User Manual – BEAMS
HOD/ Controlling Officer
Draft User

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1. Introduction

1.1 Purpose

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

1.2 Audience

This User Manual is intended to be used for the training purposes of users under the role of Controlling Officer (CO)in Draft Mode.

2. Getting Started

2.1 Home Page

2.1.1 For Any User

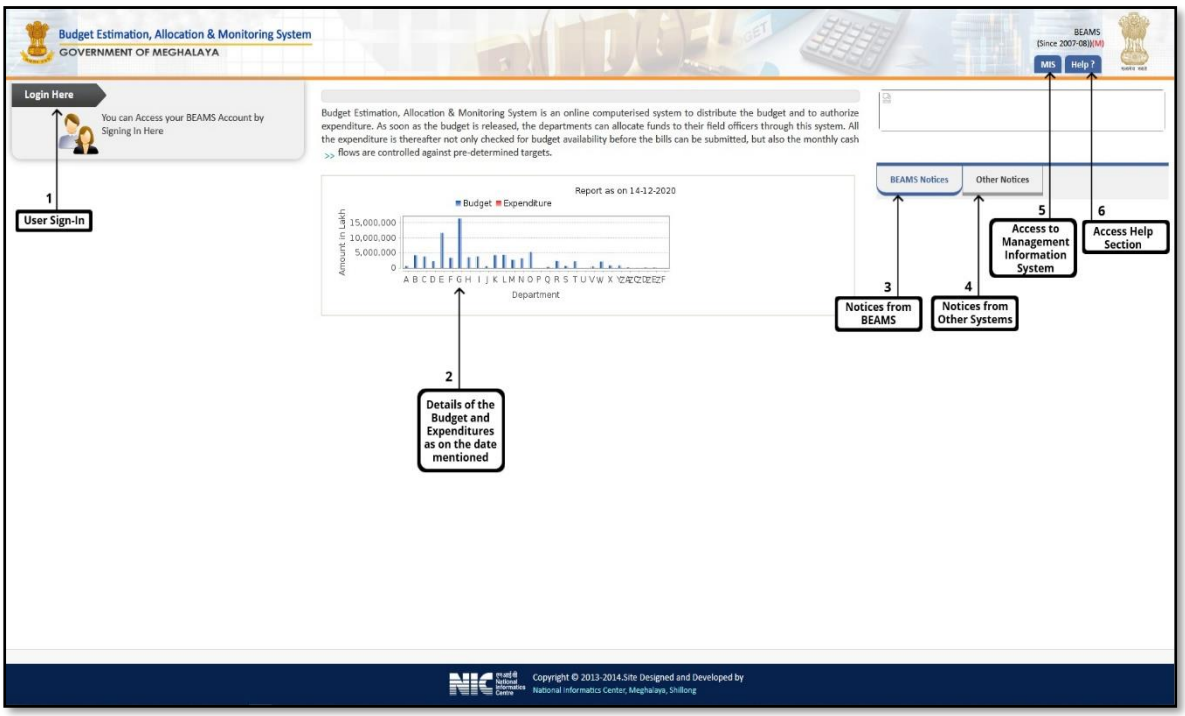


Figure 1: Home Page

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 CO Draft User

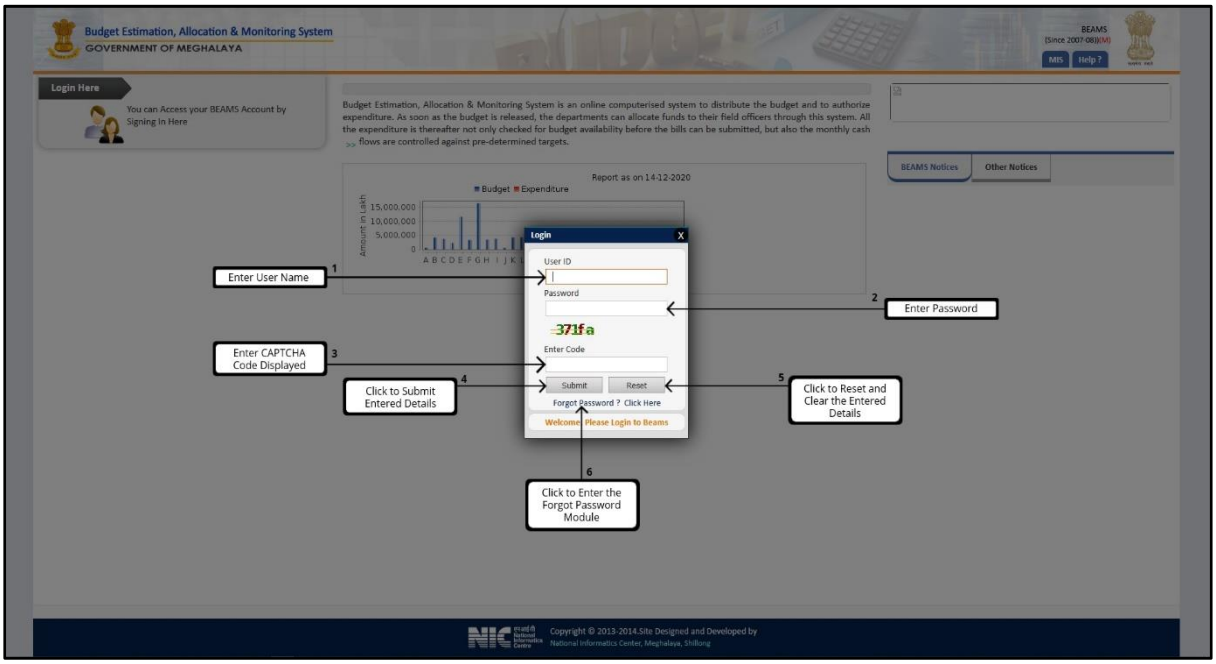


Figure 2: Login Page

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

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

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

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

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

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

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

2.3CO Draft Login

2.3.1CO Main Page

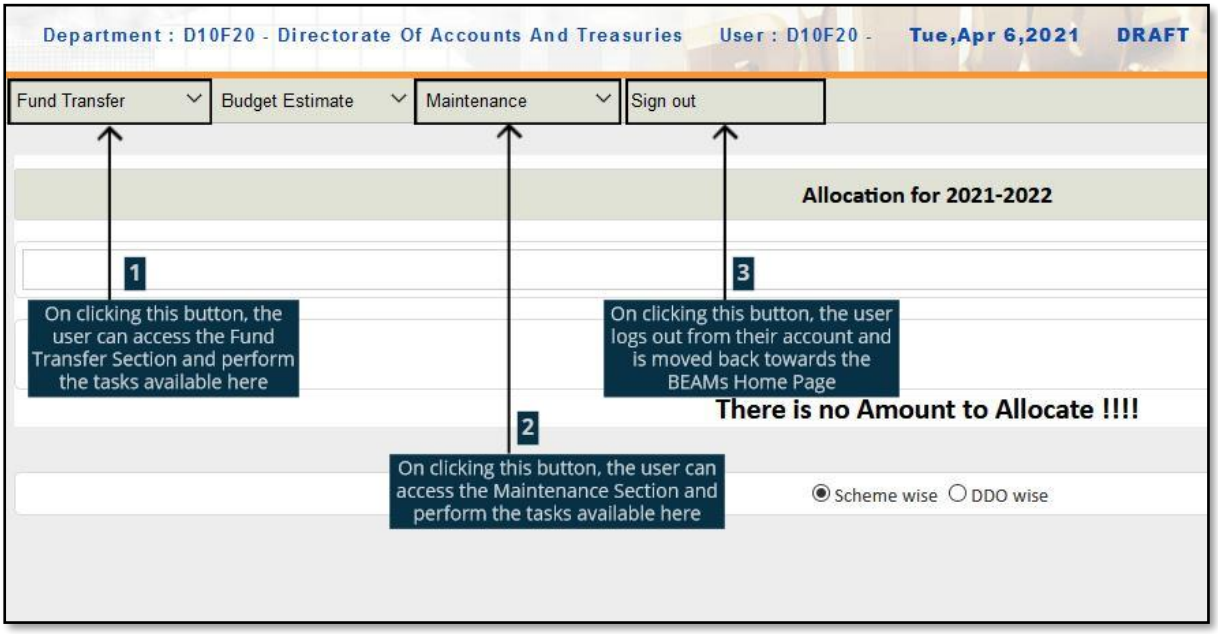


Figure 3: CO Draft Main Page

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

1. The user can use the Fund Transfer button which shows the various functions which are available in that module as shown in Figure 4.

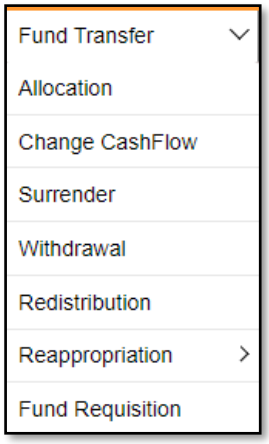


Figure 4: Fund Transfer Module

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

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

Figure 5: Maintenance Module

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

3. 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.

2.3.2Fund Transfer Module
Purpose

The Fund Transfer Module is used for the purpose of performing Allocation of Funds, Changing Cash Flow, Withdrawal of Funds and Redistribution of Funds from the respective Drawing & Disbursing Officers (DDO). The Controlling Officer (CO) can also perform the process of Surrendering Funds to the Controlling Authority (CA). The CO can perform the process of Fund Requisition in order to propose funds from the CA. The CO is responsible of handling the above-mentioned processes to the respective DDOs and CAs.

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

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

2.3.2.1Allocation

2.3.2.1.1Allocation Process

2.3.2.1.1.1Selection of Demand Number

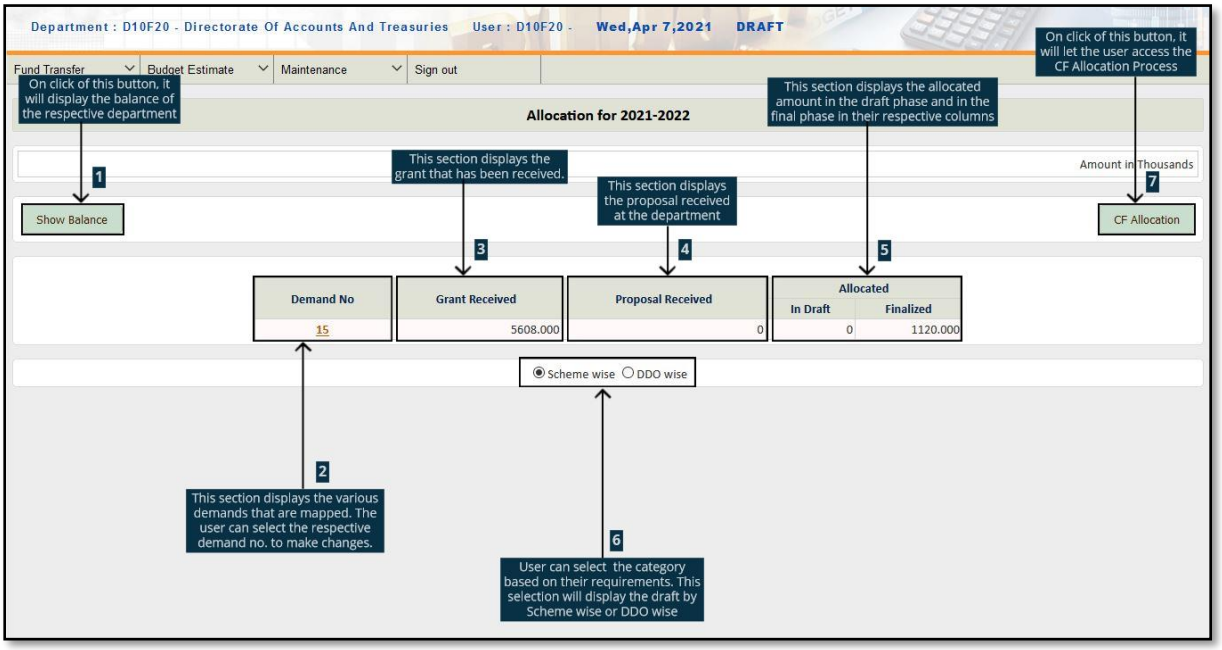


Figure 6: Selection of Demand Number

On selection of the Allocation Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will be presented with the page as shown in Figure 6.

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 an allocation.

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

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

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

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

6. Section 6 has two options. These options let the user display the Draft by Scheme wise or by DDO wise

7. Section 7 contains a CF Allocation button which lets the user change the process from Allocation to Contingency Fund (CF) Allocation so that they can perform the process there.

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

2.3.2.1.1.2Selection of Major Head

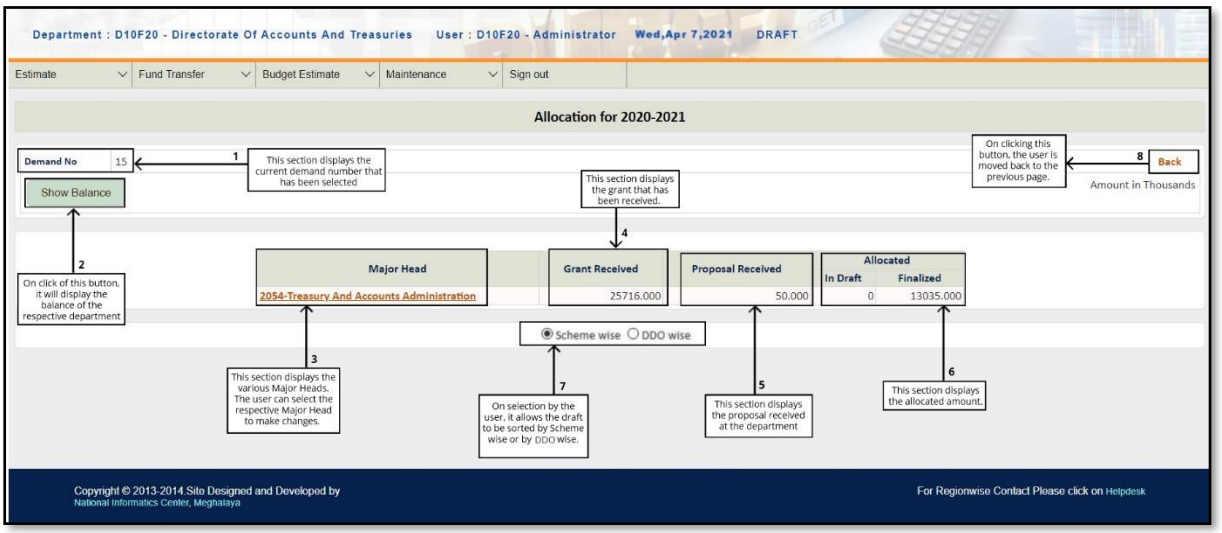


Figure 7: Major Head Selection

On selection of the respective Demand number from the table, the CO Draft user will be presented with the page as shown in Figure 7.

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 CO and Demand number. The user can select the respective Major Head in order to make changes and perform an allocation.

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

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

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

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

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

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

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

2.3.2.1.1.3Selection of Schemes

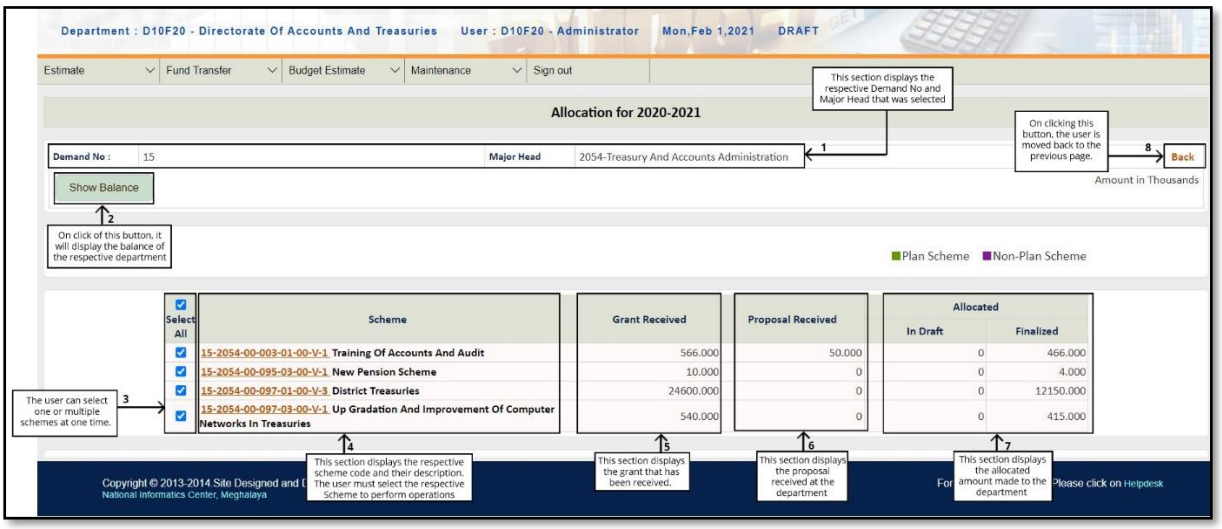


Figure 8: Scheme Selection

On selection of the respective Major Head from the table, the CO Draft user will be presented with the page as shown in Figure 8.

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

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

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

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

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

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

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

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

8. 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.

