BEAMS Instruction Manual (FDA)

Introduction

The BEAMS is a web based application for budget distribution and collection of Budget Estimates. The main objective is to monitoring the budget flow for proper utilization of funds. The BEAMS is a role based application and following roles has been defined in the system:

FD

It is the top level from where the budget authorization starts. The users under this role will be from the Finance Department (Budget, Resource Section) and Planning Department.

FDA

This role is defined for the Administrative Secretaries of each Department. The users under this role will forward the Releases made in favour of Head of Departments by the finance department.

BCA

This role is defined for the Head of the Department against whom the Budget is released by the FD. The users under this role will have to create the users for the DDO's and other controlling officers.

BCO

This role is defined for the District / Zonal heads of the department if any. The users under role will be created by its **Controlling Officer** (BCA / BCO). The BCO can also create another BCO.

DDO

This is the last level of BEAMS and who will book the expenditure in the treasury. The users under role will be created by his **Controlling Officer** (BCA or BCO).

The flow of Budget distribution is as follows:
Finance Department (FD) → Administrative Secretary (FDA) → Head of the Department (BCA) → District / Zonal Controlling Officer (BCO) → Drawing and Disbursing Officer (DDO)

The flow of Budget estimation starts from the DDO's and finally at FD level as shown below.
Finance Department (FD) ← Administrative Secretary (FDA) ← Head of the Department (BCA) ← District / Zonal Controlling Officer (BCO) ← Drawing and Disbursing Officer (DDO)

The concept of maker/checker has been adopted in the BEAMS under which each user will have single userID with two passwords. The one password is meant for the dealing assitant i.e. maker and the other for the Approval i.e Checker to bring more accuracy. All the data entry as well as correction will be made by the maker only. The checker wills either Approves or rejects. Once the data is approved by the checker it will be available to the next level.

In case a single person is working as different positions (roles) then he will one user ID for each role. For instance if a same person is working as Administrative Secretary (fda), Head of Department (bca) and DDO then he will have three user ID's one for fda, one for bca and one for DDO.

The BEAMS System interacts as follows.
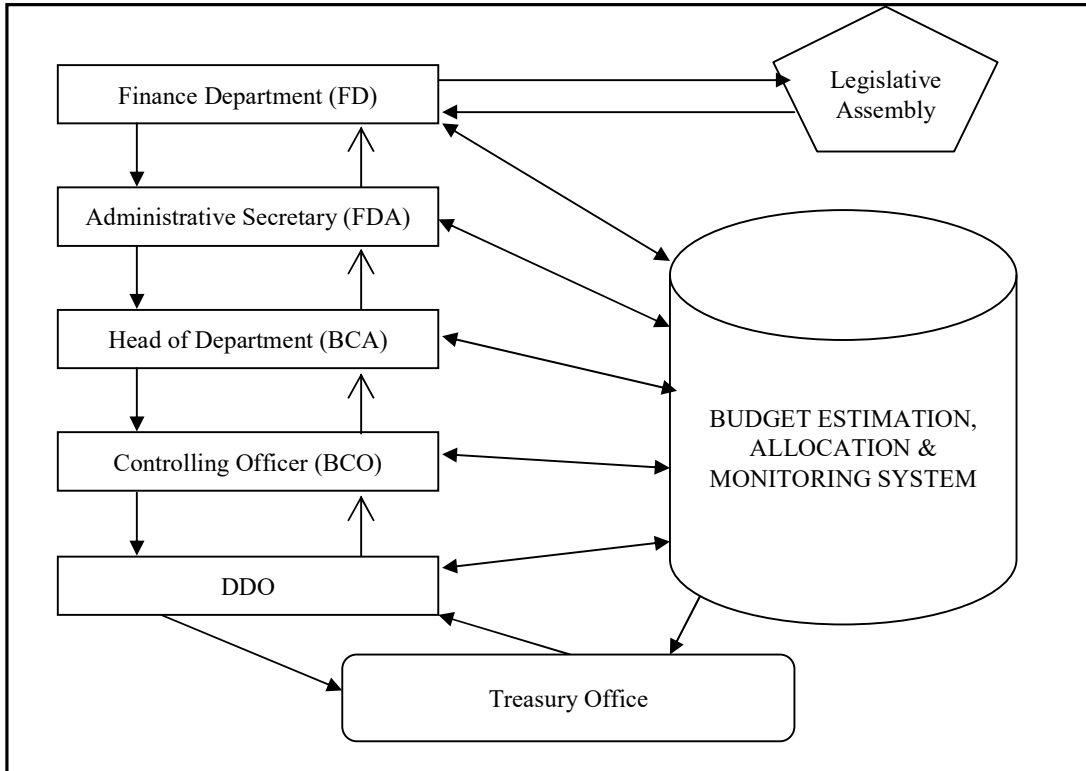
Logging into application:

