

User Manual

For

Budget Monitoring Tool (BMT)

Ministry of Finance

Department of National Budget

July 2021

Budget Monitoring Tool (BMT)

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Budget Monitoring Tool (BMT)

Introduction:

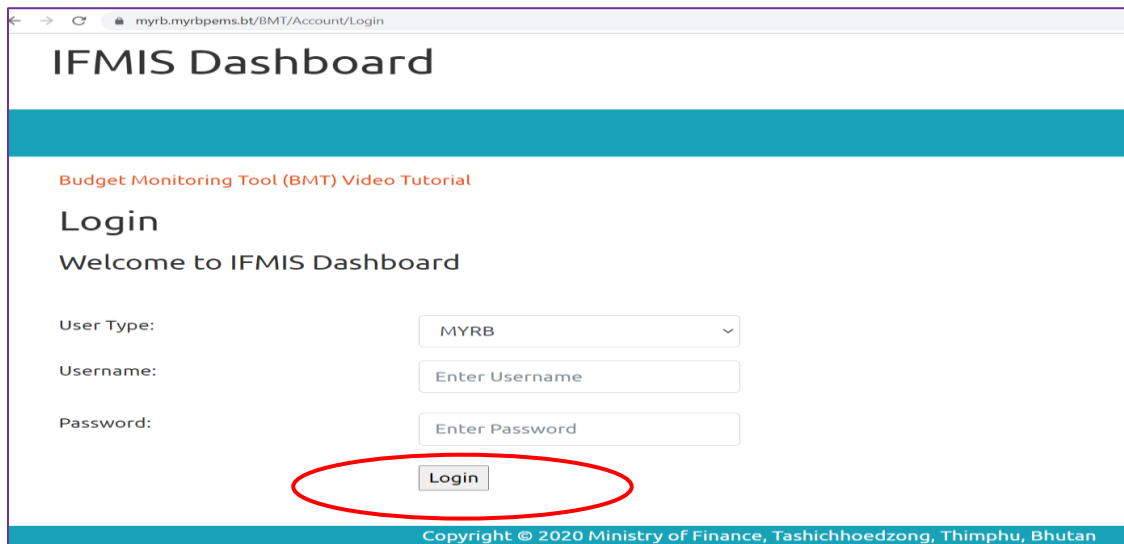
In accordance with the mandates bestowed upon to the Ministry of Finance (MoF) under various legislations for monitoring the performance of the budgetary bodies, the Department of National Budget, MoF has developed the Budget Monitoring Tool (BMT). The BMT will facilitate the budgetary bodies and MoF to monitor the financial and physical progress of the approved budgeted activities through a real time monitoring system.

In addition to the video tutorial on BMT, The Department of National Budget has developed a *User Manual* to facilitate and guide the Users for updating the information in the BMT.

Part I: How to Sign in / Login into BMT

a) Sign in/Login:

The users need to login or Sign in to IFMIS dashboard to get into the BMT system. To login or Sign in, visit the website <https://myrb.myrbpems.bt/BMT/Account/Login>. The following screen will be displayed:



IFMIS Dashboard

[Budget Monitoring Tool \(BMT\) Video Tutorial](#)

Login

Welcome to IFMIS Dashboard

User Type:

Username:

