
NEW CIGAS UPDATE INFO



Year End Process

Version 8.0.0.0

Date: 01/01/2023

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1> Purpose of the Update

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 → Last_Yr_Liability → Revised

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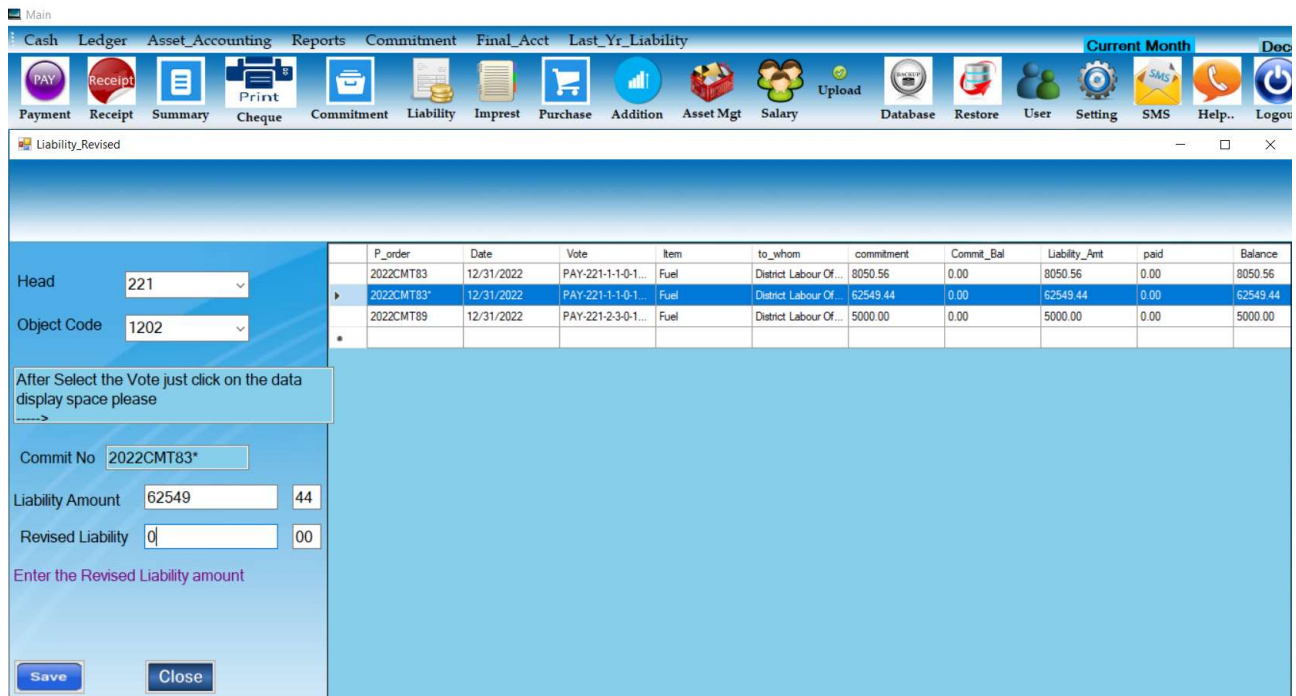
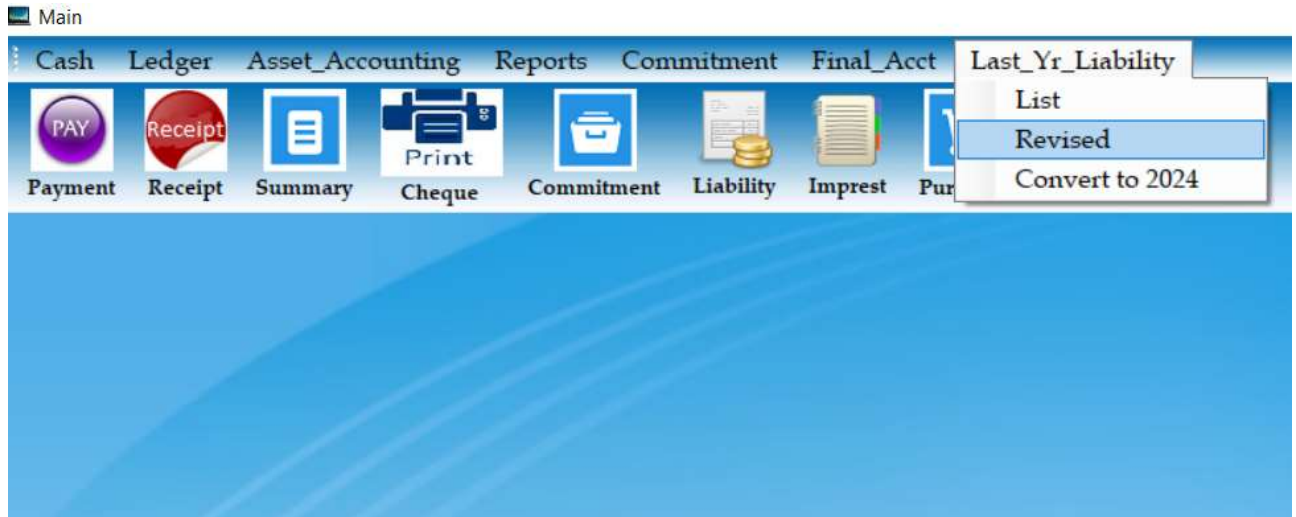


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Choose the designated Head number and object code, then proceed to select the display space. Following this action, a list of outstanding liabilities will be visible. Click on the specific entry you intend to revise, input the revised liability amount,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

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5> Unpaid Vouchers.

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

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

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

Procedure for Creating a Sub-Office Commitment Liability File:



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If you dont have any sub/ Mid Office , Create the file here and send to Treasury
December

List

Nature	to_whom	P_order	Date	Vote	Amount	commt_Balance	L_Date	Liability_Amt
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
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...	2023CMT84	12/31/2023	PAY-221-1-1-0-1...	81000.00	0.00	12/31/2022 12:0...	81000.00
Govt	District Labour Of...	2023CMT85	12/31/2023	PAY-221-1-1-0-1...	311000.00	0.00	12/31/2022 12:0...	311000.00
Govt	District Labour Of...	2023CMT86	12/31/2023	PAY-221-1-1-0-1...	587500.00	0.00	12/31/2022 12:0...	587500.00
Govt	District Labour Of...	2023CMT87	12/31/2023	PAY-221-1-1-0-1...	774300.00	0.00	12/31/2022 12:0...	774300.00
Govt	District Labour Of...	2023CMT88	12/31/2023	PAY-221-1-1-0-1...	669500.00	0.00	12/31/2022 12:0...	669500.00
Govt	District Labour Of...	2023CMT89	12/31/2023	PAY-221-2-3-0-1...	5000.00	0.00	12/31/2022 12:0...	5000.00
Govt	District Labour Of...	2023CMT90	12/31/2023	PAY-221-2-3-0-1...	63500.00	0.00	12/31/2022 12:0...	63500.00
Govt	District Labour Of...	2023CMT91	12/31/2023	PAY-221-2-3-0-1...	5800.00	0.00	12/31/2022 12:0...	5800.00
Govt	District Labour Of...	2023CMT92	12/31/2023	PAY-221-2-3-0-1...	1400.00	0.00	12/31/2022 12:0...	1400.00
Govt	District Labour Of...	2023CMT93	12/31/2023	PAY-221-1-1-0-1...	8449700.00	0.00	12/31/2022 10:1...	8449700.00
Govt	District Labour Of...	2023CMT94	12/31/2023	PAY-221-1-1-0-1...	1706700.00	0.00	12/31/2022 10:1...	1706700.00
Govt	District Labour Of...	2023CMT95	12/31/2023	PAY-221-1-1-0-2...	256600.00	0.00	12/31/2022 10:1...	256600.00
Govt	District Labour Of...	2023CMT96	12/31/2023	PAY-221-2-2-0-1...	21600.00	0.00	12/31/2022 10:1...	21600.00
Govt	District Labour Of...	2023CMT97	12/31/2023	PAY-221-2-2-0-1...	11300.00	0.00	12/31/2022 10:1...	11300.00
Govt	District Labour Of...	2023CMT98	12/31/2023	PAY-221-2-2-0-1...	1200.00	0.00	12/31/2022 10:1...	1200.00
Govt	District Labour Of...	2023CMT99	12/31/2023	PAY-221-2-3-0-1...	110300.00	0.00	12/31/2022 10:1...	110300.00

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.

