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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 31<sup>st</sup> 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				<b>a</b>	
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	
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		Govt Govt Govt Govt Govt Govt Govt	District Labour Of District Labour Of	2022CMT87 2022CMT88 2022CMT89 2022CMT90 2022CMT91 2022CMT91 2022CMT92	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	587500.00 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 12/31/2022 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	
		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."

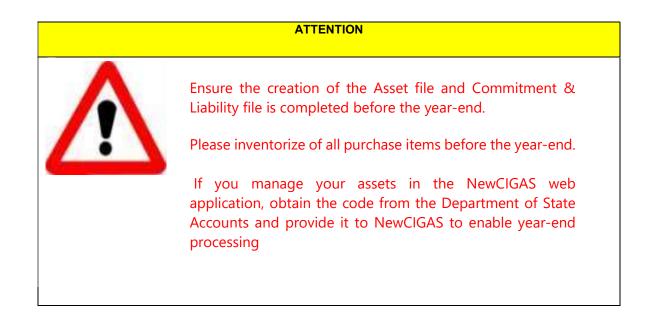
## 8> Generate hard copies or digital copies from the new CIGAS desktop application prior to the year-end.

- 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

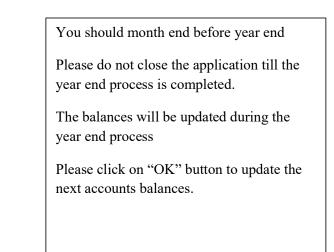
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#### 9> Take the Backup before Year end

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







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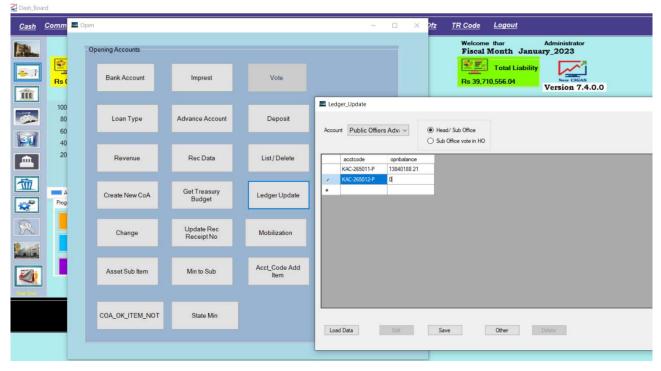


Once the year-end process is completed please re-open the CIGAS

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		
<b>A</b>		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.

			<b>*</b>					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	

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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
to_Vote									>
	DEVI	CED DU	DCF	ET PROC	TECC EC	o THE	VEAC	0001	
	KEVL	SED BU	Det	T PROU	LESS FU	K Ine	IEMA	2024	
-7	Contrast About cause								
	To Ledger	New COA							
owse	TO Ledger	New COA	ToSub	Supplemente	ary Imp Sub off Bu	idget			
🛃 Budg	et_2_Sub_Vote_on								
A					SION T	0 SUB	OFFIC	E -2024	Vote Create
A	PPROV	ED BUD		PROVI	SION T	0 SUB	OFFIC	E -2024	Vote Create
A	old_COA			Vote_Create	SION T	0 SUB	OFFIC	E -2024	Vote Create
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
A	old_COA 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P	new_COA 01/11/221-00-00 01/11/221-00-00		Vote_Create		O SUB	OFFIC	E -2024	Vote Create
A	old_COA 221-1-1-0-1001-P 221-1-1-0-1002-P 221-1-1-0-1003-P 221-1-1-0-1101-P	new_COA 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00		Vote_Create	Create				Vote Create
A	old_COA 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	new_COA 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00		Vote_Create 002 Checkbox	Create acctcode	New_COA	amountOri	tem ^	Vote Create
A	old_COA 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 221-1-1-0-1102-P 221-1-1-0-1201-P	new_COA 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00		Vote_Create 002 Checkbox	Create acctcode 221-1-1-0-1001-P	New_COA 01/11/221-00-00	amountOri 79500000.00	Rem 0	Vote Create
A	old_COA 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 221-1-1-0-1102-P 221-1-1-0-1201-P	new_COA 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00 01/11/221-00-00		Vote_Create 002 Checkbox	Create acctcode 221-1-1-0-1001-P 221-1-1-0-1002-P	New_COA 01/11/221-00-00 01/11/221-00-00	amountOri 79500000.00 1300000.00	8em	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		
					_					
			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

