User Manual of Budget Management Module

1. General Information

1.1 Acronyms and Abbreviations:

S. No.	Word / Acronyms	Definition / Abbreviation
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	EXP	Expense
4	INC	Income
5	EST	Estimated
6	HQ	Head Quarter
7	DDO	Drawing & Disbursing Officer

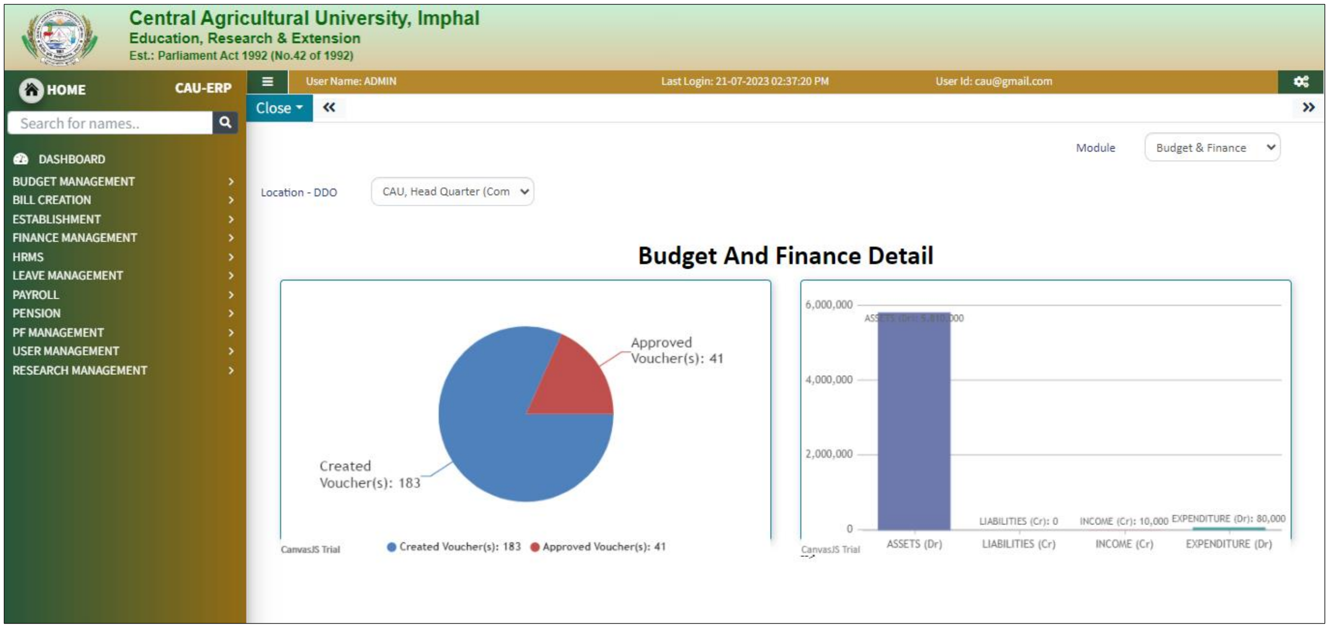
Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome) to open the **CAU ERP** Login Page.

http://120.138.8.151:8080/cau-iums/

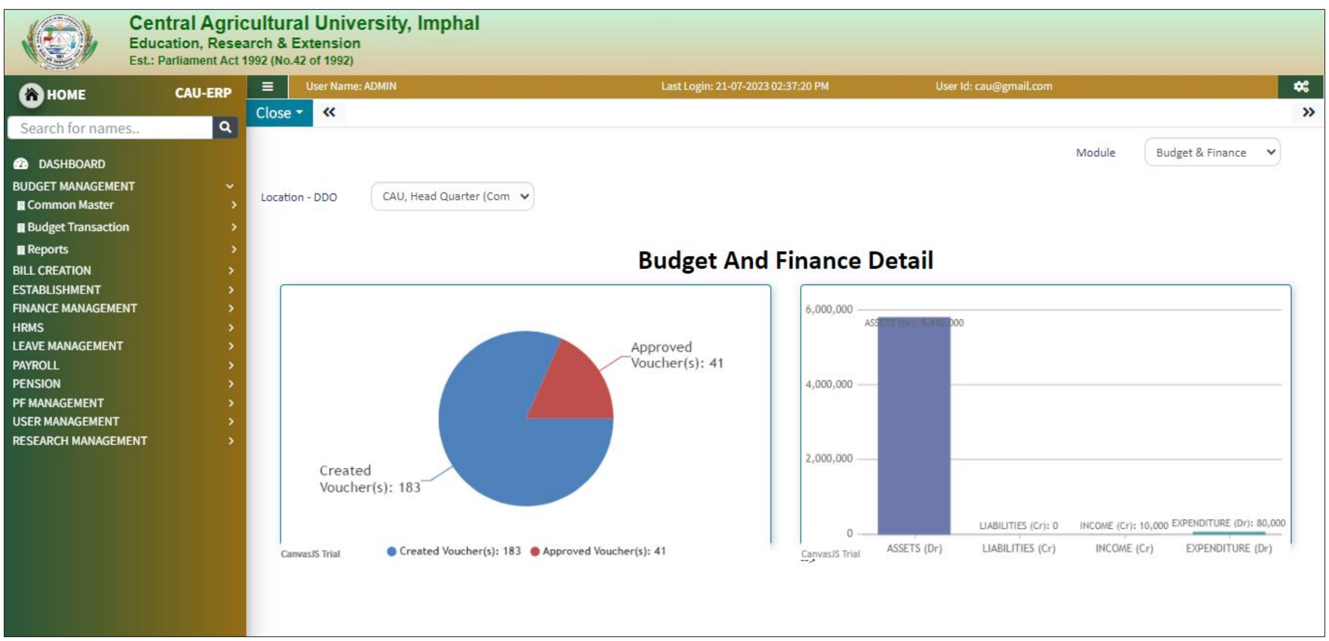
Note: If user clicks on the above-mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':

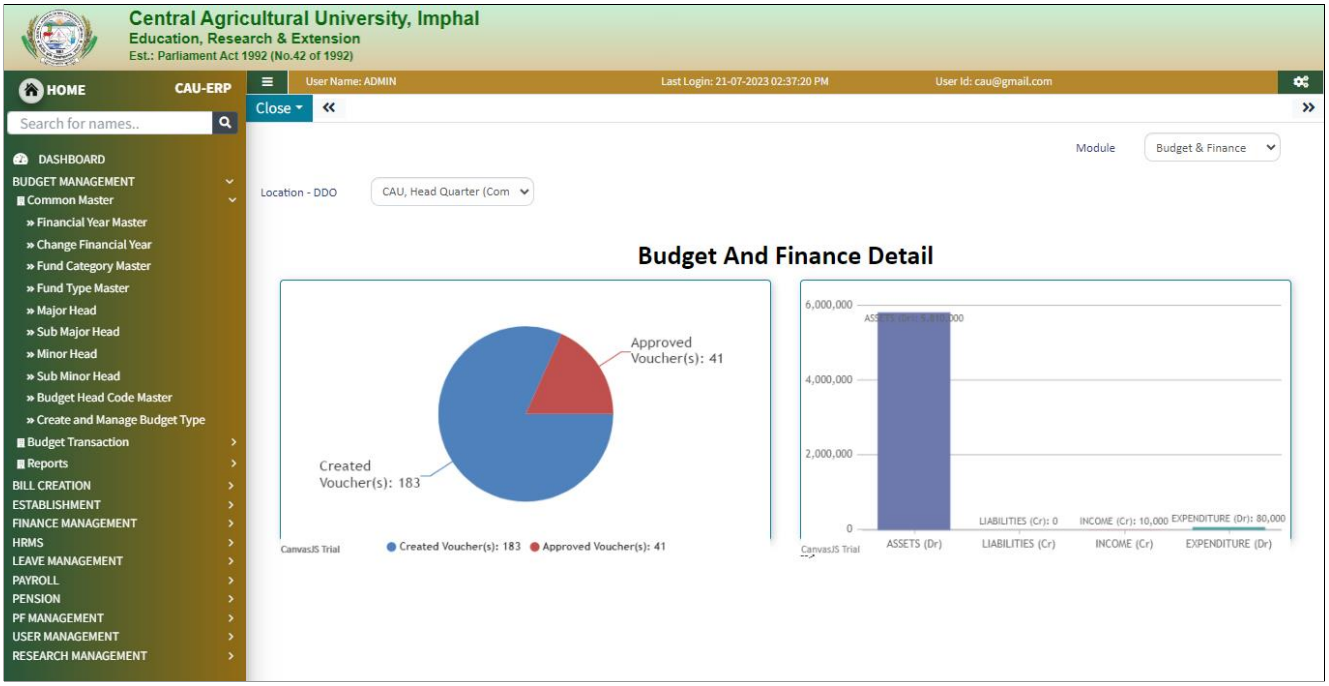
Enter the valid **'User ID'** and **'Password'**,
For Example: User ID- cau@gmail.com and Password-**cau@123** then click on **'Login to Continue…'** button to navigate to 'Module Home Page' as shown below:



• Click on **'Budget Management'** menu from left side, then sub menu list will be displayed as **'Common Master', 'Budget Transaction'** & **'Reports'** as shown below:



- Click on **'Common Master'** menu, then sub menu list will be displayed as shown below:

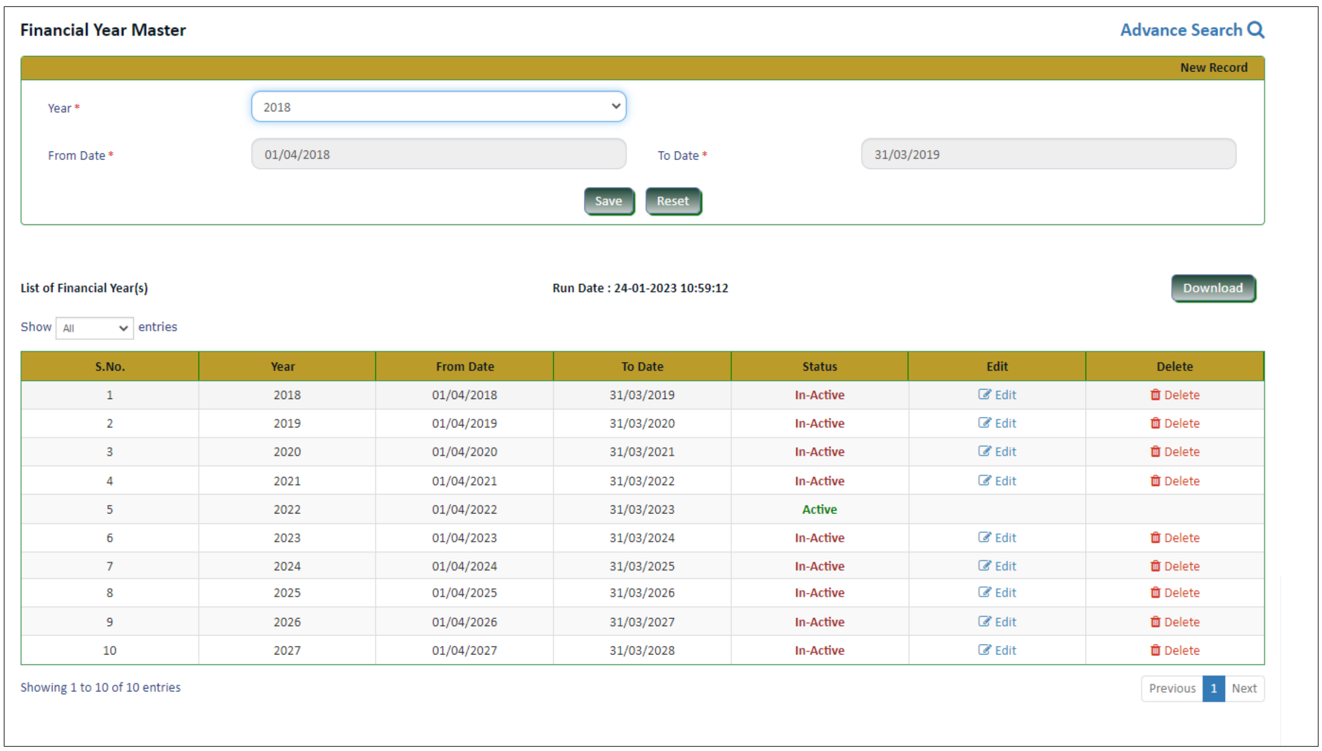


• Common Masters

1. Financial Year Master:

Using this page, Admin user can create various financial years. Only one financial year will be active at a time. All the transactions (like Manage Income/Expense Budget, various report generation etc.) will be made only for active financial year.

