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





Encoding on Receipts Encoding on Expenditures

### **Actual Transactions**

 Actual Transaction	~
Receipts	~
Real Property Tax	
General Collections	
Trust Fund Receipts	

Actual Transaction	~	SIPB	
Receipts	<	Others	,
Expenditures	~		
Expenditures		Fund/Cash Balance	
Trust Fund Expenditures		Unappropriated Surplus	
Accounts Payable		Financial Operation	
Debt Services		SRE-NGAS Reconciliation	

# **Actual Transactions**

- Data are encoded on a quarterly basis.
- For the quarter:
  - ✓ Real Property Tax
  - ✓ General Collection
  - ✓ Trust Fund Receipts
  - ✓ Expenditures
  - ✓ Trust Fund Expenditures
  - ✓ Accounts Payable
  - ✓ Debt Services
- Accrued records are only allowed on the 4<sup>th</sup> quarter of the period.

### As of the year end date:

- ✓ Fund/Cash Balance
- ✓ Unappropriated Surplus
- ✓ Financial Operation
- ✓ SRE NGAS Reconciliation

Real P	roper	ty Tax							
Actual Tran	saction / Rec	eipts / Real Prop	erty Tax						
					Search by Period (	(YYYY-Q)	Q Searc	ch 🏕 Fetcl	n More 🛛 🕇
Period	Month	Date	O.R. No.	Classification	Grand Total	Accrued	Advance Payment	Prior to 1991	Actions
2016-1	March	03/15/2016	1	Residential	3.999.00	No	No	No	00

•	Actual Transaction	~
	Receipts	~
	Real Property Tax	

- 1. Real Property Tax.
- Click Add Record. 2.
- Tick either Quarterly/Monthly/Daily. 7. Enter Name of Taxpayer. 3.
- Select Period. 4.
- Click Actual Transaction > Receipts > 5. Select Date Report if Daily or Month if Monthly.
  - 6. Enter Official Receipt No.

roperty Tax				×		
h			Delete 🖪 Save	🖺 Save and Add	RPT Classification Details	
				_	Name of Barangay	
	Quarterly Monthly S Dail				Topologica	
Deried *	Select Period	•			Tax Declaration No.	
Fellou	Joider Grou					
Date Report *						
O.R. No.*		Name of Taxpayer *			Current Year Gross Amount	
Accrued	No	Advance RPT	No		Discount	
RPT Collection Prior To	No	Provincial Remittance	No			
1991					Prior Year/s	
					Penalties	
Disposition of Proceeds					Current Year	
	Basic Tax/Levy Tax	SEF				
'ROVINCIAL SHARE	0.00	0.00			Prior Year/s	
GU SHARE	0.00	0.00			Total	
ARANGAY SHARE	0.00				_	
· · · · · · · · · · · · · · · · · · ·						
Frageur	or Enco	dor				

Name of Barangay	۲		Property Identification No	
Tax Declaration No.				
	Basic Tax	Special Education Fund	Special Levy on Idle Lands	Special Levy on Lands Benefited by Public Works Projects
Current Year Gross Amount	0.00	0.00	0.00	0.00
Discount	0.00	0.00	0.00	0.00
Prior Year/s	0.00	0.00	0.00	0.00
Penalties				
Current Year	0.00	0.00	0.00	0.00
Prior Year/s	0.00	0.00	0.00	0.00
Total	0.00	Mess	age Box	
			he record was a	scooff illy opyod
			ne record was si	accessiony saved.

#### Treasurer Encoder

Actual Transaction	~
Receipts	~
Real Property Tax	

- 8. Select if Accrued/Advance RPT/RPT Collection Prior to 1991/Provincial Remittance
- 9. Select **RPT Classification**

#### RPT Classification Details

- 1. Select Name of Barangay, Property Identification No., Tax Declaration No.
- 2. Enter Basic Tax, SEF, Special Levy on Idle Lands and Lands Benefited by Public Works Projects per RPT report item..
- 3. Click Save.
- 4. Click OK.

## Reminders

- If RPT is tagged as Advance RPT, Advance Payment for the year is required and fields for Prior Year and Penalties are disabled.
- If RPT is tagged as RPT Collection Prior to 1991, Prior to 1991 Share is required and fields for Current Year Gross Amount and Discount are disabled.
- If RPT is tagged as Provincial Remittance, Disposition of Proceeds from Shares are disabled.

enera	I Collec	tions						
Actual Trans	action / Receipts /	General Collections						
				Search by Per	iod (YYYY-Q)	Q Search	r* Fetch	More <b>T</b>
Period	Month	Date	0.R. No.	Collection Type	Total	Ac	crued	Actions
2016-1	March			INTERNAL REVENUE ALLOTMENT	10,00	0,000.00	No	00



Click Actual Transaction > Receipts > General Collections.
 Click Add Record. *General Collections* window will be displayed.

