USER MANUAL

SAP BPC Cash flow & Virement Module

Manual for Officer Users (Officers & Finance Executives)

A CONTRACTOR

Fiscal Affairs Department Ministry of Finance

Contents

INTRODUCTION	1
PROCESS FLOW	2
LOG IN TO SYSTEM	3
OVERVIEW OF THE FORMS	7
BC01 INPUT FORM	10
BC02 INPUT FORM	17
REQUEST STATUS REPORT	
VIREMENT REQUEST REPORT	19
REQUEST APPROVING FORM	

INTRODUCTION

Budget virement and cash flow in BPC is the 2nd phase of PFM (Public Finance Management) reform project.

Bandeyri Portal was used as a stop-gap solution as part of the reform. It brought in the process flow, but not the complete solution. It was meant to be used until BPC phase 2 was completed. Phase 2 involved integration of BPC module and ECC module of SAP. Virements and Cash flow will use SAP Analysis for Microsoft Excel to input data and to create/view reports.

Budget will be uploaded to ECC system for 12 months as per the cash flow plans submitted by offices. When each month starts, budget will be scheduled for release according to the cash flow plans. Any unutilized amount will be carried forwarded to next month.

Features;

- Integrated with SAP System
- Real-time Data
 - $\circ \quad \text{Approved Budget}$
 - Consumed Budget
 - o Releases
- Cash flow plans for full year with monthly distribution
- Make scheduled cash releases

Before using the system, please check

- If SAP Analysis is installed onto the system.
- If User IDs have been created for Requesting Users and Approving Users.
- If you can log-in to the system, and view the forms and reports.

Contact

Regarding user creation and for information

Tel: 3349 457, 3349 124

Email – <u>sapbpc@finance.gov.mv</u>

Regarding Installation and Connection Issues

Tel: 3349 132, 3349 134

Email – <u>sapsupport@finance.gov.mv</u>

PROCESS FLOW



LOG IN TO SYSTEM

1. Open Microsoft Excel. When you open Excel, you should have "Analysis" and "Analysis Design" Tab on your Excel ribbon.

FILE	HOME	INSERT	PAGE LAYOUT	FORMULAS	DATA	REVIEW	VIEW D	EVELOPER	ADD-INS	ANALYSIS	ANALYSIS DES	
art	Info Filter Field	Cundo	Conditiona	I New Forma Lines + Cells + Format	t styles *	Combine	Create Reload Add *		Create Web Application Tools		Smart Copy	Display Pause * Refresh Design Panel
		· •	× ✓	Sc.								
	A	В	C D	E	F	G	Н	j.	J	K	L.	M

If you are not able to see the above 2 tabs, then search for "Analysis for Microsoft Excel" in windows search and open it.



Note: If you cannot find from Windows search, then check whether Analysis have been installed to the system.

2. To Log in to the system go to Excel "File" -> "Analysis" -> "Open Workbook" -> "Open a workbook from the SAP Business Warehouse Platform".



Note: If you have already logged into the system, repeating the above steps will directly open the forms/Reports window.

3. Choose "MoFT BI Production System" from the window.

now Connections Local System		× III 3
Description	Technical Name	
🖯 AP1	AP1	
🔋 MoFT BI Development System	BD1	
MoFT BI Production System	BQ1	
🖯 MoFT BI QA System	BP1	
MoFT ECC Development System	AD1	
MoFT ECC QA System	AQ1	
MoFT Sandbox	SND	
MoFT SAP ECC Production System [FI/CO]	AP1	
MoFT SAP ECC Production System [MM/HR]	AP1	
MoFT SAP ECC Production System [MSG&CNTRL]	AP1	
0 MoFT Solution Manager	SOL	

4. Enter User ID and password and click "**OK**". If client and language is blank, enter "**800**" as client and "**EN**" as language.

1		Open Document	
Show Connections	Local System		~ ⊞
Description		Technical Name	
 AP1 MoFT BI Developi MoFT BI Productio MoFT BI QA System 	on System	AP1 BD1	
 MoFT ECC Development MoFT ECC QA Sy MoFT Sandbox MoFT SAP ECC P MoFT SAP ECC P 	opment System stem roduction System [FI/CO] roduction System [MM/HR] roduction System [MSG&CNTRL]	SAP Analysis for Microsoft Office Client 800 User A299924 Password	

5. When you log in to the system, a window will pop up. Choose "**Role**" tab to see the input forms and reports.

	Open Document	- • ×
Search My Documents Role		
Description	Technical Name	
Virement planning - BA BC01 input form BC02 input form Requests status Virement planning - FE Request approving form Request status Virement request report	VIRPL_BA BC01_INPUT_FORM BC02_INPUT_FORM VIRPL_ACTUAL_REQ_SAT VIRPL_REPORT1 VIRPL_FE VIRPL_APPROVE_FORM_FINEX VIRPL_ACTUAL_REQ_SAT VIRPL_REPORT1	

INFORMATION

Input Forms and Reports to Requesting User

- **BC01 Input Form –** Purpose of this form is to request for virement and cash flow.
- **BC02 Input Form** Purpose of this form is to request additional budget.
- Request Status (Report) Purpose of this report is to check virement requests status.
- Virement Request Report Purpose of this report is to check details of specific requests submitted throughout the year.

