

# AMNEX

## User Manual Budget Module

**Selection of System Integrator for design, development, implementation and maintenance of an Integrated IT-based MIS Platform for the Department of Agriculture, Maharashtra, and SMART Project along with design and development of new modules in the MIS application as per the requirements of SMART**



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## Introduction

Budget planning in an organization involves creating a financial plan to allocate resources, control expenses, and achieve the organization's objectives. Here are the steps involved in budget planning for an organization:

**Set organizational goals:** Identify the goals and objectives of the organization. These can include revenue targets, cost reduction goals, investment in new projects, or expansion plans. Clear goals will help guide the budget planning process.

**Gather financial data:** Collect relevant financial information from various sources within the organization. This includes historical financial statements, sales data, expense reports, and projections for the upcoming period. Analyze this data to understand the organization's financial position and performance.

**Estimate revenues:** Determine the sources of income for the organization. This can include sales revenue, grants, donations, investments, or any other sources of funding. Based on historical data, market trends, and growth projections, estimate the expected revenues for the budget period.

**Identify expenses:** Identify and categorize the different types of expenses the organization incurs. This can include personnel costs, operating expenses, marketing expenses, administrative expenses, research and development costs, and capital expenditures. Review historical data, contracts, vendor agreements, and other relevant information to estimate the expenses for the upcoming period.

**Develop a budget structure:** Create a framework for organizing the budget. This may involve setting up different departments or cost centers and assigning budget allocations to each. Ensure that the budget structure aligns with the organization's reporting and decision-making needs.

**Allocate resources:** Based on the revenue estimates and expense categories, allocate resources to each department or cost center. Consider the priorities, strategic initiatives, and operational needs of each area. Consult with department heads or managers to gather input and ensure their buy-in.

**Set budget targets:** Establish specific targets for each expense category and revenue source. These targets should be realistic, achievable, and aligned with the organization's goals. Budget targets can be expressed as fixed amounts, percentages, or key performance indicators (KPIs).

**Monitor and control:** Implement a system to monitor and control expenses throughout the budget period. Regularly review actual financial performance against the budgeted targets. Identify any variations or deviations and take corrective actions as needed. This may involve adjusting spending, reallocating resources, or seeking additional funding.

