

Ban'deyri Portal User Manual

Manual for Office Users (Officers and Finance Executives)

Version 1.0

10 January 2017



Ministry of Finance and Treasury

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1. Sign-up

To sign-up to the portal, request for a user through the *User Creation Form* in the Portal. The Ministry of Finance and Treasury (MoFT) will approve the user request and send the login information via email.

There are two types of users in offices.

- 1- Officers: staff who will enter the information in the portal
- 2- Finance Executives: Users who will authorize the request from offices

2. Logging into the portal

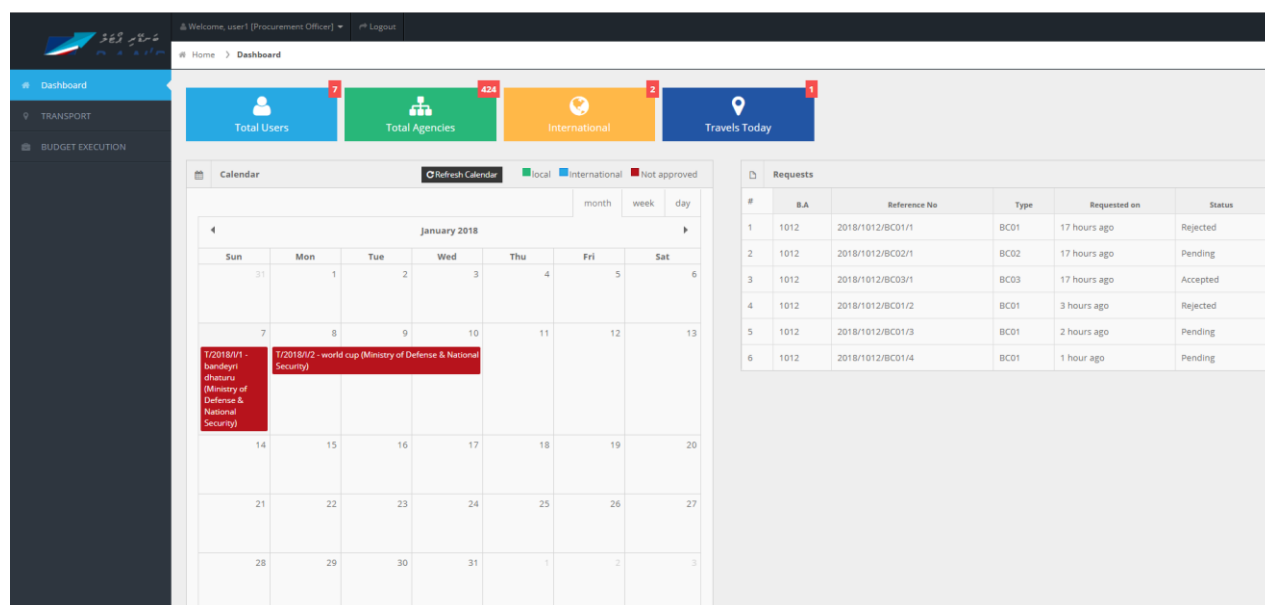
Use the url [//bandeyri.egov.mv](http://bandeyri.egov.mv) to logging to the bandeyri portal.

Type the provided Username (Email Address) and Password in order to sign in.

If the user forgets the password, request for a new password via “Forgot Your Password?” button.

3. Dashboard

The Dashboard of the portal, showing important information at-a-glance. It displays a calendar on the left, showing travels (local or foreign) entered into the portal. On the right, it shows the Budget Execution requests made by the user and their status.



The Menu of the portal on the left side shall be used to navigate through the portal. There are two main functions available in the portal – Budget Execution and Transport. Budget Execution refers to virement requests, additional funds requests and special permission requests (for single source procurement). Transport section is aimed at informing and pooling the travels made by offices.

Requests can be only made from the user assigned to make requests from that agency.

4. BC01 – Virement

BC01 is used to request for budget virements. The following is the screen after selecting BC01 from the menu.