Input Forms and Reports to Approving User

- **Request Approving Form** Purpose of this form is to provide approval for the request. The approving user can "**Approve**", "**Reject**" or "**Return for Review**".
- Request Status (Report) Purpose of this report is to check virement requests status.
- Virement Request Report Purpose of this report is to check details of specific requests submitted throughout the year.

OVERVIEW OF THE FORMS

			Prompts		
🐻 Use Variant	Select a variant or enter a name an	d choose save to create a new us	ser variant 🔹 🔚 🔳		
Prompt Summary		Specify Value for Prompts			
earch variables	Q	* Virement request	INITIAL		1
* Virement req	quest: INITIAL 4				
Business Area:		Business Area			10
* Program / Su	ubprogram: #	* Program / Subprogram			10
* Fund: GOM		* Fund	C-GOM		10
* Project: Defa	ault /w FC used #	* Project	7-77777-777		10
		cho	u can click this button to pose specific item from e list.		
isplay v		11:		ОК	Cancel

When you open any input form such as BC01, BC02, the following "Prompt" screen will appear.

- Virement Request From this field, you can select the virement request number. When you create a virement request, it will appear to select. Or when a request have been returned for review, the request number will appear in this field to select.
- Business Area Select the business area from the list, or simply type the business area.
- **Program / Subprogram** From this field, select the correct functional area which the budget is allocated to, or simply type the functional area code.
- Fund Choose from 'C-GOM' or 'P-GOM', or you can type the fund.
- **Project** If you want to work on a project, select the project from the list, or type the project ID. All projects which are active for the business area will appear in the list. If you would like to work on the regular budget, then select '**Z-ZZZZ-ZZZ**'.

Note: If you do not see ID or Name from the selection field, simply go to "**Display**" and change the view.



When you select all relevant information from the '**Prompt**' window, click '**OK**'. The form will be opened with the data. If you do not see any data, check the '**prompt**' window again.

	Varia	bles	-		Descriptio	n				-											
equest		INITIAL		INITIAL			11		Create r		Pror		Save		Chec		Clear	data			
A		1265		Min of Finance					Creater	equest	PTOR	npts	Save	data	Check	casta	Cient	data			
		\$370300		General Econor	nic, Commerc																
und		C-GOM						-													
roject		2-222222-222		Default /w FC :	used		1														
						_			Jan	Feb	Mar	Apr	May	Jun	Jul	Aue	Sep	Oct	Nov	Dec	Total
			-	Add iten			Request ba	lance													
					-					Cash flo	e olan				·						
_		1	2				10	and the second second second		Cana his	1					12			10 N		
ID	Commitment item description	APP Budget	Revised hudget	Consumed hudget	Virement amount	Proposed revised budget		Consumed in current month	Jm	Feb		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
			-				Current		0.00	0.00	283,510,548.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,528.00	1,134,042,204.0
verall R	lesult	1,134,042,204.00	1,134,042,204.00			1,134,042,204.00															
							Requested														
1	Allowances to Employees	2,160.000.00	2.160.000.00			2,160,000.00	Current		0.00	0.00	540,000.00	180,000.00	180,000.00	180,000.00	1\$0,000.00	180,000.00	180,000.00	180,000.00	180,000.00	180,000.00	2,160,000.0
**	Anowares to Employees	2,100,000.00	2,100,000.00				Requested												-		
							Current		0.00	0.00	4,500,000.00	1,500,000.00	1,500,000,00	1,500,000.00	1,500,000,00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000,00	18,000,000.0
23002	Electricity	18,000,000.00	18,000,000.00			18,000,000.00	Pending														
						102 102	Requested														
	Water and Sanitation						Current		0.00	0.00	30,001.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,667.00	16,663.00	200,000.0
23003	Services	200,000.00	200,000.00			200,000.00															
_	- Stores						Requested		0.00			1.666.667.00	1.666.667.00	1.666.667.00	1.666.667.00	1.666.667.00	1.666.667.00	1.665.667.00	1.666.667.00	1.666.663.00	
23016	Consultancy, Translation	20.000.000.00	20.000.000.00			20.000.000.00	Current		0.00	0.00	5,000,001.00	1,000,007.00	1,000,007.00	1,000,007.00	1,000,007.00	1,000,007.00	1,000,007.00	1,000,007.00	1,000,007.00	1,000,003.00	20,000,000.0
23010	& Other Related Services	20,000,000.00	20,000,000.00			20,000,000.00	Requested														
	20000000 000		-		-		Current		0.00	0.00	2.960.499.00	986.833.00	986.833.00	986.833.00	986.833.00	985.833.00	986.833.00	986,833.00	996.833.00	986.837.00	11.842.000.0
23024	Bank Charges and	11,842,000.00	11,842,000.00			11,842,000.00															
	Commission						Requested														
			1				Current		0.00	0.00	\$07,999.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,337.00	3,232,000.0
23025	Insurance	3,232,000.00	3,232,000.00			3,232,000.00	Pending														

