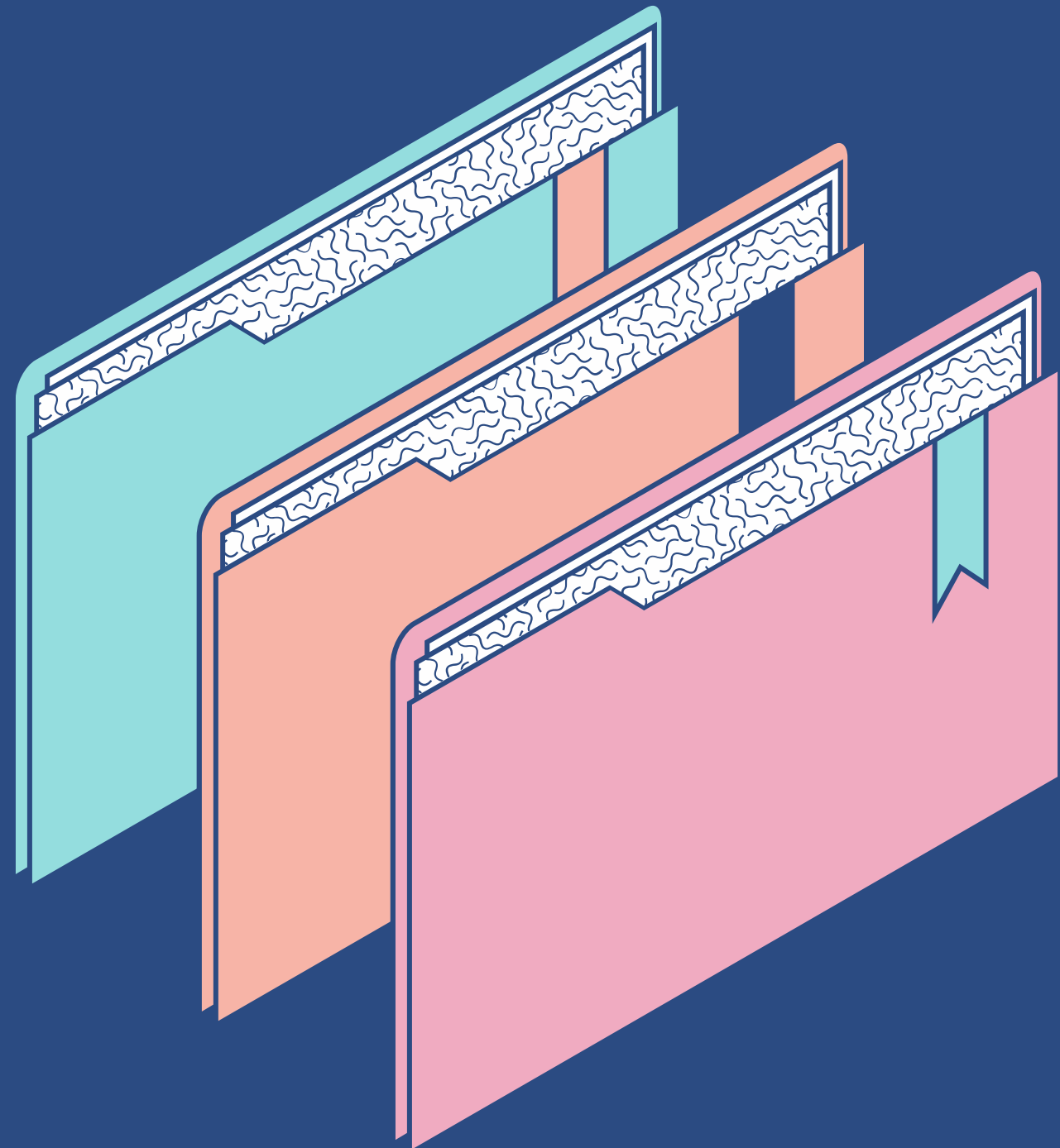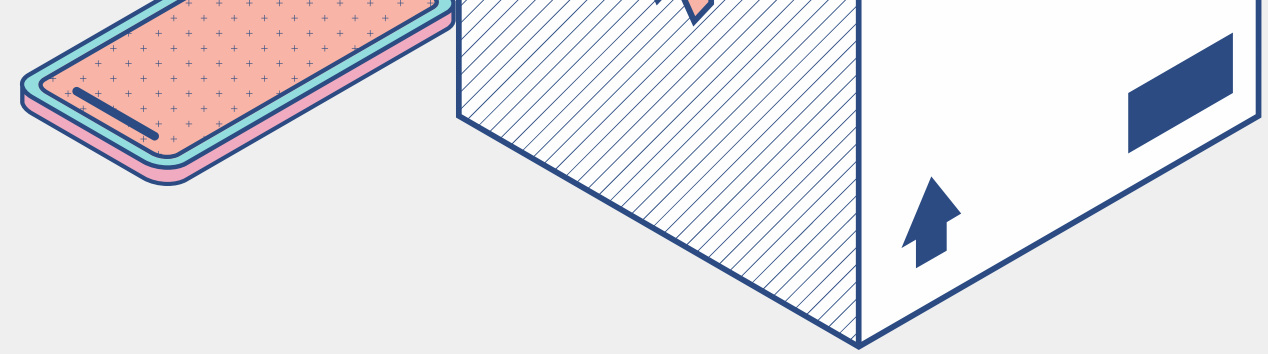# eBudget for LGUs

