2020

Integrated Financial Management System

Budget Withdrawal From Other Offices– User Manual

This document will help HoDs/BCOs in understanding of the process to be followed while withdraw funds to offices through budget withdrawal from Other Offices of IFMS application.

Prepared By:
National Informatics Centre

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	4452

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 Budget Withdrawal From Other Offices -- User Manual

General Instruction

The following are given general process for using application-

- Open Internet explorer and write http://ifms.raj.nic.in on address bar. As Shown in fig.1 –

Figure No.-1

Click on Budget module for login. After Clicking on this, Login Screen will display. As shown in fig.2
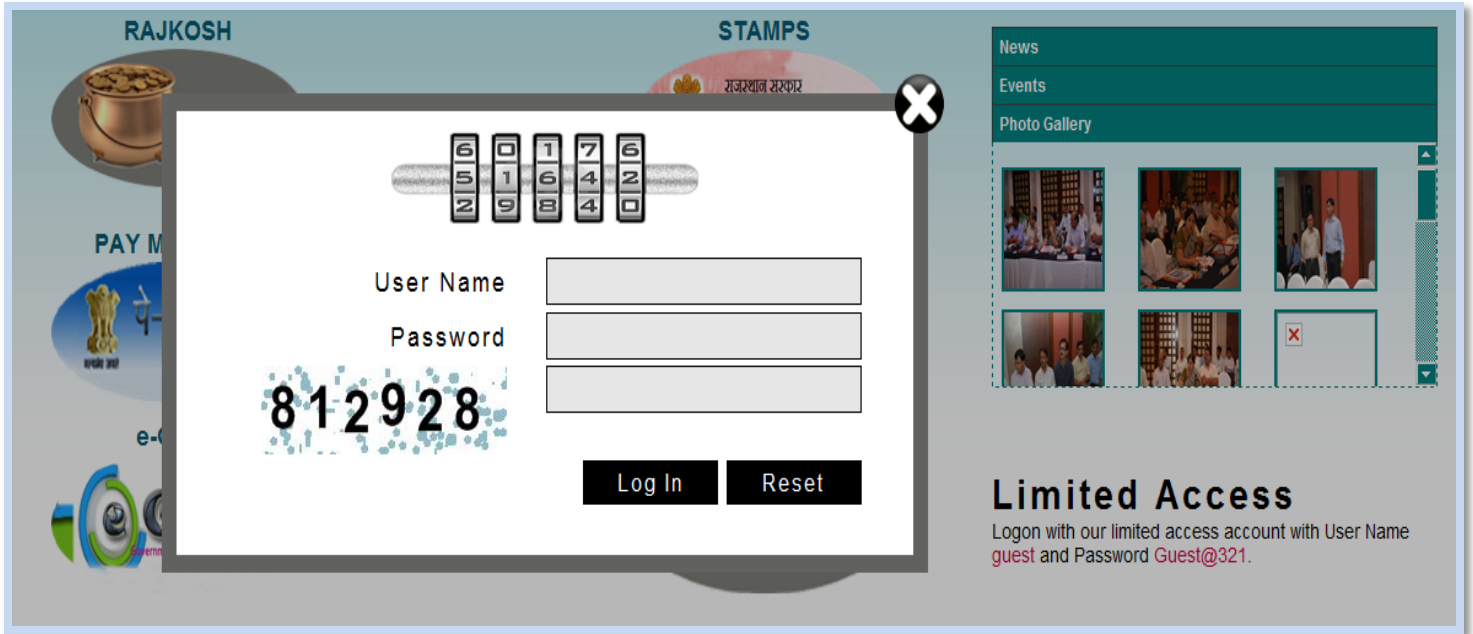
Figure No.-2

Enter Username and Password and click on login button.

This form helps HoDs/BCOs in Withdraw of funds from other offices under specific budget head.

