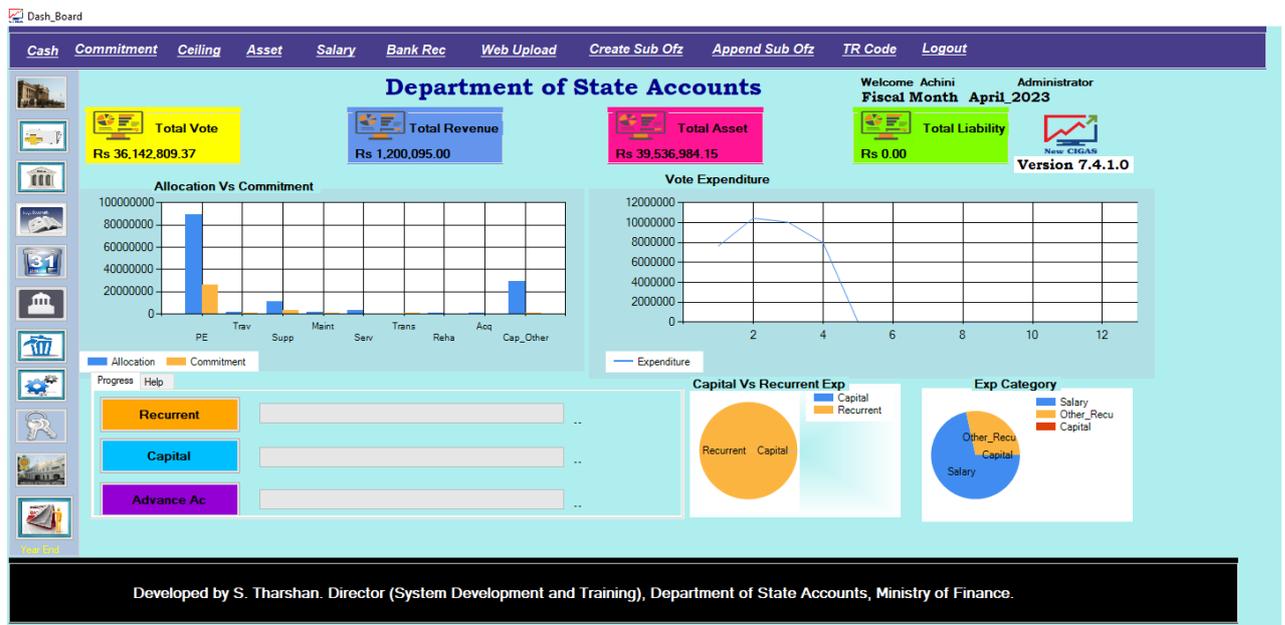


# *Integrated Govt. Accounting System User Manual Version 7.4.1.0*



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

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# Content

01.	Introduction to new CIGAS .....	6
02.	System Requirements .....	9
03.	How to Install .....	9
3.1	If windows 7 -> Allow .....	10
3.2	Basic setting up CIGAS.....	18
04.	Types .....	19
4.1	Password Control .....	21
05.	Dashboard .....	28
5.1	Regular Usage.....	28
5.1.1	Cash Book.....	28
5.1.2	Bank Rec.....	28
5.1.3	Commitment .....	28
5.1.4	Ceiling.....	28
5.1.5	Web Upload .....	28
5.1.6	Daily Back-up.....	28
5.1.7	Asset.....	28
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
5.3	Usual Usage .....	29
5.3.1	TR Code .....	29
5.3.2	Budget File .....	29
5.3.3	Opening Balance .....	30
5.3.4	Month End.....	30
5.4	Other Modules .....	30
06.	Charts .....	30
6.1	Line Charts.....	30
6.2	Bar Chart .....	31

6.3 Pie Chart .....	31
07. Budget Process .....	32
7.1 Budget file Migration .....	33
7.2 Copy to Ledger .....	37
7.3 New COA .....	37
7.4 If you have Sub office .....	38
7.4.1 Create New Bank Account .....	38
7.5 Budget to Sub Office .....	41
7.6 Import Sub Office Budget File .....	45
7.7 Create New Vote for Sub Office .....	47
08. Celing.....	49
8.1 Ceiling Revised .....	56
8.1.1 For Ceiling Minus.....	57
8.1.2 How to get Balance ceiling into current quarter.....	59
8.2 Ceiling Original Distribution .....	62
09. In order to open Accounts click on Opening Balance Button .....	65
.....	65
9.1 To open Imprest Account.....	67
9.2 To open Vote Account.....	70
9.3 To open the Deposit Account.....	79
9.3.1 To display Deposit Details .....	80
9.3.2 To Add Together Deposit Payments .....	82
9.3.3 To view Deposit Account Summary .....	83
9.4 To open Government Officer's Advance Account and enter limits .....	84
9.4.1 To view Advance Account Summary.....	87
9.5 To open Loan Type .....	88
9.6 To open Revenue Accounts.....	89
9.6.1 To view Revenue Account summary.....	90
9.7 If you want to delete the opened Accounts.....	91
9.8 Create Sub Office File by Head Office .....	92
10. To open PSPF and Miscellaneous accounts .....	93
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
14.10	To view Full Account .....	113
14.11	Maintain List.....	114
14.12	Create Sub Office File .....	115
14.13	Append sub office file .....	119
14.14	Create Treasury File .....	120
14.15	Examine the Imprest Account by Month .....	124
14.15.1	Examine the Imprest Account Monthly .....	126
14.16	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
18.1.1	Download the update file .....	142
18.1.2	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 imprest 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 to pay for the previous year liability.....	158
19. Make Salary Slips.....	161
19.1 NITF Remittance to SLIPS .....	164
19.1.1 Purpose of the Update .....	164
19.1.2 Enter the institution number provided by the NITF .....	164
19.2 How to transfer the NITF payment through SLIPS .....	165
19.3 How to create the NITF file for the purpose of upload.....	165
19.4 How to import the created file in NITF web portal.....	167
20. Special Print – Schedule Print .....	169
21. Summary Report .....	170
22. Add Supplementary Allocation .....	171
22.1 Reduce the Allocation .....	171
23. Create Daily Slip .....	172
24. Advance Details.....	173
25. Commitments.....	175
26. Web Upload .....	176
27. Non-Current Asset Accounting in New CIGAS.....	178
27.1 Introduction .....	178
27.1.1 Building and Structure (Main Ledger 9151).....	178
27.1.2 Machinery and Equipment (Main Ledger 9152) and Land (Main Ledger 9153).....	179
27.2 How to Activate Asset Account.....	180
27.3 Asset Management Module.....	181
27.3.1 Item Create .....	182
27.3.2 Create Sub Item.....	183
27.3.3 Create Location .....	184
27.3.4 Create Supplier.....	185
27.4 Purchase .....	186

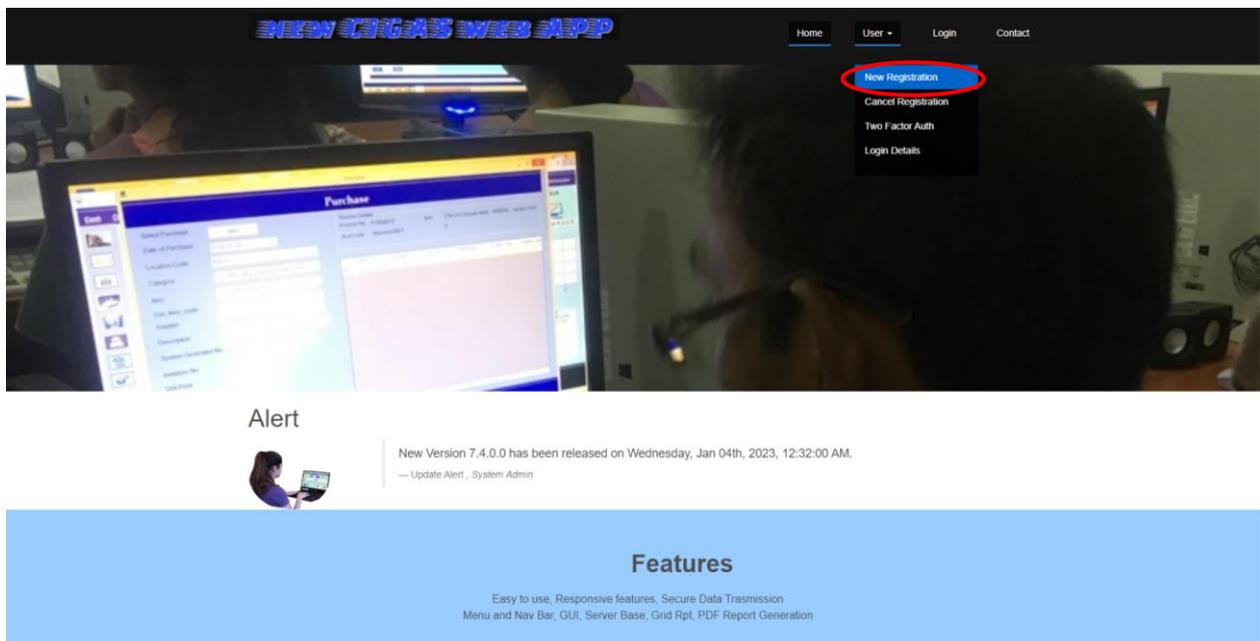
27.5 Opn_Balance .....	189
27.6 Disposal .....	192
27.7 List Asset.....	194
27.8 WIP transferred to Building .....	195
27.9 Asset Management System – Transfers.....	199
27.9.1 Transfer between locations .....	200
27.9.2 Asset Transfer In .....	201
27.10 Purchase Return .....	202
27.11 Addition.....	203
27.12 Web Upload .....	204
27.13 QR / Bar Code.....	205
27.14 Online Asset Accounting System.....	205
27.14.1 Opening Balance .....	206
28. Rent Advance Payment.....	217
28.1 Refundable .....	220
28.1.1 Not refundable .....	220
28.1.2 Refundable .....	220
29. Mobilization Advance Payment .....	223
30. Year End Progress .....	226
30.1 Unpaid vouchers .....	226
30.2 Month end process has to be done before year end.....	226
30.3 Printouts have to be taken before year end .....	226
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 → (newcigas.treasury.gov.lk) In this Web Application first you have to create new user.

User -> New Registration - > Submit



**New CIGAS** Web Interface Home User Log In Contact

## CIGAS New User Registration

**Register Now!**  
Once you submit, Email will be sent to you for user Activation!

**1 Personal & Office Details**

Your Full Name

Enter Your Address

Email Address

Phone Number

Hood No

Bank Code

Institution Type  
Select Inst. Type

User Type  
Select User Type

**2 User Name & Password**

User Name

Password

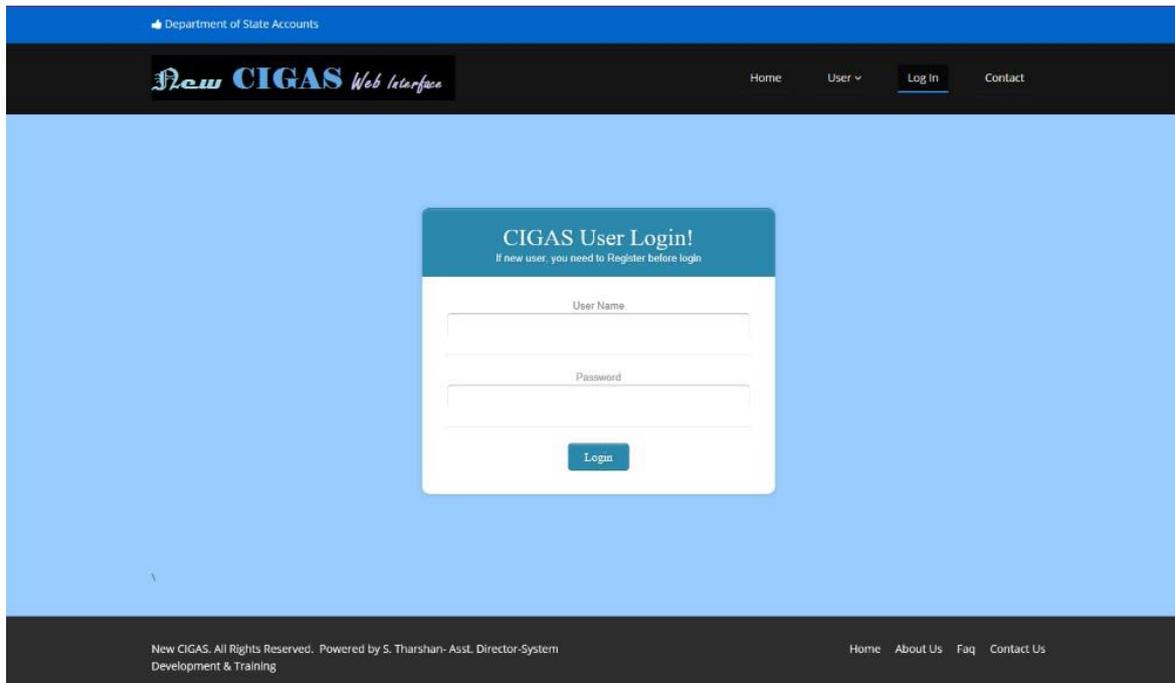
Confirm Password

I'm not a Robot  
**86NZA**

Enter the Verification Code as shown above \*

Submit  You agree to our Terms and Policy. You should be a CIGAS user under central 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.



This software provides for:

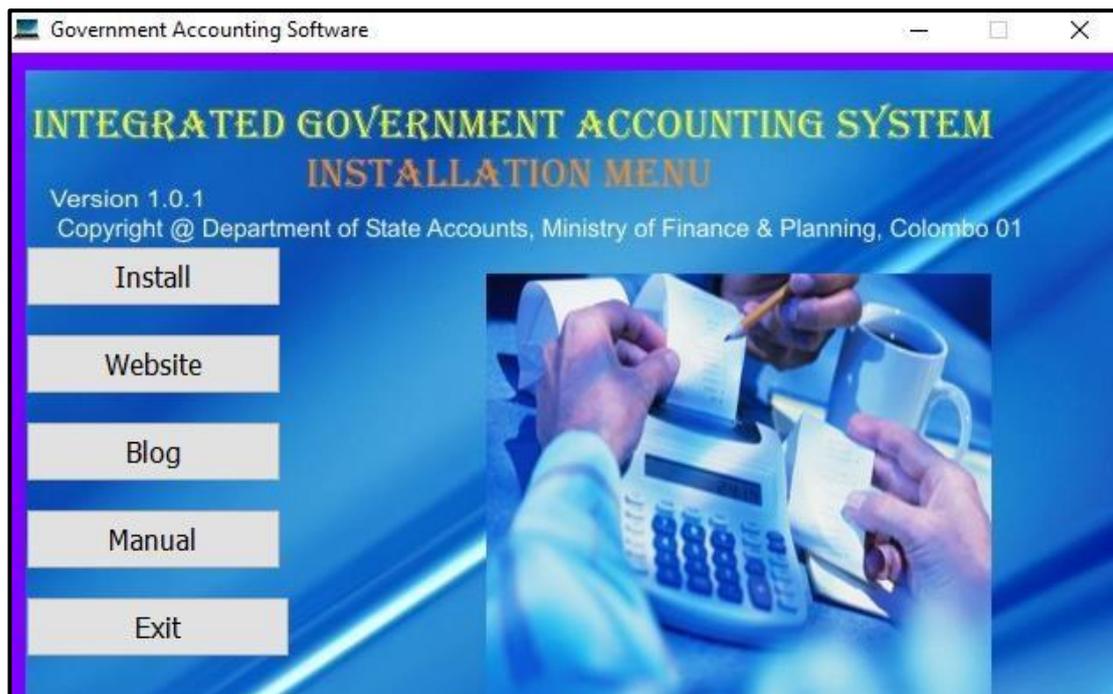
- Timely and accurate financial reports, bank reconciliation, inventory management, cash flow through cost effective use of Information Technology.
- Improved data security such as encryption decryption, password privileges
- Efficient data transmission
- Journal, ledgers, SLIPS payment, Payroll integration, 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.

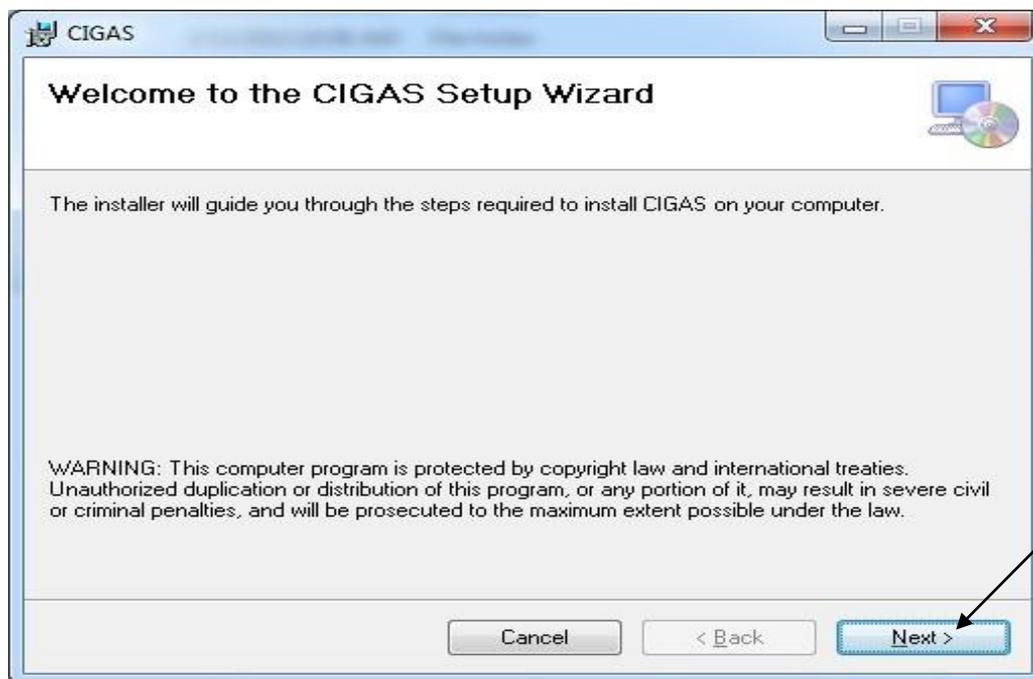


In order to install New CIGAS, click on Install button.

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

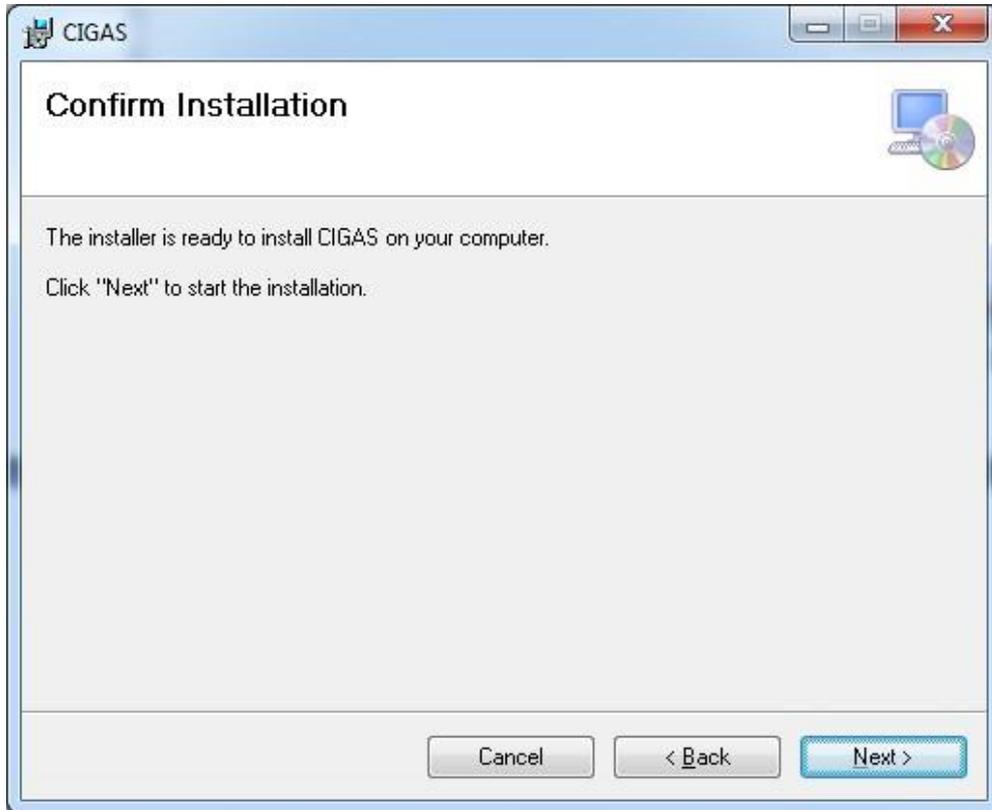
Once the installation of framework and database software are completed, CIGAS installation menu will be popup.

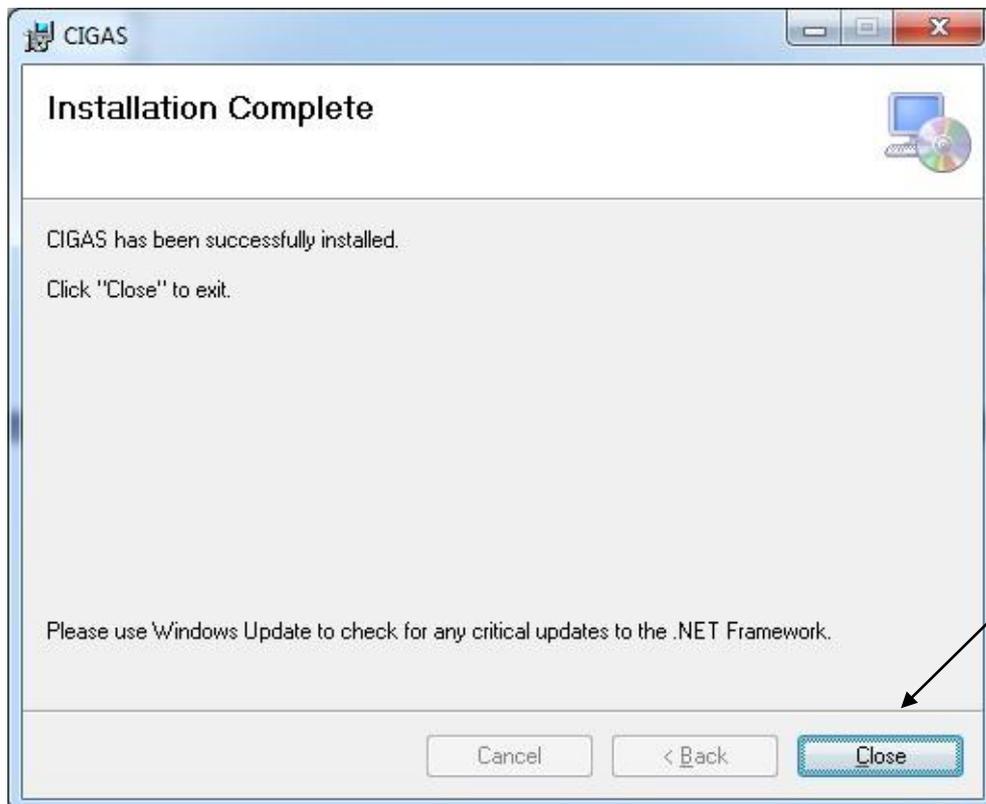
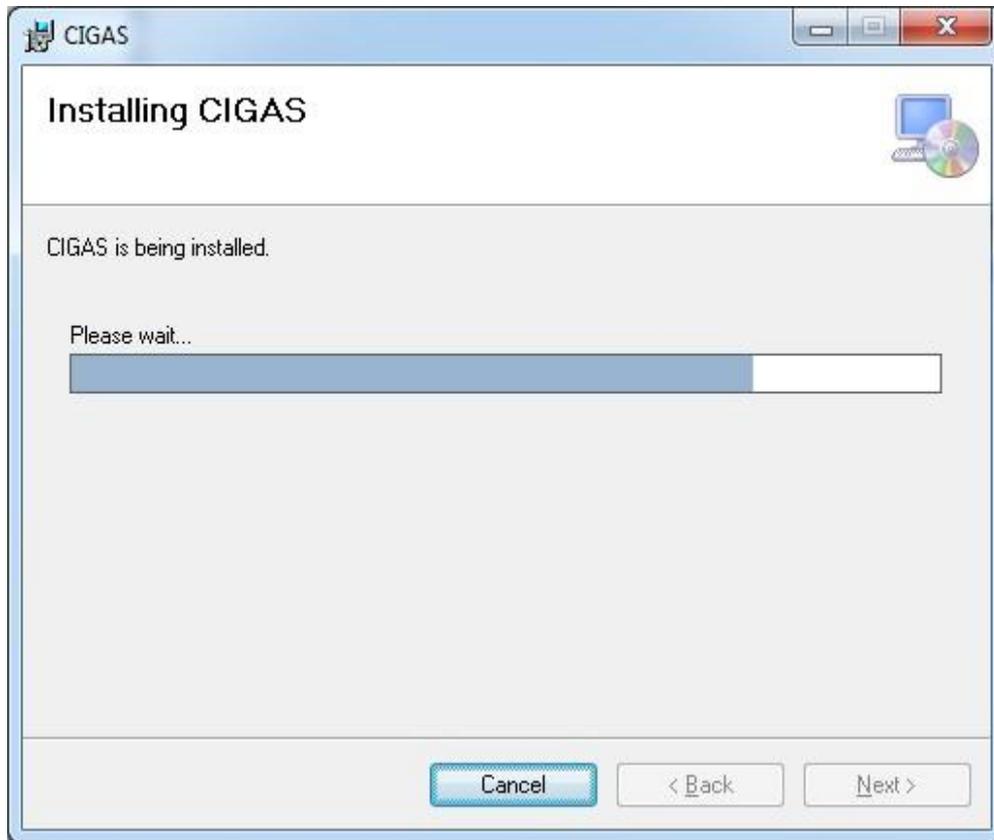




If you want to change the installation path you could select the path by browse

Click on Next



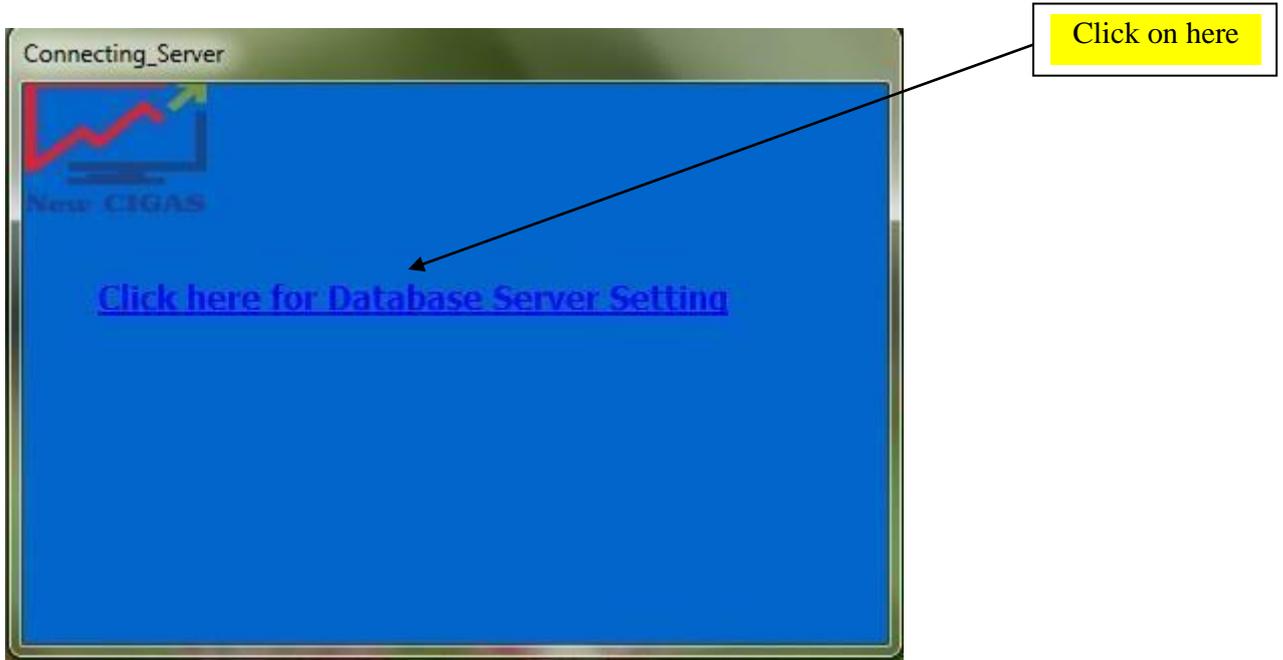


Once the installation is completed close the installation menu. Then you can find the new CIGAS short cut icon in your desktop.



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.



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.

The screenshot shows a software window titled 'Institute' with the following content:

- Very first time you need to fill the information**
- Institute Information**
  - Head Number: 250
  - Name of the Institution: DEPARTMENT OF STATE ACCOUNTS
  - Address 1: GENERAL TREASURY
  - Address 2: COLOMBO 01
- Institution Type**
  - Head Office- Imprest from and Account to General Treasury
  - Mid Office - Imprest from Head Office/ Amalgamate units
  - Sub Office - Imprest from Head Office/ Do not Amalgamate
- Accounting Informations**
  - Start Date: 01/01/2016
  - Multi Currency:  No  Yes
  - Amalgamate Loan:  Yes  No
- Type of Govt**
  - Central Government
  - Provincial Council
- Buttons: CREATE BANK ACCOUNT, SAVE, CANCEL

Three callout boxes with arrows pointing to specific elements:

- Box 1: Click on Create Bank Account button to create Main Bank Code (points to the 'CREATE BANK ACCOUNT' button)
- Box 2: Click on Save after filling all the required information. (points to the 'SAVE' button)
- Box 3: Select the Date you start the CIGAS System (points to the 'Start Date' field)

## 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.

Bank Account

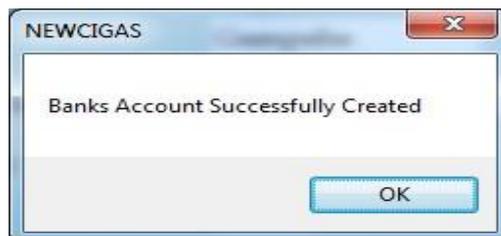
### Open New Bank Account

Bank Info

Bank Code	BOC
Bank Name	Bank of Ceylon
Bank	BoC
Bank Number	7010
Branch Number	020
Bank Branch Name	GAMPAHA
Bank Account Number	3561238565
Main Currency Unit	Rs
Sub Currency Unit	Cnts
Balance as at Cash Book	0 00

Save Cancel

Click on Save button



**Multi - currency:**

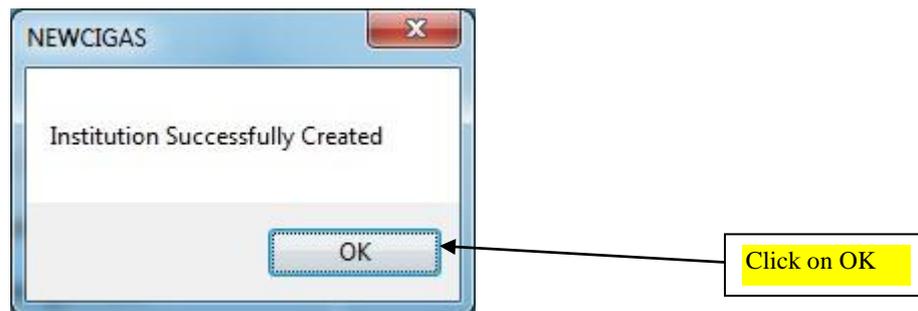
For the purpose of make it usability to the foreign missions; the multi -currency option is being under the development.

**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.

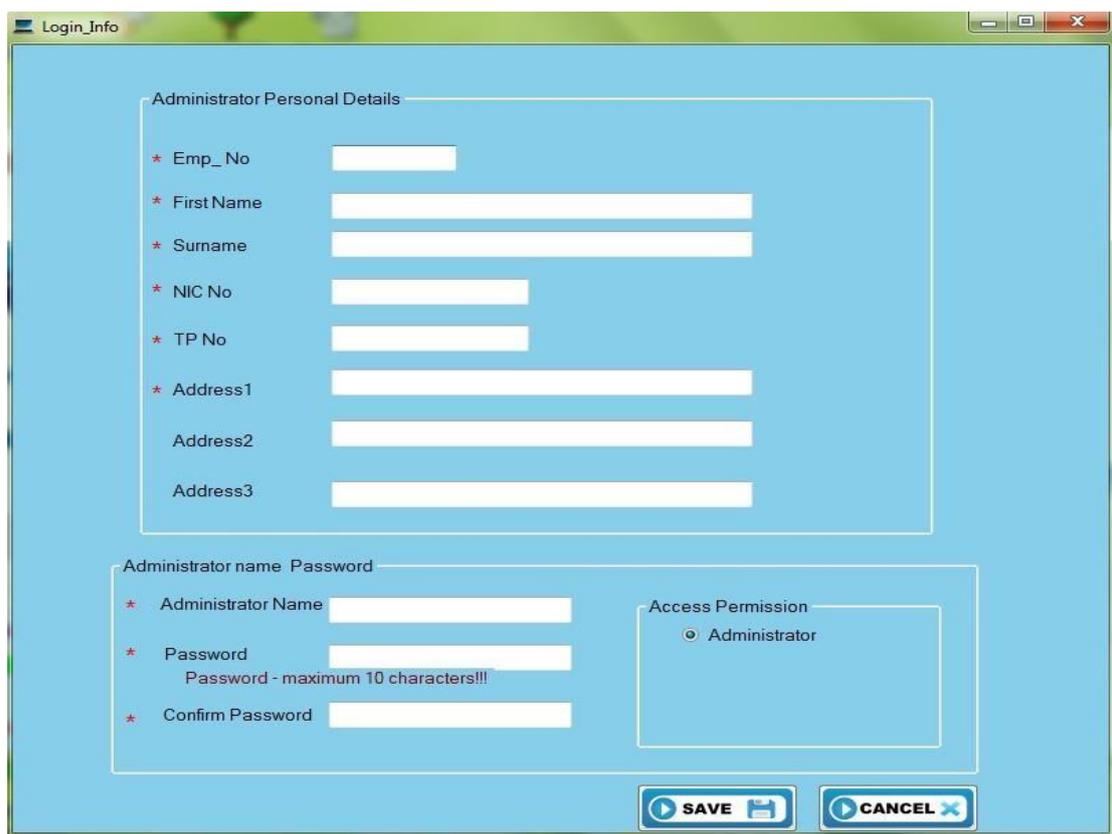
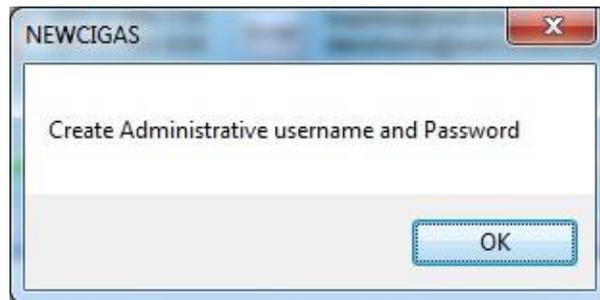


Once you click on ok the CIGAS will automatically exit.

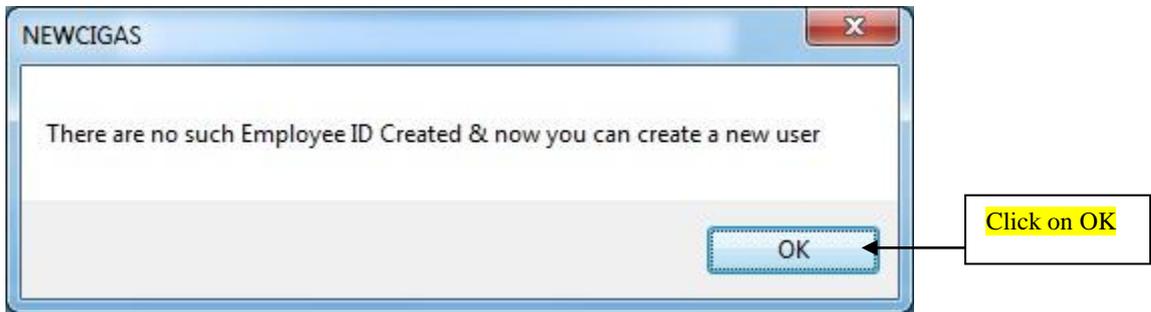
Then you have to re-open the CIGAS by double-clicking on the NEW CIGAS icon which is on the desktop screen.

## 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.

A screenshot of the "Login\_Info" application window. The window has a light blue background and contains two main sections. The first section, titled "Administrator Personal Details", contains several input fields with red asterisks indicating required fields: "Emp\_No", "First Name", "Surname", "NIC No", "TP No", "Address1", "Address2", and "Address3". The second section, titled "Administrator name Password", contains three input fields: "Administrator Name", "Password" (with a note "Password - maximum 10 characters!!!"), and "Confirm Password". To the right of these fields is a section titled "Access Permission" with a radio button selected for "Administrator". At the bottom of the window, there are two buttons: "SAVE" and "CANCEL".

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.

The screenshot shows a window titled "Login\_Info" with a light blue background. It contains two main sections: "Administrator Personal Details" and "Administrator name Password".

**Administrator Personal Details:**

- \* Emp\_No: 0001
- \* First Name: XXXXXX
- \* Surname: XXXXXXXXXXXX
- \* NIC No: XXXXXXXXXXXV
- \* TP No: XXXXXXXXXXXX
- \* Address1: XXX
- Address2: XXXX
- Address3: XXXXX

**Administrator name Password:**

- \* Administrator Name: XXXXX
- \* Password: \*\*\*\*  
Password - maximum 10 characters!!!
- \* Confirm Password: \*\*\*\*

**Access Permission:**

- Administrator

At the bottom right, there are two buttons: "SAVE" (with a floppy disk icon) and "CANCEL" (with an 'X' icon).

Click on Save

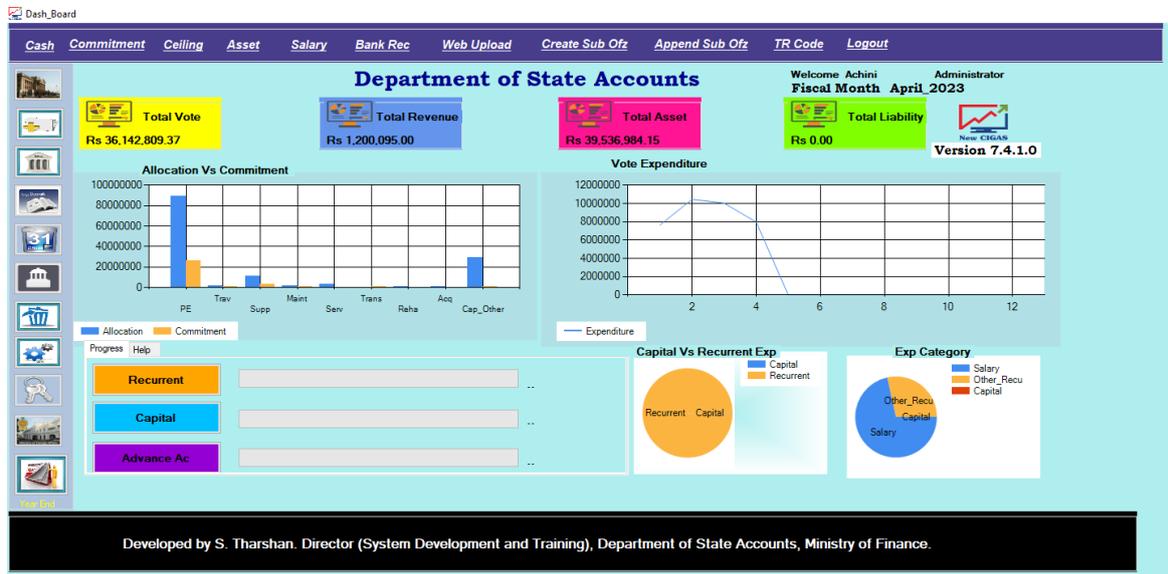
The screenshot shows a small dialog box titled "NEWCIGAS" with a red close button in the top right corner. The main text inside the dialog box reads "Username & Password Created". At the bottom center, there is a blue "OK" button.

Click on OK

Then the NEW CIGAS will automatically exit.

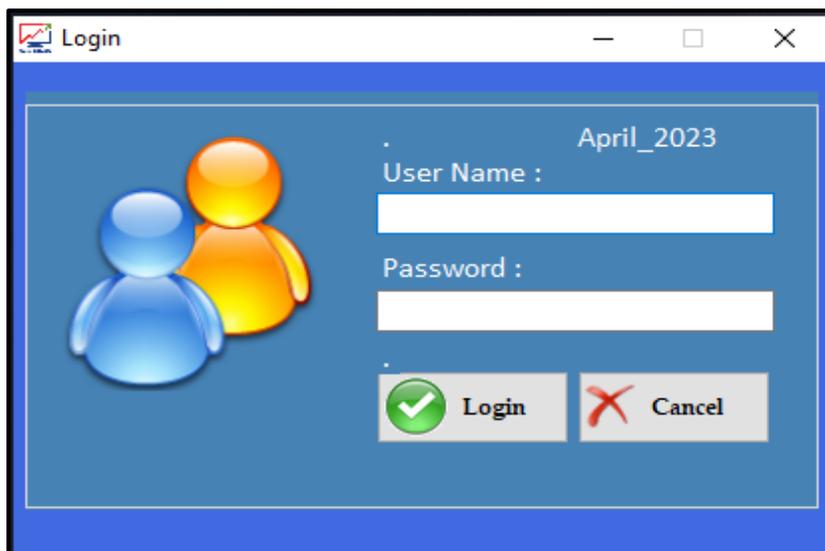
The Accountant can create User Password from the Dash Board after login to system by Administrator.

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



Thereafter, the User Login menu will popup automatically.

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.

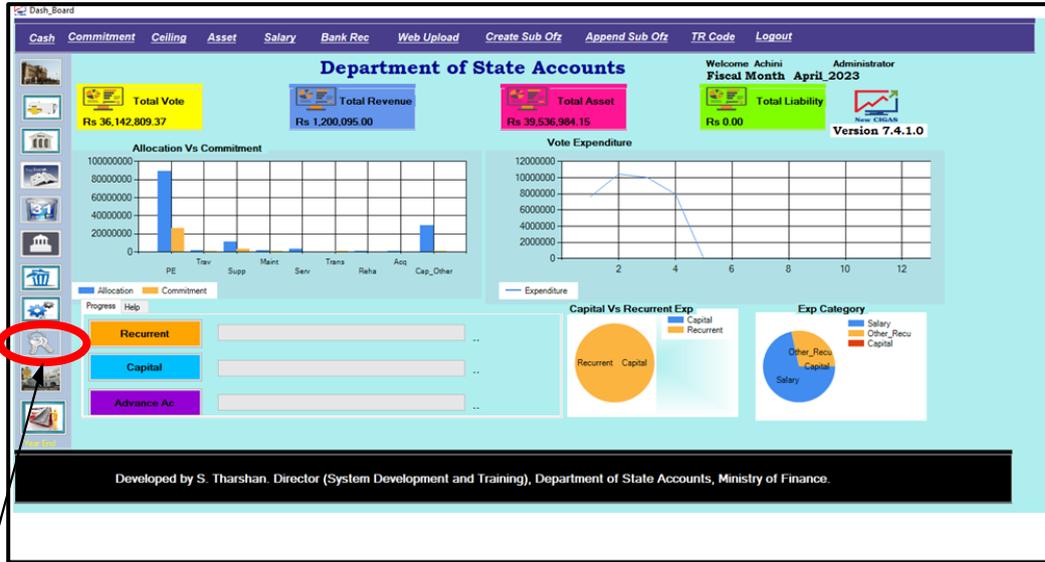


If you click yes, backup will automatically create in C:\BACKUP folder

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 [newcigas2023@gmail.com](mailto:newcigas2023@gmail.com) and create code with help of helpdesk



Administrator can create user account by clicking on user

The screenshot shows a window titled "Login\_Info" with a light blue background. It contains two main sections: "User Personal Details" and "Username Password".

**User Personal Details:**

- \* Emp\_No: [Text input field]
- \* First Name: [Text input field]
- \* Surname: [Text input field]
- \* NIC No: [Text input field]
- \* TP No: [Text input field]
- \* Address1: [Text input field]
- Address2: [Text input field]
- Address3: [Text input field]

**Username Password:**

- \* Username: [Text input field]
- \* Password: [Text input field]  
Password - maximum 10 characters!!!
- \* Confirm Password: [Text input field]

**Access Permission:**

- Administrator
- Data Entry
- Bank Reconciliation
- Inventory Mgt

At the bottom right, there are two buttons: "SAVE" (with a floppy disk icon) and "CANCEL" (with an 'X' icon).

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

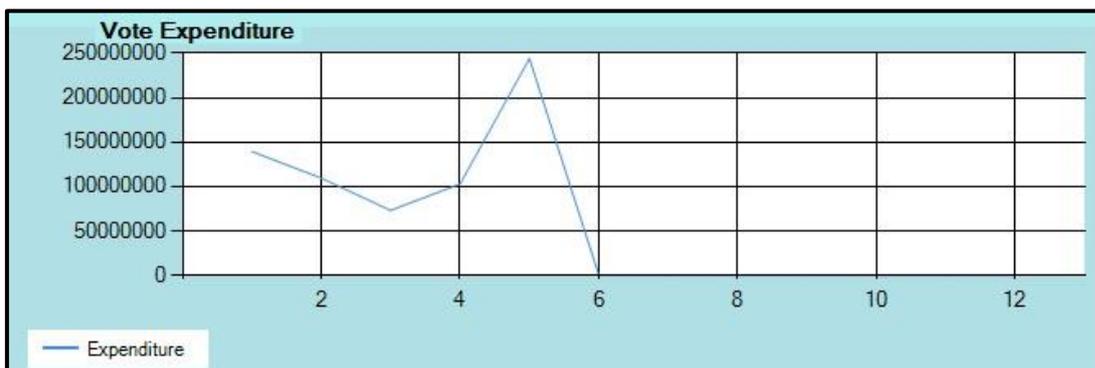
### 5.4.1 Utility

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)



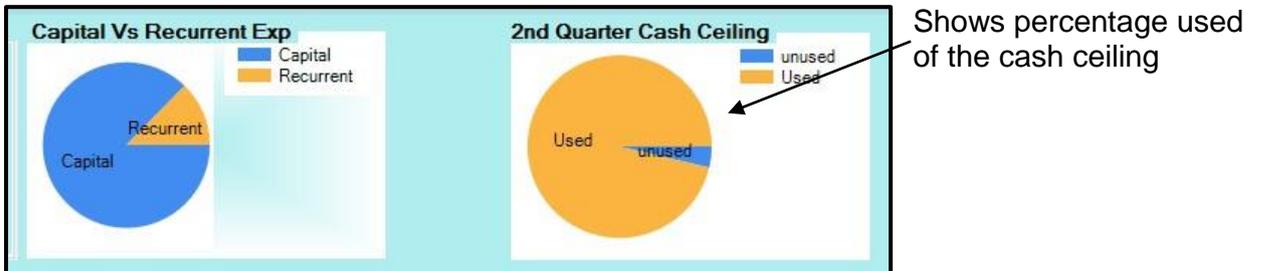
## 6.2 Bar Chart

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



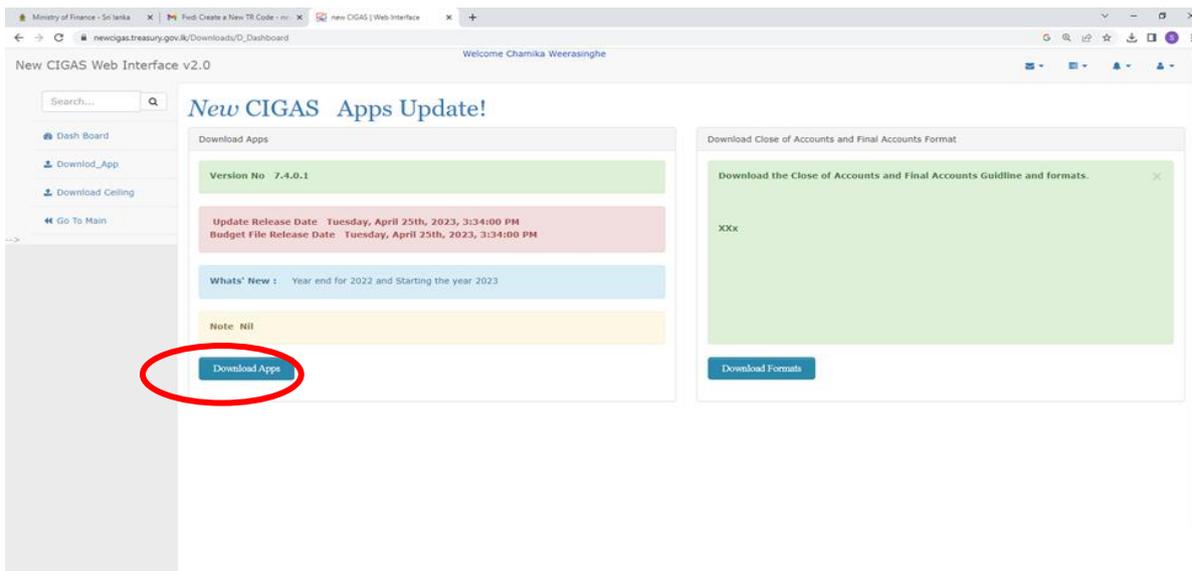
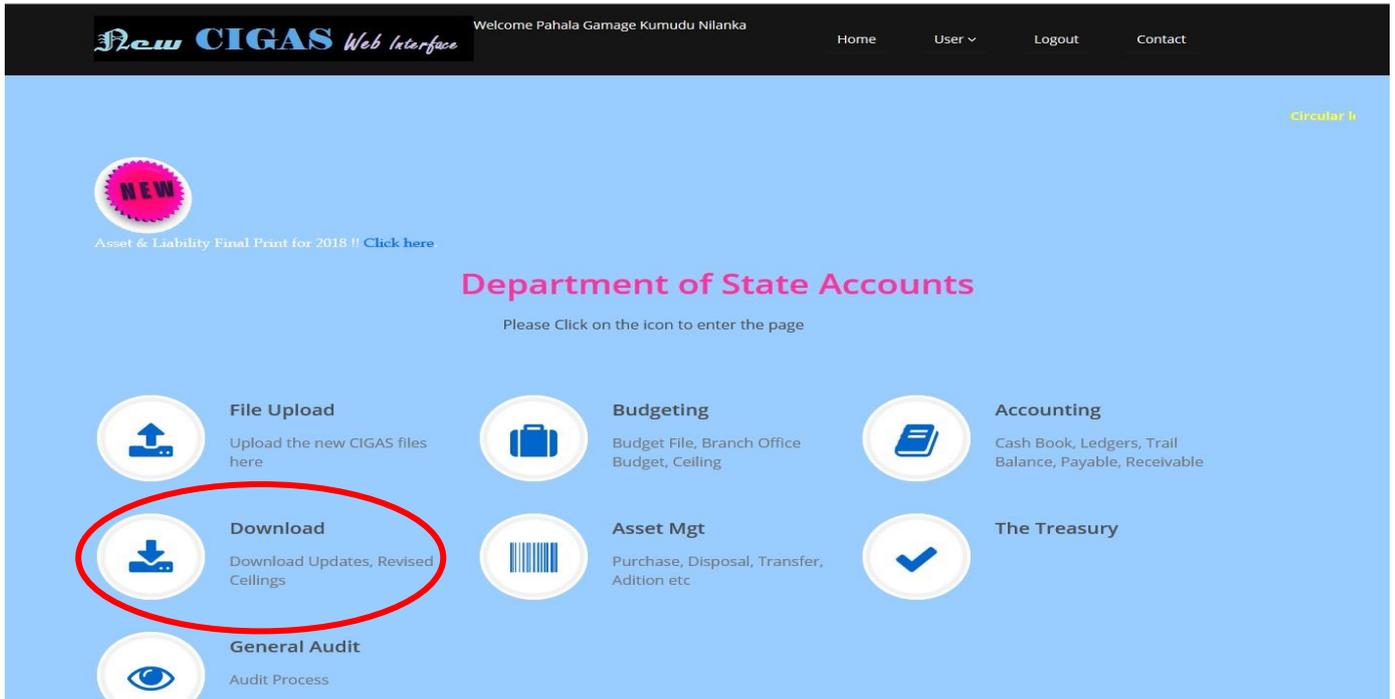
## 6.3 Pie Chart

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



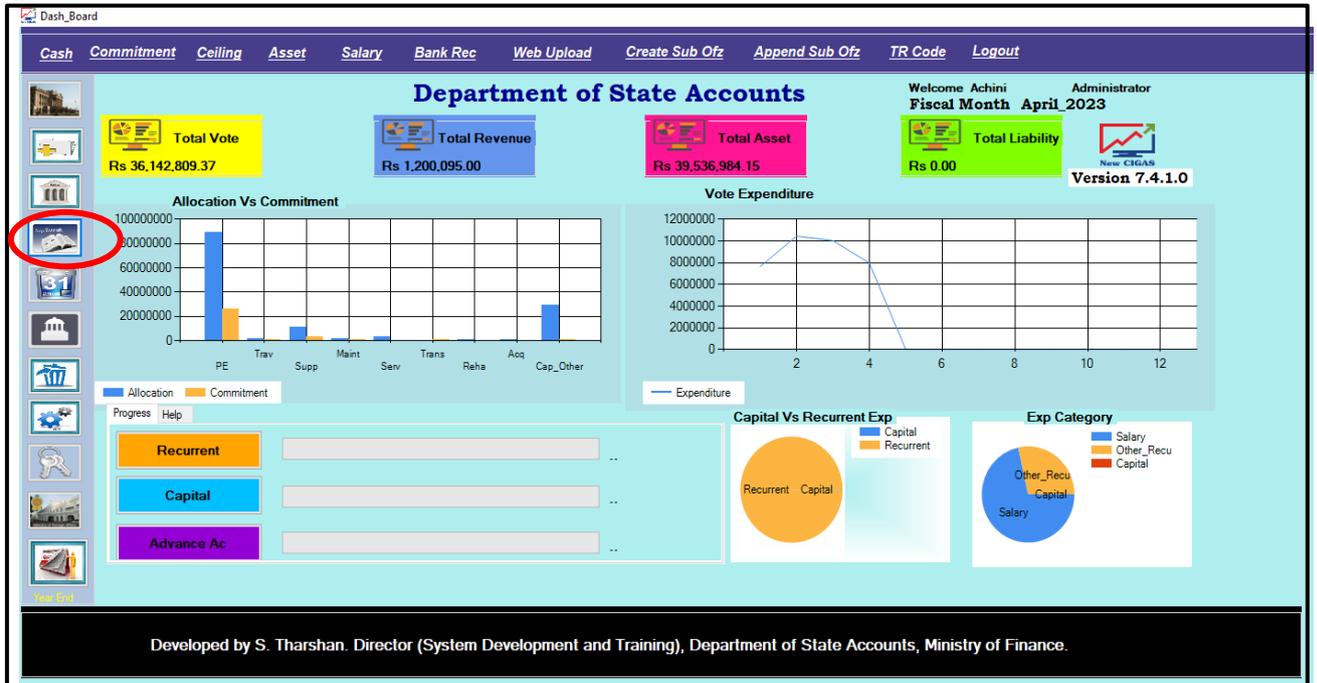
## 07. Budget Process

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.

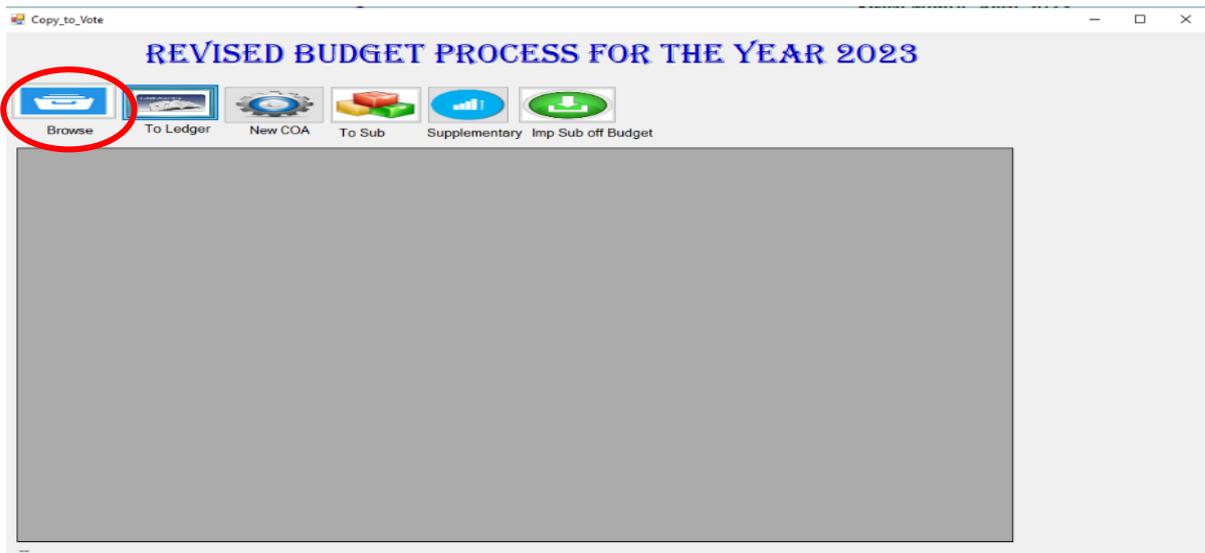


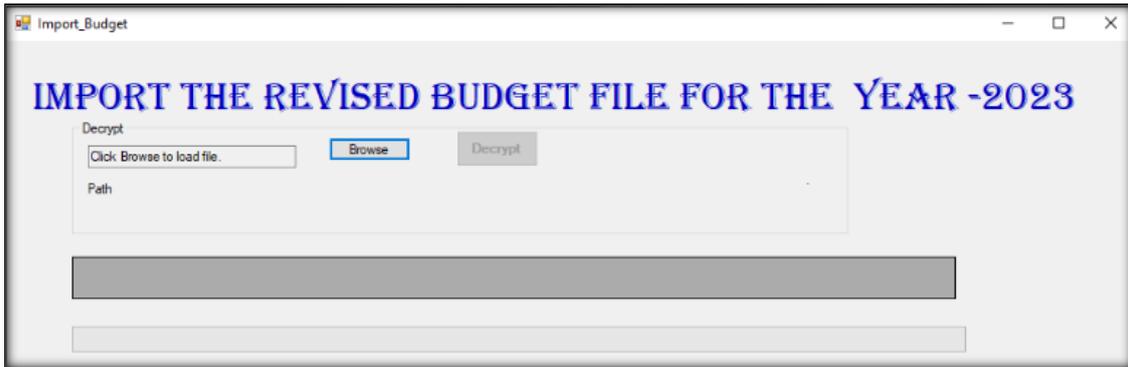
## 7.1 Budget file Migration

Click on budget file on the main menu

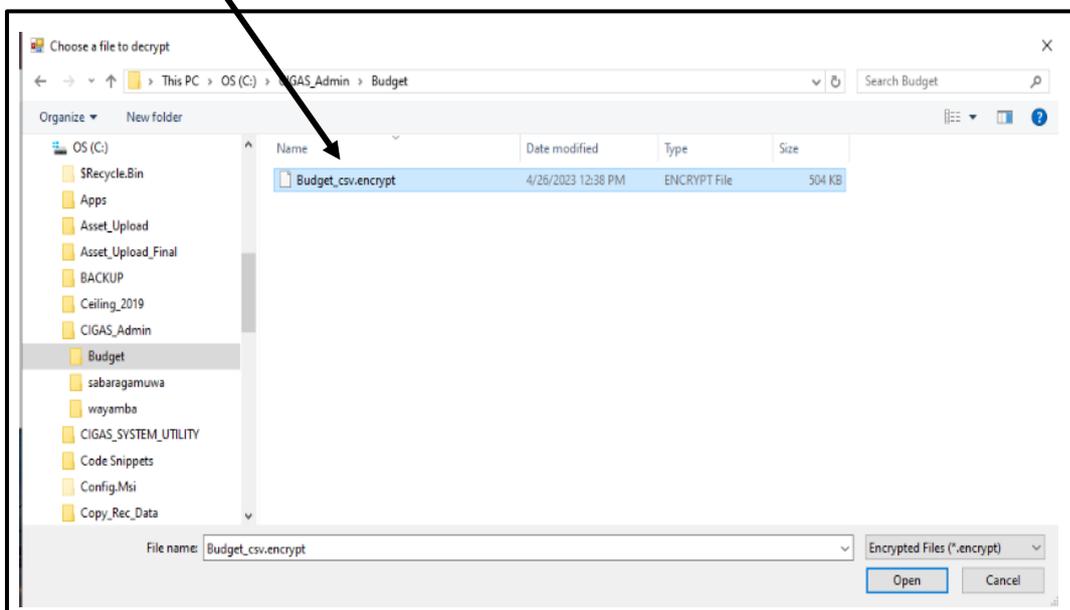


Then Click on Brows and select the budget file

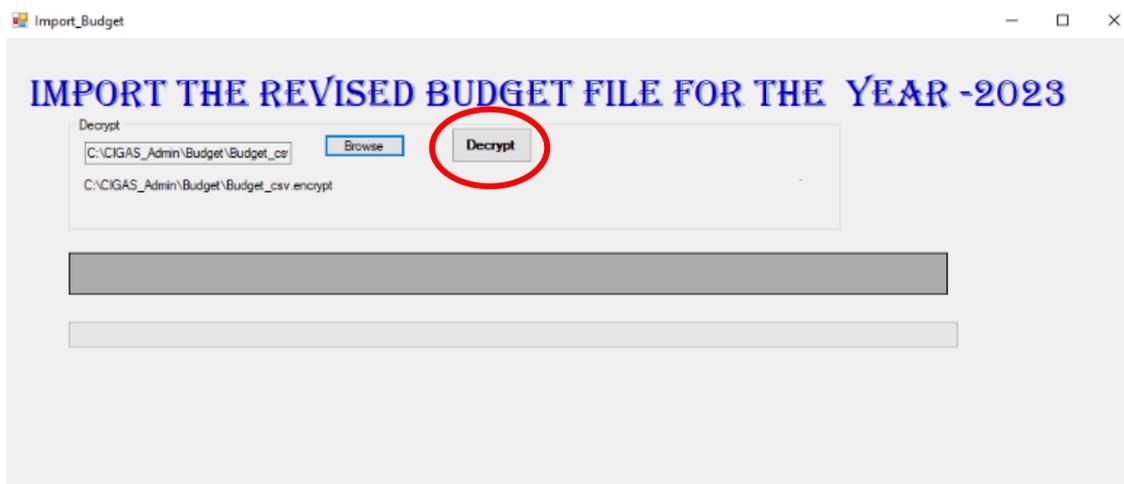




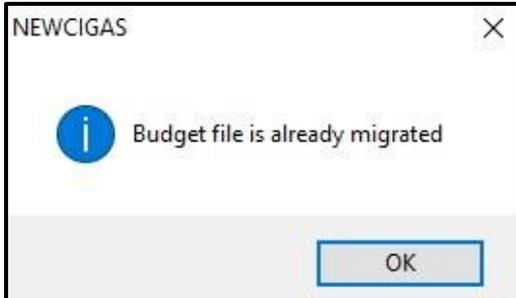
There after select the budget file



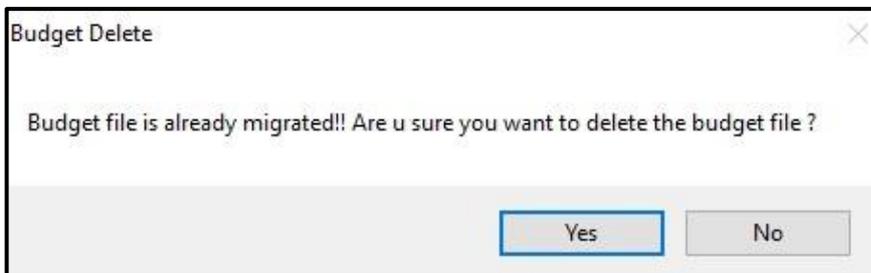
Then Click on Decrypt



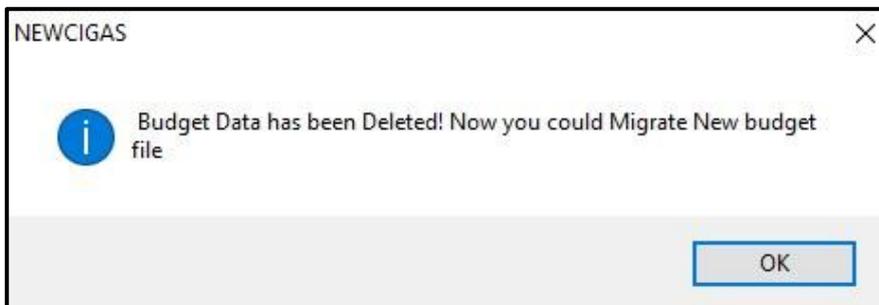
Then message will pop up as bellow, when you earlier migrated budget file.



