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Budget Adjustment Process

Budget Adjustment process will be processed in the three level of approver. The level of approver are given below

- 1) Initiator
- 2) Verifier
- 3) Approver

Budget Adjustment/Transfer Search

Initiator Login

Initiator will log in to the application and click on Budget Adjustment Menu and Budget Adjustment/Transfer Search page will open as given below

IFHRMS

Logged In As 16010494309

Budget Adjustment | ASL | Payroll | DDO Master | Budget Reports | RBI Returns | Element Entry Stan... | Scheme Beneficiary

Budget Adjustment/Transfer Search Page Create

Request No:
Date From:
Date To:

Adjustment No:
Adjustment Status:
Adjustment Type:

Go Clear

Req Number	Req Date	Adjustment Number	Adjustment Date	Actual Flag	Status	Adjustment Type	Update	Detail
146	10-Oct-2019			Budget	Draft	Budget Transfer Entries		
145	10-Oct-2019			Budget	Draft	Budget Transfer Entries		
144	09-Oct-2019			Budget	Submitted by Assistant	Budget Transfer Entries		
143	09-Oct-2019			Budget	Submitted by Assistant	Budget Re-Allocation Entries		
142	09-Oct-2019	65	09-Oct-2019	Budget	Approved by DDO	Budget Re-Allocation Entries		
141	05-Oct-2019	64	05-Oct-2019	Budget	Approved by DDO	Budget Transfer Entries		

Budget Re-Allocation Entries

Here HOD Assistant or initiator will click on Create Button and select the Adjustment Type as Budget Re-Allocation Entries

IFHRMS

HomeClockStarSettings | Logged In As 16010494309

Budget Adjustment

ASL

Payroll

DDO Master

Budget Reports

RBI Returns

Element Entry Stan...

Scheme Beneficiary

Budget Adjustment/Transfer Search Page

Create

Request No

Date From

Date To

Adjustment No

Adjustment Status

Adjustment Type

Go

Clear

Req Number	Req Date	Adjustment Number	Adjustment Date	Actual Flag	Status	Adjustment Type	Update	Detail
146	10-Oct-2019			Budget	Draft	Budget Transfer Entries		
145	10-Oct-2019			Budget	Draft	Budget Transfer Entries		
144	09-Oct-2019			Budget	Submitted by Assistant	Budget Transfer Entries		
143	09-Oct-2019			Budget	Submitted by Assistant	Budget Re-Allocation Entries		
142	09-Oct-2019	65	09-Oct-2019	Budget	Approved by DDO	Budget Re-Allocation Entries		
141	05-Oct-2019	64	05-Oct-2019	Budget	Approved by DDO	Budget Transfer Entries		

Budget Re-Allocation Entries

HOD assistant will select the Adjustment Type as **Budget Re-Allocation** and enter transfer amount in-between DDOs which are belongs to his HOD only. The Budget Re-Allocation may be as single DDO to single DDO, Single DDO to many or many to many. Finally he will click on **Save** Button

Budget Adjustments/Transf...

Budget Adjustment

ASL

Payroll

DDO Master

Budget Reports

RBI Returns

Element Entry Stan...

Scheme Beneficiary

Budget Adjustments/Transfer Entry

SaveCancel

TIP Fields marked with * are mandatory

Request No

* Request Date

24-Oct-2019

StatusDraft

Adjustment Date

* Adjustment Type

Budget Re-Allocation Entries

Actual Flag

Budget

Budget Debit Entry (Outgoings)

HOD Code01601
Secretariat

* Account Head

* Detail Head

Amount in Thousands

Add RowDelete Row

Select All | Select None

Select	* DDO Code	Budget Details	Budget Available	* Debit (Outgoing)	Reason
<input type="checkbox"/>	44010025 SECTION OFFICER(BILLS)		0.00		
			Total	0	

Budget Credit Entry (Receipts)

Budget Re-Allocation Entries.