- Click on **'Financial Year Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:


Financial Year Master

Advance Search

New Record

Year * 2018

From Date * 01/04/2018 To Date * 31/03/2019

Save Reset

List of Financial Year(s) Run Date : 24-01-2023 10:59:12 Download

Show All entries

S.No.	Year	From Date	To Date	Status	Edit	Delete
1	2018	01/04/2018	31/03/2019	In-Active	Edit	Delete
2	2019	01/04/2019	31/03/2020	In-Active	Edit	Delete
3	2020	01/04/2020	31/03/2021	In-Active	Edit	Delete
4	2021	01/04/2021	31/03/2022	In-Active	Edit	Delete
5	2022	01/04/2022	31/03/2023	Active		
6	2023	01/04/2023	31/03/2024	In-Active	Edit	Delete
7	2024	01/04/2024	31/03/2025	In-Active	Edit	Delete
8	2025	01/04/2025	31/03/2026	In-Active	Edit	Delete
9	2026	01/04/2026	31/03/2027	In-Active	Edit	Delete
10	2027	01/04/2027	31/03/2028	In-Active	Edit	Delete

Showing 1 to 10 of 10 entries Previous 1 Next

⇨ Steps to change Financial Year Status to Active/In-Active:

- From 'List of Financial Year(s)' table, click on corresponding Year from **'Status'** column, then confirmation message will be shown as 'Are You Sure?' on top of the page, click 'OK' button to change status (Click on 'Active' link, then status will be 'In-Active' and vice versa) else click 'Cancel'.
- The system will display the confirmation message for changing 'Status'.
- Now 'Logout' and 'Login' of the application then changed 'Status' will be reflected to all users for all the respective modules.

Note: Only Admin user can change status (Active/In Active) of any financial year from this page, then that particular status will be applied for entire application.

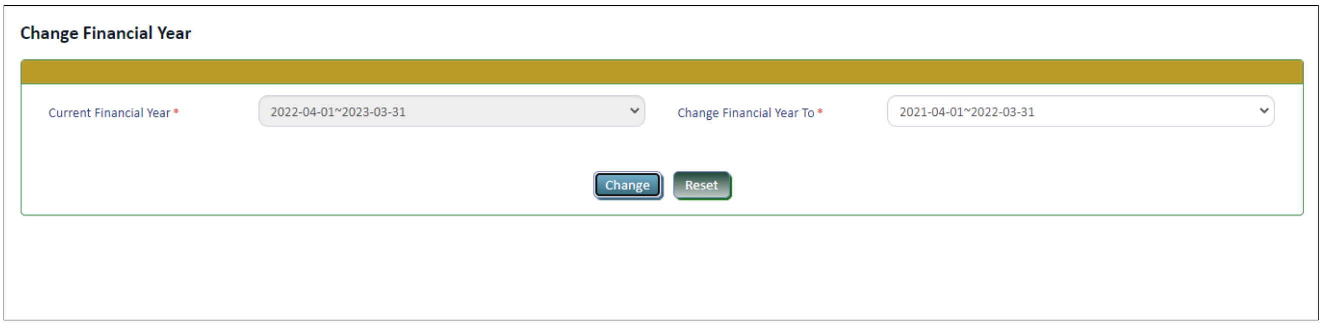
⇨ **Steps to Create New Record:**

- Click on drop down box and Select **'Year'**. Ex: 2023
- Then corresponding **'From Date'** & **'To Date'** will be displayed automatically and it will be disabled.
- Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Financial Year(s)'** table.
- On page load, it will display all saved financial year in **'List of Financial Year(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update any saved financial year by clicking on '**Edit'** button from saved financial years in **'List of Financial Year(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.
- Active financial year cannot be edited & deleted.
- 'In-Active' financial year cannot be deleted also if its reference has been used previously or any transaction pages.

2. Change Financial Year:

Using this page, **Admin User/College User** can change 'Financial Year'. This change of financial year will be active for logged in session & for logged in user only, for making some missing entries/transactions (if any). Once user logged out then default (Active) financial year (which comes from 'Financial Year Master' page) will be active financial year.

- Click on **'Change Financial Year'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



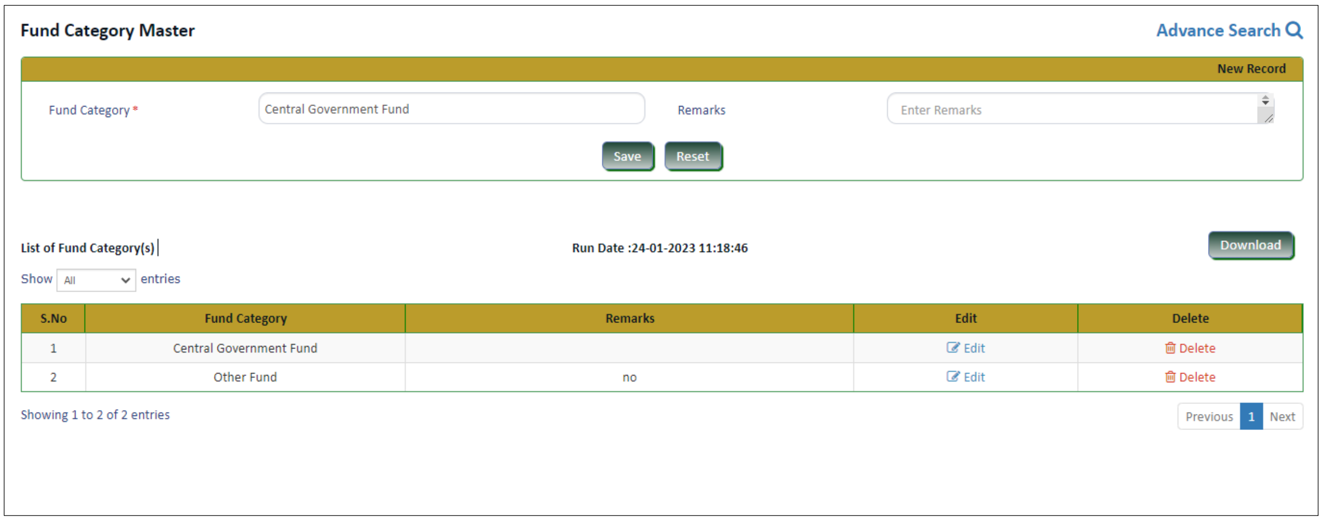
⇨ Steps to Change Financial Year:

- Click on 'Change Financial Year To' drop down box and Select **'Year'** option as per the requirement.
- Click on **'Change'** button, then system will display message as **'Financial Year Changed Successfully for this particular session!'** and financial year will be changed for logged in user.

3. Fund Category Master:

Using this page, Admin user can create & manage all the fund categories like State Govt., Central Govt. etc. All the created fund categories will be displayed on 'Budget Head Code Master' and 'Transaction' pages.

- Click on **'Fund Category Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



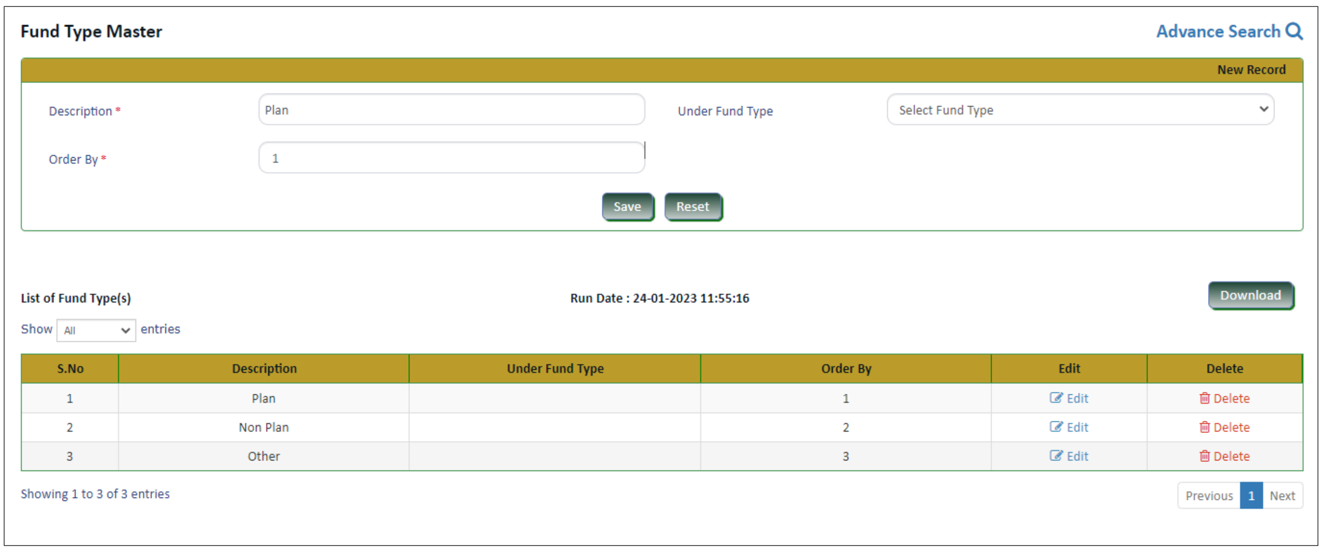
⇨ Steps to Create New Fund Category:

- Enter data in mandatory field.
- Click on **'Save'** button, then system will display message as **'Fund Category Saved Successfully!'** and record will get added in **'List of Fund Category(s)'** table.
- On page load, it will display all the saved fund categories in **'List of Fund Category(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created fund category by clicking on **'Edit'** button from saved records in **'List of Fund Category(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

