

Operational Manual
(NIC-APSC-APDI-FAS-OM)
Version 1.0

Phase I – Online Budget (FAS)
Endowments Department
Government of Andhra Pradesh

PREPARED BY:

T. Sridhar Sharma, SSA
Application Division -I

REVIEWED BY:

Internal:

Head Application Division -I

National Informatics Centre
Department of Electronics & Information Technology
Ministry of Communication and Information Technology
Government of India
Website: www.ap.nic.in

Online Budget (FAS)

Operational Manual

National Informatics Centre
Hyderabad

Index

Sl. No	<u>CONTENTS</u>	Page No
1	Overview of the software	4
2	Roles & Privileges for the User	5-6
3	User Login & Change Password	7-8
4	User Administration	9
5	Opening Balance Entry	10-11
6	Budget Estimate Entry & Budget Notes Entry	12-19
7	Budget Estimate Modification & Notes Modification	20-25
8	Uploading Consolidated Budget document	26-27
9	Budget Entry View	28-30
10	Consolidated Budget Notes View	31
11	Budget Estimate Forwarding & Remarks entry	32-33
12	Budget Estimate Revision / Clarification Entries	33
13	Download Budget Order	34-35
14	Budget Estimate Approval Status	35
15	Installation of Telugu Input Tool & Instructions for Windows XP users	36-47

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 financial 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	Conditions / Remarks
1	Accountant	Budget Estimate Entry Budget Estimate Modification	1. To enter complete budget estimate of all heads along with notes for each head 2. View the details of budget estimates entered and satisfy himself 3. Upload the consolidated budget notes as a single file 3. Finally forward the budget estimates to next higher authority along with remarks 4. Can view the budget approval status and reports	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	1. Can view the budget estimate of all heads along with notes forwarded by the Accountant 2. View the details of budget estimates entered and satisfy himself 3. Download the the consolidated budget notes uploaded by the Accountant, do the modifications if any	Modification/deletion is not possible for any role after forwarding the budget estimates to next higher authority

			<p>and upload the modified notes back</p> <p>3. Finally forward the budget estimates to next higher authority along with remarks</p> <p>4. Can view the budget approval status and reports</p>	
2	EO	<p>Budget Estimate Entry</p> <p>Budget Estimate Modification</p> <p>Budget Estimation approval at temple level</p> <p>Forwarding Budget Estimates to Commissioner along with RC. No and remarks</p>	<p>1. 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</p> <p>2. View the details of budget estimates entered and satisfy himself</p> <p>3. Download the consolidated budget notes sent by AEO, do the modifications if any and upload the modified notes back.</p> <p>4. Finally forward the budget estimates to Commissioner along with RC No. and remarks</p> <p>5. Can update the budget estimates for which revision/clarification received from the head office</p> <p>6. Can view the budget approval status and reports</p>	<p>The budget estimates forwarded by the Executive Officer will be treated as final and cannot be modified /deleted at any stage.</p> <p>The Budget Estimates can be modified if the revision/clarification received from the head office</p>

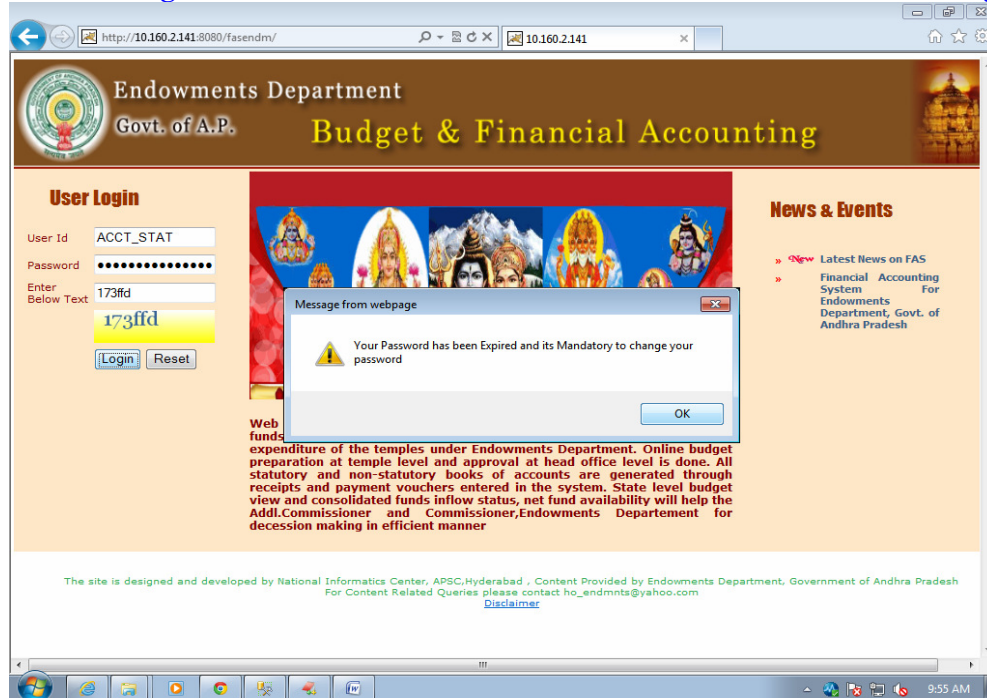
3. User Login



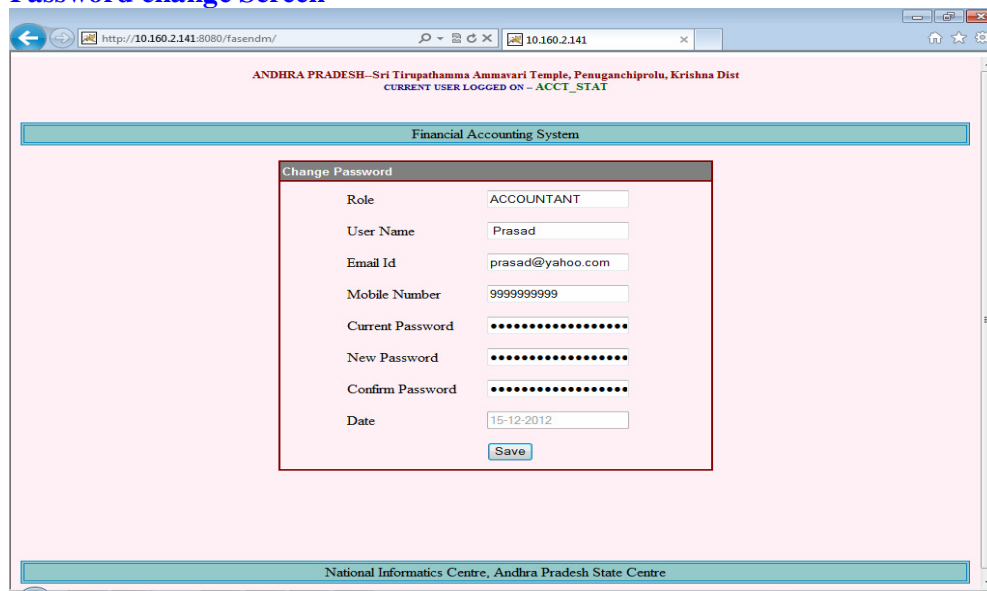
Enter the User ID and Password, for the first time the user id will be the password

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.



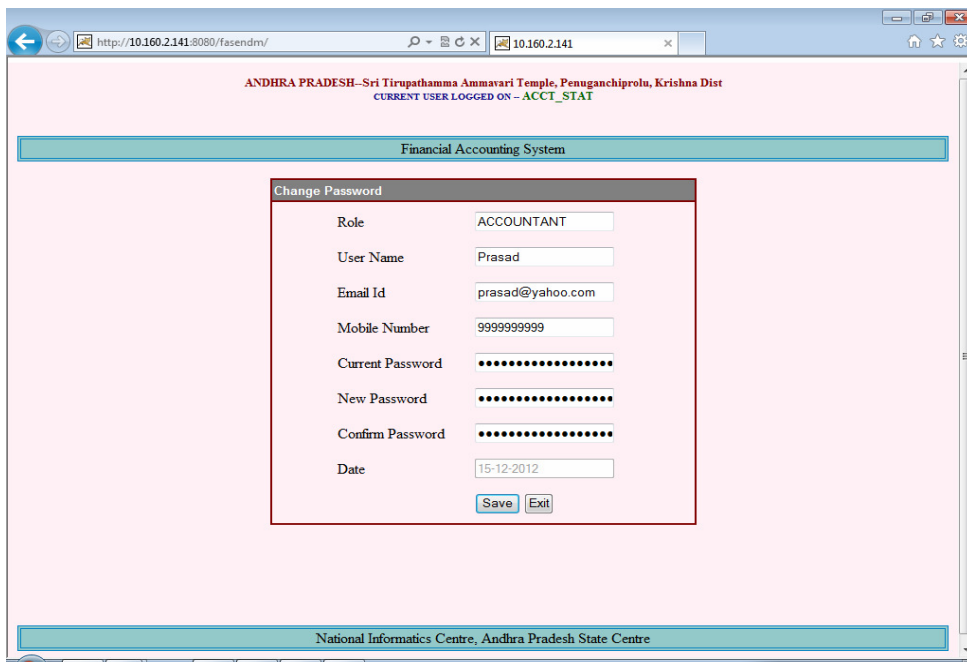
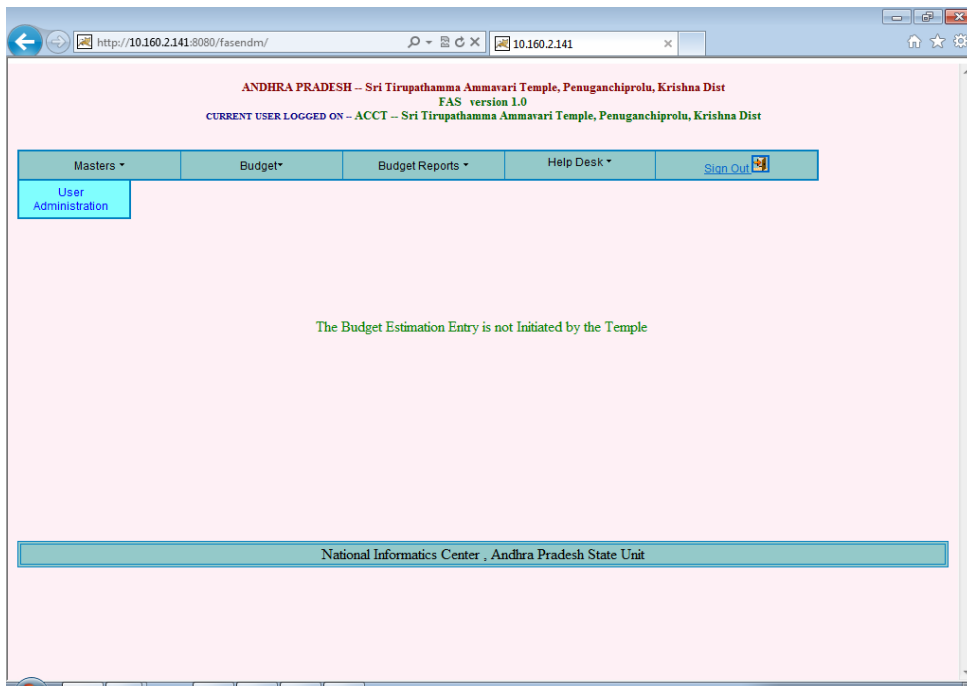
Password change Screen



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.

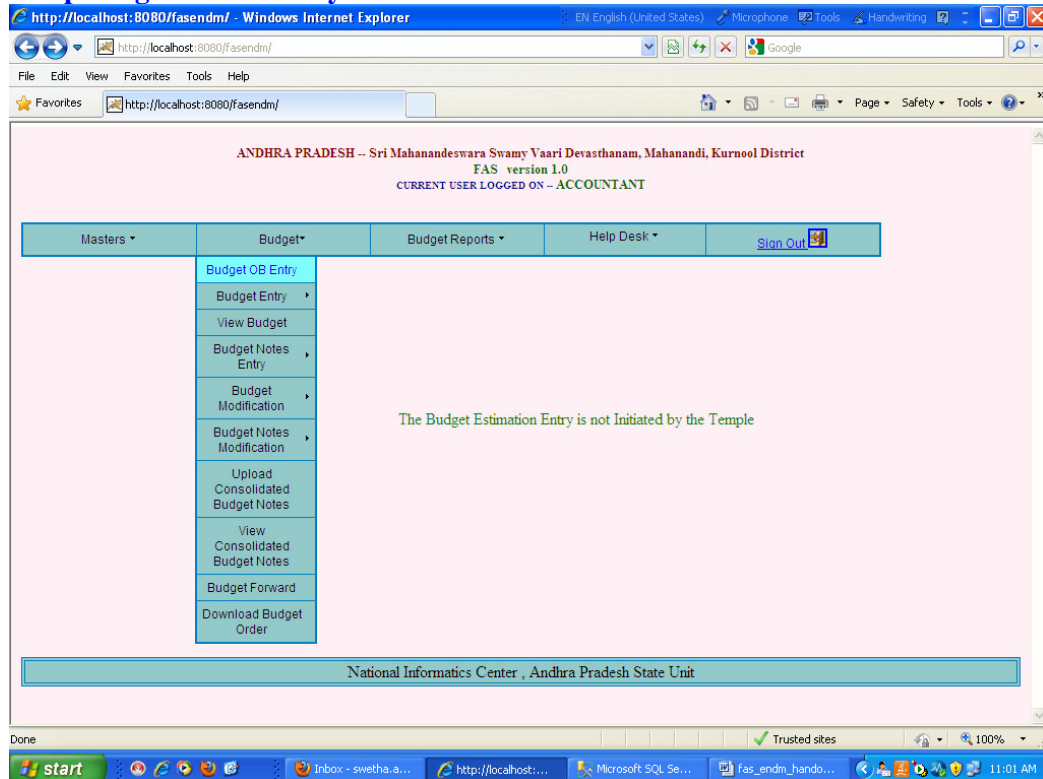
Enter the new password as desired, but the password should be minimum length of 8 and should contain one number and one special character. The new password has to be confirmed twice.

