



1> Introduction

Welcome to the Computerized Integrated Government Accounting System (CIGAS) Version 8.1.0.0. This guide provides essential instructions to enable users to perform the year-end process for the fiscal year 2024 and begin executing transactions for the fiscal year 2025. It is crucial to follow these steps carefully to ensure the system operates smoothly and effectively.

2> Purpose of the Update

The release of CIGAS Version 8.1.0.0 is aimed at enhancing the efficiency, accuracy, and reliability of government accounting processes. This update incorporates significant improvements to streamline the year-end process, support the transition to a new fiscal year, and address user feedback. By implementing these enhancements, the system ensures better compliance with financial regulations, improved data management, and a more user-friendly experience.

3> 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.

4> Upgraded to New CIGAS Version 8.1.0.0.

Ensure the seamless functionality of the application by upgrading to New CIGAS Version 8.1.0.0. 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 2024 to your mid/head office or Treasury.

5> Revise the liability

In the event of a need to revise the liabilities from the previous year (2024), such revisions can be accomplished by following the specified path after the successful update to the new version 8.1.0.0.

Cash book → Last_Yr_Liability → Revised

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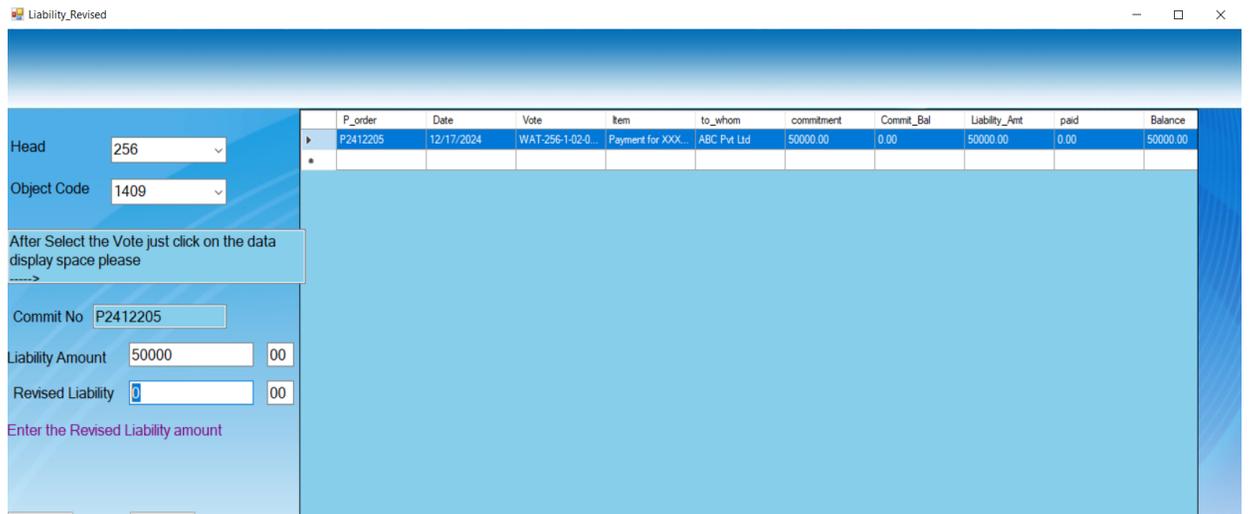
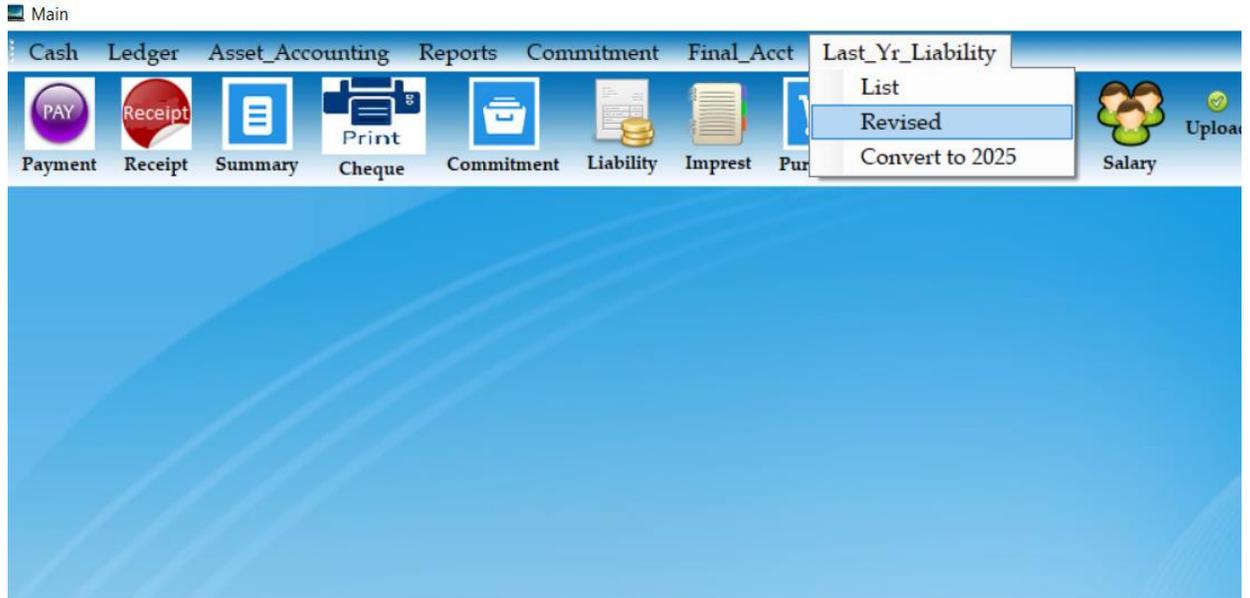


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Choose the designated Head number and object code, then proceed to select the display space. Following this action, a list of outstanding liabilities will be visible. Click on the specific entry you intend to revise, input the revised liability amount,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

6> Unpaid Vouchers.

