

# LG-IFMS Budget User Manual

1. Open LG-eBudget by giving <https://ifmstg.punjab.gov.in/lgBgt/login> URL at address bar of your browser.
2. Enter credentials like **Username**, **Password** and **Captcha**, click **Login** button on the screen as shown below:



DEPARTMENT OF LOCAL GOVERNMENT  
GOVERNMENT OF PUNJAB

Username  
account.patiala

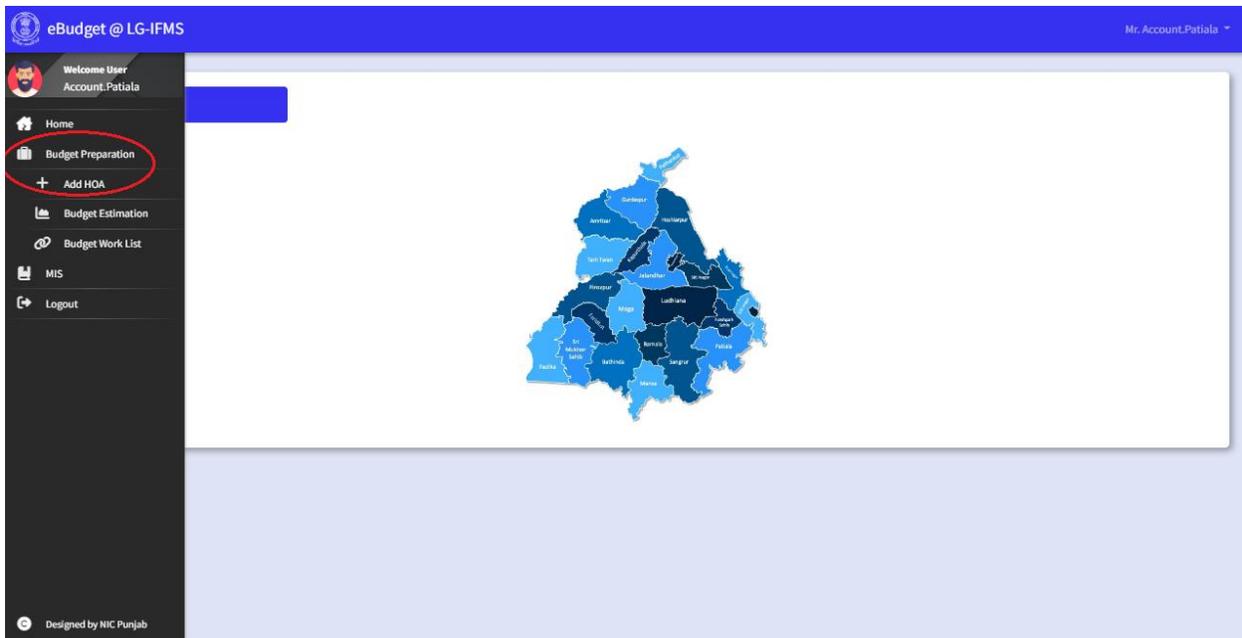
Password  
\*\*\*\*\*

Captcha  
Enter Captcha 1y76G6

Login

Designed and Developed by NIC-Punjab

3. For preparing Budget, first step is to add Head of Account for which you want to prepare Budget. Click **Add HOA** under **Budget Preparation** section on the screen as shown below:



