

# **LOCAL DEVELOPMENT II URBAN PROJECT**

Submitted to  
**USAID / CAIRO**

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CURRENT BUDGET SYSTEM  
USERS MANUAL

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CHAPTER 1  
SYSTEM OVERVIEW

This manual is for the Management Information Systems (MIS) and Office of Management and Economic Development (OMED) teams in the governorates who work with the Current Budget Development System (CBDS). The purpose of CBDS is to provide a computerized information database based on annual budget requests from local Districts/ Cities/ Marakez, Service Directorates and governorate agencies to improve the governorate budget decision process. CBDS records, consolidates and reports annual budget requests, budget recommendations and allocation information. It utilizes historical and current line item data to display trends and comparisons of revenue and expenditure line items. CBDS is the only computerized method used at the governorate level that provides a database for improved analysis of expenditures and revenues. The CBDS presents an Arabic-only interface. This English manual and English screens shown herein are for the benefit of non-Arabic speaking readers only.

The Current Budget Development System is a menu-driven program. This means that the user selects an option from a menu to carry out functions, such as entering and editing data, generating reports, and using utility functions. See Figure 1.1 for a sample of the main menu. To select a menu item, simply type the number. It is not necessary to press <RETURN>. In some cases, after the program displays a message, you will be asked to answer Yes or No. You must press <RETURN> after typing Y or N to confirm your choice.

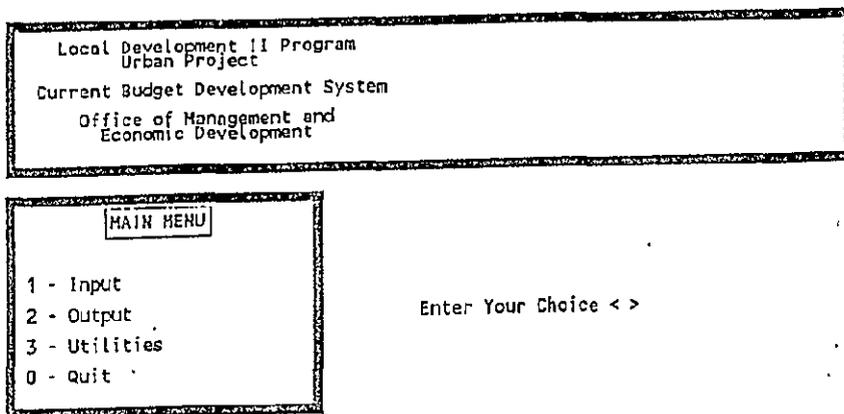


Figure 1.1

### How to use the Manual

Each chapter is a self-contained manual for the associated issue. After this overview of the program, a menu tree for the program is provided, which shows the various branches of the menu structure. The necessary steps required to run the program effectively are provided, each step in a separate chapter. The following section gives a description of each chapter or step:

- |                                  |                                                                                                                                                                                                                                           |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Installation &amp; Set up</b> | Provides description for CBDS installation and initial Set Up options.                                                                                                                                                                    |
| <b>Input Forms</b>               | Provides a description of the CBDS input documents.                                                                                                                                                                                       |
| <b>CBDS Codes</b>                | CBDS includes several system tables which will be used both to verify that input codes are valid and to store description information which is repetitively used, reducing the amount of user data entry. The tables will store codes for |

organizational structure, chart of accounts, and positional hierarchy.

#### CBDS Data Entry

Transactions can enter CBDS by one of two methods :

**User Input:** Budgeting data is typically prepared on various forms (refer to Appendix) by the OMED team. Data is prepared, coded, checked then submitted to MIS, where it is key entered to the system in an interactive mode.

**CBDS Generated:** This input is created internally by CBDS. It is based on data which has been entered via the above method in the Position Control subsystem where the record is created. After the system has processed the data, a record is passed to Bab 1 Wages.

#### Reporting

Provides description of the CBDS output products including hard copy reports.

#### Utilities

Provides an overview of system maintenance. Instructions are included for backing up files, restoring files, reindexing data files, and system set up.

#### Phase End Roll-Over

This section describes how to close your books at the end of the phase and fiscal year, and posting opening balances for the new fiscal year. Provides a description of the CBDS Input documents

**Exiting** Provides an explanation of the proper exiting process in order to protect your system from internal damages.

**Appendix A** Provides sample output reports.

**Data Entry Keys:**

**Entering/Editing Data:**

**<RETURN>:** This key causes the data at the cursor to be accepted by the system. When you have typed the desired information, press <RETURN>. The cursor will move to the next field. If you want to leave a field blank, press <RETURN> without typing anything.

**Cursor Keys.** The Up arrow key moves the cursor backward through the Input Screen, while the Down arrow key moves the cursor forward through the input screen. The Left and Right arrow keys move the cursor within a field.

**Backspace Key.** Each time you press the Backspace Key, one character to the left of the cursor will be deleted in the current field.

**Delete Key.** This key deletes the character above the blinking cursor.

**Insert Key.** This key toggles between insert and typeover mode. When in Insert mode, whatever you type will be inserted at the cursor, pushing existing data to the right. In typeover mode, whatever you type will overwrite existing data.

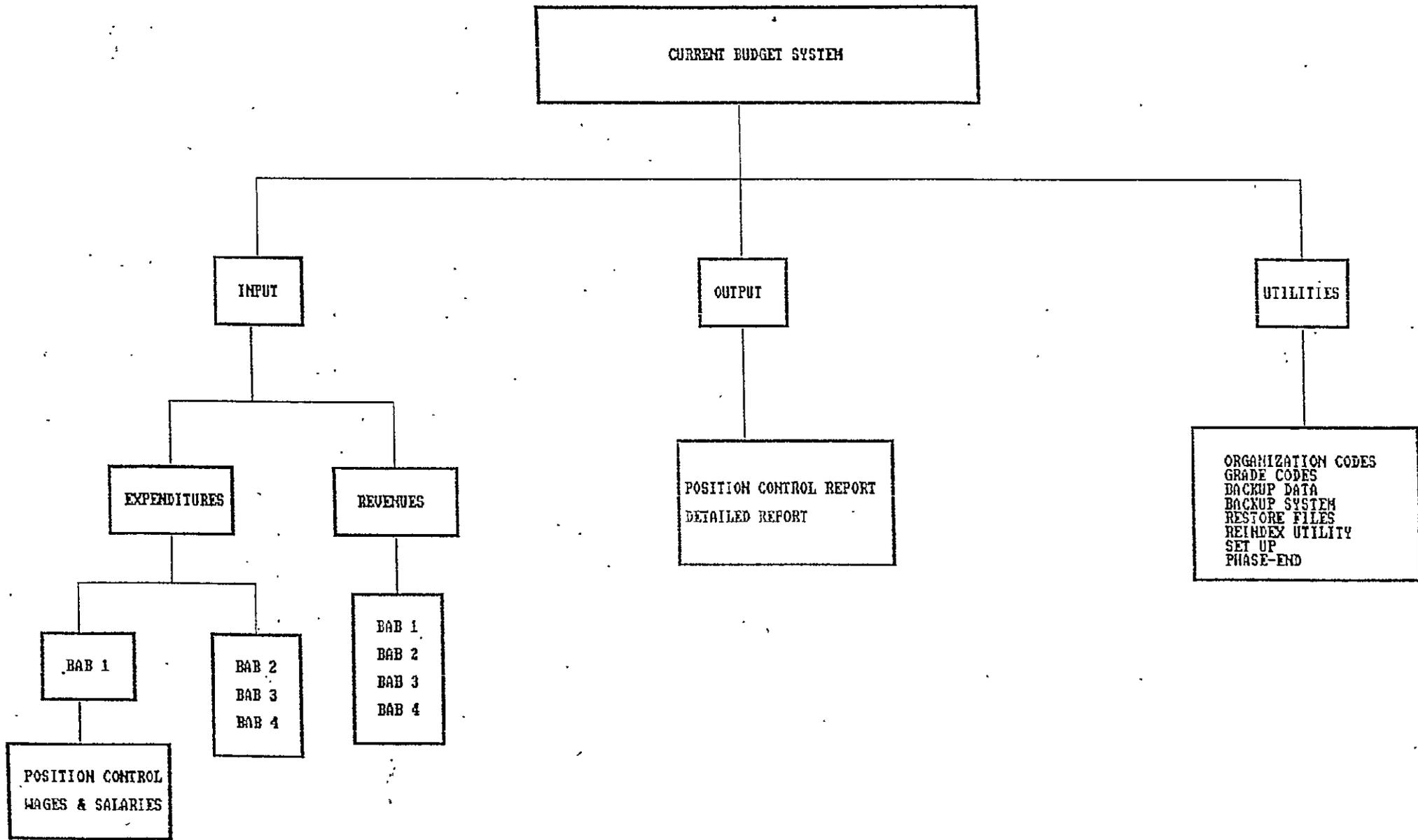
## Completing Data Input

### Exiting the Input Screen

When you press <RETURN> in the last field on the screen during data entry, the record will be added to the database. There are two other ways to indicate that a record is complete:

<CTRL>-END. Pressing and holding the <CTRL> key and then pressing the END key has the same effect as pressing PgDn or PgUp. The <CTRL>-END combination is a more desirable shortcut for adding records to the database, because there is less chance of accidentally invoking it before a record is complete.

ESC. To escape from an input screen without adding the information to the database, press ESC. This will return you to the menu.



MENU TREE - CURRENT BUDGET SYSTEM

70

**CHAPTER 2**  
**TECHNICAL REQUIREMENTS**

**1. Hardware Requirements:**

To run CBDS, the following equipment should be available:

- o An IBM 's PC-XT or compatible computer with DOS (Disk Operating System), and at least 384 KB RAM.
- o An EGA (Enhanced Graphics Adapter).
- o IBM Proprinter XL or Compatible.
- o At least one double sided, double density disk drive.
- o At least a 10 MB hard disk.

**2. Software Requirements:**

- o dBASE III Plus.
- o Nafitha Arabic Utility.
- o Soft Code Utility.

CHAPTER 3  
BUDGET PROCESS DESCRIPTION

This section explains the prerequisite material the reader should know before using the manual. Because using the system requires some level of prior experience in the budget development process, a quick overview of the budget process will be introduced here. Should the reader require further information refer to the technical paper produced by the Office of Management and Economic Development (OMED) Technical Assistance (TA) team which includes the detailed process.

Overview of Budget Process: Local government budgets are prepared on a fiscal year basis that starts on July 1st of each year. The budget development process is composed of four phases:

- o Request (Phase 1)
- o Governor's Recommendation (Phase 2)
- o Executive Council and Popular Council Action (Phase 3)
- o Allocation Phase (Phase 4)

The local government budget is divided into four distinct sections, each known as Chapter or Bab. The expenditure chapters are:

- o Bab 1 Salaries and Wages
- o Bab 2 Current Expenditures and Current Transfers
- o Bab 3 Investment Applications
- o Bab 4 Capital Transfers

The revenue chapters are:

- o Bab 1 Sovereignty Revenues
- o Bab 2 Current Revenues
- o Bab 3 Miscellaneous Capital Transfers
- o Bab 4 Loans and Credit Facilities

Each chapter is classified into a number of groups, which is subdivided into items, and varieties.

The first two chapters of expenditures and revenues constitute the Current Budget while the other two Chapters are the Capital and Dept service. CBDS deals in detail with the Current Budget (i.e. Chapter 1 and 2), Chapter 3 and 4 revenues, and in summary with Chapter 3 and 4 expenditures. Chapter 1 expenditures is divided into the Position Control subsystem and Wages/Salaries subsystem.

## CHAPTER 4 INSTALLATION AND SET UP

### Introduction

This chapter is divided into four sections: DOS setup, NAFITHA setup, hard disk installation and CBDS setup options. We recommend you read the following material before running CBDS.

### DOS Set up

#### CONFIG.SYS

Prior to using dBASE III Plus, you must create a CONFIG.SYS file. The CONFIG.SYS file tells the computer how to allocate available memory. The CONFIG.SYS should be located in the root directory of your hard disk, if you boot your system from that disk. Refer to your DOS manual for creating a CONFIG.SYS file if you do not currently have one. If you do, check it to ensure that it contains following:

```
Files    = 20  
Buffers = 24
```

Note: As stated in the Introduction, your computer must have at least 384K of RAM to use dBASE III Plus and run CBDS.

### NAFITHA Set up

NAFITHA is the Arabic utility software used to display the Arabic user menus. NAFITHA must be loaded before running CBDS. If not the menus and screen will not show Arabic characters as designed. A Batch file is provided with the CBDS original disks, which automatically loads the Arabic character set and downloads these to the printer. The Batch file is named INS.BAT and must be copied to the root directory. To load NAFITHA, from the DOS prompt, type the following:

## INS

Now press <RETURN> and the system will begin to display Nafitha's loading screens.

NOTE: INS.BAT automatically loads the Arabic character set to your printer. If your printer was shut off when loading Nafitha the system will produce the Arabic reports with ASCII Characters instead of Arabic. If this occurs, turn on the printer, then reload INS.BAT.

### Hard Disk Installation

The CBDS must run from your hard disk. The following steps are necessary for the installation:

- (1) You may transfer the files manually from the original diskette to the hard disk. We recommend you transfer the files to a separate directory called CBDS (if you wish to choose another name, you must edit the batch file that loads the CBDS from the root directory to contain the new name).
- (2) Copy the CBDS.BAT from the original diskette into your root directory. This batch file automatically loads the program. When you have run CBDS the current directory will be reset to the root directory, then type:

CBDS <Return>

- (3) Once you have created a CONFIG.SYS file, installed the program files, and loaded NAFITHA you are ready for the final steps:  
Customizing the CBDS through the set up options described below.

## set Up

The first time you use CBDS, customize it for your system. The basic set up options offered in CBDS are described in this section.

To start CBDS, use the following steps:

1. Make the root directory your current directory, then load NAFITHA, type:

INS <RETURN>

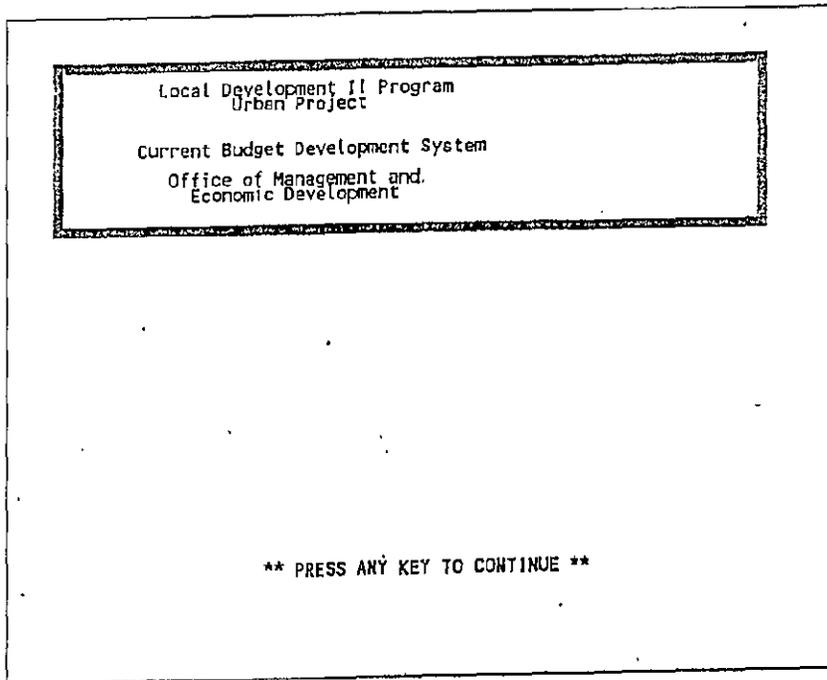


Figure 4.1

2. Execute dBASE and CBDS by the batch file explained in step 2. Type:

CBDS <RETURN>

You will first see the dBASE copyright and license notice. Press <RETURN> and the CBDS title screen (Figure 4.1) will be

displayed. Press any key and the Main Menu will be displayed (Figure 4.2).

#### BASIC SET UP OPTIONS

Once the Main Menu is displayed, select the Utilities option, and the Utilities Menu will be displayed (Figure 4.3). Select "System Set up", If this is your first set up a main-option bar at the bottom of the screen will appear. Choose either:

1- Append            0- Quit

If this is not your first set up, the menu-bar will show:

1- Edit              0- Quit

and the following basic options will be displayed on an Input Screen (Figure 4.4).

The image shows two overlapping windows from a terminal-based program. The larger, top window is the title screen, containing the text: "Local Development II Program", "Urban Project", "Current Budget Development System", and "Office of Management and Economic Development". The smaller, bottom-left window is titled "MAIN MENU" and lists four options: "1 - Input", "2 - Output", "3 - Utilities", and "0 - Quit". To the right of the menu window, the text "Enter Your Choice < >" is displayed.

Figure 4.2

**Governorate Name.** This field places the Governorate name on each screen of the program and on all reports. You may enter a maximum of 25 characters.

**Current Fiscal Year.** Enter the Current Fiscal Year. This will appear on each screen and all reports. It will

automatically increase by one for the new year through the phase-end roll-over (refer to Phase-end Roll-over).

