Contents

**[Budget Adjustment Process](#_Toc23425802)** [2](#_Toc23425802)

[**Budget Adjustment/Transfer Search** 3](#_Toc23425803)

[**Initiator Login** 3](#_Toc23425804)

[**Budget Re-Allocation Entries** 10](#_Toc23425805)

[**Verifier Login** 12](#_Toc23425806)

[**Approver Login** 15](#_Toc23425807)

[**Budget Transfer Entries** 17](#_Toc23425808)

[**Initiator Login** 17](#_Toc23425809)

[**Verifier Login** 21](#_Toc23425810)

[**Approver Login** 24](#_Toc23425811)

[**Budget Transfer Re-Allocation Entries** 25](#_Toc23425812)

[**Initiator Login** 25](#_Toc23425813)

[**Verifier Login** 29](#_Toc23425814)

[**Approver Login** 32](#_Toc23425815)

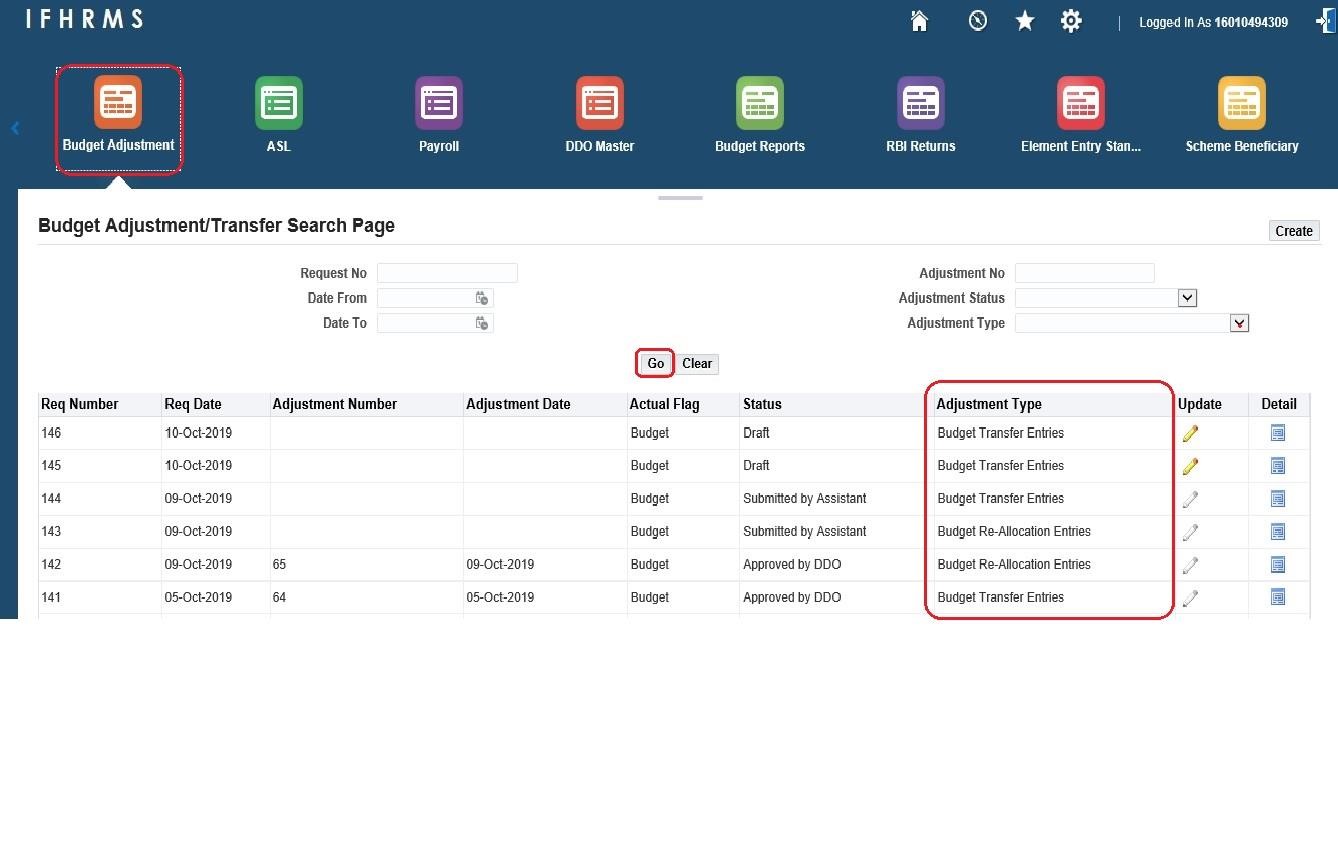
# **Budget Adjustment Process**

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

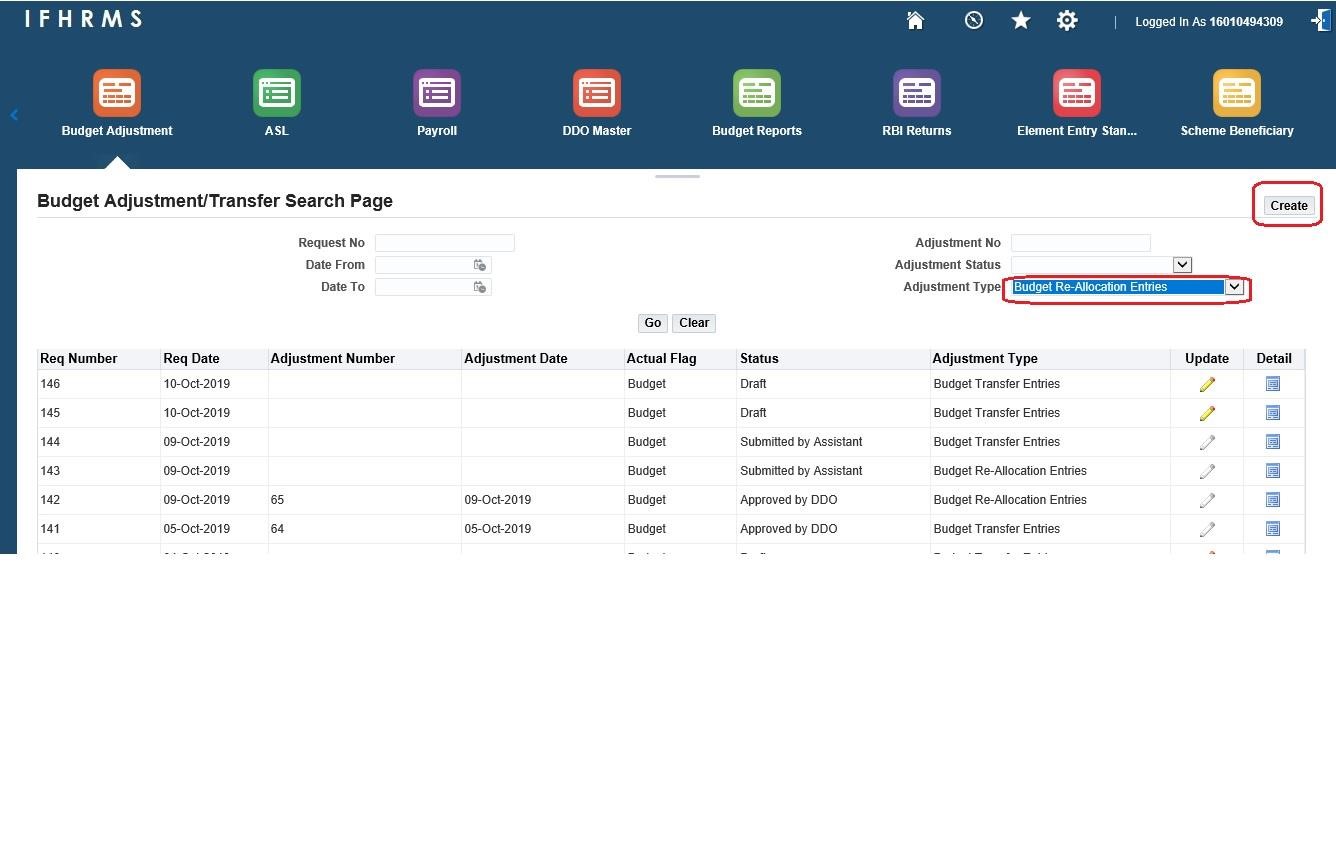
## **Budget Adjustment/Transfer Search**

