Integrated Govt. Accounting System User Manual Version 7.4.1.0



Department of State Accounts Ministry of Finance & Planning General Treasury Colombo 01.

Use of New CIGAS Copyrighted Content

Unauthorized duplications or distribution of this programme or any portion of it, may result in severe penalties, and will be prosecuted to the maximum extent possible under law.

Content

01.	Introduction to new CIGAS	6
02.	System Requirements	9
03.	How to Install	9
Э	3.1 If windows 7 -> Allow	10
Э	3.2 Basic setting up CIGAS	
04.	Types	19
Z	4.1 Password Control	21
05.	Dashboard	
5	5.1 Regular Usage	28
	5.1.1 Cash Book	
	5.1.2 Bank Rec	
	5.1.3 Commitment	
	5.1.4 Ceiling	
	5.1.5 Web Upload	28
	5.1.6 Daily Back-up	28
	5.1.7 Asset	28
5	5.2 Monthly Usage	29
	5.2.1 Create Sub Office File	29
	5.2.2 Append Sub Office File	29
	5.2.3 Salary Slip	29
	5.2.4 Treasury File	29
5	5.3 Usual Usage	29
	5.3.1 TR Code	29
	5.3.2 Budget File	29
	5.3.3 Opening Balance	
	5.3.4 Month End	
5	5.4 Other Modules	
06.	Charts	
e	6.1 Line Charts	
е	6.2 Bar Chart	31

f	6 3 Pie Chart	31
07	Budget Process	
	7 1 Budget file Migration	
-	7.2 Copy to Ledger	
-	7.3 New COA	
-	7.4 If you have Sub office	
	7.4.1 Create New Bank Account	
-	7.5 Budget to Sub Office	
-	7.6 Import Sub Office Budget File	
-	7.7 Create New Vote for Sub Office	
، ۵8		, بـ ۱۹
ر	8 1 Ceiling Revised	
	8.1.1 For Ceiling Minus	57
	8.1.2 How to get Balance ceiling into current quarter	59
۶	8.2 Ceiling Original Distribution	62
09	In order to open Accounts click on Opening Balance Button	
		65
ç	9.1 To open Imprest Account	
c	9.2 To open Vote Account	
ç	9.3 To open the Deposit Account	
	9.3.1 To display Deposit Details	
	9.3.2 To Add Together Deposit Payments	
	9.3.3 To view Deposit Account Summary	
ç	9.4 To open Government Officer's Advance Account and enter limits	
	9.4.1 To view Advance Account Summary	87
ç	, 9.5 To open Loan Type	88
ç	9.6 To open Revenue Accounts	89
	9.6.1 To view Revenue Account summary	90
ç	9.7 If you want to delete the opened Accounts	
9	9.8 Create Sub Office File by Head Office	
10.	, To open PSPF and Miscellaneous accounts	
1	10.1 To View PSPF summary	94

11		To Open Rec Data	95
12		Vote Update	96
13		Update Reconciliation Receipt No	99
14		Entering Transactions in Cash book	102
	14.1	Print Cheque	103
	14.2	Summary	105
	14.3	Payment List	106
	14.4	Receipt List	107
	14.5	Daily Cash Book Details	108
	14.6	Daily Classification	110
	14.7	' Monthly Cash Book Details	111
	14.8	Monthly Classification	112
	14.9	Classification by T_Code	113
	14.1	.0 To view Full Account	113
	14.1	1 Maintain List	114
	14.1	2 Create Sub Office File	115
	14.1	3 Append sub office file	119
	14.1	4 Create Treasury File	120
	14.1	5 Examine the Imprest Account by Month	124
	14	15.1 Examine the Imprest Account Monthly	126
	14.1	.6 Examine the Ledger Accounts	127
15	•	Migrate the TR Code	128
16	•	Bank Reconciliation	131
	16.1	Get Bank Reconciliation Data	136
17	•	Month End	140
18	•	Year End	142
	18.1	NEW CIGAS Version Update	142
	18	3.1.1 Download the update file	142
	18	8.1.2 Application should be upgraded to New CIGAS Version 7.4.1.0.	142
	18.2	If you want to revise the last year liability	142
	18.3	Unpaid Vouchers and Web upload	143
	18.4	Asset Upload.	144

18.5 Year End Process		147
18.6 Delete the unused imp	rest Account	150
18.7 If you are Head Office .		150
18.8 If you are Head Office .		153
18.9 If you are a Sub Office.		157
18.10 When you are going t	o pay for the previous year liability	158
19. Make Salary Slips		161
19.1 NITF Remittance to	ɔ SLIPS	164
19.1.1 Purpose of the Upd	late	164
19.1.2 Enter the institution	n number provided by the NITF	164
19.2 How to transfer the NI	TF payment through SLIPS	165
19.3 How to create the NITF	file for the purpose of upload	165
19.4 How to import the crea	ated file in NITF web portal	
20. Special Print – Schedule	Print	169
21. Summary Report		170
22. Add Supplementary Allo	ocation	
22.1 Reduce the Allocation .		
23. Create Daily Slip		
24. Advance Details		173
25. Commitments		175
26. Web Upload		
27. Non-Current Asset Acco	ounting in New CIGAS	
27.1 Introduction		
27.1.1 Building and Struct	ure (Main Ledger 9151)	
27.1.2 Machinery and Equ	ipment (Main Ledger 9152) and Land (Main Ledger 9153)	179
27.2 How to Activate Asset	Account	
27.3 Asset Management Mc	odule	
27.3.1 Item Create		
27.3.2 Create Sub Item		
27.3.3 Create Location		
27.3.4 Create Supplier		

27.5 Opn_Balance	
27.6 Disposal	
27.7 List Asset	
27.8 WIP transferred to Building	
27.9 Asset Management System – Transfers	
27.9.1 Transfer between locations	
27.9.2 Asset Transfer In	
27.10 Purchase Return	
27.11 Addition	
27.12 Web Upload	
27.13 QR / Bar Code	
27.14 Online Asset Accounting System	
27.14.1 Opening Balance	
28. Rent Advance Payment	
28.1 Refundable	
28.1.1 Not refundable	
28.1.2 Refundable	
29. Mobilization Advance Payment	
30. Year End Progress	
30.1 Unpaid vouchers	
30.2 Month end process has to be done before year end	
30.3 Printouts have to be taken before year end	
The End	227

01.Introduction to new CIGAS

Computerized Integrated Government Accounting System is the main accounting software, which has been evolved as new CIGAS. This system is used to keep all government accounts and output all the formal government accounting information at operational level. It is developed in an Integrated Development Environment. CIGAS has become a graphical user interface application now. It is capable for executing in new technological environment and it is facilitating to transfer data between offices in secure manner.

CIGAS have two applications which include Desktop Application and Web Application. You can login to Web Application via this link \rightarrow (newcigas.treasury.gov.lk) In this Web Application first you have to create new user. User -> New Registration - > Submit



Pew CIGAS Web Interface	Home User	r v Log In Contact
C	IGAS New User Registration	
	Register Novil	
	Chee you submit, Enval will be sent to you for user Adivation!	
	Personal & Office Details Your Ful Name	
	Enter Your Address	
	Emili Address	
	Prone Number	
	Land Land	
	Bark Code	
	Institution Type	
	Select Inst. Type	
	User Name & Password	
	Uber Name	
	Pasavori	
	Continn Password	
	Finited a Read	
	Submit Uvan agree to our Terms and Pology You should be a DIGAS cam under outbal Government	

After create the new user you have to inform it to state accounts CIGAS Branch. After activate your new user account you can access CIGAS Web Application.

Department of State Accounts					
Rew CIGAS Web Interface		Home	User 🗸	Log In	Contact
	CIGAS User Login! If new user, you need to Register before login				
	User Name				
	Password				
	Login				
λ					
New CIGAS. All Rights Reserved. Powered by S. Tharshan-Asst. Di Development & Training	rector-System		Home	About Us Faq	Contact Us

This software provides for:

- Timely and accurate financial reports, bank reconciliation, inventory management, cash flow through cost effective use of Information Technology.
- Improved data security such as encryption decryption, password privileges
- Efficient data transmission
- Journal, ledgers, SLIPS payment, Payroll integration, Branch office consolidation and file extraction, allocation control etc. with graphic utility interface.

02.System Requirements

- Operating System: Windows XP SP3, Windows Server 2003, Windows Vista, Windows 7, Windows Server 2008, Windows 8 and Windows 10
- Microsoft Dot Net Framework: 3.5 SP1
- Database: Microsoft SQL Express 2008 R2
- RAM: 1GB(Recommended) or more Microsoft Excel

03. How to Install

Once you insert the CD in to your CD ROM, the auto run execution file will be executed and the following installation menu will be popup.



In order to install New CIGAS, click on Install button.

It will automatically search the system requirements and if the supporting software are not installed in your computer, those software installation will be started automatically before install the new CIGAS.

3.1 If windows 7 -> Allow

Once the installation of framework and database software are completed, CIGAS installation menu will be popup.

븅 CIGAS		
Welcome to the CIGAS Setup Wizard		
The installer will guide you through the steps required to install CIGAS on yo	our computer.	
WARNING: This computer program is protected by copyright law and inter Unauthorized duplication or distribution of this program, or any portion of it, or criminal penalties, and will be prosecuted to the maximum extent possible	national treaties. may result in severe civil e under the law.	Click on Next
Cancel < Back	<u>N</u> ext >	

Belect Installation Folder	If you want to change the installation path you could select the path
The installer will install New_CIGAS to the following folder. To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse" Folder	by browse
C:\New_CIGAS\ Install New_CIGAS for yourself, or for anyone who uses this computer: Everyone Just me Cancel < Back Next>	Click on Next



CIGAS				×)	
Installing CIGAS			Ę		
CIGAS is being installed.					
Discussion 1					
Please wait					
			<u></u>		
	Cancel	< <u>B</u> ack	<u>N</u> ext >		
				X	
Installation Complete					
CIGAS has been successfully installed.	4				
CIGAS has been successfully installed.					Clic
CIGAS has been successfully installed. Click "Close" to exit.					Clic Clo
Installation Complete CIGAS has been successfully installed. Click "Close" to exit.					Clic Clo
CIGAS has been successfully installed. Click "Close" to exit.	-				Clic
CIGAS has been successfully installed. Click "Close" to exit.					Clic
CIGAS has been successfully installed. Click "Close" to exit.					Clic Clo
Installation Complete CIGAS has been successfully installed. Click "Close" to exit.	for any critical updates	to the .NET Fra	nework.		Clic
Installation Complete CIGAS has been successfully installed. Click "Close" to exit. Please use Windows Update to check to	for any critical updates	to the .NET Fra	nework.		Clic

Once the installation is completed close the installation menu. Then you can find the new CIGAS short cut icon in your desktop.



Then double Click on New CIGAS icon.

The new CIGAS can be setup to work in new local area network environment or you could work-in with the stand alone computers. In order to select the working environment you need to click on



For network environment you need to connect the database with the database server. You need to follow the instructions given in the installation, by clicking server configuration button. Whereas if you can working in standalone computer. You just click on save.

Server Settings	
Connection settings for database	
Image: Standard Server Authentication Image: Standard Server Authentication Image: Standard Server Authentication Image: Standard Server Authentication	
IP Address : Server Name : User Name :	
Password:	
Save Cancel Dont know what to put in the fields??? CLICK ME	Click on Save

NEWCIGAS	×
Server Setting Saved!!! Application will I	be closed & Reopen please
	ОК

Click OK

Then, you have to open the NEW CIGAS again by double clicking on the desktop icon which is on the desktop screen.





3.2 Basic setting up CIGAS

Enter Information about your Institution to initialize the software.

Institute	Testa Saman avenue	
Very first time you need to fill	the information	
Institute Information		Accounting Informations
Head Number	250	Start Date 01/01/2016
Name of the Institution	DEPARTMENT OF STATE ACCOUNTS	
Address 1	GENERAL TREASURY	No Ves
Address 2	COLOMBO 01	Amulgamate Loan 📀 Yes 🔍 No
Institution Type		
e Head Office- Imprest f	rom and Account to General Treasury	Type of Govt
O Mid Office - Imprest f	rom Head Office/ Amulgamate units	Central Government
Sub Office - Imprest for a state of the s	rom Head Office/ Do not Amulgamate	 Provincial Council
		CREATE BANK ACCOUNT
Click on Create Bank Acco button to create Main Bank Code	Click on Save after filling all the required information.	Select the Date you start the CIGAS System

04.Types

- **Head office:** Head office is the institution which obtaining imprest from Treasury and reporting directly to the Treasury.
- Mid office: Mid office is the office which obtaining imprest from its head office and distributing among the sub office and collecting accounting transactions from its sub office CIGAS and amalgamate them even reporting to the respective head office and also releasing imprest to their sub offices and obtain sub office summary of accounts.
- Sub office: Sub office is the office which obtains imprest from its head office or mid office and reporting their monthly accounts to the respective head office or mid office. Sub office may or may not have mid office.

Then you should open a bank account in here.



Click on Create BankAccount.

Multi - currency:

For the purpose of make it usability to the foreign missions; the multi -currency option is being under the development.

Type of Government:

If your organization falls under the Central Government, you have to select the 'Central Government'. On the other hand if your organization falls under the provincial council, you have to select 'Provincial Council'.

Create Bank Account

First you should create Main Bank Code before save all the institute information.



Once you click on ok the CIGAS will automatically exit.

Then you have to re-open the CIGAS by double-clicking on the NEW CIGAS icon which is on the desktop screen.

4.1 Password Control

Once you enter your organization details, you have to create the Administrator name and password. The administrator privilege shall be given to the respective Department's Accountant.

	NEWCIGAS
	Create Administrative username and Password
	ОК
E Login_Info	
Administrator	Personal Details
* Emp_No	
* First Name	
* Surname	
* NIC No	
* TP No	
* Address1	
Address2	
Address3	
	Desmund
* Administrator na	or Name Access Permission
* Password Passwor	Administrator
* Confirm Pas	sword
	SAVE

Once you type Administrator Employee Number (Accountant's), the following message box will popup.



Then fill the form.

In practical environment, Administrator Password should be created by Accountant.

Administrator Pers	sonal Details	
* Emp_No	0001	
* First Name	XXXXXXX	
* Surname	X00000000X	
* NIC No	XXXXXXXXXX	
* TP No	X00000000X	
* Address1	XXX	
Address2	xxxx	
Addrose3	20000/	
Addresss	*****	
Administrator name P	assword	
* Administrator Na	Access Permission	
* Password	Administrator	
Password - massword - masswo	aximum 10 characters!!!	
		ELX
		Click on
		Click on
NEV	VCIGAS	Click on
NEV	VCIGAS	Click on
NEV U:	VCIGAS	Click on
NEV U	VCIGAS	Click on

Then the NEW CIGAS will automatically exit.

The Accountant can create User Password from the Dash Board after login to system by Administrator.

<u>Cash</u>	<u>Commitment</u>	Ceiling	Asset	<u>Salary</u>	Bank Rec	Web Upload	Create Sub Ofz	Append Sub Ofz	TR Code	<u>Logout</u>		
	Trees Trees	otal Vote		ſ	Depart	ment of	State Acco	ounts al Asset	Welcom Fiscal	e Achini Month April Total Liability	Administrator 2023	
Î	Rs 36,142,80	09.37 location Vs	Commitm	Rs	1,200,095.00		Rs 39,536,984 Vote	.15 Expenditure	Rs 0.00		New CIGAS Version 7.4.	1.0
	80000000 - 60000000 - 40000000 -						1000000 8000000 6000000					
	20000000 0+	PE	rav Supp	Maint	Trans v Reha	Acq Cap_Other	4000000 2000000 0	2	4 6	8	10 12	
	Allocation Progress Help	Commitme	nt				Expenditure	Capital Vs Recurren	t Exp Capital	Exp (Category	
R	Caj	urrent pital						Recurrent Capital	Recurrent	Other_Re Capit	Other_Rec Capital	u
	Advar	nce Ac								Salary		
Year End												
	Deve	eloped by S	6. Thars	han. Direct	or (System D	evelopment and	l Training), Depart	ment of State Ad	ccounts, Minis	stry of Finance	9.	

Then will pop up the current Version of the NEW CIGAS.

Thereafter, the User Login menu will popup automatically.

🚰 Login		_		×
	User Name :	April_	_2023	
	Password :			
	Login	×	Cancel	

Now Administrator can log into the system

Enter Administrator Name and Password which were created before.

And wait for a while until progress bar going to end. Then you will be able to click buttons.

Daily Backup

When you login, each and every time the system will ask to get auto backup. If your system is perfectly all right in the last time you logout, take auto backup before you start to work in your system.

BACKUP	×
Do you want to take auto	o backup
Yes	No

If you click yes, backup will automatically create in C:\BACKUP folder



When you log in to the very first time you will receive a message by asking Authentication code.

You can't create the authentication code so please share your backup file to <u>newcigas2023@gmail.com</u> and create code with help of helpdesk



Administrator can create user account by clicking on user

User Personal Details	
* Emp_No	
* First Name	
* Sumame	
* NIC No	
* TP No	
* Address1	
Address2	
Address3	
Liaemama Decouverd	
Usemane Password	
* Username	Access Permission
* Password	
Password - maximum 10 characters!	Bank Peronciliation
* Confirm Password	 Inventory Mgt

There are four types of password privileges:

- 1. Administrator Password: Administrator can create one more administrator. Under this privilege, all functions can be operated. Access for all functions in this software is allowed under this privilege.
- 2. Data Entry: Under this privilege access to delete, bank reconciliation and inventory management are denied.
- 3. Bank Reconciliation: Under this privilege, the user can work on reconciliation only. Other functions are denied.
- 4. Inventory Management: Under this privilege, user can work on inventory management module only

05.Dashboard

Main menu interface mainly grouped as five parts.

5.1 Regular Usage

5.1.1 Cash Book

The transactions will be entered here daily. (Review page no 66)

5.1.2 Bank Rec

Bank reconciliation (Review page no 83)

5.1.3 Commitment

The vote Payments have to be done through enter the commitment and then liability it.

(Review page no 98)

5.1.4 Ceiling

Cash Ceiling and Budget Ceiling can be prepared in according with the procurement plan and action plan.

If you are a Head Office you can edit the cash ceiling and Budget ceiling file in the web interface. If you are a Sub Office Head office will give the Cash Ceiling and Budget Ceiling to you then you can upload it.

(Review page no 51)

5.1.5 Web Upload

The Commitment, Cash, Asset and Impress data will be upload daily to (newcigas.treasury.gov.lk) server.

5.1.6 Daily Back-up

When you login, each and every time the system will ask to get auto backup. (Review page no 27)

5.1.7 Asset

After you activate the Asset Accounting in the New CIGAS, any transaction which are falling under the object code 2101, 2102, 2103, 2104 and 2105 will be considered as noncurrent asset at this point. (Review page no 99)

5.2 Monthly Usage

5.2.1 Create Sub Office File

If the institution is a sub office, then the sub office file could be created here for the purpose of sending the file to their Mid office or Head office for appending. (Review page no 73)

5.2.2 Append Sub Office File

If the institution has sub office, then the sub office file received by the Head office or Mid office, the file can be appended. (Review page no 76)

5.2.3 Salary Slip

Payroll data migration and make SLIP file in order to pay salary by bank electronically. (Review page no 90)

5.2.4 Treasury File

If your institution is a Head office, you have to create the treasury file once a month. If you have a Sub office/ Mid office, you should append all Sub office / Mid office files received from respective Sub offices/ Mid offices and then after create the treasury file.

5.3 Usual Usage

5.3.1 TR Code

When you need TR Code for Deposit, Rent, Mobilization etc. then the treasury code file has to be created by the Department of State Accounts on the request made by the respective department, to enable them to open the new Account in their CIGAS. (Review page no 81)

5.3.2 Budget File

Budget file is a Microsoft excel file contains Budget Allocations of all Heads. The file has to be migrated to the New CIGAS system to enable to create the vote in Head office. If there are any sub office, Head Office has to create the Sub Office budget file. (Review page no 28)

5.3.3 Opening Balance

All types of accounts except vote of the institution have to be opened here. And also you could enter the opening balances of the respective accounts. (Review page no)

5.3.4 Month End

Once the treasury file created by the Head office or Sub office file created by the Sub offices/ Mid offices, you have to month end in order to update the balances for the respective month and starting the next month. After month end, you cannot delete any of the respective month transactions.

(review page no 86)

5.4 Other Modules

5.4.1 Utility

Some utility functions are built in here. This functions are built only for the Department of State accounts. Especially for treasury official.

06.Charts

6.1 Line Charts

The Line chart Shows the Expenditure Patton throughout the year. (Time Series)



6.2 Bar Chart

The Bar Chart shows the Commitment against with the Budget Ceiling for the respective Quarter.

140000000 12000000 10000000 8000000 6000000 4000000							
20000000	PE	Trav	Supp	Maint	Serv	Reha	Acq

6.3 Pie Chart

The Pie Chart shows the proportion of the Capital and the Recurrent Expenditure up to now.



07. Budget Process

The budget file is uploaded to the newcigas.treasury.gov.lk web interface by Department of State Accounts. In the web interface you can find the daily budget from the download. If you want a new vote you can get it through the Budget File.

Rew C	[GAS Web Interface	Welcome Pahala G	amage Kumudu Nilanka	Home	User ~	Logout	Contact	
								citan
	al Print for 2018 if Click here.	Departr	nent of St	ate Acc	ounts			
		Please Click	on the icon to enter th	e page				
	File Upload		Budgeting			Accounting		
	Upload the new CIGAS files here		Budget File, Branch Budget, Ceiling	Office		Cash Book, Ledg Balance, Payabl	gers, Trail e, Receivable	
	Download		Asset Mgt			The Treasur	v	
(🛃)	Download Updates, Revised		Purchase, Disposal,	Transfer,	~)			
	cenings		Aution etc					
	General Audit							
	Audit Process							
🛔 Monatry of Finance - So lanka 🛛 🗴 🏻 🏲	🖣 Findi Create a New TR Code - m 🗴 📿 new CIGAS (Web Into	ritace x +					v – ø >	×
← → C i newcigas.treasury.go New CIGAS Web Interface	w.lk/Downloads/D_Dashboard	Welcome Chami	ka Weerasinghe			G 2 -	Q & & & I S	1
Search Q	New CIGAS Apps	Undate!						
📾 Dash Board	Download Apps	oputte.		Download Close of Accou	nts and Final Accounts I	Format		
L Downlod_App	Version No 7.4.0.1			Download the Close	of Accounts and Fina	Accounts Guidline and f	ormats.	
44 Go To Main	Update Release Date Tuesday, April Budget File Release Date Tuesday, A	25th, 2023, 3:34:00 PM aril 25th, 2023, 3:34:00 Pb		ХХх				
**	Whats' New : Year end for 2022 and S	tarting the year 2023						
	Note Nil							
6	Download Apps			Download Formats				

7.1 Budget file Migration

Click on budget file on the main menu



Then Click on Brows and select the budget file



🖳 Import_Budget		-		×
Decrypt Click Browse to load file. Path	YEAR	-202	23	

There after select the budget file

- T insec /	OS (C:)	> CGAS_Admin > Budget			νõ	Search Budget	م,
ganize 🔻 New folder							. ?
OS (C:)	^	Name	Date modified	Туре	Size		
\$Recycle.Bin		Budget_csv.encrypt	4/26/2023 12:38 PM	ENCRYPT File	504 KB		
Apps							
Asset_Upload							
Asset_Upload_Final	- 64						
BACKUP							
Ceiling_2019							
CIGAS_Admin							
- Budget							
📙 sabaragamuwa							
wayamba							
CIGAS_SYSTEM_UTILITY							
Code Snippets							
Config.Msi							
Copy_Rec_Data	~						

Then Click on Decrypt

🐖 Import_Budget		-		×
IMPORT THE REVISED BUDGET FILE FOR THE C:\CIGAS_Admin\Budget\Budget_cey C:\CIGAS_Admin\Budget\Budget_csy encypt	YEAR	-202	3	

Then message will pop up as bellow, when you earlier migrated budget file.



Click on OK

budget Delete		^
Budget file is already migrated!! A	are u sure you want to delete th	ne budget file ?

Click on Yes



Click on Ok
Then message will pop up as bellow, click on OK.



Click on Ok.



Click on YES.



Click on Ok.

Once after the Year End process the Budget File has to be migrated as stated above.

7.2 Copy to Ledger

Once you click on Copy to Ledger the Votes and Allocation will be copied to Vote table from the National Budget.

E Budget Migration	– 🗆 X
	Eila Nama
FISCAL YEAR	
2019	
BUDGET	
Select the Budget File	
Import Sub Office Budget File Budget Head to Mid	

7.3 New COA

As the Budget File containing the vote particulars in old COA, you need to click on New COA button. In order to create New COA in the CIGAS System.

Budget Migration		
	NEWCIGAS 🔀	File Name
FISCAL YEAT 2019	Created	01/11/123-00-00/2/123-05/006 01/11/155-00-00/1/155-06/000 01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000
Select the Purdaet File	ОК	01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000
		01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000 01/11/206-00-00/1/206-01/000 < >
Import Sub Office Budget File	Budget Head to Mid	

If you have sub office you need to create sub office Budget file.

7.4 If you have Sub office

Click on Budget to Sub Office. And if you have New Sub Offices after create the new Bank Account for Sub Offices you can create sub office budget File.

7.4.1 Create New Bank Account

Click on Open Account in the Dashboard.



Account		
Open M	lew Bank Account	
Bank Info		
Bank Code		
Bank Name	~	
Account Name		
Bank Number		
Branch Number		
Bank Branch Name		
Bank Account Number		
Main Currency Unit	Rs	
Sub Currency Unit	Cnts	
Balance as at Cash Book	0 00	
		Oneset
	Save	Cancel

Once you create sub office file click on Budget to Sub Office. You may see the dialog Box As below. Enter the Mid no and Sub no for the new sub office ant then click on Update inst No button.

Rathmalana	18.95		
	01	00	
			-
	(0)	8	
			NEWCIGAS X
			31/31/2.3
			Updated
			ОК

Then Click ok.

7.5 Budget to Sub Office

Then close this window and again click on Budget to Sub Office button.

n Budget Migration	– 🗆 X
	File Name
2019	and the second s
BUDGET	
Select the Budget File BROWSE MIGRATE Supplementary COPY + LEDGER New COA	
Import Sub Office Budget File Budget Head to me	
and the second	



old_COA	new_COA	
206-1-1-0-100	01/11/206-00	
206-1-1-0-100	01/11/206-00	Bank Code RAT ~
206-1-1-0-100	01/11/206-00	
206-1-1-0-110	01/11/206-00	
206-1-1-0-110	01/11/206-00	Accounting Code <select acct="" code="" off="" sub="">> <<select sul<="" td=""></select></select>
206-1-1-0-120	01/11/206-00	
206-1-1-0-120	01/11/206-00	
206-1-1-0-120	01/11/206-00	To Sub Office 500,000
206-1-1-0-120	01/11/206-00	
206-1-1-0-130	01/11/206-00	Allocation
206-1-1-0-130	01/11/206-00	NEWCIGAS X
206-1-1-0-140	01/11/206-00	Treasury Code 206-1-1-0-1002-P
206-1-1-0-140	01/11/206-00	updated
206-1-1-0-140	01/11/206-00	Anual Budget
206-1-1-0-140	01/11/206-00	ОК
206-1-1-0-140	01/11/206-00	Released to Sub
206-1-1-0-150	01/11/206-00	0.00
206-1-1-0-200	01/11/206-00	Ausiable Allocation
206-1-1-0-200	01/11/206-00	Available Allocation 6,000,000.00
Export	Sub Office Budget File 🛛 🔨	Update

After give the Sub Office Allocation click on Export Sub Office Budget File.

		Autonum	Acctcode	Tmo	code	head	prog	proj
st Bank Code 🛛 RAT 🗸 🗸	•	1362	RAT-206-1-1-0-1	206	1000	206	1	1
		1363	RAT-206-1-1-0-1	206	2000	206	1	1
Firet		1364	RAT-206-1-1-0-1	206	1000	206	1	1
Enciypt		1365	RAT-206-1-1-0-1	206	2000	206	1	1
button to load file.		1366	RAT-206-1-1-0-1	206	1000	206	1	1
button to load file		1367	RAT-206-1-1-0-1	206	2000	206	1	1
button to load file.		1368	RAT-206-1-1-0-1	206	1000	206	1	1
		1369	RAT-206-1-1-0-1	206	2000	206	1	1
		1370	RAT-206-1-1-0-1	206	1000	206	1	1
		1371	RAT-206-1-1-0-1	206	2000	206	1	1
		1372	RAT-206-1-1-0-1	206	1000	206	1	1
		1373	RAT-206-1-1-0-1	206	2000	206	1	1
		1374	RAT-206-1-1-0-1	206	1000	206	1	1
		1375	RAT-206-1-1-0-1	206	2000	206	1	1
		1376	RAT-206-1-1-0-1	206	1000	206	1	1
		1377	RAT-206-1-1-0-1	206	2000	206	1	1
		1378	RAT-206-1-1-0-1	206	1000	206	1	1
		1379	RAT-206-1-1-0-1	206	2000	206	1	1

Click on List and then Click on Encrypt button.



Click on Ok.



Click on Ok.



Click on Ok.

Created CSV file will be saved in the Sub Office file in the C:\ Drive.

7.6 Import Sub Office Budget File

This option only for Sub Offices.

Budget Migration		>
		File Name
	FISCAL YEAR	
	2019	
BI	JDGET	
-		
Select the Budget File		
	Supplementary COPY⇔LEDGER New COA ⇒	BUDGET-SUB OFFICE
	Lineart Och Office Darket File	Landa Mid
	Import Sub Office Budget File Budget I	

iub_Office_Budget_imp	
Click Browse to load file. Browse Decrypt	
C:\Sub_Office\Budget\RAT_Budget_csv.encrypt	27

Click on Brows button.

→ × ↑ 💺 > This PC	> OS (C:)			ٽ ~	Search OS (C:)	2
ganize 🔻 New folder						
This PC ^ N	ame	Date modified	Туре	Size		
	PC_FILE	7/22/2019 10:12 AM	File folder			
Desktop	PerfLogs	7/16/2016 5:17 PM	File folder			
Documents	Program Files	5/27/2019 9:16 AM	File folder			
🕹 Downloads	Program Files (x86)	5/15/2019 12:45 PM	File folder			
👌 Music	ProgramData	7/24/2019 10:08 AM	File folder			
E Pictures	Rec_Data	7/26/2019 3:07 PM	File folder			
Videos	Recovery	3/3/2017 1:20 PM	File folder			
0S (C)	Settings	4/5/2017 8:46 AM	File folder			
	SLIPS	7/24/2019 9:42 AM	File folder			
Local Disk (D:)	Sub_Office	7/8/2019 10:32 AM	File folder			
MOF Common S	Sub_Office_2019	6/12/2019 2:16 PM	File folder			
🛫 ITMIS (T:)	tmp	3/4/2017 2:35 AM	File folder			
🛫 MOF Common 🕄 👘	TREASURY_FILE	7/22/2019 8:44 AM	File folder			
👳 weerasinghe.vhc	Users	6/26/2019 1:28 PM	File folder			
SAD Common S	Web_Upload	7/22/2019 12:05 PM	File folder			
× [Windows	9/28/2017 1:09 PM	File folder			
File name:				~	Encrypted Files (*.encrypt)	
	è.				Open	scol

Click on Decrypt button.

Sub_Office_Budget_imp Decrypt C:\Sub_Office\Budget\RAT_Budget_ Browse	Decrypt	
C:\Sub_Office\Budget\RAT_Budget_csv.encrypt		<i>#</i>
	Done	ß
	Decryp	tion Complete
	Total b	ytes processed = 2128

Click on Ok.

7.7 Create New Vote for Sub Office

If you want to create new vote for the Sub Office. Path is Budget \rightarrow Budget to Sub Office \rightarrow Vote Create.

old_COA new_COA 206-11-0-100. 01/11/206-00 206-11-0-100. 01/11/206-00 206-11-0-110. 01/11/206-00 206-11-0-120. 01/11/206-00 206-11-0-120. 01/11/206-00 206-11-0-120. 01/11/206-00 206-11-0-120. 01/11/206-00 206-11-0-120. 01/11/206-00 206-11-0-120. 01/11/206-00 206-11-0-130. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-140. 01/11/206-00 206-11-0-200. 01/11/206-00 206-11-0-200. 01/11/206-00 206-11-0-200. 01/11/206-00 206-11-0-200. 01/11/206-00 206-11-0-200. 01/11/206-00	Sub_Office_Budget	Vote Create
old_COA new_COA 206-11-0100 0/11/1206-00 206-11-0-100 0/11/1206-00 206-11-0-110 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-120 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-140 0/11/1206-00 206-11-0-200 0/11/1206-00 206-11-0-200 0/11/206-00 206-11-0-200 0/11/206-00 206-11-0-200 0/11/206-00 206-11-0-		
206-11-0-100 01/11/206-00 206-11-0-100 01/11/206-00 206-11-0-110 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-120 01/11/206-00 206-11-0-130 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-140 01/11/206-00 206-11-0-200 01/11/206-00 206-11-0-200 01/11/206-00 206-11-0-200 Vailable Allocation 206-11-0-200 Vailable Allocation	old_COA new_COA	
206-1-1-0-100 01/11/206-00 206-1-1-0-110 01/11/206-00 206-1-1-0-110 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200	206-1-1-0-100 01/11/206-00	Bank Code DAT
206-1-1-0-100 01/11/206-00 206-1-1-0-110 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200	206-1-1-0-100 01/11/206-00	
206-1-1-0-110 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200	206-1-1-0-100 01/11/206-00	
206-1-1-0-110 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200	206-1-1-0-110 01/11/206-00	
206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-110 01/11/206-00	Accounting Code
206-1-1-0-120 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-120 01/11/206-00	
206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-120 01/11/206-00	
206-1-1-0-120 01/11/206-00 206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-120 01/11/206-00	To Sub Office 0 00
206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-120 01/11/206-00	
206-1-1-0-130 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-130 01/11/206-00	Allocation
206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-120 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00	206-1-1-0-130 01/11/206-00	Traceury Code
206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 V V	206-1-1-0-140 01/11/206-00	Treasury code
206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 Vorailable Allocation Update	206-1-1-0-140 01/11/206-00	
206-1-1-0-140 01/11/206-00 206-1-1-0-140 01/11/206-00 206-1-1-0-50 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 Export Sub Office Budget File Available Allocation Update Update	206-1-1-0-140 01/11/206-00	Anual Budget
206-1-1-0-140 01/11/206-00 206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 Export Sub Office Budget File Available Allocation	206-1-1-0-140 01/11/206-00	
206-1-1-0-150 01/11/206-00 206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 Export Sub Office Budget File Available Allocation	206-1-1-0-140 01/11/206-00	Released to Sub Office
206-1-1-0-200 01/11/206-00 206-1-1-0-200 01/11/206-00 Export Sub Office Budget File Update	206-1-1-0-150 01/11/206-00	
206-1-1-0-200 01/11/206-00 Export Sub Office Budget File Update	206-1-1-0-200 01/11/206-00	Available Allocation
Export Sub Office Budget File Update	206-1-1-0-200 01/11/206-00	×
Export Sub Office Budget File Update		
Update	Export Sub Office Budget File	
Update		
		Update

Click on Vote Create button.