Click on OK

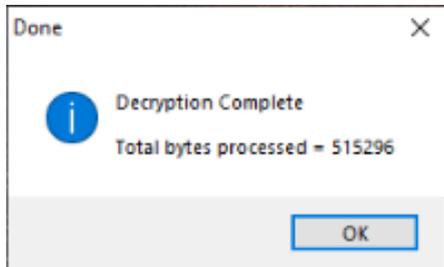


Click on Yes

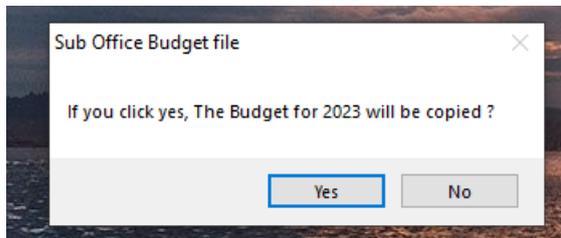


Click on Ok

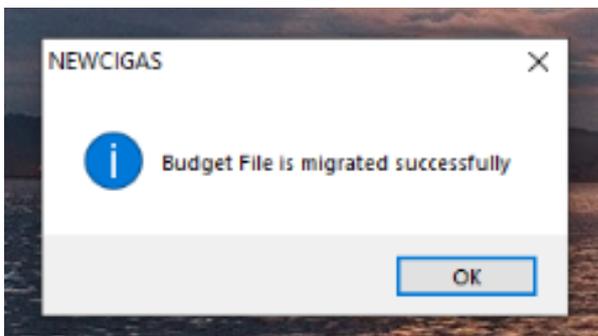
Then message will pop up as bellow, click on OK.



Click on Ok.



Click on YES.

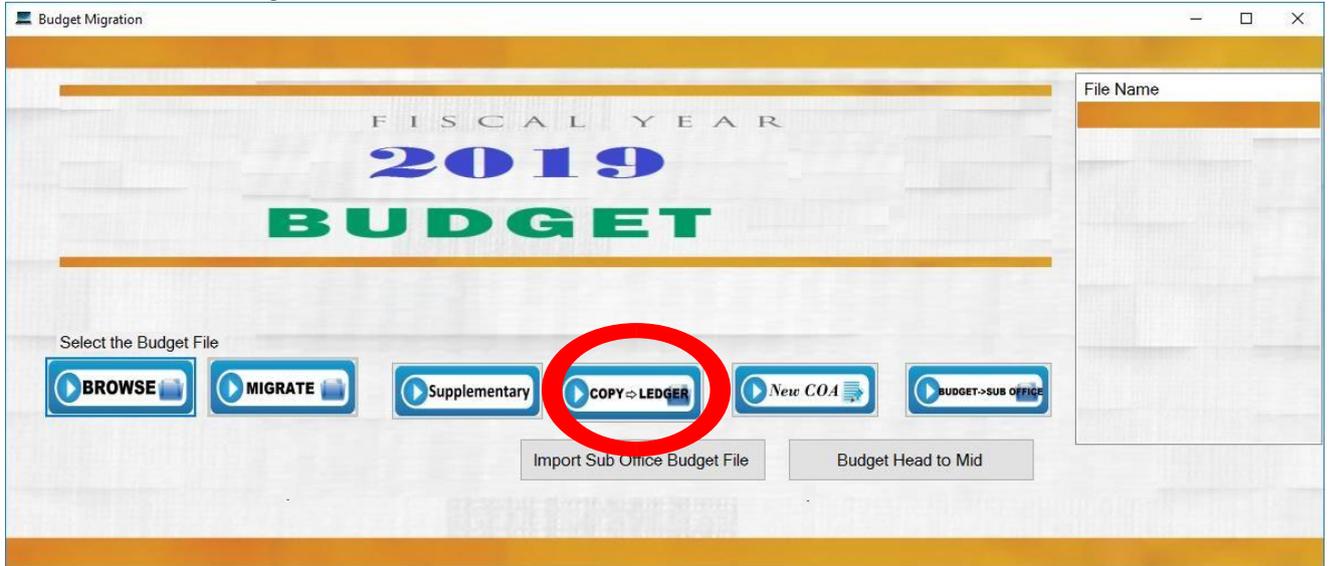


Click on Ok.

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

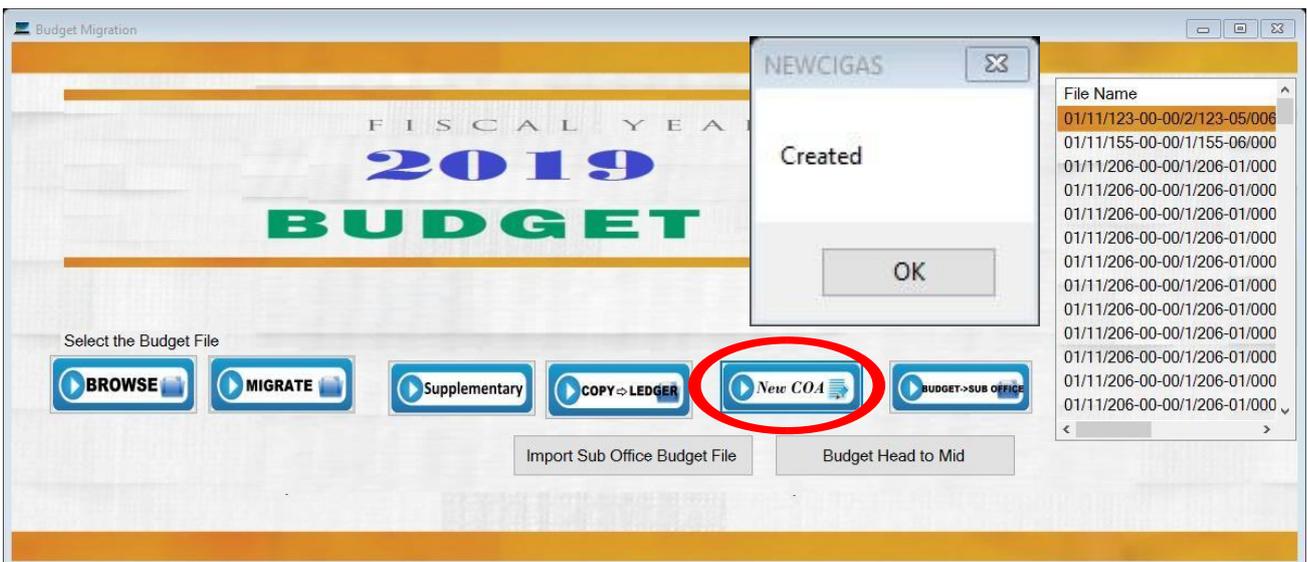
## 7.2 Copy to Ledger

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



## 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.



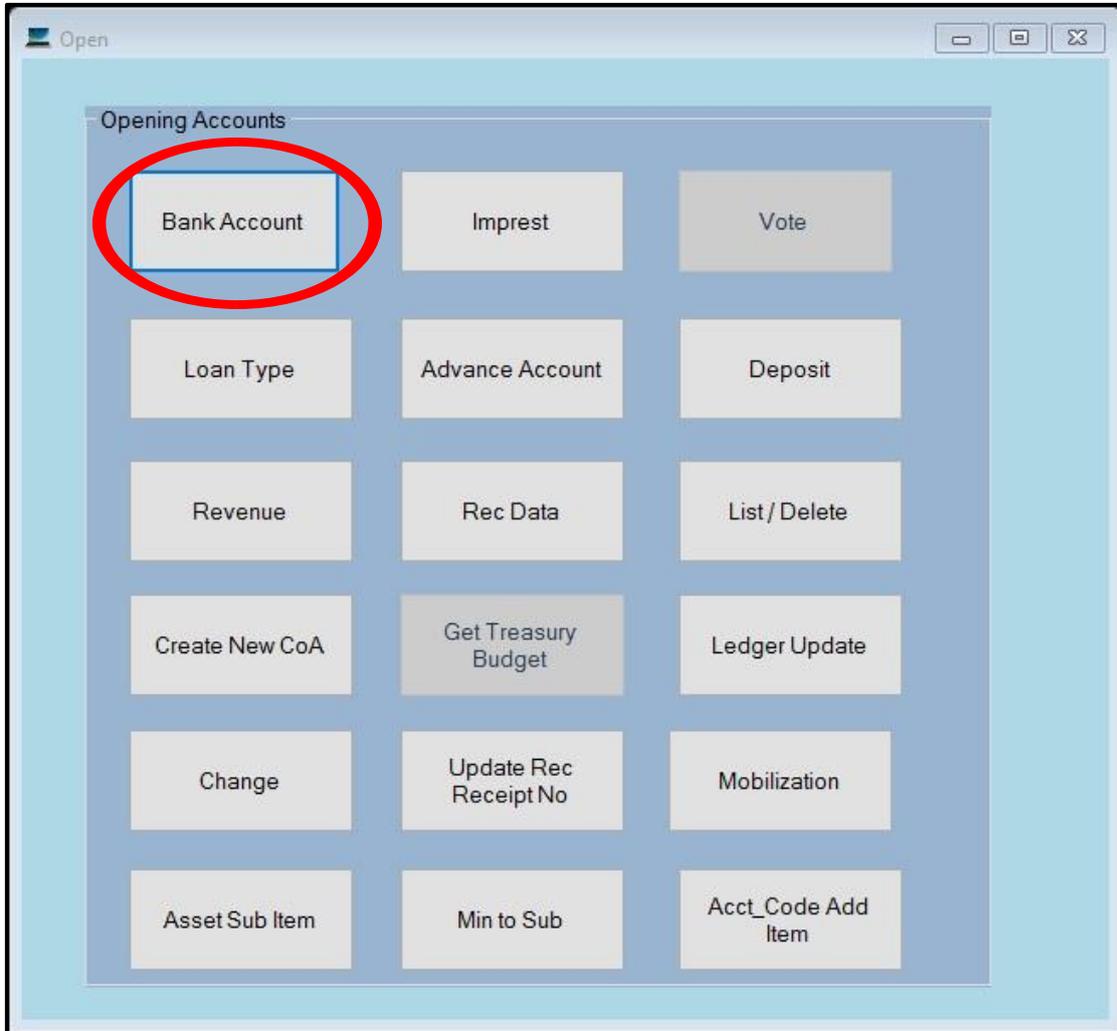
If you have sub office you need to create sub office Budget file.

#### **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.

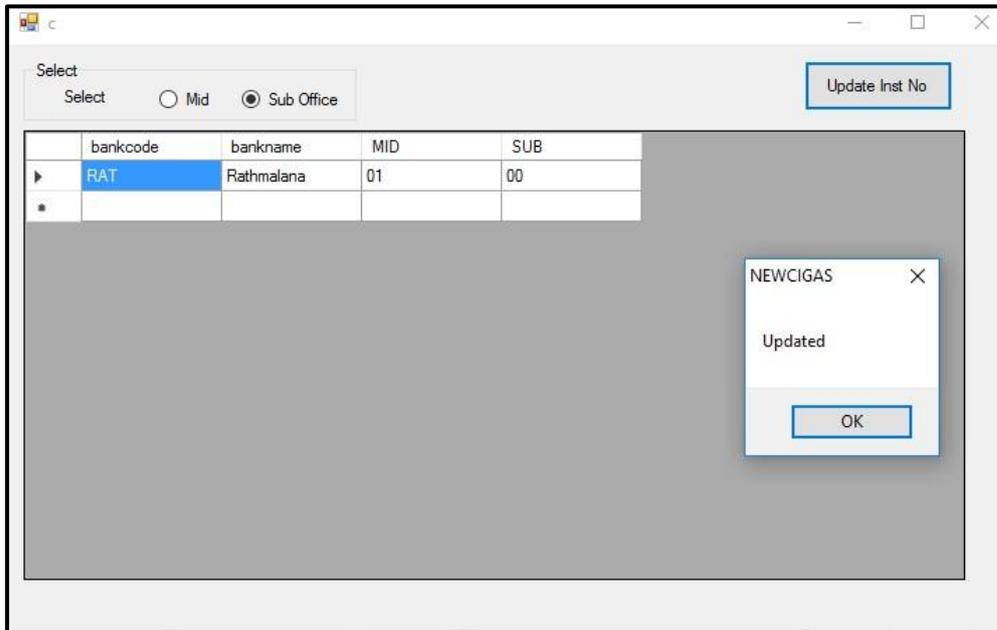


The screenshot shows a window titled "Bank Account" with a sub-dialog titled "Open New Bank Account". The dialog contains a "Bank Info" section with the following fields:

Field Name	Input Type	Value
Bank Code	Text Box	
Bank Name	Dropdown	
Account Name	Text Box	
Bank Number	Text Box	
Branch Number	Text Box	
Bank Branch Name	Text Box	
Bank Account Number	Text Box	
Main Currency Unit	Text Box	Rs
Sub Currency Unit	Text Box	Cnts
Balance as at Cash Book	Text Box	0 00

At the bottom of the dialog, there are two buttons: "Save" and "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.



Then Click ok.

### 7.5 Budget to Sub Office

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



old_COA	new_COA
206-1-1-0-100...	01/11/206-00...
206-1-1-0-100...	01/11/206-00...
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...
206-1-1-0-130...	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...
206-1-1-0-150...	01/11/206-00...
206-1-1-0-200...	01/11/206-00...
206-1-1-0-200...	01/11/206-00...

Bank Code: RAT

Accounting Code: <Select Sub Off Acct Code >> <<Select Sui >

To Sub Office: 500,000 0

Allocation

Treasury Code: 206-1-1-0-1002-P

Annual Budget: 6,000,000.00

Released to Sub Office: 0.00

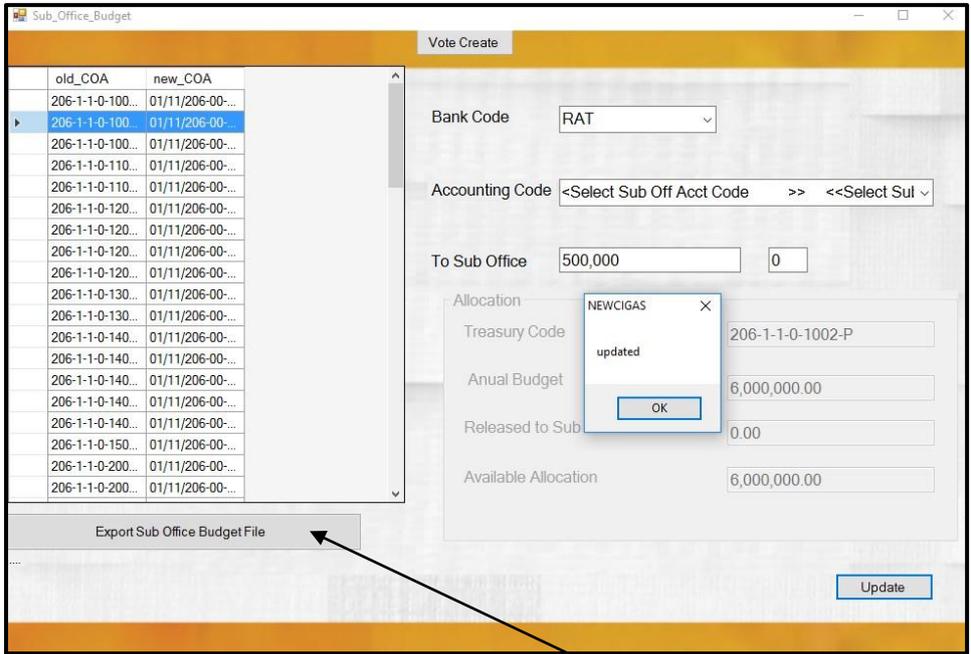
Available Allocation: 6,000,000.00

Update

Select the vote you want to give the Allocation for the Sub Office

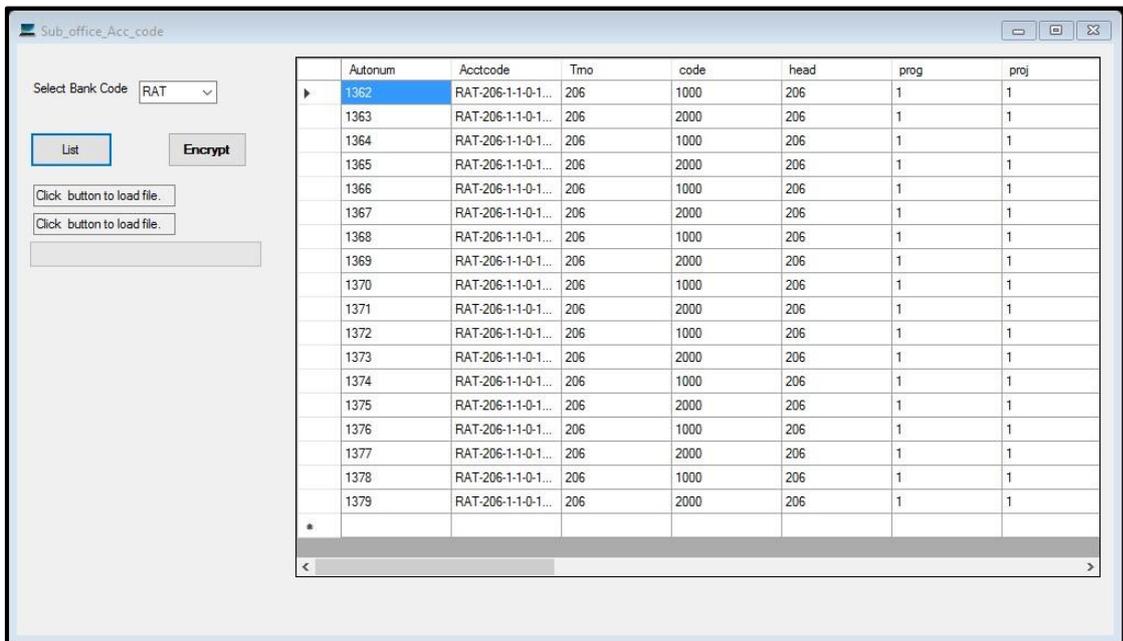
Give the Sub Office Allocation amount here

Then click on Update button.

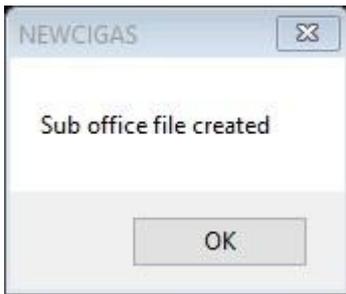


Click on Ok.

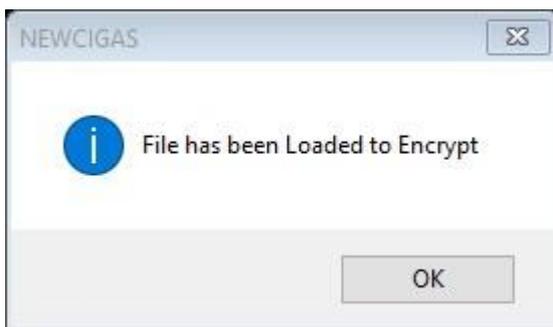
After give the Sub Office Allocation click on Export Sub Office Budget File.



Click on List and then Click on Encrypt button.



Click on Ok.



Click on Ok.

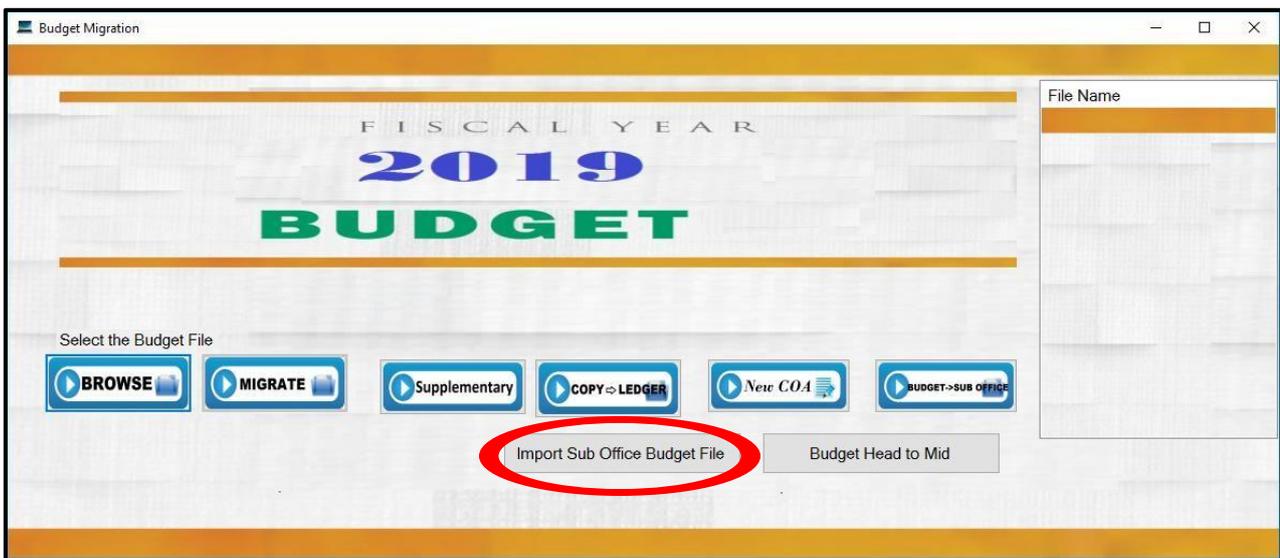


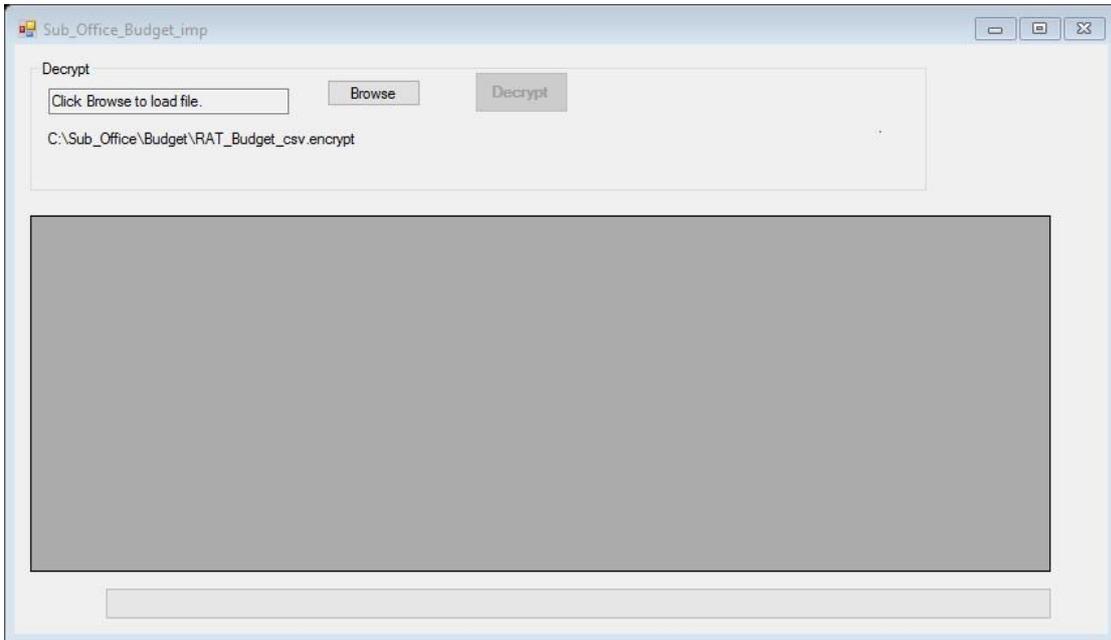
Click on Ok.

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

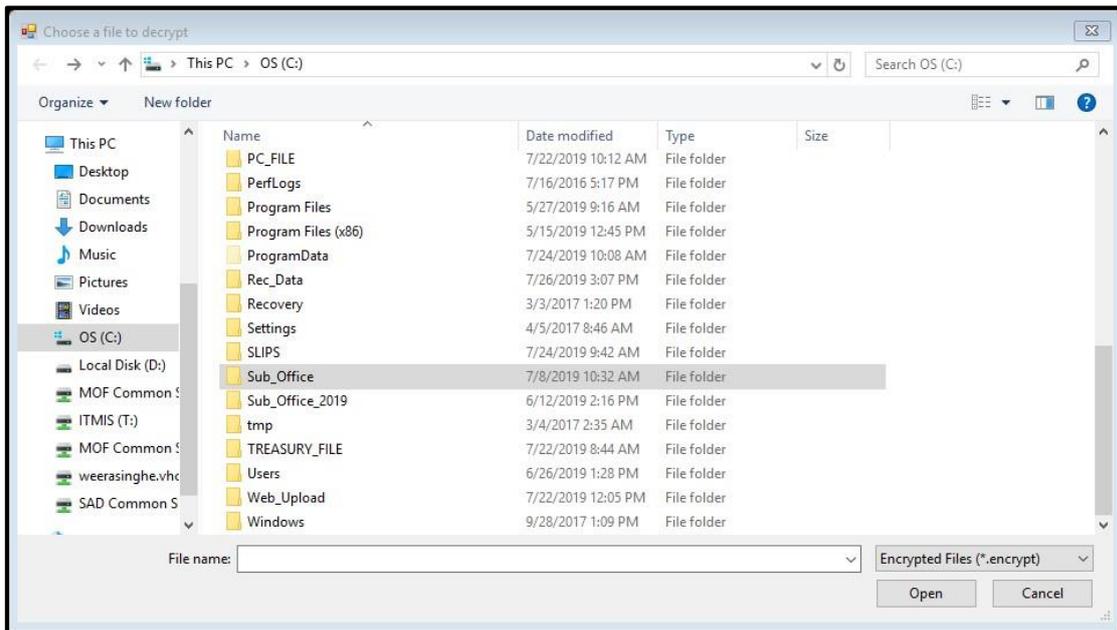
## 7.6 Import Sub Office Budget File

This option only for Sub Offices.

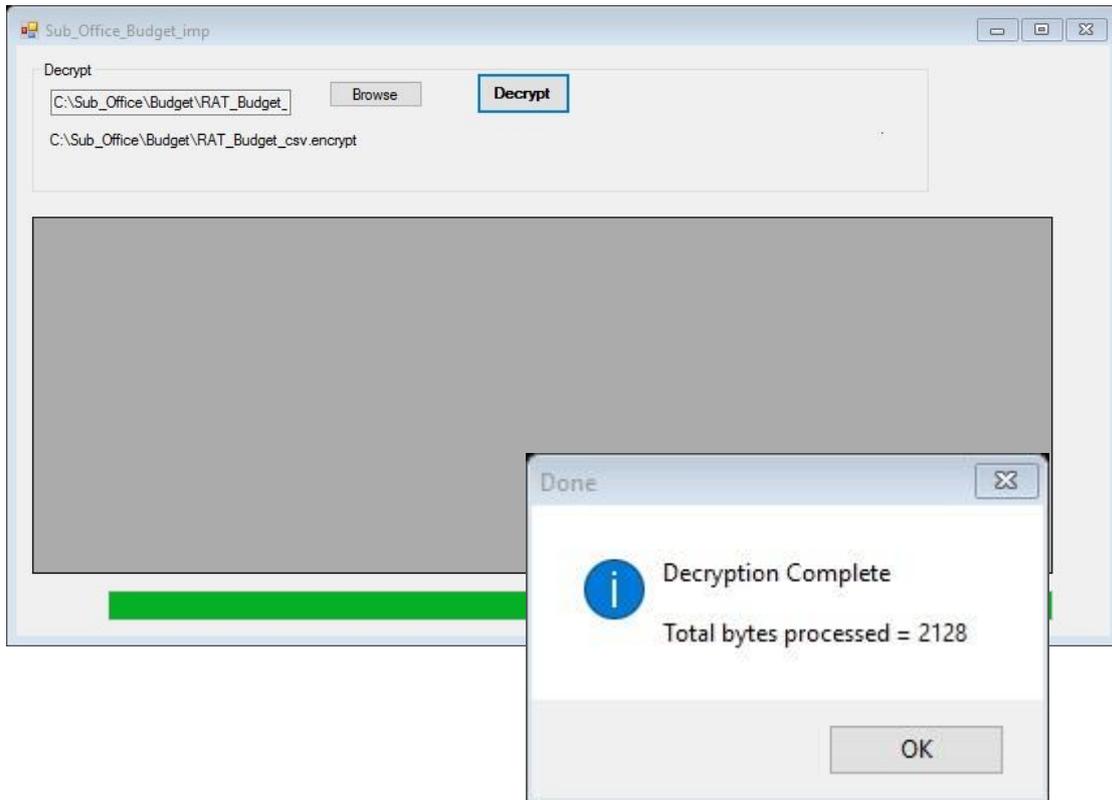




Click on Brows button.



Click on Decrypt button.

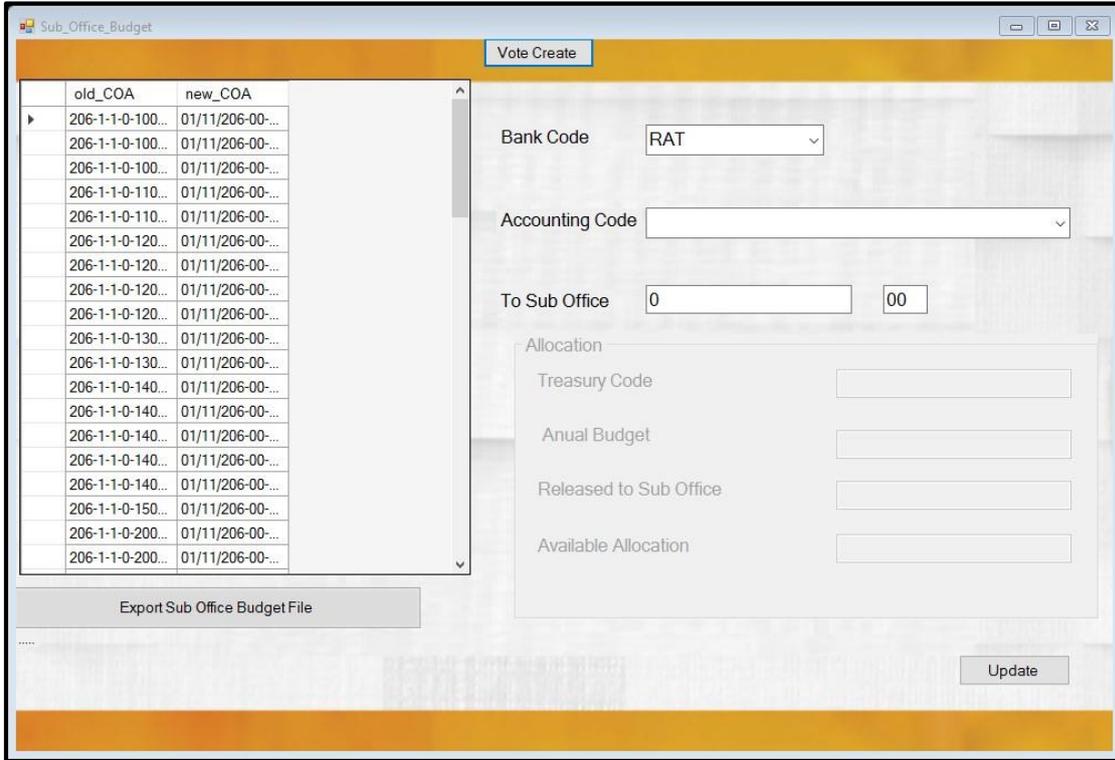


Click on Ok.

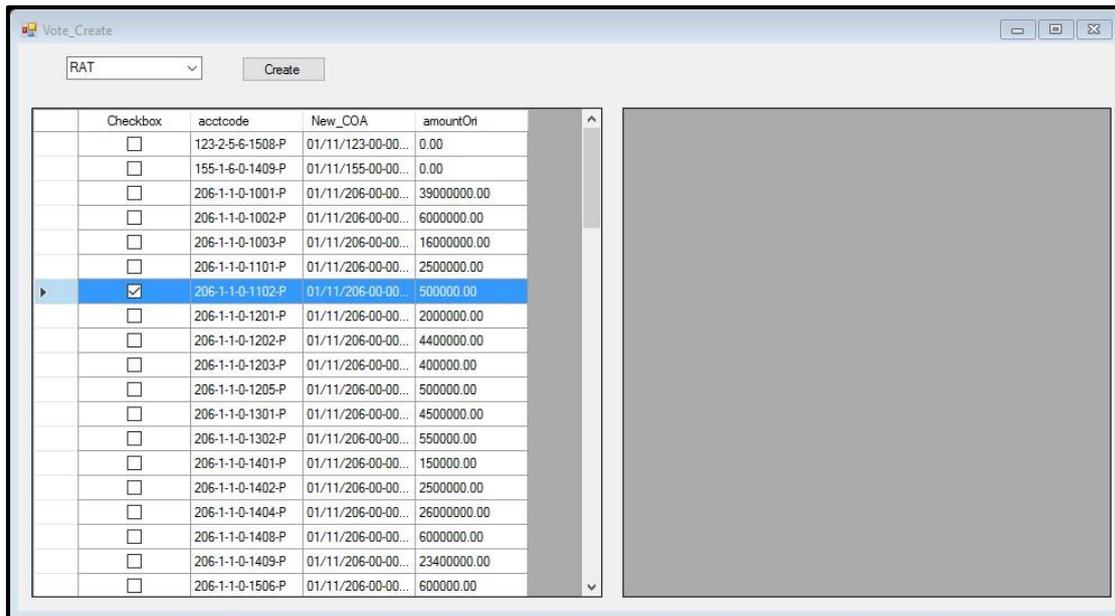
## 7.7 Create New Vote for Sub Office

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

Click on Vote Create button.



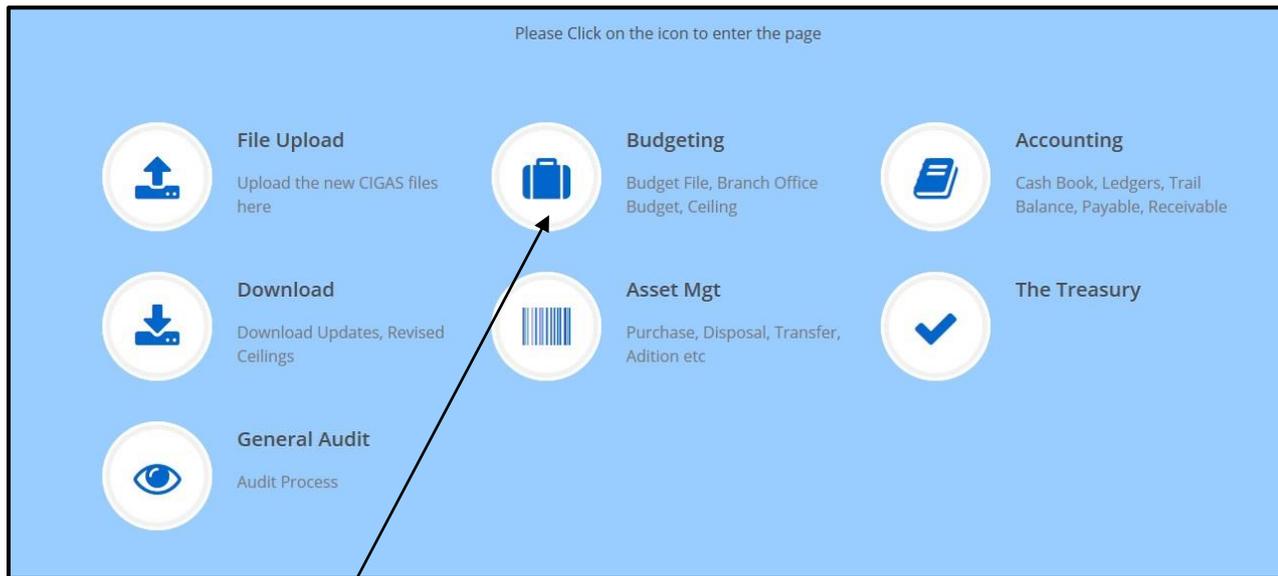
Select the checkbox you want to create the Vote for the Sub Office. And then Click on Create button.



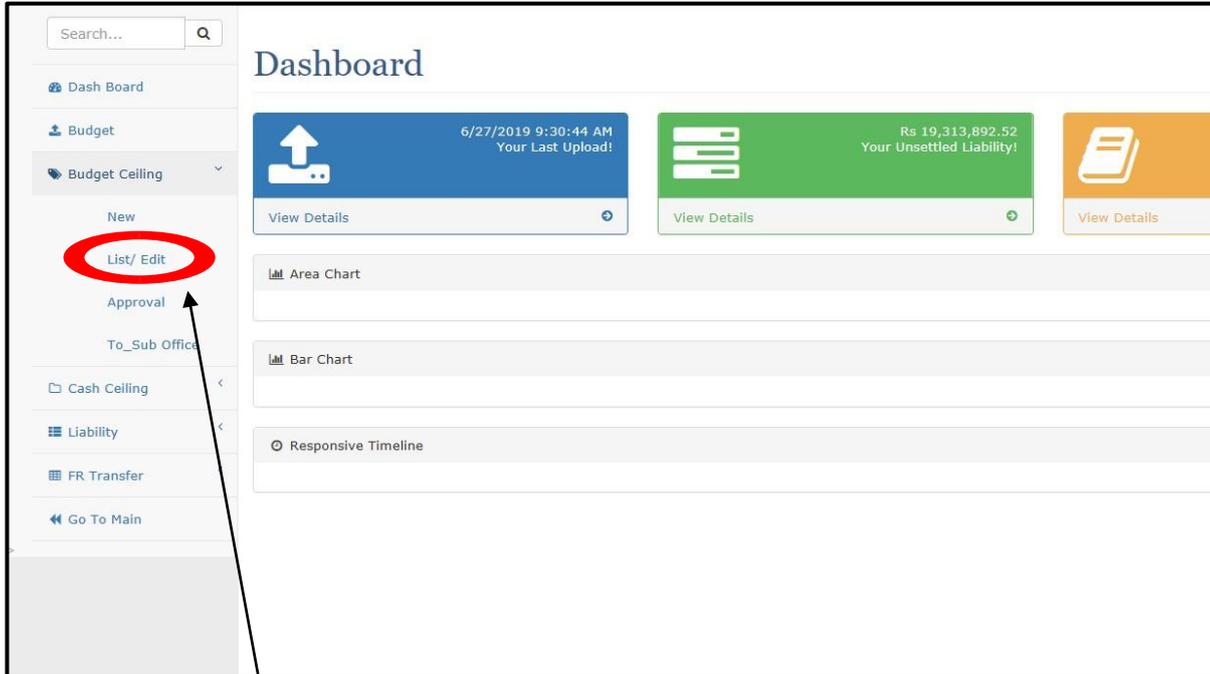
## 08.Celing

In the web interface you can edit the cash ceiling and Budget ceiling file.

Budgeting → Cash Ceiling → List / Edit ( Edit the Cash Ceiling) → Approval → Click here to Approve. Then Download → Download Ceiling → Click here to Download



Click on Budgeting



Click on List / Edit

If you edit the Ceiling at first time enter the Ceiling in Budget Ceiling → New

**new CIGAS BUDGET CEILING LIST**

**GRID OPTIONS**

If you need to Edit the ceiling, after editing please inform to the Department of National Budget to enable them to approve. It is nor recommended to Delete

	Auto	NumHead	Prog	Proj	Type	Ceiling_Q1	Ceiling_Q2	Ceiling_Q3	Ceiling_Q4	Approved
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
Edit Delete6049	206	1	1	14		6387000.00	22975500.00	14512500.00	14175000.00	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
Edit Delete6052	206	1	1	21		525800.00	15674200.00	0.00	0.00	Yes
Edit Delete6053	206	1	1	24		218100.00	981900.00	0.00	0.00	Yes
Edit Delete6054	206	2	2	10		3565200.00	4734800.00	4150000.00	4150000.00	Yes
Edit Delete6055	206	2	2	11		76900.00	48100.00	62500.00	62500.00	Yes
Edit Delete6056	206	2	2	12		116000.00	2271500.00	800000.00	312500.00	Yes
Edit Delete6057	206	2	2	13		187800.00	437200.00	312500.00	312500.00	Yes
Edit Delete6058	206	2	2	14		4692600.00	31157400.00	60680000.00	1550000.00	Yes
Edit Delete6059	206	2	2	15		75100.00	224900.00	150000.00	150000.00	Yes
Edit Delete6068	206	2	3	21		4500575.00	29999425.00	67500000.00	65000000.00	Yes
Edit Delete6069	206	2	3	24		397600.00	702400.00	200000.00	200000.00	Yes
Edit Delete6045	206	1	1	10		14383500.00	16116500.00	15250000.00	15250000.00	Yes
Edit Delete6046	206	1	1	11		700000.00	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		66467500.00	74532500.00	70500000.00	70500000.00	Yes
Edit Delete6062	206	2	3	11		2853650.00	3396350.00	3125000.00	3125000.00	Yes
Edit Delete6063	206	2	3	12		667125.00	1632875.00	1925000.00	375000.00	Yes
Edit Delete6064	206	2	3	13		914300.00	1085700.00	1000000.00	1000000.00	Yes
Edit Delete6065	206	2	3	14		24077700.00	39332300.00	34450000.00	26740000.00	Yes
Edit Delete6066	206	2	3	15		6451100.00	44598900.00	9475000.00	8375000.00	Yes
Edit Delete6067	206	2	3	20		0.00	1000000.00	5000000.00	5000000.00	Yes

The CFO or CA can create the user name in the CIGAS Web Application. (newcigas.treasury.gov.lk → user → 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.

**new CIGAS BUDGET CEILING APPROVAL !**

Show 10 entries

Head	Prog	Proj	Type	Ceiling_Q1	Ceiling_Q2	Ceiling_Q3	Ceiling_Q4	Approved
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
206	1	1	14	6387000.00	22975500.00	14512500.00	14175000.00	Yes
206	1	1	15	122200.00	177800.00	150000.00	150000.00	Yes
206	1	1	20	0.00	2600000.00	1000000.00	0.00	Yes
206	1	1	21	525800.00	15674200.00	0.00	0.00	Yes
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

Showing 1 to 10 of 25 entries  
Previous123Next

[Click here to Approve](#)

Click on Click here to Approve

**new CIGAS BUDGET CEILING DOWNLOAD!**

**Download\_App**

Download Ceiling

Go To Main

**GRID OPTIONS**

Encrypted Ceiling file can be downloaded here

Head	Type	Celing_Q1	Celing_Q2	Celing_Q3	Celing_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

[Click here to Download](#)

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Download edited Ceiling file.

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

The screenshot displays the CIGAS dashboard for the Department of Irrigation. The interface includes a navigation menu at the top with options like Cash, Commitment, Ceiling, Asset, Salary, Bank Rec, Web Upload, Create Sub Ofz, Append Sub Ofz, and TR Code. The 'Ceiling' option is highlighted with a red circle. The dashboard shows the following data:

- Total Vote:** Rs 545,934,489.11
- Total Revenue:** Rs 22,718,827.73
- Total Asset:** Rs 2,958,709,974.09
- Total Liability:** Rs 51,783,797.54

Key charts include:

- 2nd Quarter Budget Ceiling Vs Commitment:** A bar chart comparing Ceiling (blue) and Commitment (orange) across categories: PE, Trev, Supp, Maint, Serv, Reha, and Acq.
- Vote Expenditure:** A line chart showing expenditure over a period of 12 months.
- Capital Vs Recurrent Exp:** A pie chart showing the distribution of Capital and Recurrent expenses.
- 2nd Quarter Cash Ceiling:** A pie chart showing the distribution of Used and unused cash ceiling.

At the bottom, the dashboard includes input fields for Recurrent, Capital, and Advance Ac, and a footer stating: "Developed by S. Tharshan. Assistant Director (System Development and Training), Department of State Accounts, Ministry of Finance."

Celing\_Budget\_Cash

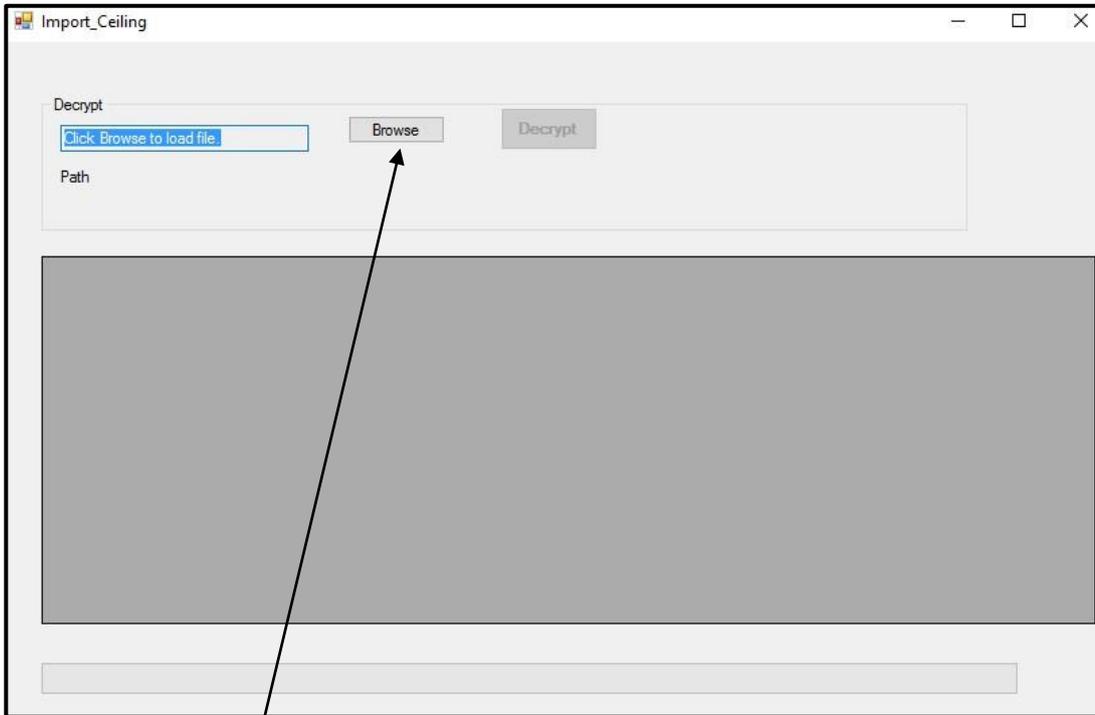
Budget\_Celing Cash\_Ceiling Ceiling Rollover **Import Ceiling**

**BUDGET CEILING**

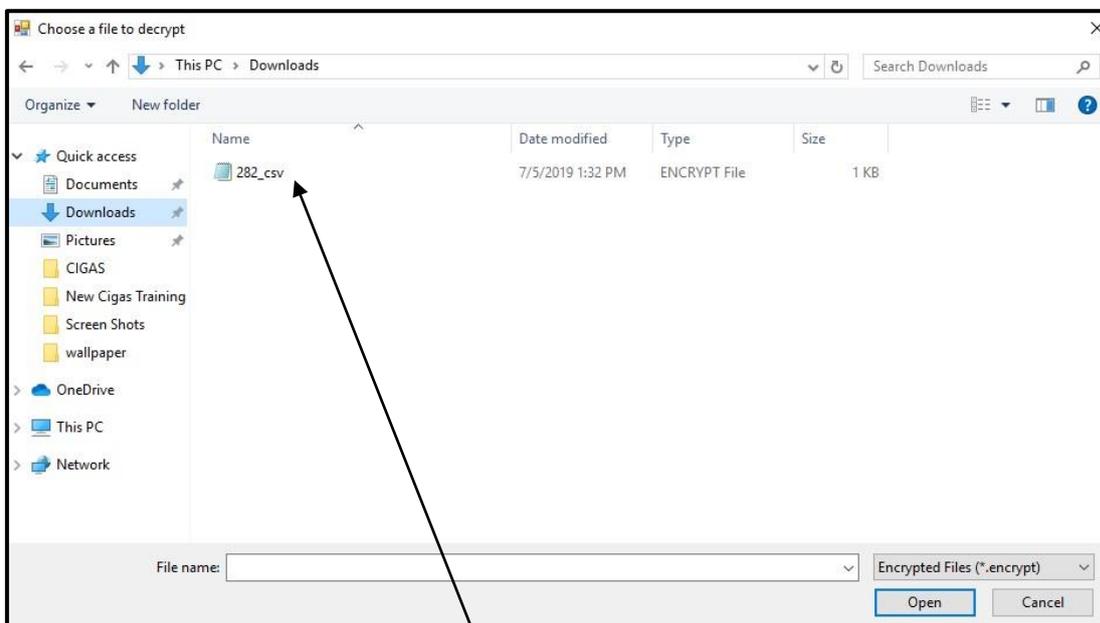
	code	Description	total	Q1	Q2	Q3	Q4
▶	10	Personal Emulom...	1,462,459,000.00	289,679,079.00	408,395,437.00	380,622,519.00	383,761,965.00
	11	Travel Expenses	53,400,000.00	7,182,645.00	17,622,901.00	14,570,961.00	14,023,493.00
	12	Supplies	61,576,000.00	8,499,462.00	19,725,538.00	18,360,165.00	14,990,835.00
	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 Capital Exp...	2,470,000,000.00	547,150,335.00	1,500,264,431.00	265,607,616.00	161,087,618.00

**CASH CEILING**

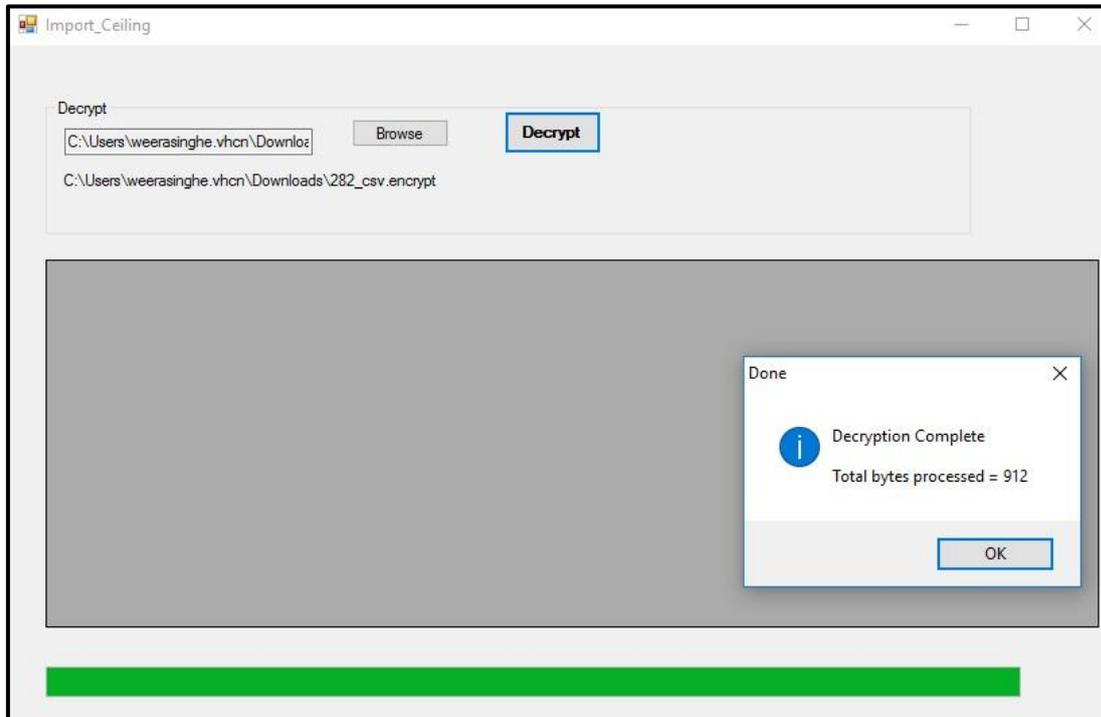
	bank_code	description	total	Q1	Q2	Q3	Q4
▶	BOC	Advance AC	116,980,780.00	27,602,780.00	60,707,000.00	21,831,000.00	6,840,000.00
	BOC	Capital Expendit...	2,782,422,387.00	792,672,778.00	634,934,200.00	1,126,865,200.00	227,950,209.00
	BOC	Other Departmen...	12,352,492,296.00	2,586,462,443.00	4,727,252,226.00	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



Select the downloaded Encrypted File.



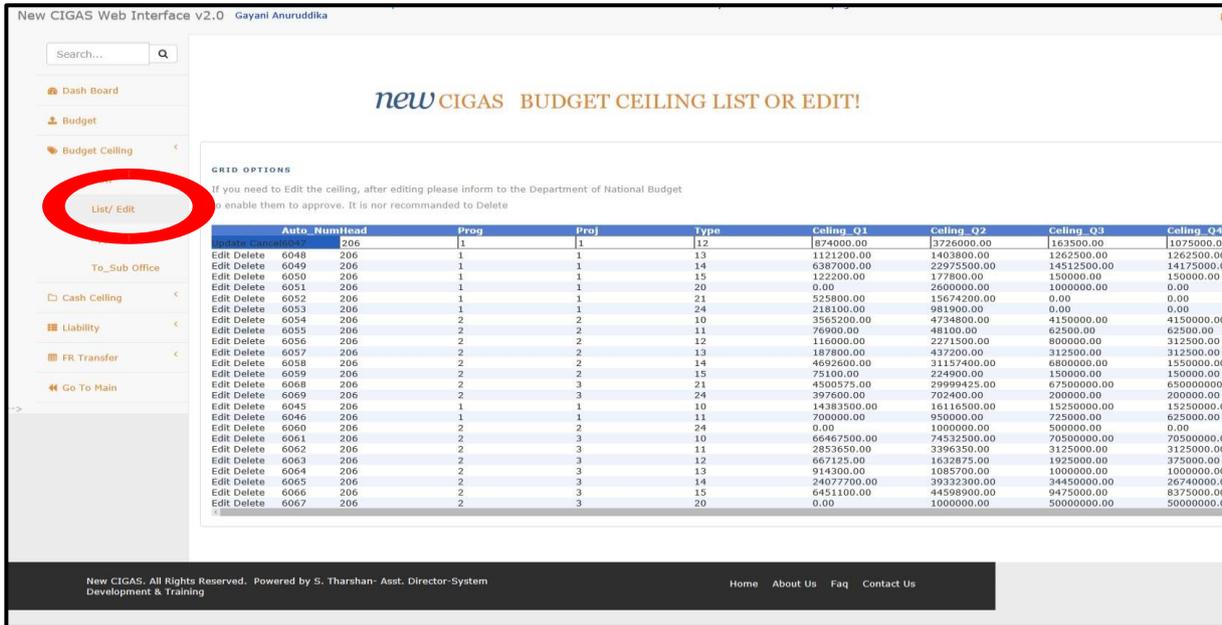
## 8.1 Ceiling Revised

If you have Ceiling Balance in early quarter you have to transfer it to present quarter.

In the New Cigas web interface,

Budgeting → cash ceiling / budget ceiling → 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.



### 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.

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 Recurent	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 Capital Ex...	24,896,000.00	2,350,000.00	234,244,000.00	204,110,000.00	60,000,000.00
CASH CELING							
	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 Recurent ...	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 → Ceiling Revise

BUDGET CELING							
	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 Capital Exp...	24,000,000.00	2,250,000.00	221,344,000.00	204,110,000.00	60,000,000.00	

CASH CELING							
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	

Ciling\_Revised\_Sub

Ceiling Code:  Bank Code:

	Q1	Q2	Q3	Q4
Original	<input type="text" value="0.00"/>	<input type="text" value="88,000.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Savings	<input type="text" value="0"/>	<input style="background-color: yellow;" type="text" value="56000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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.

The screenshot shows a software interface with a menu bar containing 'Budget\_Celing', 'Cash\_Ceiling', 'Ceiling Rollover', and 'Import HO Ceiling'. Below the menu is a header for 'BUDGET CELING' and a table with columns: code, Description, total, Q1, Q2, Q3, and Q4. Row 15, 'Transfers', has a '0.00' value in the Q2 column, which is circled in red. Below this is a header for 'CASH CELING' and a table with columns: bank\_code, description, total, Q1, Q2, Q3, and Q4. Row 1, 'BOC Advance AC', has values: 12,350,000.00, 824,000.00, 3,607,000.00, 4,640,000.00, and 3,279,000.00.

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	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	308,300.00	193,600.00	1,432,000.00	845,400.00
	25	Other Capital Exp...	24,000,000.00	2,350,000.00	231,244,000.00	204,110,000.00	60,000,000.00
CASH CELING							
	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
*							

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.

BUDGET 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 Recurent	-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	Other Capital Exp...	24,000,000.00	2,250,000.00	-23,244,000.00	284,410,000.00	60,000,000.00	
CASH CELING							
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 Recurent ...	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 → Budget Ceiling / Cash Ceiling → Ceiling Revise  
 Then select the Ceiling code and the bank code and then in the savings give the balances of the ago quarters.

Ciling Code: 12 Bank 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.

Budget\_Celing Cash\_Ceiling Ceiling Rollover Import HO Ceiling

**BUDGET 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	0.00	3,785,000.00	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	Other Capital Exp...	24,000,000.00	2,350,000.00	224,344,000.00	284,110,000.00	60,000,000.00

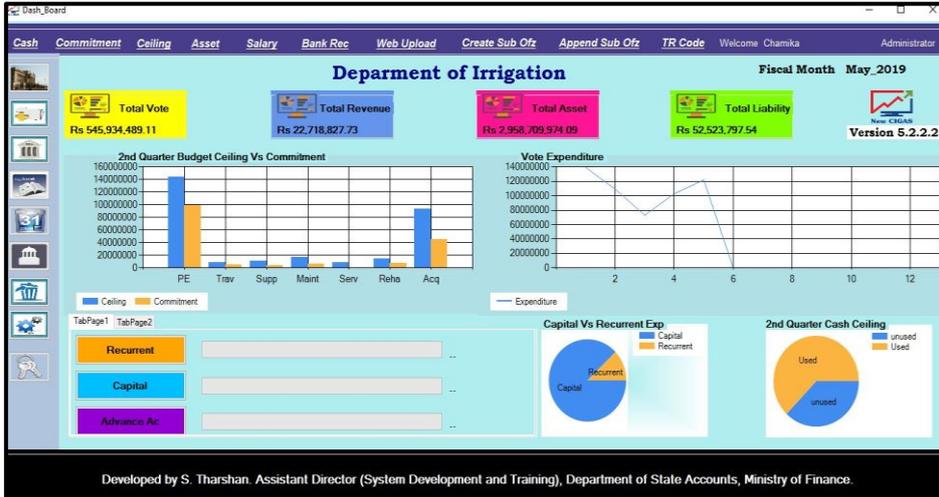
**CASH CELING**

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 Ceiling → Cash Ceiling → Original Distribution.



BUDGET CELING							
code			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	
*							
CASH CELING							
bank_code	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	

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

The screenshot shows the 'Celing' window with the following details:

- Bank Code:** RAT
- Budget Allocation:** 89,900,000.00
- Table:**

	Q1	Q2	Q3	Q4
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	89,900,000.00	0.00	0.00
Releasing to SUB	0.00	10,000,000.00	0.00	0.00

Buttons: Save, Export Sub Office Celing File

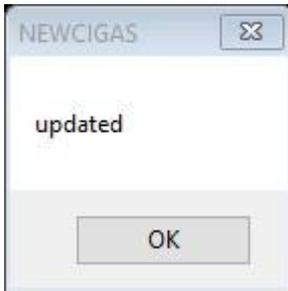
Click on Ok.

The screenshot shows the 'Sub\_office\_Acc\_code' window with the following details:

- Select Bank Code:** RAT
- Buttons:** List, Encrypt
- Table:**

Head	mid	sub	Code	Description	total	Q1
206	01	00	40	Salaries	10,000,000.00	0.00

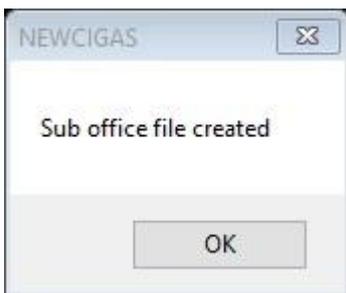
Buttons: Click button to load file. (x2)



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.

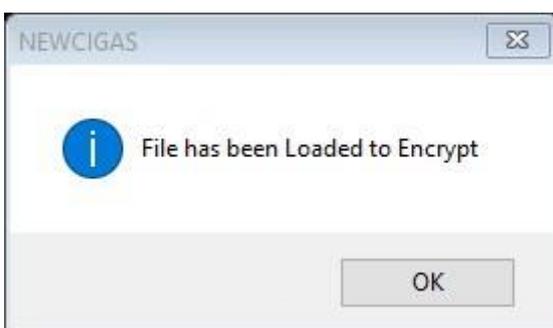
Then system will show you a message like below.