### **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

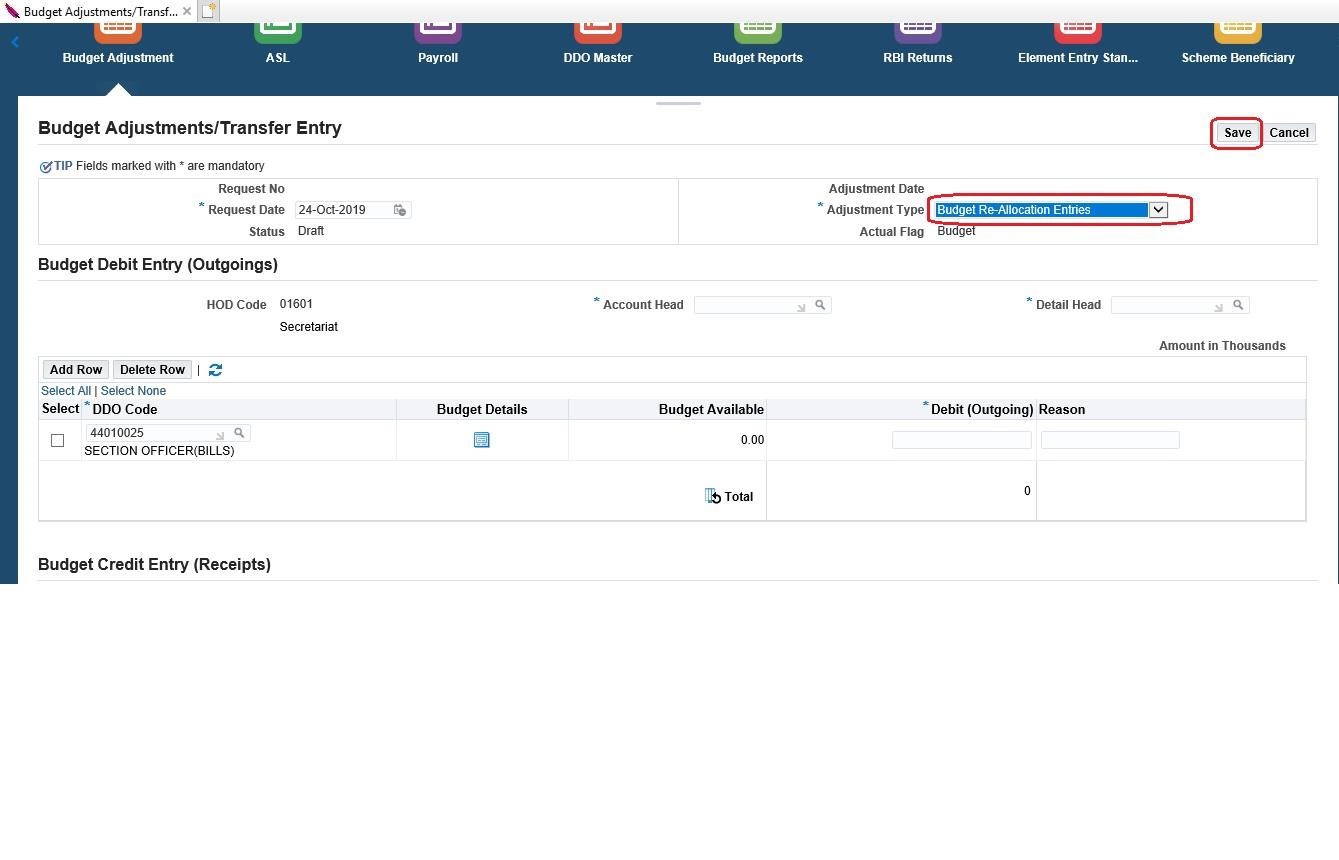
**Budget Re-Allocation Entries**

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



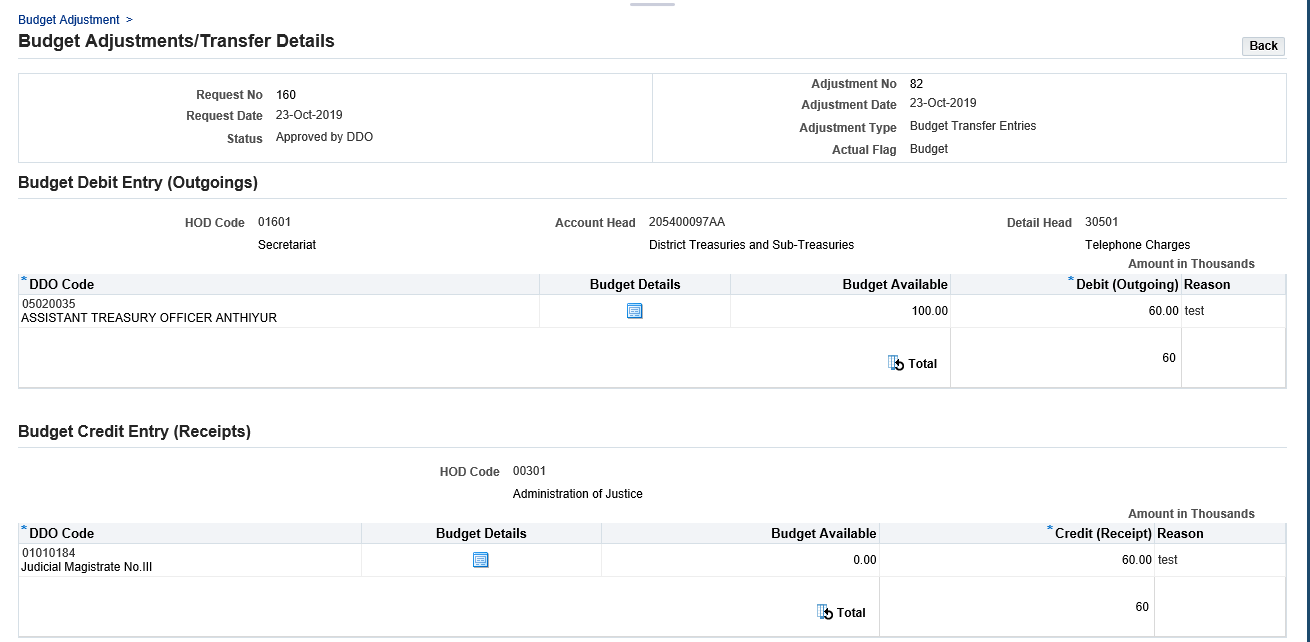
**Budget Re-Allocation Entries**

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



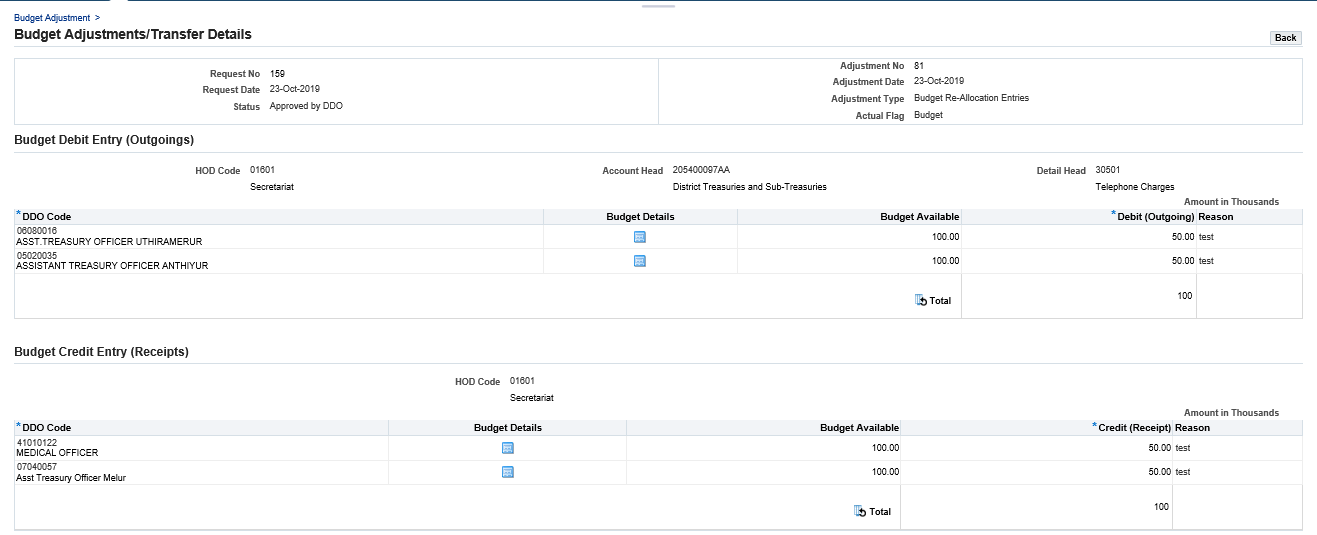
**Budget Re-Allocation Entries.**

**One to One Case**



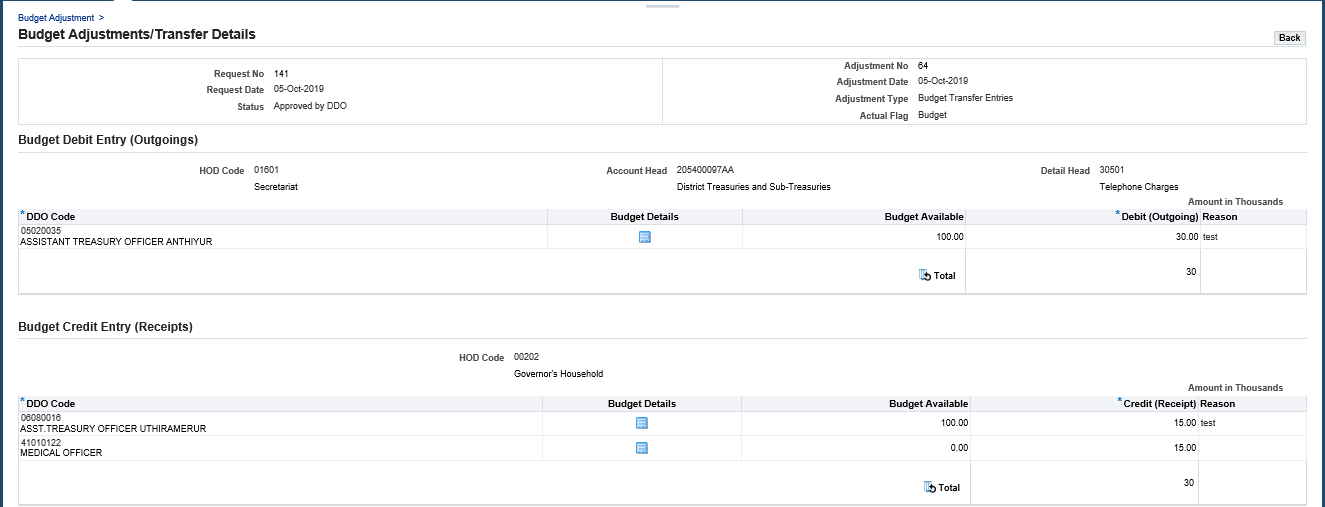
**Budget Re-Allocation Entries.**

**Many to Many Case**



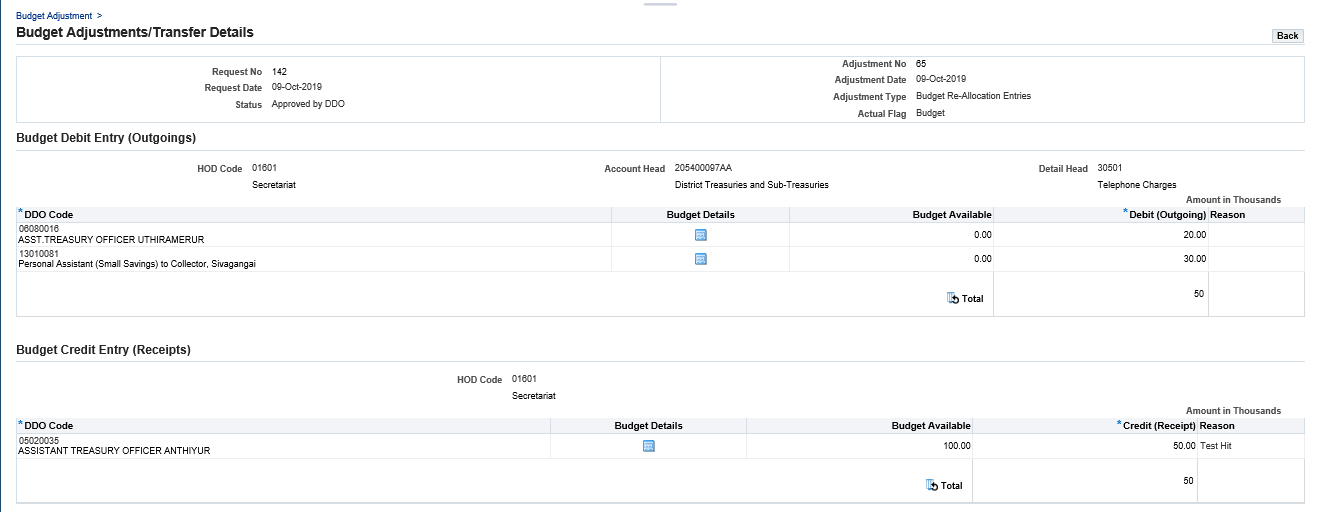