2.3.2.1.1.4Selection of Object Head

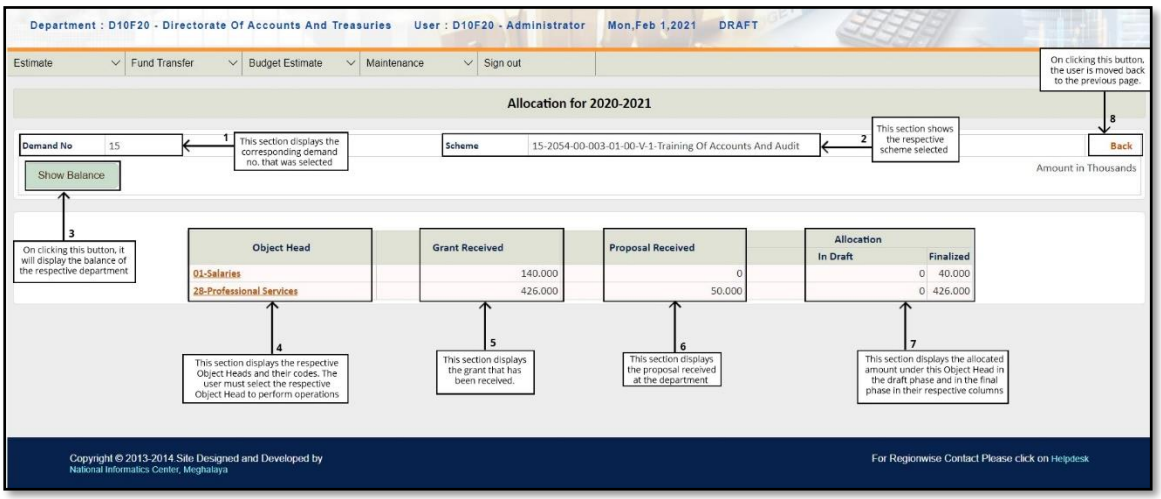


Figure 9: Object Head Selection

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

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

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

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

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

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

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

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

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

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

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

2.3.2.1.1.5Preview Section

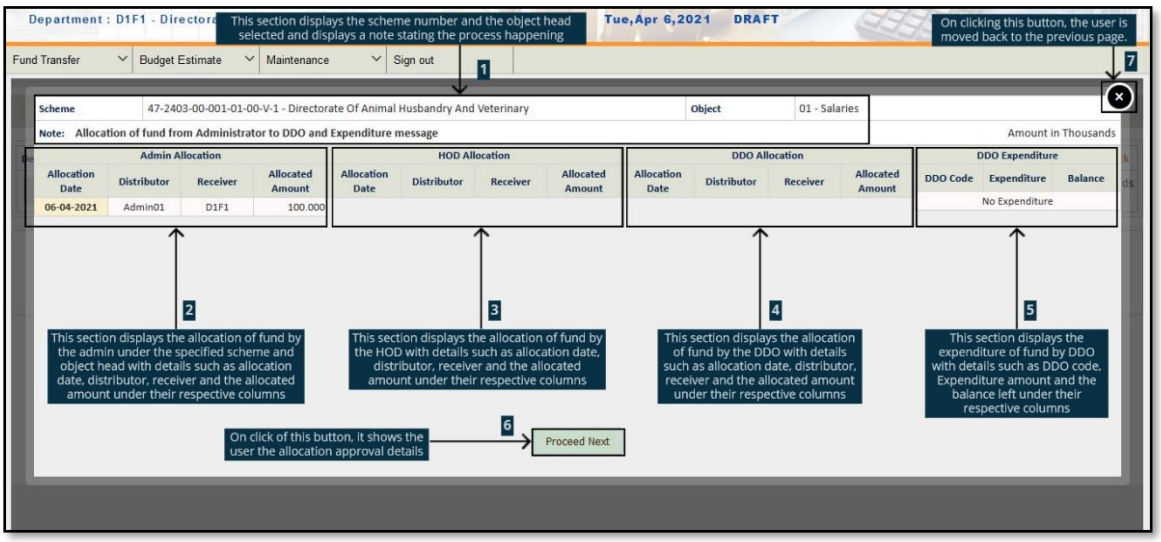


Figure 10: Preview Section

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

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

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

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

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

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

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

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

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

2.3.2.1.1.6Allocation

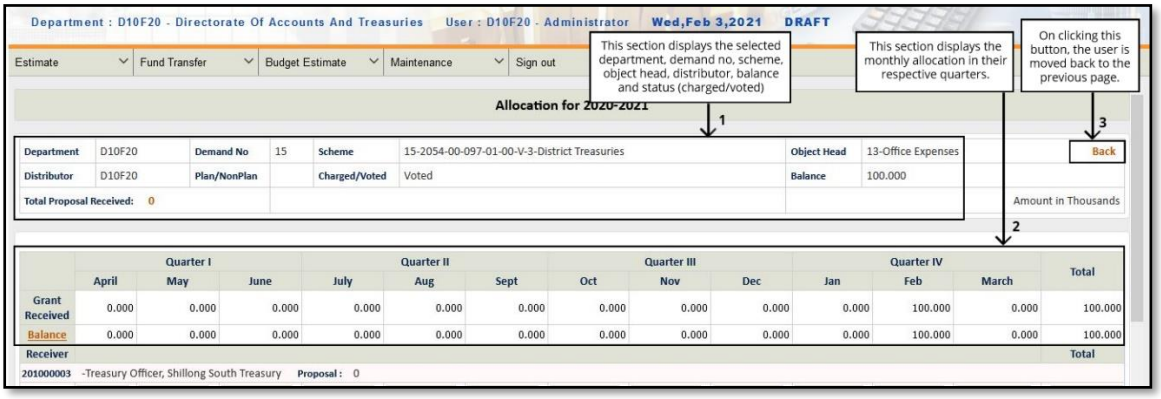


Figure 11: Allocation (1)

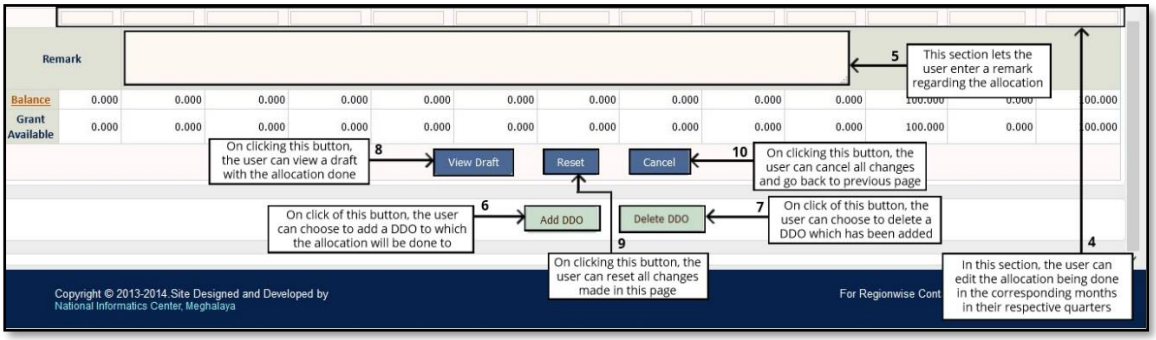


Figure 12: Allocation (2)

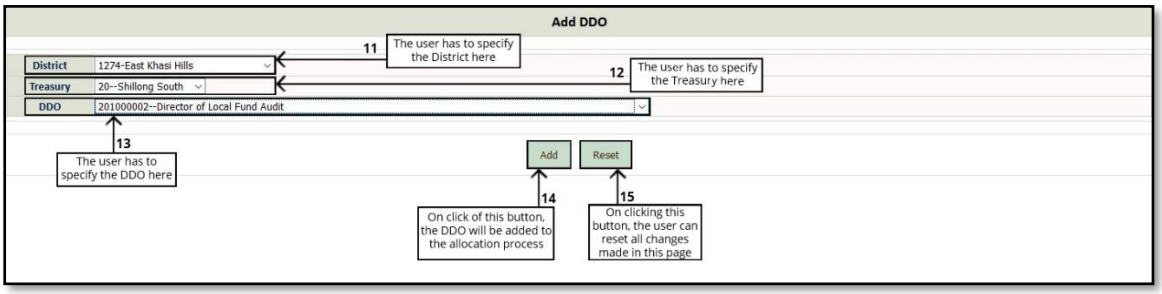


Figure 13: Add DDO

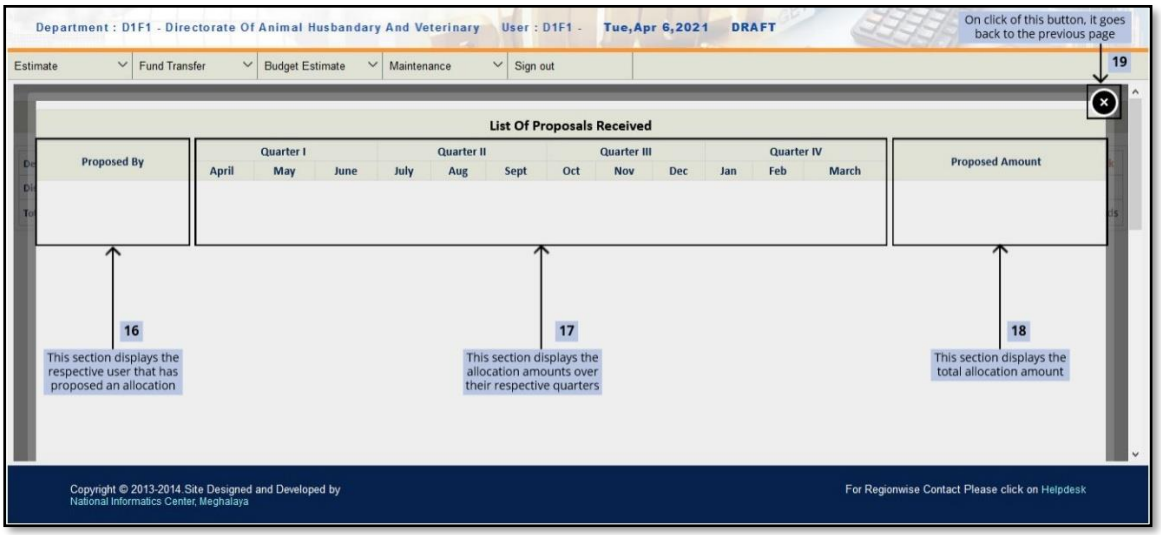


Figure 14: List of Proposals

Figure 15: District Drop Down

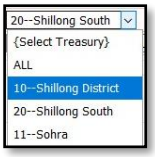


Figure 16: Treasury Drop Down

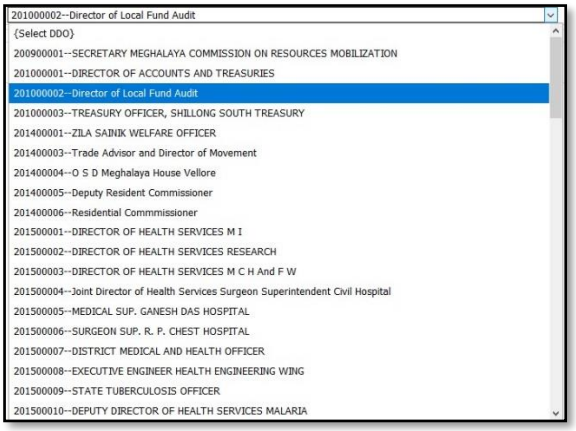
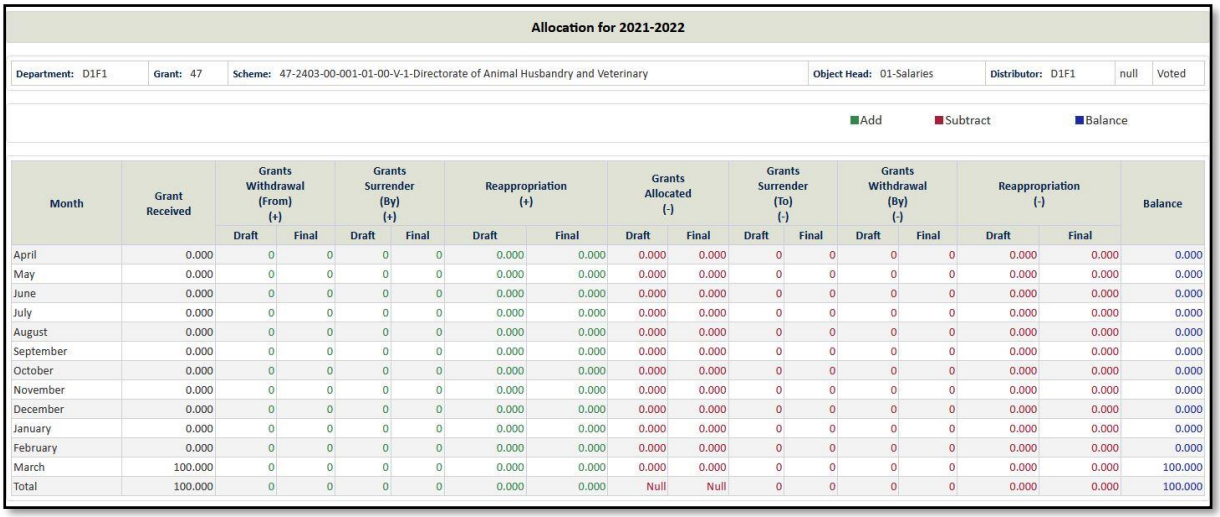


Figure 17: DDO Drop Down



Allocation for 2021-2022

Department: D1F1 | **Grant:** 47 | **Scheme:** 47-2403-00-001-01-00-V-1-Directorate of Animal Husbandry and Veterinary | **Object Head:** 01-Salaries | **Distributor:** D1F1 | null | Voted

Add Subtract Balance

Month	Grant Received	Grants Withdrawal (From) (+)		Grants Surrender (By) (+)		Reappropriation (+)		Grants Allocated (-)		Grants Surrender (To) (-)		Grants Withdrawal (By) (-)		Reappropriation (-)		Balance
		Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	
April	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
May	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
June	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
July	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
August	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
September	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
October	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
November	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
December	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
January	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
February	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
March	100.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	100.000
Total	100.000	0	0	0	0	0.000	0.000	Null	Null	0	0	0	0	0.000	0.000	100.000

Figure 18: Balance Page

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

1. In Section 1, the user is shown the Department, Demand No, Distributor, Object Head, Plan/ Non Plan, Charged/ Voted, Balance and the Total Proposal Received. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. On click of the proposals, the user will be shown the List of Proposals based on the selections that have been made in the previous Sections and this is shown in Figure 14.

2. In Section 2, the user is shown the grant that has been received and the balance of the user and the total values. This is shown in monthly intervals in their respective quarters throughout the Financial Year. On click of the Balance option, it will display the details as shown in Figure 18.

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

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

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

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

7. The Delete DDO buttons as indicated by Section 7 used by the user to select the DDO which will be deleted from the allocation process.

8. The View Draft button as indicated by Section 8 is used by the user to create a draft which contain the allocation of the selected schemes and user.

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. On adding a DDO, a separate pop-up window will be shown as in Figure 13. This lets the user add a DDO to allocate the funds to. The drop-down list in Section 11 lets the user specify the district of the respective DDO. An example is shown in Figure 15.

12. In Figure 15, the drop-down list in Section 12 lets the user specify the treasury of the respective DDO based on the district that was selected. An example is shown in Figure 16.

13. In Figure 15, the drop-down list in Section 13 lets the user specify the DDO based on the district and treasury that has been selected. An example is shown in Figure 17.

14. The Add button as indicated by Section 14 is used by the user to add the respective DDO for the allocation process.

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

16. The Proposed by as indicated bySection 16 in Figure 14 is used to display the users who have proposed an allocation amount.

17. Section 17 displays the different allocations that are performed over the months of the financial year in their respective quarters.

18. Section 18 shows the total proposed amount by that particular user

19. The X button as indicated bySection 19 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and perform the allocation).

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

2.3.2.1.1.7Draft of Allocation

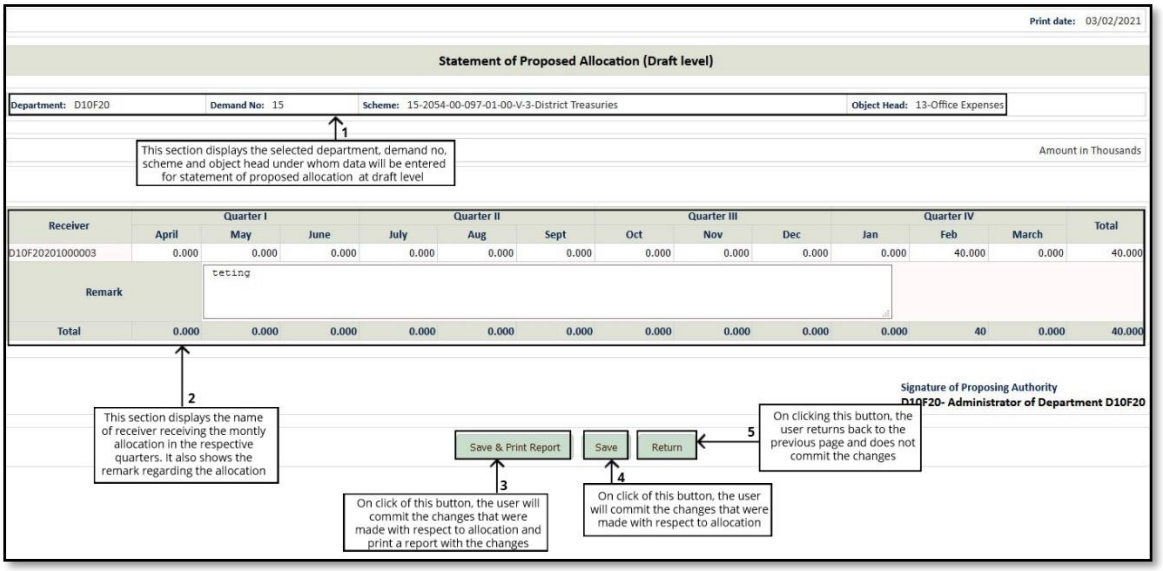


Figure 19: Allocation Draft

On selecting a DDO, allocating the funds and selecting view draft, the CO Draft user will be presented with the page as shown in Figure 19.

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

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

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

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

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

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

2.3.2.1.2CF Allocation Process

2.3.2.1.2.1Selection of Demand Number

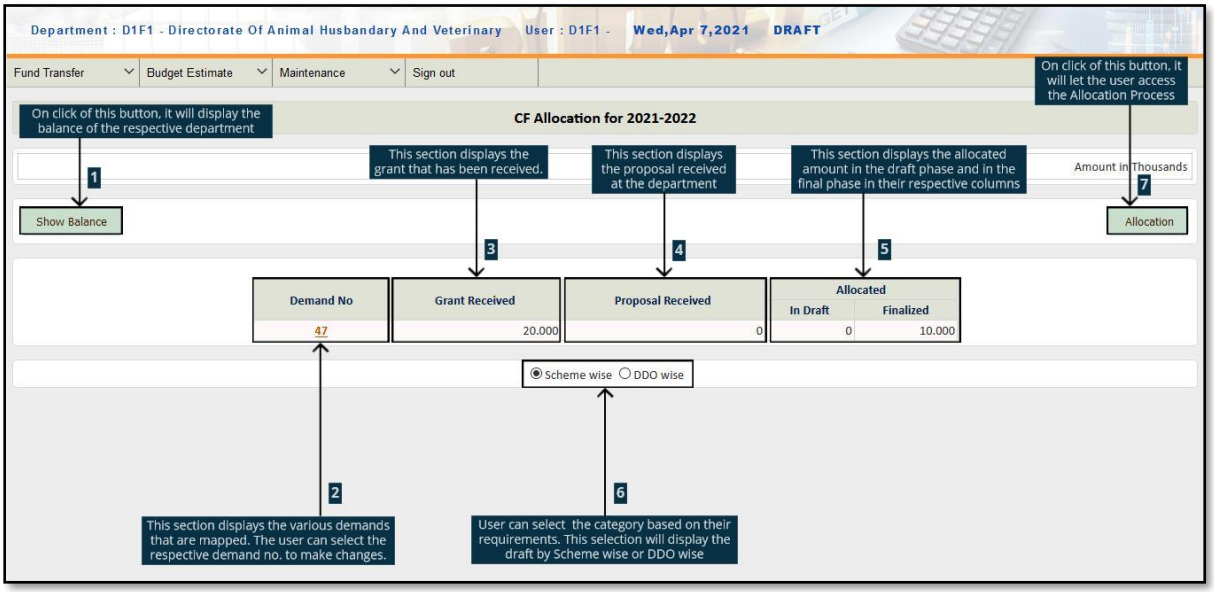


Figure 20: Selection of Demand Number

On selection of the Allocation Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will then select the CF Allocation button and will be presented with the page as shown in Figure 20.

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 an allocation.

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

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

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

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

6. Section 6 has two options. These options let the user display the Draft by Scheme wise or by DDO wise

7. Section 7 contains a CF Allocation button which lets the user change the process from Allocation to Contingency Fund (CF) Allocation so that they can perform the process there.