### Powered by LGU 360

Welcome!

KEY TOPICS

- Reference Guide
- Overview of Video Tutorials

Reference

If you are …	Go to….
New user starting from scratch	Section 1 - LGU eBudget Hive Registration & Approval
New user with existing HIVE account	Section 2 - Download Components and eBudget Installers
User with previously installed eBudget 1.0 or users who will refresh eBudget 2.0	Section 4 - Updating of eBudget
Users who will deploy updates of eBudget 2.0	Section 4 - Updating of eBudget
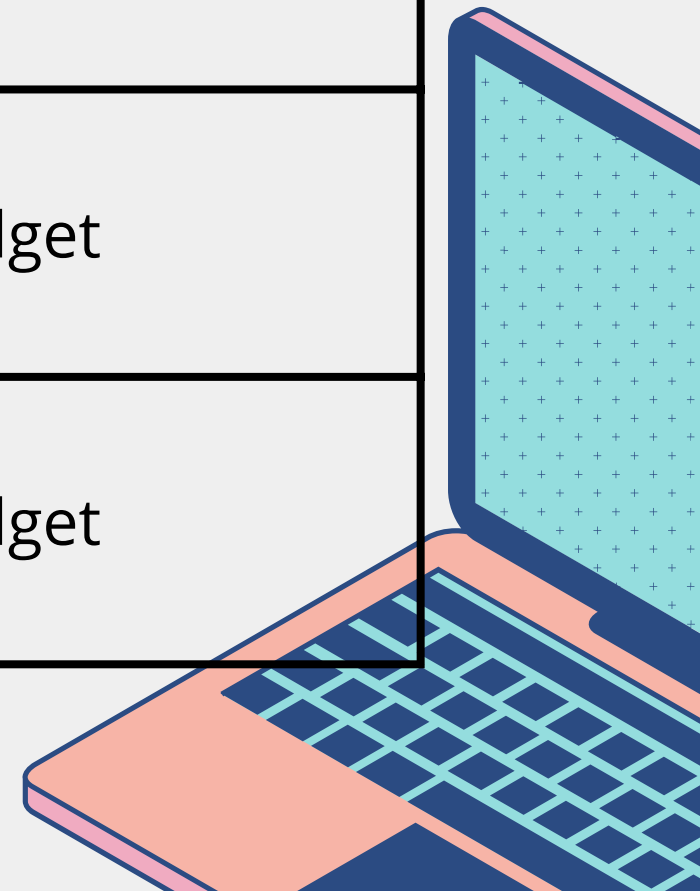
Video Tutorials

1 ——————— **2** ——————— **3** ——————— **4**

LGU eBudget Hive Registration & Approval

Download Components and eBudget Installers

LGU eBudget Installation

Updating of eBudget

5 ——————— **6** ——————— **7** ——————— **8**

Login, Setup LGU Profile, Users

Backup and Restore

Tips on Planning, Preparation and Authorization

eSRE Data Encoding and Submission

Section 1.
LGU eBudget Hive Registration & Approval
(2 mins 30 secs)

Watch this   To get an overview of LGU 360 HIVE
To apply for a User Account
To approve User Accounts

User   New eBudget Users
Budget Officer or Regional Representative
or LGRCB or ICTS

Video Link   https://bit.ly/eBudget_v2_registration_approval

How to Register for a User Account

1 ———— 2 ———— 3

Go to LGU 360 Hive Website

https://lguebudget.dbm.gov.ph/hive
Note: Ask for the updated URL from LGRCB or ICTS if the link does not work

Click signup for new account

Fill in the necessary fields and click "Create Account". You'll receive a message that your request to register as an eBudget user will be validated.

