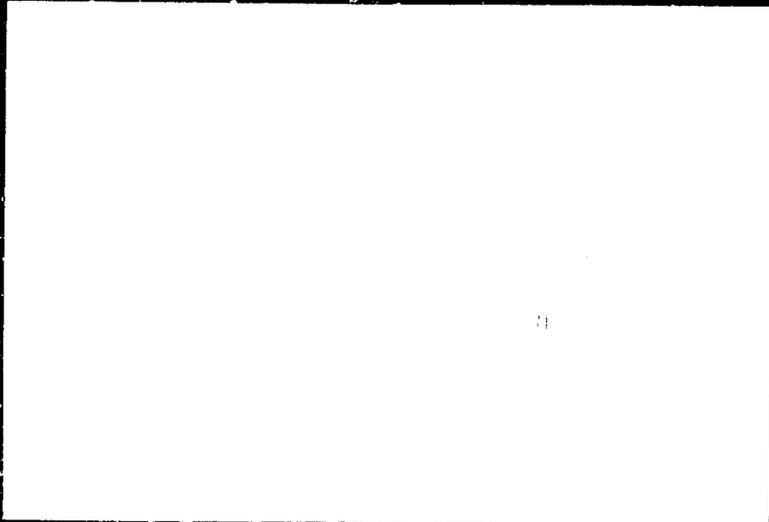


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**Trip Report
Visit to Sri Lanka
to Develop Financial Management System
for the Sri Lanka Association
of Voluntary Surgical Contraception**

Volume I

November - December 1990

prepared by

Peter Savosnick

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EXECUTIVE SUMMARY

Technical assistance was provided to the Sri Lanka Association for Voluntary Surgical Contraception (SLAVSC) under this consultation to develop a computerized financial management system for its income generating projects. The technical assistance was part of a strategy to assist SLAVSC in the diversification of its resource base as its major donor, AVSC, reduces and redirects its financial support. The intervention was carried out by the Family Planning Management Training Project under a buy-in from Sri Lanka. It is a follow-up to a previous consultation in October 1990 in which income generating projects were analyzed and income and expenditures projected as part of SLAVSC's new revenue base. The consultant adapted a system FPMT originally developed in Kenya for the National Council on Population and Development to the needs of the SLAVSC. The following components of the financial management system were developed during this technical consultation:

1) Budgeting and Financial Reporting:

A budgeting and financial reporting system was developed (and programmed in dBase III+) during this consultancy for the SLAVSC. This system has been tested and installed on SLAVSC's AMSTRAD 1512 computer (see APPENDIX I).

2) Tracking Laboratory Services:

A system for tracking the services being provided by the SLAVSC laboratory was developed. The system development work entailed the coding of all services being provided by the laboratory (see Appendix II). A form was also developed which will be used daily to record the date, type of service and money collected (as well as the signature of the laboratory technician on duty). This information is entered into a computerized system (dBase III+) so that it will be possible to generate a report on how much income is being generated by each type of service. This information will be used by SLAVSC to allocate costs and set fee rates.

3) Timesheet:

One important aspect of correctly allocating costs to the different income generating projects is the apportionment of time that SLAVSC officers spend on each project. To simplify this, a new time-sheet (see Appendix III) was introduced which will be used (starting on 01/01/91) by the SLAVSC officers to record the time spent on different activities. A simple coding system for each income generating project as well as for the different core and overhead activities will be developed by SLAVSC before 1st of January 1991. Each quarter, senior management will summarize the time sheets to see how much time (and costs) is being used on each income generating project and on core activities.

4) Costing Module:

In addition to the laboratory tracking system and time-sheet, a simple costing module was developed in LOTUS (Appendix IV). This worksheet calculates the margin of one service currently being provided by SLAVSC laboratory (lipid profile test). The objective of this exercise was to demonstrate how to use LOTUS to calculate the variable costs of the services that are being provided. A series of calculations were made showing what the margin would be based on varying rates of spoilage of the reagents used in the lipid profile test(s). It is intended that this module will be modified by the documentation officer for all the services being provided by the laboratory. This information should then be used together with accurate calculation and apportionment of the actual fixed costs (especially of the donated laboratory equipment). This work will be carried out by SLAVSC in the near future.

I. INTRODUCTION

This report describes the work that has been carried out during the visit to Sri Lanka (26 November - 1 December and 17 - 22 December 1990) to develop a computerized financial management system to monitor income and expenditures of income generating projects of the Sri Lanka Association for Voluntary Surgical Contraception (SLAVSC). This work was conducted by Mr. Peter Savosnick of the MIS division of Management Sciences for Health within the framework of a buy-in to the centrally funded Family Planning Management Training Project (FPMT) by USAID/Sri Lanka. Under this buy-in, FPMT previously worked with SLAVSC in October 1990 to analyze the revenue producing potential of 4 income generating projects.

The major objectives of this visit were to:

- develop a monthly programmatic and financial reporting systems for income-generating projects, and to;
- set up a computerized format for these systems.

II. BACKGROUND

SLAVSC has been providing family planning services in Kandy and neighboring Districts since 1974. The SLAVSC has also been assisting the Government of Sri Lanka in training Govt. Medical Officers and Nurses in surgical contraception. The SLAVSC has been responsible for introducing the concept of counselling and informed consent to Sri Lanka and trained a number of Government trainers in family planning counselling.

In recent years, SLAVSC principal donor, AVSC, has changed its policy and gradually moved from direct resource transfer (funds, supplies, equipment) to technical assistance and skills transfer. As a result, SLAVSC will need to generate more of its own income if it is to operate at the same level. A substantial portion of that income will be needed to pay the recurring administrative costs no longer supported by the AVSC grant.

To assist SLAVSC to switch from one major donor to a portfolio approach of income generating and donor funded activities, technical assistance has been provided by USAID centrally funded project FPMT to help develop and operationalize a financial strategy based new sources of revenue.

The Scope of Work for this consultation was prepared and approved during the previous technical assistance visit by an FPMT consultant, Michael Hall. The current activities were reviewed again at this time with the Executive Director Mr. S. B. M. Ranatunga, the Financial Manager Mr. K. Shanmugarajah, the Documentation Officer Mr. Nihal Hettiarchchi as well as other SLAVSC staff members. Agreement was reached on developing and then finalizing the details for the proposed system development work, focusing on the development of a budgeting and financial reporting system and, time permitting, on an income tracking system for the laboratory services.

The budgeting and financial reporting system would be developed and initially tested on the AVSC project and later be used by SLAVSC to monitor all income generating project budgets. Discussions were also held as to the possibility of computerizing SLAVSC's system of accounts. However, it was felt that the existing manual accounting system was adequate for SLAVSC's existing needs. In addition, SLAVSC does not have a chart of accounts and it was consider unproductive to spend the consultancy on setting up a chart of accounts.

III. RESULTS

The results of this consultation are presented in a series of lengthy and detailed annexes at the end of this report. These include:

- I. The Financial Reporting Systems Handbook
- II. The Laboratory Tracking System Handbook
- III. The SLAVSC Time-Sheet
- IV. The Lipid Profile Costing Module

A detailed system summary and system documentation was also produced. This is in volume II of the report.

IV. RECOMMENDATIONS

The overall objectives of this financial management system are to improve overall project management. This includes improving the ability to clearly identify critical project elements and objectives at an early stage of the project cycle. This will be accomplished by monitoring and evaluating the budgeting and financial reporting system. All of the above mentioned MIS development work are steps in the process of the organizational development of SLAVSC. As institutionalization has been a strong concern of the consultants during this technical assistance, attempts have also been made to ensure that the systems and the user documentation are "user friendly".

Specific recommendations for reinforcing utilization of the new system for management decision making and for ensure competence in operating the system include the following:

1. SLAVSC should test the Budgeting and Financial Reporting Components:

The budgeting and financial reporting system should be tested on the AVSC project and later used on all income generating projects. This will necessitate the development of additional line item codes which will have to be generated by (manager finance and documentation officer) SLAVSC. At the end of each quarter, senior managers of SLAVSC should review the process and the eventual variations in budgeted and reported expenditures.

2. SLAVSC should closely monitor Laboratory Services Tracking System:

The laboratory tracking system should be closely monitored to ensure that all services and incomes are being recorded. On the first working day of every month, a summary of all services provided and income collected should be printed and filed (with copies). At the end of each quarter these summaries should be reviewed. Calculations of the actual fixed costs should be calculated for the laboratory. Where possible, a calculation should also be made of what fixed costs should be allocated to type of service. This should be combined with the calculations of the variable costs of each type of service, using similar methodology used with the lipid profile test. The lotus worksheet which is used for the lipid profile test should also be developed to include the fixed costs. A review should be made on the types of services that are being provided and the prices that are being charged. The consultant also recommends that the computerized system be used to track other services that the

SLAVSC is providing. Services such as the rental of consulting rooms and the rental of the operating theater can be coded. A simple form could be developed to record the frequency of these activities (and any funds that are collected). The data should then be entered into the computerized system at the same time that the laboratory tracking information is entered. This would permit the SLAVSC to monitor all income it is generating.