Click on OK



Click on OK

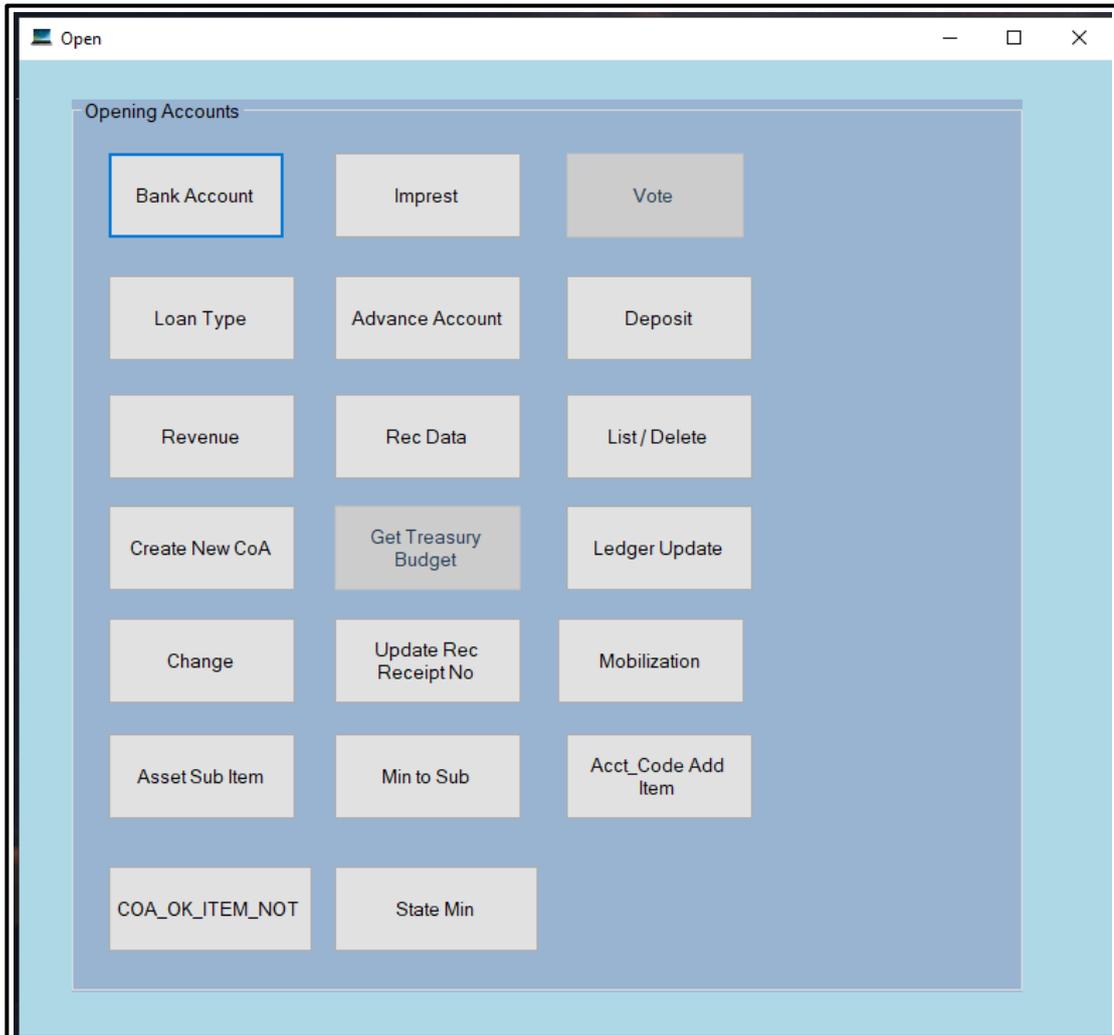


Click on OK

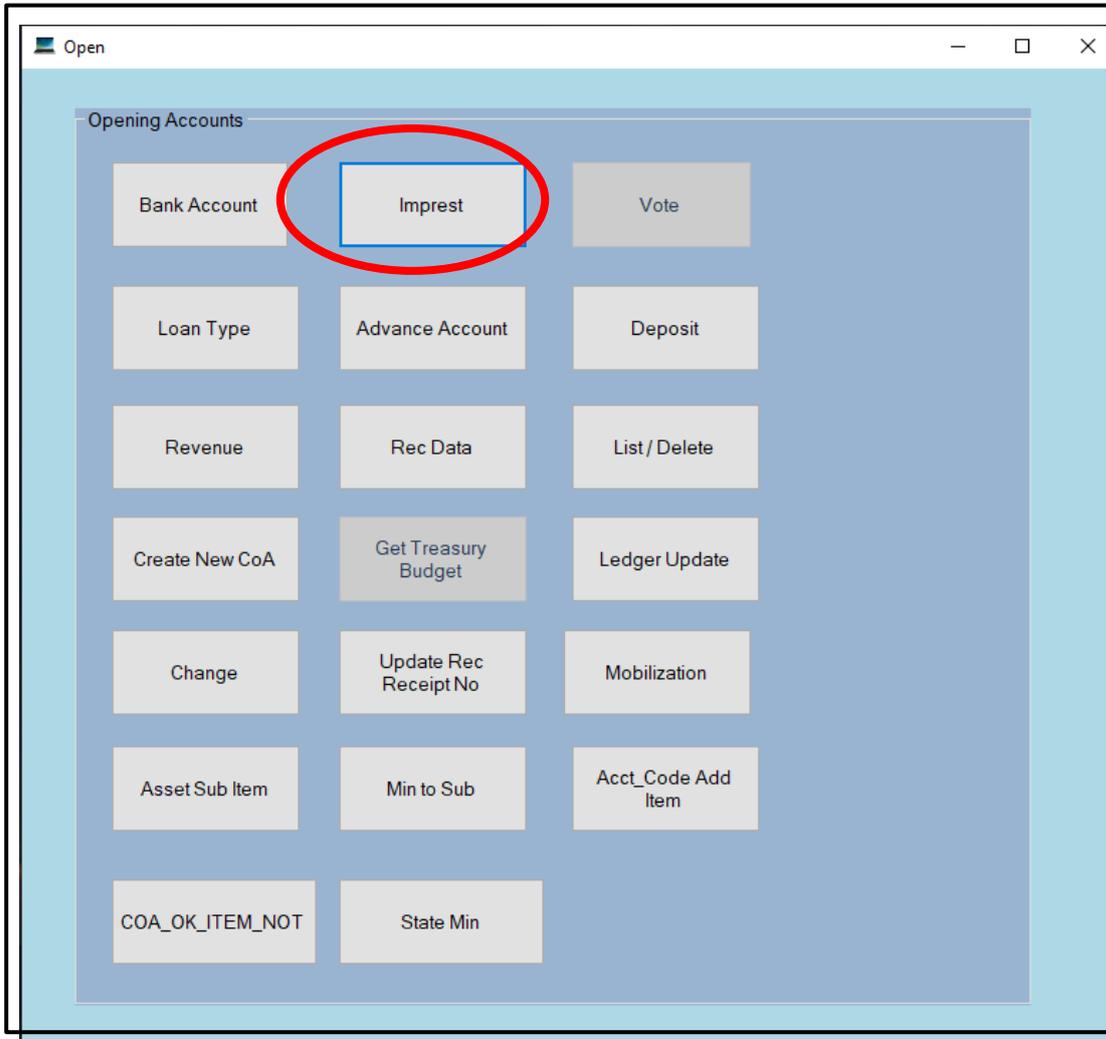
## 09. In order to open Accounts click on Opening Balance Button

Click on Open Acc

The screenshot displays the 'Department of State Accounts' dashboard. At the top, there is a navigation menu with options: Cash, Commitment, Ceiling, Asset, Salary, Bank Rec, Web Upload, Create Sub Ofz, Append Sub Ofz, TR Code, and Logout. The main header includes the title 'Department of State Accounts', a welcome message 'Welcome Achini Administrator', and the fiscal month 'Fiscal Month April\_2023'. The dashboard features several key metrics: Total Vote (Rs 36,142,809.37), Total Revenue (Rs 1,200,095.00), Total Asset (Rs 39,536,984.15), and Total Liability (Rs 0.00). There are two charts: 'Allocation Vs Commitment' (a bar chart comparing Allocation and Commitment across categories like PE, Trav, Supp, Maint, Serv, Trans, Reha, Acq, Cap\_Other) and 'Vote Expenditure' (a line chart showing expenditure over 12 months). Below the charts, there are sections for 'Capital Vs Recurrent Exp' (a pie chart) and 'Exp Category' (a pie chart). A sidebar on the left contains various icons, with the top icon (a building) circled in red. At the bottom, there is a footer: 'Developed by S. Tharshan. Director (System Development and Training), Department of State Accounts, Ministry of Finance.'



## 9.1 To open Imprest Account



**Create Imprest Account**

### Open Imprest Account

**Open Imprest A/c**

Imprest Account Number  /

Unexpended Cash in this A/c

Imprest Type

**Imprest Info**

TRNO 206

Code 7002

Type I

**Save** Enter Opn Bal Cancel



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

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

Hence Click on **Enter Opn Bal** button.

The screenshot shows a window titled "Create Imprest Account" with a sub-header "Open Imprest Account". The form is divided into two main sections: "Open Imprest A/c" and "Imprest Info".

Open Imprest A/c		Imprest Info	
Imprest Account Number	<input type="text"/> / <input type="text"/>	TRNO	250
Unexpended Cash in this A/c	<input type="text" value="0.00"/>	Code	7002
Imprest Type	<input type="text" value="CF"/>	Type	I

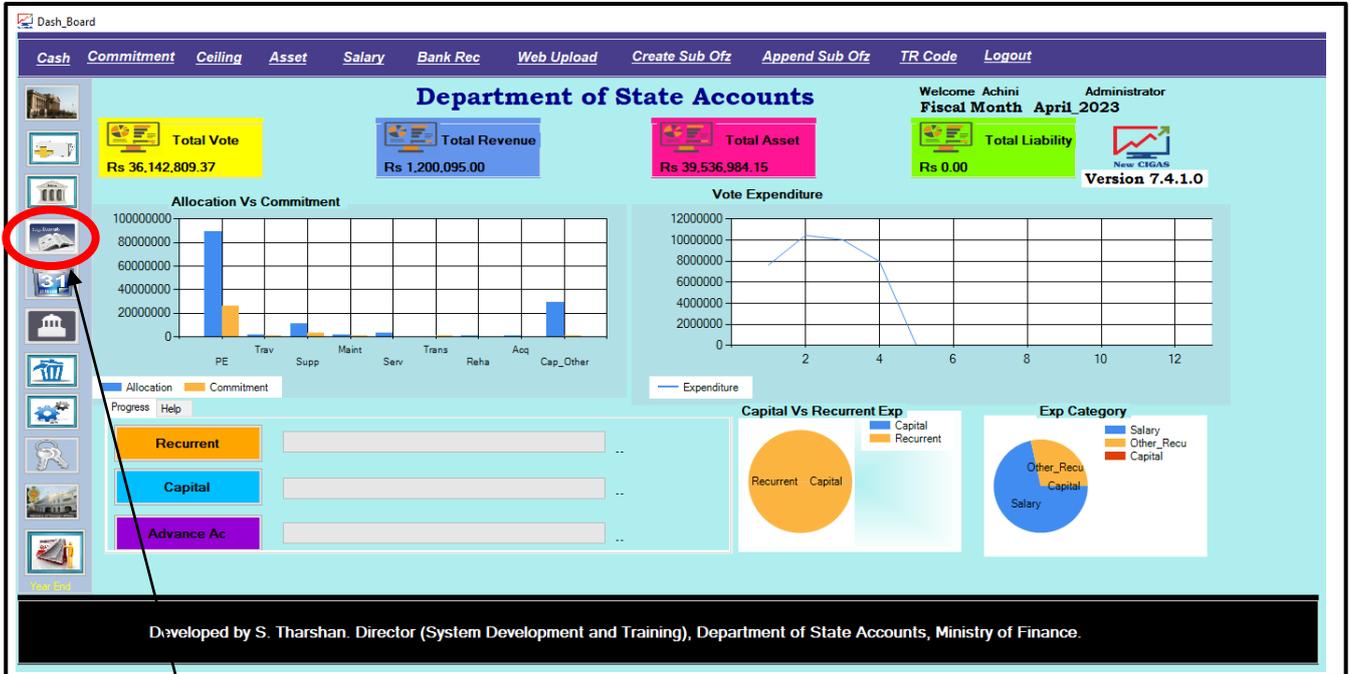
At the bottom of the form, there are three buttons: "Save", "Enter Opn Bal" (which is circled in red), and "Cancel".

The screenshot shows a window titled "Opening\_Bal\_Unsettle\_Subimp" with a sub-header "Opening Balance of Unsettled Sub Imprest". The form contains the following fields:

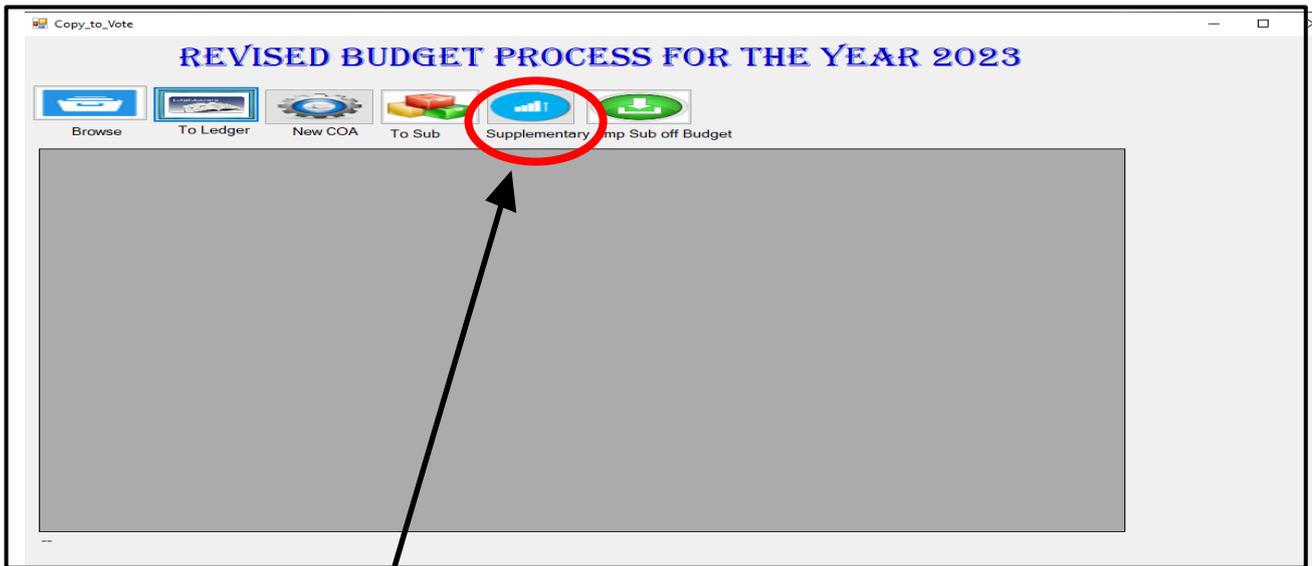
Bank Code	<input type="text" value="BOC"/>
Imprest No	<input type="text" value="228/19"/>
Voucher Number	<input type="text"/>
Date	<input type="text" value="05/07/2019"/>
To Whom	<input type="text"/>
Description	<input type="text"/>
Type :- I / E /R	<input type="text" value="I- Sub Imprests"/>
Cheque No	<input type="text"/>
Amount	<input type="text" value="0"/> <input type="text" value="00"/>

At the bottom of the form, there are two buttons: "Save" and "Cancel".

## 9.2 To open Vote Account



Click on Budget



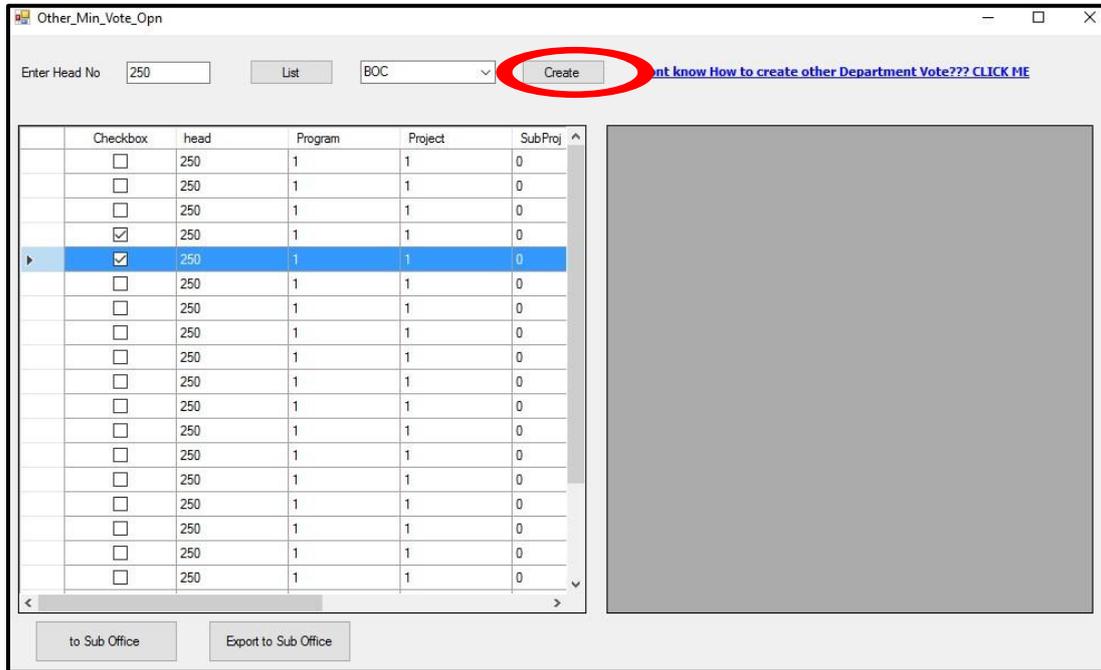
Click on Supplementary button

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.

The screenshot shows a web application window titled "Other\_Min\_Vote\_Opn". At the top, there is a search field labeled "Enter Head No" with a cursor inside. To its right is a "List" button, a dropdown menu, and a "Create" button. Further right is a blue hyperlink that reads "Dont know How to create other Department Vote??? CLICK ME". The main content area consists of two large, empty grey rectangular boxes. At the bottom of the window, there are two buttons: "to Sub Office" and "Export to Sub Office".

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.



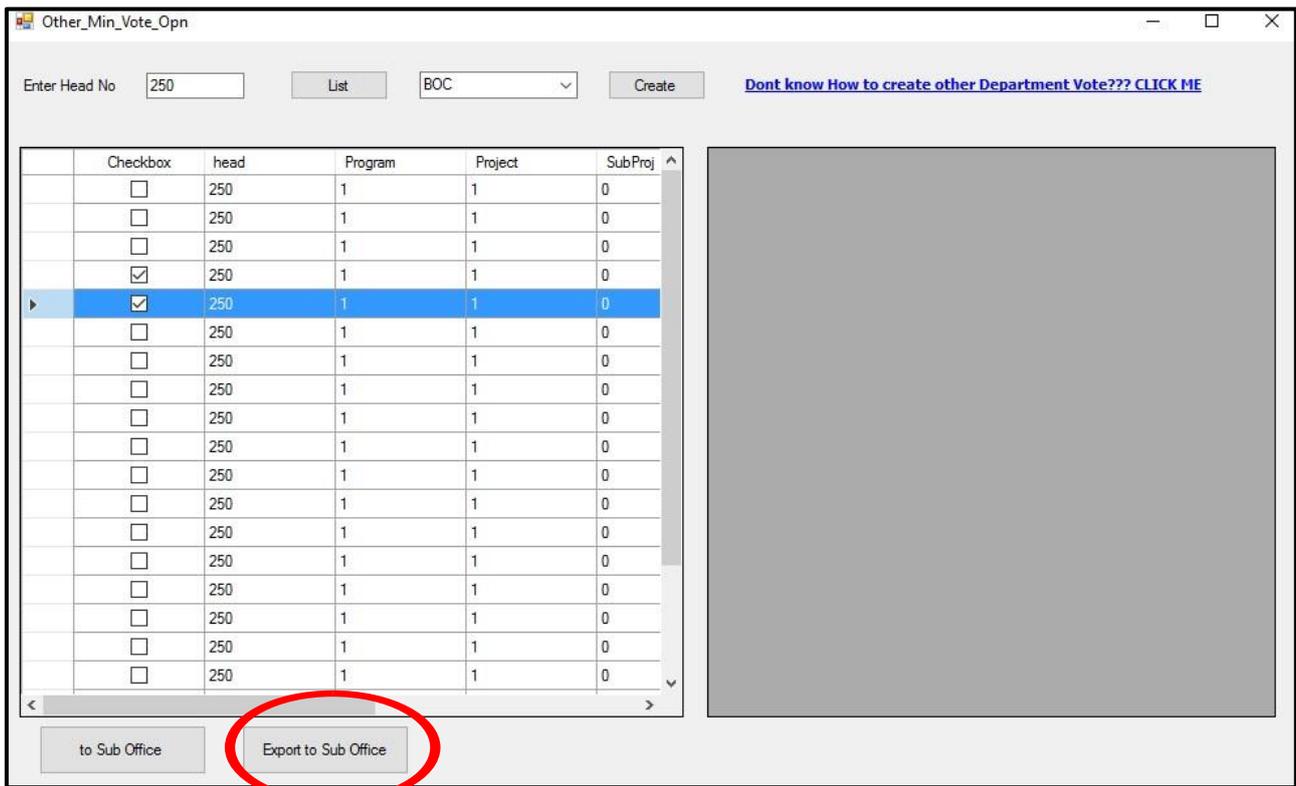
Then click on Create button.



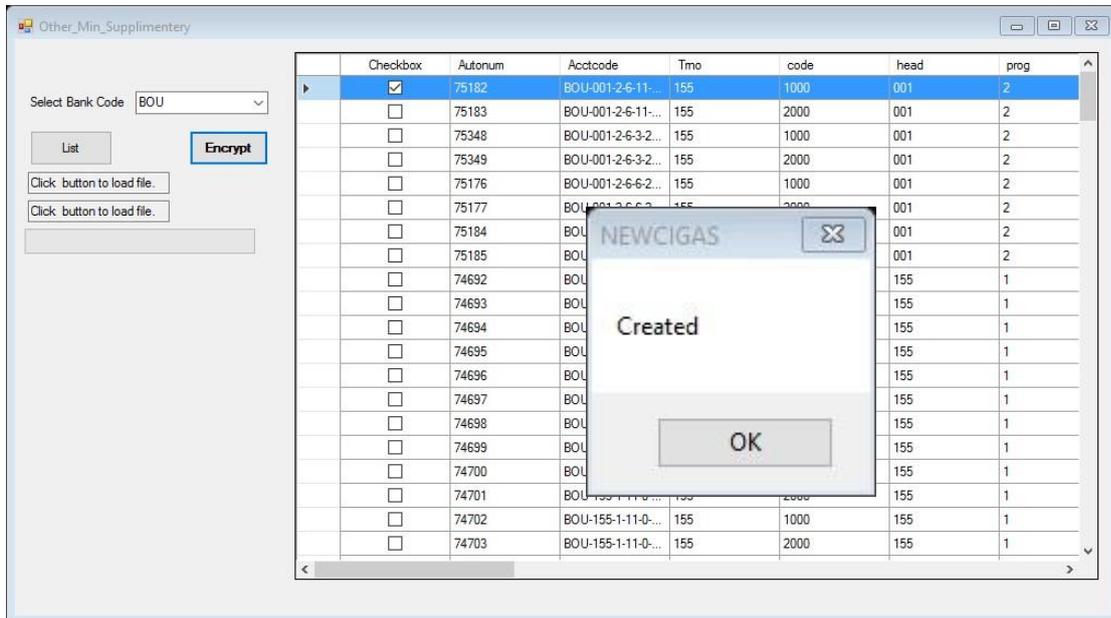
There after your need to choose the votes you need to give to mid office/ sub office.

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

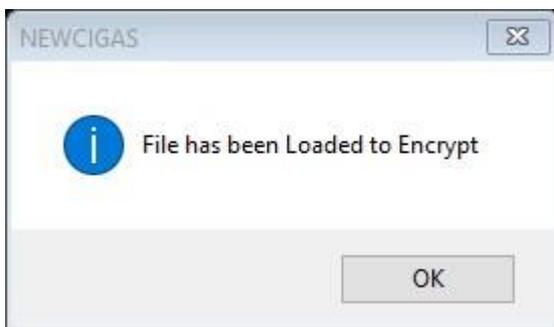
To get the output of sub office vote file need to click on Export to Sub Office.



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



Click on Ok button.



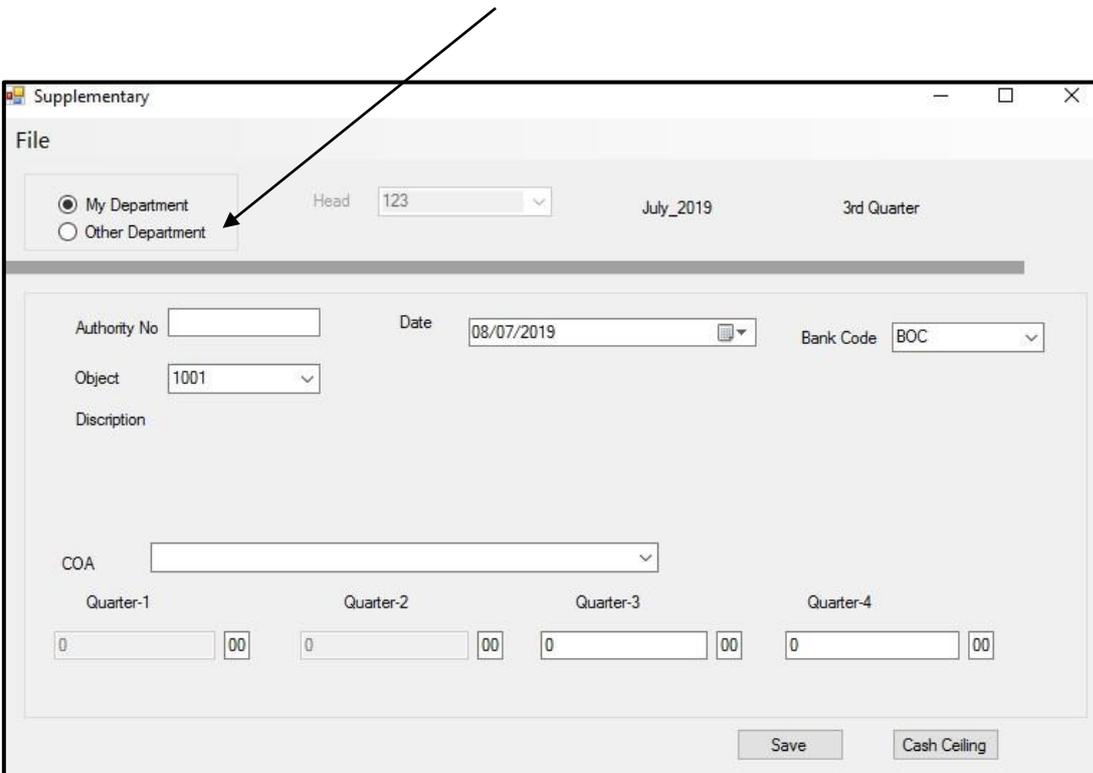
Click on Ok.

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 → Ledger → Transfers→ Supplementary



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



Enter the Authority number, select the date and bank code, choose object code from 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.

Supplementary

File

My Department      Head: 123      July\_2019      3rd Quarter  
 Other Department

Authority No: 01      Date: 08/07/2019      Bank Code: BOC  
Object: 1001

Personal Emuloments

COA: 01/11/206-00-00/1/206-01/000/21001-P

Quarter-1	Quarter-2	Quarter-3	Quarter-4
0	0	150,000	0

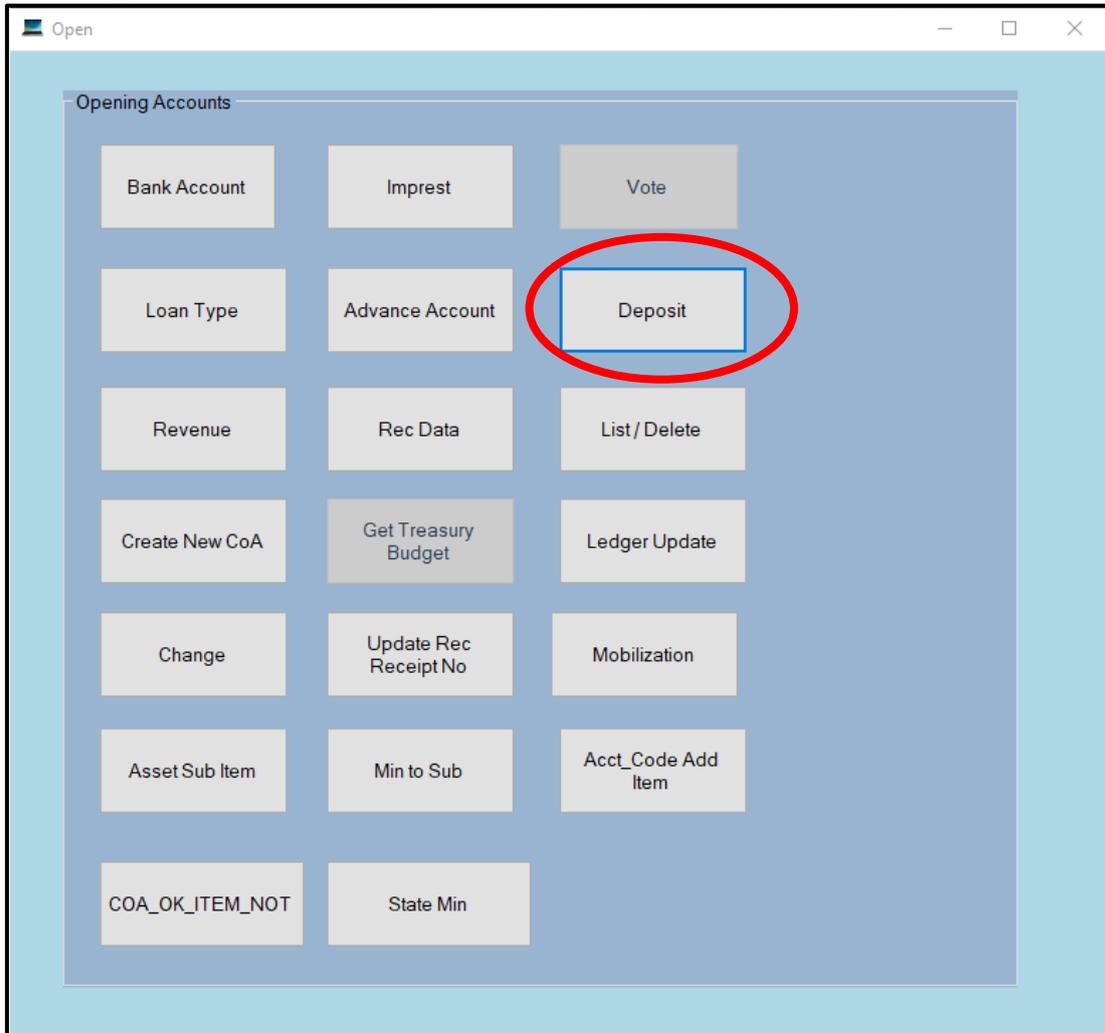
Save      Cash Ceiling

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



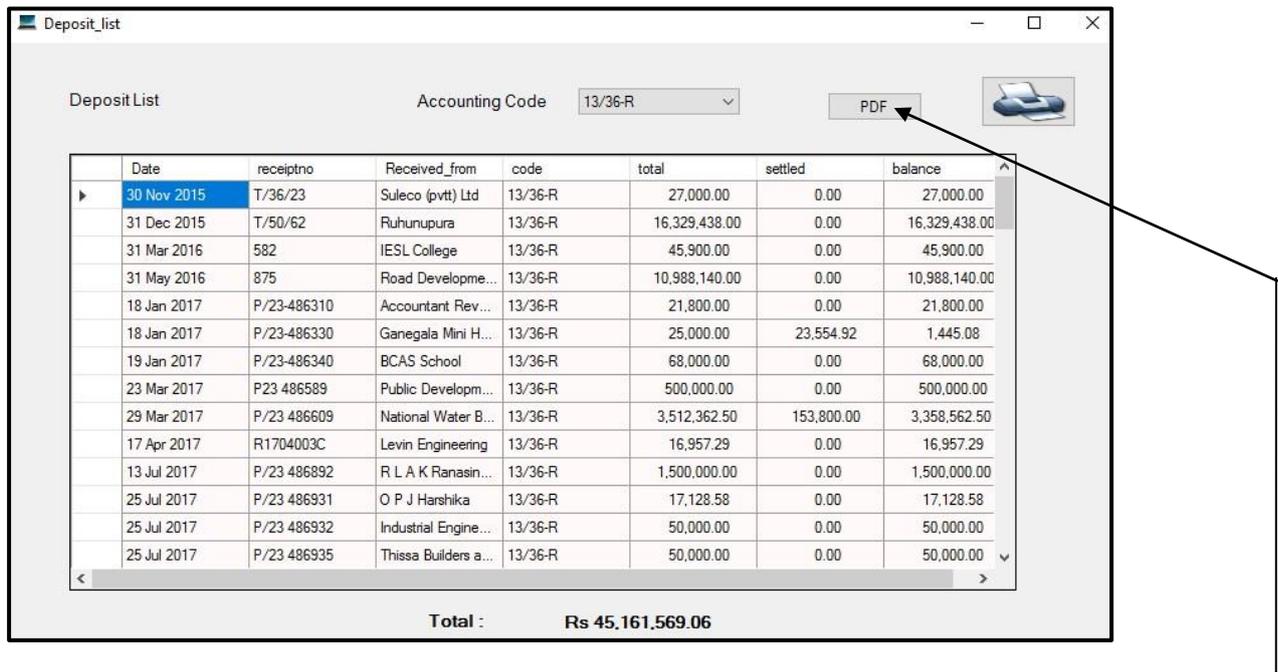
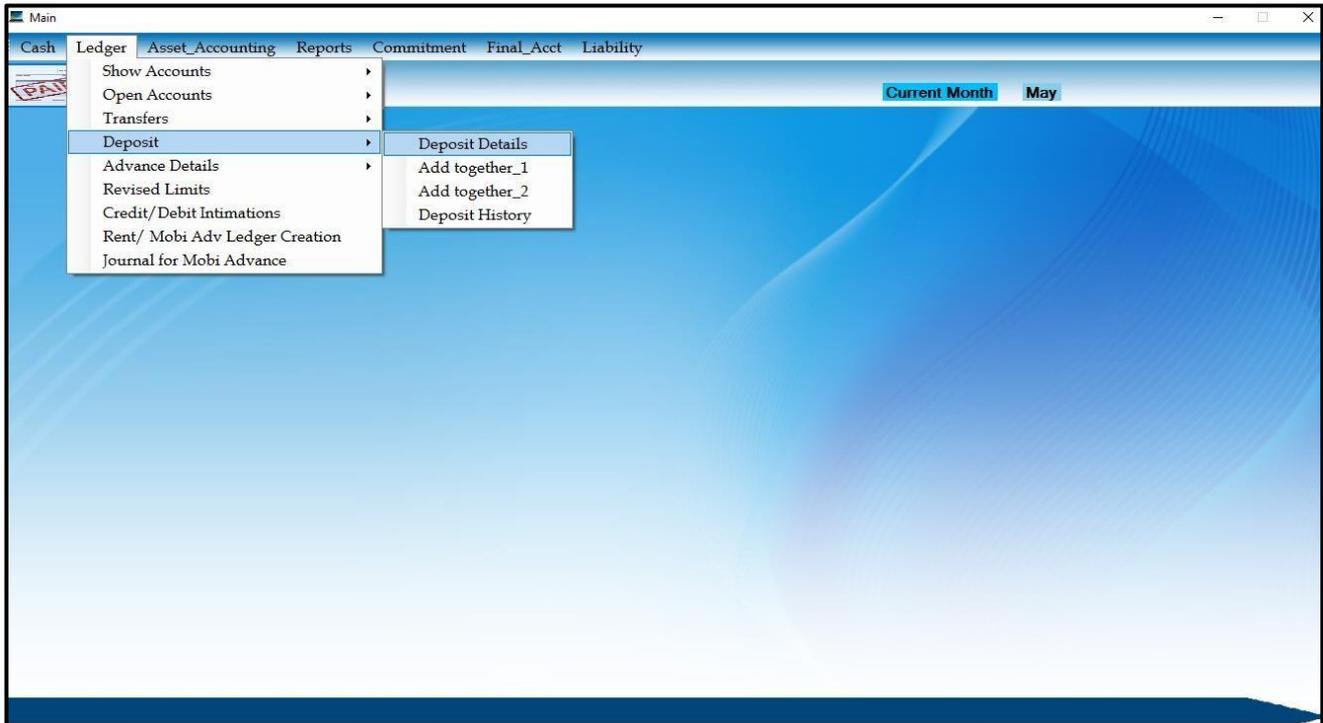
The screenshot shows a software window titled "Deposit\_Open" with a light blue background. On the left side, there are three sections: "Accounting Year" with the value "19"; "Selection Box" with a radio button selected for "Deposit Account"; "Selection Menu" with two radio buttons, the first "Head Office / Sub Office Deposit" is selected; and "Accounting Info" with a table showing TRNO: 206, Code: 6000, and Type: D. On the right side, the title "Deposit Account" is centered. Below it are three input fields: "Treasury Code" (two small boxes), "Accounting Code" (one long box), and "Description" (one long box). At the bottom, there are three buttons: a blue "SAVE" button with a floppy disk icon, a grey "Opn Deposit Bal" button, and a grey "Cancel" button.

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 → Main → Ledger → Deposit → Deposit Details



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

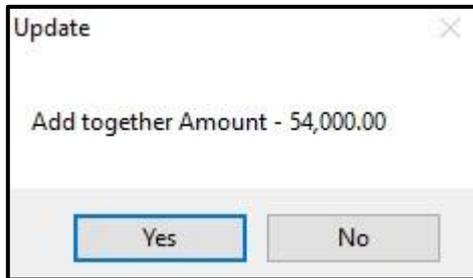
### 9.3.2 To Add Together Deposit Payments

Go to Cash Book → Main → Ledger → Deposit → Add together Then

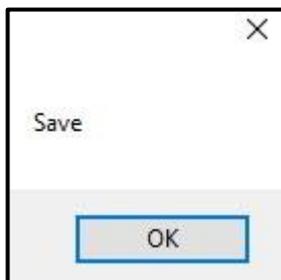
The screenshot shows the 'Deposit\_Payment' window. At the top, there is a dropdown menu for 'Select Deposit Accounting Code' with the value '2/189-R'. Below this is a table with columns: Bankcode, cash, xe, total, settled, balance, and Checkbox. The table contains several rows of data. The fifth row is highlighted in blue and has its checkbox checked. Below the table are input fields for 'PIV No', 'New Receipt No', 'Cash', 'Xe', and 'Total'. An 'Update Deposit' button is located to the right of these fields. A callout bubble points to the checked checkbox in the table with the text 'To add together tick on check boxes'. Another callout bubble points to the 'Update Deposit' button with the text 'There after click on Update'.

	Bankcode	cash	xe	total	settled	balance	Checkbox
	HEA	0.00	173700.00	4000.00	0.00	4000.00	<input type="checkbox"/>
	HEA	500.00	0.00	500.00	0.00	500.00	<input type="checkbox"/>
	HEA	6500.00	0.00	6500.00	0.00	6500.00	<input type="checkbox"/>
	HEA	8000.00	0.00	8000.00	0.00	8000.00	<input checked="" type="checkbox"/>
▶	HEA	46000.00	0.00	46000.00	0.00	46000.00	<input checked="" type="checkbox"/>
	HEA	2500.00	0.00	2000.00	0.00	2000.00	<input type="checkbox"/>
	HEA	500.00	0.00	500.00	0.00	500.00	<input type="checkbox"/>

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



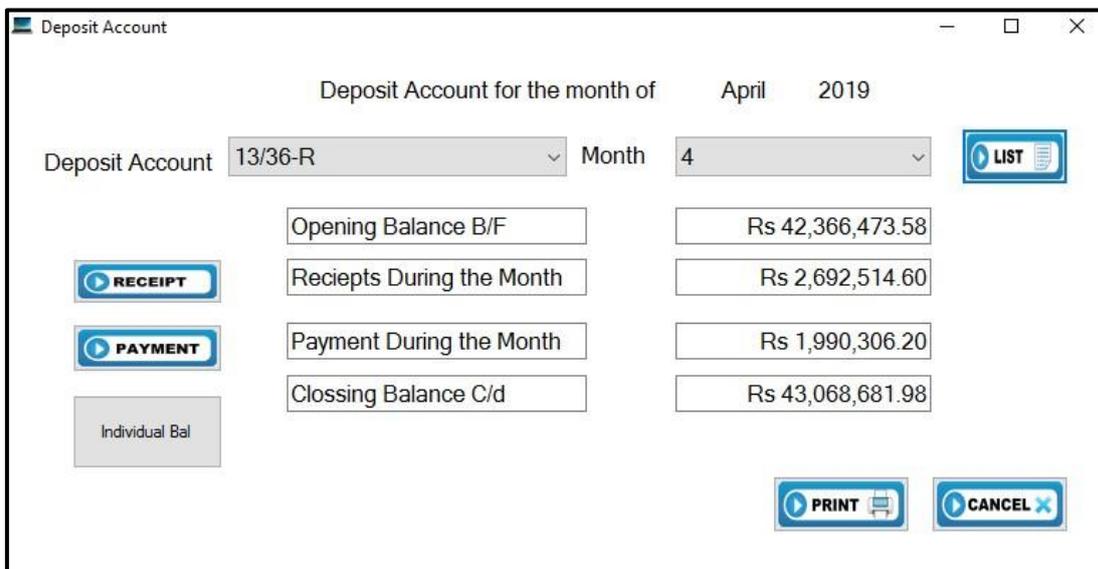
Click on Yes



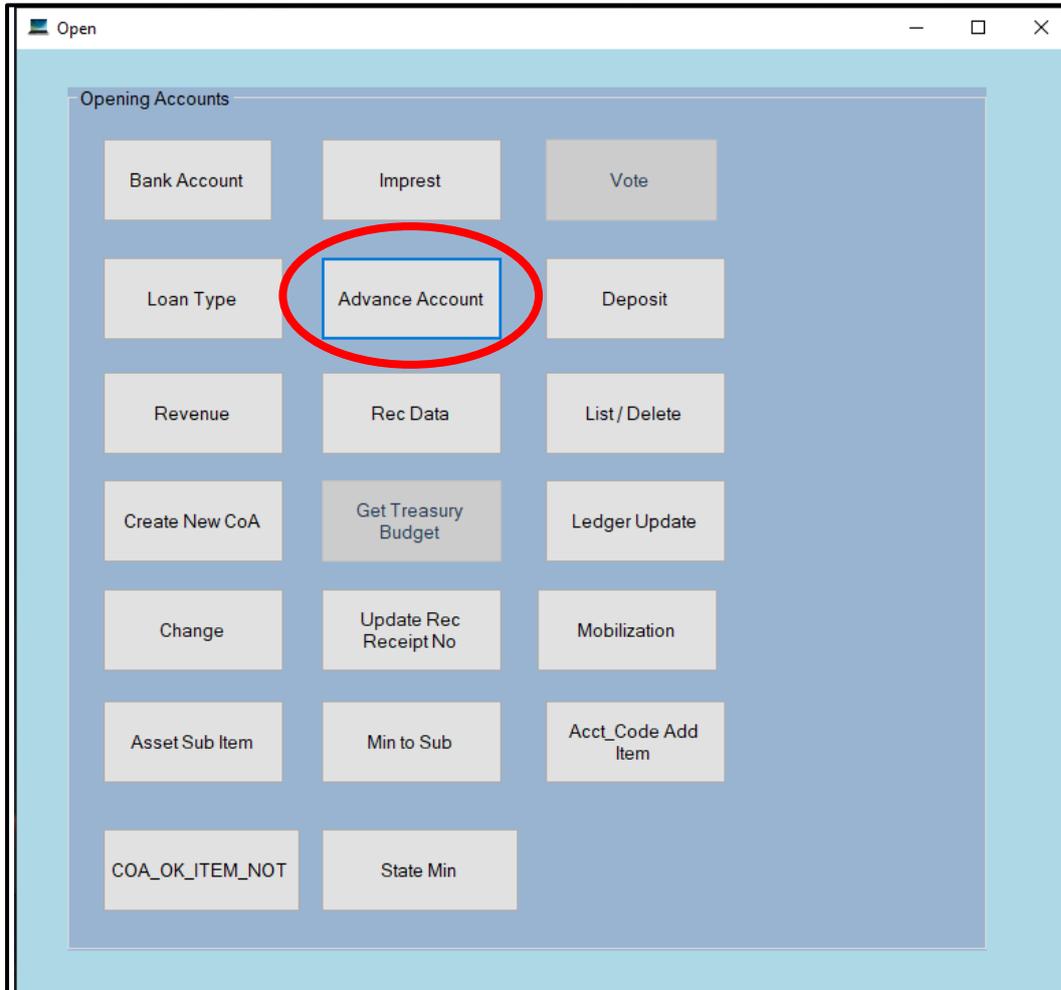
Click on Save

### 9.3.3 To view Deposit Account Summary

Go to Ledger → Show Accounts → Account Summary → Deposit



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



**Advance\_Open**

Accounting Year 2023

Type

Public Officers

Authorized Treasury

Selection Menu

Head Office / Sub Office Advance A/C

Sub\_Office Advance A/C in Head Office

Accounting Info

TRNO	250
Code	8493
Type	A

**Public Officers' Advance Account**

Treasury Code  0

Accounting Code

Description

Opening Balance  0  00

Debit Limit  0  00

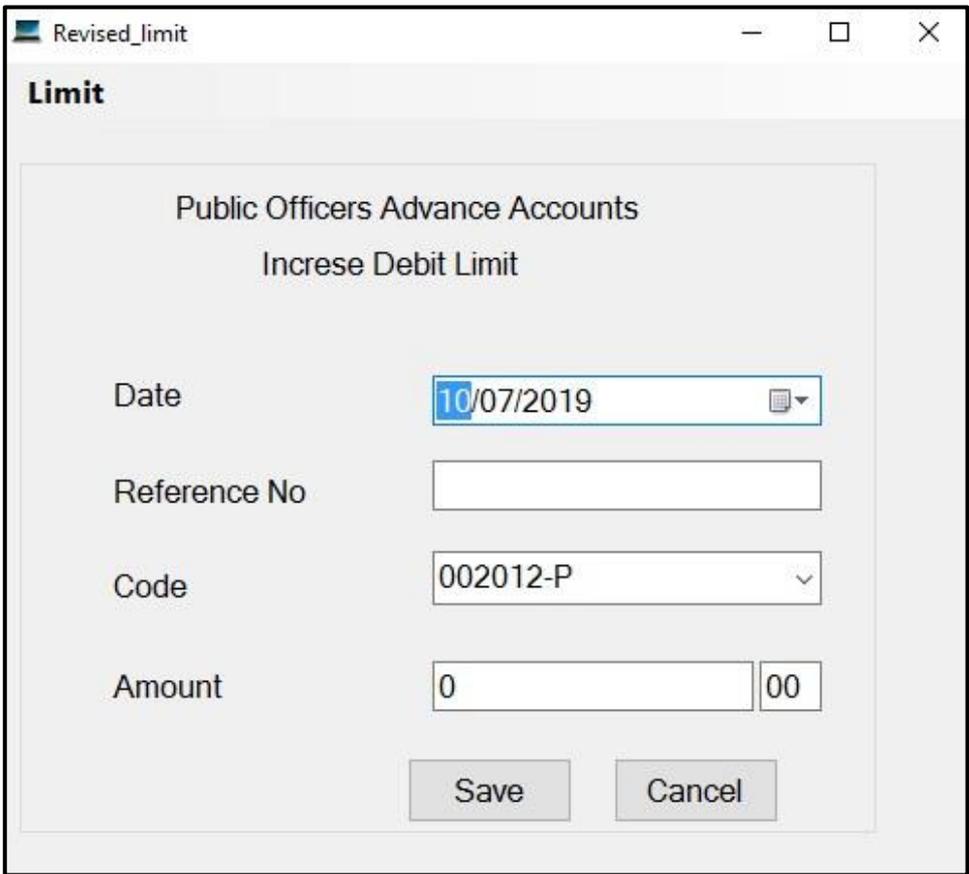
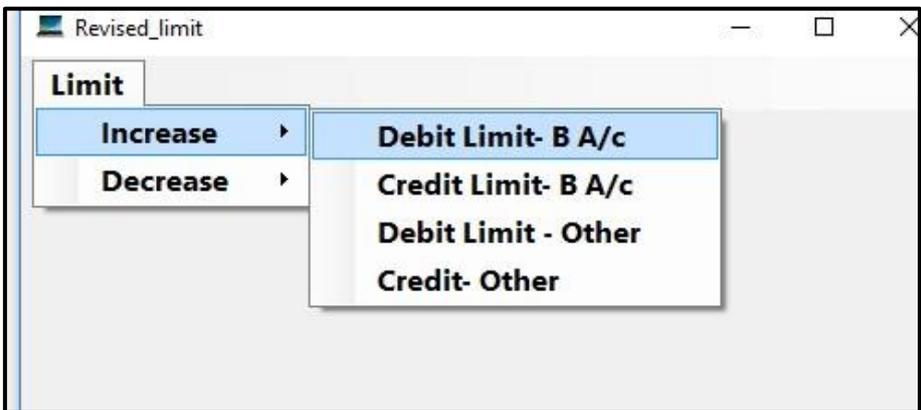
Debited up to Now  0  00

Credit Limit  0  00

Credited up to Now  0  00

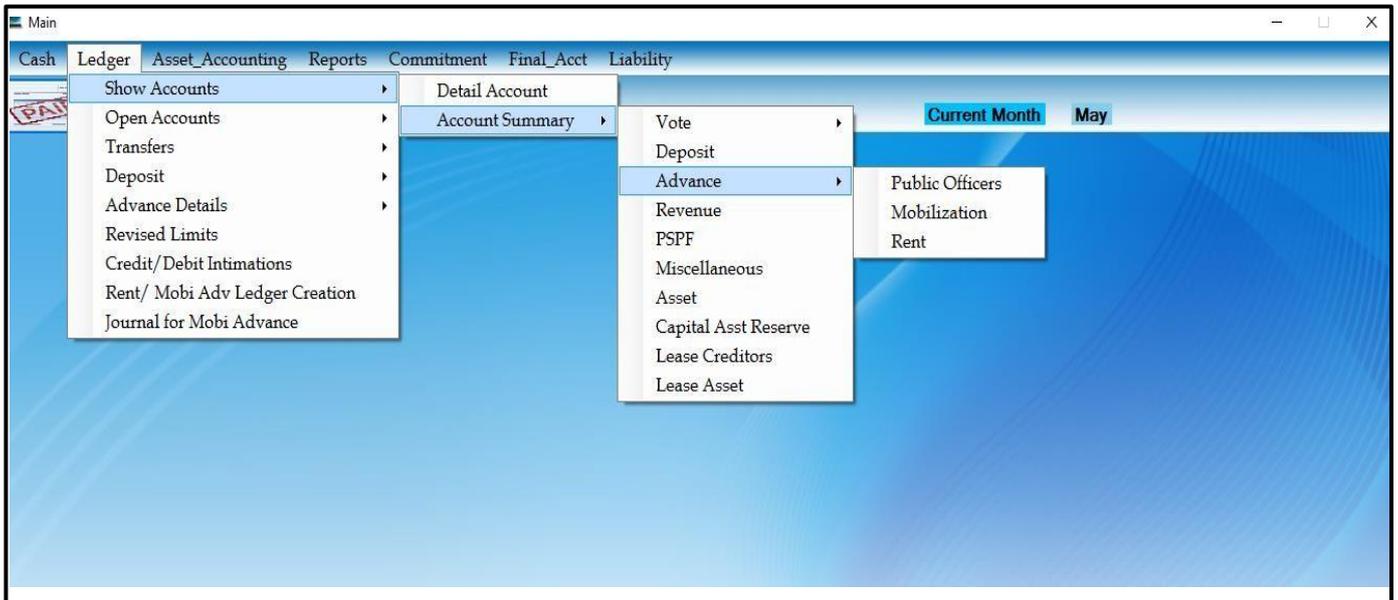
**SAVE** **CANCEL**

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

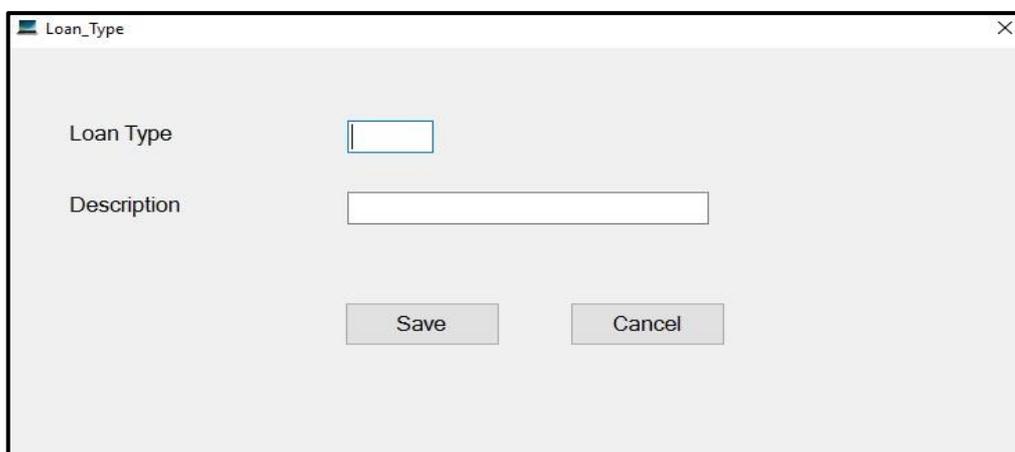
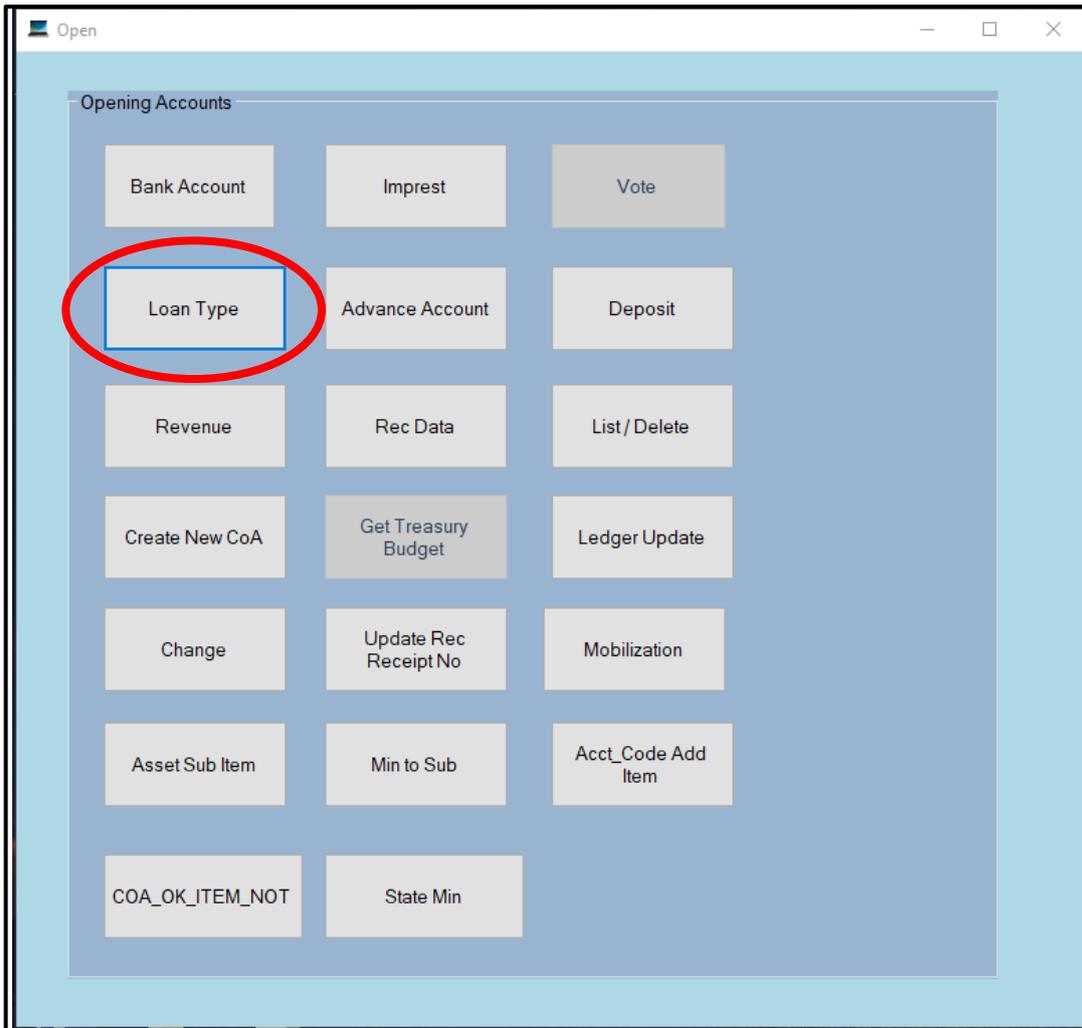


### 9.4.1 To view Advance Account Summary

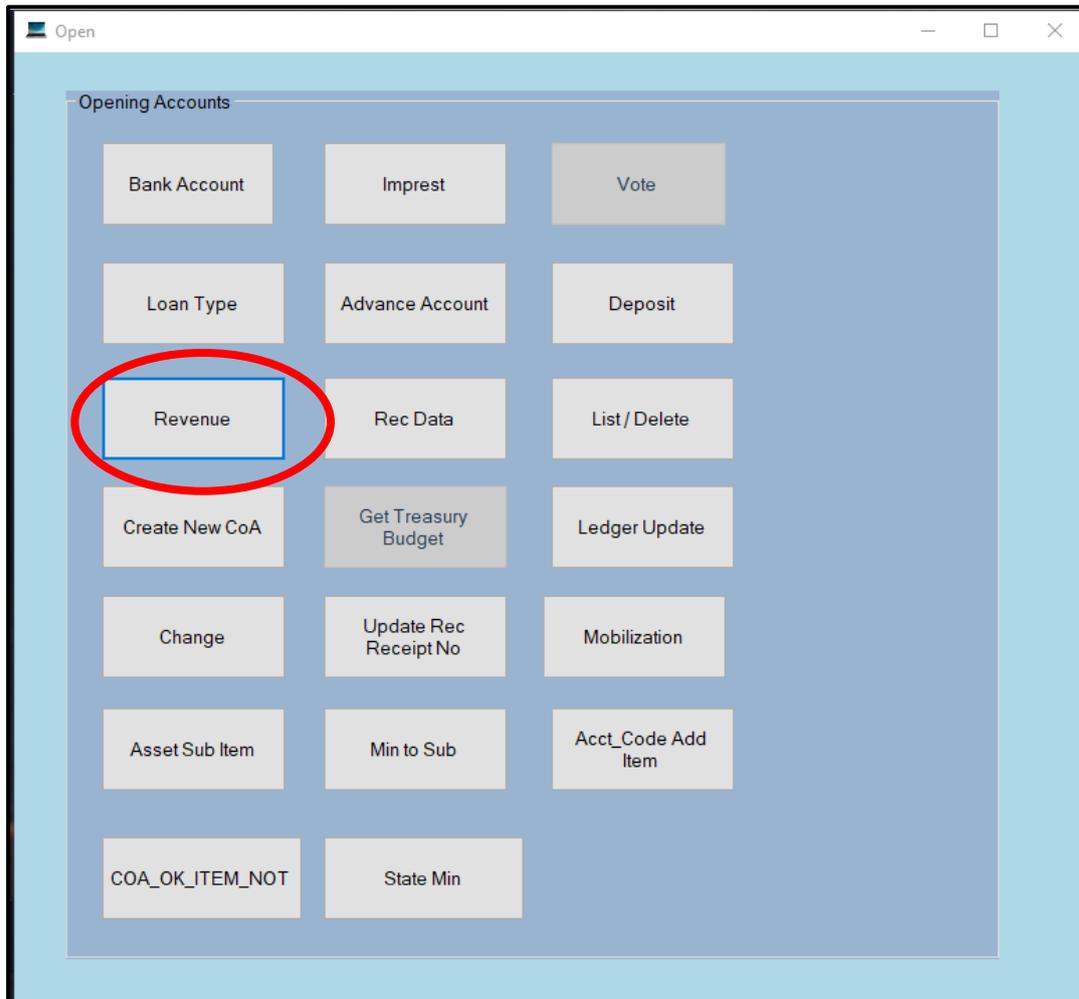
Go to Ledger → Show Accounts → Account Summary → Advance

