

# Government Accounting Consolidation System

## User Guide

### System Login

#### Steps

1. Type VPN link in the browser to establish secure connection

<https://41.59.21.53:8888/>



Welcome to Accountant General Department (ACGEN!)


Username:	<input type="text"/>
Password:	<input type="password"/>
Language:	<input type="text" value="English"/>
<input type="button" value="Login"/>	

Note: User login through this link must be authenticated with Acgen's Active Directory

2. Click to open GACS link in the browser:

#### Login Window

### Government Accounting Consolidation System

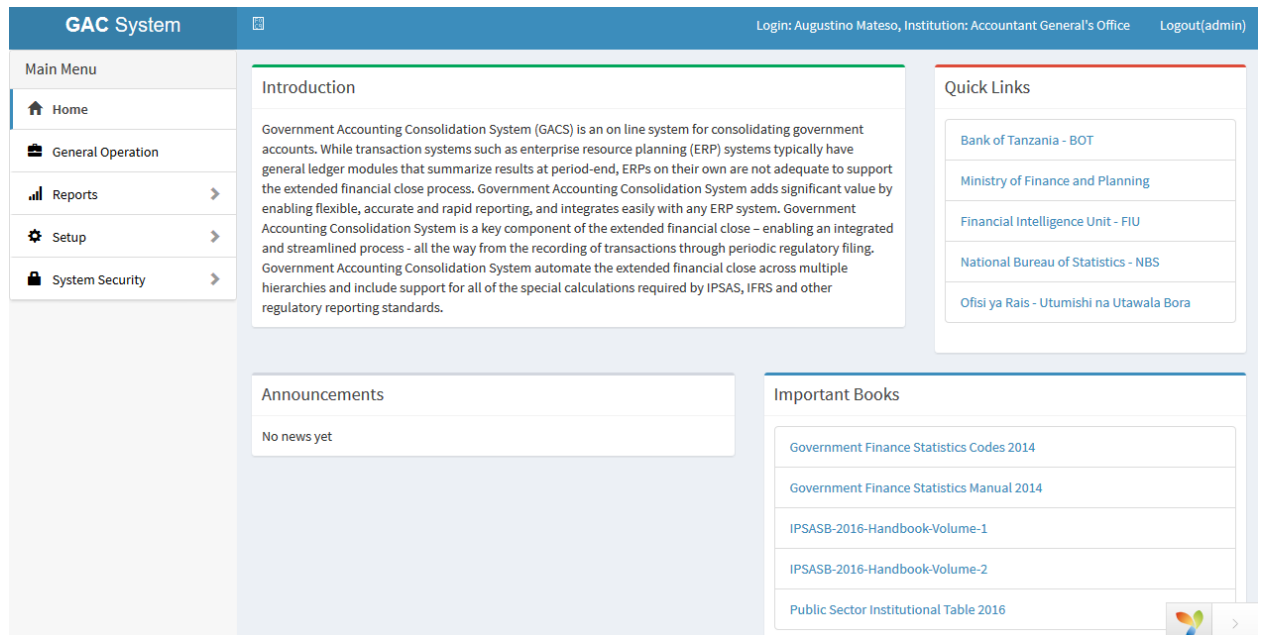


Sign in to start your session

Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/>	

3. Enter User name and password from the window
4. Click Ok button to login

## Home Page



## Create System User (Setup Form)

Path: GACS→ System Setup→ Create User

### Steps

1. Create user in the user window form i.e. initial first name and Last name
2. Create password for the user, should be complex
3. Assign role for the user
4. Assign group for the created users
  - a. Entity User – See entity functionality only
  - b. Consolidated User—See consolidation functionality only
  - c. Report Viewer—See all reports
  - d. Admin User—See setup functionality only

## Add Financial Transaction (Data Entry Form)

Path: GACS→ General Operation→Add Transaction

**Add Transaction**

**Fiscal Year**

Select Fiscal Year

**Sub Chapter**

Select GFS Subchapter

**Item Code**

Select GFS Item

**GFS Code**

Select GFS Code

**Approved Budget**

**Reallocation/Adjustment**

**Item Definition**

### Steps

1. Select Fiscal Year
2. Select GFS Sub-Chapter from the drop down list
3. Select GFS Items from the drop down list
4. If GFS Sub Chapter is Financial Assets or Non- Financial Assets or Liabilities; select Classification type depends on the nature of your transaction
  - Classification Types
    - a. transactions in assets and liabilities,
    - b. holding gains in assets and liabilities
    - c. changes in the volume of assets and liabilities
5. Enter the Budget and reallocation for the selected gfs code if applicable

Note: Budget is entered for items with transaction classifications only

6. If selected gfs code is revenue nature; specify whether actual received within or outside the government entity
7. Enter actuals for the selected gfs code
8. Save the transaction

Note: Repeat the above steps for every transaction of the trial balance

## Approve Financial Transaction (Data Entry Form)

Path: GACS→ General Operation→View Transaction

**GAC System** Login: Augustino Mateso, Institution: Accountant General's Office Logout(admin)

Home / Transactions List

Transactions List Showing 1-3 of 3 items.