eBudget @ LG-IFMS

Welcome User  
Account.Patiala

Home

Budget Preparation

Add HOA

Budget Estimation

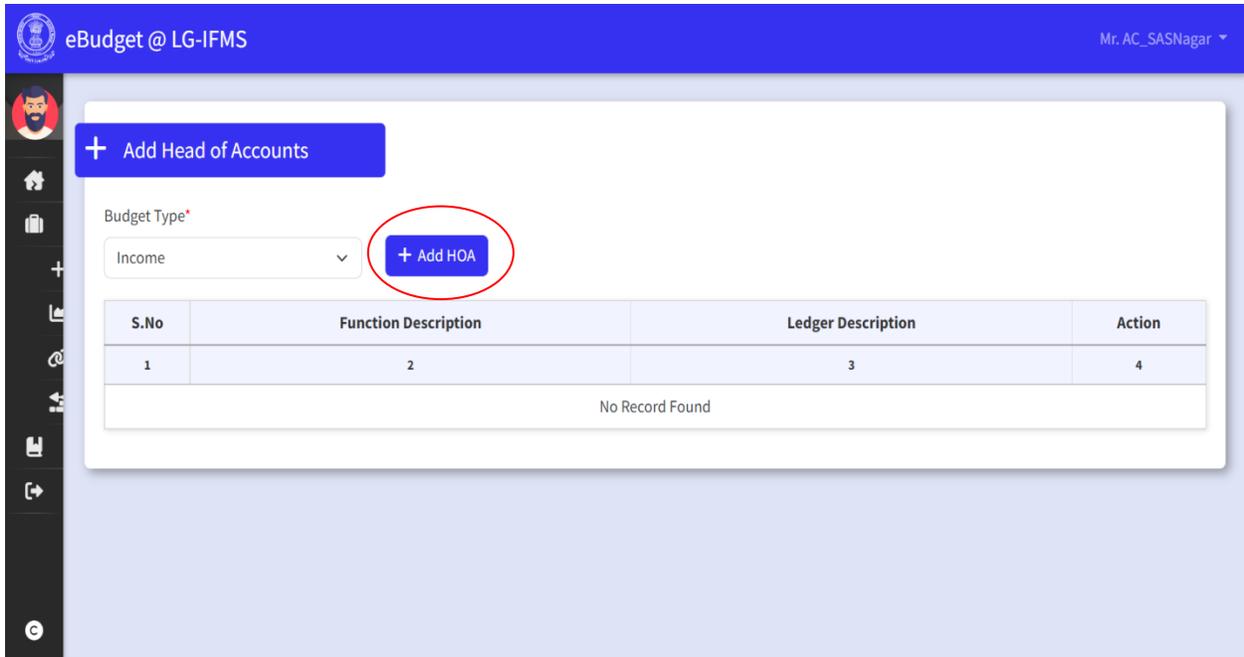
Budget Work List

MIS

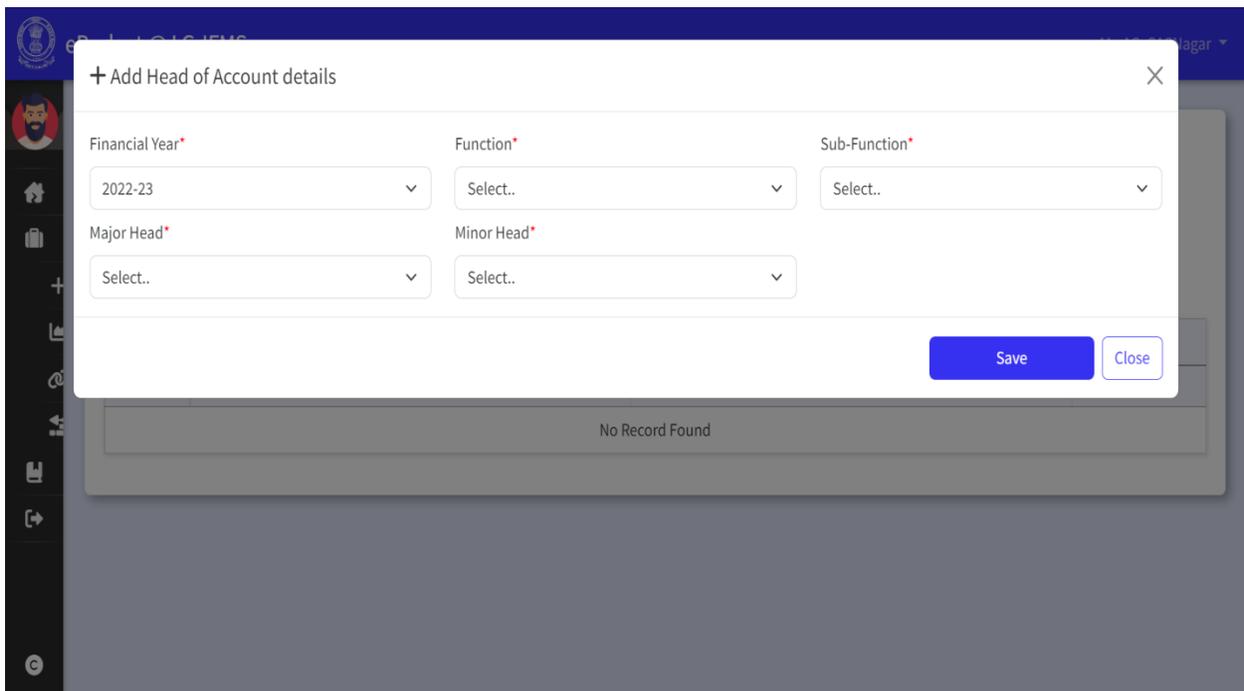
Logout

Designed by NIC Punjab

4. Select **Budget Type** and click **Add HOA** button on the screen as shown below:



5. Select all the relevant parameters on the screen as shown below and click **Save** button:



6. After selecting top parameters, select **Ledger Codes** and click **Save** button on the screen as shown below:

**+ Add Head of Account details**

Financial Year\* 2022-23 Function\* 01: Town Planning, Building Permissions, Lice Sub-Function\* 01: Municipal Body

Major Head\* 110: Tax Revenue Minor Head\* 02: Water Tax

Select	Ledger Code	Ledger Description
<input checked="" type="checkbox"/>	01	Water Tax
<input checked="" type="checkbox"/>	02	Penal Interest on Water Tax
<input checked="" type="checkbox"/>	03	Water Meter Rent

Save Close

7. After saving all HOAs, it will be shown as given below:

eBudget @ LG-IFMS Mr. AC\_SASNagar

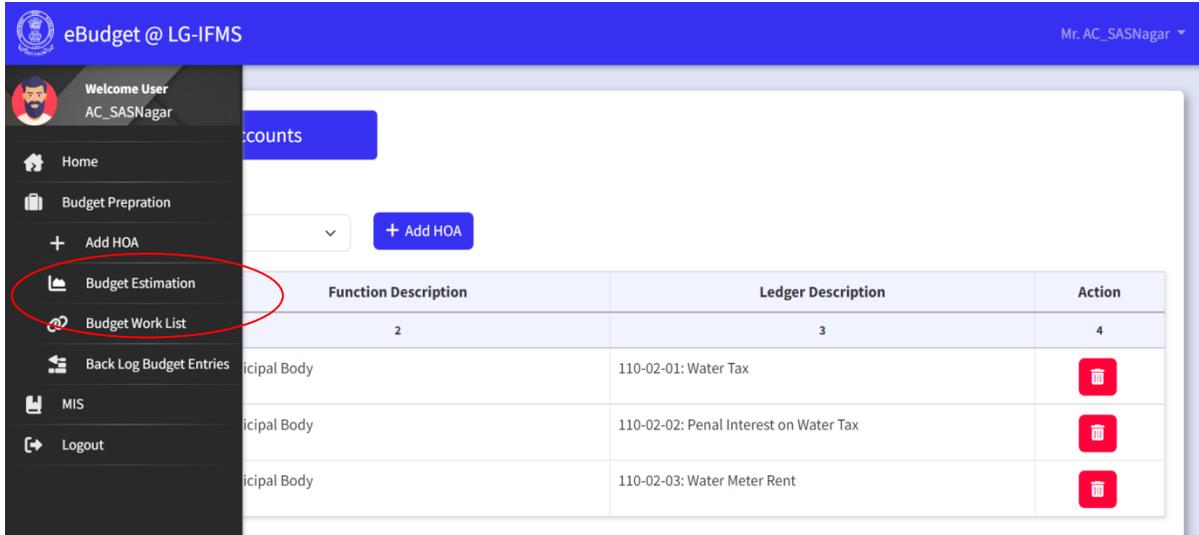
**+ Add Head of Accounts**

Budget Type\* Income + Add HOA

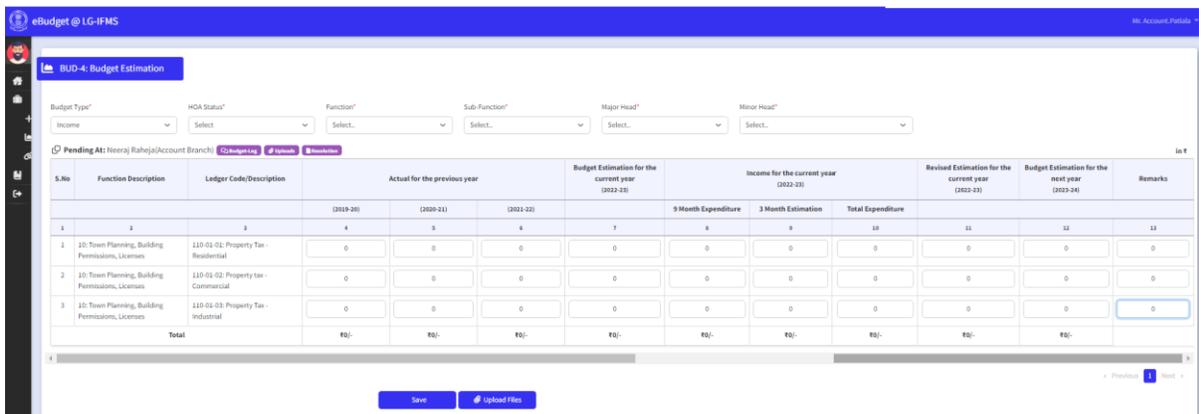
S.No	Function Description	Ledger Description	Action
1	2	3	4
1	01: Municipal Body	110-02-01: Water Tax	
2	01: Municipal Body	110-02-02: Penal Interest on Water Tax	
3	01: Municipal Body	110-02-03: Water Meter Rent	