All outstanding vouchers must be recorded as commitments and liabilities, ensuring adherence to the approved annual budget limit for the fiscal year 2024. **It is imperative to confirm the creation of the commitment liability file before initiating the year-end process.**

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7> Create a Commitment & Liability file to send to the Treasury on or before 31st Jan 2025

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:

The screenshot shows the CIGAS web interface. The top navigation bar includes 'Cash', 'Ledger', 'Asset_Accounting', 'Reports', 'Commitment', 'Final_Acct', and 'Last_Yr_Liability'. The 'Final_Acct' menu is open, showing options: 'Trail Balance', 'Asset_Rpt_Current Year', 'Asset_Rpt_2024_After Year end', 'Asset_File Create', 'Asset File Append', 'Liability_Rpt_2024', 'Liability_File Create' (highlighted), and 'Liability File Append'. Below this, the 'Comit_File_Create' window is shown with a table of commitment data.

	Nature	to_whom	P_order	Date	Vote	Amount	commit_Balance	L_Date	Liability_Amt
▶	PVT	ABC Pvt Ltd	P2412205	12/17/2024	WAT-256-1-02-0...	50000.00	0.00	12/24/2024 11:0...	50000.00
*									

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\date of created file". 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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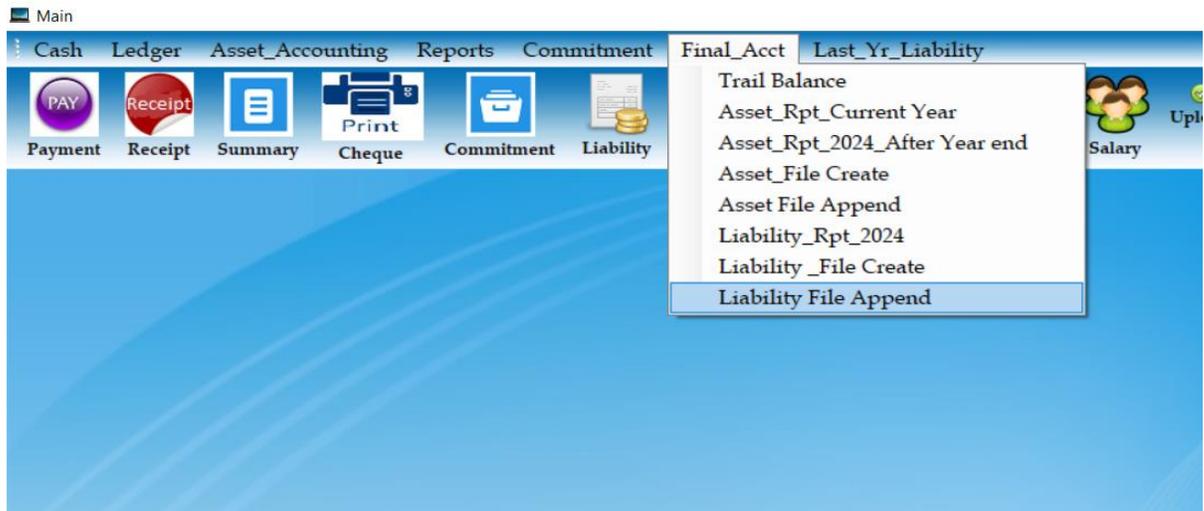
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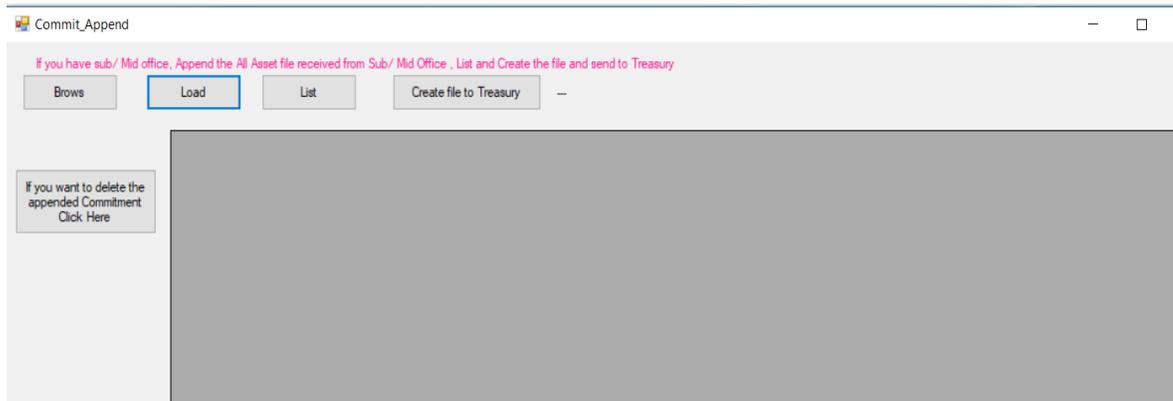
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Append the Sub Office Commitment Liability file into your Head Office Consolidation CIGAS

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.