Select the checkbox you want to create the Vote for the Sub Office. And then Click on Create button.

	۸ -														
R	AI	Create	9												
	0			101		-	_	_	_	_	_	_	_	_	_
	Checkbox	acctcode	New_COA	amountOn	-										
-		123-2-5-6-1508-P	01/11/123-00-00	0.00	-										
		155-1-6-0-1409-P	01/11/155-00-00	0.00											
		206-1-1-0-1001-P	01/11/206-00-00	3900000.00											
		206-1-1-0-1002-P	01/11/206-00-00	600000.00											
		206-1-1-0-1003-P	01/11/206-00-00	16000000.00											
		206-1-1-0-1101-P	01/11/206-00-00	2500000.00											
8		206-1-1-0-1102-P	01/11/206-00-00	500000.00											
		206-1-1-0-1201-P	01/11/206-00-00	2000000.00											
		206-1-1-0-1202-P	01/11/206-00-00	4400000.00											
		206-1-1-0-1203-P	01/11/206-00-00	400000.00											
		206-1-1-0-1205-P	01/11/206-00-00	500000.00											
		206-1-1-0-1301-P	01/11/206-00-00	4500000.00											
		206-1-1-0-1302-P	01/11/206-00-00	550000.00											
		206-1-1-0-1401-P	01/11/206-00-00	150000.00											
		206-1-1-0-1402-P	01/11/206-00-00	2500000.00											
		206-1-1-0-1404-P	01/11/206-00-00	26000000.00											
		206-1-1-0-1408-P	01/11/206-00-00	600000.00											
		206-1-1-0-1409-P	01/11/206-00-00	23400000.00											
1		206-1-1-0-1506-P	01/11/206-00-00	600000.00	~										

08.Celing

In the web interface you can edit the cash ceiling and Budget ceiling file. Budgeting \rightarrow Cash Ceiling \rightarrow List / Edit (Edit the Cash Ceiling) \rightarrow Approval \rightarrow Click here to Approve. Then Download \rightarrow Download Ceiling \rightarrow Click here to Download



Budget Budget Celling View Details Cash Ceiling Cash	Search Q & Dash Board	Dashboard				
Budget Ceiling New List/ Edit Approval To_Sub Office E Liability Im FR Transfer (Co To Main O Responsive Timeline	🏝 Budget	4	6/27/2019 9:30:44 AM Your Last Upload!		Rs 19,313,892.52 Your Unsettled Liability!	
New List/ Edit Approval To_Sub Office Image: Elability Image: Elability <t< td=""><td>Sudget Ceiling 💙</td><td>····</td><td></td><td></td><td></td><td></td></t<>	Sudget Ceiling 💙	····				
List/ Edit Approval To_Sub Office Cash Ceiling C E Liability C FR Transfer C Go To Main	New	View Details	O	View Details	0	View Details
To_Sub Office Liability Co Cash Ceiling Co III Liability Co Responsive Timeline Co Co To Main Co	List/ Edit	Lat Area Chart				
Image: Liability C Responsive Timeline C Image: Comparison of the second sec	To_Sub Office	🔟 Bar Chart				
	E Liability	O Responsive Timeline				
4 Go To Main	I FR Transfer					
	📢 Go To Main					

Click on List / Edit If you edit the Ceiling at first time enter the Ceiling in Budget Ceiling \rightarrow New

Dash Board					n	e 1	DCIGA	S BU	DGET	CEILIN	GLIS
Budget						ee	U CICI		DOLL	CLILIT	C Lin
Budget Ceiling	<										
		GRID OPTIONS									
New		Thursday and the Edite	Ale		- 64			- to the Dee		Need Dudget	
		If you need to Eult	the ceun	ng, a	after e	aditing	g please inion	n to the Depa	artment of Na	tional Budger	
List/ Edit		to enable them to a	ipprove.	It is	s nor r	recom	imanded to De	alete			
						_					
Approval		Auto_N	umHear	dPro	bgPro	јТур	eCeling_Q1	Celing_Q2	Celing_Q3	Celing_Q4	Approved
Approval		Edit Delete6047	206	1	1	12	874000.00	3726000.00	163500.00	1075000.00	Yes
		Edit Delete6048	206	1	1	13	1121200.00	1403800.00	1262500.00	1262500.00	Yes
To_Sub Office	a	Edit Delete6049	206	1	1	14	6387000.00	22975500.00)14512500.00	014175000.00	Yes
		Edit Delete6050	206	1	1	15	122200.00	177800.00	150000.00	150000.00	Yes
		Edit Delete6051	206	1	1	20	0.00	2600000.00	1000000.00	0.00	Yes
Cash Ceiling	6	Edit Delete6052	206	1	1	21	525800.00	15674200.00	00.00	0.00	Yes
		Edit Delete6053	206	1	1	24	218100.00	981900.00	0.00	0.00	Yes
and the second sec	<	Edit Delete6054	206	2	2	10	3565200.00	4734800.00	4150000.00	4150000.00	Yes
Liability		Edit Delete6055	206	2	2	11	76900.00	48100.00	62500.00	62500.00	Yes
		Edit Deletebuso	206	2	2	12	116000.00	22/1500.00	800000.00	312500.00	Yes
E FP Transfer	<	Edit Delete6057	206	2	2	13	18/800.00	437200.00	312500.00	312500.00	Yes
B FR Hanster		Edit Delete6058	206	2	2	14	4692600.00	3115/400.00	36800000.00	1550000.00	Yes
		Edit Delete6059	206	2	2	15	/5100.00	224900.00	150000.00	150000.00	Yes
Go To Main		Edit Delete6068	206	2	3	21	4500575.00	29999425.00	367500000.00	1650000000.00	Jres
		Edit Delete6069	200	2	3	24	397600.00	/02400.00	200000.00	200000.00	res
		Edit Delete6045	206	1	1	10	14383500.00	016116500.00	7050000.00	515250000.00	Yes
		Edit Delete6046	206	1	1	11	/00000.00	950000.00	725000.00	625000.00	Yes
		Edit Delete6060	206	2	2	24	0.00	1000000.00	500000.00	0.00	Yes
		Edit Delete6061	206	2	3	10	6646/500.00	174532500.00	370500000.00	370500000.00	Yes
		Edit Delete6062	200	2	3	11	2853650.00	3396350.00	3125000.00	3125000.00	res
		Edit Delete6063	206	2	3	12	66/125.00	1632875.00	1925000.00	375000.00	Yes
		Edit Delete6064	206	2	3	13	914300.00	1085/00.00	1000000.00	1000000.00	Yes
		Edit Delete6065	206	2	3	14	24077700.00	139332300.00	334450000.00	J26740000.00	Yes
		Edit Deleteouoo	200	2	3	15	0451100.00	44598900.00	J9475000.00	8375000.00	res

The CFO or CA can create the user name in the CIGAS Web Application.

(newcigas.treasury.gov.lk \rightarrow user \rightarrow new Registration) When you create the user account, user type should be selected as CFO/Chief Accountant). Please inform the username, head No and Bank code to the system development division by letter addressed to the Director General, Department of State Accounts. Once the Division receives the letter, the user name will be approved to enable them to use the system.

Dash Board			r	IEW CIO	GAS BUI	OGET CEILING A	APPROVAL !			
Budget Ceiling	<									
New										
List/ Edit		Show 10 ~ Search:	entries]						
Approval		Head	* Prog ¢	Proj ¢	Туре 🗘	Ceiling_Q1 \$	Ceiling_Q2 \$	Ceiling_Q3 \$	Ceiling_Q4 \$	Approved
To Sub Office		206	1	1	12	874000.00	3726000.00	163500.00	1075000.00	Yes
		206	1	1	13	1121200.00	1403800.00	1262500.00	1262500.00	Yes
Cash Ceiling		206	1	1	14	6387000.00	22975500.00	14512500.00	14175000.00	Yes
Liability	4	206	1	1	15	122200.00	177800.00	150000.00	150000.00	Yes
FR Transfer	<	206	1	1	20	0.00	2600000.00	1000000.00	0.00	Yes
Go To Main		206	1	1	21	525800.00	15674200.00	0.00	0.00	Yes
do to than		206	1	1	24	218100.00	981900.00	0.00	0.00	Yes
		206	2	2	10	3565200.00	4734800.00	4150000.00	4150000.00	Yes
		206	2	2	11	76900.00	48100.00	62500.00	62500.00	Yes
		206	2	2	12	116000.00	2271500.00	800000.00	312500.00	Yes

Click on Click here to Approve

孢 Dash Board				neu	CIGAS	BUDG	ET CEILI	NG DOWI	NLOAD!
L Downlod_App									
Download Ceiling									
📢 Go To Main	GRID OF	tion d Ceili	s na file can be c	lownloaded her	re				
		-	, , , , , , , , , , , , , , , , , , , ,	o	0 II 00	A F A			
	Head	туре	Celling_Q1	Celling_Q2	Celling_Q3	Celling_Q4	Approved		
	206	10	84,416,200.00	95,383,800.00	89,900,000.00	89,900,000.00	Yes		
	206	11	3,630,550.00	4,394,450.00	3,912,500.00	3,812,500.00	Yes		
	206	12	1,657,125.00	7,630,375.00	2,888,500.00	1,762,500.00	Yes		
	206	13	2,223,300.00	2,926,700.00	2,575,000.00	2,575,000.00	Yes		
	206	14	35,157,300.00	93,465,200.00	55,762,500.00	42,465,000.00	Yes		
	206	15	6,648,400.00	45,001,600.00	9,775,000.00	8,675,000.00	Yes		
	206	20	.00	3,600,000.00	51,000,000.00	50,000,000.00	Yes		
	206	21	5,026,375.00	45,673,625.00	67,500,000.00	650,000,000.00	Yes		
	206	24	615,700.00	2,684,300.00	700,000.00	200,000.00	Yes		
	206	BA	10,100,000.00	24,397,000.00	2,003,000.00	500,000.00	Yes		
		1 2							
				C:/					
				Click I	nere to Download				
				i arrenta					
New CIGAS, All Rigi Development & Trai	nts Reserved.	Power	ed by S. Tharsl	han- Asst. Dire	ctor-System				• Home
									 About Us
									• Faq
									Contact U

Download edited Ceiling file.



Then in the Cigas system click on the Ceiling \rightarrow Import Ceiling \rightarrow Browse (select the downloaded ceiling file) \rightarrow Decrypt

••• (Celing_Budget_Ca	sh								
Bud	dget_Celing Ca	sh_Ceiling Ceiling F	Rollove Import (Ceiling						
			Im	port Ceiling	TT DIC					
			1	SUDGET	LELING					
		D		01				_		
_	code	Description	total	Q1	QZ	Q3	Q4			
-	10	Personal Emulom	1,462,459,000.00	289,679,079.00	408,395,437.00	380,622,519.00	383,761,965.00			
	11	Travel Expenses	53,400,000.00	7,182,645.00	17,622,901.00	14,570,961.00	14,023,493.00			
	12	Supplies	61,576,000.00	8,499,462.00	19,725,538.00	18,360,165.00	14,990,835.00			
	13	Maintenance Exp	59,130,000.00	7,581,556.00	20,265,397.00	18,490,705.00	12,792,342.00			
	14	Services	407,390,000.00	75,891,130.00	152,848,857.00	102,309,212.00	76,340,801.00			
	15	Transfers	1,022,825,000.00	64,236,282.00	401,240,476.00	324,978,876.00	232,369,366.00			
	17	Other Recurrent	350,000.00	21,778.00	106,074.00	116,074.00	106,074.00			
	20	Rehabilitation & I	46,700,000.00	7,546,834.00	16,576,295.00	12,051,294.00	10,525,577.00			
	21	Acquisition Capit	1,122,100,000.00	128,947,603.00	357,097,122.00	327,871,259.00	308,184,016.00			
	22	Capital Transfer	2,208,500,000.00	500,000,000.00	1,119,000,000.00	357,000,000.00	232,500,000.00			
	24	Human Resource	167,300,000.00	41,420,973.00	48,783,288.00	38,940,202.00	38,155,537.00			
_	25	Other Canital Eve	2 470 000 000 00	E47 160 005 00	1 500 004 401 00	205 007 010 00	101 007 010 00			
CASH CELING										
bank_code description total Q1 Q2 Q3 Q4										
2	BOC	Advance AC	116,980,780.00	27,602,780.00	60,707,000.00	21,831,000.00	6,840,000.00			
	BOC	Capital Expendit	2,782,422,387.00	792,672,778.00	634,934,200.00	1,126,865,200.00	227,950,209.00			
	BOC	Other Departmen	12,352,492,296	2,586,462,443.00	4,727,252,226.00	3,143,931,943.00	1,894,845,684.00			
	BOC	Other Recurrent	741,854,324.00	85,273,819.00	218,693,500.00	214,922,500.00	222,964,505.00			
	BOC	Personal Emulom	1,198,253,355.00	305,119,792.00	275,517,787.00	311,252,388.00	306,363,388.00			

Click on Browse Click	ort_Ceiling				- 0	~
Click on Browse Click access Click a	crypt <u>lick Browse to load file</u> ath	Decrypt				
Click on Browse Click on Browse Click on Browse Click on Browse Click conses file to decrypt Click access Cl						
Choose a file to decrypt Organize * New folder Quick access Quick access Quick access Pictures # CIGAS New Cigas Training Screen Shots wallpaper OneDrive This PC Metwork File name: File name: Pictures P			_			
 This PC > Downloads Organize New folder Name Date modified Type Size Documents Downloads Pictures CIGAS New Cigas Training Screen Shots wallpaper OneDrive This PC Network File name: Encrypted Files (*.encrypt) Description Description Encrypted Files (*.encrypt) 	Click on Browse					
Organize • New folder Vame Date modified Type Size Documents Documents Pictures CIGAS New Cigas Training Screen Shots wallpaper OneDrive This PC Network File name Encrypted Files (*.encrypt)	Click on Browse					
Documents Downloads Pictures CIGAS New Cigas Training Screen Shots wallpaper OneDrive This PC Network	Click on Browse Choose a file to decrypt ← → ~ ↑ ↓ > This PC > Downloads			✓ Č	Search Downloa	ds
File name:	Click on Browse	^ Date	nodified Type	v ð Size	Search Downloa	ds j≣≣ ▼ [
	Click on Browse Cloose a file to decrypt Choose a file to decrypt C	Date 7/5/2	nodified Type D19 1:32 PM ENCRYPT I	V D Size File 1	Search Downloa	ds]≣∃ ▼ [
	Click on Browse Click on Browse Choose a file to decrypt Choose a file to decrypt Click on Browse Name Downloads Pictures ClGAS New Cigas Training Screen Shots Wallpaper OneDrive This PC Name Downloads ClGAS New Cigas Training Screen Shots Wallpaper Network Elle name	Date 7/5/2	modified Type D19 1:32 PM ENCRYPT I	Size File 1	Search Downloa	ds]∃∃ ▼

Import_Ceiling	- 0
Decrypt C:\Users\weerasinghe.vhcn\Downloz Browse Decrypt C:\Users\weerasinghe.vhcn\Downloz Browse Decrypt	
C:\Users\weerasinghe.vhcn\Downloads\282_csv.encrypt	
	Done X
	Total bytes processed = 912
	ОК

8.1 Ceiling Revised

If you have Ceiling Balance in early quarter you have to transfer it to present quarter. In the New Cigas web interface,

Budgeting \rightarrow cash ceiling / budget ceiling \rightarrow List/Edit

In the List/Edit if you have early quarter ceiling balance cut it from that quarter and edit early quarter again. Add that balance to present quarter ceiling. Then download it and import the ceiling file.

Search	۹										
🚯 Dash Board				ne	UCICAS F	UDGET CE	UINC UST	OR EDIT!			
🏝 Budget				140	COURS I	ODGEI CE	LING LIDI	OK LDII.			
Sudget Ceiling											
		GRID OPTI	DNS								
		If you need	to Edit the	ceiling, after edit	ing please inform to the	Department of National	Budget				
A Local Condition		o enable the	em to appi	rove. It is nor reco	mmanded to Delete						
List/ Eult											
		1 August and a second	Auto_N	umHead	Prog	Proj	Туре	Celing_Q1	Celing_Q2	Celing_Q3	Celing
10.00		Update Cano	el6047	206	1	1	12	874000.00	3726000.00	163500.00	107500
		Edit Delete	6048	206	1	1	13	1121200.00	1403800.00	1262500.00	1262500
To_Sub Offic	e	Edit Delete	6049	206	1	1	14	6387000.00	22975500.00	14512500.00	1417500
		Edit Delete	6050	206	1	1	15	122200.00	177800.00	150000.00	150000.
a second second	<	Edit Delete	6051	206	1	1	20	0.00	2600000.00	1000000.00	0.00
J Cash Celling		Edit Delete	6052	206	1	1	21	525800.00	15674200.00	0.00	0.00
		Edit Delete	6053	206	1	1	24	218100.00	4724000.00	1150000 00	0.00
Liability	5	Edit Delete	6055	206	2	2	10	76900.00	48100.00	62500.00	62500.00
		Edit Delete	6056	205	2	2	12	116000.00	2271500.00	800000.00	312500.
	2	Edit Delete	6057	206	2	2	13	187800.00	437200.00	312500.00	312500.
FR Transfer		Edit Delete	6058	206	2	2	14	4692600.00	31157400.00	6800000.00	1550000
		Edit Delete	6059	206	2	2	15	75100.00	224900.00	150000.00	150000.
Go To Main		Edit Delete	6068	206	2	3	21	4500575.00	29999425.00	6750000.00	6500000
		Edit Delete	6069	206	2	3	24	397600.00	702400.00	200000.00	200000.
		Edit Delete	6045	206	1	1	10	14383500.00	16116500.00	15250000.00	1525000
		Edit Delete	6046	206	1	1	11	70000.00	950000.00	725000.00	625000.
		Edit Delete	6060	206	2	2	24	0.00	1000000.00	500000.00	0.00
		Edit Delete	6062	206	2	3	11	2852650.00	2206250.00	2125000.00	2125000
		Edit Delete	6062	200	2	3	12	2033030.00	1622875.00	1925000.00	375000
		Edit Delete	6064	206	2	3	13	914300.00	1085700.00	1000000.00	100000
		Edit Delete	6065	206	2	3	14	24077700.00	39332300.00	34450000.00	2674000
			6066	206	2	3	15	6451100.00	44598900.00	9475000.00	837500
		Edit Delete					20	0.00	1000000 00	50000000 00	500000

8.1.1 For Ceiling Minus

If it is your ceiling is showing minus in the cigas Ceiling window you can edit it from the Ceiling Revise option.

Buc	.eling_Budget_Ca lget_Celing Ca	sh sh_Ceiling Ceiling F	Rollover Import	HO Ceiling			
			1	BUDGET (CELING		
	code	Description	total	Q1	Q2	Q3	Q4
	10	Personal Emulom	92,431,000.00	32,265,650.00	-3,675,000.00	37,135,000.00	26,705,350.00
	11	Travel Expenses	6,507,200.00	1,296,900.00	-128,000.00	3,711,500.00	1,626,800.00
	12	Supplies	14,520,000.00	4,410,000.00	-625,000.00	6,602,500.00	4,132,500.00
	13	Maintenance Exp	14,997,500.00	5,411,000.00	0.00	5,608,750.00	3,977,750.00
	14	Services	43,149,000.00	5,627,000.00	-23,786,000.00	30,282,000.00	31,026,000.00
	15	Transfers	612,000.00	139,000.00	-56,000.00	325,500.00	203,500.00
	17	Other Recurrent	9,000.00	38,300.00	-57,000.00	27,700.00	0.00
	20	Rehabilitation & I	5,058,000.00	424,000.00	-1,313,000.00	3,261,000.00	2,686,000.00
	21	Acquisition Capit	3,900,000.00	335,000.00	-500,000.00	3,565,000.00	500,000.00
	22	Capital Transfer	118,919,000.00	19,076,000.00	0.00	57,310,000.00	42,533,000.00
	24	Human Resource	2,880,000.00	308,300.00	294,300.00	1,432,000.00	845,400.00
_	25	Other Constal Eve	24.000.000.00	2 250 000 00	224 244 000 00	204 110 000 00	00 000 000 00
			(CASH CEL	ING		
	bank_code	description	total	Q1	Q2	Q3	Q4
•	BOC	Advance AC	12,350,000.00	824,000.00	3,607,000.00	4,640,000.00	3,279,000.00
	BOC	Capital Expendit	460,037,500.00	43,895,000.00	-117,231,000.00	355,275,000.00	178,098,500.00
	BOC	Other Recurrent	104,745,000.00	19,536,800.00	-8,358,000.00	48,916,500.00	44,649,700.00
	BOC	Personal Emulom	90,638,250.00	30,078,500.00	7,006,500.00	36,416,000.00	17,137,250.00
*							

In the Budget Ceiling \rightarrow Ceiling Revise

<u>-</u>	eling_Budge	t_Cash						
Bud	iget_Celing	Cash_Ceiling	Ceiling	Rollover Import I	HO Ceiling			
	Original Dis	tribution						
	Upload			1	BUDGET (CELING		
	List							
	Ceiling Revi	ise	ion	total	Q1	Q2	Q3	Q4
-	10	Person	al Emulom	92,431,000.00	32,265,650.00	-3,675,000.00	37,135,000.00	26,705,350.00
	11	Travel	Expenses	6,507,200.00	1,296,900.00	-128,000.00	3,711,500.00	1,626,800.00
	12	Supplie	es	14,520,000.00	4,410,000.00	-625,000.00	6,602,500.00	4,132,500.00
	13	Mainte	nance Exp	14,997,500.00	5,411,000.00	0.00	5,608,750.00	3,977,750.00
	14	Service	es	43,149,000.00	5,627,000.00	-23,786,000.00	30,282,000.00	31,026,000.00
	15	Transfe	ers	612,000.00	139,000.00	-56,000.00	325,500.00	203,500.00
	17	Other F	Recurrent	9.000.00	38,300.00	-57.000.00	27,700.00	0.00
	20	Behab	ilitation & I	5 058 000 00	424 000 00	-1.313.000.00	3 261 000 00	2 686 000 00
	21	Acquis	ition Capit	3,900,000,00	335 000 00	-500 000 00	3 565 000 00	500 000 00
	22	Capita	Transfer	118 919 000 00	19.076.000.00	0.00	57 310 000 00	42 533 000 00
	24	Lumar	Resource	2 990 000 00	200 200 00	294 200 00	1 422 000 00	945 400 00
	24	Others	Contral Fue	2,000,000.00	2 250 000 00	204,000,00	224.110.000.00	C0.000.000.00
				(CASH CEL	ING		
	bank_code	e descr	ription	total	Q1	Q2	Q3	Q4
•	BOC	Advar	nce AC	12,350,000.00	824,000.00	3,607,000.00	4,640,000.00	3,279,000.00
	BOC	Capita	al Expendit	460,037,500.00	43,895,000.00	-117,231,000.00	355,275,000.00	178,098,500.00
	BOC	Other	Recurrent	104,745,000.00	19,536,800.00	-8,358,000.00	48,916,500.00	44,649,700.00
	BOC	Persor	nal Emulom	90.638.250.00	30.078.500.00	7.006.500.00	36.416.000.00	17.137.250.00
-								

Sub				- 🗆 X
15 ~	Bank Code	UNP	∼ List	
	Q1	Q2	Q3	Q4
0.00	88	.000.00 0	.00	0.00
0	56	000		0
			Save	Cancel
	5ub 15 ✓ 0.00 0	Sub 15 V Bank Code Q1 0.00 88 0 56	Sub 15 V Bank Code UNP Q1 Q2 0.00 88,000.00 0 0 56000 0	Sub 15 ∨ Bank Code UNP ✓ List Q1 Q2 Q3 0.00 88.000.00 0.00 0 56000 0 Save

Select the Ceiling code and Bank code then click on list button. Give the amount of the minus ceiling in the savings on correct quarter.

Then click on save button.

Bud	dget_Celing Ca	sh_Ceiling Ceiling I	Rollover Import	HO Ceiling							
			1	BUDGET (CELING						
	code Description total 0.1 0.2 0.3 0.4										
	10	Personal Emulom	92 431 000 00	32 265 650 00	-3 675 000.00	37 135 000 00	26 705 350 0				
	11	Travel Expenses	6 507 200 00	1 296 900 00	-128 000 00	3 711 500 00	1 626 800.00				
	12	Supplies	14.520.000.00	4.410.000.00	-625.000.00	6.602.500.00	4,132,500.00				
	13	Maintenance Exp	14,997,500.00	5,411,000.00	0.00	5,608,750.00	3,977,750.00				
	14	Services	43,149,000.00	5,627,000.00	-23 790 000 00	30,282,000.00	31,026,000.00				
	15	Transfers	668,000.00	139,000.00	0.00	325,500.00	203,500.00				
	17	Other Recurrent	9,000.00	38,300.00	57,000,00	27,700.00	0.00				
	20	Rehabilitation & I	5,058,000.00	424,000.00	-1,313,000.00	3,261,000.00	2,686,000.00				
	21	Acquisition Capit	3,900,000.00	335,000.00	-500,000.00	3,565,000.00	500,000.00				
	22	Capital Transfer	118,919,000.00	19,076,000.00	0.00	57,310,000.00	42,533,000.00				
	24	Human Resource	2,779,300.00	308,370.00	193,600.00	1,432,000.00	845,400.00				
	-DE	Other Constal Fra	00.000.000.00	2 257 200 00	224 244 000 00	204 110 000 00	00 000 000 00				
			(CASH CEL	ING						
	bank_code	description	total	Q1	Q2	Q3	Q4				
	BOC	Advance AC	12,350,000.00	824,000.00	3,607,000.00	4,640,000.00	3,279,000.00				
	BOC	Capital Expendit	460,037,500.00	43,895,000.00	-117,231,000.00	355,275,000.00	178,098,500.0				
	BOC	Other Recurrent	104,745,000.00	19,536,800.00	-8,358,000.00	48,916,500.00	44,649,700.0				
	BOC	Personal Emulom	90,638,250.00	30,078,500.00	7,006,500.00	36,416,000.00	17,137,250.0				

Ceiling will updated as above.

8.1.2 How to get Balance ceiling into current quarter

If you have balance ceiling in the ago quarter you can get that balance into current Quarter.

			E	SUDGET (CELING		
-	code	Description	total	Q1	Q2	Q3	Q4
_	10	Personal Emulom	0.00	-60,165,350.00	-3,675,000.00	37,135,000.00	26,705,350.00
	11	Travel Expenses	6,507,200.00	1,296,900.00	-128,000.00	3,711,500.00	1,626,800.00
	12	Supplies	14,520,000.00	4,410,000.00	-625,000.00	6,602,500.00	4,132,500.00
	13	Maintenance Exp	14,997,500.00	5,411,000.00	0.00	5,608,750.00	3,977,750.00
	14	Services	43,149,000.00	5,627,000.00	-23,786,000.00	30,282,000.00	31,026,000.00
	15	Transfers	668,000.00	139,000.00	0.00	325,500.00	203,500.00
	17	Other Recurrent	-38,300.00	29,300.00	-95,300.00	27,700.00	0.00
	20	Rehabilitation & I	5,058,000.00	424,000.00	-1,313,000.00	3,261,000.00	2,686,000.00
	21	Acquisition Capit	3,900,000.00	335,000.00	-500,000.00	3,565,000.00	500,000.00
	22	Capital Transfer	118,919,000.00	19,076,000.00	0.00	57,310,000.00	42,533,000.00
	24	Human Resource	2,779,300.00	308,300.00	193,600.00	1,432,000.00	845,400.00
	25	Ol	24.000.000.00	2 250 000 00	224.244.000.00	204 110 000 00	00 000 000 00
	hand a second		C	CASH CEL	ING		
	bank_code	description	total	Q1	Q2	Q3	Q4
	BOC	Advance AC	12,350,000.00	824,000.00	3,607,000.00	4,640,000.00	3,279,000.00
	BOC	Capital Expendit	460,037,500.00	43,895,000.00	-117,231,000.00	355,275,000.00	178,098,500.00
	BOC	Other Recurrent	104,745,000.00	19,536,800.00	-8,358,000.00	48,916,500.00	44,649,700.00
	BOC	Personal Emulom	90,638,250.00	30,078,500.00	7,006,500.00	36,416,000.00	17,137,250.00

Go through Ceiling \rightarrow Budget Ceiling / Cash Ceiling \rightarrow Ceiling Revise Then select the Ceiling code and the bank code and then in the savings give the balances of the ago quarters.

🖳 Ciling_Revised_	Sub			- 0	×
Ceiling Code	12 v Bar	nk Code UNP	~	List	
	Q1	Q2	Q3	Q4	
Original	0.00	4,190,000.00	0.00	0.00	
Savings	-4410000	4410000	0	0	
			Save	Cancel	

Then click on Save button.

udge	t_Celing Ca	sh_Ceiling Ceiling F	Rollover Import I	HO Ceiling			
			1	BUDGET (CELING		
T	code	Description	total	Q1	Q2	Q3	Q4
1	10	Personal Emulom	0.00	-60,165,350.00	-3,675,000.00	37,135,000.00	26,705,350.00
1	11	Travel Expenses	6,507,200.00	1,296,900.00	-128,000.00	3,711,500.00	1,626,800.00
	12	Supplies	14,520,000.00	0.00	3,785,000.00	6,602,500.00	4,132,500.00
1	13	Maintenance Exp	14,997,500.00	5,411,000.00	0.00	5,608,750.00	3,977,750.00
1	14	Services	43,149,000.00	5,627,000.00	-23,786,000.00	30,282,000.00	31,026,000.00
1	15	Transfers	668,000.00	139,000.00	0.00	325,500.00	203,500.00
1	17	Other Recurrent	-38,300.00	29,300.00	-95,300.00	27,700.00	0.00
14	20	Rehabilitation & I	5,058,000.00	424,000.00	-1,313,000.00	3,261,000.00	2,686,000.00
2	21	Acquisition Capit	3,900,000.00	335,000.00	-500,000.00	3,565,000.00	500,000.00
2	22	Capital Transfer	118,919,000.00	19,076,000.00	0.00	57,310,000.00	42,533,000.00
14	24	Human Resource	2,779,300.00	308,300.00	193,600.00	1,432,000.00	845,400.00
	ne .	Other Constal Free	24 000 000 00	2 250 000 00	224 244 000 00	204 110 000 00	00 000 000 00
101			(CASH CEL	ING		
	bank_code	description	total	Q1	Q2	Q3	Q4
	BOC	Advance AC	12,350,000.00	824,000.00	3,607,000.00	4,640,000.00	3,279,000.00
	BOC	Capital Expendit	460,037,500.00	43,895,000.00	-117,231,000.00	355,275,000.00	178,098,500.00
	BOC	Other Recurrent	104,745,000.00	19,536,800.00	-8,358,000.00	48,916,500.00	44,649,700.00
	BOC	Personal Emulom	90,638,250.00	30,078,500.00	7,006,500.00	36,416,000.00	17,137,250.00

Then ceiling will updated.

8.2 Ceiling Original Distribution

If you want to give Ceiling for the sub office click on Celling \rightarrow Cash Ceiling \rightarrow Original Distribution.



	Celing_Budge	t_Cash								
Bu	dget_Celing	Cash_Ceiling Ceiling F	Rollover Import	Ceiling						
		Original_Distribution	n							
		Upload List	1	BUDGET CELING						
	code	Ceiling Revised		Q1	Q2	Q3	Q4			
•	10	Personal Emulom	89,900,000.00	0.00	89,900,000.00	0.00	0.00			
	11	Travel Expenses	3,937,500.00	0.00	3,937,500.00	0.00	0.00			
	12	Supplies	3,850,000.00	0.00	3,850,000.00	0.00	0.00			
	13	Maintenance Exp	2,575,000.00	0.00	2,575,000.00	0.00	0.00			
	14	Services	56,882,600.00	0.00	56,882,600.00	0.00	0.00			
	15	Transfers	17,825,000.00	0.00	17,825,000.00	0.00	0.00			
	20	.Rehabilitation _ I	1,150,000.00	0.00	1,150,000.00	0.00	0.00			
	21	Acquisition Capit	17,050,000.00	0.00	17,050,000.00	0.00	0.00			
	24	Human Resource	1,050,000.00	0.00	1,050,000.00	0.00	0.00			
	11		(CASH CE	LING					
	bank_code	e description	total	Q1	Q2	Q3	Q4			
•	BOC	Capital Expenditure	19,250,000.00	0.00	19,250,000.00	0.00	0.00			
	BOC	Other Departmen	470,100.00	0.00	470,100.00	0.00	0.00			
	BOC	Other Recurrent	84.600.000.00	0.00	84.600.000.00	0.00	0.00			

🖳 Celi	ng						
_			-		Budget Allocation	89,900,000.00	
-	Code	Description	Bank Code RA	T V			
•	40	Salaries					
	41	Other Recurrent		Q1	Q2	Q3	Q4
	42	Capital Expenditure					
-			Original	0.00	89,900,000.00	0.00	0.00
			Released to Sub Up to Now	0.00	0.00	0.00	0.00
			Balance	0.00	8990000.00	0.00	0.00
			Releasing to SUB	0.00	1000000	0.00	0.00
							Save
	Export Sub	Office Celing File					

In the Original Distribution Select the Bank code and then fill the Releasing to SUB Column and then click on Save button.

Click on Ok.

Sub_office_Acc_code								
		Head	mid	sub	Code	Description	total	Q1
Select Bank Code RAT ~		206	01	00	40	Salaries	1000000.00	0.00
			-					
List Encrypt Click button to load file. Click button to load file.	¢							>



Then Click on Export to Sub Office Ceiling File.

In that Window first select the Bank Code and then Click on List. It will show you Sub Office Cash Ceiling file. To encrypt the file Click on Encrypt button.

Then system will show you a massage like below.



09.In order to open Accounts click on Opening Balance Button

Click on Open Acc







9.1 To open Imprest Account

Create Imprest Account		>
Open Imprest Account		
Open Imprest A/c	Imprest Info	
Imprest Account Number /	TRNO	206
Unexpended Cash in this A/c 0.00	Code	7002
Imprest Type CF ~	Туре	I
Save Enter One Bal Cancel		
Save Enter Opri Bar Cancer		

NEWCIGAS	X
Imprest Account Su	ccessfully Created
	ОК

If you have unsettle sub imprest as opening balance for the last year, last year imprest account has to be opened.

