REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the *"Printing of the BTMS Cheatsheet"* **for FY 2019**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project   :   *"Printing of the BTMS Cheatsheet"*

Approved Budget for   :   **Thirty Six Thousand Pesos only**
the Contract (ABC)   (Php 36, 000.00)

Specifications   :   See the attached Annex "A" for specifications

Location   :   G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Term   :   See attached Schedule of Requirements ("Annex B")

Interested suppliers are required to submit their **valid and current Mayor's Permit and PhilGEPS Registration Number** upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission   of   **OCT 01 2019** and   eligibility   documents   is   *on   or   before   12   n.n.   of*
_____   at the Administrative Service, Ground Floor, DBM

Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at *eestipona@dbm.gov.ph*.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service

PRICE QUOTATION FORM

Date: _____

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Printing of BTMS Cheatsheet	• 18 page booklet; • Paper: A4 Size, 80 GSM; • Colored print; • Three (3) batches printing *(See Annex B for the printing/delivery schedule)*; • See attached file for the layout *(Annex C)* • Payment Terms: Every after delivery	900 pcs		

(Amount in Words) _____

_____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

_____
   Name/Signature of Representative

_____
      Name of Company

_____
      Contact No.

SCHEDULE OF REQUIREMENTS
Printing of BTMS Cheatsheet

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date to the project site.
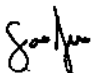
ITEM	DESCRIPTION	DELIVERY SCHEDULE

1.	**Printing of BTMS Cheatsheet**
	• 900 pieces / 300 copies per delivery
	• 18 page booklet
	• Paper: A4 Size, 80 GSM
	• Colored print
	• Three (3) batches printing
	• See attached file *(Annex C)* for the layout
		First Delivery:
		    Second week of October
		    until October 14
		
		Second Delivery:
		    First week of November
		    until November 8
		
		Third Delivery :
		    First week of December until
		    December 6

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature over Printed Name of Representative	Date

BTMS

Budget and Treasury Management System
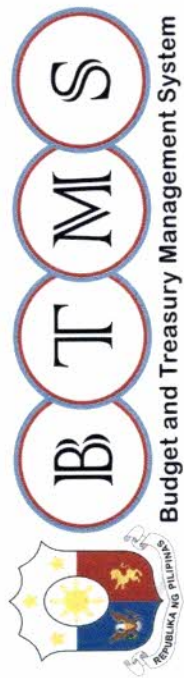
CHEAT SHEET

Department of Budget and Management
www.btms.gov.ph, www.dbm.gov.ph

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- Generate in PDF form
- Elements or Import
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- Calendar
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- Result or Refresh

- Copy or Payment Extract Generation
- Audit or Import
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- Mark as Read

FUND_CATEGORY	00000000 - Not Defined	▼
OPERATING UNIT		▼
PROVINCE	0000 - Not Defined	▼
PROJECT TITLE		▼
SUB OBJECT	3020101000 - Revaluation Surplus	▼ Prev 501 - 1500 ▼ Next
RESPONSIBILITY CENTER		▼

o **Expense Coding Block**

FUND_CATEGORY	00000000 - Not Defined	▼
OPERATING UNIT		▼
PROVINCE	0000 - Not Defined	▼
PROJECT TITLE		▼
SUB OBJECT	5050105003 - Depreciation-ICT Equipment	▼ Prev 1501 - 1883 ▼ Next
RESPONSIBILITY CENTER		▼

FUND_CATEGORY	00000000 - Not Defined	▼
OPERATING UNIT		▼
PROVINCE	0000 - Not Defined	▼
PROJECT TITLE		▼
SUB OBJECT	1060503100 - Accum. Dep - Information and C(	▼ Prev 1 - 500 ▼ Next
RESPONSIBILITY CENTER		▼

o **Accumulated Depreciation Coding**

- **STEP13:** Click Save button

- **STEP14:** Transition: Choose "**_Request for Approval_**". Then click

Transition then put some notes then click Finish

- **STEP6:** Total Periods to Depreciate: Ex. "*120*"
- **STEP7:** Used From: "***Date created***"
- **STEP8:** Original Cost: "*15,500*"
- **STEP8:** Replacement Cost: "*15,500*"
- **STEP9:** Useful Life UOM: "*Month*"
- **STEP10:** Warehouse: ***Copy the Institution number***
- **STEP11:** Region: "***13 - National Capital Region (NCR)***"
- **STEP12:** Edit UACS coding block

