
MINISTRY OF FINANCE, PLANNING
AND ECONOMIC DEVELOPMENT



**Guidelines for Budget Preparation, Reporting and
Execution for Local Government using Programme
Budgeting System (PBS)**

January, 2023

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1. General Information

1.1 Introduction

This manual provides basic steps to guide users of the Program Budgeting system (PBS). The use of this manual is intended for staff within Local Governments working directly with the PBS in their operations. The manual can also be a source of information to managers and other staff associated with the Government budget process within each institution but who may not directly operate the PBS.

In the first section, the manual presents an overview of the system. In the second section, the manual provides a step by step guide on the application of the system to the specific processes related to budget management.

1.2 The Programme Budgeting System (PBS)

The PBS is the Government's adopted system to support its budget cycle. The PBS is designed based on the concept of Programme Based Budgeting (PBB) enabling LGs to link financial budgets with results (outputs / outcomes).

The system supports LGs to prepare key budget documents during

- I. budget preparation namely budget framework papers, and performance contracts, and
- II. budget execution namely quarterly, semi-annual and annual performance reports. The PBS also supports the work of different institutions, including the MoFPED in consolidating these documents for example in compiling the National Budget Framework Paper or budget estimates.

In its operations, the PBS now interfaces with others systems – including the government's Integrated Financial Management Systems (IFMS), Online Transfer Information System (OTIMS), the Human Management Information System (HMIS) in order to facilitate a seamless access to key data by users as they prepare or report on their budgets.

1.3 PBS Overview

The PBS is a web based system – meaning it can be accessed from anywhere wherever an authorized user has access to the internet. It is designed based on the Government's budget process facilitating the work of users in budget preparation and reporting. The System has got 5 different modules listed below:

Module	Purpose	Type of Users
Dashboard	For providing status on key aspects of operations – in particular, monitoring submission of key documents (for example, vote BFPs or estimates) by votes. Tracker for submission of key documents like the BFP	All users
Masters	For setting up classifications and key data sets on the system such as the chart of account, sectors, votes, etc.	Authorized Users at MoFPED
Administration	For setting up Users and their profiles (permissions) so that they can use the system	Authorized Users at MoFPED
Budget	Preparing budget documentations during planning, preparation and execution	All LGs
Reports	Generation of budget reports / documentations assembled under the Budgeting module	All users
Archives	Generation of reports from the previous Financial Years.	All Users

2 Using the PBS

To be able to access the system, each authorized user will have his / her account set up on the system. This will define roles the user can undertake on the system based on their job functions. To access the system, the user will be required to enter their user name and password – see below

2.1 Basic Requirements

In order to be able to use the PBS, each user will need to have the following;

- Hardware: a computer (desktop / laptop).
- Software: a browser (Google Chrome, Mozilla Firefox, Opera, Microsoft Edge)
- Internet: access to internet through a modem, LAN or wireless set up

2.2 Don'ts in Operation and Use of the PBD

- Do not refresh page while the system is in the process of login
- Do not refresh page while system is in the process of uploading information or else the information will be lost

2.3 Getting Started in the LGPBS: Preliminary Steps

The following are basic requirements for the optimum performance of the PBS;

- **Hardware;** Computer in this case, a desktop or laptop is most preferable

- **Browser:** Any basic browser would be preferable among which include; google chrome, Firefox, internet explorer etc. Without the browser, the user will not be able to log onto the system
- **Internet Connection;** The user should have a clear internet connection in order to be able to connect to the system through a browser. Without the internet connection, the user will not be able to access the system online.

3 ORGANIZATION OF THE MANUAL

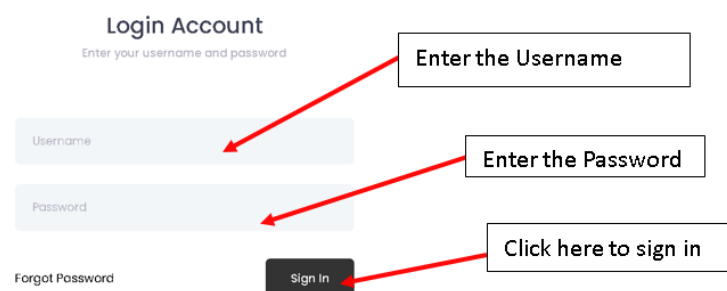
This manual consists of 6 main parts;

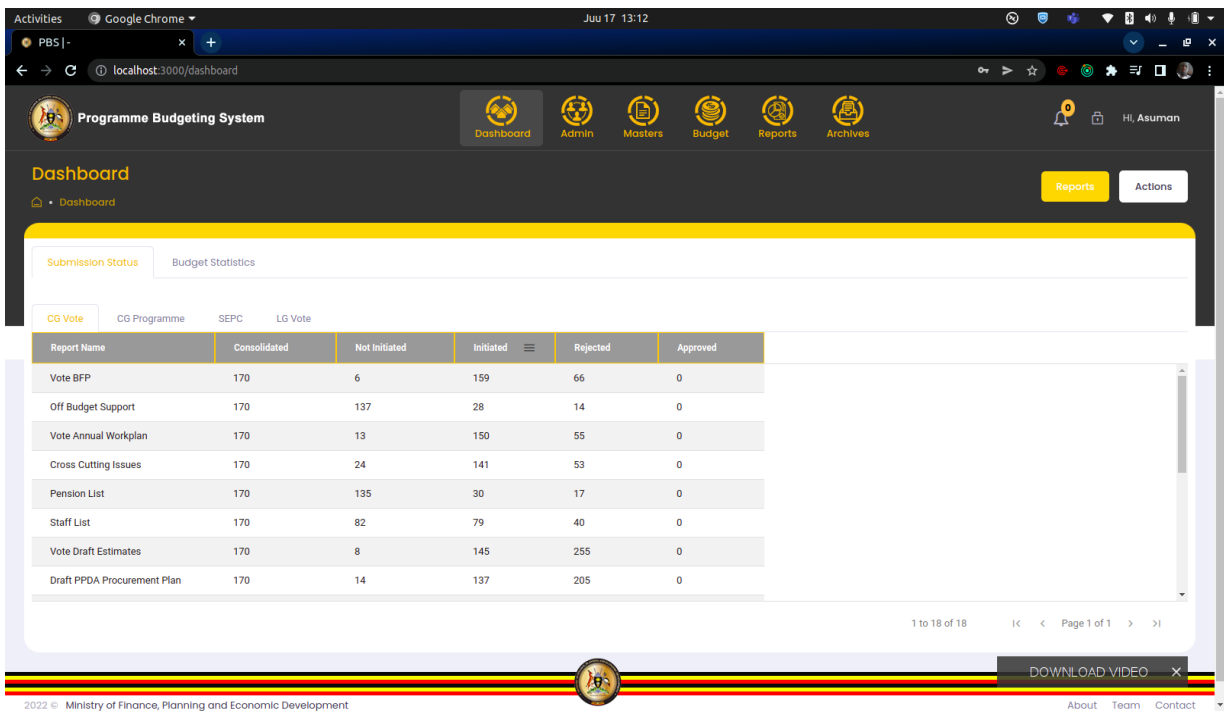
- General information about this application
- System summary (tells about system configuration, Pictorial representation of data flows and user access levels)
- Getting started (Explaining Logging On, System menu, Administrative functionalities and Existing system)
- The Budgeting Process

4 LOG IN

Step 1: Enter the URL as “https://pbsmof.finance.go.ug”

Step 2: Enter the Username and Password and click on sign in.



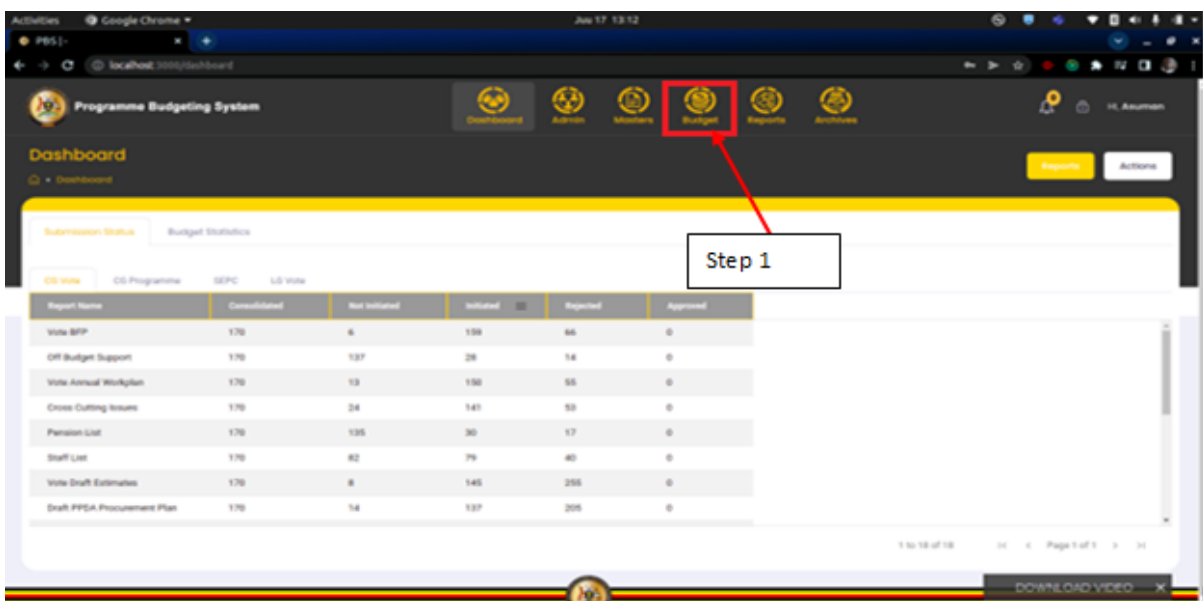


After logging in, the dashboard will be displayed.

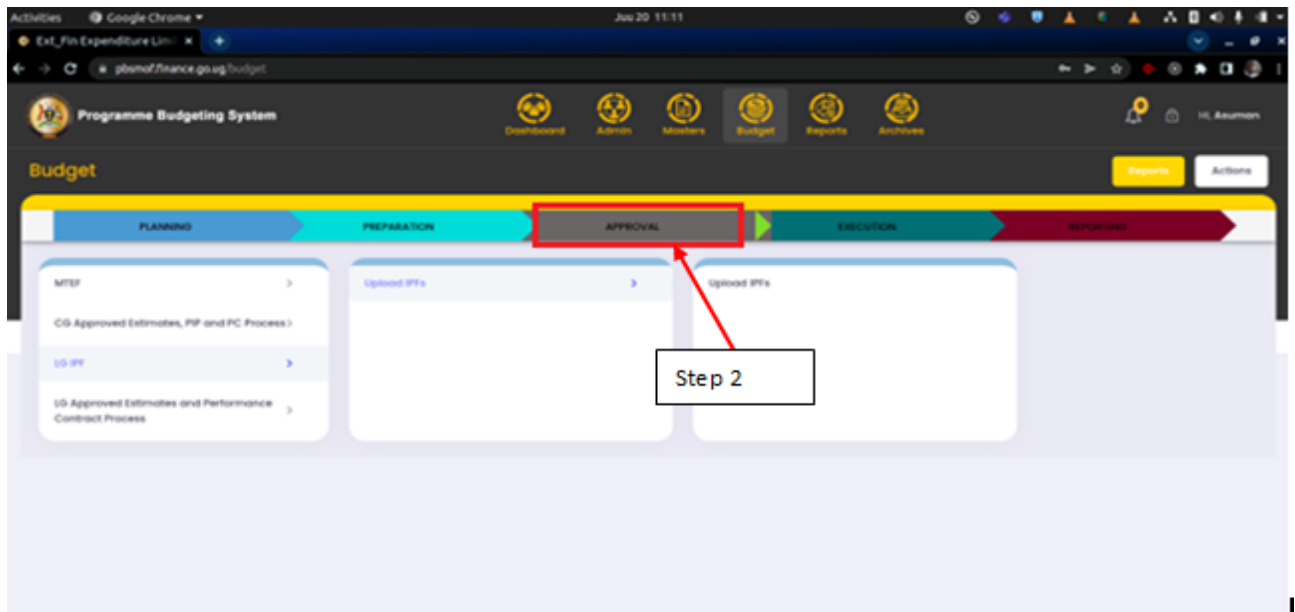
5 LG IPFs by MOFPED

Users can be able to login the system then shows the below screen

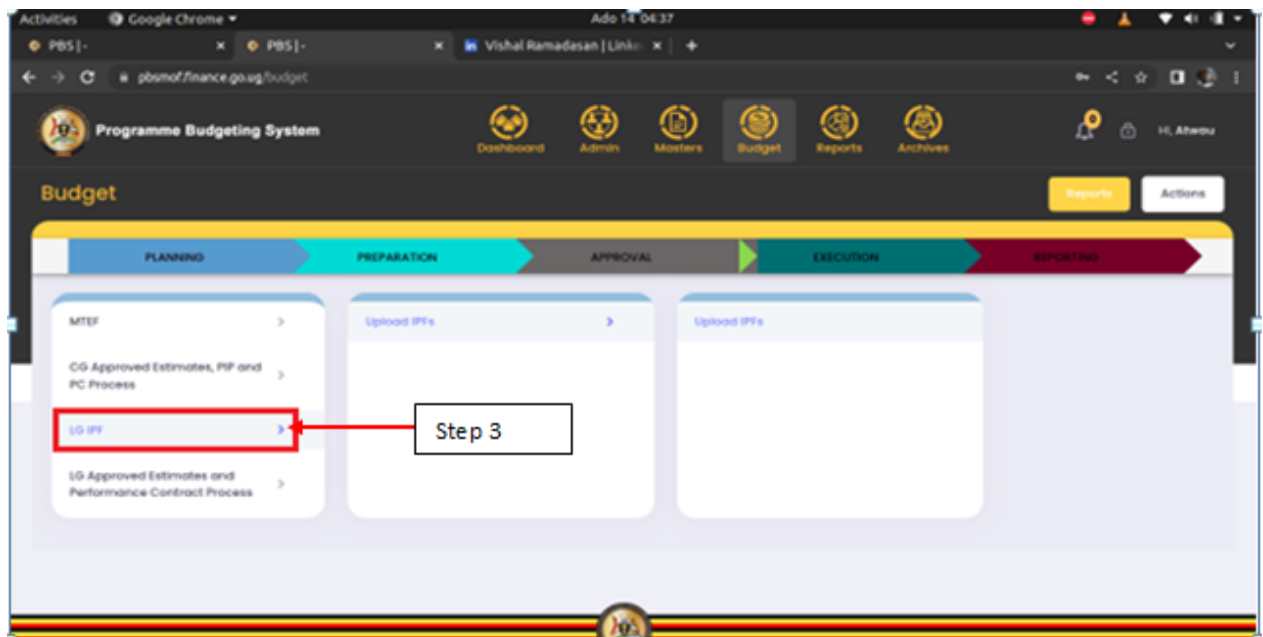
Step 1: Navigate to Budget module



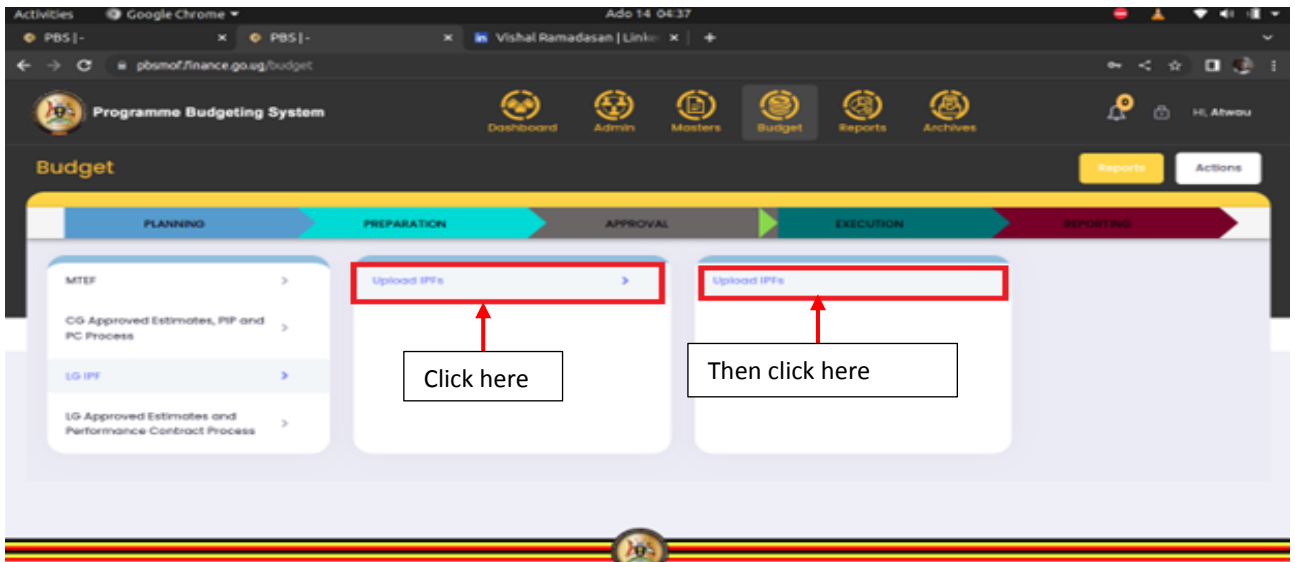
Step 2: After clicking on the budget module, users can navigate to “Approval” stage. The system should display the following screen.



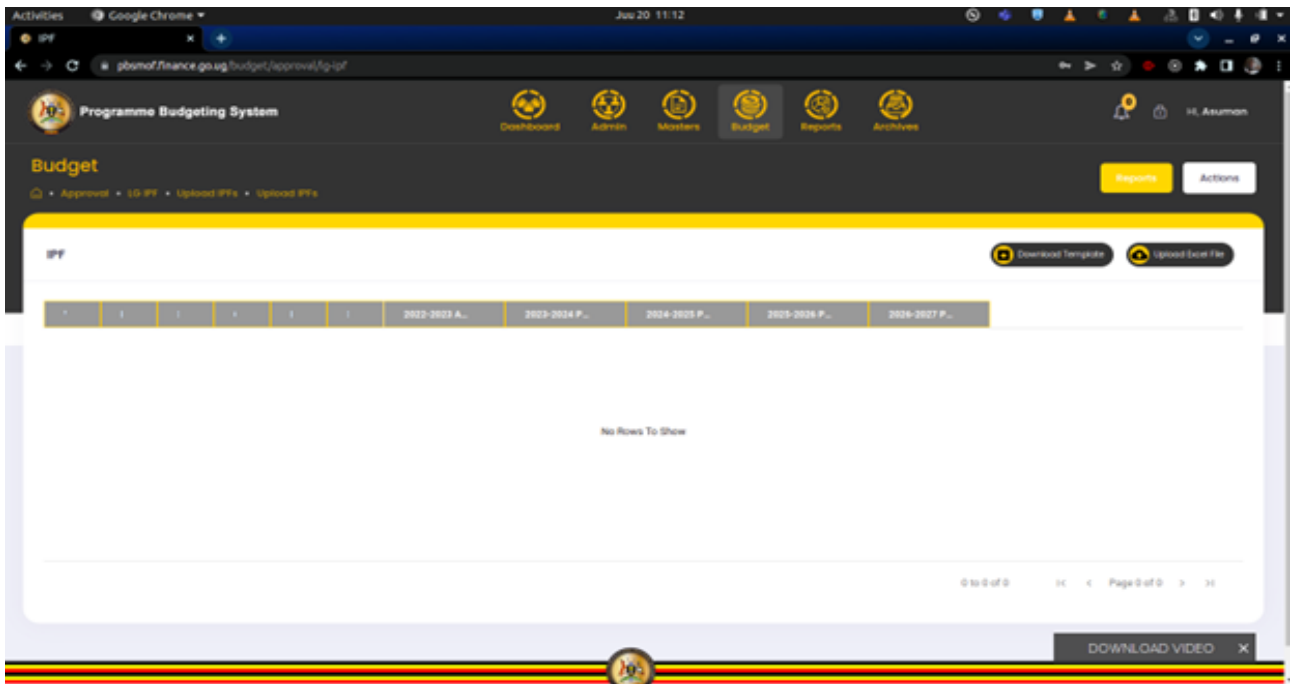
Step 3: Users can navigate to LG IPF



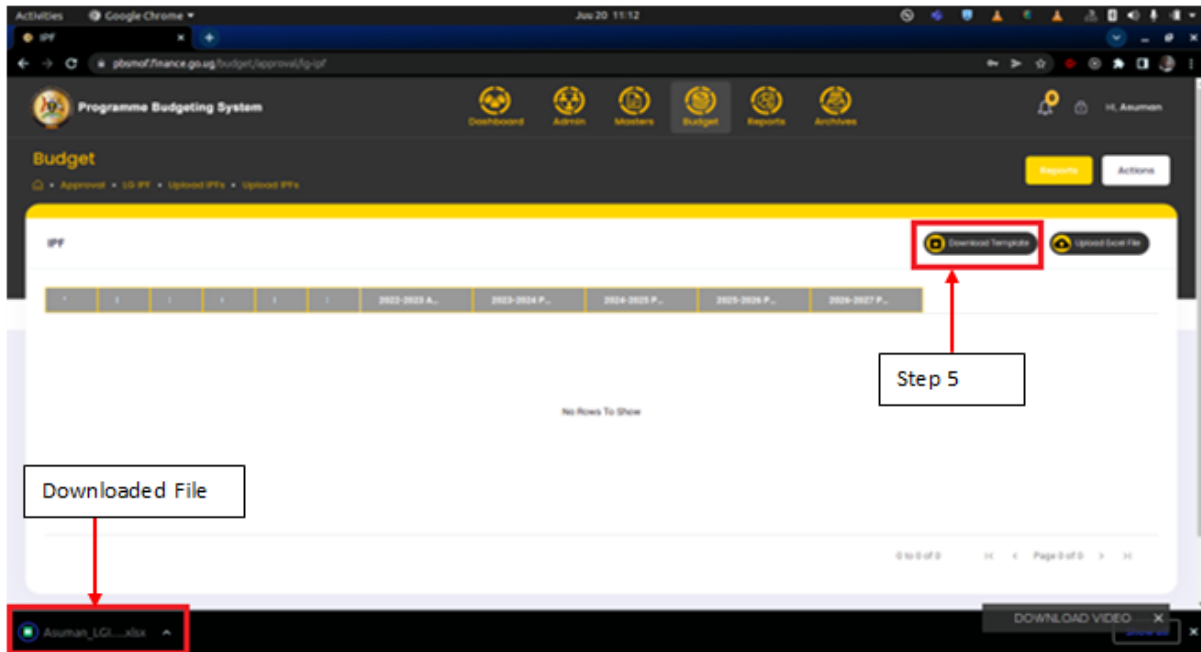
Step 4: After clicking on “LG IPF”, navigate to “Upload IPFs” and then click on “Upload IPF” screen.



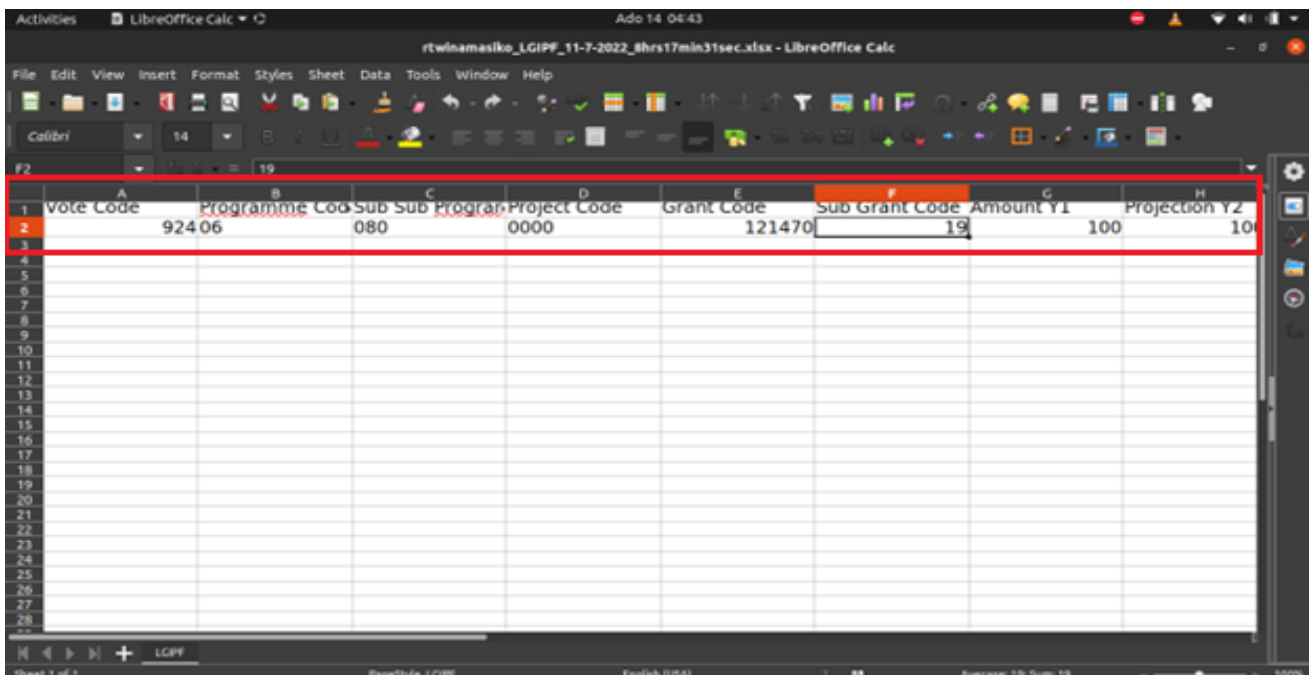
The system should display the following screen;



Step 5: Click on **Download Template** button in order to download the template for entering the IPFs.

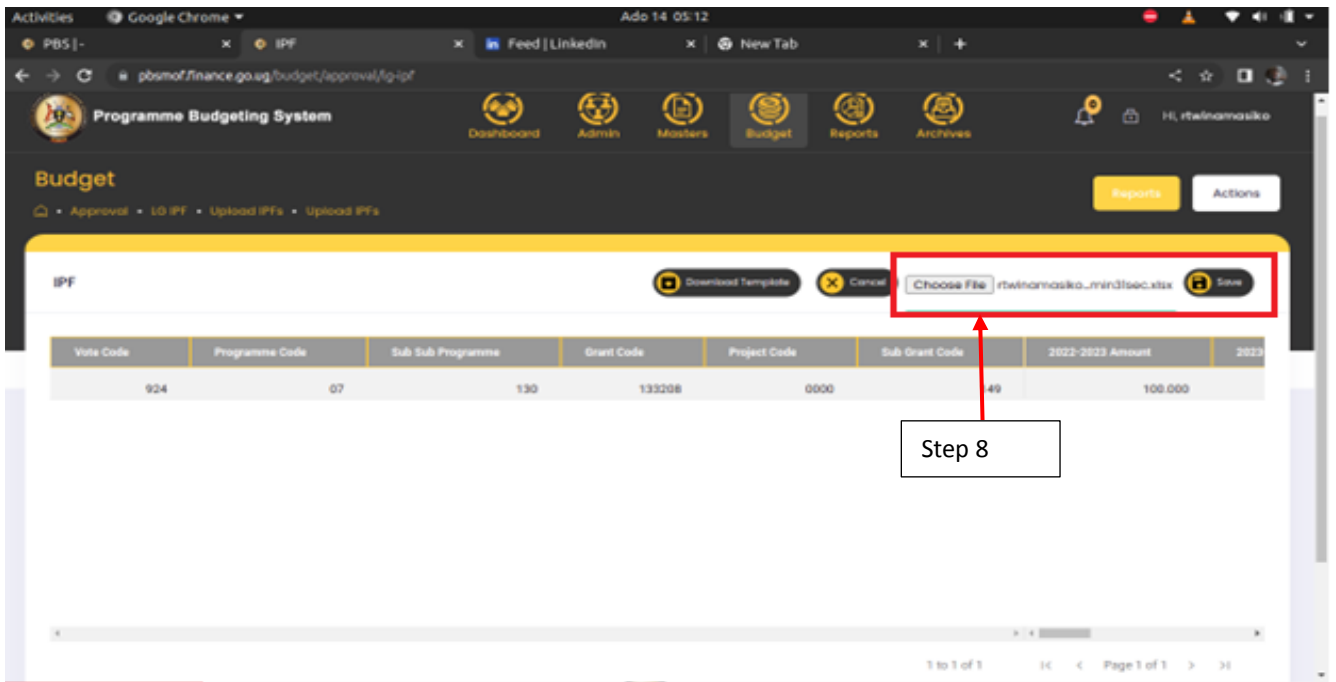


Step 6: After downloading the excel template, the user can now open excel file and enter data.

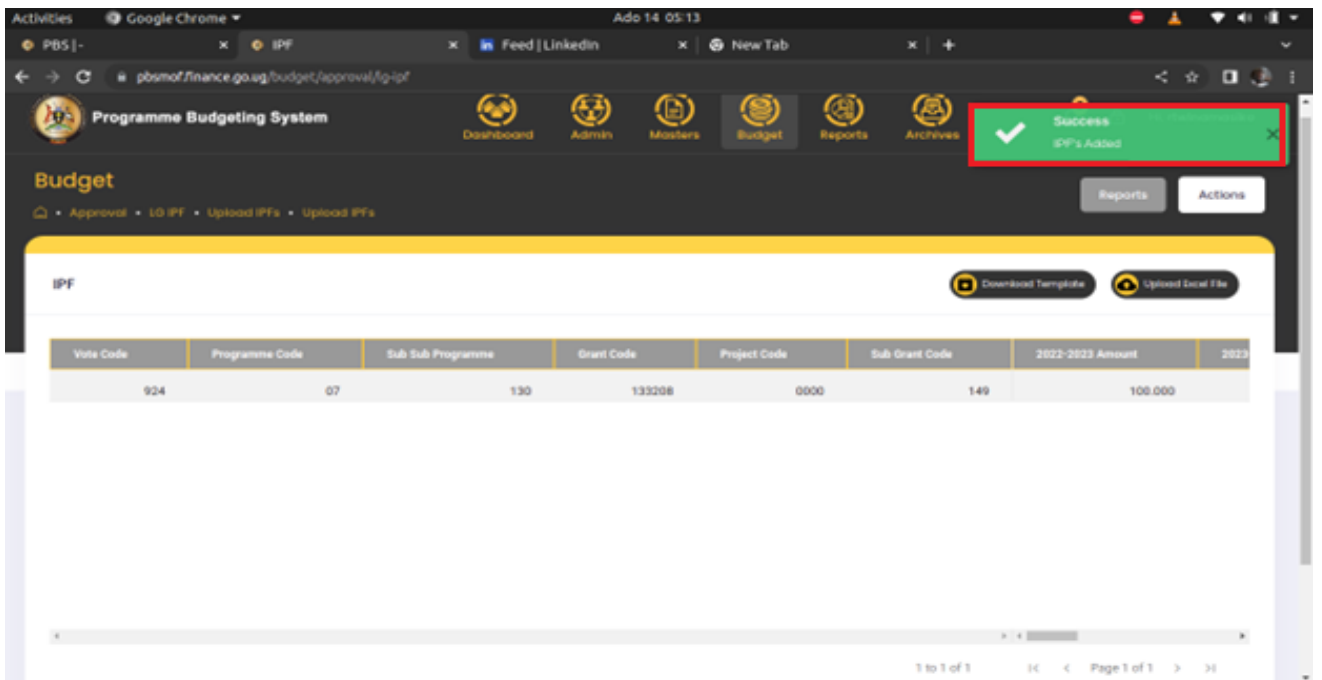


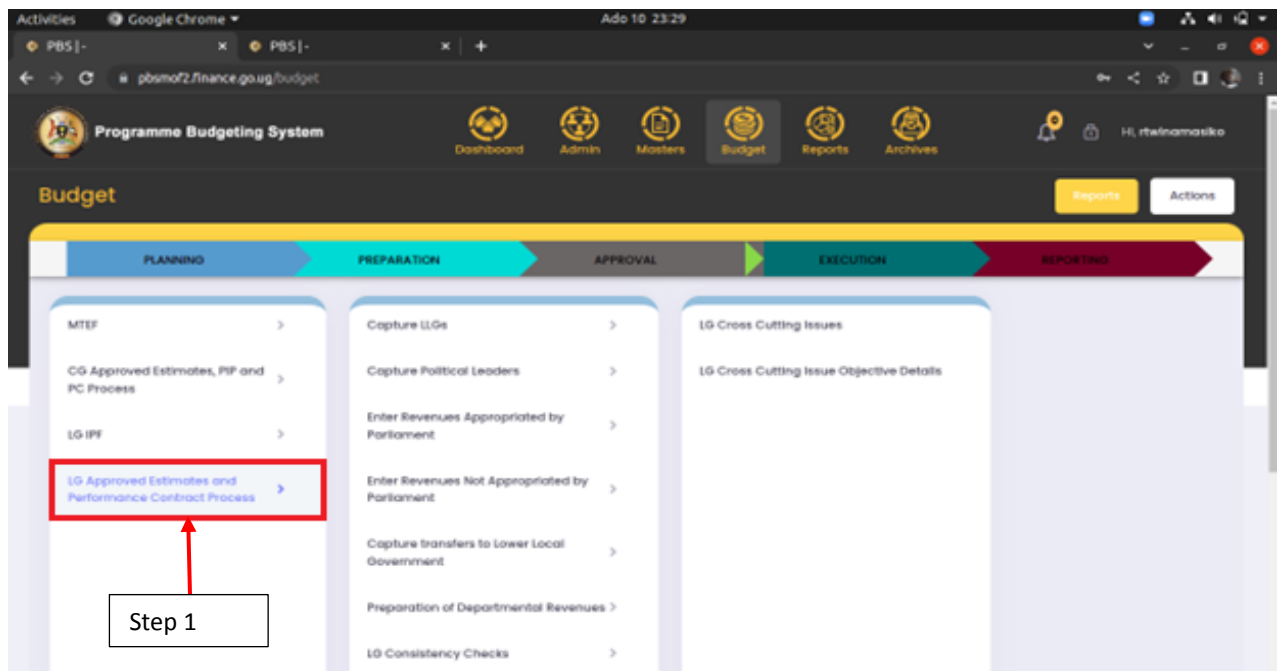
Step 7: The user saves the excel file anywhere on her computer and then clicks on **“Upload Excel File”**.

Step 8: Click on **choose file** in order to upload the document. The uploaded data will be validated and, if there is no error (the errors will be displayed in the table), then the user can click on the **Save** button.



Your IPFs will be saved as shown below. The successfully uploaded IPFs will be displayed in the table.





6 LG Approved Estimates and Performance Contract Process by the Budget Desk

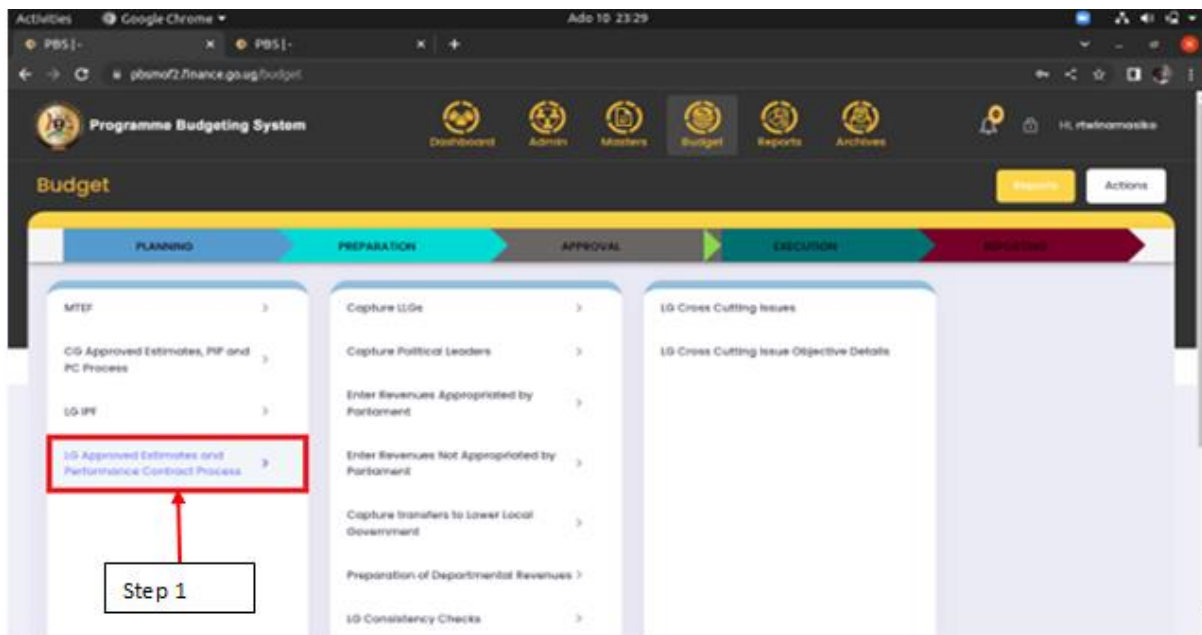
LG Votes budget for their Final Estimates and Performance Contract under this menu. This is through the steps below:

This section is worked on by the Budget desk Officer.

The Budget desk has the following roles under the Planning stage:

- Capture Political Leaders
- Enter Revenues Appropriated by Parliament
- Enter Revenues Not Appropriated by Parliament
- Preparation of Departmental Revenues
- Enter LG Narratives
- LG off Budget
- LG Crosscutting Issues.
- LG consistency check.

Step 1: Click on “LG Approved Estimates and Performance Contract Process”.

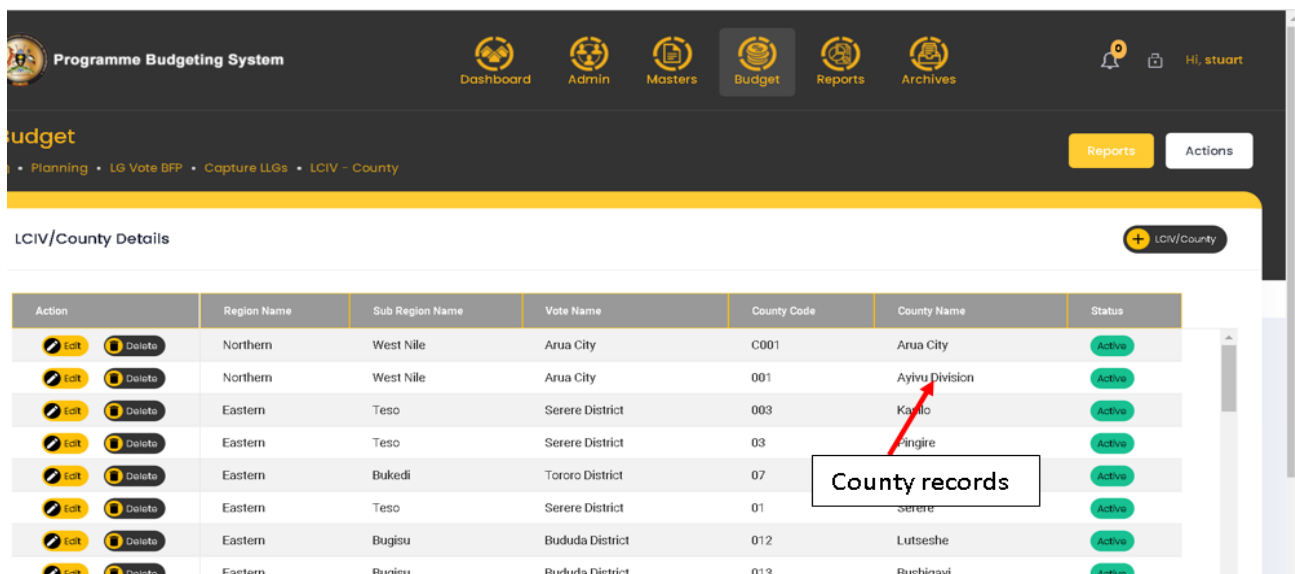


6.1 Capture LLGs

The County, sub counties, Divisions, Parishes, Wards, Villages and Cells under this menu are picked from Ministry of Local Government through the interface with OTIMS. LG votes edit a few of their details as shown below:

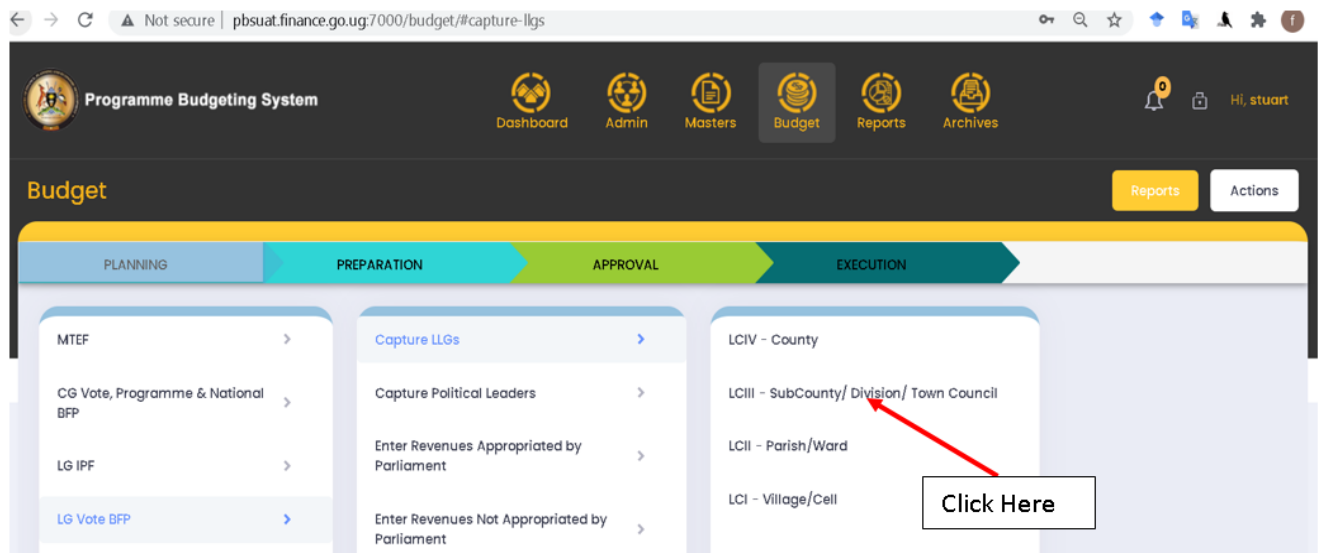
6.1.1 LCIV-County

Under this menu, the budget desk officer is able to view the counties under his vote. **Note that only LLGs that have a budget will be displayed in the system.**



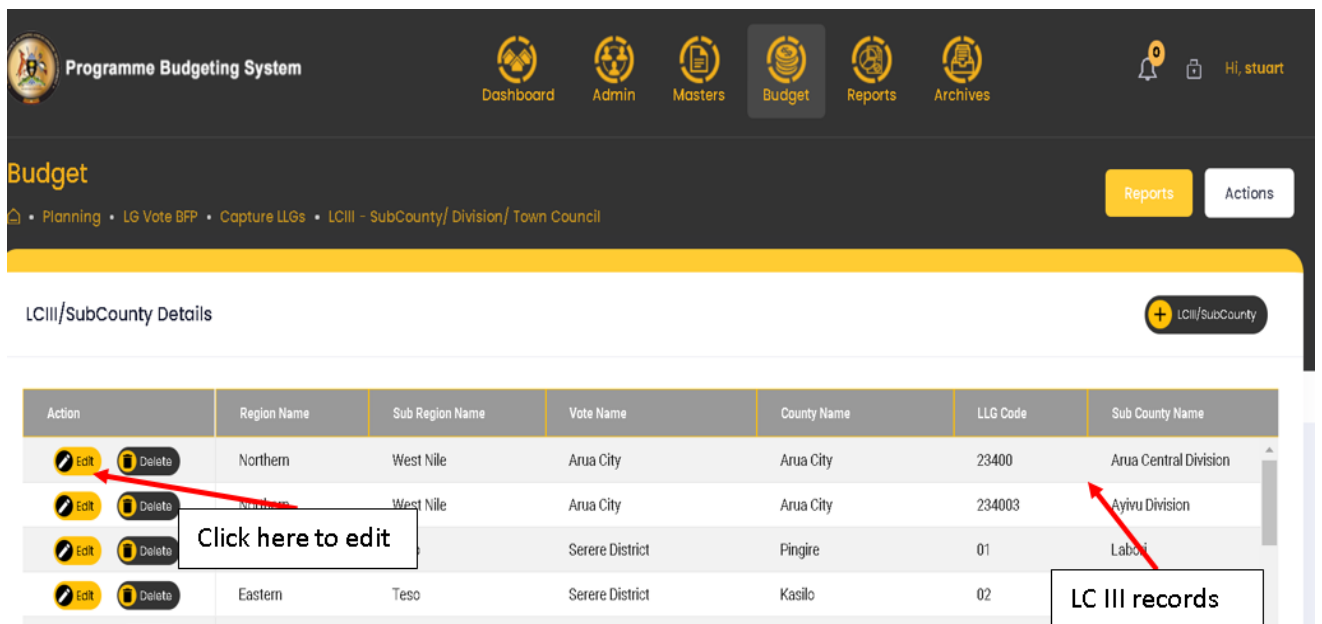
6.1.2 LCIII-Sub County /Division/ Town Council

Step 1: On the third menu tab, click on LCIII-sub county/Division/Town Council.

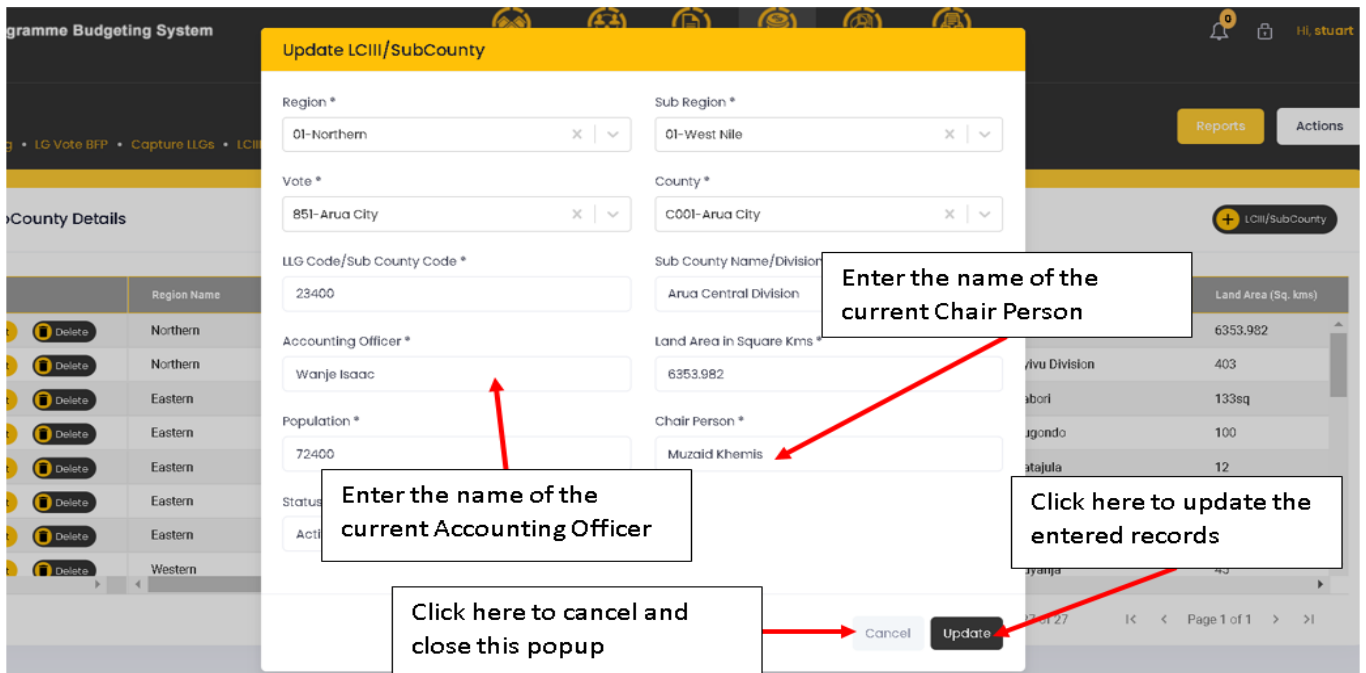


Step 2: View the LCIII-sub counties/Divisions/Town Council in accordance with the counties in the vote.

Step 3: Click on **edit on one of the LCIII-sub counties/Divisions/Town Councils.**

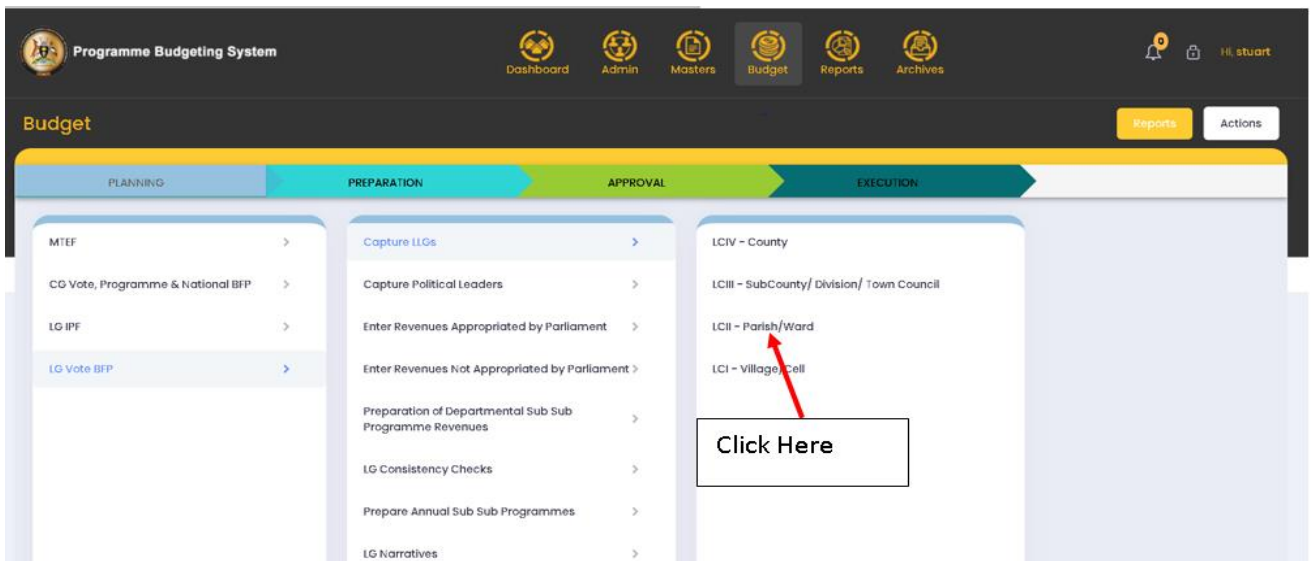


Step 4: When the edit button is clicked, a pop up is displayed and the Budget desk officer enters the name of the current Accounting officer and Chair Person and then clicks on **Update to save the records or **Cancel** to exit the pop up display.**



6.1.3 LCII-Parish/ward

Step 1: On the third menu tab, click on LCII-Parish/Ward.



Step 2: View the LCII-Parish/Ward in accordance with the counties in the vote.

Step 3: Click on **edit on one of the LCII-Parish/Ward.**

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

Budget

Planning • LG Vote BFP • Capture LIGs • LCII - Parish/Ward

Reports Actions

LCII/Parish Details

Action	Region Name	Sub Region Name	Vote Name	County Name	Sub County Name	Parish Code	Parish Name
	Northern	West Nile	Arua City	Arua City	Arua Central Division	C001	Tanganyika
	Northern	West Nile	Arua City	Arua City	Ayivu Division	A01	Anyara
	Eastern	Bukedi	Tororo District	West budama central	Katajula	09	Pelpei
	Eastern	Teso	Serere District	Kasilo	Bugondo	20	Olobai
	Eastern	Teso	Serere District	Pingire	Labori	01	Aarapoo
	Eastern	Kigezi	Rukungiri District	Rubabo	Buyanja	55012	Rubago
	Eastern	Teso	Serere District	Serere	Olio	001	Kikoola
	Eastern	Teso	Serere District	Serere	Serere Town Council	003	Kikoola

Click here to edit

LC II records

Step 4: When the edit button is clicked, a pop up is displayed and the Budget desk officer enters the name of the Chair Person and then clicks on **Update to save the records or **Cancel** to exit the pop up display.**

Programme Budgeting System

Update LCII/Parish

Region * 01-Northern

Sub Region * 01-West Nile

Vote * 851-Arua City

County * C001-Arua City

Sub County * 23400-Arua Central Division

Parish Code * C001

Parish Name/Ward * Tanganyika

Chair Person * Tanganyika

Status * Active

Click here to enter the name of the current Chair Person

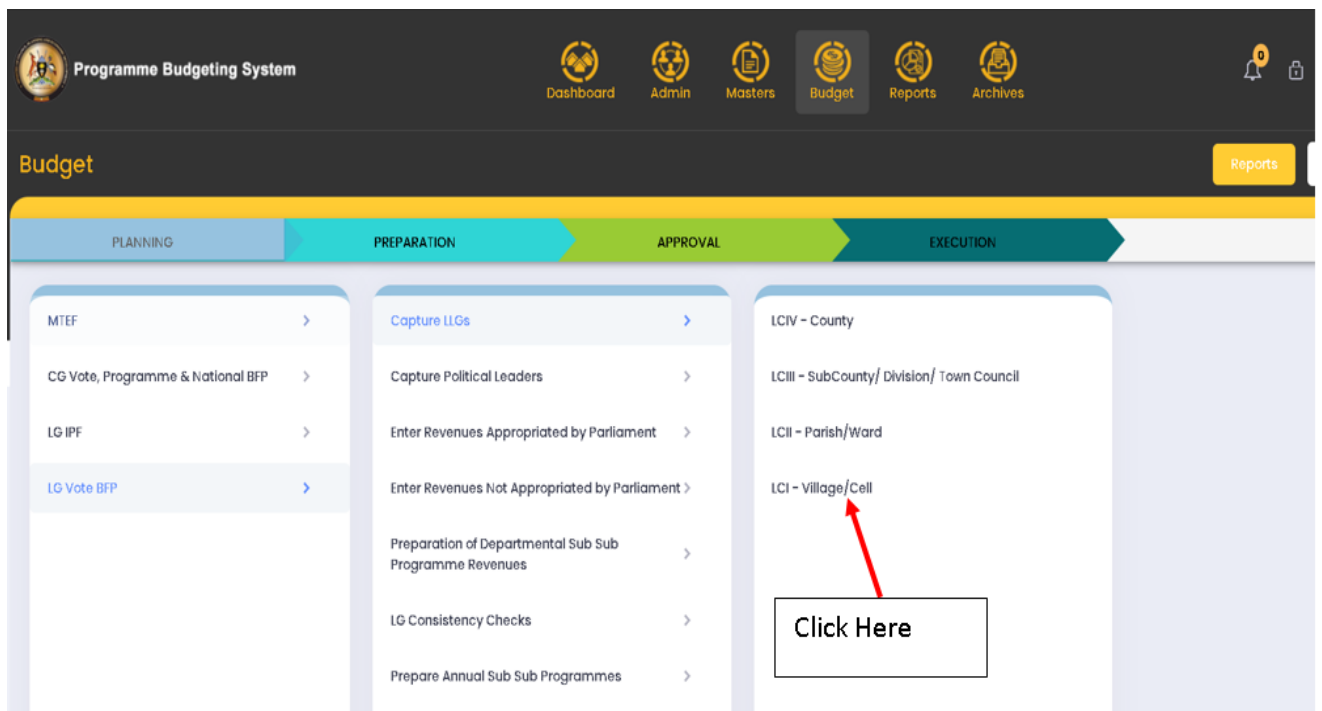
Click here to update the entered records

Click here to cancel and close this popup

Cancel Update

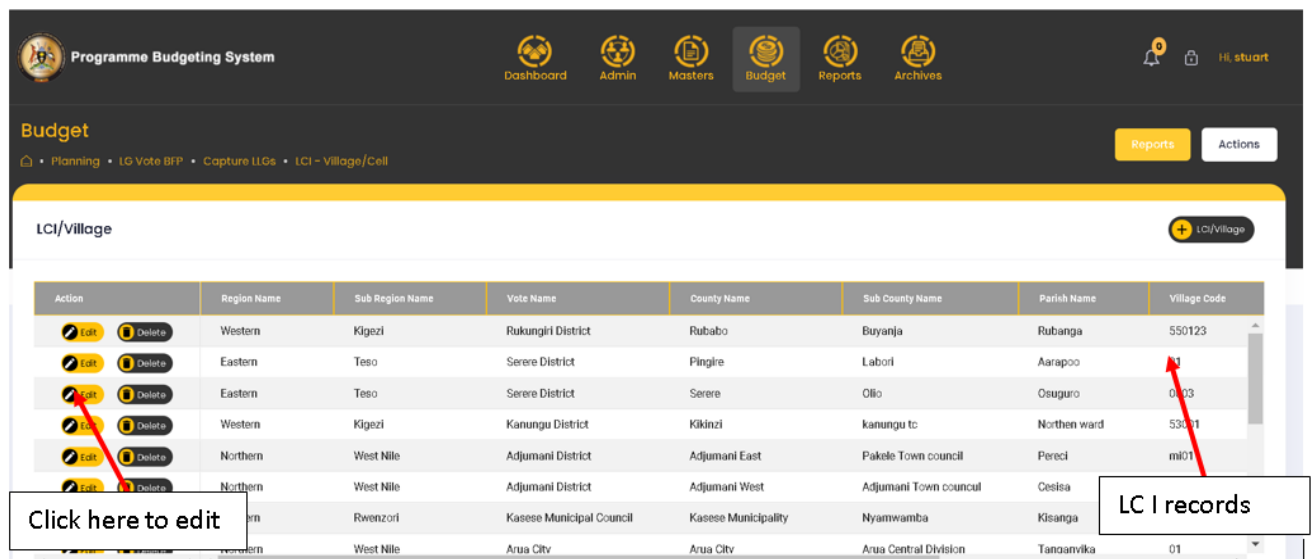
6.1.4 LCI-Village/Cell

Step 1: On the third menu tab, click on LCI-Village/Cell.



Step 2: View the LCI-Villages/Cells.

Step 3: Click on **edit on one of the LCI-Village/Cell.**



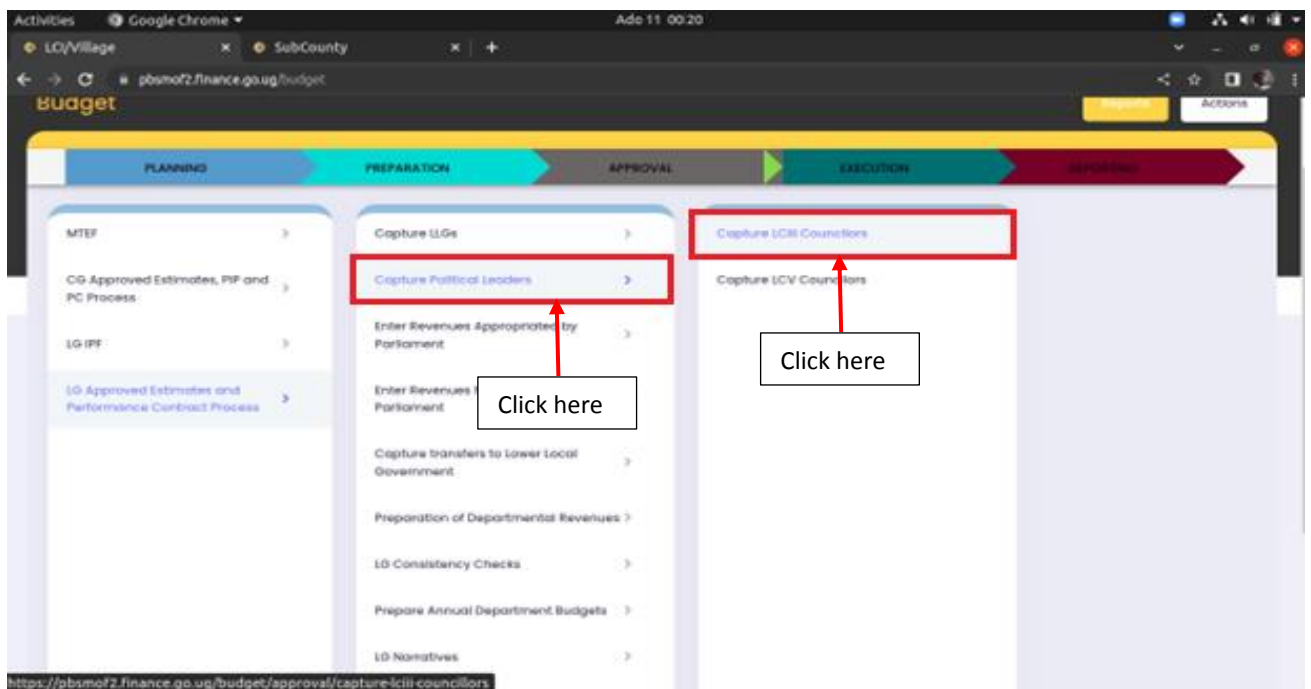
Step 1: Click on 'LG Approved Estimates and Performance Contract Process'

6.2 Capture Political Leaders

Under this menu, LG votes are able to click add their Political leaders as shown below:

6.2.1 Capture LCIII Councilors

Step 1: Click on the **Capture Political Leaders** and then click on 'Capture LCIII – Councilors'.

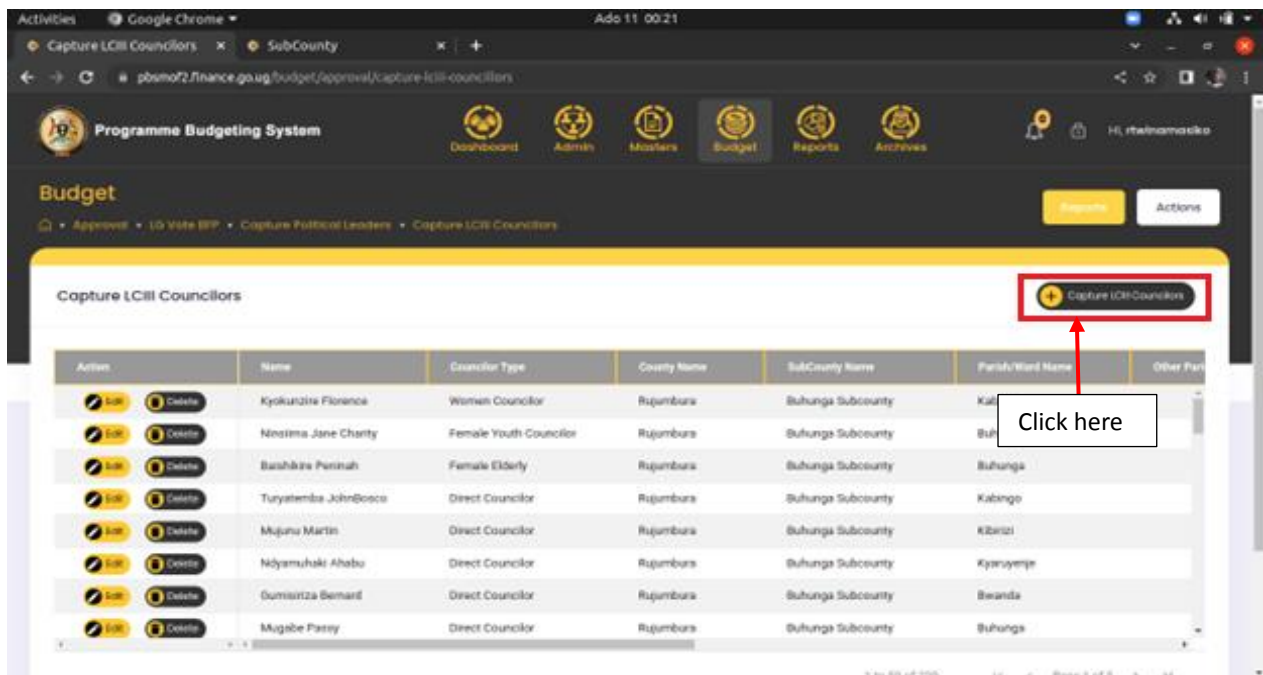


System should display the below screen with existing data.

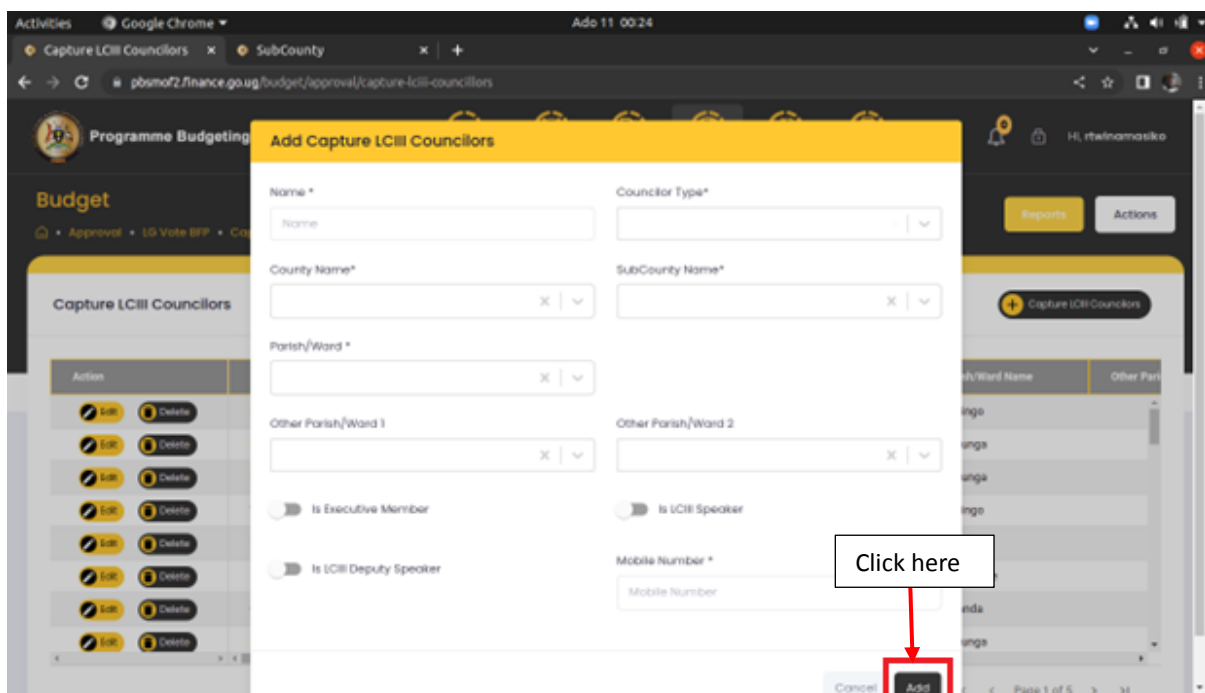
The screenshot shows the 'Capture LCIII Councilors' screen. The top navigation bar includes 'Dashboard', 'Admin', 'Masters', 'Budget', 'Reports', and 'Archives'. The 'Budget' section is active, displaying a list of tasks. A callout box says 'Click here'. The URL at the bottom is <https://pbsmf2.finance.go.ug/budget/approval/capture-lciii-councillors>.

Action	Name	Councilor Type	County Name	SubCounty Name	Parish/Ward Name	Other Part
	Kyokuzira Florence	Woman Councilor	Rujumbura	Buhunga Subcounty	Kabinga	
	Ninsiwa Jane Charity	Female Youth Councilor	Rujumbura	Buhunga Subcounty	Buhunga	
	Bashikara Peninah	Female Elderly	Rujumbura	Buhunga Subcounty	Buhunga	
	Turyatemba John Bosco	Direct Councilor	Rujumbura	Buhunga Subcounty	Kabinga	
	Mujuru Martin	Direct Councilor	Rujumbura	Buhunga Subcounty	Kibizi	
	Ndyamuhaki Ahabu	Direct Councilor	Rujumbura	Buhunga Subcounty	Kinyurye	
	Gumisiriza Bernard	Direct Councilor	Rujumbura	Buhunga Subcounty	Bwanda	
	Mugabe Pansy	Direct Councilor	Rujumbura	Buhunga Subcounty	Buhunga	

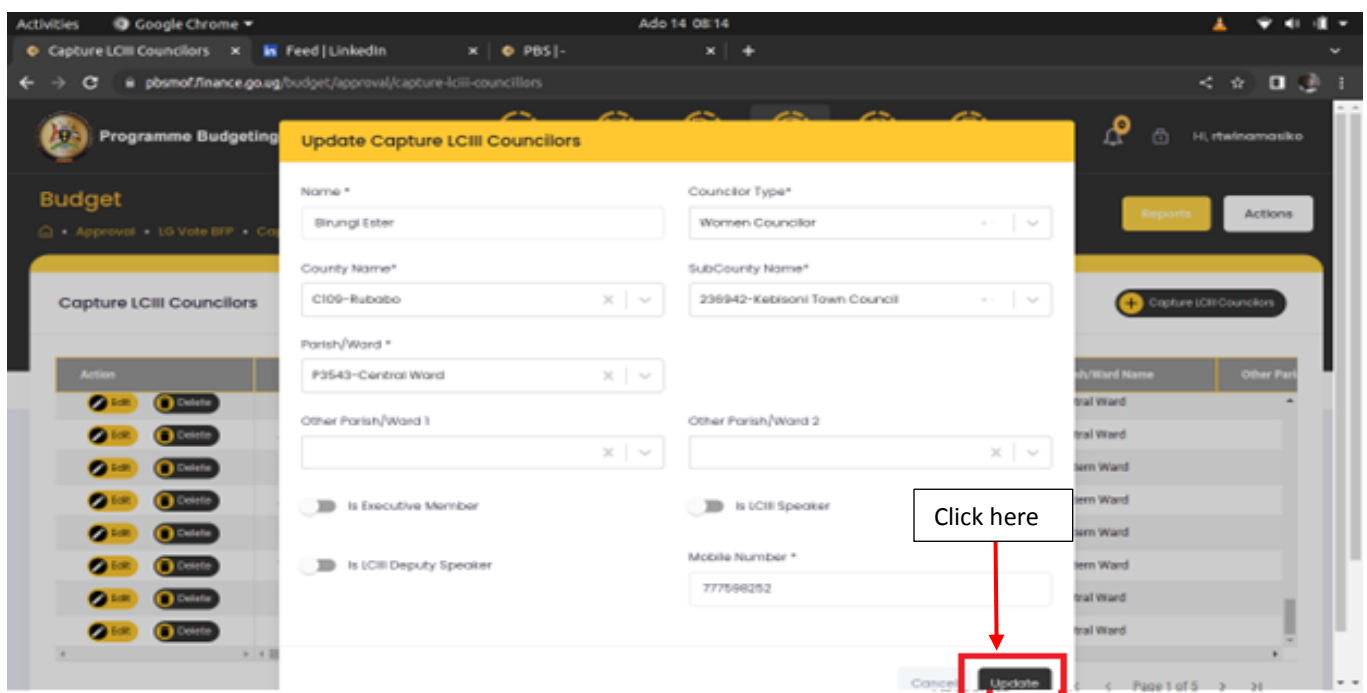
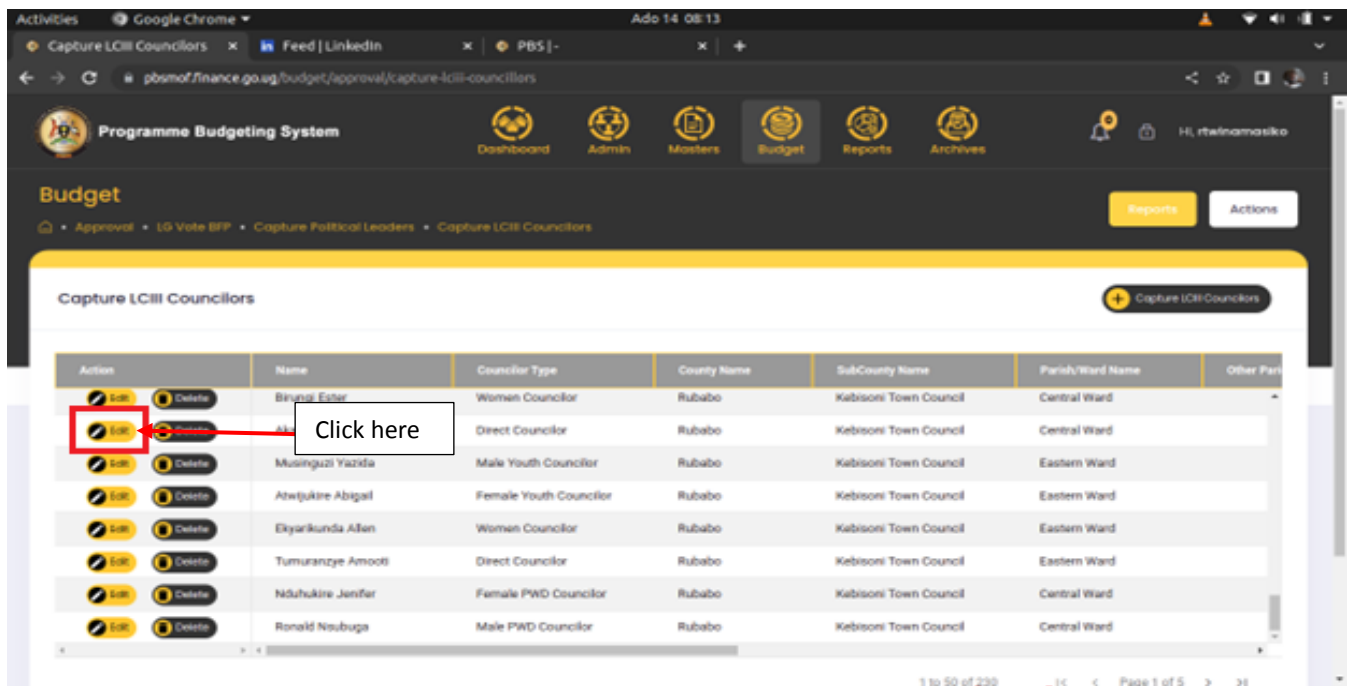
Step 1: Click on **Capture LCIII Councilors** button to add a record.



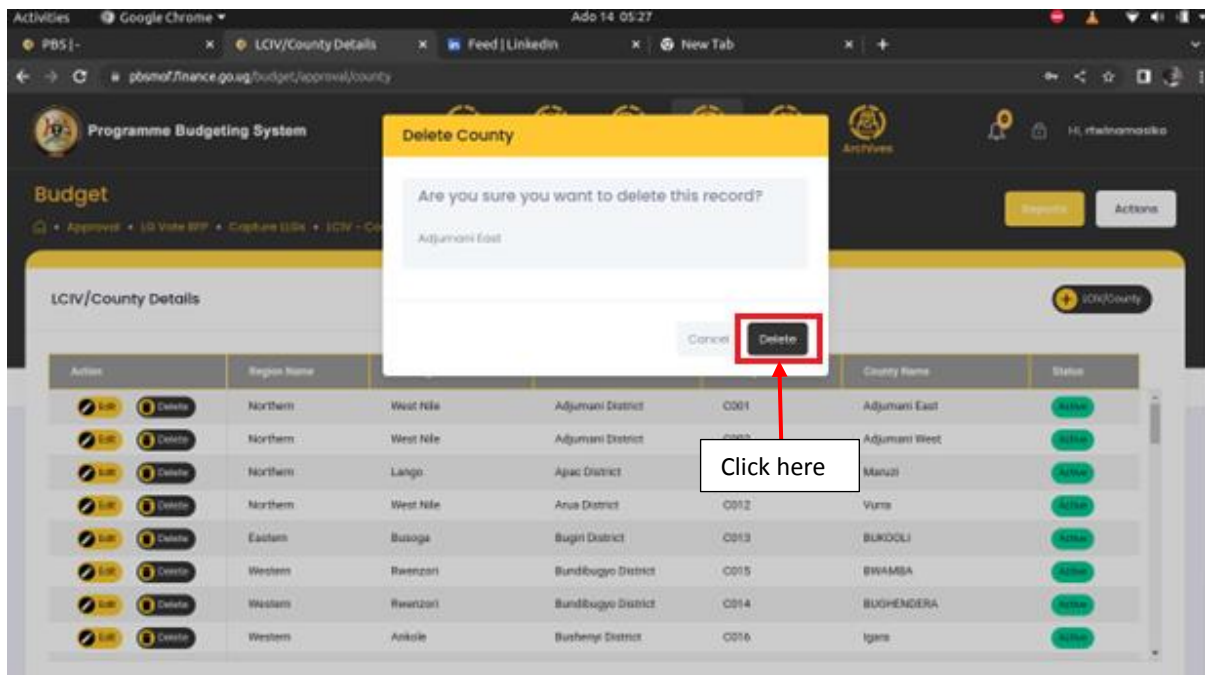
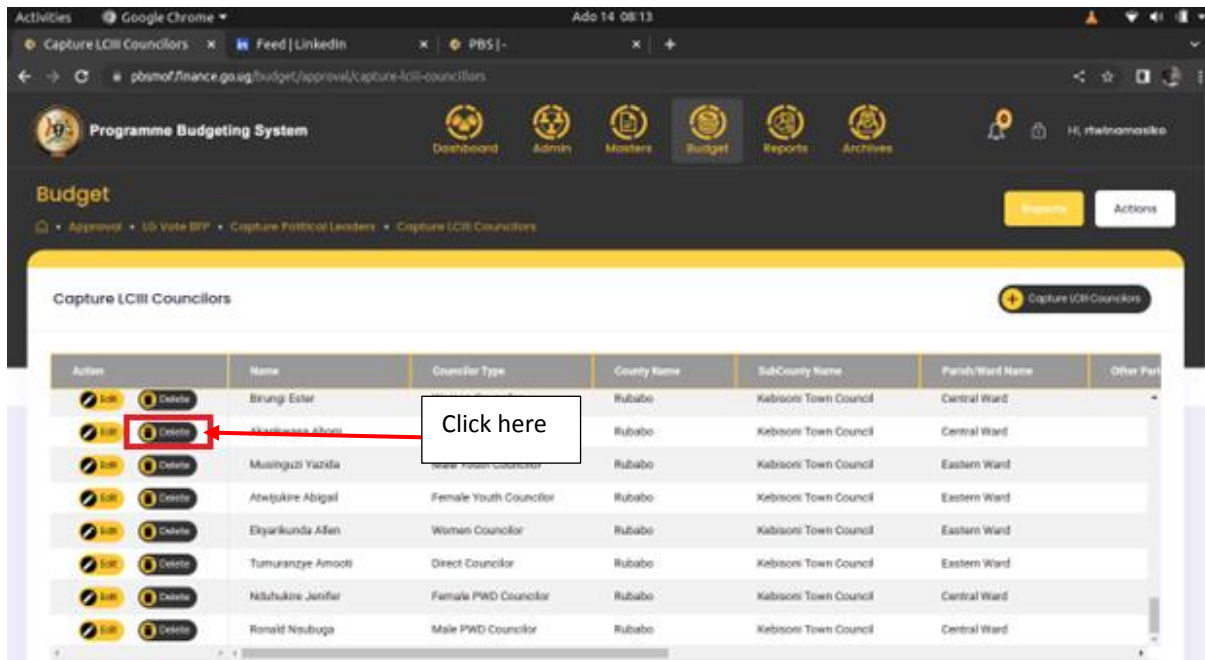
Step 2: Fill in the record details the click on the **add** button to submit the records.



Step 3: You can also edit a record as shown below by clicking on the **edit** button, make your changes then click on the update button to submit the changes.

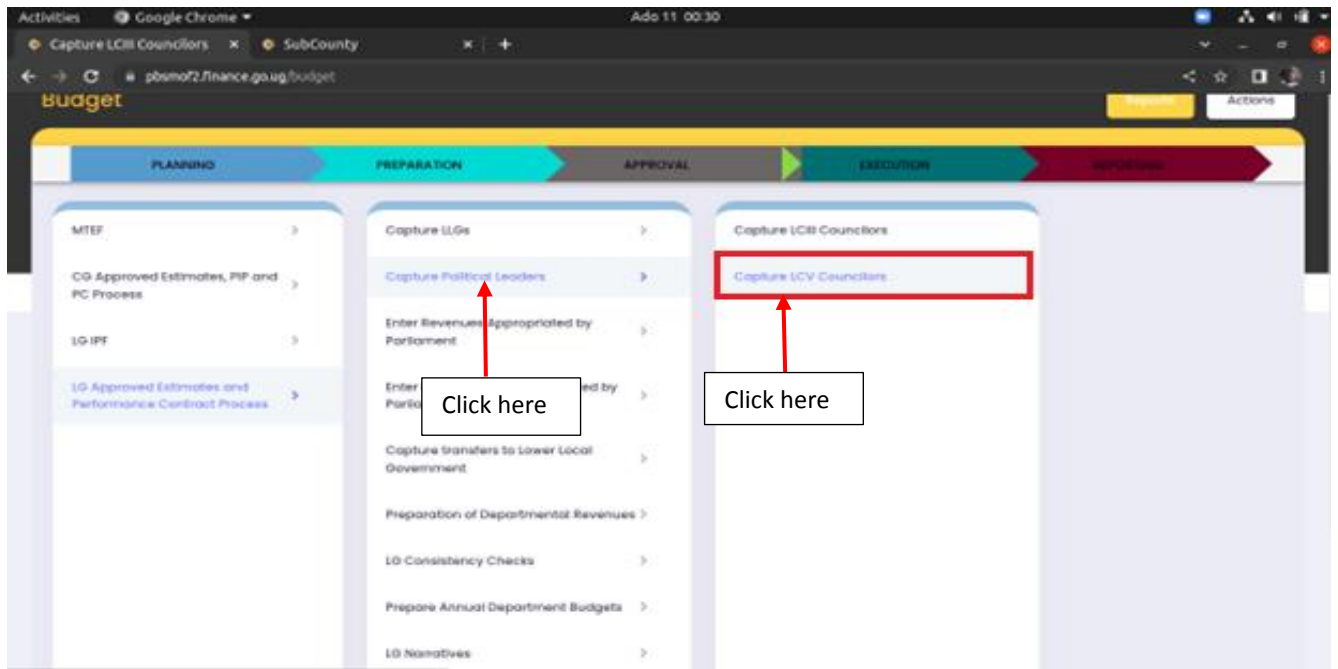


Step 4: You can also delete a record by clicking on the **Delete** button. The system will prompt you to confirm whether you want the records deleted.

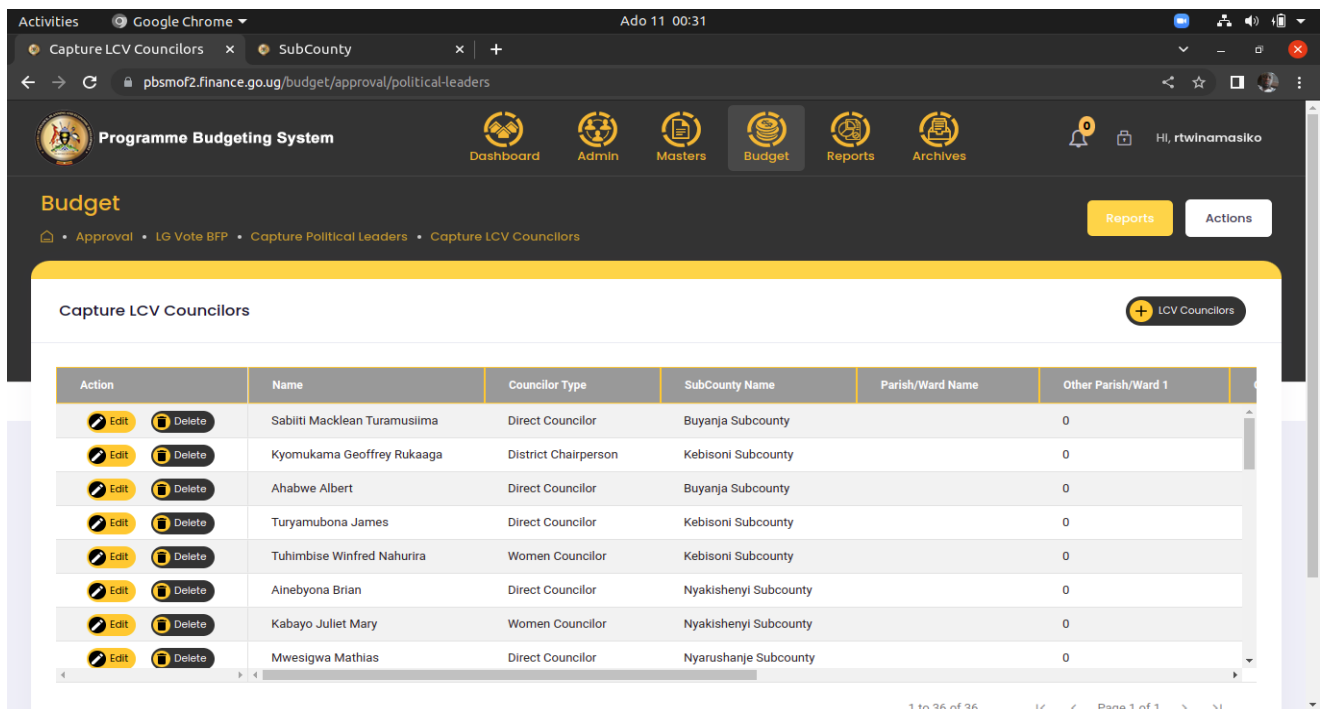


6.2.2 Capture LCV Councilors

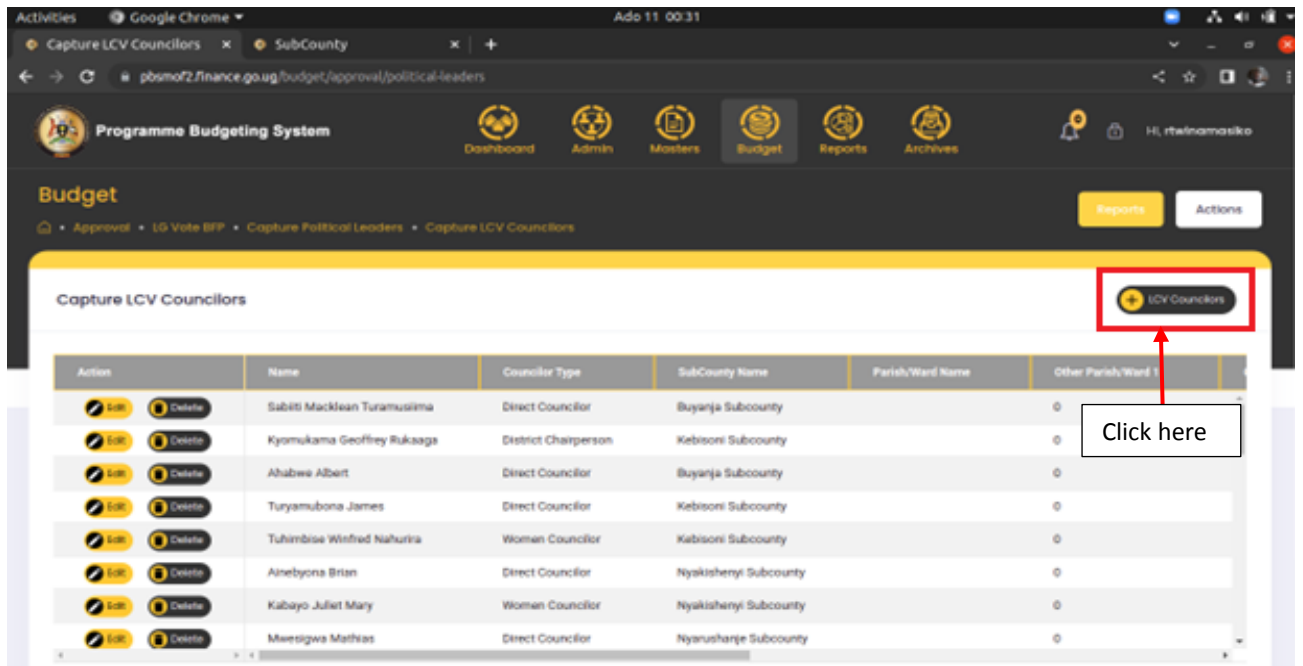
Step 1: Click on the **Capture Political Leaders and the select **Capture LCV Councilors**.**



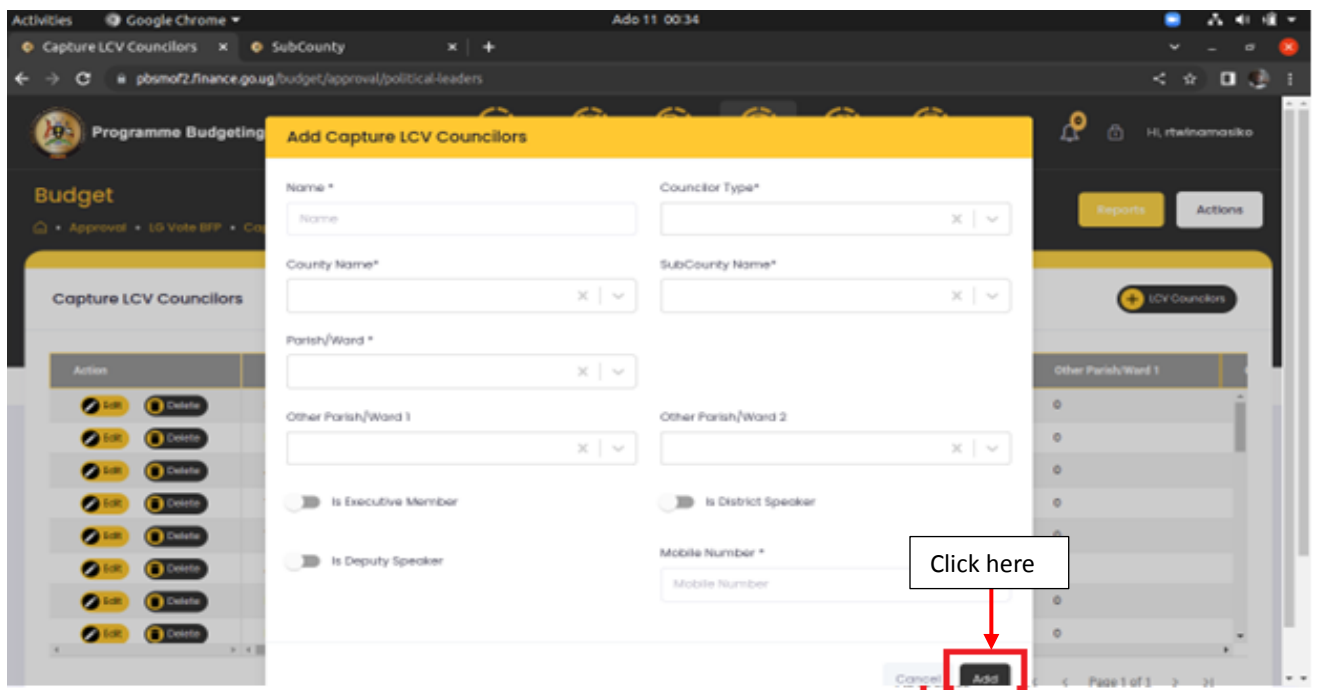
System should display the below screen with existing data



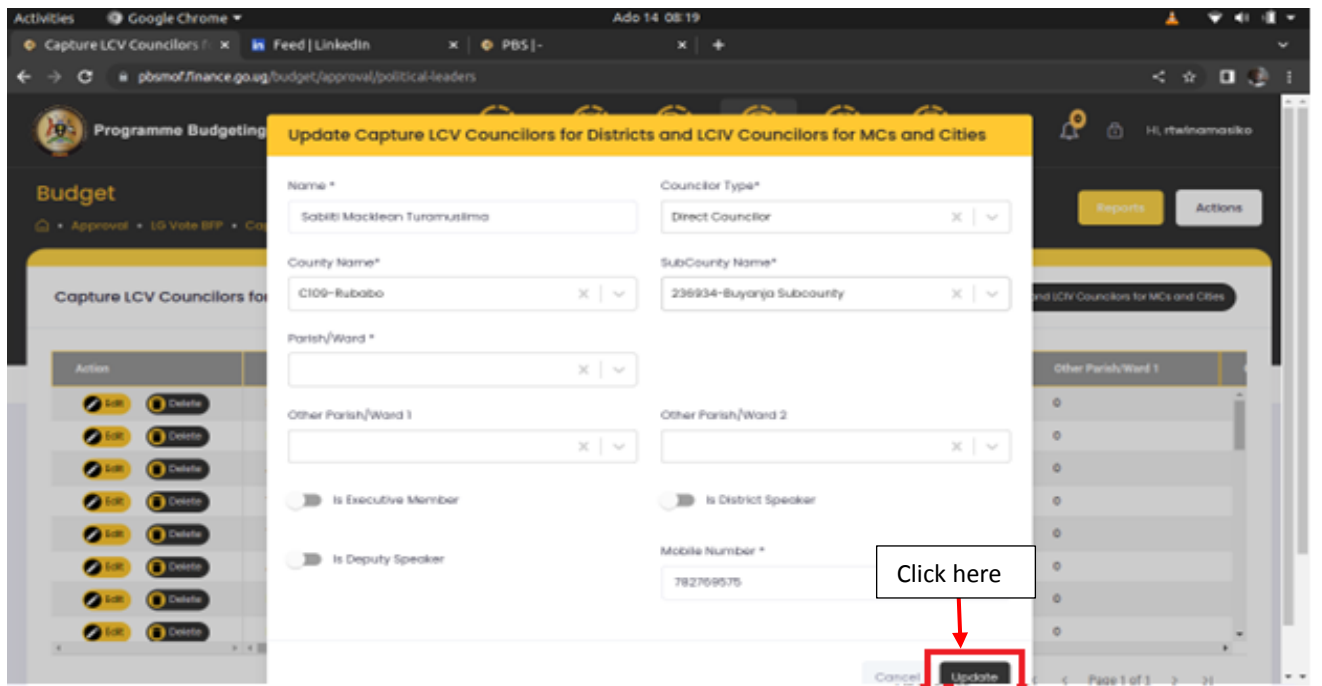
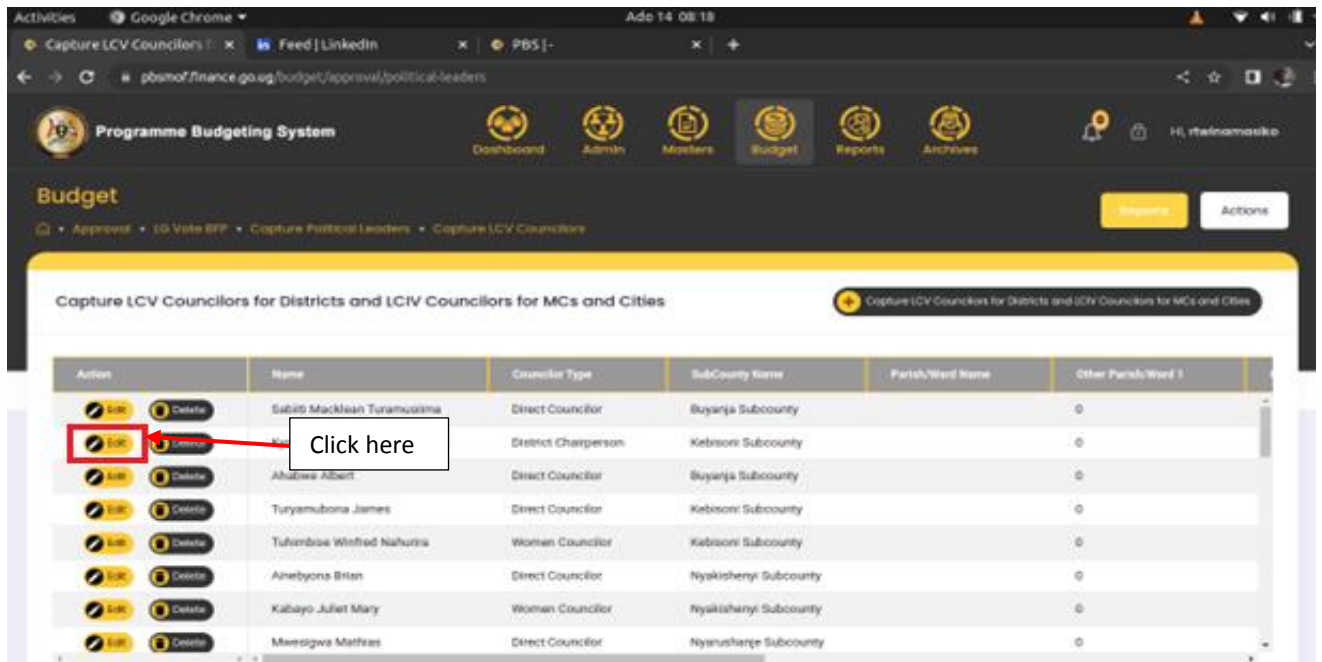
Step 2: Click on the **+ LCV Councilors** button to add a record



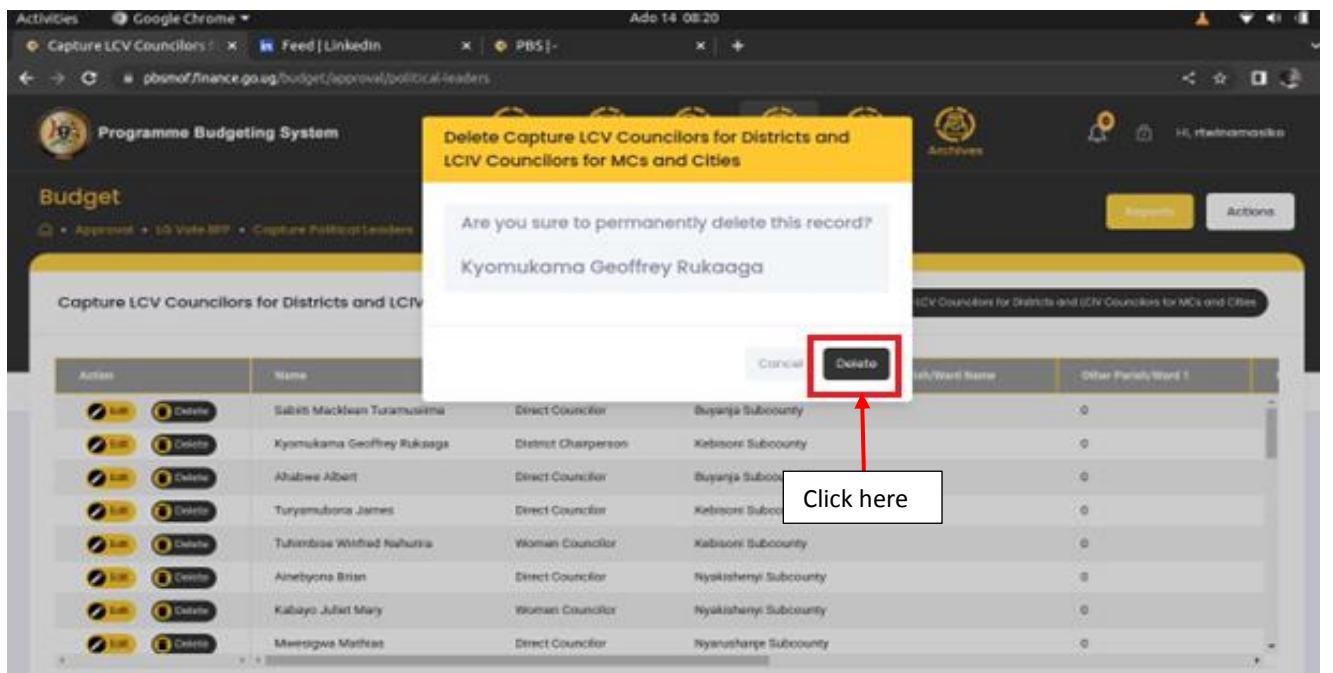
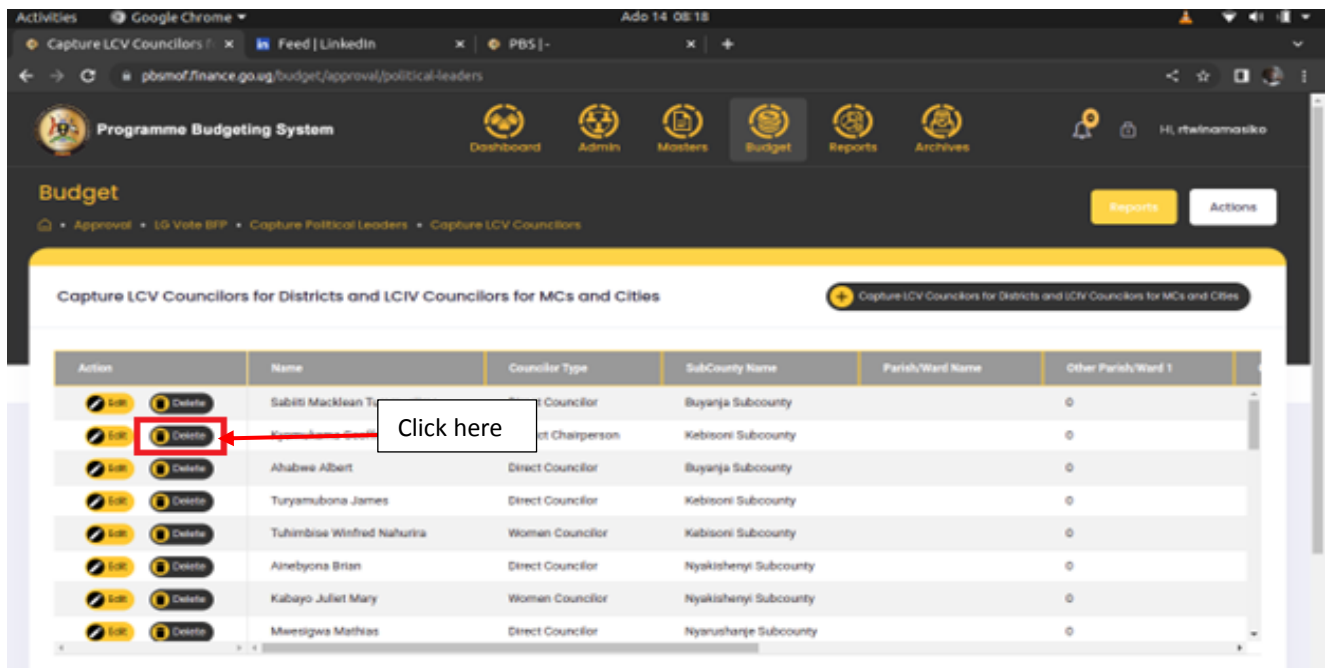
Step 3: Fill in the record details the click on the **add** button to submit the records.



Step 4: You can also edit a record as shown below by clicking on the **edit** button, make your changes then click on the **update** button to submit the changes.



Step 5: You can also delete a record by clicking on the **Delete** button. The system will prompt you to confirm whether you want the record deleted. Click on **delete**.

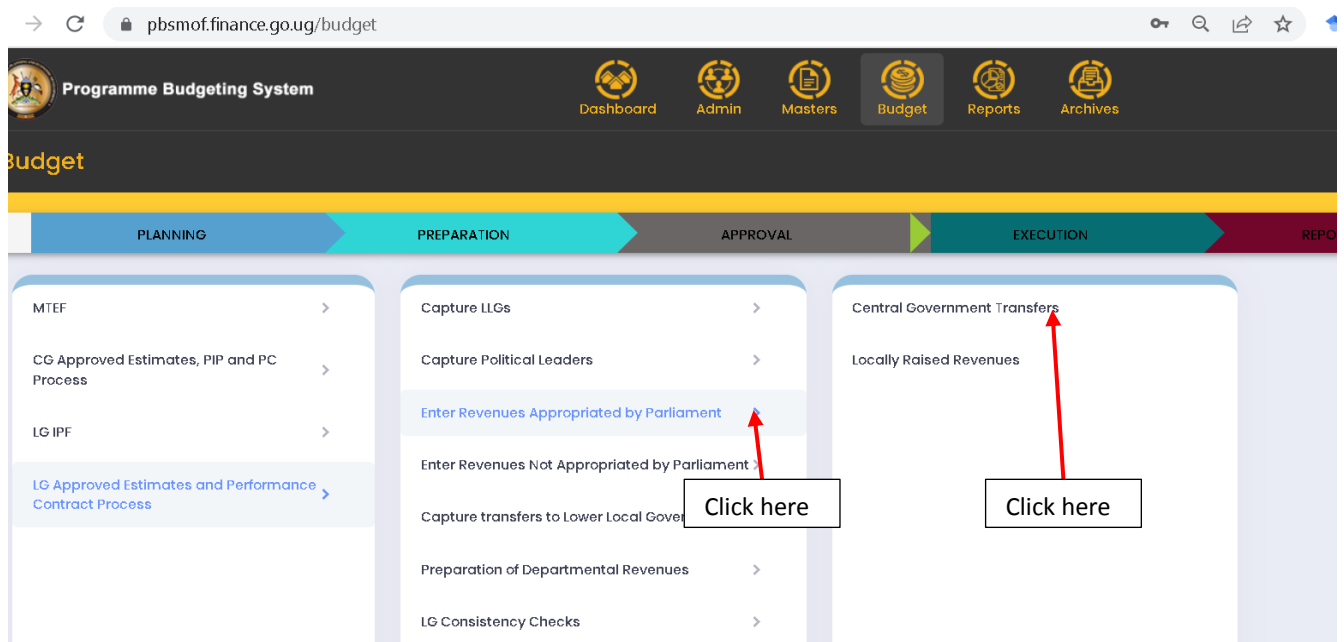


6.3 Enter Revenues Appropriated by Parliament

6.3.1 Central Government Transfers

Step 1: Click on 'Enter Revenues Appropriated by Parliament'.

Step 2: Click on 'Central Government Transfers'.



A page that displays conditional transfers will be displayed.

6.3.1.1 Conditional Transfers

These are uploaded centrally by MOFPED through the PBS-OTIMS interface and cannot be edited.

Step 3: Click on **Edit** to edit the preferred record.

Central Government Transfer (All Values in Thousands)

Action	Department	Grant Name	2021-2022 Allocation	2022-2023 Allocation
Click here to edit	Administration	Conditional Transfers Pensions	0.000	3,072,201.
Edit	Production and Marketing	Programme Conditional Grant - Wage Recurrent	0.000	760,600.
Edit	Production and Marketing	Programme Conditional Grant - Development	0.000	1,384,171.
Edit	Production and Marketing	Programme Conditional Grant - Non Wage Recurrent	0.000	1,578,907.
Edit	Health	Programme Conditional Grant - Wage Recurrent	0.000	4,675,146.

Step 4: When you click on edit, a page will pop up. Here the Budget desk Officer confirms the received money, distributes the money to quarters, makes projections then clicks on **update** to update the entered records.

Note:

- The figure of the financial Year being planned for cannot be edited ie **2022-2023 Projection**.
- You can split equally to the four quarters by clicking on **Split to Quarters**.
- You can choose to allocate to the Quarters at your own discretion by entering the figures in Q1 Allocation, Q2 Allocation or Q3 allocation.
- The fourth quarter will be offset after typing in the allocations.
- Click on **cancel** to close this window.

The screenshot displays a budget management interface with the following elements:

- Sub Sub Programme*:** 010-Administration
- Revenue*:** 122105-Pensions
- 2021-2022 Plan*:** Plan Y0
- 2022-2023 Projection*:** 3072201.704
- Split to Quarters:** A button with a callout box: "Click here to split equally to the four quarters".
- Q1 Allocation:** 768050.426
- Q2 Allocation:** 768050.426
- Q3 Allocation:** 768050.426
- Q4 Allocation:** 768050.426
- 2023-2024 Projection*:** 3072201.704
- 2024-2025 Projection*:** 3072201.704
- 2025-2026 Projection*:** 3072201.704
- 2026-2027 Projection*:** 3072201.704
- Buttons:** Cancel and Update. A callout box "Click here to update" points to the Update button.

6.3.1.2 Discretionary Transfers

Step 1: Click on **Discretionary Transfers**.

Step 2: A list of discretionary transfers is displayed.

Step 3: Click on **Edit**.

Note: Discretionary Transfers have Sub grants.

Central Government Transfer (All Values in Thousands)

Conditional Transfer Discretionary Transfer

Click Here

Discretionary Transfers

Action	Department	Grant Name	Subgrant Name	2021-2022 A
 Edit	MultiDe	District Discretionary Equalisation Development Grant	o/w District DDEG - Local Government Grant	
 Edit	MultiDe	Urban Unconditional Grant Wage	o/w Town UCG - Wage	
 Edit	MultiDepartment	District Discretionary Equalisation Development Grant	o/w Subcounty DDEG - Local Government Grant	

Click Here to edit

Step 4: When you click on **Edit** an edit form page pops up.

Note:

- The figure of the financial Year being planned for cannot be edited ie **2022-2023 Projection**.
- You can split equally to the four quarters by clicking on **Split to Quarters**.
- You can choose to allocate to the Quarters to your own discretion by entering the figures in Q1 Allocation, Q2 Allocation or Q3 allocation.
- The fourth quarter will be offset after typing in the allocations.
- Click on **cancel** to close this window.

Update Discretionary Transfer

Sub Sub Programme*

M-MultiDepartment

Revenue *

121403-District Discretionary Equalisation Devel...

SubGrant *

o/w District DDEG - Local Government Grant

2021-2022 Plan*

0

2022-2023 Projection*

335866.354

Split to Quarters

Click here to distribute to the quarters equally

Q1 Allocation

111955.451

Q2 Allocation

111955.451

Q3 Allocation

111955.452

Q4 Allocation

0

2023-2024 Projection*

335866.354

2024-2025 Projection*

335866.354

2025-2026 Projection*

335866.354

2026-2027 Projection*

335866.354

Click here to update

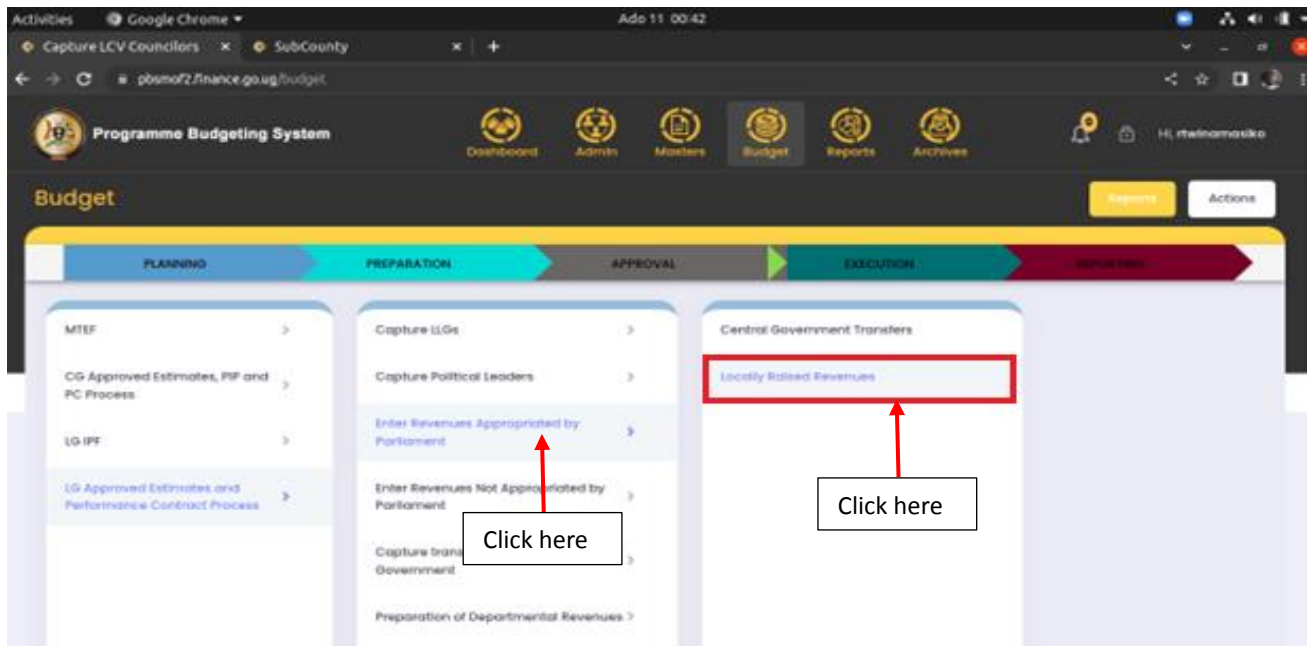
Cancel

Update

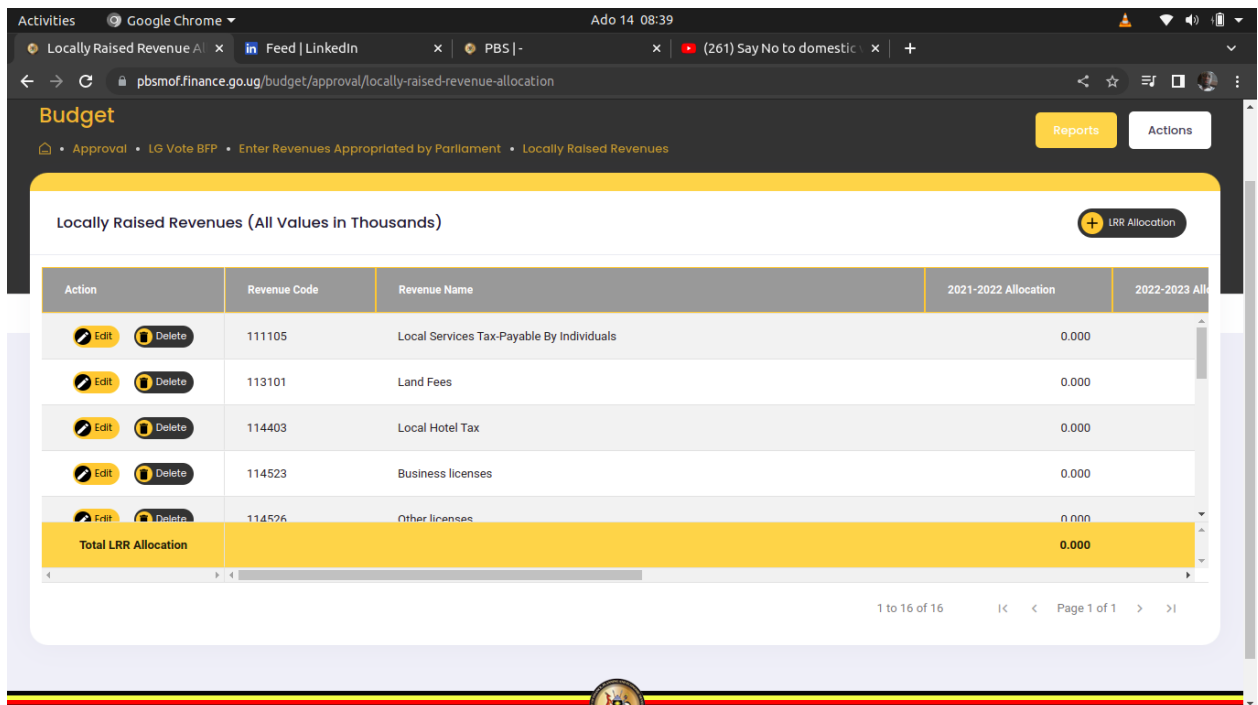
6.3.2 Locally Raised Revenues

Step 1: Click on **'Enter Revenue Appropriated by Parliament'**.

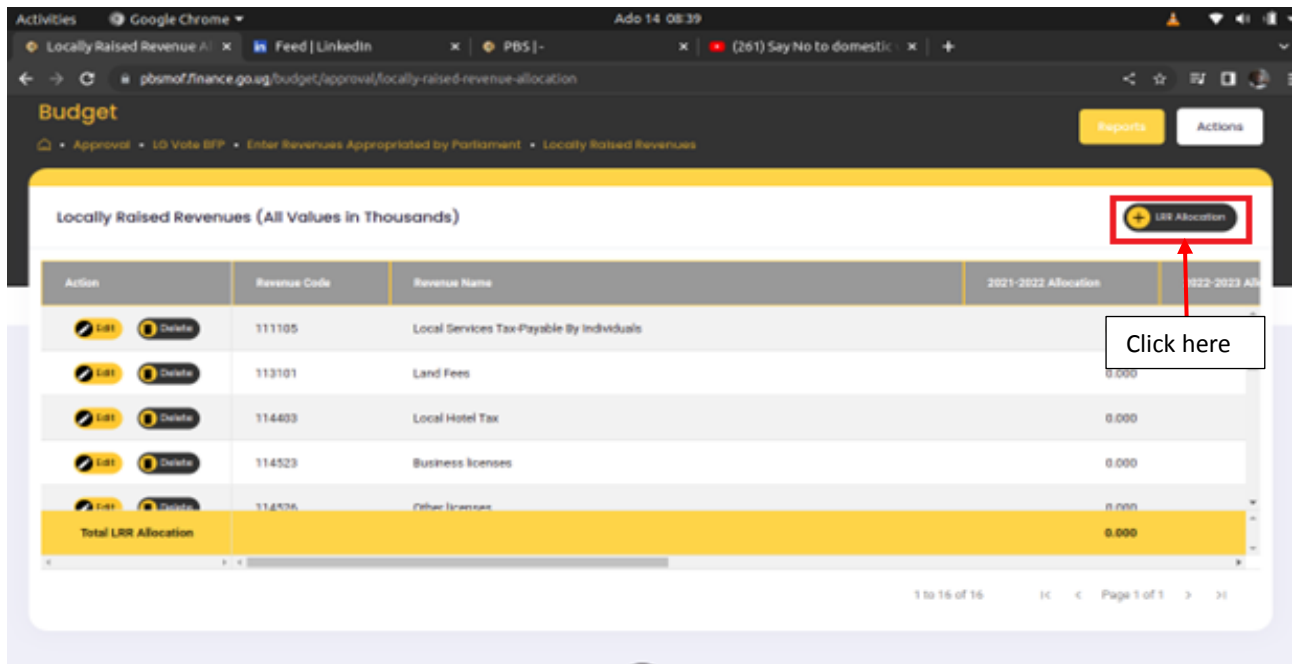
Step 2: Click on **'Locally Raised Revenues'**.



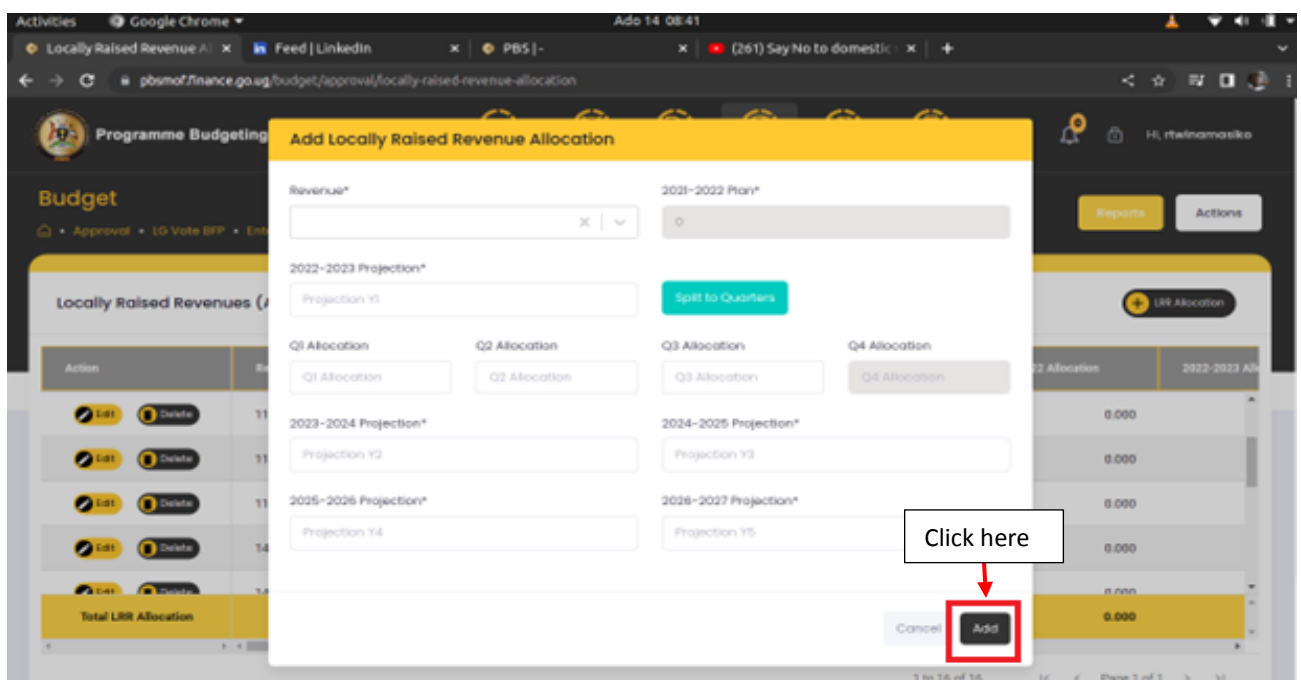
The page below will be displayed.



Step 3: Click on + LRR Allocation button to add an allocation record as shown below.

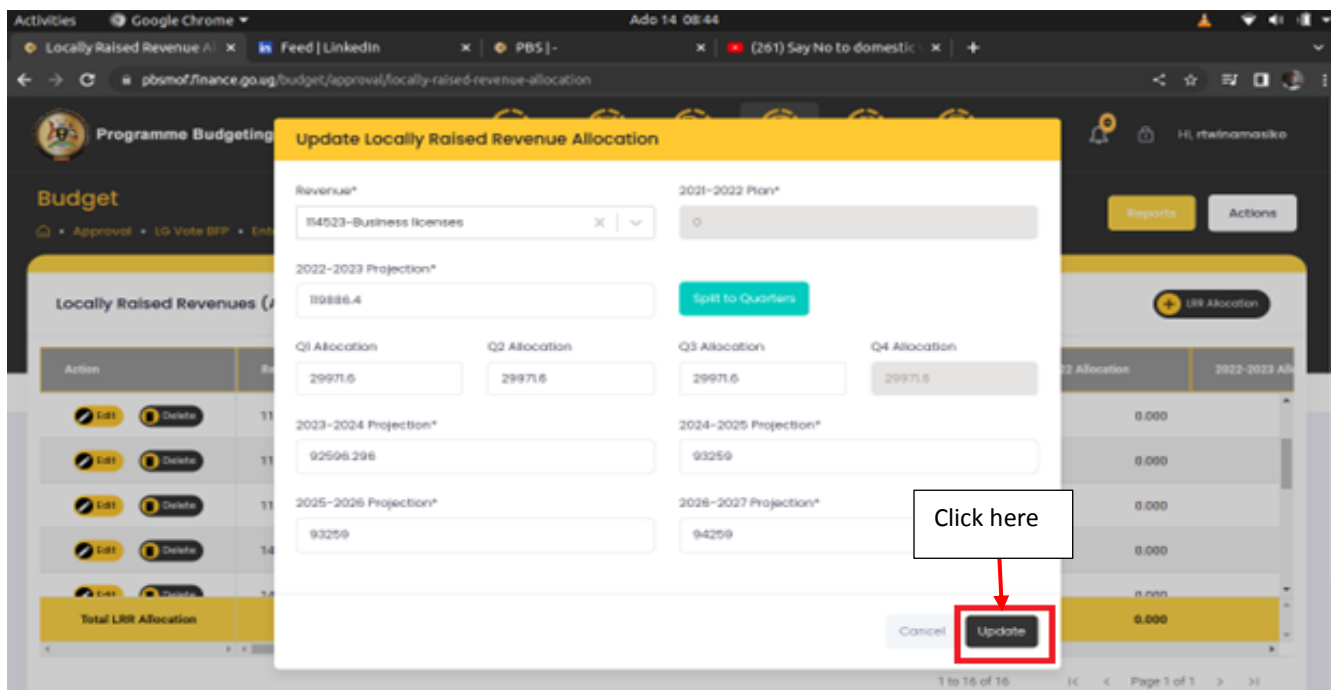
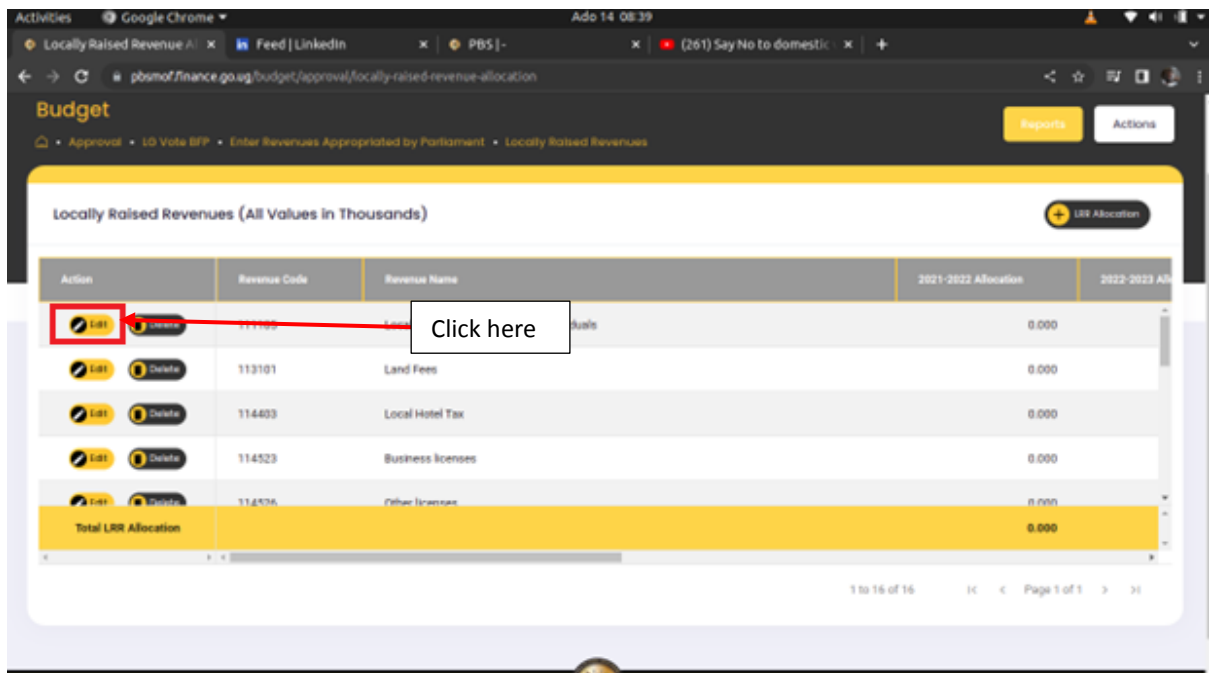


Step 4: Select the revenue, enter the amount under the Financial Year being budgeted for. Split to quarters and then click on **add**.

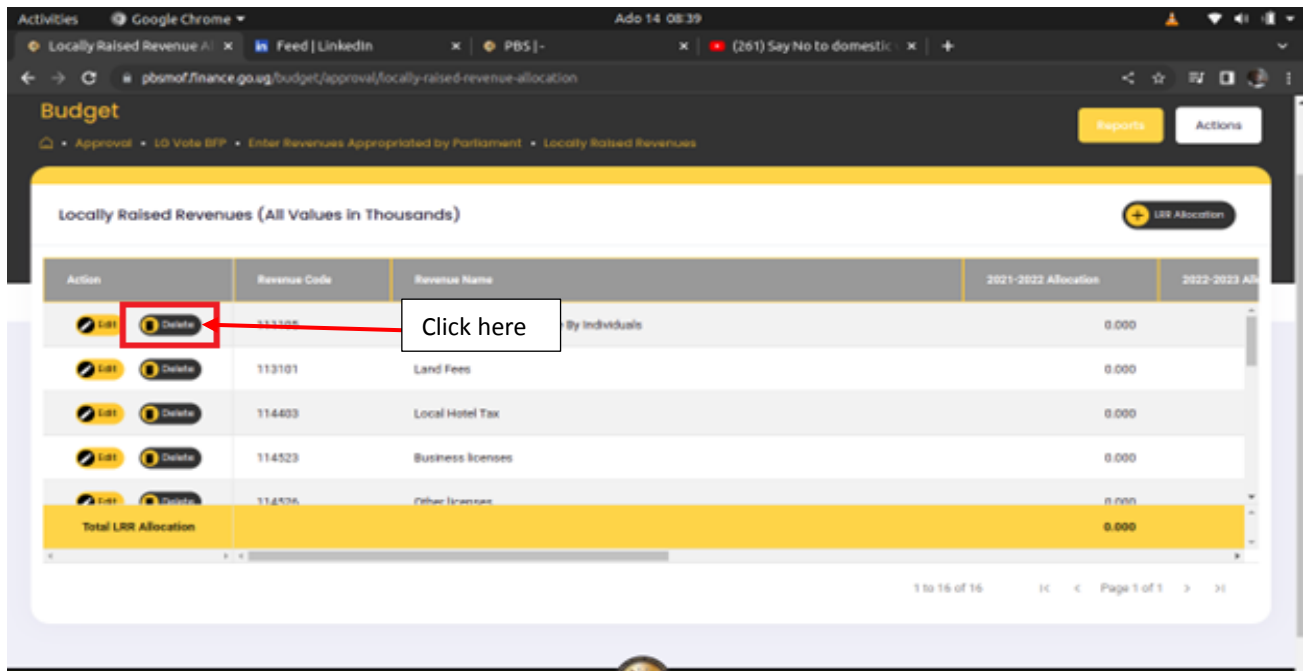


Step 5: Click on the **edit** button for you to be able to edit a record as shown below.

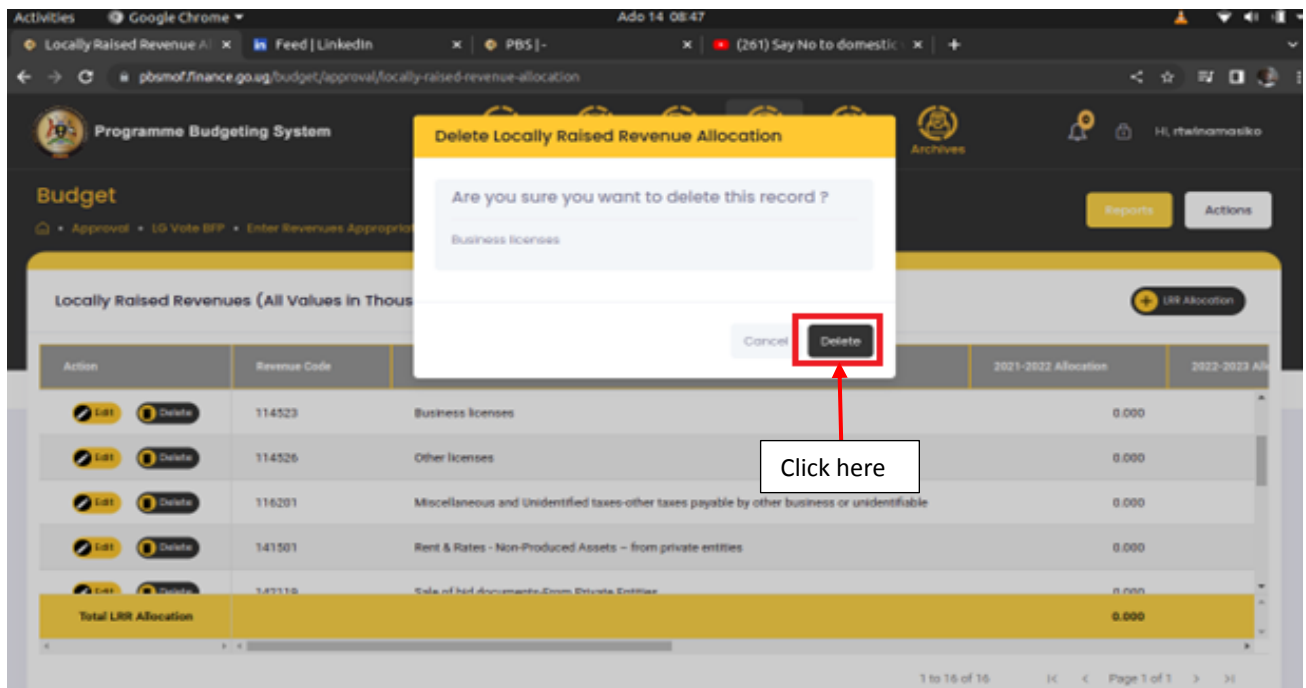
Step 6: Click on **Update** to save the edited record.



Step 7: If you want to delete a record click on the **delete** button as shown below.



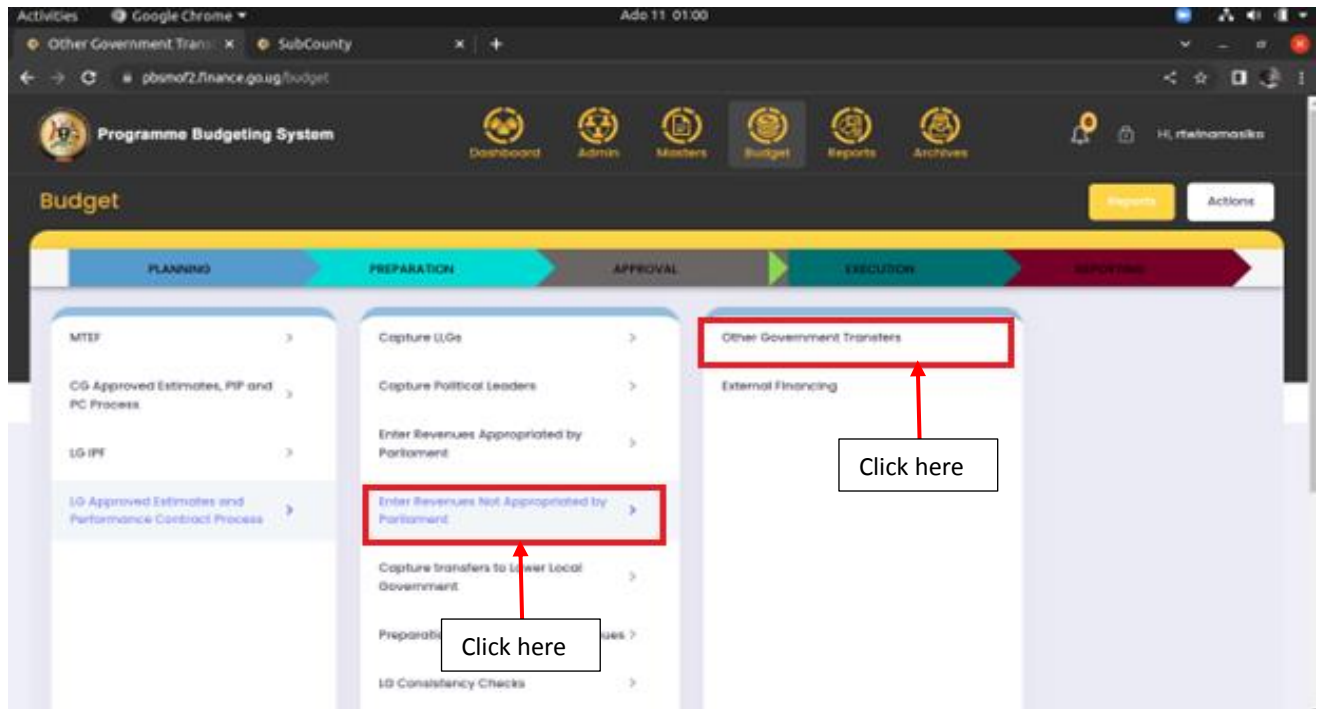
Step 8: The system will prompt the user to confirm whether he or she wants the record deleted. Click on either **cancel** or **delete**.



6.4 Enter Revenues Not Appropriated by Parliament

6.4.1 Other Government Transfers

Step 1: Click on the ‘Enter Revenues Not Appropriated by Parliament’ and then click on ‘Other Government Transfers’.

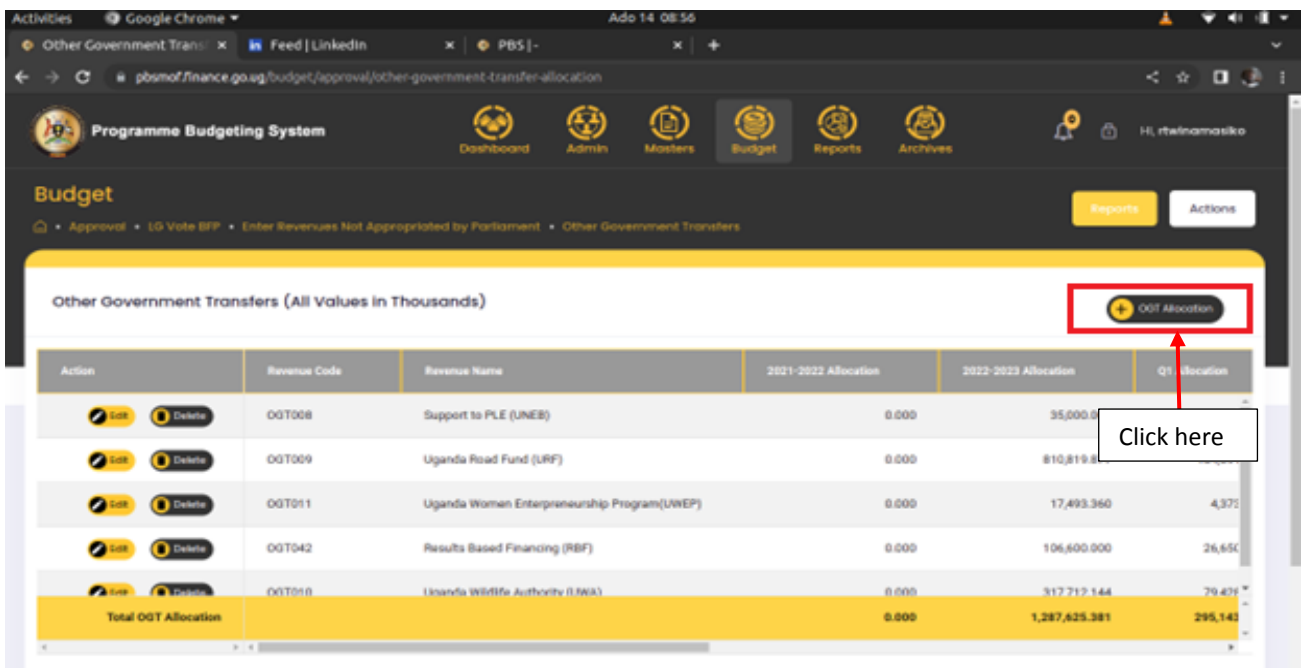


The page below will be displayed.

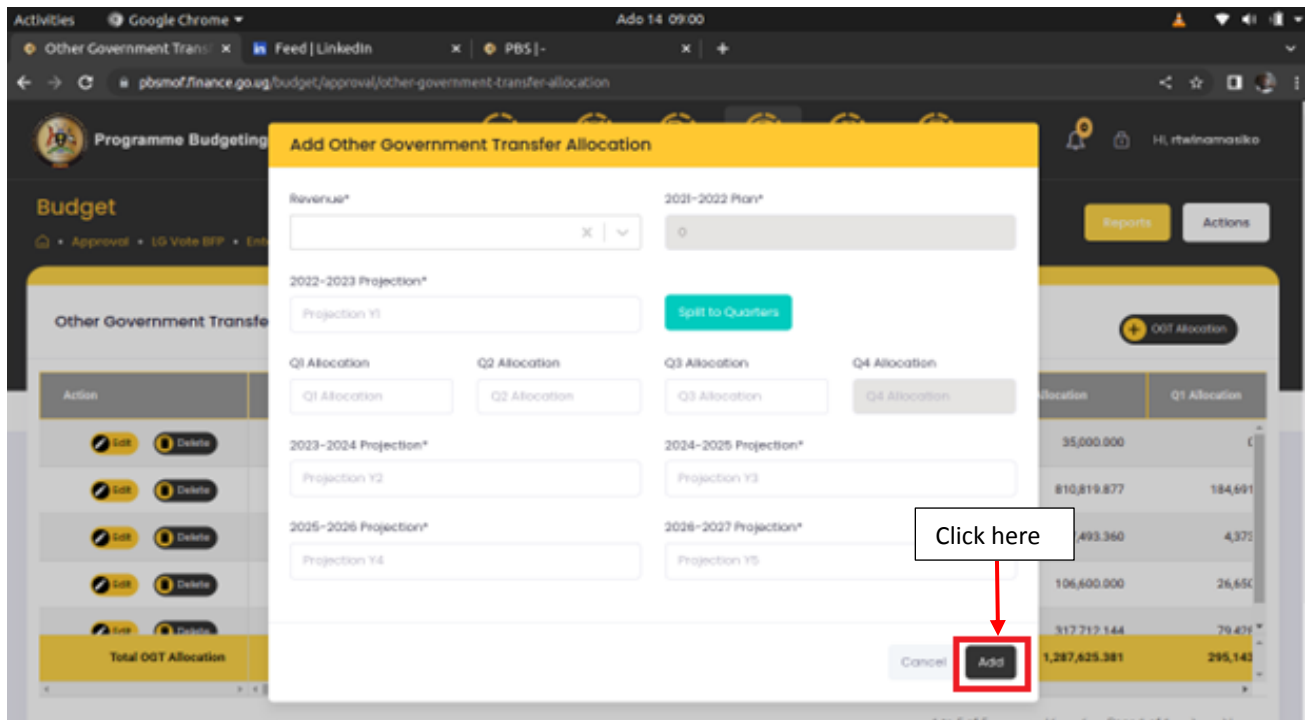
Other Government Transfers (All Values in Thousands)

Action	Revenue Code	Revenue Name	2021-2022 Allocation	2022-2023 Allocation	Q1 Allocation
Edit Delete	OGT008	Support to PLE (UNEB)	0.000	35,000.000	
Edit Delete	OGT009	Uganda Road Fund (URF)	0.000	810,819.877	184,691
Edit Delete	OGT011	Uganda Women Entrepreneurship Program(UWEP)	0.000	17,493.360	4,375
Edit Delete	OGT042	Results Based Financing (RBF)	0.000	106,600.000	26,650
Edit Delete	OGT010	Uganda Wildlife Authority (UWA)	0.000	317,712.144	79,425
Total OGT Allocation			0.000	1,287,625.381	295,145

Step 2: Click on **+ OGT Allocation** button in order to add a record.

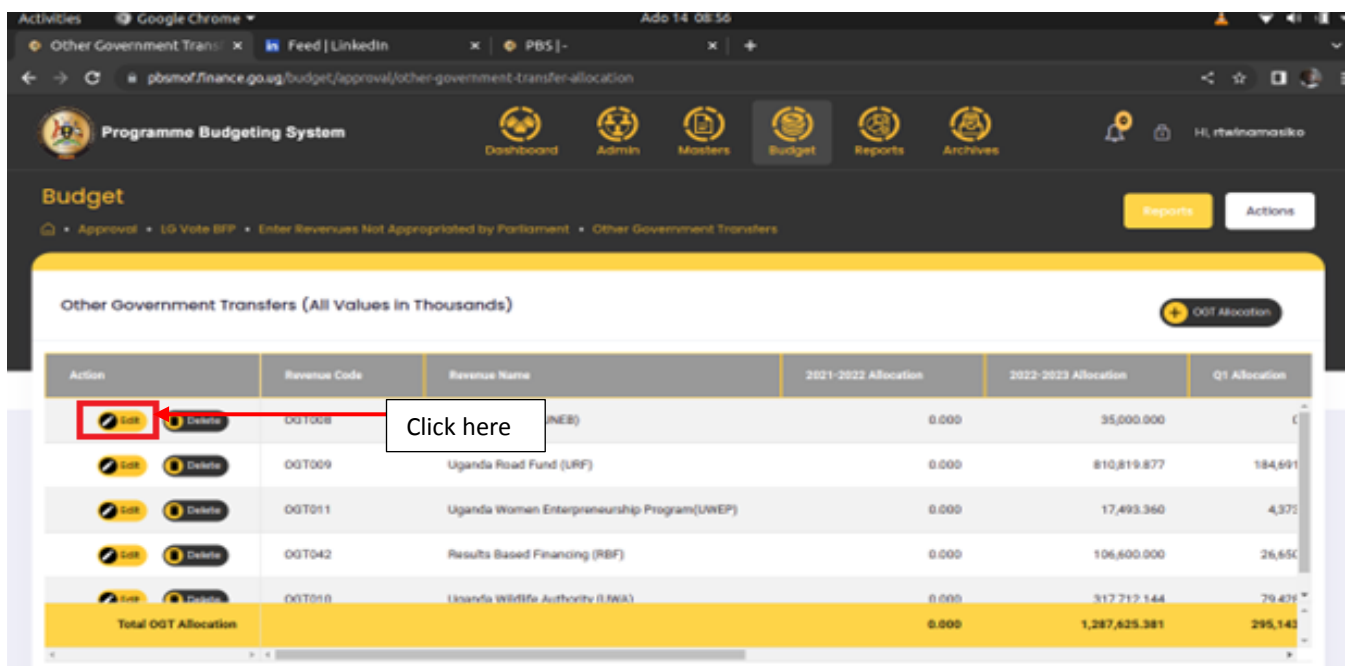


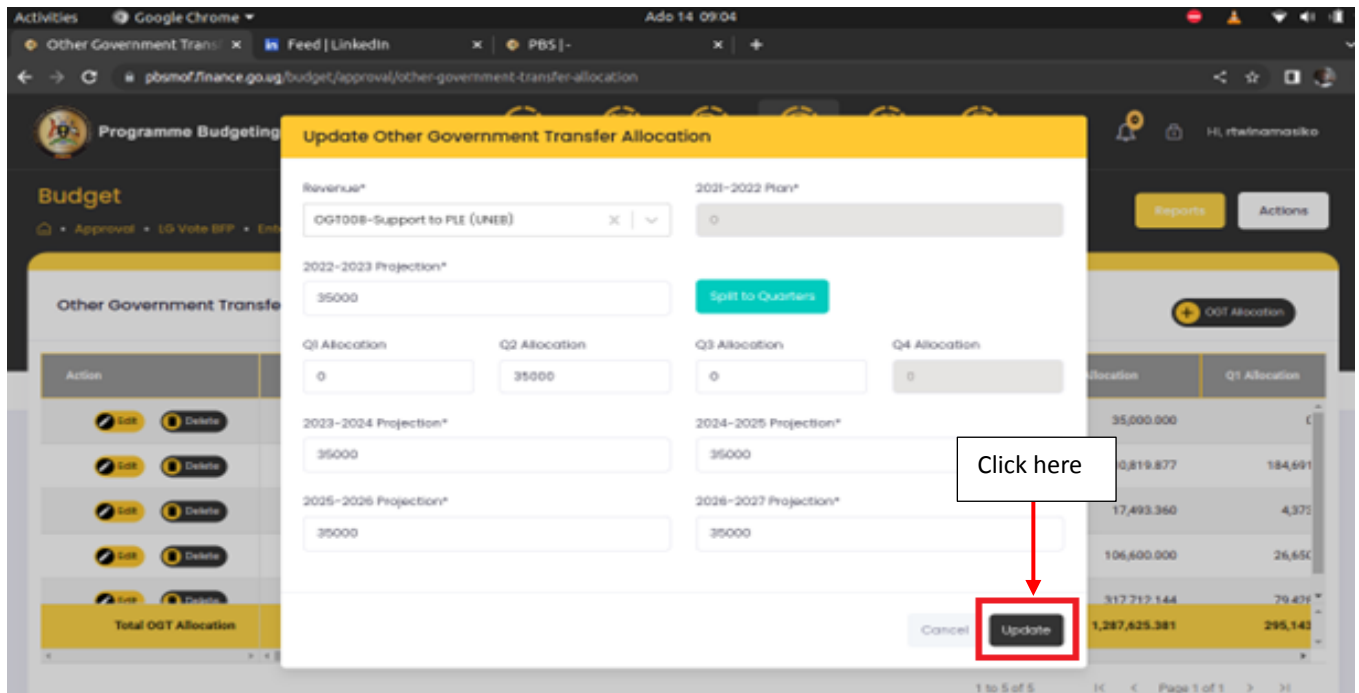
Step 3: Fill in the details for the OGT records and click on **Add**.



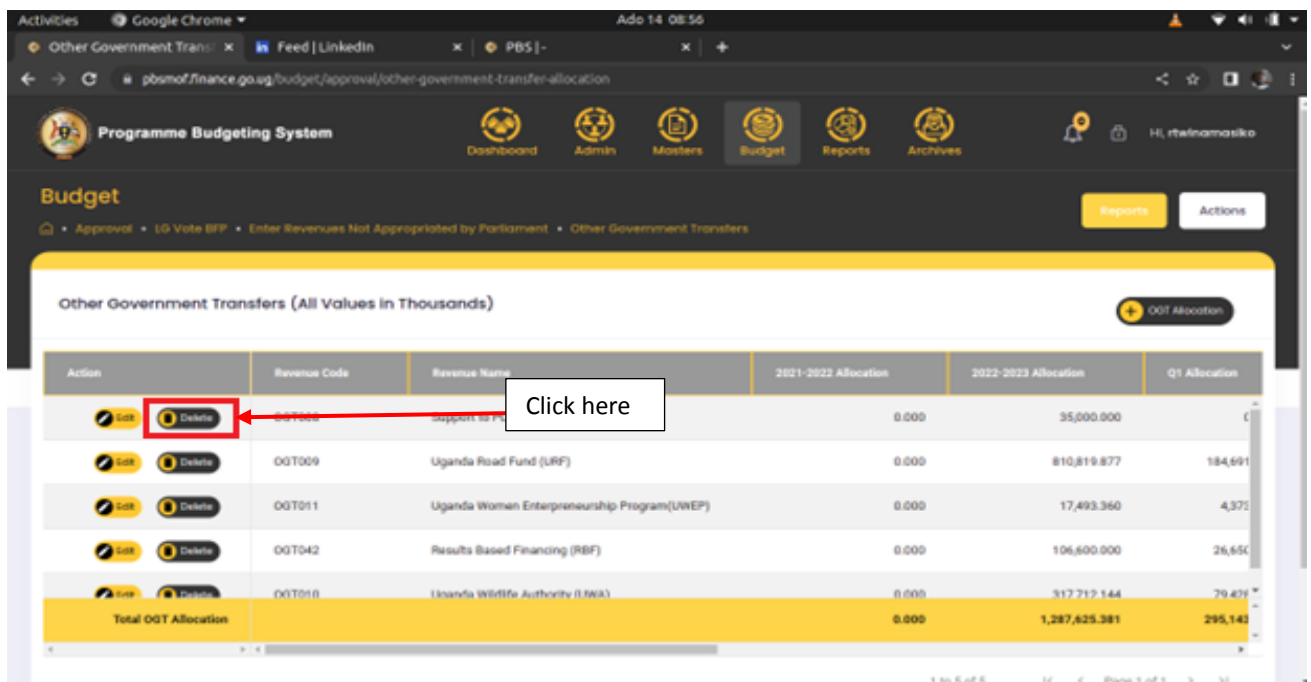
Step 4: Click on the **edit** button for you to be able to edit a record as shown below.

Step 5: Click on **Update** to save the edited record.

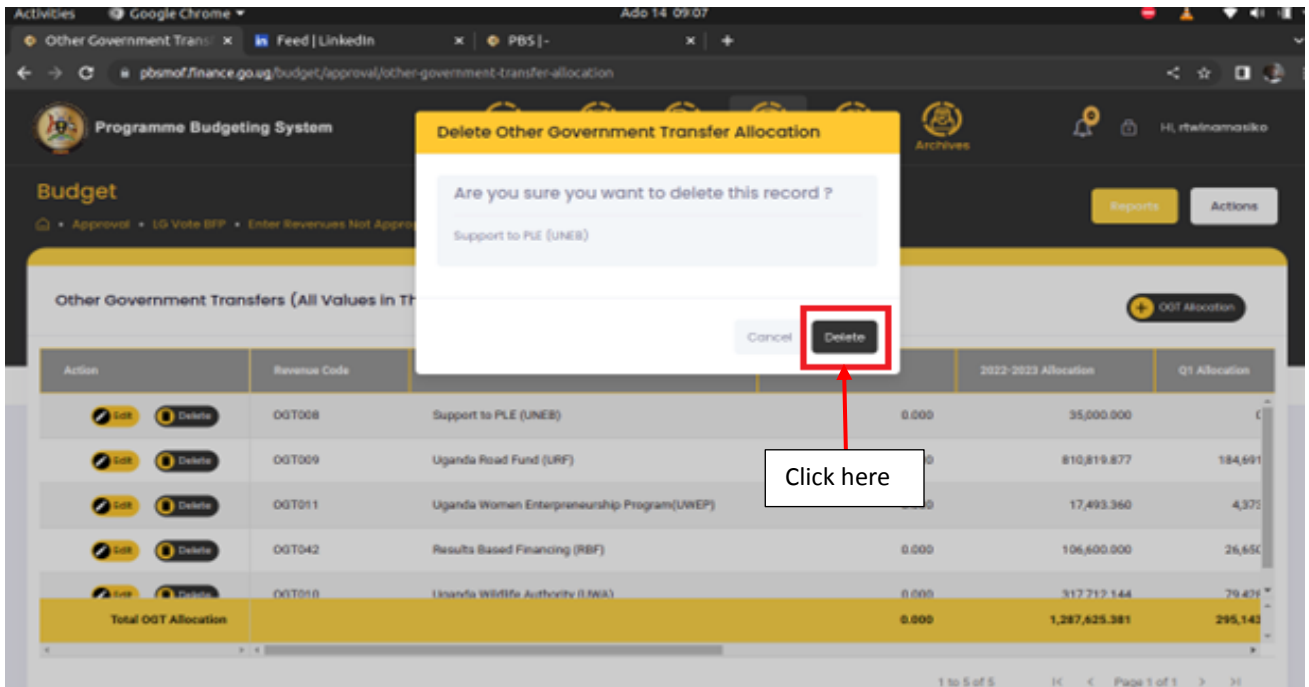




Step 6: If you want to delete a record click on the **delete** button as shown below.

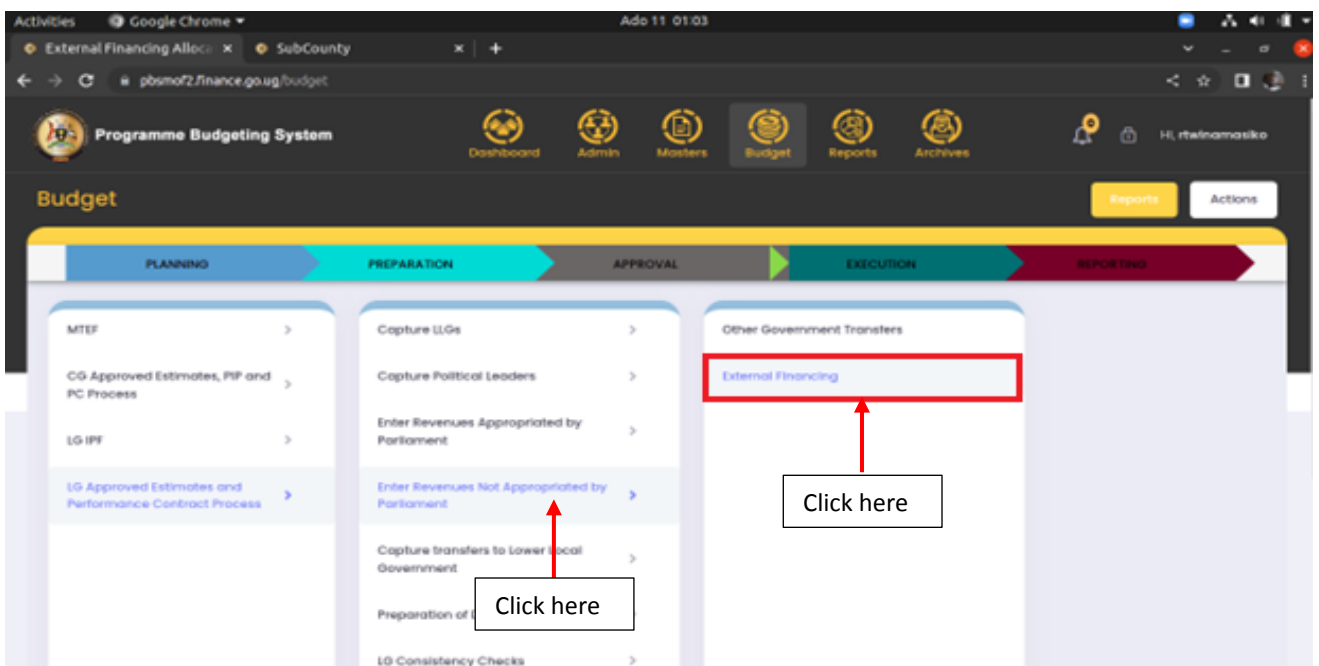


Step 7: The system will prompt the user to confirm whether he or she wants the record deleted. Click on either **cancel** or **delete**.

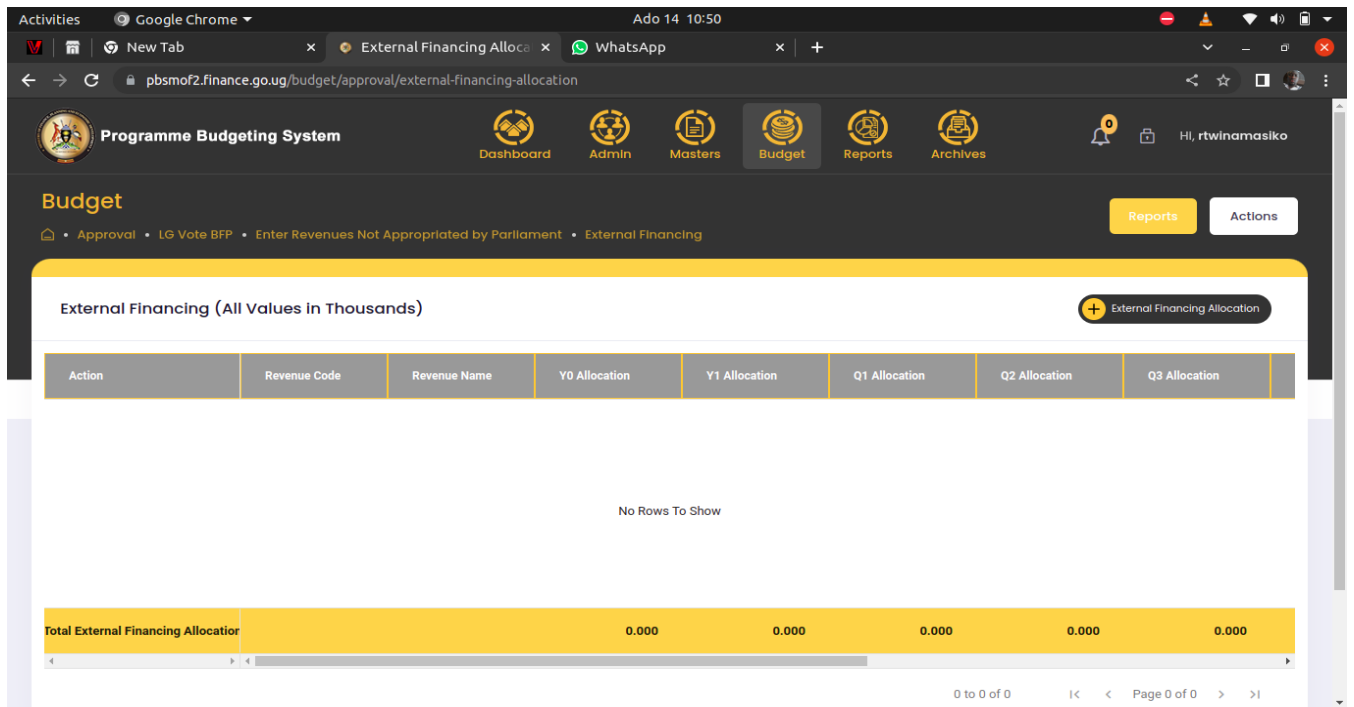


6.4.2 External Financing

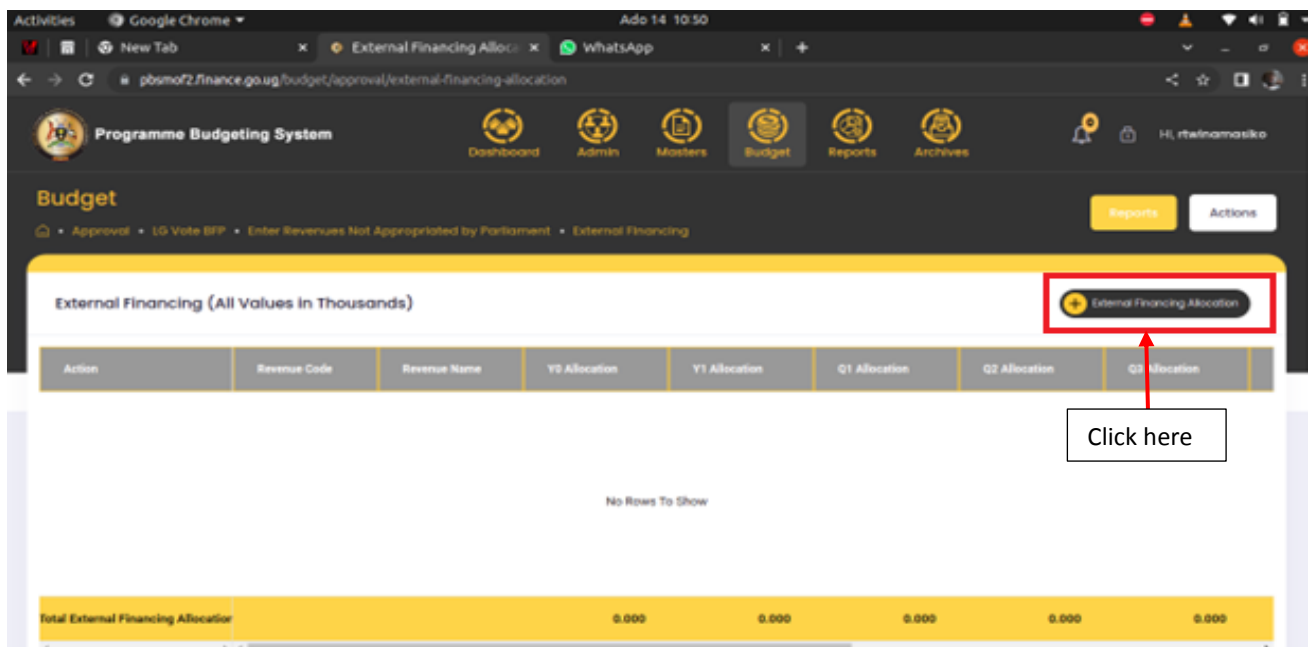
Step 1: Click on the Enter Revenues Not Appropriated by Parliament and then click on External Financing.



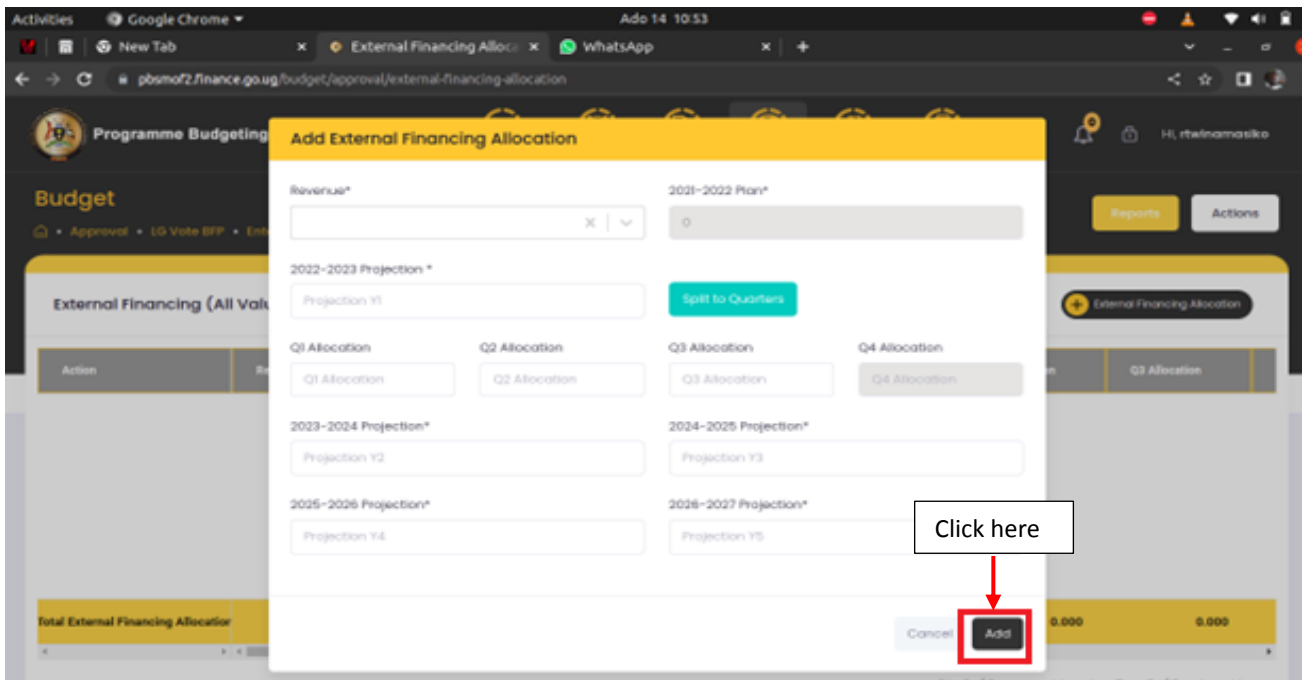
The screen below will be displayed.



Step 1: Click on + External Financing Allocation to add an allocation record.

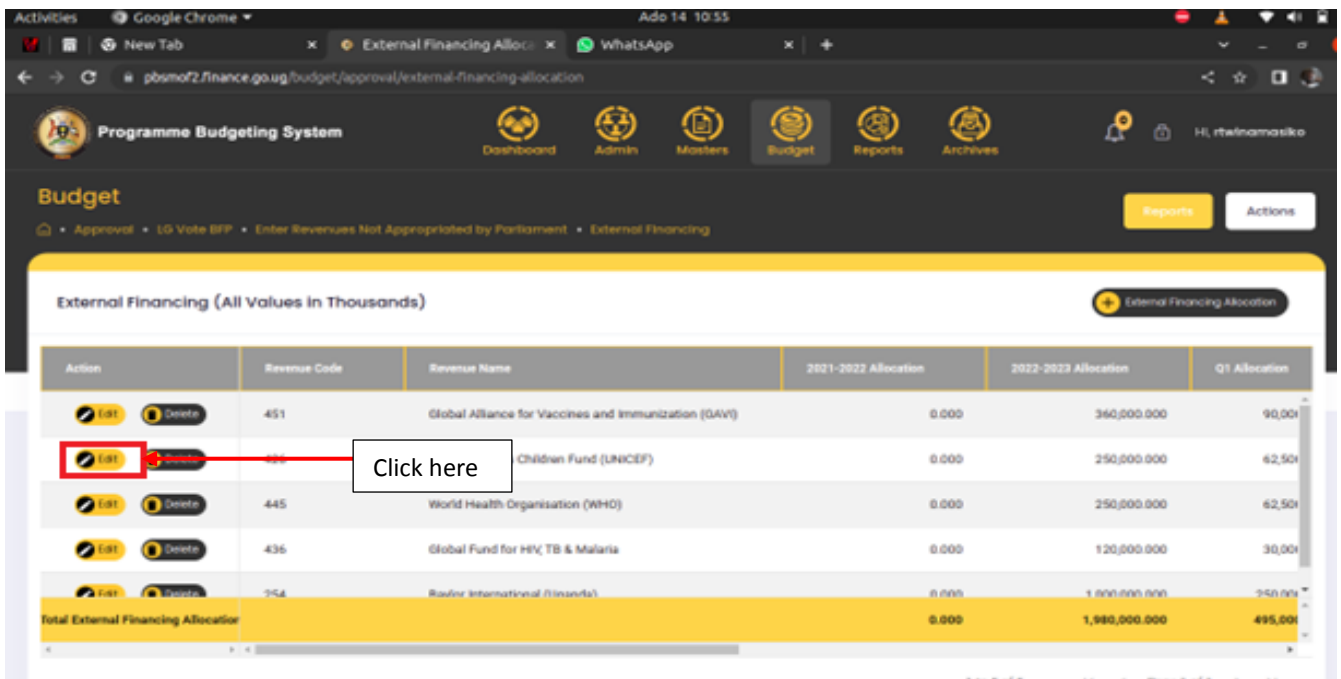


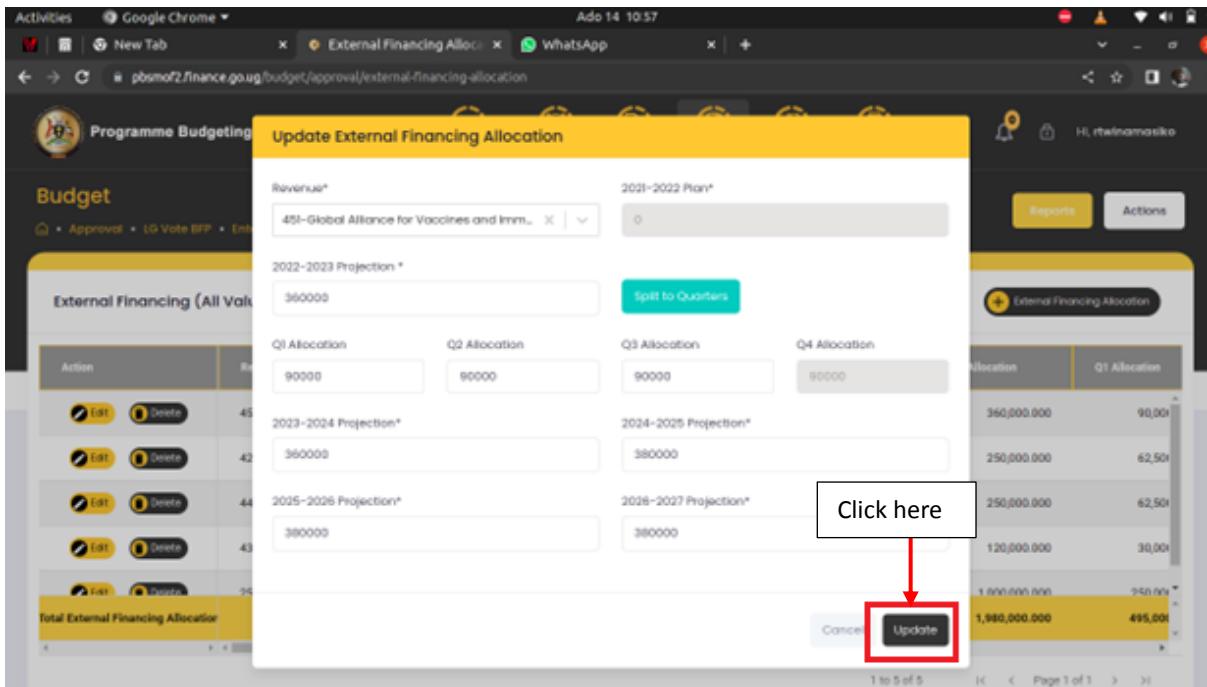
Step 2: Fill the details in and click on the **add button to submit the record.**



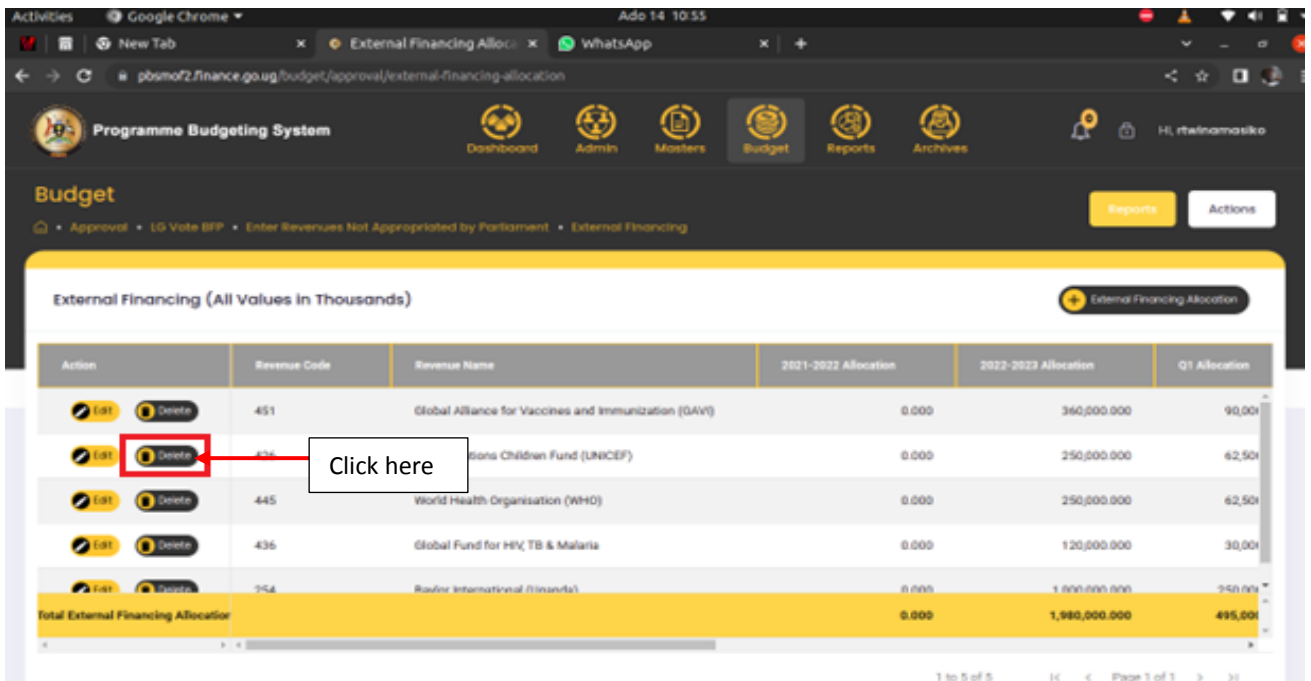
Step 3: Click on the **edit** button for you to be able to edit a record as shown below.

Step 4: Click on **Update**.

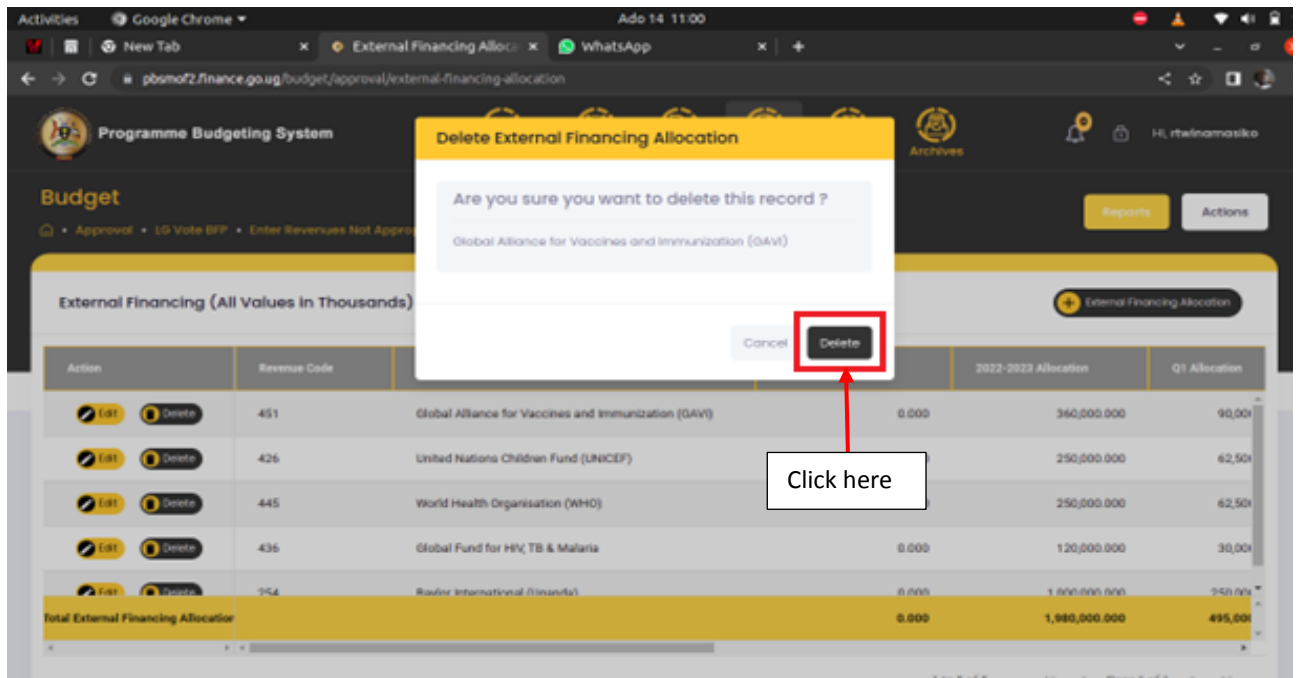




Step 5: If you want to delete a record click on the **delete** button as shown below.



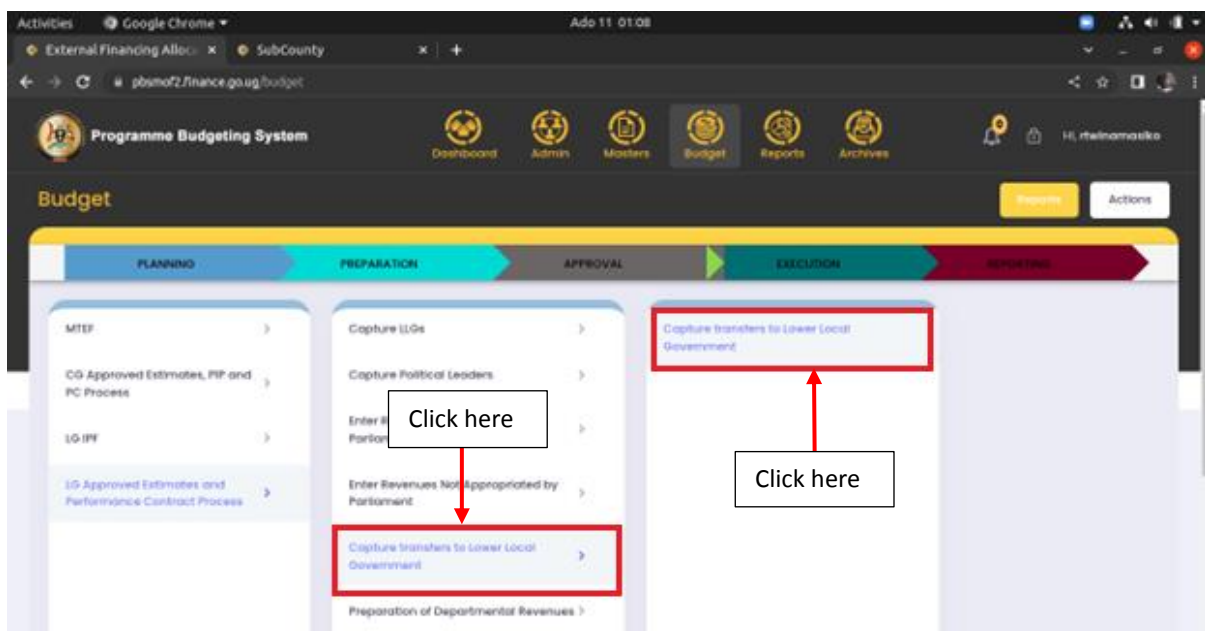
Step 6: The system will prompt the user to confirm whether he or she wants the record deleted. Click on either **cancel** or **delete**.



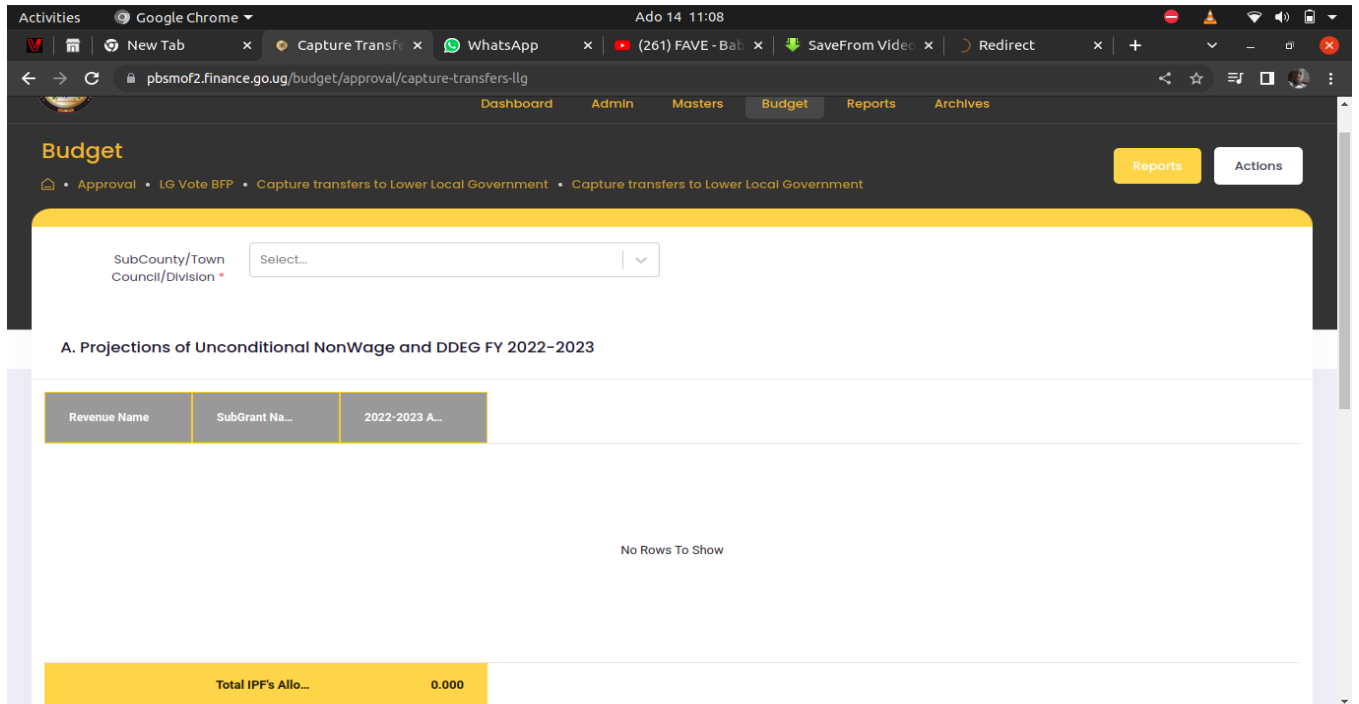
6.5 Capture Transfers to Lower Local Government

6.5.1 Capture transfers to Lower Local Government

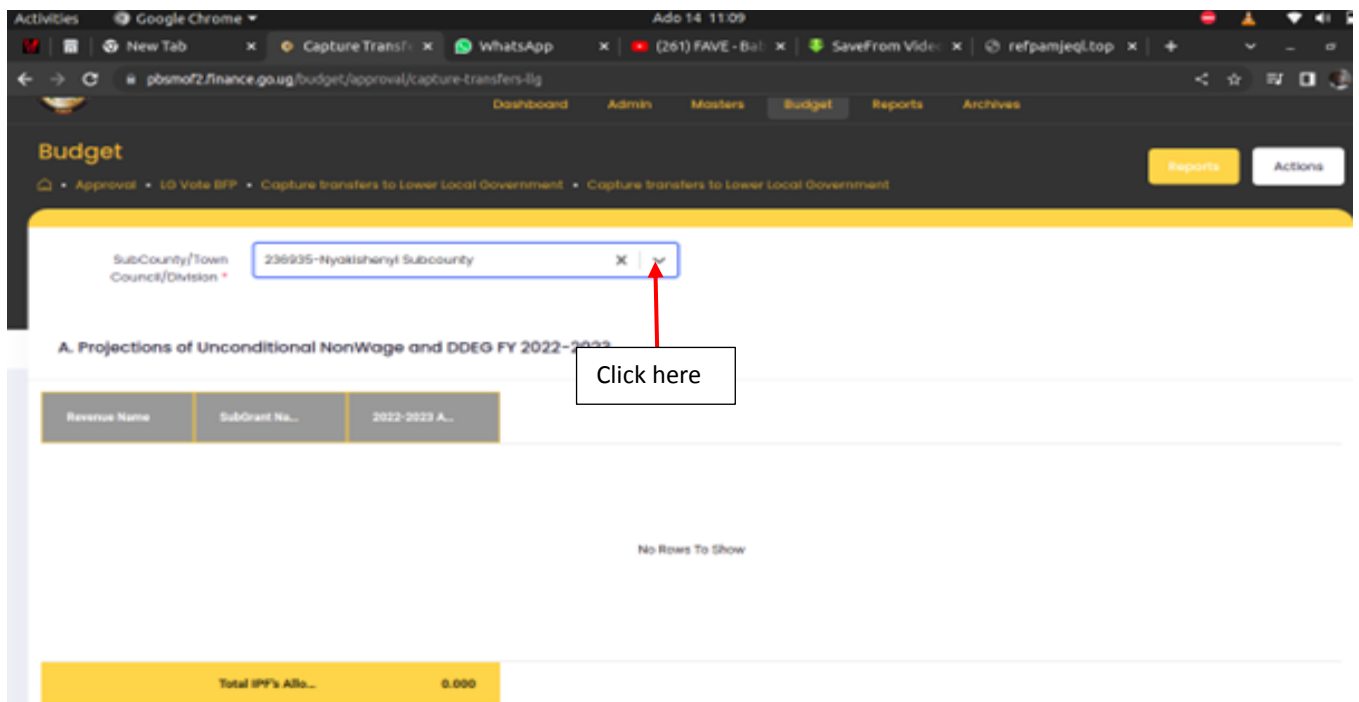
Step 1: Click on **Capture transfers to Lower Local Government and then click on **Capture Transfer to Lower Local Governments**.**



The screen below will be displayed.



Step 2: Select a Sub County from the drop down. You will be able to view IPF allocations for the selected LLG.

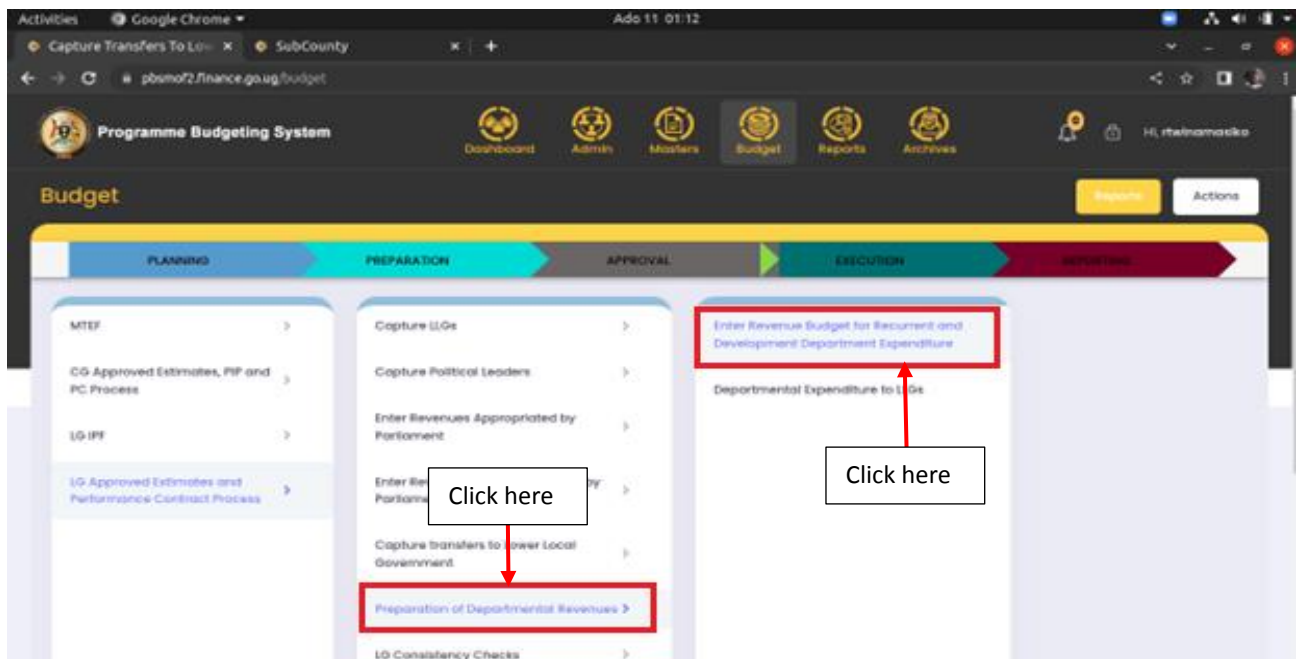


6.6 Preparation of Departmental Revenues

Under this menu, the Budget desk officer allocates revenue ceilings to the departments. This is done through the steps below.

6.6.1 Enter Revenue Budget for Recurrent and Development Department Expenditure

Step 1: Click on **Preparation of Departmental Revenues and then click on **Enter Revenue Budget for Recurrent and Development Department Expenditure**.**



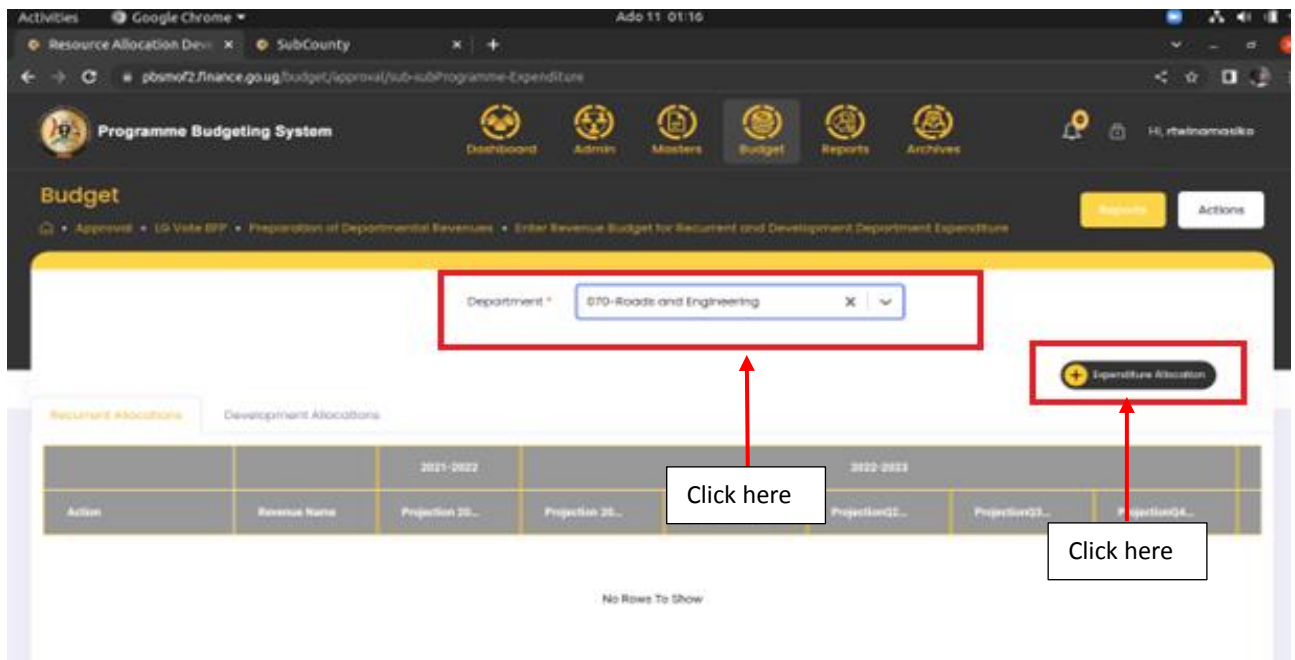
The screen below will be displayed.

Step 2: Select a department from the drop down.

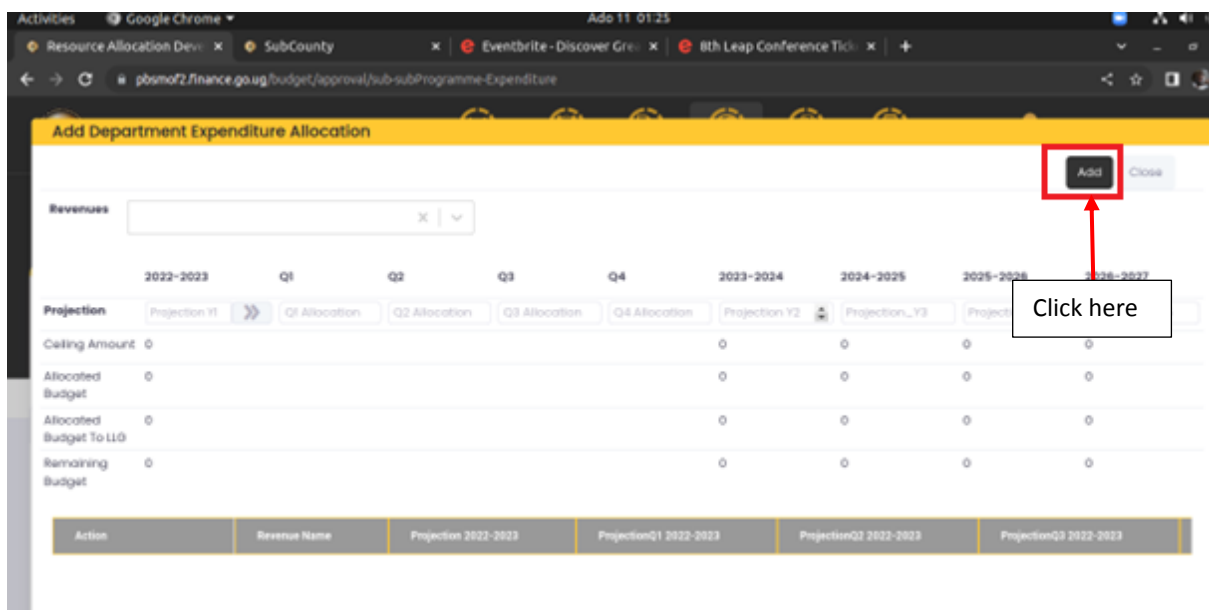
Step 3: Click on **+Expenditure allocations to add revenue sources and their allocations.**

Note:

- Conditional Grants go directly to the departments so they should be displayed in the respective department as long as you edited and updated them under the **central government transfers**.
- The Allocations are made under both the **recurrent** and **development** sections.

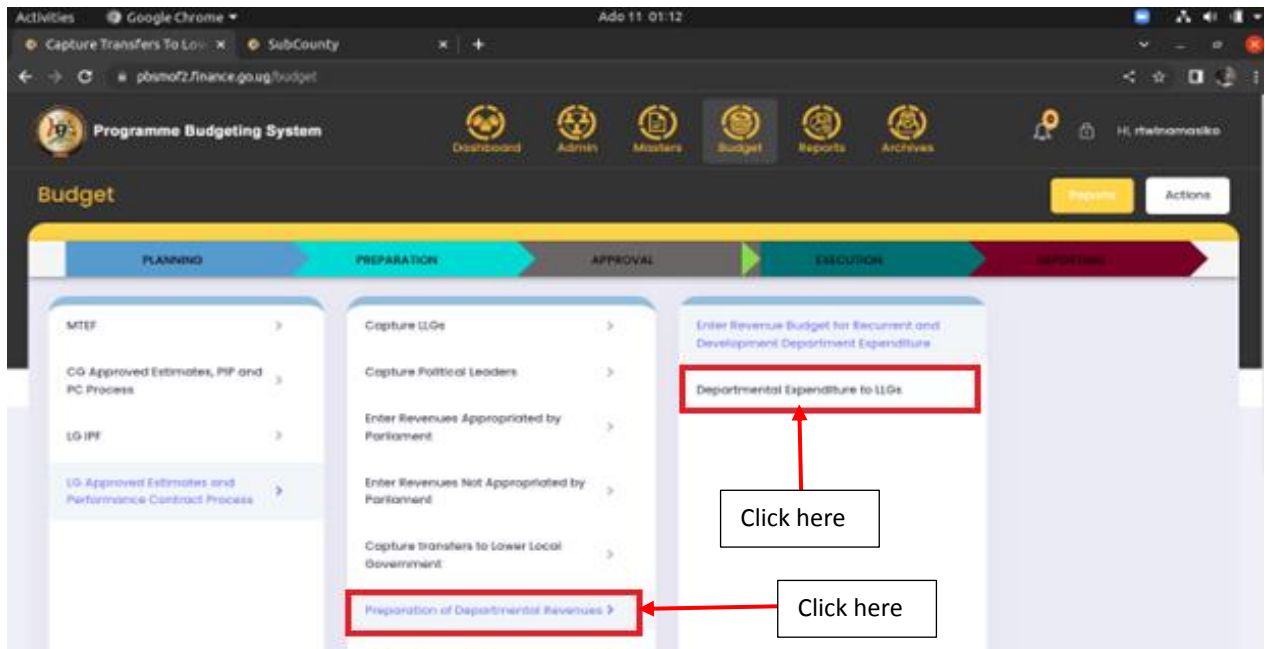


Step 4: After selecting the revenue, type in the allocation, distribute to the quarter and enter the projection for the next financial years then click on **add**.



6.6.2 Department Expenditure to LLGs

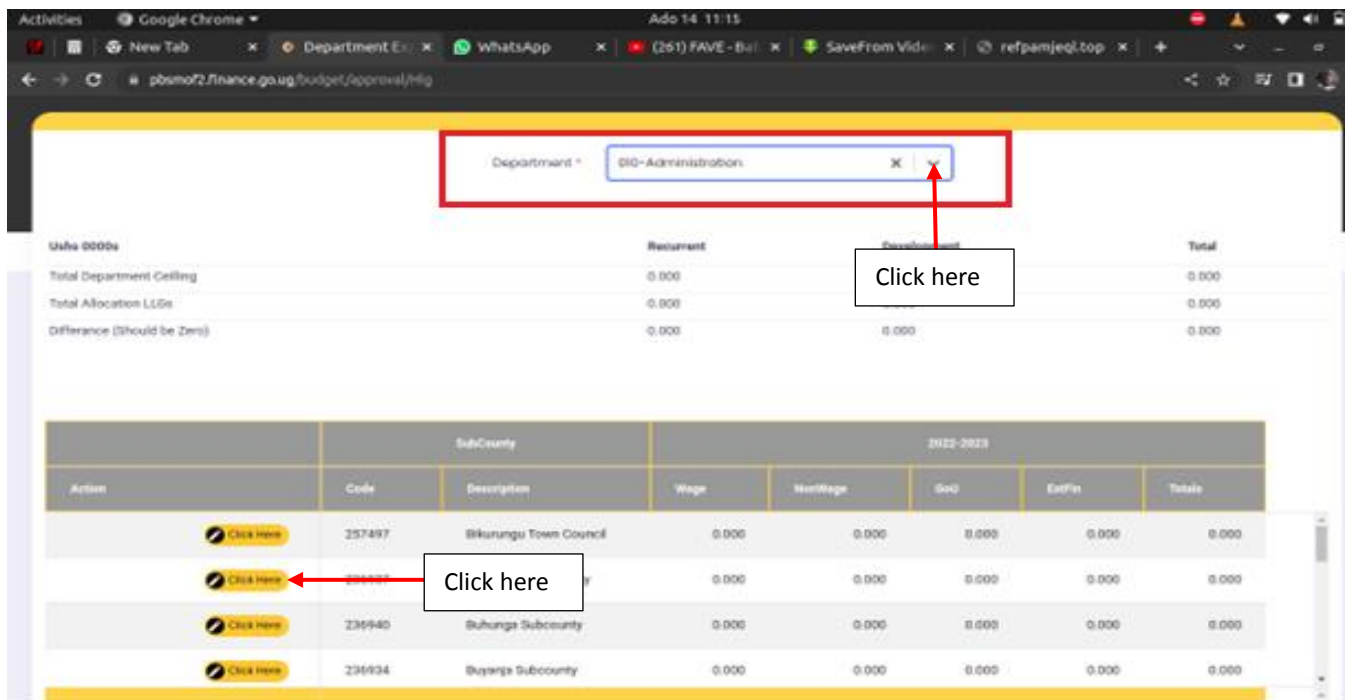
Step 1: Click on **Preparation od departmental revenues** and then click on **Departmental Expenditure to LLGs**.



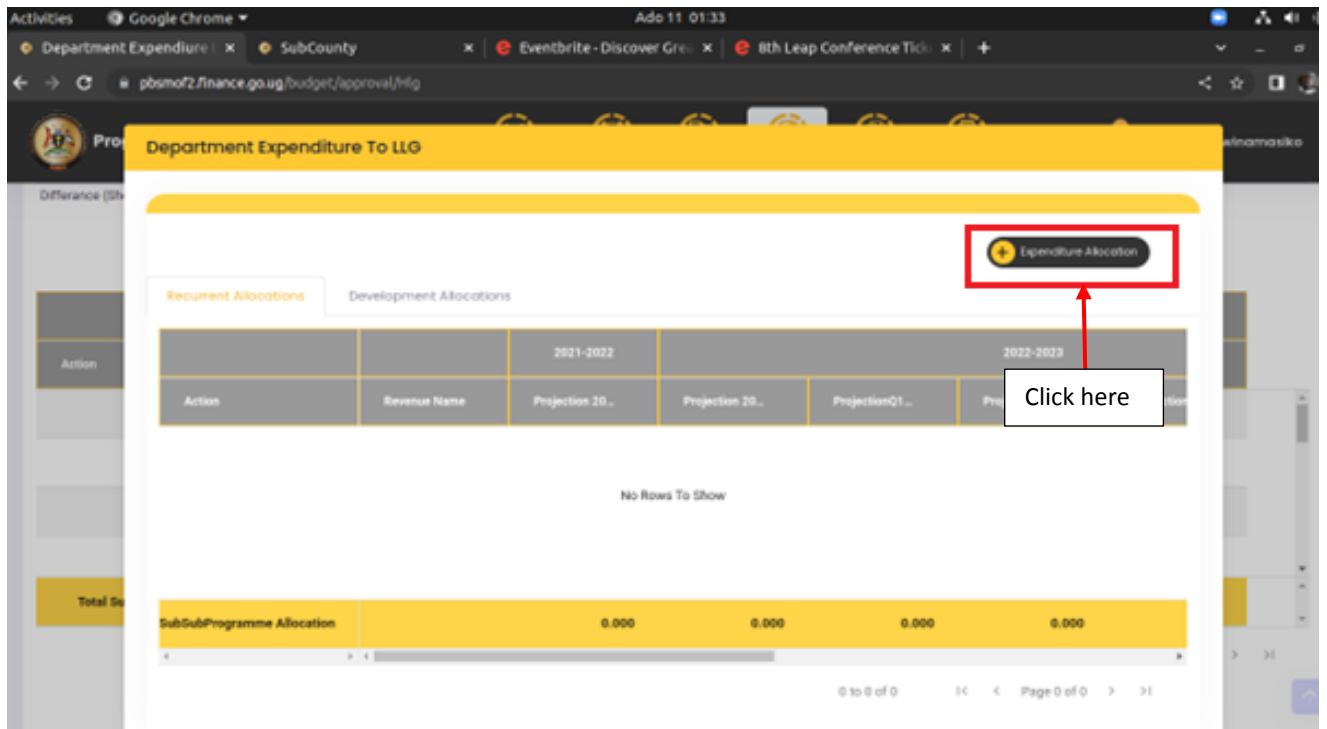
The page will be displayed as below.

Step 2: Select a department.

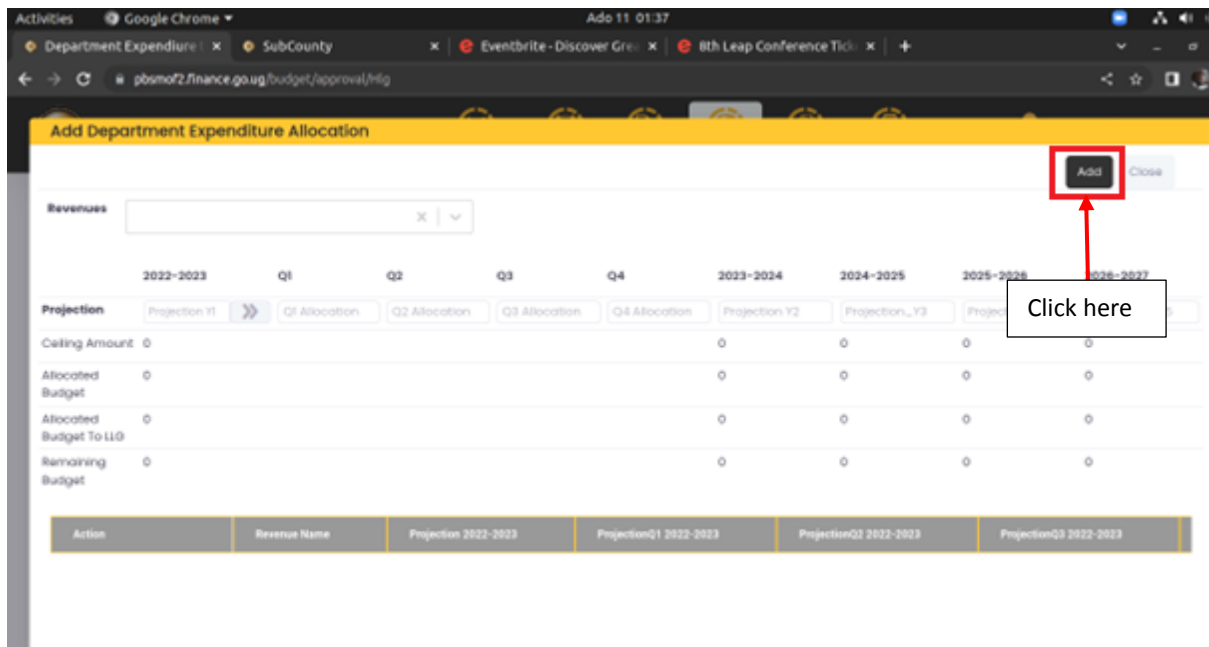
Step 3: click on the **click here** button to in order to make allocations to a particular LLG.



Step 4: Click on + Expenditure Allocation.

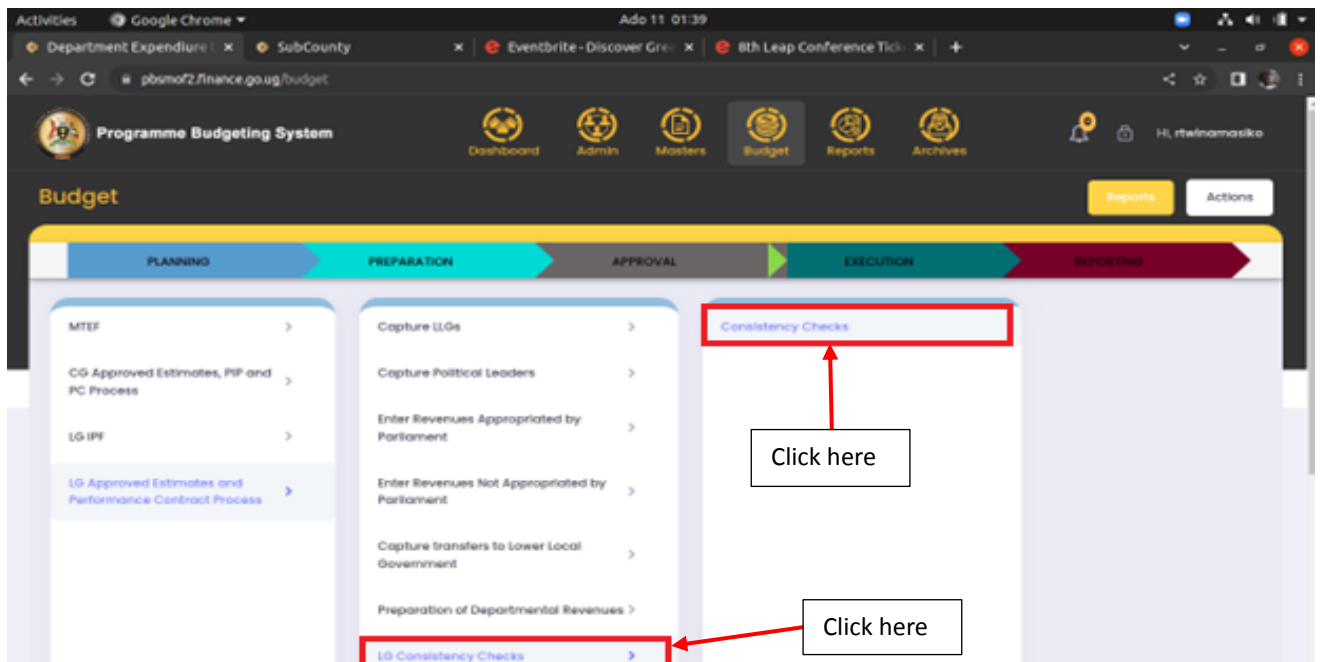


Step 5: After selecting the revenue, type in the allocation, distribute to the quarter and enter the projection for the next financial years then click on **add**.



6.7 LG Consistency Checks

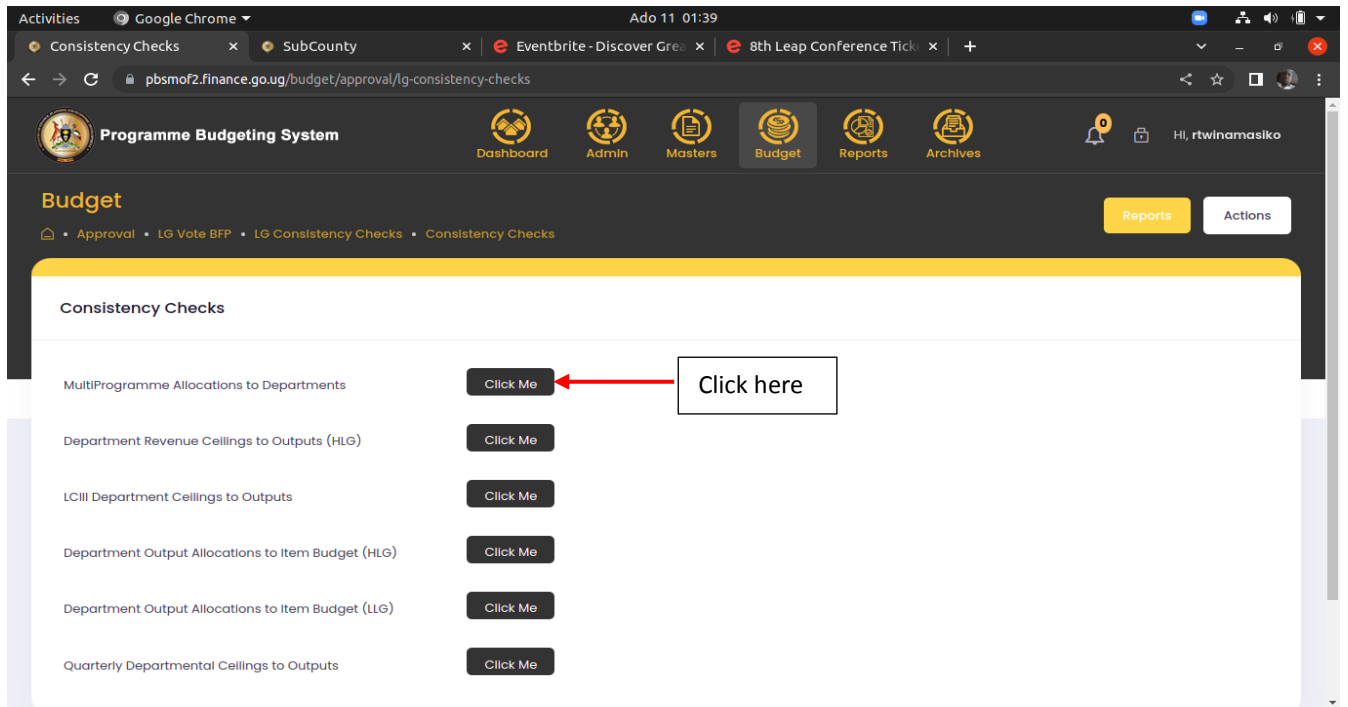
Step 1: Click on the **LG Consistency Checks and then click on **Consistency checks**.**



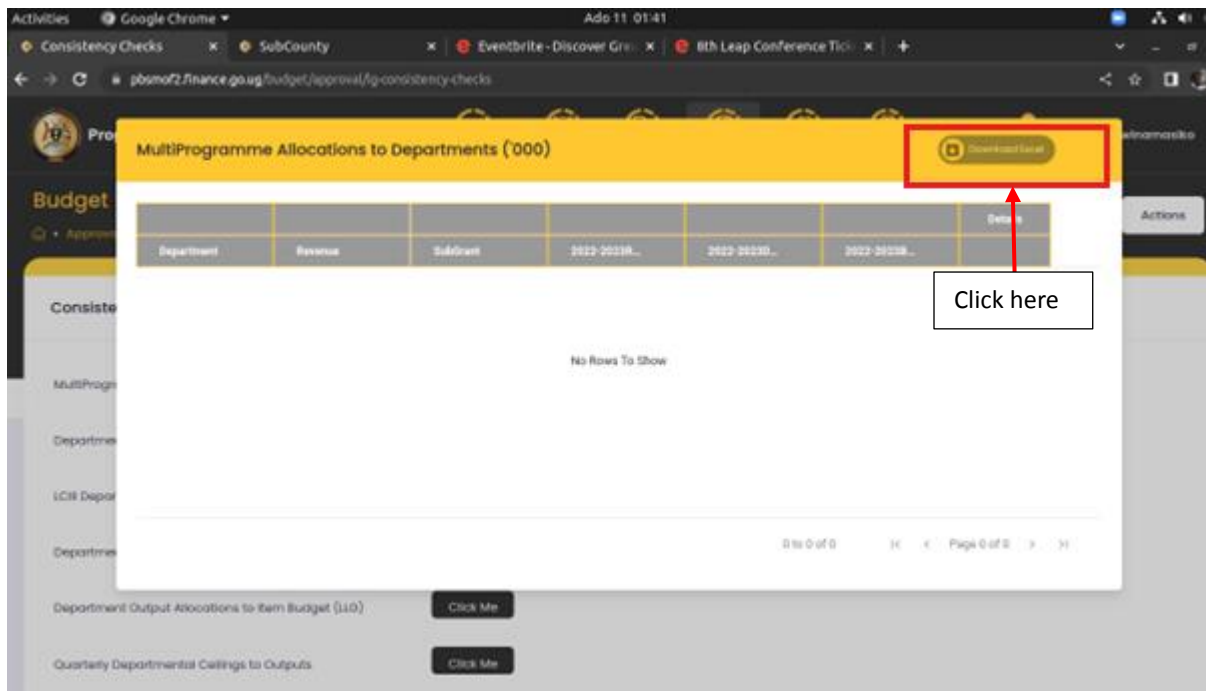
The page will be displayed as below.

Step 2: Click on **Multiprogramme Allocations to Departments.**

Note: this consistency check is for the budget desk. For the Heads of Departments to proceed, it should be blank.



Step 3: Click on the **click Me button in order check the allocations or **download** an excel template as shown below.**



7 Budget Preparation by Heads of Department

Under this part, the head of department logs in to the system and prepares her or his department's budget at both Higher Local Government and Lower Local Government. The steps below are the same for the Planning, Preparation and Approval stages.

7.1 Preparation of Departmental Revenues

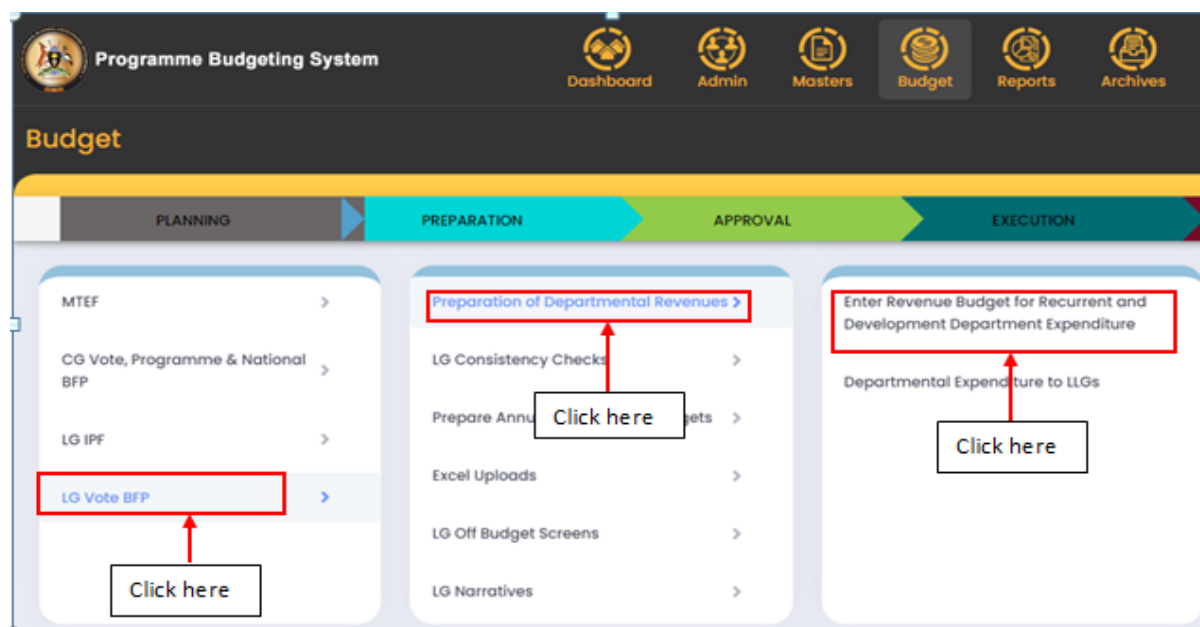
Under this menu, the head of department is able to view the allocations entered by the Budget Desk officer to his vote.

7.1.1 Enter Revenue Budget for Recurrent and Development Department Expenditure

Step 1: Click on LG Vote BFP.

Step 2: Click on Preparation of Departmental Revenues.

Step 3: Click on Enter Revenue Budgets for Recurrent and Development Department Expenditure.



The screen below will be displayed.

Budget

• Planning • LG Vote BFP • Preparation of Departmental Revenues • Enter Revenue Budget for Recurrent and Development Department Expenditure

Department * 050-Health

Expenditure Allocation

Recurrent Allocations Development Allocations

Action	Revenue Name	2022-2023		2023-2024	
		Projection 2022-2023	Projection 2023-2024	ProjectionQ1 2023-2024	ProjectionQ2 2023-2024
Edit	Programme Conditional Grant - Wage Recurrent	3,980,151.324	3,980,151.324	995,037.831	995
Edit	Programme Conditional Grant - Non Wage Recurrent	301,852.947	304,125.171	76,031.293	76
Edit	Locally Raised Revenues	0.000	3,000.000	750.000	
Edit	Other Transfers from Central Government	0.000	251,518.768	62,879.692	62
Edit	Multi-Sectoral Transfers to LLGs_NonWage	0.000	15,431.400	3,857.850	3
Total SubSubProgramme Allocation		4,282,004.271	4,554,226.663	1,138,556.666	1,138

Step 4: Select the Department.

Step 5: Confirm and review the allocations made to your department at both Recurrent and Development allocations.

Budget

• Planning • LG Vote BFP • Preparation of Departmental Revenues • Enter Revenue Budget for Recurrent and Development Department Expenditure

Department * 050-Health

Expenditure Allocation

Recurrent Allocations Development Allocations

Step 4

Step 5 Step 5

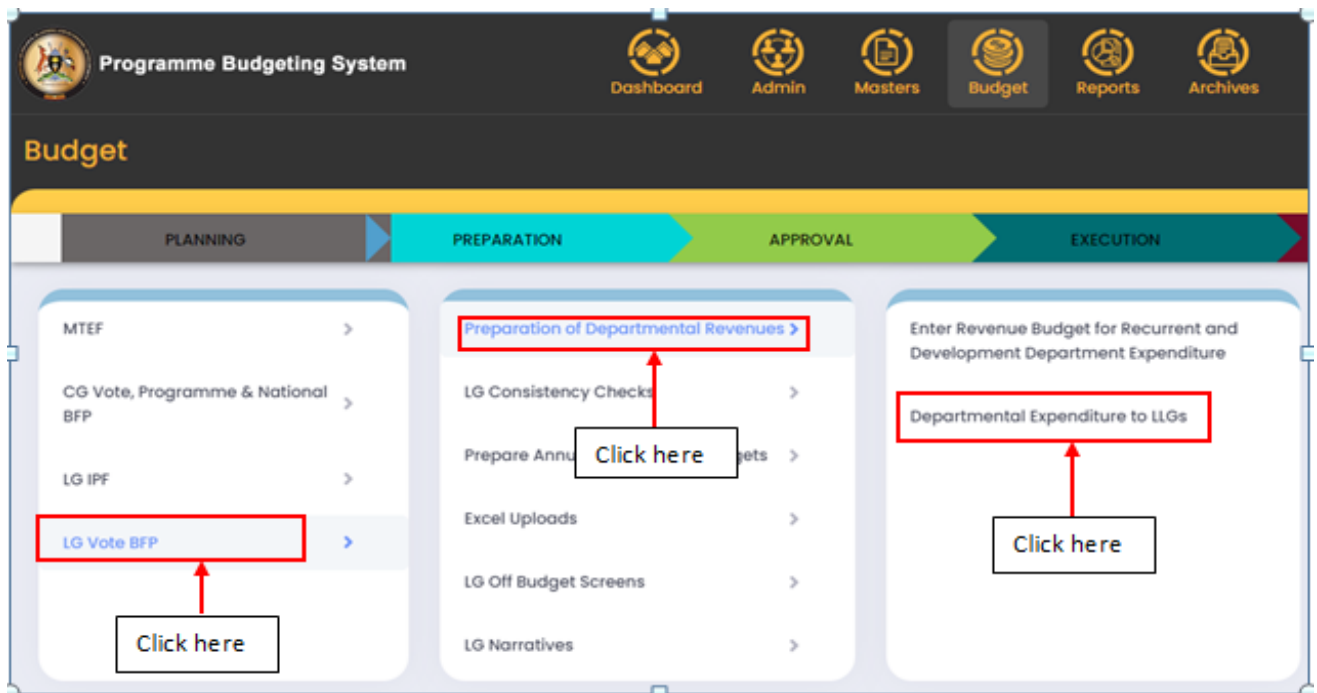
Action	Revenue Name	2022-2023		2023-2024	
		Projection 2022-2023	Projection 2023-2024	ProjectionQ1 2023-2024	ProjectionQ2 2023-2024
Edit	Programme Conditional Grant - Wage Recurrent	3,980,151.324	3,980,151.324	995,037.831	995
Edit	Programme Conditional Grant - Non Wage Recurrent	301,852.947	304,125.171	76,031.293	76
Edit	Locally Raised Revenues	0.000	3,000.000	750.000	
Edit	Other Transfers from Central Government	0.000	251,518.768	62,879.692	62
Edit	Multi-Sectoral Transfers to LLGs_NonWage	0.000	15,431.400	3,857.850	3
Total SubSubProgramme Allocation		4,282,004.271	4,554,226.663	1,138,556.666	1,138

7.1.2 Departmental Expenditure to LLGs.

Step 1: Click on LG Vote BFP.

Step 2: Click on Preparation of Departmental Revenues.

Step 3: Click on **Departmental Expenditure to LLGs**.



The Screen below will be displayed.

Budget

Home • Planning • LG Vote BFP • Preparation of Departmental Revenues • Departmental Expenditure to LLGs

Department * 050-Health

Action	SubCounty		2023-2024				Totals
	Code	Description	Wage	NonWage	GoU	ExtFin	
Click Here	236701	Agali Subcounty	0.000	1,300.000	0.000	0.000	1,300.000
Click Here	236700	Agweng Subcounty	0.000	1,000.000	0.000	0.000	1,000.000
Click Here	273588	Agweng Town Council	0.000	1,000.000	0.000	0.000	1,000.000
Click Here	236702	Amach Subcounty	0.000	1,000.000	1,202.171	0.000	2,202.171
Click Here	273589	Amach Town Council	0.000	3,187.500	0.000	0.000	3,187.500
Click Here	236699	Aromo Subcounty	0.000	424.000	4,626.000	0.000	5,050.000
Click Here	273590	Awiodyek	0.000	3,200.000	0.000	0.000	3,200.000
Total SubSubProgramme Allocation			0.000	15,431.400	30,381.507	0.000	45,812.907

Step 4: Select the **Department**.

Step 5: Click on **click Here** for any lower Local Government whose allocations you want to confirm.

Budget

• Planning • LG Vote BFP • Preparation of Departmental Revenues • Departmental Expenditure to LLGs

Department * 050-Health

Action	SubCounty		Wage	2023-2024			Totale
	Code	Description		Gold	ExtFin		
Click Here	236701	Agali Subcounty	0.000			1,300.000	
Click Here	236700	Agweng Subcounty	0.000	1,000.000	0.000	1,000.000	
Click Here	273588	Agweng Town Council	0.000	1,000.000	0.000	1,000.000	
Click Here	236702	Amach Subcounty	0.000	1,000.000	1,202.171	2,202.171	
Click Here	273589	Amach Town Council	0.000	3,187.500	0.000	3,187.500	
Click Here	236699	Aromo Subcounty	0.000	424.000	4,626.000	5,050.000	
Click Here	273590	Awlodyek	0.000	3,200.000	0.000	3,200.000	
Total SubSubProgramme Allocation			0.000	15,431.400	30,381.907	45,812.907	

Step 6: The pop up below will be displayed. Confirm the allocations to the Lower Local Government in accordance with the Revenue Name for both **Recurrent and **Development** Revenues.**

Note: Press **ESC** on your computer's keyboard or click anywhere outside it to close this window.

Department Expenditure To LLG

Expenditure Allocation

Recurrent Allocations | Development Allocations

Action	Revenue Name	2022-2023		Proj
		Projection 2022-2023	Projection 2023-2024	
Click Here	District Unconditional Grant Non-Wage	0.000	1,000.000	
Total SubSubProgramme Allocation		0.000	1,000.000	

1 to 1 of 1 | Page 1 of 1

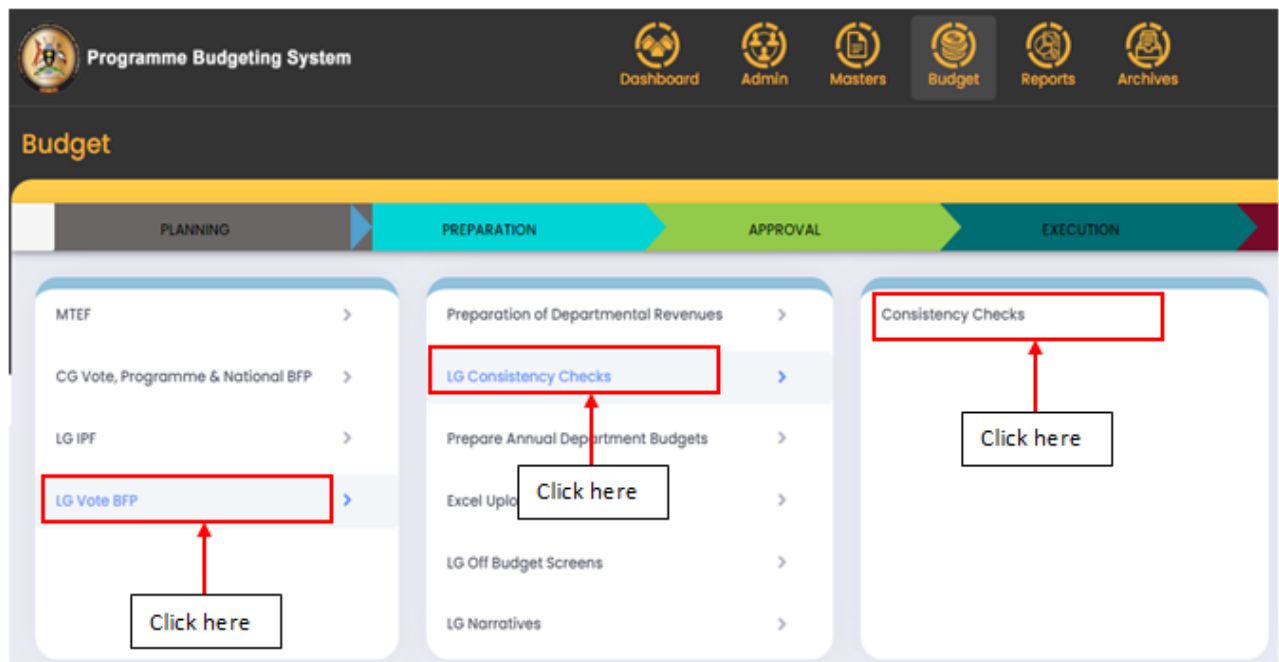
7.2 LG Consistency Checks

The head of Department refers to this menu in order to ensure that all allocations have been exhausted and that there are no balances.

Step 1: Click on LG Vote BFP.

Step 2: Click on LG Consistency Checks.

Step 3: Click on Consistency Checks.



The screen below will be displayed;

Step 4: Click on Click me and ensure that the selected consistency check is blank. That is an indication that the allocations have been fully made.

The screenshot shows the 'Programme Budgeting System' interface. At the top, there is a navigation bar with icons for Dashboard, Admin, Masters, Budget (highlighted), Reports, and Archives. Below this is a breadcrumb trail: Planning > LG Vote BFP > LG Consistency Checks > Consistency Checks. The main content area is titled 'Consistency Checks' and lists several items, each with a 'Click Me' button:

- MultiProgramme Allocations to Departments
- Department Revenue Ceilings to Outputs (HLG)
- LCIII Department Ceilings to Outputs
- Department Output Allocations to Item Budget (HLG)
- Department Output Allocations to Item Budget (LLG)
- Quarterly Departmental Ceilings to Outputs

A red bracket groups the 'Click Me' buttons for 'Department Revenue Ceilings to Outputs (HLG)', 'Department Output Allocations to Item Budget (HLG)', and 'Department Output Allocations to Item Budget (LLG)'. A box labeled 'Department Consistency Checks' is connected to this bracket.

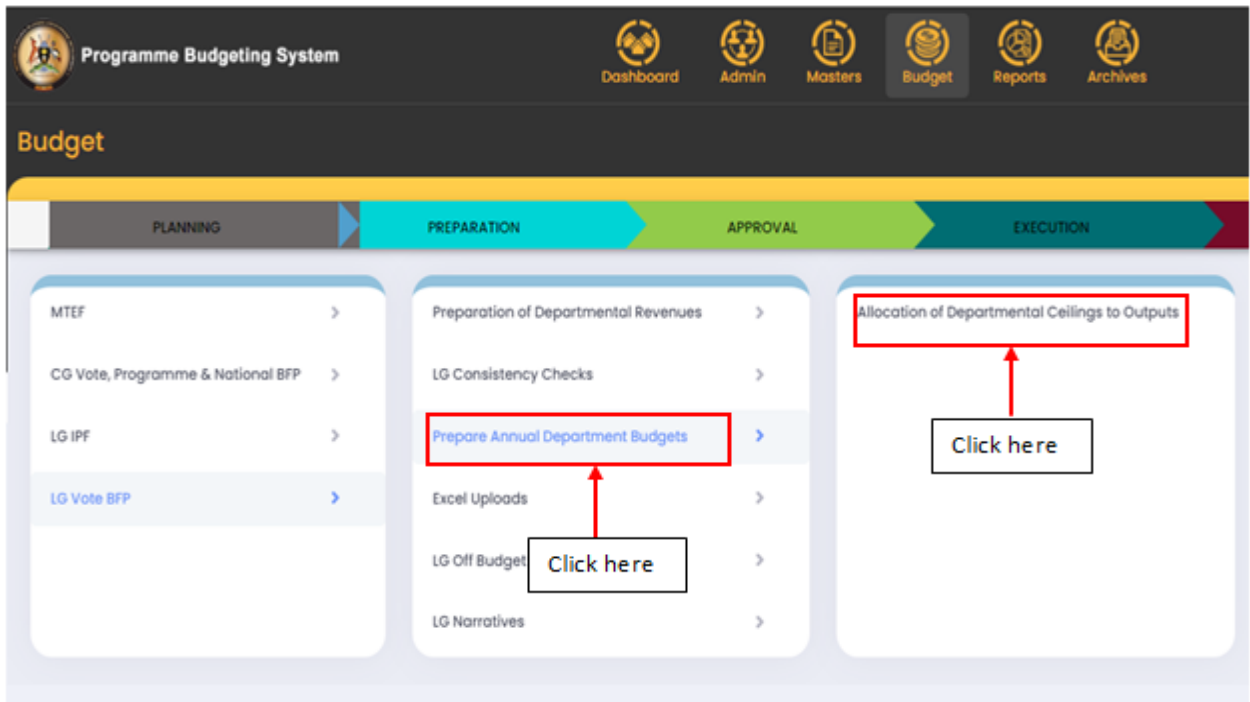
7.3 Prepare Annual Department Budgets

Under this menu, Heads of Departments make allocations to the outputs and items under their department for both Higher Local Government and Lower Local Government.

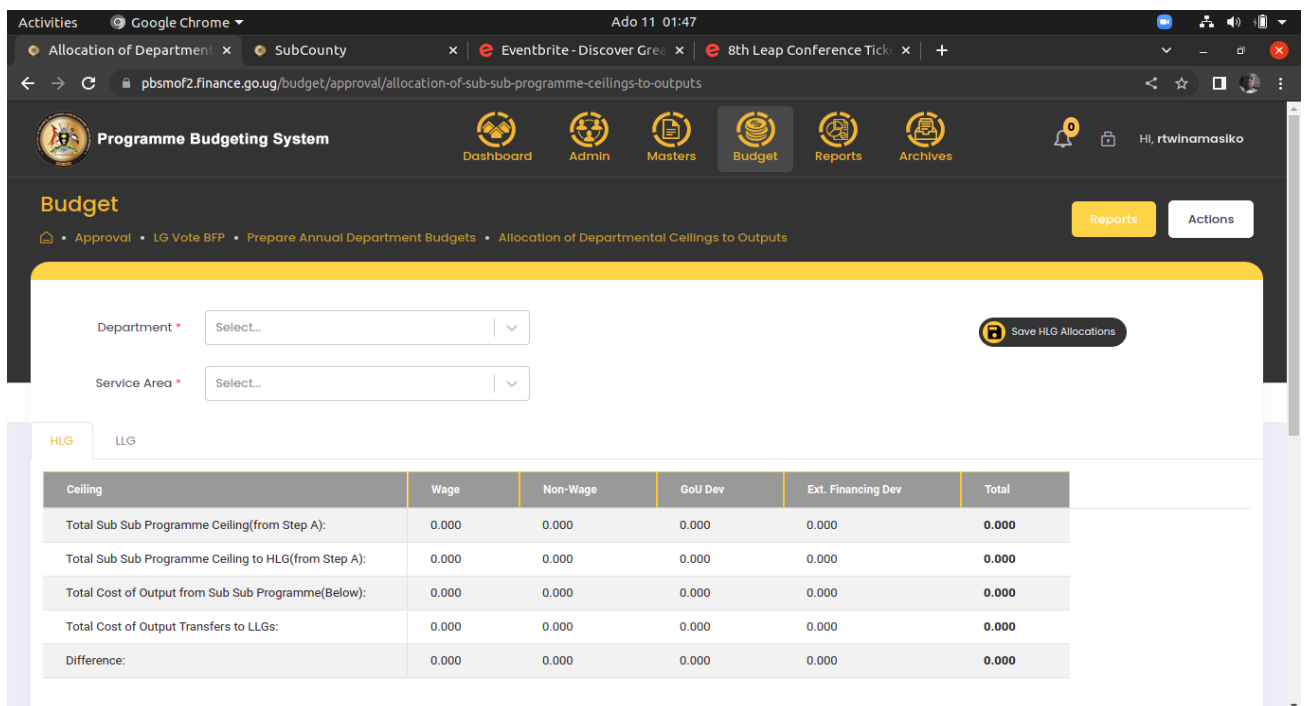
7.3.1 Allocation of Departmental Ceilings to Outputs

Step 1: Click on Prepare Annual Department Budgets.

Step 2: Click on Allocation of Departmental Ceilings to Outputs.



The screen will be displayed as below.



Step 2: Select the **Department** and **Service Area** dropdowns to view the details of the allocation.

Budget | Reports | Actions

• Planning • LG Vote BFP • Prepare Annual Department Budgets • Allocation of Departmental Ceilings to Outputs

Department * 050-Health X | v

Service Area * 10-Primary HealthCare X | v

Save HLG Allocations

Click here

HLG	LLG	Ceiling	Wage	Non-Wage	Gov Dev	Ext. Financing Dev	Total
		Total Sub Sub Programme Ceiling(from Step A):	3,980,151.324	574,075.339	996,813.394	967,268.683	6,518,308.740
		Total Sub Sub Programme Ceiling to HLG(from Step A):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
		Total Cost of Output from Sub Sub Programme(Below):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
		Total Cost of Output Transfers to LLGs:	0.000	15,031.400	30,381.507	0.000	45,412.907
		Difference:	0.000	0.000	0.000	0.000	0.000

Code	Budget Output Name	Programme Name	SubProgramme Name	Reset
000006	Planning and Budgeting services	AGRO-INDUSTRIALIZATION	Institutional Strengthening and Coordination	Reset
000037	Certification Services	AGRO-INDUSTRIALIZATION	Agricultural Market Access and Competitiveness	Reset

Step 3: Enter the allocations to the outputs by double clicking. A pop up will be displayed, type in the allocations and then click anywhere outside for it to be flat. After it is flat, click on **Save HLG allocations.**

Note: Click on Reset in order to clear the entries on a particular line.

Department * 050-Health X | v

Service Area * 10-Primary HealthCare X | v

Save HLG Allocations

Click here

HLG	LLG	Ceiling	Wage	Non-Wage	Gov Dev	Ext. Financing Dev	Total
		Total Sub Sub Programme Ceiling(from Step A):	3,980,151.324	574,075.339	996,813.394	967,268.683	6,518,308.740
		Total Sub Sub Programme Ceiling to HLG(from Step A):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
		Total Cost of Output from Sub Sub Programme(Below):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
		Total Cost of Output Transfers to LLGs:	0.000	15,031.400	30,381.507	0.000	45,412.907
		Difference:	0.000	0.000	0.000	0.000	0.000

Code	Budget Output Name	Reset	Wage	NonWage	Gov Dev	Ext. Financing Dev	Total
000006	Planning and Budgeting services	Reset	0.000	0.000	0.000	0.000	0.000
000037	Certification Services	Reset	0.000	0.000	0.000	0.000	0.000
000006	Planning and Budgeting services	Reset	0.000	0.000	0.000	0.000	0.000
000006	Planning and Budgeting services	Reset	0.000	0.000	0.000	0.000	0.000

Enter allocations

7.3.1.1 Interim PIAP Outputs

Under this Menu, HODS will prepare their Interim PIAP Outputs plans.

Step 1: Scroll to your extreme right.

Step 2: Under **Interim PIAP Outputs column, click on **Click Here** on an output that has an allocation.**

Department * 050-Health X | v

Service Area * 10-Primary HealthCare X | v

Save H.O Allocations

H.O L.L.G

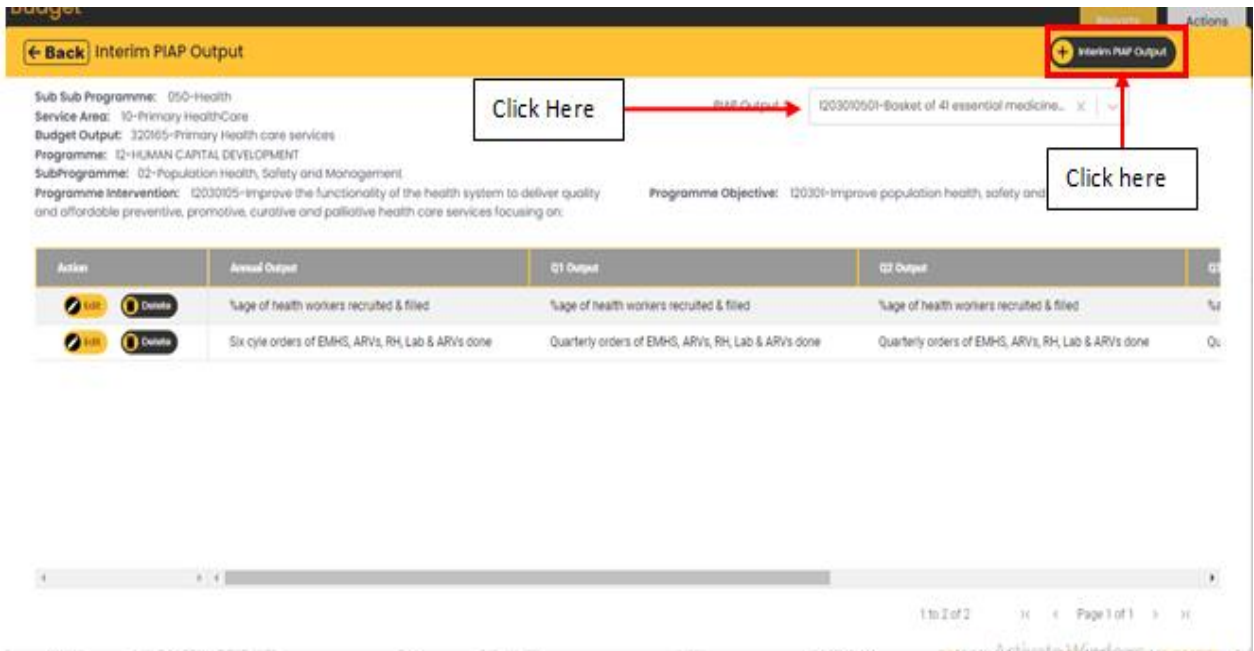
Ceiling	Wage	Non-Wage	GoU Dev	Ext. Financing Dev	Total
Total Sub Sub Programme Ceiling(from Step A):	3,980,151.324	574,075.339	996,813.394	967,268.683	6,518,308.740
Total Sub Sub Programme Ceiling to HLG(from Step A):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output from Sub Sub Programme(Below):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output Transfers to L.L.Gs:	0.000	15,031.400	30,381.507	0.000	45,412.907
Difference:	0.000	0.000	0.000	0.000	0.000

Code	Budget Output Name	Wage	GoU Dev	Ext. Financing Dev	Total	Interim PIAP Outputs	PIAP O...	Prepare Item Bud
320165	Primary Health care services	9.717	941,531.887		6,175,992.928	Click here	Click Here	Click Here

Step 3: Select a **PIAP output or click on **Edit** on an already existing annual outputs.**

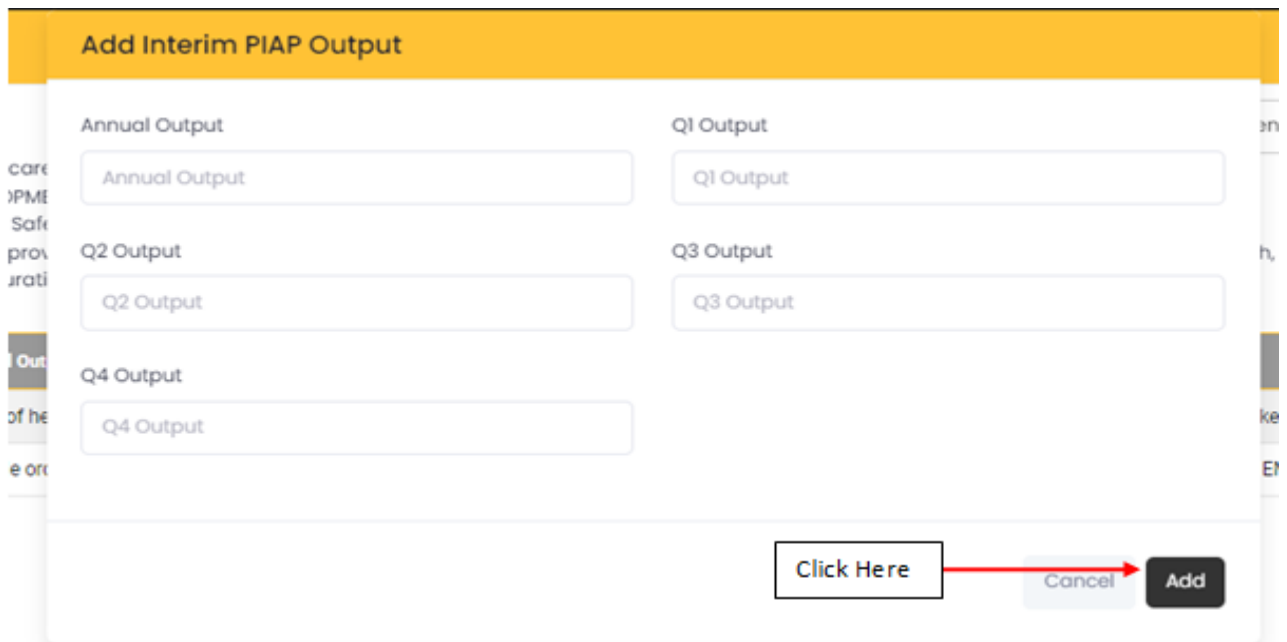
Step 4: Click on **+Interim PIAP output.**

Note: You can click on **Delete** to delete an already existing record.



A pop up will be displayed.

Step 5: Type in your details and then click on **Add**.



7.3.1.2 PIAP output Indicator Projections

Under this menu, HODS will be able to make Indicator Projections.

Step 1: Scroll to your extreme right.

Step 2: Under **PIAP Output Indicator Projections** column, click on **Click Here** on an output that has an allocation.

Department * 050-Health X | v Save H.O Allocations

Service Area * 10-Primary HealthCare X | v

H.O U.O

Ceiling	Wage	Non-Wage	GoJ Dev	Est. Financing Dev	Total
Total Sub Sub Programme Ceiling(from Step A):	3,980,151.324	574,075.339	996,813.394	967,268.683	6,518,308.740
Total Sub Sub Programme Ceiling to HLG(from Step A):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output from Sub Sub Programme(Below):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output Transfers to LLGs:	0.000	15,031.400	30,381.507	0.000	45,412.907
Difference:	0.000	0.000	0.000	0.000	0.000

Code	Budget Output Name	GoJ Dev	Est. Financing Dev	Total	Interim PIAP Outputs	PIAP Output Indicator Projections
320165	Primary Health care services	941,531.887		5,179,992.928	Click Here	Click Here

Step 3: Select a **PIAP output** or click on **Edit** on an already existing annual outputs.

Step 4: Click on **+PIAP Output Indicator Projection**.

Note: You can click on **Delete** to delete an already existing record.

← Back PIAP Output Indicator Projections + PIAP Output Indicator Projection

Sub Sub Programme: 050-Health
 Service Area: 10-Primary HealthCare
 Budget Output: 320165-Primary Health care services
 Programme: I2-HUMAN CAPITAL DEVELOPMENT
 SubProgramme: 02-Population Health, Safety and Management
 Programme Intervention: I2030I05-Improve the functionality of the health system to deliver quality and affordable preventive, promotive, curative and palliative health care services focusing on:
 Programme Objective: I2030I-Improve population health, safety and management

PIAP Output * 12030I0501-Basket of 41 essential medicine.. X | v

Click here

Action	Indicator Name	Indicator Type	Target 2022-2023	Target 2023-2024	Base Line
Edit Delete	% of health facilities with 95% availability of 41 basket of EMHS	Percentage	0	95%	45%
Edit Delete	Average % availability of a basket of 41 commodities at all reporting facilities	Percentage	0	95%	70%
Edit Delete	% of health facilities with 95% availability of 41 basket of EMHS	Percentage	0	95%	55%
Edit Delete	No. of health workers trained in Supply Chain Management	Percentage	0	60%	20%

1 to 4 of 4 Page 1 of 1

A pop up will be displayed.

Step 5: Select the **PIAP output Indicator**, type in your details in accordance with the **PIAP indicator Type** and then click on **Add**.

Add PIAP Output Indicator Projections

PIAP Output Indicator *
 1203010501263-% of health facilities utilizin... X | v

PIAP Indicator Type
 Percentage

Base Line
 Base Line

Base Year
 Base Year

Target 2022-2023

Target 2023-2024
 Target Y1

Click here

Cancel Add

7.3.1.3 Prepare Item Budget for Outputs

Under this menu, allocations are made to the Items under the departments that have an allocation. This is for both recurrent and Development item allocations.

Step 1: Scroll to your extreme right.

Step 2: Under **Prepare Item Budget for Outputs column, click on **Click Here** under either **Recurrent** or **Development** on an output that has an allocation.**

Department * 050-Health X | v

Service Area * 10-Primary HealthCare X | v

Save HLG Allocations

HSD HLO

Ceiling	Wage	Non-Wage	Gov Dev	Ext. Financing Dev	Total
Total Sub Sub Programme Ceiling(from Step A):	3,980,151.324	574,075.339	996,813.394	967,268.683	6,518,308.740
Total Sub Sub Programme Ceiling to HLG(from Step A):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output from Sub Sub Programme(Below):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output Transfers to LLG:	0.000	15,031.400	30,381.507	0.000	45,412.907
Difference:	0.000	0.000	0.000	0.000	0.000

Code	Budget Output Name	Gov Dev	Ext. Financing Dev	Total	Interim...	PLAP O...	Prepare Item Budget for Out...
000006	Planning and Budgeting services	0.000	0.000	0.000	Click Here	Click Here	Recc... Down...
000037	Certification Services	0.000	0.000	0.000	Click Here	Click Here	Click Here
000006	Planning and Budgeting services	0.000	0.000	0.000	Click Here	Click Here	Click Here
000006	Planning and Budgeting services	0.000	0.000	0.000	Click Here	Click Here	Click Here
000006	Planning and Budgeting services	0.000	0.000	0.000	Click Here	Click Here	Click Here

The screen will displayed as below:

Step 3: Click on investments in front of the item you want to make allocations to.

← Back Prepare HLG Item Budget for Outputs - Recurrent

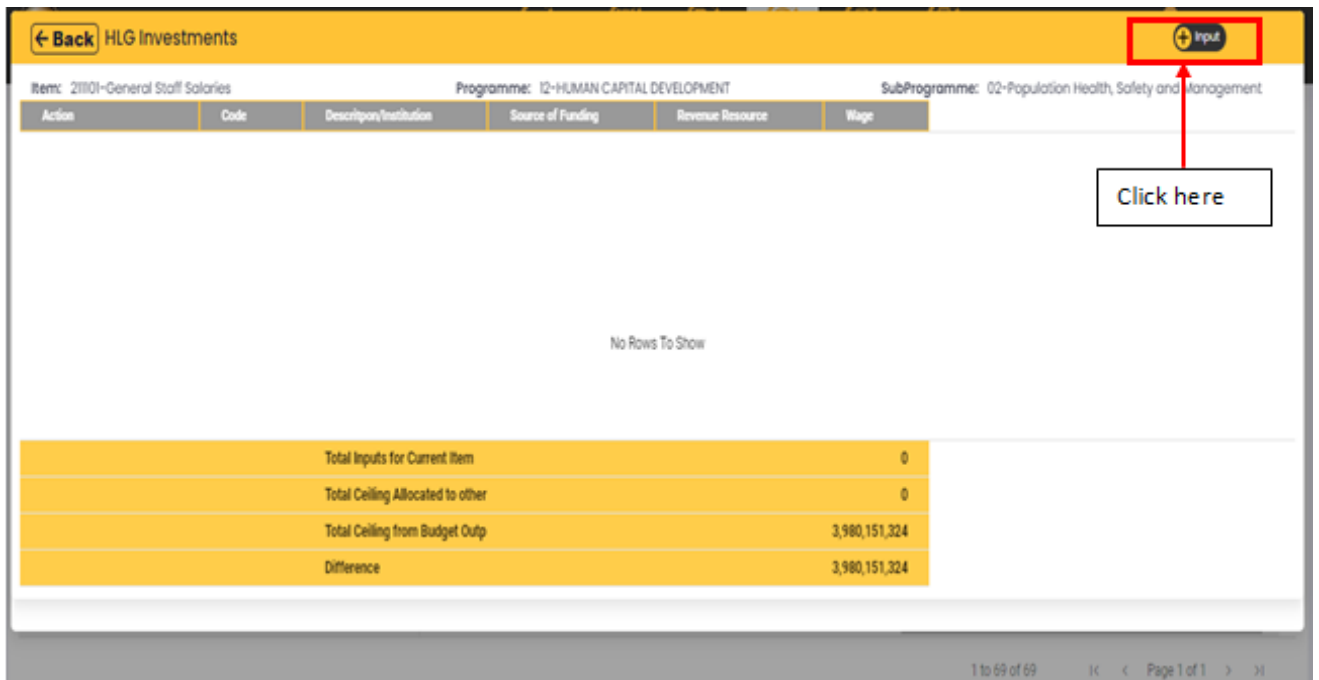
Sub Sub Programme: 050-Health
 Service Area: 10-Primary HealthCare
 Programme: 12-HUMAN CAPITAL DEVELOPMENT

Budget Output: 320165-Primary Health care services
 SubProgramme: 02-Population Health, Safety and Management

Code	Item Description	Wage	NonWage	Investments
211101	General Staff Salaries	0	0	Investments
211105	Ex-Gratia for Political leaders.	0	0	Investments
211106	Allowances (Incl. Casuals, Temporary, sitting allowances)	0	0	Investments
211107	Boards, Committees and Council Allowances	0	0	Investments
212101	Social Security Contributions	0	0	Investments
212102	Medical expenses (Employees)	0	0	Investments
Total HLGs Allocation		0	258,309,717	
Total Ceiling from Budget Output		3,980,151,324	258,309,717	
Difference		3,980,151,324	0	

A pop up will be displayed as below:

Step 4: Click on +input.



The page below will be displayed.

Step 5: Make your entries.

Step 6: Click on submit to **save or **cancel** to cancel the entries**

Note: The annual allocation should be distributed to the 4 quarters.

← Back HLG Investments

Item: 21101-General Staff Salaries Programme: 12-HUMAN CAPITAL DEVELOPMENT SubProgramme: 02-Population Health, Safety and Management

Planned No of units of Input Funding Required

Description Of Input Institution Unit of Measure Procurement Method Wage

Description [Dropdown] Unit of Measure Procurement Method 0

Type Of Input Source of Funding Est. Unit Cost (Shs) Total Procurement Time (Days) Annual Total

Input Not Procured [Dropdown] 0 0 0

Input Revenue Source Procurement Start Date Procurement End Date

[Dropdown] Available: 0 mm/dd/yyyy mm/dd/yyyy

	Quarter 1		Quarter 2		Quarter 3		Quarter 4	
	Planned no. of inputs of units	Funding required	Planned no. of inputs of units	Funding required	Planned no. of inputs of units	Funding required	Planned no. of inputs of units	Funding required
Wage	0	0	0	0	0	0	0	0
Total		0		0		0		0

7.3.1.4 LLG

Under this menu, Local Governments make allocations to the Lower Local Governments under their Departments.

Step 1: To budget for LLGs, click on the **LLG tab.**

Department * 050-Health X

Service Area * 10-Primary HealthCare X

Save HLG Allocations

HLG LLG **Click here**

Ceiling	Wage	Non-Wage	Govt Dev	Ext. Financing Dev	Total
Total Sub Sub Programme Ceiling(from Step A):	3,980,151.324	574,075.339	996,813.394	967,268.683	6,518,308.740
Total Sub Sub Programme Ceiling to HLG(from Step A):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output from Sub Sub Programme(Below):	3,980,151.324	558,643.939	966,431.887	967,268.683	6,472,495.833
Total Cost of Output Transfers to LLGs:	0.000	15,031.400	30,381.507	0.000	45,412.907
Difference:	0.000	0.000	0.000	0.000	0.000

Step 2: Select the **Department** and the **Service Area**.

Step 3: select the LLG being budgeted for in the **LLG Code** dropdown.

Step 4: Enter the allocations to the outputs then click on **save LLG Allocations**.

REPEAT THE SAME STEPS AS IN 7.3.1.1, 7.3.1.2, 7.3.1.3

Department * 050-Health X

Service Area * 10-Primary HealthCare X

Save LLG Allocations

HLG LLG **Click here**

LLG Code * 036699-Barr Subcounty X **Click here**

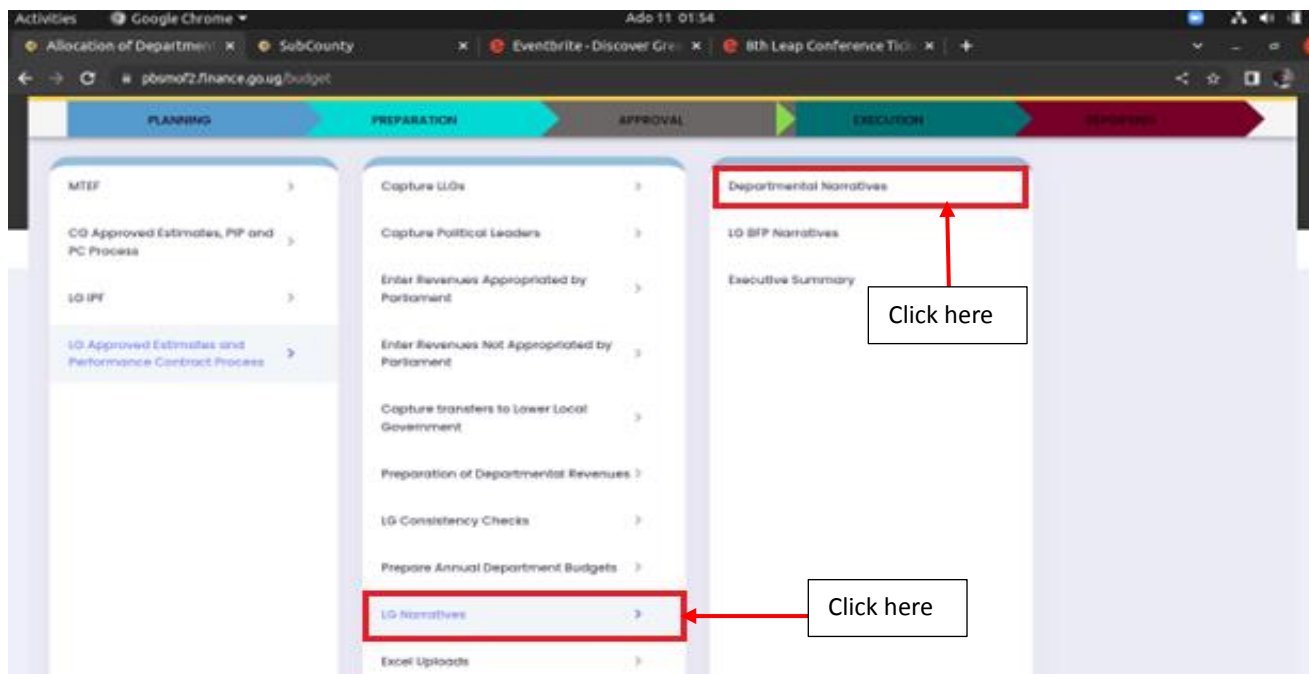
Ceiling	Wage	Non-Wage	Govt Dev	Ext. Financing Dev	Total
Total Sub Sub Programme Ceiling	0.000	500.000	10,000.000	0.000	10,500.000
Total Cost of Output Except Service Area:	0.000	100.000	0.000	0.000	0.000
Current Total Cost of Output:	0.000	0.000	10,000.000	0.000	10,000.000
Difference:	0.000	500.000	0.000	0.000	500.000

Code	Budget Output Name	Reset	Programme Name	SubProgramme Name	Wage	NonWage
320022	Immunisation Services	Reset	HUMAN CAPITAL DEVELOPMENT	Population Health, Safety and Management	0.000	0.000

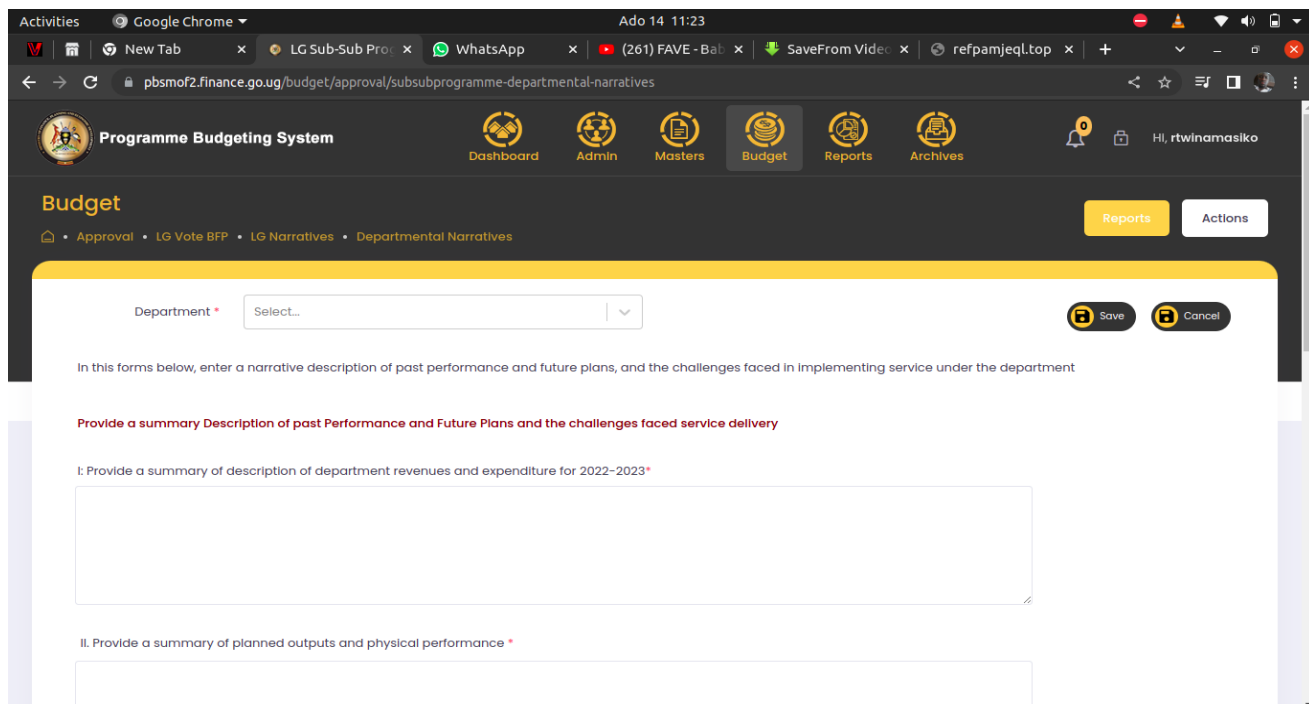
7.4 LG Narratives

7.4.1 Departmental Narratives

Step 1: Click on **LG Narratives and then click on **Departmental Narratives**.**



The system will display the page below.



Step 2: Select your Department from the drop down under Department.

Step 3: Enter your narratives and then click on **save or **cancel** to cancel your entries.**

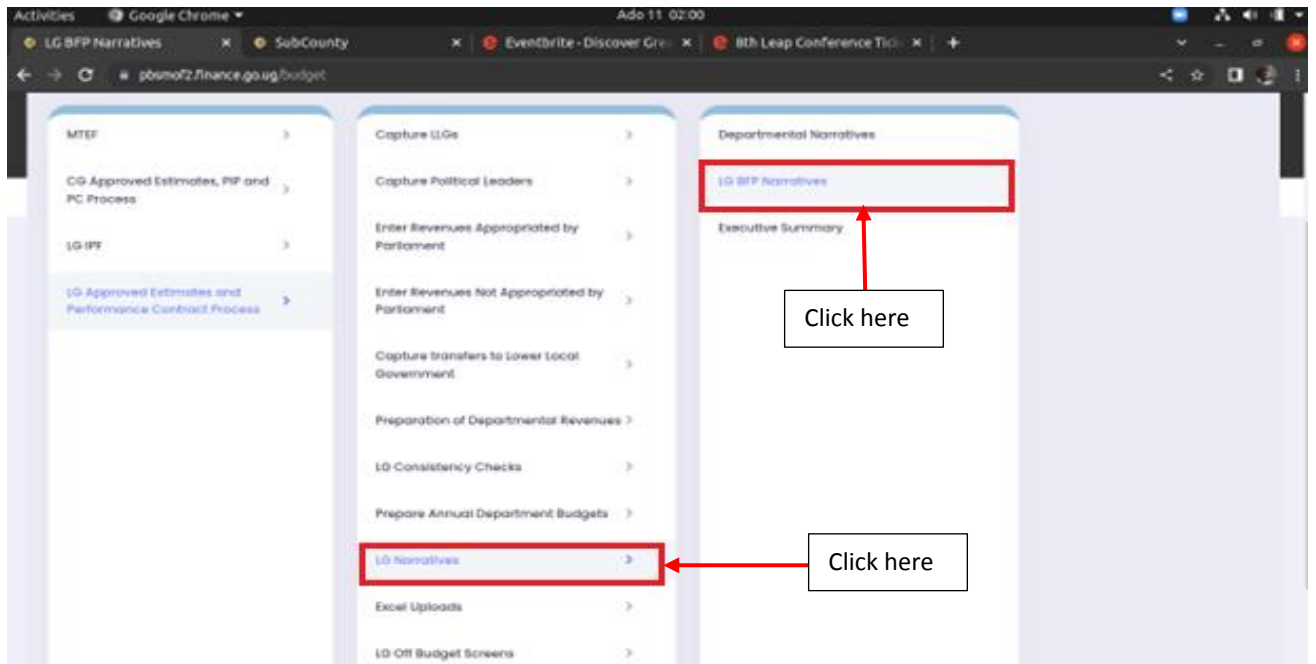
The screenshot shows a web browser window with the URL `pbimof2.finance.go.ug/fudget/approval/subsubprogramme-departmental-narratives`. The form has a yellow header bar. A red box highlights the 'Department *' dropdown menu, which is currently set to 'DIO-Administration'. Another red box highlights the 'Save' and 'Cancel' buttons. Two white boxes with red arrows and the text 'Click here' point to the dropdown menu and the 'Save' button respectively. The form contains several text input areas with instructions: 'In this forms below, enter a narrative description of post performance and future plans, and the challenges faced in implementing service under the department', 'Provide a summary Description of post Performance and Future Plans and the challenges faced in implementing service delivery', 'Provide a summary of description of department revenues and expenditures for 2022-2023', 'You narratives go here and more text areas below ...', 'Provide a summary of planned outputs and physical performance *', and 'Provide a summary of Medium Term Plans and Links to the DDP *'.

7.5 Budgeting by Budget desk

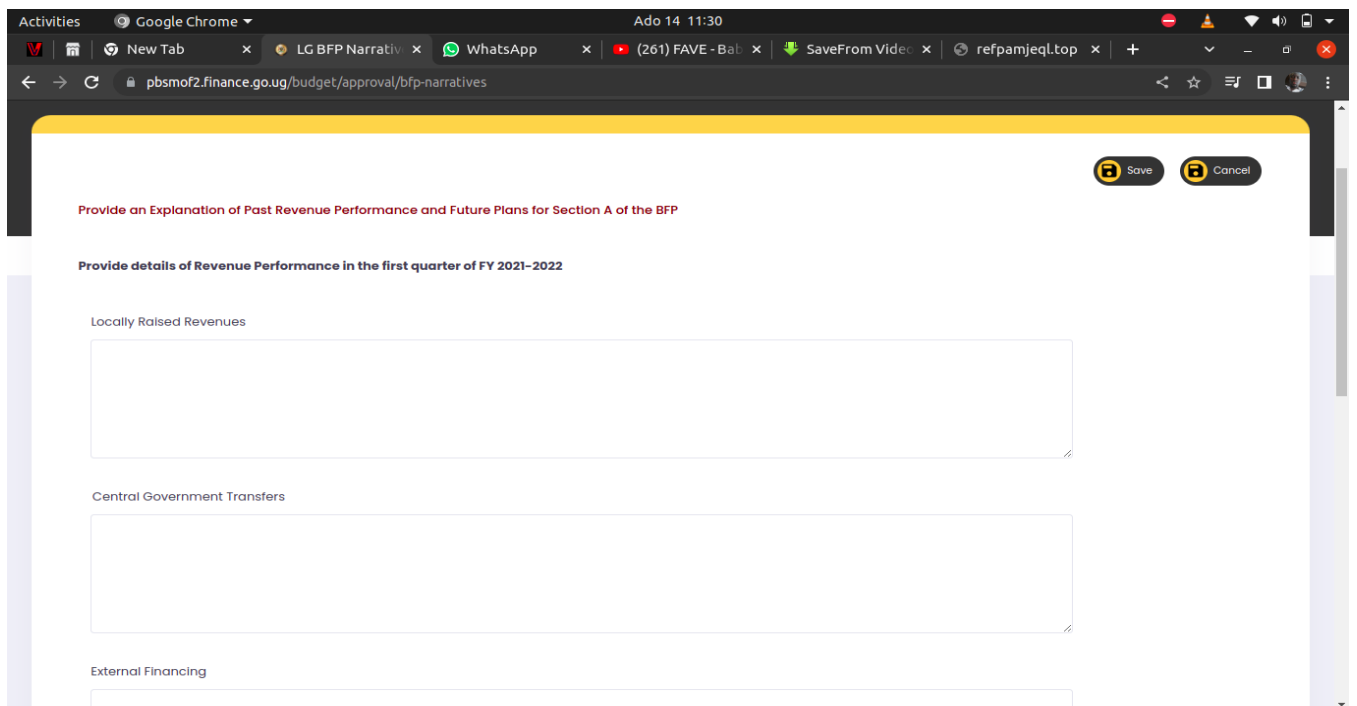
7.5.1 LG BFP Narratives

Step 1: Click on the **LG Narratives and then click on **LG BFP Narratives**.**

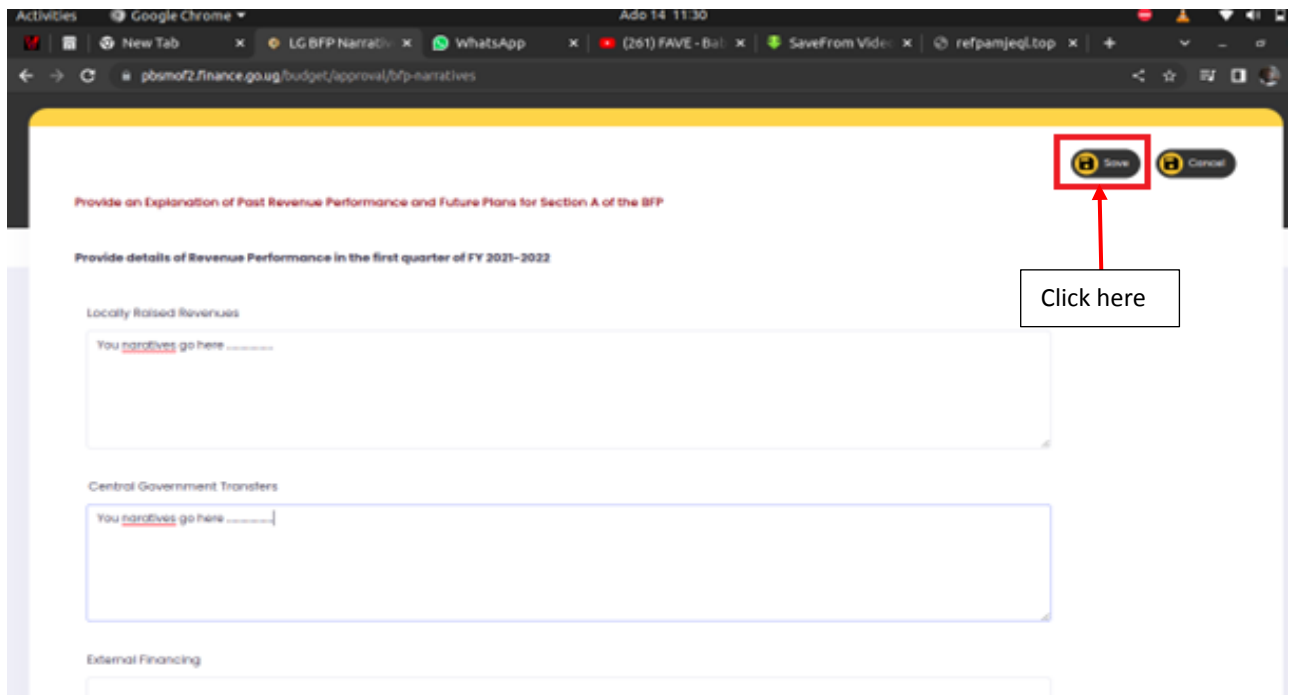
Note: This is done by the Budget desk officer.



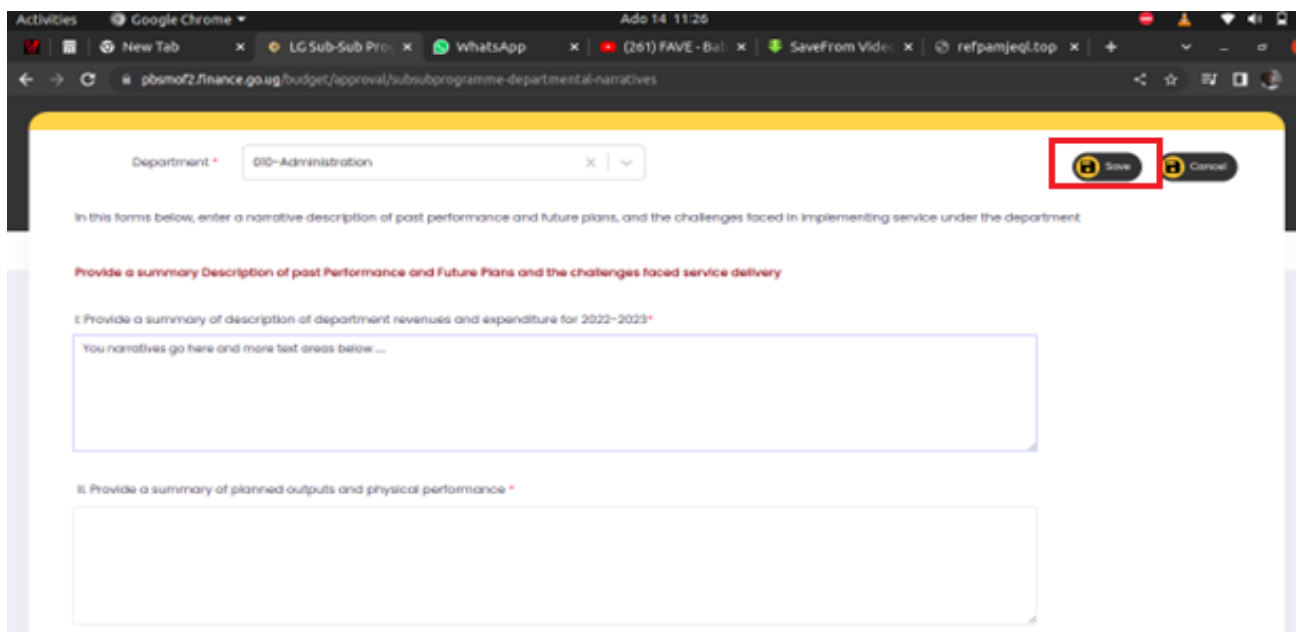
The page below will be displayed.



Step 2: Type in the narratives and then click on **save or **cancel** to cancel your entries.**

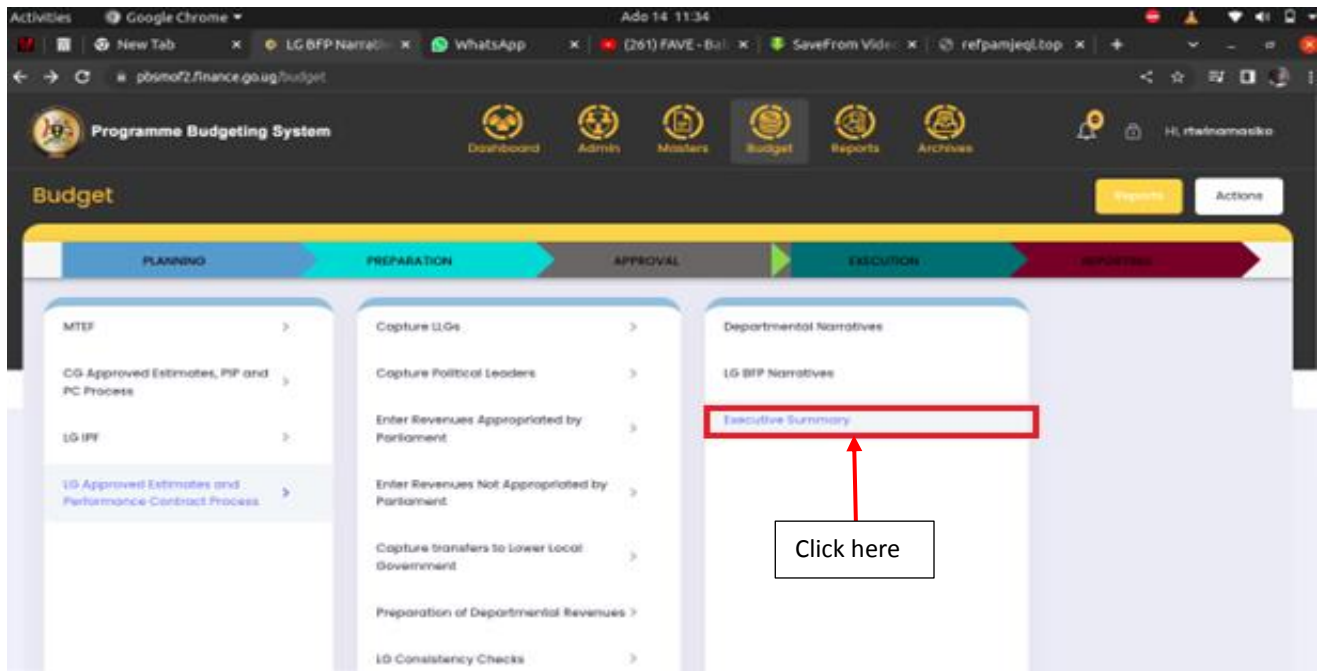


Step 3: If the user wants to edit his entries after the initial saving, the steps above will be repeated.

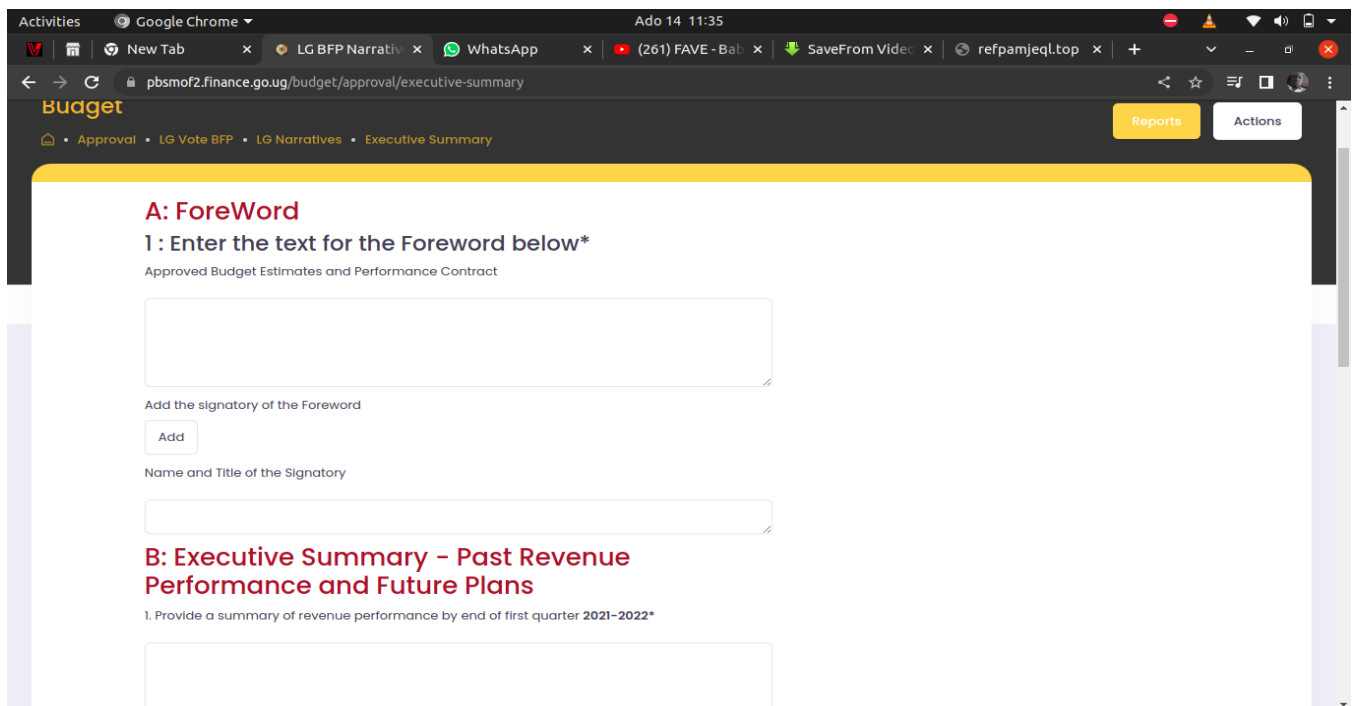


7.6 Executive Summary

Step 1: Click on **LG Narratives and then click on **Executive summary**.**

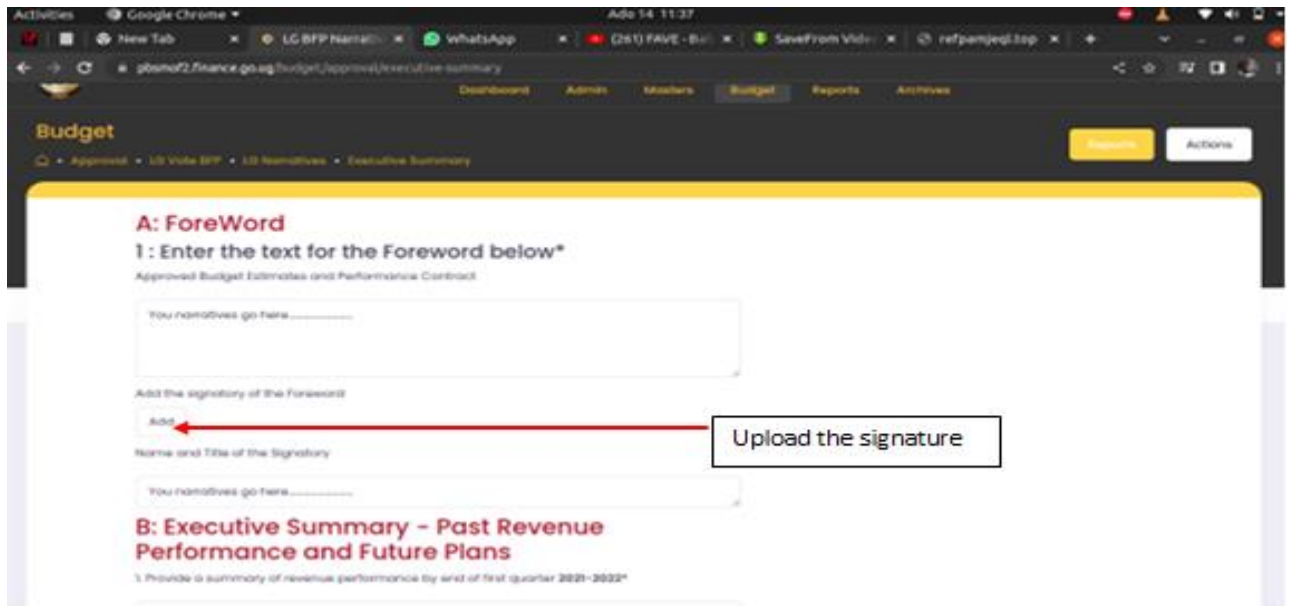


The page below will be displayed.

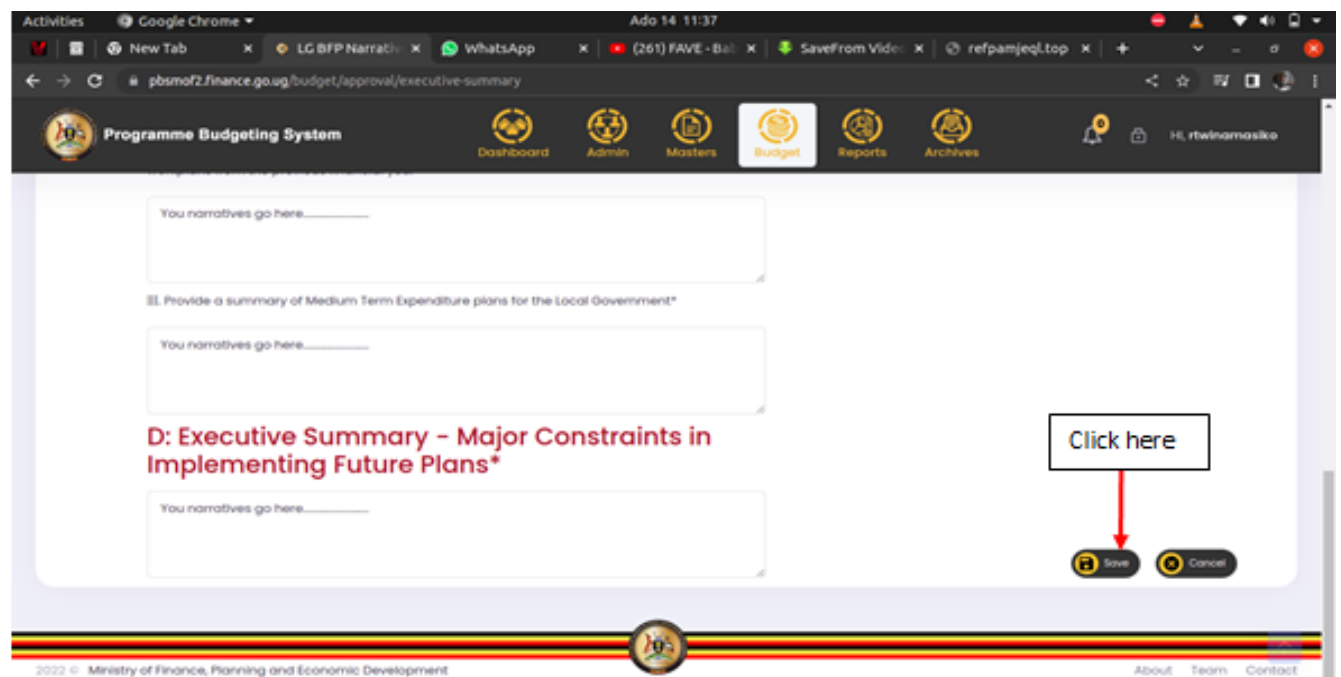


Step 2: Type in your summaries .

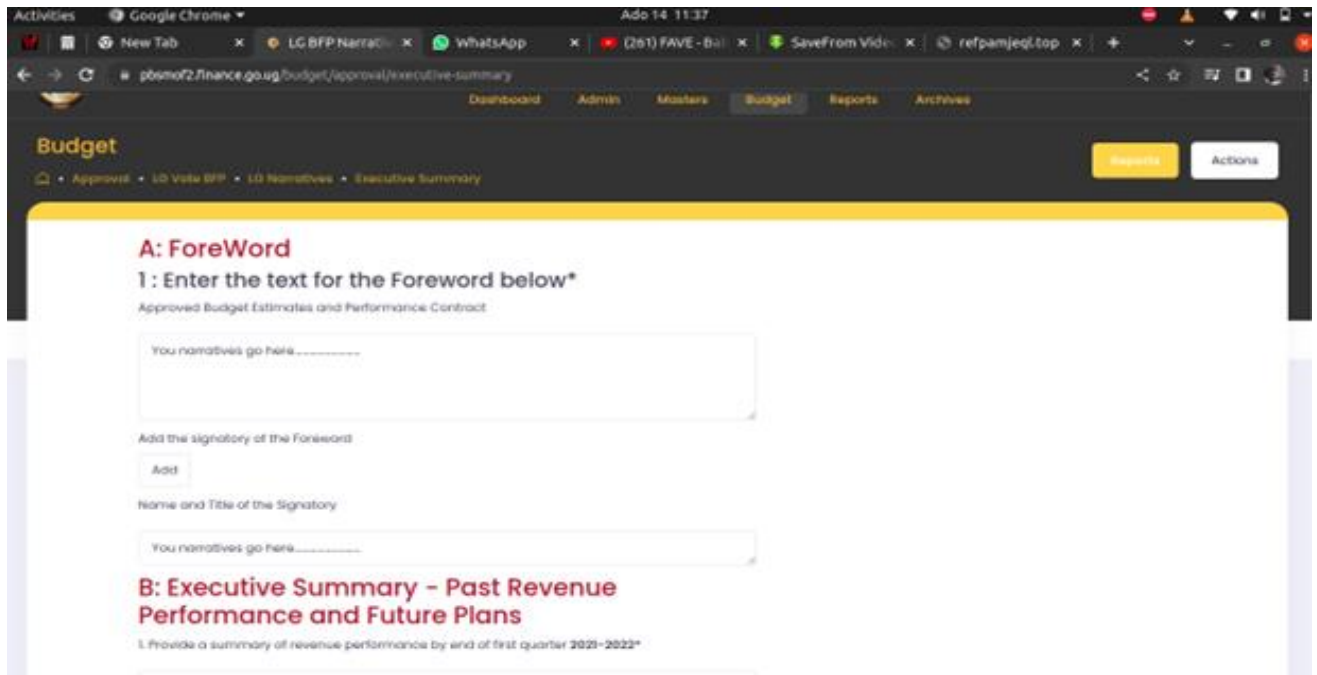
Step 3: Upload the signature under **Add**.



Step 4: Click on **save** or **cancel**.



Step 5: To edit the entries, follow the steps above.

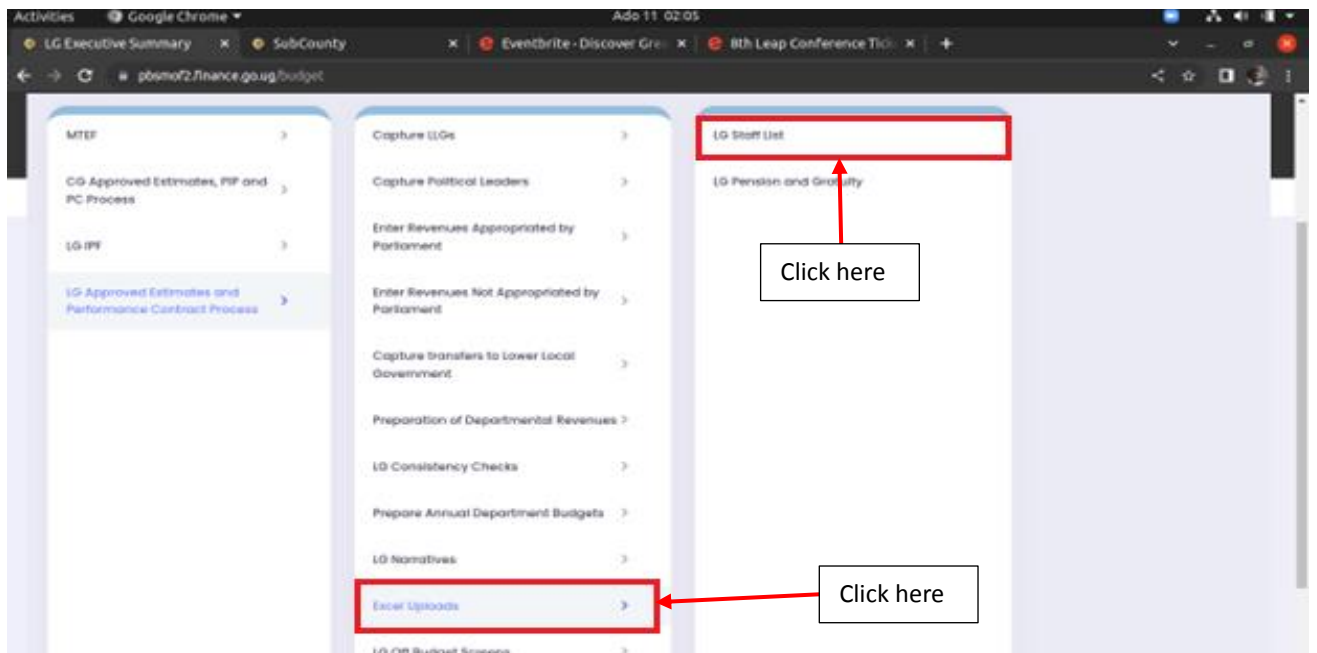


7.7 Excel Upload

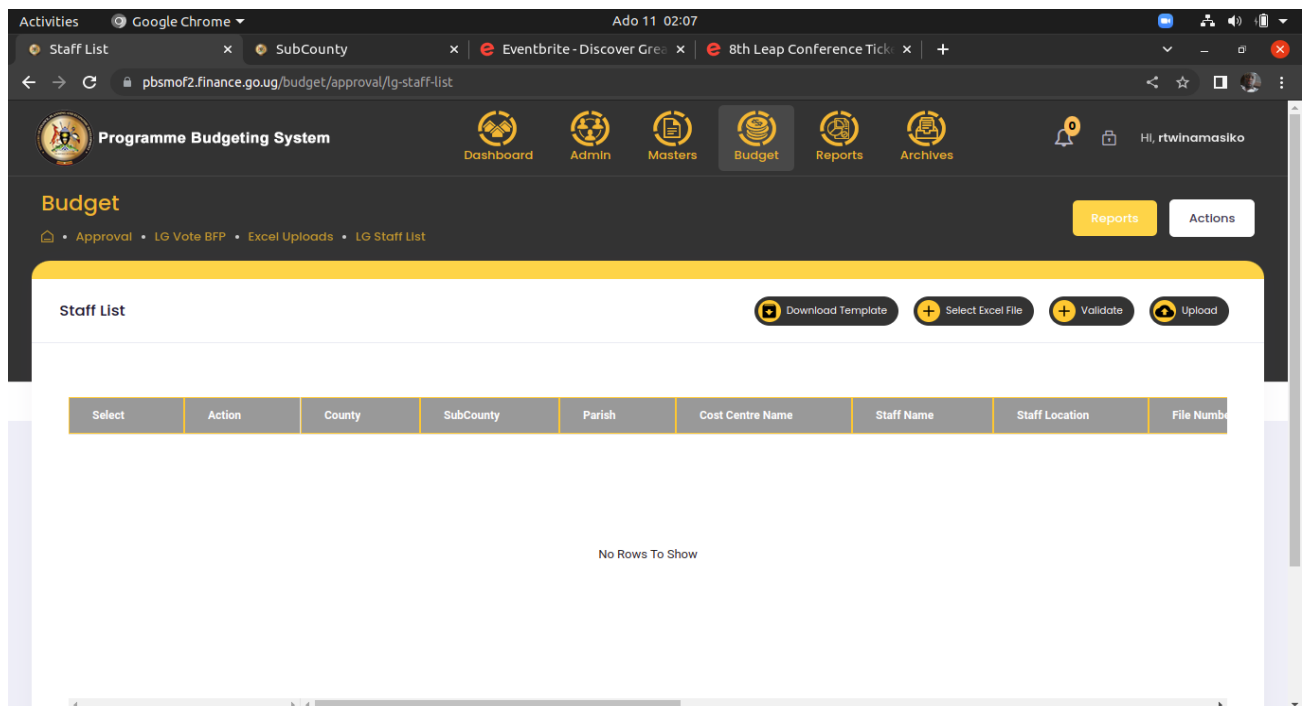
7.7.1 LG Staff list

Step 1: Click on Excel Uploads and then click on LG Staff List.

Note: This is done by the Head of Department.



The page below will be displayed.

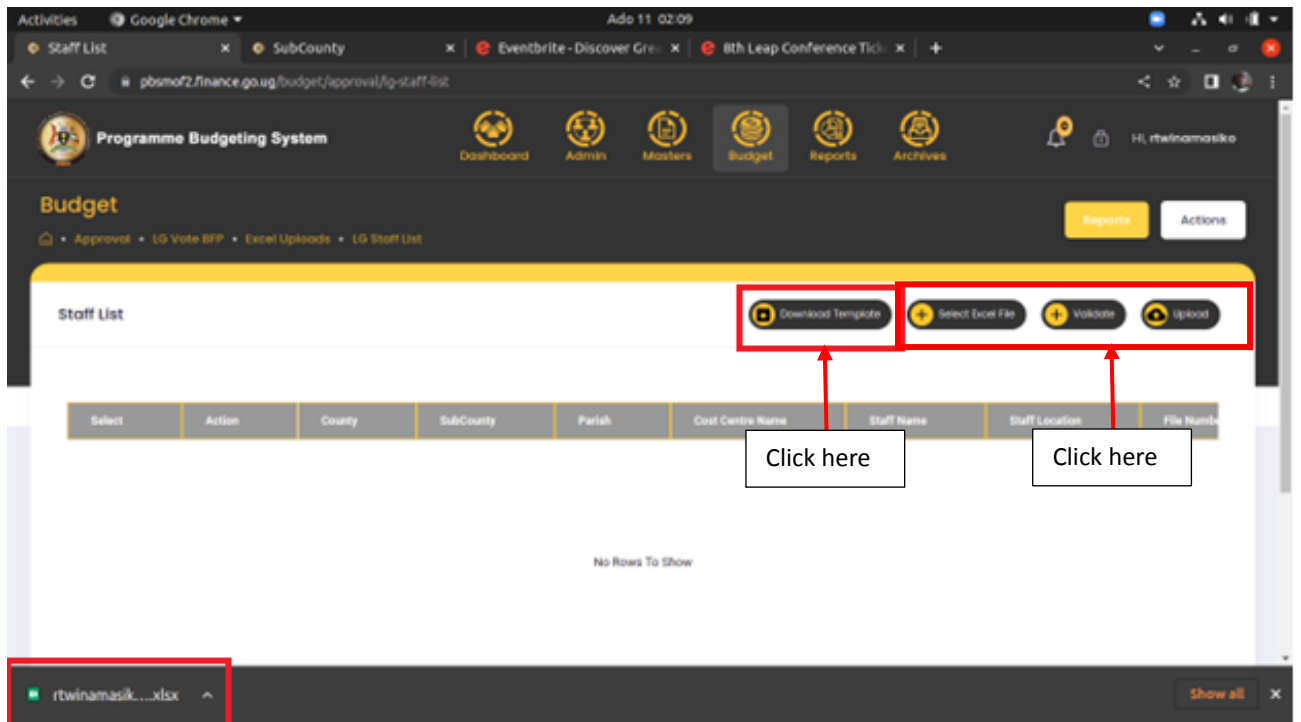


Step 2: Click on **Download Template. The excel template will be downloaded.**

Step 3: Type in the staff records in the respective columns.

Step 4: Click on **select Excel file and then select the filled in excel file from where it was saved.**

Step 5: Click on **validate. If there are any errors, they will be displayed.**



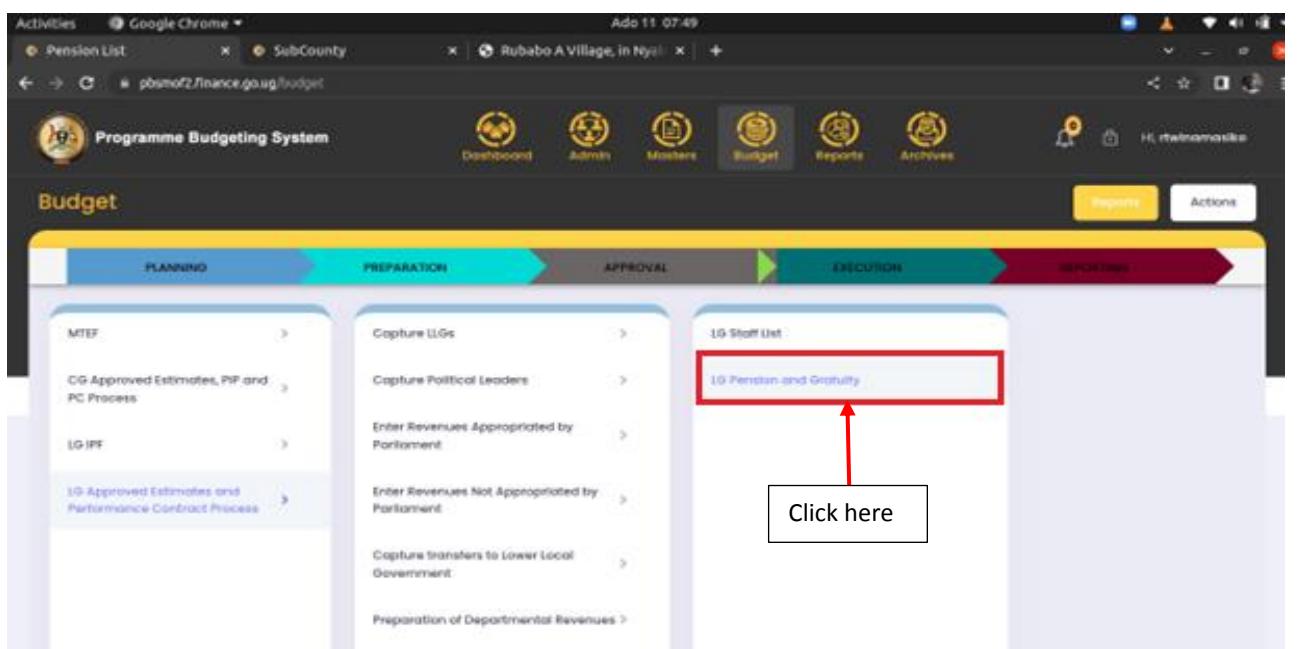
Step 6: if there are no errors the message below will be displayed. Click on **upload**.

Note: After successfully uploading, the uploaded records should be displayed.

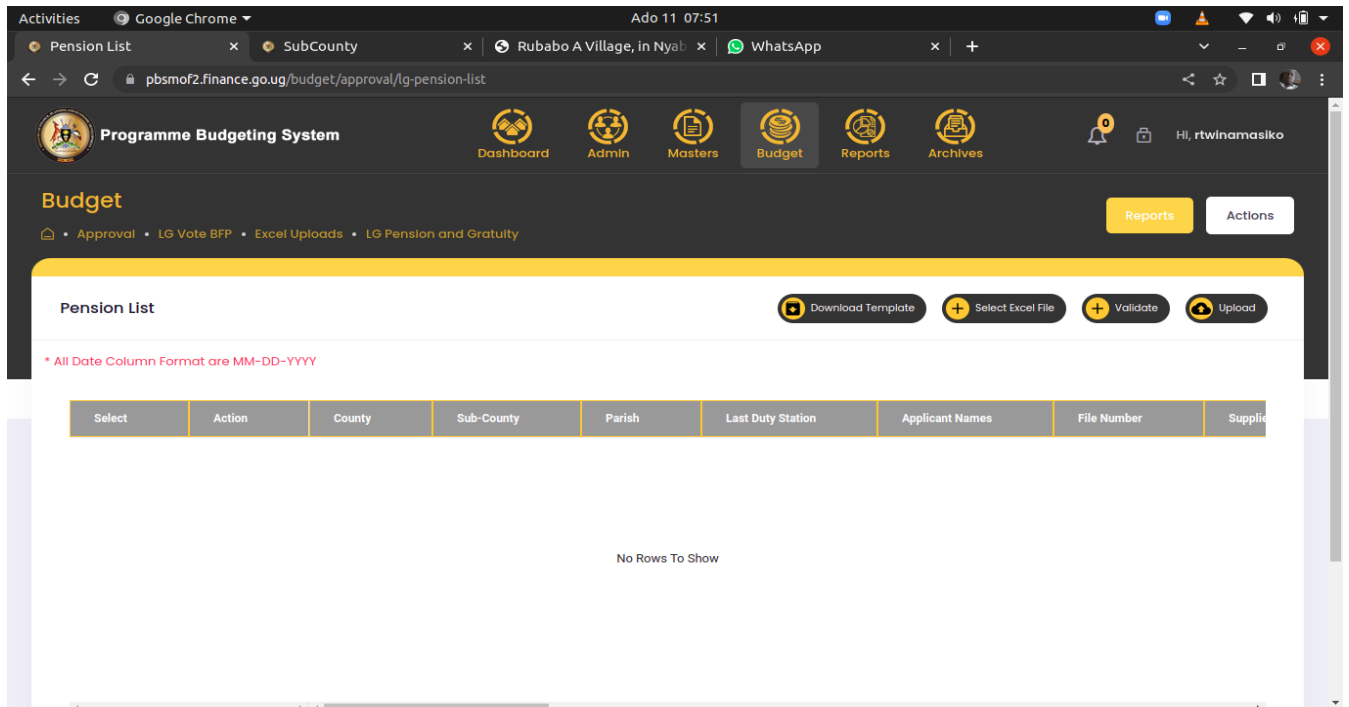
7.7.2 LG Pension list

Note: This is done by the Human Resource Officer.

Step 1: Click on **Excel Uploads** and then click on **LG Pension and Gratuity**.



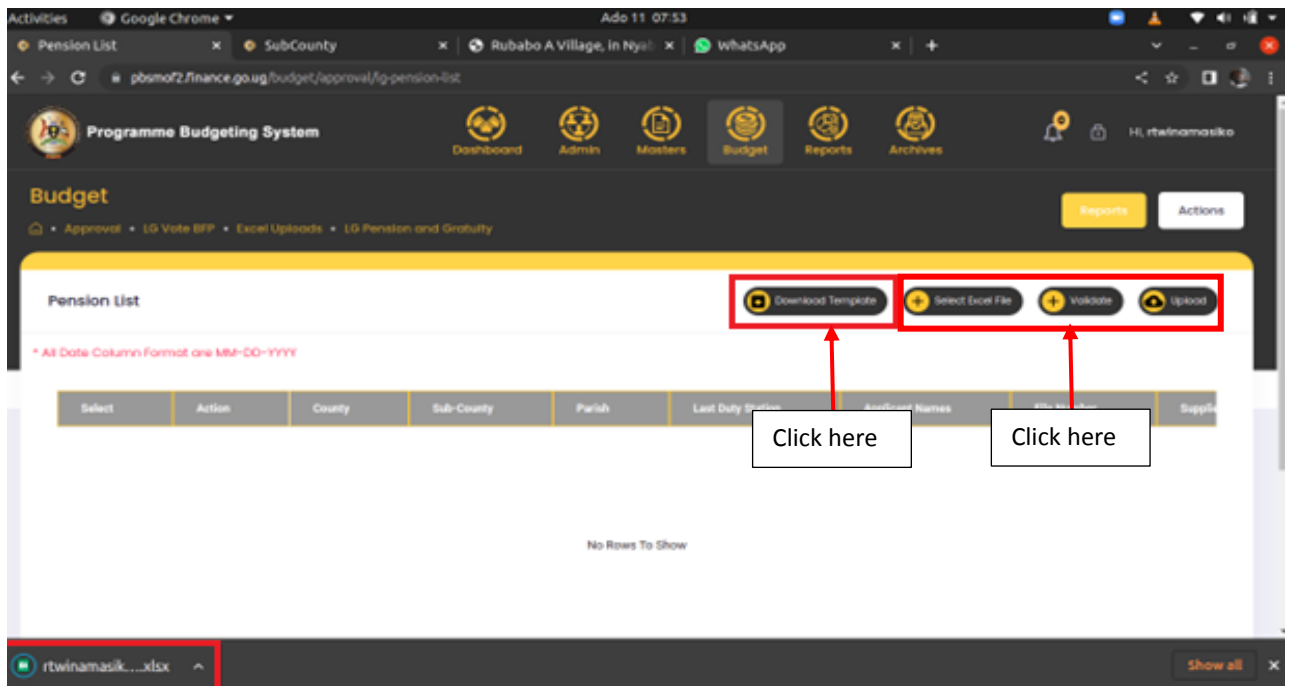
The page below should be displayed.



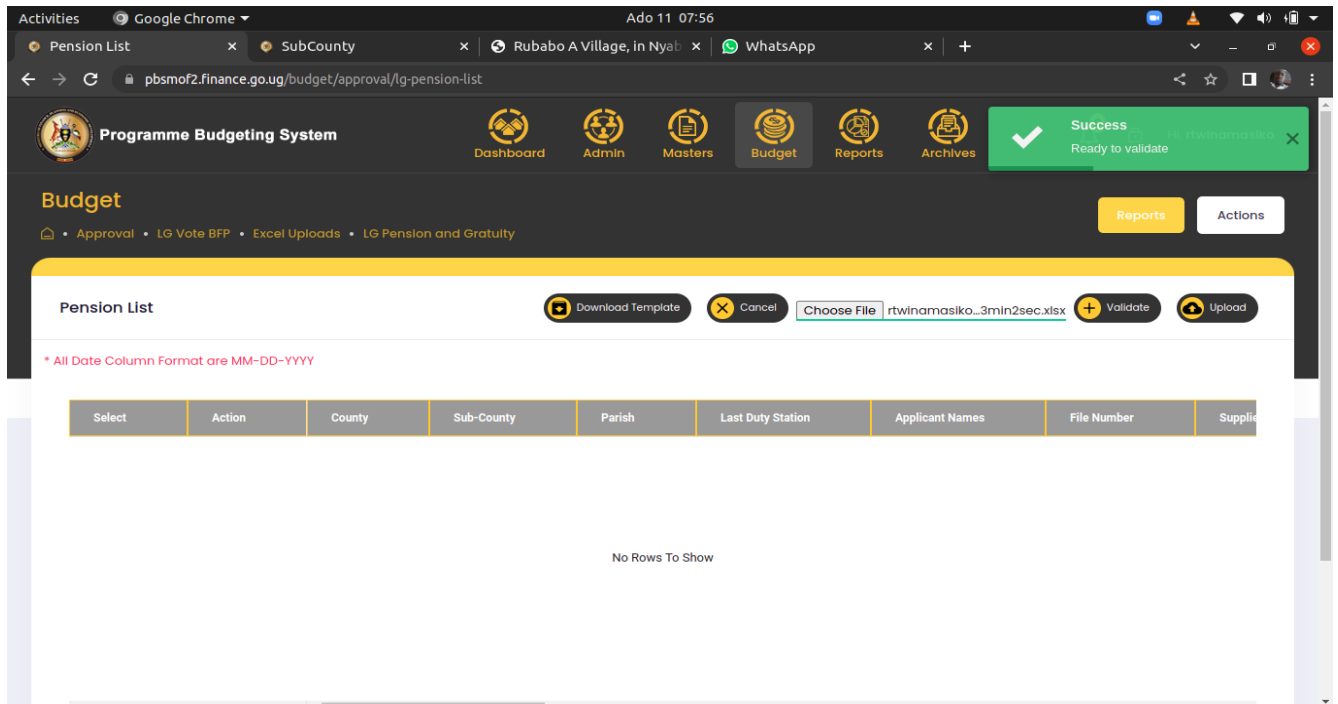
Step 2: Click on **Download Template. The excel template will be downloaded.**

Step 3: Type in the Pension and gratuity records in the respective columns.

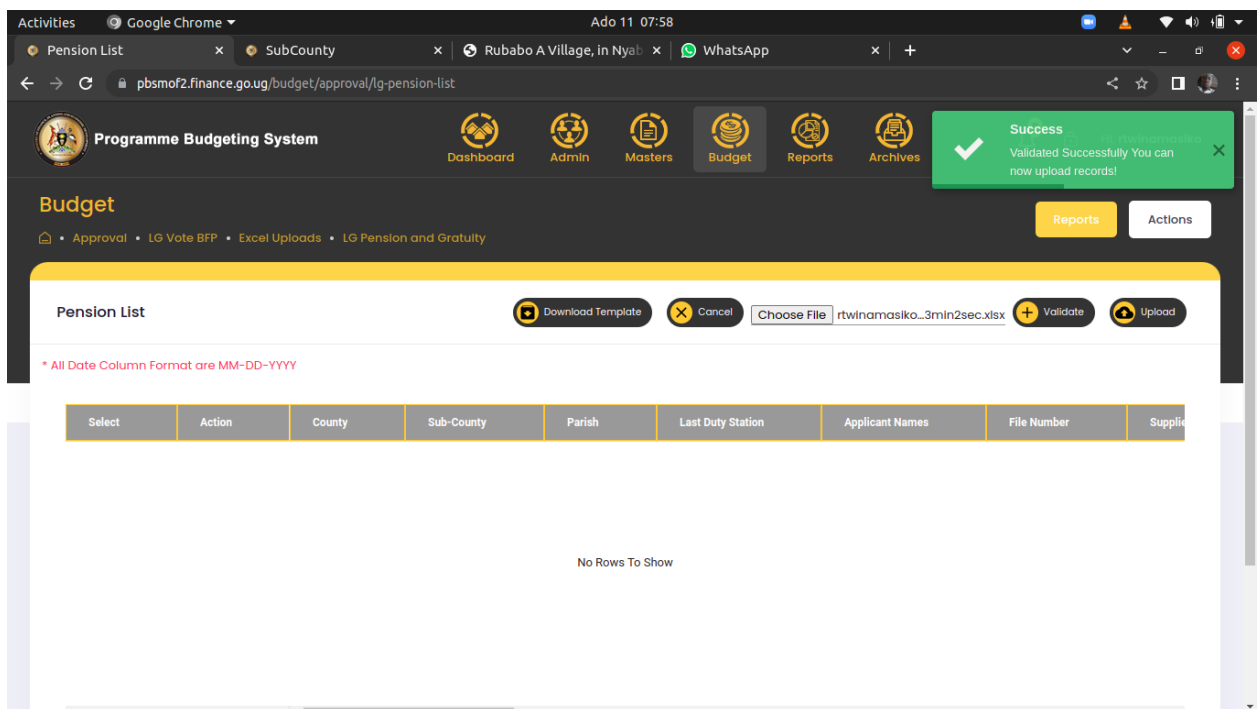
Step 4: Click on **select Excel file and then select the filled in excel file from where it was saved.**



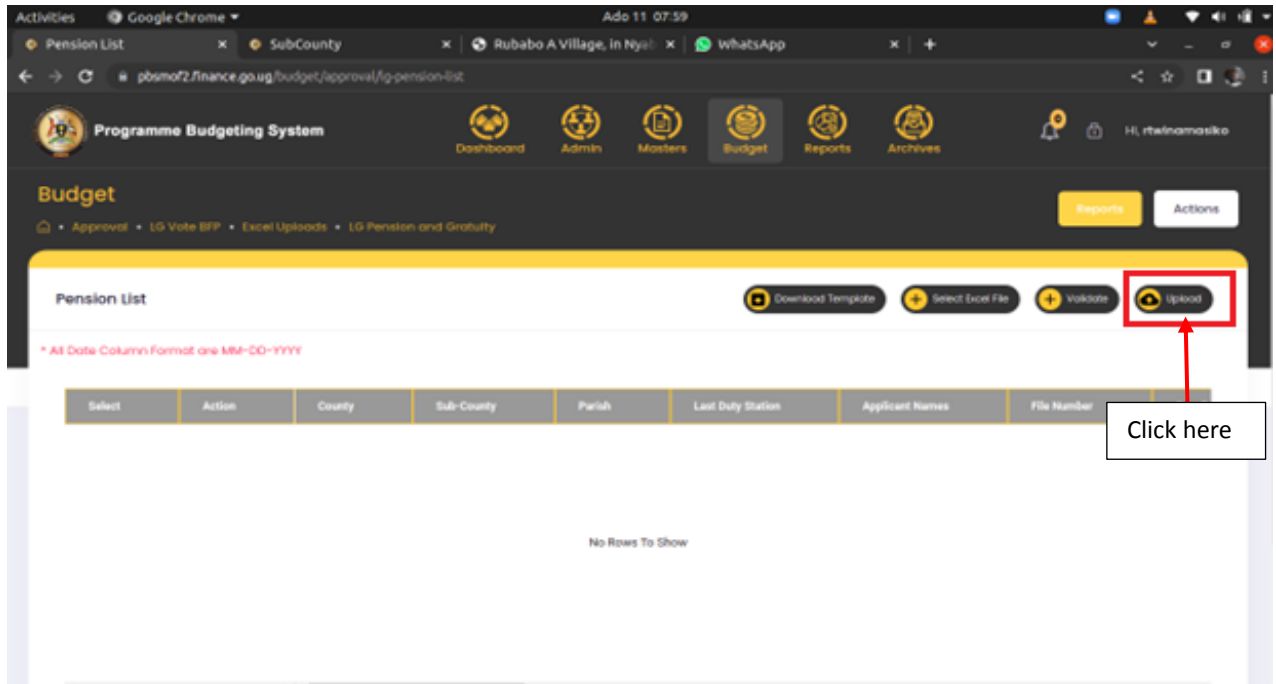
Step 5: After choosing the file, the system will display the message below.



Step 6: Click on **validate. If there are any errors, they will be displayed otherwise the message below will be displayed.**



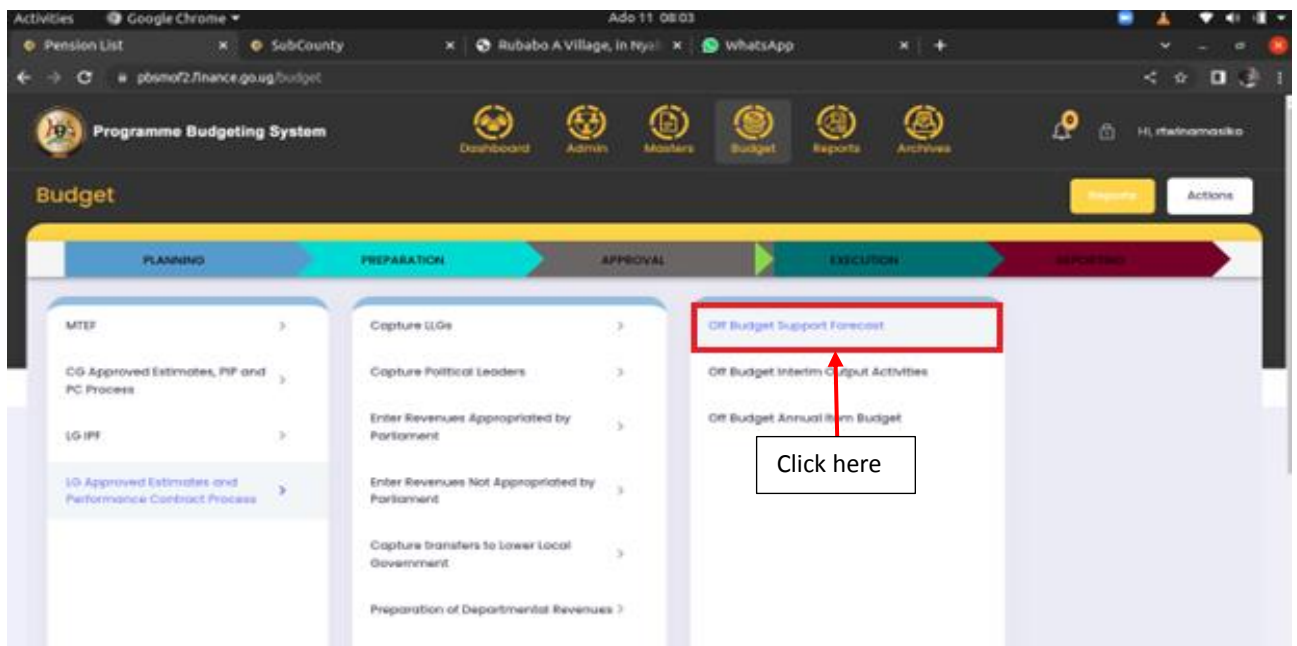
Step 7: Click on the **upload button** to upload the pension list.



7.8 LG Off Budget Screens

7.8.1 Off Budget support Forecast

Step 1: Click on **Off Budget** and then click on **Off Budget Support Forecast**.



The page below will be displayed.

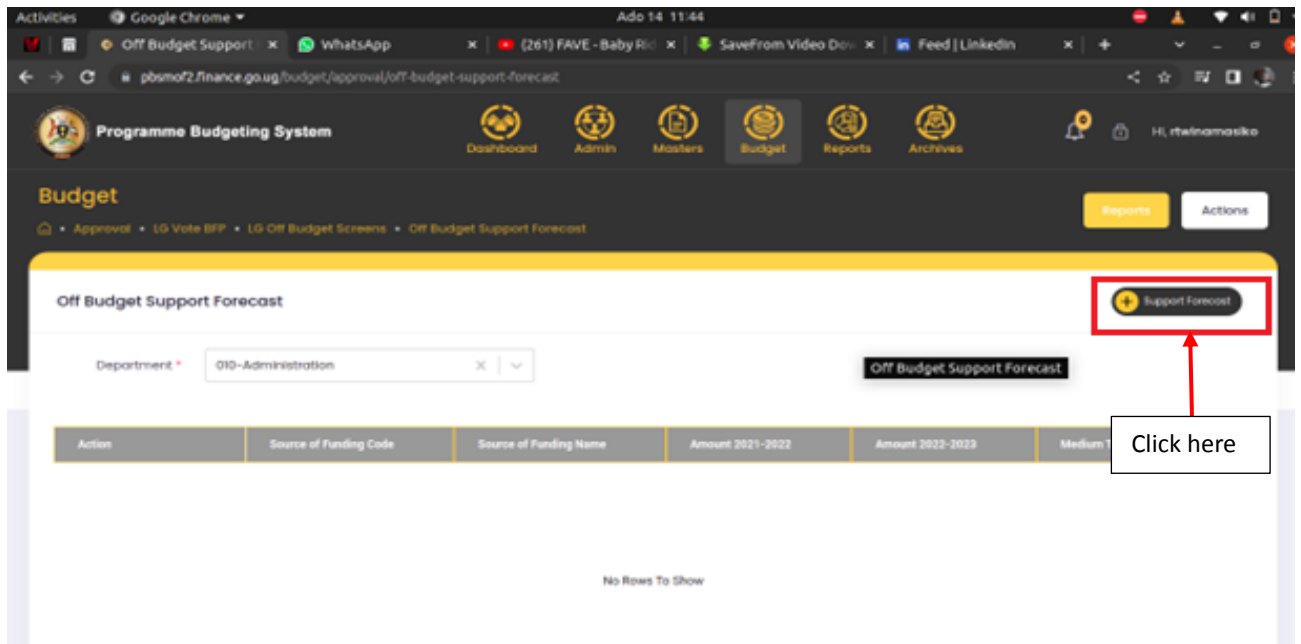
The screenshot shows the 'Programme Budgeting System' interface. The main heading is 'Budget', and the breadcrumb trail is 'Approval > LG Vote BFP > LG Off Budget Screens > Off Budget Support Forecast'. A 'Support Forecast' button is visible in the top right. Below this, there is a 'Department' dropdown menu set to '010-Administration'. A table displays the following data:

Action	Source of Funding Code	Source of Funding Name	Amount 2021-2022	Amount 2022-2023	Medium Term
Edit Delete	254	Baylor International (Uganda)	0.000	23,444.000	24.000

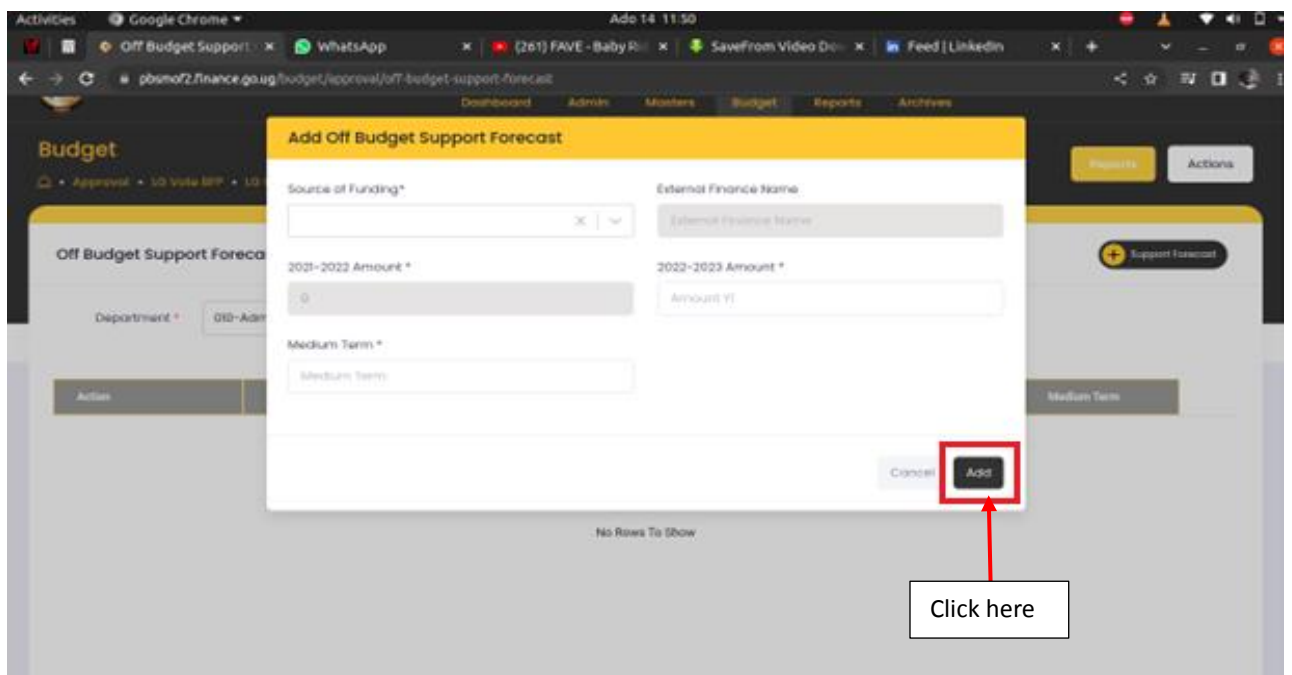
Step 2: Select the Department from drop down.

This screenshot is similar to the previous one but highlights the 'Department' dropdown menu with a red box. A callout box with the text 'Click here' and an arrow points to the dropdown menu. The table below is empty, showing 'No Rows To Show'.

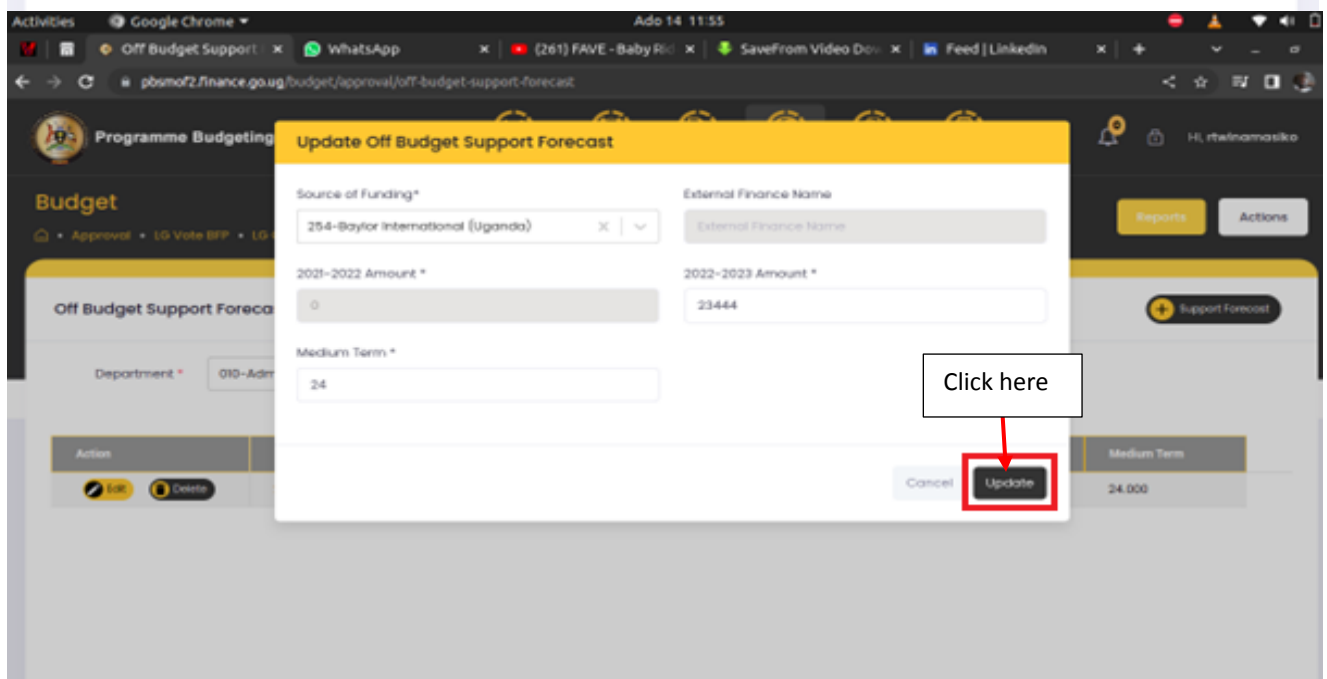
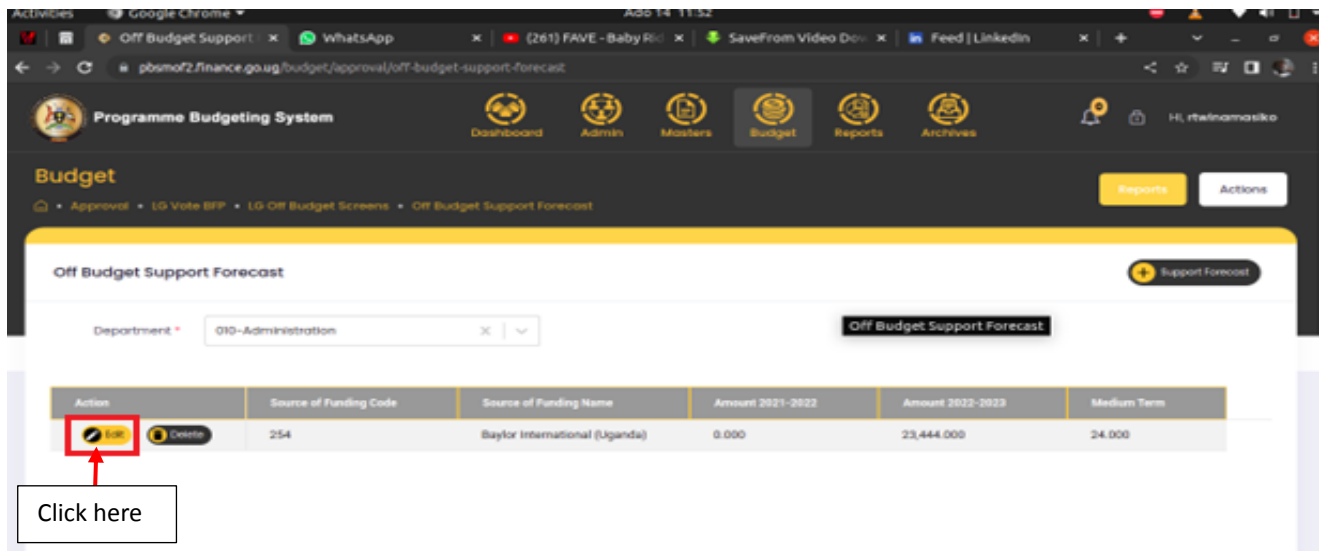
Step 3: Click on the + support forecast button in order to enter a support forecast record.



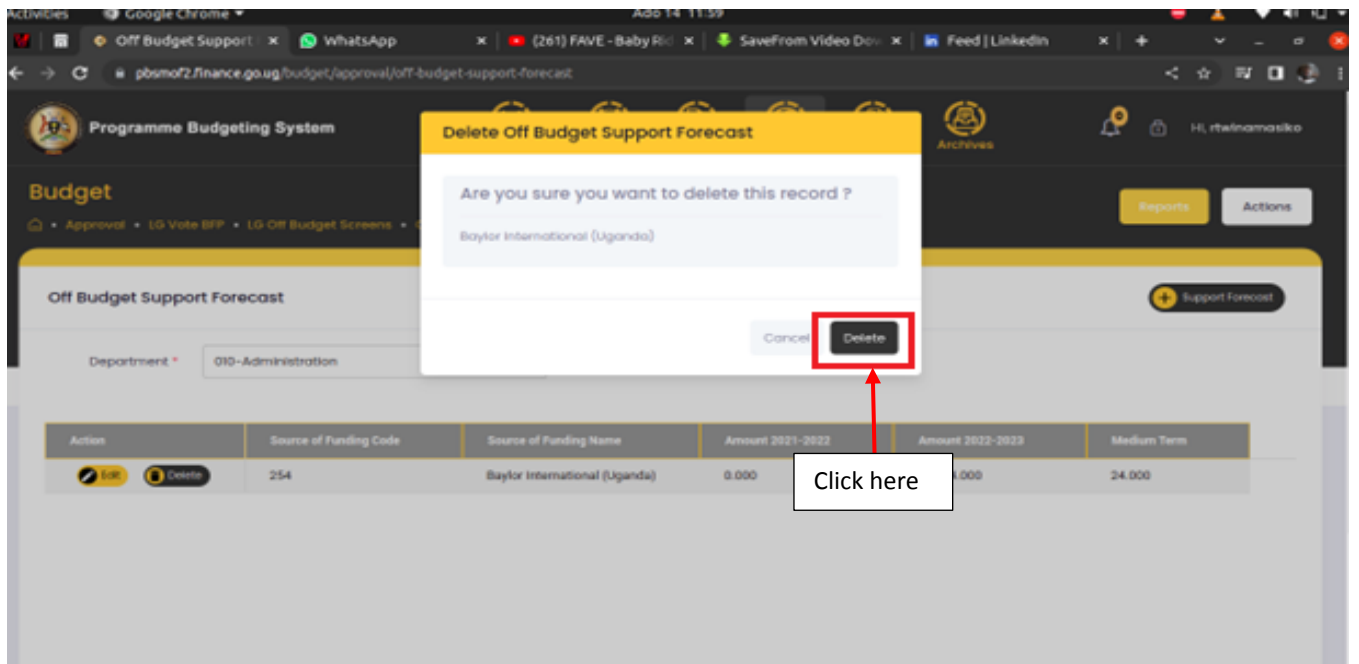
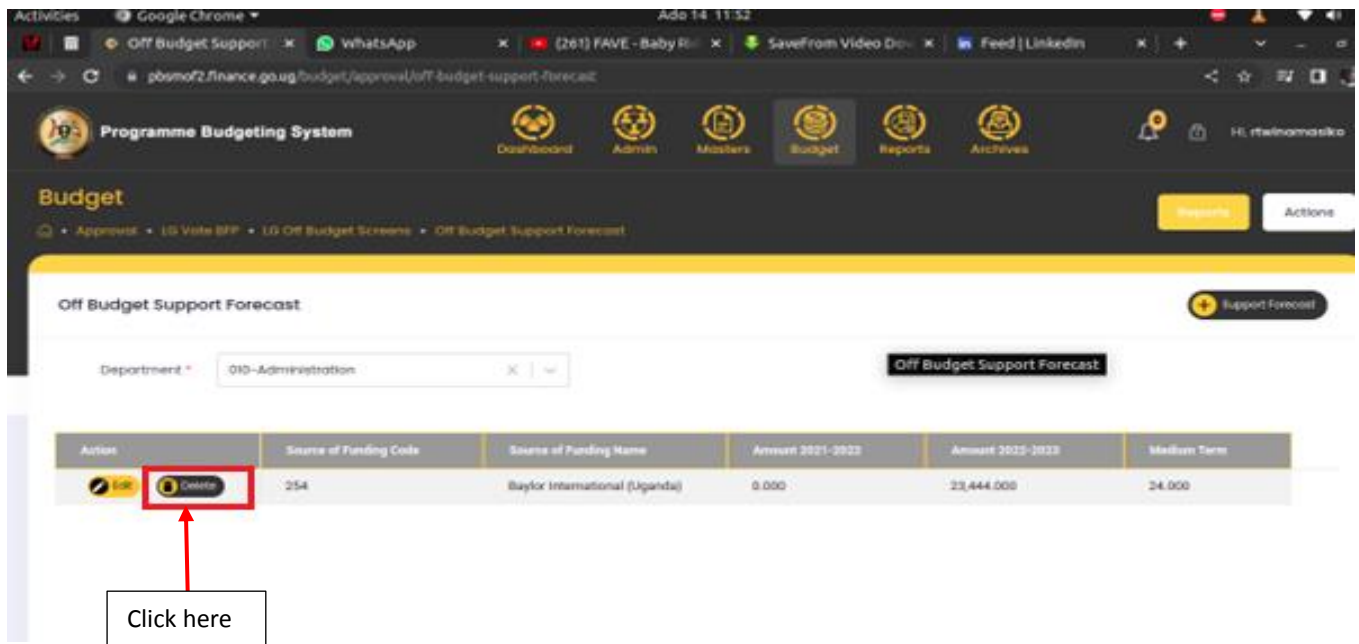
Step 4: The popup window below will be displayed. The user will select and enter their respective off budget details and then click on **save** or **cancel** to cancel the entered records.



Step 5: To edit, click on the **edit** button to edit a record. Make changes and then click on the **update** button to submit the updated the record.

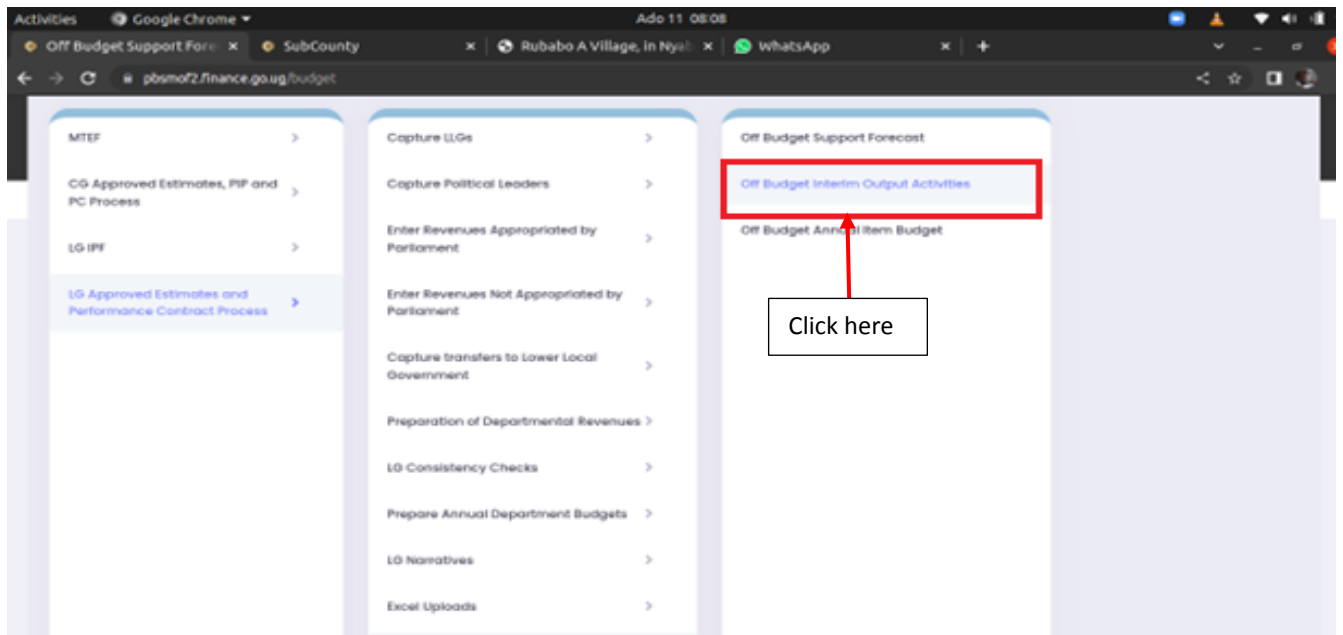


Step 6: To delete a record click on the **delete button. Click on **delete** to permanently delete the record.**

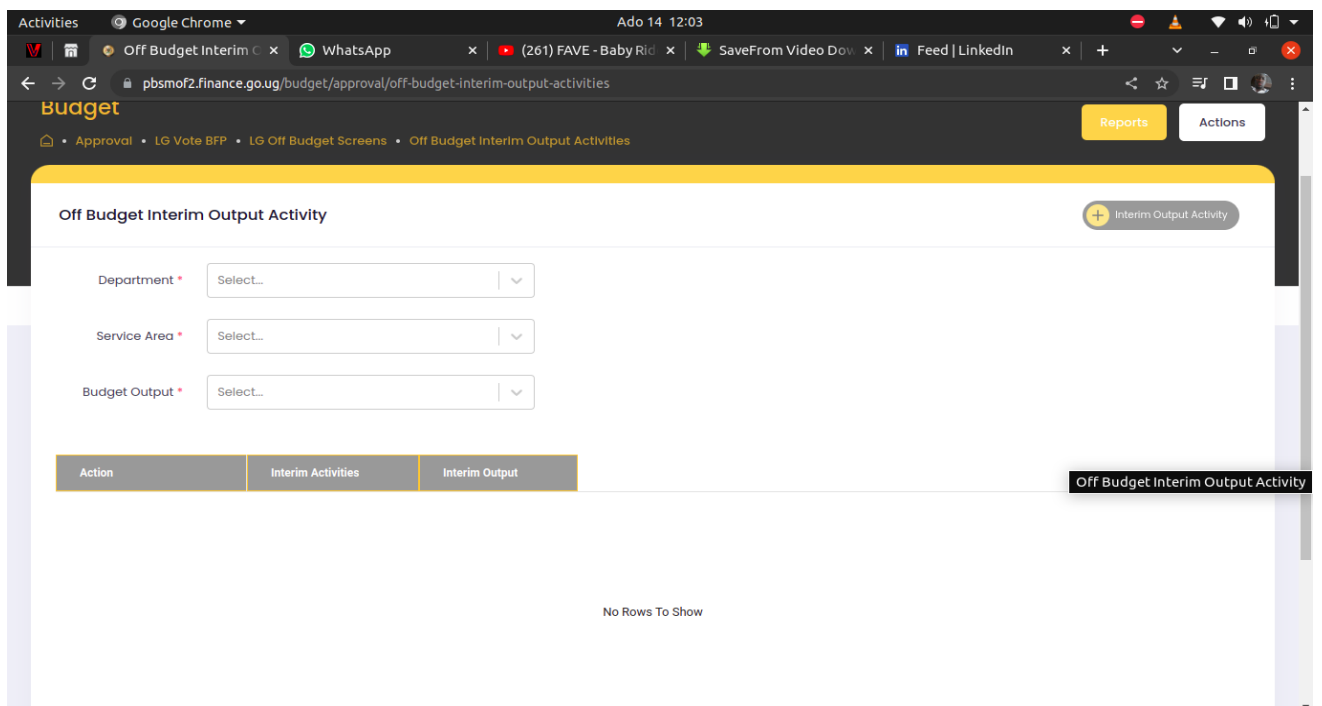


7.8.3 Off Budget Interim Output Activities

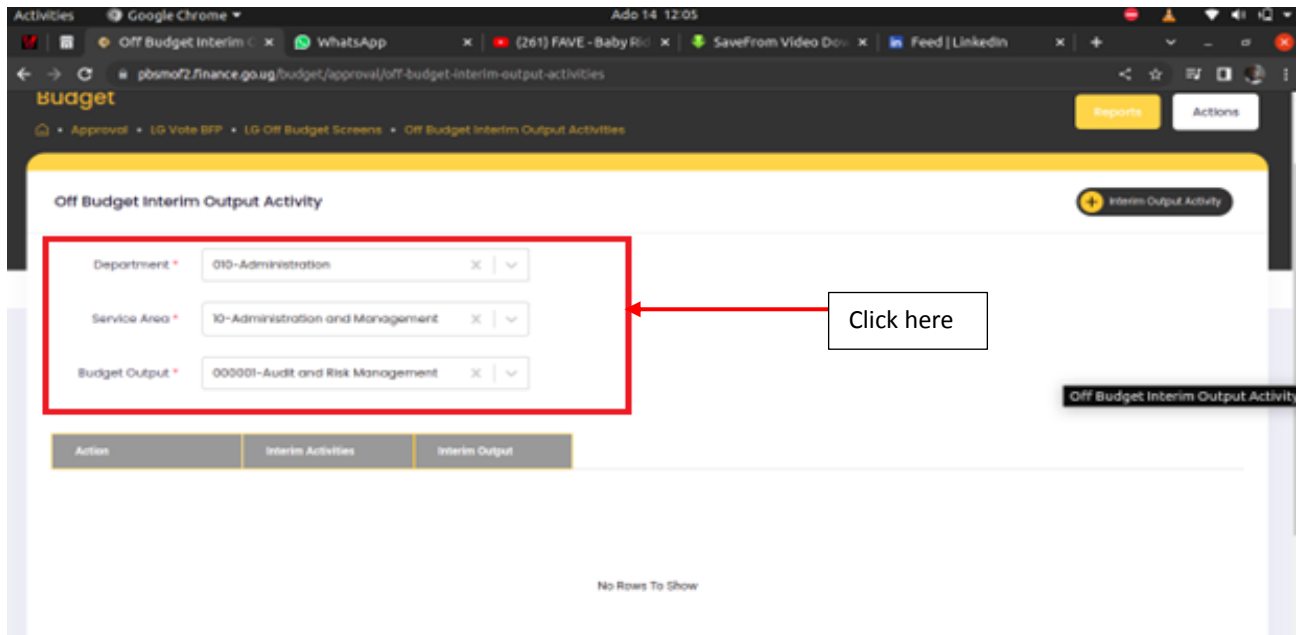
Step 1: Click on **Off Budget** and then click on **Off Budget Interim Output Activities**.



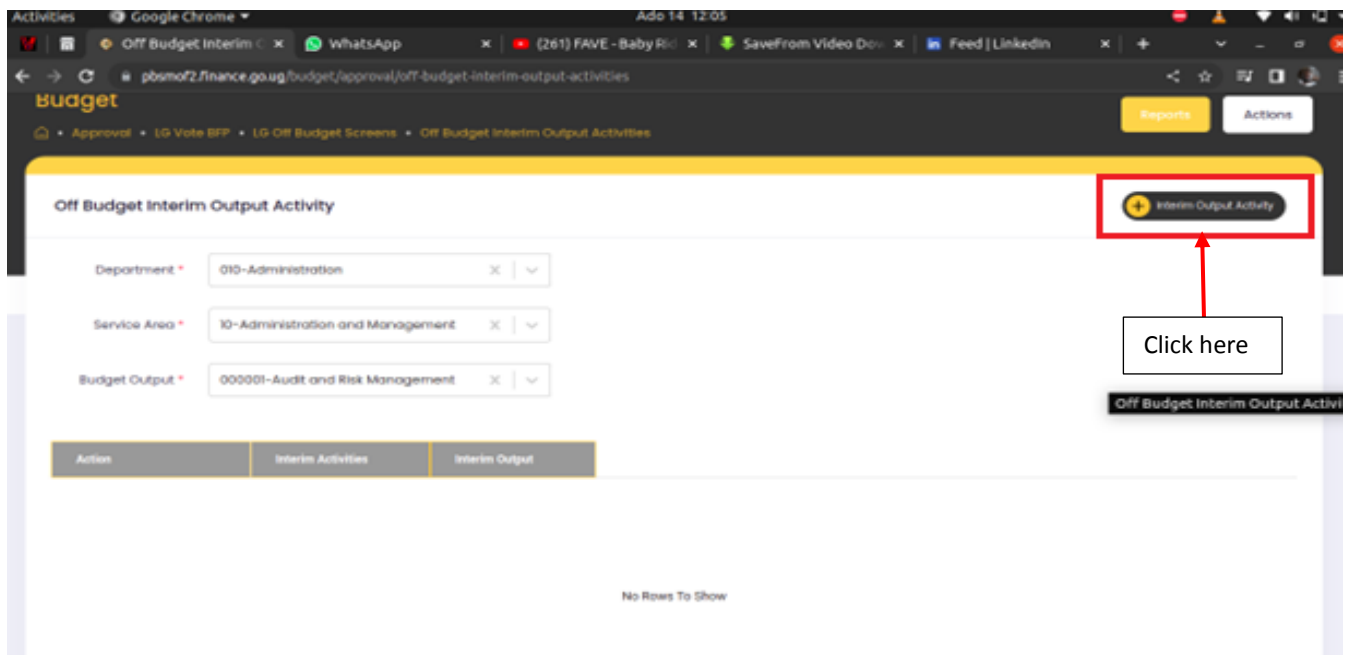
The page below will be displayed.



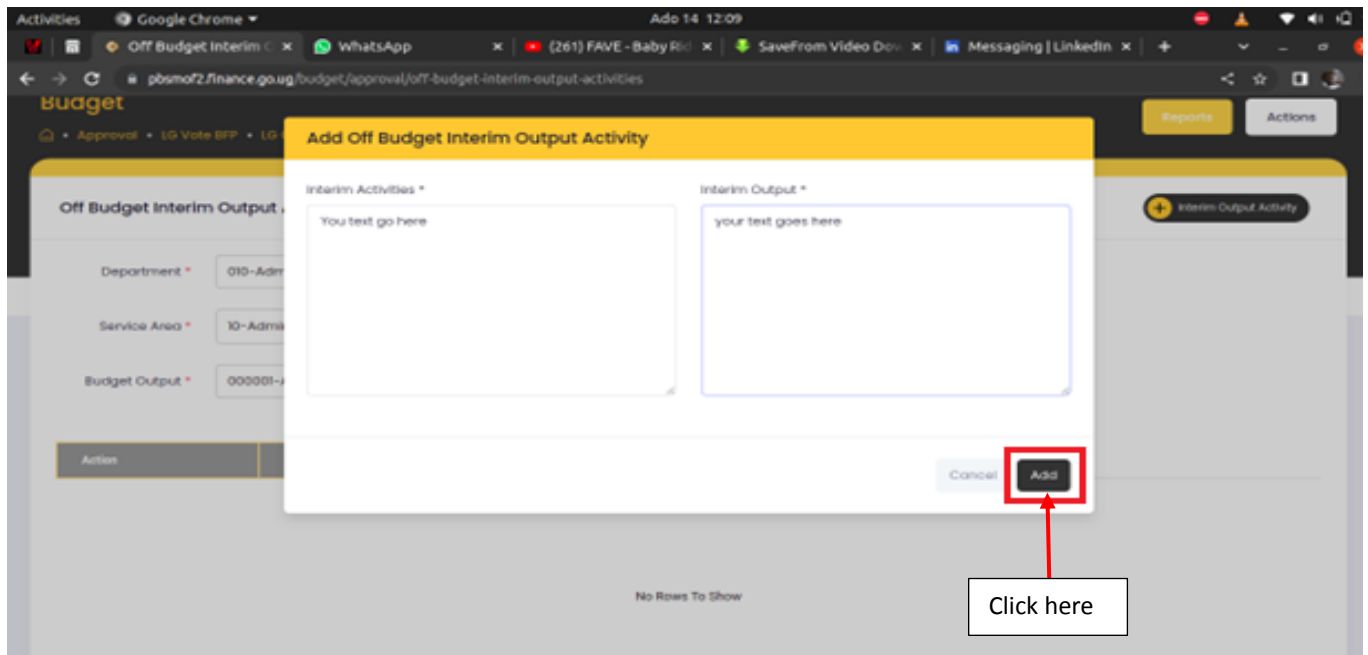
Step 2: Select the **Department**, **Service Area** and **Budget Output**.



Step 3: Click on **+ Interim Output Activity** to add a record.



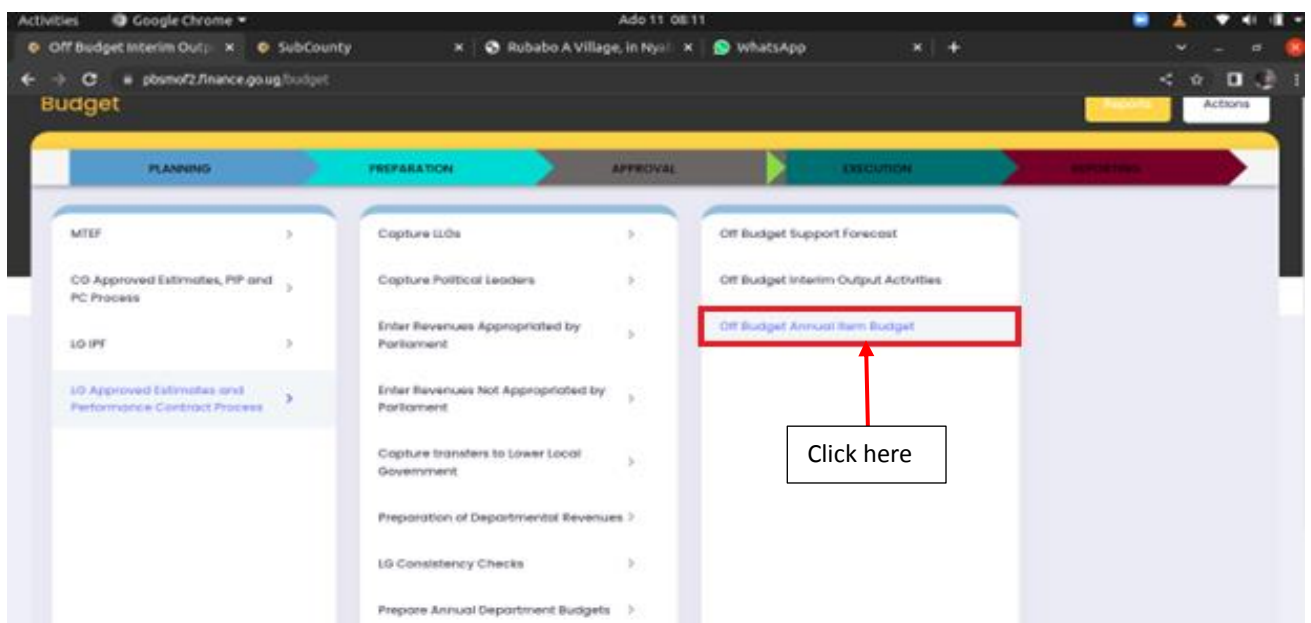
Step 4: The pop up window below will be displayed. Type in the respective details and then click on **Add**.

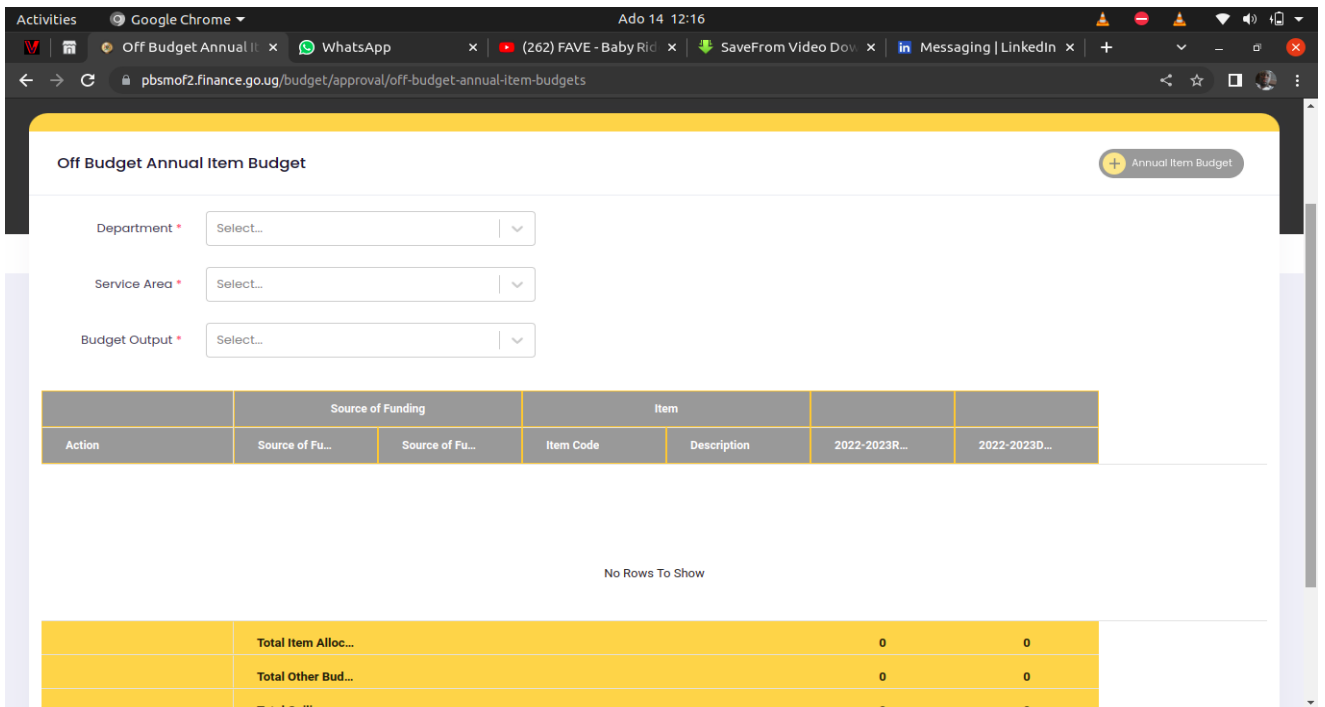


To edit, click on the **edit** button to edit a record the click on the update button to submit the updated the record. The user is able to **delete** also.

7.8.4 Off Budget Annual Item Budget

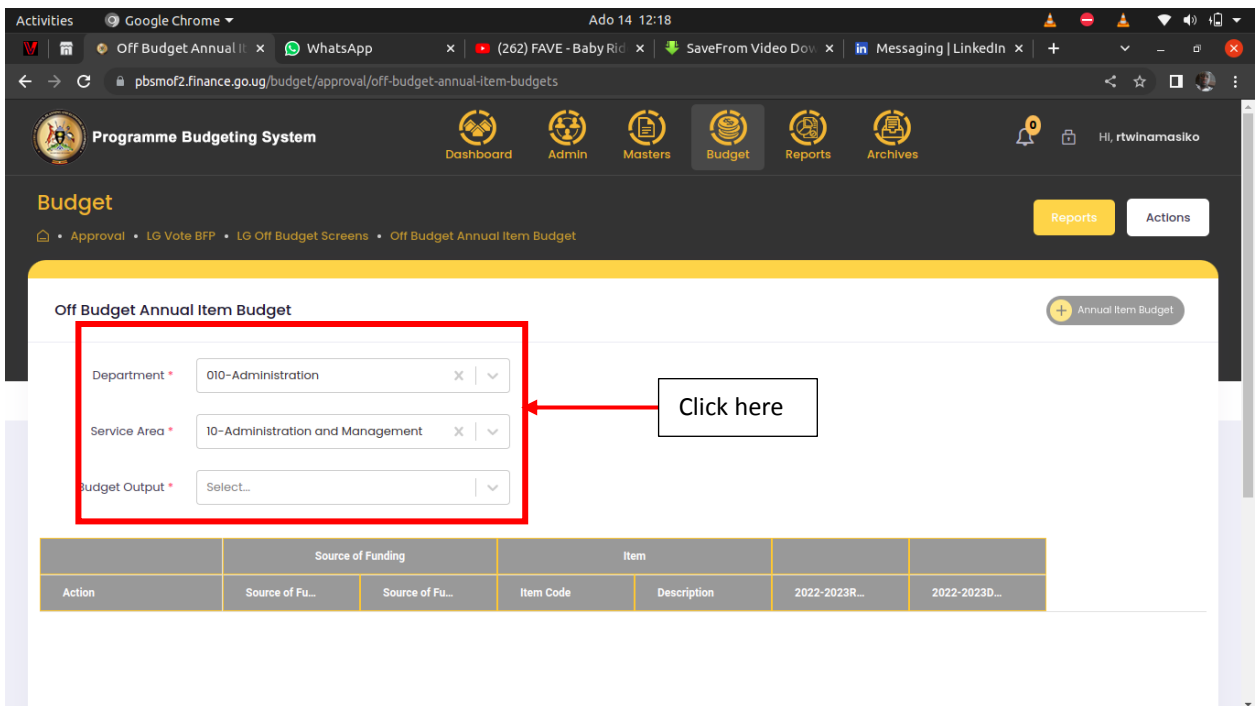
Step 1: Click on **Off Budget** and then click on **Off Budget Annual Item Budget**.





The page below will be displayed.

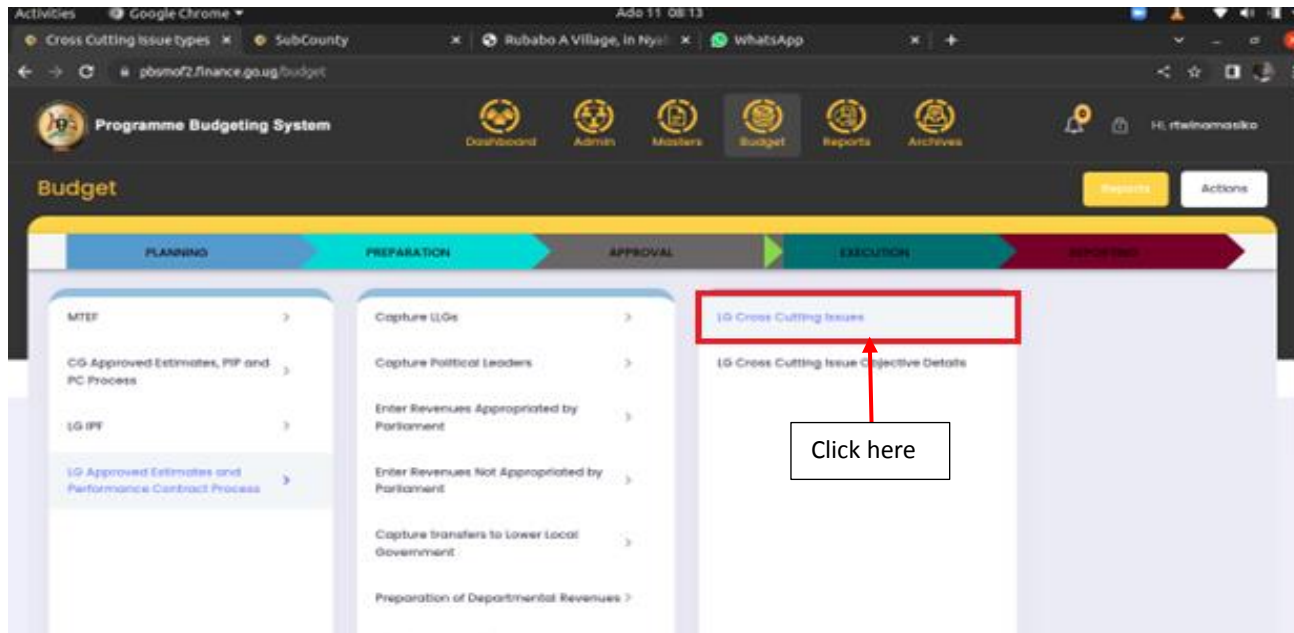
Step 2: Select the Department, Service Area and Budget Output.



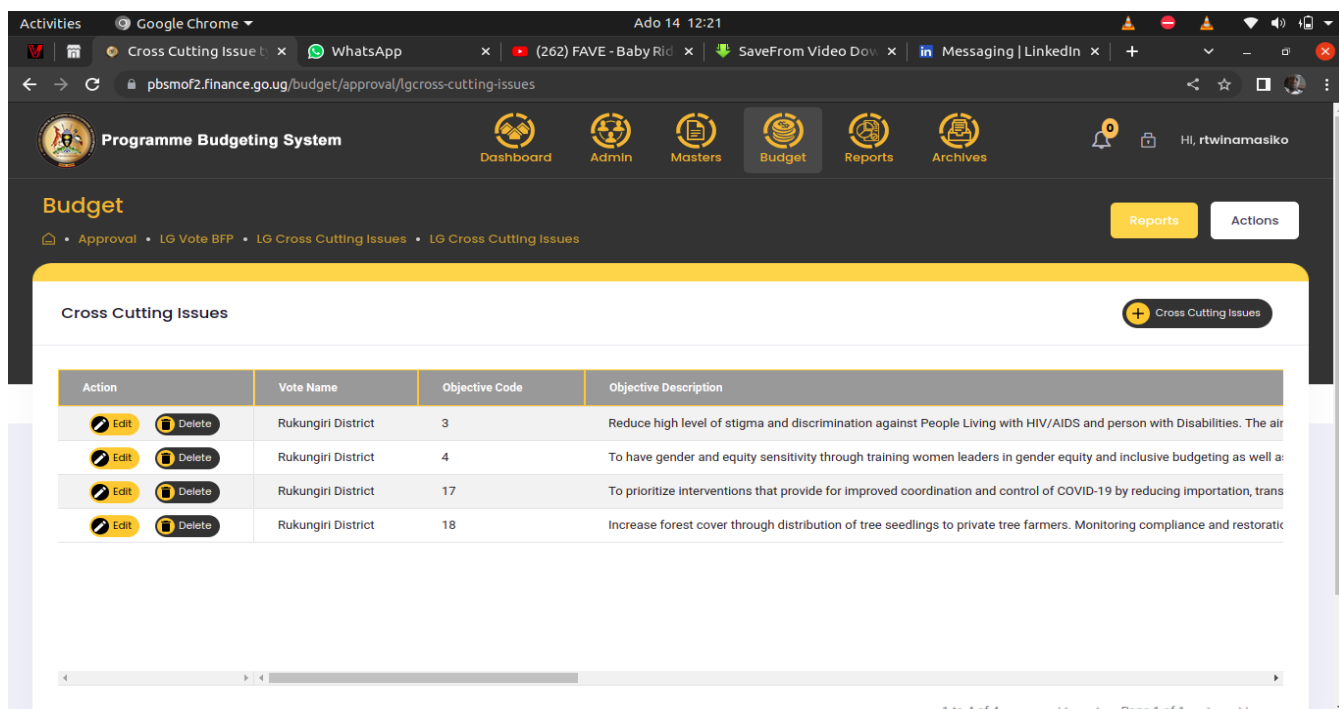
7.9 LG Cross Cutting Issues

7.9.1 LG Cross Cutting Issues

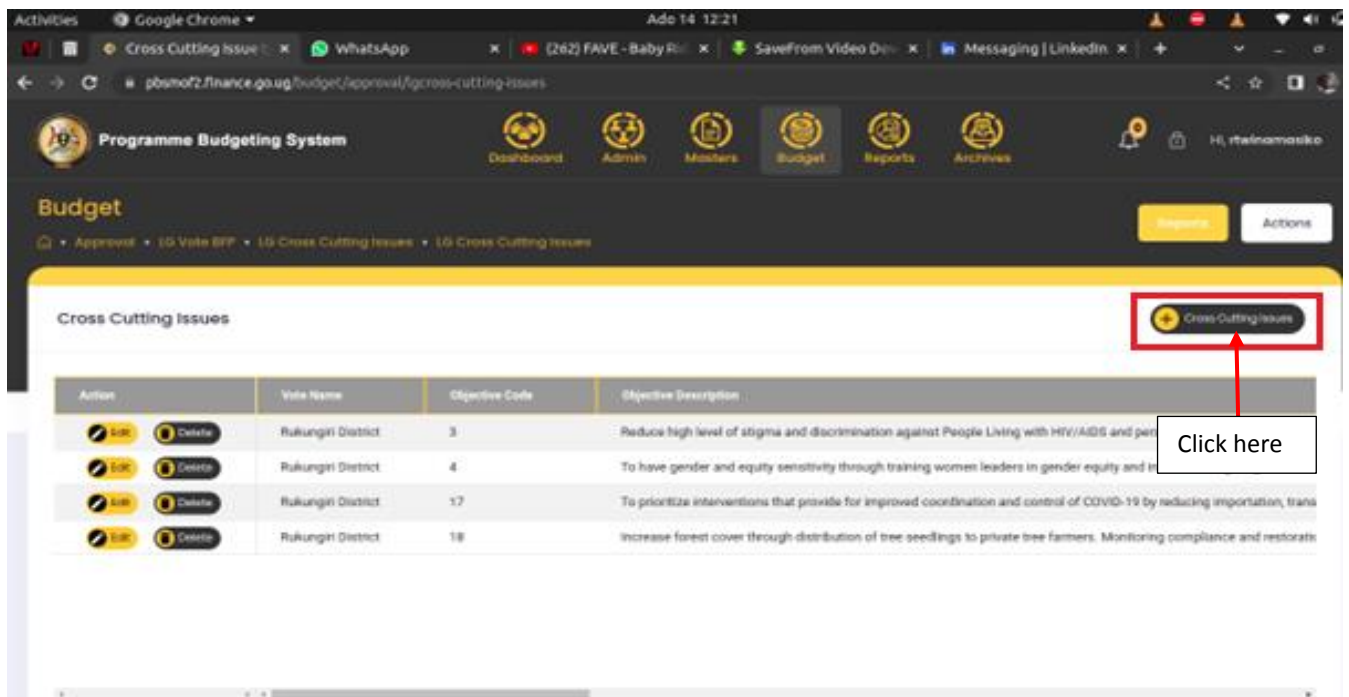
Step 1: Click on **LG Cross Cutting Issues and then click on **LG Cross Cutting Issues**.**



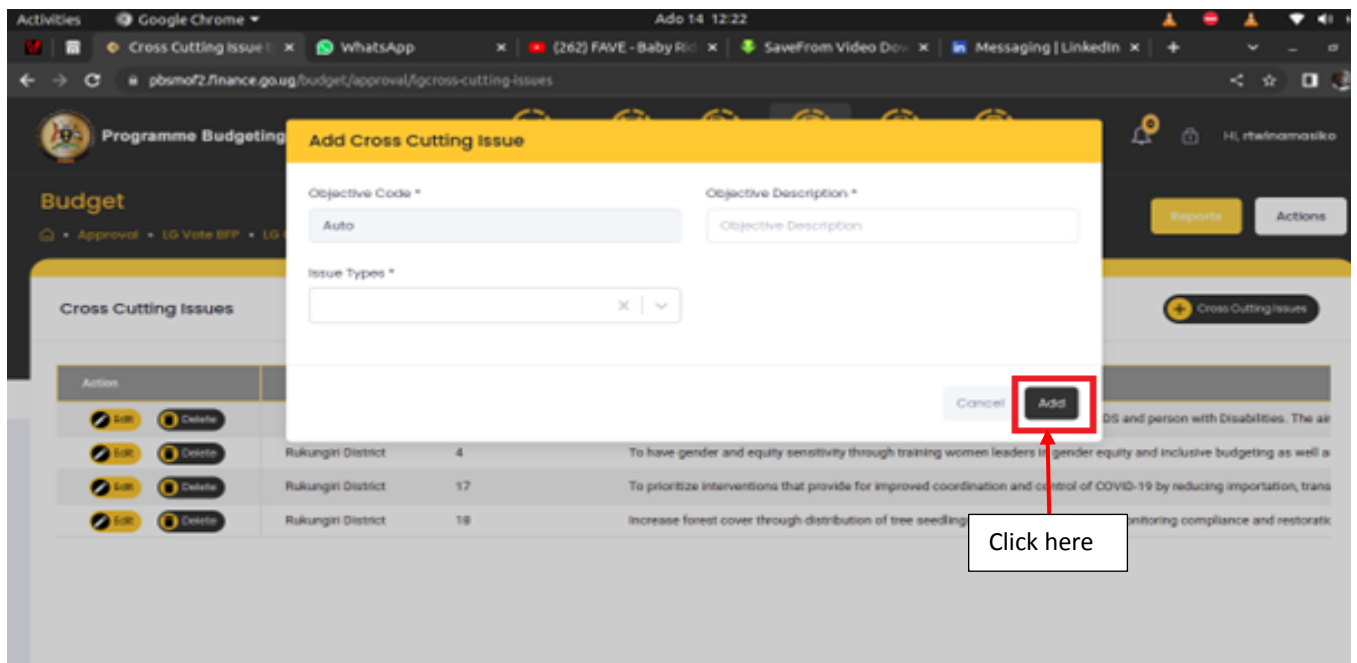
The page below will be displayed.



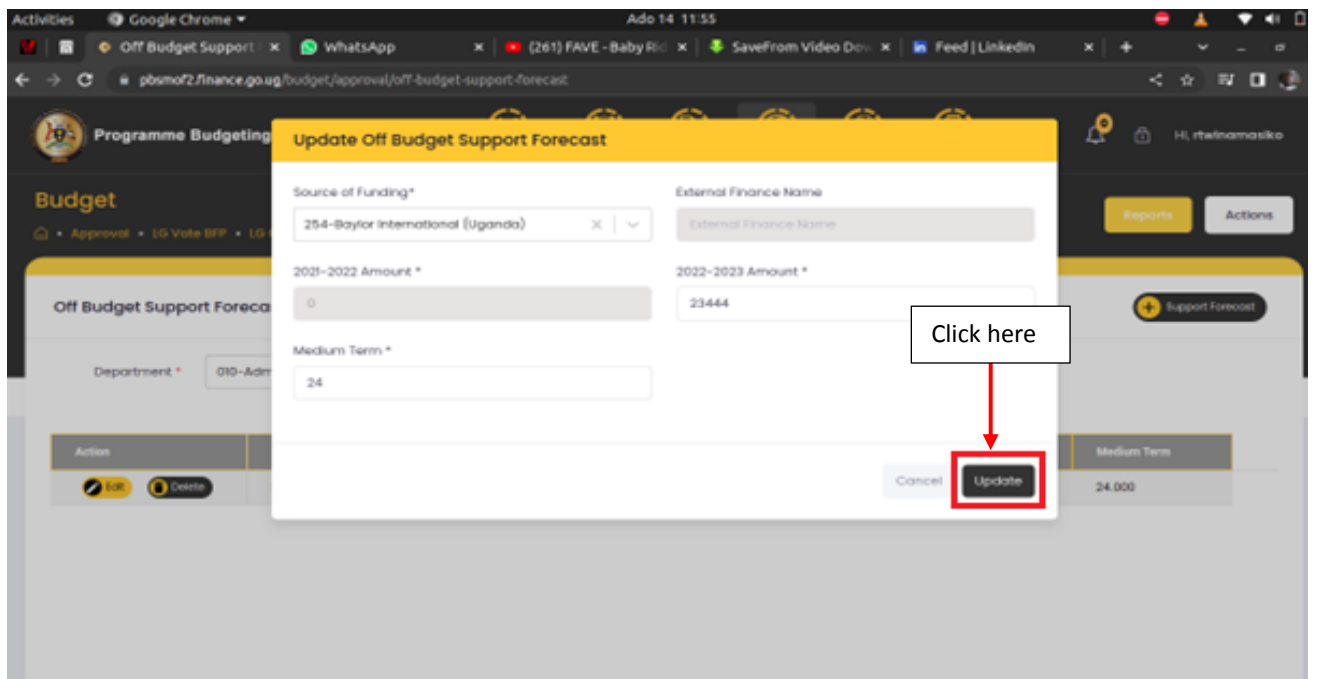
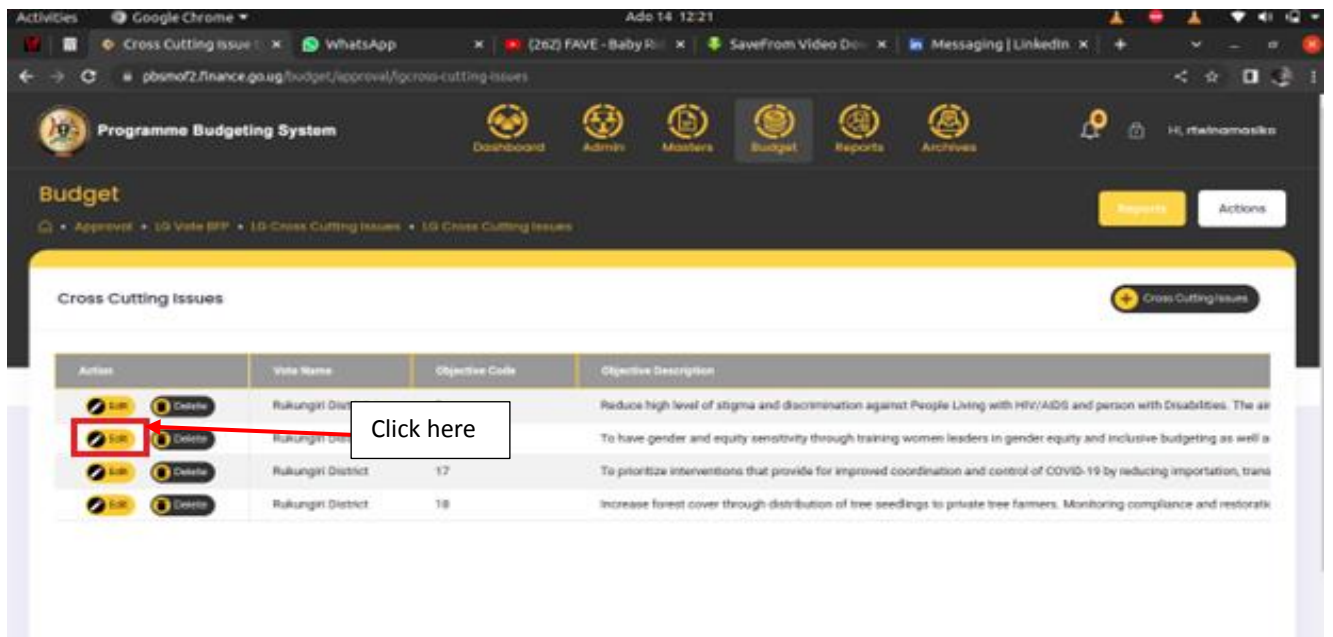
Step 2: Click on **+ Cross Cutting Issues** in order to add a record as shown below.



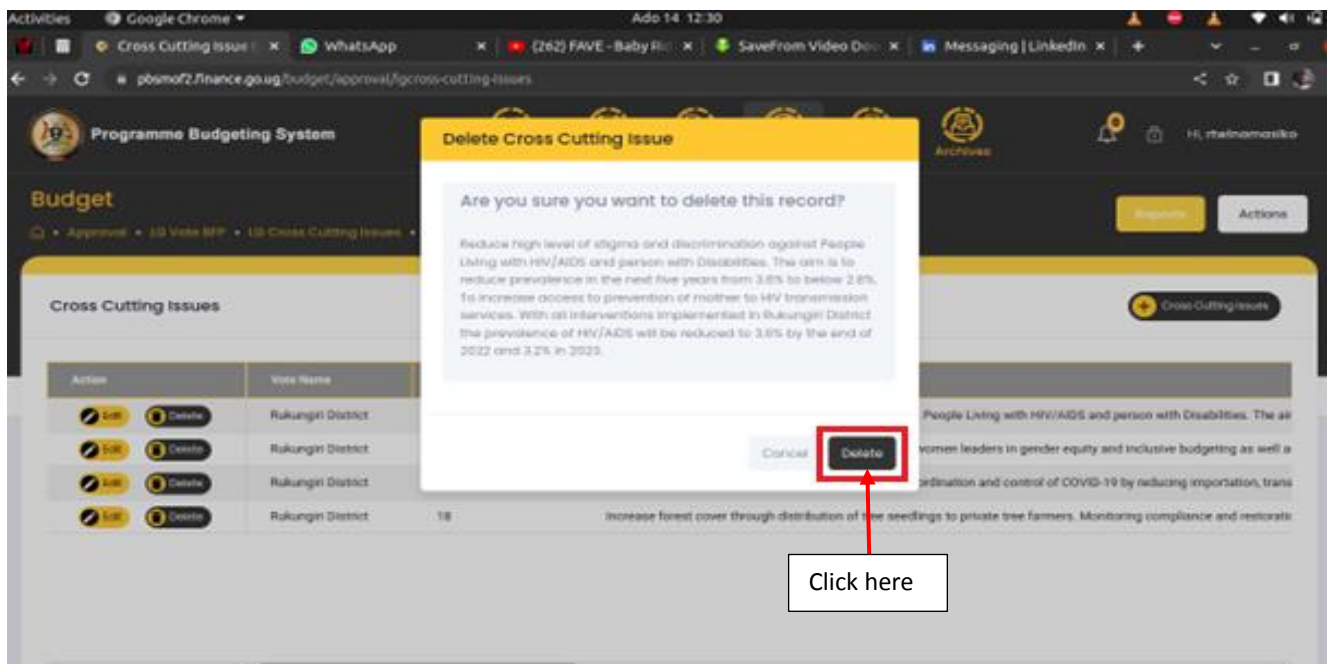
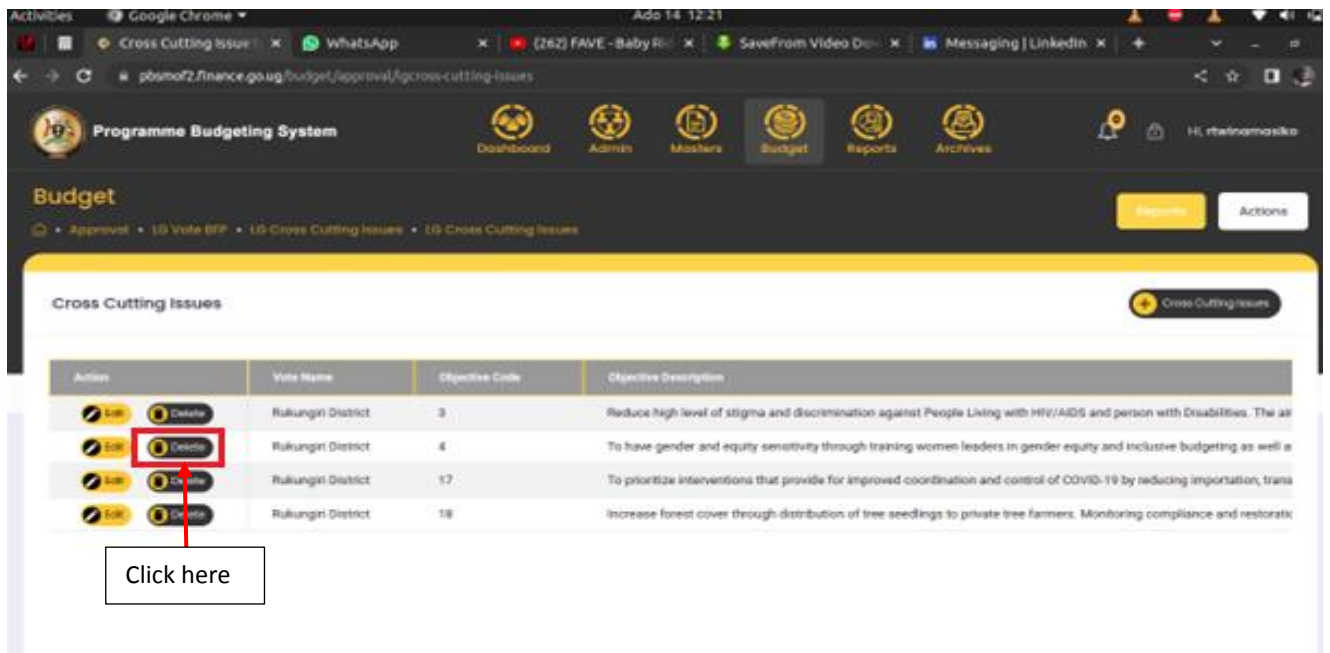
Step 3: Select and type in the details of the cross-cutting issues. Click on the **add** button in order to submit the record.



Step 4: To edit a record, click on the **Edit** button and submit by clicking on the **update**.

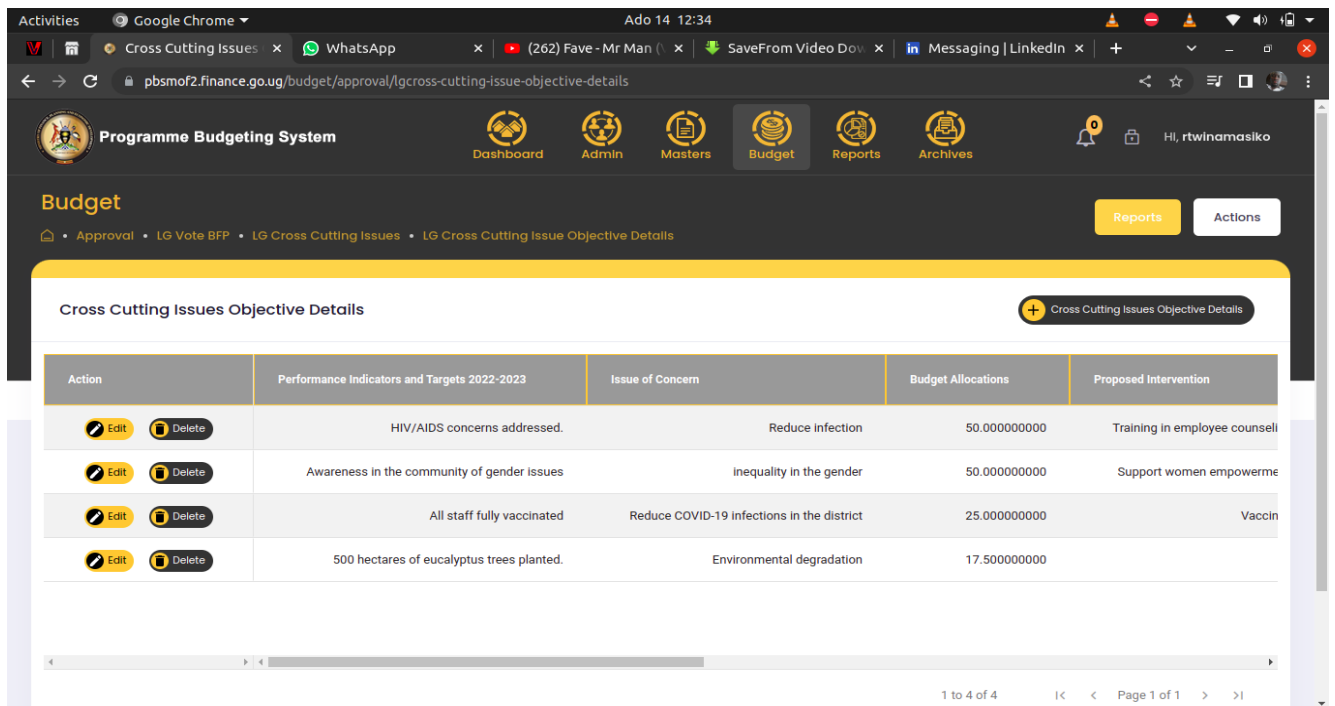
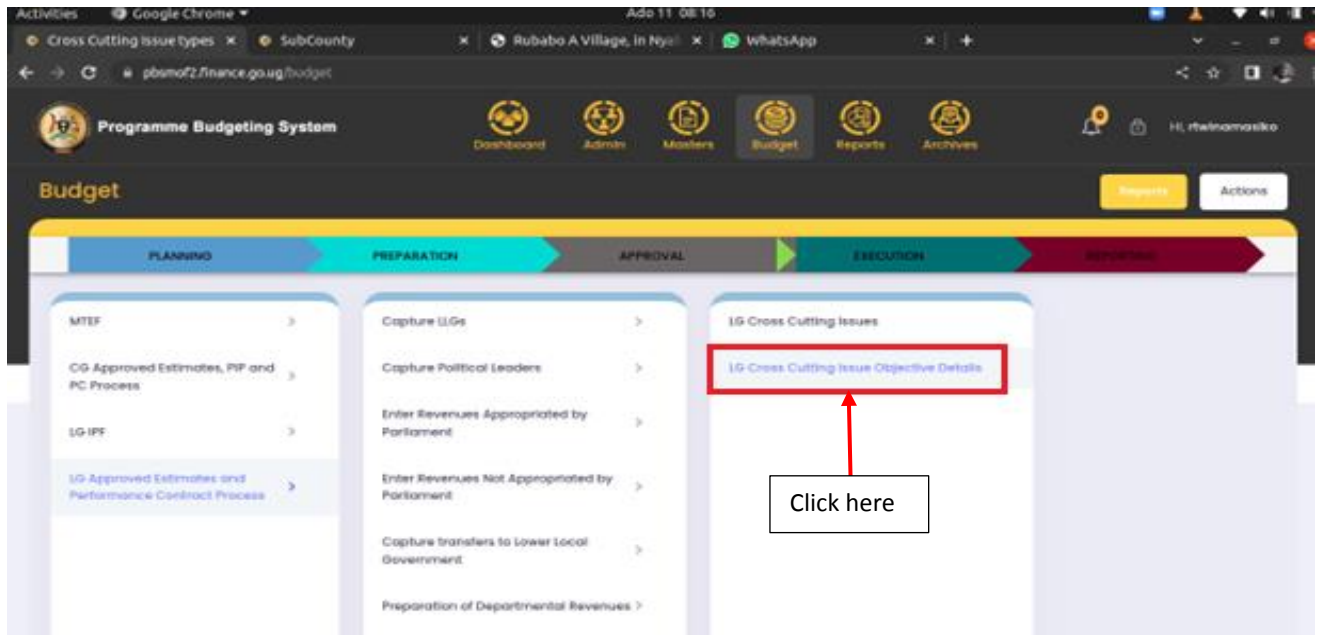


Step 5: To delete a record, click on the **delete** button. The system will prompt you to confirm whether you would like to delete or cancel as shown below. Click on **delete**.



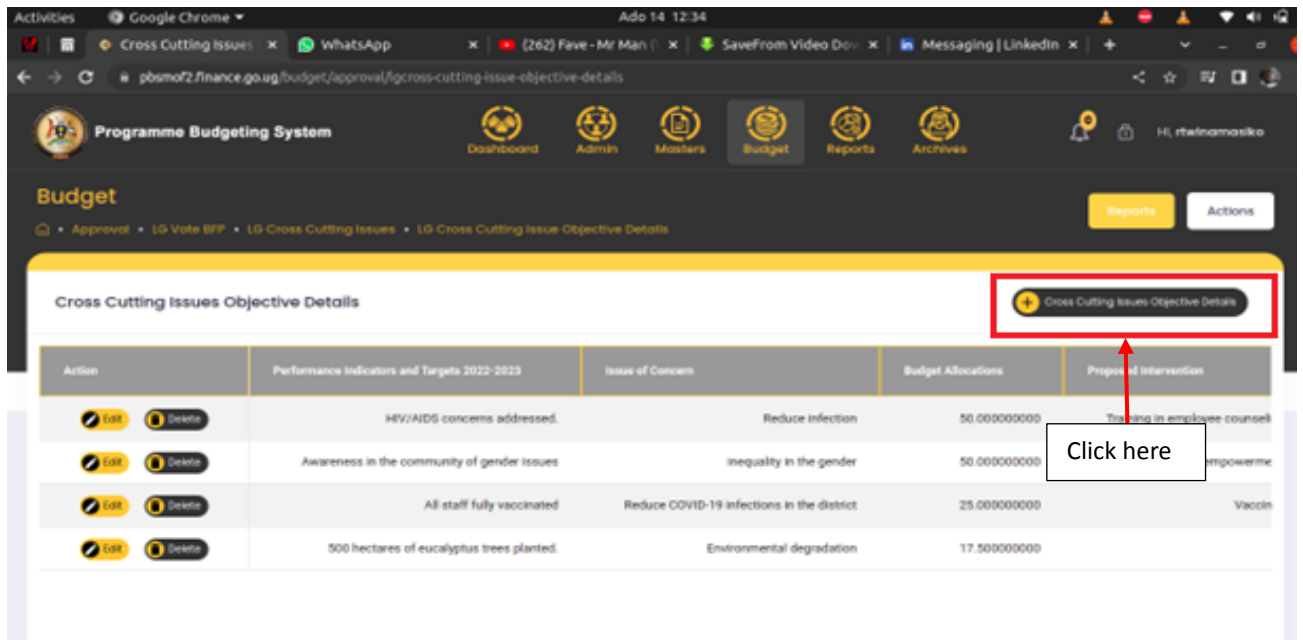
7.9.2 LG Cross Cutting Issues Objective Details

Step 1: Click on the LG Cross Cutting Issues and then click on LG Cross Cutting Issues Objective Details.

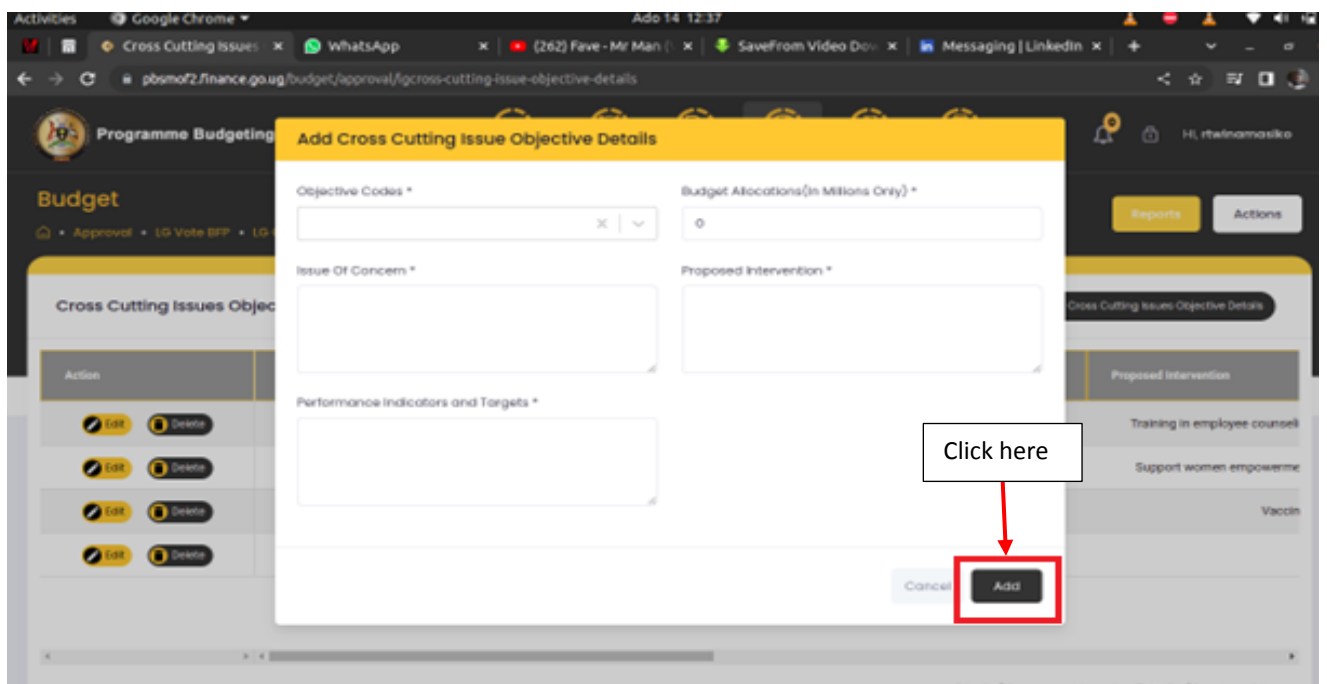


The page below will be displayed.

Step 2: Click on + Cross Cutting Issues Objective Details to add a record.



Step 3: Select and type in the details of the cross-cutting issue Objective Details and then click on the **add** button to submit the record.



Step 4: To edit a record, click on the **Edit** button and submit by clicking on the **update** button when you are done editing as shown below.

Programme Budgeting System

Budget

Cross Cutting Issues Objective Details

Action	Performance Indicators and Targets 2022-2023	Issue of Concern	Budget Allocations	Proposed Intervention
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	HIV/AIDS concerns addressed.	Reduce infection	50.000000000	Training in employee counsel
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	Access to the commu...	inequality in the gender	50.000000000	Support women empowerme
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	All staff fully vaccinated	Reduce COVID-19 infections in the district	25.000000000	Vaccin
<input type="checkbox"/> Edit <input type="checkbox"/> Delete	500 hectares of eucalyptus trees planted.	Environmental degradation	17.500000000	

update Cross Cutting Issue Objective Details

Objective Codes *
3 - Reduce High level of stigma and discr...

Budget Allocations (in Millions Only) *
50

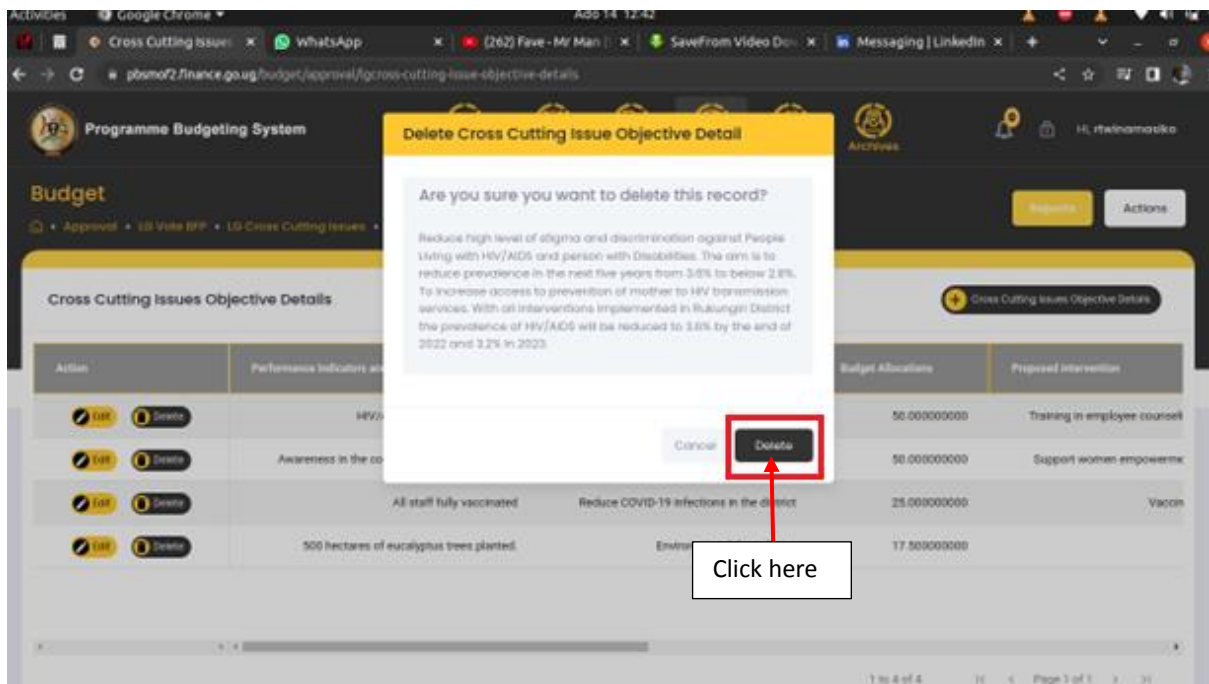
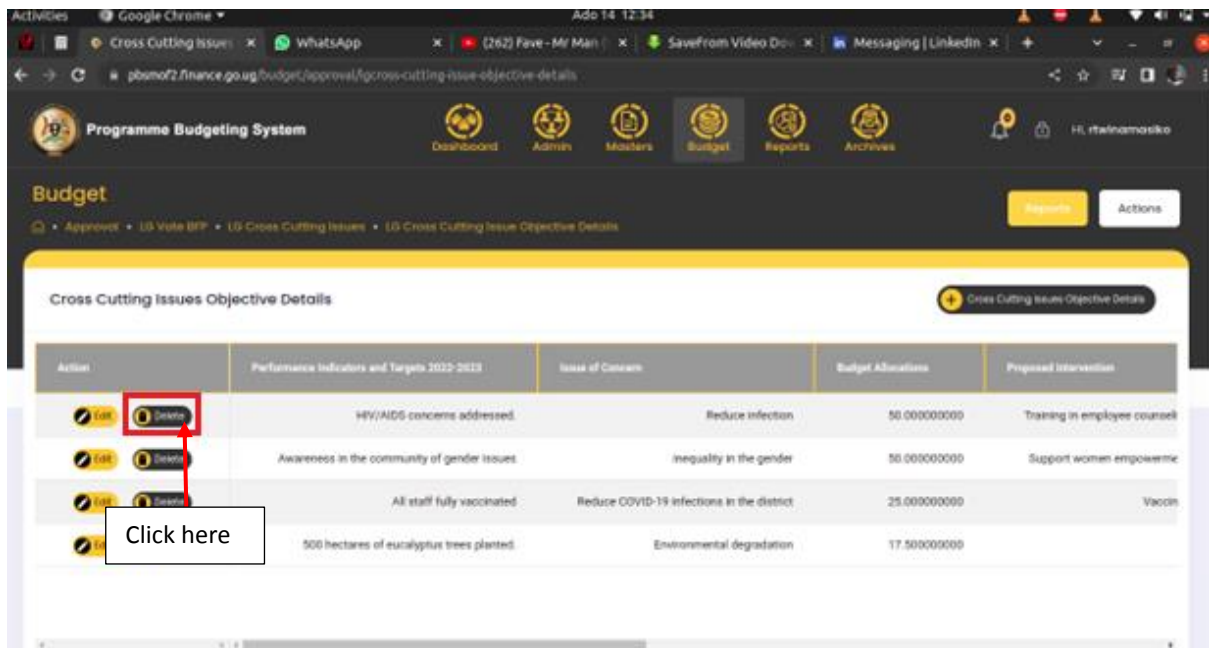
Issue Of Concern *
Reduce infection

Proposed Intervention *
Training in employee counseling and management of HIV/Aids at the work place. Institute counseling HIV services at district/sub-county levels. Expanding of ART, ICT, and PMCT

Performance Indicators and Targets *
HIV/AIDS concerns addressed.

Cancel update

Step 5: To delete a record, click on the **delete button. The system will prompt you to confirm whether you would like to delete or cancel. Click on **delete** to permanently delete the record.**



8 BUDGET OPERATIONS TABLE (BOT)

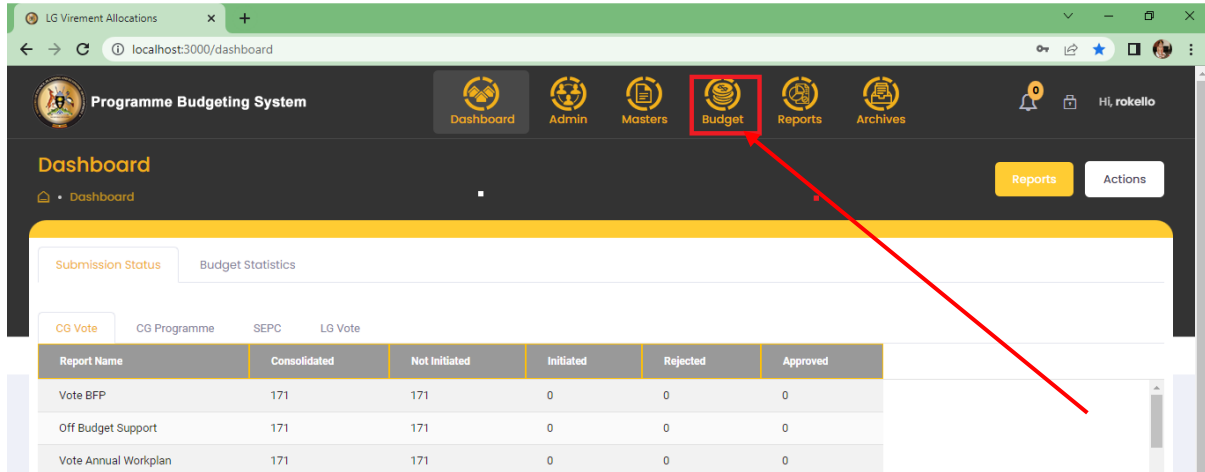
8.1 Expenditure Limits

During budget execution, MoFPED processes quarterly expenditure limits which it issues to MDAs for the purposes of allocating cash for spending. Expenditure limits are allocated through a two (2) step process. First, a Budget Operations Table (BOT) is generated giving analysis and the basis for expenditure limits which are generated in the second step. The user will use the System to implement these steps provided below.

8.1.1 Gou Expenditure Limits

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then **“Execution”** stage, system should display the following screen



LG Virement Allocations x +
localhost:3000/dashboard

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

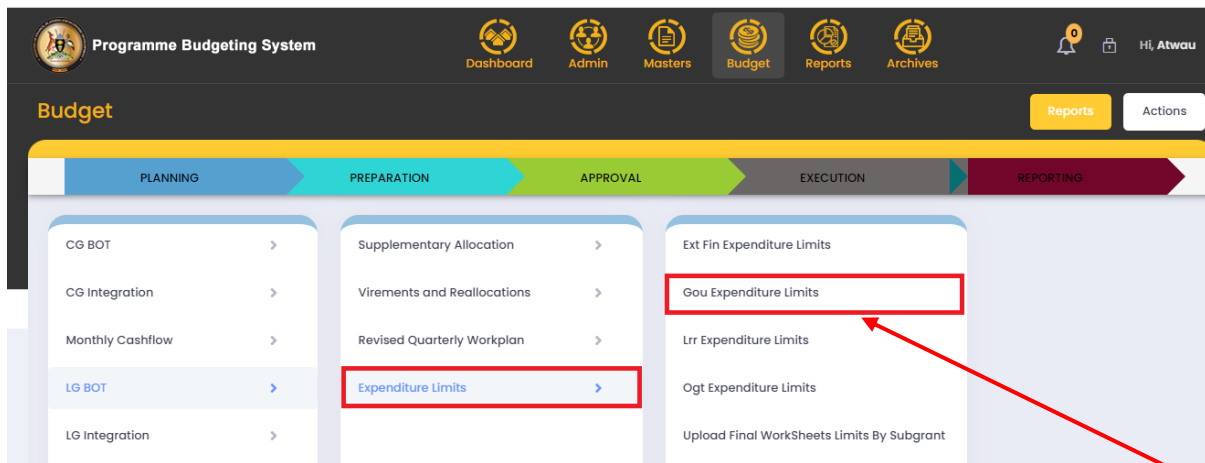
Hi, rokello

Dashboard

Submission Status Budget Statistics

CG Vote	CG Programme	SEPC	LG Vote		
Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	171	0	0	0
Off Budget Support	171	171	0	0	0
Vote Annual Workplan	171	171	0	0	0

- Navigate to **“Execution”** stage, system should display the following screen
- Click on LGBOT, navigate to Expenditure Limits menu, and then click on Gou Expenditure Limits screen. The screen below will be displayed.



Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

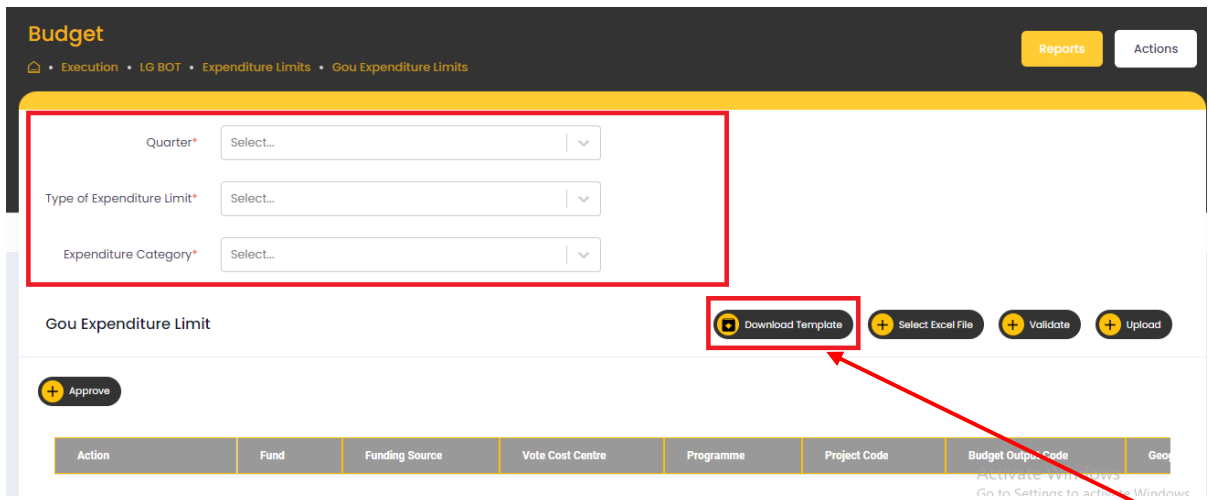
Hi, Atwau

Budget

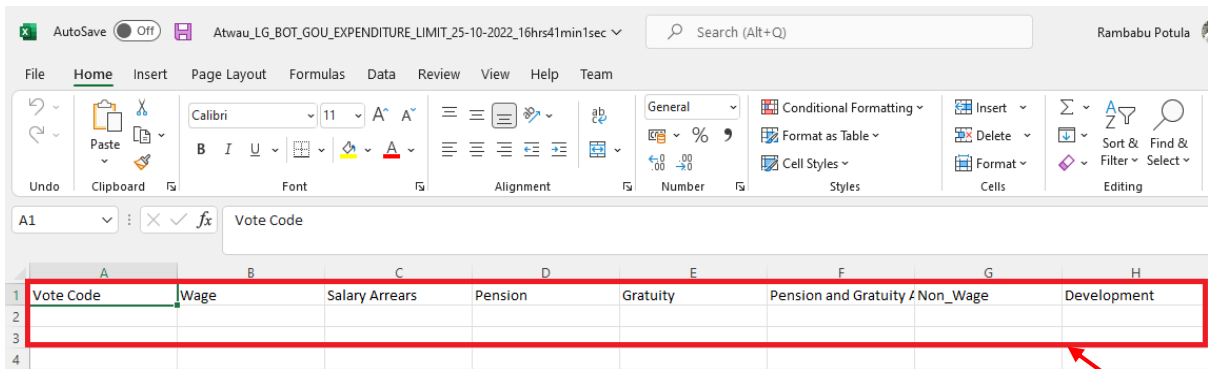
PLANNING PREPARATION APPROVAL EXECUTION REPORTING

CG BOT	Supplementary Allocation	Ext Fin Expenditure Limits
CG Integration	Virements and Reallocations	Gou Expenditure Limits
Monthly Cashflow	Revised Quarterly Workplan	Lrr Expenditure Limits
LG BOT	Expenditure Limits	Ogt Expenditure Limits
LG Integration		Upload Final WorkSheets Limits By Subgrant

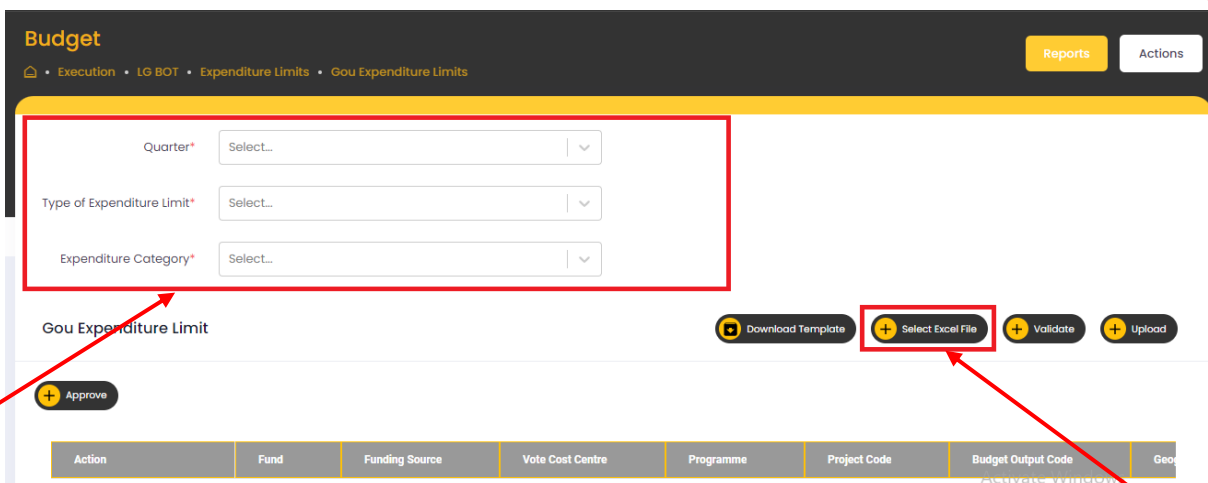
- The system should display the following screen.
- In the below screen user should be able to select the Quarter (Q1, Q2, Q3 and Q4), Type of Expenditure Limit (Automatic, Special and Adjustments) and Expenditure Category (All, Wage, Non-Wage, Gou etc.) then click **“Download Template”**.
- Based on template system should display the Grid view and download the template.



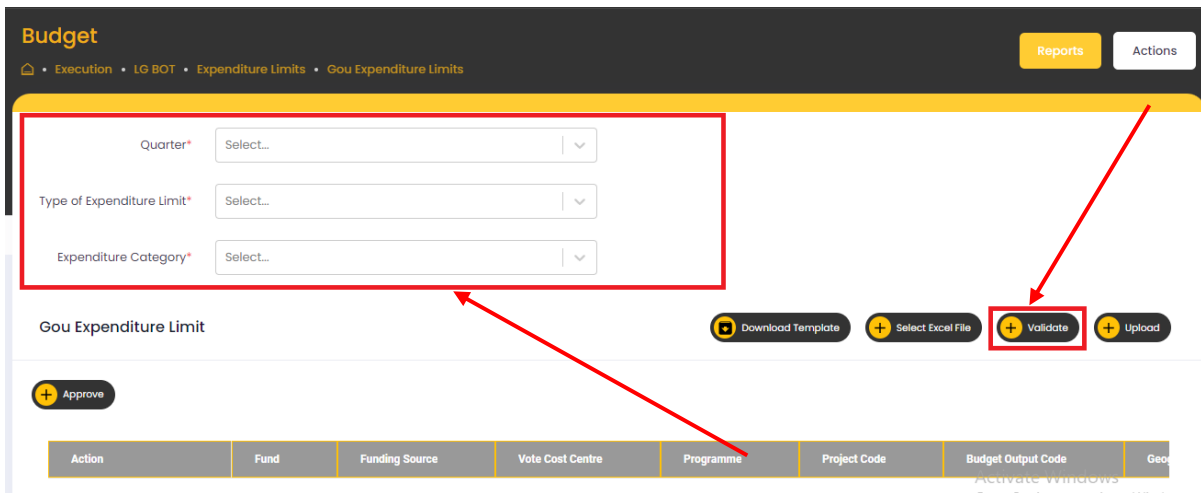
- Once system template is downloaded, User can be able to enter the data in the following fields.



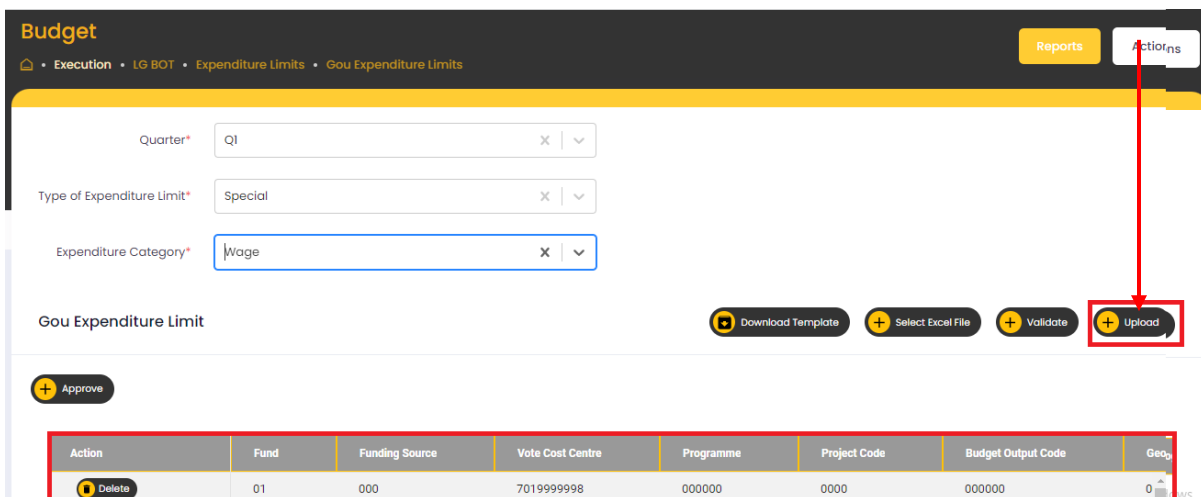
- Users can enter the data and upload a file



- The system should display the successfully uploaded message, after the users can validate the data, if any errors are their system display the errors on the grid otherwise it displays the validation successful message.



- Once validation is successful, the users can click on the Upload button and data should be inserted in the appropriate table and displayed on the grid with Status being “Active”



- Based on that, users can upload file multiple times and update the records.
- Once the final template is uploaded, users can be able to approve all records based on selected combination.
- Once approval is completed all the buttons are hidden, see the below screen

Budget

Execution • LG BOT • Expenditure Limits • Gou Expenditure Limits

Quarter* Q1

Type of Expenditure Limit* Automatic

Expenditure Category* Wage

Gou Expenditure Limit

Action	Fund	Funding Source	Vote Cost Centre	Programme	Project Code	Budget Output Code
Delete	01	000	6059999998	000000	0000	000000
Delete	99	000	6059999998	000000	0000	000000

- If users selected the Type of Expenditure Limit as Special then they can approve the records, if users already approved the records they are able to upload the excel file, otherwise users are unable to upload the excel file.

8.1.2 Ext Fin Expenditure Limits

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then **“Execution”** stage, system should display the following screen

LG Virement Allocations

localhost:3000/dashboard

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

Hi, rokello

Dashboard

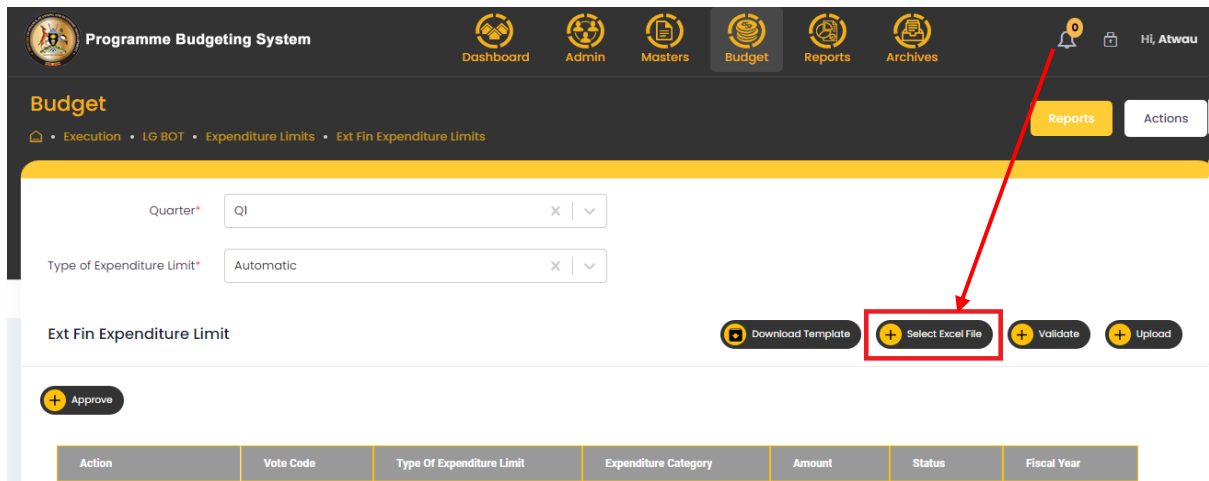
Submission Status Budget Statistics

CG Vote CG Programme SEPC LG Vote

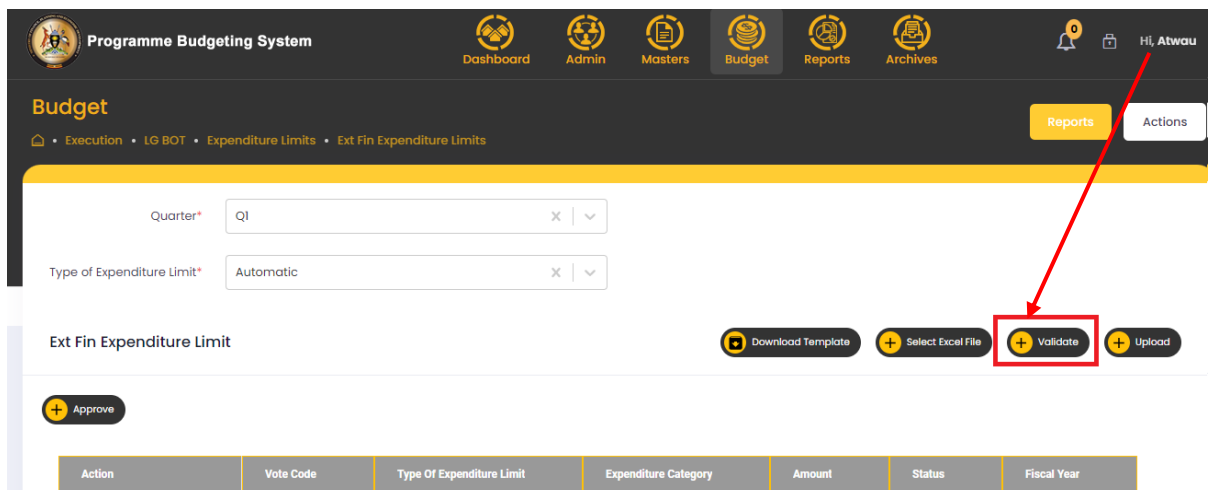
Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	171	0	0	0
Off Budget Support	171	171	0	0	0
Vote Annual Workplan	171	171	0	0	0

- Navigate to **“Execution”** stage, system should display the following screen
- Click on LGBOT, navigate to Expenditure Limits menu, and then click on Ext Fin Expenditure Limits screen. The screen below is displayed.

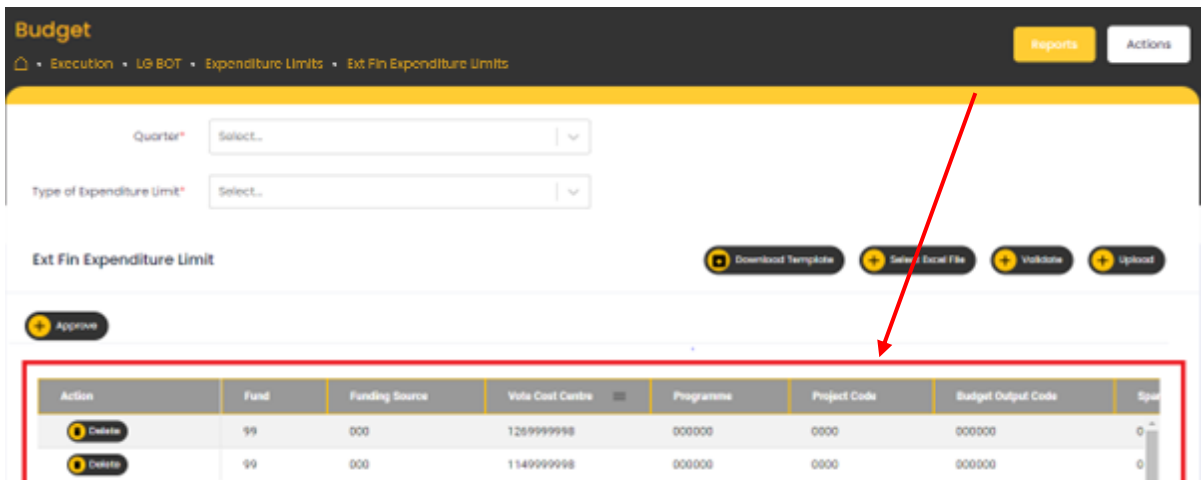
- After data has been entered the user can upload the file by clicking on **select excel file** and then open where the file is saved.



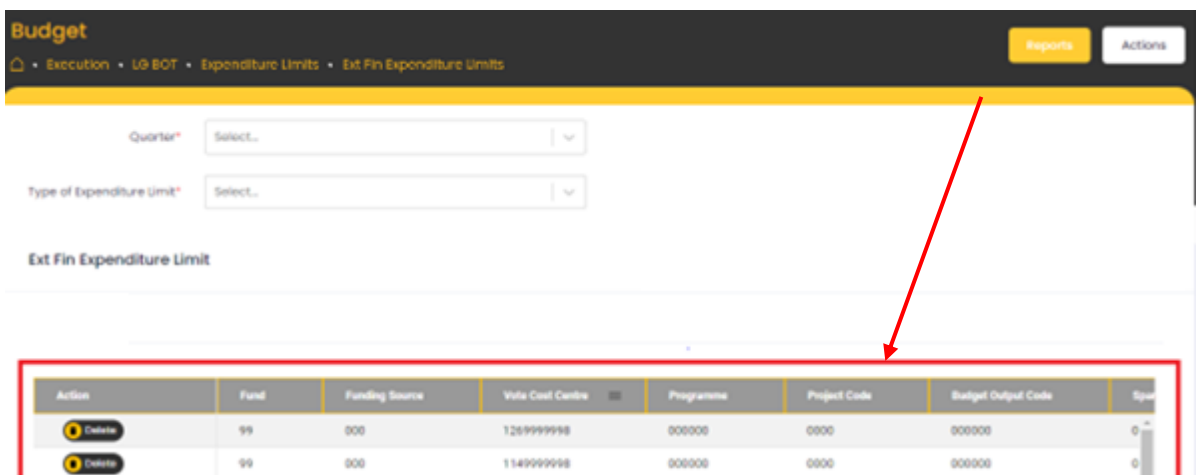
- The system should display the **successfully uploaded message** then users can validate the data, if there are any errors, they will be displayed on the grid otherwise it will display the Validation successful message.



- Once validation is successfully, the user can click on the Upload button then data should be inserted in the appropriate table and the grid will display the data and **Status will display “Active”**



- Based on the user multiple files can be uploaded several times and update the records.
- Once the final template is uploaded, users can be able to approve all records based on selected combination.
- Once approval is completed all buttons are hidden from the screen as shown below.

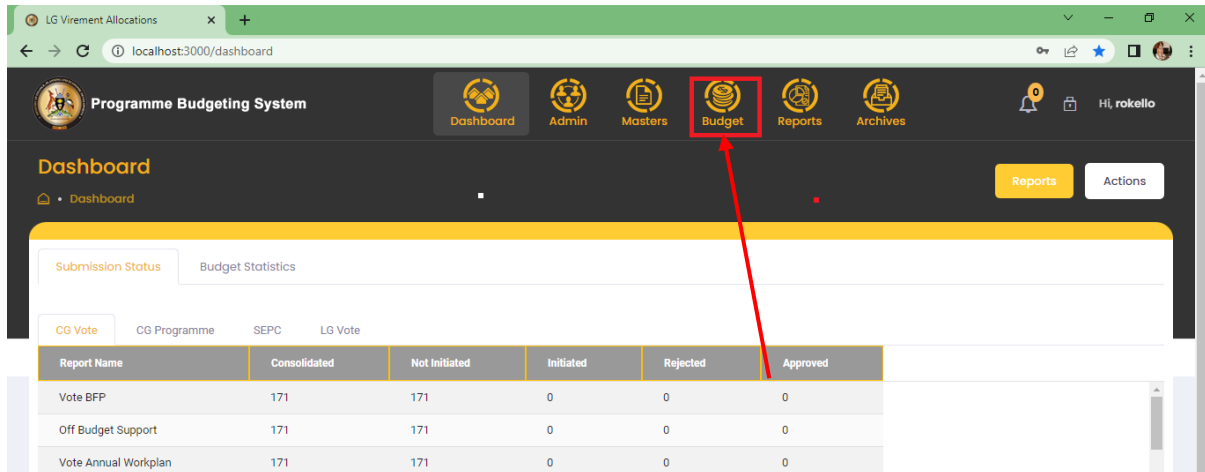


- If users select and the Type of Expenditure Limit is Special then they can approve the records, but if users already approved the records, they are able upload the excel file again, otherwise users are unable to upload the excel file.

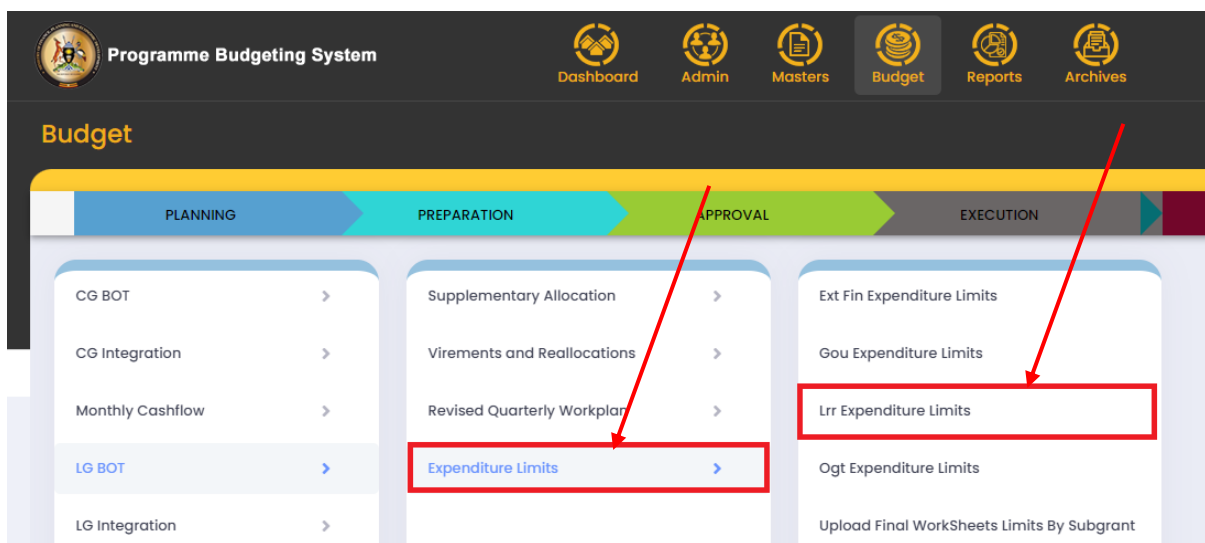
8.1.3 LRR Expenditure Limits

Step 1: Privilege users' login to the system and it will show the below screen

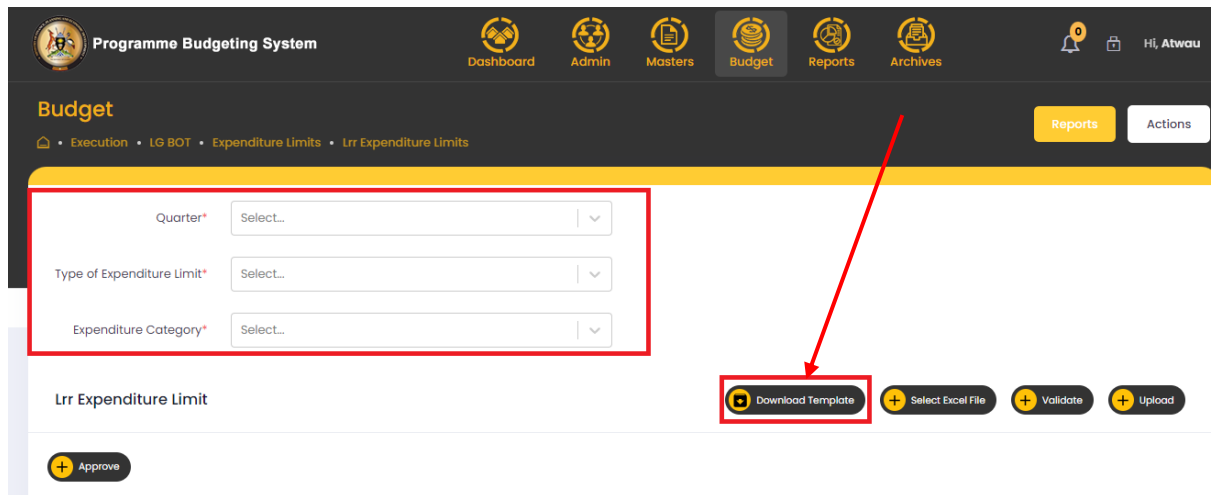
- Navigate to Budget Module



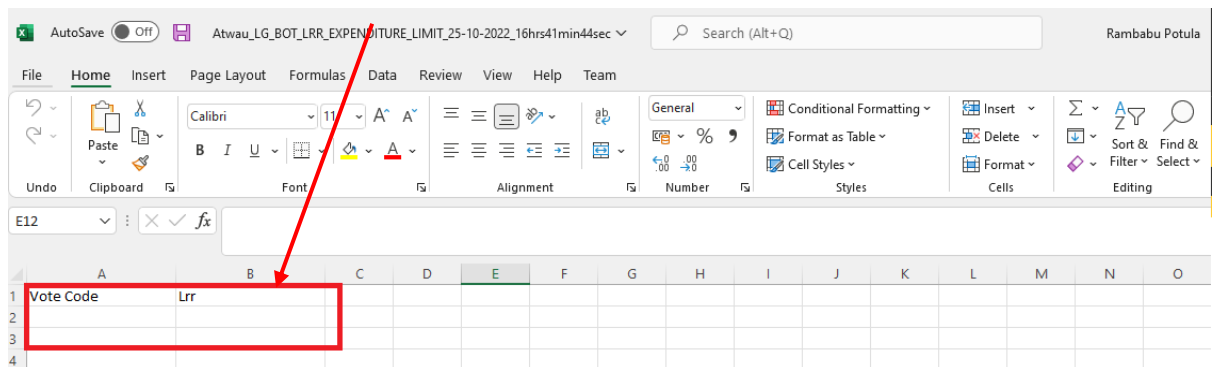
- Then “**Execution**” stage, system should display the following screen
- Click on LGBOT, navigate to Expenditure Limits menu, and click on LRR Expenditure Limits screen as shown in the below screen.



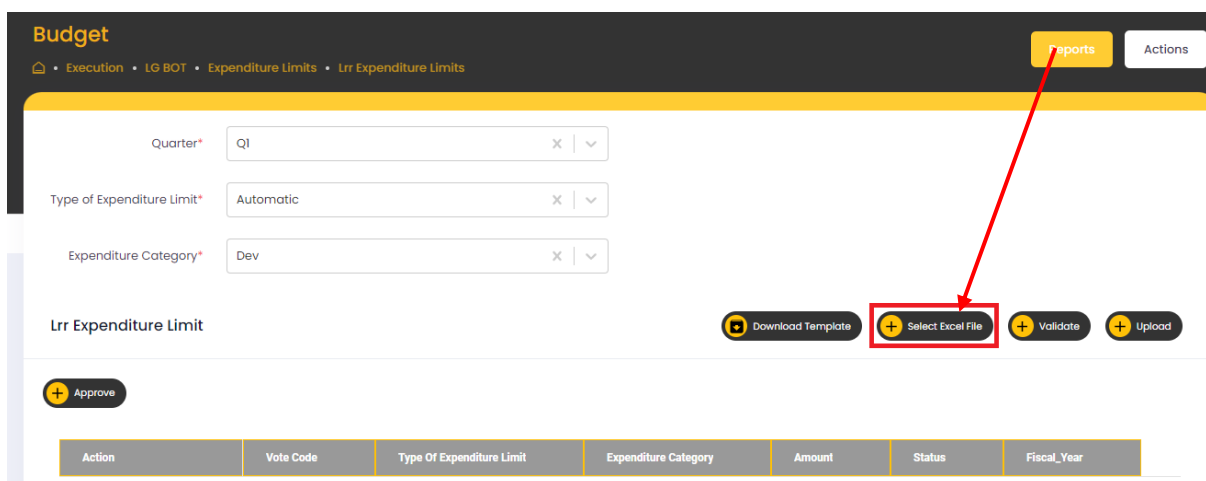
- In the below screen user should be able to select the Quarters (Q1, Q2, Q3 and Q4), Type of Expenditure Limit (Automatic, Special and Adjustments) and Expenditure Category (All, LRR, Nonwage and Dev) then click “Download Template”.
- Based on the template, system should display the Grid view and download the template.



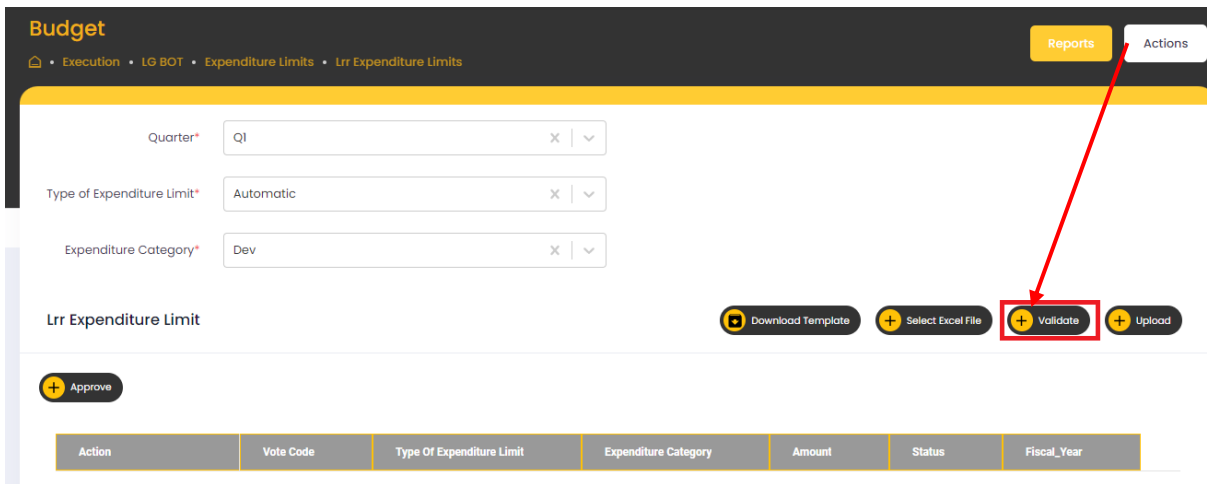
- Once the system template is downloaded, User can be able to enter the data in the following fields.



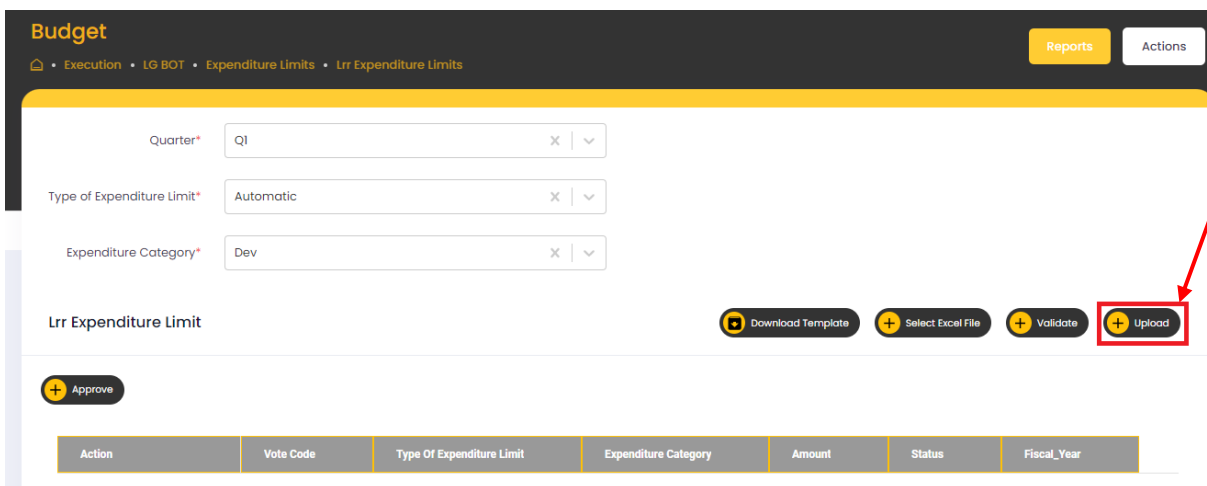
- Users can enter the data and upload a file



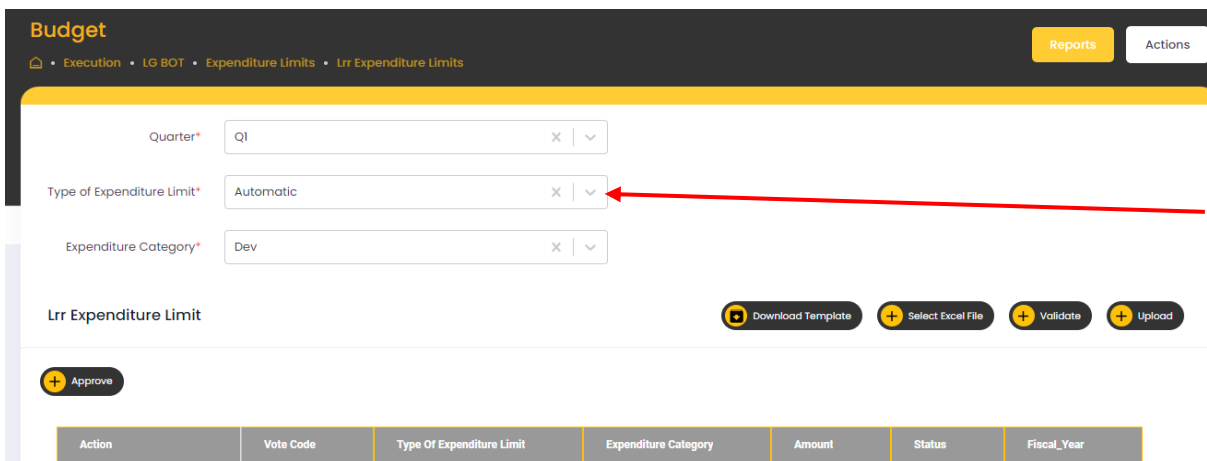
- The system should display the successfully uploaded message then users can validate the data, if any errors are there, system should display the errors on the grid otherwise it displays the validation successful message.



- Once it successfully validates, the user can click on the Upload button then data should be inserted in the appropriate table and displayed on the grid with Status “Active”



- Based on that, users can upload a file multiple times and update the records.
- Once final template is uploaded, users can be able to approve all records based on selected combination and Once approval is completed all buttons are hidden as seen in the below screen



- If users select the Type of Expenditure Limit as Special then they can approve the records, if users already approved the records they are able to upload the excel file again, otherwise users are unable to upload the excel file.

8.2 Virements

8.2.1 Virement Mapping

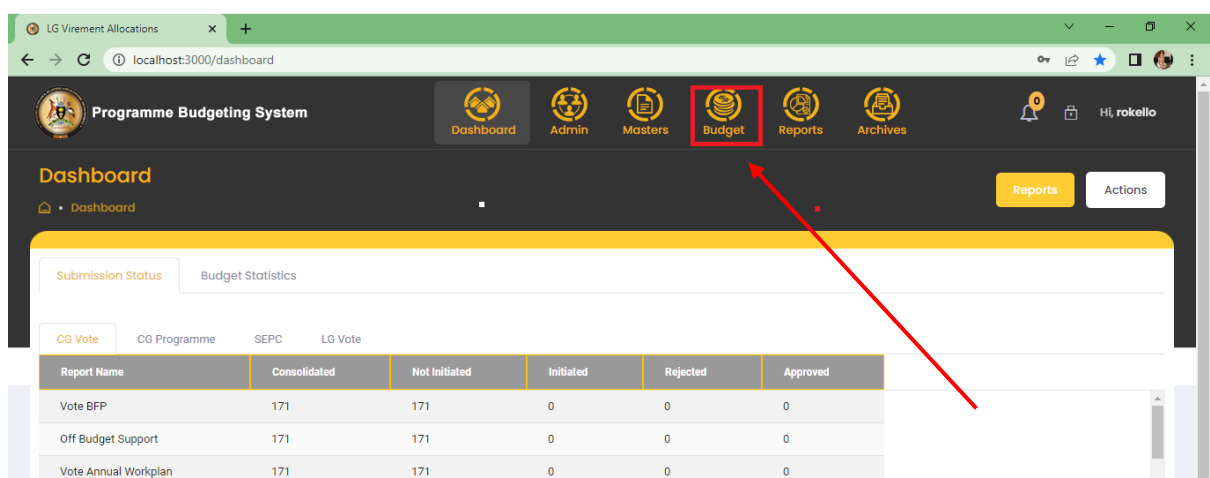
During budget execution, MDAs may wish to implement Virements (reallocations); shifting budget provisions from one program, output or item to another to secure sufficient funding for an activity against the items they wish to spend on. Virements lead to adjustments to the approved budget reducing the provisions on the items losing and increasing the provisions on items receiving.

To implement Virements, the User

- Identifies and selects the outputs and items (the User must specify the Fund, Funding Source, Sector Code, Vote Code, Program Code, Sub Program, Key output, and Item) losing budget provisions, and specifies the amount they will lose;
- These source items MUST have a positive balance on their approved budget after all releases
- Identifies and selects the outputs and items receiving additional budget provisions and specifies the amounts they will receive.
- You may have multiple source items and multiple destination items
- The same item cannot be selected for both source and destination
- The aggregate provisions from source items MUST equal to the aggregate provision distributed under destination items.

Step 1: Privilege users' login to the system and it will show the below screen

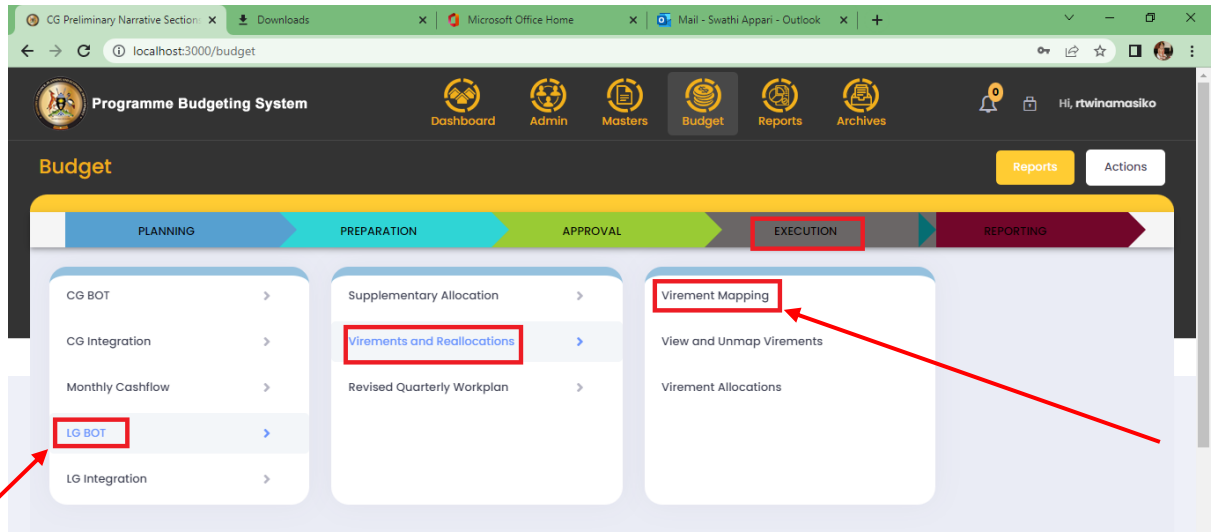
- Navigate to Budget Module



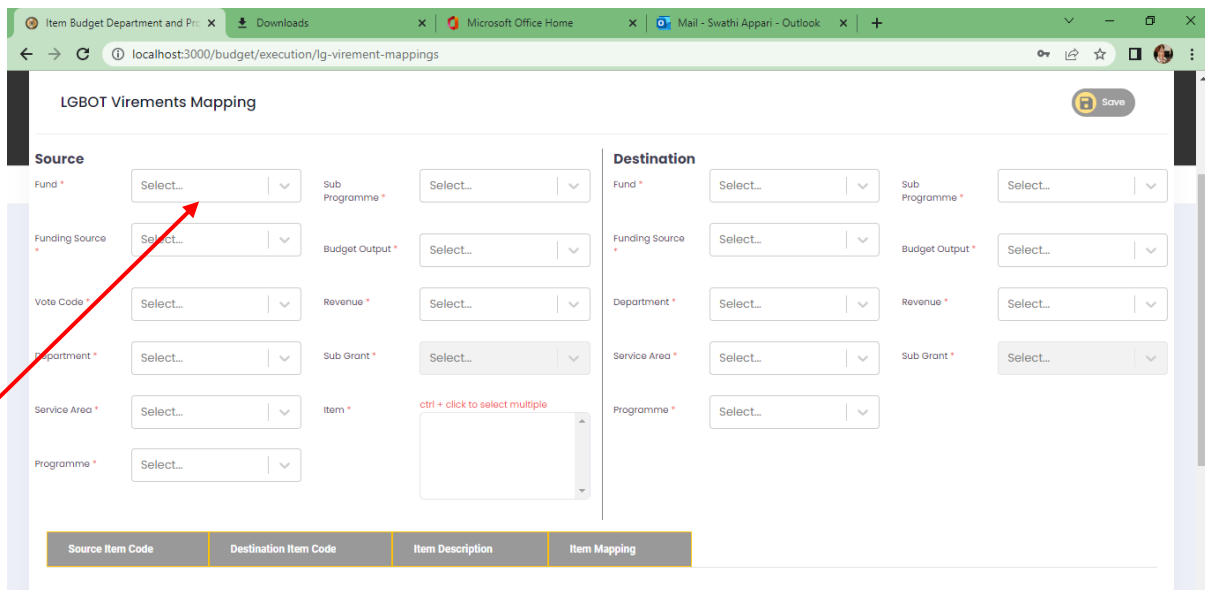
Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	171	0	0	0
Off Budget Support	171	171	0	0	0
Vote Annual Workplan	171	171	0	0	0

Step 2: Click on “Execution” stage, system should display the following screen

- Click on **LGBOT**, then navigate to Virement and Allocations and click Virement Mapping.

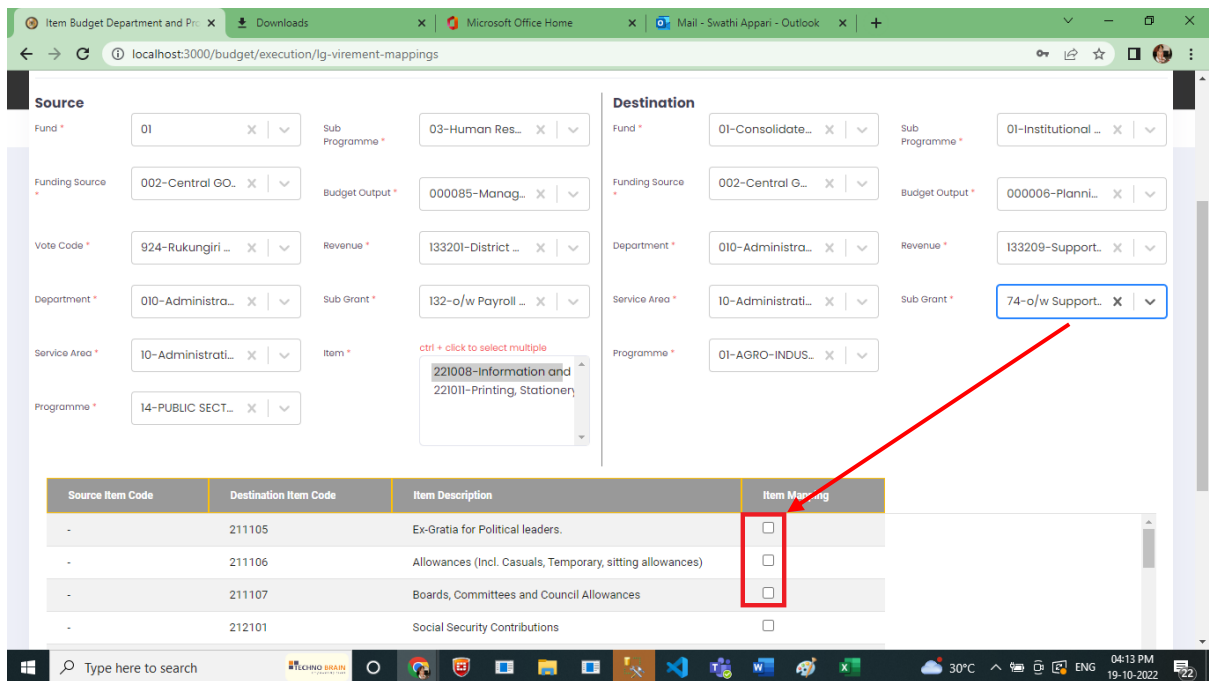


- System will Display the below screen
- The drop downs are loaded based on the budget.



Step3: User selects all the Dropdowns for both Source and destination and able to see the Grid

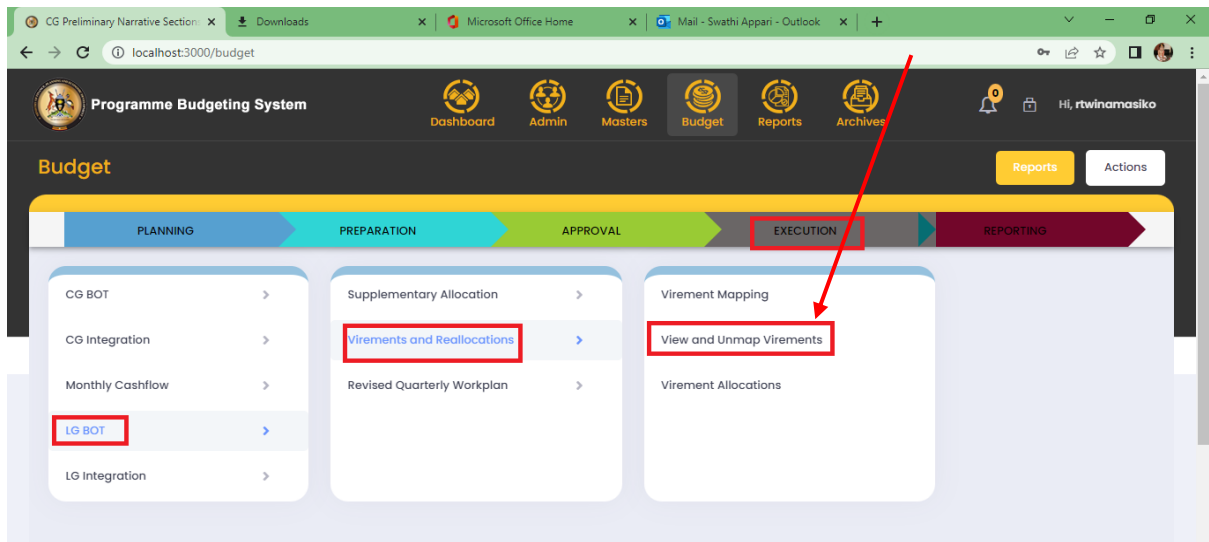
- The User will mark the check box to select the item to be mapped.
- Do this for all the Items you need to get money from and where it's going to.
- You cannot VIRE from wage to Non-wage (source cannot be wage and destination be Non-wage, it must wage to wage or Non-wage to Non-wage).
- You can vire from different sources to one destination and vice versa.



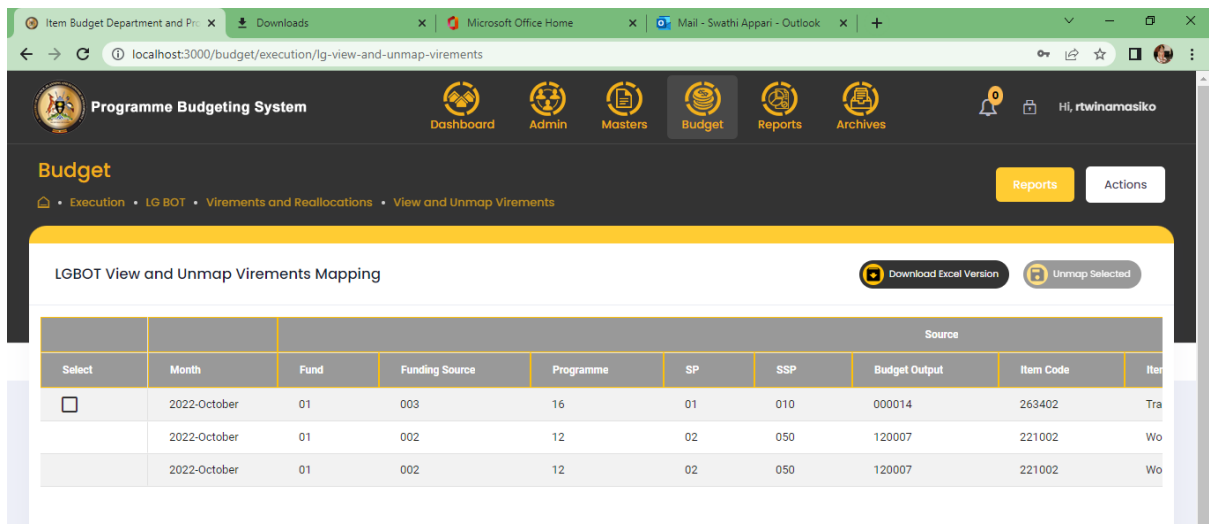
I. View and UnMap Virement

Step 1: Privilege users' login to the system and it will show the below screen

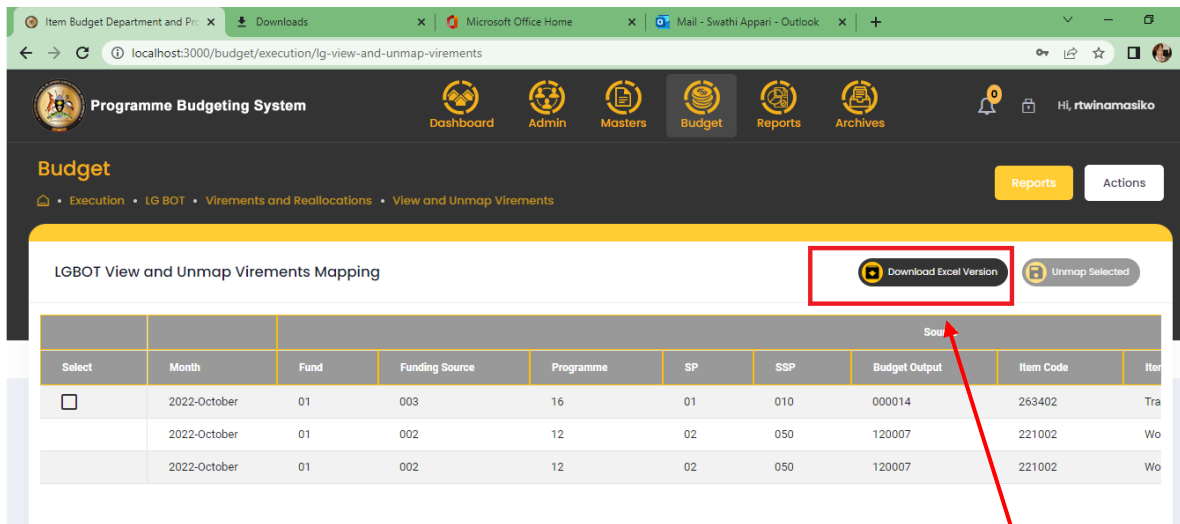
- Navigate to Budget Module
- Then “**Execution**” stage, system should display the following screen
- Navigate to “**Execution**” stage, system should display the following screen
- Click on LGBOT, navigate to Virement and Allocations and click View and **UNMAP** virement screen.



- User is able to see the Below screen



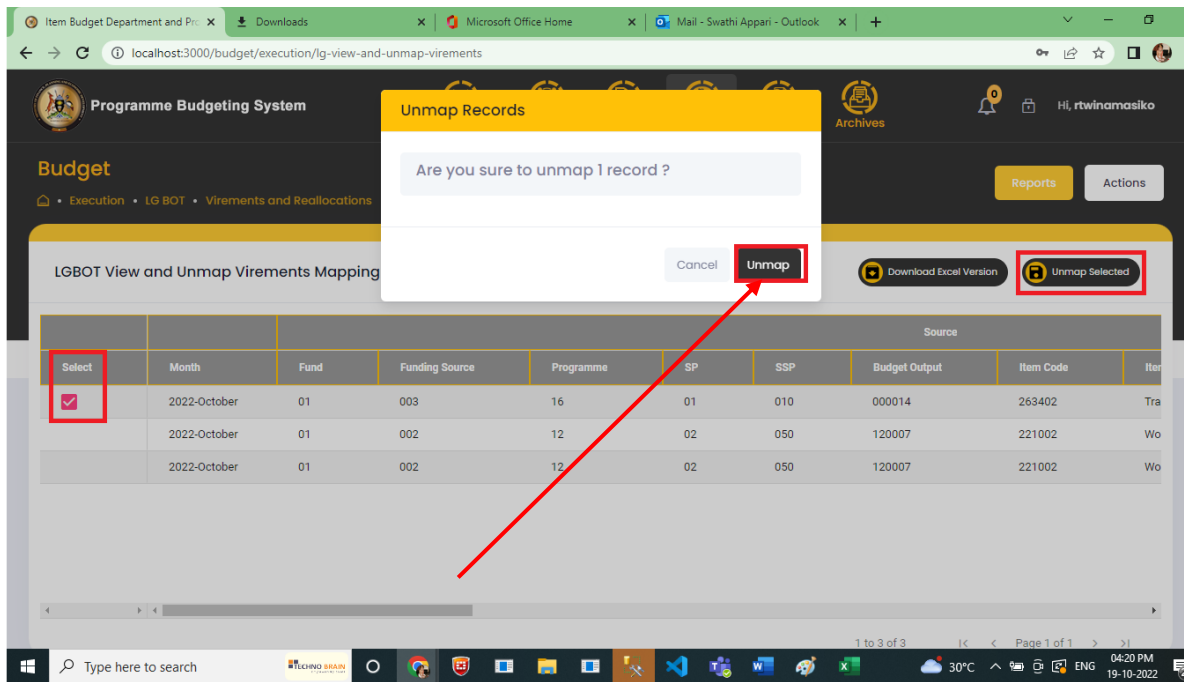
- You can get the Excel Version by clicking on **Download Excel Version**



- Excel with data is Downloaded.

	A	B	C	D	E	F	G
1	Source						
2	Fund	Funding Source	SP code	SSP code	Department code	Project code	BO code
3	01	002	02	01	004	0	610015
4	01	002	02	01	003	0	610012
5	01	002	01	02	011	0	000014
6	01	002	02	01	003	0	610012
7	01	002	02	01	001	0	610016
8	01	002	02	01	003	0	610012
9	01	002	02	01	003	0	610012
10	01	002	02	01	004	0	610015
11	01	002	02	01	004	0	610015
12	01	002	02	01	004	0	610015
13	01	002	02	01	004	0	610015
14	01	002	02	01	004	0	610015
15	01	002	02	01	004	0	610015
16	01	002	02	01	004	0	610015
17	01	002	02	01	004	0	610015
18	01	002	02	01	004	0	610015
19	01	002	01	02	001	0	000010
20	01	002	01	02	006	0	000023
21	01	002	01	02	007	0	000014

- For Un-Mapping Select checkbox and click on Un-Map button.
- Then Click on Delete Button virement is unmapped.



8.2.2 Virement Allocation

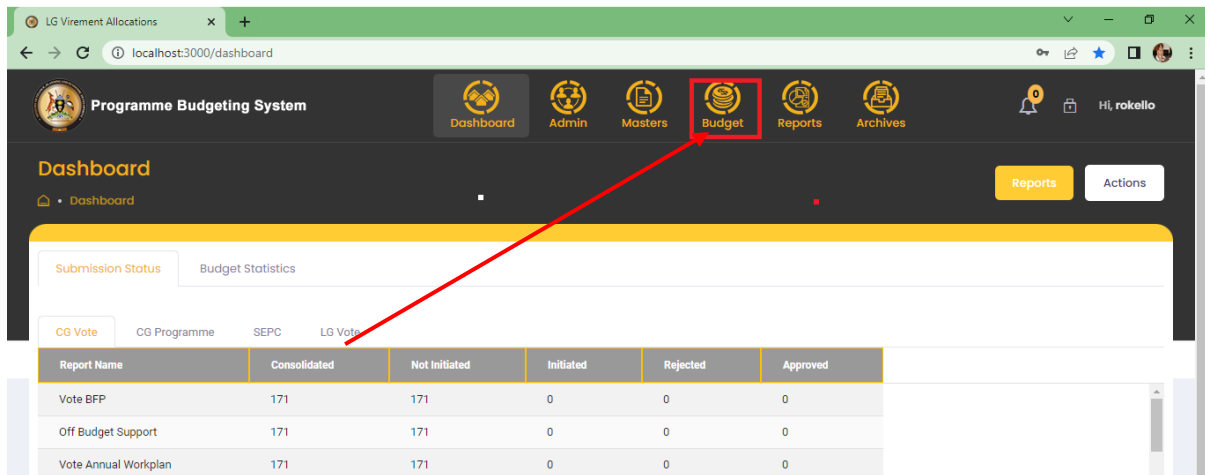
This next stage allows the User to specify the amounts deducted from the Source items and its distribution to the destination items. The User will be required to specify the reasons for such a virement. The increased amount must be equal to the decreased amount.

Important Note: -

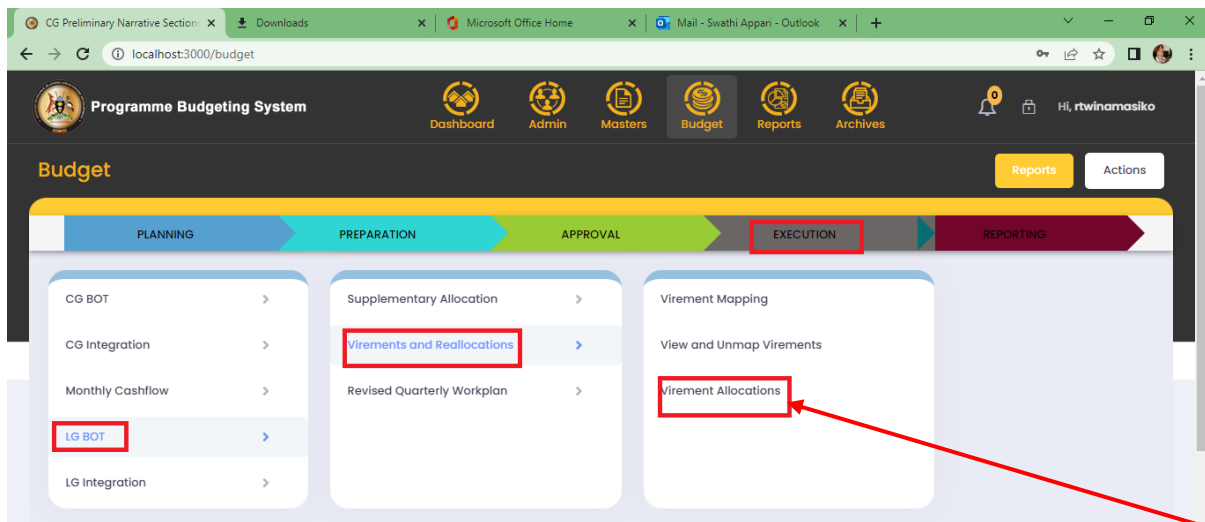
- (i) The amount available for virement may not exceed the balance on approved budget provision of an item.
- (ii) The amount removed from an item cumulatively cannot exceed 10% of its approved budget
- (iii)** The aggregate provision distributed across destination items cannot exceed the aggregate total from source items

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then "**Execution**" stage, system should display the following screen



- Click on **LGBOT**, navigate to Virement and Allocations and then click Virement Allocation.



Step 2: Select the dropdowns, Then the Grid will display below the selections as shown below.

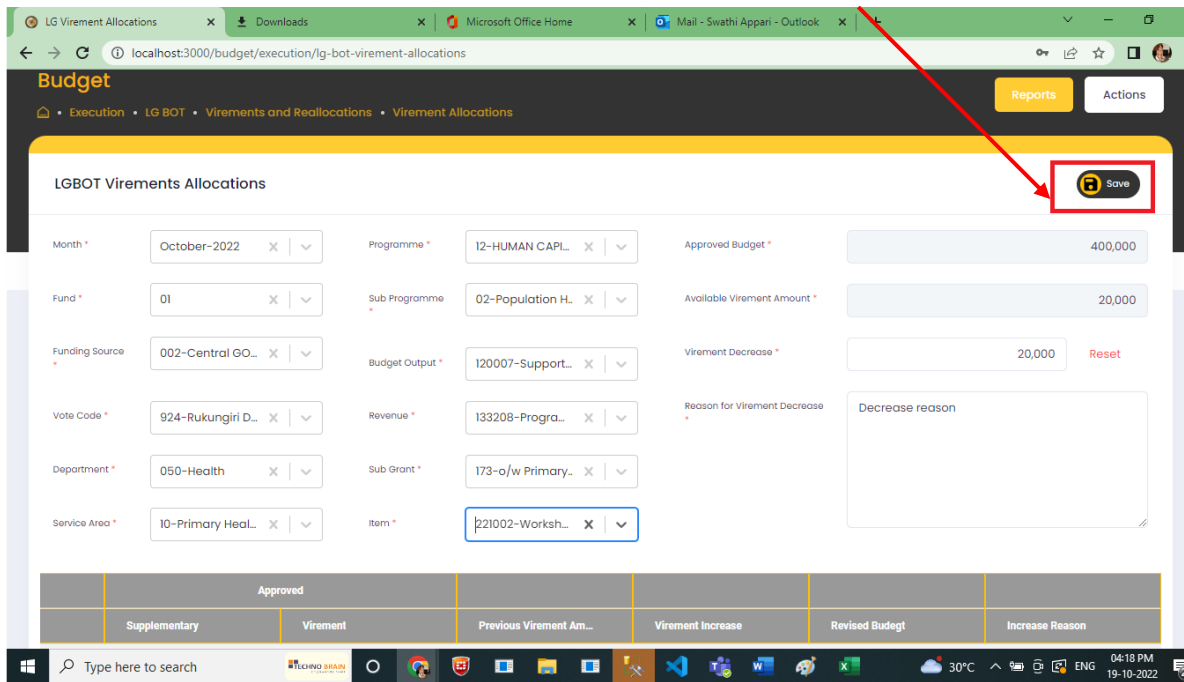
- User should be able to add Virement Decrease based on Approved Budget and should enter Reason for Virement Decrease.
- The increased amount must be equal to the decreased amount.

Destination						
Programme	SP	SSP	Budget Output	Item Code	Item Description	Revenue
12	02	050	000006	211105	Ex-Gratia for Political leaders.	Programme Conditional Grant -
12	02	050	000006	211106	Allowances (Incl. Casuals, Temporary, sitting allowances)	Programme Conditional Grant -

- In Grid, Destination items are shown, user should be able to add Virement Increase and Virement Increase Reason.
- Virement decrease cannot exceed 10% of the approved budget.
- Total increase should be equal to the decrease amount.
- The **RESET** button is used to delete the decrease amount and reason for decrease.

Approved					
Supplementary	Virement	Previous Virement Am...	Virement Increase	Revised Budget	Increase Reason
0.000	0.000	0.000	15,000.000	15,000.000	Increase 1
0.000	0.000	0.000	5,000.000	5,000.000	Increase reason 2
0.000	0.000	0.000	20,000.000	20,000.000	

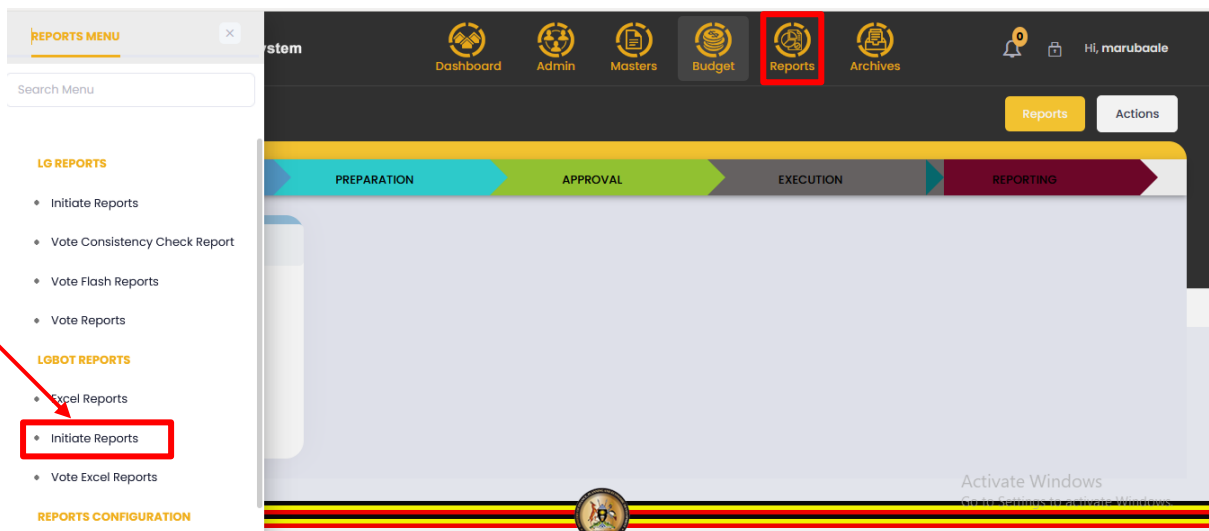
- After entering the data user should click the save Button.



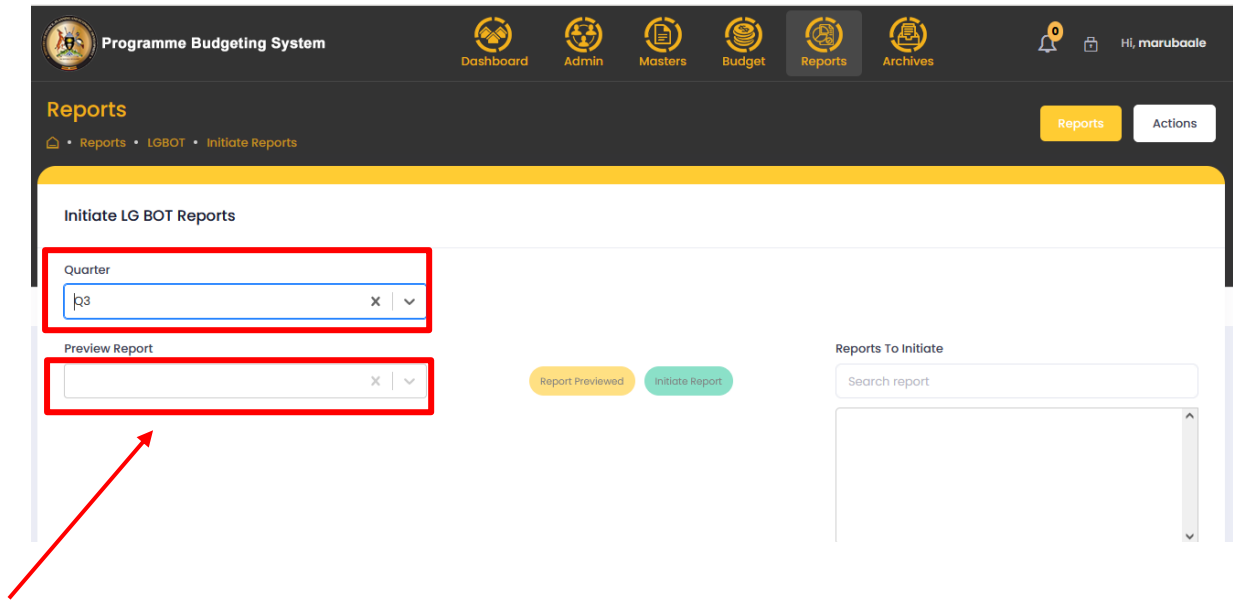
8.2.3 Generate Virement Report

Once the virement has been completed, in this screen below, the user is able to generate related reports and send them for approval.

- Click on Reports, Then LGBOT Reports and Select Initiate Reports



Then select Quarter and Preview report on the next drop down as shown Below



8.3 SUPPLEMENTARIES

8.3.1 Supplementary Allocation

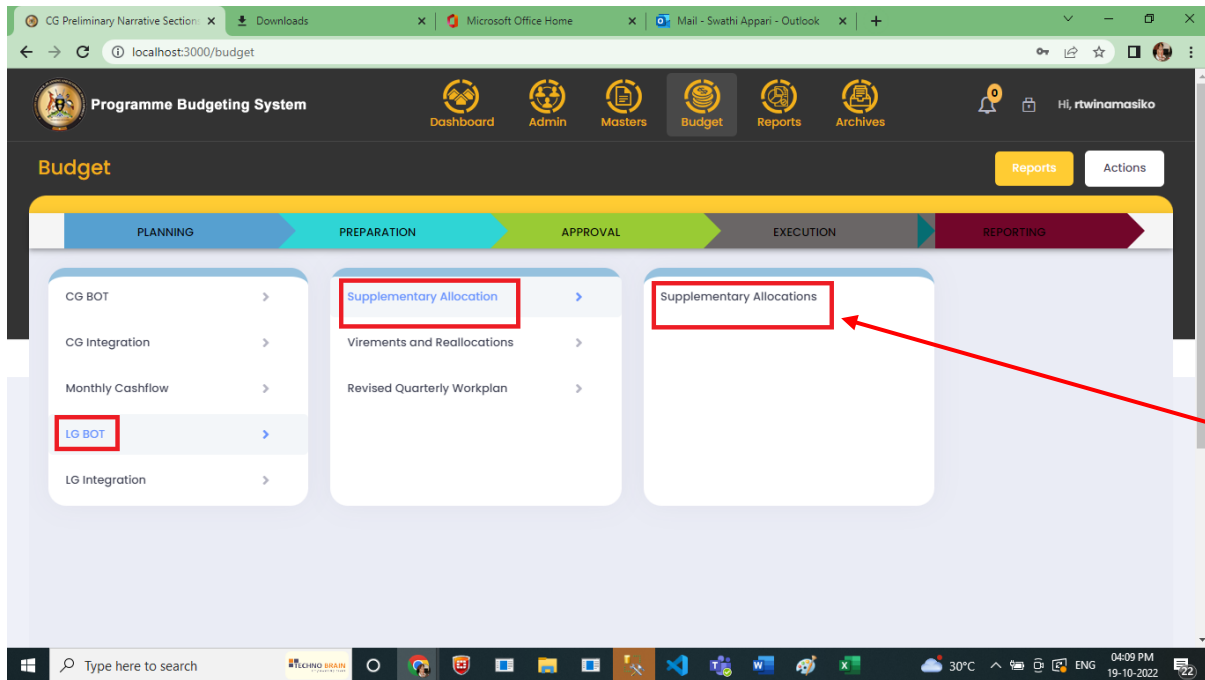
Supplementary provisions into increases in the approved budgets of votes for purpose of financing activities not foreseen at the time of budget preparation. Supplementary have to follow specific requirements defined in the Public Financial Management Act namely; supplementary requests must fall within 3% of the total approved budget for a given FY as approved by the Minister.

Supplementary requests are initiated by MDAs and processed by MoFPED. To access the Supplementary;

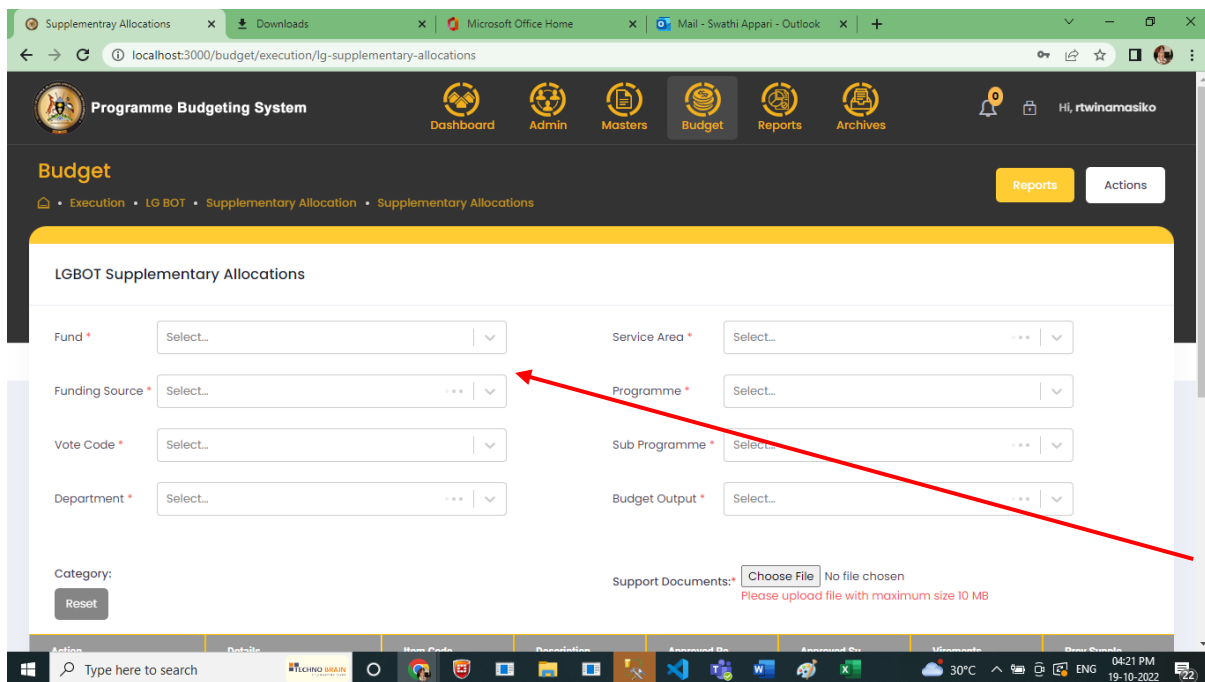
- Navigate to Budget Module
- Then “**Execution**” stage, system should display the following screen

Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	171	0	0	0
Off Budget Support	171	171	0	0	0
Vote Annual Workplan	171	171	0	0	0

- Navigate to **“Execution”** stage, system should display the following screen
- **Click on LGBOT**, navigate, navigate to Supplementary Allocations, and click Supplementary Allocation.

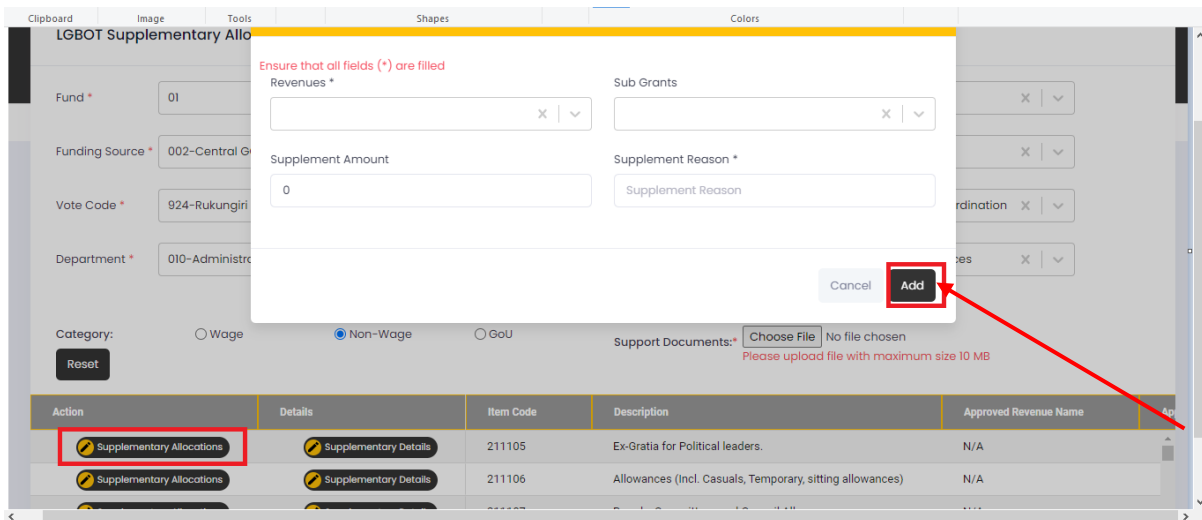
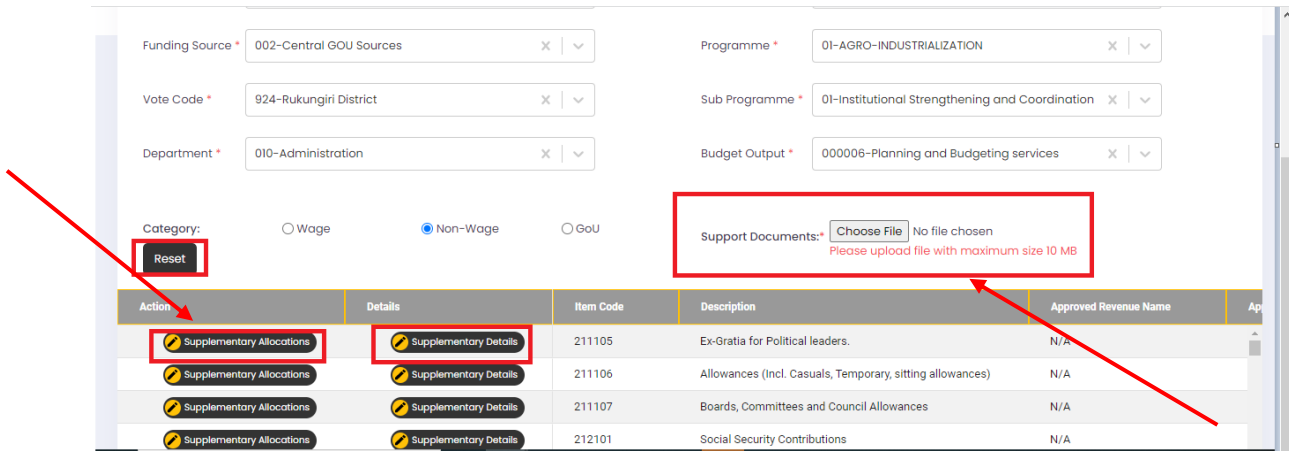


- Below Screen is shown to the user



- Select the Dropdowns, then the Grid Data will load

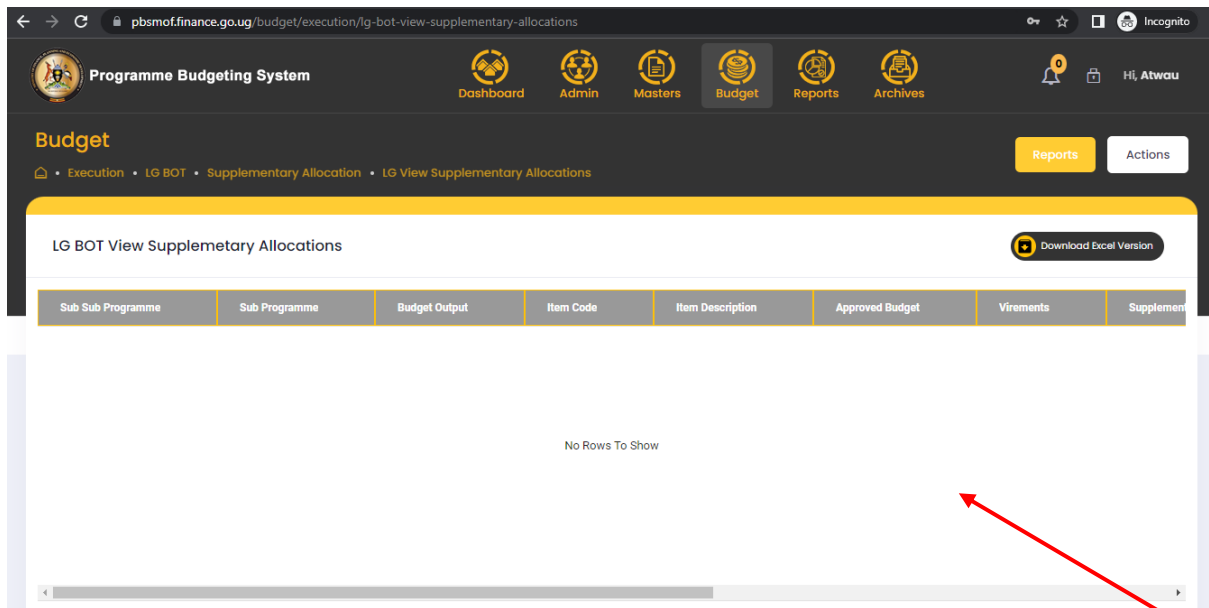
- **Reset button** is used to delete Supplementary Increase and Reason data
- The Upload button is used to upload supporting files (PDF)



- Users will add supplementary Amount and Reason.
- Click on Add/Update button to save Data

8.3.2 View Supplementary Allocation

Supplementary allocation can be viewed in View Supplementary Allocation screen below. This will be filtered based on the logged in user and vote. User can export the grid data to excel.

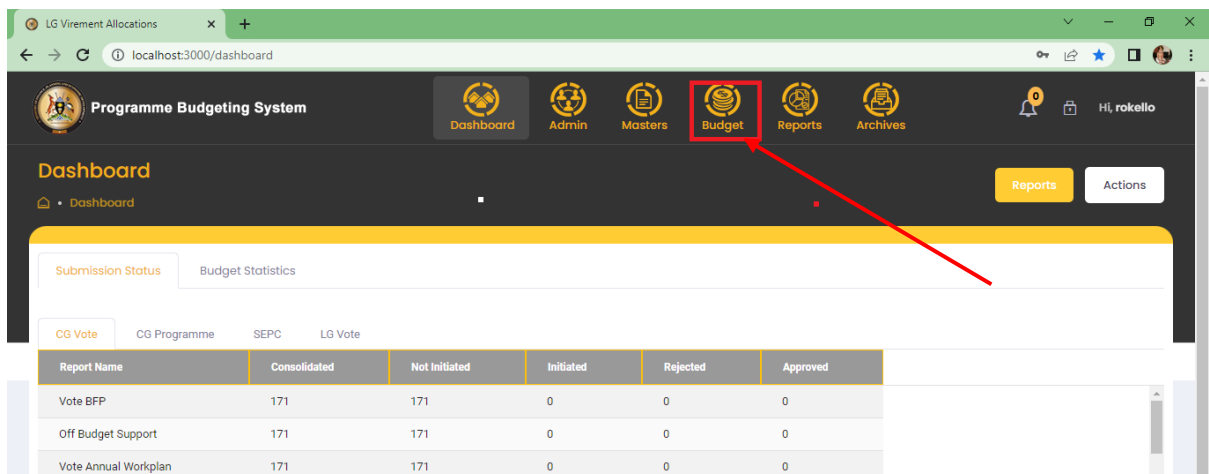


8.4 Revised Quarterly Work plan

Where Virements or supplementary provisions have been issued, the User is able to modify the work-plans allocating additional provisions and making reduction in cases where items have lost provisions. Changes to the work plans can be captured by quarter.

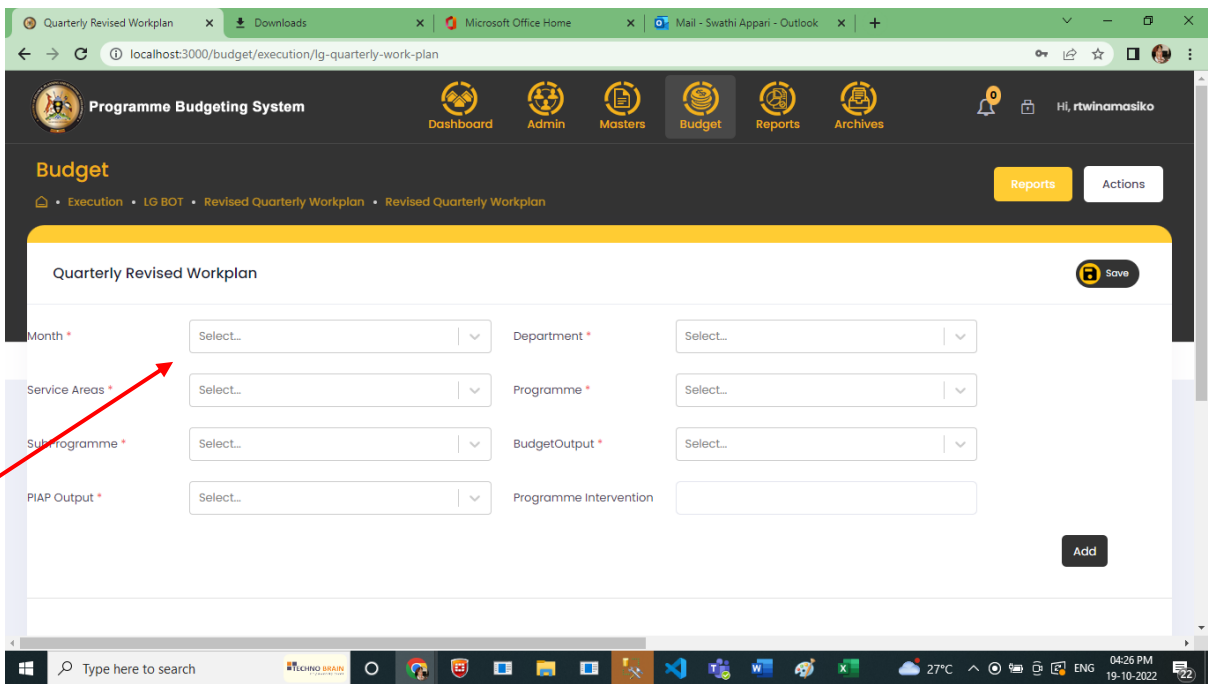
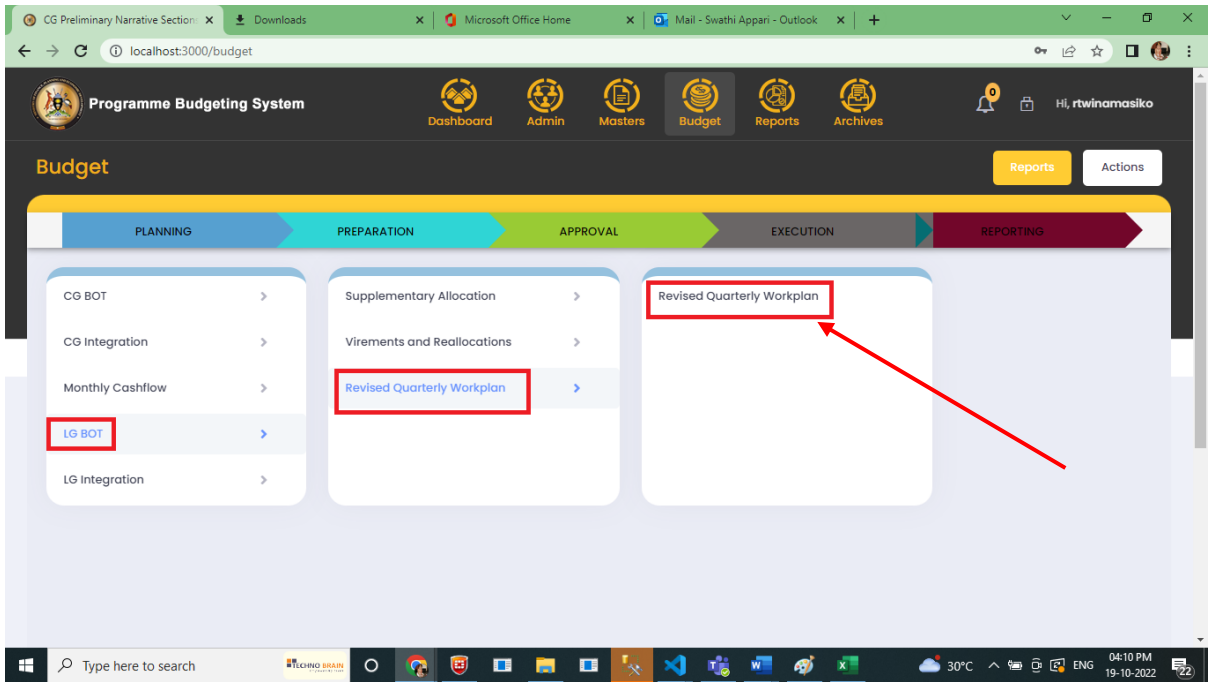
Step 1: Privilege users' will login to the system and it will show the below screen

- Navigate to Budget Module
- Then **“Execution”** stage, system should display the following screen

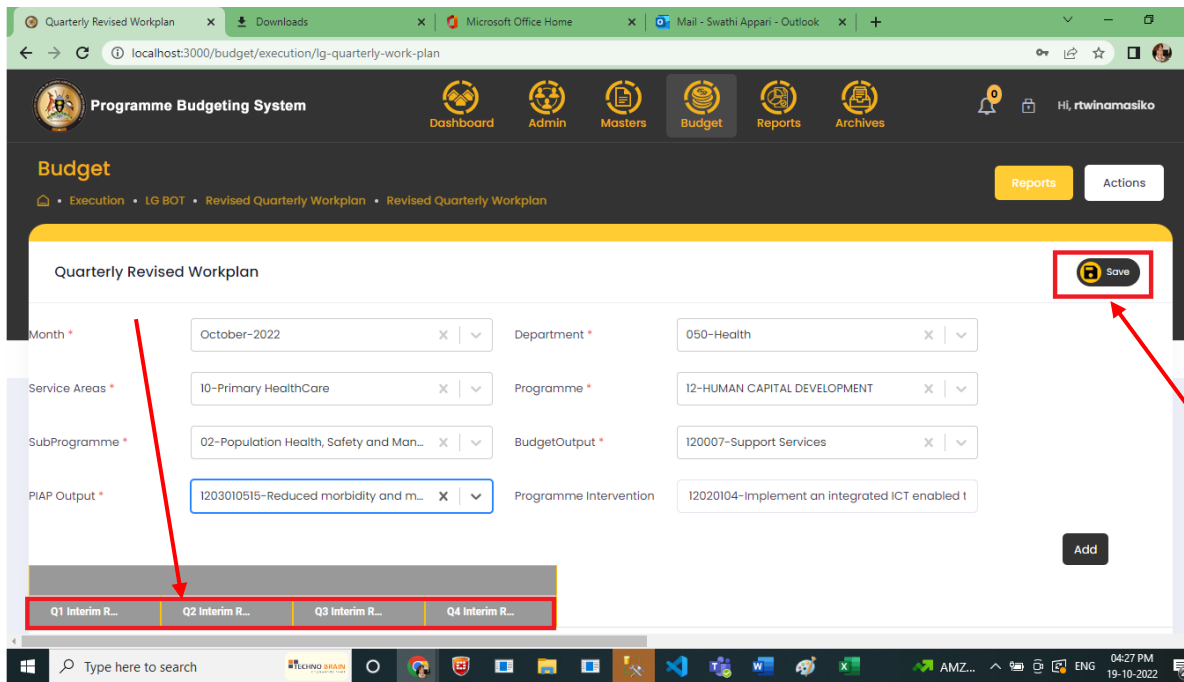


- Navigate to **“Execution”** stage, system should display the following screen
- Click on LGBOT, navigate to Revised Quarterly Work plan and click on Revised Quarterly Work plan.

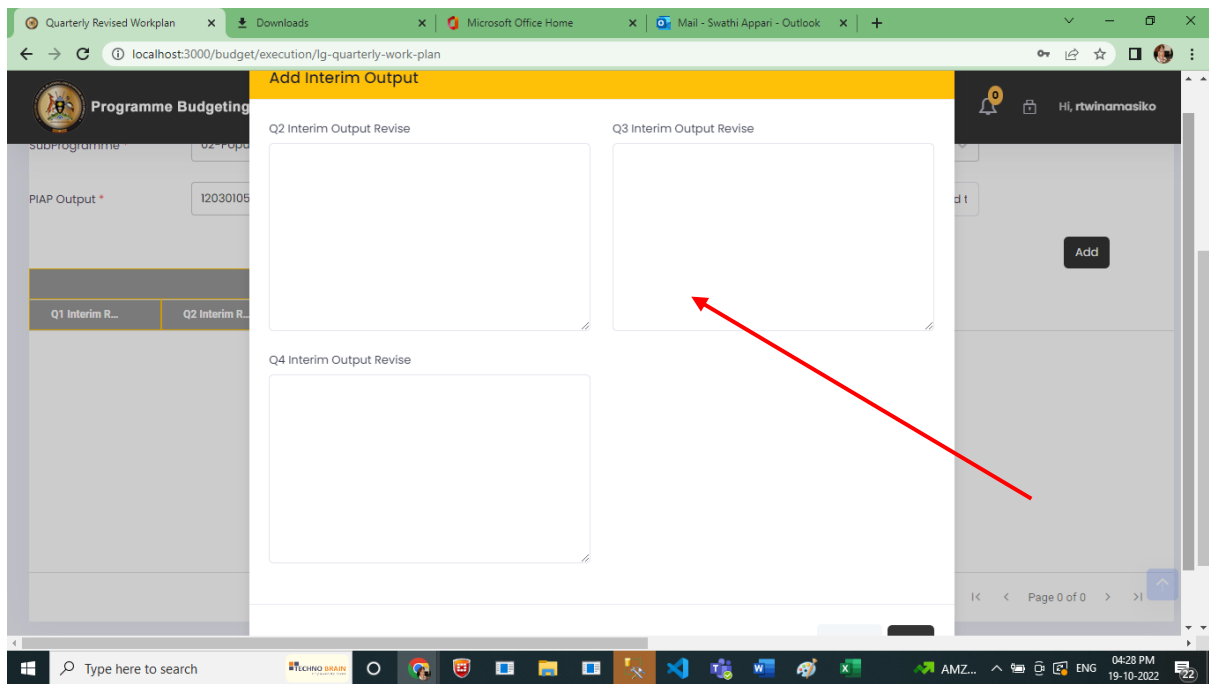
- Shows the below screen.



- On selecting from the drop downs, data Grid data is displayed, user should be able to update the data by double clicking in the row depending on the Quarter and then click on save button.



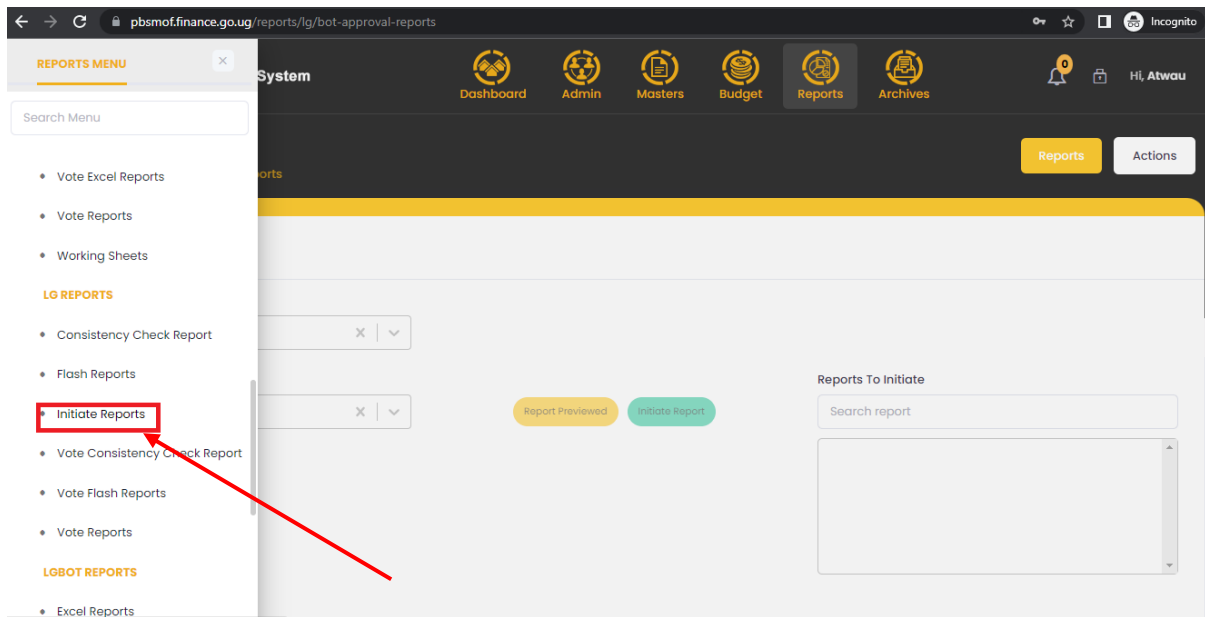
- User can add a new record by clicking on the add button, the popup is shown for the user to add revised work plan, it's not mandatory that user should enter all the data.



8.6 Initiate and Approve LG BOT reports.

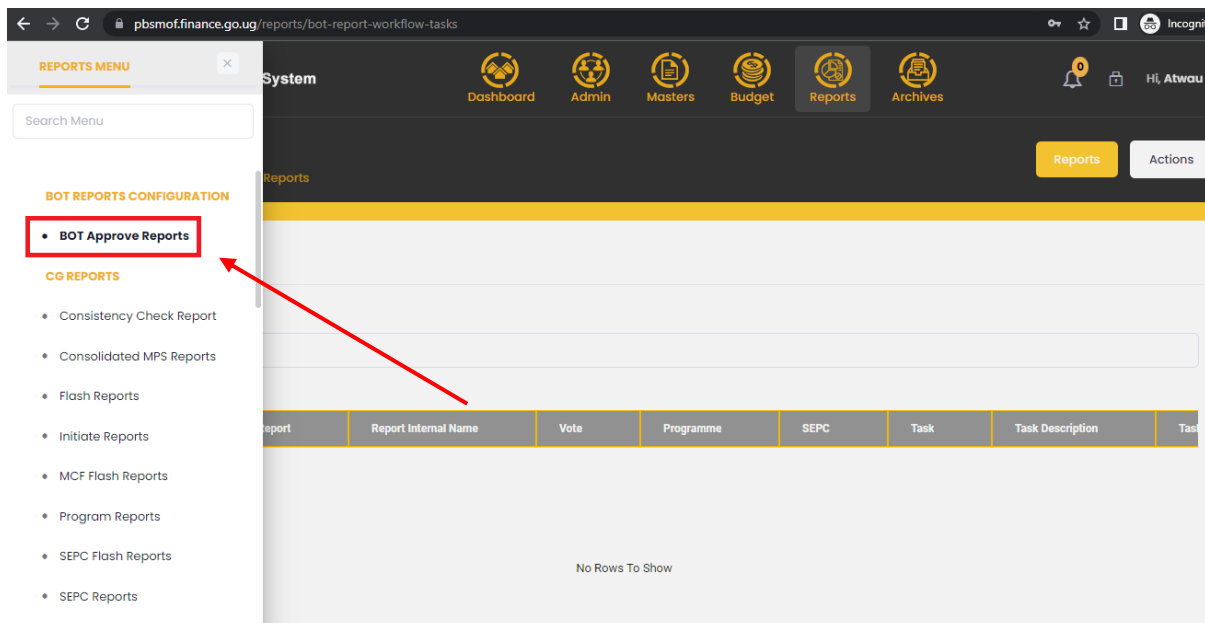
User can initiate BOT report from following screen.

Click on Reports, then LGBOT Reports and Click on Initiate Reports.



BOT reports approval can be done from below screen menu:

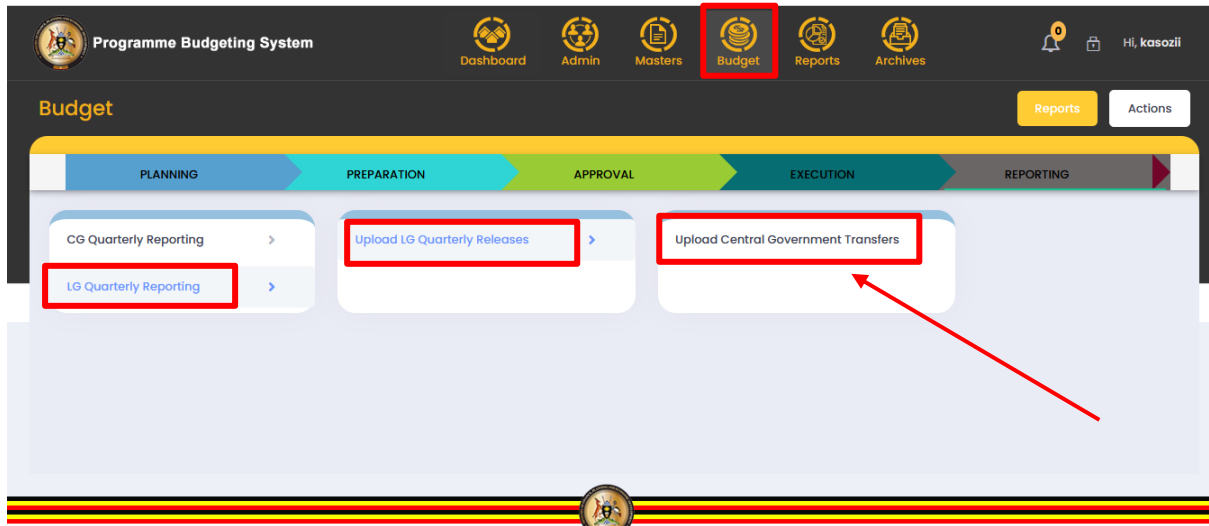
Click on Reports then BOT Approve Reports.



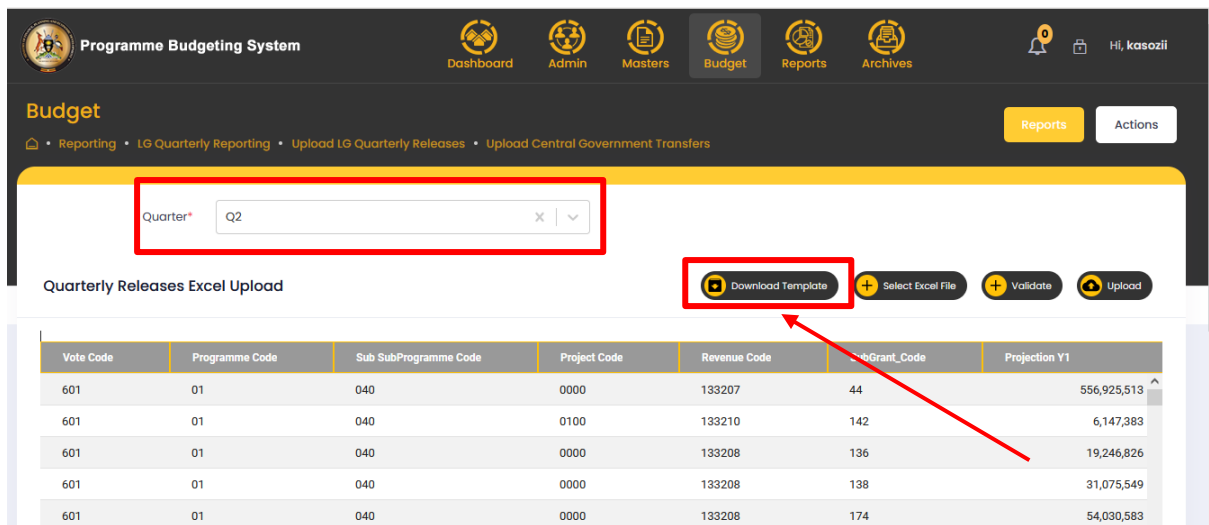
9 QUARTERLY REPORTING

9.1 Upload of quarterly releases

- User will click on Budget, then Navigate to reporting, LG reporting, Upload LG releases, Then **Upload Central Government Transfers** as shown below.



- Then select Quarter and Download the template to insert data



- The template will have the fields as shown below

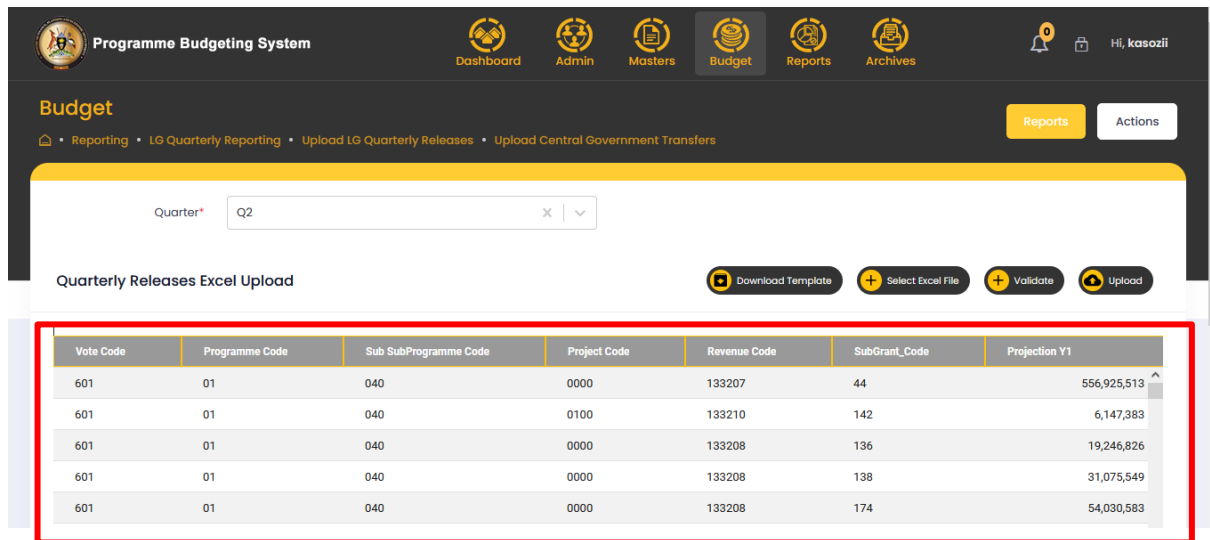
	A	B	C	D	E	F	G
1	VoteCode	ProgrammeCode	DepartmentCode	ProjectCode	GrantCode	SubGrantCode	Amount
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

- After entering data, the privileged user will be able to upload the data through the following steps.
- Click on select excel file, then select and open the file

The screenshot shows the 'Programme Budgeting System' interface. The main navigation bar includes 'Dashboard', 'Admin', 'Masters', 'Budget', 'Reports', and 'Archives'. The current page is 'Budget', with a sub-section for 'Quarterly Releases Excel Upload'. A dropdown menu shows 'Quarter*' set to 'Q2'. Below this, there are four buttons: 'Download Template', 'Select Excel File' (highlighted with a red box and an arrow), 'Validate', and 'Upload'. Below the buttons is a table with the following data:

Vote Code	Programme Code	Sub SubProgramme Code	Project Code	Revenue Code	SubGrant_Code	Projection Y1
601	01	040	0000	133207	44	556,925,513
601	01	040	0100	133210	142	6,147,383
601	01	040	0000	133208	136	19,246,826
601	01	040	0000	133208	138	31,075,549
601	01	040	0000	133208	174	54,030,583

- The system should display the successfully uploaded message and then users can validate the data, If any errors are there, system should display the errors on the grid otherwise it displays the validation successful message.
- Once it successfully validates, the user can click on the Upload button then data should be inserted in the appropriate table and displayed on the grid as shown below.



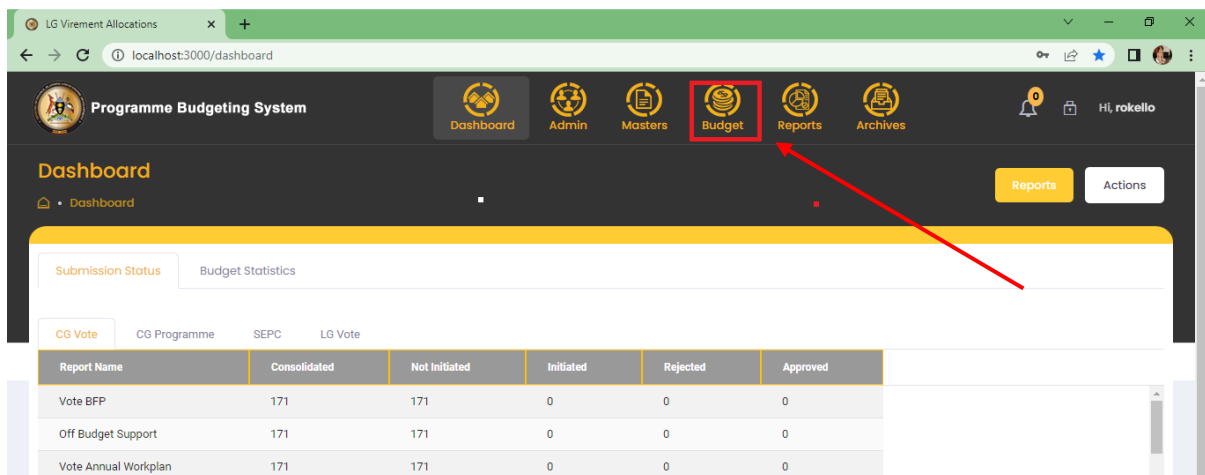
- Then LG votes can be able to view them and save

9.2 Revenues Appropriated by Parliament

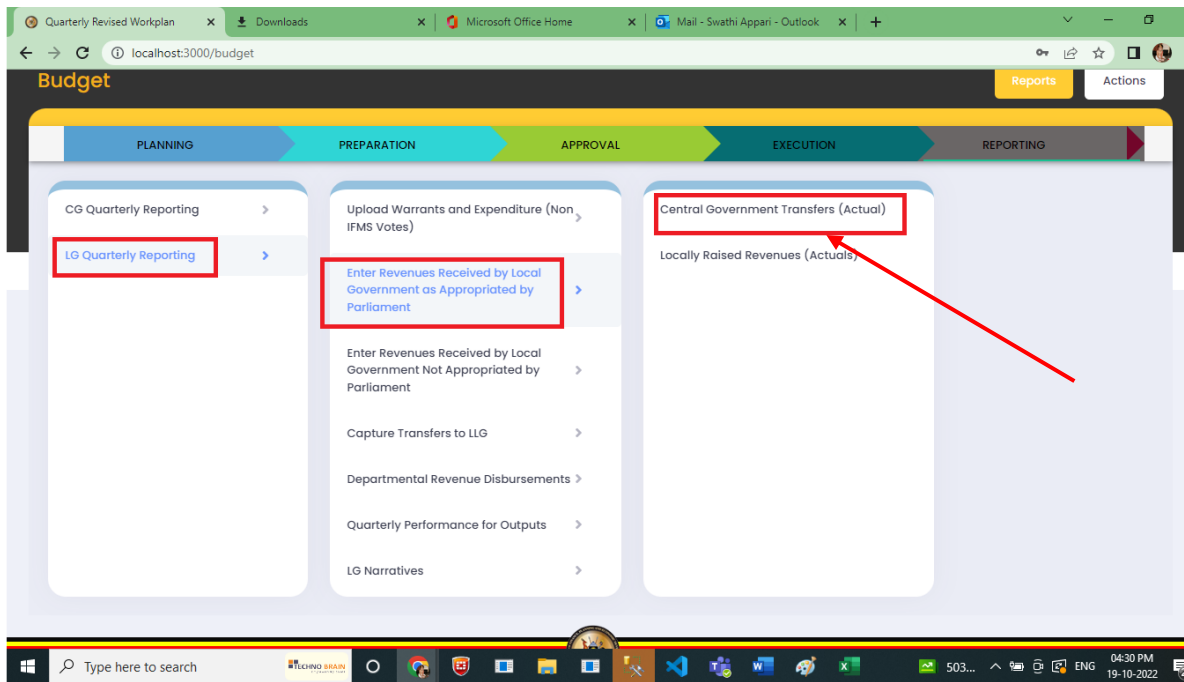
9.2.1 Central Government Transfers (Actuals)

Step 1: Privilege users' login to the system and it will show the below screen

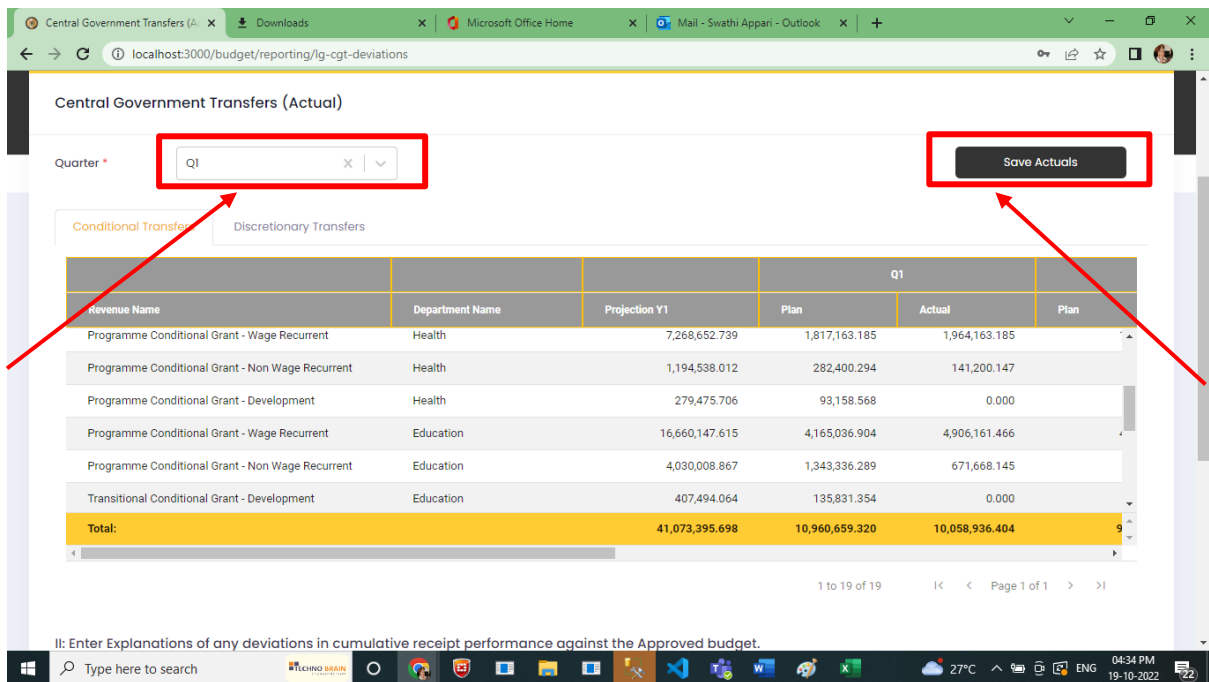
- Navigate to Budget Module



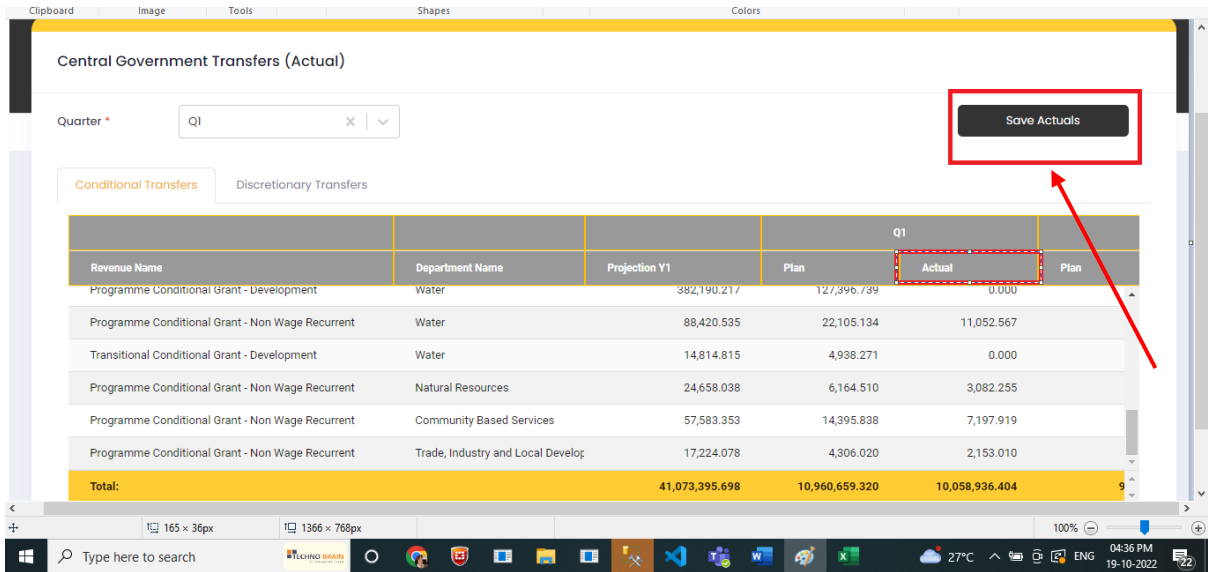
- Then navigate to **“Reporting”** stage and the system should display the following screen
- Click on LG Quarterly Reporting, navigate to Enter Revenues Received by local Government as appropriated by Parliament and click Central Government Transfers (Actuals)



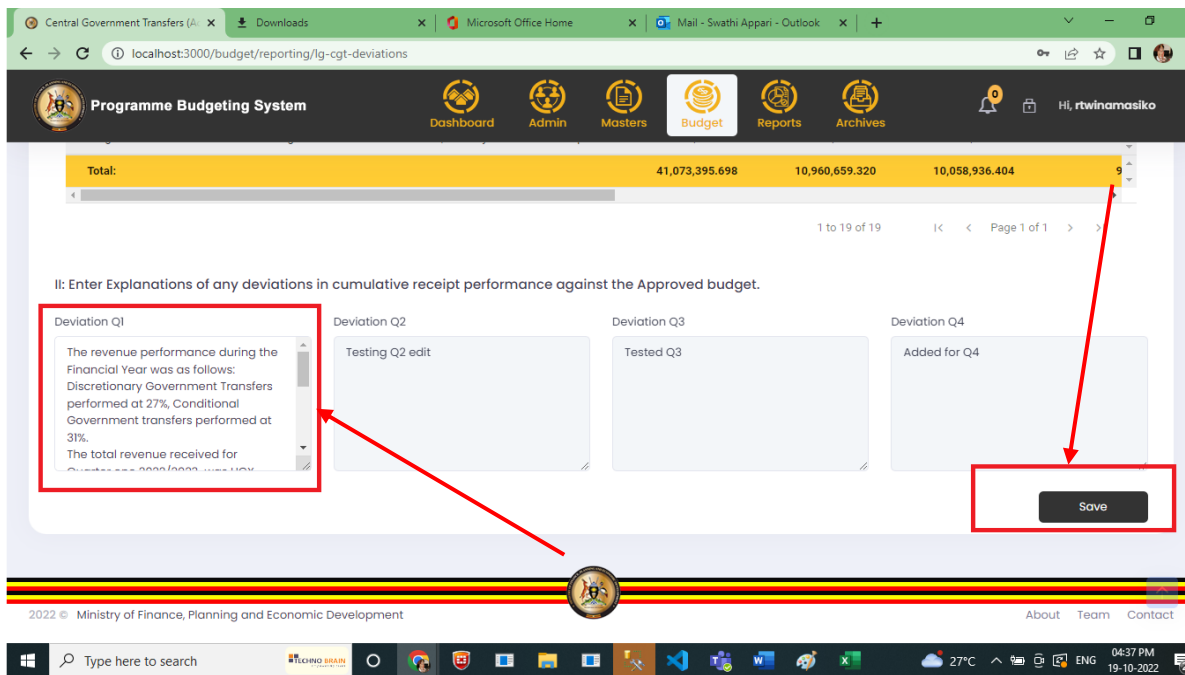
- Select Quarter on the drop down



- There are two tabs of conditionals and discretionary
- So first save for Conditional and then save for discretionary
- Actuals are added and click on Save Button.
- These actuals are loaded centrally by MoFPED and can't be edited.



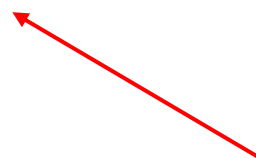
- Below the Grid there is Deviations. Add the Deviations as per Quarter Selected and click on Save Button.
- This is for conditionals and discretionary



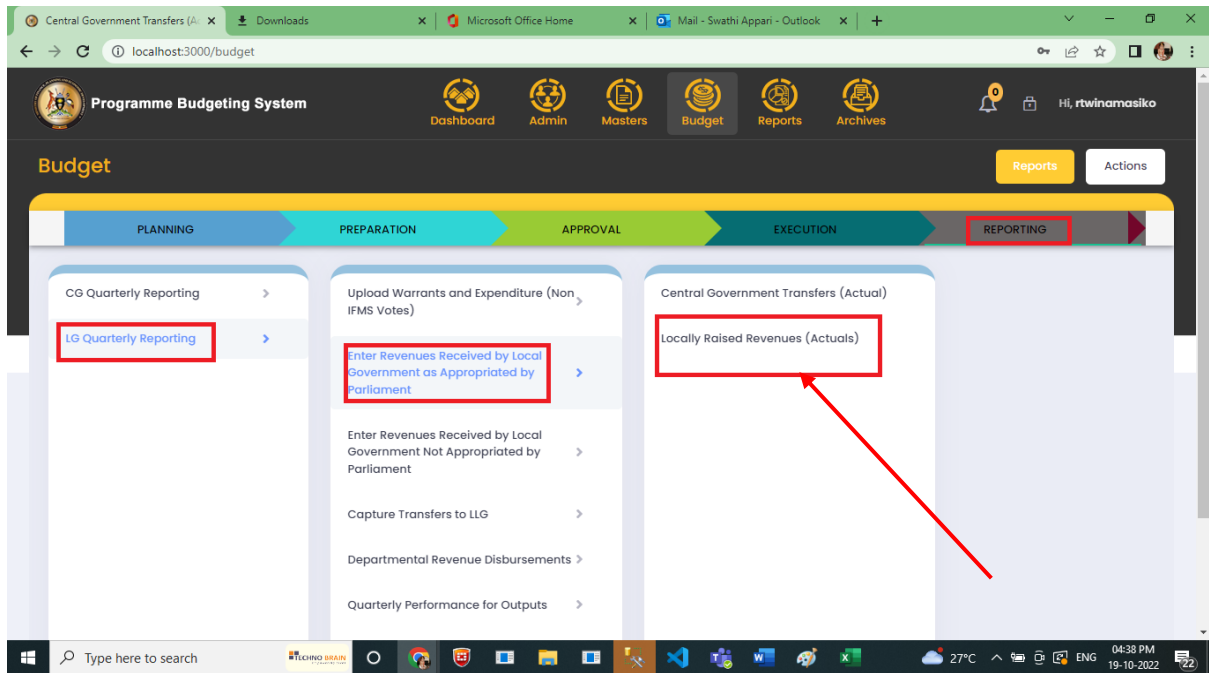
9.2.2 Locally Raised Revenues

Step 1: Privilege users' login to the system and it will show the below screen

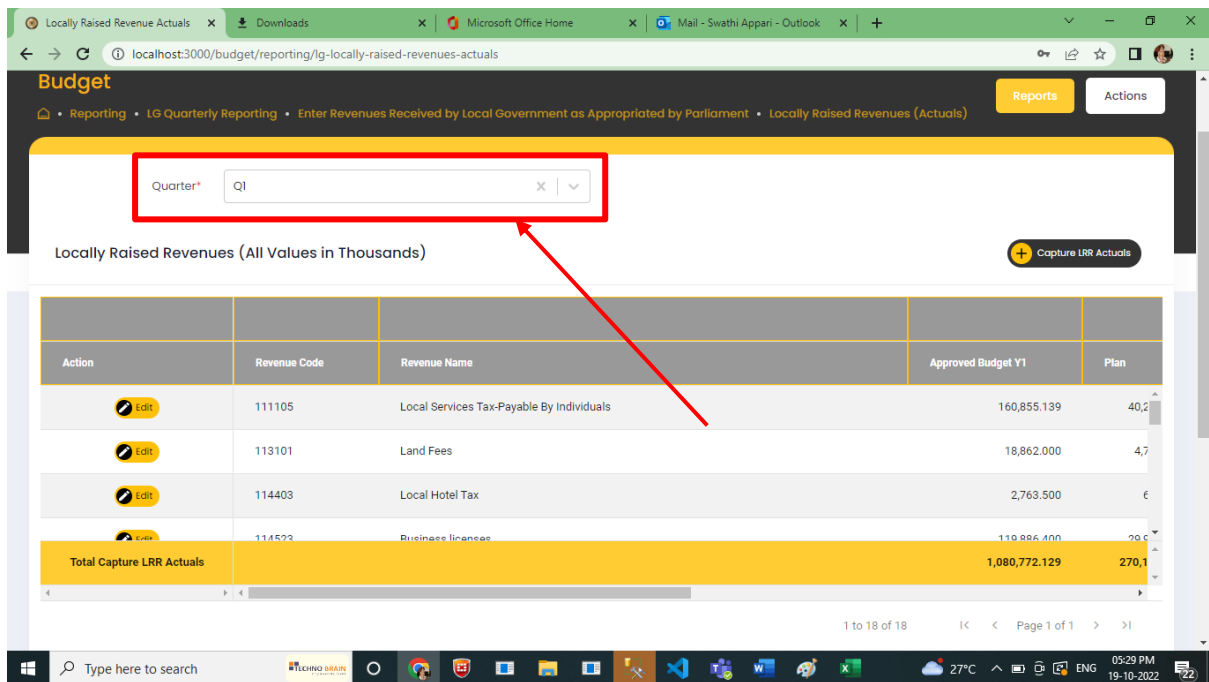
- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, system should display the following screen

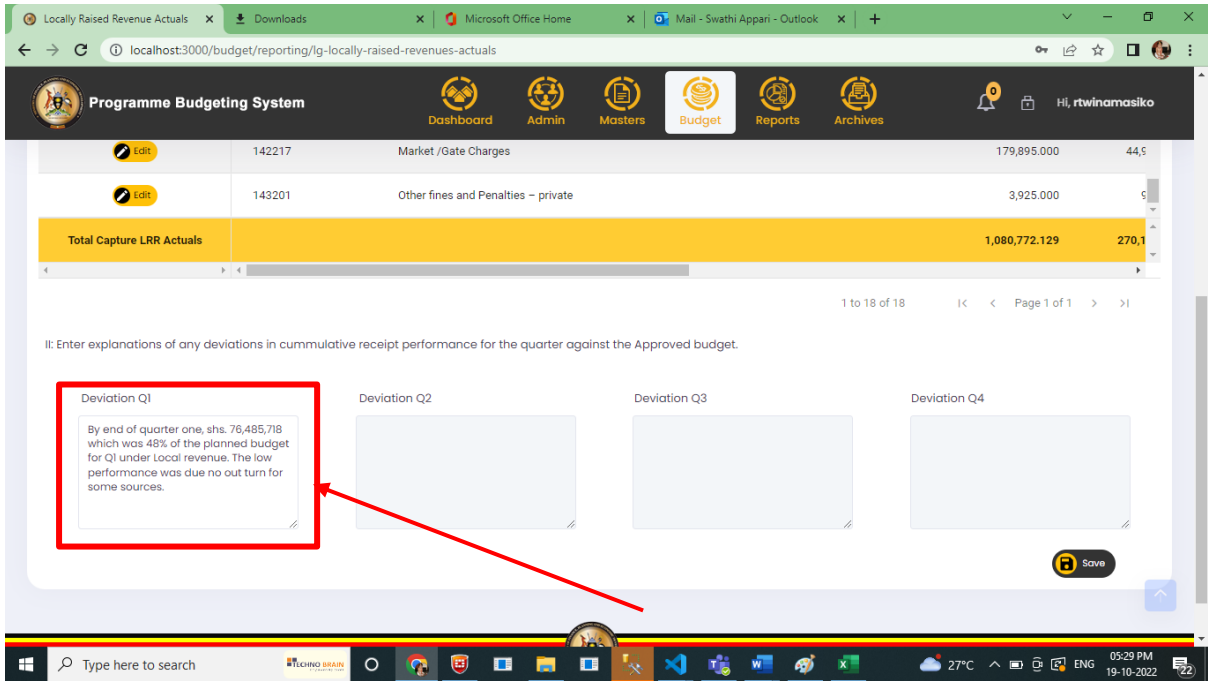


- Click on LG Quarterly Reporting, navigate to Enter Revenues Received by local Government as appropriated by Parliament and then click on Locally Raised Revenues (Actuals)

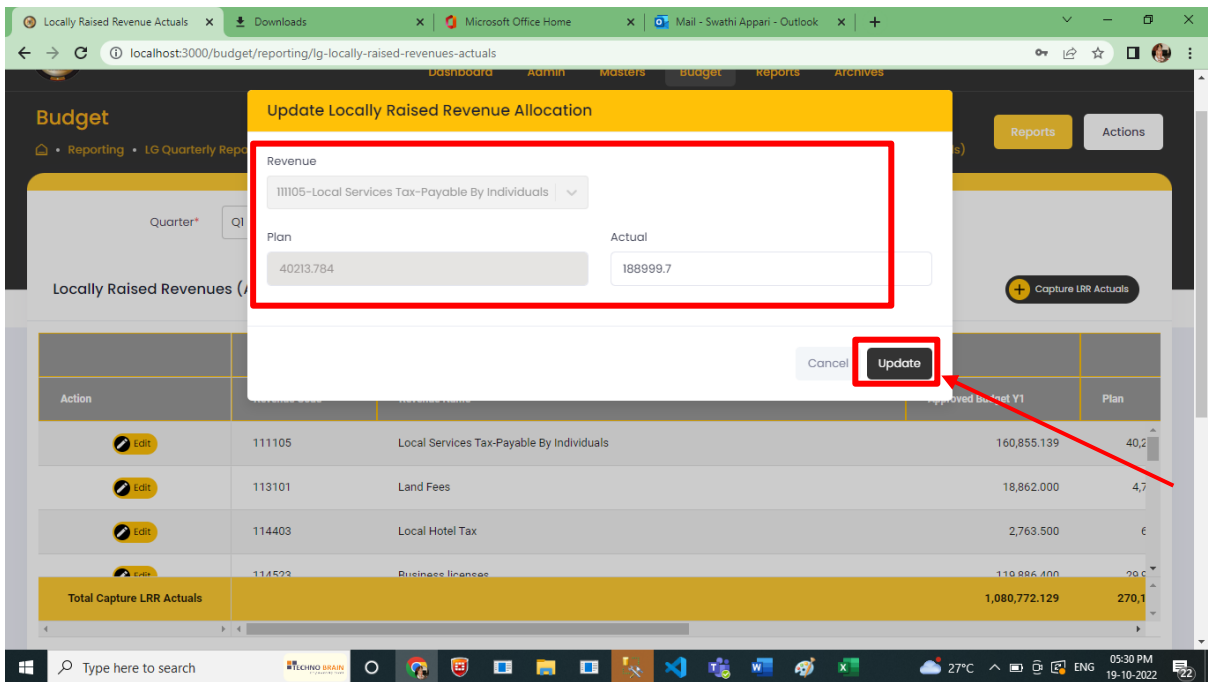


- Select Quarter on the drop down

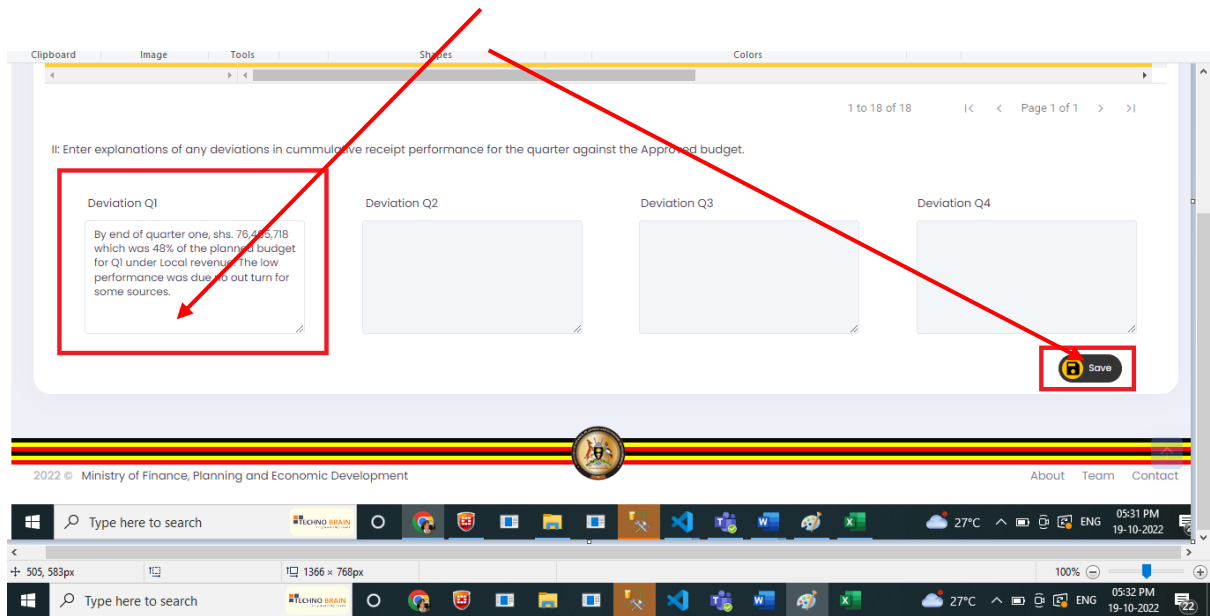




- On Edit, Click Actuals which are added from grid as per quarter selection. Then add the actuals.



- Below the Actuals there is Deviations which are Added as per quarter selection. And click on the save button

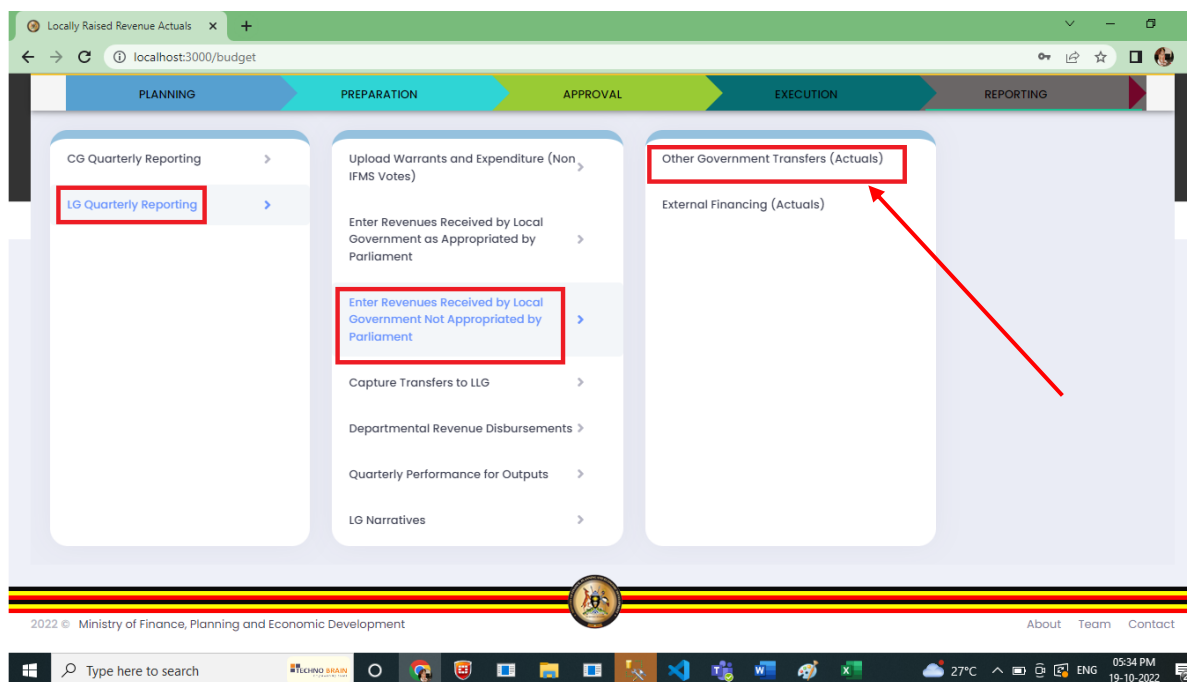


9.3 Revenues Not Appropriated by Parliament

9.3.1 Other Government Transfers

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, and the system should display the following screen
- Click on LG Quarterly Reporting, navigate to Enter Revenues Received by local Government not appropriated by Parliament and click on Other Government Transfers (Actuals)



- Click on Other Government Transfers and the below will be shown on this screen.

Other Government Transfers (Actuals)

Quarter * Q1 X ▾

I: Enter receipts for Other Government Transfers. + Add

Revenue Name	Approved Budget 2022-2023	Quarter 1		Quarter 2	
		Plan	Actuals	Plan	Actuals
Agricultural Technology and Agribus	0.000	0.000	0.000	0.000	20,000.000
Support to PLE (UNEB)	35,000.000	0.000	0.000	35,000.000	0.000
Uganda Road Fund (URF)	810,819.877	184,691.939	167,941.523	308,264.060	0.000
Uganda Wildlife Authority (UWA)	317,712.144	79,428.036	254,085.279	79,428.036	1,000.000
Uganda Women Entrepreneurship Pr	17,493.360	4,373.340	0.000	4,373.340	6,000.000
Results Based Financing (RBF)	106,600.000	26,650.000	0.000	26,650.000	0.000
	1,287,625.381	295,143.315	422,026.802	453,715.436	27,000.000

1 to 7 of 7 | Page 1 of 1

- Click on Edit / Add Button to add or update the Actuals as per the selection of Quarter.

Budget

Reporting • LG Quarterly Reporting

Other Government Transfers

Quarter * Q1

I: Enter receipts for Other G

Update Distribution

Revenue Name * OGT001-Agricultural Technology and Agribusin...

Q1 Actual *

Q2 Actual *

Q3 Actual *

Q4 Actual *

+ Add

Cancel Update

Revenue Name	Approved Budget 2022-2023	Plan	Actuals	Plan
Agricultural Technol				20,000.000
Support to PLE (UNEB)	35,000.000	0.000	0.000	35,000.000
Uganda Road Fund (URF)	810,819.877	184,691.939	167,941.523	308,264.060
Uganda Wildlife Authority (UWA)	317,712.144	79,428.036	254,085.279	79,428.036
Uganda Women Entrepreneurship Pr	17,493.360	4,373.340	0.000	4,373.340
Results Based Financing (RBF)	106,600.000	26,650.000	0.000	26,650.000
	1,287,625.381	295,143.315	422,026.802	453,715.436

- Add the Deviations below and click save button.

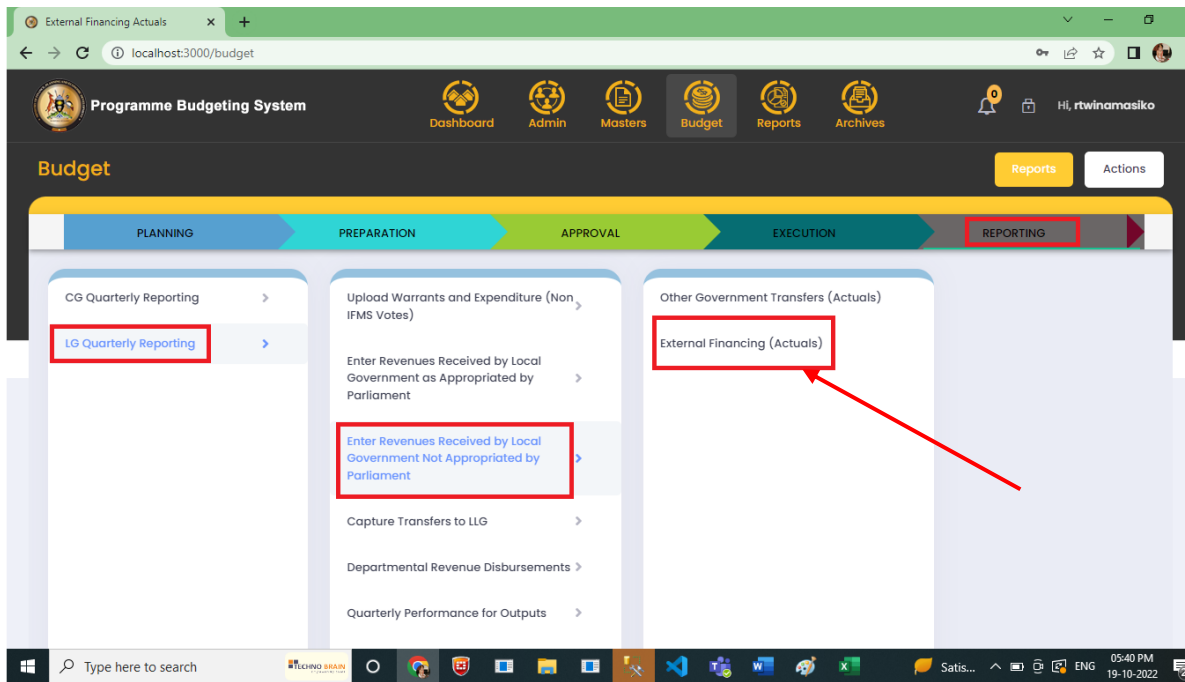
The screenshot displays the 'Programme Budgeting System' interface. At the top, there is a navigation menu with icons for Dashboard, Admin, Masters, Budget, Reports, and Archives. Below this is a table with columns for financial data. The table shows values for 'Results Based Financing (RBF)' across different quarters. Below the table, there is a section titled 'II: Enter Explanations of any deviations in cumulative receipt performance against the Approved budget.' This section contains four text input fields labeled 'Deviation Q1', 'Deviation Q2', 'Deviation Q3', and 'Deviation Q4'. The 'Deviation Q1' field is highlighted with a red box and contains the following text: 'Other Government Transfers received was UGX. 422,026,802 against UGX. 1,287,625,381 which is 10.6%. The Uganda Road Fund released UGX.167,941,523 while Ministry of Gender, Labour and Social Development did not released for...'. The 'Deviation Q2' field contains the text 'Q2 deviation added and edited'. At the bottom right of the form, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a red box. A red arrow points from the 'Save' button to the 'Deviation Q1' field. The footer of the page includes the year '2022', the Ministry of Finance, Planning and Economic Development, and navigation links for 'About', 'Team', and 'Contact'.

Results Based Financing (RBF)	106,600,000	26,650,000	0,000	26,650,000	0,000
	1,287,625,381	295,143,315	422,026,802	453,715,436	27,000,000

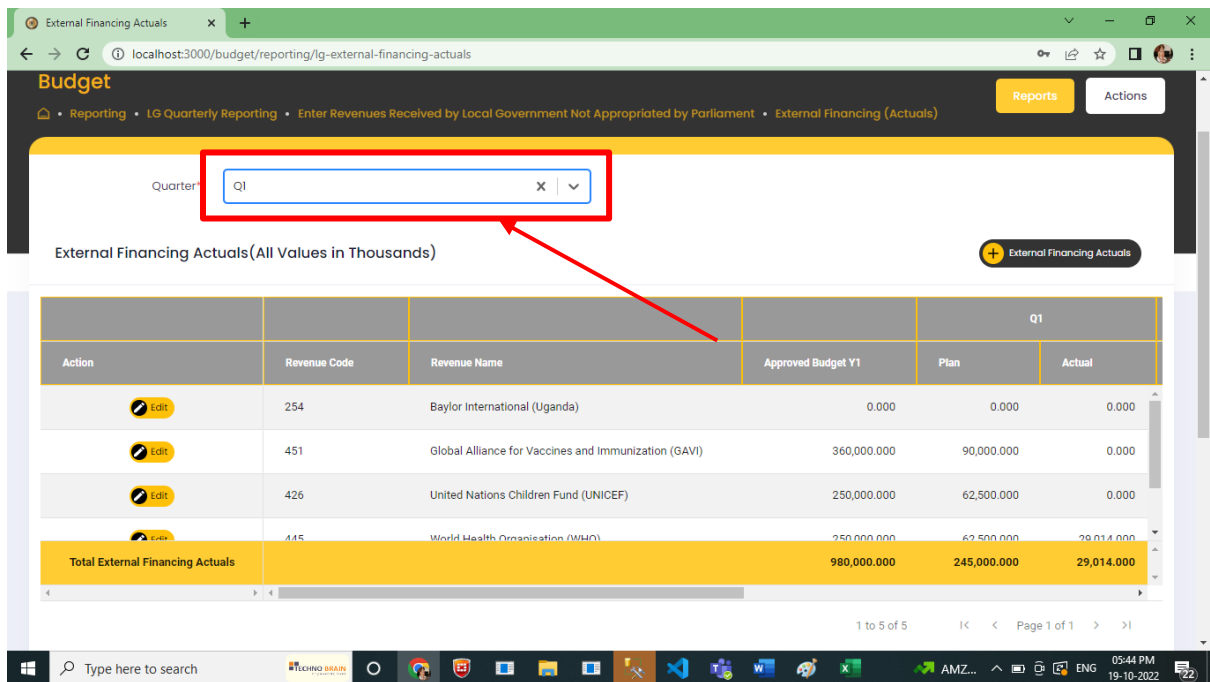
9.3.2 External Financing (Actuals)

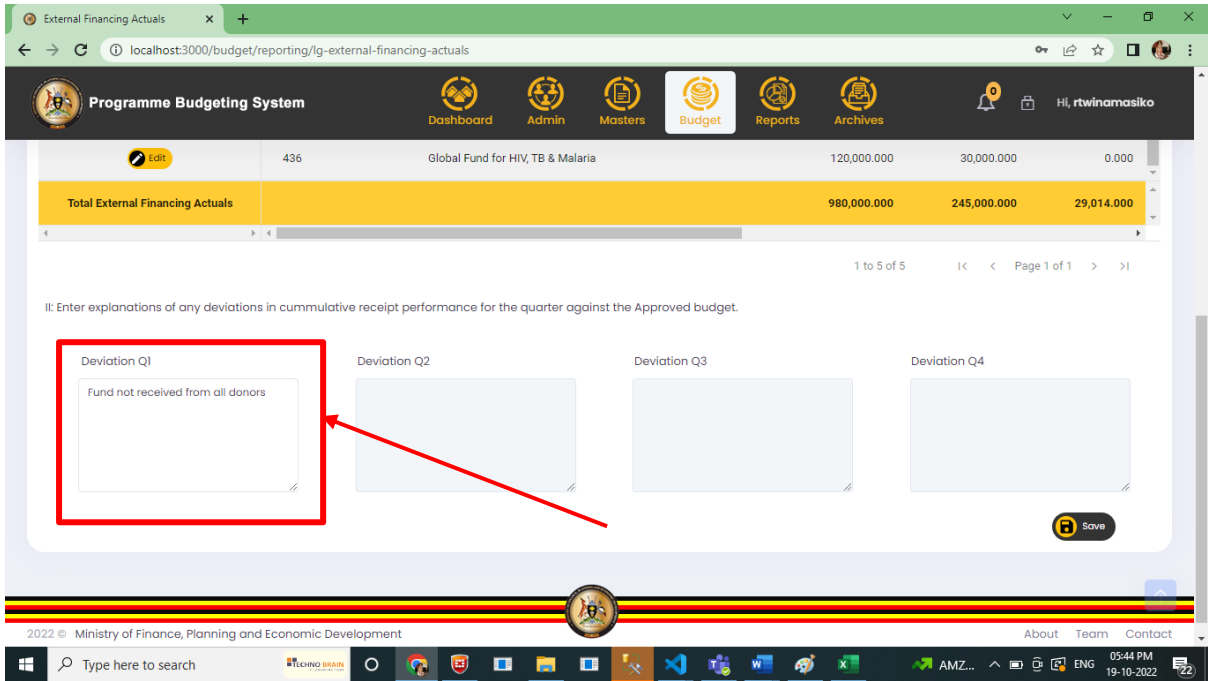
Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, system should display the following screen
- Click on menu LG Quarterly Reporting, navigate to Enter Revenues Received by Local Government not appropriated by Parliament and click on External Financing (Actuals)

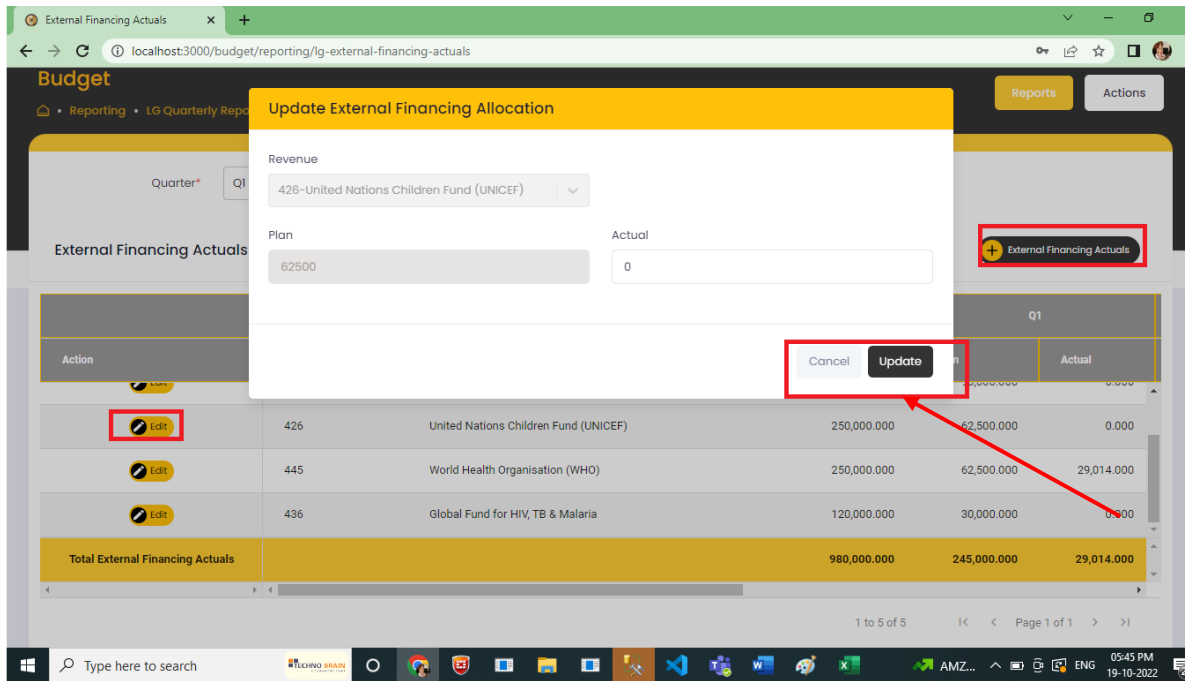


- Click on External Finance menu and the below screen is shown.

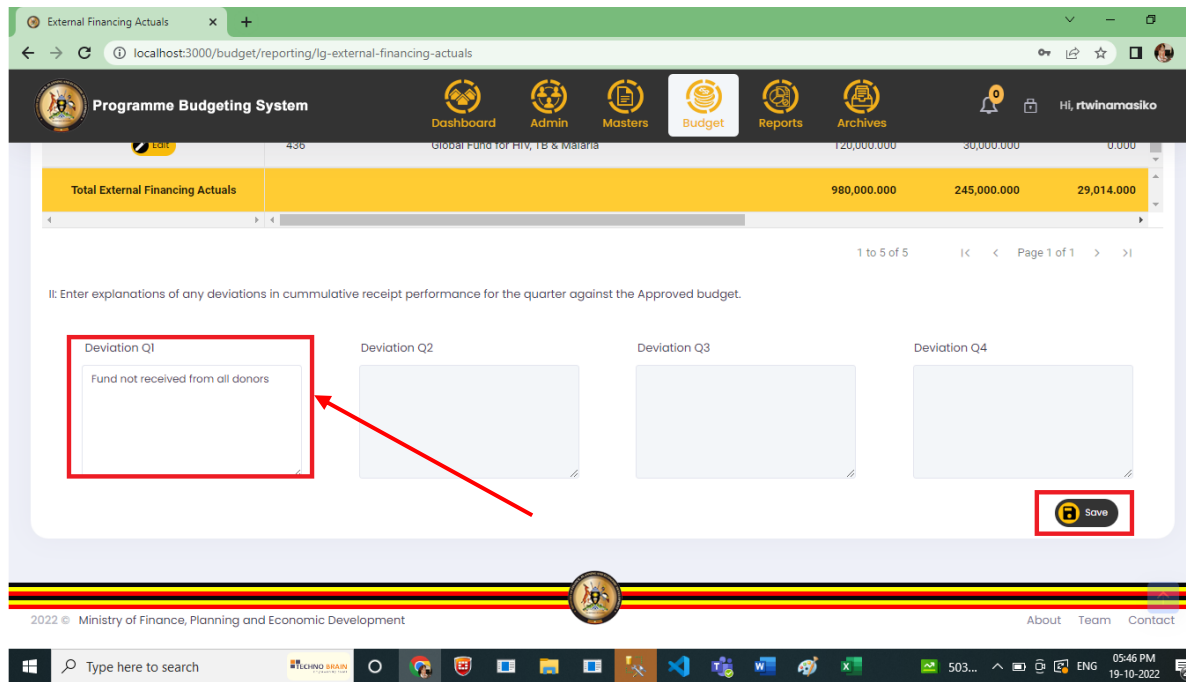




- Click on Edit or Add button to add or update the actuals as per the selection of Quarter.



- Below the Actuals there is Deviation which are added as per the Quarter and click Save button to save Data

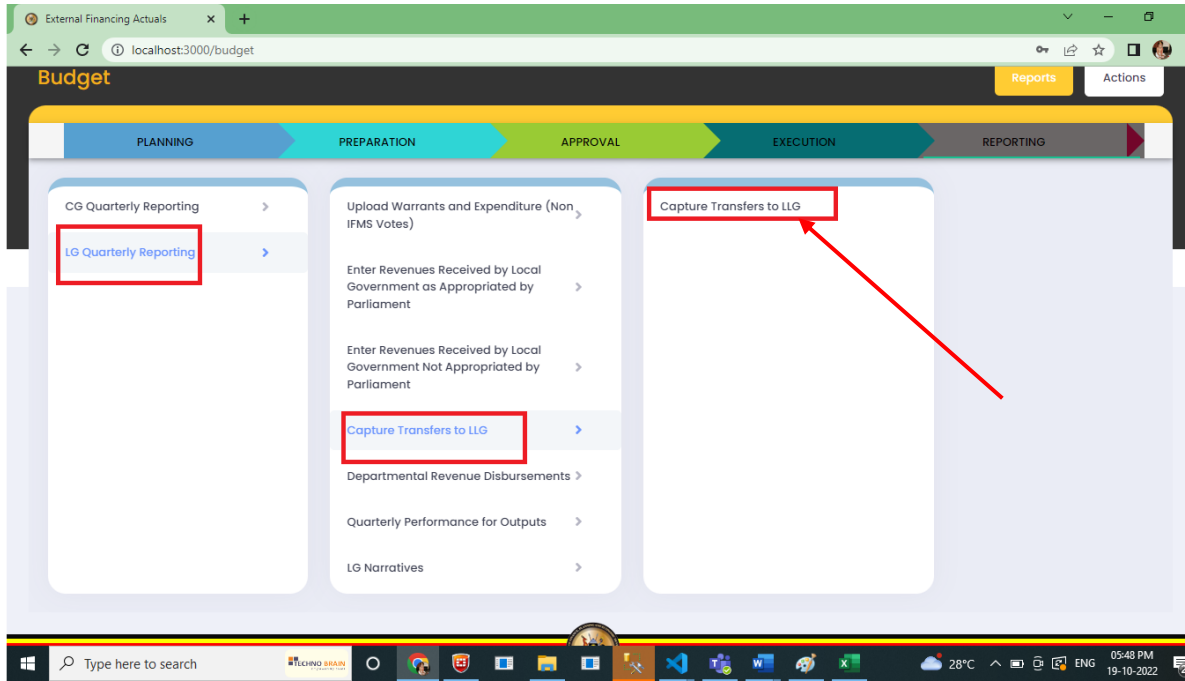


9.4 Capture Transfers to LLGs

- These are releases to LLGs (Sub counties/town Councils/divisions) which feed into Annex I report.

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, and the system should display the following screen
- Click on LG Quarterly Reporting, navigate to Capture Transfers to LLGs to Capture Transfers to LLGs



- On Selecting Capture Transfers to LLG Below screen is shown.
- Releases of Unconditional Nonwage and DDEG FY 2022-2023 Is read only grid
- The Menus from 1-5 are for Budget desk officers.

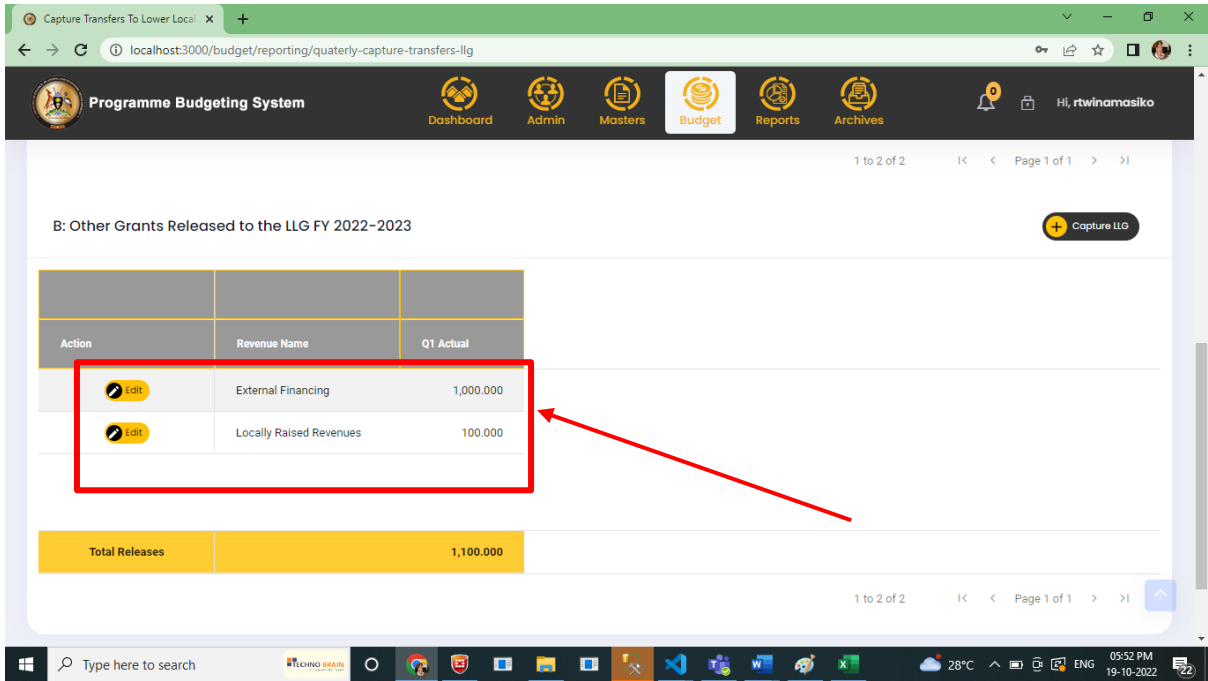
Quarter* Q1

SubCounty/Town Council/Division* 238932-Kebisoni Subcounty

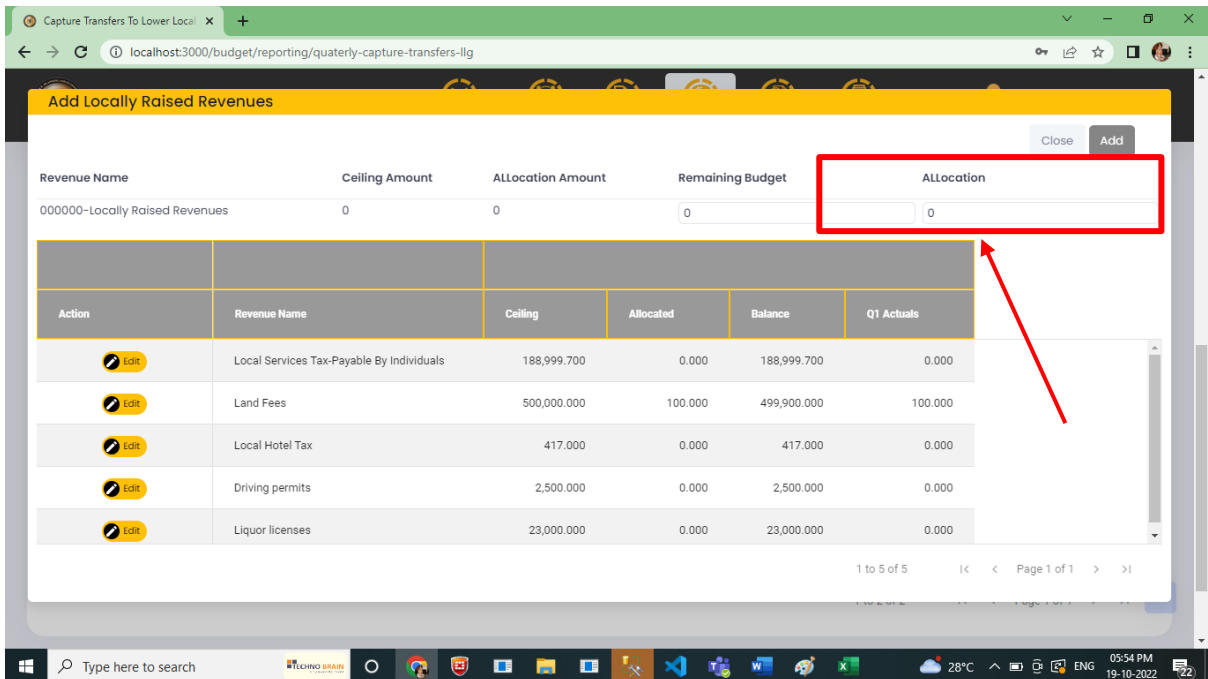
A: Releases of Unconditional NonWage and DDEG FY 2022-2023

SubGrant Name	2022-2023 Amount	Quarter1	Quarter2	Quarter3	Quarter4
sation Development Grant o/w Subcounty DDEG - Local Government Grant	15,510.547	0.000	0.000	0.000	0.000
Non-Wage o/w District UCG - NWR Subcounty	16,446.587	2,055.823	0.000	0.000	0.000
Total Releases	31,957.134	2,055.823	0.000	0.000	0.000

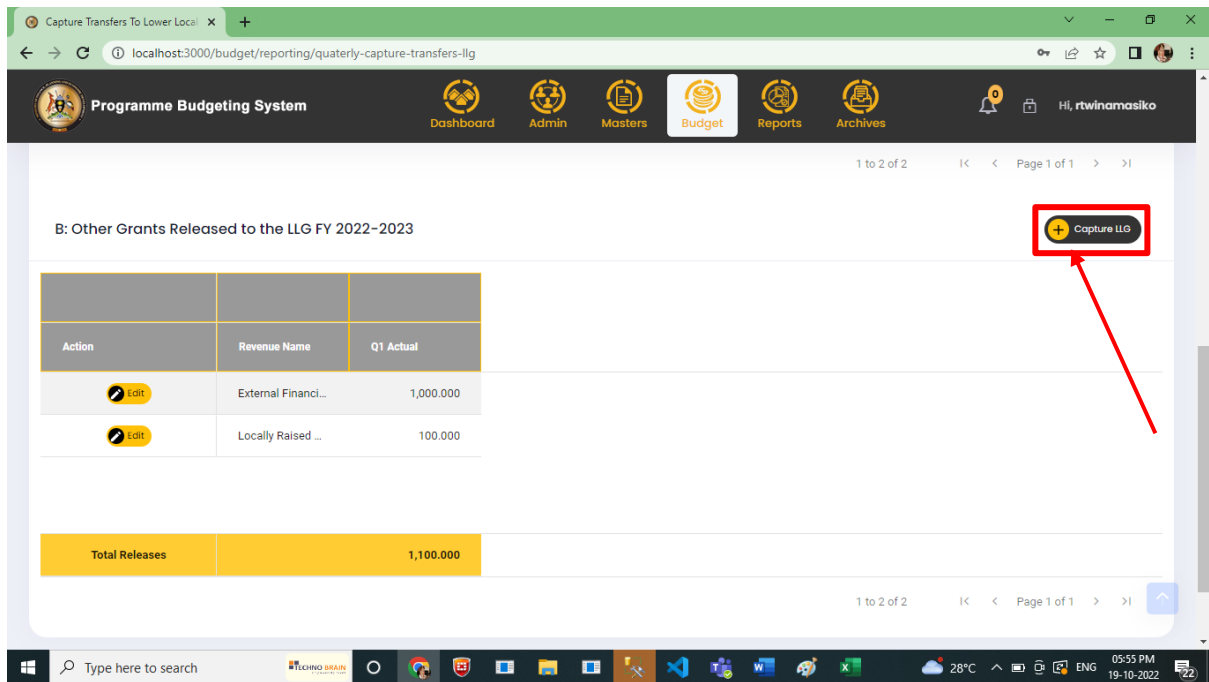
1 to 2 of 2 | Page 1 of 1



- When you scroll down, you will see the Capture LLG Button
- Click on add and a popup is shown and actuals are added. to this pop up is for External financing, other transfers from central Government and For LRR popup



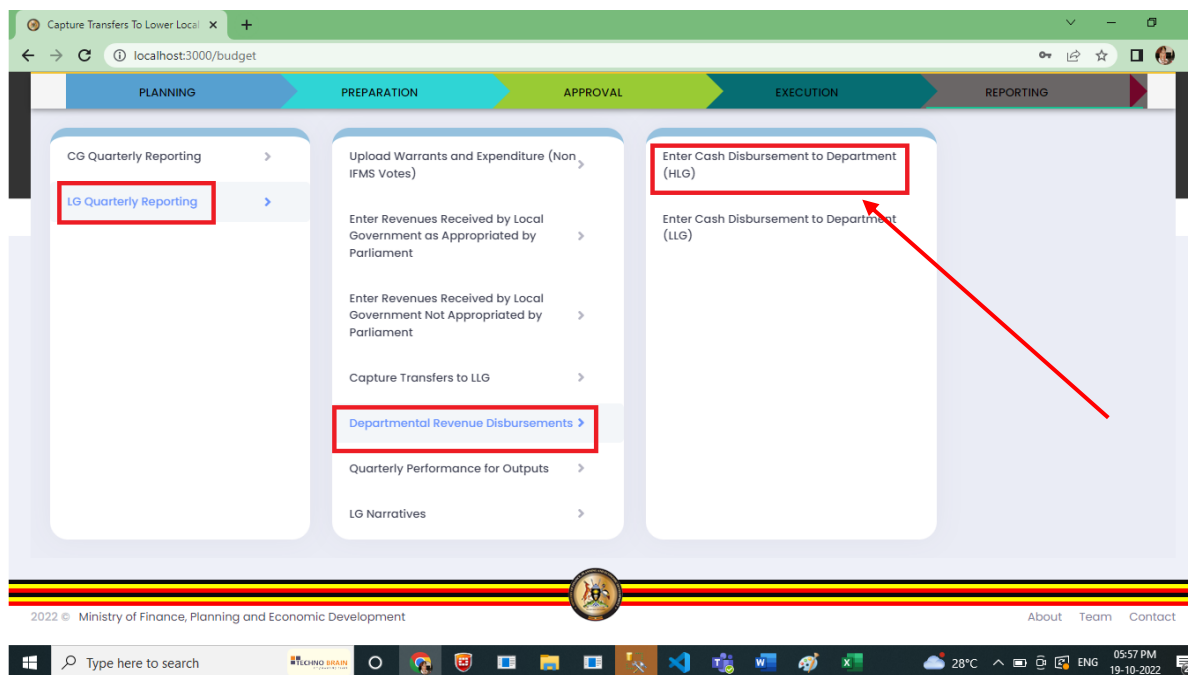
- Click on add or edit to add and update actuals and the summation is shown in First Grid.



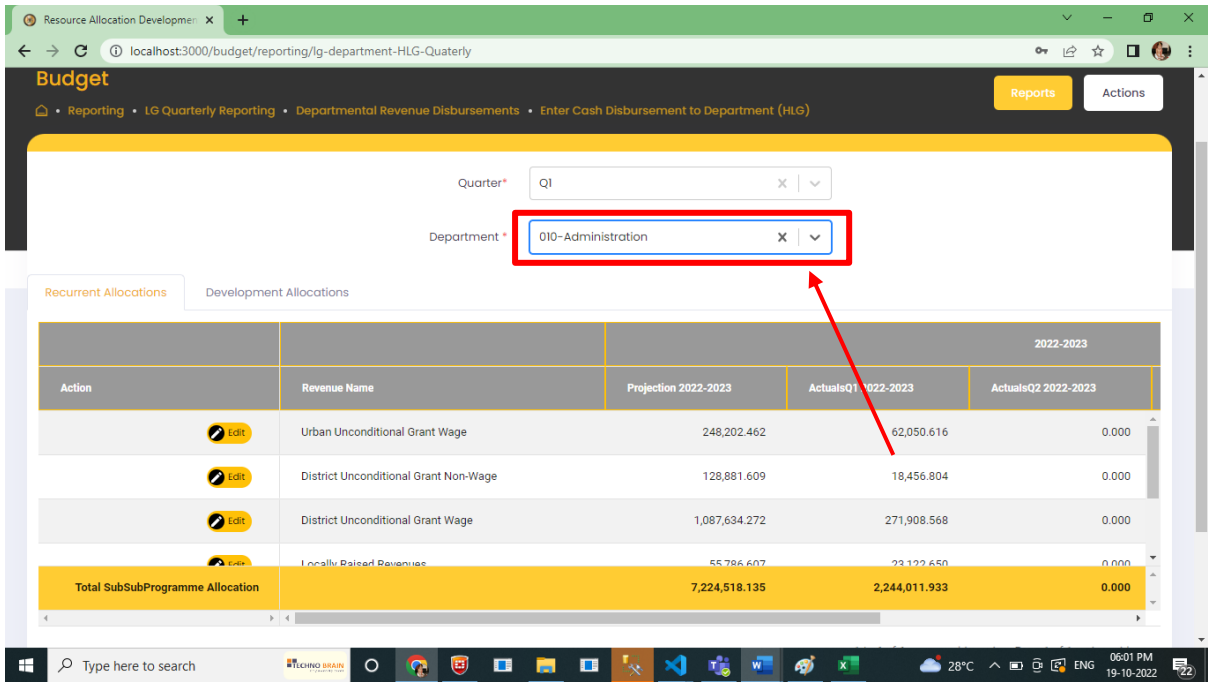
9.5 Enter Cash Disbursement to Department (HLG)

Step 1: Privilege users' login to the system and it will show the below screen

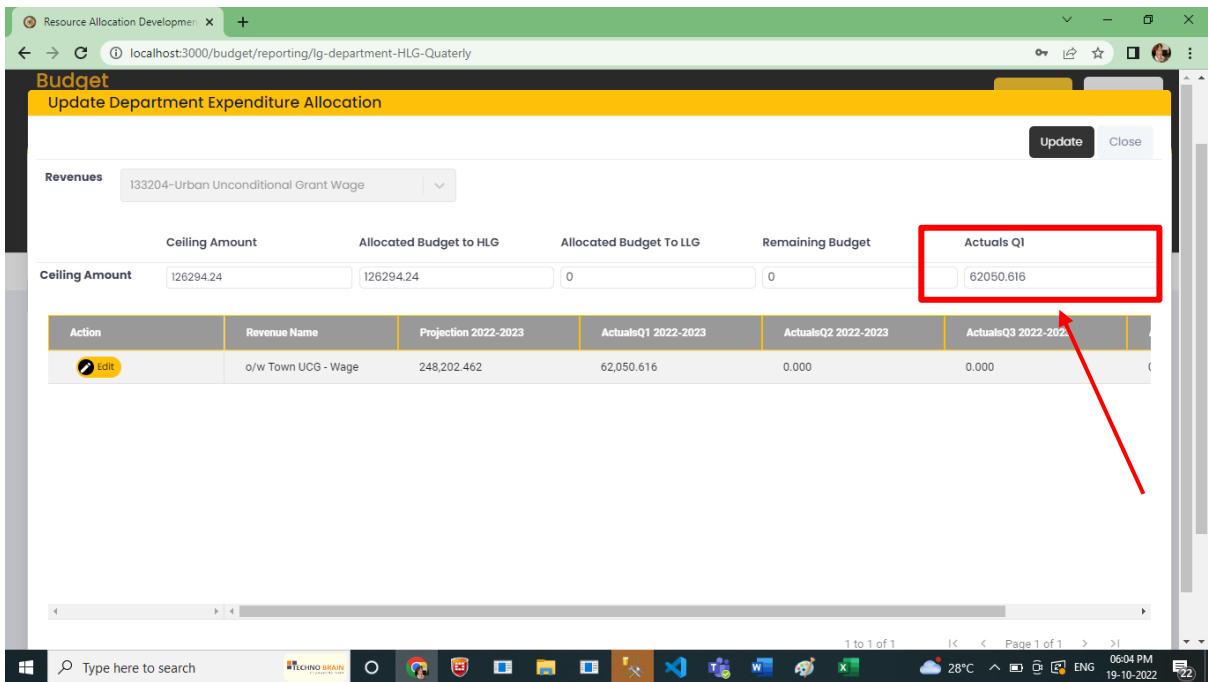
- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, the system should display the following screen
- Click on LG Quarterly Reporting, Navigate to Departmental Revenue Disbursement to Enter Cash Disbursement to Department (HLG)



- Select the Quarter and Department and the Screen below will be displayed.



- Click on edit, the popup is shown and the Actuals are added here



- If the LRR Grid is not shown, User can update actuals.

Budget
Update Department Expenditure Allocation

Revenues: 000000-Locally Raised Revenues

Update Close

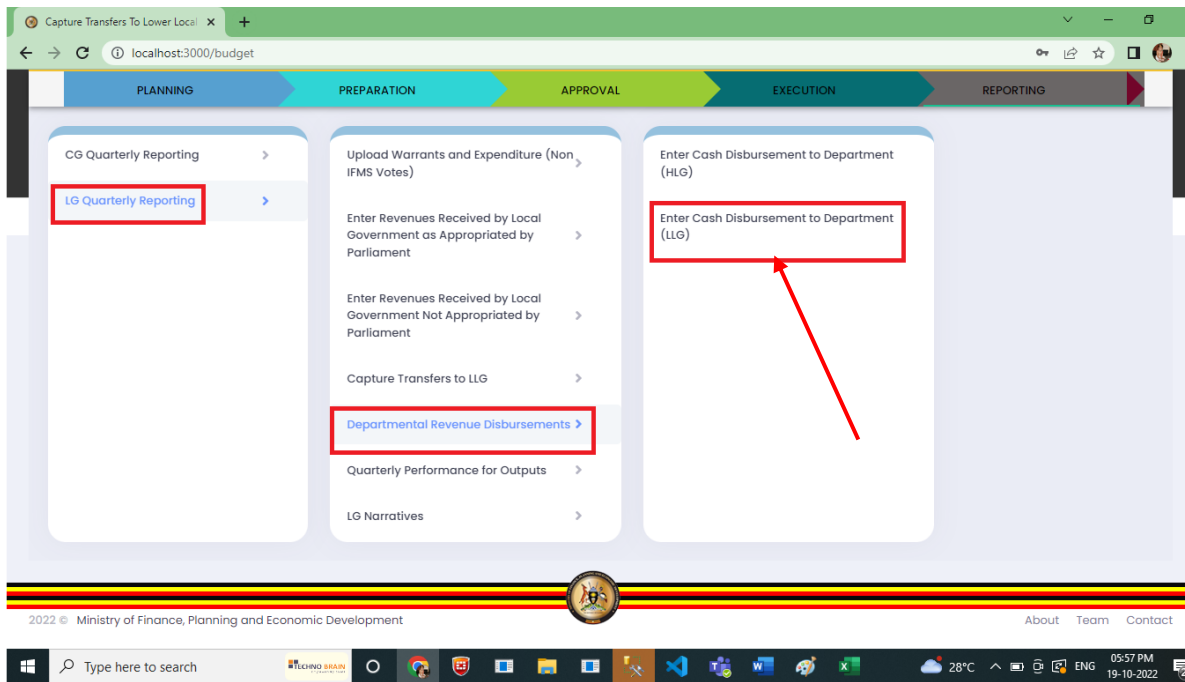
Ceiling Amount: 714916.7 Allocated Budget to HLG: 88836.64 Allocated Budget To LLG: 0 Remaining Budget: 626080.06 Actuals Q1: 23122.65

Action	Revenue Name	Projection 2022-2023	ActualsQ1 2022-2023	ActualsQ2 2022-2023
	District Unconditional Grant Wage	1,087,634.272	271,908.568	0.000
	Locally Raised Revenues	55,786.607	23,122.650	0.000
	Multi-Sectoral Transfers to LLGs_NonWage	358,862.768	11,500.000	0.000
	Programme Conditional Grant - Non-Wage Recurrent	5,345,150.417	1,856,073.295	0.000
Total SubSubProgramme Allocation		7,224,518.135	2,244,011.933	0.000

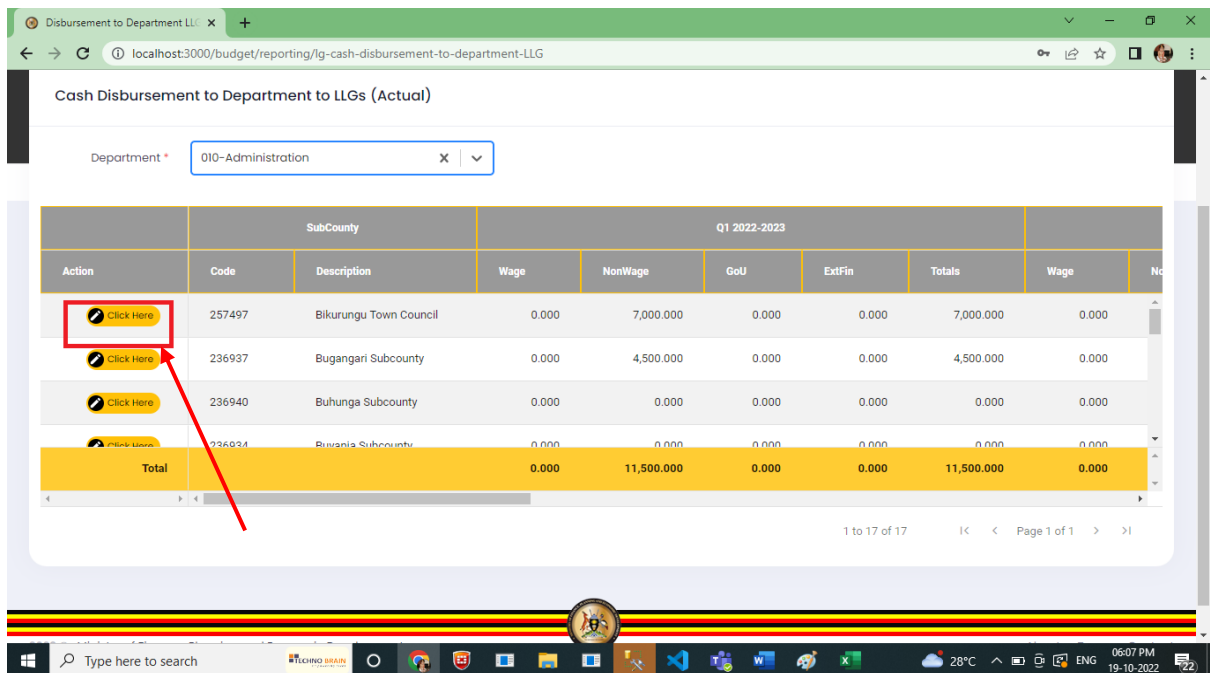
9.6 Enter Cash Disbursement to Department (LLG)

Step 1: Privilege users' login to the system and it will show the below screen

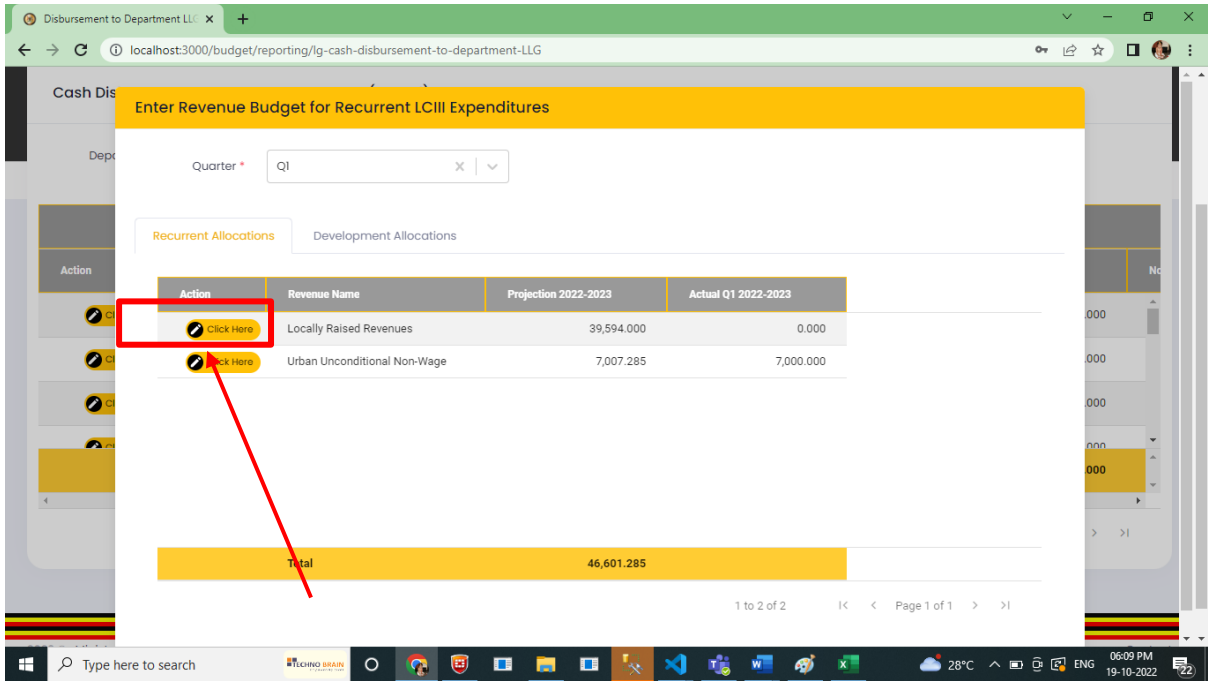
- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, system should display the following screen
- Click on LG Quarterly Reporting, and navigate to Departmental Revenue Disbursement to Enter Cash Disbursement to Department (LLG)



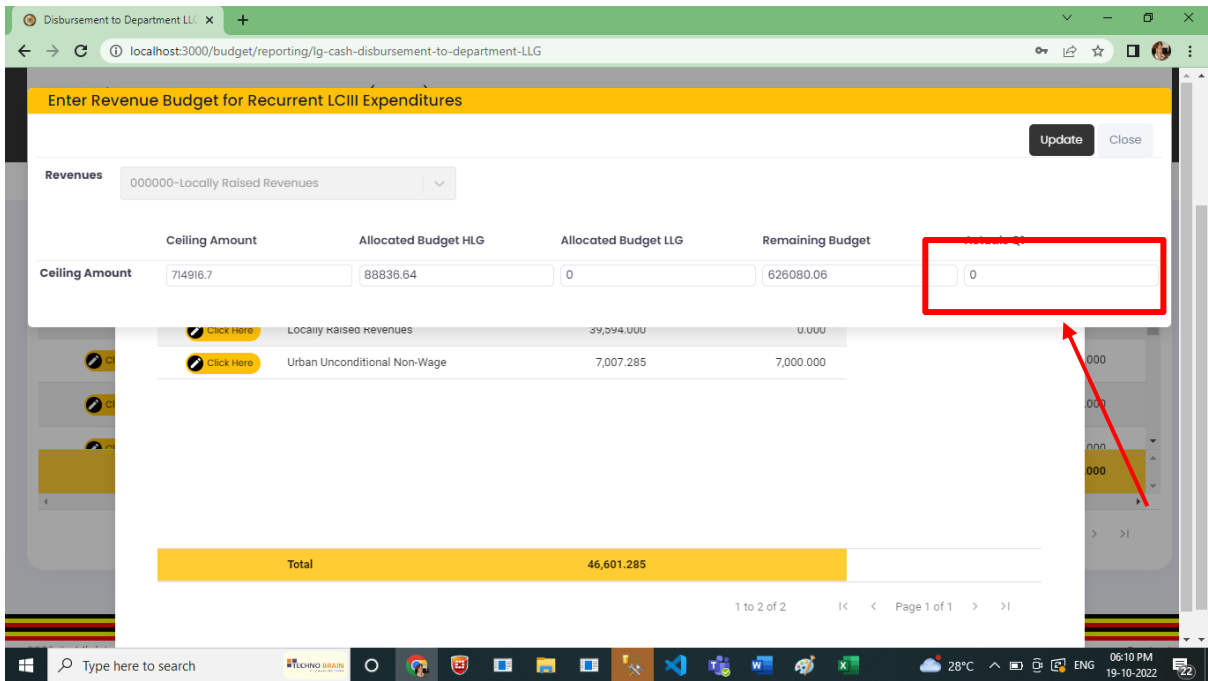
- Below screen is Shown as per the selection of Department.



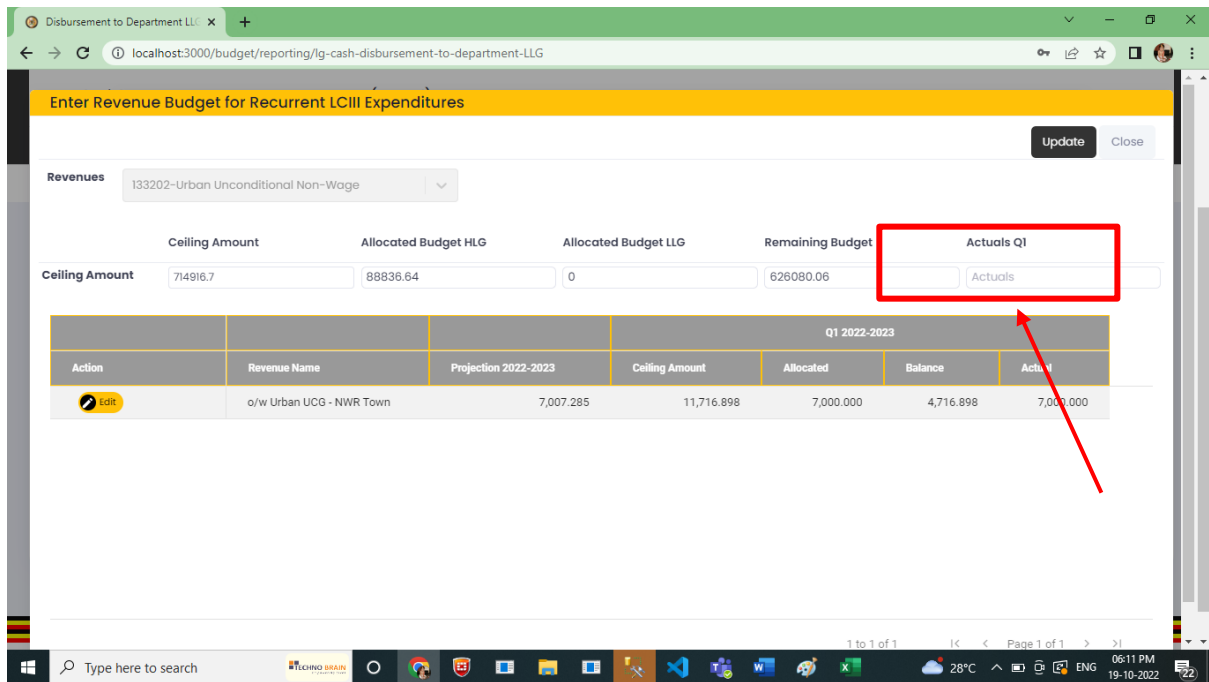
- Click on Edit and Here Popup is shown with Quarter Selection and revenues are in the grid.



- Click here another popup is shown for adding Actuals. Here actuals are updated LRR



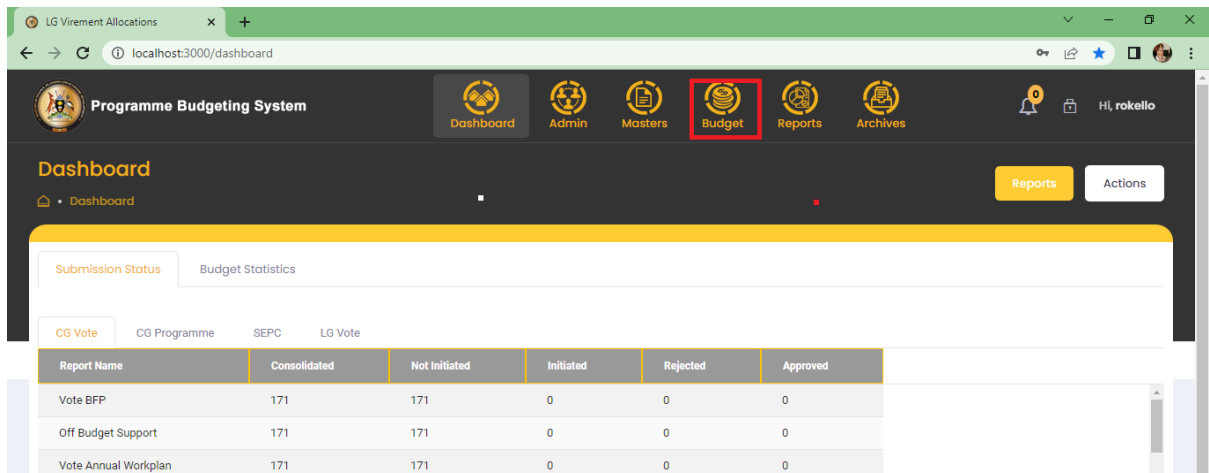
- Except for LRR other revenues shows Grid with Edit Button for updating actuals.



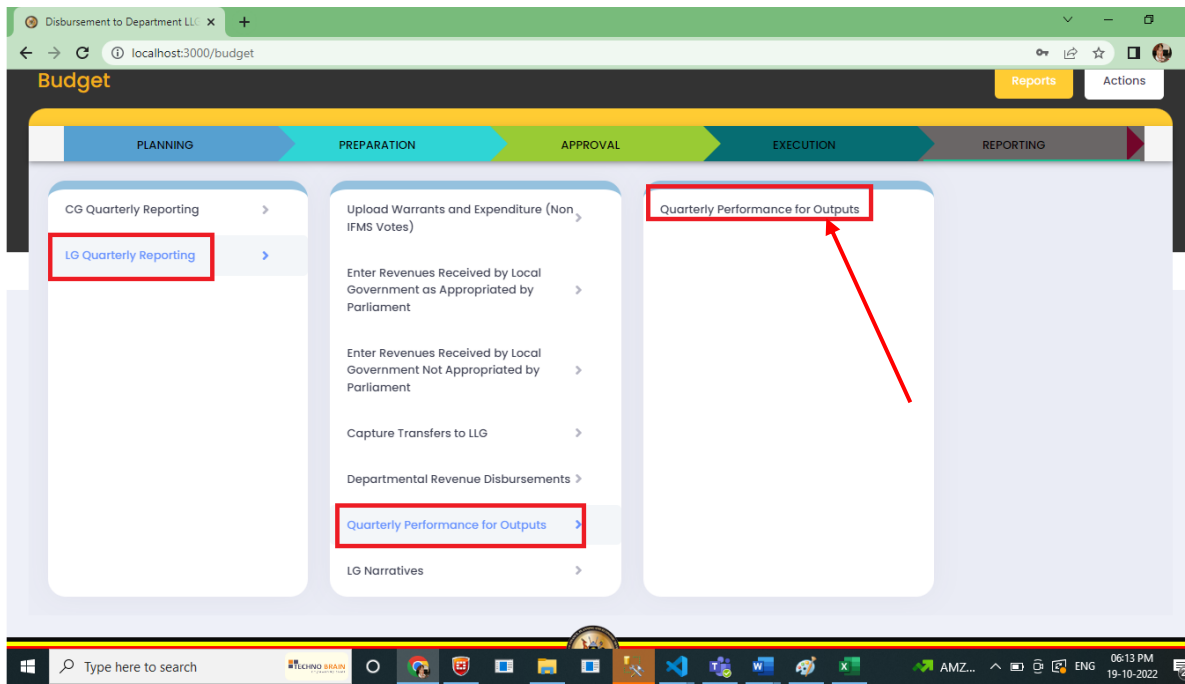
9.7 Quarterly Performance for Outputs

Step 1: Privilege users' login to the system and it will show the below screen

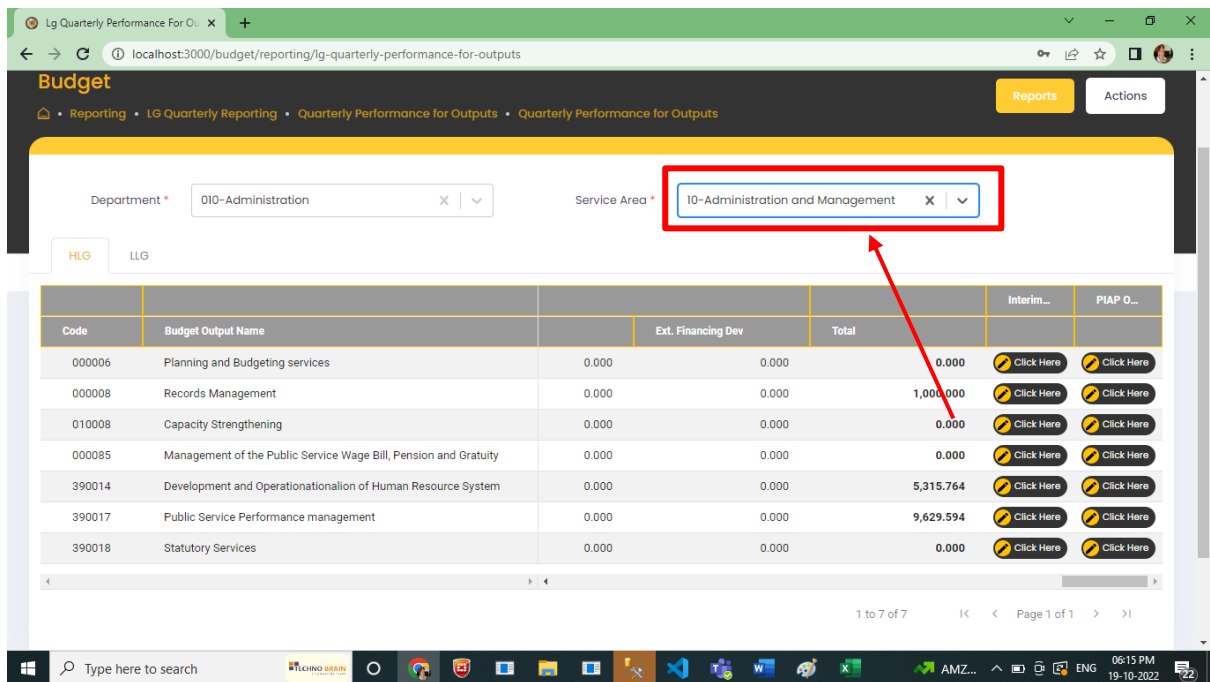
- Navigate to Budget Module



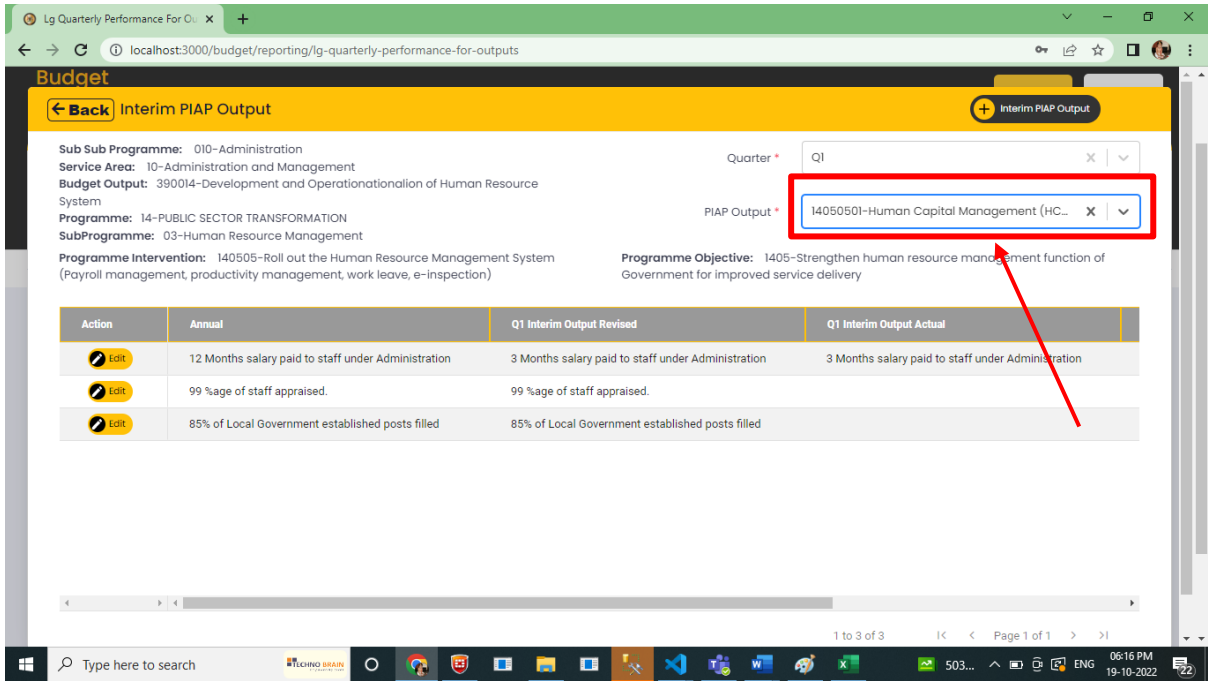
- Then navigate to **“Reporting”** stage, the system should display the following screen
- Click on LG Quarterly Reporting, Navigate to Quarterly Performance for Outputs to Quarterly Performance for Outputs



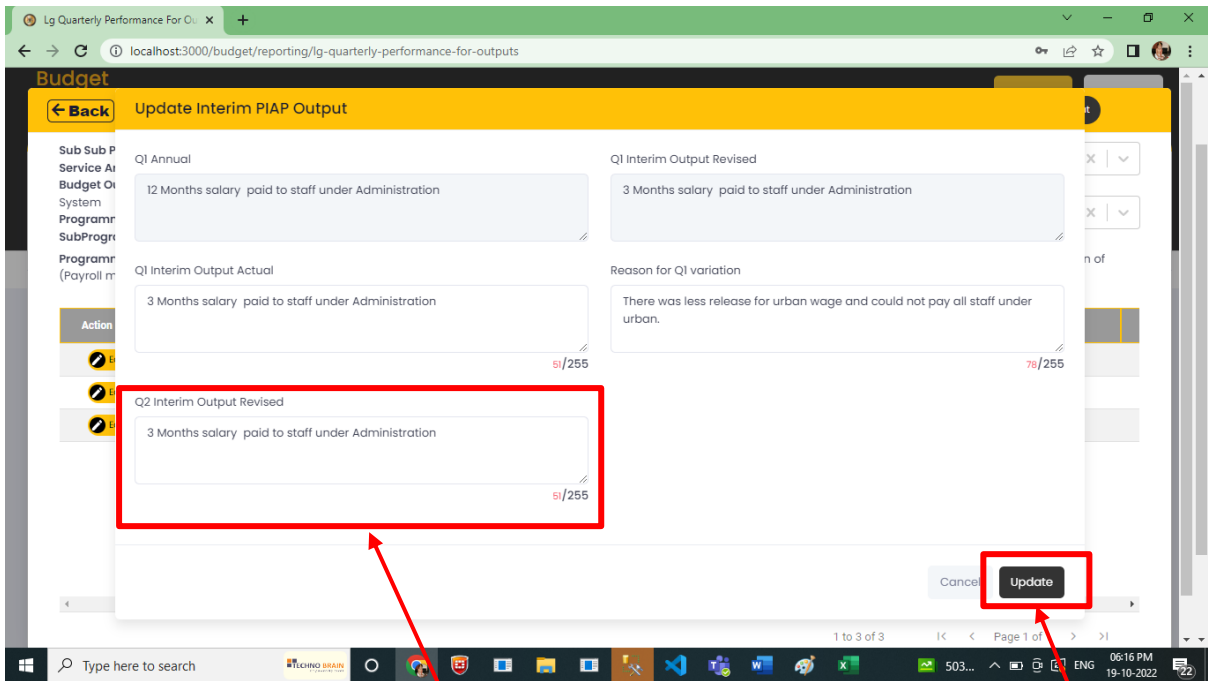
- Below Screen is shown



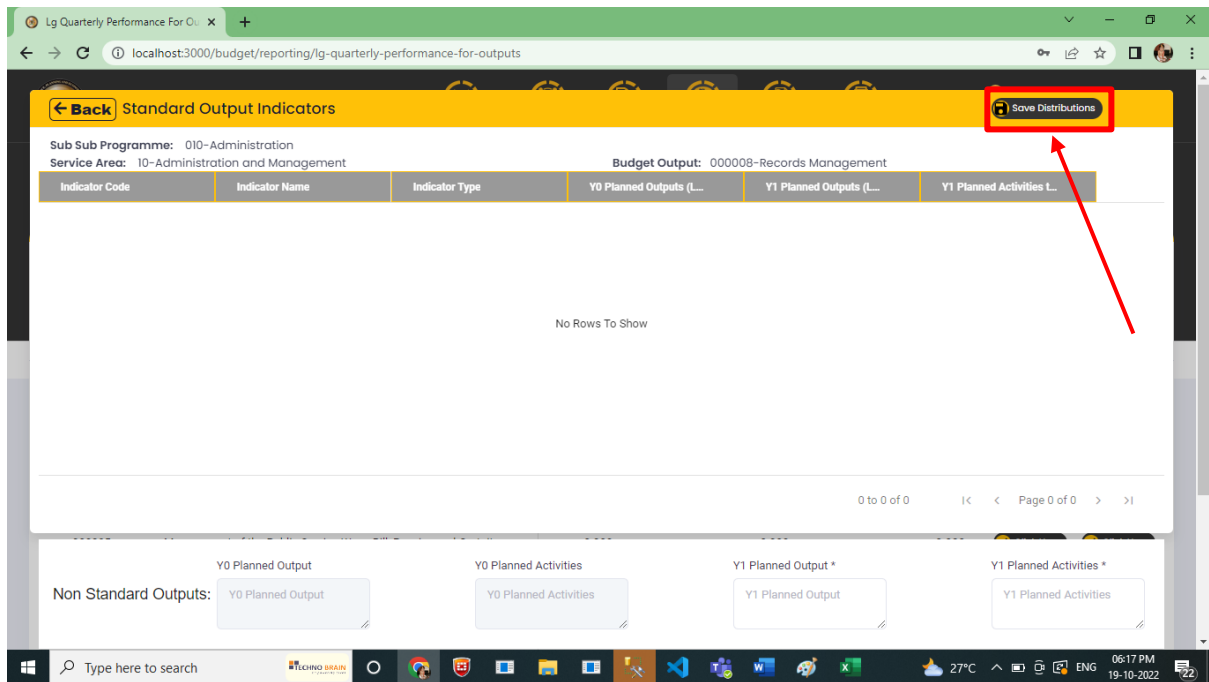
- On click of the interim button in grid shows a popup



- On Click of Edit data is updated.

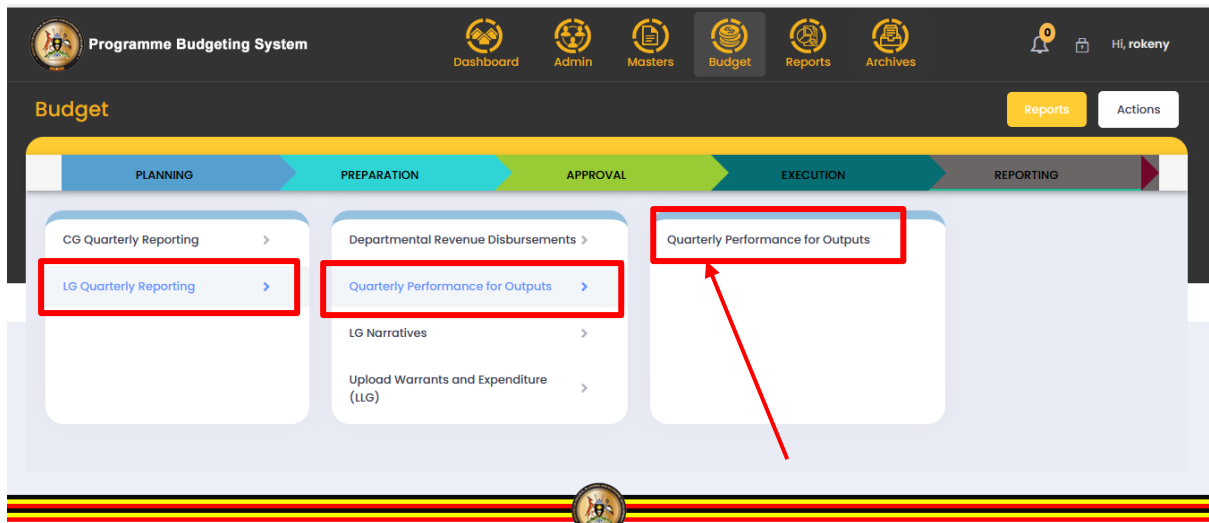


- Click on the second Button PIAP, pop up is shown in which distributions are added.



9.8 Prepare item budget for output (Recurrent & Development)

- To access you click on Reporting, Quarterly Performance for Outputs



- Then select department and service area as shown below

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

Hi, rokeny

Budget Reports Actions

Reporting LG Quarterly Reporting Quarterly Performance for Outputs Quarterly Performance for Outputs

Department * 040-Production and Marketing Service Area * 10-Agricultural Extension

HLG LLG

Code	Budget Output Name	Approved Budget				Total	Wage
		Wage	NonWage	GoU Dev	Ext. Financing Dev		
010015	Extension services	0.000	122,195.070	38,694.903	0.000	160,889.973	
010016	Farmer mobilisation and sensitisation	0.000	47,826.244	0.000	0.000	47,826.244	
000006	Planning and Budgeting services	419,663.700	0.000	32,000.000	0.000	451,663.700	

- Scroll on the right hand side.
- Then you can edit and add actual performance for Interim PIAP output and Indicators.
- Click on the buttons to add performance.
- You apply the same if you're adding expenditures for Facilities.
- Otherwise the area for expenditures is not editable you just view the data.

Budget Reports Actions

Reporting LG Quarterly Reporting Quarterly Performance for Outputs Quarterly Performance for Outputs

Department * 040-Production and Marketing Service Area * 10-Agricultural Extension

HLG LLG

Code	Budget Output Name	Ext. Financing Dev	Total	Interim PIAP Outputs	PIAP O...	Prepare Item Budget for O...	
				Click Here	Click Here	Rec...	Dev...
010015	Extension services	0.000	0.000	Click Here	Click Here	Click Here	Click Here
010016	Farmer mobilisation and sensitisation	0.000	0.000	Click Here	Click Here	Click Here	Click Here
000006	Planning and Budgeting services	0.000	231,657.533	Click Here	Click Here	Click Here	Click Here

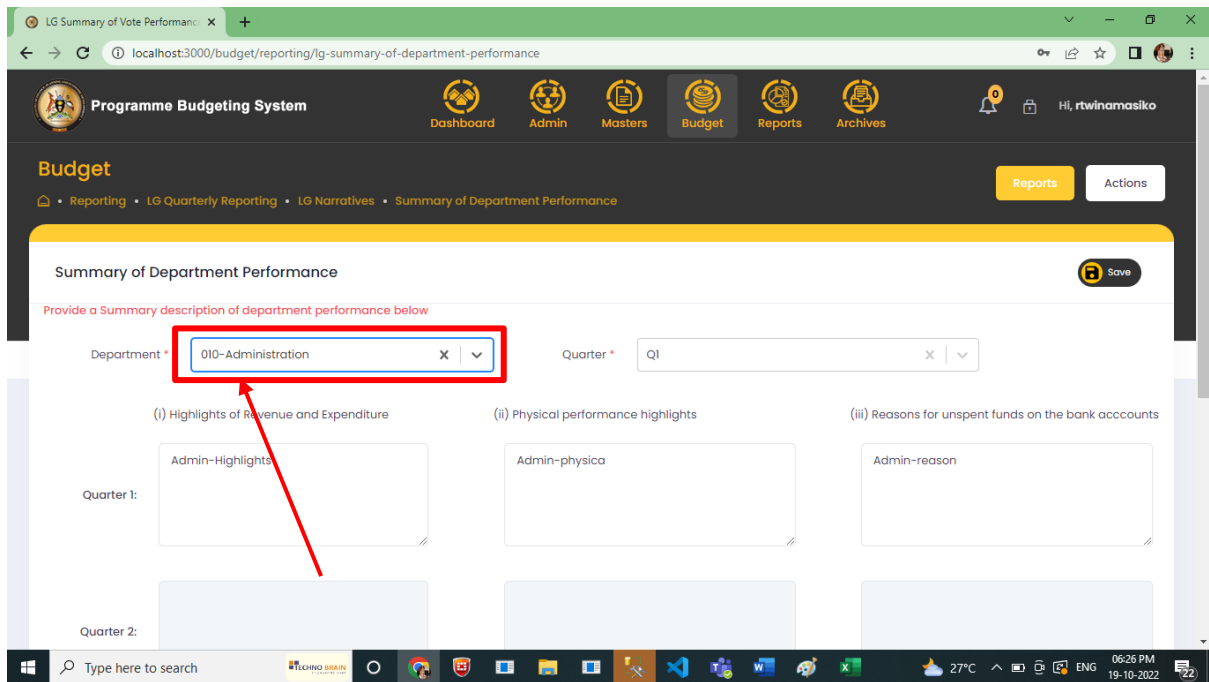
9.9 Summary of Department Performance

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module

Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	171	0	0	0
Off Budget Support	171	171	0	0	0
Vote Annual Workplan	171	171	0	0	0

- Then navigate to **“Reporting”** stage, the system should display the following screen
- Click on LG Quarterly Reporting, Navigate to Narratives for Outputs to Summary of Department Performance

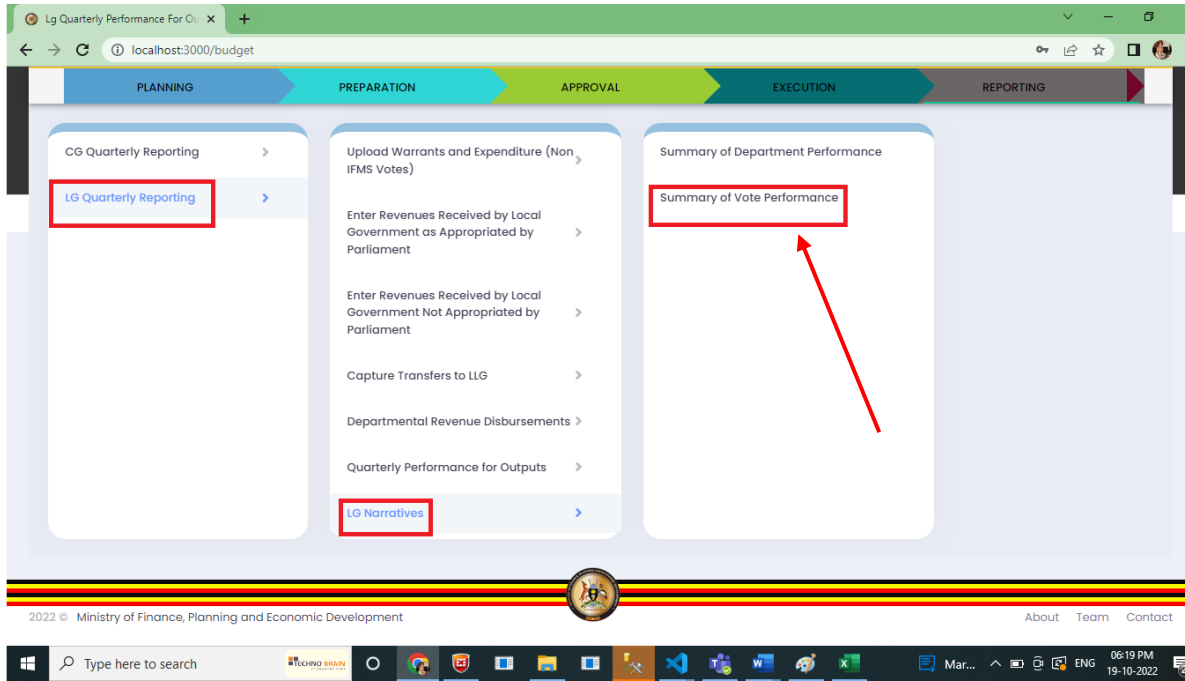


- Based on Quarter data is added and click Save button to save data.

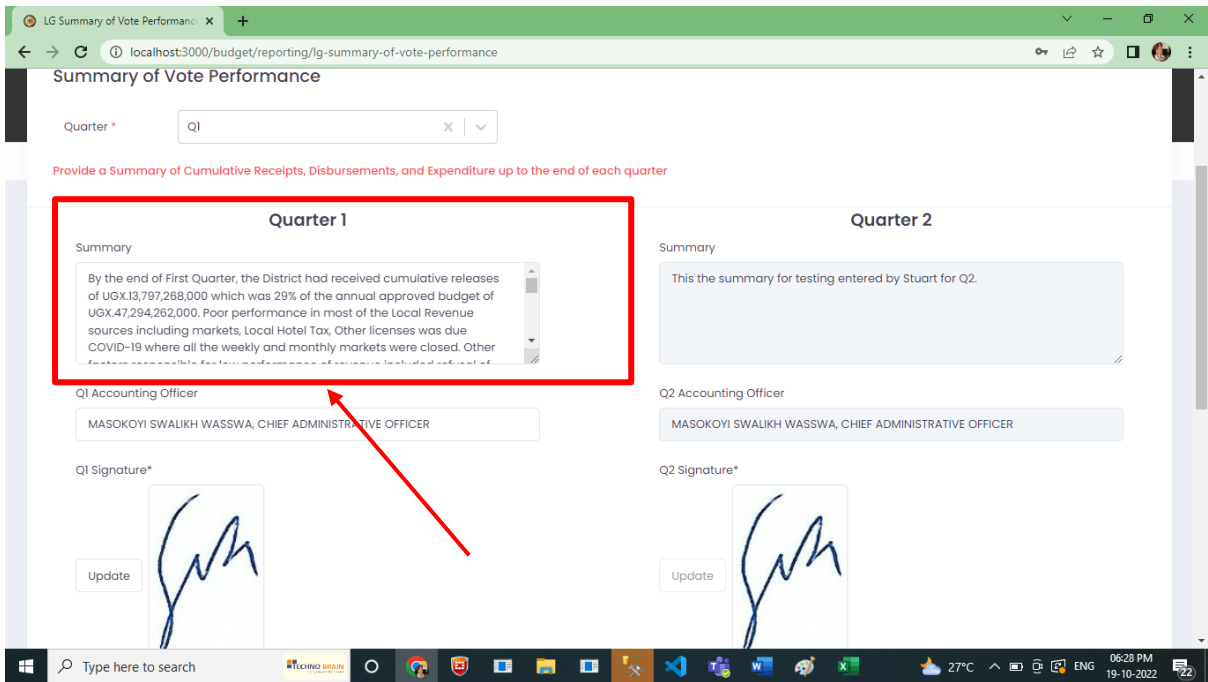
9.10 Summary of Vote Performance

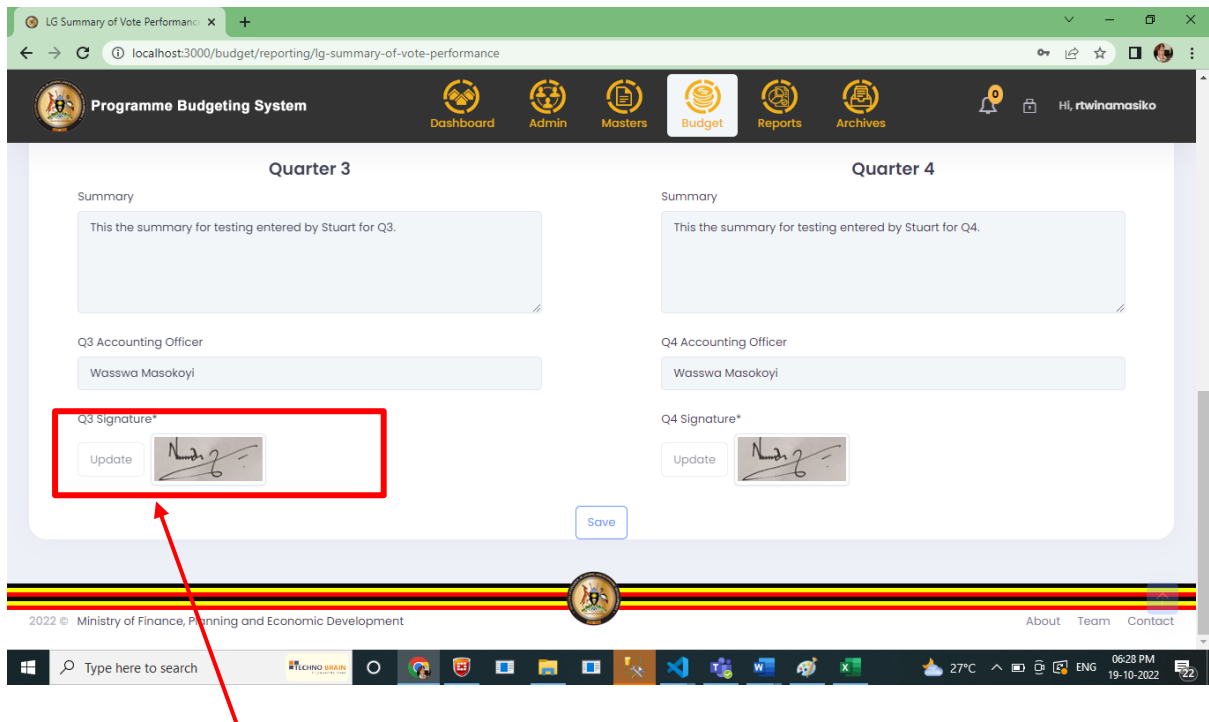
Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Then navigate to **“Reporting”** stage, the system should display the following screen
- Click on LG Quarterly Reporting, Navigate to Narratives to Summary of Vote Performance



- Selection of Quarter below screen is Shown



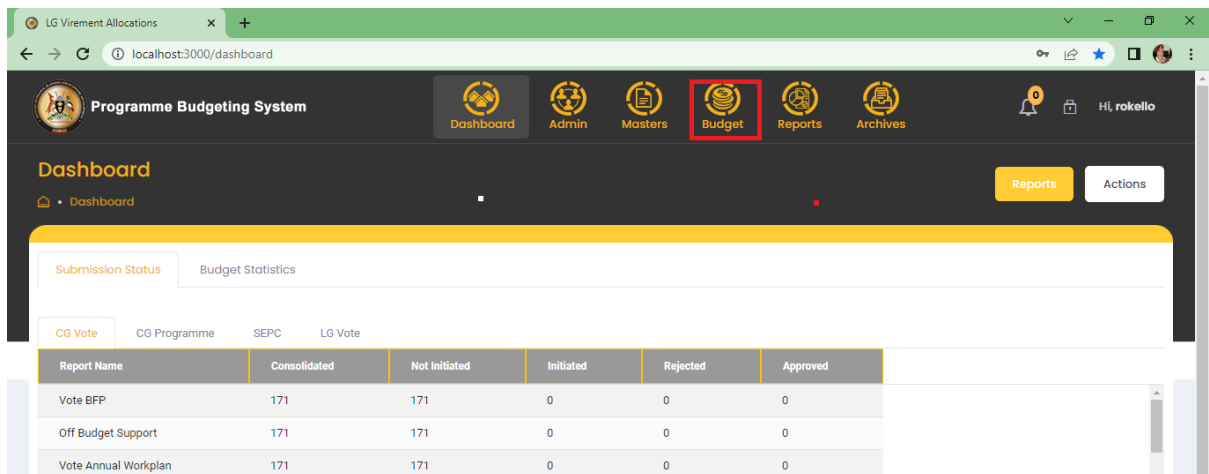


- Based on Quarter Signatures is Uploaded and saved.
- Signature must have one file name, and it must be cropped to a small size.
- It should also be in jpg, jpeg or png

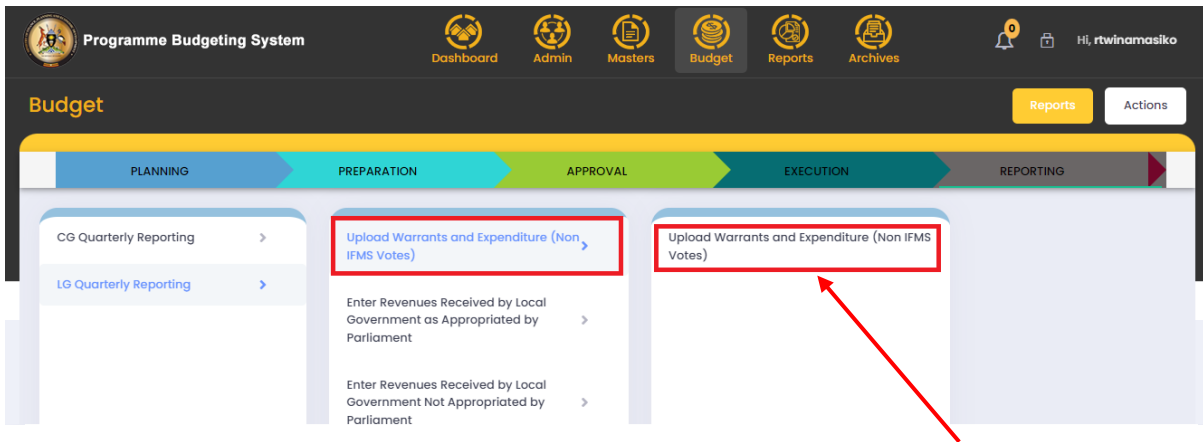
9.11 Upload Warrants and Release (Non IFMS Votes)

Step 1: Privilege users' login to the system and it will show the below screen

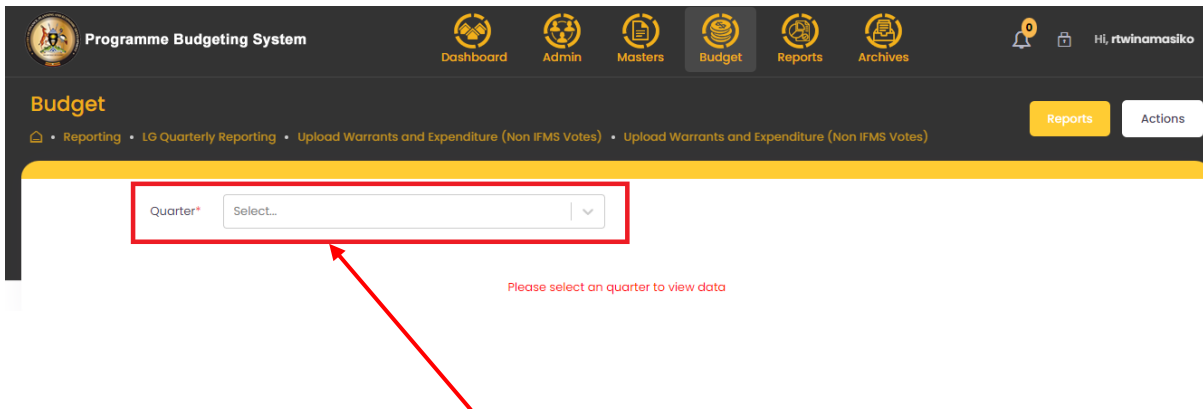
- Navigate to Budget Module



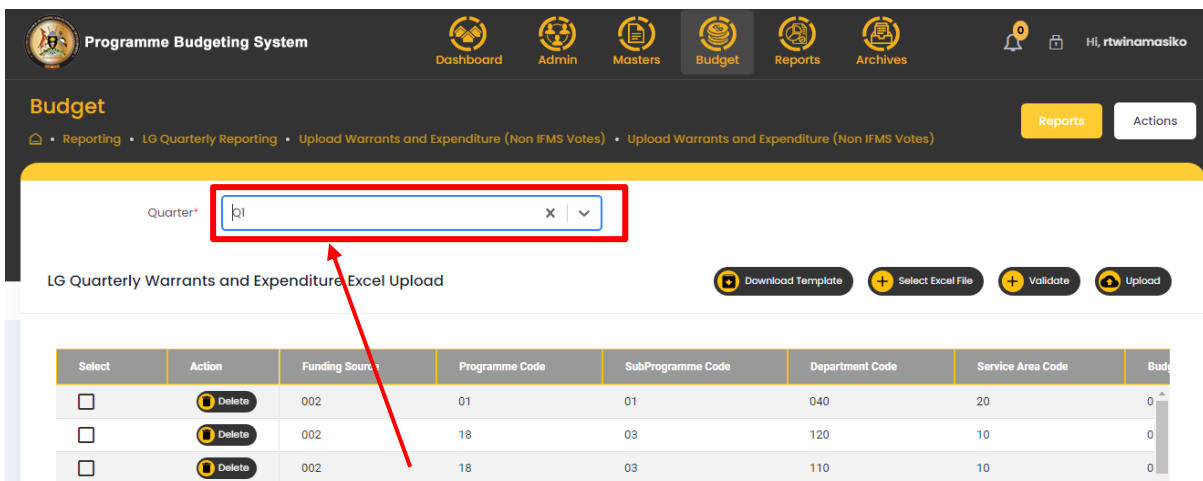
- Then navigate to “Reporting” stage, the system should display the following screen
- Click on LG Quarterly Reporting, navigate to Upload Warrants and Releases and click Upload Warrants and Releases (No IFMS Votes) menu



- The system should display the below screen.



- Without selecting Quarter dropdown list, system is unable to display the upload option and grid.



- Click on Download Template then system should download the following template and parallel master data will be downloaded based on the logged in user vote id

Master Sheet: By default, master template is hidden

FundCode	FundingSourceCode	VoteCode	ProgrammeCode	SubProgrammeCode	DepartmentCode	ServiceAreaCode	BudgetOutputCode	ItemCode
01	002	924	01	01	010	10	000001	211101
	003		02	02	020	20	000002	211105
	005		03	03	030	30	000003	211106
	401		04	04	040	40	000004	211107
	402		05	05	050	50	000005	212101
	403		06	06	060		000006	212102
	404		07	07	070		000007	212103

WarrantsAndReleases Sheet: Here Fund Code to Budget Output all are dropdown lists

FundCode	FundingSourceCode	VoteCode	ProgrammeCode	SubProgrammeCode	DepartmentCode	ServiceAreaCode	BudgetOutputCode	ItemCode
01	002	924	01	01	010	10	000001	211101

- In Warrants and Expenditure sheet users can be able to enter records then upload the file to the staging table.

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

Budget

Reporting • LG Quarterly Reporting • Upload Warrants and Expenditure (Non IFMS Votes) • Upload Warrants and Expenditure (Non IFMS Votes)

Quarter* Q1

LG Quarterly Warrants and Expenditure Excel Upload

Download Template Select Excel File Validate Upload

Select	Action	Funding Source	Programme Code	SubProgramme Code	Department Code	Service Area Code	Budget
<input type="checkbox"/>	Delete	002	01	01	040	20	0
<input type="checkbox"/>	Delete	002	18	03	120	0	0

- Once data is inserted into staging table then users are able to validate the data otherwise system will display the validation messages.

The screenshot shows the 'Programme Budgeting System' interface. At the top, there are navigation icons for Dashboard, Admin, Masters, Budget, Reports, and Archives. The user is logged in as 'rtwinamasiko'. The main heading is 'Budget', and the breadcrumb trail is 'Reporting > LG Quarterly Reporting > Upload Warrants and Expenditure (Non IFMS Votes) > Upload Warrants and Expenditure (Non IFMS Votes)'. Below the breadcrumb, there is a 'Quarter*' dropdown menu set to 'Q1'. The main action area contains four buttons: 'Download Template', 'Select Excel File', 'Validate', and 'Upload'. The 'Validate' button is highlighted with a red box, and a red arrow points to it from the text below. Below the buttons is a table with columns: Select, Action, Funding Source, Programme Code, SubProgramme Code, Department Code, Service Area Code, and Budget. The table contains two rows of data.

Select	Action	Funding Source	Programme Code	SubProgramme Code	Department Code	Service Area Code	Budg
<input type="checkbox"/>	Delete	002	01	01	040	20	0
<input type="checkbox"/>	Delete	002	18	03	120	10	0

- Once Validation is successfully completed users can upload the data into the main table. Based on that users can upload the template multiple times and update the records into main table.

This screenshot is identical to the previous one, showing the 'Programme Budgeting System' interface with the 'Validate' button highlighted. However, in this version, the 'Upload' button is highlighted with a red box, and a red arrow points to it from the text below. The table content remains the same.

- If a user wants to delete, data is based on the quarter selected and displayed in the following screen.

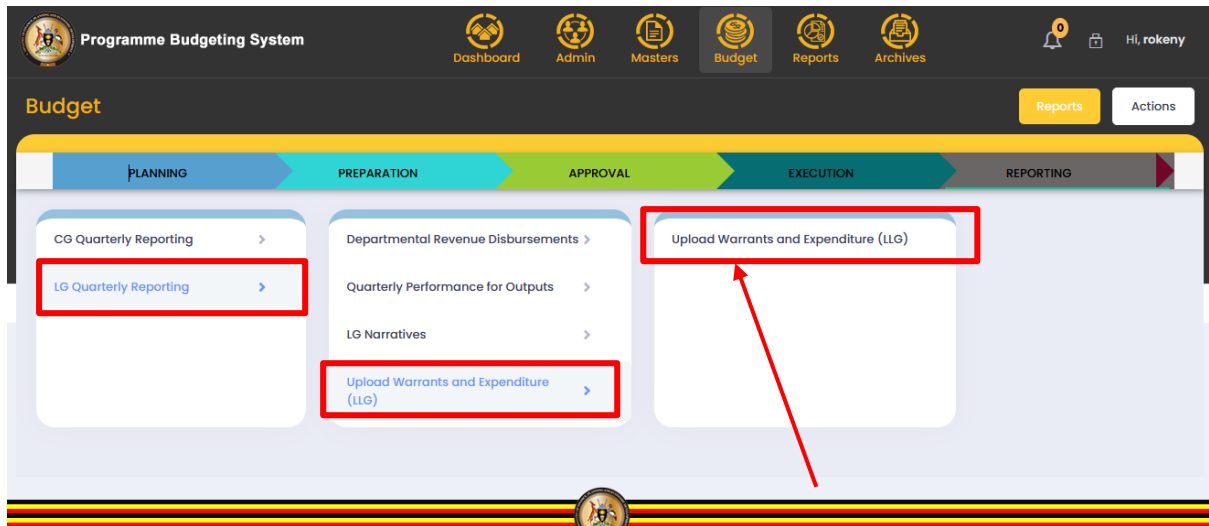
This screenshot is identical to the previous ones, showing the 'Programme Budgeting System' interface. In this version, the 'Delete' button in the table's 'Action' column is highlighted with a red box, and a red arrow points to it from the text below. The table content remains the same.

- In the above screen user can delete single or multiple records at a time.

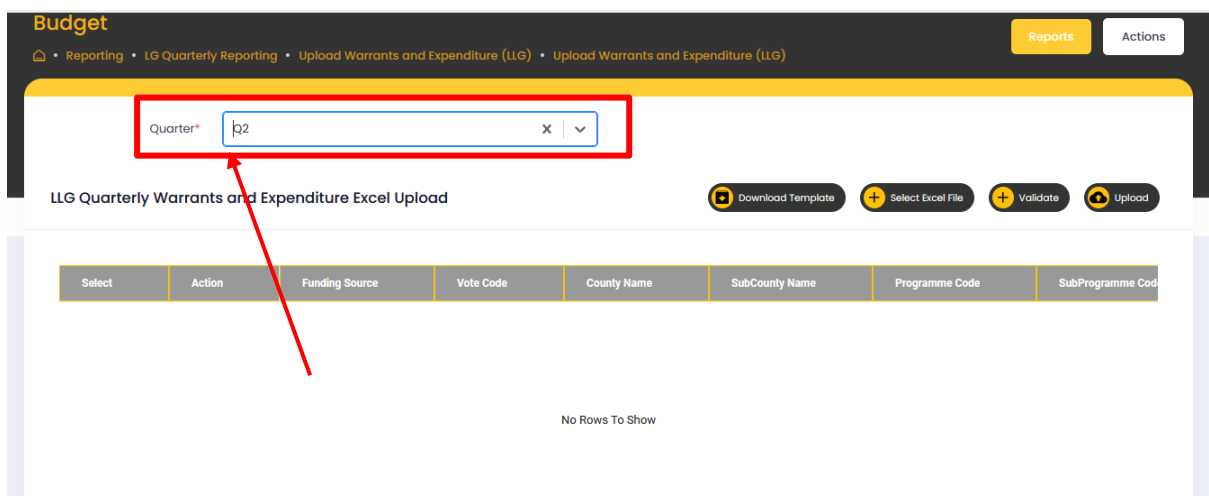
9.12 Upload LLGs Warrants and Release (all Votes)

Step 1: Privilege users' login to the system and it will show the below screen

- Navigate to Budget Module
- Click on LG Reporting, Upload Warrants and Expenditure (LLG) as shown below
- The process is the same as that for HLGs for the NON IFMS votes.



- Without selecting Quarter dropdown list, system is unable to display the upload option and grid.
- Click on Download Template then system should download the following template and parallel master data will be downloaded based on the logged in user vote id
- In Warrants and Expenditure sheet users can be able to enter records then upload the file to the staging table.



- Once data is inserted into staging table then users are able to validate the data otherwise system will display the validation messages.
- Once Validation is successfully completed users can upload the data into the main table. Based on that users can upload the template multiple times and update the records into main table.
- Once uploaded the user can be able to delete single or multiple records at a time.