3. SLAVSC should implement the Time-Sheet system to allocate costs to subprojects:

Starting from January 1st, 1991 SLAVSC managers will start using the new time sheet (in addition to the daily log) to record time usage. These time-sheets should be analyze after the first quarter and after six months to see how manpower costs should be distributed (accurately) to the different income generating projects. It is recommended that the time-sheet eventually be linked to a payroll system and that this information be entered and analyzed with the computer. This would necessitate the development of some form of computer based payroll system.

4. SLAVSC should provide opportunity for Professional Skills Development of its financial staff:

The consultant recommends that the documentation officer, Mr. Nihal Hettiarchchi, further develop his MIS and computer skills. This would allow SLAVSC to develop its own systems as the needs arise and the organization grows.

PERSONS CONTACTED

USAID:

Mr. Stan Stalla - Project Development Officer

Mr. D. L. C. Ariyaratne - Project Development Officer

SLAYSC:

Mr. S. Ranatunga - Executive Director

Mr. S. B. Abeykoon - Counseling Co-ordinator

Mr. K. Shanmugarajh - Manager Finance

Mr. Nihal Hettiarchchi - Documentations Officer

APPENDIX I

**THE FINANCIAL REPORTING
SYSTEMS HANDBOOK.**

FINANCIAL REPORTING SYSTEM:

Introduction: The objective of this handbook is to give the reader an overview of the financial reporting system recently developed at the Sri Lanka Association for Voluntary Surgical Contraception.

There are a number of reasons why monitoring is important. Firstly, the SLAVSC is coordinating several different projects and therefore there is a need for close monitoring of the project budgets. Secondly, it is our belief that the monitoring process will assist both the SLAVSC in effectively allocating costs to the different projects at the start of the financial year and thereby better utilizing available resources. The process of financial reporting and monitoring is particularly important in demonstrating that funds are being properly used and that provisions have been made in the planning process for all project costs.

How monitoring will be carried out

This guide aims at assisting the SLAVSC to collect and monitor financial information on its projects. This information will serve as a tool to enable the SLAVSC to improve its capacity to manage and coordinate a growing number of projects. The process of monitoring and evaluation that will be carried out by the senior managers of the SLAVSC focuses on a financial reporting system which monitors project budgets on a quarterly basis, i.e. facilitates a comparison between budgeted and actual expenditure.

Budgeting and Financial Reporting

A system of monitoring and evaluating the financial activities of the projects through a microcomputer based financial reporting system has been developed. This system is based upon a breakdown of the annual budget into quarters. This is necessary to enable the SLAVSC to monitor actual expenditure against budgeted expenditure and to track overspending or underspending. A complete description of the Financial Monitoring System is given in the following sections of this report.

Each income generating project should have a designated manager (senior officer etc.) in-charge. The role of the SLAVSC Officer (in-charge of a project) in monitoring the budget will start early in the budget development phase. Each income generating project should have its separate annual budgets that are funded either by a donor or by the income that the project generates. The officer in-charge of a project will be expected to familiarize themselves with the early draft versions of the budgets. One reason for this early involvement will be to facilitate the process of developing accurate and useful (annual) workplans and budgets. It should also enable the Finance Manager to make realistic cash flow projections.

It is important to emphasize the strong links that must exist between the monitoring of activities and the monitoring of expenditure. Each SLAVSC Officer responsible for monitoring a project must be conversant with all aspects of the project.

Flow of Information

The financial reporting system is comprised of three parts, a budget preparation form, the financial reporting form, a standard set of line items and codes and a standard set of reports from the computer based system. These forms and the quarterly financial report are shown on the following pages.

The budget preparation form is written in Lotus and in Allways. A copy of which is stored on both the hard and floppy disk(s) and can be printed and then photocopied as the need arises. A list of line item codes has also been developed for the AVSC project (see the following pages). The list of line item codes can be updated as the need for new line items arises. It will be the responsibility of the finance manager to ensure that this list of line item codes is kept up-to-date.

Once the budget preparation form has been submitted and the budget approved, the data will be entered into the computerized system. A standard reporting form showing the budgeted line items (by quarter) will then be pre-printed. This financial reporting form contains a blank column where the finance manager will fill in the reported expenditure during the current quarter.

The daily monitoring of project expenditure will be carried out by the Finance Manager using the existing manual accounting system. The finance manager will prepare the quarterly reporting form(s). This information will be entered into the computerized system by the documentation officer at the end of each quarter as soon as the finance manager has audited the receipts, invoices, vouchers etc. and supporting documentation. Once all project budgets have been entered into the system, the Documentation Officer will provide each officer in-charge of a project with a financial report for their project for the quarter and year to date. The officers will review the financial reports line item by line item. The first step in this analysis will be to determine when additional information is required and when the Finance Manager or others should provide this information.

In the same way that the Project Officers are expected to know the reasons for significant variations between budgeted and reported expenditures, they should also be aware of all activity aspect of their project. Ultimately, the MIS will have little if any impact if its output is not translated into decision making.

Accounting Line Item Codes for SLAVSC

	JOB TITLE	Employee Number & Line Item Code
1	Medical Director	101
2	Executive Director	102
3	Manager Finance	103
4	Medical Officer	104
5	Programmes Manager	105
6	Librarian/Documentation	111
7	Laboratory Technologist (a)	112
8	Laboratory Technologist (b)	113
9	Counseling Coordinator	121
10	Counselor (a)	122
11	Counselor (b)	123
12	Clerk Accounts	131
13	Clerk Accounts/Supplies	132
14	Steno/Typist English (a)	141
15	Steno/Typist English (b)	142
16	Peon/Sinhala Typist	143
17	Nurse (a)	161
18	Nurse (b)	162
19	Nurse (c)	163
20	Nurse (d)	164
21	Attendant/Nurse Aide (a)	165
22	Attendant/Nurse Aide (b)	166
23	Laboratory Assistant (a)	170
24	Laboratory Assistant (b)	171
25	Laboratory Attendant	172
26	Sanitary Labourer/Cleaner	181
27	Driver (a)	182
28	Driver (b)	183
29	Guard (a)	184
30	Guard (b)	185

SLAVSC BUDGET PREPARATION FOR

Project Officer:				Project #:		Page #	
Date:				Donor			
line Item Code	line Item Description (Please Text)	Annual Budget Rupees	First Quarter Budget Rupees	Second Quarter Budget Rupees	Third Quarter Budget Rupees	Fourth Quarter Budget Rupees	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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35							

Quarterly Reporting Form

Implementing Agency: SLAVC Project: SL\122\91 - 3

Quarter: 1 Donor: USAID Project Officer: NARANYNA

Line Item Code	Line Item Description	Annual Budget Rs.	Allocations this Qtr. Rs.	Expenditure this Qtr. Rs.
101	MEDICAL DIRECTOR	78000	60000	_____
104	MEDICAL OFFICER	18500	4500	_____
102	EXECUTIVE DIRECTOR	28000	7000	_____
121	COUNSELING COORDINATOR	15050	3550	_____
170	LABORATORY ASSISTANT (A)	14500	3500	_____
182	DRIVER (A)	10000	2500	_____
200	FUEL	45000	10000	_____
220	MAINT. & REPAIR OF VEHICL	25000	25000	_____
320	UTILITIES	5800	1100	_____
511	PROVIDENT FUND/ETF	9200	1200	_____
600	PRINTING COSTS	5000	0	_____
TOTALS:		254050	118350	

Quarterly Financial Report

Implementing Agency: SLAVC Project: SL\122\91 - 3

Monthly or Quarterly Reporting: Q

Quarter: 1 Donor: USAID Project Officer: NARANYNA

Line Item Code	Annual Budget Rs.	Expenditure to Date Rs.	Re_allocations	% Exp.to Date vs Budget	Allocations this Qtr. Rs.	Expend. this Qtr. Rs.	Diff Qtr. Rs.
101	78000	47000	0	60%	60000	47000	13000
104	18500	4400	0	24%	4500	4400	100
102	28000	7300	0	26%	7000	7300	-300
121	15050	3550	0	24%	3550	3550	0
170	14500	3700	0	26%	3500	3700	-200
182	10000	5000	-1000	50%	2500	5000	-2500*
200	45000	7500	0	17%	10000	7500	2500
220	25000	24000	0	96%	25000	24000	1000
320	5800	875	0	15%	1100	875	225
511	9200	70	0	1%	1200	70	1130
600	5000	3000	1000	60%	0	3000	-3000*
TOT:		254050	106395		118350	106395	11955

FINANCIAL REPORTING SYSTEM

PROGRAM DOCUMENTATION

The Financial Reporting system that are described in this book have been written in Dbase III Plus for the Sri Lanka Association for Voluntary Surgical Contraception. Most of the work the user will perform with the systems will not require any prior knowledge of Dbase III Plus to enter, edit or print reports from the system.

Screen 0 01/04/91

FINANCIAL REPORTING SYSTEM

Please Enter Password, and hit <Enter>

0 - Quit Program

Selection

Sri Lanka Association for Voluntary Surgical Contraception
Financial Reporting System

INTRODUCTION

This manual is designed to enable the user to work with the computer based Financial Reporting System. The system documentation is comprised of two parts; firstly the user handbook which guides the user through the computer based system and complete documentation of the programs with all related program coding. The purpose of this handbook is to guide the user on a screen by screen basis through the system. The Financial Reporting forms an integral part of the SLAVSc's finance and accounting system and can be used to record all budgets and reported expenditures on a quarterly basis. The system also produces a standard set of reports, the most important which is the quarterly financial report.

