



e-Budget for LGUs

Powered by **LGU 360°**

DECEMBER 2021

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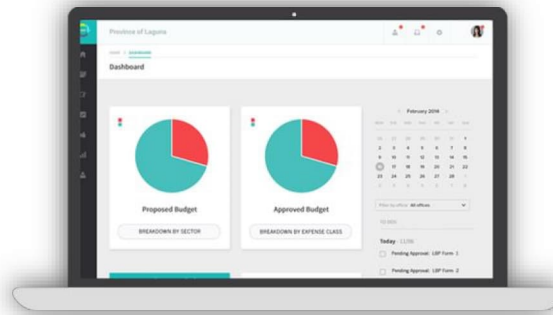
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Introduction

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**
- 👁️ **Generation of Annual Procurement Plan**
- 👁️ **Preparation of Programs, MFOs, and Performance Indicators**
- 👁️ **Generation of Plantilla of Personnel**
- 👁️ **Preparation of Annual Investment Program**
- 👁️ **Generation of Local Expenditure Program**
- 👁️ **Preparation of Project Procurement Plan**
- 👁️ **Encoding of Budget for eSRE Integration**
- 👁️ **Preparation of LBP Forms 1-9**
- 👁️ **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
<i>Italicized</i>	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	Roles											
	LGU ADMIN	DH	BS	LFC	HRMO	LPDC	LBO	LA	LT	LCE	SCC	PO
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,	Add, Edit, Delete, View,	Add, Edit, Delete, View,	Add, Edit, Delete, View,	View, Download		

						Download	Download	Download	Download			
LBP Form No. 2	Add, Edit, Delete, View, Download	Add, Edit, Delete, View, Download				View, Download	View, Download		View, Download	View, 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, Download		View, 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, Downlo ad	View, Downlo ad
Execution		View					View			View		
ARO							Add, Edit, Delete, View, Download			View, Download		
FPPT		Add, Edit, Delete, View, Downloa d								View, Download		
ORS							Add, Edit, Delete, View, Download					
Accountability		View		Vlew		View	Vlew	View	View			
QROI								View, Downloa d	Add, Edit, Delete, View, Download			
QFRO							Add, Edit, Delete, View, Download					
QPRO		Add, Edit, Delete, View,				View, Download						

		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											

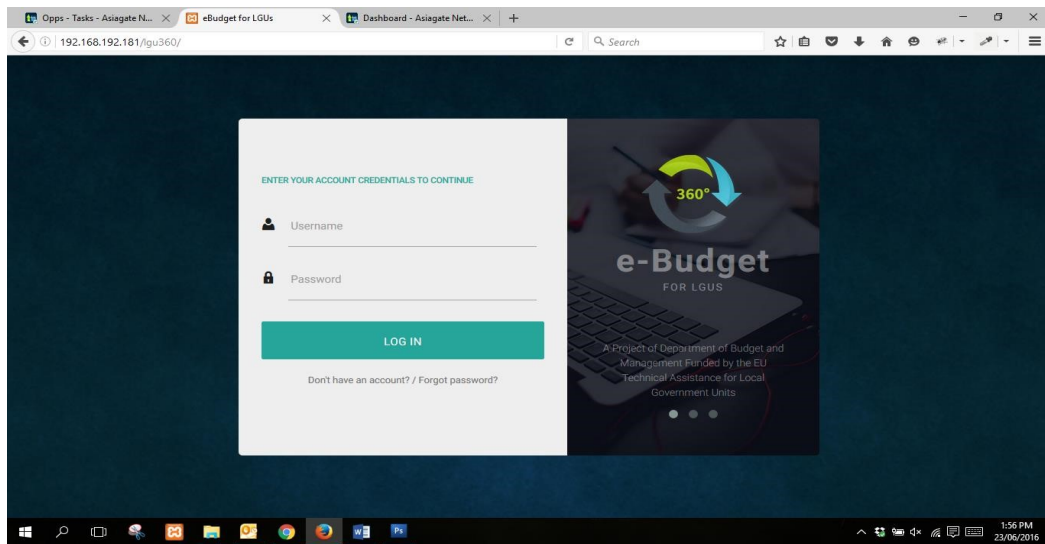
Maintenance	View											
Offices	Add, Edit, Delete, View											
Programs	Add, Edit, Delete, View	Add, Edit, Delete, View										
Procurement Activities	Add, Edit, Delete, View											
Salary Schedule	Add, Edit, Delete, View											
Chart of Accounts	Add, Edit, Delete, View											
Sectors/Sub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

Accessing the System

Launch your web browser.

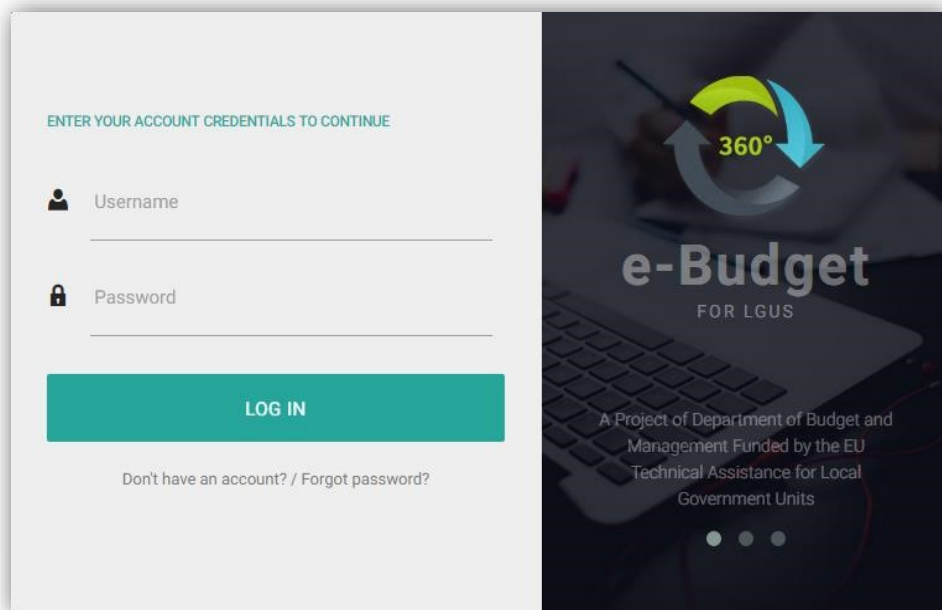
Enter the **eBudget for LGUs URL** in the web browser. **Note:** *Contact your System Administrator for the exact URL.*

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



Logging In

Enter the username and password provided to you.

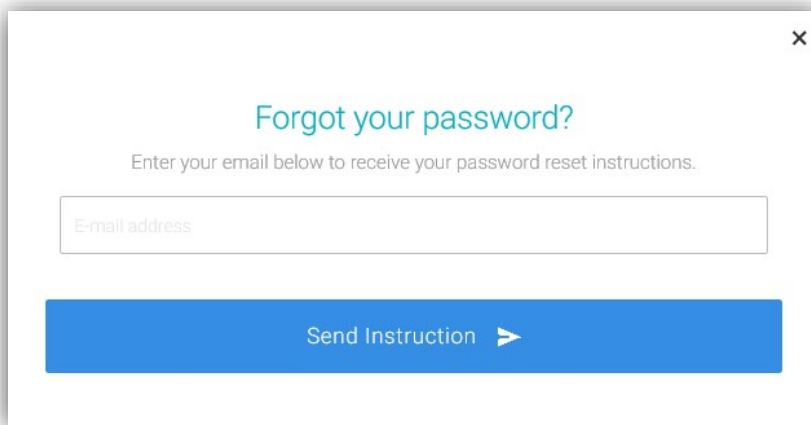


Click **LOG IN**.

*The user must be registered in the system by the System Administrator.
Contact the System Administrator to request for creation of user account.*

Forgot Password?

In case that you forgot your password, click **Forgot Password?** on the *Log In* page.



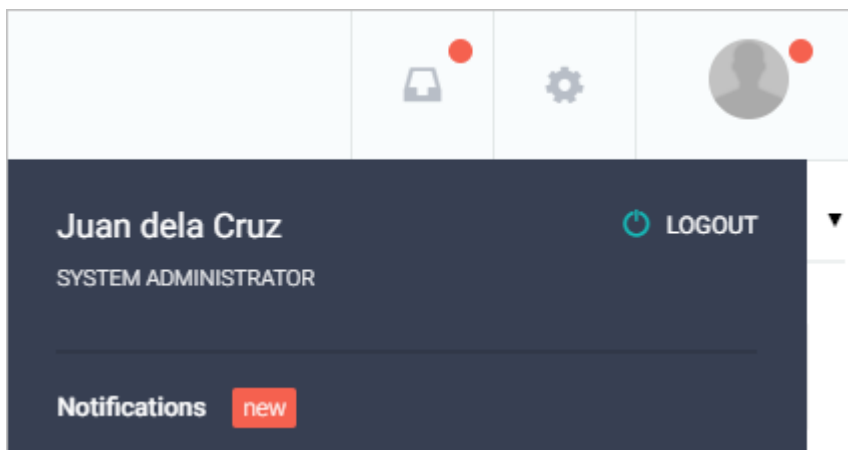
A screenshot of a web form titled "Forgot your password?". The form has a close button (X) in the top right corner. Below the title, it says "Enter your email below to receive your password reset instructions." There is a text input field labeled "Email address". Below the input field is a blue button labeled "Send Instruction" with a right-pointing arrow.

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

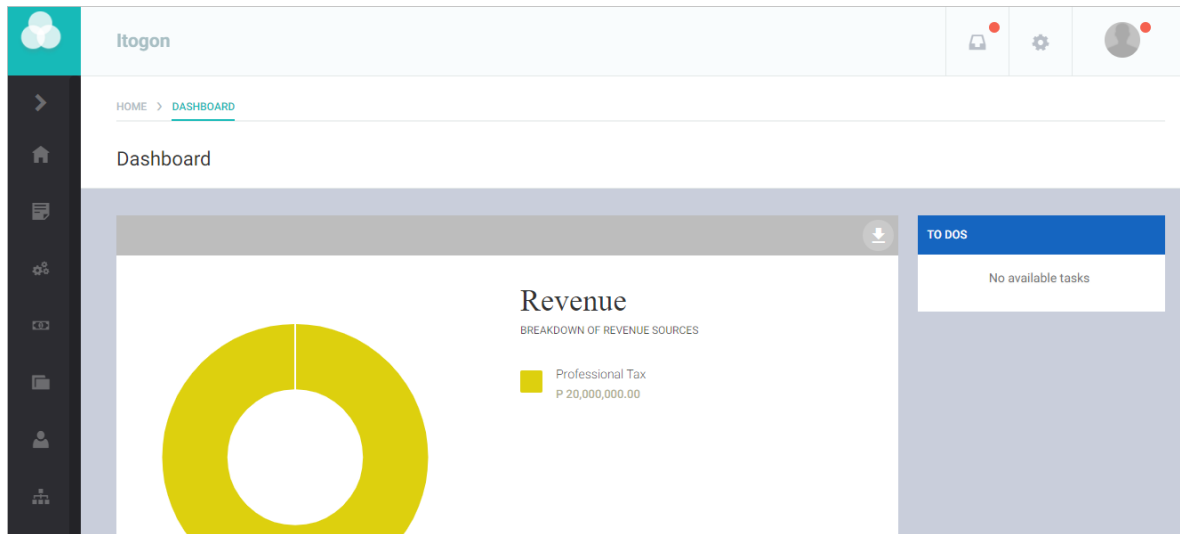
Click your profile photo displayed on the upper right area of the page and click **LOG OUT**.



You will be logged out and redirected to the *Log In* page.

Dashboard

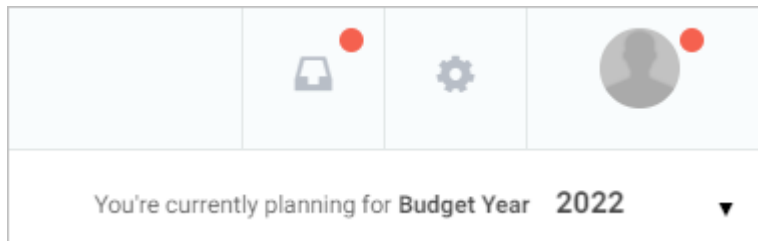
The Dashboard is the landing page presented once logged in.



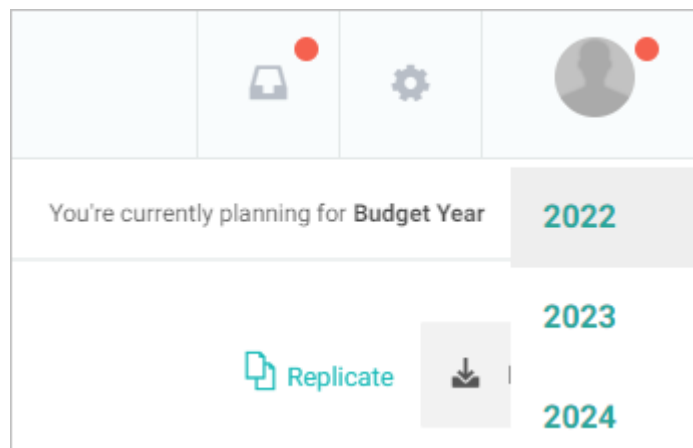
Budget Year

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 clicking the  icon and selecting the year from the **Current Budget Year** dropdown list. Click **SET** button.

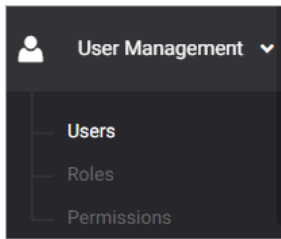


User Management

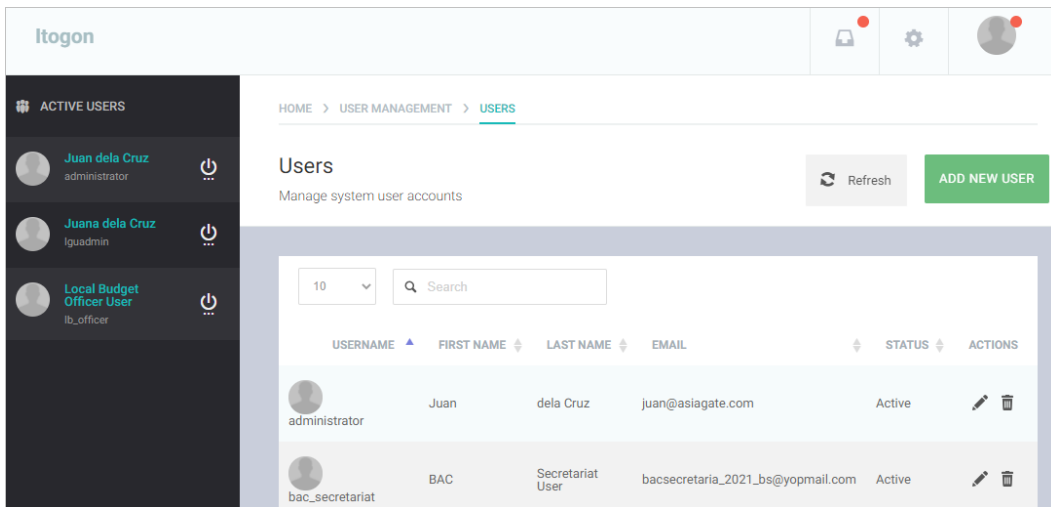
Users

[Creating a User Account](#)

On the left-sidebar of the page, click **User Management** and select **Users**.

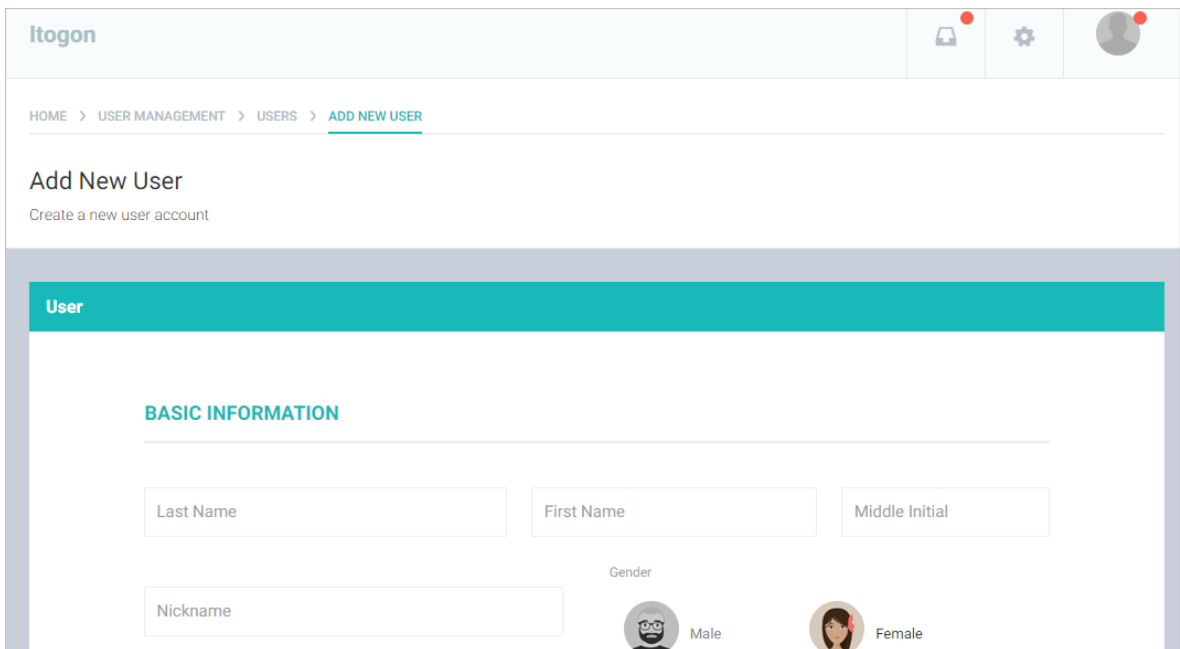


The *Users* summary page is presented.