Type application url (i.e http://10.148.2.27/budget) on browser.
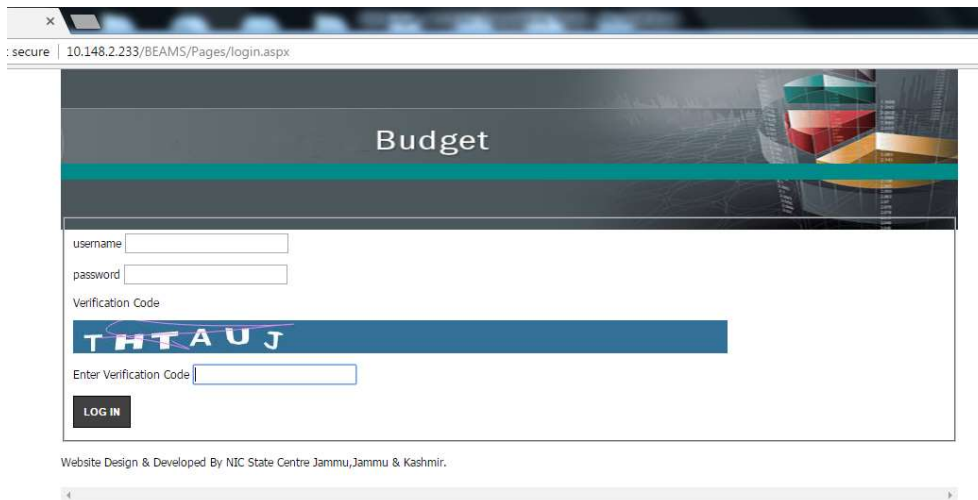
Enter your user ID and Password. The default password will be provided to the Checker and the first login should be done by him. On the first login the system will force to set the new passwords for the maker and checker.

	Change Password	
Old Password: *		
New Password: *		
Confirm New Password: *		
Checker Password: *		
Confirm checker Password: *		
Submit		Cancel

Move to login page.!

Note:

* Password must be minimum 8 Characters Long and contains 1 Small Letter, 1 Capital Letter, 1 Special Character and a Number.

Set the password for the maker and checkers. The password must be

- 8 character long
- must contain atleast one Capital letter,
- One special Character (@ # $ *)
- One Numeral.

e.g. the E3adm@32 is valid password.

Click submit button. The new password will be set. Now login again with the new password. Remember the password for future use.

Maker login

➢ Select the Release from the menu and select Actual Release
➢ Click of Budget Authorization
➢ Click on New
➢ Select the Quarter
➢ Select Amount Type
➢ Click View button.

The funds released by the finance department will appear in the table with column.

1. Controlling Officer (HOD)
2. Scheme i.e. account classification against which the fund released
3. Detail Head i.e. Object of expenditure against which the fund released
4. Allocation i.e. amount which is released by the Finance Department
5. Withdraw i.e. amount which the user has withdrawn from below levels
6. Released i.e. amount which is released to the Controlling Officer
7. Proposed i.e. amount which is now proposed. By default the value of this column is (col4+col5-col6). The user can change the values.