1. **Selected information** – The information you selected from the '**Prompt**' window will appear here. Such as request number, business area, fund etc.

2. Form Buttons

- a. Create Request Click this button to create a request number. You can work on the form once you have selected a request number from the 'Prompt' window. When you create a request, it will show up in the 'Prompt' window. You cannot create multiple requests at the same time.
- b. Prompts Click this button to go to 'Prompt' window at any time. You need to go 'Prompt' window frequently, to select a request number or to change any field such as business area, fund etc.
- c. **Save Data** Click this button to save data you have inputted in the form. For example you need to save data first, if you want to select another business area to transfer budget.
- d. Check Data Click check data in BC01 input form to check if the amounts are balancing. What you deduct and supplement should match. Save data will check and if the cell in "V9" is 0 (Zero), then the input values are matching.
- e. Clear Data Click clear data to clear all the inputted amounts from the whole request.
- 3. **Request Balance** From this row you can see, how the months are affected by the request. For BC01 form, the total should be 0 (Zero), else you cannot submit the request.
- 4. Form Data
 - a. GL Code & Description First 2 columns you can see all GL codes and their descriptions. By default, the form will not show GL codes which does not have an amount. If you would like to supplement for a GL code which does not appear in the form, select the GL code from the drop down above and click 'Add Item'.
 - b. Approved Budget Parliament Approved Budget.
 - c. **Revised Budget** Revised budget will update automatically as per the virements done throughout the year.
 - d. **Consumed Budget** Actual spending for each GL code up-to-date.
 - e. Virement Amount When you 'Save Data' after inputting a request, the amounts will be show in this column
 - f. **Proposed Revised Budget** Revised budget after the requested virement/cash flow.
 - g. **Consumed in Current Month** This column shows the amounts consumed from current month. The purpose of this is to identify the balance of current month.

Current month will be highlighted with a '**Red**' color. For example you have 5,000 in current month, but have consumed 2,000. So you can identify the balance will be 3,000. If you return more than 3,000, the request cannot be processed in the system.

- h. **Past months** Past months will be highlighted with a '**Yellow**' color. Amounts in past months will be the actual consumed amounts. If there is any balance, it would be carried forward to the next month, when the month starts.
- i. **Current Month** Current month will be highlighted with a '**Red**' color. Amounts in current month will be released amounts + past month carry forwarded balances. It would not show the actuals. If you want to identify the actuals of current month, check '**Consumed in Current Month**' column.
- j. **Future Months** Future months will have budget allocated for the months. If you have made any changes, it would be reflected on the future months.

5. Row Details

- a. **Current –** This row shows the current budget or actual for the respective GL Code.
- b. **Pending** This row shows the pending requests for the respective GL code. Once the request have been approved by Ministry of Finance, the current amount will be updated.
- c. **Requested –** This is the row that you will enter requests.

BC01 INPUT FORM

BC01 input forms are used to request cash flow and budget virements. BC01 input form values should balance, meaning return and supplement amounts should equal.

To request a BC01, select relevant budget information from the '**Prompt**' window and click '**Ok**'. And the form will be loaded.