4. Fund Type Master:

Using this page, Admin user can create & manage fund Types like **Plan, Non Plan, Other** etc. All the created fund types will be displayed in 'Budget Head Code Master' and 'Transaction' pages

- Click on **'Fund Type Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



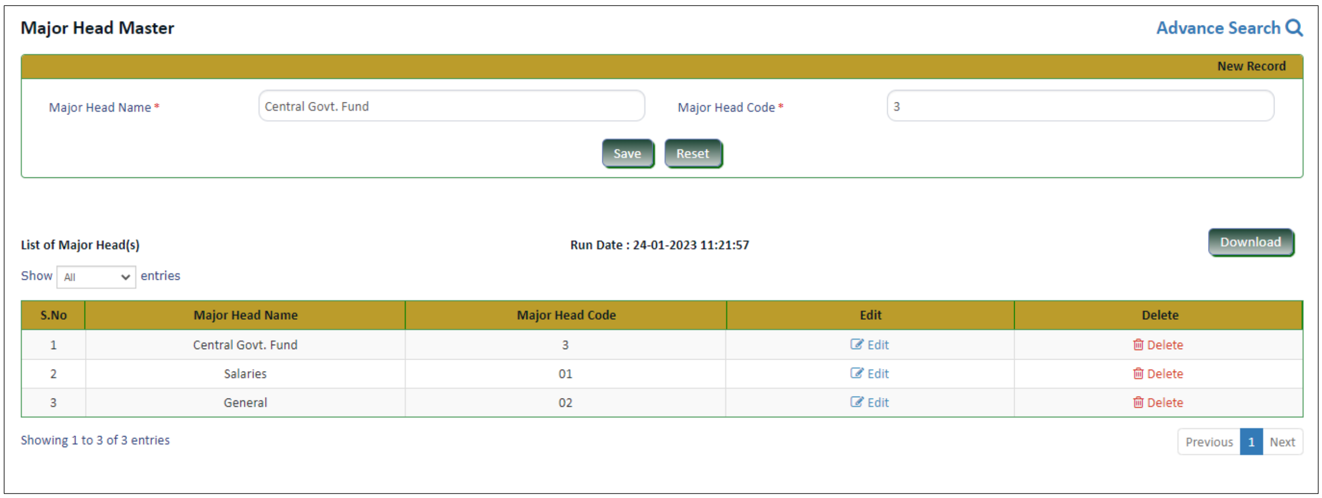
⇨ Steps to Create New Fund Type:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Fund Type Saved Successfully!'** and record will get added in **'List of Fund Type(s)'** table.
- On page load, it will display all the saved fund types in **'List of Fund Type(s)'** table.
- Click on '**Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created fund type(s) by clicking on **'Edit'** button from saved records in **'List of Fund Type(s)**' table.
- If created record(s) is in use in any other pages then it cannot be deleted**.**

5. Major Head:

Using this page, Admin user can create & manage Major Head like Central Govt. Fund, State Govt. Fund etc. Created Major head will be displayed in **'Sub Minor Head'** and '**Transaction'** Pages'.

• Click on **'Major Head'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



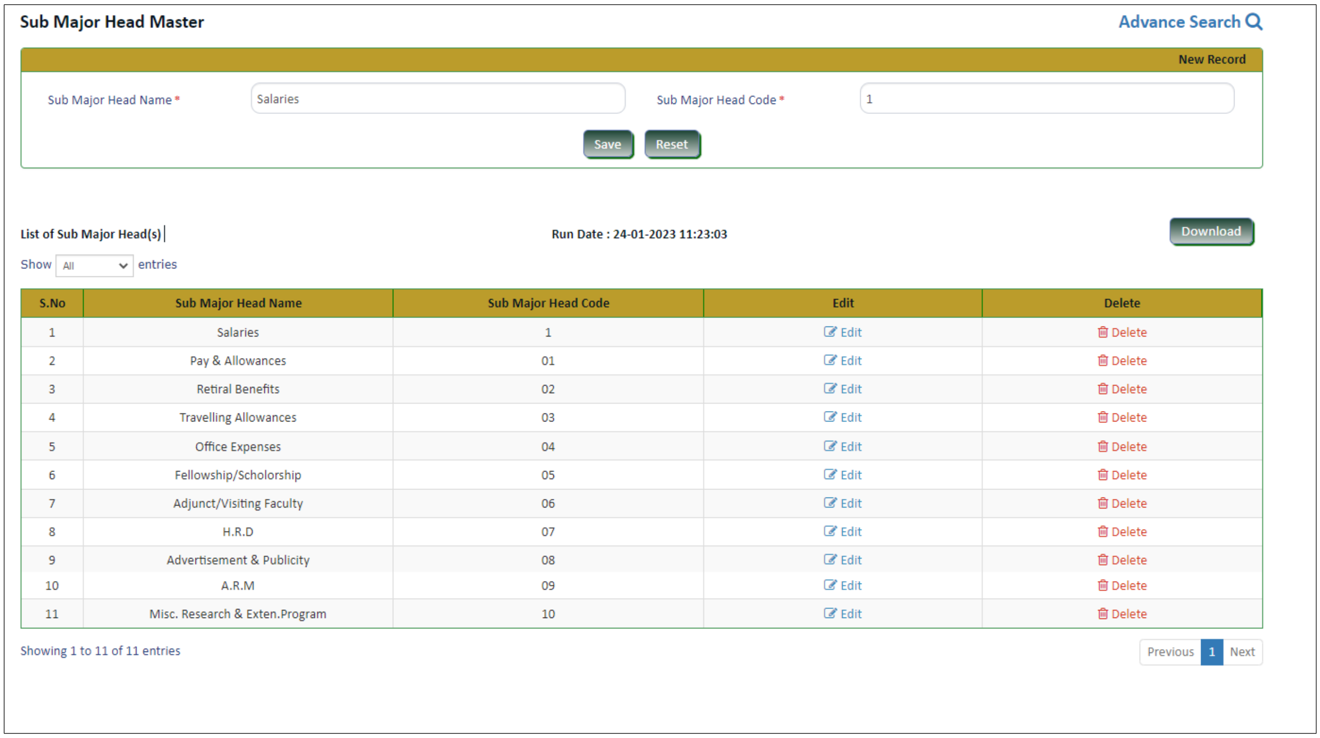
⇨ Steps to Create New Major Head:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Major Head Saved Successfully!'** and record will get added in **'List of Major Head(s)'** table.
- On page load, it will display all the saved major heads in **'List of Major Head(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created major heads by clicking on 'Edit' button from saved records in **'List of Major Head(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

6. Sub major Head:

Using this page, Admin user can create & manage Sub Major Head like Travelling Allowances, Retrial Benefits etc. And created 'Sub Major' will be displayed in 'Sub Minor Head' pages and 'Transaction Pages'.

• Click on **'Sub Major Head'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



S.No	Sub Major Head Name	Sub Major Head Code	Edit	Delete
1	Salaries	1	Edit	Delete
2	Pay & Allowances	01	Edit	Delete
3	Retiral Benefits	02	Edit	Delete
4	Travelling Allowances	03	Edit	Delete
5	Office Expenses	04	Edit	Delete
6	Fellowship/Scholorship	05	Edit	Delete
7	Adjunct/Visiting Faculty	06	Edit	Delete
8	H.R.D	07	Edit	Delete
9	Advertisement & Publicity	08	Edit	Delete
10	A.R.M	09	Edit	Delete
11	Misc. Research & Exten.Program	10	Edit	Delete

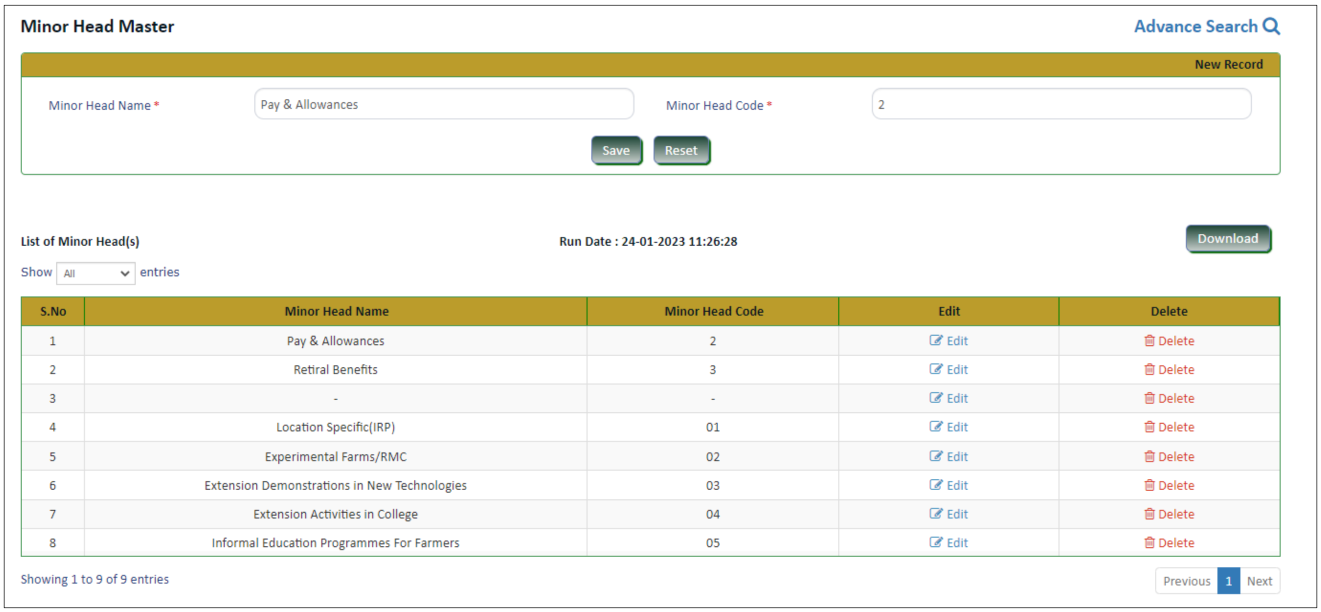
⇨ Steps to Create New Sub Major Head Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display message as **'Sub Major Head Saved Successfully!'** and record will get added in **'List of Sub Major Head(s)'** table.
- On page load, it will display all the saved sub major heads in **'List of Sub Major Head(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created sub major head by clicking on **'Edit'** button from saved records in **'List of Sub Major Head(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

7. Minor Head:

Using this page, Admin user can create & manage Minor Head like Pay & Allowances, Retrial Benefits etc. And created 'Minor Heads' will be displayed in 'Sub Minor Head' pages and 'Transaction Pages'.