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.

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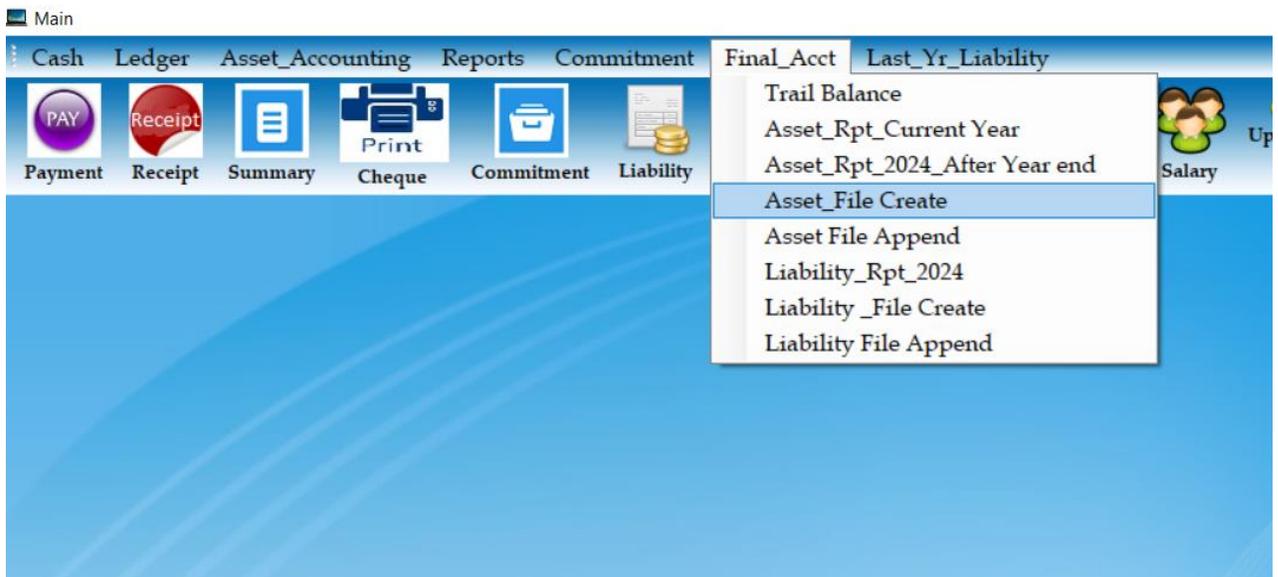
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If you are the head office without any associated sub-offices, you may directly transmit the file to the Treasury.

8> Create an Asset file to send to the Treasury on or before 24th Jan 2025

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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Asset_ItemWise

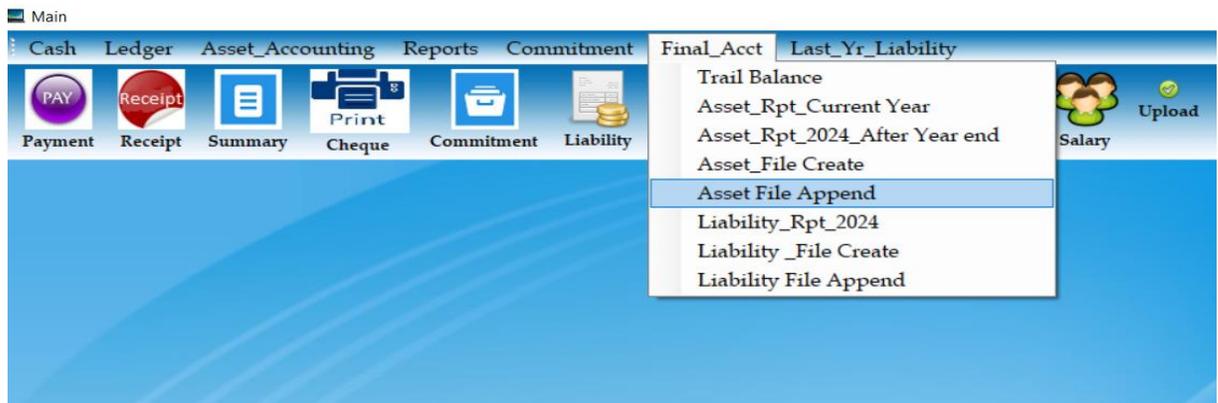
If you dont have any sub/ Mid Office , Create the file here and send to Treasury

