

CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park Hotel
Manila









BFS Submission and Approval

BFS Submission and Approval

Transactions / Fiscal Reporting / BFS Submission and Approval

Search by Year Search Fetch More    

Region

LGU

NCR

MARIKINA CITY

Barangay Financial Statement

Delete

 Save

LGU Name *

Year *



Barangay FS File * BarangayFS-...914001.xls



Message Box


The record was successfully saved.

 OK

C/M Accountant

 Transactions 

 Fiscal Reporting 

 BFS Submission and Approval

1. Click Transactions > Fiscal Reporting > BFS Submission and Approval.
2. Click Download Barangay List. *Barangay List* will be downloaded.
3. Click Download Template.
4. Prepare BFS by using the BFS template codes in the downloaded Barangay List.
5. Click Upload Barangay FS.
6. Select LGU Name.
7. Select Year. *Barangay Financial Statement* will be downloaded.
8. Click Choose Files.
9. Select File.
10. Click Open.
11. Click Save.
12. Click OK.

BFS Submission and Approval

Transactions / Fiscal Reporting / BFS Submission and Approval

Search by Year

Q Search

Fetch More



Region	LGU	Year	No. of Brgy / Total No. of Brgy	Status	Actions
Region VI	ROXAS CITY	2013	2/2	For Review	 
NCR	MARIKINA CITY	2015	1/3	Approved	 

1-2 of 2

DILG Field Officer

Transactions



Fiscal Reporting



BFS Submission and Approval

1. Click Transactions > Fiscal Reporting > BFS Submission and Approval.
2. Click **Edit** icon beside BFS to be approved.
3. **Select Year.**
4. Click **Search**. *Records* will be displayed based on selected Year.

BFS Submission and Approval

Transactions / Fiscal Reporting / BFS Submission and Approval

Region Province Search by Year

Region	LGU	Year	No. of Brgy / Total No. of Brgy	Status	Actions
Region VI	ROXAS CITY	2013	2/2	For Review	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NCR	MARIKINA CITY	2015	1/3	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1-2 of 2

DILG Field Officer

Transactions

Fiscal Reporting

BFS Submission and Approval

1. Click Transactions > Fiscal Reporting > BFS Submission and Approval.
2. Click **Edit** icon beside BFS to be approved.
3. Click **Show/Hide Advance Search (Filter Icon)**. *Advance Search* fields will be displayed.
4. Select **Region**.
5. Select **Province**.
6. Select **City/Municipality**.
7. Click **Search**. *Records* will be displayed based on the search input.

BFS Submission and Approval

Transactions / Fiscal Reporting / BFS Submission and Approval

Search by Year

Search

Fetch More

Print

Share

+

Region	LGU	Year	No. of Brgy / Total No. of Brgy	Status	Actions
Region VI	ROXAS CITY	2013	2/2	For Review	 
NCR	MARIKINA CITY	2015	1/3	Approved	

BFS Submission and Approval

Barangay Financial Statement

View Consolidated FS

Reject

Approve

LGU Name *

Year *

Barangay FS File *

Comment

List of Barangay

DILG Field Officer

Transactions



Fiscal Reporting



BFS Submission and Approval

1. Click Transactions > Fiscal Reporting > BFS Submission and Approval.
2. Click **Edit** icon beside BFS to be approved.
3. Click **Approve/Reject**.

Reminders

- To get the LGU and barangay codes and names needed in preparing a BFS, user must first download the Barangay List.
- One file contains one BFS. User can upload one or more files.
- Accountant is allowed to re-upload if status of BFS is Rejected.