

BEAMS - User Manual for Administrative Department (Version 1.0)

Prepared By

Ministry of Electronics and Information Technology
National Informatics Centre
4th Floor, Chief Secretariat,
Puducherry

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CONTENTS

1. Introduction	3
1.1 Logging on	4
1.2 Administrative Department	5
2. Cash Flow process	7
2.1 Draft mode	7-10
2.2 Final mode	10-14
3. Fund Transfer	15
3.1 Allocation	15
3.1.1 Allocation (Department to CO)	15
3.1.1.1 Draft mode	15-21
3.1.1.2 Final mode	21-23
3.1.2 Allocation (Department to DDO)	24
3.1.2.1 Draft mode	24-29
3.1.2.2 Final mode	29-31
3.2 Withdrawal	32
3.2.1 Draft mode	32-36
3.2.2 Final mode	36-40
4. Maintenance	41
4.1 Password Maintenance	41-42
4.2 Feedback	43-44
4.3 Undo Authorization	44-46
4.4 Reset Password	46-48

1. INTRODUCTION

Budget Estimation, Allocation & Monitoring System is an online computerized system to distribute the budget and to authorize expenditure. As soon as the budget is released, the Admin department can allocate funds to their ControllingOfficers / DDO through this system. All the expenditure is there after not only checked for budget availability before the bills can be submitted, but also the monthly cash flows are controlled against pre-determined targets.

The system shall also give facility to monitor the disbursement under Public Account as undistributed grant - Budget (for e.g. GPF Advance, GPF Withdrawal, Refund of Deposit, and Disbursement under UTGEGIS).

This system permits the withdrawal/surrender of budget grants. The system provides limited facility to modify cash flows. MIS section gives various reports on budget authorizations, cash flows, fund transfer transactions and authorization slips generated.

Budget Estimation, Allocation & Monitoring System (BEAMS) overview

- Finance Department
- Administrative Department
- Controlling Officer
- Drawing and Disbursing Officer
- Directorate of Accounts and Treasuries

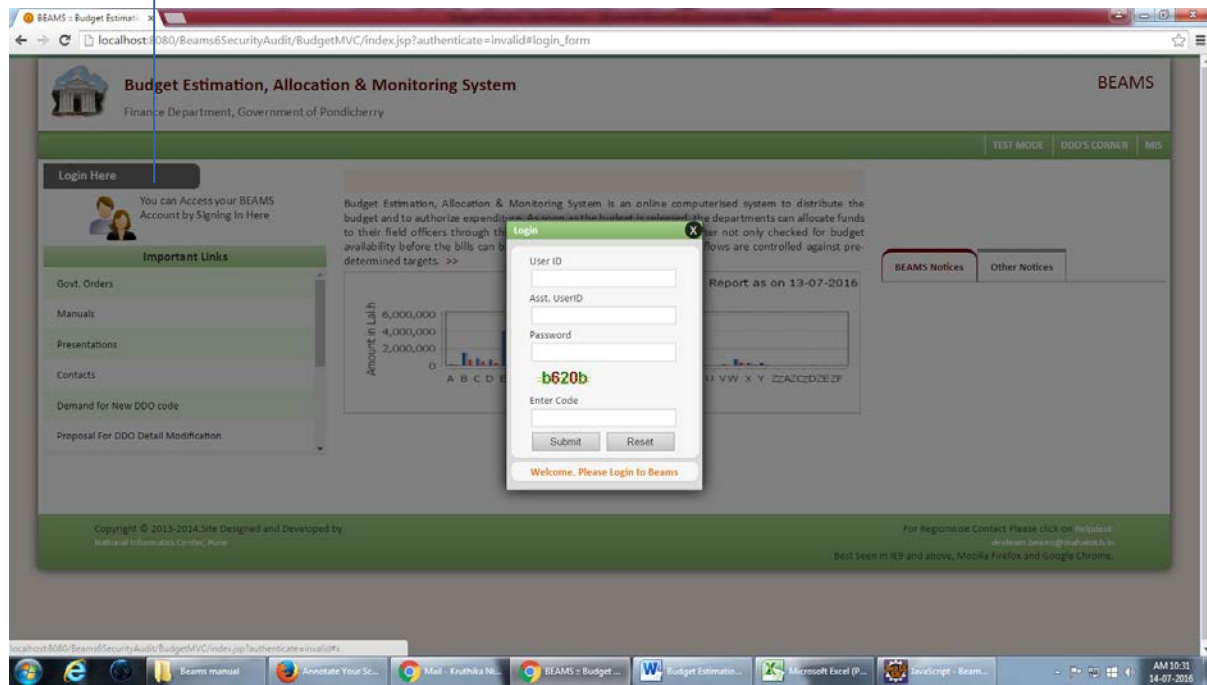
The BEAMS can be reached by selecting the Budget Estimation, Allocation & Monitoring System (BEAMS) application from the Start – Google Chrome / IE – BEAMS URL :- <http://164.100.148.136/Beams6SecurityAudit/BudgetMVC/index.jsp> (Temporary URL). The user will be presented with the screen as shown below:



1.1. LOGGING ON

- The BEAMS can be logged-on from **Login here** menu option. The user will be Presented with the log-in screen as shown,

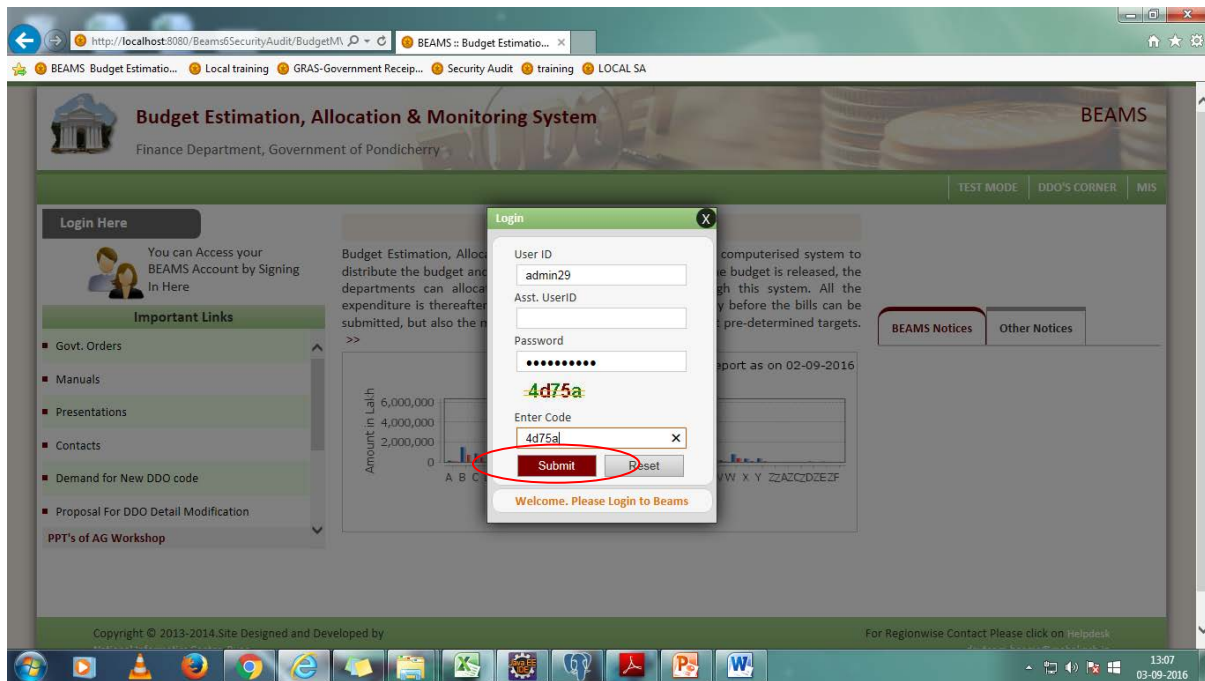
Choose Login here → Log-in



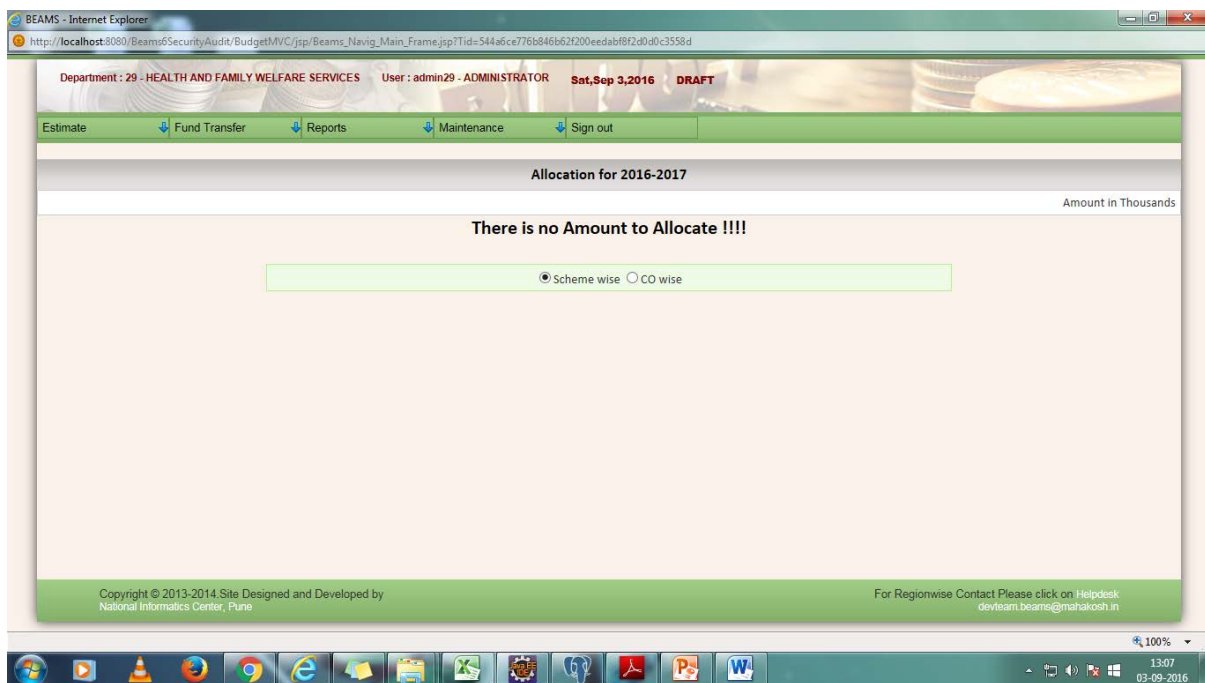
- The parameters required are the User ID, Password and Captcha.
- Enter User ID based on the credentials (Draft / Final) and type the respective Password. Click on submit.

1.2. ADMINISTRATIVE DEPARTMENT

- **Administrative Department**, transacting business of the Government assigned to them under the Rules of Business notified by the Government.
- Administrative department administrators have the structure of user-id as follows, **admin + code of the department**.
- For example, admin29.



- After the successful Log-in, the below page will be shown. Then move on to the cash flow process.



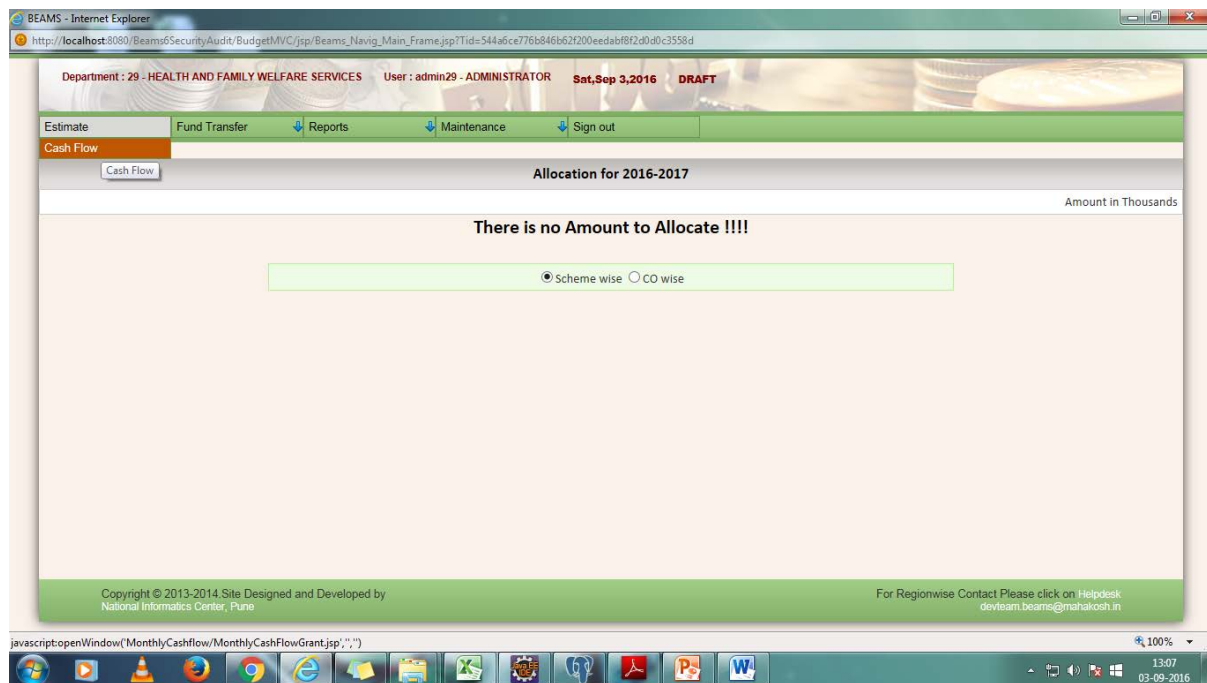
2. CASH FLOW PROCESS

2.1 Draft mode

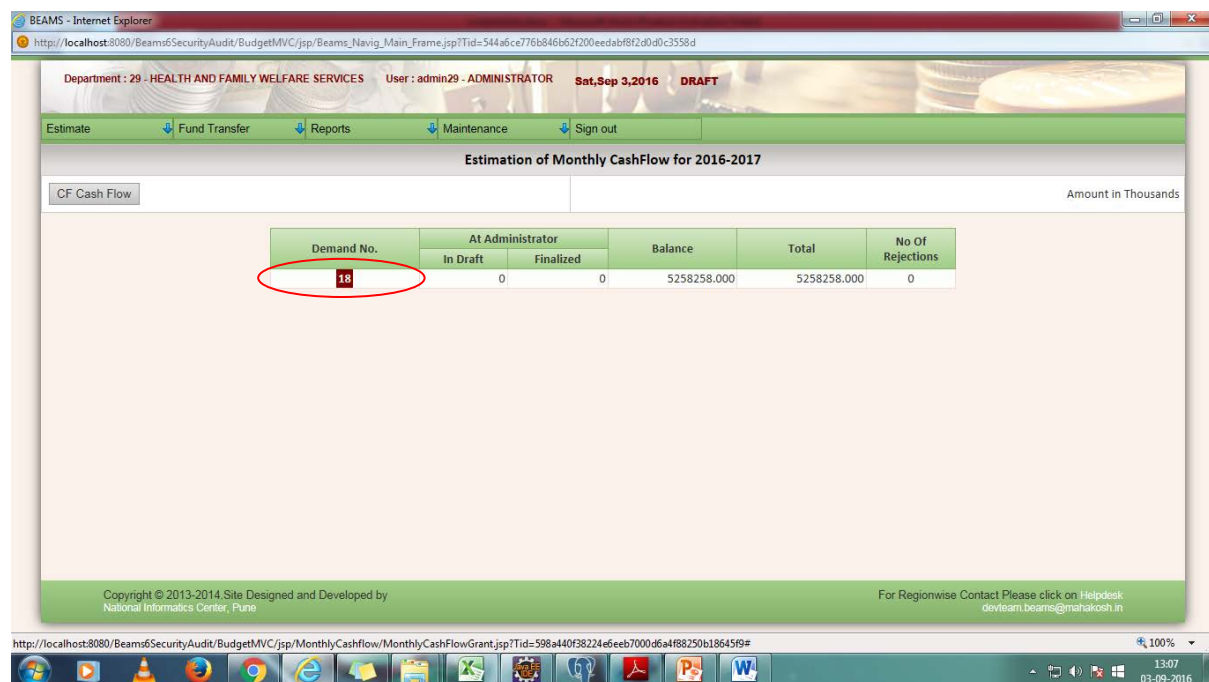
- User, the department administrator logs in the draft mode.

