

User Manual – BEAMS
HOD/ Controlling Officer
Final User

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1. Introduction

1.1 Purpose

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

1.2 Audience

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

2. Getting Started

2.1 Home Page

2.1.1 For Any User

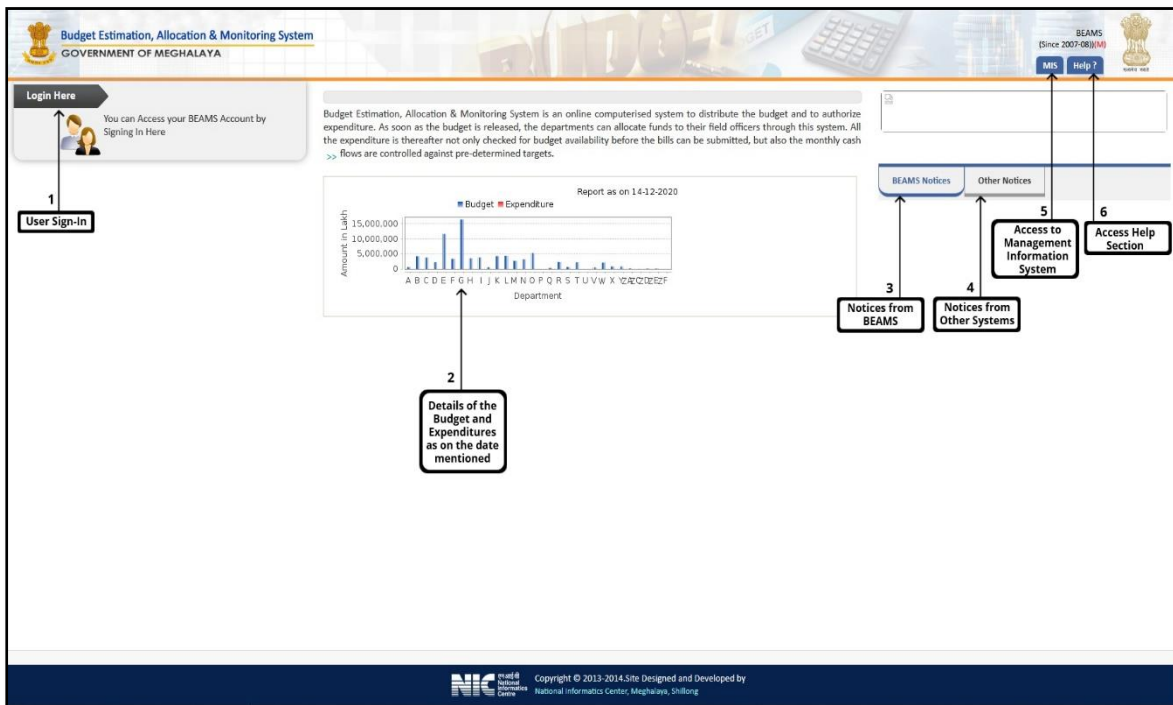


Figure 1: Home Page

1. The user if registered, can use the Login Here button as indicated to log into the system. The User can then proceed to enter their credentials to enter their respective accounts and proceed.
2. The user can use this Section to view the amount in lakhs of the budget and the expenditures as on the previous date that the system was accessed. (For E.g.: If system was accessed on 15/12/2020 then the Report will show details of 14/12/2020)
3. On selection, the user will be shown details of any notices that are currently in circulation from BEAMS.
4. On selection, the user will be shown details of any notices that are currently in circulation from other systems.
5. The user can select this button to access the MIS (Management Information System). In this Section, the various reports with respect to BEAMS can be accessed and viewed.
6. The help button can be used to display details about BEAMS. It will provide a brief overview of the system aided with an explanation and a diagram

2.2 Login Page

2.2.1 For COFinal User

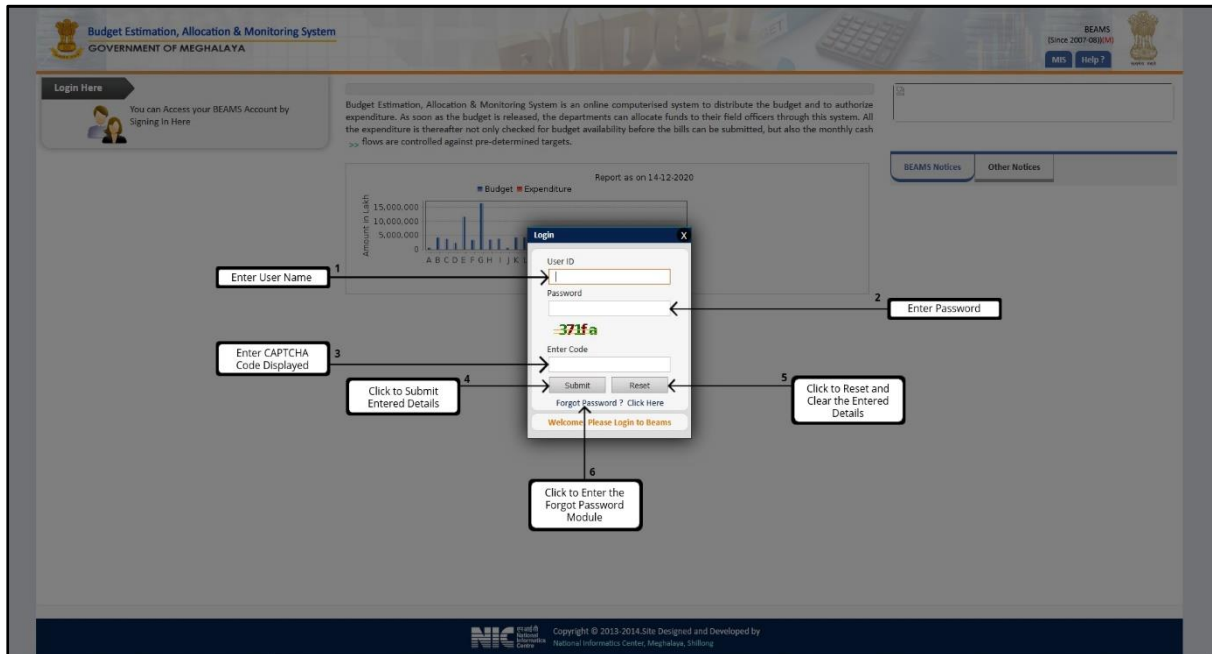


Figure 2: Login Page

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

1. The respective user uses the text box to enter their user id/ name which they use to access BEAMS.
2. The respective user uses the text box to enter their password which is linked to their account in order to authenticate their access to BEAMS.
3. The User enters the letters and numbers in the text box as shown in the CAPTCHA image to authenticate that they are an actual user and not a robot.
4. The user can select this button to submit the entered details and log in to their account.
5. The user can select this button to clear the form so that they can re-enter details to log in to their account.
6. If the user has forgotten their password, then the user can select this option and it takes the user to the forgot password module where the user will be instructed as to how to reset their password.

2.3 CO Final Login

2.3.1 Main Page

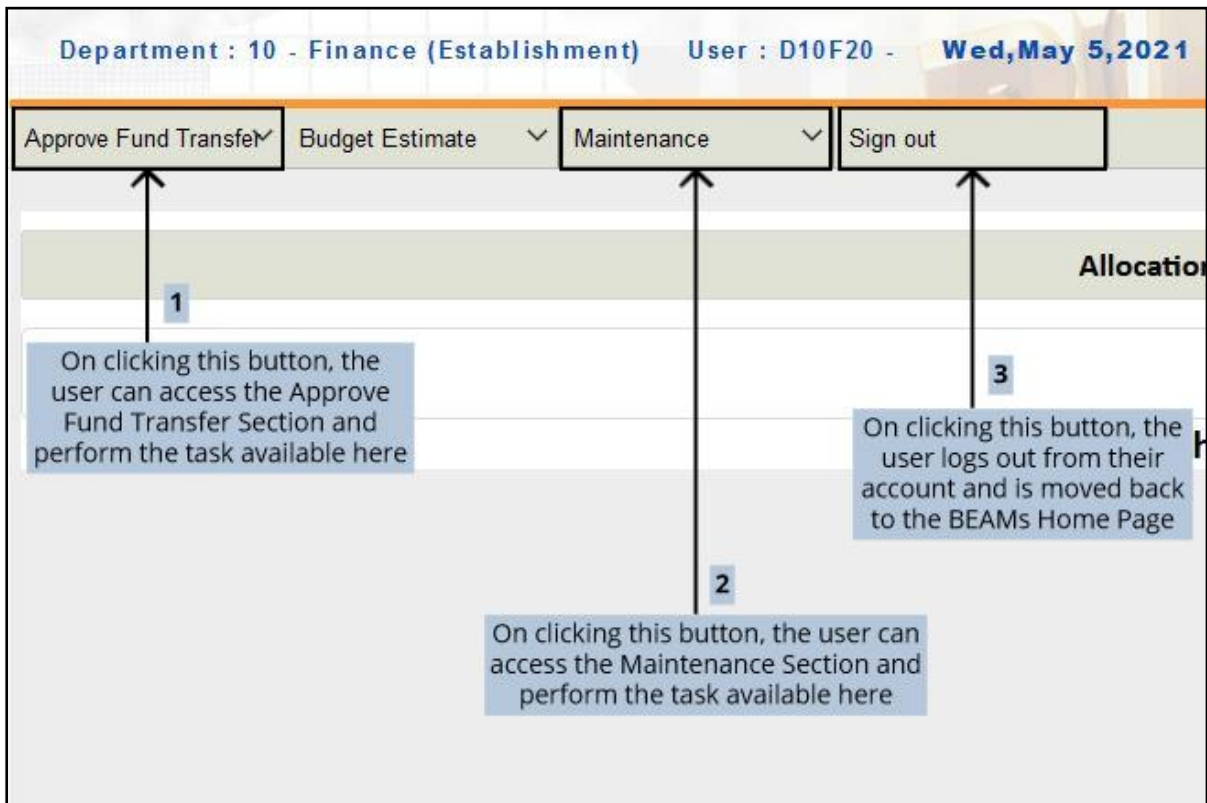


Figure 3: CO Final Main Page

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

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



Figure 4: Approve Fund Transfer Module

- a) On access of this module, the user will be able to perform 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.

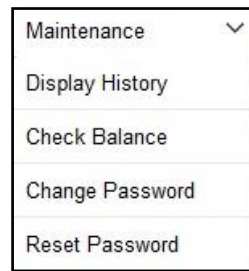


Figure 5: Maintenance Module

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

2.3.2 Approve Fund Transfer Module

Purpose

The Approve Fund Transfer Module is used for the purpose of approving the processes performed by the CO Draft user with respect to Allocation of Funds, Changing Cash Flow, Withdrawal of Funds, Redistribution of Funds from the respective Drawing & Disbursing Officers (DDO). The Controlling Officer (CO) can also approve the process of Surrendering Funds to the Controlling Authority (CA). The CO can approve the process of Fund Requisition which is used in order to propose funds from the CA. The CO is responsible of handling the above-mentioned processes to the respective DDOs.

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

Depending on the login, the CO will have to perform certain steps for the Approval of the Allocation process as mentioned below as Allocation (1) and Allocation (2).

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

2.3.2.1 Allocation

2.3.2.1.1 Allocation (1)

2.3.2.1.1.1 Selection of Demand Number

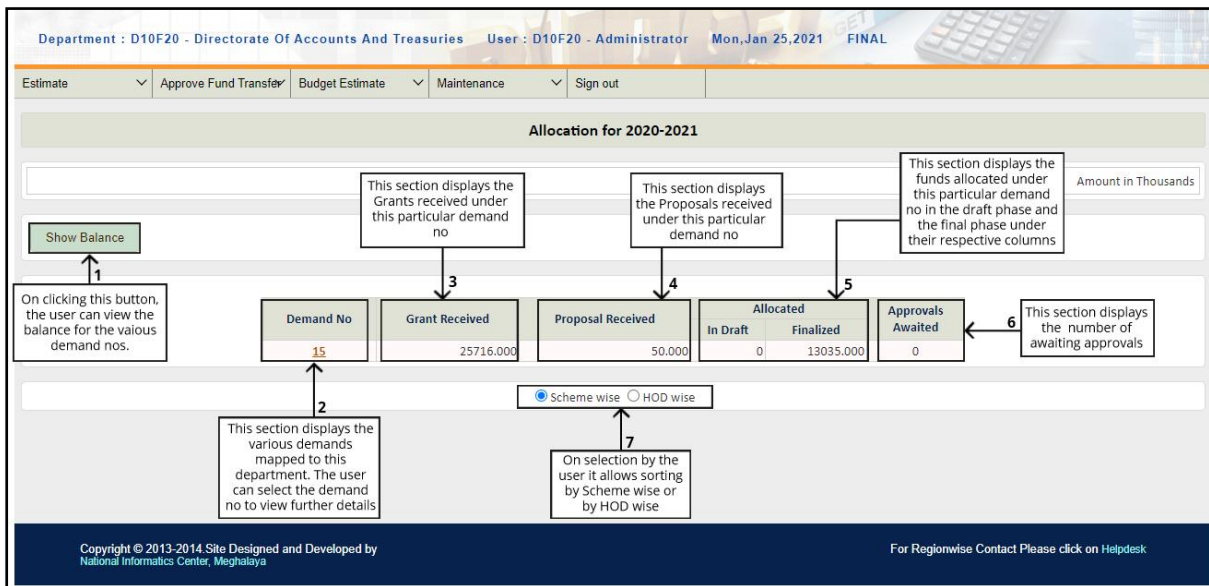


Figure 6: Selection of Demand Number

On selection of the Allocation Button from the Approve Fund Transfer Module as shown in Figure 4, the CO Final 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 shows the number of awaiting approvals under this demand no.

