TO: All Heads of Departments, Agencies, State Universities and Colleges, Government-Owned and/or Controlled Corporations receiving Budgetary Support from the National Government; Heads of Budget and Accounting Units and All Others Concerned

SUBJECT: Use of Online Reporting System for the Submission of Budget Execution Plans and Targets for 2014 and Subsequent Years

1.0 Following the approval of the National Budget Circular No. 550 which prescribes the changes in the Budget Execution Documents (BEDs), an Online Reporting System will be rolled out for the use of implementing agencies in the preparation and submission of BEDs for 2014 and subsequent years.

2.0 The Online Reporting System aims to facilitate the timely submission of the BEDs which are compliant with the Unified Accounts Code Structure (UACS).
   2.1 Agencies will need to key in only the amounts since most of the NEP 2014 data and UACS codes are already in the system.
   2.2 Agencies shall print the BEDs No. 1, 2 and 3 using the Online Reporting System and submit the same printed and signed copy to the DBM offices concerned on or before 30 November 2013 as provided in NBC No. 550.

3.0 The Online Reporting System will be available starting 18 November 2013. Agencies are requested to reconfirm with the DBM Budget and Management Bureau (BMB) and Regional Office (RO) concerned, the username and password used in the Online Submission of Budget Proposals (OSBP). Agencies may request for additional users or new users, if needed, through the BMB/RO concerned.

4.0 The Online Reporting System is accessible in http://urs.dbm.gov.ph.

5.0 To assist users of the system, a Quick Guide to the Online Reporting System is attached to this Circular Letter and may also be downloaded from the system.

6.0 For agencies with limited internet access, agencies may use the Encoding Facility located at the DBM ICTSS Training Room (3rd floor Boncodin Hall) starting 18 November 2013. Agencies availing of this service are requested to bring their laptops and make reservations through the Help Desk.

7.0 For assistance and use of Encoding Facility at DBM, please call or email the System Help Desk:
   a. Telephone No: 490-1000 local 2300 or 2609 (8AM-5PM) Monday to Friday
   b. Email Address: online-reporting@dbm.gov.ph.

8.0 The status of agency BEDs submissions will be posted and regularly updated at the DBM website: www.dbm.gov.ph.

9.0 This Circular shall take effect immediately.

FLORENCIO B. ABAD
Secretary
DEPARTMENT OF BUDGET AND MANAGEMENT

UNIFIED REPORTING SYSTEM

Quick User Guide
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Unified Reporting System

1. Introduction

1.1 About the System

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

Budget Execution Documents (BED) are as follows:

1. BED 1 – Financial Plan
2. BED 2 – Physical Plan
3. BED 3 – Monthly Disbursement Program
Unified Reporting System

2. Getting Started
2.1 Log in

To log in:

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

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

OR

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

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

Please follow the steps below:

C. Enter a valid User ID and Password.

Note: Password is encrypted.

D. Click [Login]. The Unified Reporting System landing page will be displayed.
5.) Super Admin – System Management Administrator and creates BMB users

Note: Quick User Guide is available upon log-in the system which is located in Help menu.
2.2 Search and Retrieve Records (List of BEDs)

a. Click and select values on the search criteria

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

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

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

3.1 BED 1

3.1.1 Current Year tab

<table>
<thead>
<tr>
<th>Part</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Jan. 1</td>
<td>Sept. 30</td>
</tr>
<tr>
<td>1</td>
<td>General Administration and Support</td>
<td>A.01</td>
</tr>
<tr>
<td>2</td>
<td>General Administration and Support Services</td>
<td>A.01.a</td>
</tr>
<tr>
<td>3</td>
<td>Central Office</td>
<td>A.01.a.01</td>
</tr>
<tr>
<td>4</td>
<td>General Management and Supervision</td>
<td>A.01.a.01.a</td>
</tr>
<tr>
<td>5</td>
<td>PS</td>
<td>A.01.a.01.a</td>
</tr>
<tr>
<td>6</td>
<td>MOOE</td>
<td>A.01.a.01.a</td>
</tr>
<tr>
<td>7</td>
<td>ResExp</td>
<td>A.01.a.01.a</td>
</tr>
<tr>
<td>8</td>
<td>CO</td>
<td>A.01.a.01.a</td>
</tr>
<tr>
<td>9</td>
<td>Other</td>
<td>A.01.a.01.a</td>
</tr>
</tbody>
</table>

Transaction Page
3.1.1.1 Part A tab

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

b. Input the amount of Actual Obligation and Estimated Obligations (*Total is system generated*) and then click Save button.
### Unified Reporting System

**Republic of the Philippines**
**Department of Budget and Management**

<table>
<thead>
<tr>
<th>Department</th>
<th>Agency</th>
<th>Operating Unit</th>
<th>Type of BD</th>
<th>FY</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBM</td>
<td>001 - Office of the Secretary</td>
<td>00000 - Central Office</td>
<td>BED 1</td>
<td>2014</td>
<td>FOR REVIEW</td>
</tr>
</tbody>
</table>

#### Part A - General Administration and Support

<table>
<thead>
<tr>
<th>UACS Code</th>
<th>Description</th>
<th>Actual Jan 1</th>
<th>Estimate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.01</td>
<td>General Administration and Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.01.a</td>
<td>General Administration and Support Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.01.b</td>
<td>Central Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.01.a.b</td>
<td>General Management and Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.01.a.a</td>
<td></td>
<td>100.00</td>
<td>20.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

#### Instructions

**c. Add SPF details (if applicable)**

1. **c.1 Click** SPF **button**
2. **c.2 Pop-up window for List of SPF's and corresponding PAPs will appear**
3. **c.3 Select the desired SPF and corresponding PAPs by clicking the box**
4. **c.4 Click** Save **button**
5. **c.5 Click the row for edit and then click** Edit **button**
6. **c.6 Input the desired amount and then click** Save **button**

#### 3.1.2 Budget Year tab

**3.1.2.1 Part A tab**

- **a. Click** the row for edit
### Part A

#### Budget Year / Appropriations
- **General Administration and Support**
  - Code: 10000000
  - Appropriations: 1000000
  - Q1: 1000000
  - Q2: 1000000
  - Q3: 1000000
  - Q4: 1000000
  - Sub Total: 4000000

#### Part B

#### Comprehensive Release

<table>
<thead>
<tr>
<th>OBJECT CODES</th>
<th>Total</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Sub-Tot</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>Sub-Tot</th>
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<tbody>
<tr>
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<td>11518</td>
<td>11518</td>
<td>11518</td>
<td>11000</td>
<td>45554</td>
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<td>4337</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>5010103001</td>
<td>2232</td>
<td>558</td>
<td>558</td>
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<td>558</td>
<td>2232</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5010104000</td>
<td>2232</td>
<td>558</td>
<td>558</td>
<td>558</td>
<td>558</td>
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<td>154</td>
<td>610</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5010106000</td>
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<td>61</td>
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</tr>
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<td>5010107000</td>
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<td>960</td>
<td>960</td>
<td>960</td>
<td>960</td>
<td>3840</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

b. Pop-up window for Sub Object details will appear

c. Click **Edit** button

d. Click the row for edit and then input the desired amount per quarter. Other rows can be edited after the first row before saving the transaction.
Unified Reporting System

Modal Window

**Notes:**

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

Modal Window

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

- Row will be highlighted if Sum of all the Quarters is greater than the Total Appropriation and the system will prompt an error message upon saving the transaction.

3.1.2.2 Part B

Error

There are values greater than TOTAL value.

Budget Year: Part B Page
Unified Reporting System

- Click the row for edit and then click Edit button.
- Input the desired amount per quarter.
- Click Save button.

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

3.1.3 Instructions Tab (Viewing as a reference)

The Financial Plan (FP) shall contain the GOA agency’s performance in the current year, in terms of obligation program, consistent with its budget level per National Expenditure Program (NIP) inclusive of automatic appropriations for the budget year. For FY 2014, agencies should align their 2013 PAP/PIA as reflected in NIP-Performance Informed Budget (PIB), if feasible. Otherwise, current year’s obligations shall be submitted separately.

Column 1
- Part A includes all programs, activities, and projects (P/A/Ps) to be implemented, categorized by cost structure, by allotment class and by fund source, including automatic appropriations and special purpose funds. This shall also disclose the Major Final Outputs (MFO) where the specific P/A/Ps under operations shall be attributed. The MFO are goods/services that a department/agency is mandated to deliver to external clients through the implementation of the programs, activities, and projects.
- Part B shall highlight Major Programs and Projects enrolled/contributed to the Program Budgeting Approach per NIR Div. No. 118, and those committed to the President and whose outputs are being closely monitored by the Presidential Management Staff (PMS). These Major Programs and Projects must be duly aligned to one or several priority areas of spending of the government, otherwise known as key Result Areas (KRA’s) pursuant to EO No. 43, as follows:

3.1.4 Submit the Document for Review and Approval

3.1.4.1 As a Maker
- Click For Review button.
- Status will be changed to FOR REVIEW and the Document will be available to Reviewer.
3.1.4.2 As a Reviewer

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

3.1.4.3 As a Approver

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

3.2 BED 3

![Image of BED 3 page from the document]
3.2.1 Part A

3.2.1.1 Fiscal Year's Budget tab

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

b. Input the desired amount per month and then click Save button
Unified Reporting System

Notes:

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

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

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

  c.3 Click CDC row and then click Edit button
  c.4 Input the desired amount for CDC and then click Save button

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

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

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

  d.3 Click NCAA row and then click Edit button
  d.4 Input the desired amount for NCAA and then click Save button

  Note:
  - NCAA amount + NCA amount should not exceed the Total Monthly Disbursement Program
  - If CDC or NCAA row is inserted unintentionally, click Remove CDC/NCAA button to remove the inserted row.
Unified Reporting System

3.2.1.2 Prior Year Obligation tab

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

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

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

3.2.1.3 Tax Remittance Advice (TRA) tab

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

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

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

3.2.1.4 Others tab

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

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

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

3.2.2 Part B

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

b. Input the desired amount per month

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

3.2.4 Submit the Document for Review and Approval

3.2.4.1 As a Maker
   a. Click [For Review] button
      
      • Status will be changed to FOR REVIEW and the document will be available to Reviewer.

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

3.2.4.3 As a Approver
   a. Click [Approve] button
      
      • Status will be changed to APPROVED and the document will be submitted to DBM electronically.

      • To send back the document to the maker for modifications or corrections, click [Send Back] button and the Status will be reverted to PENDING.
4. Printing and Saving of Reports

4.1 Print Preview
   a. Click Print button

4.2 Saving of Report
   a. Click PDF button to save the report in PDF
   b. Click Excel button to save the report in Excel