Those unsettle sub imprest have to be entered as opening balances in the Imprest Account.

Create Imprest Account		×
Open Imprest Account		
Open Imprest A/c	Imprest Info	
Imprest Account Number /	TRNO	250
Unexpended Cash in this A/c 0.00	Code	7002
Imprest Type CF ~	Type	Ι
Save Enter Opn Bal Cancel		

Hence Click on Enter Opn Bal button.

Opening_Bal_Unsettle_Subimp	-, 0	×
Opening Bala	ance of Unsettled Sub Imprest	
Bank Code	BOC 🗸	
Imprest No	228/19 ~	
Voucher Number		
Date	05/07/2019	
To Whom		
Description		
Type:-1/E/R	I- Sub Imprests V	
Cheque No		
Amount	0 00	
Save	Cancel	





Click on Budget

😡 Copy_to_Vote	-	
REVISED BUDGET PROCESS FOR THE YEAR 2023		
Browse To Ledger New COA To Sub Supplementary mp Sub off Budget		
7		

Click on Supplementary button

The budget file has been daily uploaded by Department of State Accounts to the newcigas.treasury.gov.lk web interface. In the web interface you can find the daily budget ceiling file from the download.

Then enter the head number you need to open newly or as supplementary or other head vote. Then click on List button.



Thereafter you need to click on Head office bank code and finally click on check boxes under the head number you need to open votes like bellow.
er Head No	250		List	BOC	✓ Create	Int know How to create other Department Vote??? CLICK ME
Ch	eckbox	head	Program	Project	SubProj 🔨	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
1		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
1		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
		250	1	1	0	
1		250	1	1	0	
		250	1	1	0	
		250	1	1	0 🗸	
		3	1.2	1	>	

Then click on Create button.

d No 250		List	× 20	Create	Dont know How to create other Department Vote??? CLICK ME
Checkbox	head	Program	Project	SubProj \land	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
				0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0	
	250	1	1	0 🗸	
			21	>	

_When Head office supposed to give the allocation to sub office or Mid office, You need to click on 'to Sub Office'

Vote_0	Create								(i) 2 - 3 21	Х
_		V Current								
1.1		Cleate	2							
	Checkbox	acctcode	New_COA	amountOri	^					
		123-2-5-6-1508-P	01/11/123-00-00	0.00						
		155-1-6-0-1409-P	01/11/155-00-00	0.00						
		206-1-1-0-1001-P	01/11/206-00-00	39000000.00						
		206-1-1-0-1002-P	01/11/206-00-00	6000000.00						
		206-1-1-0-1003-P	01/11/206-00-00	16000000.00						
		206-1-1-0-1101-P	01/11/206-00-00	2500000.00						
•		206-1-1-0-1102-P	01/11/206-00-00	500000.00						
		206-1-1-0-1201-P	01/11/206-00-00	2000000.00						
		206-1-1-0-1202-P	01/11/206-00-00	4400000.00						
		206-1-1-0-1203-P	01/11/206-00-00	400000.00						
		206-1-1-0-1205-P	01/11/206-00-00	500000.00						
		206-1-1-0-1301-P	01/11/206-00-00	4500000.00						
		206-1-1-0-1302-P	01/11/206-00-00	550000.00						
		206-1-1-0-1401-P	01/11/206-00-00	150000.00						
		206-1-1-0-1402-P	01/11/206-00-00	2500000.00						
		206-1-1-0-1404-P	01/11/206-00-00	26000000.00						
		206-1-1-0-1408-P	01/11/206-00-00	6000000.00						
		206-1-1-0-1409-P	01/11/206-00-00	23400000.00						
		206-1-1-0-1506-P	01/11/206-00-00	600000.00	~					

There after your need to choose the votes you need to give to mid office/ sub office.

Finally click on create button. This process will generate votes which need to give to mid office/sub office.

💀 Other_Min_Vote_Opn Х Enter Head No List BOC \sim Create Dont know How to create other Department Vote??? CLICK ME Program SubProj ^ Checkbox head Project \checkmark > < to Sub Office Export to Sub Office

To get the output of sub office vote file need to click on Export to Sub Office.

To get the output of sub office vote file need to click on Export to Sub Office.

	Checkbox	Autonum	Acctcode	Tmo	code	head	prog
		75182	BOU-001-2-6-11	155	1000	001	2
ie BOU ~		75183	BOU-001-2-6-11	155	2000	001	2
		75348	BOU-001-2-6-3-2	155	1000	001	2
Encrypt		75349	BOU-001-2-6-3-2	155	2000	001	2
		75176	BOU-001-2-6-6-2	155	1000	001	2
le.		75177	BOUPPIDEED	100	2000	001	2
		75184	BOL NEWC	IGAS	23	001	2
		75185	BOL	(Series		001	2
		74692	BOL	155	1		
		74693	BOL	Created			1
		74694	воц Сгеа				1
		74695	BOL			155	1
		74696	BOL			155	1
		74697	BOL			155	1
		74698	BOL		-	155	1
		74699	BOL	0	K	155	1
		74700	BOL			155	1
		74701	BOU	100	2000	155	1
		74702	BOU-155-1-11-0	155	1000	155	1
		74703	BOU-155-1-11-0	155	2000	155	1
6							

Click on Ok button.

NEWCIGAS	23
File has been	Loaded to Encrypt

Click on Ok.

 $Created \ encrypted \ file \ will \ saved \ in \ the \ C:\Sub_Office\Supplementary.$

Once you are opening your vote accounts in Head office or Sub office there after you need to enter allocations by go through in Cash Book \rightarrow Ledger \rightarrow Transfers \rightarrow Supplementary

Transfers	•	Supplementary	Survin Month Suly
Deposit		Transfer	
Advance Details	•	List	
Kevised Limits			
Rent/Mobi Adv Ledger Cre	ation		
Journal for Mobi Advance	adon		
1111			

When you suppose to enter allocations in same department /ministry, click on My Department. Otherwise click on Other Department.

pplementary			/		_			1	
 My Depart Other Dep 	nent artment	Head	123		×	July_2019	3rd Q	uarter	
Authority No Object Discription	1001	~	Date	08/07/2	2019] Bank Code	BOC	~
						~			

Enter the Authority number, select the date and bank code, choose object code form the drop down list, and thereafter according to object code selected by user generate the COA by the system. Finally enter the allocation for the given quarter as bellow.

 My Dep Other I 	partment Department	Head 123	}	⊻ July	_2019	3rd Q	luarter	
Authority	y No 01	[Date 08/07/2	019		Bank Code	BOC	~
Object	1001	~						
Persona	al Emuloments							
COA	01/11/206-00-0	0/1/206-01/000/210	001-P	~				
COA Quarte	01/11/206-00-0 ar-1	0/1/206-01/000/210 Quarter-2	201-P	Quarter-3		Quarter-4		
COA Quarte 0	01/11/206-00-0 er-1	0/1/206-01/000/210 Quarter-2 0	2001-P 2	Quarter-3	00	Quarter-4	0	0

Click on Save

Once you are opening your vote accounts in Head office or Sub office, you have to select Head Office/ Sub Office Vote in the selection Menu. In Head office CIGAS, if you have sub offices and when you are going to open sub offices accounting codes in head office New CIGAS, you have to select Sub Office Vote in Head office in the Selection Menu. Then select the respective office's bank code before opening the accounting codes for sub offices.

Likewise, you have to open other accounts as well. Once you complete the opening accounts for the sub office accounts in head office New CIGAS, you can create a file for the respective sub office. This file will contain sub office accounting codes, treasury codes and allocations. You could email this file to the respective sub office. Then the sub office does not need to open their accounts. They have to open only bank account and imprest account. Then they could import the file sent by the Head office. After importing, all accounts will be automatically generated. This will help to consolidate the sub office transactions with head office without any errors.



9.3 To open the Deposit Account

t_Open				- (
- Accounting Year	19	Deposit Ac	count		
Selection Box					
Deposit Acc	ount				
		Treasury Code			
Selection Menu					
Head Office	Sub Office Deposit	Accounting Code			
O Sub_Office [eposit in Head Office				
		Description			
Accounting Info					
TRNO	206				
Code	6000	SAVE	Opn Deposit Bal	Can	icel
Type	D				

Click on Save.

If you have Deposit Accounts Balance, you could enter the balances by clicking Opn Deposit Bal button. Now all Deposit code you should enter under only General Deposit account (6000).

9.3.1 To display Deposit Details

The entered deposit details can be get as separate list by Go to Cash Book \rightarrow Main \rightarrow Ledger \rightarrow Deposit \rightarrow Deposit Details

E Main		- 1
Cash Ledger Asset_Accounting Reports C	ommitment Final_Acct Liability	7
Show Accounts		
Open Accounts •		Current Month May
Transfers +		
Deposit +	Deposit Details	
Advance Details	Add together_1	
Revised Limits	Add together_2	
Credit/Debit Intimations	Deposit History	
Rent/ Mobi Adv Ledger Creation		
Journal for Mobi Advance		
1111		
1111		
1111		
1.1.1		
6. S.		
1 m		

)ep	osit List		Accounting	Code 13/	36-R ~	PE	OF T	
	Date	receiptno	Received from	code	total	settled	balance	*
	30 Nov 2015	T/36/23	Suleco (pvtt) Ltd	13/36-R	27,000.00	0.00	27,000.00	
	31 Dec 2015	T/50/62	Ruhunupura	13/36-R	16,329,438.00	0.00	16,329,438.00	
	31 Mar 2016	582	IESL College	13/36-R	45,900.00	0.00	45,900.00	
	31 May 2016	875	Road Developme	13/36-R	10,988,140.00	0.00	10,988,140.00	
	18 Jan 2017	P/23-486310	Accountant Rev	13/36-R	21,800.00	0.00	21,800.00	
	18 Jan 2017	P/23-486330	Ganegala Mini H	13/36-R	25,000.00	23,554.92	1,445.08	
	19 Jan 2017	P/23-486340	BCAS School	13/36-R	68,000.00	0.00	68,000.00	
	23 Mar 2017	P23 486589	Public Developm	13/36-R	500,000.00	0.00	500,000.00	
	29 Mar 2017	P/23 486609	National Water B	13/36-R	3,512,362.50	153,800.00	3,358,562.50	
	17 Apr 2017	R1704003C	Levin Engineering	13/36-R	16,957.29	0.00	16,957.29	
	13 Jul 2017	P/23 486892	R L A K Ranasin	13/36-R	1,500,000.00	0.00	1,500,000.00	
	25 Jul 2017	P/23 486931	O P J Harshika	13/36-R	17,128.58	0.00	17,128.58	
	25 Jul 2017	P/23 486932	Industrial Engine	13/36-R	50,000.00	0.00	50,000.00	
	25 Jul 2017	P/23 486935	Thissa Builders a	13/36-R	50,000.00	0.00	50,000.00	~
c							>	

You can get print out as PDF version by click on PDF button

9.3.2 To Add Together Deposit Payments

Go to Cash Book \rightarrow Main \rightarrow Ledger \rightarrow Deposit \rightarrow Add together Then

posit_	Payment Select Deposit Accountin	ng Code 2/1	39-R	~			M	tick on check boxes
1	Bankcode	cash	xe	total	settled	balance	Checkbox	
	HEA	0.00	173700.00	4000.00	0.00	4000.00		
	HEA	500.00	0.00	500.00	0.00	500.00		
	HEA	6500.00	0.00	6500.00	0.00	6500.00		
	HEA	8000.00	0.00	8000.00	0.00	8000.00		
	HEA	46000.00	0.00	46000.00	0.00	46000.00		
	HEA	2500.00	0.00	2000.00	0.00	2000.00		
	HEA	500.00	0.00	500.00	0.00	500.00		
	PIV No Cash		N	iew Receipt No e			Update Deposit	
			Total					There after click

tick on each check boxes which you wish to add together.

OK



9.3.3 To view Deposit Account Summary

Go to Ledger \rightarrow Show Accounts \rightarrow Account Summary \rightarrow Deposit

💻 Deposit Account				3 		×
	Deposit Account for the	month of	April 201	9		
Deposit Account	13/36-R ~	Month	4	~	LIST	
	Opening Balance B/F		Rs 42,366	,473.58		
RECEIPT	Reciepts During the Month		Rs 2,692	,514.60		
	Payment During the Month		Rs 1,990	,306.20		
	Clossing Balance C/d		Rs 43,068	,681.98		
Individual Bal						
					CANCEL	3



9.4 To open Government Officer's Advance Account and enter limits

L Adva	ance_Open Accounting Year 2	023	Public Officers'	- Advance Account	
	Type • Public Officers		Treasury Code	0	
	○ Authorized Treasury		Accounting Code		
	Selection Menu		Description		
	• Head Office / Sub O	ffice Advance A/C	Openning Balance	0 00	
	○ Sub_Office Advance	A/C in Head Office	Debit Limit	0 00	
	Accounting Info		Debited up to Now	0 00	
	TRNO 25	i0	Credit Limit	0 00	
	Code 84	93	Credited up to Now	0 00	
	Type A		SAVE		×

When you need to enter advance account limits go to the Cash book \rightarrow Ledger \rightarrow Revised Limits

📕 Main									
Cash	Ledger	Asset_Accounting	Reports	Commitment	Final_Acct	Liability			
	Show	Accounts							
[PAII	Oper	Accounts					Current Month	May	
	Tran	sfers							
	Depo	osit							
	Adv	ince Details							
	Revi	sed Limits							
	Cred	it/Debit Intimations							
	Rent	/ Mobi Adv Ledger C	reation						
	Journ	al for Mobi Advance							
	11	1.1		_					
1									
1.1									

Limit			
Increase	•	Debit Limit- B A/c	
Decrease	*	Credit Limit- B A/c	
		Debit Limit - Other	
		Credit- Other	

>
rs Advance Accounts
e Debit Limit
<u>10</u> /07/2019 □ ▼
002012-P ~
0 00

Copyright © by Department of State Accounts. All Rights Reserved Page No 86

9.4.1 To view Advance Account Summary

Go to Ledger \rightarrow Show Accounts \rightarrow Account Summary \rightarrow Advance





9.5 To open Loan Type

		×
Save	Cancel	
	Save	Save Cancel



9.6 To open Revenue Accounts



When create SO revenue code in HO use this

9.6.1 To view Revenue Account summary

Go to Ledger \rightarrow Show Accounts \rightarrow Account Summary \rightarrow Revenue

Ba	ank Code HE	A v	Month	Jul	~	LIST	PRINT	#
	AcctCode	Treasury_Code	Revenue Estimate	Revenue_upto Last Month	Revenue for Month	Refund for Month	Net Month	_
	2002-01-01-R	2002-0-01-0-01	Rs 0.00	Rs 7,453,110.78	Rs 0.00	Rs 0.00	Rs 0.00	
	2002-02-99-R	2002-0-2-0-99	Rs 0.00	Rs 1,402,487.67	Rs 0.00	Rs 0.00	Rs 0.00	
	2003-03-02-R	2003-0-3-0-2	Rs 0.00	Rs 0.00	Rs 0.00	Rs 0.00	Rs 0.00	
	2003-04-00-R	2003-0-4-0-0	Rs 0.00	Rs 0.00	Rs 0.00	Rs 0.00	Rs 0.00	
	2003-99-00-R	2003-0-99-0-00	Rs 0.00	Rs 4,047,178.88	Rs 0.00	Rs 0.00	Rs 0.00	
	2004-01-00-R	2004-0-01-0-00	Rs 0.00	Rs 9,541,335.40	Rs 0.00	Rs 0.00	Rs 0.00	
	2006-02-00-R	2006-0-02-0-00	Rs 0.00	-Rs 1,680.00	Rs 0.00	Rs 0.00	Rs 0.00	
	2006-02-01-R	2006-0-2-0-1	Rs 0.00	Rs 138,500.00	Rs 0.00	Rs 0.00	Rs 0.00	
	2006-02-02-R	2006-0-2-0-2	Bs 0.00	Bs 137 895 00	Rs 0.00	Bs 0.00	Bs 0.00	



9.7 If you want to delete the opened Accounts

		Banks Votes	
	Revenue Code	Imprest Depend	
•	2002-01-01-R	Public Offiers Advance	
	2002-02-99-R	Treasury_Authorized_Adv	
	2003-03-02-R	RecData	
	2003-04-00-R	Unsettle	
	2003-99-00-R	Dep.Details	
	2004-01-00-R	Miscellaneous	
	2006-02-00-R	Loan_Type	
	2006-02-01-R		
	2006-02-02-R		
	11		

Once you select the Account type, All Accounting codes will be displayed. Select the Accounting code to be deleted and click on delete button.

9.8 Create Sub Office File by Head Office

Once you open all accounting codes with respect to the sub office, click on Vote in the Opening Accounts menu and there click on Export Sub office Budget file.

Sub_	_office_Acc_co	de					
elect	: Bank Code	MHG 💌	List	Create I	Tile		
	Autonum	AcctCode	TRNO	Code	Head	Prog	-
•	71	MHG-16/0-P	260	6000	0	0	
	72	MHG-16/0-R	260	6000	0	0	
	94	MHG-20020102-P	260	5000	2002	0	111
	93	MHG-20020102-R	260	4000	2002	0	
	49	MHG-261-1-1-0-1	260	1000	261	1	
	50	MHG-261-1-1-0-1	260	2000	261	1	L
	59	MHG-261-1-1-0-1	260	1000	261	1	
	60	MHG-261-1-1-0-1	260	2000	261	1	
	55	MHG-261-1-1-0-1	260	1000	261	1	
(56	MHG.261.1.1.0.1	260	2000	261	1	

You could list the opened accounting codes with respect to the respective sub offices and click on create file. Then you could find a folder in C drive called Sub office. You could find the file in the Sub office folder and send the file to the respective sub office.

10.To open PSPF and Miscellaneous accounts

When you need to create PSPF and Miscellaneous account you could open by clicking cash book in main menu and click on Ledger \rightarrow Open Accounts \rightarrow PSPF \rightarrow Miscellaneous

h Ledger Asset_Accounting Repor	rts Cor	nmitment Final_Acct Liability		
Show Accounts			Current Month	May
Open Accounts		Advance		May
Denesit		Deposit		
Advance Dotaile		Revenue		
Revised Limits	_ <u> </u>	P.S.P.F		
Credit/Debit Intimations		Lease Asset		
Rent/ Mobi Adv Ledger Creation	n	Rialagical Accet		
Journal for Mobi Advance	A.	Intangible Accet		
Journalise		fillaligiole risset		

E PSPF_Open			×
Accounting Selection Menu	Year 2023	Create	e PSPF A/c
 Head Office / Sul Sub_Office Vote i 	b Office Vote in Head Office	Treasury Code	
		Object Detail	Public Officers Profident Fund
Accounting Info	250	Accounting Code	
Code Type	8098 P	Finance	11
		Save	List Cancel

10.1 To View PSPF summary

You need to go to the Ledger, and then go to Show Accounts and click on Account Summary and finally select PSPF.

📕 Main						, X
Cash	Ledger Asset_Accounting Reports	Co	mmitment Final_Acct Li	ability		
Cash	Ledger Asset Accounting Reports Show Accounts Open Accounts Transfers Deposit Advance Details Revised Limits Credit/Debt Intimations Rent/ Mobi Adv Ledger Creation Journal for Mobi Advance		mmitment Final_Acct Li Detail Account Account Summary	ability Vote • Deposit Advance • Revenue PSPF Miscellaneous Asset Capital Asst Reserve Lease Creditors Lease Asset	Current Month	May

 Receipt 	Sele	ct Month	3 ~ 1 2 3 4		🜔 LIST 📄
Date	Vovpiv	Whom	5 6 7	Xe	
	il.		8 9 10		
			11 12 13		
			14		

11.To Open Rec Data

When you need to open Reconciliation open balance you need to click on Opening Bal



Then you can open one by one unrealized Payment /Receipt and Unidentified Payment/Receipt by click on each radio button.

		DITERN			
	Bank Code		~		
Select	Date	17/07/2019			
Onrealized Payments	To whom				
O Unrealized Receipts	Cheque No / Vou No				
O Unidentified Payment	Amount	0		00	
O Unidentified Receipts					
		Save		Cance	

Finally click on save button in every moment when you enter open BAL of bank rec.

12.Vote Update

After yearend, you can update votes only in January. First you have to select the account type which you need to be update in *January*.

)pen			-		
Opening Accounts				1	
Bank Account	Imprest	Vote			
Loan Type	Advance Account	Deposit			
Revenue	Rec Data	List/Delete			
Create Net NEWCIGAS	Got Troppunt	Ledger Update			
Chang	Migrate the budget file	Mobilization			
Asset Sub Item	OK Min to Sub	Acct_Code Add Item			

📕 Ledger_Update	10 10	×
Account Votes Public Offiers Advanc Public Offiers Advanc Deposit Treasury Authorized Miscellaneo is First you have to click on Account type you need to undete	ve her	
Load Data Edit Save Other Delete		

After that you have to select whether you are head/sub office. If it is you need to migrate your sub office votes, public officers advanced account, deposit, treasury authorised advanced account and miscellaneous etc. You have to be select sub office vote in head office.

There after you need to click>on load button. You can see all the data loaded to data grid. For enter new allocation you need to click on edit button. You can enter new amount after click on cell. Finally click on save button.

Acco	ount Votes	•	0	Head/ Sub Office Sub Office vote in H	0	
	acctcode	amountori	1			
•	001-1-1-0-2001-P	178000.00				1
	001-1-1-0-2104-P	0.00				
	001-1-2-0-2001-P	0.00				
	001-1-2-0-2104-P	185000.00				
	102-1-2-0-2001-P	0.00				
	103-1-2-1-1501-P	0.00				
	103-1-2-2-2201-P	0.00				
	103-1-5-0-1202-P	0.00	Ĩ			
	114-2-3-1-1503-P	0.00				
	223-01-1-0-1001-P	0.00				2

Accoun	t Votes	-	0	Head/ Sub Office Sub Office vote in HO		
	acctcode	amountori				-
	001-1-1-0-2001-P	178000.00				
	001-1-1-0-2104-P	0.00				
	001-1-2-0-2001-P	0.00				
	001-1-2-0-2104-P	185000.00				
	102-1-2-0-2001-P	0.00				
	103-1-2-1-1501-P	0.00		\subset		N N
•	103-1-2-2-2201-P	155000.00		· · · · · · · · · · · · · · · · · · ·	You can enter new	
	103-1-5-0-1202-P	0.00	-	a h	ov click on here	
	114-2-3-1-1503-P	0.00			y ener on nere.	
	223-01-1-0-1001-P	0.00)	
Load	Data	Edit		Save	Other	Delete

Finally you have to click on save button

×
ок

Then allocation amount will be updated for next year.

13. Update Reconciliation Receipt No

When you enter vouchers in cash book if receipt numbers were not updated then you have to be update receipt numbers by click on Update Rec Receipt No.



🖳 Red	c_Opn_Bal				-	×	
• F	Payment						
O F	Receipt			1921			
•	Date	whom	amount	chequeno	-		Then you have to click
							on whether Receipt or
							rayment
Load	d Data	Edit	Save				

Then you have to be click and Edit button and update Cheque Number in here

c_	_Opn_Bal	ALC: 12		
	Payment			
•	Receipt			
	Date	whom	amount	chequenc 🔺
	12/31/2014		1274750.26	
	11/26/2014	Commissioner - Department of Inland Revenue	5000000.00	
	12/12/2014	Commissioner - Department of Inland Revenue	5000000.00	
	12/19/2014	Commissioner - Department of Inland Revenue	1500000.00	
	12/24/2014	Commissioner - Department of Inland Revenue	19405.26	=
	12/26/2014	Commissioner - Department of Inland Revenue	476.52	
	12/30/2014	Commissioner - Department of Inland Revenue	2011.00	
	12/30/2014	Commissioner - Department of Inland Revenue	37500.00	
	12/31/2014	Commissioner - Department of Inland Revenue	190.00	
	12/14/2014	Commissioner - Department of Inland Revenue	219502345.70	
	11/25/2014	Commissioner - Department of Inland Revenue	2300000.00	
	12/31/2014	Commissioner - Department of Inland Revenue	75000.00	
	10/00/0014	Commissioner Descatored of Julies & Descatore	20.00	
t 📄		III		,

Finally click on Save button.

-----End Opening Balance-----



14. Entering Transactions in Cash book

📕 Main								
Cash Ledger A	asset_Accounting Reports	Commitment	Final_Acct Liability					
PATE Rece	Summany Print Cheque		Receipt		Current M	Month May		
* Day	17/07/2019		Commit No/ Receipt N	o Search	* Bank Code	HEA	 Imprest No 	40/19
* Type * P.I.V. No	C- Deposit A/C Receipt V- Surcharge B- Public Officers Adv. H- Treasury Adv	v No						
From Whom	C- Deposit A/C Receipt X- Imprest Settlement		~					
Description	R- Revenue A/c F- PSPF A/c		~					
Cheque/ No Can	M- Miscellaneous S- Settlement	.e						
Code	E- Imprest from HO/ Div. J-Leased_Asset]					
New CoA								
Treasury Code		Finance Coc	le					
Is It Asset	• No Yes		~	Cash Book E	Balance	Cash Ceiling		
Amount Cal	0 00			Opn Bal	9,506,414.51	Cash Ceiling	352,218,377.45	For
Antonic Cash				Receipts	113 082 736 26	Cash Receir	1,100,706.46	View
Cross	5 0 00				100.010 570.40	Released	0.00	Ceiling
		SAV	Close	Payments .	122,312,573.48	Expenditure	219,632,652.59	Click
				Balance .	276,577.29	Balance	133,686,431.32	
© Copyright Reserved @	Department of State Accounts, Mi	nistry of Finance	colombo 01 - Evolved by S. Than	nan-Asst Direc	tor-System Developement Traini	ine. Department of St	ate Accounts	

Each and every transaction falls under pre categorized types. So when you enter the transaction as a receipt or a payment, you have to select the type of the transaction.

You can change the bank account and imprest account as well. But bank account and imprest accounts are rarely changed. So those options appeared in the top of the form.

14.1 Print Cheque

You can do the cheque print using laser and inkjet printers etc. If you didn't enter the cheque numbers while entering the voucher, then you could get the chance in here for enter cheque numbers by unplug the printer. Then you will be able to enter cheque number to cash book by click on Cont. button.

While you print the cheque, first you have to enter cheque No and Voucher No. Though if you need to change the settings of the cheque move the cheque settings by dragging them. Then click on save location.

The method, to insert the cheque leaf is stated in the cheque print form.

Call_Print_Cheque Enter Cheque Enter Cheque P190501 Cort.>>	Save location
Senok Trade 01/05/2019 Combine (p Sub Imprest-P Senok Trade Combine (pvt) Ltd Sub Imprest-P Five Thousand Only Vovucher_No P190501	5.000.00
5,000.00 If you wish to print the cheque click on Yes	Click on Save location button after change settings of the Cheque

Print Cheque	×
Do you want to print t	his cheque ?

14.2 Summary

									MM		After select the Click on Da Summary	date ily
maŋ	y			I	Dep	arn	nent	of Sta	te Accour	nts	2000	×
		B	ank Acc	ount l	No 70	4238	5	25				в
Su	mma	ry of Ac	coun	ts fo	r th	e M	onth	of May	: 2019	55		
0	Main	Sub		~	ist	0) Daily	Select Date	19/07/2019		Daily Summary	-
		Account T	vne		Dcor	le	Ccode	Imp No	Debit		Credit	\sim
	Exper	nditure/ Surd	charge		1000	5	000		122 044	139 21	180 456 77	ſ
	Betur	nd/ Revenue			5000	1	000		122,044	.890.00	6.557.466.79	
/	Depo	sit			6000	e	000		2,894	.711.89	6,107,505,72	1.00
	Auth.	Adv. Treasu	ry		7000	7	000		-139	0.00	0.00	
	Adv. to	Pub. Office	ers		8493	8	493		7,443	8,115.50	2,141,245.51	
	PSPF				8098	8	098			0.00	0.00	
	Misce	llaneous			XXXXX)	XXX			0.00	0.00	
	Dist.	Secre. Depo	sit		6003	6	003			0.00	0.00	
	Impre	est CF			7002	7	002	40/19	3,288	,650.54	120,685,832.35	
	Imprest CF				7002	7	002	40/18		0.00	0.00	
	Impre	Imprest CF			7002		002	40/17	0.00		0.00	
	Building & Structure				9151		151		0.00		0.00	
	Machinary & Equipment.				9152	9	152		46,932	,350.00	0.00	
	Intangible Asset				9154	9	154			0.00	0.00	
	Biological Asset				9155	ę	155			0.00	0.00	
	Land			_	9153		153	4	3,227	,676.84	0.00	
	work	Work in Progress		1	9160		160		0.00		0.00	
\sim	No la		er fre	V	0105	5	100	-		0.00	50,160,026.84	
7		Jr on T t	•4 b44		2	7	180			0.00	0.00	
•	UII	ck on Lls to ce	st DULL st	.011	2	/	181			0.00	0.00	
	Нa	u ge witte he	ti 2 or St	ıh		\leq	≭8 2			0.00	0.00	
	ne	au onne	nthly	10		\leq	183			0.00	0.00	
-	C		arv		_ <	\sim		1	1			
Z		summ	ai y	\mathbf{r}	7	7						8
TO	L	AA		1	4				05 000 500 1	20	D 105 000 500 00	21
10	TAL	VV	N					Ks 1	85,832,533.9	18	Ks 185,832,533.98	

You could check whether your transactions entered in ways that conceptually tally or not. After appending the sub office summary, if you want to check the sub office summary you could click on sub button and select the respective bank code and click list button. Also you can get daily summary by click on Daily Summary button.

14.3 Payment List

You can see the payment list bank code wise and imprest account wise monthly. Can get it as PDF or EXEL sheet. Cash \rightarrow Payment \rightarrow List



S	ment List Select Bank	BOC 🗸 Se	elect Month 5 V	Imp No 449/1	9 ~	LIST	PDF 📰	EXCEL	
_	Date	Vovpiv	Whom	Acc_code	Туре	Cash	Xe	chequeno	^
2	02 May 2019	P05001	M.R.M. ABUBAKKAR	BOC-155-1-6-0-1	V	0.00	30,000.00		
	02 May 2019	P05001.5	SHROFF - MINISTRY OF H	Settlement-P	S	70,015.48	0.00	455164	
	02 May 2019	P05002	A.A.R.N. DILRUKSHI	BOC-155-1-6-0-1	V	0.00	1,704.00		
	02 May 2019	P05003	GEETHANI KANNANGARA	Sub Imprest-P	1	0.00	5,000.00		
	02 May 2019	P05004	KANCHANI ABEYSEKARA	BOC-155-1-6-0-1	V	0.00	11,800.00		
	02 May 2019	P050051	L.L. WAJIRA LANKA KUM	BOC-155-1-1-0-1	V	0.00	24,094.00		
	02 May 2019	P050052	L.L. WAJIRA LANKA KUM	BOC-155-1-1-0-1	V	0.00	9,395.00		
	02 May 2019	P050053	CHAIRMAN - PUBLIC SER	BOC-155-1-1-0-1	V	0.00	2,891.28		
	02 May 2019	P050054	CHAIRMAN - PUBLIC SER	Settlement-P	S	4,818.80	0.00	546025	
	02 May 2019	P05006	DIALOG BROADBAND NE	BOC-155-1-1-0-1	V	10,058.16	0.00	546026	
	02 May 2019	P05007	DYNAMIC AV TECHNOLO	BOC-155-1-6-0-1	V	80,475.00	25.00	546027	
	02 May 2019	P05008	SRI LANKA TELECOM PLC	BOC-155-1-1-0-1	V	17,925.87	0.00	546028	
	02 May 2019	P05009	DIALOG AXIATA PLC	BOC-155-1-1-0-1	V	6,507.18	0.00	546029	
	02 May 2019	P05010	GUNARATHNA INDUSTRI	BOC-155-1-1-0-1	V	6,250.00	0.00	546030	
	02 May 2019	P05011	D.R. INDUSTRIES (PVT) L	BOC-155-1-6-0-2	V	29,382.50	25.00	546031	
	02 May 2019	P05011/1	D.R. INDUSTRIES (PVT) L	Machine/155-P	2	0.00	29 407 50		~

14.4 Receipt List

You can see the Receipt list bank code wise and imprest account wise monthly. Can get it as PDF or EXCELL sheet. Cash \rightarrow Receipt \rightarrow List

E Main	t Accounting	Reports Commitmen	t Final Acct Liability		
Payment	+	Print	t That_Act Endinty		
Receipt	• Lis	t reque		Current Mo	nth July
Journal					
Cash Book Details	•				
Clasification	•				
Imprest Account	•				
Maintain List	•				
Special Print	•				
Daily SLIP	1				
111					

ele	ect Bank BOC	v Sele	ct Month 5 🗸 Imp	No 449/19 ~			PDF 📰 🚺 EXC	1. (C)	
	Date	vovpiv	whom	acc_code	type	Cash	Xe	Receipt	<u>^</u>
16	02 May 2019	P05011/2	D.R. INDUSTRIES (PVT) L	C.A.R-PPE/155-R	4	0.00	29,407.50	2.0.00000000	
	02 May 2019	R053001	A.V. UPUL WASANTHA	2002-01-01-2-R	R	0.00	2,100.00	103984	
	02 May 2019	R053002	A.B.W. KUMARASINGHE	449/19-R	X	0.00	1,190.00	103985	
	02 May 2019	R053004	WARUNI MAHESHIKA HA	2002-01-01-2-R	R	0.00) 1,300.00	103987	
	02 May 2019	R053005	J.A.C. HARINI JAYASINGHE	449/19-R	х	0.00	3,970.00	103988	
	02 May 2019	R053006	GNANAKA L HASIPPERUMA	2002-01-01-2-R	R	0.00) 300.00	103989	
	02 May 2019	R053007	K.K.P.R. AMARASINGHE	2002-01-01-2-R	R	0.00	1,050.00	103990	
	02 May 2019	R053008	M.R.I. PRABODANI	2002-01-01-2-R	R	0.00	1,500.00	103991	
	02 May 2019	R053009	M.R. IRESHA PRABODANI	2002-01-01-2-R	R	0.00	1.800.00	103992	
	02 May 2019	R054001	M.R.M. ABUBAKKAR	6000-0-0-18-0-10	С	0.00	25.00	05001	
	02 May 2019	R054002	KANCHANI ABEYSEKARA	449/19-R	x	0.00	10.000.00	05004	
	02 May 2019	R054003	L.L. WAJIRA LANKA KUM	6000-0-0-18-0-10	С	0.00	25.00	05005	
	02 May 2019	R054004	DYNAMIC AV TECHNOLO	6000.0.0.18.0.10	c	0.00	25.00	05007	~
14.5 Daily Cash Book Details

When you need to get daily cashbook details you have to be click on Cash

 \rightarrow Cash Book Details \rightarrow Daily.