7. Section7 has two options. These options let the user display the Draft by Scheme wise or by HOD wise
8. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.2.1.1.2 Selection of Major Head

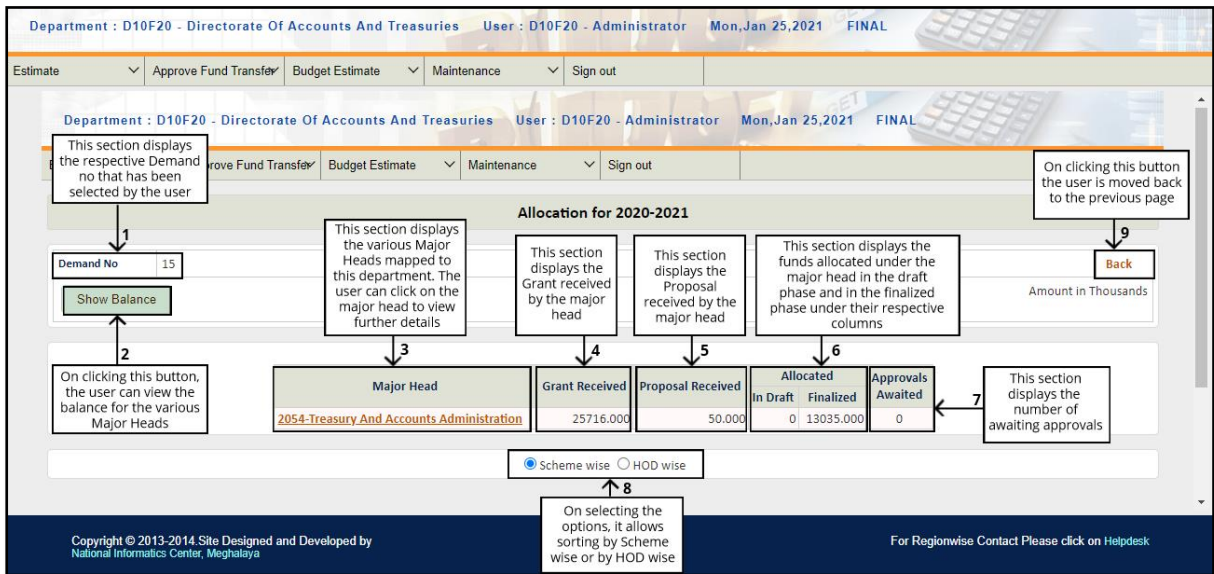


Figure 7: Major Head Selection

On selection of the respective Demand number from the table, the CO Final 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, demand number and Major Head.
5. Section 5 displays the proposal received by the respective department, demand number and Major Head.
6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.
 - a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
 - b. In the second column, the user is displayed with information regarding allocation in the final phase.
7. Section 7 shows the number of awaiting approvals.

8. Section 8 has two options. These options let the user display the Draft by Scheme wise or by HOD wise
9. The back button as indicated by Section 9 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).
10. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.2.1.1.3 Selection of Schemes

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Wed, Jan 27, 2021 FINAL

Estimate Budget Estimate Maintenance Sign out

Allocation for 2020-2021

Demand No : 15 Major Head : 2054-Treasury And Accounts Administration

Show Balance

Amount in Thousands

Scheme	Grant Received	Proposal Received	Allocated		Approvals Awaited
			In Draft	Finalized	
<input checked="" type="checkbox"/> 15-2054-00-003-01-00-V-1 Training Of Accounts And Audit	566.000	50.000	0	466.000	0
<input checked="" type="checkbox"/> 15-2054-00-095-03-00-V-1 New Pension Scheme	10.000	0	0	4.000	0
<input checked="" type="checkbox"/> 15-2054-00-097-01-00-V-3 District Treasuries	24600.000	0	0	12150.000	0
<input checked="" type="checkbox"/> 15-2054-00-097-03-00-V-1 Up Gradation And Improvement Of Computer Networks In Treasuries	540.000	0	0	415.000	0

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Figure 8: Scheme Selection

On selection of the respective Major Head from the table, the CO Final 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, demand number, Major Head and Scheme.
6. Section 6 displays the proposal received by the respective department, demand number, Major Head and Scheme.

7. Section 7 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.
 - a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
 - b. In the second column, the user is displayed with information regarding allocation in the final phase.
8. Section 8 shows the number of awaiting approvals.
9. The back button as indicated by Section 9 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Major Head).
10. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.2.1.1.4 Selection of Object Head

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Wed, Jan 27, 2021 FINAL

Estimate Maintenance Sign out

Allocation for 2020-2021

Demand No 15 Scheme 15-2054-00-003-01-00-V-1-Training Of Accounts And Audit Back

Show Balance Amount in Thousands

Object Head	Grant Received	Proposal Received	Allocation		Approvals Awaited
			In Draft	Finalized	
01-Salaries	140.000	0	0	40.000	0
28-Professional Services	426.000	50.000	0	426.000	0

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Figure 9: Object Head Selection

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

1. In Section 1, the user is shown the demand number and 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 an allocation.
4. Section 4 displays the Grant received by the respective department, demand number, Major Head, Scheme and Object Head.
5. Section 5 displays the proposal received by the respective department, demand number, Major Head, Scheme and Object Head.
6. Section 6 is divided into two separate columns. This Section as a whole displays the amount that has been released to the respective departments.
 - a. In the first column, the user is displayed with information regarding the allocation in the draft phase.
 - b. In the second column, the user is displayed with information regarding allocation in the final phase.
7. Section 7 shows the number of awaiting approvals.

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.

2.3.2.1.1.5 Preview Section

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Wed, Jan 27, 2021 FINAL

Estimate: Approve Fund Transfer Budget Estimate

On click of this button, it goes back to the previous page

This section displays the current scheme and the object head that is selected

On click of this button, it shows the user the allocation approval details

Proceed Next

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Admin Allocation				HOD Allocation				DDO Allocation				DDO Expenditure		
Allocation Date	Distributor	Receiver	Allocated Amount	Allocation Date	Distributor	Receiver	Allocated Amount	Allocation Date	Distributor	Receiver	Allocated Amount	DDO Code	Expenditure	Balance
04-01-2021	D10F20	201000002	40,000									201000002	0,000	40,000

Figure 10: Preview Section

On selection of the respective Object Head from the table, the CO Final 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 CO. 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.

2.3.2.1.1.6 Allocation

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Mon, Feb 22, 2021 FINAL

Estimate Approve Fund Transfer Budget Estimate Maintenance Sign out

Allocation Approval for 2020-2021

Department	D10F20	Demand No	15	Scheme	15-2054-00-097-01-00-V-3-District Treasuries	Object Head	13-Office Expenses	<input type="button" value="Back"/>
Distributor	D10F20	Plan/NonPlan		Charged/Voted	Voted	Balance	55.000	
Total Proposal Received: null							Amount in Thousands	

Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	55.000	0.000	55.000	<input type="checkbox"/> Select All
Receiver Designation	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Approve	Reject	Status		
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March						
201000003 -- TREASURY OFFICER, SHILLONG SOUTH TREASURY													5.000		5.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Remark	Test																	

View Final

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Figure 11: Allocation

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

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head, Distributor, 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.
2. In Section 2, the user is shown the balance that is shown in monthly intervals in their respective quarters throughout the Financial Year. Below that, it shows the allocation that has been performed on the respective DDO or user. It also shows the remarks regarding the allocation. The user must enter the approval status of the allocation.
3. The View Final button as indicated by Section 3 is used by the user to create a draft which contain the allocation of the selected schemes and user.
4. The Reset button as indicated by Section 4 is used by the user to reset and clear all changes that have been made by the user during their current log in.
5. The Cancel button as indicated by Section 5 is used by the user to cancel any changes that have been made by the user and go back to the previous page.
6. The back button as indicated by Section 6 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).
7. The user will have to select to approve or reject the allocation and then view Final in order to proceed towards the next step.

2.3.2.1.1.7 Final Draft of Allocation

This section displays the current department, demand no., scheme, and Object head for Statement of Proposed Allocation.

Print date: 22/02/2021

Statement of Proposed Allocation (Final level)

Department: D10F20 Demand No: 15 Scheme: 15-2054-00-097-01-00-V-3-District Treasuries Object Head: 13-Office Expenses

Amount in Thousands

Receiver	April	Quarter I May	June	July	Quarter II Aug	Sept	Oct	Quarter III Nov	Dec	Jan	Quarter IV Feb	March	Total	Status
201000003	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	5.000	Approved
Remark	Test													
Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	5.000	

This section displays the user who is receiving the monthly change in Allocation in their respective quarters throughout the Financial Year. It also shows the remarks regarding the Allocation.

Signature of Proposing Authority
D10F20- Administrator of Department D10F20

On click of this button, the user will commit the changes that were made with respect to Allocation

Save Return

On clicking this button, the user returns back to the previous page and does not commit the changes.

Figure 12: Allocation Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure 12.

1. In Section 1, the user is shown the Department, Demand No, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the allocation that has been performed on the respective DDO that has been selected. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark and the approval status regarding the allocation is shown in this Section as well.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the allocation. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.1.2 Allocation (2)

2.3.2.1.2.1 Selection of Schemes

The screenshot shows a web application interface for 'Allocation for 2021-2022'. At the top, it displays user information: 'Department : D1F1 - null', 'User : D1F1 -', 'Wed, May 5, 2021', and 'FINAL'. Below this is a navigation bar with 'Approve Fund Transfer', 'Budget Estimate', 'Maintenance', and 'Sign out'. The main content area is titled 'Allocation for 2021-2022' and contains a 'CF Allocation' button (callout 1) and a 'Show Balance' button (callout 2). Below the buttons is a table with columns for 'Scheme', 'Grant Received', 'Allocated' (subdivided into 'In Draft' and 'Finalized'), and 'Approvals Awaited'. A table row is shown for the 'Directorate Of Animal Husbandry And Veterinary' scheme, with values: Grant Received: 100.000, In Draft: 50.000, Finalized: 0, and Approvals Awaited: 2. Callouts 3-7 provide detailed explanations for the 'Select All' checkbox, the scheme list, the Grant Received value, the Allocated sub-columns, and the Approvals Awaited count.

Scheme	Grant Received	Allocated		Approvals Awaited
		In Draft	Finalized	
47-2403-00-001-01-00-V-1-01 Directorate Of Animal Husbandry And Veterinary	100.000	50.000	0	2

Figure 13: Scheme Selection

On selection of the Allocation Button from the Approve Fund Transfer Module as shown in Figure 4, the CO Final user will be presented with the page as shown in Figure 13.

1. Section 1 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
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 pending approval for this particular CO. 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 Scheme.

6. Section6 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. Section7 shows the number of awaiting approvals.
8. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.2.1.2.2 Allocation

Department : D1F1 - null User : D1F1 - Wed, May 5, 2021 FINAL

Approve Fund Transfer Budget Estimate Maintenance Sign out

This section displays the respective department, demand no, scheme, object head, distributor, plan/ nonplan, charged/ voted, balance and the total proposal received

On click of this button, then the user is moved back to the previous page

Allocation Approval for 2021-2022

Department	D1F1	Demand No	47	Scheme	47-2403-00-001-01-00-V-1-Directorate of Animal Husbandry and Veterinary					Object Head	01-Salaries	Back
Distributor	D1F1	Charged/Voted	Voted							Balance	50.000	

Total Proposal Received: This section displays the details of the allocation. It displays the monthly allocation approval in their respective quarters throughout the Financial Year and also shows the remark regarding the allocation

The user must select to approve or reject the allocation in this section

Balance	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	50.000	Select All		
Receiver Designation	Quarter I		Quarter II			Quarter III			Quarter IV			Total	Approve	Reject	Status			
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March						
100100001 -- DIRECTOR A H AND VETY HEAD QUARTER	Proposal Received : 0																	
	25.000														25.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Remark	Test																	
100100002 -- DISTRICT A H AND VETY OFFICER	Proposal Received : 0																	
	25.000														25.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Remark	Test																	

On click of this button, the user can view the final draft of the allocation approval

View Final

Reset

Cancel

On click of this button, the user can reset all changes made in this page

On click of this button, the user can cancel all changes and go back to the previous page

Figure14: Allocation

On selection of the respective Scheme from the table, the CO Final user will be presented with the page as shown in Figure 14.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head, Distributor, Charged/ Voted and Balance. 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. In Section 2, it shows the allocation that has been performed on the respective DDO or user. It also shows the remarks regarding the allocation.
3. Based on the information shown in Section 2, the user must enter the approval status of the allocation in Section 3.
4. The View Final button as indicated by Section4 is used by the user to create a draft which contain the allocation of the selected schemes and user.
5. The Reset button as indicated by Section5 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 Section6 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 the Scheme).
8. The user will have to select to approve or reject the allocation and then view Final in order to proceed towards the next step.