< Previous 1 Next >

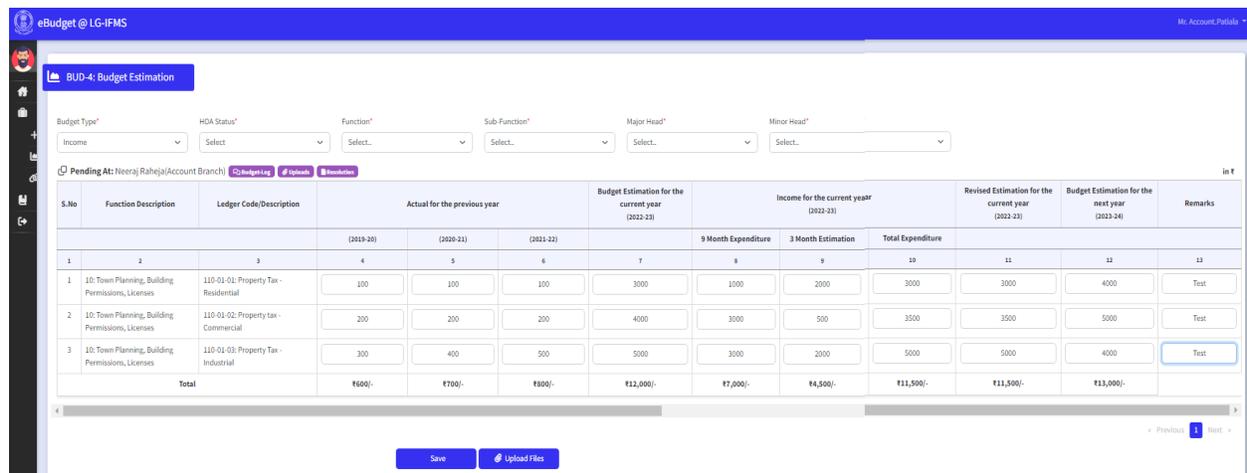
8. After adding HOA, click Budget Estimation option on the left menu as shown below:



9. Budget Estimation screen will look like as shown below:



10. Enter budget amount with respect to HOAs on the screen as shown below:



11. After entering budget amount, click **Save** button on the screen as shown below:

The screenshot shows the 'BUD-4: Budget Estimation' form in the eBudget @ LG-IFMS system. The form includes dropdown menus for Budget Type (Income), HDA Status, Function, Sub-Function, Major Head, and Minor Head. Below these are buttons for 'Budget Log', 'Upload', and 'Revisions'. The main part of the form is a table with columns for S.No, Function Description, Ledger Code/Description, and various financial metrics for the previous and current years. At the bottom, the 'Save' button is circled in red.

S.No	Function Description	Ledger Code/Description	Actual for the previous year			Budget Estimation for the current year (2022-23)	Income for the current year (2022-23)			Revised Estimation for the current year (2022-23)	Budget Estimation for the next year (2023-24)	Remarks
			(2019-20)	(2020-21)	(2021-22)		9 Month Expenditure	3 Month Estimation	Total Expenditure			
1	10: Town Planning, Building Permissiosn, Licenses	110-01-01: Property Tax - Residential	100	100	100	3000	1000	2000	3000	3000	4000	Test
2	10: Town Planning, Building Permissiosn, Licenses	110-01-02: Property tax - Commercial	200	200	200	4000	3000	500	3500	3500	5000	Test
3	10: Town Planning, Building Permissiosn, Licenses	110-01-03: Property Tax - Industrial	300	400	500	5000	3000	2000	5000	5000	4000	Test
<b>Total</b>			<b>₹600/-</b>	<b>₹700/-</b>	<b>₹800/-</b>	<b>₹12,000/-</b>	<b>₹7,000/-</b>	<b>₹4,500/-</b>	<b>₹11,500/-</b>	<b>₹11,500/-</b>	<b>₹13,000/-</b>	

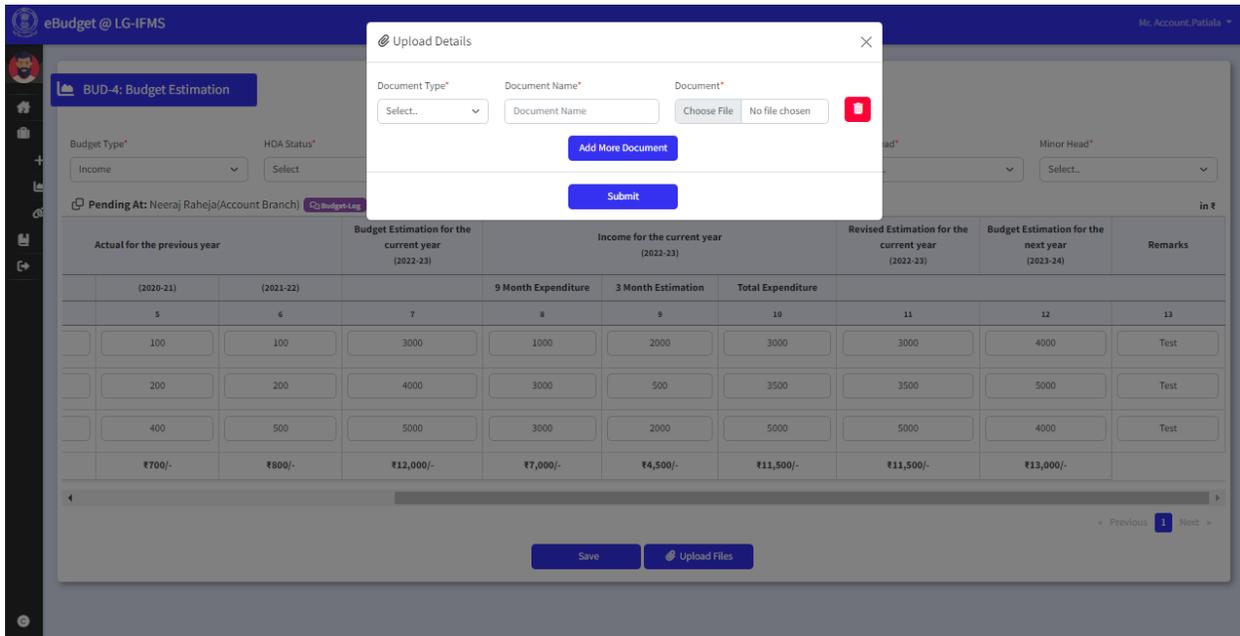
12. The system will respond with following message:

The screenshot shows the same budget estimation table as in the previous image, but with a 'Success' message dialog box overlaid in the center. The dialog box contains a green checkmark icon, the text 'Success', and 'Data Save Successfully'. There is an 'OK' button at the bottom of the dialog box.