Click **ADD NEW USER** button.

The *Add New User* data entry form is displayed.

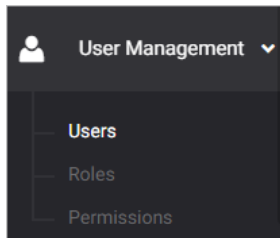


Enter the required details.

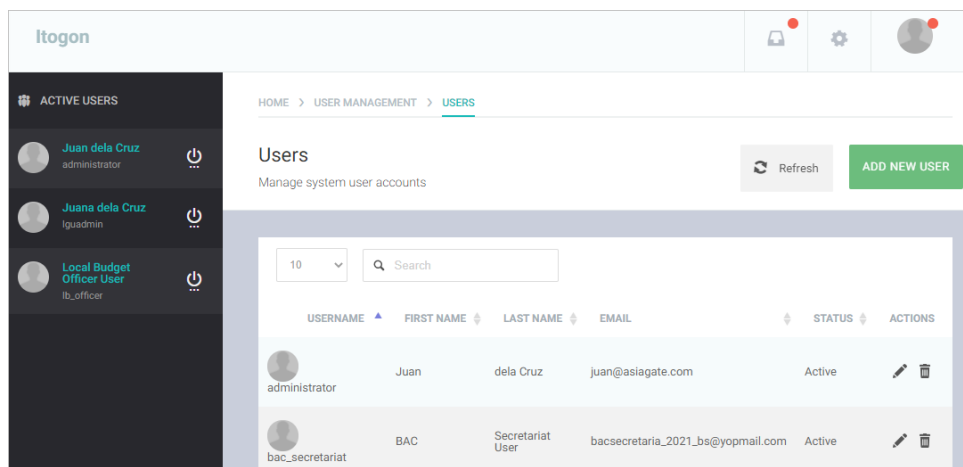
Click **SAVE** button to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing a User Account

On the left-sidebar of the page, click **User Management** and select **Users**.



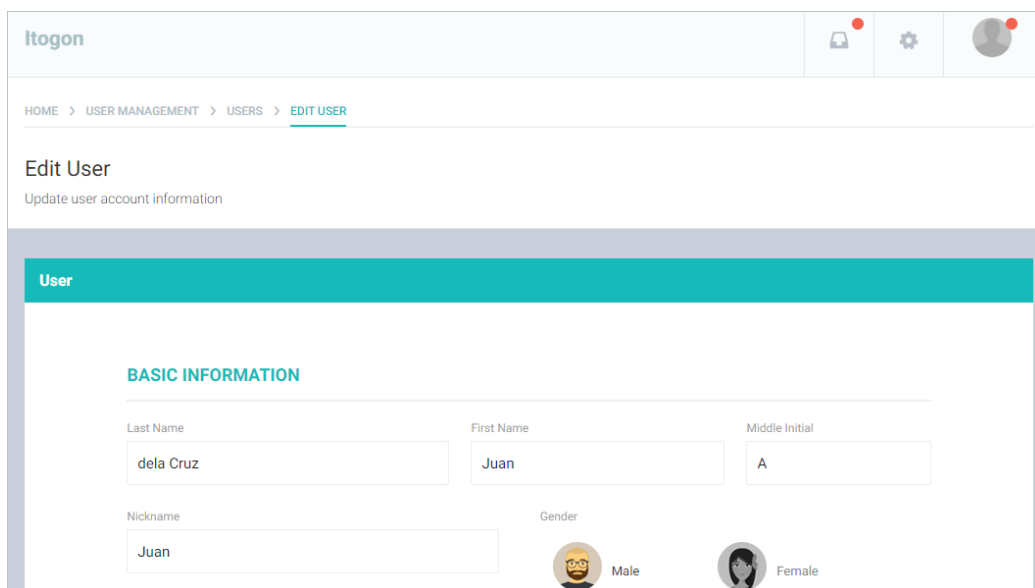
The *Users* summary page is presented.



Locate the **User** that you wish to edit and click the Pencil icon.

The User with previously encoded data will be presented.

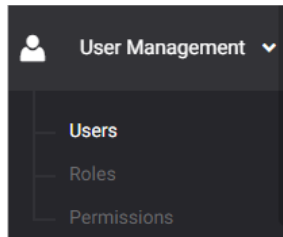
Modify details as necessary.



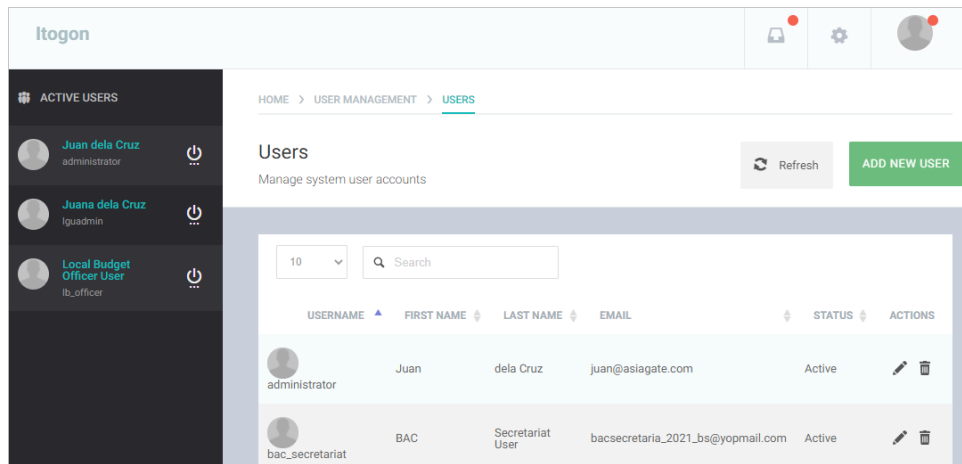
Click **Save** button.

Deleting a User Account

On the left-sidebar of the page, click **User Management** and select **Users**.



The *Users* summary page is presented.



Locate the User that you wish to delete and click the Trash icon.

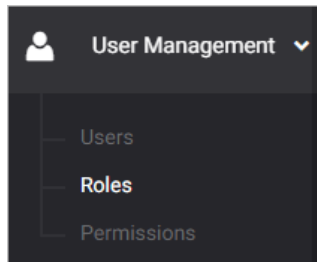
Confirmation message displays.

Click **OK** button.

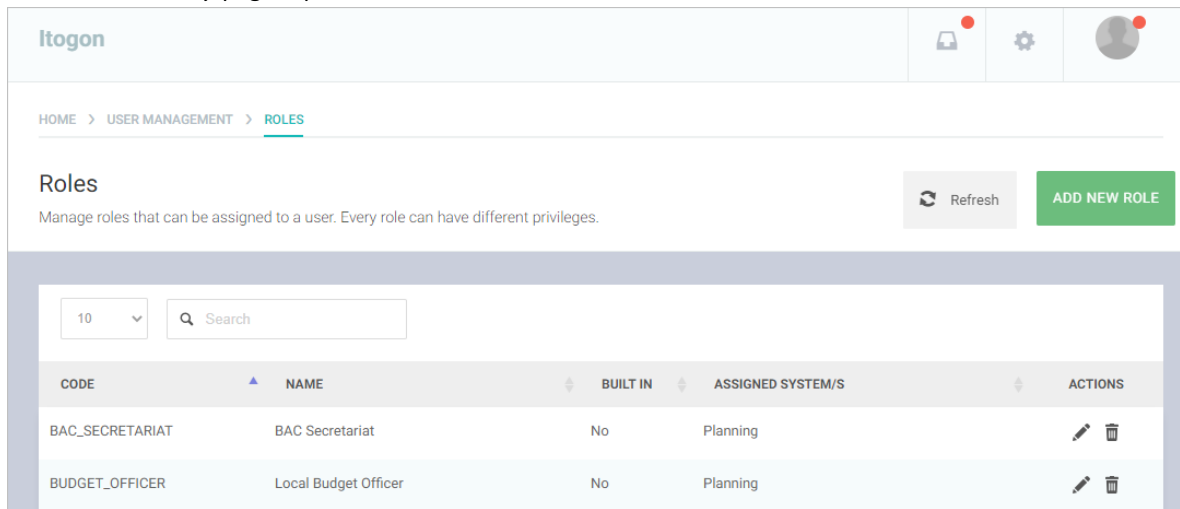
Roles





Creating a New User Role

On the left-sidebar of the page, click **User Management** and select **Roles**.



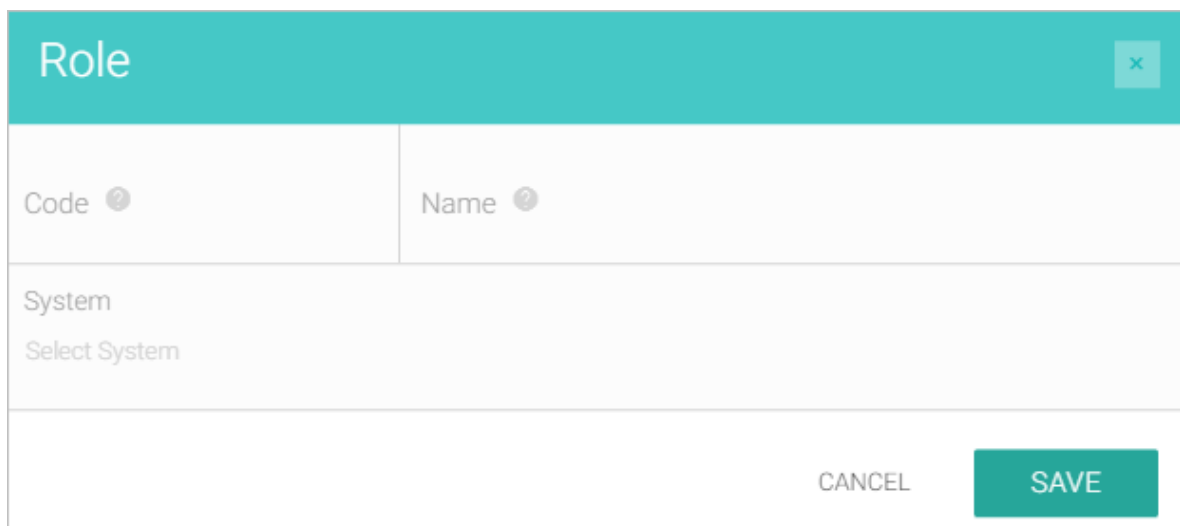
The *Roles summary* page is presented.

The Roles summary page in the Itogon system. It features a header with the 'Itogon' logo and navigation icons. Below the header is a breadcrumb trail: 'HOME > USER MANAGEMENT > ROLES'. The main heading is 'Roles' with a sub-description: 'Manage roles that can be assigned to a user. Every role can have different privileges.' There are two buttons: 'Refresh' and 'ADD NEW ROLE'. Below this is a table with columns: CODE, NAME, BUILT IN, ASSIGNED SYSTEM/S, and ACTIONS. The table contains two rows of data.

CODE	NAME	BUILT IN	ASSIGNED SYSTEM/S	ACTIONS
BAC_SECRETARIAT	BAC Secretariat	No	Planning	 
BUDGET_OFFICER	Local Budget Officer	No	Planning	 

Click **ADD NEW ROLE** button.

The *Role* data entry form is displayed.

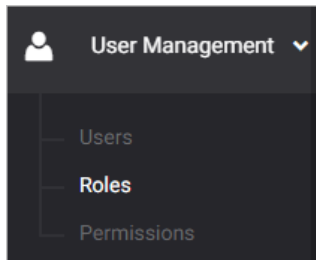
A modal form titled 'Role' with a close button (X) in the top right corner. The form has three main sections: 1. 'Code' and 'Name' fields, each with a help icon (question mark). 2. 'System' field with a dropdown menu showing 'Select System'. 3. 'CANCEL' and 'SAVE' buttons at the bottom right.

Enter the required details.

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

Editing a User Role

On the left-sidebar of the page, click **User Management** and select **Roles**.



The *Roles* summary page is presented.

The screenshot shows the 'Roles' summary page. At the top is the 'Itogon' header with navigation icons. Below is a breadcrumb trail: 'HOME > USER MANAGEMENT > ROLES'. The main heading is 'Roles' with a subtitle: 'Manage roles that can be assigned to a user. Every role can have different privileges.' There are 'Refresh' and 'ADD NEW ROLE' buttons. A table below shows a list of roles with columns for CODE, NAME, BUILT IN, ASSIGNED SYSTEM/S, and ACTIONS. Two roles are listed: 'BAC_SECRETARIAT' (BAC Secretariat) and 'BUDGET_OFFICER' (Local Budget Officer).

CODE	NAME	BUILT IN	ASSIGNED SYSTEM/S	ACTIONS
BAC_SECRETARIAT	BAC Secretariat	No	Planning	
BUDGET_OFFICER	Local Budget Officer	No	Planning	

Locate the **Role** that you wish to edit and click the Pencil icon.

The User with previously encoded data will be presented.

Modify details as necessary.

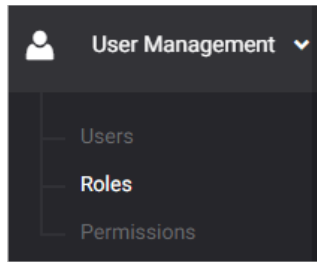
The screenshot shows a modal form for editing a role. The title is 'Role'. It has two input fields: 'Code' with the value 'BAC_SECRETARIAT' and 'Name' with the value 'BAC Secretariat'. Below these is a 'System' section with a blue button labeled 'Planning'. At the bottom right are 'CANCEL' and 'SAVE' buttons.

Code ?	Name ?
BAC_SECRETARIAT	BAC Secretariat
System	
Planning	
CANCEL SAVE	

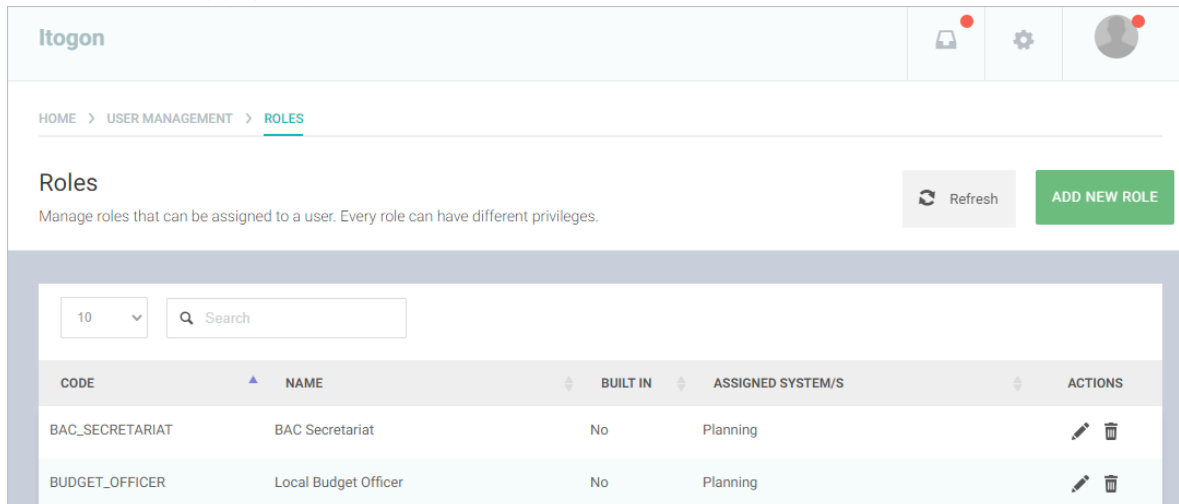
Click **Save** button.





Deleting a User Role

On the left-sidebar of the page, click **User Management** and select **Roles**.



The *Roles* summary page is presented.

The screenshot shows the 'Roles' summary page in the Itogon system. The page header includes the 'Itogon' logo, a lock icon, a settings gear, and a user profile icon. The breadcrumb trail is 'HOME > USER MANAGEMENT > ROLES'. The main heading is 'Roles' with a subtitle: 'Manage roles that can be assigned to a user. Every role can have different privileges.' There are two buttons: 'Refresh' and 'ADD NEW ROLE'. Below this is a table with columns: CODE, NAME, BUILT IN, ASSIGNED SYSTEM/S, and ACTIONS. The table contains two rows of role data.

CODE	NAME	BUILT IN	ASSIGNED SYSTEM/S	ACTIONS
BAC_SECRETARIAT	BAC Secretariat	No	Planning	 
BUDGET_OFFICER	Local Budget Officer	No	Planning	 

Locate the Role that you wish to delete and click the Trash icon.

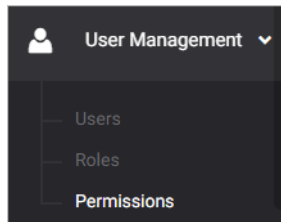
Confirmation message displays.

Click **OK** button.