									Jan	Feb	Mar	Apr	May		
			-	Add iten	1		Request ba	lance							
									Cash flow plan						
ID	Commitment item description	APP Budget	Revised budget	Consumed budget	Virement amount	Proposed revised budget		Consumed in current month	Jan	Feb		Apr	May		
							Current		0.00	0.00	283,511,048.00	94,503,016.00	94,503,516.00		
erall R	esult	1,134,042,204.00	1,134,042,204.00			1,134,042,204.00	Pending								
							Requested								
							Current		0.00	0.00	540,000.00	180,000.00	180,000.00		
1	Allowances to Employees	2,160,000.00	2,160,000.00			2,160,000.00	Pending								
							Requested								
							Current		0.00	0.00	4,500,000.00	1,500,000.00	1,500,000.00		
002	Electricity	18,000,000.00	18,000,000.00			18,000,000.00									
							Requested								
	Water and Sanitation						Current		0.00	0.00	50,501.00	16,167.00	16,667.00		
003	Services	200,000.00	200,000.00			200,000.00									
							Requested								
016	Consultancy, Translation						Current		0.00	0.00	5,000,001.00	1,666,667.00	1,666,667.00		
010	& Other Related Services	20,000,000.00	20,000,000.00			20,000,000.00									
-							Requested		0.00		2 2 4 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	000000000	000 000 00		
024	Bank Charges and	11.842.000.00	11.842,100.00			11,842,100.00	Current		0.00	0.00	2,960,599.00	986,833.00	986,833.00		
024	Commission	11,842,000.00	11,842,100.00												
							Requested Current		0.00	0.00	807,899.00	269.333.00	269,333.00		
025	Insurance	3,232,000,00	3,231,900.00			3,231,900.00			0.00	0.00	807,899.00	209,333.00	209,555.00		
025	insurance	5,252,000.00	3,231,900.00				Requested								
							Current		0.00	0.00	52,549,269.00	17,516,423,00	17,516,423,00		
999	Other Administrative	210,197,080.00	210,197,080.00			210,197,080.00			0.00	0.00	52,549,209.00	17,510,425.00	17,510,425.00		
	Services	210,107,000.00	210,107,000.00				Requested								
							Current		0.00	0.00	1,250,001.00	416,667,00	416,667,00		
007	Subscriptions & Fees to	5 000 000 00	5 000 000 00			5 000 000 00			0.00	0.00	1,250,001.00	410,007.00	410,007.00		

- 1. Click 'Create Request'. This will create a request number. If you have already created a request number, you cannot create again.
- 2. Go to 'Prompt' Screen.

NITIAI				1		_
<u>f</u> a			Prompts		-	
GUse Variant Select a variant or er	nter a name and	choose save to create a new use	r variant	· .		
Prompt Summary		Specify Value for Prompts				
Search variables	۹	* Virement request	INITIAL			1
* Virement request: INITIAL						
Business Area: Min.of Finance-Speci	Ţ	Business Area	1265			10
* Program / Subprogram: S370300	#	* Program / Subprogram	S370300			10
* Fund: GOM		* Fund	C-GOM			1
* Project: Default /w FC used	4	- Child				
		* Project	2-222222-222			10
Display ~					ОК	Cancel
3,231,900.00]Pe	nding					

3. Click the highlighted button above and select the request number that you created. Select the request number and click '**Ok**'. And the form will be loaded to input request.

	· ·
Display 👻	
Member(Key)	Created By
2019/1265/BC01/1009	Zunain Shareef

										Cash flow	plan			
ID	Commitment item description	APP Budget	Revised budget	Consumed budget	Virement amount	Proposed revised budget		Consumed in current month	Jan	Feb	Mac	Apr	May	Jun
							Current		0.00	0.00	283,511,048.00	94,503,016.00	94,503,516.00	94,503,516.00
)verall Re	esult	1,134,042,204.00	1,134,042,204.00			1,134,042,204.00	Pending							
							Requested							
							Current		0.00	0.00	540,000.00	180,000.00	180,000.00	180,000.00
12	Allowances to Employees	2,160,000.00	2,160,000.00			2,160,000.00								
							Requested							
							Current		0.00	0.00	4,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00
23002	Electricity	18,000,000.00	18,000,000.00			18,000,000.00								
							Requested							
	Water and Sanitation						Current		0.00	0.00	50,501.00	16,167.00	16,667.00	16,667.00
23003	Services	200,000.00	200,000.00			200,000.00								
							Requested							
	Consultancy, Translation						Current		0.00	0.00	5,000,001.00	1,666,667.00	1,666,667.00	1,666,667.00
23016	& Other Related Services	20,000,000.00	20,000,000.00			20,000,000.00								
							Requested							
23024	Bank Charges and						Current		0.00	0.00	2,960,599.00	986,833.00	986,833.00	986,833.00
23024	Commission	11,842,000.00	11,842,100.00			11,842,100.00								
							Requested		0.00	0.00	007.000.00	2/0 222 00	2(0.222.00	2/0 222 00
23025		2 222 000 00	2 221 000 00			2 221 000 00	Current		0.00	0.00	807,899.00	269,333.00	269,333.00	269,333.00
23025	Insurance	3,232,000.00	3,231,900.00			3,231,900.00								
							Requested		0.00	0.00	52 540 260 00	17 516 422 00	17 516 432 00	17 516 422 00
23999	Other Administrative	210 107 080 00	210 107 000 00			210 107 090 00	Current		0.00	0.00	52,549,269.00	17,516,423.00	17,516,423.00	17,516,423.00
23999	Services	210,197,080.00	210,197,080.00			210,197,080.00								
							Requested							

4. Now, you can request either for cash flow/Virement or you can do both in a single request. If you deduct an amount, please enter with a negative sign.