User ID	***** (Department administrator log-in)
Level	Draft
Password	*** (disclosed to individual)
Module	Estimate Cash flow
Purpose	Make cash flow to avail the balance from super administrator
Output	Cash flow should be made

- Click on the menu **Estimate** ==> **Cash-flow** option as shown below,



- Then go through the desired **Demand no** ==> **Major Head** ==> **Plan/Non-Plan** ==> **Scheme** ==> **Object head**.



- System displays the Scheme wise monthly cash-flow for entering the cash-flow amount for month wise as shown below.

Enter the amount for Monthly cash-flow in editable text area.



- After entering amount, user needs to click the **view draft** button.

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : admin29 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate	Fund Transfer	Quarter I				Quarter II				Quarter III				Quarter IV				Balance	Total	Status
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March							
Limit		2.0%	10.0%	10.0%	8.0%	10.0%	34.0%	2.0%	12.0%	2.0%	2.0%	2.0%	4.0%	4.0%						
01 Post-Partum Programme, Puducherry Region, Voted		0.000	0.000	0.000	0.000	0.000	1000.000 x	0.000	0.000	0.000	0.000	0.000	0.000	0.000	11948.000	11948.000	Edit			
Global Cash Flow Percentage B-45% Of 6.000 = 2.700																				
11 Post-Partum Programme, Puducherry Region, Voted		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	6.000	6.000	Edit			
Global Cash Flow Percentage B-45% Of 30.000 = 13.500																				
13 Post-Partum Programme, Puducherry Region, Voted		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	30.000	30.000	Edit			
Global Cash Flow Percentage B-45% Of 182.000 = 81.900																				
21 Post-Partum Programme, Puducherry Region, Voted		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	182.000	182.000	Edit			
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	12166.000	12166.000				

View Draft Reset Cancel

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- And gets the following window for saving the cash-flow request as shown below,

Department: 29 - Health And Family Welfare Services Print date: 03/09/2016

Demand No: 18 Major Head: 2211---

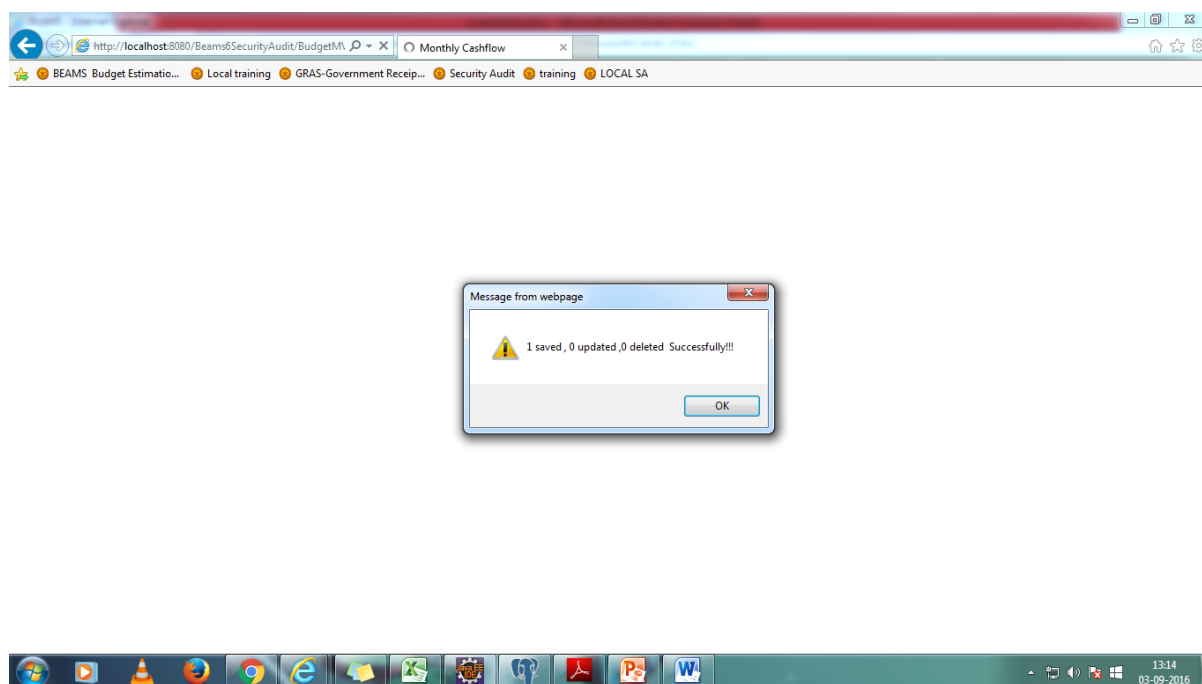
Plan/Non Plan : Gross Non Plan Amount in Thousands

Scheme-Detail Head	Quarter I				Quarter II				Quarter III				Quarter IV				Balance	Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March						
182211002000101V-01 Post-Partum	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	10948.000	11948.000				
Total	0	0	0	0	0	1000.000	0	0	0	0	0	0	10948.000	11948.000				

Save Return

Signature of Proposing Authority
admin29- ADMINISTRATOR

- Click on **Save** to complete the Draft level process.

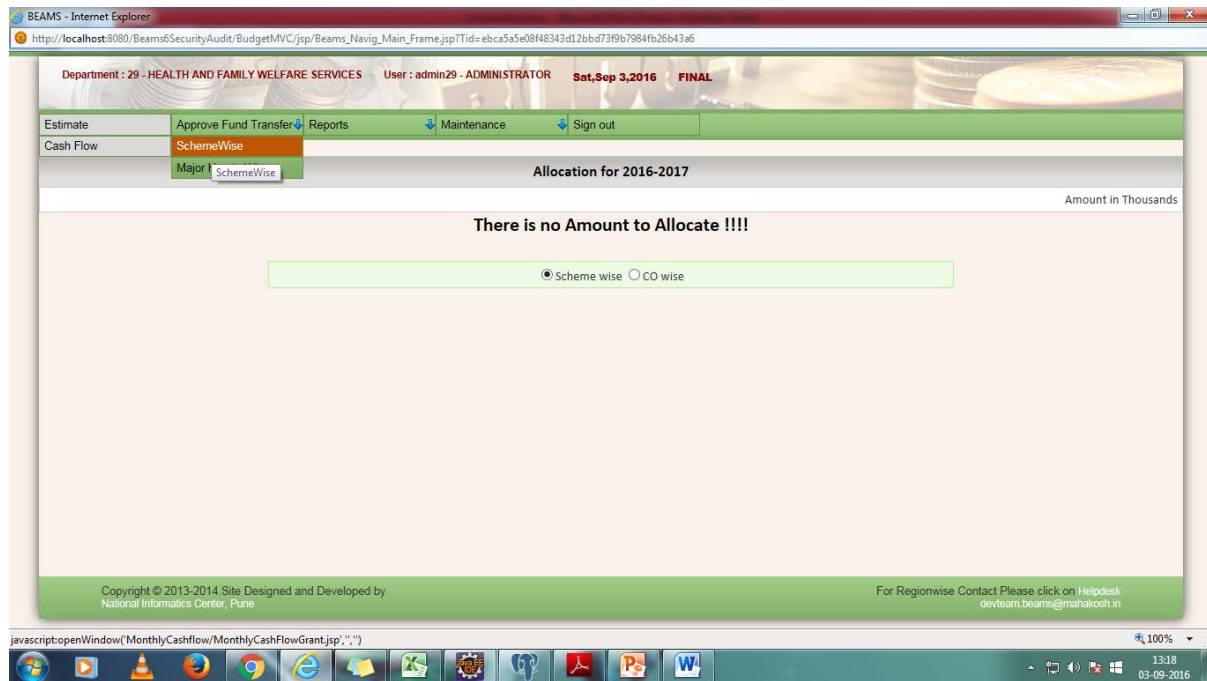


2.2 Final mode

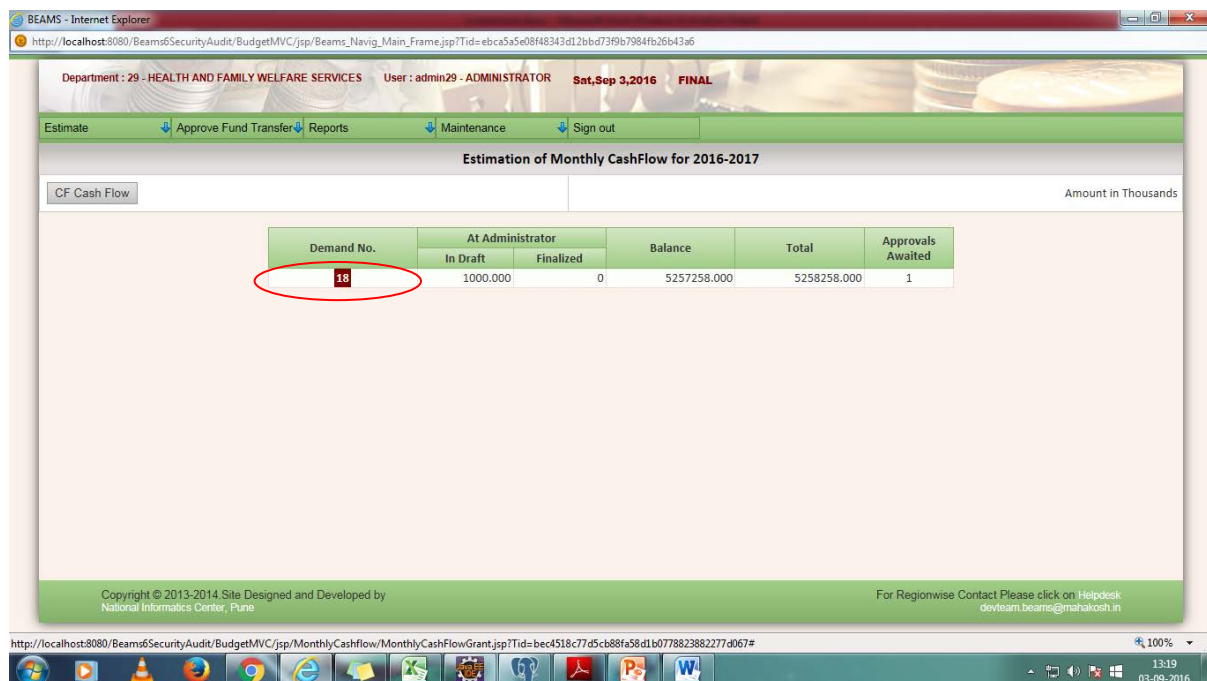
- User, the **department administrator** logs in the final mode.

User ID	***** (Department administrator log-in)
Level	Final
Password	*** (Disclosed to Individuals)
Module	Estimate Cash flow
Purpose	Approve cash flow at Department Administrator log-in to avail the balance from super administrator
Output	Cash flow should be approved and forwarded for release

- User chooses the **Estimate==> Cash-flow ==> Scheme wise / Major head wise** option as below,



- Then go through the desired **Demand no ==> Major Head==>Plan / Non-plan ==> Scheme==> Object head.**



- System displays the Scheme wise monthly cash-flow forwarded from draft log-in.

- User (Administrative officer) checks the data displayed and confirms when data displayed is right. In case, user (Administrative officer) finds any problem with the data, the system provides the facility to return to **edit** / **approve** / **reject** the draft level cash flow request. When returned, the system enables the reload option at draft level.

Authorized Officers can
Approve/Reject/Edit (balance in text area)

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : admin29 - ADMINISTRATOR Sat, Sep 3, 2016 FINAL

Estimate Approve Fund Transfer Reports Maintenance Sign out

Scheme wise Monthly CashFlow for 2016-2017

Demand No : 18 Major : 2211-- Back

Plan/Non Plan : Gross Non Plan Amount in Thousands

This Scheme Has Already Been Allotted Contingency Fund.

Major Head	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Added Balance				
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March						
2211	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				
Scheme-Object	Quarter I			Quarter II			Quarter III			Quarter IV			Balance	Total	Approve	Reject	Status	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March						
Limit	2.0%	10.0%	10.0%	8.0%	10.0%	34.0%	2.0%	12.0%	2.0%	2.0%	4.0%	4.0%						
182211002000101V-01 Post-Partum Programme, Puducherry Region, Voted	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	11948.000	11948.000	☒	☐	Edit

View Final Reset Cancel

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- When user (Administrative officer) confirms the data need to click the **view final** button.
- After approving the amount, user gets the following window for saving the cash-flow request.

BEAMS - Internet Explorer
http://localhost:8080/BeamsSecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=ebca5a5e08f48343d12bbd73f9b7984fb26b43a6

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : admin29 - ADMINISTRATOR Sat, Sep 3, 2016 FINAL

Estimate Approve Fund Transfer Reports Maintenance Sign out

Scheme wise Monthly CashFlow for 2016-2017

Demand No : 18 Major : 2211-- Back

Plan/Non Plan : Gross Non Plan Amount in Thousands

This Scheme Has Already Been Allotted Contingency Fund.

Major Head	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Added Balance			
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March					
2211	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			
Scheme-Object	Quarter I			Quarter II			Quarter III			Quarter IV			Balance	Total	Approve	Reject	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March					
Limit	2.0%	10.0%	10.0%	8.0%	10.0%	34.0%	2.0%	12.0%	2.0%	2.0%	4.0%	4.0%					
182211002000101V-01 Post-Partum Programme, Puducherry Region, Voted	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	11948.000	11948.000			
	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	10948.000	11948.000	☒	☐	Edit

View Final Reset Cancel

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http://localhost:8080/BeamsSecurityAudit/BudgetMVC/jsp/MonthlyCashflow/MonthlyCashFlowDtIs.jsp#

- Click on **save** option to make the Final Log-in.

