Project Management Information System (PMIS)

User's Manual

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AGENCY FOR INTERNATIONAL DEVELOPMENT
INFORMATION RESOURCES MANAGEMENT/
SYSTEMS DEVELOPMENT AND MAINTENANCE
(IRM/SDM)

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SYSTEM OVERVIEW

The Bureau For Research and Development (R&D) and the Bureau of Europe and the Near East (EUR) use the Project Management Information System (PMIS) to manage all aspects of the various projects under its guidance and to monitor the planning and execution of the Operating Year Budgets (OYB), Annual Budget Submissions (ABS) and Congressional Presentations (CP) for the Bureaus and their divisions and offices.

The PMIS database is composed of three different functional options, each corresponding to a set of tasks the Bureaus and/or their offices must carry out as a part of its mission. These sections include:

- Project Information;
- Budget Planning Information; and
- Procurement Information.

The Project Information portion of the database allows R&D and EUR to:

- enter and track all of the projects under its guidance;
- monitor the progress of major milestones for each project;
- track the various documents used to conceptualize, authorize, establish, fund, amend, etc. a project; and
- monitor the performance audit and project evaluation information gathered.

The Fiscal Year Information portion of the database allows R&D and EUR to:

- plan and monitor project funding at the bureau, office, appropriation, and budget plan code levels;
- monitor the funding levels/FY obligations requested from Congress in the Congressional Notification (CN) or the Technical Notification (TN) documents; and
- plan, monitor, and update, if necessary, the proposed Operating Year Budget (OYB), Annual Budget Submissions (ABS) and Congressional Presentations (CP) submitted by the Technical Offices (TO).

The Procurement Information portion of the database allows R&D and EUR to:

- track the procurement and vendor information for each project;
- track contract contacts;
- track buy-in information; and
- track voucher information.

Using PMIS, R&D and EUR can also perform queries to locate specific information and generate numerous reports.

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ENVIRONMENT

The Bureau For Research and Development (R&D) and the Bureau For Europe and the Near East (EUR) use the PMIS database.

Within the R&D and EUR Bureaus, the responsibility for entering, updating, and evaluating the data contained in the PMIS database is shared among the Program Office (R&D/PO or EUR/PO), the various Technical Offices, the Analysis and Evaluation Division (R&D/PO/AE), and the Office of Management (R&D/MGT or EUR/MGT). Each office is responsible for entering the data that directly corresponds with its mission.

The Program Office (R&D/PO or EUR/PO) has the overall responsibility for the system. R&D/PO or EUR/PO creates the project information record for each planned or new project and maintains most of the information throughout the life-cycle of the project with input from the Technical Offices. As the overall manager of the system, R&D/PO or EUR/PO is the only office with the capability to delete any of the records in the database.

The Technical Offices enter the proposed funding levels for each project in their office portfolio for the OYB, ABS and CP processes. During the operating year, the Technical Offices monitor the various documents required throughout the life-cycle of a project and, using the date prompt built in to the system, forward these documents on schedule to ST/PO for approval; enter the proposed budget information for their individual offices; enter data from the approved funding documents for each project; and update the buy-in information.

The Office of Analysis and Evaluation (R&D/PO/AE) enters and updates the audit and evaluation records for each project.

The Program Office (R&D/PO) reviews and updates the voucher information associated with each project and award.

The PMIS database was written using Integrated Database Management System (IDMS) software and currently resides on the IBM 3083 mainframe. A Database Administrator/Analyst in FA/IRM/IDMS currently maintains the system.

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INTERFACES

PMIS currently interfaces with the following established USAID databases:

- **CIMS:** The Contract Management Information System (CIMS) database provides PMIS, via an interface, with both procurement and vendor information;
- **FACS:** The Financial Accounting and Control System (FACS) provides PMIS, via an interface, with both voucher and pipeline expenditure information; and
- **Portfolio:** PMIS provides the Portfolio Database with both the current proposed Operating Year Budget (OYB) information and funding actions available for each project identification number/appropriation code combination in the bureau's portfolio.

Interfaces with several other established USAID databases are planned for future phases of development of the PMIS database.

PROCESSING SCHEDULES

The interfaces with other USAID databases described above are currently run on an "as required" basis. Usually, each is run once per month and more often at the end of a quarter or fiscal year.

Reports are generated from the PMIS database on an "as required" process.

At the end of each fiscal year, the R&D/PO or EUR/PO performs the following tasks:

- closes out the fiscal year, which locks the Fiscal Year records so that they can no longer be updated; and
- rolls all fiscal year obligations into the project and appropriation cumulative totals.

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SECURITY

There are various security measures established to protect the integrity of the data contained in the PMIS database. These measures include:

- establishing user IDs and passwords, which are used to identify each PMIS user and to define to which options and actions that user has access.
- implementing security-driven menus and applications so that certain users are not given the option of accessing areas of the database that do not pertain to them;
- restricting the user's access capability to the add, modify, and delete actions available for most database options based on the mission of the office to which the user is assigned;
- establishing protected fields so that a user who has not been given the proper security access cannot manipulate the data in that field; and
- allowing the Program Office user to delete all records in the PMIS database. Technical Office users have the ability to delete only those records associated with "planned" or "returned" program and funding documents.

Currently, there are five levels of security access are available in the PMIS database. The security access levels include:

- PO = Program Office (highest level of access)
- TO = Technical Office
- AE = Analysis and Evaluation
- DIR = Directorate (AA, Directors, Senior Staff, PPC) and
- MGT = Management Office.

If you try to access a function to which you have not been given access, you will see the following message appear on your screen: "DC172008 UNACCEPTABLE RESPONSE OR SECURITY VIOLATION. PLEASE TRY AGAIN."

LOG ON AND LOG OFF PROCEDURES

To access the PMIS database, you must first access the IBM 3083 mainframe. When you have accessed the IBM, you will see the ENTER LOGON prompt. At this prompt, type in the letters **PIDMS** and press the [ENTER ↵] key. You will see the phrase V6 ENTER NEXT TASK CODE appear on your screen. Beneath this prompt, enter the word **SIGNON** and press the [ENTER ↵] key.

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LOG ON AND LOG OFF PROCEDURES (Cont'd)

Next, you will see the message "IDMS DC258002 V6 ENTER USER ID"; enter the user ID assigned to you or your office and press the [ENTER ↵] key. The message "IDMS DC258002 V6 ENTER PASSWORD" will appear; enter the password associated with your user ID and press the [ENTER ↵] key. Remember, that as an extra security measure, you will not see the letters of your password appear on the screen as you type them.

The Database Administrator (DBA) assigns the User IDs and Passwords and determines a user's access to the system. Currently, the DBA/analyst in the IRM/SDM is acting as the Database Administrator for PMIS. If you have not been assigned an User ID or password, or if you have trouble accessing the system, contact the IRM/SDM DBA/analyst.

Once your have entered your password, the system will attempt to log you on. If the log on is successful, you will see the message "IDMSDC258003 V6 USER STPO SIGNED ON LTERM VTAMLT06 AT 10:05:36.13.19.203" followed by several other messages. Under all of these messages, you will see the prompt V6 ENTER NEXT TASK CODE. Beneath this prompt type **ADS AIDPMIS** and press the [ENTER ↵] key. The **PMIS Main Menu** should appear on your screen.

When you are ready to log off of the system, from any screen in the PMIS database, press the [PF-29] (Shift/[PF-13] or PA2) key. You will return to the V6 ENTER NEXT TASK CODE prompt. Beneath the prompt, type **BYE**. You should now be logged off of the IBM 3083.

☞ *NOTE:* *Some computer keyboards have only 10 or 12 PF-Keys instead of the 16 PF-Keys implied here. If you have one of these keyboards with less than 16 PF-Keys and need to complete an action requiring the PF-21-32 keys, while in 3270 emulation mode, press the* [ESCAPE] *key and then the* [PF-1] *key. This key combination will display a keyboard chart showing the equivalent PF or PA key.*

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DATA ENTRY PROCEDURES

PMIS MAIN MENU

After you have executed the log on procedures, the first screen in the PMIS database you will see is the **PMIS Main Menu**, shown below:

```
U0040000D   ****        WELCOME  TO  THE          *****    DATE: 92/03/18
STPO        ****           U.S.A.I.D.             *****
            ****        PROJECT  MANAGEMENT       *****
            ****        INFORMATION  SYSTEM       *****

              PLEASE ENTER YOUR ORGANIZATION CODE:

            SEL RESPONSE     FKEY      DESCRIPTION
                PROJMENU     (PF2)     PROJECT LIFE CYCLE MENU
                FYMENU       (PF3)     FISCAL YEAR CYCLE MENU
                PROCMENU     (PF4)     PROCUREMENT INFORMATION MENU
                TABLMENU     (PF5)     TABLE MAINTENANCE MENU
                RPTMENU      (PF6)     REPORT SELECT MENU
                INTFMENU     (PF11)    INTERFACE MENU
                QRYMENU      (PF12)    QUERY MENU - PICKLIST GENERA
                MAINTMEN     (PF13)    SYSTEM MAINTENANCE MENU
                SMRYMENU     (PF14)    SYSTEM SUMMARY MENU
                DNLDMENU     (PF15)    PMIS TO PC DOWNLOAD MENU
                QUITPMIS     (PA2)     (SHIFT/PF13) LEAVE PMIS

                 *****      GLOBAL    FUNCTION   KEYS      *****
      PF9 = PRIOR MENU;  PF10 = MAIN MENU;  PA2 (SHIFT/PF13) = LEAVE P.M.I.S.
```

☞ *NOTE:* *The options presented to you on the **PMIS Main Menu** will vary according to your security classification. The menu displayed above is intended for a Program Office user, who has unrestricted access to the database. Technical Office users, who do not have full access to the database would not see an option for the Table Maintenance Menu, the Systems Maintenance Menu or the Interface Menu.*

This menu allows designated users to access the various functional areas of the database. Currently, all system users have the ability to browse, or view, records in all functions of the database, meaning that any one can go in and view any record he/she chooses. But, only certain users have the ability to add or modify data in each function, based on the mission responsibilities of your office and the user ID and password you entered to log on to the system. Only designated Program Office users have the capability to delete all types of records in the PMIS database. Technical Office users have the capability to delete only those records associated with "planned" or "returned" program and funding documents.

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PF KEYS ON THE PMIS MAIN MENU

[PF-2] Accesses the **Project Life Cycle Module**, where information defining each project in the bureau's portfolio is maintained. Records in this module establish a project in the database; schedule and track the various documents associated with a project through the approval process; establish the authorization and project level funding controls for each project; and establish the evaluation and audit schedule and record the results for each project.

[PF-3] Accesses the **Fiscal Year Cycle Module**, where the funding and budgeting information for each project is maintained.

Records in this module establish the fiscal year funding controls and the proposed ABS for the bureau; propose and track the OYB; propose and track the Congressional Presentation (CP)

[PF-4] Accesses the **Procurement Information Module**, where information concerning vendors and the procurement process, including buy-in information, is maintained.

[PF-5] Accesses the **Table Maintenance Module**, from which you can view the regional bureau backstop information.

[PF-6] Accesses the **Report Selection Menu**, where you can generate various system reports.

[PF-11] Accesses the **Interface Menu** from which you can submit a job to create an interface with the Portfolio database.

[PF-12] Accesses the **Picklist/Query Menu** from which you can execute queries to locate systematically specific pieces of information contained in the database.

[PF-13] Accesses the **System Maintenance Menu** from which the R&D/PO or EUR/PO will reset the CP hold and wait dates at the end of the fiscal year. Also, from this screen you can update the cumulative obligations for a specific office at the end of a given fiscal year.

[PF-14] Accesses the **System Summary Menu** from which you can view summary information for a project implementation plan and/or the status of funds summary information for an OYB, appropriation and/or office associated with a particular project ID number.

[PF-15] Accesses the **PMIS to PC Download Menu** from which you can download the status of funds information for a particular project from PMIS to a PC.

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COMMON DISPLAY SCREEN FEATURES

In the PMIS database you will find that on the database menus and screens the same features and action options are presented. Although these options are presented on a particular screen, your access to them may be restricted, depending on your security classification. These common features include:

- IDMS Status Line;
- Global PF-Keys; and
- Browse, Add, Modify, and Delete actions.

Each feature will be discussed below.

IDMS Status Line

The IDMS Status line allows you to see when the IBM system is available for processing. Below is an example of the status line that appears at the very bottom of your screen:

3278-2 STATUS: AVAILABLE IDMS KBD: READY R07 C13 ALPHA

When the IBM is available for processing, the STATUS portion of the line will read "AVAILABLE" and the KBD portion of the line will read "READY". Whenever you initiate a process in the PMIS database, such as pressing [ENTER↵] to browse or [PF-3] to add a record, the status line will change to read:

3278-2 STATUS: PLEASE WAIT IDMS KBD: LOCKED R07 C13 ALPHA

If the system status is locked, you will not be able to initiate another process until the status returns to "AVAILABLE".

Global PF-Keys

As you work in the PMIS database, you will notice that certain PF-Keys appear again and again. These PF-Keys are known as global PF-Keys. Even if these keys are not listed at the bottom of the screen, they are still active. The Global PF-Keys include:

- the [PF-7] key, which, on multiple-page screens, will allow you to move to the previous screen;
- the [PF-8] key, which, on multiple-page screens, will allow you to move to the next screen;
- the [PF-9] key, which will always return you to the previous menu;
- the [PF-10] key, which will always return you to the PMIS Main Menu;
- the **Shift**/[PF-13] key, which will always exit you from the PMIS database; and
- the [PF-21] (Shift/[PF-5]) key, which will allow you to delete a record from the database.

☞ *NOTE:* *Some computer keyboards have only 10 or 12 PF-Keys instead of the 16 PF-Keys implied here. If you have one of these keyboards with less than 16 PF-Keys and need to complete an action requiring the PF-29-32 keys, while in 3270 emulation mode, press the* [ESCAPE] *key and then the* [PF-1] *key. This key combination will display a keyboard chart showing the equivalent PF or PA key.*

Common PF-Keys

Along with the Global PF-Keys listed above, there are several PF-Keys along with letter keys that identify actions that are common to certain data entry screens throughout the database. Each of these actions is discussed in detail in the next section. The Common Pf-Keys include:

- the [ENTER↵] key or the letter **B** in the Action Code field which allows you to browse the database;
- the [PF-3] key or the letter **A** in the Action Code field, both of which will allow you to add a new record to the database;

Common PF-Keys (Cont'd)

- the [PF-4] key or the letter **C** in the Action Code field, both of which will allow you to modify an existing record; and

- the **Shift/**[PF-5] key or the letter **D** in the Action Code field which allows you to delete a entry.

Action Options

For most PMIS database display screens, you can, depending on your security classification, browse through the available records, add a new record, modify and existing record, or delete a record. Currently all system users have the ability to browse, or view, records on all of the database display screens. But, only certain users who have been granted the required security classification have the ability to add, modify, or delete records. Only designated Program Office users have the capability to delete all types of records in the PMIS database. Designated Technical Office users have the capability to delete only those records associated with "planned" or "returned" program and funding documents.

- *Browse*

  All PMIS users have the ability to access the PMIS database records and browse. The Browse action allows you to view a record without having the ability to modify or delete the record. To use the Browse action, at the appropriate display screen, enter associated with the record you want to browse in the PROJ ID field. Then, press the [ENTER ↵] key.