**Budget Re-Allocation Entries.**

**One to Many Case**



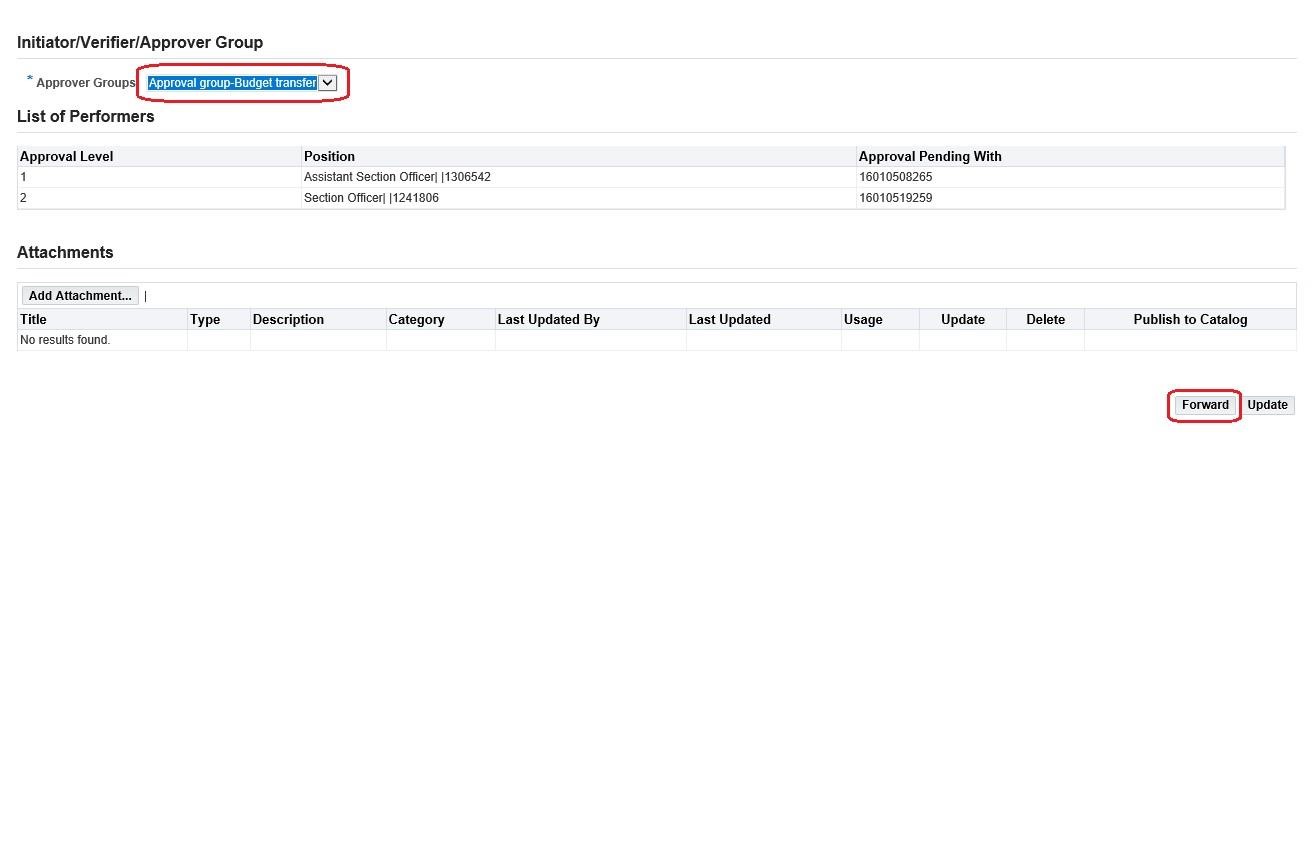
**Budget Re-Allocation Entries.**

**Many to One Case**

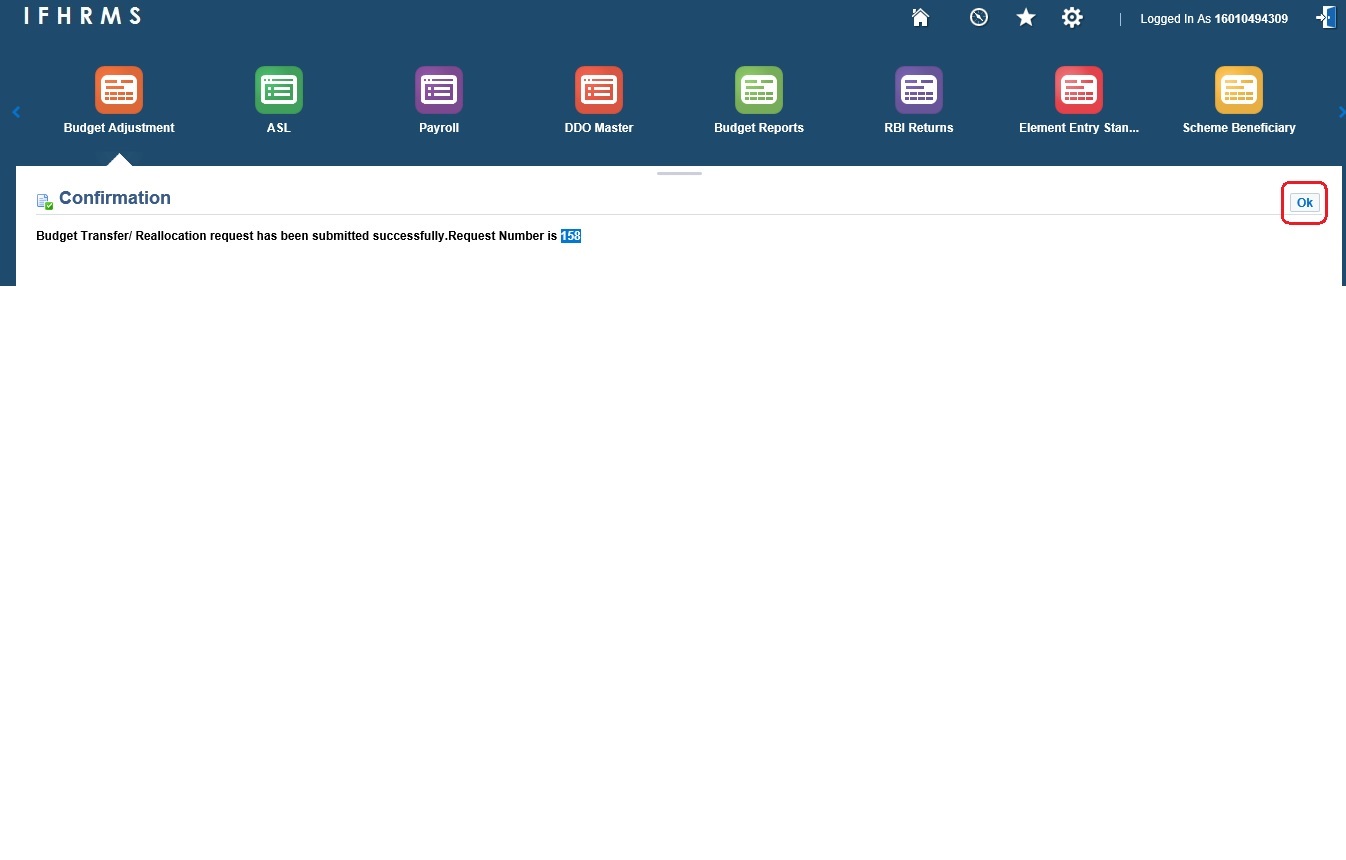


## **Budget Re-Allocation Entries**

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.



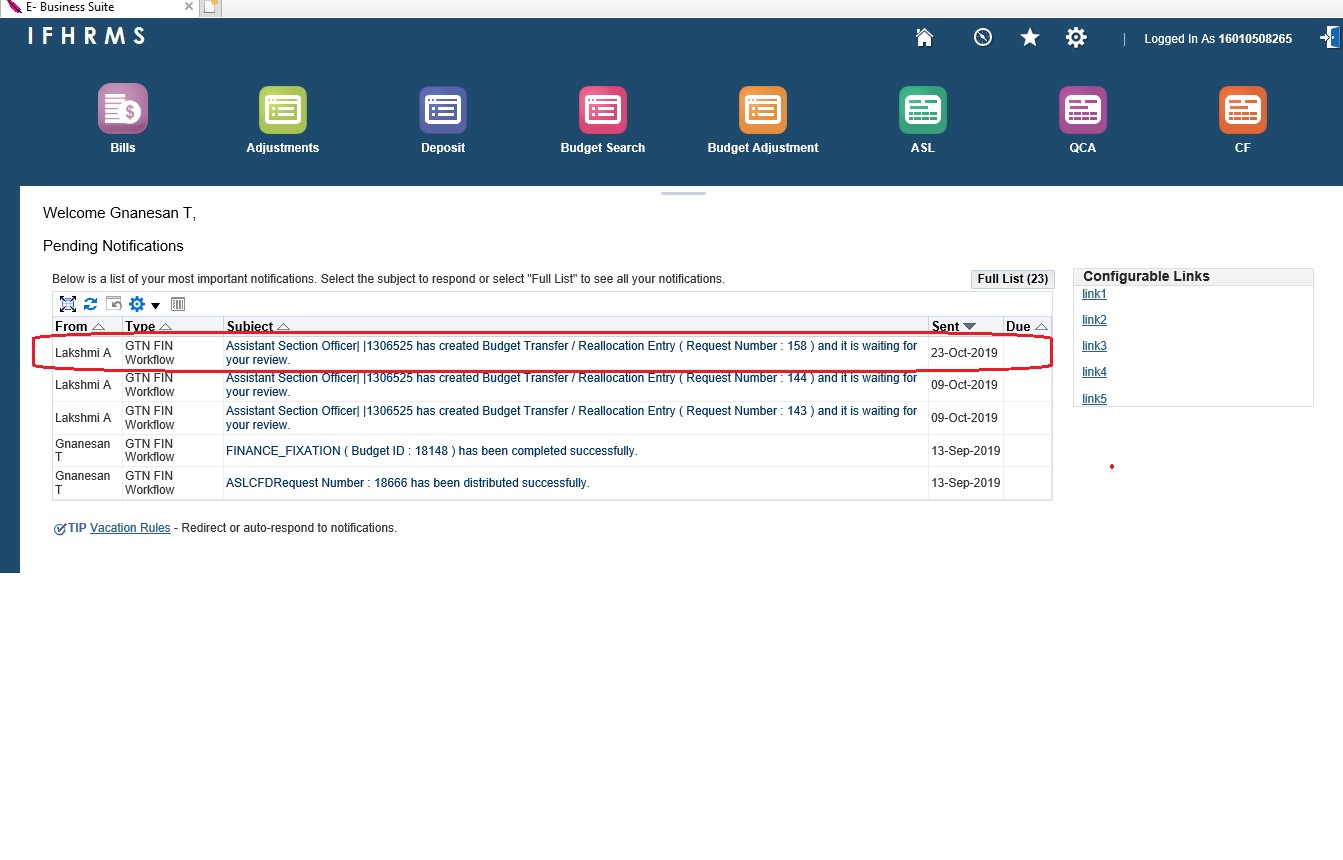
**Budget Re-Allocation Entries**

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### **Verifier Login**

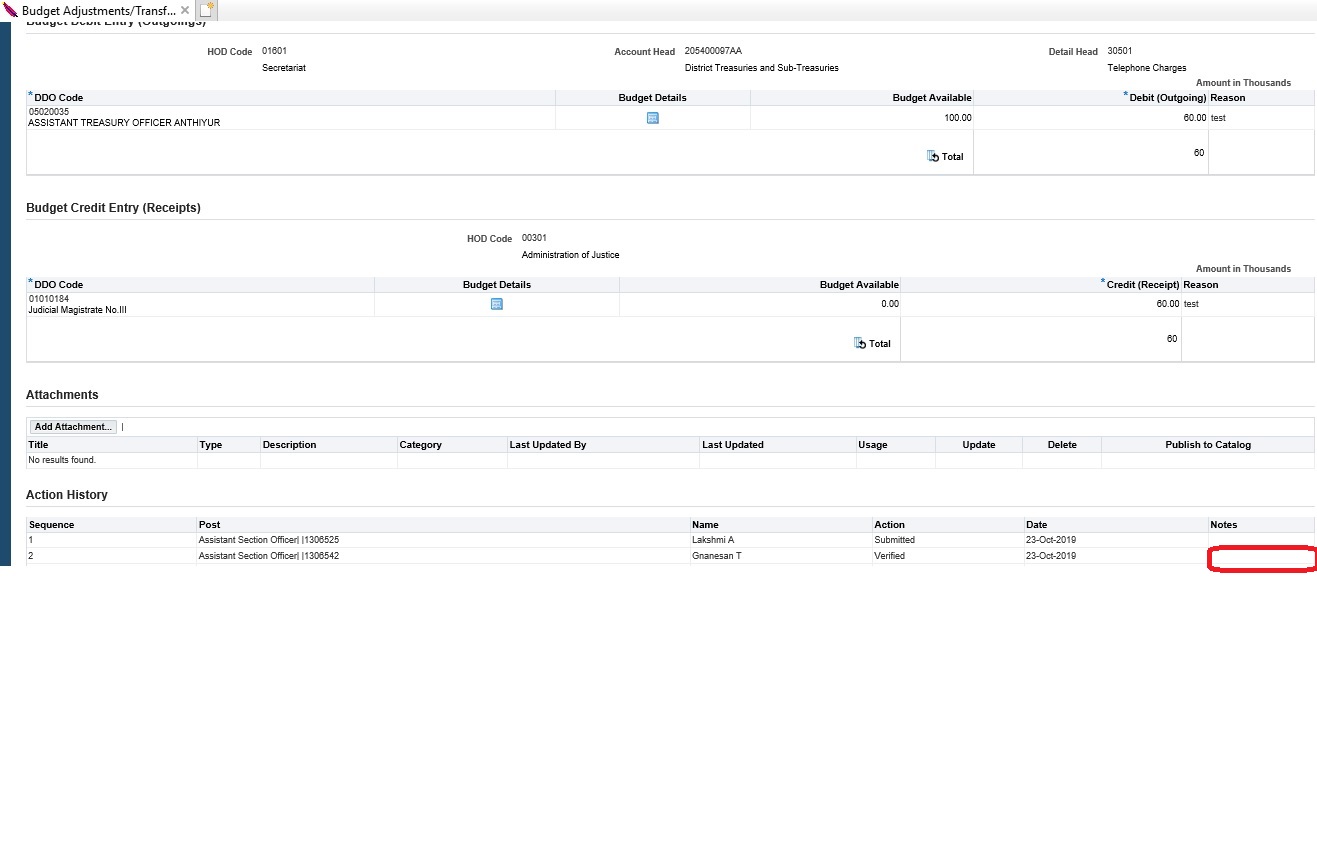
After Request Number generated next level officer will login to the system and go to the finance module click on the Request Number as shown on the below screen