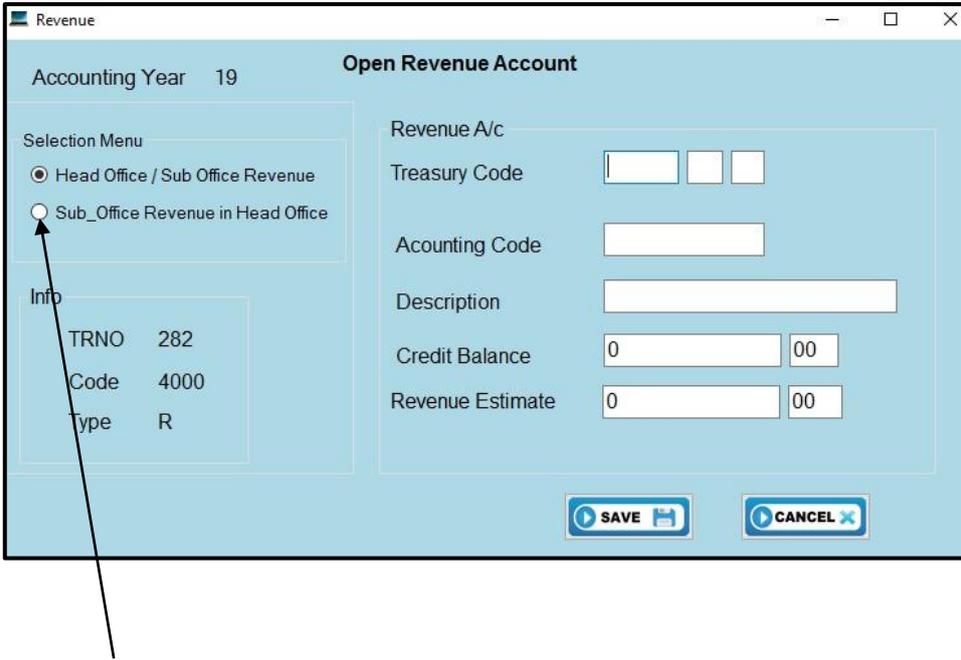


### 9.5 To open Loan Type



## 9.6 To open Revenue Accounts





When create SO revenue code in HO use this

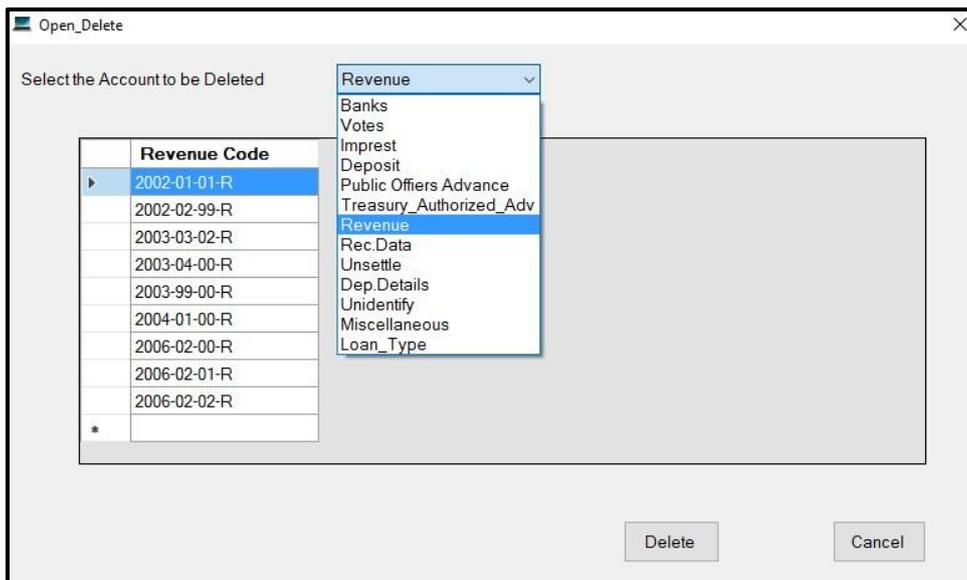
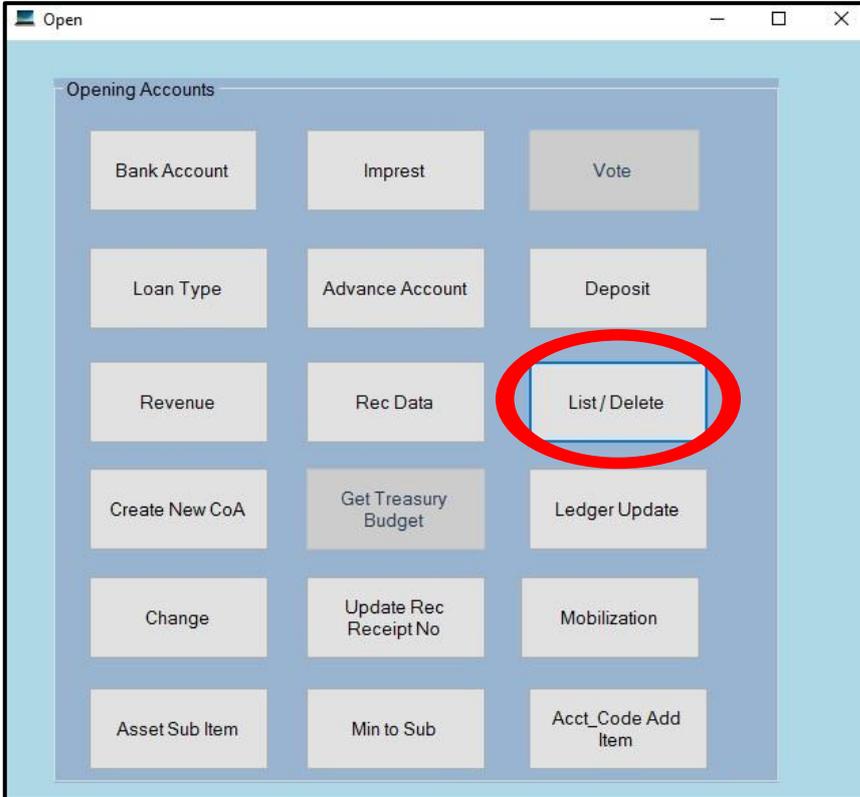
### 9.6.1 To view Revenue Account summary

Go to Ledger → Show Accounts → Account Summary → Revenue

The screenshot shows the 'Revenue\_List' window. At the top, there are dropdown menus for 'Bank Code' (HEA) and 'Month' (Jul), along with 'LIST' and 'PRINT' buttons. Below is a table with the following data:

	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	Rs 0.00	Rs 137,895.00	Rs 0.00	Rs 0.00	Rs 0.00

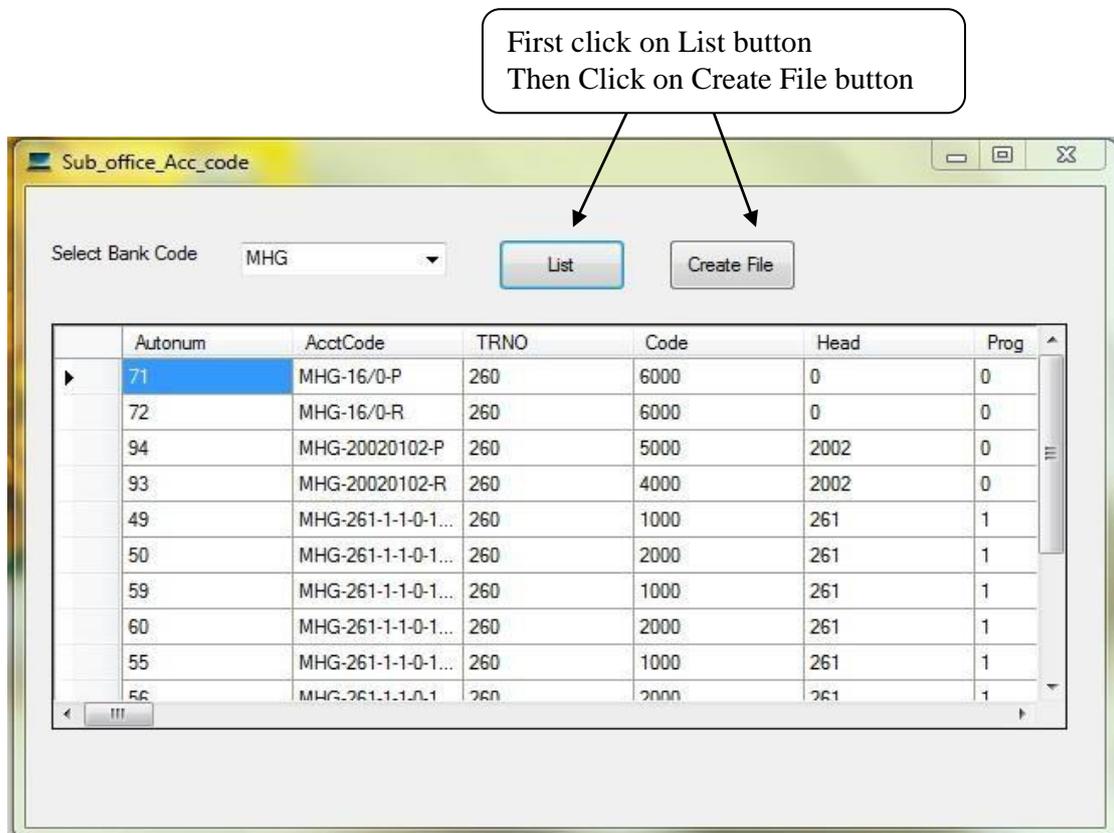
### 9.7 If you want to delete the opened Accounts



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

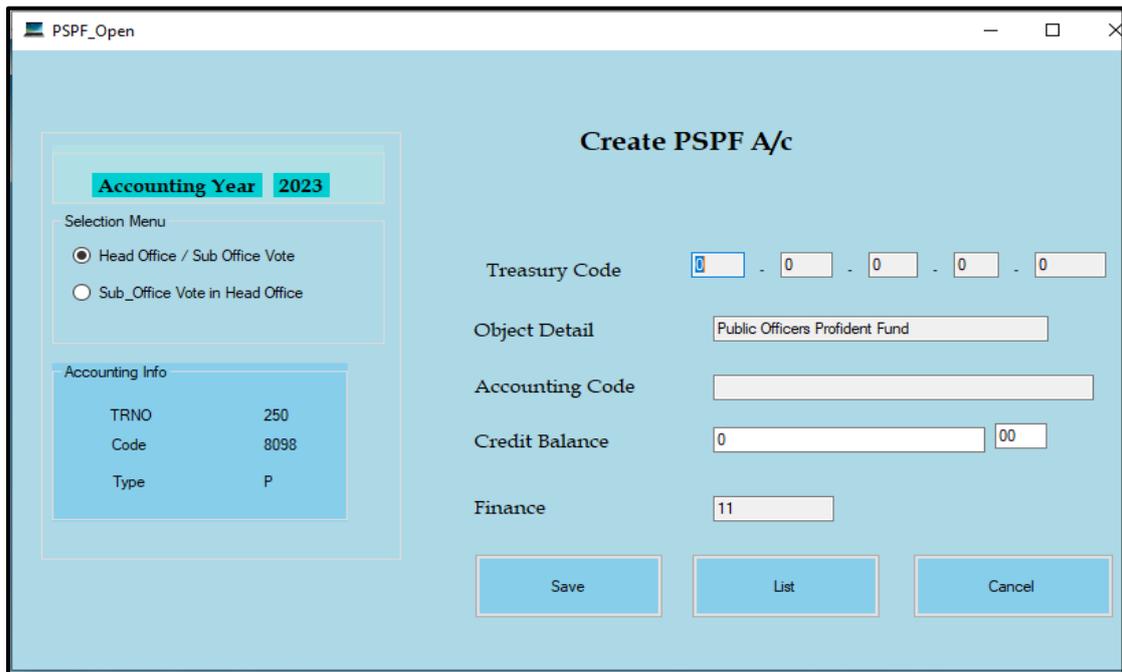
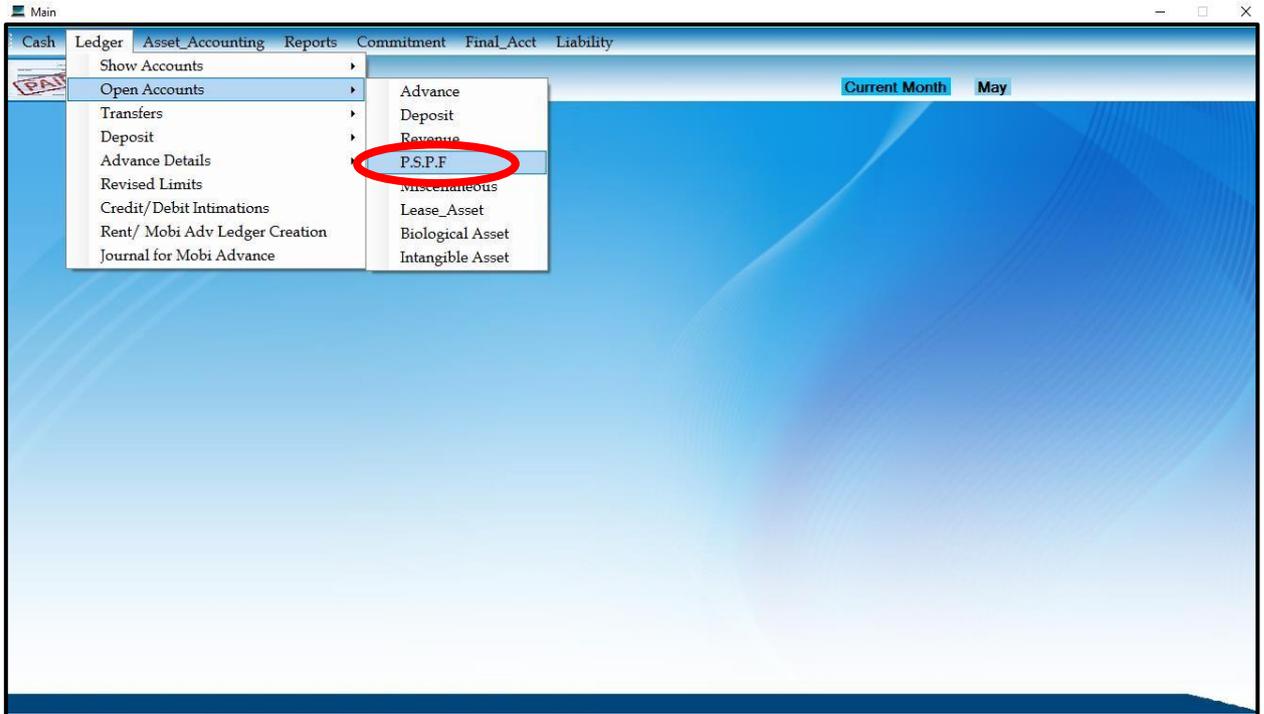
Once you open all accounting codes with respect to the sub office, click on Vote in the Opening Accounts menu and there click on Export Sub office Budget file.



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.

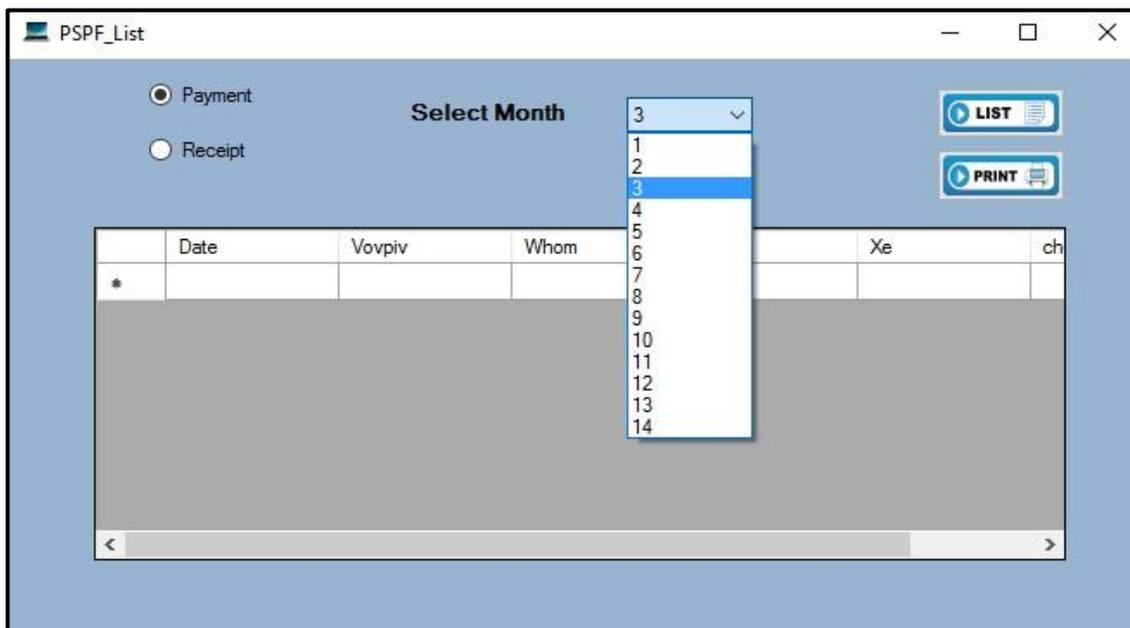
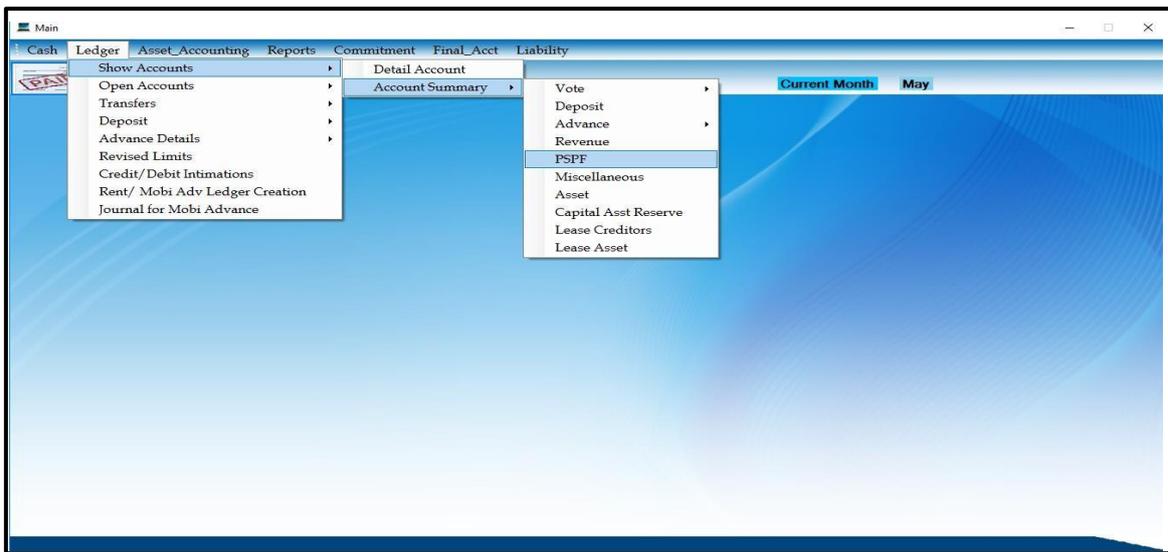
## 10. To open PSPF and Miscellaneous accounts

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



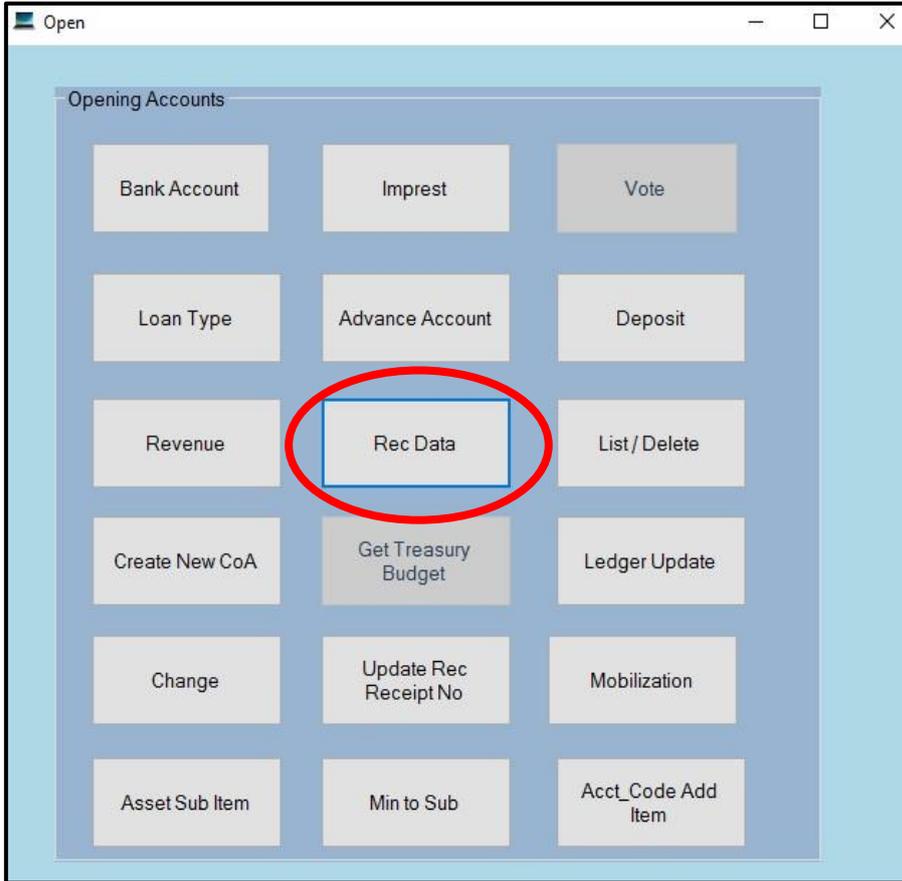
### 10.1 To View PSPF summary

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

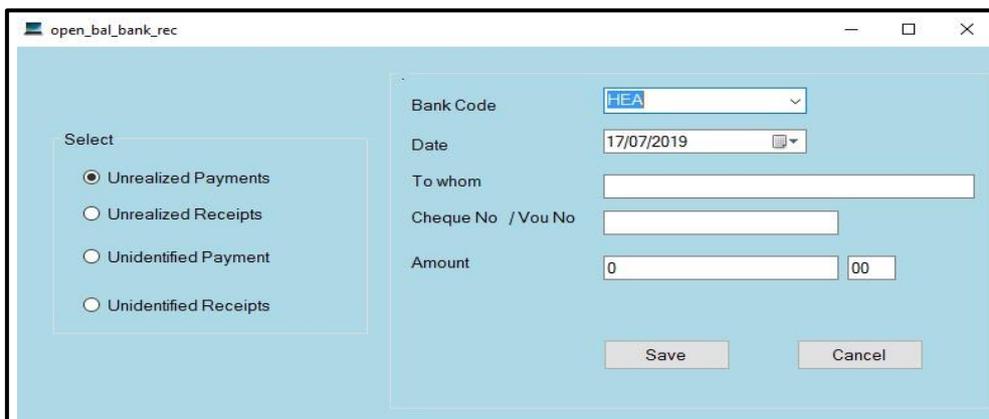


## 11.To Open Rec Data

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



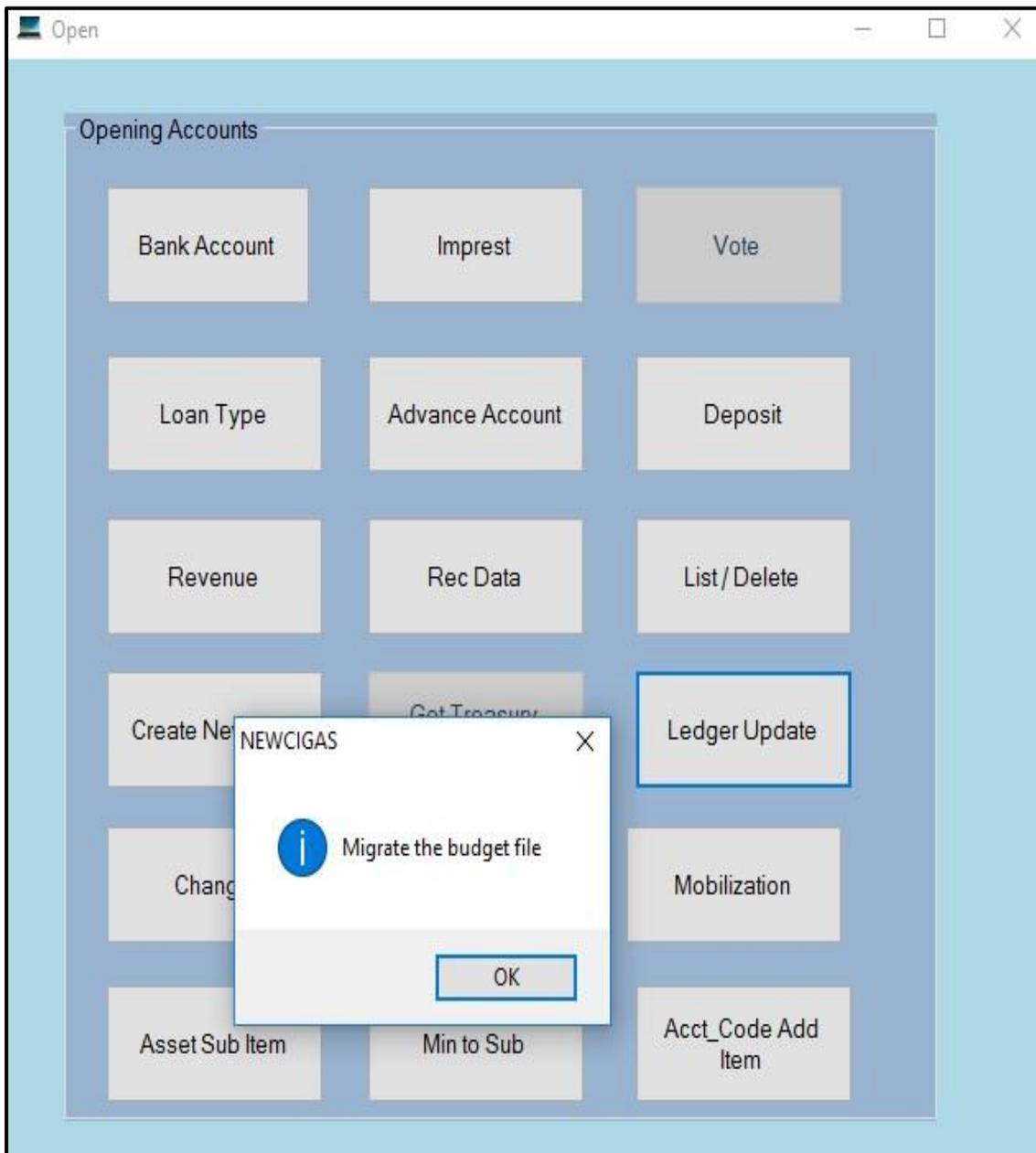
Then you can open one by one unrealized Payment /Receipt and Unidentified Payment/Receipt by click on each radio button.

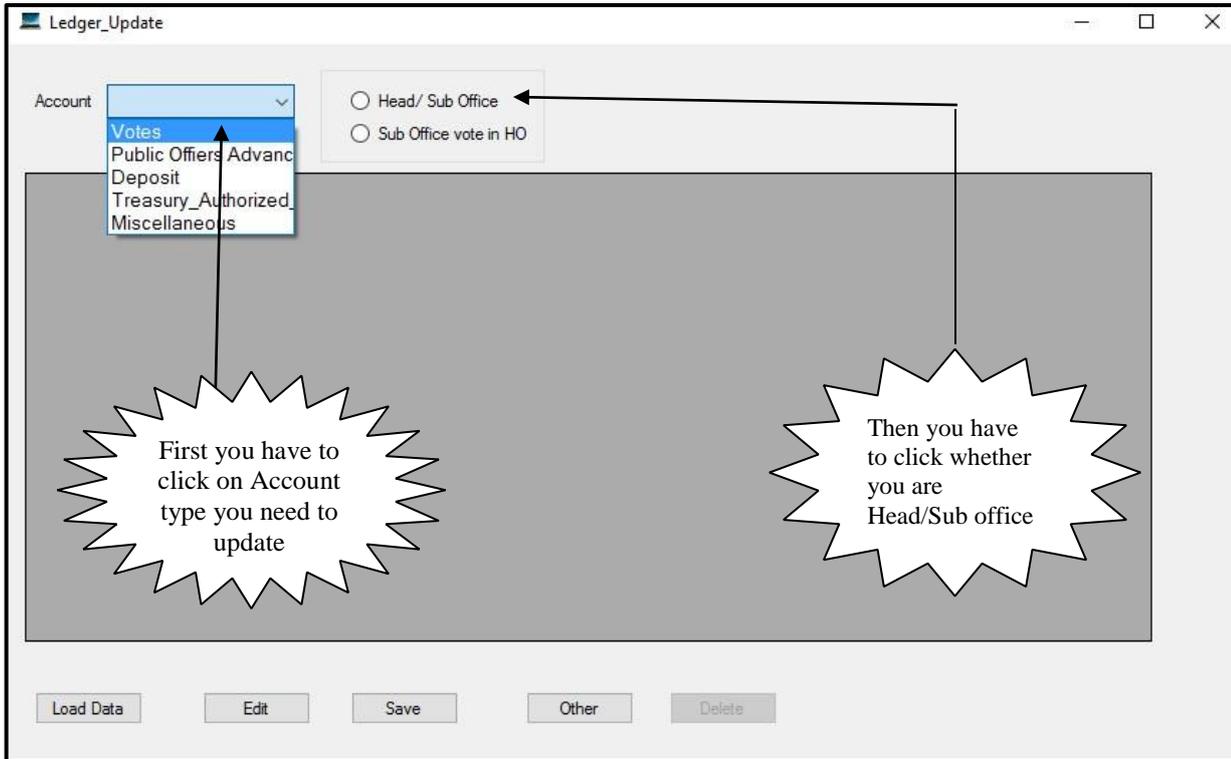


Finally click on save button in every moment when you enter open BAL of bank rec.

## 12. Vote Update

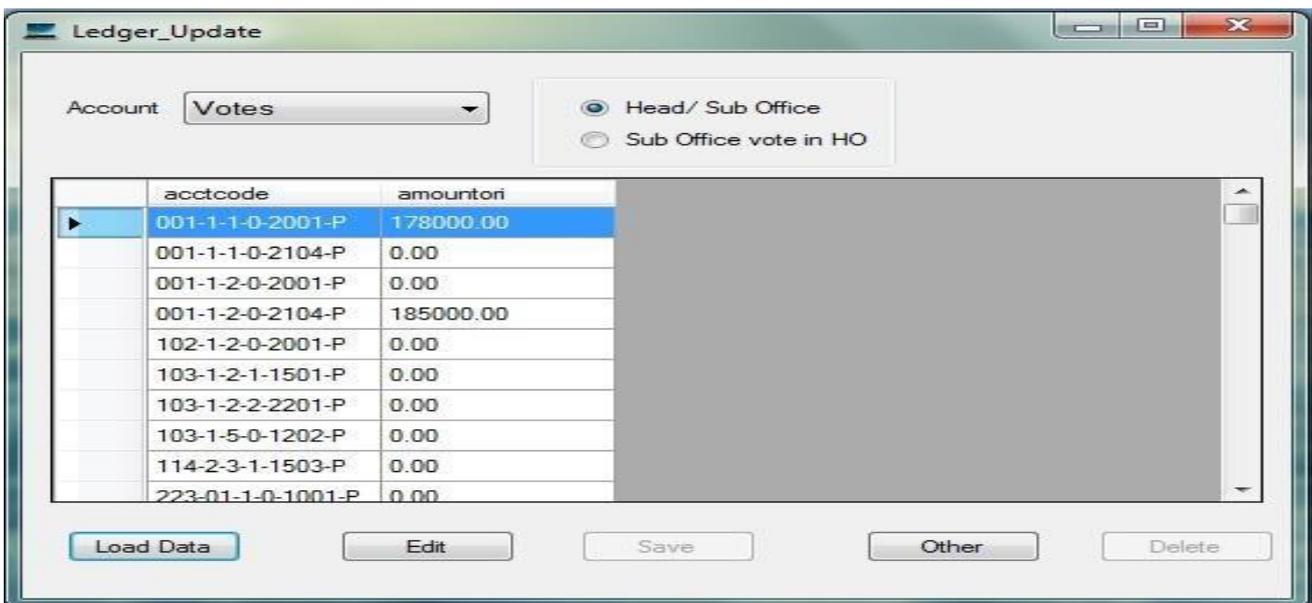
After yearend, you can update votes only in January. First you have to select the account type which you need to be update in *January*.

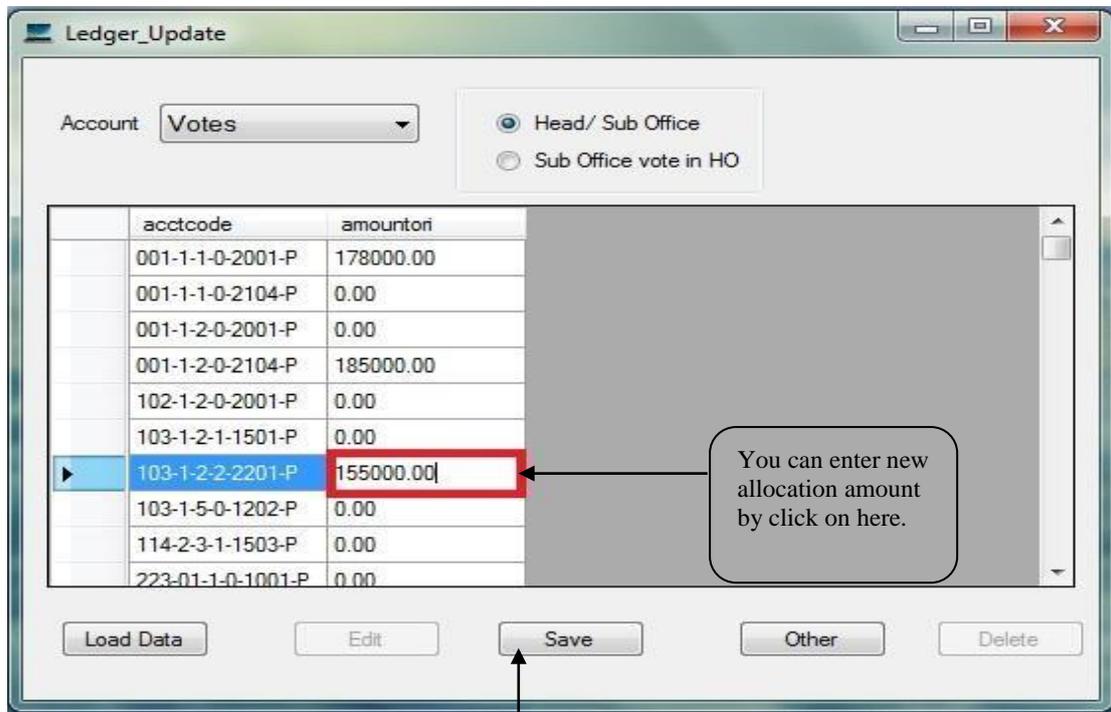




After that you have to select whether you are head/sub office. If it is you need to migrate your sub office votes, public officers advanced account, deposit, treasury authorised advanced account and miscellaneous etc. You have to be select sub office vote in head office.

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.





Finally you have to click on save button



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.



Rec\_Opn\_Bal

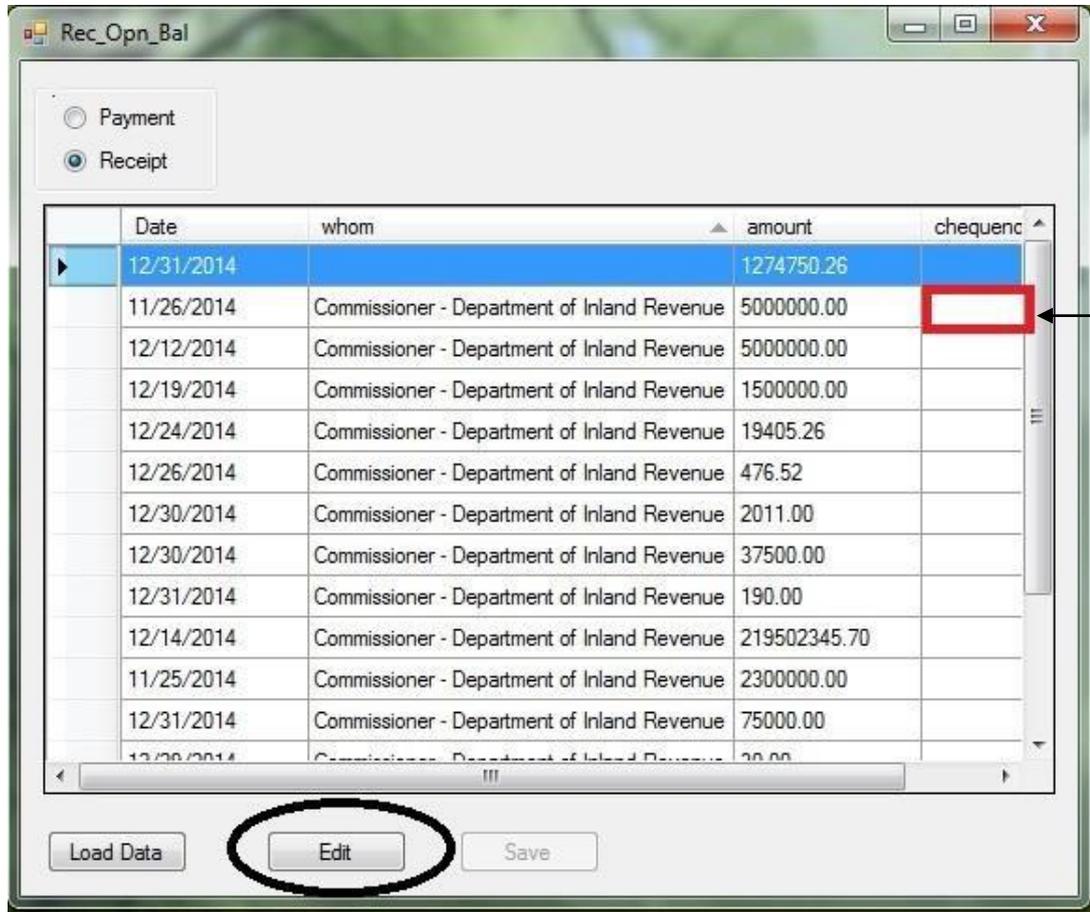
Payment  
 Receipt

	Date	whom	amount	chequeno
*				

Load Data Edit Save

Then you have to click on whether Receipt or Payment

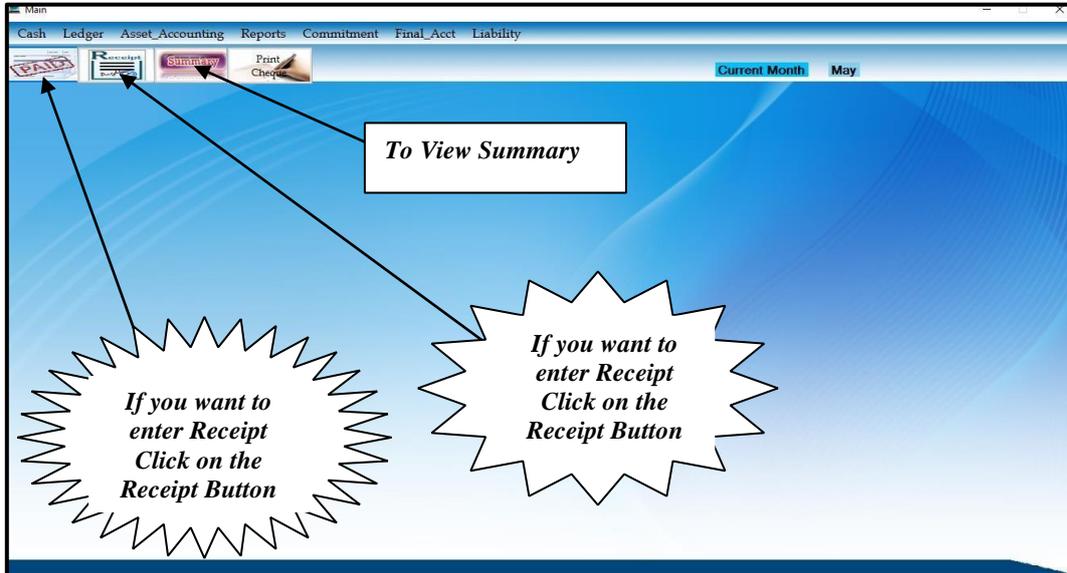
Then you have to be click and Edit button and update Cheque Number in here



Finally click on Save button.

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

## 14. Entering Transactions in Cash book



The screenshot shows the 'Receipt' entry form in the CIGAS system. The form is titled 'Receipt' and has a blue header. The current month is set to May. The form includes the following fields and sections:

- Day:** 17/07/2019
- Commit No/ Receipt No:** Search
- Bank Code:** HEA
- Imprest No:** 40/19
- Type:** C- Deposit A/C Receipt (selected)
- P.I.V. No:** [Empty]
- From Whom:** [Empty]
- Description:** [Empty]
- Cheque/ No Can:** [Empty]
- Code:** [Empty]
- New CoA:** [Empty]
- Treasury Code:** [Empty]
- Finance Code:** [Empty]
- Is It Asset:**  No  Yes
- Amount:** Cash: 0.00, Cross: 0.00
- Cash Book Balance:**
  - Opn Bal: 9,506,414.51
  - Receipts: 113,082,736.26
  - Payments: 122,312,573.48
  - Balance: 276,577.29
- Cash Ceiling:**
  - Cash Ceiling: 352,218,377.45
  - Cash Receipt: 1,100,706.46
  - Released: 0.00
  - Expenditure: 219,632,652.59
  - Balance: 133,686,431.32
- Buttons:** SAVE, Close
- Footer:** For View Cash Ceiling Click Here

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: 16000  
Enter Vou No: P190501  
Cont..>>  
Save location

Senok Trade  
01/05/2019  
Combine ip  
Sub Imprest-P  
Senok Trade Combine (pvt) Ltd  
Five Thousand Only  
Voucher\_No  
P190501  
5,000.00

**Click on  
Save location  
button after  
change settings  
of the Cheque**

If you wish to print the cheque click on Yes

Print Cheque

Do you want to print this cheque ?

Yes No

## 14.2 Summary



Summary

**Department of State Accounts**

Bank Account No 7042385

**Summary of Accounts for the Month of May: 2019**

Main   
  Sub   
 [Dropdown]   
  List   
  Daily   
 Select Date 19/07/2019   
 [Printer Icon]   
 Daily Summary

Account Type	Dcode	Ccode	Imp_No	Debit	Credit
Expenditure - Surcharge	1000	2000		122,044,139.21	180,456.77
Refund/ Revenue	5000	4000		1,890.00	6,557,466.79
Deposit	6000	6000		2,894,711.89	6,107,505.72
Auth. Adv. Treasury	7000	7000		0.00	0.00
Adv. to Pub. Officers	8493	8493		7,443,115.50	2,141,245.51
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	40/19	3,288,650.54	120,685,832.35
Imprest CF	7002	7002	40/18	0.00	0.00
Imprest CF	7002	7002	40/17	0.00	0.00
Building & Structure	9151	9151		0.00	0.00
Machinery & Equipment.	9152	9152		46,932,350.00	0.00
Intangible Asset	9154	9154		0.00	0.00
Biological Asset	9155	9155		0.00	0.00
Land	9153	9153		3,227,676.84	0.00
Work in Progress	9160	9160		0.00	0.00
Capital Asset - PP	9165	9165		0.00	50,160,026.84
	9166			0.00	0.00
	9180			0.00	0.00
	9181			0.00	0.00
	9182			0.00	0.00
	9183			0.00	0.00
<b>TOTAL</b>				<b>Rs 185,832,533.98</b>	<b>Rs 185,832,533.98</b>

New CIGAS Generated Report Accountant

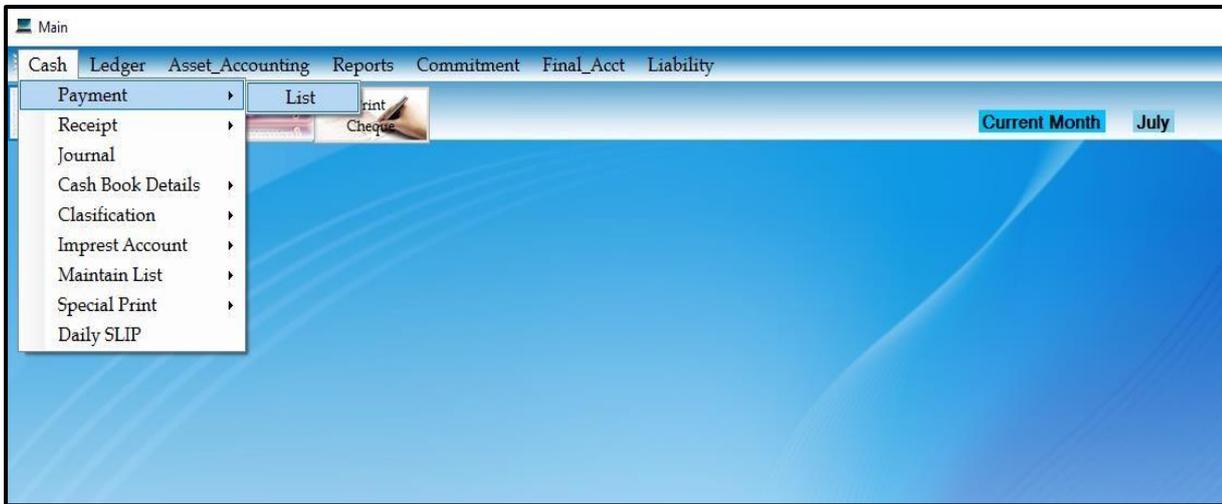


You could check whether your transactions entered in ways that conceptually tally or not. After appending the sub office summary, if you want to check the sub office summary you could click on sub button and select the respective bank code and click list button. Also you can get daily summary by click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



Payment List

Select Bank: BOC Select Month: 5 Imp No: 449/19

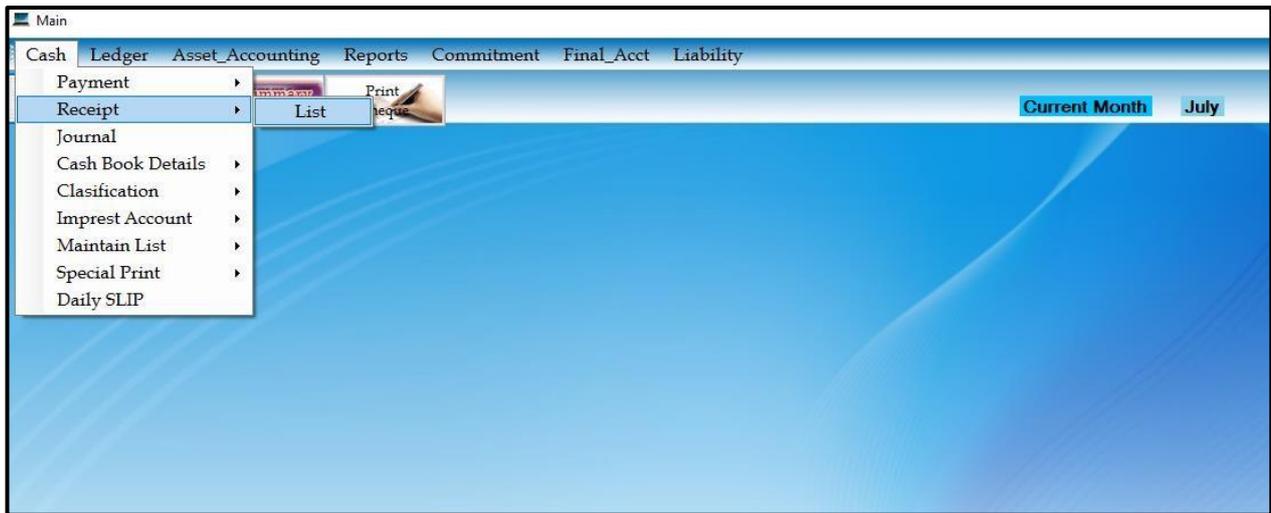
[LIST] [PDF] [EXCEL]

Date	Vovpiv	Whom	Acc_code	Type	Cash	Xe	chequeno
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	I	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	

Total (cash) : Rs 34,457,169.96 Total(cross) : Rs 19,493,648.53 Total Payments : Rs 53,950,818.49

## 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 → Receipt → List



Receipt List

Select Bank: BOC Select Month: 5 Imp No: 449/19

[LIST] [PDF] [EXCEL]

Date	vovpiv	whom	acc_code	type	Cash	Xe	Receipt
02 May 2019	P05011/2	D.R. INDUSTRIES (PVT) L...	C.A.R-PPE/155-R	4	0.00	29,407.50	
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	X	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...	C	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...	C	0.00	25.00	05005
02 May 2019	R054004	DYNAMIC AV TECHNOLO...	6000-0-0-18-0-10...	C	0.00	25.00	05007

**Total(cash)** Rs 30,754,586.10 **Total (cross)** Rs 19,493,648.53 **Total Receipts** Rs 50,248,234.63

### **14.5 Daily Cash Book Details**

When you need to get daily cashbook details you have to be click on Cash  
→ Cash Book Details → 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.

Daily Cash Summary

**Department of Irrigation**

**Summary of Accounts for the Date of 31/05/2019**

Bank code: HEA      5/31/2019

**HEA      Acc No : 7042385      Branch : Taprobane**

Balance as at 5/30/2019	Rs	412,163.41
Collection during on 5/31/2019	Rs	4,031,185.72
	Rs	4,443,349.13
Payment during on 5/31/2019	Rs	4,171,771.84
Balance as at 5/31/2019	Rs	271,577.29

=====

**PRINT      RECEIPT      PAYMENT**

Accountant

*Click on Payment and Receipt button to get printouts separately.*

## 14.6 Daily Classification

Cash Book → Classification → 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.

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
Total						697,820.00
-----						
13/36-P	14 May 2019	HEA	P1905153C	25,200.64	0.00	25,200.64
Total						25,200.64
-----						
Boc-P	14 May 2019	HEA	P1905154C	301,000.00	0.00	301,000.00
Total						301,000.00

First select  
Bank Code and  
Date then click  
on List

### 14.7 Monthly Cash Book Details

Cash Book → Classification → 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 Of Cultural affairs			
Summary of Accounts for the Month of May 2019			
Select Month	5	Bank code	BOC
<b>BoC</b>	<b>Acc No 7041213</b>	<b>Branch</b>	<b>Battaramulla</b>
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
Balance as at end of May 2019	Rs		11,609,650.74

Click on Drop down list to select Bank Code. Even there is one code it's necessary to select it

### 14.8 Monthly Classification

Cash Book → Classification → 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.

Classification

Payment  Receipt  By Bankcode  Full

Bank Code: HEA

Month: May

**Payment Classification for the Month of May**

Acc_Code	Date	BankCode	VovPIV	Cash	Xe	total
002012-P	06 May 2019	HEA	P190537C	100,000.00	0.00	100,000.00
002012-P	06 May 2019	HEA	P1905006C	221,940.00	0.00	221,940.00
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	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	P1905149C	47,620.00	0.00	47,620.00
002012-P	15 May 2019	HEA	P1905163C*10	0.00	10,000.00	10,000.00
002012-P	15 May 2019	HEA	P1905164C	62,740.00	0.00	62,740.00
Total						1,028,500.00
1/22-P	29 May 2019	HEA	P1905295C	780,476.25	0.00	

LIST

PDF

First select Bank Code and Month then click on List

### 14.9 Classification by T\_Code

Cash Book → Classification → by T\_Code

acc_code	Date	vovpiv	bankcode	Cash	Xe	total	rp
BOC-155-1-1-0-1101-P	03 May 2019	P05027	BOC	0.00	8,750.00	8,750.00	P
BOC-155-1-1-0-1101-P	07 May 2019	P05073	BOC	0.00	12,600.00	12,600.00	P
BOC-155-1-1-0-1101-P	09 May 2019	P05102	BOC	0.00	6,300.00	6,300.00	P
BOC-155-1-1-0-1101-P	09 May 2019	P05099	BOC	0.00	6,300.00	6,300.00	P
BOC-155-1-1-0-1101-P	09 May 2019	P05103	BOC	0.00	14,800.00	14,800.00	P
BOC-155-1-1-0-1101-P	21 May 2019	P05212	BOC	0.00	5,600.00	5,600.00	P
Total						66,950.00	
BOC-155-1-1-0-1201-P	02 May 2019	P05010	BOC	6,250.00	0.00	6,250.00	P
BOC-155-1-1-0-1201-P	14 May 2019	P05162	BOC	0.00	43,360.00	43,360.00	P
BOC-155-1-1-0-1201-P	24 May 2019	P052432	BOC	0.00	7,640.00	7,640.00	P
BOC-155-1-1-0-1201-P	24 May 2019	P052421	BOC	0.00	18,160.00	18,160.00	P
BOC-155-1-1-0-1201-P	24 May 2019	P05245	BOC	8,625.00	0.00	8,625.00	P
BOC-155-1-1-0-1201-P	24 May 2019	P052431	BOC	0.00	16,320.00	16,320.00	P

### 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 → Classification → Full Account

Payment Classification for Vote-->HEA-282-2-2-1-2001-P for the Month of May

Date	Vovpiv	Whom	bankcode	Cash	Xe	Total
17 May 2019	P1905175/1	Softlogic Information Techn...	HEA	0.00	462,500.00	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 → maintain list → customer  
Cash → maintain list → description

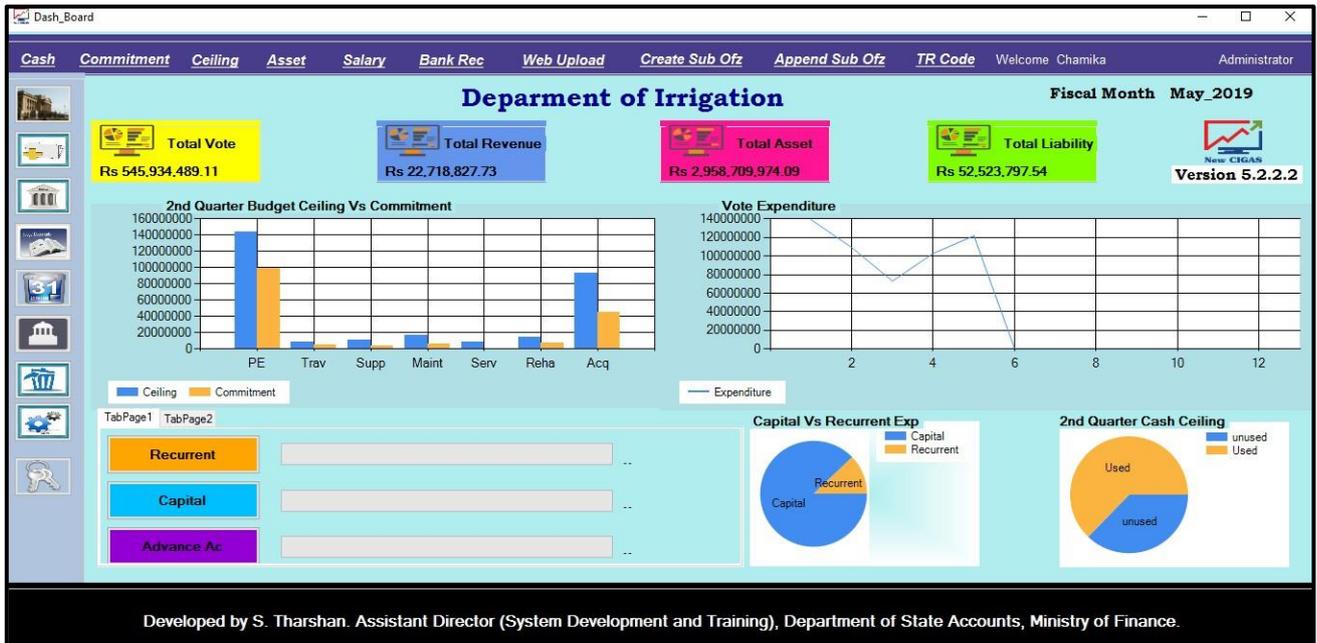
The screenshot shows a window titled "Customer" with a toolbar containing four buttons: "ENTER", "LIST", "MODIFY", and "LIST". Below the toolbar is a "Type" dropdown menu with "Customer" selected and "Employee" as an option. Below the dropdown are five input fields: "Customer Code", "Customer Name", "Bank Account Number", "Bank Number", and "Bank Branch Number". At the bottom right are "SAVE" and "CANCEL" buttons.

The screenshot shows a window titled "Description" with a toolbar containing two buttons: "ENTER" and "LIST". Below the toolbar is a single input field labeled "Description". At the bottom are "Save" and "Cancel" buttons.

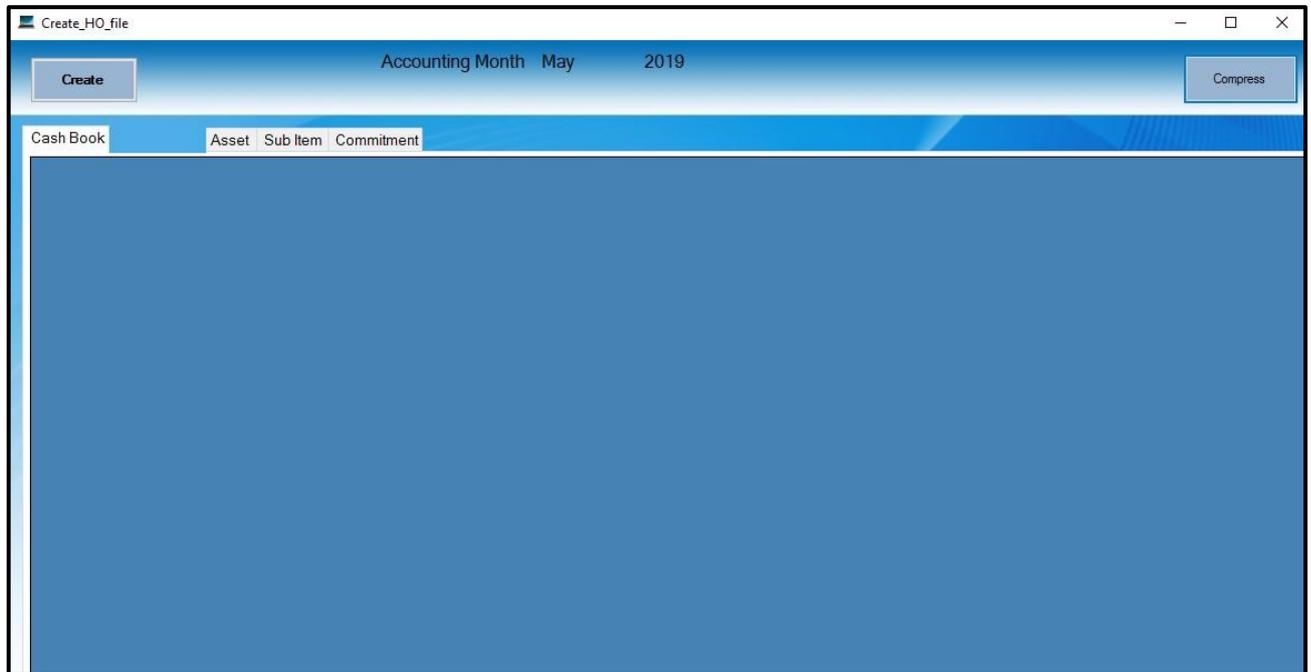
## 14.12 Create Sub Office File

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

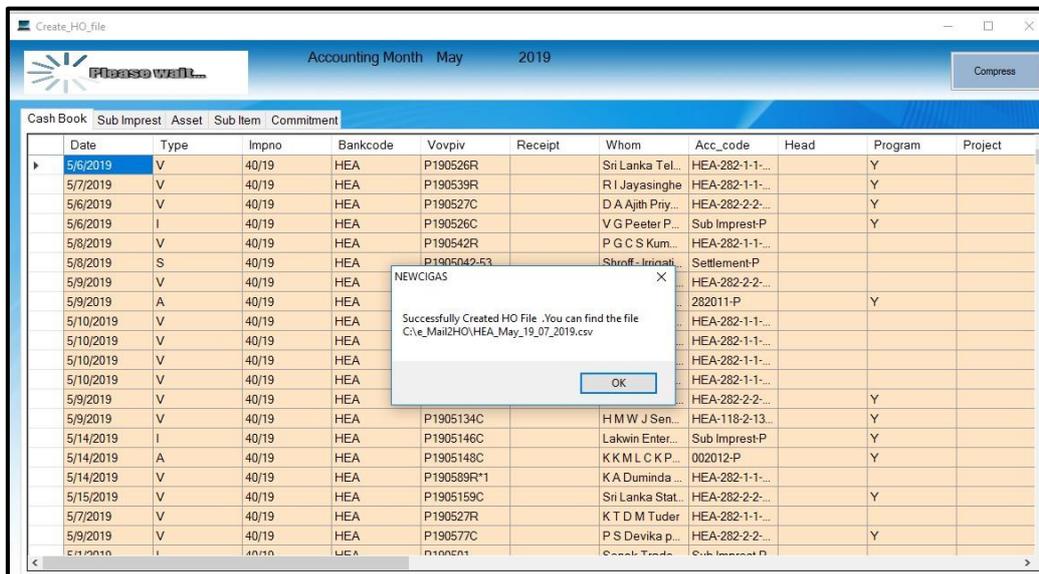
Click on Sub Office File on main menu of the New CIGAS system.



First Click on Create button



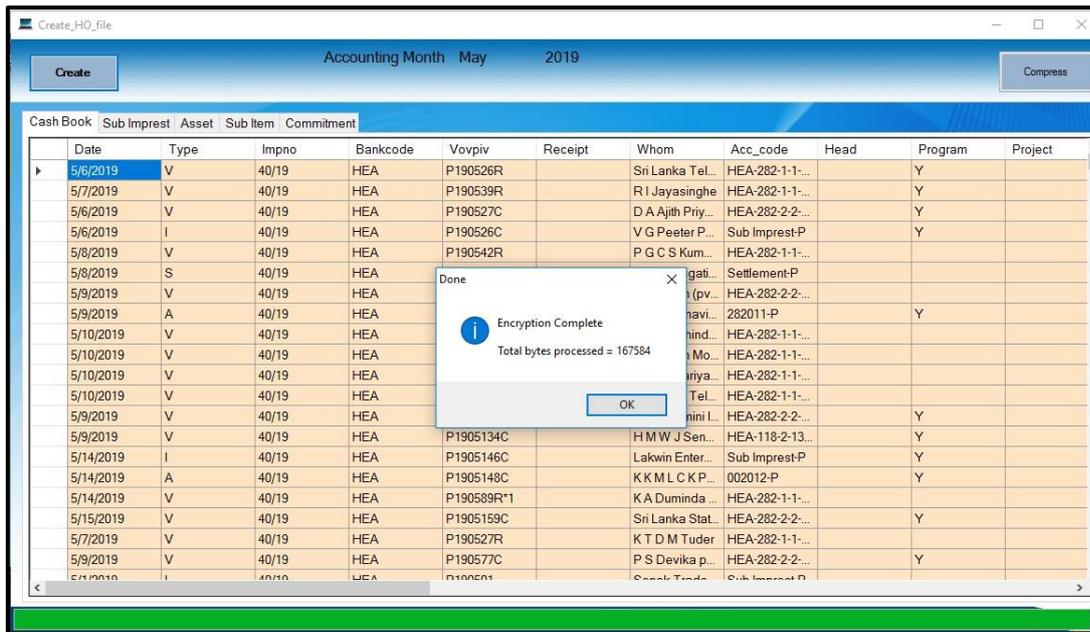
Click on Ok



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

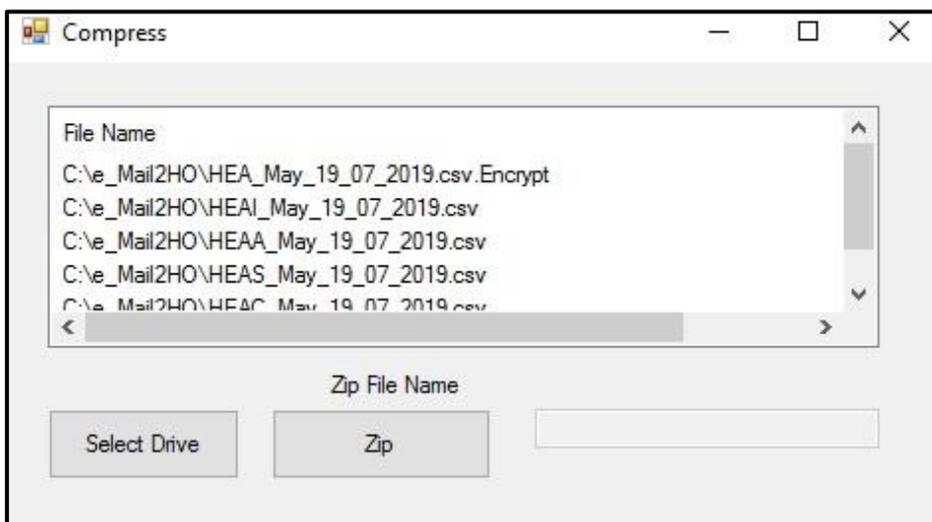
is generated as electronic files. For the secure data transmission, the file will be encrypted.