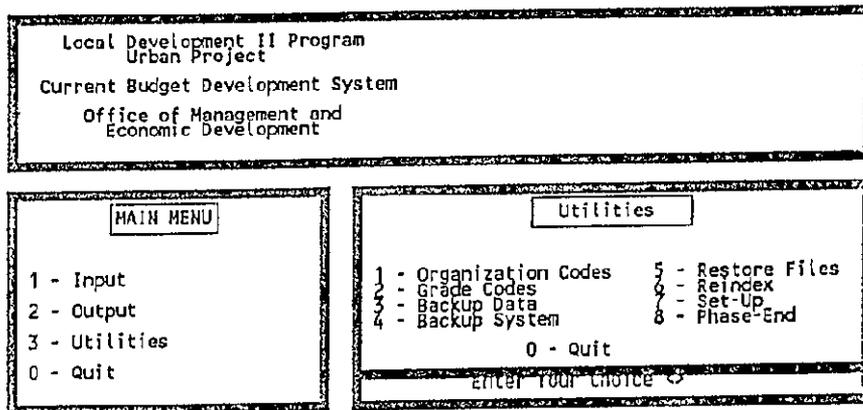


Figure 4.3

**Normal Print Command.** Enter the Set up string that restores your printer to 10 character per inch (cpi). The code used for the IBM/Epson and many other printer manufacturers is 15. If in doubt, check your printer's manual.

**Compress Print Command.** Enter the Set up string that changes your dot matrix printer to condensed print, or that allows you to use a 15 cpi. The code used for the IBM/Epson and many other printer manufacturers is 18.

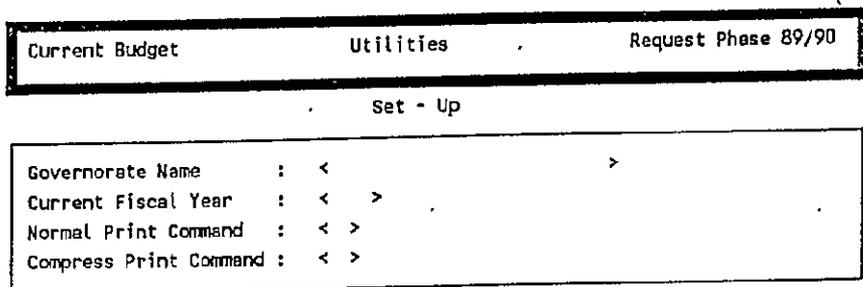


Figure 4.4

**saving your Set up Choices:**

After you press <RETURN> in the last field of the Set up screen, the menu-bar at the bottom of the screen will

reappear. If you wish to change any of the Set Up options, choose the Edit option. The easiest way to edit a set up option is simply to overwrite it. To accept an existing entry, press <RETURN>. When the cursor is in the last field, pressing <RETURN> will save the new set up data, and the menu-bar will show up again. Select "0- Quit" to return to the Utilities Menu. From the Utilities Menu select "0-Quit" to return to the Main Menu. Once the Main Menu is redisplayed, you can begin entering data in each program's chapter.

## CHAPTER 5 INPUT FORMS

CBDS records are created from data which provided to the governorate OMED office by the governorate agencies. Currently, the OMED office has a special form for each Budget Bab (Chapter) to collect the data necessary. They are responsible for verifying, and maintaining the data. These forms are then submitted to the governorate MIS staff for data entry to the CBDS.

The form consists of two sections. The first sections includes data about the Organization codes and Chart of Accounts. The second section contains information about the budget request and historical data.

Phase	Chapter	Acct.
-------	---------	-------

Form No. 1  
Positions Budget For  
The Year 1989/90  
Chapter I

Code	Branch Name
------	-------------

Code	Central Headquarters/District/City Council
------	--------------------------------------------

Code	Central City Council/District/ Markoz
------	------------------------------------------

Code	Village Name
------	--------------

Code	Grade	Positional Group	Grade	Begin of Salary Bracket	End of Salary Bracket	Average Salaries	86/87		87/88		88/89		Total Incr. in Pos	Total Decr. in Pos	Net	Total 89/90 Budget		Salary Incr. for Each Grade
							#	Wage	#	Wage	#	Wage				No.	Wages	
To be filled out by OHED																		

Governorate  
OHED

To be filled out by OHED

Form No. 2  
1989/90 Budget Request

Phase	Chapter	Acct.
-------	---------	-------

Code	Branch Name
------	-------------

Chapter I

Code	Central Headquarters/District/City Council
------	--------------------------------------------

Code	Central City Council/District/ Markaz
------	------------------------------------------

Code	Village Name
------	--------------

Codes			Description	End of Year Account		Appropriation 88/89	Actual Expend. 88/89	Request for the Fiscal Year 89/90
Grp	Itm	Varit						
				86/87	87/88			

Form No. 3  
Current Expenditures & Current Transfers

Phase	Chapter	Acct.
-------	---------	-------

Code	Branch Name
------	-------------

Chapter II

Code	Central Headquarters/District/City Council
------	--------------------------------------------

Code	Central City Council/District/Markaz
------	--------------------------------------

Code	Village Name
------	--------------

Code	Top Management
------	----------------

Code	Department
------	------------

Code	Section
------	---------

Codes			Description	End of Year Account		Appropriation	Actual Expend.	Request for the Fiscal Year 89/90
rp	itm	Varit		86/87	87/88	88/89	88/89	

Governorate  
OHED

To be filled out by OHED

Phase	Chapter	Acct.
-------	---------	-------

Form No. 4  
Soverginity Revenues

Code	Branch Name
------	-------------

Chapter I

Code	Central Headquarters/District/City Council
------	--------------------------------------------

Code	Central City Council/District/Markaz
------	--------------------------------------

Code	Village Name
------	--------------

Code	Top Management
------	----------------

Code	Department
------	------------

Code	Section
------	---------

Codes			Description	End of Year Account		Appropriation	Actual Collect.	Request for the Fiscal Year 89/90
Grp	Itm	Varit				88/89	88/89	
				86/87	87/88			

Form No. 5  
Current Revenues & Current Transfers

Phase	Chapter	Acct.
-------	---------	-------

Code	Branch Name
------	-------------

Chapter II

Code	Central Headquarters/District/City Council
------	--------------------------------------------

Code	Central City Council/District/Markaz
------	--------------------------------------

Code	Village Name
------	--------------

Code	Top Management
------	----------------

Code	Department
------	------------

Code	Section
------	---------

Codes		Description	End of Year Account		Appropriation	Actual Collect.	Request for the Fiscal Year 89/90
Item	Varit		86/87	87/88	88/89	88/89	

## CHAPTER 6

### CBDS CODES

#### Introduction:

CBDS is controlled by System Codes which specify unique processing characteristics and provide titles and descriptions for reports and displays. Since the codes customize CBDS for your processing environment, it is essential to complete them thoroughly and accurately. Once the codes have been established, few, if any changes will be required during the processing year. Also, data cannot be entered into the budget request Input Screens for the Babs unless the codes are entered through the CBDS codes screen. The codes are:

Organization codes: This code contains the number and description of each valid account and organization description of each account. Organizational structure is also included.

Grade Codes: This code describes each organizational structure and its relevant employees positional group and grade. This code is essential for preparation of the Position Control subsystem.

1. **Organization Code:** To create the codes (or edit or expand them later), select the Utilities Menu (option "3" from the Main Menu) and the Utilities Menu will be displayed, (Figure 6.1). Select Organization Codes, option "1", and the Organization Codes Input screen will be displayed. The Input screen consists of three sections (Figure 6.2). :

1. **Organization structure section:** This section provides fields for defining the organizational structure: Branch, Governorate level, Markaz/City Council, Village, Division, Department and Section.

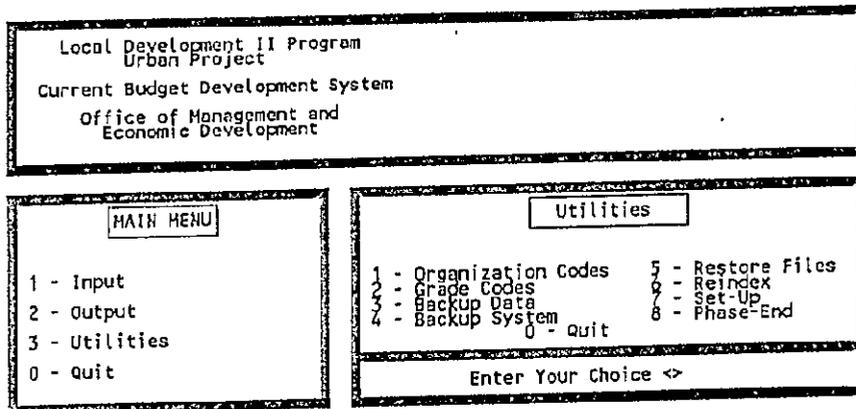


Figure 6.1

2. Chart of Accounts section: This section contains information about the type of account, Bab, Item and Variety.
3. Messages/Prompts section: This section displays prompts and options. It's located at the bottom of the screen on the last line. The Organization Codes input screen will be displayed together with a menu-bar option that offers you seven choices for adding and editing purposes. These choices are:

(1)Add (2)Edit (3)Scan (4)Forward (5)Backward (6)Delete (0)quit

**Creating Organization Code Record:**

All data is entered through the Organization Code Input screen, which is called up by selecting option # 1, Add, from the menu-bar. The cursor will move through the following sequence of fields each time you press <RETURN>:

**Organization Structure Section:**

**Branch:** Enter a code to identify the branch. You can enter up to two alphanumeric characters. The Branch code

defines whether it is a General Secretariate or a Service Directorate. Refer to the OMED TA codes manual for a list of the governorate codes.

Current Budget	Organization Codes	Request Phase 89/90
<u>Organization Structure</u>		
Branch	: < >	< >
Governorate Level	: < >	< >
Markaz/City Council	: < >	< >
Village	: < >	< >
Top Management	: < >	< >
Department	: < >	< >
Section	: < >	< >
<u>Chart of Accounts</u>		
Account	: < >	< >
Bab	: < >	< >
Group	: < >	< >
Item	: < >	< >
Variety	: < >	< >
1 - Add	2 - Edit	3 - Scan
4 - Forward	5 - Backward	6 - Delete
0 - Quit		

Figure 6.2

**Governorate Level:** Enter a code to identify the managerial level within the specified Branch. You can enter up to three alphanumeric characters. The first character ranges from 1 to 4.

- 1 is central level
- 2 is district level
- 3 is city council level
- 4 is markaz level

The second two characters specify which District, City, or Markaz within the level. If the first character is 1 or 2, the following sublevels should be 00.

**Markaz/City Councils:** You can enter up to three alphanumeric characters. The first character ranges from 1 to 3:

- 1 is central level for Markaz/City Council

2 is Districts within City Council  
3 is City Council within Markaz

**Village :** If you specify a City Council or a Markaz in the Markaz/City Council field, enter a Village code in this field . You can enter up to two alphanumeric characters.

**Top Management :** Enter a Top Management code. You can enter up to two alphanumeric characters.

**Department Code:** Enter a Department code within the specified Department. You can enter up to two alphanumeric characters.

**Section code:** Enter a Section code. You can enter up to two alphanumeric characters.

**Chart of Accounts Section:**

After you press <RETURN> in the Section code, the cursor will move to the Accounts section in the following sequence of fields:

**Accounts:** This field indicates the Expenditure or Revenue account to which the transaction is to be posted. This is a one-digit field. The account hierarchy includes: Revenues and Expenditures.

**Bab:** This field is used to define the Bab (Chapter) within each account. This is a one-digit field. The Bab hierarchy is : Bab 1, Bab 2, Bab 3, Bab 4

**Group Code:** Enter the Group number within the specified Bab. This is a two-digit field

**Item Code:** Enter the Item number within the specified Group. This is a two-digit field.

**Variety Code:** Enter the variety code within the specified item. This is a two-digit field.

Each unique combination of these field creates a unique record.

**Note:** Refer to the Technical Paper produced by the Local Development II (Urban) OMED TA team for a break down of the Budget process and a complete list of the Groups, Items and Varieties.

**Messages/Prompts Section:**

When you press <RETURN> in the Variety code field, you indicate that all information has been input into the codes form. The program will ask:

Are your entries Okay (Y/N)?

If you wish to change any field, enter "N" and the program will place the cursor in the first field, Branch code. Use the editing function keys to move to the required field (Refer to Chapter 1 for description of Data entry keys). If you enter "Y" the program will search through the codes file. If the combination of the codes have been entered earlier the following message will be displayed:

This code already exists - press any key to continue.

Press any key and the cursor will go back to the first field, Branch code. Use the editing function keys to change your entries and to move from one field to another. You can press Esc to return to the menu-bar and

select another option. (See below for a complete discussion of the menu-bar options). If the combination of the codes has not been entered before, the cursor will move through the following sequence of fields. Enter the description of each code on the same line opposite the codes:

**Branch Name:** Enter the Branch name. You can enter up to 20 alphanumeric characters.

**Governorate level:** Enter the name of the City Council, District or Markaz. You can enter up to 20 alpha numeric characters.

**Village name:** Enter the name of the Village. You can enter up to 20 alphanumeric characters.

**Top Management:** Enter the name of the Division. You can enter up to 20 alphanumeric characters.

**Department name:** Enter the name of the Department. You can enter up to 20 alphanumeric characters.

**Section name:** Enter the name of the Section. You can enter up to 20 alphanumeric characters.

After you press <RETURN> in the Section name, the cursor will move to the Accounts section with the following sequence of fields:

**Accounts name:** Enter the type of the account. The accounts hierarchy includes Revenues or Expenditure. You can enter up to 20 alphanumeric characters.

**Bab name:** Enter the name of the Bab (Chapter). You can enter up to 20 alphanumeric characters.

**Group name:** Enter the name of the Group. You can enter up to 20 alphanumeric characters.

**Item name:** Enter the name of the Item. You can enter up to 20 alphanumeric characters.

**Variety name:** Enter the name of the Variety. You can enter up to 20 alphanumeric characters.

When you press <RETURN> in the Variety name field, you indicate that all information has been input into the code form. The program will then return to the menu-bar option. If you choose to Add another record, option # 1, you will be presented with another blank code form. Follow the previous steps to input another record.

#### Editing Codes:

Once you have located a record for editing through the Scan option, Forward option or Backward option. (See below for complete discussion of the Scan, Forward, and Backward options). Select option # 2, Edit, from the menu-bar, and the system will enter full screen Edit mode. All the fields, both codes and descriptions, can be edited. You can move from field to field by using the cursor keys or by pressing <RETURN>. (Each time you press <RETURN> the cursor will advance one field). Make your changes in a field by using the Backspace, Insert, and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (Section 3, the Variety name). Either action will

save the information to the file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

NOTE: If you change any of the code fields, either in the Organization structure section, Accounts section or both, the program will search through the file to ensure that the combination of all codes has not been entered earlier. If the combination of the codes already exists in the file, CBDS will display the following message:

This code already exists - Press any key to continue

Press any key and the cursor will return to the first field, Branch code. Use the editing function keys to change your entries and move from one field to another. You can press ESC to return to the menu-bar options and select another option. If the new combination of codes has not been entered earlier, the cursor will move to the description fields in the Organization structure section then the description fields in the Accounts section. To edit your data refer to the Add, option # 1, for a complete description of the input fields and their sequence.

### Scan Records

Scanning is an extremely fast method of locating a code record. It is used to search for a record, and then display it on the screen. It is useful because it enables you to pinpoint a specific record for viewing, editing or deleting. To recall a previously created code record, select option # 3, Scan, from the menu-bar. This action will display an input screen, in which you can enter a specific request (Figure 6.3) Enter the appropriate data, and press <RETURN>. If the

requested code exists in the file, the matching record will be displayed for your viewing or editing in scanning screen format (Figure 6.4). If no records match the request entered in the input screen, CBDS will display the following message:

This record does not exist - press any key to continue

You can press ESC to return back to the menu-bar option, or press any key and the cursor will move to the first field, Branch code, for entry of another request.

Current Budget	Organization Codes	Request Phase 89/90
----------------	--------------------	---------------------

<u>Organization Structure</u>	
Branch	: < >
Governorate Level	: < >
Markaz/City Council	: < >
Village	: < >
Top Management	: < >
Department	: < >
Section	: < >

<u>Chart of Accounts</u>	
Account	: < >
Bab	: < >
Group	: < >
Item	: < >
Variety	: < >

Figure 6.3

### Forward

Each time you press option 4, from the menu-bar, you will browse forward from one code record to another. If you try to go past the end of the file, the first record will be displayed.

## Backward

To move backward through the file, press option 5 from the menu-bar. CBDS will move backward one record each time the key is pressed. If you try to scan past the beginning of the file, the last record will be displayed.

Current Budget	Organization Codes	Request Phase 89/90				
<u>Organization Structure</u>						
Branch	: <01>	<General Secretriare >				
Governorate Level	: <100>	<Central Deewan >				
Markaz/City Council	: < >	< >				
Village	: < >	< >				
Top Management	: < >	< >				
Department	: < >	< >				
Section	: < >	< >				
<u>Chart of Accounts</u>						
Account	: <2>	<Expenditures >				
Bab	: <2>	<Current Expenditures>				
Group	: <01>	<Commodity Requirement>				
Item	: <01>	<Raw Material >				
Variety	: < >	< >				
1 - Add	2 - Edit	3 - Scan	4 - Forward	5 - Backward	6 - Delete	0 - Quit

Figure 6.4

NOTE: The Scan option, Forward option and Backward option are used to view, edit or delete records. Once you have located the desired record, you can choose either to edit or delete it.

