# **Operational Manual**

(NIC-APSC-APDI-FAS-OM)

Version 1.0

Phase I – Online Budget (FAS)

# **Endowments Department**

# **Government of Andhra Pradesh**

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#### 1. Overview of the software

The Financial Accounting System facilitates to enter the budget estimates before the final quarter of each financial year, the software is role based work flow system and allows the user to enter the budget estimates for a financials year. The Estimated budget entered in the software along with notes will be forwarded through Executive officer of the concerned temple to Endowments Commissioner's office for approvals. As per the priority given by the competent authority the budget estimates will be forwarded to next higher authorities in the head office. In some cases the amounts mentioned in e-budget estimates will be modified or sent back for clarification by the competent authority. The status of the approval of budget estimates can be viewed online by the concerned temple. Budget sanction proceedings can be downloaded by the temple once the budget estimates are approved by the competent authority after direct approval or through revision.

This software is also used in the preparation of various books of accounts namely Ledger, Trial Balance, Income and expenditure statement, Receipts and Payment statement and the balance sheet. This package maintains the books of accounts major head wise for the various major budget heads of the department for which funds are obtained/ released by Government/Temples.

The funds for temples will be received directly from various resources like Sevas, lease of lands and donations etc. The funds received from various sources will be consolidated and prepared as annual budget of that temple. Basically the temple budget comprises of following major heads.

- 1. Operational Receipts
- 2. Capital Receipts
- 3. Operational Expenditure
- 4. Capital Expenditure

Executive Officers and officials working under accounts section deals with the funds at temples. The Superintendent and his supporting staff will be primarily responsible for all the accounts related activities of the temple. At present the manual system is followed by the temples for maintaining books of accounts like cashbook and ledger and other accounts statements.

The department aims to monitor the fund flow and expenditure through an integrated view generated by the proposed system with the help of various statutory and non-statutory books of accounts. The department will use this software both at head quarters office and the temples.

# 2. Roles & Privileges for the User

# For each designation there is role assigned by the system. The table bellow will describe the functionalities of each role defined by the system

Sl No	Designation / Role	Main Activity	Activity Details	<b>Conditions / Remarks</b>
1	Accountant	Activity Budget Estimate Entry Budget Estimate Modification	<ol> <li>To enter complete budget estimate of all heads along with notes for each head</li> <li>View the details of budget estimates entered and satisfy himself</li> <li>Upload the consolidated budget notes as a single file</li> <li>Finally forward the budget estimates to next higher authority along with remarks</li> <li>Can view the budget approval status and reports</li> </ol>	Modification/deletion is not possible for any role after forwarding the budget estimates to next higher authority
2	AEO	Budget Estimate Entry Budget Estimate Modification	<ol> <li>Can view the budget estimate of all heads along with notes forwarded by the Accountant</li> <li>View the details of budget estimates entered and satisfy himself</li> <li>Download the the consolidated budget notes uploaded by the Accountant, do the modifications if any</li> </ol>	Modification/deletion is not possible for any role after forwarding the budget estimates to next higher authority

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			<ul> <li>and upload the modified notes back</li> <li>3. Finally forward the budget estimates to next higher authority along with remarks</li> <li>4. Can view the budget approval status and reports</li> </ul>	
2	EO	Budget Estimate Entry Budget Estimate Modification Budget Estimation approval at temple level Forwarding Budget Estimates to Commissioner along with RC. No and remarks	<ol> <li>Can enter complete budget estimate of all heads along with notes for each head directly if accountant/aeo is not assigned / initiated the entry within specified time</li> <li>View the details of budget estimates entered and satisfy himself</li> <li>Download the consolidated budget notes sent by AEO, do the modifications if any and upload the modified notes back.</li> <li>Finally forward the budget estimates to Commissioner along with RC No. and remarks</li> <li>Can update the budget estimates for which revision/clarification received from the head office</li> <li>Can view the budget approval status and reports</li> </ol>	be modified /deleted at any stage. The Budget Estimates can be modified if the revision/clarification received from the head