(1) HoDs/BCOs will login to the IFMS for using the web based application for withdraw the funds from other offices. The application path followed for the withdrawal of funds is as follows:

Application Path:-

Finance ⟹ Budget Distribution ⟹ Budget Withdrawal From Other Offices
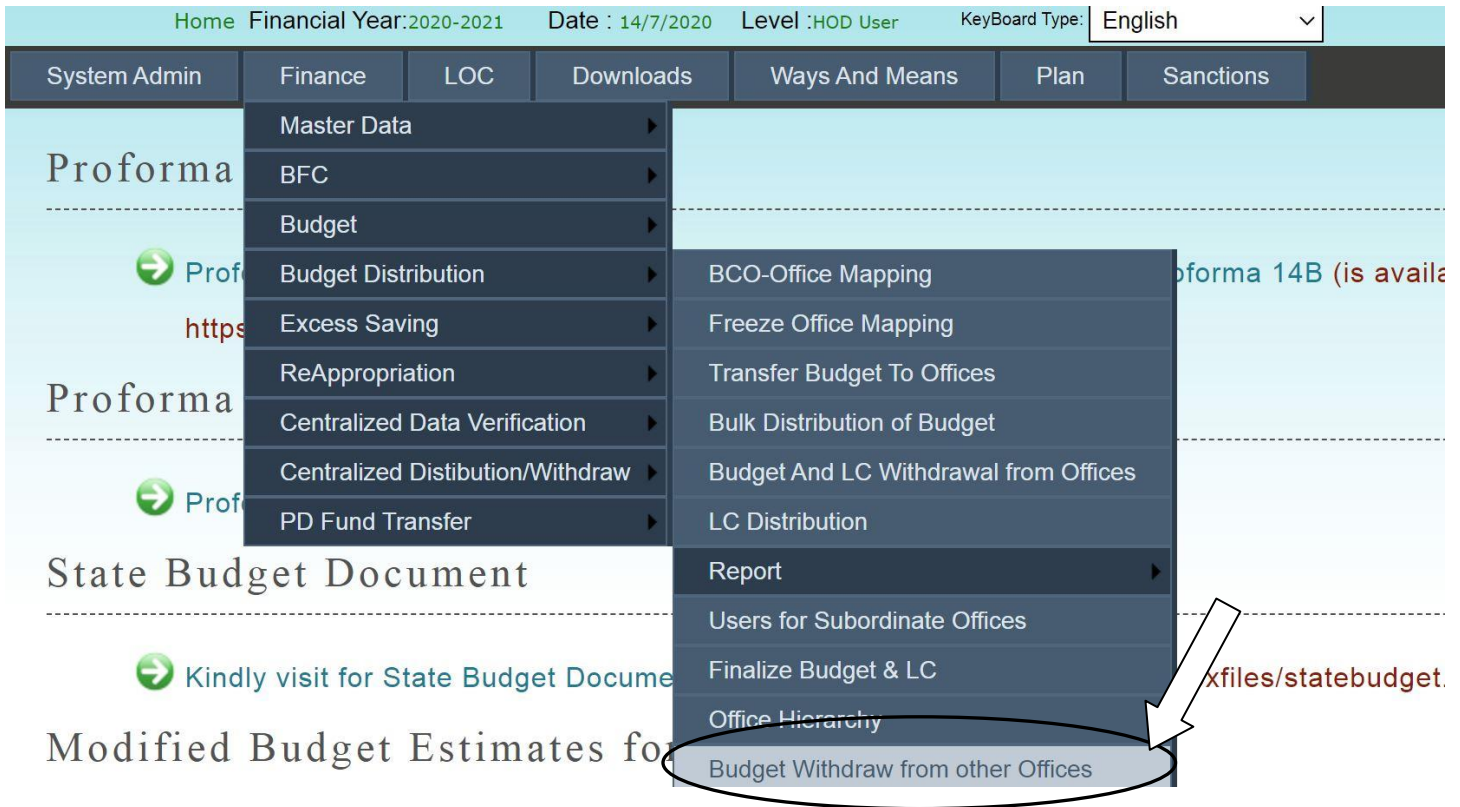
Figure No.-3

