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

OFFICIAL RELEASE
Central Records Division

CIRCULAR LETTER

No. 2013 - 13
November 25,2013

TO : 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 http://urs.dbm.gov.ph.

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 (3rd 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

Table of Contents

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:

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

2. Getting Started

2.1 Log in

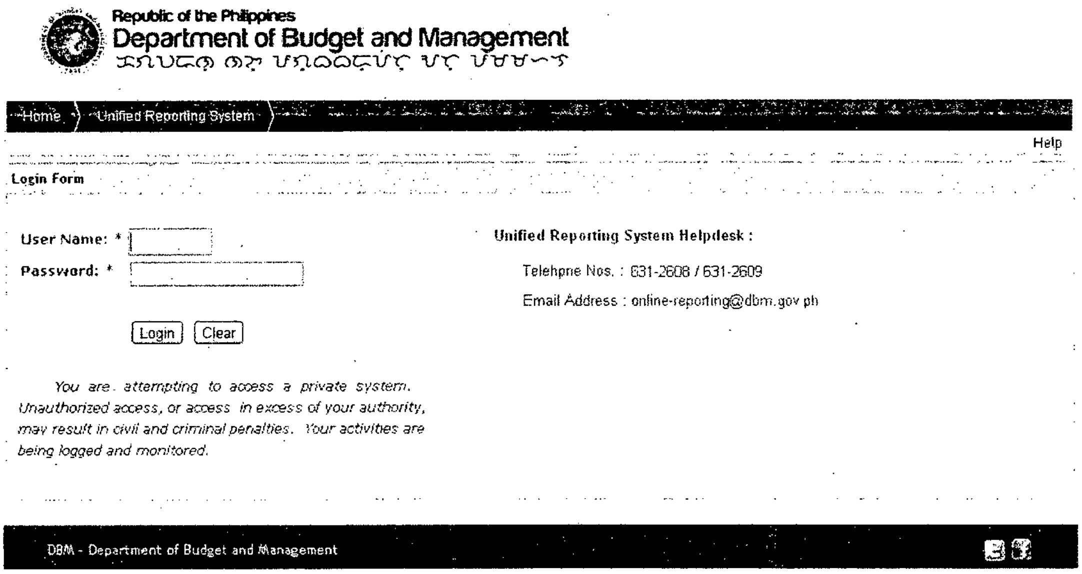
To log in:

a. Launch any internet browser (best viewed in Mozilla Firefox or google chrome) by double-clicking on the shortcut icon on your desktop.

b. Type: *http://urs.dbm.gov.ph* 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.



Unified Reporting System Log in Page

c. Enter a valid **User ID** and **Password.**

Note: Password is encrypted.

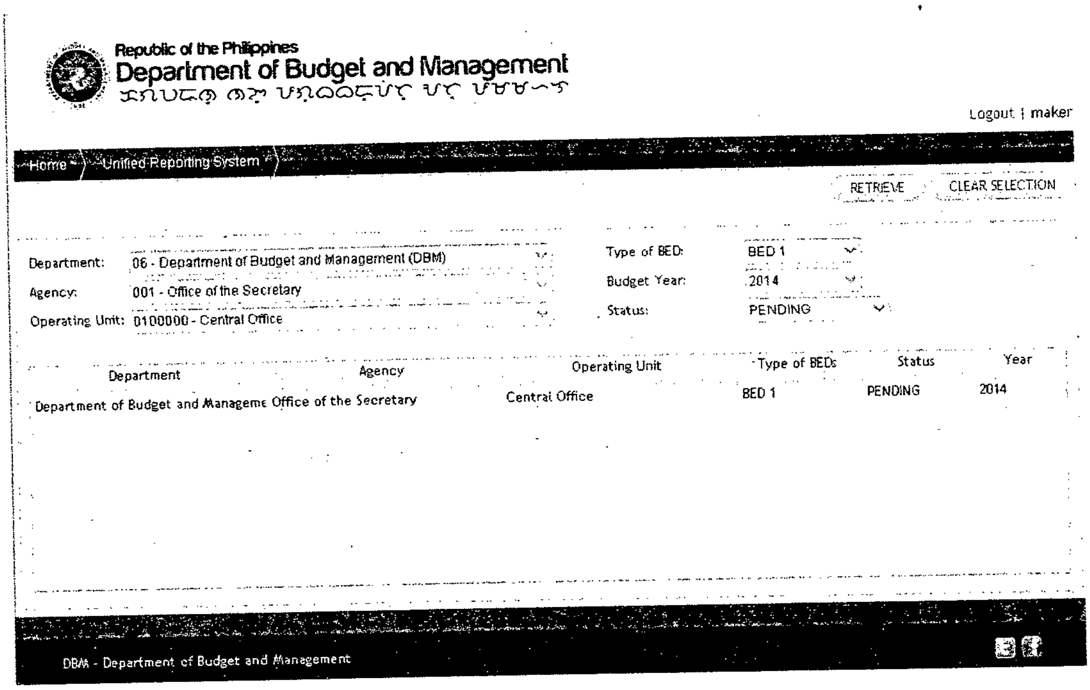
d. Click Login. The Unified Reporting System landing page will be displayed.