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

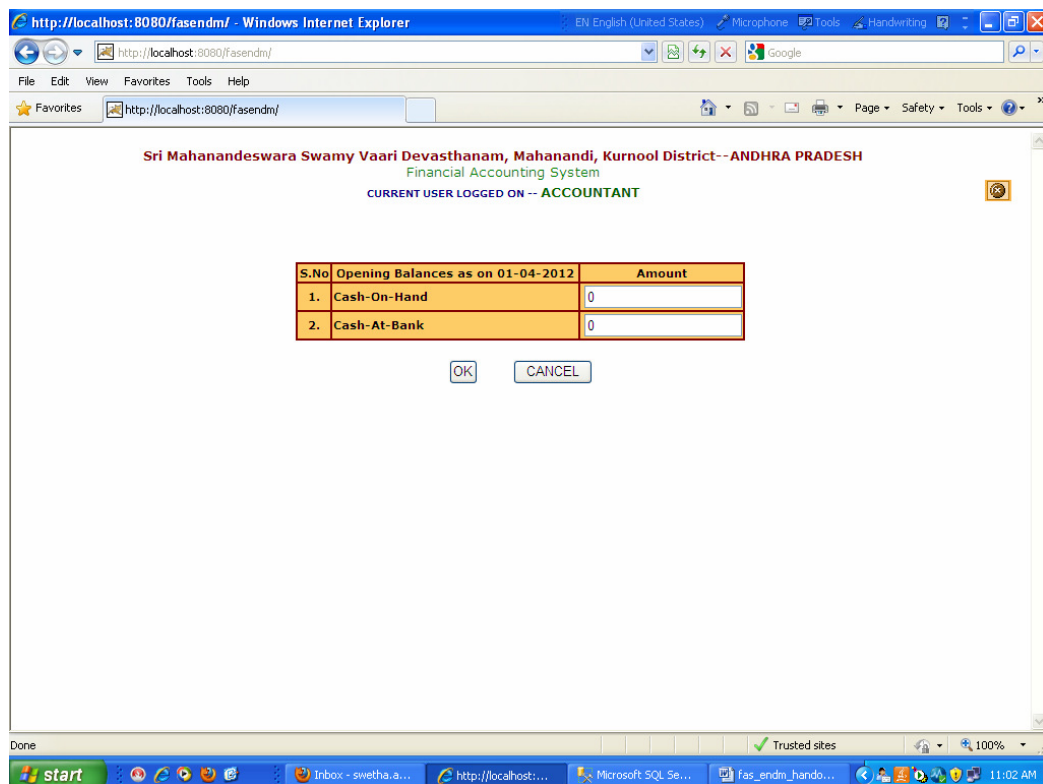


This screen helps to change the password at any time after login.

5. Opening Balance Entry

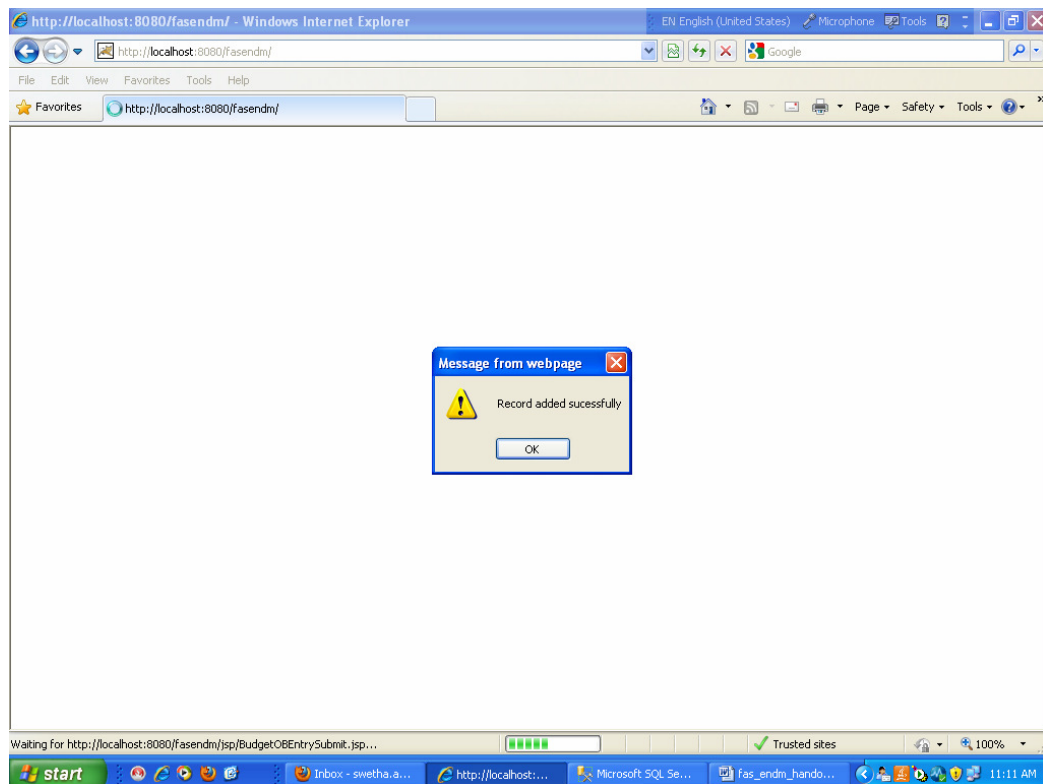
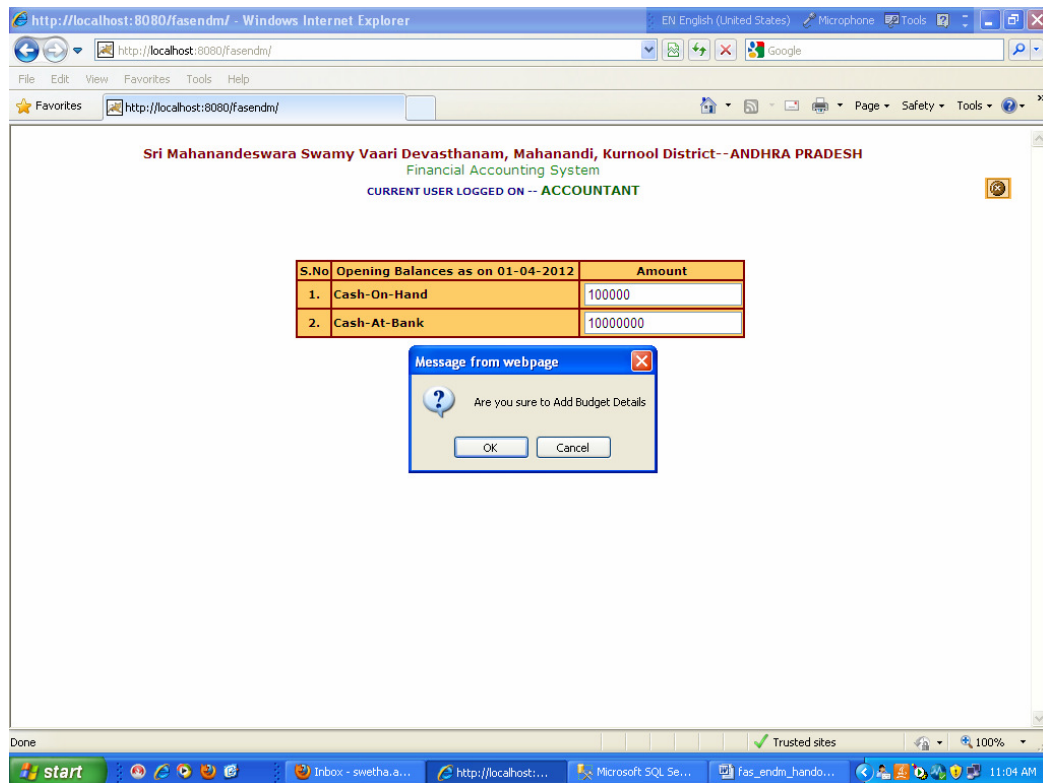


From the main menu select Budget → Budget OB Entry → Income to enter the budget estimates for the income. The next screen will appear as bellow

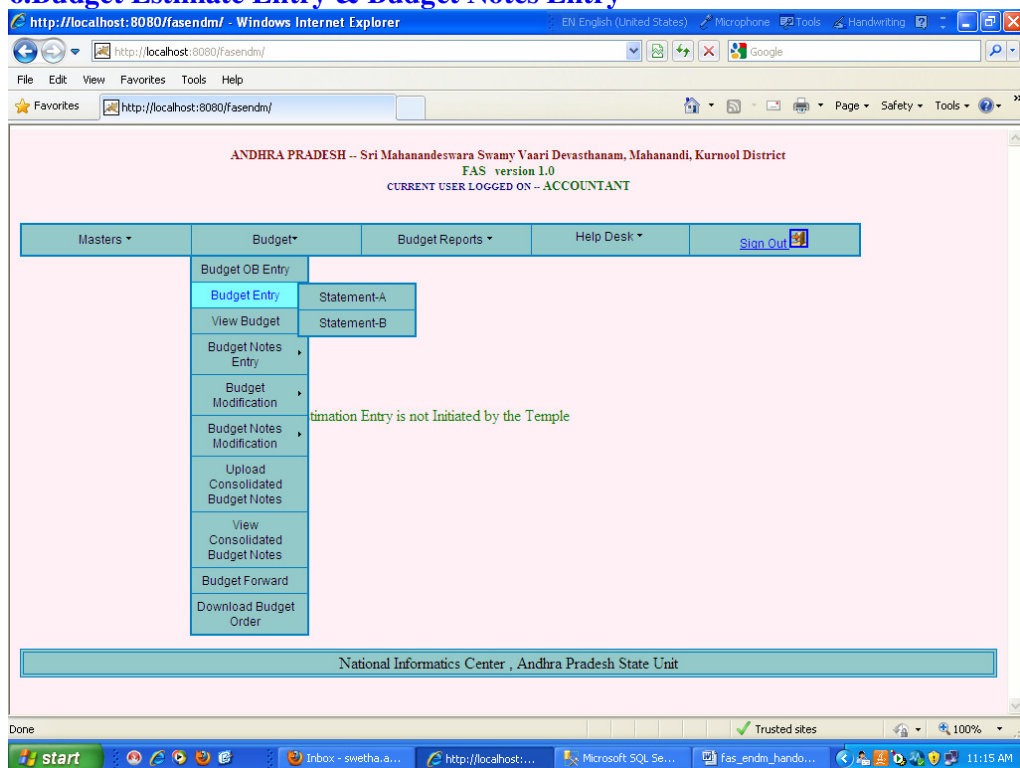


Enter the Opening Balance as on particular date

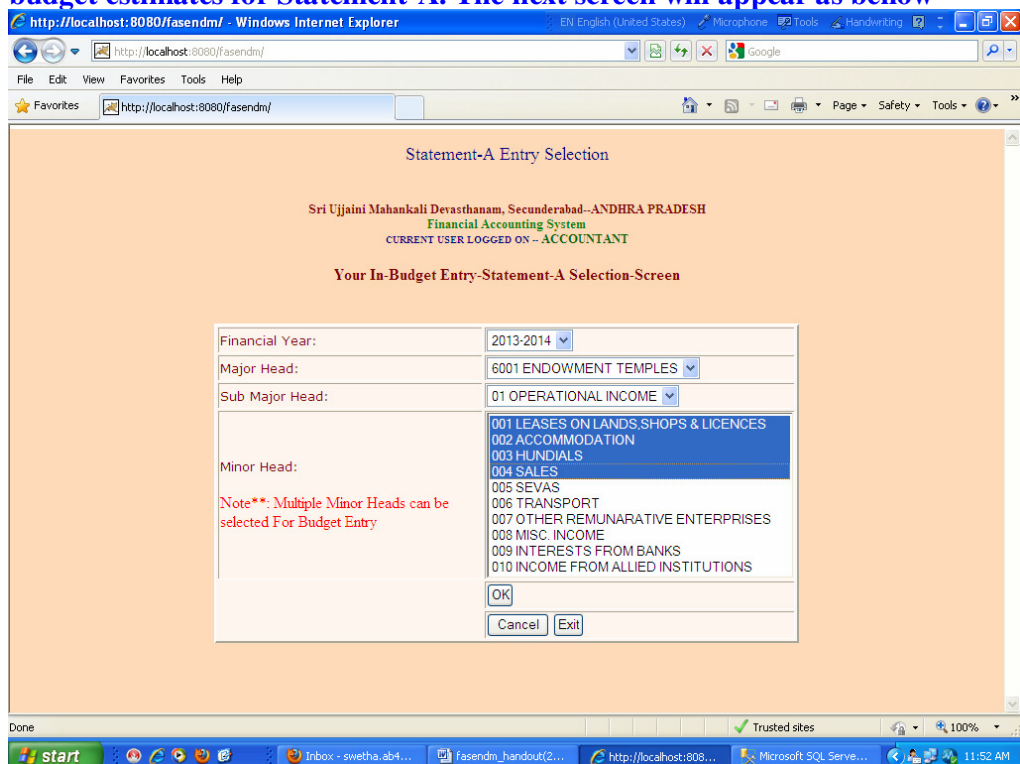
- Cash on hand against to Cash-On-Hand field.
- Cash at bank against to Cash-At-Bank field



6. Budget Estimate Entry & Budget Notes Entry



From the main menu select Budget → Budget Entry → Statement-A to enter the budget estimates for Statement-A. The next screen will appear as bellow



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.

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

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH

Financial Accounting System

CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Statement -A -Entry Screen

STATEMENT -A

Note**: Press tab to move to other feilds

Date:21-02-2013

Sl 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(₹)
1	ENDOWMENT TEMPLES					
1	OPERATIONAL INCOME					
1	LEASES ON LANDS,SHOPS & LICENCES					
	1 LEASE OF LANDS	10000	10000	10000	10000	10000
	2 LICENCES OF SHOPS & CANTEENS	10000	10000	10000	10000	10000
	3 HUMAN HAIR	10000	10000	10000	10000	10000
	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
	9 COLLECTION OF CLOTHES	10000	10000	10000	10000	10000

Done

Trusted sites

100%

start

Inbox - swetha.a...

http://localhost:...

Microsoft SQL Se...

fas_endm_hando...

11:22 AM

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.

Statement-A Budget Entry saving screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

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
9	COLLECTION OF CLOTHES	10000	10000	10000	10000	10000
	Total:	90000	90000	180000	90000	90000
2	ACCOMMODATION					
	1 RENTS FROM CHOULTRIES & COTTAGES	10000		0	10000	10000
	2 RENTS FROM OTHER BUILDINGS	10000		0	10000	10000
	3 CLOAK ROOM/LOCKERS	10000		0	10000	10000
	4 OTHER ACCOMODATION	10000		0	10000	10000
	Total:	40000		0	40000	40000
3	HUNDIALS					
	Total:	10000	10000	10000	10000	10000
4	SALES					
	1 SALE OF PRASADAMS	10000	10000	10000	10000	100000
	2 PRACHARA SAMAGRI	1000	10000	10000	10000	10000
	3 SALE OF MISC.ITEMS	1000	10000	10000	10000	10000
	Total:	12000	30000	30000	30000	120000

OK CANCEL

Done

Trusted sites

100%

start

Inbox - swetha.a...

http://localhost:...

Microsoft SQL Se...

fas_endm_hando...

11:23 AM

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 Entry→ Statement-B

Statement-B Entry Selection

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
Financial Accounting System
CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Budget Entry-Statement-B Selection-Screen

Financial Year: 2013-2014
Major Head: 6001 ENDOWMENT TEMPLES
Sub Major Head: 04 OPERATIONAL EXPENDITURE

Minor Head:

Note**: Multiple Minor Heads can be selected For Budget Entry

001 ESTABLISHMENT CHARGES
002 PURCHASE OF PROVISIONS AND OTHER CONSUMABLES
003 FESTIVALS & UTSAVAMS
004 UBHAYAMS & SEVAS
005 REMUNERATIONS
006 PILGRIM FACILITIES
007 DHARMA PRACHARAM
008 ELECTRICAL & WATER SUPPLY
009 MAINTENANCE OF TRANSPORT
010 MAINTENANCE OF ALLIED INSTITUTIONS

OK Cancel Exit

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.