You could select the date to check the daily cash summary and you can get the daily receipts and payments separately by clicking Receipt and Payment button separately.

Summary of Ac	counts for the	Date of 31/05/2019
Bank code HEA	~	5 /31/2019 □ ▼
HEA Acc No:	7042385	Branch : Taproband
Balance as at 5/30/201	9	Rs 412,163.41
Collection during on 5/31/201	9	Rs 4,031,185.72
		Rs 4,443,349.13
Payment during on 5/31/2019	9	Rs 4,171,771.84
Balance as at 5/31/2019)	Rs 271,577.29
		Accounta
	~	SMM
	V	Click on Payment and
	\leq	Receipt button to get

14.6 Daily Classification

Cash Book \rightarrow Classification \rightarrow Daily

You can get the daily classification payments or receipts by selecting the option in the form called Payment or Receipt and select the respective bank code and the date for the daily classification.

	Devenuet	OBarai		Dalik Coue		<u> </u>			
	Payment	O Recei	ρτ	Date	14/05/2019		O PDF		
aj	yment Classific	ation for the	Date of	14/05/2019					
	Acc_Code	Date	BankCode	VovPIV	Cash	Xe	Total	^	
	002012-P	14 May 2019	HEA	P1905148C	33,000.00	0.00	33,000.00		
	002012-P	14 May 2019	HEA	P1905151C	250,000.00	0.00	250,000,00		
	002012-P	14 May 2019	HEA	P1905150C	249,000.00	0.00	249,000.00		
	002012-P	14 May 2019	HEA	P1905152C	118,200.00	0.00	118,200.00		
	002012-P	14 May 2019	HEA	P1905149C	47,620.00	0.00	47,620.00	\backslash	
	Total						697,820.00		
	13/36-P	14 May 2019	HEA	P1905153C	25,200.64	0.00	25,200,64		
	Total						25,200.64	$\langle \rangle$	
	and a second							NNNÀAA	
	Boc-P	14 May 2019	HEA	P1905154C	301,000.00	0.00	301,000.	NVVVVI	1_
	Total						301,000	7	- 1
					<i>.</i>		7	First select	
							\geq	Bank Code and	
							\sim	Date then click	

14.7 Monthly Cash Book Details

Cash Book \rightarrow Classification \rightarrow Monthly

You have to click on dropdown list for select Month and Bank code each and each and every time. You can get printouts by click on Print button. Then print preview will display and there is a print icon on left corner.

Department O	f Cult	ural affairs	
Summary of Accounts for the	e Mont	h of May 2019	
Select Month 5 ~	B	ank code BOC ~	
BoC Acc No 7041213 Br	anch	Battaramulla	
Balance up to the End of the Last Month	Rs	41,674,384.35	
Add: Receipts During the Month	Rs	54 143 515 22	
	Rs	95,817,899.57	
Less: Payments During the Month	Rs	84,208,248.83	
	1 <u>0</u>	<u> </u>	
Balance as at end of May 2019	Rs	11,609,650.74	
	_		
Prir	nt		Accounta
			$M_{I_{I}}$
		Click on Dro	ν down
		list to select	Bank
		Code. Even t	there is

14.8 Monthly Classification

Cash Book \rightarrow Classification \rightarrow Monthly

You could get print the monthly classification by selecting payments or receipts separately. For that purpose you have to select the bank code and the month for which you are going to print the monthly classification.



14.9 Classification by T_Code

Cash Book \rightarrow Classification \rightarrow by T_Code

 Payment Receipt 	Select Month	n 5		V DF				
acc_code	Date	vovpiv	bankcode	Cash	Xe	total	пр	_
BOC-155-1-1-0-1101-P	03 May 2019	P05027	BOC	0.00	8,750.00	8,750.00	Ρ	
BOC-155-1-1-0-1101-P	07 May 2019	P05073	BOC	0.00	12,600.00	12,600.00	Ρ	
BOC-155-1-1-0-1101-P	09 May 2019	P05102	BOC	0.00	6,300.00	6,300.00	Ρ	
BOC-155-1-1-0-1101-P	09 May 2019	P05099	BOC	0.00	6,300.00	6,300.00	Ρ	
BOC-155-1-1-0-1101-P	09 May 2019	P05103	BOC	0.00	14,800.00	14,800.00	Ρ	
BOC-155-1-1-0-1101-P	21 May 2019	P05212	BOC	0.00	5,600.00	5,600.00	Ρ	
Total						66,950.00		
BOC-155-1-1-0-1201-P	02 May 2019	P05010	BOC	6,250.00	0.00	6,250.00	Ρ	
BOC-155-1-1-0-1201-P	14 May 2019	P05162	BOC	0.00	43,360.00	43,360.00	Ρ	
BOC-155-1-1-0-1201-P	24 May 2019	P052432	BOC	0.00	7,640.00	7,640.00	Ρ	
BOC-155-1-1-0-1201-P	24 May 2019	P052421	BOC	0.00	18,160.00	18,160.00	Ρ	
BOC-155-1-1-0-1201-P	24 May 2019	P05245	BOC	8,625.00	0.00	8,625.00	Ρ	_
NAMES OF STREET, STREE	C consequences and	10000000000000	12-22-225				12.2	

14.10 To view Full Account

After that all you can view payment and receipt full accounting code by go through cash book and go to classification and thereafter click on Full Account according to the month. Cash Book \rightarrow Classification \rightarrow Full Account

Receipt Accounting Code HEA-282-22-1-2001-P Select Month 5 Payment Classification for Vote>HEA-282-2-2-1-2001-P for the Month of May Date Vovpiv Whom bankcode Cash Xe Tote 17/1	
Select Month 5 - Payment Classification for Vote>HEA-282-2-2-1-2001-P for the Month of May Date Vovpiv Whom bankcode Cash Xe Tot: Date Vovpiv Whom bankcode Cash Xe Tot: 12142019 P1995176/1 Selecia Information Tash Max 0.00 462.500.00 462.500.00	
Date Vovpiv Whom bankcode Cash Xe Total 1214-02010 P1005125(1) Selficial information Tasks USA 0.00 452.500.00	
Date Vovpiv Whom bankcode Cash Xe Tot 17.14-r_2010 P1005175/1 Self-cale Magnetice Technol UEA 0.00 462.500.00 462.500.00	
17 May 2019 P1005175/1 Cofflorin Information Techno HEA 0.00 462 500.00	al
17 May 2013 11 Juli Juli Juli Juli Juli Juli Juli Juli	462,500.00
27 May 2019 P1905263 Base HP (pvt) Ltd HEA 0.00 499,240.00	499,240.00
*** Total *** 0.00 961,740.00 961,	740.00

14.11 Maintain List

You can enter new customer and new description to the system. Can modify existing customers employee or description. Cash \rightarrow maintain list \rightarrow customer Cash \rightarrow maintain list \rightarrow description

Customer Customer	
Select Type O Customer O Employee	
Customer Code	
Customer Name	
Bank Account Number	
Bank Number	
Bank Branch Number	
	ANCEL

E Description		
Description		
	Save	Cancel

14.12 Create Sub Office File

If you are in a sub office, you have to create sub office file in order to send to your head office.

Click on Sub Office File on main menu of the New CIGAS system.

Dash_B	oard										- 🗆 X
<u>Cash</u>	Commitment	Ceiling	Asset	Salary	Bank Rec	Web Upload	Create Sub Ofz	Append Sub Ofz	TR Code	Welcome Chamika	Administrator
					Dep	oarment	of Irrigatio	on		Fiscal Mont	h May_2019
	Rs 545,934,4 2 1600000 1400000 1200000 800000 600000 400000 200000	Dial Vote 489.11 d Quarter E 00 00 00 00 00 00 00 00 00 00 00 00 00	Budget Ceil	Ing Vs Comr	Z2,718,827.73		Vote 12000000 12000000 10000000 0000000 0000000 0000000 0000000 0000000 0000000 0000000 00000000 0000000 0000000 0000000 0000000 0000000 0000000	Expenditure	Rs 52,5	Total Liability 23.797.54	
位	Ceiling	F	PE Trav	Supp	Maint Serv	Reha Acq	Expendit	2 ure	4	6 8	10 12
	TabPage1 Tat Rec Ca Adva	oPage2 urrent pital nce Ac						Capital Vs Recurrent	Exp Capital Recurrent	2nd Quarter Used	Cash Ceiling urused Used
	Deve	eloped by	S. Tharsh	an. Assist	ant Director (System Develo	pment and Trainir	ng), Department o	f State Acco	unts, Ministry of Fina	ance.

First Click on Create button

Create_H0_file			- 🗆 X
Create	Accounting Month May 2019)	Compress
Cash Book	Asset Sub Item Commitment		

Click on Ok

	Floor	flaw@		Accounting	Mont	h May	2019					Compre
sh	Book Sub Imp	orest Asset	Sub Item Comm	itment					/			
	Date	Туре	Impno	Bankco	de	Vovpiv	Receipt	Whom	Acc_code	Head	Program	Project
	5/6/2019	V	40/19	HEA		P190526R		Sri Lanka Tel	HEA-282-1-1		Y	
	5/7/2019	V	40/19	HEA		P190539R		R I Jayasinghe	HEA-282-1-1		Y	
	5/6/2019	V	40/19	HEA		P190527C		D A Ajith Priy	HEA-282-2-2		Y	
	5/6/2019	1	40/19	HEA		P190526C		V G Peeter P	Sub Imprest-P		Y	
	5/8/2019	V	40/19	HEA		P190542R		PGCSKum	HEA-282-1-1			
	5/8/2019	S	40/19	HEA	_	P1905042-53		Shroff - Irrigati	Settlement-P			
	5/9/2019	V	40/19	HEA	NEW	VCIGAS		×	HEA-282-2-2			
	5/9/2019	A	40/19	HEA					282011-P		Y	
	5/10/2019	V	40/19	HEA	Su	ccessfully Created H	HO File .You can f	ind the file	HEA-282-1-1			
	5/10/2019	V	40/19	HEA	Ca	(e_mail2HO\HEA_W	ay_19_07_2019.cs	v	HEA-282-1-1			
	5/10/2019	V	40/19	HEA					HEA-282-1-1			
	5/10/2019	V	40/19	HEA				ОК	HEA-282-1-1			
	5/9/2019	V	40/19	HEA					HEA-282-2-2		Y	
	5/9/2019	V	40/19	HEA		P1905134C		HMW JSen	HEA-118-2-13		Y	
	5/14/2019	1	40/19	HEA		P1905146C		Lakwin Enter	Sub Imprest-P		Y	
	5/14/2019	A	40/19	HEA		P1905148C		KKMLCKP	002012-P		Y	
	5/14/2019	V	40/19	HEA		P190589R*1		KADuminda	HEA-282-1-1			
	5/15/2019	V	40/19	HEA		P1905159C		Sri Lanka Stat	HEA-282-2-2		Y	
	5/7/2019	V	40/19	HEA		P190527R		K T D M Tuder	HEA-282-1-1			
	5/9/2019	V	40/19	HEA		P190577C		PS Devika p	HEA-282-2-2		Y	

If you are in a sub office, you have to create sub office file in order to send the file to head office for consolidation purpose. For that the cash book and imprest details for the month

is generated as electronic files. For the secure data transmission, the file will be encrypted.

Click on Ok

С	ireate			Accounting Mor	ith May	2019						Compres
shl	Book Sub Imp	orest Asset	Sub Item Commi	tment					1			
	Date	Туре	Impno	Bankcode	Vovpiv	Receipt	Whom		Acc_code	Head	Program	Project
	5/6/2019	V	40/19	HEA	P190526R		Sri Lanka	a Tel	HEA-282-1-1		Y	
	5/7/2019	V	40/19	HEA	P190539R		RIJayas	singhe	HEA-282-1-1		Y	
	5/6/2019	V	40/19	HEA	P190527C		D A Ajith	Priy	HEA-282-2-2		Y	
	5/6/2019	1	40/19	HEA	P190526C		VGPeet	ter P	Sub Imprest-P		Y	
	5/8/2019	V	40/19	HEA	P190542R		PGCS	Kum	HEA-282-1-1			
	5/8/2019	S	40/19	HEA	Done		×	gati	Settlement-P			
	5/9/2019	V	40/19	HEA	Done		~	(pv	HEA-282-2-2			
	5/9/2019	A	40/19	HEA				navi	282011-P		Y	
	5/10/2019	V	40/19	HEA	Encrypt	tion Complete		hind	HEA-282-1-1			
	5/10/2019	V	40/19	HEA	Total b	ytes processed = 16	57584	Mo	HEA-282-1-1			
	5/10/2019	V	40/19	HEA				riya	HEA-282-1-1			
	5/10/2019	V	40/19	HEA			W	Tel	HEA-282-1-1			
	5/9/2019	V	40/19	HEA			N.	nini I	HEA-282-2-2		Y	
	5/9/2019	V	40/19	HEA	P1905134C		HMWJ	Sen	HEA-118-2-13		Y	
	5/14/2019	1	40/19	HEA	P1905146C		Lakwin E	nter	Sub Imprest-P		Y	
	5/14/2019	A	40/19	HEA	P1905148C		KKMLC	KP	002012-P		Y	
	5/14/2019	V	40/19	HEA	P190589R*1		KADum	inda	HEA-282-1-1			
	5/15/2019	V	40/19	HEA	P1905159C		Sri Lanka	stat	HEA-282-2-2		Y	
	5/7/2019	V	40/19	HEA	P190527R		KTDM	Tuder	HEA-282-1-1			
	5/9/2019	V	40/19	HEA	P190577C		PSDevi	ka p	HEA-282-2-2		Y	
	E/1/0010	1	40/10	UE A	D100501		Conole T	rada	Cub Improved D			

As these file may large in capacity, there is an option to compress the file. Hence click on compress button.

Click on select drive Button

File Name			^
C:\e_Mail2HO\HEA_N	lay_19_07_2019.csv.Encrypt		
C:\e_Mail2HO\HEAI_I	May_19_07_2019.csv		
C:\e_Mail2HO\HEAA_			
C:\e_Mail2HO\HEAS_			
	May 19 07 2019 cev	>	Ť
	Zip File Name		
	7		

Then Select the drive you want to save the Sub Office file.

rows	e For Folder	
Select	t a folder to place the Compress file in.	
> 4	This PC	^
> 🕻	Libraries	
>	Network	
> 5	Control Panel	
T	👔 Recycle Bin	
>	CIGAS Manual	
>	cultural dep 206 - Copy	
>	cultural dep 206 - Copy - Copy	
>	ERROR	
	irrigation manual	
>	New folder	
	New folder (2)	

Then click on Zip Button

NEWCIGAS	×
Your File has been Compres	t (
OK	

The encrypted file contains the cash book transactions of the sub office and imprest file. Hence you have to select the drive where you want to save the compressed file and click on ZIP button.

The sub office file name starts with "T" following with the sub office bank code and ends with the created date. The file should be sent to the head office via email.



14.13 Append sub office file



14.14 Create Treasury File

First Click on create button.

CREATE		If Treasury File is not tally, Click here	
Treasury_File Asset	Treasury File for Accounting Month June 2019 Sub Item Commitment		
	Total Debit = ? Total Credit =	?	

NEWCIGAS	X
Successfully Created Asset File .Y C:\TREASURY_FILE\206_Jun_31_0	/ou can find the file 7_2019.csv
	ОК

Click on Ok. Then click on Load button.

NEWCIGAS	X
File has been L	oaded to Encrypt
	ОК

Click on Ok. Then click on Encrypt button.

CREA	TER	LOAD	ENCRYPT	vy File for Ac	CCOUNTING M	Ionth June	9	2019		lf Tre	asury File is not t Click here	ally.	
rea	sury_F	ile Asset	Sub_Item (Commitment									
	ID	TRNO	MONTH	RECNO	CODE	HEAD	PROG	PROJ	SPROJ	OBJ	SOBJ	DRCR	AMT
	S	206	6	1	9152	0	0	206	0	0	0	DR	50000.00 2
	S	206	6	2	9165	0	0	206	0	0	0	CR	50000.00 2
	S	206	6	3	7002	0	0	228	0	19	0	CR	50000.00 2
	S	206	6	4	1000	206	1	1	0	2102	11	DR	50000.00 2
2				То		End Tot	ryption al bytes	Comp proces	lete ssed = 25	53			>
									ОК				

Then click on select drive.

D	esktop	^
> <	OneDrive	
2	Chamika Weerasinghe	
	This PC	
	Libraries	
	Network	
	Control Panel	
0	Recycle Bin	
	CIGAS Manual	
>	Customs backup	
	ERROR	
	irrigation manual	~

Select the drive you want to save the Encrypted file.

Then click on Zip File.



Click on Ok.

If it is your treasury file is not tally click on If treasury file is not tally click on here button.

New_Treasury_File REATE OLOAD CREATE OLOAD CREATE CICKETE CICKETEE CI	X
Treasury File for Accounting Month June 2019	
Treasury_File Asset Sub_Item Commitment	
Total Debit = ? Total Credit = ?	

14.15 Examine the Imprest Account by Month

You could check the imprest account by Bank code wise or by imprest accounts wise. By clicking imprest account you could see the imprest accounts. If there are any unsettled sub imprest balances, you can list those balances individually by clicking Display in the imprest account. The display also you can list by bank code or imprest accounts.

Cash Book \rightarrow Main \rightarrow Cash \rightarrow Imprest Account \rightarrow For the Month

Payment	hin	many Print			
Receipt	•	Cheque	 	Current Month	мау
Journal	-				
Cash Book Details					
Clasification	<u> </u>				
Imprest Account	•	For the Month			
Maintain List	•	Monthly			
Special Print					
Daily SLIP					

	Departme	nt Of Cultural affairs	
- Imp	orest Account By	Bank Code BOC	· · ·
	Bank Code		
	O Imprest Account No		
	Imprest Account fo	r the Month of May - 2019	
Imprest Accou	nt Fo	or Bankcode :BOC	
	Description	Amount	Amount
Imprest	Balance B/F from Last Month		43,181,711.0
Add	Imprest Received from DGTO/ H. Office	[53,550,000.0
	Imprest Received from Other Source	[569,170.5
		7	97,300,881.5
Less	Sub Imprest Paid to Division	0.00	
	Net Payment Excluding Sub Imprest	84,880,798.56	
	Remittance	0.00	84,880,798.5
	-	[12,420,083.0
Un	Expended Cash in this A/c	11,609,650.74	
Uns	Settled Sub Imprest	810,432.28	
Cas	<u>h in Transit</u>	ļ	12,420,083.0
Cas	<u>h in Transit</u>	PRINT	12.420.

Βv	click on	list butto	n vou ca	n aet the	individual	imprest	account	details	like h	pelow.
υy		iist butto	i you ou	i got the	manuau	mproot	account	uotuno	III.C L	0000.

•	Unsettle Subimpre Imprest Given to S Imprest received fr	st ub Office om Head office	Select Bank Code Imprest Ac	Bank Co	de BO	с	V Li Pri	st int)F
C	Date	Vouch_no	Paidto	Description	Chequeno	Cash	Xe	^
	10 Jan 2019	P1901021	PC H.R.S.V. KU	DETTYCAC		0.00	7,500.00	
	10 Jan 2019	P 1901020	PC THISSA DHA	PETTT CAS	5	0.00	7,500.00	
	11 Jan 2019	P 1001033			2 83	0.00	7,500.00	
	11 Jan 2019	P1001034	PC W.T.R. PER		2	0.00	5,000.00	
	18.lan 2019	P1901030	08 A M A BAND			0.00	7,500.00	
	18 Jan 2019	P1901062	PC O P L K OKA			0.00	7 500 00	
	21 Jan 2019	P1901084	PC R.M. HEWA	-		0.00	7,500.00	5
				1	12 (A)	0.00	7,500.00	1

14.15.1 Examine the Imprest Account Monthly

De	epartment Of C	ultural affairs		
erest Account By Imprest Account No	Imprest Account	t 228/19	✓ Month	5
Imprest Account	For Imp No	:228/19		
Description		Amount	Amount	1
Add Imprest Received from Imprest Received from Less Net Payment Excluding Remittance	DGTO/ H. Office Other Source Sub Imprest		97. 84.	880,798.56 420,083.02
Un Expended Cash in this Acc	punt	11,609,650.74		
Un Settled Sub Imprest		810,432.28		
Cash in Transit		0.00	1	2,420,083.02
		O	PRINT 🗐 🚺	

14.16 Examine the Ledger Accounts

When you need to display accounts by one by one go to

 $\mathsf{Cash}\:\mathsf{Book}\:\to\:\mathsf{Main}\:\to\:\mathsf{Ledger}\:\to\:\mathsf{Show}\:\mathsf{Accounts}\:\to\:\mathsf{Account}\:\mathsf{Summary}\:\to\:\mathsf{Vote}$

	ts Con	nmitment Final_Acct Li	ability	_		
Show Accounts	•	Detail Account		11-		
Open Accounts	· •	Account Summary >	Vote	•	Expenditure	y
Transfers			Deposit		Commitment	111111111
Deposit			Advance	•	Ceiling	76211111621
Advance Details			Revenue	8	Expenditure Sub Item	///////////////////////////////////////
Revised Limits			PSPF			
Credit/Debit Intimations			Miscellaneous			
Rent/ Mobi Adv Ledger Creation			Asset			
Journal for Mobi Advance			Capital Asst Reserve	- 1		
			Lease Creditors			
			Lease Asset			

Item Hoad Ho Los Iten Hoad Ho Los District Hoad Ho Distrit Hoad Ho District Hoad Ho Dis		9)ffice 🔘 Sub Of	fice	Monthly	May	To Head No. 206		LIST
123-25-6-1508 11 300,000,00 275,000,00 0.00 0.00 275,000,00 26,0 155-1-6-0-1409 11 170,000,00 170,000,00 0.00 0.00 0.00 170,000,00 170,000,00 170,000,00 170,000,00 0.00 0.00 170,000,00 170,000,00 170,000,00 170,000,00 0.00 0.00 170,000,00 170,000,00 170,000,00 170,000,00 0.00 0.00 0.00 170,000,00 170,000,00 170,000,00 170,000,00 119,98,576,05 3,049,541,95 60,956,97 14,987,161,03 24,012,6 24,012,6 24,012,6 24,012,1 <t< th=""><th></th><th>treasury code</th><th>Finance</th><th>Allocation</th><th>Expenditure up to</th><th>Expenditure For M</th><th>Surcharge for Mor</th><th>Net Expenditure</th><th>PDF</th></t<>		treasury code	Finance	Allocation	Expenditure up to	Expenditure For M	Surcharge for Mor	Net Expenditure	PDF
155-16-0-1409 11 170,000.00 170,000.00 0.00 0.00 170,000.00 206-1-1-0-1001 11 39,000,000.00 11,998,576.05 3,049,541.95 60,956.97 14,987,161.03 24,012.6 206-1-1-0-1002 11 6,000,000.00 1,948,129.18 478,701.42 0.00 2,426,830.60 3,573,3 206-1-1-0-1003 11 16,000,000.00 4,991,355.53 897,706.02 3,832.00 5,885,229.55 10,114,3 206-1-1-0-1101 11 2,500,000.00 700,000.00 304,479.30 0.00 1,004,479.30 1,495,53 206-1-1-0-1102 11 500,000.00 700,000.00 304,479.30 0.00 1,004,479.30 1,495,53 206-1-1-0-1102 11 2,000,000.00 0.00 0.00 165,872.24 165,872.24 665,85 206-1-1-0-1201 11 2,000,000.00 441,407.93 323,107.80 0.00 7,4,515.73 1,235,4 206-1-1-0-1202 11 4,000,000.00 477,833.00 894,696.00 0.00 1,372,529.00 <td></td> <td>123-2-5-6-1508</td> <td>11</td> <td>300.000.00</td> <td>275 000 00</td> <td>0.00</td> <td>0.00</td> <td>275 000 00</td> <td>25 000 00</td>		123-2-5-6-1508	11	300.000.00	275 000 00	0.00	0.00	275 000 00	25 000 00
206-1-1-0-1001 11 39,000,000.00 11,998,576.05 3,049,541.95 60,956.97 14,987,161.03 24,012,8 206-1-1-0-1002 11 6,000,000.00 1,948,129.18 478,701.42 0.00 2,426,830.60 3,573,7 206-1-1-0-1003 11 16,000,000.00 4,991,355.53 897,706.02 3,832.00 5,885,229.55 10,114,7 206-1-1-0-1101 11 2,500,000.00 700,000.00 304,479.30 0.00 1,004,479.30 1,495,5 206-1-1-0-1102 11 500,000.00 0.00 0.00 165,872.24 -165,872.24 665,8 206-1-1-0-1201 11 2,000,000.00 441,407.93 323,107,80 0.00 764,515,73 1,235,4 206-1-1-0-1202 11 4,400,000.00 477,833.00 894,696.00 0.000 1,372,529.00 3,027,4 206-1-1-0-1203 11 400,000.00 100,000.00 6,436,50 0.000 106,436,50 293,5 206-1-1-0-1205 11 500,000.00 117,303.00 372,916,25 0.000		155-1-6-0-1409	11	170.000.00	170.000.00	0.00	0.00	170.000.00	0.00
206-1-1-0-1002 11 6,000,000,00 1,948,129.18 478,701.42 0.00 2,426,830.60 3,573.7 206-1-1-0-1003 11 16,000,000,00 4,991,355.53 897,706.02 3,832.00 5,885,229.55 10,114.7 206-1-1-0-1101 11 2,500,000,00 700,000,00 304,479.30 0,000 1,004,479.30 1,495.9 206-1-1-0-1102 11 500,000,00 0,00 0,00 165,872.24 -165,872.24 665.8 206-1-1-0-1201 11 2,000,000,00 441,407.93 323,107.80 0,00 764,515.73 1,235.4 206-1-1-0-1202 11 4,400,000,00 4477,833.00 894,696.00 0,000 1,372,529.00 3,027.4 206-1-1-0-1203 11 400,000,00 100,000,00 6,436.50 0,000 106,436.50 293.8 206-1-1-0-1203 11 500,000,00 117.303.00 372,916.25 0,000 490,219.25 93.7 206-1-1-0-1301 11 4,500,000,00 7,7843.50 65,550.00 0,000 143,3		206-1-1-0-1001	11	39,000,000.00	11,998,576.05	3,049,541.95	60,956.97	14,987,161.03	24,012,838.97
206-1-1-0-1003 11 16,000,000.00 4,991,355.53 897,706.02 3,832.00 5,885,229.55 10,114.7 206-1-1-0-1101 11 2,500,000.00 700,000.00 304,479.30 0.00 1,004,479.30 1,495,5 206-1-1-0-1102 11 500,000.00 0.00 0.00 165,872.24 -165,872.24 6665,67 206-1-1-0-1102 11 2,000,000.00 441,407.93 323,107.80 0.00 764,515.73 1,235,4 206-1-1-0-1202 11 4,400,000.00 477,833.00 894,696.00 0.00 1,372,529.00 3,027,4 206-1-1-0-1203 11 400,000.00 100,000.00 6,436.50 0.000 106,436.50 293,5 206-1-1-0-1205 11 500,000.00 117,303.00 372,916.25 0.000 490,219.25 9,7 206-1-1-0-1301 11 4,500,000.00 1,188,481.72 836,579.14 0.000 2,025,060.86 2,474,5 206-1-1-0-1302 11 550,000.00 77,843.50 65,550.00 0.000 143,393.	1	206-1-1-0-1002	11	6,000,000.00	1,948,129.18	478,701.42	0.00	2,426,830.60	3,573,169.40
206-1-1-0-1101 11 2,500,000.00 700,000.00 304,479.30 0.00 1,004,479.30 1,495,5 206-1-1-0-1102 11 500,000.00 0.00 0.00 165,872.24 -165,872.24 665,7 206-1-1-0-1201 11 2,000,000.00 441,407.93 323,107.80 0.00 764,515.73 1,235,4 206-1-1-0-1202 11 4,400,000.00 477,833.00 894,696.00 0.00 1,372,529.00 3,027,4 206-1-1-0-1203 11 400,000.00 100,000.00 6,436,50 0.00 106,436.50 293,5 206-1-1-0-1205 11 500,000.00 117,303.00 372,916.25 0.00 490,219.25 9,7 206-1-1-0-1301 11 4,500,000.00 1,188,481.72 836,579.14 0.000 2,025,060.86 2,474,5 206-1-1-0-1302 11 550,000.00 77,843.50 65,550.00 0.000 143,393.50 406,6 206-1-1-0-1401 11 150,000.00 7,784.350 65,550.00 0.000 56,273.86		206-1-1-0-1003	11	16,000,000.00	4,991,355.53	897,706.02	3,832.00	5,885,229.55	10,114,770.45
206-1-1-0-1102 11 500,000,00 0.00 0.00 165,872.24 -165,872.24 665,87 206-1-1-0-1201 11 2,000,000,00 441,407.93 323,107.80 0.00 764,515.73 1,235,4 206-1-1-0-1202 11 4,400,000,00 4477,833,00 894,696,00 0.00 1,372,529,00 3,027,4 206-1-1-0-1203 11 400,000,00 100,000,00 6,436,50 0.00 106,436,50 293,5 206-1-1-0-1203 11 500,000,00 117,303,00 372,916,25 0.00 490,219,25 9,7 206-1-1-0-1301 11 4,500,000,00 1,188,481,72 836,579,14 0.000 2,025,060,86 2,474,5 206-1-1-0-1302 11 550,000,00 77,843,50 65,550,00 0.000 143,393,50 406,6 206-1-1-0-1401 11 150,000,00 3,884,26 52,389,60 0.000 56,273,86 93,7 206-1-1-0-1401 11 2,500,000,00 7,00,000,00 314,840,75 0.000 1,014,840,75		206-1-1-0-1101	11	2,500,000.00	700,000.00	304,479.30	0.00	1,004,479.30	1,495,520.70
206-1-1-0-1201 11 2.000.000.00 444.407.93 323.107.80 0.00 764.515.73 1.235.4 206-1-1-0-1202 11 4.400.000.00 477.833.00 894.696.00 0.00 1.372,529.00 3.027.4 206-1-1-0-1203 11 400,000.00 100,000.00 6.436.50 0.00 106.436.50 293.5 206-1-1-0-1205 11 500,000.00 117.303.00 372.916.25 0.00 490.219.25 9.7 206-1-1-0-1301 11 4,500,000.00 1,188.481.72 836,579.14 0.00 2,025,060.86 2,474.5 206-1-1-0-1302 11 550,000.00 77,843.50 65,550.00 0.00 143.393.50 406.6 206-1-1-0-1401 11 150,000.00 770.000.00 314.840.75 0.00 56,273.86 93.7 206-1-1-0-1402 11 2,500.000.00 700.000.00 314.840.75 0.00 104.840.75 148.67		206-1-1-0-1102	11	500,000.00	0.00	0.00	165,872.24	-165,872.24	665,872.24
206-1-1-0-1202 11 4,400,000,00 477,833.00 894,696.00 0.00 1,372,529.00 3,027.4 206-1-1-0-1203 11 400,000.00 100,000.00 6,436.50 0.00 106,436.50 293.5 206-1-1-0-1205 11 500,000.00 117,303.00 372,916.25 0.00 490,219.25 9.7 206-1-1-0-1301 11 4,500,000.00 1,188,481.72 836,579.14 0.00 2,025,060.86 2,474.55 206-1-1-0-1302 11 550,000.00 77,843.50 65,550.00 0.00 143,393.50 406.67 206-1-1-0-1401 11 150,000.00 3,884.26 52,389.60 0.00 56,273.86 93.7 206-1-1-0-1402 11 2,500,000.00 3,000.00 3,14,840.75 0.00 104,840.75 148.47		206-1-1-0-1201	11	2,000,000.00	441,407.93	323,107.80	0.00	764,515.73	1,235,484.27
206-1-1-0-1203 11 400,000,00 100,000,00 6,436,50 0.00 106,436,50 293,6 206-1-1-0-1205 11 500,000,00 117,303,00 372,916,25 0.00 490,219,25 9,7 206-1-1-0-1301 11 4,500,000,00 1,188,481,72 836,579,14 0.00 2,025,060,86 2,474,55 206-1-1-0-1302 11 550,000,00 77,843,50 65,550,00 0.00 143,393,50 406,67 206-1-1-0-1401 11 150,000,00 770,843,50 52,389,60 0.00 56,273,86 93,7 206-1-1-0-1402 11 2,500,000,00 700,000,00 314,840,75 0.00 1,014,840,75 1,485,75		206-1-1-0-1202	11	4,400,000.00	477,833.00	894,696.00	0.00	1,372,529.00	3,027,471.00
206-1-1-0-1205 11 500,000,00 117,303,00 372,916.25 0.00 490,219.25 9.7 206-1-1-0-1301 11 4,500,000,00 1,188,481.72 836,579.14 0.00 2,025,060.86 2,474,55 206-1-1-0-1302 11 550,000,00 77,843.50 65,550.00 0.00 143,393.50 406,65 206-1-1-0-1401 11 150,000,00 770,000,00 314,840,75 0.00 10,184,075 148,57		206-1-1-0-1203	11	400,000.00	100,000.00	6,436.50	0.00	106,436.50	293,563.50
206-1-1-0-1301 11 4,500,000,00 1,188,481.72 836,579.14 0.00 2,025,060.86 2,474,5 206-1-1-0-1302 11 550,000,00 77,843.50 65,550.00 0.00 143,393.50 406,6 206-1-1-0-1401 11 150,000,00 3,884.26 52,389,60 0.00 56,273.86 93,7 206-1-1-0-1402 11 2,500,000,00 700,000,00 314,840.75 0.00 1.014,840.75 1.485		206-1-1-0-1205	11	500,000.00	117,303.00	372,916.25	0.00	490,219.25	9,780.75
206-1-1-0-1302 11 550,000.00 77,843.50 65,550.00 0.00 143,393.50 406,6 206-1-1-0-1401 11 150,000.00 3,884.26 52,389.60 0.00 56,273.86 93,7 206-1-1-0-1402 11 2,500,000.00 700,000.00 314,840.75 0.00 1.014,840.75 1.485	-	206-1-1-0-1301	11	4,500,000.00	1,188,481.72	836,579.14	0.00	2,025,060.86	2,474,939.14
206-1-1-0-1401 11 150,000.00 3,884.26 52,389.60 0.00 56,273.86 93,7 206-1-1-0-1402 11 2,500,000.00 700,000.00 314,840.75 0.00 1.014,840.75 1.485	1	206-1-1-0-1302	11	550,000.00	77,843.50	65,550.00	0.00	143,393.50	406,606.50
206-1-1-0-1402 11 2 500 000 00 700 000 0 314 840 75 0.00 1 014 840 75 1 485	1	206-1-1-0-1401	11	150,000.00	3,884.26	52,389.60	0.00	56,273.86	93,726.14
2,555,555,555 755,555 514,646,75 514,646,75 1,614,646,75 1,646,75		206-1-1-0-1402	11	2,500,000.00	700,000.00	314,840.75	0.00	1,014,840.75	1,485,159.25

15. Migrate the TR Code

When you need to enter any supplementary allocation consist with vote or new vote which has been issued by Department of Budget or the deposit code Revenue code Rent Advance or Mobilization Advance issued by Department of State Accounts you need request the TR code from Department of State Accounts by sending email to New CIGAS team. If you want TR Code for Advance Account sending email to New CIGAS team and then you can get the TR Code via the Budget file.