• Click on **'Minor Head'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



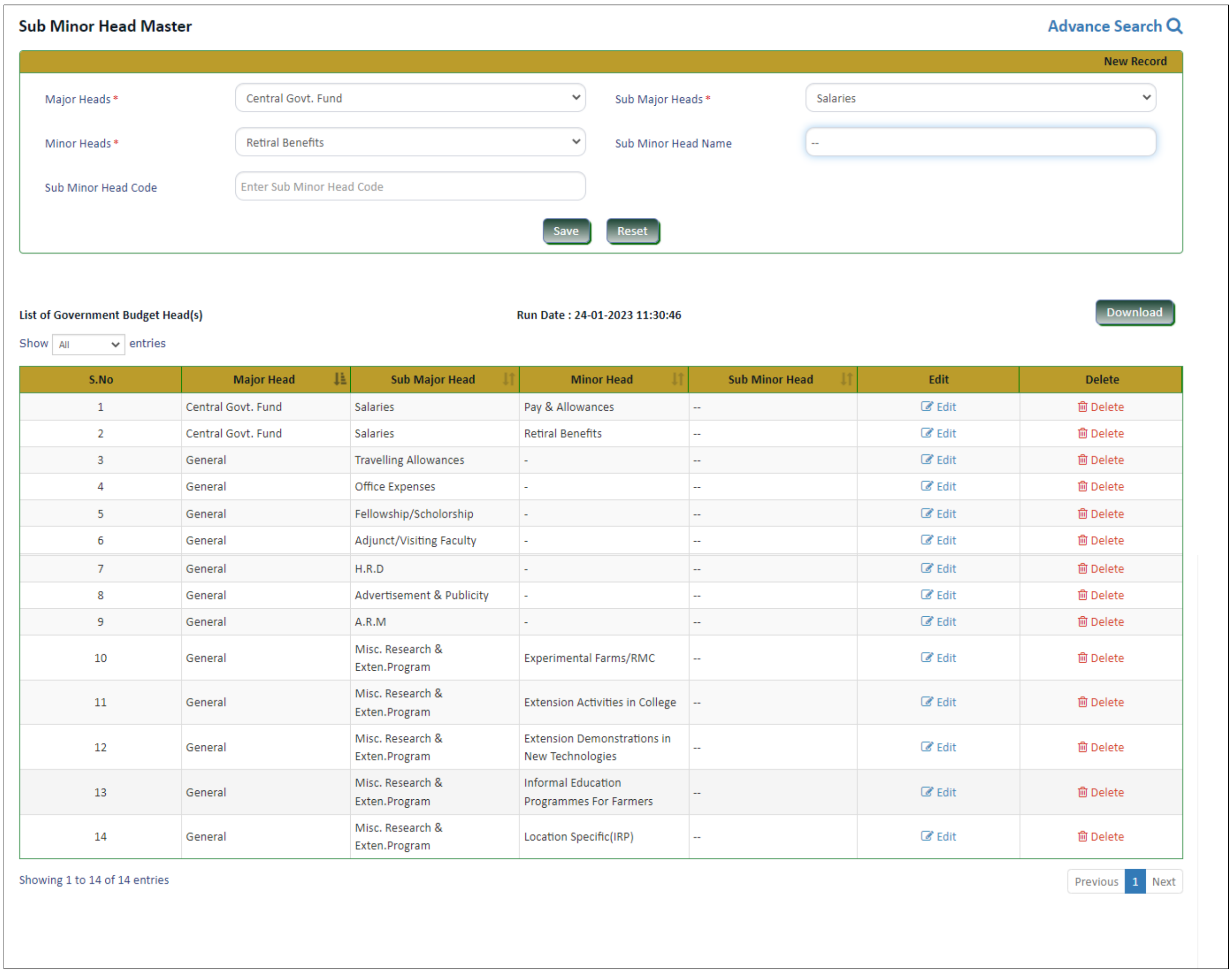
⇨ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on '**Save**' button**,** then system will display a message for the user as **'Minor Head Saved Successfully!'.**
- On page load, it will display all the saved minor heads in **'List of Minor Head(s)'** table.
- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created sub major head by clicking on **'Edit'** button from saved records in **'List of Minor Head(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

8. Sub Minor Head:

Using this page, Admin user can create Sub Minor Head by using combination of all the created Major Heads, Sub Major Heads, Minor Heads, created mapping will be used in budget head creation.

- Click on '**Sub Minor Head'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



Sub Minor Head Master

Advance Search

New Record

Major Heads * : Central Govt. Fund

Sub Major Heads * : Salaries

Minor Heads * : Retiral Benefits

Sub Minor Head Name : --

Sub Minor Head Code : Enter Sub Minor Head Code

Save Reset

List of Government Budget Head(s)

Run Date : 24-01-2023 11:30:46

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Show All entries

S.No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Edit	Delete
1	Central Govt. Fund	Salaries	Pay & Allowances	--	Edit	Delete
2	Central Govt. Fund	Salaries	Retiral Benefits	--	Edit	Delete
3	General	Travelling Allowances	-	--	Edit	Delete
4	General	Office Expenses	-	--	Edit	Delete
5	General	Fellowship/Scholorship	-	--	Edit	Delete
6	General	Adjunct/Visiting Faculty	-	--	Edit	Delete
7	General	H.R.D	-	--	Edit	Delete
8	General	Advertisement & Publicity	-	--	Edit	Delete
9	General	A.R.M	-	--	Edit	Delete
10	General	Misc. Research & Exten.Program	Experimental Farms/RMC	--	Edit	Delete
11	General	Misc. Research & Exten.Program	Extension Activities in College	--	Edit	Delete
12	General	Misc. Research & Exten.Program	Extension Demonstrations in New Technologies	--	Edit	Delete
13	General	Misc. Research & Exten.Program	Informal Education Programmes For Farmers	--	Edit	Delete
14	General	Misc. Research & Exten.Program	Location Specific(IRP)	--	Edit	Delete

Showing 1 to 14 of 14 entries

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⇨ Steps to Create New Record:

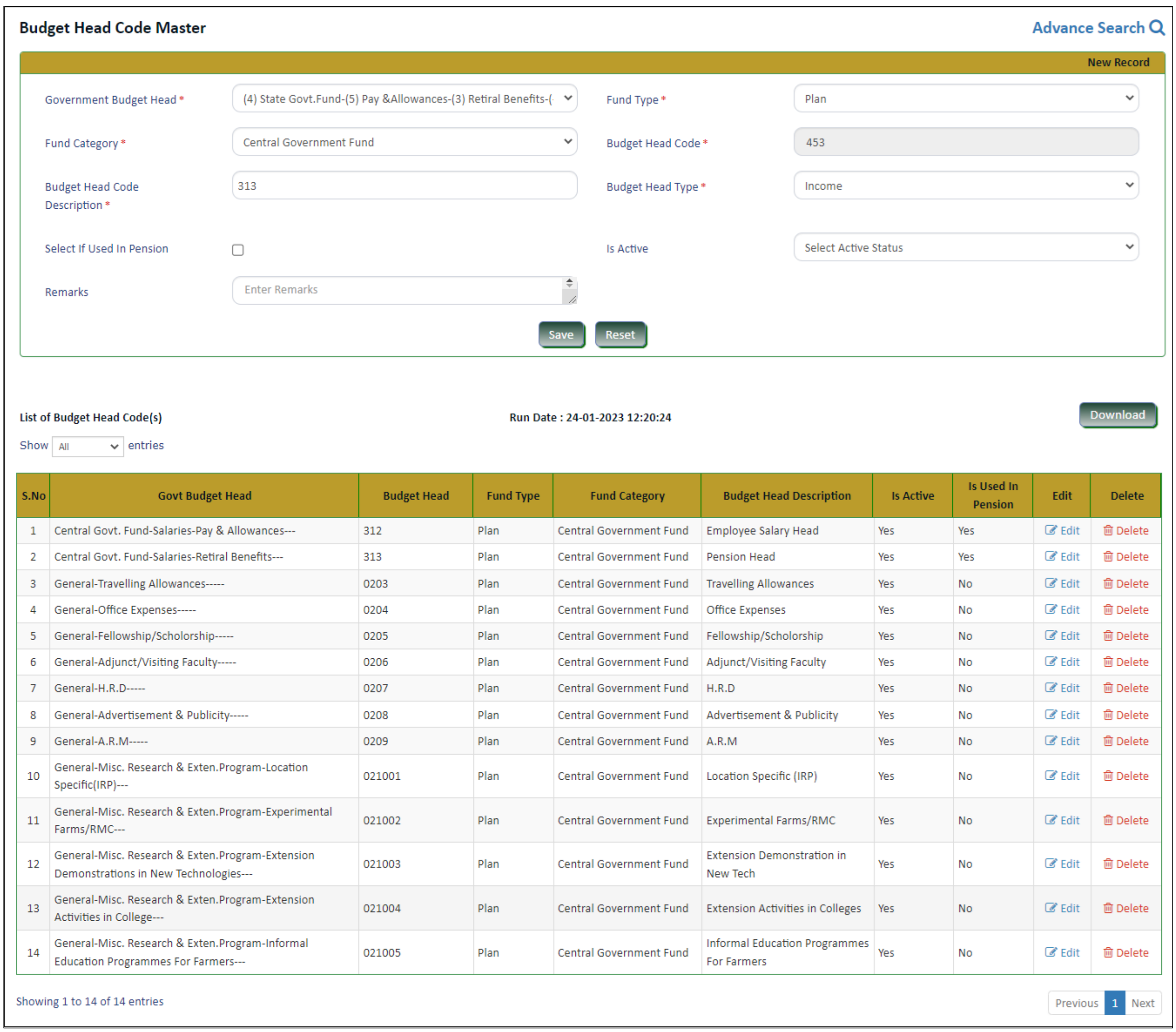
- Enter data in all mandatory fields.
- Click on '**Save'** button, then system will display a message for the user as **'Sub Minor Head Saved Successfully!'.**
- On page load, it will display all the saved sub minor heads in **'List of Government Budget Head(s)'** table.

- Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created sub minor head by clicking on **'Edit'** button from saved records in **'List of Government Budget Head(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

9. Budget Head Code Master:

Using this page, Admin user can create various 'Budget Head Code'. Created head code will be used in budget transaction pages (for Requesting/Receiving amount to/from government).