										Cash flow	plan	
ID	Commitment item description	APP Budget	Revised budget	Consumed budget	Virement amount	Proposed revised budget		Consumed in current month	Jan	Feb		Apr
							Current		0.00	0.00	283,511,048.00	94,503,016.00
Overall R	esult	1,134,042,204.00	1,134,042,204.00			1,134,042,204.00						
							Requested					
							Current		0.00	0.00	540,000.00	180,000.00
212	Allowances to Employees	2,160,000.00	2,160,000.00			2,160,000.00						
							Requested				1	-10,000.00
							Current		0.00	0.00	4,500,000.00	1,500,000.00
223002	Electricity	18,000,000.00	18,000,000.00			18,000,000.00						
				Requested				5,000.00				
	Water and Sanitation						Current		0.00	0.00	50,501.00	16,167.00
223003	Services	200,000.00	200,000.00			200,000.00						
	and a second						Requested				5,000.00	
	Consultancy, Translation						Current		0.00	0.00	5,000,001.00	1,666,667.00
223016	& Other Related Services	20,000,000.00	20,000,000.00			20,000,000.00						
	and the second constrained and the contra-						Requested					
	Bank Charges and						Current		0.00	0.00	2,960,599.00	986,833.00
223024	Commission	11,842,000.00	11,842,100.00			11,842,100.00						
							Requested					
	-						Current		0.00	0.00	807,899.00	269,333.00
223025	Insurance	3,232,000.00	3,231,900.00			3,231,900.00						
_							Requested					
	Other Administrative						Current		0.00	0.00	52,549,269.00	17,516,423.00
223999	Services	210,197,080.00	210,197,080.00			210,197,080.00						
							Requested					

In the above request, I have deducted **10,000** from GL code 212 on April, and supplemented to 223002 and 223003 GL code each **5,000** on March.

5. You can check data if you want to see if it balances. To check data, click '**Check Data**' and it will calculate the amounts. If the total column is zero, then the request is balancing.

1	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
		10,000.00	-10,000.00									0.00

- 6. After completing the request, click '**Save Data**'. This will save the amounts in the form for the selected request. You can always modify the request unless you have submitted it.
- 7. To provide comments, attach documents and to submit the request, go to '**Comment**' sheet.

	Virement request	Status	Created By	Creating Date	Creating Time	
	2019/1265/BC01/1009	Created	Shareef	19.03.2019	10:13:55	
Comment:						
					Characters left	400
					Characters left:	499
					Characters left:	499
				Save data	Characters left:	499 SUBMIT

In the comment field you can provide a comment with an explanation of the request. You can enter up to 500 characters in the comment field. If you can provide an explanation using the comment field, then you do not need to attach a document. You should click '**Save Data**' if you entered a comment.

8. To attach a document, right click to the request number and select 'Goto' and select 'Add Documents'.



When you select 'Add Documents', it will open a window in your default browser.

9. You need to enter your credentials and log in to the system from the browser. You can save password in the browser for easier access.

SAP Net		
No switch to	HTTPS occurred, so it is r	not secure to send a password
System:	BQ1	
Client:*	400	
User:*	A299924	
Password:*	•••••	
Language:	English	~
	Log On	
Change Password		
SAP		Copyright © 2019 SAP SE. All rights reserved.

10. Once you log in to the system the following screen will appear. Click 'New', to add documents.

View pdf		
Menu 🖌 📔	Back Exit New System	
3 2	🚻 🛣 🍞 🖌 🚬 🏂 🖨 🚳 🖓 🖷 🗸 🔚 🗉	
Virement r F	name Full Name E-Mail Telephone File ext Changed By Date Time	

11. Click the highlighted button to select the file.

View pdf		
Menu 🖌	Back Exit Cancel System	
File path:	I C	5
File name:		
Upload		

12. A window will appear showing all the files you previously have attached or selected. To select a file from your local computer/server, click the highlighted button.