Check your email for instructions.

Instructions will be sent to the email address you encoded during registration. Make sure you check it!

How to Approve a User Account from LGU 360 Hive

1 ———————— **2**

Go to LGU 360 Hive Website

https://lguebudget.dbm.gov.ph/hive
Note: Ask for the updated URL from LGRCB or ICTS if the link does not work

Check the dashboard for the requests requiring approval.

Select the user request you want to approve. Click the Approve icon. Choose either the "Budget Officer or "Regional Representative" role in the dropdown then click Approve.

End of this Section

Section 2.
Download Components and Installers
(2 mins 15 secs)

Watch this   To learn what and how to download files
                                  necessary to run eBudget

User   Budget Officer
                                  or Regional Representative

Video Link   https://bit.ly/eBudget_v2_download

User Type: Budget Officer
or Regional Representative

How to Download Components and Installers

1

Activate your account.

In the email validation you will receive, you will see a link. Copy and paste that link in your browser.

2

Get File No. 1 LGU 360 v.1..0 (License)

In LGU 360 Hive, click the Downloads link on the left menu.

Click download button for eBudget for LGUs powered by LGU 360 (Licensed)

.

3

Get file number 2, eBudget version 2.0.

On the Downloads page, look for file number 2, eBudget 2.0. Click download

How to Download Components and Installers

4

Get important.txt file

From My Account link on the left menu, go to the eBudget for LGUs powered by 360 (Licensed) link, click the download icon on the right side, to get file number 3

5

Cut and paste the link below to download the Visual C++ Redistributable files.

Cut and paste this link on your browser: https://www.microsoft.com/en-us/download/details.aspx?id=30679
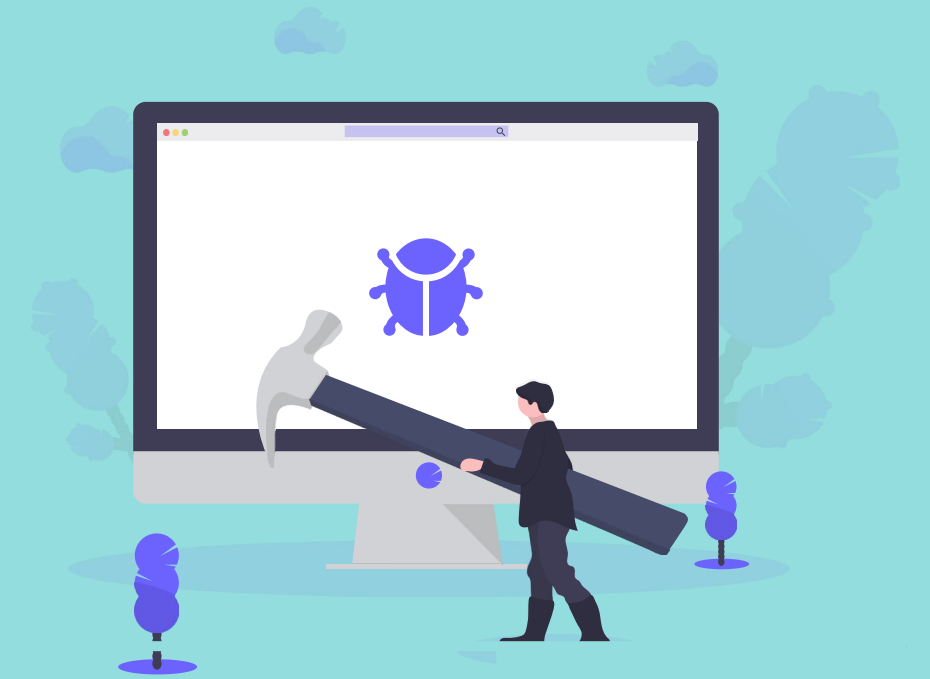
6

Download the Visual C++ Redistributable files.

