



# Unified Reporting System

## What is the URS?

The **Unified Reporting System (URS)** provides a facility for online data entry and submission of the various reports required from National Government Agencies and its Operating Units.

The URS provides the ability to:

- create different reports
- submit reports for review and/or approval
- send back reports for revisions with comments of the Reviewer/Approver
- submit approved reports to DBM
- for FARs, support uploads and downloads using Excel File format
- search reports for viewing or modifications
- generate reports in different file formats
- monitor report status
- consolidate reports by Department/Agency and by Division/Regional Offices



*The URS also supports uploading of downloadable report templates, allowing agencies to work offline, including those with limited internet access.*

## URS Submission Calendar

<b>January</b> 10th • SPMR 30 <sup>th</sup> • BAR 1 • FAR 1 • FAR 1a • FAR 1b • FAR 2 • FAR 2a • FAR 3 • FAR 4 (December) • FAR 5	<b>February</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (January)	<b>March</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (February)
<b>April</b> 10th • SPMR 30 <sup>th</sup> • BAR 1 • FAR 1 • FAR 1a • FAR 1b • FAR 2 • FAR 2a • FAR 4 (March) • FAR 5	<b>May</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (April) 31 <sup>st</sup> • BED 3 (Emerging MDP)	<b>June</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (May)
<b>July</b> 10th • SPMR 30 <sup>th</sup> • BAR 1 • FAR 1 • FAR 1a • FAR 1b • FAR 2 • FAR 2a • FAR 4 (June) • FAR 5	<b>August</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (July)	<b>September</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (August)
<b>October</b> 10th • SPMR 30 <sup>th</sup> • BAR 1 • FAR 1 • FAR 1a • FAR 1b • FAR 2 • FAR 2a • FAR 4 (September) • FAR 5	<b>November</b> 10th • SPMR 15 <sup>th</sup> • BED 1 (Non-regionalized) • BED 2 (Non-regionalized) • BED 3 (Non-regionalized) 29 <sup>th</sup> • BED 1 (Regionalized) • BED 2 (Regionalized) • BED 3 (Regionalized) 30 <sup>th</sup> • FAR 4 (October)	<b>December</b> 10th • SPMR 30 <sup>th</sup> • FAR 4 (November)

## URS Reports

- **Budget Execution Documents (BEDs)** – contains an agency's targets and plans for the current year
  - **BED1** - Financial Plan
  - **BED2** - Physical Plan
  - **BED3** – Monthly Disbursement Program
- **Financial Accountability Reports (FARs)** - the agencies' actual financial accomplishments/performance for a given period
  - **FAR1:** Statement of Appropriations, Allotments, Obligations, Disbursements, and Balances
  - **FAR1A:** Summary of Appropriations, Allotments, Obligations, Disbursements and Balances by Object of Expenditures
  - **FAR1B :** List of Allotments and Sub-Allotments
  - **FAR2:** Statement of Approved Budget, Utilization, Disbursements, and Balances
  - **FAR2A:** Summary of Approved Budget, Utilization, Disbursements, and Balances by Object of Expenditures
  - **FAR3:** Aging of Due and Demandable Obligations
  - **FAR4:** Monthly Report of Disbursements
  - **FAR5:** Quarterly Report of Revenues and Other Receipt
- **Budget Accountability Report (BAR)** – the agencies' actual physical accomplishments/performance for a given period
  - **BAR1:** Quarterly Physical Report of Operation
- **Summary Performance Monitoring Report (SPMR)** – derived from the BFARs, summarizes the agencies' monthly cumulative absorptive capacity

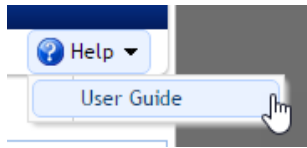
## Using the URS

To create an account in the URS, contact your DBM Analyst. Provide your Name, Position, and assigned Agency/Department/Bureau, type of user role and specific reports to access for inclusion in the system workflow.