Five Types of Users;

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

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

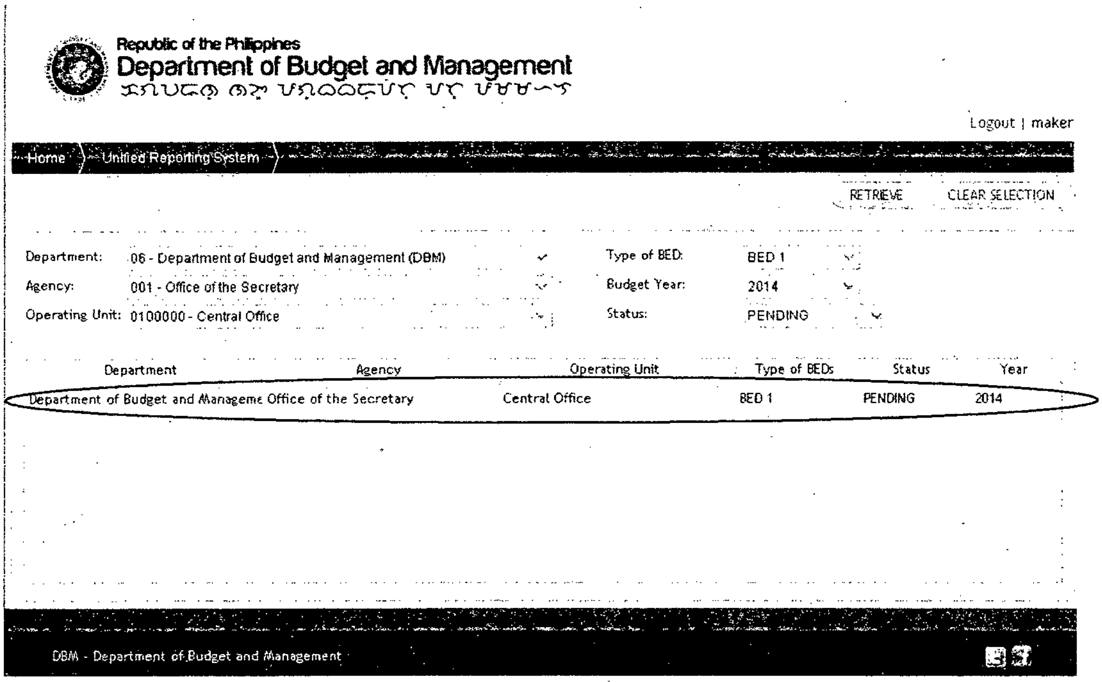
*Note : Quick User Guide is available upon log-in the system which is located in **Help** menu.*



Unified Reporting System Landing Page

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

2.2 Search and Retrieve Records (List of BEDs)



a. Click and select values on the search criteria

b. Click RETRIEVE for lists to be displayed. (based on the criteria selected)

