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User Manual for Local Government Management Information System (LogoMIS)

Ministry of Public Administration, Provincial Councils & Local Government (MPAPCLG)

1. Preparatory Tips for Accessing the LogoMIS

1) Use a desktop/laptop and **Google Chrome.**
2) Ensure a stable internet connection.
3) Log in with your assigned username/password. If you can't log in, contact the Planning Division of MPAPCLG.
4) Always **save** after completing a section when data entered and **verify** data at the end of the month.

2. Login & initial settings

1) Open Chrome → go to **www.logomis.lk**.
2) Click the **PFM icon** → Sign-In screen appears.
3) Enter **Username** and **Password** → click **Login.**
4) Confirm top-right displays your name & designation.
5) Set context (if needed): use drop-downs to select **Province → District → Local Authority → Accounting Year**, then click **Change Data.**

3. General Information (Part A, B, C)

Purpose: register/maintain LA core details (name, contacts, and administrative data).
Steps:

1) From main menu click **General Information.**
2) Work through **Part A,** fill every required field.
3) Click **Save** at the bottom of Part A.
4) Repeat for **Part B**, then **Save.**
5) Repeat for **Part C**, then **Save.**
6) To edit a saved section, click the **Edit** icon → update fields → **Save.**

Common mistakes: leaving mandatory fields blank; forgetting Save after each Part.

4. Staff Details

Purpose: maintain staff details for the LA (positions, contact details).
Steps:

1) Open **Staff Details** from the menu.
2) Click **Add New** (or use the row **Edit** icon to modify an existing entry).
3) Fill required fields (Name, Position, NIC, Contact, Grade, Date of Appointment etc.).
4) Click the **Save** (green) button to store the record.

5) To delete, select the record and use the delete option (if available & authorized).

Tip: Use the **Edit** icon for in-line updates; save each record individually.

5. Program Titles

Purpose: create/list program titles used in budgets/program reporting.

Steps:

1) Go to **Program Titles**.
2) Click **Add New** (or use **Edit** beside an existing line to change).
3) Type the Program Title and any reference codes.
4) Click ✔ **(green)** to save or ✖ **(black)** to cancel/remove.
5) If editing, update fields → **Save**.

Note: Keep program titles standardized to avoid duplicates.

6. GND (Grama Niladhari Division) Details

Purpose: add GND-level units (name, number, population).
Steps:

1) Open **GND Details**.
2) Click **Add New** → blank form opens.
3) Enter **GND Name**, **GND Number**, **Population** (and any other fields).
4) Click **Create** to save.
5) To edit, click the **Pencil** icon next to the GND record → update → Save.
6) To remove, click the **Bin** icon (delete) and confirm.

Tip: Verify population figures with official records before entry.

7. Ward Details

Purpose: define wards within the LA.
Steps:

1) Open **Ward Details**.
2) Click **Add New** → enter **Ward Name, Ward Number**, **Population**.
3) Click **Create** to store.
4) Edit with **Pencil** icon; delete with **Bin** icon.

Consistency: Use the same naming/numbering conventions used officially.

8. Annual Budget — Revenue & Expenditure

Purpose: enter planned budget for the accounting year.
Steps:

1) Open **Annual Budget** tab.
2) Select **Revenue** (or **Expenditure**) component from drop-down.
3) Enter values in the fields for each line item.
4) Add totals manually in the total cell (system may not auto-sum).
5) Click **Update** to save.
6) Repeat for other budget components.

Checks: Cross-check figures with LA approved budget documents.

9. Monthly Actuals — Revenue & Expenditure

Purpose: record actual monthly receipts and payments.
Steps:

1) Open **Actual Details**.
2) From the month drop-down, select the month you're entering.
3) Under **Revenue**, choose the component → enter monthly amounts → **Update**.
4) Under **Expenditure**, choose the component → enter monthly amounts → **Update**.
5) Enter monthly totals manually if required.
6) Repeat monthly for each accounting month.

Good practice: Keep supporting documents (receipts, vouchers) indexed to each entry for audit.

10. Data Verification (LA → ACLG → CLG → Ministry)

Purpose: formal approval workflow to assure data quality.

LA Level:

1) Open any data entry form → scroll to **Status Panel** at bottom.
2) Select the **month** to verify from the drop-down.
3) Click **Verify**. The system records verifier name and timestamp.
4) Verify only after cross-checking source documents.

District (ACLG) → Provincial (CLG) → National:

1) District/Provincial/National users log in with their role/account.
2) Open the same form → navigate to **Status Panel** → select month → **Verify**.
3) Each level's verification appears under the corresponding supervision bar (District/Province/National), recording who verified and when.

Rule: Verification should proceed in sequence — LA verifies first, then District, etc.

10. Dashboards & Report Generation

Purpose: view summaries, analytics and export reports for planning & monitoring.
Steps:

1) From Main Menu select **Dashboards**. Choose one:
    a. Numerical Dashboard
    b. Analytical Dashboard
    c. Annex 1 Dashboard
    d. Data Quality Dashboard
2) Select the **report type** within the chosen dashboard.
3) Apply filters: **Province**, **District**, **Local Authority**, **Accounting Year**, and other available filters.
4) Click **Generate Report**.
5) Use available export/print options (if enabled) to download PDF/Excel for sharing.

Tip: Use Data Quality Dashboard first if you suspect missing/incorrect data.

11. My Account — Change Password & Logout

Change password:

1) Click **My Account** → choose **Change Password.**
2) Enter new password → click **Update Password**.
3) Log out and log back in to confirm.

Logout:

1) Click your username (top-right).
2) Select **Logout**.

Security: Use strong passwords and do not share credentials.

12. Troubleshooting & Best Practices

Common issues & fixes:

1) **Cannot login** → check caps lock, internet; try password reset or contact Helpdesk.
2) **Form won't save** → ensure required fields completed; check browser console for errors; try reloading.
3) **Missing data/options** → ensure you selected correct LA/Year context; refresh page.
4) **Incorrect totals** → totals must be entered manually—recalculate offline and update.