

2012

Integrated Financial Management System

Budget Distribution Process-User Manual

This document will help HoDs/BCOs in understanding of the process to be followed while distributing funds to offices through budget distribution of IFMS application.



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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	4449

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 Bulk Distribution of Budget:

This form helps HoDs/BCOs in distribution of funds to their respective offices under specific budget head. Budget distribution can be done to maximum 50 offices at a time using this form.

- 1) HoDs/BCOs will login to the IFMS for using the web based application for distributing the funds to the concerned offices mapped to them. The application path followed for the distribution of funds is as follows:

Finance → Budget Distribution → Bulk Distribution of budget

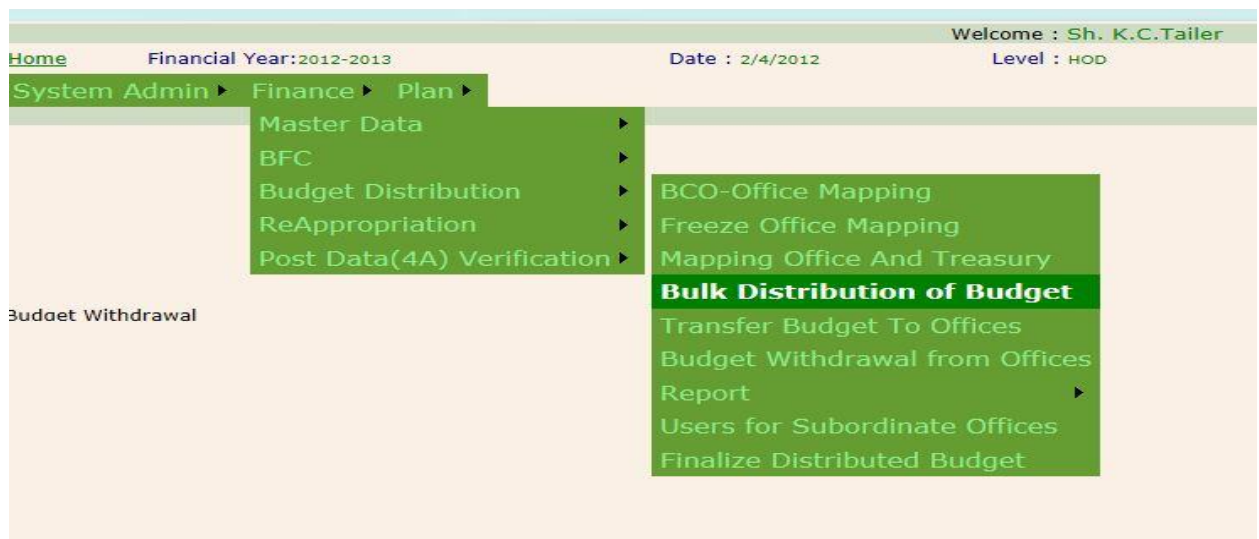


Figure No-1

2) HoDs/BCOs has to select **action as distribution** (Refer 1st Callout of Fig. 2) from the following provided options in the Menu Page:

- Distribution
- Distribution(Multiple Object Heads)
- Withdraw

Figure No-2

3) After selection of distribution option as showed in above diagram HoDs/BCOs 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
6	Object Head	2

4) HoDs/BCOs has to select **BFC Type** from the following options

- Non Plan
- Plan
- CSS

5) After selecting BFC type HoDs/BCOs has to select **Head Type** from the following options:

- Voted
- Charged

6) Once the user has entered all the details, he has to click **search button** (Refer 1st callout of Fig. no. 3).

Budget Bulk Distribution/Withdrawal (रुपये सहस्रों में)									
Action	<input checked="" type="radio"/> Distribution <input type="radio"/> Distribution (Multiple Object Heads) <input type="radio"/> Withdraw								
Budget Head	<input type="text"/>	<input type="text"/>	<input type="text"/>	BFC Type	<input type="radio"/> Non Plan <input type="radio"/> Plan <input type="radio"/> CSS	Head Type	<input type="radio"/> Voted <input type="radio"/> Charged	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div> <input type="button" value="Search"/>	

Figure No-3

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 be displayed to user if validation check is OK.