FUND_CATEGORY	00000000 - Not Defined ▼	🔍 🗄
OPERATING UNIT	▼	🔍 🗄
PROVINCE	0000 - Not Defined ▼	🔍 🗄
PROJECT TITLE	▼	🔍 🗄
SUB OBJECT	1060503000 - Information and Communication ▼	Prev 1 - 500 ▼ Next 🔍 🗄
RESPONSIBILITY CENTER	▼	🔍 🗄

- o Asset Coding Block

- o Revaluation Surplus Coding

INTRODUCTION

The Budget and Treasury Management System (BTMS) is a common, modern, integrated, accurate, reliable and secure information system for the public financial management (PFM) operations of the Government of the Philippines (GOP). It provides a sustainable government resource planning solution that is extensible, flexible thereby supporting a range of public financial requirements, and adaptable to reform and modernization.

ACRONYMS

ADA	:	Advice to Debit Account
AP	:	Accounts Payable
BCUV	:	Budget Control Update Voucher
BTMS	:	Budget and Treasury Management System
BTR	:	Bureau of Treasury
CA	:	Cash Advance
DBM	:	Department of Budget and Management
DV	:	Disbursement Voucher
GOP	:	Government of the Philippines
GRN	:	Goods Receive/Return Note
JEV	:	Journal Entry Voucher (Liquidation)
NTA	:	Notice of Transfer Allocation
OBR	:	Obligation Request
PFM	:	Public Financial Management
PO	:	Purchase Order
PR	:	Purchase Request
RA	:	Republic Act
RAF	:	Realignment Advice Form
RAPSA	:	Reallocation Advice for use of PS Appropriations
RRV	:	Revenue Receipt Voucher
RV	:	Revenue Voucher
SAA	:	Sub Allotment Advice
UACS	:	Unified Accounts Code Structure

FUND_CATEGORY 01101101 - Specific Budgets of National Govern ▼
OPERATING UNIT ▼
PROVINCE 0000 - Not Defined ▼
PROJECT TITLE 16007100000100001000 - General Managemen ▼
SUB OBJECT 5050105003 - Depreciation-ICT Equipment ▼ Prev 1501 - 1883 ▼ Next
RESPONSIBILITY CENTER ▼

- o Expense Coding Block
- o Accumulated Depreciation Coding

- **STEP8**: Click update button
- **STEP9**: Transition: Choose "***Request for Approval***". Then click

Transition _____ then put some notes then click Finish

FUND_CATEGORY 01101101 - Specific Budgets of National Govern ▼
OPERATING UNIT ▼
PROVINCE 0000 - Not Defined ▼
PROJECT TITLE 16007100000100001000 - General Managemen ▼
SUB OBJECT 1060503100 - Accum. Dep - Information and Cc ▼ Prev 1 - 500 ▼ Next
RESPONSIBILITY CENTER ▼

PROPERTY, PLANT AND EQUIPMENT "DONATION"

- **STEP1:** Go to Menu → Property Plant and Equipment → Asset Item
- **STEP2:** Click New
- **STEP2:** Item: Ex. "***Laptop – 1060503022***"
- **STEP3:** Asset Class: Ex. "***Information and Communication***" Technology Equipment – "***10605030***"
- **STEP4:** Useful Life: Ex. "***10***"
- **STEP5:** Item Ownership Type: "***Owned***"

PPE – PROPERTY, PLANT AND EQUIPMENT

- **STEP1:** Go to Menu → Property Plant and Equipment → Asset Item
- **STEP2:** Look for Good Received Note and attached your approved GRN ID then click
- **STEP3:** Useful life: Ex. "*10*"
- **STEP4:** Total Periods To Depreciate: Ex. "*120*"
- **STEP5:** Useful Life UOM: Ex. "*Month*"
- **STEP6:** Region: Ex. "*13 - National Capital Region (NCR)*"
- **STEP7:** Edit UACS coding block

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼
OPERATING UNIT	▼
PROVINCE	0000 - Not Defined ▼
PROJECT TITLE	16007100000100001000 - General Managemen ▼
SUB OBJECT	1060503000 - Information and Communication ▼ Prev 1 - 500 ▼ Next
RESPONSIBILITY CENTER	▼

- Asset Coding Block
- Revaluation Surplus Coding

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼
OPERATING UNIT	▼
PROVINCE	0000 - Not Defined ▼
PROJECT TITLE	16007100000100001000 - General Managemen ▼
SUB OBJECT	3020101000 - Revaluation Surplus ▼ Prev 501 - 1500 ▼ Next
RESPONSIBILITY CENTER	▼

