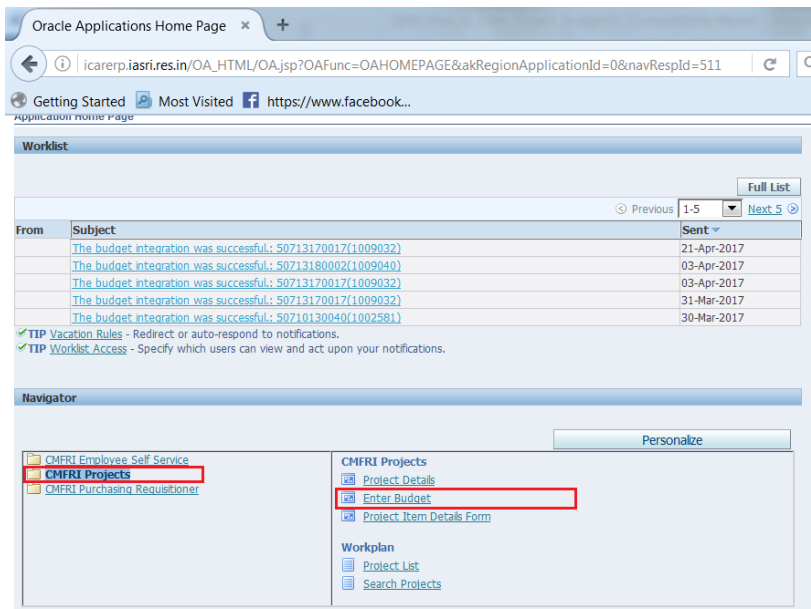


Enter Project Budget

If PI of the project want to allocate the Project Budget Click on Enter Budget from right side sub menu list.



Provide your Project No. (Generated at the time of RPP-1 Creation), Select Budget Type as Expenditure Budget. Another window will pop-up. Enter Appropriate Fund Type, Scheme Code and Division Name. Then Click on Ok Button

The screenshot shows the 'Budgets (NDRI - National Dairy Research Institute)' window. The 'Find Budget' section has three input fields: 'Project Number' (1000399), 'Project Name' (OXX02117), and 'Budget Type' (Expenditure Budget). The 'Draft Budget' section has a 'Status' dropdown set to 'Working'. Below this is a 'Budget Versions' window. The 'Fund Type' is set to '121' (ICAR Plan Scheme Projects), 'Scheme Code' is '30023' (12-115--National Initiative on Climate Resi. Agri. (NICRA) Dr. Ramesh Chandra Upadhyay), and 'Division Name' is '10077' (Dairy Cattle Physiology Division (DCP)). The 'Funding Agency Name' and 'Funding Agency Country' fields are empty. The 'OK' button is highlighted with a red box. At the bottom of the window are buttons for 'History', 'Copy Actual ...', 'Rework', 'Submit', and 'Details'.

Click on Details Button

Budgets (NDRI - National Dairy Research Institute)

Find Budget

Project Number: 1000399
Project Name: OXX02117
Budget Type: Expenditure Budget

Find Draft

Draft Budget

Status: Working

[12]

Entry Options

Entry Method: ICAR Budget Entry
Resource List: ICAR Resource List

Totals

— Labor —

	UOM	Amount	Revised Date
Draft		34544300.00	10-OCT-2014 11:29:19
Current	Hours	34544300.00	10-OCT-2014 11:30:12

History Copy Actual ... Rework Submit Details

System would show three Major Category. Select Major category (Under which you want to allocate the budget) and then click on Budget Lines

Task Budgets (NDRI - National Dairy Research Institute) - 1000399, Expenditure Budget

Version Number: Draft
Version Name:

— Labor —

Major Expenditure Head	Amount
Grants - Capital	4000000.00
Grants - General	21700000.00
Grants - Salaries	8844300.00

Project Total 0.00 34544300.00 34544300.00

Budget Lines

System would show a note. Click on Ok button

The screenshot shows the 'Task Budgets (NDRI - National Dairy Research Institute) - 1000399, Expenditure Budget' window. The 'Version Number' is 'Draft' and the 'Version Name' is empty. The 'Major Expenditure Head' is 'Grants - Capital'. The 'Amount' is '4000000.00'. A note dialog box is displayed with the text: 'Please note that Budget Amount that you enter for a particular month would be Applicable for that financial year.' The 'OK' button is highlighted with a red box.

Now click on Minor Expenditure head and select appropriate Minor Category, Amount Type (only would have One Value as "Raw Cost"). Enter Budget amount in any of the month in for the given financial year.

Example: for the current Financial year 2014-15 budget can be allocated in of the month from April'14 to March'15. There is no month wise check, system check over all budget in the given financial year. After enter Budget save the Transaction (Ctrl+S). System will show Two additional Line. Now Close this form and repeat this activity for other major categories.

The screenshot shows the 'Budget Lines (NDRI - National Dairy Research Institute) - 1000399, Expenditure Budget' window. The 'Version Number' is 'Draft' and the 'Version Name' is empty. The 'Exp. No.' is 'Grants - Capital' and the 'Major Head' is 'Grants - Capital'. The 'View Lines For' is 'All' and the 'Periods For Totals' are 'APR-14' to 'APR-14'. The table below shows budget entries for 'Equipments' and 'Vehicles & Vess'.

Minor Expenditure Head	Amount Type	JAN-14	FEB-14	MAR-14	APR-14	Period Totals
Equipments	Currency					0.00
Equipments	Raw Cost				4000000.00	4000000.00
Equipments	NA				4000000.00	4000000.00
Vehicles & Vess	Raw Cost				200000	
Totals	Labor Hours	0.00	0.00	0.00	0.00	0.00

After entering the budgets (Save them) close the window and come to below mentioned main form.

Click on Submit Button → Status would Change Submitted

After Click on Submit button → Submit Button will change to Baseline button, click on this button again. Now the status would be "Inprocess"

After few Minutes Status would change from "Inprocess" to Working"

Submission and Baseline is very-very Important Step. So please don't Skip/Miss it.

Budgets (NDRI - National Dairy Research Institute)

Find Budget

Project Number	1000399
Project Name	OXX02117
Budget Type	Expenditure Budget

Find Draft

Draft Budget

Status Working

[12]

Entry Options

Entry Method	ICAR Budget Entry	Resource List	ICAR Resource List
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Totals

		UOM	Amount	Revised Date
Draft			34544300.00	10-OCT-2014 11:29:19
Current		Hours	34544300.00	10-OCT-2014 11:30:12

History Copy Actual ... Rework Submit Details