2.3.2.1.2.3 Final Draft of Allocation

This section displays the current department, demand no, scheme and object head of the proposed allocation

Print date: 05/05/2021

Statement of Proposed Allocation (Final level)

Department: D1F1 Demand No: 47 Scheme: 47-2403-00-001-01-00-V-1-Directorate of Animal Husbandry and Veterinary Object Head: 01-Salaries

Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
100100001	25,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	25,000	Approved
Remark	Test													
100100002	25,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	25,000	Approved
Remark	Test													
Total	50,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	0,000	50,000	

This section displays the user who is receiving the monthly allocation in their respective quarters throughout the Financial Year along with the remarks of the Allocation. This section also displays the approval status performed by the user

Signature of Proposing Authority
D1F1 --

On click of this button, the user will commit the changes that were made with respect to allocation

Save Return

On click of this button, the user returns back to the previous page and does not commit the changes

Figure 15: Allocation Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure 15.

1. In Section 1, the user is shown the Department, Demand No, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the allocation that has been performed on the respective DDO that has been selected. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark and the approval status regarding the allocation is shown in this Section as well.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the allocation. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.1.3CF Allocation

2.3.2.1.3.1 Selection of CF Schemes

The screenshot shows a web application interface for 'C.F. Allocation for 2021-2022'. At the top, it displays the department name '40-Directorate Of Soil And Water Conservation', the user 'D40F82-Directorate Of Soil And Water Conservation', and the date 'Wed, Jun 9, 2021'. Below this is a navigation bar with 'Approve Fund Transfer', 'Budget Estimate', 'Maintenance', and 'Sign out'. The main heading is 'C.F. Allocation for 2021-2022'. There are two buttons: 'A.Allocation' (callout 1) and 'Show Balance' (callout 2). Below these is a search bar and a table with columns: 'CF Scheme', 'Scheme', 'Grant Received', 'Allocated' (sub-columns: 'In Draft', 'Finalized'), and 'Approvals Awaited'. The table contains one row of data. Callouts 3-8 point to specific elements in the table and buttons.

Select All	CF Scheme	Scheme	Grant Received	Allocated		Approvals Awaited
	In Draft	Finalized				
<input checked="" type="checkbox"/>	98-8000-00-245-00-00-V-7	45-2402-00-001-01-00-V-1-01 Directorate Of Soil Conservation	100,000	50,000	0	1

Figure 16: CF Scheme Selection

On selection of the Allocation Button from the Approve Fund Transfer Module as shown in Figure 4 and then clicking on the CF Allocation button, the CO Final user will be presented with the page as shown in Figure 16.

1. Section 1 contains the Allocation button which lets the user change the process from Contingency Fund (CF) Allocation to Allocation so that they can perform the process there
2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.
3. Section 3 lets the user specify which CF schemes are to be selected. The user can use this to select one or multiple CF schemes.
4. Here, Section 4 displays the CF Schemes that are pending approval for this particular CO. The user can select the respective CF Scheme in order to make changes and perform the CF allocation.
5. Here, Section 5 displays the Schemes that are associated to the CF Scheme.
6. Section 5 displays the Grant received by the respective department and CF Scheme.

7. Section7 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. Section8 shows the number of awaiting approvals.
9. The user will have to select the respective CF Scheme in order to proceed towards the next step.

2.3.2.1.3.2CF Allocation

Department : 40-Directorate Of Soil And Water Conservation User : D40F82-Directorate Of Soil And Water Conservation Wed, Jun 9, 2021 FINAL

Approve Fund Transfer Budget Estimate Maintenance Sign out

This section displays the respective department demand no, scheme, object head, distributor, charged/ voted, balance and the CF Scheme

On click of this button, then the user is moved back to the previous page

C.F. Allocation Approval for 2021-2022

Department	40	Demand No	45	Scheme	45-2402-00-001-01-00-V-1 -Directorate of Soil Conservation	Object Head	01-Salaries	Back
Distributor	D40F82	Charged/Voted	Voted	Balance	50.000	Amount in Thousands		
CFScheme: 98-8000-00-245-00-00-V-7								

Balance	0.000	0.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	50.000	Select All		
Receiver Designation	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Approve	Reject	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March				
104000100 -- DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG			50,000										50,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
Remark	Test															

On click of this button, then the user can view the final draft of the CF allocation approval

View Final Reset Cancel

On click of this button, the user can reset all changes made in this page

On click of this button, the user can cancel all changes and go back to the previous page

The user must select to approve or reject the allocation in this section

This section displays the details of the CF allocation. It displays the monthly allocation approval in their respective quarters throughout the Financial Year and also shows the remark regarding the CF allocation

Figure 17: CF Allocation

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

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head, Distributor, Charged/ Voted, Balance and the CF scheme 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. In Section 2, it shows the CF allocation that has been performed on the respective DDO or user. It also shows the remarks regarding the CF allocation.
3. Based on the information shown in Section 2, the user must enter the approval status of the CF allocation in Section 3.
4. The View Final button as indicated by Section 4 is used by the user to create a draft which contain the allocation of the selected schemes and user.
5. The Reset button as indicated by Section 5 is used by the user to reset and clear all changes that have been made by the user during their current log in.
6. The Cancel button as indicated by Section 6 is used by the user to cancel any changes that have been made by the user and go back to the previous page.

7. The back button as indicated by Section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select the CF Scheme).
8. The user will have to select to approve or reject the allocation and then view Final in order to proceed towards the next step.

2.3.2.1.3.3 Final Draft of CF Allocation

This section displays the current department, demand no, scheme, object head and CF scheme of the proposed allocation

Print date: 09/06/2021

Statement of Proposed C.F. Allocation (Final level)

Department: 40 Demand No: 45 Scheme: 45-2402-00-001-01-00-V-1 - Directorate of Soil Conservation Object Head: 01-Salaries

CF Scheme: 98-8000-00-245-00-00-V-7 Amount In Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
104000100	0.000	0.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	50.000	Approved
Remark	Test													
Total	0.000	0.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	50.000	

This section displays the user who is receiving the monthly CF allocation in their respective quarters throughout the Financial Year along with the remarks of the CF Allocation. This section also displays the approval status performed by the user

On click of this button, the user will commit the changes that were made with respect to allocation

On click of this button, the user returns back to the previous page and does not commit the changes

Signature of Proposing Authority
D40F82- --

Figure 18: CF Allocation Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure 18.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head and CF Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the CF allocation that has been performed on the respective DDO that has been selected. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark and the approval status regarding the CF allocation is shown in this Section as well.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the CF allocation. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.2 Fund Requisition

2.3.2.2.1 Selection of Demand Number

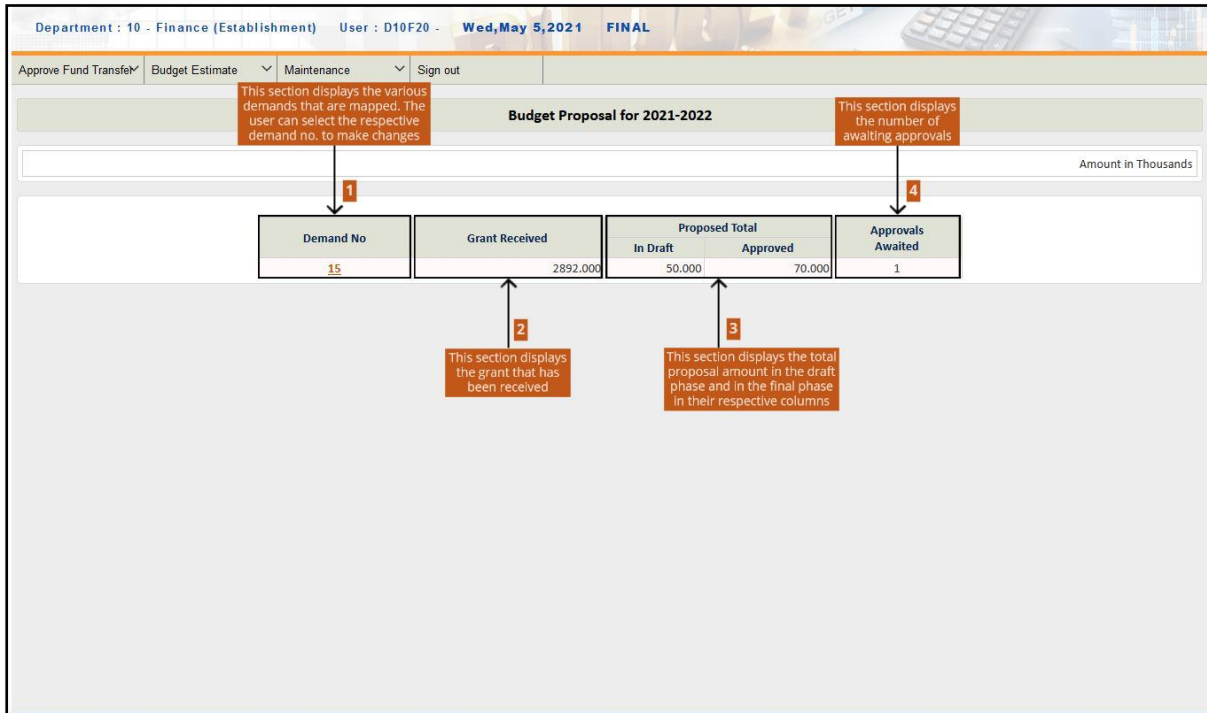


Figure 19: Selection of Demand Number

On selection of the Fund Requisition Button from the Approve Fund Transfer Module as shown in Figure 4, the CO Final user will be presented with the page as shown in Figure 19.

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 proposed to the respective departments.
 - a. In the first column, the user is displayed with information regarding the proposed in the draft phase.
 - b. In the second column, the user is displayed with information regarding proposed in the final phase.
4. Section 4 shows the number of awaiting approvals.
5. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.2.2 Selection of Major Head

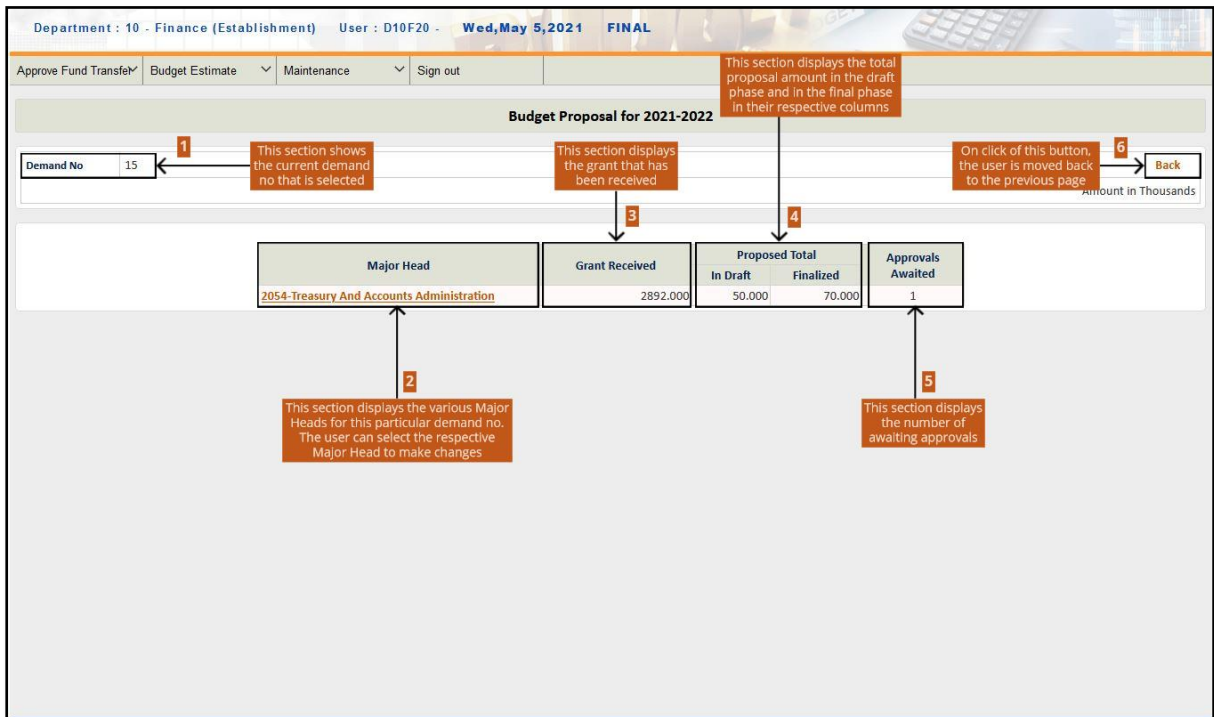


Figure 20: Major Head Selection

On selection of the respective Demand number from the table, the CO Final user will be presented with the page as shown in Figure 20.