PR – PURCHASE REQUEST

- **STEP1:** Go to Menu → Purchasing → Purchase Requisitions
- **STEP2:** Click New
- **STEP3:** Look for required field with * that is blank
- **STEP4:** Procurement Mode (R.A. 9184): click look up button then click find (choose code 15 for "*Negotiated Procurement: Small Value Procurement*")
- **STEP5:** Description: ex. "*Office Supplies*"
- **STEP6:** Click New Item button
  - Unit of Measure: ex. *Ream*
  - Unit Price: ex. *120*
  - Quantity: ex. *3*
  - UACS: click Elements View then fill up all the information and it depends on which office you are

|	
FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼
OPERATING UNIT	▼
PROVINCE	0000 - Not Defined ▼
PROJECT TITLE	16007100000100001000 - General Managemen ▼
SUB OBJECT	5020301002 - Office Supplies Expenses ▼
RESPONSIBILITY CENTER	▼

designated.

1

- **STEP7:** Click Save and Return

- **STEP8:** Description: ex. "*A4 size bond paper; high-quality durable writing paper with 90 g/m2 (24 lb)*"

  (For creating additional item please refer step 6 to step 8)

- **STEP9:** Click Save and Return

- **STEP10:** Click Update Button

  (Copy PR# for PO creation)

- **STEP11:** Transition: Choose "*Request for Approval*". Then click Transition then put some notes then click Finish

PO – PURCHASE ORDER

- **STEP1:** Go to Menu → Purchasing → Purchase Orders

- **STEP2:** Click New

- **STEP3:** Look for required field with * that is blank

- **STEP4:** Expiry Date: ex. "*make it 1 month after the created date*"

- **STEP5:** Procurement Mode (R.A. 9184): click look up button then click find (choose code 15 for "*Negotiated Procurement: Small Value Procurement*")

- **STEP6:** Vendor: ex. *V060010003 "Rex Bookstore"*

- **STEP7:** Description: ex. "*Purchase Order for Office Supplies*"

- **STEP8:** Purchase Order Attached Requisitions
  - o Paste the PR code then click Tab or anywhere outside the box

  - o **UACS:** click Elements View then fill up all the information and it depends on which Operating Unit and

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾
OPERATING UNIT	▾
PROVINCE	0000 - Not Defined ▾
PROJECT TITLE	16007100000100001000 - General Managemen ▾
SUB OBJECT	5060407001 - Furniture, Fixtures and Books Ou ▾
RESPONSIBILITY CENTER	▾

Responsibility Center do you belong.

- **STEP7:** Click Save and Return

- **STEP8:** Description: ex. "*Laptop 14-inch, up to Core i7 processor, up to 8GB SDRAM configuration and 3-Cell 33Whr battery*"

- **STEP9:** Click Save and Return

- **STEP10:** Click Update Button

- **STEP11:** Transition: Choose "*Request for Approval*". Then click Transition then put some notes then click Finish

NOTE: PLEASE REFER TO PO AND GRN CREATION STAGE

For PO creation use Vendor: "*0000000811 - STAR APPLIANCE CENTER, INC.*"

- **STEP17:** Click Save and Return ✔
- **STEP18:** Credit (Domestic): "_**100.00**_"
- **STEP19:** Notes: "_**NTA Credit – Source**_"
- **STEP20:** Click Save and Return ✔
- **STEP21:** Click Save 💾
- **STEP22:** Transition: Choose "_**Request for Approval**_". Then click Transition 🏃 then put some notes then click Finish ✏️

PROPERTY, PLANT AND EQUIPMENT

PR – PURCHASE REQUEST FOR PPE

- **STEP1:** Go to Menu → Purchasing → Purchase Requisitions
- **STEP2:** Click New 🟢
- **STEP3:** Look for required field with * that is blank
- **STEP4:** Procurement Mode (R.A. 9184): click look up button 🔍 then click 🔍 find (choose code 15 for "_**Negotiated Procurement: Small Value Procurement**_")
- **STEP5:** Description: ex. "_**Office equipment**_"
- **STEP6:** Click New Item 🔖 button
  - Item: ex. "_**1060503022 – Laptop**_"
  - Unit of Measure: ex. "_**Each**_"
  - Unit Price: ex. "_**15,500.00**_"
  - Quantity: ex. "_**2**_"