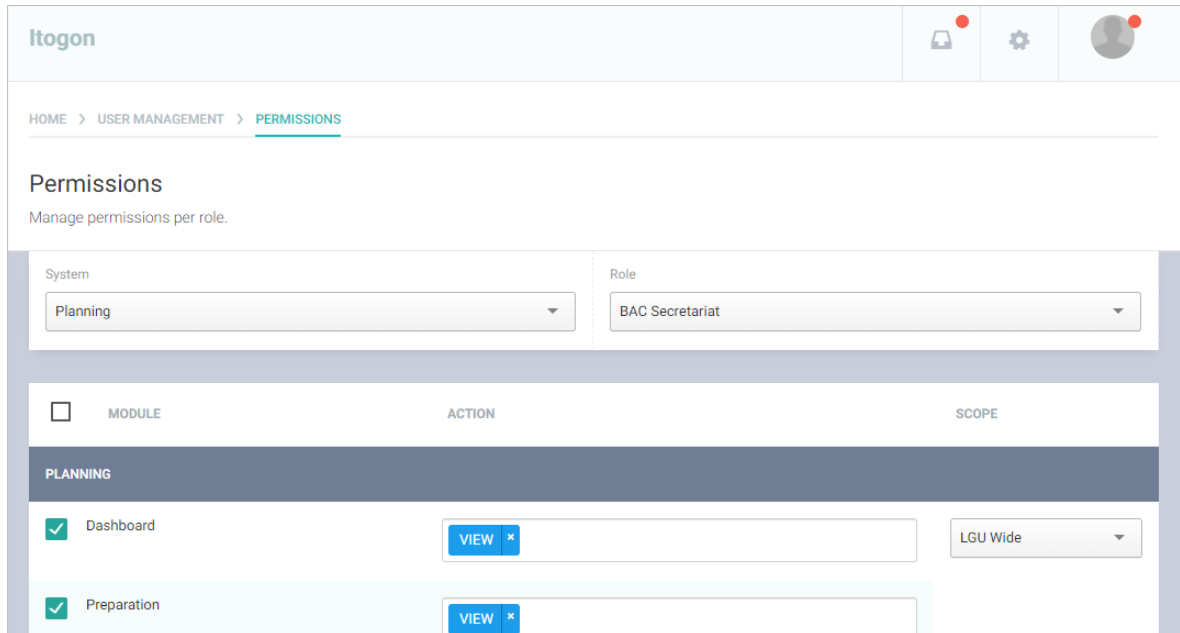
Permissions

Granting a Permission

On the left-sidebar of the page, click **User Management** and select **Permissions**.



The *Permissions summary* page is presented.

A screenshot of the 'Permissions' page in the 'Itogon' system. The page title is 'Permissions' with the subtitle 'Manage permissions per role.' Below the title are two dropdown menus: 'System' (set to 'Planning') and 'Role' (set to 'BAC Secretariat'). Below these are two tables. The first table has columns 'MODULE', 'ACTION', and 'SCOPE'. The second table is a table with columns 'MODULE', 'ACTION', and 'SCOPE'. The first row of the second table is 'Dashboard' with a 'VIEW' button and 'LGU Wide' scope. The second row is 'Preparation' with a 'VIEW' button and an empty scope field.

System	Role
Planning	BAC Secretariat

MODULE	ACTION	SCOPE
PLANNING		
<input checked="" type="checkbox"/> Dashboard	VIEW	LGU Wide
<input checked="" type="checkbox"/> Preparation	VIEW	

Select **System**.

Select **Role**.

Select **Module**.

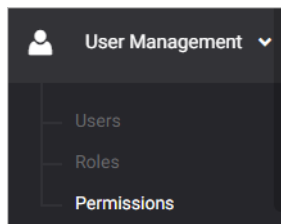
Select **Action/s**.

Select **Scope**.

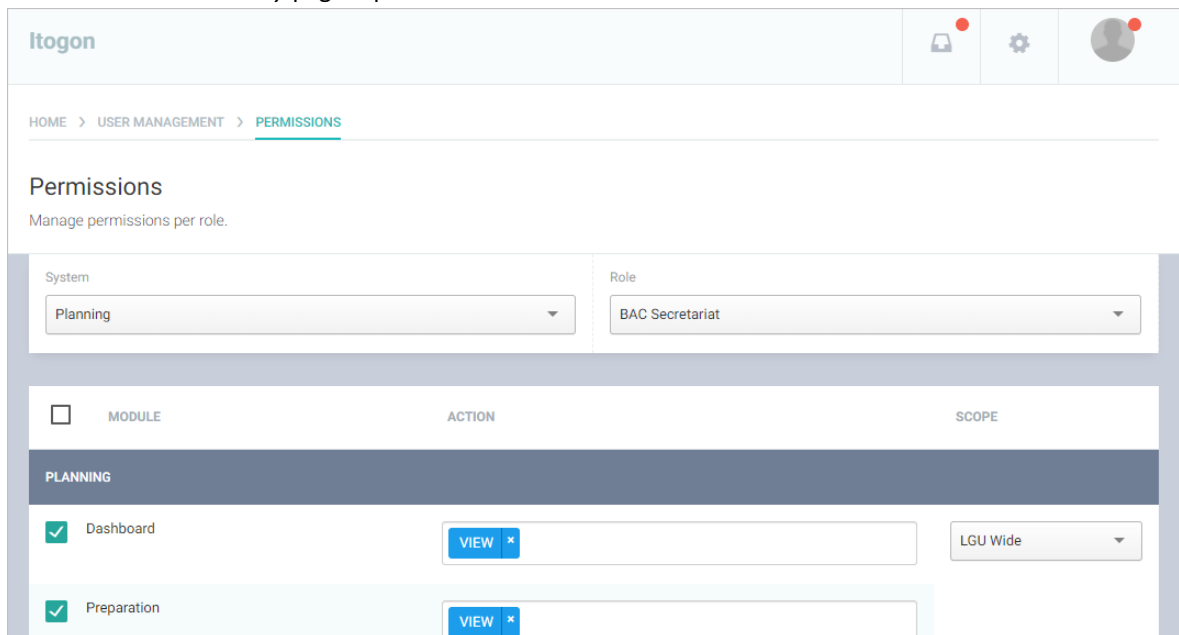
Click **SAVE** button to save permissions.

Revoke a Permission

On the left-sidebar of the page, click **User Management** and select **Permissions**.



The *Permissions summary* page is presented.

The screenshot shows the 'Permissions' page in the Itogon system. At the top, there's a header with the 'Itogon' logo and navigation icons. Below the header is a breadcrumb trail: 'HOME > USER MANAGEMENT > PERMISSIONS'. The main heading is 'Permissions' with a subtitle 'Manage permissions per role.'. There are two dropdown menus: 'System' (set to 'Planning') and 'Role' (set to 'BAC Secretariat'). Below these is a table with columns for 'MODULE', 'ACTION', and 'SCOPE'. The table has a header row and two data rows. The first data row is for 'Dashboard' with a checked checkbox, a 'VIEW' button, and a 'LGU Wide' scope dropdown. The second data row is for 'Preparation' with a checked checkbox and a 'VIEW' button.

<input type="checkbox"/>	MODULE	ACTION	SCOPE
<input checked="" type="checkbox"/>	Dashboard	VIEW	LGU Wide
<input checked="" type="checkbox"/>	Preparation	VIEW	

Select **System**.

Select **Role**.

Uncheck specific **Module** to remove all module permissions or click **X** to delete specific action.

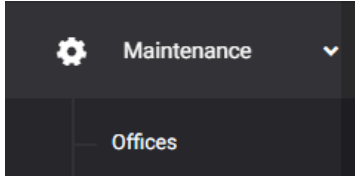
Click **SAVE** button to save changes.

Maintenance

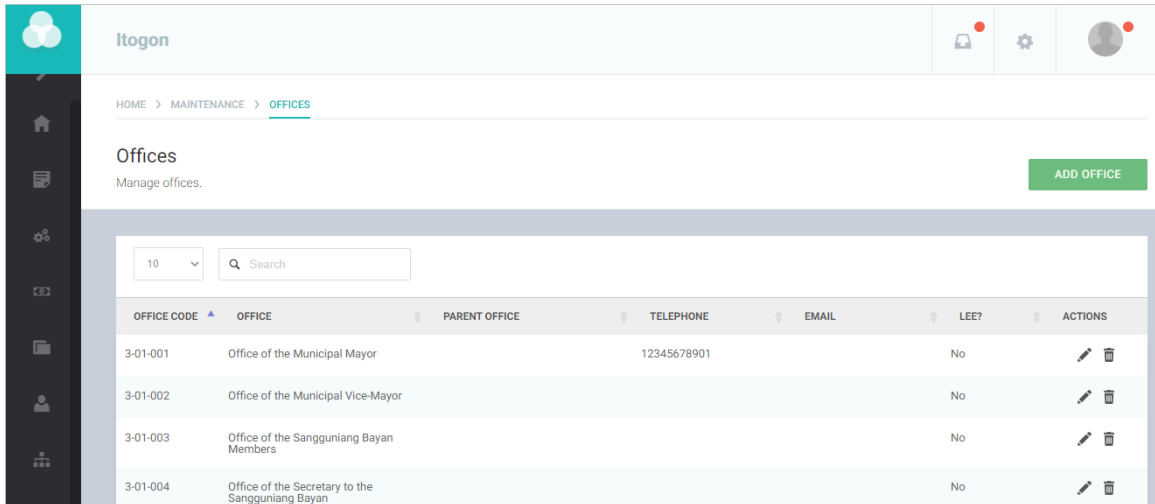
Offices

Adding an Office

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

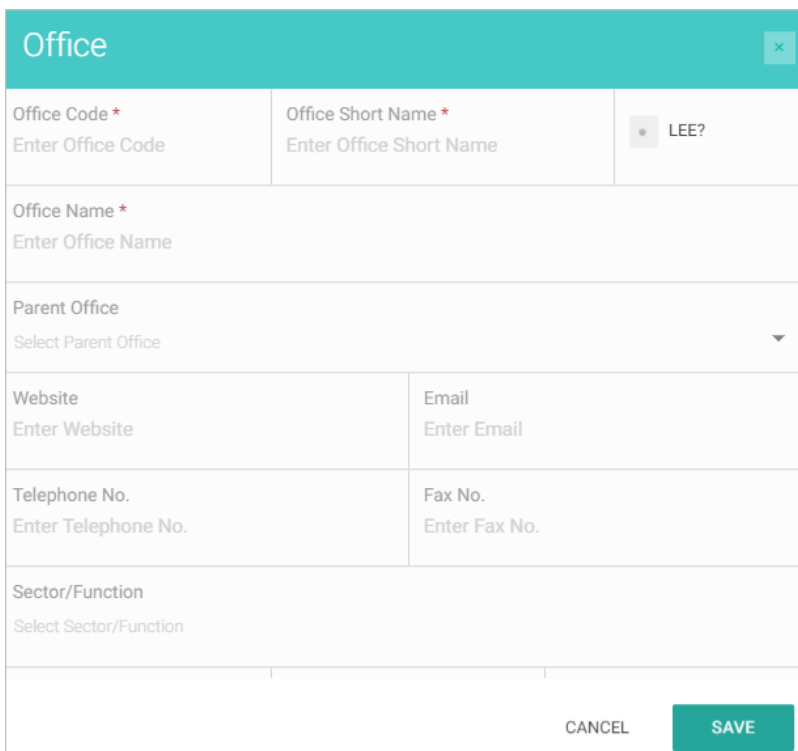


The *Offices* summary page is presented.



Click **ADD OFFICE** button.

The *Office* data entry form is displayed.

A form titled 'Office' with a close button (x) in the top right corner. The form contains several input fields and a checkbox:

- Office Code * (with placeholder 'Enter Office Code')
- Office Short Name * (with placeholder 'Enter Office Short Name')
- LEE? (checkbox)
- Office Name * (with placeholder 'Enter Office Name')
- Parent Office (dropdown menu with placeholder 'Select Parent Office')
- Website (with placeholder 'Enter Website')
- Email (with placeholder 'Enter Email')
- Telephone No. (with placeholder 'Enter Telephone No.')
- Fax No. (with placeholder 'Enter Fax No.')
- Sector/Function (with placeholder 'Select Sector/Function')

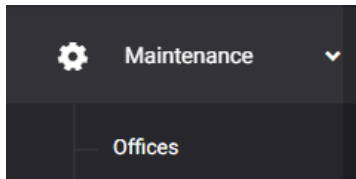
At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Enter the required details.

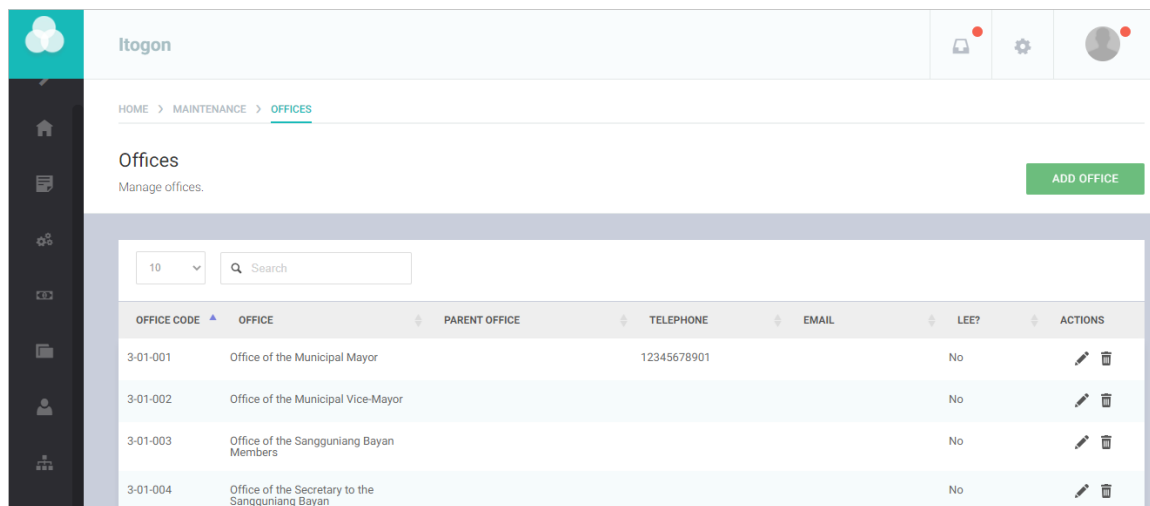
Click **SAVE** button to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing an Office

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



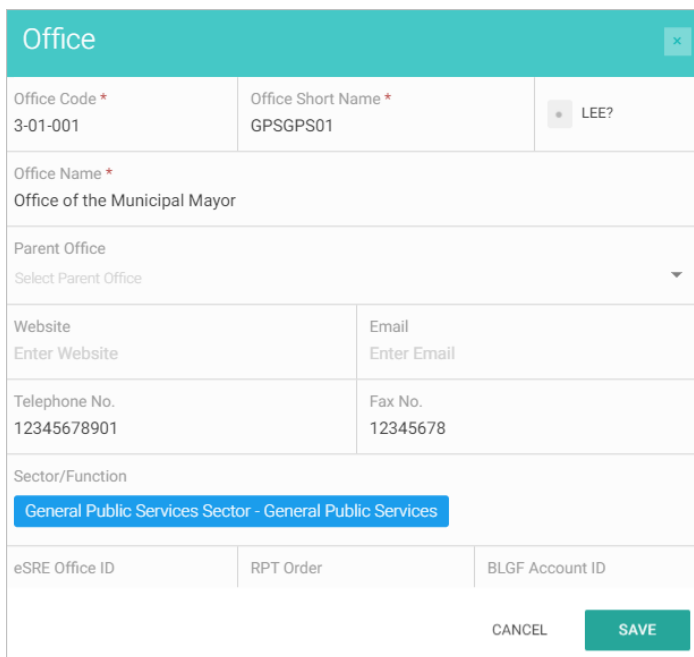
The *Offices* summary page is presented.



Locate the **Office** that you wish to edit and click the Pencil icon.

The Office with previously encoded data will be presented.

Modify details as necessary.

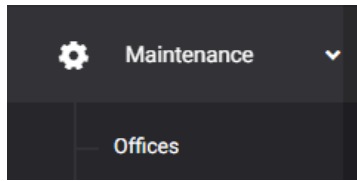
A screenshot of the 'Office' edit form. The form has a teal header with the title 'Office' and a close button. The form fields are: Office Code * (3-01-001), Office Short Name * (GPSGPS01), LEE? (checkbox), Office Name * (Office of the Municipal Mayor), Parent Office (dropdown menu), Website (text input), Email (text input), Telephone No. (12345678901), Fax No. (12345678), Sector/Function (dropdown menu with 'General Public Services Sector - General Public Services' selected), eSRE Office ID, RPT Order, and BLGF Account ID. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Office Code *	Office Short Name *	LEE?
3-01-001	GPSGPS01	<input type="checkbox"/>
Office Name *		
Office of the Municipal Mayor		
Parent Office		
Select Parent Office		
Website	Email	
Enter Website	Enter Email	
Telephone No.	Fax No.	
12345678901	12345678	
Sector/Function		
General Public Services Sector - General Public Services		
eSRE Office ID	RPT Order	BLGF Account ID
		CANCEL
		SAVE

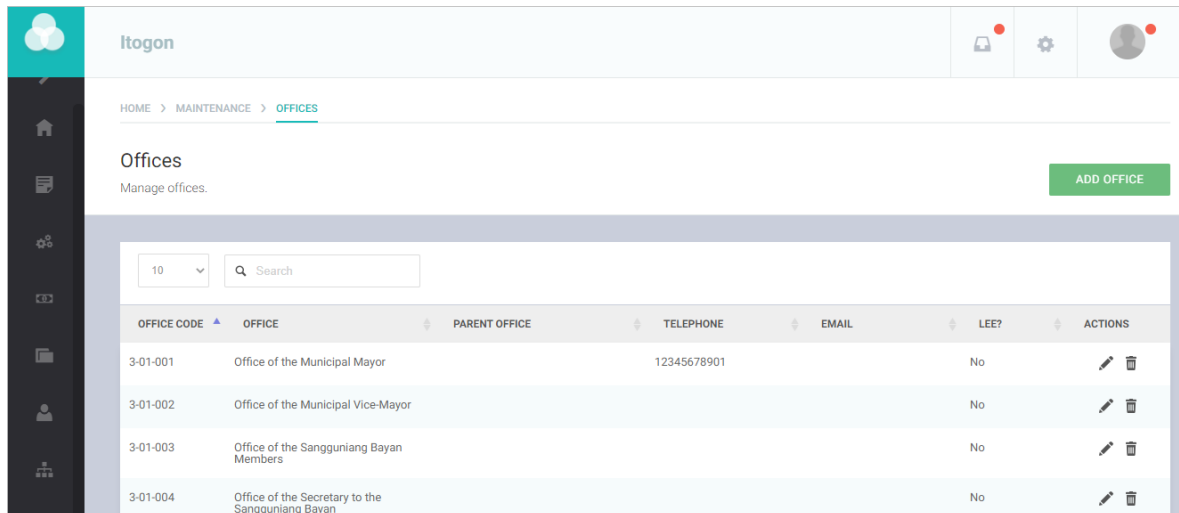
Click **Save** button.