#### 3. User Login



Enter the User ID and Password, for the first time the user id will be the password

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based Financial Acc ensistence of the system control of the sensitive budget and ensistence of the temples under Endowments Department. Online budget aration at temple level and approval at head office level is done. All tory and non-statutory books of accounts are generated through pits and payment vouchers entered in the system. State level budget and consolidated funds inflow status, net fund availability will help the .commissioner and Commissioner,Endowments Departement for ession making in efficient manner

based Financial Ac

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The site is designed and developed by National Informatics Center, APSC.Hyderabad , Content Provided by Endowments Depart For Content Related Queries please contact ho\_endmnts@yshoo.com

Enter the text shown in Captcha (Required for security purpose) in the box provided.

Click on Login to enter in to the screen or Reset button to enter the details again.



## **Password change Screen**

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Change	e Password			
	Role	ACCOUNTANT		
	User Name	Prasad		
	Email Id	prasad@yahoo.com		
	Mobile Number	9999999999		
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	New Password	•••••		
	Confirm Password	•••••		
	Date	15-12-2012		
		Save		
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After successful login it is mandatory to change the initial password given by the system. Provide the details like, User name, email, mobile number and current password by which you have logged in.

Enter the new password as desired, but the password should be minimum length of 8 and should contain one number and one special character. The new password has to be confirmed twice.

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**Click on save button to enter in to the main menu of the software. 4. User Administration** 

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Email Id	prasad@yahoo.com
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New Password	•••••
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Date	15-12-2012
	Save Exit
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This screen helps to change the password at any time after login.

# **5. Opening Balance Entry**

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	Upload Consolidated Budget Notes				
	View Consolidated Budget Notes				
	Budget Forward				
	Download Budget Order				
	Na	tional Informatics Center , An	udhra Pradesh State Unit		

From the main menu select Budget  $\rightarrow$  Budget OB Entry  $\rightarrow$  Income to enter the budget estimates for the income. The next screen will appear as below



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Enter the Opening Balance as on particular date

- Cash on hand against to Cash-On-Hand field.
- Cash at bank against to Cash-At-Bank field

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6.Budget Estimate Entry & Budget Notes Entry

It is possible to select the single or multiple heads under each sub major head by dragging the mouse or arrow key, it is suggested to select a maximum of 5 heads each time.

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51 No	Name of the Head	Income for financial year 2010-2011 [actuals] in(₹)	Income for financial year 2011-2012 [actuals] in(₹)	Income for financial year 2012-2013 upto December 2012[actuals] in(₹)	Probable Income for financial year 2012-2013 in the month of January to March 2013 in(₹)	Estimated Income for financial year 2013-2014 in(₹)
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-	1 LEASE OF LANDS, SHOPS & LICENCES	10000	10000	10000	10000	10000
-+	2 LICENCES OF SHOPS & CANTEENS	10000	10000	10000	10000	10000
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	4 COCOUNT HALVES	10000	10000	10000	10000	10000
	5 TOLLGATE	10000	10000	10000	10000	10000
	6 OTHER LICENCES	10000	10000	10000	10000	10000
	7 SELF CULTIVATION	10000	10000	100000	10000	10000
	8 AUCTIONS	10000	10000	10000	10000	10000
		10000	10000			
	9 COLLECTION OF CLOTHES	10000	10000	10000	10000	10000

# Click on Ok button to proceed further Budget Entry Statement-A Screen

Enter the income budget estimate against each minor head by following the headings shown in the screen. The amounts should be in Indian rupee format and rounded of to nearest rupee.

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	6 OTHER LICENCES	10000		10000	10000	10000	10000
	7 SELF CULTIVATION	10000		10000	100000	10000	10000
	8 AUCTIONS	10000		10000	10000	10000	10000
	9 COLLECTION OF CLOTHES	10000		10000	10000	10000	10000
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2	ACCOMMODATION						
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3	HUNDIALS						
	Total	10000		10000	10000	10000	10000
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## Statement-A Budget Entry saving screen

After entering the amounts in the columns click on ok button to save the details, the system will through an alert message for confirmation again, click on ok button.

