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| Ne | w CIGAS |

Version 8.0.0.0

Date: 01/01/2023 Page 1 of 37

1> Purpose of the Update

Year End Process

The updated version of New CIGAS, facilitates the seamless transition into the fiscal year 2023, ensuring a streamlined year-end process. Notably, this version extends its functionality to enable Foreign Missions to leverage the currency conversion feature. Transactions conducted in the mission's local currency will be converted based on the SOPT rate, as stipulated in the International Public Sector Accounting Standard 4 (IPSAS). Kindly adhere to the outlined steps below to navigate through the year-end process effectively.

2> Obtain the update file

The latest version of the CIGAS application is available for download at the designated site URL: newcigas.treasury.gov.lk. Upon downloading, extract the folder, which encompasses two essential files – the newcigas.exe executable file, an encrypted budget file, and the accompanying guide.

3> Upgraded to New CIGAS Version 8.0.0.0.

Ensure the seamless functionality of the application by upgrading to New CIGAS Version 8.0.0.0. Copy the provided update file named "New CIGAS.exe" and paste it into your New CIGAS folder. It is advisable to perform this update after transmitting the final summary for the year 2023 to your mid/head office or Treasury.

4> Revise the liability

In the event of a need to revise the liabilities from the previous year (2022), such revisions can be accomplished by following the specified path after the successful update to the new version 8.0.0.0.

Cash book \rightarrow Last_Yr_Liability \rightarrow Revised

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| 🔜 Main | | | | | | | | |
|---------|---------|------------|-----------|-------------|-----------|----------|-----|-------------------|
| Cash | Ledger | Asset_Acco | ounting I | Reports Con | nnitment | Final_Ac | ct | Last_Yr_Liability |
| | | | | | 10 al | | Б. | List |
| PAY | Receipt | | Print | | | | | Revised |
| Payment | Receipt | Summary | Cheque | Commitment | Liability | Imprest | Pur | Convert to 2024 |
| | 1 | | | | | | | |

| 🚽 Main | | | | | | | | | | | | | | | | |
|--------------------|-----------------------|-----------|---------|----------------|------------|-----------|------------|-----------|--------------------|--------------|------------|--------|-----------|------------|------|---------|
| Cash Ledg | er Asset_Acc | ounting H | Reports | Commitment | Final_A | cct Last_ | Yr_Liabi | lity | | | | | Curre | nt Month | | Dec |
| PAY Reco | | Print | Commitr | nent Liability | Imprest | Purchase | Addition | Asset Mgt | Salary | oad Database | Restore | User V | Setting | SMS SMS | Kelp | Logo |
| 🖳 Liability_Revise | d | | | | | | | | | | | | | - | | × |
| | | | | | | | | | | | | | | | | |
| | | | | P_order | Date | Vote | 1 | ltem | to_whom | commitment | Commit_Bal | Liab | ility_Amt | paid | E | Balance |
| Head | 221 | ~ | | 2022CMT83 | 12/31/2022 | PAY-221 | -1-1-0-1 F | uel | District Labour Of | 8050.56 | 0.00 | 8050 |).56 | 0.00 | 8 | 050.56 |
| | 221 | | • | 2022CMT83* | 12/31/2022 | PAY-221 | | uel | District Labour Of | 62549.44 | 0.00 | 6254 | | 0.00 | | 2549.44 |
| Object Code | 1202 | ~ | 2. | 2022CMT89 | 12/31/2022 | PAY-221- | -2-3-0-1 F | uel | District Labour Of | 5000.00 | 0.00 | 5000 | 0.00 | 0.00 | 5 | 00.00 |
| display space | e022CMT83* t 62549 | | 44 | | | | | | | | | | | | | |
| Save | Close | | | | | | | | | | | | | | | |

Choose the designated Head number and object code, then proceed to select the display space. Following this action, a list of outstanding liabilities will be visible. Click on the specific entry you intend to revise, input the revised liability amount, and save the changes accordingly.

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| New CIGAS |

Version 8.0.0.0

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5> Unpaid Vouchers.

Year End Process

All outstanding vouchers must be recorded as commitments and liabilities, ensuring adherence to the approved annual budget limit for the fiscal year 2023. It is imperative to confirm the creation of the commitment liability file before initiating the year-end process.

6> Create a Commitment & Liability file to send to the Treasury on or before 31st Jan 2024

The uploading of the commitment and liability file by sub-offices into the new CIGAS web interface, as performed in the previous years, is no longer a mandatory requirement. Sub-offices are now encouraged to generate their commitment and liability files, subsequently sending them to the Head Office for appending them to the consolidated New CIGAS file at the head office.

Procedure for Creating a Sub-Office Commitment Liability File:



| ar En | d P | rocess | | | Ver | sion 8.0.0.0 | Dat | te: 01/01/20 | 23 Page | e 4 of 3 |
|--------------|---------------|--|--|--|--|---|--|--|---|---|
| Main Cash | 1 | ger Asset | | Reports Con | nmitment | Final_Acct La | st_Yr_Liabil | ity | Depload | |
| Payment | Re | ceipt Sumn | Print nary Cheque | Commitment | Liability | Imprest Purchas | e Addition | Asset Mgt Sal | lary | Databas |
| | Com | - nit_File_Create | | | | - | | | _ | |
| | you doi Li | | Mid Office , Create the file Create Files | P_order | | Vote | Amount | commit_Balance | L_Date | Liability |
| | • | Govt | District Labour Of | 2023CMT83 | 12/31/2023 | PAY-221-1-1-0-1 | 8050.56 | 0.00 | 12/31/2022 12:0 | 8050.56 |
| | <u> </u> | Govt | District Labour Of | 2023CMT83* | 12/31/2023 | PAY-221-1-1-0-1 | 62549.44 | 0.00 | 12/31/2022 12:5 | 62549.44 |
| | | Govt | District Labour Of | | 12/31/2023 | PAY-221-1-1-0-1 | 81000.00 | 0.00 | 12/31/2022 12:0 | |
| | | Govt | District Labour Of | 2023CMT85 | 12/31/2023 | PAY-221-1-1-0-1 | 311000.00 | 0.00 | 12/31/2022 12:0 | 311000.0 |
| | | 1. | | | 12/31/2023 | PAY-221-1-1-0-1 | 587500.00 | 0.00 | 12/31/2022 12:0 | 587500.0 |
| | | Govt | District Labour Of | 2023CMT86 | | | | | | |
| | | Govt Govt | District Labour Of District Labour Of | 2023CMT86 2023CMT87 | 12/31/2023 | PAY-221-1-1-0-1 | 774300.00 | 0.00 | 12/31/2022 12:0 | 774300.0 |
| 1 | | | | | | | | | | - |
| | | Govt | District Labour Of | 2023CMT87 | 12/31/2023 | PAY-221-1-1-0-1 | 774300.00 | 0.00 | 12/31/2022 12:0 | |
| | | Govt Govt | District Labour Of District Labour Of | 2023CMT87 2023CMT88 | 12/31/2023 12/31/2023 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 | 774300.00 669500.00 | 0.00 | 12/31/2022 12:0 12/31/2022 12:0 | 669500.0 5000.00 |
| | | Govt Govt Govt | District Labour Of District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 | 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-2-3-0-1 | 774300.00 669500.00 5000.00 | 0.00 0.00 0.00 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 | 669500.0 5000.00 |
| | | Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 | 774300.00 669500.00 5000.00 63500.00 | 0.00 0.00 0.00 0.00 0.00 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 | 669500.0 5000.00 63500.00 |
| | | Govt Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 2023CMT91 2023CMT92 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 | 774300.00 669500.00 5000.00 63500.00 5800.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 | 669500.0 5000.00 63500.00 5800.00 1400.00 |
| | | Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 2023CMT91 2023CMT92 2023CMT93 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 | 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 | 669500.00 5000.00 63500.00 5800.00 1400.00 8449700 |
| | | Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 2023CMT91 2023CMT92 2023CMT93 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-3-0.1 PAY-221-2-3-0.1 PAY-221-2-3-0.1 PAY-221-2-3-0.1 PAY-221-1-0-1 | 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 | 669500.00 5000.00 63500.00 5800.00 1400.00 8449700 1706700 |
| | | Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 2023CMT91 2023CMT92 2023CMT93 2023CMT94 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-1-10-1 PAY-221-1-10-1 | 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 10:1 12/31/2022 10:1 | 669500.0 5000.00 63500.00 5800.00 1400.00 8449700 1706700 256600.0 |
| | | Govt Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 2023CMT91 2023CMT92 2023CMT93 2023CMT94 2023CMT95 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-1-0-1 PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-1-10-1 | 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 256600.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 10:1 12/31/2022 10:1 12/31/2022 10:1 | 669500.0 5000.00 63500.00 5800.00 1400.00 8449700 1706700 256600.0 |
| | | Govt Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of | 2023CMT87 2023CMT88 2023CMT89 2023CMT90 2023CMT91 2023CMT92 2023CMT93 2023CMT94 2023CMT95 2023CMT96 | 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 12/31/2023 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-1-10-2 PAY-221-2-20-1 | 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 256600.00 21600.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 12:0 12/31/2022 10:1 12/31/2022 10:1 12/31/2022 10:1 | 669500.0 5000.00 63500.00 5800.00 1400.00 8449700 1706700 256600.0 21600.00 |

Initiate the file creation process by selecting the list button then the Create Button. The resultant file will be stored in the directory "C:\Commitment_Upload_Final\December\31_12_2023". Kindly forward this file to your respective head office.