Head	Bank_Code	Category_Code	Cat_Des	Item_Code	Item_Des	T_Year	value	Disposal
193	BPR	61121	2.1-Transport Eq...	6112101	Passenger vehicle	B2025	8400000.00	J
193	BPR	61121	2.1-Transport Eq...	6112101	Passenger vehicle	B2025	34599862.00	N
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	B2025	366000.00	J
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	B2025	6407945.99	N
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	B2025	75925.00	N
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	B2025	1887348.00	J
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	B2025	22514775.00	N
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	B2025	686760.00	N
193	BPR	61122	2.2-Other Machin...	6112203	Electrical Equipm...	B2025	177275.00	J
193	BPR	61122	2.2-Other Machin...	6112203	Electrical Equipm...	B2025	953954.15	N
193	BPR	61122	2.2-Other Machin...	6112204	Communication E...	B2025	147600.00	J
193	BPR	61122	2.2-Other Machin...	6112204	Communication E...	B2025	4592536.96	N
193	BPR	61122	2.2-Other Machin...	6112205	Furniture	B2025	467800.00	J
193	BPR	61122	2.2-Other Machin...	6112205	Furniture	B2025	19725718.80	N
193	BPR	61122	2.2-Other Machin...	6112206	Musical Instrume...	B2025	5000.00	N

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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Append_Asset

If you have sub/ Mid office, Append the All Asset file received from Sub/ Mid Office, List and Create the file and send to Treasury

Brows Load List Create file to Treasury --

Head	Bank_Code	Category_Code	Cat_Des	Item_Code	Item_Des	T_Year	Value	Dispos
193	BPR	61121	2.1-Transport Eq...	6112101	Passenger vehicle	B2024	8400000.00	J
193	BPR	61121	2.1-Transport Eq...	6112101	Passenger vehicle	B2024	34599862.00	N
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	2024	48800.00	J
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	B2024	317200.00	J
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	2024	963135.00	N
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	B2024	5444810.99	N
193	BPR	61122	2.2-Other Machin...	6112201	Office Equipment	2024	75925.00	N
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	2024	592300.00	J
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	B2024	1295048.00	J
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	2024	2240100.00	N
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	B2024	20274675.00	N
193	BPR	61122	2.2-Other Machin...	6112202	Computer Equipm...	2024	686760.00	N
193	BPR	61122	2.2-Other Machin...	6112203	Electrical Equipm...	2024	12475.00	J
193	BPR	61122	2.2-Other Machin...	6112203	Electrical Equipm...	B2024	164800.00	J
193	BPR	61122	2.2-Other Machin...	6112203	Electrical Equipm...	2024	24800.00	N

If you want to delete the appended asset Click Here

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. Please Make sure that in the T_year Column, you might have only the value "B2024" or "2024"

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."

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9> 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_Rpt_Current Year, Liability rpt_2024

10> Take the Backup before Year end

11> 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.

Please Month end before 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

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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 account balances.



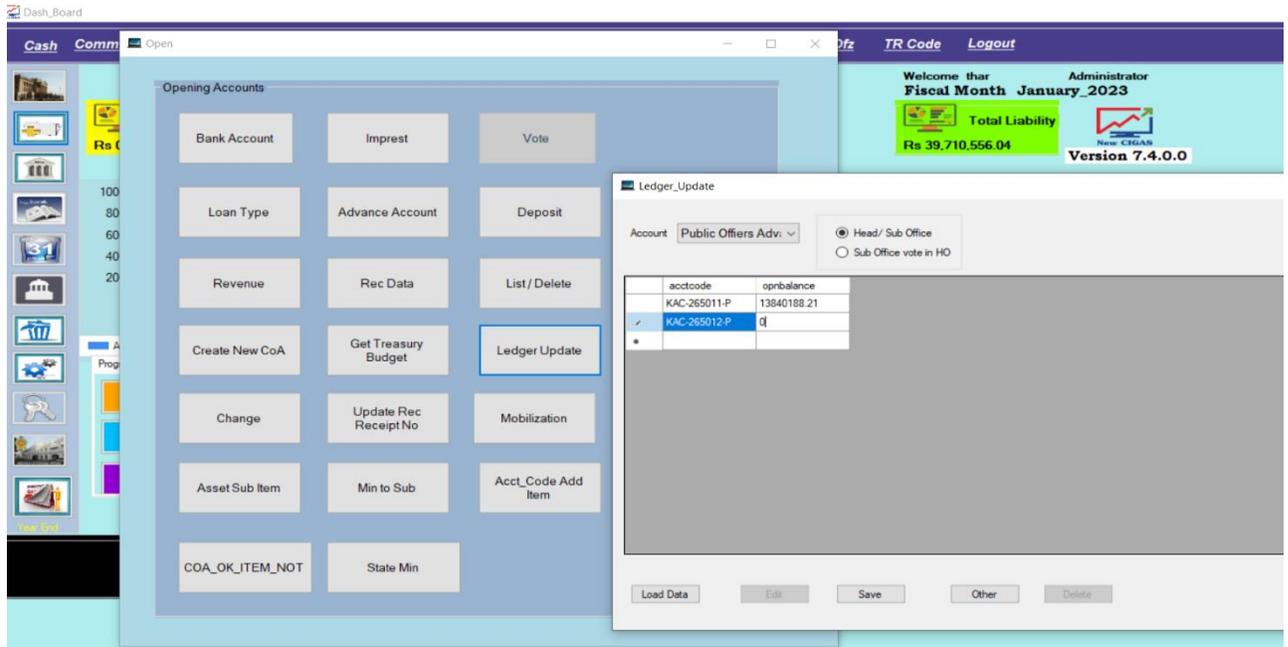
Once the year-end process is completed please re-open the CIGAS

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.