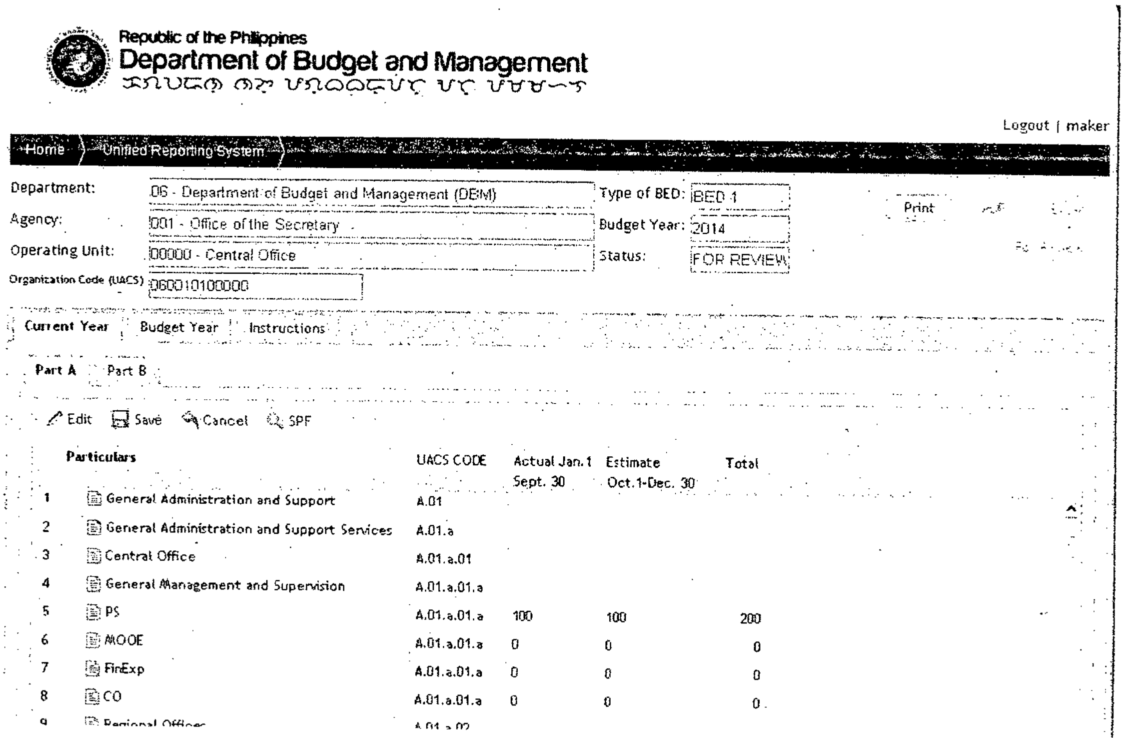
c. Click the row of specific BED for view, edit or review

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

3. View, Edit or Review Details

3.1 BED 1

3.1.1 Current Year tab


Republic of the Philippines
Department of Budget and Management

Logout | maker

Home > Unified Reporting System

Department: 06 - Department of Budget and Management (DBM) Type of BED: BED 1
Agency: 001 - Office of the Secretary Budget Year: 2014
Operating Unit: 00000 - Central Office Status: FOR REVIEW
Organization Code (UACS) 060010100000

