

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.

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Integrated Financial Management System

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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

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- 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/>

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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 –

The screenshot shows the homepage of the Department of Finance, Government of Rajasthan, Integrated Financial Management System. The header includes the state emblem and the IFMS logo. Below the header, a banner states "IFMS Vision : Financial Position of State on 'Real Time Basis'". The main content area is divided into several sections:

- RAJKOSH**: Treasury Module, represented by a golden pot.
- PAY MANAGER**: Represented by a golden statue.
- BUDGET**: "Click here for Login to Budget Module", represented by a hand holding a blue folder.
- STAMPS**: "संज्वाल संस्कार पंजीयत एवं मुद्रांक विभाग", represented by a golden stamp.
- Social Security Pension (SSP)**: "Social Security Pension", represented by a green oval with a white figure.
- Works Accounting (WAM)**: "Works Accounts Monitoring System", represented by a green oval with a white figure.
- e-GRAS**: "Government Receipt Accounting System", represented by a blue and green logo.
- News**, **Events**, and **Photo Gallery**: A sidebar on the right containing a list of news items, event dates, and a grid of photographs.
- Limited Access**: "Logon with our limited access account with User Name **guest** and Password **Guest@321**."

Figure No.-1

Click on Budget module for login. After Clicking on this, Login Screen will display. As shown in fig.2

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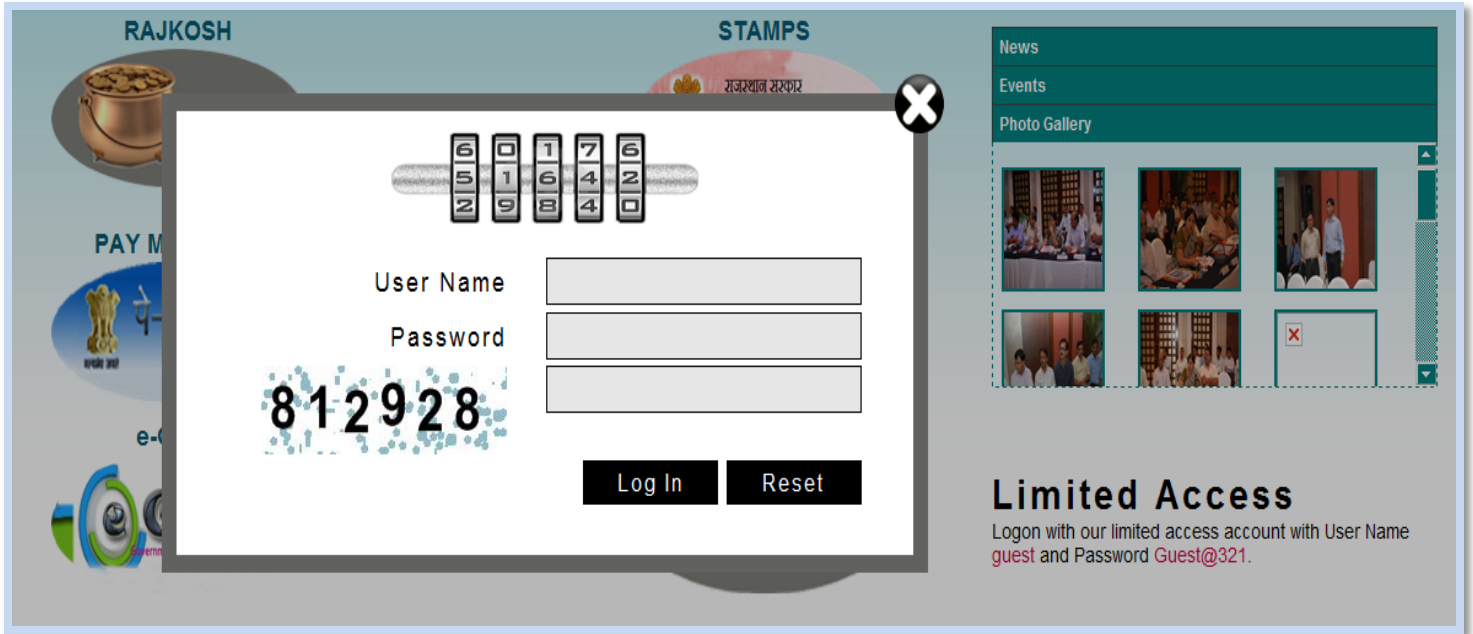