Click on Ok

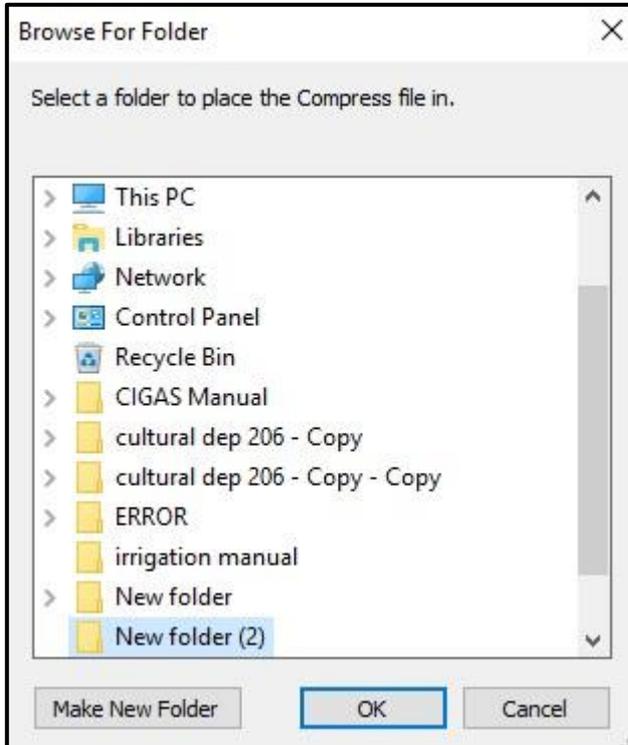


As these file may large in capacity, there is an option to compress the file. Hence click on compress button.

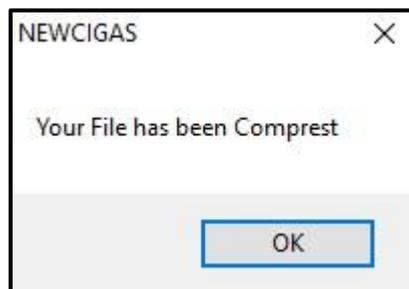
Click on select drive Button



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



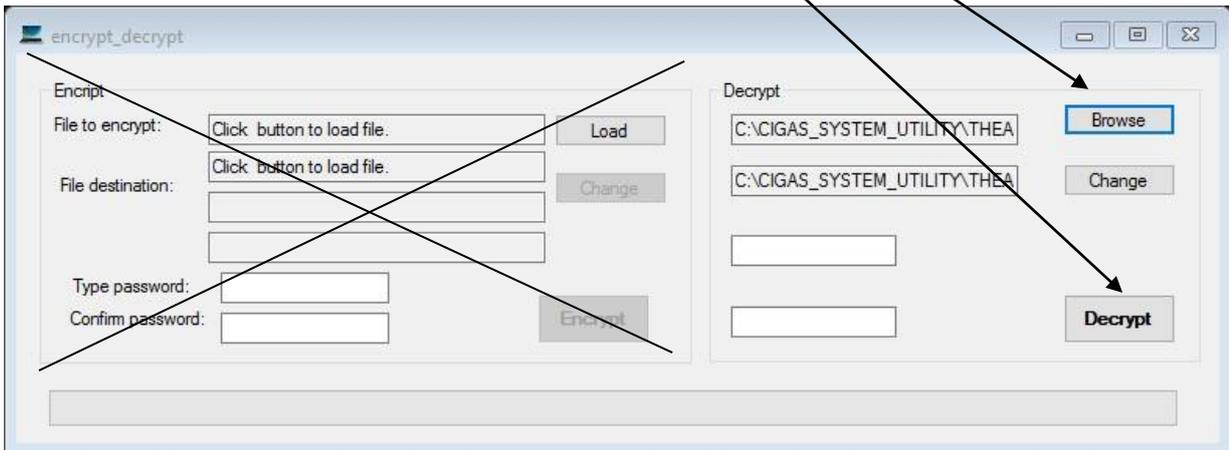
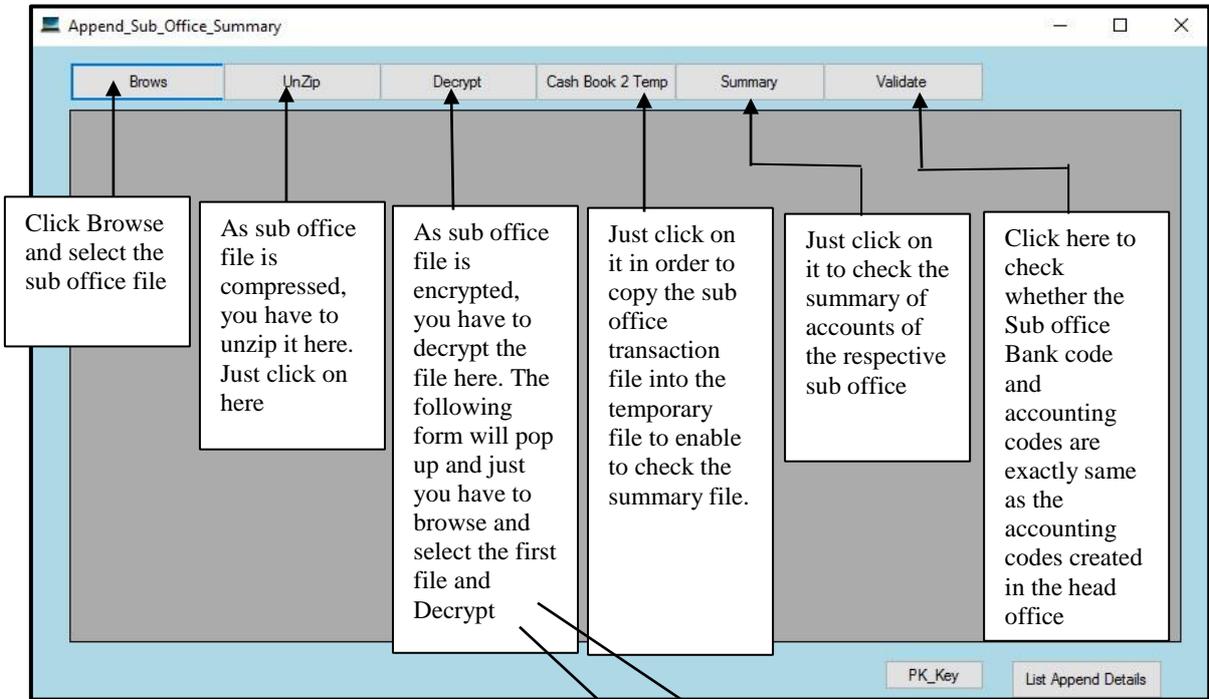
Then click on Zip Button



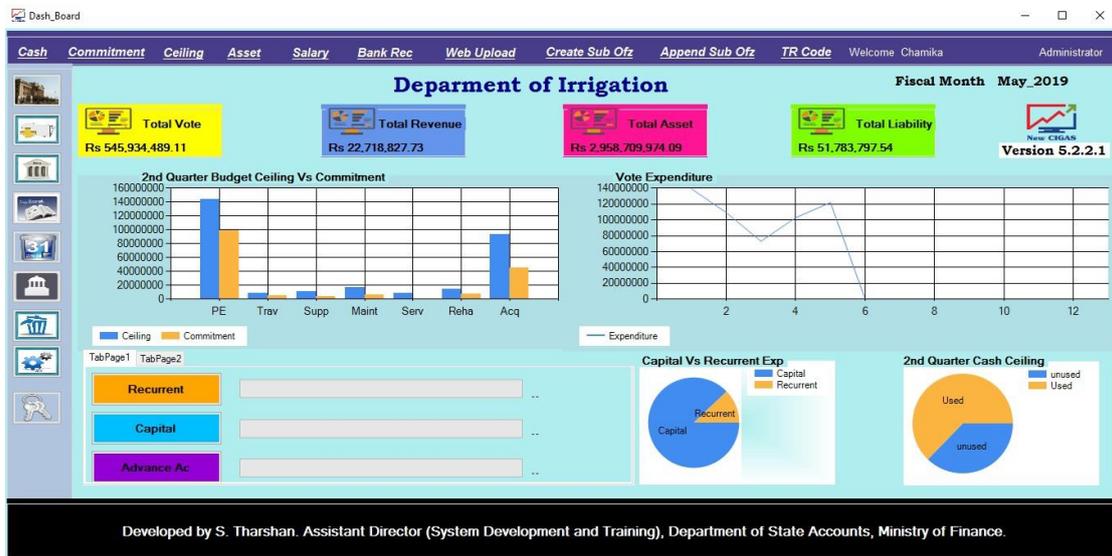
The encrypted file contains the cash book transactions of the sub office and imprest file. Hence you have to select the drive where you want to save the compressed file and click on ZIP button.

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.

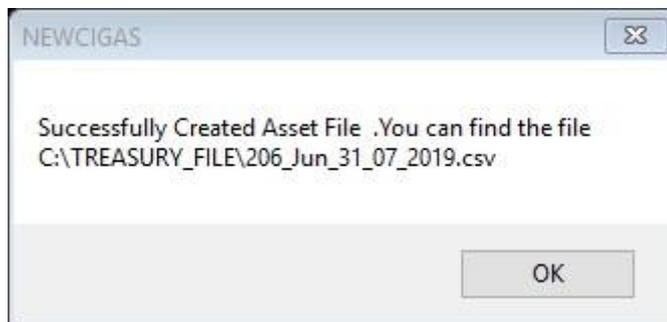
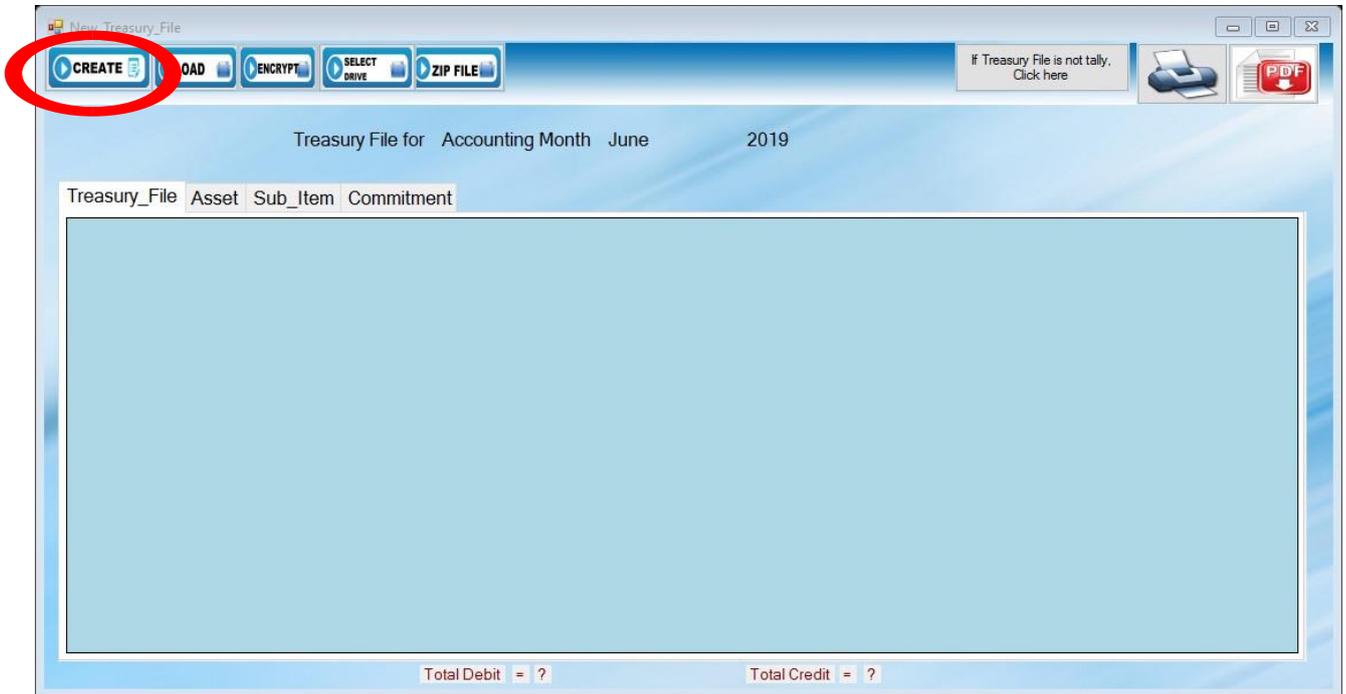
### 14.13 Append sub office file



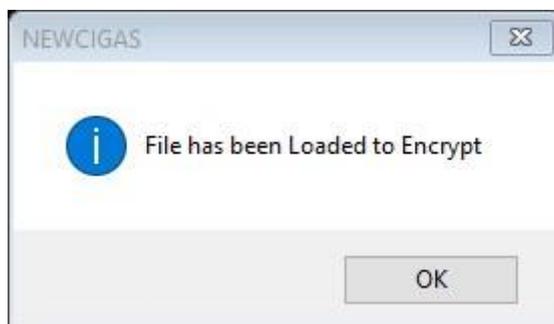
## 14.14 Create Treasury File



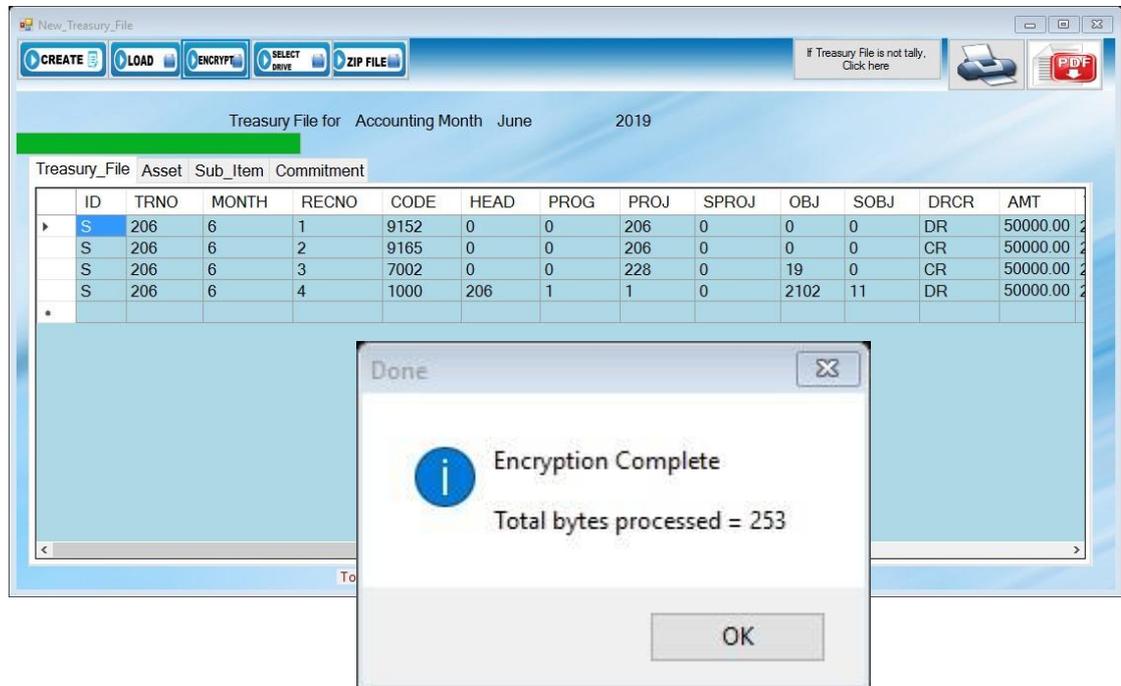
First Click on create button.



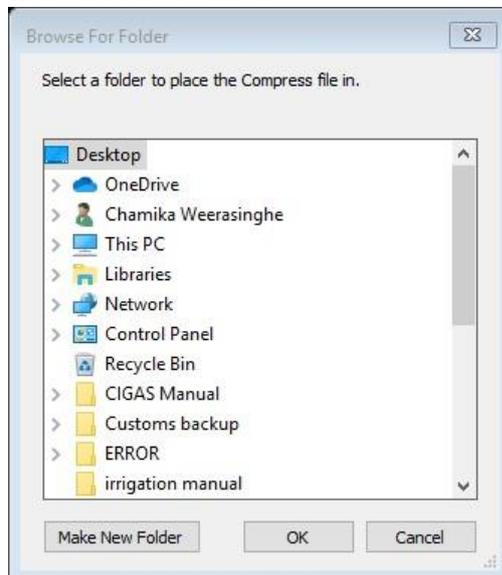
Click on Ok.  
Then click on Load button.



Click on Ok.  
Then click on Encrypt button.

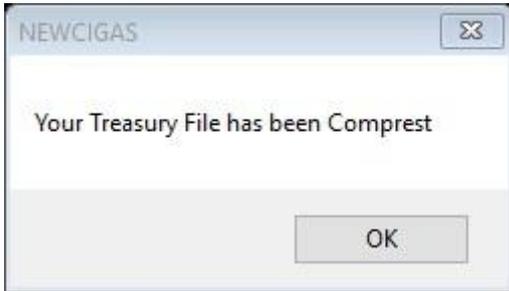


Click on Ok.  
Then click on select drive.



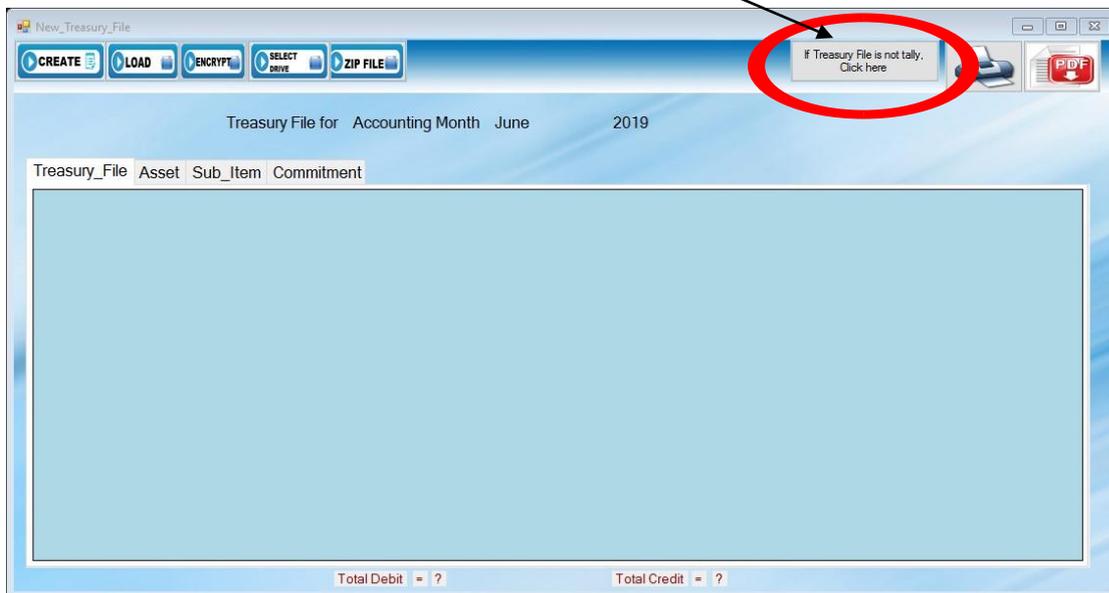
Select the drive you want to save the Encrypted file.

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.



### **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 → Main → Cash → Imprest Account → For the Month



Imprest Account

### Department Of Cultural affairs

Imprest Account By:  Bank Code  Imprest Account No

Bank Code: BOC

**LIST**

Imprest Account for the Month of May - 2019

Imprest Account For Bankcode :BOC

Description	Amount	Amount
Imprest Balance B/F from Last Month		43,181,711.08
Add Imprest Received from DGTO/ H. Office		53,550,000.00
Imprest Received from Other Source		569,170.50
		97,300,881.58
Less Sub Imprest Paid to Division	0.00	
Net Payment Excluding Sub Imprest	84,880,798.56	
Remittance	0.00	84,880,798.56
		12,420,083.02
<b>Un Expended Cash in this A/c</b>	11,609,650.74	
<b>Un Settled Sub Imprest</b>	810,432.28	
<b>Cash in Transit</b>		12,420,083.02

**PRINT**      **LIST**

1 Accountant

By click on list button you can get the individual imprest account details like below.

The screenshot shows a software window titled "Unsettled\_SubImprest". It contains several radio buttons for selection: "Unsettle Subimprest" (selected), "Imprest Given to Sub Office", "Imprest received from Head office", and "Settled Subimprest". There is also a "Select" section with "Bank Code" (selected) and "Imprest Ac". A "Bank Code" dropdown menu is set to "BOC". Buttons for "List", "Print", and a PDF icon are visible. Below these is a table with columns: Date, Vouch\_no, Paidto, Description, Chequeno, Cash, and Xe. The table lists transactions from 10 Jan 2019 to 21 Jan 2019. At the bottom, it shows "Total Unsettle Subimprest = 810,432.28".

	Date	Vouch_no	Paidto	Description	Chequeno	Cash	Xe
▶	10 Jan 2019	P1901021	PC H.R.S.V. KU...			0.00	7,500.00
	10 Jan 2019	P1901020	PC THISSA DHA...	PETTY CAS...		0.00	7,500.00
	11 Jan 2019	P1901035	PC CHAMMI EDI...			0.00	7,500.00
	11 Jan 2019	P1901034	PC W.Y.R. PER...			0.00	5,000.00
	11 Jan 2019	P1901036	PC K.M.I.K. KAN...			0.00	7,500.00
	18 Jan 2019	P1901071	08 A.M.A. BAND...			0.00	5,000.00
	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

Total Unsettle Subimprest = 810,432.28

### 14.15.1 Examine the Imprest Account Monthly

**Department Of Cultural affairs**

Imprest Account By:  Imprest Account No

Imprest Account: 228/19      Month: 5

Imprest Account for the Month of May - 2019  
For Imp No : 228/19

Description	Amount	Amount
Imprest Balance B/F from Last Month		43,181,711.08
Add		
Imprest Received from DGTO/ H. Office		53,550,000.00
Imprest Received from Other Source		569,170.50
		97,300,881.58
Less		
Net Payment Excluding Sub Imprest	84,880,798.56	
Remittance	0.00	84,880,798.56
		12,420,083.02
Un Expended Cash in this Account	11,609,650.74	
Un Settled Sub Imprest	810,432.28	
<b>Cash in Transit</b>	0.00	12,420,083.02

Accountant

### 14.16 Examine the Ledger Accounts

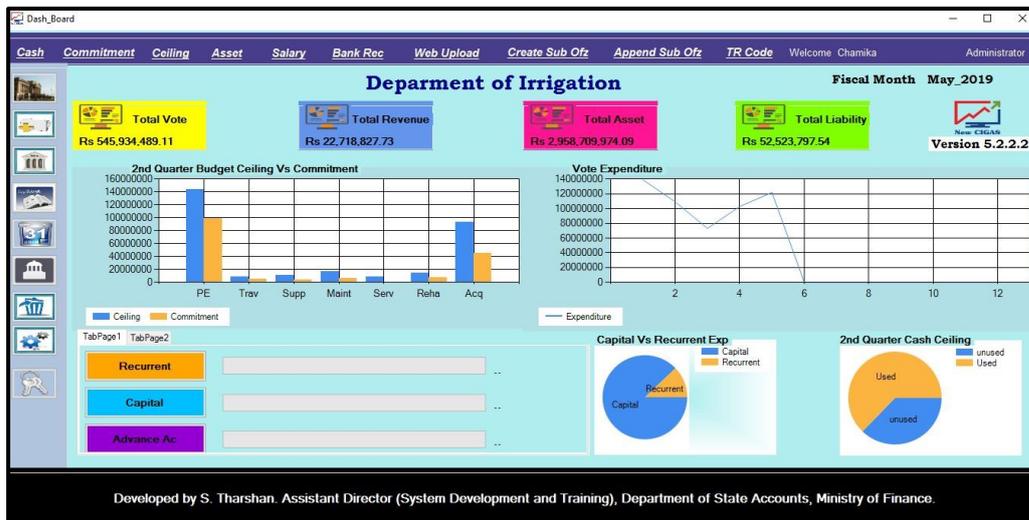
When you need to display accounts by one by one go to  
Cash Book → Main → Ledger → Show Accounts → Account Summary → Vote

The screenshot shows a menu structure in a software application. The menu path is: Cash Book → Main → Ledger → Show Accounts → Account Summary → Vote. The 'Vote' menu is currently open, displaying a list of options: Expenditure, Commitment, Ceiling, Expenditure Sub Item, Deposit, Advance, Revenue, PSPF, Miscellaneous, Asset, Capital Asst Reserve, Lease Creditors, and Lease Asset.

treasury_code	Finance	Allocation	Expenditure_up_to	Expenditure_For_M	Surcharge_for_Mor	Net_Expenditure	Balance
123-2-5-6-1508	11	300,000.00	275,000.00	0.00	0.00	275,000.00	25,000.00
155-1-6-0-1409	11	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00
206-1-1-0-1001	11	39,000,000.00	11,998,576.05	3,049,541.95	60,956.97	14,987,161.03	24,012,838.97
206-1-1-0-1002	11	6,000,000.00	1,948,129.18	478,701.42	0.00	2,426,830.60	3,573,169.40
206-1-1-0-1003	11	16,000,000.00	4,991,355.53	897,706.02	3,832.00	5,885,229.55	10,114,770.45
206-1-1-0-1101	11	2,500,000.00	700,000.00	304,479.30	0.00	1,004,479.30	1,495,520.70
206-1-1-0-1102	11	500,000.00	0.00	0.00	165,872.24	-165,872.24	665,872.24
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
206-1-1-0-1202	11	4,400,000.00	477,833.00	894,696.00	0.00	1,372,529.00	3,027,471.00
206-1-1-0-1203	11	400,000.00	100,000.00	6,436.50	0.00	106,436.50	293,563.50
206-1-1-0-1205	11	500,000.00	117,303.00	372,916.25	0.00	490,219.25	9,780.75
206-1-1-0-1301	11	4,500,000.00	1,188,481.72	836,579.14	0.00	2,025,060.86	2,474,939.14
206-1-1-0-1302	11	550,000.00	77,843.50	65,550.00	0.00	143,393.50	406,606.50
206-1-1-0-1401	11	150,000.00	3,884.26	52,389.60	0.00	56,273.86	93,726.14
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
206-1-1-0-1404	11	26,000,000.00	1,662,661.41	3,171,796.22	0.00	4,834,467.63	21,165,542.37

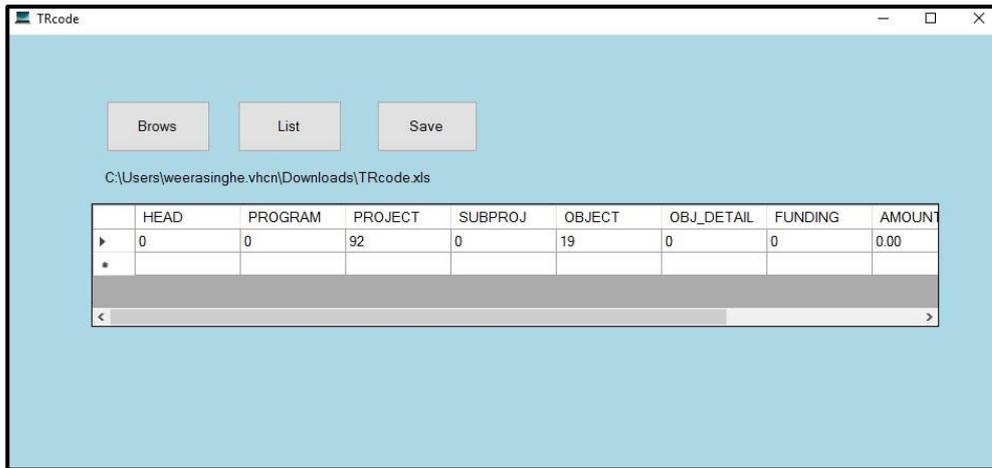
## 15. Migrate the TR Code

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.



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

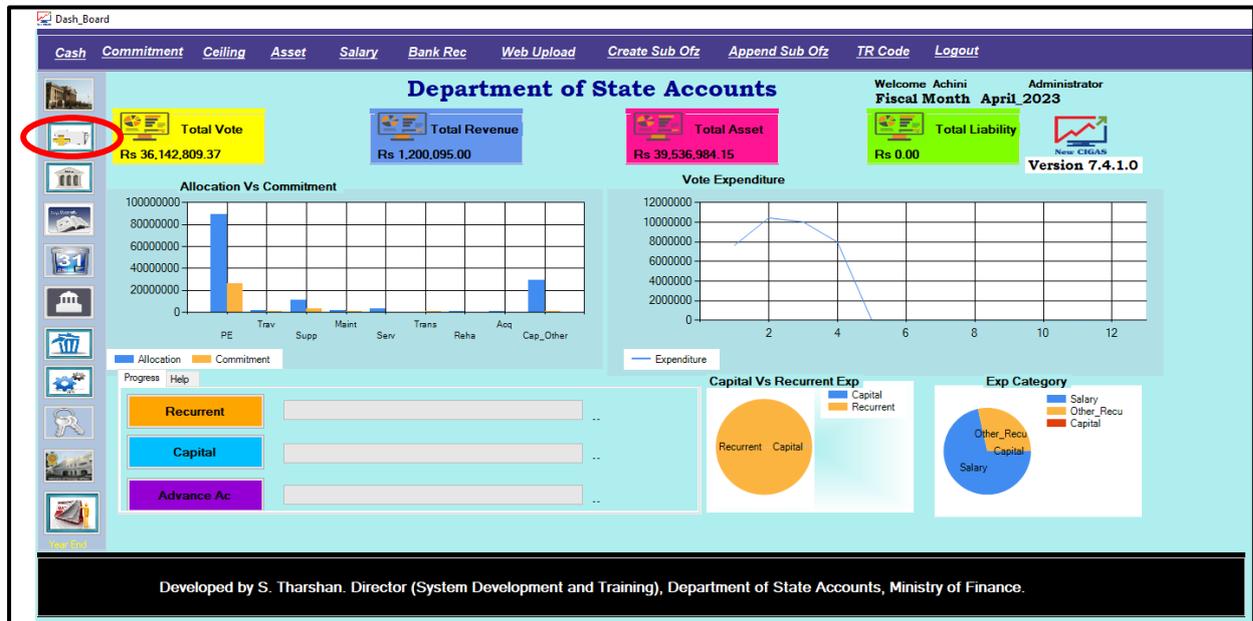


Thereafter you have to click on list button to verify the code that has been browsed finally click on save button

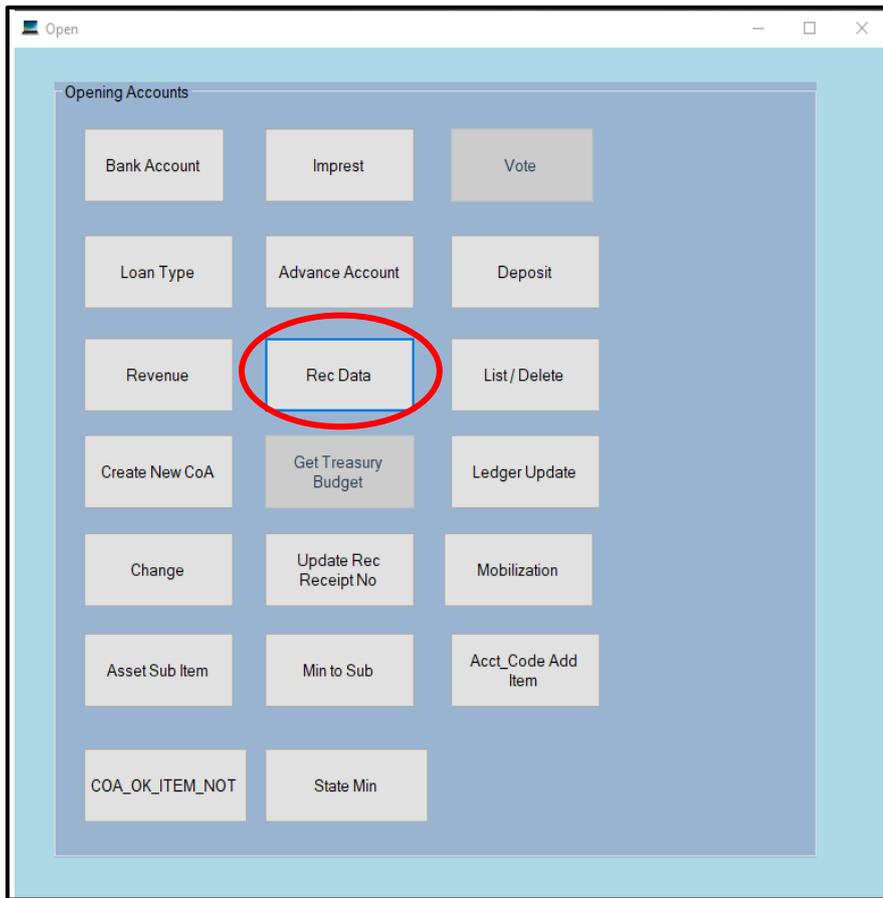


## 16. Bank Reconciliation

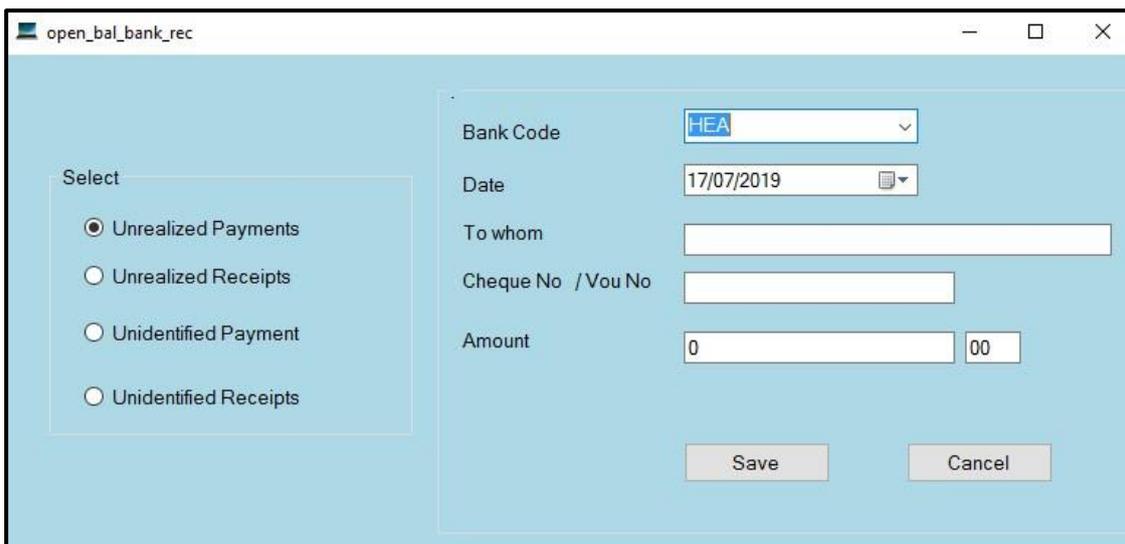
For bank reconciliation you should create a separate user login and password, rather than doing in same administrator login it easier and more effective to do it as a separate user login.



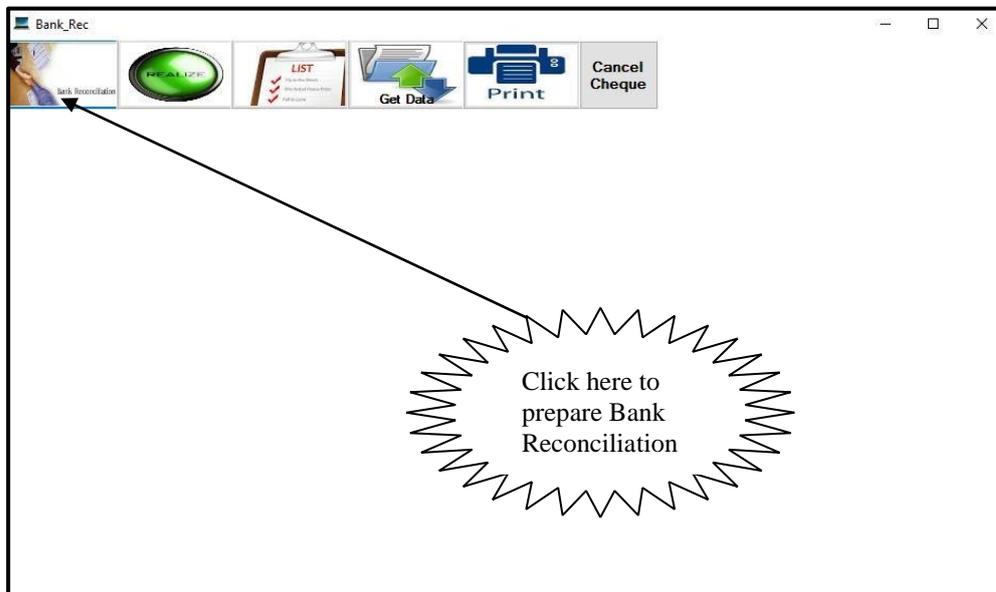
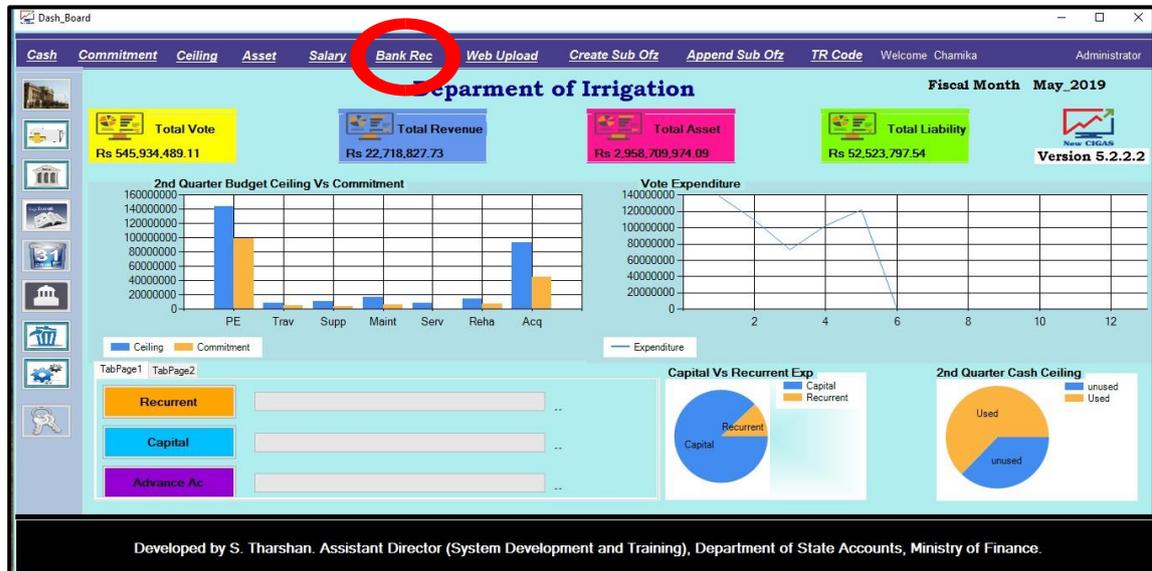
When you enter current month opening balances you should click on Rec Data in Opening Bal.



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



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.

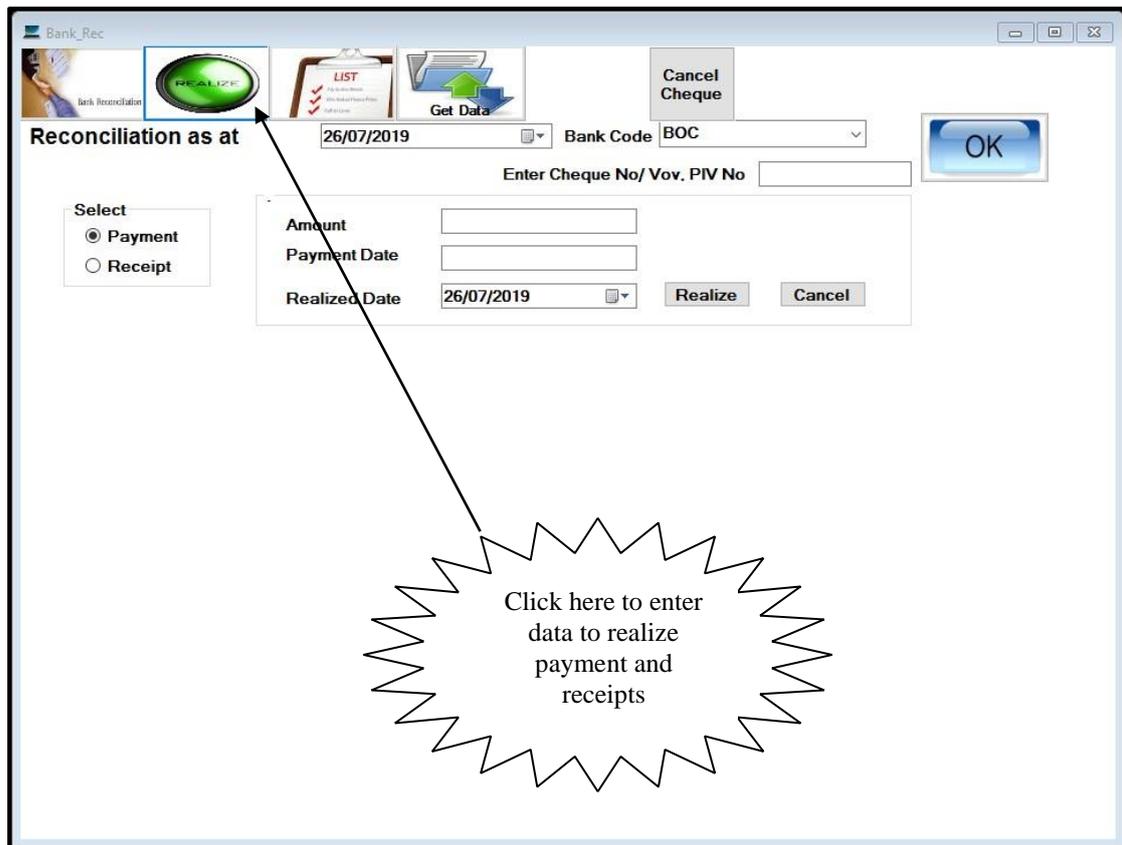
Bank Rec

Bank Reconciliation as at 31/07/2019 Bank Code HEA

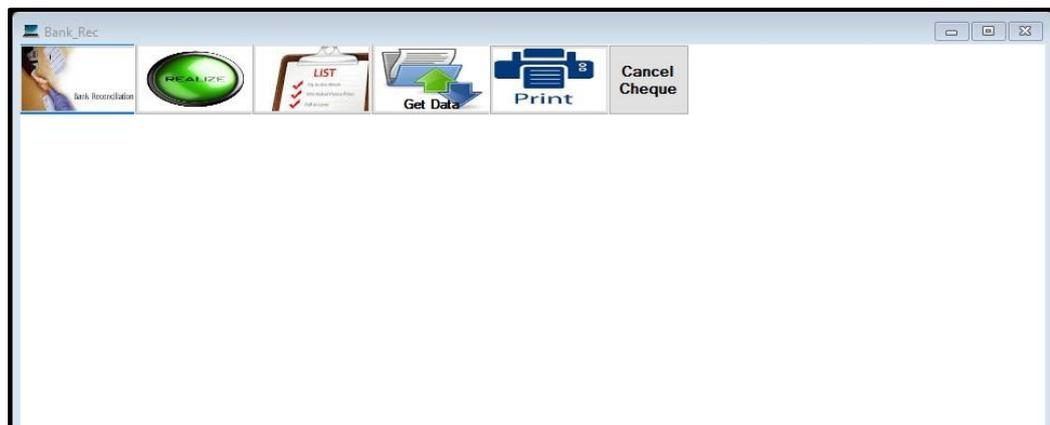
Bank Reconciliation for the A/C No: 7042385 as at 31/7/2019

Description	Amount	Amount
<b>Balance as per cash book</b>		
<b>Adjustment to Cash Book</b>		
Adjust Unpresented Cheque	714,638,527.21	795,571.15
Less Unrealized Receipts	715,434,098.36	
<b>Adjustment to Bank Statement</b>		
Add Unidentified Receipts	0.00	
Less Unidentified Payment	0.00	
Less Transfer to Treasury	0.00	
<b>Balance as per Bank Statement</b>		0.00

Now you have to realize data.



### List Bank Reconciliation Data



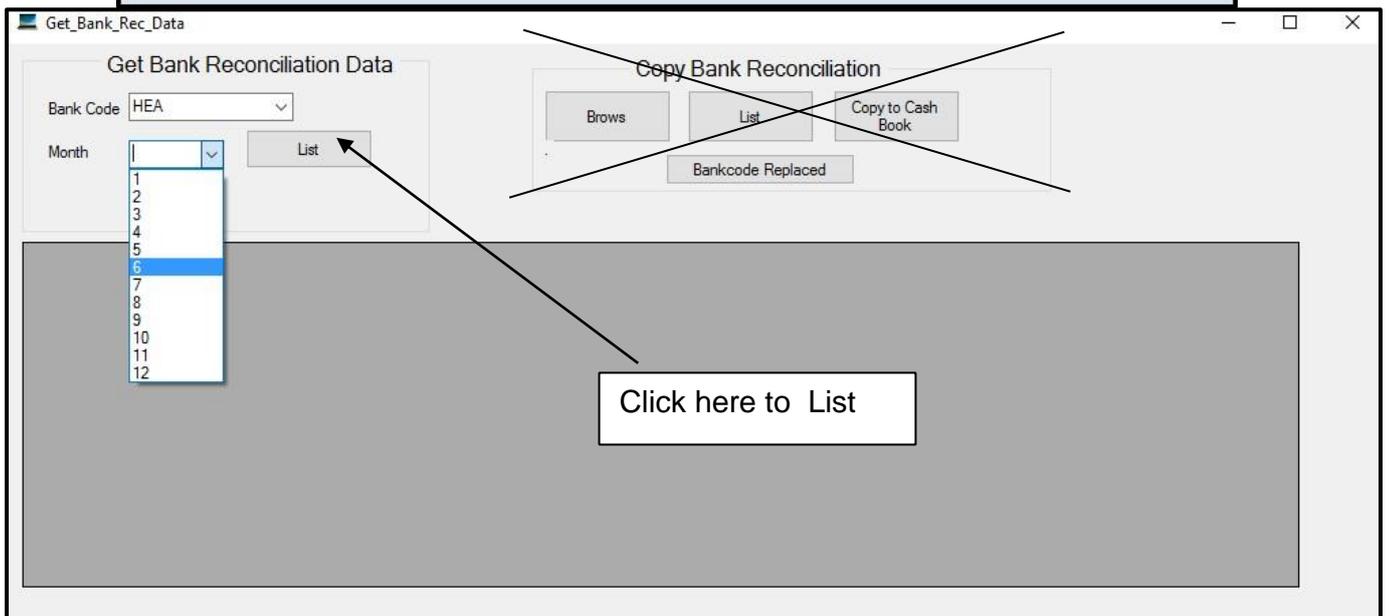
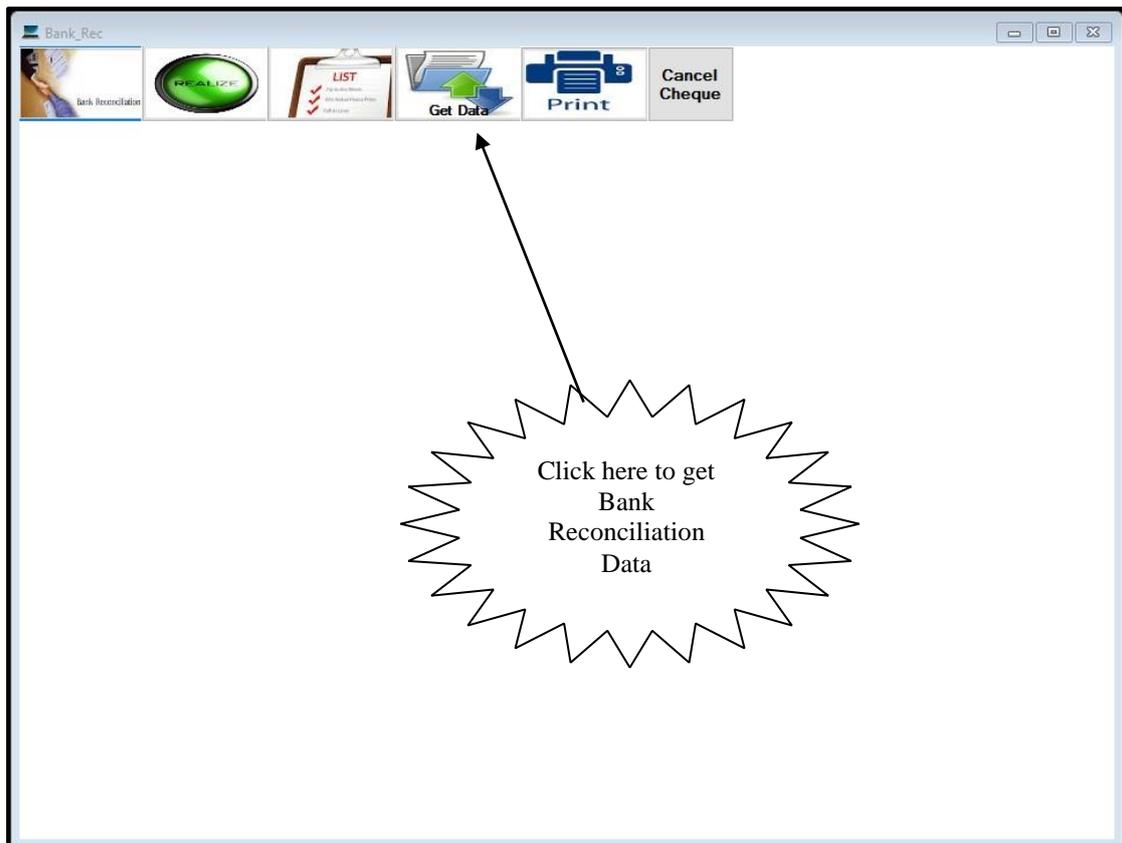
Date	vovpiv	Whom	Cash	Chequeno
04 Jan 2019	P1901001*1	KARUNADA...	10,000.00	766802
04 Jan 2019	P1901001*2	J.A. GUNAD...	10,000.00	766803
04 Jan 2019	P1901001*3	P.P. WIMALA...	10,000.00	766804
04 Jan 2019	P1901001*4	W.D. PEMA...	10,000.00	766805
04 Jan 2019	P1901001*5	A. WEERAP...	10,000.00	766806
04 Jan 2019	P1901001*6	M.A. SUWAR...	10,000.00	766807
04 Jan 2019	P1901001*7	H. MATHIYAS	10,000.00	766808
04 Jan 2019	P1901001*8	A. CABRIAL	10,000.00	766809
04 Jan 2019	P1901001*9	K. KANTHAIYA	10,000.00	766810
07 Jan 2019	P1901002*1	H. SILAMBU...	10,000.00	766812
07 Jan 2019	P1901002*10	P.G. SIRISENA	10,000.00	766821
07 Jan 2019	P1901002*11	M.D. SIMON	10,000.00	766822

Total Rs 278,909,849.64

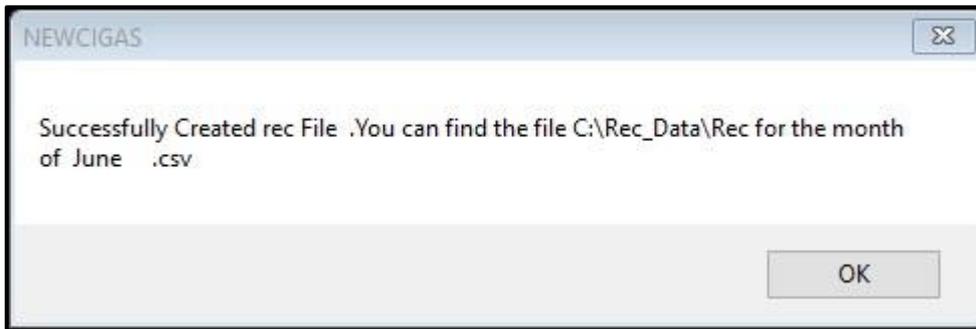
Click here to List  
Bank  
Reconciliation  
Data

## 16.1 Get Bank Reconciliation Data

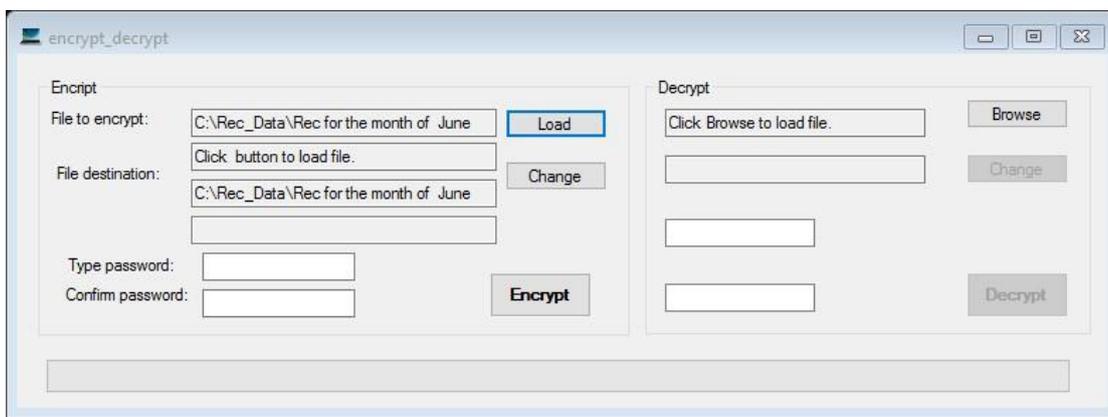
When in the Cash Book side you have to use **Get Data** to create encrypted csv file.



Click on Ok.

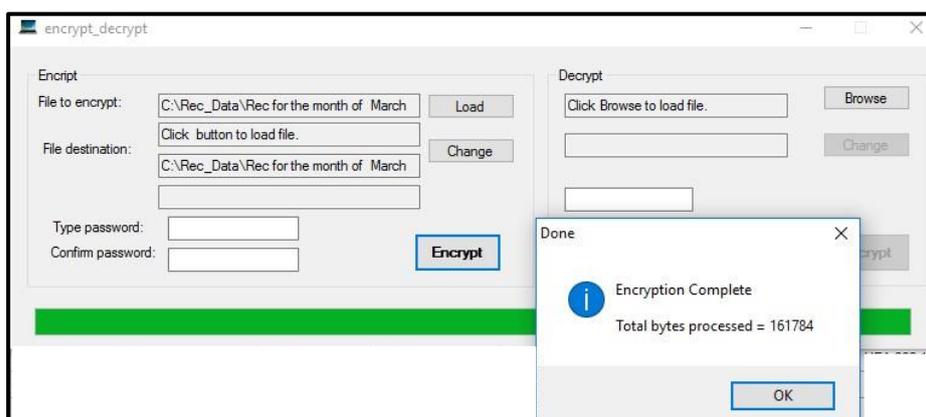


To encrypt the Bank Reconciliation File first Click on Load button

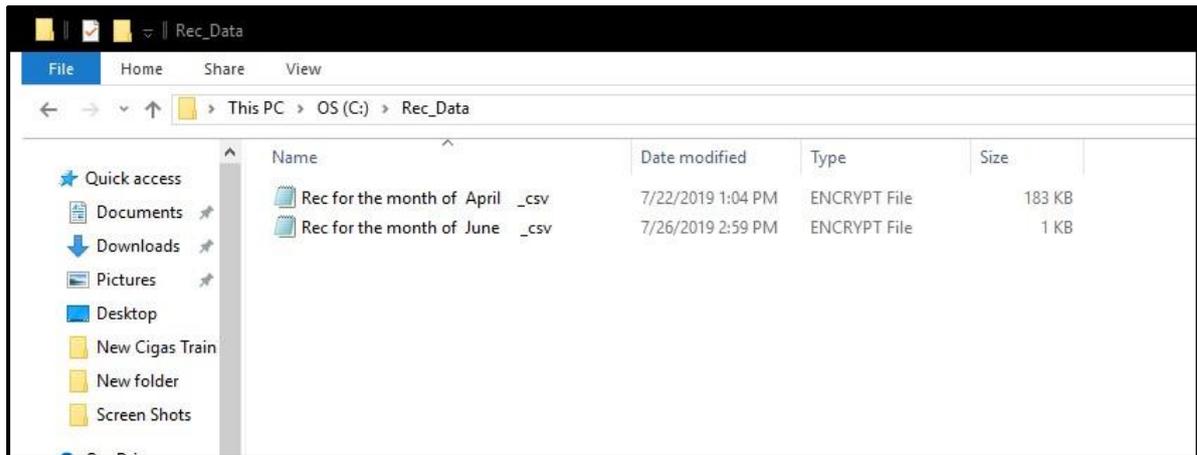


Then Click on Encrypt button.

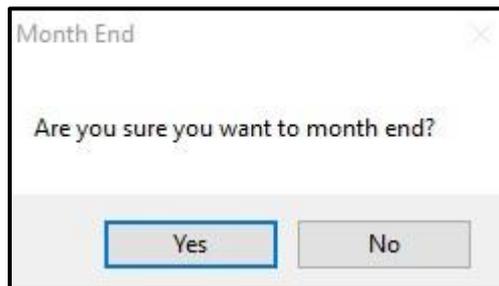
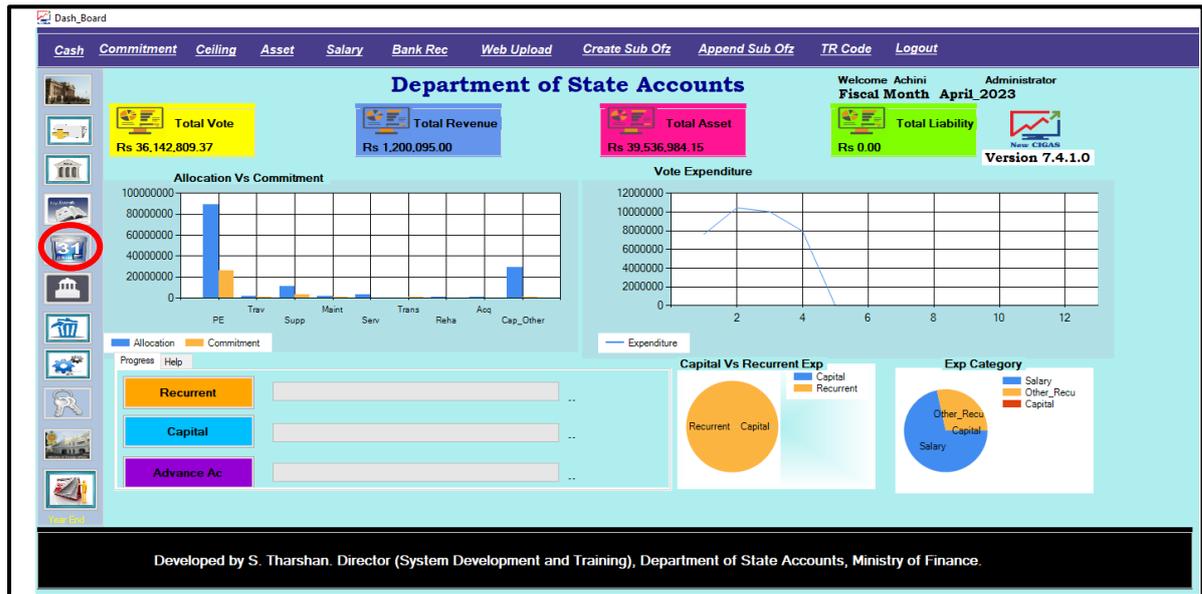
Finally Click on Ok button.



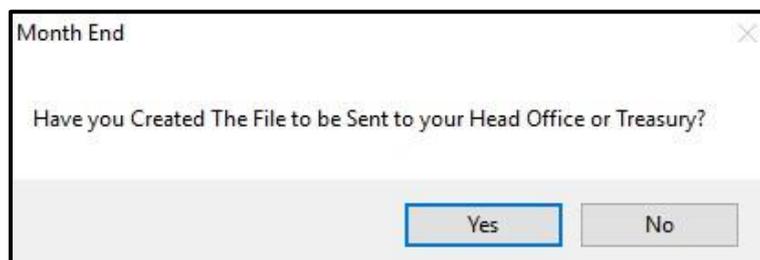
Find the encrypted Reconciliation file in C drive → Rec Data folder



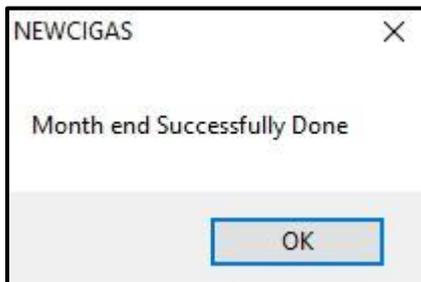
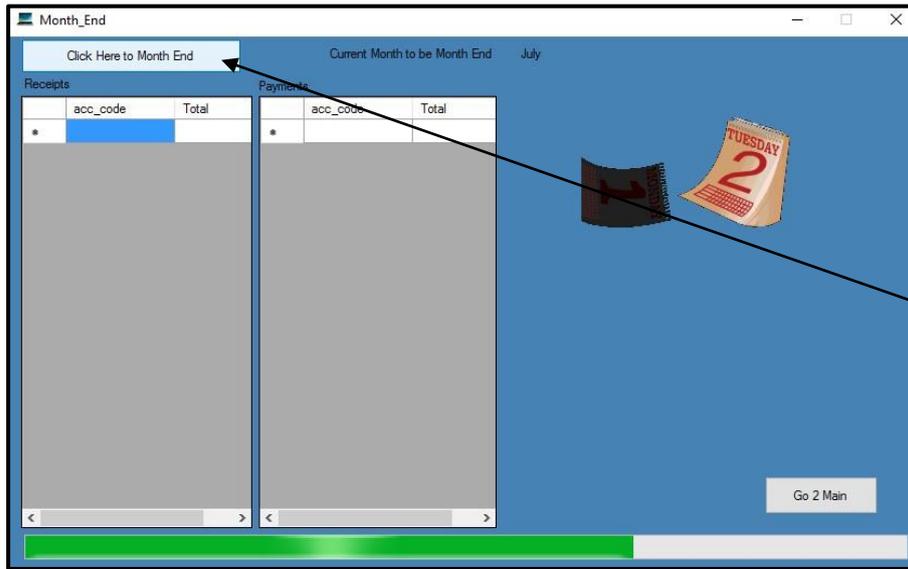
## 17. Month End



Click on Yes.