## Deletion of Records

To delete unrequired code records, select option # 6, Deletion, from the menu-bar. Deletion in CBDS is a two-step process. First, press option 6 to mark the record for deletion. The program will ask:

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

If you press N The menu-bar will reappear. If you press Y, Marked for Deletion will appear on top of the screen (Figure 6.5). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Organization Codes Input Screen. The file will be packed (i.e marked records will be permanently erased from the file) while exiting to the Utilities Menu.

Current Budget	Organization Codes	Request Phase 89/90
*** Marked for Deletion ***		
<u>Organization Structure</u>		
Branch	: <01>	<General Secrtrinte >
Governorate Level	: <100>	<Central Deewan >
Merkaz/City Council	: < >	< >
Village	: < >	< >
Top Management	: < >	< >
Department	: < >	< >
Section	: < >	< >
<u>Chart of Accounts</u>		
Account	: <2>	<Expenditures >
Bab	: <2>	<Current Expenditures>
Group	: <01>	<Commodity Requirement>
Item	: <01>	<Raw Material >
Variety	: < >	< >
1 - Add	2 - Edit	3 - Scan
4 - Forward	5 - Backward	6 - Delete
0 - quit		

Figure 6.5

If you decide that you do not wish to delete a previously marked record, and you have not packed the file, i.e. choose the option 0, Quit, from the menu-bar, you can recall the record by selecting Delete, option # 6, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y , the Marked for Deletion message will be removed from your screen.

### Exiting

When you select the 0 option, the program will return to the Utilities Menu. While exiting the program will display the following message if any records had been marked for deletion:

Please wait. Packing Up File

If no records were marked for deletion, the Utilities Menu will be displayed.

2. **Grade Code:** To create the codes (or edit or expand them later), select the Utilities Menu (option "3" from the Main Menu) and the Utilities Menu will be displayed. Select Grade Codes, option "2", and the Grade Codes Input screen will be displayed. The Input screen consists of three sections (Figure 6.6).

Current Budget	Grade Codes	Request Phase 89/90
<u>Organization Structure</u>		
Branch	: < >	< >
Governorate Level	: < >	< >
Markaz/City Council	: < >	< >
Village	: < >	< >
Top Management	: < >	< >
Department	: < >	< >
Section	: < >	< >
<u>Job Classifications</u>		
Positional Group	: < >	< >
Grade	: < >	< >
1 - Add	2 - Edit	3 - Scan
4 - Forward	5 - Backward	6 - Delete
0 - Quit		

Figure 6.6

1. **Organization Structure section:** This section provides fields for defining the organizational structure: Branch, Governorate level, Markaz/City Council, Village, Division, Department and Section.
2. **Job Classifications section:** This section contains information about the type of account, Bab, Item and Variety.
3. **Messages/Prompts section:** This section displays prompts and options. It's located at the bottom of the screen on the last line. The Organization Codes input screen will be displayed together with a Menu

Bar option that offers you seven choices for adding and editing purposes. These choices are:

(1)Add (2)Edit (3)Scan (4)Forward (5)Backward (6)Delete (0)Quit

### Creating Grade Code Records

All data is entered through the Grade Code Input screen, which is called up by selecting Option # 1, Add, from the menu-bar, the cursor will move through the following sequence of fields each time you press <RETURN>:

#### Organization Structure Section:

**Branch:** Enter a code to identify the branch. You can enter up to two alphanumeric characters. The Branch code defines whether it is a General Secretariate or a Service Directorate. Refer to the OMED TA team codes manual for a complete list of the governorate codes.

**Governorate Level:** Enter a code to identify the managerial level within the specified Branch. You can enter up to three alphanumeric characters. The first character ranges from 1 to 4.

- 1 is Central Level
- 2 is District Level
- 3 is City Council Level
- 4 is Markaz Level

The second two characters specify which District, City, or Markaz within the level. If the first character is 1 or 2, the following sublevels should be 00. The list is included.

**Markaz/City Councils:** You can enter up to three alphanumeric characters. The first character ranges from 1 to 3:

- 1 is Central Level for Markaz/City Council
- 2 is Districts within City Council
- 3 is City Council within Markaz

**Village Code:** If you specify a City Council or a Markaz in the Markaz/City Council field, enter a Village code in this field. You can enter up to two alphanumeric characters.

**Top Management:** Enter a Division code. You can enter up to two alphanumeric characters.

**Department Code:** Enter a Department code within the specified Department. You can enter up to two alphanumeric characters.

**Section code:** Enter a Section code. You can enter up to two alphanumeric characters.

**Job Classifications Section:**

After you press <RETURN> in the Section code, the cursor will move to the Accounts section in the following sequence of fields:

**Positional Group:** Enter the code of the Positional Group. You can enter upto two alphanumeric characters.

**Grade Code:** Enter the Grade level within the specified Positional Group. You can enter upto two alphanumeric characters.

**Messages/Prompts Section:**

When you press <RETURN> in the Grade code field, you indicate that all information has been input into the codes form. The program will ask:

**Are your entries Okay (Y/N)?**

If you wish to change any field, enter "N" and the program will place the cursor in the first field, Branch code. Use the editing function keys to move to the required field (Refer to Chapter 1 for description of Data entry keys). If you enter "Y" the program will search through the codes file. If the combination of the codes have been entered earlier the following message will be displayed:

**This code already exists - press any key to continue.**

Press any key and the cursor will go back to the first field, Branch code. Use the editing function keys to change your entries and to move from one field to another. You can press Esc to return to the menu-bar and select another option. (See below for a complete discussion of the menu-bar options). If the combination of the codes has not been entered before, the cursor will move through the following sequence of fields. Enter the description of each code on the same line opposite the codes:

**Branch Name:** Enter the Branch name. You can enter up to 20 alphanumeric characters.

**Governorate level:** Enter the name of the City Council, District or Markaz. You can enter up to 20 alpha numeric characters.

**Village name:** Enter the name of the Village. You can enter up to 20 alphanumeric characters.

**Division name:** Enter the name of the Division. You can enter up to 20 alphanumeric characters.

**Department name:** Enter the name of the Department. You can enter up to 20 alphanumeric characters.

**Section name:** Enter the name of the Section. You can enter up to 20 alphanumeric characters.

After you press <RETURN> in the Section name, the cursor will move to the Accounts section with the following sequence of fields:

**Positional Group name:** Enter the name of the Positional Group. You can enter upto 20 alphanumeric characters.

**Grade name:** Enter the name of the Grade. You can enter up to 20 alphanumeric characters.

When you press <RETURN> in the Grade name field, you indicate that all information has been input into the code form. The program will then return to the menu-bar option. If you choose to Add another record, option # 1, you will be presented with another blank code form. Follow the previous steps to input another record.

#### **Editing Codes:**

Once you have located a record for editing through the Scan option, Forward option or Backward option. (See below for complete discussion of the Scan, Forward, and Backward

options). Select option # 2, Edit, from the menu-bar, and the system will enter full screen Edit mode. All the fields, both codes and descriptions, can be edited. You can move from field to field by using the cursor keys or by pressing <RETURN>. (Each time you press <RETURN> the cursor will advance one field). Make your changes in a field by using the Backspace, Insert, and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (Section 3, the Grade name). Either action will save the information to the file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

NOTE: If you change any of the code fields, either in the Organization Structure section, Accounts section or both, the program will search through the file to ensure that the combination of all codes has not been entered earlier. If the combination of the codes already exists in the file, CBDS will display the following message:

This code already exists - Press any key to continue

Press any key and the cursor will return to the first field, Branch code. Use the editing function keys to change your entries and move from one field to another. You can press ESC to return to the menu-bar options and select another option. If the new combination of codes has not been entered earlier, the cursor will move to the description fields in the Organization structure section then the description fields in the Accounts section. To edit your data refer to the Add, option # 1, for a complete description of the input fields and their sequence.

## Scan Records

Scanning is an extremely fast method of locating a code record. It is used to search for a record, and then display it on the screen. It is useful because it enables you to pinpoint a specific record for viewing, editing or deleting. To recall a previously created code record, select option # 3, Scan, from the menu-bar. This action will display an input screen, in which you can enter a specific request (Figure 6.7) Enter the appropriate data, and press <RETURN>. If the requested code exists in the file, the matching record will be displayed for your viewing or editing in scanning screen format (Figure 6.8). If no records match the request entered in the input screen, CBDS will display the following message:

This record does not exist - press any key to continue

Current Budget	Grade Codes	Request Phase 89/90
<u>Organization Structure</u>		
Branch	: <01>	
Governorate Level	: <100>	
Markaz/City Council	: < >	
Village	: < >	
Top Management	: < >	
Department	: < >	
Section	: < >	
<u>Job Classifications</u>		
Positional Group:	<01>	
Grade	: <01>	
1 - Add	2 - Edit	3 - Scan
4 - Forward	5 - Backward	6 - Delete
0 - Quit		

Figure 6.7

You can press ESC to return back to the menu-bar option, or press any key and the cursor will move to the first field, Branch code, for entry of another request.

## Forward

Each time you press option 4, from the menu-bar, you will browse forward from one code record to another. If you try to go past the end of the file, the first record will be displayed.

Current Budget	Grade Codes	Request Phase 89/90				
<u>Organization Structure</u>						
Branch	: <01>	<General Secretariate>				
Governorate Level	: <100>	<Central Dewan >				
Markaz/City Council	: < >	< >				
Village	: < >	< >				
Top Management	: < >	< >				
Department	: < >	< >				
Section	: < >	< >				
<u>Job Classifications</u>						
Positional Group:	<01>	<Top Management Level>				
Grade	: <01>	<Governor >				
1 - Add	2 - Edit	3 - Scan	4 - Forward	5 - Backward	6 - Delete	0 - Quit

Figure 6.8

## Backward

To move backward through the file, press option 5 from the menu-bar. CBDS will move backward one record each time the key is pressed. If you try to scan past the beginning of the file, the last record will be displayed.

**NOTE:** The Scan option, Forward option and Backward option are used to view, edit or delete records. Once you have located the desired record, you can choose either to edit or delete it.

## Deletion of Records

To delete unrequired code records, select option # 6, Deletion, from the menu-bar. Deletion in CBDS is a two-step process. First, press option 6 to mark the record for deletion. The program will ask:

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

If you press N The menu-bar will reappear. If you press Y, Marked for Deletion will appear on top of the screen (Figure 6.9). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Grade Codes Input Screen. The file will be packed (i.e marked records will be permanently erased from the file) while exiting to the Utilities Menu.

Current Budget	Grade Codes	Request Phase 89/90							
*** Marked for Deletion ***									
<u>Organization Structure</u>									
Branch	: <01>	<General Secretariate>							
Governorate Level	: <100>	<Central Dewan >							
Markaz/City Council	: < >	< >							
Village	: < >	< >							
Top Management	: < >	< >							
Department	: < >	< >							
Section	: < >	< >							
<u>Job Classifications</u>									
Positional Group:	<01>	<Top Management Level>							
Grade	: <01>	<Governor >							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">1 - Add</td> <td style="width: 12.5%;">2 - Edit</td> <td style="width: 12.5%;">3 - Scan</td> <td style="width: 12.5%;">4 - Forward</td> <td style="width: 12.5%;">5 - Backward</td> <td style="width: 12.5%;">6 - Delete</td> <td style="width: 12.5%;">0 - Quit</td> </tr> </table>			1 - Add	2 - Edit	3 - Scan	4 - Forward	5 - Backward	6 - Delete	0 - Quit
1 - Add	2 - Edit	3 - Scan	4 - Forward	5 - Backward	6 - Delete	0 - Quit			

Figure 6.9

If you decide that you do not wish to delete a previously marked record, and you have not packed the file, i.e. choose the option 0, Quit, from the menu-bar, you can recall the

record by selecting Delete, option # 6, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y , the Marked for Deletion message will be removed from your screen.

### Exiting

When you select the 0 option, the program will return to the Utilities Menu. While exiting the program will display the following message if any records had been marked for deletion:

Please wait. Packing Up File

If no records were marked for deletion, the Utilities Menu will be displayed.

## CHAPTER 7

### DATA ENTRY

#### Introduction

The Data Entry Menu is the area in which most of the day-to-day work in budget development will occur. Here is where the user enters, changes and posts Budget requests from the governorate agencies. This menu also is the place where you will load and post Budget entries from the Position Control subsystem.

When you select a menu item, an input screen as the shown in Figure 7.1 will be displayed. Exceptions are menu options that do not require additional data to be input, such as utility functions that can executed as soon as you select the option. An input screen displays all the fields in which you can enter information. The data fields can accept numeric or alphabetic characters depending on the information required. The data that describe the field is a label (e.g. Branch code, Governorate level, and Department), and appears to the left of or above the input field. The blinking cursor indicates the field in which you are currently entering information.

Data is entered into the program through the Budget Request Input screens for different Babs (Budget Chapters). Before you can enter data into any input screen, however, you must prepare various code files that contain information about your governorate agencies, organizational levels, chart of accounts, and job classifications. (Refer to Chapter 6, CBDS codes, for a full description of how to prepare your code files). Once you have entered the basic information into the code files, the program, will automatically insert it into the appropriate field on each budget request record created.

For example, if you have indicated in the Organization code file that 01 corresponds to GENERAL SECRETARIATE, when you later enter 01 in the Budget Request Input screen, the program will automatically insert General Secretariate into the Branch name field. Similarly, if you assign 02 as the Positional Group number for TOP MANAGEMENT, when you enter 02 in Position Control Input screen, the program will fill in TOP MANAGEMENT in the Positional Group name.

To create a budget request record, select option # 1 from the Main Menu. The Input Menu will then be displayed (Figure 7.1). Use the following steps to complete the output screens.

Local Development II Program Urban Project Current Budget Development System Office of Management and Economic Development	
<div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto;">MAIN MENU</div> 1 - Input 2 - Output 3 - Utilities 0 - quit	<div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto;">INPUT</div> 1 - Expenditures 2 - Revenue 0 - quit <hr/> Enter Your Choice <>

Figure 7.1

### Entering Expenditure Transactions

To enter the expenditure transactions, select option # 1 from the Input Menu. The Babs Menu will be displayed (Figure 7.2).

Local Development II Program Urban Project Current Budget Development System Office of Management and Economic Development		
<div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto;">MAIN MENU</div> 1 - Input 2 - Output 3 - Maintenance 0 - quit	<div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto;">INPUT</div> 1 - Expenditures 2 - Revenue 0 - quit <hr/> Enter Your Choice <>	<div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto;">Expenditures</div> 1 - Bab 1 2 - Bab 2 3 - Bab 3 4 - Bab 4 0 - quit <hr/> Enter Your Choice <>

Figure 7.2

1. BAB 1 (First Chapter)

To enter the Bab 1 (Wages and Salaries) budget requests, select option 1 from the Babs Menu. The Bab 1 Menu will be displayed (Figure 7.3).

Local Development II Program Urban Project Current Budget Development System Office of Management and Economic Development		
<b>MAIN MENU</b> 1 - Input 2 - Output 3 - Maintenance 0 - Quit	<b>INPUT</b> 1 - Expenditures 2 - Revenue 0 - Quit Enter Your Choice <>	<b>Bab 1</b> 1 - Position Control 2 - Wages & Salaries 0 - Quit Enter Your Choice <>

Figure 7.3

a. Position Control

When you select Option # 1 from the Bab 1 Menu, a blank Budget Request Input screen will be displayed (Figure 7.4) for entry of Position Control data. The input screen consists of three sections:

1. Organization Structure and Accounts section:  
Provides fields for defining the organizational level and chart of accounts. Fields in this section can not be edited because they are originally entered in the codes file (Refer to Chapter 6). They can only be viewed.
2. Budget Request Section: Provides fields for the phases budget data, Appropriation and End-of-Year Accounts.

3. Message/Prompts Section: This section displays prompts and options. It is located at the bottom of the screen on the last line. The menu-bar option offers nine choices for adding and editing purposes. These choices are:

1.Add 2.Edit 3.Scan 4.Page Up 5.Page Down 6.Forward 7.Backward 8.Delete 0.Quit

Current Budget		Salaries, Wages, Monetary Benefits		Phase 1 89/90	
Permanent Jobs					
Branch	: < >	<	>	<	>
Governorate Level	: < >	<	>	<	>
Markaz/City Council	: < >	<	>	<	>
Village	: < >	<	>	<	>
Top Management	: < >	<	>	<	>
Department	: < >	<	>	<	>
Section	: < >	<	>	<	>
Functional Group : < >			Degree : < >		
<			>		
Number	1986/1987	1987/1988	1988/1989	Increase	< >
	< >	< >	< >	Decrease	< >
Expenses	< >	< >	< >	No of Total Jobs	< >
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward
7 -Backward	8 -Del	0 - Quit			

Figure 7.4

**Creating Position Control Records**

All data is entered through the Position Control Input Screen. By selecting option # 1, Add, from the menu-bar, the Codes Input Screen will appear (Figure 7.5). The cursor will move through the following sequence of fields each time you press <RETURN>:

**Branch:** Enter the code of the branch required to prepare a budget request. You can enter up to two alphanumeric characters.