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 2 displays the Grant received by the respective department, demand number and Major Head.
4. Section 3 is divided into two separate columns. This Section as a whole displays the amount that has been proposed to the respective departments.
 - a. In the first column, the user is displayed with information regarding the proposed in the draft phase.
 - b. In the second column, the user is displayed with information regarding proposed in the final phase.
5. Section 5 shows the number of awaiting approvals.

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

2.3.2.2.3 Selection of Schemes

The screenshot shows a web interface for budget management. At the top, it displays 'Department : 10 - Finance (Establishment) User : D10F20 Wed, May 5, 2021 FINAL'. Below this is a navigation bar with 'Approve Fund Transfer*', 'Budget Estimate', and 'Sign out'. A callout box (1) points to the 'Budget Estimate' link, stating: 'This section displays the respective Demand no and Major Head that was selected'. Below the navigation bar, the title 'Budget Proposal for 2021-2022' is centered. A form below shows 'Demand No : 15' and 'Major Head : 2054-Treasury And Accounts Administration'. A 'Back' button is on the right, with callout (7) stating: 'On click of this button, the user is moved back to the previous page'. Below the form is a table with columns: 'Scheme', 'Grant Received', 'Proposed Total' (sub-columns: 'In Draft', 'Finalized'), and 'Approvals Awaited'. The table contains three rows of scheme data. Callout (2) points to the 'Select All' checkbox: 'The user can select one or multiple schemes at one time'. Callout (3) points to the 'Scheme' column: 'This section displays the respective scheme code and description. The user can select the respective Scheme to make changes'. Callout (4) points to the 'Grant Received' column: 'This section displays the grant that has been received'. Callout (5) points to the 'Proposed Total' columns: 'This section displays the total proposal amount in the draft phase and in the final phase in their respective columns'. Callout (6) points to the 'Approvals Awaited' column: 'This section displays the number of awaiting approvals'.

Select All	Scheme	Grant Received	Proposed Total		Approvals Awaited
			In Draft	Finalized	
<input checked="" type="checkbox"/>	15-2054-00-003-01-00-V-1 Training Of Accounts And Audit	140.000	0	10.000	0
<input checked="" type="checkbox"/>	15-2054-00-097-01-00-V-3 District Treasuries	2452.000	50.000	60.000	1
<input checked="" type="checkbox"/>	15-2054-00-097-03-00-V-1 Up Gradation And Improvement Of Computer Networks In Treasuries	300.000	0	0	0

Figure 21: Scheme Selection

On selection of the respective Major Head from the table, the CO Final user will be presented with the page as shown in Figure 21.

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 lets the user specify which schemes are to be selected. The user can use this to select one or multiple schemes.
3. Here, Section 3 displays the Scheme codes and descriptions 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 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 proposed to the respective departments.
 - a. In the first column, the user is displayed with information regarding the proposed in the draft phase.
 - b. In the second column, the user is displayed with information regarding proposed in the final phase.

6. Section 5 shows the number of awaiting approvals.
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 a Major Head).
8. The user will have to select the respective Scheme in order to proceed towards the next step.

2.3.2.2.4 Selection of Object Head

Detail Head	Grant Received	Proposed Total		Approvals Awaited
		In Draft	Finalized	
01-Salaries	1800.000	50.000	0.000	1
02-Wages	100.000	0	0	0
06-Medical Treatment	351.000	0	60.000	0
11-Domestic Travel Expenses	201.000	0	0	0

Figure 22: Object Head Selection

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

1. In Section 1, the user is shown the demand number and 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 Head code and description 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 proposed to the respective departments.
 - a. In the first column, the user is displayed with information regarding the proposed in the draft phase.
 - b. In the second column, the user is displayed with information regarding proposed in the final phase.
5. Section 5 shows the number of awaiting approvals.

6. The back button as indicated by Section 6 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Scheme).
7. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.2.2.5 Fund Requisition

Figure 23: Fund Requisition

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

1. In Section 1, the user is shown the demand number, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not. There is also a note which explains the process done on this page.
2. In Section 2, the user is shown and can chose to select which user the proposal is going to.
3. In Section 3, the user can view the Fund Requisition that is to be done. The proposal is done in monthly intervals in their respective quarters throughout the Financial Year. The user is also shown a justification regarding the Fund Requisition that is being done.
4. In Section 4, the user has to choose whether to approve or reject the Fund Requisition.
5. The View Final button as indicated by Section 5 is used by the user to create a final draft which contain the Fund Requisition of the selected schemes and the approval status.
6. The Reset button as indicated by Section 6 is used by the user to reset and clear all changes that have been made by the user during their current log in.

7. The Cancel button as indicated by Section 7 is used by the user to cancel any changes that have been made by the user and go back to the previous page.
8. The back button as indicated by Section 8 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).
9. The user will have to select to approve or reject the Fund Requisition and then view Final in order to proceed towards the next step

2.3.2.2.6 Final Draft of Fund Requisition

This section displays the respective CA, Demand no, Scheme and Detail Head

Print date: 05/05/2021

Statement of Budget Proposed (Final level)

BCA: 10 Demand No: 15 Scheme: 15-2054-00-097-01-00-V-3-District Treasuries Detail Head: 01-Salaries

Amount in Thousands

Proposed To	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
Admin10	0.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	50.000	Approved
Justification														
Total	0.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	50.000	

This section displays the changes with respect to the proposal made in their respective months throughout Financial Year along with the justification for the proposal and the approval status

On clicking this button, the user will commit the changes that were made with respect to proposal

Save Return

On clicking this button, the user will be taken back to the previous page and does not commit the changes

Signature of Proposing Authority
D10F20- ADMINISTRATOR

Figure 24: Fund Requisition Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure 24.

1. In Section 1, the user is shown the BCA, Demand No, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the Fund Requisition that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The Justification regarding the Fund Requisition is shown in this Section as well as the approval status.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the Fund Requisition. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.3 Change Cash Flow

2.3.2.3.1 Selection of Demand Number

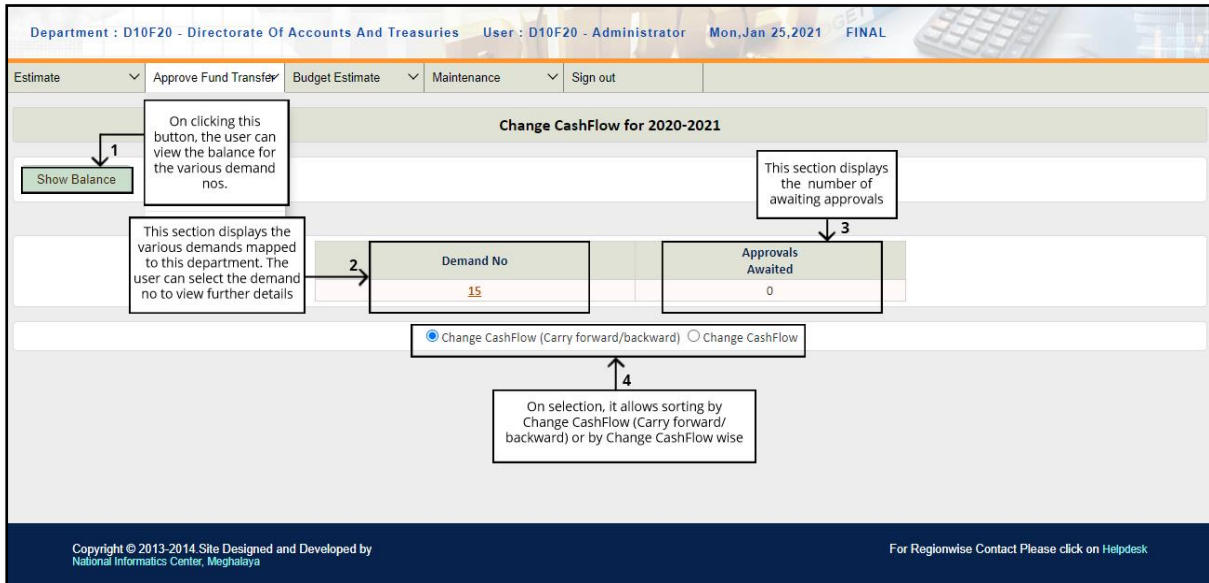


Figure 25: Selection of Demand Number

On selection of the Change Cash Flow Button from the Approve Fund Transfer Module as shown in Figure 4, the COFinal user will be presented with the page as shown in Figure 25.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.
2. Here, Section 2 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a change cash flow.
3. Section 3 shows the number of awaiting approvals.
4. Section 4 has two options. These options let the user select the type of Cash Flow that is to be performed. The options are Change Cash Flow (Carry Forward/ Backward) or Change Cash Flow
5. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.2.3.2 Selection of Major Head

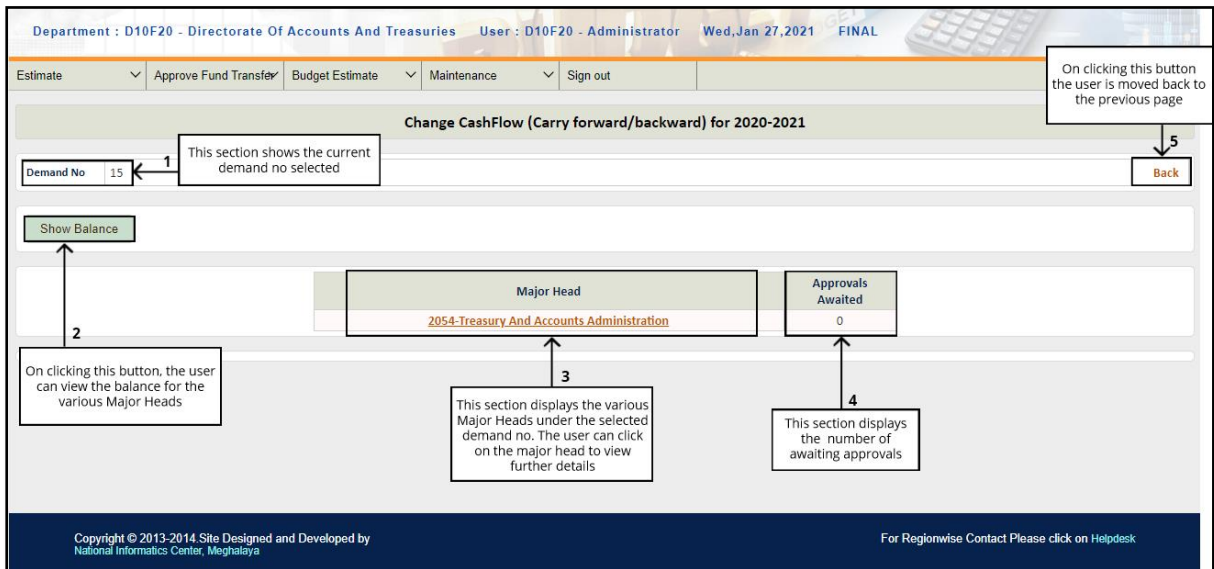


Figure 26: Major Head Selection

On selection of the respective Demand number from the table, the CO Final user will be presented with the page as shown in Figure 26.

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. Section 4 shows the number of awaiting approvals.
5. The back button as indicated by Section 5 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).
6. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.2.3.3 Selection of Schemes

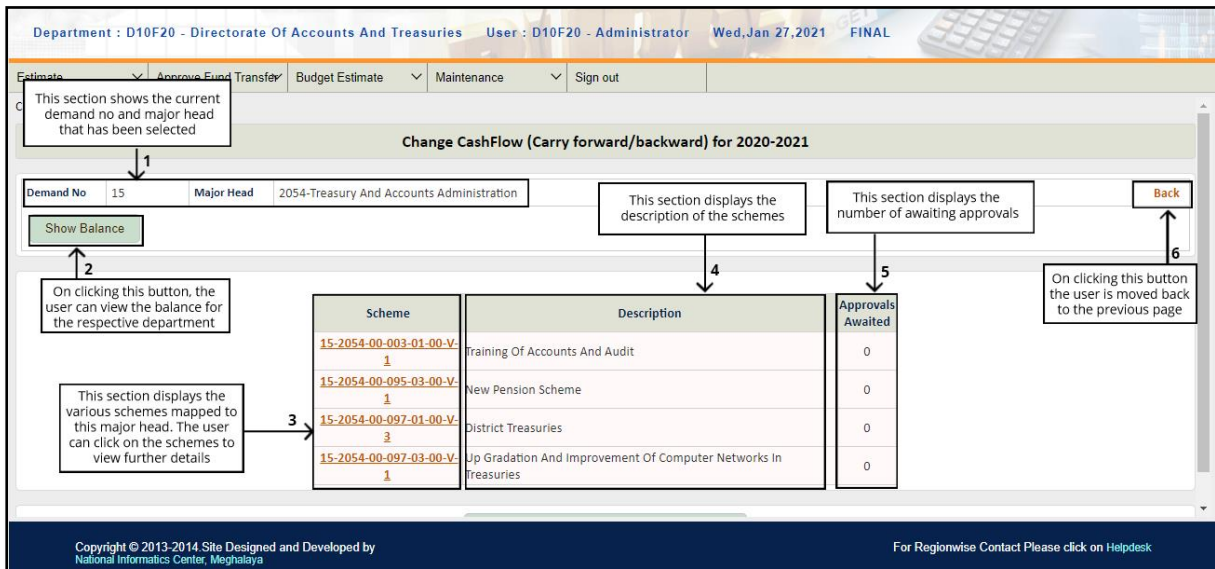


Figure 27: Scheme Selection

On selection of the respective Major Head from the table, the CO Final user will be presented with the page as shown in Figure 27.