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

2.3.2.1.2.2Selection of Major Head

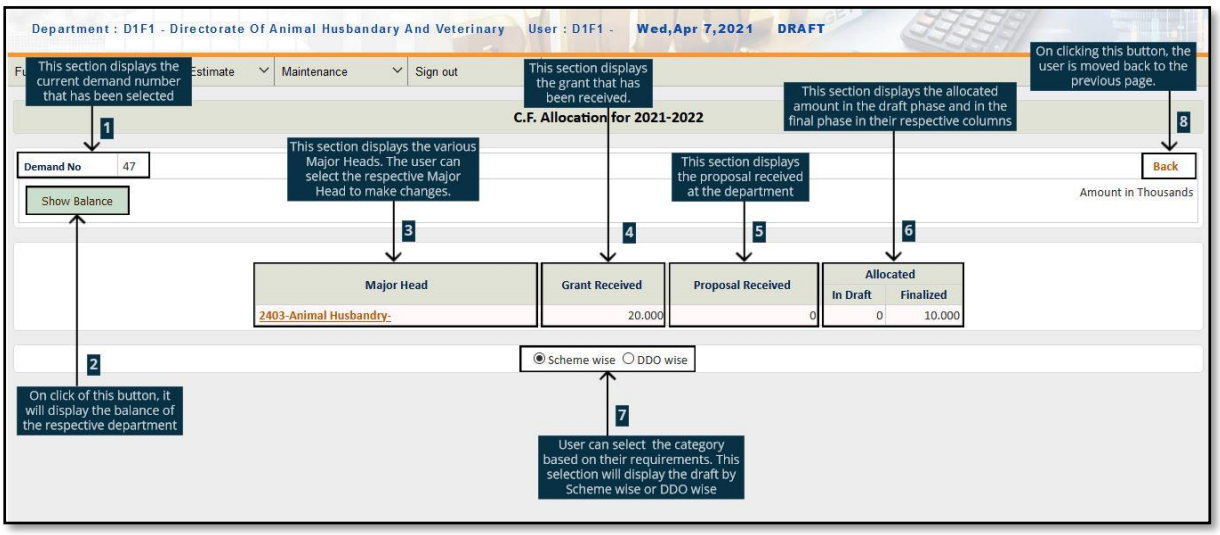


Figure 21: Major Head Selection

On selection of the respective Demand number from the table, the CO Draft 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. 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 CO and Demand number. The user can select the respective Major Head in order to make changes and perform an allocation.

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

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

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

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

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

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

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

2.3.2.1.2.3Selection of Schemes

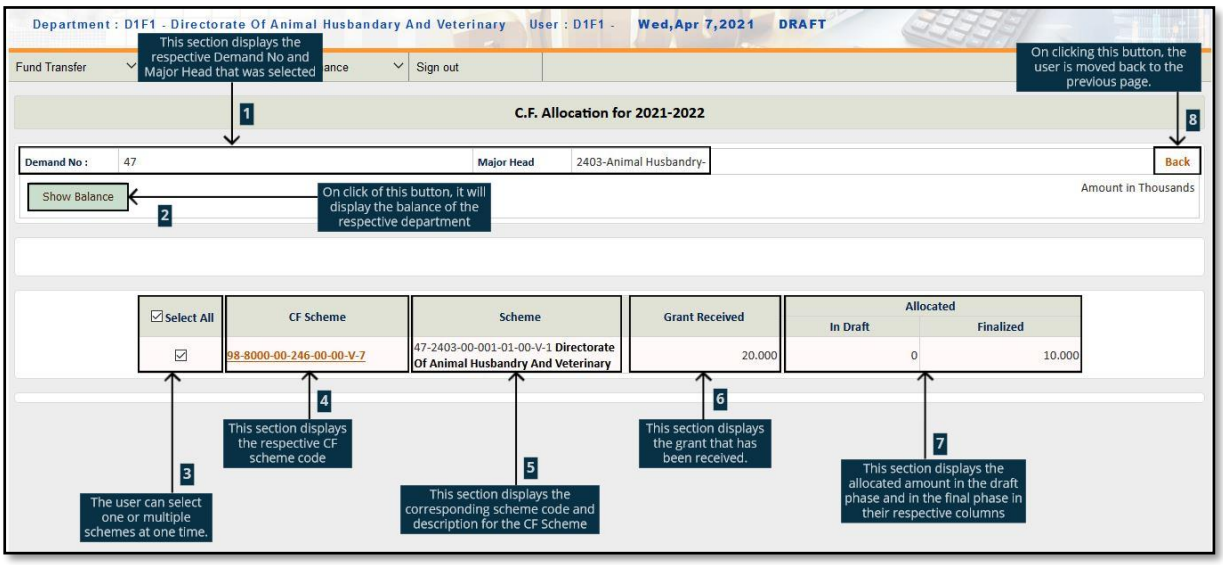


Figure 22: Scheme Selection

On selection of the respective Major Head from the table, the CO Draft 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. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.

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

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

5. Here, Section 5 displays the respective Scheme code and descriptions that are associated to the corresponding CF Scheme Code.

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

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

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

8. 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.

2.3.2.1.2.4Selection of Object Head

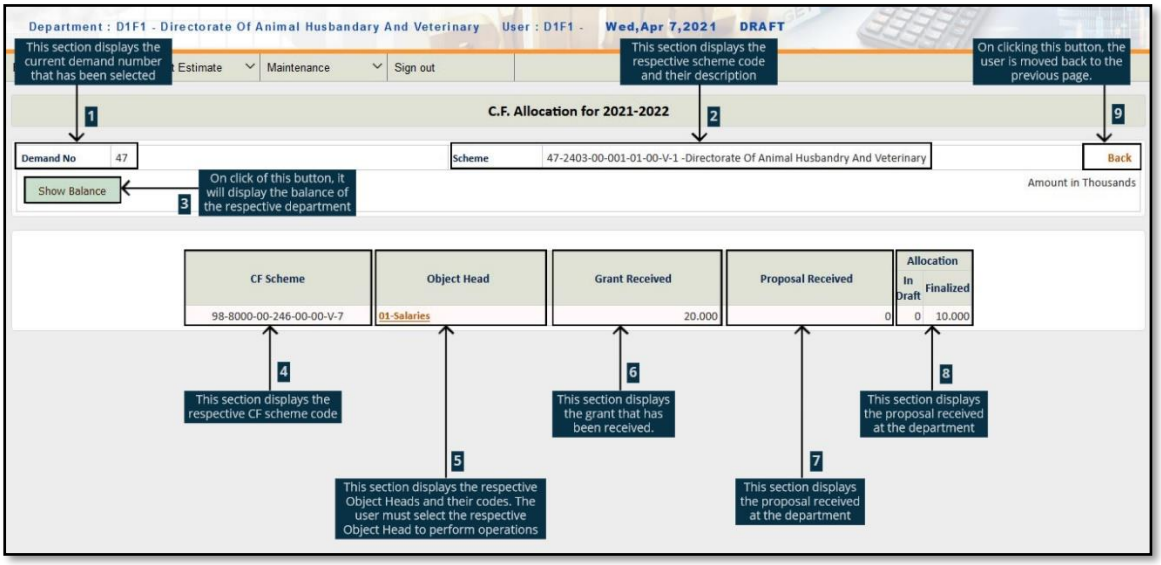


Figure 23: Object Head Selection

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

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

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

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

4. Section 4 displays the respective CF Scheme Code.

5. Here, Section 5 displays the Object Heads that are associated to this CO, Demand number, Major Head and scheme. The user can select the respective Scheme in order to make changes and perform an allocation.

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

7. Section 7 displays the proposal received by the respective department and demand number.

8. Section 8 is divided into two separate columns. This Section as a whole displays the amount that has been allocated to the respective departments.

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

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

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

2.3.2.1.2.5Preview Section

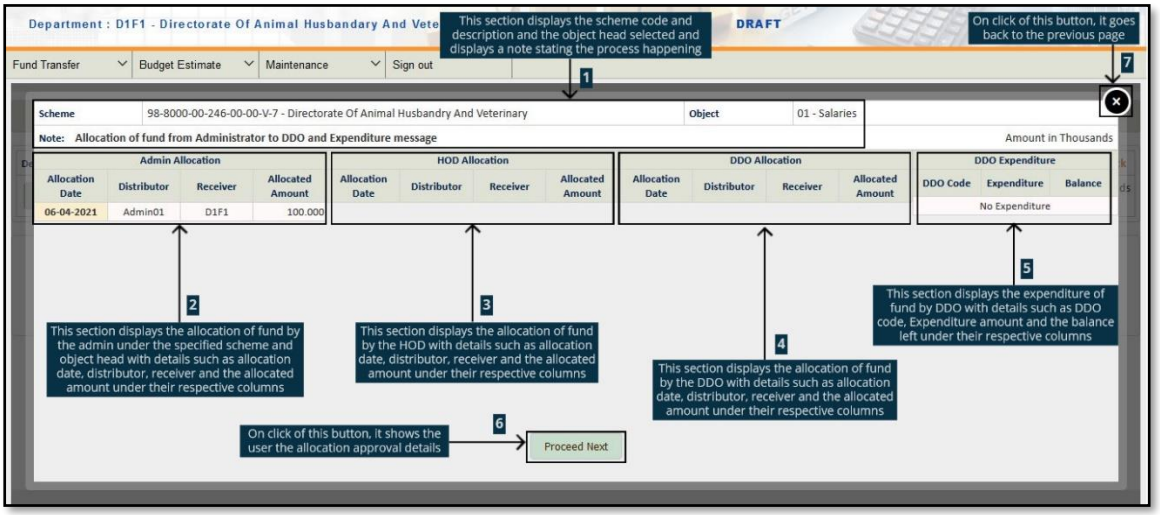


Figure 24: Preview Section

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

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

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

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

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

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

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

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

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

2.3.2.1.2.6CF Allocation

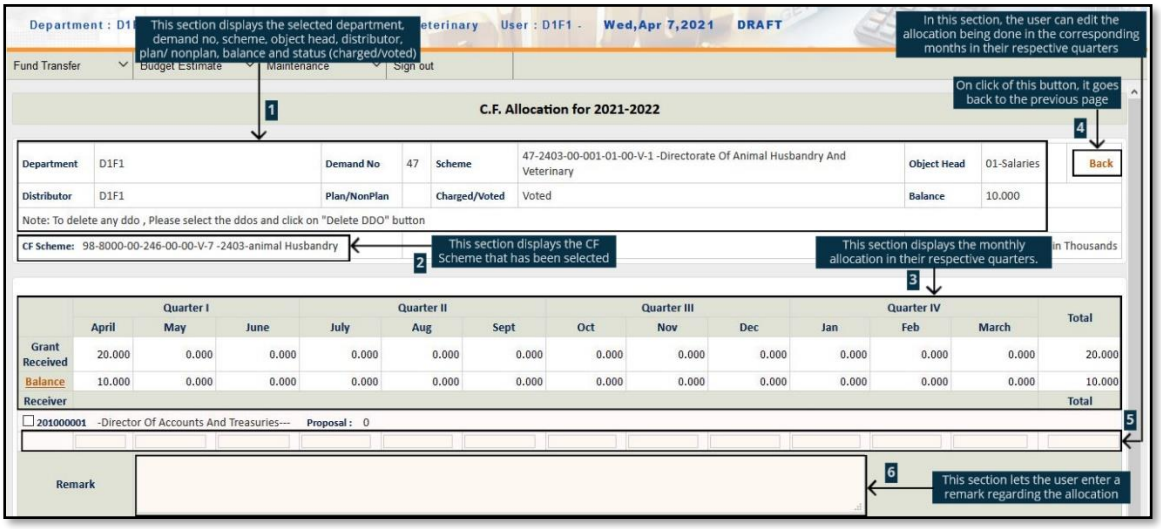


Figure 25: CF Allocation (1)

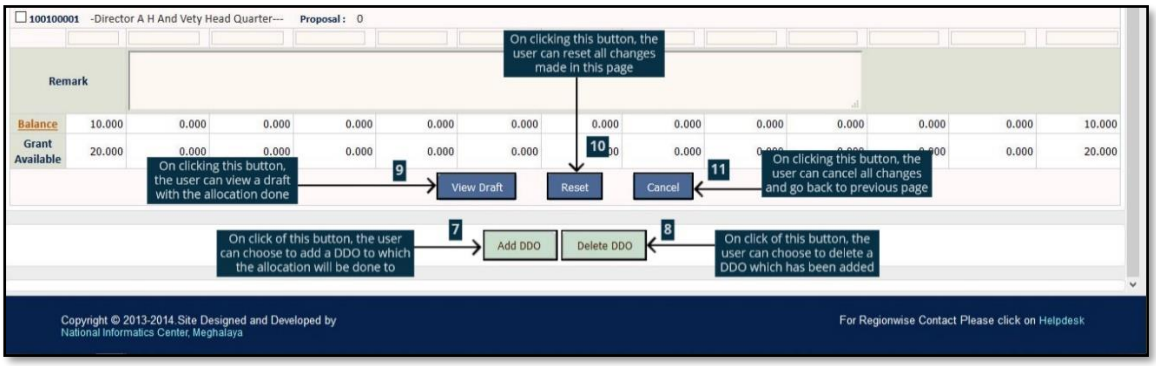


Figure 26: CF Allocation (2)

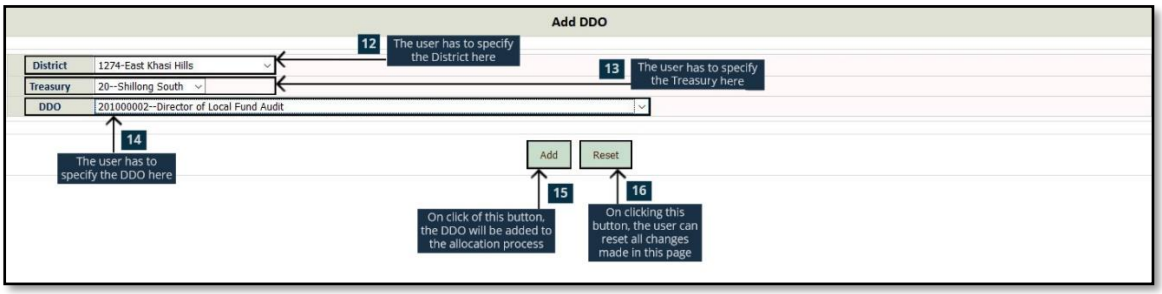


Figure 27: Add DDO

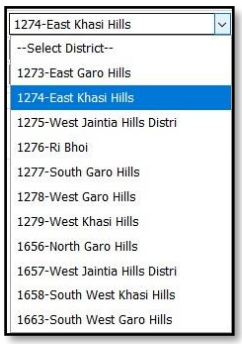


Figure 28: District Drop Down

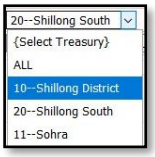


Figure 29: Treasury Drop Down

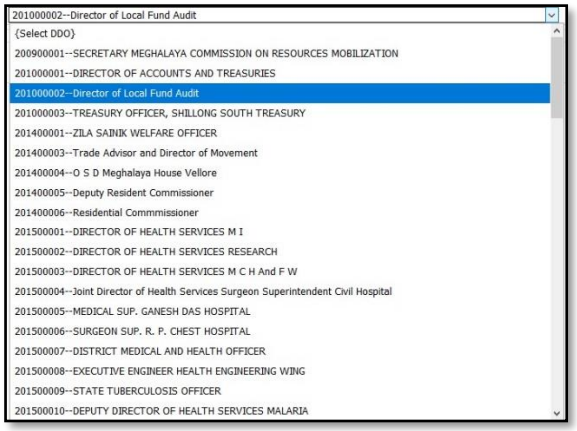


Figure 30: DDO Drop Down

Allocation for 2021-2022

Department: D1F1 **Grant:** 47 **Scheme:** 47-2403-00-001-01-00-V-1-Directorate of Animal Husbandry and Veterinary **Object Head:** 01-Salaries **Distributor:** D1F1 null Voted

Add Subtract Balance

Month	Grant Received	Grants Withdrawal (From) (+)		Grants Surrender (By) (+)		Reappropriation (+)		Grants Allocated (-)		Grants Surrender (To) (-)		Grants Withdrawal (By) (-)		Reappropriation (-)		Balance
		Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	Draft	Final	
April	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
May	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
June	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
July	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
August	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
September	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
October	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
November	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
December	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
January	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
February	0.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	0.000
March	100.000	0	0	0	0	0.000	0.000	0.000	0.000	0	0	0	0	0.000	0.000	100.000
Total	100.000	0	0	0	0	0.000	0.000	Null	Null	0	0	0	0	0.000	0.000	100.000

Figure 31: Balance Page

On selection of the respective Object Head from the table, the CO Draft user will be presented with the page as shown in Figure 25 and 26.

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

2. Section 2 displays the CF Scheme that has been selected.

3. In Section 3, the user is shown the grant that has been received and the balance of the user and the total values. This is shown in monthly intervals in

their respective quarters throughout the Financial Year. On click of the Balance option, it will display the details as shown in Figure 31.

4. The back button as indicated by Section4 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. In Section5, the user can indicate the allocation that is to be done. The allocation is done in monthly intervals in their respective quarters throughout the Financial Year.

6. Section 6 contains a Section where the user can leave a remark regarding the allocation that is being done.

7. The Add DDO button as indicated by Section 7 is used by the user to select the user to which the allocation is being done to. (Receiver)

8. The Delete DDO buttons as indicated by Section 8 used by the user to select the DDO which will be deleted from the allocation process.

9. View Draft button as indicated by Section 8 is used by the user to create a draft which contain the allocation of the selected schemes and user.

10. 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.

11. 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.

12. On adding a DDO, a separate pop-up window will be shown as in Figure 27. This lets the user add a DDO to allocate the funds to. Section 12 lets the user specify the district of the respective DDO. An example is shown in Figure 28.

13. Section 13 lets the user specify the Treasury of the respective DDO. An example is shown in Figure 29.

14. Section 14 lets the user specify the DDO. An example is shown in Figure 30.

15. The Add button as indicated by Section 15 is used by the user to add the respective DDO for the allocation process.

16. The Reset button as indicated by Section 16 is used by the user to reset and clear all changes that have been made by the user.

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

2.3.2.1.2.7Draft of CF Allocation

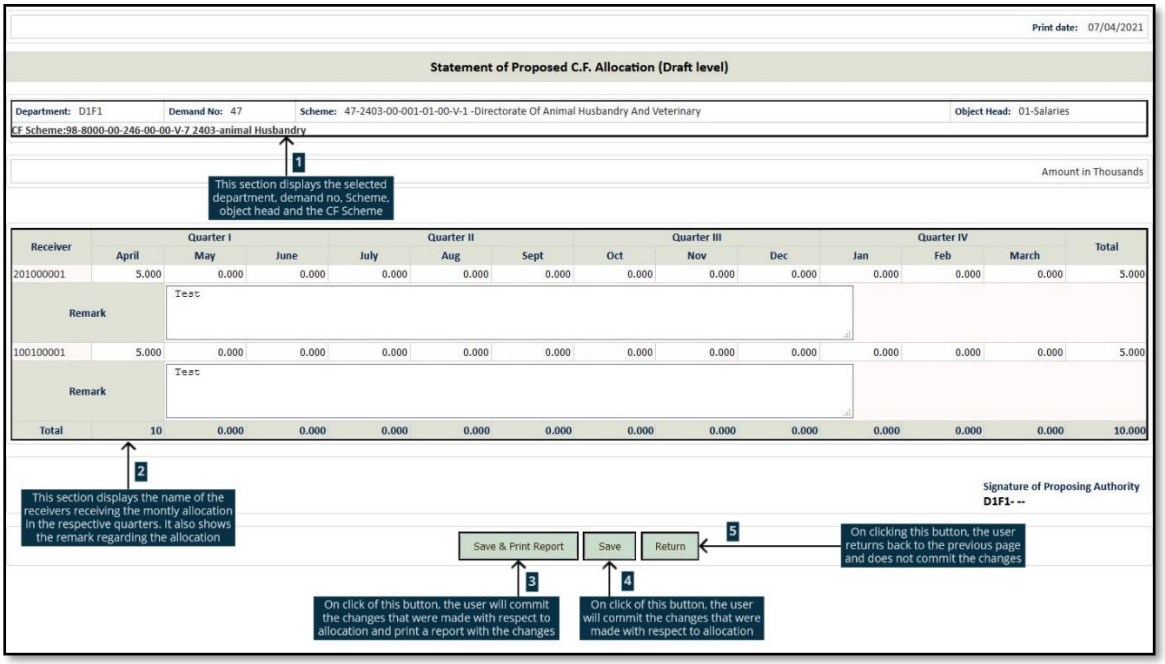


Figure 32: CF Allocation Draft

On selecting a DDO, allocating the funds and selecting view draft, the CO Draft user will be presented with the page as shown in Figure 32.