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
Financial Accounting System
CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Statement-B-Entry Screen
STATEMENT -B

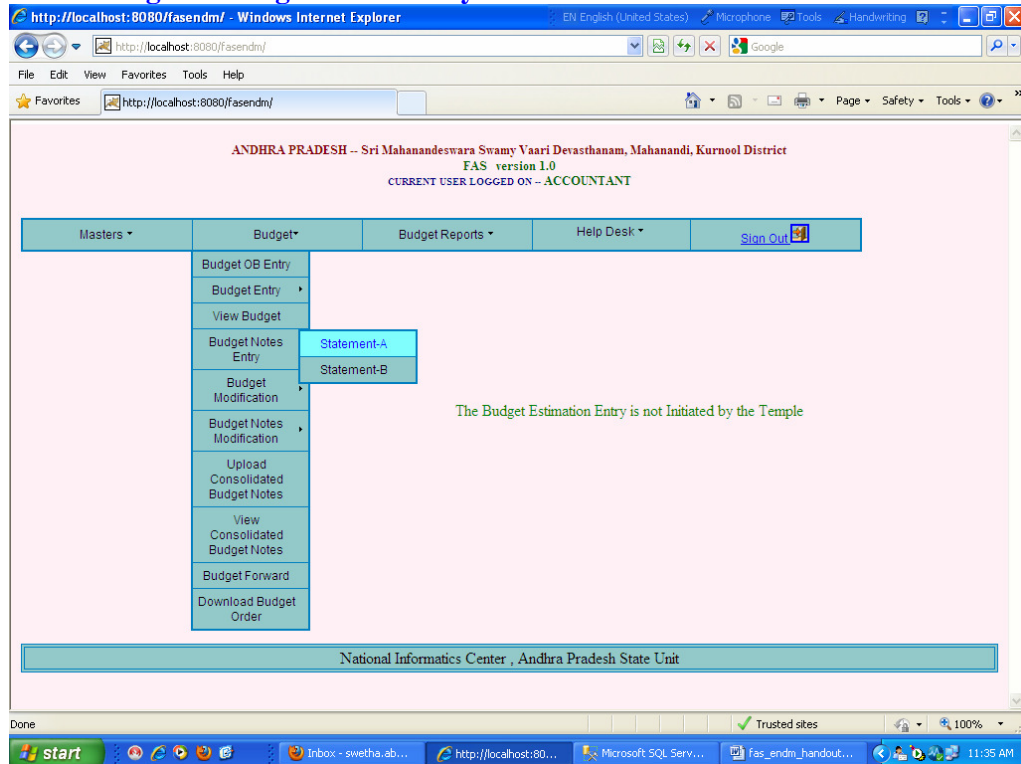
Press tab to move to other feilds Date:21-02-2013

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 for financial year 2013-2014 in (₹)
ENDOWMENT TEMPLES						
ERATIONAL EXPENDITURE						
TABLISHMENT CHARGES						
ADMINISTRATIVE EXPENDITURE	0	0	0	0	0	0
RELIGIOUS	0	0	0	0	0	0
PENSION AND GRATUITY	0	0	0	0	0	0
CONTRACT EMPLOYEES	0	0	0	0	0	0
OUTSOURCING STAFF	0	0	0	0	0	0
Total:	0	0	0	0	0	0
RCHASE OF PROVISIONS AND OTHER CONSUMABLES						
PRASADAM PROVISIONS	0	0	0	0	0	0
PROVISIONS FOR ARJITHA SEVAS	0	0	0	0	0	0

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 off to nearest rupee.

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



Statement-A Budget Notes Entry selection screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

Statement-A Notes Entry Selection

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
Financial Accounting System
CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Statement-A-Notes Entry-Selection Screen

Financial Year: 2013-2014

Major Head: 6001 ENDOWMENT TEMPLES

Sub Major Head: 01 OPERATIONAL INCOME

Minor Head:

Note**: Multiple Minor Heads can be selected For Budget Entry

001 LEASES ON LANDS, SHOPS & LICENCES
002 ACCOMMODATION
003 HUNDIALS
004 SALES
005 SEVAS
006 TRANSPORT
007 OTHER REMUNARATIVE ENTERPRISES
008 MISC. INCOME
009 INTERESTS FROM BANKS
010 INCOME FROM ALLIED INSTITUTIONS

OK
Cancel Exit

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 Screen:

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

Your In-Statement - A - Notes Entry-Screen
STATEMENT - A

Note**: Press tab to move to other feilds

Date:21-02-2013

Note**: Budget Notes under each head is allowed upto 4000 characters

Sl.No	Name of the Head	Estimated Budget for financial Year 2013-2014	Estimated Budget Notes
1	ENDOWMENT TEMPLES		
1	OPERATIONAL INCOME		
1	LEASES ON LANDS, SHOPS & LICENCES		
	1 LEASE OF LANDS	2,00,000	budget notes entry for lease of lands
	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
	4 COCOUNT HALVES	1,00,000	budget notes entry for lease of lands
	5 TOLLGATE	3,00,000	budget notes entry for lease of lands

Statement-A Budget Notes Saving screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Page Safety Tools

7	SELF CULTIVATION	10,000	budget notes entry for SELF CULTIVATION
8	AUCTIONS	10,000	budget notes entry for AUCTIONS
9	COLLECTION OF CLOTHES	10,000	budget notes entry for COLLECTION OF CLOTHES
2	ACCOMMODATION		
1	RENTS FROM CHOULTRIES & COTTAGES		for RENTS FROM CHOULTRIES
2	RENTS FROM OTHER BUILDINGS	10,000	for RENTS FROM OTHER BUILDINGS
3	CLOAK ROOM/LOCKERS	10,000	budget notes entry for CLOAK ROOM
4	OTHER ACCOMODATION	10,000	budget notes entry for OTHER ACCOMODATION

OK CANCEL

Done

start

Inbox - swetha.ab...

http://localhost:80...

Microsoft SQL Serv...

fas_endm_handout_latest.doc - Microsoft Word

11:42 AM

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

Statement-B Budget Notes Entry Selection Screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

EN English (United States) Microphone Tools Handwriting

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Statement-B Notes Entry Selection

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH

Financial Accounting System

CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Statement-B-Notes Entry-Selection Screen

Financial Year: 2013-2014

Major Head: 6001 ENDOWMENT TEMPLES

Sub Major Head: 04 OPERATIONAL EXPENDITURE

Minor Head:

Note**: Multiple Minor Heads can be selected For Budget Entry

001 ESTABLISHMENT CHARGES
002 PURCHASE OF PROVISIONS AND OTHER CONSUMABLES
003 FESTIVALS & UTSAVAMS
004 UBHAYAMS & SEVAS
005 REMUNERATIONS
006 PILGRIM FACILITIES
007 DHARMA PRACHARAM
008 ELECTRICAL & WATER SUPPLY
009 MAINTENANCE OF TRANSPORT
010 MAINTENANCE OF ALLIED INSTITUTIONS

OK Cancel Exit

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

EN English (United States) Microphone Tools Handwriting

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH

Financial Accounting System

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

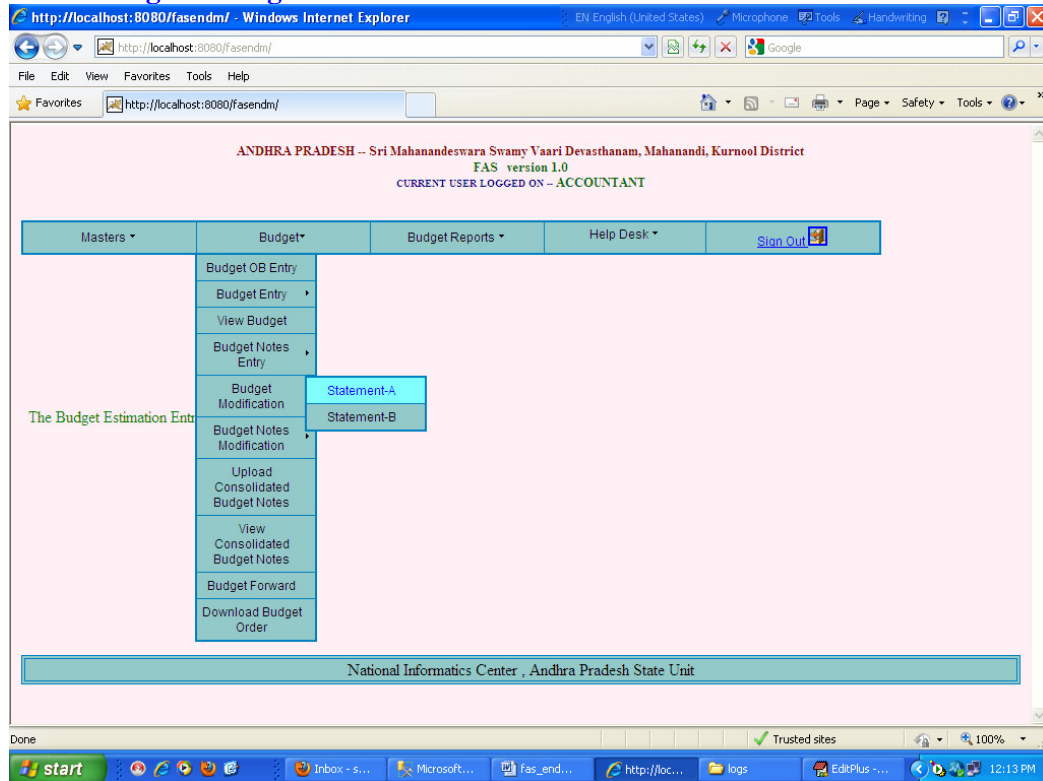
Note**: Budget Notes under each head is allowed upto 4000 characters

Sl.No	Name of the Head	Sanctioned Budget for financial Year 2012-2013	Estimated Budget for financial Year 2013-2014	Estimated Budget Notes
1	ENDOWMENT TEMPLES			
1	OPERATIONAL EXPENDITURE			
1	ESTABLISHMENT CHARGES			
	1 ADMINISTRATIVE EXPENDITURE	0	0	Budget notes entry for expenditure
	2 RELIGIOUS	0	0	Budget notes entry for expenditure
	3 PENSION AND GRATUITY	0	0	Budget notes entry for expenditure

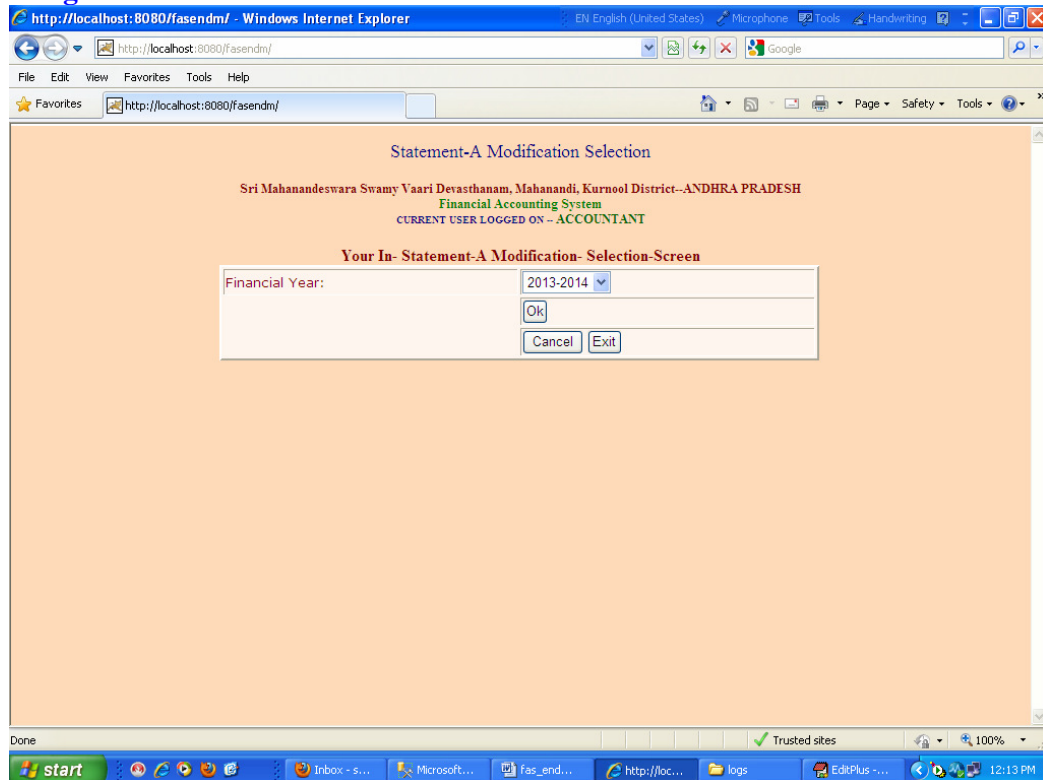
Against each minor head enter the budget notes, the maximum characters allowed are 4000.

7. Budget Estimate Modification & Notes Modification

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



Budget Estimate Modification Selection



Select the Financial year and click on OK

Budget Estimates Statement-A Modification Screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

EN English (United States) Microphone Tools Handwriting

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/ Page Safety Tools

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
Financial Accounting System
CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Statement-A Modification-Screen
STATEMENT -A

Note*** Press tab to move to other feilds Date:21-02-2013

Sl 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 (₹)
1	ENDOWMENT TEMPLES					
1	OPERATIONAL INCOME					
1	LEASES ON LANDS,SHOPS & LICENCES					
	1 LEASE OF LANDS	10000	10000	10000	10000	10000
	2 LICENCES OF SHOPS & CANTEENS	10000	10000	10000	10000	10000
	3 HUMAN HAIR	10000	10000	10000	10000	10000
	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
	9 COLLECTION OF CLOTHES	10000	10000	10000	10000	10000

Done Trusted sites 100%

start Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus -... 12:14 PM

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

http://localhost:8080/fasendm/ - Windows Internet Explorer

EN English (United States) Microphone Tools

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/ Page Safety Tools

4	CAPTIAL DONATIONS	Total: 0	0	0	0	0
	1 COTTAGE DONATIONS	0	0	0	0	0
	2 DONATION FOR SHASWATHA POOJAS	0	0	0	0	0
	3 OTHER DONATIONS	0	0	0	0	0
	Total: 0	0	0	0	0	0
	Grand Total: 0	0	0	0	0	0
3	ANNADHANAM INCOME					
	1 PERMANENT DONATIONS	0	0	0	0	0
	2 INTEREST FROM BANKS	0	0	0	0	0
	3 FDR MATURITY	0	0	0	0	0
	4 OTHER INCOME	Total: 0	0	0	0	0
	Grand Total: 0	0	0	0	0	0
4	INCOME FROM OTHERS					
	1 TRUSTS AND PHILANTHROPIC INSTITUTIONS	Total: 0	0	0	0	0
	Grand Total: 0	0	0	0	0	0

Update Exit

Error on page. Trusted sites 100%

start Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus -... 12:16 PM

Budget Estimates Statement-B Modification Screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH

Financial Accounting System

CURRENT USER LOGGED ON -- ACCOUNTANT

Your In-Statement-B Modification-Screen

STATEMENT -B

Note*** Press tab to move to other feilds

Date:21-02-2013

Sl No	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 for financial year 2013-2014 in (₹)
1	ENDOWMENT TEMPLES						
1	OPERATIONAL EXPENDITURE						
1	ESTABLISHMENT CHARGES						
	1 ADMINISTRATIVE EXPENDITURE	0	0	0	0	0	0
	2 RELIGIOUS	0	0	0	0	0	0
	3 PENSION AND GRATUITY	0	0	0	0	0	0
	4 CONTRACT EMPLOYEES	0	0	0	0	0	0
	5 OUTSOURCING STAFF	0	0	0	0	0	0
	Total:	0	0	0	0	0	0
2	PURCHASE OF PROVISIONS AND OTHER CONSUMABLES						
	1 PRASADAM PROVISIONS	0	0	0	0	0	0

Done

Trusted sites

100%

start

Inbox - s...