🖉 Dash_B	Board										- 🗆 X
<u>Cash</u>	<u>Commitment</u>	<u>Ceiling</u>	Asset	<u>Salary</u>	<u>Bank Rec</u>	<u>Web Upload</u>	Create Sub Ofz	Append Sub Ofz	<u>TR Code</u>	Welcome Chamika	Administrator
					De	parment	of Irrigatio	on		Fiscal Mon	th May_2019
1 m	Rs 545,934,4	otal Vote 189.11		Rs	22,718,827.73	venue	Rs 2,958,709,	tal Asset 974.09	Rs 52,52	Total Liability 3,797.54	Version 5.2.2.2
	2n 1600000 1400000 1200000 1000000 8000000	00	Budget Ceil	ing Vs Com			Vote 14000000 12000000 10000000 8000000 6000000	Expenditure			
	400000 200000	0 0 0 F	PE Trav	Supp	Maint Serv	Reha Acq	4000000	2	4	6 8	10 12
0 0	TabPage1 Tab	Page2					Expendit	Capital Vs Recurrent I	Capital Recurrent	2nd Quarter	Cash Ceiling unused Used
200	Cap	pital nce Ac						Capital		unu	sed
	Deve	eloped by	S. Tharsh	an. Assist	ant Director	System Develo	pment and Trainir	ig), Department of	State Accou	unts, Ministry of Fin	ance.



First you have to brows the TR code which has been sent by Department of State Accounts (Ex: TRCode.xls).

Then you need to click on List button which shows given

Rcode									- 0	
		Preus	List	Paula						
		Brows	LIST	Save						
	C:/(Jsers\weerasing	ghe.vhcn\Downloa	ds\TRcode.xls						
ſ		HEAD	PROGRAM	PROJECT	SUBPROJ	OBJECT	OBJ_DETAIL	FUNDING	AMOUNT	
	•	0	0	92	0	19	0	0	0.00	
	<								>	
_										

Thereafter you have to click on list button to verify the code that has been browsed finally click on save button

NEWCIGAS	×
Treasury Code has been create	ed. Now you can open the Account
	ОК

16.Bank Reconciliation



For bank reconciliation you should create a separate user login and password, rather than doing in same administrator login it easier and more effective to do it as a separate user login.

When you enter current month opening balances you should click on Rec Data in Opening Bal.



Thereafter you can enter one by one Unrealized Payment and Receipts also the Unidentified Payment and Receipts by click on each radio buttons.

	- 🗆 X
Bank Code Select Date Date 17/07/2019 Unrealized Payments Unrealized Receipts Cheque No /Vou No Unidentified Payment Amount Unidentified Receipts Unidentified Receipts Save Cancel	 ✓ ✓ Ø0 Cancel



Then go to the main menu



Select the date as ex: 31/07/2019 and check the balance as per the Bank statement by click on Ok.

Reconciliation as at 31/07/2019	■▼ Bank Code HEA	~ OK
Bank Reconciliation for the A	/C No: 7042385 as at 31/7/201	19
Description	Amount	Amount
Balance as per cash book		
Adjustment to Cash Book		795,571.15
Add Unpresented Cheque	714,638,527.21	
Less Unrealized Receipts	715,434,098.36	
Adjustment to Bank Statement		
Add Unidentified Receipts	0.00	
Less Unidentified Payment	0.00	
Less Transfer to Treasury	0.00	
Balance as per Bank Statement	0.00	0.00
		<u> </u>

Now you have to realize data.

User Manual on New CIGAS

Bank_Rec		
	LIST LAST Mademarket Mademarket Get Data	
Reconciliation as at	26/07/2019 Bank Code BOC ~	OK
	Enter Cheque No/ Vov. PIV No	
Select Payment Receipt	Amount Payment Date Realized Date 26/07/2019 _ Realize Cancel	
	\backslash	
	\backslash	
	\backslash	
	Click here to enter	
	data to realize	
	payment and	
	receipts	

List Bank Reconciliation Data



nrealized	Unidentified	R	Realized					
elect		<u> </u>	Date	vovpiv	Whom	Cash	Chequeno	
Unpresented F	Payments	+	04 Jan 2019	P1901001*1	KARUNADA.	10,000.00	766802	
			04 Jan 2019	P1901001*2	J.A. GUNAD	10,000.00	766803	
Onrealized Re	icelpts		04 Jan 2019	P1901001*3	P.P. WIMALA	10,000.00	766804	
00			04 Jan 2019	P1901001*4	W.D. PEMA	10,000.00	766805	
	× .		04 Jan 2019	P1901001*5	A. WEERAP	10,000.00	766806	
			04 Jan 2019	P1901001*6	M.A. SUWAR	10,000.00	766807	
			04 Jan 2019	P1901001*7	H. MATHIYAS	10,000.00	766808	
o Data			04 Jan 2019	P1901001*8	A. CABRIAL	10,000.00	766809	
5/07/2019	×		04 Jan 2019	P1901001*9	K. KANTHAIYA	10,000.00	766810	
5/07/2013			07 Jan 2019	P1901002*1	H. SILAMBU	10,000.00	766812	
			07 Jan 2019	P1901002*10	P.G. SIRISENA	10,000.00	766821	
List	PDF		07 Jan 2019	P1901002*11	M.D. SIMON	10,000.00	766822	
	\backslash				Total	Rs 27	78,909,849.64	
		V NVN /	Click Rec	c here to List Bank conciliation Data	IMM			

16.1 Get Bank Reconciliation Data

When in the Cash Book side you have to use Get Data to create encrypted csv file.

User Manual on New CIGAS



Click on Ok.

NEWCIGAS	ß
Successfully Created rec File .You can find the file C:\Rec_I of June .csv	Data\Rec for the month
7	ОК

To encrypt the Bank Reconsilation File first Click on Lord button

File to encrypt:	C:\Rec_Data\Rec for the month of June	Load	Click Browse to load file.	Browse
Ele destination :	Click button to load file.			Change
rile destination.	C:\Rec_Data\Rec for the month of June	Change		
Type password:				
Confirm password:		Encrypt		Decrypt

Then Click on Encrypt button.

Finally Click on Ok button.

			Deciypt	
File to encrypt:	C:\Rec_Data\Rec for the month of March	Load	Click Browse to load file.	Browse
Dia destinations	Click button to load file.			Grande
rile deschation:	C:\Rec_Data\Rec for the month of March	Change		- Criminge
Type password: Confirm password		Encrypt	Done	×
Commin passinoi		Charpe	Encryption Complete	a Jhr
			Total bytes processed = 161	1784

FInd the encrypted Reconsilation file in C drive \rightarrow Rec Data folder



17.Month End

Department of State Accounts Meine Achini Actinization Meine Actinization <	<u>sh Commitment Ceiling Asset Salary</u>	Bank Rec Web Upload Create Sub (lfz <u>Append Sub Ofz</u> <u>TR Code</u>	Logout
Allocation Vs Commitment 100000000	Total Vote Rs 36,142,809.37	Department of State A	Welcor Fisca Total Asset 6,984.15 Rs 0.0	Administrator 1 Month April 2023 Total Liability 0 New CIGAS Version 7.4.1.0
Progress Help Capital VS Recurrent Exp Exp Category Capital Capital Advance Ac Capital	Allocation Vs Commitment	120000 100000 80000 60000 40000 2000 1rens Acq Reha Acq Cup_Other	Vole Expenditure	8 10 12
	Pogress Help Recurrent Capital Advance Ac		Recurrent Capital	Exp Category Salary Cestal Salary Capital C

Month E	nd	×
Are you	u sure y <mark>o</mark> u want t	o month end?
I	Yes	No

Click on Yes.

Month End		×
Have you Created The File t	to be Sent to your Head Offic	ce or Treasury?
	Yes	No

Click on Yes

E Mo	onth_End		_			– 🗆 X	
	Click Here to Mor	nth End	Current I	Month to be Month End	July		
Receip	pts		Payments				
	acc_code	Total	acc_code	Total			
•			•				- MMM
<		>	٢			Go 2 Main	1. Click here to month end



Then Click on Go 2 Main Button

18. Year End

18.1 NEW CIGAS Version Update

18.1.1 Download the update file

The new version of the new CIGAS application can be downloaded from the site url newcigas.treasury.gov.lk. Extract the folder. This folder consists two files such as newcigas.exe file, encrypted budget file and this guide

18.1.2 Application should be upgraded to New CIGAS Version 7.4.1.0.

Copy the update file called "New CIGAS.exe" and paste in to your New CIGAS folder. You should update the version after sending the Final summary for the year 2023 to your mid/ Head office or Treasury.

18.2 If you want to revise the last year liability

If you want to revise 2023 liability, you could revised in the following Path after updating the new version 7.4.1.0

As	set_Acco	ounting	Reports	Comn	nitment	Final_A	Acct	Last_Yr_Liability						Current	t Month		Decer	nber			
ſ			• 🧧	-	D* 80		5	List	223		(AMERUP)		20	6	SMS						
		Print			Liebility			Convert to 2022	- Colore	Upload			User	Settine 1							
Su	mmary	Cheque	e Comm	itment	Liability	Imprest	Pur		Salary		Databas	e Kestore	User	Setting	SMS	нер	Logout			_	-
	🖳 Liabili	ty_Revised																-		×	
																					emb
							P_order	Date	Vote	Item	to	whom	commitment	Commit	t_Bal	Liability_A	mt p	aid	Bala	ance	—
	Head		265	~		•	DECE-0	5 12/28/2021	KAC-265-1-1-0-1	Toner	Met	ropolitan Tec	83700.00	0.00		83700.00	0	.00	8370	00.00	
						-	L-02	12/30/2021	KAC-265-1-1-0-1	STATIONAL	RY S.A RY Sell	.R.Book Center	260330.00	0.00		260330.00	0 0	.00	2603	30.00	
	Object	Code	1201	~		•	2-04	12/31/2021	1040-200-1-1-0-1	314110144	311	Larika State T	01002.01	0.00		01002.01	0	.00	0100	2.01	
	After S	elect the	Vote just o	click on t	he data																
	display	space p	lease																		
	Commi	it No																			
	Liability	Amount	0		00																
	Roviso	d Liabilit			00																
	110130	d Liabilit	у <u>Ч</u>			-1															
	Enter th	e Revise	ed Liability a	amount																	
	Save		Close	е																	
						4															
																				/	

Cash book \rightarrow Last Year Liability \rightarrow Revised

Select the Head number & object code, and click the display space. Once after click you could see the liability list which are not settled. Click on the list you need to revise and enter the revised amount and save.

18.3 Unpaid Vouchers and Web upload

All unpaid vouchers have to be entered as commitment and liability within the approved annual budget limit for the year 2023 and upload to the web application (newcigas.treasury.gov.lk) please make sure that the upload file have been created before year end process.

Dash_Bo	oard									_	
ash	Commi	itment	<u>Ceiling</u>	<u>Asse</u>	<u>et S</u>	alary	<u>Bank R</u>		Web Upl	load	c
						D	ISTF	ICT	SEC	CRE	Г
1	2	То	tal Vote			1	Tot	al Reven	u/a		
								/			
🖳 Web_U	lpload1									-	
Commitme	ent Cashbook Imp	Select Month	12	~	CREATE	Decen	nber	*			
	P_order	Date	Vote	ltem	to_whom	commitment	commit_bal	Revised	Liability_Amt	paid	ba
	C759	6/22/2022	KAC-307-2-1-0-2	UPS ANFD PHO	Northlink Engine	476900.00	0.00	0.00	476900.00	476900.00	0.0
	C-1000	8/24/2022	KAC-442-2-6-2-2	RETANING WAL	LANKA HARDW	581255.86	0.00	0.00	581255.86	581255.86	0.0
	C-1001	8/25/2022	KAC-265-1-1-0-1	VEH.REPAIR	Toyota Lanka (Pr	324853.60	0.00	0.00	324853.60	324853.60	0.
	C-1002	8/25/2022	KAC-252-1-1-0-1	TP BILL	Sri Lanka Teleco	5704.21	0.00	0.00	5704.21	5704.21	0.
	C-1003	8/25/2022	KAC-334-1-1-0-1	CURRENT BILL	Ceylon Electricity	679.20	0.00	0.00	679.20	679.20	
											0.
	C-1004*1	8/25/2022	KAC-327-2-1-0-2	FUEL	General Manager	4300.00	0.00	0.00	4300.00	4300.00	0

Select the month and create the files. You can find the created file in the C:\Web_Upload\December\03_01_2024\12

Created Date Month

This PC > OS (C) > Web Upload > December > 03 01 2023 > 12								
	Name	Date modified						
	265_KAC_1.Commitment_03_01_2023-12	1/3/2023 1:07 PM						
*	265_KAC_2.Cash_03_01_2023-12	1/3/2023 1:07 PM						
	🔊 265_KAC_4.Imprest_03_01_2023-12	1/3/2023 1:07 PM						

There will be 3 files that you can see with the folder. Those file have to be uploaded in to the newcigas.gov.gov.lk web application on or before 20th January 2023 at 11.59 PM


New CIGAS Web Interface v2.0

Search	• New CIGAS File upload interface! Ce	entral Go
🙆 Dash Board	Uploading Area	Dismissable Ale
▲ Daily File Upload	Choose File No file chosen . Commitment Link.	Commitment
🏝 Purchase Upload	Choose File No file chosen	Cash Book. A
 List Go To Main 	< Cash Book Link.	Imprest. Ale
>	Choose File No file chosen Imprest Link	
	Click Upload Button to Upload the files	Tooltips and Por For Help De
	This PC > OS (C:) > Web_Upload > December > 03_01_2023 > 12	
	Name Date modified	
	Image: 200_CAC_1.Com/initiation_05_01_2025-12 1/3/2025 1:07 PM Image: 205_CAC_2.Cash_03_01_2023-12 1/3/2023 1:07 PM	
	265_KAC_4.Imprest_03_01_2023-12 1/3/2023 1:07 PM	

Welcome m

Click on the Daily file upload and click on choose button and select the respective file which is created by the Desktop CIGAS application and click on upload button.

18.4 Asset Upload.

After invetorizing all the purchased asset, you should upload the asset into the new CIGAS web application. For this purpose, you could create the file in desktop new CIGAS application



User Manual on New CIGAS



Click on the web upload button and create the files

🔔 Dash_Boa	ard								
<u>Cash</u>	<u>Commitment</u>	<u>Ceiling</u>	<u>Asset</u> Sala	ary <u>Bank Rec</u>	: <u>Web U</u>	pload <u>Creat</u>	e Sub Ofz	Append	l Sub Ofz
	Asset_For	m						_	
	0	G	overnme	ent Asse	ts Mar	nagemer	nt Syste	em	
Î	A 🖳	sset_File					_		×
Lup Darab	Sul	Create File	If File size is large				December		
31		Head	Bank_Code	Category_Code	Item_Code	Sub_Item_Code	Description	Is_Activ	~
	•	265	KAC	61111	6111104	6111104.1	Housing Scheme	Yes	
		265	KAC	61111	6111107	6111107.1	Adl GAs Quartrs	Yes	
		265	KAC	61111	6111107	6111107.10	CIA Quaters	Yes	
一位		265	KAC	61111	6111107	6111107.11	Three Storied Sta	Yes	
		265	KAC	61111	6111107	6111107.2	Div. Sec. Quater	Yes	
		265	KAC	61111	6111107	6111107.3	Ladies Chamary	Yes	

The created file will be stored in C:\Asset_Upload\December\03_01_2024

User M	anual on New CIGAS		
_2023			
Share	View		
> This	PC > OS (C:) > Asset_Upload > December	> 03_01_2023	
	Name	Date modified	Туре
	265_KAC_1.Asset_Sub_Item03_01_2023	1/3/2023 1:37 PM	Micr
	265_KAC_2.Supplier03_01_2023	1/3/2023 1:37 PM	Micr
×	265_KAC_3.Location03_01_2023	1/3/2023 1:37 PM	Micr
*	🔊 265_KAC_4.Asset03_01_2023	1/3/2023 1:37 PM	Micr

*

The above created files have to be uploaded in the New CIGAS web application under file upload menu same as commitment & liability upload.



18.5 Year End Process

1. Printouts or soft copies have to be taken from the new CIGAS desktop application before year end

- a. Cashbook Ledger Show Acts Accts Summary
 - 1. Vote
 - 2. Deposit ledger balance and individual balance
 - 3. Advance-Public Officers Advance, Rent and Mobi Advance
 - 4. PSPF
 - 5. Miscellaneous Ledger
 - 6. Lease and Lease Creditors
 - 7. Asset and BoS Report (Both Should be Tally)
 - 8. Revenue
- b. Cash Book- Cash- Imprest Account and unsettle sub imprest individual list
- c. Cash Book Final Accounts Trail Balance, Asset_Report

2. Take the Backup before Year end

3. Click on Year End Button and do the Year end process



You should month end before year end

Please do not close the application till the year end process is completed.

The balances will be updated during the year end process

Please click on "OK" button to update the next accounts balances.





Once the year end process is completed please re open the CIGAS

4. Once after the year end, please check the opening balances which should be same as the last year closing balances. Check the ledger balances with printout or soft copy stated in the number block 7.



5. With regard to the Public Officers Advance Accounts, please update the opening balance under 11 in accordance with the Advance B Account control Ledger Balance, in Open Act → Ledger update→ Select Account type→ Head/ Sub → Load data→ Edit→ Double Click on amount and enter the B Account control Ledger Balance and save

Dush_bourd						
<u>Cash</u> <u>C</u>	Comm 💻 🤇)pen				– 🗆 🗙 Dfz <u>TR Code</u> Logout
		Open	ing Accounts			Welcome than Administrator Fiscal Month January_2023
	Rs (Bank Account	Imprest	Vote	Rs 39,710,556.04
111						
	100 80		Loan Type	Advance Account	Deposit	Ledger_Update Account Dublic Officers Actury Head/Sib Office
31	40					O Sub Office vote in HO
	20		Revenue	Rec Data	List / Delete	acctoode opribalance KAC-285011-P 13840188 21
<u>↑</u>	A Prog		Create New CoA	Get he asury Budger	Ledger Update	KAC-265012.P C
R			Change	Update Rec Receipt No	Mobilization	
			Asset Sub Item	Min to Sub	Acct_Code Add Item	
Year Bod		с	OA_OK_ITEM_NOT	State Min		Include City Suce Other Dates

Advance Account Limit Enter the Limit for the advance Account for 2013



18.6 Delete the unused imprest Account

You could delete the old imprest account and unused imprest account through the following way if you don't have any unsettle sub imprest under those imprest account.



Select open Act button in da dash board and click list/delete button then select the dropdown. Thereby select imprest and select the unused imprest with zero balance and click on delete button.

18.7 If you are Head Office

1. Download the 2024 Budget file with is within the update folder from newcigas web application and migrate the budget file to the newcigas version 7.4.1.0 under budget Module.



🚰 Dash_Bo	ard									
<u>Cash</u>	<u>Commitment</u>	Ceiling	Asset	Salary	Bank Rec	Web Upload	Create Sub Ofz	Append Sub Ofz	TR Code	Logout
	Copy_to_Vote	e R I I I To L	EVIS .edger	ED BU	JDGET		S FOR TH	IE YEAR S	2023	
		Import_Budg	et				97 PIL P P	AD THE N	-	
			pt Isers\USER\Do	ME KI	Browse sv.encrypt	D BUDGE	1 file f(JK THE Y	EAK -	2023

2. Click on browse button and decrypt the budget file

Copy_to_Vote	
💀 Import_Budget	- 🗆 X
IMPORT THE REVISED BUDGET FILE FOR THE Y	EAR -2023

Once you decrypt the file, the whole budget file will be copied into your new CIGAS system

3. Click on "To_Ledger" Button. Once you click on the button, the budget Allocation will be written in the ledgers for the respective head.

Copy_to_Vote					
	REVIS	SED BU	JDGET	PROCESS FOR TH	IE YEAR 2023
Browse	To Ledger	New COA	To Sub	Supplementary Imp Sub off Budget	

Once after click on "To_Ledger" button, you can see the Annual Budget for the year 2024 for your Department head. As the ceiling is deactivated, the ceiling columns represent zeros.

Dash_Bo	bard								
<u>Cash</u>	<u>Commit</u>	<u>ment</u> <u>C</u>	eiling Asse	<u>Salary</u>	<u>Bank Rec</u>	Web Uplo	ad <u>Create Sub O</u>	fz <u>Append Sub Of</u>	<u>z TR Co</u>
	Copy to	Vote			DIOMDIA				Web
A REAL	Copy_to_	voic							
-		-	REVISE	ED BUI	DGET P	ROCES	SS FOR TH	IE YEAR 2	023
m	-	7							
Soy Darat	Brow	rse T	o Ledger	New COA	o Sub Sup	plementary Imp	Sub off Budget		
8	Ac	ctCode	Allocation	Q1	Q2	Q3	Q4		
121	▶ 265	5-1-1-0-1001-P	44,000,000.00	0.00	0.00	0.00	0.00		
	265	5-1-1-0-1002-P	3,200,000.00	0.00	0.00	0.00	0.00		
	265	5-1-1-0-1003-P	20,500,000.00	0.00	0.00	0.00	0.00		
	265	5-1-1-0-1101-P	1,200,000.00	0.00	0.00	0.00	0.00		
100	265	5-1-1-0-1201-P	3.000.000.00	0.00	0.00	0.00	0.00		

4. Then Click on New_COA button in order to convert the Chart of Accounts to New Chart of Accounts compatible to the other System.

Dash_Boa	ard											
<u>Cash</u>	<u>Com</u>	<u>mitment</u>	<u>Ceiling</u>	<u>Asset</u>	alary	<u>Bank Rec</u>	Web Uploa	ad <u>Create</u>	Sub Ofz A	Append Sub Of	z <u>TR Code</u>	<u>Logout</u>
		🖳 Copy_to	o_Vote									
-			ł	REVISE	ED B	UDGE	r pro	CESS F	OR TH	E YEA	R 2023	3
Î	R		2		Ô							
top Rorat		Bro	wse T	o Ledger	New COA	To Sub	Supplement	ary Imp Sub off	f Budget			
		/	AcctCode	Allocation	new_COA			Budget_Q1	Budget_Q2	Budget_Q3	Budget_Q4	^
31		▶ 2	55-1-1-0-1001-P	44,000,000.00	01/11/265-0	00-00/1/265-01/00	0/21001-P	0.00	0.00	0.00	0.00	
		20	65-1-1-0-1002-P	3,200,000.00	01/11/265-0	00-00/1/265-01/00	0/21002-P	0.00	0.00	0.00	0.00	
血		20	55-1-1-0-1003-P	20,500,000.00	01/11/265-0	00-00/1/265-01/00	0/21003-P	0.00	0.00	0.00	0.00	
	4	20	65-1-1-0-1101-P	1,200,000.00	01/11/265-0	00-00/1/265-01/00	0/21101-P	0.00	0.00	0.00	0.00	
徳		20	5-1-1-0-1201-P	3,000,000.00	01/11/265-0	00-00/1/265-01/00	0/21201-P	0.00	0.00	0.00	0.00	
		20	55-1-1-0-1202-P	5,700,000.00	01/11/265-0	00-00/1/265-01/00	0/21202-P	0.00	0.00	0.00	0.00	
	F	20	65-1-1-0-1203-P	500,000.00	01/11/265-0	00-00/1/265-01/00	0/21203-P	0.00	0.00	0.00	0.00	

18.8 If you are Head Office

Click on "to_Sub" Office button to distribute the annual budget among the sub offices. You can create sub office budget file



For create the sub office vote, Click on Vote Create Button

old	COA	new_COA	^			- Budget Cei
265-	1-1-0-1001-P	01/11/265-00-00		Barda Garda		
265-	1-1-0-1002-P	01/11/265-00-00		Bank Code	SUB ~	Q1
265-	1-1-0-1003-P	01/11/265-00-00				02
265-	1-1-0-1101-P	01/11/265-00-00		Accounting Code		QZ
265-	1-1-0-1201-P	01/11/265-00-00		Accounting Obac		 03
265-	1-1-0-1202-P	01/11/265-00-00				0,5
265-	1-1-0-1203-P	01/11/265-00-00		Exp_Upto_Now	0	04
265-	1-1-0-1205-P	01/11/265-00-00				Q4
265-	1-1-0-1301-P	01/11/265-00-00		To Sub Office	0 00	
265-	1-1-0-1302-P	01/11/265-00-00				
265-	1-1-0-1303-P	01/11/265-00-00				
265-	1-1-0-1401-P	01/11/265-00-00		Allocation		
265-	1-1-0-1402-P	01/11/265-00-00		Treasury Code		
265-	1-1-0-1403-P	01/11/265-00-00		5		
265-	1-1-0-1404-P	01/11/265-00-00		Provision for 2023		
265-	1-1-0-1409-P	01/11/265-00-00		Delegged to Sub Office		
265-	1-1-0-1506-P	01/11/265-00-00	~	Released to Sub Office		
				Available Allocation		
	Export S	ub Office Budget File		Available Allocation		

Once after clicking on Vote Create, you can see the Acct Code and New COA, you should select the bank code from drop down for which sub office you need to create the sub office budget file and on the Checkbox you need to click the votes which you need to create the vote accounting code for the sub offices. Then click on create button and see the sub office accounting code which are created by the system

ldget_	2_Sub_V	ote_on		/									
Ał	₽₽ſ	ROV	ED BU	IDGET	PROVISION	TO SU	JE	30	FFICE -2	2023 vo	te Cre	eate	
	old_C	OA	new_COA	/	γ						Bu	dget Ceiling	
•	265-1-1	1-0-1001-P	01/11/265-00-0)	Pank Code								0
	265-1-1	1-0-1002-P	01/11/265-00/00) /	Dalik Code			SOB	~			Q1	0
	265-1-1	1-0-1003-P	01/11/265-00-00)								02	0
	265-1	Vote (reate								_		×
	265-1	Ha Vote_e											~
	265-1	SU	В	Create									
	265-1			_/									
	265-1		Checkbox /	acctcode	New_COA	amountOri ^	Г		acctcode	New_COA		amountOri	
	265-1			265-1-1-0-1001-P	01/11/265-00-00/1/265-01/000/21.	4400000.0		•	SUB-265-1-1-0-1001-P	01/11/265-01-00/1/26	5-0	0.00	
	265-1			265-1-1-0-1002-P	01/11/265-00-00/1/265-01/000/21.	3200000.00			SUB-265-1-1-0-1002-P	01/11/265-01-00/1/26	5-0	0.00	
	265-1		\checkmark	265-1-1-0-1003-P	01/11/265-00-00/1/265-01/000/21.	2050000.0			SUB-265-1-1-0-1003-P	01/11/265-01-00/1/26	5-0	0.00	
	265-1		\checkmark	265-1-1-0-1101-P	01/11/265-00-00/1/265-01/000/21.	1200000.00			SUB-265-1-1-0-1101-P	01/11/265-01-00/1/26	5-0	0.00	
	265-1	۱.		265-1-1-0-1201-P	01/11/265-00-00/1/265-01/000/21.	300000.00			SUB-265-1-1-0-1201-P	01/11/265-01-00/1/26	5-0	0.00	
	265-1			265-1-1-0-1202-P	01/11/265-00-00/1/265-01/000/21.	5700000.00							
	265-1			265-1-1-0-1203-P	01/11/265-00-00/1/265-01/000/21.	50000.00							
	265-1			265-1-1-0-1205-P	01/11/265-00-00/1/265-01/000/21.	650000.00							
	265-1			265-1-1-0-1301-P	01/11/265-00-00/1/265-01/000/21.	7500000.00							

Then re distribute the allocation to the sub offices. For this purpose just close the vote create window.

Likewise you need to select the bank code of the all sub offices and create the accounting code. It is not necessary to select the selected vote again and again for creating another sub office vote. You can un-tick for avoiding the vote or you can add by ticking to the new vote for another sub office. You can notice that the created vote for the sub office having zero amount of allocation.

Now you need to redistribute the allocation. For this purpose, just close the vote create window and go back to "budget to sub vote on" form





Click on the old COA vote and select the sub office bank code from drop down. Once you select on the old COA, you can see the total allocation and available allocation balance. Once you click on sub office bank code, the created sub office accounting code will be displayed in the drop down. Just select the sub office accounting code from the dropdown and enter the amount in the to_Sub office box that you need to distribute as sub office allocation for the respective vote. And select the next sub office and select the accounting code and distribute the allocation. Once after complete the particular vote for all sub office, select the next vote and do so.

After re distribute the allocation to the sub offices click on *"Export Sub Office Budget File"* button

🛃 Budget_2_Sub_Vote_on

	old_COA	new_COA	^					Budget Ceiling			
	265-1-1-0-1001-P	01/11/265-00-00	Bank Car	le.					0		
	265-1-1-0-1002-P	01/11/265-00-00	Ddilk COU	16	SOB	~		Q1	0		
	265-1-1-0-1003-P	01/11/265-00-00							0		
2	265-1-1-0-1101-P	01/11/265-00-00	Sub_offi	ce_Acc_code							- 0
26	5-1-1-0-1201-P	01/11/265-00-00			_						
26	5-1-1-0-1202-P	01/11/265-00-00	Colora Deal	Cuto Incom		Autonum	Acctcode	Тп	o code	head	prog
265	5-1-1-0-1203-P	01/11/265-00-00	Select Bank	Code SUB ~	•	10459	SUB-265-1-1-0-1001-P	265	1000	265	1
265-1-	1-0-1205-P	01/11/265-00-00				10460	SUB-265-1-1-0-1001-R	265	2000	265	1
265-1-1	-0-1301-P	01/11/265-00-00	List	Encrypt		10461	SUB-265-1-1-0-1002-P	265	1000	265	1
265-	1-1-0-1302-P	01/11/265-00-00				10462	SUB-265-1-1-0-1002-R	265	2000	265	1
265-1	-1-0-1303-P	01/11/265-00-00	Click buttor	n to load file.		10463	SUB-265-1-1-0-1003-P	265	1000	265	1
265-1	-1-0-1401-P	01/11/265-00-00	Click butter	n to load file		10464	SUB-265-1-1-0-1003-R	265	2000	265	1
265-1-1	-0-1402-P	01/11/265-00-00	Cilox Duttor			10465	SUB-265-1-1-0-1101-P	265	1000	265	1
265-1-1	-0-1403-P	01/11/265-00-00				10466	SUB-265-1-1-0-1101-R	265	2000	265	1
265.1.	1-0-1404-P	01/11/265.00.00				10467	SUB-265-1-1-0-1201-P	265	1000	265	1
265-1-1	-0-1409-P	01/11/265-00-00				10468	SUB-265-1-1-0-1201-R	265	2000	265	1
200	0 150C D	01/11/265 00 00									

Once you click on Export Sub Office Budget file, the sub office Acc_Code form will be popup in order to create the sub office budget file. Select the bankcode for which you are going to create the budget file and click on list & encrypt. Likewise select the each bankcode of the sub office and click on list and encrypt.

The sub office budget file will be created in C:\Sub_Office\Budget. The created sub office budget files have to be emailed to the respective sub office.

18.9 If you are a Sub Office

You can import the sub office budget file from budget menu. Click on Imp sub off budget on the budget module and import the encrypted file received from your head office.

Dash_Bo	ard										
<u>Cash</u>	<u>Commitment</u>	<u>Ceiling</u>	Asset	<u>Salary</u>	<u>Bank Rec</u>	Web Upload	Create Sub	Ofz <u>A</u> r	opend Sub Ofz	TR	Code
	Copy_to_Vote	2									
F		f	REVIS	ED BUI)GET	PROCES	SS FOR	THE	YEAR	202	23
â											
Sup Barrat	Browse		o Ledger	New COA T	o Sub Su	upplementary Im	p Sub off Budget	t			
31		🖳 Sub_C	Office_Budget_imp	0					-		×
		Decrypt Click	Browse to load file.		Browse	Decrypt					
혭		C:\Use	ers\USER\Desktop	\SUB.Budget.csv							
			AcctCode	new coa	Allocation	Ceiling Q1	Ceiling Q2	Ceiling Q3	Ceiling Q4	-	1
		•	SUB-265-1-1-0-1	01/11/265-01-00	5,000,000.00	0.00	0.00	0.00	0.00		
2			SUB-265-1-1-0-1	01/11/265-01-00	300,000.00	0.00	0.00	0.00	0.00		
			SUB-265-1-1-0-1	01/11/265-01-00	4,000,000.00	0.00	0.00	0.00	0.00		
200			SUB-265-1-1-0-1	01/11/265-01-00	50,000.00	0.00	0.00	0.00	0.00		
Manage of Facelog Affairs			SUB-265-1-1-0-1	01/11/265-01-00	0.00	0.00	0.00	0.00	0.00		

Click on Brows and select the sub office budget file sent by the head office and decrypt the file. Once you decrypt, your sub office allocation will be displayed.

18.10 When you are going to pay for the previous year liability

You need to adjust the liability amount which you have planned to settle or pay by using the provision of budget 2024. For this purpose, use **Commitment** form and click on convert vote button. You can select the previous year liability by selecting the filtering drop down and click on "amount-to be settled" box and enter the liability amount which you are going to pay out of the total liability under the 2024 Provision and save. The total amount will be appear in "to be Paid" box, you can delete and enter the liability amount can be settled during this year by utilizing the allocation for 2024.