**Budget Re-Allocation Entries**

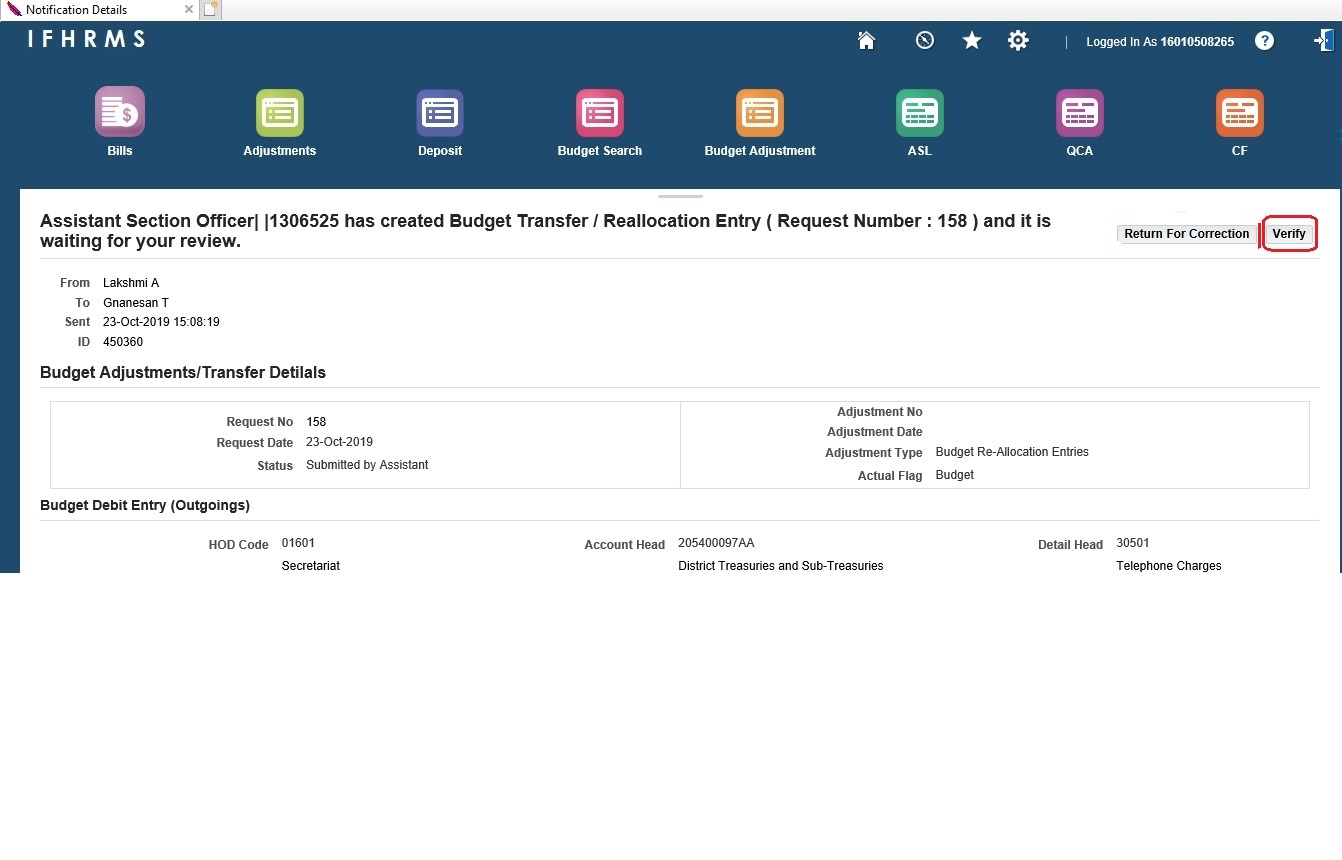


**Budget Re-Allocation Entries**

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



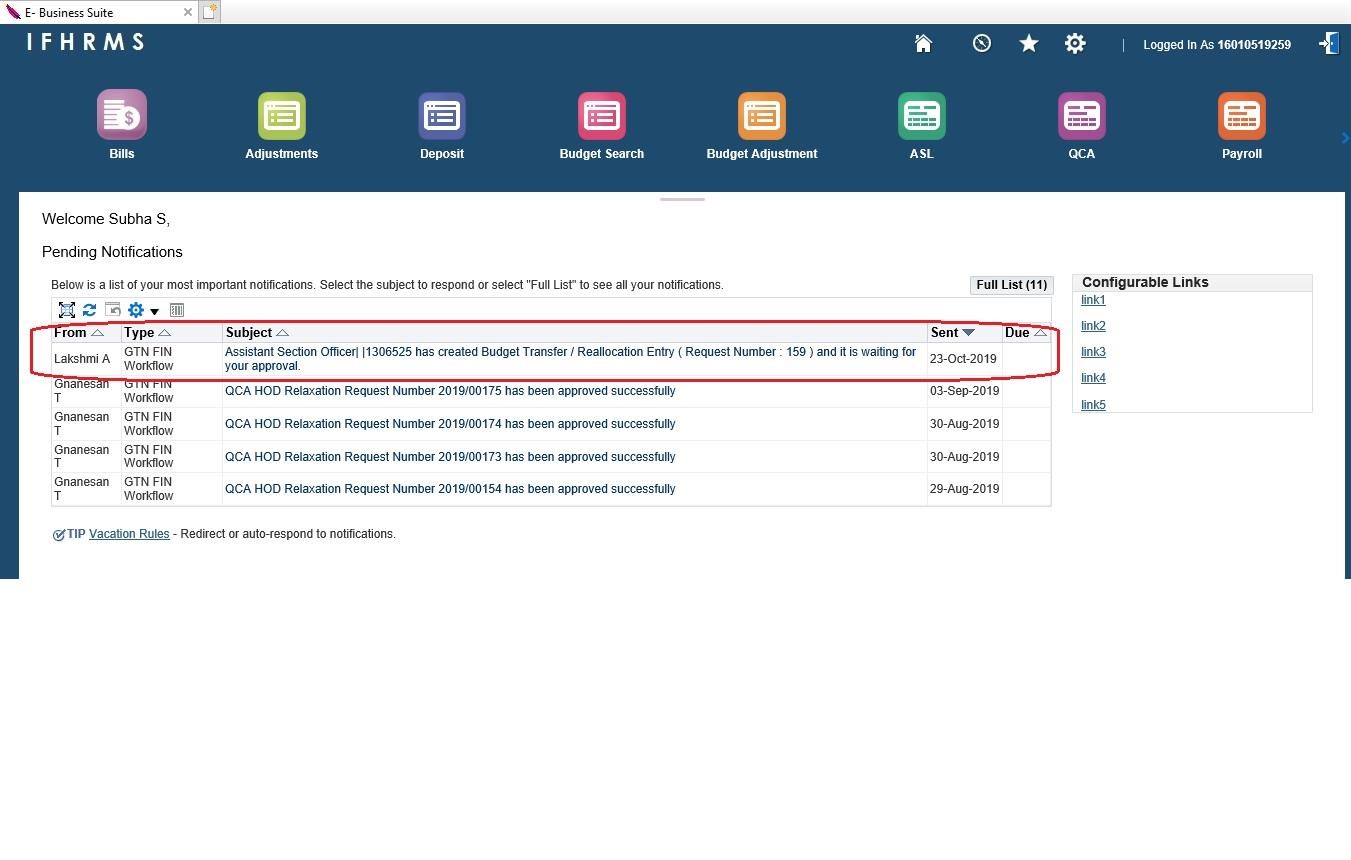
**Budget Re-Allocation Entries**



**Budget Re-Allocation Entries**

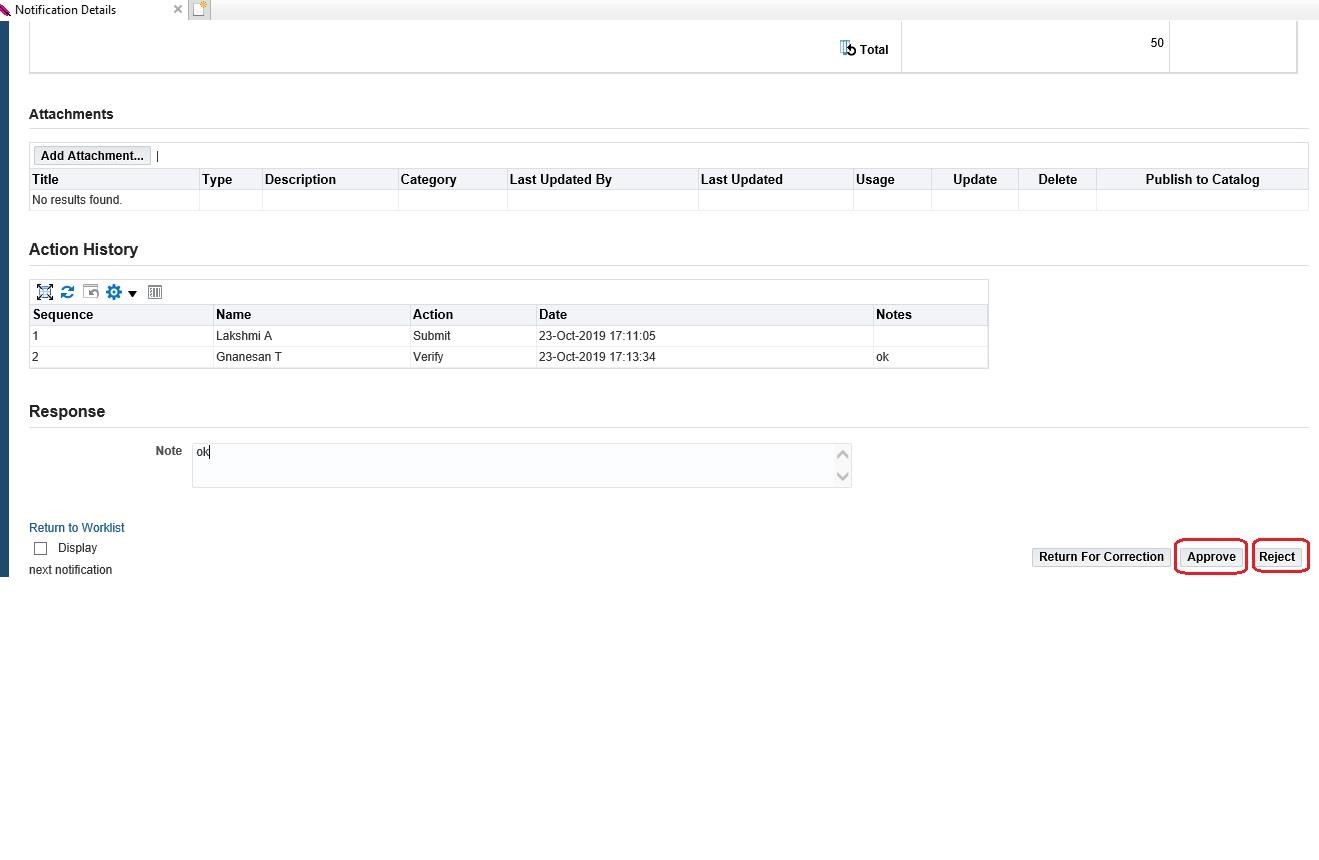
### **Approver Login**

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



**Budget Re-Allocation Entries**

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

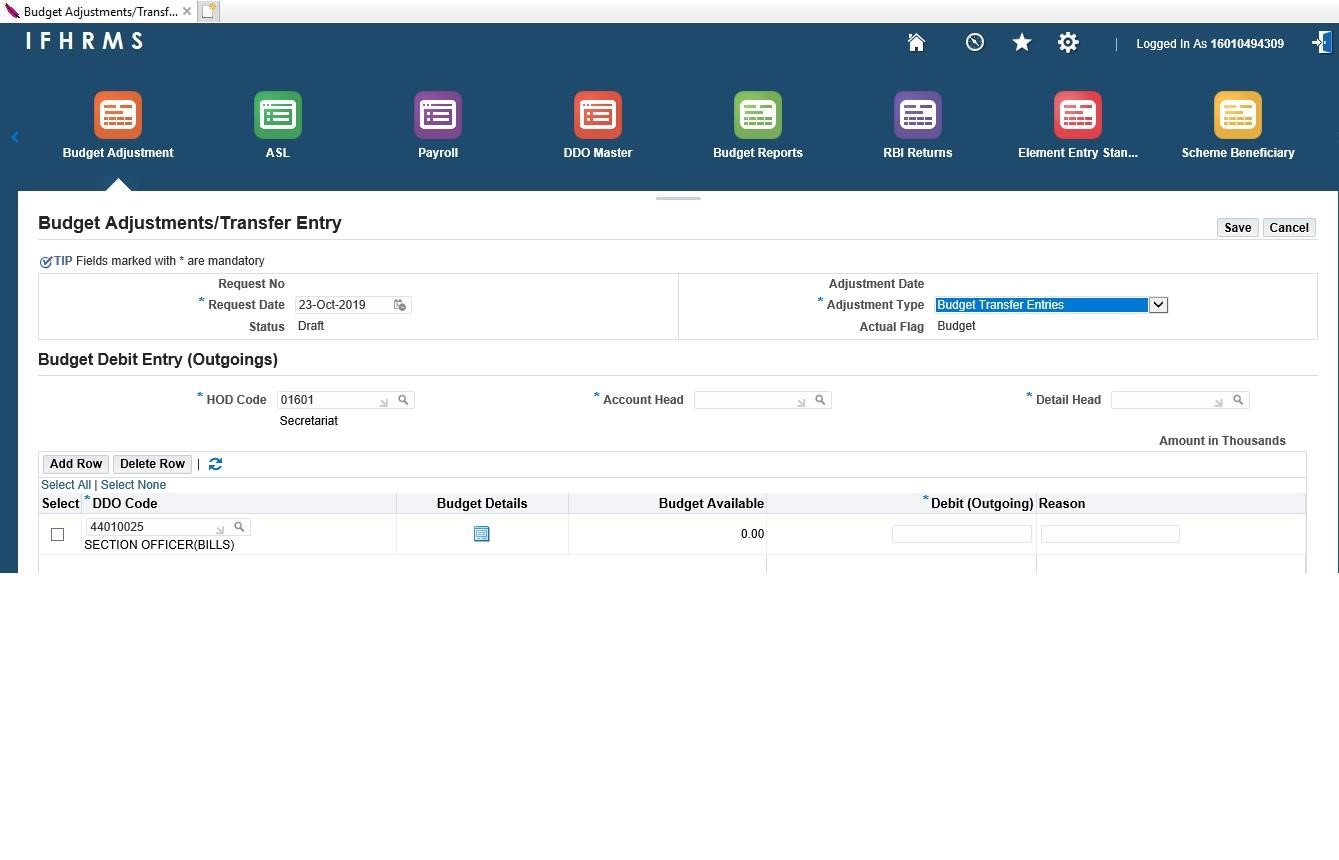