Budget

Welcome ,fdagad1 (Maker)   Logout

Release	Other Operations	Estimation	Reject	Summary	Reports

○ Resource Authorization ● Budget Authorization
● New ○ Rejected
Quarter [1 ▼]
Amount TYpe [Lakh ▼]
[View]

Controlling Officer	Scheme	Detailed head	Allocation	Withdraw	Released	Actual
0102 --Commissioner SecretaryGeneral Administration Depa	01343504800009921721V	001 --Salary	120	0.00	0	120.00
		002 --Travel Expenses	4	0.00	0	4.00
		006 --Telephone	0.625	0.00	0	0.625
		007 --Office Expenses	1.5	0.00	0	1.50
		008 --Electricity Charges	0.4	0.00	0	0.40
		009 --Rent Rates And Taxes	3.66	0.00	0	3.66
		014 --Pol	1.75	0.00	0	1.75
		021 --Training	0.5	0.00	0	0.50
		023 --Maintenance & Repairs	0.25	0.00	0	0.25
		037 --Professional And Special Service Charges	0.18	0.00	0	0.18
		048 --Stationery And Printing	0.3	0.00	0	0.30
		054 --Furniture And Furnishings	0.5	0.00	0	0.50

After making correction click the Proposed Release Button. The Data will be forwarded to the checker for approval.

The checker will login using his credentials.

Checker login

➢ Select the Release from the menu and select Actual Release
➢ Click of Budget Authorization
➢ Click on New
➢ Select the Quarter
➢ Select Amount Type
➢ Click View button.

The proposed Released made

 by the maker will appear. Check the details and Click on either Approve or Reject. There is no option to modify the details by the checker.

		Budget				
Welcome ,fdapln1 (Checker)						Logout
Release	Reject	Other Options	Estimation	Summary	Reports	

○ Resource Authorization ● Budget Authorization
● New ○ Rejected

Quarter [1 ▼]
Amount TYpe [Rupee ▼]

[View]

Controlling Officer	Scheme	Detailed head	Allocation	Withdraw	Released	Actual
0301 --Planning Secretary	03345401001009910161V	001 --Salaries	1173500.00	0.00	0.00	0.00
		002 --Travel Expenses	5000.00	0.00	0.00	0.00
		006 --Telephone	2000.00	0.00	2000.00	2000.00
	03345401001009910181V	001 --Salaries	7415250.00	0.00	0.00	0.00
		002 --Travel Expenses	61250.00	0.00	0.00	0.00
		006 --Telephone	10000.00	0.00	10000.00	10000.00
	03345402112009910111V	001 --Salaries	5391250.00	0.00	0.00	0.00
		002 --Travel Expenses	77500.00	0.00	0.00	0.00
		006 --Telephone	11250.00	0.00	11250.00	11250.00
	03345402112009910261V	001 --Salaries	2976250.00	0.00	0.00	0.00
		002 --Travel Expenses	7000.00	0.00	0.00	0.00
		006 --Telephone	3500.00	0.00	3500.00	3500.00
	03345402201009910231V	001 --Salaries	9653000.00	0.00	0.00	0.00
		002 --Travel Expenses	8750.00	0.00	0.00	0.00
		006 --Telephone	3750.00	0.00	3750.00	3750.00
	03345402205009910081V	001 --Salaries	5482000.00	0.00	0.00	0.00
		002 --Travel Expenses	36250.00	0.00	0.00	0.00
		006 --Telephone	25000.00	0.00	25000.00	25000.00
	03345402205009910191V	001 --Salaries	4195250.00	0.00	0.00	0.00
		002 --Travel Expenses	23750.00	0.00	0.00	0.00
		006 --Telephone	11500.00	0.00	11500.00	11500.00
	08207101117009923271V	641 --Pensionary Charges	5000000.00	0.00	5000000.00	5000000.00

[Approve] [Reject]