

GOVERNMENT OF UGANDA



GUIDELINES FOR MONTHLY CASH FLOW FORECASTING BY MDA&LGs

JUNE 2025

Foreword

Government has made tremendous progress in improving accountability and efficient use of resources by instituting a number of public finance management reforms. Among these reforms are cash management reforms which led to the introduction and rollout of IFMS, consolidating accounts through the TSA framework, budget reforms which have culminated into the automation of budgeting and reporting through the online Program Budgeting System.

Some of the issues Government is still grappling with is the need to smooth the cash flow profile. This entails managing cash flows to ensure that inflows and outflows are matched and that shortfalls are managed cost-effectively without disruptions to service delivery.

MoFPED developed the Cash Management Framework, 2024. The framework recognizes the difference between Cash Management and Budget Management. Where the latter is aimed at ensuring that budget execution is in line with Parliamentary approval, cash management is aimed at collecting and availing cash at the right time to pay for goods and services while ensuring shortfalls are funded at minimal cost and temporary surpluses invested for government to earn a return.

In order to effectively manage cash, it is imperative to do accurate cash flow forecasting. Whereas government is able to forecast revenues and other inflows on a monthly basis, there is no mechanism to forecast expenditure monthly. The Ministry therefore developed a cash flow forecasting module within the PBS to enable Votes to do monthly forecasts of their inflows and outflows. These guidelines have been developed to guide Accounting Officers and PBS users at the Vote-level to navigate the module and prepare cash plans. They prescribe the need for more granular cash flow forecasting and lay-out the processes Votes will undertake to prepare and submit forecasts to MoFPED for analysis and consolidation of the Government Cash Flow Plan.

Ramathan Ggoobi



Permanent Secretary/Secretary to the Treasury

List of Acronyms

BPED	Budget Policy and Evaluation Department
CFC	Cash Flow Committee
CFCS	Cash Flow Committee Secretariat
CG	Central Government
DB	Directorate of Budget
DDCP	Directorate of Debt and Cash Policy
DEA	Directorate of Economic Affairs
EFPs	Externally Funded Projects
HoD	Head of Department
IFMS	Integrated Financial Management System
LG	Local Government
MDA&LGs	Ministries Departments Agencies & Local Governments
MoFPED	Ministry of Finance, Planning and Economic Development
PBS	Programme Budgeting System
PFMA	Public Financial Management Act
PS/ST	Permanent Secretary, Secretary to the Treasury
TSA	Treasury Single Account
URA	Uganda Revenue Authority

1.0. Introduction

- 1.1 Pursuant to Sections 14(1) and 14(2) of the PFMA Cap 171, the PS/ST is mandated to prepare and issue an annual cash plan upon approval of the budget by Parliament. Additionally, Section 14(3) of the PFMA Cap 171 requires Accounting Officers to commit the budget based on the annual cash flow plan.
- 1.2 The Ministry instituted a Cash Management Framework, 2024 which highlights the need to accurately forecast and analytically schedule cash flow needs (revenue, expenditure, and financing) in order to meet government expenditure requirements and enhance budget credibility in line with available resources.

2.0. Overview of Cash Management

A. Introduction

- 2.1 The Cash Management Framework, 2024 defines cash management as; having the right amount of money, in the right place and at the right time to meet government obligations in the most cost-effective way. The Ministry recognises the need to put in place effective measures for cash management to ensure minimal disruption to service delivery during budget execution. The difference between cash management and budget management therefore is evident.
- 2.2 On the one hand, Budget Management involves controlling budget execution to ensure expenditures are within parliamentary approval of the budget and on the other hand, Cash Management involves managing inflows and outflows to ensure availability of financial resources necessary to meet liquidity needs of government. Budgetary allocation to Votes therefore, does not guarantee availability of cash as and when it is needed, unless effective cash management procedures are put in place.

B. Functions and Objectives of Cash Management

2.3 Cash Management functions include the following:

- i. *Collection:* Deals with mobilisation of cash from the source entities and depositing the cash in a timely manner through the banking system.
- ii. *Control:* Involves taking charge of the disbursement schedule to ensure that such disbursement of cash to the spending entities is done only when cash is needed.
- iii. *Consolidation (TSA):* Under this arrangement, Government cash balances are centralised (no need for a single bank account). There is automated consolidation of funds at the end of day to enable a general view of the Government cash position.
- iv. *Disbursement:* Commitments by the spending entities are made within their approved budgets while the MoFPED ensures that disbursements are matched with timings of inflows.
- v. *Forecasting:* At the heart of effective cash management is the need to forecast with a high rate of accuracy & predictability of both the inflows & outflows.
- vi. *Borrowing and Investment:* Looks at how government finances itself and how it manages surplus cash as well as the type of instruments and activities needed to be undertaken in managing financial assets and liabilities. Following a defined program targeting minimal cost outcome while temporary cash surpluses earn interest is paramount.
- vii. *Banking Relationships:* Electronic interface of banking systems data to the treasury financial systems.

2.4 Cash Management Objectives include the following:

- i. Match timing of cash inflows & outflows to smooth the cash flow profile.
- ii. Reduce disruptive cash rationing and avoid institutionalisation of cash.
- iii. Optimise use of cash resources where temporary surpluses are invested in interest earning financial assets.

- iv. Improve forecasting & reduce operational risks by depositing receipts on time & making payments on time.
- v. Support smooth financing of expenditure plans while conducting cost-effective borrowing operations.

C. Cash Management Process in Uganda and the Stakeholders Involved

2.5 The cash management process commences upon the approval of the Budget by Parliament. Budget approval kick-starts the budget execution process involving finalisation of revenue seasonality forecasts, issuance of the Budget Execution Circular and quarterly expenditure limits and other process as indicated in Figure 1 below.

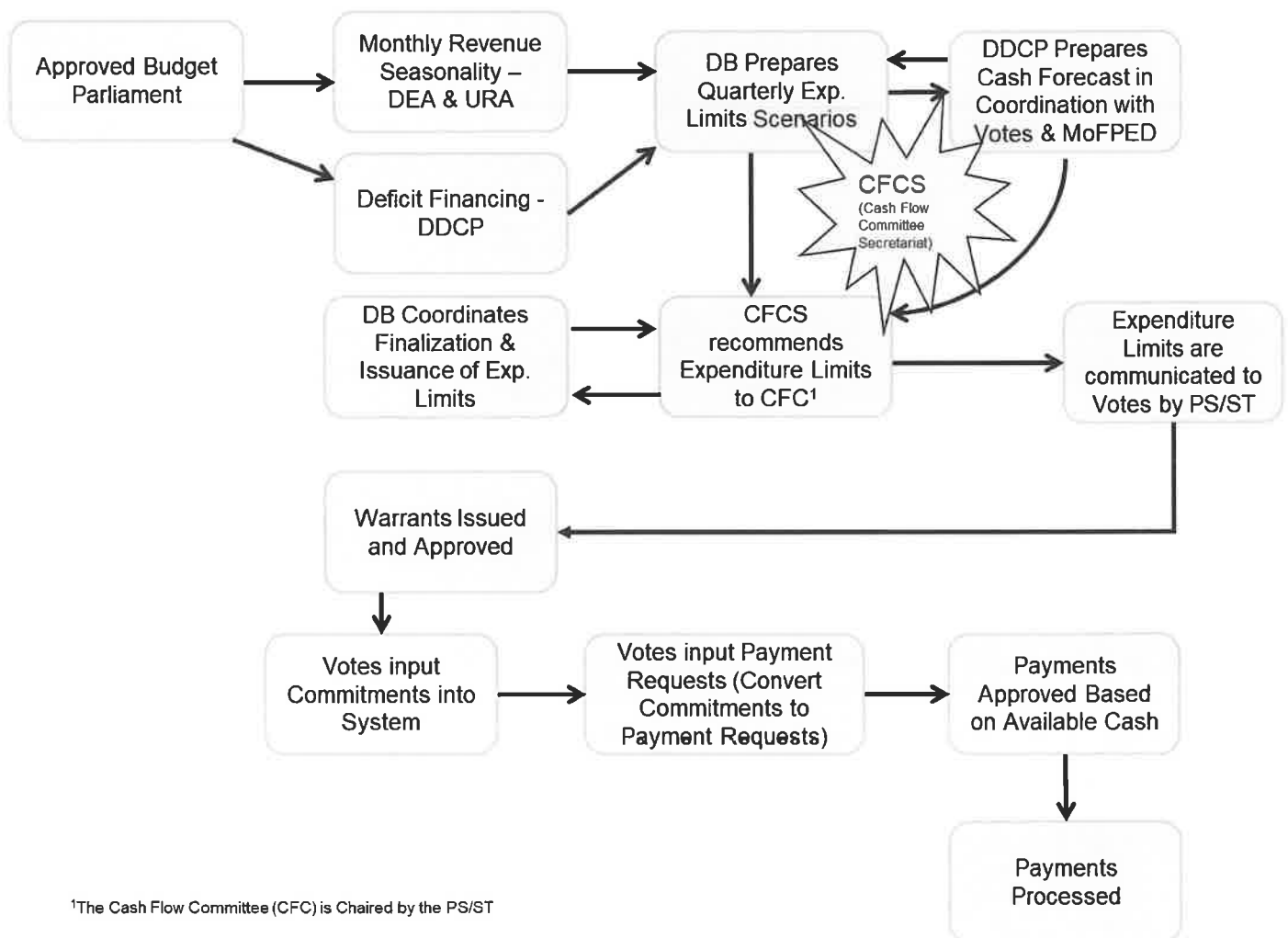


Fig. 1. Cash Management Process - Stakeholders

3.0. Rationale for Cash Flow Forecasting in Government

A. Introduction

- 3.1 As a prerequisite for Effective Cash Management, there is need for accurate & reliable cash flow forecasting. Forecasting in government serves the purpose of:
 - 3.1.1 Determining future trends of cash flows in order to coordinate efforts for availing resources when needed.
 - 3.1.2 Evaluating strategic financial policy objectives for managing temporary surpluses (obtain return on cash balances) and implementing of cost-effective debt management procedures.
- 3.2 Effective Cash Management requires a credible budget with: minimum reallocations and deviations from vote expenditure plans; minimum revenue and expenditure mismatches; no accumulation of arrears and; increased predictability of domestic resources. This is in consideration of the prevailing macroeconomic factors.

B. PBS Monthly Cash Flow Forecasting Module

- 3.3 The Ministry developed a Cash Flow Forecasting module in the Programme Budgeting System (PBS) for use by MDA&LGs. This is a standalone module, separate from the Quarterly Budgeting Module. The budgeting module provides only for Quarterly expenditure (procurement plans) of MDA&LGs.
- 3.4 Forecasting at Vote level will enable the MoFPED to establish the monthly cash requirements of Votes, aid in devising mechanisms for financing temporary cash shortfalls, inform preparation and update of the Government Borrowing Plan.
- 3.5 These guidelines spell out the objectives for the Cash Flow Forecasting module, the roles of the different stakeholders who are implementing this responsibility in the PBS as well as the timelines for online

submission of Cash Flow Plans by MDA&LGs and the User Manuals for both Central and Local Government Votes.

4.0. Objectives of the Cash Flow Forecasting Module

4.1 Outturns of revenue and other government inflows may differ from projections; expenditure priorities may also change leading to temporary cash shortfalls or surpluses. As a result, Votes will be required to submit cash flow information on a monthly basis to enable MoFPED to continuously monitor and analyse the liquidity position of government. The PBS forecasting module is therefore intended for the following objectives:

- 4.1.1 To effectively operationalize the provisions in the PFMA, Cap 171 and the Cash Management Framework, 2024.
- 4.1.2 To ensure stakeholders' awareness, participation and ownership of cash management practices (roles) and that Votes provide their monthly cash flow needs upon approval of the budget by Parliament and following issuance of quarterly expenditure limits.
- 4.1.3 To enable MoFPED to establish the financing gap and ensure that debt issuance strategies are met with the full knowledge of government's net cash flow position.
- 4.1.4 To smooth the cash flow profile by putting in place mechanisms for matching cash inflows with outflows to avoid delays in payments or queuing of invoices on the IFMS.
- 4.1.5 To inform issuance of quarterly expenditure limits and additional expenditure limits (guided by the macroeconomic framework) while enabling MoFPED to monitor the utilisation of expenditure limits.
- 4.1.6 To enable Votes to closely monitor their actual expenditure in order to better manage their spending patterns.

5.0. Key Features of the Monthly Cash Flow Forecasting Module

The module consists of a download and upload window for the forecasting template as well as a reporting window for viewing and running reports.

5.1 The download/upload window has:

- i. A downloadable Ms-excel forecast data input template for each month for both CG and LGs in which forecasting or data input is done, along budget line items.
- ii. A window to upload the template with forecast data for necessary approval by the Accounting Officer. In the upload window there are necessary controls to reject erroneous submissions on account of a user exceeding their approved or revised budget allocations.

5.2 The Reporting window provides for automatically generating reports on both outturn and forecasted data at:

- i. Cost Centre (department or project) level
- ii. Vote level
- iii. Government level (CG & LG aggregated)

5.3 The module requires Monthly forecasting against the Annual Revised Budget by Cost Centre for 12 months until the end of the Financial Year. The forecasts should however be in line with the procurement plans.

5.4 The module will enable forecasting monthly cash balances while automatically capturing actual outturn (release/warrants & expenditure) for the concluded months through the IFMS/PBS interface. For Votes/Cost Centres which are not on the IFMS, they will be required to directly input their actual expenditure into the PBS.

