

**NATIONAL GOVERNMENT COLLECTION AND
DISBURSEMENT SYSTEM (NGCDS)**

Frequently Asked Questions (FAQs)

Q. What is NGCDS?

A. The National Government Collection and Disbursement System (NGCDS) is the Bureau of the Treasury's (BTr) new collection and disbursement system. The web-based system was developed to help streamline the processes, ensure compliance with UACS, and provide a more efficient reporting and monitoring of collection and disbursement of various National Government Agencies.

Q. How to access the NGCDS?

A. NGCDS can be accessed through the following link using the Virtual Private Network (VPN):

<https://ngcdfs.treasury.gov.ph>

Q. What browsers are compatible with NGCDS?

A. It is accessible to all browsers like Google Chrome (highly suggested by the system developer), Firefox, Safari, and Edge, except Internet Explorer due to obsolescence and security issues.

Q. Is the system accessible 24/7?

A. The NGCDS is available over the web and will be accessible 24/7. The applications will be processed during official working hours by the BTr field office personnel.

Q. What if I need support and/or assistance in NGCDS?

A. For general inquiries or assistance you may contact and send your concerns to our helpdesk email address:

ngcdshelpdesk@treasury.gov.ph

For specific concerns you may contact the following:

Concern	Contact Person	Contact Number Email Address
Accounting	Mary Grace Roselee Basilio-Doctor	8524-7032 mgdoctor@treasury.gov.ph
IT	Ian Hero S. Soliven	8663-2258 issoliven@treasury.gov.ph
NCR Regional Office	Concepcion S. Austria Ofelia A. Castillo	8527-6846 district2@treasury.gov.ph 8527-3083 district3@treasury.gov.ph

Q. Who is required to open a bank clearing account?

A. The Bureau of the Treasury (BTr) shall open and maintain a separate clearing account with Authorized Government Depository Banks (AGDBs) for each National Government Agency that has Organization and Funding Source Codes assigned by the Department of Budget and Management (DBM).

Q. What are the procedures in opening a clearing account?

A. BTr will designate an account with Authorized Government Depository Banks (AGDBs) for Trust, Special Account in the General Fund and other accounts of National Government Agencies as assigned by the DBM.

For NGA with Online Collections and/or Electronic Payment mode, BTr will open and maintain a separate clearing account upon the request of the NGA, supported with the copy of a Memorandum of Agreement relative to the said collection and/or payment scheme.

Q. How can the National Government Agencies remit their collection?

A. The National Collecting Officer shall use a separate **Oncoll Deposit Slip** and fill out the required fields, which include the NCO Codes, for the National Collections to be deposited to the designated bank clearing account with AGDBs for each **Funding Source** of the government agency.

For remittance or deposits through List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA) and Letter request to credit/Fund Transfer Advice, the Source Agency (SA) shall indicate the name of the Creditor/Payee/Implementing Agency (IA) for

deposit/credit to **designated IA-BTr clearing account per funding source** with the AGDB. The IA shall issue an official receipt as acknowledgment. Likewise, the NCO Codes of the IA shall be indicated.

For Online Collections and/or Electronic Payment mode, the Service Provider /Merchant shall be advised by the NGAs and/or the BTr the designated **BTr clearing account** to be used to credit and/or transfer the collections.

Q. Who will provide National Collecting Officers (NCOs) Codes?

A. All National Collecting Officers (NCOs) shall be provided by the BTR of their NCO Codes.

Q. When shall the AGDBs upload the collection reports in the NGCDS?

A. AGDBs shall submit to BTr a daily collection in Comma Separated Value (.csv) file format, through the uploading facility access in the NGCDS not later than 4:00 PM of the succeeding banking day from the date of collection.

Q. What are the types of collections/remittances that are required to be included in the AGDBs Summary of Collection Reports?

A. The AGDBs shall ensure that all deposited collections /remittances through Regular Deposit, Online Collections, Electronic Payment Scheme, Direct Remittance, LDDAP-ADA, Letter request to credit/ Fund Transfer Advice and other type of remittances are included in the Daily Summary of Collection Reports uploaded in the NGCDS.

Q. How do the AGDBs effect the adjustments in the collection reports uploaded in the NGCDS?

A. AGDBs shall ensure that details of any adjustments pertaining to the NGAs' collections are indicated in the Collection Report and shall be effected against succeeding day's collection to be uploaded in the NGCDS.

Q. What are the procedures in securing the Certification of deposited national collections?

A. Certification of deposited national collections for current year transactions and onwards requested by NGAs starting July 1, 2021 shall be issued by the BTr-ROs.

Certification of deposited national collections requested by NGAs for prior year's transactions for the purposes of funding requirement and NCA issuance of DBM shall continue to be issued by the BTr Central Office-NCAD.

Q. What is the Monthly Statement of Collections and Disbursement?

A. The Monthly Statement of Collections and Disbursement represents receipts/revenues deposited to the BTr thru Authorized Government Depository Banks and MDS negotiated thru AGSB to be furnished by the BTr Central Office –NCAD to the NGAs.

Q. Until when are NGAs allowed to submit the details of discrepancies to BTr?

A. Upon the receipt of the Monthly Statement of Collections/Remittances and Disbursements, the NGAs shall reconcile and validate against their records. Discrepancy of the recorded data shall be submitted to BTr-NCAD within 30 days upon receipt of statement otherwise shall be construed as reconciled/validated.

Q. What are the required documents that need to be submitted by the NGAs to BTr to adjust the discrepancy ?

A. NGAs shall submit the relevant documents such as bank-validated deposit slips, bank credit advice to BTr-NCAD for any adjustments and/or reclassification for the current collections within the current year or until the 31st of January of the succeeding year to make the necessary adjustments in the BTr NG books.