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

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

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

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

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

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

2.3.2.2Change Cash Flow

2.3.2.2.1Selection of Demand Number

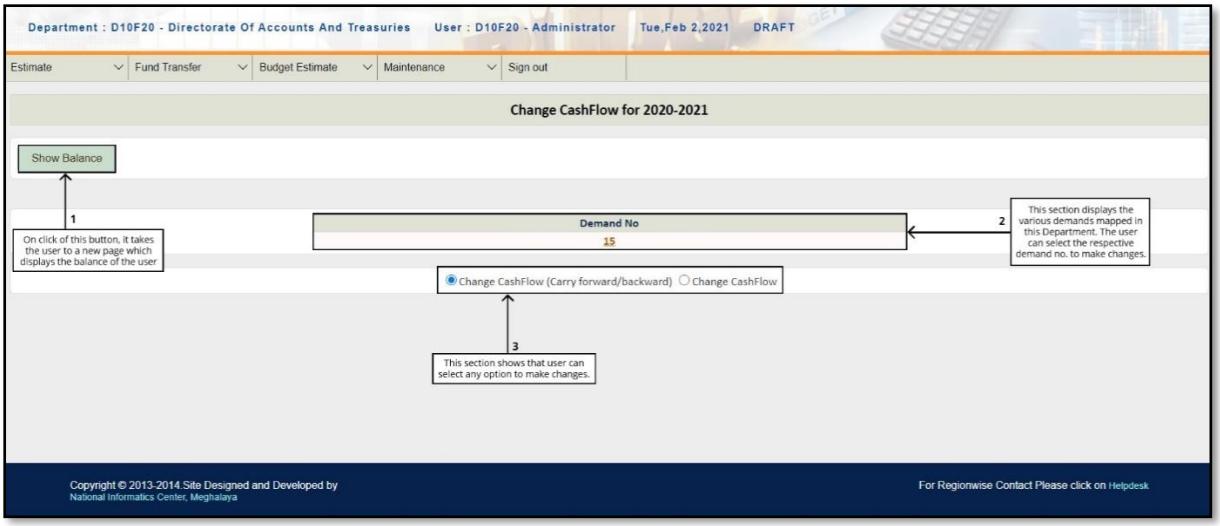


Figure 33: Selection of Demand Number

On selection of the Change Cash Flow Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will be presented with the page as shown in Figure 33.

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.

2.3.2.2.2Selection of Major Head

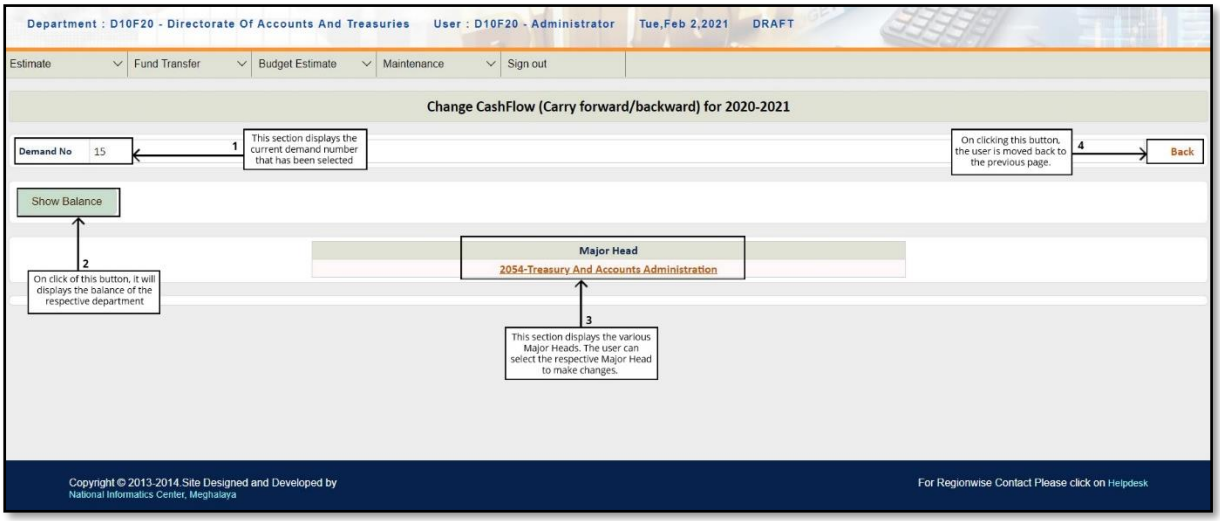


Figure 34: Major Head Selection

On selection of the respective Demand number from the table, the CO Draft user will be presented with the page as shown in Figure 34.

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 CO 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.

2.3.2.2.3Selection of Schemes

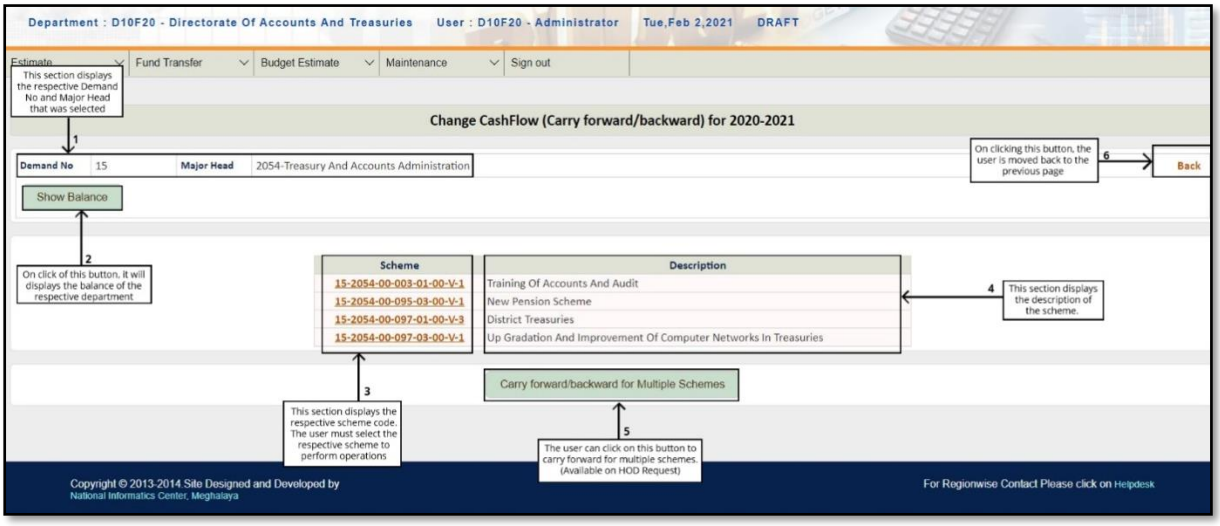


Figure 35: Scheme Selection

On selection of the respective Major Head from the table, the CO Draft user will be presented with the page as shown in Figure 35.

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 CO, 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.

2.3.2.2.4Selection of Object Head

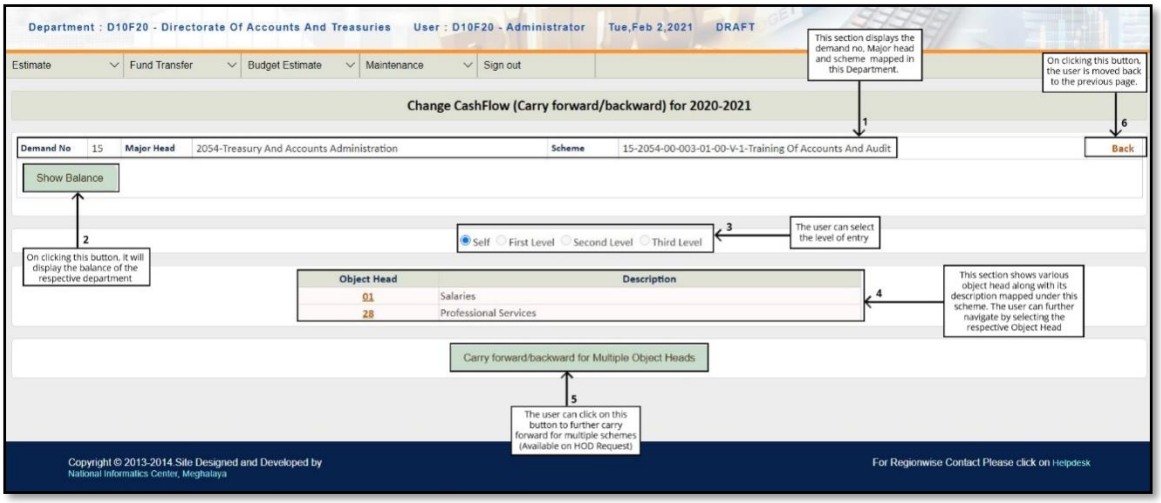


Figure 36: Object Head Selection

On selection of the respective Scheme from the table, the CO Draft user will be presented with the page as shown in Figure 36.

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 CO, 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.

2.3.2.2.5Selection of User

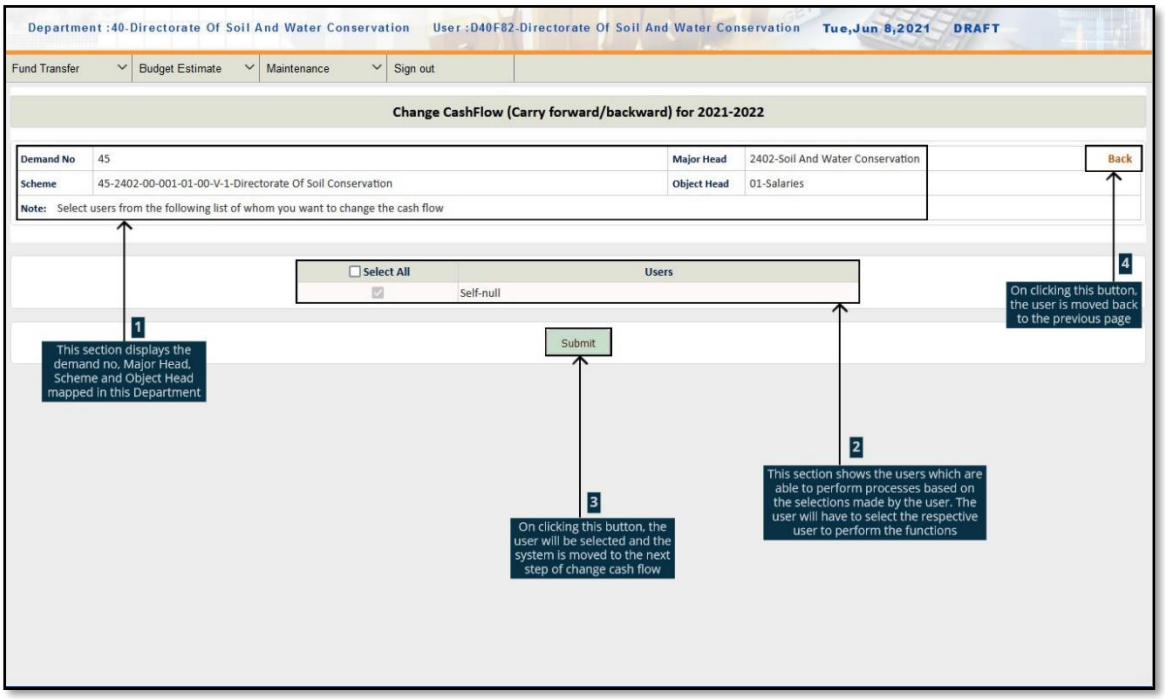


Figure 37: User Selection

On selection of the respective Object Head from the table, the CO Draft user will be presented with the page as shown in Figure 37.

1. In Section 1, the user is shown the demand number, Major Head, 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 CO, Demand number, Major Head, Scheme and Object Head. The user can select the respective User in order to make changes and perform a change cash flow.

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

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

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

2.3.2.2.6Change Cash Flow (Carry forward/backward)

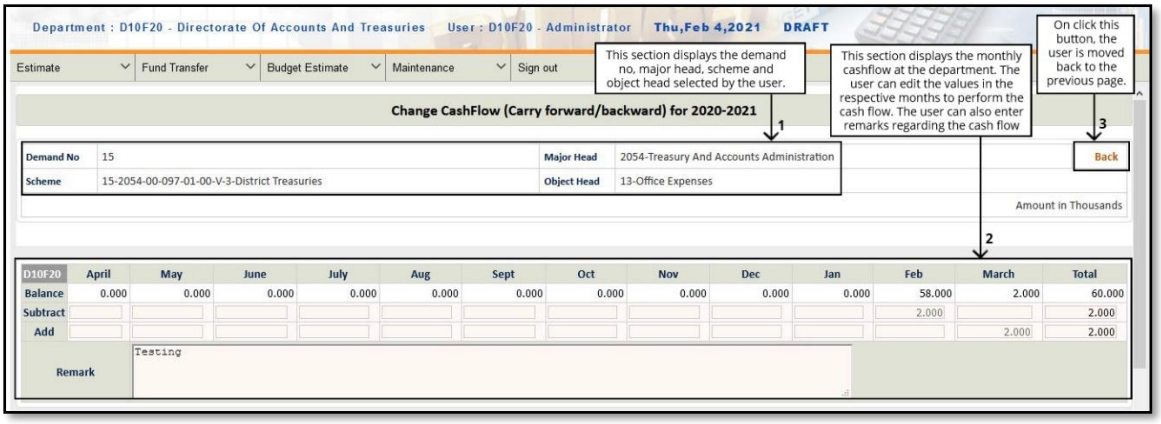


Figure 38: Change Cash Flow (1)

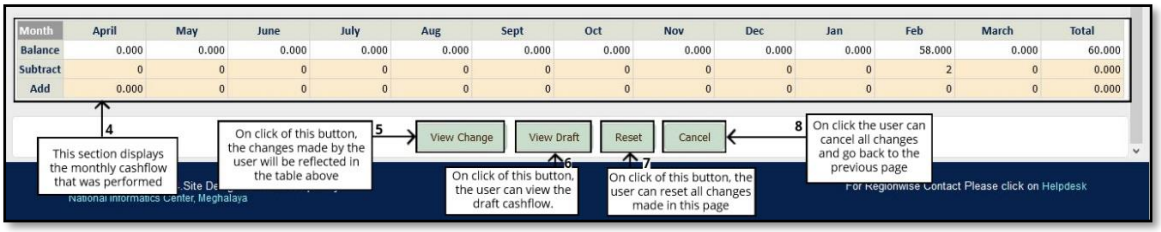


Figure 39: Change Cash Flow (2)

On selection of the respective User from the table, the CO Draft user will be presented with the page as shown in Figure 38 and 39.

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

2. In Section2, 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 Section3 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

4. In Section4, 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.

2.3.2.2.7Draft of Change Cash Flow

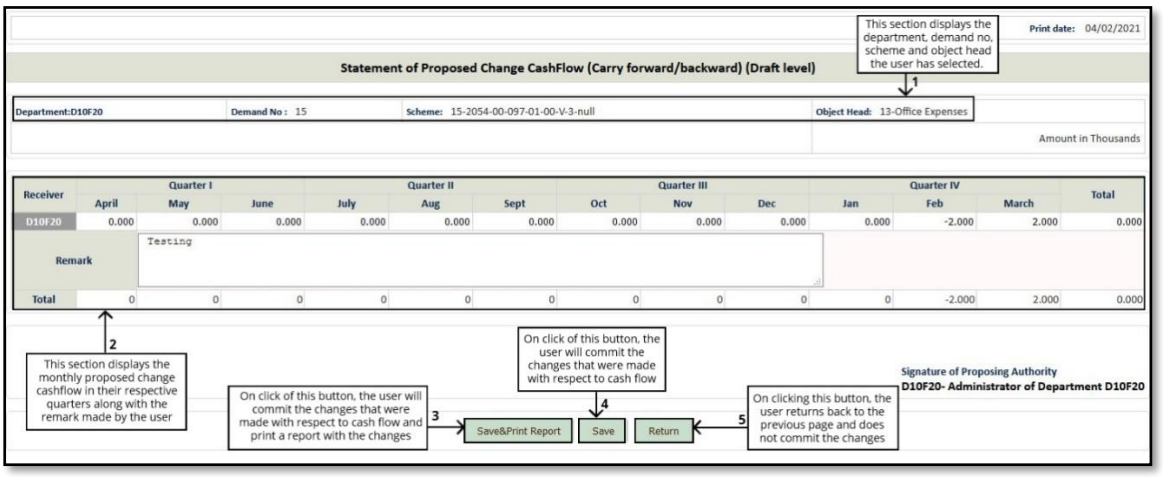


Figure 40: Change Cash Flow Draft

On changing the cash flow and selecting view draft, the CO Draft user will be presented with the page as shown in Figure 40.

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

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

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

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

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

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

2.3.2.3Surrender

2.3.2.3.1Selection of Demand Number

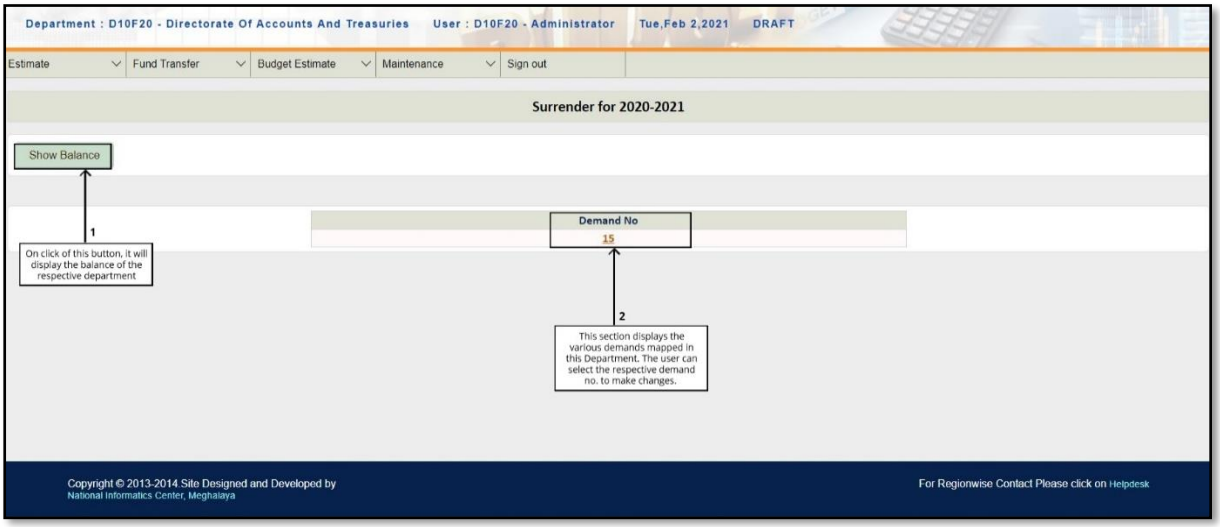


Figure 41: Selection of Demand Number

On selection of the Surrender Button from the Fund Transfer Module as shown in Figure 5, the CO Draft user will be presented with the page as shown in Figure 41.

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.