2) User has to select **Action for withdrawal of funds.** There are two actions-

   a) Individual
   b) Bulk
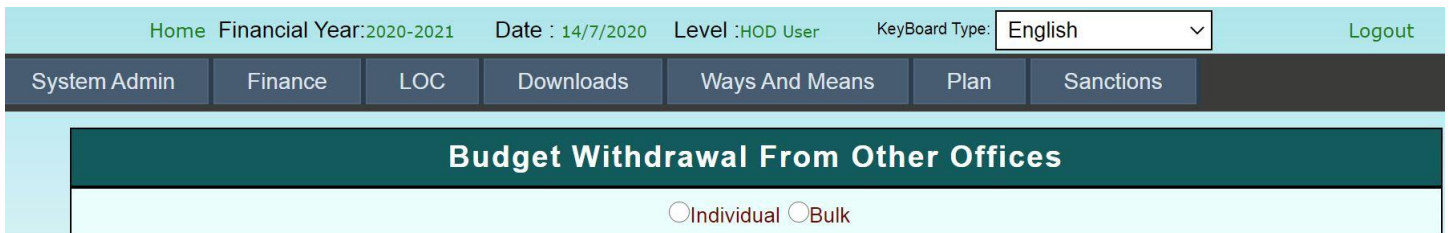(Fig. 4) from the following provided options in the Menu Page:

Figure No.-4

4.1 Individual

3) This action helps user to withdraw fund from at a time single office.

4) After Selection of Individual Action as shown in above diagram, User has to enter **Budget Head** details. The Budget head comprises of following parameters:

S. No.	Head Code	Number of digits
1	Major Head Code	4
2	Sub-Major Head Code	2
3	Minor Head Code	3
4	Sub-Minor Head Code	2
5	Group Sub-Head Code	2

5) User has to select **BFC Type and Head Type.**

6) Once the user has entered all the details, he has to click **search button** (Refer 1st callout of Fig. no. 5).

Figure No.-5

7) As soon as user clicks search button, validation checks occur and if user has entered correct details than it will show next screen otherwise it shows error message.

8) The following screen will displayed to user if validation check is OK.

Figure No.-6

9) User will get following parameters in this

- **BFC Unit**- The BFC unit of the entered budget head is displayed.

- **Controlling Officer** - The Controlling Officer of respective budget allocation.

- **Demand Name**- Displayed demand name.

- **Budget Head**- Entered budget Head.

- **Department**- Displayed name of department.

- **Office ID** - Office that withdraws the amount is shown.

- **Office Type** - user has to select "**other**" Office Type.

- **Office from where Amount to be withdrawn** - User has to select office that transfer amount.

- **Amount Type** - user has to select type of amount which is to be withdraw.

- **Order Number**- User has to enter order number.

- **Order Date**- User has to select order date from the calendar.

The following screen will appear after enter the details (Fig. 7)

Figure No.-7

10) if user wants to go ahead then click on button "Get ObjectHead List". By clicking this button user get list of Object Head and amount to be withdrawn.(Refer 1st callout of Fig no.7).

11) When user click on button following screen displayed.

Figure No.-8

12) After click on "Get ObjectHead List" button following details displayed:
- **Object head** -Object head from which has amount to be withdrawn.
- **Amount Available**- Total available amount.
- **Expenditure Amount**- expenditure amount.
- **Remaining Amount** - Difference between Available amount and Expenditure.
- **Withdrawal Amount**- Amount to be withdrawn.
- **Previous Withdrawal Amount**- Amount which is already taken.

13) User has to enter amount to be withdrawn in "withdrawalAmount". As shown in following screen.(Refer 1st callout of Fig no.9).

Figure No.-9

14) When user click on Update button (Refer 2nd callout of Fig no.9) than Message will displayed "Data Update Successfully" if enter withdraw amount is correct otherwise error message will appear.
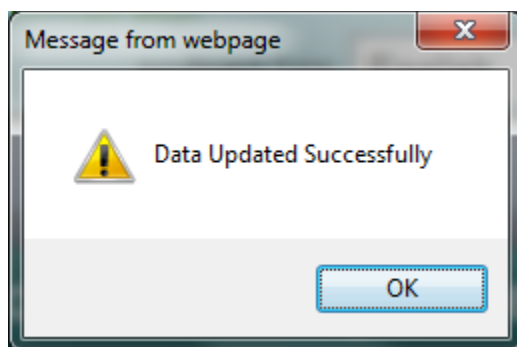
Figure No.-10

15) If user wants to save amount on another office then click on "Reset" button (Refer 1st callout of Fig no.8). When User click on "Reset" button following screen shown.