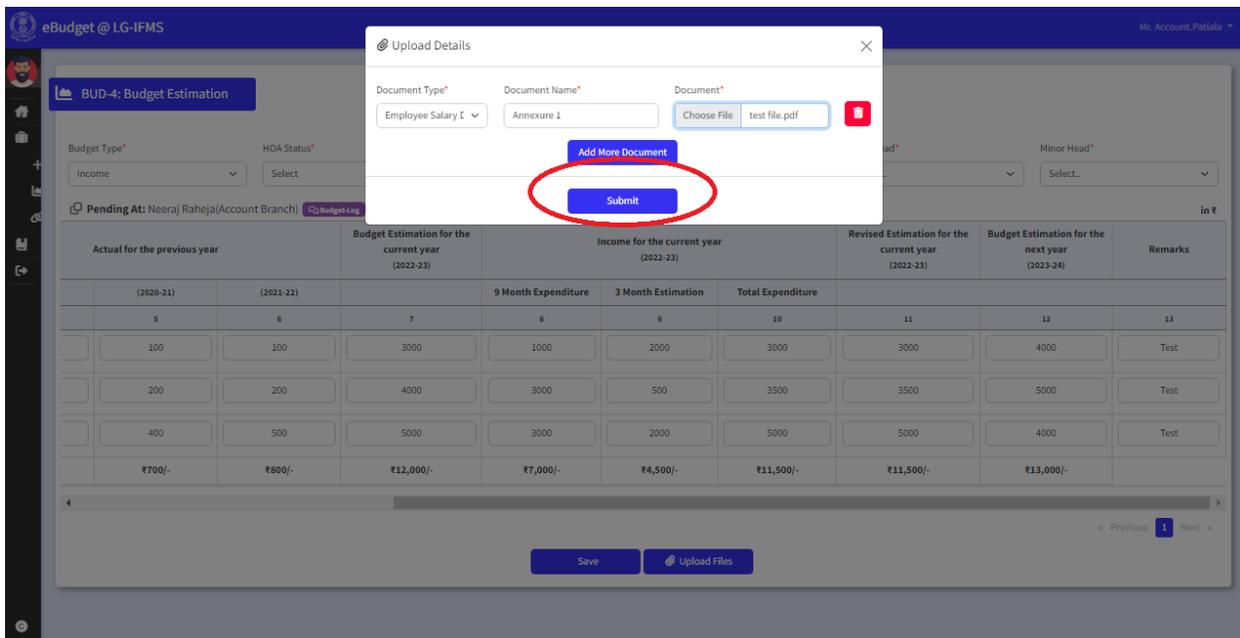
13. For uploading Supporting Documents, click **Upload Files** on the screen as shown below:

The screenshot shows the 'BUD-4: Budget Estimation' form in the eBudget @ LG-IFMS system. The 'Upload Files' button is circled in red. The table below the form is identical to the one in the previous screenshot.

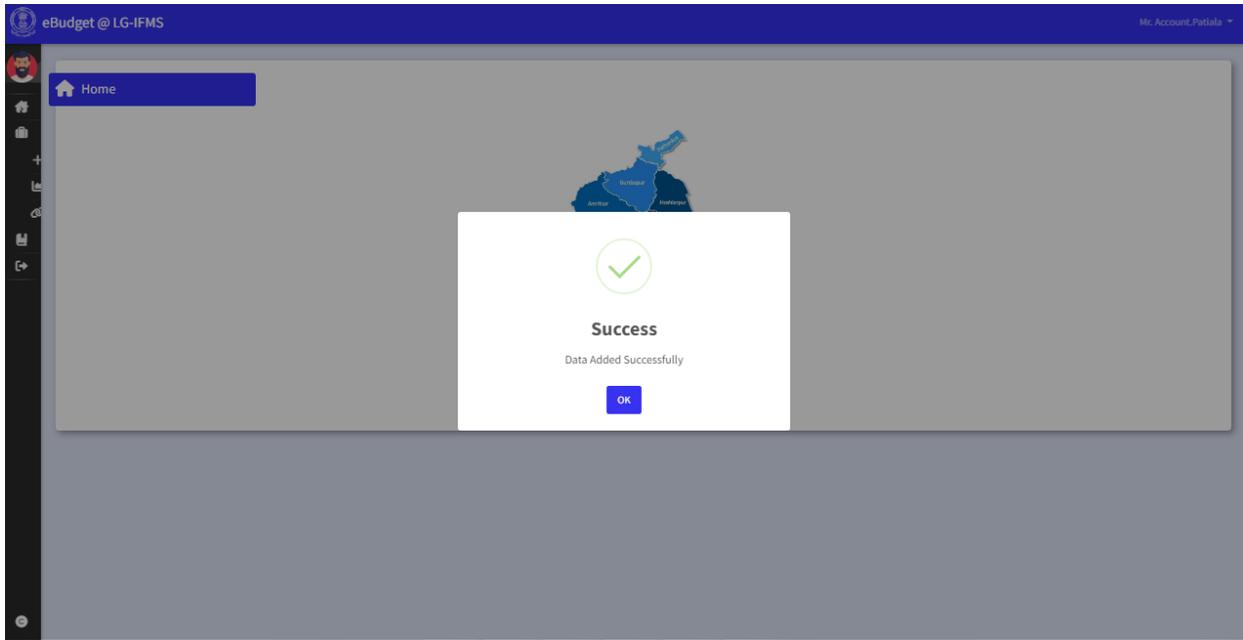
14. Select **Document Type**, enter **Document Name** and upload document by clicking **Choose File** button on the screen as shown below:



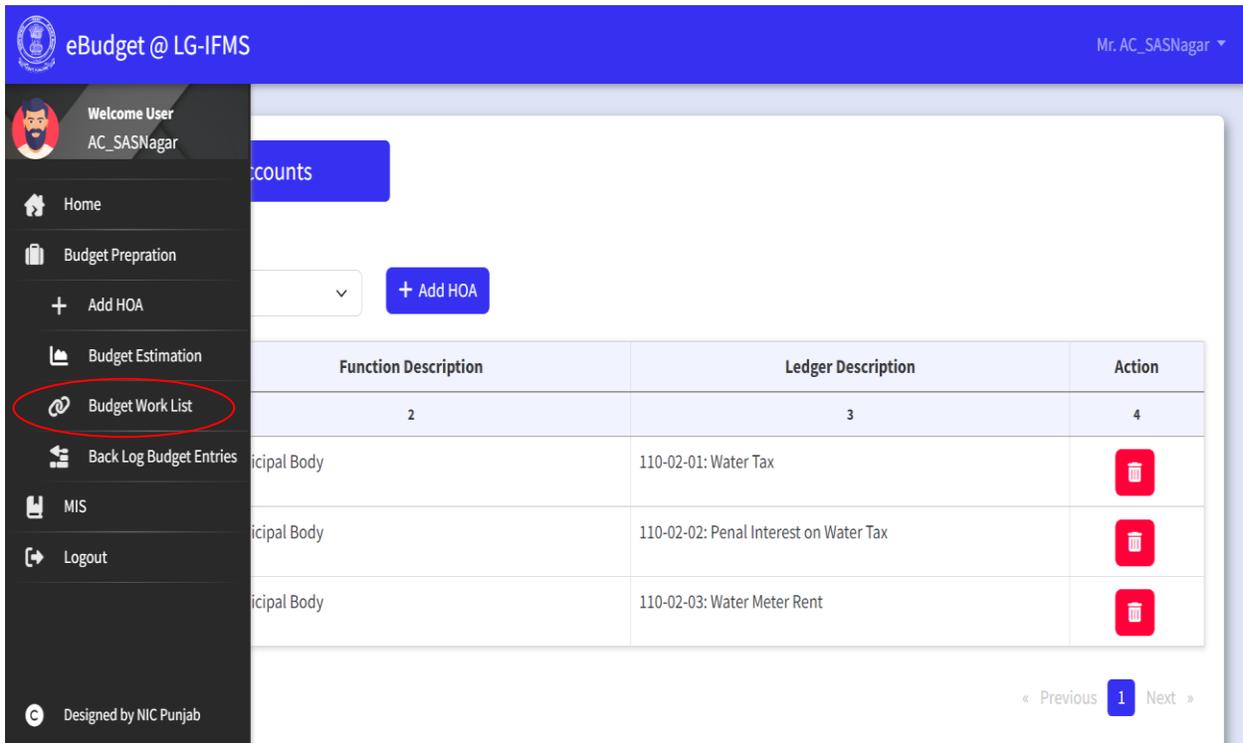
15. If you want add more Supporting Documents, click **Add More Document** button otherwise click **Submit** button on the screen as shown below:



16. After clicking **Submit** button, the system will respond with following prompt (if successfully added).



17. In the next step, click **Budget Work List** on the screen as shown below:



18. Budget Work List screen will look like as shown below:

S.No	Function Description	Ledger Code/Description	Actual for the previous year			Budget Estimation for the current year (2022-23)	Income for the current year (2022-23)			Revised Estimation for the current year (2022-23)	Budget Estimation for the next year (2023-24)	Remarks
			(2020-20)	(2020-21)	(2021-22)		9 Month Expenditure	3 Month Estimation	Total Expenditure			
1	10: Town Planning, Building Permissions, Licenses	110-01-01: Property Tax - Residential	100	100	100	3000	1000	2000	3000	3000	4000	Test
2	10: Town Planning, Building Permissions, Licenses	110-01-02: Property tax - Commercial	200	200	200	4000	3000	500	3500	3500	5000	Test
3	10: Town Planning, Building Permissions, Licenses	110-01-03: Property Tax - Industrial	300	400	500	5000	3000	2000	5000	5000	4000	Test
Total			₹600/-	₹700/-	₹800/-	₹12,000/-	₹7,000/-	₹4,500/-	₹11,500/-	₹11,500/-	₹13,000/-	

You can see all HOAs for Budget and their Budget Amount. You can forward it to next officer by clicking **Forward Record** button as shown above.

19. To forward record, select **Designation** at **Forward To\*** select list, it will show Officer Name at **Officer Name\***. Select Officer Name, give comments and click **Submit** button on the screen as shown below:

Process Record

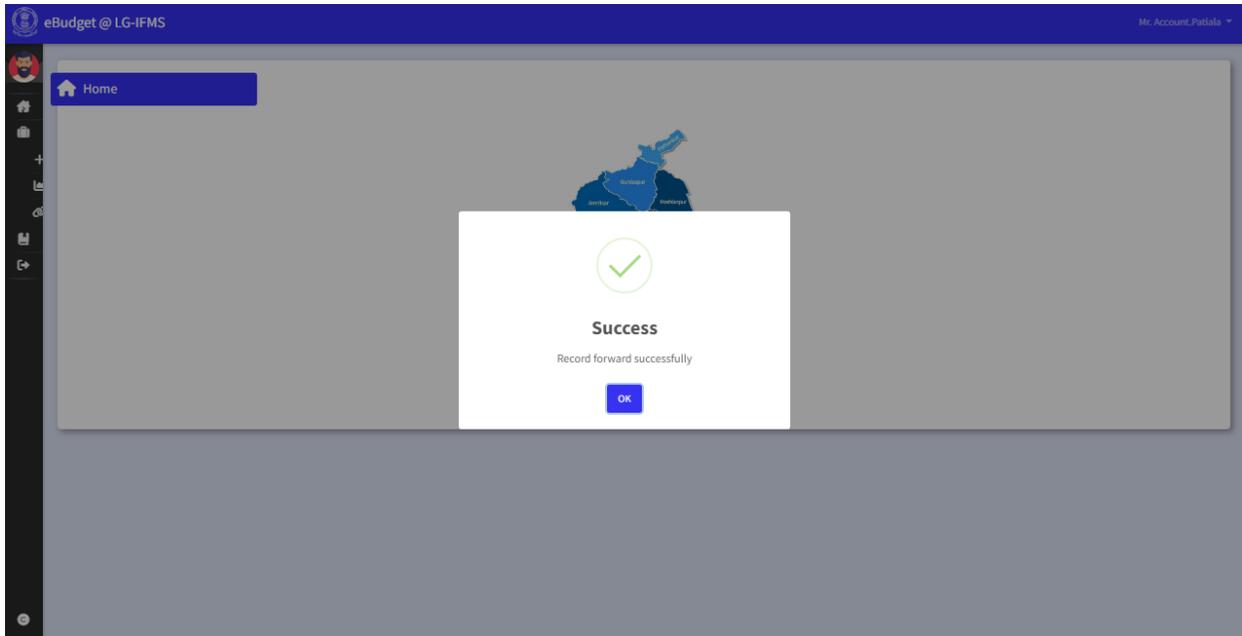
Forward To\* Mayor/President

Officer Name\* amit shrota

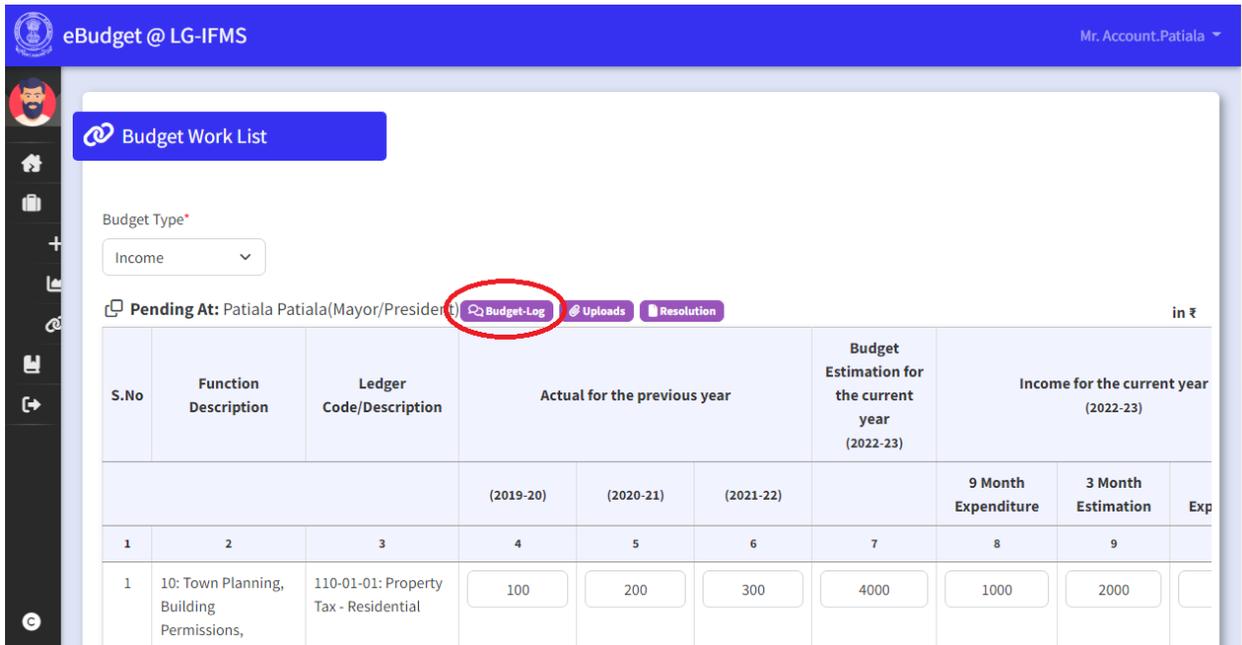
Please Check

Submit

20. Once **Submit** clicked, the Budget records forwarded to next Officer as shown below:



21. At any point of time, if you want to see Budget Estimation history, click **Budget-Log** link as shown below:



22. Once **Budget Log** clicked, following screen will appear where you can see comments posted by different users while forwarding Budget as shown below:

The screenshot shows a modal window titled "Budget Log" with a close button in the top right corner. Inside the modal, there is a light blue box containing a note:

**Note #1**  
Please Check  
Date: 27-12-2022  
Neeraj Raheja (Account Branch)

At the bottom right of the modal is a "Close" button. Below the modal, a table is visible with the following structure:

S.No	Function Description	Ledger Code/Description	Actual for the previous year			Estimation for the current year (2022-23)	Income for the current year (2022-23)		
			(2019-20)	(2020-21)	(2021-22)		9 Month Expenditure	3 Month Estimation	Exp
1	2	3	4	5	6	7	8	9	
1	10: Town Planning, Building Permissions,	110-01-01: Property Tax - Residential	100	200	300	4000	1000	2000	

23. To view Supporting Documents, click **Uploads** button on the screen as shown below:

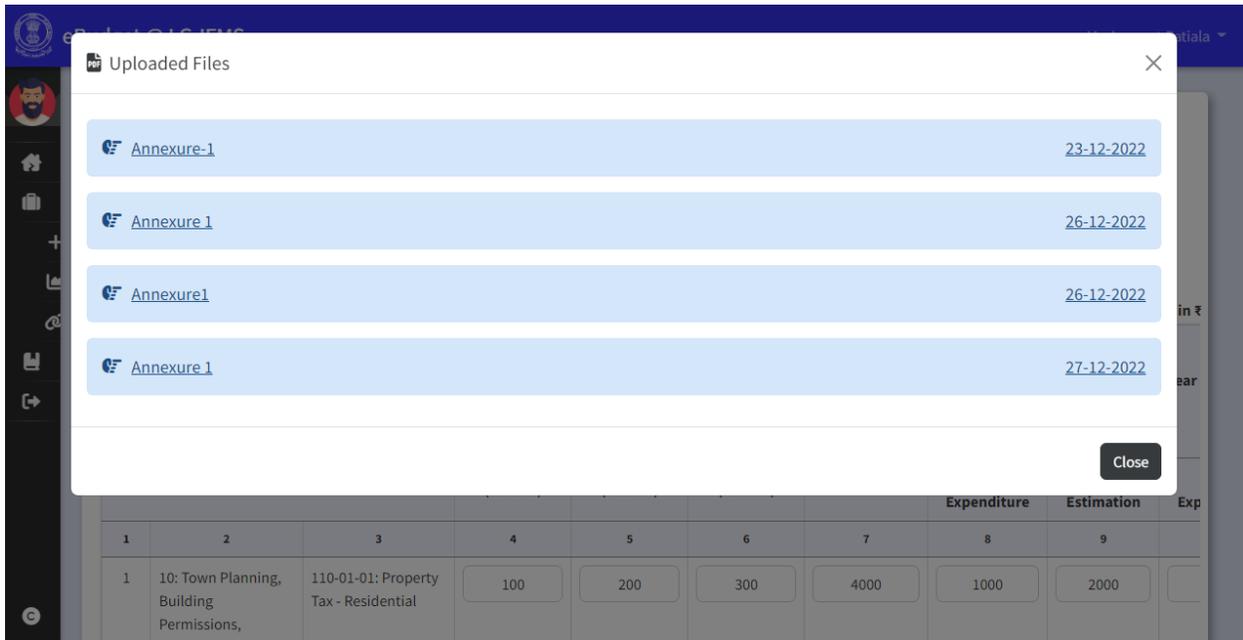
The screenshot shows the "Budget Work List" page in the eBudget @ LG-IFMS system. The page header includes the system name and the user "Mr. Account.Patiala". A blue button labeled "Budget Work List" is at the top left. Below it, there is a "Budget Type\*" dropdown menu set to "Income".