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90
Permanent Jobs		
Branch	: < >	
Governorate Level	: < >	
Markaz/City Council	: < >	
Village	: < >	
Top Management	: < >	
Department	: < >	
Section	: < >	
Functional Group	: < >	Degree : < >

Figure 7.5

**Governorate Level:** Enter the Governorate level code. You can enter up to three alphanumeric characters.

**Markaz/City Council:** Enter the code of the Markaz/City Council. You can enter up to three alphanumeric characters.

**Village:** Enter the Village code. You can enter up to two alphanumeric characters.

**Top Management:** Enter the Top Management level code. You can enter up to two alphanumeric codes.

**Department:** Enter a Department code. You can enter up to two alphanumeric codes.

**Section:** Enter a Section code. You can enter up to two alphanumeric codes.

**Positional Group:** Enter the code of the Positional Group. You can enter up to two alphanumeric characters.

**Grade:** Enter the code of the grade within the Positional Group. You can enter up to two alphanumeric characters.

If there is no Grade record with the combination of these codes, the bottom of the input screen will display the following message:

This code does not exist. Retry (Y/n)?

At this point you have two options. Either press Y and enter the correct codes, or exit the input screen and create a Grade file record for the Organizational level you wish to input. To exit the Input Screen, Press N and the Budget Request Input Screen will appear with the menu-bar options, after which you can Quit and create a Grade file record.

If a Position Control record has been created earlier for this combination of codes, the following message will be displayed:

This record already exists - press any key to  
continue

Press any key and the cursor will return to the first field, Branch code. Use the editing function keys to change your entries and move from one field to another. Press ESC to return to the Position Control Input Screen. If the code combination is valid in the grade file, and a Position Control record has not been created, the

Budget Request Input screen will be displayed. The description/names of each of the pre-input codes will appear on the same line opposite the code, and the cursor will move through the following sequence of fields each time you press <RETURN>:

**Number 1986/1987:** This is a historical field which contains information about the total number of Jobs from the Year-End accounts of the past two Fiscal Years. For the current fiscal year 1988/1989, data is provided for this field from the 1986/87 books. You can enter up to five digits.

**Expenses 1986/87:** The expenses for the number of Jobs for the past two fiscal years per the Year-End accounts, are provided in this field. For the current fiscal year, 1988/89, the 1986/87 expenses are input in this field. You can enter up to eight digits.

**Number 1987/1988:** This is also a historical field which holds information about the total number of jobs, from the Year-End accounts of the past fiscal year. For the current fiscal year, 1988/1989, data is provided from the 1987/1988 books. You can enter up to five digits.

**Expenses 1987/1988:** The expenses for the number of Jobs for the past fiscal year per the Year-End accounts, are provided in this field. For the current fiscal year, 1988/89, the 1987/1988 expenses are input. You can enter up to eight digits.

**Number 1988/1989:** The total number of Jobs for the current fiscal year, according to the appropriation of the Ministry of Finance, is input in this field. For the

current fiscal year use the appropriation of 1988/1989. You can enter up to four digits.

**Expenses 1988/1989:** The expenses of the total number of Jobs, according to current year appropriation, is input here. You can enter up to four digits.

**Increase:** The total number of positive transactions during the fiscal year is entered here. Positive transactions could result from newly hired employees, transferred-in employees, promotions to the grade, request for additional posts, and other non-specified additions. You can enter up to five digits.

**Decrease:** The total number of negative transactions during the fiscal year is entered here. Negative transactions could result from retired employees, cancelled positions, and other deductions. You can enter up to eight digits.

**No. of Total Jobs:** If you enter the number of Jobs for 1988/1989, increase, and decrease during the current fiscal year, the program will compute the number of total Jobs, which is equal to the number 1988/1989 plus Increase less Decrease.

When you press <RETURN> in the Decrease field, the number of total Jobs will be computed. The bottom of the screen will display the message:

Are your entries okay (y/n)>? < >

If you press N, the program will return to the Number 1986/87 field. Use the editing function keys (refer to

the System Overview , Chapter 1, for description of data entry keys) to move to the required field and edit it. If you press Y, the second page of the same record will be displayed (Figure 7.6). The second page screen has the same format as the first, i.e. it consists of the Organization structure and Accounts section, Budget request section, and Messages/Prompts section. The cursor will be located at the first field in the Budget request section, Minimum Salary, and will move through the following sequence of fields each time you press <RETURN> :

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90		
Permanent Jobs				
Branch	: < >	<	>	
Governorate Level	: < >	<	>	
Markaz/City Council	: < >	<	>	
Village	: < >	<	>	
Top Management	: < >	<	>	
Department	: < >	<	>	
Section	: < >	<	>	
Functional Group : < >		Degree : < >		
		<	>	
Salaries		Jobs	Salaries	Total
Minimum Salary< >	Budgeted< >	< >	< >	Annual Raise 1/7< >
Maximum Salary< >				Annual Raise < >
Act. Salary < >	Modified< >	< >	< >	Bonus < >
				< >
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn
6- Forward	7 -Backward	8 -Del	0 - Quit	

Figure 7.6

**Minimum Salary:** Enter the minimum range of salary for the specified Grade. You can enter up to five digits.

**Maximum Salary:** Enter the maximum range of salary for the specified Grade. You can enter up to five digits.

**Actual Salary:** The actual salary for the specified grade is entered in this field. You can enter up to five digits.

**Budgeted Jobs:** This is number of budgeted jobs, i.e. the number of Jobs for current fiscal year (1988/89). This will contain the same data as of the number 1988/89 field. It will be automatically displayed.

**Budgeted Salaries:** Appropriated salaries for the Jobs of current fiscal year is displayed here. It is the same as the Expenses 1988/89 field.

**Modified Jobs:** Total No. of Jobs including the transactions during current fiscal year is displayed here. It is the same data as the No. of Total Jobs field.

**Modified Salaries:** When you enter the Actual Salary, and Modifies Jobs, the program will compute the Modified Salaries which is equal to the Actual Salary \* Modified Jobs.

**Annual Raise at 1/7:** Enter the periodic salary increase at July 1st of the current fiscal year. You can enter up to four digits.

**Annual Raise Expected:** The periodic salary increase expected next year is computed then automatically displayed in this field. This is equal to Annual Raise at 1/7 \* 1.1.

**Bonus:** The Merit Salary Increase expected next fiscal year is computed and displayed in this field. It is equal to the Annual Raise at  $1/7 * 0.1$

**Salary Changes:** The total modified salaries including the salary increase is computed and displayed here. It is equal to: Modified Salaries + Annual Raise Expected + Bonus.

Once the salary change has been computed, the record (i.e. all information in both input screens) will be appended to the data base. This process may take a few moments to update all indexes, depending on your computer processing speed. Once the record is processed, the menu-bar option will reappear. If you choose to Add another record, option # 1, you will be presented with another blank codes Input Screen. Follow the previous steps to input another record.

### Editing Records

Locate an Input Screen that you would like to alter through the Scan option, Page Up option, Page Down option, Forward option or Backward option. (See below for a complete discussion of the Scan, Page Up, Page Down, Forward and Backward options). Select option # 2, Edit, from the menu-bar, and the system will switch to full screen edit mode. Only fields that were input during the initial data entry can be edited, i.e. codes or description can not be edited here (Refer to chapter 6, CBDS codes, for a complete discussion of entering/editing codes). You can move from field to field by using the cursor keys or by pressing <RETURN>. Each time you press <RETURN>, the cursor will advance one

field. Make your changes in a field by using the Backspace, Insert and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (Annual Raise at 1/7). Either action will save information to file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

### Scan Records

Scanning is an extremely fast method of locating a code record. It is used to search for a record, and then display it on the screen. It is useful because it enables you to pinpoint a specific record for viewing, editing or deleting. To recall a previously created code record select option # 3, Scan, from the menu-bar. This action will display an input screen, in which you can enter a specific request (Figure 7.7). Enter the appropriate data, and press <RETURN>. If the requested code exists in the file, the matching record will be displayed for viewing or editing, in scanning screen format (Figure 7.8). If no records match the request entered in the input screen, CBDS will display the following message:

**This record does not exist - press any key to  
continue**

You can press ESC to return back to the menu-bar option, or press any key and the cursor will move to the first field, Branch Code, for entry of another request.

Page Up

To scan between pages for the same record, press 4. The Page Up option will scan one page backward. If you try to scan past the first page, the second page will be displayed.

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90
Permanent Jobs		
Branch	: <01>	
Governorate Level	: <100>	
Markaz/City Council	: < >	
Village	: < >	
Top Management	: < >	
Department	: < >	
Section	: < >	
Functional Group	: <01>	Degree : <01>

Figure 7.7

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90						
Permanent Jobs								
Branch	: <01>	<General Secretariate>						
Governorate Level	: <100>	<Central Deewan >						
Markaz/City Council	: < >	< >						
Village	: < >	< >						
Top Management	: < >	< >						
Department	: < >	< >						
Section	: < >	< >						
Functional Group	: <01>	Degree : <01>						
	<Top Management >	<Governor >						
Number	1986/1987 < 1 >	1987/1988 < 1 >	1988/1989 < 1 >	Increase < 0 >				
Expenses	< 1 >	< 1 >	< 1 >	Decrease < 0 >				
				No of Total Jobs < 1 >				
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward	7 -Backward	8 -Del	0 - Quit

Figure 7.8

### Page Down

To scroll forward between pages for the same record, press 5. The Page Down option will scan one page forward. If you try to scan past the second page, the first page will be displayed.

### Forward

Each time you press 6 from the menu-bar, you will move from one record to another, viewing the Page Screen you at which you are located. The Forward option does not switch between pages. If you try to scan beyond the end of the file, the first record will be displayed.

### Backward

To move backward through the file, press 7 from the menu-bar. CBDS will move backward one record, viewing the Page Screen at which you are located, each time the 7 key is pressed. If you try to scan past the beginning of the file, the last record will be displayed.

**NOTE:** The Scan option, Forward option and Backward option are used to view, edit or delete records. Once you have located the desired record, you can choose either to Edit or Delete it.

### Deletion of Records

To delete code records, select option # 8, Deletion, from the menu-bar, Deletion with CBDS, is a two-step process.

First, press 8 to mark the record for deletion. The program will ask:

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

Current Budget		Salaries, Wages, Monetary Benefits		Phase 1 89/90				
*** Marked for Deletion *** Permanent Jobs								
Branch	= <01>	<General Secretariate>						
Governorate Level	= <100>	<Central Deewan >						
Markaz/City Council	= < >	< >						
Village	= < >	< >						
Top Management	= < >	< >						
Department	= < >	< >						
Section	= < >	< >						
Functional Group : <01>		Degree : <01>						
<Top Management >		<Governor >						
	1986/1987	1987/1988	1988/1989	Increase	< 0 >			
Number	< 1 >	< 1 >	< 1 >	Decrease	< 0 >			
Expenses	< 1 >	< 1 >	< 1 >	No of Total Jobs	< 1 >			
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward	7 -Backward	8 -Del	0 - quit

Figure 7.9

If you press N The menu-bar will reappear. If you press Y , Marked for Deletion will appear on top of the screen (Figure 7.9). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Position Control Input Screen. The file will be packed (i.e marked records will be permanently erased from the file) and the Babs Menu will appear.

If you decide that you don't want to Delete a previously marked record, and you have not packed the file (i.e. selected the option 0, Quit, from the menu-bar), you can recall the record by selecting Delete, option # 8, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y, the Marked for Deletion message will be removed from your screen.

Exiting

When you select the 0 option, the Program will return to the Bab 1 Menu. While exiting the program will perform the following two tasks in sequence.

1. Although the Position Control subsystem accepts data by Job Classification; on Actual Salaries and Number of vacant or filled positions; on Budgeted Salaries and number of positions by Job Classifications, yet it does not categorize the budget request by level (i.e. Group, Item and Variety for each organizational level). Also, it does not accept the historical data or current year appropriations. This is remedied during the Exit (0 option) process, where the system posts the Position Control transactions to the Bab I (Wages) file. Thus a budget request, defined by organizational level, Group, Item, and Variety will be either created or updated in the Bab I data.

When you Press "0" from the menu-bar, the following message will be displayed at the bottom of the Screen:

Please Wait. Posting Transactions.

After posting the transactions, the Bab 1 Menu will be displayed.

2. The program will pack the file if any records had been marked for deletion. The following message will be displayed:

Please Wait. Packing up file.

If no records were marked for deletion, the Bab I Menu will be displayed.

## b. Wages and Salaries:

To call up a Wages/Salaries input screen, select option # 2, Wages from the Bab 1 Menu, a blank Budget Request Input screen will be displayed (Figure 7.10). The input screen consists of three sections:

1. Organization Structure and Accounts section:  
Provides fields for defining the organizational level and chart of accounts. Fields in this section can not be edited because they are originally entered in the codes file (refer to Chapter 6). They can only be viewed.
2. Budget Request Section: Provides fields for the phases budget data, Appropriation and End-of-Year Accounts.
3. Message/Prompts Section: This section displays prompts and options. It is located at the bottom of the screen on the last line. The menu-bar option offers nine choices for adding and editing purposes. These choices are:

1.Add 2.Edit 3.Scan 4.Page Up 5.Page Down 6.Forward 7.Backward 8.Delete 0.Quit

### Creating Wages Records

All data is entered through the Wages Input Screen. By selecting option # 1, Add, from the menu-bar, the Codes Input Screen will appear (Figure 7.11). The cursor will move through the following sequence of fields each time you press <RETURN>:



**Governorate Level:** Enter the Governorate level code. You can enter up to three alphanumeric characters. ^R

**Markaz/City Council:** Enter the code of the Markaz/City Council. You can enter up to three alphanumeric characters.

**Village:** Enter the Village code. You can enter up to two alphanumeric characters.

**Top Management:** Enter the Top Management level code. You can enter up to two alphanumeric codes.

**Department:** Enter a Department code. You can enter up to two alphanumeric codes.

**Section:** Enter a Section code. You can enter up to two alphanumeric codes.

**Group:** Enter the Group code. You can enter up to two alphanumeric characters.

**Item:** Enter the Item code. You can enter up to two alphanumeric characters.

**Variety:** Enter the Variety code. You can enter up to two alphanumeric characters.

**Note:** The Group 1, Item 1, and Variety 1 through variety 13 records are reserved for the Position Control data which is passed from the Position Control subsystem. If an attempt is made to enter a record within the this range, the program will display the following message:

This record is entered through the Position Control subsystem. Press any Key to Continue.

Press any key and the cursor will return to the first field, Branch Code. Use the editing function keys to change your entries and move from one field to another. You can press ESC to return to the Wages Input Screen.

If you enter a non valid combination of codes (i.e. one that has not been entered into an Organization Code file record), the following message will be displayed at the bottom of the screen:

This code does not exist. Retry (y/n)?

At this point you have two options. Either press Y and enter the correct codes, or exit the input screen and create a file record for the Organizational level you wish to input. To exit the Input Screen, Press N and the Budget Request Input Screen will appear with the menu-bar options, after which you can Quit and create an Organization Code file record.

If a Wages record has been created earlier for this combination of codes, the following message will be displayed:

This record already exists - press any key to continue

Press any key and the cursor will return to the first field, Branch code. Use the editing function keys to change your entries and move from one field to another, you can press ESC to return to the Wages Input Screen.

If the code combination is valid in the Organization Code file, and a Wages record has not been created before, the Budget Request Input screen will be displayed. The Description/Names of each of the pre-input code will appear on the same line opposite the code, and the cursor will move through the following sequence of fields each time you press <RETURN>:

**Request-Phase 1:** The Budget Request for the new fiscal year as provided by government agencies for the first phase (i.e. Request Phase) is entered in this field. You can enter up to nine digits.

**Difference Bet. Appr. & Request-Phase 1:** The difference between the Phase 1 Budget Request and current year Appropriation is computed and displayed in this field.

**% Difference-Phase 1:** The Percentage of the Difference will be computed and filled in by the system. It's equal to the difference between Appropriation and Request divided by the Appropriation.

**Difference bet. Phase 1:** A comparison between the Budget Requests for the Current phase and the Previous phase is shown here. The difference is shown under the Current Phase column, i.e. for Phase 1 this will always be empty; the difference of Phase 2 and Phase 1 Budget Request will show under the Phase 2 column, and so on.

**% Difference-Phase 1:** The Percentage of the Difference between Phases is computed and shown here. It is equal to the Difference bet. Phases divided by Request for the Current Phase.

Note: CBDS provides for four Budget Development Phases, but allows on-line changes to the Current Phase column only. For comparison reasons, it displays all previous phases columns. For example, if you are in Phase 1, the program will display the Phase 1, data, and enable you to change it. If you are in Phase 2 (refer to Chapter 10 for a full description of the Phase Roll-over option), the program will display both Phase 1, and Phase 2 data. However, CBDS will allow you to change the Phase 2 column only. Accordingly, if you are in any phase except phase 1, the cursor will move through the fields of the previous phases, column by column in the sequence mentioned above. After you finish entering the phases data, the following message will be displayed at the bottom of the screen:

Are your entries okay (y/n)? < >

If you press N, the program will return to the Budget-Phase field. Use the editing function keys (refer to the Introduction, Chapter 1, for description of data entry keys) to move to the required field for editing. If you press Y, the second page of the same record will be displayed (Figure 7.12). The second page screen has the same format as the first, i.e. it consists of the Organization Structure and Accounts section, Historical Data section, and Messages/Prompts section. The cursor will be positioned at the first field in the Historical Data section, Year-End account - 1986/87. The cursor will move through the following sequence of fields each time you press <RETURN>:

**Year-End Account - 1986/1987:** Enter the Year-End Account for the previous two years. For Fiscal year 1988/89,

this will be the 1986/87 Year-End Account. You can enter up to nine digits.