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- Then tick ☑ the left box then click Assign Requisition Items 🔖 then click save and return ✔
- **STEP9:** Click update button 📝

(Copy your P.O# for GRN (Goods Return Note) later/Reference)

- **STEP10:** Transition: Choose "_**Request for Approval**_". then click Transition 🏃 then put some notes then click Finish ✏️

GRN – GOOD RECEIVE/RETURN NOTE

- **STEP1:** Go to Menu → Purchasing → Receive and Return Notes
- **STEP2:** Click New 🟢
- **STEP3:** Look for required field with * that is blank
- **STEP4:** Click P.O# Paste your fully approved PO code
- **STEP5:** Click New Item 🔖
  - Purchase Order Item : **_1_**
  - Purchase Order Item Drop : **_1_**
  - Click Save and Return ✔
- **STEP6:** Click Save 💾
- **STEP7:** Transition: Choose "_**Request for Approval**_". then click Transition 🏃 then put some notes then click Finish ✏️

DV – DISBURSEMENT VOUCHER

- **STEP1:** Go to Menu → Payment Management → Disbursement Voucher
- **STEP2:** Click New 🟢
- **STEP3:** Look for required field with * that is blank

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(Tick ☑ Purchased Order Related Expense Voucher then Paste P.O# Code)

- **STEP4**: Treasury Bank Account: ex. "*10104040-00-001 ADA*"

- **STEP5**: Offset Code: ex. "*2010101000 - Accounts Payable*"

- **STEP6**: Payment Terms: ex. "*Immediate*"

- **STEP7**: Description: "*Payment for office supplies*"

- **STEP8**: Click *Expense Voucher Payment Details

  o Then click serial number: ex. "*1*"

  o Under Payment Method: change **CHEQUE** to **ADA (Spending)** through drop down

  o Click Update and Return 🖉

- **STEP9**: Click Save 💾

(Copy your D.V# for Payment extract)

- **STEP10**: Transition: Choose "*Request for Approval*". then click Transition 🧑 then put some notes then click Finish 🖉

PAYMENTS

- **STEP1**: Go to Menu → Cash Management → Payments → Create Payment Extract

- **STEP2**: Click 🔲 Retrieve Expense Voucher Payment Details

- **STEP3**: Look and tick ☑ your approved DV

- **STEP4**: Click "**Payment Extract Generation**" 📋

- **STEP5**: Go to "*Internal Message*"

- **STEP3**: Budget Control Type: "*Cash Allocation*"
- **STEP4**: Budget Control Voucher Type: "*Transfer*"
- **STEP5**: Classification: "*NTA – Notice of Transfer Allocation*"
- **STEP6**: Update Higher Level Budget Controls: tick the box ☑
- **STEP7**: Legal Basis: "*RA 10964-(FY 2018 General Appropriations Act)*"
- **STEP8**: Purpose: "*NTA*"
- **STEP9**: Click New Item 🔓

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾		
OPERATING UNIT	▾		
MAJOR ACCOUNT GROUP	501 - Personnel Services ▾		

- **STEP10**: UACS for Debit side (recipient)
- **STEP11**: Click Save and Return ✔
- **STEP12**: Debit (Domestic): "*100.00*"
- **STEP13**: Notes: "*NTA Debit – Recipient*"
- **STEP14**: Click Save and Return ✔
- **STEP15**: Click New Item 🔓

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾		
OPERATING UNIT	▾		
MAJOR ACCOUNT GROUP	501 - Personnel Services ▾		

- **STEP16 :** UACS for credit side (Source)

- **STEP11:** Click Save and Return ✔️
- **STEP12:** Debit (Domestic): "*100.00*"
- **STEP13:** Notes: "*SAA Debit – Recipient*"
- **STEP14:** Click Save and Return ✔️
- **STEP15:** Click New Item

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼		
OPERATING UNIT	▼		
REGION	00 - Not Defined ▼		
PROJECT TITLE	16007100000100001000 - General Managemen ▼		
SUB OBJECT	5010101001 - Basic Salary - Civilian ▼ Prev 501 - 1500 ▼ Next		

- **STEP16:** UACS for credit side (Source)

- **STEP17:** Click Save and Return ✔️
- **STEP18:** Credit (Domestic): "*100.00*"
- **STEP19:** Notes: "*SAA Credit – Source*"
- **STEP20:** Click Save and Return ✔️
- **STEP21:** Click Save 💾
- **STEP22:** Transition: Choose "***Request for Approval***". Then click