Click to Move Close(X)

Budget Bulk Distribution/Withdrawal (रुपये सहस्रों में)																																																																								
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Distribution Details</th> </tr> </thead> <tbody> <tr> <td colspan="5">BFC Unit : 116 - Treasuries and Accounts Department, Jaipur</td> <td colspan="5">Office : 1090 - Directorate, Treasuries and Accounts</td> </tr> <tr> <td>Order Number</td> <td colspan="4"><input type="text" value="order test"/></td> <td>Order Date</td> <td colspan="4"><input type="text" value="02/04/2012"/></td> </tr> <tr> <td>Transfer Amount From</td> <td colspan="4"> <input type="radio"/> Self Office Funds <input type="radio"/> Funds Recieved From Other Offices </td> <td>Process</td> <td colspan="4"> <input checked="" type="radio"/> Bulk <input type="radio"/> Individual </td> </tr> <tr> <td>Office Id Range</td> <td colspan="4">From <input type="text" value="1091"/> To <input type="text" value="1098"/></td> <td colspan="2"> <input type="button" value="Get Office List"/> </td> <td colspan="3"> <input type="button" value="Change Budget Head"/> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"> <input type="button" value="Show Amount"/> </td> <td colspan="4"></td> </tr> <tr> <td>Amount (Fixed)</td> <td colspan="9"><input type="text" value="10"/></td> </tr> </tbody> </table>										Distribution Details			BFC Unit : 116 - Treasuries and Accounts Department, Jaipur					Office : 1090 - Directorate, Treasuries and Accounts					Order Number	<input type="text" value="order test"/>				Order Date	<input type="text" value="02/04/2012"/>				Transfer Amount From	<input type="radio"/> Self Office Funds <input type="radio"/> Funds Recieved From Other Offices				Process	<input checked="" type="radio"/> Bulk <input type="radio"/> Individual				Office Id Range	From <input type="text" value="1091"/> To <input type="text" value="1098"/>				<input type="button" value="Get Office List"/>		<input type="button" value="Change Budget Head"/>							<input type="button" value="Show Amount"/>						Amount (Fixed)	<input type="text" value="10"/>								
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Figure No-4

9) User will get following parameters in this

- **BFC Unit-** The BFC unit of the entered budget head is displayed.
- **Office-** Office of the Distributor (The one who is distributing the budget) is shown.
- **Order No-** User has to enter order number.
- **Order Date-** User has to select order date from the calendar.
- **Office ID Range-** User has to enter Office ID Range (Maximum 9 digits in each box). This range should be mentioned in such a manner that required 50 offices can be displayed through system.

For e.g.

- Case-1-Let us suppose if user has following office codes 1,100,10000 and 10005 to 10025.In this case for selecting offices if he gives the range as 1 to 10025 ,system will be able to display all offices as the sum of all offices is up to 50.
- Case-2-Let us suppose if user has following office codes 1,2,3,5,50 to 100 and 120.
 - In this case if user gives range from 1 to 120 than it is not accepted from system as total number of offices will be more than 50 in the defined range.
 - In this case if user give range from 51 to 120 than the system will accept the range as total number of offices available between this range is 50 which is acceptable.
- **Transfer Amount From-**
 - **Self Office Funds** – Funds available with the Office. If the user selects this option and funds are not available with him than a popup will appear mentioning that it is not allowed as no funds are available in this type of account. If fund is available than process will proceed further

- **Funds received from other offices-** Funds to be utilized from higher offices. If user selects this option than amount available to him will be shown in a popup message.

- **Process**

- **Bulk-** Fund to be distributed in bulk to the offices wherein a fix amount is distributed to all offices. The amount distributed cannot be greater than “Amount Left”.
- **Individual-** To distribute different amount to offices. The amount distributed cannot be greater than “Amount Left”.

10) **Process Selection-** Bulk or Individual

I) if user selects **bulk option** (Refer 1st callout of fig no. 1) the following screen will appear:

The screenshot shows a software interface for 'Withdrawal (रुपये सहस्रों में)'. At the top, there are buttons for 'Click to Move' and 'Close(X)'. Below this, a table shows 'Budget Head : 2054-00-095-(01)-[00]', 'Amount: 24511.0000', 'Expenditure: 0.0000', and 'Amount Left: 24511.0000'. The 'Distribution Details' section includes fields for 'BFC Unit', 'Office', 'Order Number', 'Order Date', 'Transfer Amount From', 'Office Id Range', and 'Amount (Fixed)'. The 'Process' section has radio buttons for 'Bulk' and 'Individual', with callout 1 pointing to the 'Bulk' option. Callout 2 points to the 'Amount (Fixed)' field, and callout 3 points to the 'Office Id Range' field. At the bottom, there is a table listing 3 offices found in the given range, with columns for 'S.No.', 'Office Id', 'Office Name', and 'Amount'. Buttons for 'Save' and 'Cancel' are at the bottom.

S.No.	Office Id	Office Name (3 Offices found in the given range.)	Amount
1	1091	Treasury Office, Ajmer	10
2	1092	Treasury Office, Alwer	10
3	1093	Treasury Office, Banswara	10

Figure No-5

User has to enter an Amount (Fixed) (Refer 3rd Callout of Fig no. 5) that has to be distributed to all the offices. Thereafter user has to click on “**Get Office List**” button (Refer 2nd Callout of Fig no.5)

The fixed amount cannot be changed but user can deselect one or more office if the user does not wants to distribute funds to those offices by deselecting checkboxes.

