UNIFIED REPORTING SYSTEM

Quick User Guide
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1. Introduction

1.1 About the System

Unified Reporting System provides data entry facility for Budget Execution Documents.

Budget Execution Documents (BED) are as follows:

1. BED 1 – Financial Plan
2. BED 2 – Physical Plan
3. BED 3 – Monthly Disbursement Program
2. Getting Started

2.1 Log in

To log in:

a. Launch any internet browser (recommended browser is Mozilla Firefox or google chrome) by double-clicking on the shortcut icon on your desktop.

b. Type: http://urs.dbm.gov.ph in the Address bar and hit Enter. The Unified Reporting System login page will be displayed.

OR

Double-click the Unified Reporting System application shortcut in the desktop if available.

c. Enter a valid User ID and Password.

Note: Password is encrypted.

d. Click Login. The Unified Reporting System landing page will be displayed.

Five Types of Users;
1.) Maker – who prepares the reports and access the changes of quarterly and monthly amounts
2.) Reviewer – who checks the reports prepared by the maker and access the viewing of quarterly and monthly amounts
3.) Approver – who approves the reports and access the viewing of quarterly and monthly amounts
4.) Admin – Agency User Management, BMB Analysts and has access of the Consolidated Reports
5.) Super Admin – System Management Administrator and creates BMB users

Note: Quick User Guide is available upon log-in the system which is located in Help menu.

- Department, Agency and Operating Unit fields are default upon log-in depending on the coverage of the user.
2.2 Search and Retrieve Records (List of BEDs)

a. Click and select values on the search criteria

b. Click for lists to be displayed. (based on the criteria selected)

c. Click the row of specific BED for view, edit or review

To change the current search criteria, click button.
3. View, Edit or Review Details

3.1 BED 1

3.1.1 Current Year tab

Transaction Page
3.1.1.1 **Part A tab**

a. Click the row for edit and then click **Edit** button.

b. Input the amount of Actual Obligation and Estimated Obligations (*Total is system generated*) and then click **Save** button.
c. Add SPF details (if applicable)

c.1 Click **SPF** button

c.2 Pop-up window for List of SPF and corresponding PAPs will appear

c.3 Select the desired SPF and corresponding PAPs by clicking the box

c.4 Click **Save** button

c.5 Click the row for edit and then click **Save** button

c.6 Input the desired amount and then click **Save** button

3.1.2 Budget Year tab

3.1.2.1 Part A tab

a. Click the row for edit
b. Pop-up window for Sub Object details will appear

c. Click the edit button

d. Click the row for edit and then input the desired amount per quarter. Other rows can be edited after the first row before saving the transaction.
e. Click  \[\text{Save}\] button

Notes:
- As a default amount, system will distribute the total appropriation to four quarters under Comprehensive Release columns
  \[\text{Quarterly Amount} = \frac{\text{Total Appropriation}}{4}\]
- Q1, Q2 and Q3 are whole amount and the decimals (if any) will be added to last quarter.
- Allowed to Save : Sum of all the Quarters with amount (Comprehensive Release and/or For Later Release) \(\leq\) Total Appropriation
- If there are Sub Objects with Sum of all the Quarters less than the Total Appropriation, the Document won’t be submitted until these differences have reconciled.
- Font of the amounts, Sub Object Code and Sub Object Description will be changed to \text{red} if Sum of all the Quarters is less than the Total Appropriation.

- Not Allowed to Save : Sum of all the Quarters with amount (Comprehensive Release and/or For Later Release) > Total Appropriation
3.1.2.2 Part B

Row will be highlighted if Sum of all the Quarters is greater than the Total Appropriation and the system will prompt an error message upon saving the transaction.
a. Click the row for edit and then click [Edit] button

b. Input the desired amount per quarter

c. Click [Save] button

Notes:
- Amount is editable per quarter; can be equal to or less than the original Quarterly PAP amount (but not higher)
- Allowed to Save: Quarterly amount ≤ original Quarterly PAP amount
- Not Allowed to Save: Quarterly amount > original Quarterly PAP amount

3.1.3 Instructions Tab (Viewing as a reference)

3.1.4 Submit the Document for Review and Approval

3.1.4.1 As a Maker

a. Click [For Review] button

- Status will be changed to FOR REVIEW and the Document will be available to Reviewer.
3.1.4.2 As a Reviewer

a. Click the button

- Status will be changed to **FOR APPROVAL** and the Document will be available to Approver.
- To send back the report to the maker for modifications or corrections, click the **Send Back** button and the Status will be reverted to **PENDING**

3.1.4.3 As a Approver

a. Click the **Approve** button

- Status will be changed to **APPROVED** and the Document will be submitted to DBM electronically.
- To send back the Document to the maker for modifications or corrections, click the **Send Back** button and the Status will be reverted to **PENDING**.