If you are the head office without any associated sub-offices, you may directly transmit the file to the Treasury.

Append the Sub Office Commitment Liability file into your Head Office Consolidation CIGAS

The commitment liability files submitted by each subordinate office must be appended to the head office consolidation CIGAS. Subsequently, the consolidated commitment liability file can be forwarded to the Treasury.



Select the commitment liability file sent by the sub-offices by clicking on the browse button. Additionally, ensure that each sub-office file is appended. If any file needs to be removed, utilize the "If you want to delete the appended commitment, click here" button, select the bank code, and proceed with the deletion process.

| | oce | SS | | | Vers | ion 8.0.0.0 | |)ate: 01/01 | /2023 | Page 6 of 3 | |
|--|----------|--|--|--|--|---|---|---|--|--|---|
| | sset_A | ccounting | Reports Com | mitment Fin | nal_Acct La | ast_Yr_Liability | | | | a | |
| PAY Receipt | | Print | | | | | ې 🔪 | Upload | | 6 | 1 |
| Payment Receipt St | ummar | y Cheque | Commitment | Liability Imp | prest Purchas | se Addition A | Asset Mgt S | alary | Database R | estore User | S |
| 🚽 Commit_Append | | | | | | | | | | - (| |
| If you have sub/ Mid offic | e, Apper | nd the All Asset file (| received from Sub/ Mid | Office , List and Creat | e the file and send | to Treasury | | | | | |
| Brows | Load | | | Create file to Treasury | | | | | | | |
| | | | | | | | | | | | |
| | | Nature | to_whom | P_order | Date | Vote | Amount | commit_Balance | L_Date | Liability_Amt | |
| The second second | | Govt | District Labour Of | 2022CMT83 | 12/31/2022 | PAY-221-1-1-0-1 | 8050.56 | 0.00 | 12/31/2022 | 8050.56 | |
| If you want to delete the appended Commitment | | Govt | District Labour Of | 2022CMT83* | 12/31/2022 | PAY-221-1-1-0-1 | 62549.44 | 0.00 | 12/31/2022 | 62549.44 | |
| Click Here | | Govt | District Labour Of | 2022CMT84 | 12/31/2022 | PAY-221-1-1-0-1 | 81000.00 | 0.00 | 12/31/2022 | 81000.00 | |
| | | Govt | District Labour Of. | 2022CMT85 | 12/31/2022 | PAY-221-1-1-0-1 | 311000.00 | 0.00 | 12/31/2022 | | |
| | | | District Education | | | 1711 661 1 1 0 1 | 511000.00 | 0.00 | 12/31/2022 | 311000.00 | |
| | | Govt | District Labour Of | 2022CMT86 | 12/31/2022 | PAY-221-1-1-0-1 | 587500.00 | 0.00 | 12/31/2022 | 587500.00 | - |
| | | | | | 12/31/2022 12/31/2022 | | 587500.00 | | | | |
| | | Govt | District Labour Of | . 2022CMT87 | | PAY-221-1-1-0-1 | 587500.00 774300.00 | 0.00 | 12/31/2022 | 587500.00 | |
| | | Govt Govt | District Labour Of District Labour Of | . 2022CMT87 | 12/31/2022 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 | 587500.00 774300.00 | 0.00 | 12/31/2022 12/31/2022 | 587500.00 774300.00 | |
| | | Govt Govt Govt | District Labour Of District Labour Of District Labour Of | . 2022CMT87 . 2022CMT88 | 12/31/2022 12/31/2022 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-1-1-0-1 | 587500.00 774300.00 669500.00 | 0.00 0.00 0.00 | 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 | |
| | | Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of | 2022CMT87 2022CMT88 2022CMT89 2022CMT90 | 12/31/2022 12/31/2022 12/31/2022 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-2-3-0-1 | 587500.00 774300.00 669500.00 5000.00 | 0.00 0.00 0.00 0.00 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 5000.00 | |
| | | Govt Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of | 2022CMT87 2022CMT88 2022CMT89 2022CMT90 2022CMT90 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 | 587500.00 774300.00 669500.00 5000.00 63500.00 | 0.00 0.00 0.00 0.00 0.00 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 5000.00 63500.00 | |
| | | Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of District Labour Of | 2022CMT87 2022CMT88 2022CMT89 2022CMT90 2022CMT90 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-1-1-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 PAY-221-2-3-0-1 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 | |
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| | | Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of | 2022CMT87 2022CMT88 2022CMT89 2022CMT90 2022CMT91 2022CMT91 2022CMT92 2022CMT93 2022CMT93 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 | |
| | | Govt Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of | 2022CMT87 2022CMT88 2022CMT89 2022CMT90 2022CMT91 2022CMT92 2022CMT93 2022CMT93 2022CMT94 2022CMT95 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-1-30-1 PAY-221-1-10-1 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 256600.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 | |
| | | Govt Govt Govt Govt Govt Govt Govt Govt | District Labour Of District Labour Of | 2022CMT87 2022CMT88 2022CMT89 2022CMT90 2022CMT91 2022CMT92 2022CMT93 2022CMT93 2022CMT94 2022CMT95 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-1-10-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-2-30-1 PAY-221-1-3-0.1 PAY-221-1-1-0.1 PAY-221-1-1-0.1 PAY-221-1-1-0.1 | 587500.00 774300.00 669500.00 5000.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 256600.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 12/31/2022 | 587500.00 774300.00 669500.00 63500.00 5800.00 1400.00 8449700.00 1706700.00 256600.00 | |

After appending all the commitment files from the sub-offices, click on the list and the "Create file to Treasury" button and send the file to Treasury. The resultant file will be stored in the directory "C:\Treasury_Commit_Upload_Final\December\". Kindly forward this file to your respective head office.

If you are the head office without any associated sub-offices, you may directly transmit the file to the Treasury.

7> Create an Asset file to send to the Treasury on or before 05th Feb 2024

The uploading of the Asset file by sub-offices into the new CIGAS web interface, as performed in the previous years, is no longer a mandatory requirement. Sub-offices are now encouraged to generate their Asset files, subsequently sending them to the Head Office for appending them to the consolidated New CIGAS file at the head office.

Procedure for Creating a Sub-Office Asset File:

| Cash Ledger | | | | nmitment | Final_Acct Trail Ba Asset_R | | 8 | (Uplo |
|----------------|------------|-----------------|------------|-----------|-----------------------------------|--------------------------------------|--------|-----------|
| Payment Receip | pt Summary | Print Cheque | Commitment | Liability | Asset_R | pt_2023_After Year end ile Create | Salary | -p.s |
| | | | | | Asset Fi | le Append | - | |
| | | | | | | 7_Rpt_2023 7 _File Create | | |
| | | | | | Liability | 7 File Append | | |