The main content area shows "Pending At: Patiala Patiala(Mayor/President)" with three buttons: "Budget-Log", "Uploads" (circled in red), and "Resolution".

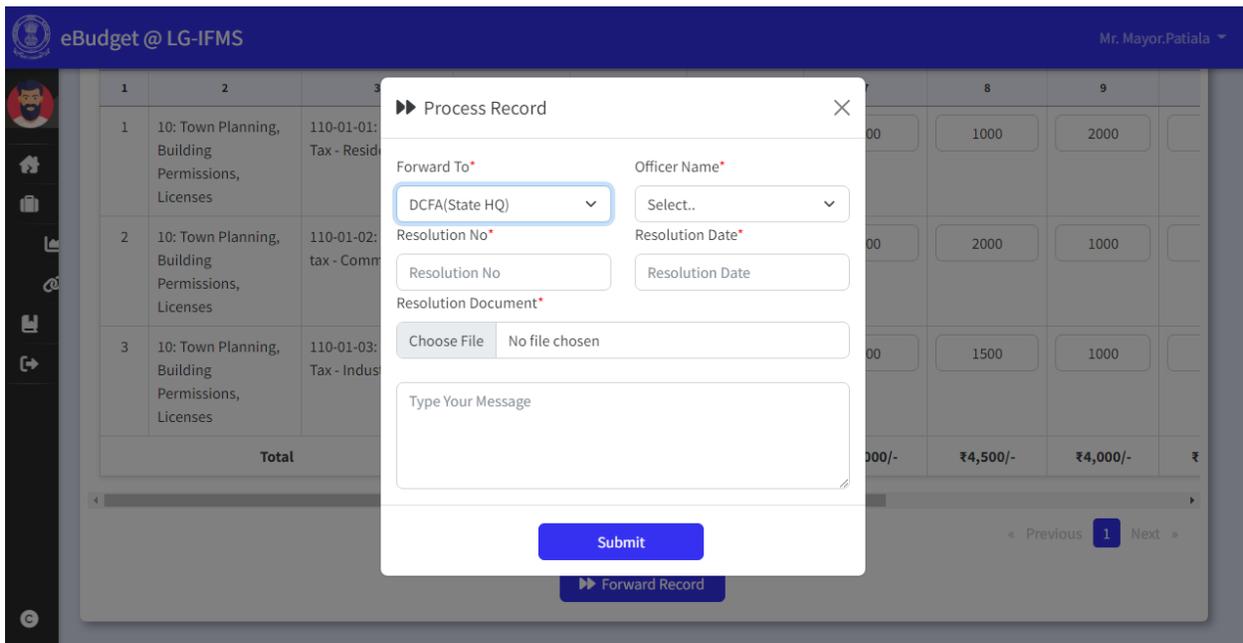
Below the buttons is a table with the same structure as in the previous screenshot:

S.No	Function Description	Ledger Code/Description	Actual for the previous year			Budget Estimation for the current year (2022-23)	Income for the current year (2022-23)		
			(2019-20)	(2020-21)	(2021-22)		9 Month Expenditure	3 Month Estimation	Exp
1	2	3	4	5	6	7	8	9	
1	10: Town Planning, Building Permissions,	110-01-01: Property Tax - Residential	100	200	300	4000	1000	2000	

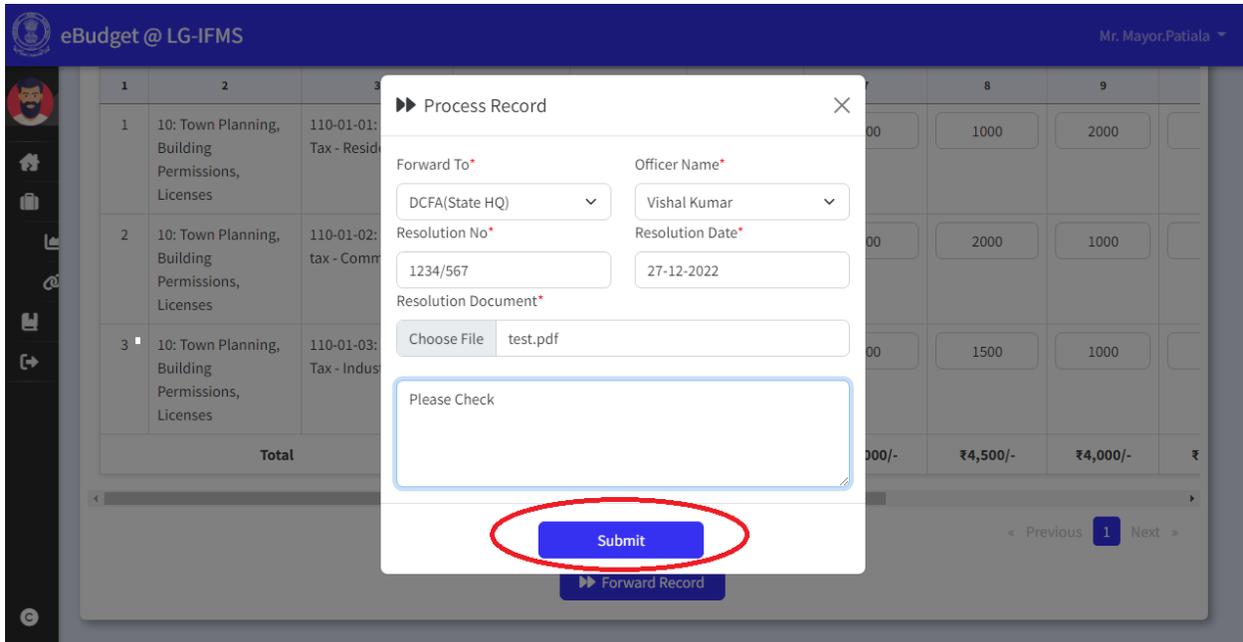
24. Once **Uploads** clicked, following screen will appear where you can see Supporting Documents uploaded by the user