The screenshot shows the BC01 Virement form. The Agency Name is pre-filled as 'Ministry of Defense & National Security'. The Budget Code is a dropdown menu. Below these are fields for Approved Amount, Spent Amount, Remaining Amount, and Action Amount. The Action Amount field has 'Add' and 'Deduct' buttons. Below the form is a table of Budget requests.

Agency	Form	Reference number	Created by	Request Authorized by	Transfer Authorized by	Processed by	Created on	Status	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/1	user1	user2	user3	user4	17 hours ago	Rejected	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/2	user1	user2		user3	3 hours ago	Rejected	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/3	user1				3 hours ago	Pending	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/4	user1				1 hour ago	Pending	Action

Agency Name is automatically completed with predetermined information from the User. Select a **Budget Code** from the given dropdown to be supplemented (add) or deducted. **Approved Amount** for the selected budget code would be shown after selecting a budget code from the dropdown. Enter the **Spent Amount** (from the selected code) after checking the code's budget balance from the SAP system. **Remaining Amount** would be calculated by the portal and displayed. Enter the **Action Amount** which is the amount to be supplemented (add) or deducted. After entering the Action Amount, select either 'ADD' or 'DEDUCT' button.

The details or components of the budget request will be populated in the "Budget Details" table below the form. To remove any item, press the bin icon. The color of the bin icon will represent whether the component is either increasing or decreasing the budget available in the code. Blue color shows an increment of the budget code, while Red color shows a decrement.

There should be a minimum of 2 budget codes (one to supplement and one to deduct). The request shall balance – that is the total of increments shall be equal to the total of decrements. After including all the required budget codes to the virement request, press SAVE.

The next step is to provide remarks (reasons and justification for the request) and supporting information if required. From the "Budget Requests" table in the screen of BC-01 form, the lists of virement requests can be seen. Click the "Action" button and then "View" to provide additional details on the request. Press "Cancel" to cancel the request.

The status of the requests are defined as follows:

- 1- Pending: new requests that needs to be approved by the Finance Executive
- 2- Request Approved: Approved by the Finance Executive
- 3- Cancelled: Cancelled by the office by either the Officer or Finance Executive
- 4- Rejected: Request rejected by MoFT

Agency Name: Ministry of Defense & National Security

Budget Code:

Budget codes in: Ministry of Defense & National Security

* Approved Amount:

* Spent Amount:

* Remaining Amount:

* Action Amount:

Action amount add or deduct should be equal

Budget requests

Show entries

Search:

Agency	Form	Reference number	Created by	Request Authorized by	Transfer Authorized by	Processed by	Created on	Status	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/1	user1	user2	user3	user4	18 hours ago	Rejected	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/2	user1	user2		user3	3 hours ago	Rejected	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/3	user1				3 hours ago	Pending	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/4	user1				2 hours ago	Pending	Action
Ministry of Defense & National Security	BC01	2018/1012/BC01/5	user1				1 second ago	Pending	Action

First Previous 1 Next Last

When the request is viewed, the following screen will appear.

Budget Request Form

Budget Request Form

Ministry of Defense & National Security

Business area no : 1012

Form No : 2018/1012/BC01/5

Status : Pending

Fund	Fund Center	Budget Code	Program Code	Program Name	Project Code	Project Name	Approved Amount	Spent Amount	Remaining Amount	Action Amount
C-GOM	C10129999	222003	PS211000A	Fuel and Lubricants			1,000.00	0.00	1,000.00	2,350.00
									Total	2,350.00
C-GOM	C10129999	228007	PS211000A	Subscriptions & Fees to International Org.			462,458.00	2,000.00	460,458.00	2,350.00
									Total	2,350.00

Added
Minus

Supported Documents :

Drop files here or click to upload.
(Selected or Drop files will be automatically added with the Request)
(Note: Max file size: 2 MB / Max file no: 10)

Remarks :

comments here..