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90						
Wages & Salaries								
Branch	: < >	< >						
Governorate Level	: < >	< >						
Markaz/City Council	: < >	< >						
Village	: < >	< >						
Top Management	: < >	< >						
Department	: < >	< >						
Section	: < >	< >						
Group : < >	Item : < >	Variety : < >						
<	>	<						
>	<	>						
End of Year Account	1986/1987	1987/1988	1988/1989					
Appropriation	< >	< >	< >					
	< >	< >	Expenditures < >					
			Appropriation < >					
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward	7 -Backward	8 -Del	0 - Quit

Figure 7.12

**Appropriation 1986/1987:** Enter the Appropriation for the previous two years. For the Fiscal Year 1988/89, this will be the 1986/87 Appropriation. You can enter up to nine digits.

**Year-End Account 1987/1988:** Enter the Year-End Account for the last fiscal year. For the Fiscal Year 1988/1989 this will be the 1987/1988 Year-End Account. You can enter up to 9 digits.

**Appropriation 1987/1988:** Enter the Appropriation for the last fiscal year. For the Fiscal Year 1988/1989, this will be the 1987/1988 Appropriation. You can enter up to nine digits.

**Previous Expenditures:** Enter the Expenditures for the last six months of this fiscal year. You can enter up to nine digits.

**Appropriation - 1988/1989:** Enter the current fiscal year Appropriation. You can enter up to nine digits.

When you press <RETURN> in the Appropriation 1988-89 field, the following message will be displayed:

Are your entries okay (y/n)? < >

If you press N, the program will return you back to the Year-End 1986-87 field. Use the editing function keys to move to the required field for editing. If you press Y the first page of the same record will be displayed with the menu-bar options. Select another option as required. If you choose to Add another record; option # 1 you will be presented with another blank Budget Request screen. Follow the previous steps to Add another record.

#### Editing Records

Locate an Input Screen that you would like to alter through the Scan option, Page Up option, Page Down option, Forward option or Backward option. (See below for a complete discussion of the Scan, Page Up, Page Down, Forward and Backward options). Select option # 2, Edit, from the menu-bar, and the system will switch to full screen edit mode. Only fields that were input during the initial data entry can be edited, i.e. codes or description can not be edited here (refer to chapter 6, CBDS codes, for a complete discussion of entering/editing codes). You can move from field to

field by using the cursor keys or by pressing <RETURN>. Each time you press <RETURN>, the cursor will advance one field. Make your changes in a field by using the Backspace, Insert and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (Annual Raise at 1/7). Either action will save information to file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

### Scan Records

Scanning is an extremely fast method of locating a code record. It is used to search for a record, and then display it on the screen. It is useful because it enables you to pinpoint a specific record for viewing, editing or deleting. To recall a previously created code record select option # 3, Scan, from the menu-bar. This action will display an input screen, in which you can enter a specific request (Figure 7.13). Enter the appropriate data, and press <RETURN>. If the requested code exists in the file, the matching record will be displayed for viewing or editing, in scanning screen format (Figure 7.14). If no records match the request entered in the input screen, CBDS will display the following message:

This record does not exist - Press any key to  
continue

You can press ESC to return back to the menu-bar option, or press any key and the cursor will move to the first field, Branch Code, for entry of another request.

Page Up

To scan between pages for the same record, press 4. The Page Up option will scan one page backward. If you try to scan past the first page, the second page will be displayed.

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90
Wages & Salaries		
Branch	: <01>	
Governorate Level	: <100>	
Markaz/City Council	: < >	
Village	: < >	
Top Management	: < >	
Department	: < >	
Section	: < >	
Group : <01>	Item : <01>	Variety :<01>

Figure 7.13

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90		
Wages & Salaries				
Branch	: <01>	<General Secretariate>		
Governorate Level	: <100>	<Central Dewan >		
Markaz/City Council	: < >	< >		
Village	: < >	< >		
Top Management	: < >	< >		
Department	: < >	< >		
Section	: < >	< >		
Group : <01>	Item : <01>	Variety :<01>		
<Cash Wages & Allowances>	<Permanent Positions>	<Top Management>		
Request	Phase 1	Phase 2	Phase 3	Phase 4
	< 4800>	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.14

### Page Down

To scroll forward between pages for the same record, press 5. The Page Down option will scan one page forward. If you try to scan past the second page, the first page will be displayed.

### Forward

Each time you press 6 from the menu-bar, you will move from one record to another, viewing the Page Screen you at which you are located. The Forward option does not switch between pages. If you try to scan beyond the end of the file, the first record will be displayed.

### Backward

To move backward through the file, press 7 from the menu-bar. CBDS will move backward one record, viewing the Page Screen at which you are located, each time the 7 key is pressed. If you try to scan past the beginning of the file, the last record will be displayed.

**NOTE:** The Scan option, Forward option and Backward option are used to view, edit or delete records. Once you have located the desired record, you can choose either to Edit or Delete it.

### Deletion of Records

To delete Wages records, select option # 8, Deletion, from the menu-bar, Deletion with CBDS is a two-step

process. First, press 8 to mark the record for deletion. The program will ask:

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

If you press N, the menu-bar will reappear. If you press Y, Marked for Deletion will appear on top of the screen (Figure 7.15). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Input Screen. The file will be packed (i.e. marked records will be permanently erased from the file) and the Babs Menu will appear.

Current Budget	Salaries, Wages, Monetary Benefits	Phase 1 89/90		
*** Marked for Deletion *** Wages & Salaries				
Branch	: <01>	<General Secretariate>		
Governorate Level	: <100>	<Central Dewan >		
Markaz/City Council	: < >	< >		
Village	: < >	< >		
Top Management	: < >	< >		
Department	: < >	< >		
Section	: < >	< >		
Group : <01>	Item : <01>	Variety : <01>		
<Cash Wages & Allowances>	<Permanent Positions>	<Top Management>		
	Phase 1	Phase 2	Phase 3	Phase 4
Request	< 4800>	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.15

If you decide that you don't want to Delete a previously marked record, and you have not packed the file (i.e. selected the option 0, Quit, from the menu-bar), you can

recall the record by selecting Delete, option # 8, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y, the Marked for Deletion message will be removed from your screen.

**Exiting**

When you select the 0 option, the program will return to the Bab 1 Menu. While exiting the program will display the following message if any records had been marked for deletion:

Please wait. Packing Up File

If no records were marked for deletion, the Bab 1 Menu will be displayed.

2. BAB 2 (Second Chapter)

To enter the Bab 2 (Current Expenditures and Transfers) budget requests, select option 2 from the Babs Menu. A blank budget request input screen will be displayed (Figure 7.16) for entry of Budget Requests. The input screen consists of three sections:

1. Organization Structure and Accounts section:  
Provides fields for defining the organizational level and chart of accounts. Fields in this section can not be edited because they are originally entered in the codes file (refer to Chapter 6). They can only be viewed.

Current Budget		Bab 2 - Current Expenditures & Transfers		Phase 1 89/90		
Branch	: < >	<	>	<	>	
Governorate Level	: < >	<	>	<	>	
Markaz/City Council	: < >	<	>	<	>	
Village	: < >	<	>	<	>	
Top Management	: < >	<	>	<	>	
Department	: < >	<	>	<	>	
Section	: < >	<	>	<	>	
Group : < >		Item : < >		Variety : < >		
<		>		>		
>		<		<		
		Phase 1.	Phase 2	Phase 3	Phase 4	
Request	<	>	<	>	<	>
Difference Bet. Appr. & request	<	>	<	>	<	>
% Difference	<	>	<	>	<	>
Difference Bet. Phases	<	>	<	>	<	>
% Difference	<	>	<	>	<	>

Figure 7.16

2. Budget Request Section: Provides fields for the phases budget data, Appropriation and End-of-Year Accounts.

3. Message/Prompts Section: This section displays prompts and options. It is located at the bottom of the screen on the last line. The menu-bar option offers nine choices for adding and editing purposes. These choices are:

1.Add 2.Edit 3.Scan 4.Page Up 5.Page Down 6.Forward 7.Backward 8.Delete 0.Quit

**Creating Bab2 Records**

All data is entered through the Bab 2 Input Screen. By selecting option # 1, Add, from the menu-bar, the Codes Input Screen will appear (Figure 7.17). The cursor will move through the following sequence of fields each time you press <RETURN>:

Current Budget	Bab 2 - Current Expenditures & Transfers	Phase 1 89/90						
Branch	: < >							
Governorate Level	: < >							
Markaz/City Council	: < >							
Village	: < >							
Top Management	: < >							
Department	: < >							
Section	: < >							
Group : < >	Item : < . >	Variety : < >						
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward	7 -Backward	8 -Del	0 - Quit

Figure 7.17

**Branch:** Enter the code of the branch required to prepare a budget request. You can enter up to two alphanumeric characters.

**Governorate Level:** Enter the Governorate level code. You can enter up to three alphanumeric characters.

**Markaz/City Council:** Enter the code of the Markaz/City Council. You can enter up to three alphanumeric characters.

**Village:** Enter the Village code. You can enter up to two alphanumeric characters.

**Top Management:** Enter the Top Management level code. You can enter up to two alphanumeric codes.

**Department:** Enter a Department code. You can enter up to two alphanumeric codes.

**Section:** Enter a Section code. You can enter up to two alphanumeric codes.

**Group:** Enter the Group code. You can enter up to two alphanumeric characters.

**Item:** Enter the Item code. You can enter up to two alphanumeric characters.

**Variety:** Enter the Variety code. You can enter up to two alphanumeric characters.

If you enter a non valid combination of codes (i.e. one that has not been entered into an Organization Code file record), the following message will be displayed at the bottom of the screen:

This code does not exist. Retry (y/n)?

At this point you have two options. Either press Y and enter the correct codes, or exit the input screen and create a file record for the Organizational level you wish to input. To exit the Input Screen, Press N and the Budget Request Input Screen will appear with the menu-bar options, after which you can Quit and create an Organization Code file record.

If a Bab 2 record has been created earlier for this combination of codes, the following message will be displayed:

This record already exists - press any key to continue

Press any key and the cursor will return to the first field, Branch code. Use the editing function keys to change your entries and move from one field to another, you can press ESC to return to the Bab 2 Input Screen.

If the code combination is valid in the Organization Code file, and a Bab 2 record has not been created before, the Budget Request Input screen will be displayed. The Description/Names of each of the pre-input code will appear on the same line opposite the code, and the cursor will move through the following sequence of fields each time you press <RETURN>:

**Request-Phase 1:** The Budget Request for the new fiscal year as provided by government agencies for the first phase (i.e. Request Phase) is entered in this field. You can enter up to nine digits.

**Difference Bet. Appr. & Request-Phase 1:** The difference between the Phase 1 Budget Request and current year Appropriation is computed and displayed in this field.

**% Difference-Phase 1:** The Percentage of the Difference will be computed and filled in by the system. It's equal to the difference between Appropriation and Request divided by the Appropriation.

**Difference bet. Phase 1:** A comparison between the Budget Requests for the Current phase and the Previous phase is shown here. The difference is shown under the Current Phase column, i.e. for Phase 1 this will always be empty; the difference of Phase 2 and Phase 1 Budget Request will show under the Phase 2 column, and so on.

**% Difference-Phase 1:** The Percentage of the Difference between Phases is computed and shown here. It is equal to the Difference bet. Phases divided by Request for the Current Phase.

Note: CBDS provides for four Budget Development Phases, but allows on-line changes to the Current Phase column only. For comparison reasons, it displays all previous phases columns. For example, if you are in Phase 1, the program will display the Phase 1, data, and enable you to change it. If you are in Phase 2 (refer to Chapter 10 for a full description of the Phase Roll-over option), the program will display both Phase 1, and Phase 2 data. However, CBDS will allow you to change the Phase 2 column only. Accordingly, if you are in any phase except phase 1, the cursor will move through the fields of the previous phases, column by column in the sequence mentioned above. After you finish entering the phases

data, the following message will be displayed at the bottom of the screen:

Are your entries okay (y/n)? < >

If you press N, the program will return to the Budget-Phase field. Use the editing function keys (refer to the Introduction, Chapter 1, for description of data entry

Current Budget		Bob 2 - Current Expenditures & Transfers		Phase 1 89/90	
Branch	: < >	<	>		
Governorate Level	: < >	<	>		
Harkaz/City Council	: < >	<	>		
Village	: < >	<	>		
Top Management	: < >	<	>		
Department	: < >	<	>		
Section	: < >	<	>		
Group : < >		Item : < >		Variety : < >	
<		>		>	
>		<		<	
End of Year Account	1986/1987	1987/1988	Expenditures	1988/1989	
Appropriation	< >	< >	Appropriation	< >	
	< >	< >		< >	
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward
7 -Backward	8 -Del	0 - Quit			

Figure 7.18

keys) to move to the required field for editing. If you press Y, the second page of the same record will be displayed (Figure 7.18). The second page screen has the same format as the first, i.e. it consists of the Organization Structure and Accounts section, Historical Data section, and Messages/Prompts section. The cursor will be positioned at the first field in the Historical Data section, Year-End account - 1986/87. The cursor will move through the following sequence of fields each time you press <RETURN>:

Year-End Account - 1986/1987: Enter the Year-End Account for the previous two years. For Fiscal year 1988/89, this will be the 1986/87 Year-End Account. You can enter up to nine digits.

Appropriation 1986/1987: Enter the Appropriation for the previous two years. For the Fiscal Year 1988/89, this will be the 1986/87 Appropriation. You can enter up to nine digits.

Year-End Account 1987/1988: Enter the Year-End Account for the last fiscal year. For the Fiscal Year 1988/1989 this will be the 1987/1988 Year-End Account. You can enter up to 9 digits.

Appropriation 1987/1988: Enter the Appropriation for the last fiscal year. For the Fiscal Year 1988/1989, this will be the 1987/1988 Appropriation. You can enter up to nine digits.

Previous Expenditures: Enter the Expenditures for the last six months of this fiscal year. You can enter up to nine digits.

Appropriation - 1988/1989: Enter the current fiscal year Appropriation. You can enter up to nine digits.

When you press <RETURN> in the Appropriation 1988-89 field, the following message will be displayed:

Are your entries okay (Y/N)? < >

If you press N, the program will return you back to the Year-End 1986-87 field. Use the editing function keys

to move to the required field for editing. If you press Y the first page of the same record will be displayed with the menu-bar options. Select another option as required. If you choose to Add another record, option # 1 you will be presented with another blank Budget Request screen. Follow the previous steps to Add another record.

### Editing Records

Locate an Input Screen that you would like to alter through the Scan option, Page Up option, Page Down option, Forward option or Backward option. (See below for a complete discussion of the Scan, Page Up, Page Down, Forward and Backward options). Select option # 2, Edit, from the menu-bar, and the system will switch to full screen edit mode. Only fields that were input during the initial data entry can be edited, i.e. codes or description can not be edited here (refer to chapter 6, CBDS codes, for a complete discussion of entering/editing codes). You can move from field to field by using the cursor keys or by pressing <RETURN>. Each time you press <RETURN>, the cursor will advance one field. Make your changes in a field by using the Backspace, Insert and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (Appropriation). Either action will save information to file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

## Scan Records

Scanning is an extremely fast method of locating a code record. It is used to search for a record, and then display it on the screen. It is useful because it enables you to pinpoint a specific record for viewing, editing or deleting. To recall a previously created code record select option # 3, Scan, from the menu-bar. This action will display an input screen, in which you can enter a specific request (Figure 7.19). Enter the appropriate data, and press <RETURN>. If the requested code exists in the file, the matching record will be displayed for viewing or editing, in scanning screen format (Figure 7.20). If no records match the request entered in the input screen, CBDS will display the following message:

This record does not exist - Press any key to continue

Current Budget		Bab 2 - Current Expenditures & Transfers		Phase 1 89/90	
Branch	:	<01>			
Governorate Level	:	<100>			
Markaz/City Council	:	< >			
Village	:	< >			
Top Management	:	< >			
Department	:	< >			
Section	:	< >			
Group : <01>		Item : <01>		Variety : <>	

Figure 7.19

You can press ESC to return back to the menu-bar option, or press any key and the cursor will move to the first field, Branch Code, for entry of another request.

**Page Up**

To scan between pages for the same record, press 4. The Page Up option will scan one page backward. If you try to scan past the first page, the second page will be displayed.

Current Budget Bab 2 - Current Expenditures and Transfers Phase 1 89/90				
Branch	: <01>	<General Secretariate>		
Governorate Level	: <100>	<Central Dewan	>	
Markaz/City Council	: < >	<	>	
Village	: < >	<	>	
Top Management	: < >	<	>	
Department	: < >	<	>	
Section	: < >	<	>	
Group : <01>      Item : <01>      Variety : < >				
<Commodity Requirements > <Raw Materials >				
	Phase 1	Phase 2	Phase 3	Phase 4
Request	< 4800>	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.20

**Page Down**

To scroll forward between pages for the same record, press 5. The Page Down option will scan one page forward. If you try to scan past the second page, the first page will be displayed.

**Forward**

Each time you press 6 from the menu-bar, you will move from one record to another, viewing the Page screen you at which you are located. The Forward option does not

switch between pages. If you try to scan beyond the end of the file, the first record will be displayed.

