

Budget & Accounts

Introduction

Budget management helps to get complete budget visibility in seconds, view requisitions pending approval, and transactions approved against your budget. A budget is an operational plan, for a definite period usually a year. Expressed in financial terms and based on the expected income and expenditure.

Purpose of the Budget Management System

- Enhances fiscal planning and decision-making.
- Clearly recognizes controllable and uncontrollable cost areas.
- It helps to identify problem areas and facilitates effective solutions.
- Provides means for measuring and recording financial success with objectives of the university.
- Needed for planning the future courses of action and control overall activities in the university.
- Facilitates coordinating operations of various departments and sectors.
- It helps to weigh values and make decisions when necessary.

Types of Budget

- Annual income and expenditure budget is often broken down into shorter periods for better monitoring
- Capital Budget
- Budget for capital projects and acquisition of equipment or fixed assets
- Need a separate budget and monitoring because it usually involves major expenditure items and non-recurrent costs
- Need to consider the effect of capital investment on recurrent cost · e.g., Vehicles, building a hospital, medical equipment
- Cash Budget (Cashflow Forecast)
- Aims to monitor the availability of cash: whether sufficient cash is available in the bank to meet the payments needs as they arise
- Based on the income and expenditure budget and capital budget.

Dashboard

Real-time budgeting application dashboards are actually a budget meter that helps with managing the current spending, estimates, grants, etc. You can view all the estimates and also drill down to select a particular fiscal year.

View Details	View Details	View Details
Expenditure Budget ₹ 12938.80 View Details	Unsettled Budget ₹ 253377.20 View Details	Net Advance ₹ 1500.00 View Details
Advance Expenditure ₹ 0.00 View Details	Unsettled Advance ₹ 1500.00 View Details	Transfers ₹ 59000.00 View Details
Estimate Requests 0 View Details	Expenditures Requests 4 View Details	Advances Requests 0 View Details
Budget Transfer Request 0 View Details	Budget Heads 3 View Details	Log Records View Details

Settings

This section contains the configuration detail related to the Budget Management module. Only the admin with the rights of Budget_Admin can view and access it.

University Grant

In this field, all the University Grants are catered.

- Admin can add a new type of University Grant by clicking on the “Add University Grant” button present on the top right side of the portal and fill in the required details:-

1. Name
2. Description
3. Type(Select from the drop-down)
4. Status(Inactive/Active)

- Admin can edit/update the details by clicking on edit icon available in front of every entry.

Financial Years

In this field, all the Financial Years will be listed.

- Admin can add a new financial year by clicking on the “Add Financial Year” button present on the top right side of the portal and fill in the required details:

1. Financial Year
2. Status(Inactive/Active)

- Admin can view the details by clicking on the view icon available in front of every entry.
- Admin can edit/update the details by clicking on the edit icon available in front of every entry.

Budget Heads

In this field, types of Budget Heads in which the university grants will be captured are mentioned.

- Admin can add a new type of Budget Head by clicking on the “Add Budget Head” button present on the top right side of the portal and fill in the required details:-

1. Name
 2. Description
 3. Grant Name
 4. University Deduction (in %)
 5. Can Draw Advance
 6. Status(Inactive/Active)
-

- Admin can edit/update the details by clicking on edit icon available in front of every entry.

Budget Estimate

In this section budget estimates are captured. The department admin will give a budget estimate to the finance department/admin for the approval process.

As OCM_Admin login:- admin can add budget estimate, update it, and can approve it. While adding estimates, the system will ask the OU name and can see the budget estimates of all the departments.

As OCM_Dept login:- Department admin can add budget estimate, update it and send it for approval. The only difference is that while adding it does not ask OU name and the department admin can see all the budget estimates of his/her department only.

Add Estimates

OCM_Dept/OCM_Admin can add an estimate by clicking on the “Add Estimate” button present on the top right side of the portal and fill in the required details:

1. Organizational Unit(OU)(Select from the drop-down)
2. Financial Year(Select from the drop-down)
3. Budget Head(Select from the drop-down)
4. Actual(Will be fetched automatically from the previous fiscal year grant)
5. Additional
6. Revised
7. Reason For Revision

Approve Estimate

Clicking on the **Approve Estimate** button and fill in the required details:-

1. Budget Allocated(It can be less than estimated)
2. File Reference Number
3. Budget Approved on(Select from the calendar)
4. Budget Status(Select from dropdown)

Note: Once the Approve Estimate button is clicked changes cannot be done at the admin side.