Click Download, check the first two boxes corresponding to vcredist_x64.exe and vcredist_x86.exe, click Next

End of this Section

Section 3.
eBudget Installation
(9 mins 10 secs)

Watch this   For a guided video demonstration on
                           installing the various components and files

User   Budget Officer
                           or Regional Representative

Video Link   https://bit.ly/eBudget_v2_installation

Quick Guide

Installation

1

Unblock the 5 downloaded files.

For all five files, right click on icon and select the Properties link. Check the Unblock checkbox. Click OK.

2

Transfer the downloaded files to Drive C.

Select the five files, cut, go to drive C then click paste. Click "**Continue**" if prompted for administrator permission.

3

Extract the 3 zipped files.

Right click each file and click Extract All. Make sure that the directory it is saving to is in drive C. Click Extract and wait for it to finish.

Quick Guide

Installation

4 ——————— 5

Move the important text file to drive C.

Open the important.txt folder that was extracted. Right-click on important.txt then cut. Go to drive C: then paste. Click Continue if prompted with administrator permission.

Run the installation.

Right click each file, click "Run as Administrator". Click Yes if prompted for User Account Control. Installation begins. Follow this sequence:

1. LGU 360 v.1.0 (if you see Node.Js window, skip first)
2. vcredist_x86.exe
3. vcredist_x64.exe
4. Node JS Setup *(see side bar)*.
5. LGU 360 v.2.0

NODE JS

Return to the Node dot JS Setup by clicking the icon in the Task bar. Click "Next", check "I accept the terms" then click "Next".

Click "Next" and "Next" for the following steps. Then click Install. Wait for the installation to be completed and then click "Finish".

You will use these steps for the PHP360, MySQL360, Apache 360, and LGU 360 windows that will show.

End of this Section

Section 4.
Updating of eBudget
(3 mins 5 secs)

Watch this   For a guided video demonstration on installing the various components and files

User   Budget Officer
or Regional Representative

Video Link   https://bit.ly/eBudget_v2_updating

How to Update eBudget

1
STEP

Go to LGU 360 Hive Website

https://lguebudget. dbm.gov.ph/hive
Note: Ask for the updated URL from LGRCB or ICTS if the link does not work

2
STEP

Get File eBudget 2.0 UPDATER

In LGU 360 Hive, click the Downloads link on the left menu. Click download button for eBudget 2.0 UPDATER

3
STEP

Transfer the downloaded file to Drive C.

Select the file, cut, go to drive C then click paste. Click "Continue" if prompted for administrator permission.

4
STEP

Extract the zipped file.

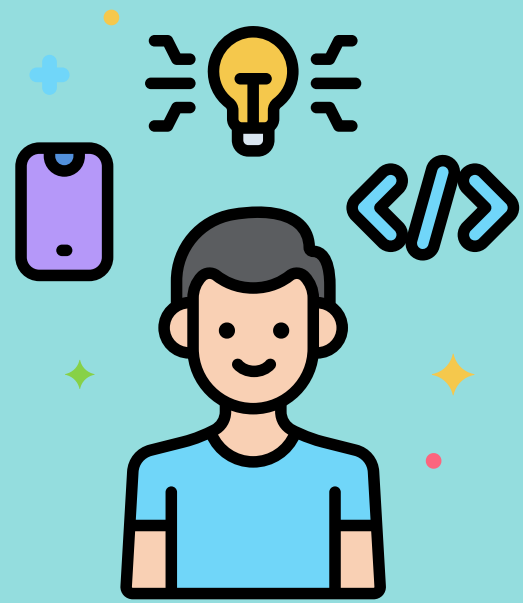Right click in the file and click Extract All. Make sure that the directory it is saving to is in drive C. Click Extract and wait for it to finish.

5
STEP

Run the installation.

Open the folder, right click on update-ebudget, click "Run as Administrator". Click Yes if prompted for User Account Control and wait for it to finish.

Section 5.

Login, Setup LGU Profile and Other Reference Data

(8 mins 25 secs)

Watch this   To learn how to login to the system, setup your LGU profile data and other reference data needed by the forms and reports

User   eBudget Users
LGU Administrator

Video Link   https://bit.ly/eBudget_v2_login_n_setup

How to Login, Setup LGU Profile, Users

1 ——— 2 ——— 3 ——— 4

STEP

Use the user name and password given to you.....

http://localhost:3601/lgu360/
Note: Ask the URL from LGU Administrator if the link does not work

STEP

Setup your LGU Profile.

