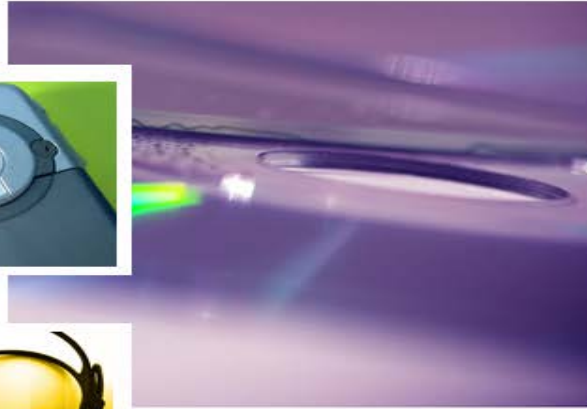


# CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park  
Hotel Manila





DEPARTMENT OF FINANCE  
**BUREAU OF LOCAL GOVERNMENT FINANCE**

**Authorized Budget**



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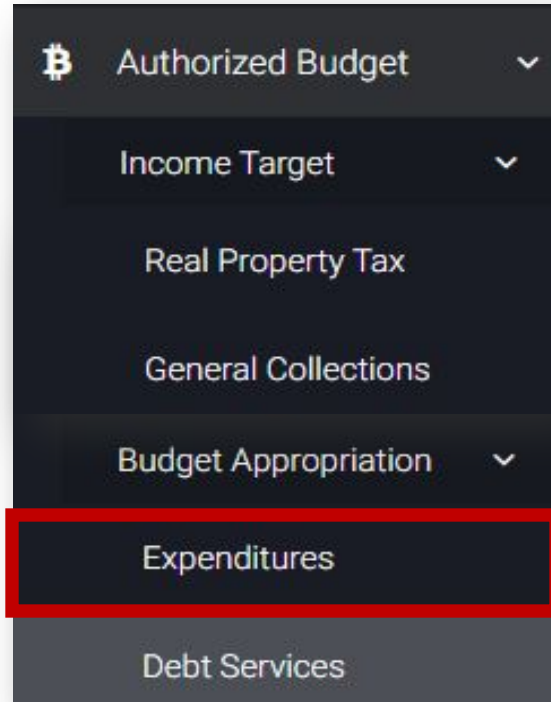
# Authorized Budget

Budget Appropriation (Budget Officer)

Income Target (Treasury)

# Authorized Budget

*Budget Appropriation: Expenditures*



## Expenditures

Authorized Budget / Budget Appropriation / Expenditures

Search by Year (YYYY)

Search

Fetch More

+

Year	Sector	Function	Office	Actions
2016	GENERAL PUBLIC SERVICES	General Public Services	Office of the Warden/Maintenance of the Prisoner	 

### Message Box

The record was successfully saved.

✓ OK

## Budget Officer Encoder

### Expenditures

Delete Save

Year \* 2016 Total PS amount \* 0.00


Sector \* Select Sector Total MOOE amount \* 0.00

Function \* Select Function Total CO amount \* 0.00

Office \* Select Office

PAP

+ Add Delete All

PAP	PS	MOOE	CO	Action
				

1. Click Authorized Budget > Budget Appropriation > Expenditure.
2. Click Add Record.
3. Select Year.
4. Select Sector.

5. Select Function.
6. Select Office.
7. Enter Total amount (PS).
8. Enter Total (MOOE).
9. Enter Total (CO).

### PAP Tab

1. Click Add.
2. Enter PAP.
3. Enter PS.
4. Enter MOOE.
5. Enter CO.

# Expenditure Tagging



Expenditure Tagging

Search by Year (YYYY)

Q Search

↶ Fetch More



Year	Quarter	Sector	Function	Office	PAP	Actions
2017	1st	GENERAL PUBLIC SERVICES	General Public Services	Office of the Governor/Mayor	PAP1	 

## Budget Officer Encoder



Expenditure Tagging

1. Click Expenditure Tagging
  2. Click Add Record.
  3. Select Year.
  4. Select Function.
  5. Select Quarter.
  6. Select Office.
  7. Select Sector.
  8. Select PAP.
- Tracking tab*
1. Enter Obligation as necessary.
  2. Select Expenditure Tagging.
  3. Enter Appropriation and Obligation PS. MOOE, CO.
- Tagging tab*
1. Click Add Item.
  2. Click Save.
  3. Click OK.
4. Click Add Item to add more.
  5. Repeat Steps 2-4.

Expenditure Tagging

Delete Save

Year \*

Function \*

Quarter \*

Office \*

Sector \*

PAP \*

Tracking Tagging

Appropriation \*  PS  MOOE

Obligation  PS  MOOE

Tracking Tagging

+ Add Item

Expenditure Requirement	Appro PS	Appro MOOE	Appro CO	Obligation PS	Obligation MOOE	Obligation CO	Action
Gender and Development <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Climate Change <input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

# Budget Officer Encoder

## Expenditure Tagging

1. Click Expenditure Tagging
  2. Click Add Record.
  3. Select Year.
  4. Select Function.
  5. Select Quarter.
  6. Select Office.
  7. Select Sector.
  8. Select PAP.
- Tracking tab*
1. Enter Obligation as necessary.
  2. Click Add Item.
  3. Enter Appropriation and
  4. Click Add Item to add more.
  5. Repeat Steps 2-4.
  6. Click Save.
  7. Click OK.
- Tagging tab*
1. Click Add Item.
  2. Select Expenditure Tagging.
  3. Enter Appropriation and
  4. Click Add Item to add more.
  5. Repeat Steps 2-4.
  6. Click Save.
  7. Click OK.