• Click on '**Budget Head Code Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:



Budget Head Code Master

Advance Search

New Record

Government Budget Head * (4) State Govt.Fund-(5) Pay &Allowances-(3) Retiral Benefits-(

Fund Type * Plan

Fund Category * Central Government Fund

Budget Head Code * 453

Budget Head Code Description * 313

Budget Head Type * Income

Select If Used In Pension

Is Active Select Active Status

Remarks Enter Remarks

Save Reset

List of Budget Head Code(s)

Run Date : 24-01-2023 12:20:24

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Show All entries

S.No	Govt Budget Head	Budget Head	Fund Type	Fund Category	Budget Head Description	Is Active	Is Used In Pension	Edit	Delete
1	Central Govt. Fund-Salaries-Pay & Allowances---	312	Plan	Central Government Fund	Employee Salary Head	Yes	Yes	Edit	Delete
2	Central Govt. Fund-Salaries-Retiral Benefits---	313	Plan	Central Government Fund	Pension Head	Yes	Yes	Edit	Delete
3	General-Travelling Allowances-----	0203	Plan	Central Government Fund	Travelling Allowances	Yes	No	Edit	Delete
4	General-Office Expenses-----	0204	Plan	Central Government Fund	Office Expenses	Yes	No	Edit	Delete
5	General-Fellowship/Scholorship-----	0205	Plan	Central Government Fund	Fellowship/Scholorship	Yes	No	Edit	Delete
6	General-Adjunct/Visiting Faculty-----	0206	Plan	Central Government Fund	Adjunct/Visiting Faculty	Yes	No	Edit	Delete
7	General-H.R.D-----	0207	Plan	Central Government Fund	H.R.D	Yes	No	Edit	Delete
8	General-Advertisement & Publicity-----	0208	Plan	Central Government Fund	Advertisement & Publicity	Yes	No	Edit	Delete
9	General-A.R.M-----	0209	Plan	Central Government Fund	A.R.M	Yes	No	Edit	Delete
10	General-Misc. Research & Exten.Program-Location Specific(IRP)---	021001	Plan	Central Government Fund	Location Specific (IRP)	Yes	No	Edit	Delete
11	General-Misc. Research & Exten.Program-Experimental Farms/RMC---	021002	Plan	Central Government Fund	Experimental Farms/RMC	Yes	No	Edit	Delete
12	General-Misc. Research & Exten.Program-Extension Demonstrations in New Technologies---	021003	Plan	Central Government Fund	Extension Demonstration in New Tech	Yes	No	Edit	Delete
13	General-Misc. Research & Exten.Program-Extension Activities in College---	021004	Plan	Central Government Fund	Extension Activities in Colleges	Yes	No	Edit	Delete
14	General-Misc. Research & Exten.Program-Informal Education Programmes For Farmers---	021005	Plan	Central Government Fund	Informal Education Programmes For Farmers	Yes	No	Edit	Delete

Showing 1 to 14 of 14 entries

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⇨ Steps to Create New Record:

- Enter data in all mandatory fields.

• Click on '**Save'** button**,** then system will display a message for the user as **'Record Saved Successfully!'.**

• On page load, it will display all the saved head code in **'List of Budget Head Code(s)'** table.

• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.

• User can Edit/Update created head code by clicking on **'Edit'** button from saved records in **'List of Budget Head Code(s)'** table.

• If created record(s) is in use in any other pages then it cannot be deleted.

10. Create and Manage Budget Type:

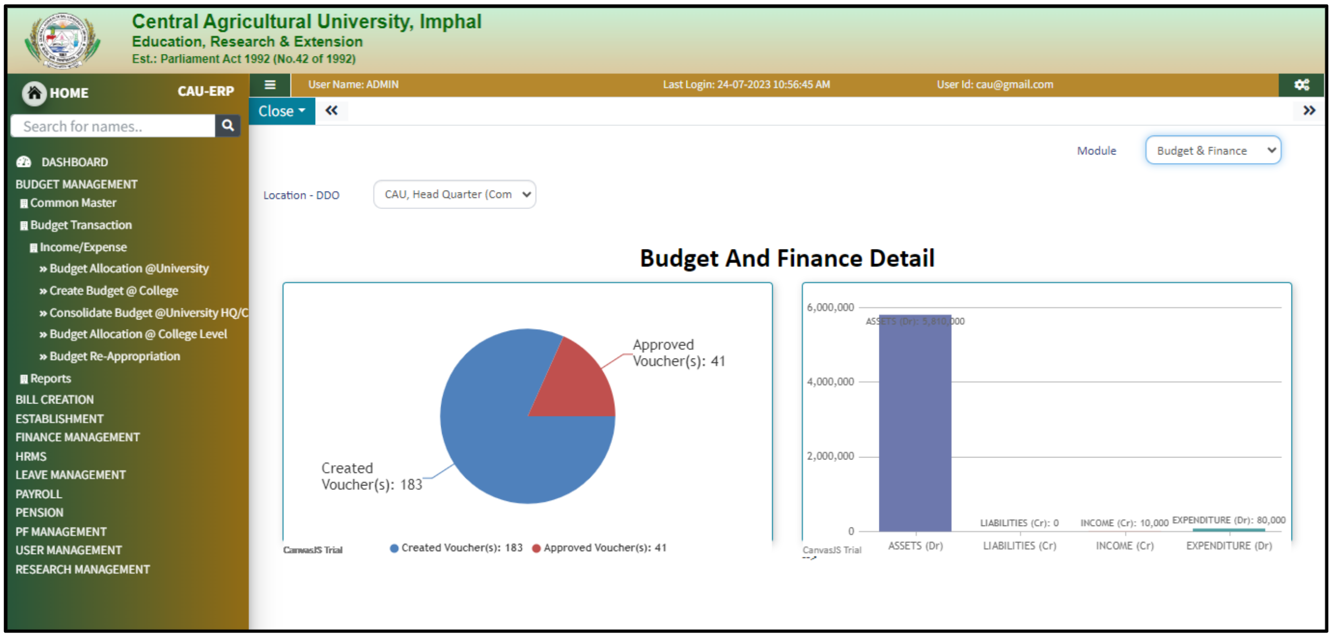
Using this page, Admin user can create new record of ‘Budget Type’ like Estimated, Actual, and Revised. Created budget type will be used in ‘Budget Transaction’ pages.

- Click on **‘Create and Manage Budget Type’** menu link, under **‘Common Master’** sub menu, then page will be opened as shown below:

⇨ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **‘Save’** button**,** then system will display a message for the user as ‘**Record Saved Successfully!’** and record will get added in table.
- On page load, it will display all the saved budget type in **‘List of Budget Type(s)’** table.
- Click on **‘Advance Search’** link on right top of the page, it will open window to search any specific record.
- User can Edit/Update created budget type by clicking on **‘Edit’** button from saved records in **‘List of Budget Type(s)’** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

- Click on **'Budget Transaction'** menu, then sub menu list will be displayed as shown below:

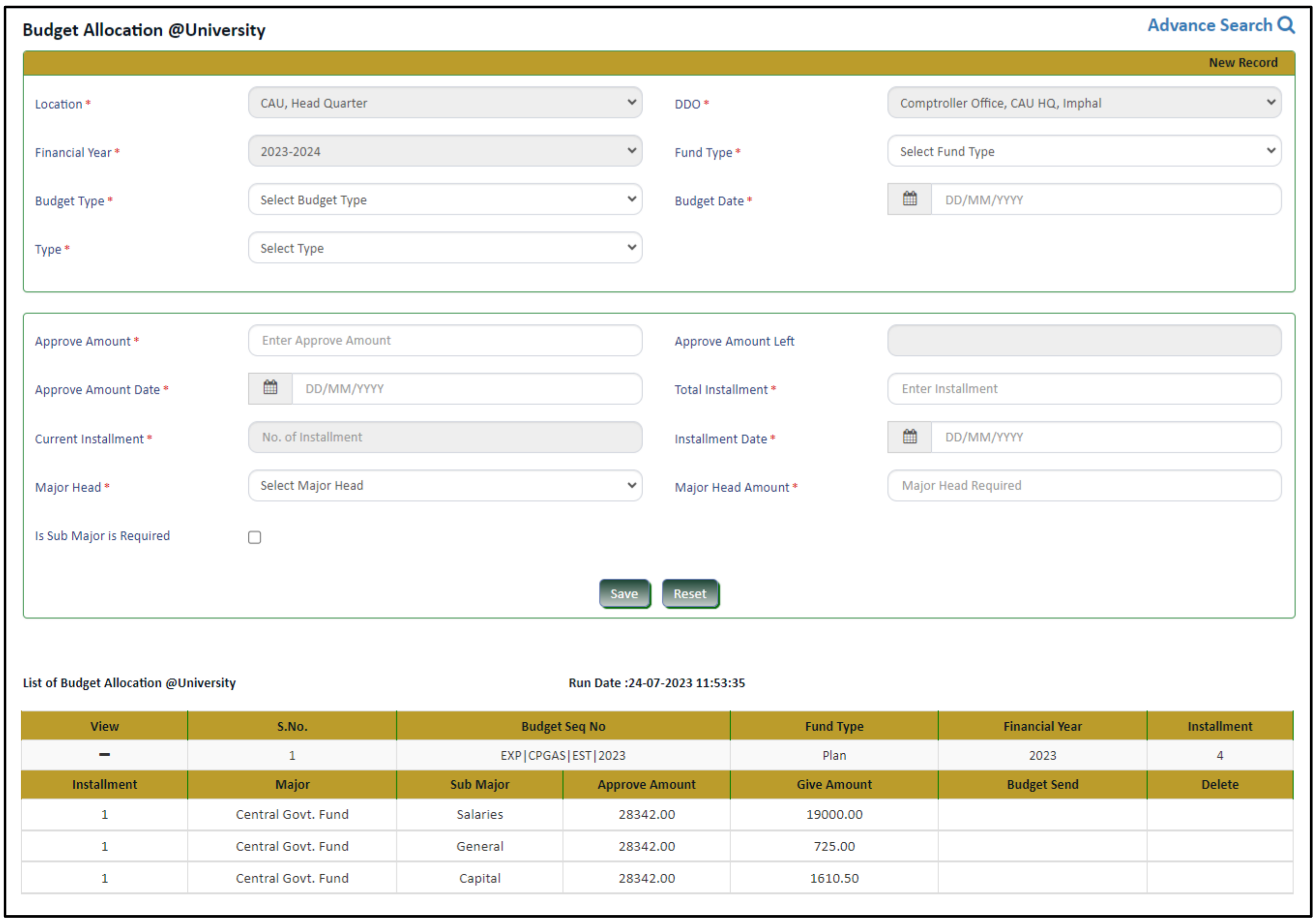


• Budget Transaction

1. Budget Allocation @University:

Using this page, Authorized user can create & manage record of budget allocation at university level as per received amount from government. Created allocations will be displayed in 'Consolidate Budget @University HQ/Comptroller Level' page.

- Click on **'Budget Allocation @University'** menu link, under **'Income/Expense'** sub menu, of '**Budget Transaction'** menu, then page will be opened as shown below:


Budget Allocation @University

Advance Search

New Record

Location * CAU, Head Quarter
DDO * Comptroller Office, CAU HQ, Imphal
Financial Year * 2023-2024
Fund Type * Select Fund Type
Budget Type * Select Budget Type
Budget Date * DD/MM/YYYY
Type * Select Type

Approve Amount * Enter Approve Amount
Approve Amount Left
Approve Amount Date * DD/MM/YYYY
Total Installment * Enter Installment
Current Installment * No. of Installment
Installment Date * DD/MM/YYYY
Major Head * Select Major Head
Major Head Amount * Major Head Required
Is Sub Major is Required

Save Reset

List of Budget Allocation @University

Run Date :24-07-2023 11:53:35

View	S.No.	Budget Seq No	Fund Type	Financial Year	Installment
−	1	EXP|CPGAS|EST|2023	Plan	2023	4

Installment	Major	Sub Major	Approve Amount	Give Amount	Budget Send	Delete
1	Central Govt. Fund	Salaries	28342.00	19000.00		
1	Central Govt. Fund	General	28342.00	725.00		
1	Central Govt. Fund	Capital	28342.00	1610.50		

⇨ Steps to Create New Record:

- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display a message for the user as **'Budget Allocation saved Successfully!'** and record will get added in **'List of Budget Allocation @University'** table.