One to One Case

[Budget Adjustment >](#)

Budget Adjustments/Transfer Details

Back

Request No	160	Adjustment No	82
Request Date	23-Oct-2019	Adjustment Date	23-Oct-2019
Status	Approved by DDO	Adjustment Type	Budget Transfer Entries
		Actual Flag	Budget

Budget Debit Entry (Outgoings)

HOD Code	01601	Account Head	205400097AA	Detail Head	30501
	Secretariat		District Treasuries and Sub-Treasuries		Telephone Charges
					Amount in Thousands

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00 test
		Total	60

Budget Credit Entry (Receipts)

HOD Code	00301
	Administration of Justice

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason
01010184 Judicial Magistrate No.III		0.00	60.00 test
		Total	60

Budget Re-Allocation Entries.

Many to Many Case

[Budget Adjustment >](#)




Budget Adjustments/Transfer Details

Back

Request No 159	Adjustment No 81
Request Date 23-Oct-2019	Adjustment Date 23-Oct-2019
Status Approved by DDO	Adjustment Type Budget Re-Allocation Entries
	Actual Flag Budget




Budget Debit Entry (Outgoings)

HOD Code 01601 Secretariat	Account Head 205400097AA District Treasuries and Sub-Treasuries	Detail Head 30501 Telephone Charges
-------------------------------	--	--

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason	Amount in Thousands
06080016 ASST.TREASURY OFFICER UTHIRAMERUR		100.00	50.00 test	
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	50.00 test	
		 Total	100	

Budget Credit Entry (Receipts)

HOD Code 01601 Secretariat	
-------------------------------	--

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason	Amount in Thousands
41010122 MEDICAL OFFICER		100.00	50.00 test	
07040057 Asst Treasury Officer Melur		100.00	50.00 test	
		 Total	100	

Budget Re-Allocation Entries.

One to Many Case



[Budget Adjustment >](#)

Budget Adjustments/Transfer Details
Back

Request No 141	Adjustment No 54
Request Date 05-Oct-2019	Adjustment Date 05-Oct-2019
Status Approved by DDO	Adjustment Type Budget Transfer Entries
	Actual Flag Budget




Budget Debit Entry (Outgoings)

HOD Code 01801 Secretariat	Account Head 205400097AA District Treasuries and Sub-Treasuries	Detail Head 30501 Telephone Charges
-------------------------------	--	--

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	30.00 test
		 Total	30

Budget Credit Entry (Receipts)

HOD Code 00202 Governor's Household
--

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason
06080016 ASST.TREASURY OFFICER UTHIRAMERUR		100.00	15.00 test
41010122 MEDICAL OFFICER		0.00	15.00
		 Total	30

Budget Re-Allocation Entries.

Many to One Case




[Budget Adjustment >](#)

Budget Adjustments/Transfer Details
Back

Request No 142	Adjustment No 65
Request Date 09-Oct-2019	Adjustment Date 09-Oct-2019
Status Approved by DDO	Adjustment Type Budget Re-Allocation Entries
	Actual Flag Budget



Budget Debit Entry (Outgoings)

HOD Code 01601 Secretariat	Account Head 205400097AA District Treasuries and Sub-Treasuries	Detail Head 30501 Telephone Charges
-------------------------------	--	--

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason	Amount in Thousands
06080016 ASST.TREASURY OFFICER UTHIRAMERUR		0.00	20.00	
13010081 Personal Assistant (Small Savings) to Collector, Sivagangai		0.00	30.00	
 Total			50	

Budget Credit Entry (Receipts)

HOD Code 01601 Secretariat	
-------------------------------	--

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason	Amount in Thousands
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	50.00 Test Hit	
 Total			50	

Budget Re-Allocation Entries

After Budget Re-Allocation details has been entered and submitted by HOD assistant, he need to select the approver Groups and click on Forward button. Then one Request Number will be generated and will be forwarded to next level officer for verification.