Monthly distribution

BEAMS Budget Estimation... Local training GRAS-Government Receipt... Security Audit training LOCAL SA

Statement of Proposed Cash Flow Estimation (Final level)

Print date: 03/09/2016

Department : 29 - Health And Family Welfare Services Demand No : 18 Major Head : 2211--

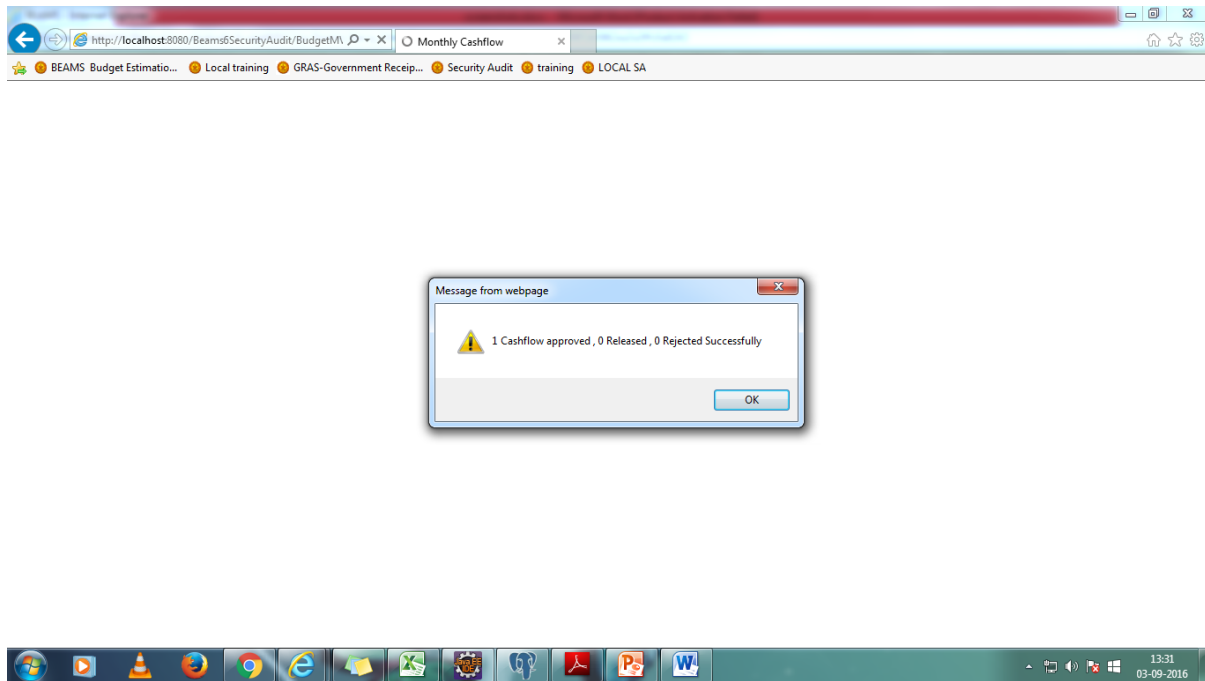
Plan/Non Plan : Gross Non Plan Amount in Thousands

Scheme-Detail Head	Quarter I			Quarter II			Quarter III			Quarter IV			Balance	Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March			
182211002000101V-01 Post-Partum	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	10948.000	11948.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	10948.000	11948.000	

Save Return

Signature of Authority
admin29- ADMINISTRATOR

- When user confirms the data, the system displays message box regarding confirmation for final approval.



3. FUND TRANSFER

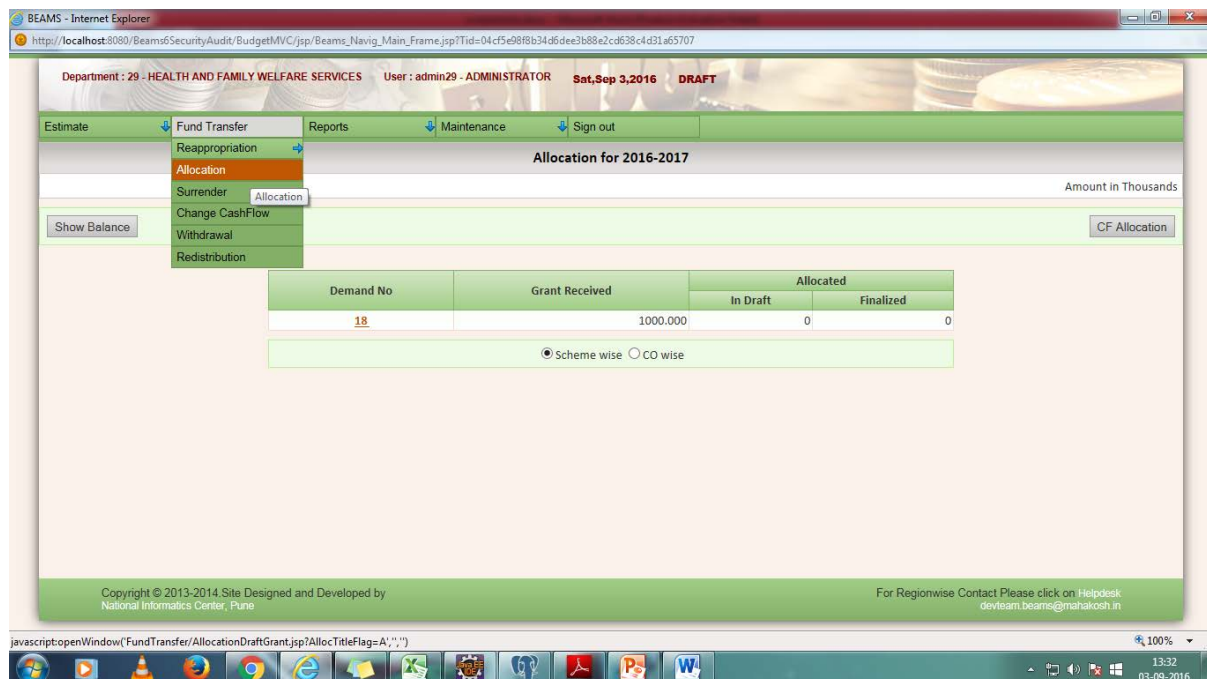
3.1 ALLOCATION

3.1.1 ALLOCATION(DEPARTMENT TO CO)

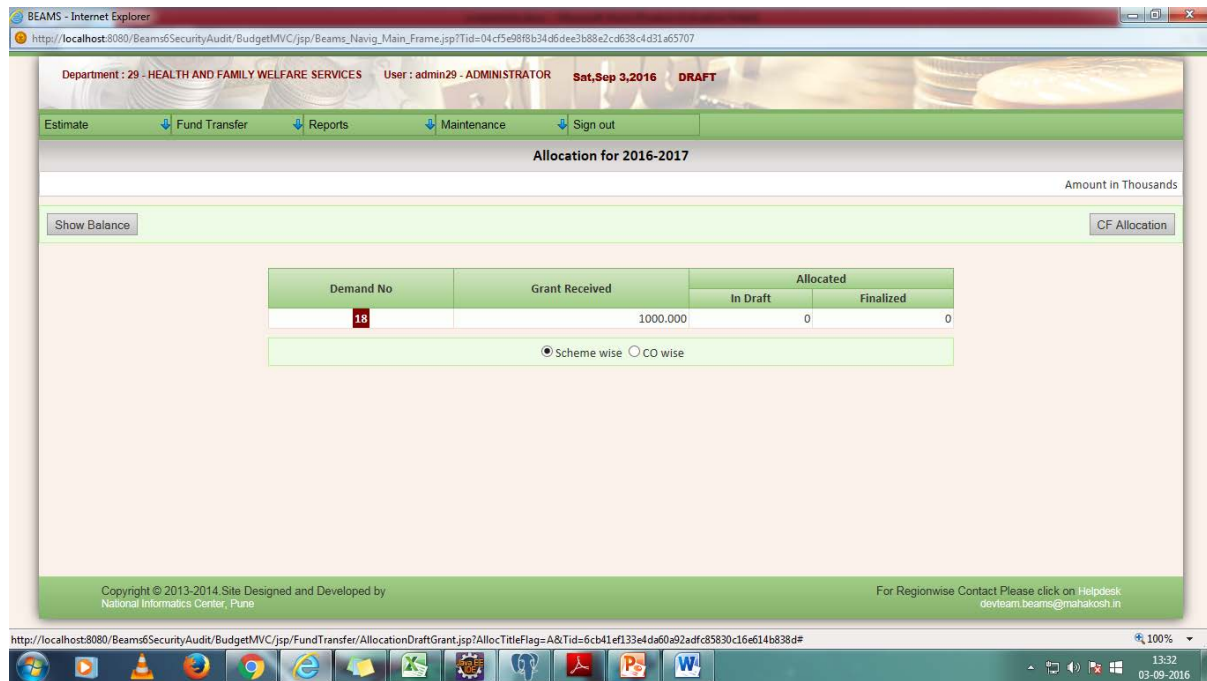
3.1.1.1Draft mode

User ID	***** (department administrator log-in)
Level	Draft
Password	***(disclosed to individual)
Module	Allocation
Purpose	Allocate cash flow to controlling officer from department administrator log-in
Output	Cash flow should be allocated

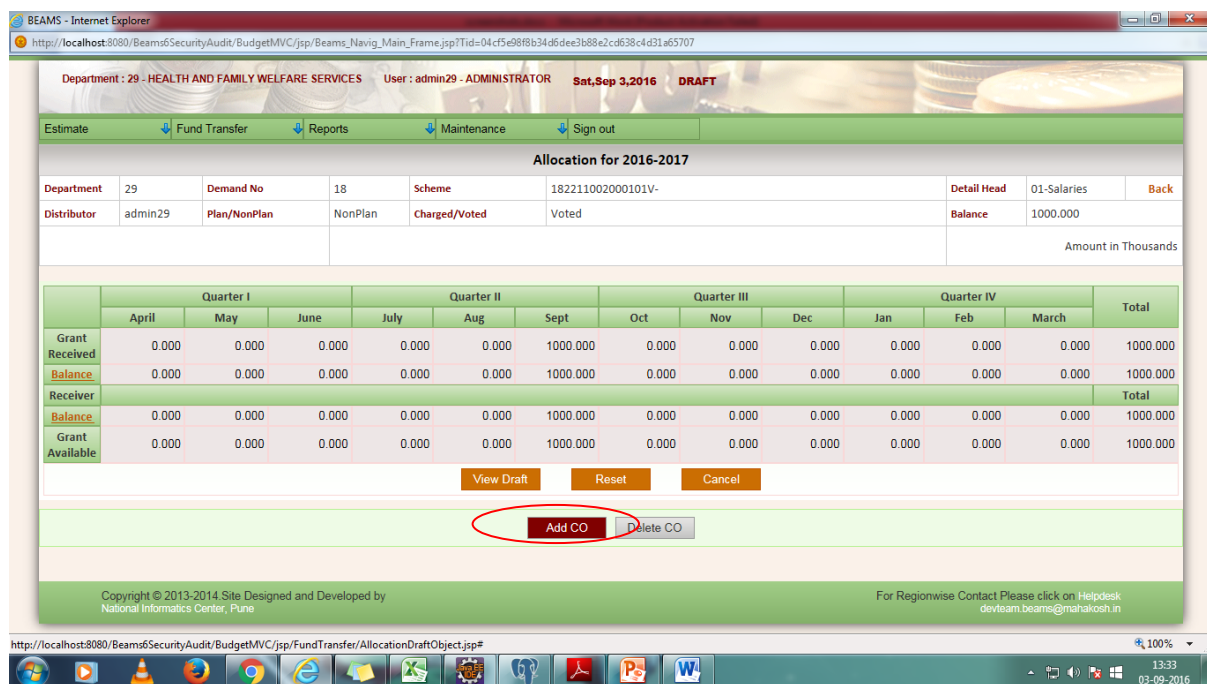
- User chooses the **Fund Transfer ==> Allocation** option.



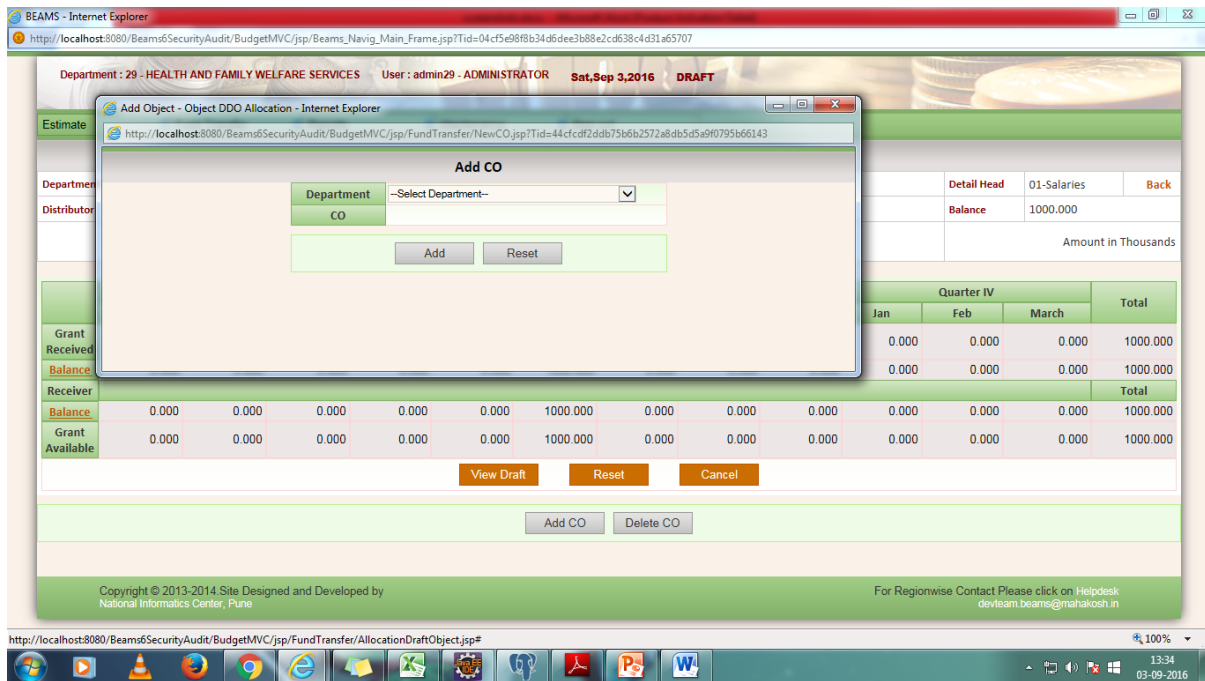
- Then go through the desired **Demand no ==> Major Head==> Scheme==> Detail head.**



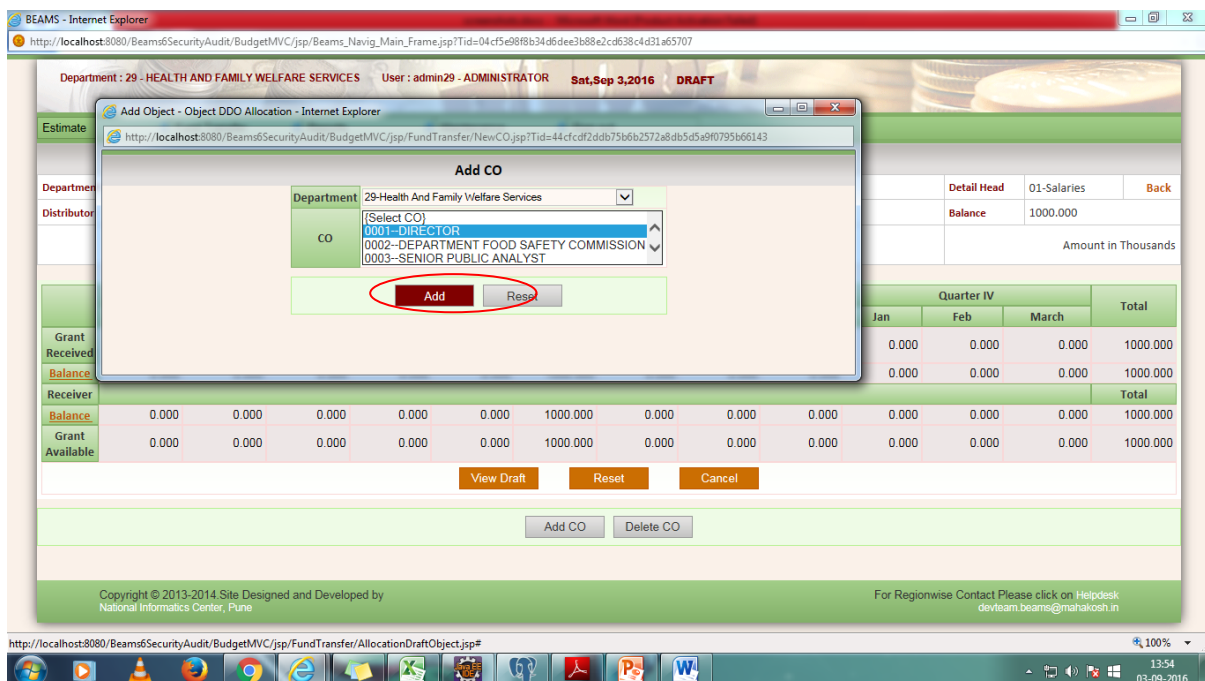
- After that click on **Add CO** button to add the CO's as shown below,



