2019

Integrated Financial Management System

BFC Profoma 14 (A & B)– User Manual

This document will help User in understanding the process of BFC Profoma 14 (A and B)

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Contents

1 Introduction

1.1 About IFMS

Integrated Financial Management System (IFMS) is an e-Governance initiative of Rajasthan Government for effective, accountable and transparent Public Finance Management. IFMS has been conceptualized as an umbrella system covering all modular systems and their integration. The main objective of IFMS is to achieve computerization of state wide financial transactions and efficient monitoring and facilitate a Single Window interface across various functions.

1.2 Help Desk

In case of any query please contact at Help Desk –

Email ID	ifms-rj@nic.in
Phone No.	0141 -5153222
Extension	24452

2 Product Features

(1) Web application is developed in ASP.NET

(2) Reports are generated using Crystal Reports and SQL Server Reporting tool.

3 Installation Instructions

3.1 Software requirement

- Internet Explorer 7.0 or higher version
- PDF Acrobat Reader (9.0)

3.2 Hardware requirement

- Pentium 4 Desktop
- 512 MB RAM
- Printer (Dot-Matrix Printer or Laser)

3.3 Networking requirement

- Internet Connection with uninterrupted 512 kbps speed

3.4 Installation procedure

- User need to Access the application through following URL

URL: http://ifms.raj.nic.in/

4 BFC Profoma 14 (A and B)

BFC Profoma 14 (A and B) is related to **Work Module**. Before Entry in BFC Profomas user has to enter **Work Sanction** in this form. This form has two level and each level has a role. Level is AD to HOD. After Sanction finalization from AD user, The Work Sanction appear on HoD User. In this Next screen shows login page from HoD. (In Figure-1) This form helps HoD has to to Office, Work and Budget Allocation.

1) HoD level user will use Work, Office & Budget Allocation on this Sanction.
2) To work with the sanction HoD user will have to login.

Login Screen HoD

Figure No - 1

3) After Click on **Log in** Button Next screen will display.
4) After Login go to this path HoD user will work on Performa 14 (A) first.

4.1 BFC Profoma 14 (A)
User has to do Office, Work and Budget Allocation in this Profoma. There is three links and each link has some functionality.

- Office wise Work Allocation

- Work wise Budget Allocation

- Reports

4.1.1 Office wise Work Allocation
1) After that user will work on Office wise work allocation. Click the **Office wise work allocation.** It will display the following screen.
Application Path:--

Sanction ━━▷ Work ━━▷ Office wise work allocation
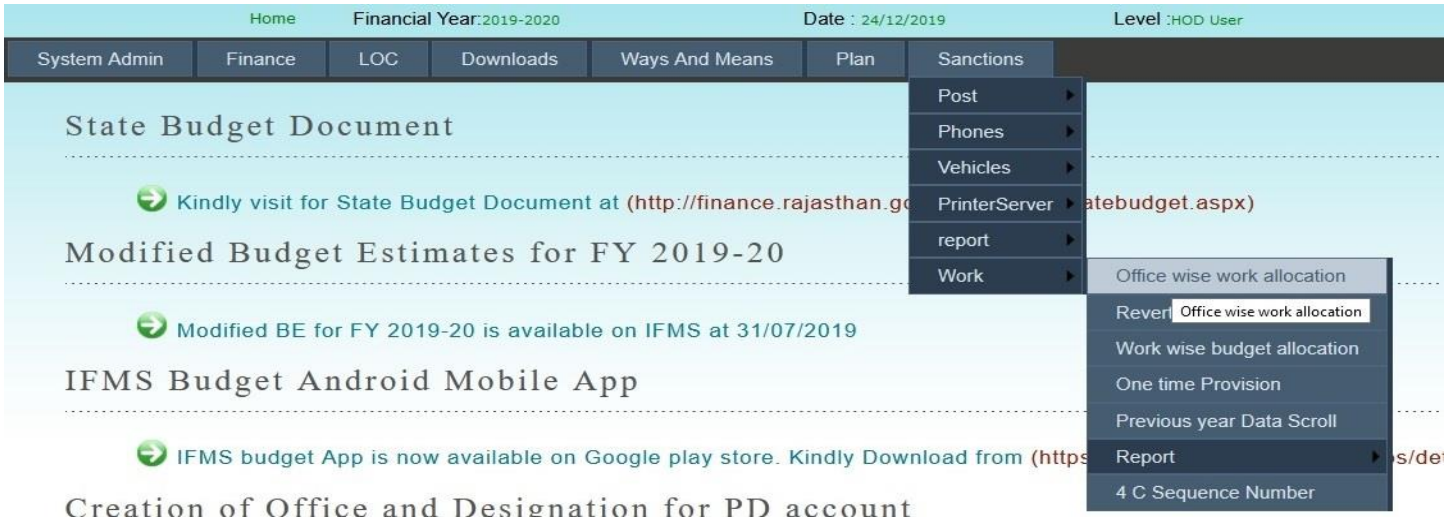