Deleting an Office

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



The *Offices* summary page is presented.

The screenshot shows the 'Offices' management page. At the top, there's a header with the 'Itogon' logo and navigation icons. Below the header, a breadcrumb trail reads 'HOME > MAINTENANCE > OFFICES'. The main heading is 'Offices' with a subtext 'Manage offices.' and an 'ADD OFFICE' button. A table below contains a list of offices with columns for 'OFFICE CODE', 'OFFICE', 'PARENT OFFICE', 'TELEPHONE', 'EMAIL', 'LEE?', and 'ACTIONS'. The table lists four offices: 'Office of the Municipal Mayor', 'Office of the Municipal Vice-Mayor', 'Office of the Sangguniang Bayan Members', and 'Office of the Secretary to the Sangguniang Bayan'. Each row has edit and delete icons in the 'ACTIONS' column.

OFFICE CODE	OFFICE	PARENT OFFICE	TELEPHONE	EMAIL	LEE?	ACTIONS
3-01-001	Office of the Municipal Mayor		12345678901		No	 
3-01-002	Office of the Municipal Vice-Mayor				No	 
3-01-003	Office of the Sangguniang Bayan Members				No	 
3-01-004	Office of the Secretary to the Sangguniang Bayan				No	 

Locate the Office that you wish to delete and click the Trash icon.

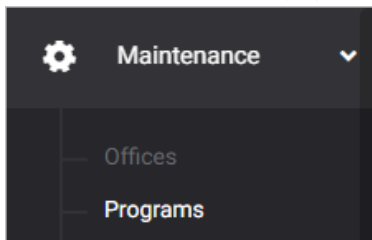
Confirmation message displays.

Click **OK** button.

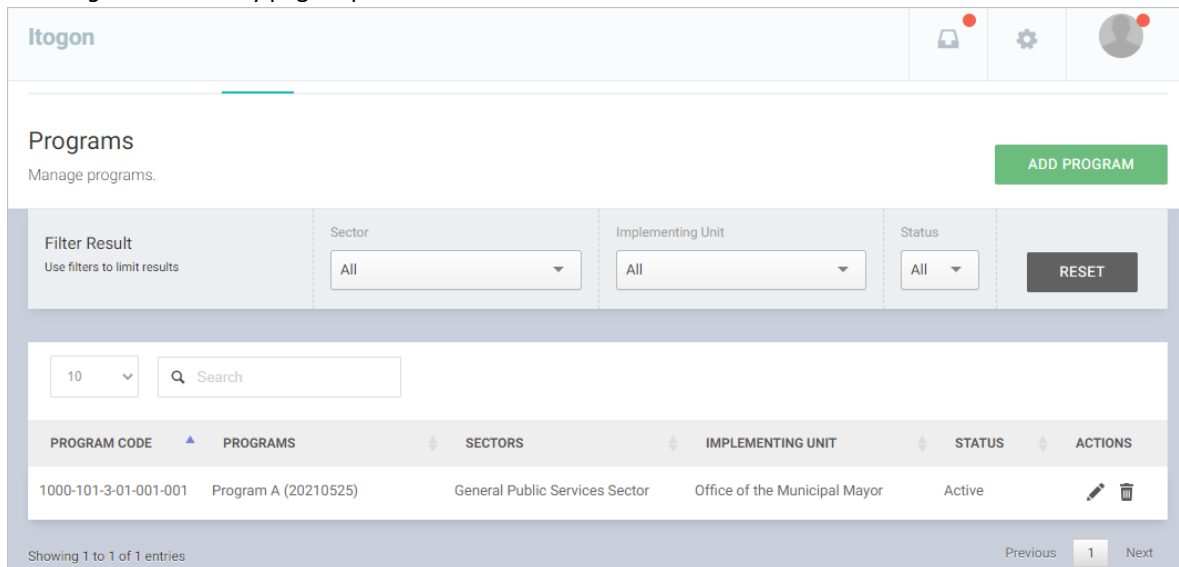
Programs

Adding a Program

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

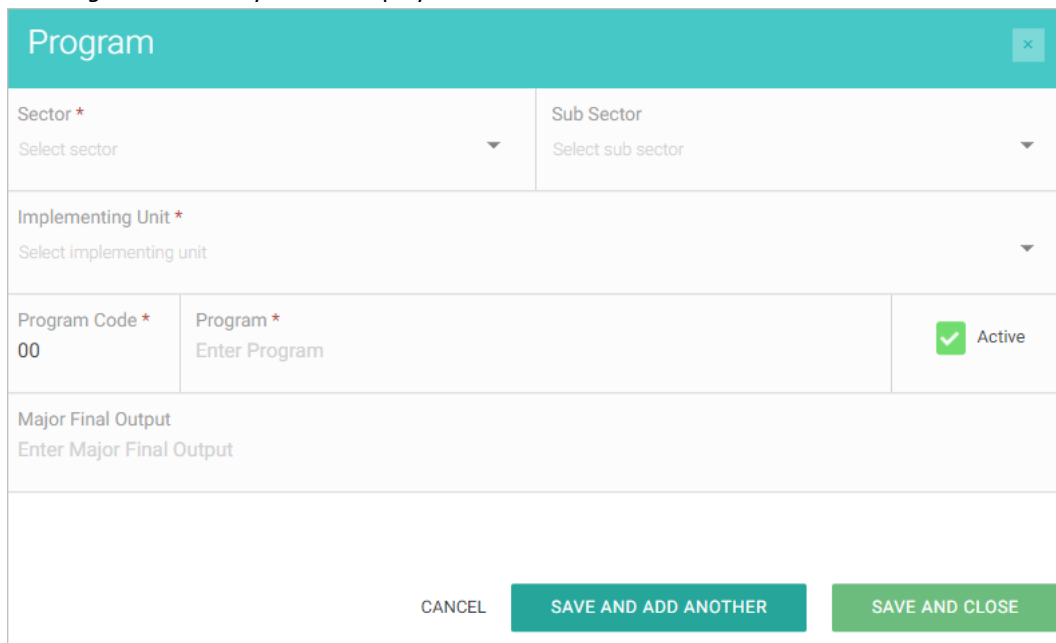


The *Programs* summary page is presented.

The screenshot shows the 'Programs' management interface. At the top right, there are icons for a lock, settings, and a user profile. The main heading is 'Programs' with the subtitle 'Manage programs.' and an 'ADD PROGRAM' button. Below this is a filter section with 'Filter Result' (Use filters to limit results), 'Sector' (All), 'Implementing Unit' (All), and 'Status' (All), along with a 'RESET' button. A search bar with '10' items and a search icon is present. A table lists programs with columns: PROGRAM CODE, PROGRAMS, SECTORS, IMPLEMENTING UNIT, STATUS, and ACTIONS. One entry is visible: '1000-101-3-01-001-001 Program A (20210525) General Public Services Sector Office of the Municipal Mayor Active'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation options.

Click **ADD PROGRAM** button.

The *Program* data entry form is displayed.

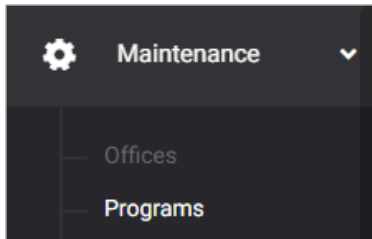
The screenshot shows a 'Program' data entry form. It has a teal header with the title 'Program' and a close button. The form contains several fields: 'Sector *' (Select sector), 'Sub Sector' (Select sub sector), 'Implementing Unit *' (Select implementing unit), 'Program Code *' (00), 'Program *' (Enter Program), and a checkbox for 'Active' which is checked. There is also a 'Major Final Output' field (Enter Major Final Output). At the bottom, there are three buttons: 'CANCEL', 'SAVE AND ADD ANOTHER', and 'SAVE AND CLOSE'.

Select and Enter details. All fields are required.

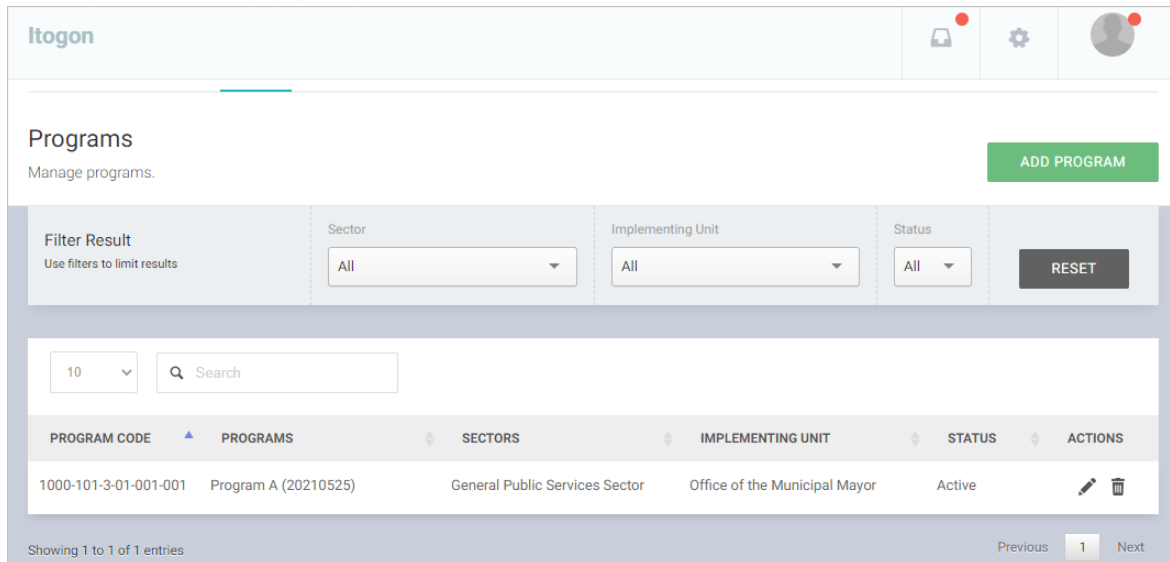
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another program, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing a Program

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



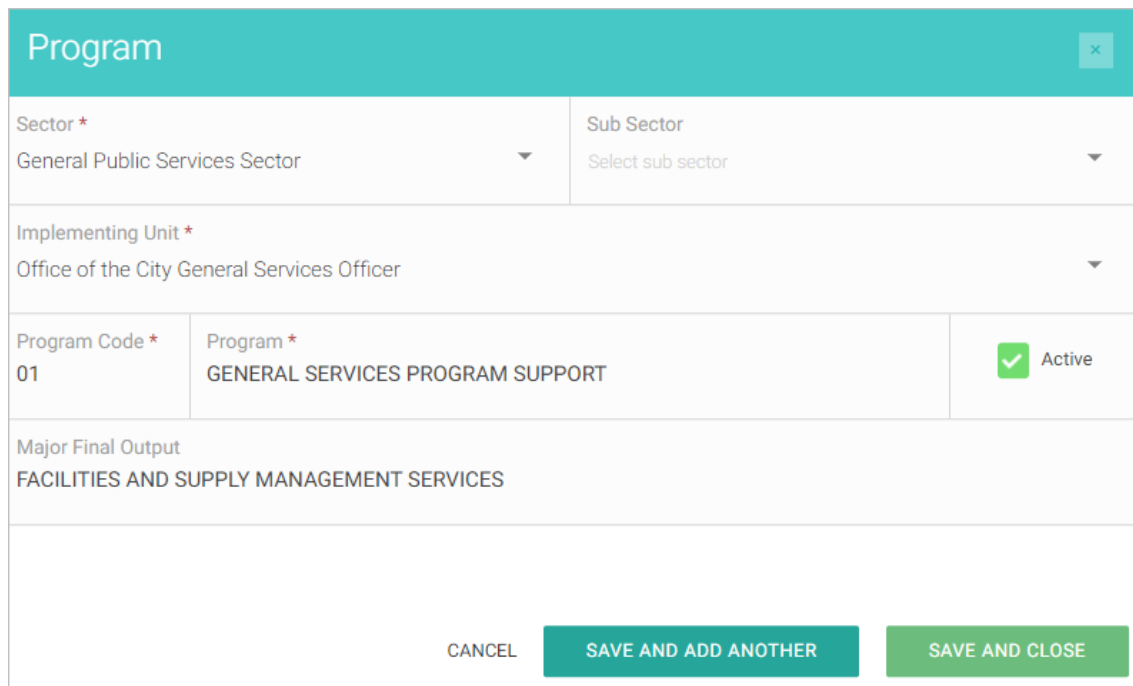
The *Programs* summary page is presented.

The screenshot shows the 'Programs' management page. At the top, there's a header with the 'Itogon' logo and user profile icons. Below the header, the title 'Programs' is followed by the subtitle 'Manage programs.' and an 'ADD PROGRAM' button. A filter section contains dropdown menus for 'Sector' (set to 'All'), 'Implementing Unit' (set to 'All'), and 'Status' (set to 'All'), along with a 'RESET' button. Below the filters is a search bar with a magnifying glass icon and a 'Search' label. A table displays one program entry with columns for 'PROGRAM CODE', 'PROGRAMS', 'SECTORS', 'IMPLEMENTING UNIT', 'STATUS', and 'ACTIONS'. The entry shows '1000-101-3-01-001-001' for the code, 'Program A (20210525)' for the program name, 'General Public Services Sector' for the sector, 'Office of the Municipal Mayor' for the implementing unit, and 'Active' for the status. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation options.

Locate the Program that you wish to edit and click the Pencil icon.

The Program with previously encoded data will be presented.

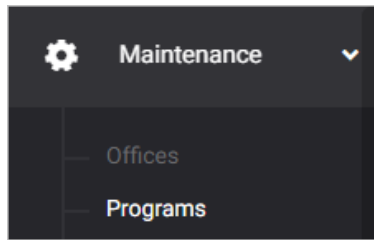
Modify details as necessary.

The screenshot shows a 'Program' edit form. It has a teal header with the title 'Program' and a close button. The form contains several fields: 'Sector *' with a dropdown menu showing 'General Public Services Sector'; 'Sub Sector' with a dropdown menu showing 'Select sub sector'; 'Implementing Unit *' with a dropdown menu showing 'Office of the City General Services Officer'; 'Program Code *' with the value '01'; 'Program *' with the value 'GENERAL SERVICES PROGRAM SUPPORT'; and a status field with a green checkmark and the text 'Active'. Below these fields is a section for 'Major Final Output' with the text 'FACILITIES AND SUPPLY MANAGEMENT SERVICES'. At the bottom, there are three buttons: 'CANCEL', 'SAVE AND ADD ANOTHER', and 'SAVE AND CLOSE'.

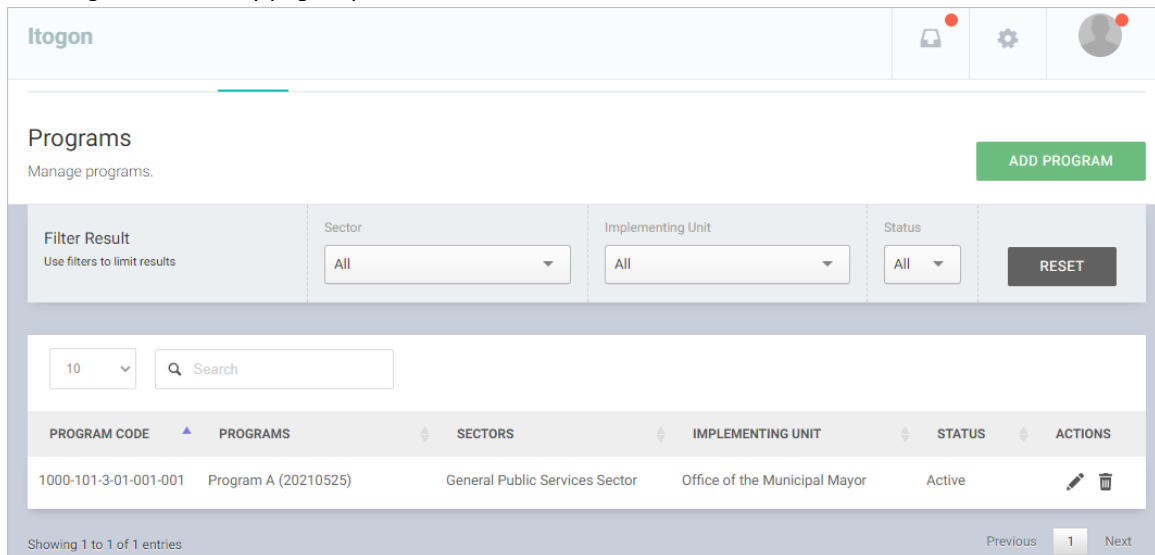
Click **Save and Close** button.

Deleting a Program

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



The *Programs* summary page is presented.

The screenshot shows the 'Programs' management page. At the top left is the 'Itogon' logo. On the right are icons for a printer, settings, and a user profile. Below the header, the title 'Programs' is followed by the subtitle 'Manage programs.' and a green 'ADD PROGRAM' button. A filter section contains three dropdown menus for 'Sector' (set to 'All'), 'Implementing Unit' (set to 'All'), and 'Status' (set to 'All'), along with a 'RESET' button. Below the filters is a search bar with a magnifying glass icon and a dropdown menu set to '10'. The main content is a table with columns: 'PROGRAM CODE', 'PROGRAMS', 'SECTORS', 'IMPLEMENTING UNIT', 'STATUS', and 'ACTIONS'. One row is visible with the following data: '1000-101-3-01-001-001', 'Program A (20210525)', 'General Public Services Sector', 'Office of the Municipal Mayor', 'Active', and a trash icon. At the bottom, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Locate the Program that you wish to delete and click the Trash icon.