Figure No.-11

16) Amount will be finalized only clicking on "Finalize" button (Refer 3rd callout of Fig no.9). After Click on Finalize button following screen will display.

Figure No.-12

17) If User wants to change budget head on any step then click on "Change Budget Head" button (Refer 2nd callout of Fig no.8).After Click on button following screen will display.

Figure No.-13

Thus by following the process mentioned above user can withdraw funds to different offices.

4.2 Bulk

18) Bulk transfer means transfer of funds simultaneously from more than one office. This Action helps user to withdraw Fund from multiple offices. After select bulk action then following screen will appear.

Figure No.-13

19) User has to follow given instructions to import Excel file.(Refer 1st callout of Fig no.13)

20) For guidance download Sample File. User has to click on "Sample Excel File" button .(Refer 2nd callout of Fig no.13).As shown in following screen.
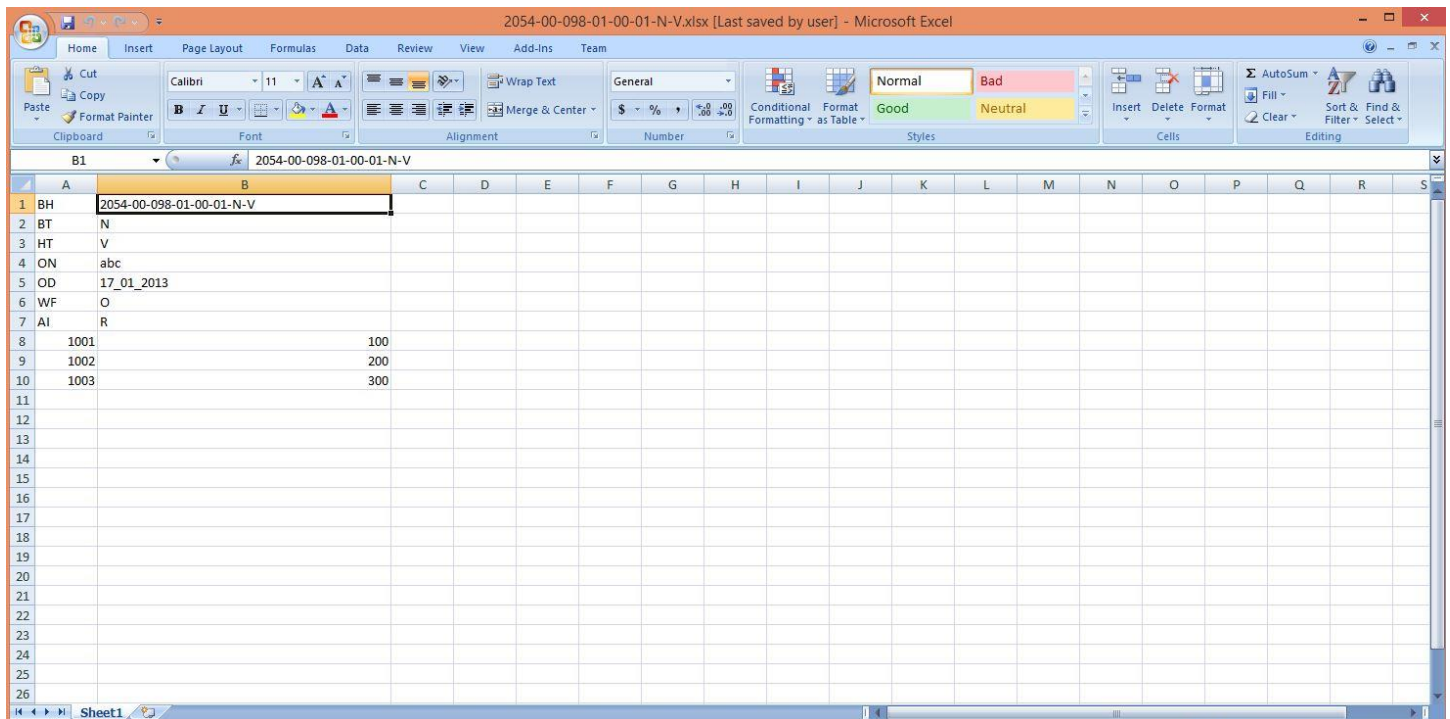
Figure No.-14

21) In Excel File some abbreviation of parameters will be shown.