Transition then put some notes then click Finish

NTA – NOTICE OF TRANSFER ALLOCATION

- **STEP1:** Go to Menu → Budget Management → Budget Control Update Voucher
- **STEP2:** Click New

- **STEP6:** Click the green button ● of your Payment Extract
- **STEP7:** Then click Update Domain
- **STEP 8:** Transition: Choose "***Request for Approval***". then click

Transition then put some notes then click Finish

APPROVING TRANSACTION

1st Option

- **STEP1:** Go to "Internal Message"
- **STEP2:** Click the green button ●
- **STEP3:** Unread the message by clicking the green button ● of the request
- **STEP4:** Then click "**Update Domain**"
- **STEP4:** Transition: Choose "**Approved by B/S/O Creator Head**" then click

then put some notes and click

2nd Option

- **STEP1:** Go to "**Dashboard**"
- **STEP2:** Click "**User Dashboard**"
- **STEP3:** Click Transaction Type
- **STEP4:** Find and select Application Id
  - Tick ☑️ the box and in the "**To Stage**", Choose "**Approved by B/S/O Creator Head**"
- **STEP5:** Click "**Update**"

OBR – OBLIGATION REQUEST

- **STEP1:** Go to Menu → Budget Management → Obligation
- **STEP2:** Click New

- **STEP3**: Look for required field with * that is blank
- **STEP4**: Vendor name: ex. "*E060010004 - ANNIE BOY BONGOCIA LUCHAVEZ*"
- **STEP5**: Description: ex "*Reimbursement of Travel Expense*"
- **STEP6**: Click New Item
  - UACS: click Elements View then fill up all the information and it depends on which Operating Unit and

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼		
OPERATING UNIT	▼		
PROVINCE	0000 - Not Defined ▼		
PROJECT TITLE	16007100000100001000 - General Managemen ▼		
SUB OBJECT	5020101000 - Traveling Expenses - Local ▼		
RESPONSIBILITY CENTER	▼		

Responsibility Center do you belong.

- **STEP7**: Click Save and Return
- **STEP8**: Description: ex. "*Travel Reimbursement*"
- **STEP9**: Click New Item
- **STEP10**: Amount: ex. "*1,000*"
- **STEP11**: Click Save and Return
- **STEP12**: Click Save and Return
- **STEP13**: Click save
- **STEP14**: Transition: Choose "*Request for Approval*". then click Transition then put some notes then click Finish

- **STEP18**: Notes: "*RAF Credit – Source*"
- **STEP19**: Click Save and Return
- **STEP20**: Click Save
- **STEP21**: Transition: Choose "*Request for Approval*". Then click Transition then put some notes then click Finish

SAA – SUB ALLOTMENT ADVICE

- **STEP1**: Go to Menu → Budget Management → Budget Control Update Voucher
- **STEP2**: Click New
- **STEP3**: Budget Control Type: "*Allotment*"
- **STEP4**: Budget Control Voucher Type: "*Transfer*"
- **STEP5**: Classification: "*SAA - Sub Allotment Advice*"
- **STEP6**: Update Higher Level Budget Controls: tick the box ☑
- **STEP7**: Legal Basis: "*RA 10964-(FY 2018 General Appropriations Act)*"
- **STEP8**: Purpose: "*SAA*"
- **STEP9**: Click New Item

|			
FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼		
OPERATING UNIT	▼		
REGION	00 - Not Defined ▼		
PROJECT TITLE	16007100000100001000 - General Managemen ▼		
SUB OBJECT	5010101001 - Basic Salary - Civilian ▼ Prev 501 - 1500 ▼ Next		

- **STEP10**: UACS for Debit side (recipient)

- **STEP4:** Classification: *"RAF – Realignment Advice Form"*
- **STEP5:** Update Higher Level Budget Controls: tick the box ☑
- **STEP6:** Legal Basis: *"RA 10964-(FY 2018 General Appropriations Act)"*
- **STEP7:** Purpose: *"RAF"*
- **STEP8:** Click New Item

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾
OPERATING UNIT	▾
REGION	00 - Not Defined ▾
PROJECT TITLE	16007100000100001000 - General Managemen ▾
SUB OBJECT	5020201002 - Training Expenses ▾

