

EASE Central Records Division

Republic of the Philippines DEPARTMENT OF BUDGET AND MANAGEMENT Malacañang, Manila

CIRCULAR LETTER

No. 2013 - 13November 25,2013

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All Heads of Departments, Agencies, State Universities and Colleges, Government-Owned and/or Controlled Corporations receiving Budgetary Support from the National Government; Heads of Budget and Accounting Units and All Others Concerned

### SUBJECT : Use of Online Reporting System for the Submission of Budget Execution Plans and Targets for 2014 and Subsequent Years

- 1.0 Following the approval of the National Budget Circular No. 550 which prescribes the changes in the Budget Execution Documents (BEDs), an Online Reporting System will be rolled out for the use of implementing agencies in the preparation and submission of BEDs for 2014 and subsequent years.
- 2.0 The Online Reporting System aims to facilitate the timely submission of the BEDs which are compliant with the Unified Accounts Code Structure (UACS).
  - 2.1 Agencies will need to key in only the amounts since most of the NEP 2014 data and UACS codes are already in the system.
  - 2.2 Agencies shall print the BEDs No. 1, 2 and 3 using the Online Reporting System and submit the same printed and signed copy to the DBM offices concerned on or before 30 November 2013 as provided in NBC No. 550.
- 3.0 The Online Reporting System will be available starting 18 November 2013. Agencies are requested to reconfirm with the DBM Budget and Management Bureau (BMB) and Regional Office (RO) concerned, the username and password used in the Online Submission of Budget Proposals (OSBP). Agencies may request for additional users or new users, if needed, through the BMB/RO concerned.
- 4.0 The Online Reporting System is accessible in <u>http://urs.dbm.gov.ph</u>.
- 5.0 To assist users of the system, a Quick Guide to the Online Reporting System is attached to this Circular Letter and may also be downloaded from the system
- 6.0 For agencies with limited internet access, agencies may use the Encoding Facility located at the DBM ICTSS Training Room (3<sup>rd</sup> floor Boncodin Hall) starting 18 November 2013. Agencies availing of this service are requested to bring their laptops and make reservations through the Help Desk.
- 7.0 For assistance and use of Encoding Facility at DBM, please call or email the System Help Desk: a. Telephone No: 490-1000 local 2300 or 2609 (8AM-5PM) Monday to Friday
  - b. Email Address: online-reporting@dbm.gov.ph.
- 8.0 The status of agency BEDs submissions will be posted and regularly updated at the DBM website: www.dbm.gov.ph.
- 9.0 This Circular shall take effect immediately.

FLORENCIO B. ABAD

Secretary



# DEPARTMENT OF BUDGET AND MANAGEMENT

UNIFIED REPORTING SYSTEM

Quick User Guide

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# 1. Introduction

# 1.1 About the System

Unified Reporting System provides data entry facility for Budget Execution Documents.

Budget Execution Documents (BED) are as follows:

- BED 1 Financial Plan
   BED 2 Physical Plan
- 3. BED 3 Monthly Disbursement Program

2. Getting Started 2.1 Log in

To log in:

- a. Launch any internet browser (best viewed in Mozilla Firefox Sector or google chrome ) by double-clicking on the shortcut icon on your desktop.
- b. Type: <u>http://urs.dbm.gov.ph</u> in the Address bar and hit **Enter**. The Unified Reporting System login page will be displayed.

OR

Double-click the Unified Reporting System application shortcut in the desktop if available.

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Login Form	
User Name: *	Unified Reporting System Helpdesk :
Password: *	Telehpne Nos. : 631-2608 / 631-2609
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Login Clear	
You are attempting to access a private Unauthorized access, or access in excess of your may result in civil and criminal penalties. Your ac being logged and monitored.	system. authority, Nvibes are
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#### **Unified Reporting System Log in Page**

c. Enter a valid User ID and Password.

Note: Password is encrypted.

d. Click Login

Five Types of Users;

1.) Maker – who prepares the reports and access the changes of quarterly and monthly amounts

. The Unified Reporting System landing page will be displayed.

- 2.) Reviewer who checks the reports prepared by the maker and access the viewing of quarterly and monthly amounts
- 3.) Approver who approves the reports and access the viewing of quarterly and monthly amounts
- 4.) Admin Agency User Management, BMB Analysts and has access of the Consolidated Reports

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5.) Super Admin – System Management Administrator and creates BMB users

Note : Quick User Guide is available upon log-in the system which is located in **Help** menu.