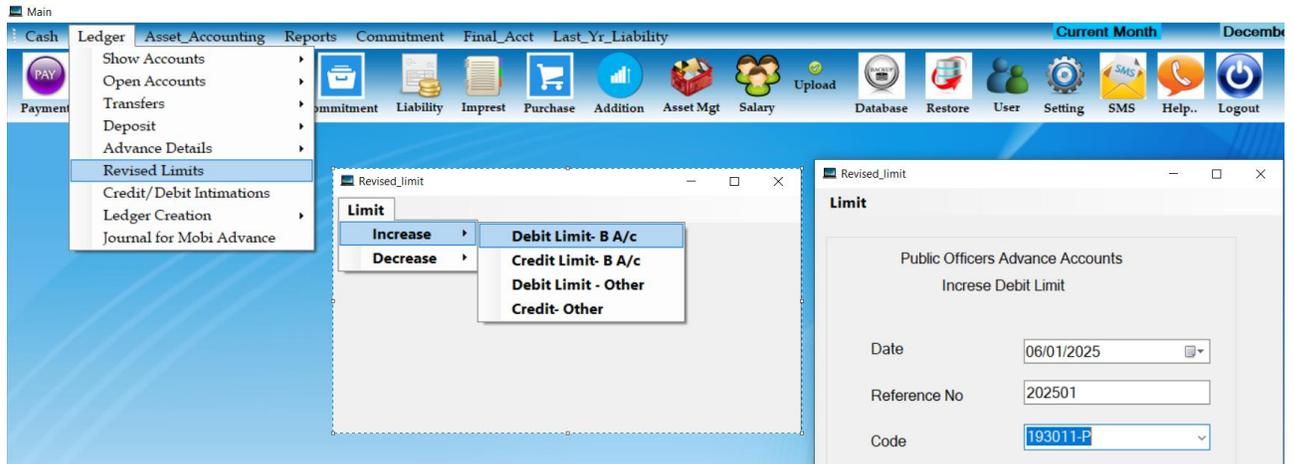
12> **With regard to the Public Officers Advance Accounts, please update the opening balance under 11 in accordance with the Advance B Account control Ledger Balance, in Open Act → Ledger update → Select Account type → Head/ Sub → Load data → Edit → Double Click on amount and enter the B Account control Ledger Balance and save**

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Advance Account Limit: Enter the Limit for the advance Account for 2025



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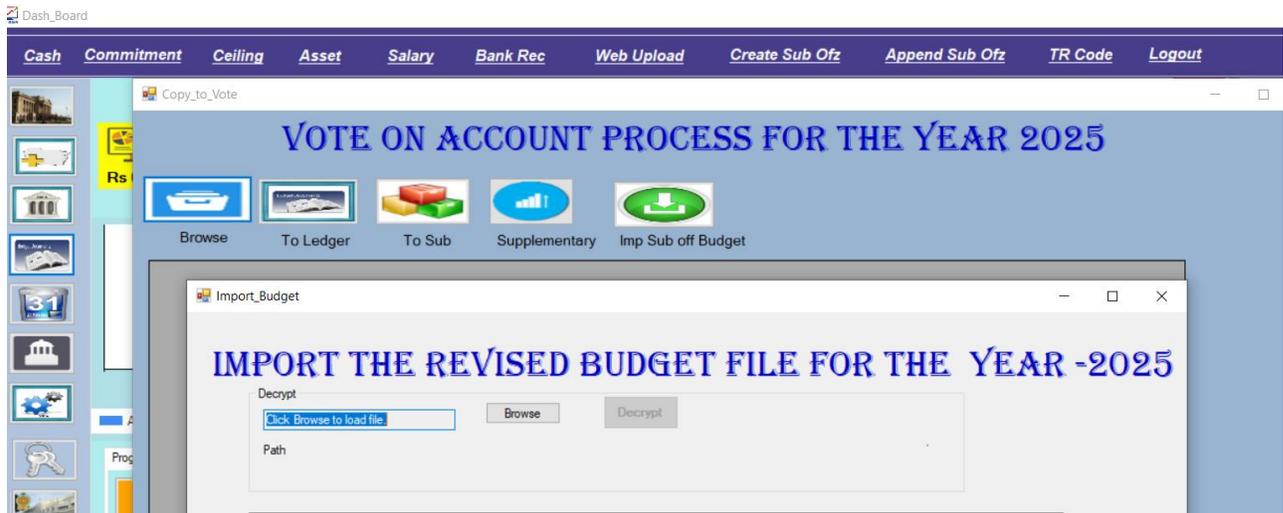
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13 > If you are Head Office

1. Obtain the 2025 Budget file located in the update folder of the NewCIGAS web application and Migrate the budget file to version 8.1.0.0 within the Budget

