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## NEW CIGAS

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Year End Process for 2021 and Budget, Ceiling, Cash Ceiling Process for 2022	Version 7.3.0.0	Date: 03/01/2022	Page 1 of 5
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### 1> Year End Process

#### 1.1 Application should be upgraded to New CIGAS Version 7.3.0.0

You can download the Application and budget file from NEW CIGAS web application under download option. The “NEWCIGAS.exe” and “Summary\_Print\_rpt.rdlc” files have to be copied and replaced into your new cigas folder.

#### 1.2 Unpaid Vouchers

All unpaid vouchers have to be entered as commitment and liability within the approved allocation limit and upload to the web application (newcigas.treasury.gov.lk) on or before **21st January 2022 at 12.00 am**. Please make sure that the upload file should be created before year end process.

#### 1.3 Un Accounted Asset or Un inventorized Asset from Purchase

All Assets has to be accounted under the respective function (transfer in or opening balances) and the all purchase has to be inventorized. When you inventorize the asset the date should be selected on or before 31st Dec 2021. The Asset details have to be uploaded to the new CIGAS web app on or before **3rdFeb. 2022 at 12.00 AM**.

#### 1.4 If you want to revise the last year liability

If you want to revise 2021 liability, you could revised in the following Path after updating the new version 7.3.0.0

Cash book → Last\_Yr\_Liability → Revised

Then upload your revised liability to the NEWCIGAS web application on or before 21st January 2022 at 12.00 am before year end process.

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### 1.5 Printouts or soft copies have to be taken before year end Process

1.5.1 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

1.5.2 Cash Book→Cash- Imprest Account and unsettle sub imprest individual list

1.5.3 Cash Book→Final Accounts→Trail Balance, Asset\_Report.

### 1.6 Take the Backup before Year End Process

### 1.7 Month end before year end Process

### 1.8 Click on Year End Process Button and do the Year end process

1.9 Once after the year end process, please check the opening balances that should be same as the last year closing balances. Check the ledger balances with printout or soft copy stated in the number block 5. (With regard to the Public Officers Advance Accounts, please update the opening balance under 11 in according to the CC10 Ledger Balance, in Open Act → Ledger update→ Select Account type→ Head/ Sub → Load data→ Edit→ Double Click on amount and enter the CC10 Balance and save)

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## ATTENTION



Please inventorize all the purchases before year end. If you are maintaining your asset in NEWCIGAS web application, please get the code from the Department of State Accounts and give the code to the NEWCIGAS for allowing it to year end. The code can be given to the system through Asset Accounting -> Online Asset -> Online User Year

## 2 Budget and Budget Ceiling Process

### 2.1 If you are a Head Office

1. Download the 2022 Budget file from NEWCIGAS web application and migrate the budget file to the NEWCIGAS version 7.3.0.0 under Budget Module.
2. Click on browse button and decrypt the budget file
3. Click on 'To Ledger' and 'New CoA' Buttons.
4. Click on 'To sub' and distribute the budget to sub offices.
5. If you have to open a new sub office, you need to open a new bank code for your sub office before distributing the budgetary allocations to sub offices.
6. Export the sub office budget file for each bank code (You can find the sub office budget file in "c:\ Sub office\ Budget" folder).

### 2.2 If you are a Sub Office

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

### 2.3 When you are going to pay for the previous year liability

You need to adjust the liability amount which you have planned to settle or pay by using the provision of budget 2022 not by exceeding the first quarter budget ceiling. For this purpose, use Commitment form and click on convert vote button. You can select the previous year liability by selecting the filtering drop down and click on "amount-to be

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settled" box and enter the liability amount which you are going to pay out of the total liability within the first quarter ceiling and save.

### ATTENTION



For Central Government Ministries, Departments and District Secretaries.

The Budget can be distributed to your sub office within the first Quarter Ceiling limit.

### 3 Cash Ceiling Process



- The Budget and Cash ceiling have been introduced again for the year 2022 for the Central Government. It is optional functionality for Provincial councils. If any provincial councils want to apply the ceiling facility to their new CIGAS please contact us through the telephone numbers or email stated at the end.
- The budget file itself has the ceiling for first quarter.  
For the Cash ceiling you need to enter your cash plan to the new CIGAS web app under following function.  
After Login the New CIGAS web app click on the Budgeting module then click on the Cash ceiling and Click on new.
- In order to enter the cash plan for quarter, there are seven (7) categories. You need to select appropriate category one by one and enter the cash plan for four (4) quarters respectively.
- The Department of Treasury Operation officials will check the cash ceiling and approve through the system. (If they want to make the change, they will change and approved).

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- Once after approved the cash ceiling by Department of Treasury Operation, you can download the cash ceiling file through the following path
- After login to the NEWCIGAS web app, click on download module and select download ceiling. Once after click, you can see the approved ceiling and you can download the ceiling file by clicking the download button. The encrypted ceiling file will be downloaded.
- The downloaded file can be uploaded in to your new CIGAS desktop application through your Commitment function. Once after click on your commitment, you can see, there is an option call ceiling. Click in import HO Ceiling and select the file which you downloaded from the web app.
- If you have sub office, you need to distribute your cash ceiling under cash ceiling→ Original Distribution function. Export sub office Ceiling button will help you to create the sub office ceiling file. The file will be saved in the path - C:\Sub\_Office\Ceiling\Cash
- You can send the file to the respective sub office and ask them to upload the sub office ceiling file by using cash ceiling→ Upload function

### SPECIAL NOTE

**NOTE: Please upload your daily commitment and cash book, imprest files to the NEW CIGAS web app under 'Daily Upload' from January onwards daily.**

For more clarification, dial 0112 484 826/ 0112 484 881 or email us to newcigas2022@gmail.com
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