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Unified Reporting System Landing Page

 Department, Agency and Operating Unit fields are default upon log-in depending on the coverage of the user.

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a. Click and select values on the search criteria

- b. Click RETRIEVE for lists to be displayed. (based on the criteria selected)
- c. Click the row of specific BED for view, edit or review

To change the current search criteria, click CLEAR SELECTION button.

#### 3. View, Edit or Review Details

3.1 BED 1

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#### 3.1.1 Current Year tab



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Unified Reporting System

Logout | maker

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2 🗟 Gener	ral Administration and Support Services	A.01.a					
3 🗟 Centr	al Office	A.01. a.01				*	· .
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**Transaction Page** 

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Input the amount of Actual Obligation and Estimated Obligations (Total is system generated) and then click

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c. Add SPF details (if applicable)

c.1 Click button c.2 Pop-up window for List of SPFs and corresponding PAPs will appear c.3 Select the desired SPF and corresponding PAPs by clicking the box c.4 Click button

button

c.5 Click the row for edit and then click <sup>CEdit</sup> button

c.6 Input the desired amount and then click

# 3.1.2 Budget Year tab

3.1.2.1 Part A tab

a. Click the row for edit

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b. Pop-up window for Sub Object details will appear

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5010181001	Basic Salary - Civilian	46074	11518	11518	11518	11000	45554	0	0	Ó	520	520	<u>^</u>
5010102000	Salaries and Wages - Casual/Contractual	16142	4035	4035	4035	4037	16142	0	0	0	0	0	с • `
5010201001	PERA - Civilian	2928	732	732	732	732	2928	0	0	0	0	Û	
5010202000	Representation Allowance (RA)	2232	558	558	558	558	2232	0	Û	0	0	0	
5010203001	Transportation Allowance (TA)	2232	558	558	558	558	2232	0	0	0	0	0	. l
5010204001	Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	0	û	0	0	
5010208001	Productivity Incentive Allowance - Civilian	244	61	61	61	61	244	Ū	Ó	0	` O	0	
5010214001	Bonus - Civilian	3840	960	960	960	960	3840	0	0	0	G	0	
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c. Click <sup>Edit</sup> button

d. Click the row for edit and then input the desired amount per quarter. Other rows can be edited after the first row before saving the transaction.

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			Q1	Q2	Q3	Q4	Sub-Tot	Q1	Ü Q2	Q3	Q4	Sub-Total	
5010101	001 Basic Salary - Civilian	46074	11518	11518	11512	11520	46074	0	0	<del>.</del>	0	0	~
5010102	00 Salaries and Wages - Casual/Contractual	16 142	4025	4035	4035	4037	16142	0	0	0	0	<b>^</b> 0	
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5010204	201 Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	0	0	0	6	
5010208	201 Productivity Incentive Allowance - Civilian	244	67	61	61	61	244	0	0	0	0	0	
5010214	201 Bonus - Civilian	3840	960	960	-960-	960	3840	0	<u> </u>		0	0	

# e. Click

button

#### Notes:

- As a default amount, system will distribute the total appropriation to four quarters under Comprehensive Release columns Quarterly Amount = Total Appropriation/4
- Q1, Q2 and Q3 are whole amount and the decimals (if any) will be added to last quarter.
- Allowed to Save : Sum of all the Quarters with amount (Comprehensive Release and/or For Later Release) =< Total Appropriation</li>
- If there are Sub Objects with Sum of all the Quarters less than the Total Appropriation, the Document won't be submitted until these differences have reconciled.
- Font of the amounts, Sub Object Code and Sub Object Description will be changed to red if Sum of all the Quarters is less than the Total Appropriation.

	OBJECT CODES	Total		Com	orehensi	we Releas	e		ļ	For La	ter Rel	ease
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seteroruor	Basic Salary - Civitian	46074	11518	11518	11518	11518	46072	0	0	Ð	Û	U
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5010203001	Transportation Allowance (TA)	2232	558	558	558	558	22 <b>32</b>	Ó	0	Q	0	0
5010204001	Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	Û	0	0	0
5010208001	Productivity Incentive Allowance - Civilian	244	.61	61	61	61	244	0	0	0	0	0
5010214001	Bonus · Civilian	3840	960	960	960	960	3840	0	0	0	0	0

 Not Allowed to Save : Sum of all the Quarters with amount (Comprehensive Release and/or For Later Release) > Total Appropriation

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Row will be highlighted if Sum of all the Quarters is greater than the Total Appropriation and the system will prompt an error message upon saving the transaction.