6.0. Workflow for Submission of Monthly Cash Flow Forecasts

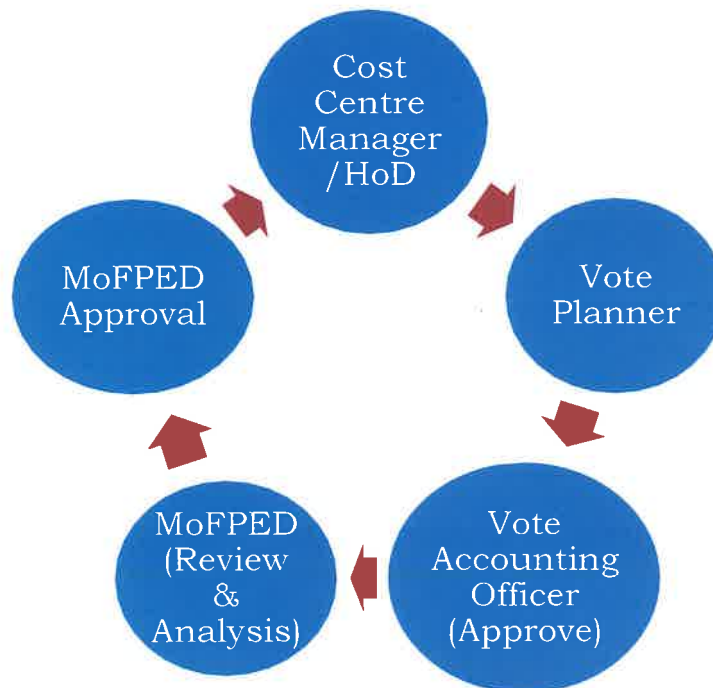


Figure 2: Work flow for Preparation and Submission of monthly cash flow forecasts

- 6.1 The system will be open to all Votes including Ministries, Departments, Agencies, Missions Abroad, and Local Governments.
- 6.2 The forecasting process will be initiated by the Cost Centre Manager/Head of Department (HoD) at the beginning of the FY upon approval of the budget by Parliament. The process will continue by each user as demonstrated in the workflow above.
- 6.3 The Cost Centre Manager/HoD or their delegated officer will continue updating the Cash Flow Forecasts throughout the year as stipulated under section 8.0 of these guidelines.

The detailed user manuals for the CG module (Annex 1) and the LG module (Annex 2) have been attached to these guidelines.

7.0. Roles of Different Stakeholders in the Workflow

- 7.1 Cost Centre Manager/Head of Department: The cost centre manager or their delegated Officer will;
- i. Download the template and forecast by budget line item for the department or project.
 - ii. While forecasting for the Quarter in which the release has been made, the Cost Centre Manager will also accordingly adjust forecasts for the subsequent months up to the end of the FY.
 - iii. Upload forecast data using the upload window and run all relevant reports as assigned under their rights on the system.
 - iv. Manually input the actual expenditure for the month in such cases where the actual expenditure data is not captured on the IFMS. This instance applies to some Externally Funded Projects (EFPs), Missions Abroad and other Agencies which are not on the IFMS.
- 7.2 Planner: The Planner will;
- i. Review cash plans for the different departments/projects as well as the consolidated cash flow plan for the Vote and thereafter submit it to the Accounting Officer for approval. This will be in close collaboration with the Vote's Accountant or whichever Officer coordinates budget execution in the Vote.
 - ii. Guide Cost Centre Managers and provide the required capacity for all users of the module within the Vote.
 - iii. Run the necessary reports as per the assigned responsibility within the system.
- 7.3 Accountant: The Accountant will:
- i. Work closely with the Vote Planner to review cash plans for the different departments and projects.
- 7.4 Accounting Officer: The Accounting Officer will:
- i. Approve Monthly Cash Flow Plans whenever revised forecasts have been uploaded into the PBS by Cost Centres.

7.5 MoFPED will:

- i. Review, analyse and produce the consolidated Government Monthly Cash Flow plan. This will be submitted to the PS/ST and the Ministry's Cash Flow Committee.
- ii. Generate reports at both Cost Centre and Vote level.
- iii. Provide the necessary capacity to all users of the monthly cash flow forecasting module
- iv. Provide all the necessary system support and address technical needs of stakeholders.
- v. Periodically review the system's adequacy to meet the needs of all stakeholders and provide continuous system development to address changing requirements.

8.0. Timelines for Preparation and Submission of Forecasts

8.1 Upon approval of the Budget by Parliament, by the end of June of the current Financial Year, Votes will prepare their monthly cash flow forecasts for the ensuing Financial Year.

8.2 The module will be open throughout the FY for Votes to update their forecasts. Updating forecasts will be done whenever;

- i. Expenditure limits have been issued. Forecasts will be submitted together with the Votes' warrants.
- ii. Additional expenditure limits have been issued for the Vote.
- iii. Supplementary budget for the Vote has been approved.
- iv. Virements and reallocations have been approved.

Note: Monthly cash flow forecasting does not necessarily imply mandatory monthly submission of cash flow forecasts, but rather that forecasts are laid out by month. Preparation and Submission is guided under Section 8.0 above.

The user manual for both modules of the Central Government and Local Government are attached to these guidelines.

7.5 MoFPED will:

- i. Review, analyse and produce the consolidated Government Monthly Cash Flow plan. This will be submitted to the PS/ST and the Ministry's Cash Flow Committee.
- ii. Generate reports at both Cost Centre and Vote level.
- iii. Provide the necessary capacity to all users of the monthly cash flow forecasting module
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User Manual Document

PBS New Enhancement

Performance Based Budgeting System (PBS)

Prepared by:
Techno Brain

Document Type
User Manual Document

Document Date
Oct 2023

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

1. Table of Contents

1. CG Execution

- Monthly Cashflow

2. CG Reports

- MCF Flash Reports
- Initiate Reports
- Approve Reports

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

1. CG Execution


I. Monthly Cashflow

- Privilege users can login to system then system should display the dashboard screen.



Report Name	Consolidated	Not Initiated	Initiated	Requested	Approved
Vote BFP	171	2	16	101	153
Off Budget Support	171	162	9	19	0
Vote Annual Workplan	171	0	15	88	148
Cross Cutting Issues	171	12	15	81	144
Pension List	171	169	2	35	0
Staff List	171	58	23	64	90
Vote Draft Estimates	171	5	11	350	155
Draft PFDA Procurement Plan	171	11	11	326	149

- Navigate to Budget module.



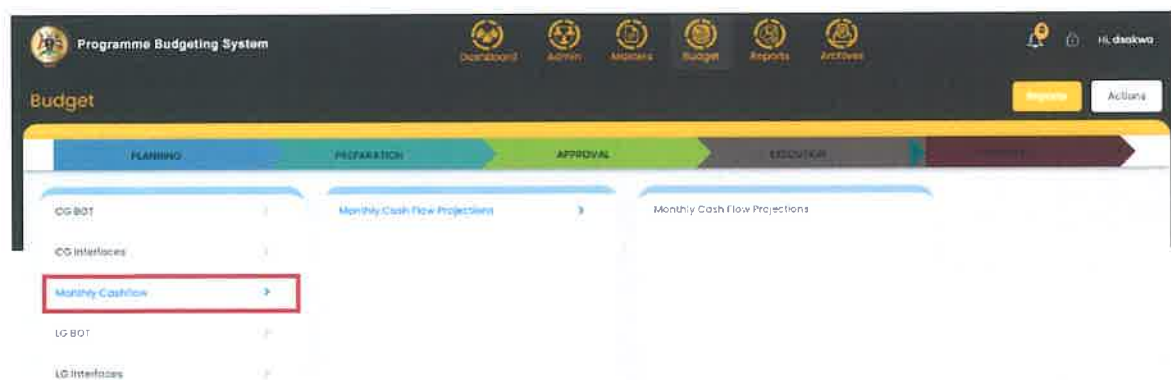
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Staff List	171	58	23	64	90
Vote Draft Estimates	171	5	11	350	155
Draft PFDA Procurement Plan	171	11	11	326	149

- Once clicking budget module user can be able to be navigating “Execution” stage, system should display the following screen.

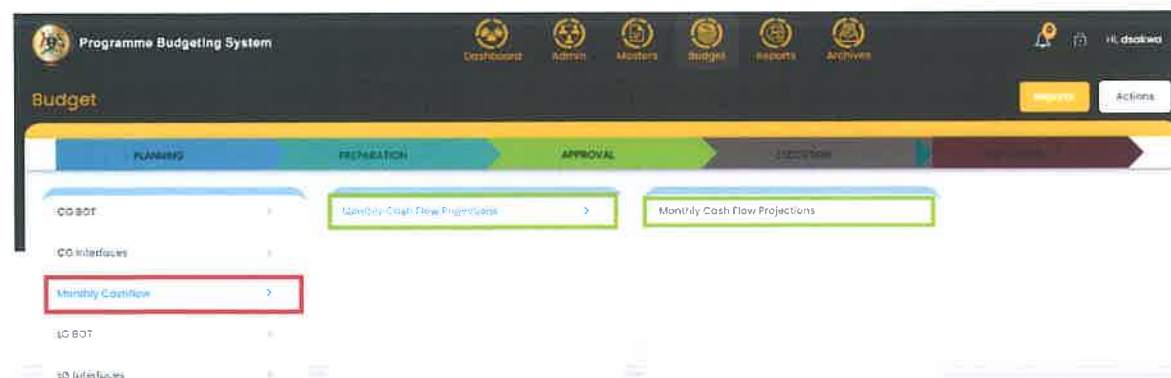
ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- Navigate Monthly Cashflow menu from left menu bar.



- While clicking on “Monthly Cashflow” then navigate to “Monthly Cashflow Projections” and click on “Monthly Cashflow Projections” screen then system should display the following screen.



- User can be able to access the Monthly Cashflow screen, if one or more monthly cashflow reports are in-progress/ initiation then end user unable to see the screen and system should display the below screenshot.

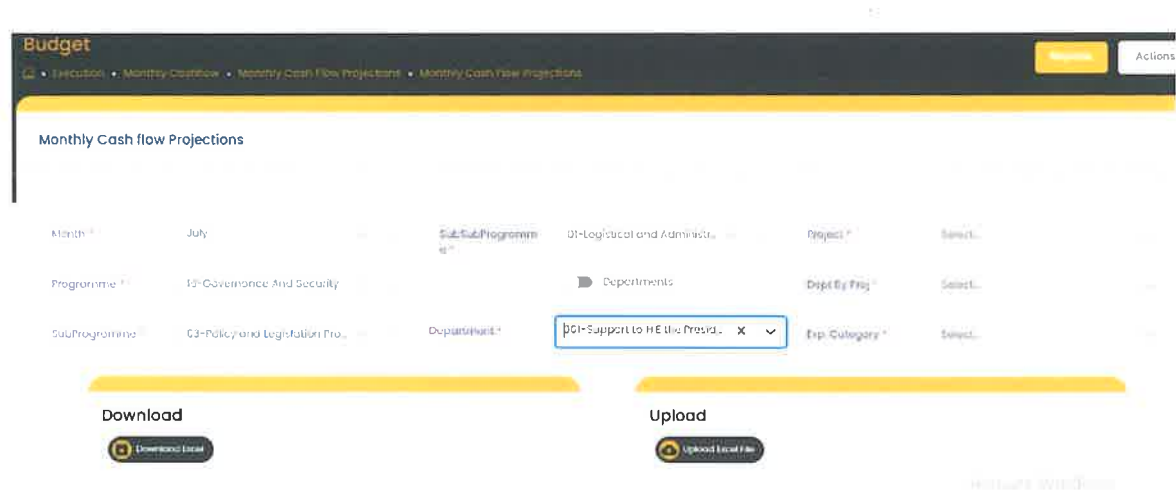
ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- Once the monthly cashflow report is approved or rejected or before initiation report then only user can be able to see the below screenshot.



- In Monthly Cashflow screen all dropdowns data coming from master tables data based logged user role. below screenshot for reference.



ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

- When coming to Department and Project dropdown list based on end user selection dropdown will be enable.
- If the end user selects Department dropdown list the Project dropdown list, Dept by Project and Exp Category will be in disable mode.
- If the end user selects Project dropdown list, then Department dropdown list will be in disabled mode. Below is a screenshot for reference.

Programme Budgeting System

Budget

Executive Monthly Cashflow Monthly Cash Flow Projections Monthly Cash Flow Projections

Monthly Cash flow Projections

Month: July SubProgramme: 01-Logical and Administrative Project: Select Dept By Proj: Select Exp Category: Select

Department: 01-Support to H.C. and Presid. X

Download Upload

Download Excel Upload Local File

- System displays the Download and Upload options first download the excel file then click on “**Download Template**” button, System able to download the template.