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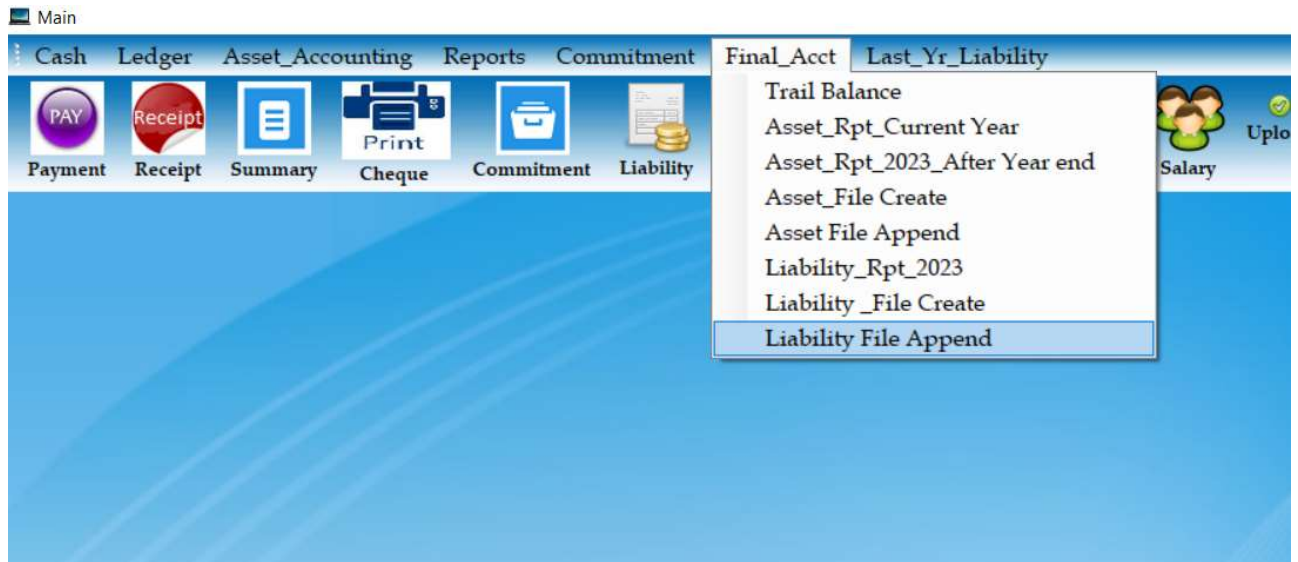
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Append the Sub Office Commitment Liability file into your Head Office Consolidation CIGAS

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.

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Nature	to_whom	P_order	Date	Vote	Amount	commit_Balance	L_Date	Liability_Amt	Freeze
Govt	District Labour Of...	2022CMT83	12/31/2022	PAY-221-1-1-0-1...	8050.56	0.00	12/31/2022	8050.56	0.00
Govt	District Labour Of...	2022CMT83*	12/31/2022	PAY-221-1-1-0-1...	62549.44	0.00	12/31/2022	62549.44	0.00
Govt	District Labour Of...	2022CMT84	12/31/2022	PAY-221-1-1-0-1...	81000.00	0.00	12/31/2022	81000.00	0.00
Govt	District Labour Of...	2022CMT85	12/31/2022	PAY-221-1-1-0-1...	311000.00	0.00	12/31/2022	311000.00	0.00
Govt	District Labour Of...	2022CMT86	12/31/2022	PAY-221-1-1-0-1...	587500.00	0.00	12/31/2022	587500.00	0.00
Govt	District Labour Of...	2022CMT87	12/31/2022	PAY-221-1-1-0-1...	774300.00	0.00	12/31/2022	774300.00	0.00
Govt	District Labour Of...	2022CMT88	12/31/2022	PAY-221-1-1-0-1...	669500.00	0.00	12/31/2022	669500.00	0.00
Govt	District Labour Of...	2022CMT89	12/31/2022	PAY-221-2-3-0-1...	5000.00	0.00	12/31/2022	5000.00	0.00
Govt	District Labour Of...	2022CMT90	12/31/2022	PAY-221-2-3-0-1...	63500.00	0.00	12/31/2022	63500.00	0.00
Govt	District Labour Of...	2022CMT91	12/31/2022	PAY-221-2-3-0-1...	5800.00	0.00	12/31/2022	5800.00	0.00
Govt	District Labour Of...	2022CMT92	12/31/2022	PAY-221-2-3-0-1...	1400.00	0.00	12/31/2022	1400.00	0.00
Govt	District Labour Of...	2022CMT93	12/31/2022	PAY-221-1-1-0-1...	8449700.00	0.00	12/31/2022	8449700.00	0.00
Govt	District Labour Of...	2022CMT94	12/31/2022	PAY-221-1-1-0-1...	1706700.00	0.00	12/31/2022	1706700.00	0.00
Govt	District Labour Of...	2022CMT95	12/31/2022	PAY-221-1-1-0-2...	256600.00	0.00	12/31/2022	256600.00	0.00
Govt	District Labour Of...	2022CMT96	12/31/2022	PAY-221-2-2-0-1...	21600.00	0.00	12/31/2022	21600.00	0.00
Govt	District Labour Of...	2022CMT97	12/31/2022	PAY-221-2-2-0-1...	11300.00	0.00	12/31/2022	11300.00	0.00
Govt	District Labour Of...	2022CMT98	12/31/2022	PAY-221-2-2-0-1...	1200.00	0.00	12/31/2022	1200.00	0.00

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.

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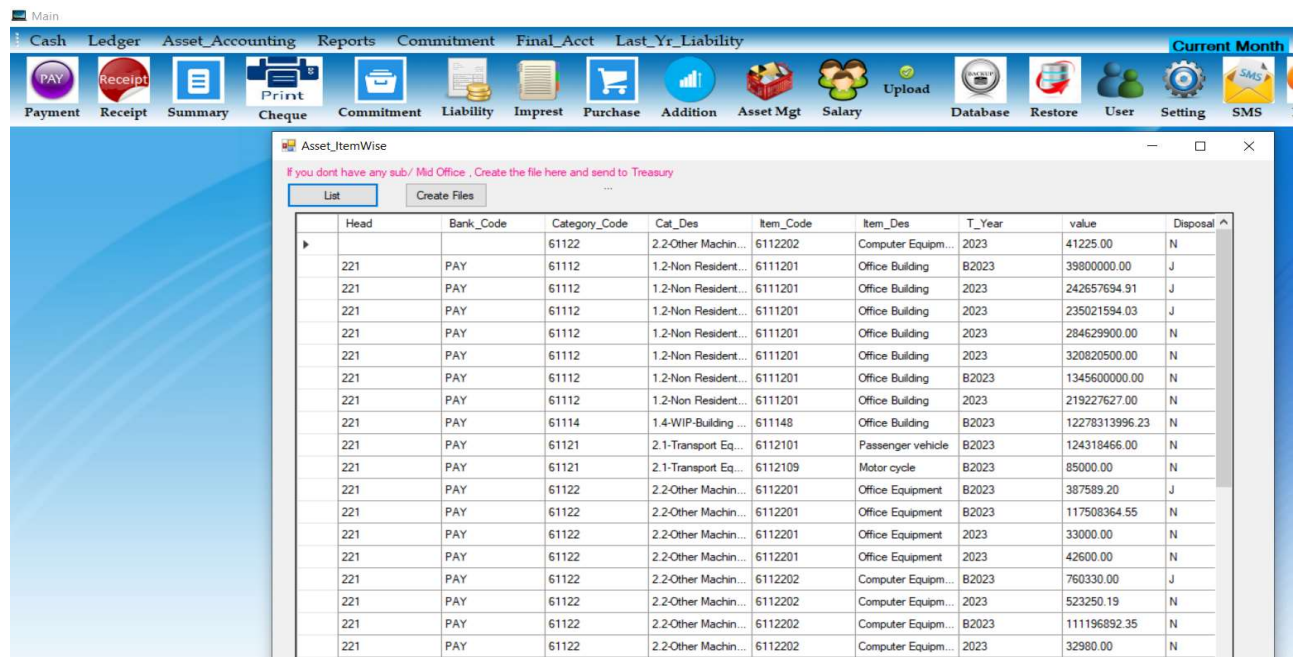
7> Create an Asset file to send to the Treasury on or before 05th Feb 2024

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:



Click on List button and Create file



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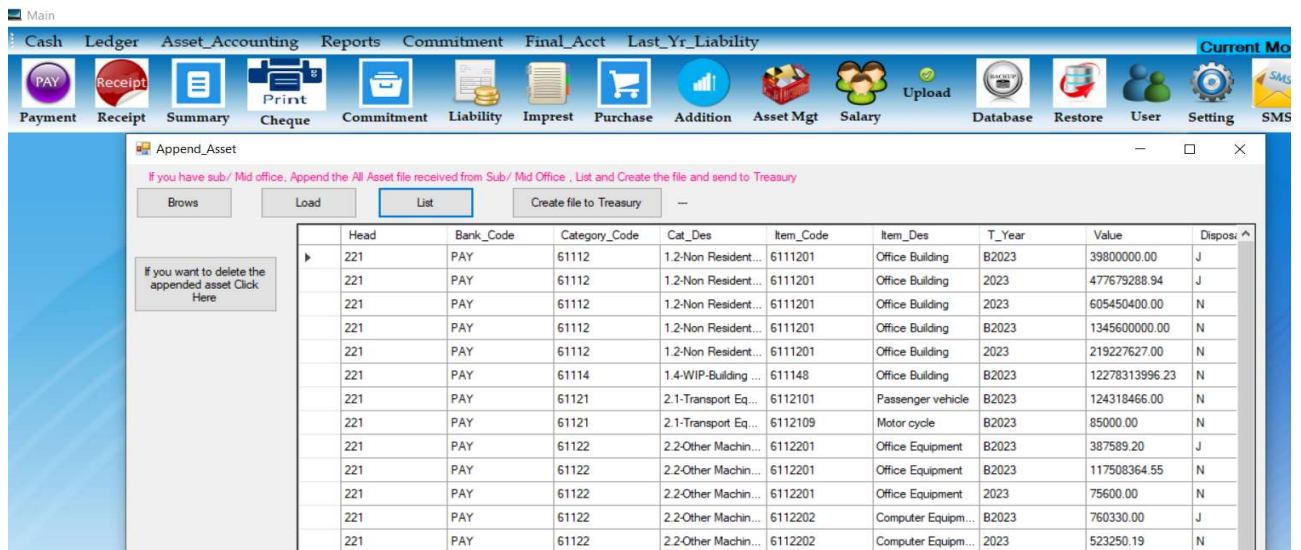
Date: 01/01/2023

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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.