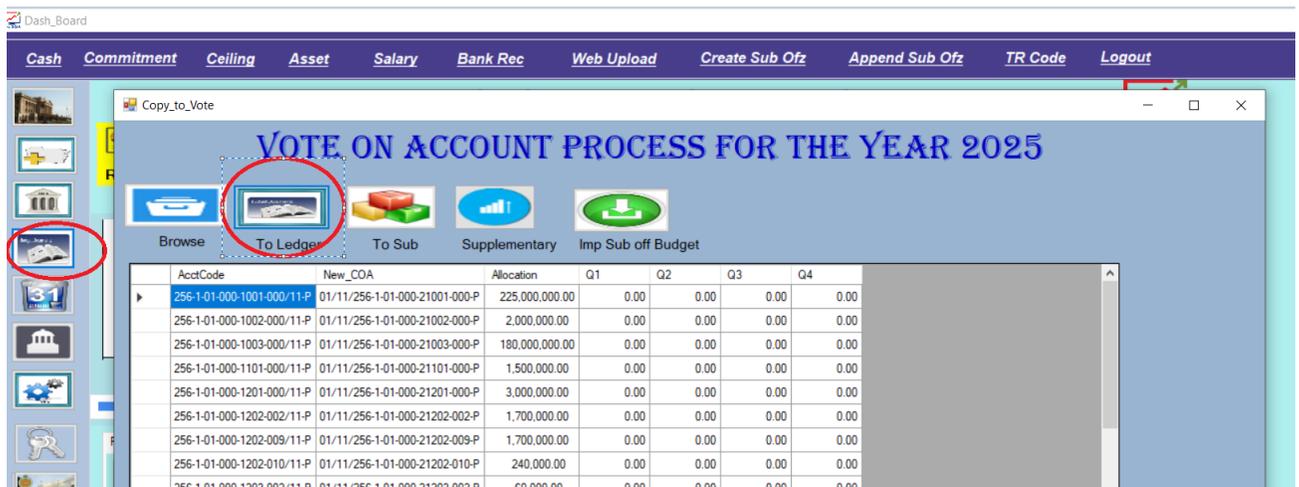


Module of NewCIGAS

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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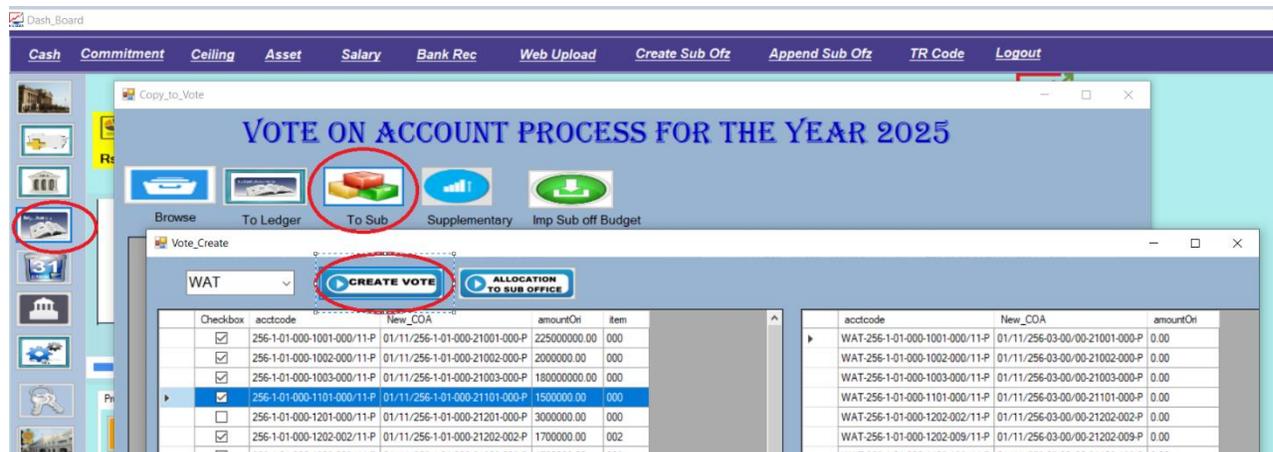
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Upon clicking the "To_Ledger" button, you will be able to view the Annual Budget for the year 2024 pertaining to your head. Since the ceiling is deactivated, the ceiling columns will display zeros.

14 > If you have Sub Offices



Click on "to_Sub" Office button to create the sub office vote. 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 create the vote. Tick the checkboxes presiding to the votes for which you wish to delegate the vote to the sub office. Subsequently, click on the "Create Vote" button to view the sub office accounting codes generated by the system. 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.

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To distribute the budgetary allocation/ Vote on Account, Click on the "Allocation to Sub Office" button. Once you Click the following window will popup for enabling you to redistribute the allocation among the sub-office