Print

Current Year | Budget Year | Instructions

Part A | Part B

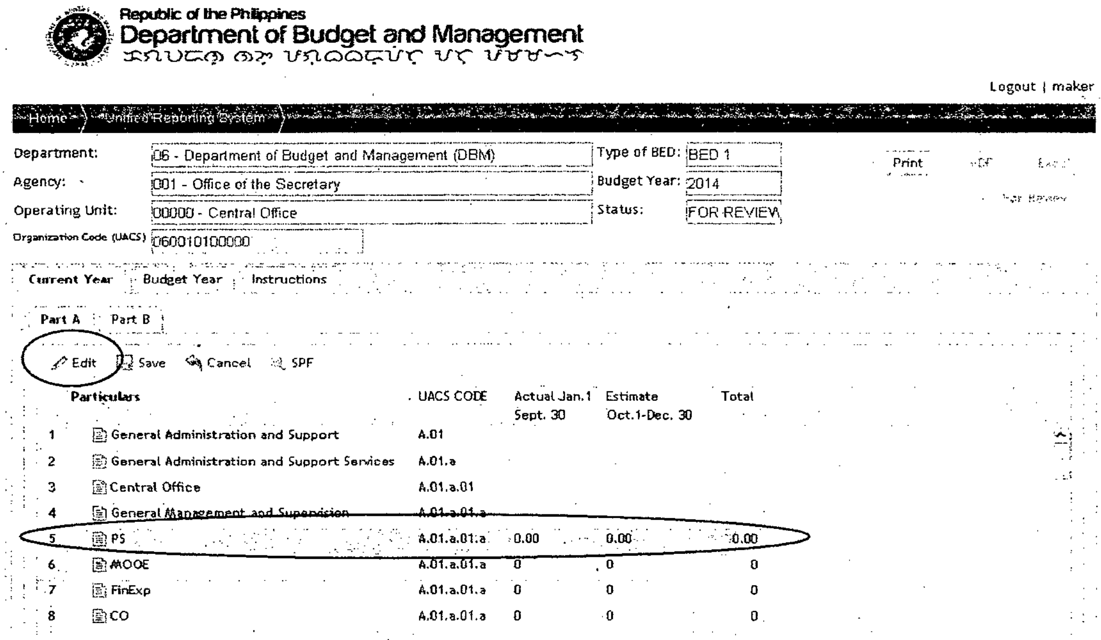
Edit Save Cancel SPF

	Particulars	UACS CODE	Actual Jan.1 Sept. 30	Estimate Oct.1-Dec. 30	Total
1	General Administration and Support	A.01			
2	General Administration and Support Services	A.01.a			
3	Central Office	A.01.a.01			
4	General Management and Supervision	A.01.a.01.a			
5	PS	A.01.a.01.a	100	100	200
6	MOOE	A.01.a.01.a	0	0	0
7	FinExp	A.01.a.01.a	0	0	0
8	CO	A.01.a.01.a	0	0	0
9	Regional Offices	A.01.a.02			

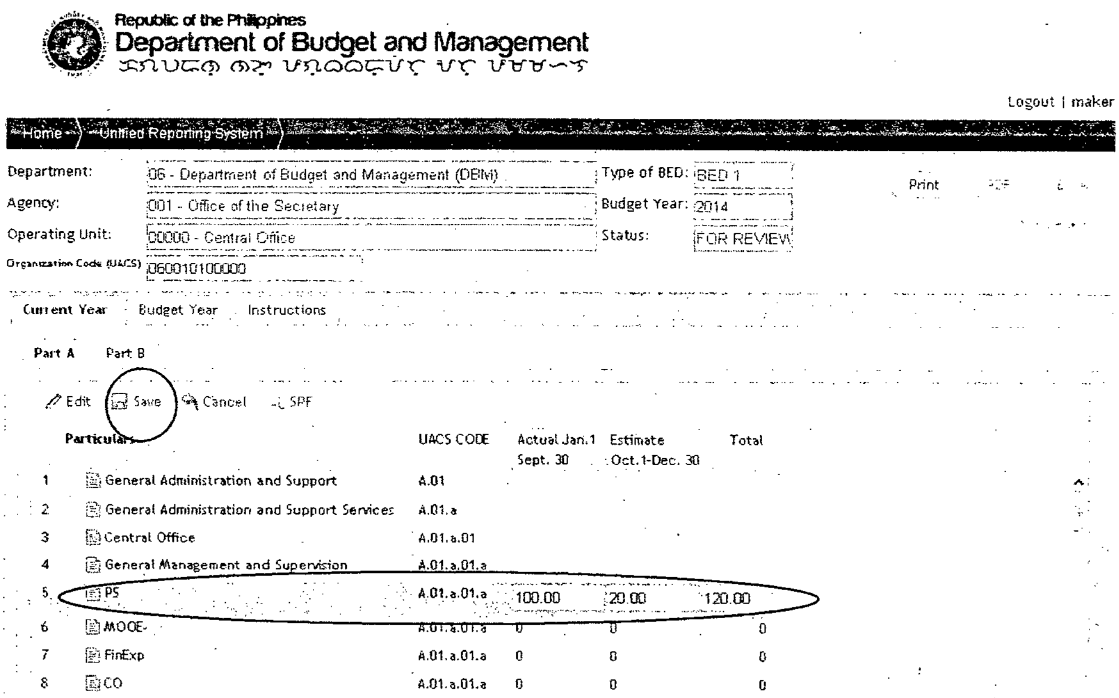
Transaction Page

3.1.1.1 **Part A** tab

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



b. Input the amount of Actual Obligation and Estimated Obligations *(Total is system generated)* and then click Save button.