☞ *NOTE:* *The Browse action is also the first step in implementing the add, modify, and delete actions. For the add action, browse acts as a check to ensure that there is no existing record for the data you are about to add to the database. For the modify and delete actions, browse allows you to retrieve the existing record so that you can make the modifications or delete the record.*

If the system finds a record matching the project identification number you entered in the PROJ ID field, that record will appear on your screen. Depending on your security classification, now that the record appears on your screen, you can make modifications to it.

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- *Browse (Cont'd)*

To view another record, move the cursor to the PROJ ID field and enter the project identification number associated with the next record you want to view. Then, follow the procedures outlined above.

- *Add*

The Add action allows authorized users to add a record to the database. When adding a record to the PMIS database, there are certain key fields that must contain data before the system will process the addition.

If you leave any of these key fields blank and attempt to add the record, the system will respond with an error message letting you know in which field you must enter data. When you have entered all of the required data, press [PF-3] to add the record; or enter the letter **A** in the Action Code field and press [ENTER↵]. The Add action will be discussed in detail for each option available from the database menus.

- *Modify*

The Modify action allows authorized users to make changes to data in an existing record. After using the Browse action to locate the record you want to modify, use the [TAB] key to move to the appropriate field. To modify the data in that field, simply type over the old data with the new data. When you have made all of the modifications, press the [PF-4] key or enter the letter **C** in the Action Code field and press [ENTER↵].

- *Delete*

The Delete action allows authorized users to delete records from the PMIS database. Currently, only Program Office users have the capability to delete all types of records from the database. Designated Technical Office users have the capability to delete only those records associated with "planned" or "returned" program and funding documents.

To delete a record, after using the Browse action to locate the record you want to delete, press the Shift/[PF-5] key or enter the letter **D** in the Action Code field and press [ENTER↵]. If the system is able to successfully delete the record, the system will display a message on your screen.

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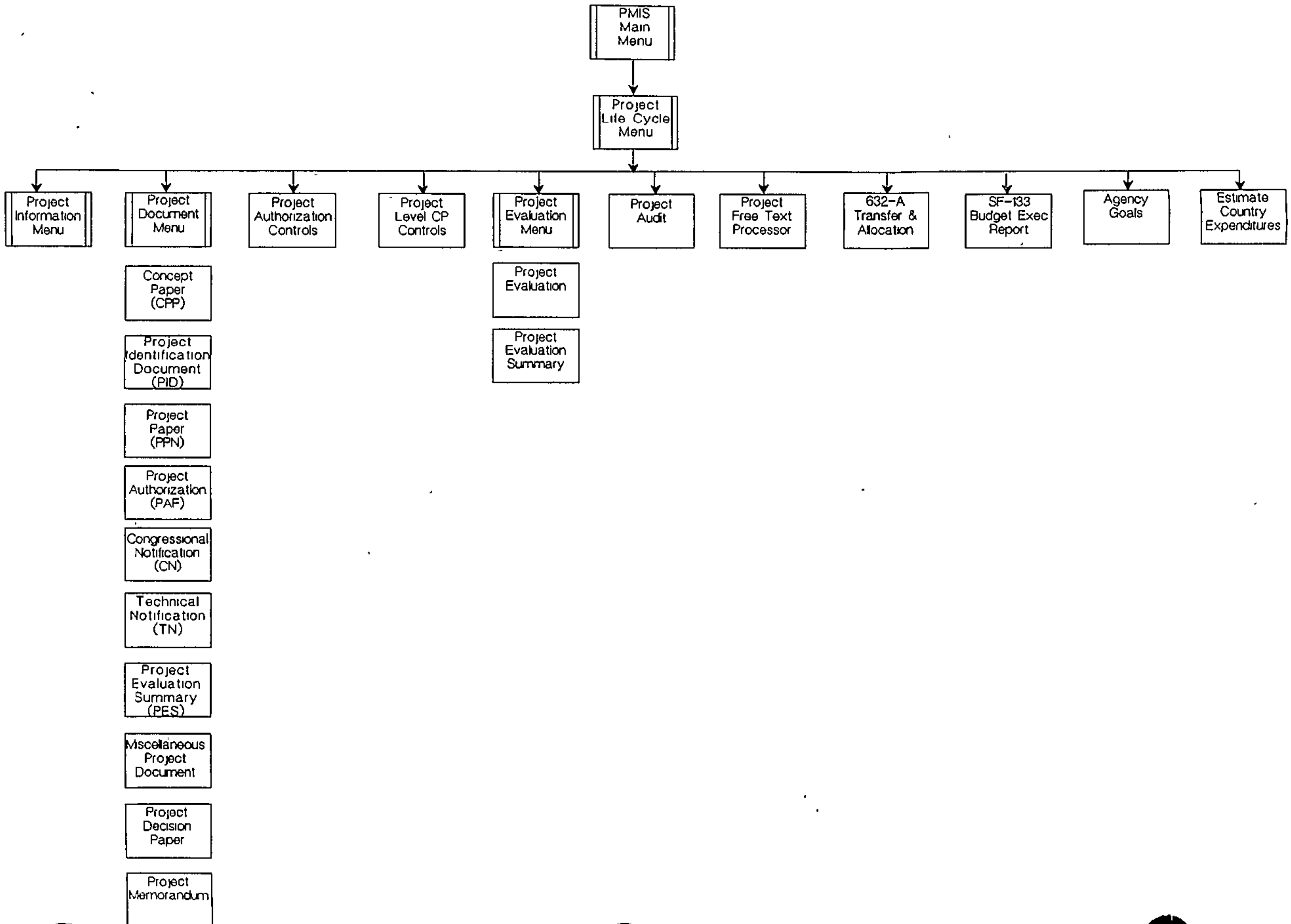
Project Life Cycle Menu Selection Diagram



PROJECT LIFE CYCLE MENU

The Project Life Cycle Menu allows you to access the system to fully document all aspects of managing a project over its life cycle. The menu options allow you to establish the project record; track the paper trail that documents the various events that must occur during the life of the project; establish the authorized and obligated funding amounts for the project; and track the evaluation and audit information associated with the project.

To access the Project Life Cycle Menu, at the **PMIS Main Menu**, enter your six-digit organization code beside the prompt at the top of the screen. If you do not know your organization code, refer to Appendix B for a list of the valid codes. Then, press the [PF-2] key. The following screen will appear:

```
DIALOG:                                                          PAGE: 1 OF: 1
  DATE: 92/08/31                                                  NEXT PAGE:
                                  U.S.A.I.D. P M I S
                                PROJECT LIFE CYCLE MENU
          SEL RESPONSE  FKEY        DESCRIPTION
              INFOMENU  (PF2)     PROJECT INFORMATION MENU
              DOCMENU   (PF3)     PROJECT DOCUMENT MENU
              PROJAUTH  (PF4)     PROJECT AUTH CONTROLS
              PROJLVL   (PF5)     PROJECT LEVEL CP CONTROL
              EVALMENU  (PF6)     PROJECT EVALUATION MENU
              PERFAUD   (PF11)    PERFORMANCE AUDIT
              PROJTXT   (PF12)    PROJECT FREE TEXT PROCESSOR
              632A      (PF13)    632A TRANSFER AND ALLOCATION
              SF133RPT  (PF14)    SF133 BUDGET EXEC REPORT
              GOAL      (PF15)    AGENCY GOALS
              CTRYEXP   (PF16)    ESTIMATE COUNTRY EXPENDITURE
              MAINMENU  (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS  (PA2)     (SHIFT/PF13) LEAVE PMIS

 RESPONSE:          SEND DATA-->                                     MODE: STEP
```

To access any of the menus or screens shown on this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. INFOMENU, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

Each menu or screen listed on the menu above will be discussed in turn beginning on page 15.

PROJECT LIFE CYCLE MENU (Cont'd)

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse, in that option. Refer to the Security Access Table in Appendix A to determine your access capability to the option shown on the menu.

PF-KEYS ON THE PROJECT LIFE CYCLE MENU

[PF-2] Accesses the **Project Information Menu**, from which you can access screens that allow you to browse, create, modify, and delete, depending on your security classification, the project information record; to track the progress of the project; and to enter and update the appropriations associated with the project.

[PF-3] Accesses the **Project Document Menu**, from which you can access screens that allow you to browse, create, modify, and delete records, depending on your security classification, used to track the various documents involved in the life cycle of the project.

[PF-4] Accesses the **Project Authorization Controls Screen**, on which you can browse, create, modify and delete, depending on your security classification, the record showing the authorization controls established for the life of the project.

[PF-5] Accesses the **Project Level Congressional Presentation (CP) Control Screen**, from which you can browse, create, modify and delete, depending on your security classification, the record showing the appropriations to be used to fund the project during the current FY.

[PF-6] Accesses the **Project Evaluation Menu**, from which you can access screens to browse, create, modify and delete records, depending on your security classification, showing the evaluation information associated with the project.

[PF-11] Accesses the **Performance Audit Information Screen**, on which you can browse, create, modify and delete records, depending on your security classification, showing the audit information for the project.

[PF-12] Accesses the **Project Free Text Processor Screen**, on which you can update the text in a project record.

[PF-13] Accesses the **632A Transfer and Allocation Screen**, on which you can establish a record to show the interagency transfer of responsibility for a given project and to allocate the funds associated with this transferred project.

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PF-KEYS ON THE PROJECT LIFE CYCLE MENU (Cont'd)

[PF-14]	Accesses the **SF133 Budget Exec Report Screen** which shows the current FY allocation, obligation, and accrued expenditure amounts for the transferred project.
[PF-15]	Accesses the **Agency Goals Screen** which shows the current goals and objectives for each project in an organization's portfolio.
[PF-16]	Accesses the **Estimated Country Expenditures Screen** which shows the estimated expenditures for various countries for each project.

PROJECT INFORMATION MENU

The **Project Information Menu** allows you to access the various functions required to browse, create, modify, and delete the new project information record, including a screen to track the progress of the project and a screen to identify the appropriations to be used to fund the project over its life cycle. To access the **Project Information Menu,** press the [PF-3] key on the **Project Life Cycle Menu.** The following screen will appear:

```
DIALOG:                                                        PAGE: 1 OF: 1
DATE: 91/10/08                                                 NEXT PAGE:
                                          U.S.A.I.D. PMIS
                                       PROJECT INFORMATION MENU

           SEL RESPONSE   FKEY           DESCRIPTION
               PROJINFO   (PF2)     PROJECT INFORMATION
               PROJPROG   (PF3)     PROJECT PROGRESS INFO
               PROJAPRP   (PF4)     PROJECT APPROPRIATION CTL
               MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
               PREVMENU   (PF9)     RETURN TO PRIOR MENU
               QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS
RESPONSE:             SEND DATA-->                                 MODE: STEP
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table in Appendix A to determine your access capability to the options shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;

18

PROJECT INFORMATION MENU (Cont'd)

- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or

- enter the response name, e.g. PROJINFO, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵].

Notice the SEND DATA field located at the bottom of the screen. The SEND DATA field is *used only in conjunction with the Picklist/Query option*, which allows you to query the database in search of specific information. This field gives you flexibility in your ability to locate specific information in the database by allowing you to specify a project number from the menu.

To use the SEND DATA field, use the TAB key to move to that field. Type-in the complete project number for which you want to query. Below is an example of how to use the SEND DATA field to locate information.

Example: Suppose you want to locate a specific project number, such as 9361406. First, use the TAB key to move to the SEND DATA field. In this field, enter the complete project number and press the PF-key associated with an option on the **Project Information Screen**. The system will retrieve the project information record for project number 9361406.

PF-KEYS ON THE PROJECT INFORMATION MENU

[PF-2] Accesses the **Project Information Screen**, on which you can browse, create, modify, and delete, depending on your security classification, the project information record.

The project information record is the first record to be established for a planned or new project, and the project identification number entered as a part of the project information record, is the key to retrieving the record each time.

[PF-3] Accesses the **Project Progress Information Screen**, on which you can browse, create, modify, and delete records, depending on your security classification, that show the major milestones achieved during the life cycle of the project.

[PF-4] Accesses the **Project Appropriation Control Screen**, on which you can browse, create, modify, and delete records, depending on your security classification, listing the appropriation account codes to be used to fund the project over its life cycle.

19

Project Information Screen

On the **Project Information Screen,** you can create the project information record, thus establishing the project in the database. The project information record also establishes the ownership of the project. To access the **Project Information Screen,** at the **Project Information Menu,** shown on page 15, press the [PF-2] key. The following screen will appear:

```
U004105D                     U.S.A.I.D. PMIS                        91/10/08
STPO                       PROJECT INFORMATION                      01 OF 01
ORGANIZATION:  136033                         NEW ORGANIZATION:
*********************** PROJECT IDENTIFICATION ****************************
          PROJECT KEY:     -   .     .           STAGE:
  SUBMITTING OFFICE CD:                          BUREAU:
  SUBMITTING OFFICE NM:

        PROJECT TITLE:
*********************** PROJECT INFORMATION      **************************
              ACRONYM:
         PROJ OFFICER:
             PHONE NO:
         PROJECT TEXT:

 DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD

ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

The first thing you are required to do when you access this screen is to enter the project identification number of the project in the PROJECT KEY field. Once you enter this number, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify and delete project information records using this screen.

Remember that the Program Office has the responsibility of creating the project information record for a new project. Notice that the screen above is broken into two sections, *Project Identification* and *Project Information.* The *Project Identification* portion of the screen identifies which office "owns" the project and the current stage of the project. The *Project Information* portion of the screen identifies the contact person for the project. Program Office users may add or modify information contained in both the upper and lower portions of the screen. Technical office users may add or modify information in the lower portion of the screen only.

PF-KEYS ON THE PROJECT INFORMATION SCREEN

[ENTER ↵] Allows you to browse or view the project information record that corresponds to the project identification number you entered in the PROJECT KEY field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 NO PROJECT IDENTIFICATION RECORD FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new project identification record to the database.

[PF-4] Allows you to modify the project information record. Remember that the Program Office user has the ability to modify information in both the Project Identification and Project Information portions of the screen. The Technical Office user has the ability to modify the information in the Project Information portion of the screen only.

- **Add Project Information Record**

When a new project is to be added to the portfolio of either the R&D or EUR Bureaus, the responsible Technical Office alerts the Program Office and submits the proper forms for approval. The new project is assigned a project identification number, and the Program Office creates a project information record for the new project using the **Project Information Screen** shown on page 17.

To add a new project information record to the database, from the **Project Information Screen,** you must first enter the project identification number assigned to that project in the PROJECT KEY field. Then, press [ENTER ↵] so that the system can browse the database to confirm that the project number you have entered does not already exist.

If the project identification number does not exist in the database, you will see the message "DC960038 NO PROJECT IDENTIFICATION RECORD FOUND"; you can now enter the remaining information to define the record.

If, when entering the data for the record, you enter the Submitting Office Code, the system will automatically fill in the name of the submitting office when you add the record.

21

- **Add Project Information Record (Cont'd)**

If you do not indicate the current stage of the project in the STAGE field, the system will automatically enter a stage of **01** (Planned). So, if the project has moved beyond the planned stage, then you must remember to enter the appropriate code.

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 PROJ INFO/JCTPROJ RECORD ADDED SUCCESSFULLY" on your screen.

To add another new record to the database, move the cursor to the PROJECT KEY field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

- **Modify Project Information Records**

The modify action allows you to update the project information record. Both Program Office users and Technical Office PMIS users have the capability to modify project information records. Remember that technical office users are restricted to modify only the *Project Information* portion of the project information screen.