### Backward

To move backward through the file, press 7 from the menu-bar. CBDS will move backward one record, viewing the Page Screen at which you are located, each time the 7 key is pressed. If you try to scan past the beginning of the file, the last record will be displayed.

NOTE: The Scan option, Forward option and Backward option are used to view, edit or delete records. Once you have located the desired record, you can choose either to Edit or Delete it.

### Deletion of Records

To delete records, select option # 8, Deletion, from the menu-bar, Deletion with CBDS is a two-step process. First, press 8 to mark the record for deletion. The program will ask:

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

If you press N, the menu-bar will reappear. If you press Y, Marked for Deletion will appear on top of the screen (Figure 7.21). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Input Screen. The file will be packed (i.e. marked records will be permanently erased from the file) and the Babs Menu will appear.

Current Budget      Bab 2 - Current Expenditures & Transfers      Phase 1 89/90

\*\*\* Marked for Deletion \*\*\*

Branch	: <01>	<General Secretariate>
Governorate Level	: <100>	<Central Decreeen >
Markoz/City Council	: < >	< >
Village	: < >	< >
Top Management	: < >	< >
Department	: < >	< >
Section	: < >	< >

Group : <01>	Item : <01>	Variety : < >
<Commodity Requirements >	<Raw Materials >	< >

	Phase 1	Phase 2	Phase 3	Phase 4
Request	< 11200>	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.21

If you decide that you don't want to Delete a previously marked record, and you have not packed the file (i.e. selected the option 0, Quit, from the menu-bar), you can recall the record by selecting Delete, option # 8, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y, the Marked for Deletion message will be removed from your screen.

**Exiting**

When you select the 0 option, the program will return to the Babs Menu. While exiting the program will display

the following message if any records had been marked for deletion:

    Please wait. Packing Up File

If no records were marked for deletion, the Babs Menu will be displayed.

### 3. BAB 3 (Third Chapter)

CBDS deals with Bab 3 (Investment Applications) at a summary level, i.e the total Budget Request for the governorate is provided in one record. To enter the Bab 3 budget requests, select option 3 from the Babs Menu. A blank budget request input screen will be displayed (Figure 7.22) for entry of Budget Request. The input screen consists of two sections:

Current Budget		Bab 3 - Investment Applications		Request Phase 89/90	
Year End Account	1986/1987 < >	1987/1988 < >	Appropriation	1988/1989 < >	
Appropriation	< >	< >			
Request	Phase 1 < >	Phase 2 < >	Phase 3 < >	Phase 4 < >	
Difference Bet. Appr. & request	< >	< >	< >	< >	
% Difference	< >	< >	< >	< >	
Difference Bet. Phases	< >	< >	< >	< >	
% Difference	< >	< >	< >	< >	
	1 - Add		0 - Quit		

Figure 7.22

1. Budget Request Section: Provides fields for the phases budget data, Appropriation and End-of-Year Accounts.
2. Message/Prompts Section: This section displays prompts and options. It is located at the bottom of the screen on the last line. The menu-bar option offers two choices for adding records. These choices are:

1 - Add

0 - Quit

If a record has been created earlier for Bab 3, the menu-bar will show the following two choices for editing purposes:

Creating Bab3 Records
-----------------------

All data is entered through the Bab 3 Input Screen. By selecting option # 1, Add, from the menu-bar, the cursor will move through the following sequence of fields each time you press <RETURN>:

**Year-End Account - 1986/1987:** Enter the Year-End Account for the previous two years. For Fiscal year 1988/89, this will be the 1986/87 Year-End Account. You can enter up to nine digits.

**Appropriation 1986/1987:** Enter the Appropriation for the previous two years. For the Fiscal Year 1988/89, this will be the 1986/87 Appropriation. You can enter up to nine digits.

**Year-End Account 1987/1988:** Enter the Year-End Account for the last fiscal year. For the Fiscal Year 1988/1989 this will be the 1987/1988 Year-End Account. You can enter up to 9 digits.

**Appropriation 1987/1988:** Enter the Appropriation for the last fiscal year. For the Fiscal Year 1988/1989, this will be the 1987/1988 Appropriation. You can enter up to nine digits.

**Appropriation - 1988/1989:** Enter the current fiscal year Appropriation. You can enter up to nine digits.

**Request-Phase 1:** The Budget Request for the new fiscal year as provided by government agencies for the first

phase (i.e. Request Phase) is entered in this field. You can enter up to nine digits.

**Difference Bet. Appr. & Request-Phase 1:** The difference between the Phase 1 Budget Request and current year Appropriation is computed and displayed in this field.

**% Difference-Phase 1:** The Percentage of the Difference will be computed and filled in by the system. It's equal to the difference between Appropriation and Request divided by the Appropriation.

**Difference bet. Phase 1:** A comparison between the Budget Requests for the Current phase and the Previous phase is shown here. The difference is shown under the Current Phase column, i.e. for Phase 1 this will always be empty; the difference of Phase 2 and Phase 1 Budget Request will show under the Phase 2 column, and so on.

**% Difference-Phase 1:** The Percentage of the Difference between Phases is computed and shown here. It is equal to the Difference bet. Phases divided by Request for the Current Phase.

**Note:** CBDS provides for four Budget Development Phases, but allows on-line changes to the Current Phase column only. For comparison reasons, it displays all previous phases columns. For example, if you are in Phase 1, the program will display the Phase 1, data, and enable you to change it. If you are in Phase 2 (refer to Chapter 10 for a full description of the Phase Roll-over option), the program will display both Phase 1, and Phase 2 data. However, CBDS will allow you to change the Phase 2 column only. Accordingly, if you are in any phase except phase

1, the cursor will move through the fields of the previous phases, column by column in the sequence mentioned above. After you finish entering the phases data, the following message will be displayed at the bottom of the screen:

Are your entries okay (y/n)? < >

If you press N, the program will return to the Year End - Account 1986/1987. Use the editing function keys (refer to the Introduction, Chapter 1, for description of data entry keys) to move to the required field for editing. If you press Y, the menu-bar with the three editing functions will reappear.

#### Editing Records

Select option # 1, Edit, from the menu-bar, and the system will switch to full screen edit mode. You can move from field to field by using the cursor keys or by pressing <RETURN>. Each time you press <RETURN>, the cursor will advance one field. Make your changes in a field by using the Backspace, Insert and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (% Difference). Either action will save information to file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

#### Deletion of Records

To delete Bab 3 records, select option # 2, Delete, from the menu-bar, Deletion with CBDS is a two-step process.

First, press 2 to mark the record for deletion. The program will ask:

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

If you press N, the menu-bar will reappear. If you press Y, Marked for Deletion will appear on top of the screen (Figure 7.23). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Input Screen. The file will be packed (i.e. marked records will be permanently erased from the file) and the Babs Menu will appear.

Current Budget Bab 3 - Investment Applications Request Phase 89/90				
*** Marked for Deletion ***				
Year End Account	1986/1987	1987/1988	Appropriation	1988/1989
Appropriation	< >	< >	< >	< >
Request	< >	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.23

If you decide that you don't want to Delete a previously marked record, and you have not packed the file (i.e. selected the option 0, Quit, from the menu-bar), you can recall the record by selecting Delete, option # 2, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y, the Marked for Deletion message will be removed from your screen.

## Exiting

When you select the 0 option, the program will return to the Babs Menu. While exiting the program will display the following message if any records had been marked for deletion:

Please wait. Packing Up File

If no records were marked for deletion, the Babs Menu will be displayed.



## Entering Revenue Transactions

To enter the Revenue Transactions, select option # 2 from the Input Menu. The Babs Menu will be displayed (Figure 7.25).

### 1. BAB 1 (First Chapter)

To enter the Bab 1 (Sovereign Revenues) budget requests, select option 1 from the Babs Menu. A blank budget request input screen will be displayed (Figure 7.26) for entry of Budget Requests. The input screen consists of three sections:

The screenshot shows three overlapping menu screens. The top screen is the title page for the 'Local Development II Program Urban Project Current Budget Development System' from the 'Office of Management and Economic Development'. Below it are three smaller menu boxes. The 'MAIN MENU' box lists options: 1 - Input, 2 - Output, 3 - Maintenance, and 0 - Quit. The 'INPUT' box lists options: 1 - Expenditures, 2 - Revenues, and 0 - quit, with a prompt 'Enter Your Choice <2>'. The 'Revenues' box lists options: 1 - Bab 1, 2 - Bab 2, 3 - Bab 3, 4 - Bab 4, and 0 - quit, with a prompt 'Enter Your Choice <>'.

Figure 7.25

1. Organization Structure and Accounts section:  
Provides fields for defining the organizational level and chart of accounts. Fields in this section can not be edited because they are originally entered in the codes file (refer to Chapter 6). They can only be viewed.
2. Budget Request Section: Provides fields for the phases budget data, Appropriation and End-of-Year Accounts.

3. Message/Prompts Section: This section displays prompts and options. It is located at the bottom of the screen on the last line. The menu-bar option offers nine choices for adding and editing purposes. These choices are:

1.Add 2.Edit 3.Scan 4.Page Up 5.Page Down 6.Forward 7.Backward 8.Delete 0.Quit

Current Budget		Bab 1 - Sovereign Revenues		Phase 1 89/90				
Branch	: < >	<	>					
Governorate Level	: < >	<	>					
Markaz/City Council	: < >	<	>					
Village	: < >	<	>					
Top Management	: < >	<	>					
Department	: < >	<	>					
Section	: < >	<	>					
Group : < >		Item : < >		Variety : < >				
<		>		<				
>		<		>				
		Phase 1	Phase 2	Phase 3	Phase 4			
Request	< >	< >	< >	< >	< >			
Difference Bet. Appr. & request	< >	< >	< >	< >	< >			
% Difference	< >	< >	< >	< >	< >			
Difference Bet. Phases	< >	< >	< >	< >	< >			
% Difference	< >	< >	< >	< >	< >			
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward	7 -Backward	8 -Del	0 - Quit

Figure 7.26

### Creating Bab 1 Records

All data is entered through the Bab 1 Input Screen. By selecting option # 1, Add, from the menu-bar, the Codes Input Screen will appear (Figure 7.27). The cursor will move through the following sequence of fields each time you press <RETURN>:

**Branch:** Enter the code of the branch required to prepare a budget request. You can enter up to two alphanumeric characters.

Current Budget	Bab 1 - Sovereign Revenues	Phase 1 89/90
Branch \	:	< >
Governorate Level	:	< >
Markaz/City Council	:	< >
Village	:	< >
Top Management	:	< >
Department	:	< >
Section	:	< >
Group : < >	Item : < >	Variety : < >

Figure 7.27

**Governorate Level:** Enter the Governorate level code. You can enter up to three alphanumeric characters.

**Markaz/City Council:** Enter the code of the Markaz/City Council. You can enter up to three alphanumeric characters.

**Village:** Enter the Village code. You can enter up to two alphanumeric characters.

**Top Management:** Enter the Top Management level code. You can enter up to two alphanumeric codes.

**Department:** Enter a Department code. You can enter up to two alphanumeric codes.

**Section:** Enter a Section code. You can enter up to two alphanumeric codes.

**Group:** Enter the Group code. You can enter up to two alphanumeric characters.

**Item:** Enter the Item code. You can enter up to two alphanumeric characters.

**Variety:** Enter the Variety code. You can enter up to two alphanumeric characters.

If you enter a non valid combination of codes (i.e. one that has not been entered into an Organization Code file record), the following message will be displayed at the bottom of the screen:

This code does not exist. Retry (y/n)?

At this point you have two options. Either press Y and enter the correct codes, or exit the input screen and create a file record for the Organizational level you wish to input. To exit the Input Screen, Press N and the Budget Request Input Screen will appear with the menu-bar options, after which you can Quit and create an Organization Code file record.

If a Bab 1 record has been created earlier for this combination of codes, the following message will be displayed:

This record already exists - press any key to  
continue

Press any key and the cursor will return to the first field, Branch code. Use the editing function keys to

change your entries and move from one field to another, you can press ESC to return to the Bab 1 Input Screen.

If the code combination is valid in the Organization Code file, and a Bab 1 record has not been created before, the Budget Request Input screen will be displayed. The Description/Names of each of the pre-input code will appear on the same line opposite the code, and the cursor will move through the following sequence of fields each time you press <RETURN>:

**Request-Phase 1:** The Budget Request for the new fiscal year as provided by government agencies for the first phase (i.e. Request Phase) is entered in this field. You can enter up to nine digits.

**Difference Bet. Appr. & Request-Phase 1:** The difference between the Phase 1 Budget Request and current year Appropriation is computed and displayed in this field.

**% Difference-Phase 1:** The Percentage of the Difference will be computed and filled in by the system. It's equal to the difference between Appropriation and Request divided by the Appropriation.

**Difference bet. Phases- Phase1:** A comparison between the Budget Requests for the Current phase and the Previous phase is shown here. The difference is shown under the Current Phase column, i.e. for Phase 1 this will always be empty; the difference of Phase 2 and Phase 1 Budget Request will show under the Phase 2 column, and so on.

**% Difference-Phase 1:** The Percentage of the Difference between Phases is computed and shown here. It is equal

to the Difference bet. Phases divided by Request for the Current Phase.

Note: CBDS provides for four Budget Development Phases, but allows on-line changes to the Current Phase column only. For comparison reasons, it displays all previous phases columns. For example, if you are in Phase 1, the program will display the Phase 1, data, and enable you to change it. If you are in Phase 2 (refer to Chapter 10 for a full description of the Phase Roll-over option); the program will display both Phase 1, and Phase 2 data. However, CBDS will allow you to change the Phase 2 column only. Accordingly, if you are in any phase except phase 1, the cursor will move through the fields of the previous phases, column by column in the sequence mentioned above. After you finish entering the phases data, the following message will be displayed at the bottom of the screen:

Are your entries okay (y/n)? < >

If you press N, the program will return to the Budget-Phase field. Use the editing function keys (Refer to the Introduction, Chapter 1, for description of data entry keys) to move to the required field for editing. If you press Y, the second page of the same record will be displayed (Figure 7.28). The second page screen has the same format as the first, i.e. it consists of the Organization Structure and Accounts section, Forcasted Revenues, and Messages/Prompts section. The cursor will be positioned at the first field in the Forcasted Revenues section, Forcasted Rvenues. The cursor will move through the following sequence of fields each time you press <RETURN>:

Current Budget	Bob 1 - Sovereign Revenues		Phase 1 89/90	
Branch	: < >	<	>	
Governorate Level	: < >	<	>	
Markaz/City Council	: < >	<	>	
Village	: < >	<	>	
Top Management	: < >	<	>	
Department	: < >	<	>	
Section	: < >	<	>	

Group : < >	Item : < >	Variety : < >
<	>	<
>	<	>

	Phase 1	Phase 2	Phase 3	Phase 4
Forecasted Revenues	< >	< >	< >	< >
Difference Bet. Forecast & Request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.28

**Forecasted Revenues:** Enter the Forecasted Revenues for the next Fiscal year . You can enter up to nine digits.

**Difference bet. Forecast & Request :** The Difference between the forecasted revenues and the budget request is computed then automatically displayed in this field.

**% Difference-Phase 1:** The Percentage of the Difference between Forecast and Request is computed and shown here. It is equal to the Difference bet. Forecast & Request divided by Request for the Current Phase. Once the % Difference has been computed, the following message will be displayed:

Are your entries okay (y/n)? < >

If you press N, the program will return to the Forecasted Revenues field. Use the editing function keys (refer to the Introduction, Chapter 1, for description of data

entry keys) to move to the required field for editing. If you press Y, the third page of the same record will be displayed (Figure 7.29). The cursor will be positioned at the first field in the Historical Data section, Year-End account - 1986/87. The cursor will move through the following sequence of fields each time you press <RETURN>:

Current Budget	Bob 1 - Sovereign Revenues		Phase 1 89/90	
Branch	: < >	<	>	
Governorate Level	: < >	<	>	
Markaz/City Council	: < >	<	>	
Village	: < >	<	>	
Top Management	: < >	<	>	
Department	: < >	<	>	
Section	: < >	<	>	
Group : < >	Item : < >	Variety : < >		
	< >	<	>	>
End of Year Account	1986/1987	1987/1988	Expenditures	1988/1989
	< >	< >	<	>
Appropriation	< >	< >	Appropriation	< >
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn
6- Forward	7 -Backward	8 -Del	0 - Quit	

Figure 7.29

**Year-End Account - 1986/1987:** Enter the Year-End Account for the previous two years. For Fiscal year 1988/89, this will be the 1986/87 Year-End Account. You can enter up to nine digits.

**Appropriation 1986/1987:** Enter the Appropriation for the previous two years. For the Fiscal Year 1988/89, this will be the 1986/87 Appropriation. You can enter up to nine digits.

**Year-End Account 1987/1988:** Enter the Year-End Account for the last fiscal year. For the Fiscal Year 1988/1989 this will be the 1987/1988 Year-End Account. You can enter up to 9 digits.

**Appropriation 1987/1988:** Enter the Appropriation for the last fiscal year. For the Fiscal Year 1988/1989, this will be the 1987/1988 Appropriation. You can enter up to nine digits.

**Previous Expenditures:** Enter the Expenditures for the last six months of this fiscal year. You can enter up to nine digits.