Access to records within the **URS** is dependent on the allowed coverage for the user. Additionally, for certain departments or agencies, a user may be required to select up to five levels of coverage:

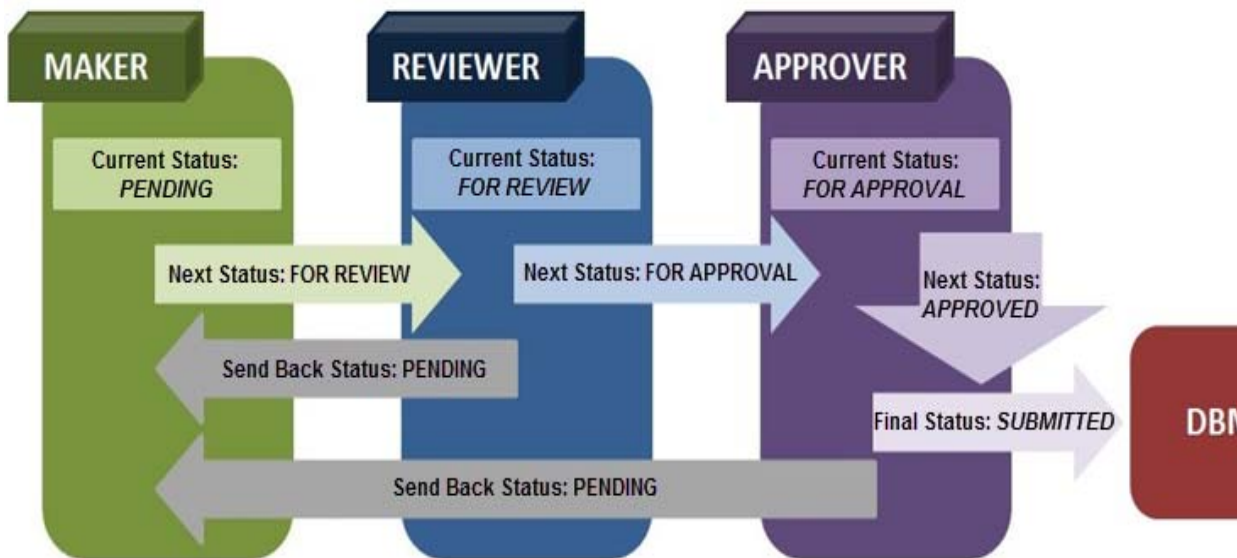
- Department
- Agency
- Region
- Division
- Operating Unit (OU)

A detailed user manual is readily available for download by logging in to the URS and by clicking **User Guide** under the **Help** link.



In order to fulfill the **URS** workflow, designated users are to be assigned different roles in the system:

1. **Maker:** creates the reports in the **URS**, and may modify the data in the reports if either Reviewer or Approver sends back the report for revisions. Revisions can only be made prior to their submission to DBM
2. **Reviewer:** verifies the reports prepared by the Maker and may send back the report with remarks/comments for revisions as Reviewers have view-only access. Not all reports require a Reviewer.
3. **Approver:** approves the reports for submission to DBM and may send back the report with remarks/comments to the Maker for revisions. Approvers only have view-only access to the reports. Reports submitted to DBM cannot be sent back.



### Minimum System Requirements:

- ✓ Any computer (desktop or laptop) that is capable of running **Google Chrome or Mozilla Firefox**
- ✓ Operating System: **Windows 7** or higher
- ✓ Processor: **Intel Core I3** or higher
- ✓ Memory: **1 GB** or higher
- ✓ Internet Speed: **at least 3mbps dedicated for URS only**

For answers to frequently asked questions, go to:

<http://urs.dbm.gov.ph/faq>

For more information or support:

**Unified Reporting System Helpdesk**

Tel no: 791-2000 local 2300 (8am-5pm)

Monday to Friday

Email address: [online-reporting@dbm.gov.ph](mailto:online-reporting@dbm.gov.ph)

