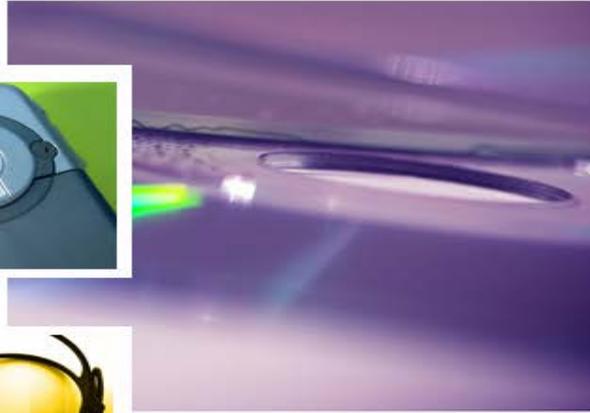


# CLUSTER TRAINING FOR THE PROVINCIAL ROLL-OUT OF LGU INTEGRATED FINANCIAL TOOLS (LIFT)

Bayview Park Hotel  
Manila





# Actual Transaction on Receipts and Expenditures

Encoding on Receipts

Encoding on Expenditures

# Actual Transactions

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

- Actual Transaction 
- Receipts 
- Expenditures 
- Expenditures
- Trust Fund Expenditures
- Accounts Payable
- Debt Services

SIPB

- Others 
- Fund/Cash Balance
- Unappropriated Surplus
- Financial Operation
- 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
- As of the year end date:
  - ✓ Fund/Cash Balance
  - ✓ Unappropriated Surplus
  - ✓ Financial Operation
  - ✓ SRE NGAS Reconciliation
- Accrued records are only allowed on the 4<sup>th</sup> quarter of the period.

# Real Property Tax

[Actual Transaction](#) / [Receipts](#) / Real Property Tax

Search by Period (YYYY-Q)

Q Search

Fetch More

T

+

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	 

## Treasurer Encoder



Actual Transaction



Receipts



Real Property Tax

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

Real Property Tax

Delete Save Save and Add

Quarterly Monthly  Daily

Period \* Select Period

Date Report \*

O.R. No. \* Name of Taxpayer \*

Accrued  No Advance RPT  No

RPT Collection Prior To 1991  No Provincial Remittance  No

**Disposition of Proceeds**

	Basic Tax/Levy Tax	SEF
PROVINCIAL SHARE	0.00	0.00
LGU SHARE	0.00	0.00
BARANGAY SHARE	0.00	

**RPT Classification Details**

Name of Barangay 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			

**Message Box**

The record was successfully saved.

OK

## 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.

# General Collections

[Actual Transaction](#) / [Receipts](#) / [General Collections](#)

Search by Period (YYYY-Q)

Search

Fetch More



Period	Month	Date	O.R. No.	Collection Type	Total	Accrued	Actions
2016-1	March			INTERNAL REVENUE ALLOTMENT	10,000,000.00	No	 

## Treasurer Encoder



Actual Transaction



Receipts



General Collections

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

General Collections

Delete Save Save and Add

Quarterly
  Monthly
  Daily

Period \*

O.R. No.

Name of Taxpayer

Collection Type \*

Accrued \*  No

Collection

Total



## Treasurer Encoder

- 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.

# Trust Fund Receipts

[Actual Transaction](#) / [Receipts](#) / [Trust Fund Receipts](#)

Search by Period (YYYY-Q)

Search

Fetch More



Period	Accrued	Total	Actions
2008-4	No	35,000.25	 

## Treasurer Encoder

 Actual Transaction 

Receipts 

Trust Fund Receipts

1. Click **Actual Transaction** > **Receipts** > **Trust Fund Receipts**.
2. Click **Add Record**.

Trust Fund Receipts

Delete Save

Period \* 2016-1

Accrued \* No

Total 2.00

+ Add Delete All

Trust Fund	Amount	Action
Education, Culture & Sports/ManpX	1.00	
	1.00	

Message Box

The record was successfully saved.