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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 → Ledger → Show Acts → 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 → Cash- Imprest Account and unsettle sub imprest individual list
- c. Cash Book → Final Accounts → 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

ATTENTION



Ensure the creation of the Asset file and Commitment & Liability file is completed before the year-end.

Please inventorize of all purchase items before the year-end.

If you manage your assets in the NewCIGAS web application, obtain the code from the Department of State Accounts and provide it to NewCIGAS to enable year-end processing



You should month end before year end

Please do not close the application till the year end process is completed.

The balances will be updated during the year end process

Please click on “OK” button to update the next accounts balances.

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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

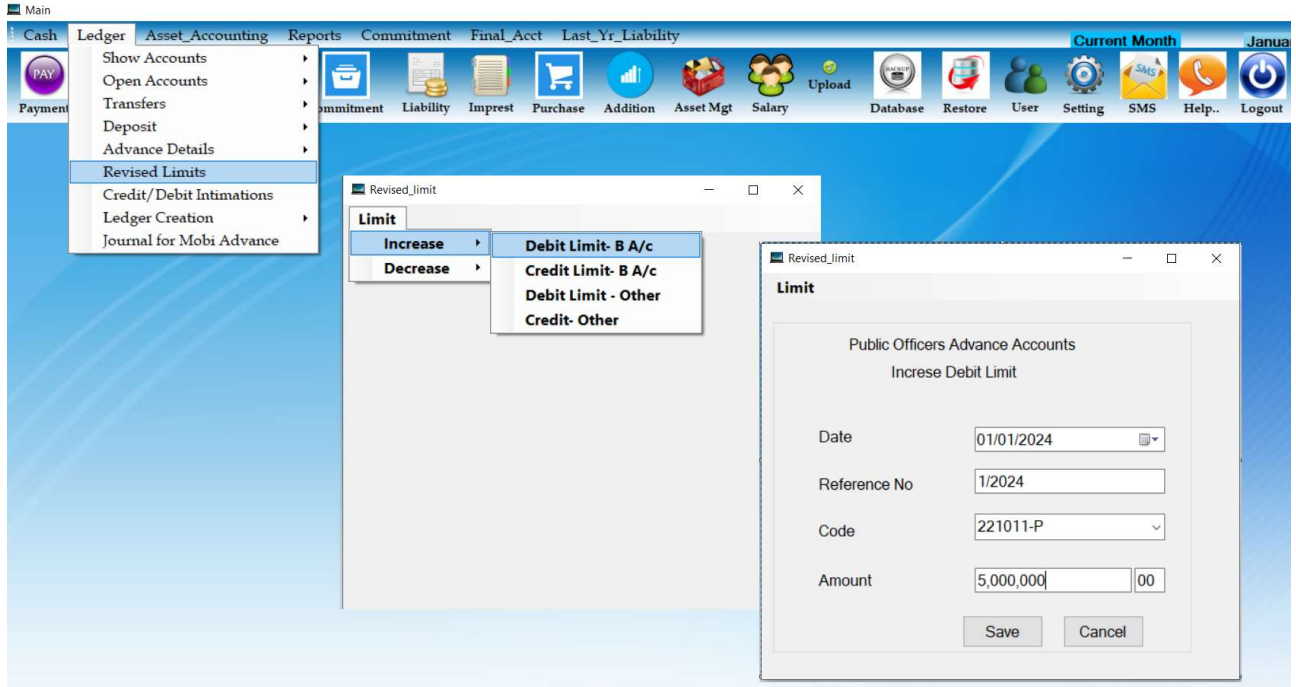
The screenshot displays the New CIGAS software interface. The main window is titled 'Opening Accounts' and contains a grid of buttons for various financial operations. A 'Ledger_Update' dialog box is open, showing a table with account codes and opening balances. The 'Account' dropdown is set to 'Public Officers Adv:'. The 'Head/ Sub Office' radio button is selected. The table has two columns: 'acctcode' and 'opnbalance'. The row for 'KAC-265012-P' is highlighted, and the 'opnbalance' field is being edited with the value '0'.

acctcode	opnbalance
KAC-265011-P	13840188.21
✓ KAC-265012-P	0
*	

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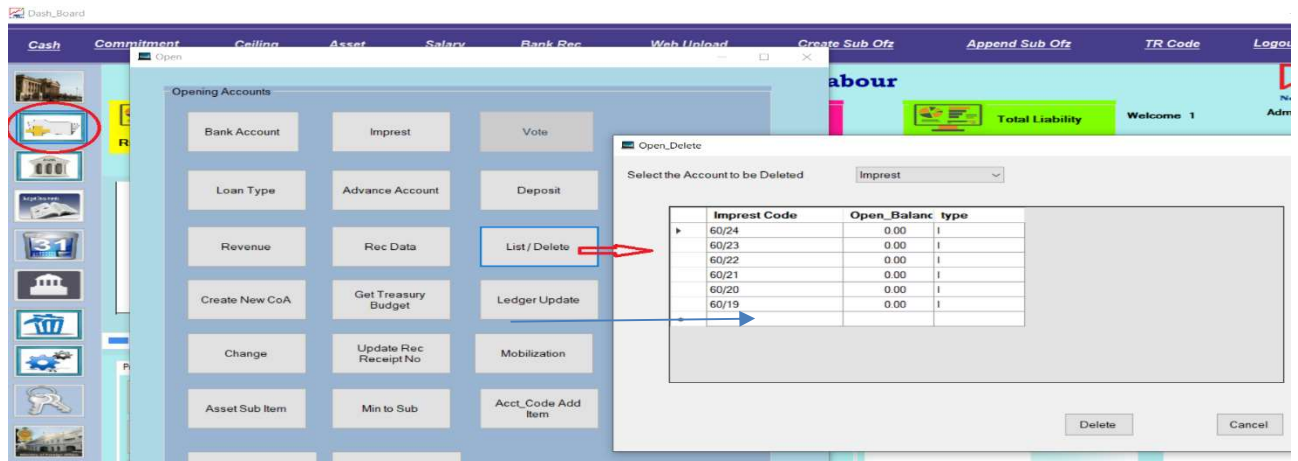


Advance Account Limit Enter the Limit for the advance Account for 2024



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.



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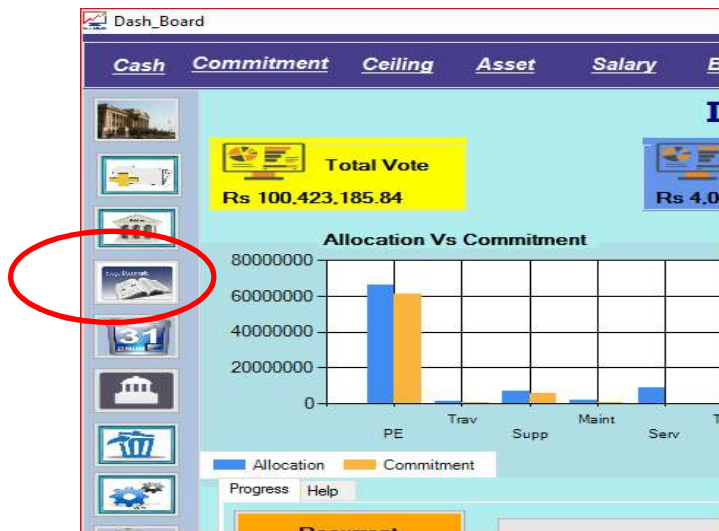
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Select open Act button in the dash board and click list/delete button then select the dropdown. Thereby select imprest and select the unused imprest with zero balance and click on delete button.

13 > If you are Head Office

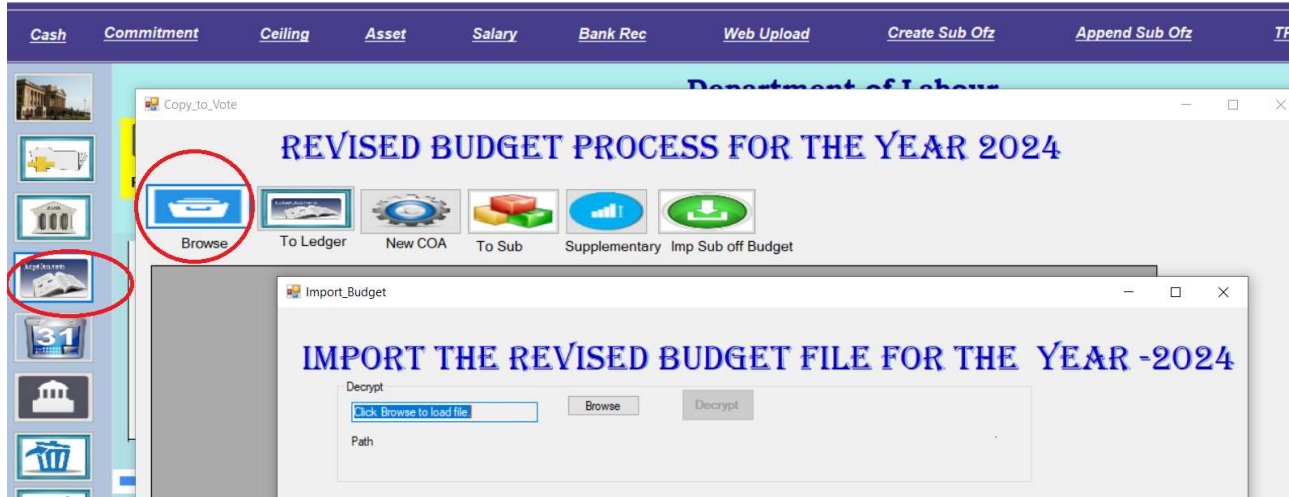
1. Obtain the 2024 Budget file located in the update folder of the NewCIGAS web application and transfer the budget file to version 8.0.0.0 within the Budget Module of NewCIGAS