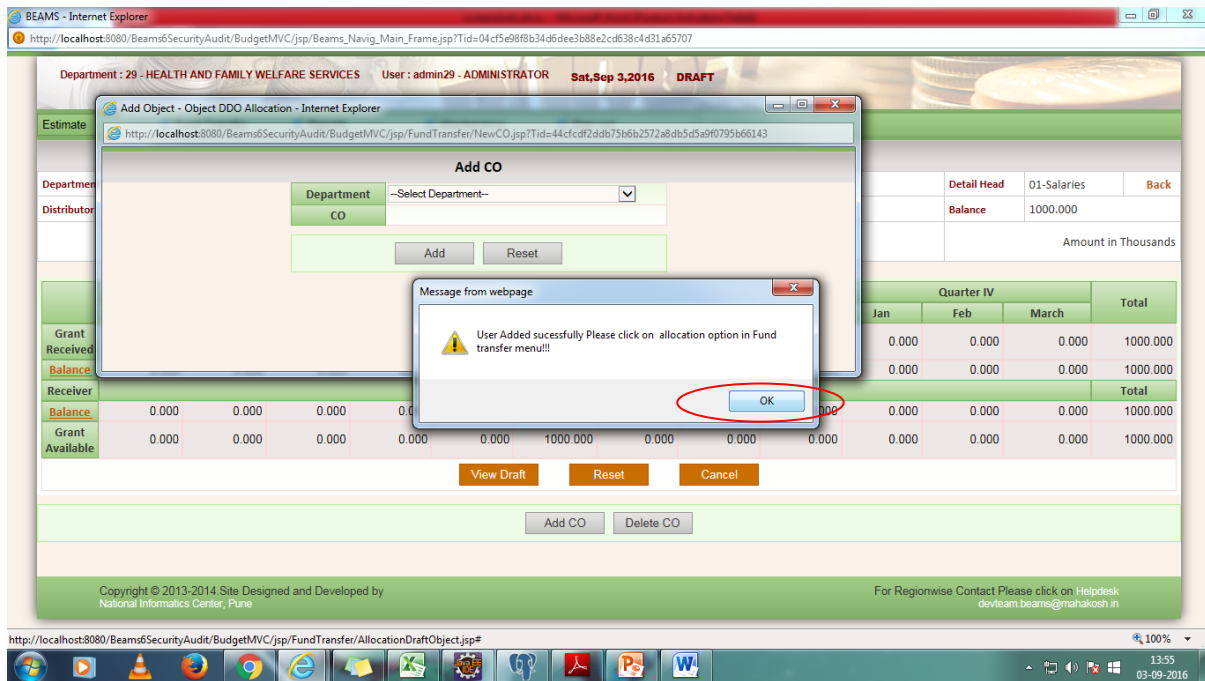
- Next, a new dialog box will be displayed as below,



- Select the department in which the user logged in and select the respective CO then click on Add button.

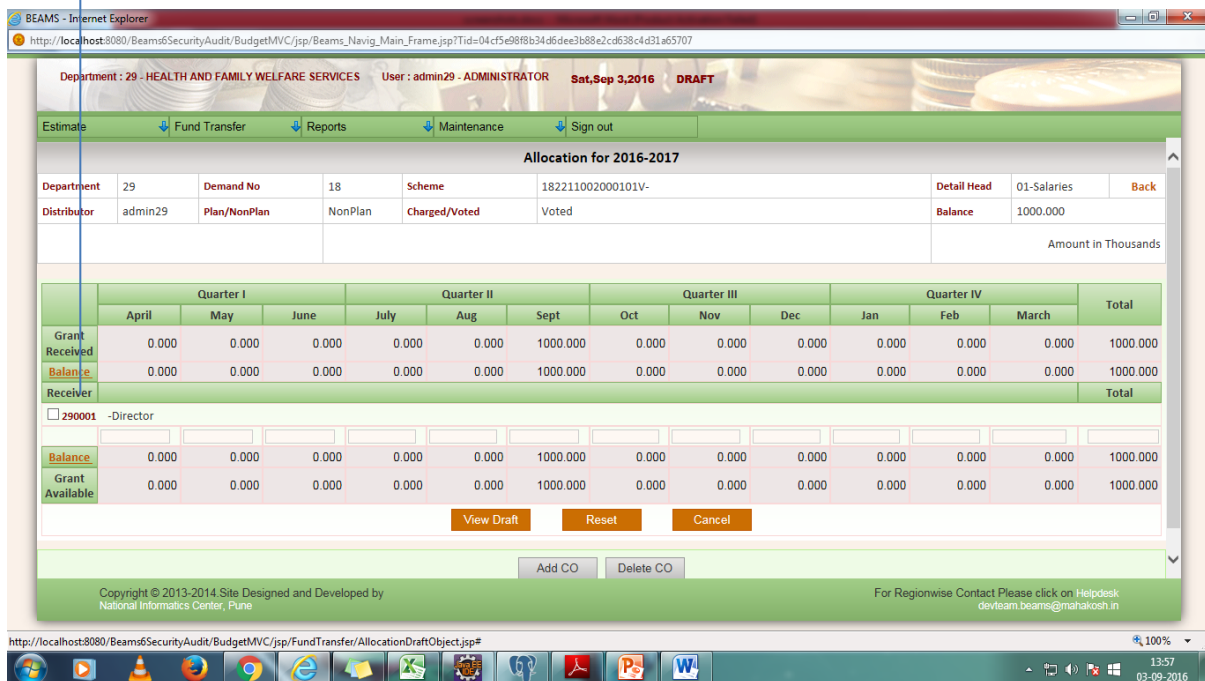


- The user will get an alert message as User Added Successfully, click **Ok** and then the user need to select the **Fund transfer ==> Allocation** option to see the added CO which is shown below,



- Then, User chooses the **Fund Transfer ==> Allocation** option.
- After that, go through the same **Demand no ==> Major Head==> Scheme==> Detail head**.
- After that, a new CO field will be created which is selected by the user as below,

New CO added



- If user needs to delete the CO, click on **Delete CO** button.

The screenshot shows the BEAMS web application interface. At the top, the header displays 'Department : 29 - HEALTH AND FAMILY WELFARE SERVICES', 'User : admin29 - ADMINISTRATOR', 'Sat, Sep 3, 2016', and 'DRAFT'. Below the header, there are navigation tabs: Estimate, Fund Transfer, Reports, Maintenance, and Sign out. The main content area shows a table with the following data:

Department	29	Demand No	18	Scheme	182211002000101V-	Detail Head	01-Salaries	Back
Distributor	admin29	Plan/NonPlan	NonPlan	Charged/Voted	Voted	Balance	1000.000	

Below the table, there is a section for 'Amount in Thousands' with a grid showing quarterly data (Quarter I, II, III, IV) and a 'Total' column. The 'Receiver' section shows a list of COs, with '290001 -Director' selected and circled in red. At the bottom, there are buttons for 'View Draft', 'Reset', 'Cancel', 'Add CO', and 'Delete CO'.

- User allocates the amount to the selected CO.

The screenshot shows the BEAMS web application interface for 'Allocation for 2016-2017'. The header and navigation tabs are the same as in the previous screenshot. The main content area shows a table with the following data:

Department	29	Demand No	18	Scheme	182211002000101V-	Detail Head	01-Salaries	Back
Distributor	admin29	Plan/NonPlan	NonPlan	Charged/Voted	Voted	Balance	1000.000	

Below the table, there is a section for 'Amount in Thousands' with a grid showing quarterly data (Quarter I, II, III, IV) and a 'Total' column. The 'Receiver' section shows a list of COs, with '290001 -Director' selected. The 'Allocation' section shows a table with the following data:

Receiver	290001 -Director	Allocation
Balance	1000.000	
Grant Available	1000.000	

At the bottom, there are buttons for 'View Draft', 'Reset', 'Cancel', 'Add CO', and 'Delete CO'.

- Click **View Draft**, User needs to check the data displayed and confirms when data displayed is right. The system provides the facility to return to edit/approve/reject the data in case user finds any problem with the data. If returned, the system enables the reload option at final level.

BEAMS - Internet Explorer
http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=04cf5e98fb34d6dee3b88e2cd638c4d31a65707

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : admin29 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Department: 29 Demand No: 18 Scheme: 182211002000101V- Detail Head: 01-Salaries Back
Distributor: admin29 Plan/NonPlan: NonPlan Charged/Voted: Voted Balance: 1000.000
Amount in Thousands

	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Receiver													Total
290001 -Director													1000 x
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Grant Available	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000

View Draft Reset Cancel

Add CO Delete CO

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- When user confirms the data, the system displays message box regarding confirmation of final approval. Click on **save**.

http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Allocation Allocation

BEAMS Budget Estimation... Local training GRAS-Government Receipt... Security Audit training LOCAL SA

Print date: 03/09/2016

Statement of Proposed Allocation (Draft level)

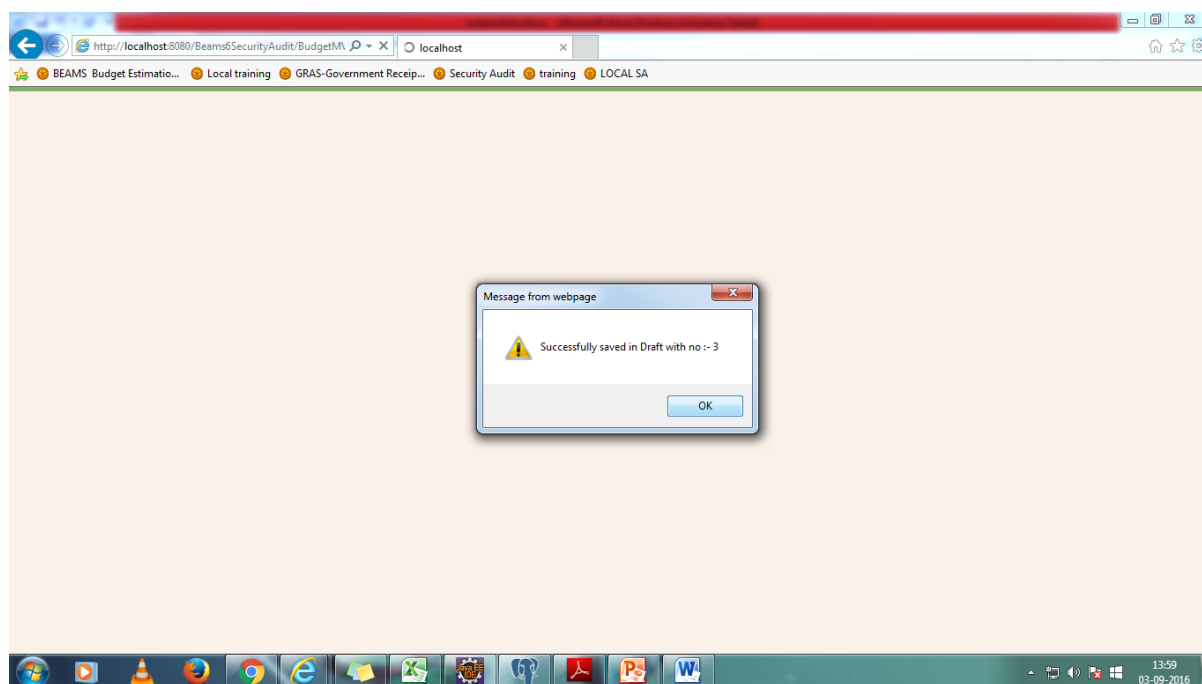
Department: 29 Demand No: 18 Scheme: 182211002000101V-null Detail Head: 01-Salaries
Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Null290001	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Total	0.000	0.000	0.000	0.000	0.000	1000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000

Signature of Proposing Authority
admin29- Administrator of Department 29

Save & Print Report Save Return

- User will get the following alert message,

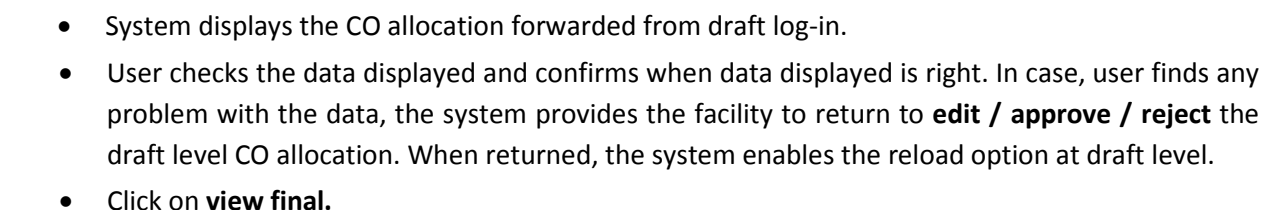


3.1.1.2 Final mode

- User, the **department administrator** logs in the **Final mode**.

User ID	***** (department administrator log-in)
Level	Final
Password	*** (disclosed to individual)
Module	Allocation
Purpose	Allocate cash flow to controlling officer from department administrator log-in
Output	Cash flow should be allocated

- Then go through the desired **Demand no ==> Major Head==>Plan / Non-plan ==> Scheme==> Object head**.



- Select the **save** button to save the process.

Print date: 03/09/2016

Statement of Proposed Allocation (Final level)

Department: 29 Demand No: 18 Scheme: 182211002000101V-null Detail 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		
290001	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	

Signature of Proposing Authority
admin29- Administrator of Department 29

Save **Return**

- Once the allocation is done by the Administrative officer, then the alert message will be shown as “ApprovedSuccessful”.

Print date: 03/09/2016

Statement of Proposed Allocation (Final level)

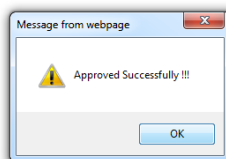
Department: 29 Demand No: 18 Scheme: 182211002000101V-null Detail Head: 01-SALARIES

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		
290001	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	

Signature of Proposing Authority
admin29- Administrator of Department 29

Save **Return**



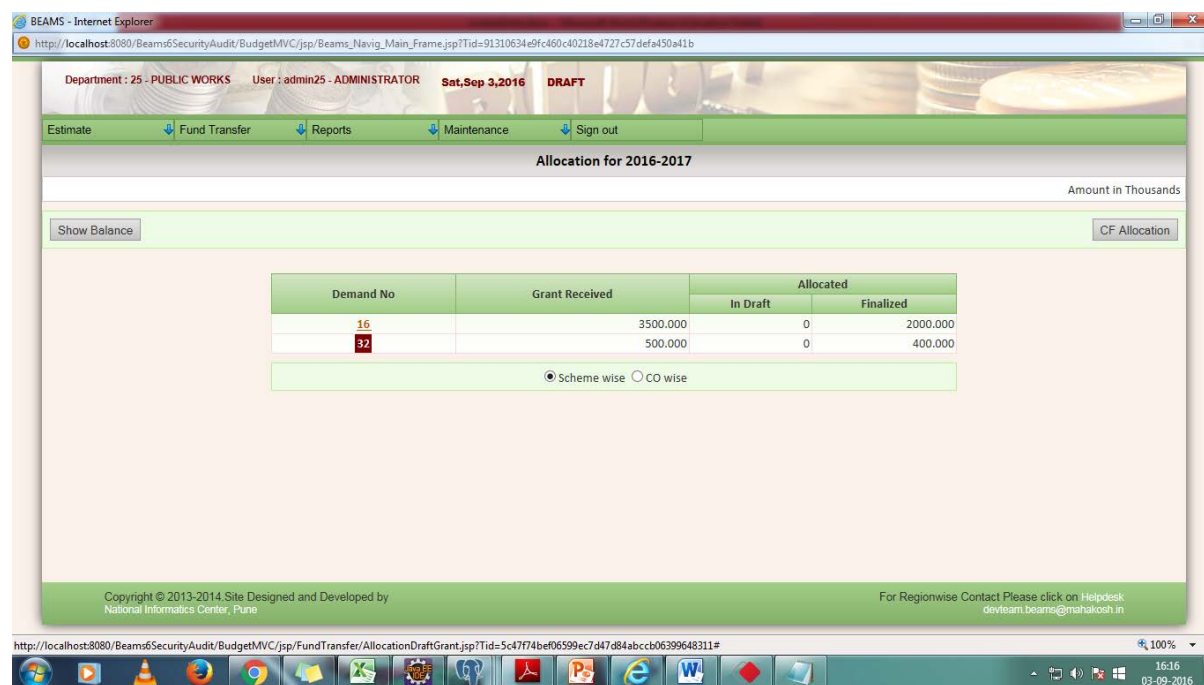
3.1.2 ALLOCATION (DEPARTMENT TO DDO)

SKIPPING OF CO

3.1.2.1 Draft mode

User ID	***** (department administrator log-in)
Level	Draft
Password	*** (disclosed to individual)
Module	Allocation
Purpose	Direct allocation to DDO from Department
Output	Cash flow should be allocated to DDO

- User chooses the **Fund Transfer ==> Allocation** option.
- Then go through the desired **Demand no ==> Major Head==> Scheme==> Detail head**.