Click on List button and Create file

Main

| Cash Ledger A | Asset_Accoun | iting | Reports C | ommitment Fi | nal_Acct Las | t_Yr_Liability | | | _ | | Currer | nt Mo |
|--------------------------------|--------------|-----------------|--------------------|---------------------------|--------------------------|-------------------|-------------|-------------------|----------|----------------|----------|-------|
| PAY Receipt Payment Receipt | | Print Cheque | Commitme | nt Liability In | aprest Purchase | Addition A | Asset Mgt S | Upload alary 1 | Database | Restore User | Setting | SM |
| | | 🖳 Ass | et ItemWise | | | | | | | | | × |
| | | f you | iont have any sub. | / Mid Office , Create the | file here and send to Tr | easury | | | | | | |
| | | | List | Create Files | | | | | | | | |
| | | | Head | Bank_Code | Category_Code | Cat_Des | Item_Code | Item_Des | T_Year | value | Disposal | ^ |
| | | • | | | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | 2023 | 41225.00 | N | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | B2023 | 39800000.00 | J | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | 2023 | 242657694.91 | J | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident. | 6111201 | Office Building | 2023 | 235021594.03 | J | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident. | 6111201 | Office Building | 2023 | 284629900.00 | N | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | 2023 | 320820500.00 | N | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | B2023 | 1345600000.00 | N | |
| | | | 221 | PAY | 61112 | 1.2-Non Resident. | 6111201 | Office Building | 2023 | 219227627.00 | N | |
| | | | 221 | PAY | 61114 | 1.4-WIP-Building | 611148 | Office Building | B2023 | 12278313996.23 | N | |
| | | | 221 | PAY | 61121 | 2.1-Transport Eq | 6112101 | Passenger vehicle | B2023 | 124318466.00 | N | |
| | | | 221 | PAY | 61121 | 2.1-Transport Eq | 6112109 | Motor cycle | B2023 | 85000.00 | N | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | B2023 | 387589.20 | J | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | B2023 | 117508364.55 | N | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | 2023 | 33000.00 | N | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | 2023 | 42600.00 | N | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | B2023 | 760330.00 | J | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | 2023 | 523250.19 | N | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | B2023 | 111196892.35 | N | |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | 2023 | 32980.00 | N | |

| ~ |
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| - |
| lew CIGAS |

Year End Process

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The resultant file will be stored in the directory C:\Asset_Upload_Final\December. This file should be sent to your head office.

Append the Sub Office Asset file to your Head Office Consolidation CIGAS.

The Asset files submitted by each subordinate office must be appended to the head office consolidation CIGAS. Subsequently, the consolidated Asset file can be forwarded to the Treasury.



| ish Ledg | er Asset_Accountin | ng R | eports Com | mitment F | inal_Acct Las | t_Yr_Liability | | | | | Current |
|----------|---|------------|-------------------------|-------------------|----------------------------|------------------------|-------------|-------------------|----------|----------------|-----------|
| AY Rec | | | - | | | | ې 🍪 | Dipload | | 3 😜 | Ô |
| nent Rec | | que | Commitment | Liability In | nprest Purchase | Addition A | sset Mgt Sa | lary 1 | Database | Restore User | Setting |
| | 🖳 Append_Asset | | | | | | | | | - | |
| | If you have sub/ Mid office | , Append t | he All Asset file recei | ved from Sub/ Mid | Office , List and Create t | he file and send to Ti | reasury | | | | |
| | Brows | Load | List | | Create file to Treasury | - | | | | | |
| | | | Head | Bank_Code | Category_Code | Cat_Des | Item_Code | ltem_Des | T_Year | Value | Disposi ^ |
| | | + | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | B2023 | 39800000.00 | J |
| | If you want to delete the appended asset Click | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | 2023 | 477679288.94 | J |
| | Here | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | 2023 | 605450400.00 | N |
| | | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | B2023 | 1345600000.00 | N |
| | | | 221 | PAY | 61112 | 1.2-Non Resident | 6111201 | Office Building | 2023 | 219227627.00 | N |
| | | | 221 | PAY | 61114 | 1.4-WIP-Building | 611148 | Office Building | B2023 | 12278313996.23 | N |
| | | | 221 | PAY | 61121 | 2.1-Transport Eq | 6112101 | Passenger vehicle | B2023 | 124318466.00 | N |
| | | | 221 | PAY | 61121 | 2.1-Transport Eq | 6112109 | Motor cycle | B2023 | 85000.00 | N |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | B2023 | 387589.20 | J |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | B2023 | 117508364.55 | N |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112201 | Office Equipment | 2023 | 75600.00 | N |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | B2023 | 760330.00 | J |
| | | | 221 | PAY | 61122 | 2.2-Other Machin | 6112202 | Computer Equipm | 2023 | 523250.19 | N |

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| New CIGAS | | | |

Select the Asset file sent by the sub-offices by clicking on the browse button. Additionally, ensure that each sub-office file is appended. If any file needs to be removed, utilize the "If you want to delete the appended commitment, click here" button, select the bank code, and proceed with the deletion process.

After appending all the Asset files from the sub-offices, click on the list and the "Create file to Treasury" button and send the file to Treasury. The resultant file will be stored in the directory "C:\Treasury_Asset_Upload_Final\December\". Kindly forward this file to your respective head office.

If you are the head office without any associated sub-offices, you may directly transmit the file to the Treasury.

If you manage the asset through the online CIGAS web application, kindly send a WhatsApp message to 0777 304 902. Please include your head number and bank code, specifying "Online Asset."

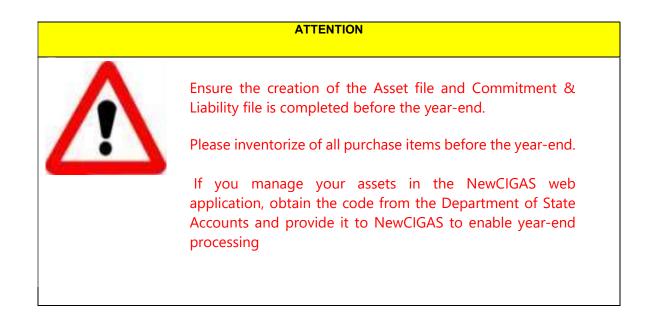
8> Generate hard copies or digital copies from the new CIGAS desktop application prior to the year-end.

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

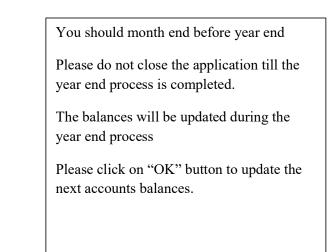
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|------------------|-----------------|------------------|---------------|--|

9> Take the Backup before Year end

10> Click on the Year End Button and do the Year-end process







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|-----------------|-----------------|------------------|---------------|--|

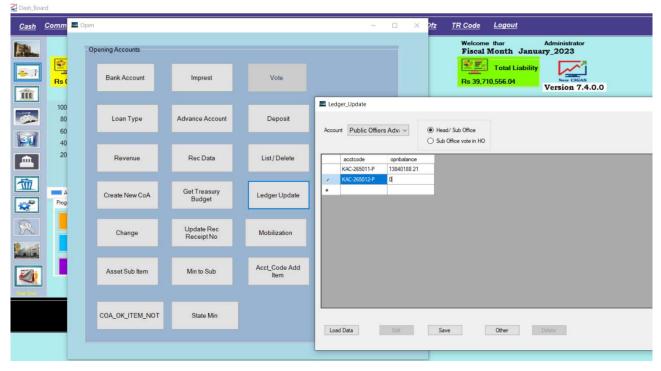


Once the year-end process is completed please re-open the CIGAS

Once After the year-end, verify the opening balances, ensuring they match the closing balances from the previous year. Cross-reference the ledger balances with the printout or soft copy obtained before the year-end.

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|------------------|-----------------|------------------|---------------|

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



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|------------------|-----------------|------------------|---------------|

Advance Account Limit Enter the Limit for the advance Account for 2024

| Cash Ledger Asset Accounting Reports Commitment Final Act Last Yr_Liability Curront Month Image: Show Accounts Show Accounts Image: Show Accounts | Janua |
|--|--------------|
| | \mathbf{O} |
| Payment Transfers , mmitment Liability Imprest Purchase Addition Asset Mgt Salary Database Restore User Setting SMS Help. | |
| | Logout |
| Deposit · | - 1111 |
| Advance Details | |
| Revised Limits | |
| Credit/Debit Intimations | |
| Ledger Creation | |
| Journal for Mobi Advance Increase Debit Limit- B A/c | 1 |
| Decrease Credit Limit- B A/c | |
| Debit Limit - Other Limit | |
| Credit-Other | |
| Public Officers Advance Accounts | |
| Increse Debit Limit | |
| Indese Debit Linit | |
| | |
| Date 01/01/2024 - | |
| | |
| Reference No 1/2024 | |
| | |
| Code 221011-P v | |
| | |
| Amount 5,000,000 00 | |
| Amount 3,000,000 00 | |
| | |
| Save Cancel | |
| | |

12> Delete the unused imprest Account

You can eliminate both the old and unused imprest accounts by following this method, provided there are no pending sub imprests remaining under those accounts.

