

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

Bayview Park Hotel
Manila





DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE

Proposed Budget Module

(Projected Receipts and
Expenditures)



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Roles



Treasurer

Projected Receipts
Income Target for RPT
Income Target for General Collection
RPT Receipts
General Collection Receipts
Trust Fund Receipts
Expenditures
Trust Fund Expenditures
Accounts Payable
Debt Services
SIPB
Fund/Cash Balance
Unappropriated Surplus
Financial Operations
NGAS Reconciliation



Budget Officer

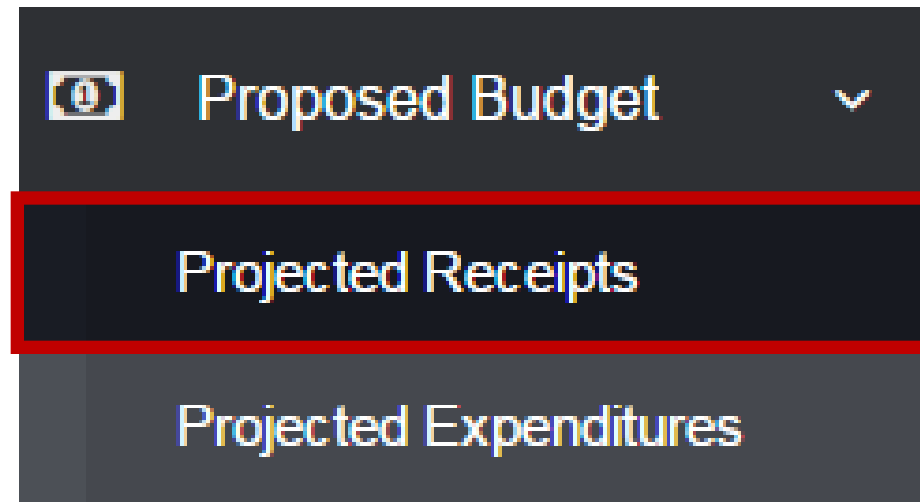
Projected Expenditures
Budget Appropriation for Expenditures
Budget Appropriation for Debt Services
Expenditure Tagging and Tracking



Assessor

General Revision
Quarterly Report on Real Property Assessment
Monthly Report on Real Property
Assessment

Proposed Budget: Projected Receipts (Treasurers)



Projected Receipts

Proposed Budget / Projected Receipts

Search by Year (YYYY)

Search

Fetch More



Year	Collection Type	Particulars	Amount	Actions
2008	TAX ON BUSINESS	Amusement Tax	300 000 00	
2008	TAX ON BUSINESS			
2008	REAL PROPERTY TAX			

Projected Receipts

Proposed Budget / Projected Receipts

Search by Year (YYYY)

Search

Fetch More



Collection Type

Particulars

Treasurer Encoder

Proposed Budget



Projected Receipts

1. Click **Proposed Budget** > **Projected Receipt.**
2. Enter **Year.**
3. Click **Search.**
4. Click **Show/Hide Advance Search.**
5. Select **Collection Type.**
6. Select **Particular.**
7. Click **Search.**

Projected Receipts

Proposed Budget / Projected Receipts

Search by Year (YYYY)

Search

Fetch More



Year	Collection Type	Particulars
2008	TAX ON BUSINESS	Amusement Tax
2008	TAX ON BUSINESS	Business Tax
2008	REAL PROPERTY TAX	Real Property Tax -Basic

Projected Receipts

Delete Save

Year *

Collection Type *

Particulars *

Amount *

Message Box

The record was successfully saved.

OK

Treasurer Encoder



Proposed Budget

Projected Receipts

1. Click **Proposed Budget** > **Projected Receipt**.
2. Click **Add Record**.
3. Select **Year**.
4. Select **Collection Type**.
5. Select **Particulars**.
6. Enter **Amount**.
7. Click **Save**.
8. Click **OK**.

Proposed Budget: Projected Expenditures (Budget Office)



 **Proposed Budget** 

Projected Receipts

Projected Expenditures

Projected Expenditures

Proposed Budget / Projected Expenditures

Year	Total
2015	

Projected Expenditures

Year: 2016
Rolling Year: 3

	General Public Services	Economic Services	Social Services	Debt Services	Total
2016					0.00
PS	0.00	0.00	0.00	0.00	
MOOE	0.00	0.00	0.00	0.00	
			0.00	0.00	
			0.00	0.00	

Message Box
The record was successfully saved.
OK

Add Projected Expenditures

- Proposed Budget
- Projected Expenditures

1. Click Proposed Budget > Projected Expenditure.
2. Click Add Record.
3. Select Year. Enter Rolling Year.
4. Enter Amount for each of the expenditure sector.
5. Click Save.
6. Click OK.

Projected Expenditures

[Proposed Budget](#) / Projected Expenditures



Year	Total	Actions
2016	0.00	 



1-1 of 1



View List of Projected Expenditures

1. Click Proposed Budget on the left menu. *Sub menu* will be displayed.
2. Click Projected Expenditures on the sub-menu. *Projected Expenditure* page will be displayed.

Projected Expenditures

Proposed Budget / Projected Expenditures

Search by Year (YYYY)

Year	Total	Actions
2016	0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1-1 of 1

	Economic Services	Social Services	Debt Services	Total
	0.00	0.00	0.00	0.00
MOOE	0.00	0.00	0.00	0.00
CO	0.00	0.00	0.00	0.00
FE	0.00	0.00	0.00	0.00
2017				0.00

Message Box

The record was successfully saved.

Edit Projected Expenditures

1. Click Proposed Budget on the left menu. *Sub menu* will be displayed.
2. Click Projected Expenditures on the sub-menu. *Projected Expenditure* page will be displayed.
3. Click **Edit (Pencil Icon)**. *Projected Expenditure* window will be displayed.
4. Edit **fields** as necessary.
5. Click **Save**. *Message Box* will be displayed

Projected Expenditures



[Proposed Budget](#) / Projected Expenditures

Search by Year (YYYY)

Q Search

Fetch More



Year	Total	Actions
2016	0.00	 

1-1 of 1

Confirmation Box

Do you want to delete the record?

No

 Yes

Message Box

The record was successfully deleted.

 OK

Delete Projected Expenditures

1. Click Proposed Budget on the left menu. *Sub menu* will be displayed.
2. Click Projected Expenditures on the sub-menu. *Projected Expenditure* page will be displayed.
3. Click Delete (Trash Icon). Confirmation Box will be displayed.
4. Click **Yes**. *Message Box* will be displayed.
5. Click **Ok**. *Record* will be deleted.

Thank you!