2.3.2.3.2Selection of Major Head

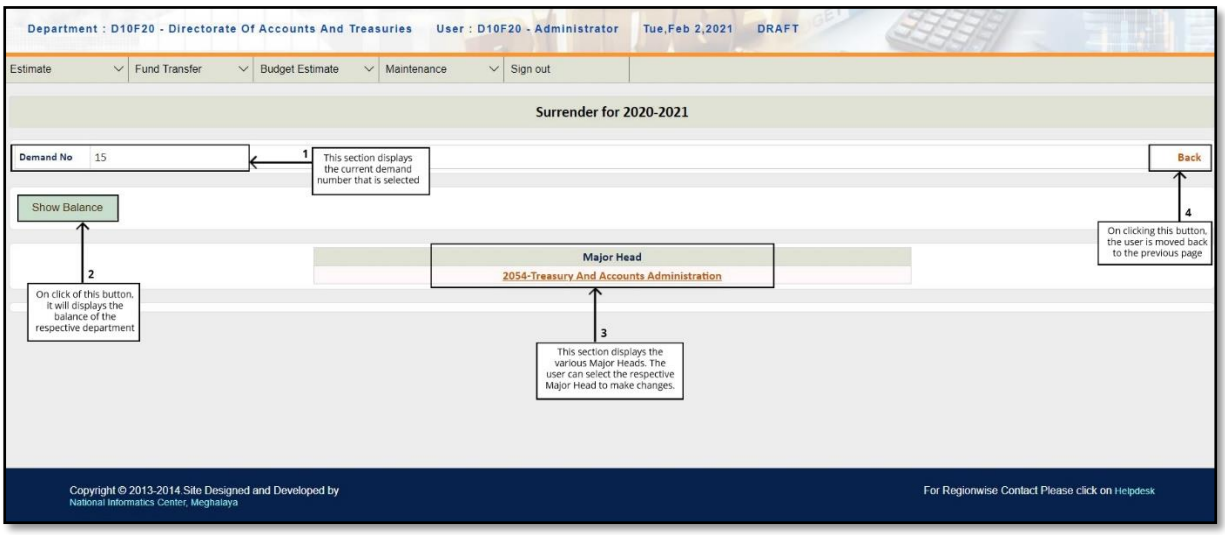


Figure 42: Major Head Selection

On selection of the respective Demand number from the table, the CO Draft user will be presented with the page as shown in Figure 42.

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 CO 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.

2.3.2.3.3Selection of Schemes

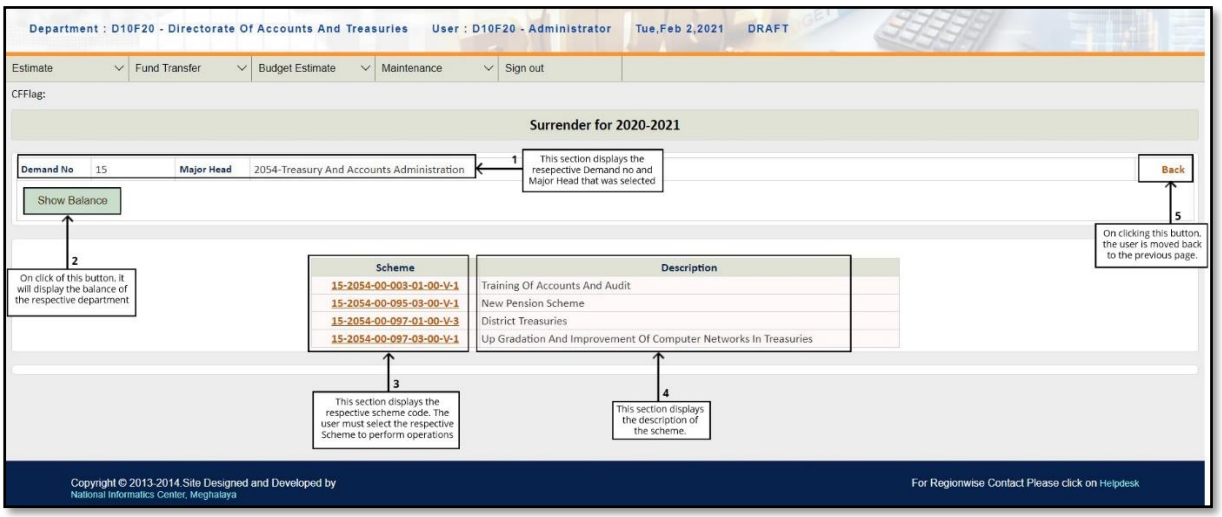


Figure 43: Scheme Selection

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

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 CO, 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.

2.3.2.3.4Selection of Object Head

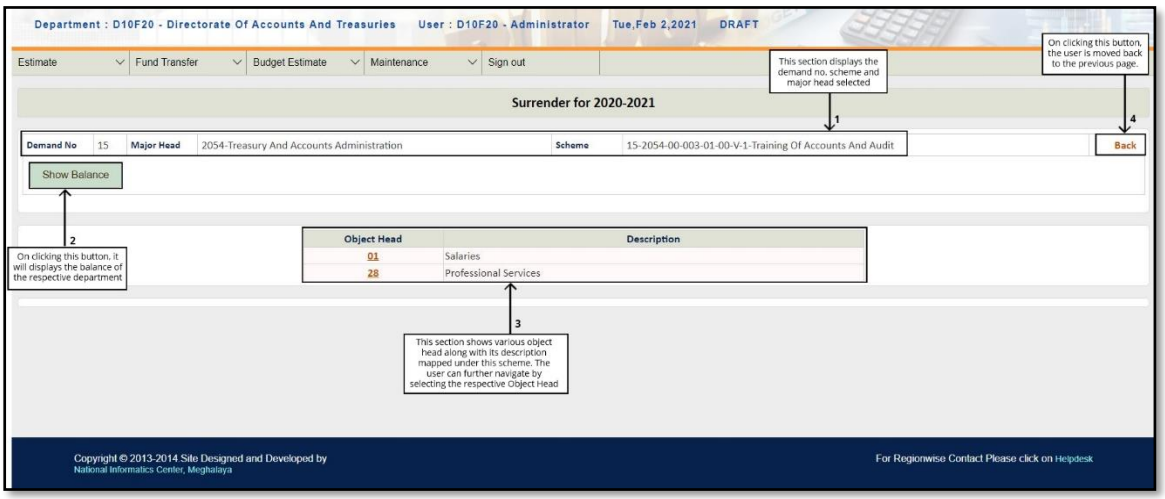


Figure 44: Object Head Selection

On selection of the respective Scheme from the table, the CO Draft user will be presented with the page as shown in Figure 44.

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 CO, Demand number, Major Head and scheme. The user can select the respective Scheme in order to make changes and perform a surrender.

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

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

2.3.2.3.5Surrender

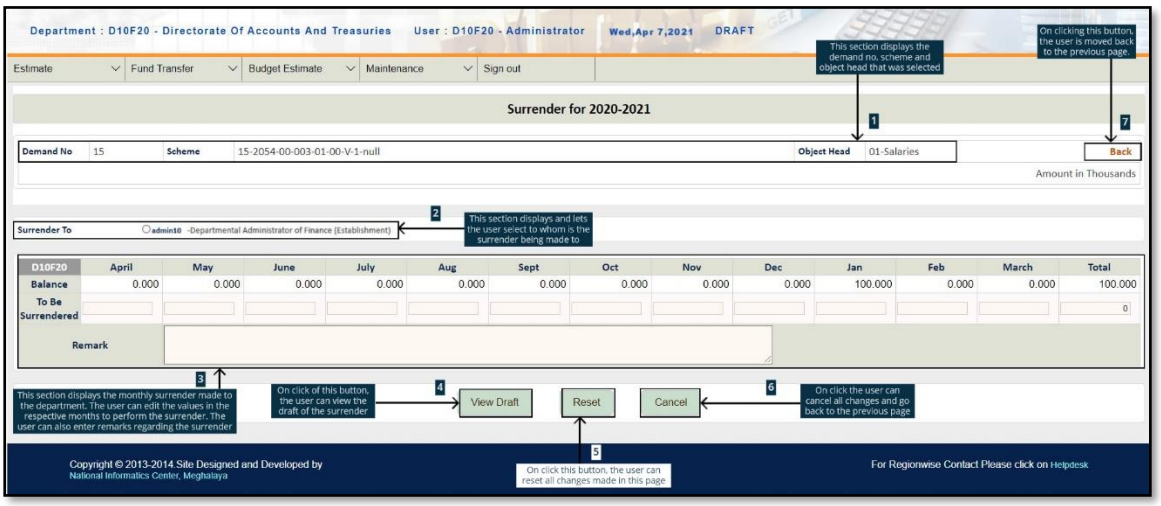


Figure 45: Surrender

On selection of the respective Object Head from the table, the CO Draft user will be presented with the page as shown in Figure 45.

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 Section2, the user can select which user the amount will be surrendered to.

3. In Section3, 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 Section7 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.

2.3.2.3.6Draft of Surrender

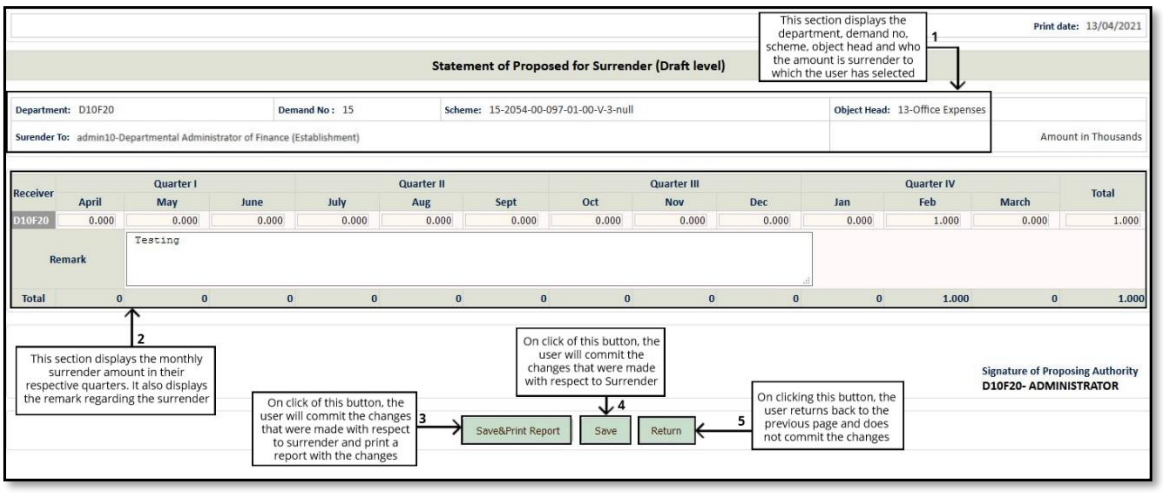


Figure 46: Surrender Draft

On surrendering the amount and selecting view draft, the CO Draft user will be presented with the page as shown in Figure 46.

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

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

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

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

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

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

2.3.2.4Withdrawal

2.3.2.4.1Selection of Demand Number

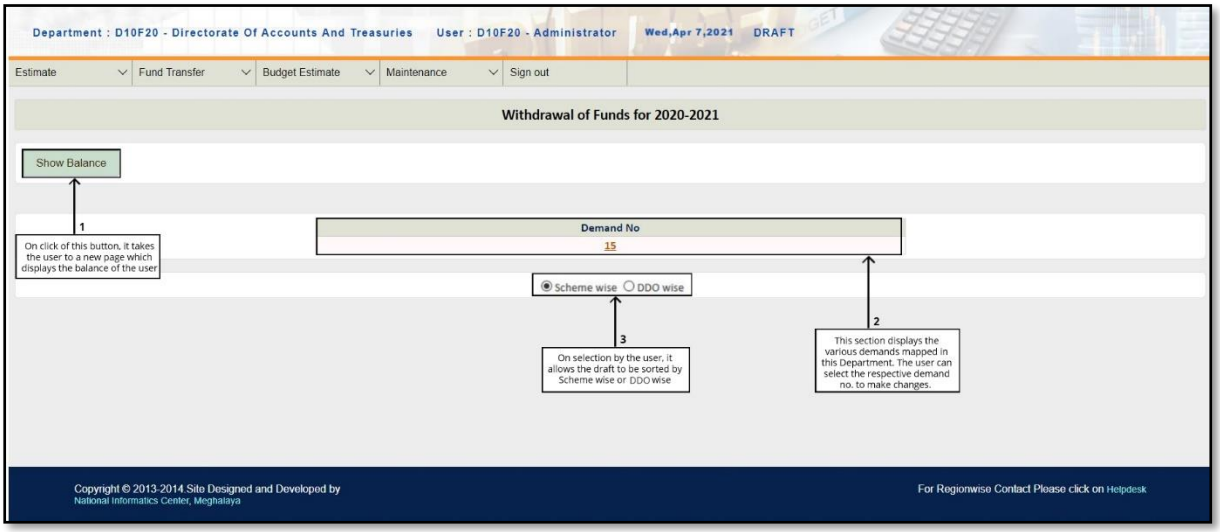


Figure 47: Selection of Demand Number

On selection of the Withdrawal Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will be presented with the page as shown in Figure 47.

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

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

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

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

2.3.2.4.2Selection of Major Head

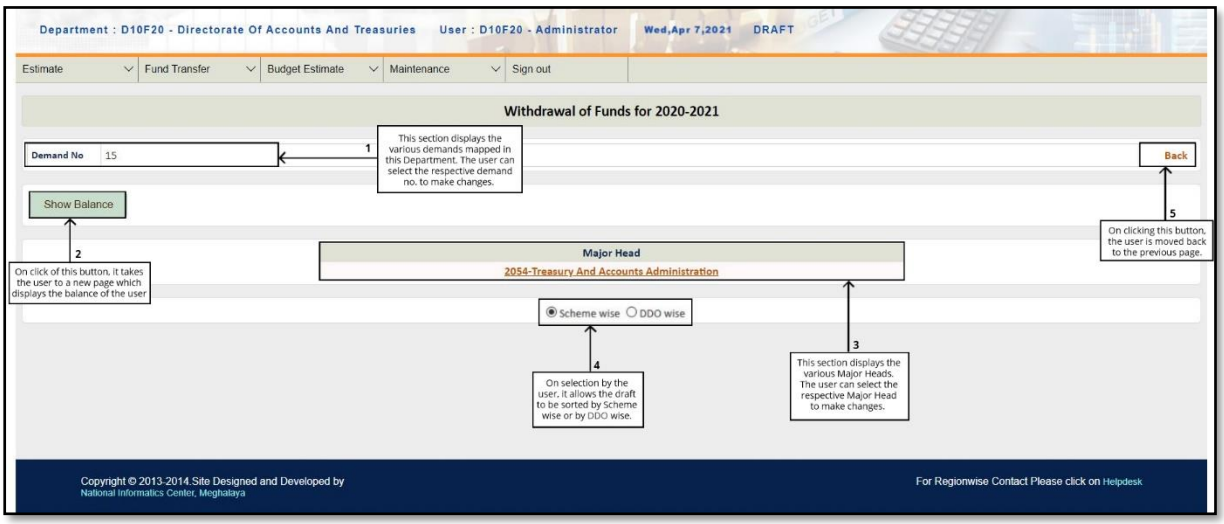


Figure 48: Major Head Selection

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

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 CO and Demand number. The user can select the respective Major Head in order to make changes and perform a withdrawal.

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

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

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

2.3.2.4.3Selection of Schemes

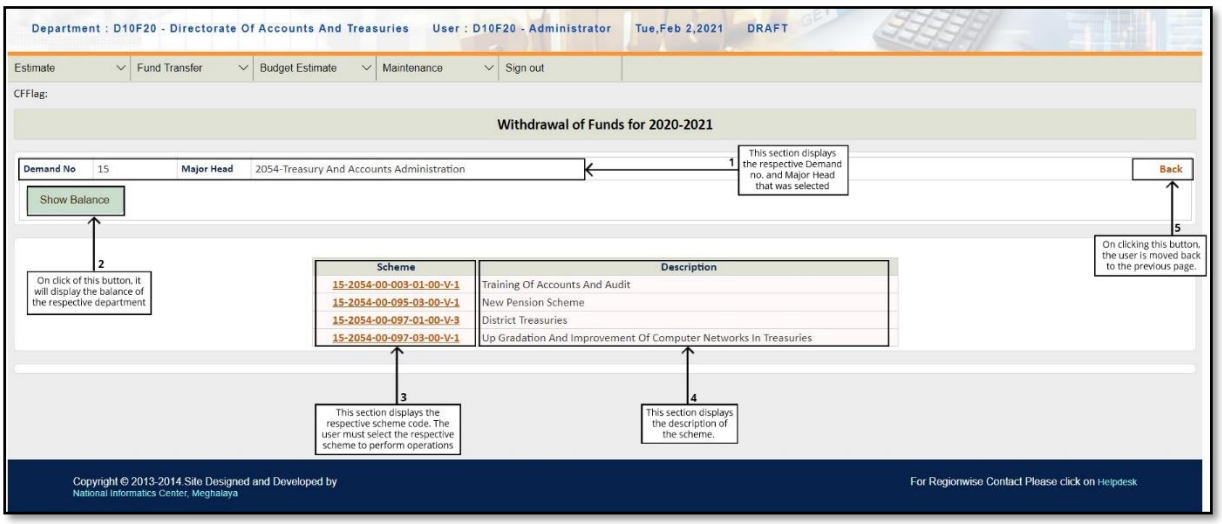


Figure 49: Scheme Selection

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

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 CO, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a withdrawal.

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

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

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

2.3.2.4.4Selection of Object Head

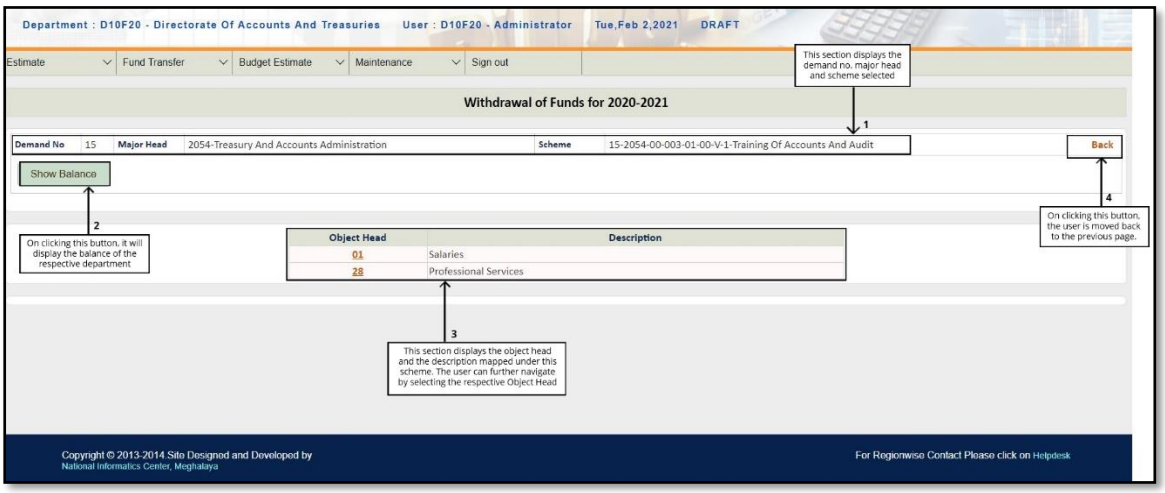


Figure 50: Object Head Selection

On selection of the respective Scheme from the table, the CO Draft user will be presented with the page as shown in Figure 50.

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 CO, Demand number, Major Head and scheme. The user can select the respective Object Head in order to make changes and perform a withdrawal.