| <u>Cash</u> <u>Commitm</u> | Open Ceiling | Asset Salary | Bank Rec | Web U | nload Cro | ate Sub Ofz | Append Sub Of | TR Code | Logo |
|--|------------------|--------------------------|-----------------|--------------|----------------------|-------------|---------------|-----------|--------|
| | Opening Accounts | | | | | abour | | _ | |
| | Bank Account | Imprest | Vote | | | | Total Liabil | Welcome 1 | Adm |
| | Loan Type | Advance Account | Deposit | Select the A | ccount to be Deleted | Imprest | ~ | | |
| kriget has nee | | | | | Imprest Code | Open_Balar | ic type | | |
| | | | | • • | 60/24 | 0.00 | 1 | | |
| 31 | Revenue | Rec Data | List / Delete 💳 | \sim | 60/23 60/22 | 0.00 | E | | |
| | | | | | 60/22 | 0.00 | 1 | | |
| A | | Get Treasury | | | 60/20 | 0.00 | 1 | | |
| and the second s | Create New CoA | Budget | Ledger Update | | 60/19 | 0.00 | 1 | | |
| T | | | | | | | | | |
| | Change | Update Rec Receipt No | Mobilization | | | | | | |
| R | Asset Sub Item | Min to Sub | Acct_Code Add | | | | | Delete | Cancel |

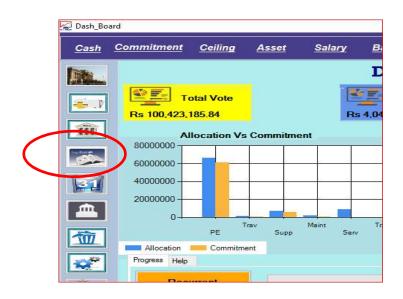
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Select open Act button in the dash board and click list/delete button then select the dropdown. Thereby select imprest and select the unused imprest with zero balance and click on delete button.

13 > If you are Head Office

1. Obtain the 2024 Budget file located in the update folder of the NewCIGAS web application and transfer the budget file to version 8.0.0.0 within the Budget Module of NewCIGAS



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|------------------|-----------------|------------------|---------------|--|

| 🔀 Dash_Boar | d | | | | | | | | |
|---------------|-------------------|----------------|--|---------------|------------------|-------------|----------------|----------------|---------|
| <u>Cash</u> | <u>Commitment</u> | <u>Ceiling</u> | Asset | <u>Salary</u> | Bank Rec | Web Upload | Create Sub Ofz | Append Sub Ofz | <u></u> |
| | Copy_to_Vote | | | | | Donostmont | of Labour | - 0 | × |
| | | REV | ISED BU | JDGET | PROCE | SS FOR TH | E YEAR 202 | 24 | |
| Î | Browse | To Ledger | New COA | To Sub | Supplementary In | Diff Budget | | | |
| Argel Ita ree | D | 🖳 Import | _Budget | | | • | | - 🗆 X |] |
| 31 | | IM | PORT TH | HE RE | VISED B | UDGET FIL | E FOR THE | YEAR -2024 | |
| | | | Decrypt Click Browse to load file Path | e. | Browse | Decrypt | | | |
| | | | ran | | | | | | |

2. Click on browse button and decrypt the budget file

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

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

| | | | * | | | | | YEAR 2024 |
|---------|--------|--|--|--|--|--|--|---------------|
| | Browse | To Ledge | New COA | To Sub | Supplementar | y Imp Sub off B | udget | |
| 110 | 😥 Ca | py_to_Vote | | | | | | |
| | | | EMICE | D DU | CETI | DOCE | CC EOD | THE YEAR 2024 |
| d haven | | 1 | LVISE | D BUI | JGEI I | RUCE | 55 run | THE TEMA 2024 |
| 200 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | Browse To | Ledger N | New COA T | o Sub Su | pplementary Im | p Sub off Budget | |
| | | | | | | | | |
| | | AcctCode | Allocation | Q1 | Q2 | Q3 | Q4 | |
| m | F | AcctCode 221-1-1-0-1001-P | Allocation 795,000,000.00 | Q1 0.00 | Q2 0.00 | Q3 0.00 | Q4 0.00 | - |
| £ | F | | - | | | | | - |
| | | 221-1-1-0-1001-P | 795,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | 221-1-1-0-1001-P 221-1-1-0-1002-P | 795,000,000.00 13,000.000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Ŵ | | 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P 221-1-1-0-1101-P | 795,000,000.00 13,000,000.00 372,000,000.00 50,000,000.00 | 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 | |
| Ŵ | | 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P 221-1-1-0-1101-P 221-1-1-0-1102-P | 795,000,000.00 13,000,000.00 372,000,000.00 50,000,000.00 2,000,000.00 | 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | |
| Ŵ | • | 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P 221-1-1-0-1101-P 221-1-1-0-1102-P 221-1-1-0-1201-P | 795,000,000.00 13,000,000.00 372,000,000.00 50,000,000.00 2,000,000.00 22,000,000.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | |
| Ŵ | | 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P 221-1-1-0-1101-P 221-1-1-0-1102-P 221-1-1-0-1201-P 221-1-1-0-1202-1 | 795,000,000.00 13,000,000.00 372,000,000.00 50,000,000.00 2,000,000.00 22,000,000.00 12,300,000.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | |
| | | 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P 221-1-1-0-1101-P 221-1-1-0-1102-P 221-1-1-0-1201-P | 795,000,000.00 13,000,000.00 372,000,000.00 50,000,000.00 2,000,000.00 22,000,000.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 | |

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|------------------|-----------------|------------------|---------------|---|

Upon clicking the "To_Ledger" button, you will be able to view the Annual Budget for the year 2024 pertaining to your head. Since the ceiling is deactivated, the ceiling columns will display zeros.

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

| Commitn | nent Copy_to_Vote | <u>Ceiling</u> | Asset | <u>Salary</u> | <u>Bank Rec</u> | <u>Web Uplo</u> | ad | Create Sub Ofz | Ар | pend Sub O |
|---------|----------------------|----------------|-------------------|-----------------------|------------------|------------------|-----------|----------------|-----------|------------|
| | | REV | ÍSED B | UDGET | | SS FOR | THE | YEAR 2 | 2024 | |
| R | Browse | To Ledger | New COA | To Sub | Supplementary In | np Sub off Budge | et | | | |
| | AcctCode | • | new_COA | | Allocation | Budget_Q1 | Budget_Q2 | Budget_Q3 | Budget_Q4 | ^ |
| | 221-1-1-0- | 1001-P | 01/11/221-00-00/1 | /221-01/000/21001-P | 795,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1002-P | 01/11/221-00-00/1 | /221-01/000/21002-P | 13,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1003-P | 01/11/221-00-00/1 | /221-01/000/21003-P | 372,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1101-P | 01/11/221-00-00/1 | /221-01/000/21101-P | 50,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1102-P | 01/11/221-00-00/1 | /221-01/000/21102-P | 2,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1201-P | 01/11/221-00-00/1 | /221-01/000/21201-P | 22,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1202-10-P | 01/11/221-00-00/1 | /221-01/000/21202-10- | P 12,300,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1202-2-P | 01/11/221-00-00/1 | /221-01/000/21202-2-P | 4,100,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1202-9-P | 01/11/221-00-00/1 | /221-01/000/21202-9-P | 13,600,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1203-2-P | 01/11/221-00-00/1 | /221-01/000/21203-2-P | 700,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1301-P | 01/11/221-00-00/1 | /221-01/000/21301-P | 12,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| P | 221-1-1-0- | 1302-P | 01/11/221-00-00/1 | /221-01/000/21302-P | 8,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1303-P | 01/11/221-00-00/1 | /221-01/000/21303-P | 3,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1401-P | 01/11/221-00-00/1 | /221-01/000/21401-P | 3,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1402-P | 01/11/221-00-00/1 | /221-01/000/21402-P | 20,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1403-P | 01/11/221-00-00/1 | /221-01/000/21403-P | 150,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1404-P | 01/11/221-00-00/1 | /221-01/000/21404-P | 65,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0-1 | 1405-P | 01/11/221-00-00/1 | /221-01/000/21405-P | 40,000,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | 221-1-1-0- | 1407-P | 01/11/221-00-00/1 | /221-01/000/21407-P | 52,000,000,00 | 0.00 | 0.00 | 0.00 | 0.00 | |