PROGRAM DOCUMENTATION

I. SECURITY

To maintain the integrity of the budgets and reported expenditures, access to the Financial Reporting System is restricted to authorized users only. In addition, certain specific functions in the Financial Reporting System have been controlled through the use of several passwords and through the use of routines that automatically record any changes that are made to data entered into the system. There are two levels of passwords, firstly a standard password permits the user access the main menu of the system. Secondly additional passwords are required to access the different processes or functions of the system. Recording budgets and expenditures and viewing data that the user has entered is possible using the first level passwords. Operations such as re-allocations and the retrieval of data from backups of the system must be treated with the utmost care and therefore require the second level passwords. Passwords are stored in system files and are only accessible to the system supervisor.

II. MAINTENANCE

The system uses the DOS backup and restore commands. These commands are currently in the same directory as the program files. These DOS commands may also be accessed through a path definition. Although the backup functions can be accessed by the user directly, the restore function is restricted through the use of a password to the system supervisor. The main objective of this is to minimize the risk of restoring old data and thereby deleting the current data stored on the hard disk. It is important that backups of the databases is performed every time the system is used (end of that working day). As part of program maintenance the system supervisor should enter the current quarter (at the beginning of every quarter) in the system file using the file maintenance option.

All programs and files for the Financial Reporting System are currently stored in the subdirectory C:\DBASEIII\SLAVSC

III. DESIGN FEATURES

A system of monitoring and evaluating the financial activities through a microcomputer based financial reporting system has been developed. This system is based upon a breakdown of the annual budget into quarters. This is necessary to enable the SLAVSC to monitor actual expenditure against budgeted expenditure and to track overspending or underspending. The Financial Manager will report the expenditure on each line item to the Documentation Officer every quarter. (Expenditure can only be incurred on line items that have been budgeted). One of the outputs from the reporting system will be a summary of the financial report showing budgeted and reported expenditures

IV. INSTALLATION

All line items, implementing agency (currently only SLAVSC) and donors must be entered using the file maintain master records option before the system can be used.

A complete listing of the databases and their respective structures is shown in Appendix I.

NOTE: The system is developed to permit multiple budgets and assumes that some time in the future, SLAVSC may have other NGOs and agencies implementing SLAVSC projects.

USING THE FINANCIAL REPORTING SYSTEM

ACCESSING THE MAIN MENU

TO ACCESS THE FINANCIAL REPORTING SYSTEM, YOU FIRST HAVE TO RUN DBASE III+ . ONCE YOU HAVE ENTERED "DBASE" ESCAPE TO THE DOT PROMPT AND ENTER '!cd SLAVSC' and then when the dot prompt returns type 'do 100' (THIS CAN BE DONE IN EITHER UPPER OR LOWER CASE LETTERS). THE NEXT STEP IS TO ENTER YOUR PASSWORD. ONCE YOU HAVE ENTERED THE CORRECT PASSWORD, THE MAIN FINANCIAL REPORTING SYSTEM MENU WILL APPEAR ON YOUR SCREEN.

The opening menu consists of four main options, each one of which is a submenu. Should the user wish to leave or quit the system at this time the user should select the '0' option. This results in the discontinuation of the program and dbase session and returns the user to the DOS prompt. Therefore, select option '0' only when you are through with all the other options.

Menu selections in this and all other menus is made by entering the number on the selection description. The selection is then executed by pressing <RETURN>. Once the correct password has been entered, the main menu show below will appear:

FINANCIAL REPORTING SYSTEM MENU; Screen 0

Screen 0. below appears once the user has entered the correct password. The main menu allows the user to select a series of other menus displayed. A brief description of the contents of each menu is given on the next page:

```
Screen 0                                01/04/91

      FINANCIAL REPORTING SYSTEM

1 - Process Transactions Menu
2 - Maintain Master Records Menu
3 - Management Reports Menu
4 - Systems Backup Menu

0 - Quit Program

Selection

Sri Lanka Association for Voluntary Surgical Contraception
Financial Reporting System
```

Menu Options:

- Option 1: **Process Transaction Menu** is used to enter and report on financial activities.
- Option 2: **Master Records Menu** is used to install the system for the first time and to run some of the system maintenance programs.
- Option 3: **Management Reports Menu** is used to direct output either to the screen or to the printer.
- Option 4: **System Backup Menu** is used to both backup and restore files.
- Option 0: The user may quit the menu and program at this stage by entering [0] <RETURN>

The first option that should be selected when using the system for the first time is option [2], Master Records Menu. The selection is then executed by pressing <RETURN>. Screen 2 will be displayed (below) and the user is requested to enter the password. Once the correct password has been entered, the Master Records Menu Shown on the next page displayed.

Screen 2 01/04/91

FILE MAINTENANCE OPTIONS

Please Enter Password, and hit <Enter>

0 - Quit Program

Selection

SLAVSC
Financial Reporting System

Screen 2 01/04/91

MASTER RECORDS MENU

- 1 - Implementing Agency & Donor Maintenance
- 2 - Line Item & Item Group Maintenance
- 3 - Project, Proj Type, Proj Title & Maintenance
- 4 - Budget & Expense Item Maintenance
- 5 - Actions & Action Code Maintenance
- 6 - Reallocation and Rolodex Maintenance
- 7 - System Maintenance
- 8 - Run File Re-Indexing Job
- 9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

A brief description of the contents of each option is given below:

- Option 1: **Implementing Agency & Donor Maintenance** option is selected to enter, update and delete agency and donor codes and their descriptions.
- Option 2: **Line Item & Item Group Maintenance** is selected to enter, update and delete the official line item codes and an accompanying group code. Line items cannot be budgeted or reported on if they have not previously been entered into this option
- Option 3: **Project, Proj Type, Proj Title & Maintenance** option should only be used by the system supervisor to amend previously entered information.
- Option 4: **Budget & Expense Item Maintenance** option should only be used by the system supervisor to amend previously entered information.
- Option 5: **Action & Action Code Maintenance** option is used to enter the action codes and their descriptions.
- Option 6: **Reallocation and Rolodex Maintenance** option is used to make budgetary re-allocations as there is a need to be recorded and stored separate from the normal budgets. The rolodex maintenance option is used to enter and update a name and address data base.
- Option 7: **System Maintenance** is used by the system supervisor to maintain the system file
- Option 8: **Run File Re-Indexing Job** option should be carried out frequently (daily) by the system user.
- Option 9: **The user may quit the menu and program at this stage by entering [9] <RETURN>**

Screen 2.1 01/04/91

IMPLEMENTING AGENCY & DONOR MAINTENANCE

1 - Add/Delete/Update Implementing Agency
2 - Add/Delete/Update Donors

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Implementing Agency & Donor Maintenance; Screen 2.1

The selection of the first option [1] from the master records menu (2) will display screen 2.1. menu shown above. This menu allows the user to either 'Add/Delete/ Update Implementing Agency' or to 'Add/Delete/Update Donors.

Implementing Agency Maintenance; Screens 2.1.1 - 2.1.1.3

Before any budgetary information relating to an NGO or implementing agency can be entered, the name and a code must exist in the system (IMPLE_AG.DBF). Nearly every time the user enters the agency code this information will be validated.

Screen 2.1.1 01/04/91

NGO/AGENCY MAINTENANCE

1 - Add a NGO/Agency
2 - Delete a NGO/Agency
3 - Update a NGO/Agency

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.1.1.1

01/04/91

ADD AN NGO/IMPLEMENTING AGENCY

New NGO/Implementing Agency Code (0 to quit) : SLAVC
(Change now if desired)

That Implementing Agency Code already exists, Please Re-enter
Press any key to continue...

SLAVSC
Financial Reporting System

Screen 2.1.1.1 (Above) When adding an Implementing agency the user should decide upon an acronym of not more than five characters (less may be used). For example, for the Sri Lanka Association for Voluntary Surgical Contraception the acronym SLAVC is used. If the user enters a code that has previously been entered into the system the error message shown on the screen above will be displayed. Once the code has been entered the name of the Agency is entered. Agencies with particularly long names (titles) will have to be abbreviated. To be able to enter the name of the contact person: the user must first enter the contact persons name etc. using the Rolodex option. The name of the contact person: can also be added using the update function.

Screen 2.1.1.1

01/04/91

ADD AN NGO/IMPLEMENTING AGENCY

New NGO/Implementing Agency Code (0 to quit) : DAHA
(Change now if desired)

Enter Name of this agency: Development & Health Ass.
Enter Last Name of contact person:
(0 to Quit)

Is the above information correct? <Y/N>: y

SLAVSC
Financial Reporting System

Screen 2.1.1.1 01/04/91

ADD AN NGO/IMPLEMENTING AGENCY

New NGO/Implementing Agency Code (0 to quit) : DAHA
(Change now if desired)

Enter Name of this agency: Development & Health Ass.
Enter Last Name of contact person:
(0 to Quit)

This item has been successfully added.
Add another Implementing Agency? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.1.1.1 Once the information has been entered, the screen (above) will display the message that 'This item has been successfully added.' If the user wishes to add another Agency she/he should enter [Y] <RETURN> to the 'Add another Implementing Agency? <Y/N>' question.