Initiator/Verifier/Approver Group

* Approver Groups

Approval group-Budget transfer

List of Performers

Approval Level	Position	Approval Pending With
1	Assistant Section Officer 1306542	16010508265
2	Section Officer 1241806	16010519259

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Forward

Update

Budget Re-Allocation Entries

IFHRMS

Home

Clock

Star

Settings

Logged In As 16010494309

Budget Adjustment

ASL

Payroll

DDO Master

Budget Reports

RBI Returns

Element Entry Stan...

Scheme Beneficiary

Confirmation

Budget Transfer/ Reallocation request has been submitted successfully.Request Number is 158

Ok

Verifier Login

After Request Number generated next level officer will login to the system and go to the finance module click on the Request Number as shown on the below screen

Budget Re-Allocation Entries

The screenshot displays the IFHRMS (Integrated Financial and Human Resource Management System) interface. The top navigation bar includes icons for Bills, Adjustments, Deposit, Budget Search, Budget Adjustment, ASL, QCA, and CF. The user is logged in as 16010508265.

Welcome Gnanesan T,

Pending Notifications

Below is a list of your most important notifications. Select the subject to respond or select "Full List" to see all your notifications.

From	Type	Subject	Sent	Due
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 158) and it is waiting for your review.	23-Oct-2019	
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 144) and it is waiting for your review.	09-Oct-2019	
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 143) and it is waiting for your review.	09-Oct-2019	
Gnanesan T	GTN FIN Workflow	FINANCE_FIXATION (Budget ID : 18148) has been completed successfully.	13-Sep-2019	
Gnanesan T	GTN FIN Workflow	ASLCFDRrequest Number : 18666 has been distributed successfully.	13-Sep-2019	

[Full List \(23\)](#)

Configurable Links

- [link1](#)
- [link2](#)
- [link3](#)
- [link4](#)
- [link5](#)

☒ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

Budget Re-Allocation Entries

Here the second level officer will verify the data and as per his observation he will click on verify with proper comments. Now it will go to next level officer (HOD) for Approval

Budget Adjustments/Transf...

HOD Code 01601
Secretariat

Account Head 205400097AA
District Treasuries and Sub-Treasuries

Detail Head 30501
Telephone Charges

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00 test
		Total	60

Budget Credit Entry (Receipts)

HOD Code 00301
Administration of Justice

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason
01010184 Judicial Magistrate No.III		0.00	60.00 test
		Total	60

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Action History

Sequence	Post	Name	Action	Date	Notes
1	Assistant Section Officer 11308525	Lakshmi A	Submitted	23-Oct-2019	
2	Assistant Section Officer 11308542	Gnanesan T	Verified	23-Oct-2019	

Budget Re-Allocation Entries

Notification Details

IFHRMS

HomeClockStarSettings

Logged In As 16010508265

?

+

Bills

Adjustments

Deposit

Budget Search

Budget Adjustment

ASL

QCA

CF

Assistant Section Officer| 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 158) and it is waiting for your review.

Return For Correction

Verify

From Lakshmi A

To Gnanesan T

Sent 23-Oct-2019 15:08:19

ID 450360

Budget Adjustments/Transfer Details

Request No 158

Request Date 23-Oct-2019

Status Submitted by Assistant

Adjustment No

Adjustment Date

Adjustment Type Budget Re-Allocation Entries

Actual Flag Budget

Budget Debit Entry (Outgoings)

HOD Code 01601

Secretariat

Account Head 205400097AA

District Treasuries and Sub-Treasuries

Detail Head 30501

Telephone Charges

Budget Re-Allocation Entries

Approver Login

Finally HOD will log in to the system and entered to the FINANCE. Click on the Request Number which is pending for his approval

E- Business Suite

I F H R M S

Home Clock Star Gear | Logged In As 16010519259

Bills **Adjustments** **Deposit** **Budget Search** **Budget Adjustment** **ASL** **QCA** **Payroll**

Welcome Subha S,

Pending Notifications

Below is a list of your most important notifications. Select the subject to respond or select "Full List" to see all your notifications.