Budget

Executive Monthly Cashflow Monthly Cash Flow Projections Monthly Cash Flow Projections

Monthly Cash flow Projections

Month: July SubProgramme: 01-Logical and Administrative Project: Select Dept By Proj: Select Exp Category: Select

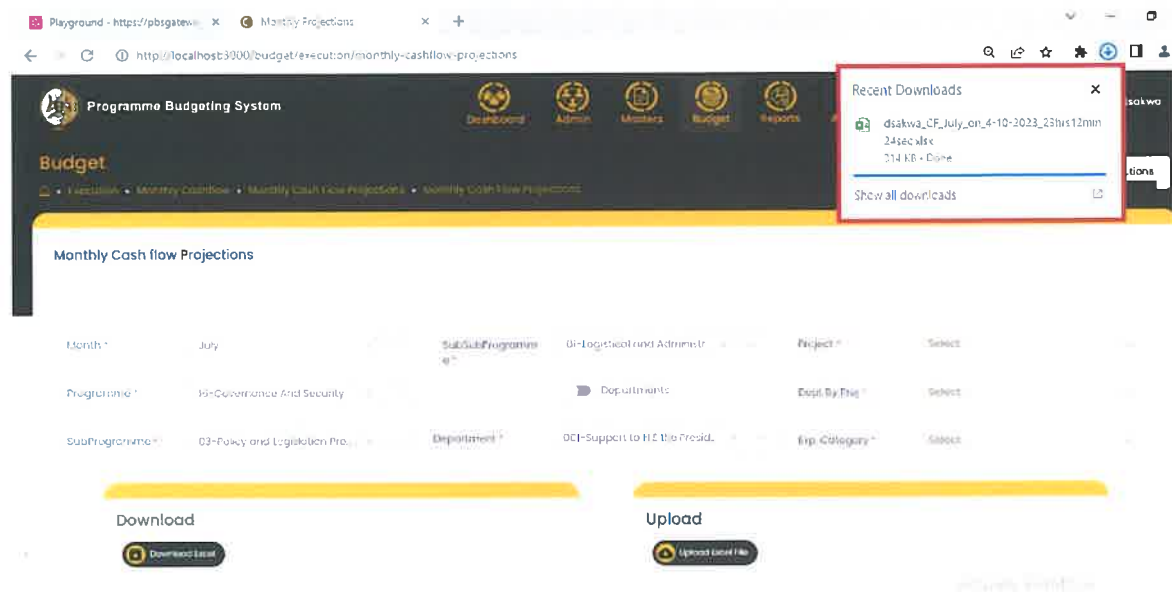
Department: 01-Support to H.C. and Presid. X

Download Upload

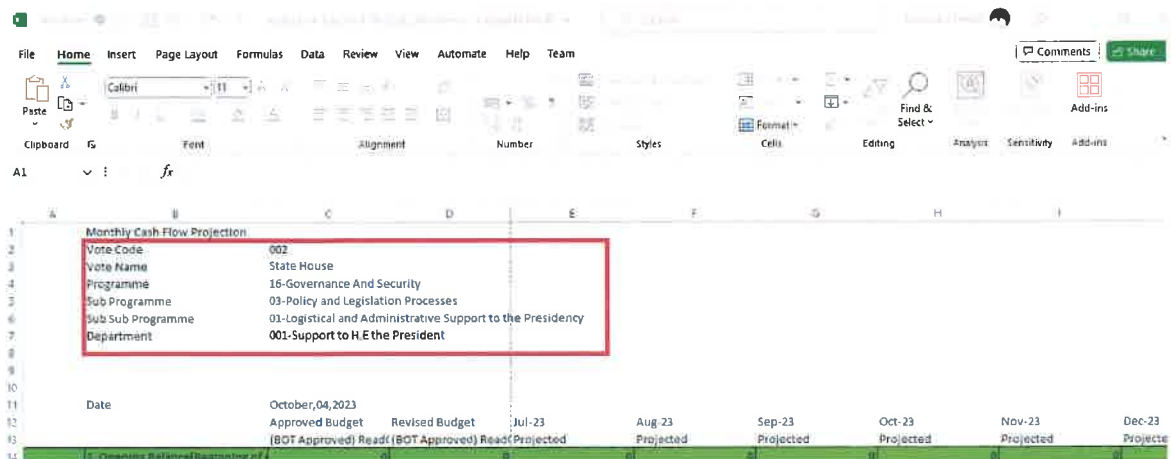
Download Excel Upload Local File

- The system displays the downloaded template and if end users want save as it can be possible.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- Open the downloaded excel file, here we can see the selected dropdown values in excel file.



- End users can be able to see the Approved and Revised budget in read only mode and user can be able to enter the Projected values from July 2023 to June 2024 below screenshot for reference.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Monthly Cash Flow Projection									
Vote Code		002							
Vote Name		State House							
Programme		16-Governance And Security							
Sub Programme		03-Policy and Legislation Processes							
Sub Sub Programme		01-Logistical and Administrative Support to the Presidency							
Department		001-Support to H.E the President							
Date		October, 04, 2023							
		Approved Budget	Revised Budget	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
		(BOT Approved) ReadOnly	(BOT Approved) ReadOnly	Projected	Projected	Projected	Projected	Projected	Projected
1.	Opening Balance (Beginning of	0	0	0	0	0	0	0	0
2.	APPROVED WARRANT	1,62,15,38,94,476	1,62,15,38,94,476	0	0	0	0	0	0
	GoU	1,62,15,38,94,476	1,62,15,38,94,476	0	0	0	0	0	0
3.	TOTAL FUNDS AVAILABLE	1,62,15,38,94,476	1,62,15,38,94,476	0	0	0	0	0	0
4. Expenditures									
210000	COMPENSATION OF EMPLOYEES	15,99,41,09,167	15,99,41,09,167	0	0	0	0	0	0
211106	Allowances (Incl. Casuals, Tempoi	8,61,76,28,000	8,61,76,28,000	0	0	0	0	0	0

- Totals (Projected + Actual) should be equal to Variance (Revised Budget - Total).

Monthly Cash Flow Projection									
Vote Code		002							
Vote Name		State House							
Programme		16-Governance And Security							
Sub Programme		03-Policy and Legislation Processes							
Sub Sub Programme		01-Logistical and Administrative Support to the Presidency							
Department		001-Support to H.E the President							
Date		October, 04, 2023							
		Approved Budget	Revised Budget	May-24	Jun-24	Totals		Variance	
		(BOT Approved) ReadOnly	(BOT Approved) ReadOnly	Projected	Projected	Projected + Actual		Revised Budget - Total	
1.	Opening Balance (Beginning of	0	0	0	0	0		0	
2.	APPROVED WARRANT	1,62,15,38,94,476	1,62,15,38,94,476	0	0	0		1,62,15,38,94,476	
	GoU	1,62,15,38,94,476	1,62,15,38,94,476	0	0	0		1,62,15,38,94,476	
3.	TOTAL FUNDS AVAILABLE	1,62,15,38,94,476	1,62,15,38,94,476	0	0	0		1,62,15,38,94,476	
4. Expenditures									
210000	COMPENSATION OF EMPLOYEES	15,99,41,09,167	15,99,41,09,167	0	0	0		15,99,41,09,167	
211106	Allowances (Incl. Casuals, Tempoi	8,61,76,28,000	8,61,76,28,000	0	0	0		8,61,76,28,000	

- If the above calculations are not watching while uploading the file then system should display the error or warning messages, find the below screenshot.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Monthly Cash flow Projections

Month * July

Programme * 16-Governance And Sec...

SubProgramme 03-Policy and Legislatio...

SubSubProgramme * 01-Logistical and Ad...

Department * 001-Support to H.E the Pr...

Project * Select...

Dept By Proj * Select...

Exp. Category * Select...

Expenditures are NOT equal to the Revised Budget for funding

Expenditures are NOT equal to the Revised Budget for item code - 20100

Expenditures are NOT equal to the Revised Budget for item code - 202002

Expenditures are NOT equal to the Revised Budget for item code - 20101

Expenditures are NOT equal to the Revised Budget for item code - 205003

- If there are no warning messages, we can be able to upload the file then its automatically save the data into table and successfully getting message.
- If end user can use August month after downloading template, we can be able to see July month of Projected and Actual values like same as remaining months then system should display the following screenshot.

Monthly Cash flow Projections

Month * August

Programme * 16-Governance And Sec...

SubProgramme 03-Policy and Legislatio...

SubSubProgramme * 01-Logistical and Ad...

Department * 001-Support to H.E the Pr...

Project * Select...

Dept By Proj * Select...

Exp. Category * Select...

Download

Upload


Download Excel

Upload Excel File


ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Monthly Cash Flow Projection					
Vote Code	002				
Vote Name	State House				
Programme	16-Governance And Security				
Sub Programme	03-Policy and Legislation Processes				
Sub Sub Programme	01-Logistical and Administrative Support to the Presidency				
Department	001-Support to H.E the President				
Date	October,05,2023				
Approved Budget	Revised Budget		Jul-23		
(BOT Approved) Read	(BOT Approved) Read		Projected	Actual	
1. Opening Balance[Beginning of	0		0	0	
2. APPROVED WARRANT	1,62,15,38,94,476	1,62,15,38,94,476	40,53,84,73,619	40,53,84,73,620	
GoU	1,62,15,38,94,476	1,62,15,38,94,476	40,53,84,73,619	40,53,84,73,620	
3. TOTAL FUNDS AVAILABLE	1,62,15,38,94,476	1,62,15,38,94,476	40,53,84,73,619	40,53,84,73,620	
4. Expenditures					
210000	COMPENSATION OF EMPLOYEES	15,99,41,09,167	15,99,41,09,167	1,33,28,42,429	1,21,43,14,367
211101	General Staff Salaries	7,35,74,03,167	7,35,74,03,167	61,31,16,930	41,18,34,067
211106	Allowances (Incl. Casuals. Temporal	8,61,76,28,000	8,61,76,28,000	71,81,35,666	80,24,80,300

Download

 Download Excel

Upload

 Upload Excel File

- While uploading excel template total and variance should be equal otherwise, we are getting warning messages and end user unable to modify the Previous month and the user can be able to modify the selected month data multiple time and upload it.

2. CG Reports

I. Initiate Reports

- Privilege users can login to the system and then the system should display the dashboard screen.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Programme Budgeting System

Dashboard

Admin Masters Budget Reports Archive

Consolidated Not Initiated Initiated Rejected Approved

Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	2	16	101	153
Off Budget Support	171	162	9	19	0
Vote Annual Workplan	171	8	15	88	148
Cross Cutting Issues	171	12	15	91	144
Pension List	171	169	2	35	0
Staff List	171	58	23	64	90
Vote Draft Estimates	171	5	11	350	155
Draft PPDA Procurement Plan	171	11	11	326	142

- Navigate to Budget module.

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archive

Consolidated Not Initiated Initiated Rejected Approved

Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	2	16	101	153
Off Budget Support	171	162	9	19	0
Vote Annual Workplan	171	8	15	88	148
Cross Cutting Issues	171	12	15	91	144
Pension List	171	169	2	35	0
Staff List	171	58	23	64	90

- Once clicking budget module user can be able to be navigating “Reports” stage, system should display the following screen.

System

Dashboard Admin Masters Budget Reports Archive

Consolidated Not Initiated Initiated Rejected Approved

Consolidated	Not Initiated	Initiated	Rejected	Approved
171	83	88	78	0

- Under MCF we have two reports.
 - Initiate Report

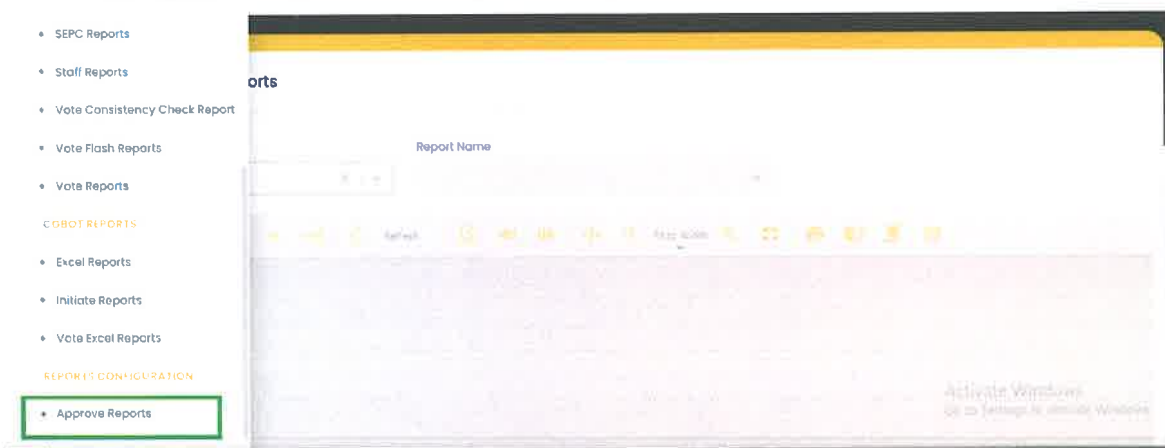
ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

b. Approve Reports

- Navigate to CG Reports menu and click on CG Reports from left menu bar and select the Initiate Report.



- Navigate to CG Reports menu and click on CG Reports from left menu bar and select the Approve Reports under Report Configurations.
- Navigate to CG Reports menu and click on CG Reports from left menu bar and select the Approve Reports under Report Configurations.

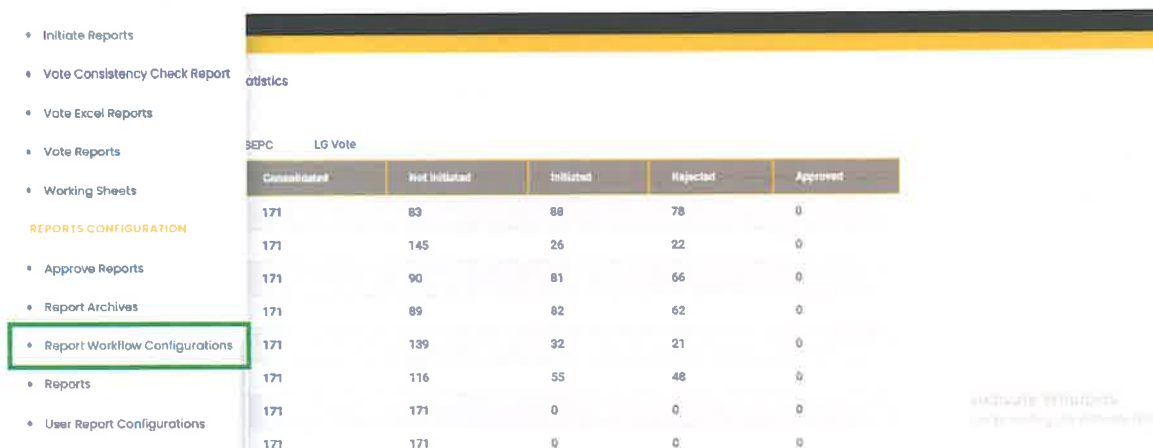


- First, we need to configure the reports then we can be able to see the reports in Approve Reports screen.
- So. Admin users should be login privileged credentials.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- Navigate to CG Reports menu and click on CG Reports from left menu bar and select the Report Workflow Configurations under Report Configurations.



- Once navigate to screen system should display the two dropdown lists Report Category and Report Name.
- Select the Report Category: CG and Report Name: MCF then the system should the available report names, reporting level and Role of the users (Initiator and Approvers), System should display the following screen.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

https://pbsmof.finance.go.ug/reports/report-workflow-configurations

Report Workflow Configurations

Report Category: CG

Report Name: mcf

Action	Report Name	Report Level	Role
MCF Vote Summary (4)			
		0	MDA Planning
		2	CPD
		3	CPD Commissioner
		1	Accounting Officer
		1	Accounting Officer
MCF Vote Details (4)			
		1	Accounting Officer
		0	MDA Planning
		2	CPD
		3	CPD Commissioner

- Navigate to CG Reports menu and click on CG Reports from left menu bar and select the User Report Configurations under Report workflow Configurations.