3.2 BED 3
3.2.1 Part A

3.2.1.1 Fiscal Year's Budget tab

a. Click the row for edit and then click button.

b. Input the desired amount per month and then click button.
Notes:

- As a default amount, system will distribute the net program amount to twelve months.
  \[ \text{Monthly} = \frac{\text{Net Program}}{12} \]
- January to November is whole amount and the decimals (if any) will be added to last month (December).
- Allowed to Save: Sum of all the Months with amount \( \leq \) Net Program
- Not Allowed to Save: Sum of all the Months with amount \( > \) Net Program
- Tax Remittance Advice (TRA) Percentage
  - Personnel Services (PS): 8% of Salaries and Wages only
  - Maintenance and Other Operating Expenses (MOOE): 5% of Total MOOE
  - Financial Expenses (Fin. Exp.): 5% of Total Fin. Exp.
  - Capital Outlay (CO): 5% of Total CO

c. Add Cash Disbursement Ceiling (CDC) (if applicable)

  c.1 Click the row where CDC wants to be inserted and then click **Add CDC** button
  c.2 Row for CDC will appear

  c.3 Click CDC row and then click **Edit** button

  c.4 Input the desired amount for CDC and then click **Save** button

  **Note:**
  - CDC amount + Notice of Cash Allocation (NCA) amount should not exceed the Total Monthly Disbursement Program

d. Add Non-Cash Availment Authority (NCAA) (if applicable)

  d.1 Click the row where NCAA wants to be inserted and then click **Add NCAA** button
  d.2 Row for NCAA will appear

  d.3 Click NCAA row and then click **Edit** button

  d.4 Input the desired amount for NCAA and then click **Save** button

  **Note**
  - NCAA amount + NCA amount should not exceed the Total Monthly Disbursement Program
  - If CDC or NCAA row is inserted unintentionally, click **Remove CDC/NCAA** button to remove the inserted row.
3.2.1.2 Prior Year Obligation tab

a. Click the row for edit and then click **Edit** button

b. Input the desired amount and then click **Save**

Notes:
- *Total Program, TRA and Monthly Amount are manually inputted*
- *Net Program, Sub-Totals and Full Year Total are system generated*
- *Full Year Total should be equal to or less than the Net Program*

3.2.1.3 Tax Remittance Advice (TRA) tab

a. Click the row for edit and then click **Edit** button.

b. Input the desired amount and then click **Save**

Notes:
- *As a default amount, system will distribute the total TRA to twelve months Monthly = Total TRA/12*
- *January to November is whole amount and the decimals (if any) will be added to last month (December).*
- *Allowed to Save : Sum of all the Months with amount =< Total TRA*
- *Not Allowed to Save : Sum of all the Months with amount > Total TRA*

3.2.1.4 Others tab

a. Click the row for edit and then click **Edit** button.

b. Input the desired amount and then click **Save**

Notes:
- *Total Program, TRA and Monthly Amount are manually inputted*
- *Net Program, Sub-Totals and Full Year Total are system generated*
- *Full Year Total should be equal to or less than the Net Program*

3.2.2 Part B

a. Click the row for edit and then click **Edit** button

b. Input the desired amount per month

c. Click **Save** button
3.2.3 Instructions tab (for Viewing as a reference)

3.2.4 Submit the Document for Review and Approval

3.2.4.1 As a Maker
a. Click \text{For Review} button
   - Status will be changed to \text{FOR REVIEW} and the document will be available to Reviewer.

3.2.4.2 As a Reviewer
a. Click \text{For Approval} button
   - Status will be changed to \text{FOR APPROVAL} and the document will be available to Approver.
   - To send back the report to the maker for modifications or corrections, click \text{Send Back} button and the Status will be reverted to \text{PENDING}

3.2.4.3 As a Approver
a. Click \text{Approve} button
   - Status will be changed to \text{APPROVED} and the document will be submitted to DBM electronically.
   - To send back the document to the maker for modifications or corrections, click \text{Send Back} button and the Status will be reverted to \text{PENDING}. 
4. Printing and Saving of Reports

4.1 Print Preview

   a. Click **Print** button

4.2 Saving of Report

   a. Click **PDF** button to save the report in PDF
   b. Click **Excel** button to save the report in excel