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. Section 5 shows the number of awaiting approvals.
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.

2.3.2.3.4 Selection of Object Head

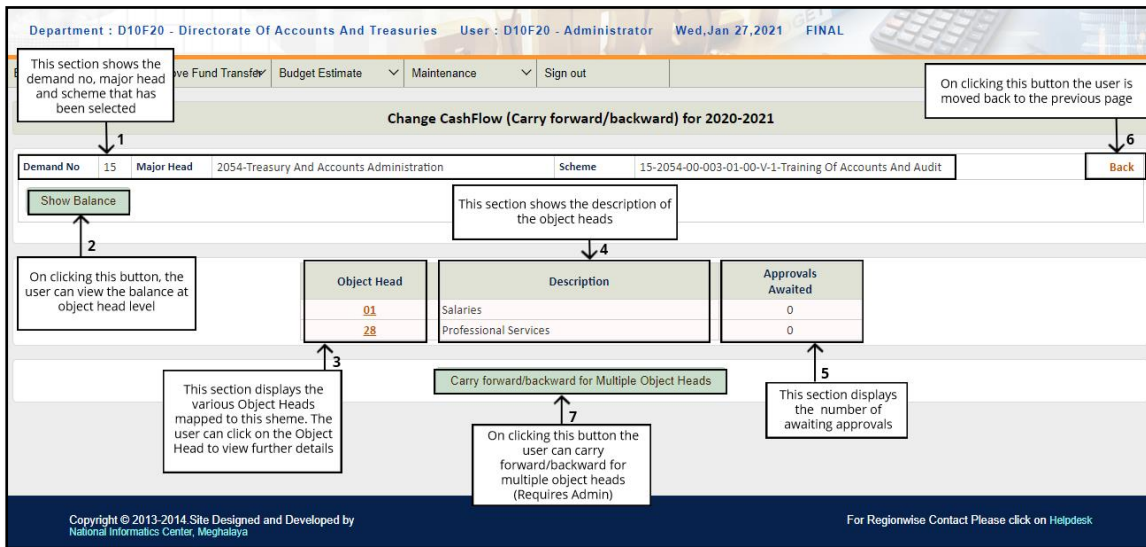


Figure 28: Object Head Selection

On selection of the respective Scheme from the table, the CO Final user will be presented with the page as shown in Figure 28.

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 change cash flow.
4. Section 4 displays the description of the respective Object Heads.
5. Section 5 shows the number of awaiting approvals.
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 button as indicated by Section 7 is used by the user when they want to perform a change cash flow on multiple Object Heads
8. The user will have to select the respective Object Head in order to proceed towards the next step.

2.3.2.3.5 Change Cash Flow

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Mon, Feb 22, 2021 FINAL

Estim: This section displays the selected demand no, major head, scheme and object head. Budget Estimate Maintenance Sign out

On clicking this button, the user is moved back to the previous page.

Change CashFlow (Carry forward/backward) for 2020-2021

Demand No: 15 Major Head: 2054-Treasury And Accounts Administration

Scheme: 15-2054-00-097-01-00-V-3-District Treasuries Object Head: 13-Office Expenses

Amount in Thousands

This section displays the monthly Change Cash Flow in their respective quarters. The user can choose whether to approve, reject or delete the change cash flow.

D10F20	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Approve	Reject	Delete	Status
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	55.000	0.000	55.000				
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	0.000				
Add	0	0	0	0	0	0	0	0	0	0	0	5.000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Edit

Remark: Test

Figure 29: Change Cash Flow (1)

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	55.000	0.000	55.000
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	0.000
Add	0	0	0	0	0	0	0	0	0	0	0	5.000	0.000

This section displays the monthly Change Cash Flow amount.

View Change View Final Reset Cancel

On click the user can view the changes made monthly in the Change Cash Flow.

On click the user can view the final draft of the Change Cash Flow.

On click the user can reset the changes made.

On click the user will cancel all changes and go back to the previous page.

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Figure 30: Change Cash Flow (2)

On selection of the respective Object Head from the table, the COFinal user will be presented with the page as shown in Figure 29 and 30.

1. In Section 1, the user is shown the demand number, Major Head, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. In Section 2, the user can view the change cash flow that is to be done. The change cash flow is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and has to choose whether to approve, reject or delete the change cash flow. The user can also enter a remark regarding the change cash flow that is being done.
3. The back button as indicated by Section 3 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).
4. In Section 4, the user is shown the monthly cash flow that was performed. When the user uses the view change button, the details are updated accordingly in this table to show the change cash flow.
5. The View Change button indicated by Section 5 is used by the user to display the changes that have been done by the user regarding the change cash flow so that the final draft can be generated.

6. The View Final button as indicated by Section 6 is used by the user to create a final draft which contain the change cash flow of the selected schemes and user and the approval status.
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 select to approve or reject the Change cash flow and then view Final in order to proceed towards the next step

2.3.2.3.6 Final Draft of Change Cash Flow

This section displays the current department, demand no, scheme and object head for Statement of Proposed Change CashFlow

Print date: 22/02/2021

Statement of Proposed Change CashFlow (Carry forward/backward) (Final level)

Department: D10F20 Demand No: 15 Scheme: 15-2054-00-097-01-00-V-3-District Treasuries Object Head: 13-Office Expenses

Amount in Thousands

Receiver	April	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March				
D10F20	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-5.000	5.000	0.000	Approved
Remark	Test														
Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-5.000	5.000	0.000	

This section displays the user who is receiving the monthly change in cash flow in their respective quarters throughout the Financial Year. It also shows the remarks and the approval status regarding the Change Cash Flow

Signature of Approving Authority
D10F20- Administrator of Department D10F20

On click of this button, the user will commit the changes that were made with respect to change cash flow. Save Return On clicking this button, the user returns back to the previous page and does not commit changes.

Figure 31: Change Cash Flow Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure 31.

1. In Section 1, the user is shown the Department, Demand No, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the change cash flow that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark regarding the change cash flow is shown in this Section as well as the approval status.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the change cash flow. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.4 Surrender

2.3.2.4.1 Selection of Demand Number

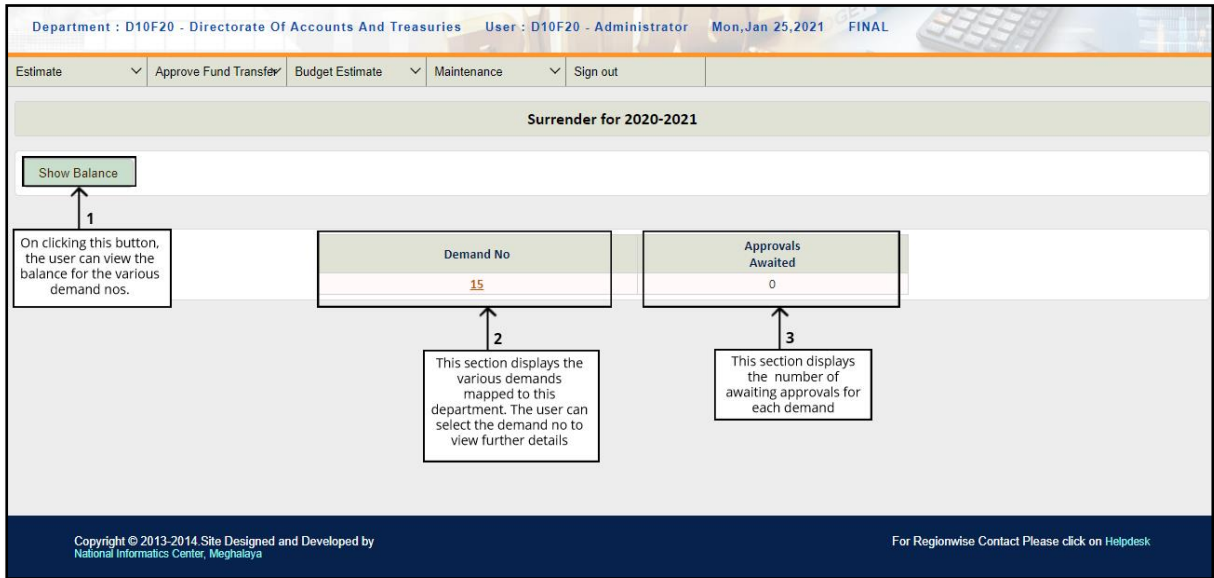


Figure 32: Selection of Demand Number

On selection of the Surrender Button from the Approve Fund Transfer Module as shown in Figure 4, the COFinal user will be presented with the page as shown in Figure 32.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.
2. Here, Section 2 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a surrender.
3. Section 3 shows the number of awaiting approvals.
4. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.2.4.2 Selection of Major Head

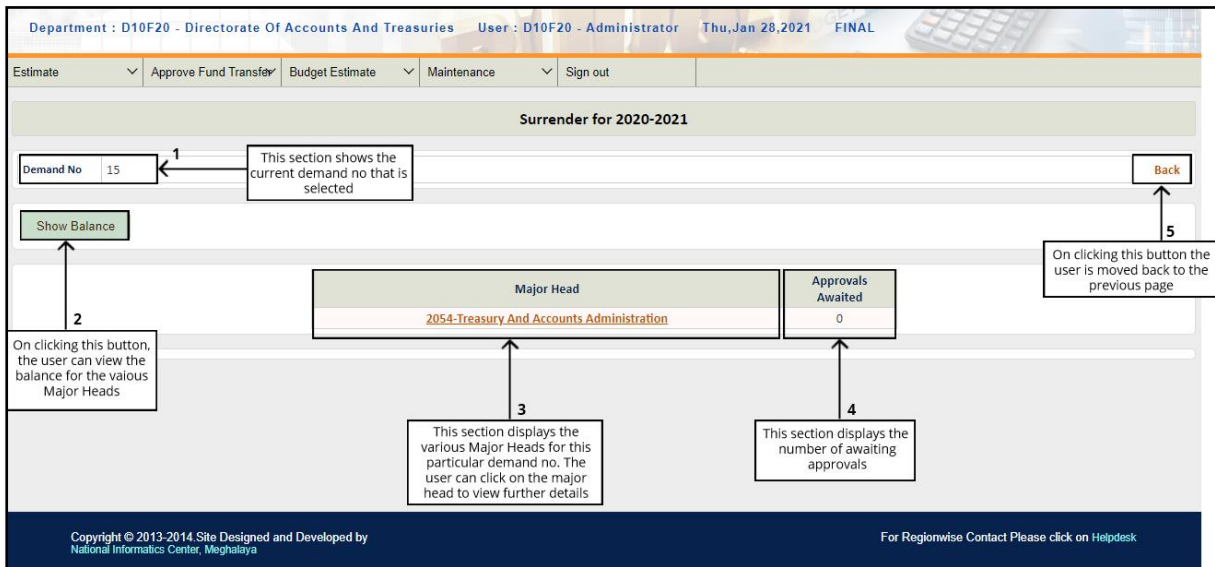


Figure 33: Major Head Selection

On selection of the respective Demand number from the table, the CO Final user will be presented with the page as shown in Figure 33.

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. Section 4 shows the number of awaiting approvals.
5. The back button as indicated by Section 5 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).
6. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.2.4.3 Selection of Schemes

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Thu, Jan 28, 2021 FINAL

Estimate: This section shows the current demand no and major head that has been selected. Budget Estimate Maintenance Sign out

CFFlag: On clicking this button the user is moved back to the previous page

Surrender for 2020-2021

Demand No: 15 Major Head: 2054-Treasury And Accounts Administration

Show Balance

This section displays the description of the schemes

This section displays the number of awaiting approvals

Back

Scheme	Description	Approvals Awaited
15-2054-00-003-01-00-V-1	Training Of Accounts And Audit	0
15-2054-00-095-03-00-V-1	New Pension Scheme	0
15-2054-00-097-01-00-V-3	District Treasuries	0
15-2054-00-097-03-00-V-1	Up Gradation And Improvement Of Computer Networks In Treasuries	0

On clicking this button, the user can view the balance for the various Schemes

This section displays the various schemes mapped to this major head. The user can click on the schemes to view further details

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Figure 34: Scheme Selection

On selection of the respective Major Head from the table, the CO Final user will be presented with the page as shown in Figure 34.