Click on Yes



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](http://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

Cash book → Last Year Liability → Revised

The screenshot shows the CIGAS application interface. The top menu bar includes 'Asset\_Accounting', 'Reports', 'Commitment', 'Final\_Acct', and 'Last\_Yr\_Liability'. The 'Last\_Yr\_Liability' menu is open, showing options: 'List', 'Revised', and 'Convert to 2022'. Below the menu, there are various icons for 'Salary', 'Upload', 'Database', 'Restore', 'User', 'Setting', 'SMS', 'Help..', and 'Logout'. The main window is titled 'Liability\_Revised' and contains a table with the following data:

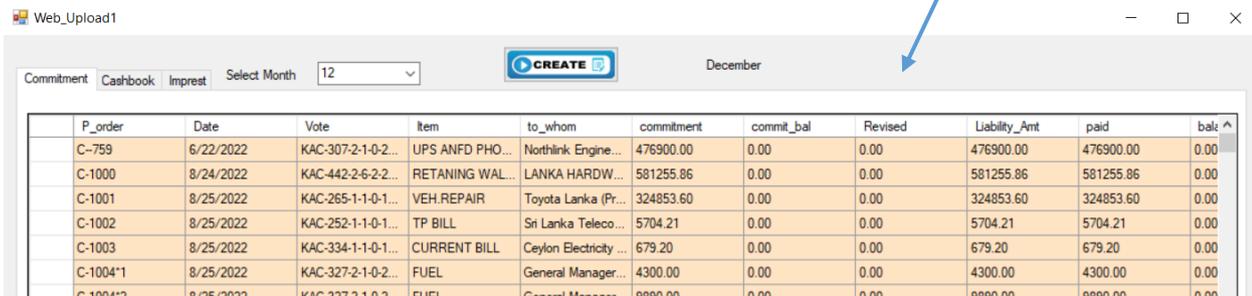
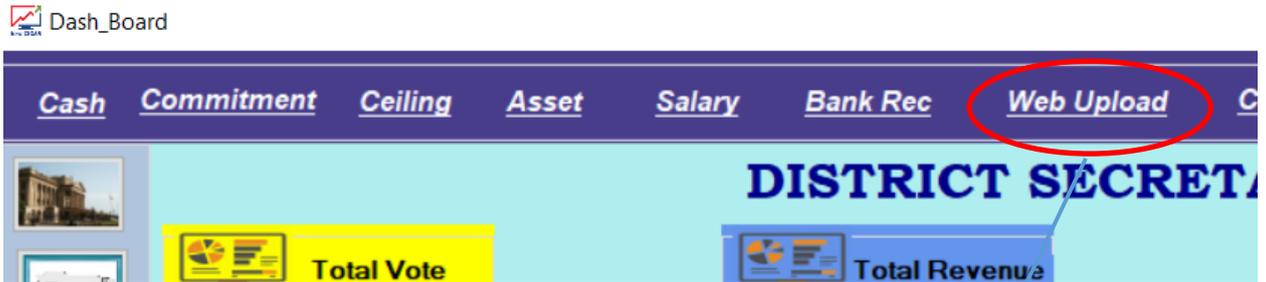
P_order	Date	Vote	Item	to_whom	commitment	Commit_Bal	Liability_Amt	paid	Balance
DECE-05	12/28/2021	KAC-265-1-1-0-1...	Toner	Metropolitan Tec...	83700.00	0.00	83700.00	0.00	83700.00
L-02	12/30/2021	KAC-265-1-1-0-1...	STATIONARY	S.A.R. Book Center	260330.00	0.00	260330.00	0.00	260330.00
L-64	12/31/2021	KAC-265-1-1-0-1...	STATIONARY	Sri Lanka State T...	81002.61	0.00	81002.61	0.00	81002.61

Below the table, there are input fields for 'Head' (265), 'Object Code' (1201), 'Commit No', 'Liability Amount' (0), and 'Revised Liability' (0). There are 'Save' and 'Close' buttons at the bottom.

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.

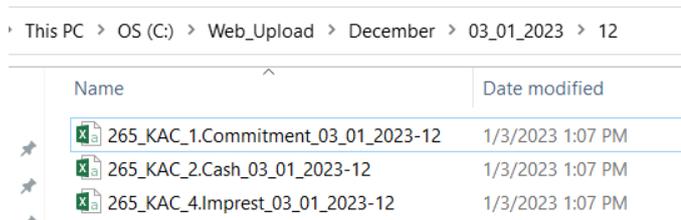
### 18.3 Unpaid Vouchers and Web upload

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.

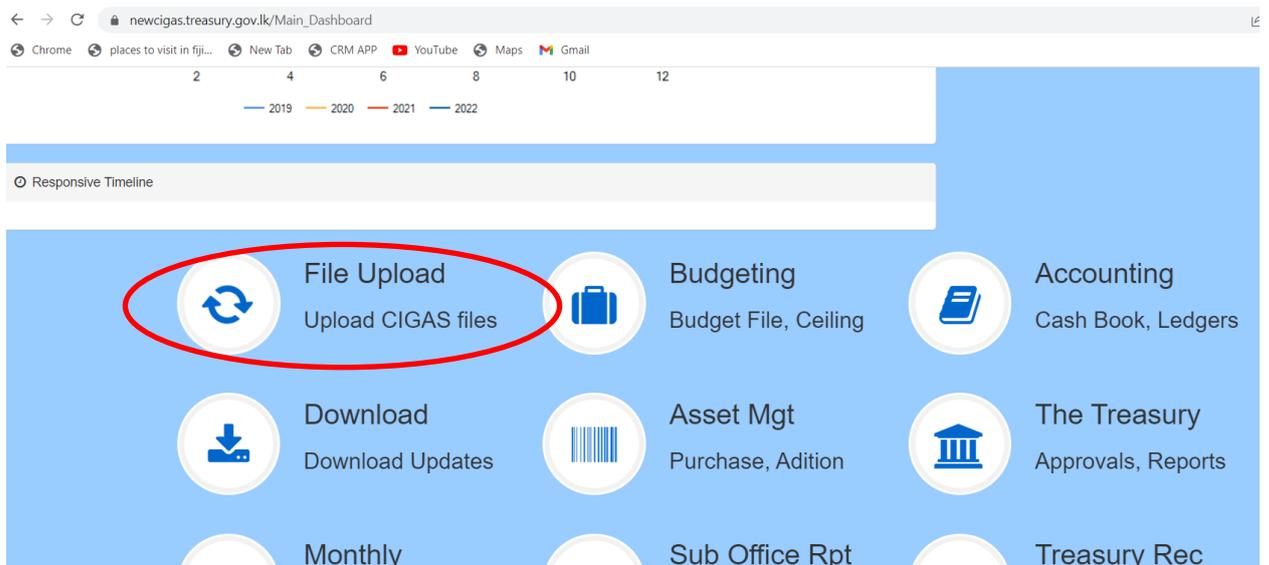


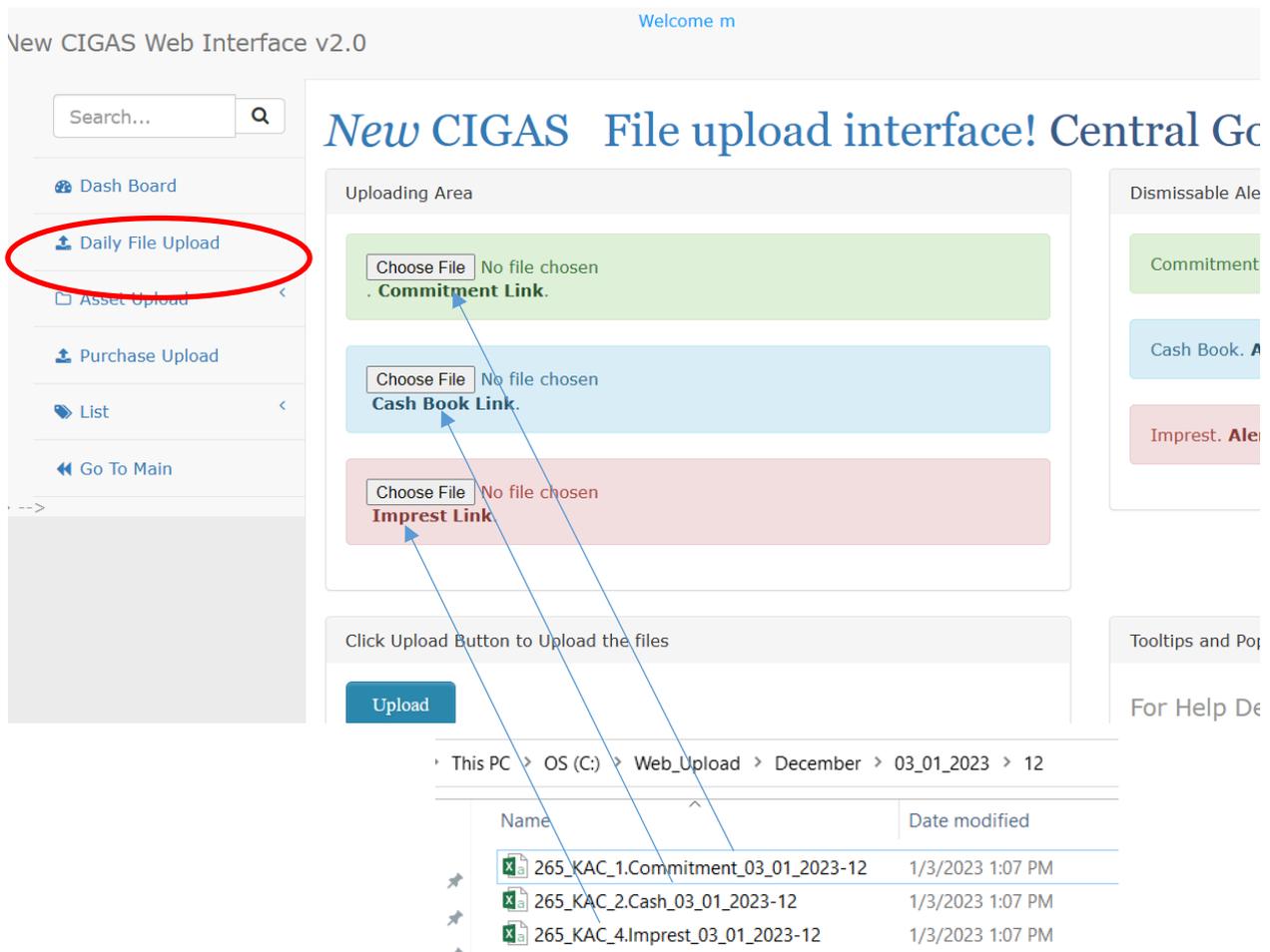
Select the month and create the files. You can find the created file in the C:\Web\_Upload\December\03\_01\_2024\12

Created Date    Month



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





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.

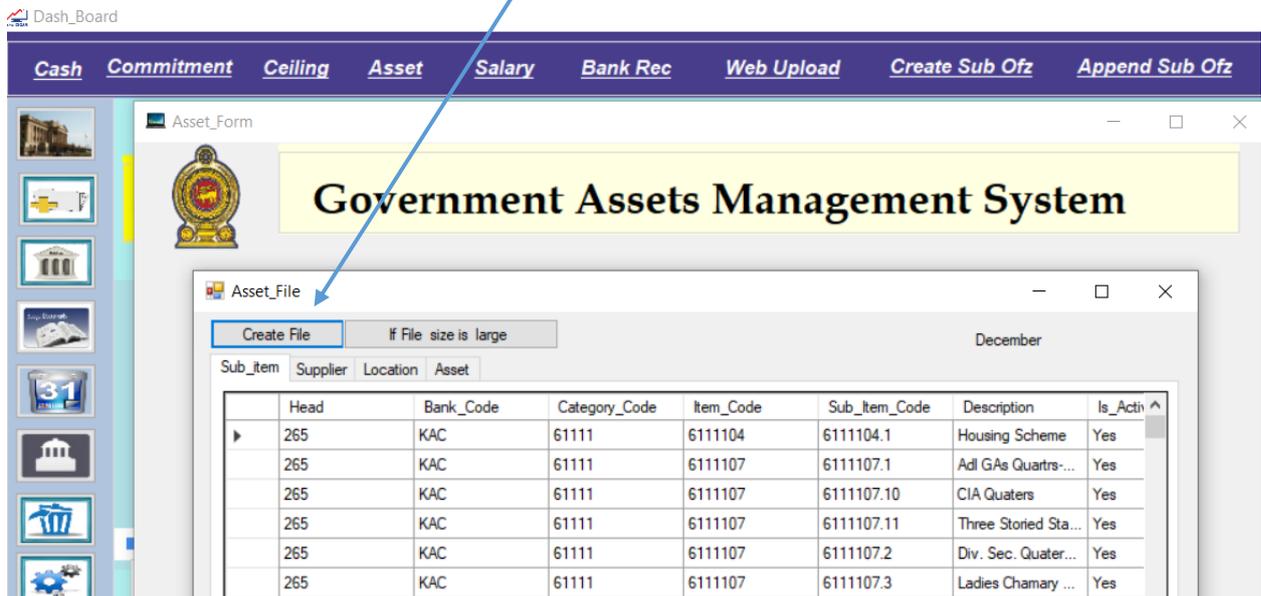
### 18.4 Asset Upload.

After inventoring 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





Click on the web upload button and create the files



The created file will be stored in C:\Asset\_Upload\December\03\_01\_2024

\_2023

Share View

> This PC > OS (C:) > Asset\_Upload > December > 03\_01\_2023

Name	Date modified	Type
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.

The screenshot shows the CIGAS web application interface. At the top, there is a navigation bar with 'File Upload' and 'Budgetin' options. The 'File Upload' button is circled in red. Below the navigation bar, the dashboard displays 'Welcome m' and a search bar. The main content area includes a 'Dashboard' section with two summary cards: 'Your Last Upload!' (12/23/2021 2:21:48 PM) and 'Your Unsettled Liability!' (Rs 6,647,374.87). Below these is an 'Area Chart : Liability amount vs paid'. On the left, a sidebar menu is shown with 'Supplier', 'Sub Item', 'Location', and 'Asset' options circled in red. Blue arrows point from these options to the corresponding files in the file explorer screenshot below.

\_2023

Share View

> This PC > OS (C:) > Asset\_Upload > December > 03\_01\_2023

Name	Date modified	Type
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

## 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

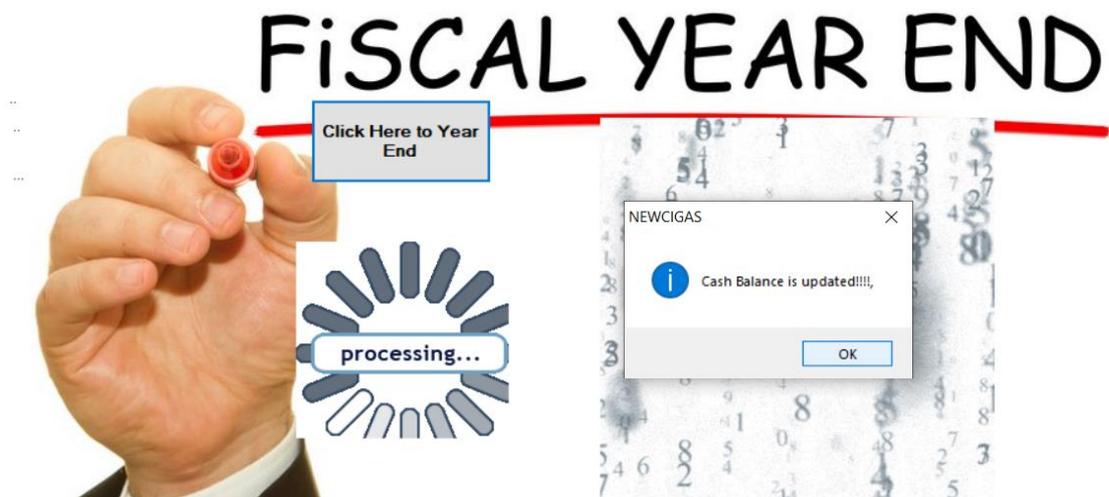


You should month end before year end

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

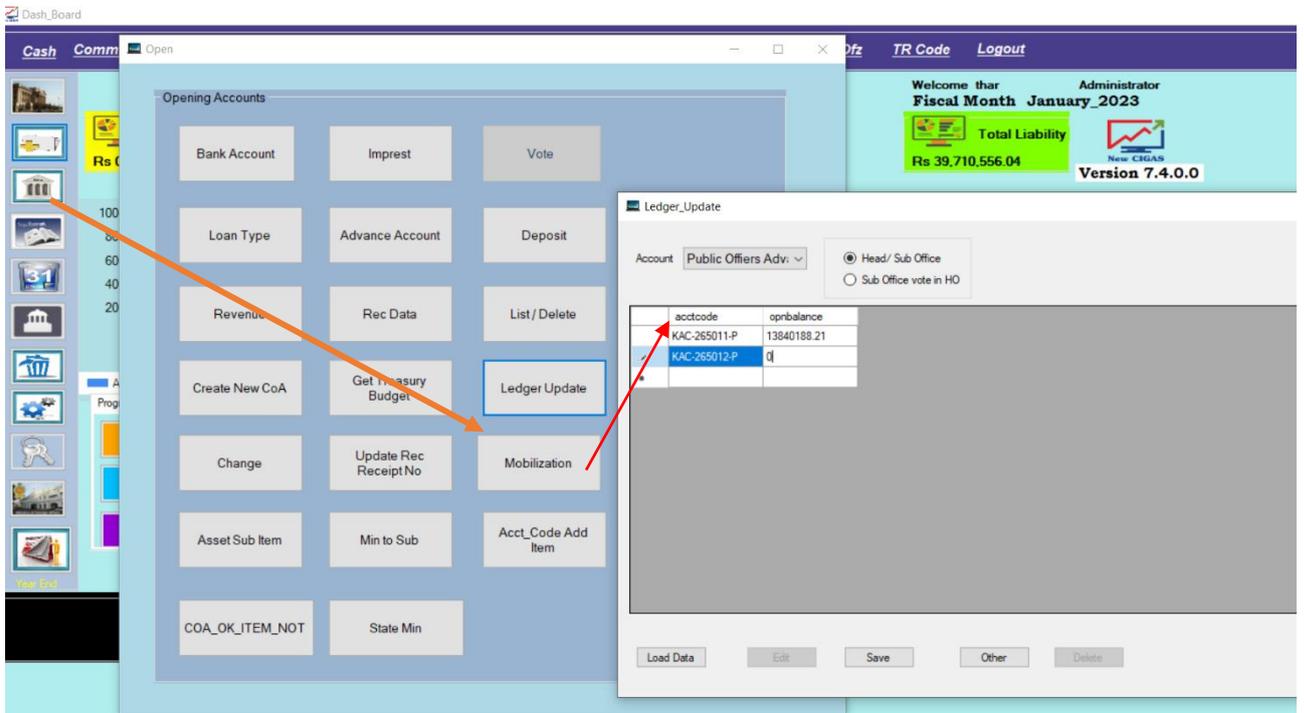
4. Once after the year end, please check the opening balances which should be same as the last year closing balances. Check the ledger balances with printout or soft copy stated in the number block 7.

**ATTENTION**

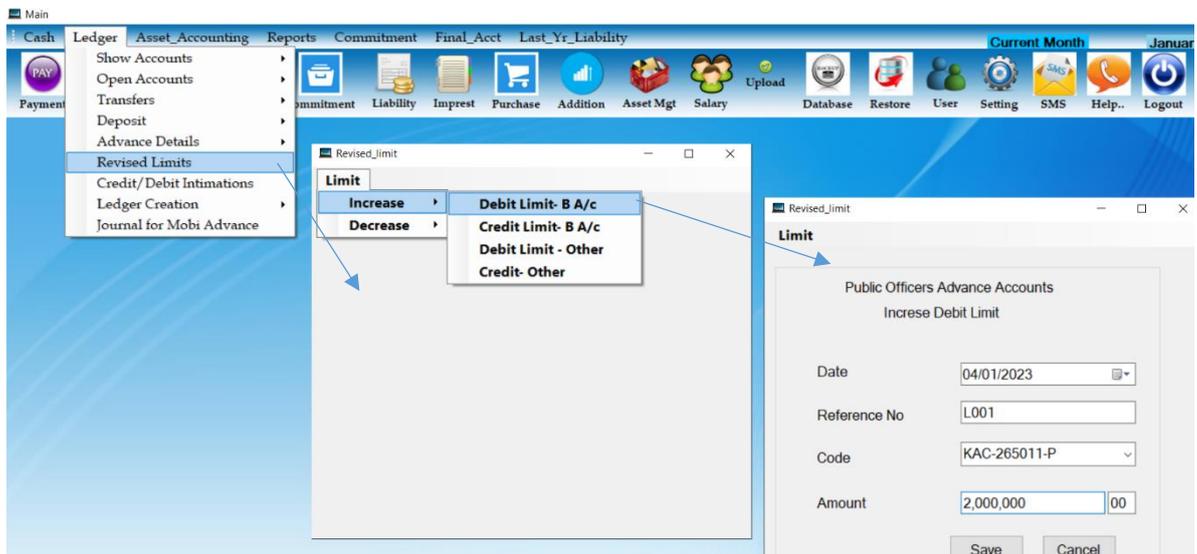


Please inventrorize all the purchases before year end. If you are maintaining your asset in newcigas web application, please get the code from the department of state accounts and give the code to the newcigas for allow it to year end. The code can be given to the

- 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

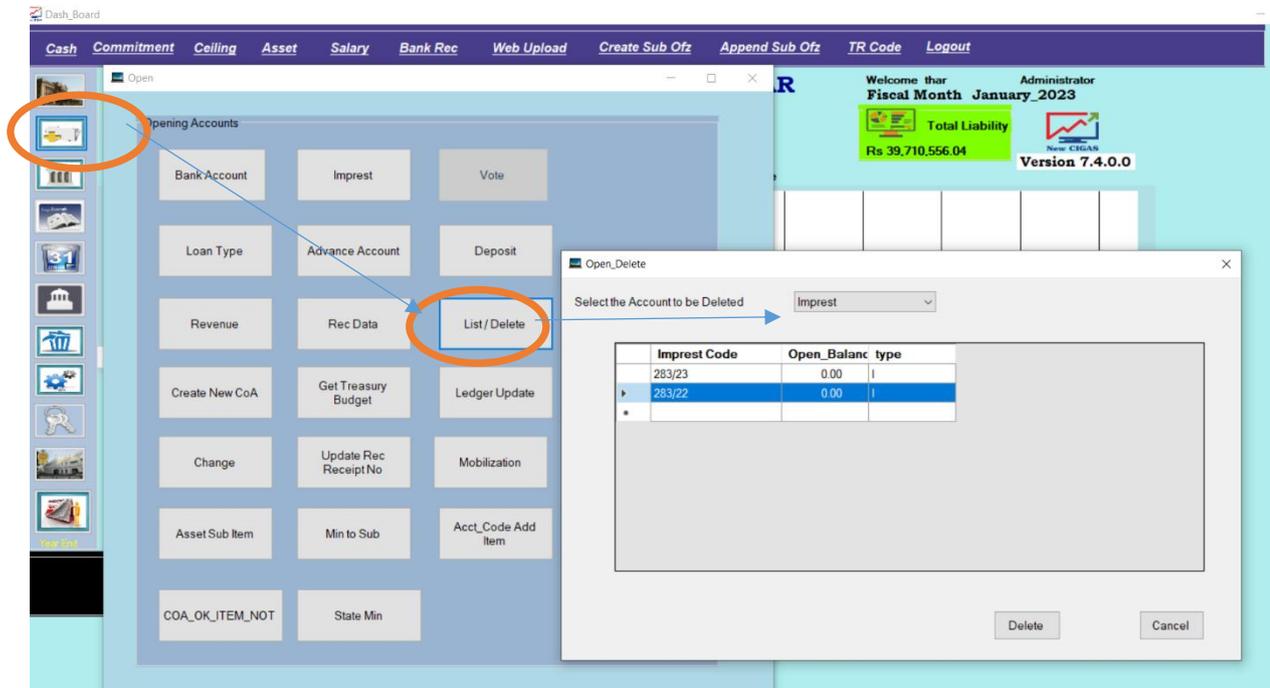


**Advance Account Limit** Enter the Limit for the advance Account for 2013



## 18.6 Delete the unused imprest Account

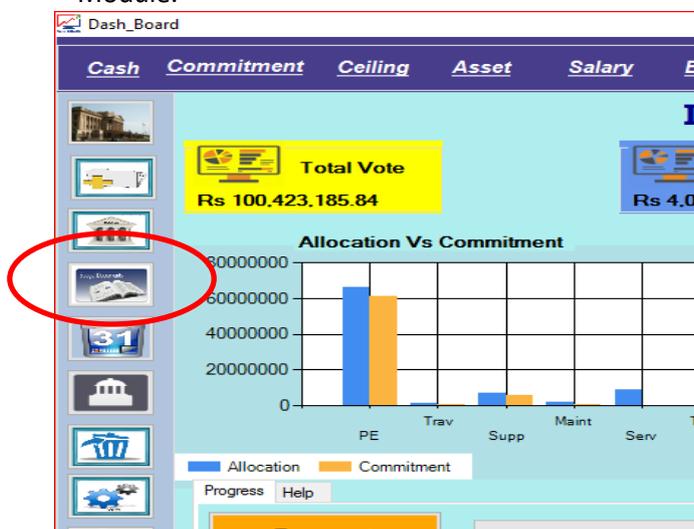
You could delete the old imprest account and unused imprest account through the following way if you don't have any unsettled sub imprest under those imprest account.

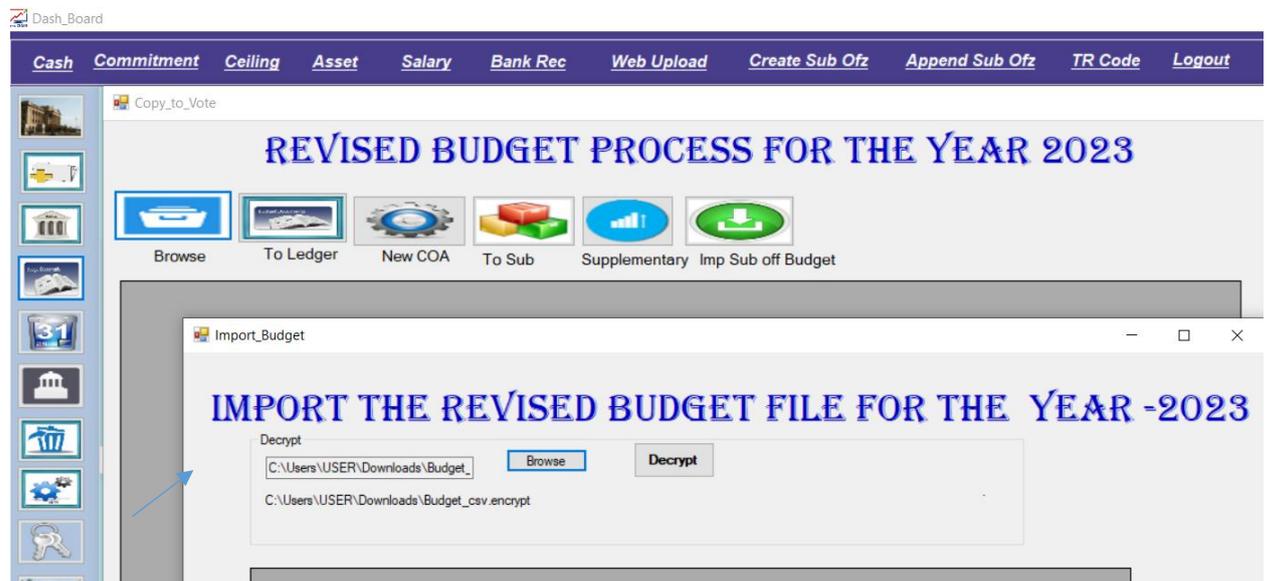


Select open Act button in da dash board and click list/delete button then select the dropdown. Thereby select imprest and select the unused imprest with zero balance and click on delete button.

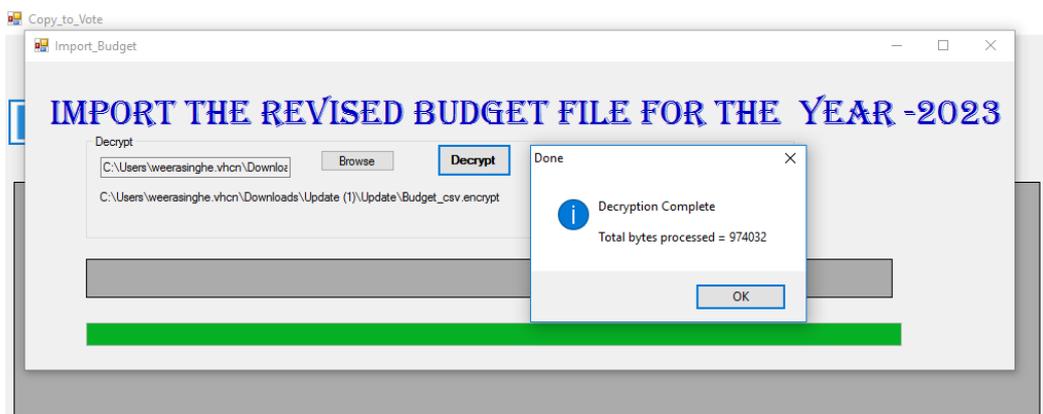
## 18.7 If you are Head Office

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.





2. Click on browse button and decrypt the budget file



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.



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\_Board

Cash Commitment Ceiling Asset Salary Bank Rec Web Upload Create Sub Ofz Append Sub Ofz TR Co

Copy\_to\_Vote

### REVISED BUDGET PROCESS FOR THE YEAR 2023

Browse To Ledger New COA To Sub Supplementary Imp Sub off Budget

AcctCode	Allocation	Q1	Q2	Q3	Q4
265-1-1-0-1001-P	44,000,000.00	0.00	0.00	0.00	0.00
265-1-1-0-1002-P	3,200,000.00	0.00	0.00	0.00	0.00
265-1-1-0-1003-P	20,500,000.00	0.00	0.00	0.00	0.00
265-1-1-0-1101-P	1,200,000.00	0.00	0.00	0.00	0.00
265-1-1-0-1201-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\_Board

Cash Commitment Ceiling Asset Salary Bank Rec Web Upload Create Sub Ofz Append Sub Ofz TR Code Logout

Copy\_to\_Vote

### REVISED BUDGET PROCESS FOR THE YEAR 2023

Browse To Ledger New COA To Sub Supplementary Imp Sub off Budget

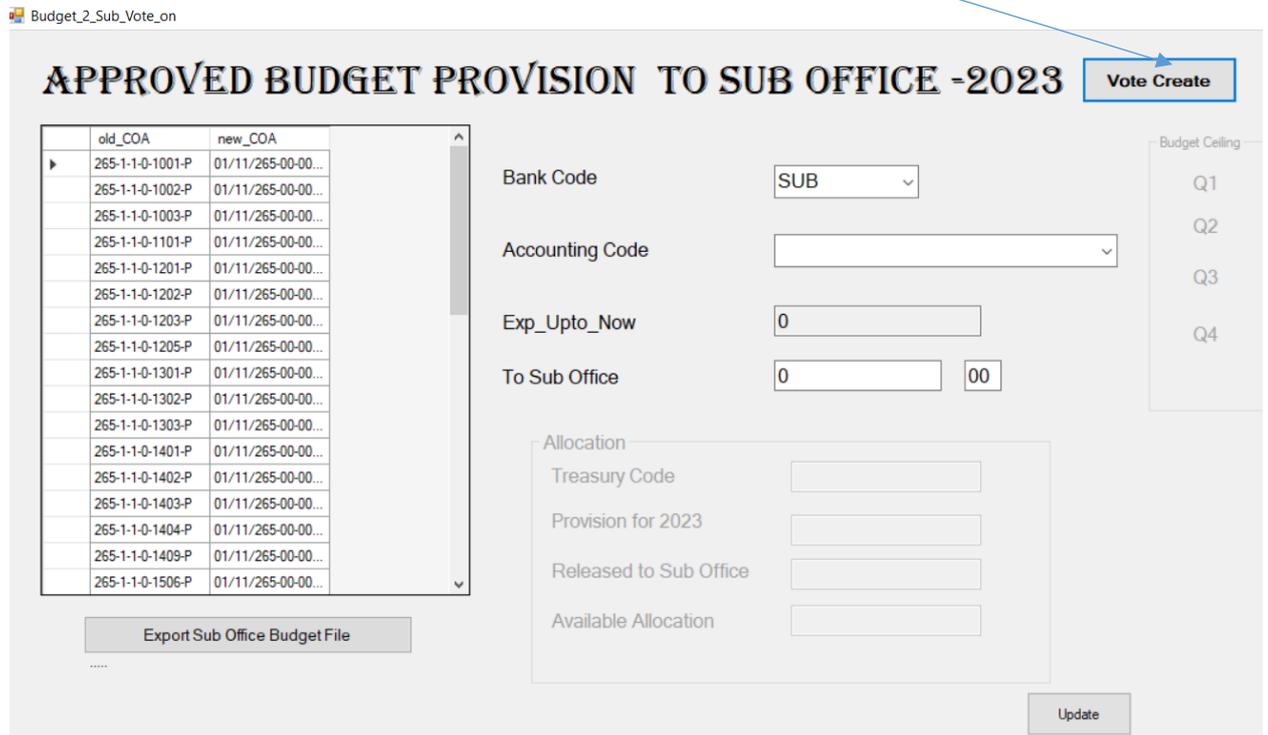
AcctCode	Allocation	new_COA	Budget_Q1	Budget_Q2	Budget_Q3	Budget_Q4
265-1-1-0-1001-P	44,000,000.00	01/11/265-00-00/1/265-01/000/21001-P	0.00	0.00	0.00	0.00
265-1-1-0-1002-P	3,200,000.00	01/11/265-00-00/1/265-01/000/21002-P	0.00	0.00	0.00	0.00
265-1-1-0-1003-P	20,500,000.00	01/11/265-00-00/1/265-01/000/21003-P	0.00	0.00	0.00	0.00
265-1-1-0-1101-P	1,200,000.00	01/11/265-00-00/1/265-01/000/21101-P	0.00	0.00	0.00	0.00
265-1-1-0-1201-P	3,000,000.00	01/11/265-00-00/1/265-01/000/21201-P	0.00	0.00	0.00	0.00
265-1-1-0-1202-P	5,700,000.00	01/11/265-00-00/1/265-01/000/21202-P	0.00	0.00	0.00	0.00
265-1-1-0-1203-P	500,000.00	01/11/265-00-00/1/265-01/000/21203-P	0.00	0.00	0.00	0.00

## 18.8 If you are Head Office

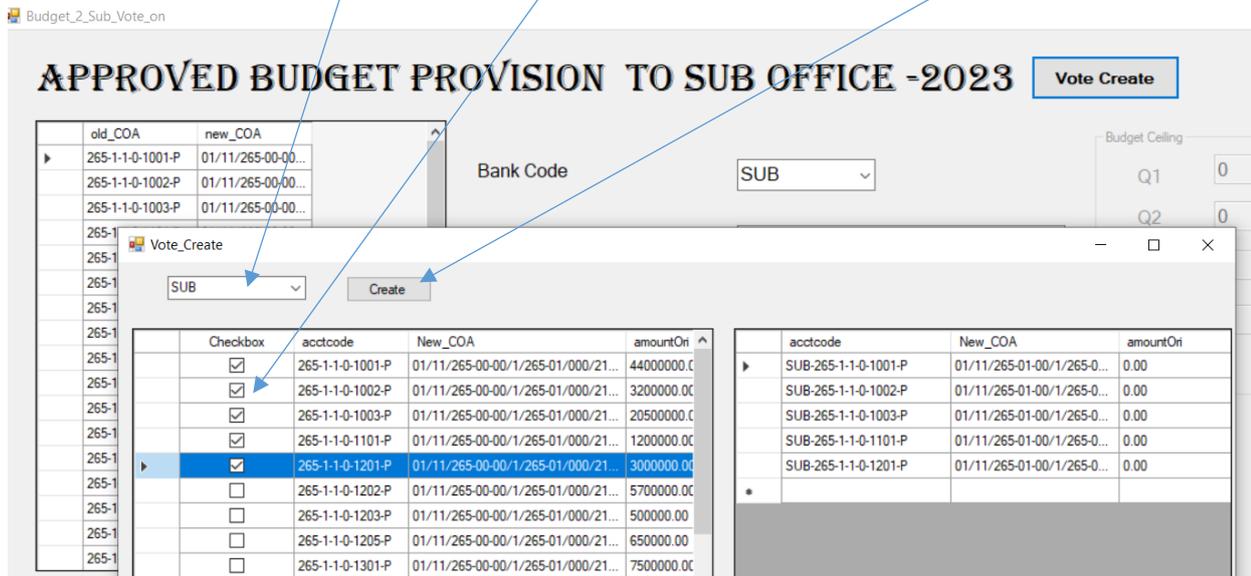
Click on “to\_Sub” Office button to distribute the annual budget among the sub offices. You can create sub office budget file



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



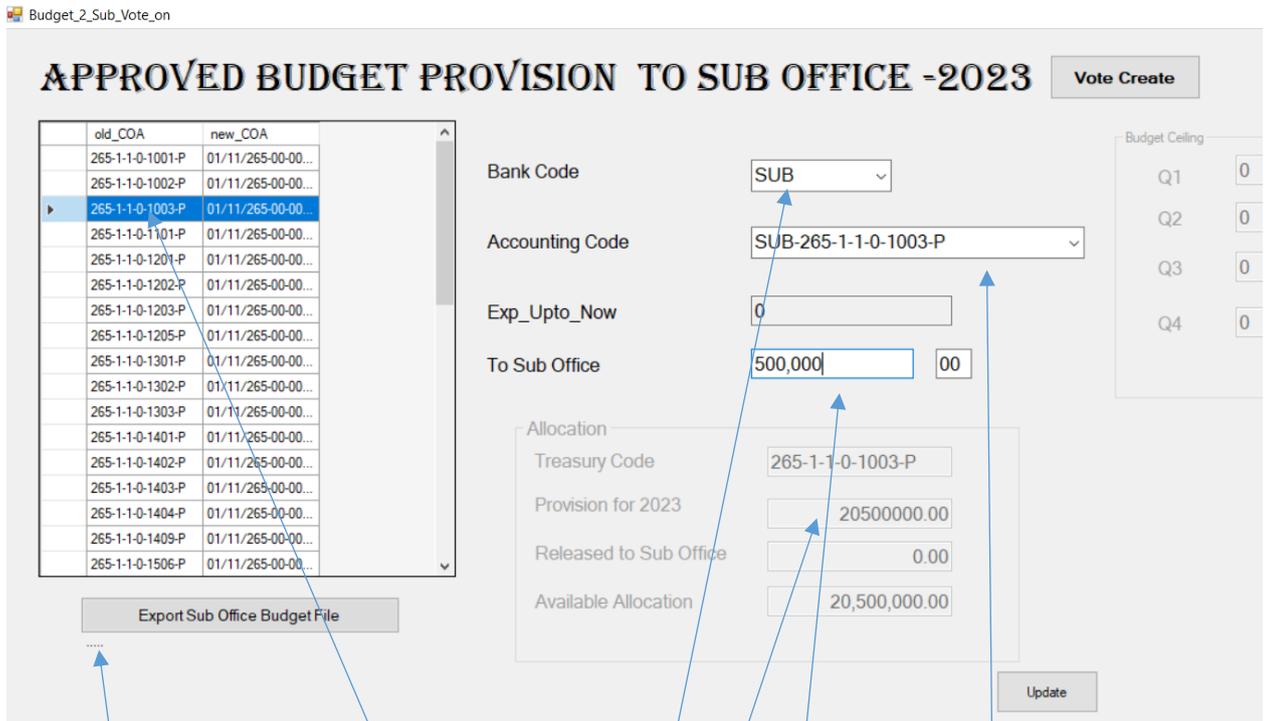
Once after clicking on Vote Create, you can see the Acct Code and New COA, you should select the bank code from drop down for which sub office you need to create the sub office budget file and on the Checkbox you need to click the votes which you need to create the vote accounting code for the sub offices.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



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

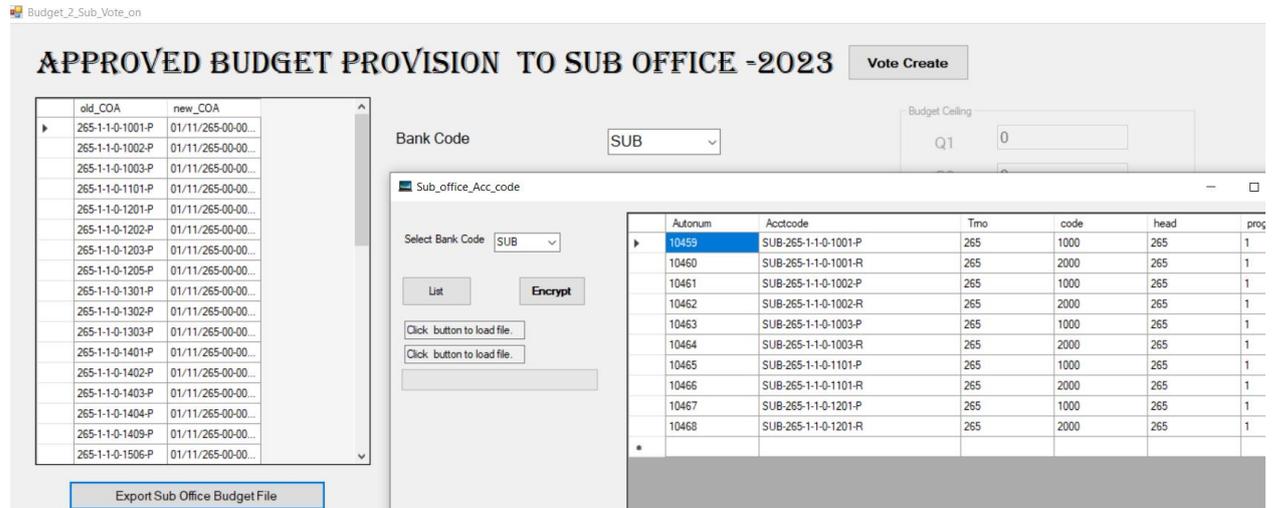
Likewise you need to select the bank code of the all sub offices and create the accounting code. It is not necessary to select the selected vote again and again for creating another sub office vote. You can un-tick for avoiding the vote or you can add by ticking to the new vote for another sub office.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



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.

Sub\_Office\_Budget\_imp

Decrypt

Click Browse to load file.

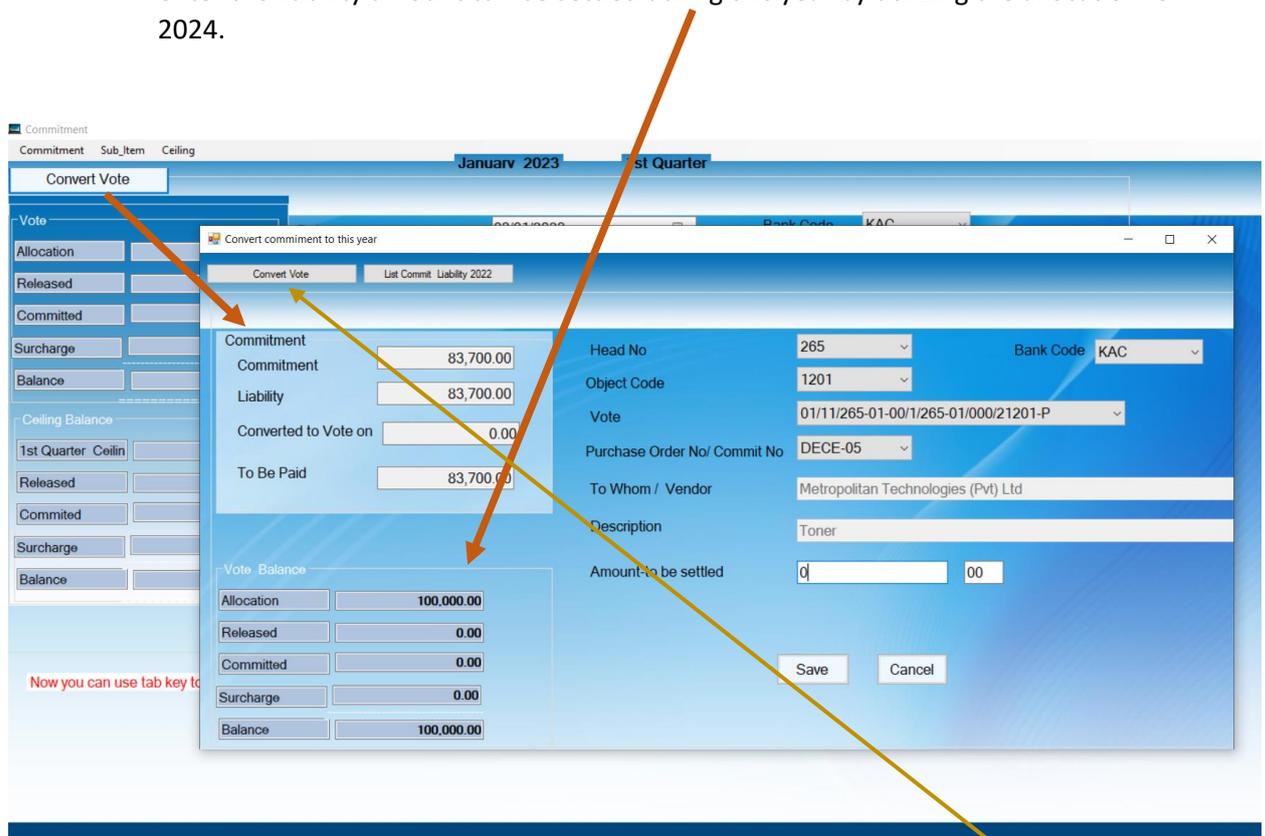
C:\Users\USER\Desktop\SUB.Budget.csv

AcctCode	new_coa	Allocation	Ceiling_Q1	Ceiling_Q2	Ceiling_Q3	Ceiling_Q4
SUB-265-1-1-0-1...	01/11/265-01-00...	5,000,000.00	0.00	0.00	0.00	0.00
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
SUB-265-1-1-0-1...	01/11/265-01-00...	50,000.00	0.00	0.00	0.00	0.00
SUB-265-1-1-0-1...	01/11/265-01-00...	0.00	0.00	0.00	0.00	0.00

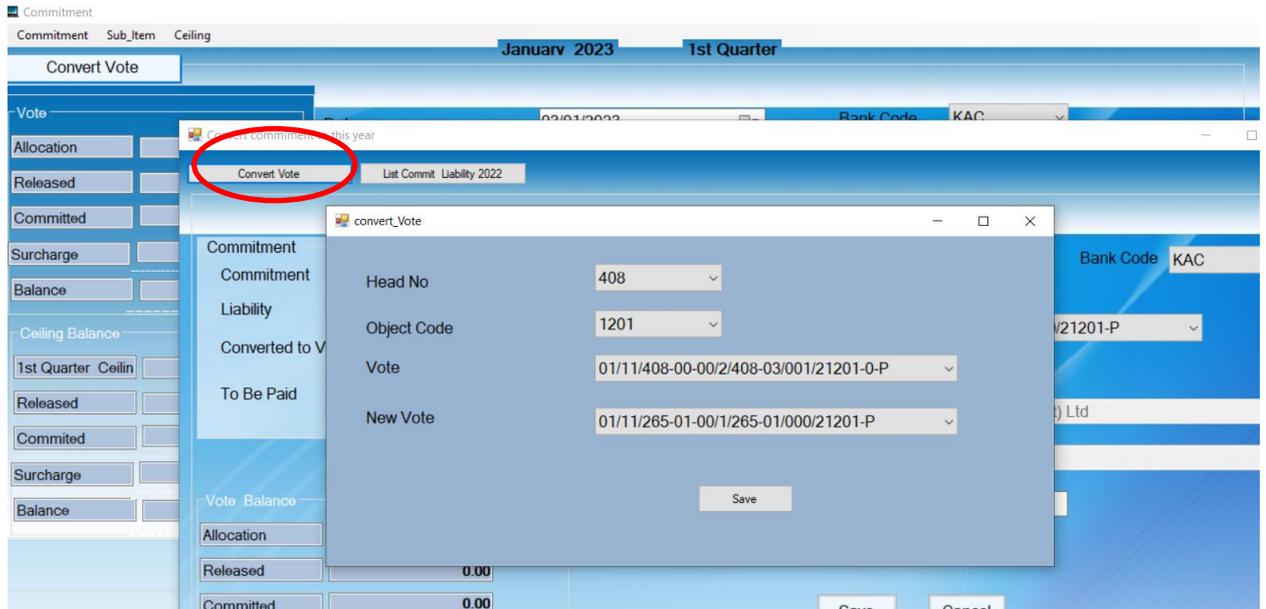
Click on Brows and select the sub office budget file sent by the head office and decrypt the file. Once you decrypt, your sub office allocation will be displayed.

### 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.



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



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.



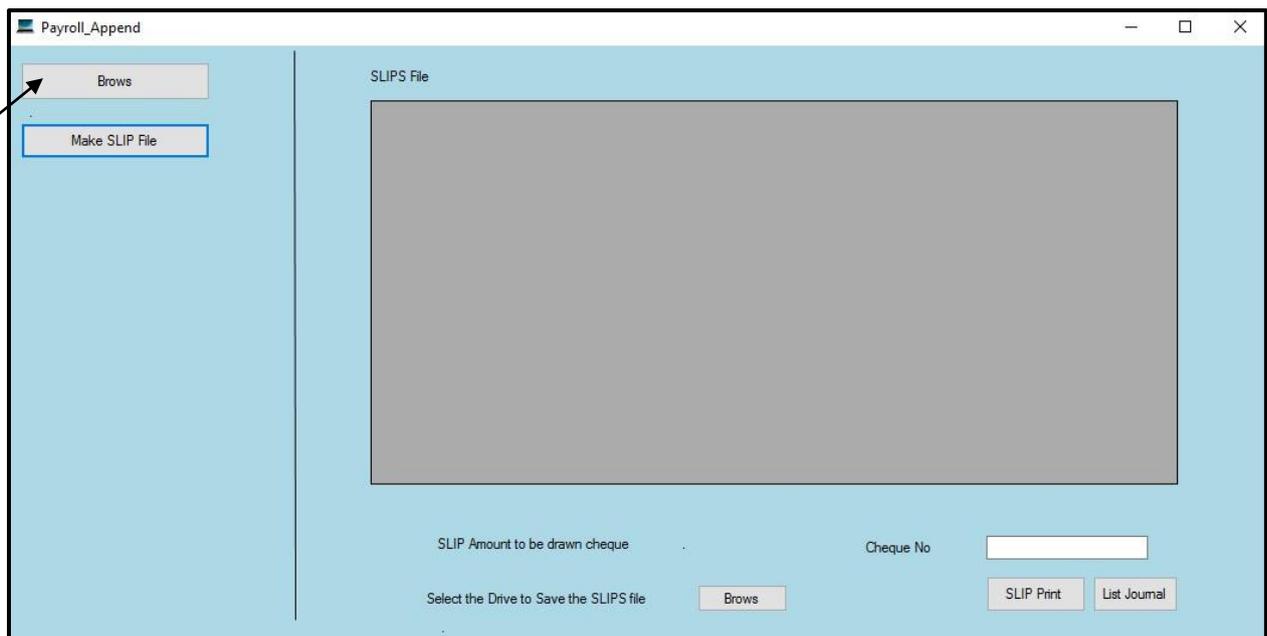
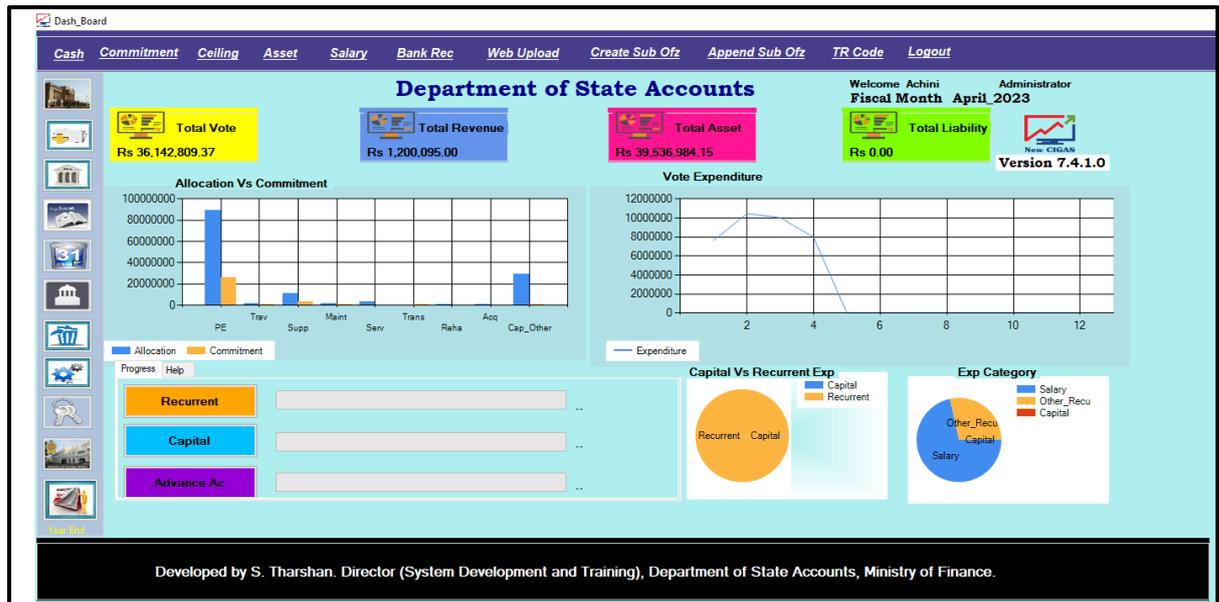
Now you can check the all month imprest account of each sub offices at once. Go to Cash Book → cash → imorest → sub office

Main Sub\_Ofz\_Imp

Month: 12 Year: 804/22 List

Bankcode	Sub Office	Opn_Balance	Imp Given (DR)	Expenditure (CR)	Imp Return (CR)	Collected (DR)	Cln_Balance
005	Chief Secretary O...	161,737,781.96	0.00	0.00	0.00	0.00	161,737,781.96
900	DS Warakapola	5,779,939.72	0.00	0.00	0.00	0.00	5,779,939.72
901	DS Galgamuwa	1,287,404.62	0.00	0.00	0.00	0.00	1,287,404.62
902	DS Kegalle	6,256,557.25	0.00	0.00	0.00	0.00	6,256,557.25
903	DS Mawanalla	5,725,408.22	0.00	0.00	0.00	0.00	5,725,408.22
904	DS Rambukkana	6,216,078.32	0.00	0.00	0.00	0.00	6,216,078.32
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
907	DS Yatiyantota	3,646,950.38	0.00	0.00	0.00	0.00	3,646,950.38
908	DS Dehiowita	1,366,731.18	0.00	0.00	0.00	0.00	1,366,731.18

## 19. Make Salary Slips



Click on browse button to select the slip folder called ZZ\_TT

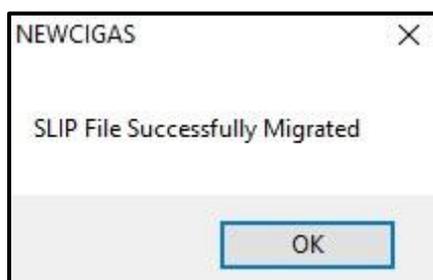
Then Click on Make SLIP file and select Bank code, Imprest No, Date and Voucher Number and thereafter click on separate cheque for each site or one cheque for all site .



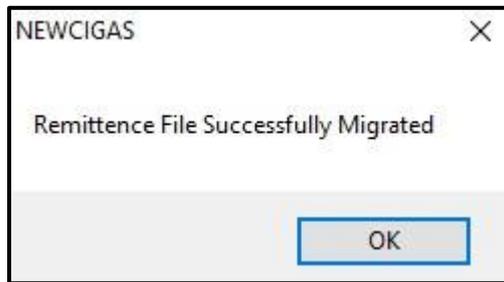
Click on Create.



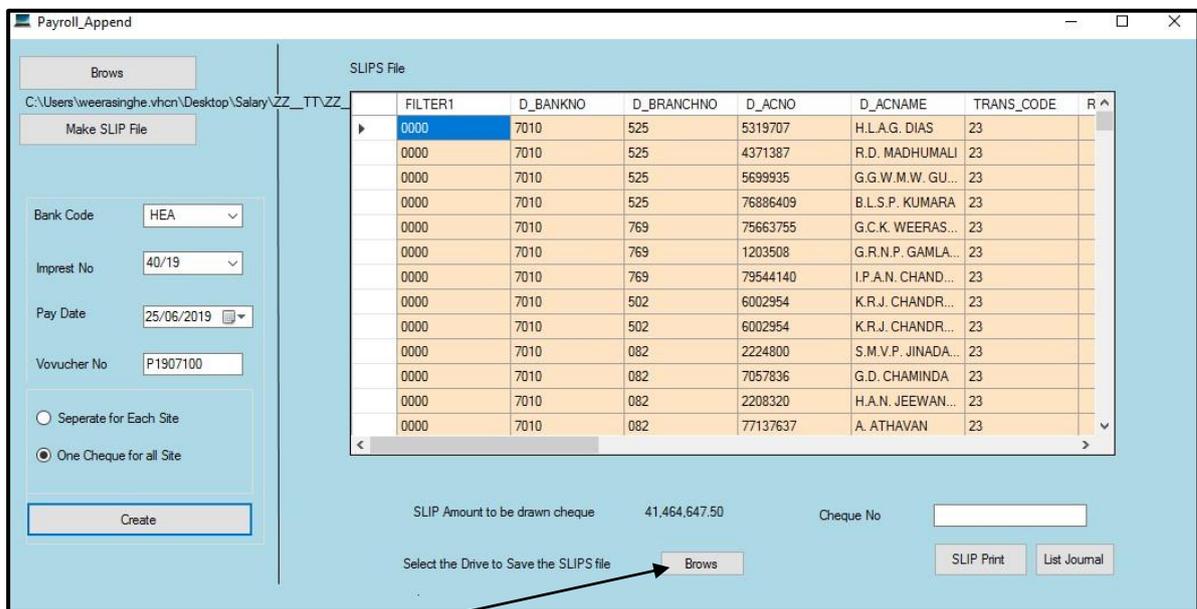
Click on OK



Click on OK



Click on OK



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

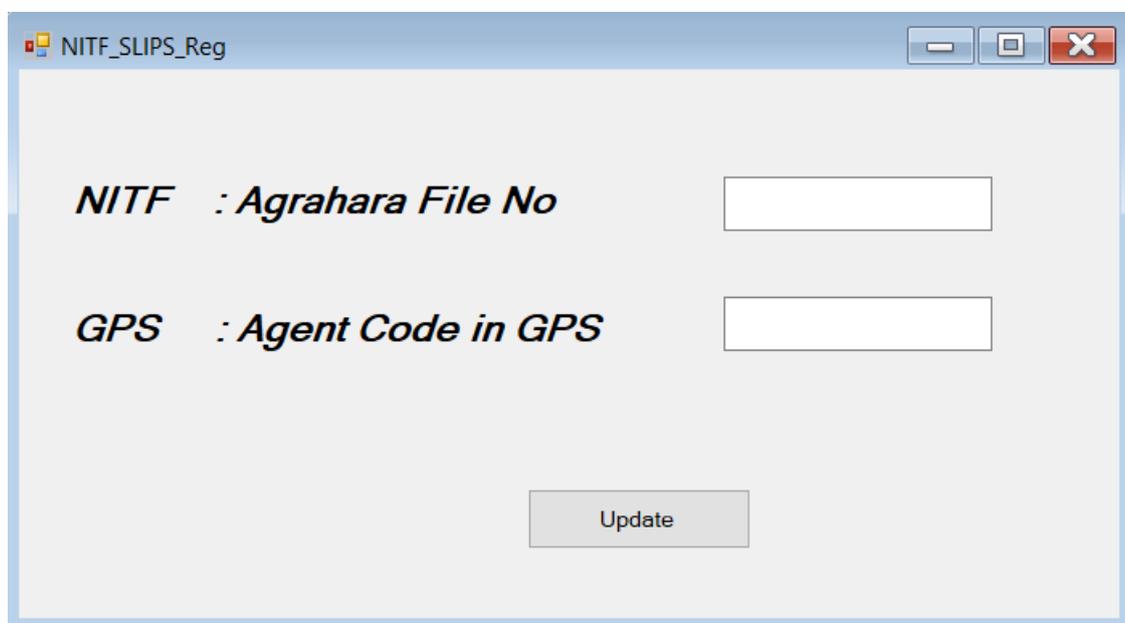
## 19.1 NITF Remittance to SLIPS

### 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.



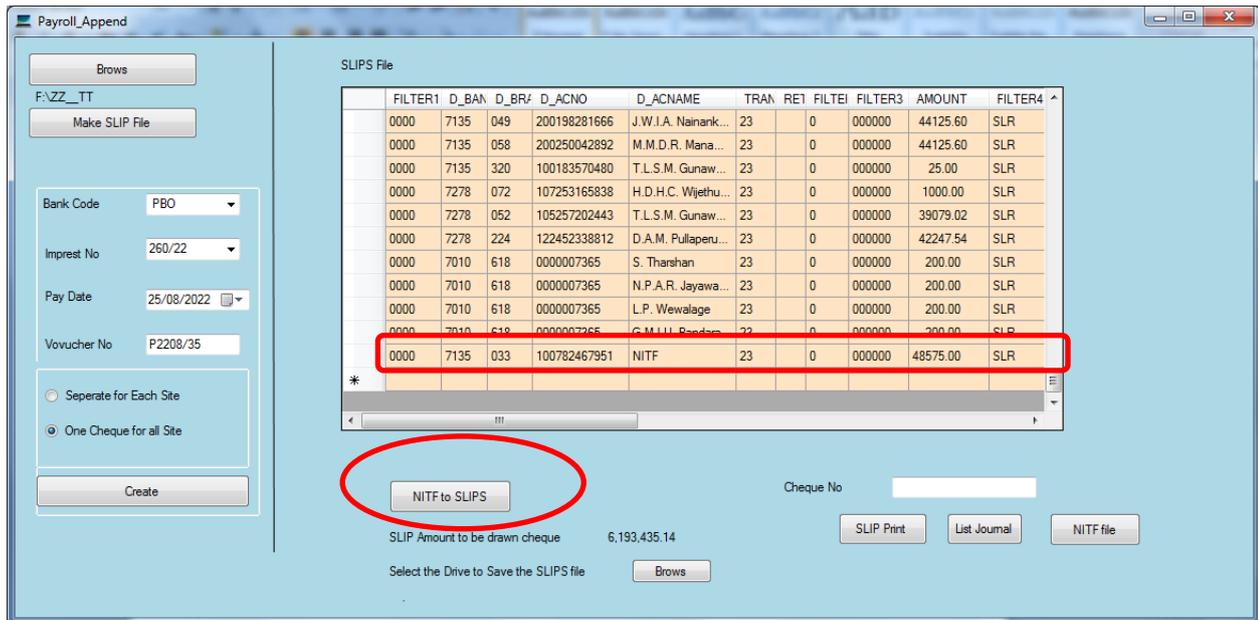
The screenshot shows a dialog box titled "NITF\_SLIPS\_Reg". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The main area of the dialog contains two text labels with corresponding input fields:

- NITF : Agrahara File No** followed by a text input box.
- GPS : Agent Code in GPS** followed by a text input box.