Prev | 501 - 1500 ▾ | Next

- **STEP9:** UACS for debit side (recipient)
- **STEP10:** Click Save and Return ✔
- **STEP11:** Debit (Domestic): *"100.00"*
- **STEP12:** Notes: *"RAF Debit – Recipient"*
- **STEP13:** Click Save and Return ✔
- **STEP14:** Click New Item

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾
OPERATING UNIT	▾
REGION	00 - Not Defined ▾
PROJECT TITLE	16007100000100001000 - General Managemen ▾
SUB OBJECT	5020101000 - Traveling Expenses - Local ▾

Prev | 501 - 1500 ▾ | Next

- **STEP15:** UACS for credit side (Source)
- **STEP16:** Click Save and Return ✔
- **STEP17:** Credit (Domestic): *"100.00"*

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DISBURSEMENT VOUCHER FOR RELATED OBR

- **STEP1:** Go to Menu → Payment Management → Disbursement Voucher
- **STEP2:** Click New
- **STEP3:** Look for required field with * that is blank
- **STEP4:** Vendor: *"E060010004 - ANNIE BOY BONGOCIA LUCHAVEZ"*
- **STEP5:** Treasury Bank Account: ex. *"10104040-00-001 ADA"*
- **STEP6:** Offset Code: ex. *"2010102000 - Due to Officers and Employees"*
- **STEP7:** Payment Terms: ex. *"Immediate"*
- **STEP8:** Descriptions: ex *"Payment for the reimbursement of travel expense"*

  (Under *Expense Voucher line items, Click [icon] Import Obligation Item)

- **STEP9:** Click Find [icon] Look up button
- **STEP10:** Find and Select your approved OBR
- **STEP11:** Then click *Expense Voucher Payment Details
  - Then click serial number: ex. *"1"*
  - Under Payment Method: change *CHEQUE* to *ADA (Spending)* through drop down
  - Click Update and Return

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- **STEP12**: Click save 💾

- **STEP13**: Transition: Choose "***Request for Approval***". then click Transition 🔧 then put some notes then click Finish ✏️

PAYMENTS FOR RELATED OBR

- **STEP1**: Go to Menu → Cash Management → Payments → Create Payment Extract

- **STEP2**: Click 📋 Retrieve Expense Voucher Payment Details

- **STEP3**: Look and tick ✅ your approved DV

- **STEP4**: Click "**Payment Extract Generation**" 🗓️

- **STEP5**: Go to "***Internal Message***"

- **STEP6**: Click the green button 🟢 of your Payment Extract x`

- **STEP7**: Then click Update Domain 🔍

- **STEP 8**: Transition: Choose "***Request for Approval***". then click Transition 🔧 then put some notes then click Finish ✏️

OBR – OBLIGATION REQUEST for CASH ADVANCE

- **STEP1**: Go to Menu → Budget Management → Obligation

- **STEP2**: Click New ➕

- **STEP3**: Look for required field with * that is blank

- **STEP4**: Vendor name: ex. "***E060010004 - ANNIE BOY BONGOCIA LUCHAVEZ***"

- **STEP5**: Description: ex "***Cash advance for travel expense***"

- **STEP13**: Notes: "***RAPSA Debit – recipient***"

- **STEP14**: Click Save and Return ✅

- **STEP15**: Click New Item 📋

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾	🔍	📋
OPERATING UNIT	▾	🔍	📋
REGION	00 - Not Defined ▾	🔍	📋
PROJECT TITLE	16007100000100001000 - General Managemen ▾	🔍	📋
SUB OBJECT	5010101001 - Basic Salary - Civilian ▾ Prev 501 - 1500 ▾ Next	🔍	📋

- **STEP16**: UACS for credit side (Source)

- **STEP17**: Click Save and Return ✅

- **STEP18**: Credit (Domestic): "***100.00***"

- **STEP19**: Notes: "***RAPSA Credit – Source***"

- **STEP20**: Click Save and Return ✅

- **STEP21**: Click Save 💾

- **STEP21**: Transition: Choose "***Request for Approval***". Then click Transition 🔧 then put some notes then click Finish ✏️

RAF – REALIGNMENT ADVICE FORM

- **STEP1**: Go to Menu → Budget Management → Budget Control Update Voucher

- **STEP2**: Click New ➕

- **STEP3**: Budget Control Type: "***Allotment***"

