



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



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

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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:

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

Unified Reporting System

2. Getting Started

2.1 Log in

To log in:

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

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

Note: Password is encrypted.

- Click . 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

Unified Reporting System

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.

Republic of the Philippines
Department of Budget and Management
KAGAWARAN NG PANGULO NG REPUBLICAN BUDGET

Logout | maker

Home Unified Reporting System

RETRIEVE CLEAR SELECTION

Department: 06 - Department of Budget and Management (DBM) Type of BED: BED 1
Agency: 001 - Office of the Secretary Budget Year: 2014
Operating Unit: 0100000 - Central Office Status: PENDING

Department	Agency	Operating Unit	Type of BEDs	Status	Year
Department of Budget and Managem	Office of the Secretary	Central Office	BED 1	PENDING	2014

DBM - Department of Budget and Management

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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Logout | maker

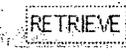
Home Unified Reporting System

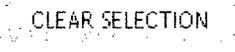
RETRIEVE CLEAR SELECTION

Department: 06 - Department of Budget and Management (DBM) ✓ Type of BED: BED 1 ✓
 Agency: 001 - Office of the Secretary ✓ Budget Year: 2014 ✓
 Operating Unit: 0100000 - Central Office Status: PENDING ✓

Department	Agency	Operating Unit	Type of BEDs	Status	Year
Department of Budget and Managemen	Office of the Secretary	Central Office	BED 1	PENDING	2014

DBM - Department of Budget and Management

- a. Click  and select values on the search criteria
- b. Click  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  button.

3. View, Edit or Review Details

3.1 BED 1

3.1.1 Current Year tab



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

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



Republic of the Philippines
Department of Budget and Management
 DEPARTMENT OF BUDGET AND MANAGEMENT

Logout | maker

Home > Unified Reporting System

Department: Type of BED:

Agency: Budget Year:

Operating Unit: Status:

Organization Code (UACS):

Current Year Budget Year Instructions

Part A Part B

 Edit

Particulars	UACS CODE	Actual Jan. 1 Sept. 30	Estimate Oct. 1-Dec. 30	Total
1 <input type="checkbox"/> General Administration and Support	A.01			
2 <input type="checkbox"/> General Administration and Support Services	A.01.a			
3 <input type="checkbox"/> Central Office	A.01.a.01			
4 <input type="checkbox"/> General Management and Supervision	A.01.a.01.a			
5 <input type="checkbox"/> PS	A.01.a.01.a	0.00	0.00	0.00
6 <input type="checkbox"/> MOOE	A.01.a.01.a	0	0	0
7 <input type="checkbox"/> FinExp	A.01.a.01.a	0	0	0
8 <input type="checkbox"/> CO	A.01.a.01.a	0	0	0

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

Unified Reporting System



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 REPUBLICAN BUDGET COMMISSION

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

Current Year Budget Year Instructions

Part A Part B

Edit Save Cancel SPF

Particulars	UACS CODE	Actual		Estimate	Total
		Jan. 1 Sept. 30	Oct. 1-Dec. 30		
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	100.00	20.00		120.00
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

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
- c.5 Click the row for edit and then click button
- c.6 Input the desired amount and then click button

3.1.2 Budget Year tab

3.1.2.1 Part A tab

- a. Click the row for edit

Unified Reporting System



Republic of the Philippines
 Department of Budget and Management
 REPUBLIC OF THE PHILIPPINES DEPARTMENT OF BUDGET AND MANAGEMENT

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Home - Unified Reporting System

Department: 05 - Department of Budget and Management (DBM) Type of BED: BED 1
 Agency: 001 - Office of the Secretary Budget Year: 2014
 Operating Unit: 0000 - Central Office Status: FOR REVIEW
 Organization Code (UACS): 050010100000

Current Year Budget Year Instructions

Part A Part B

SPF

Particulars	UACS CODE	Total	Comprehensive Release					Sub Total	Q1
			Q1	Q2	Q3	Q4			
Part A									
Budget Year / Appropriations									
General Administration and Support	10000000	0							
General Administration and Support Services	10001000	0							
General Management and Supervision	100010001	268076							
PS	100010001	75697	18920	18920	18920	18417	75177	0	
MOOE	100010001	190379	18920	18920	18920	18417	75177	0	
Rev	100010001	20	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-Tot
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	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

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.