Note: 1) From **'List of Budget Allocation @University'** table user can click on expand/View button to view allocated budget (head wise).

2) Once all the allocations are done, then user can send the allocation to the next level by clicking on **'Sent'** button form 'Budget Send' column.

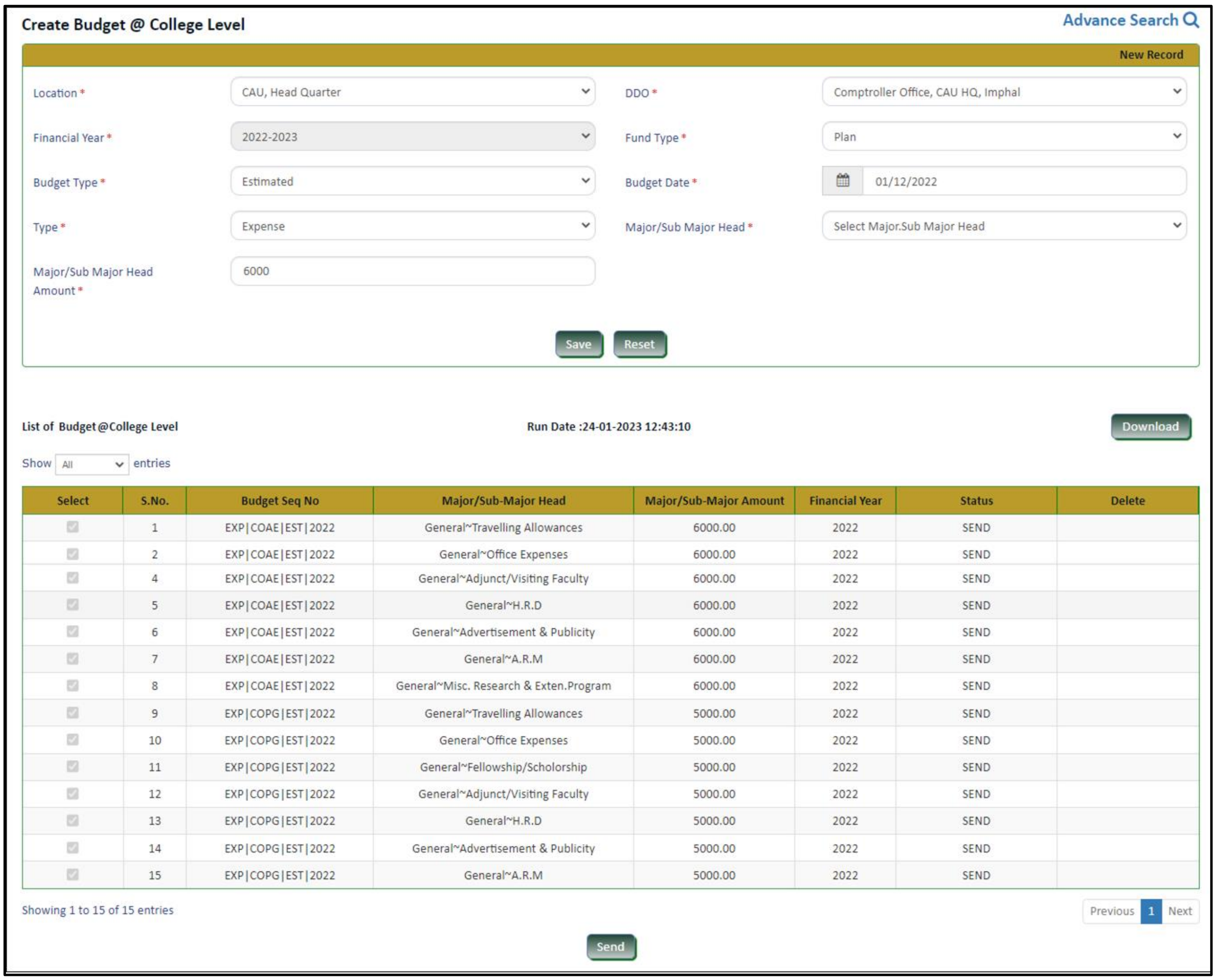
- On page load, it will display all crated allocations in **'List of Budget Allocation @University'** table.
- Click on **'Advance Search'** button then it will display all the created allocations under **'List of Budget Allocation @University'** table.
- User can Edit/Update any created relation name by clicking on **'Edit'** button from searched record under **'List of Budget Allocation @University(s)'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

Note: 1) For same combination only one record will be created in active **'Financial Year'.**

2. Create Budget @College Level

Using this page, College/HQ user can request for budget amount and created record will be displayed in **'Consolidate budget @University/HQ comptroller'** page to consolidate.

- Click on **'Create Budget @College'** menu link, under **'Income/Expense'** sub menu, of '**Budget Transaction'** menu, then page will be opened as shown below:


Create Budget @ College Level

Advance Search

New Record

Location * CAU, Head Quarter

DDO * Comptroller Office, CAU HQ, Imphal

Financial Year * 2022-2023

Fund Type * Plan

Budget Type * Estimated

Budget Date * 01/12/2022

Type * Expense

Major/Sub Major Head * Select Major.Sub Major Head

Major/Sub Major Head Amount * 6000

Save Reset

List of Budget@College Level

Run Date :24-01-2023 12:43:10

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Select	S.No.	Budget Seq No	Major/Sub-Major Head	Major/Sub-Major Amount	Financial Year	Status	Delete
	1	EXP|COAE|EST|2022	General~Travelling Allowances	6000.00	2022	SEND	
	2	EXP|COAE|EST|2022	General~Office Expenses	6000.00	2022	SEND	
	4	EXP|COAE|EST|2022	General~Adjunct/Visiting Faculty	6000.00	2022	SEND	
	5	EXP|COAE|EST|2022	General~H.R.D	6000.00	2022	SEND	
	6	EXP|COAE|EST|2022	General~Advertisement & Publicity	6000.00	2022	SEND	
	7	EXP|COAE|EST|2022	General~A.R.M	6000.00	2022	SEND	
	8	EXP|COAE|EST|2022	General~Misc. Research & Exten.Program	6000.00	2022	SEND	
	9	EXP|COPG|EST|2022	General~Travelling Allowances	5000.00	2022	SEND	
	10	EXP|COPG|EST|2022	General~Office Expenses	5000.00	2022	SEND	
	11	EXP|COPG|EST|2022	General~Fellowship/Scholorship	5000.00	2022	SEND	
	12	EXP|COPG|EST|2022	General~Adjunct/Visiting Faculty	5000.00	2022	SEND	
	13	EXP|COPG|EST|2022	General~H.R.D	5000.00	2022	SEND	
	14	EXP|COPG|EST|2022	General~Advertisement & Publicity	5000.00	2022	SEND	
	15	EXP|COPG|EST|2022	General~A.R.M	5000.00	2022	SEND	

Showing 1 to 15 of 15 entries

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Send

⇨ Steps to Create New Record:

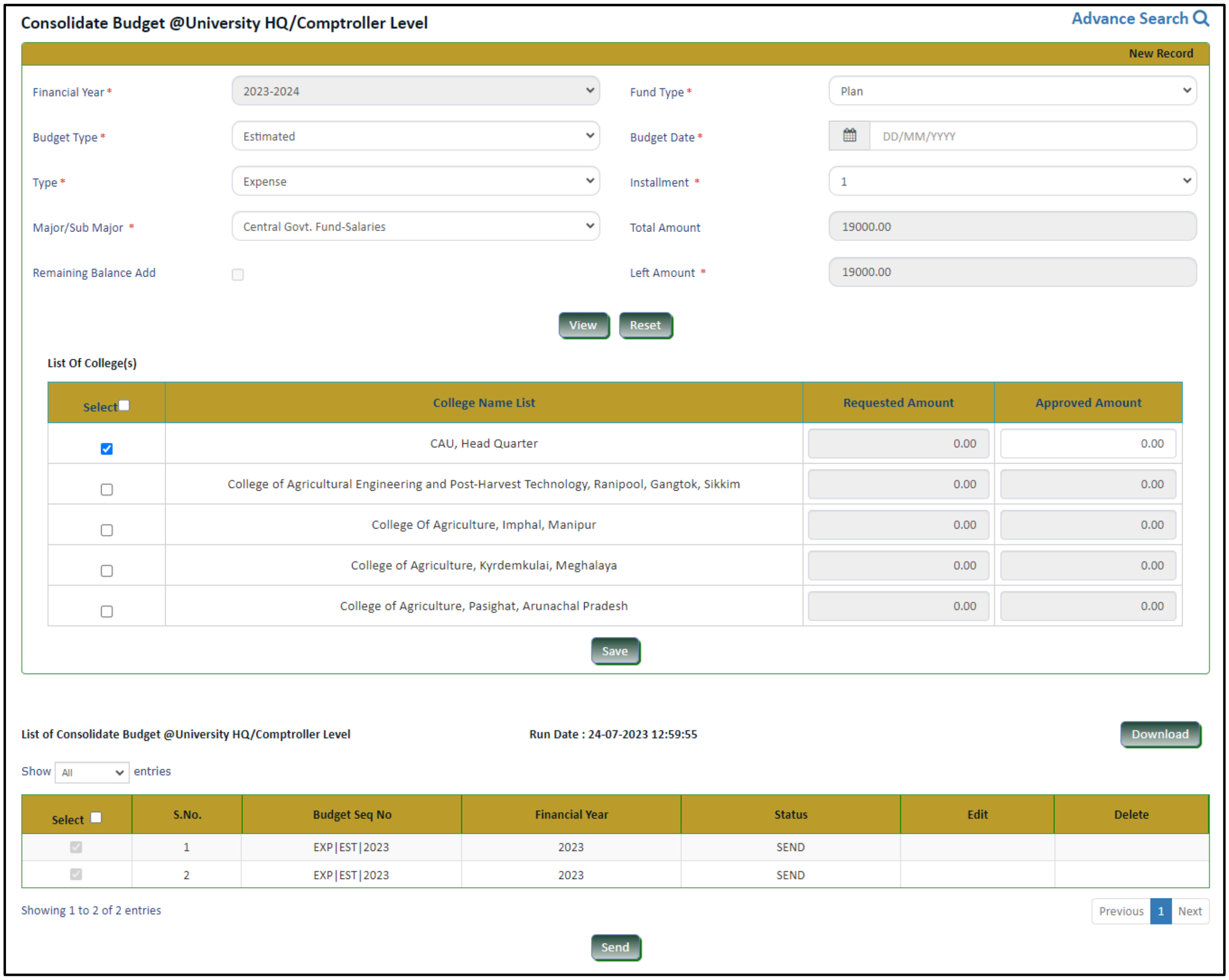
- Enter data in all mandatory fields.
- Click on **'Save'** button, then system will display a message for the user as **'Record Saved Successfully!'** and record will get added in **'List of Budget @College Level'** table.

