

Data Capturing on Advance Payment Collections

Step 1

DOWNLOAD THE BATCHFILE (.bat)

1. In the website, access the URL: blgf.gov.ph/lgu-report-system/ or proceed to the BLGF website and click the **LGU REPORT SYSTEM**
2. Under the **Batchfile on Data Capturing on Advance Payment Collections**, click download here.
3. A dropbox will appear, click download, then two files will appear:
 - i. `copy_advance_payment2.bat`
 - ii. `lgu_copy_data2.sql`



Step 2

1. Click the **Extract top** button in order to extract the files, then the **Extraction path and options** will appear.
2. Click the **Desktop** and **New Folder** button and a new folder will appear.
3. Rename the folder to **advance payment**.



Step 3

1. Go to the **Desktop** and open the **advance payment** folder.
2. Double click the `copy_advance_payment2.bat` and the **command prompt (cmd)** will appear.
3. Press any key to continue to copy the data from your local eSRE to CSV files and wait until the data transfer is completed.



Step 6

1. View the reports in the **LGU System** and generate the **RPT, QRPT Summary and QRPT** modules.
2. Check if there are existing data on advance payments.
3. If the LGUs have encoded data on advance payment, there must be a data on the extracted file. If none, no data will exist.



Step 5

1. Double click the **LGU Name_LGU Code.tmp** folder and five (5) csv folders will appear.
 - a) `fed_local_advance_payment_details.csv`
 - b) `fed_local_advance_payments.csv`
 - c) `fed_local_notes_to_financial.csv`
 - d) `fed_local_prior_to_1991.csv`
 - e) `fed_local_sub_total_only.csv`



Step 4

1. Go to **Local Disk (C):** and find the **tmp** folder and rename it to
LGU Name_LGU Code.tmp

(e.g. `ILOCOS NORTE_012800000.tmp`)