Left Menu Bar:

- Initiate Reports
- Vote Consistency Check Report
- Vote Excel Reports
- Vote Reports
- Working Sheets
- Reports Configuration
- Approve Reports
- Report Archives
- Report Workflow Configurations
- Reports
- User Report Configurations

Main Content Area:

Report Name	Report Level	Role
MCF Vote Summary (4)		
	0	MDA Planning
	2	CPD
	3	CPD Commissioner
	1	Accounting Officer

- Once navigated the screen system should display the following screen.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

Reports

User Report Configurations

User Type * Report Type * User Role * User Name *

User Vote *

Save

- Here we have 4 dropdown lists.
 - ✓ User Type: In this dropdown list we can be able to select the Super Admin or CG or LG or SEPC or LLG
 - ✓ Report Type: In this dropdown list end user can select the Report like Vote Report or Programme or National or Parastatal.
 - ✓ User Role: End user can be able to select the User Role.
 - ✓ Username: Username can be filtered based on selected User role.
 - ✓ User Vote: User vote can be filter based on selected Username it should display the vote.
 - ✓ Programme: Programmes can be displayed based on mapped user votes and the system should display the following screen.

Programme Budgeting System

Dashboard Admin Masters Budget Reports Archives

Reports

User Report Configurations

User Type * Report Type * User Role * User Name *

CG Vote MDA Planning dskw.o

User Vote *

002 - State House

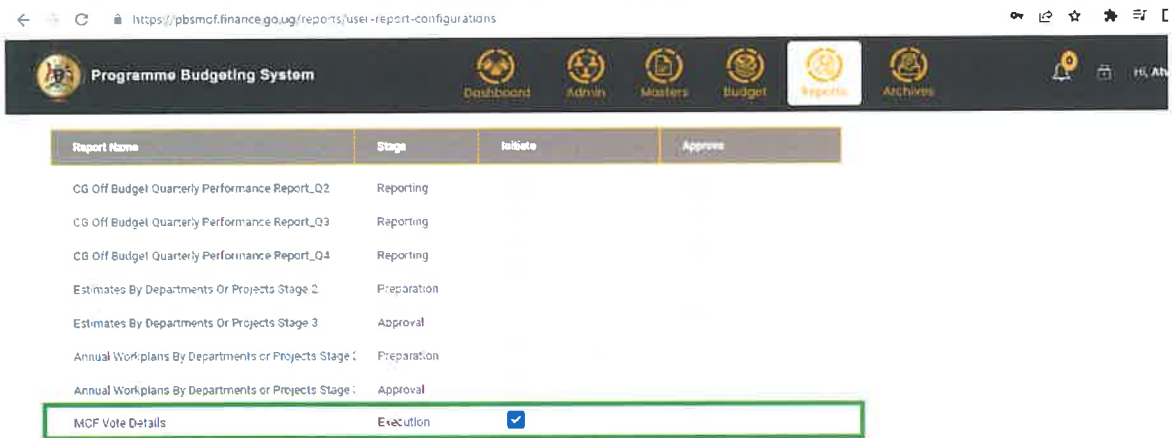
Programmes *

- ☒ 16 - Governance And Security
- ☒ 13 - Innovation, Technology Development And Transfer

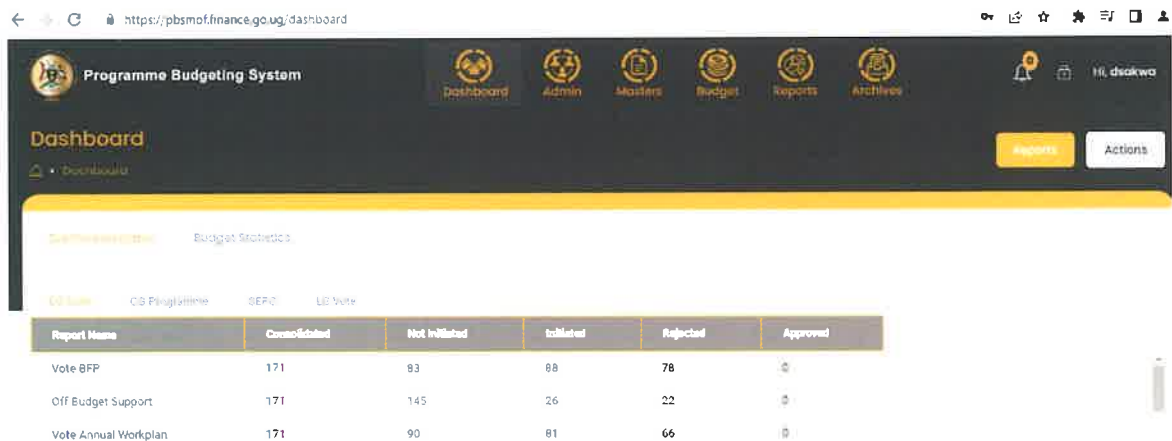
Save

- Based on above selection system should display the following screenshot and here admin user can assign the initiator and approver the irrespective of reports and able to assign the multiple reports.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- After assigning report, End user should be login, System should display the following screen with dashboard.



- Navigate the Reports menu then select the MCF Flash Report under CG Reports menu and system should display the following screen.
- MCF Flash Reports we can be able to Viewing and Printing the report.



- Here we have 4 dropdown lists.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

- a. Report Type: In this dropdown list we can be able to see the type of reports like.
 - i. Vote
 - ii. Consolidate
 - iii. Aggregate
 - iv. Cost Center
 - b. Month: select the month based on the fiscal year.
 - c. Vote: It picks the report that we have access to base on your vote based on login user.
 - d. Report: Here you can pick a report based on logged in user.
- Reports can be fetching based Report Type, Month and Report then going to export the report.
 - Once click on Vote Summary and it should load in the screen then we can view it here and export the report also and system should display the following screen.



- Here can be able to zoom in and zoom out report within the screen.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

The screenshot displays the 'CG MCF Flash Reports' interface. The report is titled 'Vote: 002 State House'. It shows a table with columns for 'Month', 'Approved Budget', 'Revised Budget', 'Projected', 'Actual', 'Variance', 'Projected', 'Actual', and 'Projected'. The data is organized into sections: 1. Opening Balance (Beginning of month), 2. Approved Warrant, 3. GOV, 4. General Financing, 5. Total Funds available, and 6. Expenditures. The expenditures are further broken down into 'COMPENSATION OF EMPLOYEES' and 'USE OF GOODS AND SERVICES'.

Month	Approved Budget	Revised Budget	Projected	Actual	Variance	Projected	Actual	Projected
1. Opening Balance (Beginning of month)	0	0	0	0	0	0	0	0
2. Approved Warrant	421,922,454,808	421,922,454,809	40,838,473,619	265,049,318,576	28,311,446,277	0	35,000,000,000	0
3. GOV	421,922,454,808	421,922,454,809	40,838,473,619	265,049,318,576	28,311,446,277	0	35,000,000,000	0
4. General Financing	0	0	0	0	0	0	0	0
5. Total Funds available	421,922,454,808	421,922,454,809	40,838,473,619	265,049,318,576	28,311,446,277	0	35,000,000,000	0
6. Expenditures								
COMPENSATION OF EMPLOYEES	32,146,820,046	32,146,820,046	1,912,474,428	8,940,980,816	5,747,706,230	1,912,474,428	7,487,040,519	1,744,231,940
USE OF GOODS AND SERVICES	289,775,634,762	289,775,634,763	18,926,000,000	256,108,337,760	21,842,637,760	18,926,000,000	27,512,959,481	10,104,760,060

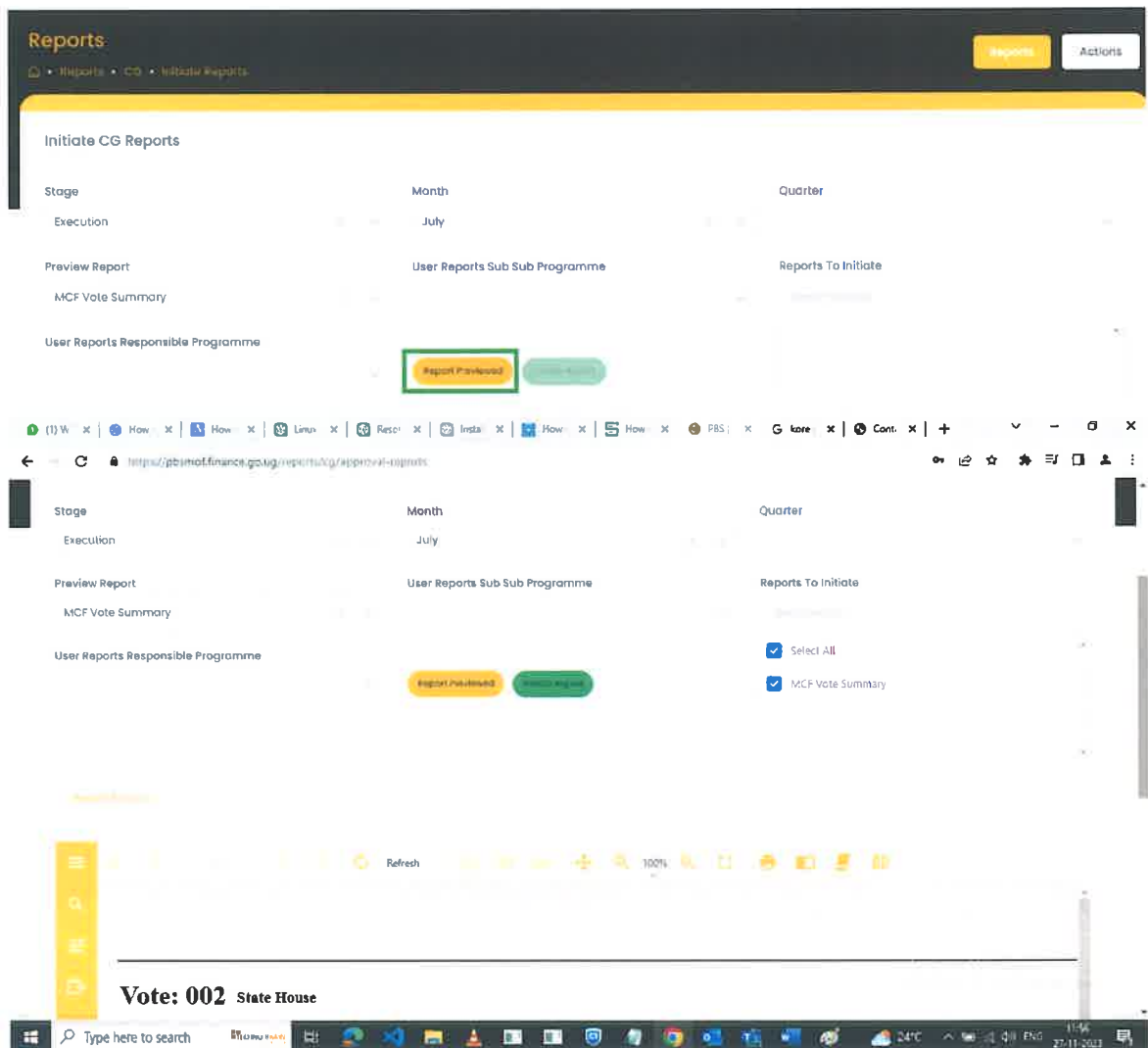
- Another MCF report we need to go through approval.
2 screen -- Initiate Reports - They have gone to approvals.
- BPED is going to discuss which user role to access the approval reports.
- Users can be able to export the report .pdf or .xlsx.

The screenshot displays the 'CG MCF Flash Reports' interface. The report is titled 'Vote: 002 State House'. A warning message is displayed: 'Consolidate Report: If the role-based user unable to generate the report system displays the warning message.' The report is also titled 'Cost center report: For cost center report we have multiple dropdown lists.'

- Consolidate Report: If the role-based user unable to generate the report system displays the warning message.
- Cost center report: For cost center report we have multiple dropdown lists.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

- based selection system displays the report on the screen.
- Those we can able see based assigned role and vote the report loaded.
- Next Process is other type of we need to go thought in approval process.
- Navigate CG → Initiate Reports.
- When you are here this report-based selection system will display the report.
- Once we have a report here, then click on Report Previewed button then system will display the available reports to preview.



ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Month	Approved Budget	Revised Budget	July-22 Projected	July-22 Actual	Variance	P
1. Opening Balance [Beginning of month]						160,291
2. Approved Warrant	682,106,548,594	16,802,017,609,826	36,203,046,581	207,688,478,689	171,485,432,108	
(a) GOI	637,956,423,755	16,757,767,484,953	36,203,046,581	207,688,478,689	171,485,432,108	
(b) External Financing	44,250,124,839	44,250,124,839	0	0	0	
3. Total Funds available	682,106,548,594	16,802,017,609,826	36,203,046,581	207,688,478,689	171,485,432,108	160,291
4. Expenditures						
COMPENSATION OF EMPLOYEES	60,503,845,614	61,205,553,417	0	1,936,657,600	1,936,657,600	
USE OF GOODS AND SERVICES	200,431,703,779	16,298,772,703,779	0	12,702,141,708	12,702,141,708	
SOCIAL BENEFITS	530,026,831	613,380,260	0	63,230,355	63,230,355	
OTHER EXPENSES	384,435,925,789	405,219,925,789	0	32,694,747,626	32,694,747,626	
FIXED ASSETS	16,701,648,181	16,701,648,181	5,911,046,981	0	-5,911,046,981	4,481

If the end user wants to initiate the report the click on Initiate Report button, then user can initiate the reports at a time.