Figure No.-2

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:-



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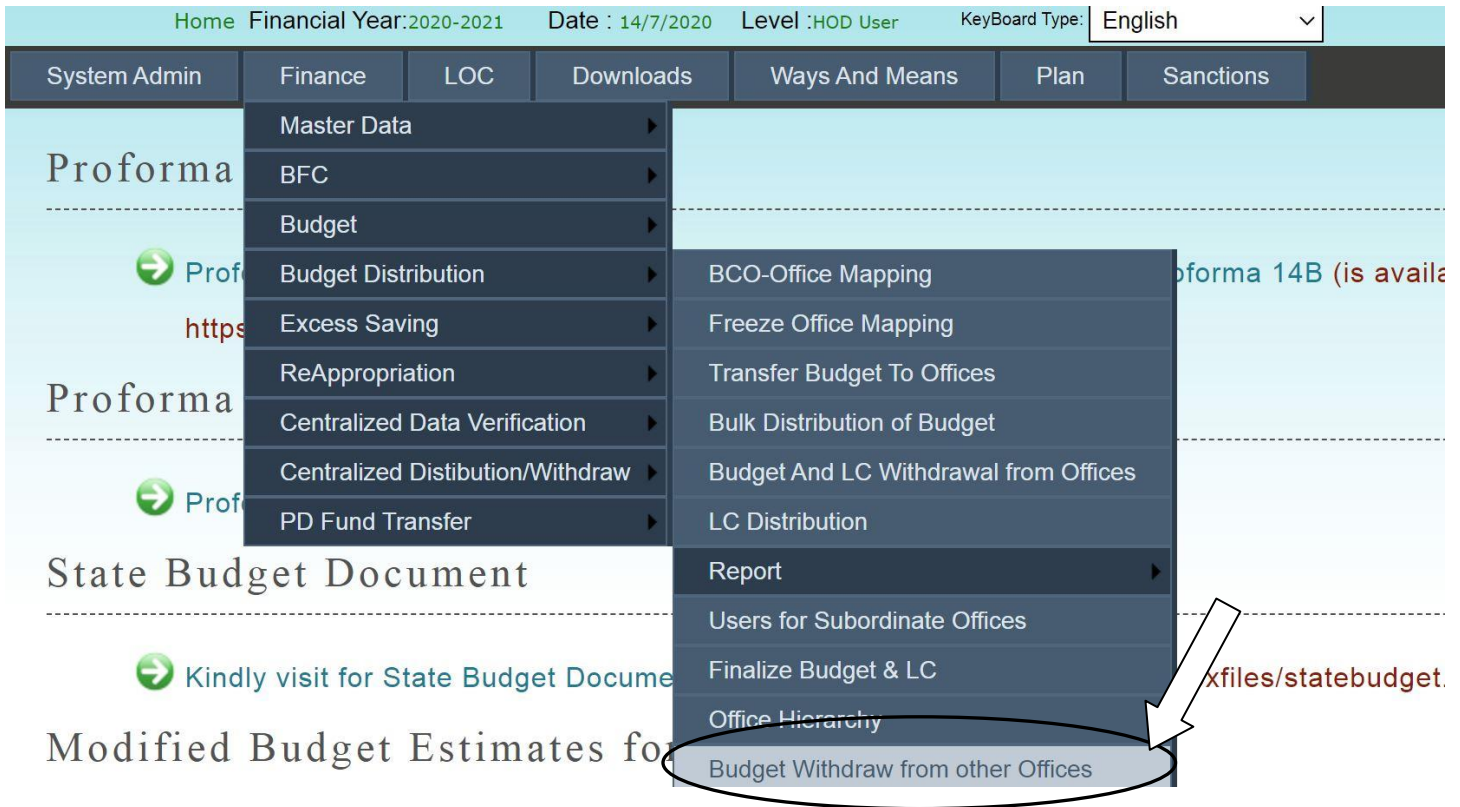