Kalc Convert commitment to this year > > > > > > > > > > > > > > > > > > >	Glob Annountho be settled Convert Committed idecased Commitment 83,700.00 alance Commitment 83,700.00 Liability 63,700.00 Colorer Coling Bank Code Kelessed Converted to Vote on Convert Coling Balance Liability 63,700.00 Vote 01/11/265-01/00/1/265-01/00/021201-P Vote 01/11/265-01/00/1/265-01/00/021201-P Vote 01/11/265-01/00/1/265-01/00/021201-P Converted to Vote on 0.00 To Be Paid 83,700.00 To Be Paid 83,700.00 Vote DECE-05 To Whom / Vendor Metropolitan Technologies (Pvt) Ltd Released 0.00 Released 0.00 Released 0.00 Save Cancel Save Cancel	Convert Vote		Januarv 20	23 st Quarter			
labolation leleased committed committed committed committent committent committent committent committent committent liability committent liability committent committent committent liability committent liability committent committent liability committent committent liability committent liability committent liability committent liability committent liability committent liability committent liability l	labelance labelance st Quarter Ceilin St Quarter	ote	💀 Convert commiment to this	year	AAAA	k Codo KAC	_	×
Immitted Immit	Anounited committed committed committent Liability eleased converted to Vote on to Be Paid s3,700,00 Converted to Vote on to Be Paid s3,700,00 Converted to Vote on to Be Paid s3,700,00 To Be Paid s3,700,00 To Be Paid s3,700,00 To Whom / Vendor Now you can use tab key to Surcharge 100,000,00 Balance Now you can use tab key to Surcharge 100,000,00 Balance 100,000,00 Balance 100,000,00 Converted to Vote on Converted to Vote Balance Converted to Vote	aleased	Convert Vote	List Commit Liability 2022				
Arrinance alance being Balance eleased oormitde alance Now you can use tab key te Balance Now you can use tab key te Balance Bala	adance Commitment 83,700.00 adance Liability 83,700.00 beiing Balance Converted to Vote on 0.00 to Be Paid 83,700.00 To Be Paid 83,700.00 To Be Paid 83,700.00 To Whom / Vendor Metropolitan Technologies (Pvt) Ltd Purchase Order No/ Commit No DECE-05 To Whom / Vendor Metropolitan Technologies (Pvt) Ltd Vote Balance Vote Balance Now you can use tab key Surcharge Balance 100,000.00 Balance 100,000.00							
alance libitity 83,700.00 Object Code 1201 ~	alance Liability 83,700.00 converted to Vote on 0.00 at Quarter Ceilin eleased ommited rcharge alance Now you can use tab ket Now you can	rcharge	Commitment Commitment	83,700.00	Head No	265 ~	Bank Code KAC	~
Seling Balance Converted to Vote on 000 st Quarter Cellin Converted to Vote on 000 teleased Balance teleased Balance Vote Balance Vote Balance Now you can use tab key te Surcharge Balance 100.000.000 Balance 100.000.000 Balance 100.000.000 Balance 100.000.000 Balance 100.000.000 Balance 100.000.000	Converted to Vote on 0.000 st Quarter Cellin teleased teleased to Be Paid 83,700.00 To Be Paid 83,700.00 To Whom / Vendor Mommited urcharge ialance Allocation 100.000.00 Released 0.00 Balance 100.000.00 Balance 100.000.00 Balance 100.000.00	alance	Liability	83,700.00	Object Code	1201 ~		
st Quarter Cellin Converted to Vote of a state of the set of the s	st Quarter Cellin leleased alance Now you can use tab ket te to control to control to control to control to to control to		Converted to Vote	00 000	Vote	01/11/265-01-00/1/265	5-01/000/21201-P ~	
eleased To Be Paid 83,700,00 To Whom / Vendor Metropolitan Technologies (Pvt) Ltd Description Toner Now you can use tab key to Ealance 100,000,00 Balance 100,000,0	eleased To Be Paid 83,700,00 To Whom / Vendor Metropolitan Technologies (Pvt) Ltd Description Toner Amount to be settled 0 00 Released 0,000 Committed 0,000 Balance 100,000,00 Released 0,000 Balance 100,000,00 Balance	st Quarter Ceilin		0.00	Purchase Order No/ Commit No	DECE-05 ~		
ommited urcharge alance Now you can use tab key te Balance 100.000.00 Now you can use tab key te Balance 100.000.00 Balance 100.000.00 Bal	ommitted Image: Classification Toner alance Vote Balance Image: Classification Image: Classification Now you can use tab ket Committed 0.00 Balance 100,000.00 Balance Image: Classification	eleased	To Be Paid	83,700.00	To Whom / Vendor	Metropolitan Technolo	gies (Pvt) Ltd	
Amount to be settled 0 00 Allocation 100.000.00 Released 0.00 Committed 0.00 Balance 100.000.00	Amount-to be settled 0 00 Allocation 100,000 00 Released 0.00 Committed 0.00 Save Cancel	ommited			Description	Topor		
Alance Vote Balance Allocation 100.000.00 Released 0.00 Committed 0.00 Balance 100.000.00	Alance Vote Balance Amount the be settled () 00 Allocation 100.000.00 Released 0.00 Committed 0.00 Surcharge 0.00 Balance 100.000.00	urcharge				Toner		
Now you can use tab key to Balance 100.000.00 Balance 100.000.00	Now you can use tab key to Balance 100.000.00 Balance 100.000.00	alance	Vote Balance		Amount-to be settled	0	00	
Now you can use tab key to Committed 0.00 Save Cancel	Now you can use tab key to Surcharge 0.00 Save Cancel		Allocation	100,000.00				
Now you can use tab key to Committed 0.00 Save Cancel Save Balance 100.000.00	Now you can use tab key to Save Cancel Save Cancel Balance 100.000 00		Released	0.00				
Surcharge 0.00 Balance 100.000.00	Balance 100.000.00	Now you can use tab key t	Committed	0.00		Save Cancel		
Balance 100.000.00	Balance 100.000.00		Surcharge	0.00				
			Balance	100,000.00				

If the vote are changed for the purpose of settling liability, you can click on convert vote and replace the vote

Commitment									
Commitment Sub_Item	Ceiling	Ja	nuary 2023	1st Quarter					
Convert Vote		U		13t quarter					
-Vote - Allocation Committed	Convert Vote	List Commit Liability 2022	02/01/0022		Bank Codo	KAC	×		
Balance Ceiling Balance Ist Quarter Ceilin Released	Commitment Liability Converted to V To Be Paid	Head No Object Code Vote New Vote	408 1201 01/11/408-0 01/11/265-0	00-00/2/408-03/001/ 01-00/1/265-01/000	21201-0-P 21201-P	~		1/21201-P ~	
Surcharge Balance	Vote Balance Allocation Released Committed	0.00		Save	Caus	Cancel			

Select the head number which are abolished and select the object code under which u have the liability to be settled and then select the vote then select the new vote from which you are allowed to settle the liability and save. Then you can decide the amount to be settled stated in the point number 10 above.



Now you can check the all month imprest account of each sub offices at once. Go to Cash Book \rightarrow cach \rightarrow imprest \rightarrow sub office

📕 Main		🖳 Su	b_Ofz_Imp								-	Х
Casl	n Ledger As											
1	Payment	Month	12 ~	Year 804/22	✓ Lis	st						
1	Receipt											
J	ournal		Bankcode	Sub Office	Opn_Balance	Imp.Given (DR)	Expenditure (CR)	Imp.Return (CR)	Collected (DR)	Cln_Balance		^
	Cash Book Detail	•	005	Chief Secretary O	161,737,781.96	0.00	0.00	0.00	0.00	161,737,781.96		
	Clasification		900	DS Warakapola	5,779,939.72	0.00	0.00	0.00	0.00	5,779,939.72		
	mprest Account		901	DS Galigamuwa	1,287,404,62	0.00	0.00	0.00	0.00	1,287,404.62		
	Maintain List		902	DS Kegalle	6.256.557.25	0.00	0.00	0.00	0.00	6,256,557.25		
	Special Print		903	DS Mawanalla	5.725.408.22	0.00	0.00	0.00	0.00	5,725,408.22		
1	Daily SLIP		904	DS Rambukkana	6.216.078.32	0.00	0.00	0.00	0.00	6,216,078.32		
	Batch SLIPS		905	DS Aranayaka	1.938.207.72	0.00	0.00	0.00	0.00	1,938,207.72		
			906	DS Ruwanwella	6.668.913.47	0.00	0.00	0.00	0.00	6,668,913.47		
	11		907	DS Yatiyantota	3,646,950.38	0.00	0.00	0.00	0.00	3,646,950.38		
	111		908	DS Dehiowita	1,366,731.18	0.00	0.00	0.00	0.00	1,366,731.18		

19. Make Salary Slips

					Depar	tment of	State Acc	ounts	Welco	me Achini	Administrator
Rs 36	Total 1	√ote 7		F	Total Re	venue	Rs 39,536,9	otal Asset 34.15	Rs 0.0	Total Liabilit	
	Allocz	ation Vs C	ommitme	nt			Vote	Expenditure			Version 7.4.1.0
100000 80000 60000 40000 20000	0000 0000 0000 0000 0000 0000	PE	v Supp	Maint S-	Trans erv Reha	Acq Cap_Other	12000000 10000000 6000000 4000000 2000000 0	2	4 6	8	10 12
Progres	sation (Commitment					Expenditure	Capital Va Pagur	ront Exp	Evo	Catagony
	Capital							Recurrent Capital	Capital Recurrent	Other_R Cap Salary	ecu ital
1	Advance /										

Brows	SLIPS File	
Make SLIP File		
	SLIP Amount to be drawn cheque . Cheque No	
	Select the Drive to Save the SLIPS file Brows	SLIP Print List Journal
	· · · · · · · · · · · · · · · · · · ·	·

——— Click on browse button to select the slip folder called ZZ_TT

Then Click on Make SLIP file and select Bank code, Imprest No, Date and Voucher Number and thereafter click on separate cheque for each site or one cheque for all site .

Z Payroll_Append			
Brows	SLIPS File		
C:\Users\weerasinghe.vhcn\Desktop\Salary\Z	z_ttvzz_		
Make SLIP File			
Bank Code HEA V			
Imprest No 40/19			
Pay Date 25/06/2019			
Vovucher No P1906100			
O Seperate for Each Site			
One Cheque for all Site			
Create	SLIP Amount to be drawn cheque . Cheque No		
	Select the Drive to Save the SLIPS file Brows SLIP Print	List Journal	

Click on Create.

NEWCIGAS		×
Selected Bank	code is HEA	
[ОК	

Click on OK

NEWCIGAS		×
SLIP File Suco	cessfully Mig	rated
	C	Ж

Click on OK



Click on OK

		SLI	PS File						
Users\weerasin	ghe.vhcn\Desktop\Salary\ZZ	_TT\ZZ_	FILTER1	D_BANKNO	D_BRANCHNO	D_ACNO	D_ACNAME	TRANS_CODE	R ^
Make SLIP	File	•	0000	7010	525	5319707	H.L.A.G. DIAS	23	
	1		0000	7010	525	4371387	R.D. MADHUMALI	23	
			0000	7010	525	5699935	G.G.W.M.W. GU	23	
101			0000	7010	525	76886409	B.L.S.P. KUMARA	23	
ank Code	HEA V		0000	7010	769	75663755	G.C.K. WEERAS	23	
	40/10		0000	7010	769	1203508	G.R.N.P. GAMLA	23	
mprest No	40/15 0		0000	7010	769	79544140	I.P.A.N. CHAND	23	
D			0000	7010	502	6002954	K.R.J. CHANDR	23	
Pay Date	25/06/2019		0000	7010	502	6002954	K.R.J. CHANDR	23	
			0000	7010	082	2224800	S.M.V.P. JINADA	23	
/ovucher No	P 1907100		0000	7010	082	7057836	G.D. CHAMINDA	23	
			0000	7010	082	2208320	H.A.N. JEEWAN	23	
Seperate for	Each Site		0000	7010	082	77137637	A. ATHAVAN	23	~
One Cheque	for all Sto	<			40000000		The cost of a cost of the cost	#7/074	>

Click on Browse button to select the directory to save the slips file to enable to send to the bank.

19.1 NITF Remittance to SLIPS

19.1.1 Purpose of the Update

According to the request made by the CEO- National Insurance Trust Fund (NITF), the new CIGAS system has been developed to enable transferring the contributors' remittance through the SLIPS transfer instead of cheque payment. Due to this process the cheque handling cost will be avoided and the time of the fund transfer will not get delay like cheque payment. Apart from that the contributors' details can be uploaded to the NITF system. The data on the contributors' details can be extracted from the payroll system through the New CIGAS and the file can be created for enabling for uploading those details to the NITF System by each and every spending units. Hence it is not required to prepare the contributors details manually.

19.1.2 Enter the institution number provided by the NITF

Once after updating the new CIGAS version 7.4.1.0, Click on salary menu in the dashboard and click on NITF to SLIP. The following window will pop up for you to enter the Agrahara file number provided by the NITF and Agrahara Agent code in GPS. And then Click on OK. This is the one time operation.

■ NITF_SLIPS_Reg	
NITF : Agrahara File No	
GPS : Agent Code in GPS	
Update	

19.2 How to transfer the NITF payment through SLIPS

The Payroll file can be migrated to the CIGAS system as usual. Once after migrated the ZZ_TT files and before browse for saving the SLIPS file, you should click on NITF to SLIPS Button. Once after click on this button the NITF cheque payment will be converted to the SLIPS transfer to the Bank No'7135' – Branch NO '033' and Account No '100782467951' of the NITF. This bank Account details is hard coded within the system. You can check the total amount of the NITF payment and bank accounts details in the grid view shown as bellow.

Brows VZZ_TT Make SLIP File Bank Code PEC Imprest No 260 Pay Date 25/0		SL	IPS File FI 00 00	ILTER1 000	D_BAN 7135	D_BR/	D_ACNO	D_ACNAME	TRAN	DE1 1					
VZZ_TT Make SLIP File Bank Code PB0 Imprest No 260 Pay Date 25/0	0 •		FI 00	ILTER1 000 000	D_BAN 7135	D_BR	D_ACNO	D_ACNAME	TRAN	001					
Make SLIP File Bank Code PBC Imprest No 260 Pay Date 25/0	30 -		00	000	7135	049			TIMUS	NET 1	HLIEF HLIE	3 AMOUNT	FILTER4	· ·	
Bank Code PBC Imprest No 260, Pay Date 25/0	80 •		00	000		040	200198281666	J.W.I.A. Nainank	23	0	000000	44125.60	SLR		
Bank Code PBC Imprest No 260. Pay Date 25/0	30 •		00		7135	058	200250042892	M.M.D.R. Mana	23	0	000000	44125.60	SLR		
Bank Code PBC Imprest No 260. Pay Date 25/0	30 🗸			000	7135	320	100183570480	T.L.S.M. Gunaw	23	0	000000	25.00	SLR		
mprest No 260. Pay Date 25/0			00	000	7278	072	107253165838	H.D.H.C. Wijethu	23	0	000000	1000.00	SLR		
mprest No 260, 'ay Date 25/0	1/22		00	000	7278	052	105257202443	T.L.S.M. Gunaw	23	0	000000	39079.02	SLR		
ay Date 25/(V// T		00	000	7278	224	122452338812	D.A.M. Pullaperu	23	0	000000	42247.54	SLR		
Pay Date 25/0	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		00	000	7010	618	000007365	S. Tharshan	23	0	000000	200.00	SLR		
25/0	(00 (0000 T		00	000	7010	618	000007365	N.P.A.R. Jayawa	23	0	000000	200.00	SLR		
	08/2022		00	000	7010	618	000007365	L.P. Wewalage	23	0	000000	200.00	SLR		
/ourucher No. P22	208/25		00	000	7010	610	0000007265	G M LUL Pandara	22	0	000000	200.00	SI P		
	200/33		00	000	7135	033	100782467951	NITE	23	0	000000	48575.00	SLR		
		*	é 🗌											E	
Seperate for Each Sr	oite													-	
One Cheque for all S	Site	•				111							4		
Create		(NITF t	o SLIPS	;	$\mathbf{>}$			Chequ	ue No				
			SL	LIP Amou	unt to be	drawn c	heque 6,1	93,435.14			SLIP P	int List J	oumal	NITF file	
			Sel	elect the	Drive to	Save the	e SLIPS file	Brows							

19.3 How to create the NITF file for the purpose of upload

Click on the NITF file button

						_							-	
	SLIP:	5 File												
		FILTER	1 D_BAI	D_BR/	A D_ACNO	D_ACNAME	TRAN	RE1	FILTE	FILTER3	AMOUNT	FILTER4 4		
File		0000	7135	049	200198281666	J.W.I.A. Nainank	23	(0	000000	44125.60	SLR		
		0000	7135	058	200250042892	M.M.D.R. Mana	23	(0	000000	44125.60	SLR		
		0000	7135	320	100183570480	T.L.S.M. Gunaw	23	(0	000000	25.00	SLR		
880		0000	7278	072	107253165838	H.D.H.C. Wijethu	23	(0	000000	1000.00	SLR		
rou 🔻		0000	7278	052	105257202443	T.L.S.M. Gunaw	23	(0	000000	39079.02	SLR		
260/22 -		0000	7278	224	122452338812	D.A.M. Pullaperu	23	(0	000000	42247.54	SLR		
200/22 +		0000	7010	618	000007365	S. Tharshan	23	(0	000000	200.00	SLR		
05 (00 (0000)		0000	7010	618	000007365	N.P.A.R. Jayawa	23	(0	000000	200.00	SLR		
25/08/2022		0000	7010	618	000007365	L.P. Wewalage	23	(0	000000	200.00	SLR		
P2208/25		0000	7010	618	000007365	G.M.I.U. Bandara	23	(0	000000	200.00	SLR		
F2200/33		0000	7135	033	100782467951	NITF	23	(0	000000	48575.00	SLR		
	*													
Each Site													•	
for all Site				III								F		
reate		NIT	F to SLIP:	5				Cheq	que No	SLIP Print	list	la mai	NITE file	
		SLIP Am Select th	ount to be le Drive to	drawn c Save the	heque 6,1 e SLIPS file	93,435.14 Brows							NITE IIIe	
	PBO • 260/22 • 25/08/2022 • P2208/35 • Each Site • eate •	PB0 • 260/22 • 25/08/2022 • 25/08/2022 • P2208/35 • Each Site • or all Site •	File SLIPS File File 0000 0000 0000 0000 0000 260/22 ▼ 25/08/2022 ▼ 25/08/2022 ▼ 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 0000 eate NIT Select th Select th	SLIPS File File 0000 7135 0000 7135 0000 7135 0000 7135 0000 7135 0000 7135 0000 7135 0000 7278 0000 7278 0000 7010 0000 7010 25/08/2022 • 0000 7010 9208/35 • 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 0000 7010 stat NITF to SLIPA SLIP Amount to b	SLIPS File File 0000 7135 049 0000 7135 049 0000 7135 058 0000 7135 020 7135 020 07278 052 260/22 ✓ 0000 7278 052 0000 7278 052 25/08/2022 ✓ 0000 7010 618 0000 7010 618 0000 7010 618 0000 7135 033 * = = = stach Site =	SLIPS Fie File 0000 7135 049 200198281666 0000 7135 049 200198281666 0000 7135 088 200250042892 0000 7135 058 200250042892 0000 7135 058 200250042892 0000 7135 052 100183570480 0000 7278 052 105257202443 260/22 • 0000 7278 052 105257202443 0000 7278 052 105257202443 0000 7010 618 000007365 25/08/2022 • • 0000 7010 618 000007365 0000 7010 618 000007365 0000 7135 033 100782467551 * • • • • • • • eate NITF to SLIPS SLIP Amount to be drawn cheque 6,1	SLIPS File File 0000 7135 049 200198281666 J.W.I.A. Nanark 0000 7135 058 200250042822 M.M.D.R. Mana 0000 7135 320 100183570480 T. L.S.M. Gunaw 0000 7135 320 100183570480 T. L.S.M. Gunaw 0000 7278 652 105257202443 T. L.S.M. Gunaw 0000 7010 618 0000007365 S. Tharshan 0000 7010 618 0000007365 L.P. Wewalage 0000 7106 618 0000007365 L.P. Wewalage 0000 7101 618 0000007365 N.H.U. Bandara 0000 7101 618 0000007365 N.H.U. Bandara 0000 7115 533 100782467951 NTF ####################################	SLIPS File File 0000 7135 049 200190281666 JWI JA Nanark 23 0000 7135 049 200190281666 JWI JA Nanark 23 0000 7135 058 200250042892 MM D.R. Mana 23 0000 7135 058 200250042892 M M.D.R. Mana 23 0000 7135 052 10025072024392 L.S.M. Gurnaw 23 260/22 • 0000 7278 052 105257202443 T.L.S.M. Gurnaw 23 0000 7278 052 105257202443 T.L.S.M. Gurnaw 23 0000 7010 618 0000007365 N.P.A. R. Jayawa 23 0000 7010 618 0000007365 L.P. Wenawe 23 0000 7010 618 0000007365 L.P. Wenawe 23 0000 7135 033 100782467551 NTF 23 # <	SLIPS Fie File 0000 7135 049 200193281666 JWI JA. Namark 23 1 0000 7135 049 200193281666 JWI JA. Namark 23 1 0000 7135 058 200250042892 M. M. D.R. Mana 23 1 0000 7135 058 200250042892 M. M.D.R. Mana 23 1 0000 7135 320 100133570400 T.L.S.M. Gunaw 23 1 260/22 • 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 1 25/08/2022 • 0000 7010 618 000007365 N.P.A. R. Jayawa 3 1 0000 7010 618 000007365 G.M.U. Bandara 23 1 0000 7010 618 000007365 G.M.U. Bandara 23 1 0000 7010 618 000007365 M.I.U. Bandara 23 1	SLIPS File File 0000 7135 049 200198281665 JWLIA. Nanark 23 0 0000 7135 049 200198281665 JWLIA. Nanark 23 0 0000 7135 058 200250042822 M.M.D.R. Mana 23 0 0000 7135 320 100183570480 T.L.S.M. Gunaw 23 0 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 25/08/2022 00000 7010 618 0000007365 S. Thamban 23 0 0000 7010 618 0000007365 S. Thamban 23 0 0 0000 7010 618 0000007365 S. M. P.A. R.Jayawa 3 0 9208/35 0000 7010 618 0000007365 S. M.U. Bandara 23 0 0000 7010 618 0000007365 S. M.U. Bandara 3 0 9209/35 <td>SLIPS File File 0000 7135 049 200198281665 JWLA Nanark 23 0 00000 0000 7135 049 200198281665 JWLA Nanark 23 0 00000 0000 7135 056 20025042892 M.M.D.R. Mana 23 0 000000 0000 7135 320 100183570480 L.S.M. Gunaw 23 0 000000 260/22 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 0000 7010 618 0000007365 S. Tharshan 23 0 000000 0000 7010 618 000007365 S. P.A.R. Jagawa 23 0 000000 0000 7010 618 000007365 M.P.M.R.Masa</td> <td>SLIPS File File File PBO Control Control</td> <td>SLIPS File File 0000 7135 049 200198281665 J.W.I.A. Namark 23 0 000000 44125.60 SLR 0000 7135 049 200198281665 J.W.I.A. Namark 23 0 000000 44125.60 SLR 0000 7135 058 200250042827 M. M.D.R. Man 23 0 000000 44125.60 SLR 0000 7135 052 100257028237 M.L.S.M. Gunaw 23 0 000000 450.00 SLR 0000 7278 072 10725156583 H.D.H.C. Wightw 23 0 000000 42247.54 SLR 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 200.00 SLR 0000 7010 618 000007365 N.P.A.R. Hayawa 23 0 000000 200.00 SLR 0000 7010 618 000007365 N.I.V. Bandare 23 0<</td> <td>SLIPS File File 0000 135 049 200198281666 J.W.I.A. Nainark 23 0 000000 44125.60 SLR 0000 7135 068 200250042892 M.M.D.R. Marsan 23 0 000000 44125.60 SLR 0000 7135 058 200250042892 M.M.D.R. Marsan 23 0 000000 SLR 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 SLR 25/08/2022 • 0000 718 621 105257202443 T.L.S.M. Gunaw 23 0 000000 SLR 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 SLR 0000 7010 618 0000007365 S.F. Thershein 23 0 000000 200.00 SLR 9208/35 0000 7101 618 0000007365 S.H.Wayabaa 23 0 000000</td>	SLIPS File File 0000 7135 049 200198281665 JWLA Nanark 23 0 00000 0000 7135 049 200198281665 JWLA Nanark 23 0 00000 0000 7135 056 20025042892 M.M.D.R. Mana 23 0 000000 0000 7135 320 100183570480 L.S.M. Gunaw 23 0 000000 260/22 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 0000 7010 618 0000007365 S. Tharshan 23 0 000000 0000 7010 618 000007365 S. P.A.R. Jagawa 23 0 000000 0000 7010 618 000007365 M.P.M.R.Masa	SLIPS File File File PBO Control Control	SLIPS File File 0000 7135 049 200198281665 J.W.I.A. Namark 23 0 000000 44125.60 SLR 0000 7135 049 200198281665 J.W.I.A. Namark 23 0 000000 44125.60 SLR 0000 7135 058 200250042827 M. M.D.R. Man 23 0 000000 44125.60 SLR 0000 7135 052 100257028237 M.L.S.M. Gunaw 23 0 000000 450.00 SLR 0000 7278 072 10725156583 H.D.H.C. Wightw 23 0 000000 42247.54 SLR 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 200.00 SLR 0000 7010 618 000007365 N.P.A.R. Hayawa 23 0 000000 200.00 SLR 0000 7010 618 000007365 N.I.V. Bandare 23 0<	SLIPS File File 0000 135 049 200198281666 J.W.I.A. Nainark 23 0 000000 44125.60 SLR 0000 7135 068 200250042892 M.M.D.R. Marsan 23 0 000000 44125.60 SLR 0000 7135 058 200250042892 M.M.D.R. Marsan 23 0 000000 SLR 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 SLR 25/08/2022 • 0000 718 621 105257202443 T.L.S.M. Gunaw 23 0 000000 SLR 0000 7278 052 105257202443 T.L.S.M. Gunaw 23 0 000000 SLR 0000 7010 618 0000007365 S.F. Thershein 23 0 000000 200.00 SLR 9208/35 0000 7101 618 0000007365 S.H.Wayabaa 23 0 000000

Once you click on NITF file button the following window will popup

N	Brows List Create CSV Total NITF Payment =	
I	GPS FILE	

Browse the Payroll (GPS) folder and click on list and check the total NITF Payment amount. This amount should be exactly eugl amount of the SLIPS transfer amount

	Brows	List	Cr	eate CSV	Total NITF	Payment =	Rs 48,57	5.00	
F:\	GPS FILE					-			
	F20_MON	F20_EMPNO	F20_ITCODE	F20_AGNCOD	F20_REFNO	F20_INIT	F20_SURNAM	F20_AMT	F2
Þ	202208	1111	155	AGRA		W.A.S.	Upananda	600.00	0
	202208	1336	155	AGRA		S.	Tharshan	600.00	0
	202208	1344	155	AGRA		S.W.	Madanayake	600.00	0
	202208	1345	155	AGRA		N.P.A.R.	Jayawardhane	600.00	0
	202208	1346	155	AGRA		L.P.	Wewalage	600.00	0
	202208	1351	155	AGRA		G.M.I.U.	Bandara	600.00	0
	202208	1352	155	AGRA		P.P.	Champika	600.00	0
	202208	1355	155	AGRA		K.A.S.S.K	Perera	600.00	0
	202208	1357	155	AGRA		M.D.N.S.	Jayarathna	600.00	0
	202208	1358	155	AGRA		H.D.H.C.	Wijethunga	600.00	0
	202208	1359	155	AGRA		W.S.R	Jagath Kumara	125.00	0
	202208	1360	155	AGRA	T.	P.A.	Thilakarathna	600.00	0
	202208	1361	155	AGRA		R.S.	Mathivathani	600.00	0
	202208	1362	155	AGRA		W.H.S.J.	Keerthinayake	600.00	0
	202208	1363	155	AGRA		W.A.	Hasara Fernando	600.00	0

Click on create CSV button. Once after you click the button, the file will be created at C: $NITFXX_XZ_2023.csv$. This file has to be uploaded to the NITF web portal

19.4 How to import the created file in NITF web portal

Untitled 🗙 🛔 Ministry of Finance - Sri lanks	🗙 😋 https://ttris.tressury.gov.lk/gov- 🗙 😋 https://www.nitf.lk/csvupload/o_ 🛪 😋 remit_report_current.php 🛛 🛪 +	~ – ø
← → C 🔒 nitf.lk/csvupload/login.php		ය 🖈 🗖 🌑
	Agrahara Web Portal _ Remittance	
	01165	
	Pasword	
	Login	
	Beta Version _ CSV Files Upload	

Once after login the following window will be navigated.

õ= 🤳 🕅 🚍 👘 📰

Untitled	🗙 📔 🎍 Ministry of Finance - Sri Ianka	x 8 https://itmis.treesury.gov.ik/gov- x	Agrahara Web Portal_Remittance X 🖉 remit_report_curr	mtphp × +	v – ø
← → C (ii nitf.lk/csvuplo.	ad/remit_home.php				全 文 🛛 🐧
Login as : Department or	state Accounts				System Date\Time : 2022-08-25 12:13:07
+ Import					Next 🔿
Choose File No file choser	IMPORT				
No file chosen	EMP NO	NIC	INITIAL	SURNAME	AMOUNT
202208	1111	671852272V	WAS	Upapagda	600.00
202208	1226	762650703V	e	Tharchan	600.00
202208	1344	743291913V	SW	Marianavake	600.00
202208	1345	768252076V	N D A D	Insuranthane	600.00
202208	1346	880012118V	I P	Wewslane	600.00
202208	1351	775340051V	GMU	Bandara	600.00
202208	1352	707532130V	P.P.	Champika	600.00
202208	1355	196429800840	KASSK	Perera	600.00
202208	1357	747070210V	M.D.N.S.	Javarathna	600.00
202208	1358	787701515V	H.D.H.C.	Wijethunga	600.00
202208	1359	762780747V	W.S.R	Jagath Kumara	125.00
202208	1360	196728100795	P.A.	Thilakarathna	600.00
202208	1361	736940620V	R.S.	Mathivathani	600.00
202208	1362	862410041V	W.H.S.J.	Keerthinayake	600.00
202208	1363	877803228V	WA	Hasara Fernando	600.00
ב 💀 🗇	🗴 💼 💼	🖻 😂 🧿			Desktop ²⁰ ∧ 🔛 \$4] ENG 12.13.PM

Click on import button (Green) and choose the file created by the new CIGAS and then click on import button (Blue). Once you click on the button. Then you can see the benificiaries details which is extracted from the payroll system. Then click on next button

Untitled X 🛔 Ministry of Finance - Sei lanka X 🔕 https://itmis.treasu	ry.gov. kilgov - 🗙 👹 Agrahara Web Portal Jemittance 🗙 🕂	v – a X
 ← → C ■ nif2/coupled/mit2_umphp 	Monthly Remittance Upload Summary	<i>i</i> 2 ☆ 0 ♥ i
	Type Year & Month	

You can see the above details. You should check the total amount which should be exactly same as the amount shown in the New CIGAS file creation window and SLIPS amount. You can click on print button and save the benificaries or members remiteence details as pdf.

If you have any quarries with regard to New CIGAS you could send whatsapp message to 0777 304 902 or call to the CIGAS helpdesk 0112 484 826/ 881 or sent us email to <u>newcigas2022@gmail.com</u>

If you have any quarries about NIIT system you could call to 0112 026662 / 0750131478 / 0702762962 / 20. Special Print – Payee Letter

After do the payment if u need to send a letter go to Cash Book \rightarrow Cash \rightarrow Special Print \rightarrow Payee Letter

Letter							×
	Select Date	24/2019]•				
	Select Bank Code	HEA		7			
		4		E			
	Cheque No						
					_		
				CREAT			
			Click	on crea	ate]	

20. Special Print – Schedule Print



Cash Book \rightarrow Cash \rightarrow Special Print \rightarrow Schedule Print

21. Summary Report

 $\mathsf{Cash}\:\mathsf{Book}\: {\rightarrow}\:\mathsf{Main}\: {\rightarrow}\:\mathsf{Report}\: {\rightarrow}\:\mathsf{Summary}\:\mathsf{Report}$

Cech Ledger Asset_Accounting Reports Commitment Final_Acct Lability Image: Asset_Accounting Summary Report Accounting Code Wise Courrent Month July Image: Trail Balance_MID Treasury Code Wise Object Code Wise Courrent Month July	💻 Main				- 🗆 X
Summary Report Accounting Code Wise Treil Balance Treesury Code Wise Current Month July	Cash Ledger Asset_Accounting	Reports Commitment Fi	nal_Acct Liability		
Image:	Receipt Summary	Summary Report 🔸	Accounting Code Wise		
Treil Balance_MID Object Code Wise	(PAULA)	Trail Balance	Treasury Code Wise	Current Month	July
		Trail Balance_MID	Object Code Wise		
	1 1/1/				
	1111				
	1111				
	1111				
	111				
	1 1 1				
	11				
	d'anna ann an Aonaichtean ann ann an Aonaichtean ann ann ann ann ann ann ann ann ann				

Revenue Advance Deposit Miscellaneous Accounting Month July 2019 Main Sub	
Accounting Month July 2019 Main Sub	
	Click to print

22.Add Supplementary Allocation

When you receive Supplimentry allocation from the Budget Department you need to add it to vote allocation.

Go to Cash Book \rightarrow Main \rightarrow Ledger \rightarrow Transfers \rightarrow Supplimentry

Supplementa	ry							>
e								
My Dep Other D	artment lepartment	Head 123	~	July_2019	3rd Qua	rter		
Authority	No 01	Date	24/07/2019		Bank Code	BOC	~	
Object Personal	Emuloments	×						
COA	01/11/206-00-00	0/1/206-01/000/21001-P		~				
Quarter	-1	Quarter-2	Qu	arter-3	Quarter-4			
0	00	0	00 100,000	00	0		00	
					Save	Cash Ceilir	a	

22.1 Reduce the Allocation

If you need to reduce/cut the given allocation you have to use Ledger \rightarrow Transfers \rightarrow Transfer \rightarrow Saving on expenditure User Manual on New CIGAS

Transfers			9
Sa	ving on Expenditures		
	Ref_No		
O FR66 Transfer	Dete	24/07/2010	
 Saving on Expenditure 	From Vote	123-2-5-6-1508-P	~
O Allocation To Other Heads	Treasury Code Finance Code	123 2 5	6 1508
O Allocation To Sub Office			
O Debit from Others			
	Amount	0	00
	Save	List	Cancel

23. Create Daily Slip

When you need to get Daily Slip, mark on SLIPS when you enter the Vouchers.

