



Budget and Audit Management



INDEX		
SR. NO.	PARTICULARS	PAGE NO.
	Admin Window	
1	Operational Budget	3
2	Budget Declaration	6
3	Budget Approval	8
4	Report	10

Topic: Operational Budget



Prerequisite:

1. Finance Admin Role to user
2. Institute finance policy should be created.
3. Financial year should be created.
4. Ledgers and groups should be created.

Roles: Finance Admin

Path: Budget » Operational Budget

Functionality:

1. Able to add budget title with respect to financial year.
2. Able to create groups under each budget title.
3. Able to associate departments and cost centers to created groups.
4. Groups can be made finance policy wise or individual department wise, as per the requirement.
5. If attach employee salary is CHECKED, the salary budget amount is calculated on the basis of the current salary books and appears in the budget.
6. Any cost center which is not a separate department like "MDP" etc. can be declared as a cost center.
7. Research projects can also be added as cost center.
8. Any income received in the form of funding to research project will also be associated.

★ BUDGET » OPERATIONAL BUDGET MAR 09, 2020 11:27:09 PM

Finance Policy

Financial Year

Budget Configuration | Budget Summary | Budget Variance

Budget Title

Financial Year From To

Ledger Heads Configuration | Budget Proposal Configuration | Budget Approval

Add new group:



Add New Group ✕

Other

Group Name:	Academic Curricular Expenses	
Is Capex:	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="checkbox"/> Attach Student Fee Heads		
<input checked="" type="checkbox"/> Allow subHeads		
Select Ledger Group		
<input type="radio"/> Income	<input checked="" type="radio"/> Expenses	<input type="radio"/> Both

Save
Close

Click to save group details

Added group details:

Budget Configuration | Budget Summary | Budget Variance

Budget Title: Budget 2020-21 + Add new | Block

Financial Year: From Apr 01,2020 To Mar 31,2021

Ledger Heads Configuration | Budget Proposal Configuration | Budget Approval

+ Add New Group

ACADEMIC CURRICULAR EXPENSES ✎ | 🗑

Able to edit/delete group

Associate departments & cost centers:

Ledger Heads Configuration | Budget Proposal Configuration | Budget Approval

+ Add New Group

ACADEMIC CURRICULAR EXPENSES ✎ | 🗑

Manage Departments | Manage Cost Centers

Budget Group: MIT Tech. - CSE | MIT Tech. - CE | MIT Tech. - ETC

Batches	No of Students
2018 - 2022	120
2017 - 2021	120

EXPENSE + New account

Click to add department / cost

Add new ledger details in department/cost centers



⚡ Manage Departments ⚡ Manage Cost Centers

Budget Group FromDate :- To Date :- Save

MIT Tech. - CSE MIT Tech. - CE MIT Tech. - ETC

Batches	No of Students
2018 - 2022	120
2017 - 2021	120

Click to add ledger details

EXPENSE + New account

Recurring		
Industrial Visit Exp.	Staff and Student Welfare Exp.	
Sport Exp.	Staff and Student Welfare Exp.	
Workshop & Seminar Exp.	Staff and Student Welfare Exp.	
Local Conveyance	Travelling Exp.	
Travelling Exp.	Travelling Exp.	

Budget - proposing authority:

Ledger Heads Configuration **Budget Proposal Configuration** Budget Approval

Type : Department Cost Center

Department:

All records per page Search:

Employee Name	ACADEMIC CURRICULAR EXPENSES
Kavita Bhosle	
Nitin Bhalkikar	
Surendra Patil	

Click to configure head wise proposal

Topic: Budget Declaration

Prerequisite:

1. Faculty/Staff Role to user.



2. Finance admin should assign heads to user for budget proposal authority.

Roles: Staff / Faculty

Path: Personal » Budget Declaration

Functionality:

1. Proposal authority able to enter proposed budget amount for assigned heads from their logins.
2. Proposal authority able to submit & freeze proposed budget but once freeze then not able to edit.

Budget declaration:

★ PERSONAL » BUDGET DECLARATION
MAR 09, 2020 11:47:26 PM

Budget Title	Budget 2020-21
Department / Cost Center	MIT Tech. CSE

Propose Budget
Month Wise Proposal

ACADEMIC CURRICULAR EXPENSES

Expenses			
Sub Expenses	Description	Proposed Expenses (In ₹)	Approved Expenses (In ₹)
STAFF AND STUDENT WELFARE EXP.			
+	Industrial Visit Exp.	₹0.00	₹0.00
+	Sport Exp.	₹0.00	₹0.00
+	Workshop & Seminar Exp.	₹0.00	₹0.00
TRAVELLING EXP.			
+	Local Conveyance	₹0.00	₹0.00
+	Travelling Exp.	₹0.00	₹0.00
Total		₹0.00	₹0.00

Select budget title and

Month wise proposal:



Propose Budget
Month Wise Proposal

ACADEMIC CURRICULAR EXPENSES

Expenses														
S#	Particular	Apr-20 (In ₹)	May-20 (In ₹)	Jun-20 (In ₹)	Jul-20 (In ₹)	Aug-20 (In ₹)	Sep-20 (In ₹)	Oct-20 (In ₹)	Nov-20 (In ₹)	Dec-20 (In ₹)	Jan-21 (In ₹)	Feb-21 (In ₹)	Mar-21 (In ₹)	Gross Total (In ₹)
1	Industrial Visit Exp. <input type="checkbox"/>						25000					35000		60,000 60,000
2	Sport Exp. <input type="checkbox"/>									50000				50,000 50,000
3	Workshop & Seminar Exp. <input type="checkbox"/>					50000							50000	1,00,000 1,00,000
4	Local Conveyance <input checked="" type="checkbox"/>	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	5000	60,000 60,000
5	Travelling Exp. <input checked="" type="checkbox"/>	5000	5000	5000	5000	5000				5000	5000	5000	5000	60,000
Total		10,000	10,000	10,000	10,000	60,000	35,000	50,000	10,000	60,000	10,000	45,000	60,000	60,000

