

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

Bayview Park Hotel
Manila





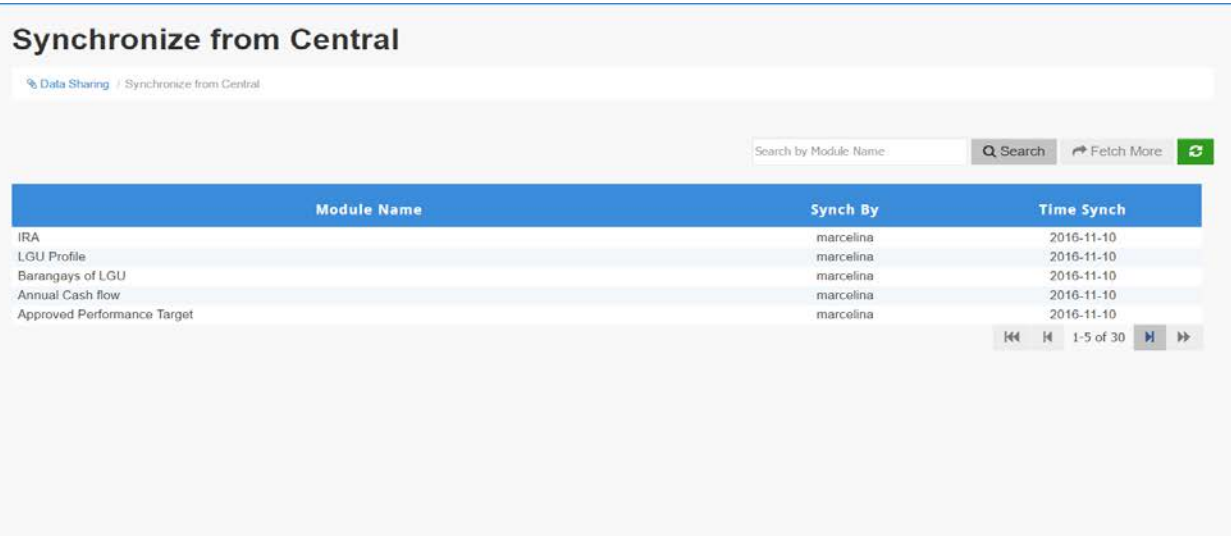
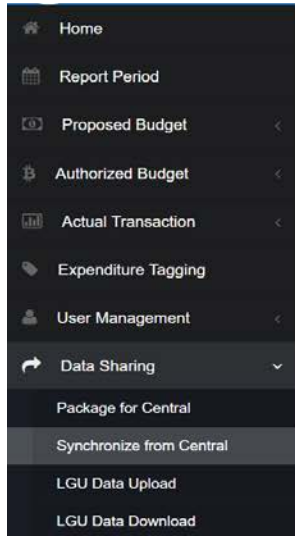
Data Sharing

Synchronize from Central
LGU Data Download
LGU Data Upload
Package for Central

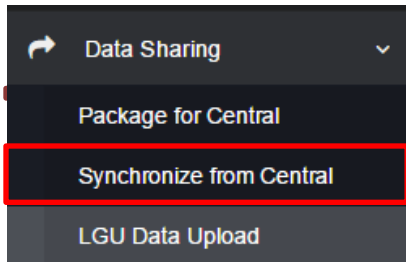


Synchronize from Central

Procedure for copying data/parameters from eSRE Central system to the eSRE LGU System.



Synchronize from Central



1. Click Data Sharing on the left menu. *Sub-menu* will be displayed.
2. Click Synchronize from Central. *Synchronize from Central* page will be displayed.
3. Click **Synchronize from Central (Arrow icon)**. *Synchronize from Central* window will be displayed.

Synchronize from Central

Module Name	Status
LGU Profile	
Barangays of LGU	
IRA	
Approved Performance Target	
Annual Cash flow	
Seasonality Index	

1. Enter **Username**.
2. Enter **Password**.
3. Enter **Confirm Password**.
4. Click **Synchronize**. *Confirmation Box* will be displayed. **“Do you want to synchronize from Central?”**
5. Click **Yes**. *Message Box* will be displayed. **“Central successfully synchronized”**. Click **OK**. *Message Box* will be closed.



LGU Data Download

Use this procedure to download a file containing your data to be shared and uploaded into another eSRE LGU System.

LGU Data Download

Data Sharing / LGU Data Download

Search by Period (YYYY-Q)

Search

Fetch More



Period	Module	Type	Total
2016-1	SRE-NGAS Reconciliation	Treasurer Data	1
2016-1	Statement of Financial Operation	Treasurer Data	1

Message Box

The record was successfully saved.

✓ OK

LGU Data Download

Download

Period *

Type *

LGU Data Download

Data Sharing

Package for Central

Synchronize from Central

LGU Data Upload

1. Click Data Sharing> LGU Data Download.
2. Click Download Data. *LGU Data Download* page will be displayed.
3. Enter Period.
4. Select Type.
5. Click Download. *LGU Data* will be downloaded.



LGU Data Upload

Describes the procedures for uploading data from other eSRE LGU System.

LGU Data Upload

Data Sharing / LGU Data Upload

Search by Period (YYYY-Q)

Search

Fetch More

Filter



Period	Module	Type	Total	Downloaded By	Date Uploaded
2016-1	SRE-NGAS Reconciliation	Treasurer Data	1	teste	
2016-1	Statement of Financial Operation	Treasurer Data	1	teste	

Message Box

The record was successfully saved.

LGU Data Download

File * No file chosen

Data Upload Details

Period	Module	Type	Total	Downloaded By
--------	--------	------	-------	---------------

- Data Sharing
- Package for Central
- Synchronize from Central
- LGU Data Upload

1. Click Data Sharing > LGU Data Upload.
2. Click Upload Data.
3. Click Choose Files.
4. Select File (File from LGU Data Download).
5. Click Open.
6. Click Upload.
7. Click Save.
8. Click OK.



Package for Central

Generate report packages that will be uploaded into the eSRE Central System.

Search by Year (YYYY)

Period	Year	Quarter	Install Type	Status	Actions
2016-2	2016	Second quarter	Assessor	Approved	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2016-2	2016	Second quarter			
2016-2	2016	Second quarter			
2016-1	2016	First quarter			
2016-1	2016	First quarter			

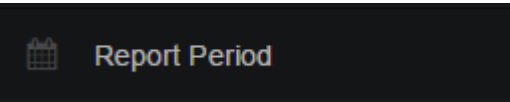
Message Box

The record was successfully saved.

Report Period

Year * Province
Quarter * City / Municipality
Install Type LGU Type
Status * LGU Code
Region LGU Classification

Packaging of Report



1. Click **Report Period**.
2. Click **Edit** beside period to be approved.
3. Select **Status**.
4. Click **Save**.

Package for Central

Data Sharing / Package for Central

WARNING Please refrain from opening the packaged file. File is not readable.

Period Covered *

2016-1

Report Type *

Package Treasurer Data

Generate Report Package

Packaging of Report



Data Sharing



Package for Central

1. Click Data Sharing > Package for Central.
2. Enter Period Covered.
3. Select Report Type.
4. Click Generate Report Package.

5. Select Save File.
6. Click OK. *File* will be downloaded.

Reminders

- System will allow packaging if report period's status is **Approved**.