📕 Main										-	
Cash Ledger	Asset_Accounting R	eports Commitment	Final_Act Liability			_		-			
EATER Rec	sipt Summary	Print	Paymer	ıt			Current	Month .	July		
* Day	24/07/2019		Commit No/ Receipt	No S	earch		Bank Code	BOC	~ *	Imprest No	228/19
* Type	V- Vote Ledger Payn	pent v		P.	_ord(Date	Vote	Item			
-71-	, voie Leager ruy i			04	110	4/29/2019	206-1-1-0-140	9-P CLEA	NING CHGS		
* Voucher No	P1907025			04	111	4/29/2019	206-1-1-0-140	9-P SECU	RITY		
	11907025			05	063	5/8/2019	206-2-2-0-140	9-P RENT	•		
To Whom	FAST PRINTERY (PV	/T) LTD	~	05	094	5/10/2019	206-2-2-5-140	9-P SADE	SA MAG EDIT	ORS	
	the second s			► 05	100	5/10/2019	206-2-2-1-140	9-P KAVI	FESTIVAL PR	INTING INVII	ATION -
Description	KAVI FESTIVAL PRI	NTING INVITATION -	ENVELOPS - CERTIFI ~	05	102	5/10/2019	206-2-2-1-140	9-P DRAN	A FESTIVAL	INVITATION	· ENVELC
	1.0: 117			05	111	5/10/2019	206-1-1-0-130	1-P KD-32	15 SERVICING	G CHGS.	
SLIPS No Car	h be Given When you P	rint the Cheque		05	118	5/10/2019	206-1-1-0-120	1-P PERC	HASING STA	TIONERY	
Cala	201 2 2 4 4 102 2			05	120	5/10/2019	206-1-1-0-120	I-P PERC	HASING STA	TONERY	
Code	206-2-2-1-1409-P			05	120	5/10/2019	206-1-1-0-120	I P PERC	HASING STA	TONERY	
New CoA	01/11/206-00-00/2/2	06-02/001/21409-P		05	121	5/10/2019	206-1-1-0-120	1 P PERC	HASING STA	TONERY	
	Other	,,		05	123	5/10/2019	206-1-1-0-120	1-P PERC	HASING STAT	TIONERY	
Treasury Code	206 2 2 1	1409 Finance Cou	lo 11	<	124	5/ 10/ 2017	200-1-1-0-120	I-I I EKC	11151100 5171.	TIONERT	>
		T Intalice Cot		Cash E	Book E	Balance	1111	Cash Ceil	ing		
Is It Asset	● No O Yes							Cash Ceilir		210 705 002 00	
		Electron	ic Payment	Opn Ba	ıl -	1	1.609.650.74	Cuon Com	·9 4.	510,705,003.00	For
Amount Cash	1 /4,/33		O Cheque Pay		_			Cash Rece	pir	0.00	View
Cros	55 0	00 SLIPS	o cheque i uy	Receipt	IS .		0.00	Released		0.00	Cash
c.e.		E RAV		Paymer	nts .		0.00	-		0.00	Click
		SAV	Close					Expenditur	e	0.00	Here
				Balance	э.	1	1.609.650.74	Balance	4	610,705,003 00	
				1	-			1.4			-

When you have done slip payment you can get daily slip payment printouts by click on Cash \rightarrow Daily Slip. Though you can get soft copy of the file by click on PDF and it will need be save

on your preference location. List button then click on Browse and choose the location which you prefer to save the daily slip.

	k rode BOC	. v	Payment Date 7/2	24/2019			PDF #
	FILTER1	D BANKNO	D BRANCHNO	D ACNO	D ACNAME	TRANS CODE	RETURNCC
•	0000	_			FAST PRINTER	23	

24. Advance Details

You can get the Advance account details according to the band code and by Loan Type

User Manual on New CIGAS



25.Commitments

If you do vote payment, first do the commitment. After do the commitment do the liability.

🚰 Dash_B	oard										– 🗆 X
Cast	<u>Commitment</u>	Ceiling	Asset	Salary	Bank Rec	Web Upload	Create Sub Ofz	Append Sub Ofz	TR Code	Welcome Chamika	Administrator
					Dej	parment	of Irrigatio	on		Fiscal Mont	th May_2019
	Rs 545,934,4	otal Vote 189.11		Rs	Total Rev 22,718,827.73	venue	Rs 2,958,709,	al Asset 974.09	Rs 52,5	Total Liability 23,797.54	Version 5.2.2.2
	2n 1600000 1400000 1200000 1000000	00 Quarter E	Budget Ceil	ing Vs Comr	nitment		Vote 14000000 12000000 100000000	Expenditure			
	800000 600000 400000 200000	00 00 00									
位	Ceiling	F	PE Trav	Supp	Maint Serv	Reha Acq	Expendit	2 Ire	4	6 8	10 12
	TabPage1 Tab	Page2						Capital Vs Recurrent I	xp Capital	2nd Quarter	Cash Ceiling
R	Recu	urrent						Recurrent	Recurrent	Used	Used
	Car	pital						Capital		unu	sed
	Advar	nce Ac									
	Deve	eloped by	S. Tharsh	an. Assist	ant Director (System Develo	pment and Trainin	g), Department of	State Acco	unts, Ministry of Fina	ance.

📕 Commitment									×
Commitment Sub_It	tem		July_2019	3rd Quarter					
Vote on Acc	at 🔁				_				
- Personal Emulome	ents -Ceiling	Date	24/07/2019		Bank Code	BOC	-		
3rd Quarter Allo	89,900,000.00								
Released	0.00	Head No	206	~					
Committed	0.00	Object Code	1001	~					
Surcharge		Vote	01/11/206-00-0	10/1/206-01/000/2100)1-P ~				
Balance	89,900,000.00	Item	Agrahara Insur	ance Scheme					-
Vote Balance									
Allocation	39,000,000.00	Purchase Order No/ Com	amit No						
Released	0.00	To Whom / Vendor					Carl and		-
Vote on Commit	15,616,067.41	TO WHOM? VEHUO				The second second			1
Surcharge	628,906.38	Description						×	-
Balance	24,012,838.97	Amount	0	00	Auto Revise	d			
Now you can use t	ab key to move one to an	other and use key board to	o select the drop down	item	Save	Liability	List	Cance	sl

26.Web Upload

You have to upload the four files commitment, cash, Asset and imprest to the web interface. For that,

Web Upload \rightarrow create

mmit	ment Cashbook	Asset Imprest	CREATE		Ju	У					
	P_order	Date	Vote	Item	to_whom	commitment	commit_bal	Revised	Liability_Amt	paid	bala
8	104*1	1/1/2019	104-1-2-0-1003-P		Manager - Bank	7700000.00	0.00	0.00	7700000.00	7700000.00	0.00
	312*1	1/1/2019	312-1-1-0-1507-P		Western	560000000.00	0.00	0.00	560000000.00	560000000.00	0.00
	313*1	1/1/2019	313-1-1-0-1507-P		Central	970000000.00	0.00	0.00	970000000.00	970000000.00	0.00
	314*1	1/1/2019	314-1-1-0-1507-P		Southern	780000000.00	0.00	0.00	780000000.00	780000000.00	0.00
	315*1	1/1/2019	315-1-1-0-1507-P		Northern	690000000.00	0.00	0.00	690000000.00	690000000.00	0.00
	316*1	1/1/2019	316-1-1-0-1507-P		North Western	810000000.00	0.00	0.00	810000000.00	810000000.00	0.00
	317*1	1/1/2019	317-1-1-0-1507-P		North Central	550000000.00	0.00	0.00	550000000.00	550000000.00	0.00
	318*1	1/1/2019	318-1-1-0-1507-P		North Central	600000000.00	0.00	0.00	600000000.00	600000000.00	0.00
	321*1	1/1/2019	321-1-1-0-1507-P	1	Eastern	690000000.00	0.00	0.00	690000000.00	690000000.00	0.00
	2-P-33	2/1/2019	104-1-2-0-1003-P		Manager - Bank	22500000.00	0.00	0.00	22500000.00	22500000.00	0.00
	2-P-43	2/26/2019	104-1-2-0-1003-P		Manager - Bank	62000.00	0.00	0.00	62000.00	62000.00	0.00
	2-p-46	2/28/2019	155-2-3-16-2504/		LGESP	2980676.13	0.00	0.00	2980676.13	2980676.13	0.00
	2-P-48	2/28/2019	155-2-3-3-2506/1		GCWWMP	661767.01	0.00	0.00	661767.01	661767.01	0.00
	2-P-50	2/28/2019	155-2-3-20-2202/		RIDEP	7375075.37	0.00	0.00	7375075.37	7375075.37	0.00
	2-P-47	2/28/2019	155-2-3-9-2504/1		RIDEP	172388.76	0.00	0.00	172388.76	172388.76	0.00
	3-P-64	4/19/2019	155-2-3-23-2504/		Chief Secretary	500000.00	0.00	0.00	500000.00	500000.00	0.00
	25-1	3/29/2019	155-2-3-3-2506/1			42000000 00	0.00	0.00	42000000 00	33021314 35	897

Created files will saved in C:\Web_Upload\July\16_08_2019.

Then in the web interface,

File upload \rightarrow Daily file upload \rightarrow Browse and choose the created file in C: drive \rightarrow Upload

🙆 Dash Board		new cigas file upload interface
2 Daily File Upload		
Ci Asset Upload	e.	Uploading Area
🌲 Purchase Upload		
🗣 List	¢	C:\Web_Upload\July\09_08_2019\159_BOC_1.Co Browse Commitment Link.
📢 Go To Main		
5.05		Cash Book Link.
		C:\Web_Upload\July\09_08_2019\159_BOC_3.As Browse
		Asset Link.
		C:\Web_Upload\July\09_08_2019\159_BOC_4.Im Browse Imprest Link.
		Cick upload sutton to upload the files
		Upload

.....End Cash Book.....

27.Non-Current Asset Accounting in New CIGAS

27.1 Introduction

The new CIGAS has been developed to record the non-current asset accounting treatment which is initiated by the Department of State Accounts. After you activate the Asset Accounting in the New CIGAS, once you record any asset fall under the object code 2101, 2102, 2103, 2104 and 2105 will be considered as noncurrent asset at this point. The system will generate one additional double entry to the above mentioned purchase as follows

Respective Asset - Debit Capital Asset Reserve Account - Credit

Under the Asset Accounting the above mentioned non-Current Asset fall under four main category as follows

- 1. Building and Structure (Main Ledger 9151)
- 2. Machinery and Equipment (Main Ledger 9152)
- 3. Land (Main Ledger 9153)
- 4. Work in Progress (Main Ledger 9160)

27.1.1 Building and Structure (Main Ledger 9151)

As soon as you click on save button for recording the vote ending with the object code 2104 (Acquisition of Building and Structure), the system will pop up a dialog box as follows.

Building & Structure		×
Is it WIP payment?		
Yes	No	

If it is part payment the user has to click on "**yes**". Then the system will generate the additional double entry as follows

User Manual on New CIGAS

Work in Progress (Main Ledger 9160) Debit

Capital Asset Reserve Account -WIP (Main Ledger 9166) Credit

Once the all payment made, you can transfer the Work in Progress to the Building and Structure (Main Ledger 9151) asset account. For that purpose there is a additional functionality in the system and it will be discussed in this manual later.

If it is only one payment for a construction or acquisition of building, then user has to click on "**No**" button. In that circumstances the system will generate the additional double entry as follows

Building and Structure Debit (Main Ledger 9151) Capital asset Reserve Account - PPE (Main Ledger 9165) Credit

Mobi	×
ls it Mobi Advance ?	
Yes	No
NEWCIGAS	3
Enter Treasury Code	ОК
	Cancel

Enter your Migrated TR Code Number here.

27.1.2 Machinery and Equipment (Main Ledger 9152) and Land (Main Ledger 9153)

As soon as you click on save for recording the vote ending with the object code 2101 (Acquisition of Vehicle) or 2102 (Acquisition Furniture and Office Equipment) or 2103 (Acquisition of Plant and Machinery), the system will generate the additional double entry as follows

Machinery and Equipment (Main Ledger 9152) Debit Capital Asset Reserve Account PPE (Main Ledger 9165) - Credit

On other hand if the vote ending with the object code 2105 (Land and Land Improvement), the system will generate the additional double entry as follows

Land (Main Ledger 9153) Debit Capital Asset Reserve Account PPE (Main Ledger 9165) - Credit
The above ledgers' summary will be displayed in the CIGAS summary.

27.2 How to Activate Asset Account

Click on Cash Book in the Dash Board.

sh Ledger	Asset_Accounting Reports List Assets Depriciation Calculation	Commitment	Final_Acct	Liability	Current Month	Мау
	WIP Transfer to Finshed Transfer	,				
	Asset Acct Activation Generate Journal- for QR/Bar Code	•				
	111					

Then you have to enter the asset activation code which can be obtained from CIGAS user help Desk, in bellow window.

Rest_Acct_Activation	Τ		×
Enter Activation Code			
Activate No	ow!	\ge	

There after click on Activate Now button



27.3 Asset Management Module

Once you click on the Asset. Button the following Form will popup.



27.3.1 Item Create

The Items have been created already in accordance with the circular released by the Department of State Accounts. But it allow you to customize the items which ever not related to your institution. In order to customize your items you can select the Main Type of Asset which contains Building & Structure, Machinery & Equipment. Once you select the type the system will drop the list of asset category fall under the selected type of asset.

Once you select the category, the list of items fall under the category of asset will display in the specified area. The assets items have been created already and if you an asset item which is not there in the list, you have to inform to the Department of State Accounts.

From the Item list you could make it "Is Active" as "No" for which items are not related to your department. For that purpose just double click on the item displayed and select "No" for "Is Active" and Save it.



27.3.2 Create Sub Item

User can create sub Items falls under the Items. under the transport equipment category there will be a set of asset items which the user kept as "Active" when configuring the items described in the sub heading 5.1.

User could select Asset category. once the asset category selected the asset item falls under the selected category will drop down. Then user has to select the suitable asset item for which he or she create the sub item. In the example use create sub item car jeep van under the passenger vehicle. The sub item code will be generated by the system. You cannot change the sub item code. The screen shot of this form is given bellow. Before click on save you have to select "Is Active" as "Yes".

Sub_Asset_Item						
	Create A	sset	Su	b Item		
		-				
Asset Category	2.2-Other Machinary & Equipmer ~	-	э	Sub_Item_Code	Description	Is_Active
Asset Item	Computer Equipment			6112202.6	Scanner	Yes
100011011	Compater Equipment			6112202.7	Stabilizer	Yes
Sub item code	6112202.12			6112202.8	Tablet	Yes
Sub Item Description	Bar Code Reader			6112202.9	UPS	Yes
Sub item Description				6112202.10	Network Tool Kit	Yes
Is Active	Yes			6112202.11	Other Computer	Yes
	NCEL X DELETE	<	_			>
COLEDN				ARDEI	m ala	
GUYERN	MENT ASSET M	A.I	M	GEMEI	NI SIS	DIEM
	\backslash					
	\backslash					
 Click on Save						
	J Select "Y	es″				

27.3.3 Create Location

The user can create the location in accordance with his or her organization's divisions When user create the location "Active" should be selected as "Yes".

Location						23
	Location					
			Location_Code	Description	Is_Active	^
Location Code	1		FIN-Rat	Rathmalana	Yes	
Location Code	UMA		FIN-Sto	Stores	Yes	
Description	Uma Oya		GALL	Gall	Yes	12
Activo	Yes 🖌		НАМ	Hambanthota	Yes	
Active	~		HYD	Hydrology	Yes	
	\mathbf{X}		ЮТ	ICT Branch 3rd Fl	Yes	
SAVE E			KAN	Kandy	Yes	
			KURU	Kurunegala	Yes	
	\mathbf{X}	<			>	
COVEDNI	ENT ACCET HAL	TAC		m ava		
GUYERNA	IENT MSSET MAL	VAC	EMEN	1 212	I EM	
						_
Click on S	ave Select "Ye	s"				

27.3.4 Create Supplier

The user has to create the supplier relating to the acquisition of capital asset (2101, 2102, 2103, 2104 and 2105).

	C120					
Supplier Code	5120		Supplier_Code	Name	Address1	^
Supplier Name	P and A Sons		S034	Haveal Holdings	colombo	
Adda.s.s. 1			S1133	Barclays Comput	colombo	
Address I	Kadawatha		S114	Leecom Scada S	colombo	
Address 2	Colombo		S115	Sinhagiri(pvt) Ltd	colombo	
Address 2	Colombo		S116	john Keels Autom	colombo	
Contact No 1	0112365962		S117	Sukra Trade Cen	colombo	
			S118	EWIS Peripherals	colombo	
Contact No 2			S119	Metropolitan Offic	Colombo	
			X00X	Opening Balance	AD	
Is Active	Yes ~					
		<				> ×
SAVE 💾	CANCEL X		DELETE 📆			

In future, the supplier will not exists anymore, you can double click on the particular supplier and select "No" for the "Is active" and save.

27.4 Purchase

Once you record any acquisition under the object code 2101, 2102, 2103, 2104 and 2105, the asset category will be transferred to the asset module in the New CIGAS.

📕 Main						c	
Cash Ledger	Asset_Accounting Reports Commitment Final_Acct Liability						
PAD R.	Print Paymen	nt		C	urrent Month July		
* Day	26/07/2019	No	Search	* Bank	Code HEA \	* Imprest No	40/19 ~
* Type	V- Vote Ledger Payment		P_order	Date	Vote	≜ Item	^
		-	19/05/80	5/9/2019	HEA-282-2-2-0-2507-P	J Damith nandana	de Silva
* Voucher No	P190705		1904/421	4/25/2019	HEA-282-2-2-0-2507-P	Shrott Sni Lanka Talasam	
To Whom	Maternalitan Computer (out) I td		P1905110C/	5/13/2019	HEA-282-2-2-0-2507-P	H L M Chantrika M	Malkanth:
	Meropontal computer (pvt) Etc		P190513C	5/6/2019	HEA-282-2-2-0-2507-P	W I U Madushank	a
Description	Computer Purchase ~		P1905171C	5/17/2019	HEA-282-2-2-0-2507-P	D M S Vinodani K	umari
C1	LO: WI Divid Cl	-	P1905174C*12	5/17/2019	HEA-282-2-2-0-2507-P	G Magantha	
Cheque No Car	t be Given When you Print the Cheque		P1905272C	5/2//2019	HEA-282-2-2-0-2507-P	J M Anoma	
Code	HEA-282-2-3-1-2105-P	1	18/12/6563	12/31/2018	HEA-282-2-3-16-2105-P	Suleco (pvt) Ltd	5C
			19/04/10L	4/10/2019	HEA-282-2-3-17-2105-P	Contract	
New CoA	01/11/282-16-00/2/282-03/001/22105-P		19/03/4R	3/31/2019	RAT-282-2-3-26-2105-P	Rathmalana	
T 01	Bare Lands / Grasslands						~
Treasury Code	282 2 3 1 2105 Finance Code 11	C.	ash Book Balance		Cash Ceiling		,
Is It Asset	• No O Yes	0			Cash Ceiling	0.00	
Amount C 1	Electronic Payment	Op	n Bal	-9,204,42	8.85	0.00	For
Tintount Casi	O SLIPS	Re	ceints	10 000 00	Cash Receip	0.00	View
Cro	ss 0 00		conpro .	10,000,00	Released	0.00	Cash
	SAVE	Pa	yments		0.00 Expenditure	0.00	Click
		Ba	lance	795,57	1.15 Balance	0.00	Here
© Copyright Reserved	Department of State Accounts, Ministry of Finance, Colombo 01.—Evolved by S. Tha	urshan	- Asst Director-Syst	tem Developeme	nt Training, Department of State	Accounts	



E Purchase								
		Pu	ırchase					
Select Purchase Date of Purchase Location Code	Select	~	Voucher Details Voucher No P19(Acct Code Mac)5175/4/1 hine/282-P	ltem Sc 0	ftlogic Information "	Fec 740000.0(.)	vt) Ltd
Category	< <select>></select>	~	date	sub_item	old_no	identification_no	location_code	supplier_code
ltem	< <select>></select>	~	6/25/2019 6/25/2019	6112202.3 6112202.3	190601-26	282-HEA-PRO-P 282-HEA-PRO-P	PRO PRO	
Sub_Item_code	< <select>></select>	~	•					
Supplier	< <select>></select>	~						
Description								
System Generated No	6112202 6112202.3-26)						
Inventory No	190601							
Unit Price	0							
Quantity	0							
Value	0							
	Save		<					>
	GOVERNMENT	ASSE	T MAN	AGEM	ENT SY	(STEM		

User can select the Asset purchased (from the list button, user has to double click on the asset purchased) and then select the respective category then select the item and then select the sub item which the user created already and select location, supplier respectively. In description text, you can enter whatever for your reference and click on next box for system Generated No. The system Generated Number is generated by the system for identification of the respective asset. This number is generated in line with the state accounts circular. User can enter his or her own inventory number he or she maintain and then enter the unit price and quantity. Once you enter the quantity the value will be automatically changed. Then click on save button. Once you save, the inventory will be created for each item individually and each individual sub item will have identification number.

If the voucher contains various kinds of sub items, you can inventoried them by sub items. Once you inventoried the all sub item which were purchased in a voucher, it will not be appear when you click on the selection button. Otherwise it will appear with the amount yet to be inventoried.

27.5 Opn_Balance

User has to enter the opening balance individually.

For that, Asset \rightarrow Opn Balance

User has to select Category, Item and Sub item, Location, supplier, by click on drop down list. There after give the unit price and the quantity, system will auto generate the value. After that click on Save button.

pn_buik		
		Opening balance bulk
JV No		
Date of Purchase	9/27/2019	
Category	1.1-Dwellings v	
ltem	~	
Sub_Item_code	~	
Location Code	2nd Floor Acc. AM Baranch v	
Supplier	Office network (pvt) Ltd ~	
Description		
System Generated No		
Inventory No		
Unit Price		
Quantity		
Value		
	Save	

It is important that user has to create Journal for opening balance he or she entered before sending the summary to your head office or treasury. For this purpose user has to click on cash book in the main menu and click on Asset Accounting menu



Once you click on Asset Accounting \rightarrow Generate Journal-for \rightarrow Opening Balance the following form will popup. The system will generate the journal for opening balance. Hence the users just click on "Post to Ledger" button and enter the journal number and click ok.

OB-Machine/282-P 9152 25000.00 OB-C.A.R-PPE/2 9165 25000.00	
OB-C.A.R-PPE/2 9165 25000.00	
Charles and the second s)
	2

It is not necessary to record all the opening balance and generate the journal. User can record their opening balance batch by batch and generate journal for the particular batch. But user has to ensure that the journal has been generated before sending the summary.

			vionui	of Decen	iber: 2015	
0	Main 🔘 Sub		Daily			l
	Account Type	Dcode	Ccode	Imp_No	Debit	Credit
	Expenditure/ Surcharge	1000	2000		40,000.00	0.00
	Refund/ Revenue	5000	4000		0.00	0.00
	Deposit	6000	6000		0.00	0.00
	Auth. Adv. Treasury	7000	7000		0.00	0.00
	Adv. to Pub. Officers	8493	8493		0.00	0.00
	PSPF	8098	8098		0.00	0.00
	Miscellaneous	XXXXX	XXXXX		0.00	0.00
	Dist. Secre. Deposit	6003	6003		0.00	0.00
	Imprest CF	7002	7002	102/15	0.00	40,000.00
	Building & Structure	9151	9151		0.00	0.00
	Machinary & Equipment.	9152	9152		118,050,000.00	0.00
	Land.	9153	9153		0.00	0.00
	Work in Progress	9160	9160		0.00	0.00
	Capital Asset Reserve-PPE	9165	9165		0.00	118,050,000.00
	Capital Asset Reserve-WIP	9166	9166		0.00	0.00
	Payable	9170	9170		0.00	0.00
	Receivable	9175	9175		0.00	0.00
	EAT			Rs 118	.090.000.00 I	Rs 118.090.000.00

After posting, you can see those transactions in the summary (Cashbook \rightarrow Summary).

27.6 Disposal

User could dispose the asset there. it might be the auction or disposal. User has to select the category, Item code, sub item code respectively to dispose the asset. And select the location also. once you select the location the identification number of the asset fall under the sub item at the selected location will drop down. user has to select the identification number in order to dispose the particular asset. Item name and present value will be displayed automatically. if it is disposal value will be zero on other hand if it is auction user has to enter the value in the disposal value box. And select the confirm button before save.

Z v								
	Disposal							
Category	2.2-Other Machinary & Equipment	/	-	date	Identification_No	item	unit_price	disposal_Value
Item_Code	Furniture		•				he.	
Sub Item Code	Chair - Cane (With Arm)							
Location	Loan							
Identity_N0	282-HEA-L- JV_No-L 4-6112205.14-68-	~						
Disposed Date	6/30/2019 🔲 🖛							
ltem	Chair - Cane (With Arm)							
Reasons	< <select reason="" the="">> ~</select>							
Type of Disposal	O Complete Disposal O Partially	Disposal						
Present Value	500.00	If Partially Dispose enter the Disposal amount bellow						
Disposal Value		200						
Confirmed the Disposal	Save Close							
GOVERNME	NT ASSET MA	NAGEMENT	S	⁄S T	EM			

It is important that the user has to create the journal for disposal before sending the summary to the head office or treasury. For that purpose click on the cash book in the main menu.

Depriciation Calculation WIP Transfer to Finshed Transfer Asset Acct Activation			Current Month	July
 Generate Journal- for	F	Opening Balance		
QR/Bar Code		Disposal		
Online Asset	×	Transfer by Allocation Mobi Advance On Line Opening Balance		

The system will generate journal for disposal. Just user has to click on "Post to ledger" and give the journal number and click on "OK" button

And user can check the summary. Disposal will appear in the summary.

ļ	Post to Ledgers	Journal Voucher N	o P12/Dis/1	ок	
	acctcode	treasury_code	DR	CR	
83	DIS-Machine/250-R	9152		10000.00	
	DIS-C.A.R-PPE/250-P	9165	10000.00		
ŧ					

Su	mmary of Accounts	nber: 2015				
0	Main 💿 Sub		🔘 Daily			
	Account Type	Dcode	Ccode	Imp_No	Debit	Credit
ş	Expenditure/ Surcharge	1000	2000		40,000.00	0.00
	Refund/ Revenue	5000	4000		0.00	0.00
	Deposit	6000	6000		0.00	0.00
	Auth. Adv. Treasury	7000	7000		0.00	0.00
	Adv. to Pub. Officers	8493	8493		0.00	0.00
	PSPF	8098	8098		0.00	0.00
	Miscellaneous	XXXXX	XXXX		0.00	0.00
	Dist. Secre. Deposit	6003	6003		0.00	0.00
	Imprest CF	7002	7002	102/15	0.00	40,000.00
	Building & Structure	9151	9151		0.00	0.00
	Machinary & Equipment.	9152	9152		118,050,000.00	10,000.00
	Land.	9153	9153		0.00	0.00
	Work in Progress	9160	9160		0.00	0.00
	Capital Asset Reserve-PPE	9165	9165		10,000.00	118,050,000.00
	Capital Asset Reserve-WIP	9166	9166		0.00	0.00
	Payable	9170	9170		0.00	0.00
	Receivable	9175	9175		0.00	0.00
	Payable Receivable	9170 9175	9170 9175	De 119	0.00 0.00	0.00 0.00

27.7 List Asset

User could list the asset in the stipulated format. For that purpose Click on the Asset Accounting in the Cash Book and click on list.

R	List Assets	•	For Final Accts	
	Depriciation Calculation WIP Transfer to Finshed Transfer Asset Acct Activation Generate Journal- for	÷	For BOS Full Rpt By Vouch Nos Label_Print Disposals	Current Month July
	QR/ Bar Code Online Asset	ï		

User can list by category, by item, by sub item as well

For_66									C
	8	Code	category	Item	eub item	identification on	Amount	_	
Full	•	9151	1.2-Non Resident		oup_rom.	loon and date n_ no	20,600,000.00		
				Office Building	-	12	20,600,000.00		
Damk Code					Office Building		20,600,000.00		
Dank Code						282-HEA-FIN CT	20,600,000.00		
	1	9152	2.1-Transport Eq				2,424,971,300.00		
				Passenger vehicle			358,770,900.00		
					Bus - Leland		1,200,000.00		
	0					282-HEA-FIN-VT	1,200,000.00		
ocation					Car - Mitsubishi		3,125,000.00		
Location						282-HEA-FIN-Rat	25,000.00		
						282-HEA-FIN-CT	3,000,000.00		
						282-HEA-FIN-CT	100,000.00		
					Car - Nissan		56,171,900.00		
						282-HEA-FIN-Rat	90,000.00		
						282-HEA-FIN-CT	300.00		
wh TtomIII						282-HEA-FIN-CT	450,000.00		
Sub Item:::						282-HEA-FIN-CT	500,000.00		
IndividualIII						282-HEA-FIN-CT	250,000.00		
individual:::						282-HEA-FIN-CT	800,000.00		
						282-HEA-FIN-CT	5,795,000.00		
						282-HEA-FIN-CT	5,795,000.00		
						282-HEA-FIN-Ct	550,000.00		

27.8 WIP transferred to Building

If the payment under the object code 2104 is WIP payment (part payment), that will be recorded as work in progress rather than Building and structure. Once the final payment are made, the WIP has to be transferred to finished good.

If you want to transfer to Building and Structure, the user has inventoried the all payment for WIP.

Purchase									
			Pu	irchase	201				
Select Purchase Date of Purchase Category	Select 12/ 5/2015 ■▼ 1.4-WIP-Building & Struct	ture 🗸	V V P	oucher Details oucher No F Acct Code 1	9 212100 WIP/250-P	ltem	Male Quarters 0		
ltem	Quarters	•		date	sub_item	old_no	identification_no	location_code	supplier_code
Sub_Item_code	Male Quarters		*						
Location Code	Administration								
Supplier	ABC Constructors	•							
Description	For Staff								
System Generated No	611146 611146.1-2	B01-Ad							
Inventory No	XXXXXXXX								
Unit Price	2000000								
Quantity	1								
Value	2000000								
	Save	Close	۲.			m			•
	GOVERNM	ENT AS	SET	r MAI	NAGEN	AENT S	SYSTEM		

After the final payment and inventoried all payment relating to the particular building, user must create the sub item under the building and structure before transfer the WIP to Building as shown bellow

Sub_Asset_Item							×
		Create A	sset	Sub Iten	1		
Asset Category	1.1-Dwellings	-		Category_Code	Item_Code	Sub_Item_Code	Descri
Asset Item	Quarters	-	*				
Sub item code	6111107.1						
Sub Item Description	Male Quarters						
Is Active	Yes 👻						
SAVE F			•	I	1		F
GOVERN	MENT A	SSET M	A	NAGEN	IENT	SYSTE	M

E.	Pa	ragraph 😼		Styles	🕞 Editing	^	
📕 Main							
Cash	Ledger	Asset_Accounting	Reports	Commitment	Final_Acct	Liability	
	R	List Assets		•			
(PAI		Depriciation Ca	lculation				
		WIP Transfer to	Finshed				
		Transfer		*			
		Asset Acct Acti	vation				
		Generate Journ	al- for	*			
		QR/Bar Code					
		Online Asset		*			
		1111					

Once you click on WIP transfer to Finished, the following form will pop up. User must double click on the sub item which has to be transferred to building and structure

611146.1	Male Quarters 7000000	.00		Code	Description	value	
			•	611146.1	Male Quarters	7000000.00	
Category	1.1-Dwellings	•	*				
ltem	Quarters	×					
Sub Item	Male Quarters	¥					
Location	Administration	•					
Supplier	ABC Constructors	•					
Journal No	P12/WIP/1						
1	6111107.1-1						

Select the Category, item, sub item location and supplier. Enter the Journal No and click on "Transferred to Building" button

Then in cash book click on summary and check the summary

Main Sub Daily Account Type Dcode Ccode Imp_No Debit Credit Expenditure/Surcharge 1000 2000 7,040,000.00 0 Refund/ Revenue 5000 4000 0.00 0 Deposit 6000 6000 0.00 0 Adv. to Pub. Officers 8493 8493 0.00 0 Miscellaneous XXXX XXXX 0.00 0 Miscellaneous XXXX XXXX 0.00 0 Imperst CF 7002 7002 102/15 0.00 0 Building & Structure 9151 9151 7,000,000.00 0 Main 9152 9153 0.00 0
Main Sub Daily Account Type Dcode Ccode Imp_No Debit Credit Expenditure/Surcharge 1000 2000 7,040,000.00 0 0 Refund/ Revenue 5000 4000 0.00 0.00 0 0 Deposit 6000 6000 0.00 0.00 0 0 0 Auth. Adv. Treasury 7000 7000 0.00 0.00 0
Account Type Dcode Ccode Imp_No Debit Credit Expenditure/Surcharge 1000 2000 7,040,000.00 0 Refund/ Revenue 5000 4000 0.00 0 0 Deposit 6000 6000 0.00 0 0 0 Auth. Adv. Treasury 7000 7000 0.00 0 0 0 Adv. to Pub. Officers 8493 8493 0.00 0 0 0 PSPF 8098 8098 0.00 0 0 0 0 0 0 Dist. Secre. Deposit 6003 6003 0.00 0
Expenditure/Surcharge 1000 2000 7,040,000.00 00 Refund/ Revenue 5000 4000 0.00 0.00 0.00 Deposit 6000 6000 0.00 0.00 0.00 Auth. Adv. Treasury 7000 7000 0.00 0.00 0.00 Auth. Adv. Treasury 7000 7000 0.00 0.00 0.00 Adv. to Pub. Officers 8493 8493 0.00 0.00 0.00 PSPF 8098 8098 0.00 0.00 0.00 0.00 Miscellaneous XXXX XXXX 0.00
Refund/ Revenue 5000 4000 0.00 0.00 Deposit 6000 6000 0.00 0.00 0.00 Auth. Adv. Treasury 7000 7000 0.00 0.00 0.00 Adv. to Pub. Officers 8493 8493 0.00 0.00 0.00 PSPF 8098 8098 0.00 0.00 0.00 Miscellaneous XXXX XXXX 0.00 0.00 Dist. Secre. Deposit 6003 6003 0.00 0.00 Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000,00 0 0 Machinary & Equipment 9152 9152 118,050,000,00 10,000 0 Work in Progress 9160 9160 7,000,000,00 7,000,000 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000,00 125,050,000 125,050,000
Deposit 6000 6000 0.00 0.00 Auth. Adv. Treasury 7000 7000 0.00 0.00 Adv. to Pub. Officers 8493 8493 0.00 0.00 PSPF 8098 8098 0.00 0.00 Miscellaneous XXXX XXXX 0.00 0.00 Dist. Secre. Deposit 6003 6003 0.00 0.00 Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000,00 0 0 Machinary & Equipment. 9152 9152 118,050,000,00 10,000 Land. 9153 9153 0.00 0 0 Work in Progress 9160 9160 7,000,000,00 7,000,000 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000,00 125,050,000
Auth. Adv. Treasury 7000 7000 0.00 0 Adv. to Pub. Officers 8493 8493 0.00 0 PSPF 8098 8098 0.00 0 Miscellaneous XXXX XXXX 0.00 0 Dist. Secre. Deposit 6003 6003 0.00 0 Imprest CF 7002 7002 102/15 0.00 0 Building & Structure 9151 9151 7,000,000.00 0 Machinary & Equipment. 9152 9152 118,050,000.00 10,000 Land. 9153 9153 0.00 7,000,000.00 7,000,000 Work in Progress 9160 9160 7,000,000.00 7,000,000 7,000,000
Adv. to Pub. Officers 8493 8493 0.00 0 PSPF 8098 8098 0.00 0 Miscellaneous XXXX XXXX 0.00 0 Dist. Secre. Deposit 6003 6003 0.00 0 Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000,00 0 0 Machinary & Equipment. 9152 9152 118,050,000,00 10,000 10,000 Land. 9153 9153 0,00 7,000,000,00 7,000,000,00 7,000,000,00 7,000,000,00 125,050,000,00 </td
PSPF 8098 8098 0.00 0 Miscellaneous XXXX XXXX 0.00 0 Dist. Secre. Deposit 6003 6003 0.00 0 Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000,00 0 Machinary & Equipment. 9152 9152 118,050,000,00 10,000 Land. 9153 9153 0,00 7,000,000,00 0 Work in Progress 9160 9165 10,000,000,00 7,000,000,00 125,050,000,00
Miscellaneous XXXX XXXX 0.00 0 Dist. Secre. Deposit 6003 6003 0.00 0 Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000,00 0 Machinary & Equipment. 9152 9152 118,050,000,00 10,000 Land. 9153 9153 0.00 7,000,000,00 0 Work in Progress 9160 9165 10,000,000,00 7,000,000,00 125,050,000
Dist. Secre. Deposit 6003 6003 0.00 0 Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000,000 0 Machinary & Equipment. 9152 9152 118,050,000,00 10,000 Land. 9153 9153 0.00 7,000,000,00 0 Work in Progress 9160 9165 10,000,000,00 7,000,000 125,050,000
Imprest CF 7002 7002 102/15 0.00 7,040,000 Building & Structure 9151 9151 7,000,000.00 0 Machinary & Equipment. 9152 9152 118,050,000.00 10,000 Land. 9153 9153 0.00 7,000,000.00 0 Work in Progress 9160 9160 7,000,000.00 7,000,000 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000.00 125,050,000
Building & Structure 9151 9151 7,000,000.00 0 Machinary & Equipment. 9152 9152 118,050,000.00 10,000 Land. 9153 9153 0.00 0 Work in Progress 9160 9160 7,000,000.00 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000.00 125,050,000
Machinary & Equipment. 9152 9152 118,050,000.00 10,000 Land. 9153 9153 0.00 0 Work in Progress 9160 9160 7,000,000.00 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000.00 125,050,000
Land. 9153 9153 0.00 0 Work in Progress 9160 9160 7,000,000.00 7,000,000 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000.00 125,050,000
Work in Progress 9160 9160 7,000,000 7,000,000 Capital Asset Reserve-PPE 9165 9165 10,000,000 125,050,000
Capital Asset Reserve-PPE 9165 9165 10.000.001 125.050.000
Capital Asset Reserve-WIP 9166 9166 7,000,000.00 7,000,000
Payable 9170 9170 0.00 0
Receivable 9175 9175 0.00 0
TOTAL Rs 146.100.000 Rs 146.100.000

27.9 Asset Management System – Transfers

Under this function there are 3 transfer categories such as

- 1. Transfer Between Location
- 2. Asset transfer in
- 3. Acquired by utilizing other Heads' Vote

The following screenshots are describing the way of entering the above transfers in New CIGAS.