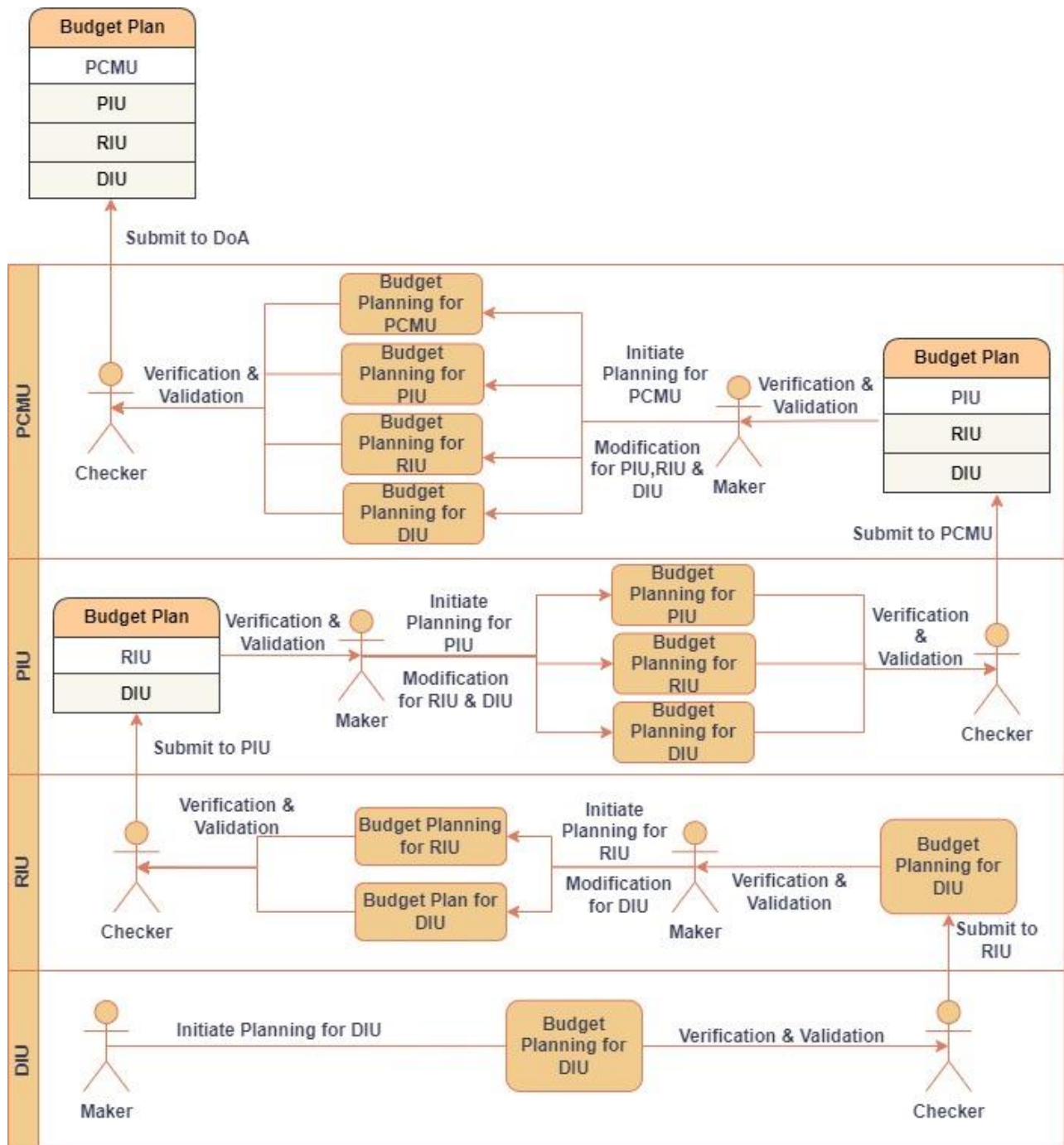
**Communicate and involve stakeholders:** Communicate the budget plan and targets to relevant stakeholders within the organization. This includes department heads, managers, and employees who have responsibility for managing budgets. Encourage their involvement and ownership in the budget planning process to ensure better adherence and accountability.



**Review and revise:** Conduct regular budget reviews to assess the effectiveness of the plan. Analyse actual performance, gather feedback and identify areas for improvement. Make necessary adjustments to the budget plan based on changing circumstances, market conditions, or organizational priorities.

Budget planning in an organization requires collaboration, coordination, and continuous monitoring. It serves as a financial roadmap to guide the organization's operations and ensure efficient resource allocation to achieve its strategic objectives.

## Workflow:



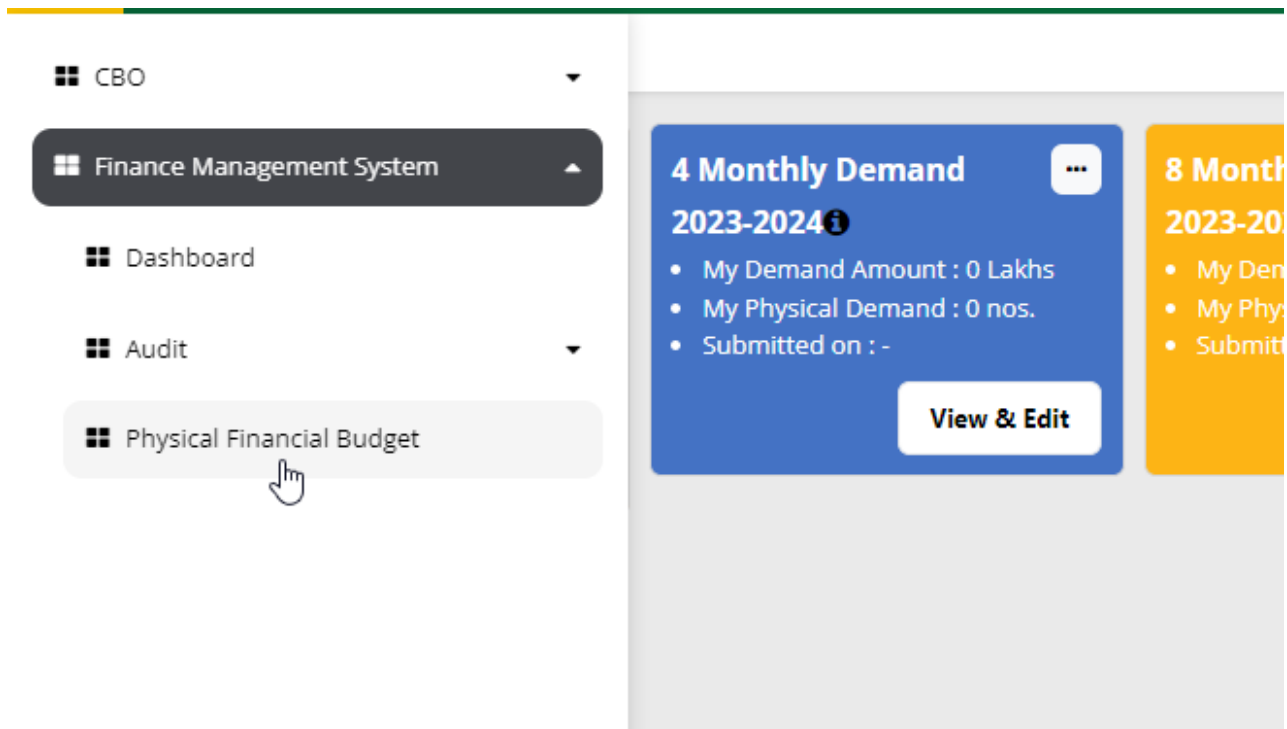
1. In each level there will be two sub-entities (MAKER & CHECKER) who are responsible for moving the budget ahead in the upline.
  - A. MAKER will enter the data in the application, then save it. For checking and validating MAKER will send a planned budget to CHECKER.
  - B. After receiving the planned budget from MAKER, CHECKER will validate the data entered. In this case, CHECKER will be able to edit, modify or update the data entered.