To modify a project information record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to modify in the PROJECT KEY field. Press the [ENTER ↵] key to retrieve the record.

When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. If you are a Technical Office user and you try to modify information in the *Project Identification* portion of the screen, you will hear a beep and will not be able to enter any data in the fields. These fields are called "protected" fields.

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 PROJECT INFO RECORD MODIFIED SUCCESSFULLY" on your screen.

22

- **Delete Project Information Records**

As a security measure, only Program Office users can delete a project information record from the database. But, not just any project information record can be deleted; only those records whose project stage is completed or discontinued can be deleted. The Project Assistance Completion Date (PACD) for a completed project must be passed or less than the system date before you can delete the project record from the database.

If a project is still in the planned, new, or ongoing stages, its corresponding project information record cannot be deleted from the database. These security precautions are necessary because of the importance of the data contained in the project information record. If a project identification record is deleted, all of the information associated with that record will be deleted throughout the database.

To delete a project information record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to delete in the PROJECT KEY field. Press the [ENTER↵] key to retrieve the record.

When the record appears on your screen, check to make sure that the STAGE field shows that the project has been completed or discontinued. If the stage still reads planned, new, or on-going, then make sure that this is the correct project to be deleted.

If it is the correct project, you will have to modify the record, changing the stage, before it can be deleted. For more information on how to modify a record, refer to the modify project information records section above.

To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 PROJECT INFORMATION DELETED SUCCESSFULLY".

Project Progress Information Screen

The **Project Progress Information Screen** allows the Technical Office user to track and update the major milestones associated with each project as it progresses through its life cycle. Other system users can browse the screen to check the latest major accomplishment for a project or to see if any problems have occurred that will interfere with any aspect of the project.

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Project Progress Information Screen (Cont'd)

To access the **Project Progress Information Screen**, at the **Project Information Menu**, shown on page 15, press the PF-3 key. The following screen will appear:

```
                                   U.S.A.I.D. PMIS
                             PROJECT PROGRESS INFORMATION
01 OF 01
 ORG CD:

 PROJ ID:     -    .    PROJ TITLE:

 PROGRESS TEXT:






 PROGRESS DATE:

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD

ENTER = BROWSE;  PF4 = MODIFY
```

On this screen, you can enter any information related to the progress of a project under the PROJECT TEXT header. The system will automatically fill in the progress date for you so that the date you entered a progress record will be recorded.

PF-KEYS ON THE PROJECT PROGRESS INFORMATION SCREEN

[ENTER ↵]	Allows you to browse or view the project progress information record that corresponds to the project identification number you entered in the PROJECT KEY field.
[PF-4]	Allows you to modify the project progress information record to reflect accomplishments or set backs for the project whose project identification number you indicated in the PROJECT KEY field.

- **Modify Project Progress Information Records**

  The modify action allows you to update the data contained in the project progress information record. Both Program Office and Technical Office users have the capability to modify project progress information records.

  To modify this type of record, you must first retrieve the record using the browse action. To begin, on the **Project Progress Information Screen**, enter the project identification number associated with the record you want to modify in the PROJECT KEY field. Press the [ENTER ↵] key to retrieve the record.

  When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 PROJECT INFO RECORD MODIFIED SUCCESSFULLY" on your screen.

Project Appropriations Screen

Once you have entered the Project Information record into the database, you will need to establish the appropriations to be used to fund the project using the **Project Appropriations Screen.** Remember that only Program Office users have the capability to add, modify, or delete project appropriation records. To access the **Project Appropriations Screen,** at the **Project Information Menu,** shown on page 15, press the [PF-4] key. The following screen will appear:

```
U004115D                       U.S.A.I.D. PMIS                           01/10/08
STPO                        PROJECT APPROPRIATIONS                       01 OF 01
 ORG CD:  136033

 PROJ-ID:     -    .     PROJ TITLE:
 TOTAL AUTH AMOUNT:            0.00  PROJECT OBLGTN CUM AMOUNT:              0.00
 ALPHA   LOAN                               CP LOP        OBLIGATION         APRP
 APRP   GRANT  APRP     CEILING            PROPOSED       CUMULATIVE      DEL IND
 CODE    IND    STS      AMOUNT             AMOUNT          AMOUNT          (Y/N)
                           0.00               0.00             0.00
                           0.00               0.00             0.00
                           0.00               0.00             0.00
                           0.00               0.00             0.00
                           0.00               0.00             0.00
                         TOTAL            TOTAL CP LOP    TOTAL OBLGTN
                      CEILING AMT         PROPOSED AMT       CUM AMT
                           0.00               0.00             0.00

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORO
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

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Project Appropriations Screen (Cont'd)

The first thing you are required to do when you access this screen is to enter the project identification number of the project in the PROJECT KEY field. Once you enter this number, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify or delete project appropriation records using this screen.

PF-KEYS ON THE PROJECT APPROPRIATIONS SCREEN

[ENTER ↵]	Allows you to browse or view the project appropriation record that corresponds to the project identification number you entered in the PROJECT KEY field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and you will see a message at the bottom of the screen explaining that the record could not be found.
[PF-3]	Allows you to add the new project appropriation record to the database. Remember that only the Program Office user has the ability to add new project appropriation records.
[PF-4]	Allows you to modify the project appropriation record. Remember that only the Program Office user has the ability to modify this type of record.

- **Add Project Appropriation Record**

When a new project is to be added to the R&D or EUR Bureau portfolio of projects, the Program Office user enters a project information record to establish that project in the database. Once the project information record has been entered, the Project office user enters a project appropriation record for that project.

To add a new project appropriation record to the database, at the **Project Authorization Screen**, you must first enter the project identification number assigned to that project in the PROJECT KEY field. Then, press [ENTER ↵] so that the system can browse the database to confirm that an appropriation record does not already exist for the project number you have entered.

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Add Project Appropriation Record (Cont'd)

If an appropriation record does not exist for the project identification number you entered, you will see the message "DC960038 NO PROJECT APPROPRIATION RECORD FOUND"; you can now enter the remaining information to define the record. First, enter the two-character code of the appropriation account code to be used to fund the project. The appropriation status identifies what is happening with the appropriation; valid status codes include:

- 01 = planned;
- 02 = PAF issued;
- 03 = CN issued; or
- 04 = both PAF and CN or TN issued.

The OBLIGATION CUMULATIVE AMOUNT field shows the appropriation amounts up to the end of the previous fiscal year. The system will automatically total the amounts for each column and will display these totals in the fields at the bottom of the screen.

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 PROJ AUTHORIZATION RECORD ADDED SUCCESSFULLY" on your screen.

If the amounts you entered do not balance, you will receive an informational message. Use the modify option to make any necessary corrections in an effort to balance the totals.

To add another new record to the database, move the cursor to the PROJECT KEY field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

Modify Project Appropriation Records

Technical Office PMIS users have the capability to modify project appropriation records. To modify a project appropriation record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to modify in the PROJECT KEY field. Press the [ENTER ↵] key to retrieve the record.

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- **Modify Project Appropriation Records (Cont'd)**

When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 PROJECT APPROPRIATION RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Project Appropriation Records**

The delete action allows Program Office users to remove project appropriation records from the database. But, not just any project appropriation record can be deleted; only those records for which the APRP DEL IND is a Y can be deleted.

To delete a project appropriation record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to delete in the PROJECT KEY field. Press the [ENTER ↵] key to retrieve the record.

When the record appears on your screen, check to make sure that the APRP DEL IND contains a Y. If the delete indicator is blank or contains an N, then make sure that this is the correct project appropriation to be deleted.

If it is the correct project appropriation, you must use the modify action to change the indicator to a Y. For more information on how to modify a record, refer to the modify section on the previous page.

To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 PROJECT APPROPRIATION DELETED SUCCESSFULLY".

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PROJECT DOCUMENTATION MENU

From the **Project Documentation Menu**, Technical Office users can schedule the dates that the documents used to identify and define the bureau projects should be prepared and forwarded to the Program Office for approval and track the progress of these documents as they move through the approval process. By tracking each document involved in the life-cycle of a project, these users can insure that each document is prepared and forwarded to the Program Office for approval in time, so that the project remains on schedule and no document is forgotten.

To access the **Project Documentation Menu**, at the **Project Life Cycle Menu**, press the [PF-3] key. The following screen will appear:

```
DIALOG:                                                      PAGE:  1 OF:1
 DATE: 92/08/31                                              NEXT PAGE:
                                 U.S.A.I.D.  P M I S
                              PROJECT  DOCUMENT  MENU
          SEL RESPONSE   FKEY            DESCRIPTION
              CPP        (PF2)     CONCEPT PAPER (CPP)
              PID        (PF3)     PROJECT ID DOCUMENT (PID)
              PPN        (PF4)     PROJECT PAPER (PPN)
              PAF        (PF5)     PROJECT AUTHORIZATION (PAF)
              AOPCS      (PF6)     CONGRESSIONAL NOT (AOPCS)
              AOPCT      (PF11)    TECHNICAL NOT (AOPCT)
              PES        (PF12)    PROJECT EVALUATION SMRY (PES
              MISC       (PF13)    PROJECT DOCUMENT (MISC)
              PDP        (PF14)    PROJECT DECISION PAPER (PDP)
              PM         (PF15)    PROJECT MEMORANDUM (PM)
              PREVMENU   (PF9)     RETURN TO PRIOR MENU
              MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS

RESPONSE:          SEND DATA-->                                 MODE: STEP
```

To access the screen(s) associated with each type of document, either:

- press the PF-key corresponding to that document;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. CPP, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

Refer to the Security Table, to determine whether you have access, other then browse, to the screens and actions available from this menu.

PF-KEYS ON THE PROJECT DOCUMENT MENU

[PF-2] Accesses the **Concept Paper (CPP) Schedule Record Data Entry Screen**, on which you can browse, create, modify, or delete, depending on your security classification, information used to track the Concept Paper status from conception to approval.

On this screen, do not forget to indicate whether or not the Project Identification Document (PID) has been waived or not.

[PF-3] Accesses the **Project Identification Document (PID) Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, or delete information used to track the PID status from conception to approval.

If you have indicated that the PID is to be waived for a project on the **Concept Paper Schedule Record Data Entry Screen**, the system will not let you enter a PID schedule record until you modify the **Concept Paper Schedule Record Data Entry Screen.**

[PF-4] Accesses the **Project Paper (PPN) Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, or delete the information used to track the status of the PPN document.

[PF-5] Accesses the **Project Authorization Funding (PAF) Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, and/or delete information used to track the status of the PAF document from conception to approval.

From the **PAF Schedule Record Data Entry Screen**, you can "transfer" to the Project Authorization Controls Screen where you can enter the planned authorization amounts for the life of a project.

[PF-6] Accesses the **Congressional Notification (CN) Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, or delete information used to track the status of the CN document from conception to approval.

From the CN **Schedule Record Data Entry Screen**, you can "transfer" to the CN Project Level CP Controls Screen where you can enter the funding levels planned for the life of a project. From this screen, you can then "transfer" to the **CN Fiscal Year CP Controls Screen** where you can enter the funding levels planned for the current fiscal year of the project.

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PF-KEYS ON THE PROJECT DOCUMENT MENU (Cont'd)

[PF-11] Accesses the **Technical Notification (TN) Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, or delete information used to track the status of the TN document from conception to approval.

From the **TN Schedule Record Data Entry Screen**, you can then "transfer" to the **TN Fiscal Year CP Controls Screen** where you can enter the funding levels planned for the project for the current FY.

[PF-12] Accesses the **Project Evaluation Summary Schedule Record Data Entry Screen**, from which you can, depending on your security access, browse, create, modify, or delete schedule information used to track the status of the PES document from conception to approval.

[PF-13] Accesses the **Miscellaneous Project Document Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, and/or delete schedule information used to track the status of the miscellaneous documents associated with a project such as action memos, waivers, and small activity proposals.

[PF-14] Accesses the **Project Decision Paper Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, and/or delete schedule information used to track the status if the PDP document from conception to approval.

[PF-15] Accesses the **Project Memorandum Schedule Record Data Entry Screen**, on which you can, depending on your security classification, browse, create, modify, and/or delete schedule information used to track the status of the PM document from conception to approval.

Concept Paper Schedule Record Data Entry Screen

The Concept Paper is the first formal document issued for a new project. This paper outlines the scope and mission of the project, the rationales behind the project, and the estimated cost for the project.

The **Concept Paper Schedule Record Data Entry Screen** allows you to enter and track the schedule information so that the document is forwarded through the approval process at the correct time in the project development process. To access this screen, at the **Project Document Menu**, press the [PF-13] key. The screen shown at the top of the next page will appear.

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Concept Paper Schedule Record Data Entry Screen (Cont'd)

```
U004125D                 U.S.A.I.D. PMIS                                  91/10/08
STPO                      CONCEPT PAPER
ORG NO:  136033                                                           01 OF 01

 PROJ ID:    -   .    PROJ TITLE:
        DOCUMENT TYPE CODE:  CPP   CP     CONCEPT PAPER FOR PP
           DOCUMENT NUMBER:
      PGM OFFICE DUE MONTH:  00           SUBMITTED TO PO DATE:

 REMARKS:


         DOCUMENT STATUS:
      DOCUMENT STATUS DATE:
                               FWD/RECV                CLEAR/APRV
                                 DATE                     DATE
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:
         PID WAIVED? (Y/N):  N

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

Technical Office users have the responsibility for creating the concept paper schedule record, but these users are able to modify the record only when the document is in the "planning" (01) stage. When the document has progressed beyond the "planning" (01) stage, Program Office users must update the status of the document as it progresses through the approval process.

On this screen, you must first enter a project identification number in the PROJ ID field. As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete concept paper schedule records. Each of these actions will be discussed in detail beginning below.

PF-KEYS ON THE CONCEPT PAPER SCHEDULE RECORDS DATA ENTRY SCREEN

[ENTER ↵] Allows you to browse or view the concept paper schedule records that corresponds to the project identification number you entered in the PROJ ID field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.

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PF-KEYS ON THE CONCEPT PAPER SCHEDULE RECORDS DATA ENTRY SCREEN (Cont'd)

[PF-3] Allows you to add the new concept paper schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.

[PF-4] Allows you to modify the concept paper schedule record. Remember that the Technical Office user can modify the record, except for the DOCUMENT APPROVAL and DOCUMENT STATUS fields, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" (01) stage, the Program Office user has the responsibility to update the record.

- **Add Concept Paper Schedule Record**

The concept paper is the first formal document to be prepared when a new project is to be initiated. This document outlines the scope of the project and its related costs. The schedule record you will enter here, helps the Technical Office users know exactly when to prepare and forward the Concept Paper document to the Program Office for review and approval. You should use the actual concept paper to enter the data for the record.

To add a concept paper schedule record to the database, at the **Concept Paper Schedule Record Data Entry Screen,** you must first enter the project identification number and the document number associated with the concept paper. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that a concept paper schedule record does not already exist for the project number and document number you have entered.

If concept paper schedule record does not exist for the project identification number and document number combination you entered, you will see the message "DC960038 CPP PROGRAM DOCUMENT RECORD NOT FOUND"; you can now enter the remaining information to define the record.

☞ *NOTE:* *Remember that, if you are a Technical Office user, you can not enter any information below the REMARKS field, especially in the DOCUMENT APPROVAL or DOCUMENT STATUS fields.*

Enter the document number found at the top of the concept paper. Next, indicate when this paper is due to be forwarded by the Technical Office to the Program Office for review and approval and any remarks about the paper.