Click on the Transfer button in Asset Management module.

Product Horistick Jun			
Transfer between Location	Asset Transfer In	Acquire by utilizing other Head vote	
		riedu vole	

27.9.1 Transfer between locations

Any asset transferred between the locations which are created in the same New CIGAS, you can transfer the assets via this form.

Kasset_Transfer	
Tra	insfer
Date	7/26/2019
Category	1.1-Dwellings
ltem_Code	~
Sub Item Code	~
Identity_N0	~
From Location	
Item	
To Location	303 Room 3rd Floor Location
Present Value	
Save	Close
GOVERNMENT ASS	SET MANAGEMENT SYSTEM

27.9.2 Asset Transfer In

For the following Asset transfer purposes the Asset transfer in will be used.

1. Other ministries transfer the Asset to the New ministry

(The old ministry Dispose the Asset by selecting the purpose of Disposal as transfer and the new ministry or department can inventories these Asset under Asset Transfer In)

2. Donations Inventory



🖳 Ast_Transfer_In			
	Т	ransfer In	
JV No			
Date of Transfer	9/27/2019		
Category	1.1-Dwellings		
ltem	< <select>> v</select>		
Sub_Item_code	< <select>> ~</select>		
Location Code	2nd Floor Acc. AM Baranch 🗸 🗸		
Reasons	< <select>> v</select>		
Description			
System Generated	No		
Inventory No			
Unit Price			
Quantity			
Value			
Save	Close		

27.10 Purchase Return

If you enter wrong entry to the capital vote it will record in the purchase list. For that when you enter the revised entry as receipt to the capital vote it will record in the purchase return list. In this situation do the purchase and then do the purchase return after it wrong asset entry will removed from the BOS report also. For that,

Pruchase_Return			
Select the Surcharge	Brows	PIV No Acc_Code	PIV No Acc_Code
Enter Voucher No:	Search	ltem Whom Amount	ltem Whom Amount
Identification No			
Identification No			

Click on Browse button.

Select the voucher and click on Ok button. Then give the amount and update it.

27.11 Addition

User could do the part payments of the capital asset vote you can add the additional value to the previous asset value. For that, Asset \rightarrow Addition

E Asset_Form	vernment As	sets Manage	ement System
Item_Create	Sub Item Create	Location Create	Supplier Create
Purchase	Purchase Return	Opn_Balance	File Creation
Repair	Addition	Disposal	Append File
Transfer	Addl_Code	Web Upload	search
GOVERN	MENT ASSE	T MANAG	EMENT SYSTEM

🔐 Addition				
		Addition		
Select Purchase Supplier Category Item_Code Sub Item Code Location Identity_N0 Date Item Present Value Addition Value O Confirmed the Addition	Select	Voucher Details	Item	

Select the voucher you want to do the addition. After filled the data click on save button.

27.12 Web Upload

Your Asset details have to upload to the New Cigas web interface. For that,

Asset \rightarrow web upload \rightarrow create file

If the asset file is large in size, you can break the files by locations, by sub item or by date and upload in the web application. For that click on if file is size large.

Create	e File	If File is size large				July	
iub_it	em Supplier Loc	ation Asset					
	Head	Bank_Code	Category_Code	Item_Code	Sub_Item_Code	Description	Is_Actin
•	155	BOT	61121	6112101	6112101.1	Bus	Yes
	155	BOT	61121	6112101	6112101.2	Van	Yes
	155	BOT	61121	6112101	6112101.3	Car	Yes
	155	BOT	61121	6112101	6112101.4	Jeep	Yes
	155	BOT	61121	6112101	6112101.5	Three Wheeler	Yes
	155	BOT	61121	6112101	6112101.6	Double Cab	Yes
	155	BOT	61122	6112201	6112201.1	Photo Copy Mac	Yes
	155	BOT	61122	6112201	6112201.10	Duplo Machine	Yes
	155	BOT	61122	6112201	6112201.11	Digital Air Deodor	Yes
	155	BOT	61122	6112201	6112201.12	File Bag - Ladies	Yes
	155	BOT	61122	6112201	6112201.13	File Bag - Gents	Yes
	155	BOT	61122	6112201	6112201.14	File Bag - Ladies	Yes
	155	BOT	61122	6112201	6112201.15	File Bag - Gents	Yes
	155	BOT	61122	6112201	6112201.16	Clook - Wall	Yes
	155	BOT	61122	6112201	6112201.17	File Bag - Ladies	Yes
	155	BOT	61122	6112201	6112201.18	File Bag - Gents	Yes
	155	BOT	61122	6112201	6112201 19	Flag Post	Yes

Created file will saved in C:\Asset_Upload\August\09_08_2019.

For the upload, in the web interface File upload \rightarrow Asset upload

Search Q	
🚯 Dash Board	new CIGAS SUPPLIER!
2 Daily File Upload	
🗅 Asset Upload 🔇 <	Uploading Area
Supplier	Province
Sub Item	. Supplier.
Location	
Asset	Click Upload Button to Upload the files
Asset_Partly	Upload
🛓 Purchase Upload	
💊 List 🔇	
📢 Go To Main	

27.13 QR / Bar Code

CIGAS system is capable to generate QR / Bar code for the asset items. For this option, Cash \rightarrow Asset Accounting \rightarrow QR / Bar code

Barcode Generator						Ξ
				(Generate	
) Linear Barcode Settings	QRCode Settings			O Data Matrix Settings		
Туре	✓ Scale	2	\sim	Size	22x22	~
Has Label Font	Mode	Alpha_Numeric	~	Scheme	Ascii	~
Label Text	Version	6	~	Module Size	2	~
Label Position	✓ Error	L	~	Margin Size	2	~
C.A.M. Code	Fore Color		~	Fore Color		~
Fore Color	✓ Back Color		~	Back Color		~
Back Color	~					
Hashcode:	Hashcode			Hashcode:		

27.14 Online Asset Accounting System

If you enter the asset online first you have to have New Cigas User Account. Then you have to upload the location, Sub Item, Supplier, and Asset to the web upload.

27.14.1 Opening Balance

In the web interface Asset_Mgt \rightarrow Opn_Balance

3 Disposal	Inventorized 282 HEA		Alerts	
Asset List	JV_No		. Alert .	Accot :-
Go To Main			It is not necessary to change the Journal Youcher nu every save. You are free to decide the number of ent specific Journal\	mber for ries for the
	Location	Select Location V	Before you Start to enter opening balance of your as online, please make sure that the all opening balance the new CIGAS has been uploaded through upload m	set through entered in enu
	Category	<u> </u>		
	Item			
	Sub Item		Accounting	
	Description		Generate Journal	
	System Generatoed No			
	Unit Price			
	Ouantity			

28.14.1.1. Journal Creation for online Asset Opening Balances

Once you have entered the asset opening balances online, you can create the journal on your own.

In the web interface,

Asset Mgt \rightarrow Opn_Balance \rightarrow Generate Journal \rightarrow Download Journal

Then an encrypted file will be downloaded with the name

HeadNo_Asset_Journal_csv.encrypt

The file has to be uploaded to the CIGAS software. In CIGAS

Main	Assat Accounting Reports	Cor	nmitment Final Acct Liabili	hr.		
	List Assets Depriciation Calculation WIP Transfer to Finshed Transfer Asset Acct Activation	•		9	Current Month	July
	Generate Journal- for QR/Bar Code Online Asset))	Opn Bal Journal Import			
1/1			Purchase File Create			
////						
1						

Browse the downloaded encrypted file, decrypt it and then post it to cash book.

The amount for that particular journal is posted to your CIGAS.

Once you have done this procedure please inform the journal number to the CIGAS Unit.

S Disposal	Inventorized 282 HEA		Alerts	
Asset List	<			
🍠 Edit Asset	JV_No		 Alert - Journal Vovucher number for opening balance of the As: It is not necessary to change the Journal Voucher numb 	set :- er for
📢 Go To Main	_		every save. You are free to decide the number of entries specific Journal\	for the
	Location -	-Select Location V	Before you Start to enter opening balance of your asset	through
	Supplier -	-Select Supplier 🗸	the new CIGAS has been uploaded through upload men	u u
	Category	~		
	Item	~		
	Sub Item	~	Accounting	
	Description		Generate Journal	
	System Generatoed No			
	Unit Price			
	Quantity			
	Total			

27.14.2 Entering purchases in Online Asset Management

In CIGAS,

📕 Main								
Cash Ledger	Asset_Accounting Reports	Commitment	Final_Acct	Liability				
R	List Assets Depriciation Calculation WIP Transfer to Finshed Transfer Asset Acct Activation Generate Journal- for	3. 3. 3.				Current Month	July	
	QK/ Bar Code Online Asset	Opn B Purche	al Journal Imp	port e				

In the form which you get from the above path, select the month and then click create. Then a file will be created in C:\Asset_Upload\Purchase (a folder with the name of the Month).

In the Web Interface File Upload \rightarrow Purchase Upload. Choose the file which was created in CIGAS and then click Upload.

¥ Opn_Balance	<i>new</i> cigas	ASSET PURCHASE!		
🖏 Disposal	Inventorized		Dismissable Alerts	i I
🔳 Asset List 🤇				1
🝠 Edit Asset	- L	Vou_No	Asset Purchase. Alert Link.	
📢 Go To Main				
>	Location	Select Location V		2
	Supplier	Select Supplier V	Tooltips and Popovers	
	Category	×		
	Item	~		
	Sub Item	~		
	Description			
	System Generatoed No			
	Unit Price			
	Quantity			
	Total			
newcigas.treasury.gov.lk/Asset/A_Ast_Op	on_Bal.aspx			5

28.14.3 Disposal in Online Asset Management.

Ye Opn_Balance	NEW CIGAS ASSET DISPOSAL!	
🖏 Disposal	Inventorized 282 HEA	Alerts
Asset List <		
🝠 Edit Asset	JV_No	Journal Vovucher number for opening balance of the Asset :- It is not necessary to change the Journal Voucher number for
📢 Go To Main	LocationSelect Location V	every save. You are free to decide the number of entries for the specific Journal\
>	Category 1.1-Dwellings V	Before you Start to enter opening balance of your asset through online, please make sure that the all opening balance entered in the new CIGAS has been uploaded through upload menu
	Item	, , ,
	Sub Item	
	Description	Accounting
	System Generatoed No	Generate Journal
	Value	
	Save Here Save	
newsinas trazerum onu k/Assat/A Ast Onn	Palarov	

Once you have disposal the asset online, you can create the journal on your own. In the web interface,

Asset Mgt \rightarrow Disposal \rightarrow Generate Journal \rightarrow Download Journal

Then an encrypted file will be downloaded with the name

HeadNo_Asset_Journal_csv.encrypt

The file has to be uploaded to the CIGAS software.

28.15 Biological Asset

After you activate the Biological Asset in the New CIGAS, you can create sub item codes under the Biological Asset category.

For activate Biological Asset, go through Cash \rightarrow Ledger \rightarrow Open Accounts \rightarrow Biological

Asset

lger Asset_Accounting Reports	Commitment Final_Acct	t Liability	
Show Accounts	•		
Open Accounts	 Advance 	Current Month July	
Transfers	 Deposit 		
Deposit	• Revenue		
Advance Details	• P.S.P.F		
Revised Limits	Miscellaneous		10
Credit/Debit Intimations	Lease_Asset		
Rent/ Mobi Adv Ledger Creation	Biological Asset		
Journal for Mobi Advance	Intangible Asset		
111			
	iger Asset_Accounting Reports Show Accounts Open Accounts Transfers Deposit Advance Details Revised Limits Credit/Debit Intimations Rent/ Mobi Adv Ledger Creation Journal for Mobi Advance	iger Asset_Accounting Reports Commitment Final_Acc Show Accounts > Advance Open Accounts > Advance Transfers > Deposit Revenue Advance Details > P.S.P.F Revised Limits Lease_Asset Biological Asset Journal for Mobi Advance Iotangible Asset	liger Asset_Accounting Reports Commitment Final_Acct Liability Show Accounts → Open Accounts → Transfers → Deposit Deposit → Revenue Advance Details → P.S.P.F Revised Limits → Miscellaneous Credit/Debit Intimations ← Lease_Asset Rent/ Mobi Adv Ledger Creation Biological Asset Journal for Mobi Advance → Utangible Asset

System will show you a massage box like below.

NEWCIGAS	8
Biological Asset Ledg	er Created Successfully
	ОК

Click on Ok button.

28.16 Intangible Asset

Computer Software's, Licenses, Patents and Copyrights, Trademarks, Broadcast rights and Service contracts are include into Intangible Assets.

After you activate the Intangible Asset in the New CIGAS, you can create sub item codes under the Intangible Asset category.

For Activate Intangible Asset go through Cash \rightarrow Ledger \rightarrow Open Accounts \rightarrow Intangible

Asset.

💻 Main						
Cash	Ledger Asset_Accounting Show Accounts	Repo	orts Commitment Final_Acct	Liability		
(PA!	Open Accounts	•	Advance		Current Month	September
	Transfers		Deposit			
	Deposit		Revenue			
	Advance Details Revised Limits Credit/Debit Intimations Ledger Creation	•	P.S.P.F Miscellaneous Lease_Asset Biological Asset			
	Journal for Mobi Advance		Intangible Asset Rent and Mobi_Advance]		

System will show you a massage box like below.

NEWCIGAS	X
Intangible Asset Ledger C	reated Successfully
	ОК

Lick on Ok button.

28.17. Asset Purchase other than the, acquiesces capital Asset object code under the special occasions.

You can select the, is it Asset Yes option when you make the payment in cash book. Once you click the, is it Asset Yes button you will be able to select the Asset ledger for the respective payment in the drop down.

For this, Cash \rightarrow Paid \rightarrow Is It Asset \rightarrow Yes

Cash Ledger	Asset_Accounting Repo	orts Commitment I	Final_Acct Liability						
TEALES Rec	Summany Pr	rint	Paumer	ıt		C	urrent Mo	onth Augu	ist
		cq.							
* Day	04/10/2019		Commit No/ Receipt	No	Search	* Banl	Code	HEA	~
* Type	V- Vote Ledger Paymer	nt ~			P_order	Date	Vote		Ite
* Voucher No	P19088				18/12/0/L 18/12/2L	12/31/2018 12/31/2018	HEA-282- HEA-282-	-2-2-0-2103-P -1-1-0-1202-P	A.
To Whom	S P C Sugeeshwara		~		18/12/5050 18/12/5051	12/31/2018	HEA-282- HEA-282-	-2-2-0-2507-P	Hy
Description	S P C Sugeeshwara		×		19-04-09	4/3/2019	HEA-282	1-1-0-1202-P	Sh
Cheque No Can	ı be Given When you Prin	nt the Cheque			19/01/83 19/02/136	1/31/2019 2/25/2019	HEA-282- HEA-282-	-1-1-0-1101-P -1-1-0-1301-P	T I Ra
Code	HEA-282-1-1-0-1101-P	~			19/02/1T 19/02/344	2/28/2019 2/28/2019	HEA-253- HEA-282-	-1-2-4-1502-P -2-2-0-2507-P	tra P 2
New CoA	01/11/282-16-00/1/282 Accommodations	-01/000/21101-P			19/02/345 19/02/395	2/28/2019 2/26/2019	HEA-282- HEA-282-	-2-2-0-2507-P -2-2-0-2507-P	BC Hy
Treasury Code		101 Finance Code Biological/282-P	11	< Ca	ash Book Baland	e		Cash Ceiling	
Amount C 1	0 No • Yes	25 Electronic	Payment	Ор	n Bal	14,307,1	92.98	Cash Ceiling	
Cros	55 0	00 O SLIPS	Cheque Pay	Re	ceipts	97,761,6	63.63 F	Released	
		SAVE	Close	Pay	/ments	96,785,3	21.48 E	xpenditure	
				Bal	ance	15,283,5	35.13 ====	Balance ==	
		Select the	Asset Ledger	r fro	om the d	lrop dov	vn list		

28.18. Lease Asset

If you enter the lease asset at first time to the system first you have to open the lease asset account. For that

 $\mathsf{Cash} \rightarrow \mathsf{ledger} \rightarrow \mathsf{open} \ \mathsf{accounts} \rightarrow \mathsf{lease_asset}$

Ledger Asset_Accounting Reports Show Accounts	•	mmitment Final_Acct Liability	
Open Accounts	•	Advance	Current Month Ju
Transfers	•	Deposit	
Deposit	•	Revenue	
Advance Details	•	P.S.P.F	
Revised Limits		Miscellaneous	
Credit/Debit Intimations		Lease_Asset	
Rent/ Mobi Adv Ledger Creation		Biological Asset	
Journal for Mobi Advance		Intangible Asset	

Click on create button

B Lease_Asset_Open	
Create	
Create More Acct Code	

Click on Ok.

NEWCIGAS		23
Created		
	OK	

Cn	eate	
	actode	^
۲	C.A.R-Lease/155	
	C.A.R-Lease/155	
	Leased-Creditor/	
	Leased-Creditor/	
	Leased-Invest/1	.

After create the lease asset system will auto generate the two payment types.

📕 Main			
Cash Ledger A	Asset_Accounting Reports Comm	nitment Final_Acct Liability	
PATE Rece	Summary Print Cheque	Payment	
* Day	19/08/2019	Commit No/ Receipt No	Search
* Type	V- Vote Ledger Payment 🛛 🗸 🗸		
* Voucher No	V- Vote Ledger Payment A- Gov. Officers Adv. Acct G- Treasury Adv. A/c		
To Whom	I- Sub Imprest Paid	~	
Description	S- Settlement A/c R- Refund A/c	~	
Cheque No Can	P-P.S.P.F A/c M-Micerllandou	e	
Code	- Imp to Div/ Head Office I-Leased_Asset	✓	
New CoA	9_Lease_Creditors		
Treasury Code	. Fin	ance Code	

After open the lease asset you have to create the more account codes for each and every Lease vehicles. For that click on create more Acct Code.

	acctcode	^	
•	C.A.R-Lease/155		
	C.A.R-Lease/155		
	Leased-Creditor/		
	Leased-Creditor/		NM1
	Leased-Invest/1	~	211111
		i	Enter three digit
Create	More Acct Code		lease vehicle

Enter three digit code in the box and click on save button.



Click on Ok.
When you do the payment first select "**J-Leased Asset** " type and select the lease asset vehicle code then do the payment as cross entry

📕 Main						
Cash Ledger	Asset_Accounting	Reports	Commitment	Final_Acct	Liability	_
TEATE R	Summary	Print Cheque		Р	ayment	
* Day	19/08/2019			Commit N	No/ Receipt No	Search
* Type	J-Leased_Asset		~			
* Voucher No	P1907100					
To Whom	Sri lanka insuranc	e			~	
Description	lease vehicle				~	
Cheque No Car	n be Given When yo	u Print the	Cheque			
Code	Leased_Asset/15	5001-P				
New C	Leased_Asset/15	5000-P 5001-P				
Treasury Code		0	Finance Coo	le		
Is It Asset		/as			~ C	ash Book Balance
Amount Casl	h 0	00	Electron	ic Payment	O	pn Bal
Cro	oss 0	00	○ SLIPS	Cheque	e Pay	eceipts
			SAV		ose Pa	ayments
					Ba	alance
Evolved by S. Tharsha	n- Deputy Director- Syste	em Developem	ent Training, Depa	urtment of State A	ccounts	

Then do the vote payment in " **9_Lease_Creditors** " type as cash entry. In there select the related lease vehicle code.

Main		
Cash Ledger Asset_Accounting Reports Commitment Final_Acct Liability	_	
Print Print Paymen	nt	Cur
* Day 01/07/2019 🕞 Commit No/ Receipt	No Search	* Bank (
* Type 9_Lease_Creditors ~	P_ Date	e Vote 0/2019 001-1-2-0-210
* Voucher No P190710	•	
To Whom Sri Ianka insurance ~		
Description Travelling Claim ~		
Cheque No Can be Given When you Print the Cheque		
Code Leased-Creditor/155001-P		
New CoA		
Treasury Code 0 0 155 0 0 Finance Code 0	<	
Is It Asset O Yes	Cash Book E	Balance
Amount Cash 100.000 00 Electronic Payment	Opn Bal	5.000.000
Cross 0 O SLIPS Cheque Pay	Receipts .	16,964,860,000
	Payments .	324,030,000
Close	Balance	16,645,830,000

28. Rent Advance Payment

The Ministries, Departments, District Secretariats or Divisional Secretariats when doing accounts they need to get rent base advance and contract base advance.

First you have to go to Cash book and then go to the payment tab like bellow. You should be choose date properly for Rent advance payment. As you select a code (xxx.x.x.1404) for the payment entry, dialog box pop up in "Is it Rent Advance?" Then click on "Yes" button.

🗶 Main								
Cash Ledger Asset	Summany Print Cheque	Commutment Final_A	Payment		Current	Month June		
* Day 25/0	06/2019	Com	mit No/ Receipt No	Rent			23	₩8/19 ~ ^
* Type V- V * Voucher No P190	ote Ledger Payment	~					-	ATION
To Whom SC A	Abeysinghe		× 1	ls it Rent	Advance?	?		ENVE
Cheque No Can be Gi	t Advance iven When you Print the	Сћецие	× 1					
Code 206-1	1-1-0-1404-P	×			Yes	1	No	
Local Treasury Code 206	Taxes 1 1 0 1404	Finance Code 11	. 1	1		15		CTOR ~
Is It Asset	No O Yes	- Electronic Payme	ent C	Cash Book Balance	11,609,650.74	Cash Ceiling Cash Ceiling Cash Receir	194,220,100.00	For
Cross 0	00	○ SLIPS ● Ch	eque Pay	teceipts	0.00	Released	0.00	View Cash Ceiling
		SAVE	Close	ayments	50,000.00	Expenditure	101,036,808.96	Click Here
			В	aiance	11,353,650.74	Balance	94,268,316.04	
© Copyright Reserved @ Depa	artment of State Accounts, Mi	nistry of Finance,Colombo 01	LEvolved by S. Tharsha	in-Asst. Director-Syste	im Developement Train	ing, Department of State	Accounts	

Thereafter when you go to enter amount then bellow "Rent_Adv" window appears and there you have to enter the Rent Advance Code and the period for the rent.

Example: Here the Rent advance period is 3 months from 01st of July, to 2019 to 30th September, 2019.

There after click on ok button.

There after click on OK on Created

Finally, you need to enter the amount of rent advance and Click on 'Save' button.

Enter the Advar	edger for Advance F ice Rent Code here	Cent Payment		
Refundable O Not Refunada O Refunadable	ble			
Rent _ Period From Date	01/07/2019			
To Date	30/09/2019			M

28.1 Refundable

In the Rent Advance window, it will ask is it refundable or not refundable.

Enter the Advan	ce Rent Code here 1	
Refundable		
 Not Refunadal Refunadable 	ble]
Rent _ Period		
From Date	26/07/2019	
To Date	26/07/2019	

28.1.1 Not refundable

In this option if you do the payment monthly tick on not refundable. It will do the payment monthly between the time periods.

As an example: you rent a vehicle to Rs.100, 000.00. You will be able to pay it in 10 months.

Then if you click on not refundable, payment will done monthly by Rs.10, 000.00. After you month end payment will done by the system monthly Rs.10, 000.00 for 10 months.

28.1.2 Refundable

In this option if you tick on the refundable, payment will done through the vote and after the cash will received that amount will put into Revenue through the journal. Thereafter you can see entry passes as in Receipt and payment list like bellow Receipt list as follows:

	Dist.	vovpiv	whom	acc_code	type	Cash	Xe	Receipt
5	*** Total ***	P001/2	WIS.W.B.Samaraweera	Kent_Advance	>	0.00	6,000.00	
*	, ordi					0.00	6,000.00	

Payment List views as follows:

_	Date	Vovpiv	Whom	Acc_code	Туре	Cash	Xe	chequeno
	01 Jul 2016	P001	Mrs.M.B.Samaraweera	256-1-1-0-1404-P	V	6,000.00	0.00	
	01 Jul 2016	P001/1	Mrs.M.B.Samaraweera	Rent_Advance	<	0.00	6,000.00	
		Total				6,000.00	6,000.00	
			10					

The amount will debit and credit as bellow in summery

Rent Advance	Dr	6000.00
Rent Advance Reserve	Cr	6000.00

Summary of Accounts for the Month of July: 2016 Main Sub Daily Daily								
	Account Type	Dcode	Ccode	Imp_No	Debit	Credit		
	Expenditure/ Surcharge	1000	2000		6,000.00	0.00		
	Refund/ Revenue	5000	4000		0.00	0.00		
	Deposit	6000	6000		0.00	0.00		
	Auth. Adv. Treasury	7000	7000		0.00	0.00		
	Adv. to Pub. Officers	8493	8493		0.00	0.00		
	PSPF	8098	8098		0.00	0.00		
	Miscellaneous	XXXXX	XXXXX		0.00	0.00		
	Dist. Secre. Deposit	6003	6003		0.00	0.00		
	Imprest CF	7002	7002	120/16	0.00	6,000.00		
	Rent/ mobilization Adv.	9188	9188		6,000.00	0.00		
	Rent/ mobilization Adv_Rese	9189	9189		0.00	6,000.00		
	Building & Structure	9151	9151		0.00	0.00		
	Machinary & Equipment.	9152	9152		0.00	0.00		
	Land.	9153	9153		0.00	0.00		
	Work in Progress	9160	9160		0.00	0.00		
	Capital Asset Reserve-PPE	9165	9165		0.00	0.00		
	Capital Asset Reserve-WIP	9166	9166		0.00	0.00		

Once you month end the system will reduce one month advance amount from the original advance amount and the journal entry pass will be as follows.

Rent Advance ReserveDr1333.33 Rent AdvanceCr1333.33

29. Mobilization Advance Payment

The Ministries, Departments, District Secretariats or Divisional Secretariats which are carrying out construction activities (WIP) relating to Building and Structures may pay a Mobilization Advance for a future period. Such amount of mobilization advance paid for WIP activities will be accounted as follows.

At very first time when you will do the mobilization advance payment first you must activate the fixed assets by entering the asset activation code.



Reference Acct_Activation	T	×
Enter Activation Code		
Activate N	ow!	

Main Cash Ledger Asset_Accounting Reports Commitment Final_Acct	Liability				
Cherry Print Cherry	Payment	Current M	Ionth June		
* Day 25/06/2019 - Commit 1	No/ Receipt No Search	* Bank Code	BOC	~ * Imprest No	228/19
* Type V- Vote Ledger Payment ~	Buildi	ng & Structure	e	23]′
* Voucher No P1906025 To Whom LIYANAGE MOTORS	×) (c it)	WID navenant?			
Description Rent Advance Cheque No Can be Given When you Print the Cheque	~ IS IC	wie payment:			E
Code 206-2-3-1-2104-P 🗸			1.11		
New CoA 01/11/206-00-00/2/206-03/001/22104-P		Yes		No	E
Treasury Code 206 2 3 1 2104 Finance Code 11	<	lance	Cash Calling	1	>
Is It Asset No Yes 	Onn Pol	11 600 660 74	Cash Ceiling	194,220,100.00	
Amount Cash 100,000 00 Electronic Payment	Opri Bai	11,605,650.74	Cash Receip	1,085,025.00	For View
Cross 0 00	Receipts	0.00	Released	0.00	Cash Ceiling
SAVE	OSe Payments	50,000.00	Expenditure	101,036,808.96	Click
	Balance	11,559,650.74	Balance	94,268,316.04	1010
♥ Copyright Reserved ♥ Department of State Accounts, Ministry of Finance, Colombo 01.—Ev	olved by S. Tharshan-Asst. Director	r- System Developement Trainin	ng, Department of St	ate Accounts	

If it is a WIP Payment → Click Yes

Then click on 'Yes' on Mobilization Advance

E Main	- 8 X
Cash Ledger Asset Accounting Reports Commitment Final_Acct Liability	
Corrent Month June	
* Day 25/06/2019 Commit No/ Receip	228/19
* Type V- Vote Ledger Payment	
* Voucher No P1906025	
To Whom LIYANAGE MOTORS Is it Mobi Advance?	MME
Description Rent Advance	
Cheque No Can be Given When you Print the Cheque	
Code 206-2-3-1-2104-P v Vec No	Ts
New CoA 01/11/206-00-00/2/206-03/001/22104-P	Ts
Air Field runways Treasury Code 206 2 3 1 2104 Finance Code 11	×
Is It Asset O No O Yes Cash Ceiling	220 100 00
Amount Cash 100,000 00 Electronic Payment Opn Bal 11,609,650,74 Cash Receip 1	.085.025.00 For
Cross 0 00 00 Cheque Pay Receipts 0.00 Released	0.00 Cash
Close Payments 50,000,00 Expenditure 101	.036.808.96 Click
Balance 11.559,650.74 Balance 94	268,316.04
Copyright Reserved & Department of State Accounts, Minustry of Finance, Colombo 01Evolved by S. Tharihan-Asst. Director-System Developement Training, Department of State Accounts	

User Manual on New CIGAS

NEWCIGAS	Image: State Sta
Enter Treasury Code	OK Cancel

Enter the treasury code given by the Department of state account. Then enter the amount of Mobilization Advance and Click Save.

💻 Main								23
Cash Ledger	Asset_Accounting Reports Commitment	Final_Acct Liability						
EATER R.	Summany Print Cheque	Payment		Current Month	July			
* Day	28/08/2019	Commit No/ Receipt No	Searc	h * Bank Code BO	r ~	* Imprest]	No 449/19	~
* Туре	V- Vote Ledger Payment 🛛 🗸		whom		Vote_On_L 42000000.00	paid 33021314.35	Balance 8978685.65	Ba
* Voucher No	P190745				188555.23 1000000.00	0.00	188555.23 853433.49	BC BC
To Whom	Secretary - Ministry of Home Affairs A/c704	0519 ~	etary -	Ministry of Home Affairs A./c70405	1000000.00	243273.28	756726.72	BC
Description	Acquestion of Vehicle	~	Rural b	ridges Project Phase iii	1592025.48	1592025.46	0.02	BC
Cheque No Car	n be Given When you Print the Cheque							Η
Code	155-1-6-3-2104-P	Calua		2	2			
New CoA	01/11/155-00-00/1/155-06/003/22104-P	Save		0	2			
Treasury Code	155 1 6 3 2104 Finance Co							>
Is It Asset No Yes Building/155-P Are you sure you want to save?						5,274,000,400	.00	
Amount Cash	a 5,000 00 Electron					0	00 For View	
Cro	ss 0 00				5	144,100.000	.85 Cash Ceiling .00 Click	,
		Ver		No		2 550 460 722	Here	
Evolved by S. Tharsha	n- Deputy Director- System Developement Training, Dep:	Tes		<u>N</u> O	======			

Click Yes to the massage.

30. Year End Progress

30.1 Unpaid vouchers

All unpaid vouchers have to be entered as commitment and liability within the approved allocation limit and upload to the web application (newcigas.treasury.gov.lk) before month end process. This can be entered after you sent the summary to Treasury as well.

30.2 Month end process has to be done before year end

After doing the December month end process you can enter any supplementary if you have and send the summary through your Head office to the Treasury. Then do the month end process before year end.

30.3 Printouts have to be taken before year end

User Manual on New CIGAS

The End...