Once logged in, go to the gear icon on the upper right menu. Select Settings > LGU profile (on main section). Enter the required details and save..

STEP

Setup Sectors and Sub Sectors.

Go the left menu. Under Admin > Maintenance, select Sectors, Sub Sectors. Click Add Sector / Sub Sector to add. Use pencil or trash icon to edit or delete, respectively.

STEP

Setup Offices.

Go the left menu. Under Admin > Maintenance, select Offices. Click Add Office to add. Use pencil or trash icon to edit or delete, respectively.

How to Login, Setup LGU Profile, Users

5 ——— **6** ——— **7** ——— **8**

STEP

STEP

STEP

STEP

Setup Users

Same as step 3.
The users you
created will receive
the username and
password assigned
to them via email.

**Setup System
Parameters**

Go the left menu.
Under Admin >
Maintenance, select
System Parameters.
Click Add Salary
Parameter to add.
Use pencil or trash
icon to edit or
delete, respectively.

**Setup Salary
Schedule.**

Go the left menu.
Under Admin >
Maintenance, select
Salary Schedule.
Click Add Salary
Schedule to add.
Use pencil or trash
icon to edit or
delete, respectively.

**Setup
Procurement
Activities**

You can customize
the steps and
duration of each
step per
procurement
category.

Section 6.
Backup and Restore
(5 mins 24 secs)

Watch this   Learn how to create a backup copy of your
                            eBudget data and restore this data as your
                            working file

User   eBudget Users
                            or LGU Administrator

Video Link   https://bit.ly/eBudget_v2_backup_n_restore

How to Backup and Restore

1 ─────────────────────── 2

Back up.

Double click the eBudget v.2 folder. Go to backup ebudgetdb. Click the link. The backup will automatically run. The file is saved in the ebudget backup folder.

Download & install eBudget v.2 Restore DB program

This is done only once.

1. Login to LGU 360 Hive website.
2. Go to Downloads. Downlaod the eBudget 2.0 Restore DB file.
3. Open the downloaded file. Double click the LGU360 Restore DB folder. Right click on the properties link, check the Unblock option. Click OK.

4. Transfer the file to Drive C. Right click LGU360 v2 Restore DB folder. Select Show More options> Cut > go to Drive C > Right click Select More options> Paste.
5. Click "Continue" in popup screen.
6. Go to the LGU360 v2 Restore DB folder. Right click Extract All > Extract.
7. Go to the extracted file. Open the folder. Double click **init restore eBudget db file.** it will create a directory for the restored files.

How to Backup and Restore

3

Restore a backup.

1. Go to the eBudget DB back up folder in drive C. Select the backup file you wish to restore.

2. Right click the file. Select "Show More options" > Copy. Navigate to drive C, go to the e Budget Restore DB folder. Right click "Select More options", > Paste.

3. Next, navigate to Drive C. Go to the LGU 360 Version 2 Restore DB folder. Select the restore e budget DB file by double clicking it.

4. A command prompt screen will display and automatically run the restore process. Give it a few seconds to complete.

5. A message will appear, indicating the restore process was successful.

End of this Section

Section 7.
Tips on Planning, Preparation and Authorization
(4 mins 25 secs)

Watch this

Get useful tips on how to use eBudget for LGU's budget plan, from planning to authorization!

User

eBudget User

Video Link

https://bit.ly/eBudget_v2_tips

Tips on setting-up eBudget's Reference Data

BEFORE YOU ENCODE PROGRAMS...

- Sectors and Sub Sectors are pre-defined and pre-loaded in the eBudget for convenience.

- Check if the set-up of sectors and subsectors are applicable to your LGU. Assign each to the appropriate office in the maintenance before adding a program.

- The Subsector is not required when adding Program.

- The sector code will be used in the AIP code. However, if a subsector is selected, the Sector part of AIP code will reflect the subsector code instead.

- When a program is created, the system automatically generates a code that forms part of the AIP code. The format is: [SECTOR/SUBSECTORCODE]-[OFFICECODE]-[USERDEFINEDPROGRAMCODE]

Tips on setting-up eBudget's Reference Data

ON THE SALARY SCHEDULE...

- eBudget 2.0 has preloaded salary schedules for years 2021 to 2023. If there is a new salary schedule or changes are required in the succeeding years, the Admin must edit the information in the system.