Unified Reporting System

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 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

Unified Reporting System

- 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
KANTOG NG PANGULO NG SAHAYAN NG PANGULO

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

Current Year Budget Year Instructions

Part A Part B

BED 1 PART B

Edit Save Cancel

Particulars	UACS CODE	Total	Comprehensive Release					For Later	
			Q1	Q2	Q3	Q4	Sub Total	Q1	Q2
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	0
4 Planning, management and monitoring of the annual budget	302010000	26136	0	0	0	0	0	0	0
5 Evaluation, release and monitoring of funding requirements	302020000	177272	0	0	0	0	0	0	0
6 Internal control systems and procedures towards producth	303010001	25016	10	10	10	10	40	0	0
7 Major organization and staffine modification, compensation	303010002	23248	0	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 \leq original Quarterly PAP amount
- Not Allowed to Save : Quarterly amount $>$ original Quarterly PAP amount

3.1.3 Instructions Tab (Viewing as a reference)



Republic of the Philippines
Department of Budget and Management
ᑕᑦᑎᑦᑎᑦ ᑕᑦᑎᑦ ᑕᑦᑎᑦ ᑕᑦᑎᑦ ᑕᑦᑎᑦ

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	For review
Organization Code (UACS):	060010100000			

FINANCIAL PLAN (BED No. 1)
INSTRUCTIONS

The Financial Plan (FP) shall contain the OUA/Agency's performance in the current year, in terms of obligation program, consistent with its budget level per National Expenditure Program (NEP) inclusive of automatic appropriations for the budget year. For FY 2014, agencies should align their 2013 PAP/MFO as reflected in NEP-Performance Informed Budget (PIB), if feasible. Otherwise, current year's obligations shall be submitted separately.

Column 1	Instructions
Part A	Part A includes all programs, activities and projects (P/A/P) to be implemented, categorized by cost structure, by allotment class and by fund source, including automatic appropriations and special purpose funds. This shall also disclose the Major Final Outputs (MFO) where the specific P/A/Ps under operations shall be attributed. The MFO are goods/ services that a department / agency is mandated to deliver to external clients through the implementation of the programs, activities and projects.
Part B	Part B shall highlight Major Programs and Projects enrolled/ attributed to the Program Budgeting Approach per NBM No. 118, and those committed to the President and whose outputs are being closely monitored by the Presidential Management Staff (PMS). These Major Programs and Projects must be duly aligned to one or several priority areas of spending of the government, otherwise known as Key Results Areas (KRAs) pursuant to EO No. 43, as follows:

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.

Unified Reporting System

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



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KALAKANG KATAKALANAN NG PANGULO

Logout | maker

Home Unified Reporting System

RETRIEVE CLEAR SELECTION

Department: 06 - Department of Budget and Management (DBM) Type of BED: BED 3
Agency: 001 - Office of the Secretary Budget Year: 2014
Operating Unit: 00000 - Central Office Status: Select One...

Department	Agency	Operating Unit	Type of BEDs	Status	Year
Department of Budget and Management	Office of the Secretary	Central Office	BED 3		2014

DBM - Department of Budget and Management

Unified Reporting System

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



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Department of Budget and Management
KANTO NG HUKUMANG PANG-UKAP

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Home > Unified Reporting System

Department:	05 - Department of Budget and Management (DBM)	Type of BED:	BED 3	<input type="button" value="Print"/>	<input type="button" value="PDF"/>	<input type="button" value="Excel"/>
Agency:	001 - Office of the Secretary	Budget Year:	2014	<input type="button" value="For Review"/>		
Operating Unit:	00000 - Central Office	Status:	null			
Organization Code (UACS):	0600100000					

Part A Details | Part B Details | Instructions

Fiscal Year's Budget | Prior Year Obligation | Tax Remittance Advice (TRA) | Others

Fiscal Year's Budget

					Jan	Feb	March	Total	April	
1	Notice of Cash Allocation									
2	New GAA									
3	Comprehensive Release									
4	Specific Budget of National Govt. Agen									
5	PS	301010000	1500	50	1450	120	120	120	360	120
6	MOOE	301010000	0	0	0	0	0	0	0	0
7										

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



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Logout | maker

Home > Unified Reporting System

Department:	05 - Department of Budget and Management (DBM)	Type of BED:	BED 3	<input type="button" value="Print"/>	<input type="button" value="PDF"/>	<input type="button" value="Excel"/>
Agency:	001 - Office of the Secretary	Budget Year:	2014	<input type="button" value="For Review"/>		
Operating Unit:	00000 - Central Office	Status:	null			
Organization Code (UACS):	0600100000					

Part A Details | Part B Details | Instructions

Fiscal Year's Budget | Prior Year Obligation | Tax Remittance Advice (TRA) | Others

Fiscal Year's Budget

					Jan	Feb	March	Total	April	
1	Notice of Cash Allocation									
2	New GAA									
3	Comprehensive Release									
4	Specific Budget of National Govt. Agen									
5	PS	301010000	1500	50	1450	120	120	120	360	120
6	MOOE	301010000	0	0	0	0	0	0	0	0
7										

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 \leq 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  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  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  button and the Status will be reverted to **PENDING**

3.2.4.3 As a Approver

- a. Click  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  button and the Status will be reverted to **PENDING**.

4. Printing and Saving of Reports

4.1 Print Preview

- a. Click  button

4.2 Saving of Report

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