old_COA	new_COA
256-1-01-000-1001-000/11-P	01/11/256-1-01-000-21001-000-P
256-1-01-000-1002-000/11-P	01/11/256-1-01-000-21002-000-P
256-1-01-000-1003-000/11-P	01/11/256-1-01-000-21003-000-P
256-1-01-000-1101-000/11-P	01/11/256-1-01-000-21101-000-P
256-1-01-000-1201-000/11-P	01/11/256-1-01-000-21201-000-P
256-1-01-000-1202-002/11-P	01/11/256-1-01-000-21202-002-P
256-1-01-000-1202-009/11-P	01/11/256-1-01-000-21202-009-P
256-1-01-000-1202-010/11-P	01/11/256-1-01-000-21202-010-P
256-1-01-000-1203-002/11-P	01/11/256-1-01-000-21203-002-P
256-1-01-000-1205-000/11-P	01/11/256-1-01-000-21205-000-P
256-1-01-000-1301-000/11-P	01/11/256-1-01-000-21301-000-P
256-1-01-000-1302-000/11-P	01/11/256-1-01-000-21302-000-P
256-1-01-000-1303-000/11-P	01/11/256-1-01-000-21303-000-P
256-1-01-000-1304-000/11-P	01/11/256-1-01-000-21304-000-P
256-1-01-000-1402-000/11-P	01/11/256-1-01-000-21402-000-P
256-1-01-000-1403-000/11-P	01/11/256-1-01-000-21403-000-P
256-1-01-000-1404-000/11-P	01/11/256-1-01-000-21404-000-P
256-1-01-000-1405-000/11-P	01/11/256-1-01-000-21405-000-P
256-1-01-000-1407-000/11-P	01/11/256-1-01-000-21407-000-P
256-1-01-000-1409-138/11-P	01/11/256-1-01-000-21409-138-P
256-1-01-000-1409-139/11-P	01/11/256-1-01-000-21409-139-P
256-1-01-000-1409-140/11-P	01/11/256-1-01-000-21409-140-P
256-1-01-000-1506-000/11-P	01/11/256-1-01-000-21506-000-P
256-1-01-000-1701-000/11-P	01/11/256-1-01-000-21701-000-P
256-1-01-000-2001-048/11-P	01/11/256-1-01-000-22001-048-P
256-1-01-000-2001-049/11-P	01/11/256-1-01-000-22001-049-P

Subsequently, reallocate the allocation among the sub offices. To proceed with redistributing the allocation Choose the COA vote and pick the sub office bank code from the dropdown menu. Upon selecting the 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.

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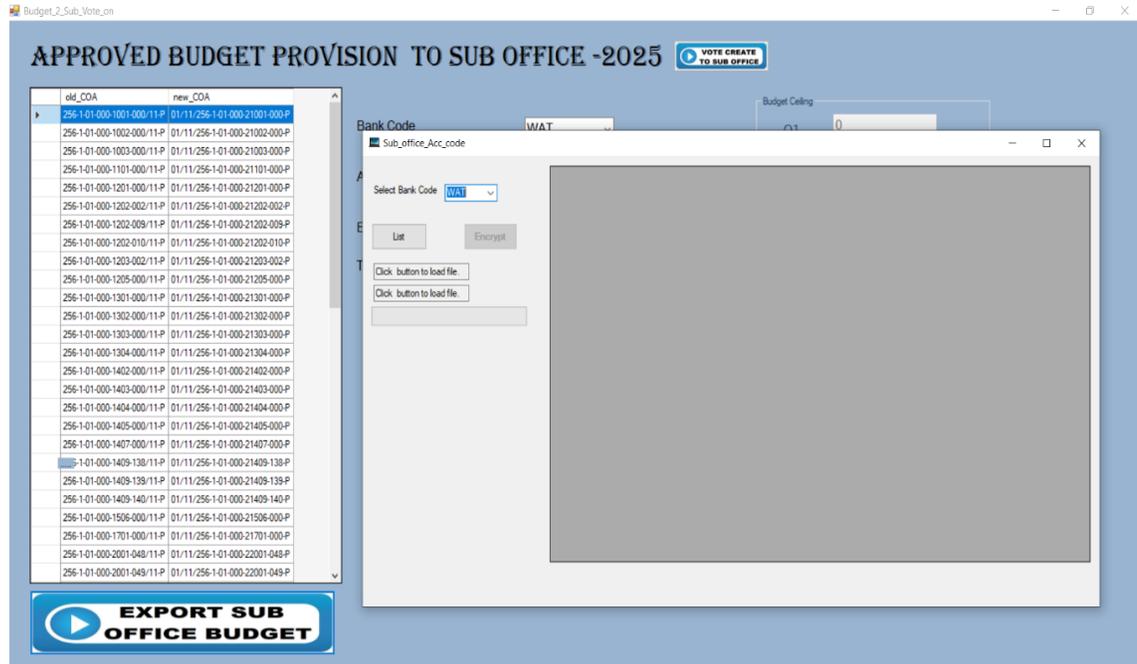
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After distributing the allocation to the sub offices click on **“Export Sub Office Budget File”** button



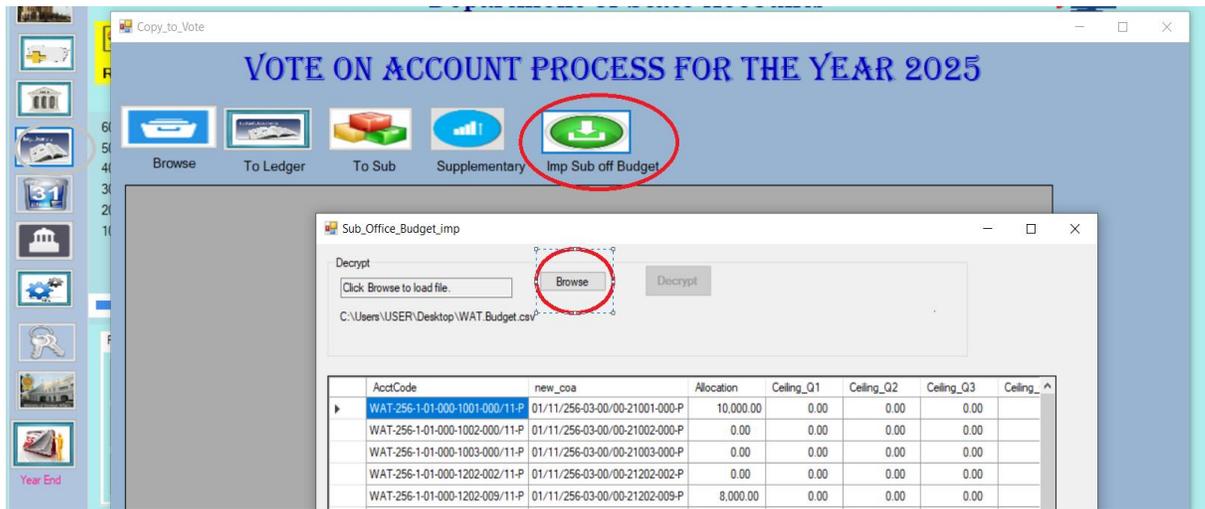
Upon clicking "Export Sub Office Budget file," the sub office Acc_Code form will appear to facilitate the creation of the sub office budget file. Choose the bank code for which you intend to generate the budget file and click on "List & Encrypt." Repeat this process for each bank code of the sub office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