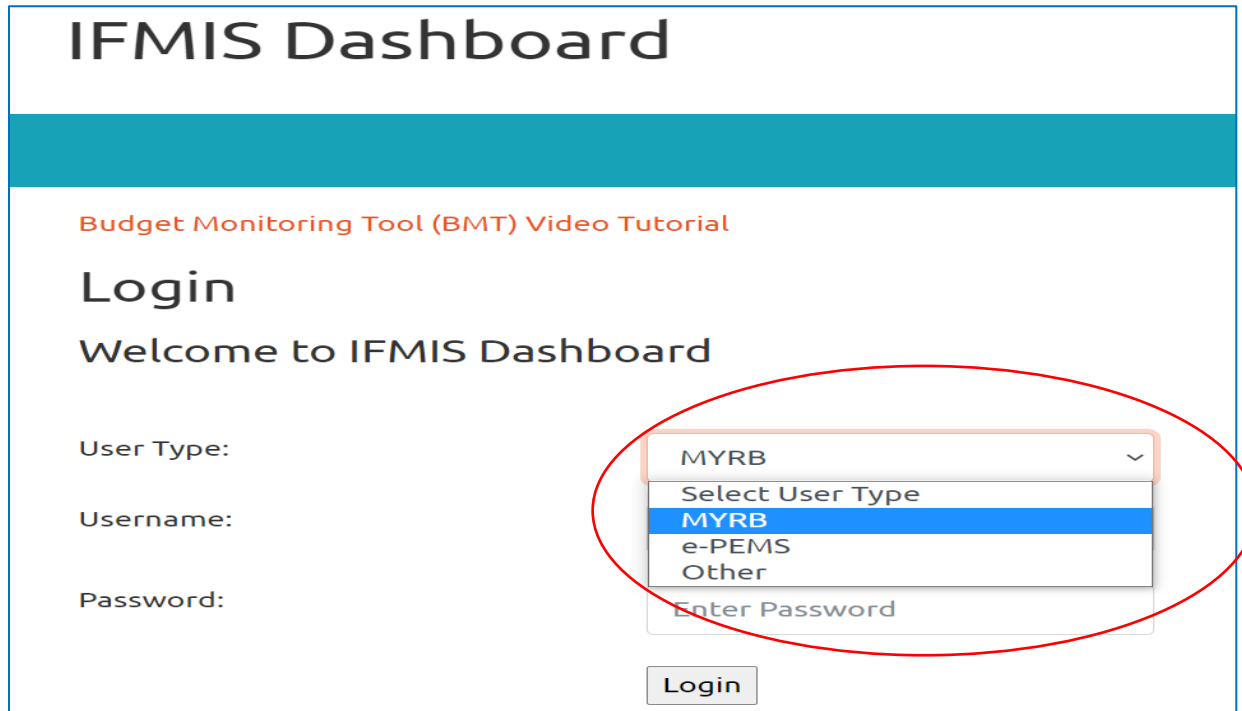
Password:

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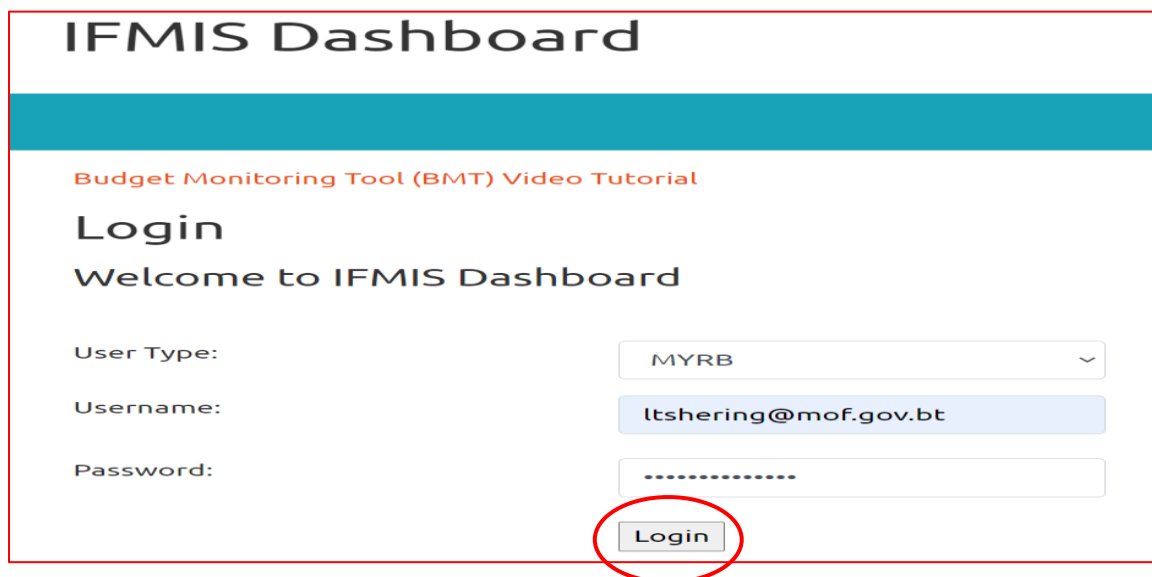
Step 1: In the user type dropdown, select your user type based on your existing credential. For the BMT updates, one has to have MYRB users. However, the other users can have the right to view.