## **Budget Transfer Entries**

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

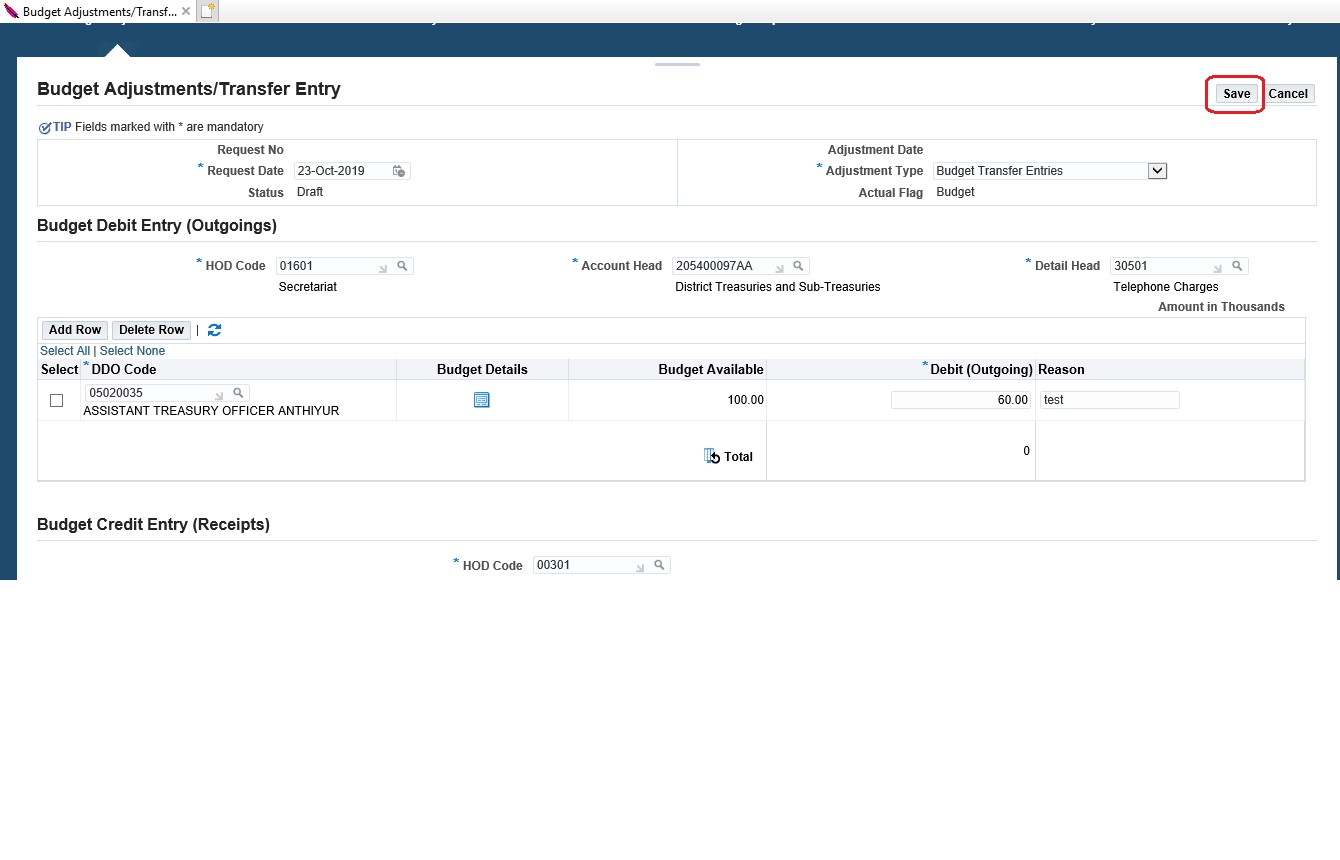
### **Initiator Login**

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

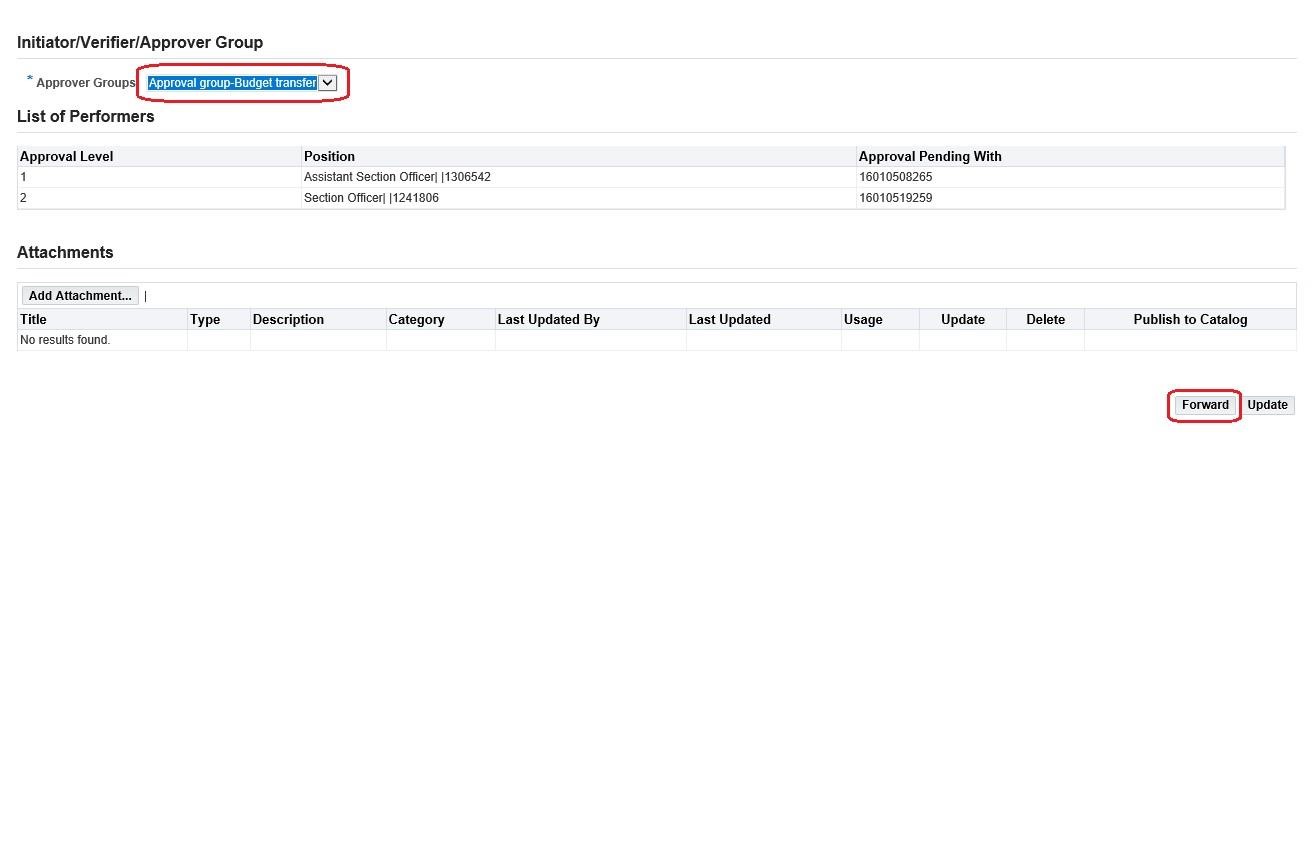


**Budget Transfer Entries**

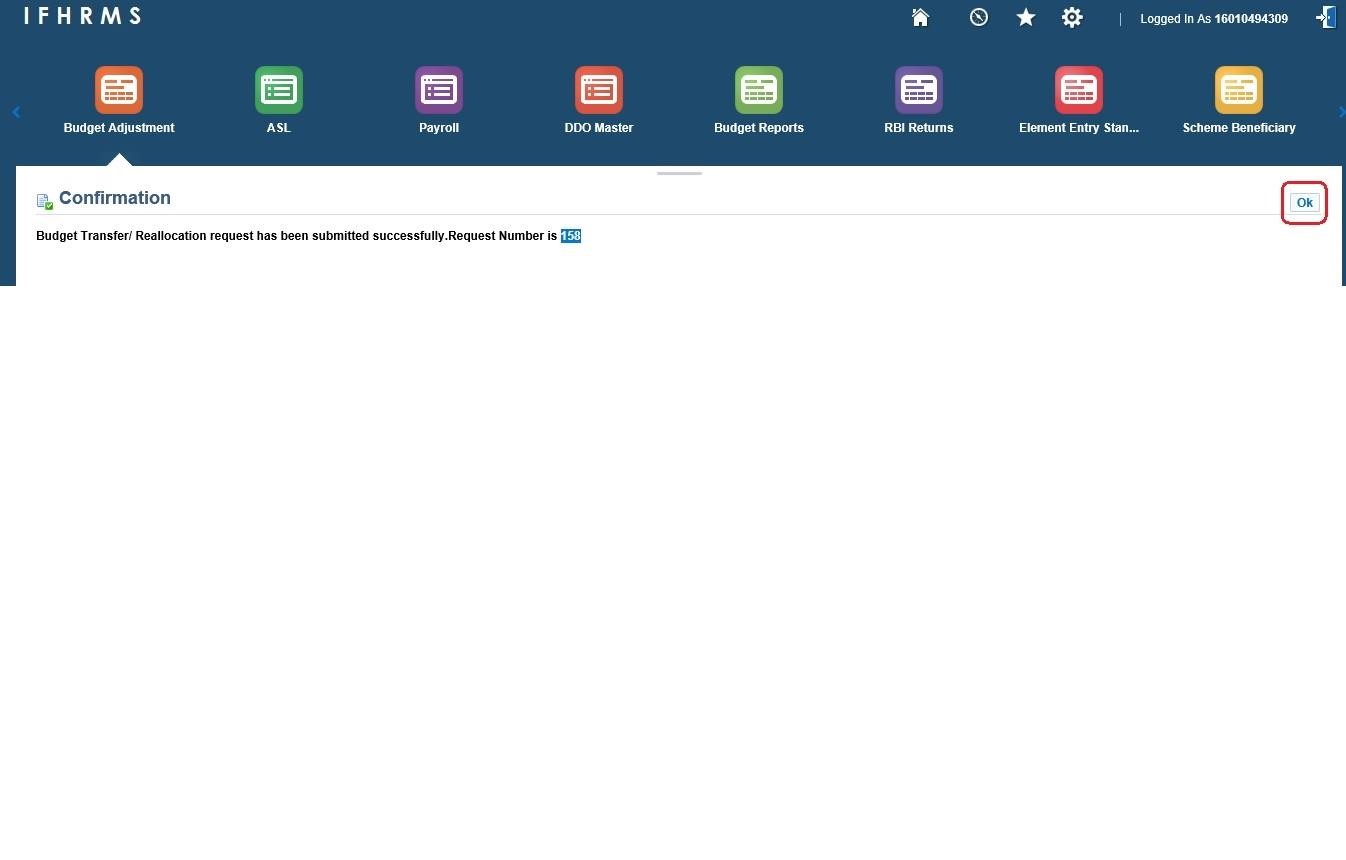
Here HOD assistant will assign the amount to transfer other HOD or DDOs. The transfer will be as one to many, many to one and many to many. After details data entered user will click on **Save** Button