- BH- (Budget Head+object Head)- User has to enter Budget Head with Object Head

- BT - (BFC Type)- In this parameter user has to enter abbreviated value.

- HT- (Head Type)- In this parameter also use abbreviated value like "V" for voted etc.

- ON- (Order Number) - User has to enter order number.

- OD- (Order Date)- Date should be in (DD_MM_YYYY) format.

- WF- (Withdraw Offices Amount from(O/S))- For Other Offices "O" and for Self Offices "S".

- AI- (Amount In (T/R)) - "T" for Amount in thousand and "R" for amount in Rupees.

22) User has to enter Offices and respective withdrawn amount. After data is entered properly in excel file user has to Click on "Choose File" button.(Refer 3rd callout of Fig no.13)

23) User has to select excel file which is filled. After file selection following screen will appear.(Refer 1st callout of Fig no.14)

24) To Upload excel file user has to click on "Upload" button.(Refer 2nd callout of Fig no.14)

Budget Withdrawal From Other Offices

○ Individual ● Bulk

Instructions

1. Excel sheet should be in proper format. If any error found regarding data or format then data will not save.
2. Use proper abbreviations for excel header description as per requirement of excel file.
3. Allowed abbreviations used in excel file are :-
4. Order Number will remain same for all Non Finalized records of same combination of :-
   Budget Head + Object Head + BFC Type + Head Type + From Office + To Office + Amount From.
5. File Name should be combination of:-
   Major Head + Submajor Head + Minor Head + Subminor Head + Group Head + Object Head + BFC Type + Head Type
   e.g 2054-00-098-01-00-01-N-V
6. Download Sample File :- Sample Excel File

BH	Budget Head + Object Head	BT	BFC Type (P/N/C/S)
HT	Head Type (V/C)	ON	Order Number
OD	Order Date (DD_MM_YYYY)	WF	Withdraw ① Amount From (O/S) ②
AI	Amount In (L/T/R)		

Select Excel File To Upload [Choose File] 2054-00-095-01-00-01-P-V.xlsx [Upload]

Please read Instructions first before uploading the Excel file.

Figure No.-14

25) As soon as user clicks upload button, validation checks occur and if user has entered correct details than it will show next screen otherwise it shows error message. As shown in following screen.

1. Excel sheet should be in proper format. If any error found regarding data or format then data will not save.
2. Use proper abbreviations for excel header description as per requirement of excel file.
3. Allowed abbreviations used in excel file are :-
4. Order Number will remain same for all Non Finalized records of same combination of :-
   Budget Head + Object Head + BFC Type + Head Type + From Office + To Office + Amount From.
5. File Name should be combination of:-
   Major Head + Submajor Head + Minor Head + Subminor Head + Group Head + Object Head + BFC Type + Head Type
   e.g 2054-00-098-01-00-01-N-V
6. Download Sample File :- Sample Excel File

BH	Budget Head + Object Head	BT	BFC Type (P/N/C/S)
HT	Head Type (V/C)	ON	Order Number
OD	Order Date (DD_MM_YYYY)	WF	Withdraw Offices Amount From (O/S)
AI	Amount In (L/T/R)		

Select Excel File To Upload [Choose File] No file chosen [Upload]

Please read Instructions first before uploading the Excel file.

RecordStatus	RecordId	OfficeId	officename	Amount	Reason
InValid Records exists	12	1	Dr.Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur	10	Office does not exists for withdrawl.

Figure No.-15

26) After resolving errors excel file import successfully and following screen will appear.

localhost says

Data Imported Successfully.

OK

Figure No.-16