- After that click on **Add DDO** button to add the DDO's as shown below,

Department : 25 - PUBLIC WORKS User : admin25 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Distributor admin25 Plan/NonPlan Plan Charged/Voted Voted Balance 100.000

Amount in Thousands

	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Receiver													Total
1101001953 - Administrator													
1101001704 - Administrator													
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Grant Available	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000

View Draft Reset Cancel

Add DDO Delete DDO

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- Next, a new dialog box will be displayed as below,
- Select the district in which the user logged in and select the respective Treasury and then select appropriate DDO.

Department : 25 - PUBLIC WORKS User : admin25 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Distributor admin25 Plan/NonPlan Plan Charged/Voted Voted Balance 100.000

Amount in Thousands

	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Receiver													Total
1101001953 - Administrator													
1101001704 - Administrator													
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Grant Available	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000

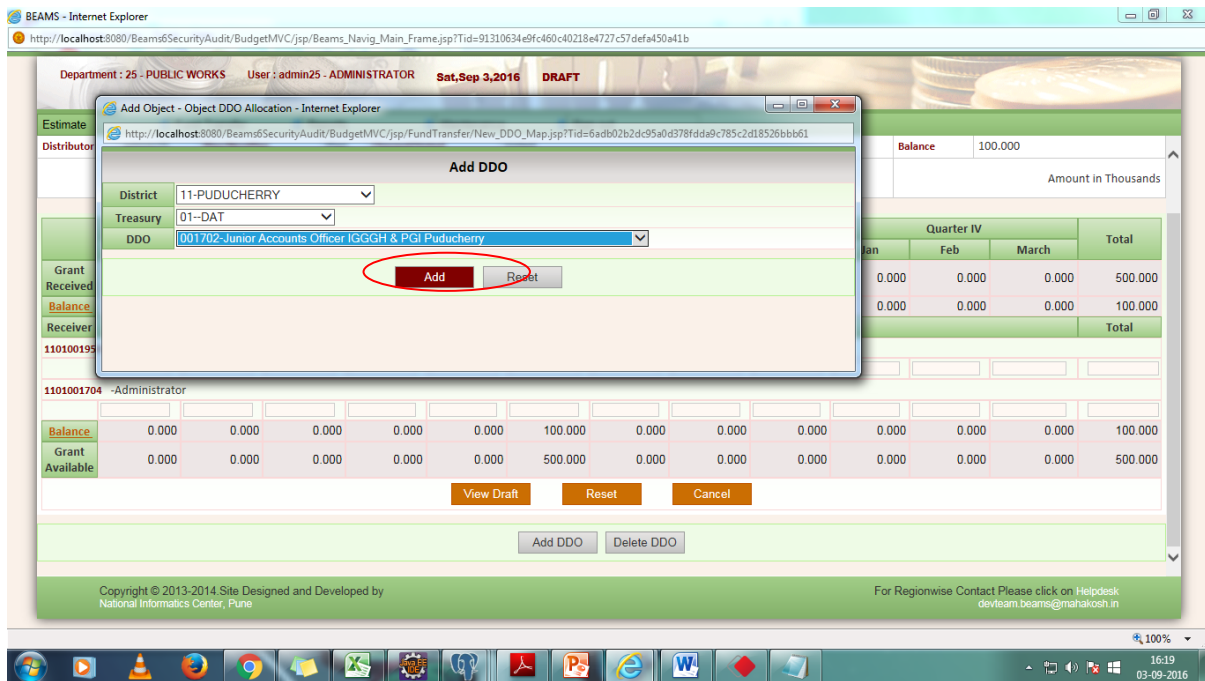
View Draft Reset Cancel

Add DDO Delete DDO

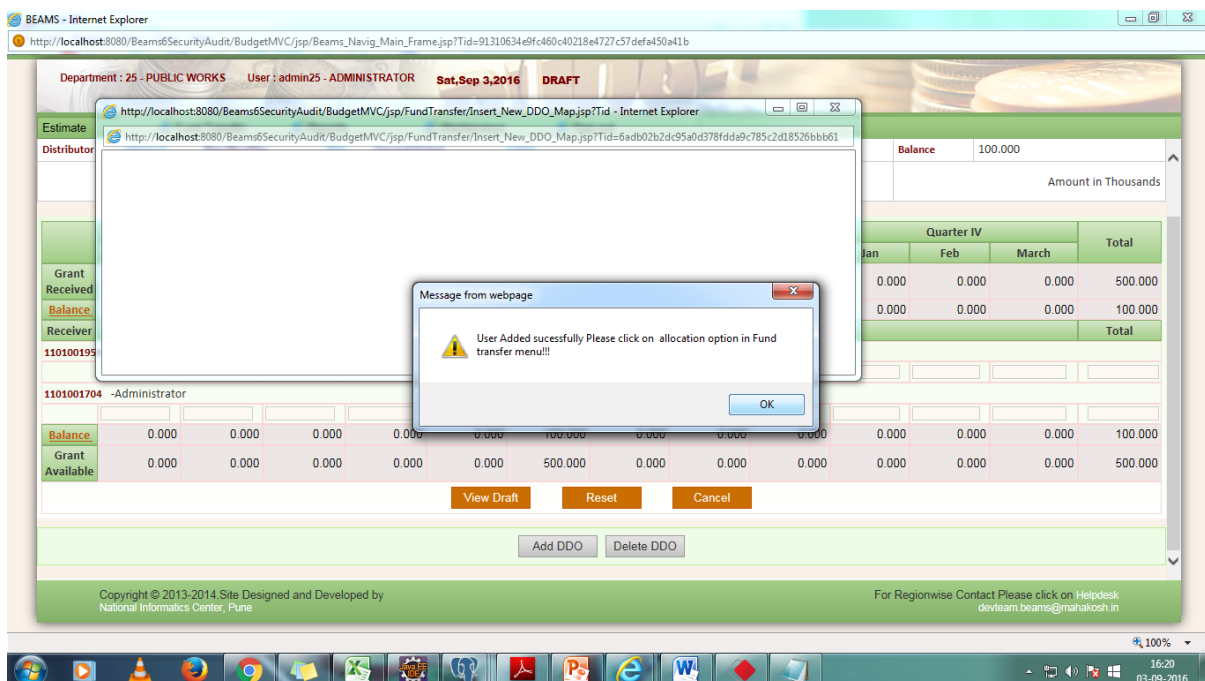
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- Then, click on **Add** button.



- The user will get an alert message as User Added Successfully and then user need to select the menu **Fund transfer ==> Allocation** to view the added DDO which is shown below,



- Then, User chooses the **Fund Transfer ==> Allocation** option.
- After that, go through the same **Demand no ==> Major Head==> Scheme==> Detail head**.
- After that, a new DDO field will be created which is selected by the user as below,

New DDO added

BEAMS - Internet Explorer
http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=91310634e9fc460c40218e4727c57defa50a41b

Department : 25 - PUBLIC WORKS User : admin25 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Amount in thousands

	Quarter I			Quarter II		Quarter III			Quarter IV			Total	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb		March
Grant Received	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Receiver	Total												
1101001953 - Administrator													
1101001704 - Administrator													
1101001702 - Administrator													
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Grant Available	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000

View Draft Reset Cancel

Add DDO Delete DDO

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http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/FundTransfer/AllocationDraftObject.jsp#

- If user needs to delete the DDO, select the respective DDO to be deleted and click on **Delete DDO** button.
- User allocates the amount to the selected DDO.

BEAMS - Internet Explorer
http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=04c5e98b34d6dee3b88e2cd638c4d31a65707

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : admin29 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Allocation for 2016-2017

Department	29	Demand No	18	Scheme	182211002000101V-	Detail Head	01-Salaries	Back
Distributor	admin29	Plan/NonPlan	NonPlan	Charged/Voted	Voted	Balance	1000.000	

Amount in Thousands

	Quarter I			Quarter II		Quarter III			Quarter IV			Total	
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb		March
Grant Received	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Receiver	Total												
290001 - Director													
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Grant Available	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000

View Draft Reset Cancel

Add CO Delete CO

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http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/FundTransfer/AllocationDraftObject.jsp#

- Click **View Draft**, User needs to check the data displayed and confirm when data displayed is right. The system provides the facility to return to edit/approve/reject the data in case user finds any problem with the data. If returned, the system enables the reload option at final level.

Department : 25 - PUBLIC WORKS User : admin25 - ADMINISTRATOR Sat, Sep 3, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Please Wait ...

	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Receiver													Total
1101001953 - Administrator													
1101001704 - Administrator													
1101001702 - Administrator													
Balance	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Grant Available	0.000	0.000	0.000	0.000	0.000	500.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000

View Draft Reset Cancel

Add DDO Delete DDO

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- When user confirms the data, the system displays message box regarding confirmation of final approval. Click on **save**.

Allocation

BEAMS Budget Estimation... Local training GRAS-Government Receipts Security Audit training LOCAL SA

Print date: 03/09/2016

Statement of Proposed Allocation (Draft level)

Department: 25 Demand No: 32 Scheme: 322056001010101V-null Detail Head: 53-Major Works

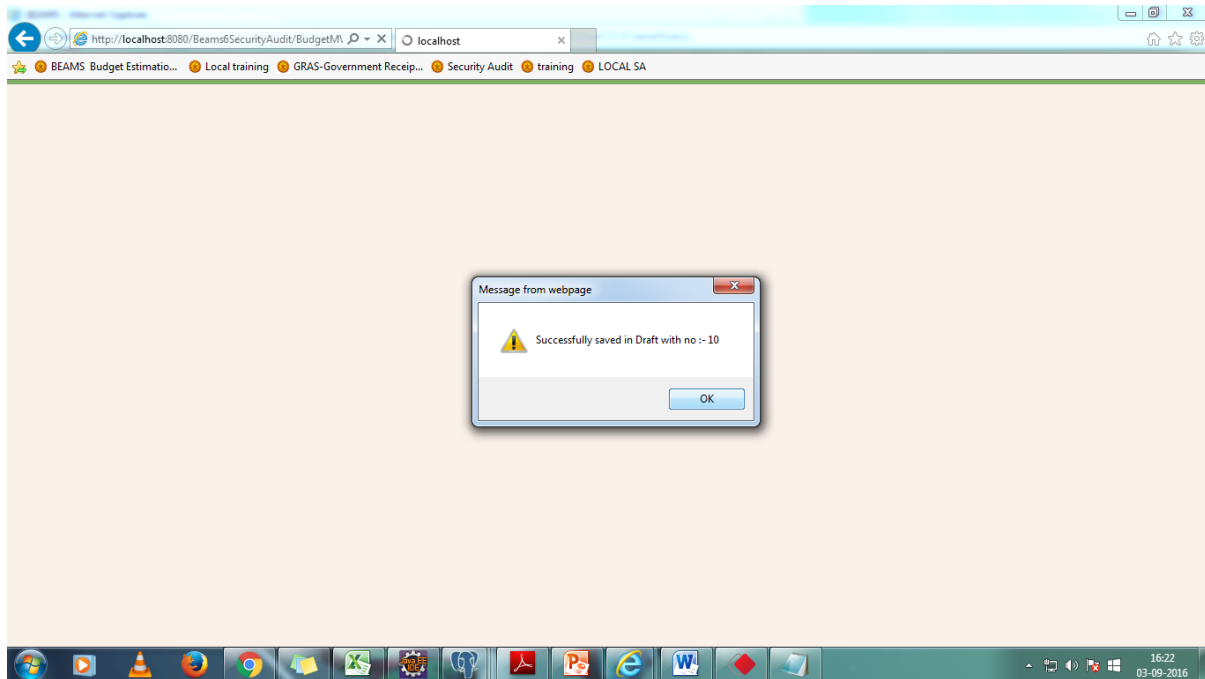
Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Null1101001702	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000
Total	0.000	0.000	0.000	0.000	0.000	100	0.000	0.000	0.000	0.000	0.000	0.000	100.000

Signature of Proposing Authority
admin25- Administrator of Department 25

Save & Print Report Save Return

- User will get the following alert message,

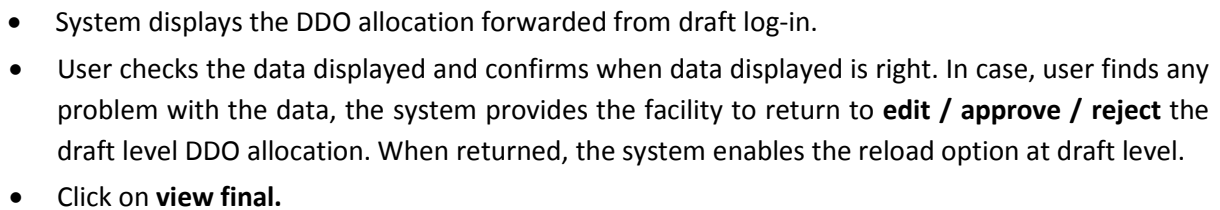


3.1.2.2 Final mode

- User, the **department administrator** logs in the **Finalmode**.

User ID	***** (department administrator log-in)
Level	Final
Password	*** (disclosed to individual)
Module	Allocation
Purpose	Allocate cash flow to DDO from department administrator log-in
Output	Cash flow should be allocated to DDO

- Then go through the desired **Demand no ==> Major Head==>Plan / Non-plan ==> Scheme==> Object head**.



- Select the **save** button to save the process.