The User to select 'MYRB' under User Type.



The screenshot shows the IFMIS Dashboard login page. At the top, it says "IFMIS Dashboard" in a large font. Below that is a teal header bar. Underneath the header, there is a link for "Budget Monitoring Tool (BMT) Video Tutorial". The main heading is "Login" followed by "Welcome to IFMIS Dashboard". There are three input fields: "User Type:", "Username:", and "Password:". The "User Type:" dropdown menu is open, showing options: "MYRB" (selected), "Select User Type", "e-PEMS", and "Other". Below the dropdown is a "Login" button. A red oval highlights the dropdown menu.

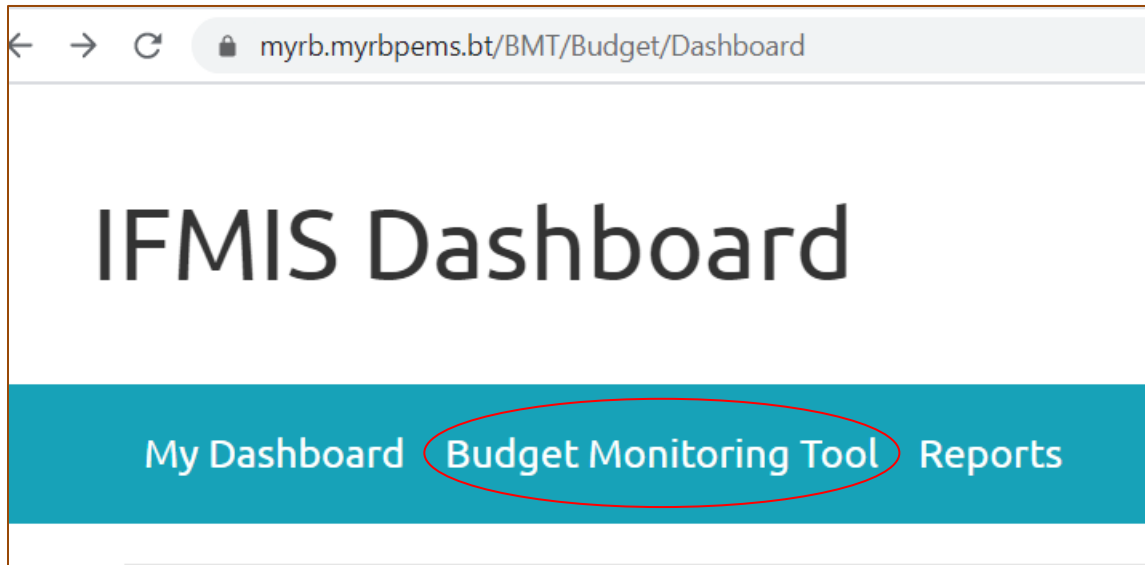
Step 2: After selecting the appropriate user type, provide user ID (Email address) and password to log into the system. The credentials (username and password) are the same as what the user has been assigned to log in to MYRB.