Seneral Collections			×	
۵.		Delete 🕒 Save	🖺 Save and Add	
Period * O.R. No. Name of Taxpayer Collection Type *	Quarterly Monthly Daily     Select Period •     Select Collection Type			
		Total		Message Box The record was successfully saved.

 Actual Transaction	~
Receipts	~
General Collections	

- 1. Tick either Quarterly/Monthly/Daily.
- 2. Select Period.
- 3. Select Month.
- 4. Enter OR No.
- 5. Enter Name of Taxpayer.

- 6. Select Collection Type.
- 7. Enter **data** as necessary.
- 8. Select Accrued (for ending quarter).
- 9. Click Save.
- 10.Click OK.

### Reminders

- Amounts to be encoded depend on the selected Collection Type.
- System does not allow IRA to be user-encoded; IRA records can only be viewed.
- Reports on IRA Data are created in the Synchronize from Central process.

Frust Fund Rec	eipts		
Actual Transaction / Receipts / 1	Trust Fund Receipts		
		Search by Period (YYYY-Q)	Q Search Petch More
Period	Accrued	Total	Actions
2008-4	No	3	5.000.25





Click Actual Transaction > Receipts > Trust Fund Receipts.
 Click Add Record.

			D.L.L. D.C.	*
•			Delete El Save	
Period *	2016-1	Ψ.		
Accrued *	No			
Total		2.00		
		+	Add 💼 Delete A	
Trust Fund		+ Amount	Add Delete Al	Message Box
Trust Fund Education, Culture & Sports/Manp¥	×	Amount	Add Delete Al Action	Message Box The record was successfully saved.



- Select Period.
- Select if **Accrued** or not.
- Click **Add** for every Trust Fund Receipt report item to be encoded.
- Select Particulars and a drop down list of **Trust Fund** item occur.
- 5. Enter Amount.
- 6. Click Save.
- 7. Click OK.



- 2. Click Add Record.
- 3. Tick either Quarterly/Monthly/Daily.
- 4. Select Period.

V

Expenditures

Expenditures

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Expenditures	Quarterly 🗹 M	onthly Daily	D.V. No.			Delete	× ≌ Save
Period *	Select month	•	O.B.R. No.				
Sector*	Select Sector	-	Check No.				
Function *	Select Function	÷	Specify Others				
Office *	Select Office	*	Particulars				
Sub-Office	Select Sub-Office					a.	_
Other Expense	Select other expense	ie •					Message Box
Cash PS 0.00 Treasurer E	ncode	моое 0.00		0.1 CO	0	Total 0.00 Total 0.00	The record was successfully saved.
Actual Transaction	Ý	<ol> <li>Select</li> <li>Select</li> </ol>	Sector. Function.		6. Enter 7. Enter	D.V. No. O.B.R. No.	<ol> <li>Enter PS.</li> <li>Enter MOOE.</li> </ol>
Expenditures	~	3. Select 4. Select 2	Ottice. Sub-office.		8. Enter 9. Enter	Check No. Particulars.	<ol> <li>Enter CO.</li> <li>Click Save. Click OK.</li> </ol>
Expenditures		5. Select (	Other Expei	nse.	Cash an	d/or Accrued	14

Trust Fund Expenditures			Trust Fund Expenditures				×
			A			Delete	A Save
Actual Transaction / Expenditures / Trust Fund Expenditures			Port	2008-4	-		
	Search by Per	od (YYYY-Q) Q Search PFetch More +	Accru	ed * Yes			
Period	Accrued?	Actions				+ Add 🔒	Delete All
2008-4	Yes		Trust Fund	PS	MOOE	со	Action
2008-4	No	<b>A</b>	General Public Services × •	4,500.00	5,500.00	6,500.00	
			Social Services and Socx	0.00	0.00	0.00	
2008-2	No		Economic Services 🗙 🕨	lessage Box		0.00	
2008-1	No		Health, Nutrition & Popux.	The record was su	ccessfully saved.	7,500.00	
		144 14 1-4 of 4 M M	Housing and Communit.x			0.00	
Tropouror	ncodor		Labor and Employment ×	🗸 (	OK	9,000.00	ê
neasurer	incoder		Education, Culture & Spx	_		5,000.00	

 Actual Transaction	~
Expenditures	~
Trust Fund Expenditures	1

- 1. Click Actual Transaction > Expenditures>Trust Fund Expenditures.
- 2. Click Add Record.
- 3. Select Period.
- 4. Select if **Accrued** or not.