Report Workflow Configurations

Report Category: CG

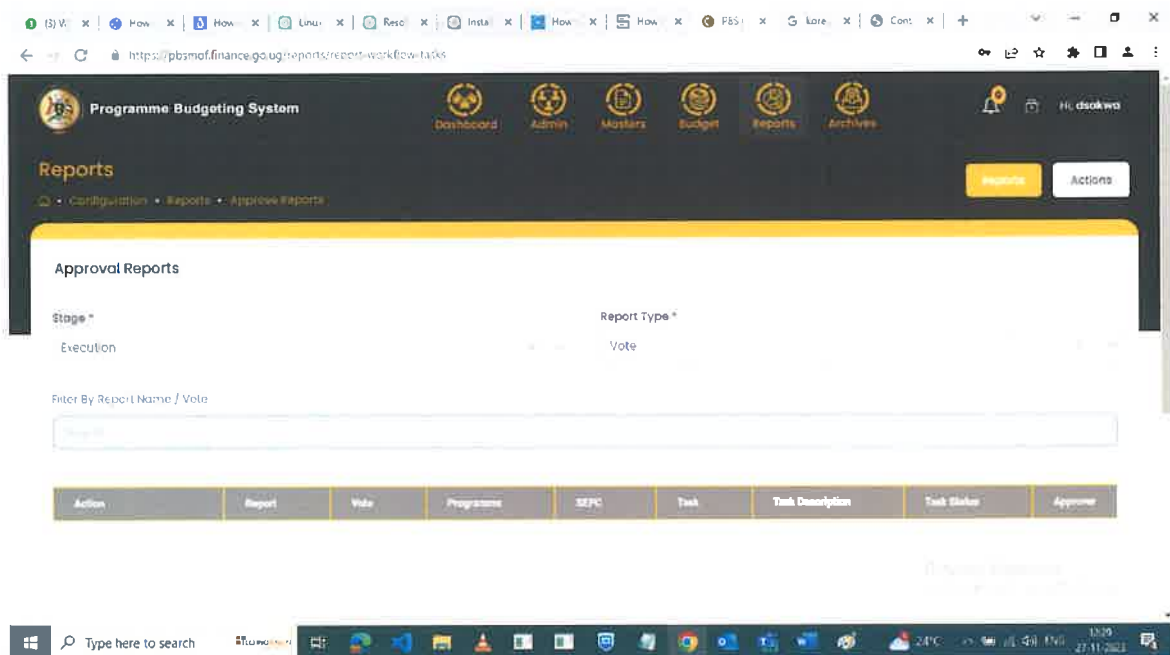
Report Name: mcf

Action	Report Name	Report Level	Role
MCF Vote Summary (4)			
Change Role		0	MDA Planning
Change Role		2	CPD
Change Role		3	CPD Commissioner
Change Role		4	Accounting Officer
Change Role		5	Accounting Officer
MCF Vote Details (4)			
Change Role		1	Accounting Officer
Change Role		0	MDA Planning
Change Role		2	CPD
Change Role		3	CPD Commissioner

- Based on the above selection approval process going forward.
- then automatically initiator will get the email notification.
- Once the initiator initiates the report then work is started, and next approver will get the email notification when approver approves the report.
- Then the next approver will get the email notification till final approval completed.

ANNEX 1: CG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

- Navigate the CG → Reports → CG Reports → Approve Report under Report Configuration system should display the below screenshot.



- If approver rejects the report, then the person who initiated the report gets any email and one how are approver gets the email notification, so it will go back in the cycle.



User Manual Document

PBS New Enhancement

Performance Based Budgeting System (PBS)

Prepared by:
Techno Brain

Document Type
User Manual Document

Document Date
July 2024

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

1. Table of Contents

1. LG Execution

- Monthly Cashflow

2. LG Reports

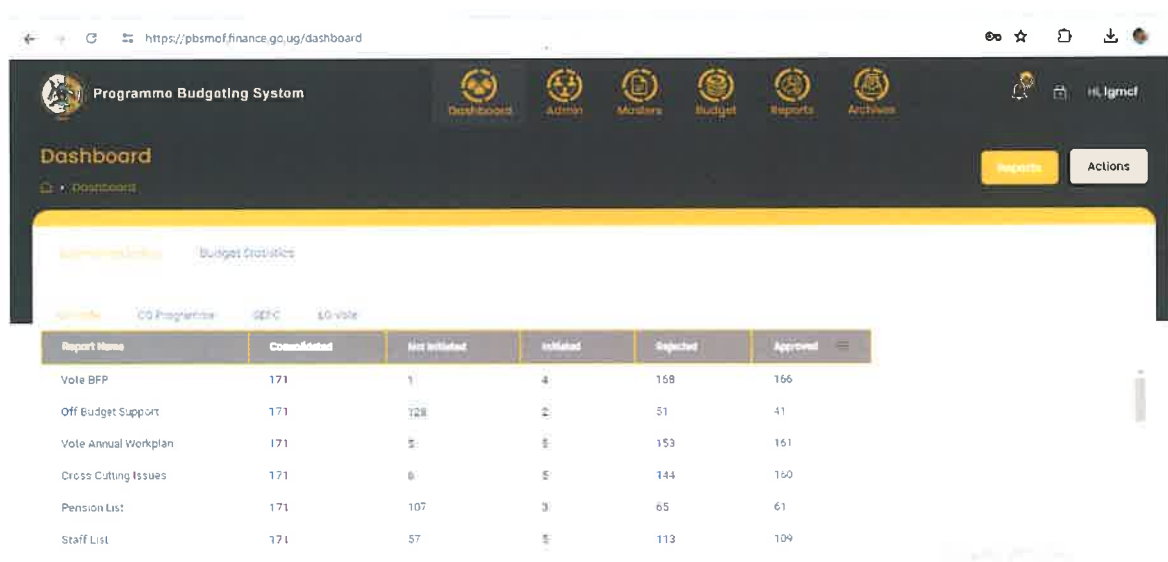
- MCF Flash Reports

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

1. LG Execution

I. Monthly Cashflow

- Privilege users can login to system then system should display the dashboard screen.



The screenshot shows the 'Program Budgeting System' dashboard. At the top, there's a navigation bar with icons for Dashboard, Admin, Masters, Budget, Reports, and Archives. The 'Budget' icon is highlighted. Below the navigation bar, the dashboard title 'Dashboard' is displayed. A table titled 'Budget Statistics' is shown, with columns for Report Name, Consolidated, Not Initiated, Initiated, Rejected, and Approved. The table lists several reports with their respective values.

Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	1	4	158	166
Off Budget Support	171	128	2	51	41
Vote Annual Workplan	171	5	5	153	161
Cross Cutting Issues	171	6	5	144	160
Pension List	171	107	3	65	61
Staff List	171	57	5	113	109

- Navigate to Budget module.

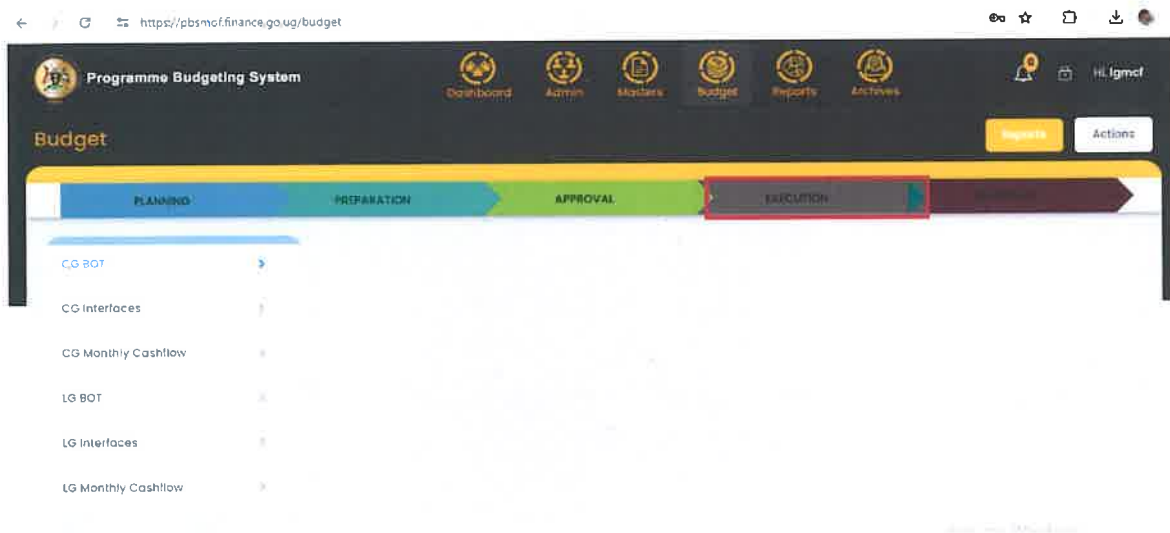


The screenshot shows the 'Program Budgeting System' Budget module. The 'Budget' icon in the navigation bar is highlighted with a red box. The dashboard title 'Dashboard' is displayed. A table titled 'Budget Statistics' is shown, with columns for Report Name, Consolidated, Not Initiated, Initiated, Rejected, and Approved. The table lists several reports with their respective values.

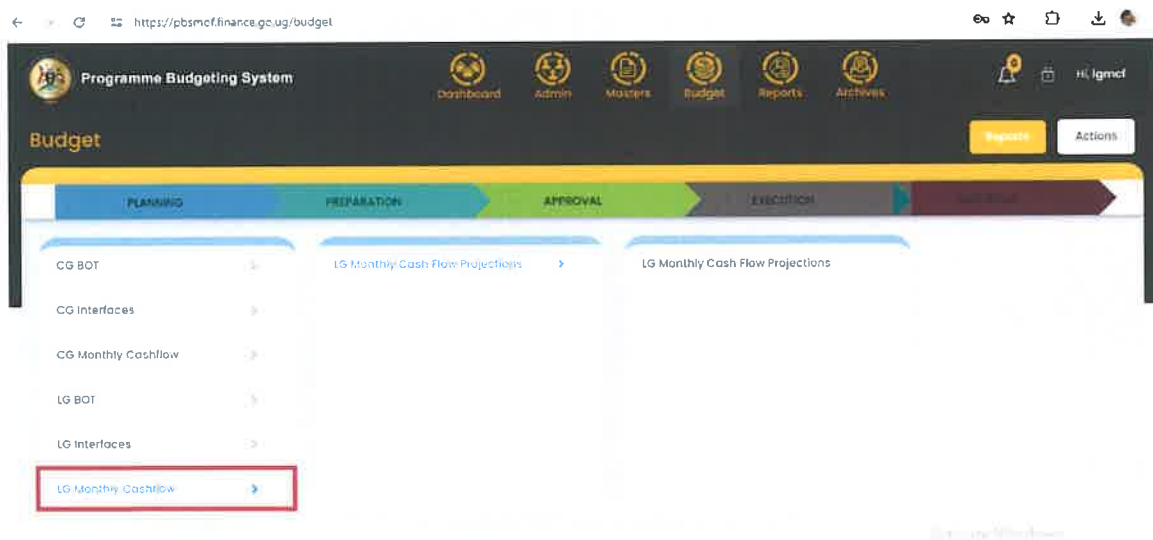
Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	1	4	158	166
Off Budget Support	171	129	2	51	41
Vote Annual Workplan	171	5	5	153	161
Cross Cutting Issues	171	6	5	144	160
Pension List	171	107	3	65	61
Staff List	171	57	5	113	109

- Once clicking budget module user can be able to be navigating “Execution” stage, system should display the following screen.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

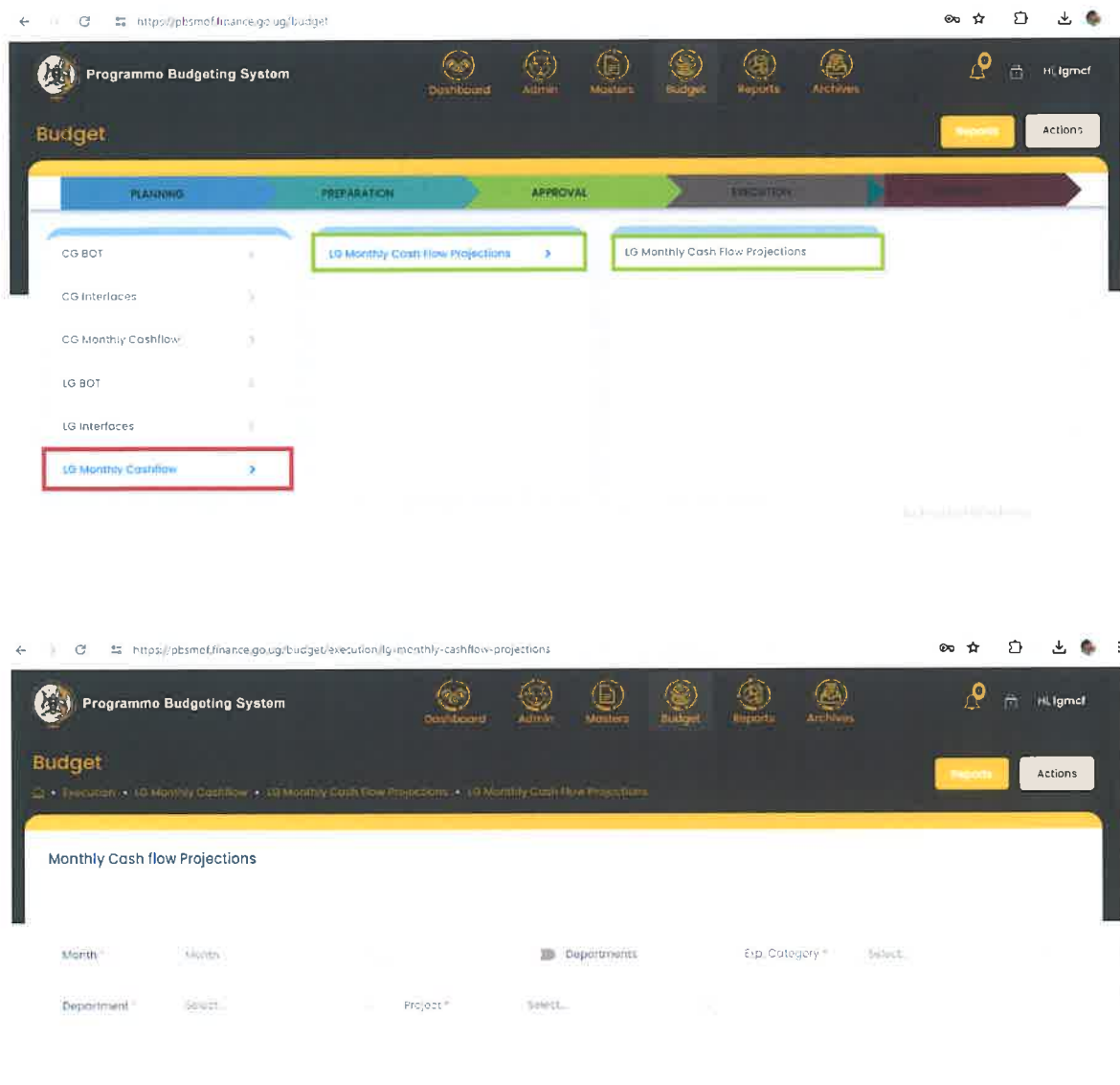


- Navigate Monthly Cashflow menu from left menu bar.