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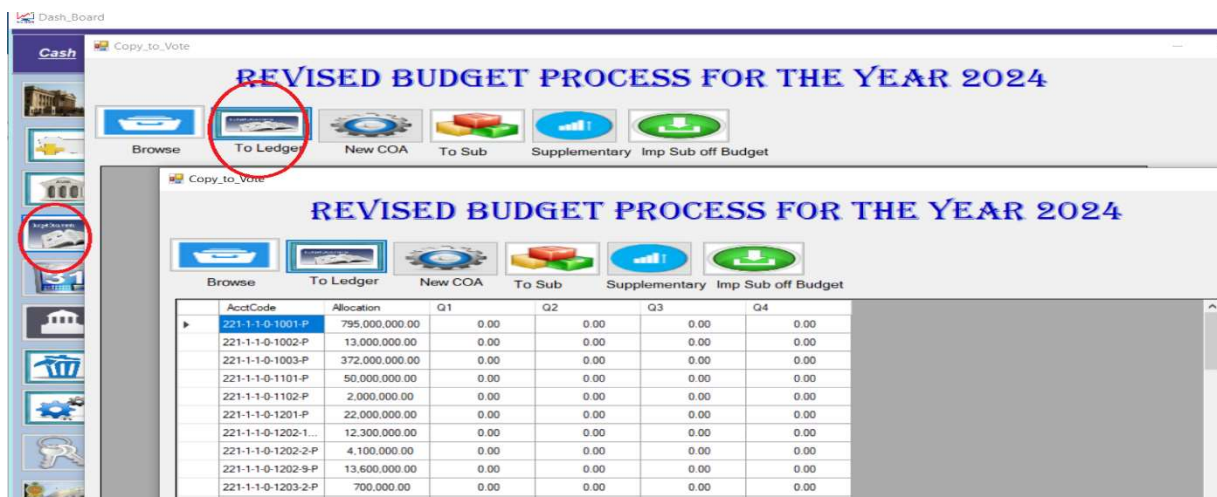
Dash_Board



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.



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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.

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

Dash_Board

REVISD BUDGET PROCESS FOR THE YEAR 2024

Browse
 To Ledger
 New COA
 To Sub
 Supplementary
 Imp Sub off Budget

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
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
221-1-1-0-1405-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

REVISÉD BUDGET PROCESS FOR THE YEAR 2024

APPROVED BUDGET PROVISION TO SUB OFFICE -2024

Vote Create

old_COA	new_COA
221-1-1-0-1001-P	01/11/221-00-00...
221-1-1-0-1002-P	01/11/221-00-00...
221-1-1-0-1003-P	01/11/221-00-00...
221-1-1-0-1101-P	01/11/221-00-00...
221-1-1-0-1102-P	01/11/221-00-00...
221-1-1-0-1201-P	01/11/221-00-00...
221-1-1-0-1202-1...	01/11/221-00-00...
221-1-1-0-1202-2-P	01/11/221-00-00...
221-1-1-0-1202-9-P	01/11/221-00-00...
221-1-1-0-1203-2-P	01/11/221-00-00...
221-1-1-0-1301-P	01/11/221-00-00...
221-1-1-0-1302-P	01/11/221-00-00...

Checkbox	acctcode	New_COA	amountOn	item
<input checked="" type="checkbox"/>	221-1-1-0-1001-P	01/11/221-00-00...	795000000.00	0
<input checked="" type="checkbox"/>	221-1-1-0-1002-P	01/11/221-00-00...	130000000.00	0
<input checked="" type="checkbox"/>	221-1-1-0-1003-P	01/11/221-00-00...	372000000.00	0
<input checked="" type="checkbox"/>	221-1-1-0-1101-P	01/11/221-00-00...	500000000.00	0
<input checked="" type="checkbox"/>	221-1-1-0-1102-P	01/11/221-00-00...	200000000.00	0
<input type="checkbox"/>	221-1-1-0-1201-P	01/11/221-00-00...	220000000.00	0
<input type="checkbox"/>	221-1-1-0-1202-1...	01/11/221-00-00...	123000000.00	10
<input type="checkbox"/>	221-1-1-0-1202-2-P	01/11/221-00-00...	410000000.00	2

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

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The screenshot displays the 'APPROVED BUDGET PROVISION TO SUB OFFICE -2024' form. The form is titled 'APPROVED BUDGET PROVISION TO SUB OFFICE -2024' and includes a 'Vote Create' button. The form is divided into several sections:

- Table:** A table with two columns: 'old_COA' and 'new_COA'. The table contains multiple rows of COA codes and dates.
- Bank Code:** A dropdown menu with the value '002' selected.
- Accounting Code:** A dropdown menu with the value '002-221-1-1-0-1001-P' selected.
- Exp_Upto_Now:** A text input field with the value '0'.
- To Sub Office:** A text input field with the value '5,000,000' and a small '00' field next to it.
- Allocation:** A section with the following fields:
 - Treasury Code: 221-1-1-0-1001-P
 - Provision for 2023: 795000000.00
 - Released to Sub Office: 0.00
 - Available Allocation: 795,000,000.00
- Budget Ceiling:** A section with four input fields labeled Q1, Q2, Q3, and Q4, each with the value '0'.

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.

NEW CIGAS UPDATE INFO



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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

old_COA	new_COA	Sub_office_Acc_code
221-1-0-1001-P	01/11/221-00-00...	
221-1-0-1002-P	01/11/221-00-00...	
221-1-0-1003-P	01/11/221-00-00...	
221-1-0-1101-P	01/11/221-00-00...	
221-1-0-1102-P	01/11/221-00-00...	
221-1-0-1201-P	01/11/221-00-00...	
221-1-0-1202-1	01/11/221-00-00...	
221-1-0-1202-2-P	01/11/221-00-00...	
221-1-0-1202-9-P	01/11/221-00-00...	
221-1-0-1203-2-P	01/11/221-00-00...	
221-1-0-1301-P	01/11/221-00-00...	
221-1-0-1302-P	01/11/221-00-00...	
221-1-0-1303-P	01/11/221-00-00...	
221-1-0-1401-P	01/11/221-00-00...	
221-1-0-1402-P	01/11/221-00-00...	
221-1-0-1403-P	01/11/221-00-00...	
221-1-0-1404-P	01/11/221-00-00...	

Autonum	Acctcode	Tmo	code	head	prog	proj
3682	002-221-1-1-0-10...	221	1000	221	1	1
3683	002-221-1-1-0-10...	221	2000	221	1	1
3684	002-221-1-1-0-10...	221	1000	221	1	1
3685	002-221-1-1-0-10...	221	2000	221	1	1
3686	002-221-1-1-0-10...	221	1000	221	1	1
3687	002-221-1-1-0-10...	221	2000	221	1	1
3688	002-221-1-1-0-11...	221	1000	221	1	1
3689	002-221-1-1-0-11...	221	2000	221	1	1
3690	002-221-1-1-0-11...	221	1000	221	1	1
3691	002-221-1-1-0-11...	221	2000	221	1	1
3692	002-221-1-1-0-12...	221	1000	221	1	1
3693	002-221-1-1-0-12...	221	2000	221	1	1
3694	002-221-1-1-0-12...	221	1000	221	1	1
3695	002-221-1-1-0-12...	221	2000	221	1	1
3696	002-221-1-1-0-12...	221	1000	221	1	1
3697	002-221-1-1-0-12...	221	2000	221	1	1
3698	002-221-1-1-0-12...	221	1000	221	1	1
3699	002-221-1-1-0-12...	221	2000	221	1	1
3700	002-221-1-1-0-12...	221	1000	221	1	1

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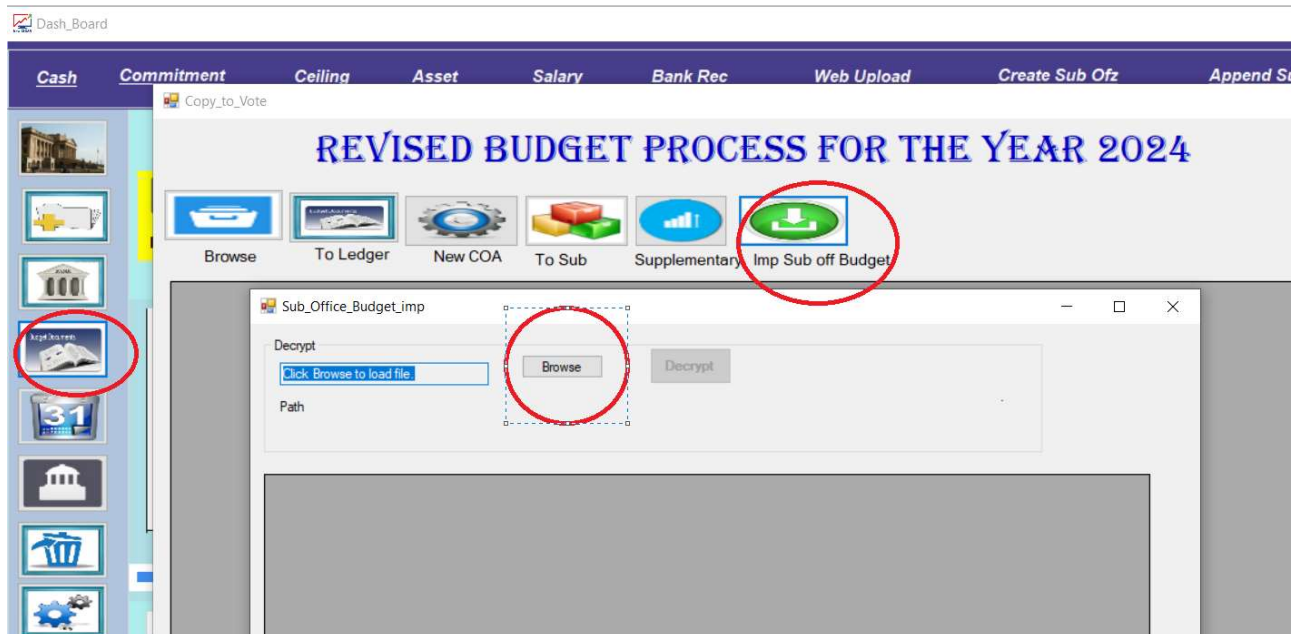
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Upon clicking "Export Sub Office Budget file," the sub office Acc_Code form will appear to facilitate the creation of the sub office budget file. Choose the bank code for which you intend to generate the budget file and click on "List & Encrypt." Repeat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

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.