c. Add SPF details (if applicable)

c.1 Click SPF 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 Save button
c.5 Click the row for edit and then click Edit button
c.6 Input the desired amount and then click Save button

3.1.2 **Budget Year** tab

3.1.2.1 Part A tab

a. Click the row for edit

Republic of the Philippines
Department of Budget and Management

Logout | maker

Home > Unified Reporting System

Department:	06 - Department of Budget and Management (DBM)	Type of BED:	BED 1	Print	
Agency:	001 - Office of the Secretary	Budget Year:	2014		
Operating Unit:	00000 - Central Office	Status:	FOR REVIEW		
Organization Code (UACS)	060010100000				

Current Year | Budget Year | Instructions

Part A | Part B

SPF

Particulars	UACS CODE	Total	Comprehensive Release					
			Q1	Q2	Q3	Q4	Sub Total	Q1
Part A								
Budget Year / Appropriations								
General Administration and Support	100000000	0						
General Administration and Support Services	100010000	0						
General Management and Supervision	100010001	288076						
PS	100010001	75697	18920	18920	18920	18417	75177	0
MOOE	100010001	190359	18920	18920	18920	18417	75177	0

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

Modal Window

Edit | Save | Cancel

OBJECT CODES		Total	Comprehensive Release					For Later Release				
			Q1	Q2	Q3	Q4	Sub-Tot:	Q1	Q2	Q3	Q4	Sub-Total
5010101001	Basic Salary - Civilian	46074	11518	11518	11518	11000	45554	0	0	0	520	520
5010102000	Salaries and Wages - Casual/Contractual	16142	4035	4035	4035	4037	16142	0	0	0	0	0
5010201001	PERA - Civilian	2928	732	732	732	732	2928	0	0	0	0	0
5010202000	Representation Allowance (RA)	2232	556	558	558	558	2232	0	0	0	0	0
5010203001	Transportation Allowance (TA)	2232	558	558	558	558	2232	0	0	0	0	0
5010204001	Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	0	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

c. Click Edit 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.

Modal Window

Edit | Save | Cancel

OBJECT CODES		Total	Comprehensive Release					For Later Release				
			Q1	Q2	Q3	Q4	Sub-Tot	Q1	Q2	Q3	Q4	Sub-Total
5010101001	Basic Salary - Civilian	46074	11518	11518	11518	11520	46074	0	0	0	0	0
5010102000	Salaries and Wages - Casual/Contractual	16142	4035	4035	4035	4037	16142	0	0	0	0	0
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	0	0
5010203001	Transportation Allowance (TA)	2232	558	558	558	558	2232	0	0	0	0	0
5010204001	Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	0	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

e. Click Save 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*
- *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.*

Modal Window

Edit | Save | Cancel

OBJECT CODES		Total	Comprehensive Release					For Later Release				
			Q1	Q2	Q3	Q4	Sub-To	Q1	Q2	Q3	Q4	Sub-Total
5010101001	Basic Salary - Civilian	46074	11518	11518	11518	11518	46072	0	0	0	0	0
5010102000	Salaries and Wages - Casual/Contractual	16142	4035	4035	4035	4036	16141	0	0	0	0	0
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	0	0
5010203001	Transportation Allowance (TA)	2232	558	558	558	558	2232	0	0	0	0	0
5010204001	Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	0	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*

- *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.*

Modal Window

Edit Save Cancel

OBJECT CODES		Total	Comprehensive Release					For Later Release				
			Q1	Q2	Q3	Q4	Sub-Tot	Q1	Q2	Q3	Q4	Sub-Total
5010101001	Basic Salary - Civilian	46074	11518	11518	11518	11525	46079	0	0	0	0	0
5010102000	Salaries and Wages - Casual/Contractual	16142	4035	4035	4035	4037	16142	0	0	0	0	0
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	0	0
5010203001	Transportation Allowance (TA)	2232	558	558	558	558	2232	0	0	0	0	0
5010204001	Clothing/Uniform Allowance - Civilian	610	152	152	152	154	610	0	0	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

Error

There are values greater than TOTAL value.