**Budget 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.

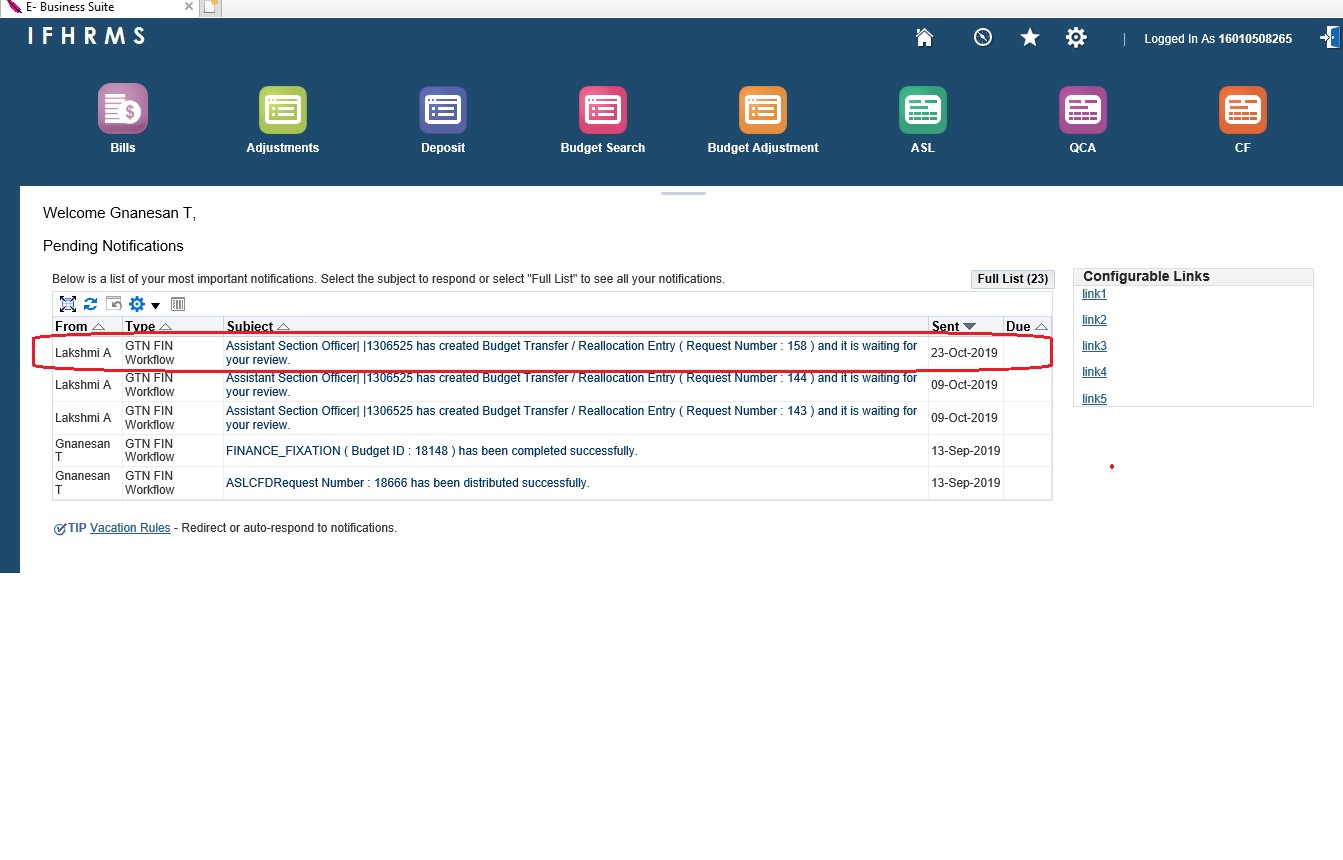
**Budget Transfer Entries**

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**

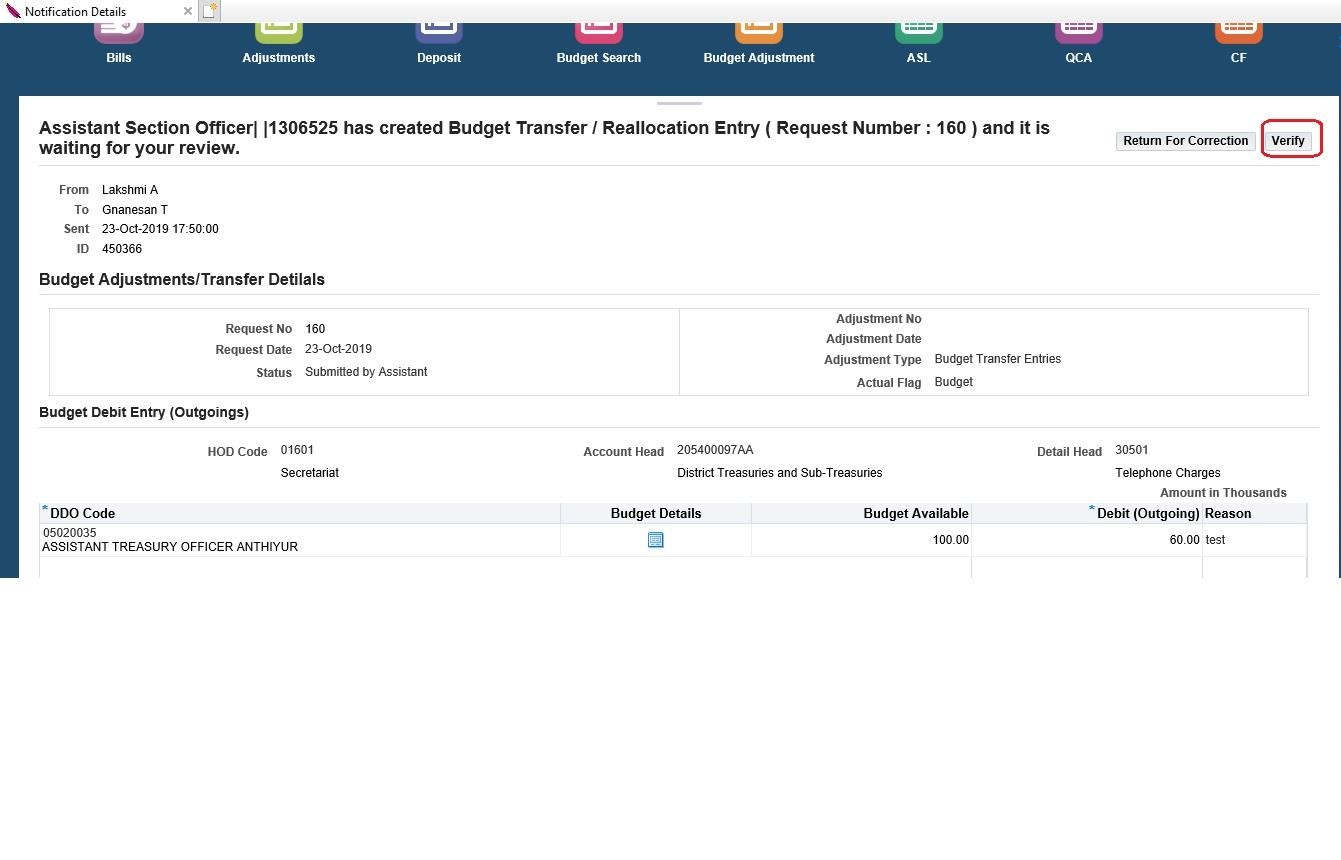
### **Verifier Login**

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.

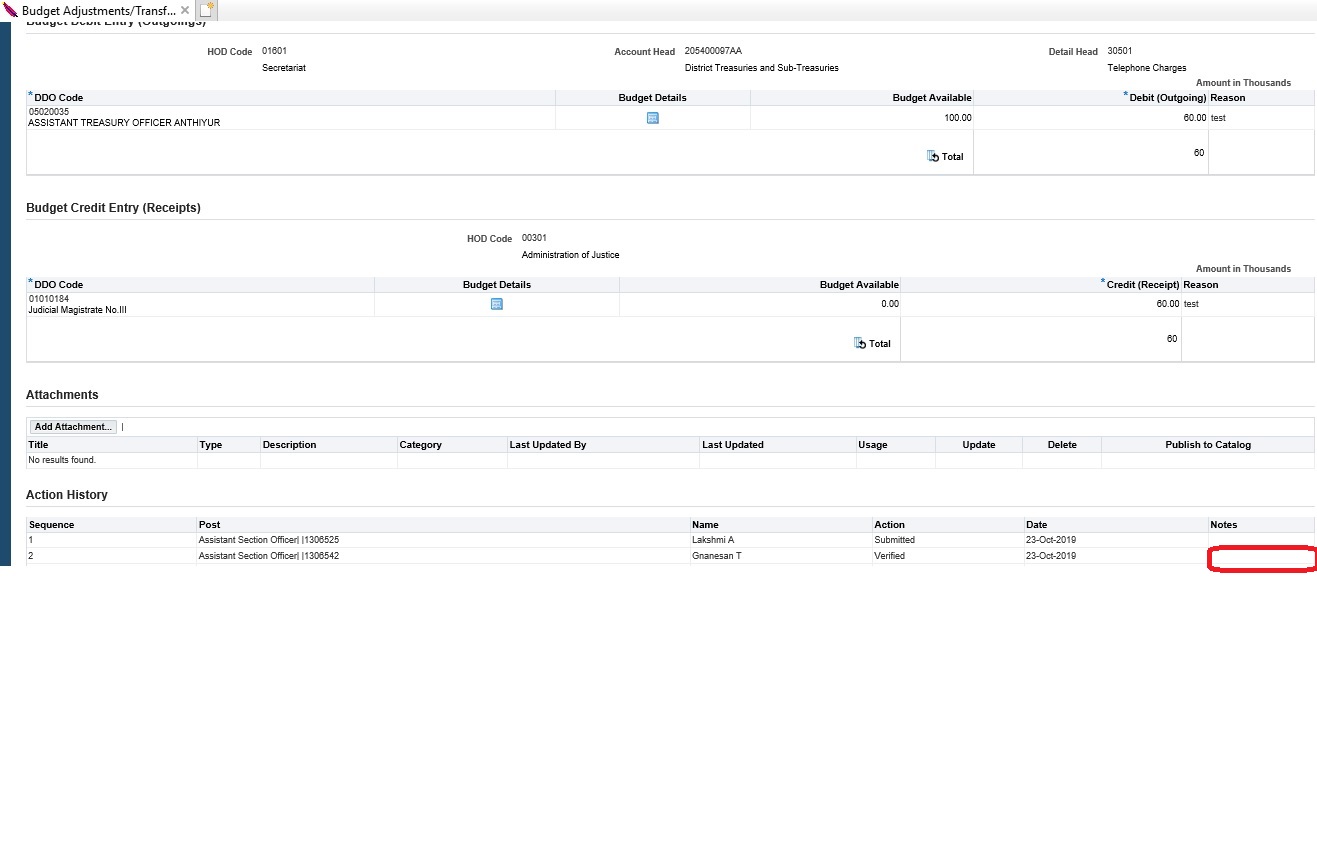


**Budget Transfer Entries**

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.



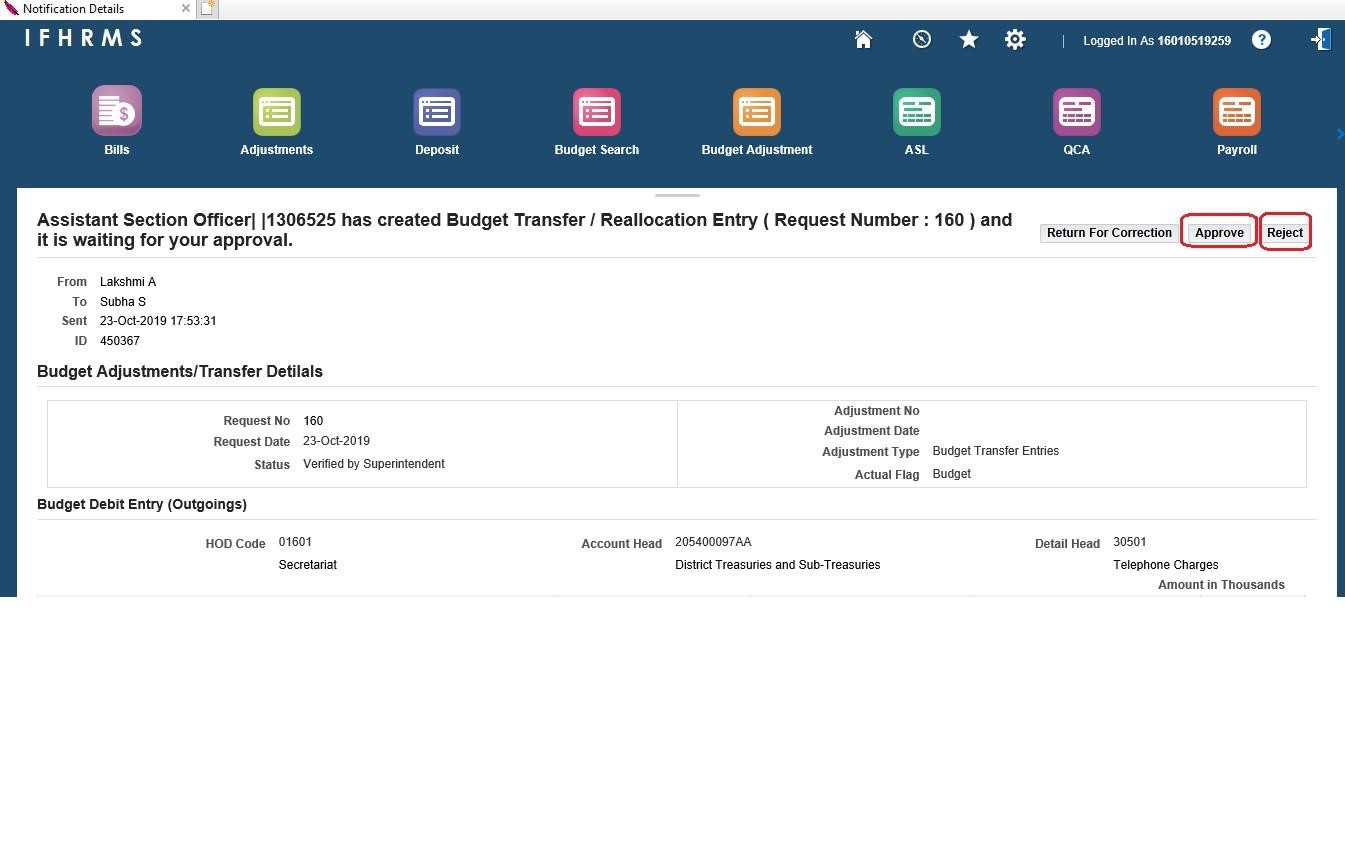
**Budget Transfer Entries**



**Budget Transfer Entries**

### **Approver Login**

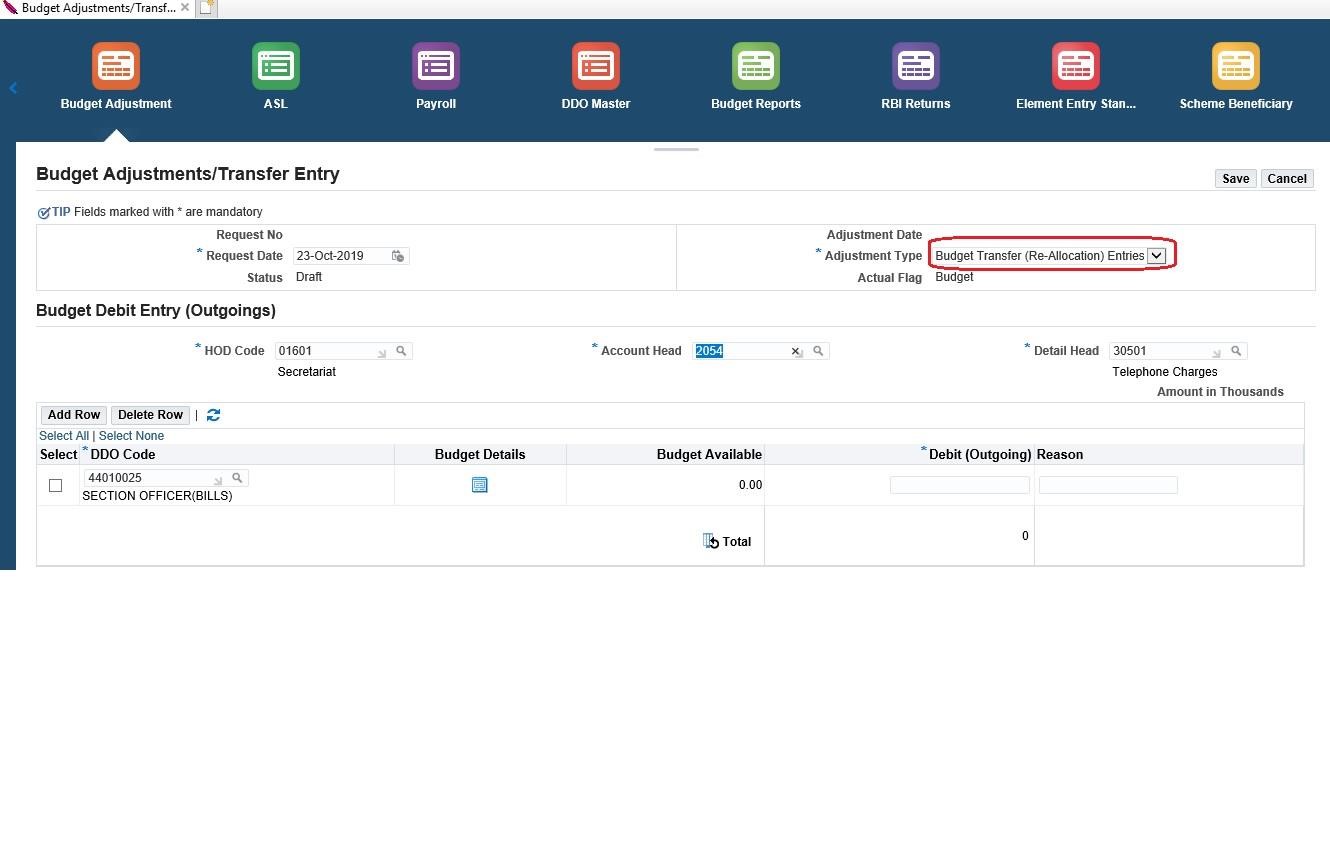
After verification done it will go to HOD level for final approval. HOD will log in to the system and click on the Request Number and will approve or reject as per his convenience.



