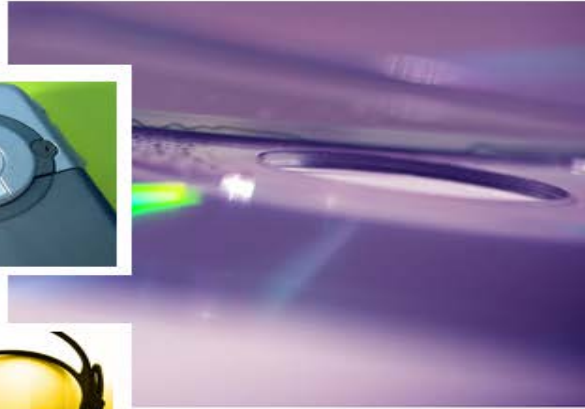


CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park Hotel
Manila





Report Generation

Any LGU user

Fiscal Reports

Reports / Fiscal Reports

Generate Report

Report Name	Select Report Name
As of Period	
Period Covered	Select Period
Financial Institution	Select Financial Institution
Loan Reference No.	Select Loan Reference No.
Accrued ?	No
Report Format	Select Report Format

Any LGU user

Reports

Fiscal Reports

Cash Flow Forecasting

This chapter describes the procedure for viewing and downloading fiscal reports.

LIST OF REPORTS:

- SRE
- SRE with Trust Fund
- SRS
- QRPT Details
- QRPT Summary
- RPT
- General Collection (Tax Revenue)
- General Collection (Non-Tax Revenue/External Sources)
- General Collection (SEF)
- SOE

Any LGU user

The screenshot shows the 'Fiscal Reports' page. At the top, there is a breadcrumb 'Reports / Fiscal Reports' and a green 'Generate Report' button. Below this is a form with several fields: 'Report Name', 'Period Covered', 'Financial Institution', 'Loan Reference No.', 'Accrued?', and 'Report Format'. The 'Report Name' field is currently open, showing a search bar and a list of report options: SRE, SRE with Trust Fund, SRS, QRPT Details, QRPT Summary, RPT, General Collection (Tax Revenue), General Collection (Non-Tax Revenue/External Sources), and General Collection (SEF).

- SOE Recap
- Records of Expenditures
- Records of A/P and Debt Service
- Trust Fund Receipt
- Trust Fund Expenditure
- SFO
- Quarterly Assessment Report
- Monthly Assessment Report
- Fund/Cash Balance
- SRE-NGAS Reconciliation
- Barangay RPT Share
- Statement of Indebtedness

Reports

Fiscal Reports

Cash Flow Forecasting

1. Click Reports > Fiscal Reports.
2. Select Report Name.

Fiscal Reports

Reports / Fiscal Reports

Generate Report

Report Name	SRE	x	▼
	As of Period		
Period Covered	2015-4	x	▼
Accrued ?	No		
Report Format	XLS	x	▼

Any LGU user

- Reports
- Fiscal Reports
- Cash Flow Forecasting

1. Click Reports > Fiscal Reports.
 2. Select Report Name.
 3. Select As of Period or For the period of.
 4. Enter Period Covered.
 5. Select Financial Institution*
 6. Select Loan Reference No.*
 7. Select Accrued (YES or NO)
 8. Select Report Format
 9. Click Generate Report.
- *Statement of Indebtedness only

Fiscal Reports

Reports / Fiscal Reports

Generate Report

Report Name	Statement of Indebtedness x ▾
	As of Period <input type="text"/>
Period Covered	Select Period ▾
Financial Institution	Land Bank of the Philippines x ▾
Loan Reference No.	<input type="text"/>
Report Format	Land Bank of the Philippines Development Bank of the Philippines Philippine Veterans Bank Municipal Development Fund Office Philippine Postal Savings Bank Philippine National Bank Other Lending Institution

Any LGU user

- Reports ▾
- Fiscal Reports
- Cash Flow Forecasting

1. Click Reports > Fiscal Reports.
 2. Select Report Name.
 3. Select As of Period or For the period of.
 4. Enter Period Covered.
 5. Select Financial Institution*
 6. Select Loan Reference No.*
 7. Select Accrued (YES or NO)
 8. Select Report Format
 9. Click Generate Report.
- *Statement of Indebtedness only

STATEMENT OF RECEIPTS AND EXPENDITURES

LGU:

Period Q2, 2016

Particulars	Income Target/ Budget Appropriation	General Fund	SEF	Total	% of General + SEF to Total Income
LOCAL SOURCES	14,102,500.00	3,263,620.08	500,000.00	3,763,620.08	38.21 %
TAX REVENUE	3,382,500.00	2,134,187.58	500,000.00	2,634,187.58	26.74 %
Real Property Tax	1,462,500.00	1,400,000.00	500,000.00	1,900,000.00	19.29 %
Tax on Business	1,400,000.00	631,455.58	0.00	631,455.58	6.41 %
Other Taxes	520,000.00	102,732.00	0.00	102,732.00	1.04 %
NON-TAX REVENUE	10,720,000.00	1,129,432.50	0.00	1,129,432.50	11.47 %
Regulatory Fees (Permits and Licenses)	930,000.00	366,774.00	0.00	366,774.00	3.72 %
Service/User Charges (Service Income)	2,490,000.00	277,211.00	0.00	277,211.00	2.83 %
Receipts from Economic Enterprises (Business Income)	7,100,000.00	485,447.50	0.00	485,447.50	4.93 %
Other Receipts (Other General Income)	200,000.00	0.00	0.00	0.00	0.00 %
Total	72,980,758.00	6,086,898.08	0.00	6,086,898.08	61.79 %
Actuals	72,960,758.00	6,080,063.17	0.00	6,080,063.17	61.71 %
Projections	20,000.00	6,834.91	0.00	6,834.91	0.07 %

Any LGU user

- Reports
- Fiscal Reports
- Cash Flow Forecasting

Sample report generated