For remaining heads entry repeat the same steps at page 9, 10, 11

From	Main	Menu	select	Budget→	Budget	Entrv→	<b>Statement-B</b>
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		Statement-B Entry Selection y Vaari Devasthanam, Mahanandi, Kurnool District-ANDHRA PRADESH Financial Accounting System CURRENT USER LOGGED ON - ACCOUNTANT a-Budget Entry-Statement-B Selection-Screen
F	inancial Year:	2013-2014
М	1ajor Head:	
s	Sub Major Head:	04 OPERATIONAL EXPENDITURE
N	tinor Head: Note**: Multiple Minor Ieads can be selected for Budget Entry	1001 ESTABLISHMENT CHARGES         1002 PURCHASE OF PROVISIONS AND OTHER CONSUMABLES         1003 FESTIVALS & UTSAVAMS         1004 UBHAYAMS & SEVAS         1005 REMURERATIONS         1005 REMURERATIONS         1007 DHARMA PRACHARAM         1008 ELECTRICAL & WATER SUPPLY         1008 ELECTRICAL & WATER SUPPLY         1010 MAINTENANCE OF TAAISPORT         1010 MAINTENANCE OF ALLIED INSTITUTIONS
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It is possible to select the single or multiple heads under each sub major head by dragging the mouse or arrow key, it is suggested to select a maximum of 5 heads each time.

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Your In-Statement -B-Entry Screen STATEMENT -B													
Press tab to move to other feild	s				Date:21-02-2013								
Name of the Head	Expenditure for financial year 2010-2011 [actuals] in(₹)	Expenditure for financial year 2011-2012 [actuals] in(₹)	Sanctioned Budget for financial year 2012-2013 in( ₹)	Expenditure for financial year 2012-2013 upto December 2012[actuals] in( ₹)	Probable Expenditure for financial year 2012-2013 in the month of January to March 2013 in(₹)	Estimated Expenditure fo financial year 2013-2014 in(₹)							
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#### **Budget Notes Entry:**

Enter the expenditure budget estimate against each minor head by following the headings shown in the screen. The amounts should be in Indian rupee format and rounded of to nearest rupee.



Select Budget → Budget Notes Entry → Statement-A or Statement-B

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	2 LICENCES OF SHOPS & CANTEENS	3,00,000	budget notes entry for lease of lands	
	3 HUMAN HAIR	40,000	budget notes entry for lease of lands	
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#### **Statement-A Budget Notes Entry selection screen**

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9 COLLECTION OF CLOTHES	10,000	buget notes entry for COLLECTION OF CLOTHES	
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# Statement-A Budget Notes Saving screen

Against each minor head enter the budget notes, the maximum characters allowed are 4000.



It is possible to select the single or multiple heads under each sub major head by dragging the mouse or arrow key, it is suggested to select a maximum of 5 heads each time

#### **Budget Notes Entry for Statement-B** 🖉 http://localhost:8080/fasendm/ - Windows Internet Explorer 🔄 🕞 🗢 🛃 http://localhost:8080/l 💌 🗟 🍫 🗙 🔧 2-File Edit View Favorites Tools Held 🟠 🔹 🔝 🐇 🖃 🖶 🔹 Page 🗸 Safety 🕶 Tools 🕶 🔞 🕶 🚖 Favorites 🛛 🛃 http://localhost:8080/fasendm/ Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH Financial Accounting Syste 8 CURRENT USER LOGGED ON -- ACCOUNTANT Your In-Statement -B- Notes Entry-Screen STATEMENT -B Note\*\*: Press tab to move to other feilds Date:21-02-2013 \*: Budget Notes under each head is allowed upto 4000 character Budget for financial Budget for financial Year SLN Name of the Head Estimated Budget Notes Year 2012-2013 2013-2014 ENDOWMENT TEMPLES 1 OPERATIONAL EXPENDITURE 1 ESTABLISHMENT CHARGES dget notes entry for expenditure 1 ADMINISTRATIVE EXPENDITURE Budget notes entry for expenditure 2 RELIGIOUS Budget notes entry for expenditure 3 PENSION AND GRATUITY 🗸 Trusted sites 🐴 🔹 🔍 100% 🛃 start 🔹 🕺 🤌 🔮 🚳 🍢 Microsoft... 🔮 fas\_end... 🌈 http://loc... 😂 logs 😢 Inbox - s... 📕 EditPlus 🔇 🐌 🖓 🗾 12:12 PM