## **Budget Transfer Re-Allocation Entries**

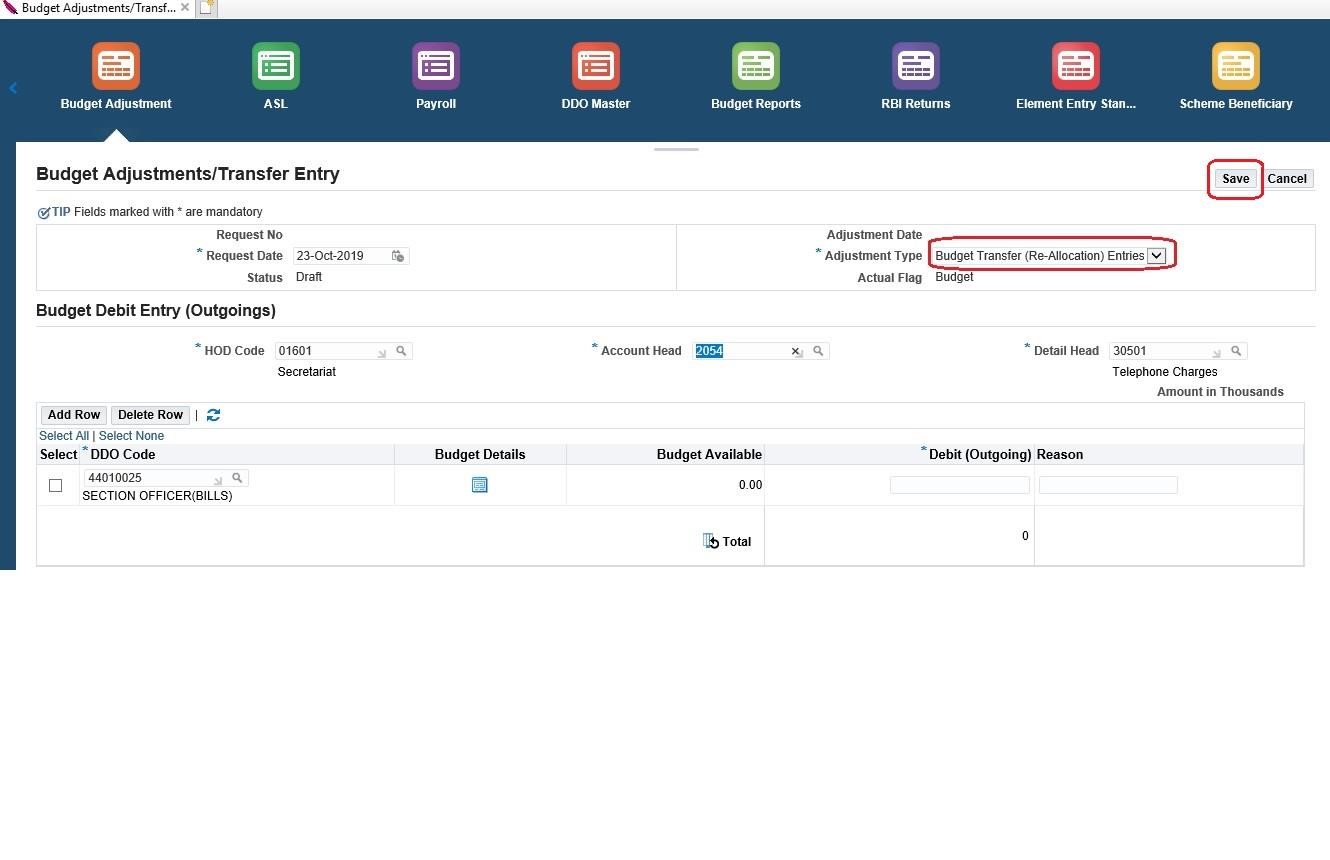
Once Budget transferred from HOD level to another HOD level done, if first HOD want to re allocate the budget to other DDOs, this feature will be used.

### **Initiator Login**

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

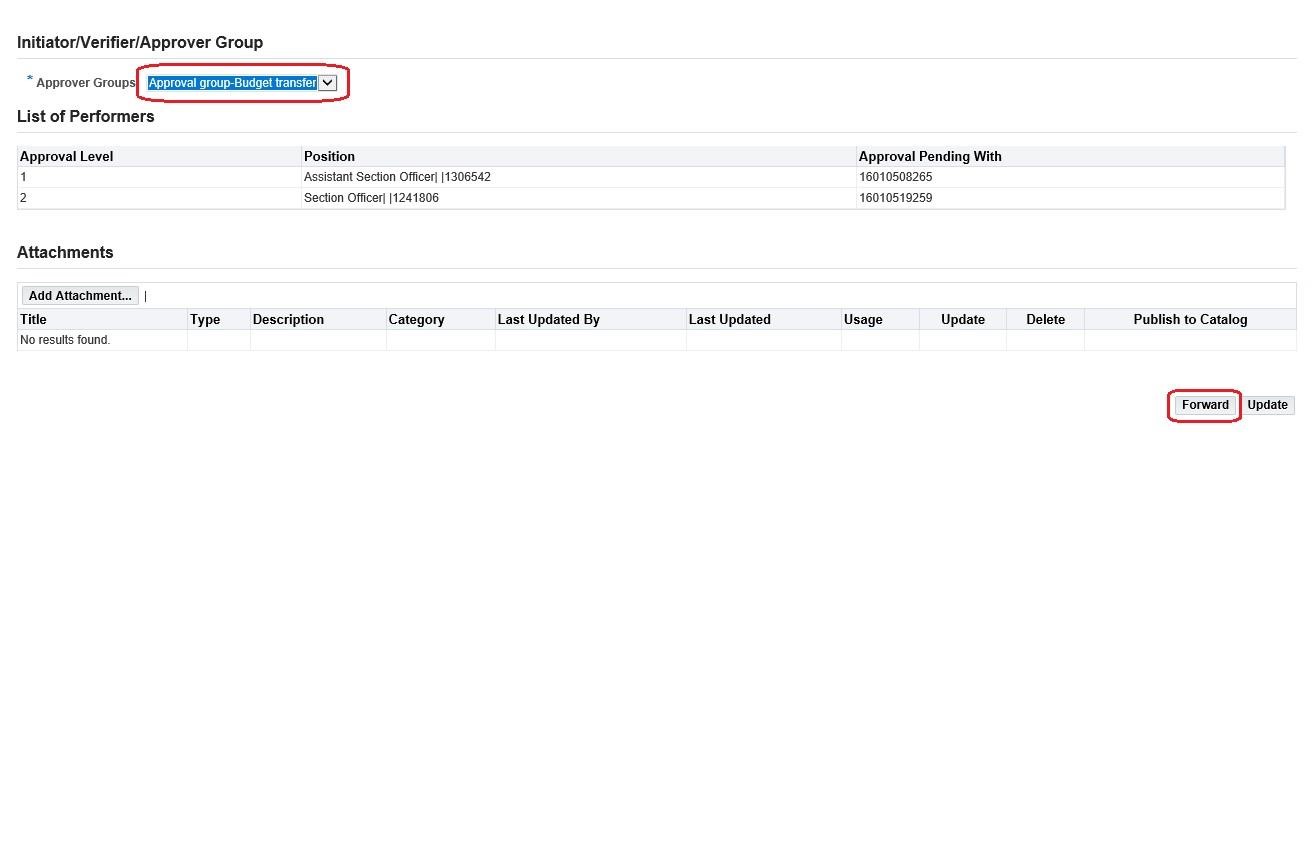
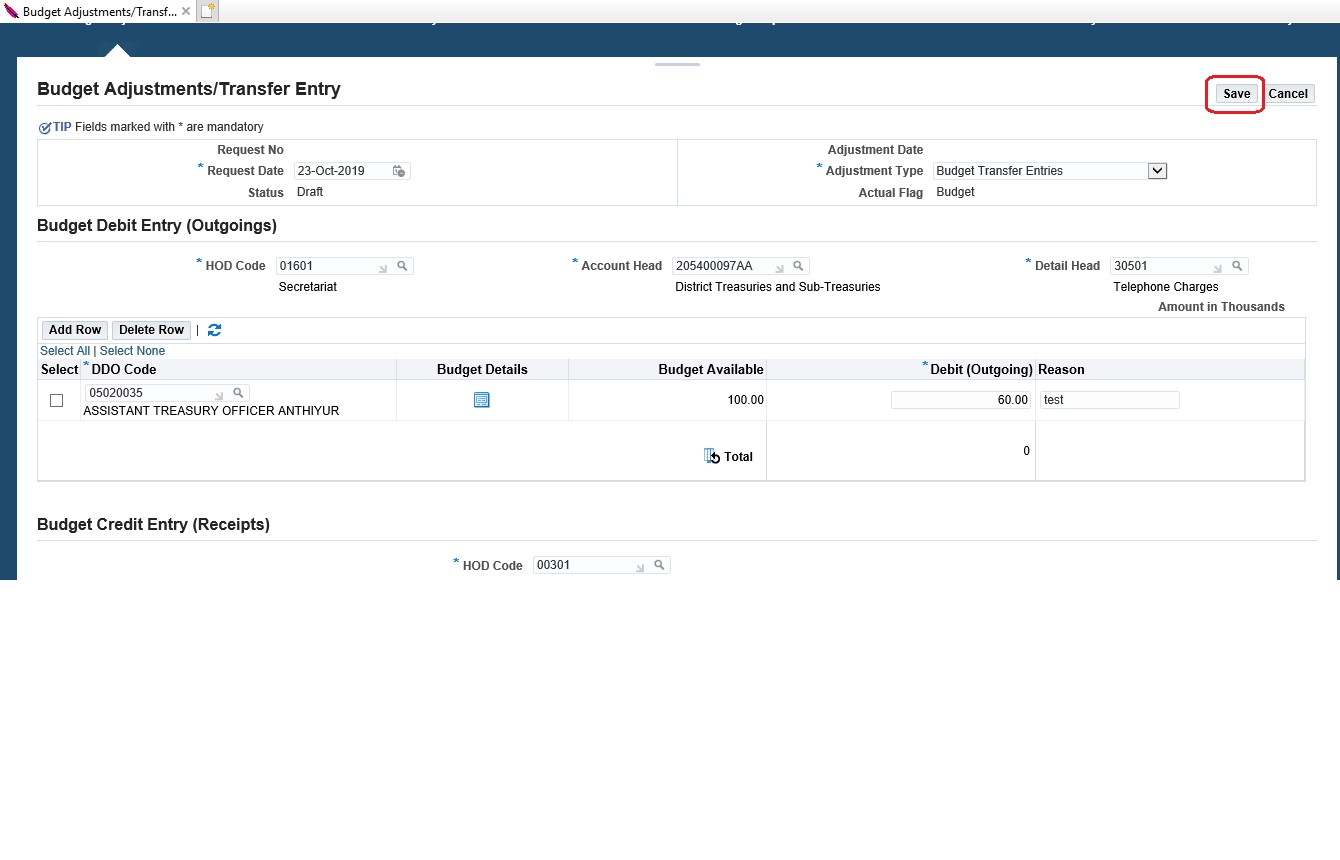
**Budget Transfer Re-Allocation Entries**

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.



