

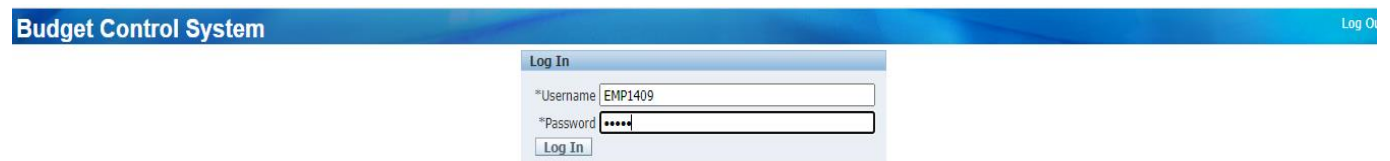
## USER MANUAL OF IACS BUDGET CONTROL SYSTEM

**Apex url:** [http://apex.iacs.res.in:8080/apex/f?p=126:LOGIN\\_DESKTOP:2232908846551::::](http://apex.iacs.res.in:8080/apex/f?p=126:LOGIN_DESKTOP:2232908846551::::)

### **Step 1:**

#### User Login Page:

In this page (for example: Userid: EMP1409 password: 12345 (bydefault)) user provide his user name and password to login in Budget control system.



The screenshot shows a web application interface. At the top, there is a blue horizontal bar with the text "Budget Control System" on the left and "Log Out" on the right. Below this bar, a "Log In" dialog box is displayed. The dialog box has a title bar that says "Log In". It contains two input fields: the first is labeled "Username" and contains the text "EMP1409"; the second is labeled "Password" and contains masked characters "\*\*\*\*\*". Below the input fields is a button labeled "Log In".

### **Step2:**

#### Change Password:

After login when user wants to change his password go to “change password” option by provide his new password in place of old password after that click on “click here to change password” button user’s new password will be saved.

**Change Password**

\*Enter Old Password

\*Current Password

\*Confirm Password

[Click here to Change Password](#)

Password has changed.

**Change Password**

\*Enter Old Password

\*Current Password

\*Confirm Password

[Click here to Change Password](#)

**Step 3:**

**Report Menus:**

Step3: After login user in home page user can see two menus/options of reports like 1. **Fund Utilization for Project Grant** And 2. **Fund Utilization For Departmental Grant** in home page

## Employee General

- Fund Utilization for Project Grant
- Fund Utilization For Departmental Grant

EMP1409

**Step4:****Fund Utilization for Project Grant**

click on **Fund Utilization for Project Grant** user see the project code and project descriptions here. After that choose project code from list and then click on print report button then report will be generate in excel format against project code.

## Fund Utilization for Project grant

Project Code 101175

Print Report

## Project Details

Sl no	Project code	Project description
1	101175	BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER: TROUBLESHOOTING PRACTICAL LIMITATIONS
2	101185	DEVELOPMENT OF SOLAR TO CHEMICAL FUEL GENERATION DEVICE/PROCESS BASED ON EARTH ABUNDANT MATERIALS
3	124041	INDO-FRENCH WORKSHOP ON "SMALL MOLECULES ACTIVATION FOR FUELS AND COMMODITY CHEMICALS PRODUCTION"
4	132145	Activation and Reduction of CO <sub>2</sub> , H <sub>2</sub> , SO <sub>2</sub> , NO <sub>2</sub> , CO and N <sub>2</sub> By Iron Porphyrins: In Pursuit of a Universal Reductase
5	132203	TEACHER ASSOCIATESHIP FOR RESEARCH EXCELLENCE (TARE) TO DR. RAJAT SAHA, KAZI NAZRUL UNIVERSITY, ASANSOL UNDER DR. ABHISHEK DEY (IACS).
6	132327	3RD PROGRAMME ADVISORY COMMITTEE MEETING
7	132389	Proton and Electron Transfer Control for Oxidase and Peroxidase Reactivity in Synthetic Iron Porphyrin Complexes
8	132417	PORPHYRIN IRON-SULFUR CONJUGATES: SYNTHESIS, ELECTRONIC STRUCTURE AND CONTROL OF MULTI ELECTRON CHEMICAL REDUCTIONS
9	140123	CSIR/ Soumya Samanta
10	140145	CSIR- SUMAN PATRA
11	140147	CSIR- SAUVIK DINDA

1 - 11

EMP1409

**Step5:**

Report o/p:

Report output for **Fund Utilization for Project Grant** report against project code.