[+ Add Transaction](#) [Approve Records](#) [All](#) [Filter](#)

#	GFS Code	GFS Description	Fiscal Year	Approved Budget	Reallocation	Actual Credit	Actual Debit	Actions
1	42012101	SDRs Holdings	2017	(not set)	(not set)	(not set)	78,913.00	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
2	14150101	Receipts from Land	2015	12,345.00	54,321.00	78,912.00	(not set)	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
3	11360101	personal property	2015	(not set)	(not set)	78,913.00	(not set)	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<b>Total</b>				<b>12,345.00</b>	<b>54,321.00</b>	<b>157,825.00</b>	<b>78,913.00</b>	

[Reset List](#)

**Approve Records**

**Fiscal Year**

Select Fiscal Year

[Approve Records](#)

### Steps

1. Check if total debits equal total credits
2. Click Approve button

### Note:

- a. Unbalanced entity will be approved with warning
- b. Once the transactions have been approved entity user group cannot edit or add transaction until entity is unapproved by consolidated user group.

## Consolidate Financial Transaction (Processing Form)

Path: GACS→Consolidation→View Transaction

### Steps

1. Check if total debits equal total credits for each entity
2. Un-approve the entity to re-open access for the entity user group
3. Select the entity for posting
4. Click post button to submit the transaction for consolidation

### Note:

1. Posted entity means entity will appear in the consolidation statements
2. Consolidated user group view transaction statistics to check status in summary i.e. Total entity, approved entity, balanced entity, posted entity

## Add GFS Code (Setup Form)

Path: Path: GACS→System Setup→Create GFS Code

### Steps

1. Select GFS Chapter
2. Select GFS Sub-Chapter
3. Select GFS Item
4. Type gfs code
5. Type gfs code description
6. Click Save Button to store the record

Repeat the above steps for new gfs code

## Add Entity (Setup Form)

Path: Path: GACS→ System Setup→Create Entity

### Steps

1. Select Sector
2. Select Sub Sector
3. Type Institutional Code

4. Type Institutional description
5. Set Active Flag
6. Click Save Button to store the record

Repeat the above steps for new institution

## Add Item Range (Setup Form)

Path: Path: GACS→ System Setup→Create Item Range

### Steps

1. Select Note
2. Select Classification
3. Type Item Start
4. Type Item End
5. Set Active Flag
6. Click Save Button to store the record

Repeat the above steps for new institution

## Set Fiscal Year (Setup Form)

Path: Path: GACS→ System Setup→Fiscal Year

### Steps

1. Type fiscal year short description
2. Type start fiscal year start
3. Type fiscal year end
4. Initialize fiscal Year
5. Save

## Close Fiscal Year (Setup Form)

Path: GACS→ Consolidation→View Transaction

### Steps

1. Click close fiscal year button to inactivate the old financial year

Note: Closing fiscal year prevents operations on the closed financial year. Only reports can be printed

## Reports

Path: Path: GACS→Reports

SN	Report Name	Intended User Group	Report Function
1	Trial Balance	Entity User Group, Consolidated User Group, Report Viewer Group	ensures that for every debit entry recorded, a corresponding credit entry has been recorded in the books in accordance with the double entry concept of accounting
2	Statement of Financial Performance	Entity User Group, Consolidated User Group, Report Viewer Group	Shows the entity's assets, liabilities, and stockholders' equity as of the report date
3	Statement of Financial Position	Entity User Group, Consolidated User Group, Report Viewer Group	Summarizes a company's assets, liabilities and shareholders' equity at a specific point in time
4	Notes to the Financial Statement	Entity User Group, Consolidated User Group, Report Viewer Group	Provide additional information pertaining to a company's operations and financial position and are considered to be an integral part of the financial statements.
5	Statement of Change in Net Asset and Equity	Entity User Group, Consolidated User Group, Report Viewer Group	Shows how a mutual fund's net assets have changed over the past two reporting periods.
6	Cash Flow Statement	Entity User Group, Consolidated User Group, Report Viewer Group	Reports the sources and uses of cash by operating activities, investing activities, financing activities, and certain supplemental information for the period specified
7	Statement of comparison of Budget Vs Actual	Entity User Group, Consolidated User Group, Report Viewer Group	Identify variance between budget and actual
8	Submission Status report	Consolidated User Group	View the status of each entity
9	GFS List Report	Admin User Group	View list of gfs codes and their definitions
10	Entity List Report	Admin User Group	View list of all entities
11	Segmented Cash Flow Statement	Consolidated User Group, Report Viewer Group	Grouped by Subsectors
12	Segmented Statement of Financial Performance	Consolidated User Group, Report Viewer Group	Grouped by Subsectors
13	Segmented Statement of Financial Position	Consolidated User Group, Report Viewer Group	Grouped by Subsectors