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- **Add Concept Paper Schedule Record (Cont'd)**

☞ *NOTE:* *The following instructions apply only to Program Office users, because only the Program Office user can update the status of the document.*

Now indicate the document status. If you do not indicate the current status of the document, when you add the record to the database, the system will automatically enter an "01" (Planned) in this field. Valid status codes include:

01	=	Planned;	**41**	=	Returned to Bureau by O/P;
10	=	Received in PO;	**42**	=	Resubmit to O/P;
11	=	On Hold in PO;	**60**	=	Cancelled;
13	=	Returned to TO for Changes;	**61**	=	Withdrawn;
14	=	Approved by PO (Funding Doc only);	**62**	=	Disapproved;
30	=	Reserved by FM (Funding Doc only);	**70**	=	Executed/Obligated; or
40	=	In Process - O/P;	**80**	=	Approved.

The system will automatically enter the DOCUMENT STATUS DATE when you add the record. At the bottom of the screen, notice the PID WAIVED (Y/N) field. In this field, you should indicate whether or not a Project Information Document (PID) is planned for this project. If you indicate that a PID will not be developed for the project, then, if you try to add a PID schedule record at a later date, the system will not allow you to enter that record. You will have to use the modify action to change the PID WAIVER field on the **Concept Paper Schedule Record Data Entry Screen** if a PID has been developed.

For a "planned" (01) document, this may be all of the information you are able to enter at this time. Once the Concept Paper has been forwarded to the Program Office, Program Office users will update the information contained in the record.

When you have entered all of the information, press the [PF-4] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 PROJECT DOCUMENT RECORD ADDED SUCCESSFULLY".

To add another new record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu**.

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- **Modify Concept Paper Schedule Records**

The modify action allows you to update the data contained in the concept paper schedule record. Both Program Office and Technical Office users have the ability to modify the data in a concept paper schedule record, but Technical Office users have the modify capability only while the document is in the "planning" (01) stage. Once the concept paper has moved beyond the "planning" (01) stage, the Program Office users are responsible for updating the record.

To modify a concept paper schedule record, you must first retrieve the record using the browse action. To begin, enter the project identification number in the PROJ ID field and the document number in the DOC NO field associated with the record you want to modify. Press the [ENTER ↵] key to retrieve the record. When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 CONCEPT PAPER RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Concept Paper Schedule Records**

The delete action allows you to remove a concept paper schedule record from the database when the project associated with the record has been completed or discontinued. As a security measure, only Program Office users have the capability to delete a concept paper schedule record from the database at any status level. Technical Office users may delete the document record only when the document status is either "planned" (01) or "returned to TO" (13).

To delete a concept paper schedule record, you must first retrieve the record using the browse action. To begin, enter the project identification number in the PROJ ID field and the document number associated with the record you want to delete in the DOC NO field. Press the [ENTER ↵] key to retrieve the record.

If the system located a concept paper schedule record that matches the project identification number you entered, that record will appear on your screen. Check to make sure that it is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 PROJECT DOCUMENT DELETED SUCCESSFULLY".

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Project Information Document (PID) Schedule Record Data Entry Screen

The Project Identification Document (PID) is the second formal document to be prepared for a new project. The PID expands the outline of the project description and estimated costs presented in the Concept Paper, giving more concrete details. The PID may be waived, in an effort to save time, if those in charge feel that the Concept Paper adequately describes the details of the planned project.

☞ *NOTE:* *There is a field on the **Concept Paper Schedule Record Data Entry Screen**, shown on page 29, in which you can indicate whether or not a PID will be required. If you indicate that a PID will not be required and then later try to add **a** PID record to the database, the system will not let you add the record and will respond with the message:* "DC0960050 ADD REJECTED BECAUSE PID WAIVED ON CPP." *You will have to modify the PID WAIVED field on the **Concept Paper Schedule Record Data Entry Screen** if you want to now add the PID record.*

The **PID Schedule Record Data Entry Screen** allows you to enter and track the schedule information so the PID is forwarded through the approval process at the correct time in the project development cycle. To access this screen, at the **Project Document Menu**, press the [PF-3] key. The following screen will appear:

```
U0041300                    U.S.A.I.D. PMIS                          91/10/08
STPO                  PROJECT IDENTIFICATION DOCUMENT

ORG NO:  136033                                                      01 OF 01

PROJ ID:     -    .    PROJ TITLE:

        DOCUMENT TYPE CODE:  PID   PID   PROJECT IDENTIFICATION DOCUMENT
           DOCUMENT NUMBER:
      PGM OFFICE DUE MONTH:  00          SUBMITTED TO PO DATE:
 REMARKS:

           DOCUMENT STATUS:
      DOCUMENT STATUS DATE:
                             FWD/RECV               CLEAR/APRV
                               DATE                    DATE
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

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Project Information Document (PID) Schedule Record Data Entry Screen (Cont'd)

If you look carefully, you will see that the fields on the **PID Schedule Record Data Entry Screen** are the same as the fields on the Concept Paper Schedule Record Data Entry Screen. As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, or delete PID records, just as shown on the **Concept Paper Schedule Record Data Entry Screen.**

Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field. The add, modify, and browse actions are discussed in detail in the **Concept Paper Schedule Record Data Entry Screen** section of this manual, beginning on page 28.

PF-KEYS ON THE PROJECT IDENTIFICATION DOCUMENT (PID) SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵]	Allows you to browse or view the PID schedule record(s) that corresponds to the project identification number and/or document number you entered. If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new PID schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.
[PF-4]	Allows you to modify the PID schedule record. Remember that the Technical Office user can modify only those fields below the REMARKS field while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" (01) stage, the Program Office user is responsible to update the record.

Project Paper Schedule Record Data Entry Screen

The Project Paper, which is the third document prepared to define a project, presents a thorough analysis of the scope of the project. The Project Paper, prepared by the Technical Office, includes a schedule of events, costs, and a detailed plan for executing the project. Supporting documents, tables, charts, and special studies are also included as a part of the project paper.

Project Paper Schedule Record Data Entry Screen (Cont'd)

The **Project Paper Schedule Record Data Entry Screen** allows you to enter and track the schedule information so that the Project Paper is forwarded through the approval process at the correct time in the project development cycle. To access this screen, at the **Project Document Menu**, press the [PF-4] key. The following screen will appear:

```
U004135D                    U.S.A.I.D. PMIS                          91/10/08
STPO                         PROJECT PAPER

ORG NO:  136033                                                      01 OF 01
PROJ ID:     -     .     PROJ TITLE:
          DOCUMENT TYPE CODE:  PPN    PP    PROJECT PAPER
          DOCUMENT NUMBER:                       AMENDMENT NUMBER:  00
       PGM OFFICE DUE MONTH:  00          SUBMITTED TO PO DATE:
 REMARKS:


          DOCUMENT STATUS:
       DOCUMENT STATUS DATE:
                              FWD/RECV                 CLEAR/APRV
                                DATE                      DATE
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:
         AID ADMINISTRATOR:

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

If you look carefully, you will see that the fields on the **Project Paper Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.** As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete Project Paper records, just a from the **Concept Paper Schedule Record Data Entry Screen.** Before you press any of these keys to access an action, you must first enter a project identification number in the **PROJ ID** field. The add, modify and delete actions are discussed in detail in the **Concept Paper Schedule Record Data Entry Screen** section of this manual, beginning on page 28.

PF-KEYS ON THE PROJECT PAPER SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵]	Allows you to browse or view the Project Paper schedule record(s) that corresponds to the project identification number and/or document number you entered.

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PF-KEYS ON THE PROJECT PAPER SCHEDULE RECORD DATA ENTRY SCREEN (Cont'd)

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new Project Paper schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.

[PF-4] Allows you to modify the Project Paper schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" (01) stage, the Program Office user is responsible to update the record.

Project Authorization (PAF) Schedule Record Data Entry Screen

AID/Washington uses the Project Authorization (PAF) document to approve a project; to specify the terms and conditions that apply to the project; and to authorized funding for the project. The **PAF Schedule Record Data Entry Screen** allows you to enter and track the schedule information so that the PAF document is forwarded through the approval process at the correct time in the project life cycle. To access the this screen, at the **Project Document Menu,** press the [PF-5] key. The screen shown below will appear.

```
U0041400                        U.S.A.I.D. PMIS                          91/10/08
STPO                         PROJECT AUTHORIZATION
  ORG NO:  136033
 PROJ ID:    -         PROJ TITLE:

      DOCUMENT TYPE CODE:  PAF   PAF    PROJECT AUTHORIZATION
         DOCUMENT NUMBER:                       AMENDMENT NUMBER:  00
    PGM OFFICE DUE MONTH:  00           SUBMITTED TO PO DATE:
 REMARKS:

         DOCUMENT STATUS:
    DOCUMENT STATUS DATE:
                           FWD/RECV              CLEAR/APRV
                             DATE                  BY DATE
            GENL COUNSEL:
              PGM OFFICE:
         AGENCY DIRECTOR:
                     SAA:
                     PPC:
      AID ADMINISTRATOR:
DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21(SHIFT/PF5)=DELETE; PF16=TFR PROJ/RETURN
```

Project Authorization (PAF) Schedule Record Data Entry Screen (Cont'd)

If you look carefully, you will see that the fields on the **Project Paper Authorization (PAF) Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.** As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete PAF document schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.** Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field.

- ### Add or Modify Project Authorization (PAF) Record

Notice the [PF-16] key listed at the bottom of the screen. Unlike on any of the other document data entry screens you have encountered thus far, from the PAF Schedule Record Data Entry Screen, you have the capability to move or "transfer" to a related screen, the **Project Authorization Controls Screen.**

Since the PAF document details the authorization amounts planned for the project for the current fiscal year, after successfully adding the PAF Schedule Record, you can "transfer" to the **Project Authorization Controls Screen** where you can enter the authorization information.

☞ NOTE: *Only Program Office users can add or modify data on this screen, and then, only for "approved" (80) PAF Schedule Records.*

To access the Project Authorizations Screen, at the **PAF Schedule Record Data Entry Screen** shown on the previous page, press the [PF-16] (TFR PROJ/RETURN) key. The following screen will appear:

```
U0041800                    U.S.A.I.D.  P M I S                           91/10/22
STPO                   PROJECT AUTHORIZATION CONTROLS
 ORG NO: 136033
 PROJ ID:    -    .     PROJ TITLE:
      DOC TYPE CODE: PAF      DOC NO:                 AMDMT NO: 00
 APRP APRP     CEILING       APRP AUTH APRP  APRP     CEILING          APRP AUTH
 CODE STS      AMOUNT        IND(Y/N)  CODE  STS      AMOUNT           IND(Y/N)
                       0.00                                     0.00
                       0.00                                     0.00
                       0.00                                     0.00
      TOTAL AUTH AMT:                .00          BUYIN CEILING AMT:                .00
       NMBR AUTH YRS: 00                         SOURCE ORIGIN CODE:
   PROJ ASST CPL DT:                             PACD LAST AUTH DT:
 OBLGTN INITIAL YR/MO: 000000                    PROJECT AUTH. DATE:
      AUTHORIZATION FY :                       CURRENT PAF APRV DATE:
 FINAL FY OF OBLIGATION: 0000                   PROJECT CONSTRAINTS:

   ENTER = BROWSE;   PF3 = ADD;   PF4 = MODIFY
 DC960041 PROJECT & DOC ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

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- **Add or Modify Project Authorization (PAF) Record (Cont'd)**

Notice that the system has automatically entered the project identification number, the project title, the document type code and the document number, as shown on the previous screen. Now, you can enter the authorization amounts as shown in the PAF document. When you have entered all of the information, to add the project authorization controls record to the database, press the [PF-3] key. To modify the project authorization controls record, press the [PF-4] key.

If the system was able to successfully add the project authorization control record to the database or modify the existing record, you will see the message "DC960040 BRIGHT APRP RECORD WAS PROCESSED SUCCESSFULLY". Press the [PF-9] key to return to the **Project Document Menu.**

PF-KEYS ON THE PAF SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵] Allows you to browse or view the PAF document schedule record that corresponds to the project identification number and/or document number combination you entered.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new PAF document schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.

[PF-4] Allows you to modify the PAF document schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" stage, the Program Office user has the responsibility to update the record.

[PF-16] Allows you to "transfer" from the **PAF Schedule Record Data Entry Screen** to the **Project Authorization Controls Screen,** where you can enter the authorization amounts planned for the project for the current fiscal year, as described in the PAF document.

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Congressional Notification (CN) Schedule Record Data Entry Screen

AID/Washington uses the Congressional Notification - Advice of Program Change/Substantive (AOPC/S) document to notify Congress of new bureau projects and/or recent modifications to on-going projects that will impact the appropriation accounts and obligations. The **CN Schedule Record Data Entry Screen** allows you to enter and track the schedule information so that the CN document is forwarded through the approval process at the correct time in the project life cycle. To access this screen, at the **Project Document Menu**, press the [PF-6] key. The following screen will appear:

```
U004145D                       U.S.A.I.D. PMIS                          91/10/08
STPO                      CONGRESSIONAL NOTIFICATION                    01 OF 03
  ORG NO:  136033
 PROJ ID:      -   .     PROJ-TITLE:

         DOCUMENT TYPE CODE:  APS   CN    ADVICE OF CHANGE (SUBSTANCE)
            DOCUMENT NUMBER:
       PGM OFFICE DUE MONTH:  00          SUBMITTED TO PO DATE:
 REMARKS:

            DOCUMENT STATUS:
       DOCUMENT STATUS DATE:
                              FWD/RECV                CLEAR/APRV
                 PGM OFFICE:
            AGENCY DIRECTOR:
                        SAA:
                GEN COUNSEL:
                        PPC:
                        LEG:
                   CONGRESS:                 CONGRESSIONAL HOLD (Y/N):

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21(SHIFT/PF5)=DELETE; PF16=TFR PROJ LVL
```

☞ *NOTE:* *In accordance with OYB control procedures, a CN document must be scheduled before a new appropriation account and amount can be added to the project's OYB record.*

If you look carefully, you will see that the fields on the **CN Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.**

As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete CN document schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.** Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field.

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- **Add or Modify CN Project Level CP Controls Record**

Notice the [PF-16] key listed at the bottom of the screen. As on the CN **Schedule Record Data Entry Screen,** you have the capability to move or "transfer" to a related screen, the **Project Level CP Controls Screen.** Since the CN document details the appropriation control amounts planned for the life of the project, after successfully adding the CN Schedule Record, you can "transfer" to the **Project Level CP Controls Screen** where you can enter the appropriation control information.

To access the **Project Level CP Controls Screen,** at the **CN Schedule Record Data Entry Screen** shown on the previous page, press the [PF-16] (TFR PROJ LVL) key. The following screen will appear:

```
U004190D                      U.S.A.I.D. P M I S                         91/10/23
STPO                       CONGRESSIONAL NOTIFICATION                    02 OF 03
                            (PROJECT LEVEL CP CONTROLS)
 ORG NO: 136033
 PROJ ID:    -    .       PROJ TITLE:
    DOC TYPE CODE: APS       DOC NO:
  CP FINAL FY OF OBLIGATION : 0000
 CP WAITING PERIOD END DATE :              CONGRESSIONAL HOLD (Y/N) :
APRP      AUTH-              CP LOP        CP LOP      CP LOP       CP WAIT    CP
CODE      CEILING         PRPS AMOUNT      SOURCE      SOURCE DT    END DT    HOLD
             0.00              0.00
             0.00              0.00
             0.00              0.00
             0.00              0.00
             0.00              0.00
             0.00              0.00
             0.00              0.00
             0.00              0.00

ENTER = BROWSE;   PF3 = ADD;   PF4 = MOD;   F16 = TRANSFER TO CNFY
DC960041 PROJECT & DOC ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

☞ NOTE: *Only Program Office users can add or modify data on this screen, and then, only for "approved" (80) CN Schedule Records.*

Notice that the system has automatically entered the project identification number, the project title, the document type code and the document number, as shown on the previous screen. Now, you can enter the life of project authorization amounts shown in the CN.