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. Section 5 shows the number of awaiting approvals.
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 Selection of Object Head

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Thu, Jan 28, 2021 FINAL

Estimate Maintenance Sign out

Surrender for 2020-2021

Demand No: 15 Major Head: 2054-Treasury And Accounts Administration Scheme: 15-2054-00-003-01-00-V-1-Training Of Accounts And Audit

Show Balance Back

Object Head	Description	Approvals Awaited
01	Salaries	0
28	Professional Services	0

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Figure 35: Object Head Selection

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

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. Section 4 displays the descriptions of the respective Object Head codes.
5. Section 5 shows the number of awaiting approvals.
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.

2.3.2.4.5 Surrender

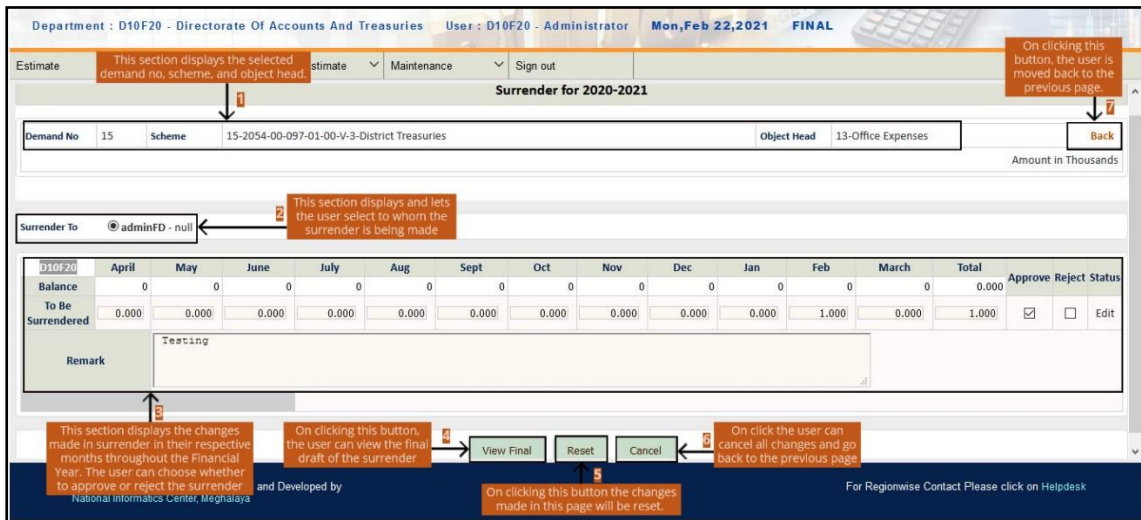


Figure 36: Surrender

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

1. In Section 1, the user is shown the demand number, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. In Section 2, the user can view and select which user the amount will be surrendered to.
3. In Section 3, the user can view 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 select whether to approve or reject the surrender. The user can also enter a remark regarding the surrender that is being done.
4. The View Final button as indicated by Section 4 is used by the user to create a Final draft which contain the Surrender of the selected schemes and user.
5. The Reset button as indicated by Section 5 is used by the user to reset and clear all changes that have been made by the user during their current log in.
6. The Cancel button as indicated by Section 6 is used by the user to cancel any changes that have been made by the user and go back to the previous page.
7. The back button as indicated by Section 7 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select an Object Head).

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

2.3.2.4.6 Final Draft of Surrender

This section displays the selected department, demand no., scheme, object head and the surrender to (addressing to recipient)

Print date: 22/02/2021

Statement of Proposed for Surrender (Final level)

Department: D10F20 Demand No : 15 Scheme: 15-2054-00-097-01-00-V-3-District Treasuries Object Head: 13-Office Expenses

Surrender To: adminFD-null Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
D10F20	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	0.000	1.000	Approved
<p>Remark: Testing</p>														
Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	0.000	1.000	

This section displays the user who is receiving the monthly change in Surrender in their respective quarters throughout the Financial Year. It also shows the remarks regarding the Surrender and the approval status

Signature of Proposing Authority
D10F20- ADMINISTRATOR

On clicking this button, the user will commit the changes that were made with respect to Surrender

Save Return

On clicking this button, the user will be taken back to the previous page and does not commit the changes

Figure 37: Surrender Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure 37.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head that has been selected and to whom the amount is surrendered to. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the surrender that has been performed. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The remark regarding the surrender is shown in this Section as well as the approval status. The total surrender being done is shown at the bottom of the Section.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the surrender. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.5 Withdrawal

2.3.2.5.1 Selection of Demand Number

The screenshot shows a web application interface for 'Withdrawal of Funds for 2020-2021'. At the top, it displays 'Department : D10F20 - Directorate Of Accounts And Treasuries', 'User : D10F20 - Administrator', 'Mon, Jan 25, 2021', and 'FINAL'. Below this is a navigation bar with 'Estimate', 'Approve Fund Transfer', 'Budget Estimate', 'Maintenance', and 'Sign out'. The main content area has a title 'Withdrawal of Funds for 2020-2021'. On the left, there is a 'Show Balance' button with callout 1: 'On clicking this button, the user can view the balance for the various demand nos.'. In the center, there is a table with callout 2: 'This section displays the various demands mapped to this department. The user can select the demand no to view further details'. The table has two columns: 'Demand No' with the value '15' and 'Approvals Awaited' with the value '2'. On the right, there is a callout 3: 'This section displays the number of awaiting approvals for each demand'. Below the table, there are radio buttons for 'Scheme wise' (selected) and 'HOD wise' with callout 4: 'On selection, it allows sorting by Scheme wise or by HOD wise'. The footer contains copyright information and a helpdesk link.

Figure 38: Selection of Demand Number

On selection of the Withdrawal Button from the Approve Fund Transfer Module as shown in Figure 4, the COFinal user will be presented with the page as shown in Figure 38.

1. The Show Balance button indicated by Section 1 will display a new page to the user which will display the balance of the respective department.
2. Here, Section 2 displays the various demands that have been mapped to this respective department. The user can select the respective demand number in order to make changes and perform a surrender.
3. Section 3 shows the number of awaiting approvals.
4. Section 4 has two options. These options let the user display the Draft by Scheme wise or by HOD wise
5. The user will have to select the respective demand number in order to proceed towards the next step.

2.3.2.5.2 Selection of Major Head

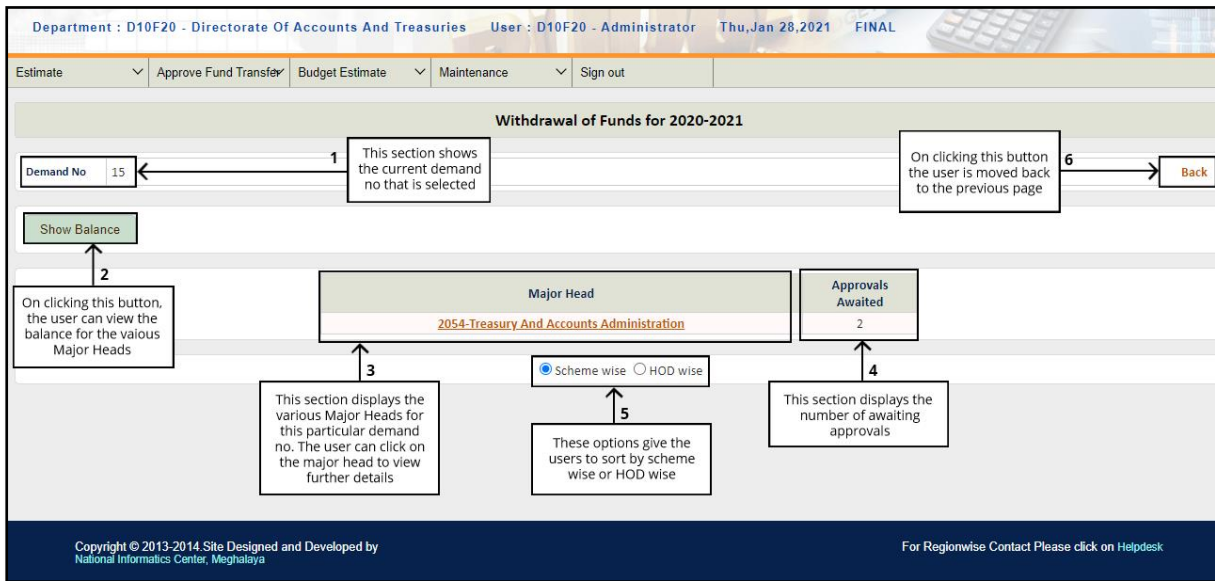


Figure 39: Major Head Selection

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

1. In Section 1, the user is shown the demand number that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct demand number or not.
2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.
3. Here, Section 3 displays the Major Heads that are associated to this CO and Demand number. The user can select the respective Major Head in order to make changes and perform a withdrawal.
4. Section 4 shows the number of awaiting approvals.
5. Section 5 has two options. These options let the user display the Draft by Scheme wise or by HOD wise
6. The back button as indicated by Section 6 is used by the user in order to move back to the previous page (In this case, to go back to the previous page and select a Demand Number).
7. The user will have to select the respective Major Head in order to proceed towards the next step.

2.3.2.5.3 Selection of Schemes

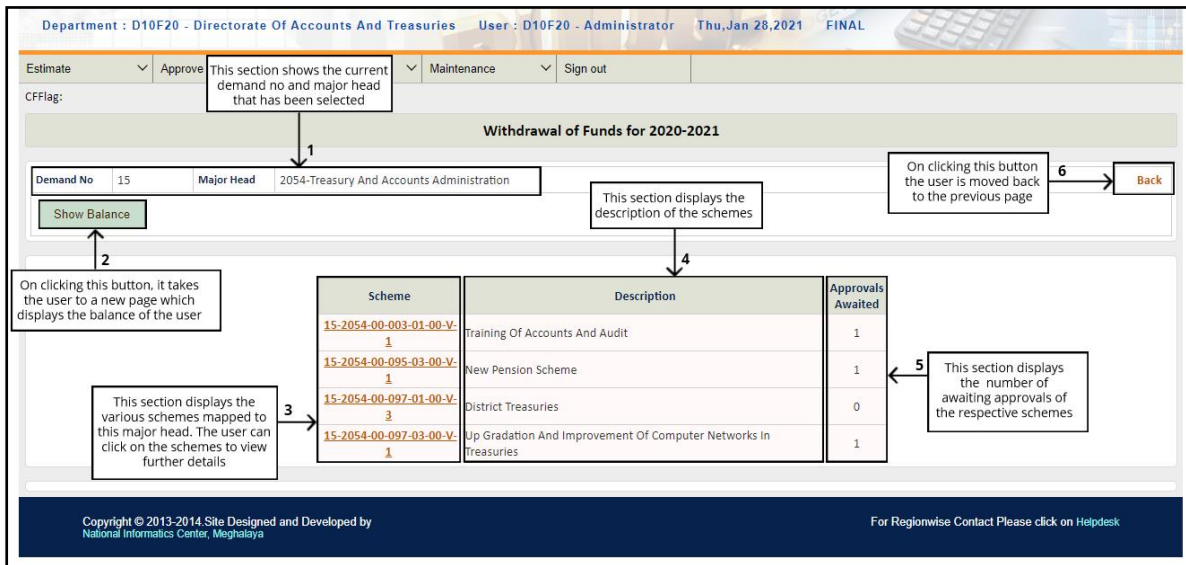


Figure 40: Scheme Selection

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

1. In Section 1, the user is shown the demand number and Major Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.
3. Here, Section 3 displays the Scheme codes that are associated to this 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. Section 5 shows the number of awaiting approvals.
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.

2.3.2.5.4 Selection of Object Head

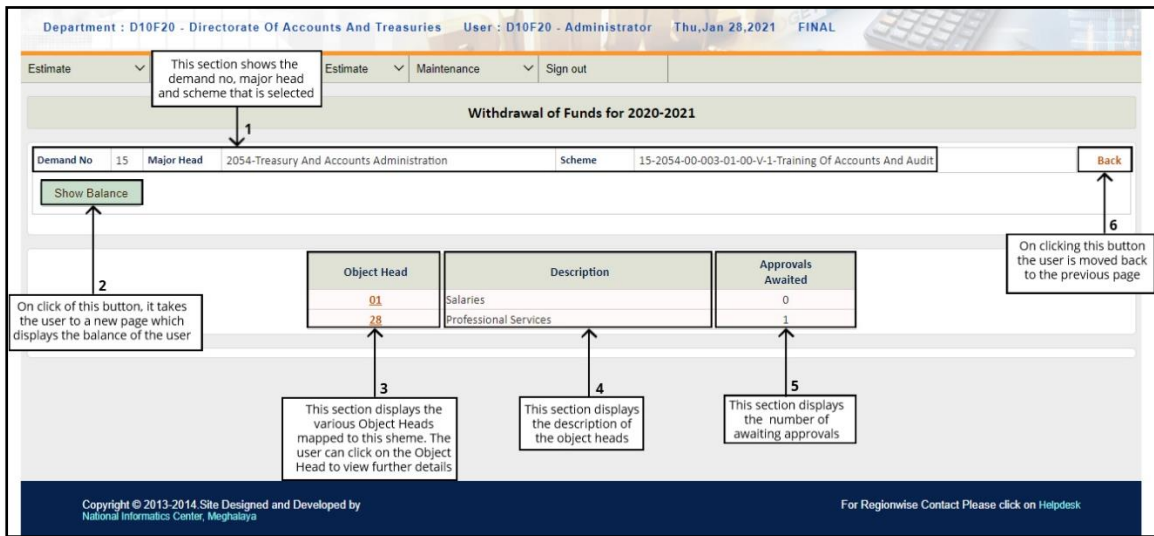


Figure 41: Object Head Selection

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

1. In Section 1, the user is shown the demand number, Major Head and Scheme that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. The Show Balance button indicated by Section 2 will display a new page to the user which will display the balance of the respective department.
3. 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. Section 4 displays the descriptions of the respective Object Head codes.
5. Section 5 shows the number of awaiting approvals.
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.