Against each minor head enter the budget notes, the maximum characters allowed are 4000.

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## Statement-B Budget Notes Entry Selection Screen

#### 7. Budget Estimate Modification & Notes Modification

Select Budget→Budget Modification→Statement-A or Statement-B from menu C http://localhost:8080/fasendm/ - Windows Internet Explorer ı (United States) 🥜 Microphone 🖾 Tools 🔏 Handwriting 😰 📮 🖃 🔀 💌 🗟 😽 🗙 🚼 Google COO - Ktp://localhost:8080/fasendm, 2. File Edit View Favorites Tools Help 🏠 🔹 🔝 🐇 🚍 🗣 Page 🗸 Safety 🗸 Tools 🕶 🔞 🗸 🎽 🔆 Favorites 🛛 🛃 http://localhost:8080/fasendm/ ANDHRA PRADESH -- Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District FAS version 1.0 CURRENT USER LOGGED ON -- ACCOUNTANT Help Desk • Sign Out Masters -Budget Budget Reports \* Budget OB Entry Budget Entry View Budget Budget Notes Entry Budget Modification The Budget Estimation Entr Statement-B Budget Notes Modification Upload Consolidated Budget Notes View Consolidated Budget Notes Budget Forward Download Budget Order National Informatics Center, Andhra Pradesh State Unit Trusted sites - 🔩 100% 🔹 Done 🛃 start 👘 🔍 🔕 🤌 🕲 🥵 👜 fas 🛃 EditPlus 🔇 🐌 🖓 🥩 12:13 PM Attp://loc.. Co la **Budget Estimate Modification Selection** Attp://localhost:8080/fasendm/ - Windows Internet Explorer COO - Mttp://localhost:80 🖌 🗟 🗲 🗙 🛃 2-File Edit View Favorites Tools Help 🐴 🔹 🔝 🐇 🖃 🖶 🝷 Page 🔹 Safety 👻 Tools 🔹 🕢 🦇 🚖 Favorites 🛛 📈 http://localhost:8080/fasendm/ Statement-A Modification Selection Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH Financial Accounting System CURRENT USER LOGGED ON -- ACCOUNTANT Your In- Statement-A Modification- Selection-Screen Financial Year: 2013-2014 🗸 Ok Cancel Exit 🖓 🔹 🔍 100% Trusted sites Done 🛃 start 🔹 🖉 🕲 🥙 😻 😻 Inbox - s... 🧏 Microsoft... fas\_end. 🔇 💽 🖓 💕 12:13 PM 🛃 EditPlus 🔁 log

Select the Financial year and click on OK

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1		NDOWMENT TEMPLES					
1		OPERATIONAL INCOME LEASES ON LANDS,SHOPS & LICENCES					
	Ĥ	1 LEASE OF LANDS	10000	10000	10000	10000	10000
	H	2 LICENCES OF SHOPS & CANTEENS	10000	10000	10000	10000	10000
	H	3 HUMAN HAIR	10000	10000	10000	10000	10000
	H	4 COCOUNT HALVES	10000	10000	10000	10000	10000
	H	5 TOLLGATE	10000	10000	10000	10000	10000
	H	6 OTHER LICENCES	10000	10000	10000	10000	10000
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	H	8 AUCTIONS	10000	10000	10000	10000	10000
		9 COLLECTION OF CLOTHES	10000	10000	10000	10000	10000

## **Budget Estimates Statement-A Modification Screen**

The income Budget Estimate entered previously will be visible in this screen, the user can modify the amounts if required by erasing the amounts.