Figure No.-3

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:

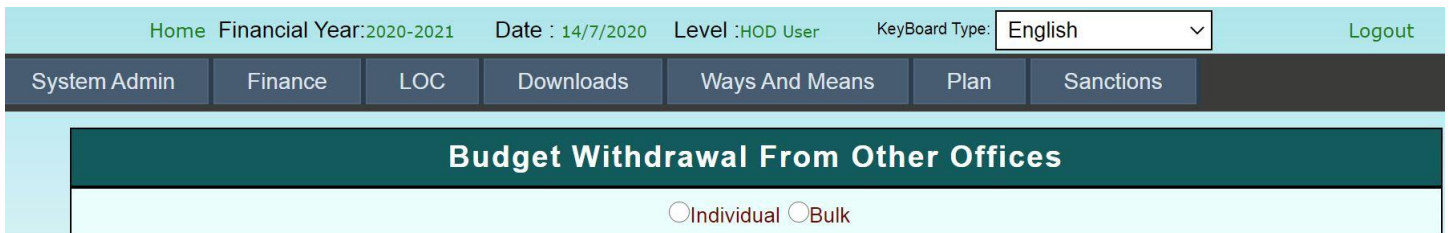


Figure No.-4

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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).

Budget Withdrawal From Other Offices

Individual Bulk

Budget Head: [] [] [] []

BFC Type: Central Assistance State Fund

Head Type: Voted Charged

Search

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.

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Budget Withdrawal From Other Offices											
<input checked="" type="radio"/> Individual <input type="radio"/> Bulk											
Budget Head	2054	00	095	01	BFC Type	<input type="radio"/> Central Assistance Fund	<input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted	<input type="radio"/> Charged	Search
	00										
Department Information											
BFC Unit	116-Treasuries and Accounts Department, Jaipur										
Controlling Officer	71-Director, Treasuries and Accounts, Rajasthan, Jaipur										
Demand Name	25-कोषागार व लेखा प्रशासन										
Budget Head	खजाना तथा लेखा प्रशासन - - लेखा तथा खजाना निदेशालय - निदेशक कोष एवं लेखा राजस्थान - निदेशक कोष एवं लेखा राजस्थान										
Department	105-Treasuries and Accounts Department, Jaipur										
Office ID	1090-Directrate Treasury and Accounts (Office that withdraws the amount)										
Select Withdrawal Details											
Office Type	<input checked="" type="radio"/> Other										
Office from where Amount to be withdrawn	--Select Office --										
Amount Type	--Select Amount Type--										
Order Number											
Order Date	14/07/2020						Get ObjectHead List		Change Budget Head		

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.

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

Budget Withdrawal From Other Offices

Individual Bulk

Budget Head	2054 00 095 01 00	BFC Type	<input type="radio"/> Central Assistance Fund <input checked="" type="radio"/> State	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
--------------------	----------------------	-----------------	--	------------------	--	---------------

Department Information

BFC Unit	116-Treasuries and Accounts Department, Jaipur					
Controlling Officer	71-Director, Treasuries and Accounts, Rajasthan, Jaipur					
Demand Name	25-कोषागार व लेखा प्रशासन					
Budget Head	खजाना तथा लेखा प्रशासन - - लेखा तथा खजाना निदेशालय - निदेशक कोष एवं लेखा राजस्थान - निदेशक कोष एवं लेखा राजस्थान					
Department	105-Treasuries and Accounts Department, Jaipur					
Office ID	1090-Directrate Treasury and Accounts		(Office that withdraws the amount)			

Select Withdrawal Details

Office Type	<input checked="" type="radio"/> Other				
Office from where Amount to be withdrawn	4 - Director, Agriculture Marketing Department				
Amount Type	Remaining Amount				
Order Number	abc				
Order Date	07/14/2020		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; border-radius: 5px;">1 Get ObjectHead List</div> <div style="border: 1px solid black; padding: 2px; border-radius: 5px;">2 Change Budget Head</div> </div>		

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.