II) if user selects **individual option** the following screen will appear:

The screenshot shows a web application interface for fund distribution. At the top, there is a header 'Withdrawal (रुपये सहस्रों में)' with a 'Click to Move' button and a 'Close(X)' button. Below this, a 'Budget Head' is set to '2054-00-095-(01)-[00]'. A table displays 'Amount' (24511.0000), 'Expenditure' (0.0000), and 'Amount Left' (24511.0000). The 'Distribution Details' section includes 'BFC Unit : 116 - Treasuries and Accounts Department, Jaipur' and 'Office : 1090 - Directorate, Treasuries and Accounts'. Fields for 'Order Number' (order test) and 'Order Date' (02/04/2012) are present. The 'Transfer Amount From' section has radio buttons for 'Self Office Funds' and 'Funds Recieved From Other Offices'. The 'Process' section has radio buttons for 'Bulk' and 'Individual'. An 'Office Id Range' is set from 1091 to 1093. Buttons for 'Get Office List', 'Change Budget Head', and 'Show Amount' are visible. A table at the bottom lists 3 offices found in the range, with checkboxes for selection and input fields for amounts.

S.No.	Office Id	Office Name (3 Offices found in the given range.)	Amount
<input checked="" type="checkbox"/>	1	Treasury Office, Ajmer	10
<input checked="" type="checkbox"/>	2	Treasury Office, Alwer	20
<input checked="" type="checkbox"/>	3	Treasury Office, Banswara	10

Figure No-6

- In this option the “**Fixed (Amount)**” button will not appear.
- User can add any amount to the offices in the list which is showed after pressing “Get Office list” button.
- User can select or deselect any office of his choice for distributing funds as per his requirement.

11) When the user saves the details the amount distributed to offices will get deducted and balance amount is shown on the screen after following validations without which system will not allow to save data.

- At least one checkbox (Refer 1st callout of Fig no.6) should be checked.
- Amount should be available in numeric for the selected offices.

The following screen will appear after saving the details:

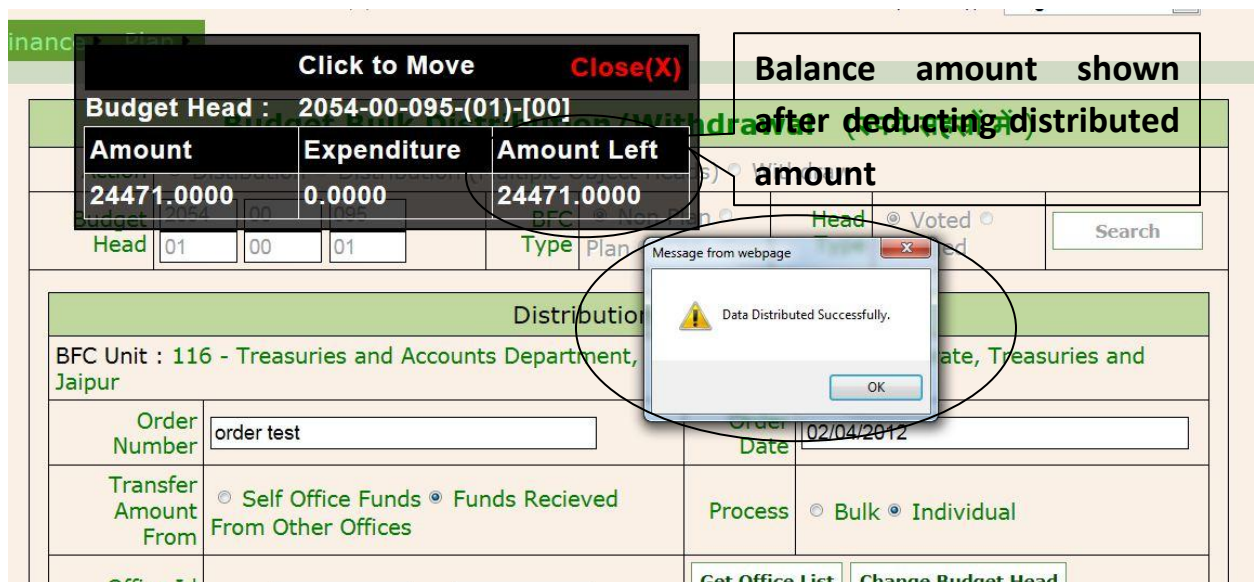


Figure No-7

Thus by following the process mentioned above HoDs/BCOs can distribute funds to different offices.