Congress has 15 days after receiving the CN document to appropriate funds for the project. The waiting period end date indicates the day on which funds should be obligated for the project unless there is a hold placed on the funds. PMIS will automatically calculate the CP WAIT PERIOD END DATE based on the CONGRESS FWD DT entered in the CN Schedule Document record.

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• Add or Modify CN Project Level CP Controls Record (Cont'd)

When you have entered all of the information, press either the [PF-3] key to add a Project Level CP Controls record to the database or press the [PF-4] key to modify an existing record. If the system was able to successfully add the authorization control record to the database or modify an existing record, you will see a message confirming this.

Notice the [PF-16] key listed at the bottom of the screen. Like on the CN Project Level CP Controls Screen, you have the capability to move or "transfer" to another related screen, the CN Fiscal Year CP Controls Screen. Since the CN document also details the appropriation control amounts planned for the current fiscal year for the project, after successfully adding the CN Schedule Record, you can "transfer" to the CN Fiscal Year CP Controls Screen where you can enter the appropriation control information.

When you have successfully added the life of project authorization amounts on the CN Project Level CP Controls Screen, press the [PF-16] key to transfer to the CN Fiscal Year CP Controls Screen. The following screen will appear:

```
U004190D                     U.S.A.I.D.  P M I S                          92/09/22
STPO                     CONGRESSIONAL NOTIFICATION                       02 OF 03
                          (PROJECT LEVEL CP CONTROLS)
 ORG NO: 169100
 PROJ ID:   -   .      PROJ TITLE:
     DOC TYPE CODE: APS     DOC NO:

 CP FINAL FY OF OBLIGATION : 0000
 CP WAITING PERIOD END DATE :              CONGRESSIONAL HOLD (Y/N) :

APRP     AUTH-           CP LOP          CP LOP      CP LOP     CP WAIT   CP
CODE     CEILING       PRPS AMOUNT       SOURCE     SOURCE DT   END DT   HOLD
                 0.00           0.00
                 0.00           0.00
                 0.00           0.00
                 0.00           0.00
                 0.00           0.00
                 0.00           0.00
                 0.00           0.00
                 0.00           0.00
 ENTER = BROWSE;   PF3 = ADD;   PF4 = MOD;   F16 = TRANSFER TO CNFY
DC960041 PROJECT & DOC ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

Remember that only Program Office users can add or modify data on this screen, and then only for "approved" (80) CN documents.

Notice that the system has automatically entered the project identification number, the project title, the document type code and the document number, as shown on the previous screen. Now, you can enter the appropriation amounts shown in the CN for the project for the current fiscal year.

Ӌ

- **Add or Modify CN Fiscal Year CP Controls Record (Cont'd)**

Congress has 15 days after receiving the CN to appropriate funds for the project. The waiting period end date indicates the day on which funds should be obligated for the project unless there is a hold placed on the funds. PMIS will automatically calculate the CP WAIT PERIOD END DATE based on the CONGRESS FWD DT entered in the CN Document Schedule record.

When you have entered all of the information, press the [PF-3] key to add the record to the database or [PF-4] to modify an existing record. After the system processes the information, press the [PF-9] key to return to the **Project Document Menu.**

PF-KEYS ON THE CONGRESSIONAL NOTIFICATION (CN) SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵] Allows you to browse or view the CN document schedule record that corresponds to the project identification number you entered in the PROJ ID field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new CN document schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, the Technical Office user cannot enter any data for the record.

[PF-4] Allows you to modify the CN document schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" stage, the Program Office user has the responsibility to update the record.

[PF-16] Allows you to move from the **CN Schedule Record Data Entry Screen** to the **CN Project CP Levels Control Screen,** on which you can enter the authorization amounts planned for the life of the project, as described in the CN document.

On the **CN Project CP Levels Control Screen,** this key allows you to access the **CN Fiscal Year CP Controls Screens** where you can enter the authorization information planned for the project for the current fiscal year, as described in the CN document.

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Technical Notification (TN) Schedule Record Data Entry Screen

AID/Washington uses the Technical Notification (TN) - Advice of Program Change/Technical (AOPC/T) to notify Congress of modifications to on-going projects that will impact the appropriation accounts and the obligations for a particular fiscal year.

The **TN Schedule Data Entry Screen** allows you to enter and track the schedule information so that the TN is forwarded through the approval process at the correct time in the life cycle of the project.

To access the **TN Schedule Record Data Entry Screen,** at the **Project Document Menu,** press the [PF-11] key. The following screen will appear.

```
U004150D                    U.S.A.I.D. PMIS                          91/10/08
STPO                     TECHNICAL NOTIFICATION                      01 OF 02
 ORG NO:  136033

PROJ ID:     -   .    PROJ-TITLE:
        DOCUMENT TYPE CODE:  APT    TN     ADVICE OF CHANGE (TECHNICAL)
           DOCUMENT NUMBER:
       PGM OFFICE DUE MONTH:               SUBMITTED TO PO DATE:
 REMARKS:

           DOCUMENT STATUS:
      DOCUMENT STATUS DATE:
                             FWD/RECV                CLEAR/APRV
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:
               GEN COUNSEL:
                       PPC:
                       LEG:
                  CONGRESS:                CONGRESSIONAL HOLD (Y/N):

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21(SHIFT/PF5)=DELETE; PF16=TFR TO TNFY
```

☞ *NOTE:* *In accordance with OYB control procedures, a TN document must be processed before an OYB amount can be approved that exceeds the project's CP appropriation amount for the current fiscal year by more than 10%.*

If you look carefully, you will see that the fields on the **TN Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.**

Technical Notification (TN) Schedule Record Data Entry Screen (Cont'd)

As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete TN document schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.** Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field.

- ### Add or Modify TN Fiscal Year CP Controls Record

  Notice the [PF-16] key listed at the bottom of the screen. As on the TN **Schedule Record Data Entry Screen,** you have the capability to move or "transfer" to a related screen, the **Fiscal Year CP Controls Screen.** Since the TN document details the changes in the funding levels of a project for the current fiscal year, after successfully adding the TN schedule record, you can "transfer" to the **Fiscal Year CP Controls Screen** where you can enter the funding level information.

  To access the Fiscal Year CP Controls Screen, at the TN **Schedule Record Data Entry Screen** shown on the previous page, press the [PF-16] (TFR TO TNFY) key. The following screen will appear:

```
U004410D                    U.S.A.I.D.  P M I S                          92/09/22
STPO                        TECHNICAL NOTIFICATION                       01 OF 01
 ORG NO: 169100             (FISCAL YEAR CP CONTROLS)

 PROJ ID:    -   .          PROJ TITLE:
 DOC TYPE CODE: APT             DOC NO:                FISCAL YEAR:  0000
C - - - - - - - - - - - - - APPROPRIATION LEVEL - - - - - - - - - - - - - - - H
O   S     ORIG           CURRENT        PROPOSED      CP    CONGRESS    CP    O
D   T      CP               CP             CP       AMOUNT  FORWARD  WAIT END L
E   S    AMOUNT           AMOUNT         AMOUNT     SOURCE    DATE     DATE   D
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
                   0.00           0.00           0.00
  ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY
DC960041 PROJECT & DOCUMENT ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

  Notice that the system has automatically entered the project identification number, the project title, the document type code and the document number, as shown on the previous screen. Now, you can enter the appropriation amounts shown in the TN for the project for the current fiscal year.

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- **Add or Modify TN Fiscal Year CP Controls Record (Cont'd)**

  When you have entered all of the information, press the [PF-3] key to add the record to the database or the [PF-4] key to modify an existing record. When the system finishes processing the information, press the [PF-9] key to return to the **Project Document Menu.**

PF-KEYS ON THE TECHNICAL NOTIFICATION (TN) SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵]	Allows you to browse or view the TN document schedule record that corresponds to the project identification number you entered in the PROJ ID field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new TN schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.
[PF-4]	Allows you to modify the TN schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" (01) stage, the Program Office user has the responsibility to update the record.
[PF-16]	Allows you to "transfer" from the **TN Schedule Record Data Entry Screen** to the **TN Fiscal Year CP Controls Screen,** on which you can enter the appropriation amounts for the current fiscal year for the project as outlined in the TN document.

Project Evaluation Summary (PES) Schedule Record Data Entry Screen

The Project Evaluation Summary (PES) document summarizes the progress of a project and highlights any problems, action decisions, and unresolved issues associated with the project. Project evaluations occur on a regularly scheduled basis throughout the life of the project, as identified in the Project Paper.

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Project Evaluation Summary (PES) Schedule Record Data Entry Screen (Cont'd)

The **PES Schedule Record Data Entry Screen** allows you to enter and track schedule information so that the PES document is forwarded through the approval process at the correct time in the project life cycle. To access the screen, at the **Project Document Menu**, press the [PF-12] key. The following screen will appear:

```
U004155D                     U.S.A.I.D. PMIS                          91/10/08
STPO                    PROJECT EVALUATION SUMMARY
ORG NO:  136033                                                       01 OF 01

PROJ ID:    -    .      PROJ TITLE:

      DOCUMENT TYPE CODE:  PES   PES    PROJECT EVALUATION SUMMARY
         DOCUMENT NUMBER:
   PGM OFFICE DUE MONTH:  00           OFC DIRECTOR CLEAR DATE:
 REMARKS:

           DOCUMENT STATUS:
    DOCUMENT STATUS DATE:
                            FWD/RECV               CLEAR/APRV
                              DATE                    DATE
                 PGM OFFICE:
                 CDIE (PPC):
DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD

ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

If you look carefully, you will see that the fields on the **PES Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.** As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete PES document schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.**

Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field. The add, modify, and delete actions are discussed in detail in the **Concept Paper Schedule Record Data Entry Screen** section of this manual, beginning on page 28.

PF-KEYS ON THE PROJECT EVALUATION SUMMARY (PES) SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵]	Allows you to browse or view the PES document schedule record that corresponds to the project identification number you entered in the PROJ ID field.

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PF-KEYS ON THE PROJECT EVALUATION SUMMARY (PES) SCHEDULE RECORD DATA ENTRY SCREEN (Cont'd)

[ENTER ↵] (Cont'd) — If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] — Allows you to add the new PES document schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.

[PF-4] — Allows you to modify the PES document schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" stage, the Program Office user updates the record.

Miscellaneous Project Document Schedule Record Data Entry Screen

This option provides the user a place to enter, schedule, and track any of the other kinds of documents that may be issued during the life of a project. These documents include may action memos, waivers, and small activity proposals.

To access the **Project Document Approval (MISC) Schedule Record Data Entry Screen,** at the **Project Document Menu,** press the [PF-13] key. The screen shown on the next page will appear.

```
U0041600                     U.S.A.I.D. PMIS                              91/10/08
STPO                  PROJECT DOCUMENT APPROVAL (MISC)
 ORG NO:  136033                                                          01 OF 02
 PROJ ID:     -       PROJ TITLE:
        DOCUMENT TYPE CODE:
           DOCUMENT NUMBER:                    AMENDMENT NUMBER:  00
      PGM OFFICE DUE MONTH:  00              SUBMITTED TO PO DATE:
 REMARKS:

           DOCUMENT STATUS:
      DOCUMENT STATUS DATE:
                             FWD/RECV                 CLEAR/APRV
                               DATE                     BY DATE
              GENL COUNSEL:
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:
                       PPC:
        AID ADMINISTRATOR:
DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

Miscellaneous Project Document Schedule Record Data Entry Screen (Cont'd)

If you look carefully, you will see that the fields on the **Project Document Approval (MISC) Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.** As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete miscellaneous document schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.**

Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field. The add, modify, and delete actions are discussed in detail in the **Concept Paper Schedule Record Data Entry Screen** section of this manual.

PF-KEYS ON THE PROJECT DOCUMENT APPROVAL (MISC) SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵]	Allows you to browse or view the miscellaneous document schedule record that corresponds to the project identification number you entered in the PROJ ID field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new miscellaneous document schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.
[PF-4]	Allows you to modify the miscellaneous document schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" (01) stage, the Program Office user has the responsibility to update the record.

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PF-KEYS ON THE PROJECT DECISION PAPER (PDP) SCHEDULE RECORD DATA ENTRY SCREEN (Cont'd)

[ENTER ↵] (Cont'd)	If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new PDP document schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.
[PF-4]	Allows you to modify the PDP document schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" stage, the Program Office user updates the record.

Project Memorandum Schedule Record Data Entry Screen

The Project Memorandum is a document that is used as a substitute for USAID Project Papers. The **Project Memorandum Schedule Record Data Entry Screen** allows you to enter and track schedule information so that the PDP document is forwarded through the approval process at the correct time in the project life cycle. To access the screen, at the **Project Document Menu**, press [PF-15]. The following screen will appear:

```
U0041380                   U.S.A.I.D.  P M I S                        92/08/31
STPO                         PROJECT MEMORANDUM
ORG NO:                                                               01 OF 01

 PROJ ID:      -    .     PROJ TITLE:

        DOCUMENT TYPE CODE:  PM
          DOCUMENT NUMBER:
      PGM OFFICE DUE MONTH:  00          SUBMITTED TO PO DATE:
REMARKS:

            DOCUMENT STATUS:
      DOCUMENT STATUS DATE:
                              FWD/RECV                  CLEAR/APRV
                                DATE                       DATE
                 PGM OFFICE:
           AGENCY DIRECTOR:
                        SAA:
         AID ADMINISTRATOR:
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

Project Decision Paper (PDP) Schedule Record Data Entry Screen

The Project Decision Paper (PDP) is a brief conceptual statement outlining a new project proposal; this paper is equivalent to the PID. The **PDP Schedule Record Data Entry Screen** allows you to enter and track schedule information so that the PDP document is forwarded through the approval process at the correct time in the project life cycle. To access the screen, at the **Project Document Menu**, press [PF-14]. The following screen will appear:

```
U0041330                    U.S.A.I.D.  P M I S                          92/08/31
STPO                        PROJECT DECISION PAPER
ORG NO: 169100                                                           01 OF 01

 PROJ ID:     -    .     PROJ TITLE:

        DOCUMENT TYPE CODE:  PDP    PROJ DEC PAPER
           DOCUMENT NUMBER:
      PGM OFFICE DUE MONTH:  00           SUBMITTED TO PO DATE:
 REMARKS:

           DOCUMENT STATUS:
      DOCUMENT STATUS DATE:
                               FWD/RECV                 CLEAR/APRV
                                 DATE                      DATE
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:
DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
   ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

If you look carefully, you will see that the fields on the **PDP Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.** As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete PDP document schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.**

Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field. The add, modify, and delete actions are discussed in detail in the **Concept Paper Schedule Record Data Entry Screen** section of this manual, beginning on page 28.