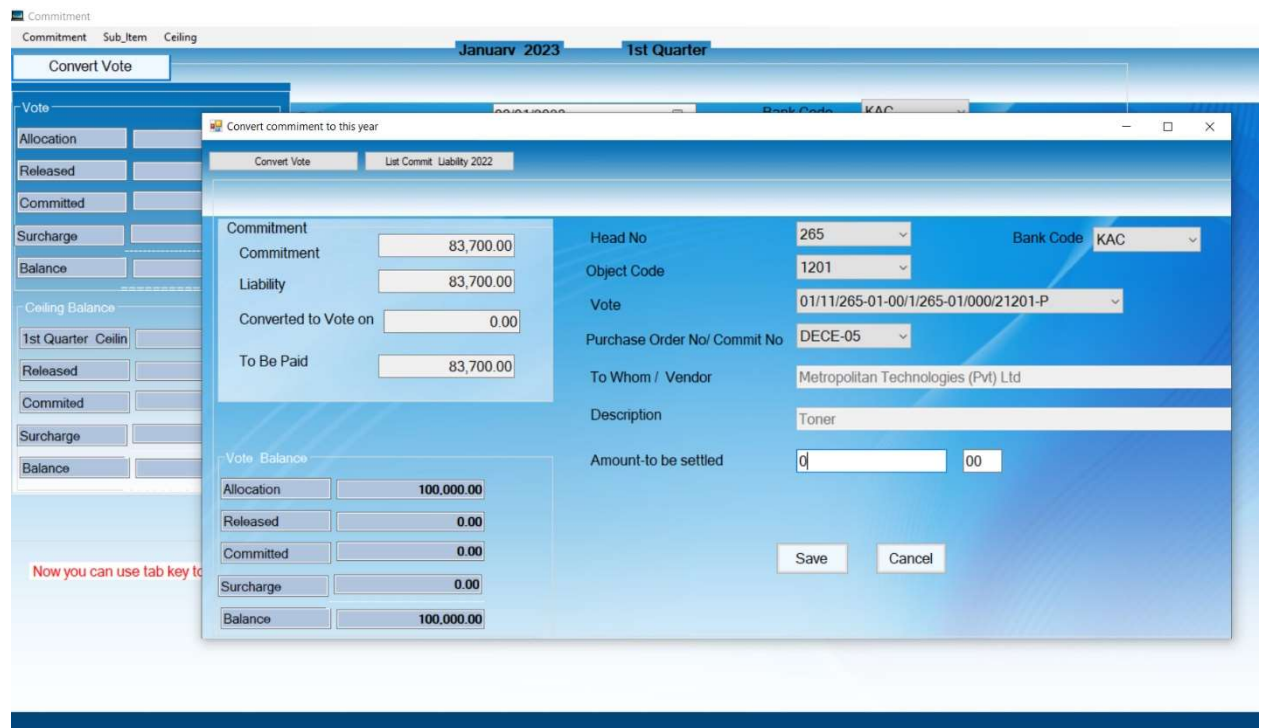
Click on Browse and select the sub office budget file sent by the head office and decrypt the file. Once you decrypt, your sub office allocation will be displayed.

NEW CIGAS UPDATE INFO



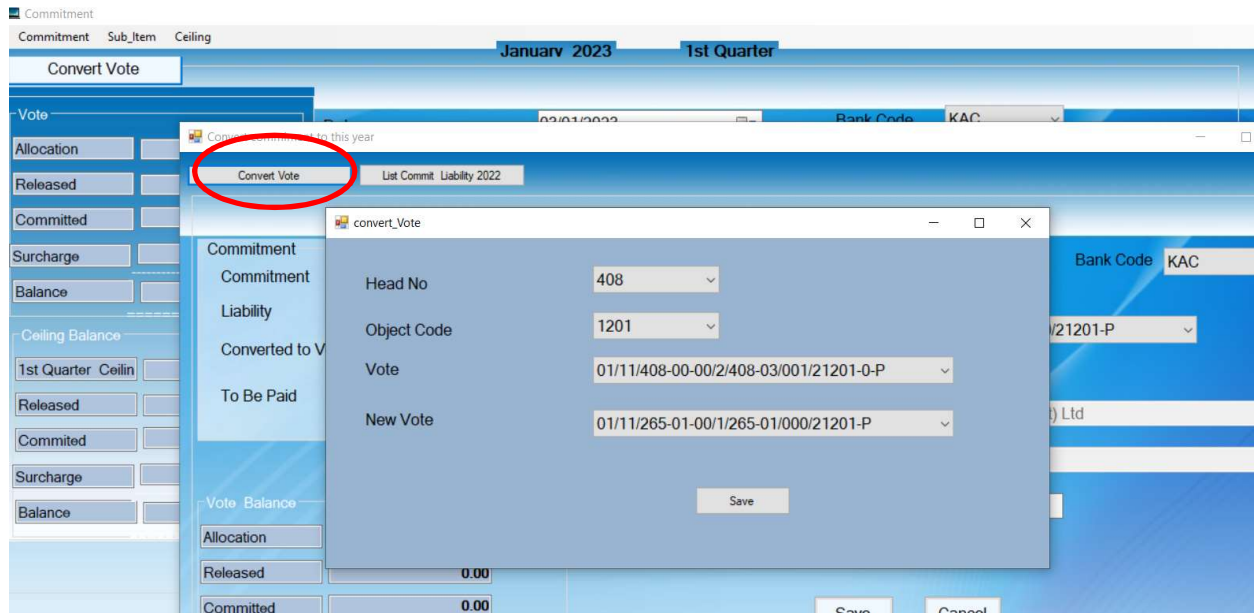
16> When you are going to pay for the previous year liability

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



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

NEW CIGAS UPDATE INFO



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.

NEW CIGAS UPDATE INFO



Year End Process

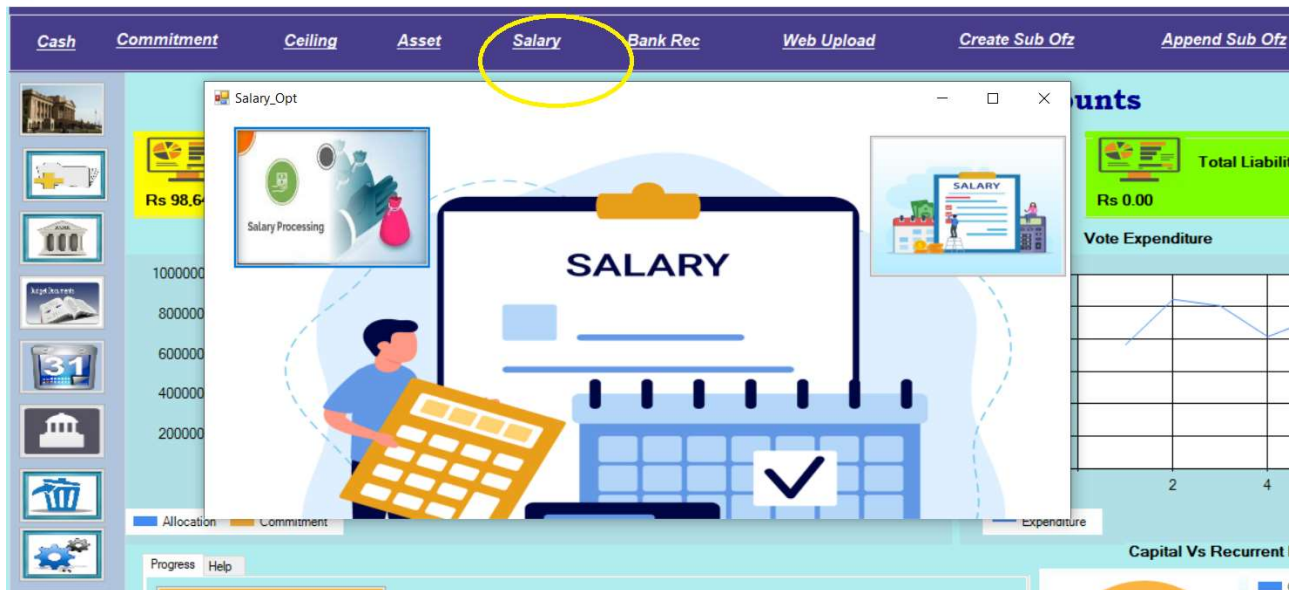
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WHAT'S NEW

Dash_Board



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.