At the bottom center of the dialog is a button labeled "Update".

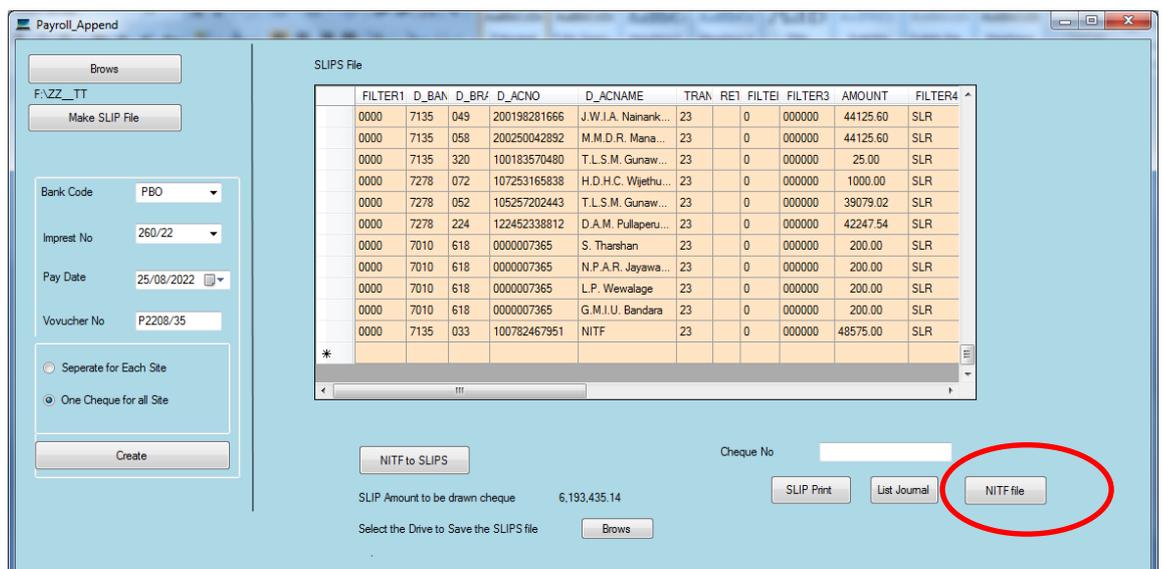
### 19.2 How to transfer the NITF payment through SLIPS

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.

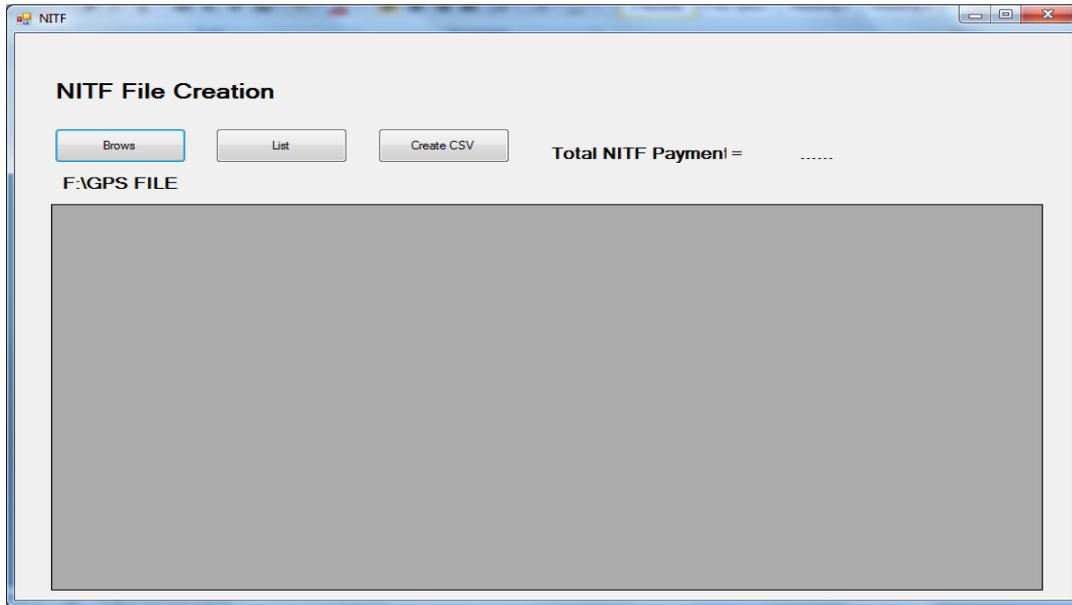


### 19.3 How to create the NITF file for the purpose of upload

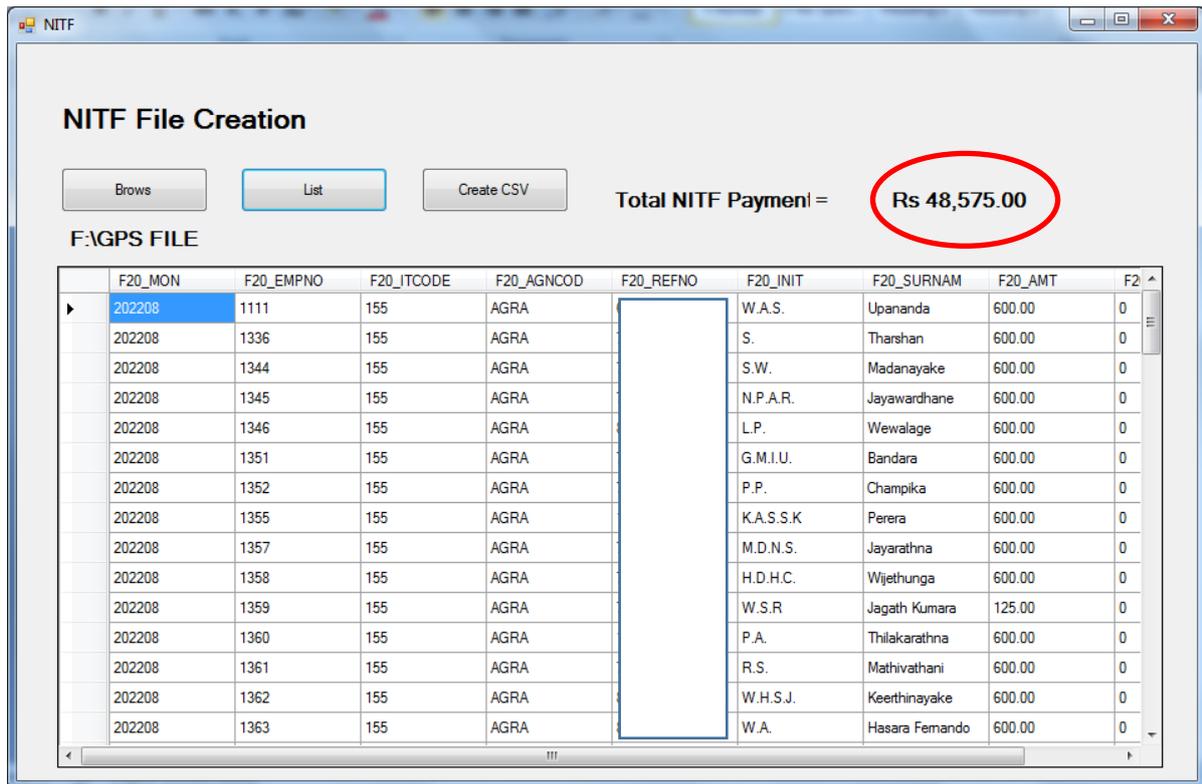
Click on the NITF file button



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



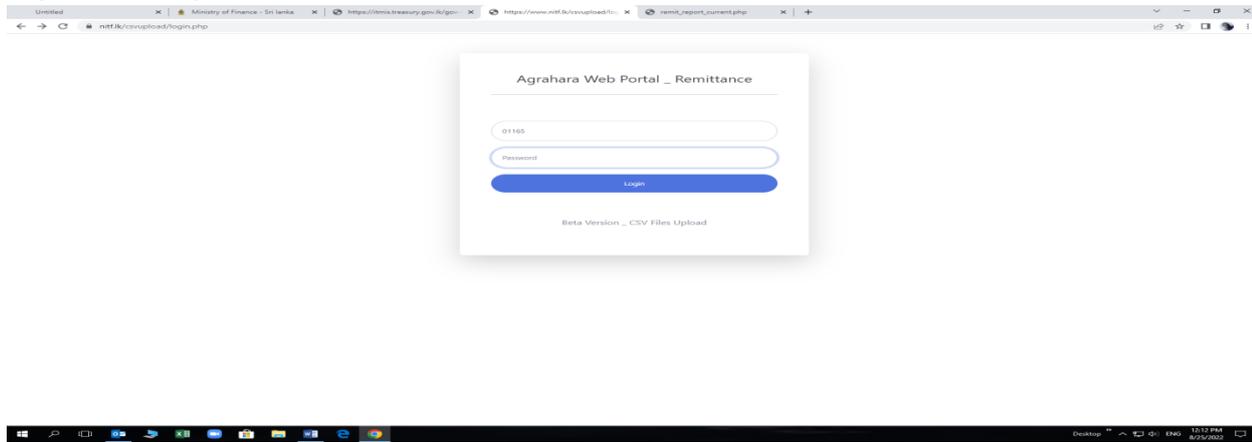
Browse the Payroll (GPS) folder and click on list and check the total NITF Payment amount. This amount should be exactly euql amount of the SLIPS transfer amount



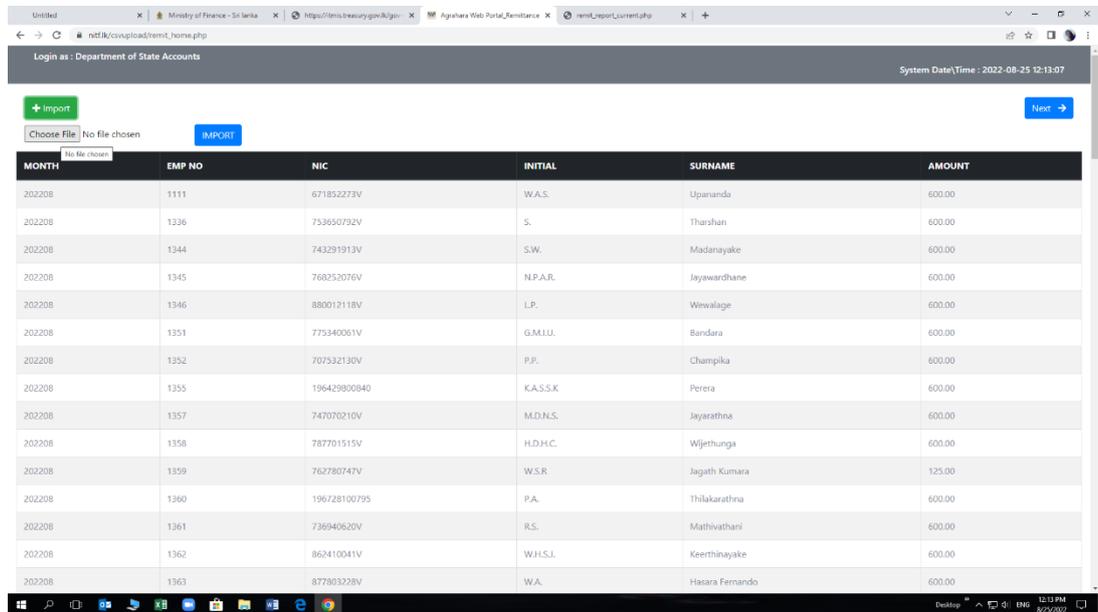
Click on create CSV button. Once after you click the button, the file will be created at C:\NITF\XX\_XX\_2023.csv. This file has to be uploaded to the NITF web portal

## 19.4 How to import the created file in NITF web portal

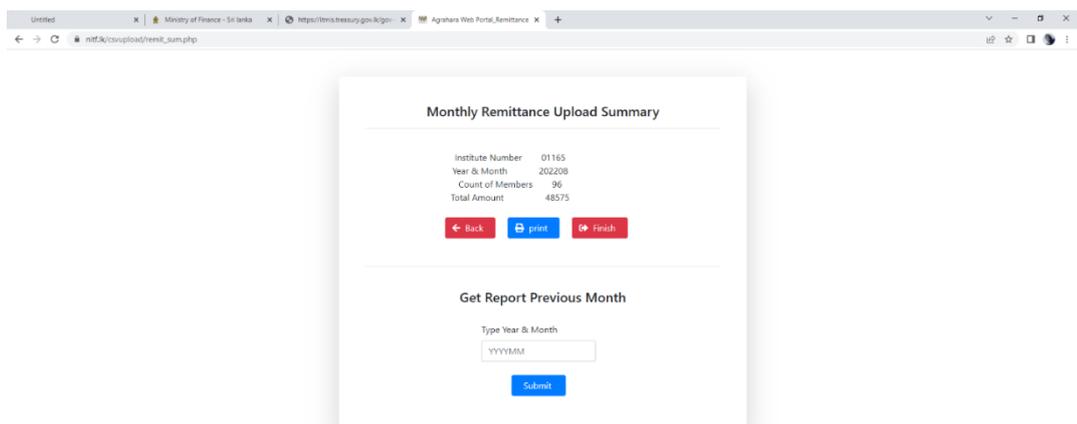
Log in the NITF portal



Once after login the following window will be navigated.



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 beneficiaries details which is extracted from the payroll system. Then click on next button

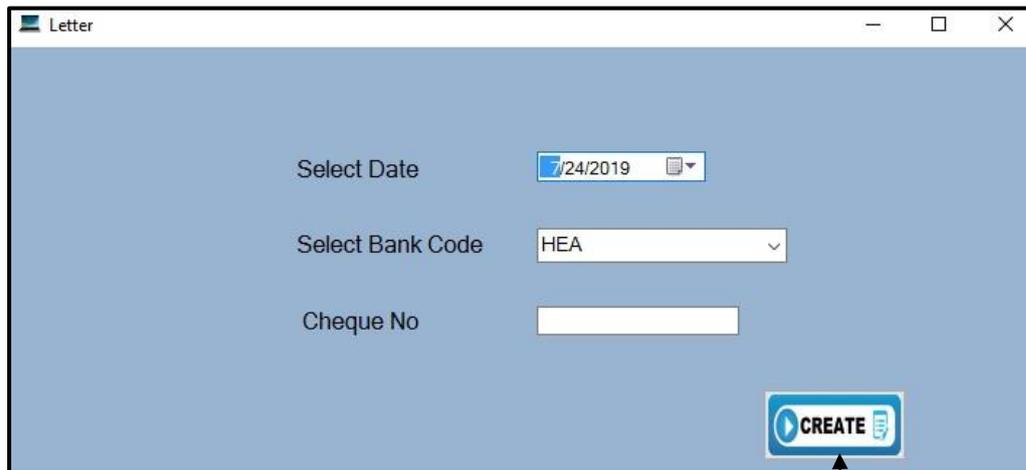


You can see the above details. You should check the total amount which should be exactly same as the amount shown in the New CIGAS file creation window and SLIPS amount.  
You can click on print button and save the beneficiaries or members remittance details as pdf.

If you have any queries 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 send us email to [newcigas2022@gmail.com](mailto:newcigas2022@gmail.com)

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

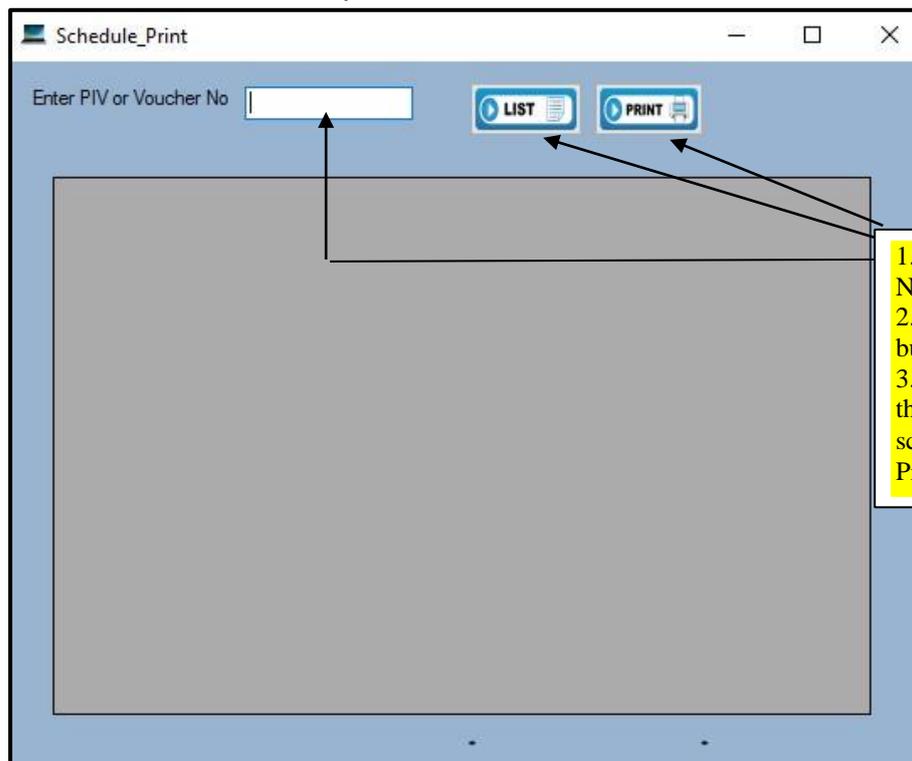
After do the payment if u need to send a letter go to  
Cash Book → Cash → Special Print → Payee Letter



Click on create

## 20.Special Print – Schedule Print

Cash Book → Cash → Special Print → Schedule Print



1. Enter PIV/Voucher No
2. Then Click on List button
3. Finally you can get the print out of schedule by click on Print button

## 21. Summary Report

Cash Book → Main → Report → Summary Report



**Click to print  
Summary Report**

## 22. Add Supplementary Allocation

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

Go to Cash Book → Main → Ledger → Transfers → Supplementary

The screenshot shows a window titled "Supplementary" with a "File" menu. The form contains the following fields and values:

- My Department (selected)
- Other Department
- Head: 123
- July\_2019
- 3rd Quarter
- Authority No: 01
- Date: 24/07/2019
- Bank Code: BOC
- Object: 1001
- Personal Emoluments
- COA: 01/11/206-00-00/1/206-01/000/21001-P
- Quarter-1: 0
- Quarter-2: 0
- Quarter-3: 100.000
- Quarter-4: 0

Buttons: Save, Cash Ceiling

### 22.1 Reduce the Allocation

If you need to reduce/cut the given allocation you have to use Ledger → Transfers → Transfer → Saving on expenditure

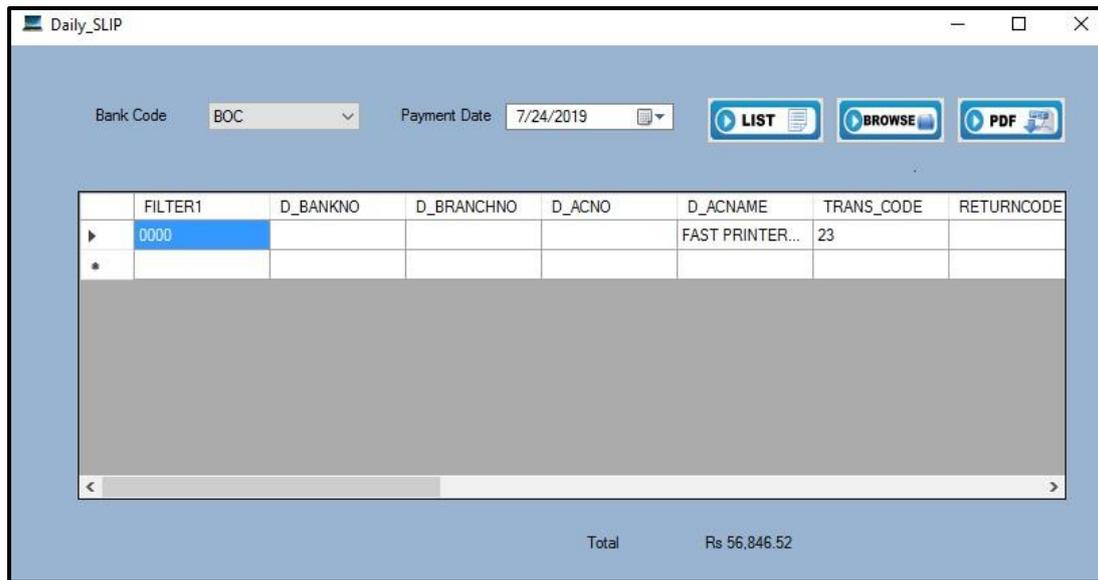
### 23. Create Daily Slip

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

P_ordr	Date	Vote	Item
04110	4/29/2019	206-1-1-0-1409-P	CLEANING CHGS
04111	4/29/2019	206-1-1-0-1409-P	SECURITY
05063	5/8/2019	206-2-2-0-1409-P	RENT
05094	5/10/2019	206-2-2-5-1409-P	SADESA MAG EDITORS
05100	5/10/2019	206-2-2-1-1409-P	KAVI FESTIVAL PRINTING INVITATION - ENVELOPS - CERTIFI
05102	5/10/2019	206-2-2-1-1409-P	DRAMA FESTIVAL INVITATION - ENVELOPS - CERTIFI
05111	5/10/2019	206-1-1-0-1301-P	KD-3215 SERVICING CHGS.
05118	5/10/2019	206-1-1-0-1201-P	PERCHASING STATIONERY
05119	5/10/2019	206-1-1-0-1201-P	PERCHASING STATIONERY
05120	5/10/2019	206-1-1-0-1201-P	PERCHASING STATIONERY
05121	5/10/2019	206-1-1-0-1201-P	PERCHASING STATIONERY
05123	5/10/2019	206-1-1-0-1201-P	PERCHASING STATIONERY
05124	5/10/2019	206-1-1-0-1201-P	PERCHASING STATIONERY

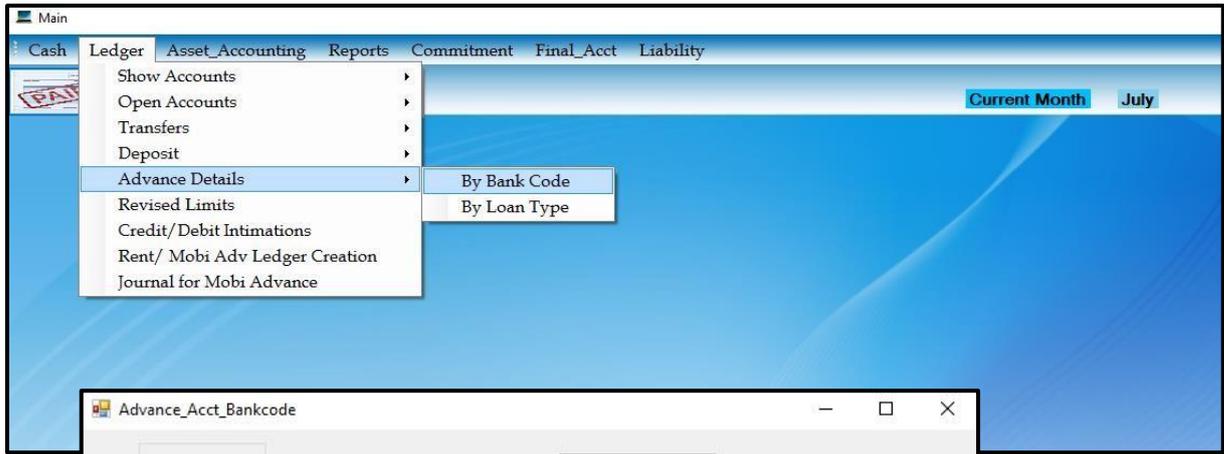
When you have done slip payment you can get daily slip payment printouts by click on Cash → Daily Slip. Though you can get soft copy of the file by click on PDF and it will need be save

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



## 24. Advance Details

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



Advance\_Acct\_Bankcode

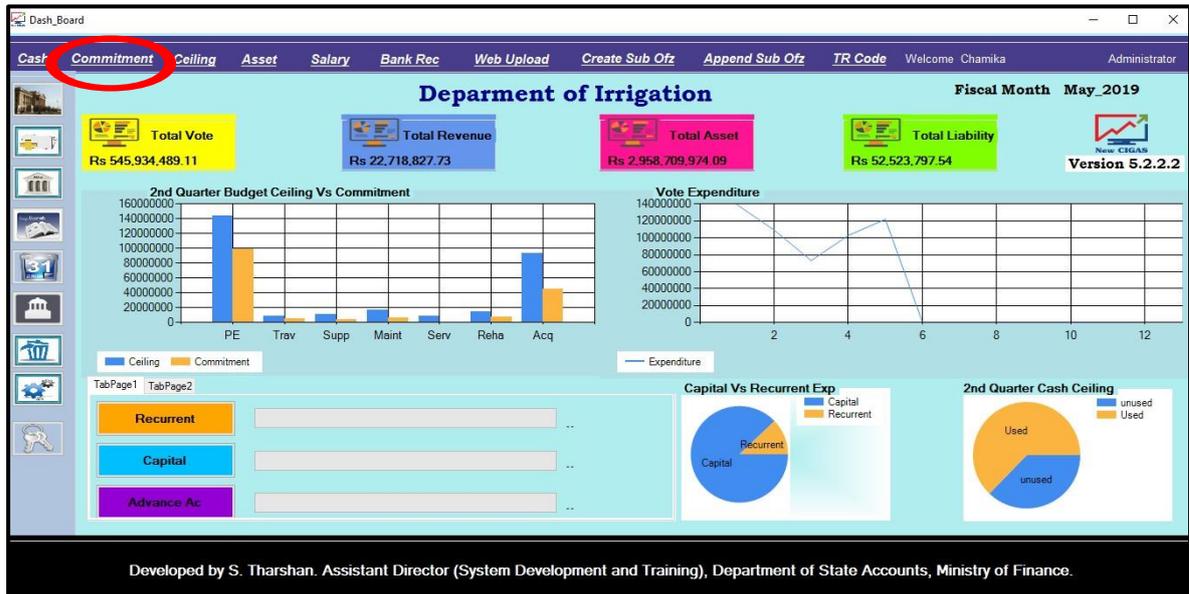
Payment  
 Receipt

Select Month: 5

Bankcode	Acc_Code	cash	XE	Total
▶ BOC	206011-P	3,331,787.50	10,000.00	3,341,787.50
	*** Total ***	3,331,787.50	10,000.00	3,341,787.50
*				

## 25. Commitments

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



The screenshot shows the 'Commitment' form interface. The 'Vote on Acct' button is highlighted. The form includes the following fields and values:

- Personal Emuloments - Ceiling:** 3rd Quarter Allo: 89,900,000.00; Released: 0.00; Committed: 0.00; Surcharge: ; Balance: 89,900,000.00
- Vote Balance:** Allocation: 39,000,000.00; Released: 0.00; Vote on Commit: 15,616,067.41; Surcharge: 628,906.38; Balance: 24,012,838.97
- Main Fields:** Date: 24/07/2019; Bank Code: BOC; Head No: 206; Object Code: 1001; Vote: 01/11/206-00-00/1/206-01/000/21001-P; Item: Agrahara Insurance Scheme
- Other Fields:** Purchase Order No/ Commit No: ; To Whom / Vendor: CHITRA WARNA STUDIO AND COLOUR LAB; Description: ; Amount: 0 00;  Auto Revised

A note at the bottom states: 'Now you can use tab key to move one to another and use key board to select the drop down item'. Buttons for 'Save', 'Liability', 'List', and 'Cancel' are visible at the bottom right.

## 26. Web Upload

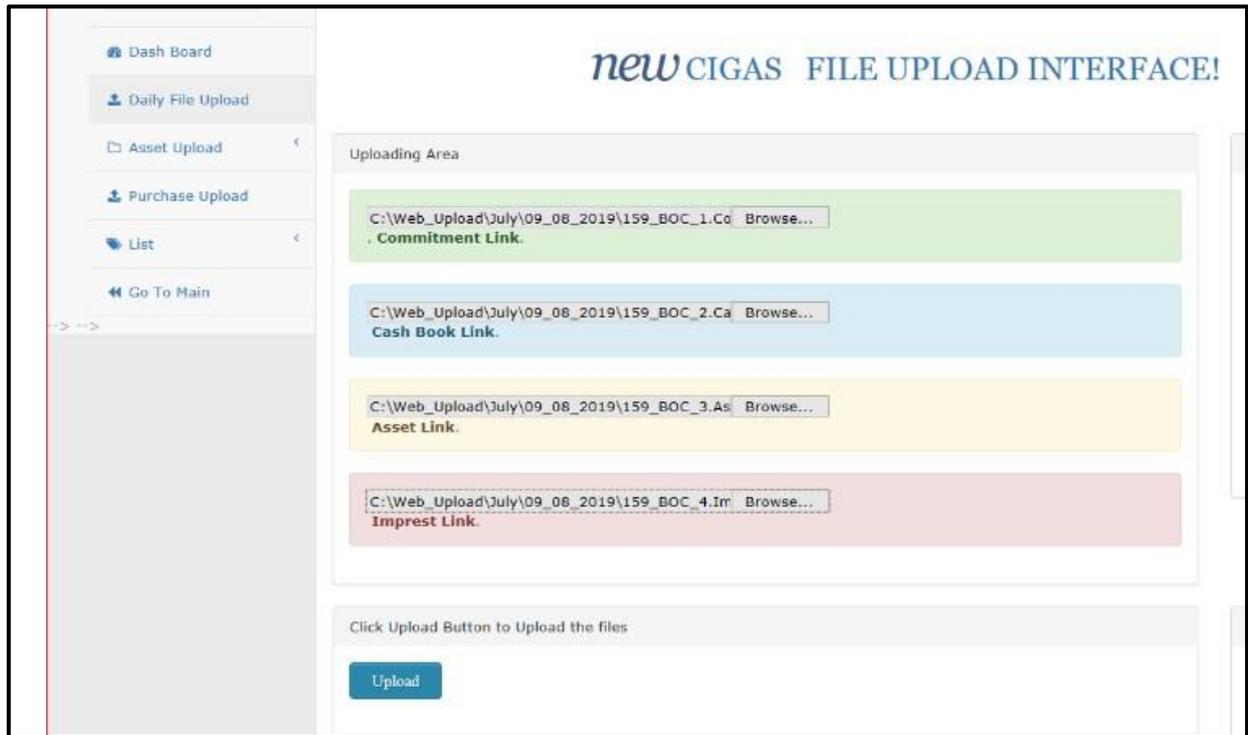
You have to upload the four files commitment, cash, Asset and imprest to the web interface.  
 For that,  
 Web Upload → create

The screenshot shows a software window titled 'Web\_Upload1'. At the top, there are tabs for 'Commitment', 'Cashbook', 'Asset', and 'Imprest', with 'Commitment' selected. A 'CREATE' button is visible. The main area displays a table for the month of 'July'. The table has 12 columns: P\_order, Date, Vote, Item, to\_whom, commitment, commit\_bal, Revised, Liability\_Amt, paid, and bal. The data rows include various order numbers (e.g., 104\*1, 312\*1, 313\*1) and their corresponding financial values.

P_order	Date	Vote	Item	to_whom	commitment	commit_bal	Revised	Liability_Amt	paid	bal
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	5600000000.00	0.00	0.00	5600000000.00	5600000000.00	0.00
313*1	1/1/2019	313-1-1-0-1507-P		Central	9700000000.00	0.00	0.00	9700000000.00	9700000000.00	0.00
314*1	1/1/2019	314-1-1-0-1507-P		Southern	7800000000.00	0.00	0.00	7800000000.00	7800000000.00	0.00
315*1	1/1/2019	315-1-1-0-1507-P		Northern	6900000000.00	0.00	0.00	6900000000.00	6900000000.00	0.00
316*1	1/1/2019	316-1-1-0-1507-P		North Western	8100000000.00	0.00	0.00	8100000000.00	8100000000.00	0.00
317*1	1/1/2019	317-1-1-0-1507-P		North Central	5500000000.00	0.00	0.00	5500000000.00	5500000000.00	0.00
318*1	1/1/2019	318-1-1-0-1507-P		North Central	6000000000.00	0.00	0.00	6000000000.00	6000000000.00	0.00
321*1	1/1/2019	321-1-1-0-1507-P		Eastern	6900000000.00	0.00	0.00	6900000000.00	6900000000.00	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 - ...	5000000.00	0.00	0.00	5000000.00	5000000.00	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 → Daily file upload → Browse and choose the created file in C: drive → 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

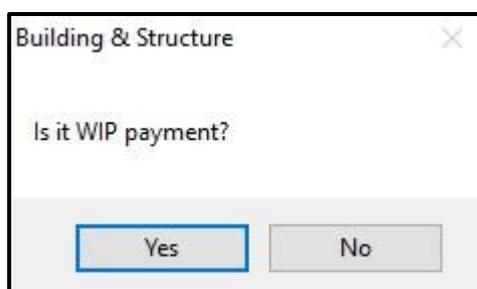
Capital Asset Reserve Account - Credit

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.



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

Work in Progress (Main Ledger 9160) Debit

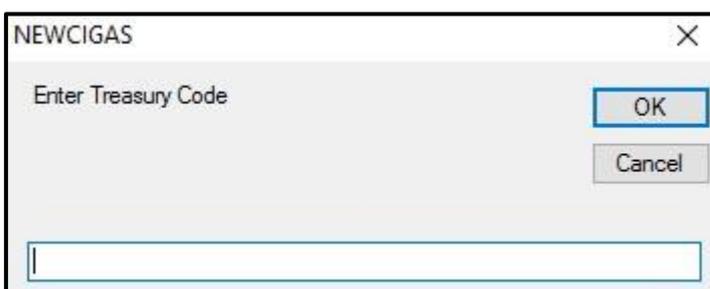
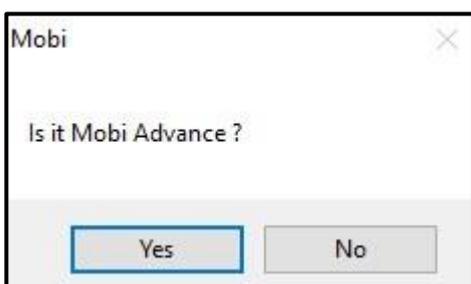
Capital Asset Reserve Account -WIP (Main Ledger 9166) Credit

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



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

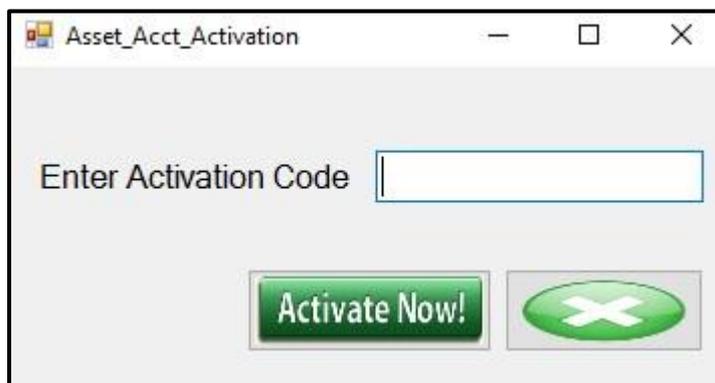
The above ledgers' summary will be displayed in the CIGAS summary.

## 27.2 How to Activate Asset Account

Click on Cash Book in the Dash Board.

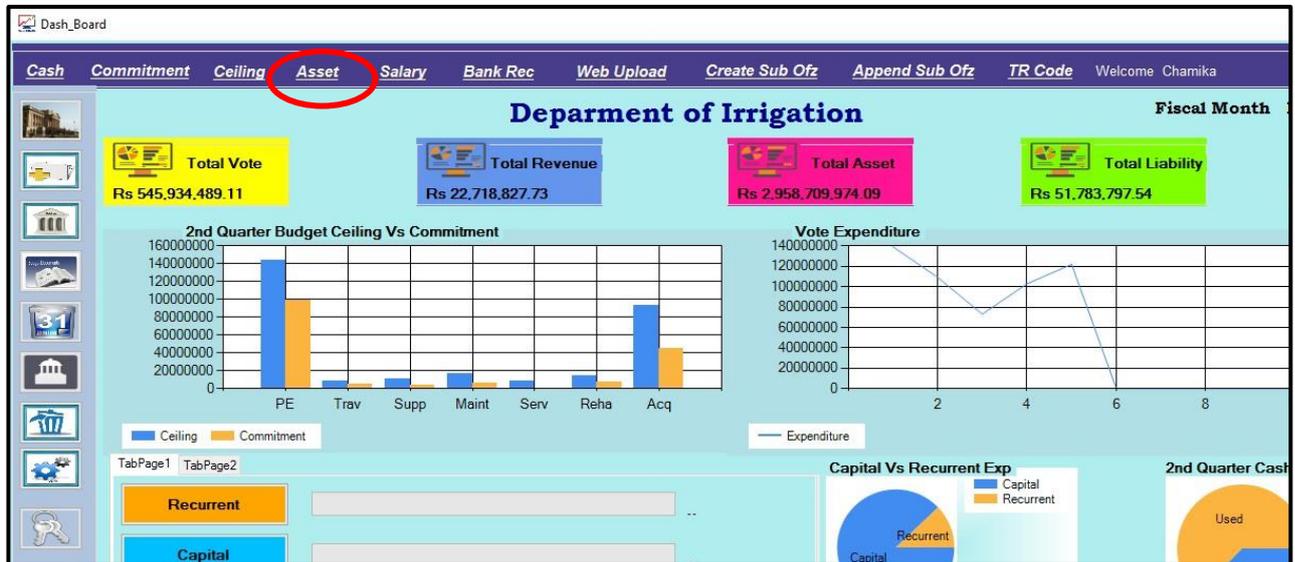


Then you have to enter the asset activation code which can be obtained from CIGAS user help Desk, in bellow window.

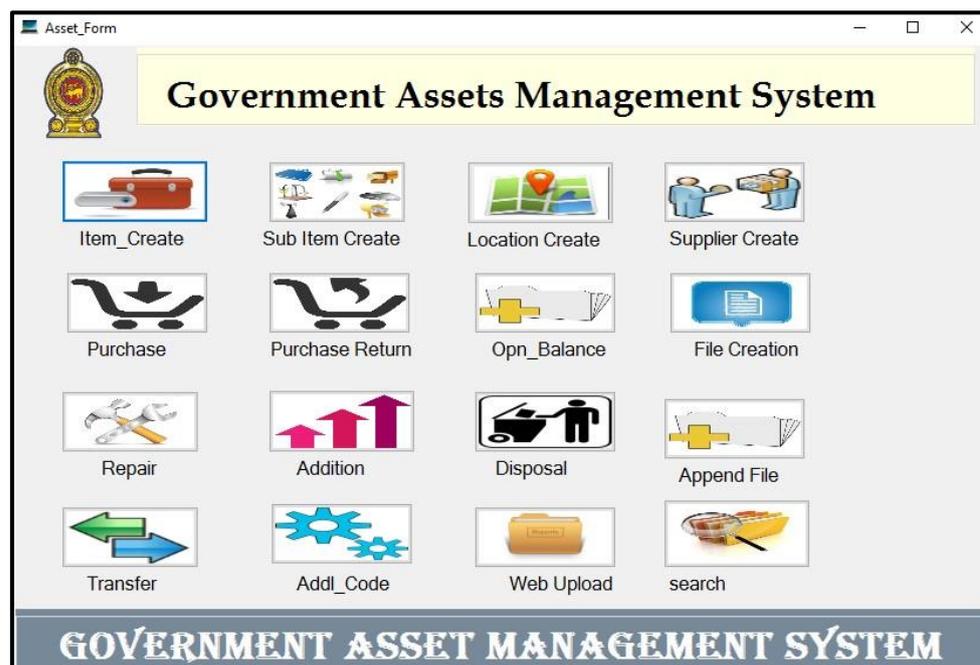


There after click on Activate Now button

## 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.

Select appropriate Type and Category from the drop down list

Item_Code	Description	Is_Active
6112213	Construction Equip...	Yes
6112214	Broadcasting Eq...	Yes
6112215	Defence Equipm...	No
6112216	Agricultural & Dair...	Yes
6112217	Fire Protection E...	Yes

Select No

Double click on each and every item.

### 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".

**Create Asset Sub Item**

Asset Category: 2.2-Other Machinery & Equipmer  
Asset Item: Computer Equipment  
Sub item code: 6112202.12  
Sub Item Description: Bar Code Reader  
Is Active: Yes

Sub_Item_Code	Description	Is_Active
6112202.6	Scanner	Yes
6112202.7	Stabilizer	Yes
6112202.8	Tablet	Yes
6112202.9	UPS	Yes
6112202.10	Network Tool Kit	Yes
6112202.11	Other Computer ...	Yes

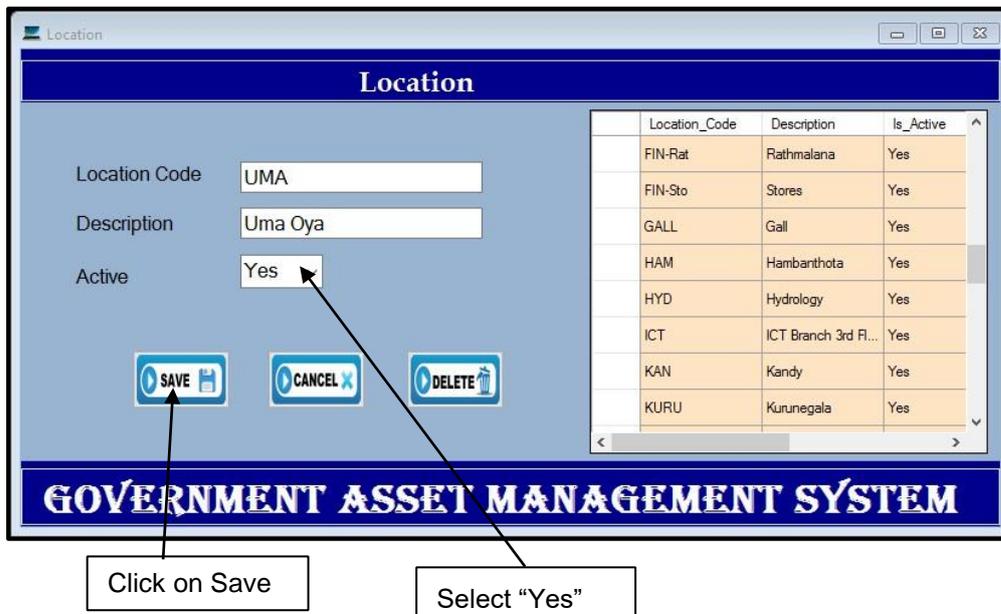
**GOVERNMENT ASSET MANAGEMENT SYSTEM**

Click on Save

Select "Yes"

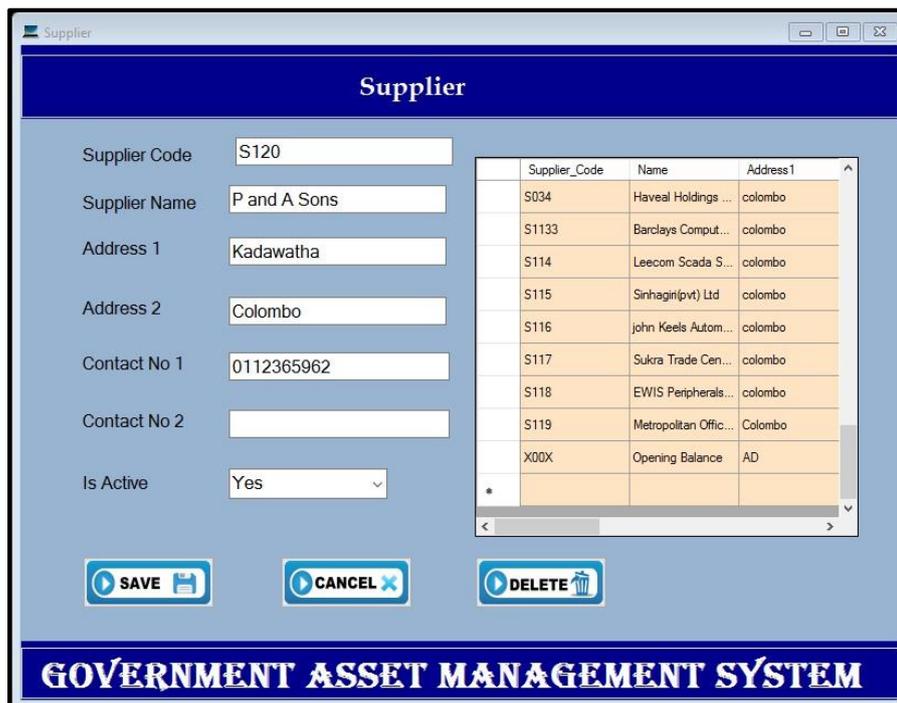
### 27.3.3 Create Location

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".



### 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).



In future, the supplier will not exist 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.

The screenshot displays the 'Payment' form in the CIGAS system. The form is titled 'Payment' and shows the current month as 'July'. The transaction details include:

- Day:** 26/07/2019
- Type:** V- Vote Ledger Payment
- Voucher No:** P190705
- To Whom:** Metropolitan Computer (pvt) Ltd
- Description:** Computer Purchase
- Code:** HEA-282-2-3-1-2105-P
- Treasury Code:** 282 2 3 1 2105
- Finance Code:** 11
- Amount:** Cash 50,000.00, Cross 0.00
- Electronic Payment:** Cheque Pay (selected)

A table of items is displayed, showing the following data:

P_order	Date	Vote	Item
19/05/80	5/9/2019	HEA-282-2-2-0-2507-P	J Damith nandana de Silva
1904/421	4/25/2019	HEA-282-2-2-0-2507-P	Shroff
1905/32C	5/6/2019	HEA-282-2-2-0-2507-P	Sri Lanka Telecom
P1905110C/	5/13/2019	HEA-282-2-2-0-2507-P	H L M Chantrika Malkanth
P190513C	5/6/2019	HEA-282-2-2-0-2507-P	W I U Madushanka
P1905171C	5/17/2019	HEA-282-2-2-0-2507-P	D M S Vinodani Kumari
P1905174C*12	5/17/2019	HEA-282-2-2-0-2507-P	G Magantha
P1905272C	5/27/2019	HEA-282-2-2-0-2507-P	J M Anoma
19/07/58	7/26/2019	HEA-282-2-3-1-2105-P	Computer Purchase
18/12/6563	12/31/2018	HEA-282-2-3-16-2105-P	Suleco (pvt) Ltd
19/04/10L	4/10/2019	HEA-282-2-3-17-2105-P	Contract
19/03/4R	3/31/2019	RAT-282-2-3-26-2105-P	Rathmalana

Financial Summary:

- Cash Book Balance:** Opn Bal -9,204,428.85, Receipts 10,000,000.00, Payments 0.00, Balance 795,571.15
- Cash Ceiling:** Cash Ceiling 0.00, Cash Receipt 0.00, Released 0.00, Expenditure 0.00, Balance 0.00

Buttons: SAVE, Close

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Department Of Cultural affairs						
Bank Account No 7041213						
Summary of Accounts for the Month of June:2019						
<input checked="" type="radio"/> Main <input type="radio"/> Sub				<input type="radio"/> Daily		
Account Type	Dcode	Ccode	Imp_No	Debit	Credit	
Expenditure/ Surcharge	1000	2000		50,000.00	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	XXXX	XXXX		0.00	0.00	
Dist. Secre. Deposit	6003	6003		0.00	0.00	
Imprest CF	7002	7002	228/19	0.00	50,000.00	
Building & Structure	9151	9151		0.00	0.00	
Machinary & Equipment.	9152	9152		50,000.00	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	50,000.00	
Capital Asset Reserve-WIP	9166	9166		0.00	0.00	
Intangible Asset	9154	9154		0.00	0.00	
Biological Asset	9155	9155		0.00	0.00	
Rent/ mobilization Adv.	9188	9188		0.00	0.00	
Rent/ mobilization Adv_Rese...	9189	9189		0.00	0.00	
<b>TOTAL</b>				<b>Rs 100,000.00</b>	<b>Rs 100,000.00</b>	

New CIGAS Generated Report

Accountant

**Purchase**

Select Purchase:

Date of Purchase: 6/25/2019

Location Code: <<Select>>

Category: <<Select>>

Item: <<Select>>

Sub\_Item\_code: <<Select>>

Supplier: <<Select>>

Description:

System Generated No: 6112202 | 6112202.3-26

Inventory No: 190601

Unit Price: 0

Quantity: 0

Value: 0

Voucher Details

Voucher No: P1905175/4/1    Item: Softlogic Information Tec 740000.0C. vrt) Ltd

Acct Code: Machine/282-P    0

date	sub_item	old_no	identification_no	location_code	supplier_code
6/25/2019	6112202.3	190601-26	282-HEA-PRO-P...	PRO	
6/25/2019	6112202.3	190601-27	282-HEA-PRO-P...	PRO	

**GOVERNMENT ASSET MANAGEMENT SYSTEM**

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 No 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 → 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.

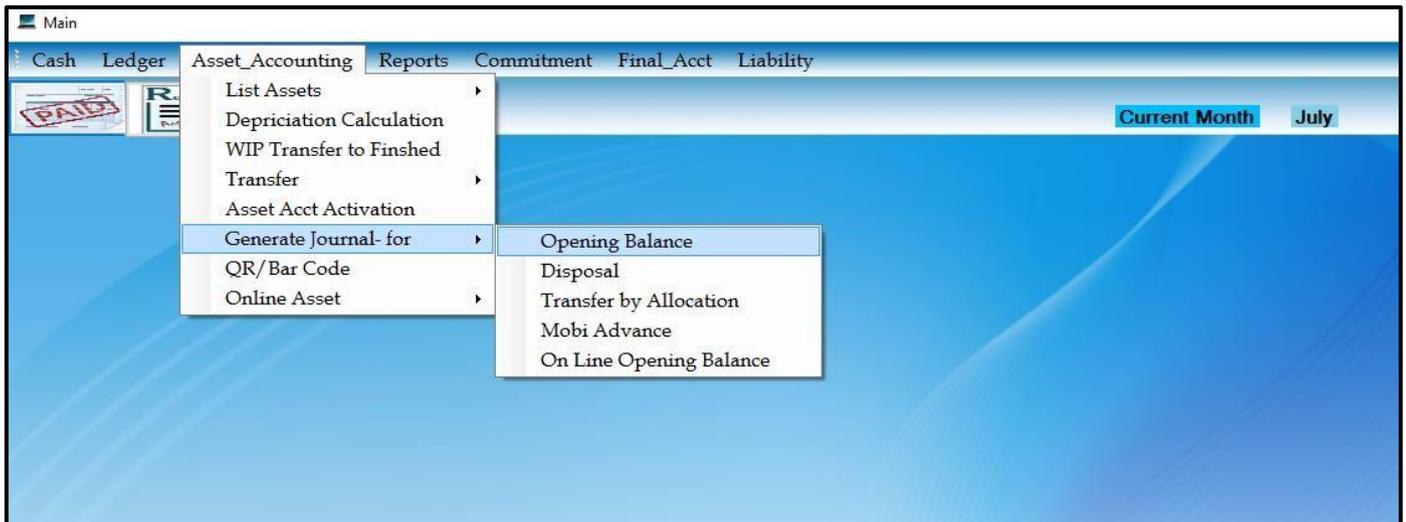
After that click on Save button.

The screenshot shows a web application window titled "Asst\_Opn\_Bulk" with a header "Opening balance bulk". The form contains the following fields and controls:

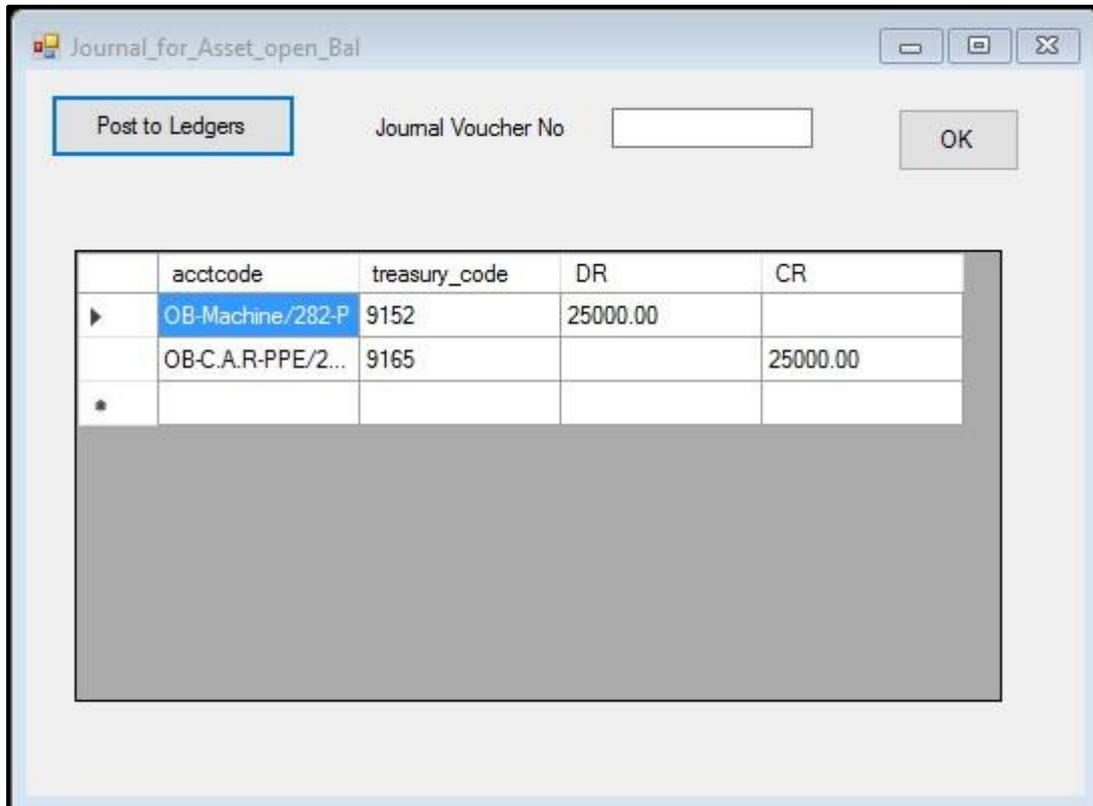
- JV No:
- Date of Purchase:  (calendar icon)
- Category:  (dropdown arrow)
- Item:  (dropdown arrow)
- Sub\_Item\_code:  (dropdown arrow)
- Location Code:  (dropdown arrow)
- Supplier:  (dropdown arrow)
- Description:
- System Generated No:
- Inventory No:
- Unit Price:
- Quantity:
- Value:

At the bottom of the form, there are two buttons: "Save" and "Close".

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 → Generate Journal-for → 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.



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.

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

**Department of XXXX**

**Summary of Accounts for the Month of December: 2015**

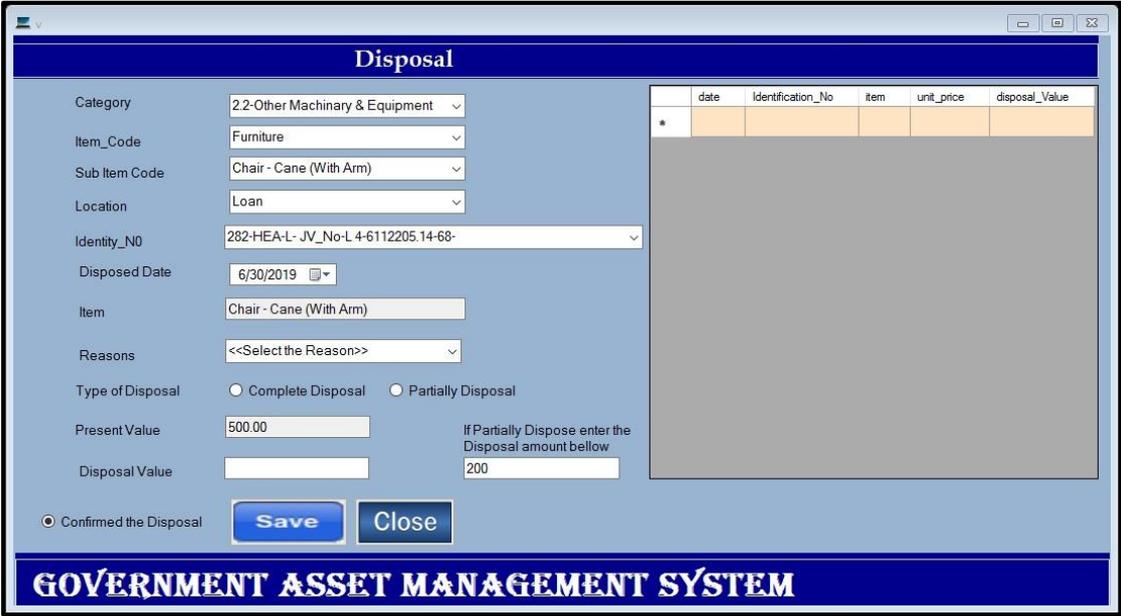
Main   
  Sub   
  Daily

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	XXXX	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
Machinery & 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
<b>TOTAL</b>				<b>Rs 118,090,000.00</b>	<b>Rs 118,090,000.00</b>

New CIGAS Generated Report      Bank Account No 2343      Accountant

## 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.



The screenshot shows a web-based form titled "Disposal" within a window titled "GOVERNMENT ASSET MANAGEMENT SYSTEM". The form contains the following fields and options:

- Category: 2.2-Other Machinery & Equipment
- Item Code: Furniture
- Sub Item Code: Chair - Cane (With Arm)
- Location: Loan
- Identity\_No: 282-HEA-L- JV\_No-L 4-6112205.14-68-
- Disposed Date: 6/30/2019
- Item: Chair - Cane (With Arm)
- Reasons: <<Select the Reason>>
- Type of Disposal:  Complete Disposal  Partially Disposal
- Present Value: 500.00
- Disposal Value: (empty field)
- Additional instruction: If Partially Dispose enter the Disposal amount below 200
- Buttons: Save, Close
- Radio button:  Confirmed the Disposal

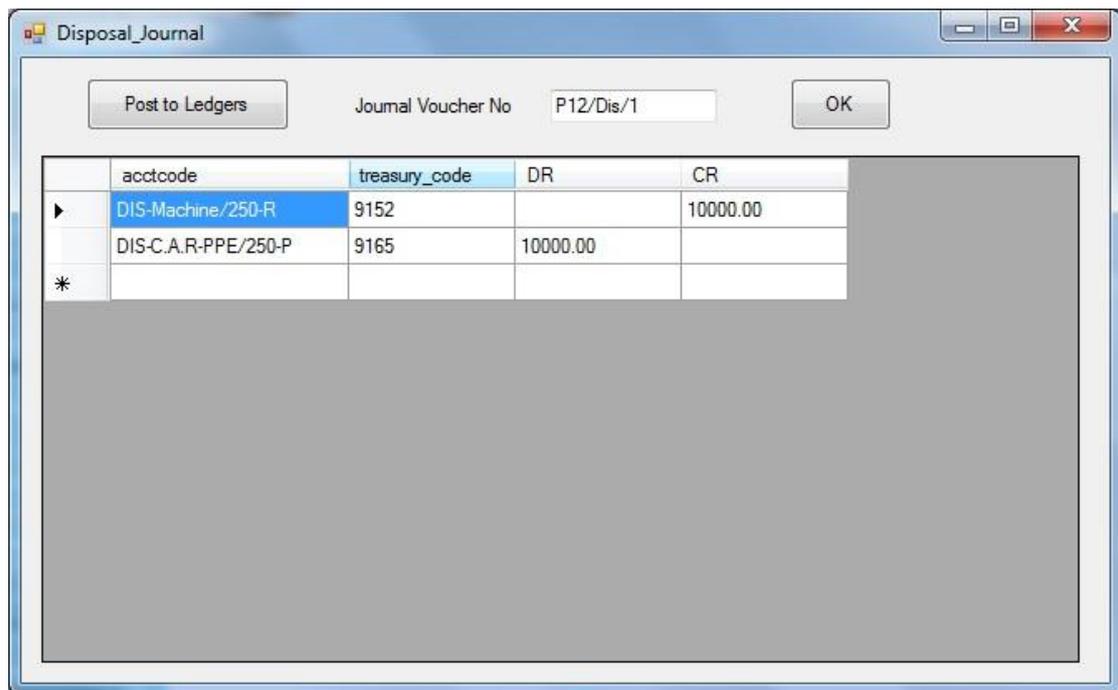
On the right side of the form, there is a table with the following columns: date, Identification\_No, item, unit\_price, disposal\_Value. The table is currently empty.

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.



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.