- C. After confirming the changes, CHECKER will SUBMIT the budget for the upper level for approval.
  - D. Then upline MAKER will verify the budget planning if he finds planning figures are not good then he will make necessary changes. And save it.
  - E. Upline MAKER will perform **STEP A** for himself. Upline CHECKER will perform **STEP B**. But after **SUBMITTING** the budget to the upline, the downline data will also get consolidated. Likewise, only one budget plan will get submitted to the upline.
  - F. And the same procedure will then follow from STEP A to STEP B and STEP C.
2. Once PIU came up with the budget planning. Then he will start entering budget data for DIU, RIU, and PIU himself.
  3. On Saving the planning the data will be saved for that user.

**NOTE:** - Here maker and checker are referred to Accountant and Nodal officer respectively.

### Initiation of Budget Estimation:

1. The Accounting Center estimates the budget for the financial year. Each accounting center needs to submit an annual budget within a certain timeline to PCMU. Each accounting center will submit the annual budget to PCMU on or before 15<sup>th</sup> September. For submission of the annual budget, the accountants at every level need to navigate from their logins. To access the ANNUAL BUDGET FORM, users at every accounting center must click the Physical Financial Budget on the right-hand side menu.



On clicking it, an accountant will view the form where he will enter the data for the ANNUAL BUDGET for various activities.

- The initiation of the Budget Planning process is done by an accountant by selecting one BUDGET CATEGORY.

PHYSICAL FINANCIAL BUDGET Physical Financial Budget

**Budget Estimate FY** 2024-2025 ⓘ

- My Budget Estimate Amount : 0 Lakhs
- My Physical Estimate : 0 nos.
- Submitted on : -

View & Edit

**4 Monthly Demand** 2023-2024 ⓘ

- My Demand Amount : 0 Lakhs
- My Physical Demand : 0 nos.
- Submitted on : -

View & Edit

**8 Monthly Demand** 2023-2024 ⓘ

- My Demand Amount : 0 Lakhs
- My Physical Demand : 0 nos.
- Submitted on : -

View & Edit

**11 Monthly Demand** 2023-2024 ⓘ

- My Demand Amount : 0 Lakhs
- My Physical Demand : 0 nos.
- Submitted on : -

View & Edit

**Supplementary 2023-2024** ⓘ

- My Demand Amount : 0 Lakhs
- My Physical Demand : 0 nos.
- Submitted on : -

View & Edit

- Budget Estimation for Financial Year.
  - 4 Monthly Demand.
  - 8 Monthly Demand.
  - 11 Monthly Demand.
  - Supplementary.
- To Initiate the budget planning, Accountant must click on the Category of planning budget as explained in POINT#2.
  - After selecting any planning category, that budget estimation UI is displayed as shown in the below figures.