	TR Code	Logou
Market         Markt         Markt         Markt <th>×</th> <th></th>	×	
Metcome         Metcome         Metcome           Browser		
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Browse       APPROVED BUDGET       I sub_office_Acc_code         I all all all all all all all all all al	Welcome 1	Admi
APPROVED BUDGET         sub_office_Acc.code           01         00		
APPROVED BUDGET         sub_office_Acc.code           01         00		
dd_COA         rem_COA           211-14-01002         01/11/2210000.           2211-14-01002         01/11/2210000.	1	
211-1-01024       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01044       01/11/22140400.         221-1-01044       01/11/22140400.         221-1-01044       01/11/22140400.         221-1-01044 </td <td></td> <td>-</td>		-
211-14-0002+P       01/11/221-00-00.         221-1-14-01003+P       01/11/221-00-00.         221-1-14-01014P       01/11/221-00-00.         221-1-14-0102+P       01/11/221-00-00.         221-1-14-01202+P       01/11/221-00-00.         221-1-14-0120P       01/11/221-00-00.         221-1-14-0120P       01/11/221-00-00.         221-1-14-0120P       01/11/221-00-00.         221-1-14-0120P       01/11/221-00-00.         221-14-0120P       01/11/221-00-00.         221-14-0120P       01/11/221-00-00.         221-14-0120P       01/11/221-00-00.	head prog	5
211-1-01024       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01024       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01034       01/11/22140400.         221-1-01044       01/11/22140400.         221-1-01044       01/11/22140400.         221-1-01044       01/11/22140400.         221-1-01044 </td <td></td> <td>1</td>		1
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221-13-101104       01/11/22140400.       221-10-101102       01/11/22140400.       221-10-101102       01/11/22140400.         221-13-1011024       01/11/22140400.       01/11/22140400.       221-10-101102       221-10-101102       221-10-101102       1         221-13-1012024       01/11/22140400.       01/11/22140400.       01/11/22140400.       221-10-101102       1000       221       1         221-13-1012024       01/11/22140400.       01/11/22140400.       01/11/22140400.       221-10-101102       1000       221       1         221-13-1012024       01/11/22140400.       01/11/22140400.       221-10-101102       1000       221       1         221-13-1012024       01/11/22140400.       01/11/22140400.       221-10-1011       221       2000       221       1         221-13-101204       01/11/22140400.       01/11/22140400.       221-10-1011       221       2000       221       1         221-13-101204       01/11/22140400.       01/11/22140400.       211-10-11102       1       1         221-13-1014024       01/11/22140400.       01/11/22140400.       211       1       1         221-13-1014024       01/11/22140400.       01/11/22140400.       211       1       1         221-13-1014024	221 1	1
221-1-101202-1         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-101242         01/11/2214000.           221-1-101402         01/11/2214000.           221-1-101402         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.	221 1	1
221-1-101202-1         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-101242         01/11/2214000.           221-1-101402         01/11/2214000.           221-1-101402         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.	221 1	1
221-1-101202-1         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-101222-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-10122-2         01/11/2214000.           221-1-101242         01/11/2214000.           221-1-101402         01/11/2214000.           221-1-101402         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.           221-1-104102         01/11/2214000.	221 1	1
211-10-1020-2P       01/11/2210400.         221-1-0-1031P       01/11/2210400.         221-1-0-1031P       01/11/2210400.         221-1-0-1032P       01/11/2210400.         221-1-0-1032P       01/11/2210400.         221-1-0-1042P       01/11/2210400.         201       01/11/2210400.         3697       02221-1-1-0-12.       210         000       211       1         1000       211       1	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
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</a>					ank No, Branch No		o x	
	Sal		Search	<a>sanjeev</a>					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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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.
<ul> <li>Canad</li> <li>Swiss</li> <li>Renmi</li> <li>Euro</li> <li>British</li> <li>Yen</li> <li>Singar</li> </ul>	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

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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:					
	<ul> <li>1 Week</li> <li>2 Week</li> <li>1 Month</li> <li>3 Months</li> <li>6 Months</li> <li>1 Year</li> </ul>						
		- 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
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	<b>A</b>					
	南	PE	Trav	Maint	Trans Serv	
		Allocation	Commitm	ent		
(		Progress Help				
	R	Rec	urrent			
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Click on Rates button. The following form will be popup

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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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Year End Process