Screen 2.1.1.3 The selection of the third option [3] on the NGO/agency maintenance menu (2.1.1) allows the user to display and update the previously entered information. To do this the user should first enter the Agency code and then place the cursor in the field(s) he/she wishes to change.

Screen 2.1.1.3 01/04/91

CHANGE AN NGO/IMPLEMENTING AGENCY

Enter Implementing Agency Code to change: daha
(0 to Quit)

Name of Implementing Agency: DEVELOPMENT & HEALTH ASS.
Last name of contact person: Marayana

This Implementing Agency has been successfully changed.
Change another Implementing Agency? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.1.1.2 01/04/91

DELETE AN NGO/AGENCY

Enter NGO/Agency Code to delete : DAHA
(0 to Quit)

SLAVSC
Financial Reporting System

Screen 2.1.1.2 The selection of the second option [2] on the NGO/agency maintenance menu (2.1.1) allows the user to delete (see screen above) the previously entered information (record). To do this the user should first enter the NGO/Agency code and then the user is prompted to confirm that the record should be deleted and whether or not he/she wants to delete another record (see below).

Screen 2.1.1.2 01/04/91

DELETE AN NGO/AGENCY

Enter NGO/Agency Code to delete : DAHA
(0 to Quit)

Name of Implementing Agency: DEVELOPMENT & HEALTH ASS.
Last name of contact person there: HARAYAMA

Are you sure you want to delete this? <Y/N>: y

This Implementing Agency has been successfully deleted.
Delete another Implementing Agency? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.1.1.2

01/04/91

DELETE AN NGO/AGENCY

Enter NGO/Agency Code to delete : DEHE

That Implementing Agency Code does not exist, Please Re-enter

Press any key to continue...

SLAVSC

Financial Reporting System

Screen 2.1.1.2 cont..If the user enters a wrong NGO/Agency code (see screen 2.1.1.2 above), he/she will be prompted to re-enter the correct code. **NOTE:** This option must only be used during the installation process when a record has been erroneously entered and cannot be corrected using the 'Change' option. As long as any record (e.g. a budget) in the system contains the NGO/Agency code it must NOT be removed.

Screen 2.1.2 01/04/91

DONOR MAINTENANCE

1 - Add a Donor
 2 - Delete a Donor
 3 - Update a Donor

9 - Return To Previous Menu

Selection

SLAVSC
 Financial Reporting System

Screen 2.1.2 (Above) When adding a donor agency the user should decide upon an acronym of not more than five characters (less may be used). For example, for the Danish Agency for International Aid the acronym DANIA is used. If the user enters a code that has previously been entered into the system the error message will be displayed. **Screen 2.1.2.1 (Below)** Once the code has been entered the name of the donor is entered. Donors with particularly long names (titles) will have to be abbreviated. It is also recommended that the user include the name of the contact person within the donor agency.

Screen 2.1.2.1 01/04/91

ADD A DONOR

New Donor Code (0 to quit): DANIA
 (Change now if desired)

Enter Name of this donor: Danish Agency for Int. Aid
 Enter Last Name of contact person: Smith
 (0 to Quit)

Is the above information correct? <Y/N>: N

SLAVSC
 Financial Reporting System

Screen 2.1.2.3 01/04/91

CHANGE A DONOR

Enter Donor Code to change: dania
(0 to Quit)

Name of Donor: DANISH AGENCY FOR INT. AID
Last name of contact person: SMITH
(0 to Quit)

This Donor has been successfully changed. y
Change another Donor? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.1.2.3 (Above) The selection of the third option [3] on the donor maintenance menu (2.1.2) allows the user to display and update the previously entered information. To do this the user should first enter the NGO/Agency code and then place the cursor in the field(s) he/she wishes to change. **Screen 2.1.2.2 (Below)** The selection of the second option permits the user to delete previously entered information (record). To do this the user should first enter the donor code and then the user is prompted to confirm that the record should be deleted and whether or not he/she wants to delete another record. **NOTE:** This option should only be used during the installation process when a record has been erroneously entered and cannot be corrected using the 'Change' option. As long as any record (e.g. a budget) in the system contains the donor code it must NOT be removed.

Screen 2.1.2.2 01/04/91

DELETE A DONOR

Enter Donor Code to delete: dania
(0 to Quit)

Name of Donor: DANISH AGENCY FOR INT. AID
Last name of contact person there: SMITH

Are you sure you want to delete this? <Y/N>: N

SLAVSC
Financial Reporting System

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Screen 2.2 01/04/91

LINE ITEM & ITEM GROUP MAINTENANCE

1 - Add/Delete/Update Line Items
2 - Add/Delete/Update Line Item Groups

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.2(Above) The selection of the second option [2] from the 'Line Item & Group Maintenance' menu will display screen 2.2.2. menu shown below. This menu allows the user to either 'Add/Delete/ Update Item Groups'. Before any budgetary information relating to a project can be entered, the SLAVSC group and line item codes must exist in the system (ITEM_GRO.DBF and LINE_ITE.DBF). Every time the user enters a line item number this information will be validated.

Screen 2.2.2 01/04/91

ITEM GROUP MAINTENANCE

1 - Add an Item Group
2 - Delete an Item Group
3 - Update an Item Group

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.2.2.1 01/04/91

ADD A LINE ITEM GROUP

New Line Item Group (0 to quit) : 0
(Change now if desired)

SLAVSC
Financial Reporting System

Screen 2.2.2.1 (Above) The selection of the first option [1] from the 'Item Group Maintenance' menu will display the screen above. When adding a group code (a master for the SLAVSC is maintained by the system supervisor) the user should enter a 2 digit number in the first field. If the user enters a code that has previously been entered into the system the error message will be displayed (see below). Once the code has been entered the description of the group code is entered. Descriptions that are particularly long will have to be abbreviated. The user is then prompted to respond to the question 'Is the above information correct? <Y/N>.

Screen 2.2.2.1 01/04/91

ADD A LINE ITEM GROUP

New Line Item Group (0 to quit) : 440
(Change now if desired)

That Line Item Group already exists. Please Re-enter
Press any key to continue...

SLAVSC
Financial Reporting System

Screen 2.2.2.3 01/04/91

CHANGE A LINE ITEM GROUP

Enter Line Item Group to change (0 to quit) : 440

Description: PURCHASE OF UNIFORMS

This item has been successfully changed.
Change another Item Group? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.2.2.3 (Above) The selection of the third option [3] on the menu (2.2.2) allows the user to display and update the previously entered information. To do this the user should first enter the group code and then place the cursor in the field(s) he/she wishes to change. Screen 2.2.2.2 (Below) The selection of the second option permits the user to delete previously entered information (record). To do this the user should first enter the group code and then the user is prompted to confirm that the record should be deleted and whether or not he/she wants to delete another record. NOTE: This option should only be used during the installation process when a record has been erroneously entered and cannot be corrected using the 'Change' option. As long as any record (e.g. a budget) in the system contains the group code it must NOT be removed.

Screen 2.2.2.2 01/04/91

DELETE A LINE ITEM GROUP

Enter Line Item Group to delete (0 to quit) : 440

Description: PURCHASE OF UNIFORMS

Are you sure you want to delete this? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.2.1.1 01/04/91

ADD A LINE ITEM

New Line Item Code (0 to quit) : 600
 (Change now if desired)

Enter Description: PRINTING COSTS
 Enter Item Group Number (0 to Quit) 5
 You have entered: OTHER EXPENSES

This item has been successfully added.: y
 Add another Line Item? <Y/N> N

SLAVSC
 Financial Reporting System

Screen 2.2.1.1(Above) The selection of the 'Add A Line Item' option from the 'Line Item & Group Maintenance' menu will display screen 2.2.1.1 menu. This menu allows the user to either 'Add A Line Item'. A three digit line item number, its description and group number should be entered by the user. Screen 2.2.1.3 (Below) The selection of the third option [3] on the menu (2.2.1) allows the user to display and update the previously entered information. To do this the user should first enter the line item code and then place the cursor in the field(s) he/she wishes to change. The user is then prompted to respond to the question 'Is the above information correct?' <Y/N>.

Screen 2.2.1.3 01/04/91

CHANGE A LINE ITEM

Enter Line Item Code to change (0 to quit) : 600

Current Description: PRINTING COSTS
 Current Item Group Number: 5
 Group Number description: OTHER EXPENSES

Is the above information correct? <Y/N>: N

SLAVSC
 Financial Reporting System

Screen 2.3 01/04/91

PROJECT, PROJECT TYPE & PROJECT TITLE MAINTENANCE

1 - Add/Delete/Update Projects
2 - Add/Delete/Update Project Types
3 - Add/Delete/Update Project Titles

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.3 and 2.3.1 These options should only be used by the system supervisor to update system information.

Screen 2.3.1 01/04/91

PROJECT MAINTENANCE

1 - Use Transaction Menu to add New Projects
2 - Delete a Project
3 - Update a Project

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.4 01/04/91

BUDGET & EXPENSE ITEM MAINTENANCE

1 - Add/Delete/Update Budget Items
2 - Add/Delete/Update Expense Items

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.4 and 2.4.1 These options should only be used by the system supervisor to update system information.