Budget Granted

From here the admin(Department as well as finance officer/admin) can monitor the budget expenditure, advance, and transfer.

Note: When the budget gets approved, it is not necessary that it will be the same budget as estimated.

After the budget is estimated and get approved, then the budget is granted in three ways:-

1. For Expenditure(the amount is deducted from the account but the bill gets approved later) i.e. expenditure icon.
2. For Advance(the amount is deducted as advance only after approval) i.e. edit icon.
3. For Transfer(can transfer funds from one budget head to another if required and approved)i.e. transfer icon.

Budget Expenditure

In this section, user can see the list of budget expenditure organizational unit wise.

OCM_Dept admin can add expenditure by clicking on the add icon present in front of every entry and fill in the required details:-

1. Item Purchased
 2. Vendor Details
 3. GST Number
 4. Price
 5. Quality
 6. CGST
 7. SGST
 8. IGST
 9. Bill Amount
 10. Bill Date
 11. Bill Number
 12. Bill Diary Number
 13. Payment information
 14. Description
 15. Bill upload
-

View

OCM_Admin/OCM_Dept can view the details by clicking on view icon available in front of every entry.

Approve Expenditure

Once the expenditure is submitted by the department, OCM_admin can approve/reject it by filling in the necessary details:-

1. Status(from pending to Approve/reject)
2. Remarks(If any)
3. Settled On(Select date from a calendar)

Budget Advance

Suppose there is a requirement of the amount to be used other than the expenditure then the Department admin can any time request for the advance amount, but it can be granted only after approval.

Request Budget Advance

OCM_Dept admin can request the advance budget by clicking on the edit icon present in front of every entry and fill in the required advance.

View

OCM_Dept/OCM_Admin can view the details by clicking on the view icon available in front of every entry.

Approve Budget Advance

1. Status(from requested to Approve/reject)
2. Remarks(If any)
3. Approved On(Select date from a calendar)

Budget Transfer

- Suppose in one budget head the funds are not enough then the department admin can transfer the fund from another budget head of his/her department if that budget head has enough amount as per the requirement. The department admin can any time request for the transfer of the amount but it can be transferred only after approval.

Request Budget Transfer

OCM_Dept admin can request for the transfer of budget by clicking on the transfer icon present in front of every entry and fill in the required details:

1. Transfer Budget Head From(select from the drop-down)
2. Transfer Budget Head To(select from the drop-down)
3. Amount

View

OCM_Dept/OCM_Admin can view the details by clicking on the view icon available in front of every entry.

Approve Budget Transfer

Once the amount to be transferred is submitted by the department, OCM_admin can approve/reject it by filling in the necessary details:-

2. Remarks(If any)

3. Date(Select date from a calendar)

Ledger

OCM_Admin can generate a ledger report by going to the Ledger section and fill in the required details:

1. Year(Select from the Calendar)

2. Department(Select from the drop-down)

3. Budget Head(Select from the drop-down)

PFMS Integration

The Budget and Accounts module provides a feature where an excel format can be generated for budget expenditure which is integrated with PFMS by going to the PFMS integration section and filling in the details:

1. OU

2. Year

It will generate the report in excel format with following details:

Annexure

Roles in Budget and Accounts

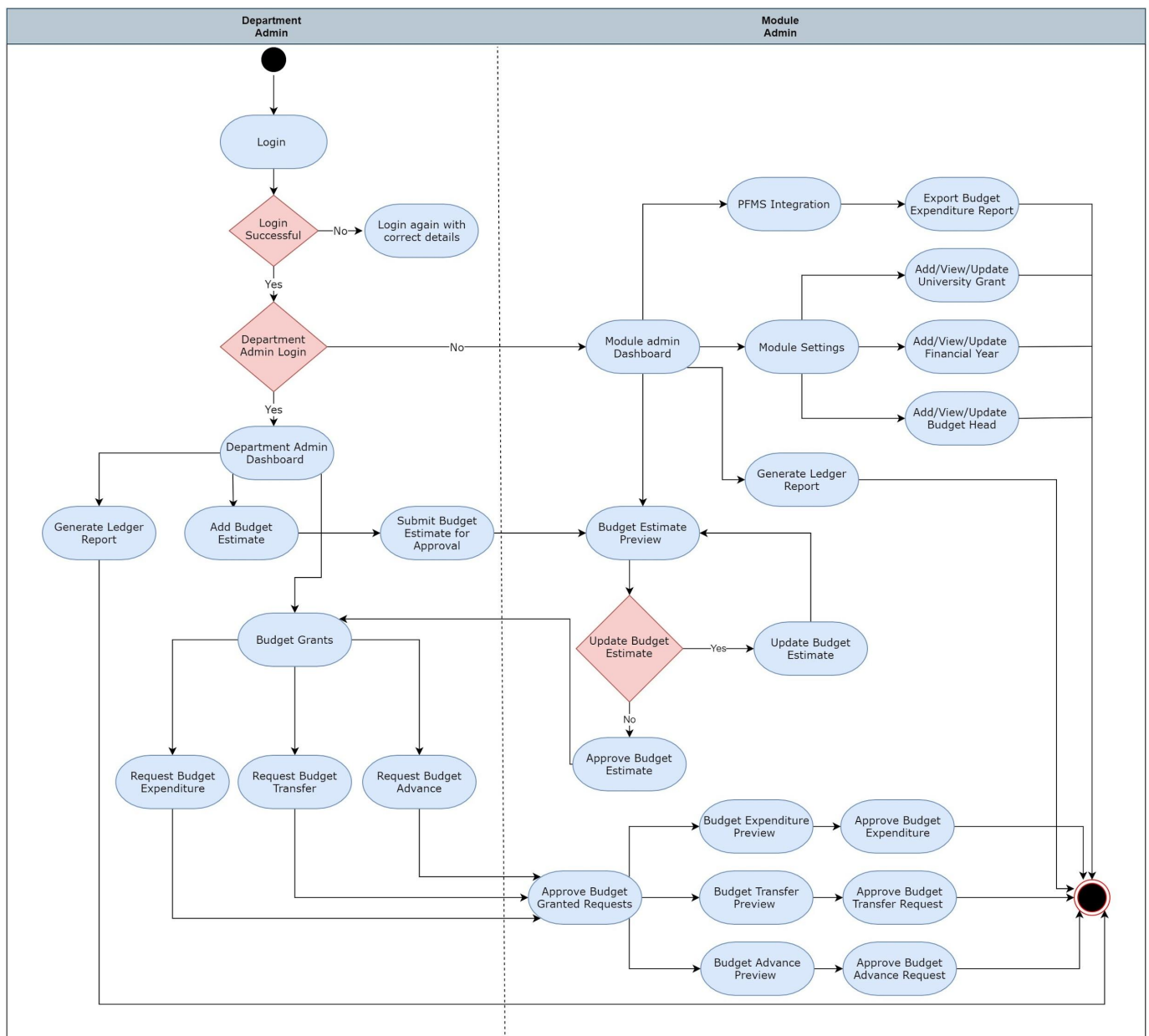
Role Name	Description
-----------	-------------

ocm_admin With this permission, users can configure the setting, monitor and approve budget estimates, transfer advance, expenditure.