# Reminders

- This module displays the appropriation encoded in Budget Appropriation for Expenditures module.
- Each record in Tagging tab must not exceed the Budget Appropriation.



# Authorized Budget

*Budget Appropriation: Debt Services*



- Authorized Budget
- Income Target
- Real Property Tax
- General Collections
- Budget Appropriation
- Expenditures
- Debt Services**

- Authorized Budget
- Income Target
- Budget Appropriation
- Expenditures
- Debt Services

### Debt Services

Authorized Budget / Budget Appropriation / Debt Services

Search by Year (YYYY)

Debt Service Type:  Loan Type:

Principal Type:  Fund Type:

Year	Fund Type	Debt Service Type	Principal Type	Loan Type	Region Type	Total
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Domestic	17,0
2008	General Fund	Principal	Public Debts	Loan Amortization	Domestic	7,0
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Foreign	14,0

#### Record of Debt Services - Budget Appropriation

Year \*

Fund Type \*

Sector: Debt Services

Debt Service Type \*  Loan Amount

Region Type  Interest Payment

Principal Type  Other Charges

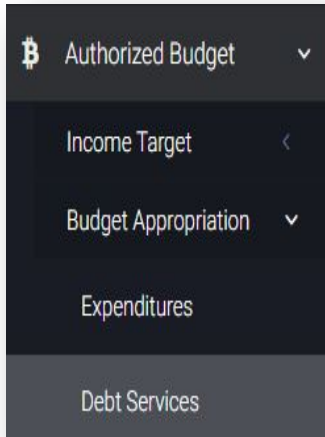
Loan Type  Total

## Add a Debt Service Budget Appropriation

1. Click **Authorized Budget > Budget Appropriation > Debt Services**.
2. Click **Add Record**. *Record of Debt Services – Budget Appropriation* window will be displayed.
3. Select **Year**.
4. Select **Fund Type**.
5. Select **Debt Service Type**.
6. Select **Region Type**.
7. Select **Principal Type**.
8. Select **Loan Type**.
9. Enter **Loan Amount**.
10. Enter **Other Charges**.

#### Message Box

The record was successfully saved.



### Debt Services

Authorized Budget / Budget Appropriation / Debt Services

Search by Year (YYYY)

Debt Service Type:  Loan Type:

Principal Type:  Fund Type:

Year	Fund Type	Debt Service Type	Principal Type	Loan Type	Region Type	Total	Actions
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Domestic	17,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008	General Fund	Principal	Public Debts	Loan Amortization	Domestic	7,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Foreign	14,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## View Debt Service Budget Appropriation

1. Click **Authorized Budget** on the left menu. *Sub-menu* will be displayed.
2. Click **Budget Appropriation** on the sub-menu.
3. Click **Debt Services** on the sub-menu. *Debt Services* page will be displayed.

Authorized Budget

Income Target

Budget Appropriation

Expenditures

Debt Services

### Debt Services

Authorized Budget / Budget Appropriation / Debt Services

Search by Year (YYYY)

Debt Service Type:  Loan Type:

Principal Type:  Fund Type:

Year	Fund Type	Debt Service Type	Principal Type	Loan Type	Region Type	Total	Actions
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Domestic	17,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008	General Fund	Principal	Public Debts	Loan Amortization	Domestic	7,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Foreign	14,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

### Record of Debt Services - Budget Appropriation

Year \*

Fund Type \*

Sector: Debt Services

Debt Service Type \*  Loan Amount:

Region Type:  Interest Payment:

Principal Type:  Other Charges:

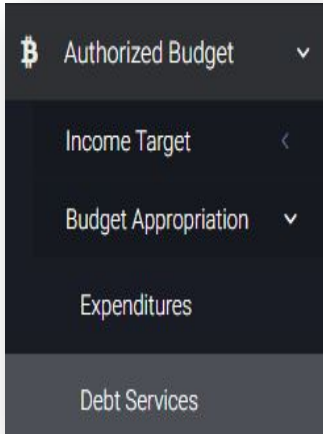
Loan Type:  Total:

### Message Box

The record was successfully saved.

## Edit Debt Service Budget Appropriation

1. Click **Authorized Budget** on the left menu. *Sub-menu* will be displayed.
2. Click **Budget Appropriation** on the sub-menu.
3. Click **Debt Services** on the sub-menu. *Debt Services* page will be displayed.
4. Click **Edit (Pencil Icon)**. *Debt Services* window will be displayed.
5. Edit **fields** as necessary.
6. Click **Save**. *Message Box* will be displayed.
7. Click **Ok**. *Message Box* will be closed.



### Debt Services

Authorized Budget / Budget Appropriation / Debt Services

Search by Year (YYYY)

Debt Service Type:  Loan Type:   
Principal Type:  Fund Type:

Year	Fund Type	Debt Service Type	Principal Type	Loan Type	Region Type	Total	Actions
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Domestic	17,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008	General Fund	Principal	Public Debts	Loan Amortization	Domestic	7,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008	General Fund	Principal	Local Development Projects	Loan Amortization	Foreign	14,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

#### Confirmation Box

Do you want to delete the record?

No

#### Message Box

The record was successfully deleted.

## Delete Debt Service Budget Appropriation

1. Click **Authorized Budget** on the left menu. *Sub-menu* will be displayed.
2. Click **Budget Appropriation** on the sub-menu.
3. Click **Debt Services** on the sub-menu. *Debt Services* page will be displayed.
4. Click **Delete (Trash Icon)**. *Confirmation Box* will be displayed.
5. Click **Yes**. *Message Box* will be displayed.
6. Click **Ok**. *Record* will be deleted.