## **Budget Estimates for Statement-A Modification Saving**

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Inte <sup>5</sup>	*** Press tab to move to other feilds					Date	21-02-2013
51	Name of the Head	Expenditure for financial year 2010-2011 [actuals]	Expenditure for financial year 2011-2012 [actuals]	Sanctioned Budget for financial year 2012-2013	Expenditure for financial year 2012-2013 upto December 2012[actuals]	Probable	Estimated Expenditure for financial year 2013-2014
		in(₹)	in(₹)	in(₹)	in(₹)	March 2013 in(₹)	in(₹)
	ENDOWMENT TEMPLES						
1	ESTABLISHMENT CHARGES						
	1 ADMINISTRATIVE EXPENDITURE	0	0	0	0	0	0
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	3 PENSION AND GRATUITY	0	0	0	0	0	0
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2	PURCHASE OF PROVISIONS AND OTHER CO	NSUMABLES					
	1 PRASADAM PROVISIONS	0	0	0	0	0	0

# **Budget Estimates Statement-B Modification Screen**

The Expenditure Budget Estimate entered previously will be visible in this screen, the user can modify the amounts if required by erasing the amounts.

# **Budget Notes Modification**

Select Budget→Budget Notes Modification→Statement-A or Statement-B from menu

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**Budget Notes Statement-A Modification Screen** 

The Income budget notes entered previously will be visible in this screen, the user can modify the text if required by erasing the text.

#### **Budget Notes Modification Saving**



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#### **Budget Modification Screen for Statement-B**

# The Statement-B budget notes entered previously will be visible in this screen, the user can modify the text if required by erasing the text.



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Here the user can select and submit a PDF from his local system where in the consolidated budget notes prepared. The document can be in regional language.

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#### File Selection Screen from the local system

Click on Submit button in the above screen to upload the consolidated budget file, system will through an alert indicating 'Data Uploaded successfully to the Server'.

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# Select Budget→View Budget

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Select the financial year and budget estimate for income or expenditure and click on ok

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Click on the desired head of account to view the budget head to see the notes entered previously

#### **Budget Consolidated Notes View Screen in Budget View screen**



By clicking the view budget notes button the user can see the consolidated budget notes uploaded by them

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By clicking the view remarks button the user can see the remarks entered based on the login

# **Budget Remarks View Screen in Budget View screen**

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This screen helps the user to view the consolidated budget notes document uploaded by them directly.

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# 11. Budget Estimate Forwarding & Remarks Entry Select Budget→Budget Forward

#### Accountant & AEO Budget Forward Screen



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When a particular user finishes his budget entry, notes entry and uploaded consolidated budget notes he can forward the budget file to next higher officer using this option. Before forwarding the concerned user has to fill up the remarks.

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The system will confirm once again while forwarding budget to next higher official because budget once forwarded cannot be modified by them.

#### **12. Budget Estimate Revision / Clarification Entries**

In some cases the budget estimate forwarded by the temple may come back from the head office for revision. The user will get an alert after login in the main menu of each status of the budget file. If budget estimate returned by the head office for revision/clarification, the system will facilities the user to again modify the budget estimates, this facility is only provided for executive officer of the concerned temple.

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# 14. Budget Estimate Approval Status

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# Open internet explorer and type www.bhashaindia.com.

## Microsoft Indic Language Input tool: Note: To enter the budget notes in Telugu. Please enter the fallowing URL to download this tool.



Click on "Microsoft Indic Language Tool" which is displaying at the end right corner of the webpage.