- 5. Click **Add** for every Trust Fund Expenditures report item to be encoded.
- 6. Click Save.
- 7. Click OK.

ctual Transactic	on / Expenditures / Accounts P	Payable				4				Delete
				Search by Period (YYYY-Q)	Q Search	Fetch More T +		Quarterly Monthly 🗹 Daily	Accrued * No	
Pariod	Month	Date	Fund Type	Accrued	Total	Actions	Period *	Select period 🔹	PS*	0.00
2008-4	MOILI	Date	General Fund	Yes	IULAI		Date Report *		MOOE *	0.00
2008-4			General Fund	No		15,000.00	Fund Type*	Select an Option 🔹	CO *	0.00
2008-4	November		General Fund	Yes		4,000,00	D.V. No.		Total	0.00
2008-2			General Fund	No	essage Box		0.B.R. No.			
2008-1	February	02/14/2008	General Fund	No	The record v	vas successfully saved.	Particulars			
								6		

 Actual Transaction	*
Expenditures	~
Accounts Payable	

- 1. Click Actual Transaction > 4. Select Period. Expenditures > Accounts Payable.
- 2. Click Add Records
- 3. Tick either Quarterly/ Monthly/Daily.

- 5. Select Date Report if Daily 10. Enter PS, MOOE, CO. or **Month** if Monthly.
- 6. Select Fund Type.
- 7. Enter D.V. No., O.B.R. No.
- 8. Enter Particulars.

- 9. Select Accrued.
- 11. Click Save.
- 12. Click **OK**.

Actual 1	Transaction / E	xpenditures /	Debt Services						
						Search by Period (YY	YY-Q)	Q Search	Petch More
Period	Month	Date	Fund Type	Debt Service Type	Principal Type	Loan Type	Region Type	Total	Actions
2008-4			General Fund	PRINCIPAL	Local Development Projects	Loan Amortization	Domestic.	4,500	.00

 Actual Transaction	~
Expenditures	~
Debt Services	

- 1. Click Actual Transaction > Expenditures > Debt Services.
- 2. Click Add Record.

Quarterly C/ Monthly Daily Accrued   Period * Select period * D.V. No.   Month * Select Month * O.B.R. No.   Month * Select Fund Type * Check No.   Fund Type * Select Fund Type * Check No.   Debt Services Loan Amount * 0.00   Debt Service Type * Interest Payment (Debt Service - Interest) * 0.00   Region Type Select Region Type * Other Charges (Commitment charges, Docs. Stamps) *	<b>1</b> 3					De	lete 🖺 Save
Period •       Select period •       D.V. No.         Month •       Select Month •       O.B.R. No.         Fund Type •       Select Fund Type •       Check No.         Sector       Debt Services       Loan Amount *       0.00         Debt Service Type •       Select Debt Service Type •       Interest Payment (Debt Service - Interest) *       0.00         Region Type       Select Principal Type •       Other Charges, Docs. Stamps) *       0.00		Quarterly GMonthly	Daily	Accrued	No		
Month*       Select Month       O.B.R. No.         Fund Type*       Select Fund Type       Check No.         Sector       Debt Services       Loan Amount*       0.00         Debt Service Type*       Select Debt Service Type *       Interest Payment (Debt Service - Interest)*       0.00         Region Type       Select Principal Type *       Other Charges (Commitment charges, Docs. Stamps)*       0.00       Message Box	Period *	Select period	٣	D.V. No.			
Fund Type *       Select Fund Type *       Check No.         Sector       Debt Services       Loan Amount *       0.00         Debt Service Type *       Select Debt Service Type *       Interest Payment (Debt Service - Interest) *       0.00         Region Type       Select Region Type *       Other Charges (Commitment charges, Docs. Stamps) *       0.00       Message Box	Month *	Select Month	*	O.B.R. No.			
Sector Debt Services   Debt Service Type*   Select Debt Service Type*   Select Debt Service Type   Region Type   Select Region Type   Principal Type   Select Principal Type   Select Principal Type   Select Principal Type     Select Principal Type<	Fund Type *	Select Fund Type	Ŧ	Check No.			
Debt Service Type *       Select Debt Service Type *       Interest Payment (Debt Service - Interest) *       0.00         Region Type       Select Region Type *       Other Charges (Commitment charges, Docs. Stamps) *       0.00	Sector	Debt Services		Loan Amount *		0.00	Message Box
Region Type       Select Region Type       Service - Interest)*       The record was successfully saved.         Principal Type       Select Principal Type       Other Charges (Commitment charges, Docs. Stamps)*       0.00	Debt Service Type *	Select Debt Service Type	*	Interest Payment (Debt		0.00	message out
Principal Type Select Principal Type Other Charges 0.00 (Commitment charges, Docs. Stamps)*	Region Type	Select Region Type	Ŧ	Service - Interest) *			The record was successfully saved.
	Principal Type	Select Principal Type	×	Other Charges (Commitment charges, Docs. Stamps) *		0.00	✓ OK

Actual Transaction ~ 1. Expenditures ~ 2. Debt Services

- Tick either **Quarterly/** 4. **Monthly/Daily**.
- Enter **Period**.
- Select **Report Date** if Daily or **Month** if 5. Monthly.

Select Fund Type,6.Debt Service Type,7.Region Type, Principal7.Type, Loan Type.8.Enter D.V. No., O.B.R.9.No., Check No.10.

Enter Loan Amount Enter Interest Payment. Enter Other Charges. Click Save. Click OK. 18