

USER MANUAL FOR BUDGET ALLOTMENT FROM PI TO FAO

1. PI SCREENS

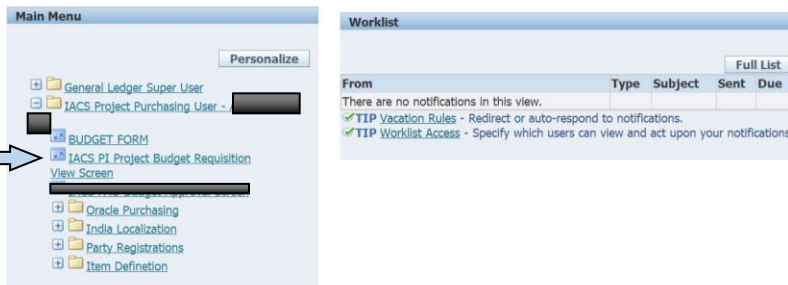
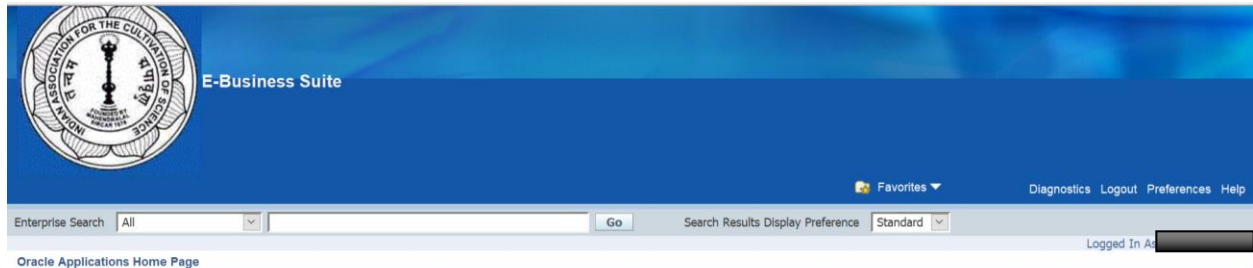
Step 1: PI login into oracle system.

Enter Username and Password of your PI login.

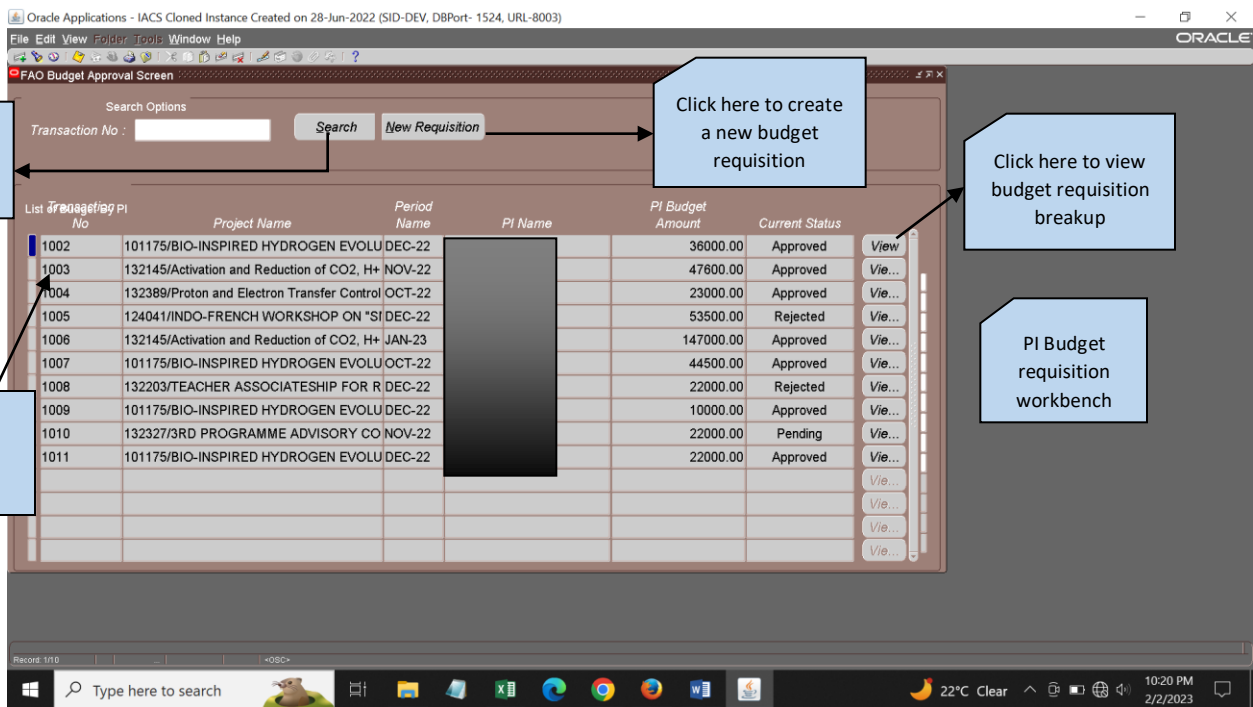
Step 2: Selecting Budget allocation screen.