Select file					×
68 🚯 💼	S	0			
Z:\temp					
▼ <u>></u> Z:\	Name	Date Modified	Туре	Size	
iemp	13B342720192.pdf	11/02/2019, 13:31:43	application/pdf	388 KB	
	sdssdsddssd.JPG	12/02/2019, 08:54:44	image/jpeg	31 KB	
•					
File Name:					
File Type:	All Files	(*.*)			~
				🖌 Choose 🗙	Cancel

13. Once you have selected file from your local computer/server, select it from the window and click '**Choose**'.

Select file				
63 🗟 💼	i 🖹 🕇 🕅			
Z:\temp				
▼ 📂 Z:\	Name	Date Modified	Туре	Size
E temp	13B342720192.pdf	11/02/2019, 13:31:43	application/pdf	388 KB
	sdssdsddssd.JPG	12/02/2019, 08:54:44	image/jpeg	31 KB
File Name: File Type:	13B342 All Files	720192.pdf (*.*)		
				Choose X Cancel

14. After choosing the file, click '**Upload**'. You can rename the file, or you can leave it blank. If you leave it blank, file name will be taken as '**File Name**'.

View pdf		
Vienu 🖌 📔	Back Exit Cancel System	
File path:	Z:\temp\13B342720192.pdf	D
File name:		
Upload		

15. Once you have uploaded the file it should show a message saying '**Successfully Uploaded**', in the left bottom corner.



16. To view the file, click 'Back'.

View pdf		
Menu 🖌	Back Exit Cancel System	
File path:	忆:\temp\13B342720192.pdf	Ŋ
File name:	13B342720192	
Upload		

17. You can view the attached file from the screen. If you want to open it, double click to the request number.

vie	w par										
Men	4	4 Back	Exit New Sy	ystem _							
9				(), (), (), (), (), (), (), (), (), (),							
ē	Virement request	File name	Complete name	E-Mail Address	Telephone	File ext	Changed By	Date	Time		
	2019/1265/BC01/1009	13B342720192	Zunain Shareef	zunain.shareef@finance.gov.mv	3349457	pdf	A299924	19.03.2019	10:42	:43	

You can attach multiple documents with the same process above. File size should not exceed 10mb and we recommend to attach PDF files only.

Once you have attached files, close the window and go back to the form.

I.

18. Now you can submit the request. To submit click 'Submit' and click 'Ok'.

Characters left: 499	Submit
SUBMIT	Are you sure you want to submit this request?
	<u>Y</u> es <u>N</u> o

After submitting the request, you cannot bring any changes to the request. The status will be changes to **'Pending**'. Now the request will be sent to Finance executive or approving users.

Virement request	Status Created By		Creating Date	Creating Time	
2019/1265/BC01/1009	Pending	Shareef	19.03.2019	10:49:27	

MOVING BUDGET FROM ONE BUDGET ADDRESS TO OTHER

Budget address is the selection of business area, functional area, fund and project. If any selection differs, it is a new budget address.

Sometimes you might want to move budgets from one business area to other or from one project to other. In such cases please follow the instruction below.

1. Select the first budget address from the '**Prompt**' window and load the form. And enter the negative values which you plan to move. I have entered values in business area 1265.

										Cash flow	pian		
ID	Commitment item description	APP Budget	Revised budget	Consumed budget	Virement amount	Proposed revised budget		Consumed in current month	Jan	Feb	Miar	Apr	May
	Consultancy, Translation						Current		0.00	0.00	5,000,001.00	1,666,667.00	1,666,667.00
223016	& Other Related Services	20,000,000.00	20,000,000.00			20,000,000.00	Pending						
	de Other Related Services						Requested						
	Bank Charges and						Current		0.00	0.00	2,960,599.00	986,833.00	986,833.00
223024	Commission	11,842,000.00	11,842,100.00			11,842,100.00	Pending						
	Commission						Requested						
							Current		0.00	0.00	807,899.00	269,333.00	269,333.00
223025	Insurance	3,232,000.00	3,231,900.00		-1,127,232.00	2,104,668.00	Pending						
							Requested				-807,899.00	-269,333.00	-50,000.00
	Other Administrative						Current		0.00	0.00	52,549,269.00	17,516,423.00	17,516,423.00
223999	Services	210,197,080.00	210,197,080.00			210,197,080.00	Pending						
	oct tices						Requested						
	Subscriptions & Fees to						Current		0.00	0.00	1,250,001.00	416,667.00	416,667.00
228007	International Org.	5,000,000.00	5,000,000.00			5,000,000.00		2					
	antenna org.						Requested						
							a		0.00	0.00		2 222 222 00	2 222 222 00

2. Now click 'Save Data'. This will show a negative balance at the total.

Dec	Total
	-1,127,232.00

- 3. Now go to '**Prompt**' window and choose the next budget address that you wish to supplement. For example I want to move the above values to business area 1272.
- 4. Enter the positive amounts to the next budget address.