Print date: 03/09/2016

Statement of Proposed Allocation (Final level)

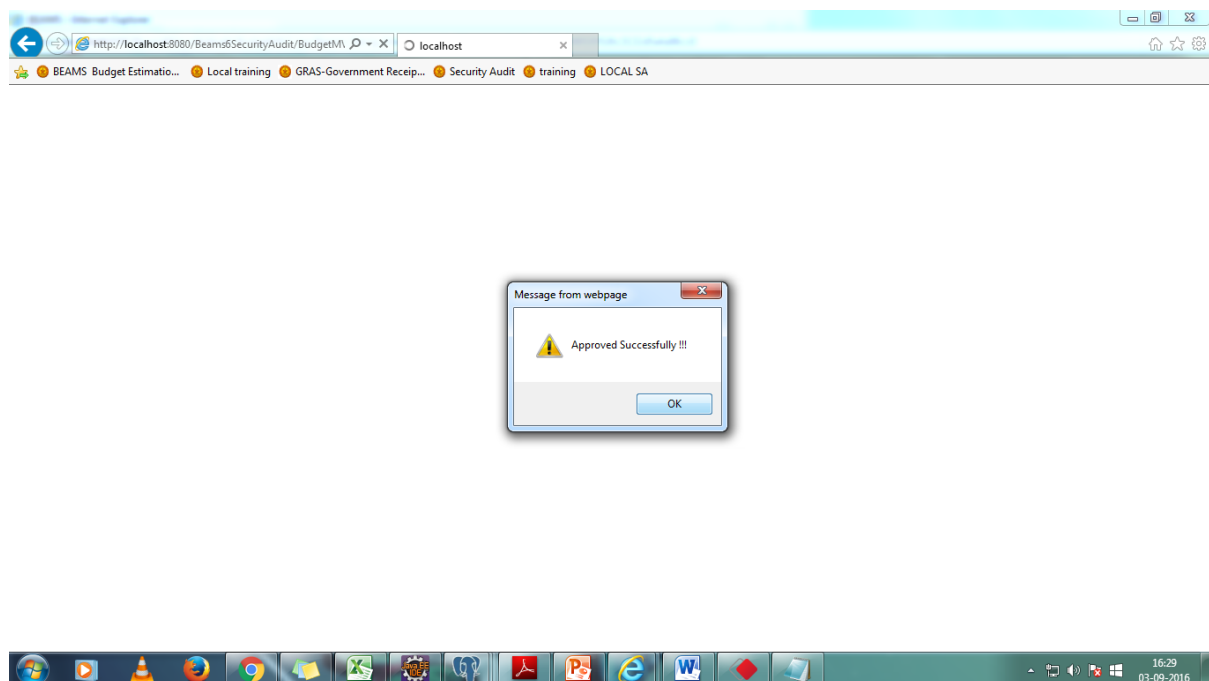
Department: 25 Demand No: 32 Scheme: 322056001010101V-null Detail Head: 53-MAJOR WORKS

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		
1101001702	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000	

Signature of Proposing Authority
admin25- Administrator of Department 25

- Once the allocation is done by the Administrative officer, then the alert message will be shown as “ApprovedSuccessful”.



3.2WITHDRAWAL

Pre-requisite

- The availability of balance with the CO/DDO, who received the distributed grant.

Description

- The distributor can pull the balance grant available with the user to whom he has distributed the grant under a particular scheme / detailed head.
- The grant can be pulled from down below the hierarchy.

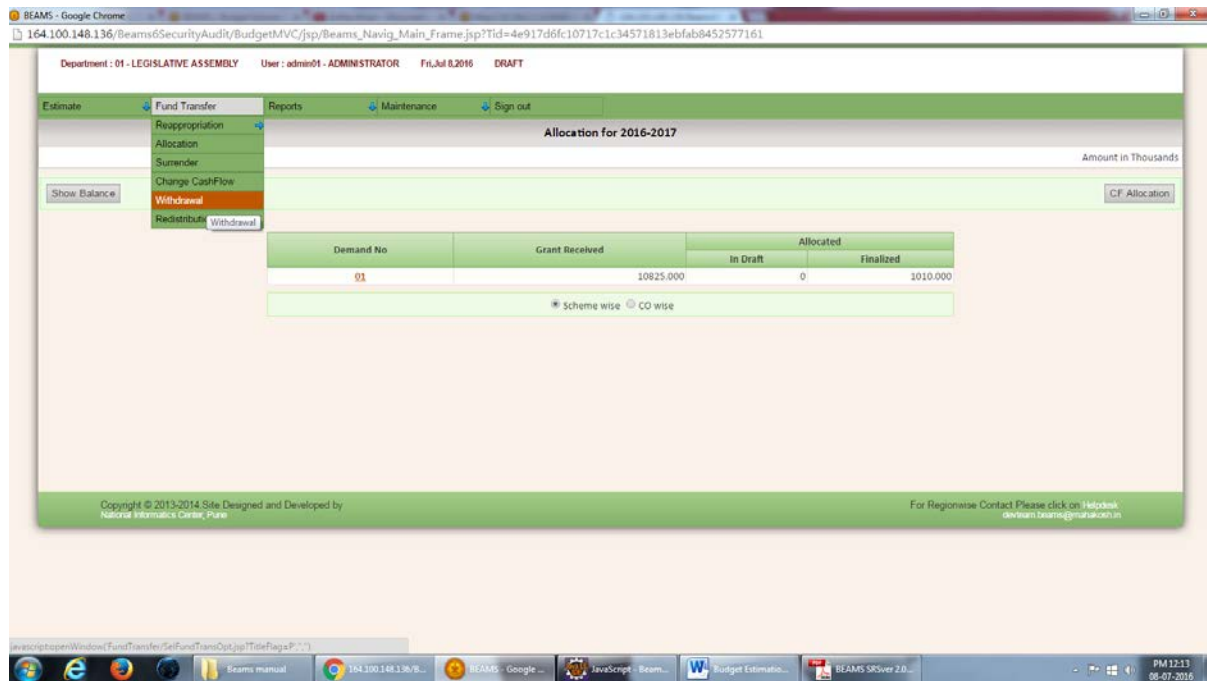
3.2.1Draft mode

- And please enter the password written down in the respective logins.

User ID	***** (Admin login)
Level	draft
Password	*** (disclosed to individual)
Module	Withdrawal
Purpose	To draw the balance grant for a scheme / detail head from the receiver who has received grant from the higher ups.
Output	The amount is deducted from the receivers balance and is made available for the user.

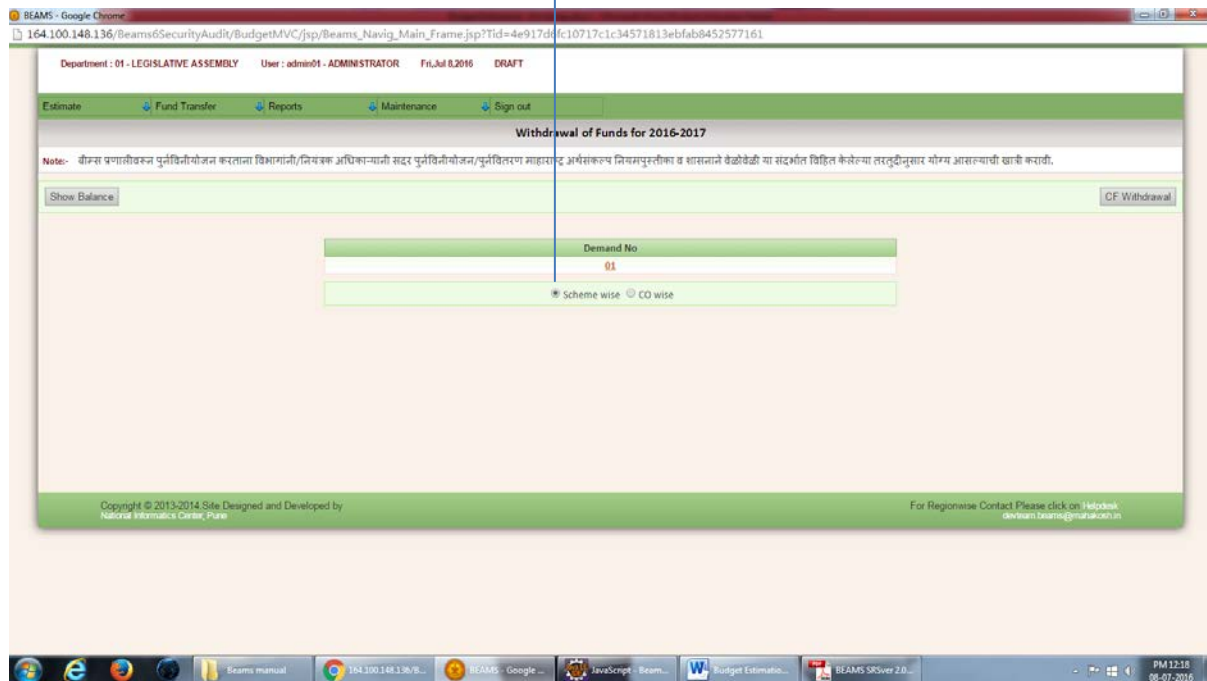
Process

- The user is the administrator of the department.
- The process is same for all the users.
- User, logs in the **draft** mode.
- The user can enable **Withdrawal** option through **Fund Transfer**.



- The system provides option of **Show Balance** and display the scheme wise (by default) data.

Here, the option Scheme



- The system displays the budget data of that particular department in the following order, **Demand No ==>Major Head ==>Scheme ==>Detailed head.**
- User should select the scheme / detail head from which the balance amount is to be withdrawn.
- The system displays available balance for the scheme in monthly format for all levels of users in hierarchy. The first, second and third level of distribution hierarchy is distinctly bifurcated with colour-coding.
 - a. When option **Firstlevel** is selected, receivers who directly receive grants from this user are displayed.
 - b. When option **Secondlevel** is selected, the amount of withdrawal from the following users is displayed,
 - ✓ The logged in user
 - ✓ The receiver(s) at the first down level and
 - ✓ The receivers at the second down level i.e. receivers who directly receive grants from the user at the first level.
 - c. When option **Thirdlevel** is selected, the amount of withdrawal from the following users is displayed.
 - ✓ The logged in user
 - ✓ The receiver(s) at the first down level
 - ✓ The receivers at the second down level and
 - ✓ The receivers at the third down level i.e. receivers who directly receive grants from the user at the second level.
- User should enter the amount to be withdrawn on monthly basis
- The system checks for the entry. The entry should be equal to or less than the amount allocated by the particular distributor at the time of distribution.

User can enter the amount in this text area

Department : 05 - LAW User : admin05 - ADMINISTRATOR Fri, Jul 8, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Withdrawal of Funds for 2016-2017

Demand No : 04 Major Head : 2014-Administration Of Justice Back
Scheme : 042014008000201V-null Detail Head : 13-Office Expenses

Amount in Thousands

Levels: First Second Third

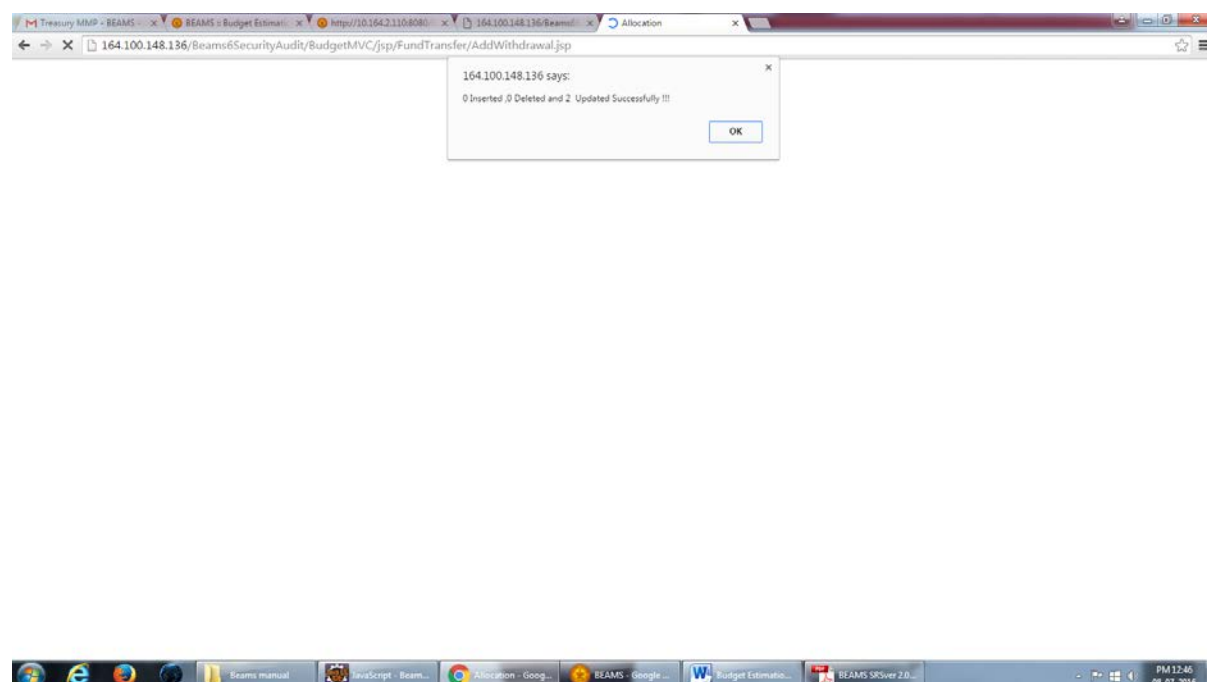
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
410001 Balance	0.000	0.000	0.000	400.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	400.000
To Be Withdrawn				00									0

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1320000001 Balance	0.000	0.000	0.000	400.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	500.000
To Be Withdrawn				100									0

View Draft Reset Cancel

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- The system asks for confirmation or cancellation
- When the user confirms, the system saves the data for further processing and assigns a unique approve number.
- Click on **View draft** and then **save option** to save the process successfully.
- The user will get the alert message with the updated process.



- And then, the system will ask for approval.

3.2.2 Final mode

Pre-requisite

- In the draft mode, the balance grant for a scheme / detailed head from the receiver is withdrawn.

Purpose

- To approve/ reject/ delete the withdrawal entries

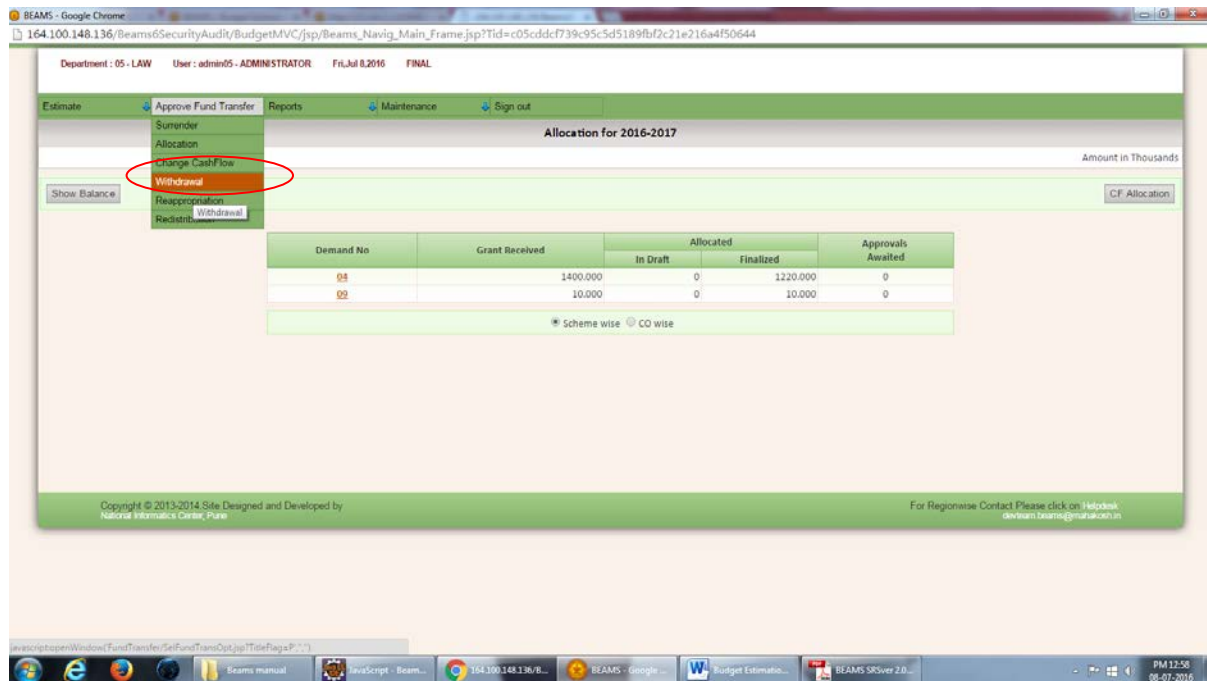
Description

- The balance grant for a scheme / detailed head from the receiver is withdrawn from the user in the draft mode. The withdrawal needs to be approved by the authority. At the stage of approval, user can modify, reject or delete the entry.