BCUV – BUDGET CONTROL UPDATE VOUCHER

RAPSA - REALLOCATION ADVICE FOR USE OF PS APPROPRIATIONS

- **STEP1**: Go to Menu → Budget Management → Budget Control Update Voucher
- **STEP2**: Click New
- **STEP3**: Budget Control Type: "*Allotment*"
- **STEP4**: Classification: **RAPSA – Reallocation Advise for use of PS Appropriations**
- **STEP5**: Update Higher Level Budget Controls: tick the box ✅
- **STEP7**: Legal Basis: "*RA 10964-(FY 2018 General Appropriations Act)*"
- **STEP8**: Purpose: "*RAPSA*"
- **STEP9** Click New Item

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼			
OPERATING UNIT	▼			
REGION	00 - Not Defined ▼			
PROJECT TITLE	16007100000100001000 - General Managemen ▼			
SUB OBJECT	5010213001 - Overtime Pay ▼	Prev 501 - 1500 ▼ Next		

- **STEP10**: UACS for debit side (recipient)
- **STEP11**: Click Save and Return
- **STEP12**: Debit (Domestic): "*100.00*"

- **STEP6**: Click New Item
  - o UACS: click Elements View then fill up all the information and it depends on which office you are designated.

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▼
OPERATING UNIT	▼
PROVINCE	0000 - Not Defined ▼
PROJECT TITLE	16007100000100001000 - General Managemen ▼
SUB OBJECT	5020101000 - Traveling Expenses - Local ▼
RESPONSIBILITY CENTER	▼

- **STEP7**: Click Save and Return
- **STEP8**: Description: ex. "*Cash advance*"
- **STEP9**: Click New Item
- **STEP10**: Amount Domestic: ex. "*100*"
- **STEP11**: Click Save and Return
- **STEP12**: Click Save and Return
- **STEP13**: Click save
- **STEP14**: Transition: Choose "*Request for Approval*". then click Transition then put some notes then click Finish

CASH ADVANCE

- **STEP1**: Go to Menu → General Ledger → Sub Ledger → Accountable Advances → Accountable Advance

- **STEP2**: Click New

- **STEP3**: Look for required field with * that is blank

- **STEP4**: Advance Type: click

  - o Click Find

  - o Click "***Employee Cash Advance***"

- **STEP5**: UACS: click Elements View then fill up all the info.

FUND_CATEGORY	01101101 - Specific Budgets of National Govern ▾		
OPERATING UNIT	▾	Prev 1 - 500 ▾	Next
PROVINCE	0000 - Not Defined ▾		
PROJECT TITLE	▾	Prev 1 - 500 ▾	Next
SUB OBJECT	1990104000 - Advances to Officers and Employ ▾	Prev 1 - 500 ▾	Next
RESPONSIBILITY CENTER	▾		

- **STEP6**: Click Save and Return

  (Copy the whole UACS for DV later)

- **STEP7**: Holder: ex. "*E060010004 - ANNIE BOY BONGOCIA LUCHAVEZ*"

- **STEP8**: Domestic Advance Limit: ex. "***100***"

- **STEP9**: Name: ex. "*ANNIE BOY BONGOCIA LUCHAVEZ*"

- **STEP10**: Description: ex "*Cash advance for travel expense*"

- **STEP11**: Click New Item

  - o Transaction Type: "***Payment***"

  - o Click Save and Return

- **Step12**: Click Save

- **Step13**: **Copy sub ledger code**

- **STEP1**: Go to Menu → Receipt Management → Revenue Receipt Voucher

- **STEP2**: Click New

- **STEP3**: Look for required field with * that is blank

- **STEP4**: Customer: ex. "*C110050002 - Alpha Insurance & Surely Co. Inc.*"

- **STEP5**: Payment mode: ex. "*N/A*"

- **STEP6**: Bank Account: ex. "***10104040-00-001 ADA***"

- **STEP7**: Offset code: ex. "*1030101000 - Account Receivable*"

- **STEP8**: Description: "***Receipt for Sales of bid Document***"

- **STEP9**: Click

- **STEP10**: Payment date: "***Same date of the creation of RV***"

- **STEP11**: Payment method: "***Cash***"

- **STEP12**: Payment Amount: "***100.00***"

- **STEP13**: Click add new Item

- **STEP14**: Look and attach fully approved "**RV**"

- **STEP15**: Revenue Voucher payment detail: ex. "***1***"

- **STEP16**: Applied domestic amount: ex. "***100.00***"

- **STEP17**: Click Save and Return

- **STEP18**: Click Save and Return

- **STEP19**: Click save

- **STEP20**: Transition: Choose "***Request for Approval***". then click Transition then put some notes then click Finish

- **STEP7**: Offset code: *"1030101000 - Account Receivable"*

- **STEP8**: Payment term: *"Immediate"*

- **STEP9**: Description: *"Order of payment for Sales of bid document"*

- **STEP10**: Click New Item

- **STEP11**: Description: *"Order of payment for Sales of bid document"*

- **STEP12**: Unit of measurement: *"Book"*

- **STEP13**: Unit price domestic: *"100"*

- **STEP14**: UACS: click Elements View ⏣ then fill up all the info.