Navigation: IACS Project Purchasing User > IACS PI Project Budget Requisition View Screen

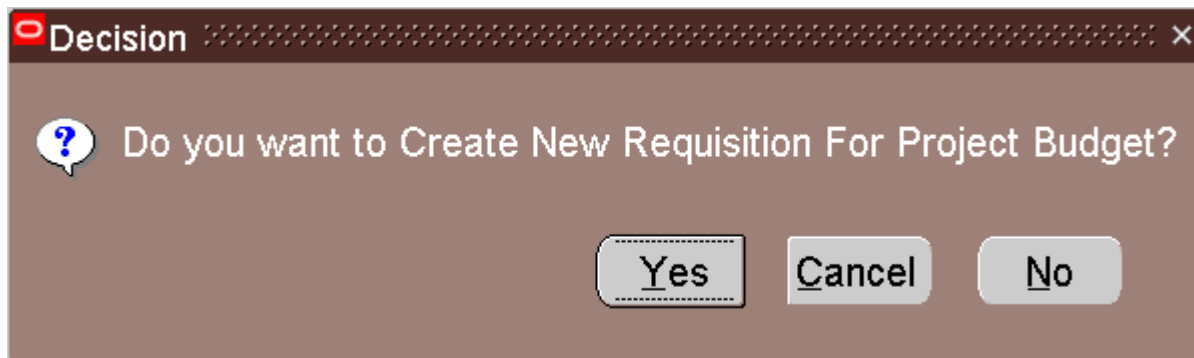
Click here



Step 3: PI budget requisition view screen opens



Step 4: Click on New Requisition button on the PI Budget Approval Screen to create budget entry (YES)



Step 5: Budget entry screen

Select the project code from LOV

Click on search to see below list of head of accounts

Select month from the LOV

Enter breakup of the budget installment in the PI Budget amount column

After entering budget installment click here to send it to approval to FAO

Project Budget Entry

Project Selection

Project Code : 101175 BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER: TROUBLESHOOTING PRACTICAL LIMITATIONS

Period Name : SEP-22

Budget Organization : PROJECT BUDGET

Search

Worksheet Mode

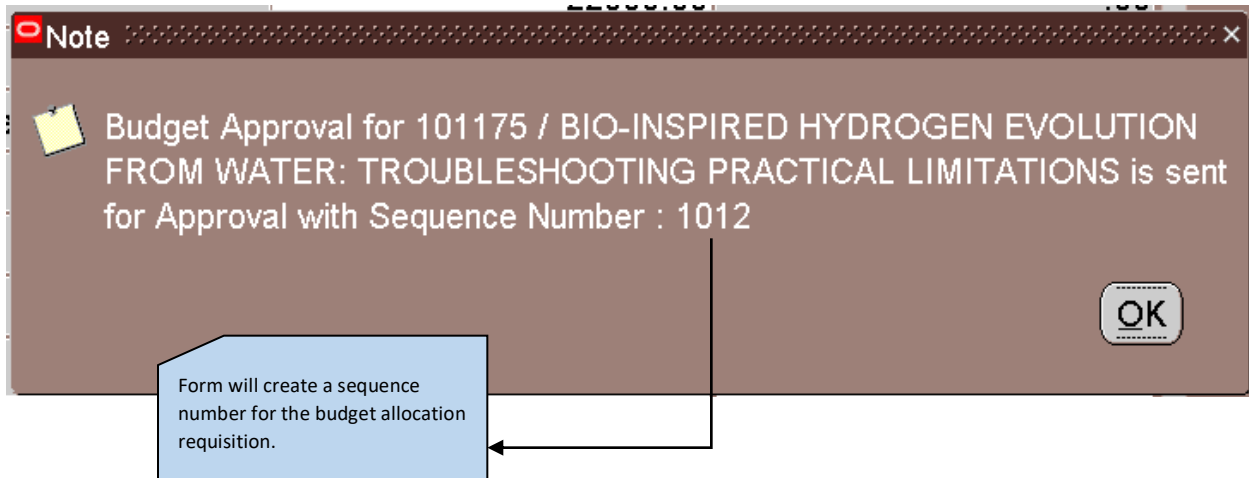
Account	Account Description	PI Budget Amount	FAO Budget Amount
1010901	Fixed Assets - Project Equipment	22000.00	.00
1043502	Advance - Project	.00	.00
3020815	Project wise Interest on Unspent Balance	.00	.00
4021207	National Travel	.00	.00
4021705	Overhead Account	10000.00	.00
4021716	Contingency-Project	12000.00	.00
4021719	Refund-Project	.00	.00
4040101	Consumables	.00	.00
		44000.00	.00

Approval To FAO

FAO Update/Modify

Approve

Reject



Mail notification to PI regarding approval against the budget requisition.