Select the language below in language bar. Install desktop version for translate any application in windows. Install web Version for translate any application in any webpage.

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	D 관 종종 Input Tool Aput Tool helps you The primary input at do not translitera rati Hindi pe Indian language to a Web. website	n भ कि स्म ह Input Tool mput Tool helps you enter Indian language The primary input mechanism is transhite at do not transhiterate properly. Tati Hindi Kannada Desk pe Indian language text on Use ti e Web. u Use ti e Web. Getti	Input Tool aput Tool helps you enter Indian language text easily into any ap The primary input mechanism is transliteration. Additionally, it at do not transliterate properly. rati Hindi Kannada Malayalam Deskiop Version Use the Text Service to type any application in Microsof Install Desktop Version	number of the second	New Series Ser	Imput Tool       Imput Tool helps you enter Indian language text easily into any application in Microsoft Windows         The primary input mechanism is transliteration. Additionally, it provides a visual keyboard to at do not transliterate properly.         rati       Hindi       Kannada       Malayalam       Marathi       Oriya       Punjabi         pe Indian language text on a visual keyboard to a visual keyboard to at a visual keyboard to at do not transliterate properly.       Desktop Version       Use the Text Service to type Indian language text in any application in Microsoft Windows.         pe Indian language text on a visual Desktop Version       Install Desktop Version         to pestive       Cetting Started	Imput Tool helps you enter Indian language text easily into any application in Microsoft Windows         The primary input mechanism is transliteration. Additionally, it provides a visual keyboard to at do not transliterate property.         rati       Hindi       Kannada       Malayalam       Marathi       Oriya       Punjabi       Tamil         pe Indian language text on e Veb.       Use the Text Service to type Indian language text in env application       Desktop Version       Freque         reve.       Install Desktop Version       Certing Started       Image: Started         website       Getting Started       Image: Started       Image: Started

Click on "Install Desktop Version" button.

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Wating for www.bhashandia.com... File will save in downloads. Click on .exe file to run the tool.

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The tool will be installed.

For Windows XP Users:

**Important Note:** 

The Microsoft Indic Language Input Tool installer may need to install the Microsoft .NET Framework 2.0 and the Microsoft Windows Installer 3.1 if they are not already present on your system. These pre-installation steps may require a restart.

XP users need to check settings regarding language, verify the setting weather they are correct are not by observing following screens. If not please correct them according to the screens.



Desktop: Start→Control Panel

Control Panel											. 7
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	<u> </u>				3	Istomize settings	is)) for the dicelou	of languages	numbers times	and dates	
	Speech	System	Taskbar and	User Accounts	Windows	Windows	Wireless		nambers, ames,	and dates.	
			Start Menu		CardSpace	Firewall	Network Set				
mize settings for the display of langu	ages numbers	times and dates									

Click on 'Pagional and Language' Tool to change the language settings

User will be having 3 0ptions in the top left side i.e. "Regional options"," languages" and "Advanced".

🕑 Control Panel		<b>- - X</b>
File Edit View Favorites Tools	is Help	<b></b>
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Control Panel	Regional and Language Options	
	Ac Regional Options Languages Advanced Time Display Flash Player Folder Options	s Fonts
Switch to Category View	Standards and formats This option affects how some programs format numbers, currencies,	
See Also	dates, and time.	<b>1</b>
🍇 Windows Update	Co Select an item to match its preferences, or click Customize to choose Mouse Nero Network Co BurnRights Connections	Network Setup Wizard
Help and Support	English (United States) Customize	Ø,
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	Location	
	To help services provide you with local information, such as news and	
	weather, select your present location:	
	OK Cancel Apply	
Customize settings for the display of langu		
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Click on	Languages	
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Control Panel	Regional and Language Options	
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0	To view or change the languages and methods you can use to enter	<b>*</b>
See Also 🛞		<u>.</u>
🌯 Windows Update	Co Details Mouse Nero Network BurnRights Connections	Network Setup Wizard
Help and Support	Supplemental language support Most languages are installed by default. To install additional languages,	Ø,
	Ph select the appropriate check box below. and Scheduled Security Software	Sounds and
	Me Install files for complex script and right-to-left languages (including Tasks Center Explorers Thai)	Audio Devices
	Install files for East Asian languages	
	s Wireless Network Set	
	OK Cancel Apply	
Customize settings for the display of langu	guages, numbers, times, and dates,	

Click on 'Details' button which is displaying in the top right side of first text box.