Select Withdrawal Details

Office Type	<input checked="" type="radio"/> Other				
Office from where Amount to be withdrawn	4 - Director, Agriculture Marketing Department				
Amount Type	Remaining Amount				
Order Number	abc				
Order Date	06/07/2020		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; border-radius: 5px;">Get ObjectHead List</div> <div style="border: 1px solid black; padding: 2px; border-radius: 5px;">Change Budget Head</div> </div>		

Object Head Wise Amount To Be Withdrawn (रुपये सहस्रों में)

S.No.	Object Head	Amount Available	Expenditure Amount	Remaining Amount	WithdrawalAmount	Previous WithdrawalAmount
1	01-संवेतन	1,638.30	0.00	1,638.30	30.00	30.00
2	03-यात्रा व्यय	111.00	0.00	111.00	0.00	0.00
3	04-चिकित्सा व्यय	110.00	0.00	110.00	0.00	0.00

Update

Reset

Finalize

Change Budget Head

Figure No.-8

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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).

Object Head Wise Amount To Be Withdrawn (रुपये सहस्रो में)						
S.No.	Object Head	Amount Available	Expenditure Amount	Remaining Amount	Withdrawal Amount	Previous Withdrawal Amount
1	01-संवेतन	1,638.30	0.00	1,638.30	<input type="text" value="40.00"/>	30.00
2	03-यात्रा व्यय	111.00	0.00	111.00	<input type="text" value="10.00"/>	0.00
3	04-चिकित्सा व्यय	110.00	0.00	110.00	<input type="text" value="10.00"/>	0.00

Buttons: Update, Reset, Finalize, Change Budget Head

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.

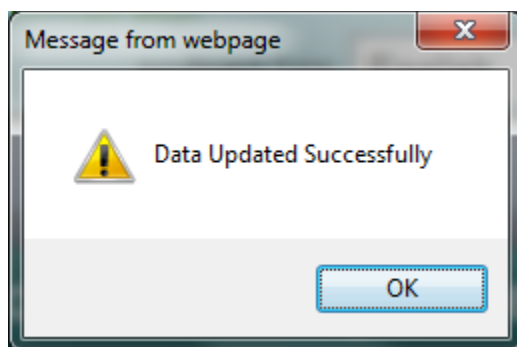


Figure No.-10

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.

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Budget Withdrawal From Other Offices							
<input checked="" type="radio"/> Individual <input type="radio"/> Bulk							
Budget Head	2054	00	095	01	BFC Type <input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type <input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search
	00						
Department Information							
BFC Unit	116-Treasuries and Accounts Department, Jaipur						
Controlling Officer	71-Director, Treasuries and Accounts, Rajasthan, Jaipur						
Demand Name	25-कोषागार व लेखा प्रशासन						
Budget Head	खजाना तथा लेखा प्रशासन - - लेखा तथा खजाना निदेशालय - निदेशक कोष एवं लेखा राजस्थान - निदेशक कोष एवं लेखा राजस्थान						
Department	105-Treasuries and Accounts Department, Jaipur						
Office ID	1090-Directrate Treasury and Accounts (Office that withdraws the amount)						
Select Withdrawal Details							
Office Type	<input checked="" type="radio"/> Other						
Office from where Amount to be withdrawn	--Select Office --						
Amount Type	--Select Amount Type--						
Order Number							
Order Date	15/07/2020					<input type="button" value="Get ObjectHead List"/> <input type="button" value="Change Budget Head"/>	

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.