Add additional info here..

Add

Supported documents:

Remarks:

Requested By

Name : user1

Designation : Procurement Officer

Submitted Date : 07 Jan 2018 15:01:10

Cancel

- This is a computer generated document and no signature or stamp is required.

- This document was generated on 07 Jan 2018 15:10:34 by user1 (Ministry of Defense & National Security)

The user shall provide remarks (reasons or justifications) for the request and upload the supporting documents the relevant fields in this section. Users can also cancel the form at this screen by pressing the “cancel” button.

The Finance Executive will need to authorize the request before the MoFT takes any action.

5. BC-02 – Additional Finance

BC-02 form is used to request to supplement additional money to the budget code. The following is the screen that will appear when BC-02 is selected.

The screenshot shows the BC02 form and a table of budget requests. The form fields are as follows:

- Agency Name: Ministry of Defense & National Security
- Business Area: 1012
- Budget Code: Select option (dropdown)
- * Approved Amount: (empty field)
- * Spent Amount: Number of amount spent (text input)
- * Remaining Amount: (empty field)
- * Proposed Amount: Number of amount add (text input) with an "Add" button.

Below the form is a section titled "Budget requests" with a search bar and a table. The table has the following columns: Agency, Form, Reference number, Created by, Request Authorized by, Transfer Authorized by, Processed by, Created on, Status, and Action.

Agency	Form	Reference number	Created by	Request Authorized by	Transfer Authorized by	Processed by	Created on	Status	Action
Ministry of Defense & National Security	BC02	2018/1012/BC02/1	user1				18 hours ago	Pending	[Action]

At the bottom of the table, there are pagination controls: First, Previous, 1 (selected), Next, Last.

The following information will need to be entered for each code to supplement.

- 1- Budget Code: the detailed 6 digit level budget code with the relevant program
- 2- Spent amount: checked from the SAP system and entered manually
- 3- Proposed amount: Amount that is requested to be supplemented

The components of the supplement request will be populated below in a table titled "Budget details". Press save after all components are added.

After pressing save, the request should be under "Budget requests" section under BC02 form.

Home > Virements > BC02

BC02

Agency Name : Ministry of Defense & National Security

Business Area : 1012

Budget Code :

* Approved Amount :

* Spent Amount :

* Remaining Amount :

* Proposed Amount :

Proposed Amount add or deduct should be equal

Budget requests

Show 10 entries

Search:

Agency	Form	Reference number	Created by	Request Authorized by	Transfer Authorized by	Processed by	Created on	Status	Action
Ministry of Defense & National Security	BC02	2018/1012/BC02/1	user1				18 hours ago	Pending	Action
Ministry of Defense & National Security	BC02	2018/1012/BC02/2	user1				1 second ago	Pending	Action

First Previous 1 Next Last

The next step is to provide remarks (reasons and justification) and upload the supporting documents. Go to the “Budget Requests” section in the same screen, and press “Action” and “View” to see the details of the requests and state the remarks and upload supporting documents. Write the justifications in “Remarks” box and upload the documents to “Supported Documents” box.

BC02’s form view.

Budget Request Form

Budget Request Form

Ministry of Defense & National Security

Business area no : 1012

Form No : 2018/1012/BC02/2

Status : Pending

Fund	Fund Center	Budget Code	Program Code	Program Name	Project Code	Project Name	Approved Amount	Spent Amount	Remaining Amount	Proposed Amount
C-GOM	C10129999	221001	PS211000A	Travelling Expenses - Local Sea Travel			3,000.00	2,895.00	105.00	1,245.00
									Total	1,245.00

Added

Supported Documents :

Drop files here or click to upload.
 (Selected or Drop files will be automatically added with the Request)
 (Note: Max file size: 2 MB / Max file no: 10)

Remarks :

Add additional info here...