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Date: 01/01/2023 F

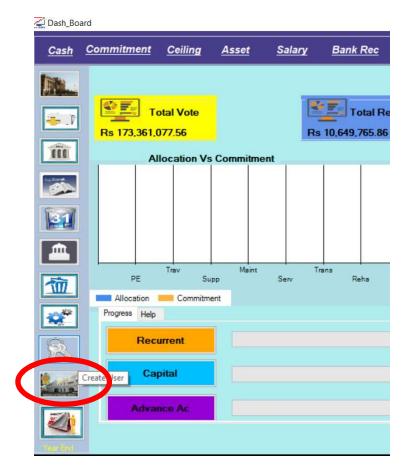
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#### The created encrypted file can be found in C:\CIGAS\_Admin\Rates

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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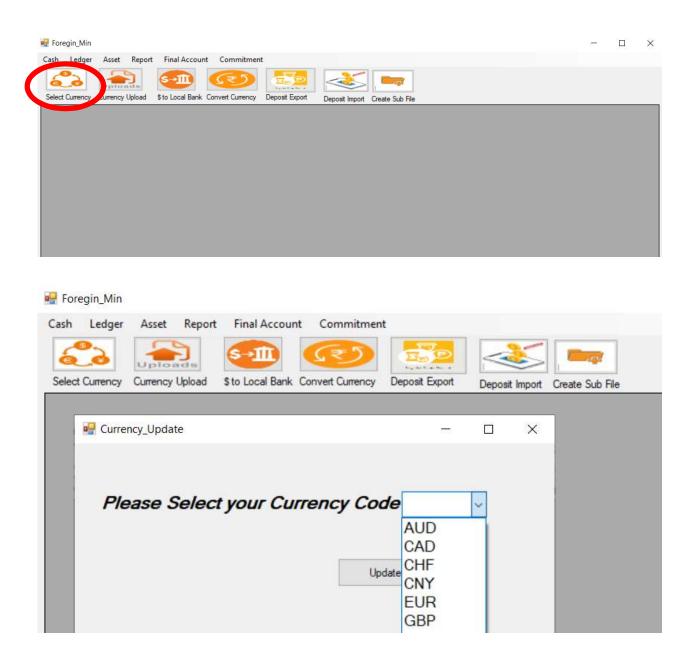
#### **Mission Process**



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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

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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

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

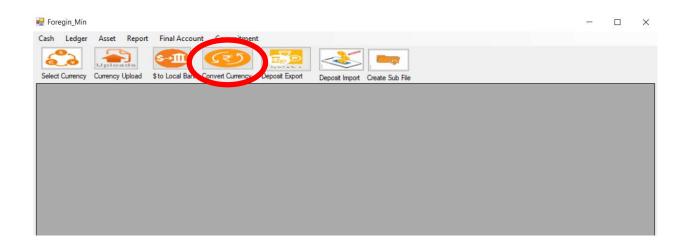
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currency receipt in accordance with the bank statement and receipt number along with the PIV number have to be entered. Then click on the Cal Rate button for the purpose of calculating the rate from \$ to local currency conversion. The rate will be 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.		
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	

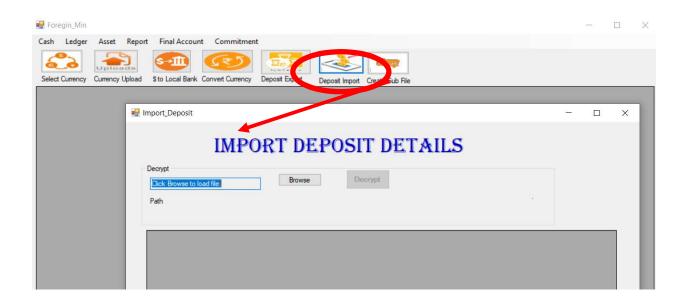
Click on enter rate select the bank code of the mission and click the Load Data button. Once you click on List Data the deposit for the respective bank code will be displaced. Then click on the edit button double-click on  $F_{T}$  and enter the amount to be paid in their currency. Then click on the 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.

🛃 Foregin_Min												×
Cash Ledger /	Asset Report	Final Accourt	nt Com	mitment								
2	-	S-III	GR		5	2						
hanness have been	urrency Upload	\$ to Local Bank	Convert C		Export Desce	it Import Create Su						
				boposi	Depos	a import Create Su	DIFIE					
🖳 Deposit_to_	Mission									10-14.		×
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.											

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.