Screen 2.4.1 01/04/91

BUDGET ITEM MAINTENANCE

1 - Use Transaction Menu to Add
2 - Delete Not Available
3 - Update Not Available

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.4.2 01/04/91

EXPENSE ITEM MAINTENANCE

1 - Use Transaction Menu to Add
2 - Delete an Expense Item
3 - Update an Expense Item

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.4.2 and 2.4.2.2 These options should be selected by the system user if a reported expenditure has been entered incorrectly and the user wishes to delete the record.

Screen 2.4.2.2 01/04/91

DELETE EXPENSE ITEMS

Enter Project Code: TEST
Enter Project Number: TEST

Enter Year Expense was incurred: 1991
Enter Quarter & Expense was incurred: 0

Enter Line Item Code (0 to Quit) : 0

SLAVSC
Financial Reporting System

Screen 2.6 01/04/91

REALLOCATION & ROLDEX MAINTENANCE

1 - Add/Delete/Update Reallocation Increases
2 - Add/Delete/Update Reallocation Decreases
3 - Add/Delete/Update Rolodex

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.6 (Above) The reallocation and rolodex maintenance menu is selected by entering option [6] from the main menu. The reallocation of funds options has to be made using the Transaction Menu. A help message to this effect is displayed on the screen (see below) if the user selects option 1 from this menu.

Screen 2.6.1 01/04/91

REALLOCATION MAINTENANCE

To Add, Delete or Change a Reallocation Please
Use the Transaction Menu.

Note: This means that when you need to remove or correct a reallocation you must enter an adjusting or offsetting reallocation using the Transaction Menu. This is to ensure that all adjustments to the budgets are recorded.

9 - Return To Previous Menu
Selection

SLAVSC
Financial Reporting System

Screen 2.6.3 01/04/91

ROLODEX MAINTENANCE MENU

1 - Add a Rolodex entry
 2 - Delete a Rolodex entry
 3 - Change a Rolodex entry

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 2.6.3 (Above) The 'Rolodex Maintenance Menu' lets the user select to either add/delete or change a rolodex entry. Selecting option [1] will display screen 2.6.3.1 (below) and prompt the user to enter last name, first name, type code (unspecified 4 digit code that can be used to categories rolodex entries), phone number, P.O.Box number, street and city. The user is then prompted to respond to the question 'Is the above information correct? <Y/N>' and 'Do you want to enter another' (record).

Screen 2.6.3.1 01/04/91

NEW ROLODEX ENTRY

Enter Last Name : Maranyna
 Enter First Name : (0 to Quit) Peter
 Enter Type Code : Dr.
 Enter Phone : 566773
 Enter PO Box : 3345
 Enter Street : 78 Lentville rd.
 Enter City : Kandy

This person was successfully added.
 Do you want to enter another? N

SLAVSC
Financial Reporting System

Screen 2.6.3.2 01/04/91

DELETE A ROLODEX

Enter Last Name to delete: Maranyna
Enter First Name to Delete: Peter
(0 to Quit)

Type Code: DR.

Are you sure you want to delete this? <Y/N> N

SLAVSC
Financial Reporting System

Screen 2.6.3.2 (Above) The selection of the second option permits the user to delete previously entered information (record). To do this the user should first enter the Last Name and First Name of the rolodex entry. The user is prompted to confirm that the record should be deleted and whether or not he/she wants to delete another record. The selection of the third option [3] on the menu (2.6.3) allows the user to display and update the previously entered information. To do this the user should first enter the Last Name and First Name and then place the cursor in the fields he/she wishes to change.

Screen 2.6.3.3 01/04/91

UPDATE A ROLODEX

Enter Last Name to change: naranyna
Enter First Name to change: peter
(0 to Quit)

Type Code: DR.
Phone: 566773
PO Box: 3345
Street: 78 LENTVILLE RD.

City : KANDY
This Rolodex entry has been successfully changed.

SLAVSC
Change another? <Y/N> N

Screen 4 01/04/91

BACKUP/RESTORE MENU

1 - Perform Backup
2 - Perform Restore

0 - Quit Program

Selection

SLAVSC
Financial Reporting System

Screen 4 Data Backup option is compulsory and the frequency should be determined by the system installer since it will be determined by the volume of data entered per day. Data Restore option: restoring data should be done with extreme care since it is possible to restore an old backup and thus lose all the data entered in the duration between the old backup and the current data. This function should only be carried out by the supervisor when (and only when) one or more data files or programs have been corrupted. Several warnings are given when using these facilities.

Screen 4.2 01/04/91
19:57:41

**** FINANCIAL REPORTING SYSTEM ****
File Restoration Process

THIS PROCESS CAN TAKE SEVERAL MINUTES!
YOU ARE ABOUT TO RESTORE YOUR FILES FROM A DISK

ENTER <Y> TO CONTINUE N

Screen 1 01/04/91

PROCESS TRANSACTION MENU

1 - Enter Expenditure Reports
 2 - Enter Budget Reallocations
 3 - Enter New Project Budgets
 4 - Enter Action Codes

9 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 1 (Above) The process transaction menu is accessed through option 1 on the main menu. If the user is entering a budget for the first time he/she should choose option 3. If a budget has already been entered and the user wants to enter a quarterly report, he/she should select option 1.

Screen 1.3 (Below) To register a new budget (a budget may only be entered once) the user must first enter the correct project code. The user is then expected to enter a project description, duration and amount committed to the project. It is important to remember that all projects have a unique combination of project code and project number. There may be more than one project number for every project code you enter.

Screen 1.3 01/04/91

NEW BUDGET ENTRY

New Project Code (0 to quit) : sl\122\91
 (Change now if desired)

Enter Description : Community Distribution

Enter Project Duration : 5 Years

Enter Amount Committed (Rs) : 5000000

SLAVSC
Financial Reporting System

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Screen 1.3a 01/04/91

PROJECT NUMBERS FOR THIS PROJECT CODE

Project Code : SL\122\91
Enter Project Number : 1

SLVASC
Financial Reporting System

Screen 1.3a (Above) Once the next screen appears (screen 1.3a) the user is prompted to enter the project number. After entering the project number the user is prompted to enter the implementing agency code and donor code. These codes are validated (one after the other) by the system.

Screen 1.3a 01/04/91

PROJECT NUMBERS FOR THIS PROJECT CODE

Project Code : SL\122\91
Enter Project Number : 2

Enter Implementing Agency (0 to quit): SLVSC
You have entered: SRI LANKA ASS. FOR V.S.C.

Enter Donor Code (0 to quit). USAID
You have entered: U.S. Agency For Int. Dev.

Last Name of Project Officer: Maranyna
(0 to quit)

SLVASC
Financial Reporting System

Screen 1.3a 01/04/91

PROJECT NUMBERS FOR THIS PROJECT CODE

Project Code : SL\122\91
 Enter Project Number : 2

Enter Starting Date for this Project No.. 01/04/91
 Enter Ending Date for this Project No.... 01/04/92
 Enter Total Amount Budgeted (Rs.) :000000
 Enter Total Amount Spent to Date (Rs).. 0
 Enter Executing Agency.....
 Monthly or Quarterly Reporting? <M/Q>.... Q

Sri Lanka Association for Voluntary Surgical Contraception
 Financial Reporting System

Screen 1.3a cont...(Above) The user is prompted for the following information:

Start Date: To accommodate the possibility of more than one project number having the same project code (umbrella projects) the user may also include information on the start date of the project (number).

Ending Date: Both the start date and the end date should be entered as M/D/Y.

Total Amount Budgeted: The total amount budgeted refers to the amount budgeted to the project that is made up of the unique combination of project code and project number. All amounts should be given in Rs.

Amount Spent to Date: This field is an optional piece of information that can be entered by the user.

Executing Agency: This field is optional and is used when the executing agency and implementing agency are not the same.

The user must enter whether or not the financial reporting will be monthly or quarterly. For SLAVSC, a decision has been taken that all budgets will be quarterly budgets. Although it is possible for organizations to report on a monthly basis, the budget must be broken down on a quarterly basis. This also means that all comparisons are carried out on a quarterly basis irrespective of reporting frequency. The system supervisor must ensure that the default quarter is reset in the SYSTEM file every quarter.

Screen 1.3b 01/04/91

ENTER BUDGET ITEMS FOR THIS PROJECT NUMBER

Project Code: SLV22\91
Project Number: 2

Enter Year item is budgeted for: 1991
Enter Quarter number: 1

Enter Line Item Code : 400
You have entered: LAUNDRY CHARGES

Enter amount budgeted for this line item: 12000
Are you sure? <Y/N> y
Enter another Line Item & Amount? <Y/N> N

SLAVSC
Financial Reporting System

Screen 1.3b (Above) Once the user has completed the data entry form in screen 1.3a, screen 1.3b is displayed requesting the user for the correct combination of project code and project number. These are validated by the system and an error message displayed if they are entered incorrectly. The user is then prompted to complete the following information:

Year: The first year in the current financial year is considered the year (e.g. for the financial year 1990/91 the year is 1990).

Quarter: The year is divided into four quarters. The first quarter that is budgeted is quarter number one. This will be the first quarter that the NGO or implementing agency reports on. All quarters are made up of three months of the project irrespective of if the project starts at the beginning of the financial year or the beginning of the calendar year.