Requisition for budget grant allotment against project code:
101175 / BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER:
TROUBLESHOOTING PRACTICAL LIMITATIONS for the month of
SEP-22



[Redacted]@iacs.res.in

Today, 23:03

[Redacted]

↻ Reply all | ▼

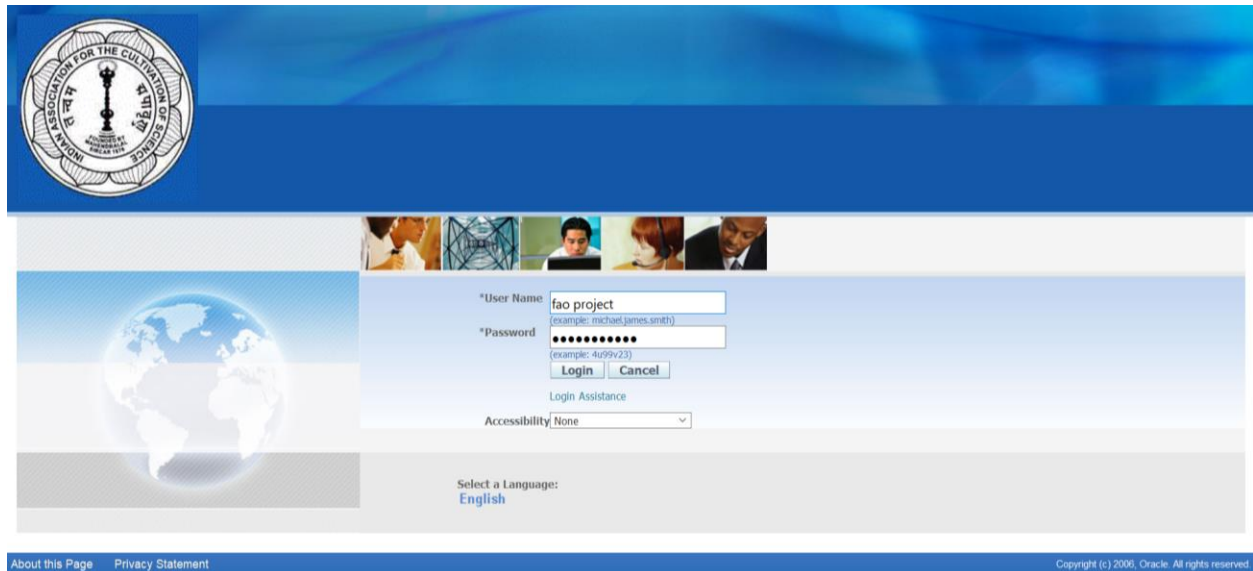
Hi,

Requisition for grant allotment against project:101175 / BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER: TROUBLESHOOTING PRACTICAL LIMITATIONS . for the month of SEP-22 With Sequence Number : 1012 has been Pending for approval For FAO.