- While clicking on “LG Monthly Cashflow” then navigate to “LG Monthly Cashflow Projections” and click on “LG Monthly Cashflow Projections” screen then system should display the following screen.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- In Monthly Cashflow screen all dropdowns data coming from master tables data based logged user role. below screenshot for reference.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Programme Budgeting System

Budget

Monthly Cash flow Projections

Month* September

Department* 020-Finance

Exp. Category* LR Rec

Project* Select...

Download Upload

Download Excel Upload Excel File

- When coming to Department and Project dropdown list based on end user selection dropdown will be enable.
- If the end user selects the Department dropdown list the Project dropdown list, will be in disabled mode.

Programme Budgeting System

Budget

Monthly Cash flow Projections

Month* September

Department* 020-Finance

Exp. Category* LR Rec

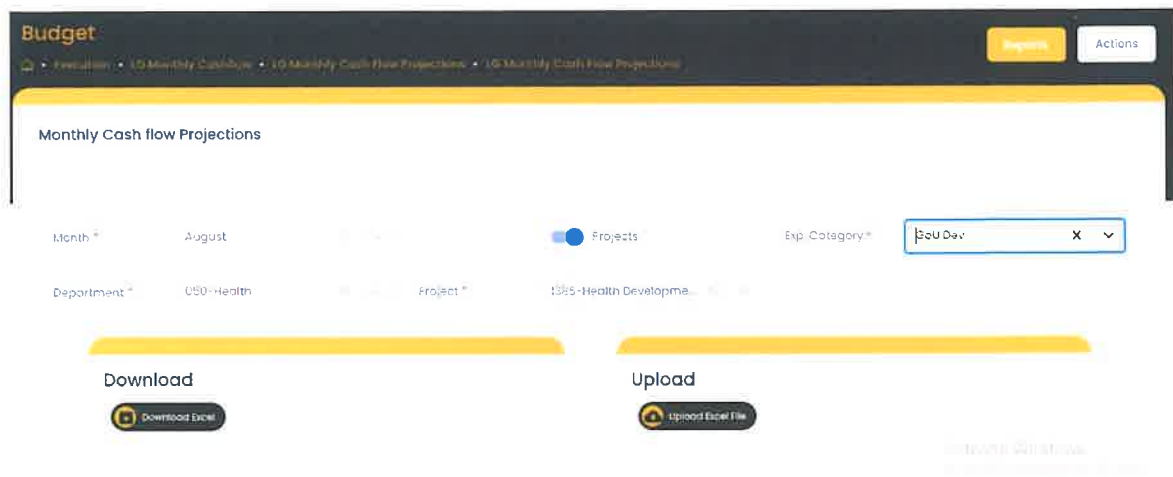
Project* Select...

Download Upload

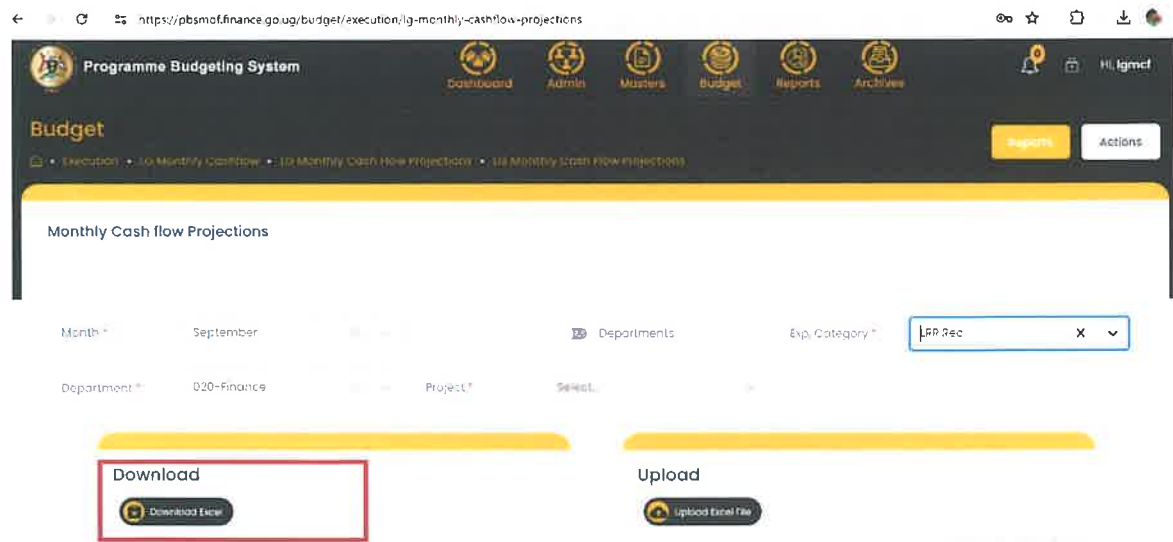
Download Excel Upload Excel File

- If the end user selects Project dropdown list system should display the below screenshot for reference.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

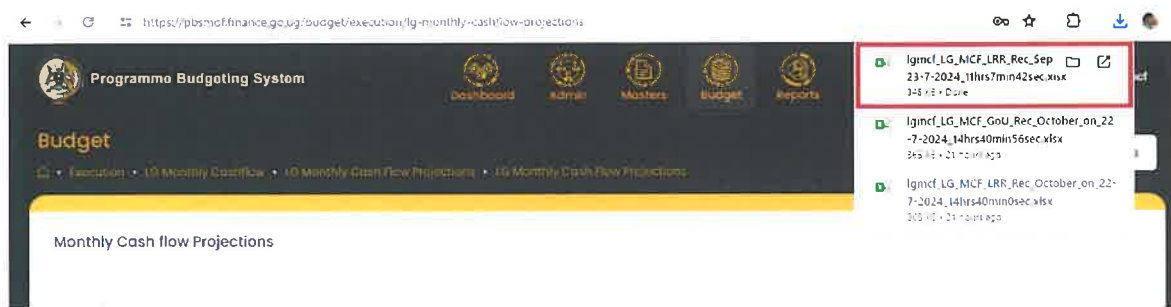


- System displays the Download and Upload options first download the excel file then click on “**Download Excel**” button, System able to download the template.



- The system displays the downloaded template and if end users want to save it as it can be possible.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- Open the downloaded excel file, here we can see the selected dropdown values in excel file.

Monthly Cash Flow Projection							
Vote Code	831						
Vote Name	Dakolo District						
Department	050-Health						
Expenditure Category	GoU Rec						
Date	July,25,2024						
	Approved Budget	Revised Budget	Jul-24	Actual	Aug-24	Sep-24	
	(BOT Approved) ReadOnly	(BOT Approved) ReadOnly	Projected		Projected	Projected	
1. Opening Balance(Beginning of	0	0	0	0	1,28,70,64,640	1,28,70,64,640	
2. APPROVED WARRANT	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	0	0	
(a) GoU Rec	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	0	0	
3. TOTAL FUNDS AVAILABLE	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	1,28,70,64,640	1,28,70,64,640	
4. Expenditures							
210000 COMPENSATION OF EMPLOYEES	5,13,04,50,533	5,13,04,50,533	0	15,00,000	0	0	
211101 General Staff Salaries	5,12,44,50,533	5,12,44,50,533	0	0	0	0	
212102 Medical expenses (Employees)	30,00,000	30,00,000	0	7,50,000	0	0	
212103 Incapacity benefits (Employees)	30,00,000	30,00,000	0	7,50,000	0	0	
220000 USE OF GOODS AND SERVICES	5,36,60,696	5,36,60,696	0	1,29,15,100	0	0	

- End users can see the Approved and Revised budget in read only mode and user can be able to enter the Projected values from July 2023 to June 2024 below screenshot for reference.

Monthly Cash Flow Projection							
Vote Code	831						
Vote Name	Dakolo District						
Department	050-Health						
Expenditure Category	GoU Rec						
Date	July,25,2024						
	Approved Budget	Revised Budget	Jul-24	Actual	Aug-24	Sep-24	
	(BOT Approved) ReadOnly	(BOT Approved) ReadOnly	Projected		Projected	Projected	
1. Opening Balance(Beginning of	0	0	0	0	1,28,70,64,640	1,28,70,64,640	
2. APPROVED WARRANT	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	0	0	
(a) GoU Rec	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	0	0	
3. TOTAL FUNDS AVAILABLE	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	1,28,70,64,640	1,28,70,64,640	
4. Expenditures							
210000 COMPENSATION OF EMPLOYEES	5,13,04,50,533	5,13,04,50,533	0	15,00,000	0	0	
211101 General Staff Salaries	5,12,44,50,533	5,12,44,50,533	0	0	0	0	
212102 Medical expenses (Employees)	30,00,000	30,00,000	0	7,50,000	0	0	
212103 Incapacity benefits (Employees)	30,00,000	30,00,000	0	7,50,000	0	0	
220000 USE OF GOODS AND SERVICES	5,36,60,696	5,36,60,696	0	1,29,15,100	0	0	

- Totals (Projected + Actual) should be equal to Variance (Revised Budget - Total).

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Monthly Cash Flow Projection							
Vote Code		831					
Vote Name		Dokolo District					
Department		050-Health					
Expenditure Category		GoU Rec					
Date		July,25,2024					
		Approved Budget (BOT Approved) ReadOnly	Revised Budget (BOT Approved) ReadOnly	May-25 Projected	Jun-25 Projected	Totals: Projected + Actual	Variance Revised Budget - Total
1. Opening Balance (Beginning of		0	0	1,28,70,64,640	1,28,70,64,640		
2. APPROVED WARRANT		5,73,92,46,030	5,73,92,46,030	0	0	1,43,48,11,507	4,30,44,34,523
(a) GoU Rec		5,73,92,46,030	5,73,92,46,030	0	0	1,43,48,11,507	4,30,44,34,523
3. TOTAL FUNDS AVAILABLE		5,73,92,46,030	5,73,92,46,030	1,28,70,64,640	1,28,70,64,640	1,43,48,11,507	4,30,44,34,523
4. Expenditures							
210000 COMPENSATION OF EMPLOYEES		5,13,04,50,533	5,13,04,50,533	0	0	15,00,000	5,12,89,50,533
211101 General Staff Salaries		5,12,44,50,533	5,12,44,50,533	0	0	0	5,12,44,50,533
212102 Medical expenses (Employees)		30,00,000	30,00,000	0	0	7,50,000	22,50,000
212103 Incapacity benefits (Employees)		30,00,000	30,00,000	0	0	7,50,000	22,50,000
220000 USE OF GOODS AND SERVICES		5,36,60,696	5,36,60,696	0	0	1,29,15,100	4,07,45,596
221008 Information and Communication		40,00,000	40,00,000	0	0	10,00,000	30,00,000
221009 Welfare and Entertainment		20,00,000	20,00,000	0	0	5,00,000	15,00,000

- If the above calculations are not matching while uploading the file then the system should display the error or warning messages, find the below screenshot.

Monthly Cash flow Projections

Month * August

Departments

Exp. Category * GoU Rec

Department * 050-Health

Project * Select...