Microsoft...

fas_end...

http://loc...

logs

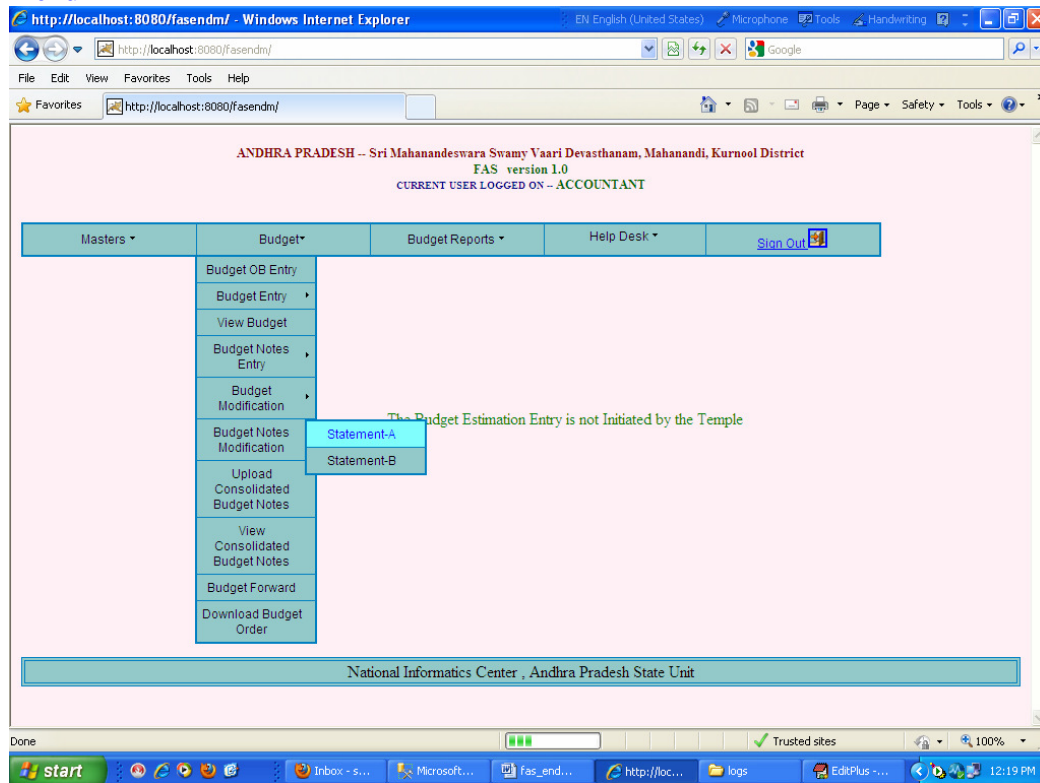
EditPlus - ...

12:17 PM

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



Budget Notes Modification Selection Screen

Select Financial Year, click on Ok



Budget Notes Statement-A Modification Screen

Financial Accounting System
Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
CURRENT USER LOGGED ON -- ACCOUNTANT
Statement -A Notes Modification

Your In-Statement -A -Notes Modification Screen
STATEMENT -A

Note**: Press tab to move to other feilds Date:21-02-2013

Note**: Budget Notes under each head is allowed upto 4000 characters

Sl No	Name of the Head	Estimated Budget for financial Year 2013-2014	Estimated Budget
1	ENDOWMENT TEMPLES		
1	OPERATIONAL INCOME		
1	LEASES ON LANDS,SHOPS & LICENCES		
	1 LEASE OF LANDS	10,000	budget notes entry for lease of landsfor Expenditure
	2 LICENCES OF SHOPS & CANTEENS	10,000	budget notes entry for LICENCES OF SHOPS CANTEENS Expenditure
	3 HUMAN HAIR	10,000	budget notes entry for HUMAN HAIR Expenditure

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

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Done

start

Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus...

12:22 PM

3	ANNADHANAM INCOME		
1	PERMANENT DONATIONS	0	
2	INTEREST FROM BANKS	0	
3	FDR MATURITY		
4	OTHER INCOME	0	
4	INCOME FROM OTHERS		
1	TRUSTS AND PHILANTHROPIC INSTITUTIONS	0	

Update Exit

Message from webpage

Are You Sure To Update Budget Notes.

OK Cancel

Budget Modification Screen for Statement-B

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

☆ Favorites http://localhost:8080/fasendm/

Financial Accounting System
Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
 CURRENT USER LOGGED ON -- ACCOUNTANT
Statement - B Notes Modification

Your In-Statement - B-Notes Modification Screen
STATEMENT - B

Note:** Press tab to move to other fields **Date:21-02-2013**

Note:** Budget Notes under each head is allowed upto 4000 characters

Sl No	Name of the Head	Sanctioned Budget for financial Year 2012-2013	Estimated Budget for financial Year 2013-2014	Estimated Budget
1	ENDOWMENT TEMPLES			
1	OPERATIONAL EXPENDITURE			
1	ESTABLISHMENT CHARGES			
	1 ADMINISTRATIVE EXPENDITURE	0	0	Budget notes entry for expenditure and income
	2 RELIGIOUS	0	0	Budget notes entry for expenditure income
				Budget notes entry for expenditure income

Done

start

Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus -...

12:24 PM

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.

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

☆ Favorites http://localhost:8080/fasendm/

1 SALARIES

2 PROVISIONS

3 OTHER EXPENSES

4 FRESH INVESTMENTS IN F.D.R.S

5 RE-INVESTMENTS IN F.D.R.S

4 OTHER EXPENDITURE

1 TRUSTS AND PHILANTHROPIC INSTITUTIONS

0 0

0 0

0 0

0 0

0 0

0 0

Update

Exit

Message from webpage

Are You Sure To Update Budget Notes.

OK Cancel

Done

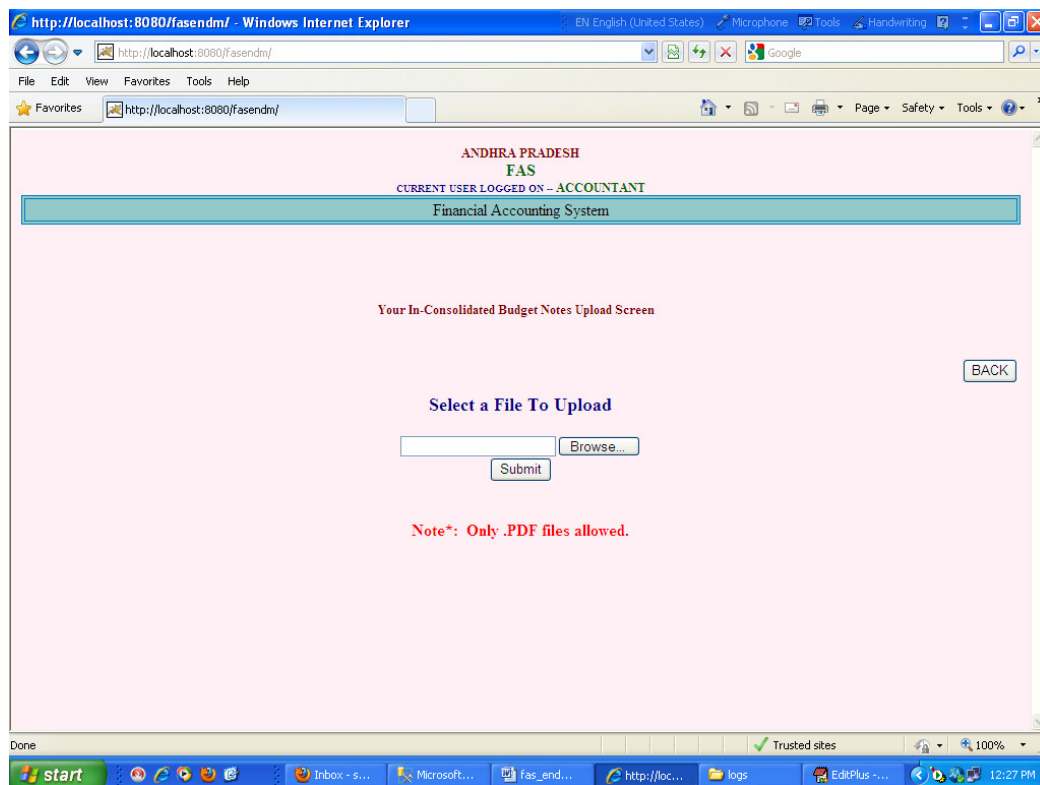
start

Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus -...

12:25 PM

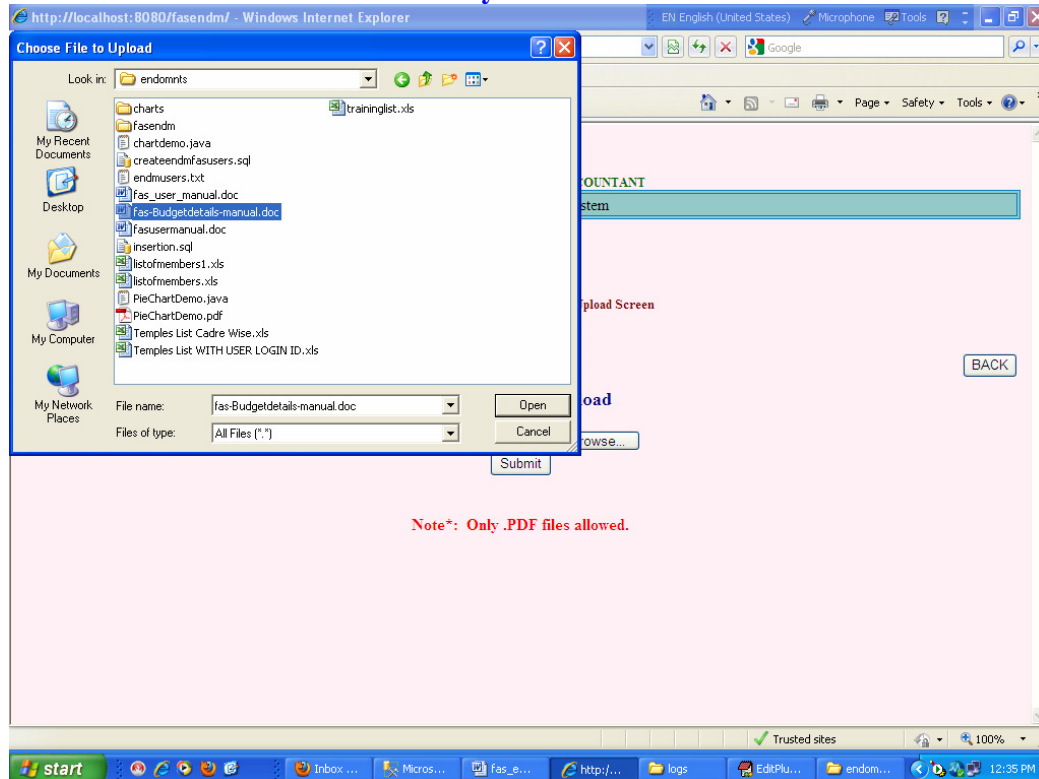
8. Uploading Consolidated Budget document

Select Budget→Upload consolidated budget notes



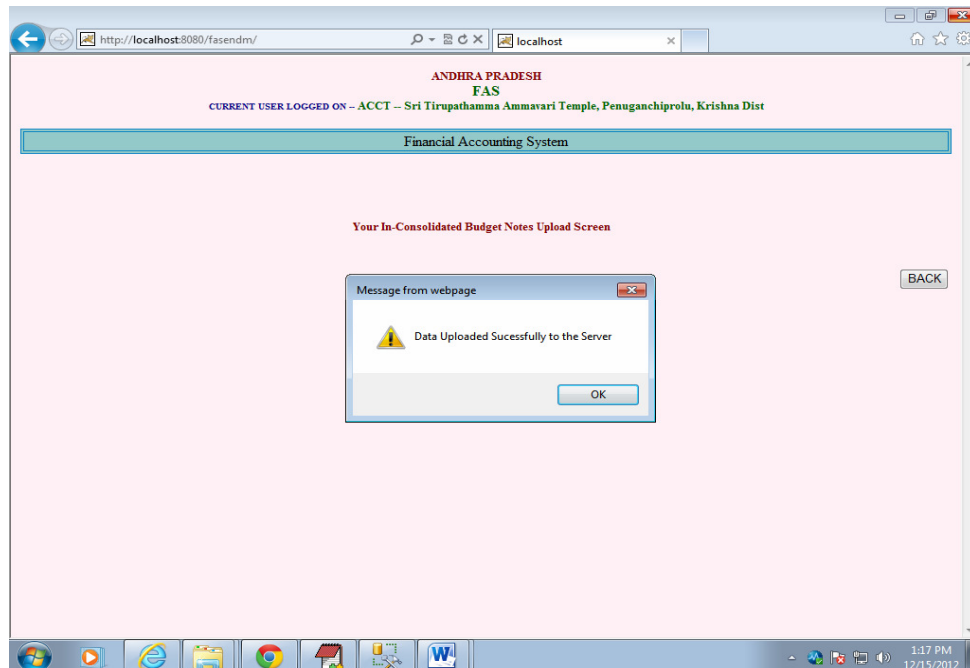
Here the user can select and submit a PDF from his local system where in the consolidated budget notes prepared. The document can be in regional language.

File Selection Screen from the local system

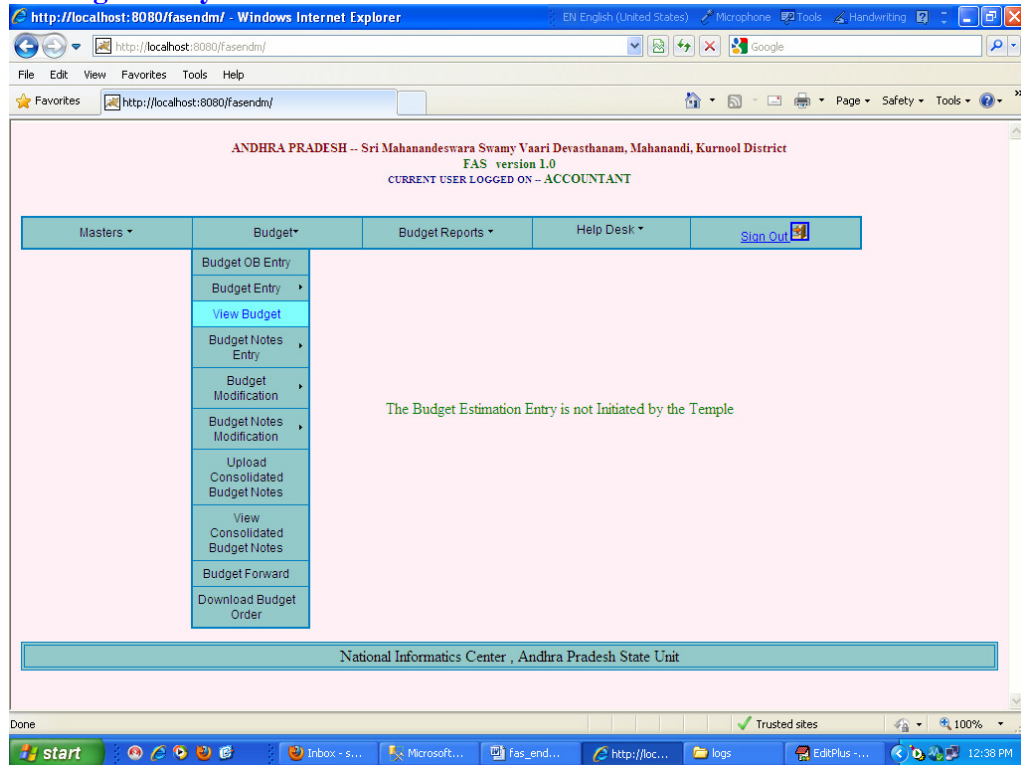


Note*: Only .PDF files allowed.