Figure No - 2

2) After Selection of **Office wise work allocation** next screen will display.

Figure No – 3

3) There is three links and each link has some functionality.

4) Link :

- **Sanction wise**
- **Work ID wise**
- **Department wise**

4.1.1.1 Sanction wise

Select the **Sanction Wise** link. After selection **Sanction Wise** link next screen will display. It will required following parameter.

- **Enter Sanction Id** - User has enter Sanction ID
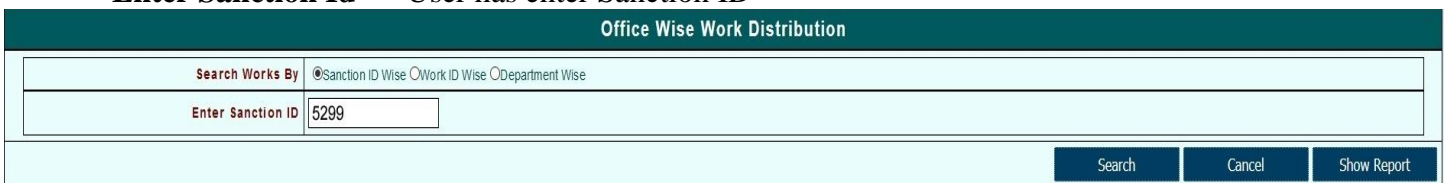
Figure No - 4

4.1.1.2 Work ID wise

Select the **Work ID Wise** link. After selection **Work ID Wise** link next screen will display. It will required following parameter.

- **Enter Work Id** - User has enter Work ID

Office Wise Work Distribution	
Search Works By	○Sanction ID Wise ⦿Work ID Wise ○Department Wise
Enter Work ID	111443
	Search Cancel

Figure No - 5

4.1.1.3 Department wise

Select the **Department Wise** link. After selection **Department** link next screen will display. It will required following parameter.

- **Select Department Name** - User has select Department wise from List.

Office Wise Work Distribution	
Search Works By	○Sanction ID Wise ○Work ID Wise ⦿Department Wise
Select Department Name	Public Works Department, Jaipur-65
	Search Cancel

Figure No - 6

5) After that click on **Search** button it will display the following screen.

Office Wise Work Distribution	
Search Works By	⦿Sanction ID Wise ○Work ID Wise ○Department Wise
Enter Sanction ID	5299
	Search Cancel Show Report

Work ID	कार्य का नाम (Work Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	सड़क	नवीन निर्माण	10.00	Allotment |

Figure No - 7

6) After that Click on **Allotment** button for Work wise Office Allotment and next screen will display. It will required following parameter.