Full List (11)

From	Type	Subject	Sent	Due
Lakshmi A	GTN FIN Workflow	Assistant Section Officer [1306525 has created Budget Transfer / Reallocation Entry (Request Number : 159) and it is waiting for your approval.	23-Oct-2019	
Gnanesan T	GTN FIN Workflow	QCA HOD Relaxation Request Number 2019/00175 has been approved successfully	03-Sep-2019	
Gnanesan T	GTN FIN Workflow	QCA HOD Relaxation Request Number 2019/00174 has been approved successfully	30-Aug-2019	
Gnanesan T	GTN FIN Workflow	QCA HOD Relaxation Request Number 2019/00173 has been approved successfully	30-Aug-2019	
Gnanesan T	GTN FIN Workflow	QCA HOD Relaxation Request Number 2019/00154 has been approved successfully	29-Aug-2019	

☒ TIP Vacation Rules - Redirect or auto-respond to notifications.

Configurable Links

- [link1](#)
- [link2](#)
- [link3](#)
- [link4](#)
- [link5](#)

Budget Re-Allocation Entries

By clicking on button **Approve** HOD can approve the Budget re allocation or reject the Budget reallocation

Notification Details

Total

50

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Action History

Sequence	Name	Action	Date	Notes
1	Lakshmi A	Submit	23-Oct-2019 17:11:05	
2	Gnanesan T	Verify	23-Oct-2019 17:13:34	ok

Response

Note

ok

Return to Worklist

☐ Display next notification

Return For Correction

Approve

Reject

Budget Transfer Entries

In this feature Budget will be transfer from one HOD to other HOD level.

Initiator Login

After click on Create button below page will be displayed. The HOD assistant need to select Adjustment type as **Budget Transfer Entries**

Budget Adjustments/Transf...

IFHRMS

HomeClockStarSettings

Logged In As 16010494309

Budget Adjustment

ASL

Payroll

DDO Master

Budget Reports

RBI Returns

Element Entry Stan...

Scheme Beneficiary

Budget Adjustments/Transfer Entry

SaveCancel

TIP Fields marked with * are mandatory

Request No

* Request Date

23-Oct-2019

StatusDraft

Adjustment Date

* Adjustment Type

Budget Transfer Entries

Actual FlagBudget

Budget Debit Entry (Outgoings)

* HOD Code

01601

Secretariat

* Account Head

* Detail Head

Add RowDelete Row

Select All | Select None

Select	* DDO Code	Budget Details	Budget Available	* Debit (Outgoing)	Reason
<input type="checkbox"/>	<div>44010025</div> <div>SECTION OFFICER(BILLS)</div>		0.00		

Amount in Thousands

17

Sensitivity: Internal & Restricted

Budget Transfer Entries

Here HOD assistant will assign the amount to transfer other HOD or DDOs. The transfer will be as one to many, many to one and many to many. After details data entered user will click on **Save** Button

Budget Adjustments/Transf...

Budget Adjustments/Transfer Entry

SaveCancel

TIP Fields marked with * are mandatory

Request No

* Request Date23-Oct-2019

StatusDraft

Adjustment Date

* Adjustment TypeBudget Transfer Entries

Actual FlagBudget

Budget Debit Entry (Outgoings)

* HOD Code01601Secretariat

* Account Head205400097AADistrict Treasuries and Sub-Treasuries

* Detail Head30501Telephone Charges

Amount in Thousands

Add RowDelete Row

Select All | Select None

Select	* DDO Code	Budget Details	Budget Available	* Debit (Outgoing)	Reason
<input type="checkbox"/>	05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00	test
			Total	0	

Budget Credit Entry (Receipts)

* HOD Code00301

18

Sensitivity: Internal & Restricted

Budget Transfer Entries

After Budget Transfer details has been entered and submitted by HOD assistant, he need to select the **approver Groups** and click on **Forward** button. Then one Request Number. will be generated and will be forwarded to next level officer for verification.

Initiator/Verifier/Approver Group

* Approver Groups Approval group-Budget transfer

List of Performers

Approval Level	Position	Approval Pending With
1	Assistant Section Officer 1306542	16010508265
2	Section Officer 1241806	16010519259

Attachments

Add Attachment...									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Forward Update

Budget Transfer Entries

After data forwarded by HOD assistance one Request Number. will be generated and user will click on OK Button. Now data will move to next level officer.