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 Vote on Account 2025 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 2025 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 2025.

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Vote Balance	
Allocation	60,000.00
Released	0.00
Committed	50,000.00
Surcharge	0.00
Balance	10,000.00

If votes are changed due to changing the ministry head, you can initiate the vote conversion process and substitute the specified vote.

Abolish heads vote liability or Change of Vote due to Changing the Ministry

The 'convert_Vote' dialog box contains the following fields:

- Head No: 256
- Object Code: [Empty]
- Vote: [Empty]
- New Vote: [Empty]

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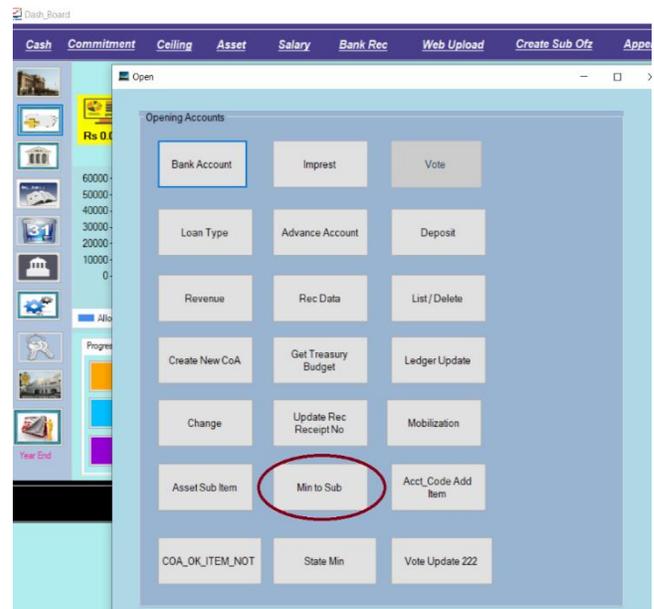
Choose the abolished head number and the corresponding object code associated with the liability to be settled. Subsequently, select the vote and choose the new vote that permits settling the liability. Save the changes, and then determine the amount to be settled as mentioned above.

If the Sub offices' Head changed or Ministry changed as sub office

In case the sub office head is changed (Ministry Changed) the following steps has to be taken

1. The Imprest Number has to be changed
2. The bank code may changed or may not changed (The sub office bank code has to be created as branch office in the head office consolidation CIGAS)
3. The Name of the spending agency may changed or may not be changed

For this purpose in the Dash board → open Account →



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The screenshot displays the CIGAS software interface. A window titled 'Ministry_to_Sub_office' is open, showing a form for converting ministries to mid/sub-offices. The form includes the following fields:

- New Head No:
- Office Status:
- Old Bank Code: New_Bank Code:
- Old Imp No: New Imp No:
- Name of the Institution:

At the bottom of the form, there are two 'Save' buttons. The background shows a dashboard with various icons and a 'Year End' indicator.

Advance to Public Officers

After Convert the office, The new Ministry's Advance to Public Officers Account has to be opened in the respective office CIGAS. For this purpose, you need to consult the new Ministry consolidation CIGAS officer to obtain the Accounting Code. Subsequently the opening balance has to be transferred to the new Ministry's Advance to public Officers account under 12.

Deposit Accounts

With regard to the Deposit account, The New Ministry has to open the sub office Deposit Accounting code. For this purpose, you need to get the Treasury Code for open the sub-office Deposit in Consolidation CIGAS.

Non-Financial Asset Accounts

The Sub office Asset ledger balances has to be transferred to the New Ministry. For this purpose, the Journal has to be submitted to the Department of State Accounts. Further the Individual Asset also has to be transferred to the new Ministry with the help of New CIGAS help desk.

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Sub Imprest Balances

If you have any unsettle sub imprest in the system under the old ministry imprest account number, that has to be transferred to the new Ministry imprest account with the consultation of the Department of Treasury Operations.

Commitment and Liabilities

If you have any Commitment and Liability under the old ministry vote, you can change the vote as described in point 16.

Instruction on Mobilization Advance, Rent Advance, and Lease will be issued in due course.

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 03 4519 / 0112 484 826/ 881. Alternatively, you can send an email to newcigas2025@gmail.com.