C Edit	📑 Save 🖓 Cancel												
	OBJECT CODES	Total		Compre	ehensiv	re Relea	se		Fo	r Later	Reteas	e ·	
1			Q1	Q2	Q3	Q4	Sub-Tot	Q1	Q2	Q3	Q4	Sub-Total	
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5010201001	PERA - Civilian	2928	,732	732	732	732	2928	0	0	0	0	0	•
5010202000	Representation Allowance (RA)	2232	558	558	558	558	2232	0	0	0	Ũ	0	
5010203001	Transportation Allowance (TA)	2232	558	558	558	558	2232	0	0	0	0	0	
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5010208001	Productivity Incentive Allowance - Civilian	244	61	61	61	61	244	Û	0	0	0	0	
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Ð Error There are values greater than TOTAL value. Ok ÷

#### 3.1.2.2 Part B

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5 (g	Example and monitoring of funding requirements	302020000	25074	10	10	10	10	0 40		
ь 7 б	e internal control systems and procedures towards produces Major organization and staffing modification, compensation	303010001	23248	n	n	n	ĥ	n N	n	

#### Budget Year : Part B Page

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🖉 Edit button

a. Click the row for edit and then click

b. Input the desired amount per quarter

🚽 Save c. Click button

Notes:

- Amount is editable per quarter; can be equal to or less than the original Quarterly PAP amount (but not higher)
- Allowed to Save : Quarterly amount =< original Quarterly PAP amount
- Not Allowed to Save : Quarterly amount > original Quarterly PAP amount

3.1.3 Instructions Tab (Viewing as a reference)

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Department:	06 - Department of Budget and Management (DBM)	Type of BED	BED 1	Print 615
Agency:	001 - Office of the Secretary	Budget Year	2014	anin valuera .
Operating Unit:	00000 - Central Office	Status:	FOR REVIEW	For ellow-
Organization Code (UA)	<sup>25)</sup> 060010100000			
Current Year	Budget Year Instructions		nan timi anton manangini ingon 141	λαμό χει το το ποτογραφιατίο ποτοποίο πότους το ποιοδογία το ποτογραφικό ποτοποίο ποτοποίο το το το το το το τ Τ <sup>η το τ</sup> ο το
	FINANCIAL PLAN	(BED No. 1) 10/15		
The Financial P per National Exp PAP/MFO as ref	lan (FP) shall contain the OU/Agency's performance in the curre senditure Program (NEP) inclusive of automatic appropriations fo lected in NEP-Performance Informed Budget (PIB), if feasible	nt year, in terms or the budget year ••• Otherwise . cur	of obligation progra 5 For FY 2014 , age rent year 's obligati	m, consistent with its budget level ncies should align their 2013 ions shall be submitted separately.
Column 1	Part A includes all programs, activities and projects (P/A/P) t fund source, including automatic appropriations and special pr the specific P/A/Ps under operations shall be attributed. The deliver to external clients through the implementation of the p	a be implemented urpose funds. Thi MFO are goods/ s programs, activiti	<ol> <li>categorized by cos s shall also disclose t ervices that a depar ies and projects.</li> </ol>	It structure, by allotment class and by the Major Final Outputs (MFO) where tment / agency is mandated to
	Part B shall highlight Major Programs and Projects enrolled/at committed to the President and whose outputs are being close Programs and Projects must be duly aligned to one or several	tributed to the Pr ily monitored by t	ogram Budgeting App he Presidential Mana mending of the gove	proach per NBM No. 118, and those agement Staff(PMS). These Major roment, otherwise known as key

#### 3.1.4 Submit the Document for Review and Approval

#### 3.1.4.1 As a Maker

For Review a. Click button

Results Areas (KRAs) pursuant to EO No. 43, as failows:

Status will be changed to FOR REVIEW and the Document will be available to Reviewer.

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# 3.1.4.2 As a Reviewer

- a. Click For Approval button
  - Status will be changed to FOR APPROVAL and the Document will be available to Approver.
  - To send back the report to the maker for modifications or corrections, click Send Back button and the Status will be reverted to **PENDING**

#### 3.1.4.3 As a Approver

Republic of the Philippines

- a. Click Approve button
- Status will be changed to APPROVED and the Document will be submitted to DBM electronically.
- To send back the Document to the maker for modifications or corrections, click
   Send Back
   button and the Status will be reverted to PENDING.