Summary

**Department of XXXX**

**Summary of Accounts for the Month of December: 2015**

Main   
  Sub   
  Daily

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	XXXX	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
Machinery & 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
<b>TOTAL</b>				<b>Rs 118,100,000.00</b>	<b>Rs 118,100,000.00</b>

New CIGAS Generated Report      Bank Account No 2343      Accountant

### 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.



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

Code	category	Item	sub_item	identification_no	Amount
9151	1.2-Non Resident...				20,600,000.00
		Office Building			20,600,000.00
			Office Building		20,600,000.00
				282-HEA-FIN CT ...	20,600,000.00
9152	2.1-Transport Eq...				2,424,971,300.00
		Passenger vehicle			358,770,900.00
			Bus - Leland		1,200,000.00
				282-HEA-FIN-VT ...	1,200,000.00
			Car - Mitsubishi		3,125,000.00
				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
				282-HEA-FIN-CT ...	450,000.00
				282-HEA-FIN-CT ...	500,000.00
				282-HEA-FIN-CT ...	250,000.00
				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**

Select Purchase:

Date of Purchase: 12/ 5/2015

Category: 1.4-WIP-Building & Structure

Item: Quarters

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

Voucher Details

Voucher No	P12100	Item	Male Quarters
AcctCode	WIP/250-P		0

date	sub_item	old_no	identification_no	location_code	supplier_code
*					

**GOVERNMENT ASSET MANAGEMENT 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 Asset Sub Item**

Asset Category: 1.1-Dwellings

Asset Item: Quarters

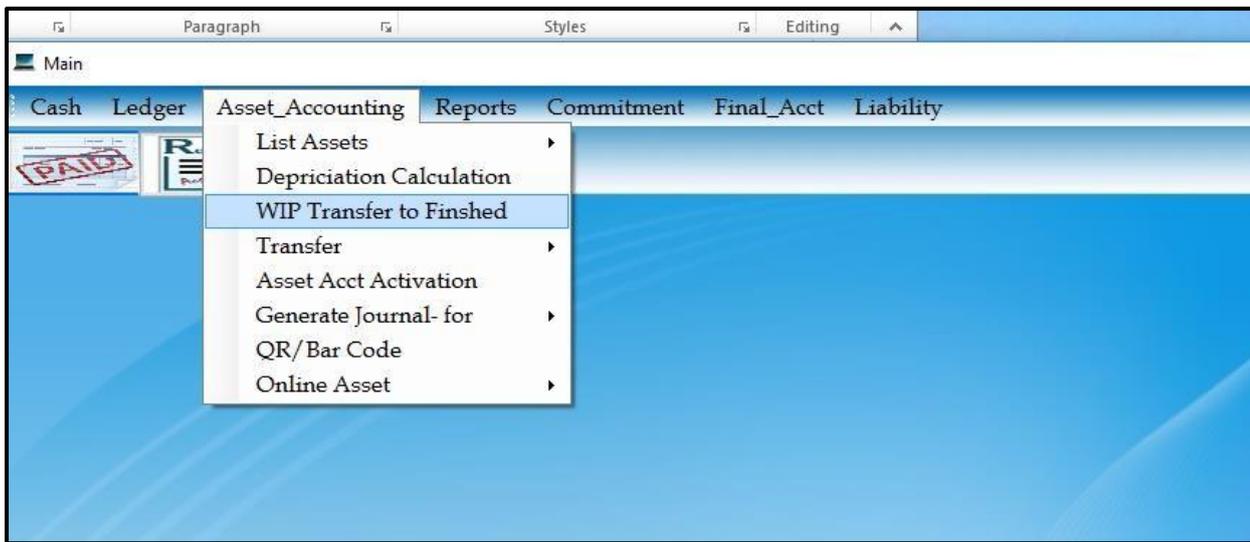
Sub item code: 6111107.1

Sub Item Description: Male Quarters

Is Active: Yes

Category_Code	Item_Code	Sub_Item_Code	Descr
*			

**GOVERNMENT ASSET MANAGEMENT SYSTEM**



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

The 'WIP\_to\_Finished' form contains several input fields and a table. The fields are: Code (611146.1), Description (Male Quarters), Value (7000000.00), Category (1.1-Dwellings), Item (Quarters), Sub Item (Male Quarters), Location (Administration), Supplier (ABC Constructors), and Journal No (P12/WIP/1). There is also a field with the value 6111107.1-1. A button labeled 'Transferred to Building' is at the bottom. A table on the right has columns for Code, Description, and Value. The first row is highlighted in blue and contains the values 611146.1, Male Quarters, and 7000000.00. An arrow points to the 'Male Quarters' cell in the table. Below the table, the text 'Doble Click on the Item which you have to transferred to Building' is displayed.

Code	Description	Value
611146.1	Male Quarters	7000000.00
*		

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

Department of XXXX						
Summary of Accounts for the Month of December: 2015						
<input checked="" type="radio"/> Main <input type="radio"/> Sub				<input type="radio"/> Daily		
	Account Type	Dcode	Ccode	Imp_No	Debit	Credit
▶	Expenditure/ Surcharge	1000	2000		7,040,000.00	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	XXXX	XXXX		0.00	0.00
	Dist. Secre. Deposit	6003	6003		0.00	0.00
	Imprest CF	7002	7002	102/15	0.00	7,040,000.00
	Building & Structure	9151	9151		7,000,000.00	0.00
	Machinery & Equipment	9152	9152		118,050,000.00	10,000.00
	Land	9153	9153		0.00	0.00
	Work in Progress	9160	9160		7,000,000.00	7,000,000.00
	Capital Asset Reserve-PPE	9165	9165		10,000.00	125,050,000.00
	Capital Asset Reserve-WIP	9166	9166		7,000,000.00	7,000,000.00
	Payable	9170	9170		0.00	0.00
	Receivable	9175	9175		0.00	0.00
<b>TOTAL</b>					<b>Rs 146,100,000.00</b>	<b>Rs 146,100,000.00</b>

New CIGAS Generated Report

Bank Account No 2343

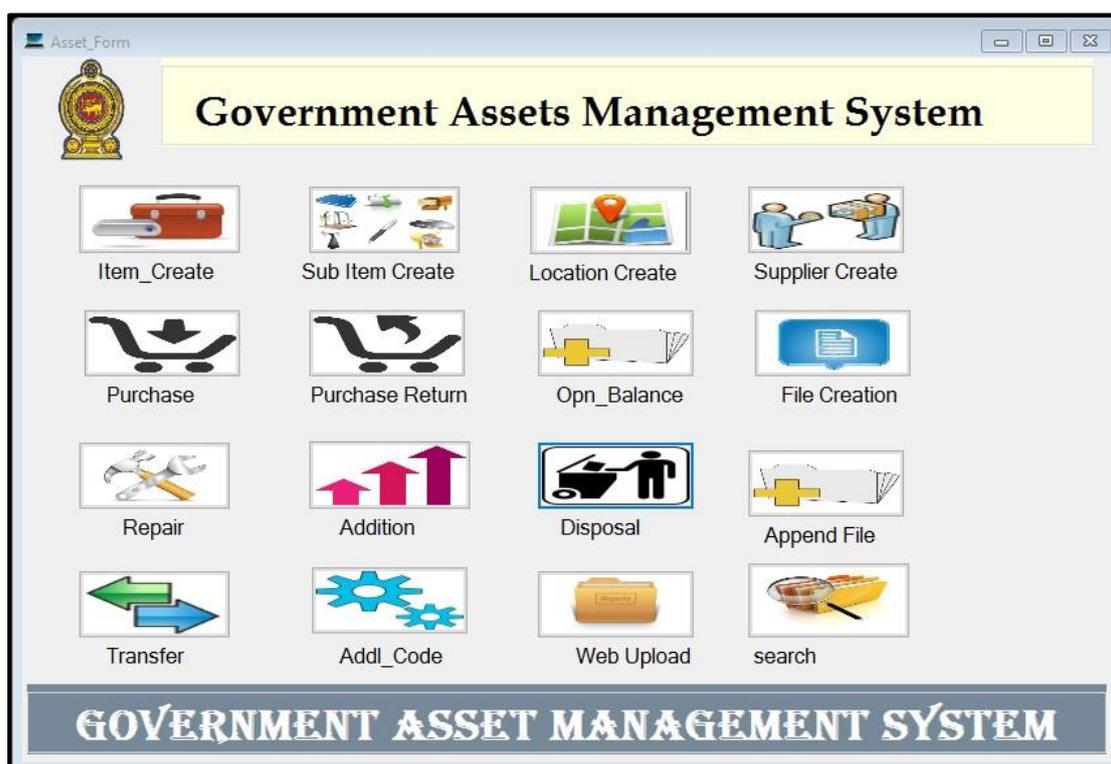
Accountant

## 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.



### 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.

A screenshot of the "Asset Transfer" form. The window title is "Asset\_Transfer". The form has a blue header bar with the word "Transfer" in white. Below the header, there are several input fields and dropdown menus. The fields are: "Date" (7/26/2019), "Category" (1.1-Dwellings), "Item\_Code", "Sub Item Code", "Identity\_N0", "From Location", "Item", "To Location" (303 Room 3rd Floor Location), and "Present Value". At the bottom of the form, there are two buttons: "Save" and "Close". The footer of the window contains the text "GOVERNMENT ASSET MANAGEMENT SYSTEM" in white on a blue background.

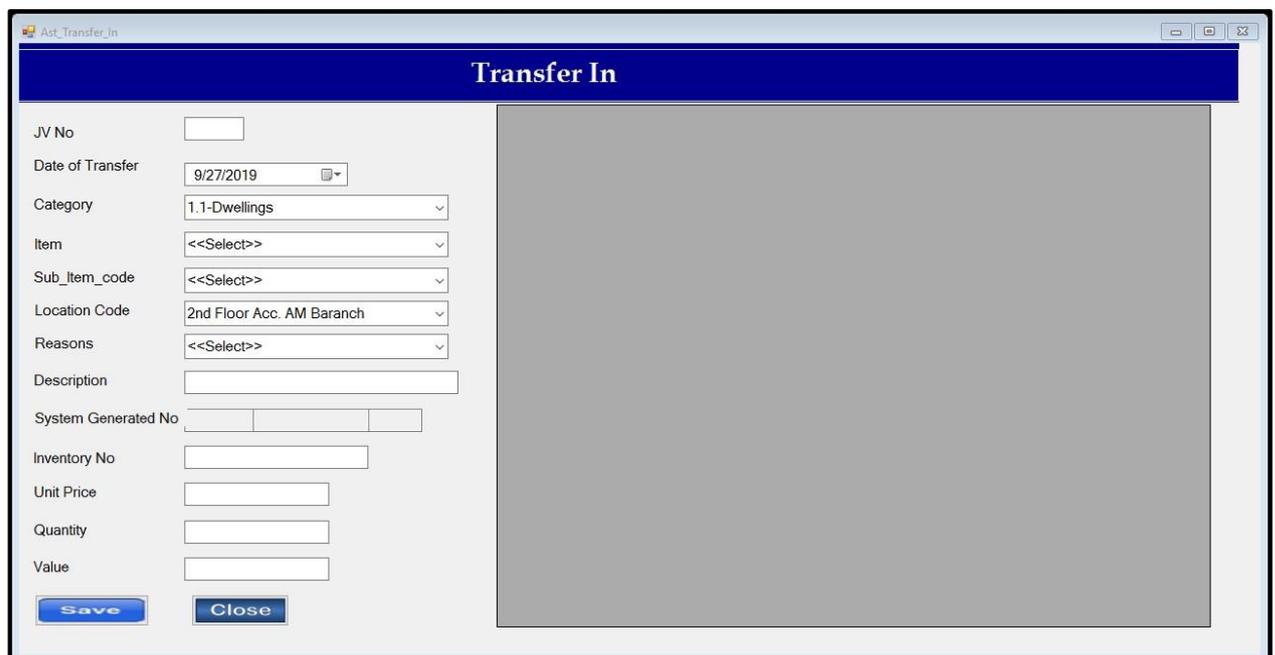
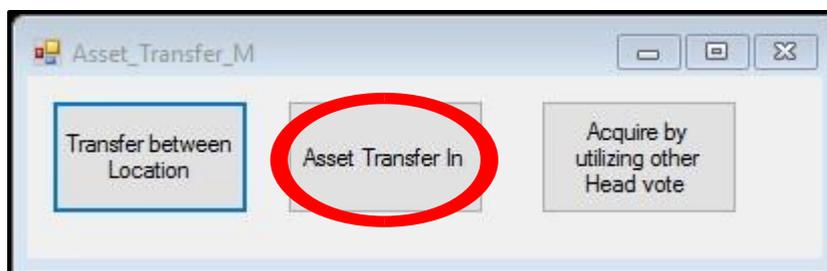
## 27.9.2 Asset Transfer In

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



The screenshot shows a window titled "Ast\_Transfer\_In" with a blue header bar that says "Transfer In". The form contains the following fields and controls:

- JV No:
- Date of Transfer:
- Category:
- Item:
- Sub\_Item\_code:
- Location Code:
- Reasons:
- Description:
- System Generated No:
- Inventory No:
- Unit Price:
- Quantity:
- Value:

At the bottom left, there are two buttons: "Save" and "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,  
Asset → purchase return

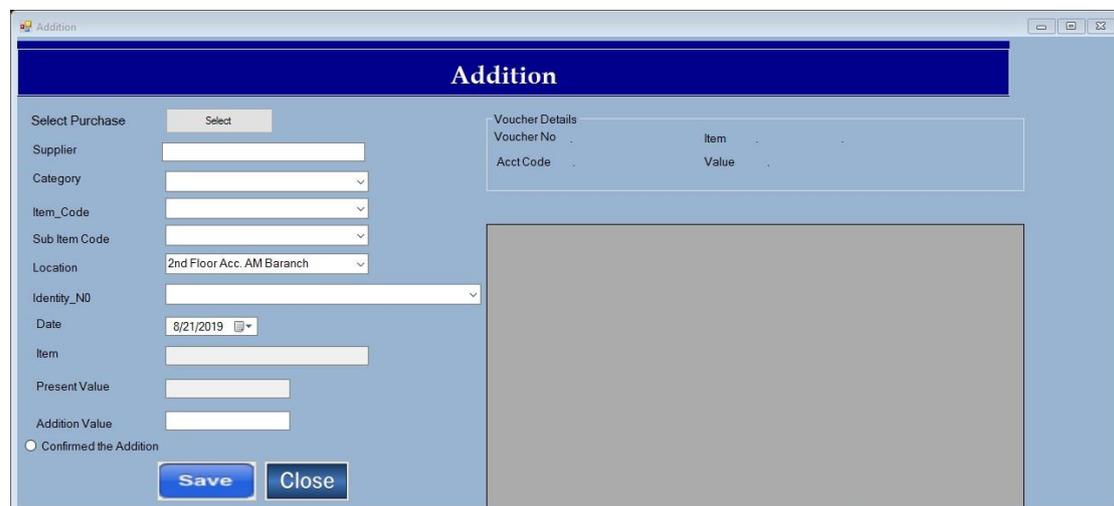
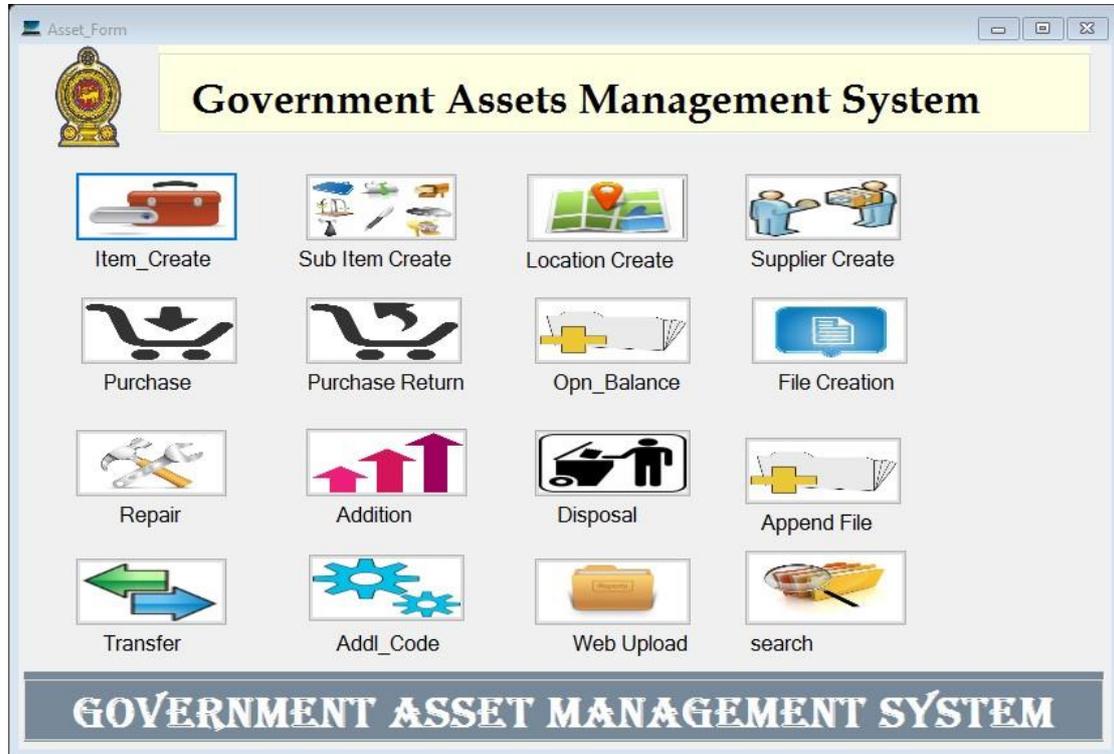
PIV No	PIV No
Acc_Code	Acc_Code
Item	Item
Whom	Whom
Amount	Amount

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 → Addition

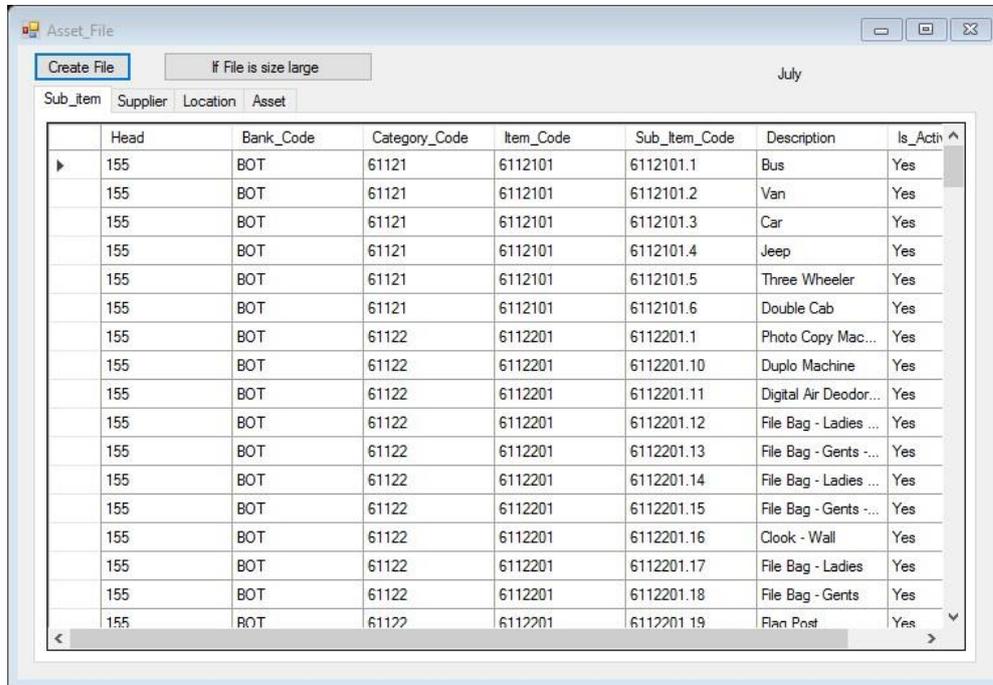


Select the voucher you want to do the addition. After filled the data click on save button.

## 27.12 Web Upload

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

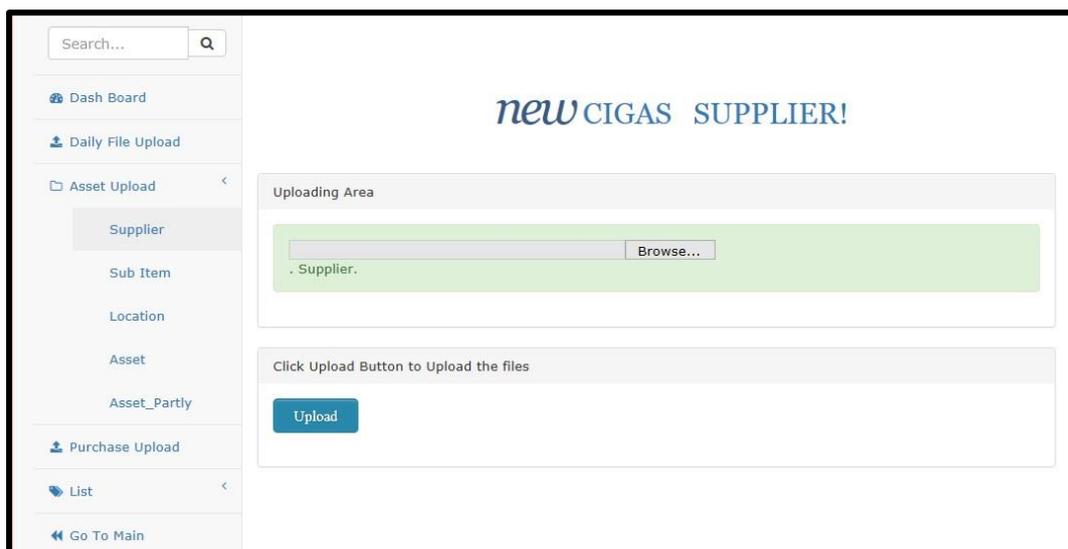


The screenshot shows a window titled 'Asset\_File' with a 'Create File' button and a checkbox 'If File is size large'. Below is a table with columns: Sub\_item, Supplier, Location, Asset, Head, Bank\_Code, Category\_Code, Item\_Code, Sub\_Item\_Code, Description, and Is\_Activ. The table contains 19 rows of asset data.

Sub_item	Supplier	Location	Asset	Head	Bank_Code	Category_Code	Item_Code	Sub_Item_Code	Description	Is_Activ
				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	Clock - 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	Flan Post	Yes

Created file will saved in C:\Asset\_Upload\August\09\_08\_2019.

For the upload, in the web interface  
File upload → Asset upload



### 27.13 QR / Bar Code

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

The screenshot shows the 'Barcode Generator' application window. It has a title bar with a QR code icon and the text 'Barcode Generator'. The window contains a large empty text input field at the top left and a 'Generate' button at the top right. Below the input field are three radio buttons for selecting the barcode type: 'Linear Barcode', 'QRCode' (which is selected), and 'Data Matrix'. Each type has its own 'Settings' section with various dropdown menus and input fields. The 'QRCode' settings include Scale (2), Mode (Alpha\_Numeric), Version (6), Error (L), Fore Color, and Back Color. The 'Data Matrix' settings include Size (22x22), Scheme (Ascii), Module Size (2), Margin Size (2), Fore Color, and Back Color. Each settings section also has a 'Hashcode:' label at the bottom.

### 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 → Opn\_Balance

The screenshot displays the 'new CIGAS ASSET OPENING BALANCE!' web interface. On the left, a sidebar contains navigation links: 'Opn\_Balance', 'Disposal', 'Asset List', 'Edit Asset', and 'Go To Main'. The main content area is titled 'Inventorized 282 HEA' and features a form with the following fields: 'JV\_No' (text input), 'Location' (dropdown menu with '--Select Location--'), 'Supplier' (dropdown menu with '--Select Supplier--'), 'Category' (dropdown menu), 'Item' (dropdown menu), 'Sub Item' (dropdown menu), 'Description' (text input), 'System Generated No' (text input), 'Unit Price' (text input), 'Quantity' (text input), and 'Total' (text input). To the right of the form, an 'Alert' box contains the following text: '. Alert . Journal Voucher number for opening balance of the Asset :- It is not necessary to change the Journal Voucher number for every save. You are free to decide the number of entries for the specific Journal\'. Below the alert, there is a 'Generate Journal' button.

### 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,

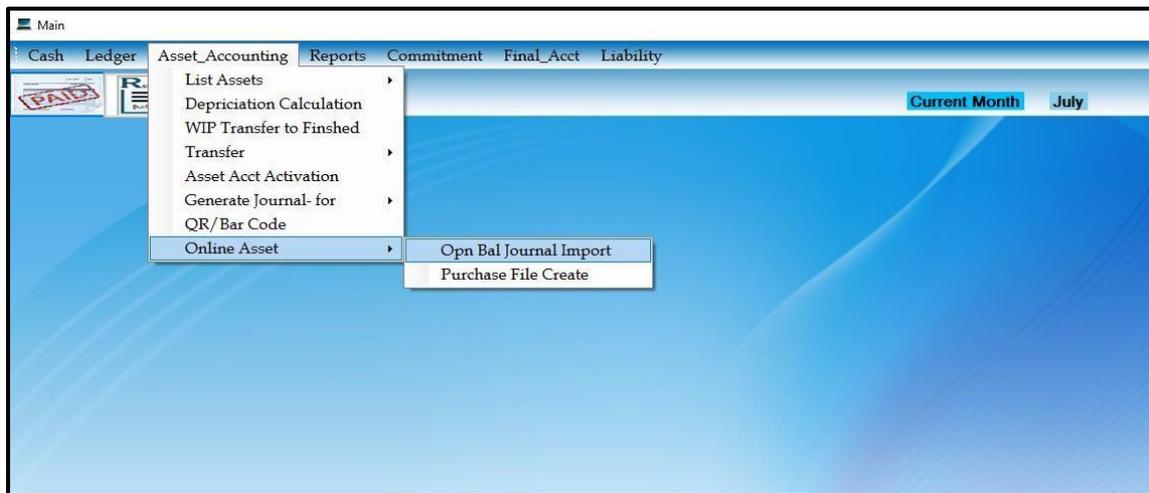
Asset Mgt → Opn\_Balance → Generate Journal → Download Journal

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.

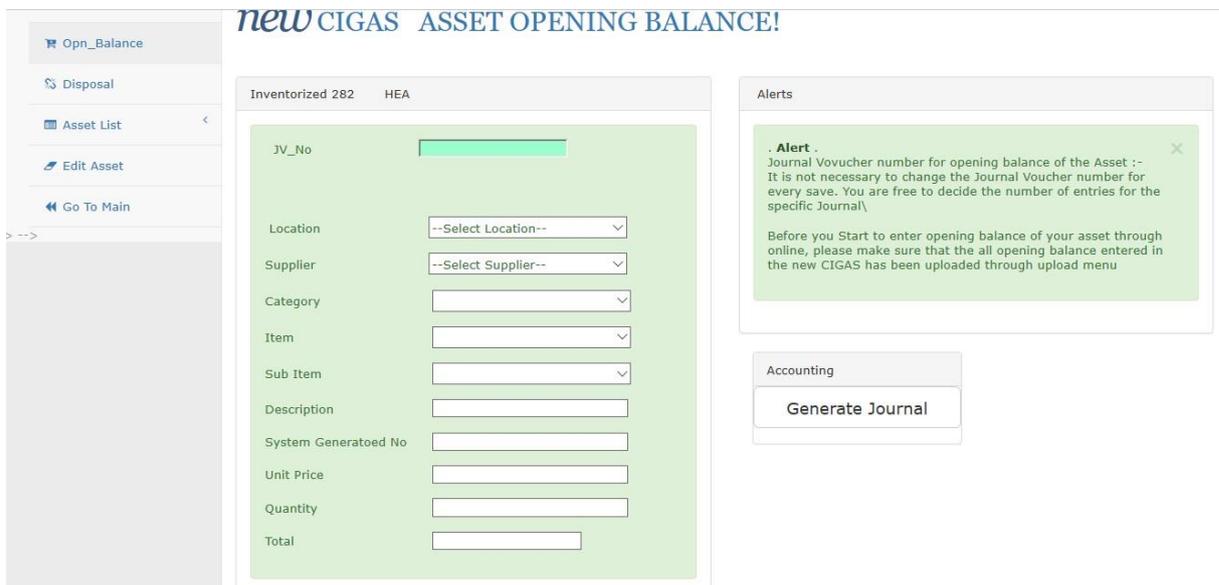
In CIGAS



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.



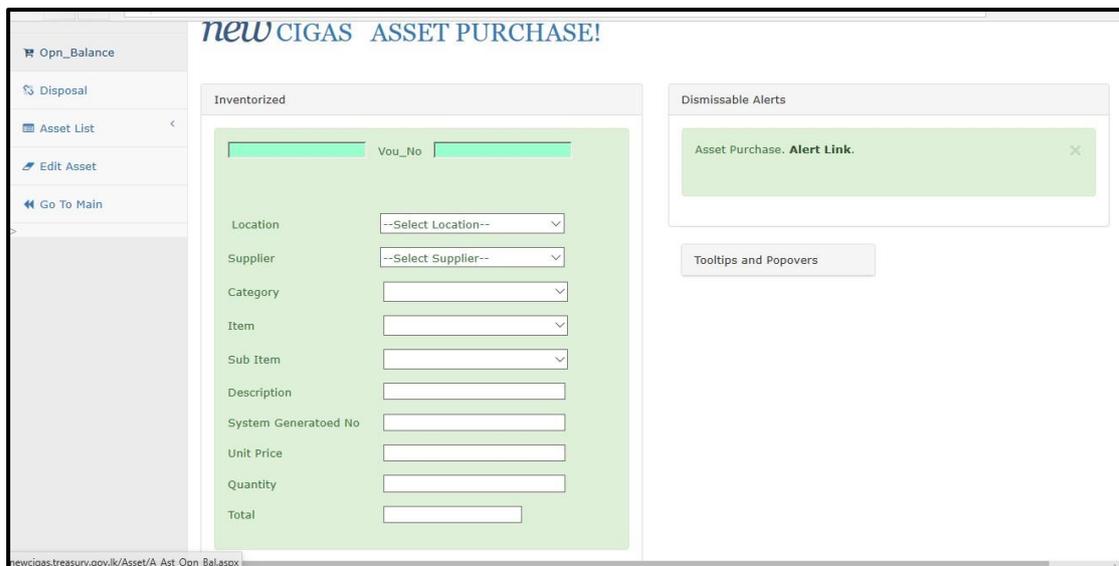
### 27.14.2 Entering purchases in Online Asset Management

In CIGAS,



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 → Purchase Upload. Choose the file which was created in CIGAS and then click Upload.



### 28.14.3 Disposal in Online Asset Management.

The screenshot displays the 'new CIGAS ASSET DISPOSAL!' web interface. On the left, a sidebar contains navigation links: 'Opn\_Balance', 'Disposal', 'Asset List', 'Edit Asset', and 'Go To Main'. The main content area is titled 'Inventorized 282 HEA' and features a form with the following fields: 'JV\_No' (text input), 'Location' (dropdown menu with '--Select Location--'), 'Category' (dropdown menu with '1.1-Dwellings'), 'Item' (dropdown menu), 'Sub Item' (dropdown menu), 'Description' (text input), 'System Generated No' (dropdown menu), and 'Value' (text input). At the bottom of the form is a 'Save Here' button with a 'Save' icon. To the right, an 'Alerts' section contains a green alert box with the following text: '. Alert . Journal Vovcher number for opening balance of the Asset :- It is not necessary to change the Journal Voucher number for every save. You are free to decide the number of entries for the specific Journal\'. Below the alert is a 'Generate Journal' button under an 'Accounting' section.

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

In the web interface,

Asset Mgt → Disposal → Generate Journal → Download Journal

Then an encrypted file will be downloaded with the name

HeadNo\_Asset\_Journal\_csv.encrypt

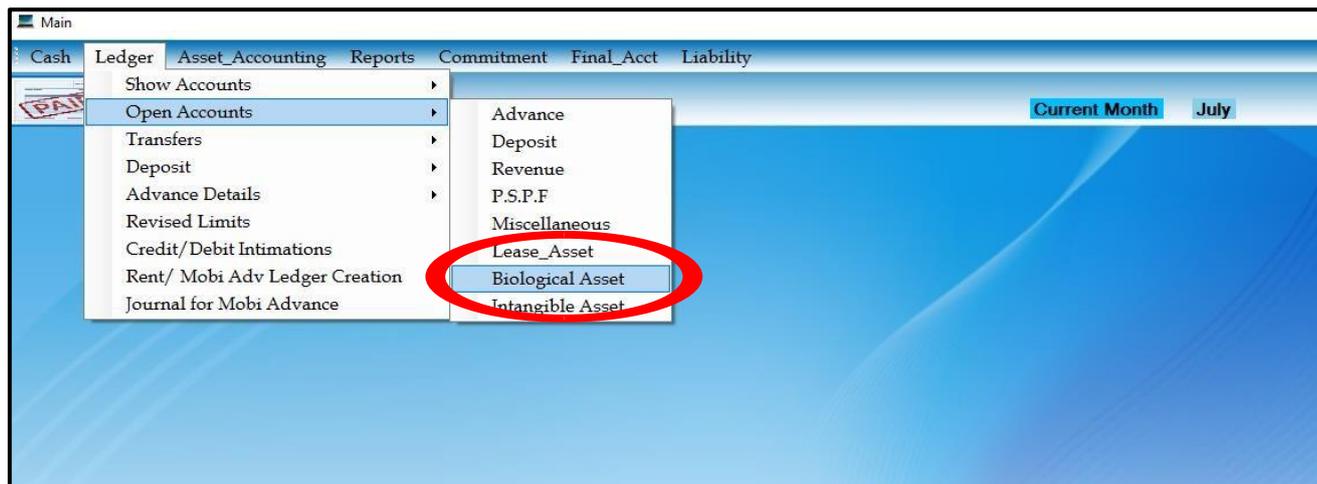
The file has to be uploaded to the CIGAS software.

## 28.15 Biological Asset

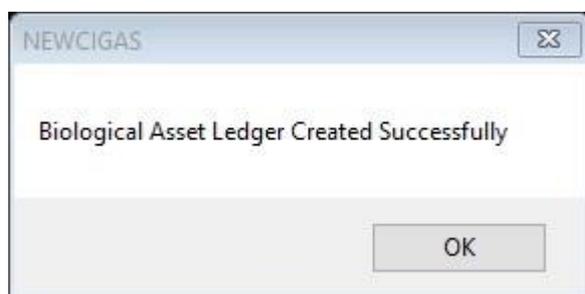
After you activate the Biological Asset in the New CIGAS, you can create sub item codes under the Biological Asset category.

For activate Biological Asset, go through Cash → Ledger → Open Accounts → Biological

## Asset



System will show you a message box like below.



Click on Ok button.

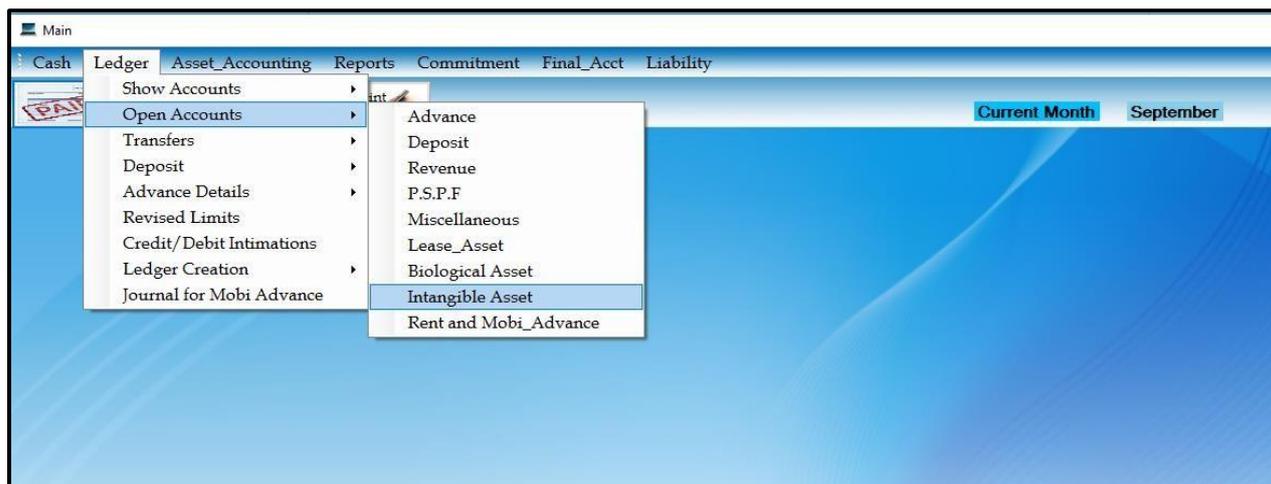
### 28.16 Intangible Asset

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

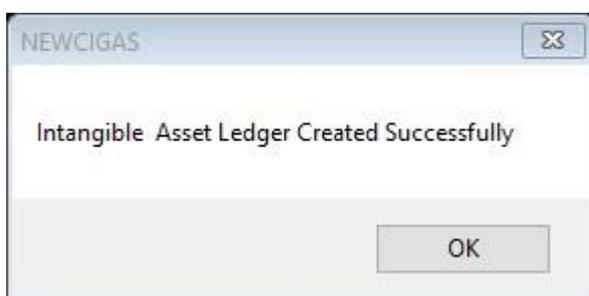
After you activate the Intangible Asset in the New CIGAS, you can create sub item codes under the Intangible Asset category.

For Activate Intangible Asset go through Cash → Ledger → Open Accounts → Intangible

## Asset.



System will show you a message box like below.



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 → Paid → Is It Asset → Yes

The screenshot shows the 'Payment' form in the CIGAS system. The 'Is It Asset' field is highlighted with a red circle. Below the form, a text box contains the instruction: 'Select the Asset Ledger from the drop down list'. The form includes the following fields and values:

- Day: 04/10/2019
- Type: V- Vote Ledger Payment
- Voucher No: P19088
- To Whom: S P C Sugeeshwara
- Description: S P C Sugeeshwara
- Code: HEA-282-1-1-0-1101-P
- Amount: 3,795
- Is It Asset:  Yes

The table on the right side of the form displays the following data:

P_order	Date	Vote	Its
18/12/07L	12/31/2018	HEA-282-2-2-0-2103-P	Le
18/12/2L	12/31/2018	HEA-282-1-1-0-1202-P	A.
18/12/5050	12/31/2018	HEA-282-1-1-0-1403-P	Ac
18/12/5051	12/31/2018	HEA-282-2-2-0-2507-P	Hy
19	2/13/2019	HEA-282-1-1-0-1202-P	Cc
19-04-09	4/3/2019	HEA-282-1-1-0-1002-P	Sh
19/01/77	1/26/2019	HEA-282-1-1-0-1101-P	S I
19/01/83	1/31/2019	HEA-282-1-1-0-1101-P	T I
19/02/136	2/25/2019	HEA-282-1-1-0-1301-P	Ra
19/02/1T	2/28/2019	HEA-253-1-2-4-1502-P	tra
19/02/344	2/28/2019	HEA-282-2-2-0-2507-P	P L
19/02/345	2/28/2019	HEA-282-2-2-0-2507-P	BC
19/02/395	2/26/2019	HEA-282-2-2-0-2507-P	Hy

The 'Cash Book Balance' summary at the bottom right shows:

- Opn Bal: 14,307,192.98
- Receipts: 97,761,663.63
- Payments: 96,785,321.48
- Balance: 15,283,535.13

Select the Asset Ledger from the drop down 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

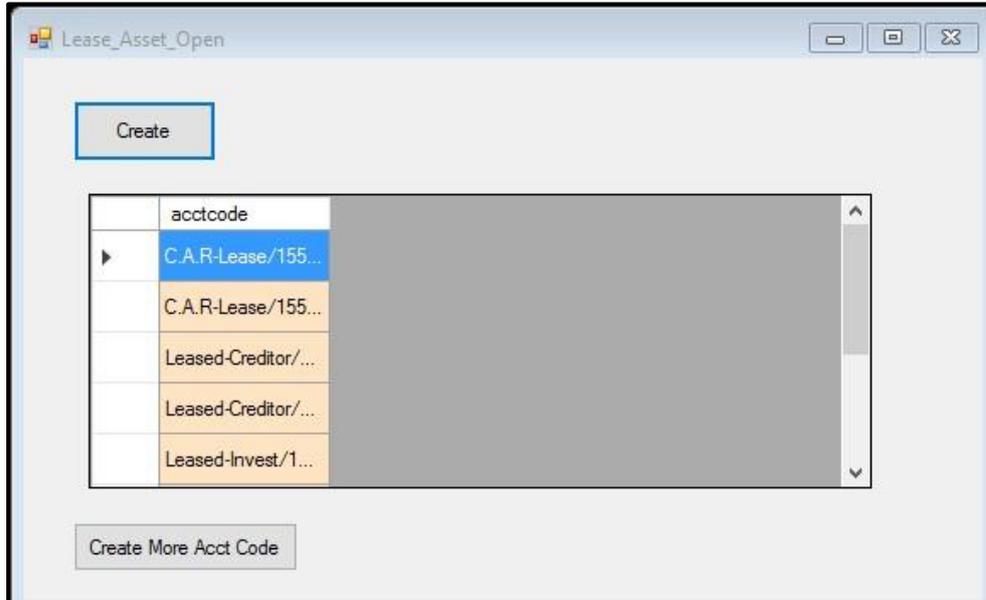
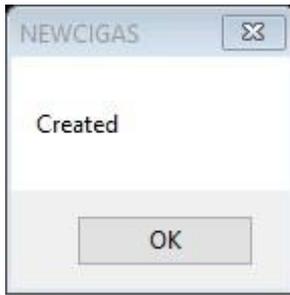
Cash → ledger → open accounts → lease\_asset



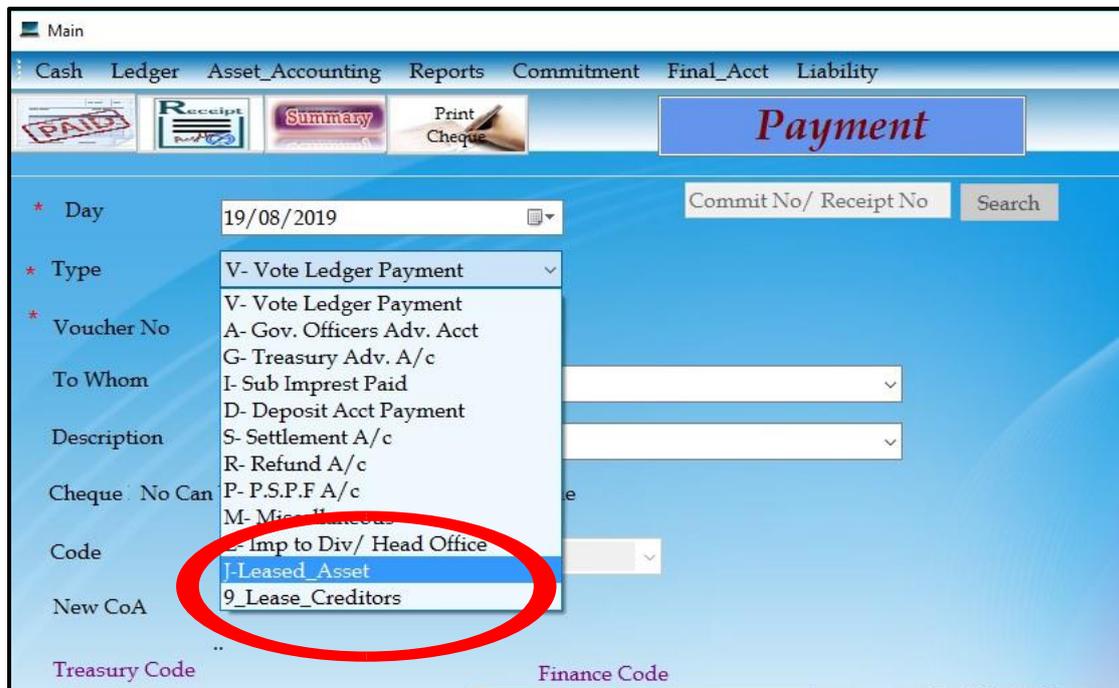
Click on create button



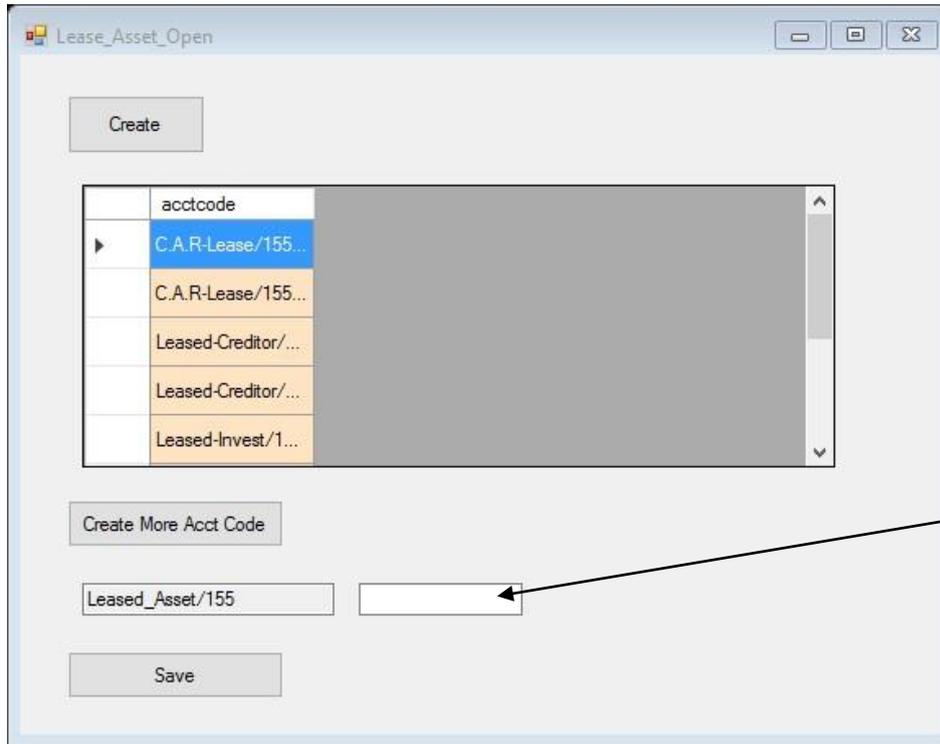
Click on Ok.



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



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.



Enter three digit code for one 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

The screenshot shows the 'Payment' form in the CIGAS system. The form is titled 'Payment' and has a blue header. The main content area is white with a blue border. The form fields are as follows:

- \* Day:** 19/08/2019
- \* Type:** J-Leased\_Asset
- \* Voucher No:** P1907100
- To Whom:** Sri lanka insurance
- Description:** lease vehicle
- Cheque:** No Can be Given When you Print the Cheque
- Code:** Leased\_Asset/155001-P
- New Code:** Leased\_Asset/155001-P (highlighted with a red circle)
- Treasury Code:** 0
- Finance Code:** (empty)
- Is It Asset:**  No  Yes
- Amount:** Cash: 0.00, Cross: 0.00
- Electronic Payment:**  SLIPS  Cheque Pay
- Buttons:** SAVE, Close
- Cash Book Balance:** Opn Bal, Receipts, Payments, Balance

At the bottom of the form, it says: Evolved by S. Tharshari- Deputy Director- System Development Training, Department of State Accounts

Then do the vote payment in “**9\_Lease\_Creditors**” type as cash entry. In there select the related lease vehicle code.

The screenshot shows the 'Payment' form in the CIGAS system. The form includes the following fields and values:

- Day:** 01/07/2019
- Type:** 9\_Lease\_Creditors
- Voucher No:** P190710
- To Whom:** Sri Lanka insurance
- Description:** Travelling Claim
- Code:** Leased-Creditor/155001-P (highlighted with a red circle)
- Treasury Code:** 0 0 155 0 0
- Finance Code:** 0
- Is It Asset:**  No  Yes
- Amount Cash:** 100,000 00
- Amount Cross:** 0 00
- Electronic Payment:**  SLIPS  Cheque Pay

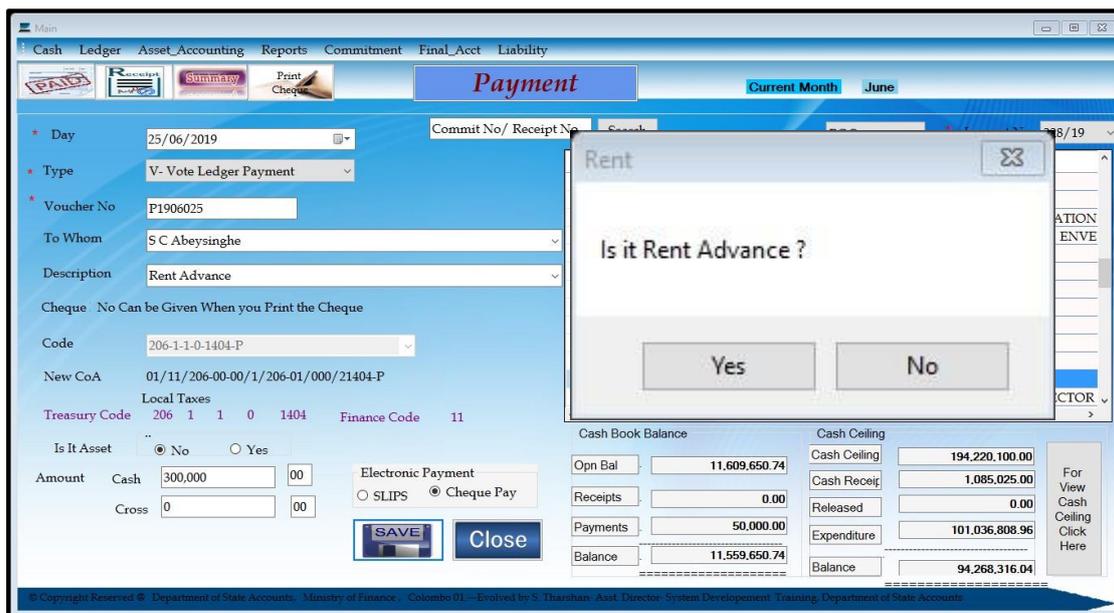
On the right side, the 'Cash Book Balance' table is visible:

Cash Book Balance	
Opn Bal	5,000,000
Receipts	16,964,860,000
Payments	324,030,000
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.x.1404)** for the payment entry, dialog box pop up in **“Is it Rent Advance?”** Then click on **“Yes”** button.



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.

Rent\_Adv

**Dont know what to put in the fields??? CLICK ME**

Generate your ledger for Advance Rent Payment

Enter the Advance Rent Code here

Refundable

Not Refunadable

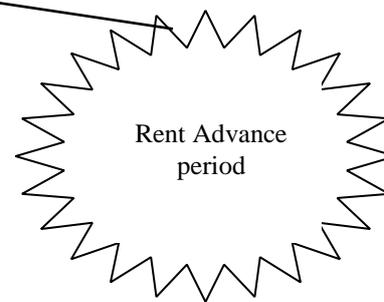
Refunadable

Rent \_ Period

From Date

To Date

OK Cancel



## 28.1 Refundable

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

Rent\_Adv

[Dont know what to put in the fields??? CLICK ME](#)

Generate your ledger for Advance Rent Payment

Enter the Advance Rent Code here

Refundable

Not Refunadable

Refunadable

Rent\_Period

From Date

To Date

OK Cancel

### 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:

**Receipt List**

Select Bank: BOC | Select Month: 7 | Imp No: 120/16

Date	vovpiv	whom	acc_code	type	Cash	Xe	Receipt
01 Jul 2016	P001/2	Mrs.M.B.Samaraweera	Rent_Advance_...	>	0.00	6,000.00	
*** Total ***						0.00	6,000.00

\* [Empty area]

**Total(cash)** : Rs 0.00      **Total (cross)** : Rs 6,000.00      **Total Receipts** : Rs 6,000.00

Payment List views as follows:

**Payment List**

Select Bank: BOC | Select Month: 7 | Imp No: 120/16

Date	Vovpiv	Whom	Acc_code	Type	Cash	Xe	chequeano
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

\* [Empty area]

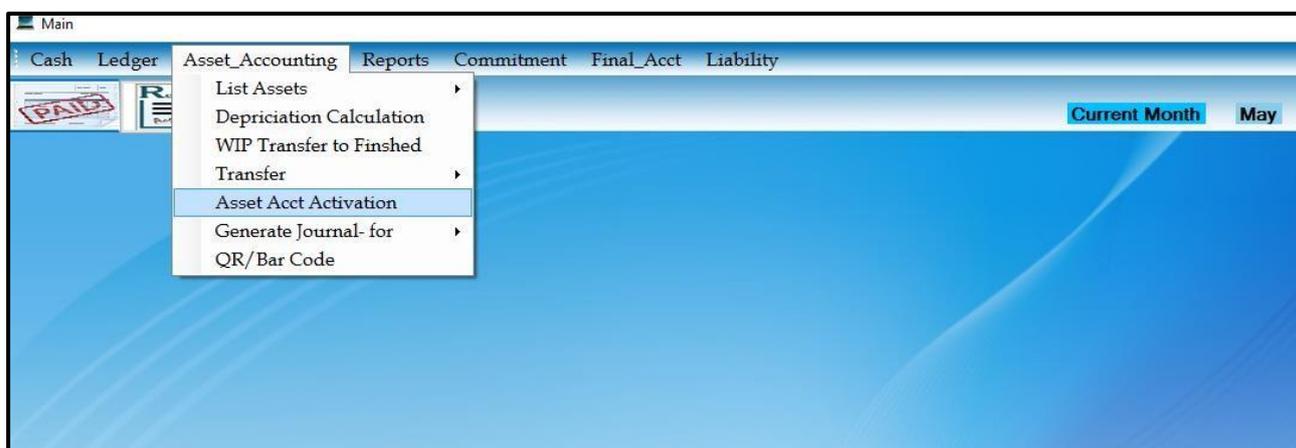
**Total (cash)** : Rs 6,000.00      **Total(cross)** : Rs 6,000.00      **Total Payments** : Rs 12,000.00



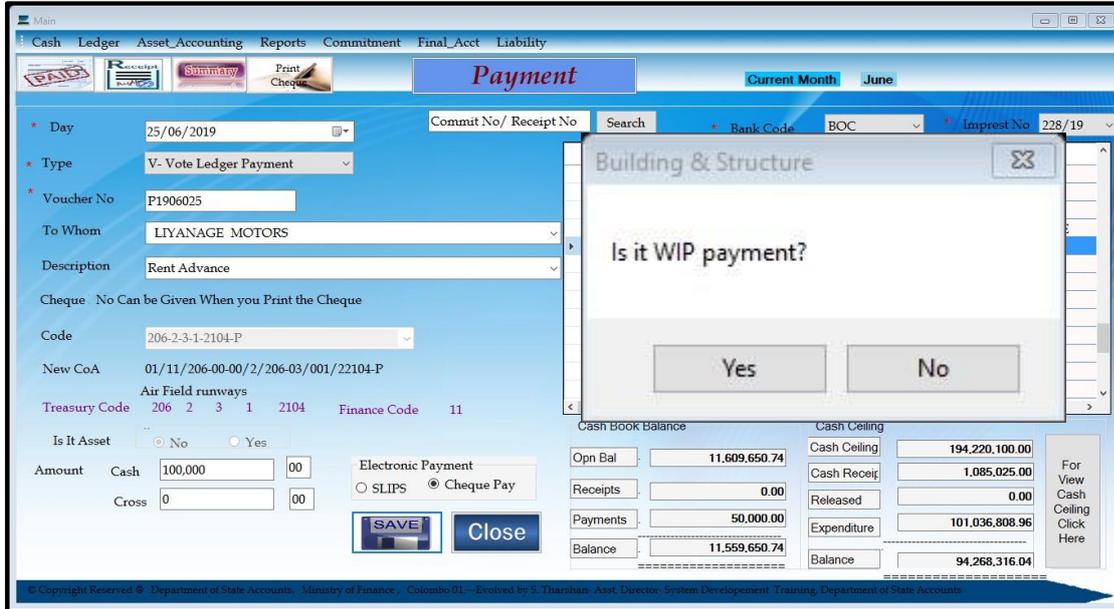
## 29. Mobilization Advance Payment

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.

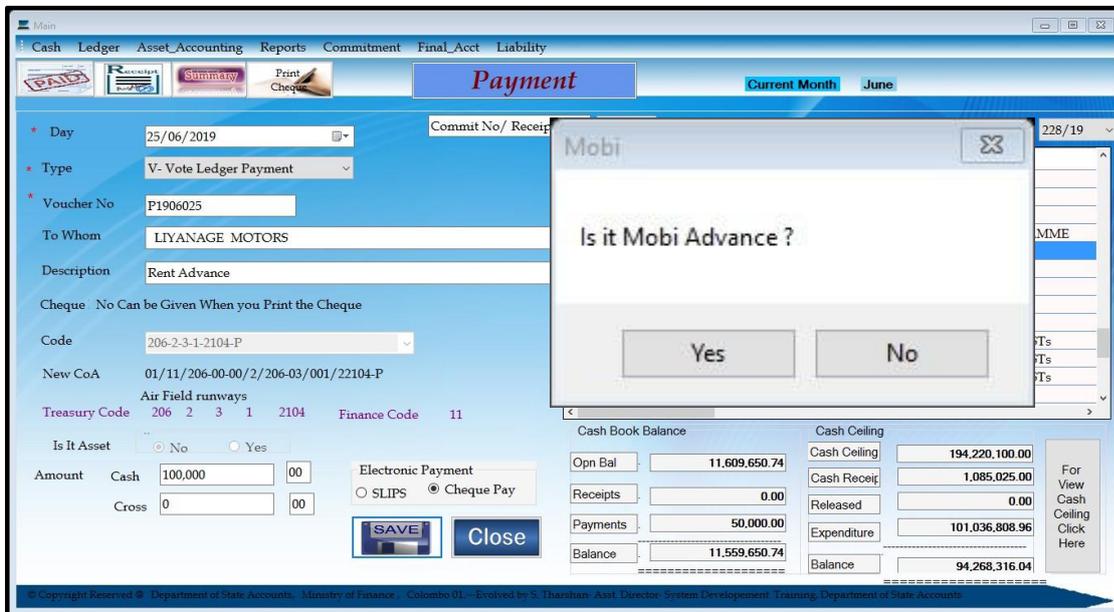
At very first time when you will do the mobilization advance payment first you must activate the fixed assets by entering the asset activation code.

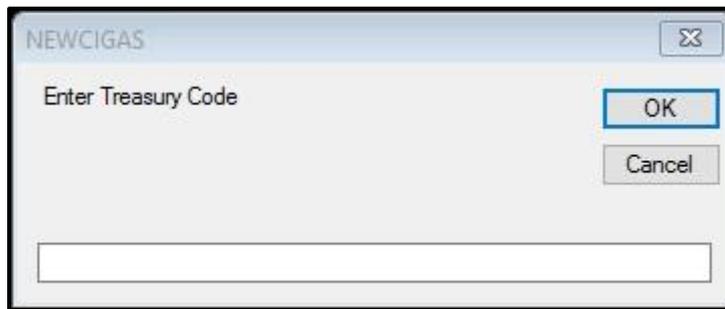


If it is a WIP Payment → Click Yes



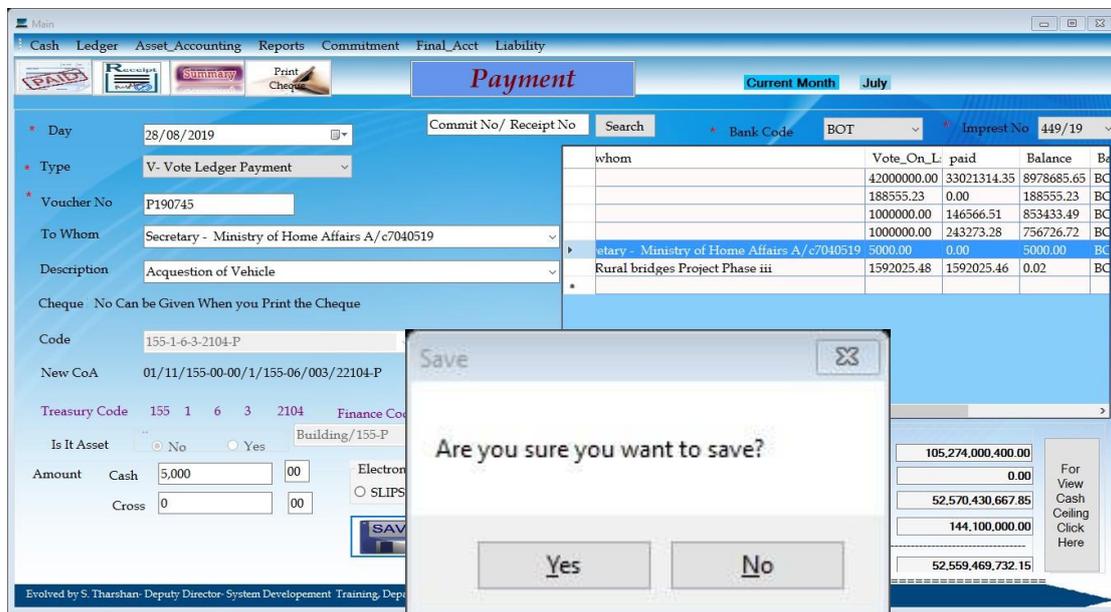
Then click on 'Yes' on Mobilization Advance





A dialog box titled "NEWCIGAS" with a close button in the top right corner. The main text reads "Enter Treasury Code". Below the text is a large empty rectangular input field. To the right of the input field are two buttons: "OK" and "Cancel".

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



The screenshot shows the "Payment" screen in the NEWCIGAS application. The interface includes a menu bar (Main, Cash, Ledger, Asset\_Accounting, Reports, Commitment, Final\_Acct, Liability), a toolbar with icons for PAID, Receipt, Summary, and Print Cheque, and a "Current Month" dropdown set to "July". The main form contains fields for Day (28/08/2019), Type (V- Vote Ledger Payment), Voucher No (P190745), To Whom (Secretary - Ministry of Home Affairs A/c7040519), Description (Acquisition of Vehicle), Code (155-1-6-3-2104-P), and Amount (Cash: 5,000.00). A table on the right shows a list of items with columns for "whom", "Vote\_On\_L", "paid", and "Balance". A "Save" dialog box is overlaid on the screen, asking "Are you sure you want to save?" with "Yes" and "No" buttons. A summary table on the right side of the screen shows various monetary values.

whom	Vote_On_L	paid	Balance	Be
	42000000.00	33021314.35	8978685.65	BC
	188555.23	0.00	188555.23	BC
	1000000.00	146566.51	853433.49	BC
	1000000.00	243273.28	756726.72	BC
etary - Ministry of Home Affairs A/c7040519	5000.00	0.00	5000.00	BC
Rural bridges Project Phase iii	1592025.48	1592025.46	0.02	BC

105,274,000.400.00
0.00
52,570,430,667.85
144,100,000.00
52,559,469,732.15

Click Yes to the message.

## **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](http://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**

# The End...