- **Search PWD Office by Hindi Name** - User has enter PWD office name in Hindi Click on Search
- **Office ID for Civil** - User has enter Office ID for civil and press the tab button it will display Civil Office name
- **Office ID for Electrical** - User has enter Office ID for Electrical and press the tab button it will display Electrical Office name

Work ID	कार्य का नाम (Work Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	सड़क	नवीन निर्माण	10.00	Allotment |

Assign Work to Offices					
Search PWD Office By Hindi Name	5134 Search				
Office ID for Civil	5134	Civil Office Name	खण्ड सिकन्दरा	Office ID For Electrical	5134	Electrical Office Name	खण्ड सिकन्दरा
		Save Cancel			

Figure No – 8

7) After that click on **Save** button to Save data and It will display the **Data Save Successfully** message.
Ref. Fig. 9 to 10

Figure No - 9

Figure No -10

8) User can **Edit** and **Update** Work allocation. Steps are following below and displayed by the figures.

Figure No - 11

- First click on **Sanction ID Wise** link and Enter **Sanction ID** then click Search button.

Figure No – 12

Figure No - 13

Figure No - 14

- After that Click on **Allotment** and entry will be showing above.

- After that click **Edit** button. User can **Update** the field or **Cancel** It.

- After selection the U**pdate** button it will display **Data Update Successfully** message.
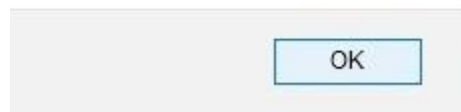
Figure No - 15

4.1.2 Work wise budget Allocation

1) After the Office wise work allocation user will work on Work wise budget allocation. Click the **Work wise budget allocation.** It will display the following screen.

Application Path:--

Sanction ⟹ Work ⟹ Work wise budget allocation
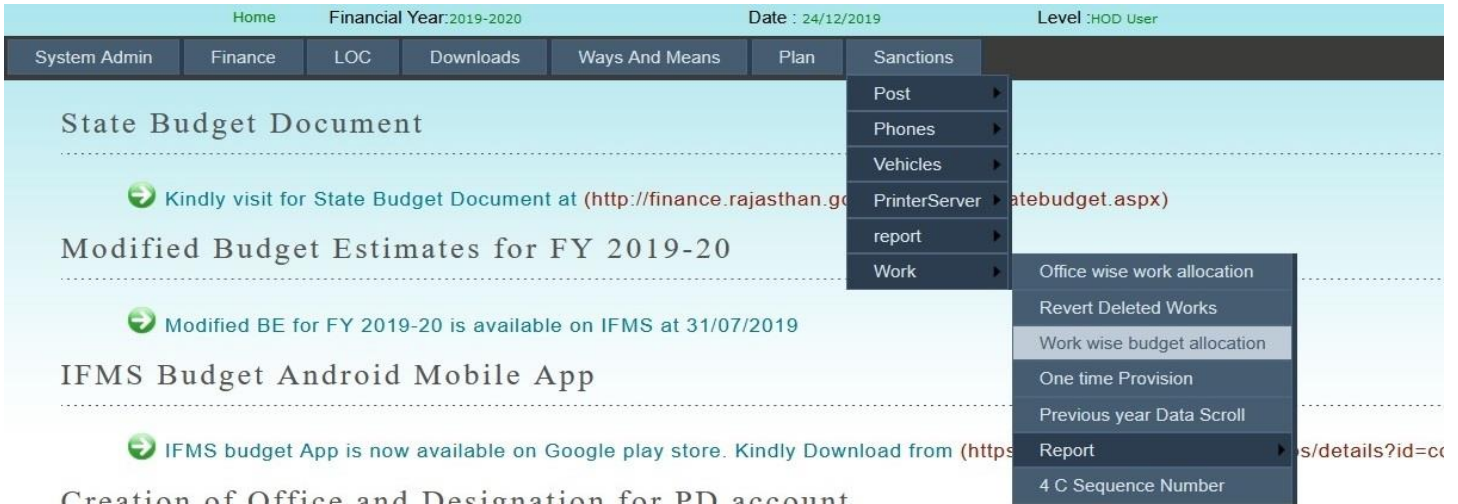
Figure No - 16