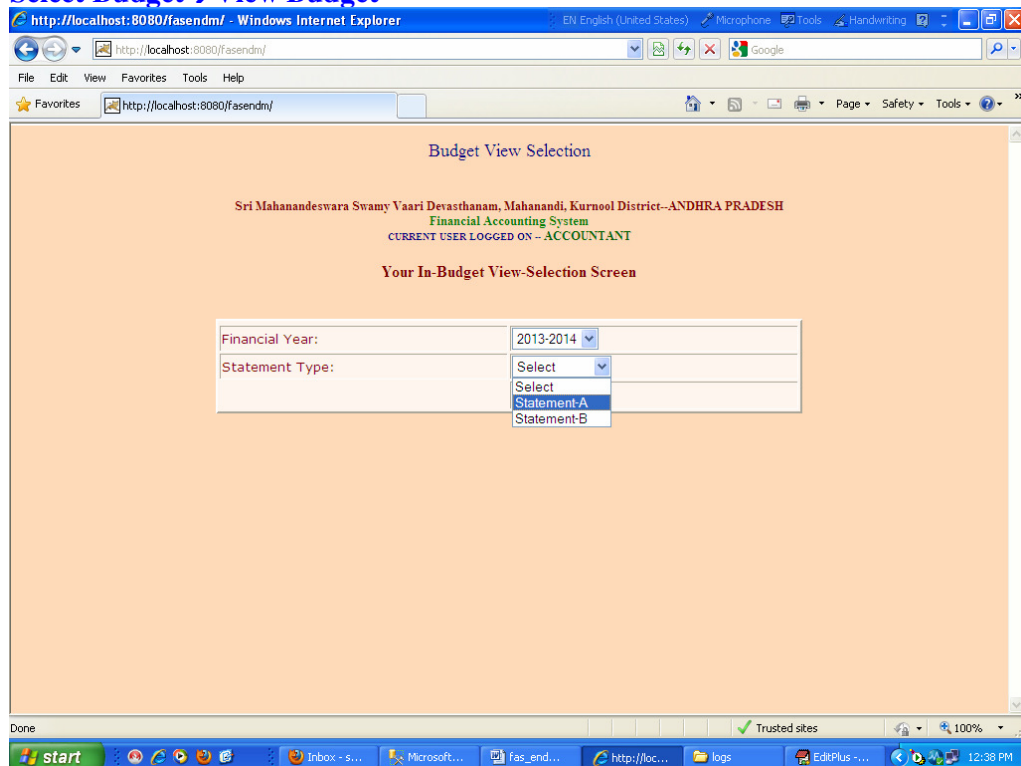
Click on Submit button in the above screen to upload the consolidated budget file, system will through an alert indicating 'Data Uploaded successfully to the Server'.



9. Budget Entry View



Select Budget→View Budget



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

Budget View Screen

http://localhost:8080/fasendm/ - Windows Internet Explorer

EN English (United States) Microphone Tools Handwriting

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Page Safety Tools

Budget Expenditure View

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH

Financial Accounting System

CURRENT USER LOGGED ON -- SUPERINTENDENT

Your In-Statement-B View-Screen

STATEMENT -B

Note*: Click on the head to view the budget notes

View Budget Notes View Remarks

Sl No	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 (₹)	Expenditure for year 2012-2013 in (₹) (6+7)	Estimated Expenditure for financial year 2013-2014 in (₹)
1	ENDOWMENT TEMPLES							
2	CAPITAL EXPENDITURE							
1	WORKS							
	1 CONSTRUCTION WORKS	10,000	10,000	10,000	1,00,000	1,00,000	2,00,000	1,00,000
	2 ELECTRICAL AND WATER WORKS	1,00,000	1,00,000	1,00,000	1,00,000	1,00,000	2,00,000	1,00,000
	Total:	1,10,000	1,10,000	1,10,000	2,00,000	2,00,000	4,00,000	2,00,000
2	PURCHASE OF CAPITAL ITEMS							
	1 ELECTRICAL & ELECTRONICS MACHINERY	1,00,000	10,000	1,00,000	1,00,000	10,000	1,10,000	10,000
	2 FURNITURE & FIXTURES	1,00,000	10,000	10,000	1,00,000	1,00,000	2,00,000	1,00,000
	3 PURCHASE OF NEW VEHICLES	10,000	10,000	10,000	10,000	10,000	20,000	1,000
	4 VASTUVAHANAMS	10,000	10,000	10,000	1,00,000	1,00,000	2,00,000	10,000
	Total:	2,20,000	40,000	1,30,000	2,10,000	2,20,000	5,30,000	1,21,000

Done

start

Inbox ...

Micros...

fas_e...

http://...

logs

EditPlu...

http://...

3:12 PM

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

http://localhost:8080/fasendm/ - Windows Internet Explorer

EN English (United States) Microphone Tools Handwriting

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

http://localhost:8080/fasendm/

Page Safety Tools

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH

Financial Accounting System

CURRENT USER LOGGED ON -- SUPERINTENDENT

Consolidated Budget Notes

Download The Budget Notes

1) 0215000001PieChartDemo.pdf

View Budget Notes View Remarks

Probable Expenditure for financial year 2012-2013 in the month of January to March 2013 in (₹)	Expenditure for year 2012-2013 in (₹) (6+7)	Estimated Expenditure for financial year 2013-2014 in (₹)
7	8	9
1,00,000	2,00,000	1,00,000
1,00,000	2,00,000	1,00,000
1,00,000	4,00,000	2,00,000
10,000	1,10,000	10,000
1,00,000	2,00,000	1,00,000
10,000	20,000	1,000
1,00,000	2,00,000	10,000
2,20,000	5,30,000	1,21,000

Done

start

Inb...

Micr...

fas...

http...

logs

Edit...

http...

http...

3:13 PM

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

Budget Remarks View Screen in Budget View screen

Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District--ANDHRA PRADESH
Financial Accounting System
CURRENT USER LOGGED ON - SUPERINTENDENT

Budget Note File

Temple Budget Remarks

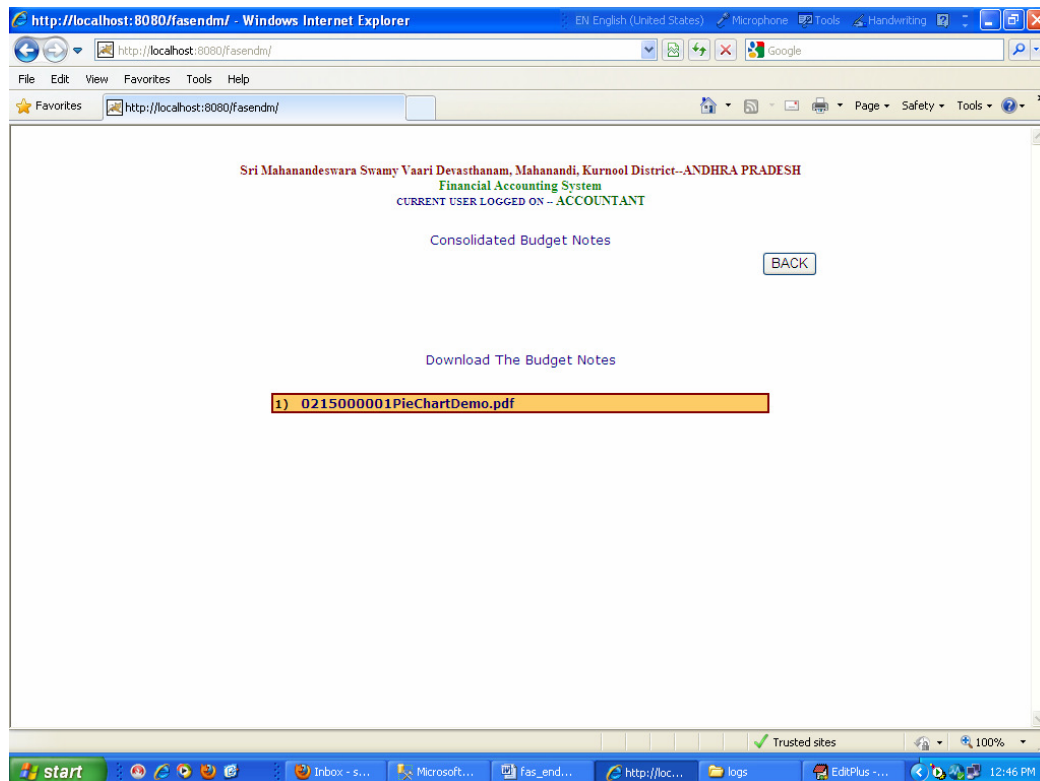
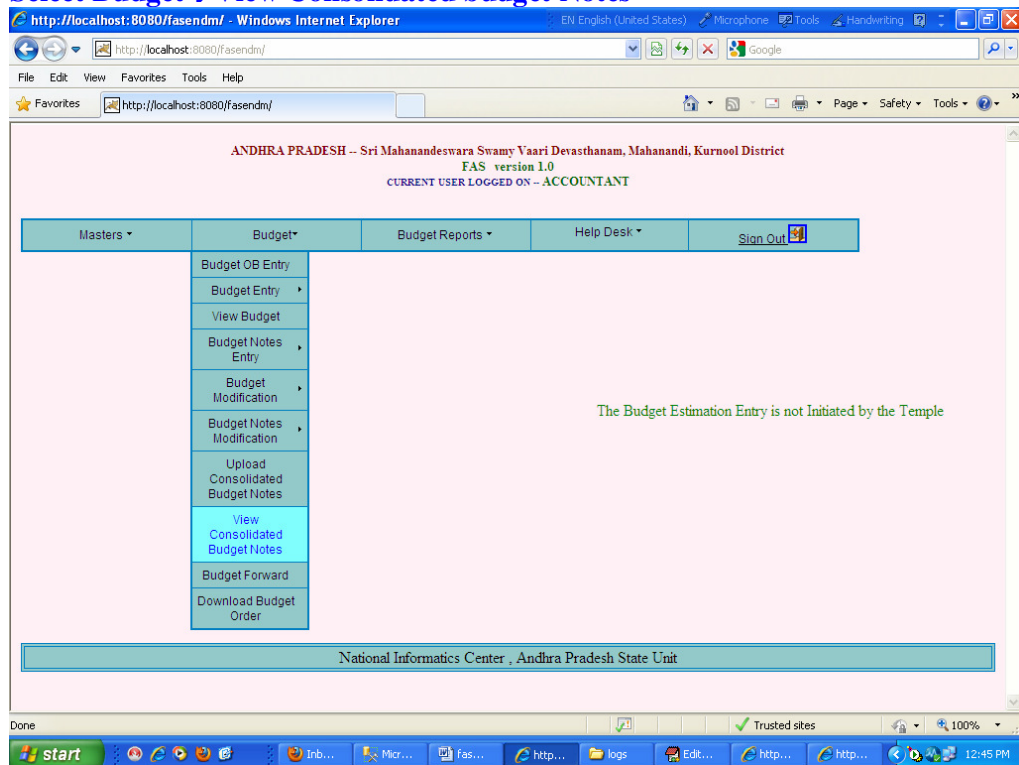
Budget Remarks	Estimated Expenditure for financial year 2013-2014 in (₹)
1 ACCOUNTANT 21-02-2013 Budget estimation for approval	1,00,000

View Remarks

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

10. Consolidated Budget Notes View

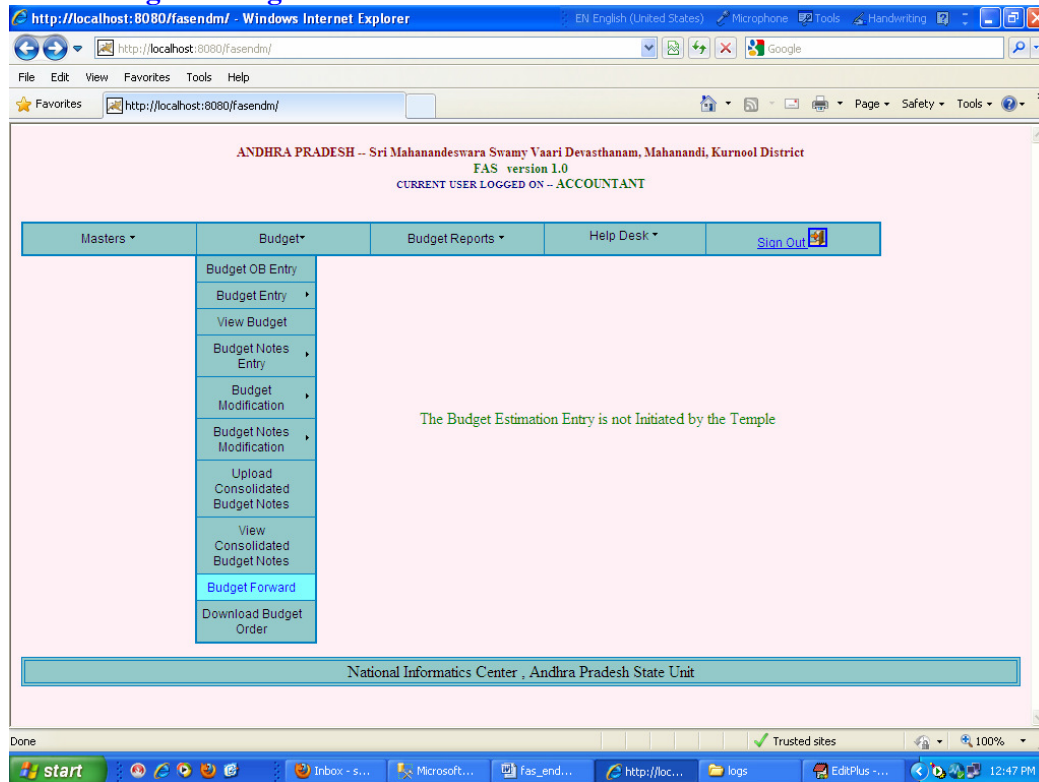
Select Budget→View Consolidated budget Notes



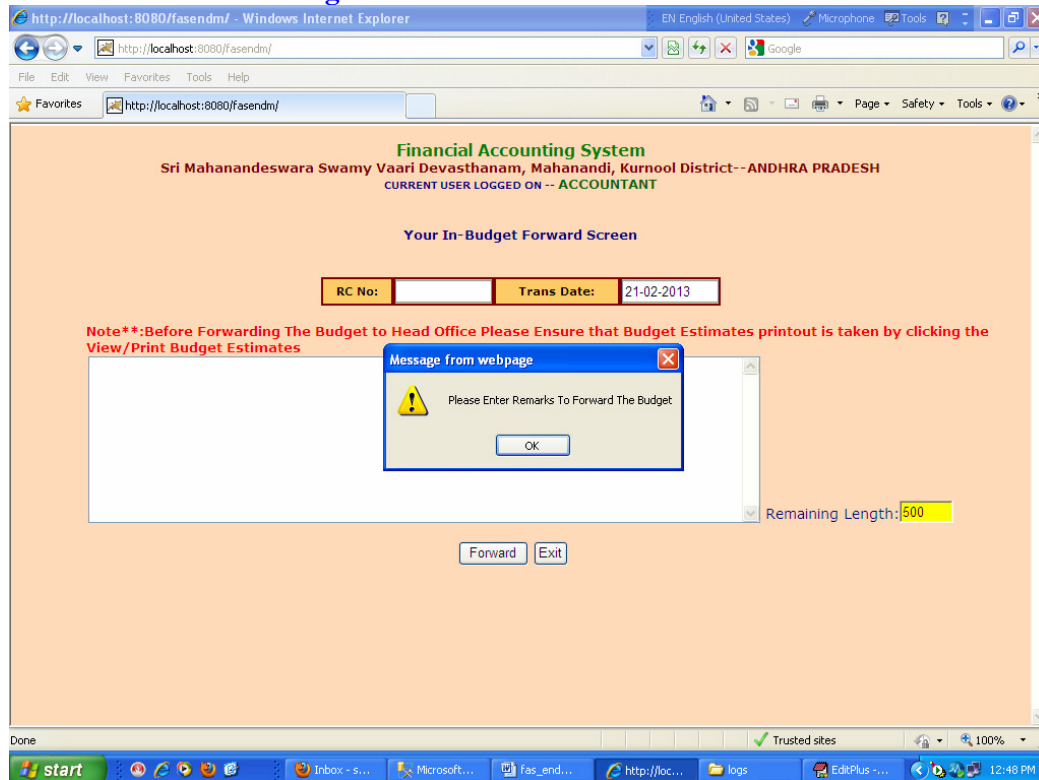
This screen helps the user to view the consolidated budget notes document uploaded by them directly.