ID	Commitment item description	APP Budget	Revised budget	Consumed budget	Virement amount	Proposed revised budget		Consumed in current month	Jan	Feb	Mar
							Current		0.00	0.00	6,249.00
222005	Electrical Items	25,000.00	25,000.00			25,000.00	Pending Requested				
							Current		0.00	0.00	11,250.00
222006	Spare Parts	45,000.00	45,000.00			45,000.00	Pending				
							Requested				
	Supplies for Office						Current		0.00	0.00	6,249.00
222008	Cleaning	25,000.00	25,000.00			25,000.00	Pending				
	Citating						Requested				
	1477 - TO 1277						Current		0.00	0.00	3,750.00
222009	Utensils and Accessories	15,000.00	15,000.00		500,000.00	515,000.00	Pending				
							Requested				500,000.00
	Other Administrative						Current		0.00	0.00	1,251.00
222999	Suppl	5,000.00	5,000.00		500,000.00	505,000.00	Pending				
	ooppr						Requested				500,000.00
							Current		0.00	0.00	62,499.00
223001	Telephone, Fax and Telex	250,000.00	250,000.00		127,232.00	377,232.00	Pending				
							Requested				127,232.00
							Current		0.00	0.00	1,200,000.00
223002	Electricity	4,800,000.00	4,800,000.00			4,800,000.00	Pending				

5. Now click 'Save Data' again. Now my request has been balanced.

Dec	Total
	0.00

You can move budget from:

- One business area to other
- One project to other
- Business area to Project and vice versa.

BCO2 INPUT FORM

BC02 input forms are used to request additional budget. In BC02 form, you have to enter the additional budget required for the respective GL code. You do not need to deduct anything, just provide a positive value in the form and follow BC01 input form procedure.

- Select the budget address from the prompt window
- Create a request
- Select the request from the prompt window
- Enter the amount required and Check/Save data.
- Go to Comment sheet and provide a comment or attach documents.
- And submit the request.

REQUEST STATUS REPORT

This report is used to check the current status of the request.

- 1. Open the report.
- 2. Enter Budget year and business area. Business area should be the business area ID in the request number.

	Variables			
Request	2019	/1265/	BC01/1010	
714	10.00			

And click **'OK**'.

Use Variant Select a variant or enter a name and choose save to create a new user variant Prompt Summary Search variables * Budget year: 2019 Business Area: Min.of Finance-Speci Specify Value for Prompts Business Area: Min.of Finance-Speci				Prompts	
iearch variables ♀ ✓ * Budget year: 2019 * Budget year 2019 * Budget year 2019	Use Variant	Select a variant or enter	a name and choose save to create a	ew user variant 🔹 🔛 🔳	
✓ *Budget year: 2019 Budget year: 2019 Business Area 1265	rompt Summary		Specify Value for Prom	ts	
✓ * Budget year: 2019 Business Area 1265	earch variables		A * Budget year	2019	10
✓ Business Area: Min.of Finance-Speci	 * Budget year 	ar: 2019			
	Business Are	a: Min.of Finance-Speci	묘 Business Area	1265	A

3. It will display all the requests current status.

Virement request	Virement status	Created By	Creating Date	Creating Time
2019/1265/BC01/0001	Approved	BWREMOTE	16.02.2019	15:49:07
2019/1265/BC01/0002	Authorized	Shareef	17.02.2019	09:58:26
2019/1265/BC01/0003	Authorized	Shareef	18.02.2019	13:48:01
2019/1265/BC01/0004	Pending	Shareef	18.02.2019	13:46:13
2019/1265/BC01/0005	Authorized	Shareef	19.02.2019	14:01:28
2019/1265/BC01/0006	Authorized	Shareef	24.02.2019	13:46:00
2019/1265/BC01/0007	Approved	BWREMOTE	26.02.2019	13:58:48

VIREMENT REQUEST REPORT

This report provides details of specific virement requests created throughout the year.

- 1. Open the report.
- 2. Select the virement request number and click 'Ok'.



3. It will provide the details of the request from the 'Data' Sheet and Status, comments and attachments from the 'Comment' Sheet.