2) After Selection of **Work wise budget allocation** next screen will display. There is four links and each link has some functionality.
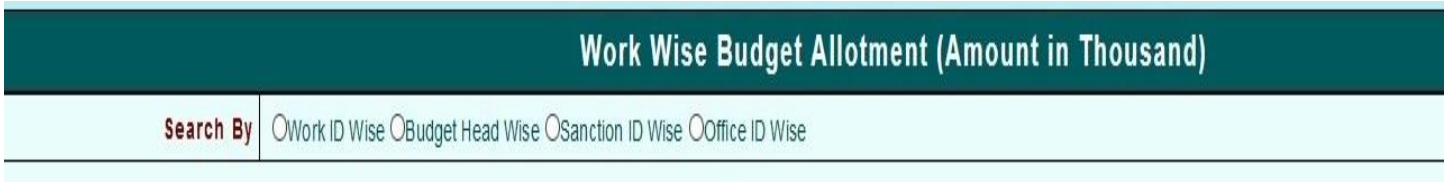
Figure No – 17
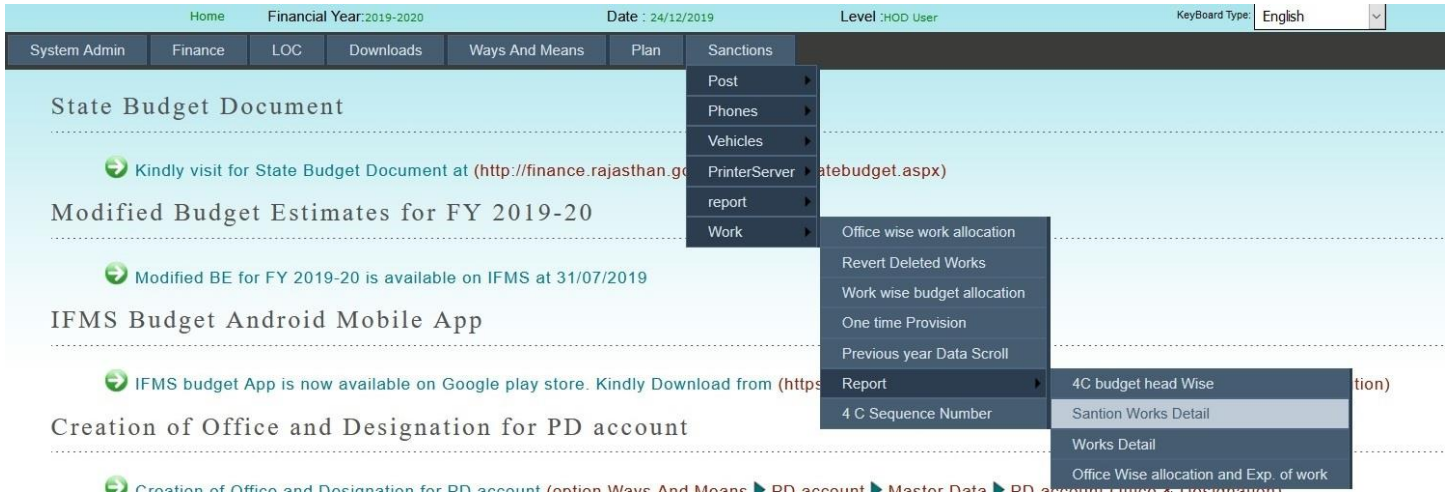
3) Link :
   - **Work ID wise**
   - **Budget Head wise**
   - **Sanction ID wise**
   - **Office ID wise**

4) Select any of these link will work same.

4.1.2.1 Work ID wise

After Selection of **Work ID wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 18

- **Work ID** - User has enter the Work ID.

4.1.2.2   Budget Head wise

After Selection of **Budget Head wise** it will display the following parameters inputs need to be provided by user and it display the following figure.

Figure No – 19

- **Budget Head**   - User has enter the Complete budget head with Object Head
- **BFC Type**   - User has select the BFC Type
- **Head Type**   - User has select the Head Type

4.1.2.3   Sanction ID wise

After Selection of **Sanction ID wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 20

- **Sanction ID**   - User has enter the Sanction ID.

4.1.2.4   Office ID wise

After Selection of **Office ID wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No –21

- **Office ID**   - User has enter the Office ID.