Ok

3.1.2.2 Part B

Republic of the Philippines
Department of Budget and Management

Logout | maker

Home > Unified Reporting System >

Department:	06 - Department of Budget and Management (DBM)	Type of BED:	BED 1	Print
Agency:	001 - Office of the Secretary	Budget Year:	2014	
Operating Unit:	00000 - Central Office	Status:	FOR REVIEW	
Organization Code (UACS)	060010100000			

Current Year | Budget Year | Instructions

Part A | Part B

BED 1 PART B

Edit Save Cancel

	Particulars	UACS CODE	Total	Comprehensive Release					For Late
				Q1	Q2	Q3	Q4	Sub Total	Q1
1	Major Programs/Projects								
2	TRANSPARENCY, ACCOUNTABILITY AND OPEN GOVERNANCE								
3	Fiscal policy research, budget planning and programming, ir	301010000	22206	0	0	0	0	0	0
4	Planning, management and monitoring of the annual budget	302010000	36136	0	0	0	0	0	0
5	Evaluation, release and monitoring of funding requirements	302020000	177272	0	0	0	0	0	0
6	Internal control systems and procedures towards producti	303010001	25016	10	10	10	10	40	0
7	Major organization and staffing modification, compensation	303010002	23248	0	0	0	0	0	0

Budget Year : Part B Page

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

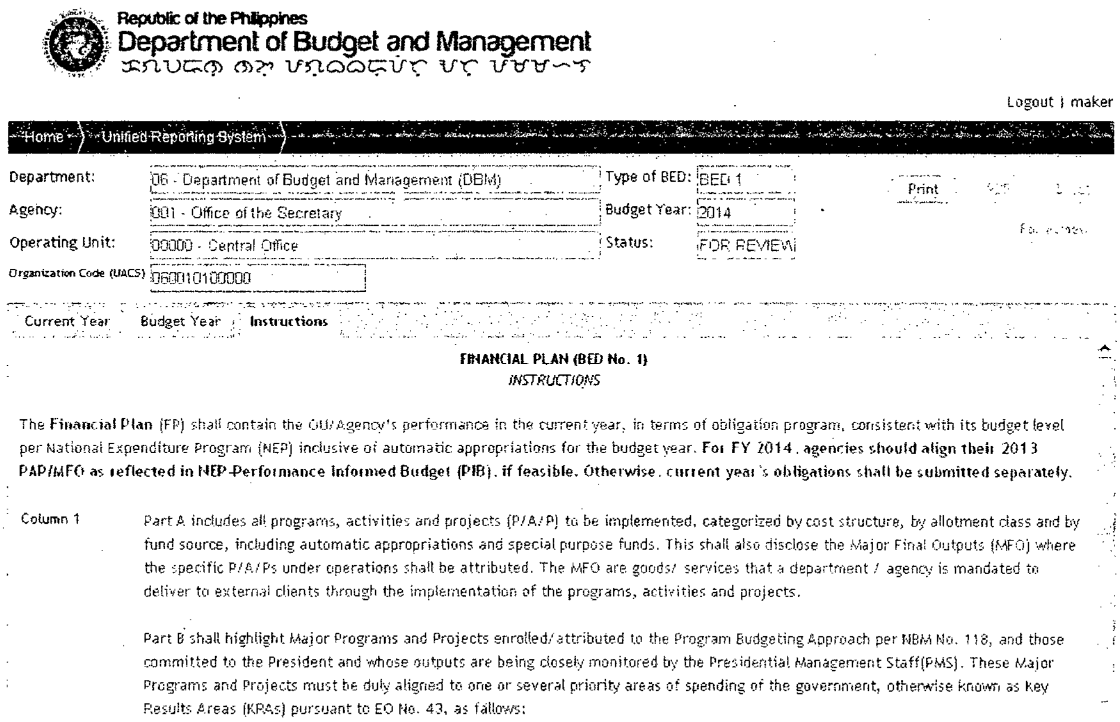
b. Input the desired amount per quarter

c. Click Save 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)