Budget Withdrawal From Other Offices							
<input checked="" type="radio"/> Individual <input type="radio"/> Bulk							
Budget Head					BFC Type <input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type <input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search

Figure No.-13

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

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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.

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 + Minor 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 No file chosen

Please read Instructions first before uploading the Excel file.

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.

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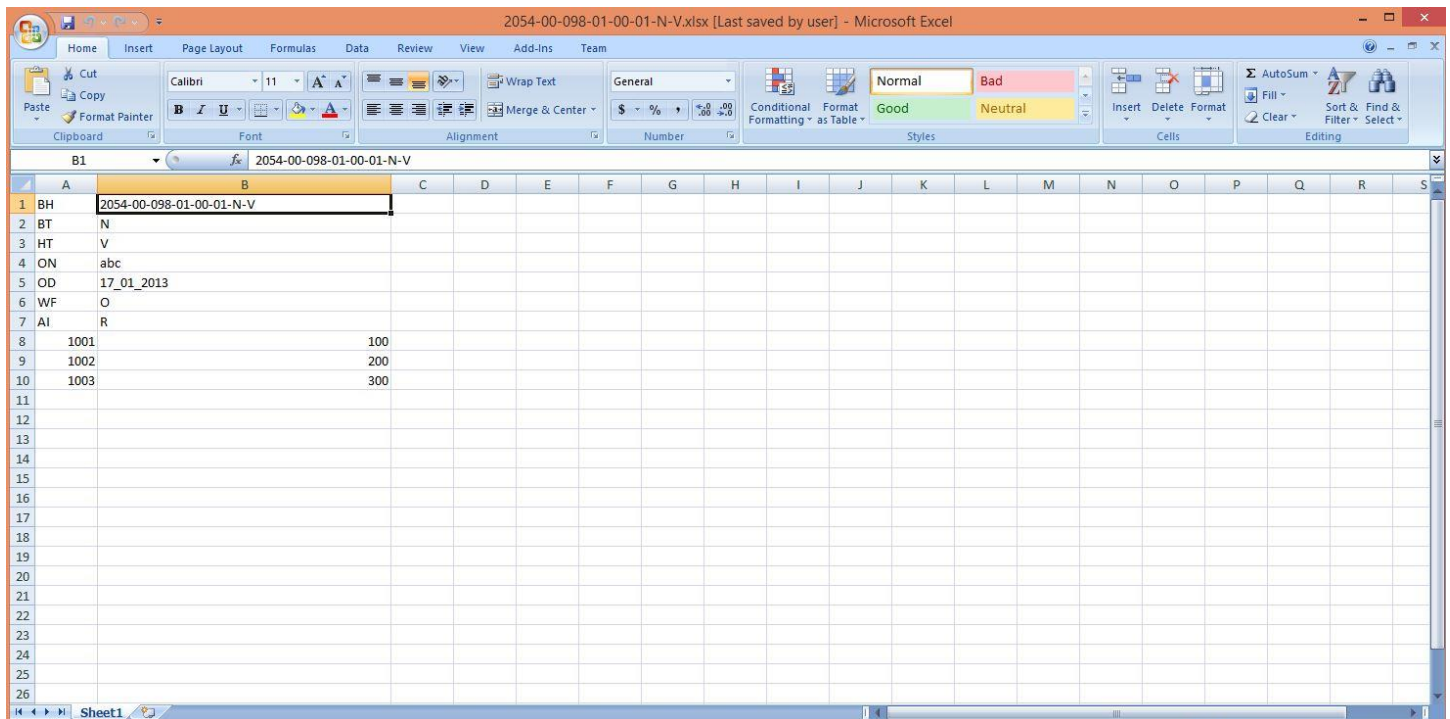


Figure No.-14

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)

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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
 2054-00-095-01-00-01-P-V.xlsx

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
 No file chosen

Please read Instructions first before uploading the Excel file.

RecordStatus	RecordId	Officeld	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.

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Figure No.-16