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The screenshot shows the CIGAS software interface with the 'Salary_List' window open. The window has a search bar containing 'sanjeewa' and a 'List' button. Below the search bar is a table with the following data:

value_date	D_Bankno	D_BranchNo	D_ACNO	D_ACNAME	Amount	Particular	Reference
231031	7135	208	100190030751	K.A.P. Sanjeewa	30.00	DOSU	3161
231031	7135	208	200170168951	K.A.P. Sanjeewa	35033.99	PB04	3161
231130	7728	003	000000442512	Sanjeewa Aniyarath	23286.13	7728	MOF/SAD/4621
231130	7135	208	100190030751	Pradeep Sanjeewa	30.00	7135	3161
231130	7719	080	100800526312	Sanjeewa Aniyarath	5600.00	7719	MOF/SAD/4621
231130	7135	208	200170168951	Pradeep Sanjeewa	34373.39	7135	3161

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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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>

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CENTRAL BANK OF SRI LANKA

ABOUT - MONETARY POLICY - FINANCIAL SYSTEM - NOTES & COINS - LAWS - STATISTICS - PRESS - PUBLICATIONS

Home » Rates and Indicators » Exchange Rates » Daily Buy and Sell Exchange Rates

Buy and Sell Exchange Rates

The average rates currencies quoted on that day at 9.30 a.m. by commercial banks in Colombo for Telegraph Transfers (TT).

Specific Date or Range

Start (or single date) to
Date Format: yyyy-mm-dd

Quick Date:

Latest for daily series.

Daily Buy and Sell Rates

- Australian Dollar
- Canadian Dollar
- Swiss Franc
- Renminbi
- Euro
- British Pound
- Yen
- Singapore Dollar
- United States Dollar

NEW CIGAS UPDATE INFO



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Once Click on Submit button the following form will be popup

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Home » Rates and Indicators » Exchange Rates » Daily Buy and Sell Exchange Rates

Buy and Sell Exchange Rates

The average rates currencies quoted on that day at 9.30 a.m. by commercial banks in Colombo for Telegraph Transfers (TT).

Terms and Conditions
All exchange rates in this website are indicative rates only, obtained from averages of transaction prices and price quotes from financial institutions.

View or save this data in: [CSV](#)

View data for the past:

- 1 Week
- 2 Week
- 1 Month
- 3 Months
- 6 Months
- 1 Year

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

NEW CIGAS UPDATE INFO



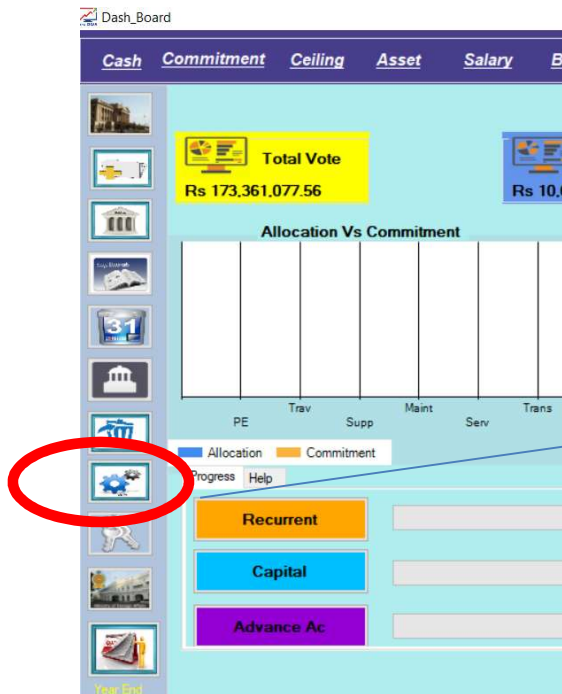
Year End Process

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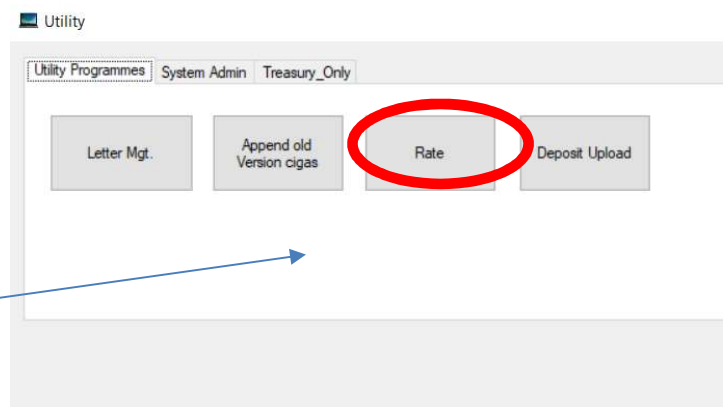
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2. Navigate to the Dashboard, where you will find the Settings Button.



Once after click on the setting button the utility form will pop up.



Click on Rates button. The following form will be popup

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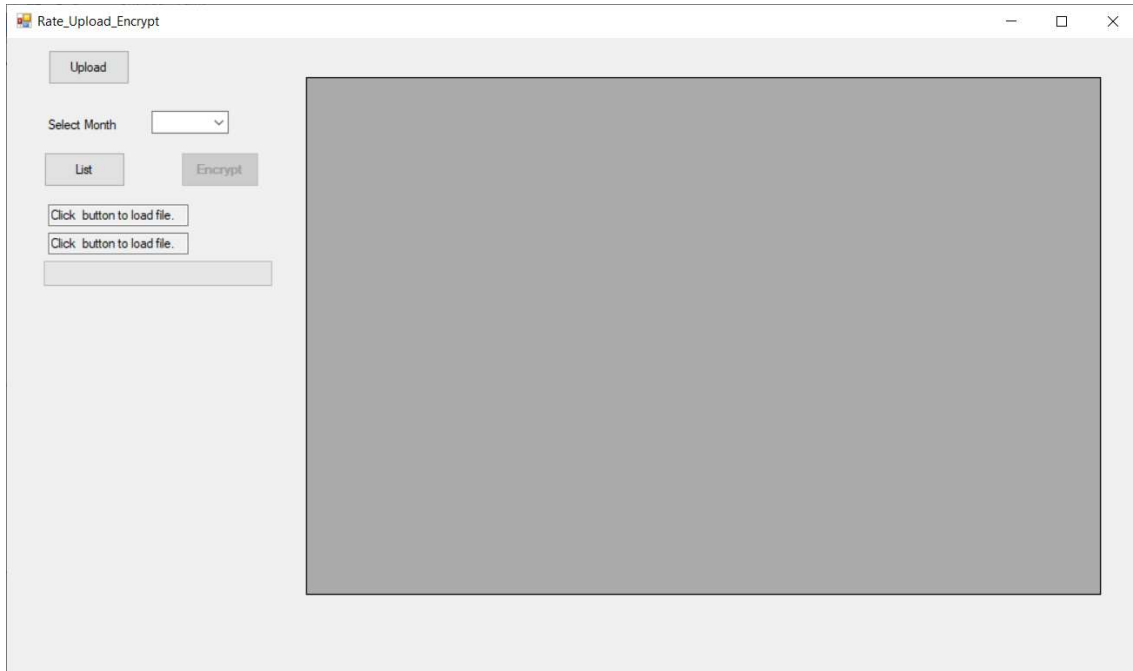


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Click
on

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

Rate_Upload_Encrypt

Upload

Select Month: 8

List Encrypt

Click button to load file.

Click button to load file.

Currency	Date	Buy_Rate	SellRate
AUD	8/11/2023	203.294200	214.995200
AUD	8/10/2023	203.532000	215.286700
AUD	8/9/2023	204.261400	216.235000
AUD	8/8/2023	205.247000	217.107100
AUD	8/7/2023	206.055600	218.321200
AUD	8/4/2023	203.902300	216.226700
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

NEW CIGAS UPDATE INFO



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Mission Process

Dash_Board

The screenshot displays the New CIGAS dashboard interface. At the top, there are navigation tabs for 'Cash', 'Commitment', 'Ceiling', 'Asset', 'Salary', and 'Bank Rec'. The main content area features two summary cards: 'Total Vote' with a value of Rs 173,361,077.56 and 'Total Re' with a value of Rs 10,649,765.86. Below these is a section titled 'Allocation Vs Commitment' with a table structure. The table has columns for 'PE', 'Trav', 'Supp', 'Maint', 'Serv', 'Trans', and 'Reha'. A legend indicates 'Allocation' in blue and 'Commitment' in orange. Below the table are three buttons: 'Recurrent' (orange), 'Capital' (blue), and 'Advance Ac' (purple). A 'Create User' button is also visible, circled in red. The left sidebar contains various icons for navigation, and the bottom left corner has a 'Year End' button.