5) After that click on **Search** button and next screen will be displayed as following:-

Figure No- 22

6) Click on **Save** or **Update All** button for save work id. **Save** button for Individual work id and **Update All** for multiple work ids. After then next screen will be displayed as following:-
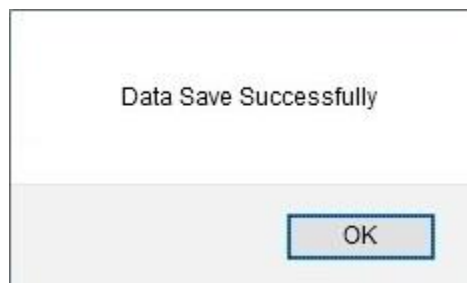
Figure No – 23

7) User can also edit records in this option.

4.1.3 Report

User have two reports:-
- Sanction wise Detail
- Works Detail

4.1.3.1 Sanction wise Detail

1) After the Allocation user check the report for verification. Click on **Sanction wise Detail** link in the **Report** option. It will displayed in the following screen.

Application Path:--

Sanction ⟹ Work ⟹ Report ⟹ Sanction works Detail

Figure No – 24

2) After Selection of **Sanction Works Detail** next screen will display. There is three links and each link has some functionality.

Figure No – 25

3) Link :
   - **Budget Head Wise**
   - **Sanction ID Wise**
   - **Department Wise**

4.1.3.1.1 Budget Head Wise

After selection of **Budget Head Wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 26

- **Budget Head**   - User has to enter complete Budget Head with Object Head
- **Report Type**   - User has to select Report type as PDF or Other

4.1.3.1.2   Sanction ID Wise

After selection of **Sanction ID Wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 27

- **Sanction ID**   - User has to enter Sanction ID
- **Report Type**   - User has to select Report type as PDF or Other

4.2.3.1.3   Department Wise

After selection of **Department Wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 28

- **Department Name**   - User has to select Department
- **Report Type**   - User has to select Report type as PDF or Other

4) After that click on **Show Report** it will open a PDF file.

Figure No – 29

4.1.3.2 Work wise Budget Allocation Detail

1) After the checking **Sanction Works Detail** report user can check **Work wise Budget Allocation Detail** report. Click on **Works Detail** link in the **Report** option**.** It will displayed in the following screen.

Application Path:--

Sanction ⟹ Work ⟹ Report ⟹ Works Detail
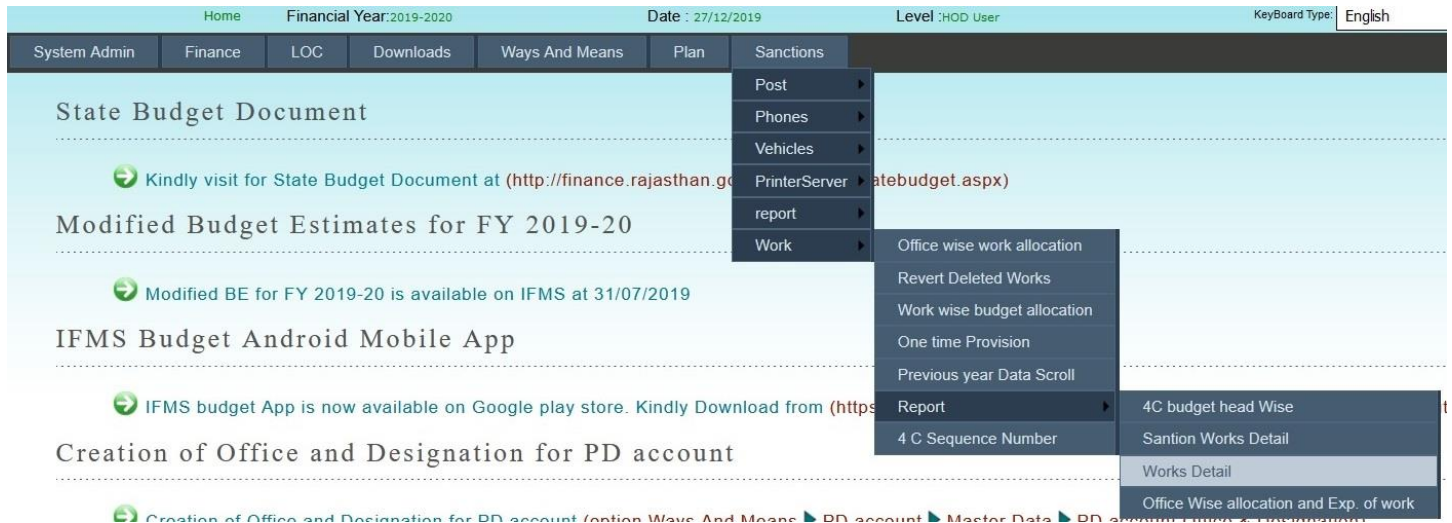
Figure No – 30