2.3.2.5.5 Withdrawal

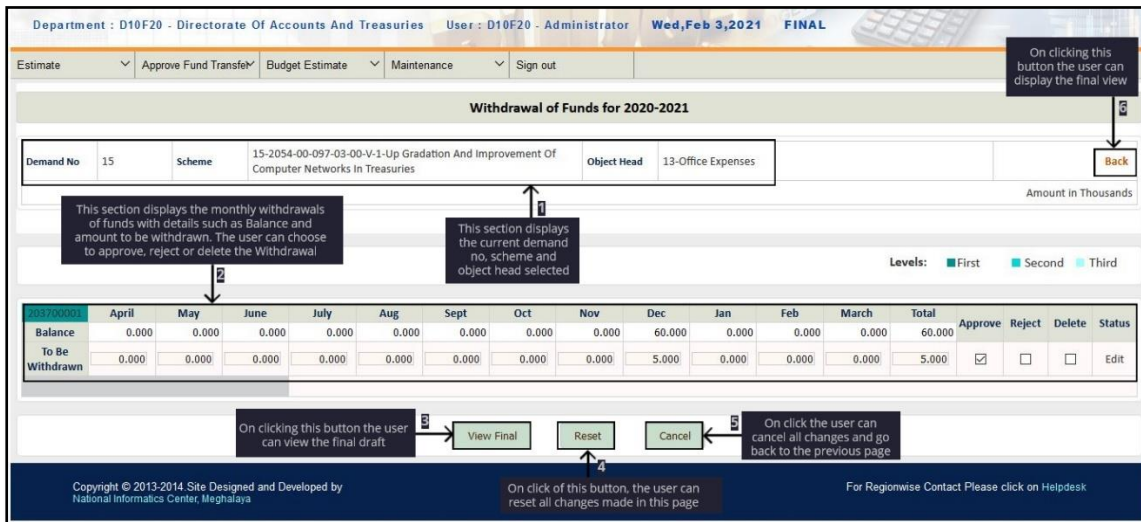


Figure 42: Withdrawal

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

1. In Section 1, the user is shown the demand number, Scheme and Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. In Section 2, the user can view the withdrawal that is to be done. The withdrawal is done in monthly intervals in their respective quarters throughout the Financial Year. The user is shown the balance and can choose whether to approve, reject or delete the withdrawal process.
3. The View Final button as indicated by Section 3 is used by the user to create a Final draft which contain the Withdrawal of the selected schemes and user.
4. The Reset button as indicated by Section 4 is used by the user to reset and clear all changes that have been made by the user during their current log in.
5. The Cancel button as indicated by Section 5 is used by the user to cancel any changes that have been made by the user and go back to the previous page.
6. The back button as indicated by Section 6 is used by the user in order to move back to the previous page (In this case, to go back to the previous view page and select an Object Head).
7. The user will have to select to approve or reject the Withdrawal and then view Final in order to proceed towards the next step.

2.3.2.5.6 Final Draft of Withdrawal

This section displays the current department, demand no, scheme and object head

Statement of Proposed for Withdrawal of Funds (Final level)

Department: D10F20 Demand No : 15 Scheme: 15-2054-00-097-03-00-V-1-null Object Head: 13-Office Expenses

Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
203700001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	0.000	0.000	5.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	0.000	0.000	5.000	

This section displays the monthly statement of proposed for withdrawal of funds and the status

On clicking this button the user will commit the changes that were made with respect to withdrawal

On clicking this button the user can return back to the previous page and does not commit the changes

Signature of Proposing Authority
D10F20- ADMINISTRATOR

Save Return

Figure 43: Withdrawal Final Draft

On selecting an approval status and selecting view Final, the CO Final user will be presented with the page as shown in Figure43.

1. In Section 1, the user is shown the Department, Demand No, Scheme, Object Head that has been selected. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the Withdrawal that has been performed and the approval status. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The total withdrawal being done is shown at the bottom of the Section.
3. The Save button as indicated by Section3 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 Section4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.2.6 Redistribution

2.3.2.6.1 Re-distribution Main Page

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Mon, Jan 25, 2021 FINAL

Estimate Approve Fund Transfer Budget Estimate Maintenance Sign out

Approval for Redistribution is awaited.

The user can view more details regarding the redistribution by clicking here

Click on the left hand corner of the table heading e.g. RD No to proceed

RD No	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Status
From	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	0.000	0.000	1.000	Edit
To	0	0	0	0	0	0	0	0	0	1.000	0	0	1.000	

This section displays the monthly redistribution and the status throughout the Financial Year

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Figure 44: Re-distribution Main Page

On selection of the Redistribution Button from the Approve Fund Transfer Module as shown in Figure 4, the CO Final user will be presented with the page as shown in Figure 44.

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

2.3.2.6.2 Re-Distribution Process

The screenshot displays a software interface for fund redistribution. At the top, it shows the department 'D10F20 - Directorate Of Accounts And Treasuries' and the user 'D10...'. The interface is divided into several sections:

- Section 1:** A table showing monthly redistribution of funds for two different RD numbers (201000001 and 201000003). The table has columns for months from April to March and a Total column. Rows include Balance, Subtract, and Add.
- Section 2:** A control area with buttons for 'Approve', 'Reject', 'Delete', and 'Edit'. A callout box explains that this section allows the user to approve, reject, or delete the respective changes.
- Section 3:** A summary table showing total changes with respect to the monthly redistribution of funds, with columns for months and a Total column.
- Section 4:** A 'View Change' button. A callout box states: 'On click of this button, the changes made by user will be reflected in the table above'.
- Section 5:** A 'View Final' button. A callout box states: 'On click of this button, the user can view the draft of the redistribution'.
- Section 6:** A 'Reset' button. A callout box states: 'On click of this button, the user can reset all changes made in this page'.
- Section 7:** A 'Cancel' button. A callout box states: 'On click of this button, the user can cancel all changes and go back to the previous page'.

At the bottom, there is a footer with copyright information: 'Copyright © 2013-2014. Site Designed and Developed by National Informatics Center, Meghalaya' and a note: 'For Regionwise Contact Please click on Helpdesk'.

Figure 45: Redistribution

On selection of the respective RD Number from the table, the CO Final user will be presented with the page as shown in Figure 45.

1. In Section 1, the user can view the redistribution that is to be done and the balance. The redistribution is done in monthly intervals in their respective quarters throughout the Financial Year. This Section displays the funds sent from the first DDO to the second DDO and vice-versa.
2. In Section 2, the user will have to select whether to approve, reject or delete the redistribution.
3. Section 3 contains a table which will show the total changes that have been performed by the user with respect to redistribution.
4. The View Change button as indicated by Section 4 is used by the user to reflect the total changes that have been made in the previous Sections.
5. The View Final button as indicated by Section 5 is used by the user to create a Final draft which contain the redistribution of the selected schemes and user and the approval status.
6. The Reset button as indicated by Section 6 is used by the user to reset and clear all changes that have been made by the user during their current log in.
7. The Cancel button as indicated by Section 7 is used by the user to cancel any changes that have been made by the user and go back to the previous page.
8. The user will have to select to approve or reject the re-distribution and then view Final in order to proceed towards the next step.

2.3.2.5.3 Final Draft of Redistribution

Print date: 03/02/2021

This section displays the current department, demand no, scheme and object head

Statement of Proposed Redistribution of Funds (Final level)

Department: D10F20 Demand No: 15 Scheme: 15-2054-00-095-03-00-V-1-null Object Head: 13-Office Expenses

Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
201000001	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1.000	0.000	0.000	-1.000	Approved
201000003	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.000	0.000	0.000	1.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

This section displays the monthly redistribution of funds that is done between the two DDO and the status

On clicking this button the user will commit the changes that were made with respect to redistribution

On clicking this button the user can return back to the previous page and does not commit the changes

Signature of Approving Authority
D10F20- Administrator of Department D10F20

Save Return

Figure 46: Redistribution Final Draft

On selecting an approval status and selecting view Final, the CO Final 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. The user can use this as a reference to check if they are currently performing functions on the correct selections or not.
2. Section 2 displays the redistribution that has been performed and the approval status. This is shown in monthly intervals in their respective quarters throughout the Financial Year. The total redistribution being done is shown at the bottom of the Section.
3. The Save button as indicated by Section 3 is used by the user to save and commit the changes that have been made for the redistribution. These changes will be reflected and stored in the system.
4. The Return button as indicated by Section 4 is used by the user to go back to the previous page. No changes will be committed nor stored to the system.
5. On saving the details, the user can then proceed in performing more functions in the Approve Fund Transfer Module or they can change the module and perform functions in the Maintenance Module or they can sign out from their account.

2.3.3 Maintenance Module

Purpose

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

With respect to the CO Login, the Maintenance Module is used to manage their account by letting them change their respective Password and reset the password of other users under them. The user can use it to view the balance of various Schemes and Object Heads under it as well as displays the history of transactions performed for a certain period of time.

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

2.3.3.1 Display History

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

Figure 47: Display History (1)

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

Figure 48: Display History (2)

On selection of the Maintenance option, a drop-down menu as in Figure 5 will be shown and when the user selects the Display History option, the Department Final user will be presented with the page as shown in Figure 47 and 48.

1. Section 1 lets the user select whether to sort the table by date or by scheme.
2. Section 2 contains details of the activities that have been performed. It displays the date, time, the activity, approve number, demand number, major head, scheme, object head, distributed to/ received from and the amount.
3. On viewing the details, the user can then proceed in performing more functions in the Maintenance Module or they can change the module and perform functions in the Approve Fund Transfer Module or they can sign out from their account.

2.3.3.2 Check Balance

Department : D10F20 - Directorate Of Accounts And Treasuries Administrator Mon, Feb 8, 2021 FINAL

Estimate Approve Fund Transfer Budget Estimate Maintenance

This section displays the user Department, Scheme and Object Head

This section displays the time and date the received and distributed changes were made

This section displays the balance of the user throughout the Financial Year

User: D10F20 D10F20 -- Directorate Of Accounts And Treasuries

Scheme : 15-2054-00-097-01-00-V-3 -District Treasuries Detail Head : 13-Office Expenses

On click of this button, the user can view any remarks left by the Admin Final User

This section shows the Received and Distributed of this user throughout the Financial Year

(Amount in Thousands)

Received	Remark	April	May	June	July	August	September	October	November	December	January	February	March	Total	Date & Time
Change Cash Flow	R	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-2.000	2.000	0.000	02/04/2021-05:08 PM
Budget Release	R	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000	0.000	100.000	02/03/2021-09:15 PM
Received Total		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	98.000	2.000	100.000	--	
Distributed	Remark	April	May	June	July	August	September	October	November	December	January	February	March	Total	Date
Allocation	R	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	40.000	0.000	40.000	02/03/2021-09:26 PM
Surrender	R	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1.000	0.000	-1.000	02/03/2021-09:32 PM
Distributed Total		0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	39.000	0.000	39.000	--	

Balance	April	May	June	July	August	September	October	November	December	January	February	March	Total
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	59.000	2.000	61.000

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Figure 49: Check Balance (1)

(Draft)

Received	April	May	June	July	August	September	October	November	December	January	February	March	Total	Date & Time
Surrender	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1.000	0.000	-1.000	02/04/2021-04:53 PM
Received Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1.000	0.000	-1.000	--
Distributed	April	May	June	July	August	September	October	November	December	January	February	March	Total	Date & Time
Allocation	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	0.000	5.000	02/08/2021-05:42 PM
Surrender	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	-1.000	0.000	-1.000	02/04/2021-04:50 PM
Distributed Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	4.000	0.000	4.000	--

This section displays the received and distributed funds from the Admin Draft User throughout the Financial Year

Working Balance	April	May	June	July	August	September	October	November	December	January	February	March	Total
	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	54.000	2.000	56.000

This section displays the Working Balance for the User throughout the Financial Year

This section displays the last date and time the received and distribution was last edited

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Figure 50: 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 Final user will be presented with the page as shown in Figure 49 and 50.