Item Code: This refers to the official line item codes used by the SLAVSC.

Amount: The amount must be given in Rs. and refers to the amount for a given line item for the given quarter.

The system will then ask the user if he/she is sure that they have entered the correct information. The user is then asked whether they want to enter another line item code for the project budget they are working on. If the user replies No the system will ask if the user wants to continue entering budget information for the (already) given project code but using a new project number.

NOTE: The user must complete entering the annual budget for all quarters and all line items without interruption. The reason for this is that once entered a budget may not be accessed directly. A budget may require line item reallocations but these are entered and recorded in separate files. If for any reason the entering of a budget is interrupted the system supervisor must delete the records that have been entered (using the BDGT_ITE.DBF and DELETE at the dot prompt) and re-enter the complete budget.

Screen 1.1 01/06/91

ENTER EXPENDITURE REPORTS

Enter Project Code:
Enter Project Number:
(0 to Quit)

SLAVSC
Financial Reporting

Screen 1.1 (Above) Option [1] from the 'Process Transaction Menu' is used to enter reported expenditure. The user is prompted to enter project code and project number before being able to enter the line item expenditures. An error message will be displayed if the wrong (non-existent) combination of project code and project number is entered.

Screen 1.1 01/04/91

ENTER EXPENDITURE REPORTS

Enter Project Code: SL\12\12
Enter Project Number: 1
This Project Code and Number do not exist together.

Press any key to continue...

SLAVSC
Financial Reporting

Screen 1.1 01/04/91

ENTER EXPENDITURE REPORTS

Enter Project Code: SL\122\91
 Enter Project Number: 2

Enter Year Expense was incurred: 1991
 Enter Quarter & Expense was incurred: 1

Enter Line Item Code (0 to Quit) : 400

SLAVSC
 Financial Reporting

Screen 1.1 cont.. After the project code and project number have been entered, the system prompts the user to enter the year, quarter and line item for the project. If no money has been budgeted for the specified line item an error message will be displayed and the user prompted to re-enter the information.

Screen 1.1 01/04/91

ENTER EXPENDITURE REPORTS

Enter Project Code: SL\122\91
 Enter Project Number: 2

Enter Year Expense was incurred: 1991
 Enter Quarter & Expense was incurred: 1

Enter Line Item Code (0 to Quit) : 102
 You have entered: EXECUTIVE DIRECTOR

Enter amount spent for line item (Rs.): 1200.00
 No Rs. have been budgeted for this item in this project.
 Enter another Line Item & Amount? <Y/N> y

SLAVSC
 Financial Reporting

Screen 1.1 01/04/91

ENTER EXPENDITURE REPORTS

Enter Project Code: SL\122\91
Enter Project Number: 2

Enter Year Expense was incurred: 1991
Enter Quarter # Expense was incurred: 1

Enter Line Item Code (0 to Quit) : 400
You have entered: LAUNDRY CHARGES

Enter amount spent for line item (Rs.): 500000.00
The amount entered exceeds annual budget.
Please Enter an amount less than < 10266.00

SLAVSC
Financial Reporting

Screen 1.1 cont.. If the specified line item has been budgeted (for any quarter during the year) the amount entered cannot exceed the balance remaining for the given line item. If the amount entered does exceed the balance an error message will be displayed.

Screen 1.1 01/06/91

ENTER EXPENDITURE REPORTS

Enter Project Code: SL\122\91
Enter Project Number: 2

Enter Year Expense was incurred: 1991
Enter Quarter # Expense was incurred: 1

Enter Line Item Code (0 to Quit) : 400
You have entered: LAUNDRY CHARGES

Enter amount spent for line item (Rs.): 3500.00
The amount entered is being applied to this project.
Enter another Line Item & Amount? <Y/N> N

SLAVSC
Financial Reporting

Screen 1.2 01/06/91

ENTER REALLOCATIONS

Is this an offsetting reallocation? (0 to Quit) Y
 (Affecting an equal increase and decrease)

SLAVSC
 Financial Reporting System

Screen 1.2 01/06/91

ENTER REALLOCATIONS

Enter Project Code (0 to Quit):
 Enter Project Number:
 Please enter info about the INCREASED project first

SLAVSC
 Financial Reporting System

Screen 1.2 (Above) All re-allocations are offsetting reallocations and they require that the user to first enter the project code, project number, year, line item and amount to increase the line item. The system prompts the user to enter the name of the Officer who is authorizing the reallocation. This information is stored in a separate file.

Screen 1.2 01/04,91

ENTER REALLOCATIONS

Enter Project Code (0 to Quit): sl122\91
 Enter Project Number: 2

Enter Year of Budget Item: 1991
 Enter Line Item Code (0 to Quit): 400
 You have entered: LAUNDRY CHARGES

Enter amount to increase budget item: 12000 0.00
 Enter authorization name:

SLAVSC
 Financial Reporting System

400

Screen 1.2a 01/04/91

ENTER OFFSETTING REALLOCATION

Please enter info about the DECREASED project now.
Press any key to continue...

National Council for Population and Development
NGO Financial Reporting System

Screen 1.2a (Above) After the user has entered the line item and amount to increase he/she must enter the line item to decrease. This transaction always refers to the same budget.

Screen 1.2a 01/04/91

ENTER OFFSETTING REALLOCATION

Enter Project Code (0 to Quit): SL\122\91
Enter Project Number: 2

Enter Year of Budget Item: 1991
Enter Line Item Code (0 to Quit): 102
You have entered: EXECUTIVE DIRECTOR

Your Reallocation has been posted.

Enter another reallocation? (Y/N): N

National Council for Population and Development
NGO Financial Reporting System

Screen 3 01/04/91

MANAGEMENT REPORTS MENU

1 - Quarterly Reporting Form
 2 - Monthly Reporting Form
 3 - Quarterly Financial Report
 4 - Completed Budget Listing

5 - Return To Previous Menu

Selection

SLAVSC
Financial Reporting System

Screen 3. (Above) When the user selects option [3] from the main menu, the system will display the 'Management Reports Menu'. The user is then presented with 11 options which are described below:

- Option 1:** Quarterly Reporting Form is a report form which shows the budgeted line items for year and the amounts that have be allocated to the current (default) quarter. A column is printed which allows the user (the NGO/Agency) to fill in the quarters expenditure.
- Option 2:** Is only used if the system is set up to report on a monthly basis. Monthly Reporting Form is a report form which shows the budgeted line items for year and the amounts that have be allocated to the current (default) quarter. A column is printed which allows the user (the NGO/Agency) to fill in the months expenditure.
- Option 3:** The quarterly financial report summarizes the reported expenditures by project code and project for a given quarter.
- Option 4:** Complete budget listing displays the annual budget and the quarterly budget for a given project code and project number.

Screen 3.3 (Below) All reports require the system user to enter the project code and project number. Some reports will also require the user to specify the quarter he/she wants to print.

```

Screen 3.3                                01/04/91

                QUARTERLY FINANCIAL REPORT

Enter Project Code (0 to Quit):
Enter Project Number:
  
```

Page No.
01/16/91

Quarterly Financial Report

Implementing Agency: SLAVC Project: SL\122\91 - 3
 Monthly or Quarterly Reporting: Q
 Quarter: 1 Donor: USAID Project Officer: NARANYNA

Line Item Code	Annual Budget Rs.	Expenditure to Date Rs.	Re_allocations	% Exp.to Date vs Budget	Allocations this Qtr. Rs.	Expend. this Qtr. Rs.	Diff Qtr. Rs.
101	78000	47000	0	60%	60000	47000	-3000
104	18500	4400	0	24%	4500	4400	100
102	28000	7300	0	26%	7000	7300	-300
121	15050	3550	0	24%	3550	3550	0
170	14500	3700	0	26%	3500	3700	-200
182	11000	5000	-1000	50%	2500	5000	-2500*
200	45000	7500	0	17%	10000	7500	2500
220	25000	24000	0	96%	25000	24000	1000
320	5800	875	0	15%	1100	875	225
511	9200	70	0	1%	1200	70	1130
600	5000	3000	1000	60%	0	3000	-3000*

TOT.	254050	106395			118350	106395	11955

4

APPENDIX II

THE LABORATORY TRACKING SYSTEM HANDBOOK.

MANAGEMENT SCIENCES FOR HEALTH
165 ALLANDALE ROAD
BOSTON, MA 02130

r 48

INTRODUCTION

This manual is designed to enable the user to work with the computer based system for tracking SLAVSC's laboratory services. This manual is designed to enable the user to work with the computer based system. The system documentation is comprised of two parts; the user handbook which guides the user through the computer based system and complete documentation of the programs with all related program coding. The purpose of this handbook is to guide the user on a screen by screen basis through the system. The SLAVSC's laboratory services tracking system is intended to become an integral part of SLAVSC's management systems.

The objective of this system is to facilitate the monitoring of the services that are being provided by the SLAVSC's laboratory and the monies being collected for these services. It aims to assist the SLAVSC to collect regular, systematic information on types of services being given and generated income by type of service.