2) After the selection of **Works Detail** next screen will display. Click on **New Work** and then there is four links and each link has some functionality.

Figure No – 31

3) Link :
   - **Work ID Wise**
   - **Budget Head Wise**
   - **Sanction ID Wise**
   - **Office ID Wise**

4.1.3.2.1 Work ID Wise

After selection of **Work ID Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 32

- **Work ID** - User has to enter Work ID
- **Report Type** - User has to select Report type as PDF or Other

4.1.3.2.2 Budget Head Wise

After selection of **Budget Head Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 33

- **Budget Head** - User has to enter complete Budget Head with Object Head
- **Report Type** - User has to select Report type as PDF or Other

4.1.3.2.3 Sanction ID Wise

After selection of **Sanction ID Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.\

Figure No – 34

- **Sanction ID** - User has to enter Sanction ID
- **Report Type** - User has to select Report type as PDF or Other

4.2.3.2.4 Office ID Wise

After selection of **Office ID Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.

Figure No – 35

- **Office ID**   **-** User has to enter Sanction ID
- **Report Type**   **-** User has to select Report type as PDF or Other

4) After that click on **Show Report** it will open a PDF file.

Figure No – 36

4.2   BFC Profoma 14 (B)
   URL: http://afs.raj.nic.in/

After Office, Work and Budget Allocation user has to do BFC Profoma 14(B) Entry. It will display following figure.

   Application Path:--

Sanction⇒Work ⇒Office wise work allocation

1)   After the selection click on ……….. button it will display the following screen and user need to be input following parameters.

Figure No – 37

Figure No- 38

Figure No- 39

- **Project Proposal Name**   - User has to enter Project Proposal Name
- **Proposal Description**   - User has to enter Proposal Description
- **Project Cost(Forecast Estimates)**   - User has to enter the Amount (In Lacs) of Project Cost.
- **Project Start Financial Year**   - User has to select Project's starting financial year.
- **Project Completion Period**   - User has to enter Project Completion Period
- **Work Type**   **-** User has to select the Work Type
- **Work Category**   **-** User has to select the Work Category
- **Proposed Budget Head**   **-** User has to select complete Budget Head with Object Head
- **Amount**   **-** User has to enter Amount for selected Budget Head

1) After Enter the amount in **Amount** option user has to click on **Add** link. After the Entry will be display below as shown in fig. 37 & 38.

2) User has rights to **Edit** or **Delete** the entry.
3) In any Entry select **View Financial Year Wise Detail** link it will display the following screen and user need to be input following parameters.
- **Select Financial Year**   **-** User has to select Financial Year for that Budget Head
- **Enter Amount**   **-** User has to enter Amount for that Budget Head.

4) After Enter the amount in **Amount** option user has to click on **Add** link. After the Entry will be display below as shown in fig. 37 & 38.

5) User has rights to **Edit** or **Delete** the entry.
6) After that user has option to attach PDF file for document attaching.

- **Forward to HOD**   **-** User has to select Department's HoD for next screen.

7) After selection the **Forward to HOD** link it will display the below screen.
8) User has the option to **Edit**, **Delete** and **Forward** for Project Proposal.