1. Section 1 displays to the user the respective details of the user that was entered. It also contains a drop-down list in which the user will be shown the various schemes that is applicable for the entered user. The user will have to select the respective scheme. Another drop-down list is found in which the user will have to specify the object head. The respective object heads which are applicable to the entered user and the scheme selected will be present in the list.
2. Section 2 contains the remark button. This button when clicked can be used by the CO Final user to view the remark for the particular action. In this Section, it deals with the Received and the Distributed amounts.
3. In Section 3, it displays the Received and Distributed amounts that the user has received from the Admin Final User. It shows the monthly amounts over the Financial Year. It also displays the total amount at the end.

4. In Section 4, it displays the last date and time that changes were made to the Received and Distributed amounts.
5. Section 5 displays the total balance after the funds for the user has been received and distributed by the Admin Final User.
6. In Section 6, it displays the funds that the user has received and distributed. It shows the total received monthly funds over the Financial Year.
7. In Section 7, it displays the last date and time that changes were made to the funds.
8. Section 10 shows the total working balance that the user has throughout the months of the Financial Year.
9. On viewing the details, the user can then proceed in performing more functions in the Maintenance Module or they can change the module and perform functions in the Approve Fund Transfer Module or they can sign out from their account.

2.3.3.3 Change Password

The screenshot shows a web interface for changing a password. At the top, it displays user information: Department: D10F20 - Directorate Of Accounts And Treasuries, User: D10F20 - Administrator, Mon, Jan 25, 2021, FINAL. Below this is a navigation bar with 'Estimate', 'Maintenance', and 'Sign out' options. The main heading is 'Change Password'. A box labeled '1' points to a section showing 'User: D10F20', 'Dept: Directorate Of Accounts And Treasuries', and 'Role: Administrator'. Below this are instructions: 'Your password has expired. Please change and log in.', 'Password should be minimum 6 characters and maximum 15 characters.', 'Draft and approver password should be different.', and 'Henceforth you will have to change password after 30 days.' The form contains three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. A box labeled '2' points to the 'Old Password' field with the text 'The user enters their current password here'. A box labeled '3' points to the 'New Password' field with the text 'The user enters their new password here'. A box labeled '4' points to the 'Confirm Password' field with the text 'The user re-enters the new password here'. Below the fields are 'Submit' and 'Reset' buttons. A box labeled '5' points to the 'Submit' button with the text 'On click, it saves the data that has been entered'. A box labeled '6' points to the 'Reset' button with the text 'On click, it clears the data that has been entered'. The footer contains copyright information and a link to the helpdesk.

Figure 51: 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 Final user will be presented with the page as shown in Figure 51.

1. In Section 1, the user is shown the current login details which are the user name, the department name and number and the role of the respective user.
2. The text box indicated by Section 2 is where the user enters their current password. The password they are using to log into the account. This is done as a means of checking whether the authorised person is using trying to change to password or not.
3. The text box indicated by Section 3 is where the user enters their new password. This is the password the user will be using after the change is successful. As mentioned, the password should be not less than 6 characters and have a maximum of 15 characters.
4. In Section 4, the user should re-enter the password that they entered in Section 3. This is done as a means to confirm the change and to also verify that there are no mistakes that might occur.
5. The Save button in Section 5 is used to commit the changes and store the updated password to the system. Once this is done, the old password will not be used anymore and the new password will be used.
6. The Reset button in Section 6 is used to clear the all the data in the text boxes that has been entered by the user.

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

2.3.3.4 Reset Password

Department : D10F20 - Directorate Of Accounts And Treasuries User : D10F20 - Administrator Mon, Jan 25, 2021 FINAL

Estimate Approve Fund Transfer Budget Estimate Maintenance Sign out

Reset User Password

Note: Please enter the User ID whose password is going to reset.

User :

1 The current user enters the user ID of the user who wants their password to be reset

2 On click, it resets the saved password of the given user ID so they can use a new password

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Figure 52: Reset Password

On selection of the Maintenance option, a drop-down menu as in Figure 5 will be shown and when the user selects the Reset Password option, the CO Final user will be presented with the page as shown in Figure 52.

1. The text box indicated by Section 1 is where the user enters the respective user's login details who wants their password to be reset.
2. The Click button in Section 2 is used to commit the changes and reset the stored password in the system. Once this is done, the password will not be used anymore and the user will be required to create a new password.
3. On saving the details, the user can then proceed in performing more functions in the Maintenance Module or they can change the module and perform functions in the Approve Fund Transfer Module or they can sign out from their account.

2.3.3.5CO Details

Department :40-Directorate Of Soil And Water Conservation User :D40F82-Directorate Of Soil And Water Conservation Fri, Jun 11, 2024 FINAL

Approve Fund Transfer Budget Estimate Maintenance Sign out

CO Details

1 The user can enter the Designation name here

2 The user can enter the Office Address here

3 The user can enter the Contact Name here

4 The user can enter the user's Phone no. here

5 The user can enter the user's Mobile no. here

6 The user can enter the user's Email here

7 If the DDO code has been generated by the Admin then the user can select the corresponding DDO code from here

8 On click of this button, the user will save the entered details into the system

9 On click of this button, the details that have entered will be reset

Figure 53: CO Details

On selection of the Maintenance option, a drop-down menu as in Figure 5 will be shown and when the user selects the CO Details option, the CO Final user will be presented with the page as shown in Figure 53.

1. The text box indicated by Section 1 is where the user enters the respective user's Designation name.
2. The text box indicated by Section 2 is where the user enters the respective user's Office Address.
3. The text box indicated by Section 3 is where the user enters the respective user's Contact Name.
4. The text box indicated by Section 4 is where the user enters the respective user's Phone Number including the Extension number.
5. The text box indicated by Section 5 is where the user enters the respective user's Mobile Number.
6. The text box indicated by Section 6 is where the user enters the respective user's E-mail Address.

7. Section 7 lets the user select the DDO code. This is available if the Administrator has generated a new user to be added to the system. If this code is generated then the user can proceed to submit the CO details. If not, then the user cannot submit the CO Details
8. The Submit button in Section 8 is used to commit the changes and save the details in the system.
9. The Reset button in Section 9 is used to reset the changes that have been made on this page.
10. 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 Approve Fund Transfer Module or they can sign out from their account.

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

Balance of D10F20 for 2020-2021												
This section displays the various demand no that is mapped to this department. User can click on the demand no to view further details	This section displays the allocated funds in the draft phase and final phase.		This section displays the change in cashflow in the draft phase and final phase.		This section displays the reappropriation in the draft phase and final phase.		This section displays the surrender in the draft phase and final phase.		This section displays the withdrawal done in the draft phase and final phase.		This section displays the balance under this Demand No.	
1	3		4		5		6		7		8	
Demand No	Grant Received	Allocated		Change Cashflow		Reappropriation		Surrender		Withdrawal		Balance
15	25716.000	Draft	Final	Draft	Final	Draft (+)	Final (-)	Draft (+)	Final (-)	Draft	Final	
		1.000	13070.000	0	30.000	0	0	0	0	0	0	12680.000
2 This section displays the grant under the respective Demand Number												

Figure 54: Show Balance (1)

On selection of the Show Balance option on several modules, the CO Final user will be presented with the page as shown in Figure 54.

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. Section8 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

Balance of D10F20 for 2020-2021															
Demand No : 15	Major Head	Grant Received	Allocated		Change Cashflow		Reappropriation				Surrender		Withdrawal		Balance
	2054-TREASURY AND ACCOUNTS ADMINISTRATION	25716.000	Draft	Final	Draft	Final	Draft (+)	Draft (-)	Final (+)	Final (-)	Draft	Final	Draft	Final	12680.000
			1.000	13070.000	0	30.000	0	0	0	0	0	0	6.372	35.000	

Figure 55: Show Balance (2)

On selection of the demand number, the CO Final 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. 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

Scheme	Grant Received	Allocated		Change Cashflow		Reappropriation				Surrender		Withdrawal		Balance
		Draft	Final	Draft	Final	Draft (+)	Draft (-)	Final (+)	Final (-)	Draft	Final	Draft	Final	
15-2054-00-003-01-00-V-1 -Training Of Accounts And Audit	566,000	0	466,000	0	0	0	0	0	0	0	0	0	0	100,000
15-2054-00-095-03-00-V-1 -New Pension Scheme	10,000	1,000	4,000	0	0	0	0	0	0	0	0	1,000	0	5,000
15-2054-00-097-01-00-V-3 -District Treasuries	2,460,000	0	1,215,000	0	0	0	0	0	0	0	0	0	0	1,245,000
15-2054-00-097-03-00-V-1 -Up Graduation And Improvement Of Computer Networks In Treasuries	540,000	0	450,000	0	30,000	0	0	0	0	0	0	5,000	35,000	125,000

Figure 56: Show Balance (3)

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

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.** Section6 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.** Section7 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.** Section8 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.** Section9 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

Balance of D10F20 for 2020-2021

Scheme : -District Treasuries

Object Head	Grant Received	Allocated		Change Cashflow		Reappropriation				Surrender		Withdrawal		Balance
		Draft	Final	Draft	Final	Draft (+)	Draft (-)	Final (+)	Final (-)	Draft	Final	Draft	Final	
01-Salaries	24000.000	0	12000.000	0	0	0	0	0	0	0	0	0	0	12000.000
02-Wages	200.000	0	50.000	0	0	0	0	0	0	0	0	0	0	150.000
06-Medical Treatment	200.000	0	50.000	0	0	0	0	0	0	0	0	0	0	150.000
11-Domestic Travel Expenses	200.000	0	50.000	0	0	0	0	0	0	0	0	0	0	150.000

Amount in Thousands

Figure 57: Show Balance (4)

On selection of the Scheme, the CO Final user will be presented with the page as shown in Figure 57.

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.** Section6 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.** Section7 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.** Section8 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.** Section9 displays the Balance of the user under this demand number, Major Head, Scheme and Object Head.
- 10.** On viewing the details, the user can then proceed to change the module and perform functions in the Approve Fund Transfer, Maintenance Module or they can sign out from their account.

2.3.5 Sign Out

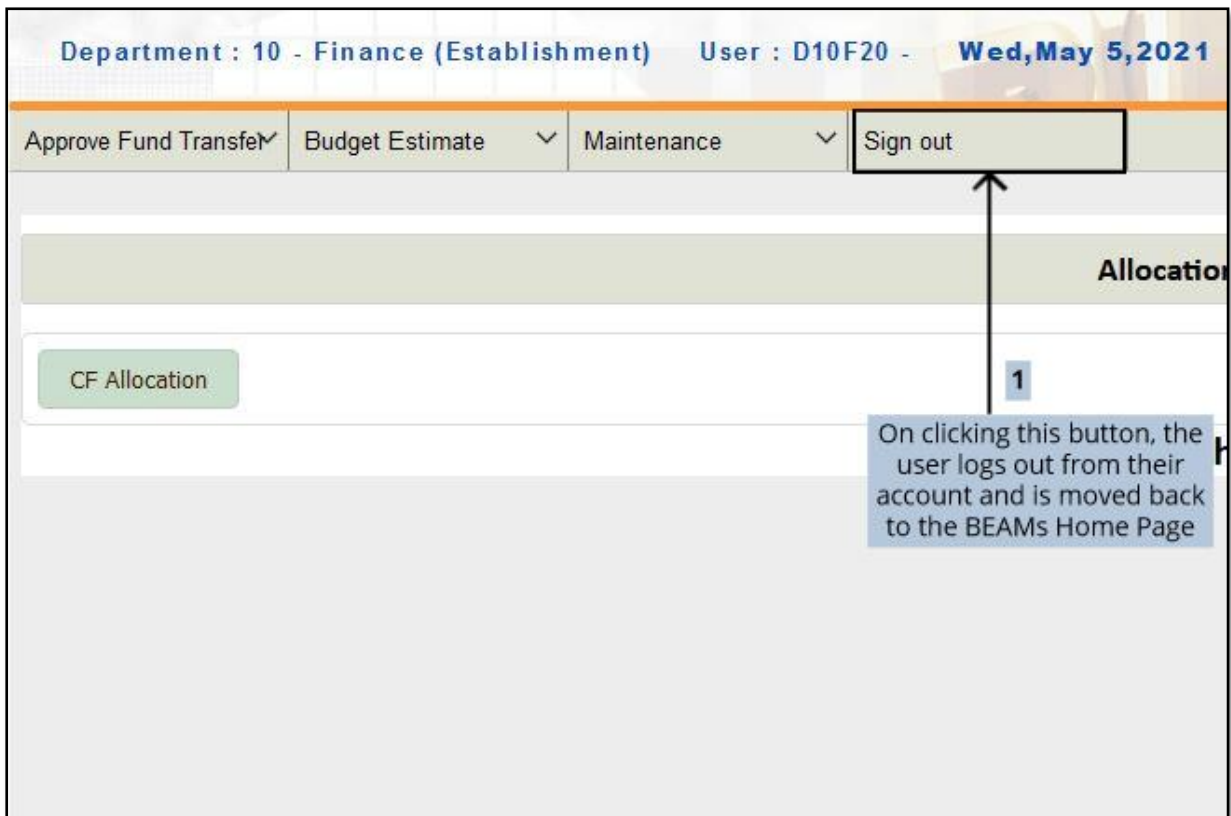


Figure 58: Log out

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.