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

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

2.3.2.4.5Withdrawal

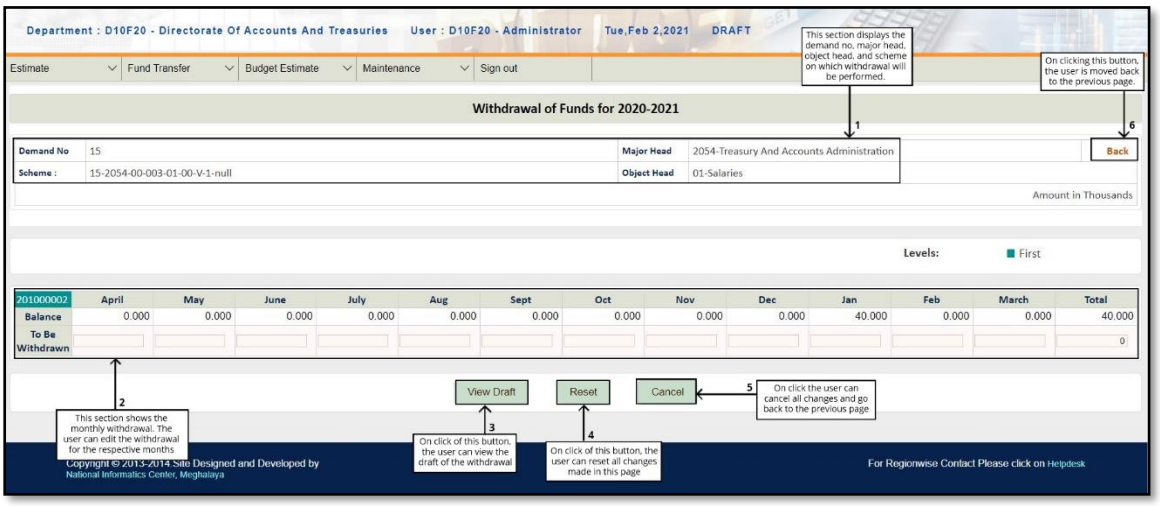


Figure 51: Withdrawal

On selection of the respective Object Head from the table, the CO Draft user will be presented with the page as shown in Figure 51.

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 Section2, the user can indicate the withdrawal that is to be done. The withdrawal is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can withdraw the amount from the corresponding months to perform the withdrawal process.

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

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

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

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

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

2.3.2.4.6Draft of Withdrawal

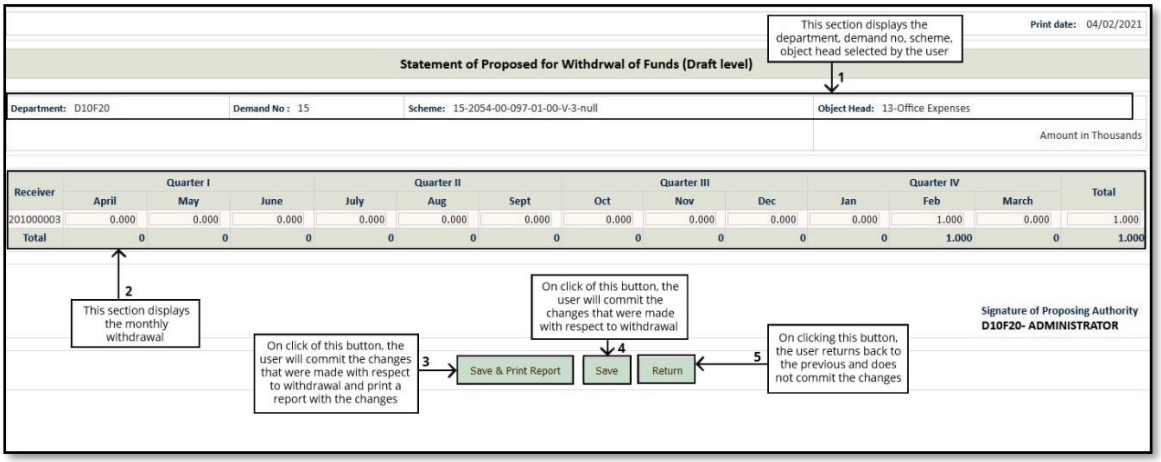


Figure 52: Withdrawal Draft

On withdrawing the amount and selecting view draft, the CO Draft user will be presented with the page as shown in Figure 52.

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

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

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

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

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

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

2.3.2.5Redistribution

2.3.2.5.1 Re-distribution Main Page

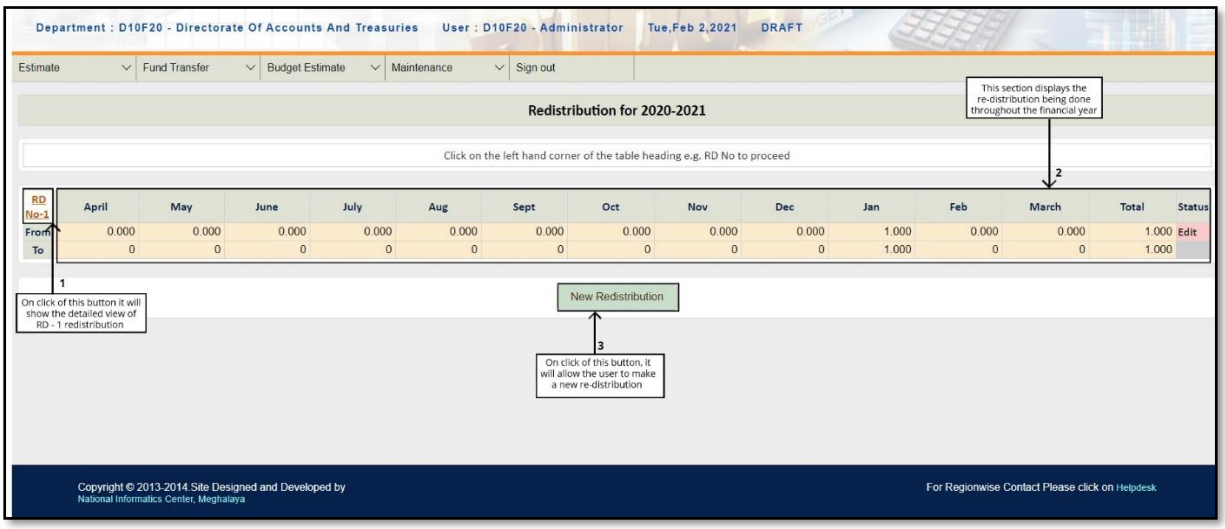


Figure 53: Re-distributionMain Page

On selection of the Redistribution Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will be presented with the page as shown in Figure 53.

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

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

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

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

2.3.2.5.1.1 For New Re-Distribution

2.3.2.5.1.1.1Selection of Demand Number

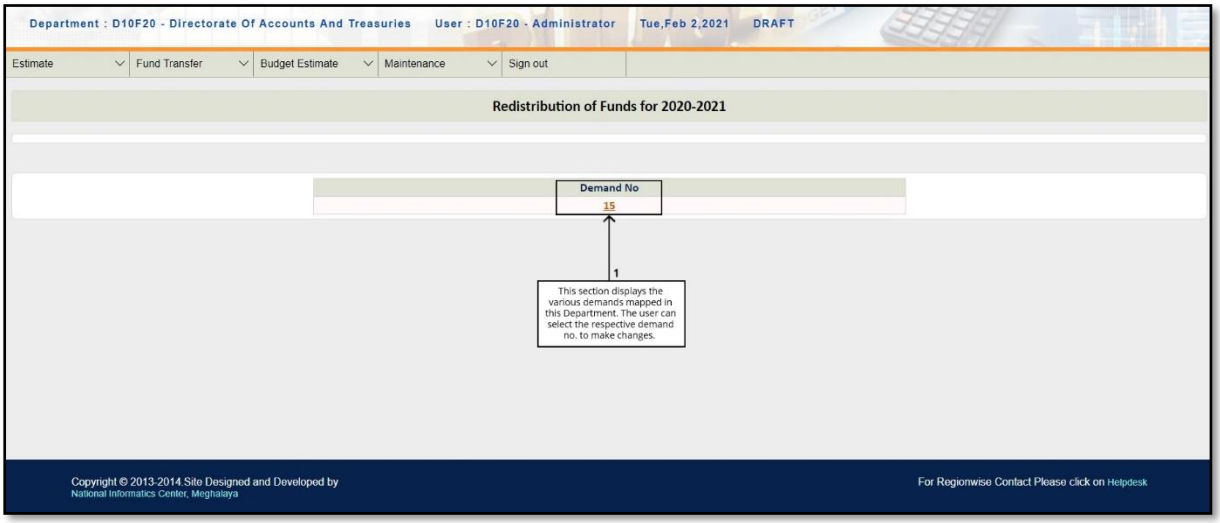


Figure 54: Selection of Demand Number

On selection of the Redistribution Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will be presented with the page as shown in Figure 54.

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

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

2.3.2.5.1.1.2Selection of Major Head

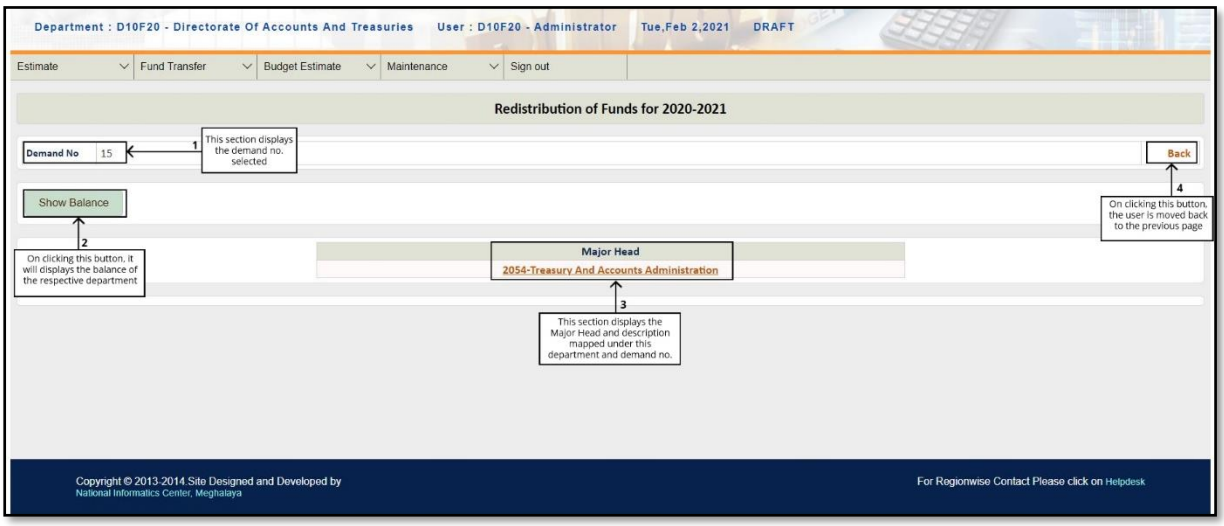


Figure 55: Major Head Selection

On selection of the respective Demand number from the table, the CO Draft user will be presented with the page as shown in Figure 55.

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 CO and Demand number. The user can select the respective Major Head in order to make changes and perform a redistribution.

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

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

2.3.2.5.1.1.3Selection of Schemes

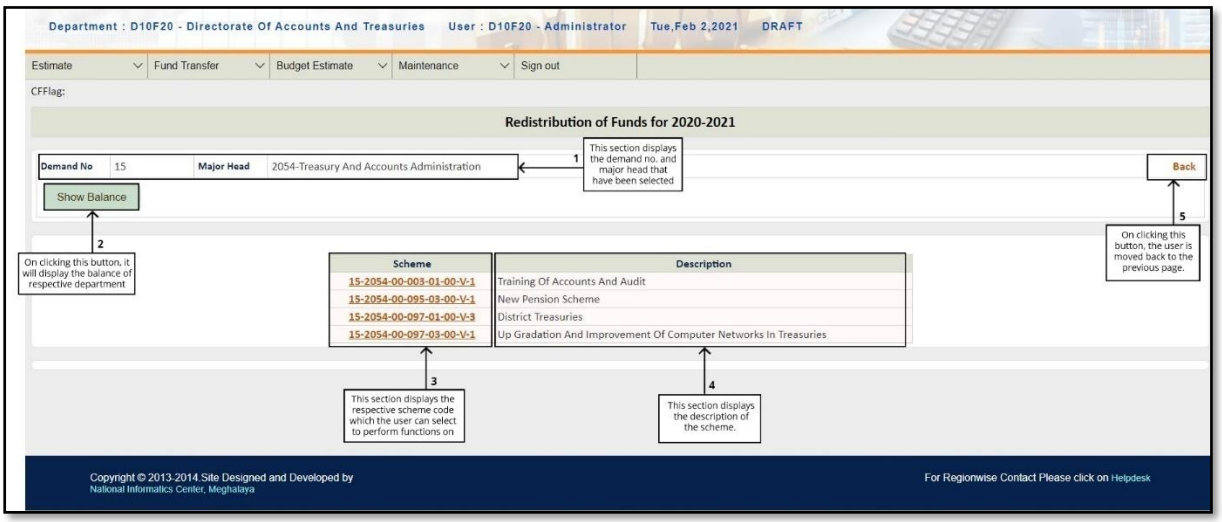


Figure 56: Scheme Selection

On selection of the respective Major Head from the table, the CO Draft user will be presented with the page as shown in Figure 56.

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 CO, Demand number and Major Head. The user can select the respective Scheme in order to make changes and perform a redistribution.

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

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

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

2.3.2.5.1.1.4Selection of Object Head

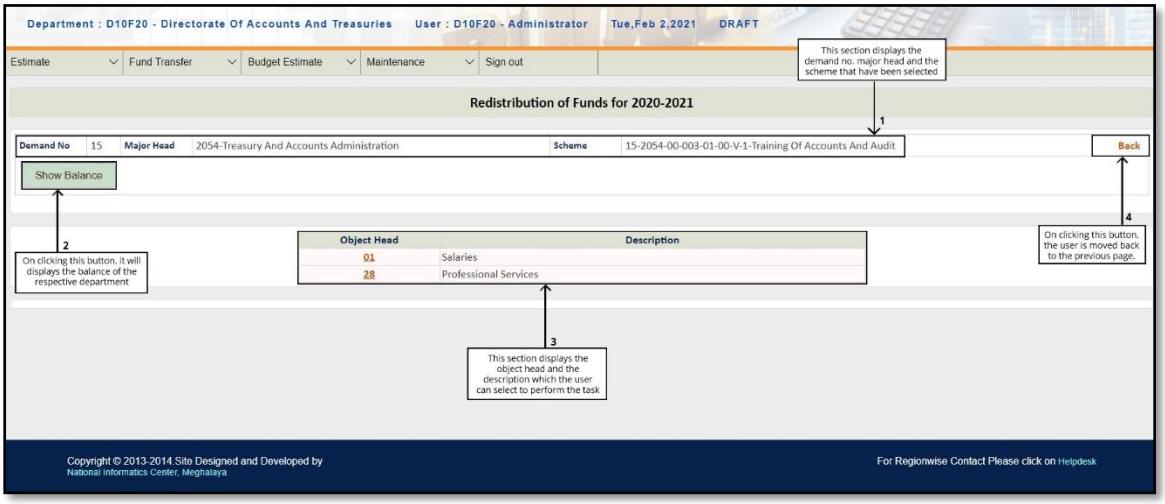


Figure 57: Object Head Selection

On selection of the respective Scheme from the table, the CO Draft user will be presented with the page as shown in Figure 57.

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 CO, Demand number, Major Head and scheme. The user can select the respective Scheme in order to make changes and perform a redistribution.

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

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

2.3.2.5.1.1.5 Redistribution

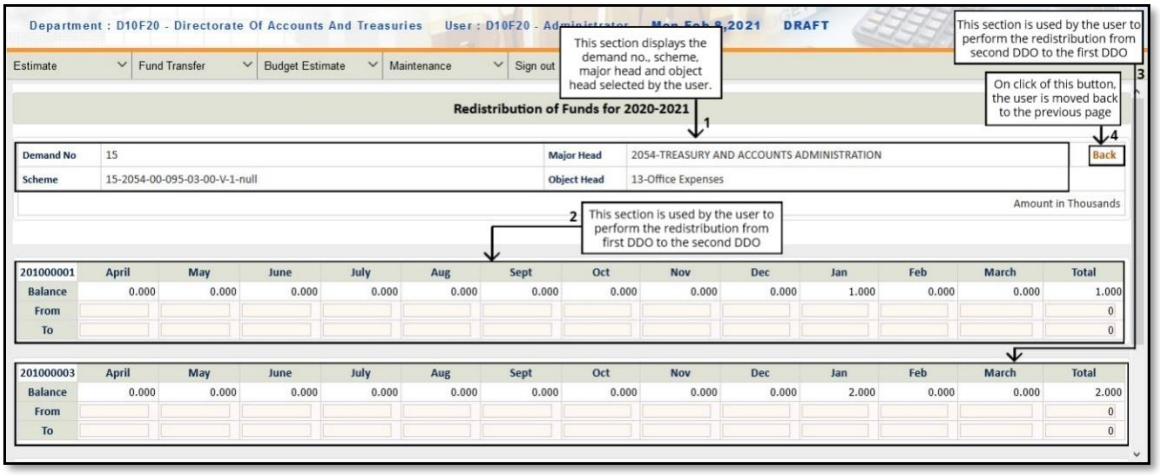


Figure 58: Redistribution (1)

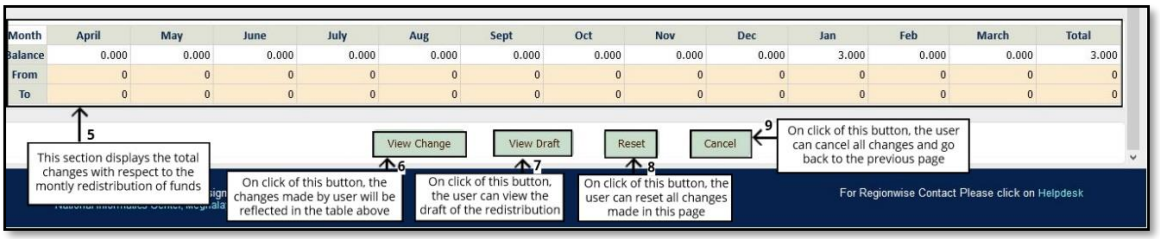


Figure 59: Redistribution (2)

On selection of the respective Object Head from the table, the CO Draft user will be presented with the page as shown in Figure 58 and 59.

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 Section2, the user can indicate the redistribution that is to be done. The redistribution is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and redistribute the funds between the different DDOs in the corresponding months. This Section deals with funds sent from first DDO to the second DDO.

3. In Section3, the user is shown the balance and redistributes the funds between the different DDOs in the corresponding months. This Section deals with funds sent from first DDO to the second DDO

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 different RD no.).

5. Section 5 contains a table which will show the total changes that have been performed by the user with respect to redistribution.

6. The View Change button as indicated by Section 6 is used by the user to reflect the total changes that have been made in the previous Sections.

7. The View Draft button as indicated by Section 7 is used by the user to create a draft which contain the redistribution 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 user will have to redistribute the amount and then view draft in order to proceed towards the next step.

2.3.2.5.1.1.6Draft of Redistribution

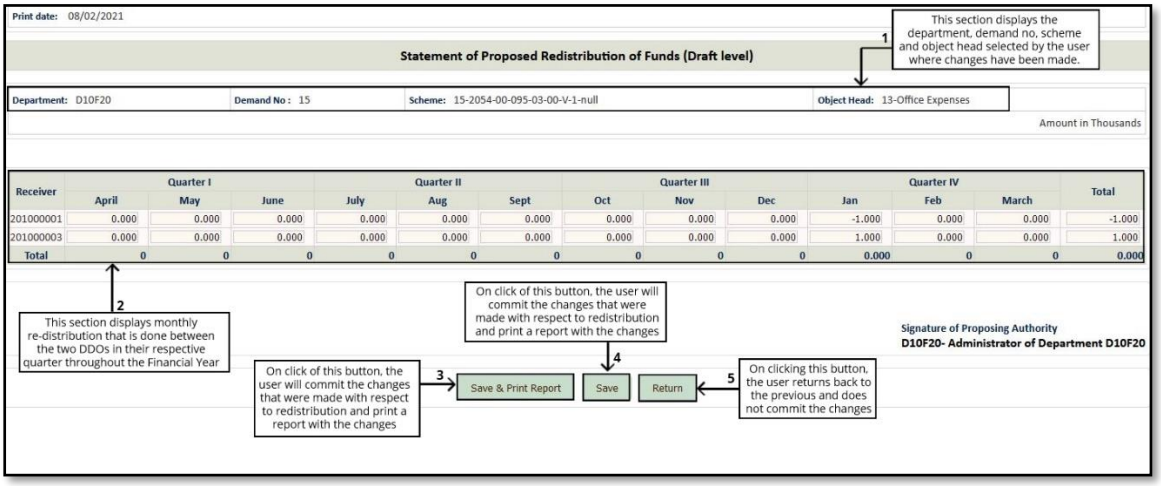


Figure 60: Redistribution Draft

On redistributing the amount and selecting view change and then view draft, the CO Draft user will be presented with the page as shown in Figure 60.