**Appropriation - 1988/1989:** Enter the current fiscal year Appropriation. You can enter up to nine digits.

When you press <RETURN> in the Appropriation 1988-89 field, the following message will be displayed:

Are your entries okay (y/n)? < >

If you press N, the program will return you back to the Year-End 1986-87 field. Use the editing function keys to move to the required field for editing. If you press Y the first page of the same record will be displayed with the menu-bar options. Select another option as required. If you choose to Add another record, option # 1 you will be presented with another blank Budget Request screen. Follow the previous steps to Add another record.

## Editing Records

Locate an Input Screen that you would like to alter through the Scan option, Page Up option, Page Down option, Forward option or Backward option. (See below for a complete discussion of the Scan, Page Up, Page Down, Forward and Backward options). Select option # 2, Edit, from the menu-bar, and the system will switch to full screen edit mode. Only fields that were input during the initial data entry can be edited, i.e. codes or description can not be edited here (refer to chapter 6, CBDS codes, for a complete discussion of entering/editing codes). You can move from field to field by using the cursor keys or by pressing <RETURN>. Each time you press <RETURN>, the cursor will advance one field. Make your changes in a field by using the Backspace, Insert and Delete keys, or by re-entering the data. The editing process is affirmed or ended by pressing <CTRL>-END in any field, or by pressing <RETURN> while on the last entry (Appropriation). Either action will save information to file. You can exit to the menu-bar options without saving the changes by pressing the ESC key.

## Scan Records

Scanning is an extremely fast method of locating a code record. It is used to search for a record, and then display it on the screen. It is useful because it enables you to pinpoint a specific record for viewing, editing or deleting. To recall a previously created code record select option # 3, Scan, from the menu-bar. This action will display an input screen, in which you can enter a specific request (Figure 7.30). Enter the

appropriate data, and press <RETURN>. If the requested code exists in the file, the matching record will be displayed for viewing or editing, in scanning screen format (Figure 7.31). If no records match the request entered in the input screen, CBDS will display the following message:

This record does not exist - Press any key to continue

You can press ESC to return back to the menu-bar option, or press any key and the cursor will move to the first field, Branch Code, for entry of another request.

**Page Up**

To scan between pages for the same record, press 4. The Page Up option will scan one page backward. If you try to scan past the first page, the second page will be displayed.

Current Budget	Bob 1 - Sovereign Revenues	Phase 1 89/90
Branch	: <01>	
Governorate Level	: <100>	
Markaz/City Council	: < >	
Village	: < >	
Top Management	: < >	
Department	: < >	
Section	: < >	
Group : <08>	Item : <01>	Variety : <01>

Figure 7.30

**Page Down**

To scroll forward between pages for the same record, press 5. The Page Down option will scan one page forward.

If you try to scan past the second page, the first page will be displayed.

Current Budget		Bab 1 - Sovereign Revenues		Phase 1 89/90	
Branch	: <01>	<General Secretariate>			
Governorate Level	: <100>	<Central Dewaan >			
Markaz/City Council	: < >	< >			
Village	: < >	< >			
Top Management	: < >	< >			
Department	: < >	< >			
Section	: < >	< >			
Group : <08>		Item : <01>		Variety : <01>	
<Local Taxes & Fees >		<Taxes on Agri. Land>		<Original Taxes>	
		Phase 1	Phase 2	Phase 3	Phase 4
Request	< 6000>	< >	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >	< >
% Difference	< >	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >	< >
% Difference	< >	< >	< >	< >	< >

Figure 7.31

### Forward

Each time you press 6 from the menu-bar, you will move from one record to another, viewing the Page Screen at which you are located. The Forward option does not switch between pages. If you try to scan beyond the end of the file, the first record will be displayed.

### Backward

To move backward through the file, press 7 from the menu-bar. CBDS will move backward one record, viewing the Page Screen at which you are located, each time the 7 key is pressed. If you try to scan past the beginning of the file, the last record will be displayed.

NOTE: The Scan option, Forward option and Backward option are used to view, edit or delete records. Once you have located the desired record, you can choose either to Edit or Delete it.

Deletion of Records

To delete records, select option # 8, Deletion, from the menu-bar, Deletion with CBDS is a two-step process.

Current Budget	Bob 1 - Sovereign Revenues	Phase 1 89/90		
*** Marked for Deletion ***				
Branch	: <01>	<General Secretariate>		
Governorate Level	: <100>	<Central Deewan >		
Markaz/City Council	: < >	< >		
Village	: < >	< >		
Top Management	: < >	< >		
Department	: < >	< >		
Section	: < >	< >		
Group : <08>      Item : <01>      Variety : <01>				
<Local Taxes & Fees >    <Taxes on Agri. Land>    <Original Taxes >				
	Phase 1	Phase 2	Phase 3	Phase 4
Request	< 6000>	< >	< >	< >
Difference Bet. Appr. & request	< >	< >	< >	< >
% Difference	< >	< >	< >	< >
Difference Bet. Phases	< >	< >	< >	< >
% Difference	< >	< >	< >	< >

Figure 7.32

First, press 8 to mark the record for deletion. The program will ask:

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

If you press N, the menu-bar will reappear. If you press Y, Marked for Deletion will appear on top of the screen

(Figure 7.32). Although a record is marked for deletion it is not actually erased until you Quit (option # 0) from the Input Screen. The file will be packed (i.e. marked records will be permanently erased from the file) and the Babs Menu will appear.

If you decide that you don't want to Delete a previously marked record, and you have not packed the file (i.e. selected the option 0, Quit, from the menu-bar), you can recall the record by selecting Delete, option # 6, once more. The program will then ask :

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

If you press N, the menu-bar will reappear. If you press Y, the Marked for Deletion message will be removed from your screen.

#### Exiting

When you select the 0 option, the program will return to the Bas Menu. While exiting the program will display the following message if any records had been marked for deletion:

Please wait. Packing Up File

If no records were marked for deletion, the Babs Menu will be displayed.



### 3. BAB 3 (Third Chapter)

To enter the Bab 3 (Miscellaneous Capital Revenues) budget requests, select option 3 from the Babs Menu. A blank budget request input screen will be displayed (Figure 7.32) for entry of Budget Requests. Follow the previous steps in Bab 1 to enter / edit records.

Current Budget	Bab 3 - Miscellaneous Capital Revenues	Phase 1 89/90						
Branch	: < >	<	>	<	>			
Governorate Level	: < >	<	>	<	>			
Markaz/City Council	: < >	<	>	<	>			
Village	: < >	<	>	<	>			
Top Management	: < >	<	>	<	>			
Department	: < >	<	>	<	>			
Section	: < >	<	>	<	>			
Group	: < >	Item	: < >	Variety	: < >			
	<		<		<			
	>		>		>			
Request	<	>	<	>	<	>		
Difference Bet. Appr. & request	<	>	<	>	<	>		
% Difference	<	>	<	>	<	>		
Difference Bet. Phases	<	>	<	>	<	>		
% Difference	<	>	<	>	<	>		
1-Add	2 -Edit	3 -Scan	4-Pg Up	5-Pg Dn	6- Forward	7 -Backward	8 -Del	0 - Quit

Figure 7.34



CHAPTER 8  
REPORTING

Introduction

The Current Budget System makes it easy to keep track of Budget Requests by various governorate organizations. Once information is logged into the database, you can generate reports that categorize the Budget Request by organization level. The report generator allows you to specify the level of details you require in your report. CBDS allows you to print the Budget Request at both the summary and detail level. All the reports can be printed in normal or condensed (10 or 15 characters per inch). Make sure to set the proper print code (normal or condensed) through the Set Up option (refer to Chapter 4).

To begin the Report Generation process, select option # 2 from the Main Menu. The Print Menu will be displayed (Figure 8.1), offering you the following choices:

1. Position Control Report: Contains Information from the Position Control Input Screen.
2. Detailed Report: Prints information as it was entered into the Request Input Screen.

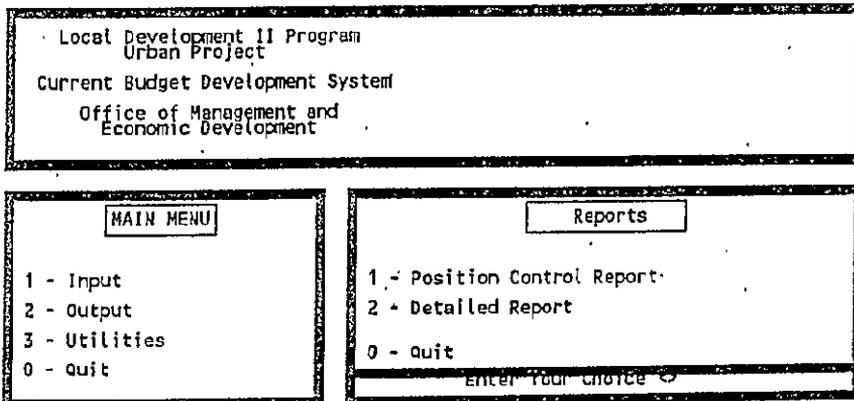


Figure 8.1

1. Position Control Report:

1. If you select the Position Control Report, option 1, the Program will ask you to enter the code of the Branch you wish to print (Figure 8.2).

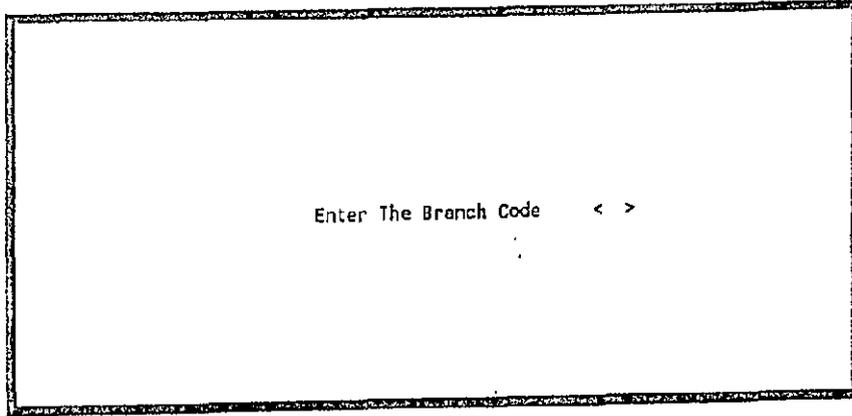


Figure 8.2

2. Once the branch is selected, the program will then ask:

Do you wish to use Condensed print (Y/N) < >

If you enter Y, the generated report will be printed on 8.5 x 11 inch paper using condensed (15 characters per inch) type. If you enter N, the report will print on 11 x 14 inch paper using normal (10 characters per inch) type.

3. After you have defined the type of printing, a screen message will prompt you to:

Align printer and press any key to continue,  
or press "0" to quit

Make sure your printer is on-line before you continue. If your printer was not on-line when you downloaded the Arabic character set, the report will not print properly. In this case, you must turn your printer on, then restart from the beginning of the Program. Refer to Chapter 4 for downloading the Arabic character set to the Printer.

4. If you decide to exit the printing process, press "0". If you press any other key, the Program will display the Message:

Printing Report .....

After printing the report, the Reports Menu will reappear. See Appendix B for a sample of the generated reports.

## 2. Detailed Report:

This option from the Print Menu allows you to select specific kinds of records to be printed in a detailed format. Take the following steps:

1. When you press 2, from the Reports Menu, the Report Criteria Input screen will be displayed (Figure 8.3). Notice that the Report Criteria Input screen is similar to the Input screen you used to enter and edit records for the Organization codes, with the exception that only certain fields i.e. code fields are required to define your criteria. It is not necessary to specify names of the organizations or accounts. One additional field deserves special attention: Totaling Level. Note in Figure 8.3 the column named Totaling Level and the numbers beneath it. Also, there is a field called Totaling Level at the bottom of each section in the input screen where you enter the required Totaling level and level of detail. For example, if you want the report to have

one line showing the grand total, enter "0" in the **Totaling Level** field. See Figure for another example. The generated report will contain all data

Current Budget	Reports	Request Phase 89/90
<u>Report Criteria Input Screen</u>		
<u>Organization Structure</u>		<u>Totaling level</u>
Governorate Level		0
Branch	: <01>	1
Governorate Level	: < >	2
Markaz/City Council	: < >	3
Village	: < >	4
Top Management	: < >	5
Department	: <05>	6
Section	: < >	7
Totaling Level	: <6>	
<u>Chart of Accounts</u>		
Account	: < >	
Bab	: < >	1
Group	: < >	2
Item	: < >	3
Variety	: < >	
Totaling level	: < >	

Figure 8.3

about department code "05" within the branch code "01". A Department total, Branch total and Grand total will be shown. The Grand Total is provided in all selected reports.

Finally, the **Totaling Level** in the Accounts section is treated the same way, i.e. if you enter 3 in the **Totaling Level** field, the report will show Account details up to Variety level, as well as a total for Variety level.

- After you have input the desired selection criteria, the program will ask:

Do you wish to use condensed print (Y/N) < >

If you enter Y, the generated report will be printed on 8.5 x 11 inch paper using condensed (15 characters per inch) type. If you enter N, the report will be printed on 11 x 14 inch paper using normal (10 characters per inch) type.

3. After you have defined the type of printing, a message screen will prompt you to:

Align printer and press any key to continue,  
or press "0" to quit.

Make sure your printer is on-line before you continue. If your printer was not on-line when you downloaded the Arabic character set, the report will not print properly. In this case, you must turn your printer on then restart from the beginning of the Program. Refer to Chapter 4 for downloading the Arabic character set to the Printer.

If you decide to exit the printing process, Press "0". If you press any other key, the Program will display this Message:

Printing Report ....

After printing the report, the Reports Menu will reappear. See Appendix B for a sample of the generated report.

CHAPTER 9  
UTILITIES

Introduction:

The Current Budget Development System, includes eight housekeeping functions for maintaining the database (Figure 9.1). These are accessed from the Utilities Menu, which was used earlier to Set Up the program and enter the Organization and Accounts codes. The Utilities Menu is accessed by selecting option # 3 from the Main Menu. The house keeping options are:

1. Organization Codes
2. Grade Codes
3. Backup Data
4. Backup System
5. Restore Files
6. Reindex
7. Set-Up
8. Phase Roll-over

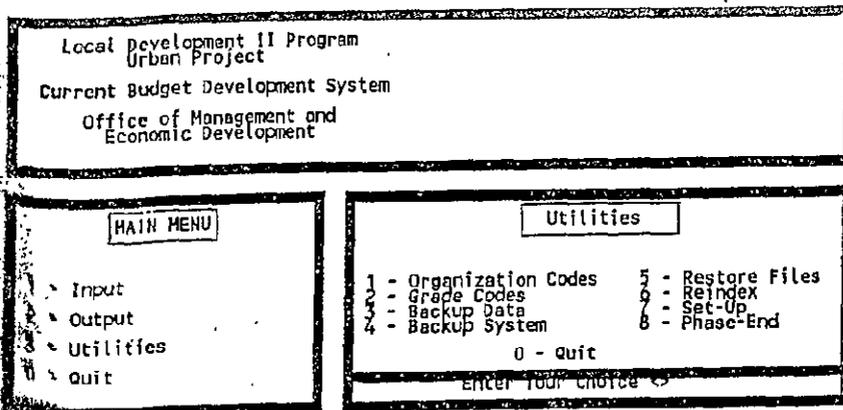


Figure 9.1

Organization codes: CBDS Accounts codes define the organization hierarchy, Chart of Accounts; Expenditures and ... They are used to validate the coded data, allow

to be developed at the lowest organizational

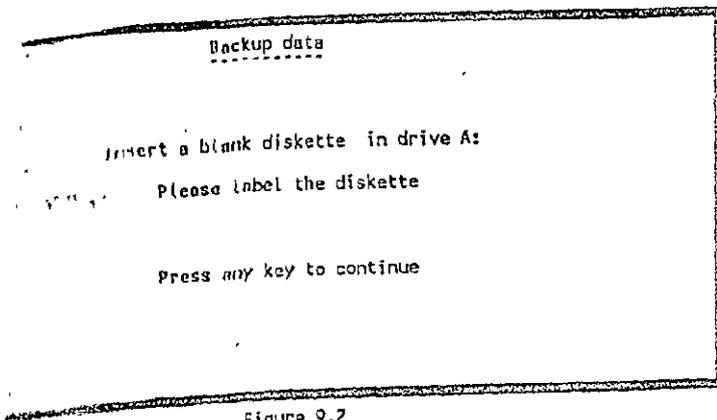


Figure 9.2

for automatic roll-up for reporting purposes  
only valid data is used to update records.  
for a complete description of how to enter/edit  
codes.

CBDS Grade codes define the Organization  
Groups and relevant Posts within each  
level. They are used to validate the coded  
only valid data is used to update records  
Control Annual Budget to be developed at  
organizational level.  
a complete description of how to enter/edit

Use files can be damaged easily by system  
loss, the backup process is a very  
maintaining and protecting your data.  
the files will ensure that you always  
Extra copy of your data if your files are  
lost. You need not backup your index files,  
creates them if they are not found in the  
Utility is provided for later reindexing.

(See below for a full description of the Reindex Option). By selecting option #3 from the Utilities Menu, CBDS will instruct you to insert a blank diskette in drive A. If your data is large enough to use more than one diskette, label them so that the program can identify the sequence of the diskettes during the restore process (Figure 9.2). The following message will be displayed identifying the name of the file being processed. (Figure 9.3).