11. Budget Estimate Forwarding & Remarks Entry

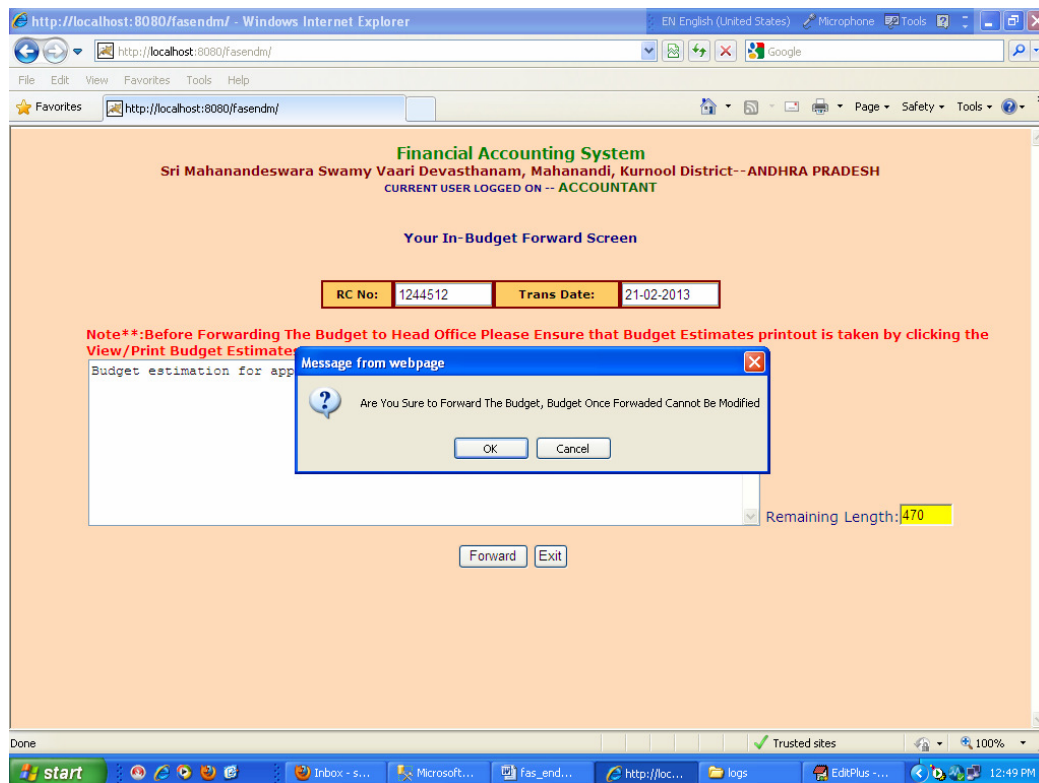
Select Budget→Budget Forward



Accountant & AEO Budget Forward Screen



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.



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.

13. Download Budget Order

Select Budget→ Download Budget Sanction Order

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

☆ Favorites http://localhost:8080/fasendm/

ANDHRA PRADESH -- Sri Mahanandeswara Swamy Vaari Devasthanam, Mahanandi, Kurnool District
FAS version 1.0
CURRENT USER LOGGED ON - ACCOUNTANT

Masters ▾	Budget ▾	Budget Reports ▾	Help Desk ▾	Sign Out
	Budget OB Entry Budget Entry ▾ View Budget Budget Notes Entry ▾ Budget Modification ▾ Budget Notes Modification ▾ Upload Consolidated Budget Notes View Consolidated Budget Notes Budget Forward Download Budget Order			

The Budget Estimation for this financial year is forwarded to AEO SUPDT by the Accountant

National Informatics Center , Andhra Pradesh State Unit

Done

start

Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus -...

12:51 PM

http://localhost:8080/fasendm/ - Windows Internet Explorer

http://localhost:8080/fasendm/

File Edit View Favorites Tools Help

☆ Favorites http://localhost:8080/fasendm/

Back Generate PDF

Office of the Commissioner
Endowments Department A.P., Hyderabad

FAS12345 , Dated:16-01-2013

Sub:- Endowments Department-Sri Varaha Laxmi Narasimha Swamy Vaari, Simhachalam, Visakhapatnam
-Budget estimates for the financial year 2013-2014 - Sanctioned - Orders - Issued.

Ref:- 45564512 , dated 01-01-2013 from the Executive Officer, Sri Varaha Laxmi Narasimha Swamy Vaari, Simhachalam, Visakhapatnam.

In the circumstances reported by the Executive Officer, Sri Varaha Laxmi Narasimha Swamy Vaari, Simhachalam, Visakhapatnam in the reference cited and exercise of the powers vested in him under sub-section 3 of the Section 57 of the APC & HRI & Endowments Act 30/87, the Commissioner, Endowments Department, A.P., Hyderabad hereby sanctions the budget Estimates of Sri Varaha Laxmi Narasimha Swamy Vaari, Simhachalam, Visakhapatnam for the financial year 2013-2014 as detailed below:

Sl.No.	Name of the Head	Budget Sanction	Remarks
1	OPERATIONAL EXPENDITURE		
	1 ESTABLISHMENT CHARGES		
	1 ADMINISTRATIVE EXPENDITURE	2,31,211	
	2 RELIGIOUS	21,21,231	
	3 PENSION AND GRATUITY	0	
	4 CONTRACT EMPLOYEES	0	
	5 OUTSOURCING STAFF	0	
	2 PURCHASE OF PROVISIONS AND OTHER CONSUMABLES		
	1 PRASADAM PROVISIONS	21,25,410	
	2 PROVISIONS FOR ARJITHA SEVAS	132	
	3 VASTRAMS TO DEITIES	231	
	4 FLOWERS & GARLANDS	123	

Done

start

Inbox - s... Microsoft... fas_end... http://loc... logs EditPlus -...

12:57 PM

The users can view/print/download the budget sanction order from this screen.

2	FURNITURE & FIXTURES	0
3	PURCHASE OF NEW VEHICLES	0
4	VASTUVAHANAMS	0
3	ADVANCES & REFUND OF DEPOSITS	0
1	LOANS & ADVANCES TO STAFF	0
2	HOUSE BUILDING ADVANCE TO STAFF	0
3	CONTINGENT ADVANCES TO STAFF	0
4	REFUND OF DEPOSITS	0
4	DIVERSIONS TO OTHER TEMPLES	0
5	FRESH INVESTMENTS IN F.D.R.S	0
6	RE-INVESTMENTS IN F.D.R.S	0
3	ANNADHANAM EXPENDITURE	0
1	SALARIES	0
2	PROVISIONS	0
3	OTHER EXPENSES	0
4	FRESH INVESTMENTS IN F.D.R.S	0
5	RE-INVESTMENTS IN F.D.R.S	0
4	OTHER EXPENDITURE	0
1	TRUSTS AND PHILANTHROPIC INSTITUTIONS	0

The Executive Officer Of Subject Devasthanam is requested to follow the following instructions
The Executive Officer shall implement the instructions issued by the Commissioner of Endowments Department, A.P., Hyderabad Vide Circular No. 10 in DP1/32967/2010, dt. 12.7.2010 strictly.
The Executive Officer shall adhere to all standing instructions relating to establishment, payment of contract labour/worker charges.

1. That the shops be leased out separately, shop-wise.
2. That FDs having interest below 9% be encashed and reinvested in the Nationalized Banks who offers highest rate of interest. Further, despite investing pretty amounts, the Executive Authorities are directed to club all such pretty amounts and reinvest in the form of FDR for huge amount, so that, highest rate of interest may be accrued.
3. The Budget now sanctioned does not authorize the Executive Officer to incur the expenditure on the items not covered by the sanction of the Competent Authority.
4. A minimum of 15% of the total revenue received during the year should compulsorily go towards corpus fund.
5. 5% of the temples income should be spent to Hindu Dharmik Activities.
6. At least 10% of the temple annual revenues should be utilized for creation of capital assets so that pilgrim amenities are improved substantially.
7. The Executive Officer shall send receipts and charges invariably every month for the end of preceding month of review.
8. That P.R.C shall not be extended to the staff without prior permission of the Commissioner.
9. That Executive Officer should take up sanctioned works only.
10. That the Executive Officer shall not make any appointments in the temple without prior permission from the competent authority.
11. To follow the circular instructions strictly issued by the Commissioner from time to time in all aspects.
12. Make all statutory payments promptly including arrears if any pending.

(By Order of the Commissioner)

14. Budget Estimate Approval Status

ANDHRA PRADESH - Sri Tirupathamma Ammavari Temple, Penuganchiprolu, Krishna Dist
FAS version 1.0
CURRENT USER LOGGED ON - EO - Sri Tirupathamma Ammavari Temple, Penuganchiprolu, Krishna Dist

Masters Budget Budget Reports Help Desk Sign Out

The Budget Estimation for this financial year is finalized by the Executive Officer of the concerned temple

National Informatics Center, Andhra Pradesh State Unit

This main menu always helps the user to view the status of the budget file during different stages.

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

Microsoft Indic Language Input tool:

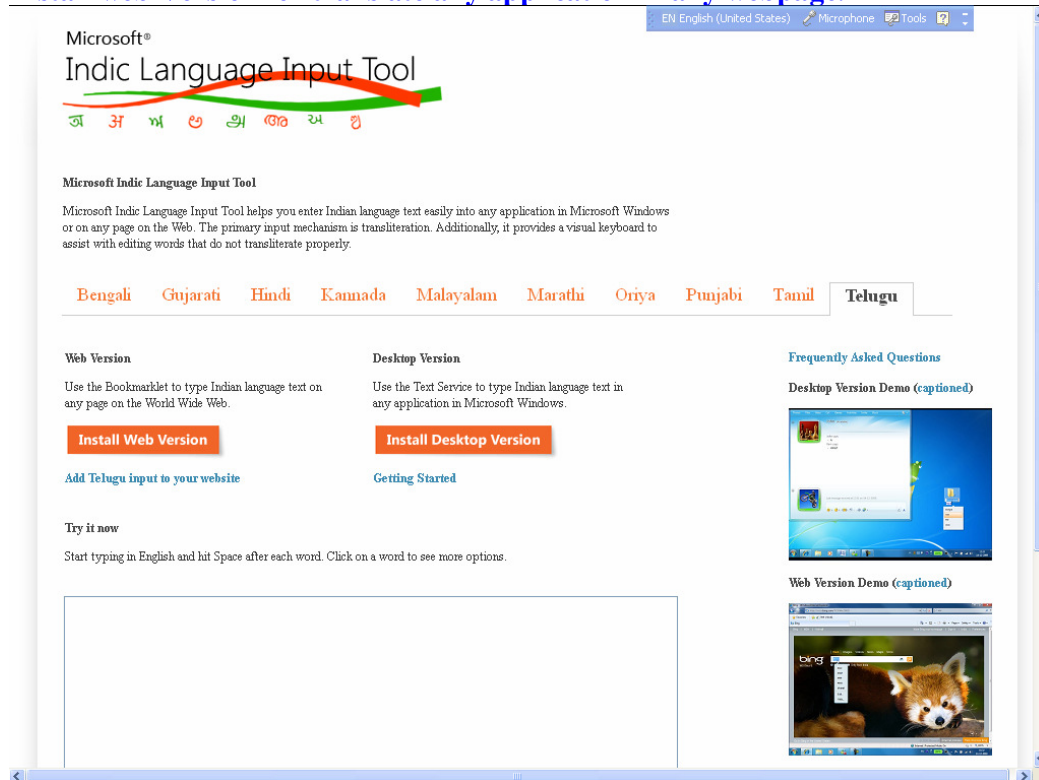
Note: To enter the budget notes in Telugu.

Please enter the following URL to download this tool.

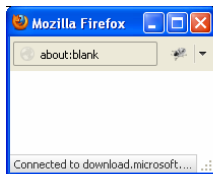


Click on “Microsoft Indic Language Tool” which is displaying at the end right corner of the webpage.

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.



Click on “Install Desktop Version” button.



EN English (United States) Microphone Tools

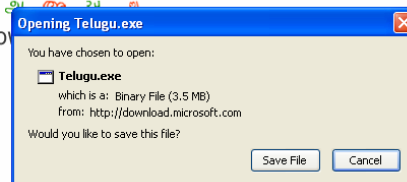
We have moved.