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE	
JADAVPUR, KOLKATA 700032	
Fund Utilization Report For Project	
Project Code:	101175
Project Description:	BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER: TROUBLESHOOTING PRACTICAL LIMITATIONS
Balancing Segment:	011

**A. Summary of Fund Inquiry as per Actual Transactions**

Natural Account	Budget	Requisition	Purchase Order	Unaccounted Invoice	Posted Invoice Value	Fund Available	Payment Amt
Consumables	300000.00	0.00	0.00	0.00	299641.00	359.00	299641.00
National Travel	45572.00	0.00	0.00	0.00	13507.00	32065.00	13507.00
Refund-Project	306628.00	0.00	0.00	0.00	306628.00	0.00	306628.00
Overhead Account	620000.00	0.00	0.00	0.00	573724.00	46276.00	573724.00
Contingency-Project	100000.00	0.00	0.00	0.00	99238.00	762.00	99238.00
Project wise Interest on Unspent Balance	-26630.00	0.00	0.00	0.00	-333258.00	306628.00	0.00
IACS Supporting Grant	0.00	0.00	0.00	0.00	-520000.00	520000.00	0.00

Advance - Project	0.00	0.00	0.00	0.00	-171253.00	171253.00	-171253.00
Project Grant	0.00	0.00	0.00	0.00	-16740000.00	16740000.00	0.00
Fixed Assets - Project Equipment	7824428.00	0.00	0.00	0.00	7543171.00	281257.00	7543173.00
<b>Summary Total: (A) :</b>	<b>9169998.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8928602.00</b>	<b>18098600.00</b>	<b>8664658.00</b>

**B. Detail of Fund Inquiry as per Actual Transactions**

Document Num	Natural Account	Budget	Requisition	Purchase Order	Unaccounted Invoice	Posted Invoice Value	Payment Amt
CJE: 101175 : Budget grant for Sep-19 Budget Jou	Contingency-Pr	100000.00	0.00	0.00	0.00	0.00	0.00
CJE: Interest on REC and Non-Rec transferred to r	Refund-Project	155668.00	0.00	0.00	0.00	0.00	0.00
CJE: Accrude Interest on unspent balance Project	Project wise Int	-155668.00	0.00	0.00	0.00	0.00	0.00
CJE: 101175 : Budget grant for Sep-19 Budget Jou	Overhead Acco	620000.00	0.00	0.00	0.00	0.00	0.00
CJE: 101175 : Budget grant for Sep-19 Budget Jou	Consumables	300000.00	0.00	0.00	0.00	0.00	0.00
Budget Journal B 28115166	Project wise Int	-26630.00	0.00	0.00	0.00	0.00	0.00
LC NO- 16020	Fixed Assets - E	0.00	0.00	0.00	0.00	2180.00	2180.00
CJE: 101175 : Budget grant for Sep-19 Budget Jou	Fixed Assets - E	7300000.00	0.00	0.00	0.00	0.00	0.00
CJE: Interest Amount Transferred to Budgets for t	Project wise Int	-150960.00	0.00	0.00	0.00	0.00	0.00
CJE: BUDGET TRANSFERRED Budget Jou 26421	National Travel	-4428.00	0.00	0.00	0.00	0.00	0.00

2	Manual 609041 22-JUL-2021 21:00:10	Project wise Interest on Unspent Balance	0.00	0.00	0.00	0.00	-150960.00	0.00
3	1909012	Project Grant	0.00	0.00	0.00	0.00	-8370000.00	0.00
4	C DUTY	Fixed Assets - Project Equipment	0.00	0.00	0.00	0.00	174042.00	174042.00
5	CCUNAI21200102	Fixed Assets - Project Equipment	0.00	0.00	0.00	0.00	852221.00	852221.00
6	T A/BILL	National Travel	0.00	0.00	0.00	0.00	13507.00	13507.00
7	prs1939,	Fixed Assets - Project Equipment	0.00	0.00	0.00	0.00	5823.81	5824.00
8	1910.	Fixed Assets - Project Equipment	0.00	0.00	0.00	0.00	262946.33	262946.00
9	L C Ammendment charge	Fixed Assets - Project Equipment	0.00	0.00	0.00	0.00	2534.00	2534.00
10	00286,	Fixed Assets - Project Equipment	0.00	0.00	0.00	0.00	1924.13	1924.00
11	Reim/cont /A Majumdar	Overhead Account	0.00	0.00	0.00	0.00	99724.00	99724.00
12	<b>Summary Total: (B) :</b>		<b>9169998.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-8928601.42</b>	<b>8664658.00</b>

Step6:

## Fund Utilization For Departmental Grant

click on **Fund Utilization For Departmental Grant** user see his/her department code and Department descriptions here. After that choose department code from list and choose financial year then click on print report button then report will be generate in excel format against department code and financial year.

Log Out
Home | Change Password | Report

**Fund Utilization for Departmental Grant**

Department code:

Financial Year:

**Department Details**

Sl no	Department code	Department description
1	1308	Abhishek Dey

1 - 1

### Step7:

### Report O/P

Report output for **Fund Utilization For Departmental Grant** report against Department code and financial year.