NEW CIGAS UPDATE INFO



Year End Process

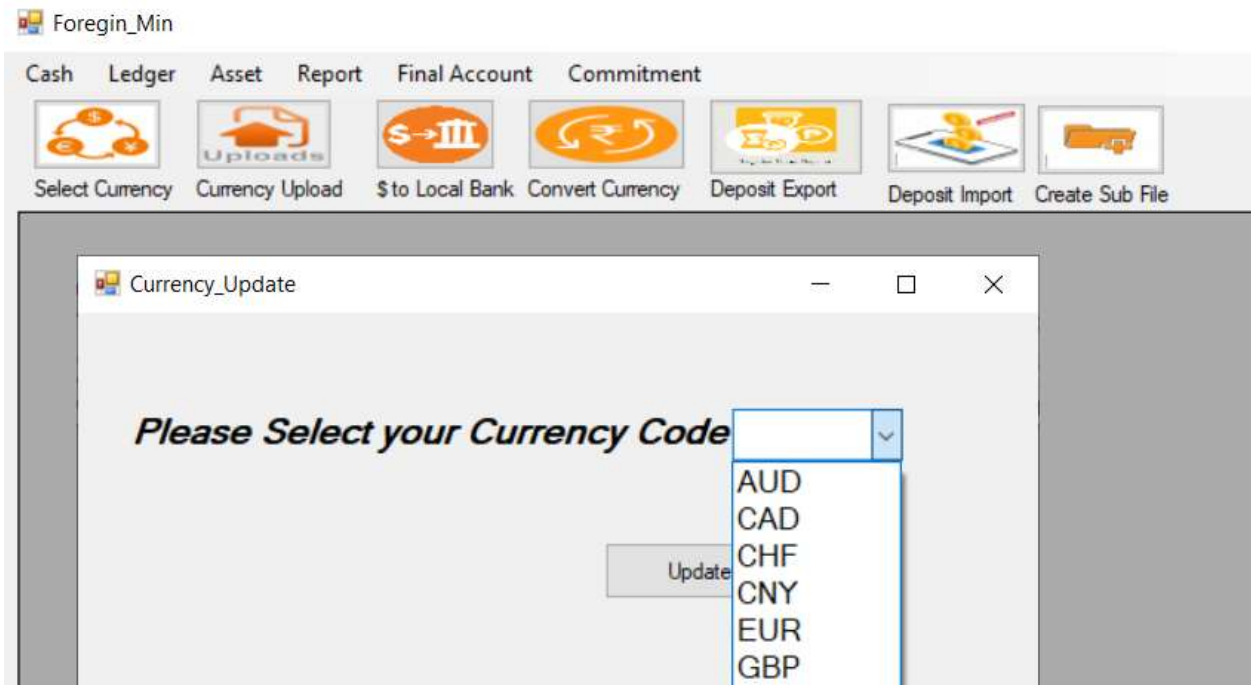
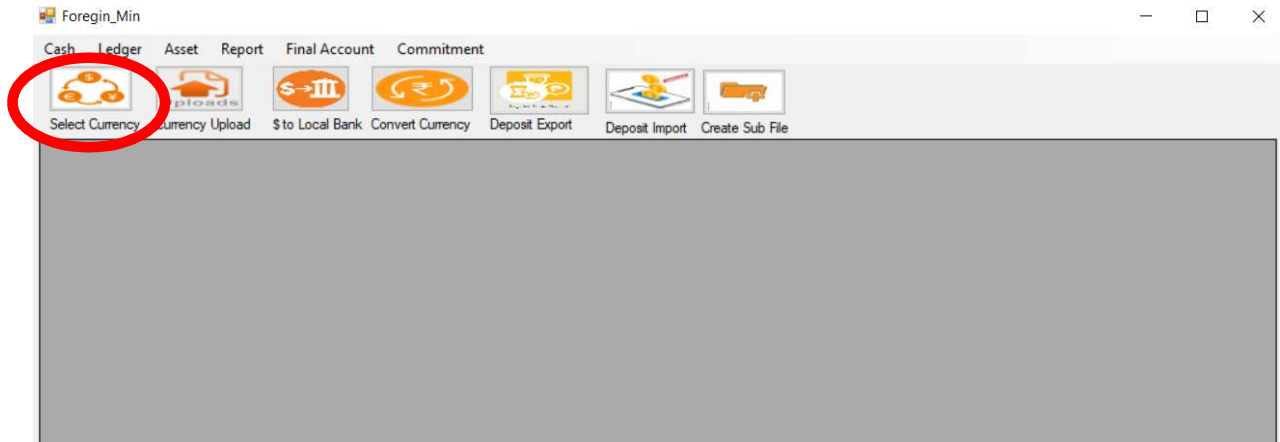
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Select the Local Currency

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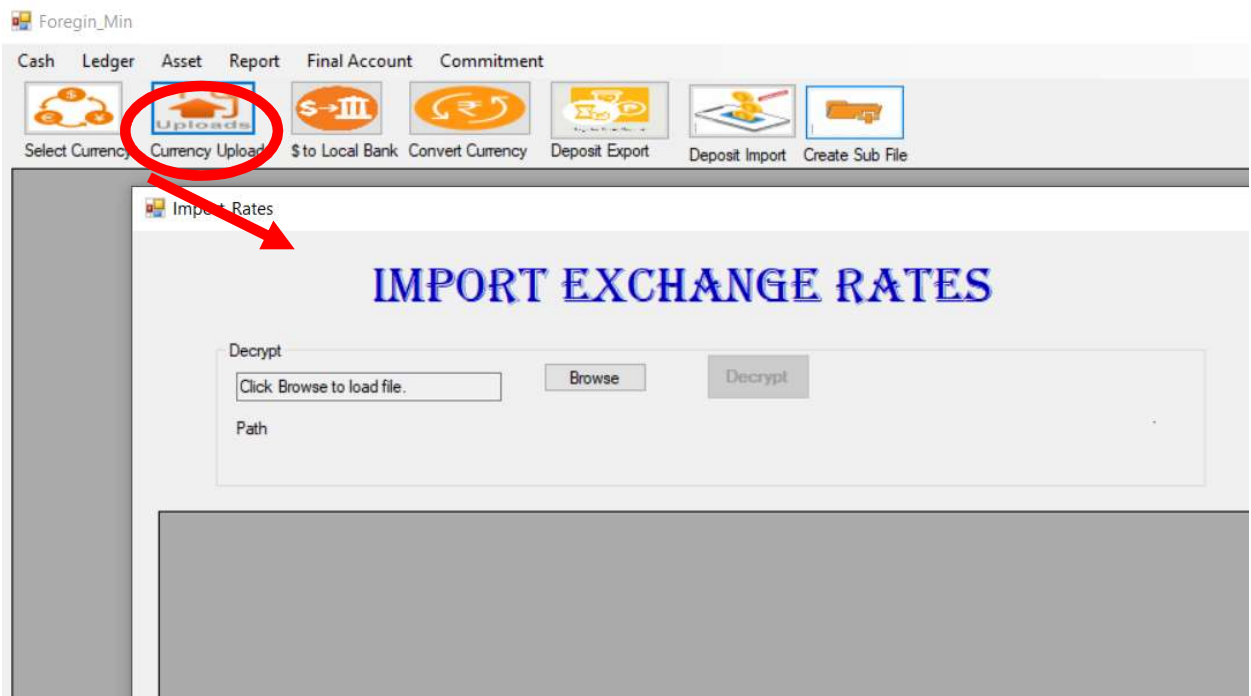
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Create a Bank Account for \$ Account (Bank code should be HOB)

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.



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.

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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.

Foreign_Min

Cash Ledger Asset Report Final Account Commitment

Select Currency Currency Upload \$ to Local Bank Convert Currency Deposit Export Deposit Import Create Sub File

Fund_Transfer_Foreign

Date: 21/08/2023

Voucher: R2308T1

Bankcode: BOC

Dollar: 100.00

Rate: 328.578400

LKR: 36457.00

Local Currency: 260

Receipt No: B/333444

PIV No No: R2308001

Cal Rate

140.219230769231

Post to Cash

Foreign Ministry Cur

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

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

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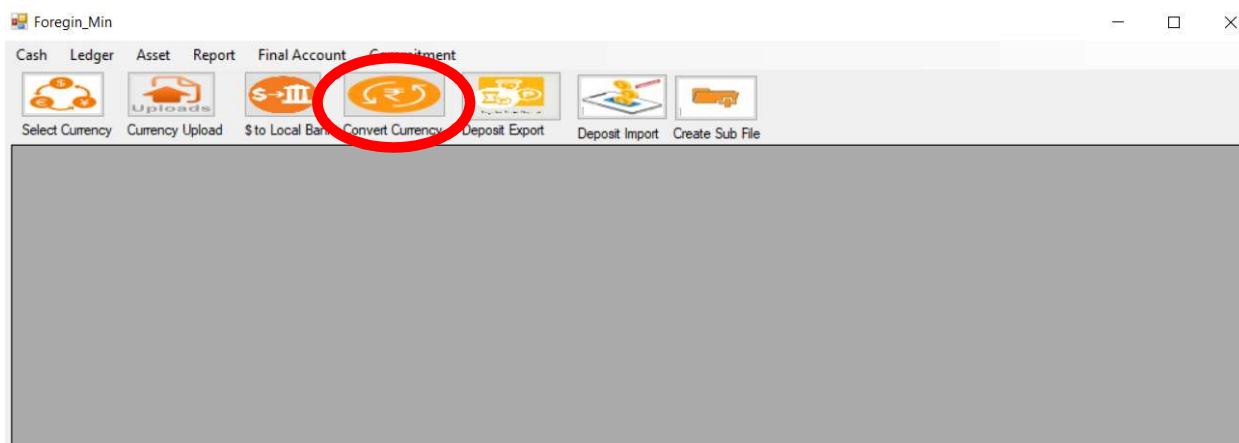
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currency receipt in accordance with the bank statement and receipt number along with the PIV number have to be entered. Then click on the Cal Rate button for the purpose of calculating the rate from \$ to local currency conversion. The rate will be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