S.Tharshan- Director- New CIGAS Development, Implementation & Reporting- Department of State Accounts, Colombo 01

| 5 | Version 8.0.0.0 | Date: 01/01/2023 | Page 17 of 37 | |
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14 > If you are Head Office

| mmitm | ient <u>Ceili</u> | ing <u>Asse</u> | <u>et</u> | <u>Salary</u> | <u>Bank Rec</u> | <u>Web Uplo</u> | ad | Create Sub Ofz | Append Sub Ofz |
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| owse | TO Ledger | New COA | ToSub | Supplemente | ary Imp Sub off Bu | idget | | | |
| 🛃 Budg | et_2_Sub_Vote_on | | | | | | | | |
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| A | PPROV | ED BUD | | PROVI | SION T | 0 SUB | OFFIC | E -2024 | Vote Create |
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| A | old_COA 221-1-1-0-1001-P | new_COA | | | SION T | O SUB | OFFIC | E -2024 | Vote Create |
| A | old_COA 221-1-1-0-1001-P 221-1-1-0-1002-P | new_COA 01/11/221-00-00 | | Vote_Create | | 0 SUB | OFFIC | E -2024 | Vote Create |
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Click on "to_Sub" Office button to distribute the annual budget among the sub offices. You can create sub office budget file

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

After selecting "Vote Create," you will observe the Acct Code and New COA. Choose the bank code from the dropdown corresponding to the sub office for which you intend to generate the sub office budget file. Tick the checkboxes presiding to the votes for which you wish to create the vote accounting code for the sub offices. Subsequently, click on the "Create" button to view the sub office accounting codes generated by the system

| Page 18 of 37 | Date: 01/01/2023 | Version 8.0.0.0 | Year End Process |
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| sh | Commitment | Ceiling | Asset | Salary | Bank Rec | Web Upload | Create Sub Ofz | Append Sub Ofz | TR Code | Lo |
|------|--------------|---|-----------------|----------|-----------------|------------|-------------------|----------------|-----------|----|
| | Copy_to_Vote | | | | | | | - 🗆 × | | |
| | 4 | FVISE | BUDG | ET PR | OCESS FOR | THE VE | AR 2024 | | | |
| | | , LI I IOLL | DODC | in i i i | | THE TE | 111 2024 | | | |
| 36 | Bude | aet 2 Sub Vote on | | | | | | | Welcome 1 | |
| 1. | Budi | get_z_sub_vote_on | | | | | | | | u |
| ii - | Browse | n n n n t | | | o or fray out | - | | | | |
| 4 6 | A | PPROVI | ED BUI | DGET P | ROVISION | TO SUB | OFFICE -202 | 4. Vote Create | | |
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| | | | new_COA | | ^ | | | Budget Ceiling | | |
| 11 | • | and the second se | 01/11/221-00-00 | | Bank Code | 002 | ~ | 01 | 0 | |
| J. | | | 01/11/221-00-00 | | | | | | | |
| ł | | The second s | 01/11/221-00-00 | | | | | Q2 | 0 | |
| | | | 01/11/221-00-00 | | Accounting Code | 002 | -221-1-1-0-1001-P | ~ | | |
| | | | 01/11/221-00-00 | | | | | Q3 | 0 | |
| | | | 01/11/221-00-00 | | Exp_Upto_Now | 0 | | | | |
| | | 221-1-1-0-1202-2-P | | | Lxp_opto_140w | U | | Q4 | 0 | |
| | | 221-1-1-0-1202-9-P | 01/11/221-00-00 | | To Sub Office | 5.00 | 0.000 000.00 | | | |
| | | 221-1-1-0-1203-2-P | 01/11/221-00-00 | | TO Sub Office | 0,00 | 0,000 | | | |
| | | 221-1-1-0-1301-P | 01/11/221-00-00 | | | | | | | |
| | | 221-1-1-0-1302-P | 01/11/221-00-00 | | Allocation | | | | | |
| | | 221-1-1-0-1303-P | 01/11/221-00-00 | | Treasury Coo | de 22 | 21-1-1-0-1001-P | | | |
| | | 221-1-1-0-1401-P | 01/11/221-00-00 | | | | | | | |
| | | 221-1-1-0-1402-P | 01/11/221-00-00 | | Provision for | 2023 | 79500000.00 | | | |
| l | | 221-1-1-0-1403-P | 01/11/221-00-00 | | Released to | Sub Office | 0.00 | | | |
| 48 | | 221-1-1-0-1404-P | 01/11/221-00-00 | | v | Sub Office | 0.00 | | | |
| ÷. | | | | | | | | | | |

Dark Rased

Subsequently, reallocate the allocation among the sub offices. To achieve this, simply close the "Vote Create" window. Similarly, select the bank code for all sub offices to create the accounting code. There is no need to repeatedly choose the selected vote when creating another sub office vote. You can either uncheck to exclude a vote or add a new vote by ticking for another sub office. Note that the created vote for the sub office will have a zero amount of allocation.

To proceed with redistributing the allocation, close the "Vote Create" window and return to the "Budget to Sub Vote On" form.

| Year End Process | Version 8.0.0.0 | Date: 01/01/2023 | Page 19 of 37 |
|------------------|-----------------|------------------|---------------|
| New CIGAS | | | |

Choose the old COA vote and pick the sub office bank code from the dropdown menu. Upon selecting the old COA, you will observe the total allocation and the available allocation balance. After clicking on the sub office bank code, the created sub office accounting code will be presented in the dropdown list. Simply choose the sub office accounting code from the dropdown and input the amount in the "to_Sub office" box for distributing the allocation to the respective vote. Proceed to select the next sub office, choose the accounting code, and distribute the allocation accordingly. Once you complete the distribution for all sub offices under a particular vote, select the next vote and repeat the process.

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

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| Metcome Metcome Metcome Browser | | |
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| APPROVED BUDGET sub_office_Acc.code 01 00 | | |
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| 211-14/203-2# 01/11/22140400. 221-1-10/103/P 01/11/22140400. 211-10/103/P 01/11/22140400. 211-10/103/P 01/11/22140400. 211-10/103/P 01/11/22140400. | 221 1 | 1 |
| 211-14/203-2# 01/11/22140400. 221-1-10/103/P 01/11/22140400. 211-10/103/P 01/11/22140400. 211-10/103/P 01/11/22140400. 211-10/103/P 01/11/22140400. | 221 1 | 1 |
| 21:1-1-0:1302# 01/11/22104000. 22:1-1-0:1303# 01/11/22104000. 22:1-1-10:1401# 01/11/22104000. 22:1-1-10:1402# 01/11/22104000. 22:1-1-10:1402# 01/11/22104000. 22:1-1-10:1404# 01/11/22104000. 22:1-1-10:1404# 01/11/22104000. 22:1-1-10:1404# 01/11/22104000. 20:1-10:1404# 01/11/22104000. | 221 1 | 1 |
| 21:1-1-0:1302# 01/11/22104000. 22:1-1-0:1303# 01/11/22104000. 22:1-1-10:1401# 01/11/22104000. 22:1-1-10:1402# 01/11/22104000. 22:1-1-10:1402# 01/11/22104000. 22:1-1-10:1404# 01/11/22104000. 22:1-1-10:1404# 01/11/22104000. 22:1-1-10:1404# 01/11/22104000. 20:1-10:1404# 01/11/22104000. | 221 1 | 1 |
| 221-1-10402# 01/11/2210400. 221-1-10403# 01/11/2210400. 221-1-10403# 01/11/2210400. 221-1-10404# 01/11/2210400. 221-1-10404# 01/11/2210400. | 221 1 | 1 |
| 221-1-10402# 01/11/2210400. 221-1-10403# 01/11/2210400. 221-1-10403# 01/11/2210400. 221-1-10404# 01/11/2210400. 221-1-10404# 01/11/2210400. | 221 1 | 1 |
| 221-1-10402# 01/11/2210400. 221-1-10403# 01/11/2210400. 221-1-10403# 01/11/2210400. 221-1-10404# 01/11/2210400. 221-1-10404# 01/11/2210400. | 221 1 | 1 |
| | 221 1 | 1 |
| | 221 1 | 1 |
| 3699 002-221-1-0-12 221 2000 221 1 | 221 1 | 1 |
| | 221 1 | 1 |

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| New CIGAS | | | |

Upon clicking "Export Sub Office Budget file," the sub office Acc_Code form will appear to facilitate the creation of the sub office budget file. Choose the bank code for which you intend to generate the budget file and click on "List & Encrypt." Repeat this process for each bank code of the sub office by selecting the respective bank code and clicking on "List and Encrypt."