Budget Transfer Entries

Verifier Login

After Request Number generated next level officer will login to the system and go to the finance module click on the Request Number as shown on the below screen.

The screenshot displays the IFHRMS E-Business Suite interface. The top navigation bar includes the IFHRMS logo, a home icon, a clock, a star, a gear, and a user profile icon with the text "Logged In As 16010508265". Below the navigation bar is a row of icons for various modules: Bills, Adjustments, Deposit, Budget Search, Budget Adjustment, ASL, QCA, and CF.

The main content area shows a welcome message: "Welcome Gnanesan T," followed by a "Pending Notifications" section. Below this, a message states: "Below is a list of your most important notifications. Select the subject to respond or select 'Full List' to see all your notifications." A "Full List (23)" button is visible.

A table of notifications is displayed with the following columns: From, Type, Subject, Sent, and Due. The first row is highlighted with a red border:

From	Type	Subject	Sent	Due
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 158) and it is waiting for your review.	23-Oct-2019	
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 144) and it is waiting for your review.	09-Oct-2019	
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 143) and it is waiting for your review.	09-Oct-2019	
Gnanesan T	GTN FIN Workflow	FINANCE_FIXATION (Budget ID : 18148) has been completed successfully.	13-Sep-2019	
Gnanesan T	GTN FIN Workflow	ASLCFDRrequest Number : 18666 has been distributed successfully.	13-Sep-2019	

Below the table, there is a checkbox labeled "TIP Vacation Rules - Redirect or auto-respond to notifications." and a "Configurable Links" section with five links: link1, link2, link3, link4, and link5.

Budget Transfer Entries

Here the second level officer will verify the data and as per his observation he will click on verify with proper comments. Now it will go to next level officer (HOD) for Approval.

Notification Details

Bills

Adjustments

Deposit

Budget Search

Budget Adjustment

ASL

QCA

CF

Assistant Section Officer| 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 160) and it is waiting for your review.

Return For Correction

Verify

From Lakshmi A

To Gnanesan T

Sent 23-Oct-2019 17:50:00

ID 450366

Budget Adjustments/Transfer Detilals

Request No 160

Request Date 23-Oct-2019

Status Submitted by Assistant

Adjustment No

Adjustment Date

Adjustment Type Budget Transfer Entries

Actual Flag Budget

Budget Debit Entry (Outgoings)

HOD Code 01601

Account Head 205400097AA

Detail Head 30501

Secretariat

District Treasuries and Sub-Treasuries

Telephone Charges

Amount in Thousands

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing)	Reason
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00	test

Budget Transfer Entries

Budget Adjustments/Transf...
Budget Entry (Outgoing)

HOD Code 01601
Secretariat
Account Head 205400097AA
District Treasuries and Sub-Treasuries
Detail Head 30501
Telephone Charges
Amount in Thousands

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00 test
		Total	60

Budget Credit Entry (Receipts)

HOD Code 00301
Administration of Justice
Amount in Thousands

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason
01010184 Judicial Magistrate No.III		0.00	60.00 test
		Total	60

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Action History

Sequence	Post	Name	Action	Date	Notes
1	Assistant Section Officer 11306525	Lakshmi A	Submitted	23-Oct-2019	
2	Assistant Section Officer 11306542	Gnanesan T	Verified	23-Oct-2019	

Budget Transfer Entries

Approver Login

After verification done it will go to HOD level for final approval. HOD will log in to the system and click on the Request Number and will approve or reject as per his convenience.

Notification Details

IFHRMS

Home

Logout

Star

Settings

Logged In As 16010519259

Help

Bills

Adjustments

Deposit

Budget Search

Budget Adjustment

ASL

QCA

Payroll

Assistant Section Officer| 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 160) and it is waiting for your approval.