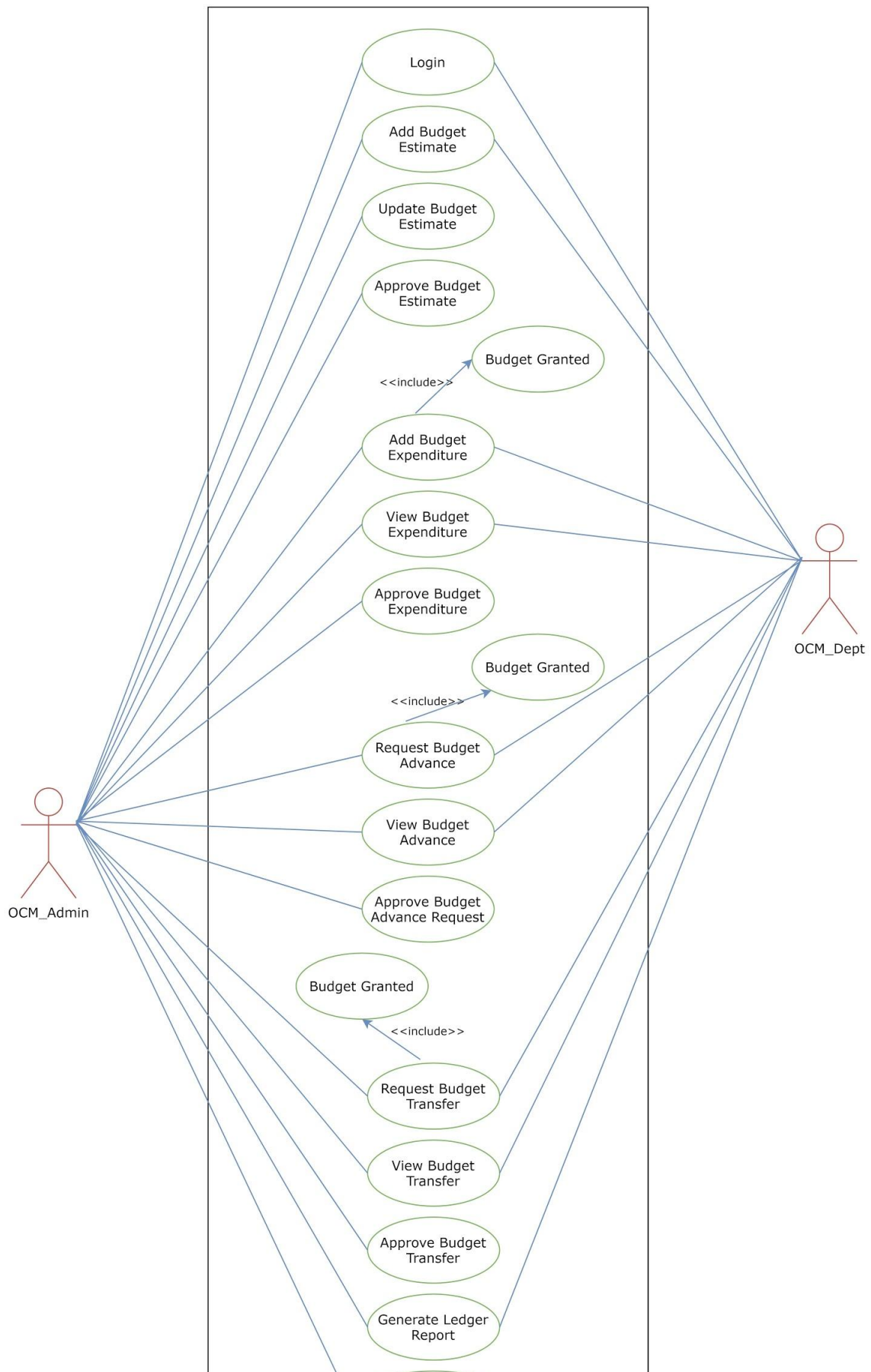
ocm_dept With this permission, users can add budget estimates, expenditure requests for transfer funds, or advance.

Workflow Diagrams

Activity Diagram




Activity Diagram for Budget and Accounts



External Resources

 [Module Training Video ↗](#)

 [Edit this page](#)

[← Bill Tracking System](#)

[Career Advancement Scheme →](#)

INTRO

[Getting Started](#)

[Module Breakup and Prerequisites](#)

ACADEMICS

[Academics](#)

[Alumni Portal](#)

[Evaluation & Grading](#)

[Evaluation & Grading \(for evaluator\)](#)

[Hostel Management](#)

[Programme Management System](#)

[Student Feedback Management](#)

[Training and Placement](#)

ACCOUNTS & FINANCE

[Bill Tracking System](#)

[Budget & Accounts](#)

[Endowment](#)

ADMISSIONS

CU Admission Userguide
CUCET Administrative Portal - CUSB
CUCET User Guide for Registration 2021
DU Admission - PG
DU Admission - UG
DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram
User Administration

DATA MANAGEMENT

Content Federation System System
Minutes Resolutions Archive Retrieval System
University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme
Employee Management - Admin
Employee Management - Non Teaching
Employee Management - Teaching
Knowledge
Leave Management System
ToT Management

GOVERNANCE

Affiliation Management

Inventory Management System
IT Service Desk
Legal Case Management System
Residence Allocation (E-housing)
RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching
Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment
Screening Process of Teaching Recruitment
Screening Process of Teaching Recruitment- University of Delhi
Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System
Essential Services
Grievance Management
Health Management System
Security Management System
Sports Management System
Transport Management System