- Click on **'Send'** button, created record will display in **'Consolidate Budget @University HQ/Comptroller Level'** page.
- On page load, it will display all crated budget in **'List of Budget @College Level'** table.
- Click on **'Advance Search'** button, then it will display all the saved record in **'List of Budget @College Level'** table.
- User can Edit/Update any created budget details by clicking on '**Edit'** button from saved records in **'List of Budget @College Level'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

3. Consolidate Budget @University HQ/Comptroller Level:

Using this page, Comptroller/HQ Level user will be able to consolidate all the requested budget from respective college/location. Consolidated budget will be displayed in **'Budget Allocation @College Level'** page.

- Click on **'Consolidate Budget @University HQ/Comptroller Level'** menu link, under **'Income/Expense'** sub menu, of '**Budget Transaction'** menu, then page will be opened as shown below:



⇨ Steps to Create New Record:

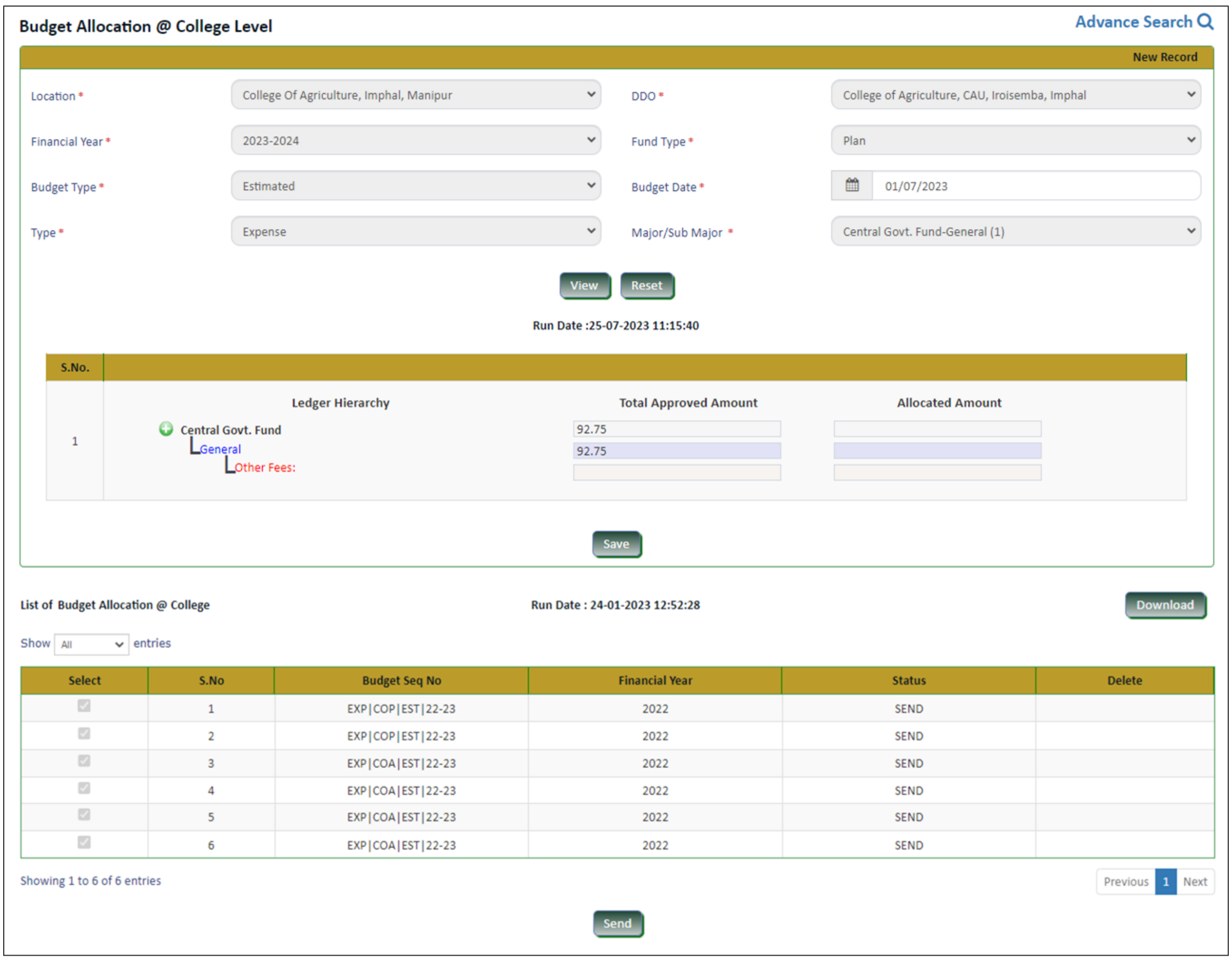
- Enter data in all mandatory fields.
- Click on **'View'** button, it will display all the requested budget from different colleges/locations under 'List of College' panel.
- Enter required amount in **'Approved Amount'** text box.

- Click on **'Save'** button, then system will display message **'Record Saved Successfully'** and record will get added in **'List of Consolidated Budget @University HQ/Comptroller Level'** table.
- Click on **'Send'** button, created record will display in **'Budget Allocation @College Level'** page.
- On page load, it will display all saved consolidated budget in **'List of Consolidated Budget @University HQ/Comptroller Level'** table.
- Click on **'Advance Search'** button, then it will display all the saved record in **'List of Consolidated Budget @University HQ/Comptroller Level'** table.
- User can Edit/Update any created budget details by clicking on '**Edit'** button from saved records in **'List of Consolidated Budget @University HQ/Comptroller Level'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

4. Budget Allocation @ College Level:

Using this page, College user will be able to enter/allocate their approved budget amount (In required head) for any particular financial year, Entered/Allocated amount in their 'Ledgers/Heads' will get reflect in 'Voucher pages' under finance module for making required vouchers.

- Click on **'Budget Allocation @College'** menu link, under **'Income/Expense'** sub menu, of '**Budget Transaction'** menu, then page will be opened as shown below:



⇨ Steps to Create New Record

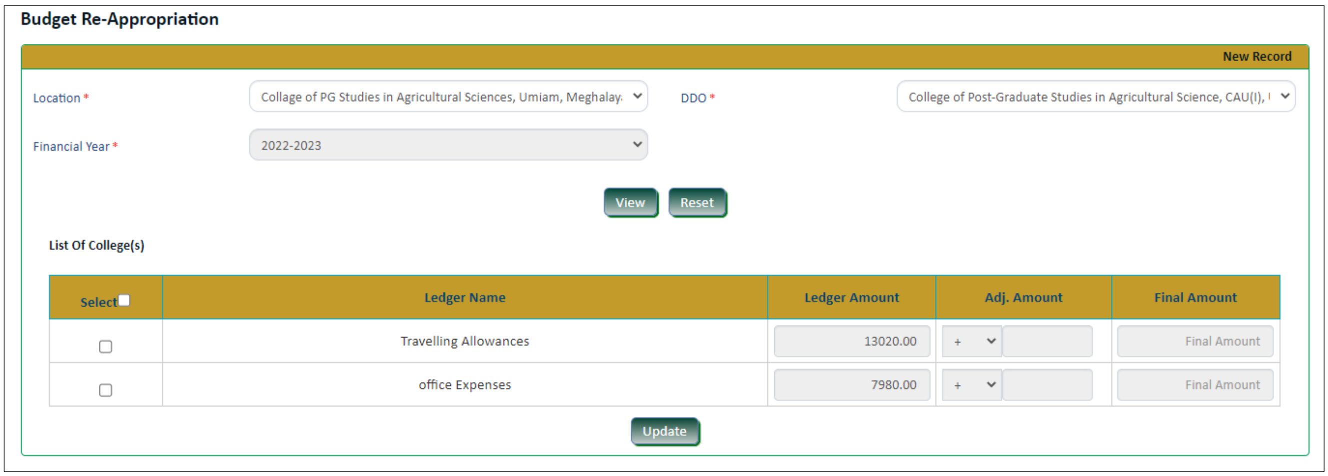
- Enter data in all mandatory fields.
- Click on **'View'** button, it will display all the requested budget from different colleges/locations under 'List of College' panel.
- Enter amount in **'Allocated Amount'** text box.

- Click on **'Save'** button, then system will display message **'Record Saved Successfully'** and record will get added in **'List of Budget Allocation @ College'** table.
- Click on **'Send'** button, allocated amount will be reflected as ledger balance in 'Finance Management' module.
- On page load, it will display all saved budget in **'List of Budget Allocation @ College'** table.
- Click on **'Advance Search'** button, then it will display all the saved record in **'List of Budget Allocation @ College'** table.
- User can Edit/Update any created budget details by clicking on '**Edit'** button from saved records in **'List of Budget Allocation @ College'** table.
- If created record(s) is in use in any other pages then it cannot be deleted.

5. Budget Re-Appropriation:

Using this page, 'Department Head' will be able to Re-Appropriate budget among different ledgers. For example: If Ledger A has amount of Rs.15 Lac and Ledger B has amount of Rs.5 Lac and additional 5 Lac is required in Ledger B then from this page amount of Rs.5 Lac will be transferred from Ledger A to Ledger B updating their amounts as Rs.10 Lac and Rs10 Lacs respectively.

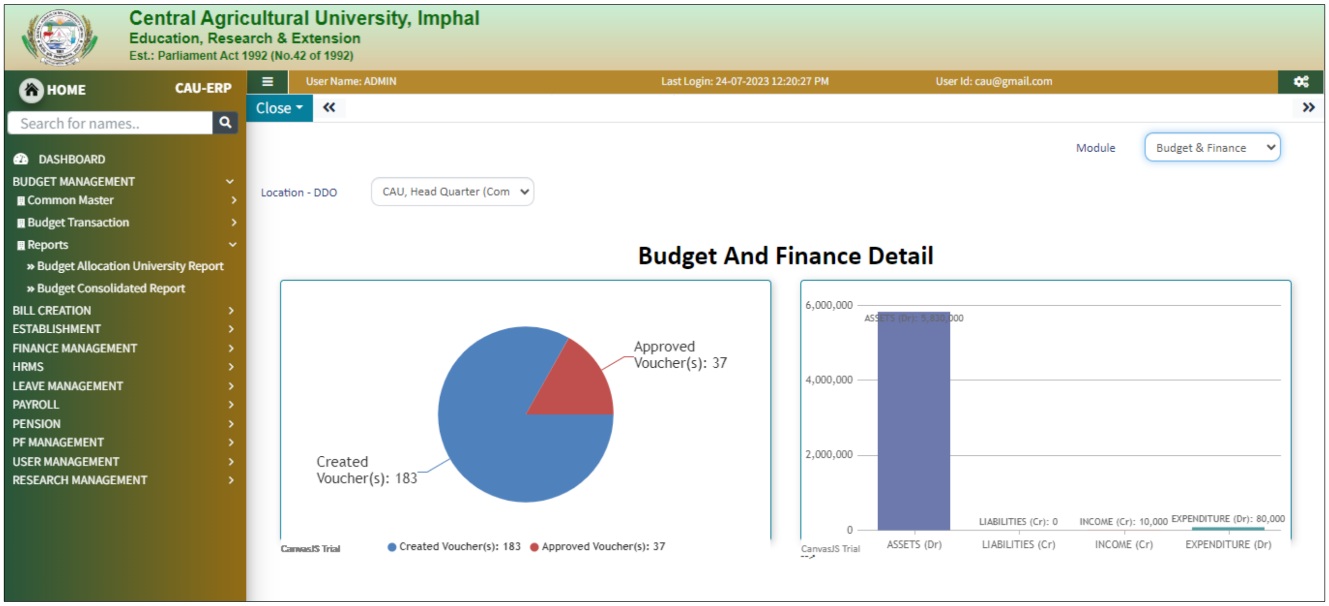
- Click on **'Budget Re-Appropriation'** menu link, under **'Income/Expense'** sub menu, of '**Budget Transaction'** menu, then page will be opened as shown below:



⇨ **Steps to create Record:**

- Enter data in all **mandatory** fields.
- Click on **'View'** button, user will be able to see all the ledgers with approved/allocated amount.
- Select check boxes (to select ledgers), enter 'Adj. Amount' with ('+' & '-').
- As per adjustment amount, Final Amount will be displayed.
- Click on Update button, then system will display message as **'Record Update Successfully'**.