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE							
JADAVPUR, KOLKATA 700032							
<b>Fund Utilization Report For Department</b>							
<b>Period: From 01-Apr-2022 To 31-Mar-2023</b>							
<b>Department Code:</b> 1308							
<b>Department Description:</b> Abhishek Dey							
<b>Balancing Segment:</b> 010							
<b>A.Summary of Fund Inquiry as per Actual Transactions</b>							
Natural Account	Budget	Requisition	Purchase Order	Unaccounted Invoice	Posted Invoice Value	Fund Available	Payment Amt
International Travel	0.00	0.00	0.00	0.00	356053.00	-356053.00	356053.00
Consumables	0.00	0.00	0.00	0.00	355441.00	-355441.00	149289.00
Departmental Budget Research Grant	8690000.00	0.00	0.00	0.00	0.00	8690000.00	0.00
<b>Summary Total: (A) :</b>	<b>8690000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>711494.00</b>	<b>7978506.00</b>	<b>505342.00</b>

**B. Detail of Fund Inquiry as per Actual Transactions**

Document Num	Natural Account	Budget	Requisition	Purchase Order	Unaccounted Invoice	Posted Invoice Value	Payment Amt
Bill No 2300	Consumables	0.00	0.00	0.00	0.00	15987.00	0.00
Bill No 2353	Consumables	0.00	0.00	0.00	0.00	17676.00	0.00
Bill No 2803	Consumables	0.00	0.00	0.00	0.00	17676.00	0.00
Bill No 2646	Consumables	0.00	0.00	0.00	0.00	23027.00	0.00
Bill No 2246	Consumables	0.00	0.00	0.00	0.00	11762.00	0.00
Bill No.SPLIN/2223/0583	Consumables	0.00	0.00	0.00	0.00	24308.00	0.00
Bill No.SPLIN/2223/0591	Consumables	0.00	0.00	0.00	0.00	8348.00	0.00
Bill No.73	Consumables	0.00	0.00	0.00	0.00	4531.00	0.00
2012-597	Consumables	0.00	0.00	0.00	0.00	128492.71	128493.00
2012-597-	Consumables	0.00	0.00	0.00	0.00	3155.64	3156.00
Reimbursement -AD.SCS--	International Travel	0.00	0.00	0.00	0.00	47042.00	47042.00
CJE: Additional matching grant allotted Rs 78 lakhs to Budget Jou 31252334: B	Departmental Budget Research Grant	7800000.00	0.00	0.00	0.00	0.00	0.00
CJE: 1st instalment budget 2022-23 OM dt 01/07/2022 Budget Jou 28462952: B	Departmental Budget Research Grant	200000.00	0.00	0.00	0.00	0.00	0.00
CJE: 2nd insaiment as instnction of Registrar 01/10/2010 Budget Jou 30051758: B	Departmental Budget Research Grant	200000.00	0.00	0.00	0.00	0.00	0.00
Bill No.52	Consumables	0.00	0.00	0.00	0.00	24072.00	0.00
Bill No.PLS/B002/22-23	Consumables	0.00	0.00	0.00	0.00	18267.00	0.00
Bill No.PLS/B024/22-23	Consumables	0.00	0.00	0.00	0.00	22799.00	0.00
Reimbursement -AD.SCS--	International Travel	0.00	0.00	0.00	0.00	9011.00	9011.00
Bill No.UM/38/22-23	Consumables	0.00	0.00	0.00	0.00	10620.00	0.00
Bill No.UM/46/22-23	Consumables	0.00	0.00	0.00	0.00	7080.00	0.00
12	Consumables	0.00	0.00	0.00	0.00	17640.00	17640.00
TA Bill Intemational - AD.SCS	International Travel	0.00	0.00	0.00	0.00	300000.00	300000.00
CJE: FACULTY BUDGET TRANSFER Transfer 31379944: B	Departmental Budget Research Grant	-10000.00	0.00	0.00	0.00	0.00	0.00
CJE: FACULTY BUDGET TRANSFER Transfer 31380090: B	Departmental Budget Research Grant	-10000.00	0.00	0.00	0.00	0.00	0.00
CJE: TRANSFER OF FACULTY BUDGET Transfer 31391785: B	Departmental Budget Research Grant	10000.00	0.00	0.00	0.00	0.00	0.00
CJE: Performance grant 2022-23 allotted as per mail fro Budget Jou 31686223: B	Departmental Budget Research Grant	500000.00	0.00	0.00	0.00	0.00	0.00
<b>Summary Total: (B) :</b>		<b>8690000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>711494.35</b>	<b>505342.00</b>