I. SECURITY

Although access to the computer based system is not restricted, care should be taken when entering data to ensure the integrity of the system. Should a record be entered incorrectly the system allows the user to correct it. However, the user must use dbase commands to remove records (from the dbase dot prompt, USE LB2, list to get correct record # and then delete and pack to remove the record) from the data base. Operations such as the retrieval of data from backups of the system must be treated with the utmost care and therefore have built in warning and help prompts. Deletions and modifications to the database files should be carried out by the system supervisor, Mr. Nihal Hettiarchchi.

II. MAINTENANCE

The system uses the DOS backup and restore commands. These commands are currently in the same directory as the program files. These DOS commands may also be accessed through a path definition. Although the backup functions can be accessed by the user directly, the restore function is restricted through the use of a password to the system supervisor. The main objective of this is to minimize the risk of restoring old data and thereby deleting the current data stored on the hard disk. It is important that backups of the databases is performed on a daily basis (end of every working day).

All programs and files for the Project Database and Activity monitoring system are currently stored in the subdirectory C:\DBASEIII\LAB.

III. INSTALLATION

The first step in the installation of the program is to ensure that all service activity codes and descriptions have been entered (this has been done for the SLAVSC). In addition, before new activity codes can be planned and reported on they must first be added to the system.

SLAVSC

Laboratory Service Tracking Tally Sheet

	Date M/D/Y	Description	Service Code	Amount Collected	Sign	Entered (Y/N)
1	/ /					
2	/ /					
3	/ /					
4	/ /					
5	/ /					
6	/ /					
7	/ /					
8	/ /					
9	/ /					
10	/ /					
11	/ /					
12	/ /					
13	/ /					
14	/ /					
15	/ /					
16	/ /					
17	/ /					
18	/ /					
19	/ /					
20	/ /					
21	/ /					
22	/ /					
23	/ /					
24	/ /					
25	/ /					
26	/ /					
27	/ /					
28	/ /					
29	/ /					
30	/ /					

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SLAVSC LABORATORY SERVICES

Coding and Charge Sheet

	Name of Test Description	Code	Amount Charged		Name of Test Description	Code	Amount Charged
1	Acid Phosphatase	100	75.00	36	Latex Agglutination Test	135	75.00
2	Alkaline Phosphatase	101	75.00	37	L.F.T.	126	250.00
3	Acetone	102	30.00	38	Lipid Profile	137	250.00
4	Aspiration Fluid for Cytology	103	75.00	39	M.P.	138	20.00
5	Australia Antigen	104	80.00	40	Occult Blood	139	35.00
6	A.F.B.	105	30.00	41	Platelet Count	140	35.00
7	Amylase	106	75.00	42	P.C.V.	141	25.00
8	A.O.C. Stools	107	20.00	43	Phosphates	142	75.00
9	ASOT	108	60.00	44	Pap Smear	143	200.00
10	Blood Sugar	109	40.00	45	Prothrombin Time	144	75.00
11	Blood Urea	110	40.00	46	Retic Count	145	75.00
12	Bilirubin Total	111	50.00	47	Rheumatoid Factor	146	75.00
13	Bilirubin Direct & Indirect	112	75.00	48	Rh. Antibodies	147	100.00
14	Biopsy for Histology	113	250.00	49	Rh. Factor	148	50.00
15	Blood Picture	114	50.00	50	R.B.C. Count	149	25.00
16	Bleeding & Clotting Time	115	30.00	51	S.A.T.	150	40.00
17	Bile & Urobilin	116	20.00	52	Serum Proteins	151	75.00
18	Pace Jones Proteins	117	30.00	53	S.C.O.T.	152	75.00
19	Blood Cultures	118	100.00	54	S.G.P.T.	153	75.00
20	Creatinine	119	75.00	55	Seminal Fluid Analysis	154	60.00
21	Creatinine Clearance	120	150.00	56	Stools for Microscopy	155	20.00
22	C.S.F. Protein, Cells, Sugars	121	150.00	57	Stools Full Report	156	30.00
23	C.S.F. Full Report	122	250.00	58	Triglycerides	157	75.00
24	Culture & A.B.S.T.	123	100.00	59	Urethral Smear	158	30.00
25	Calcium	124	75.00	60	Urine Sugar	159	10.00
26	Cholesterol	125	75.00	61	Urine Full Report	160	20.00
27	Coombs Direct Test	126	75.00	62	Vaginal Smear	161	50.00
28	Electrolytes	127	120.00	63	V.D.R.L.	162	75.00
29	E.S.R.	128	25.00				
30	Grouping & Rh.	129	60.00				
31	Gravindex Test	130	50.00				
32	G.T.T	131	225.00				
33	H.B.	132	20.00				
34	Indirect Coombs Test	133	100.00				
35	L.E. Cells	134	100.00				

SRI LANKA ASSOCIATION FOR
VOLUNTARY SURGICAL
CONTRACEPTION

LABORATORY SERVICES TRACKING
SYSTEM

PROGRAM DOCUMENTATION

ACCESSING THE MAIN MENU

TO ACCESS THE SYSTEM, YOU FIRST HAVE TO RUN DBASE III+. ONCE YOU HAVE ENTERED "DBASE" ESCAPE TO THE DOT PROMPT AND ENTER 'CD LAB' AND THEM 'DOSL' (THIS CAN BE DONE IN EITHER UPPER OR LOWER CASE LETTERS). THE MAIN SYSTEM MENU WILL APPEAR ON YOUR SCREEN.

Reports:

The system also produces a standard summary report. This report should be printed on a monthly basis by the documentations officer.

USING THE SLAVSC LABORATORY SERVICE DATABASE SYSTEM

Once you have entered the 'do sl' command from the dbase dot prompt the menu will appear.

OPENING MENU; Screen 1

The opening menu consists of six options, each one of which is either a submenu or an operation. Should the user wish to leave or quit the system at this time the user should select the 'Q' option. Using this option results either in the discontinuation of the program (and dbase session and returns the user to the DOS prompt) or in returning the user to the previous menu.

Menu selections in this and all other menus is made by entering the number on the selection description. The selection is then executed by pressing <RETURN>. The main menu is shown below:

Screen 1

S L A V S C

- 1. Data Entry
- 2. Data Update
- 3. Reports
- 4. New Codes Entry
- 5. System Backup
- 6. System Restore
- Q. Quit

Select Option

- Option 1: The first option is used to enter information on a daily basis on the services that have been provided by the laboratory.
- Option 2: The second option is used to update or correct information that has been entered incorrectly in the first option.
- Option 3: The third option allows the user to display or print the system reports.
- Option 4: The fourth option is used when installing the system to enter the laboratory service codes, their description and the service charge. This option is also used when the user wants to add new service codes and descriptions to the system.
- Option 5: The fifth option is used to make a back-up copy of the systems data base files. This should be done on at least a weekly basis.
- Option 6: The sixth option is used to restore previously back-up copies. This option should only be used if the current data base is damaged. Unintentional restore of the wrong diskette will irretrievably damage the existing data files.
- Option Q: The "Q" option should be used when the user want to leave the system and return to the dos prompt. When the system is not being used it is advisable that the user exit the menu and "QUIT" dbase to ensure that all files are closed.

Screen 1.4 Screen 1.4 (below) will be displayed when the fourth option is chosen from the main menu. This option should be used every time new service activity codes is added to the system. The user is prompted to enter a 3 digit service code. The code 0 cannot be used as the entering 0 and <RETURN> the user will be returned to the main menu.

Screen 1.4	S L A V S C System
Entering New Codes and Descriptions	
Enter Service Code:	0
Enter 0 to quit	

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Screen 1.4

S L A V S C
System

Entering New Codes and Descriptions

Enter Service Code: 118

Enter Service Description....: Blood Cultures

Enter charge for this service: 100.00

Screen 1.4

Once the service code has been entered the user is prompted to enter a description which cannot exceed 25 characters. Next, the charge for the service should be entered and the user will be asked "Do you want to save this record ? (Y/N). If the user enters a previously entered service code, an error message "Service Code Already Exists" and "Do you want to continue ? (Y/N) Y, will be displayed on the screen. If the user replies that he/she does not want to enter the record, an error message "Record not saved" and "Do you want to add another record? (Y/N) Y" will be displayed.

Screen 1.4

S L A V S C
System

Entering New Codes and Descriptions

Enter Service Code: 118

Enter Service Description....: Blood Cultures

Enter charge for this service: 100.00

Do you want to save this record ? (Y/N) N

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Screen 1.1

S L A V S C
System

Entering Laboratory Details

Enter Service Code: 0

Enter 0 to quit

Screen 1.1

The first option from the main menu is used to enter information on a daily basis on the services that have been provided by the laboratory. Using the daily Laboratory Service Tracking Tally Sheet, enter the 3 digit service code. If a code is used which has not previously been entered into the system using option 4, an error message "Service Code Does Not Exist" - "Do you want to continue ? (Y/N) Y" will be displayed.

Screen 1.1

S L A V S C
System

Entering Laboratory Details

Enter Service Code: 178

Service Code Does Not Exist

Do you want to continue ? (Y/N) Y

At

Screen 1.1

S L A V S C
System

Entering Laboratory Details

Enter Service Code: 118

You have Entered Blood Cultures

Enter Date: 01/07/91

The charge for this service is: 100.00 (You can change the amount)

Screen 1.1

Once the correct service code is entered the screen will display the service code description "You have Entered". The current date (M/D/Y) will be displayed. If the user is not entering the data on the same day as the service was provided, he/she should place the cursor in the date field and correct the date. In addition to the description and date, the system will display the standard charge for that particular service. Again, if the column on the tally sheet "Amount Collected" differs from the amount displayed on the screen, the user must place the cursor in the service charge field and enter the correct information.