FUND_CATEGORY	07308602 - Receipts Deposited with the Nationa ▼
OPERATING UNIT	▼
PROVINCE	0000 - Not Defined ▼
PROJECT TITLE	▼
SUB OBJECT	4020216000 - Sales Revenue ▼ Prev 501 - 1500 ▼ Next
RESPONSIBILITY CENTER	▼

- **STEP15:** Click Save and Return

- **STEP16:** Quantity: *"2"*

- **STEP17:** Click Save and Return

- **STEP18**: Click save

- **STEP19**: Transition: Choose *"Request for Approval"*. then click Transition then put some notes then click Finish

(Copy RV# for RRV Creation)

RRV – REVENUE RECEIPT VOUCHER

Note: *End Users should create Obligation Request as required by accounting to process DV.*

STAND ALONE DV

- **STEP1**: Go to Menu → Payment Management →Disbursement Voucher

- **STEP2:** Click New

- **STEP3**: Look for required field with * that is blank

- **STEP4**: Expense Voucher Classification: ex. *"Advances to Officers and Employees"*

- **STEP5**: Vendor: ex. *"E060010004 - ANNIE BOY BONGOCIA LUCHAVEZ"*

- **STEP6**: Treasury Bank Account: ex. *"10104040-00-001 ADA"*

- **STEP7**: Offset Code: ex. *"2010102000 - Due to officers and employees"*

- **STEP8**: Payment Terms : ex. *"Immediate"*

- **STEP9**: Description: *"Payment for Cash Advance"*

- **STEP10**: Click New Item

- **STEP11**: Amount : *"100"*

- **STEP12**: UACS: copy your UACS in Accountable Advance earlier then click anywhere

- **STEP13**: Click Save and Return

- **STEP14**: Insert **Sub Ledger Code**

- **STEP15**: Description: *"Cash advance"*

- **STEP16**: Click Save and Return
- **STEP17**: Click save
- **STEP18**: Transition: Choose "*Request for Approval*". then click Transition then put some notes then click Finish

PAYMENTS FOR CASH ADVANCE

- **STEP1**: Go to Menu → Cash Management → Payments → Create Payment Extract
- **STEP2**: Click Retrieve Expense Voucher Payment Details
- **STEP3**: Look and tick your approved DV
- **STEP4**: Click "**Payment Extract Generation**"
- **STEP5**: Go to "*Internal Message*"
- **STEP6**: Click the green button of your Payment Extract
- **STEP7**: Then click Update Domain
- **STEP 8**: Transition: Choose "*Request for Approval*". then click Transition then put some notes then click Finish

JEV – JOURNAL ENTRY VOUCHER

- **STEP1**: Go to Menu → General Ledger → Journal Entry Voucher
- **STEP2**: Click New
- **STEP3**: Look for required field with * that is blank
- **STEP4**: Description: "*Liquidation on Cash Advance*"

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- **STEP5**: Click New Item
- **STEP6**: Insert **Obligation Code**
- **STEP7**: Debit Amount: "*100*"
- **STEP8**: Click Save and Return

    --- We need to create another line for credit side ---

- **STEP9**: Click
- **STEP10**: Insert UACS: **(use UACS from DV/Cash Advance)**
- **STEP11**: Insert **Sub Ledger Code**
- **STEP12**: Credit Amount: "*100*"
- **STEP13**: Click Save and Return
- **STEP14**: Click save and update
- **STEP15**: Transition: Choose "*Request for Approval*". then click Transition then put some notes then click Finish

RV – REVENUE VOUCHER

- **STEP1**: Go to Menu → Receipt Management → Revenue Voucher
- **STEP2:** Click New
- **STEP3:** Look for required field with * that is blank
- **STEP4**: Revenue Voucher Classification: "*Sales of Bid Documents*"
- **STEP5**: Customer: ex "*C110050002 - Alpha Insurance & Surely Co. Inc.*"
- **STEP6**: Payment mode: "*N/A*"

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