User ID	***** (Admin login)
Level	Final
Password	*** (disclosed to individual)
Module	Withdrawal
Purpose	To approve/ reject/ delete the withdrawal entries
Output	The amount is deducted from the receivers balance and is made available for the user.

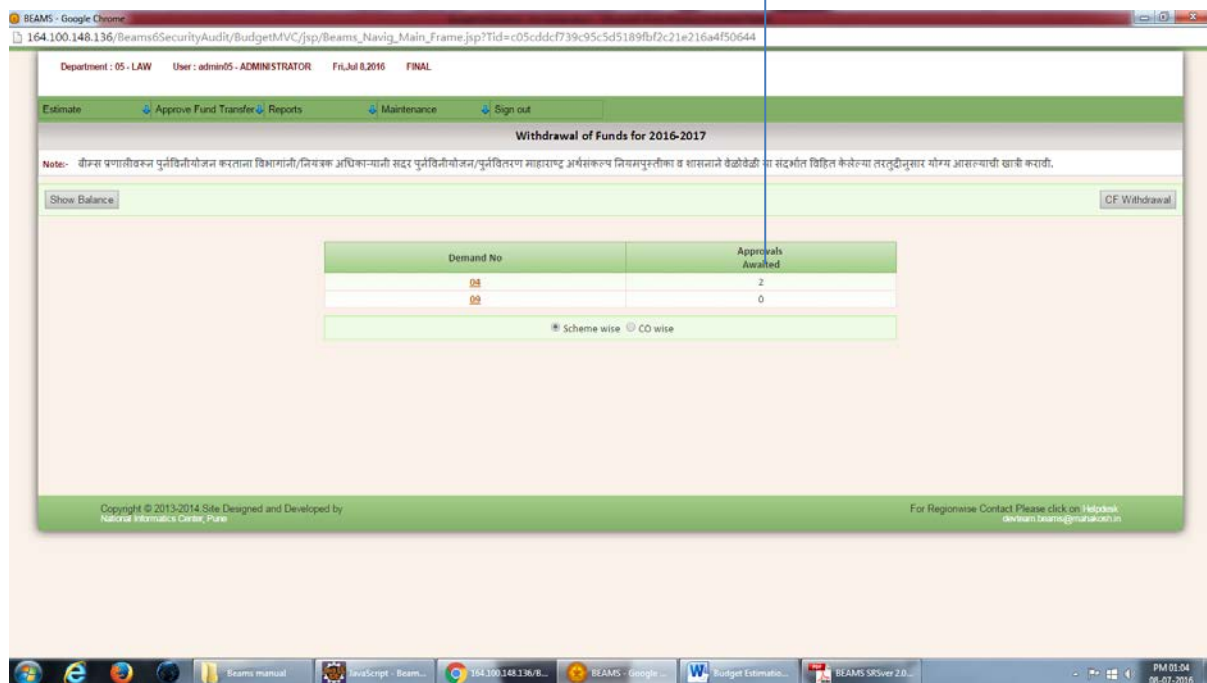
Process

- The option is available for all users on the system who distributes grants to their receivers. The user is the administrator of the department.
- The process is same for all the users.
- User, logs in the **final** mode.
- User enables **Withdrawal** option through **Approve Fund Transfer**.



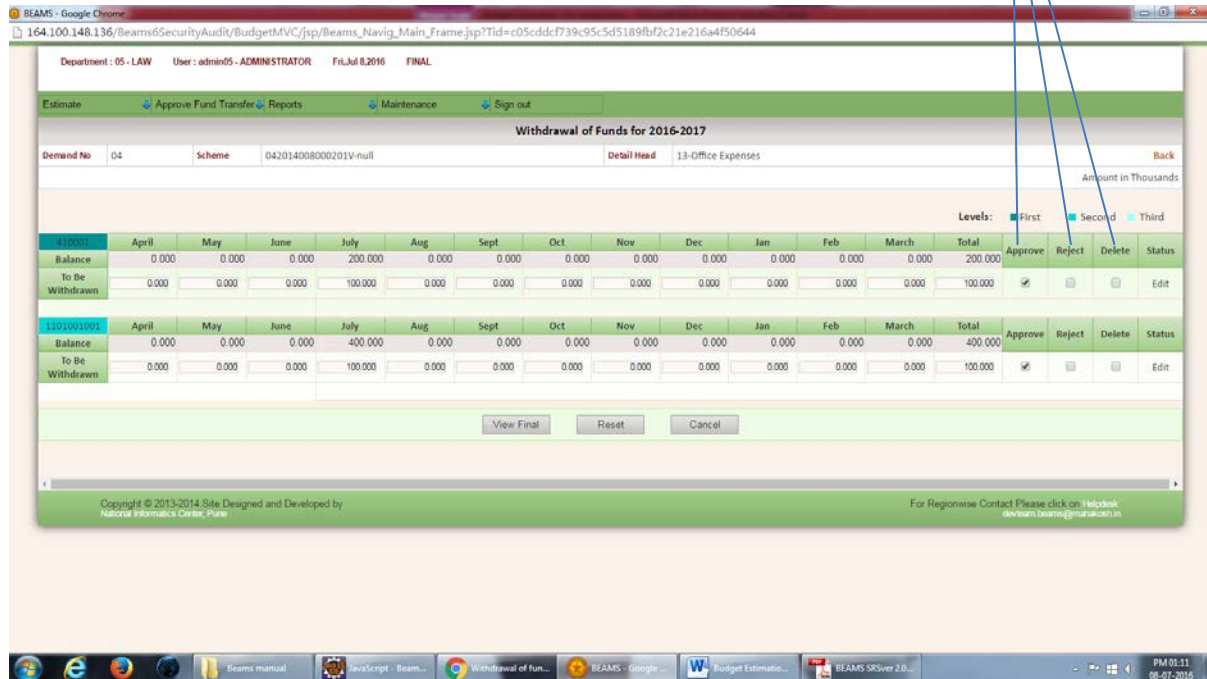
- The system shows the menu of **approval awaited**, so that the user can easily select the respective Demand Number for the further processing.

Here, System displays the awaited approval



- The system displays the budget data of that particular department in the following order, **DemandNo. ==>MajorHead ==>Scheme ==>Detailed Head.**
- User selects the scheme and detailed head from which the balance amount is to be withdrawn.
- The system displays the available balance and the amount to be withdrawn in monthly format.
- User can select Approve (by default) option to approve the data / Reject option to reject the data.
- Else user can modify the entries and then approve the data / delete the entries.

Users can Approve/Reject/Delete



- Once the user submits the entry, the system displays the edited row with status.
- The system asks for confirmation or cancellation
- When the user confirms by clicking the **View final** option and then **saves**, the system saves the data.

Print date: 08/07/2016

Statement of Proposed for Withdrawal of Funds (Final level)

Department: 05 Demand No: 04 Scheme: 04201400000201V-null Detail Head: 13-Office Expenses

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
410001	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000	Approved
1101001001	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000	Approved
Total	0.000	0.000	0.000	200.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	200.000	

Signature of Proposing Authority
admin05- ADMINISTRATOR

- The system displays no of entries approved, no of entries rejected and no of entries deleted in the form of alert message.

164.100.148.136 says:
0 Rejected, 0 Deleted and 2 Approved Successfully !!!

4. MAINTENANCE

The system provides various modules for budgeting, allocating and monitoring. The intense use of the system requires maintenance in all possible aspects. Maintenance of users, schemes and transaction histories are necessary, so different sub- functions are included in this “Maintenance” function. The sub-functions under this main function are as follows,

4.1 Password maintenance (Draft/Final)

- **Pre-requisite**
Enter valid user name and password. The password is used for 180 days.
- **Purpose**
To change the password for the user.
- **Description**
The validity of the password is for 180 days only. After 180 days, the system makes it compulsory to change the password. And in some case, for the security purpose, the password needs to be changed. The option is available for all the users of the system at both the levels, i.e. draft. The user is Administrator officer. The process is same for all the users.
- **Process**
 - ✓ User, logs in the **draft/final** mode.
 - ✓ User enables **Change password** option through **Maintenance**.
 - ✓ The system displays instructions about the password. The password should be of minimum 6 characters and maximum 10 characters. Draft and final passwords should be different.
 - ✓ User enters old password and new password.
 - ✓ The system confirms the password by clicking on **Submit** button.

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Wed, Jul 27, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Change Password For 2016-2017

User : admin01 Dept : 01-Legislative Assembly Role : Administrator

- Your password has expired. Please change and log in.
- Password should be minimum 6 characters and maximum 10 characters.
- Draft and approver password should be different.
- Henceforth you will have to change password after 30 days.

Old Password : *****

New Password : *****

Confirm Password : *****

Submit **Reset**

Consider following factors before choosing the password :

1. Password must be alpha-numeric.
2. Your alpha-numeric password should have minimum length of 8 and maximum length of 12.
3. Your present password should not match last 3 passwords.

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- ✓ After Submission, the user will get the alert message of password has been verified successfully as below,

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Wed, Jul 27, 2016

Estimate Fund Transfer Reports Maintenance

164.100.148.136 says:

Password has been changed successfully !!!

☐ Prevent this page from creating additional dialogues.

OK

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4.2 Feedback (Draft)

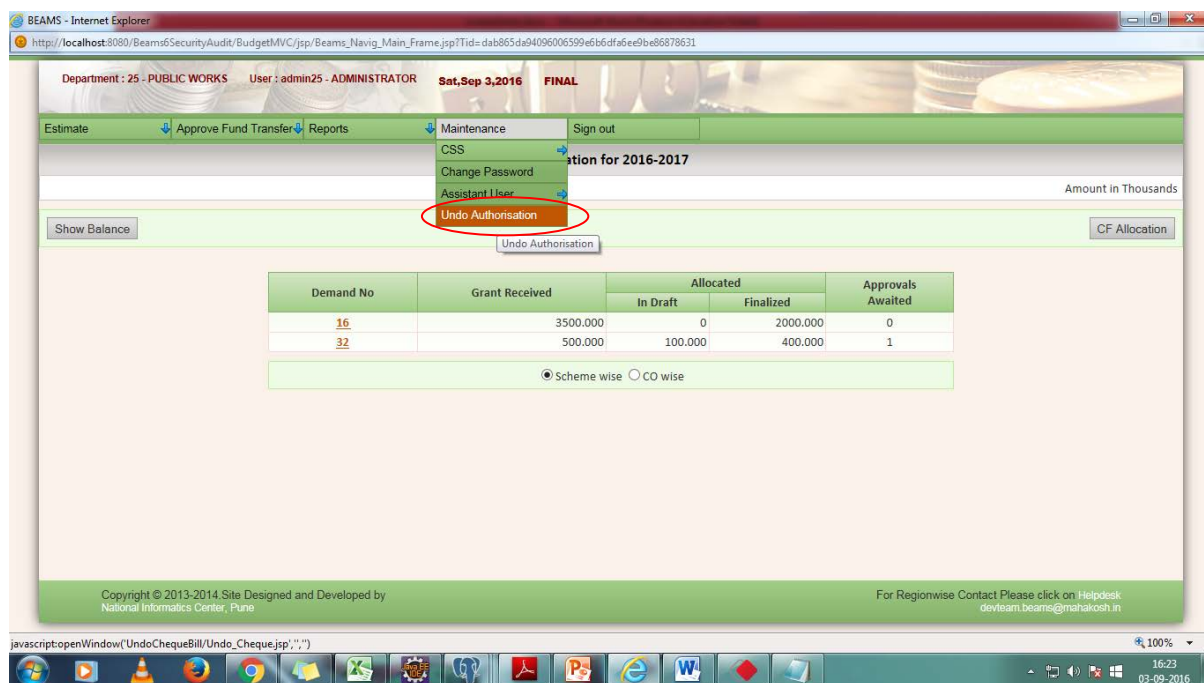
- While using the system, the user may face some difficulties or error. May the system not provides required information or unable to process some activities. Such limitations of the system should be communicated to the developers of the system. This function assists the developer to upgrade the system.
- **Pre-requisite**
User logs in the system
- **Purpose**
To give feedback about the system
- **Description**
The feedback option is available for all the users of the system in the modes, draft as well as final. Direct user of the System is Administrative Departments.
- **Process**
 - ✓ User, logs in the **draft** mode
 - ✓ User enables **feedback** option through **Maintenance**
 - ✓ The system displays the feedback form to be filled up

- ✓ User enters type of feedback i.e. error or additional requirement
- ✓ User enters the details
- ✓ And then, the User enters error messages and error details
- ✓ Then, User enters personal details such as name and phone numbers
- ✓ User submits the entry

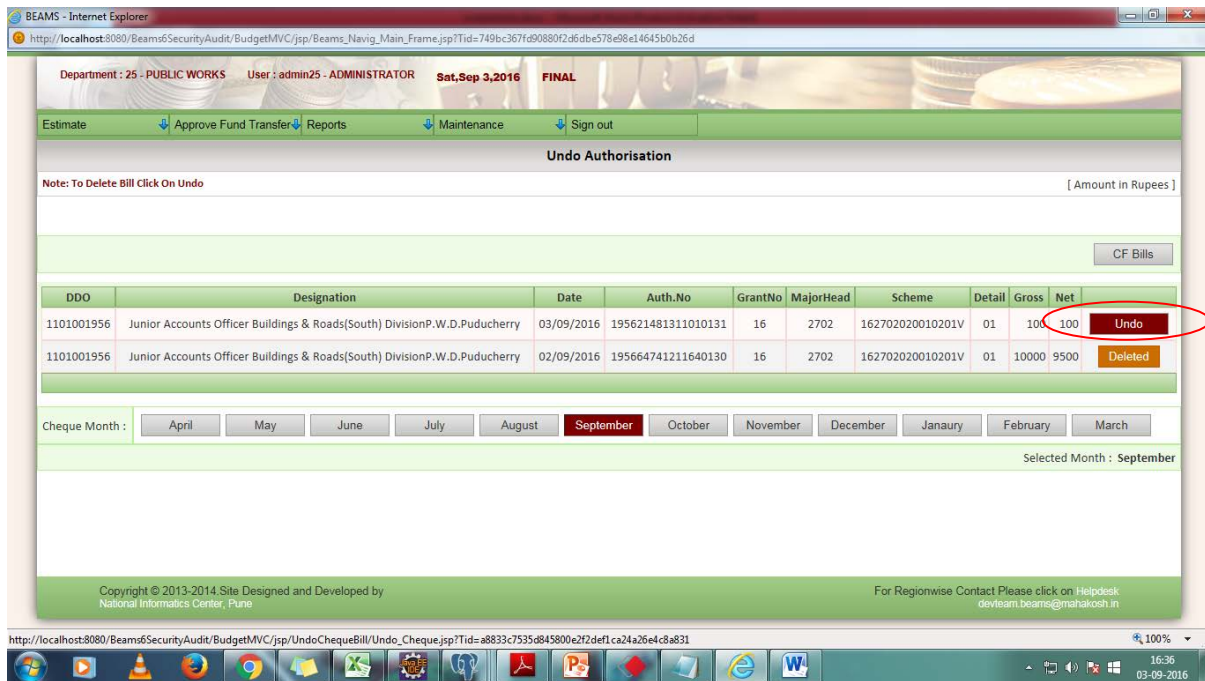
- ✓ The system displays the filled feedback form
- ✓ User confirms the entry
- ✓ The system generates unique feedback no
- ✓ The system saves the entry and displays the feedback no.
- ✓ User note downs the feedback no for further reference
- ✓ The system sends the feedback form to Admin FD.

