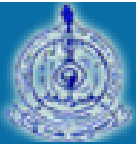


# Click Path Manual for Budget Module

## NIMS

**(Budget Demand, Demand Open, Compilation, Clubbing, Sanction, Accrual, Allocations & Reallocations, HoA to HoA Transfer, Budget Available and Financial Year Initialization)**



**e-Sushrut** *G-5*

*An Advanced Hospital Management Information System*

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## Click Path For Budget Module

### 1. Budget Demand Open

Click on Financial Management System → Services → Budget → Budget Demand open

Enter the Fields. Note All fields marked as “\*” are mandatory

- Click on Add button 
- Select Grant, Budget and Event Type
- Select Demand Period From, Demand Period To, Demand Open From and Demand Open To dates
- Click on Save
- Verify the details
- Click on Confirm  for acceptance
- Click on Edit  for re-entering the details

**Budget Demand Open Details saved successfully** message will appear




Save –Clear- Cancel button

- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

## 2. Budget Demand

Click on Financial Management System → Services → Budget → Budget Demand

Enter the Fields. Note All fields marked as "\*" are mandatory

- Click on Select Demand Open  icon
- Select Department
- Click on Get Head List button
- Enter Demand Amount and Remarks
- Click on Save
- Verify the details
- Click on Confirm  for acceptance
- Click on Edit  for re-entering the details










**Budget Demand Details saved successfully with Demand Number: XXXXXXXXXXXX** message will appear

- Click on Print  for taking the printout




### 3. Budget Demand Compilation

Click on Financial Management System → Services → Budget → Budget Demand Compilation

Select the Fields. Note All fields marked as “\*” are mandatory

- Click on Right Arrow  icon
- Select budget demands from the list by clicking check box 
- Click on  icon to compile the demands
- Click on View  for viewing the details
- Click on Pass  for acceptance
- Click on Reject  for rejection
  - Correct the demand amount from **Budget Demand** process and click on Confirm  icon
  - Corrected demands will appear in the **Corrected** tab of Budget Demand Compilation process
  - Select budget demand(s) from the list by clicking check box 
  - Click on Pass  for acceptance

**Demand(s) accepted successfully** message will appear

- Click on **Accepted** tab
- Click on Right Arrow  icon
- Click on View  for viewing the details
- Click on Update  icon for correcting the compilation amount






#### Update –Clear- Cancel button

- **Update** → Update the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

## 4. Budget Demand Clubbing

Click on Financial Management System → Services → Budget → Budget Demand Clubbing

Enter the Fields. Note All fields marked as “\*” are mandatory


- Click on Right Arrow  icon to view all the budget demands
- Click on Club  icon to get the total clubbed amount
- Click on Print  for getting the printout
- Click on Reject  for rejection
- Click on Freeze  icon to freeze the budget demands


## 5. Budget Demand Sanction

Click on Financial Management System → Services → Budget → Budget Demand Sanction

Note All fields marked as \*\* are mandatory



Note : Before proceeding to sanction the budget demands, verify whether the budget demand is closed or not.

- Go to **Budget Demand Open** process
- Select the appropriate demand
- Click on Close  icon
- Click on **OK** button in the message box to close the demand(s) open




In Budget Demand Sanction, click on Accept  icon

- Enter Budget Approval Number, Sanction Amount and Sanctioning Authority
- Select Budget Approval Date and Unit
- Upload Approval Letter, if any
- Enter Sanctioned Amount for each Head of Account separately
- Click on Save

Go to **Sanctioned** tab

- Click on View  for viewing the details
- Click on Update  icon for correcting the sanctioned

amount Go to **Installments** tab

- Click on View  for viewing the details
- Click on Add Installments  icon
- Enter Installment Amount, Instrument Number and In Favour Of
- Select Unit, Payment Mode, Instrument Date, Bank and Branch details
- Upload the document
- Click on Save
- Click on Right Arrow  icon to view all the installments

### Save -Clear- Cancel button


- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

**Installment Details Saved successfully** message will appear

## 6. Budget Internal Accruals

Click on Financial Management System → Services → Budget → Budget Internal Accruals

Note All fields marked as\*\* are mandatory

- Click on Add button 
- Select Grant, Budget, Event Type and Unit
- Select Period From and Period To dates
- Enter Amount
- Click on Save

### Save –Clear- Cancel button

- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.


**Budget Internal Accruals Details saved successfully** message will appear



## 7. Budget Allocation & Re-Allocation

Click on Financial Management System → Services → Budget → Budget Allocation & Re-Allocation

Note All fields marked as \*\* are mandatory

- Click on Add icon 
- Select Grant, Budget and Event Type
- Select Order Date, Sanctioning Department and Sanctioning Authority
- Enter Order Number
- Click on **Get Head List** button
- Enter Allocation Amount for each Head of Account
- Click on Save

Note : To freeze the fund click on Freeze Fund  icon.

### Save -Clear- Cancel button


- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

**Budget Allocation & Re-Allocation Details updated successfully** message will appear.

## 8. Head of Account to Head of Account Amount Transfer

Click on Financial Management System → Services → Budget → Head of Account to Head of Account Amount Transfer

Note All fields marked as **\*\*** are mandatory

- Click on Add  icon
- Select Grant and Budget
- Select Sanction Order Date and Sanctioning Authority
- Enter Sanction Order Number and Remarks
- Select Category and HoA Name from Debit HoA Details and Credit HoA Details
- Enter Amount Transferred in Debit HoA Details section
- Enter Amount Received in Credit HoA Details section
- Click on Save

### Save –Clear- Cancel button


- **Save** → Save the information and control goes to next service.
- **Clear** → It will clear all the fields of the form.
- **Cancel** → Cancel the page and jumps back to main page.

**HoA To HoA Amount Transfer Details saved successfully** message will appear

## 9. Financial Year Initialization

Click on Financial Management System → Services → Budget → Financial Year Initialization

Note All fields marked as **\*\*** are mandatory

- Click on Add icon 
- Select the Category
- Click on **Get Head List** button
- Enter Allocation Amount
- Select the Unit and Credit/Debit
- Click on Save

### Save -Clear- Cancel button

- **Save** → Save the information and control goes to next service
- **Clear** → It will clear all the fields of the form
- **Cancel** → Cancel the page and jumps back on main page.