Add

Supported documents:

Remarks:

Requested By

Name :	user1
Designation :	Procurement Officer
Submitted Date :	07 Jan 2018 16:01:39

Cancel

- This is a computer generated document and no signature or stamp is required.

- This document was generated on 07 Jan 2018 16:01:58 by user1 (Ministry of Defense & National Security)

Users can also “Cancel” the request at this screen. Alternatively, users can cancel the request using the “Actions” button at the “Budget Requests” section of the BC-02 form.

The Finance Executive will need to authorize the request before the MoFT takes any action.

6. BC-03 – Approval related to Procurement and contracts

BC-03 is used to request for approval regarding matters related to procurement. These include matters such as approval for single source procurement, higher advance payment than what is prescribed by the Public Finance Regulation, requesting for additional money relating to a contract.

BC-03 form is as follows:

The following information needs to be filled:

- 1- Budget code: select the 6 digit GL code with the relevant program
- 2- Spent Amount: check the amount spent from the SAP and enter
- 3- Description: Provide a description of the project briefly outline the request
- 4- Contractor: the party to which the contract was awarded
- 5- Advance Payment: Percent of advance payment required
- 6- Contract Amount: The value of the contract
- 7- Additional Amount: additional amount required.

Press “Save” to save the request.

Then press “Action” to provide additional information such as background/details/reasons/justification in the “Remarks” box and/or to upload supporting documents.

The user can “Cancel” the request at this screen if the request needs to be cancelled.

Budget Request Form

Budget Request Form

Ministry of Education

Business area no : 1058

Form No : 2018/1058/BC03/1

Status : Pending

Fund	Program Code	Program Name	Project Code	Contractor	Contract Detail	Advance Payment (%)	Contract Amount	Available Fund	Additional Fund
C-GOM	0000	Overtime Pay	Z-ZZZZZZ-ZZZ	ABC Company	Test Contract regarding a test object	15% %	20,000.00	295,000.60	5,000.00

Supported Documents :

Drop files here or click to upload.

(Selected or Drop files will be automatically added with the Request)

(Note: Max file size: 2 MB / Max file no: 10)

Remarks :

comments here..

Add additional info here..

Add

Supported documents:

Remarks:

Requested By

Name : user1

Designation : Procurement Officer

Submitted
10 Jan 2018

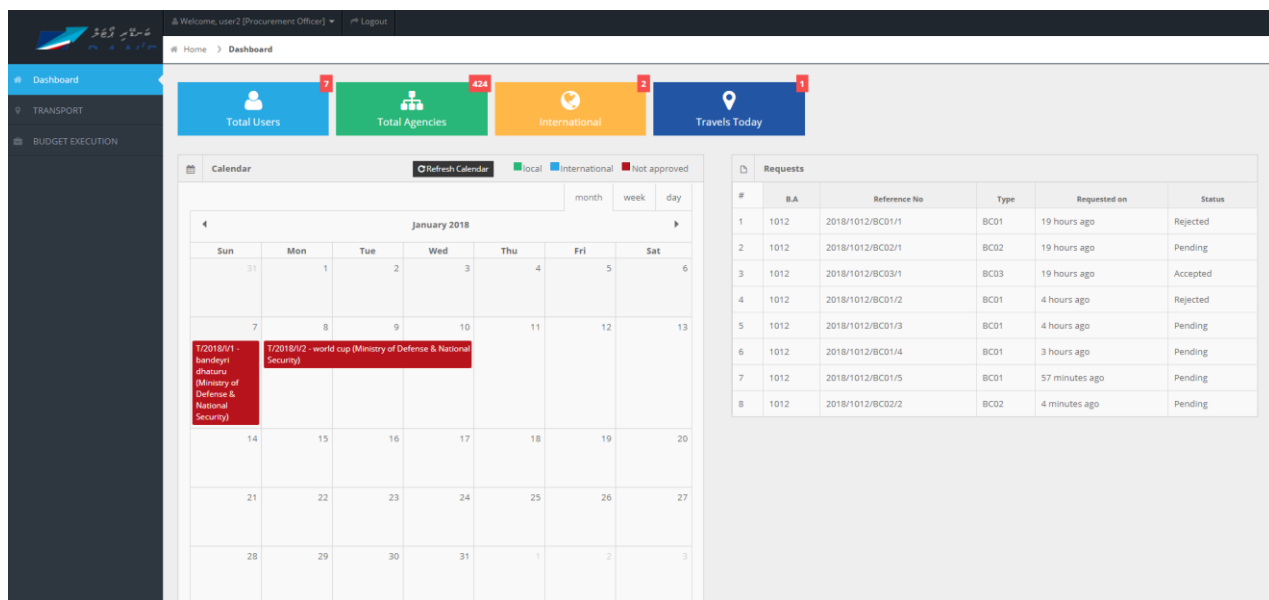
Date :
14:01:30

Cancel

7. Approving Forms by Finance Executives

Finance Executive shall authorize the request before it can be attended by MoFT. To authorize the form, the Finance Executive of the office shall “View” the form as outlined in the previous section. The Finance Executive shall review the request and either press “Approve” or “Cancel”. When the Finance Executive approves the request, it is sent to MoFT for action. When the Finance Executive cancels the request, the request is discarded.

To approve or cancel the Finance Executive shall log in to the portal. The following is the dashboard as seen by a Finance Executive. On the right side, Finance Executives can see the requests made by their Agency and their status.



All pending requests shown here are to be approved and rejected by the Finance Executive.

To open a request, click the reference number.

The following screen is after clicking the reference number. It shows the form selected (here BC01).

At the bottom is the button to approve the request from the Agency. The request would only be seen at the Ministry of Finance and Treasury after it is approved by the Finance Executive.

Budget Request Form

Budget Request Form

Ministry of Defense & National Security

Business area no : 1012

Form No : 2018/1012/BC01/5

Status : Pending

Fund	Fund Center	Budget Code	Program Code	Program Name	Project Code	Project Name	Approved Amount	Spent Amount	Remaining Amount	Action Amount
C- GOM	C10129999	222003	PS211000A	Fuel and Lubricants			1,000.00	0.00	1,000.00	2,350.00
									Total	2,350.00
C- GOM	C10129999	228007	PS211000A	Subscriptions & Fees to International Org.			462,458.00	2,000.00	460,458.00	2,350.00
									Total	2,350.00

Added
Minus

Supported Documents :

Drop files here or click to upload.

(Selected or Drop files will be automatically added with the Request)

(Note: Max file size: 2 MB / Max file no: 10)

Remarks :

comments here..

Add additional info here..

Add

Supported documents:

Remarks:

Requested By

Name : user1

Designation : Procurement Officer

Submitted Date : 07 Jan 2018 15:01:10

Approve
Cancel

- This is a computer generated document and no signature or stamp is required.

- This document was generated on 07 Jan 2018 16:06:37 by user2 (Ministry of Defense & National Security)

Below is the screen after is approved by the FINANCE EXECUTIVE.

Status of the request would change to REQUEST APPROVED. Approved would appear at the end of the form as well.

Welcome, user2 (Procurement Officer) Logout

Success!
Request Approved

Home > Budget Request Form

Budget Request Form

Ministry of Defense & National Security
 Business area no : 1012

Form No : 2018/1012/BC01/5
 Status : Request Approved

Fund	Fund Center	Budget Code	Program Code	Program Name	Project Code	Project Name	Approved Amount	Spent Amount	Remaining Amount	Action Amount
C- GOM	C10129999	222003	PS211000A	Fuel and Lubricants			1,000.00	0.00	1,000.00	2,350.00
									Total	2,350.00
C- GOM	C10129999	228007	PS211000A	Subscriptions & Fees to International Org.			462,458.00	2,000.00	460,458.00	2,350.00
									Total	2,350.00

Added
Minus

Supported Documents :

Drop files here or click to upload.
 (Selected or Drop files will be automatically added with the Request)
 (Note: Max file size: 2 MB / Max file no: 10)

Remarks :

comments here..