Expenditures are NOT equal to the Revised Budget for funding - GoU Rec

Expenditures are NOT equal to the Revised Budget for item code - 21000

Expenditures are NOT equal to the Revised Budget for item code - 21100

Expenditures are NOT equal to the Revised Budget for item code - 21200

Expenditures are NOT equal to the Revised Budget for item code - 22000

Expenditures are NOT equal to the Revised Budget for item code - 22100

Expenditures are NOT equal to the Revised Budget for item code - 22100

- If there are no warning messages, we can be able to upload the file then its automatically save the data into table and successfully getting message.
- If end user can use August month after downloading template, we can be able to see July month of Projected and Actual values like same as remaining months then system should display the following screenshot.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

Budget

Execution • 14 Monthly Cashflow • 14 Monthly Cash Flow Projections • 14 Monthly Cash Flow Projections

Monthly Cash flow Projections

Month: August

Departments

Exp. Category: GoU Rec

Department: 050-Health

Project: Select

Download: Download Excel

Upload: Upload Excel File

Monthly Cash Flow Projection

Vote Code: 831

Vote Name: Dokolo District

Department: 050-Health

Expenditure Category: GoU Rec

Date: July, 25, 2024

	Approved Budget (BOT Approved) ReadOnly	Revised Budget (BOT Approved) ReadOnly	Jul-24 Projected	Actual	Aug-24 Projected	Sep-24 Projected
1. Opening Balance (beginning of)	0	0	0	0	1,28,70,64,640	1,28,70,64,640
2. APPROVED WARRANT	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	0	0
(a) GoU Rec	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	0	0
3. TOTAL FUNDS AVAILABLE	5,73,92,46,030	5,73,92,46,030	0	1,43,48,11,507	1,28,70,64,640	1,28,70,64,640
4. Expenditures						
210000 COMPENSATION OF EMPLOYEES	5,13,04,50,533	5,13,04,50,533	0	15,00,000	0	0
211101 General Staff Salaries	5,12,44,50,533	5,12,44,50,533	0	0	0	0
212102 Medical expenses (Employees)	30,00,000	30,00,000	0	7,50,000	0	0
212103 Incapacity benefits (Employees)	30,00,000	30,00,000	0	7,50,000	0	0
220000 USE OF GOODS AND SERVICES	5,36,60,696	5,36,60,696	0	1,29,15,100	0	0
221008 Information and Communication	40,00,000	40,00,000	0	10,00,000	0	0
221009 Welfare and Entertainment	20,00,000	20,00,000	0	5,00,000	0	0

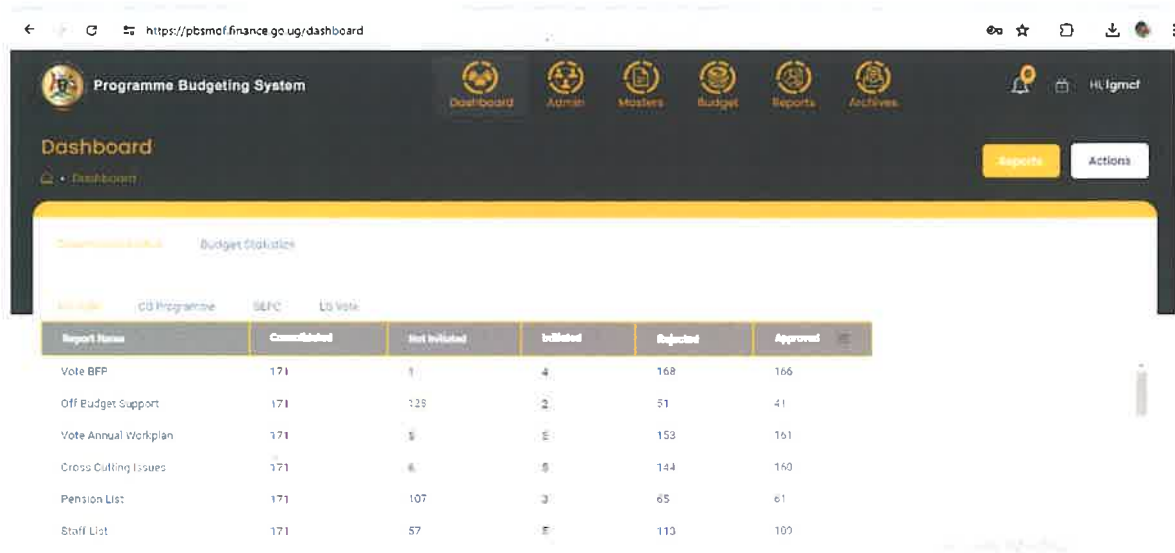
- While uploading excel template total and variance should be equal otherwise, we are getting warning messages and end user unable modify the Previous month and the user can be able to modify the selected month data multiple time and upload it.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

2. LG Reports

I. MCF Flash Reports

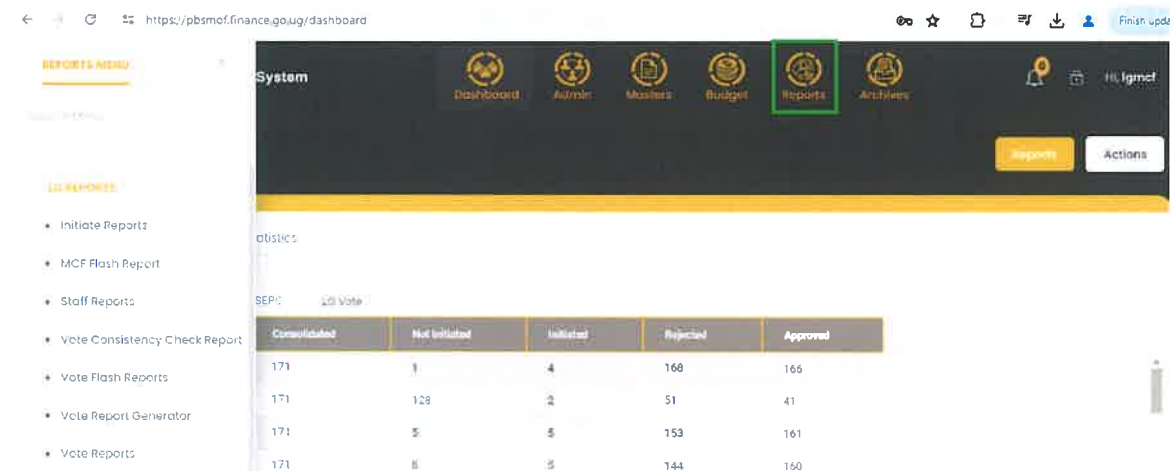
- Privilege users can login to the system and then the system should display the dashboard screen.



The screenshot shows the 'Programme Budgeting System' dashboard. At the top, there's a navigation bar with icons for Dashboard, Admin, Masters, Budget, Reports, and Archives. Below this, a 'Dashboard' section is visible with a 'Budget Statistics' table. The table has columns for Report Name, Consolidated, Not Initiated, Initiated, Rejected, and Approved. The data rows are as follows:

Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	1	4	168	166
Off Budget Support	171	128	2	51	41
Vote Annual Workplan	171	5	5	153	161
Cross Cutting Issues	171	6	5	144	160
Pension List	171	107	3	65	61
Staff List	171	57	5	113	109

- Navigate to Report module then it shows the LG Reports in the left menu.

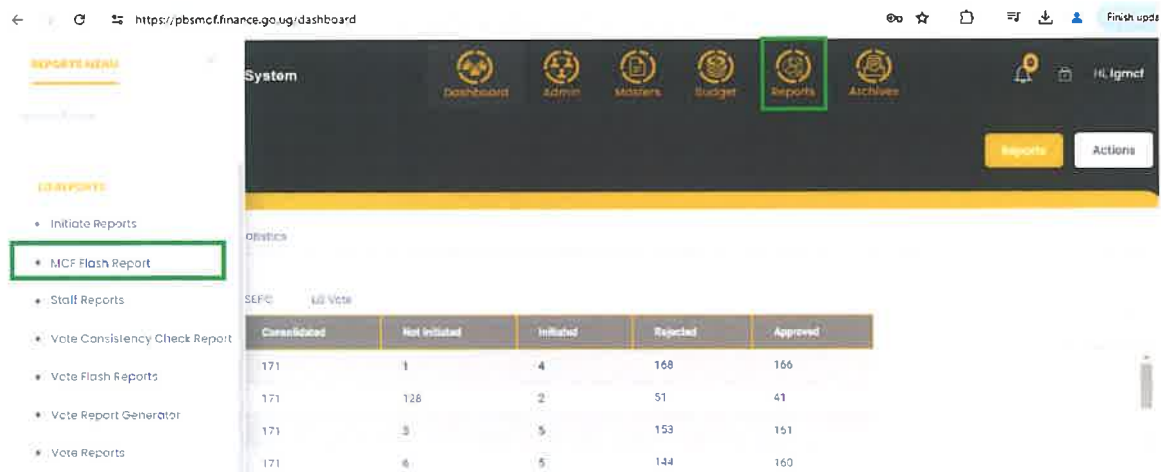


The screenshot shows the 'Reports' module selected in the navigation bar. A left sidebar menu is open, showing 'LG REPORTS' with options: Initiate Reports, MCF Flash Report, Staff Reports, Vote Consistency Check Report, Vote Flash Reports, Vote Report Generator, and Vote Reports. The main content area shows the 'Budget Statistics' table, which is identical to the one in the previous screenshot.

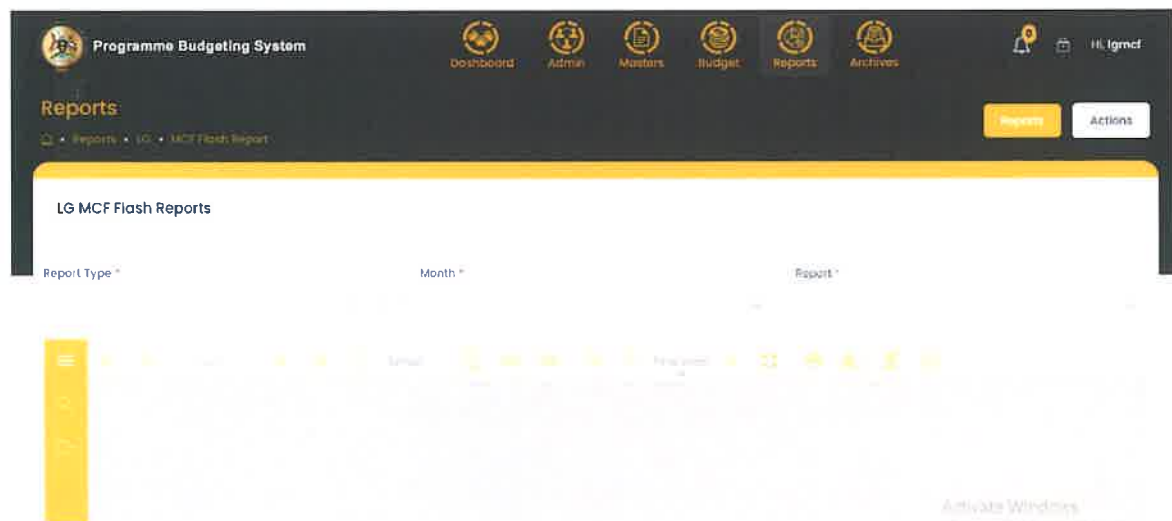
Report Name	Consolidated	Not Initiated	Initiated	Rejected	Approved
Vote BFP	171	1	4	168	166
Off Budget Support	171	128	2	51	41
Vote Annual Workplan	171	5	5	153	161
Cross Cutting Issues	171	6	5	144	160
Pension List	171	107	3	65	61
Staff List	171	57	5	113	109

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

- Navigate to LG Reports menu and click on LG Reports from left menu bar and select “**MCF Flash Reports**”, system should display the following screen.



- Once select “**MCF Flash Reports**”, system should display the following screen and MCF Flash Reports we can be able to Be Viewing and Printing the report.



- Here we have 4 dropdown lists.
 - a. Report Type: In this dropdown list we can be able to see the type of reports like.
 - i. Vote
 - ii. Consolidate
 - iii. Aggregate
 - iv. Cost Center

Once Report Type is selected then Report dropdown will be enabled.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

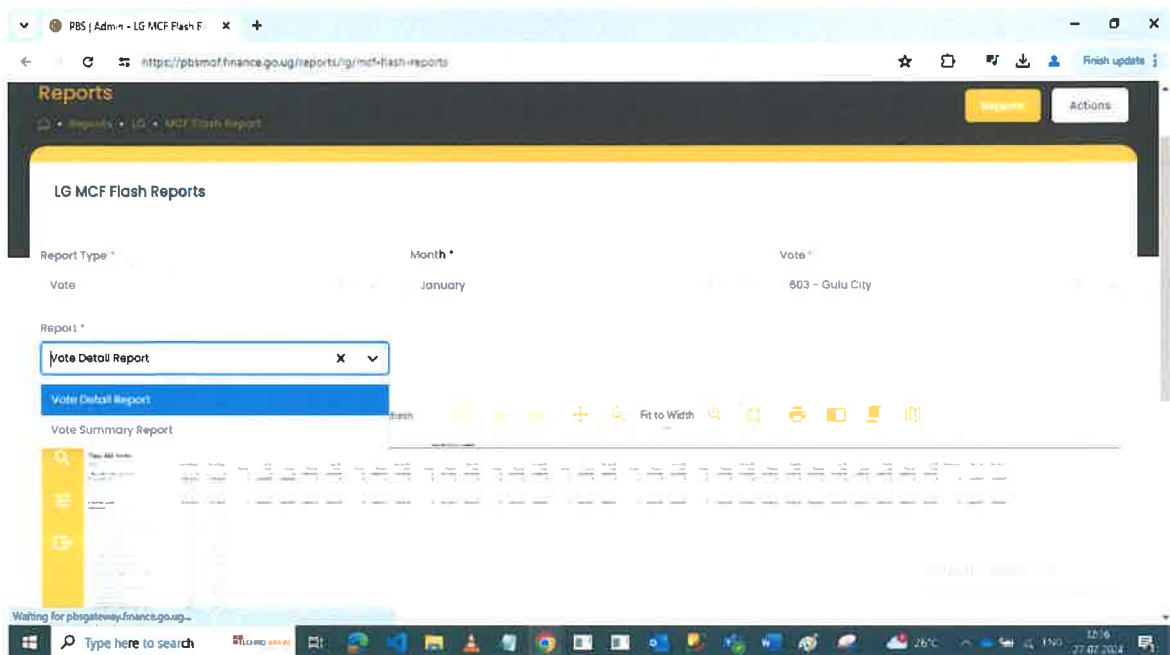
- b. Month: select the month based on the fiscal year.
 - c. Vote: It picks the report that we have access to base on your vote based on login user.
 - d. Report: Here you can pick a report based on logged in user.
- Reports can be fetching based Report Type, Month and Vote then Report dropdown list displays two report names.

1. Vote Details Report

2. Vote Summary Report

then the system should display the following screen.

Vote Report:



- Once click on Vote Detail Report and it should load in the screen then we can view it here and export the report also and system should display the following screen.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

LG MCF Flash Reports

Report Type *
Vote

Month *
January

Vote *
603 - Gulu City

Report *
Vote Detail Report

1/2 Refresh 70%

Vote: 603 Gulu City

Month	Approved Budget	Revised Budget	July-24			August-24			September-24		
			Projected	Actual	Variance	Projected	Actual	Variance	Projected	Actual	Variance
1. Opening Balance (Beginning of month)	0	0	0	0	0	0	0	0	0	0	0
2. Approved Warrant	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	0	0	0	0	0	0
(a) GOU	30,886,084,497	30,886,084,497	0	8,342,556,570	8,342,556,570	0	0	0	0	0	0
(b) LRR	7,051,668,890	7,051,668,890	0	0	0	0	0	0	0	0	0
(c) OGT	433,561,568	433,561,568	0	0	0	0	0	0	0	0	0
(d) External Financing	2,386,149,576	2,386,149,576	0	0	0	0	0	0	0	0	0
3. Total Funds available	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	0	0	0	0	0	0

- Here can be able to zoom in and zoom out report within the screen.
- Users can be able to export the report .pdf or .xlsx.