- Click on **'Reports'** menu, then sub menu list will be displayed as shown below:

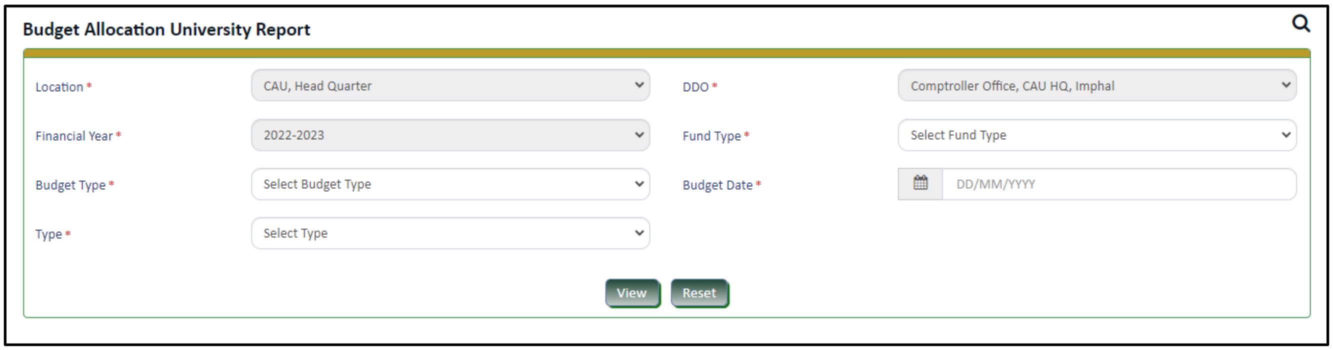


• Reports:

1. Budget Allocation University Report:

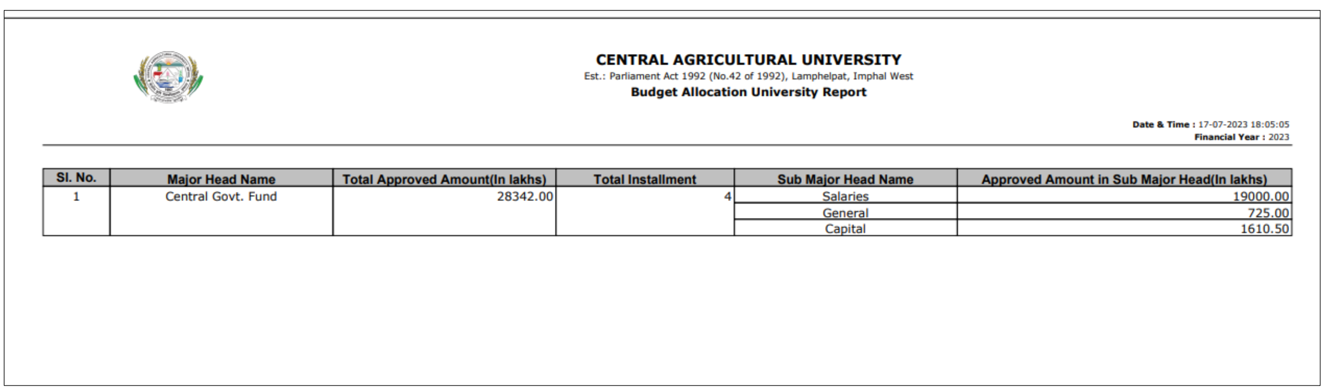
Using this page, Authorized users will be able to generate reports as per allocated budget at the university level.

- Click on **'Budget Allocation University Report'** menu link, under **'Budget Reports'** sub menu, then page will be opened as shown below:



⇨ Steps to Download PDF Report:

- Enter data in all mandatory fields.
- Click on '**View'** button.
- Report will be downloaded in **'PDF**' format as shown below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
Budget Allocation University Report

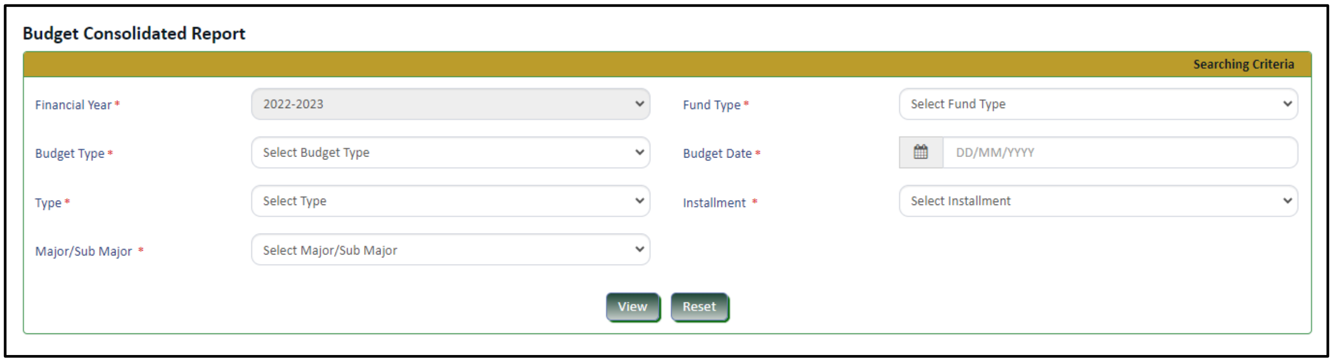
Date & Time : 17-07-2023 18:05:05
Financial Year : 2023

Sl. No.	Major Head Name	Total Approved Amount(In lakhs)	Total Installment	Sub Major Head Name	Approved Amount in Sub Major Head(In lakhs)
1	Central Govt. Fund	28342.00	4	Salaries	19000.00
				General	725.00
				Capital	1610.50

2. Budget Consolidated Report:

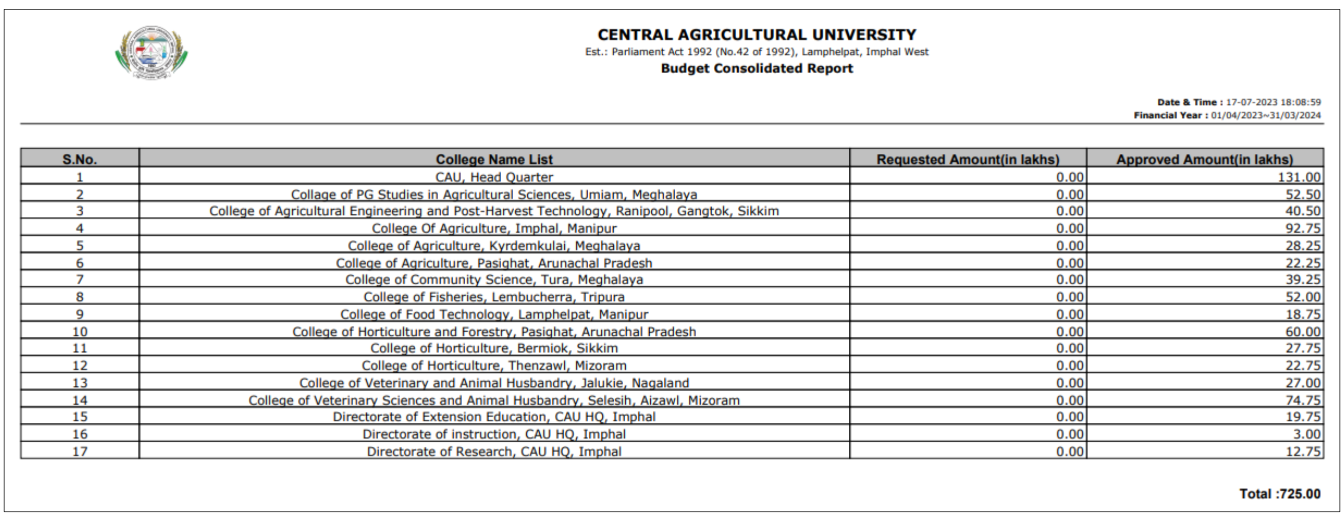
Using this page, Authorized users can generate reports for consolidated budget created from Colleges/Locations.

- Click on **'Budget Consolidated Report'** menu link, under **'Budget Reports'** sub menu, then page will be opened as shown below:



⇨ **Steps to Download PDF Report:**

- Enter data in all mandatory fields.
- Click on '**View'** button.
- Report will be downloaded in **'PDF'** format as shown below:



CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
Budget Consolidated Report

Date & Time : 17-07-2023 18:08:59
Financial Year : 01/04/2023~31/03/2024

S.No.	College Name List	Requested Amount(in lakhs)	Approved Amount(in lakhs)
1	CAU, Head Quarter	0.00	131.00
2	Collage of PG Studies in Agricultural Sciences, Umiam, Meghalaya	0.00	52.50
3	College of Agricultural Engineering and Post-Harvest Technology, Ranipool, Gangtok, Sikkim	0.00	40.50
4	College Of Agriculture, Imphal, Manipur	0.00	92.75
5	College of Agriculture, Kyrdemkulai, Meghalaya	0.00	28.25
6	College of Agriculture, Pasighat, Arunachal Pradesh	0.00	22.25
7	College of Community Science, Tura, Meghalaya	0.00	39.25
8	College of Fisheries, Lembucherra, Tripura	0.00	52.00
9	College of Food Technology, Lamphelpat, Manipur	0.00	18.75
10	College of Horticulture and Forestry, Pasighat, Arunachal Pradesh	0.00	60.00
11	College of Horticulture, Bermiok, Sikkim	0.00	27.75
12	College of Horticulture, Thenzawl, Mizoram	0.00	22.75
13	College of Veterinary and Animal Husbandry, Jalukie, Nagaland	0.00	27.00
14	College of Veterinary Sciences and Animal Husbandry, Selesih, Aizawl, Mizoram	0.00	74.75
15	Directorate of Extension Education, CAU HQ, Imphal	0.00	19.75
16	Directorate of instruction, CAU HQ, Imphal	0.00	3.00
17	Directorate of Research, CAU HQ, Imphal	0.00	12.75

Total :725.00