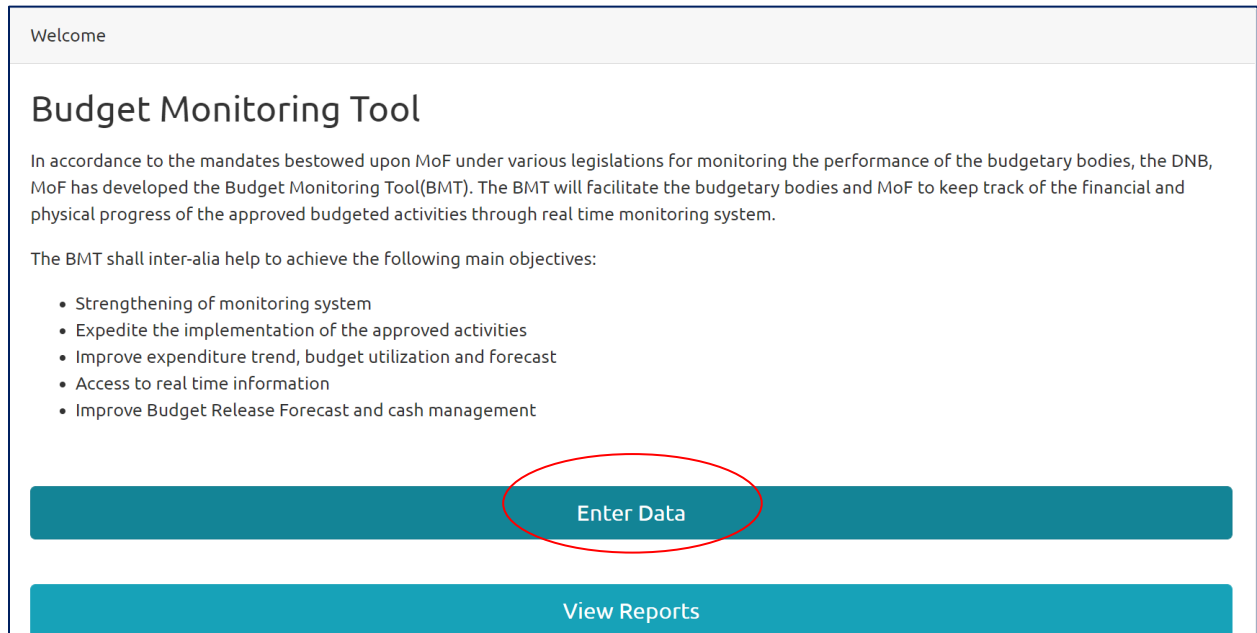
The screenshot shows the IFMIS Dashboard login page. At the top, it says "IFMIS Dashboard" in a large font. Below that is a teal header bar. Underneath the header, there is a link for "Budget Monitoring Tool (BMT) Video Tutorial". The main heading is "Login" followed by "Welcome to IFMIS Dashboard". There are three input fields: "User Type:" with "MYRB" selected, "Username:" with "ltshering@mof.gov.bt" entered, and "Password:" with "....." entered. Below the password field is a "Login" button. A red oval highlights the "Login" button.

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Step 3: Click on the Login button. If the credentials are entered correctly and if you are an authenticated user, the following screen will be displayed.



Step 4: Click on Budget Monitoring Tool and the following screen will be displayed.



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Part II - How to enter the Plan data

Step 1: Click on Enter data to enter your plan and progress data. Once you click on it, following screen will be displayed.

The screenshot shows the 'Enter Data' page in the Budget Monitoring Tool. At the top, there is a navigation bar with 'My Dashboard', 'Budget Monitoring Tool', and 'Reports' on the left, and 'ltshering@mof.gov.bt' and 'Log Out' on the right. Below the navigation bar, there is a 'Back' link. The main content area is titled 'Enter Data' and contains three sections: 'Initial Phase' with a button 'Enter Initial Plan', 'Revision Phase' with a button 'Enter Revised Plan', and 'Enter Progress'.

There will be two planning phases; Initial phase and revision phase. The initial phase will be open soon after the budget has been pushed to revised phase in the MYRB system.