PF-KEYS ON THE PROJECT DECISION PAPER (PDP) SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↵]	Allows you to browse or view the PDP document schedule record that corresponds to the project identification number you entered in the PROJ ID field.

Project Memorandum Schedule Record Data Entry Screen (Cont'd)

If you look carefully, you will see that the fields on the **Project Memorandum Schedule Record Data Entry Screen** are the same as the fields on the **Concept Paper Schedule Record Data Entry Screen.** As you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you are able to browse, add, modify, and/or delete Project Memorandum schedule records, just as from the **Concept Paper Schedule Record Data Entry Screen.**

Before you press any of these keys to access an action, you must first enter a project identification number in the PROJ ID field. The add, modify, and delete actions are discussed in detail in the **Concept Paper Schedule Record Data Entry Screen** section of this manual, beginning on page 28.

PF-KEYS ON THE PROJECT MEMORANDUM SCHEDULE RECORD DATA ENTRY SCREEN

[ENTER ↩]	Allows you to browse or view the Project Memorandum schedule record that corresponds to the project identification number you entered in the PROJ ID field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT DOCUMENT RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new Project Memorandum schedule record to the database. Remember that, if the document is no longer in the "planning" (01) stage, Technical Office users cannot enter any data for the record.
[PF-4]	Allows you to modify the Project Memorandum schedule record. Remember that the Technical Office user can modify any field above the REMARKS field, while the document is in the "planning" (01) stage only. After the document has moved beyond the "planning" stage, the Program Office user updates the record.

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PROJECT AUTHORIZATION CONTROLS

The **Project Authorization Controls Screen** allows you to establish the authorization controls for each appropriation code to be used to fund a particular project. The information for this screen comes from the PAF document, which is the document that shows that AID/Washington has approved the project and has authorized funding to support it.

To access the **Project Authorization Controls Screen,** at the **Project Life Cycle Menu,** press the [PF-4] key. The following screen will appear:

```
U0041800                  U.S.A.I.D. PMIS                     91/10/08
STPO                   PROJECT AUTHORIZATION CONTROLS   ORG NO: 136033
                                                        PROJ ID:   -
PROJ TITLE:

 DOC TYPE CODE: PAF     DOC NO:           AMDMT NO: 00
APRP APRP     CEILING       APRP AUTH APRP  APRP     CEILING        APRP AUTH
 CODE STS      AMOUNT        IND(Y/N)  CODE  STS      AMOUNT          IND(Y/N)
                        0.00                                     0.00
                        0.00                                     0.00
                        0.00                                     0.00
                        0.00                                     0.00
          TOTAL AUTH AMT:         .00        BUYIN CEILING AMT:  0.00
        NMBR AUTH YRS: 00                SOURCE ORIGIN CODE:
     PROJ ASST CPL DT:                     PACD LAST AUTH DT:
 OBLGTN INITIAL YR/MO: 000000              PROJECT AUTH. DATE:
        AUTHORIZATION FY :                CURRENT PAF APRV DATE:
   FINAL FY OF OBLIGATION: 0000             PROJECT CONSTRAINTS:

ENTER = BROWSE;   PF3 = ADD;   PF4 = MODIFY
DC960041 PROJECT & DOC ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

☞ NOTE: *You may also access this screen immediately after adding the PAF schedule record by pressing the* [PF-16] *"Transfer" key on the* ***PAF Schedule Record Data Entry Screen.***

If you choose to enter the authorization controls record immediately after entering the PAF schedule record, you do not have to enter the authorization controls record key information using this screen.

The first thing you are required to do when you access this screen is to enter the project identification number, document number, and amendment number associated with the project authorization controls record in the appropriate fields. Once you enter this number, as you can see from the PF-Keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify and/or delete project authorization controls records using this screen.

PROJECT AUTHORIZATION CONTROLS (Cont'd)

Remember that the Program Office has the responsibility of creating and updating the project authorization controls record for a new project. The authorization controls records can be updated only when the PAF document has been approved and PAF schedule record has been updated to show this status. To make modifications to the authorization controls record, you will have to access the **Project Authorization Controls Screen** by first accessing the **PAF Schedule Record Data Entry Screen** ([PF-5] on the Project Document Menu). Then, use the [PF-16] key to "transfer" to the **Project Authorization Controls Screen.**

PF-KEYS ON THE PROJECT AUTHORIZATION CONTROLS SCREEN

[ENTER ↵]	Allows you to browse or view the project authorization controls record that corresponds to the project identification number you entered in the PROJ ID field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PROJECT AUTHORIZATION CONTROLS RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new project authorization controls record to the database.
[PF-4]	Allows you to modify the project authorization controls record. Remember that the Program Office user has the ability to modify information only if the PAF document has been approved and this status updated in the PAF schedule record.

- **Add Project Authorization Controls Record**

  The PAF document, in part, shows the appropriation accounts that will be used to fund the project and proposed dollar amounts to be appropriated. It is these appropriation account amounts that you will enter as the appropriation controls record.

☞ *NOTE:* *The PAF document must be approved before you can add a project authorization controls record for the project.*

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- **Add Project Authorization Controls Record (Cont'd)**

To add an authorization controls record to the database, you may access the Project Authorization Control Screen from either the **Project Life Cycle Menu** or from the **PAF Schedule Record Data Entry Screen.** From the **Project Life Cycle Menu,** press the [PF-4] key.

From the **PAF Schedule Record Data Entry Screen,** after adding the PAF document record, press the [PF-16] "Transfer" key. Either way, you choose to access it, the screen shown on page 52 will appear.

If it does not already appear in the PROJ ID field on this screen, you will begin by entering the project identification number associated with the authorization controls record you want to add. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that an authorization controls record does not already exist for the project identification number you entered.

If an authorization controls record does not exist in the database, you will see the message "DC960038 PROJECT AUTHORIZATION CONTROLS RECORD NOT FOUND"; you can now enter the remaining information to define the record.

First, enter the 2-character appropriation code, proposed in the PAF document to be used to fund the project. Refer to Appendix B for a list of the valid appropriation codes. Next, indicate the status of the appropriation; valid entries include:

01	=	Planned;
02	=	PAF issued;
03	=	CN issued; and
04	=	both PAF and CN or TN issued.

In the CEILING AMOUNT field, indicate the highest level of funding available during the current fiscal year for each appropriation account listed. In the APRP AUTH IND(Y/N) field, indicate whether or not the PAF document authorizes use of each appropriation account at this time.

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 BRIGHT APRP RECORD WAS PROCESSED SUCCESSFULLY" on your screen.

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- **Add Project Authorization Controls Record (Cont'd)**

To add another new project authorization controls record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

- **Modify Project Authorization Controls Screen**

The modify action allows Technical Office users to update the information contained in the project authorization controls record. Remember that the project authorization controls records *can only be modified if the PAF document has been approved and the PAF schedule record has been updated to reflect this status.*

To modify a project authorization controls record, you must access the **Project Authorization Controls Data Entry Screen** from the **PAF Schedule Record Data Entry Screen.** Accessing the screen in this way gives you a chance to check the status of the PAF document to make sure that it has been approved; you can also modify the document status now, if necessary.

On the **PAF Schedule Record Data Entry Screen,** enter the project identification number associated with the PAF schedule record you want to modify and press the [ENTER↵] key to retrieve the record. If the system is able to locate a PAF document matching the project identification number you entered, that record will appear on your screen. Check to make sure that both the project identification number and the appropriate document number appear in the record. Then, press the [PF-16] key to "transfer" to the **Project Authorization Controls Screen.**

Once you have accessed the **Project Authorization Controls Screen,** you will see the message "PROCEED WITH MODIFICATIONS AS NEEDED." Make the necessary modifications by typing over the old information with the new information.

☞ NOTE: *If you need to add another appropriation account code for the project, the system considers this action to be an "add" operation rather than a "modify" operation. So, if you add an appropriation code, remember to press the [PF-3] key to add that piece of information to the record.*

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- **Modify Project Authorization Controls Screen (Cont'd)**

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 MODIFY PROJCNTL RECORD PROCESSED SUCCESSFULLY" on your screen.

- **Delete Project Authorization Control Records**

The delete action allows Technical Office users to remove project authorization records from the database. To delete a project authorization controls record, you must first retrieve the record using the browse action.

To begin, enter the project identification number associated with the record you want to delete in the PROJ ID field on the **Project Authorization Controls Screen.** Then, press the [ENTER ↵] key to retrieve the record.

If the system is able to locate a project authorization controls record that corresponds to the project identification number you entered, that record will appear on your screen. Check the project identification number to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 PROJCNTL RECORD DELETED SUCCESSFULLY".

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PROJECT LEVEL CP CONTROLS INFORMATION

The **Project Level CP Controls Screen** allows Program Office users to track the funding levels, as proposed in the Congressional Notification (CN) document, for the life of the project. By tracking this information, the users can ensure that the funding level requested for the project is not exceeded at any time during the life of the project, including the ABS, OYB, CP and implementation processes.

To access the **Project Level CP Controls Screen**, at the **Project Life Cycle Menu**, press the [PF-5] key. The following screen will appear:

```
U0041900                       U.S.A.I.D. PMIS                        91/10/08
STPO                      CONGRESSIONAL NOTIFICATION                  02 OF 03
                          (PROJECT LEVEL CP CONTROLS)
 ORG NO: 136033
 PROJ ID:   -   .         PROJ TITLE:

    DOC TYPE CODE: APS     DOC NO:
CP FINAL FY OF OBLIGATION : 0000
CP WAITING PERIOD END DATE :                CONGRESSIONAL HOLD (Y/N) :

APRP      AUTH-             CP LOP        CP LOP     CP LOP     CP WAIT   CP
CODE     CEILING          PRPS AMOUNT     SOURCE    SOURCE DT   END DT   HOLD
              0.00              0.00
              0.00              0.00
              0.00              0.00
              0.00              0.00
              0.00              0.00
              0.00              0.00
              0.00              0.00
              0.00              0.00

ENTER = BROWSE;   PF3 = ADD;   PF4 = MOD;   F16 = TRANSFER TO CNFY
DC960041 PROJECT & DOC ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

NOTES: (1) *You may also access this screen immediately after adding the CN schedule record by pressing the* [PF-16] *"Transfer" key on the CN* ***Schedule Record Data Entry Screen.***

If you choose to enter the life of project funding level controls record immediately after entering the CN document schedule record, you do not have to enter the key information for the life of project funding level controls record using this screen.

(2) *This screen contains information from the latest CN document; information from previous CN documents will be overwritten as updates are made.*

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PROJECT LEVEL CP CONTROLS INFORMATION (Cont'd)

The first thing you are required to do when you access this screen is to enter the project identification number of the project for which you need to view or enter funding level controls in the PROJ ID field. Once you enter this number, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify and/or delete project level CP controls records using this screen.

After you have enter the life of the project level CP controls amounts, you can move to the **Congressional Notification (Fiscal Year CP Controls Screen)** to enter the funding levels for the current fiscal year for the project, using the [PF-16] "Transfer" key. This option is discussed further in the Add Project Level CP Controls Records section of this manual.

PF-KEYS ON THE PROJECT LEVEL CP CONTROLS SCREEN

[ENTER ↵] Allows you to browse or view the record showing the funding levels approved in the CN document for the life of the project that corresponds to the project identification number you entered in the PROJ ID field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 DOCUMENT NUMBER RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new project level CP controls record to the database. The Program Office user enters this record.

[PF-4] Allows you to modify the project level CP controls record. Remember that only the Program Office user has the ability to modify information on this screen.

[PF-16] Allows you to "transfer" from the **Project Level CP Controls Screen** to the **Fiscal Year CP Controls Screen**, on which you can enter the FY funding levels for the project, as defined in the CN document.

- ### Add Project Level CP Controls Record

To move to the **CN Fiscal Year CP Controls Screen** to browse the fiscal year funding levels associated with the project, press the [PF-16] "Transfer" key. When the record appears on your screen, depending on your security classification, you can modify the information shown.

- **Add Project Level CP Controls Record (Cont'd)**

The CN document, in part, shows the impact new projects and changes to ongoing projects will have on the appropriation accounts that will be used to fund the projects over their life cycle. The Project Levels CP Controls record will show each appropriation code that will be used to fund the project as well as the ceiling and proposed amounts for each over the life of the project.

☞ *NOTE:* *The CN document must be approved before you can add a project level CP controls record for the project.*

The add action allows Technical Office users to add a new project level CP controls record to the database. Remember that the project level CP controls records can only be added if the CN document has been approved and the CN schedule record has been updated to reflect this status.

To add a project level CP controls record, you may access the **Project Level CP Control Screen** from either the **Project Life Cycle Menu** or from the **CN Schedule Record Data Entry Screen.** From the Project Life Cycle Menu, press the [PF-5] key. From the CN Schedule Record Data Entry Screen, after adding the CN schedule record, press the [PF-16] "Transfer" key. Either way you choose to access it, the screen shown on page 57 will appear.

In the PROJ ID field on this screen, you will begin by entering the project identification number associated with the project level CP controls record you want to add if it does already appear. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that a project level CP controls record does not already exist for the project identification number you entered.

If you transferred from the **CN Document Schedule Record Data Entry Screen,** you will notice that the system has already entered, using information you entered previously, the project identification number and title; the document type code; and the document number associated with that project identification number. The CP Wait Period End Date and CP Hold Date also will automatically appear on the screen.

You should indicate the final fiscal year of obligation, if available. You can also enter the 2-character code used to identify each appropriation to be used to fund the project; and the proposed funding amounts.

Cd

- **Add Project Level CP Controls Record (Cont'd)**

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 HIGHLIGHTED APPROPRIATION RECORD WAS PROCESSED SUCCESSFULLY" on your screen.

To add another new record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

- **Modify Project Level CP Controls Screen**

The modify action allows Technical Office users to update the project level CP controls record. Remember that the project level CP controls records can only be modified if the CN document has been approved and the CN schedule record has been updated to reflect this status.

To modify a record, you must access the **CN Project Level CP Controls Entry Screen** from the **CN Schedule Record Data Entry Screen.** Accessing the screen in this way gives you a chance to check on the status of the CN document to make sure that it has been approved; you can also modify the document status now, if necessary.

On the **CN Schedule Record Data Entry Screen,** enter the project identification number associated with the CN document schedule record you want to modify and press the [ENTER ↵] key to retrieve the record. If the system is able to locate a project level CP controls record that matches the project identification number you entered, that record will appear on your screen. Check to make sure that both the project identification number and the appropriate document number appears on the screen. Then, press [PF-16] to "transfer" to the **CN Fiscal Year CP Controls Screen.**

Once you have accessed the **CN Fiscal Year CP Controls Data Entry Screen,** you will see the message "PROCEED WITH MODIFICATIONS AS NEEDED." Make the necessary modifications by typing over the old information with the new.

☞ NOTE: *If you need to add another appropriation account code for the project, the system considers this action to be an "add" operation rather than a "modify" operation. So, if you add an appropriation code, remember to press the [PF-3] key to add that piece of data to the record.*

Cd

- **Modify Project Level CP Controls Screen (Cont'd)**

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 BRIGHT APFP RECORD PROCESSED SUCCESSFULLY" on your screen.