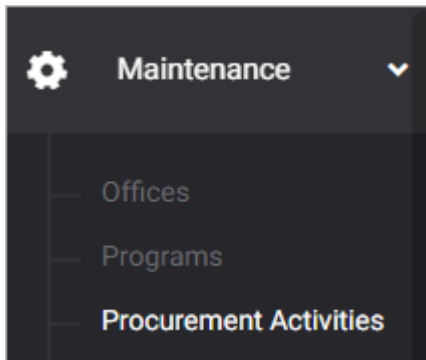
Confirmation message displays.

Click **OK** button.

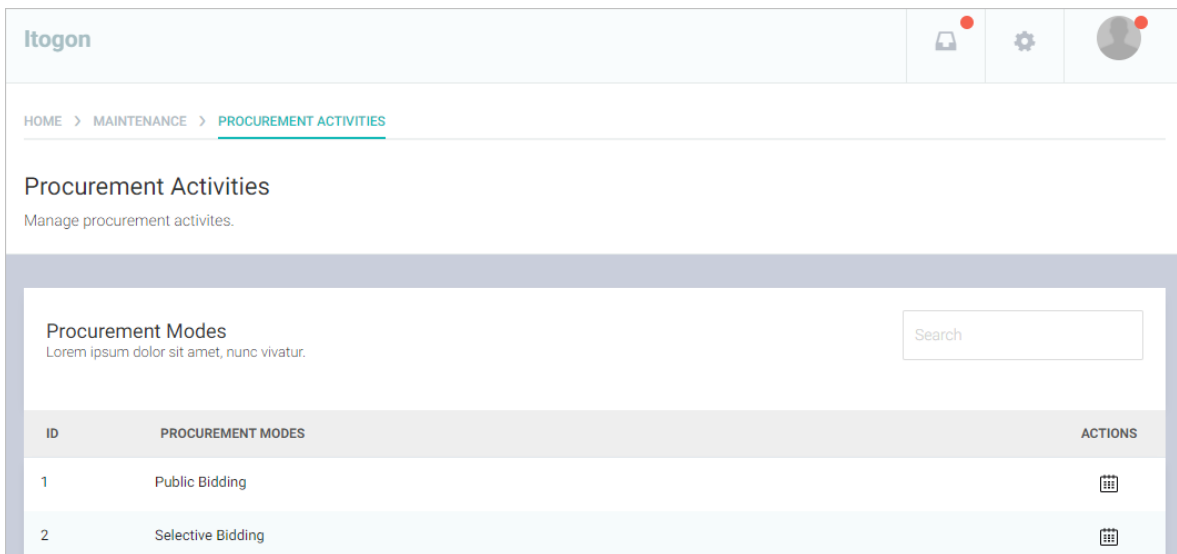
Procurement Activities

Adding a Procurement Activity

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



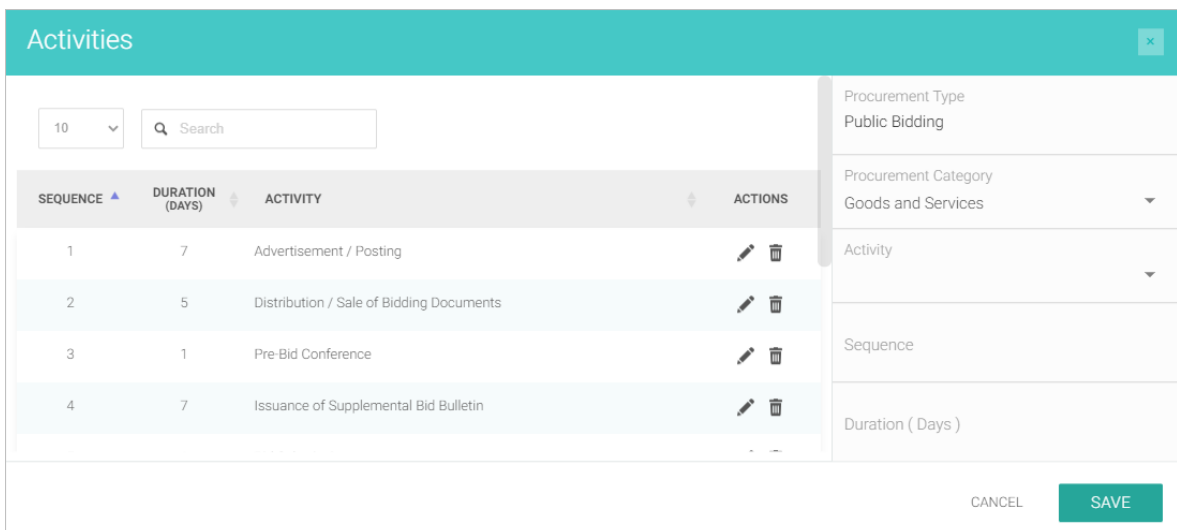
The *Procurement Activities* summary page is presented.

A screenshot of a web application interface. At the top left is the "Itogon" logo. To the right are icons for a notification bell, a settings gear, and a user profile. Below the header is a breadcrumb trail: "HOME > MAINTENANCE > PROCUREMENT ACTIVITIES". The main heading is "Procurement Activities" with a subtext "Manage procurement activities." Below this is a section titled "Procurement Modes" with a search box. Underneath is a table with three columns: "ID", "PROCUREMENT MODES", and "ACTIONS".

ID	PROCUREMENT MODES	ACTIONS
1	Public Bidding	
2	Selective Bidding	

Click **VIEW ACTIVITIES** button.

The *Procurement Activity* data entry form is displayed.

A screenshot of a "Activities" data entry form. The form has a teal header with the title "Activities" and a close button. Below the header is a search bar and a dropdown menu set to "10". The main area contains a table with columns for "SEQUENCE", "DURATION (DAYS)", "ACTIVITY", and "ACTIONS".

SEQUENCE	DURATION (DAYS)	ACTIVITY	ACTIONS
1	7	Advertisement / Posting	
2	5	Distribution / Sale of Bidding Documents	
3	1	Pre-Bid Conference	
4	7	Issuance of Supplemental Bid Bulletin	

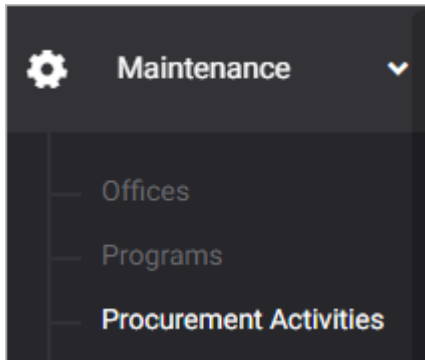
To the right of the table is a sidebar with form fields: "Procurement Type" (Public Bidding), "Procurement Category" (Goods and Services), "Activity" (dropdown), "Sequence", and "Duration (Days)". At the bottom right are "CANCEL" and "SAVE" buttons.

Enter details.

Click **SAVE** button.

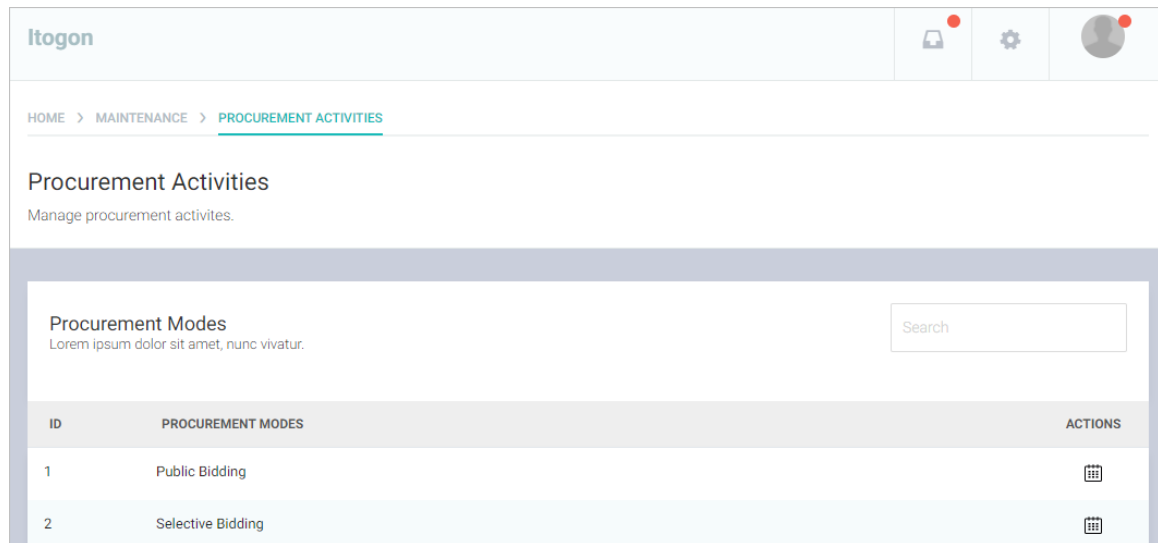
Editing a Procurement Activity

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



The *Procurement Activities* summary page is presented.

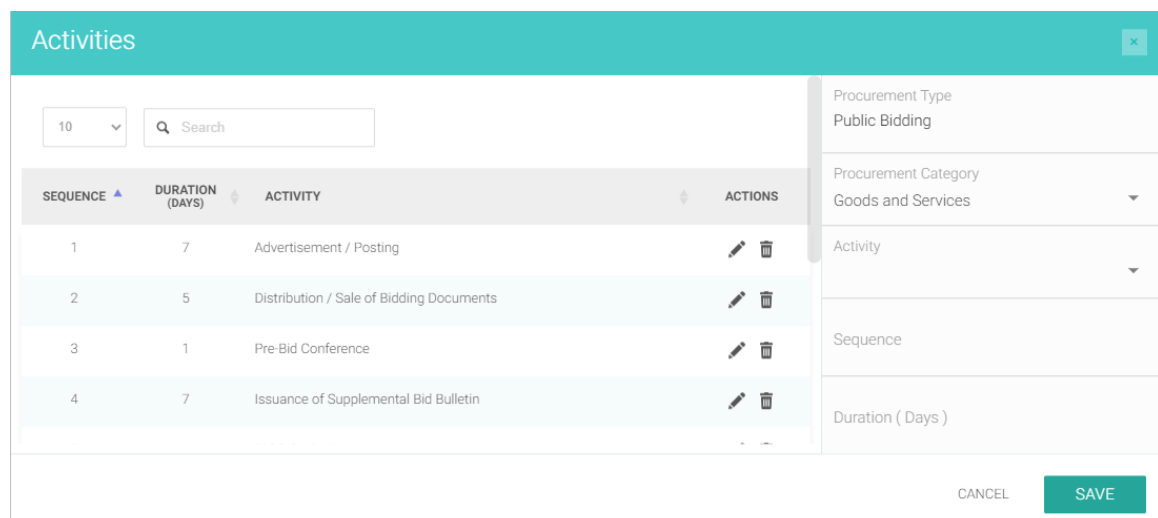
Click **VIEW ACTIVITIES** button.



Locate the Procurement Activity that you wish to edit and click the Pencil icon.

The Procurement Activity details will be presented on the right side of the form.

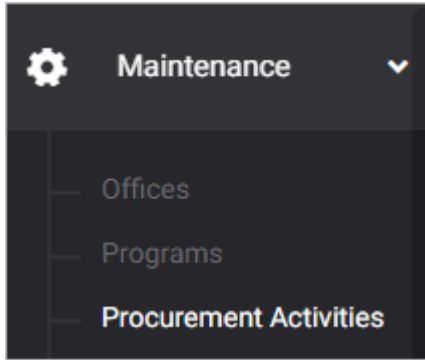
Modify details as necessary.



Click **Save** button.

Deleting a Procurement Activity

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



The *Procurement Activities* summary page is presented.

The page header shows "Itoyon" and navigation icons. The breadcrumb trail is "HOME > MAINTENANCE > PROCUREMENT ACTIVITIES". The main heading is "Procurement Activities" with the subtitle "Manage procurement activities." Below this is a "Procurement Modes" section with a search box and a table. The table has columns for ID, PROCUREMENT MODES, and ACTIONS.

ID	PROCUREMENT MODES	ACTIONS
1	Public Bidding	
2	Selective Bidding	

Click **VIEW ACTIVITIES** button.

Locate the Procurement Activity that you wish to delete and click the Trash icon.

A modal window titled "Activities" with a close button. It contains a search bar, a table of activities, and a right-hand sidebar with form fields. The table has columns for SEQUENCE, DURATION (DAYS), ACTIVITY, and ACTIONS. The sidebar has fields for Procurement Type, Procurement Category, Activity, Sequence, and Duration (Days). At the bottom are "CANCEL" and "SAVE" buttons.

SEQUENCE	DURATION (DAYS)	ACTIVITY	ACTIONS
1	7	Advertisement / Posting	
2	5	Distribution / Sale of Bidding Documents	
3	1	Pre-Bid Conference	
4	7	Issuance of Supplemental Bid Bulletin	

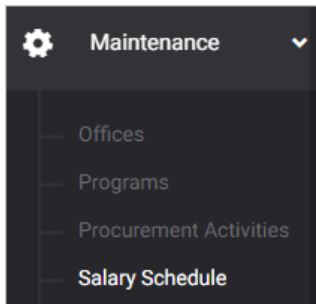
Confirmation message displays.

Click **OK** button.

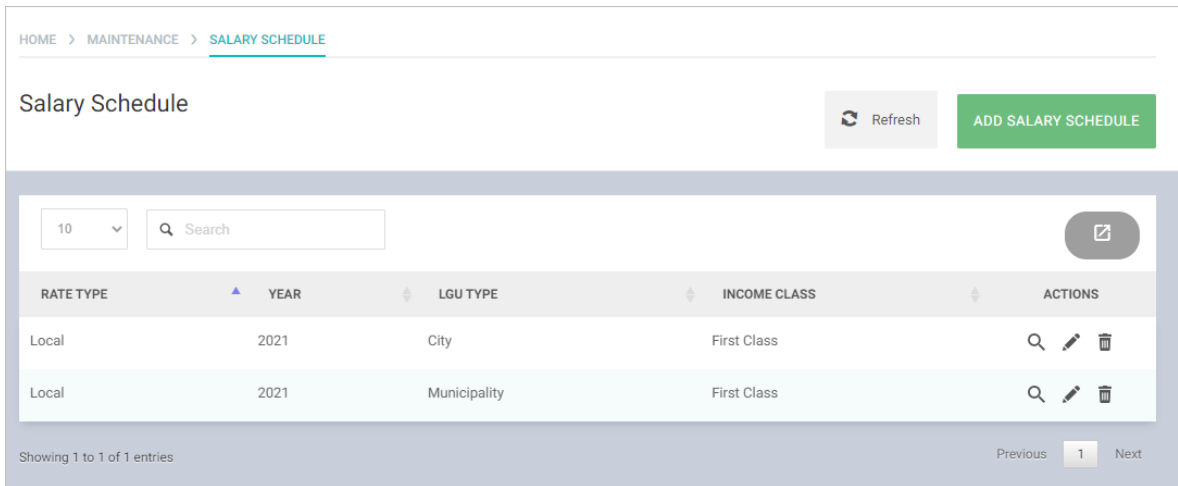
Salary Schedule

Adding a Salary Schedule (Local)

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

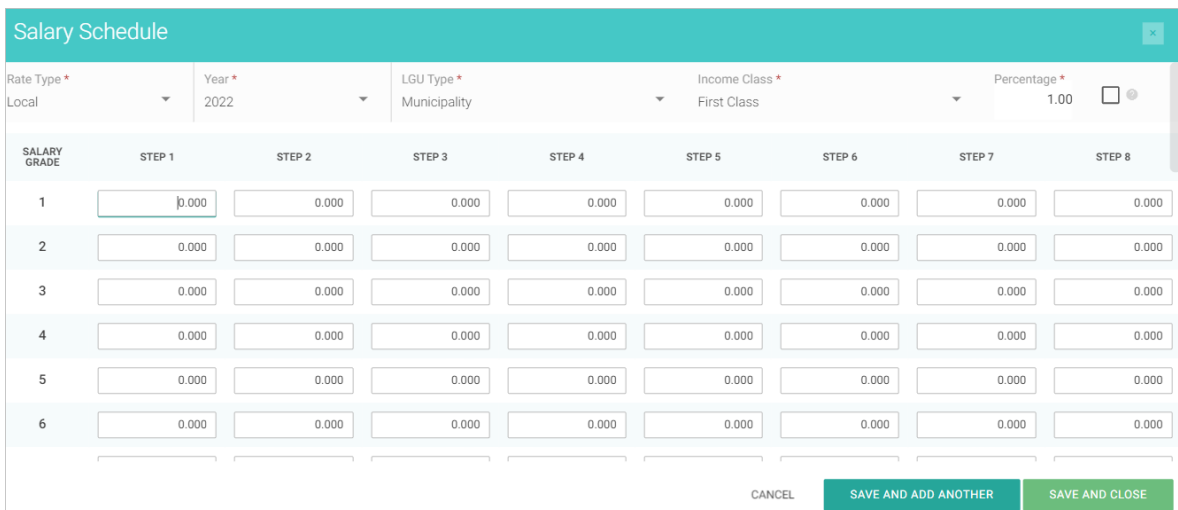


The *Salary Schedule* summary page is presented.



Click **ADD SALARY SCHEDULE** button.

The *Salary Schedule* data entry form is displayed.

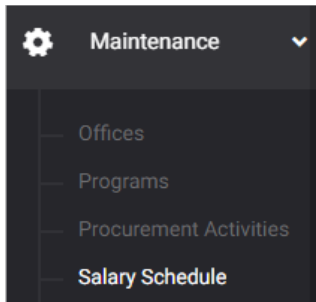
A screenshot of a data entry form titled 'Salary Schedule'. At the top, there are dropdown menus for 'Rate Type *' (Local), 'Year *' (2022), 'LGU Type *' (Municipality), 'Income Class *' (First Class), and a 'Percentage *' field (1.00). Below these is a table with columns for 'SALARY GRADE' (1-6) and 'STEP 1' through 'STEP 8'. Each cell in the table contains a text input field with '0.000'. At the bottom right, there are three buttons: 'CANCEL', 'SAVE AND ADD ANOTHER', and 'SAVE AND CLOSE'.