Microsoft®
Indic Language Input Tool
Click here to download

EN English (United States) Microphone Tools

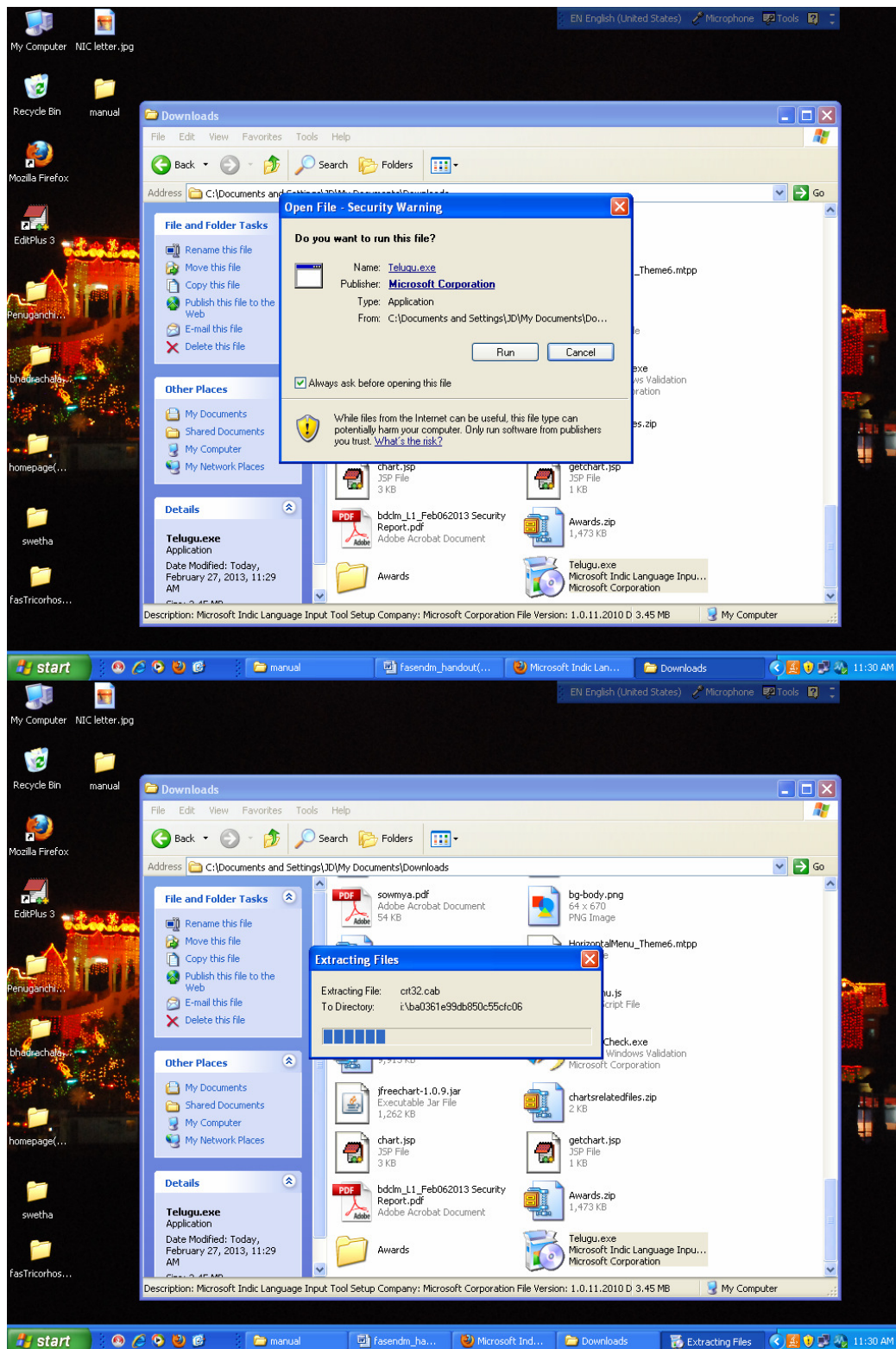
We have moved.

Microsoft®
Indic Language Input Tool
Click here to download



Waiting for www.bhashaindia.com...

**File will save in downloads.
Click on .exe file to run the tool.**



The tool will be installed.

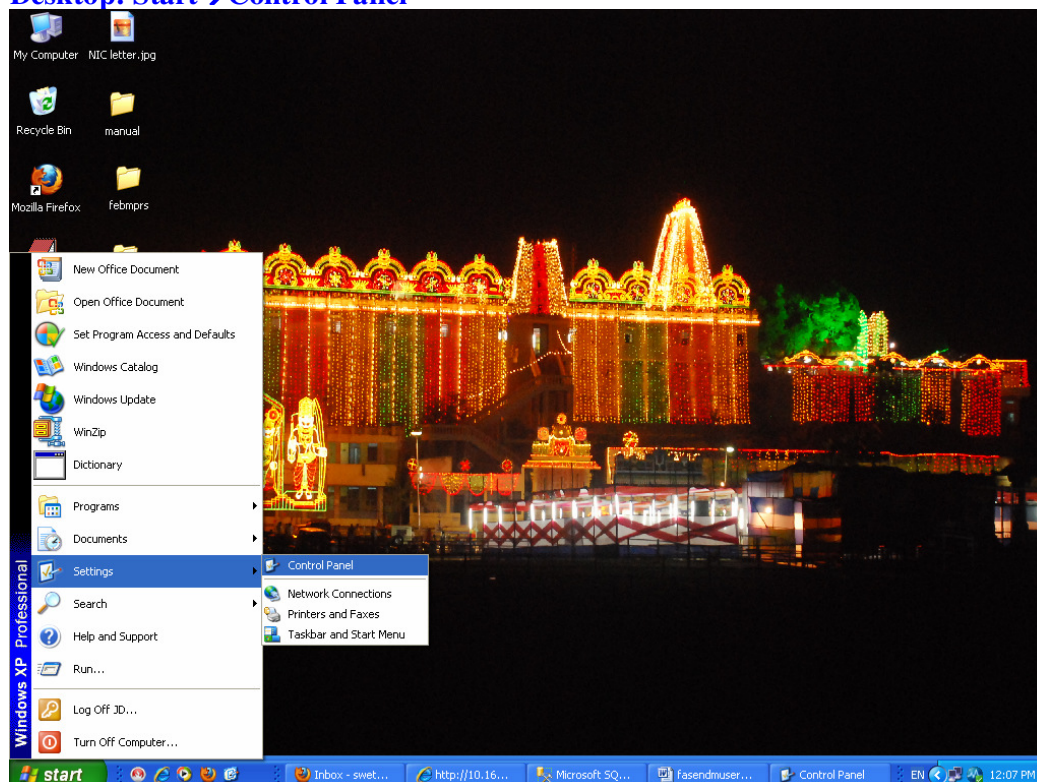
For Windows XP Users:

Important Note:

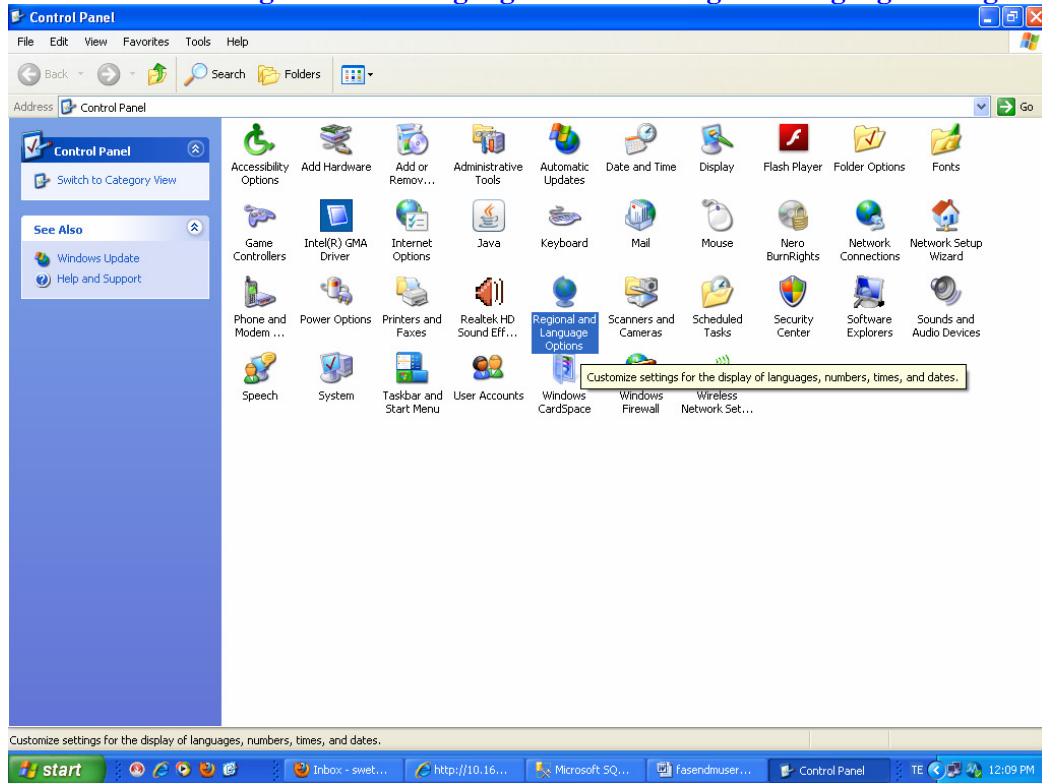
The Microsoft Indic Language Input Tool installer may need to install the Microsoft .NET Framework 2.0 and the Microsoft Windows Installer 3.1 if they are not already present on your system. These pre-installation steps may require a restart.

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

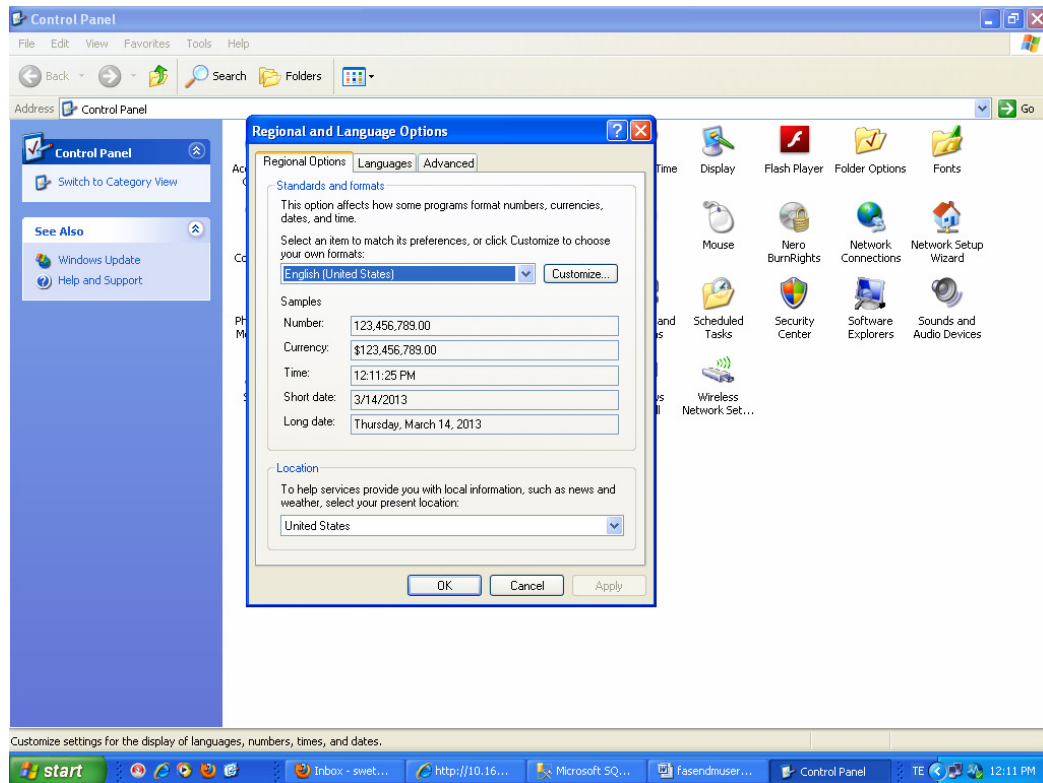
Desktop: Start→Control Panel



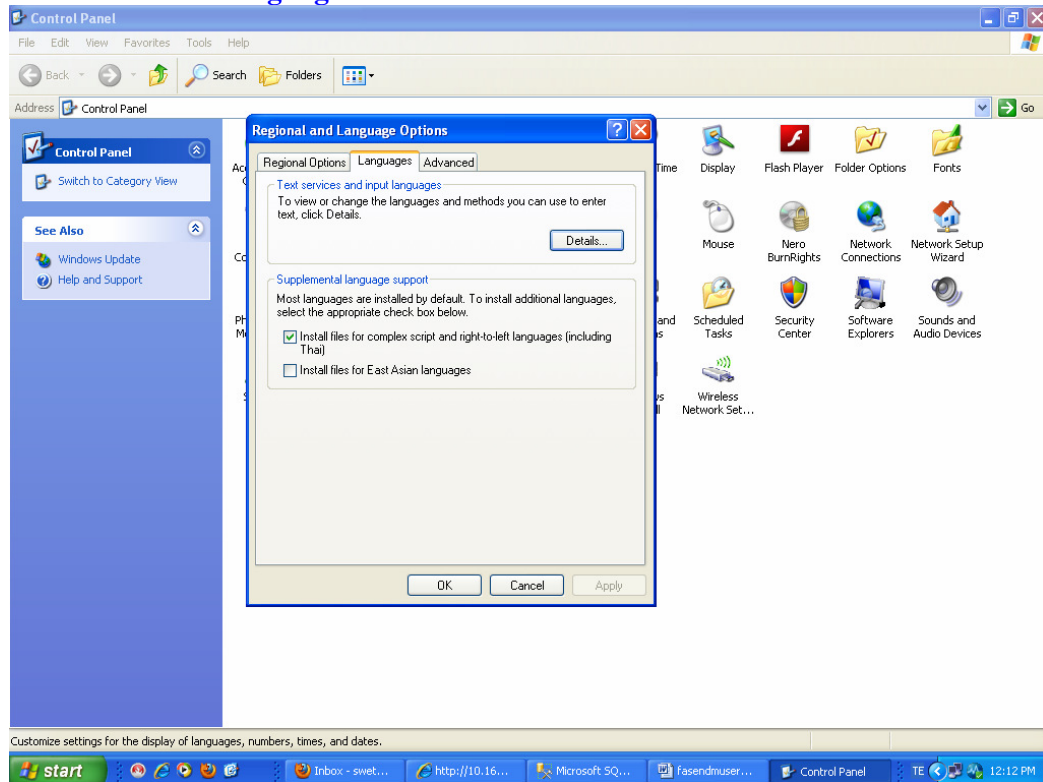
- Click on 'Regional and Language' Tool to change the language settings.



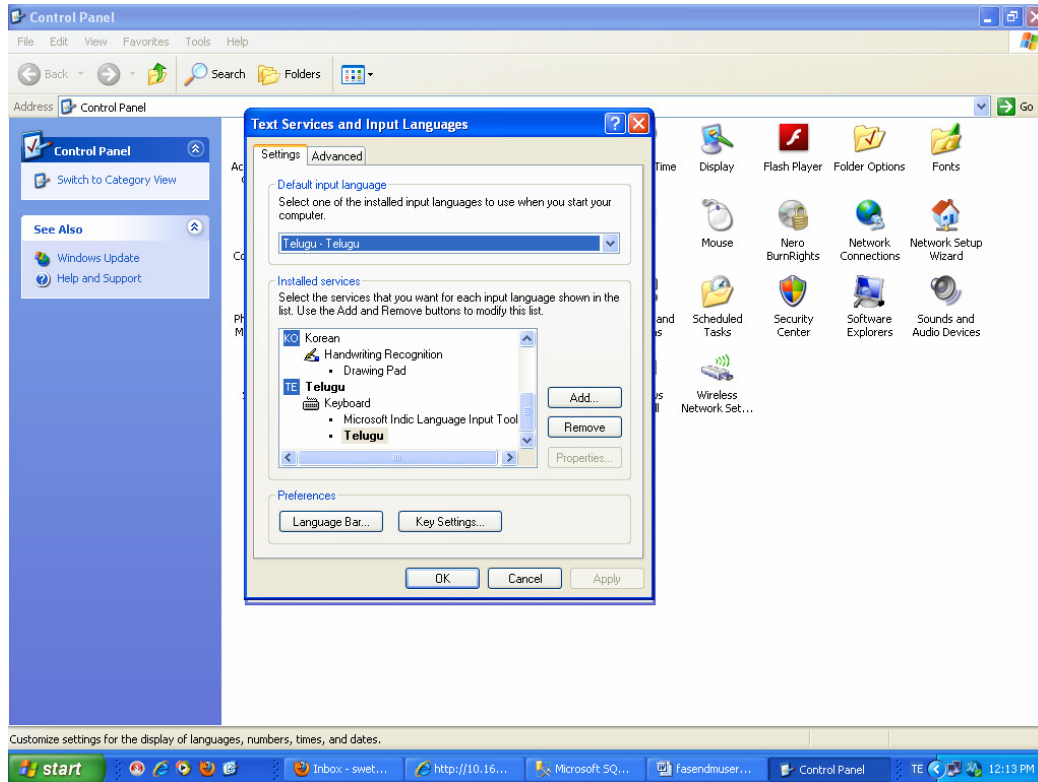
User will be having 3 options in the top left side i.e. “Regional options”, “languages” and “Advanced”.