Initial phase:

In this phase, you need to enter the plan of the activity soon after the budget is approved in the MYRB system. Even for those activities that are newly created in the MYRB and supplementary incorporation are done during the year, the first planning should be completed in the initial phase only. This way, the initial planning phase will remain open throughout.

Revision phase:

By default, the already entered data in the initial plan phase activities will be pushed to revision phase. However, in the due course of the financial year, if there is any budget revision (Re-appropriations, additional incorporation, technical adjustments) to already approved activities, the users should accordingly change the quarterly plan (both financial and physical plan) using this phase to get the required releases.


Budget Monitoring Tool (BMT)


Step 2: Once you click on Enter initial plan, the following screen will be displayed:


My Dashboard Budget Monitoring Tool Reports Itshering@mof.gov.bt Log Out


[Back](#)


Enter Initial Plan Data


AU Category: 

AU Code: 

Dept./Sector: 

Field Office: 

Filter (by FIC): 

Filter (by Activity): 

List of Activities

Step 3: Select your respective AU category

Step 4: Select AU code

Step 5: Select Department/Sector

Step 6: Select field office

Step 7: Based on your selection, in the activity drop down list, all the activities for which there is an approved budget in the MYRB system will be displayed. You can either select all or individual activity to enter your plan. Once the activities are selected, the following screen will be displayed:

My Dashboard Budget Monitoring Tool Reports Itshering@mof.gov.bt Log Out

[Back](#)

Enter Initial Plan Data

AU Category:

AU Code:

Dept./Sector:

Field Office:

Filter (by FIC):

Filter (by Activity):

List of Activities

Select All <input type="checkbox"/>	Name	FA	FIC	AB	RB	Is Spill Over?	From Date	To Date	Amount	PP	Q1	Q2	PP	
<input type="checkbox"/>	01 - ENHANCEMENT OF CASE MANAGEMENT SYSTEM	RGOB - Royal Government of Bhutan	0001	5.897	5.897	<input type="checkbox"/>			0.000	NS	0	WE	0.500	IPP

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Note* *On the screen displayed above, based on your selection, the activity name, funding agency, FIC, approved budget and revised budget will be fetched from the MYRB and automatically displayed on the screen. Hence the users needn't have to enter data for these fields. The users are, however, required to precisely name the activities and budget under appropriate OBCs in the MYRB system.*

Step 8: Enter the detailed work plan against each activity for all the quarters based on the information submitted by respective Departments/Sectors/Field offices. Here, the users need to complete two updates, Physical plan (PP) and Financial plan (FP) for all 4 quarters.

IF the activity is NEW:

In the Physical Plan (PP), there is a drop down list of 5 courses of actions (*the list with abbreviation can be found towards the end page of the screen*) that the user needs to select based on the work plan.

Step 9.1. Select the relevant drop-down list under PP column:

a) Not Started (NS): Select NS if the activity is already approved / incorporated in the MYRB system but it is not going to start in the particular quarter.

b) Initiate Procurement plan (IPP): Select IPP in which ever quarter you are going to initiate work prior to actual award of the work

c) Work Execution (WE): Select WE once the work is tendered out and work execution has started.

d) Work Completion (WC): Select WC if your activity is expected to complete in the particular quarter.

e) Not Applicable (NA): Select NA in any of the quarter if the activity is newly created after the end of that quarter. For example, the new activity X is approved in the MYRB system in the 3rd quarter. Here, since the activity X is approved only after the 3rd quarter, you can select NA in quarter 1 and 2.

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						Tender			Q1		Q2		Q3	
Name	FA	FIC	AB	RB	Is Spill Over?	From Date	To Date	Amount	PP	FP	PP	FP	PP	FP
03 - RECONSTRUCTION OF WANGDUEPHODRANG DZONG	RGOB - Royal Government of Bhutan	0002	60.000	60.000	<input type="checkbox"/>			0.000	NS		NS		NS	
03 - RECONSTRUCTION OF WANGDUEPHODRANG DZONG	GOI11FYP - Government of India 11th Plan	2949	150.000	150.000	<input type="checkbox"/>			0.000	WE	20.000	WE	20.000	WE	10.000

Step 9.2: Once the PP update is completed, the user has to update the Financial Plan (FP). In the FP, the user has to enter the absolute figure (in millions) expected to be utilized within the particular quarter. The total financial plan for the four quarters shouldn't be more than the revised budget.