The budget file for the sub office will be generated and stored in the directory C:\Sub_Office\Budget. Subsequently, these created budget files need to be sent via email to their corresponding sub offices

15 > If you are a Sub Office

Doob Roard

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

| Cash_board | | | | | | | | |
|--|------------|---|---------|--------|----------------------|---------------|----------------|-----------|
| <u>Cash</u> | Commitment | Ceiling | Asset | Salary | Bank Rec | Web Upload | Create Sub Ofz | Append Si |
| | | REVI | SED BI | JDGET | PROCESS | FOR THE | YEAR 2024 | 4 |
| | Browse | To Ledger | New COA | To Sub | Supplementary Imp Su | Ib off Budget | | |
| Letter Control of Cont | | Sub_Office_Budget_i Decrypt Click Browse to load file Path | (| Browse | Decrypt | | > | |
| | | | | | | | | |

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

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| New CIGAS | | | |

16> When you are going to pay for the previous year liability

Please modify the planned settlement or payment amount for the liability using the budget 2024 provision. Utilize the Commitment form for this task and click on the "Convert Vote" button. To select the previous year's liability, use the filtering dropdown and click on the "Amount to be Settled" box. Enter the liability amount intended for payment from the total liability under the 2024 Provision and save the changes. The total amount will be displayed in the "To be Paid" box; you can edit this value to reflect the specific liability amount to be settled this year, utilizing the allocation for 2024

| convert Vote | | January 2023 | 1st Quarter | | | |
|--|---|---|--|--|-----------------|-----|
| location | Convert Commiment to this yea | r List Commt. Liability 2022 | - Pur | KAC | - | X |
| alance celling Balance st Quarter Cellin | Commitment Commitment Liability Converted to Vote on To Be Paid | 83,700.00 83,700.00 0.00 83,700.00 | Head No Object Code Vote Purchase Order No/ Commit No | 265 ~ 1201 ~ 01/11/265-01-00/1/26 DECE-05 ~ | | × |
| ommited | Vote Balance | 100.000.00 | To Whom / Vendor Description Amount-to be settled | Metropolitan Technolo Toner Ø | ngles (Pvt) Ltd | 150 |
| Now you can use tab key to | Released Committed Surcharge Balance | 0.00 0.00 0.00 100,000.00 | | Save Cancel | | |

If votes are altered with the intention of settling liabilities, you can initiate the vote conversion process and substitute the specified vote.

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| | | | |

| Communent | | | | | | | | |
|---------------------|---------------|----------------------------|-------------|-----------------------|-----------|--------|-----------------------|---|
| Commitment Sub_Item | Ceiling | Ja | anuary 2023 | 1st Quarter | | | | |
| Convert Vote | | | | Tor quarter | | | | |
| -Vote | | | | | | | | |
| | P Convertient | this year | 02/01/2022 | | Bank Code | KAC | - | |
| Allocation | | | | | | | | |
| Released | Convert Vote | List Commit Liability 2022 | | | | | | |
| Committed | | 🖷 convert_Vote | | | | - 0 | × | |
| Surcharge | Commitment | | | | | | Bank Code KAC | |
| Balance | Commitment | Head No | 408 | ~ | | | | |
| Ceiling Balance | Converted to | Object Code | 1201 | v | | | /21201-P ~ | |
| 1st Quarter Ceilin | | Vote | 01/11/408 | 3-00-00/2/408-03/001/ | 21201-0-P | ~ | | |
| Released | To Be Paid | New Vote | | | | | t) Ltd | |
| Commited | | New Vole | 01/11/265 | 5-01-00/1/265-01/000/ | 21201-P | ~ | | 1 |
| Surcharge | | | | | | | 120 | |
| Balance | Vote Balance | | | Save | | | | |
| | Allocation |] | | | | | | |
| | Released | 0.00 | | | | | | |
| | Committed | 0.00 | | | Sava | Cancol | and the second second | |

Abolish heads vote liability

Choose the abolished head number and the corresponding object code associated with the liability to be settled. Subsequently, select the vote and choose the new vote that permits settling the liability. Save the changes, and then determine the amount to be settled as mentioned above.

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When you navigate to the dashboard and click on "Salary," you'll find two options: "Salary Processing" and "Salary." To generate the SLIPS file for salaries, choose the "Salary Processing" button. This option enables you to create SLIPS files in the standard manner, and the resulting file with SLIP transactions will be generated in PDF format.

If you Click on Salary Button the following form will be popup.

| <u>Co</u> | ommitment | Ceiling | Asset | <u>Salary</u> | Bank Rec | Web Upload | <u>d</u> <u>Cr</u> | eate Sub Ofz | Append | Sub Ofz | TR Code | |
|-----------|-------------------|--|---|---|---|---|--|--|---|---------------|-------------------------|---|
| | Salary_Opt | | | | | | o x | Accou | nts | | | |
| | | | | | | s | ALARY | | | tal Liability | Welcome 0 | |
| | Salary Processing | | | | | | - | _ | Rs 0.00 /ote Expenditure | | Fiscal Mor Version 8 | |
| 1 | | | | | | | | | | | | |
| | Sal | ary_List | Search | SAL A C | | | a can just type a ne of the emplo | | ank No, Branch No | o, Account No | D X | |
| | Sal | | | <a>sanjeev | | | | | ank No, Branch No | | o x | |
| | Sal | | Search | <a>sanjeev | | | | | ank No, Branch No | | | |
| | Sal | Month | Search 231031 v U date D_Bankno | sanjeev | va | Nar | ne of the emplo | oyee etc | | | | |
| | ₩ Sal | Month value | Search 231031 v L date D_Bankno 7135 | sanjeev | D_ACNO | D_ACNAME | ne of the emplo | Particular | Reference | | | 3 |
| | Sat | Month value 23103 | Search 231031 U date D_Bankno 7135 7135 | st D_BranchNo 208 | D_ACNO 100190030751 | D_ACNAME K.A.P. Sarjeewa | Amount 30.00 | Particular DOSU | Reference 3161 | | | 3 |
| | Progress | Month value. | Search 231031 V U date D_Bankno 7135 7135 7135 7128 | et D_BranchNo 208 208 | D_ACNO 100190030751 200170168951 | D_ACNAME K.A.P. Sarjeewa K.A.P. Sarjeewa | Amount 30.00 35033.99 | Particular DOSU PB04 | Reference 3161 3161 | | | 3 |
| | | Month Value 23103 231130 | Search 231031 V U date D_Bankno 7135 7135 7135 7135 | st D_BranchNo 208 208 003 | Va D_ACINO 100190030751 200170168951 000000442512 | D_ACNAME K.A.P. Sanjeewa K.A.P. Sanjeewa Sanjeewa Anyarath | Amount 30.00 35033.99 23286.13 | Particular DOSU PB04 7728 | Reference 3161 3161 MOF/SAD/4621 | | | 3 |
| | | Month value, 231031 231130 231130 231130 | Search 231031 U date D_Bankno 7135 7135 7128 7135 7135 7135 | sanjeev et D_BranchNo 208 208 003 208 | Va D_ACNO 100190030751 2017016851 00000042512 100190030751 | D_ACNAME KA.P. Sarjeewa KA.P. Sarjeewa Sarjeewa Ahyarath Pradeep Sarjeewa | Amount 30.00 35033.99 23286.13 30.00 | Particular DOSU PB04 7728 7135 | Reference 3161 3161 MOF/SAD/4621 3161 | | | 3 |

You have the option to review past months' salary slip files using this feature. You can either choose a specific month to view or conduct a search by name, account number, bank number, or branch number.

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| Ne | w | C | G | A. |

Year End Process

Ministry of Foreign Affairs Currency Conversion Process for Mission functions all over the world.

The updated CIGAS version enables Foreign Missions to utilize the application with a built-in currency conversion feature. Transactions in the mission's local currency will be converted using the SOPT rate as outlined in the International Public Sector Accounting Standard 4 (IPSAS).