Report Type *
Vote

Month *
January

Vote *
603 - Gulu City

Report *
Vote Detail Report

1/2 Refresh 100%

Vote: 603 Gulu City

Month	Approved Budget	Revised Budget	July-24			August-24			September-24		
			Projected	Actual	Variance	Projected	Actual	Variance	Projected	Actual	Variance
1. Opening Balance (Beginning of month)	0	0	0	0	0	0	0	0	0	0	0
2. Approved Warrant	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	0	0	0	0	0	0
(a) GOU	30,886,084,497	30,886,084,497	0	8,342,556,570	8,342,556,570	0	0	0	0	0	0
(b) LRR	7,051,668,890	7,051,668,890	0	0	0	0	0	0	0	0	0
(c) OGT	433,561,568	433,561,568	0	0	0	0	0	0	0	0	0
(d) External Financing	2,386,149,576	2,386,149,576	0	0	0	0	0	0	0	0	0
3. Total Funds available	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	0	0	0	0	0	0

- Once click on Vote Summary Report and it should load in the screen then we can view it here and export the report also and system should display the following screen.

Reports

• Reports • LG • MCF Flash Report

Report

Actions

LG MCF Flash Reports

Report Type *

Month *

Vote *

Vote

January

603 - Gulu City

Report *

Vote Summary Report

Refresh

100%

Vote: 603 Gulu City

Month

Approved Budget

Revised Budget

July-24

Refresh

100%

Vote: 603 Gulu City

Month	Approved Budget	Revised Budget	July-24		
			Projected	Actual	Variance
1. Opening Balance [Beginning of month]	0	0	0	0	0
2. Approved Warrant	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570
(a) GOU	30,586,084,497	30,586,084,497	0	8,342,556,570	8,342,556,570
(b) LRR	7,051,668,590	7,051,668,590	0	0	0
(c) OGT	433,561,565	433,561,565	0	0	0
(d) External Financing	2,356,149,576	2,356,149,576	0	0	0
3. Total Funds available	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570
4. Expenditures					
COMPENSATION OF EMPLOYEES	19,715,470,912	19,715,470,912	0	0	0
USE OF GOODS AND SERVICES	4,440,695,764	4,440,695,764	0	0	0

- **Consolidate Report:** If the role-based user is unable to generate the report system displays the 2 dropdown lists Month and Report.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

- Here can be able to zoom in and zoom out report within the screen.
- Users can be able to export the report .pdf or .xlsx.

LG MCF Flash Reports

Report Type * Consolidated Month * January Report * Vote Detail Report

1 / 2 Refresh 90%

Vote: 603 Gulu City

Month	Approved Budget	Revised Budget	Projected	July-24 Actual	Variance	Projected	August-24 Actual
1. Opening Balance (Beginning of month)	0	0	0	0	0	8,342,556,570	8,342,556,570
2. Approved Warrant	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	0	0
(a) OGU	30,856,084,497	30,856,084,497	0	8,342,556,570	8,342,556,570	0	0
(b) LRR	7,051,663,590	7,051,663,590	0	0	0	0	0
(c) OGT	433,561,568	433,561,568	0	0	0	0	0
(d) External Financing	2,396,149,576	2,396,149,576	0	0	0	0	0
3. Total Funds available	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	8,342,556,570	8,342,556,570
4. Expenditures							
COMPENSATION OF EMPLOYEES	19,718,470,912	19,718,470,912	0	0	0	0	0

- Once click on Report Type: **Aggregate**, Month and Report dropdown list the system should load in the screen then we can view it here and export the report also and system should display the following screen.

LG MCF Flash Reports

Report Type * Aggregate Month * January Report * Vote Detail Report

1 / 2 Refresh Fit to width

Vote: 603 Gulu City

Month	Approved Budget	Revised Budget	Projected	July-24 Actual	Variance	Projected	August-24 Actual
1. Opening Balance (Beginning of month)	0	0	0	0	0	8,342,556,570	8,342,556,570
2. Approved Warrant	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	0	0
(a) OGU	30,856,084,497	30,856,084,497	0	8,342,556,570	8,342,556,570	0	0
(b) LRR	7,051,663,590	7,051,663,590	0	0	0	0	0
(c) OGT	433,561,568	433,561,568	0	0	0	0	0
(d) External Financing	2,396,149,576	2,396,149,576	0	0	0	0	0
3. Total Funds available	40,757,464,531	40,757,464,531	0	8,342,556,570	8,342,556,570	8,342,556,570	8,342,556,570
4. Expenditures							
COMPENSATION OF EMPLOYEES	19,718,470,912	19,718,470,912	0	0	0	0	0

- Once zoom the screen, it displays the below screen.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

LG MCF Flash Reports

Report Type * Aggregate Month * January Report * Vote Detail Report

1 / 2 Refresh 100%

Vote: 603 Gulu City

Month	Approved Budget	Revised Budget	Projected	Actual	Variance	Project
1. Opening Balance (Beginning of month)	0	0	0	0	0	0,342,556,570
2. Approved Warrant	40,757,464,531	40,757,464,531	0	0,342,556,570	0,342,556,570	
(a) GOU	30,886,084,497	30,886,084,497	0	0,342,556,570	0,342,556,570	
(b) LRR	7,051,668,890	7,051,668,890	0	0	0	
(c) OOT	433,561,568	433,561,568	0	0	0	
(d) External Financing	2,386,149,576	2,386,149,576	0	0	0	
3. Total Funds available	40,757,464,531	40,757,464,531	0	0,342,556,570	0,342,556,570	0,342,556,570

- Click on Report Type: **Cost Center** dropdown list then system should display the 5-dropdown list (Report Type, Month, Vote, Department and Report).

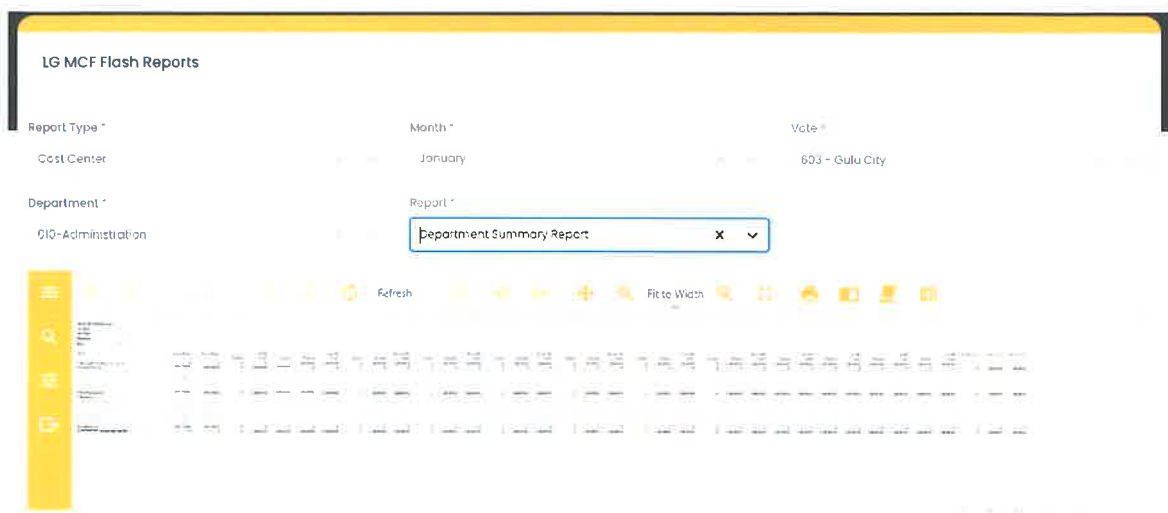
LG MCF Flash Reports

Report Type * Cost Center X Month * Vote * Department * Select Report *

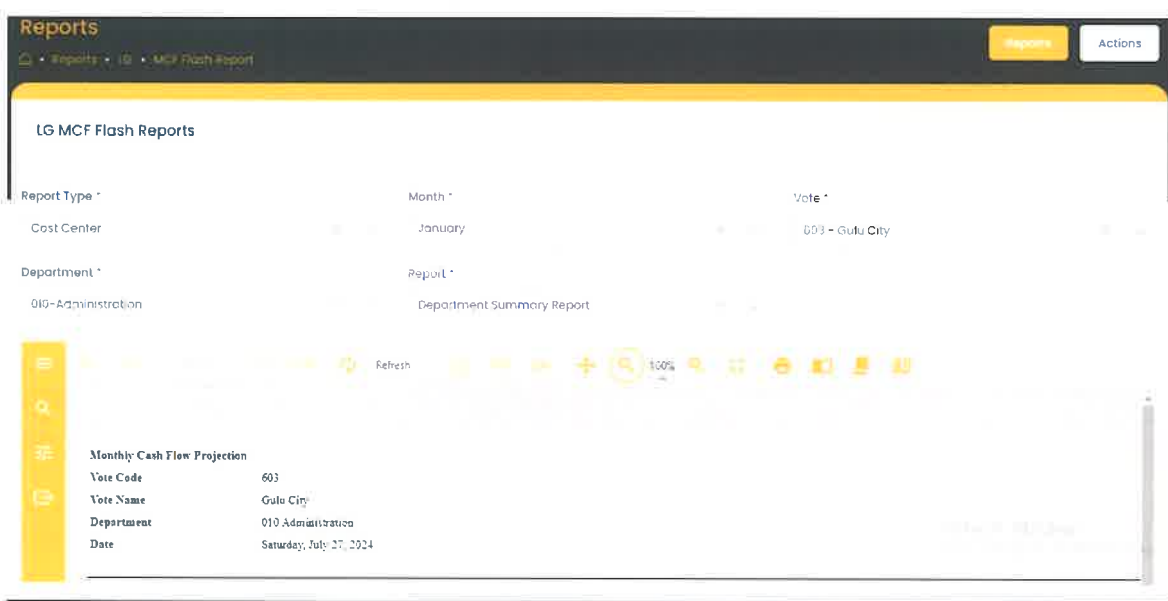
Activate Windows

- After selecting the Report Type, Month, Vote, Department then Report display the two report names.
 - Department Summary report.
 - Department Detail Report.
- User can be able to select the Report: Department Summary report and system should display the below screen.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE



- Once zoom the screen, it displays the below screen.



This zoomed screenshot shows the 'Monthly Cash Flow Projection' table. The table has columns for 'Month', 'Approved Budget', 'Revised Budget', 'Projected', 'Actual', 'Variance', and 'Project'. The data is as follows:

Month	Approved Budget	Revised Budget	Projected	Actual	Variance	Project
1. Opening Balance (Beginning of month)	0	0	0	0	0	1,428,405,210
2. Approved Warrant	8,936,712,012	8,936,712,012	0	1,428,405,210	1,428,405,210	
(a) GOU	5,511,763,759	5,511,763,759	0	1,428,405,210	1,428,405,210	
(b) LRR	3,424,948,253	3,424,948,253	0	0	0	
(c) OGT					0	
(d) External Financing					0	
3. Total Funds available	8,936,712,012	8,936,712,012	0	1,428,405,210	1,428,405,210	1,428,405,210
4. Expenditures						

The interface also includes a sidebar and a toolbar with a 'Refresh' button and a '100%' zoom indicator.

- User can be able to select the Report: Department Detail report and system should display the below screen.

ANNEX 2: LG PBS USER MANUAL FOR CASH FLOW FORECASTING MODULE

LG MCF Flash Reports

Report Type * Month * Vote *

Cost Center January 603 - Gulu City

Department * Report *

010-Administration Department Detail Report

Refresh Fit to Width

- Once zoom the screen, it displays the below screen.

LG MCF Flash Reports

Report Type * Month * Vote *

Cost Center January 603 - Gulu City

Department * Report *

010-Administration Department Detail Report

Refresh 100%

Monthly Cash Flow Projection

Vote Code 603

Vote Name Gulu City

Department 010 Administration

Date Saturday, July 27, 2024

Month	Approved Budget	Revised Budget	July-24			
			Projected	Actual	Variance	Projected
1. Opening Balance [Beginning of month]	0	0	0	0	0	1,428,405,210
	8,936,712,012	8,936,712,012	0	1,428,405,210	1,428,405,210	

Program Budgeting System							
Monthly Cash Flow Projection							
Vote Code	603						
Vote Name	Gulu City						
Department	010 Administration						
Date	Saturday, July 27, 2024						
Month	Approved Budget	Revised Budget	July-24				
			Projected	Actual	Variance	Projected	
1. Opening Balance [Beginning of month]	0	0	0	0	0	1,428,405,210	
2. Approved Warrant	8,936,712,012	8,936,712,012	0	1,428,405,210	1,428,405,210		
(a) GOU	5,511,765,759	5,511,765,759	0	1,428,405,210	1,428,405,210		
(b) LRR	3,424,948,253	3,424,948,253	0	0	0		
(c) OGT					0		
(d) External Financing					0		
3. Total Funds available	8,936,712,012	8,936,712,012	0	1,428,405,210	1,428,405,210	1,428,405,210	
4. Expenditures							
COMPENSATION OF EMPLOYEES	1,154,053,604	1,154,053,604	0	0	0		
211101 General Staff Salaries	975,196,765	975,196,765	0	0	0		
211106 Allowances (Incl. Casuals, Temporary, sitting allowances)	158,644,407	158,644,407	0	0	0		
211107 Boards, Committees and Council Allowances	5,212,432	5,212,432	0	0	0		
212102 Medical expenses (Employees)	5,000,000	5,000,000	0	0	0		