

BEAMS MANUAL

Monthly Change Cash Flow

Monthly Change Cash Flow is a flow of money/fund from previous or following months to current month but in **Auto Change Cash Flow**, it can only transfer fund automatically from previous months only so as to **prepare bill**.

Note:- Bill can only be prepared only when amount is available in current month.

a) Auto Change Cash Flow

1. Login to **Draft** user
2. Go to Menu **Fund Transfer** and click on **Auto Change CashFlow**.

Auto ChangeCashflow for 2020-2021													
Scheme -Object	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Status Action
02-2013-00-800-02-00-0-V(50)	0.000	0.000	0.000	0.000	0.000	0.000	-20.005	20.005					Valley Save
02-2013-00-800-02-00-0-V(51)	0.000	0.000	0.000	0.000	0.000	0.000	-15.158	15.158					Valley Save
03-2052-00-090-01-00-0-V(01)	0.000	0.000	0.000	0.000	0.000	0.000	-2850.007	2850.007					Valley Save
03-2052-00-090-01-00-0-V(13)	0.000	0.000	0.000	0.000	0.000	0.000	-2850.007	2850.007					Valley Save

Fig 1.1

3. List of **scheme-object** with fund position of previous months as seen in above Fig1.1
4. On the right hand side, click on **Save** of a particular **scheme-object** that you want to do **Auto Change cash flow**.
5. Next **confirmation message** will be shown after **successfully flow** of all the previous month fund will be transferred to the **current Month**.

b) Manual Monthly Change Cash Flow (Draft User)

1. Login to **Draft** user
2. Go to Menu **Fund Transfer** and click on **Change CashFlow**.
3. **Demand No** list will be displayed. We have to do drill down until it reach desired **schem-object**. e.g 03-2052-00-090-01-00-0-V (01-Salaries)

4. Click on **Submit** in Fig 1.2

Change CashFlow (Carry forward/backward) for 2020-2021		Back
Demand No :03	Scheme :0320520009001000V-Chief Minister's Secretariat	
Major Head :2052-Secretariat , General Services	Detail Head :01-Salaries	Valley
Note: Select users from the following list of whom you want to change the cash flow.		
<input type="checkbox"/> Select All	Users	
<input checked="" type="checkbox"/>	SELF - UNDER SECRETARY,GAD	
<input type="button" value="Submit"/>		

Fig 1.2

5. A table will be shown as in Fig 1.3 below

Change CashFlow (Carry forward/backward) for 2020-2021													Back
Demand No :03			Major Head :2052-Secretariat , General Services										
Scheme :0320520009001000V-Chief Minister's Secretariat						Detail Head :01-Salaries						Valley	Amount in Thousands
0312001	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0.000	0.000	0.000	0.000	0.000	2850.007
Subtract													0
Add													0
Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0.000	0.000	0.000	0.000	0.000	2850.007
Subtract	0	0	0	0	0	0	0	0	0	0	0	0	0.000
Add	0	0	0	0	0	0	0	0	0	0	0	0	0.000

Fig 1.3

5. Here month wise fund position will be shown. In this case fund is available in **October** month and assumed that current month is **November** then we have to transfer fund to current month November. In the above Fig 1.3 there are three(3) rows as **Balance**, **Subtract** and **Add**.

Balance row is fund availability row where change cashflow has to be done only if fund is available, else we will not be able to perform Change Cash Flow.

Subtract row is where fund has to be subtracted from any of the listed month.

Note:-If fund is not available in the balance row's listed month then subtraction cannot be done.

Add row is where fund has to be added to any of the listed month but can only be done after subtraction process.

6. Enter the fund in **Subtract** row of October month e.g 2850.007 and **Add** that fund to November month of Add row.

7. Click on **View Change**. Then click on **View Drafts** in Fig 1.4

0312001	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0.000	0.000	0.000	0.000
Subtract							2850.007					
Add								2850.007				

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0.000	0.000	0.000	0.000
Subtract	0	0	0	0	0	0	2850.007	0	0	0	0	0
Add	0.000	0	0	0	0	0	0	2850.007	0	0	0	0

Fig 1.4

8. On the next page the detail will be shown as subtract sign (-) means subtract from October and add to November as in Fig 1.5

9. Click on **Save**, a transaction no will be generated and it will go to Final user for approval.

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
0312001	0.000	0.000	0.000	0.000	0.000	0.000	-2850.007	2850.007	0.000	0.000	0.000	0.000	0.000
Total	0	0	0	0	0	0	-2850.007	2850.007	0	0	0	0	0.000

Signature of Proposing Authority
 0312001- UNDER SECRETARY,GAD

Fig 1.5

c) Manual Monthly Change Cash Flow Approved by Final User

1. Login to **Final** user of DDO.
2. Go to Menu **ApproveFund Transfer** and click on **Change CashFlow**.
3. Next page **Demand No** list with **approval waitingnos** can be seen. We have to do drill down until it reach desired **scheme-object**.
(e.g 03-2052-00-090-01-00-0-V (01-Salaries))
4. Click on **View Change** and **View Final**.

0312001	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0.000	0.000	0.000	0.000	0.000
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0	0.000	0.000	0.000	0.000
Add	0	0	0	0	0	0	0	2850.007	0	0	0	0

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Balance	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0.000	0.000	0.000	0.000
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	2850.007	0	0.000	0.000	0.000
Add	0	0	0	0	0	0	0	2850.007	0	0	0

Fig 1.6

5. Click on **Save** in Fig 1.7 then a successful Message will pop up.

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
0312001	0.000	0.000	0.000	0.000	0.000	0.000	-2850.007	2850.007	0.000	0.000	0.000	0.000	0.000
Total	0.000	0.000	0.000	0.000	0.000	0.000	-2850.007	2850.007	0.000	0.000	0.000	0.000	0.000

Signature of Approving Authority
0312001- UNDER SECRETARY,GAD

Fig 1.7

Change Cash Flow issues (Unable to approved by Final Users)

Most of the Change cash flow issue are faced by **Final** user while doing approval. In order to solve the issue please follow the simple steps below.

1. Login to Final user.
2. Go to the menu **Approve Fund Transfer**
3. Click on Change Cash Flow.
4. Drill down your particular **Scheme-Object** until it reaches Fig 1.8

0312001	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance	0.000	0.000	0.000	0.000	0.000	0.000	9182.229	0.000	0.000	0.000	0.000	0.000
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	900.000	0	0.000	0.000	0.000	0.000
Add	0	0	0	0	0	0	0	900.000	0	0	0	0

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Balance	0.000	0.000	0.000	0.000	0.000	0.000	9182.229	0.000	0.000	0.000	0.000
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	900.000	0	0.000	0.000	0.000
Add	0	0	0	0	0	0	0	900.000	0	0	0

Fig 1.8

5. Here we can see fund in **Subtract** row as well as **Add** row (e.g. 900.000) in above Fig 1.8. change their fund to Zero (0).

0312001	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance	0.000	0.000	0.000	0.000	0.000	0.000	9182.229	0.000	0.000	0.000	0.000	0.000
Subtract	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0	0.000	0.000	0.000	0.000
Add	0	0	0	0	0	0	0	0.000	0	0	0	0

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Balance	0.000	0.000	0.000	0.000	0.000	0.000	9182.229	0.000	0.000	0.000	0.000
Subtract	0	0	0	0	0	0	0	0	0	0	0
Add	0	0	0	0	0	0	0	0	0	0	0

Fig 1.9

- 6 Then Click on **View Change** and **View Final** then **Save**.

Note:- If it approves Successfully then your issue is solved. If problem still persist, please contact **NIC BEAMS** Teams