Prepare Exchange Rate Encrypted file from Ministry of Foreign Affairs to Mission

The Central Bank of Sri Lanka provides daily updates on exchange rates, and you can download the file from their website. The website allows you to choose a date range for downloading the rates in CSV format.

https://www.cbsl.gov.lk/en/rates-and-indicators/exchange-rates/daily-buy-and-sell-exchange-rates

| త్తో అందా తిరు బిరందుల இலங்கை மத்திய வங்கி CENTRAL BANK OF SRI LANKA | |
|---|--|
| ABOUT - MONETARY POLICY - F Home » Rates and Indicators » Exchange Rat | INANCIAL SYSTEM - NOTES & COINS - LAWS - STATISTICS - PRESS - PUBLICATIONS es » Daily Buy and Sell Exchange Rates |
| Buy and Sell Ex | |
| Specific Date or Range Start (o Date Forr | r single date) 2023-08-01 |
| O Quick I Latest 1 Daily Buy and Sell Rates | day v for daily series. |
| Canad Swiss Renmi Euro British Yen Singar | Franc nbi Pound pore Dollar States Dollar |

S.Tharshan- Director- New CIGAS Development, Implementation & Reporting- Department of State Accounts, Colombo U1

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Once Click on Submit button the following form will be popup

| | ශී ලංකා මහ බැංකුව இலங்கை மத்திய வங்கி CENTRAL BANK OF SRI LANKA | | | ٩ | | | |
|-----------|---|-------------------------------|------------------------|----------------|---------------------|------------------|---------------------|
| ABOUT - | MONETARY POLICY - | FINANCIAL SYSTEM | NOTES & COINS - | LAWS - | STATISTICS - | PRESS - | PUBLICATION |
| Home » Ra | ates and Indicators » Exchange | Rates » Daily Buy and Sell Ex | change Rates | | | | |
| | uy and Sell rage rates currencies quoted | 0 | | Colombo for | Telegraph Transfer | s (TT). | |
| | Terms and Conditions All exchange rates in this web View or save this late in: C | | obtained from averages | of transactior | prices and price qu | iotes from finar | ncial institutions. |
| | View data for | r the past: | | | | | |
| | 1 Week 2 Week 1 Month 3 Months 6 Months 1 Year | | | | | | |
| | | - 11 | | | | | |

You can acquire the CBSL rates in CSV format from this link, but please note that it only includes rates for selected countries. Therefore, we kindly request you to supplement the downloaded file with rates for other currencies while maintaining the existing format. You can update this daily exchange rate on a weekly or monthly basis. However, ensure that the daily updated file for the month is submitted before receiving the corresponding monthly summaries from the respective mission.

The updated exchange rate file can be uploaded to New CIGAS by the Super Admin through the following steps. To perform this task, the individual must possess super admin privileges, granted by the CFO of the Ministry

1. Log in to New CIGAS using the Super Admin Password

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2. Navigate to the Dashboard, where you will find the Settings Button.

| | 🚄 Dash_Bo | ard | | | | |
|---|-------------|-------------------|----------------|--------------|-----------------|--|
| | <u>Cash</u> | <u>Commitment</u> | <u>Ceiling</u> | <u>Asset</u> | <u>Salary B</u> | Once after click on the setting button the utility form will |
| | | | | | _ | pop up. |
| | ÷.7 | Rs 173,361, | otal Vote | | Rs 10,6 | 💻 Utility |
| | Â | | | s Commitme | | Utility Programmes System Admin Treasury_Only |
| | fay los d | | | | | Letter Mgt. Append old Rate Deposit Upload |
| | 31 | | | | | Letter Mgt. Version cigas Rate Deposit Upload |
| | A | | | | | |
| | 南 | PE | Trav | Maint | Trans Serv | |
| | | Allocation | Commitm | ent | | |
| (| | Progress Help | | | | |
| | R | Rec | urrent | | | |
| | | Ca | pital | | | |
| | 2 | Adva | ince Ac | | | |

Click on Rates button. The following form will be popup

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| New CIGAS | | | |



Click on the upload button, choose the updated rates CSV file, and proceed with the upload. Once uploaded, generate an encrypted file for sending to missions, allowing them to perform their uploads. To create the encrypted file, select the month, click on the list button to display the rates, and then click on the encryption button.

| | - | | | | |
|------|---|---|---|---|---|
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| - I. | | - | 0 | - | |
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Year End Process

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Date: 01/01/2023 F

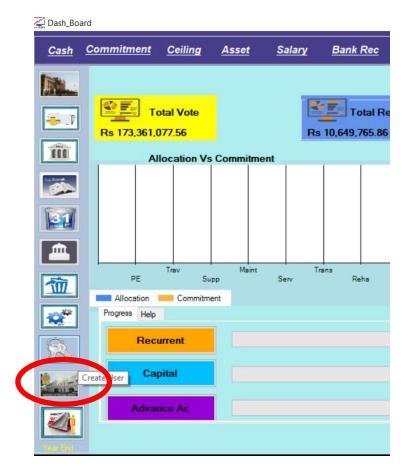
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The created encrypted file can be found in C:\CIGAS_Admin\Rates

| Upload | | | | | | | |
|----------------------------|---|----------|-----------|------------|------------|----|--|
| | | Currency | Date | Buy_Rate | SellRate | p. | |
| Select Month 8 ~ | • | AUD | 8/11/2023 | 203.294200 | 214.995200 | l. | |
| Select Month | | AUD | 8/10/2023 | 203.532000 | 215.286700 | | |
| List Encrypt | | AUD | 8/9/2023 | 204.261400 | 216.235000 | | |
| Cha Ja | | AUD | 8/8/2023 | 205.247000 | 217.107100 | | |
| Click button to load file. | | AUD | 8/7/2023 | 206.055600 | 218.321200 | | |
| Click button to load file. | | AUD | 8/4/2023 | 203.902300 | 216.226700 | | |
| Click button to load file. | | AUD | 8/3/2023 | 199.312300 | 212.200400 | | |
| | | AUD | 8/2/2023 | 202.724400 | 214.591100 | | |
| | | AUD | 7/31/2023 | 213.765000 | 225.645800 | | |
| | | AUD | 7/28/2023 | 214.629500 | 226.290400 | | |
| | | AUD | 7/27/2023 | 218.302200 | 229.868600 | | |
| | | AUD | 7/26/2023 | 217.513800 | 229.554400 | | |
| | | AUD | 7/25/2023 | 216.912400 | 229.098900 | | |
| | | AUD | 7/24/2023 | 215.074300 | 227.222200 | | |
| | | AUD | 7/21/2023 | 214.759500 | 226.824100 | | |
| | | AUD | 7/20/2023 | 215.197900 | 227.252600 | | |
| | | AUD | 7/19/2023 | 213.136400 | 225.164100 | | |
| | | AUD | 7/18/2023 | 214.097900 | 225.950100 | | |
| | | AUD | 7/17/2023 | 212.116600 | 224.961100 | | |
| | | CAD | 8/11/2023 | 232.061600 | 244.714000 | | |
| | | CAD | 8/10/2023 | 232 269800 | 244 935700 | | |

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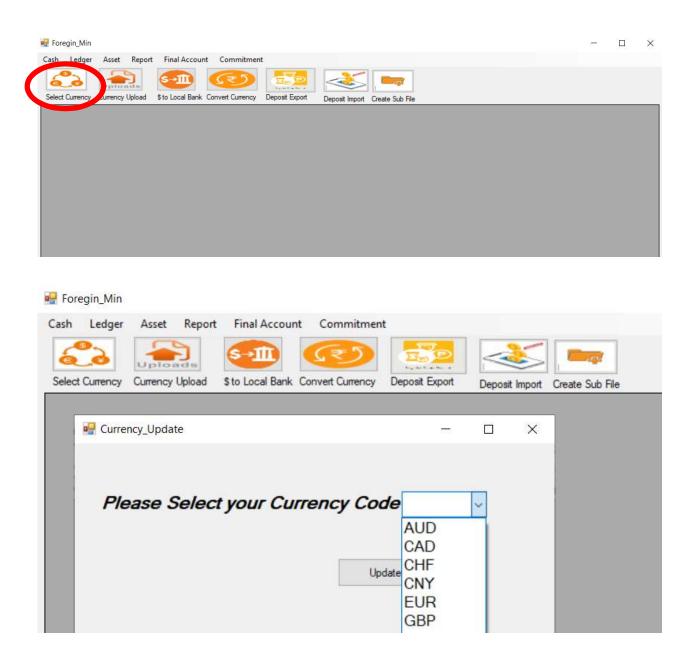
Mission Process



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Select the Local Currency

Initially the each and every mission have to select their local currency from the drop down list and update.



Select the code and Click on Update Button. This is a one-time Process

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| New CIGAS |

Year End Process

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Create a Bank Account for \$ Account (Bank code should be HOB)

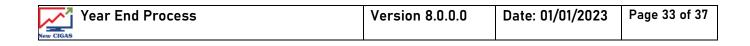
For the purpose of receiving imprest from the Foreign Ministry and transfer to the local bank's local currency, you have to open a separate bank code as HOB in the system.