- Click on Languages



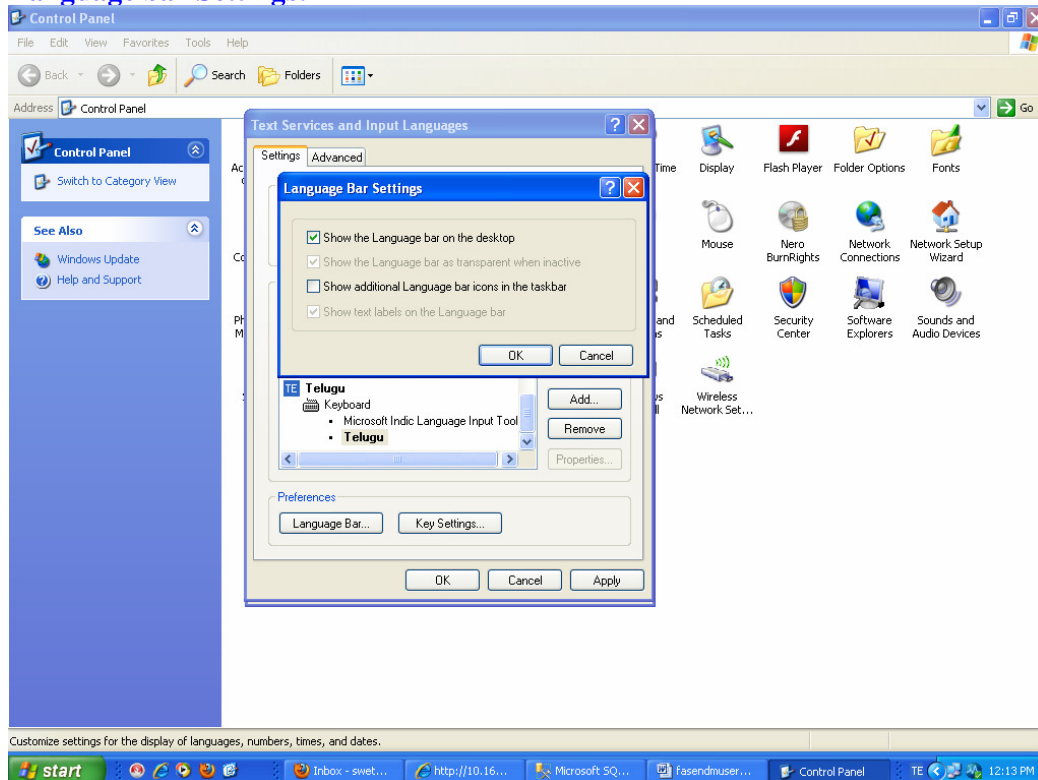
Click on ‘Details’ button which is displaying in the top right side of first text box.



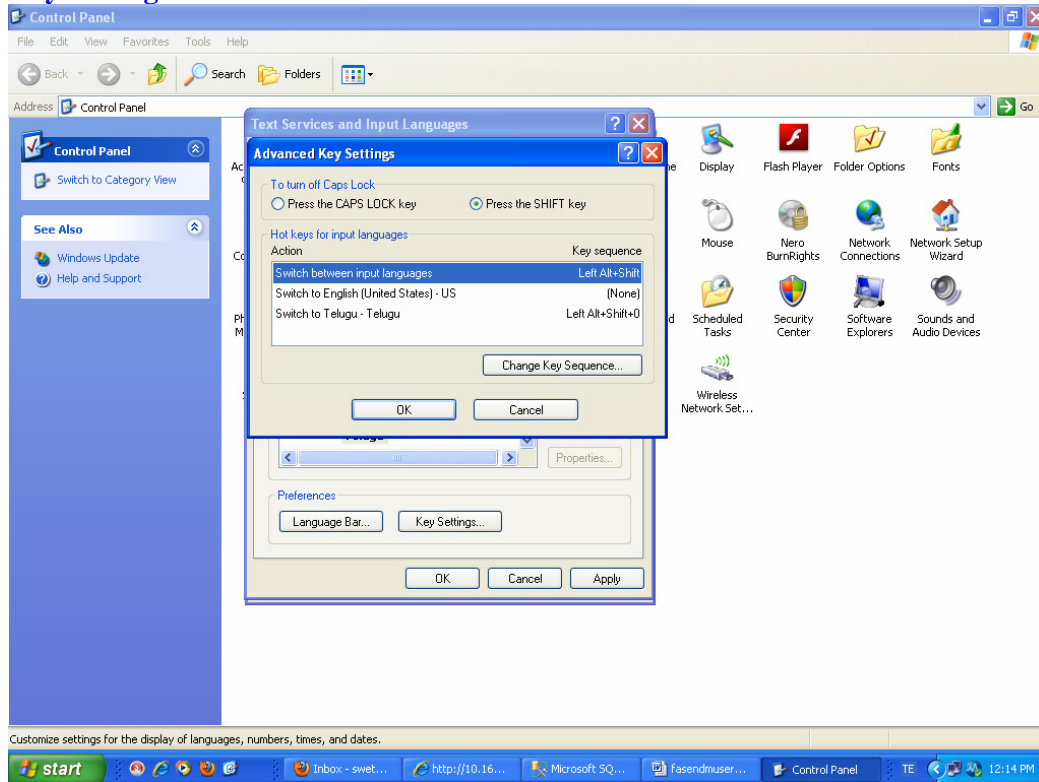
Above screen will be displayed.

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

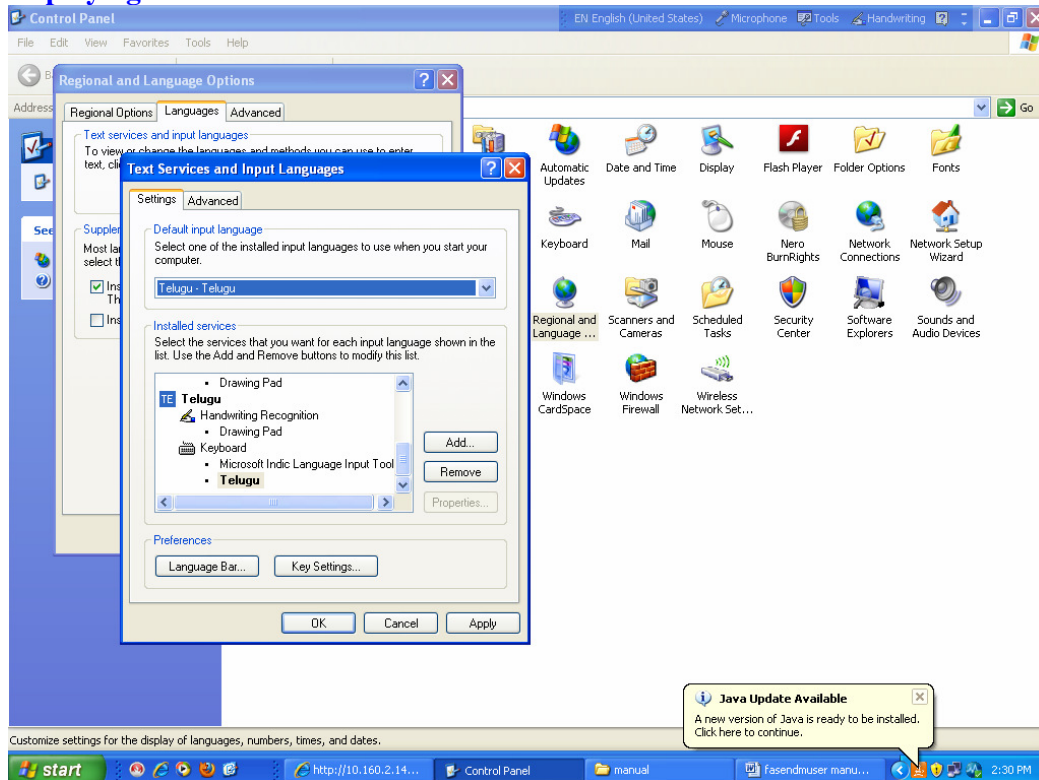
Language bar Settings:



Key Settings:



After completing the above settings please select the Telugu language which is displaying in the blue select box.

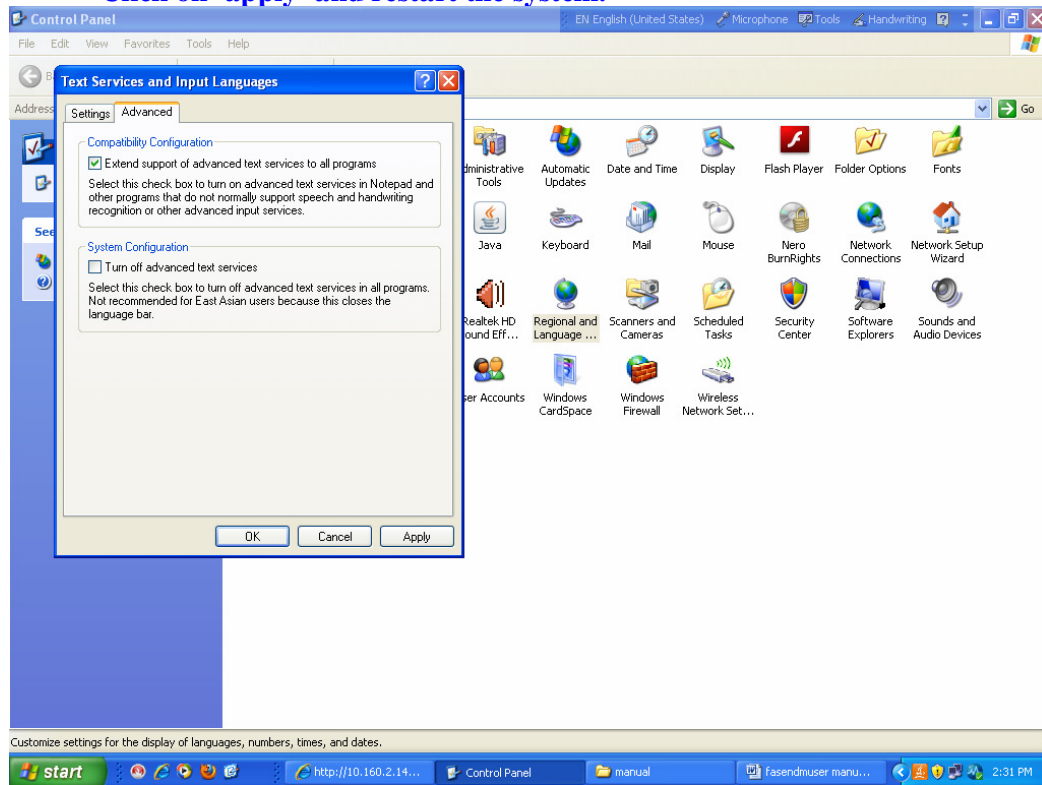


After selecting Telugu click on 'Advanced'.

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:

Sri Boyakonda Gangamma Temple, Diguvapalli, Chittoor District--ANDHRA PRADESH
Financial Accounting System
CURRENT USER LOGGED ON -- EXECUTIVE OFFICER

Your In-Statement -A - Notes Entry-Screen
STATEMENT -A

Note**: Press tab to move to other feilds Date:14-03-2013

Note**: Budget Notes under each head is allowed upto 4000 characters

Sl.No	Name of the Head	Estimated Budget for financial Year 2013-2014	Estimated Budget Notes
1	ENDOWMENT TEMPLES		
1	OPERATIONAL INCOME		
1	LEASES ON LANDS, SHOPS & LICENCES		
	1 LEASE OF LANDS	10,000	
	2 LICENCES OF SHOPS & CANTEENS	10,000	
	3 HUMAN HAIR	10,000	
	4 COCOUNT HALVES	0	

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.

http://10.160.2.141:8080/fasendm/ - Windows Internet Explorer

TE Telugu Microsoft Indic Language Input Tool Options Drawing Pad

Microsoft Indic Language Input Tool

Telugu

File Edit View Favorites Tools Help

http://10.160.2.141:8080/fasendm/

Sri Boyakonda Gangamma Temple, Diguvapalli, Chittoor District--ANDHRA PRADESH
Financial Accounting System

CURRENT USER LOGGED ON -- EXECUTIVE OFFICER

Your In-Statement -A - Notes Entry-Screen
STATEMENT -A

Note**: Press tab to move to other feilds Date:14-03-2013

Note**: Budget Notes under each head is allowed upto 4000 characters

Sl.No	Name of the Head	Estimated Budget for financial Year 2013-2014	Estimated Budget Notes
1	ENDOWMENT TEMPLES		
1	OPERATIONAL INCOME		
1	LEASES ON LANDS,SHOPS & LICENCES		
	1 LEASE OF LANDS	10,000	
	2 LICENCES OF SHOPS & CANTEENS	10,000	
	3 HUMAN HAIR	10,000	
	4 COCOUNT HALVES	0	

Done

start http://10.160.2.141:8080/fasendm/ fasendmuser manual(...

Now the user can able to type the Budget Notes in Telugu
Telugu notes will display as fallows.

http://10.160.2.141:8080/fasendm/ - Windows Internet Explorer

TE Telugu Microsoft Indic Language Input Tool Options Drawing Pad

Microsoft Indic Language Input Tool

File Edit View Favorites Tools Help

http://10.160.2.141:8080/fasendm/

Sri Boyakonda Gangamma Temple, Diguvapalli, Chittoor District--ANDHRA PRADESH
Financial Accounting System

CURRENT USER LOGGED ON -- EXECUTIVE OFFICER

Your In-Statement -A - Notes Entry-Screen
STATEMENT -A

Note**: Press tab to move to other feilds Date:14-03-2013

Note**: Budget Notes under each head is allowed upto 4000 characters

Sl.No	Name of the Head	Estimated Budget for financial Year 2013-2014	Estimated Budget Notes
1	ENDOWMENT TEMPLES		
1	OPERATIONAL INCOME		
1	LEASES ON LANDS,SHOPS & LICENCES		
	1 LEASE OF LANDS	10,000	పచ్చి నీళ్లు
	2 LICENCES OF SHOPS & CANTEENS	10,000	
	3 HUMAN HAIR	10,000	
	4 COCOUNT HALVES	0	

Done

start http://10.160.2.141:8080/fasendm/ fasendmuser manual(...