3.2 BED 3

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4 • 6	] Specific Budget of National Govt. (젊 PS	301010000	1500	50	1450	120	120	120	360	120	

# b. Input the desired amount per month and then click

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Notes:

- As a default amount, system will distribute the net program amount to twelve months.
  - Monthly = Net Program/12
- January to November is whole amount and the decimals (if any) will be added to last month (December).
- Allowed to Save : Sum of all the Months with amount =< Net Program</li>
- Not Allowed to Save : Sum of all the Months with amount >Net Program
- Tax Remittance Advice (TRA) Percentage Personnel Services (PS) : 8% of Salaries and Wages only Maintenance and Other Operating Expenses (MOOE) : 5% of Total MOOE Financial Expenses (Fin. Exp.) : 5% of Total Fin. Exp. Capital Outlay (CO) : 5% of Total CO
  - c. Add Cash Disbursement Ceiling (CDC) (if applicable)

c.1 Click the row where CDC wants to be inserted and then click Add CDC button

c.2 Row for CDC will appear

CDC 0 c.3 Click CDC row and then click *CEdit* button

C.S Click CDC TOW and then click and then click

c.4 Input the desired amount for CDC and then click Law button

Note :

- CDC amount + Notice of Cash Allocation (NCA) amount should not exceed the Total Monthly Disbursement Program
- d. Add Non-Cash Availment Authority (NCAA) (if applicable)

d.1 Click the row where NCAA wants to be inserted and then click  $\mbox{Add}$  NCAA button

0 0 0 0

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d.2 Row for NCAA will appear

📄 NCAA

d.3 Click NCAA row and then click <sup>CEdit</sup> button

d.4 Input the desired amount for NCAA and then click save button

#### Note

- NCAA amount + NCA amount should not exceed the Total Monthly Disbursement Program
- If CDC or NCAA row is inserted unintentionally, click **Remove** CDC/NCAA button to remove the inserted row.

# 3.2.1.2 Prior Year Obligation tab

a. Click the row for edit and then click edit button

b. Input the desired amount and then click

Notes:

- Total Program, TRA and Monthly Amount are manually inputted
- Net Program, Sub-Totals and Full Year Total are system generated
- Full Year Total should be equal to or less than the Net Program

# 3.2.1.3 Tax Remittance Advice (TRA) tab

a. Click the row for edit and then click <sup>C Edit</sup> button.

b. Input the desired amount and then click

Notes:

- As a default amount, system will distribute the total TRA to twelve months Monthly = Total TRA/12
- January to November is whole amount and the decimals (if any) will be added to last month (December).
- Allowed to Save : Sum of all the Months with amount =< Total TRA</li>
- Not Allowed to Save : Sum of all the Months with amount >Total TRA

#### 3.2.1.4 Others tab

- a. Click the row for edit and then click <sup>C Edit</sup> button.
- b. Input the desired amount and then click
  - Notes:
  - Total Program, TRA and Monthly Amount are manually inputted
  - Net Program, Sub-Totals and Full Year Total are system generated
  - Full Year Total should be equal to or less than the Net Program

#### 3.2.2 Part B

🖉 Edit

a. Click the row for edit and then click

button

- b. Input the desired amount per month
- c. Click Save button

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# 3.2.3 Instructions tab (for Viewing as a reference)

# 3.2.4 Submit the Document for Review and Approval

#### 3.2.4.1 As a Maker

- a. Click For Review button
  - Status will be changed to **FOR REVIEW** and the document will be available to Reviewer.

#### 3.2.4.2 As a Reviewer

- a. Click
- Status will be changed to FOR APPROVAL and the document will be available to Approver.
- To send back the report to the maker for modifications or corrections, click Send Back button and the Status will be reverted to **PENDING**

#### 3.2.4.3 As a Approver

- a. Click
- Status will be changed to APPROVED and the document will be submitted to DBM electronically.
- To send back the document to the maker for modifications or corrections, click Send Back button and the Status will be reverted to **PENDING**.

# 4. Printing and Saving of Reports

- 4.1 Print Preview
  - a. Click

# 4.2 Saving of Report

- a. Click PDF button to save the report in PDF
- b. Click Excel button to save the report in excel