Tips on the Preparation Modules

WHEN ENCODING AIP...

- In adding a PPA, the selection of Sector or Sub Sector will only filter programs.

- Code added as part of AIP code, originates from the system-generated program code. You can find this under Maintenance -> Programs summary list.

PPA encoding
- Local Planning and Development Coordinator
  - Encodes all details
- Local Budget Officer
  - Encodes only Fund Source

Both can work simultaneously. No notifications regarding individual actions such as completion of encoding are sent.

Tips on the Preparation Modules

HEADS UP FOR THE LCE...

- The Local Chief Executive will only receive notification if both LPDC and LBO have submitted the AIP.

- The Local Chief Executive may approve or return the submitted AIP.

- After Local Chief Executive approves the AIP thru the system, the AIP cannot be edited. Therefore, tag the AIP as approved only if it's already final.

Tips on the Preparation Modules

WHEN ENCODING LBP FORM 1...

- Encoding in LBP Form No. 1 starts with Beginning Balance.

- The expenditure part of LBP Form No. 1 will be automatically populated from the approved LBP Form No. 2 and LBP Form No. 2A.

Tips on the Preparation Modules

WHEN ENCODING LBP FORM 2...

- The Department Head should prepare and submit LBP Form No. 2.

- Expenditures are encoded per office. The data displayed depends on the Department Head logged into the system. (Note! Encoded data is connected to the assigned office and its Department Head.)

Tips on the Preparation Modules

ON LBP FORM 3...

- No need to encode this one! This form will be automatically populated and will consolidate approved LBP Form No. 3As.

WHEN ENCODING LBP FORM 3A...

- Upon selection of Rate Type, Salary Grade, and Salary Step, the Salary Schedule amount is reflected in the salary field by default . The User may change the value if needed.

- The contents of this form will be automatically copied in the succeeding budget year once LBP Form No. 3 is approved.

Tips on Authorization modules

ON LEP FORM (EXECUTIVE BUDGET)...

- The approved LEP or Executive Budget is replicated and serves as the draft Appropriation Ordinance. The Sanggunian Chairman Committee can adjust amounts and tag the AO as Finalized.

Section 8.
eSRE Data Encoding and Submission
(9 mins 25 secs)

Watch this

To understand how eBudget data can be submitted as part of the eSRE reports.

User

eBudget User
or LGU Administrator

Video Link

https://bit.ly/eBudget_v2_esre_submission

Quick Guide

How to encode and submit to eSRE

1

Match e Budget LGU data with eSRE LGU data

Login to the eBudget system as LGU admin.

Click the gear icon and select settings in the drop down menu. The Manage Settings screen will appear.

In the LGU profile tab displayed in the main screen, scroll down to the eSRE LGU details section and enter the eSRE specific data of your LGU.

Next, scroll down to the eSRE system parameter section and enter the required information. The data required here pertains to the eSRE software you are currently using.

2

Match the sectors, sub sectors, and offices between eBudget and eSRE.

Go to the main menu. From the maintenance section, select Sectors / Sub Sectors. The record summary page will display. Click the edit icon to view the data set for a particular sector or sub sector in eBudget that is mapped to eSRE. If there are changes required, you can enter them here. Click save.

Do the same for Offices.

How to encode and submit to eSRE

3

Enter the e Budget data for submission to eSRE.

As budget officer, you will be submitting your data on:
- Projected Expenditure
- Budget Appropriation Expenditure
- Debt Services
- Supplemental Budget
- Expenditure Tagging

From the main menu's eSRE link, click the appropriate link. The data entry form will appear. Enter the relevant data and save accordingly.

4

Submit your data.

Go to the main menu's eSRE link and click the Report Submission link.

Select the Submit Report button. The data entry form will appear. Enter the eSRE user name and password for your LGU, and click the submit button. The data will be sent for approval.

How to encode and submit to eSRE

5

Approve or disapprove the eSRE submission.

To approve an eSRE submission of eBudget data, select a particular record from the summary screen. Click the edit icon and select the appropriate status from the dropdown. Click Save.

6

Re-Submit your data if disapproved

To resubmit data for eSRE that was disapproved, click the resubmit icon on a particular record in the summary screen. Enter your eSRE user name and password, and click submit.

End of this Section

Go to https://bit.ly/eBudget_v2_videos for the **video tutorials.**

Check out the **User's Manual for** detailed instructions.

REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT