e-Budget for LGUs

Powered by **LGU 360°**

NOVEMBER 2021

Document Version Control Log

Version Control #	Description	Date	Modified By
V0.1	Draft Version	02/22/2021	JBALIAO
V0.2	Final Version	11/23/2021	IBORROMEO

Contents

Introduction

The **eBudget for LGUs**, powered by **LGU 360 Financial Suite**, takes out the complexity in matching plans and budget. As a tool built exactly to deliver results-focused budgeting to Philippine LGUs, **eBudget for LGUs** is a simple yet powerful solution that is ready-to-use and up-to-date with the latest processes and forms mandated by the **Department of Budget and Management**.

This following are the features of the eBudget for LGUs.

Dashboard

Preparation of Programs, MFOs, and Performance Indicators

Preparation of Annual Investment Program

Preparation of Project Procurement Plan
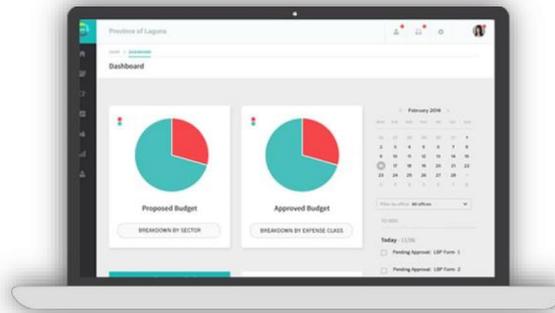
Preparation of LBP Forms 1-9

Generation of Annual Procurement Plan

Generation of Plantilla of Personnel

Generation of Local Expenditure Program

Encoding of Budget for eSRE Integration

Archiving

Purpose of this Document

This User Manual provides the necessary information for users to effectively use the **eBudget for LGUs**. The reader is provided with screen shots and procedure steps to be able to use the system efficiently.

Conventions

The term '**User**' is used throughout this document to refer to a person who can access and who is required to have access in the System. The following are other conventions used in this document:

Bold	Field name**,** buttons, radio button options, checkbox
Italicized	Web page name, window name, application name
<Value>	Dropdown values

Getting Started

Pre-requisites

The **eBudget for LGUs** is a web-based application. To access the system, the user must ensure the following requirements are compiled with:

1. Dedicated Machine (Server or Laptop)

Processor	64 Bit Processors, Dual Core, Four Threads, Intel i7 Processor
HDD	350 GB fast drives
Memory	8 GB of DDR 4 RAM or up to 16GB
OS	Windows
Internet	Required for email notifications to work

2. End User Workstation:

    a. Windows

Processor	CPU-Inter core i3-2120(3.30GHZ)
HDD	500 GB
Memory	4 GB of DDR 3 RAM
OS	Windows 10
Monitor	18.5" LED Monitor (1280x600 Resolution)

    b. MAC

Processor	Core 2 Duo
HDD	250 GB
Memory	4 GB
OS	MAC OS X

2. Access to the LGU's Local Area Network (LAN)

3. Mozilla Firefox (stable version), Google Chrome (stable version), Safari v.7 or higher.

4. A registered user account

Friendly Features

The **eBudget for LGUs** powered by LGU 360 was designed and developed to help you work efficiently and to make your work life easier. Below are some of the features that the LGU 360 Team added so it is easier for you to use the system.

Full screen: Click this icon to have a full view of the forms.

Quick Save: Some of the summary pages of the forms have this icon. This allows you to save the changes made to the amounts on the summary pages after quick editing.

Export to Image: Use this icon to convert graphical report into image.

Replicate: Use this button to replicate your previous year's Annual Investment Program (AIP).

System Roles

Modules	LGU ADMIN	DH	BS	LFC	HRMO	LPDC	LBO	LA	LT	LCE	SCC	PO
	Roles											
Dashboard	View	View	View	View	View	View	View	View	View	View	View	View
Preparation	View	View	View		View	View	View	View	View	View		
AIP	Add, Edit, Delete, View, Download					Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download			View, Download		
SAIP	Add, Edit, Delete, View, Download					Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download			View, Download		
PPMP	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download					View, Download					
APP	View, Download		View, Download							View, Download		
LBP Forms	View	View	View		View	View	View	View	View	View		
LBP Form No. 1	Add, Edit, Delete, View, Download					Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download	View, Download		
LBP Form No. 2	Add, Edit, Delete,	Add, Edit, Delete, View,				View, Download	View, Download		View, Download	View, Download		

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	View, Download	Download										
LBP Form No. 2a	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download				View, Download	View, Download		View, Download			
LBP Form No. 3	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download			Add, Edit, Delete, View, Download							
LBP Form No. 3a		Add, Edit, Delete, View, Download			View, Download					View, Download		
LBP Form No. 4	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download				View, Download	View, Download		View, Download			
LBP Form No. 5	Add, Edit, Delete, View, Download							Add, Edit, Delete, View, Download		View, Download		
LBP Form No. 6	View, Download					View, Download	View, Download		View, Download	View, Download		
LBP Form No. 7	View, Download						View, Download	View ,		View, Download		

							Download					
LBP Form No. 8	Save, View, Download						Save, View, Download	Save, View, Download				
LBP Form No. 9	Add, Edit, Delete, View, Download						Add, Edit, Delete, View, Download			View, Download		
AOB		Add, Edit, View, Delete, Save, Download										
LEP Form												
Authorization												
LEP (Executive Budget)										View, Download	Add, Edit, View, Delete, Save, Download	View, Download
OAAA										View, Download	Save, View, Download	View, Download
OASA										View, Download	Save, View, Download	View, Download
Execution		View					View			View		

ARO							Add, Edit, Delete, View, Download			View, Download		
FPPT		Add, Edit, Delete, View, Download								View, Download		
ORS							Add, Edit, Delete, View, Download					
Accountability		View		VIew		View	VIew	View	View			
QROI								View, Download	Add, Edit, Delete, View, Download			
QFRO							Add, Edit, Delete, View, Download					
QPRO		Add, Edit, Delete, View, Download				View, Download						
SRE								View, Download	Add, Edit,			

									Delete, View, Download				
PFPEF				Add, Edit, Delete, View, Download									
eSRE							View						
Budget Appropriation Expenditures							Add, Edit, Delete, View						
Budget Appropriation Debt Services							Add, Edit, Delete, View						
Supplemental Budget							Add, Edit, Delete, View						
Expenditures Tagging							Add, Edit, Delete, View						
User Management	View												
Users	Add, Edit, Delete, View												
Roles	Add, Edit, Delete, View												
Permissions	Add, Edit, Delete, View												
Maintenance	View												
Offices	Add, Edit, Delete, View												

Programs	Add, Edit, Delete, View	Add, Edit, Delete, View										
Procurement Activities	Add, Edit, Delete, View											
Salary Schedule	Add, Edit, Delete, View											
Chart of Accounts	Add, Edit, Delete, View											
Sectors/Sub Sectors	Add, Edit, Delete, View											
System Parameters	Add, Edit, Delete, View											

Accessing the System

Launch your web browser.

Enter the **eBudget for LGUs** *URL* in the web browser. Note: *Contact your System Administrator for the exact URL.*

You will be directed to the *Log In* page.
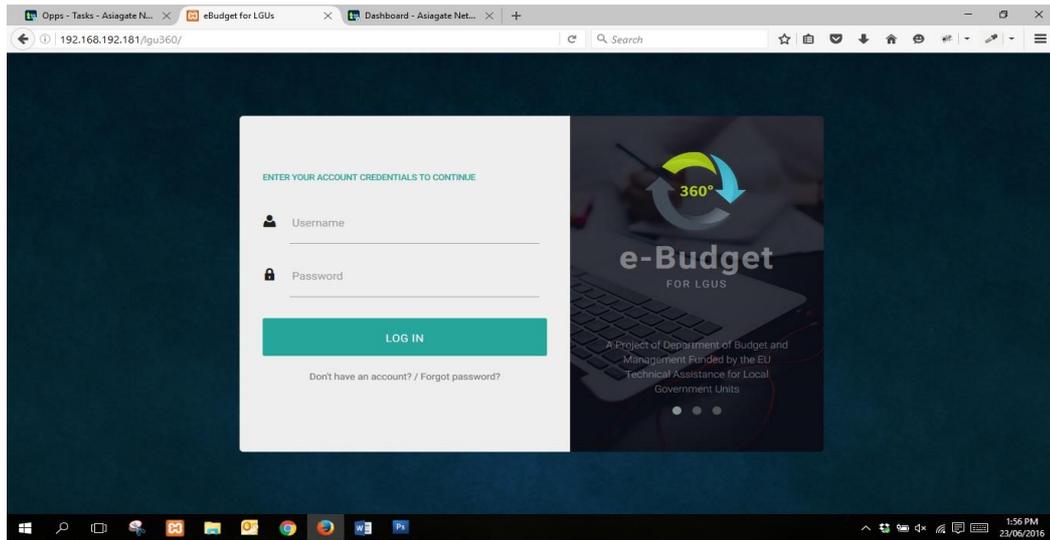
Logging In

Enter the username and password provided to you.
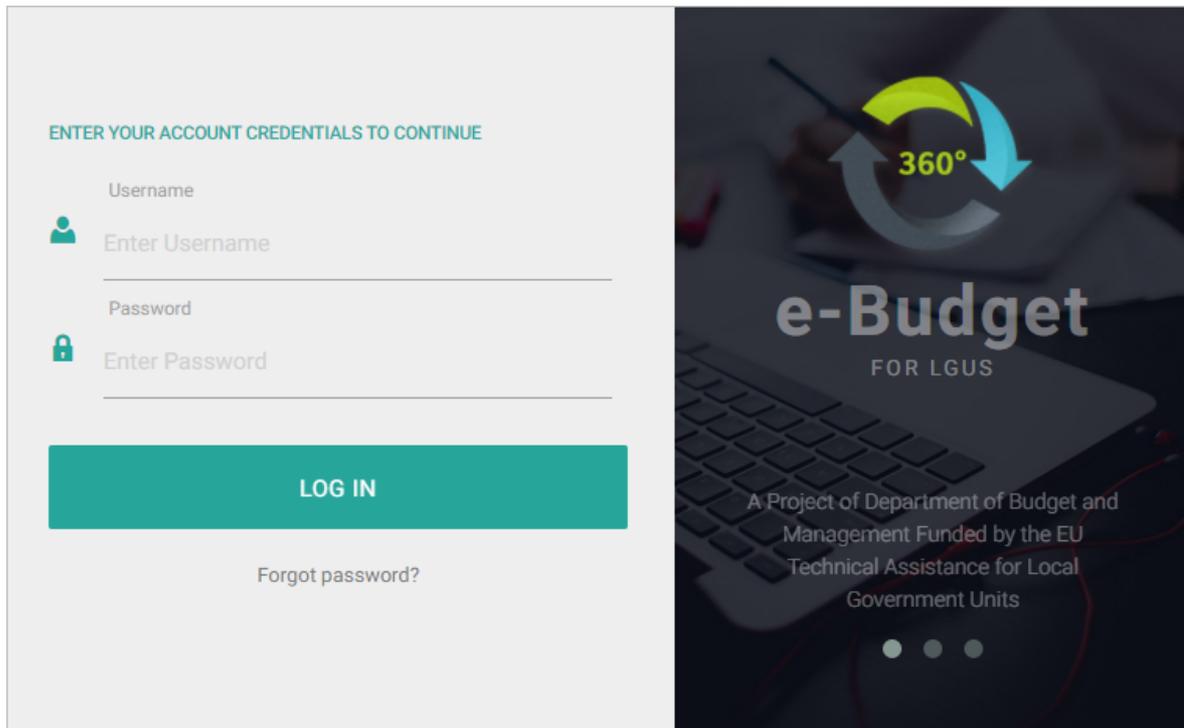
Click **LOG IN.**

Forgot Password?

In case that you forgot your password, click **Forgot Password?** on the *Log In* page.
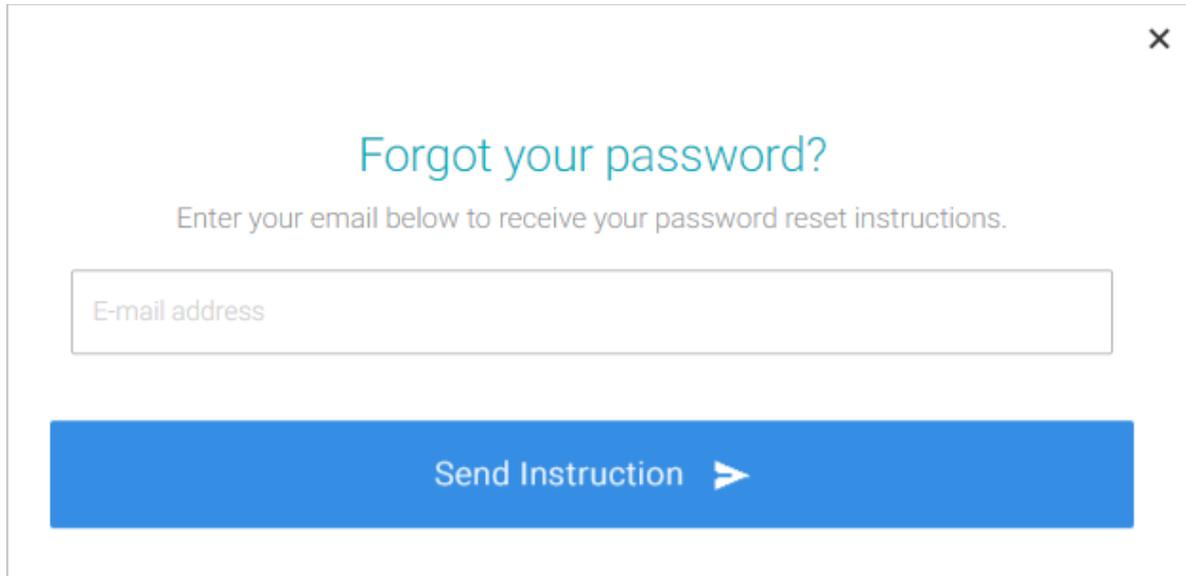
Enter the email registered with your account.

Click **Send Instructions.** A link where you can change your password will be sent to the email address registered with your account. Note: *If you can't find the email in your inbox, please check in spam or junk folder.*

Logging Out

Click your profile photo displayed on the upper right area of the page and click **LOG OUT.**
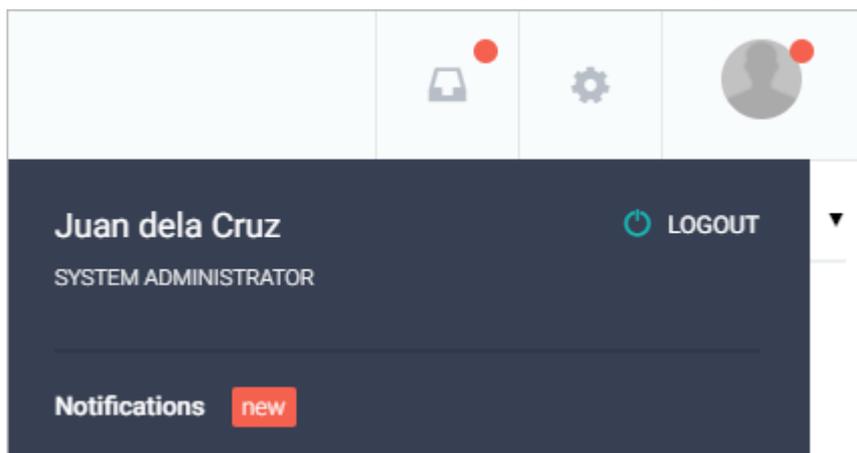
You will be logged out and redirected to the *Log In* page.

Dashboard

The Dashboard is the landing page presented once logged in.
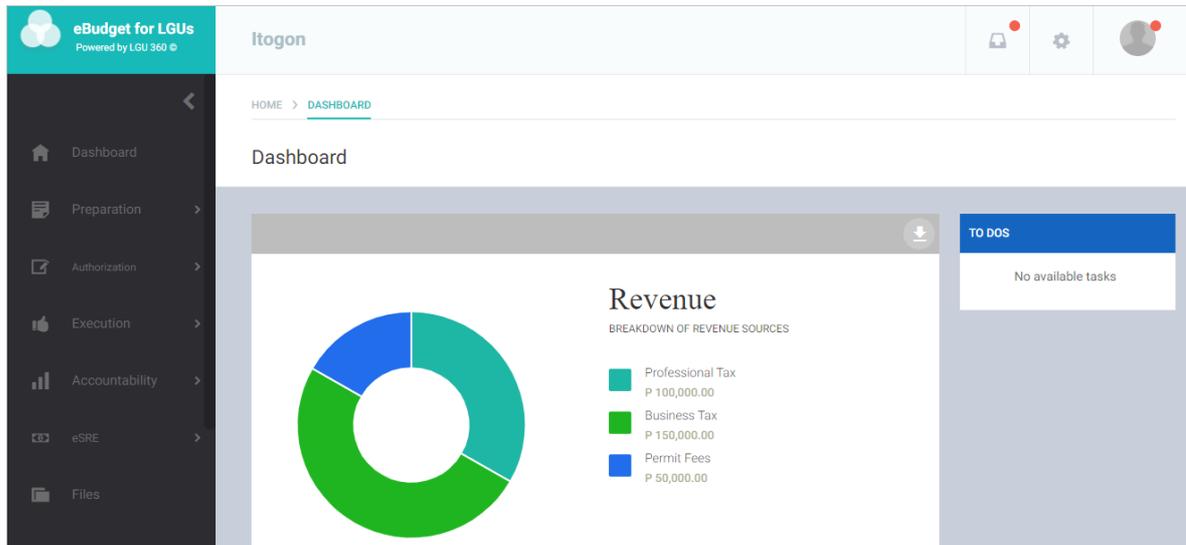
Complete the task using To Dos

On the left-side of the dashboard page, click **Check** the specific task to be completed.
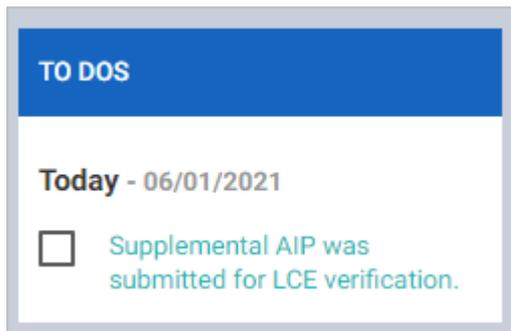
Click **OK** button on the confirmation page to complete the specific task.
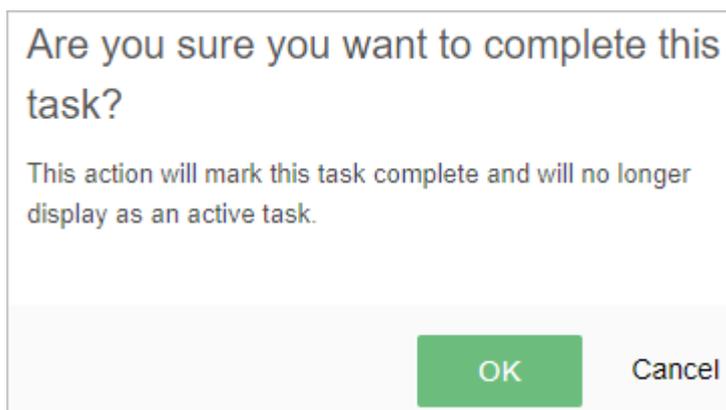
Budget Year

Check Active Budget Year

When preparing forms, you must always check the active budget year to prevent data integrity issues.
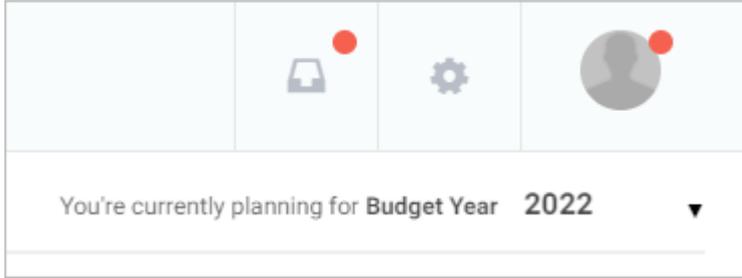
You can change the active year by selecting from the dropdown list.
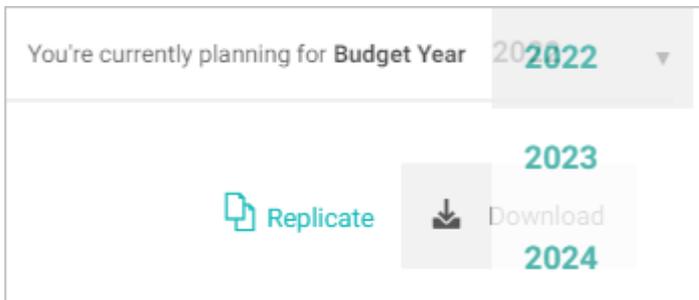
Annual Investment Program

Preparing the Annual Investment Program (AIP)

When preparing the AIP, the system requires that all of departments' programs and major final output must be set-up first in the **Maintenance > Programs** module.

- Prepare Programs and MFO
- Create Program's Projects and Activities
- Submit Annual Investment Program
- Return or Approve the Annual Investment Program

Preparing the Programs and MFO

On the left-sidebar of the page, click **Maintenance** and select **Programs**.

The *Programs* summary page is presented.

Click **ADD PROGRAM** button.

The *Program* data entry form is displayed.

Note: *You cannot enter values in the dropdown fields. If you cannot find what you're looking for, please re-visit your data set-up. Sectors and Sub-sectors can be added/edited/deleted under* **Maintenance > Sectors/Sub-sectors module**, *while Implementing Unit can be added/edited/deleted under* **Maintenance > Offices.**

Select and Enter details. All fields marked with asterisk * are required.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another program, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Create Project or Activity under each Program

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

The *Annual Investment Program* summary page is presented.

Click **ADD PPA**

The *Program/Project/Activity* data entry form is displayed.

Select **Sector, Sub Sector** and **Program**. Note: *The programs that will be displayed in the dropdown list will depend on the office of the logged in account.*

Enter Project/Activity Code in the **AIP Reference Code**. Note: *The codes assigned to the sector and program selected will be automatically displayed in the AIP Reference Code. Only the Project/Activity Code shall be inputted.*

Program/Project/Activity				☒
Sector *	Sub Sector	Program *		AIP Reference Code
Select sector ▼	Select sub sector ▼	Select program ▼		xxxx-xxxx 0000

Enter **Project** or **Activity, Starting** and **Completion Dates**, and **Expected Outputs**. Note: *The system will not allow you to enter both Project and Activity. You can only enter value on either one of those two fields.*

Project ⓘ	Activity ⓘ	Starting Date	Completion Date
Enter Project	Enter Activity	▼	▼
Expected Ouputs			
Enter Expected Ouputs			

Select and Enter other details. Note: *All fields are required except for the Climate Change.*

For multiple **Fund Sources**, click **+FUND SOURCE** button to add row.

Amount					✚ FUND SOURCE
Funding Source *	PS	MOOE	CO	FE	
Select funding source ▼	0.00	0.00	0.00	0.00	
Items By Attribution					
Select Items By Attribution					

Amount of Climate Change PPAs

Climate Change Adaptation	Climate Change Mitigation	CC Typology Code
0.00	0.00	Select climate change typology code ▼

CANCEL   SAVE AND ADD ANOTHER   SAVE AND CLOSE

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another project or activity, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

The *Annual Investment Program* summary page is presented.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the AIP for verification.

Confirmation message displays. Click **OK** button.

Return or Approve the Annual Investment Program (AIP)

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

The *Annual Investment Program* summary page is presented.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Scroll down the summary page and you will see the approval trail. Note: *The approval of the LCE will be enabled only after the submission of both LPDC and LBO.*

Mouse over and click the **Attest AIP** icon to approve the AIP. Otherwise, click the **Return AIP** icon.

Replicate and Editing Previous Year's Annual Investment Program (AIP)

The replicate facility allows user to copy the previous year's approved AIP instead of re-encoding all the Programs, Projects, Activities, and their respective amounts.

Replicate Annual Investment Program (AIP)

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**.

The *Annual Investment Program* summary page is presented.

Click the **Replicate** button.

The *Replicate AIP* window is presented.
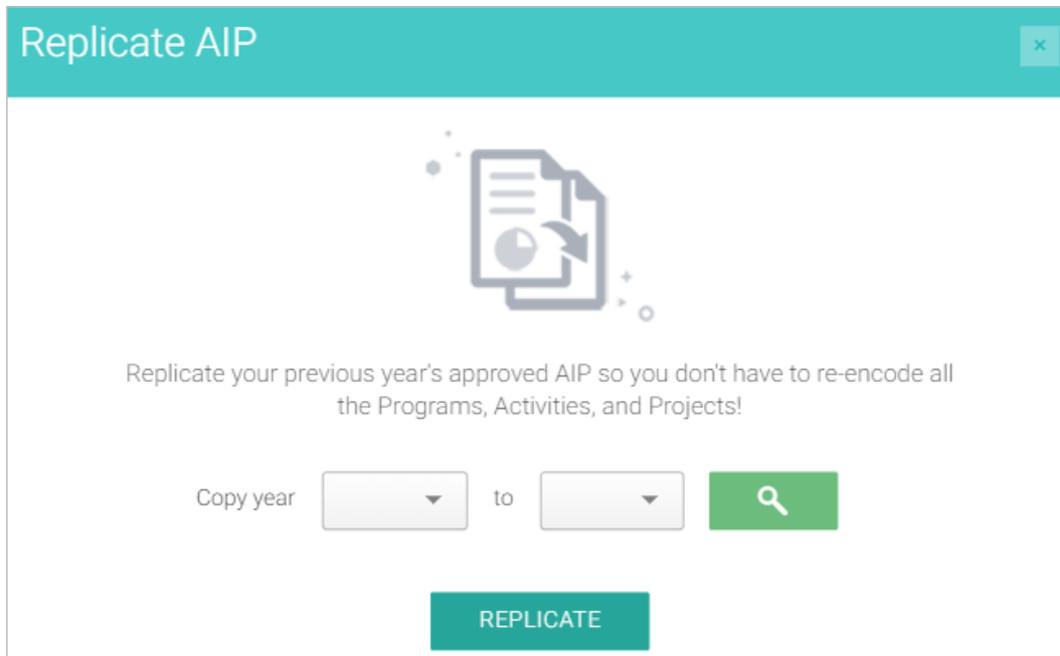
Select year that you wish to copy and then select year to which you want the selected AIP be replicated. Click the view icon to preview the selected AIP to be replicated.

On the *Replicate AIP window, c*lick **REPLICATE** button. Success message displays.

FY 2022 ANNUAL INVESTMENT PROGRAM (AIP)
BY PROGRAM/PROJECT/ACTIVITY BY SECTOR
AS OF MAY, 2021
Itogon

With Climate Change Expenditure

AIP REFERENCE CODE	PROGRAM/PROJECT/ACTIVITY DESCRIPTION	IMPLEMENTING OFFICE/DEPARTMENT	SCHEDULE OF IMPLEMENTATION		EXPECTED OUTPUTS	FUNDING SOURCE	AMOUNT (IN THOUSAND PESOS)				AMOUNT OF CLIMATE CHANGE EXPENDITURE (IN THOUSAND PESOS)		CC TYPOLOGY CODE
			Start Date	Completion Date			Personal Services (PS)	Maintenance and Other Operating Expenses (MOOE)	Capital Outlay (CO)	Total	Climate Change Adaptation	Climate Change Mitigation	
1	2	3	4	5	6	7	8	9	10	11 (8+9+10)	12	13	14
General Public Services Sector (1000)													
1000-101-3-01-001-001	Program A (20210525)	Office of the Municipal Mayor											
1000-101-3-01-001-001-00001	Sample Project ABC		January	December	For testing used only.	General Fund (GF) Proper	5000	5000	5000	15000	1000	1000	A111-01
Social Services Sector (3000)													
Economic Services Sector (8000)													
Other Services (9000)													

Prepared By

LPD Coordinator User

LOCAL PLANNING DEVELOPMENT OFFICER

Local Budget Officer User

LOCAL BUDGET OFFICER

Attested By

Local Chief Executive User

LOCAL CHIEF EXECUTIVE

Editing Replicated Annual Investment Program (AIP)

After the replication, select the **Budget Year** to which you have replicated the previous year's AIP in *the Filter Result* area.

Click **Full screen** icon for easier viewing.

The *Full screen* view is presented.

Locate the **Project** or **Activity** that you wish to edit.

You may use the quick editing of amounts by clicking the amount/s that you wish to edit.

Click the quick save icon when done.

Submit Annual Investment Program

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**

The *Annual Investment Program* summary page is presented.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the AIP for verification.

Confirmation message displays. Click **OK** button.

Return or Approve the Annual Investment Program

On the left-sidebar of the page, click **Preparation** and select **Annual Investment Program**

The *Annual Investment Program* summary page is presented.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Scroll down the summary page and you will see the approval trail. Note: *The approval of the LCE will be enabled only after the submission of both LPDC and LBO.*

Mouse over and click the **Attest AIP** icon to approve the AIP. Otherwise, click the **Return AIP** icon.

Supplemental Annual Investment Program

Creating Supplemental Annual Investment Program (AIP)

A supplemental AIP can only be created if the Annual Investment Program (AIP) of the activated budget year has already been approved by the Local Chief Executive. Note: *The Supplemental AIP form can only be used to create new PPA and not intended to add additional amount to the existing PPAs.*

- Prepare Programs and MFO
- Create Program's Projects and Activities
- Submit Supplemental Annual Investment Program
- Return or Approve the Supplemental Annual Investment Program

Preparing the Programs, MFOs, and Performance Indicators

On the left-sidebar of the page, click **Maintenance** and select **Programs**.

The *Programs* summary page is presented.

Click **ADD PROGRAM** button.

The *Program* data entry form is displayed.

Select and Enter details. All fields are required.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another program, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Create Project or Activity under each Program

On the left-sidebar of the page, click **Preparation** and select **Supplemental**

The *Supplemental Annual Investment Program* summary page is presented.

Click **ADD PPA**

The *Program/Project/Activity* data entry form is displayed.

Select **Sector** and **Program**. Note: *The programs that will be displayed in the dropdown list will depend on the office of the logged in account.*

Enter Project/Activity Code in the **AIP Reference Code**. Note: *The codes assigned to the sector and program selected will be automatically displayed in the AIP Reference Code. Only the Project/Activity Code shall be inputted.*

Sector *	Sub Sector	Program *	AIP Reference Code
Select sector ▾	Select sub sector ▾	Select program ▾	xxxx-xxxx 0000

Enter **Project** or **Activity, Starting** and **Completion** Dates, and Expected Outputs. Note: *The system will not allow you to enter both Project and Activity. You can only enter value on either one of those two fields.*

Project ⊙	Activity ⊙	Starting Date	Completion Date
Enter Project	Enter Activity	▾	▾

Expected Ouputs ⊙

Enter Expected Ouputs

Select and Enter other details. Note: *All fields are required except for the Climate Change.*

For multiple **Fund Sources**, click **+FUND SOURCE** button to add row.

Amount					✚ FUND SOURCE
Funding Source	PS	MOOE	CO	FE	
Select funding source ▾	0.00	0.00	0.00	0.00	

Amount of Climate Change PPAs

Climate Change Adaptation	Climate Change Mitigation	CC Typology Code
0.00	0.00	Select climate change typology code ▾

CANCEL   SAVE AND ADD ANOTHER   SAVE AND CLOSE

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another project or activity, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** and select **Supplemental Annual Investment Program**.

The *Supplemental Annual Investment Program* summary page is presented.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Scroll down the summary page and you will see the approval trail.

PREPARED BY	PREPARED BY	ATTESTED BY
LPD Coordinator U...	_____	_____
Local Planning and De...	Local Budget Officer	Local Chief Executive

Mouse over and click the check icon to submit supplemental AIP for verification.

PREPARED BY	PREPARED BY	ATTESTED BY
Submit Supplemental AIP for verification	_____	_____
Local Planning and Develop...	Local Budget Officer	Local Chief Executive

Click the icon to Submit AIP for verification
Records cannot be edited once approved.

Confirmation message displays. Click **OK** button.

Submit Supplemental AIP for verification

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK   Cancel

Return or Approve the Supplemental Annual Investment Program

On the left-sidebar of the page, click **Preparation** and select **Supplemental Annual Investment Program**

The *Supplemental Annual Investment Program* summary page is presented.

Click the **Download** button and select specific format to download AIP/Budgetary Items By Attribution.

Scroll down the summary page and you will see the approval trail. Note: *The approval of the LCE will be enabled only after the submission of both LPDC and LBO.*

PREPARED BY	PREPARED BY	ATTESTED BY
✔ LPD Coordinator U... *Local Planning and De...*	✔ Local Budget Offic... *Local Budget Officer*	➖ Local Chief Executi... *Local Chief Executive*

Mouse over and click the **Attest Supplemental AIP** icon to approve the AIP. Otherwise, click the **Return Supplemental AIP** icon.

◄

Showing 1 to 1 of 1 entries

✔ Attest Supplemental AIP

↺

PREPARED BY	PREPARED BY	ATTESTED BY
✔ LPD Coordinator U... *Local Planning and De...*	✔ Local Budget Offic... *Local Budget Officer*	➖ Local Chief Executi... *Local Chief Executive*

◄

Showing 1 to 1 of 1 entries

✔

↺ Return Supplemental AIP

PREPARED BY	PREPARED BY	ATTESTED BY
✔ LPD Coordinator U... *Local Planning and De...*	✔ Local Budget Offic... *Local Budget Officer*	➖ Local Chief Executi... *Local Chief Executive*

Project Procurement Management Plan

Preparing the Project Procurement Management Plan (PPMP)

When preparing the PPMP, the system requires that procurement milestones/activities duration are already set-up in the **Maintenance > Procurement Activities** module.

- Set-up Procurement Mode Activity Duration (one-time only)
- Prepare Project Procurement Management Plan
- Submit Project Procurement Management Plan
- Return or Approve the Project Procurement Management Plan

Set-up Procurement Mode Activity Duration

On the left-sidebar of the page, click **Maintenance** and select **Procurement Activities**.
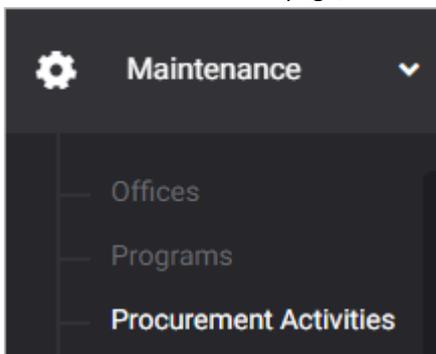
The *Procurement Mode* summary page is presented.

Click **ACTIVITIES** 🗓 icon.

The *Activities* data entry form is displayed.

Select **Procurement Type**.

Select **Procurement Category.**

Select **Activity.**

Enter **Duration (Days)** and **Sequence**.

Click **SAVE** button to save details. Otherwise, click **CANCEL** to discard entry.

Prepare Project Procurement Management Plan

On the left-sidebar of the page, click **Preparation** and select **Project Procurement Management Plan**.
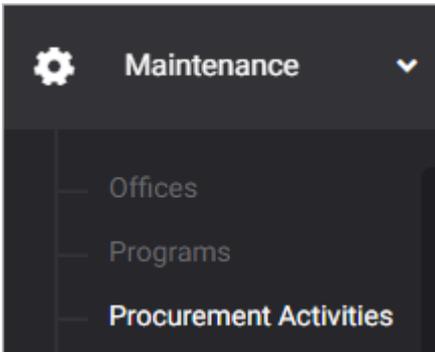
The *Project Procurement Management Plan* summary page is presented.
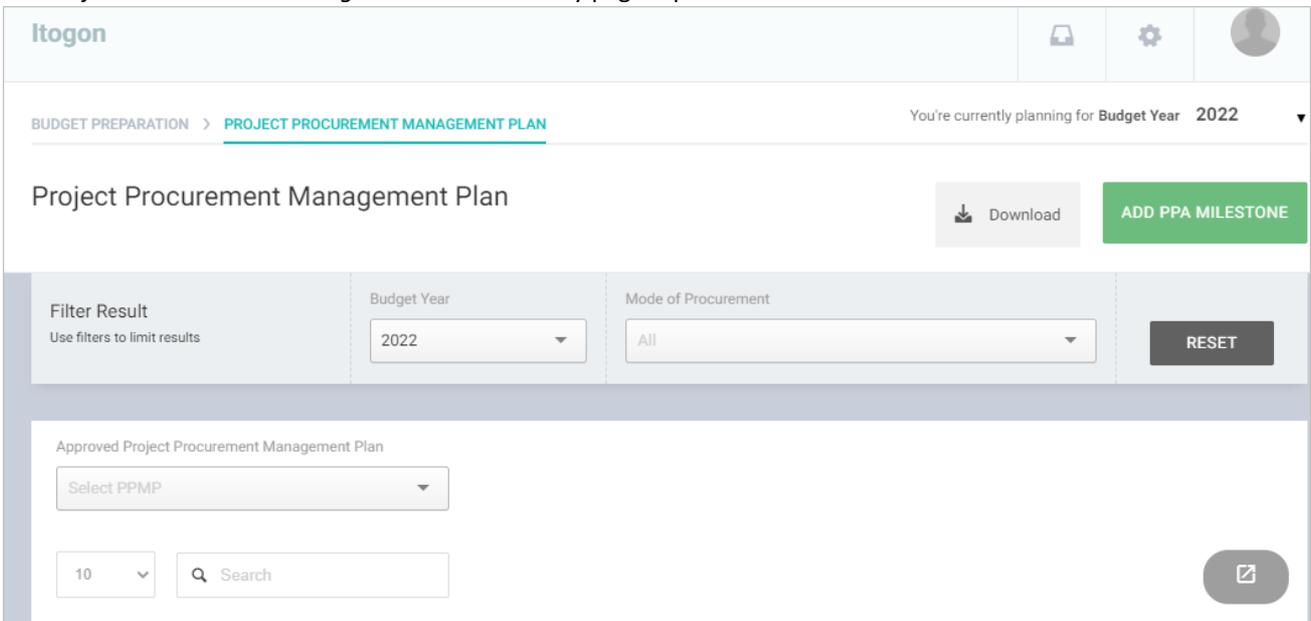
Click **ADD PPA MILESTONE**.

The *Program/Project/Activity Milestone* data entry form is displayed.

Select **Program/Project/Activity**. Note: *The PPA that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by the office of the logged in account.*

Select **Procurement Category** and **Mode of Procurement**. Note: *List of Milestone/Activities will only appear after selecting Procurement Category and Mode of Procurement.*

Enter other details.

Select target **Start Date**. Note: *Suggested Dates will only appear after target start date of the first milestone/activity has been set.*

Enter target **Start Date** and **End Date** of each milestone/activity. Note: *You may skip a milestone/activity by ticking the skip checkbox.*

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another procurement activity, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** and select **Project Procurement Management Plan**.

The *Project Procurement Management Plan* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the PPMP.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the PPMP for review.

Confirmation message displays. Click **OK** button.

Return or Approve the Project Procurement Management Plan

On the left-sidebar of the page, click **Preparation** and select **Project Procurement Management Plan.**

The *Project Procurement Management Plan* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the PPMP.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Approve PPMP** icon to approve the PPMP. Otherwise, click the **Return PPMP** icon.

Annual Procurement Plan (APP)

Generate, Submit, and Approve the Annual Procurement Plan (APP)

The APP will be automatically generated based on the PPMP of all offices.

- Generate and Submit the Annual Procurement Plan
- Return or Approve the Annual Procurement Plan

Generate and Submit the Annual Procurement Plan

On the left-sidebar of the page, click **Preparation** and select **Annual Procurement Plan.**

The *Annual Procurement Plan* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the APP.

The APP in *pdf format* will be shown in a new tab.

On the *APP* summary page, scroll down and you will see the approval trail.

Mouse over and click the check icon to submit the APP for approval.

Confirmation message displays. Click **OK** button.

Return or Approve the Annual Procurement Plan

On the left-sidebar of the page, click **Preparation** and select **Annual Procurement Plan.**

The *Annual Procurement Plan* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the APP.

The APP in *pdf format* will be shown in a new tab.

On the *Annual Procurement Plan* summary page, scroll down and you will see the approval trail.

Mouse over and click the **Approve APP** icon to approve the APP. Otherwise, click the **Return APP** icon.

LBP Form No. 1: Budget of Expenditures and Sources of Financing

Prepare, Submit, and Approve the LBP Form No. 1

The LBP Form No. 1 automatically generates the expenditure part of the form based on inputs made in LBP Form No. 2. Only the receipts shall be inputted in this form.

- Prepare LBP Form No. 1
- Submit LBP Form No. 1
- Return or Approve the LBP Form No. 1

Prepare LBP Form No. 1

On the left-sidebar of the page, click **Preparation** and select **LBP Forms.** Note: *The LBP Form No. 1 is the default page that will be displayed when you click the "LBP Forms" on the left-sidebar.*

The *LBP Form No. 1 summary page* is presented.

Enter the **BEGINNING CASH BALANCE.**

Click the save icon.

Click **ADD RECEIPT.**

The *LBP Form No. 1* data entry form is displayed.

Select **Receipts by Major Source**. Note: *The values displayed in this dropdown list has been populated based on the new chart of accounts provided by COA.*

Select or Enter other details.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit LBP Form No. 1

On the left-sidebar of the page, click **Preparation** and select **LBP Forms.** Note: *The LBP Form No. 1 is the default page that will be displayed when you click the "LBP Forms" on the left-sidebar.*

The *LBP Form No. 1 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 1.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 1 for review.

Confirmation message displays. Click **OK** button.

Return or Approve the LBP Form No. 1

On the left-sidebar of the page, click **Preparation** and select **LBP Forms.** Note: *The LBP Form No. 1 is the default page that will be displayed when you click the "LBP Forms" on the left-sidebar.*

The *LBP Form No. 1 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 1.

Scroll down the summary page and you will see the approval trail. <mark>Note:</mark> *The approval of the LCE will be enabled only after the submission of Local Treasurer, LBO, LPDC and Local Accountant.*

Mouse over and click the **Approve LBP Form 1** icon to approve the LBP Form No. 1. Otherwise, click the **Return LBP Form 1** icon.

LBP Form No. 2: Programmed Appropriation and Obligation by Object of Expenditure

Prepare, Submit, and Approve the LBP Form No. 2

The LBP Form No. 2 is the data entry form for the expenditures. The data that will be inputted in this form will also be displayed in the LBP Form No. 1.

- Prepare LBP Form No. 2
- Submit LBP Form No. 2
- Return or Approve the LBP Form No. 2

Prepare LBP Form No. 2

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2.**

The *LBP Form No. 2 summary page* is presented.

Click **ADD EXPENSE**.

The *LBP Form No. 2* data entry form is displayed.

LBP Form No. 2

Programs *

Select a program ▼

Expenditures *

Select an expenditure ▼

Amounts

Past Year (Actual) ❓ *	Budget Year (Proposed) ❓ *
0.00	0.00

Current Year Appropriation

First Semester (Actual) ❓ *	Second Semester (Estimate) ❓ *
0.00	0.00

CANCEL   SAVE AND ADD ANOTHER   SAVE AND CLOSE

Select **Programs**. Note: *The Programs that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by the office of the logged in account.*

Select **Expenditures**. Note: *The values displayed in this dropdown list has been populated based on the new chart of accounts provided by COA.*

Select or Enter other details.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another expense, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit LBP Form No. 2

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2.**

The *LBP Form No. 2 summary page* is presented.

Click the **Download** button and select specific format to download LBP Form No. 2 and LBP Form No. 2 Summary.

Scroll down the summary page and you will see the approval trail.

PREPARED BY	REVIEWED BY	APPROVED BY
Department Head User		
Department Head	Local Budget Officer	Local Chief Executive

* Click the icon to Submit LBP Form 2 for review

Mouse over and click the check icon to submit the LBP Form No. 2 for review.

PREPARED BY	REVIEWED BY	APPROVED BY
Submit LBP Form 2 for review		
Department Head	Local Budget Officer	Local Chief Executive

* Click the icon to Submit LBP Form 2 for review

Confirmation message displays. Click **OK** button.

Submit LBP Form 2 for review

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK   Cancel

Return or Verify the LBP Form No. 2

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2.**

The *LBP Form No. 2 summary page* is presented.

Click the **Download** button and select specific format to download LBP Form No. 2 and LBP Form No. 2 Summary.

Scroll down the summary page and you will see the approval trail.

PREPARED BY	REVIEWED BY	APPROVED BY
✔ Department Head User	➖ Local Budget Officer User	➖ _____
Department Head	*Local Budget Officer*	*Local Chief Executive*

* Approval process not yet done

Mouse over and click the **Verify LBP Form 2** icon to approve the LBP Form No. 2. Otherwise, click the **Return LBP Form 2** icon.

Total Capital Outlay		0.00	0.00	98,669,836.28
TOTAL APPROPRIATIONS	134,813,139.71	50,188,673.75	64,794,117.93	251,098,355.04

✔ Verify LBP Form 2
↺

PREPARED BY	REVIEWED BY	APPROVED BY
✔ Department Head User	➖ Local Budget Officer User	➖ _____
Department Head	*Local Budget Officer*	*Local Chief Executive*

* Approval process not yet done

Total Capital Outlay		0.00	0.00	0.00	98,669,836.28
TOTAL APPROPRIATIONS	134,813,139.71	50,188,673.75	64,794,117.93	251,098,355.04

✔
↺ Return LBP Form 2

PREPARED BY	REVIEWED BY	APPROVED BY
✔ Department Head User	➖ Local Budget Officer User	➖ _____
Department Head	*Local Budget Officer*	*Local Chief Executive*

* Approval process not yet done

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2.**

The *LBP Form No. 2 summary page* is presented.

Click the **Download** button and select specific format to download LBP Form No. 2 and LBP Form No. 2 Summary.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Approve LBP Form 2** icon to approve the LBP Form No. 2. Otherwise, click the **Return LBP Form 2** icon.

LBP Form No. 2a: Programmed Appropriation and Obligation for Special Purpose Appropriation

Prepare, Submit, and Approve the LBP Form No. 2a

The LBP Form No. 2a is the data entry form for the special purpose appropriation. The data that will be inputted in this form will also be displayed in the LBP Form No. 1.

- Prepare LBP Form No. 2a
- Submit LBP Form No. 2a
- Return or Approve the LBP Form No. 2a

Prepare LBP Form No. 2a

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2a.**

The *LBP Form No. 2a summary page* is presented.

Click **ADD SPA**.

The *LBP Form No. 2a* data entry form is displayed.

Select **Fund Source**.

Select **Special Purpose Appropriation.** Note: *The values displayed in this dropdown list will be filtered based on the selected fund source.*

Select **Program/Project/Activity**. Note: *The PPA that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by the selected fund source and office of the logged in account.*

Select **Object of Expenditure.**

Enter other details.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another special purpose appropriation, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2a.**

The *LBP Form No. 2a summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 2a.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 2a for review.
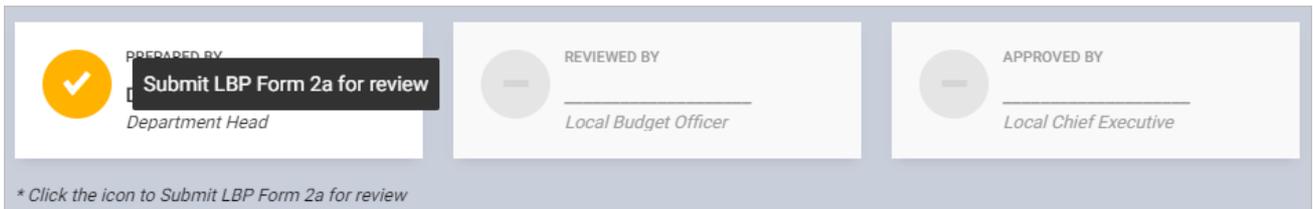
Confirmation message displays. Click **OK** button.

<u>**Return or Verify the LBP Form No. 2a**</u>

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2a.**

The *LBP Form No. 2a summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 2a.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Verify LBP Form 2a** icon to approve the LBP Form No. 2a. Otherwise, click the **Return LBP Form 2a** icon.

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 2a.**

The *LBP Form No. 2a summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 2a.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Approve LBP Form 2a** icon to approve the LBP Form No. 2a. Otherwise, click the **Return LBP Form 2a** icon.

LBP Form No. 3a: Personnel Schedule

Prepare, Submit, and Approve the LBP Form No. 3a

The LBP Form No. 3a is the data entry form for the personnel schedule. All the data inputted per office will be consolidated in the Plantilla of Personnel.

- Prepare LBP Form No. 3a
- Submit LBP Form No. 3a
- Return or Approve the LBP Form No. 3a

Prepare LBP Form No. 3a

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3a.**

The *LBP Form No. 3 summary page* is presented.

Click **ADD PERSONNEL**.

The *LBP Form No. 3a* data entry form is displayed.

Enter **Old Item Number** and **New Item Number.** Note: *If the old item number is not available, you must also input the new item number in the old item number field.*

Enter **Position** and **Name.**

Select **Rate Type.**

Select **Salary Grade** and **Steps**. Note: *The amounts will be automatically populated based on the selected salary grade and steps. The salary grade and steps can be set-up by your administrator in the Maintenance > Salary Schedule.*

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another personnel, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit LBP Form No. 3a for review

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3a.**

The *LBP Form No. 3a summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3a.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 3 for review.

Confirmation message displays. Click **OK** button.

Submit LBP Form No. 3a for approval

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3a.**

The *LBP Form No. 3a summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3a.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 3a for approval.

Confirmation message displays. Click **OK** button.

Submit LBP Form 3a for approval.

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK   Cancel

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3a.**

The *LBP Form No. 3a summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3a.

Scroll down the summary page and you will see the approval trail.

PREPARED
Department Head User
Department Head

REVIEWED
Human Resource User
Human Resource Management ...

APPROVED
Local Chief Executive User
Local Chief Executive

* Approval process not yet done

Mouse over and click the **Approve LBP Form 3a** icon to approve the LBP Form No. 3. Otherwise, click the **Return LBP Form 3a** icon.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
				No matching records found.				Approve LBP Form 3a	

PREPARED
Department Head User
Department Head

REVIEWED
Human Resource User
Human Resource Management ...

APPROVED
Local Chief Executive User
Local Chief Executive

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
				No matching records found.				Return LBP Form 3a	

PREPARED
Department Head User
Department Head

REVIEWED
Human Resource User
Human Resource Management ...

APPROVED
Local Chief Executive User
Local Chief Executive

LBP Form No. 3: Plantilla of LGU Personnel

Submit, and Approve the LBP Form No. 3

The LBP Form No. 3 is the consolidated data entry form for the personnel schedule.

- Submit LBP Form No. 3
- Return or Approve the LBP Form No. 3

Submit LBP Form No. 3 for review

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3.**

The *LBP Form No. 3 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 3 for review.

Confirmation message displays. Click **OK** button.

Submit LBP Form No. 3 for approval

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3.**

The *LBP Form No. 3 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 3a for approval.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
2021060400120210604002		Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	

Submit LBP Form 3 for approval.

Confirmation message displays. Click **OK** button.

Submit LBP Form 3 for approval.

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK   Cancel

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 3.**

The *LBP Form No. 3 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 3.

Scroll down the summary page and you will see the approval trail.

* Approval process not yet done

Mouse over and click the **Approve LBP Form 3** icon to approve the LBP Form No. 3. Otherwise, click the **Return LBP Form 3** icon.

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	

Approve LBP Form 3.

	PREPARED		REVIEWED BY		APPROVED
✔	Human Resource User	✔	Local Budget Officer User	−	Local Chief Executive User
	Human Resource Management …		Local Budget Officer		Local Chief Executive

* Approval process not yet done

OLD	NEW	POSITION TITLE	NAME OF INCUMBENT	SG/STEP	AMOUNT	SG/STEP	AMOUNT	INCREASE / DECREASE	ACTION
20210604001	20210604002	Secretary	Shiela Santos	1/1	2,640.00	2/1	3,840.00	1,200.00	

Return LBP Form 3.

	PREPARED		REVIEWED BY		APPROVED
✔	Human Resource User	✔	Local Budget Officer User	−	Local Chief Executive User
	Human Resource Management …		Local Budget Officer		Local Chief Executive

LBP Form No. 4: Mandate, Vision/Mission, Major Final Output, Performance Indicators and Targets

Prepare, Submit, and Approve the LBP Form No. 4

The LBP Form No. 4 is the data entry form for the mandate, vision/mission of specific offices. This also allows setting of performance indicators and targets.

- Prepare LBP Form No. 4
- Submit LBP Form No. 4
- Return or Approve the LBP Form No. 4

Prepare LBP Form No. 4

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 4.**

The *LBP Form No. 4 summary page* is presented.

Click **Mandate, Vision/Mission, Organizational Outcome.**

⚙ Mandate, Vision/Mission, Organizational ...

Click **UPDATE.**

Mandate

•Exercise general supervision and control over all programs, projects, services and activities of the LGU
•Enforce all laws and or...
Show More

Vision

City of San Fernando Pampanga, Home of the Giant Lanterns, will be the Model City of Countryside Development by 2025

Mission

To develop a livable, ecologically-balanced and economically-viable Model City

UPDATE

Click **Mandate, Vision, Mission, Organizational Outcome.** Note: *Use scroll bar to enter organizational outcome.*

Mandate, Mission/Vision, Organizational Outcome   ×

Mandate *
•Exercise general supervision and control over all programs, projects, services and activities of the LGU
•Enforce all laws and ordinances relative to the governance of the LGU and the exercise of the appropriate corporate powers
•Ensure the delivery of basic services and the provision of adequate facilities

Vision *
City of San Fernando Pampanga, Home of the Giant Lanterns, will be the Model City of Countryside Development by 2025

Mission *
To develop a livable, ecologically-balanced and economically-viable Model City through effective and socially inclusive governance that will enhance the quality of life of Fernandinos.

CANCEL   SAVE

Click **SAVE** when done. Otherwise, click **CANCEL** to discard entry.

Click **ADD PPA.**

The *LBP Form No. 4* data entry form is displayed.

Select **Program/Project/Activity**. Note: *The PPA that will be displayed in the dropdown list will be pulled from the approved AIP and will be filtered by office of the logged in account.*

Enter **Expected Output.**

Enter **Performance Indicator** and **Target.**

For multiple **Performance Indicators**, click **+ADD** button to add row.

Enter **Proposed Budget for the Budget Year.**

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another PPA, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 4.**

The *LBP Form No. 4 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 4.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 4 for review.

Confirmation message displays. Click **OK** button.

Submit LBP Form 4 for review

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK   Cancel

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 4.**

The *LBP Form No. 4 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 4.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Verify LBP Form 4** icon to approve the LBP Form No. 4. Otherwise, click the **Return LBP Form 4** icon.

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 4.**

The *LBP Form No. 4 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 4.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Approve LBP Form 4** icon to approve the LBP Form No. 4. Otherwise, click the **Return LBP Form 4** icon.

LBP Form No. 5: Statement of Indebtedness

Prepare, Submit, and Approve the LBP Form No. 5

The LBP Form No. 5 is the form used to record the loans.

- Prepare LBP Form No. 5
- Submit LBP Form No. 5
- Return or Approve the LBP Form No. 5

Prepare LBP Form No. 5

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 5.**

The *LBP Form No. 5 summary page* is presented.

Click **ADD CREDITOR.**

The *LBP Form No. 5* data entry form is displayed.

Enter **Creditor's Information.**

Enter **Loan Details.**

Enter **Previous Payments Made** and **Amount Due (Budget Year)**.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another creditor, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 5.**

The *LBP Form No. 5 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 5.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 5 for acknowledgement.
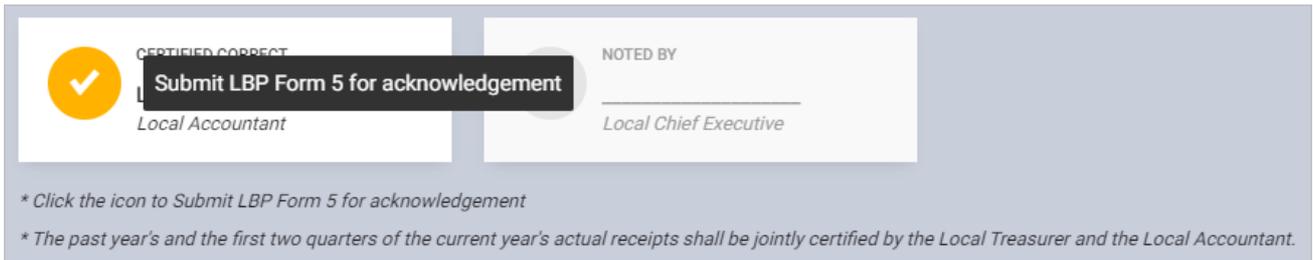
Confirmation message displays. Click **OK** button.

Return or Acknowledge the LBP Form No. 5

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 5.**

The *LBP Form No. 5 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 5.

Scroll down the summary page and you will see the approval trail.

CERTIFIED CORRECT
Local Accountant User
Local Accountant

NOTED BY
Local Chief Executive User
Local Chief Executive

* Approval process not yet done
* The past year's and the first two quarters of the current year's actual receipts shall be jointly certified by the Local Treasurer and the Local Accountant.

Mouse over and click the **Acknowledge LBP Form 5** icon to approve the LBP Form No. 5. Otherwise, click the **Return LBP Form 5** icon.

Acknowledge LBP Form 5

CERTIFIED CORRECT
Local Accountant User
Local Accountant

NOTED BY
Local Chief Executive User
Local Chief Executive

100,000.00

Return LBP Form 5

CERTIFIED CORRECT
Local Accountant User
Local Accountant

NOTED BY
Local Chief Executive User
Local Chief Executive

LBP Form No. 6: Statement of Statutory and Contractual Obligations and Budgetary Requirements

Generate, Submit, and Approve the LBP Form No. 6

The LBP Form No. 6 will be automatically generated based on the LBP Form No. 1.

- Generate and Submit LBP Form No. 6
- Return or Approve the LBP Form No. 6

Generate and Submit the LBP Form No. 6

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 6.**

The *LBP Form No. 6* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 6.
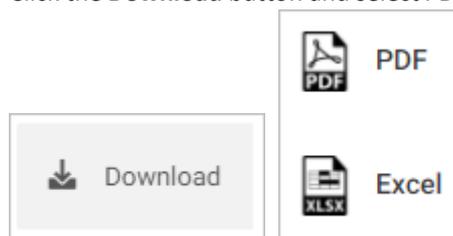
On the *LBP Form No. 6* summary page, scroll down and you will see the approval trail.

CERTIFIED CORRECT
Local Budget Officer User
Local Budget Officer

CERTIFIED CORRECT
_____
Local Treasurer

CERTIFIED CORRECT
_____
Local Planning and Developmen...

APPROVED
_____
Local Chief Executive

* Click the icon to Submit LBP Form 6 for approval

Mouse over and click the check icon to submit the LBP Form 6 for approval.

CERTIFIED CORRECT
Submit LBP Form 6 for approval
Local Budget Officer

CERTIFIED CORRECT
_____
Local Treasurer

CERTIFIED CORRECT
_____
Local Planning and Developmen...

APPROVED
_____
Local Chief Executive

Confirmation message displays. Click **OK** button.

Submit LBP Form 6 for approval

This action will submit the form and proceed to the specified stage of process. Are you sure?

OK   Cancel

Return or Approve the LBP Form No. 6

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 6.**

The *LBP Form No. 6* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 6.

On the *LBP Form No. 6* summary page, scroll down and you will see the approval trail.

Mouse over and click the **Approve LBP Form 6** icon to approve the LBP Form No. 6. Otherwise, click the **Return LBP Form 6** icon.

LBP Form No. 7: Statement of Fund Allocation by Sector

Generate, Submit, and Approve the LBP Form No. 7

The LBP Form No. 7 will be automatically generated based on LBP Form No. 2.

- Generate and Submit LBP Form No. 7
- Return or Approve the LBP Form No. 7

Generate and Submit the LBP Form No. 7

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 7.**

The *LBP Form No. 7* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 7.

On the *LBP Form No. 7* summary page, scroll down and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form 7 for approval.

Confirmation message displays. Click **OK** button.

Return or Approve the LBP Form No. 7

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 7.**

The *LBP Form No. 7* summary page is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 7.

On the *LBP Form No. 7* summary page, scroll down and you will see the approval trail.

Mouse over and click the **Approve LBP Form 7** icon to approve the LBP Form No. 7. Otherwise, click the **Return LBP Form 7** icon.

LBP Form No. 8: Statement of Funding Sources (Supplemental Budget)

Prepare and Certify the LBP Form No. 8

The LBP Form No. 8 is the form used for the supplemental budget.

- Prepare LBP Form No. 8
- Certify LBP Form No. 8

Prepare LBP Form No. 8

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 8.**

The *LBP Form No. 8 summary page* is presented.

Select **Fund/Special Account.**

Enter **AMOUNTS.**

Scroll down the LBP Form No. 8 and click **SAVE** button when done.

Total Estimated Income	200,000.00
	SAVE

Certify LBP Form No. 8

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 8.**

The *LBP Form No. 8 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 8.
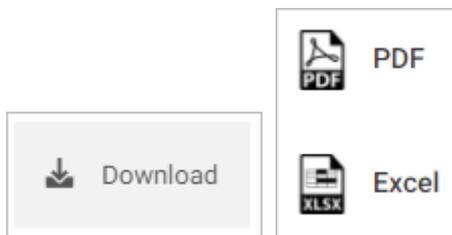
Scroll down the summary page and you will see the approval trail.
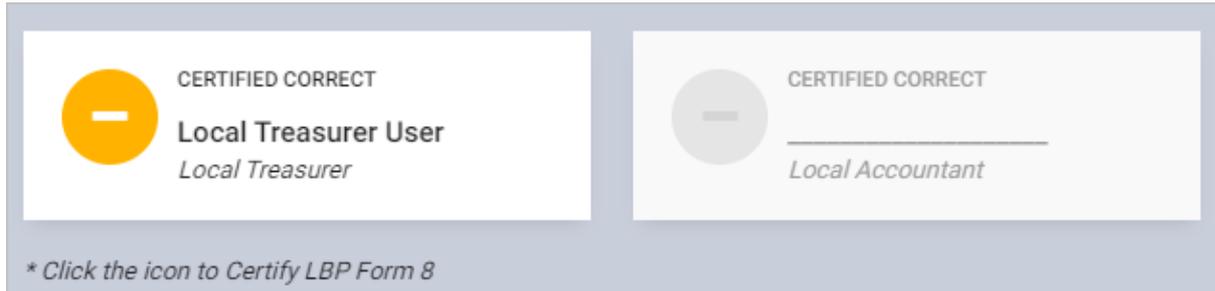
Mouse over and click the check icon to certify the LBP Form No. 8.
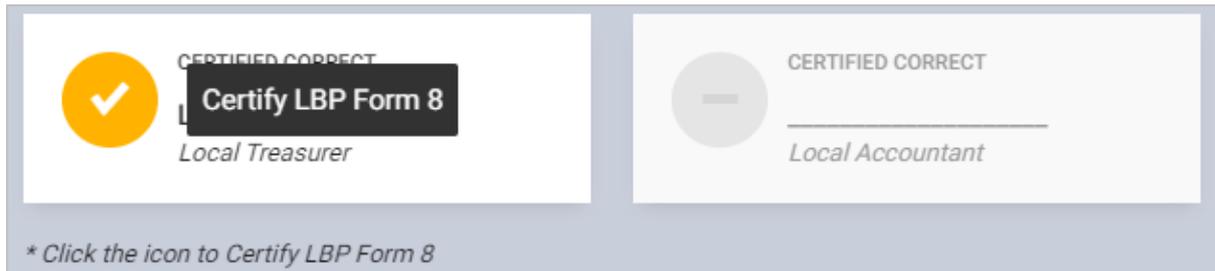
Confirmation message displays. Click **OK** button.
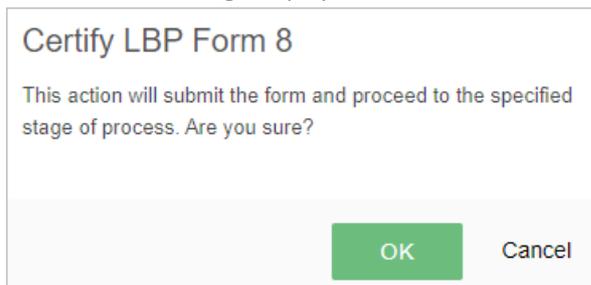
LBP Form No. 9: Statement of Supplemental Appropriation

Prepare, Submit, and Approve the LBP Form No. 9

The LBP Form No. 9 is the form used for the supplemental appropriation.

- Prepare LBP Form No. 9
- Submit LBP Form No. 9
- Return or Approve the LBP Form No. 9

Prepare LBP Form No. 9

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 9.**

The *LBP Form No. 9 summary page* is presented.

Click **ADD ITEM.**

The *LBP Form No. 9* data entry form is displayed.

Select **Program/Project/Activity**. Note: *The PPA that will be displayed in the dropdown list will be pulled from the approved AIP.*

Select **Object of Expenditure.**

Enter **Amount.**

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another item, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 9.**

The *LBP Form No. 9 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 8.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the LBP Form No. 9 for approval.

Confirmation message displays. Click **OK** button.

Return or Approve the LBP Form No. 9

On the left-sidebar of the page, click **Preparation** > **LBP Forms** and select **LBP Form No. 9.**

The *LBP Form No. 9 summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the LBP Form No. 8.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the **Approve LBP Form 9** icon to approve the LBP Form No. 9. Otherwise, click the **Return LBP Form 9** icon.

Local Expenditure Program (LEP)

Generate Local Expenditure Program (LEP)

The LEP will be automatically generated based on all the prepared forms.

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**

The *LEP Form cover page* is presented.
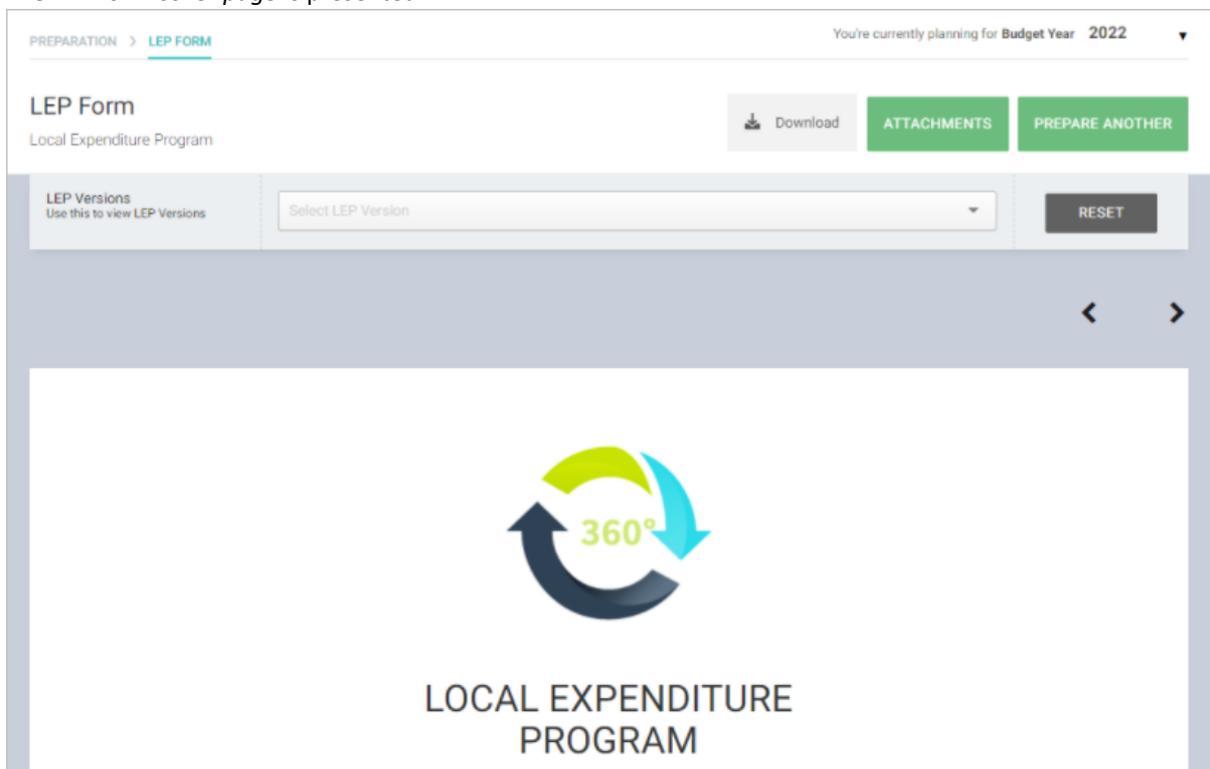
Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*

Click the **Download** button and select *PDF* to view the LEP.
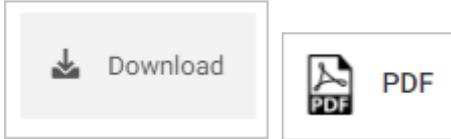
The LEP in *pdf format* will be shown in a new tab. Note: *The current eBudget for LGUs or LGU 360 PLAN is for budget preparation purposes only. Therefore, the approval of LEP is not included in the system.*

Part 1   RECEIPTS PROGRAM

PARTICULARS	ACCOUNT CODE	INCOME CLASS	PAST YEAR (Actual)	CURRENT YEAR APPROPRIATION		BUDGET YEAR (Proposed)
				First Semester (Actual)	Second Semester (Estimate)	
I. Beginning Cash Balance			10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
II. Receipts						
A. Local Sources						
Tax Revenue						
Tax Revenue - Individual and Corporation						
Professional Tax	4-01-01-020	R	10,000,000.00	10,000,000.00	10,000,000.00	10,000,000.00
Tax Revenue - Property						
Tax Revenue - Goods and Services						
Tax Revenue - Others						
Tax Revenue - Fines and Penalties						

Prepare Local Expenditure Program (LEP)

Note: *Same steps on how to prepare another LEP.*

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**
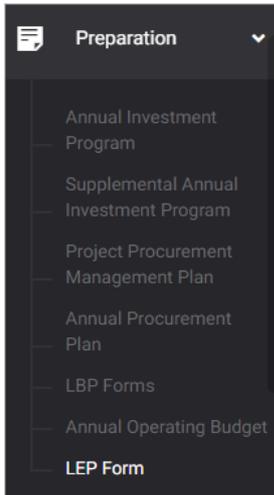
The *LEP Form cover page* is presented.
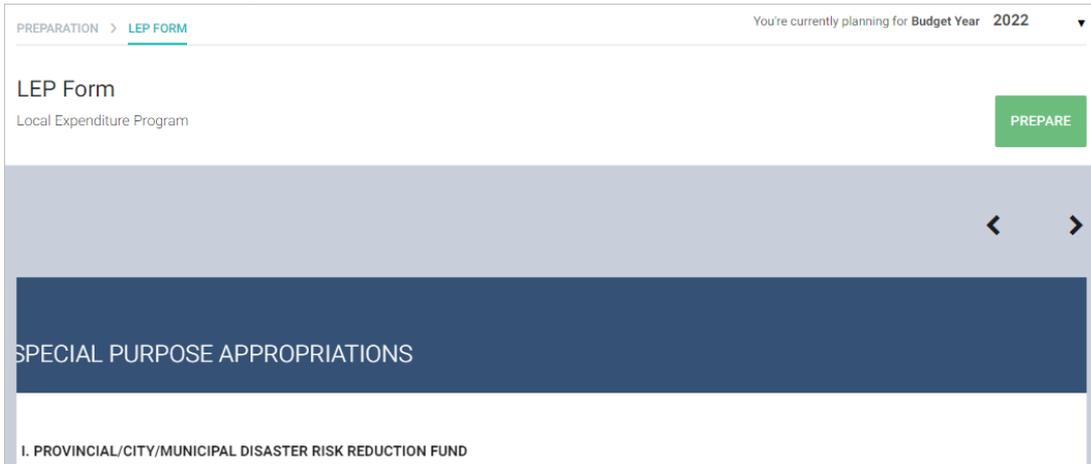
Click **Prepare** button. The *Prepare LEP Form FY (Year)* is displayed.

Click the **Prepare** button.

Confirmation message displays. Click **OK** button.

Prepare Another Local Expenditure Program (LEP)

Note: *Same steps on how to prepare another LEP.*

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**

The *LEP Form cover page* is presented.
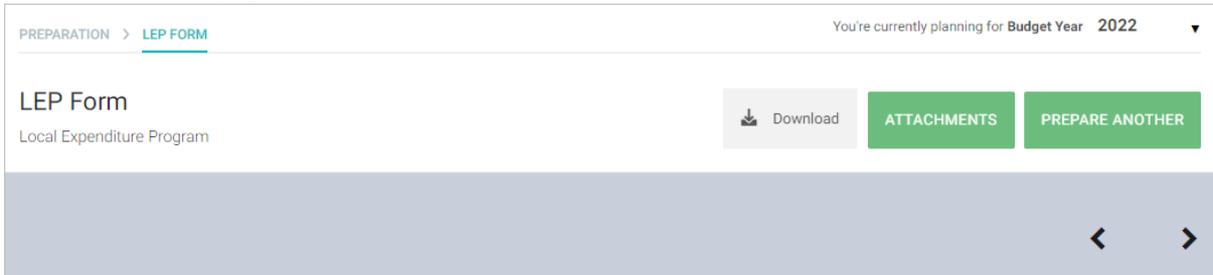
Click **Prepare Another** button. The *Prepare LEP Form FY (Year)* is displayed.

Click the **Prepare** button.
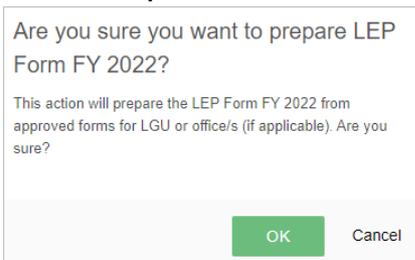
Confirmation message displays. Click **OK** button.

Upload LEP Attachment

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**

The *LEP Form cover page* is presented.
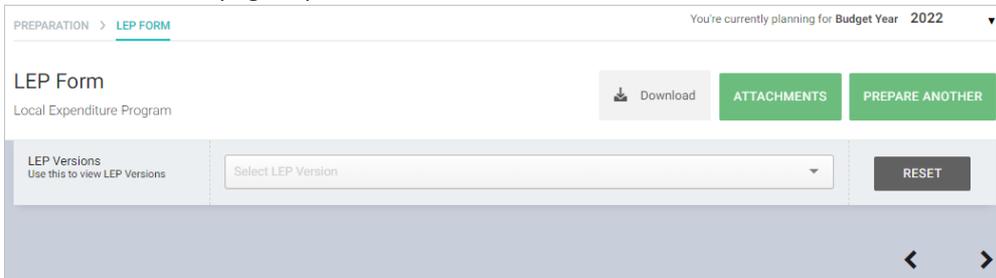
Click **Attachments** button. The *LEP Attachments* is displayed.
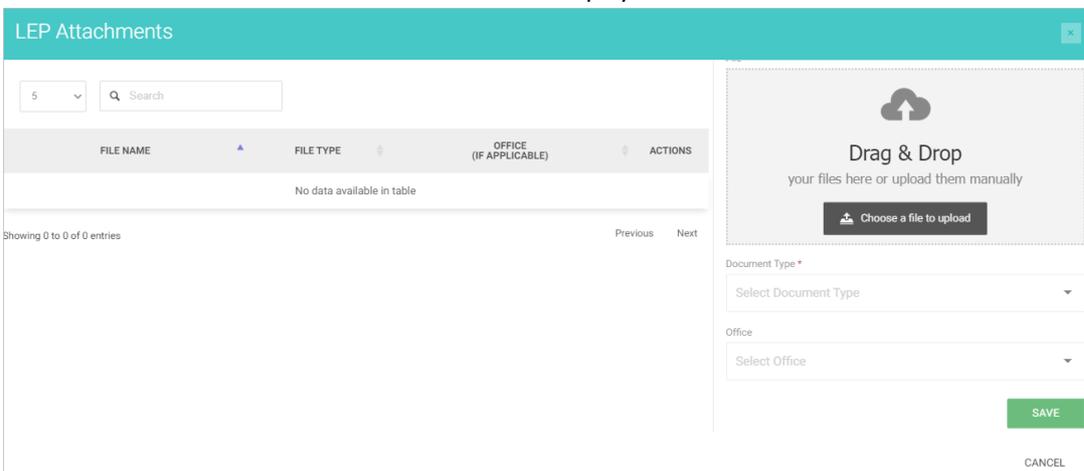
Click **Choose a file to upload** button.
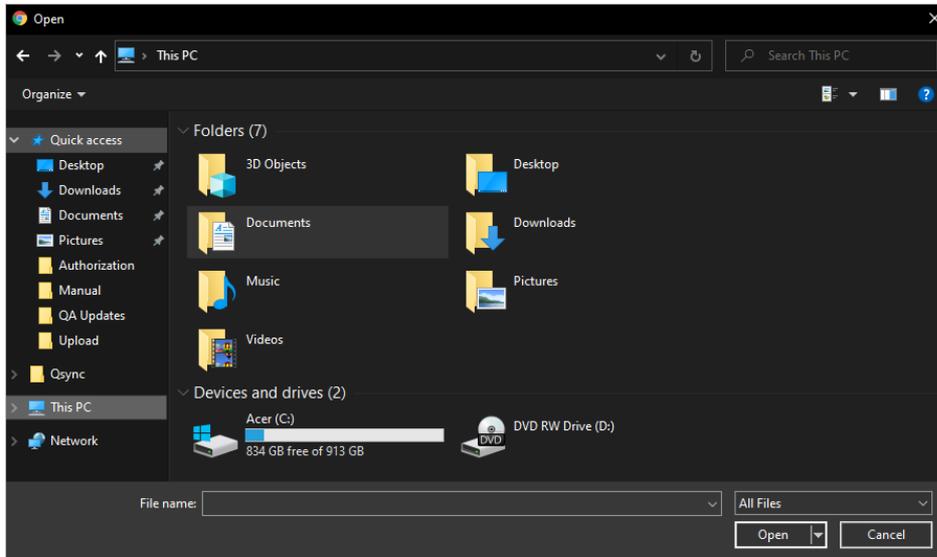
Select appropriate file to be uploaded, then click **Open.**

Select **Document Type.**

Select **Office.**

Click **Save** button. *Success Message* is displayed.

Manage Special Purpose Appropriations

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**

The *LEP Form cover page* is presented.
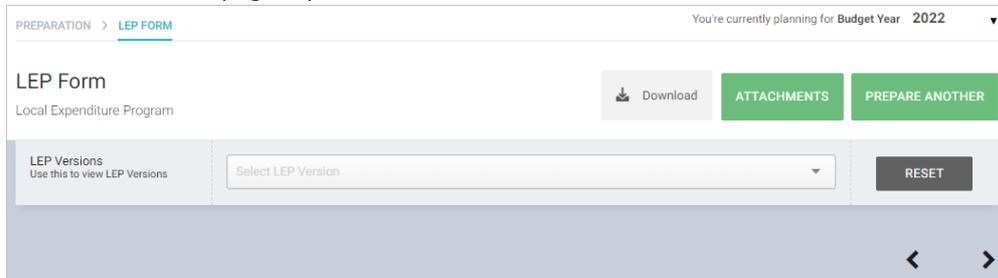
Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*
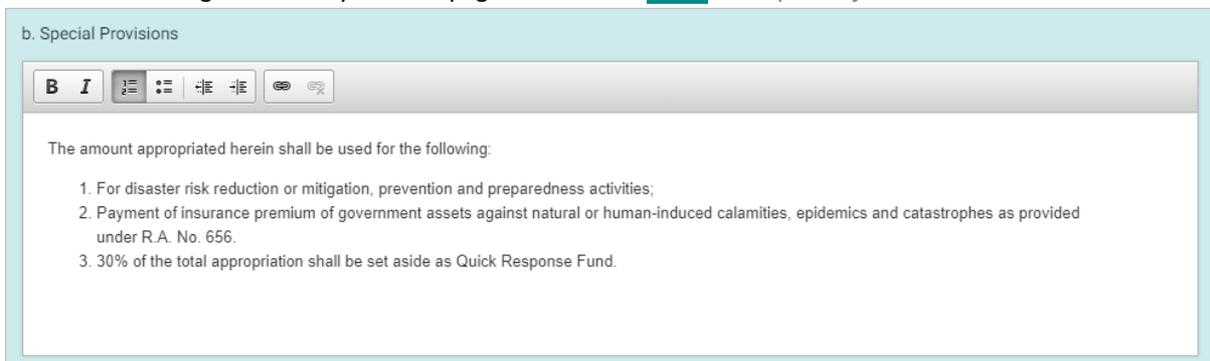
Under Special Purpose Appropriations page, modify Special Provisions as needed.

Click **Save** button. *Success Message* is displayed.

Manage General Provisions

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**
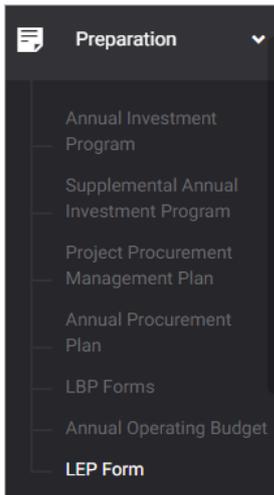
The *LEP Form cover page* is presented.
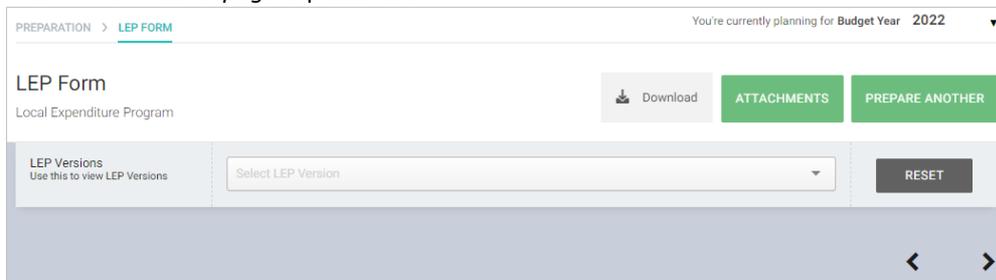
Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*
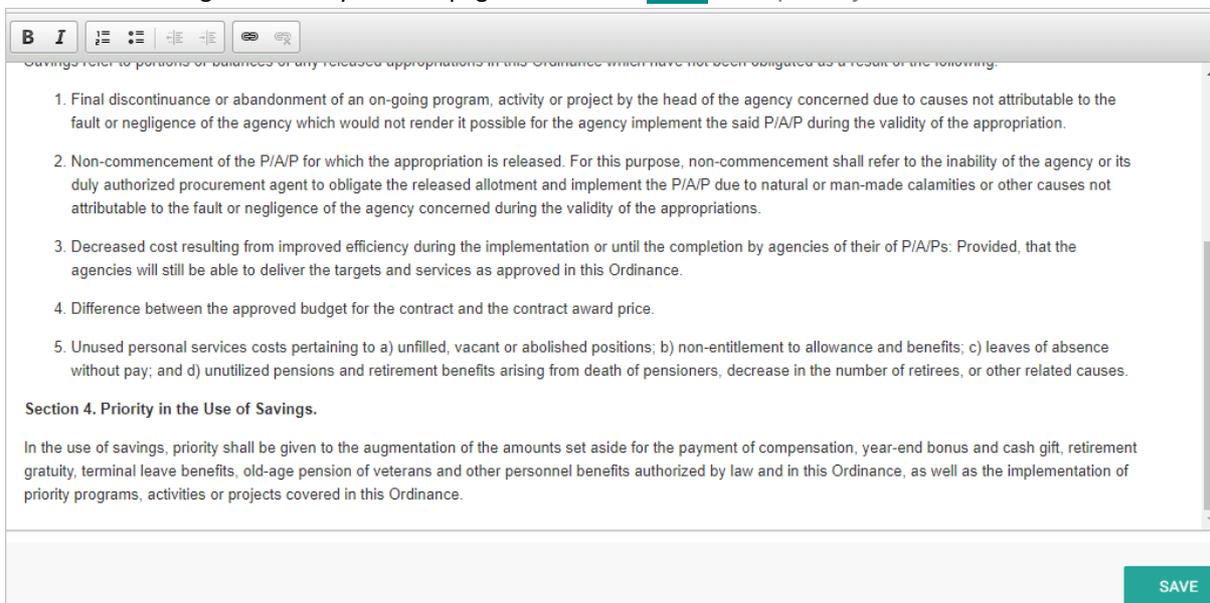
Under General Provisions page, modify details as needed.

Click **Save** button. *Success Message* is displayed.

Manage Budget Message

On the left-sidebar of the page, click **Preparation** and select **LEP Form.**
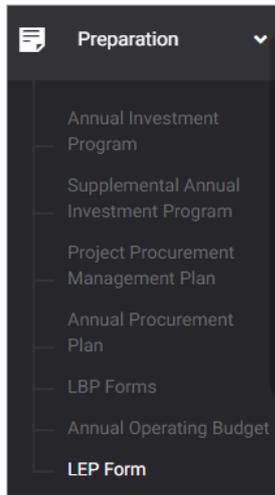
The *LEP Form cover page* is presented.

Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*

Select **Date.**

Modify **Budget Message** as needed.

Click **Save** button. *Success Message* is displayed.

Authorization – LEP (Executive Budget) WIP

Replicate LEP (Executive Budget)

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget).**

The *LEP (Executive Budget) cover page* is presented.

Click the **Replicate** button.

Confirmation message displays. Click **OK** button.

Add Receipt

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget).**

The *LEP (Executive Budget) cover page* is presented.

Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*

Under **Receipts Program,** click the **Add Receipt** button.

Select/Enter appropriate data on the required fields.

Click **Save and Add Another** button to save and add another record. Otherwise, click **Save and Close** button to save record and close the data entry.

Add PPA

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget).**

The *LEP (Executive Budget) cover page* is presented.

Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*

Under **Part 2 Expenditure Program,** click the **Add PPA** button.

Proposed New Appropriations - PPA

Program/Project/Activity *

Select program/project/activity

Expected Output

Expected output will be shown after selecting a PPA.

Performance Indicators ➕ ADD

Description *	Target *	
Enter description	Enter target	

Proposed Budget for the Budget Year

PS	MOOE	CO	FE
0.00	0.00	0.00	0.00

CANCEL | SAVE AND ADD ANOTHER | SAVE AND CLOSE

Select/Enter appropriate data on the required fields.

Click **Save and Add Another** button to save and add another record. Otherwise, click **Save and Close** button to save record and close the data entry.

Add Expense

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget).**

The *LEP (Executive Budget) cover page* is presented.

Use the left and right arrow keys to turn pages of the LEP. Note: *Some parts of the LEP are editable.*

OBJECT OF EXPENDITURE	ACCOUNT CODE	PAST YEAR (ACTUAL)	CURRENT YEAR (ESTIMATE)		BUDGET YEAR (PROPOSED)	ACTIONS
			FIRST SEMESTER (ACTUAL)	SECOND SEMESTER (ESTIMATE)		
PERSONAL SERVICES						
Salaries and Wages						
Salaries and Wages - Regular	5-01-01-010	100,000.00	100,000.00	0.00	100,000.00	
LEE ES Program 01		100,000.00	100,000.00	0.00	100,000.00	💾 ✏️ 🗑️

02 *Proposed New Appropriations*
BY OBJECT OF EXPENDITURES

ADD EXPENSE

137

Under **Part 2 Expenditure Program,** click the **Add Expense** button.

Proposed New Appropriations - Expense

Programs *

Select a program ▾

Expenditures *

Select an expenditure ▾

Amounts

Past Year (Actual) ❓ *	Budget Year (Proposed) ❓ *
0.00	0.00

Current Year Appropriation

First Semester (Actual) ❓ *	Second Semester (Estimate) ❓ *
0.00	0.00

CANCEL   SAVE AND ADD ANOTHER   SAVE AND CLOSE

Select/Enter appropriate data on the required fields.

Click **Save and Add Another** button to save and add another record. Otherwise, click **Save and Close** button to save record and close the data entry.

Finalize LEP (Executive Budget)

On the left-sidebar of the page, click **Preparation** and select **LEP (Executive Budget).**

The *LEP (Executive Budget) cover page* is presented.

Click the **Finalize** button.

Confirmation message displays. Click **OK** button.

Authorization – Ordinance Authorizing the Annual Appropriations

Download Ordinance Authorizing the Annual Appropriations

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations.**

The *Ordinance Authorizing the Annual Appropriations page* is presented.
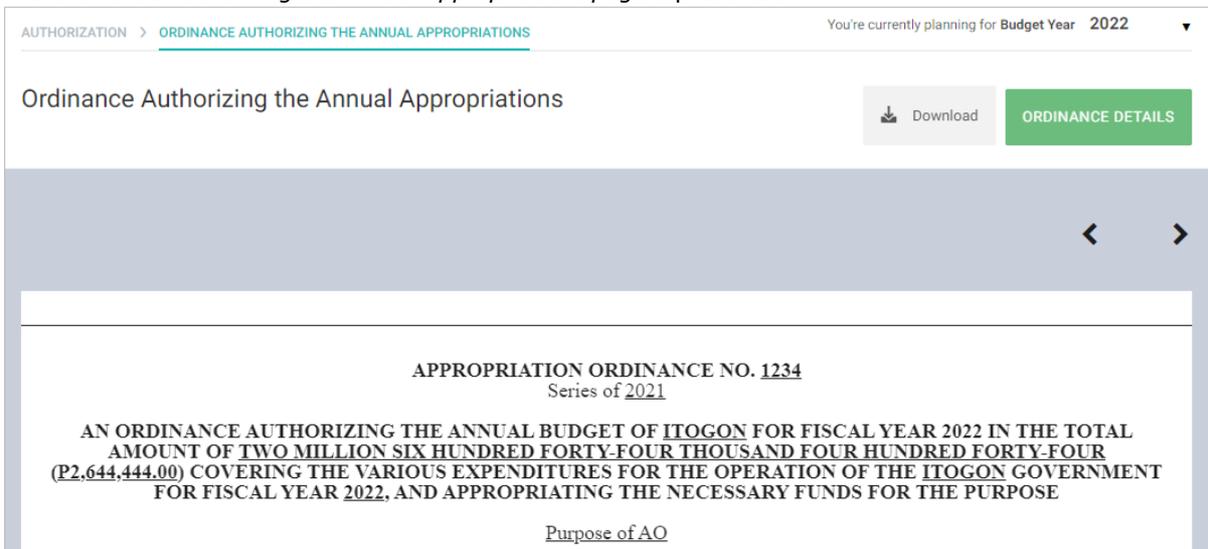
Click the **Download** button and select *PDF* to view the OAAA.

Update Ordinance Authorizing the Annual Appropriation

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations.**

The *Ordinance Authorizing the Annual Appropriations page* is presented.

Click **Ordinance Details** button. The *Ordinance Details* data entry is displayed.

Modify fields as needed.

Click **Save** button. *Success Message* is displayed.

Update Section

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations.**

The *Ordinance Authorizing the Annual Appropriations page* is presented.

Use the left and right arrow keys to turn pages of the OAAA. Note: *Some parts of the OAAA are editable.*
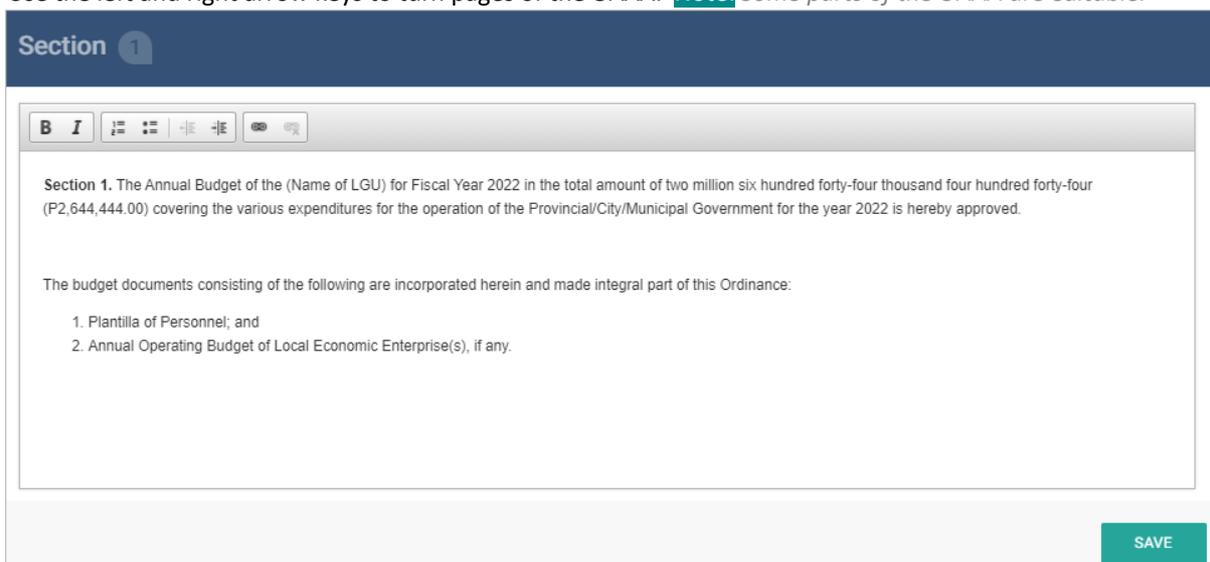
Under Section page, modify Special Provisions as needed.

Click **Save** button. *Success Message* is displayed.

Submit OAAA for Review

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations.**
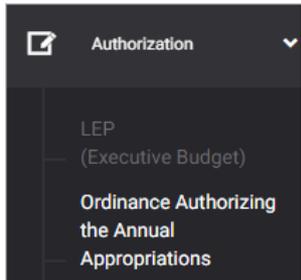
The *Ordinance Authorizing the Annual Appropriations page* is presented.
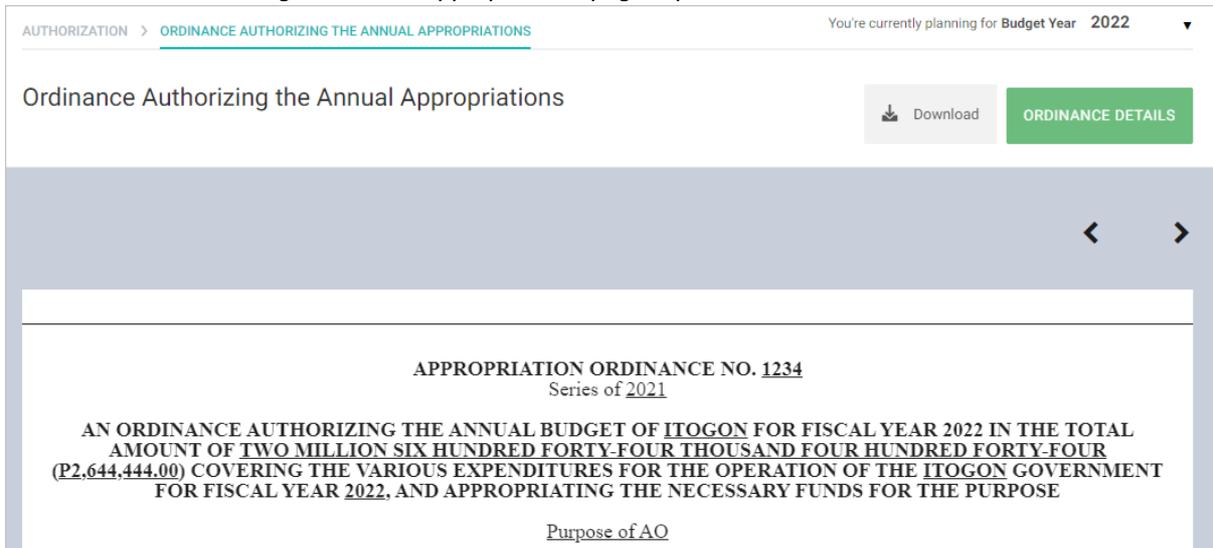
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OAAA for review.
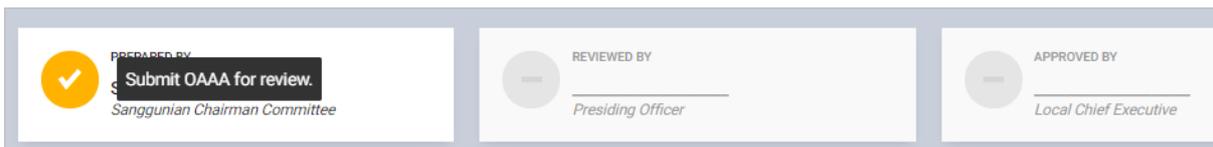
Confirmation message displays. Click **OK** button.
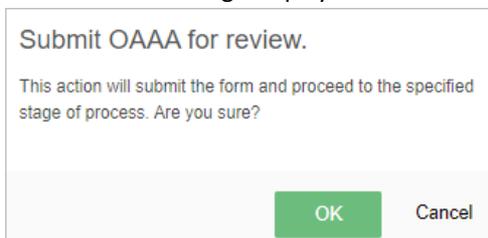
Return or Submit OAAA for Approval (Presiding Officer)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations.**
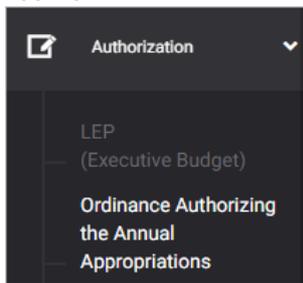
The *Ordinance Authorizing the Annual Appropriations page* is presented.
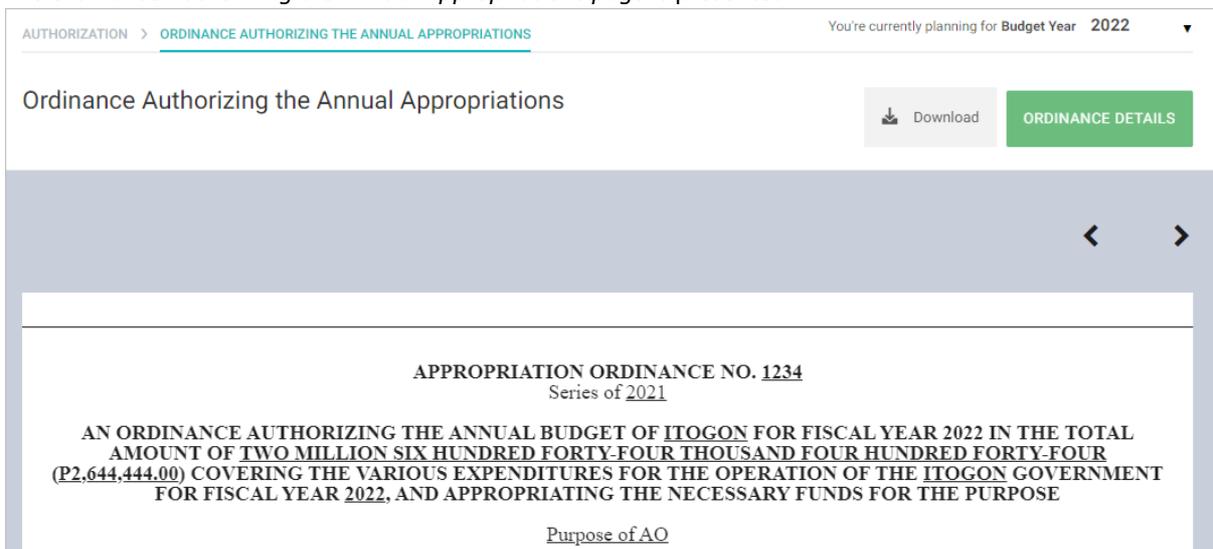
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OAAA for approval. Otherwise, click the **Return OAAA** icon.
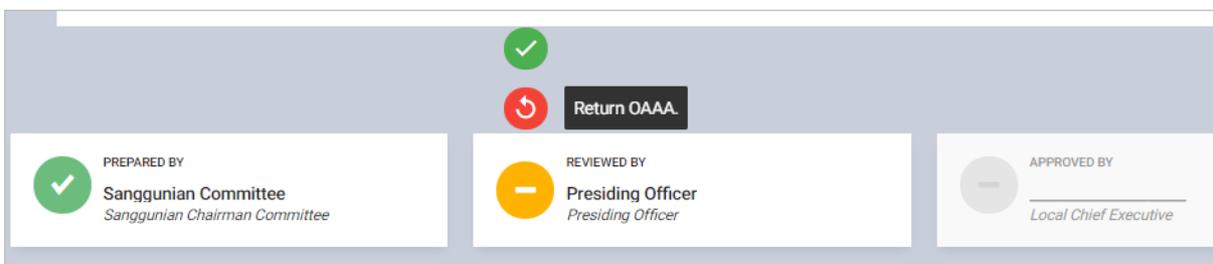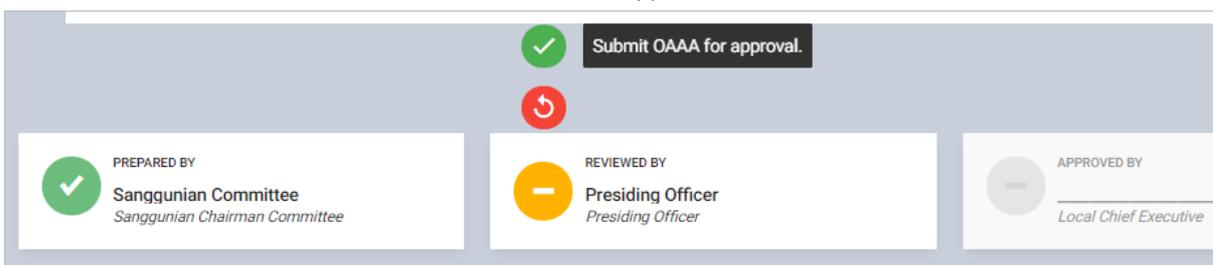
Return or Submit OAAA for Approval (Local Chief Executive)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing the Annual Appropriations.**
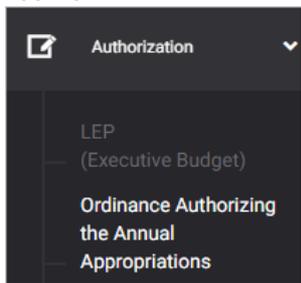
The *Ordinance Authorizing the Annual Appropriations page* is presented.
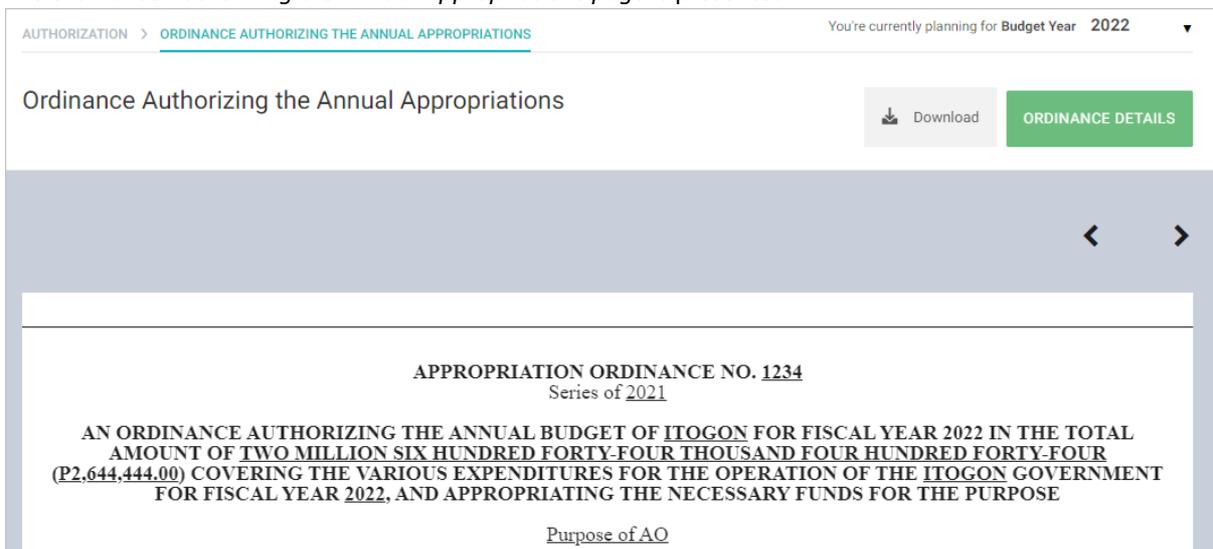
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to approve OAAA. Otherwise, click the **Return OAAA** icon.
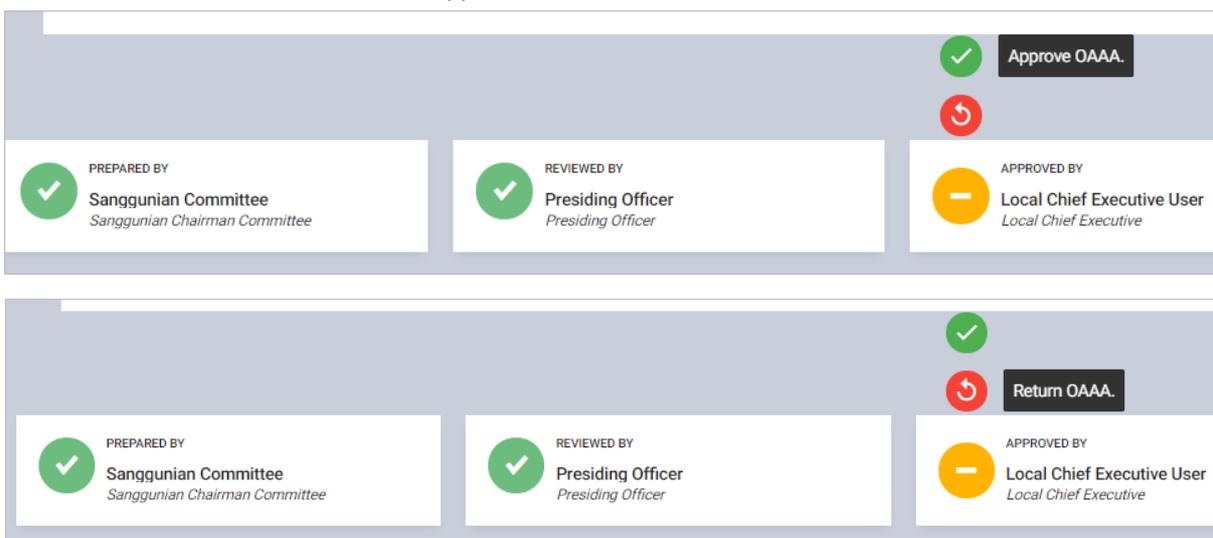
Authorization – Ordinance Authorizing Supplemental Appropriations

Download Ordinance Authorizing Supplemental Appropriations

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations.**
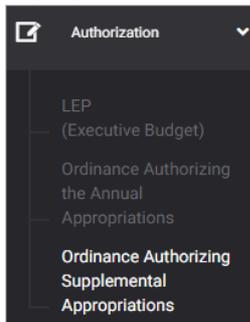
The *Ordinance Authorizing Supplemental Appropriations page* is presented.
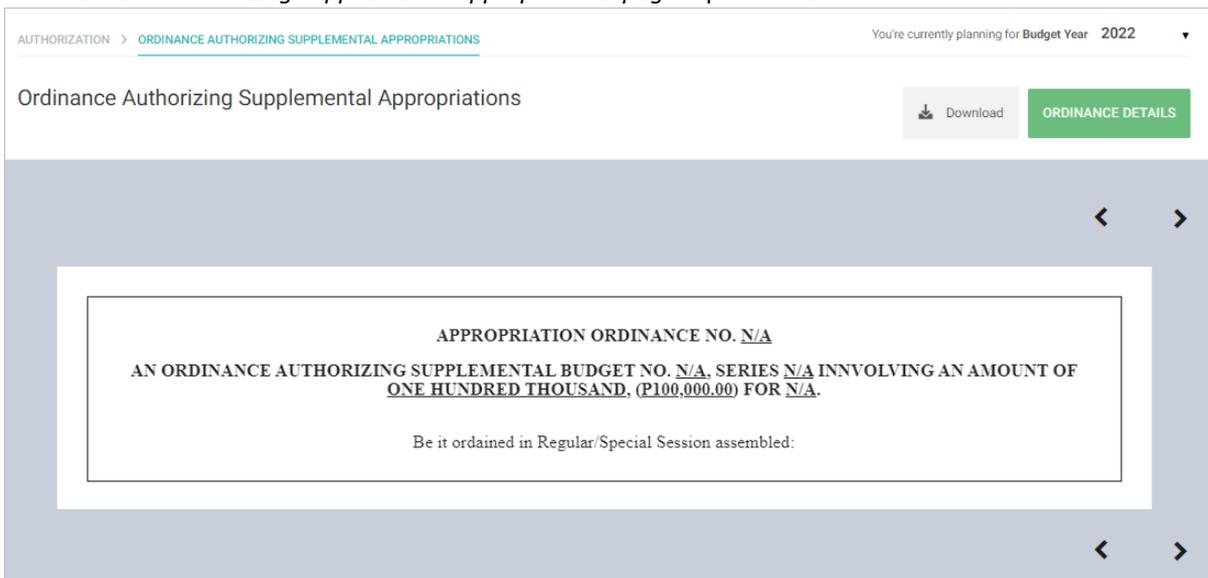
Click the **Download** button and select *PDF* to view the OASA.

Update Ordinance Authorizing Supplemental Appropriation

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations.**

The *Ordinance Authorizing Supplemental Appropriations page* is presented.

Click **Ordinance Details** button. The *Ordinance Details* data entry is displayed.

Modify fields as needed.

Click **Save** button. *Success Message* is displayed.

Update Section

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations.**

The *Ordinance Authorizing Supplemental Appropriations page* is presented.

Use the left and right arrow keys to turn pages of the OAAA. Note: *Some parts of the OASA are editable.*
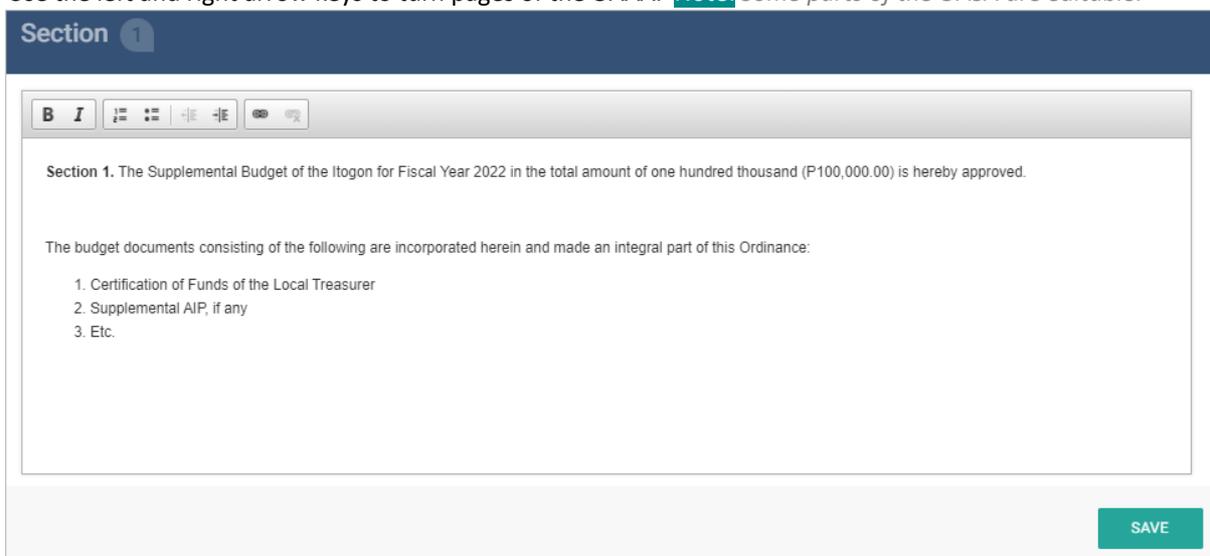
Under Section page, modify Special Provisions as needed.

Click **Save** button. *Success Message* is displayed.

Submit OASA for Review

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations.**
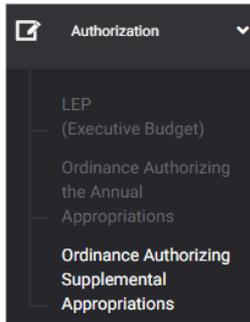
The *Ordinance Authorizing Supplemental Appropriations page* is presented.
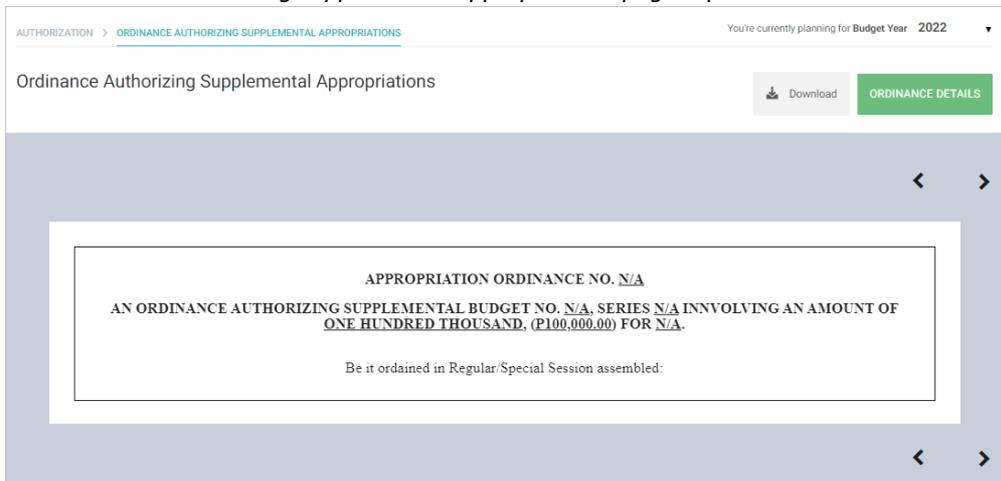
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OASA for review.

Confirmation message displays. Click **OK** button.
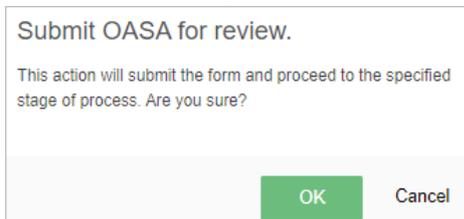
Return or Submit OASA for Approval (Presiding Officer)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations.**
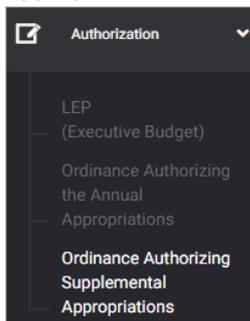
The *Ordinance Authorizing Supplemental Appropriations page* is presented.
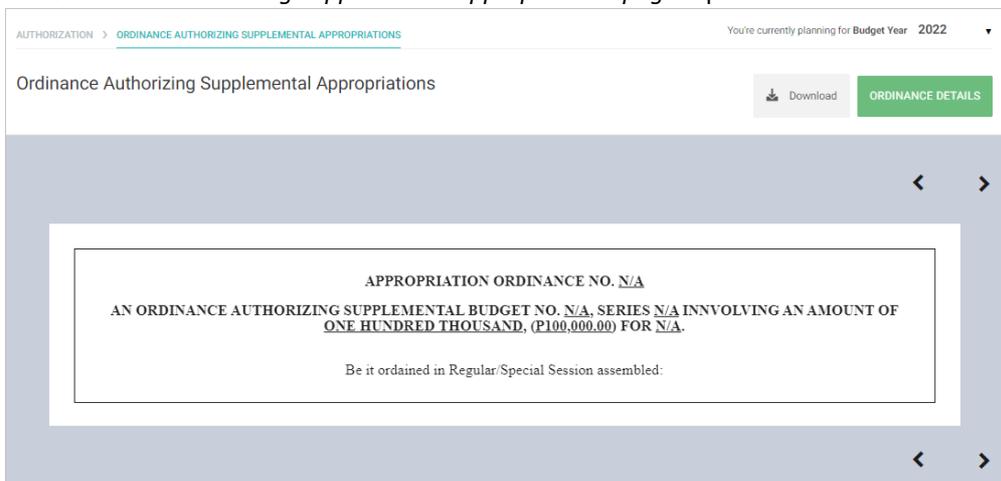
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit OASA for approval. Otherwise, click the **Return OASA** icon.
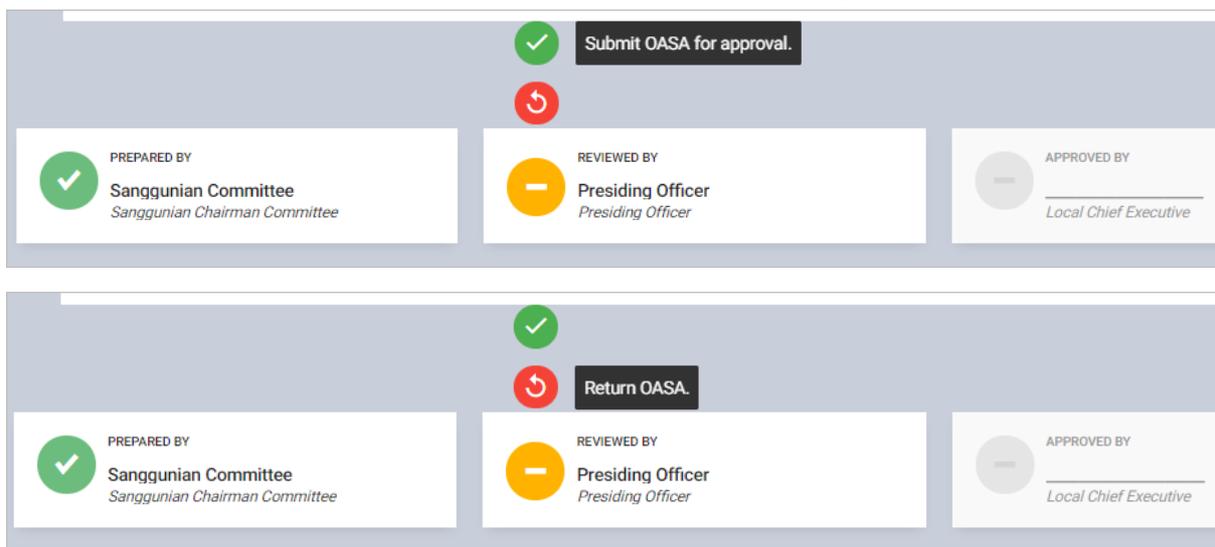
Return or Submit OASA for Approval (Local Chief Executive)

On the left-sidebar of the page, click **Authorization** and select **Ordinance Authorizing Supplemental Appropriations.**
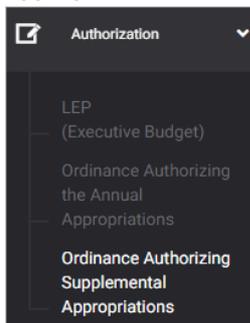
The *Ordinance Authorizing Supplemental Appropriations page* is presented.
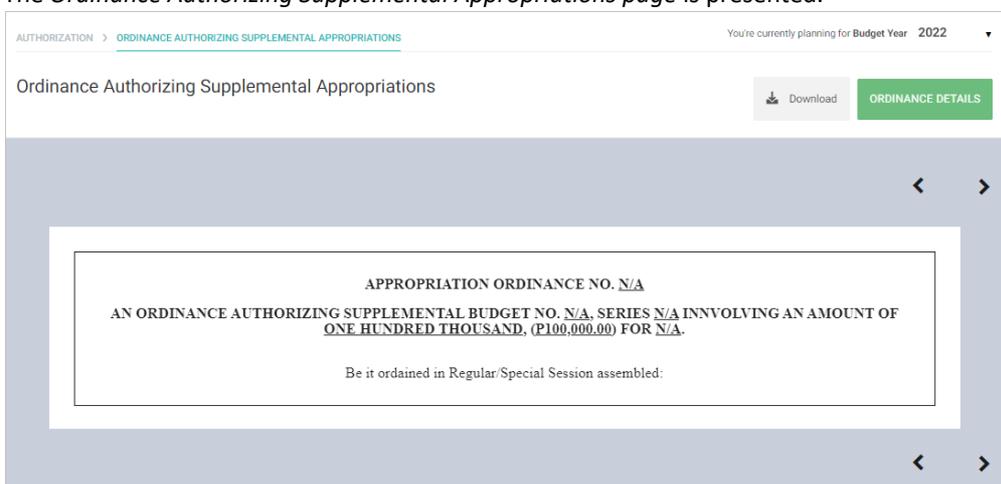
Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to approve OASA. Otherwise, click the **Return OASA** icon.
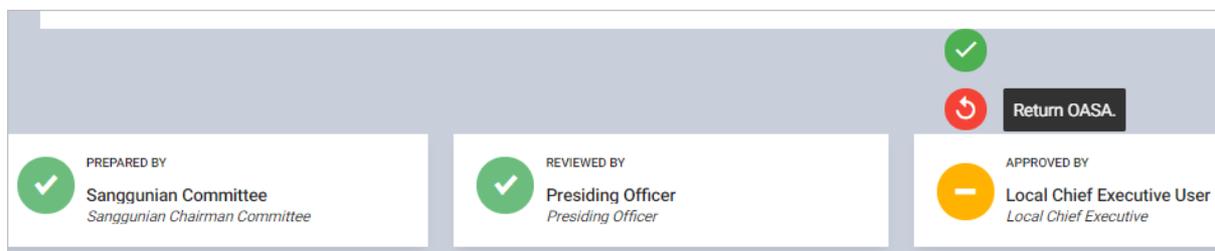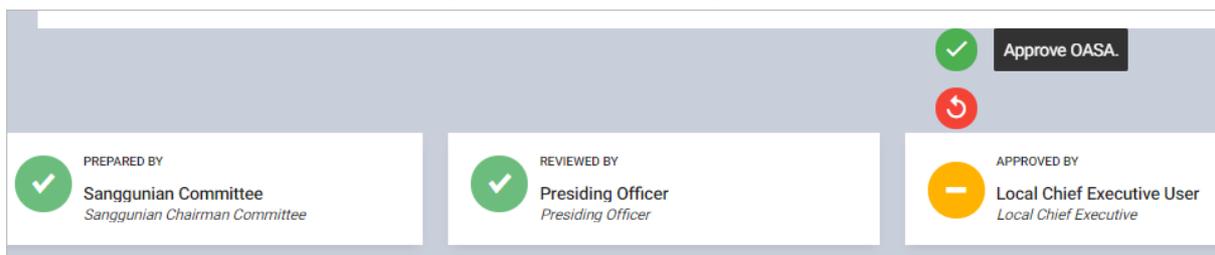
Execution: Allotment Release Orders

Prepare, Submit, and Approve the Allotment Release Orders

Prepare Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders.**

The *Allotment Release Orders summary page* is presented.

Click **ADD ARO ITEM**.

The *ARO Item* data entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Import Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders.**

The *Allotment Release Orders summary page* is presented.

Click **IMPORT**.

The *Import* data entry form is displayed.

Click **Download Format** to download the template.

Fill-in the downloaded template with the appropriate data.

Click **Browse**, then select the template with appropriate data.

Click **IMPORT** upload ARO.

Submit Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders.**

The *Allotment Release Orders summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the ARO.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit the ARO for recommendation.

Confirmation message displays. Click **OK** button.

Return or Approve the Allotment Release Order

On the left-sidebar of the page, click **Execution** and select **Allotment Release Orders.**

The *Allotment Release Orders summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the ARO.

Scroll down the summary page and you will see the approval trail. <mark>Note:</mark> *The approval of the LCE will be enabled only after the submission of Local Budget Officer.*

Mouse over and click the **Approve ARO** icon to approve the ARO. Otherwise, click the **Return ARO** icon.

Execution: Financial and Physical Performance Target

Prepare, Submit, and Approve the Financial and Physical Performance Target
Prepare Financial and Physical Performance Target

On the left-sidebar of the page, click **Execution** and select **Financial and Physical Performance Target.**

The *Financial and Physical Performance Target summary page* is presented.

Click **ADD FPPT**.

The *Financial and Physical Performance Target* data entry form is displayed.

Financial and Physical Performance Target	☒

PPA *
Select PPA ▾

MFO

PS Amount *	MOOE Amount *	CO Amount *	FE Amount *
0.00	0.00	0.00	0.00

Performance Indicators ➕ ADD

Description *	Rate Flag *	Q1 *	Q2 *	Q3 *	Q4 *	Prior Year (Actual)	Remarks
Enter Description	● Yes	0.00	0.00	0.00	0.00	0.00	Enter Remarks

CANCEL   SAVE AND ADD ANOTHER   SAVE AND CLOSE

Select or Enter appropriate data on the required fields.

Click **Add** button to add more performance indicators as needed and select or enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Execution** and select **Financial and Physical Performance Target.**

The *Financial and Physical Performance Target summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the FPPT.

Scroll down the summary page and you will see the approval trail.
Mouse over and click the check icon to submit the FPPT for preparation.

Confirmation message displays. Click **OK** button.

On the left-sidebar of the page, click **Execution** and select **Financial and Physical Performance Target.**

The *Financial and Physical Performance Target summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the FPPT.

Scroll down the summary page and you will see the approval trail. Note: *The approval of the LCE will be enabled only after the submission of Department Head.*

Mouse over and click the **Approve FPPT** icon to approve the FPPT. Otherwise, click the **Return FPPT** icon.

Execution: Obligation Request Slip

Prepare Obligation Request Slip

Prepare Obligation Request Slip

On the left-sidebar of the page, click **Execution** and select **Obligation Request Slip.**

The *Obligation Request Slip summary page* is presented.

Click **ADD ORS**.

The *ORS Item data* entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **ADD** to add more details and select with the appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Execution** and select **Obligation Request Slip.**

The *Obligation Request Slip summary page* is presented.

Click **IMPORT**.

The *Import* data entry form is displayed.

Click **Download Format** to download the template.

Fill-in the downloaded template with the appropriate data.

Click **Browse**, then select the template with appropriate data.

Click **IMPORT** upload ORS.

Accountability: Quarterly Report of Income

Prepare, Submit, and Approve the Quarterly Report of Income

Prepare Quarterly Report of Income

On the left-sidebar of the page, click **Accountability** and select **Quarterly Report of Income.**

The *Quarterly Report of Income summary page* is presented.

Click **ADD QROI ITEM**.

The *QROI Item* data entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Accountability** and select **Quarterly Report of Income.**

The *Quarterly Report of Income summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the QROI.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit ROI for preparation.

Confirmation message displays. Click **OK** button.

Return or Approve the Quarterly Report of Income

On the left-sidebar of the page, click **Accountability** and select **Quarterly Report of Income.**

The *Quarterly Report of Income summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the QROI.

Scroll down the summary page and you will see the approval trail. Note: *The approval of the Local Accountant will be enabled only after the submission of Local Treasurer.*

Mouse over and click the **Certified ROI** icon to certified ROI. Otherwise, click the **Return ROI** icon.

Accountability: Quarterly Financial Report of Operations

Prepare, Submit the Quarterly Financial Report of Operations

Prepare Quarterly Financial Report of Operations

On the left-sidebar of the page, click **Accountability** and select **Quarterly Financial Report of Operations.**
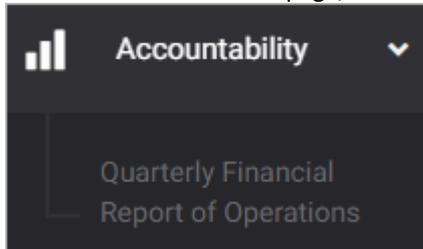
The *Quarterly Financial Report of Operations summary page* is presented.
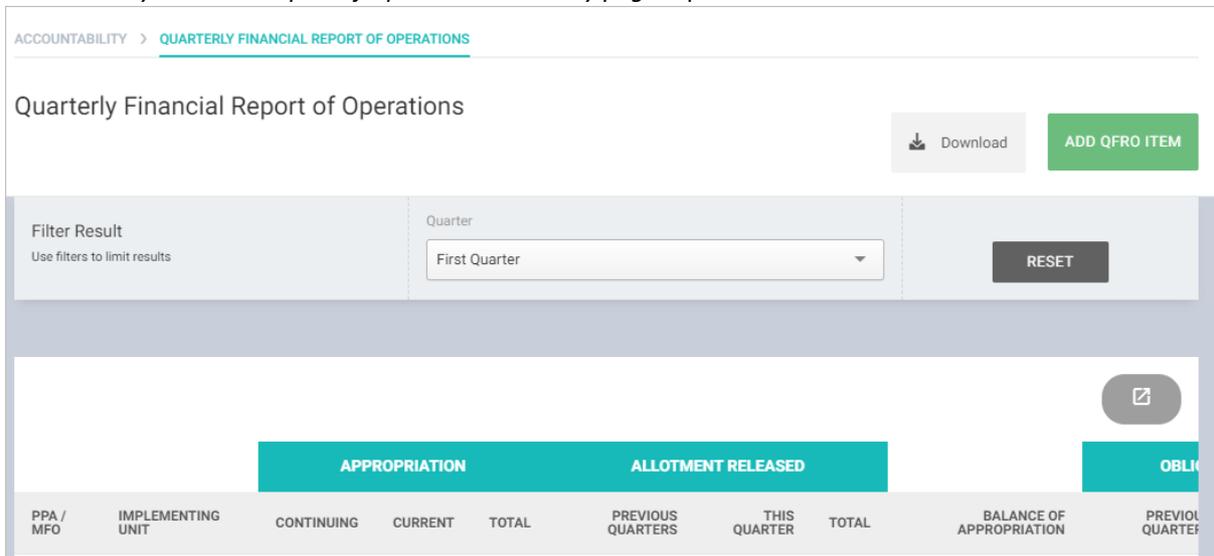
Click **ADD QFRO ITEM**.

The *GFRO Item* data entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Quarterly Financial Report of Operations

On the left-sidebar of the page, click **Accountability** and select **Quarterly Financial Report of Operations.**

The *Quarterly Financial Report of Operations summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the QFRO.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit FRO for preparation.
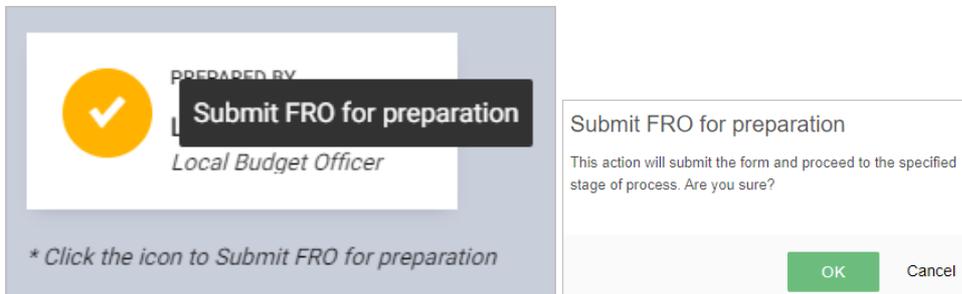
Confirmation message displays. Click **OK** button.

Accountability: Quarterly Physical Report of Operations

Prepare, Submit, and Approve the Quarterly Physical Report of Operations

Prepare Quarterly Physical Report of Operations

On the left-sidebar of the page, click **Accountability** and select **Quarterly Physical Report of Operations.**

The *Quarterly Physical Report of Operations summary page* is presented.

Click **ADD QPRO ITEM**.

The *QPRO Item* data entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Quarterly Report of Income

On the left-sidebar of the page, click **Accountability** and select **Quarterly Physical Report of Operations.**

The *Quarterly Physical Report of Operations summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the QPRO.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit QPRO for certification.
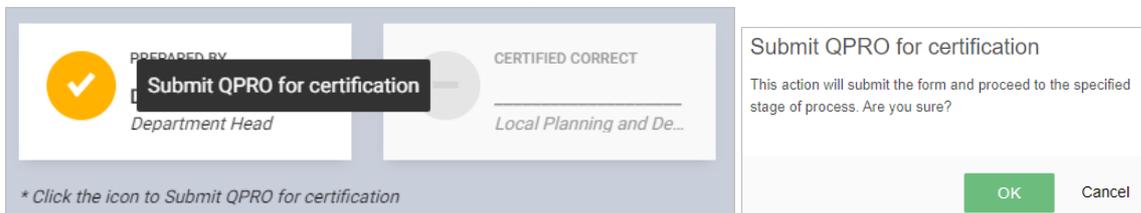
Confirmation message displays. Click **OK** button.

Return or Approve the Quarterly Physical Report of Operations

On the left-sidebar of the page, click **Accountability** and select **Quarterly Physical Report of Operations.**
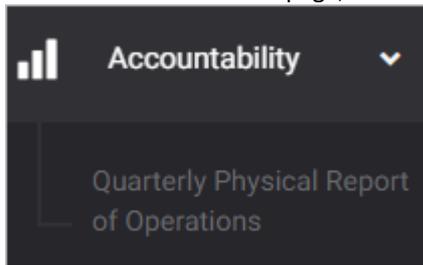
The *Quarterly Physical Report of Operations summary page* is presented.
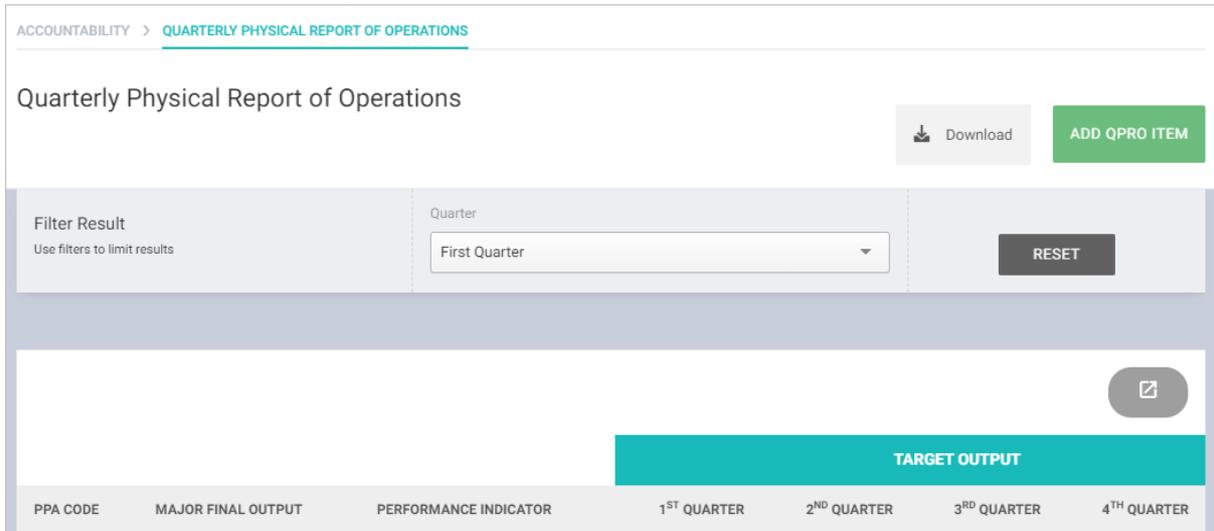
Click the **Download** button and select *PDF/Excel* to view the QPRO.
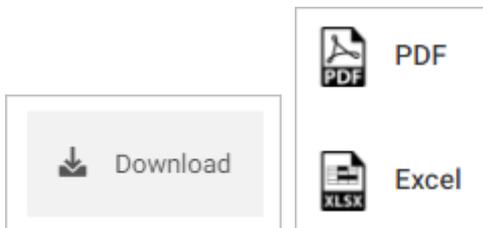
Scroll down the summary page and you will see the approval trail. Note: *The approval of the Local Planning and Development Coordinator will be enabled only after the submission of Department Head.*

Mouse over and click the **Certify QPRO** icon to certified QPRO. Otherwise, click the **Return QPRO** icon.

Accountability: Statements of Receipts and Expenditures

Prepare, Submit, and Approve the Statement of Receipts and Expenditures

Prepare Statement of Receipts and Expenditures

On the left-sidebar of the page, click **Accountability** and select **Statement of Receipts and Expenditures.**

The *Statement of Receipts and Expenditures summary page* is presented.

Click **ADD SRE ITEM**.

The *SRE Item* data entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Submit Statement of Receipts and Expenditures

On the left-sidebar of the page, click **Accountability** and select **Statement of Receipts and Expenditures.**

The *Statement of Receipts and Expenditures summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the SRE.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit SRE for certification.

Confirmation message displays. Click **OK** button.

On the left-sidebar of the page, click **Accountability** and select **Statement of Receipts and Expenditures.**

The *Statement of Receipts and Expenditure summary page* is presented.

Click the **Download** button and select *PDF* to view the SRE.

Scroll down the summary page and you will see the approval trail. Note: *The approval of the Local Accountant will be enabled only after the submission of Local Treasurer.*

Mouse over and click the **Approve SRE** icon to approved SRE. Otherwise, click the **Return SRE** icon.

Accountability: Physical and Financial Performance Evaluation Form

Prepare, Submit the Physical and Financial Performance Evaluation

Prepare Physical and Financial Performance Evaluation

On the left-sidebar of the page, click **Accountability** and select **Quarterly Financial Report of Operations.**
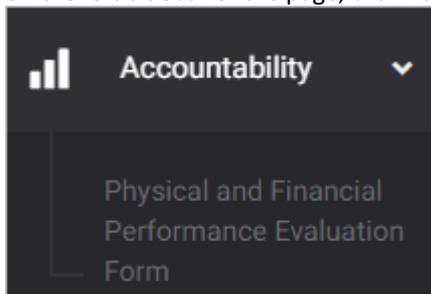
The *Physical and Financial Performance Evaluation Form summary page* is presented.

Click **ADD PFPE ITEM**.

The *PFPE Item* data entry form is displayed.

Select or Enter appropriate data on the required fields.

Click **SAVE AND ADD ANOTHER** if you want to save details and encode another receipt, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

On the left-sidebar of the page, click **Accountability** and select **Physical and Financial Performance Evaluation.**
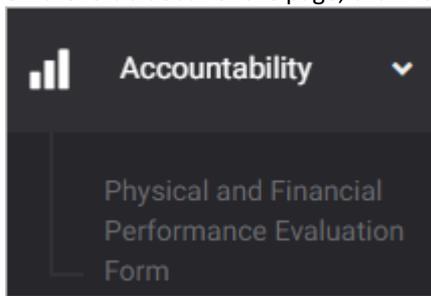
The *Physical and Financial Performance Evaluation summary page* is presented.

Click the **Download** button and select *PDF/Excel* to view the PFPE.

Scroll down the summary page and you will see the approval trail.

Mouse over and click the check icon to submit PFPE for preparation.
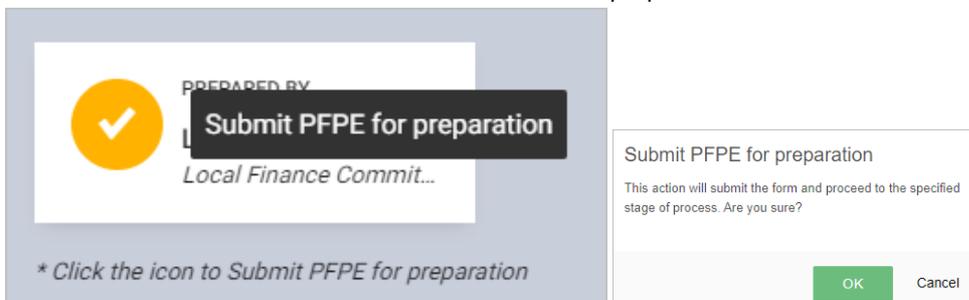
Confirmation message displays. Click **OK** button.

eSRE: Projected Expenditures

Encode Projected Expenditure

On the left-sidebar of the page, click **eSRE** select **Projected Expenditures**

The *Projected Expenditures summary page* is presented.

Click **ADD EXPENDITURES.**

The *Expenditure* data entry form is displayed.

Select **Year, Sector, and** enter **Rolling Year.**

Enter **General Public Services Sector.**

Enter **Social Services Sector.**

Enter **Economic Services Sector.**

Enter **Other Services.**

Enter **Debt Services.**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Budget Appropriation - Expenditures

Encode Budget Appropriation - Expenditures

On the left-sidebar of the page, click **eSRE** select **Budget Appropriation - Expenditures**

The *Budget Appropriation - Expenditures summary page* is presented.

Click **ADD EXPENDITURES.**

The *Expenditure* data entry form is displayed.

Select **Year, Sector, and Sub Sector.**

Enter **Total PS Amount, MOOE Amount, and CO Amount**

Click **plus (+) sign** to add PPA.

Enter **PPA** an enter **PS, MOOE, CO**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Budget Appropriation – Debt Services

Encode Budget Appropriation – Debt Services

On the left-sidebar of the page, click **eSRE** select **Budget Appropriation – Debt Services**
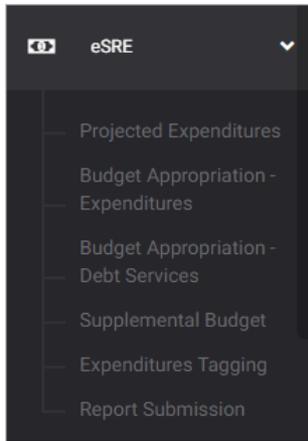
The *Budget Appropriation – Debt Services summary page* is presented.

Click **ADD DEBT SERVICES.**

The *Debt Services* data entry form is displayed.

Select **Year, Fund Type, Sector, Debt Service Type**

Select **Region Type, Principal Type, and Loan Type**

Enter **Loan Amount, Interest Payment, Other Charges, and Total**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Supplemental Budget

Encode Supplemental Budget

On the left-sidebar of the page, click **eSRE** select **Supplemental Budget.**
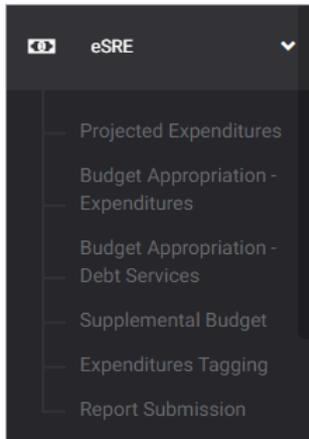
The *Supplemental Budget summary page* is presented.

Click **ADD SUPPLEMENTAL BUDGET**

The *SUPPLEMENTAL BUDGET* data entry form is displayed.

Supplemental Budget

Year *
2021

	General Fund	Special Education Fund
For Current Operating Expenditures	0.00	0.00
For Capital Outlay	0.00	0.00

CANCEL   SAVE AND ADD ANOTHER   SAVE AND CLOSE

Select **Year.**

Enter **General Fund and Special Education Fund for Current Operating Expenditures and Capital Outlay**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Expenditures Tagging

Encode Expenditures Tagging

On the left-sidebar of the page, click **eSRE** select **Expenditures Tagging**
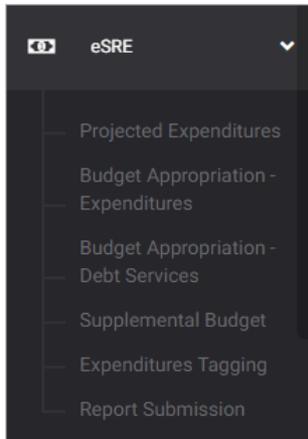
The *Expenditures Tagging summary page* is presented.

Click **ADD EXPENDITURE TAGGING.**

The *Expenditure Tagging* data entry form is displayed.

Select **Year, Quarter, Sector, Sub Sector, Office, and Program.**

Enter **Appropriation and Obligation – PS, MOOE, and CO**

On Tagging tab,

Click **plus (+) sign** to add requirement.

Select **Requirement,** and enter **Appro PS, Appro MOOE, Appro CO, Obligation PS, Obligation MOOE, and Obligation CO.**

Click **SAVE AND ADD ANOTHER** if you want to save details and add another record, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

eSRE: Report Submission

Report Submission

On the left-sidebar of the page, click **eSRE** select **Report Submission**
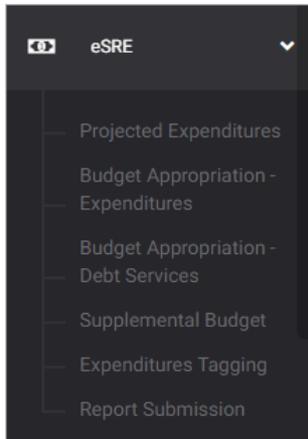
The *Report Submission summary page* is presented.

Click **SUBMIT REPORT.**

The *Report Submission* data entry form is displayed.

Select **Year** and **Quarter.**

Enter **eSRE Username** and **eSRE Password.**

Click **SUBMIT** to submit report and close window. Otherwise, click **CANCEL** to discard entry.

Files

Upload Files

On the left-sidebar of the page, click **Files**
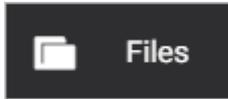
The *Files summary page* is presented.
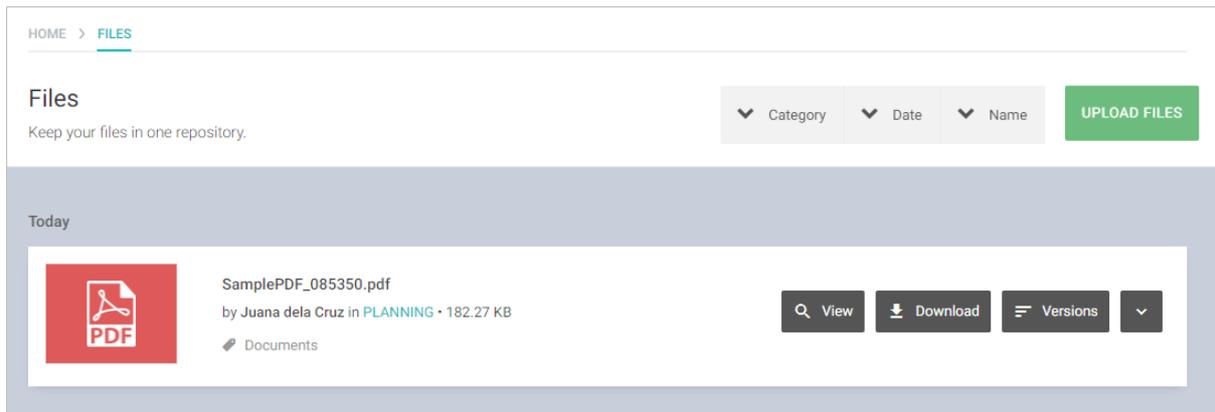
Click **DOWNLOAD** to download the file**.**
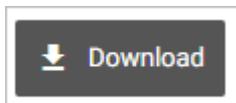
Click **Versions** to view version of files.

Click **UPLOAD FILES.**

The *Upload Files* data entry form is displayed.

Click **Choose a file to upload** and select the specific file to be uploaded**.**

Select **Budget Year.**

Enter **Description.**

Select **Category** or click **Add New** to add new category, then click **SAVE.**

Select **Tags** or click **Add New** to add new tag, then click **SAVE.**

Click **SAVE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Upload a new version

On the left-sidebar of the page, click **Files**
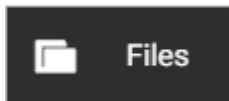
The *Files summary page* is presented.
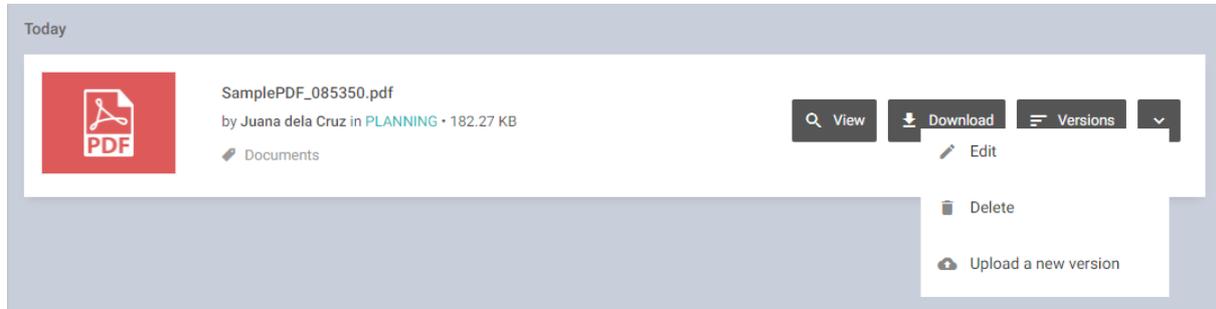
Click the **Arrow Down** icon and select **Upload a new version.**

The *Upload File Version* data entry form is displayed.

Click **Choose a file to upload** and select the specific file to be uploaded**.**

Select **Category** or click **Add New** to add new category, then click **SAVE.**

Enter **Description.**

Tag if **I have made minor revisions only.**

Click **SAVE** to save details and close window. Otherwise, click **CANCEL** to discard entry.