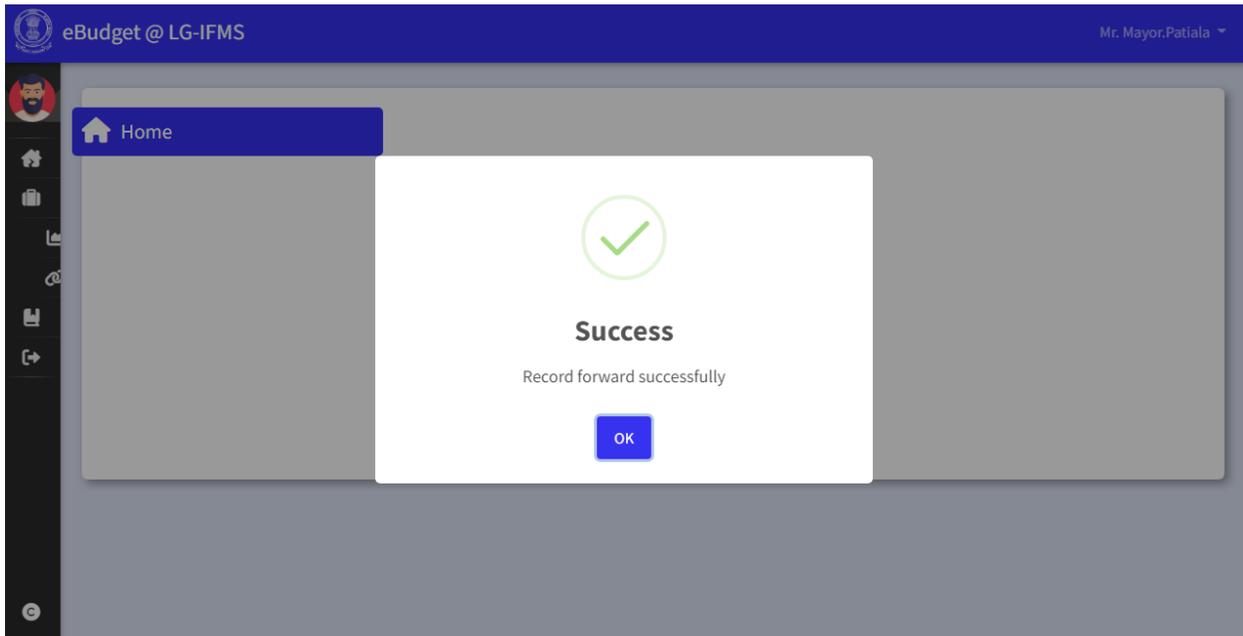
25. President/Mayor can upload Resolution No. and Date while sending Budget to State HQ using following screen:



26. After entering details as shown below, click **Submit** button. The Budget will be forwarded to State HQ.



27. Once forwarded with Resolution, following screen will appear.



28. If you want to view **Resolution**, click **Resolution** button on the screen as shown below:

The screenshot shows the 'eBudget @ LG-IFMS' interface. At the top, there is a header with the user's name 'Mr. Account.Patiala'. Below the header, there is a navigation bar with a home icon and a 'BUD-4: Budget Estimation' button. The main area contains several dropdown menus for 'Budget Type\*' (Income), 'HOA Status\*' (Select), 'Function\*' (Select..), 'Sub-Function\*' (Select..), 'Major Head\*' (Select..), and 'Minor Head\*' (Select..). Below these, there is a 'Pending At: Vishal Kumar(DCFA(State HQ))' label and three buttons: 'Budget-Log', 'Uploads', and 'Resolution'. The 'Resolution' button is circled in red. Below the buttons is a table with the following structure:

S.No	Function Description	Ledger Code/Description	Actual for the previous year			Budget Estimation for the current year (2022-23)	Income for the current year (2022-23)		
			(2019-20)	(2020-21)	(2021-22)		9 Month Expenditure	3 Month Estimation	Exp
1	2	3	4	5	6	7	8	9	
1	10: Town Planning, Building Permissions,	110-01-01: Property Tax - Residential	100	200	300	4000	1000	2000	

29. Once **Resolution** button clicked, you can see files belonging to **Resolution** as shown below:

The screenshot shows the 'eBudget @ LG-IFMS' interface with a 'Resolution Files' dialog box open. The dialog box has a title bar with a close button (X) and a list of files. The first file is 'Resolution-1234/567' with a date '27-12-2022'. There is a 'Close' button at the bottom right of the dialog box. The background interface is dimmed, showing the same 'Resolution' button and table as in the previous screenshot.

# Following Reports will be available @ LG-eBudget

## Reports 1: BUD-6 Major Account Head Wise Budget

Financial Year: 2022-23 | ULB Name: Patiala

(Form BUD - 6)  
**MAJOR ACCOUNT HEAD WISE BUDGET (Rule 31.7)**  
 ULB Name : Patiala  
 Financial Year : 2022-23

  
(In ₹)

Major Account Head	Actual For The Previous Year FY : 2021-2022	Budget Estimates for the current year FY : 2022-2023	Revised Estimates for the current year FY : 2022-2023	Budget Estimates for the next year FY : 2023-2024
1 : Income				
01 : Town Planning, Building Permissions, Licenses	1,200	11,000	8,500	13,000
<b>TOTAL</b>	<b>1,200</b>	<b>11,000</b>	<b>8,500</b>	<b>13,000</b>

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## Reports 2: BUD-7 Summary of Function Wise Budget

Financial Year: 2022-23 | ULB Name: Patiala

(Form BUD - 7)  
**SUMMARY OF FUNCTION WISE BUDGET (Rule 31.7)**  
 ULB Name : Patiala  
 Financial Year : 2022-23

  
(In ₹)

Sr.No. \_\_\_\_\_

Function	Revenue Receipt FY : 2022-2023	Revenue Expenses FY : 2022-2023	Capital Receipts FY : 2022-2023	Capital Expenditure FY : 2022-2023	Net Inflow / (Outflow) FY : 2022-2023
1	2	3	4	5	6
10 : Town Planning, Building Permissions, Licenses	11,000	0	0	0	

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## Reports 3: BUD-8 Detailed Estimate for the Year

Fin Year: 2022-23 | ULB Name: Patiala

(Form BUD - 8)  
**Detailed Estimate For The Year (Rule 18.4)**  
 ULB Name : Patiala  
 Financial Year : 2022-23

  
(In ₹)

[Report Image](#)

Particulars	Account Code	Actual For Last Three			Budget Estimate For The Current Year 2022-2023		Total	Revised Estimates for the current year 2022-2023	Budget Estimate 2023-2024	Explanation For Increase / Decrease
		Year 2019-2020	Year 2020-2021	Year 2021-2022	Actual For 9 Months	Probable's For Remaining 3 Months				
01:Town Planning, Building Permissions, Licenses										
1 : Revenue Receipts										
110: Tax Revenue										
01:Property Tax - Residential	110-01-01	100	200	300	1,000	2,000	3,000	3,000	5,000	Increased
02:Property tax - Commercial	110-01-02	100	300	400	2,000	1,000	3,000	3,000	4,000	Increased
03:Property Tax - Industrial	110-01-03	200	400	500	1,500	1,000	2,500	2,500	4,000	Increased
<b>Total</b>		400	900	1,200	4,500	4,000	3,000	8,500	13,000	Increased
<b>Grand Total</b>		400	900	1,200	4,500	4,000	3,000	8,500	13,000	Increased

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