Tender			Q1		Q2		Q3		Q4		Remark	Status	Save
From Date	To Date	Amount	PP	FP	PP	FP	PP	FP	PP	FP			
03/11/20		0.000	NS		NS		NS		NS			Not Saved	Save
08/11/20	05/11/20	0.000	WE	20.000	WE	20.000	WE	10.000	WE	10.000		Draft	Save

Step 9.3: After completing the inputs of PP and FP for all the quarters, you need to click on the save button to save your work. Once you click the save button, the status will be displayed as ***Draft***

Tender			Q1		Q2		Q3		Q4		Remark	Status	Save
From Date	To Date	Amount	PP	FP	PP	FP	PP	FP	PP	FP			
03/11/20		0.000	NS		NS		NS		NS			Not Saved	Save
08/11/20	05/11/20	0.000	WE	20.000	WE	20.000	WE	10.000	WE	10.000		Draft	Save

Step 9.4: After completing the inputs for all the activities and saving your work following the same process highlighted in step 9.3, select all and click on the DNB button to submit your plan. ***Please note that, once submitted, you cannot edit or***

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delete your work. Therefore, users are reminded to verify your data before clicking the Submit to DNB button. Once you click on the submit button, the status will be displayed as **‘Submitted’** and the activity color will be changed to green.

List of Activities								Tender			Q1		Q2		Q3		Q4		Remark	Status	Save	ID	
Select All <input type="checkbox"/>	Name	FA	FIC	AB	RB	Is Spill Over?	From Date	To Date	Amount	PP	FP	PP	FP	PP	FP	PP	FP						
<input checked="" type="checkbox"/>	01 - ENHANCEMENT OF CASE MANAGEMENT SYSTEM	RGOB - Royal Government of Bhutan	0001	5.897	5.897	<input checked="" type="checkbox"/>			0.000	NS	0	WE	0.500			IPP	2.500	WE	2.897	Q1:Project target and execution	Submitted	Save	277573

IF the activity is SPILLOVER:

Step 9.1: Tick on the box “Is it spillover”? This category is selected when the activity is a spillover activity from the previous financial year.

List of Activities								Tender			Q1		Q2		Q3		Q4	
Select All <input type="checkbox"/>	Name	FA	FIC	AB	RB	Is Spill Over?	From Date	To Date	Amount	PP	FP	PP	FP	PP	FP	PP	FP	
<input type="checkbox"/>	03 - RECONSTRUCTION OF WANGDUEPHODRANG DZONG	RGOB - Royal Government of Bhutan	0002	60.000	60.000	<input checked="" type="checkbox"/>			0.000	WE		WE		WE				
<input type="checkbox"/>	03 - RECONSTRUCTION OF WANGDUEPHODRANG DZONG	GOI11FYP - Government of India 11th Plan	2949	150.000	150.000	<input type="checkbox"/>			0.000	WE	20.000	WE	20.000	WE				

Step 9.2. Enter From date and end date followed by tender amount of the work.

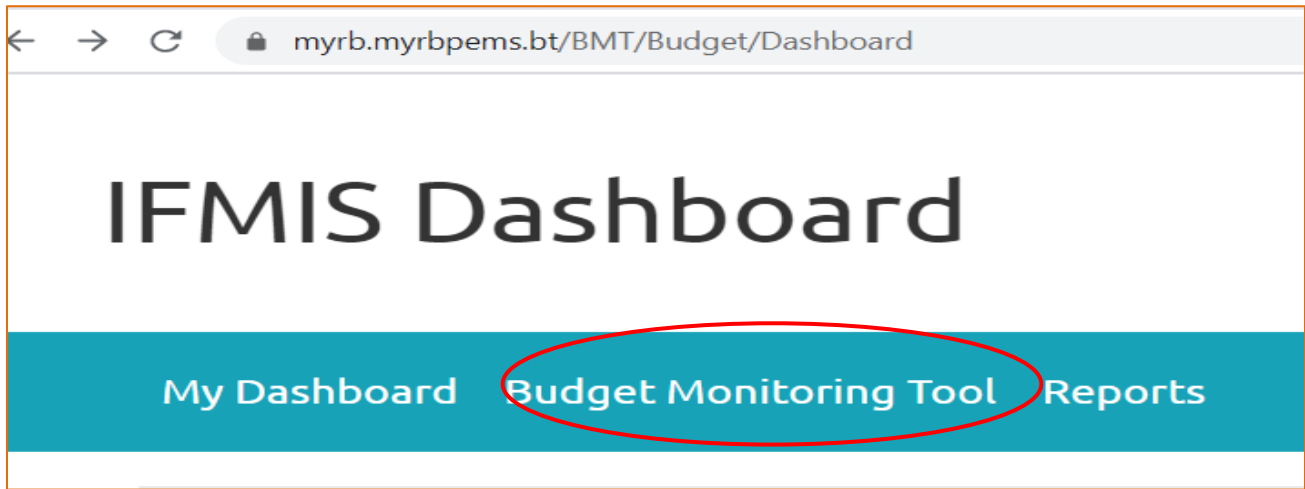
List of Activities								Tender			Q1	
Select All <input type="checkbox"/>	Name	FA	FIC	AB	RB	Is Spill Over?	From Date	To Date	Amount	PP	FP	
<input type="checkbox"/>	03 - RECONSTRUCTION OF WANGDUEPHODRANG DZONG	RGOB - Royal Government of Bhutan	0002	60.000	60.000	<input checked="" type="checkbox"/>			0.000	WE		
<input type="checkbox"/>	03 - RECONSTRUCTION OF WANGDUEPHODRANG DZONG	GOI11FYP - Government of India 11th Plan	2949	150.000	150.000	<input type="checkbox"/>			0.000	WE	20.000	

Abbreviation:

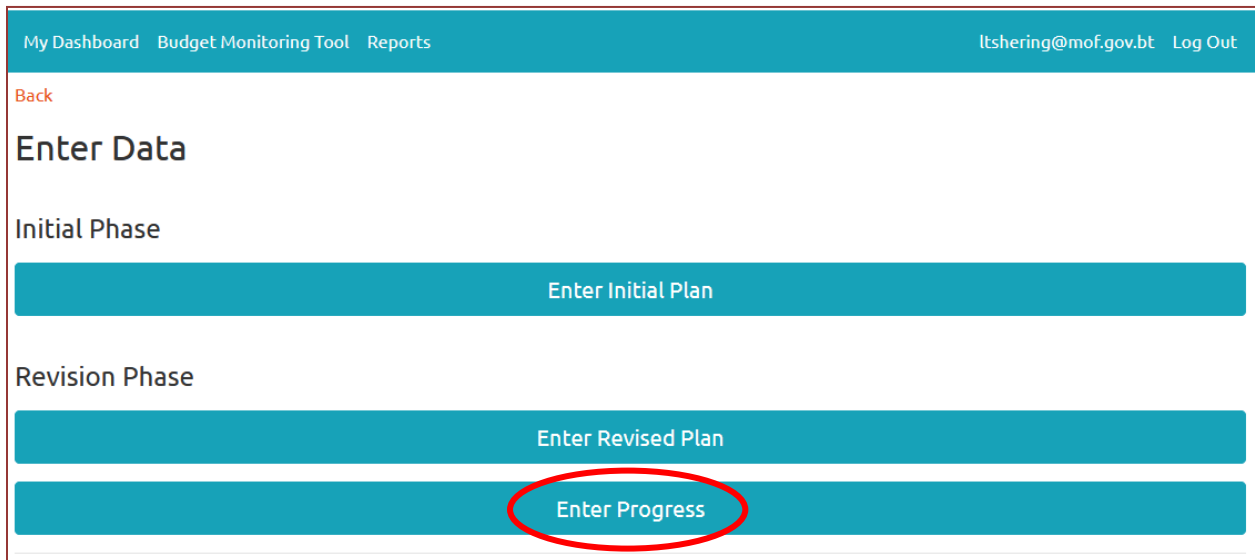
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Part III: How to enter progress updates:

Step 1: Click on Budget Monitoring Tool



Step 2: Once you click on the Budget Monitoring Tool, the following screen will be displayed. Click on the Enter Data



Once you click on the enter progress, the following screen will be displayed.

Budget Monitoring Tool (BMT)

IFMIS Dashboard

My Dashboard Budget Monitoring Tool Reports
Log Out

Back

Enter Progress Data

Time Period (Quarter):

Quarter 1

AU Category:

Select AU Category

AU Code:

Select AU Code

Dept./Sector:

Select Dept

Field Office:

Select Field Office

Filter (by Activity):

Select All

Select quarter

Select AU category

Select AU code

Select Dept/Sector

Select Field office

Select Activity

Step 3: Select the quarter that you want to update the progress (Either Quarter 1, 2,3 or 4).

Step 4: Select your AU category

Step 5: Select AU code

Step 6: Select the relevant Department/Sectors that you want to update for

Step 7: Select the relevant field office

Step 8: Select relevant activity for which you want to update. Once you select the activity, the following screen will be displayed.

Name	FA	FIC	Plan Status	RB	Expdt.	FP (%)	From Date	To Date	Total Tender Amount	CPP (%)	Remark
02 - CONSTRUCTION OF PEMAGATSHEL DZONG	RGOB - Royal Government of Bhutan	0001	Work Execution	63.330	27.118	42.82%	01/06/20	30/06/20	673.330	98	

Note* In the progress phase, the name of the activities, FA, FIC, RB, Expenditure and FP (%) will be automatically generated from the MYRB system. Similarly, the tender details (From & end date and tender amount) if it is a spillover activity and the physical plan status will be fetched from the BMT Planning Phase.

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IF the activity is indicated as spillover:

If the activity is indicated as spill over in the planning phase, follow the following steps:

Step 1: Enter the CPP (cumulative physical progress) based on the progress report.

Step 2: Click the save button to save your work.

Step 3: Click on the submit to DNB button to submit your progress data. Once you click the submit button, the status will be displayed as **“Submitted”**.

IF the activity is a new:

If the activity is new in the planning phase, follow the following steps:

Step 1. Based on the status of work, enter the tender details (from date, end date and tender amount).

Step 2: Enter the CPP (cumulative physical progress) based on the progress report.

Step 3: Click the save button to save your work.

Step 4: Click on the submit to DNB button to submit your progress data. Once you click the submit button, the status will be displayed as **“Submitted”**. Once submitted, the user will not be able to edit / undo the entries. Therefore, the users are requested to review and update the progress entries correctly.

Enter Progress Data

Time Period (Quarter):

AU Category:

AU Code:

Dept./Sector:

Field Office:

Filter (by Activity):

List of Activities

FIC	Plan Status	RB	Expdt.	FP (%)	From Date	To Date	Total Tender Amount	CPP (%)	Remark	Status	Save	ID
0001	Work Execution	63.330	27.118	42.82%	01/06/20	30/06/20	673.330	98		Submitted	Save	246797

Note The update of progress data shall be kept open once the quarter starts so that Finance personnel can update as and when bill passes. However, the FO should kindly note the deadline for completion of quarter update shall be every 15th day of the following month from the end of the respective quarters.*

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