#### Backing up the Organization Codes file

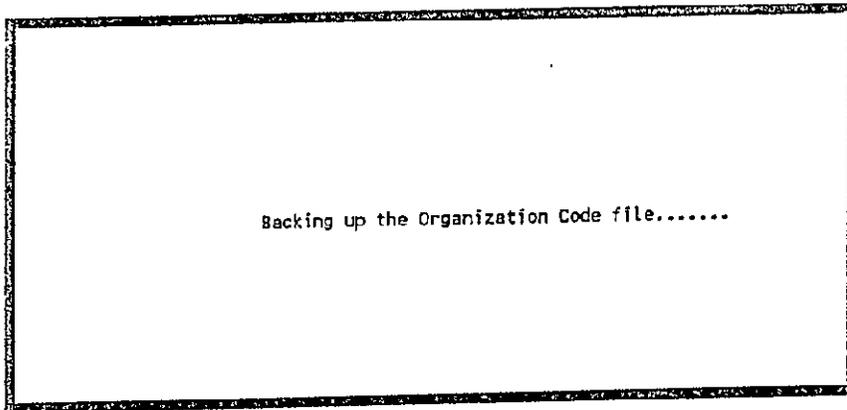


Figure 9.3

After the backup process is completed, the next file will be backed up and the following message will be displayed. (Figure 9.4).

#### Backing up the Grade Code File

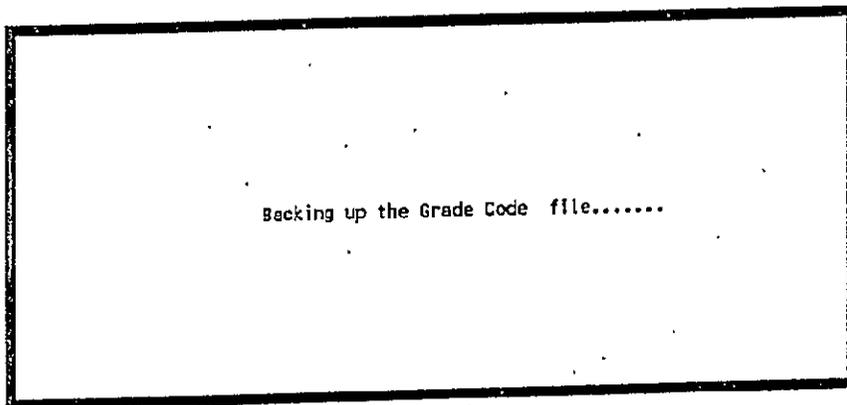


Figure 9.4

then, the Phase file will be backed up and the following message will be displayed (Figure 9.5).

#### Backing-up the Phase File.

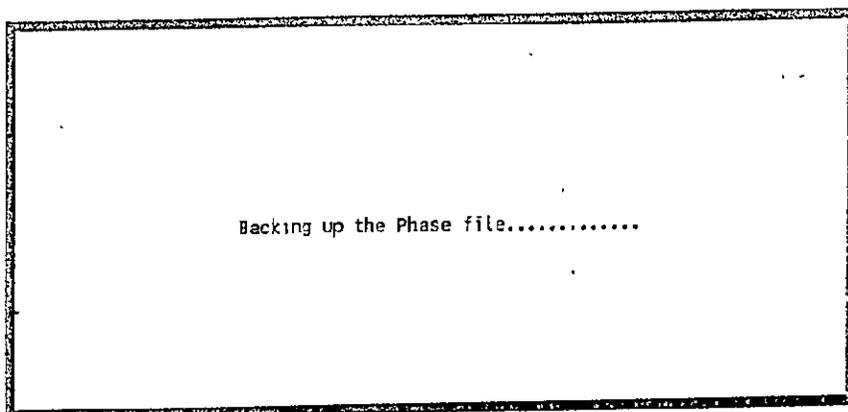


Figure 9.5

After all the files are backed up the program will automatically return to the Utilities Menu.

Note: The program uses the DOS BACKUP command to back-up the file. Thus, it is necessary that the BACKUP.COM file exists in the CBDS directory (where the program resides). If the program does not find the BACKUP.COM file, the following error message will be displayed (Figure 9.6).

```
BACKUP.COM File doesn't exist.  
Insert DOS diskette in drive A:  
Press any key to continue or "0" to quit
```

At this point you have two options. Either press "0" to exit the backup process and return to the Utilities Menu, or insert the DOS diskette in drive A, then proceed with the Backup procedure with one disk drive. (Refer to your DOS manual for the BACKUP Command).

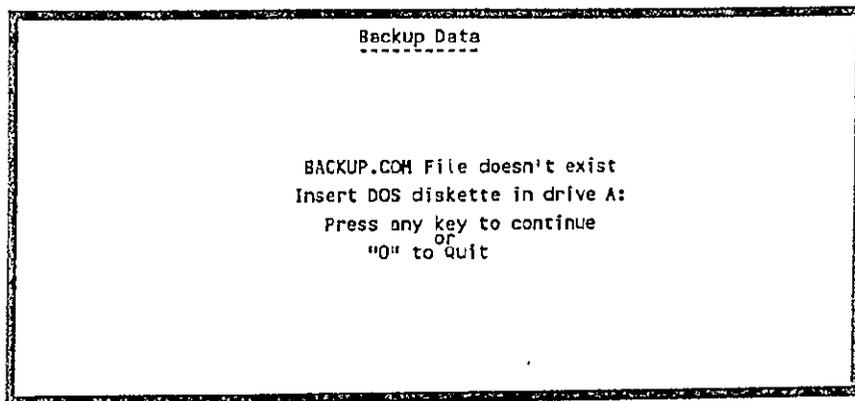


Figure 9.6

4. Backup System. Select option # 4 from the Utilities Menu to Backup your programs and data files. This options backups the entire system including your data file. Index files are not backed up. The program automatically backups your index files when the system is setup (Refer to Chapter 4 for Setup). A Reindex Utility is provided, (see below for a full description of the Rindex Option). To backup the system follow the same steps in option # 3, backup data files.
5. Restore files: Restoring files is the reverse of backing-up data or backing up the system, that is, copying files from diskette to fixed disk. This action deletes the current data files and replaces them with the information stored on diskette. It is a good idea to backup the current files before the restore procedure deletes them.  
To restore data files, select option # 5 from the Utilities Menu. The program will ask you to enter Diskette # 1 in drive A or to press "0" to quit (Figure 9.7). If you do not wish to continue press "0" and the Utilities Menu will reappear. If you do wish to continue, insert the diskette number 1, containing the files to be restored into drive A. After restoring the files from the first diskette, the program will

ask you to insert the diskette number 2 into drive A and so on. This process will continue until all files are restored to your hard disk. On termination of the process the Utilities Menu will reappear.

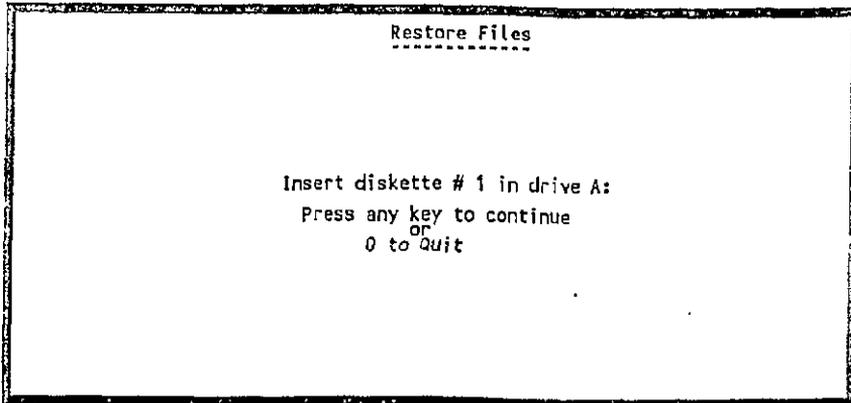


Figure 9.7

Note: The program uses the DOS RESTORE Command to restore the files. Therefore, it is necessary that the RESTORE.COM file exists on the CBDS directory (where the program resides) If the program does not find the RESTORE.COM file, the following error message will be displayed (Figure 9.8).

```
RESTORE.COM file doesn't exist
Insert DOS diskette in drive A:
Press any key to continue or "0" to quit
```

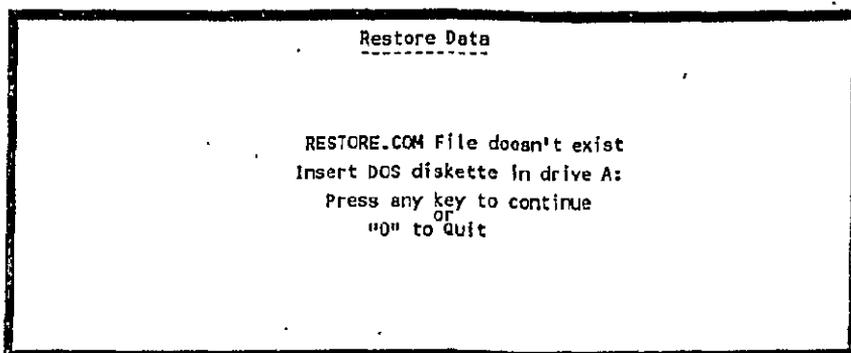


Figure 9.8

At this point you have two options. Press "0" to exit the Restore process and return to the Utilities Menu, or Insert the DOS diskette in drive A, then proceed with the Restore procedure with one disk drive. (refer to your DOS manual for the Restore Command).

6. Reindex. Occasionally, you may find that the search routines are not operating correctly, or the data in your reports are not in the correct sequence. The most probable cause for this is a damaged index. This usually results from improper exit from the program (see Chapter 11 for the proper exit routine). If this should occur, you must reindex the files by selecting option # 6 from the Utilities Menu. The program will start the Reindex Process indicating the name of the file being processed (Figure 9.9). Three data files will be automatically reindexed:

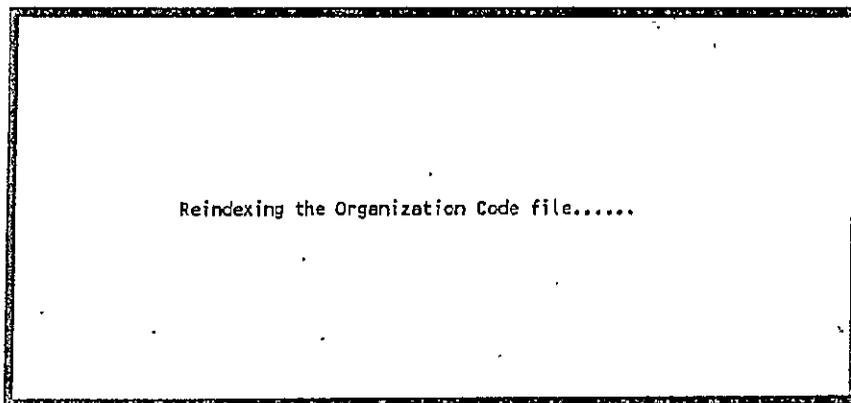


Figure 9.9

the Organization Code file, Grade Code file and the Phase file. The reindexing option will take a variable period of time, depending on the number of records in the file and type of computer you are using.

7. **Set up:** The first time you use CBDS, you must perform the Set Up routine. Refer to Chapter 4 for full description of set up options and how to save your choices.
  
8. **Phase-end Roll-over:** At the end of each Fiscal Year, use the Phase-End option. This option safeguards your information by leading you through a back up procedure and prepares your system for the new fiscal year. See Chapter 10 for full description of the Phase-End option.

CHAPTER 10  
PHASE - END

**Introduction**

The Current Budget Development System provides for four Budget Development Phases within the fiscal year as follows:

- o Request Phase
- o Governor's Recommendation
- o Executive Council and Popular Council Action and,
- o Allocation Phase

At the end of each phase, use the Phase-End Menu. This Menu both safeguards your information by leading you through a backup procedure and prepares your system for the new phase or new fiscal year.

It is possible to continue entering and posting transactions to the current phase indefinitely, before the books are closed. The data from the prior phase, however, is unavailable for use in comparative financial statements until the prior phase is closed. When Phase-end processing is completed, the current balances become prior Phase balances.

Phase-end processing performs several important tasks. As part of processing, the system:

- Posts opening balances for the new phase for each account;
- In case of processing from the fourth phase to the first phase (new year), creates a history file for the year ended containing End-of-year Accounts and Appropriations copied from the Budget file.

- Purges ~~the~~ data file to make room for new Phase information. In case of Year-end processing, purge from fourth Phase to first Phase, the room for new year budget information.
- Planning Phase-end Processing: Before you have completed phase-end processing, make sure you have selected your data files. To begin Phase-end processing, select option # 8, Phase-end, from the Ut: options # 3 from the Main Menu). The following options will appear.

Caution: Be sure the new year is entered before processing. The system will delete previous data files, and prepares a new year file.

Press any key to continue, or any key to Quit.

10.1

Verify that all transactions for the year being closed are posted all transactions for the year before continuing. If you decide to Quit, press any key. If you decide to continue, press any key.

The system will automatically start Phase-end processing prior to processing the new phase with the opening budget Accounts, and in case of Year-end processing, create a history file of transactions for the year ended that contains End-of-year Balances and Appropriations.

After the processing is finished, the program will start to reindex the new Phase (or new Year). A screen will appear indicating the file being reindexed, the process is the same as the normal reindex process (Refer to chapter 9, for full description of the Reindex option).

The following screen will appear indicating the termination of the process.

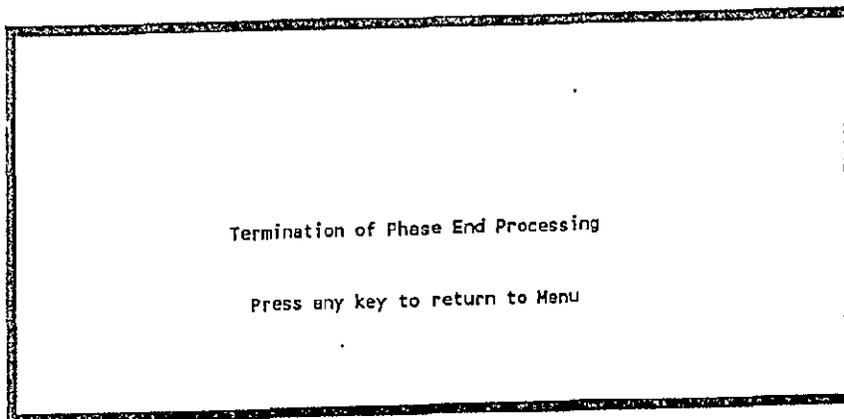


Figure 10.2

## CHAPTER 11

### EXITING

It is vitally important that you properly exit from the Current Budget Development System. If you merely turn your computer off or soft boot by pressing CTRL-ALT-DEL, may cause data file or index file damage. It may be possible to remedy the situation by reindexing by selecting the Reindex option from the Utilities Menu. However, the damage may be permanent, in which case you must start over again by copying the files from your working diskette and re-entering your data, or restoring your database from your most recent backup copy. To prevent the enormous time needed in reconstructing a database, always exit by pressing 0 in the current menu until you reach the Main Menu. Pressing 0 at the Main Menu will close all database files, reset your computer to the english mode, i.e. English language and English screen orientation, reset dbase to default setting and return you to the DOS prompt.

## APPENDIX A

GIZA GOVERNORATE  
GENERAL SECRETARIATE

POSITIONAL GROUP/ GRADE	SALARIES			CURRENT F.Y		NEXT F.Y	
	MIN.	MAX.	ACTUAL	POD.APPR.	SAL.APPR.	ADJ.POS.	ADJ.SAL.
<u>Engineering Posts</u>							
Grade 1	840	1908	1400	0	0	3	4200
Grade 2	576	1608	1100	0	0	21	23100
Grade 3	456	1212	500	0	0	11	5500
Total	1772	4828	3000	0	0	24	32800
<u>Agriculture Posts</u>							
Grade 1	840	1908	1400	0	0	7	4200
Grade 2	576	1608	1100	0	0	9	23100
Grade 3	456	1212	500	0	0	2	5500
Grade 4	432	924	700	0	0	0	0
Grade 5	420	744	600	0	0	0	0
Total	3014	6396	4600	0	0	18	21300

PHASE 1  
89 / 90

CURRENT BUDGET SYSTEM  
DETAILED REPORT

GIZA GOVERNORATE  
GENERAL SECRETARIATE

PAGE 1  
05/23/89

BAB 2 - EXPENDITURES

DESCRIPTION	E.O.Y 86/87	E.O.Y 87/88	C.F.Y APPR.	REQ.	DIFFERENCE	
					L.E	%
<u>Group 01: Commodity req.</u>						
Item 01 : Raw materials						
Variety 01: Primary Mat.	10000	20000	20000	30000	10000	50
Variety 02: Secondary Mat.	10000	20000	20000	30000	10000	50
<u>Total</u>	<u>20000</u>	<u>40000</u>	<u>40000</u>	<u>60000</u>	<u>20000</u>	<u>50</u>
Item 02 : Office supplies						
Variety 01: Books	100	50	50	100	50	100
Variety 02: Stationary	1037	1800	1800	2500	700	40
Variety 03: Other	422	500	500	1000	500	100
<u>Total</u>	<u>1459</u>	<u>2350</u>	<u>2350</u>	<u>3600</u>	<u>1250</u>	<u>50</u>