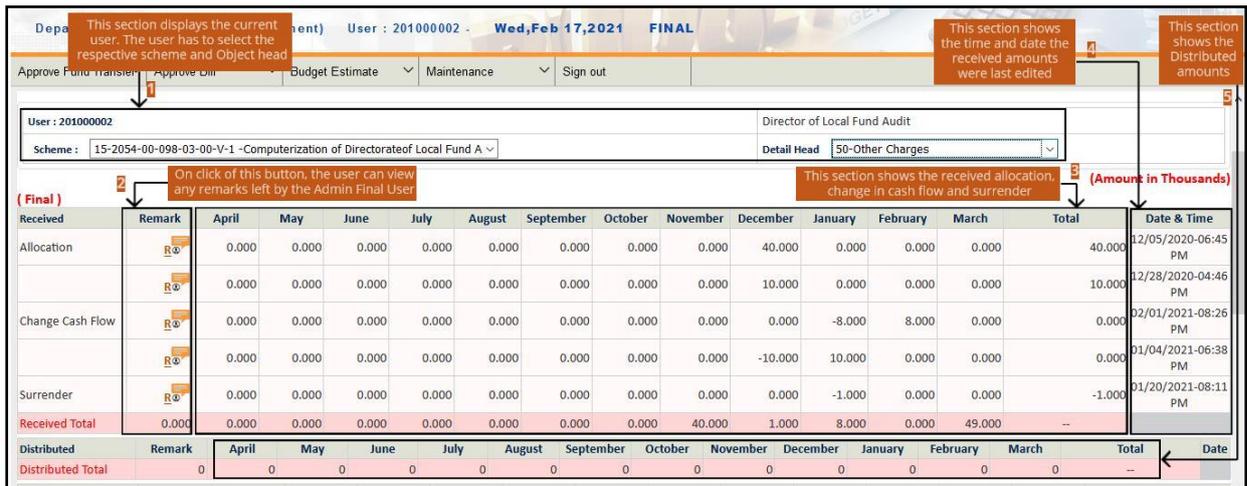
Figure 34: Check Balance (1)

Figure 35: 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 Final user will be presented with the page as shown in Figure 33 and 34.

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 Final user to view the remark for the particular action.

3. In Section 3, it displays the monthly Allocation, change cash flow and surrender amount that the user has received from the Admin Final User 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, Change Cash Flow and Surrender.

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. In Section 6, 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.

7. In Section 7, 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.

8. Section 8 shows the total working balance that the user has throughout the months of the Financial Year.

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

2.3.4.4 Approve Cheque Master

Figure 36: 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 Final user will be presented with the page as shown in Figure 35.

1. In Section 1 the user is displays the respective DDO code and the description.

2. In Section 2 it shows the corresponding serial number.

3. In Section 3, the user can edit the type and specify whether it is LOC or Non-LOC.

4. In Section 4, the user can edit the Cheque Book number.

5. In Section 5, the user can edit the Start Cheque number.

6. In Section 6, the user can edit the End Cheque number.

7. In Section 7, the user can specify whether the cheque is current cheque book or not. If it is a current cheque book then, the user can edit the current Cheque number.

8. In Section 8, the user can specify whether to approve the bill creation or not.

9. In Section 9, the user can specify whether to reject the bill creation or not.

10. The Save button as indicated by Section 10 on click will save and commit the details that have been entered by the user to the system.

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

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

2.3.5 Show Balance

2.3.5.1 Demand Number Balance

Figure 37: Show Balance (1)

On selection of the Show Balance option on several modules, the DDO Final user will be presented with the page as shown in Figure 36.

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 38: Show Balance (2)

On selection of the demand number, the DDO Final user will be presented with the page as shown in Figure 37.

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 39: Show Balance (3)

On selection of the Major Head, the DDO Final user will be presented with the page as shown in Figure 38.

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 40: Show Balance (4)

On selection of the Scheme, the DDO Final user will be presented with the page as shown in Figure 39.

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

Figure 41: 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.