3.1.4 Submit the Document for Review and Approval

3.1.4.1 As a Maker

a. Click For Review button

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

3.1.4.2 As a Reviewer

a. Click For Approval button

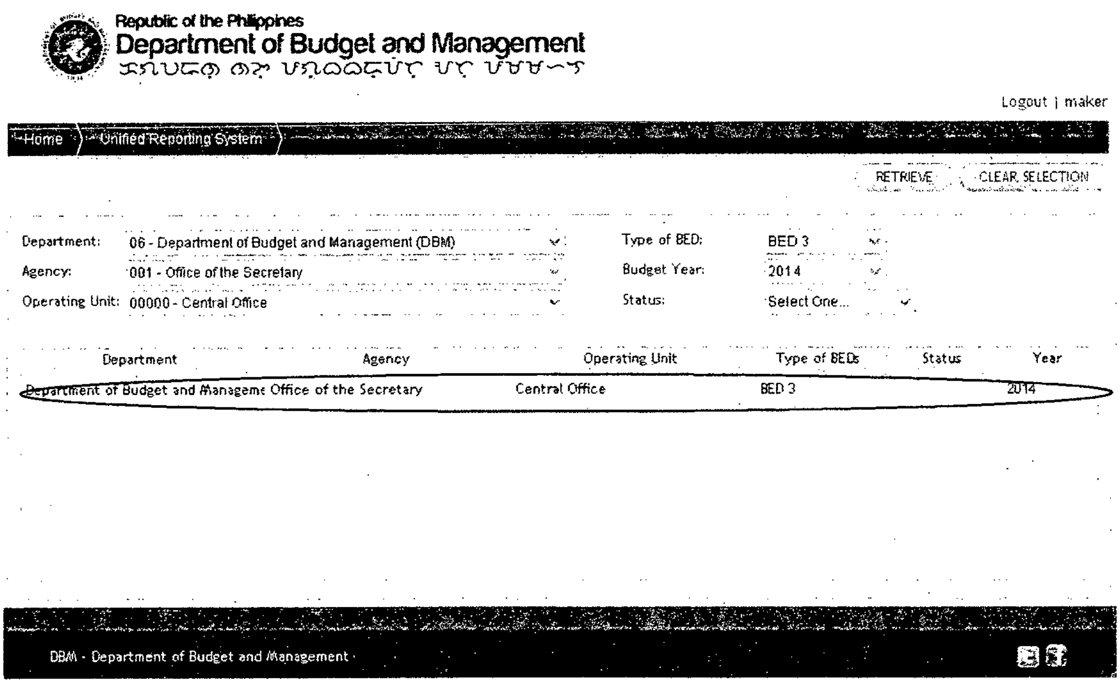
- Status will be changed to **FOR APPROVAL** and the Document will be available to Approver.
- To send back the report to the maker for modifications or corrections, click Send Back button and the Status will be reverted to **PENDING**