Select and/or Enter details.

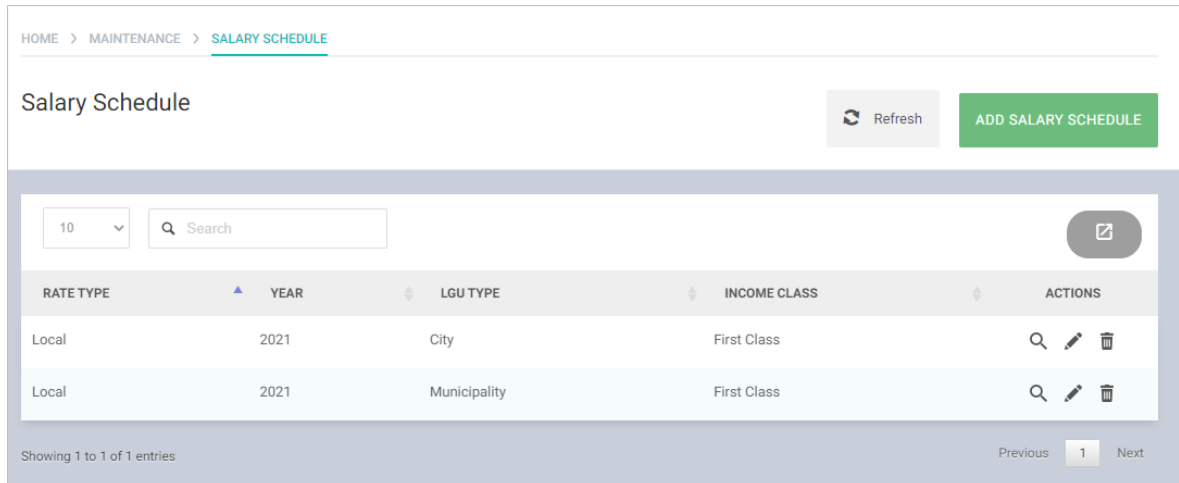
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another salary schedule, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Adding a Salary Schedule (National)

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

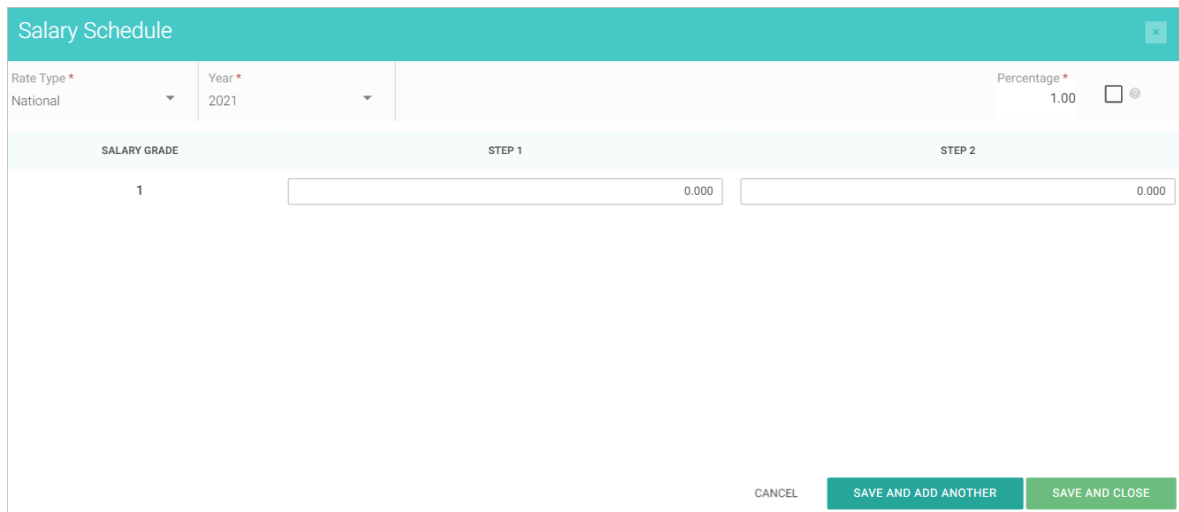


The *Salary Schedule* summary page is presented.



Click **ADD SALARY SCHEDULE** button.

The *Salary Schedule* data entry form is displayed.

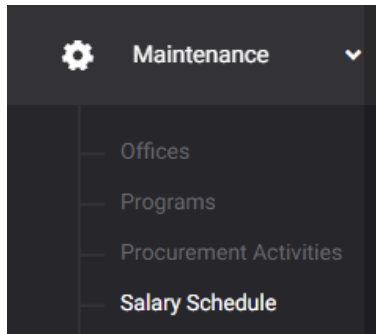


Select and/or Enter details.

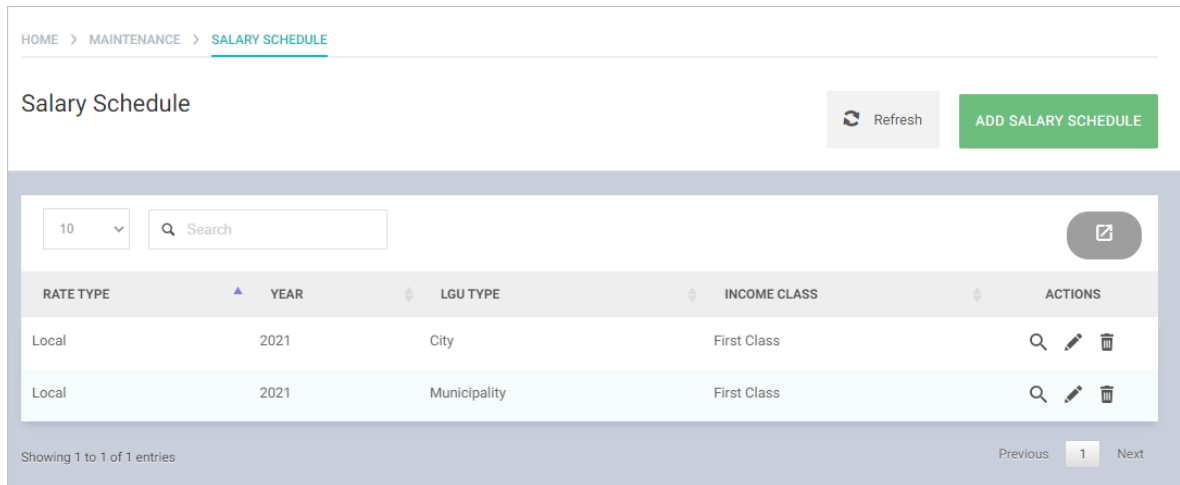
Click **SAVE AND ADD ANOTHER** if you want to save details and encode another salary schedule, or **SAVE AND CLOSE** to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing a Salary Schedule

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



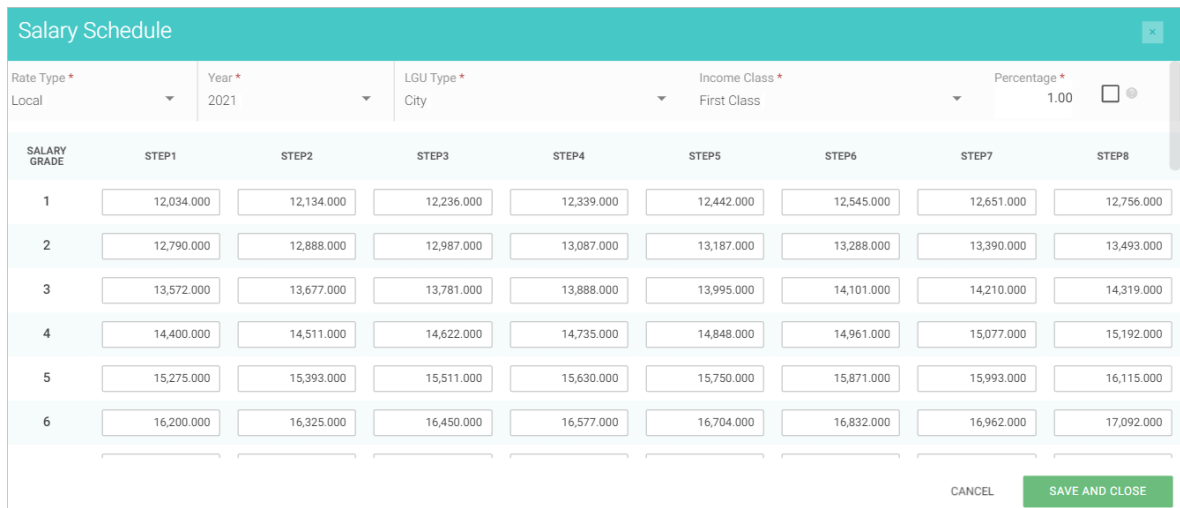
The *Salary Schedule* summary page is presented.



Locate the Salary Schedule that you wish to edit and click the Pencil icon.

The Salary Schedule with previously encoded data will be presented.

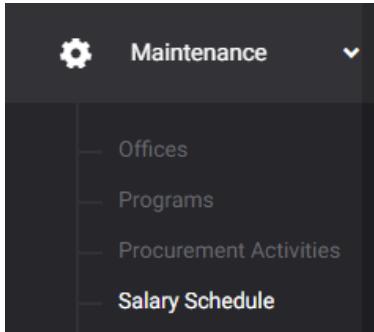
Modify details as necessary.



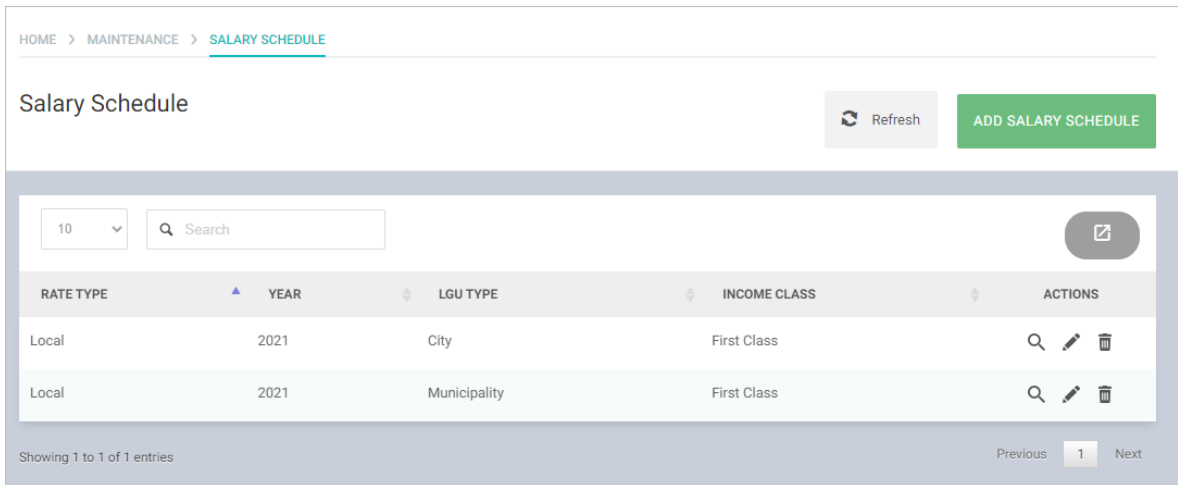
Click **Save** button.

Deleting a Salary Schedule

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



The *Salary Schedule* summary page is presented.

A screenshot of a web application page titled "Salary Schedule". At the top, there is a breadcrumb trail: "HOME > MAINTENANCE > SALARY SCHEDULE". Below the title, there are two buttons: "Refresh" and "ADD SALARY SCHEDULE". A table below shows a list of salary schedules. The table has columns for "RATE TYPE", "YEAR", "LGU TYPE", "INCOME CLASS", and "ACTIONS". There are two rows of data. The first row has "Local", "2021", "City", and "First Class". The second row has "Local", "2021", "Municipality", and "First Class". Each row has a search icon, an edit icon, and a trash icon in the "ACTIONS" column. At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

Locate the Salary Schedule that you wish to delete and click the Trash icon.

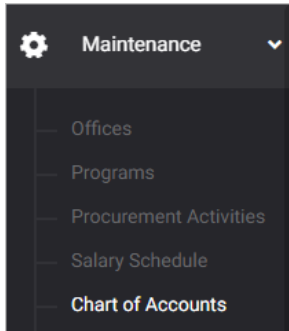
Confirmation message displays.

Click **OK** button.

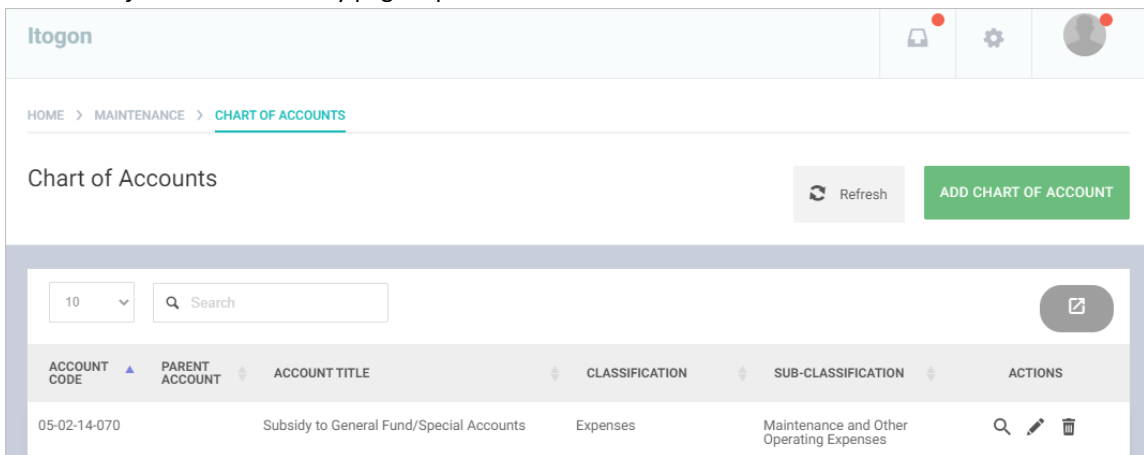
Chart of Accounts

Adding a Chart of Account

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

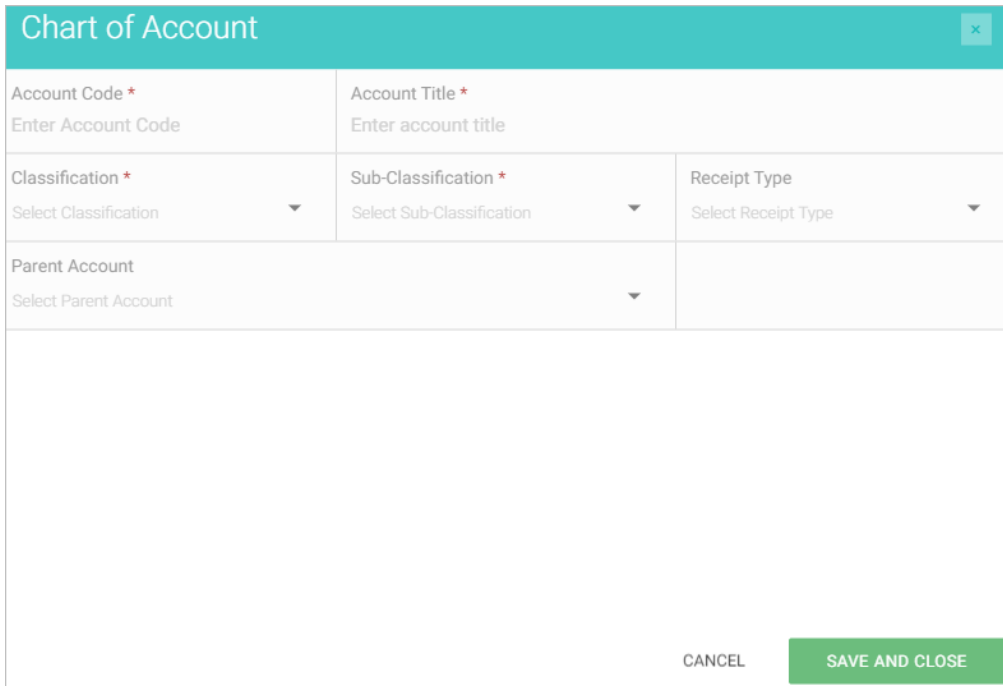


The *Chart of Accounts* summary page is presented.



Click **ADD CHART OF ACCOUNT** button.

The *Chart of Account* data entry form is displayed.

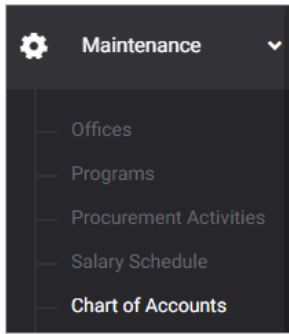
A form titled "Chart of Account" with a close button in the top right corner. The form has several fields: "Account Code *" with a text input and placeholder "Enter Account Code"; "Account Title *" with a text input and placeholder "Enter account title"; "Classification *" with a dropdown menu and placeholder "Select Classification"; "Sub-Classification *" with a dropdown menu and placeholder "Select Sub-Classification"; "Receipt Type" with a dropdown menu and placeholder "Select Receipt Type"; and "Parent Account" with a dropdown menu and placeholder "Select Parent Account". At the bottom right, there are two buttons: "CANCEL" and a green "SAVE AND CLOSE" button.

Select and Enter details. All fields are required.