4.3 Undo Authorization (Final)

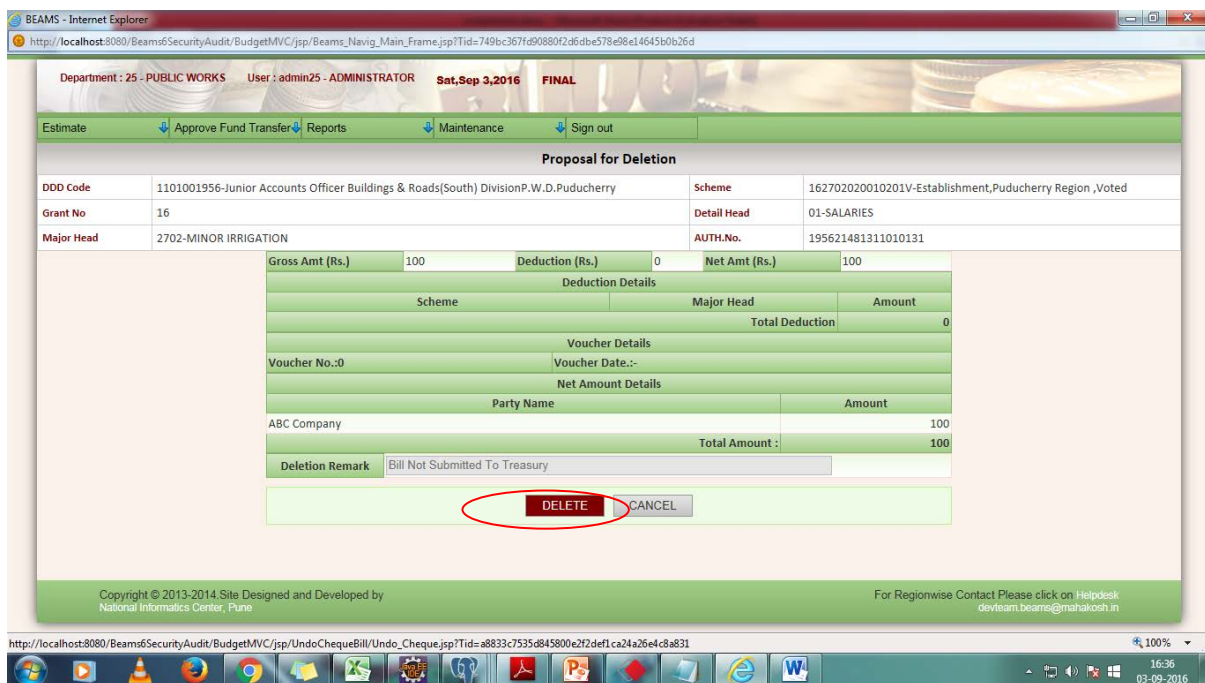
- **Purpose**
To delete the bill completely, User have to sign in appropriate ADMIN(final login).
- **Process**
 - ✓ User, logs in the **final** mode
 - ✓ User enables **Undo Authorization** option through **Maintenance**.



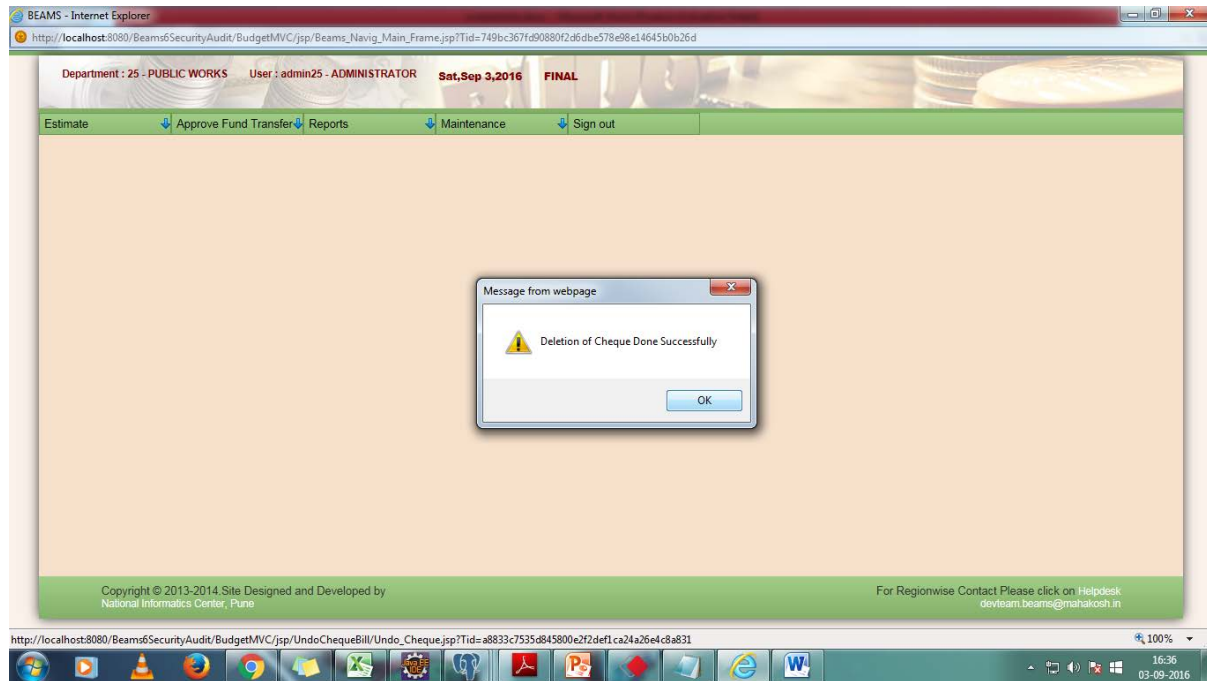
- ✓ User need to click on **Undo** button to delete the bill completely.



- ✓ User has to fill the **Deletion Remark**.
- ✓ The user will delete the bill completely by clicking on **Delete** button.

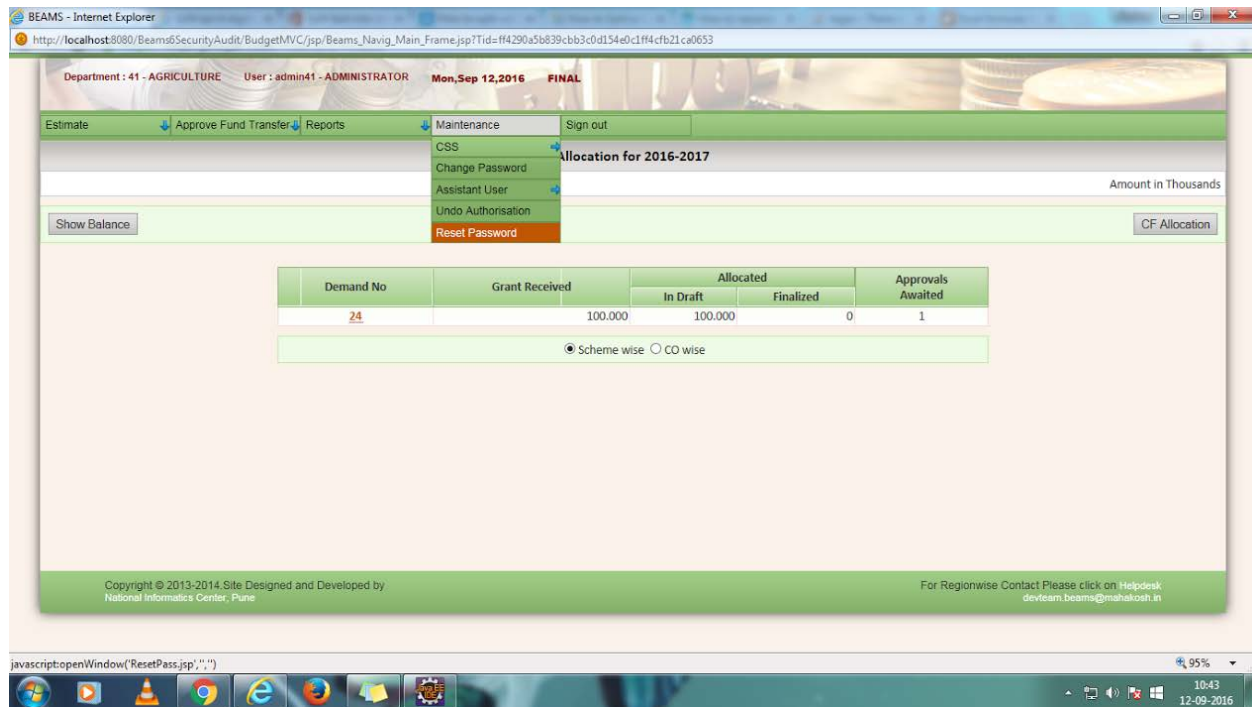


- ✓ The alert message will be shown of deletion done successfully.

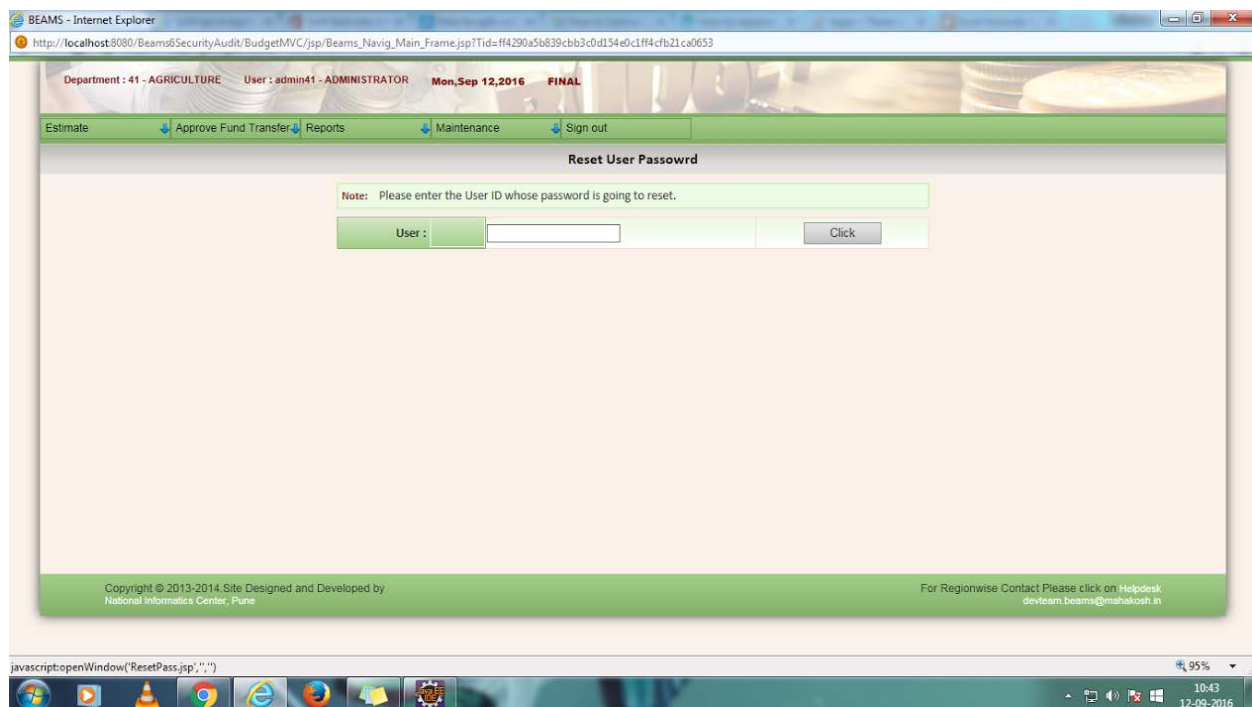


4.4 Reset Password (Final) in Administrative Department => Only for Controlling Officers

- **Pre-requisite**
Valid user name and password
- **Purpose**
To reset the password of the user
- **Description**
For the security purpose, sometimes the password needs to be reset. The option is available for authorized users only. The authorized user is Administrative Department.
- **Process**
 - ✓ User, logs in the **final** mode of Admin Login.
 - ✓ User enables **Reset password** option through **Maintenance**

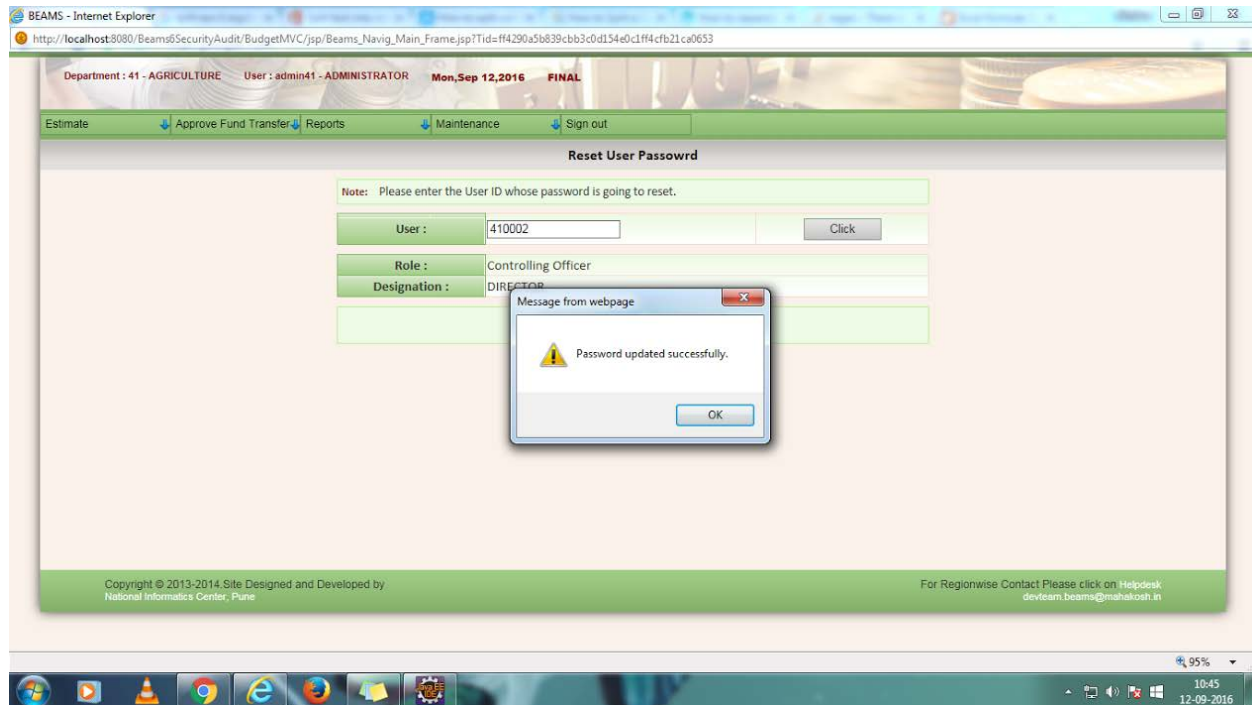


✓ The system asks user name to reset the password



- ✓ User enters name of the user who receives the allocation to reset the password
- ✓ User submits the entry

- ✓ The system displays role and designation of the user entered.
- ✓ After selection of option **resetpassword**, the system resets the password of the user.



- ✓ The password of the user is reset by authorized user.

Mail your queries and suggestions to: pytmmp.support@nic.in