Regards,
PI

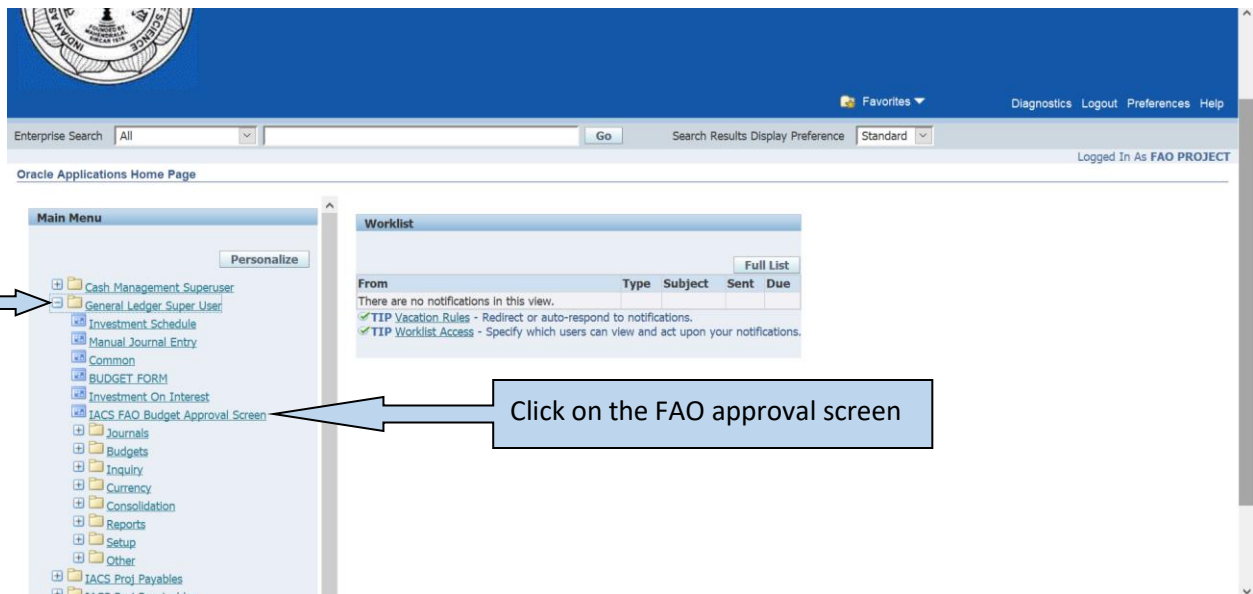
2. FAO SCREENS

Step 6: FAO login after receiving mail notification for approval



The login screen features the Association for the Cultivation of Science logo on the left. The main area contains a login form with fields for *User Name (pre-filled with 'fao project') and *Password (masked with dots). Below the password field are 'Login' and 'Cancel' buttons. A 'Login Assistance' link is positioned below the buttons. An 'Accessibility' dropdown menu is set to 'None'. At the bottom, there is a 'Select a Language:' dropdown menu currently showing 'English'. The footer includes links for 'About this Page' and 'Privacy Statement', and a copyright notice for Oracle (c) 2006.

Step 7: Selecting FAO approval screen



The Oracle Applications Home Page displays a 'Main Menu' on the left and a 'Worklist' on the right. The 'Main Menu' includes a 'Personalize' button and a list of application areas. An arrow points to the 'IACS FAO Budget Approval Screen' in the menu. The 'Worklist' section shows a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due', and a message stating 'There are no notifications in this view.' Below the message are two links: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Click here

Click on the FAO approval screen

FAO Budget Approval Screen

Search Options

Transaction No : Search

To search the budget requisition you can search here using the budget requisition number from here

Pending Budget By PI For FAO Approval

Transaction No	Project Name	Period Name	PI Name	PI Budget Amount	
1010	132327/3RD PROGRAMME ADVISORY CO	NOV-22		22000.00	View
1012	101175/BIO-INSPIRED HYDROGEN EVOLU	SEP-22		44000.00	View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...
					View...

To see the budget allocations

Project Budget Entry

Project Selection

Project Code : 101175

Period Name : SEP-22

Budget Organization : PROJECT BUDGET

Search

BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER: TROUBLESHOOTING PRACTICAL LIMITATIONS

Worksheet Mode

Account	Account Description	PI Budget Amount	FAO Budget Amount
1010901	Fixed Assets - Project Equipment	22000.00	22000.00
1043502	Advance - Project	.00	.00
3020815	Project wise Interest on Unspent Balance	.00	.00
4021207	National Travel	.00	.00
4021705	Overhead Account	10000.00	10000.00
4021716	Contingency-Project	12000.00	12000.00
4021719	Refund-Project	.00	.00
4040101	Consumables	.00	.00
		44000.00	44000.00

Approval To FAO

FAO Update/Modify

Approve

Reject

Budget approved for

In case of any discrepancy

Mandatory to click on Update to Approve the budget allocation

In case there is any mistake in allocation FAO can reject from here.

Approval Mail from FAO

Requisition for budget grant allotment against project code:
101175 / BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER:
TROUBLESHOOTING PRACTICAL LIMITATIONS for the month of
DEC-22



[REDACTED]@iacs.res.in

Wed 01-02, 09:32



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Hi,

Requisition for grant allotment against project:101175 / BIO-INSPIRED HYDROGEN EVOLUTION FROM WATER: TROUBLESHOOTING PRACTICAL LIMITATIONS . for the month of DEC-22 With Sequence Number : 1009 has been Approved Finnaly by FAO.

Regards,
FAO

Reject Mail from FAO

Requisition for budget grant allotment against project code: /
for the month of



[REDACTED]@iacs.res.in

Yesterday, 15:25



🔄 Reply all | ▼

Hi,

Requisition for grant allotment against project: / . for the month of With Sequence Number : 1008 has been rejected by FAO.

Regards,
FAO