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#### Above screen will be displayed.

Check all options as which are displaying below weather same in your computer or not.

## Language bar Settings:

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Control Panel 🛞	Ac	Text Services and Input Languages ?	Time	S Display	Flash Player	Folder Options	Fonts	
See Also (*) Windows Update Windows Update	G	Show the Language bar on the desktop Show the Language bar as transparent when inactive Show additional Language bar icons in the taskbar		Mouse	Nero BurnRights	Network Connections	Network Setup Wizard	
	Pł M	Show text labels on the Language bar	and is	Tasks	Security Center	Software Explorers	Sounds and Audio Devices	
		Telugu     Add       Microsoft Indic Language Input Tool     Remove       • Telugu     Properties	ıs I	Wireless Network Set				
		Preferences Language Bar Key Settings OK Cancel Apply						
			_					
Customize settings for the display of langua	ages, r	umbers, times, and dates.						
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Key Settings:
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Customize settings for the display of languages, numbers, times, and dates.
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After completing the above settings please select the Telugu language which is displaying in the blue select box.

Control Panel			EN E	nglish (United St	ates) 🥜 Micro	ophone 🕺 To	ols 🔏 Handwr	iting 🕅 📜 🗖	đ
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	anguage Options	?×						*	→ 0
To view or ch text, cliv Text	and input languages pages the languages and methods you can use it Services and Input Languages	to enter	Automatic Updates	Date and Time	isplay	Flash Player	Folder Options	Fonts	
See Suppler Most lai select ti	ettings Advanced Default input language Select one of the installed input languages to u computer.	use when you start your	کی ایک Keyboard	Mail	Mouse	Nero BurnRights	Network Connections	Network Setup Wizard	
<ul> <li>● Ins Th</li> <li>□ Ins</li> </ul>	Telugu - Telugu Installed services Select the services that you want for each inpr	ut language shown in the	Regional and Language	Scanners and Cameras	Scheduled Tasks	Security Center	Software Explorers	Sounds and Audio Devices	
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	Preferences Language Bar Key Settings OK	Cancel Apply							
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After selecting Telugu click on 'Advanced'.

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## **Important**

Select the check box which is displaying first textbox of 'compatibility configuration '.



• Click on 'apply' and restart the system.

Language bar settings completed successfully.

## Selection of language while typing on Budget Notes:

	http://10.160.2.141:8080/fasendm/		TE Telugu ✓ EN English (United	States)		8
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1	OPERATIONAL INCOME LEASES ON LANDS,SHOPS & LICENCES 1 LEASE OF LANDS	10,000				

After installing the language tool user will be having the language bar as we are showing in the above screen.

Note: language bar will be displayed either top of the screen or bottom of the screen.

• Select language in the list box.

After selecting the language 'Microsoft Indic Language Input Tool' will be displayed as we are showing in the fallowing screen.

Select 'Microsoft Indic Language Input Tool' option.

<i>C</i> http://	10.160.2.141:8080/fasendm/ - Windows Intern	et Explorer	TE Telugu 💆 Microsoft Indic Language Input Tool 🦻 Options	🕈 Drawing Pad 😰 📜 🖻 🔀
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Note**	: Press tab to move to other feilds			Date:14-03-2013
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# Now the user can able to type the Budget Notes in Telugu Telugu notes will display as fallows.

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N	ote*	*: Budget Notes under each head is allo	wed upto 4000 ch	aracters					
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