Data Sheet

		,																	
A	1265	Min. of Finance-Special Budget			Current		0.00	0.00	283,511,048.00	94,503,016.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,516.00	94,503,528.00	********
rogram	\$370300	GENERAL ECONOMIC, COMMERCIAL & LABOR AFFAIRS		Result	Pending				10,000.00	-10,000.00									0.0
und	C-GOM	GOM			Requested				-\$07,\$99.00	-269,333.00	-50,000.00								
unded Prog	2-222222-222	Default when Funds Center used																	
					Current		0.00	0.00	\$07,899.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,333.00	269,337.00	3,231,900.
			223025	Insurance	Pending														
					Requested				-807,899.00	-269,333.00	-50,000.00								-1,127,232
A	1272	Ministry of Finance			Current	0.00	37,500.00	-3,380.00	13,924,317.33	4,687,868.00	4,687,868.00	4,687,868.00	4,687,868.00	4,687,868.00	4,687,868.00	4,687,868.00	4,681,618.00	4,680,650.00	56,135,781.
rogram	\$200200	EXECUTIVE AND LEGISLATIVE ORGANS, FNANCIAL AND FSCAL		Result	Pending			1,190,629.00				-189,828.00	-1,000,801.00	0.00		-500,000.00	-23,000.00	-1,163,000.00	
und	C-GOM	GOM			Requested				1,127,232.00										1,127,232.
unded Prog	2-222222.222	Default when Funds Center used																	
					Current		0.00	0.00	3,750.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	15,000.
			222009	Utensils and Accessories	Pending														
					Requested				500,000.00										500,000.
					Current		0.00	0.00	1,251.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	413.00	5,000.
			222999	Other Administrative Suppl	Pending														
					Requested				500,000.00										500,000.
					Current		0.00	0.00	62,499.00	20,833.00	20,833.00	20,833.00	20,833.00	20,833.00	20,833.00	20,833.00	20,833.00	20,837.00	250,000.
			223001	Telephone, Fax and Telex	Pending														
					Requested				127,232.00										127,232.0

Comment Sheet



REQUEST APPROVING FORM

This form will be available to approving users. The purpose of this form is to authorize requests submitted by requesting users. Once the request gets authorized, it will be received by Ministry of Finance.

1. Open form 'Request Approving Form'.

When the form is opened, the following prompt window will pop up.

J P															
6								Promp	ts					-	
🤯 Use Variant	Select a var	iant or ente	r a name a	and choo	ose save to	o create a n	ew user	variant			~ [;				
Prompt Summary				Spe	ecify Valu	e for Promp	ots								
Search variables)	Q	* Viremer	nt Request								18	6
* Virement Requ	est:		ą												

2. Click the button to see the requests submitted by Requesting Users.

	Prompts	×
elect a variant or enter a name and choose save	to create a new user variant	
t: 7		
		OK Cancel

3. Select a request to take a decision. Each request should be selected separately.

4. When you select a request the details of the request appears. It shows where the funds are deducting and where it is supplementing.

Vii	ement	Request	2019/1477/BC01/1001]	Prompts															
Variat	oles	List	Description	Commi tment item	Text		Consumed in current month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
						Current		0.00	0.00		4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,117.00	58,273,624.00
			Overall result			Pending				400.00		-400.00								0.00
						Requested				0.00										0.00
BA	1		Male' City Council			Current		0.00	0.00	14,568,411.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,137.00	4,856,117.00	58,273,624.00
Program	n s	\$433900	COMMUNITY DEVELOPMENT		Result	Pending				400.00		-400.00								0.00
Fund			GOM			Requested				0.00										0.00
Funded	Prog	2-222222-222	Default when Funds Center used																	
						Current		0.00	0.00	\$35,032.00	278,344.00	278,344.00	278,344.00	278,344.00	278,344.00	278,344.00	278,344.00	278,344.00	278,338.00	3,340,122.00
				212	Allowances to Employees	Pending														
						Requested				-10,000.00										-10,000.00
					Pensions, Retirement	Current		0.00	0.00	122,787.00	40,929.00	40,929.00	40,929.00	40,929.00	40,929.00	40,929.00	40,929.00	40,929.00	40,933.00	491,152.00
				213	Benefits & Gratuities	Pending														
					Duran & Chronics	Requested				10,000.00										10,000.00

5. To take a decision go to 'Comment' Sheet.

			Virement request	Status	Created By	Creating Date	Creating Time	Comments
			2019/1477/BC01/1001	Created	User Training 01	20.03.2019	08:30:41	
				Pending	User Training 01	20.03.2019	08:31:10	
Comment:								
	Characters left:	499						
		Save data						
Reject	Return for review	Approve						
Reject	Return for review	Approve						

6. From this sheet, the approving user can either 'Reject', 'Return for Review' or 'Approve'. If returned for review, the request will be available for requesting user to amend. If it is rejected, then the request will be closed. When the request gets approved, it will be sent to Ministry of Finance.

Moreover, Approving user can;

- Add a comment in the comment field. (If a comment added, please save data)
- View attached documents.

To view attached documents, right click request number and Goto > See Attachment.



7. To approve next request, go to "**Data**" Sheet and click "**Prompts**". And follow from 3rd step of this form.

And log in to browser and view attachments (If there is any).