3.1.4.3 As a Approver

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.**

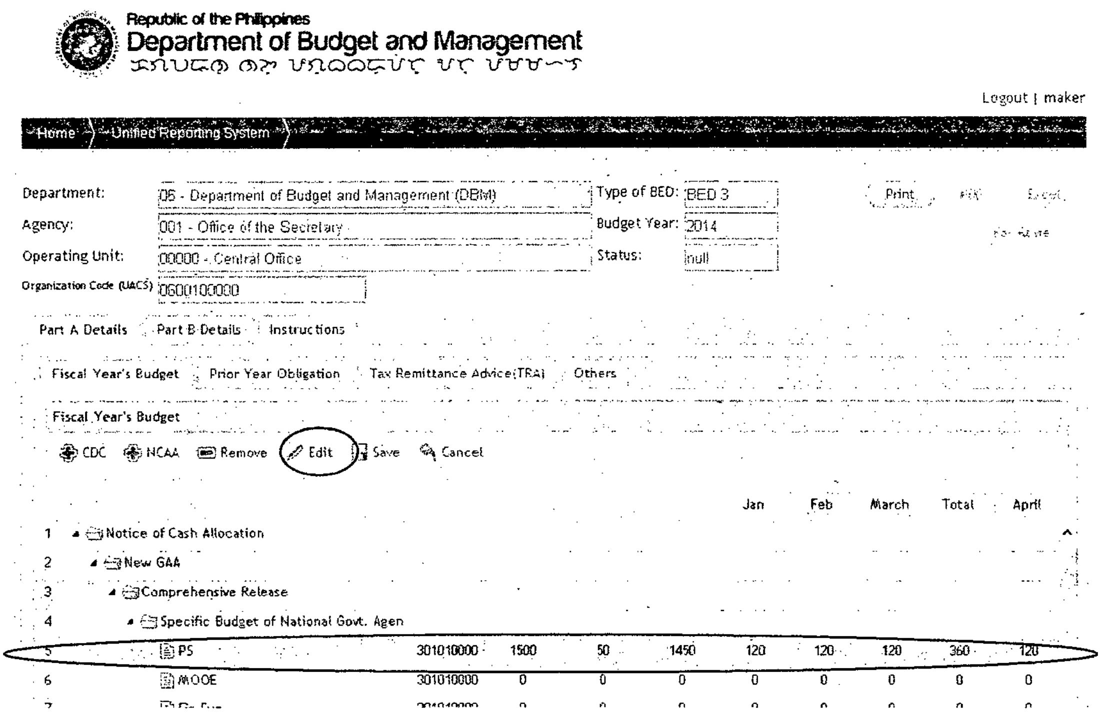
3.2 BED 3



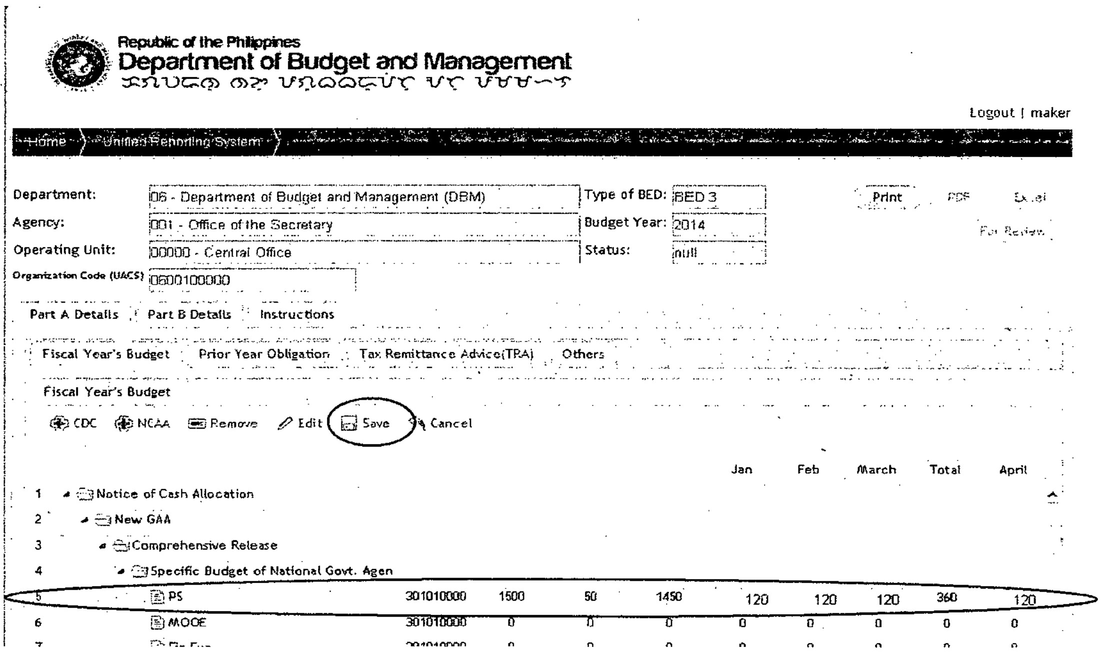
3.2.1 Part A

3.2.1.1 Fiscal Year's Budget tab

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



b. Input the desired amount per month and then click Save button

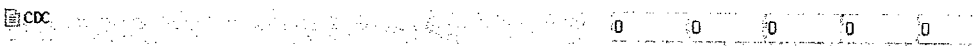


Notes:

- *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*
- *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



c.3 Click CDC row and then click Edit button

c.4 Input the desired amount for CDC and then click Save 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 **Add NCAA** button
d.2 Row for NCAA will appear

d.3 Click NCAA row and then click Edit 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 Save

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 Edit button.

b. Input the desired amount and then click Save

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*
- *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 Edit button.

b. Input the desired amount and then click Save

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

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

b. Input the desired amount per month

c. Click Save button

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 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**

3.2.4.3 As a Approver

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.**

4. Printing and Saving of Reports

4.1 Print Preview

a. Click Print button

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