Uploading Encrypted Exchange Rate file to the Missions' New CIGAS

Missions are required to upload the encrypted exchange rate file to New CIGAS, facilitating the conversion of transactions to LKR. This uploading process can occur on a daily, weekly, or monthly basis, and the timeframe for preparing the exchange rate file will be determined by the Ministry of Foreign Affairs.

| 🙀 Foregin_Min |
|---|
| Cash Ledger Asset Report Final Account Commitment |
| |
| Select Currency, Currency, Uploard \$ to Local Bank Convert Currency, Deposit Export, Deposit Import, Create Sub File |
| 🐖 Imper-Rates |
| |
| IMPORT EXCHANGE RATES |
| |
| Decrypt |
| Click Browse to load file. Browse Decrypt |
| Path |
| |
| |
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| |

Click on Browse button and select the encrypted exchange rate file sent by the Ministry and click on Decrypt. Then the exchange rate for the month will be imported to the New CIGAS.



Fund Transfer from \$ Account to Local Currency Account

If you possess a \$ account and have received an imprest in \$ from the Ministry for the respective mission, the mission has the option to open a \$ account as \$sign with bankcode and manage the account in \$. In such scenarios, when transferring a sum in \$ from the \$ account to the local currency account, you can utilize the provided form to compute the local currency rate against the \$ and update the cash book. Consequently, you should record the receipt of the local currency using this form instead of the cash account. Additionally, when making payments from the \$ account, it is essential to input the PIV number in the description column.

| 🛃 Foregin_Min | | | | | - | |
|---|------------------------|-----------------------------|------------------|------|---|---|
| Cash Ledger Asset Report Final Account Com | nitment | | _ | | | |
| | | | | | | |
| Select Currency Currency Upload \$to Local Bank Convert C | irrency Deposit Export | Deposit Import Create Sub I | File | | | _ |
| 🖳 Func | Transfer_Foregin | | 2 <u></u> 2 | | | |
| | | | | | | |
| | | | Cal Rate | | | |
| | Date 21/08/202 | 23 | | | | |
| | Voucher R2308T1 | ~ | 140.219230769231 | | | |
| | | | Post to Cash | | | |
| | Bankcode BOC | ~ | | | | |
| | | | | | | |
| | Dollar 100.00 | | | | | |
| | Rate 328.57840 | 00 | | | | |
| | | | | | | |
| | 36457.00 | | | | | |
| | Local Currency 260 | | | | | |
| | Receipt No B/333444 | | | | | |
| | | | | _ | _ | _ |
| Foreign Ministry Cur | PIV No No R2308001 | | | | | |

For enter the receipt amount to the local currency to the local bank account, Click on \$ to local bank account button. Once you click the button the above form will be popup. You need to select the date on the receipt, and voucher number used to enter payment from the \$ account, and the mission bank code. The dollar rate and LKR for the payment will be displayed from the \$ account. Local



Year End Process

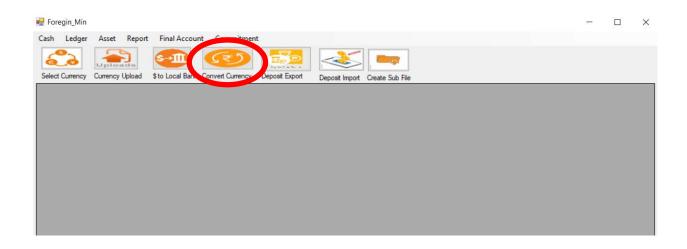
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currency receipt in accordance with the bank statement and receipt number along with the PIV number have to be entered. Then click on the Cal Rate button for the purpose of calculating the rate from \$ to local currency conversion. The rate will be displayed once after clicking the button and then clicking on the post to cash button in order to save the cash receipt in the local currency bank account.

If you receive your local currency from the Ministry it is not necessary to open HOB \$ account. You can get the receipt in the local currency. This transaction can be entered directly into the cash book.

Update the Local LKR of the Respective Month's Transaction

In order to update the respective month transactions to LKR, you need to click on the Convert Currency button. Once you click on the button, the system will automatically update the rate and calculate LKR for each and every transaction of the respective month



Other than Imprest receipt from Ministry, Deposit payment, and Sub imprest settlement, all other financial transactions will be updated by the spot rate.

With regard to the Deposit, the rate will be applied to the rate which same as the receipt date rate. With regard to the Imprest settlement, the rate will be applied the rate which spot rate on the payment date rate.

Bankcode in description

Deposit receipt from outside the mission

When you make the payment from a deposit where the receipt for the respective payment is at another Mission or Ministry, you can get the deposit receipt list to enable you to make the payment. For this purpose, the encrypted file can be generated from the Ministry or Mission from where the receipt is generated. Please note that whenever ever enter the receipt which has to be transferred to any other mission you should enter their bank code in the description column.

| 💀 Foregin Min | 100 | × |
|--|-----|---|
| Cash Ledger Asset Report Final Account Commitment | | |
| | | |
| Select Currency Currency Upload \$ to Local Bank Convert Currency Deposit Export Create Sub File | | |
| 🖳 Deposit_to_Mission | | - |
| Enter Rate | | _ |
| Select Bank Code P04 V | | |
| List Encrypt | | |
| Click button to load file. | | |
| Click button to load file. | | |
| | | |
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| eveloped by : | | |

Ministry or other mission that received the deposit can enter the other Mission payment amount in their currency terms. For this purpose, Click on the Deposit encrypt button and then click on the Enter Rate Button

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| 🙀 Foregin_Min | | | | | | - [| ı X | istrator |
|--|--------------------|-----------|-----------|---------------|-------------|---------|---------|-----------|
| Cash Ledger Asset Report Final Account C | | | | | | | | 3 |
| Sele Deposit to Mission | | | | | | - | | × 7.4.1.0 |
| Select Bank Code P04 | 🖷 Deposit_Rate | | | | | | | |
| List Encrypt Click button to load file. | Bankcode Search | BOC | | Load Dat | a Edit | Update | | |
| Click button to load file. | Date | PivVou | ReceiptNo | Received_From | Description | Total | F_Total | - |
| | 8/31/2023 ► | R23071212 | BOC-12121 | 12 | 12 | 5000.00 | 6000 | |
| | | | | | | | | |
| | | | | | | | | |
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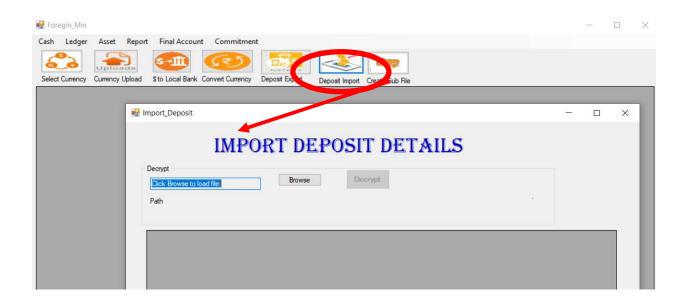
Click on enter rate select the bank code of the mission and click the Load Data button. Once you click on List Data the deposit for the respective bank code will be displaced. Then click on the edit button double-click on F_{T} and enter the amount to be paid in their currency. Then click on the update button and close the form.

To encrypt the deposit details, Select the Bankcode to be transferred click on the tick box of the receipts have to be transferred to the other mission and click on the Encryption button.

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| 🖳 Deposit_to_ | Mission | | | | | | | | | 10-14. | | × |
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| Enter Rate | | | | Checkbox | PivVou | Date | Cash | xe | Total | Curr | entRate | |
| | | | • | | R23071212 | 8/31/2023 | 5000.00 | 0.00 | 5000.00 | | | |
| Select Bank Co | ode BOC | ~ | • | | | | | | | | | |
| List | 1 1 | Encrypt | | | | | | | | | | |
| | | Charph | | | | | | | | | | |
| Click button to | o load file. | | | | | | | | | | | |
| Click button to | o load file. | | | | | | | | | | | |
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You can find the created encrypt file in C:\CIGAS_Admin\Deposit

The encrypted file will be received from the other mission to the respective mission in order to pay from that deposit. In such case the mission has to import the file as shown below



Click on the Deposit Import button Browse the file sent by another mission and Decrypt. The receipt file with the local currency will be copied to the deposit list to enable the mission to pay.

Commitment

When entering the commitment, the allocation will be converted to the local currency at the last updated exchange rates.

If you have any inquiries related to New CIGAS, feel free to reach out via WhatsApp at 0777 304 902 or contact the CIGAS helpdesk at 0112 484 826/881. Alternatively, you can send an email to newcigas2024@gmail.com.