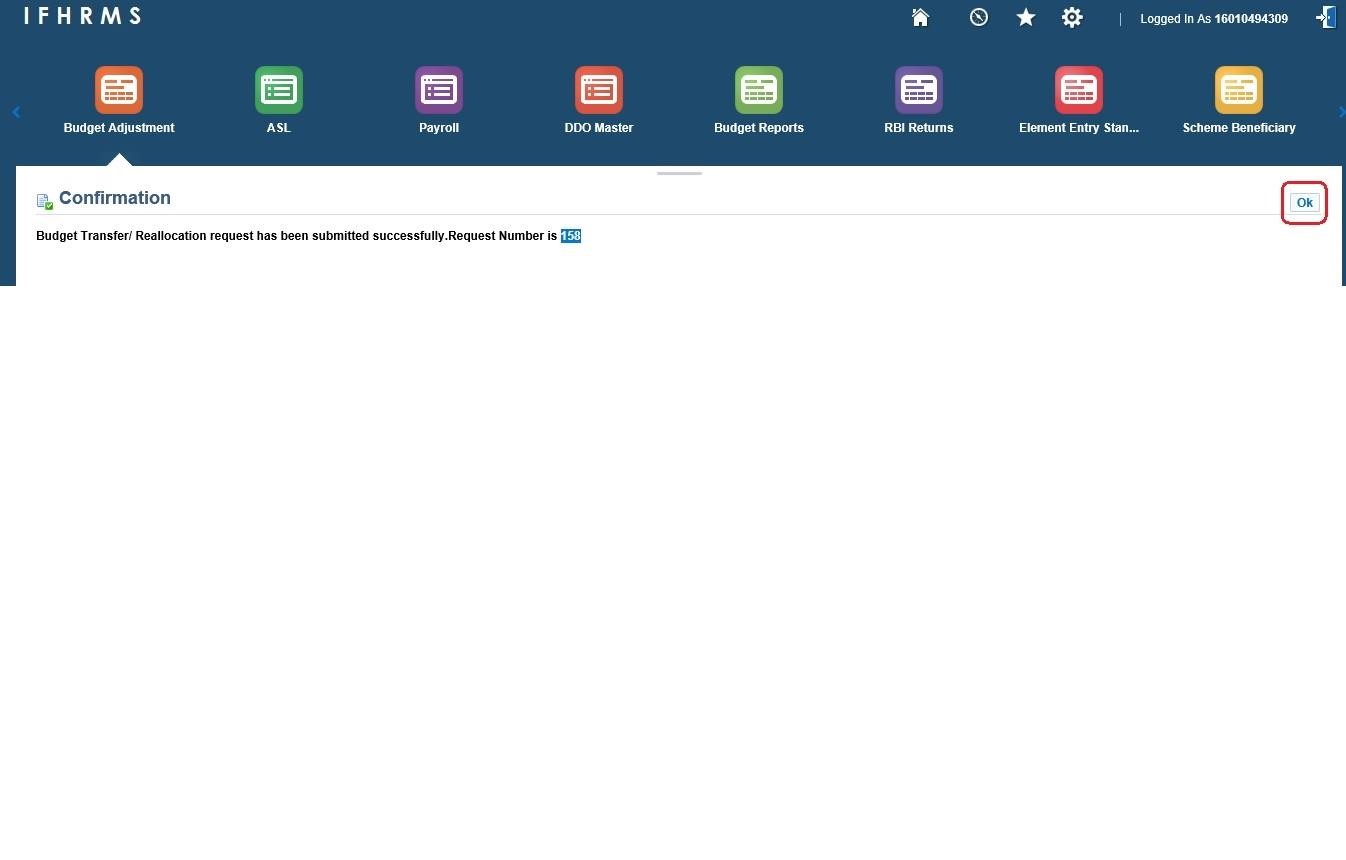
**Budget Transfer Re-Allocation Entries**

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



**Budget Transfer Re-Allocation Entries**

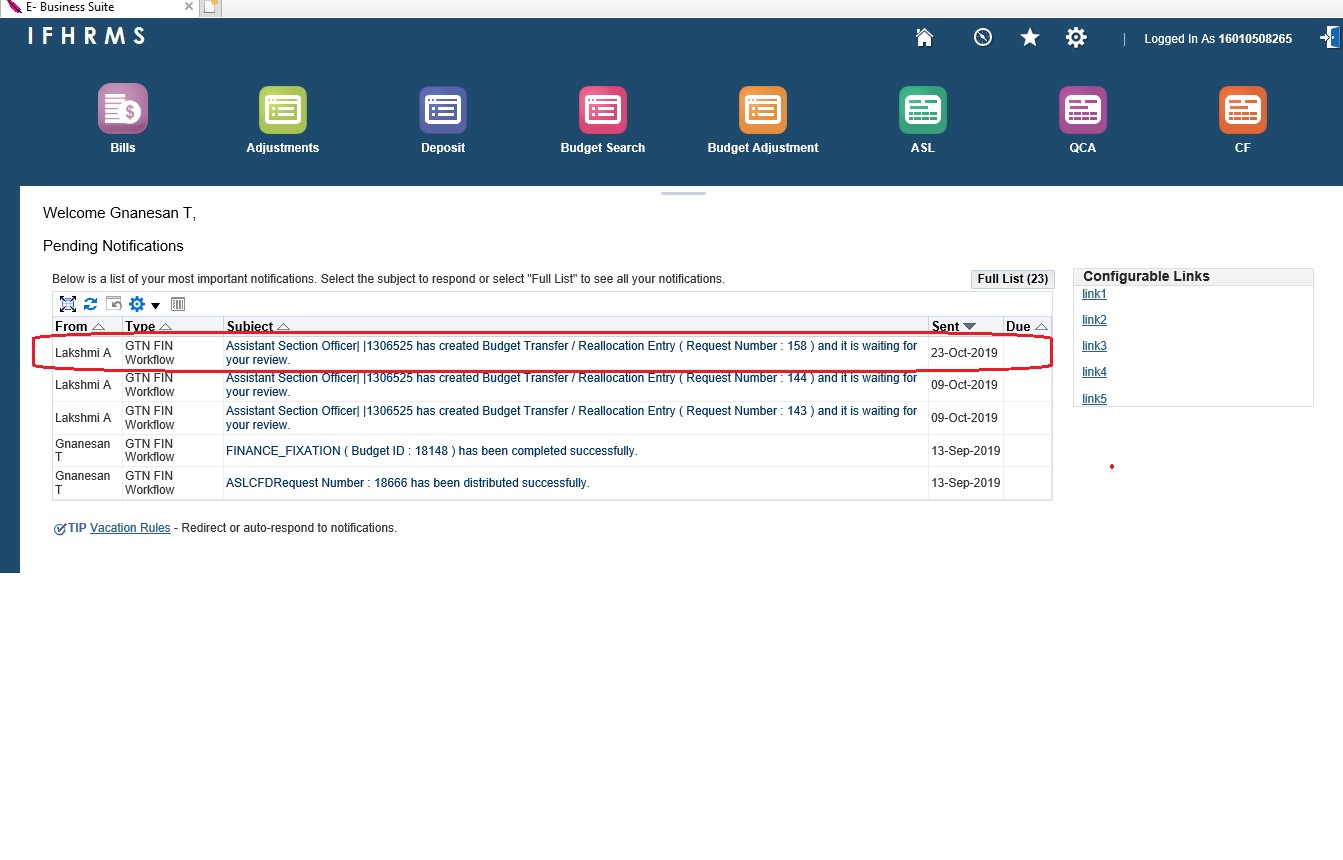
Once HOD assistant click on Forward Button Request Number will be generated then he need to click on OK button. After click on OK button the Request Number will be forwarded to next level officer for Verify.



**Budget Transfer Re-Allocation Entries**

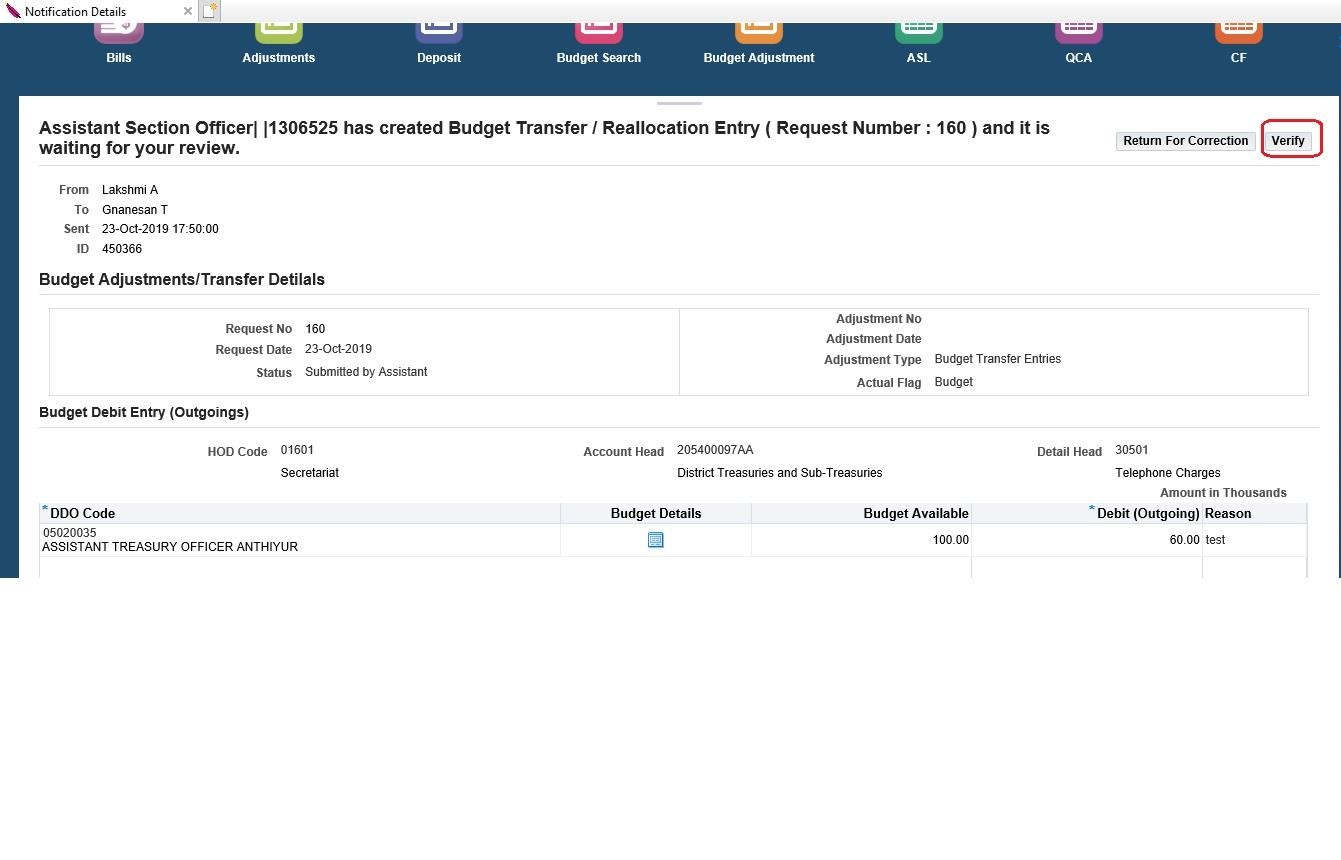
### **Verifier Login**

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.

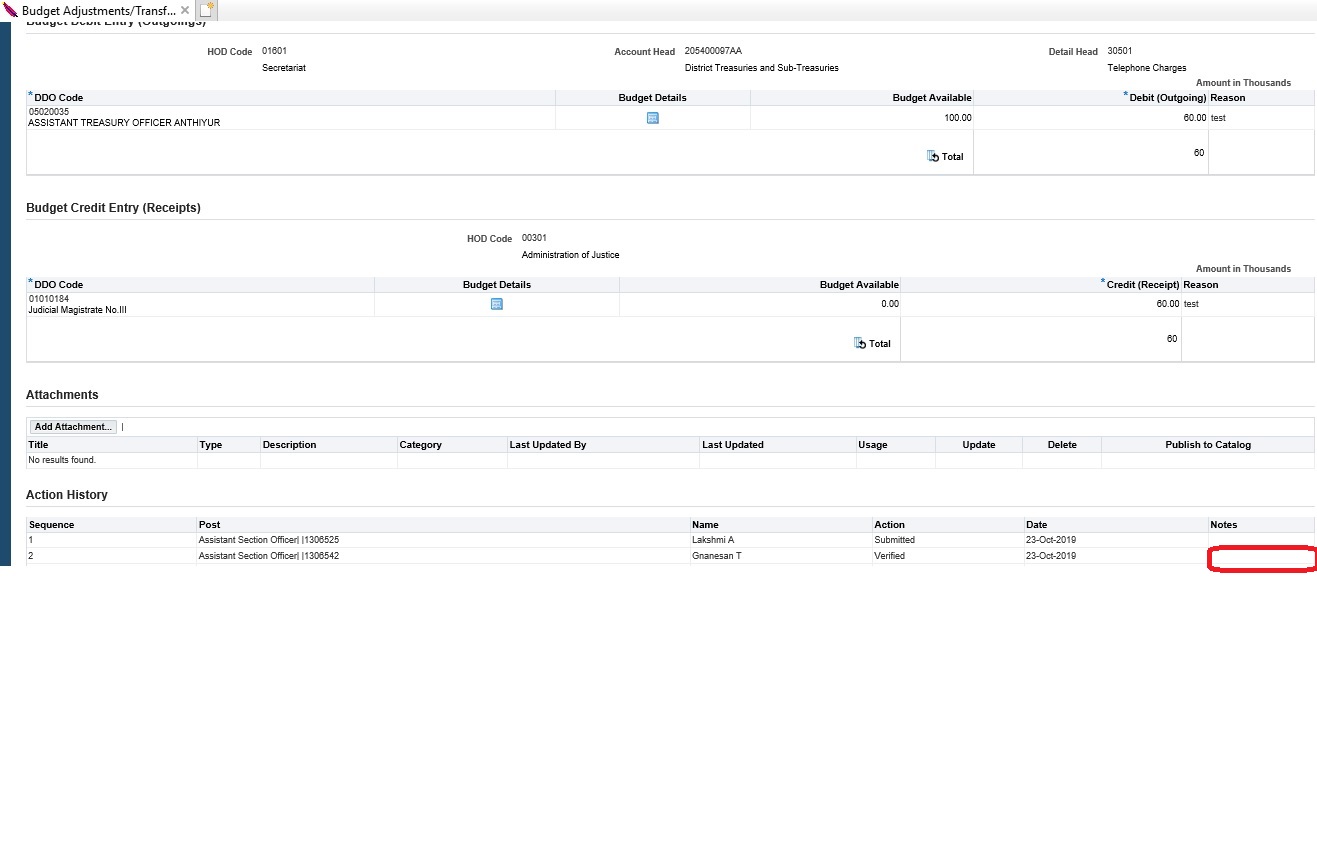


**Budget Transfer Re-Allocation Entries**

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



**Budget Transfer Re-Allocation Entries**



**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.