NEW CIGAS UPDATE INFO



Year End Process

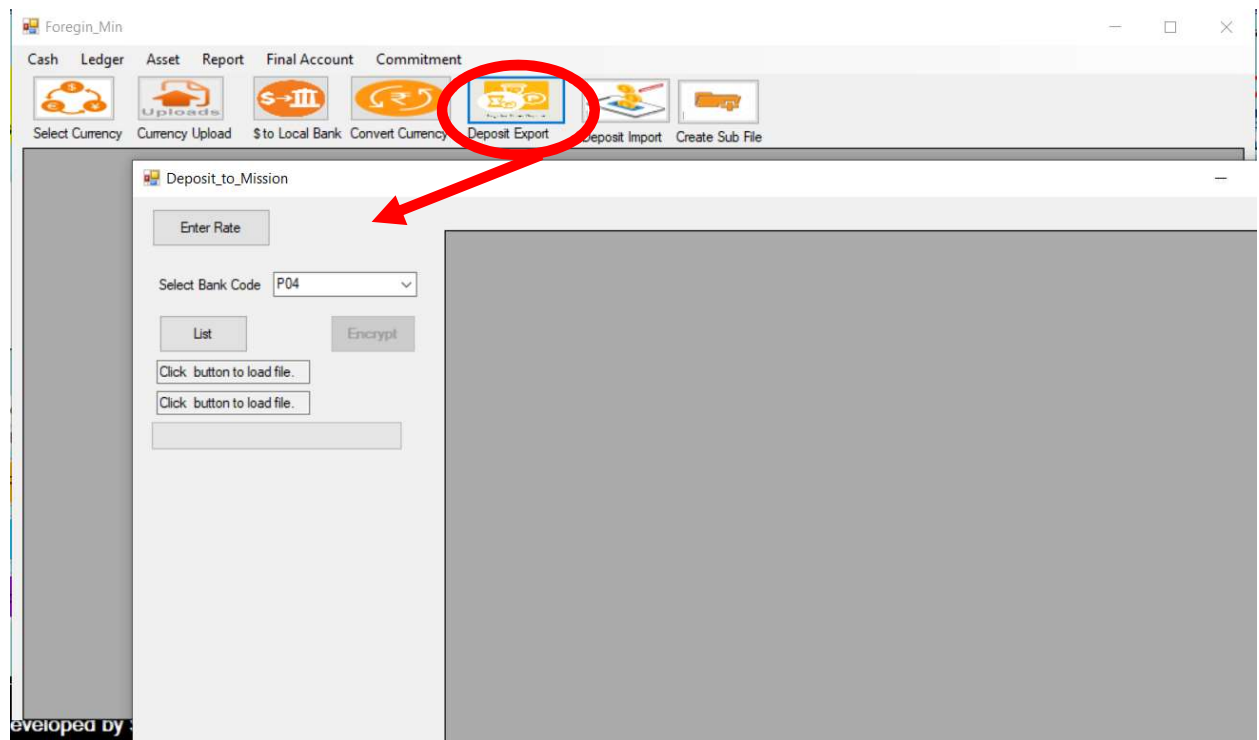
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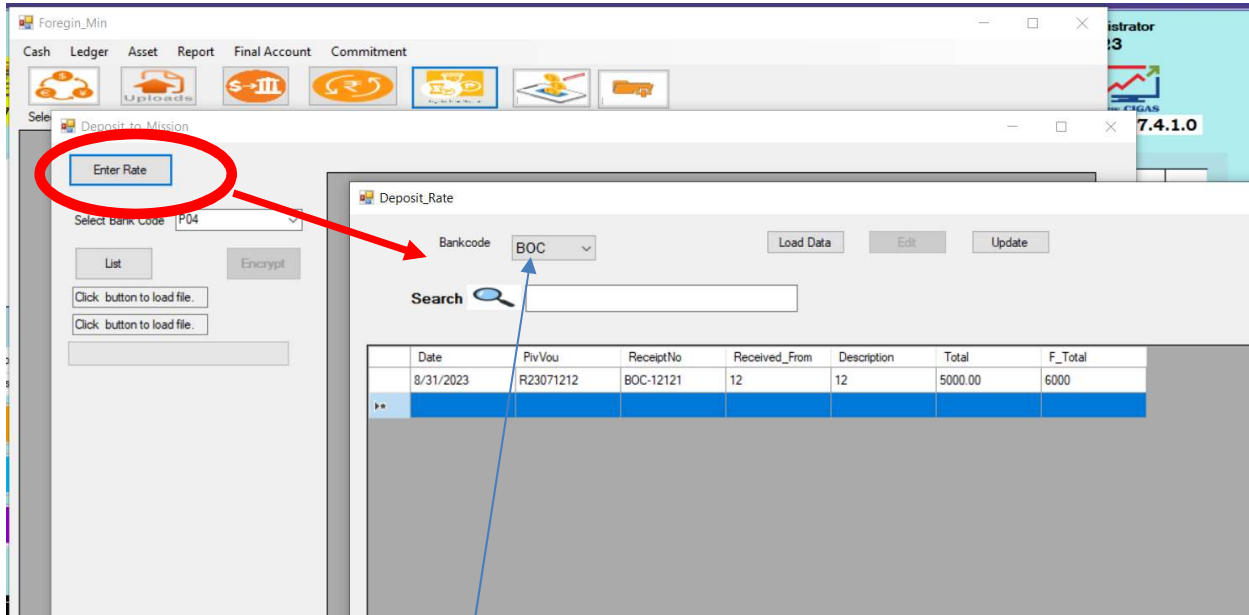
Deposit receipt from outside the mission

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.



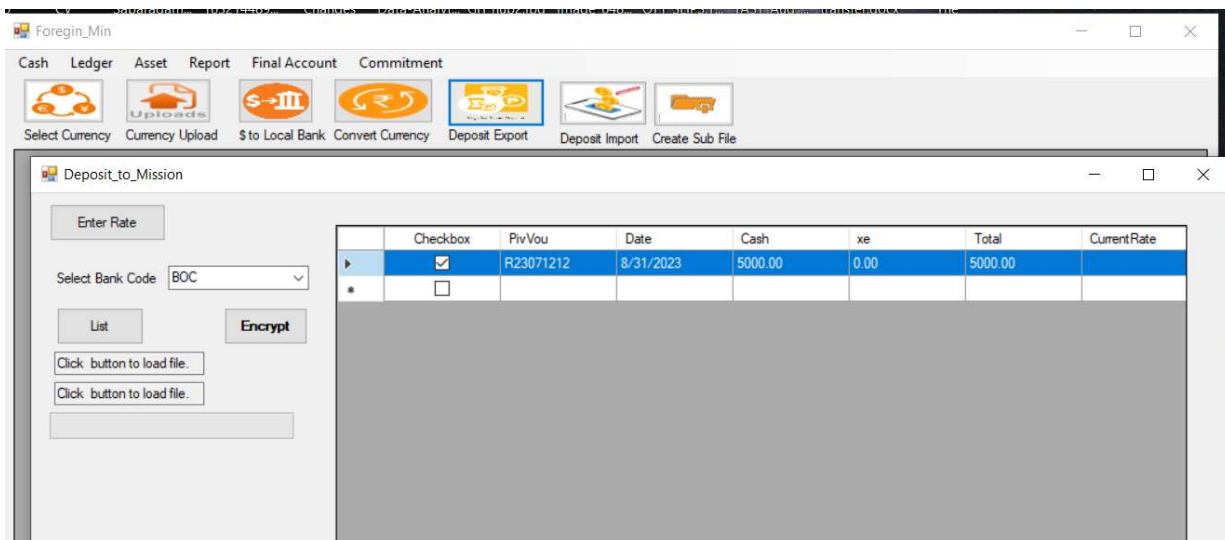
Ministry or other mission that received the deposit can enter the other Mission payment amount in their currency terms. For this purpose, Click on the Deposit encrypt button and then click on the Enter Rate Button

NEW CIGAS UPDATE INFO



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_Total and enter the amount to be paid in their currency. Then click on the update button and close the form.

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



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Year End Process

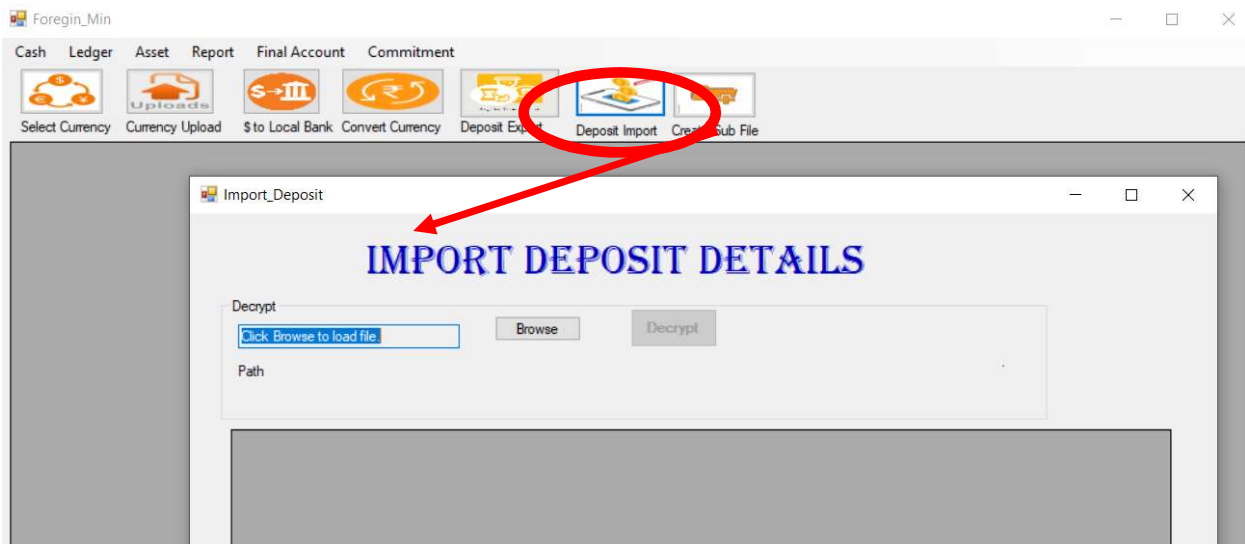
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You can find the created encrypt file in C:\CIGAS_Admin\Deposit

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



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

Commitment

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

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