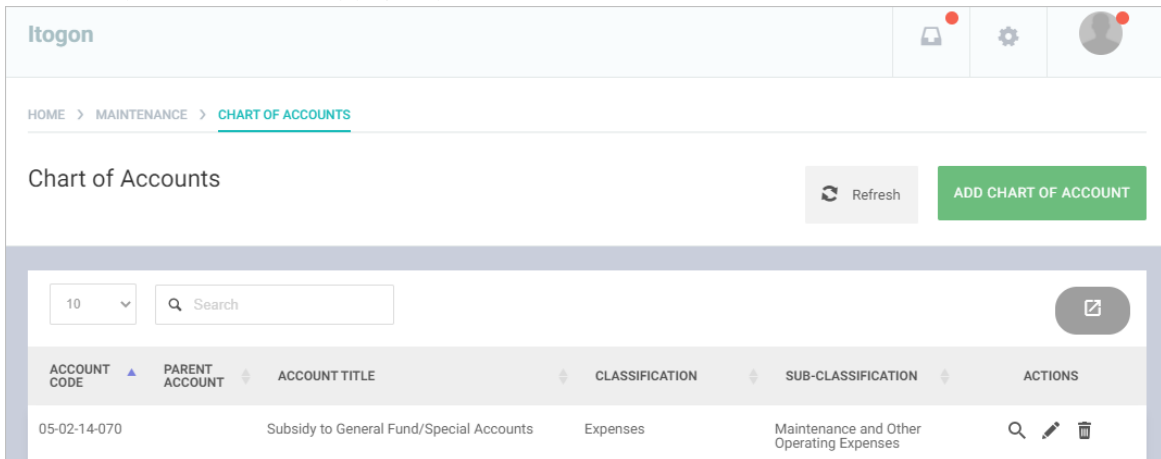
Click **SAVE** button to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing a Chart of Account

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



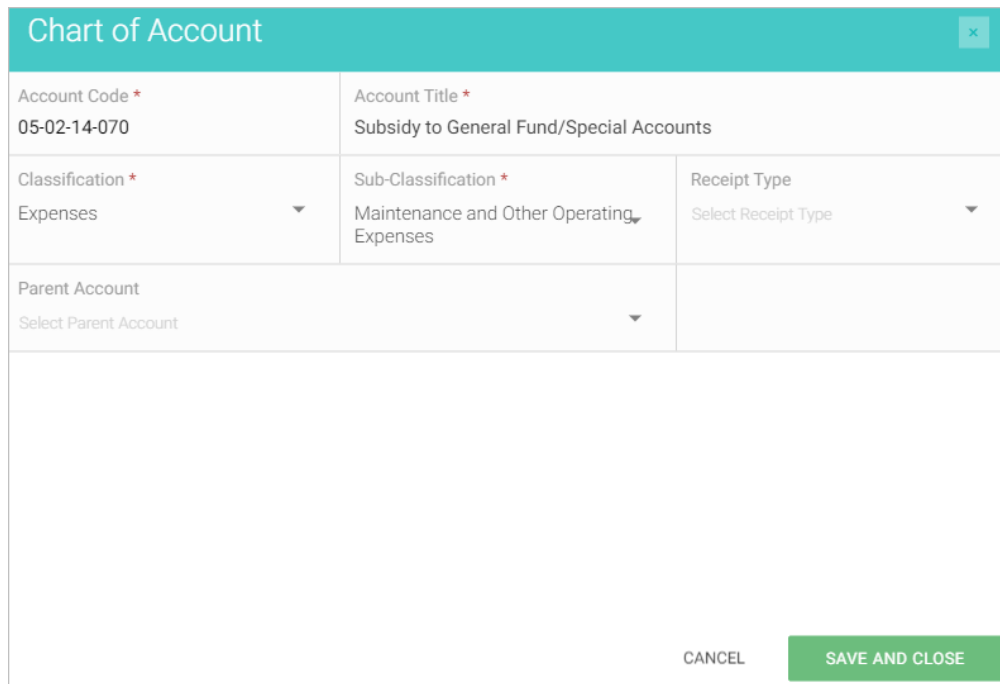
The *Chart of Accounts* summary page is presented.



Locate the Program that you wish to edit and click the Pencil icon.

The Chart of Account with previously encoded data will be presented.

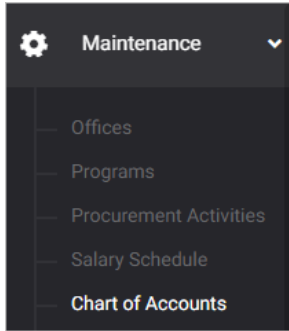
Modify details as necessary.

A form titled 'Chart of Account' with a close button in the top right corner. The form is divided into several sections. The first section has 'Account Code *' with the value '05-02-14-070' and 'Account Title *' with the value 'Subsidy to General Fund/Special Accounts'. The second section has 'Classification *' with a dropdown menu showing 'Expenses', 'Sub-Classification *' with a dropdown menu showing 'Maintenance and Other Operating Expenses', and 'Receipt Type' with a dropdown menu showing 'Select Receipt Type'. The third section has 'Parent Account' with a dropdown menu showing 'Select Parent Account'. At the bottom right of the form are two buttons: 'CANCEL' and a green 'SAVE AND CLOSE' button.

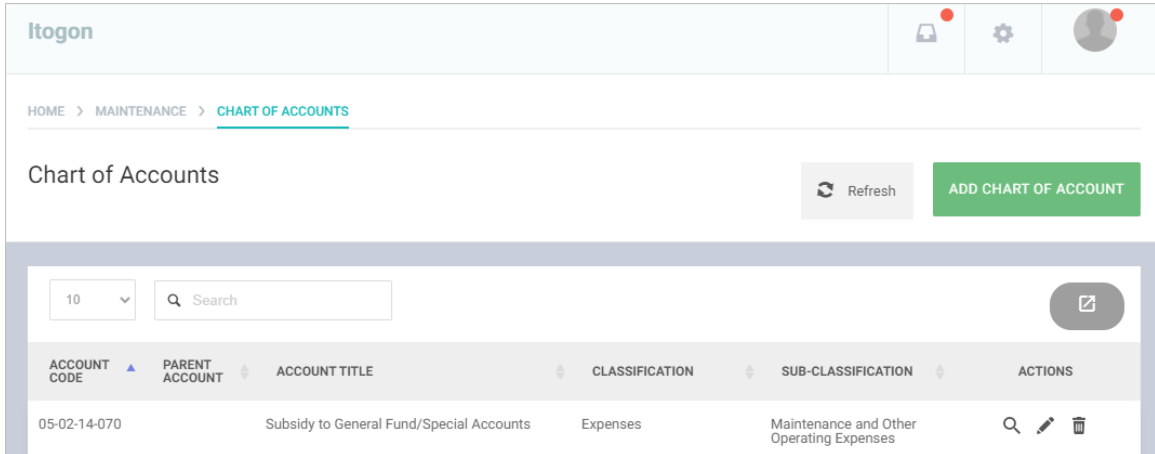
Click **Save and Close** button.

Deleting a Chart of Account

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



The *Chart of Accounts* summary page is presented.



Locate the Chart of Account that you wish to delete and click the Trash icon.

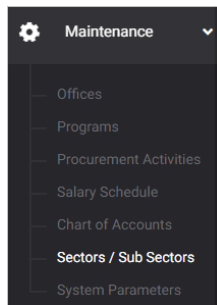
Confirmation message displays.

Click **OK** button.

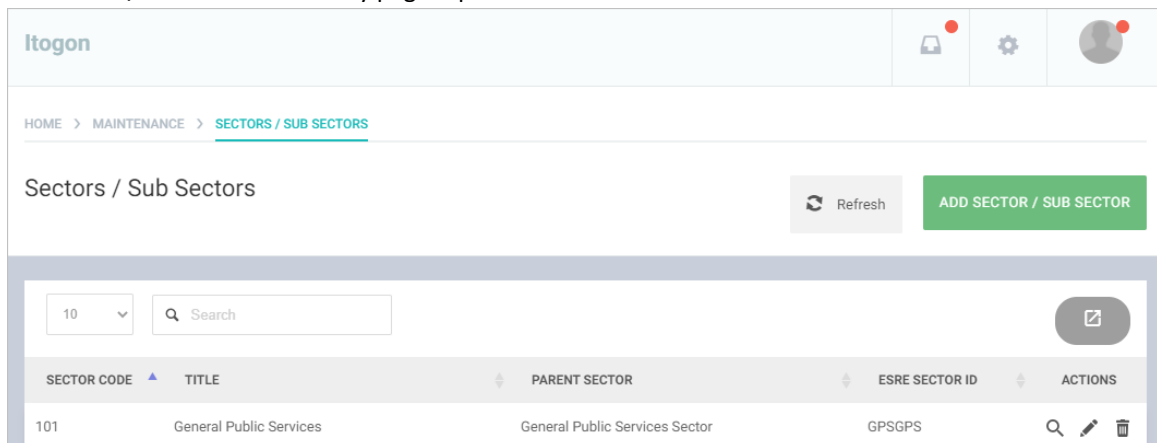
Sectors/Sub Sectors

Adding a Sector/Sub Sector

On the left-sidebar of the page, click **Maintenance** and select **Sector/Sub Sector**.

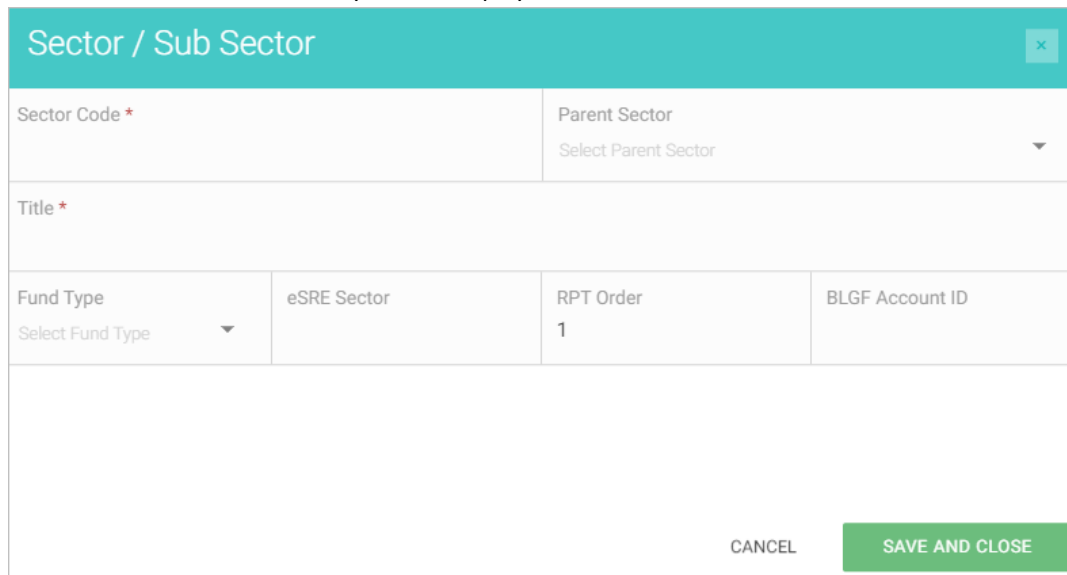


The *Sectors/Sub Sectors* summary page is presented.



Click **ADD SECTOR/SUB SECTOR** button.

The *Sector/Sub Sector* data entry form is displayed.

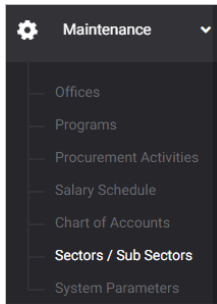
A form titled 'Sector / Sub Sector' with a close button in the top right corner. The form contains several fields: 'Sector Code *' (required), 'Parent Sector' (dropdown menu with 'Select Parent Sector' as the current selection), 'Title *' (required), 'Fund Type' (dropdown menu with 'Select Fund Type' as the current selection), 'eSRE Sector', 'RPT Order' (dropdown menu with '1' as the current selection), and 'BLGF Account ID'. At the bottom right of the form are two buttons: 'CANCEL' and a green 'SAVE AND CLOSE' button.

Select and Enter details. All fields are required.

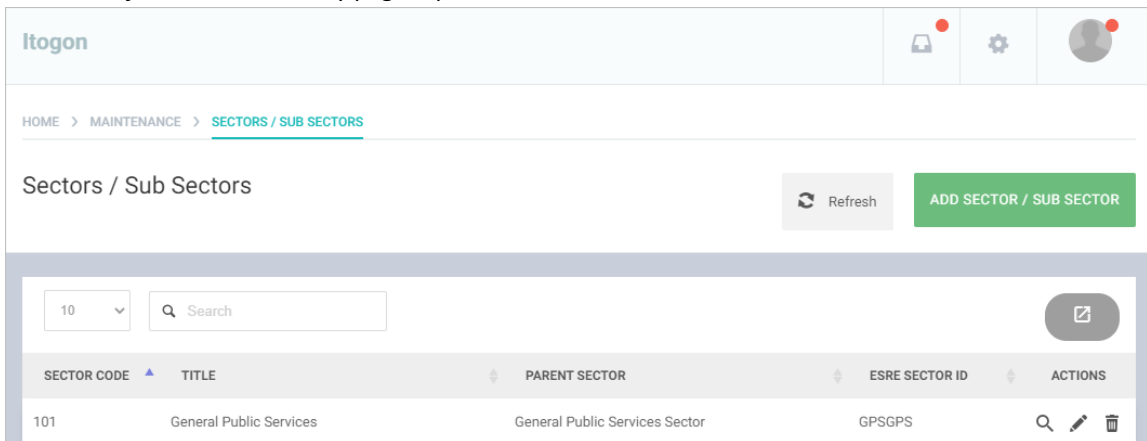
Click **SAVE** button to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing a Sector/Sub Sector

On the left-sidebar of the page, click **Maintenance** and select **Sector/Sub Sector**.



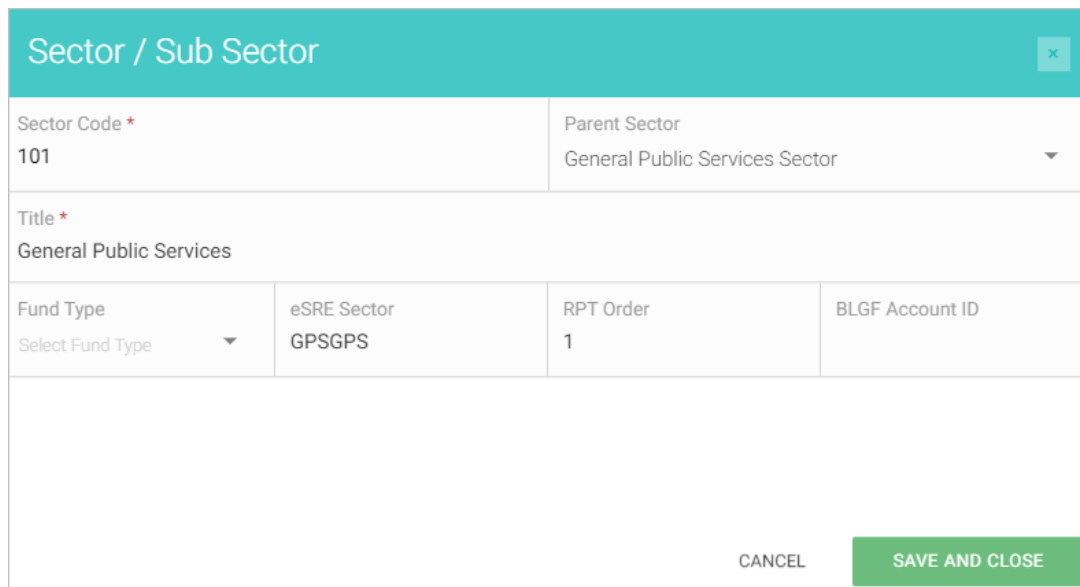
The *Chart of Accounts* summary page is presented.



Locate the Program that you wish to edit and click the Pencil icon.

The Sector/Sub Sector with previously encoded data will be presented.

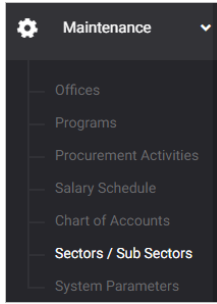
Modify details as necessary.

A screenshot of the 'Sector / Sub Sector' edit form. The form has a teal header with the title 'Sector / Sub Sector' and a close button. The fields are: Sector Code * (101), Parent Sector (General Public Services Sector), Title * (General Public Services), Fund Type (Select Fund Type), eSRE Sector (GPSGPS), RPT Order (1), and BLGF Account ID. At the bottom, there are 'CANCEL' and 'SAVE AND CLOSE' buttons.

Click **Save and Close** button.

Deleting a Sector/Sub Sector

On the left-sidebar of the page, click **Maintenance** and select **Sector/Sub Sector**.



The *Sectors/Sub Sectors* summary page is presented.

The screenshot shows the "Sectors / Sub Sectors" page in the Itogon system. At the top left is the "Itogon" logo. To the right are icons for a lock, settings, and a user profile. Below the logo is a breadcrumb trail: "HOME > MAINTENANCE > SECTORS / SUB SECTORS". The main heading is "Sectors / Sub Sectors". To the right of the heading are a "Refresh" button and a green "ADD SECTOR / SUB SECTOR" button. Below the heading is a search bar with a dropdown menu set to "10" and a "Search" input field. To the right of the search bar is a circular icon with a plus sign. Below the search bar is a table with the following columns: "SECTOR CODE", "TITLE", "PARENT SECTOR", "ESRE SECTOR ID", and "ACTIONS". The table contains one row with the following data: "101", "General Public Services", "General Public Services Sector", "GPSGPS", and a set of icons for search, edit, and delete.

Locate the Sector/Sub Sector that you wish to delete and click the Trash icon.

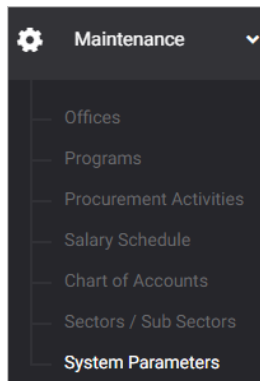
Confirmation message displays.