OK

## Treasurer Encoder

- Actual Transaction
- Receipts
- Trust Fund Receipts

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

# Expenditures

[Actual Transaction](#) / [Expenditures](#) / Expenditures

Search by Period (YYYY-Q)

Q Search

Fetch More



Period	Month	Date	Sector	Function	Office	Sub-Office	Total	Actions
2008-4			GENERAL PUBLIC	General Public Services	Others	Other Non-Operating Expenditures	3,900.00	

## Treasurer Encoder



Actual Transaction



Expenditures



Expenditures

1. Click **Actual Transaction** > **Expenditures** > **Expenditures**.
2. Click **Add Record**.
3. Tick either **Quarterly**/**Monthly**/**Daily**.
4. Select **Period**.
5. Select **Date** if **Daily** or **Month** if **Monthly**.



# Trust Fund Expenditures

Actual Transaction / Expenditures / Trust Fund Expenditures

Search by Period (YYYY-Q)  Search

Period	Accrued?	Actions
2008-4	Yes	<input type="button" value="edit"/> <input type="button" value="delete"/>
2008-4	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
2008-2	No	<input type="button" value="edit"/> <input type="button" value="delete"/>
2008-1	No	<input type="button" value="edit"/> <input type="button" value="delete"/>

## Treasurer Encoder

Trust Fund Expenditures

Delete

Period

Accrued

Trust Fund	PS	MOOE	CO	Action
General Public Servicesx	4,500.00	5,500.00	6,500.00	<input type="button" value="delete"/>
Social Services and Socx	0.00	0.00	0.00	<input type="button" value="delete"/>
Economic Services x			0.00	<input type="button" value="delete"/>
Health, Nutrition & Popu			7,500.00	<input type="button" value="delete"/>
Housing and Communit x			0.00	<input type="button" value="delete"/>
Labor and Employment x			9,000.00	<input type="button" value="delete"/>
Education, Culture & Sp			5,000.00	<input type="button" value="delete"/>

Message Box

The record was successfully saved.

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.

# Accounts Payable

Actual Transaction / Expenditures / Accounts Payable

Search by Period (YYYY-Q)  Search Fetch More

Period	Month	Date	Fund Type	Accrued	Total	Actions
2008-4			General Fund	Yes	18,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008-4			General Fund	No	15,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008-4	November		General Fund	Yes	4,000.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2008-2			General Fund	No		
2008-1	February	02/14/2008	General Fund	No		

**Message Box**

The record was successfully saved.

Accounts Payable

Quarterly  Monthly  Daily

Accrued \*  No

Period \*

Date Report \*

Fund Type \*

D.V. No.

O.B.R. No.

Particulars

PS \*

MOOE \*

CO \*

Total

## Treasurer Encoder

- Actual Transaction
- Expenditures
- Accounts Payable

1. Click **Actual Transaction** > **Expenditures** > **Accounts Payable**.
2. Click **Add Records**
3. Tick either **Quarterly**/**Monthly**/**Daily**.
4. Select **Period**.
5. Select **Date Report** if **Daily** or **Month** if **Monthly**.
6. Select **Fund Type**.
7. Enter **D.V. No.**, **O.B.R. No.**
8. Enter **Particulars**.
9. Select **Accrued**.
10. Enter **PS**, **MOOE**, **CO**.
11. Click **Save**.
12. Click **OK**.

# Debt Services

[Actual Transaction](#) / [Expenditures](#) / [Debt Services](#)

Search by Period (YYYY-Q)

Search

Fetch 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	 

## Treasurer Encoder



Actual Transaction



Expenditures



Debt Services

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

Debt Services

Delete Save

Quarterly  Monthly  Daily

Accrued  No

Period \*

Month \*

Fund Type \*

Sector Debt Services

Debt Service Type \*

Region Type

Principal Type

Loan Amount \*

Interest Payment (Debt Service - Interest) \*

Other Charges (Commitment charges, Docs. Stamps) \*

Total

D.V. No.

O.B.R. No.

Check No.

**Message Box**

The record was successfully saved.

OK

# Treasurer Encoder

-  Actual Transaction ▼
- Expenditures ▼
- Debt Services

1. Tick either Quarterly/ Monthly/Daily.
2. Enter Period.
3. Select Report Date if Daily or Month if Monthly.
4. Select Fund Type, Debt Service Type, Region Type, Principal Type, Loan Type.
5. Enter D.V. No., O.B.R. No., Check No.
6. Enter Loan Amount
7. Enter Interest Payment.
8. Enter Other Charges.
9. Click Save.
10. Click OK.