Return For Correction

Approve

Reject

From Lakshmi A

To Subha S

Sent 23-Oct-2019 17:53:31

ID 450367

Budget Adjustments/Transfer Details

Request No 160

Request Date 23-Oct-2019

Status Verified by Superintendent

Adjustment No

Adjustment Date

Adjustment Type Budget Transfer Entries

Actual Flag Budget

Budget Debit Entry (Outgoings)

HOD Code 01601

Account Head 205400097AA

Detail Head 30501

Secretariat

District Treasuries and Sub-Treasuries

Telephone Charges

Amount in Thousands


Budget Transfer Re-Allocation Entries


Once Budget transferred from HOD level to another HOD level done, if first HOD want to re allocate the budget to other DDOs, this feature will be used.


Initiator Login


After clicking on Create button HOD assistance need to select the Adjust Type as **Budget Transfer (Re-allocation) Entries**.


Budget Adjustments/Transf... x


 Budget Adjustment


 ASL


 Payroll

 DDO Master

 Budget Reports

 RBI Returns

 Element Entry Stan...


 Scheme Beneficiary

Budget Adjustments/Transfer Entry

Save Cancel


☒ TIP Fields marked with * are mandatory

Request No

* Request Date 23-Oct-2019 


Status Draft


Adjustment Date


* Adjustment Type Budget Transfer (Re-Allocation) Entries 

Actual Flag Budget


Budget Debit Entry (Outgoings)

* HOD Code 01601  Secretariat



* Account Head 2054 

* Detail Head 30501  Telephone Charges

Amount in Thousands

Add Row Delete Row 

Select All | Select None

Select	* DDO Code	Budget Details	Budget Available	* Debit (Outgoing)	Reason
<input type="checkbox"/>	44010025 SECTION OFFICER(BILLS)		0.00	<input type="text"/>	<input type="text"/>
			 Total	0	

Budget Transfer Re-Allocation Entries

HOD assistant need to select Adjustment type as **Budget Transfer (Re-Allocation) Entries** and re-allocate the budget. At the end click on **Save** Button.

Budget Adjustments/Transf... X

Budget Adjustment

ASL

Payroll

DDO Master

Budget Reports

RBI Returns

Element Entry Stan...

Scheme Beneficiary

Budget Adjustments/Transfer Entry

TIP Fields marked with * are mandatory

Request No

* Request Date

23-Oct-2019

Status

Draft

Adjustment Date

* Adjustment Type

Budget Transfer (Re-Allocation) Entries

Actual Flag

Budget

Save

Cancel

Budget Debit Entry (Outgoings)

* HOD Code

01601

Secretariat

* Account Head

2054

* Detail Head

30501

Telephone Charges

Amount in Thousands

Add Row

Delete Row

Select All

Select None

Select	* DDO Code	Budget Details	Budget Available	* Debit (Outgoing)	Reason
<input type="checkbox"/>	<div>44010025</div> <div>SECTION OFFICER(BILLS)</div>		0.00		
			Total	0	

Budget Transfer Re-Allocation Entries

HOD assistant select **Approver Group** and then click on **Forward** Button.

Budget Adjustments/Transf... ×

Initiator/Verifier/Approver Group

* Approver Groups Approval group-Budget transfer

List of Performers

Approval Level	Position	Approval Pending With
1	Assistant Section Officer 1306542	16010508265
2	Section Officer 1241806	16010519259