Screen 1.1

S L A V S C
System

Entering Laboratory Details

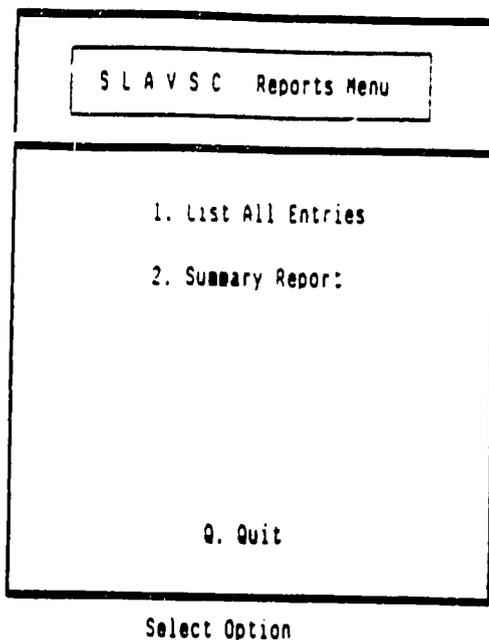
Enter Service Code: 118

You have Entered Blood Cultures

Enter Date: 01/07/91

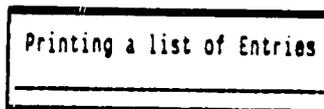
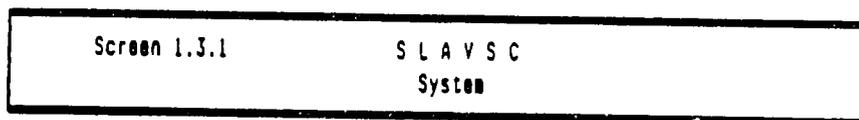
The charge for this service is: 100.00 (You can change the amount)

Do you want to save this record ? (Y/N) Y



Screen 1.3

When the user selects option 3, the reports menu is displayed on the screen. The user should always select the first option (even when printing the second report). The user is then prompted "Do you want to print OR display on the screen ? (P/S) S" or "Enter Q to Quit". This report is a listing of all individual records in the system an example of which is displayed below. It is recommended that this option is only printed on paper when trying to track an error in the system. The main purpose of this option is to sort all the records, something which is necessary if the user wishes to print report number 2 (option 2). The results of the sort are displayed (scrolling) on the screen or they may be printed when necessary.



Do you want to print OR display on the screen ? (P/S) S

Enter Q to Quit

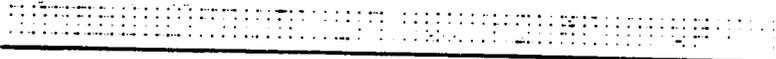
S L A V S C Reports Menu

1. List All Entries

2. Summary Report

Q. Quit

Select Option 2



Screen 1.3

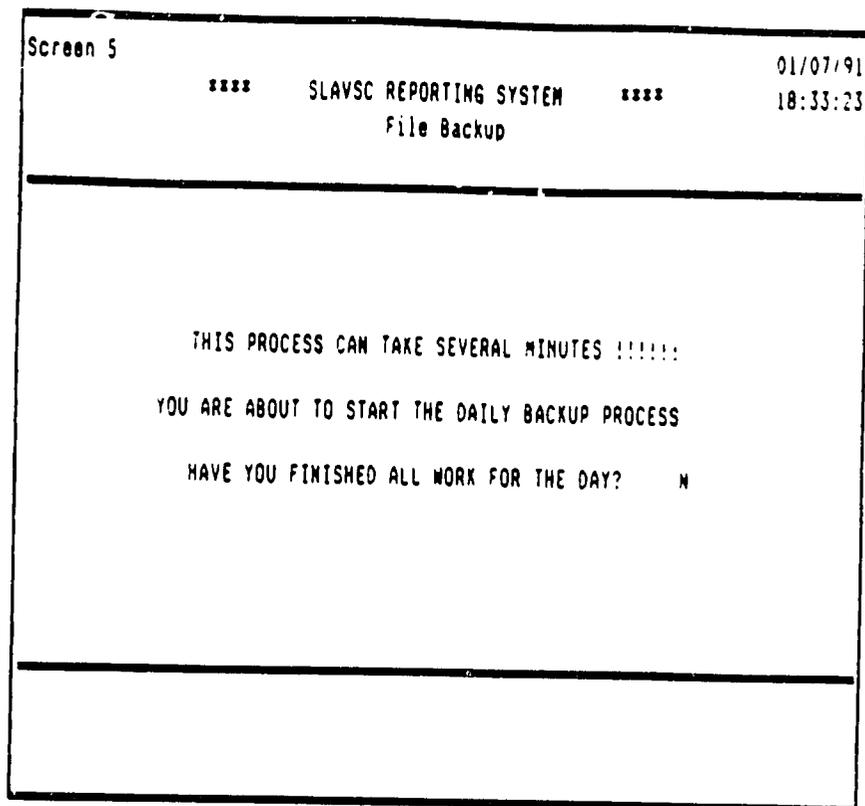
When the user selects the second option he/she is prompted "Make sure you have run th "listing all entries: from The reports menu" and "Press "Y" to continue OR "N" to exit Y". An example of this report is displayed below. The report displays each service code and its description that has been entered into the system. The date of the first entry for each code is displayed as well as the number entries for each code. In the last column the total amount of money collected for each type of service is displayed. The total amount of money collected will also be displayed.

Date: 01/09/91

S L A V S C DATA BASE

SERVICE CODE	SERVICE DESCRIPTION	DATE OF FIRST ENTRY	NO. OF ENTRIES	AMOUNT
100	Acid Phosphatase	12/27/90	3	225.00
101	Alkaline Phosphatase	12/27/90	4	300.00
102	Acetone	12/27/90	4	120.00
103	Aspiration Fluid Cytology	12/27/90	2	150.00
104	Australia Antigen	12/27/90	1	80.00
105	S.F.B.	12/27/90	2	60.00
106	Amylase	12/27/90	1	75.00
107	A.O.C. Stools	12/27/90	2	125.00
108	ASOT	12/27/90	1	60.00
109	Blood Sugar	12/27/90	2	80.00
110	Blood Urea	12/27/90	4	160.00
118	Blood Cultures	01/07/91	1	120.00
127	Electrolytes	12/27/90	3	360.00
137	Lipid Profile	12/27/90	6	1,500.00
142	r.O.R.L	12/27/90	5	375.00

Grand Total : 3,790.00



Screen 5

Option [5] from the main menu is used to access the file Data Backup. This option is compulsory and the frequency should be determined by the system supervisor since it will be determined by the volume of data entered per day.

Data Restore: The option to restore data should be done with extreme care since it is possible to restore an old backup and thus lose all the data entered in the duration between the old backup and the current data. This function should only be carried out by the supervisor when (and only when) one or more data files or programs have been corrupted. Several warnings are given when using these facilities.

● Insert backup diskette 01 in drive A:

Warning! Files in the target drive
A:\ root directory will be erased
Strike any key when ready

● THE ONLY TIME YOU NEED TO USE THIS FUNCTION IS WHEN
YOUR ORIGINAL FILES HAVE BEEN DAMAGED OR LOST!!!!!!
Press any key to continue...

● WARNING!!!! ARE YOU SURE YOU HAVE THE RIGHT DISK??
Press any key to continue...

APPENDIX III

THE SLAVSC TIMESHEET

**MANAGEMENT SCIENCES FOR HEALTH
165 ALLANDALE ROAD
BOSTON, MA 02130**

- 6/1

APPENDIX IV

THE LIPID PROFILE COSTING MODULE

**MANAGEMENT SCIENCES FOR HEALTH
165 ALLANDALE ROAD
BOSTON, MA 02130**

LIPID PROFILE TEST

Cost Module (rupees)

	Type	Inputs	Quantity Used	Kit Cost	Total # of tests	Cost per test
Test 1	Cholesterol	Reagent	2ml	2328.00	100	23.28
Test 2	Triglycerides	Reagent	3ml	2750.00	50	55.00
Test 3	HDL Cholesterol	Reagent	3ml	2375.00	50	47.50
Other	Syringe		1			4.00
	Cotton		1			0.50
	Surgical spirit		1			0.50
	Salary for Lab. technologist 30min					10.01
	Repeat Test carried out 1 of 30					4.19
	Total Costs (excluding fixed costs) =					144.98
	Charge rate =					200.00
	Margin with 0% spoilage = (27.51 %)					55.02
ASSUMING 5%,10% or 25% SPOILAGE OF REAGENTS						
	Total Costs (excluding fixed costs) =					152.16
	Margin with 5% spoilage = (23.92 %)					47.84
	Total Costs (excluding fixed costs) =					159.76
	Margin with 10% spoilage = (20.12 %)					40.24
	Total Costs (excluding fixed costs) =					188.64
	Margin with 25% spoilage = (5.68 %)					11.36

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