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

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

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

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

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

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

2.3.2.5.1.2 For Existing Re-Distribution

2.3.2.5.1.2.1Re-Distribution Process

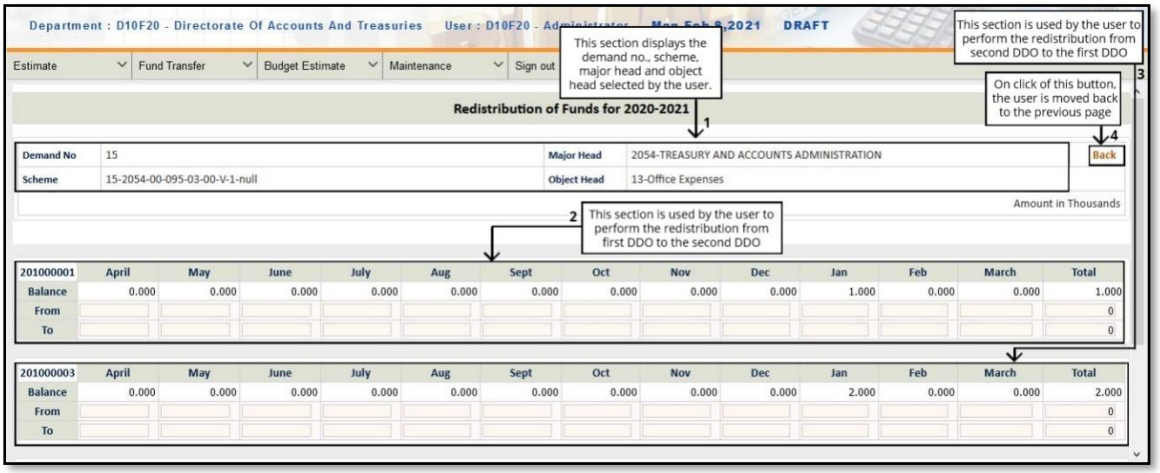


Figure 61: Redistribution (1)

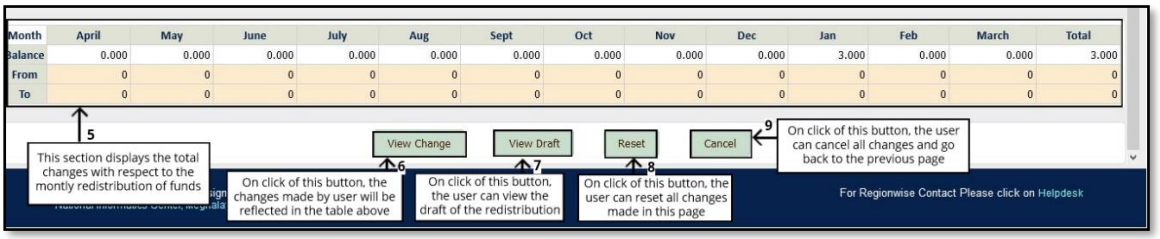


Figure 62: Redistribution (2)

On selection of the respective RD Number from the table, the CO Draft user will be presented with the page as shown in Figure 61 and 62.

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

2. In Section2, the user can indicate the redistribution that is to be done. The redistribution is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and redistribute the funds between the different DDOs in the corresponding months. This Section deals with funds sent from first DDO to the second DDO.

3. In Section3, the user is shown the balance and redistribute the funds between the different DDOs in the corresponding months. This Section deals with funds sent from first DDO to the second DDO

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 different RD no.).

5. Section 5 contains a table which will show the total changes that have been performed by the user with respect to redistribution.

6. The View Change button as indicated by Section 6 is used by the user to reflect the total changes that have been made in the previous Sections.

7. The View Draft button as indicated by Section 7 is used by the user to create a draft which contain the re-distribution 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 user will have to redistribute the amount and then view draft in order to proceed towards the next step.

2.3.2.5.1.2.2Draft of Redistribution

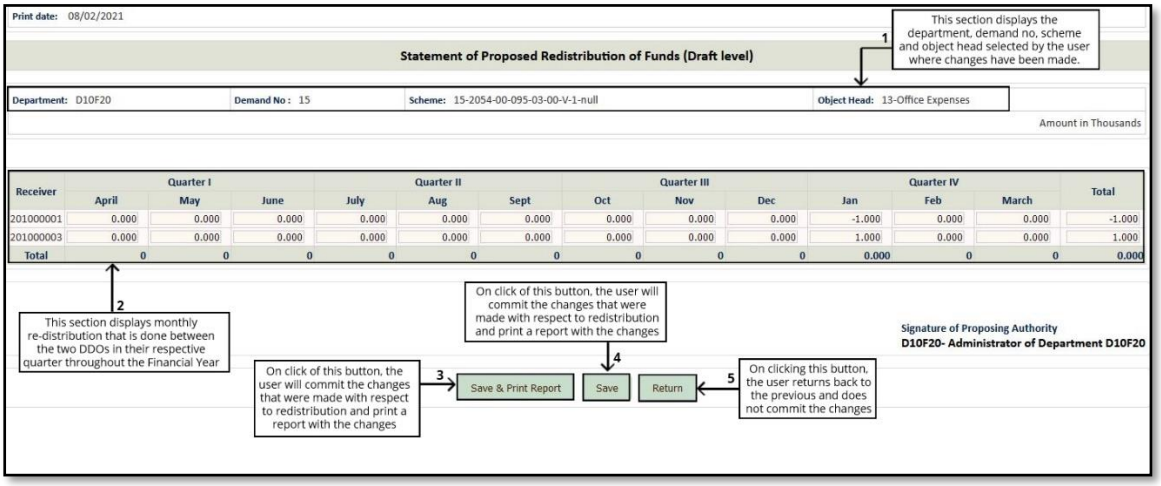


Figure 63: Redistribution Draft

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

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

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

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

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

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

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

2.3.2.6Fund Requisition

2.3.2.4.1Selection of Demand Number

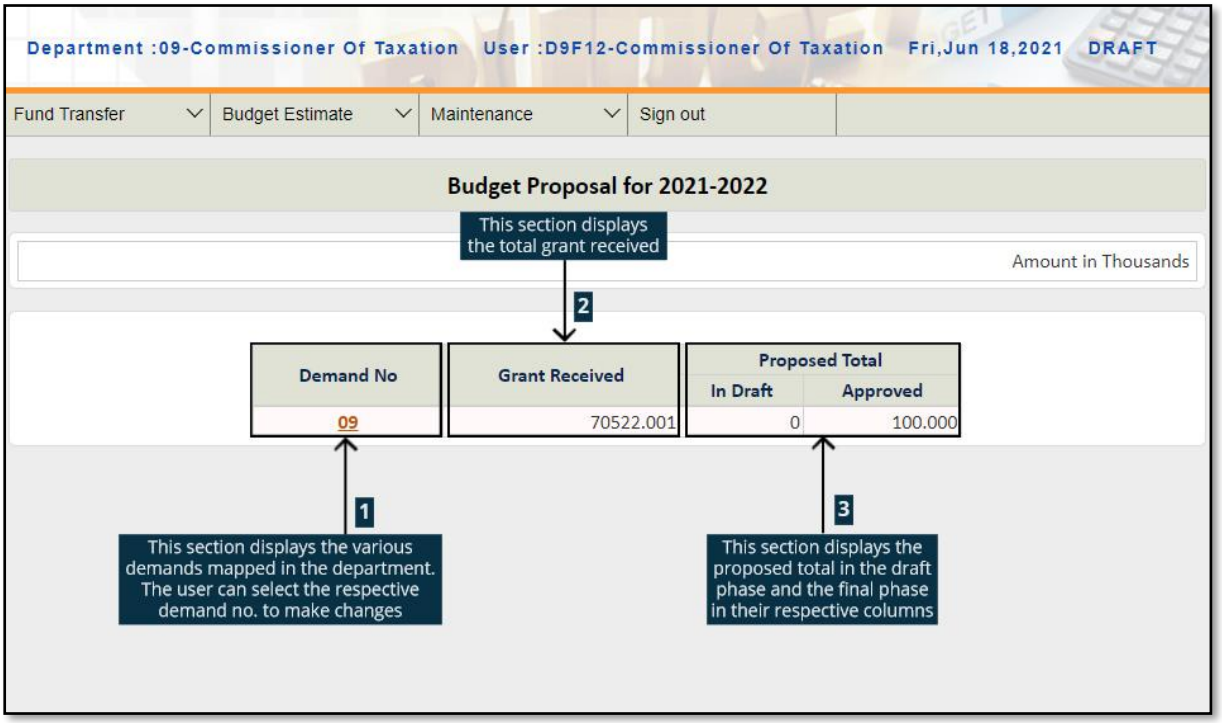


Figure 64: Selection of Demand Number

On selection of the Fund Requisition Button from the Fund Transfer Module as shown in Figure 4, the CO Draft user will be presented with the page as shown in Figure 64.

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

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

3. Section 3 is divided into two separate columns. This Section as a whole displays the amount that has been allocated to the respective departments.

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

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

2.3.2.4.2Selection of Major Head

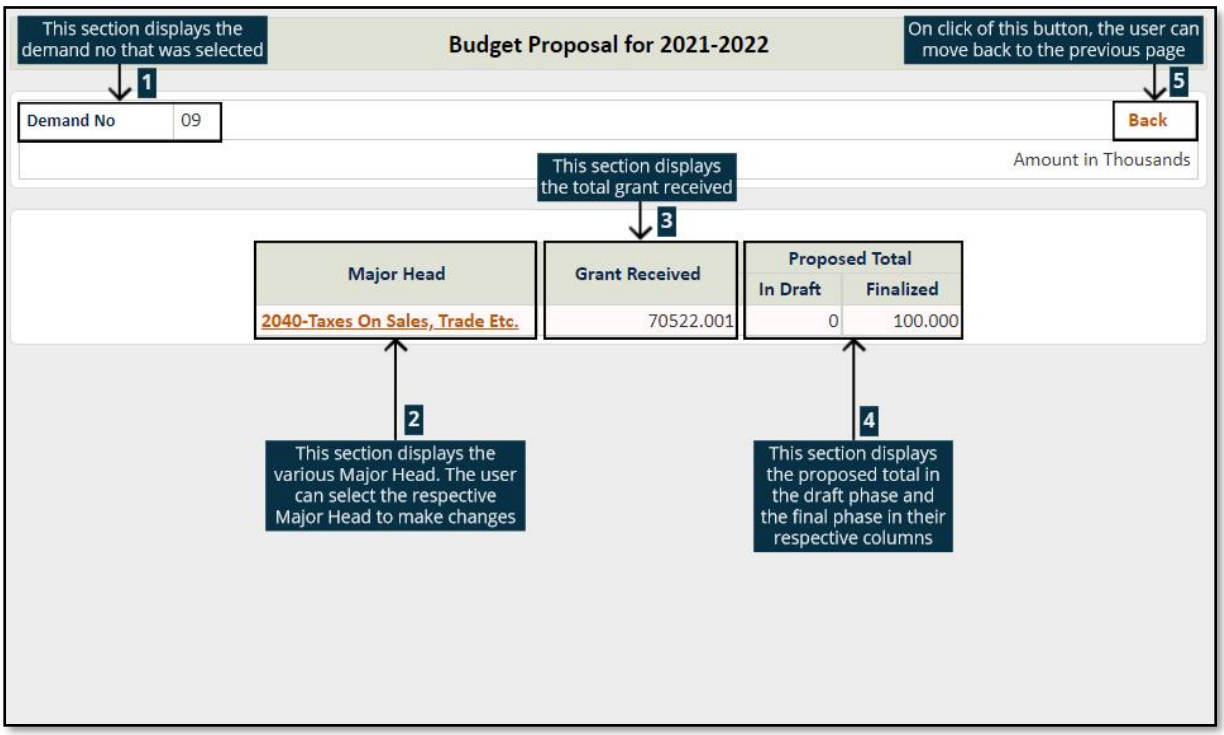


Figure 65: Major Head Selection

On selection of the respective Demand number from the table, the CO Draft user will be presented with the page as shown in Figure 65.

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 CO and Demand number. The user can select the respective Major Head in order to make changes and perform a Fund Requisition.

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

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

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

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.

2.3.2.4.3Selection of Schemes

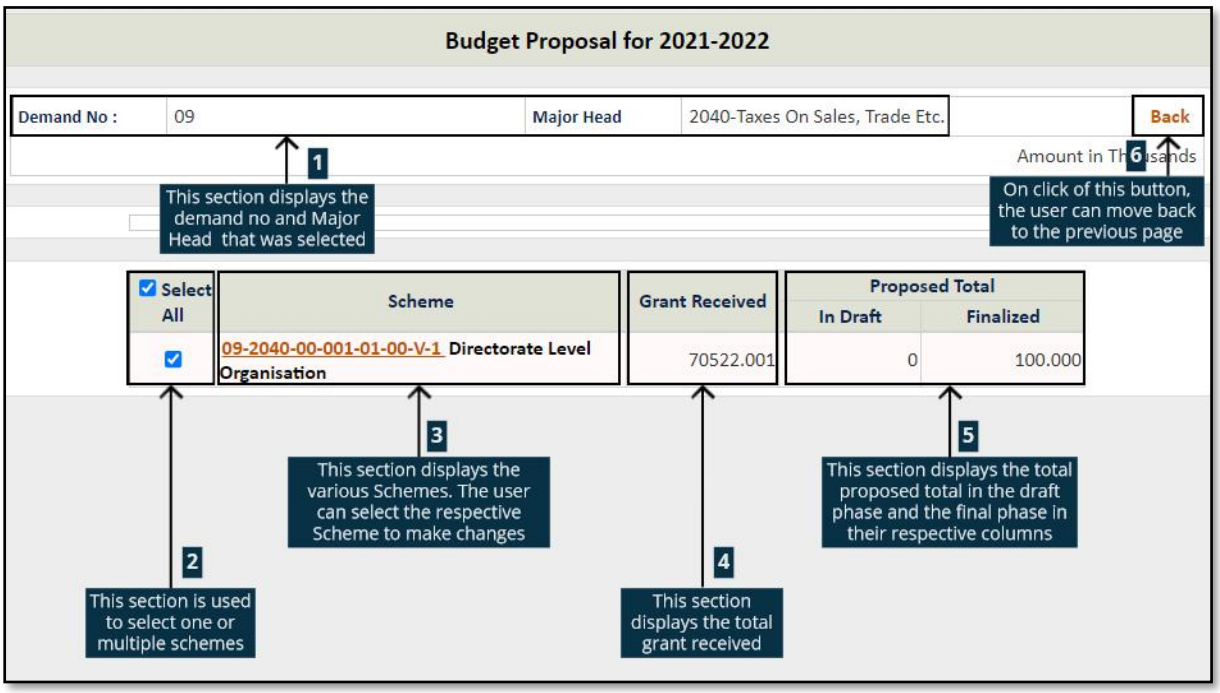


Figure 66: Scheme Selection

On selection of the respective Major Head from the table, the CO Draft user will be presented with the page as shown in Figure 66.

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. In Section 2, the user can use this section to specify whether to select a single or multiple schemes.

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

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

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

    a. In the first column, the user is displayed with information regarding the total proposed amount in the draft phase.
    b. In the second column, the user is displayed with information regarding total proposed amount 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 Major Head).

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

2.3.2.4.4Selection of Object Head

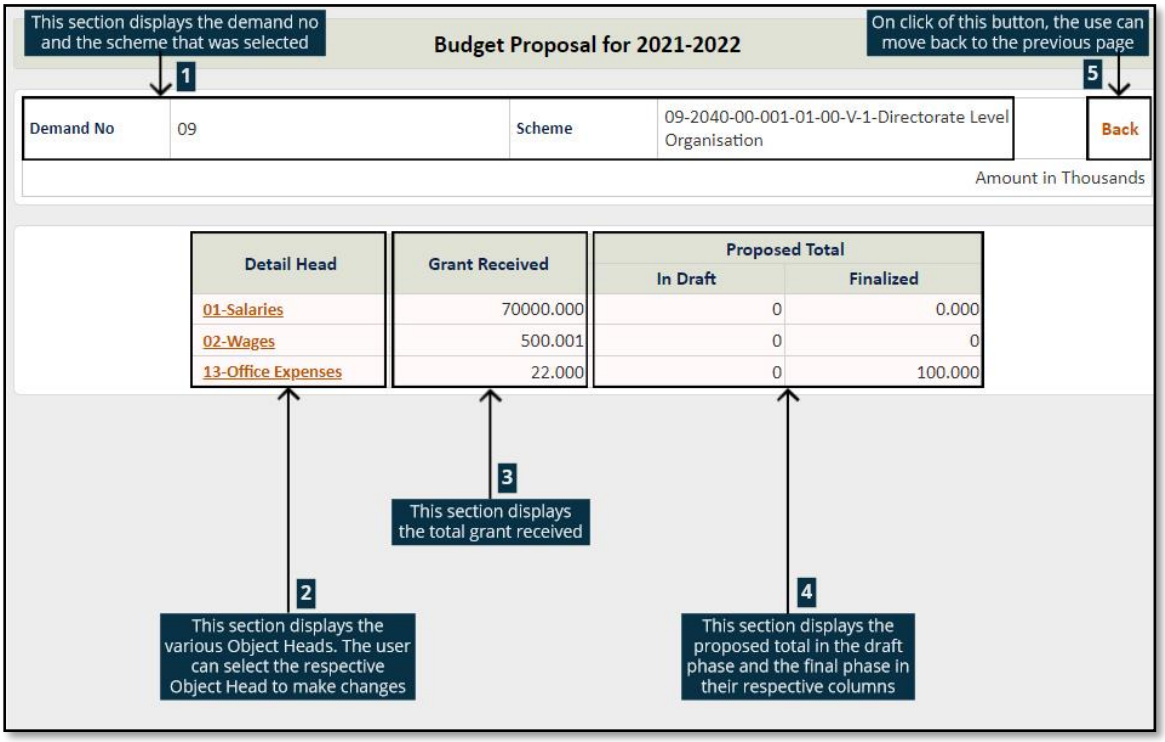


Figure 67: Object Head Selection

On selection of the respective Scheme from the table, the CO Draft user will be presented with the page as shown in Figure 67.

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 CO, Demand number, Major Head and scheme. The user can select the respective Object Head in order to make changes and perform a Fund Requisition.

