

REPUBLIC OF THE PHILIPPINES
BUREAU OF LOCAL GOVERNMENT FINANCE
DEPARTMENT OF FINANCE
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MEMORANDUM

TO : **All Bureau Officials and Personnel, Regional Directors, Provincial, City and Municipal Treasurers and others Concerned**

FROM : *Joelyn T. Pendon*
JOCELYN T. PENDON
OIC - Executive Director

SUBJECT : Technical Advisory on Data Capturing of Advance Payment Collections

DATE : 14 March 2016

In order to update and complete the database of the electronic Statement of Receipts and Expenditures (eSRE) Central System, local government units (LGUs) are hereby required to execute the procedures on data capturing of advance payment collections in their respective eSRE LGU System.

The BLGF Central Office shall email a batch file (.bat) to the Regional Offices' official email address. Likewise, the said file will also be posted in the BLGF website at LGU Report System page including the procedures and flow chart that will guide the LGUs in executing the process. Please find attached Annex A for the detailed instructions.

Upon completion of the process, the following are hereby instructed:

- a. LGUs shall email the output folder (LGU Name_LGU Code.tmp) files to their respective BLGF Regional Office.
- b. All BLGF Regional Offices shall consolidate all the output folder emailed by the LGUs within their respective jurisdictions.
- c. All BLGF Regional Offices shall submit the output folder files once completed to the BLGF Central Office via email at rev.blgf@gmail.com on or before 08 April 2016.

For further inquiries, please contact Ms. Rosanna E. Salvador of the Local Financial Data Analysis Division (LFDAD) at telephone number (02) 522-8771 or email us address at rev.blgf@gmail.com.

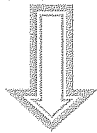
For strict compliance.

Data Capturing on Advance Payment Collections

Step 1

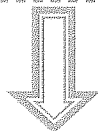
DOWNLOAD THE BATCHFILE (.bat)

1. In the website, access the URL: blgf.gov.ph/lgu-report-system/ or proceed to the BLGF website 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)