Attachments

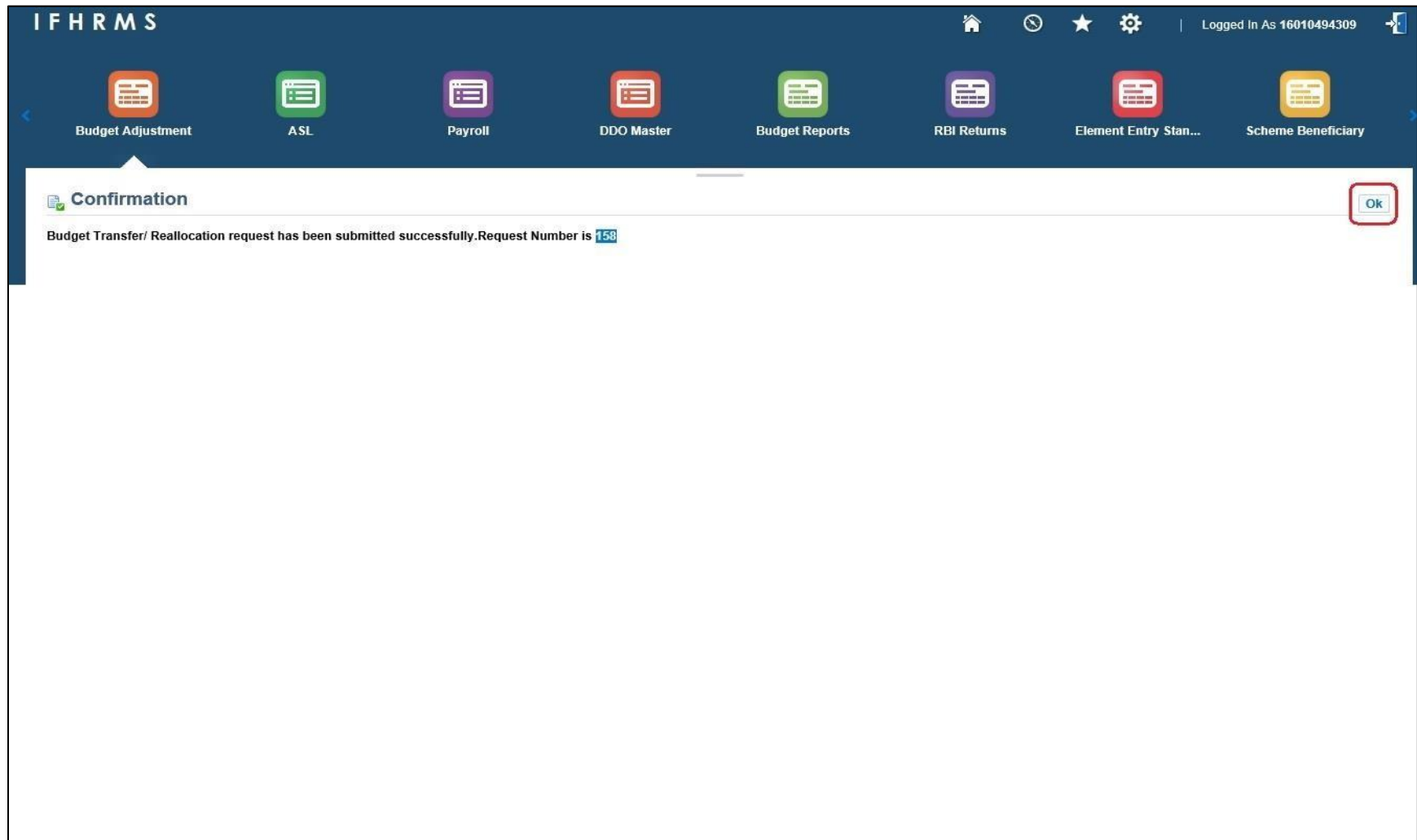
Add Attachment... |

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Forward Update

Budget Transfer Re-Allocation Entries

Once HOD assistant click on Forward Button Request Number will be generated then he need to click on OK button. After click on OK button the Request Number will be forwarded to next level officer for Verify.



Budget Transfer Re-Allocation Entries

Verifier Login

After Request Number generated next level officer will login to the system and go to the finance module click on the Request Number as shown on the below screen.

The screenshot displays the IFHRMS application interface. At the top, there is a navigation bar with the IFHRMS logo and a user login status: "Logged In As 16010508265". Below the navigation bar, there is a row of icons for various modules: Bills, Adjustments, Deposit, Budget Search, Budget Adjustment, ASL, QCA, and CF. The main content area shows a welcome message for "Gnanesan T." and a section for "Pending Notifications". A message states: "Below is a list of your most important notifications. Select the subject to respond or select 'Full List' to see all your notifications." To the right of this message is a button labeled "Full List (23)". Below the message is a table of notifications. The first row is highlighted with a red box. To the right of the notification table is a section titled "Configurable Links" with five links: link1, link2, link3, link4, and link5. At the bottom left, there is a checkbox for "TIP Vacation Rules" with the text "Redirect or auto-respond to notifications."