Click **OK** button.

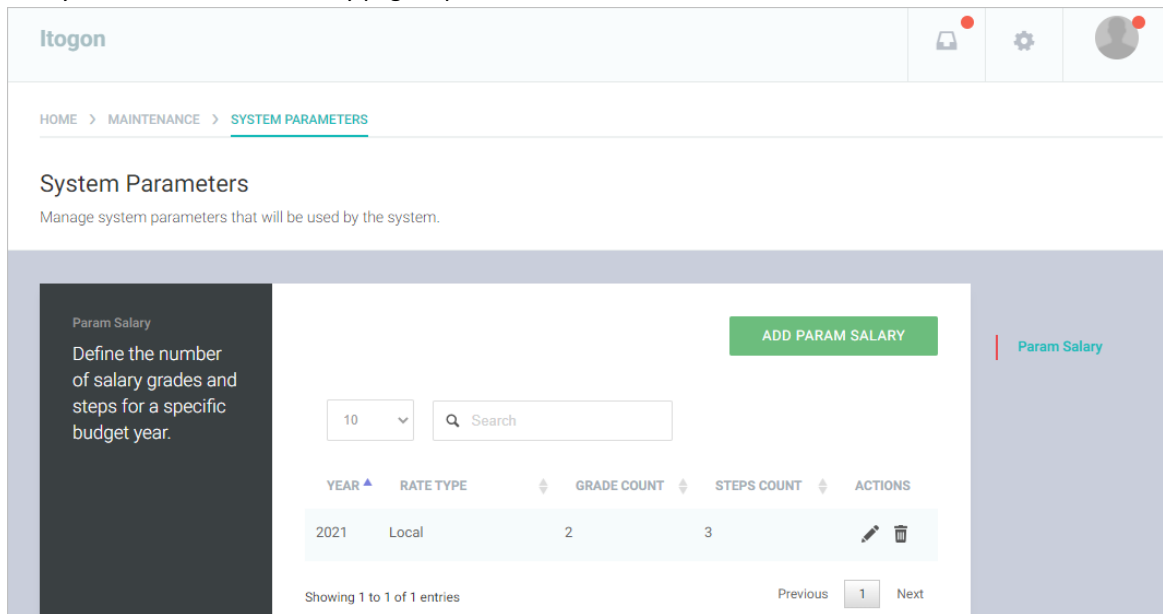
System Parameters

Adding a System Parameter

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



The *System Parameter* summary page is presented.



Click **ADD PARAM SALARY** button.

The *Param Salary* data entry form is displayed.

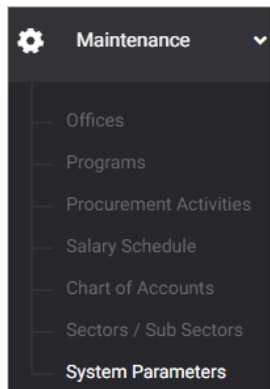
A modal window titled 'Param Salary' with a close button (x). It contains four input fields: 'Year *' (dropdown menu with 'Select year'), 'Rate Type *' (dropdown menu with 'Select rate type'), 'Grade Count' (text input with 'Enter Count'), and 'Steps Count' (text input with 'Enter Count'). At the bottom right are 'CANCEL' and 'SAVE' buttons.

Select and Enter details. All fields are required.

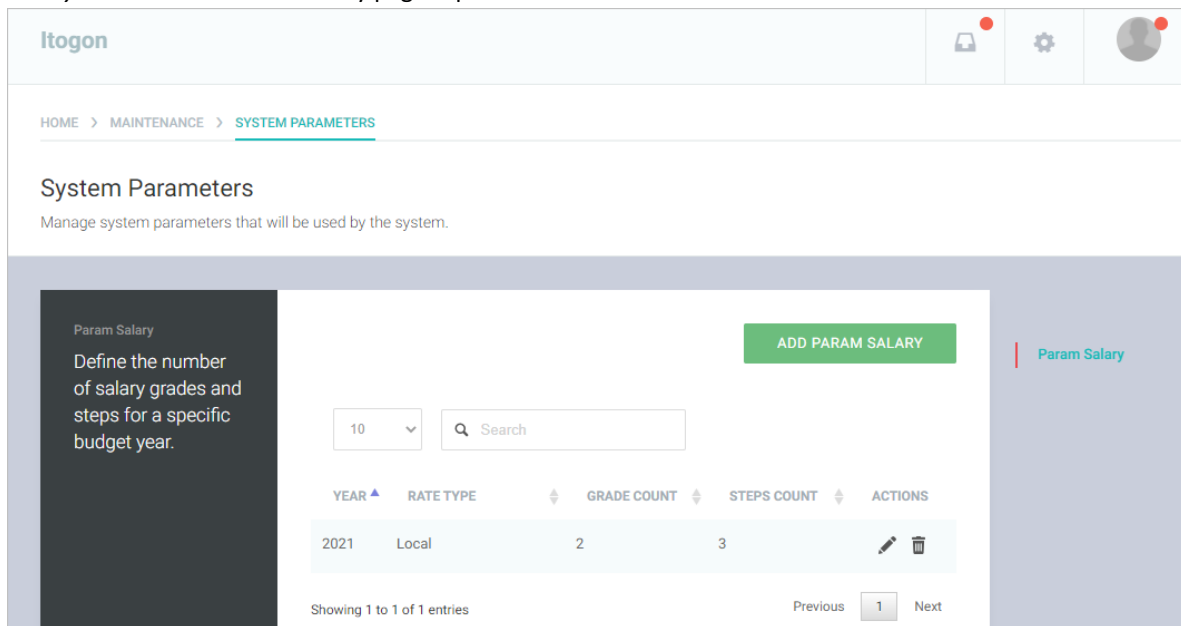
Click **SAVE** button to save details and close window. Otherwise, click **CANCEL** to discard entry.

Editing a System Parameter

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



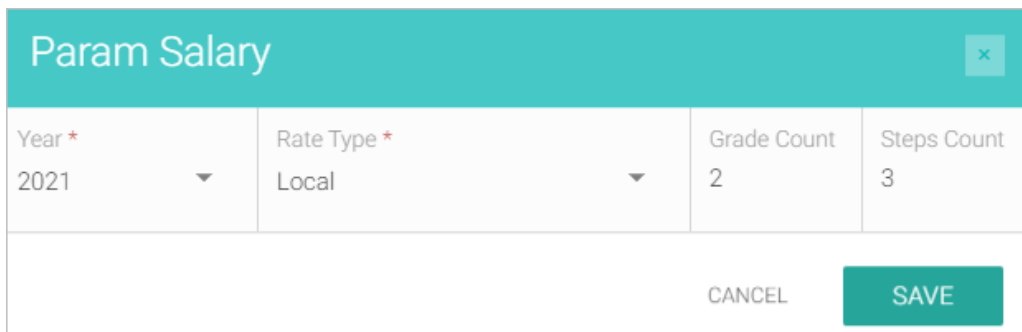
The *System Parameters* summary page is presented.



Locate the Program that you wish to edit and click the Pencil icon.

The System Parameter with previously encoded data will be presented.

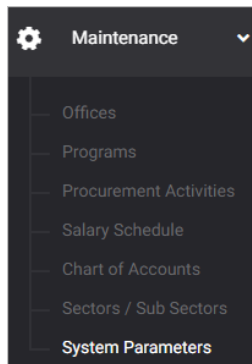
Modify details as necessary.



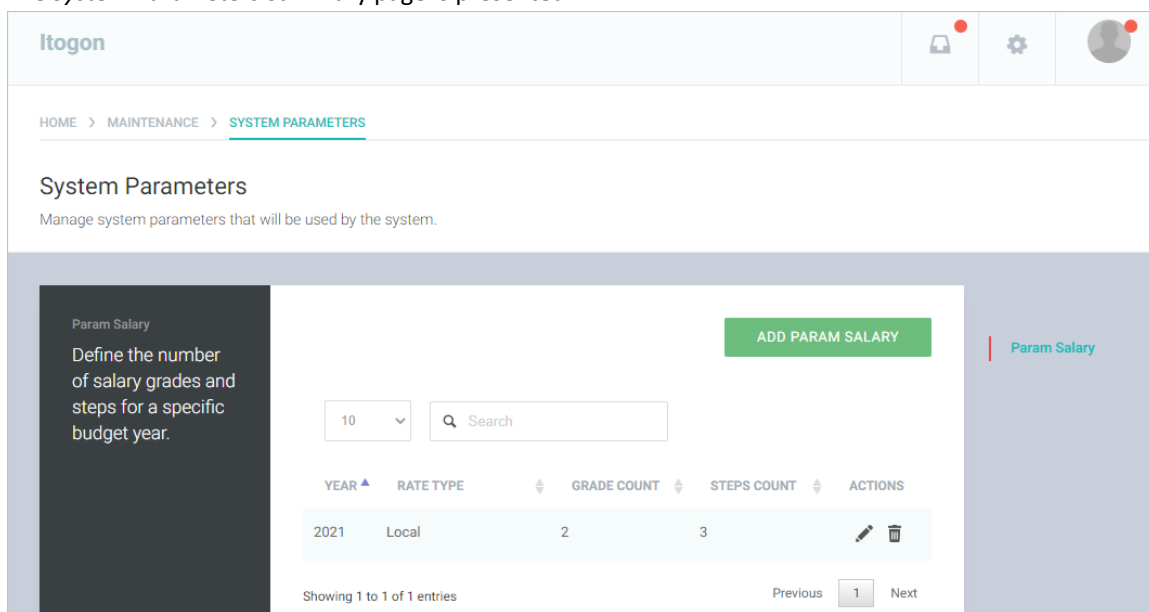
Click **Save** button.



Deleting a System Parameter

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



The *System Parameters* summary page is presented.

The screenshot shows the "System Parameters" page in the Itogon system. The breadcrumb trail is "HOME > MAINTENANCE > SYSTEM PARAMETERS". The page title is "System Parameters" with a subtitle "Manage system parameters that will be used by the system." On the left, there is a dark sidebar for "Param Salary" with the description "Define the number of salary grades and steps for a specific budget year." The main content area has a green "ADD PARAM SALARY" button, a dropdown menu set to "10", and a search box. Below is a table with columns: YEAR, RATE TYPE, GRADE COUNT, STEPS COUNT, and ACTIONS. The table contains one row: 2021, Local, 2, 3. The ACTIONS column has edit and delete icons. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" navigation buttons.

YEAR	RATE TYPE	GRADE COUNT	STEPS COUNT	ACTIONS
2021	Local	2	3	 

Locate the System Parameter that you wish to delete and click the Trash icon.

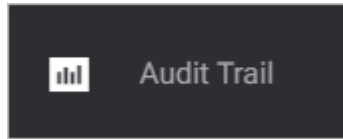
Confirmation message displays.

Click **OK** button.

Audit Trail

[View Audit Trail](#)

On the left-sidebar of the page, click **Audit Trail**.



The *Audit Trail* summary page is presented.

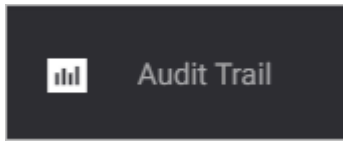
The screenshot shows the "Audit Trail" summary page. At the top, there's a header with the "Itogon" logo and user profile icons. Below the header, a breadcrumb trail shows "HOME > AUDIT TRAIL". The main heading is "Audit Trail" with a subtext "Keep track of all activities in your system." To the right, there are "Refresh" and "Filter by System" (set to "All") buttons. Below this is a table with columns: USER, MODULE, ACTIVITY, DATE, I.P., and ACTIONS. The table contains three rows of activity logs for user "Juana dela Cruz" in the "Users" module, with activities like "Juan dela Cruz has been updated", "LPD Coordinator has been updated", and "Juana dela Cruz has been updated".

Click **View** under Actions column. The *Audit Trail Details* is displayed.

The screenshot shows the "Audit Trail Details" modal window. It has a teal header with the title "Audit Trail Details" and a close button. The content is organized into a table with four columns: MODULE, FIELDS, PREVIOUS VALUE, and CURRENT VALUE. The "MODULE" column lists "Users", "ACTIVITY" (Juan dela Cruz has been updated), "ACTIVITY DATE" (03/22/2021 10:45:22 AM), and "USER" (Juana dela Cruz, I.P. Address: 10.217.139.59). The "FIELDS" column lists "password" and "salt". The "PREVIOUS VALUE" and "CURRENT VALUE" columns contain long alphanumeric strings representing the previous and current values for these fields.

Filter Audit Trail

On the left-sidebar of the page, click **Audit Trail**.



The *Audit Trail* summary page is presented.

The screenshot shows the "Audit Trail" page in a web application. At the top left is the "Itogon" logo. To the right are icons for a lock, settings, and a user profile. Below the logo is a breadcrumb "HOME > AUDIT TRAIL". The main heading is "Audit Trail" with the subtitle "Keep track of all activities in your system." To the right of the subtitle is a "Refresh" button and a "Filter by System" dropdown menu currently set to "All". Below this is a table with a search bar and a per-page selector set to "10". The table has columns: USER, MODULE, ACTIVITY, DATE, I.P., and ACTIONS. It contains three rows of activity logs for the user "Juana dela Cruz" in the "Users" module, all dated 03/22/2021. Each row has a magnifying glass icon in the ACTIONS column.

USER	MODULE	ACTIVITY	DATE	I.P.	ACTIONS
Juana dela Cruz	Users	Juana dela Cruz has been updated	03/22/2021 10:45:22	10.217.139.59	🔍
Juana dela Cruz	Users	LPD Coordinator has been updated	03/22/2021 10:45:38	10.217.139.59	🔍
Juana dela Cruz	Users	Juana dela Cruz has been updated	03/22/2021 10:45:50	10.217.139.59	🔍

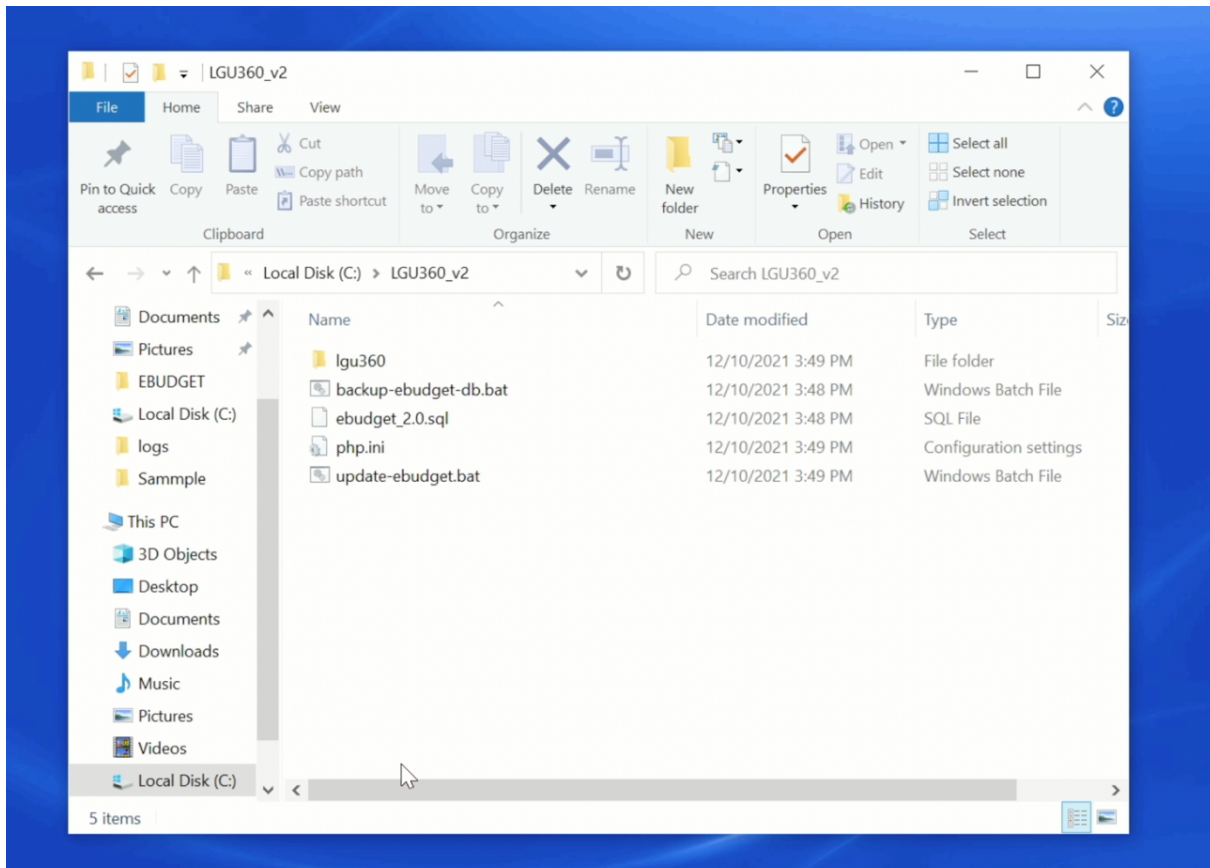
Select **Filter by System**. The *Audit Trail* list is displayed based on the selected system.

This screenshot is identical to the previous one, but the "Filter by System" dropdown menu is now set to "Planning". Consequently, the table below displays two rows of activity logs for the user "Juana dela Cruz" in the "Programs" module, dated 08/02/2021. The first row is "Program has been added." and the second is "Program has been deleted.".

USER	MODULE	ACTIVITY	DATE	I.P.	ACTIONS
Juana dela Cruz	Programs	Program has been added.	08/02/2021 13:38:48	10.217.139.59	🔍
Juana dela Cruz	Programs	Program has been deleted.	08/02/2021 13:39:12	10.217.139.59	🔍

Back-up eBudget Data

Go to C:\LGU360_v2 folder



Right-click **backup-ebudget-db.bat** and select *run as administrator*

Wait for the backup to finish and exit window.

Backup file will be saved in C:\ebudget_dbbackups