BACK PHYSICAL FINANCIAL BUDGET ESTIMATE Physical Financial Budget Estimate

Component B - Supporting Enterprise Growth & Expanding Market Access ▼

Component D - Project Management Monitoring & Learning ▼

**Total Estimated Amount (in Lakh)**  **Total Approved Amount (in Lakh)**

BACK 4 MONTHLY DEMAND 4 Monthly Demand

Component B - Supporting Enterprise Growth & Expanding Market Access ▼

Component D - Project Management Monitoring & Learning ▼

**Total Estimated Amount (in Lakh)**  **Total Approved Amount (in Lakh)**

BACK 8 MONTHLY DEMAND 8 Monthly Demand

Component B - Supporting Enterprise Growth & Expanding Market Access ▼

Component D - Project Management Monitoring & Learning ▼

BACK 11 MONTHLY DEMAND 11 Monthly Demand

Component B - Supporting Enterprise Growth & Expanding Market Access

Component D - Project Management Monitoring & Learning

BACK SUPPLEMENTARY BUDGET Supplementary Budget

Component B - Supporting Enterprise Growth & Expanding Market Access

Component D - Project Management Monitoring & Learning

- On the above budget planning UI. Components are bifurcated as they are notified in the system. Against each component, accountants can define the amount in the table.
- To estimate the amount, a user must expand the component section by clicking expand button.

Component B - Supporting Enterprise Growth & Expanding Market Access ▼

Component D - Project Management Monitoring & Learning ▼

- On expanding the Component budget planning interface. An accountant must click on any cell to enter the figures against the component.

Sub Comp	Acti...	Sub Activity	Cost Table Activity	Obj... Code	Category	Fin Ach (In Lakhs)	Phy Ach (In No.)	Fin Ach (In Lakhs)	Phy Ach (In No.)	Fin Ach (In
		B	Supporting Enterprise Growth & Expanding Market Access							
B1		B1	Market Access Support							
B1	B1.1	B1.1	Investment cost-Supporting Enterprise Growth & Expanding Market Access							
B1	B1.4	B1.4	Priority investments in public infrastructure							
B1	B1.4		Trainings and Extension by PIU Agri-Cotton Value Chain Development School							
B1	B1.4	B1.4.1.a.1	Tech market meets for stakeholders of SMART cotton	31	Training	8				
B1	B1.4	B1.4.1.a.2	Trainings of extension staff	31	Training					
B1	B1.4	B1.4.1.a.3	Smart Cotton Lead Farmer Training cum Exposure visit	33	Training					

- On entering the figures against the component in the table. An accountant can save the draft and can work on it later. To SAVE the draft user must click on the **SAVE AS DRAFT** button below the table.

33	Training					
33	Other					
33	Grant to CBO					
<b>Total</b>		<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

1 - 32 of 32 items

[Save as Draft](#)

9. On finalizing the planning of the budget against each component. The TOTAL of component-wise and month-wise is displayed at the end of the table. An accountant needs to sign off from the NODAL OFFICER of that accounting center. For that accountant needs to click on SEND TO NODAL OFFICER button. For each level (DIU, RIU, PIU, and PCMU) there will be a separate button as displayed below:

Sr.No	Accounting Center	ACCOUNTANT	NODAL OFFICER
1	DIU	<input type="button" value="Cancel"/> <input type="button" value="Send To DIU Nodel"/>	<input type="button" value="Cancel"/> <input type="button" value="Send To RIU Nodel"/>
2	RIU	<input type="button" value="Cancel"/> <input type="button" value="Send To RIU Nodel"/>	<input type="button" value="Cancel"/> <input type="button" value="Send To PIU Nodel"/>
3	PIU	<input type="button" value="Cancel"/> <input type="button" value="Send To PIU Nodel"/>	<input type="button" value="Cancel"/> <input type="button" value="Send To PCMU Nodel"/>
4	PCMU	<input type="button" value="Cancel"/> <input type="button" value="Send To PCMU Nodel"/>	Finalise Budget and Exported to Excel.

10. The accountant finalises the budget planned and Nodal Officer will verify and validate the Budget planned. And send to further process.