From	Type	Subject	Sent	Due
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 158) and it is waiting for your review.	23-Oct-2019	
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 144) and it is waiting for your review.	09-Oct-2019	
Lakshmi A	GTN FIN Workflow	Assistant Section Officer 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 143) and it is waiting for your review.	09-Oct-2019	
Gnanesan T	GTN FIN Workflow	FINANCE_FIXATION (Budget ID : 18148) has been completed successfully.	13-Sep-2019	
Gnanesan T	GTN FIN Workflow	ASLCFDRRequest Number : 18666 has been distributed successfully.	13-Sep-2019	

Budget Transfer Re-Allocation Entries

Next level officer will verify the Re allocation details and click on **Verify** Button. Then it will move to HOD level for final approval

Notification Details

Bills

Adjustments

Deposit

Budget Search

Budget Adjustment

ASL

QCA

CF

Assistant Section Officer| 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 160) and it is waiting for your review.

Return For Correction

Verify

From Lakshmi A

To Gnanesan T

Sent 23-Oct-2019 17:50:00

ID 450366

Budget Adjustments/Transfer Detilals

Request No 160

Request Date 23-Oct-2019

Status Submitted by Assistant

Adjustment No

Adjustment Date

Adjustment Type Budget Transfer Entries

Actual Flag Budget

Budget Debit Entry (Outgoings)

HOD Code 01601

Account Head 205400097AA

Detail Head 30501

Secretariat

District Treasuries and Sub-Treasuries

Telephone Charges

Amount in Thousands

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason
05020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00 test

Budget Transfer Re-Allocation Entries

Budget Adjustments/Transf...

HOD Code 01601
Secretariat

Account Head 205400097AA
District Treasuries and Sub-Treasuries

Detail Head 30501
Telephone Charges

* DDO Code	Budget Details	Budget Available	* Debit (Outgoing) Reason	Amount in Thousands
06020035 ASSISTANT TREASURY OFFICER ANTHIYUR		100.00	60.00 test	
		Total	60	

Budget Credit Entry (Receipts)

HOD Code 00301
Administration of Justice

* DDO Code	Budget Details	Budget Available	* Credit (Receipt) Reason	Amount in Thousands
01010184 Judicial Magistrate No.III		0.00	60.00 test	
		Total	60	

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Action History

Sequence	Post	Name	Action	Date	Notes
1	Assistant Section Officer 1308525	Lakshmi A	Submitted	23-Oct-2019	
2	Assistant Section Officer 1308542	Gnanesan T	Verified	23-Oct-2019	

Budget Transfer Re-Allocation Entries

Approver Login

HOD will login to the system and go to the finance module click on the Request Number as shown on the below screen. Once data is verified by HOD he will either click on **Approve** or **Reject** button.

Notification Details

I F H R M S

Logged In As 16010519259

Bills Adjustments Deposit Budget Search Budget Adjustment ASL QCA Payroll

Assistant Section Officer] 1306525 has created Budget Transfer / Reallocation Entry (Request Number : 160) and it is waiting for your approval. Return For Correction Approve Reject

From Lakshmi A
To Subha S
Sent 23-Oct-2019 17:53:31
ID 450367

Budget Adjustments/Transfer Detilals

Request No 160	Adjustment No
Request Date 23-Oct-2019	Adjustment Date
Status Verified by Superintendent	Adjustment Type Budget Transfer Entries
	Actual Flag Budget

Budget Debit Entry (Outgoings)

HOD Code 01601	Account Head 205400097AA	Detail Head 30501
Secretariat	District Treasuries and Sub-Treasuries	Telephone Charges
		Amount in Thousands