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

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

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

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

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

2.3.2.4.5Fund Requisition

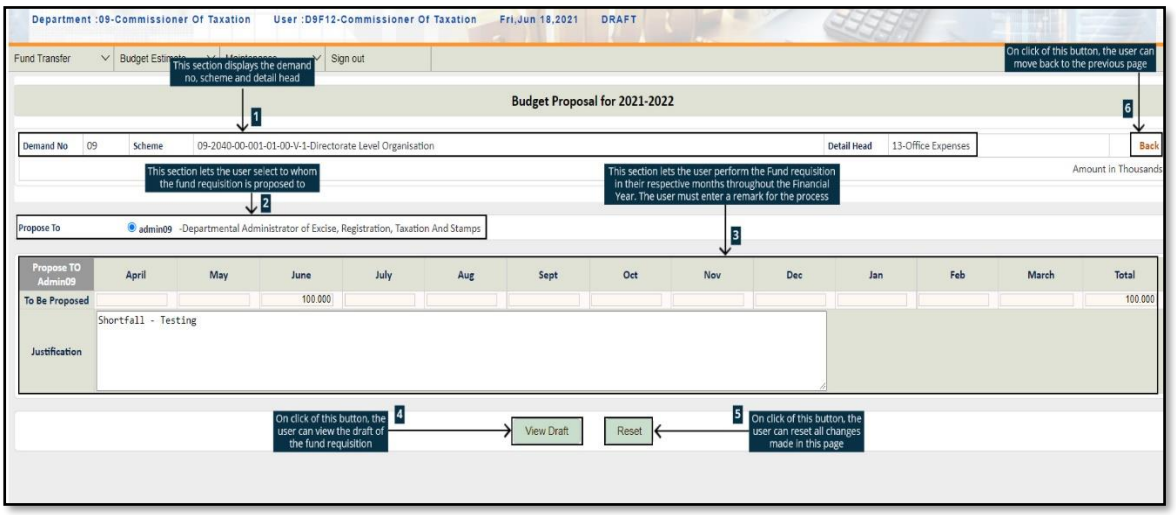


Figure 68: Fund Requisition

On selection of the respective Object Head from the table, the CO Draft user will be presented with the page as shown in Figure 68.

1. In Section 1, the user is shown the demand number 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 is shown to whom the Fund Requisition is to be proposed to. The user can use this section to select the user whom the proposal is going to.

3. In Section 3, the user can indicate the Fund Requisition that is to be done. The Fund Requisition is done in monthly intervals in their respective quarters throughout the Financial Year. The usercan propose the amount from the corresponding months to perform the Fund Requisition process. The user must also enter the Justification for the proposal in this section.

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

2.3.2.4.6Draft of Fund Requisition

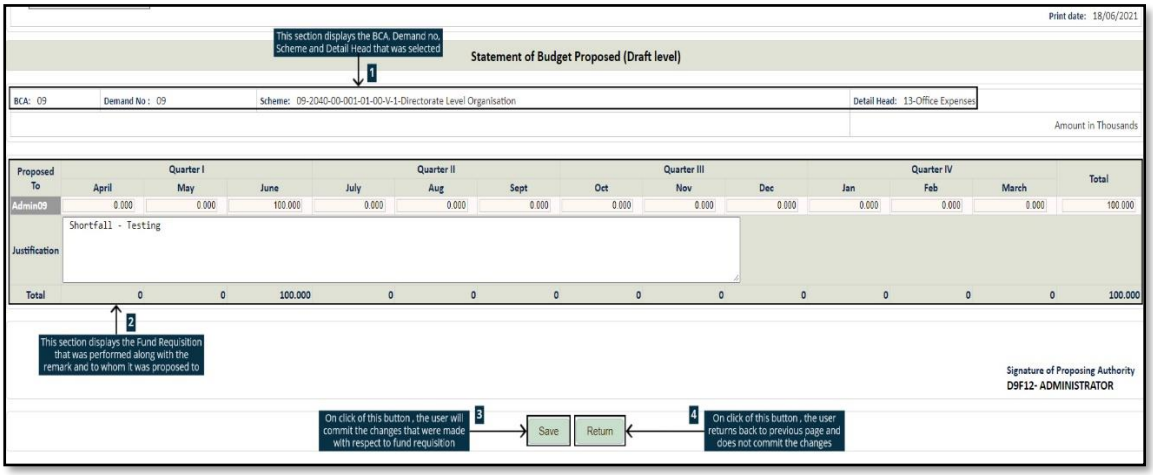


Figure 69: Withdrawal Draft

On proposing the amount and selecting view draft, the CO Draft user will be presented with the page as shown in Figure 69.

1. In Section 1, the user is shown the Department (BCA), 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 Fund Requisition that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year along with the Justification for the proposal. The total Fund Requisition being done is shown at the bottom of the Section.

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

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

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

2.3.3Maintenance Module
Purpose

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

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

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

2.3.3.1 Change Password

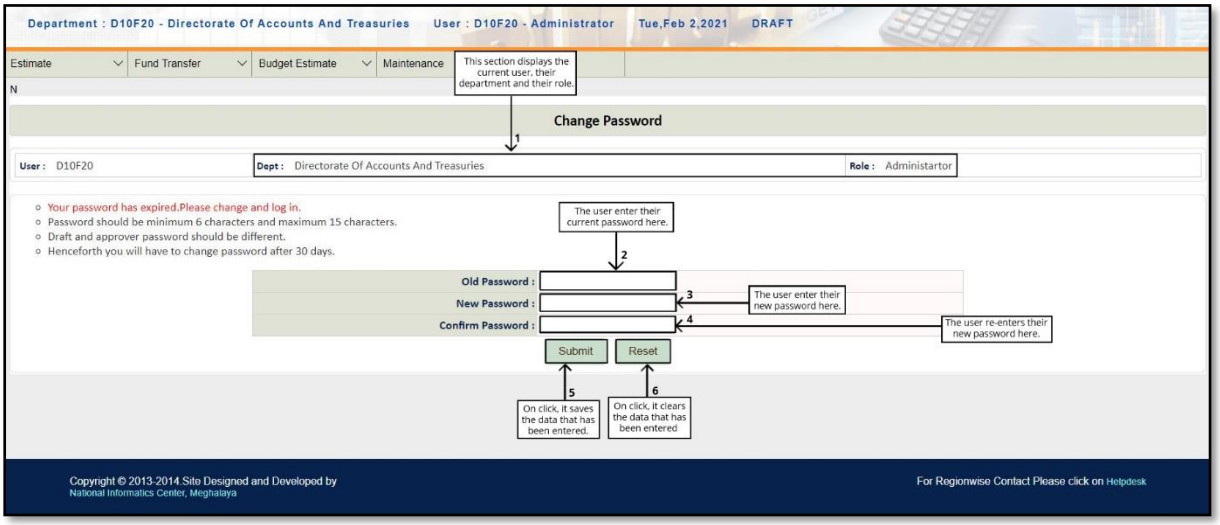


Figure 70: Change Password

On selection of the Maintenance option, a drop-down menu as in Figure 5 will be shown and when the user selects the Change Password option, the CO Draft user will be presented with the page as shown in Figure 70.

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

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

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

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

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

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

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

2.3.3.2 Check Balance

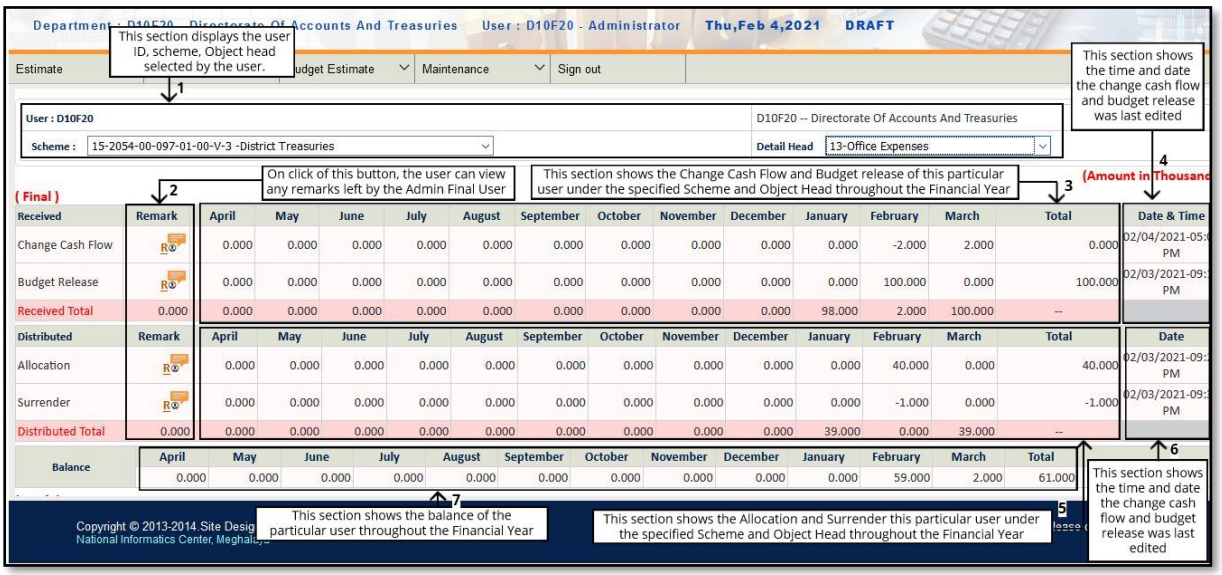


Figure 71: Check Balance (1)

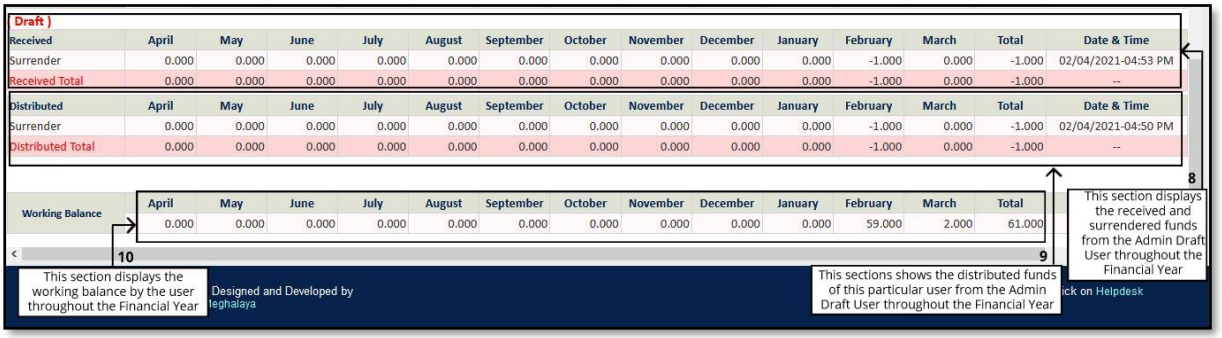


Figure 72: Check Balance (2)

On selection of the Maintenance option, a drop-down menu as in Figure 5 will be shown and when the user selects the Check Balance option, the Department Draft user will be presented with the page as shown in Figure 71 and 72.

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 click can be used by the CO Draft user to view the remark for the particular action. In this Section, it deals with the Received and Distributed amounts.

3. In Section 3, it displays the Cash Flow and the budget release 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 Change Cash Flow and Budget Release.

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

6. In Section 6, it displays the last date and time that changes were made to the allocation and surrender.

7. Section 7 displays the total balance after the funds for the user has been received and distributed by the Admin Final User.

8. In Section 8, it displays the funds that the user has received from the Admin Draft User. It shows the total received monthly funds over the Financial Year. It also displays the last date and time that changes were made to the funds that were received from the Admin Draft User

9. In Section 9, it displays the funds that has been distributed to the user from the Admin Draft User. It shows the monthly distribution over the Financial Year. It also displays the last date and time that changes were made to the funds that were distributed from the Admin Draft User

10. Section 10 shows the total working balance that the user has throughout the months of the Financial Year.

2.3.4 Show Balance

Purpose

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

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

2.3.4.1 Demand Number Balance

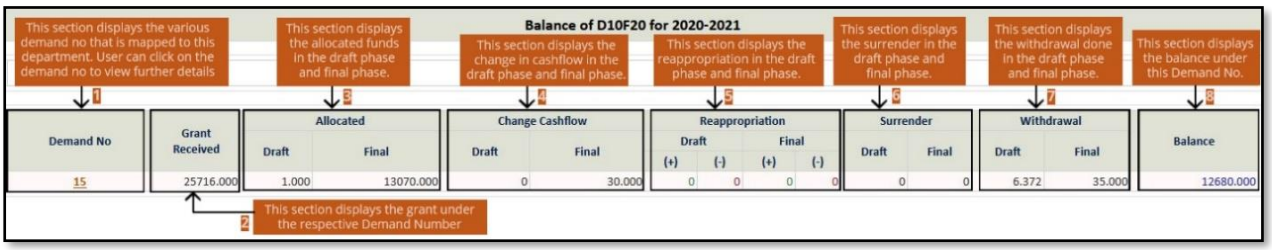


Figure 73: Show Balance (1)

On selection of the Show Balance option on several modules, the CO Draft user will be presented with the page as shown in Figure 73.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.3.4.2 Major Head Balance

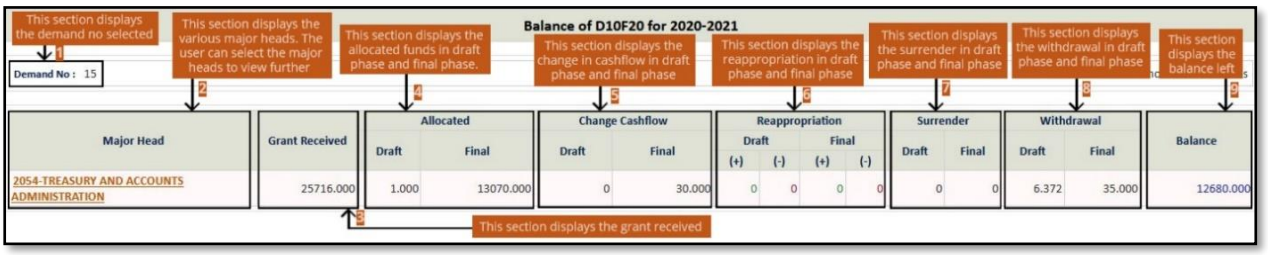


Figure 74: Show Balance (2)

On selection of the demand number, the CO Draft user will be presented with the page as shown in Figure 74.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.3.4.3 Scheme Balance

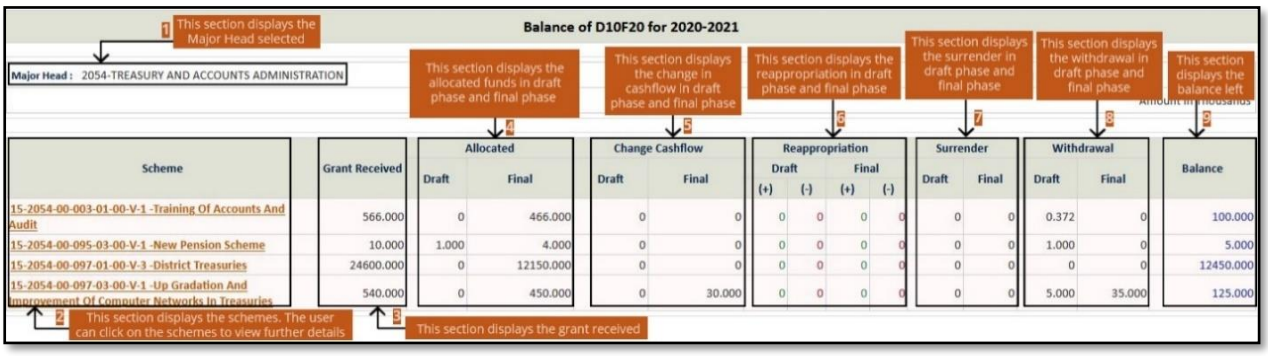


Figure 75: Show Balance (3)

On selection of the Major Head, the CO Draft user will be presented with the page as shown in Figure 75.

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 Major Head or not.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.3.4.4 Object Head Balance

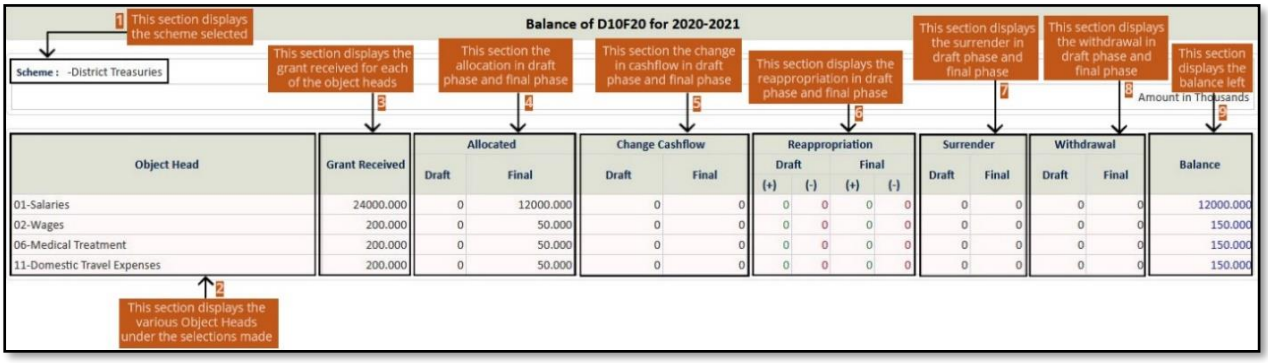


Figure 76: Show Balance (4)

On selection of the Scheme, the CO Draft user will be presented with the page as shown in Figure 76.

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 Scheme or not.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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2.3.5 Sign Out

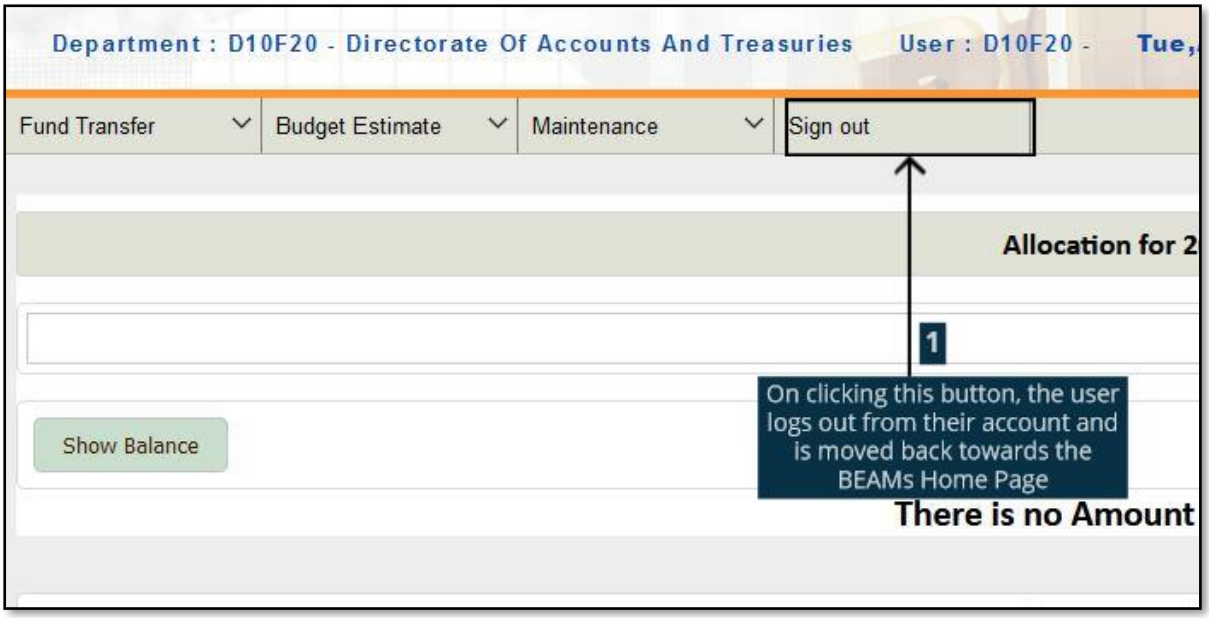

Figure 77: Log out

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.