Submit
Freeze

Enter month wise expenses and click to submit &

Proposed budget:

★ PERSONAL » BUDGET DECLARATION
MAR 09, 2020 11:56:19 PM

Budget Title	Budget 2020-21
Department / Cost Center	MIT Tech. CSE

Propose Budget
Month Wise Proposal

ACADEMIC CURRICULAR EXPENSES

Expenses			
Sub Expenses	Description	Proposed Expenses (In ₹)	Approved Expenses (In ₹)
STAFF AND STUDENT WELFARE EXP.			
+	Industrial Visit Exp.	₹60,000.00	₹0.00
+	Sport Exp.	₹50,000.00	₹0.00
+	Workshop & Seminar Exp.	₹1,00,000.00	₹0.00
TRAVELLING EXP.			
+	Local Conveyance	₹60,000.00	₹0.00
+	Travelling Exp.	₹60,000.00	₹0.00
Total		₹60,000.00	₹0.00

Topic: Budget Approval

Prerequisite:

1. Finance admin role to user.



2. Proposal authority should submit and freeze the proposal from their respective login.

Roles: Finance Admin

Path: Budget » Operational Budget

Functionality:

1. Able to view proposed budget submitted by proposal authority.
2. Able to put approved budget and also able to edit proposed budget.

Budget Title

Budget 2020-21

Add new
Block

Financial Year

From

Apr 01,2020

To

Mar 31,2021

Ledger Heads Configuration
Budget Proposal Configuration
Budget Approval

Amount Format
 Rupees Lac Crore

Click to enter approved

Refresh category
Edit budget

Account Name	EXPENSES							
	CSE		CE		ETC		Total ₹	
	Proposed	Approved	Proposed	Approved	Proposed	Approved	Proposed	Approved
STAFF AND STUDENT WELFARE EXP.								
Industrial Visit Exp.	₹60,000.00	₹0.00					₹0.00	₹60,000.00
Sport Exp.	₹50,000.00	₹0.00					₹0.00	₹50,000.00
Workshop & Seminar Exp.	₹1,00,000.00	₹0.00					₹0.00	₹1,00,000.00
TRAVELLING EXP.								
Local Conveyance	₹60,000.00	₹0.00					₹0.00	₹60,000.00
Travelling Exp.	₹60,000.00	₹0.00					₹0.00	₹60,000.00
Total (In ₹)		₹0.00		₹0.00			₹0.00	₹0.00

Budget Approval:



[← Back](#)

Type : Department Cost Center

Department :

CSE

Select department to enter approved

Year wise Budget Month Wise Budget Budget Variance

ACADEMIC CURRICULAR EXPENSES

Student Intake			
Sub Expenses	Description	Proposed	Approved
Total			

Expenses			
Sub Expenses	Description	Proposed Expenses (₹)	Approved Expenses (₹)
STAFF AND STUDENT WELFARE EXP.			
+	Industrial Visit Exp.	60000	60000
+	Sport Exp.	50000	50000
+	Workshop & Seminar Exp.	100000	100000
TRAVELLING EXP.			
+	Local Conveyance	60000	60000
+	Travelling Exp.	60000	60000

Budget Assumptions

Budget given on the basis of last year expenses by the department

Un-Freeze

Report

Budget Summary:



Budget Configuration		Budget Summary		Budget Variance	
Amount Format : <input checked="" type="radio"/> Rupees <input type="radio"/> Lac <input type="radio"/> Crore					
Includes : <input type="checkbox"/> Last Year Actual <input type="checkbox"/> Last Year Budget					
ADDITIONAL_INFORMATION				Generate PDF Generate Expanded PDF	
Particular		No of Student			
2017 - 2021 (MIT Tech. - CSE)		120			
2017 - 2021 (MIT Tech. - CE)		120			
2017 - 2021 (MIT Tech. - ETC)		120			
2018 - 2022 (MIT Tech. - CSE)		120			
2018 - 2022 (MIT Tech. - CE)		120			
2018 - 2022 (MIT Tech. - ETC)		120			
Expense					
Particular	Amount (In Rupees)				
	Approved Amount (In Rupees)		Proposed Amount (In Rupees)		
<input type="checkbox"/> Budget 2020-21	₹3,30,000.00		₹3,30,000.00		
<input type="checkbox"/> ACADEMIC CURRICULAR EXPENSES	₹3,30,000.00		₹3,30,000.00		
<input type="checkbox"/> Staff and Student Welfare Exp.	₹2,10,000.00		₹2,10,000.00		
Industrial Visit Exp. (CSE)	₹60,000.00		₹60,000.00		
Sport Exp. (CSE)	₹50,000.00		₹50,000.00		
Workshop & Seminar Exp. (CSE)	₹1,00,000.00		₹1,00,000.00		
<input type="checkbox"/> Travelling Exp.	₹1,20,000.00		₹1,20,000.00		
Local Conveyance (CSE)	₹60,000.00		₹60,000.00		
Travelling Exp. (CSE)	₹60,000.00		₹60,000.00		
-Group Total	₹3,30,000.00		₹3,30,000.00		
GROSS TOTAL	₹3,30,000.00		₹3,30,000.00		