Add additional info here..

Add

Supported documents:

Remarks:

Requested By

Name : user1

Designation : Procurement Officer

Submitted Date : 07 Jan 2018 15:01:10

Approved

- This is a computer generated document and no signature or stamp is required.

- This document was generated on 07 Jan 2018 16:06:37 by user2 (Ministry of Defense & National Security)

8. Transport Portal

Two types of travels can be recorded to the Transport Section of Ban'deyri Portal – International Travel and Local Travel.

To record an international travel, log on to Bandeyri Portal, go to “Transport” from the menu and select “International Travel”. The form will be as follows:

The screenshot shows the 'Add International Travel' form in the Ban'deyri Portal. The form is divided into two main sections. The left section contains fields for Agency Name (Ministry of Education), Business Area (1058), Title, Destination (Maldives [MV]), Number of participants, Departure Date (10-01-2018), and Return Date (10-01-2018). The right section contains fields for Total Expenditure, Description, Focal point name, Focal point Designation, Focal point Email, and Focal point Phone. A 'Save' button is located at the bottom left of the form. Below the form is a table titled 'International Travels - Ministry of Education' showing a list of travel records. The table has columns for Form No, Title, Destination, Departure, Return, Expenditure, Status, and Action. The first record shown is for Form No T/2018/I/1, Title world bank annual meeting 2018, Destination Singapore, Departure 18 Jan 2018, Return 26 Jan 2018, Expenditure 540,000.00, Status Pending, and Action.

The following fields will need to be filled:

- 1- Title: name or title of the travel
- 2- Destination: Country travelling to
- 3- Number of participants
- 4- Departure date
- 5- Return date
- 6- Total Expenditure: provide the total budget required for the travel including ticket costs, per diem and other costs.
- 7- Description: optional field to provide details of the travel
- 8- Focal point name: name of the person to contact regarding the travel
- 9- Focal point designation
- 10- Focal point email
- 11- Focal point phone

Press “Save” to record the travel record.

The travel record can be edited from the log of travels in the table below. Press “Action” and then ‘Edit’.

To cancel the travel, press “Action” and then “Cancel”.

To record a local travel, go to “Local Travel” from the Menu. The following form will appear.

Add Local Travel

Agency Name: Ministry of Education

Business Area: 1058

Title:

Mode of Travel: ☐ By Air ☒ By Sea

Total Expenditure:

Number of participants:

Departure Date: 10-01-2018
Departure date should be greater than today

Return Date: 10-01-2018
Arrival date should be greater than departure date

Description:

From:

To:

Focal point name:

Focal point Designation:

Focal point Email:

Focal point Phone:

Local Travels - Ministry of Education

Show 10 entries

Form No	Title	From	To	Departure	Return	Expenditure	Status	Action
T/2018/L/2	Atoll Meeting	K. Male	Ha. Baarah	14 Jan 2018	16 Jan 2018	5,000.00	Pending	Action

The following fields will need to be filled:

- 1- Title: name or title of the travel
- 2- Mode of travel: select either “by air” or “by sea” as relevant
- 3- Total Expenditure: provide the total budget required for the travel including ticket costs, per diem and other costs.
- 4- Number of participants
- 5- Departure date
- 6- Return date
- 7- Description: optional field to provide details of the travel
- 8- From: the island from which the delegate is departs from. Select the atoll and Island from the dropdown boxes.
- 9- To: the island to which the delegate goes to. Select the atoll and Island from the dropdown boxes.
- 10- Focal point name: name of the person to contact regarding the travel
- 11- Focal point designation
- 12- Focal point email
- 13- Focal point phone

Press “Save” to record the travel record.

The travel record can be edited from the log of travels in the table below. Press “Action” and then ‘Edit’.

To cancel the travel, press “Action” and then “Cancel”.