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PROJECT/PROGRAM EVALUATION MENU

The **Project/Program Evaluation Menu** allows you to access either "detail" or "summary" information concerning a scheduled project/program evaluation. The "detail" information screen shows the beginning and ending dates for the current evaluation, the fiscal year for the next scheduled evaluation, as well as current funding information for the project/program. The "summary" information screen shows a history of the evaluations that have occurred concerning the project/program, and is a summary of the information contained in the evaluation record. A&E and Program Office users have access to create and modify project/program evaluation records.

To access the **Project/Program Evaluation Menu**, at the **Project Life Cycle Menu**, press [PF-6]. The following screen will appear:

```
DIALOG:                                                        PAGE: 1 OF:  1
   DATE: 92/09/11                                               NEXT PAGE:
                               U.S.A.I.D. P M I S
                        PROJECT/PROGRAM  EVALUATION  MENU
          SEL RESPONSE  FKEY          DESCRIPTION
              PROJEVAL  (PF2)     PROJECT/PROGRAM EVALUATION
              EVALSMRY  (PF3)     PROJECT/PROGRAM EVAL SUMMARY
              PREVMENU  (PF9)     RETURN TO PRIOR MENU
              MAINMENU  (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS  (PA2)     (SHIFT/PF13) LEAVE PMIS

RESPONSE:           SEND DATA-->                                  MODE: STEP
```

From this menu, you are able to access either a "detail" information screen, which shows more details of the evaluation, or a "summary" information screen, which shows summary of the evaluations that have occurred and the remarks; this information is taken from the evaluation record.

To access any of screens from this menu, either:

- press the PF-key corresponding to that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵]; or
- enter the response name, e.g. PROJEVAL, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵].

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PROJECT/PROGRAM EVALUATION MENU (Cont'd)

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table, shown in Appendix A, to determine you access capability to the option shown on the menu. Each of these options will be discussed beginning below.

PF-KEYS ON THE PROJECT/PROGRAM EVALUATION MENU

[PF-2] Accesses the **Project/Program Evaluation Information Screen**, which shows the details of the current evaluation such as dates and some funding information.

[PF-3] Accesses the **Project/Program Evaluation Summary Screen**, which shows a summary of the evaluation history, taken from the Project/Program Evaluation Information "Detail" Screen.

Project/Program Evaluation Information "Detail" Screen

The **Project/Program Evaluation Information Screen** allows A&E users to create and update the project/program evaluation records for the projects/programs in the PMIS database. Using this screen, A&E users can record the beginning and ending date for the current evaluation, as well as some funding information for the project/program. The last evaluation fiscal year reflects the latest completed evaluation, if any. The next evaluation fiscal year reflects the next scheduled evaluation, if any evaluation is scheduled.

To access the **Project/Program Evaluation Information Screen,** at the **Project Evaluation Menu,** press the [PF-2] key. The following screen will appear:

```
U004205D                       U.S.A.I.D. PMIS                          91/10/08
STPO                     PROJECT EVALUATION INFORMATION

 ORG NO:  136033
 PROJ ID:     -    .      PROJ TITLE:

EVALUATION START YYYYMM:                 EVALUATION CMPLT YYYYMM:
    LAST EVALUATION FY:     0000             NEXT EVALUATION FY:  0000
        EVALUATION TYPE:
      EVALUATION STATUS:
 EVALUATION STATUS DATE:
       OE FUNDING (Y/N):                    OE FUNDING AMT:                 0.00
      PGM FUNDING (Y/N):
   PGM FUNDING PROJ ID: 1.       -    .          2.    -    .
       PGM FUNDING AMT: 1.          0.00         2.         0.00
 PROCUREMENT MECHANISM:               EVAL RPT DT:               PES DT:
  EVAL PURPOSE:
  REMARKS:

DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21(SHIFT/PF5) = DELETE
```

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Project/Program Evaluation Information "Detail" Screen (Cont'd)

The first thing you are required to do when you access this screen is to enter, in the PROJ ID field, the project identification number of the project/program whose evaluation record you want to access. Once you enter this number, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify and/or delete project/program evaluation records using this screen.

PF-KEYS ON THE PROJECT/PROGRAM EVALUATION INFORMATION "DETAIL" SCREEN

[ENTER ↵] Allows you to browse or view the project/program evaluation record that corresponds to the project identification number you entered in the PROJ ID field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 EVALUATION RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new project/program evaluation record to the database.

[PF-4] Allows you to modify the project/program evaluation record. Remember that only A&E and Program Office users have the ability to modify information in the record.

- ### Add Project/Program Evaluation Record

  The project/program evaluation "detail" screen shows the date of the most current evaluation, the date of the next scheduled evaluation, and some funding data gathered during the evaluation.

  To add a new project/program evaluation record to the database, from the **Project/Program Evaluation Information Screen**, you must first enter the organization code and the project identification number associated with the project/program for which you want to enter an evaluation record in the PROJ ID field. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that there is not a project/program evaluation record for the project identification number you entered.

de

- **Add Project/Program Evaluation Record (Cont'd)**

If there is not a project/program evaluation record for that project identification number already in the database, you will see the message "DC960038 EVALUATION RECORD NOT FOUND"; you can now enter the remaining information to define the record. Using the information provided in the Project/Program Evaluation Summary document, indicate whether the evaluation record is associated with the project identification number you entered; if the evaluation is not related to the project identification number, it is known as a program evaluation. Enter the completion year and quarter for the current evaluation. Next, enter the completion year and month and the next quarter in which an evaluation is scheduled.

Enter the evaluation type code and the evaluation status code. Then, enter the current funding information. Next, notice the Purpose, Findings, Lessons Learned, and the Recommendations fields near the bottom of the screen. For these fields, you will indicate, by placing a Y or N in the field, whether or not these elements are a part of the evaluation record you are entering here. If you indicate that these elements are a part of the record, when you press the [PF-3] key to add the evaluation record, you will access one free text screen for each option indicated on which you can enter the associated text.

When you have entered all of the information on the **Project/Program Evaluation Information Screen**, press the [PF-3] key to add the record to the database. When you press [PF-3], depending on which options (purpose, findings, lessons learned, and/or recommendations) were a part of the audit report, the first free text screen will appear.

As an example, on the evaluation screen shown on page 63, suppose you indicate by placing a **Y** in each field, that the evaluation record should contain text showing the purpose, the findings, the lessons learned, and the resulting recommendations. When you press [PF-3], the first free text screen, as shown below, will appear where you can enter the evaluation purpose.

```
U0042060                 U.S.A.I.D.  P M I S                     92/09/11
STPO                SUPPLEMENTAL TEXT PROCESSOR
                  EPSE  EVALUATION PURPOSE
               NOTE: "#D" IN POSITIONS 1 - 2 DELETE TEXT LINE
     0010
     0020
     0030
     0040
     0050
     0060
     0070
     0080
     0090
 ENTER=UPDATE TEXT; PF7/PF8=SCROLL UP/DOWN; PF16=RETURN
```

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- **Add Project/Program Evaluation Information Records (Cont'd)**

On each line of the free text screens, you can enter up to 60 characters of text. Type in the evaluation purpose text. To delete a line of text, move the cursor to the beginning of the line that you want to delete. Then, in the first two spaces of the line, type the characters **#D**. These characters will mark the line for deletion. When you have entered all of the text for the purpose, press [ENTER ↵] to save the text. To scroll to the next free text screen, which is shown below, press [PF-16].

```
U0042060                 U.S.A.I.D.  P M I S                    92/09/11
STPO                 SUPPLEMENTAL TEXT PROCESSOR
                   EFND  EVALUATION FINDINGS
                 NOTE: "#D" IN POSITIONS 1 - 2 DELETE TEXT LINE
      0010
      0020
      0030
      0040
      0050
      0060
      0070
      0080
      0090
      0100
      0110
      0120
      0130
      0140
      0150
      0160
 ENTER=UPDATE TEXT; PF7/PF8=SCROLL UP/DOWN; PF16=RETURN
```

On this text screen, type in the findings as a result of the evaluation. When you have entered all of the text, press [ENTER ↵] to save it. Then, press [PF-16] to scroll to the next free text screen, which is shown below.

```
U0042060                 U.S.A.I.D.  P M I S                    92/09/11
STPO                 SUPPLEMENTAL TEXT PROCESSOR
                   ELSN  EVALUATION LESSONS LEARNED
                 NOTE: "#D" IN POSITIONS 1 - 2 DELETE TEXT LINE
      0010
      0020
      0030
      0040
      0050
      0060
      0070
      0080
      0090
 ENTER=UPDATE TEXT; PF7/PF8=SCROLL UP/DOWN; PF16=RETURN
```

On this text screen, type in the AID response to the auditing agency's findings. When you have entered all of the text, press [ENTER ↵] to save it. Then, press [PF-16] to scroll to the next free text screen, which is shown on the next page.

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- **Add Project/Program Evaluation Information Records (Cont'd)**

```
U0042200                  U.S.A.I.D.  P M I S                              92/09/08
STPO                  EVALUATION/AUDIT RECOMMENDATIONS
 ORG NO: 169100
RECOMMENDATION :  TYPE:  AUDT    NO:   1         STATUS:
RECOMMENDATIONS:


 ACTION OFFICE:               ACTION OFFICER:
 ACTION DUE DATE:                ACTION DATE:
 ACTION TAKEN:

DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
PF3=ADD, PF4=MODIFY, PF21=DELETE, PF16=RETURN
```

On this text screen, type in the recommendations for actions to be taken as a result of the evaluation. Also, type in the action office, action officer, and the action due date. When you have entered all of the information, press [ENTER ↵] to save it. Then, press [PF-16] to return to the **Project/Program Evaluation Information Screen.**

To add another new record to the database, move the cursor to the PROJ NO field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

- **Modify Project/Program Evaluation Information Records**

The modify action allows A&E and Program Office users to update the project/program evaluation information records. To modify a record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to modify in the PROJ ID field. Press the [ENTER ↵] key to retrieve the record. When the record appears on your screen, make the necessary modifications by typing over the old information with the new information.

To access the free text screens associated with the evaluation record, when you have modified all of the information for the **Project/Program Evaluation Information Screen,** press the [PF-4] key. The first free text screen associated with the record will appear. To modify the information on this screen, simply type over the existing text with the new text. Remember, to delete a lint of text, move the cursor to that line and type the characters **#D** in the first two spaces of that line.

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- **Modify Project/Program Evaluation Information Records (Cont'd)**

When you have modified the text, press [ENTER ↵] to save the changes. To move to the next free text screen, press [PF-16]. Continue to follow this procedure until you have scrolled through all of the free text screens and are returned to the **Project/Program Evaluation Information Screen.**

- **Delete Project/Program Evaluation Information Records**

The delete action allows Program Office users to remove the project/program evaluation information records from the database. To delete a project/program evaluation information record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to delete in the PROJ ID field. Press the [ENTER ↵] key to retrieve the record.

When the record appears on your screen, check to make sure it is the project/program evaluation information record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 EVALUATION INFORMATION DELETED SUCCESSFULLY".

Project/Program Evaluation Information "Summary" Screen

The **Project/Program Evaluation "Summary" Screen** allows you to view the evaluation history of the project/program. The screen lists each type of evaluation of the project/program and the dates on which these evaluations occurred as well as indicating the date of the report of the evaluation. Also, the first 40 characters found in the REMARKS field in the project/program evaluation "detail" record appear here.

NOTES: (1) *The **Project/Program Evaluation "Summary" Screen** allows you to browse or view the information only. If the information needs to be updated, the updates should be done using the Project/Program Evaluation Information "Detail" Screen.*

(2) *All users who have browse access to the database will have browse access to the project/program evaluation summary records.*

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Project/Program Evaluation Information "Summary" Screen (Cont'd)

To access the **Project/Program Evaluation "Summary" Screen**, at the **Project/Program Evaluation Menu**, press the [PF-3] key. The following screen will appear:

```
U0042100                    U.S.A.I.D.  P M I S                          92/09/11
STPO                      PROJECT EVALUATION SUMMARY                     01 OF 01
 ORG NO: 169100
 PROJ ID:             .    PROJ TITLE:

    LAST EVALUATION FY:                     NEXT EVALUATION FY:

 EVAL     START   EVAL   CPL       REPORT       PES
 TYPE     YYYYMM  STS    YYYYMM     DATE        DATE        REMARKS



DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

In the PROJ ID field, enter the project identification number associated with the project/program whose evaluation record you want to access. Then, press the [ENTER ↵] key. If the system was sable to locate a project/program evaluation "summary" record that matches the project identification number you entered, that record will appear on your screen. Remember that you may only view information on this screen; any updates to the information should be done on the **Project/Program Evaluation Information "Detail" Screen.**

When you have finished viewing the record, to view another record, you can use the [TAB] to move to the PROJ ID field and enter a new project identification number. Or, if you are finished viewing project/program evaluation summary records, press the [PF-9] key to return to the **Project/Program Evaluation Menu.**

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PERFORMANCE AUDIT INFORMATION

The **Performance Audit Information Screen** allows A&E and Program Office users to create and update the audit information record associated with a particular project. Usually, a formal audit is periodically conducted by either the Inspector General's Office (IG) or the General Accounting Office (GAO) and includes a thorough examination of all of the financial accounts associated with a project.

To access the **Performance Audit Information Screen,** at the **Project Life Cycle Menu,** press the [PF-11] key. The following screen will appear:

```
U004220D                  U.S.A.I.D.  P M I S                          92/09/08
 STPO                  PERFORMANCE AUDIT INFORMATION
   ORG NO: 169100

        AUDIT NO:                                  AUDIT YR/MO:
     AUDIT TITLE:
    AUDIT AGENCY:
  AUDIT: STATUS:              STATUS DATE:

 PROJECT RELATED? (Y/N):       PROJECT ID:

        AUDIT PURPOSE:         FINDINGS:        A.I.D. RESPONSE:

       RECOMMENDATIONS:
        SELECT (Y/N):                                "A"=AVAILABLE FOR INPUT

       NOTE: USE "Y" WITH PF3/PF4 TO ADD/MODIFY TEXT AND/OR RECOMMENDATIONS
DC960041 AUDIT NUMBER IS REQUIRED TO PROCESS RECORD
     ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21(SHIFT/PF5) = DELETE
```

The first thing you are required to do when you access this screen is to enter the appropriate organization code and the audit number associated with the audit record you want to access. The audit number represents the unique report number assigned to a particular performance audit by the auditing agency. The audit number can contain up to 25 characters which differ depending on the auditing agency. For **GAO** audits, the format for the audit number will be:

GAO-DDDDD-FY-NNN

where:

• GAO	=	auditing agency
• DDDDD	=	GAO division conducting the audit, e.g., NSIAD
• FY	=	Fiscal Year, e.g., 92 and
• NNN	=	sequential number assigned to report.

PERFORMANCE AUDIT INFORMATION (Cont'd)

The format for an IG audit would be:

O-CCC-FY-NNN[-S]

where:

- O = IG location conducting the audit, e.g., 1 = Tegulcigalpa
- CCC = country code
- FY = Fiscal Year
- NNN = sequential number assigned to report and
- S = optional suffix used for financial audits only where N is Non-Federal and R is Recipient

Once you enter this number, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify and/or delete performance audit information records using this screen.

PF-KEYS ON THE PERFORMANCE AUDIT INFORMATION SCREEN

[ENTER ↵]	Allows you to browse or view the performance audit record that corresponds to the project identification number you entered in the PROJ ID field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 PERFORMANCE AUDIT INFORMATION RECORD NOT FOUND" will appear at the bottom of your screen.
[PF-3]	Allows you to add the new performance audit information record.
[PF-4]	Allows you to modify the performance audit information record. Remember that only A&E and Program Office users have the ability to modify information in the record.

- ### Add Performance Audit Information Records

  The performance audit information record shows the audit number; the year and month that the current audit is taking place; the auditing agency; the audit status; whether or not the audit is related to a specific project; the audit purpose; the audit findings; the AID response to the findings; and recommendations.

- **Add Performance Audit Information Records (Cont'd)**

To add a new performance audit information record to the database, from the **Performance Audit Information Screen**, you must first enter the appropriate organization number and the audit number. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that there is not a performance audit record for the audit number you entered.

If there is not a performance audit information record for that audit number already in the database, you will see the message "DC960038 PERFORMANCE AUDIT RECORD NOT FOUND"; you can now enter the remaining information to define the record.

Using the information provided in the performance audit form, enter the month and year of the current audit; the audit title; the auditing agency; and the audit status. In the Project Related field, indicate whether or not the audit is related to a particular project identification number; if the audit is related to a project, enter the appropriate project identification number.

Next, notice the Audit Purpose, Findings, AID Response, and the Recommendations fields near the bottom of the screen. For these fields, you will indicate, by placing a Y or N in the field, whether or not these elements are a part of the audit record you are entering here. If you indicate that these elements are a part of the record, when you press the [PF-3] key to add the audit record, you will access one free text screen for each option indicated on which you can enter the text associated with that option.

When you have entered all of the information on the **Performance Audit Information Screen**, press the [PF-3] key to add the record to the database. When you press [PF-3], depending on which options (audit purpose, findings, AID response, and/or recommendations) were a part of the audit report, the first free text screen will appear.

As an example, on the audit screen shown on page 70, suppose you indicate by placing a Y in each field, that the audit record should contain text showing the audit purpose,. the findings, the AID response, and the audit recommendations. When you press [PF-3], the first free text screen, as shown at the top of the next page, will appear where you can enter the audit purpose.

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• Add Performance Audit Information Records (Cont'd)

```
U0042200                U.S.A.I.D.  P M I S                    92/09/08
STPO                  SUPPLEMENTAL TEXT PROCESSOR
                    APSE  AUDIT PURPOSE
                 NOTE: "#D" IN POSITIONS 1 - 2 DELETE TEXT LINE
       0010
       0020
       0030
       0040
       0050
       0060
       0070
       0080
       0090
 ENTER=UPDATE TEXT; PF7/PF8=SCROLL UP/DOWN; PF16=RETURN
```

On each line of the free text screens, you can enter up to 60 characters of text. Type in the audit purpose text. To delete a line of text, move the cursor to the beginning of the line that you want to delete. Then, in the first two spaces of the line, type the characters **#D**. These characters will mark the line for deletion. When you have entered all of the text for the audit purpose, press [ENTER ↵] to save the text. To scroll to the next free text screen, which is shown below, press [PF-16].

```
U0042200                U.S.A.I.D.  P M I S                    92/09/08
STPO                  SUPPLEMENTAL TEXT PROCESSOR
                    AFND  AUDIT FINDINGS
                 NOTE: "#D" IN POSITIONS 1 - 2 DELETE TEXT LINE
       0010
       0020
       0030
       0040
       0050
       0060
       0070
       0080
       0090
 ENTER=UPDATE TEXT; PF7/PF8=SCROLL UP/DOWN; PF16=RETURN
```

On this text screen, type in the auditing agency's findings as a result of the audit. When you have entered all of the text, press [ENTER ↵] to save it. Then, press [PF-16] to scroll to the next free text screen, which is shown at the top of the next page.

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• Add Performance Audit Information Records (Cont'd)

```
U0042200                 U.S.A.I.D.  P M I S                    92/09/08
STPO                   SUPPLEMENTAL TEXT PROCESSOR
                     APSE AID RESPONSE
                  NOTE: "#D" IN POSITIONS 1 - 2 DELETE TEXT LINE
        0010
        0020
        0030
        0040
        0050
        0060
        0070
        0080
        0090
 ENTER=UPDATE TEXT; PF7/PF8=SCROLL UP/DOWN; PF16=RETURN
```

On this text screen, type in the AID response to the auditing agency's findings. When you have entered all of the text, press [ENTER ↵] to save it. Then, press [PF-16] to scroll to the next free text screen, which is shown below.

```
U0042200                 U.S.A.I.D.  P M I S                    92/09/08
STPO                EVALUATION/AUDIT RECOMMENDATIONS
 ORG NO: 169100
RECOMMENDATION :  TYPE:  AUDT    NO:   1      STATUS:
RECOMMENDATIONS:

 ACTION OFFICE:                ACTION OFFICER:
 ACTION DUE DATE:                 ACTION DATE:
 ACTION TAKEN:

DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED.
PF3=ADD, PF4=MODIFY, PF21=DELETE, PF16=RETURN
```

On this text screen, type in the recommendations for actions to be taken as a result of the audit. Also, type in the action office, action officer, and the action due date. When you have entered all of the information, press [ENTER ↵] to save it. Then, press [PF-16] to return to the **Performance Audit Information Screen.**

To add another new record to the database, move the cursor to the AUDIT NO field and enter the next audit number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

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- ### Modify Performance Audit Information Records

The modify action allows A&E and Program Office users to update the performance audit information records. To modify a record, you must first retrieve the record using the browse action. To begin, enter the audit number associated with the record you want to modify in the AUDIT NO field. Press the [ENTER ↩] key to retrieve the record. When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. To access the free text screens associated with the audit record, when you have modified all of the information for the **Performance Audit Information Screen**, press the [PF-4] key.

The first free text screen associated with the record will appear. To modify the information on this screen, simply type over the existing text with the new text. Remember, to delete a lint of text, move the cursor to that line and type the characters **#D** in the first two spaces of that line. When you have modified the text, press [ENTER ↩] to save the changes. To move to the next free text screen, press [PF-16]. Continue to follow this procedure until you have scrolled through all of the free text screens and are returned to the **Performance Audit Information Screen.**

- ### Delete Performance Audit Information Records

The delete action allows Program Office users to remove the performance audit information records from the database. To delete a performance audit information record, you must first retrieve the record using the browse action.

To begin, enter the audit number associated with the record you want to delete in the AUDIT NO field. Press the [ENTER ↩] key to retrieve the record. When the record appears on your screen, check to make sure it is the performance audit information record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 PERFORMANCE AUDIT INFORMATION DELETED SUCCESSFULLY".

PROJECT FREE TEXT PROCESSOR

The Project Free Text Processor allows the PMIS user to add, update, or delete textual information regarding a project. To access this option, at the **Project Life Cycle Menu,** press the [PF-12] key. The following screen will appear:

```
U004225D                   U.S.A.I.D.  P M I S                        92/03/18
STPO                       PROJECT FREE TEXT PROCESSOR
 ORG NO: 169100
  PROJ ID:    -    .        PROJ TITLE:
      ------------------------------------------------------------------
        SELECT ONE FROM THE LIST OF TEXT'S AVAILABLE FOR THIS PROJECT
        TO UPDATE BY PLACING AN "A", "C", OR "D" IN "ACTION" , PRESS
        THE ENTER KEY.
                                        TEXT        NO. OF
                          ACTION        TYPE        LINES


      ------------------------------------------------------------------
DC960041 PROJECT ACCESS KEY IS REQUIRED TO PROCESS RECORD
    ENTER = SELECT TEXT TYPE;  PF7 = PRIOR PAGE;  PF8= NEXT PAGE
```

Notice that the organization number that you entered on the main menu appears on this screen. If this is not the organization number for which you want to add, update, or delete text, type over this number with the appropriate organization number. Then, enter the appropriate project ID number. Press the [ENTER ↵] key; a screen similar to the one shown below will appear.

```
U004225D                       U.S.A.I.D.  P M I S
92/03/18
 STPO                      PROJECT FREE TEXT PROCESSOR

  ORG NO: 169100
 PROJ ID:  936-1421.     PROJ TITLE: AID/PEACE CORPS SMALL PROJECT ASST
      ------------------------------------------------------------------
        SELECT ONE FROM THE LIST OF TEXT'S AVAILABLE FOR THIS PROJECT
        TO UPDATE BY PLACING AN "A", "C", OR "D" IN "ACTION" , PRESS
        THE ENTER KEY.
                                        TEXT        NO. OF
                          ACTION        TYPE        LINES
                          A                         0
                          A                         0
                          A                         0
                          A                         0
                          A                         0
                          A                         0
                          A                         0
                          A                         D
                          A                         0
      ------------------------------------------------------------------
     ENTER = SELECT TEXT TYPE;  PF7 = PRIOR PAGE;  PF8= NEXT PAGE
```

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PROJECT FREE TEXT PROCESSOR (Cont'd)

Move the cursor to the TEXT TYPE field and enter the four-digit code that identifies the type of text you need to add, update or delete. There are no edits placed on this field, so enter a four-digit code that identifies the text you are entering. Once you have entered the text type, press the [ENTER ↵] key. The following screen will appear, where you can enter the text, line by line.

```
U004225D                 U.S.A.I.D.  P M I S                        92/04/01
STPO                     PROJECT FREE TEXT PROCESSOR
 ORG NO: 169100
 PROJ ID:  936-1421.     PROJ TITLE:  AID/PEACE CORPS SMALL PROJECT ASST
 TEXT CODE REQUESTED:  TEST          ACTION REQUESTED: ADD
-----------------------------------------------------------------------------
 ACTION LINE
 CODE   NO. =======================TEXT LINE============================
-----------------------------------------------------------------------------
  A   0010
  A   0020
  A   0030
  A   0040
  A   0050
  A   0060
  A   0070
  A   0080
  A   0090
-----------------------------------------------------------------------------
      ENTER = SELECT TEXT TYPE;  PF7 = PRIOR PAGE;  PF8= NEXT PAGE
```

Type in your text, beginning with line 001. When there is no more space for you to enter text on a line, the system will beep. Press the [TAB] key to move to the next line and continue typing. When you have entered all of the text, press the [ENTER ↵] key to process the record.

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INTERAGENCY TRANSFER 632-A OPTION

The Interagency Transfer option allows the user to record the transfer of OYB dollars from one agency of the government to another. for expenditure on AID-related projects. This transfer occurs at the Project/Appropriation level; thus, in the PMIS database, a 632-A transfer cannot be recorded without a corresponding Project level record and a Project Control record. The information entered comes from the SF-632-A, the standard form required to expedite the transfer process.

To access this option, press the [PF-13] key at the **Project Life Cycle Menu.** The following screen will appear:

```
U0042300                    U.S.A.I.D.  P M I S                              92/03/18
STPO                        INTERAGENCY TRANSFER 632-A

 ORG NO:  169100
 PROJ ID:  936-1421.     APPROPRIATION CODE:
 PROJECT TITLE:
 DOCUMENT TYPE:        DOCUMENT NUMBER:          AGREEMENT NUMBER:           00
 SIGNATURE DATE:          / / 0          COMPLETION DATE:             / / 0
DOCUMENT STATUS: CODE:        DATE:        / / 0 .(I)NCOMING/(O)UTGOING?
ALLOCATION AMOUNT:                0.00   TO BE PROGRAMMED AMT:               0.00
ALLOCATION VARIANCE:              0.00   (ALLOC AMT - SUM MONTHLY ALLOC'S)
                   OBLIGATION AMOUNTS:   ACCRUED EXPENDITURES:
   CUMULATIVE:                    0.00                 0.00
   CURRENT FY:                    0.00                 0.00
                     ***    FISCAL YEAR MONTHLY OBLIGATION AMOUNTS       ***
  OCT:             0.00    NOV:           0.00    DEC:                0.00
  JAN:             0.00    FEB:           0.00    MAR:                0.00
  APR:             0.00    MAY:           0.00    JUN:                0.00
  JUL:             0.00    AUG:           0.00    SEP:                0.00
  AGENCY TO/FROM CODE:
  AGENCY NAME:
DC960041 PROJECT NUM, APRP CD, DOCUMENT TYPE AND NUM IS REQUIRED TO PROCESS
RECO
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF6=SF133; PF21(SHFT/PF5=DELETE
```

Enter the appropriate organization code, project ID number, and appropriation code. Then, enter the document type and document number for the document that cites the interagency transfer; this document record should already have been added to the database.

Once you entered this information, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you browse, add, modify, or delete interagency transfer records using this screen. Also, the [PF-6] key allows you to access a screen from which you can enter information received via the SF-133 Report; this report is a cumulative report received from the agency to whom the OYB has been transferred and details expenditure information. Refer to page 82 for more information on the SF-133 Report.

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PF-KEYS ON THE INTERAGENCY TRANSFER 632-A SCREEN

[PF-2] Allows you to browse or view the interagency transfer record that corresponds to the project identification number you entered in the PROJ ID field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and the message "DC960038 FYOYB DATA RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new interagency transfer record to the database.

[PF-4] Allows you to modify the interagency transfer record. Remember that only Program Office users have the ability to modify information in the record.

[PF-6] Allows you to transfer to a screen where you can enter or view information pertaining to the SF-133 associated with the interagency transfer you are record; the SF-133 is a cumulative report that the agency to whom the OYB was transferred sends to AID on a quarterly basis.

• Add Interagency Transfer 632-A Records

An interagency transfer records document the transfer of OYB dollars from one agency to another for expenditure on AID-related projects. The screen also details the allocation information associated with the project.

To add a new interagency transfer record to the database, from the **Interagency Transfer 632-A Screen,** you must first enter the project identification number associated with the project for which you want to enter a record in the PROJ ID field.

Then, enter the correct appropriation code, document type, and document number associated with the project. Press the [ENTER↵] key so that the system can browse the database to confirm that there is not an interagency transfer record for the selection criteria you entered.

If there is not an interagency transfer record for that project identification number/appropriation code combination already in the database, you will see the message "DC960038 FYOYB DATA RECORD NOT FOUND"; you can now enter the allocation and obligation information to define the record.

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- **Add Interagency Transfer 632-A Records (Cont'd)**

Using the information provided in form SF-632-A, indicate whether or not the project is being transferred into the agency or out of the agency. Use the TAB key to move to the ALLOCATION field; eater the allocation amount for the project; the system will indicate the allocation variance and the to be programmed amounts. Then, enter the cumulative and current FY obligation amounts and accrued expenditures. Under the FY Monthly Obligation Amounts header, show, by month, the obligation amounts for the project.

In the AGENCY TO/FROM CODE field, enter the code (usually, the DUNS number) associated with the agency to whom/from whom the project is being transferred. If you do not know the appropriate agency code, enter the vendor name, or the first few letters of the name in the NAME field. Press the [ENTER ↵] key. A screen, similar to the following **Vendor Search Facility Screen**, will appear; from this screen you can choose the agency name and code by marking the appropriate entry and pressing the [ENTER ↵] key.

```
U0040930                    U.S.A.I.D. PMIS                     92/03/18
STPO                    VENDOR PICKLIST GENERATOR
--------------------------------------------------------------------------
  SEARCHING VENDORS FOR VENDOR NAME PARTIAL KEY:
--------------------------------------------------------------------------
  SELECT                VENDOR NAME                        DUNS NO.

               AAAS                                          Z00053
               AAAS FELLOW (CARROLL)                         Z00142
               AAAS FELLOW-WAGNER                            Z00160
               AAAS FELLOWS                                  Z00177
               ABT ASSOCIATES                                Z00163
               ABT ASSOCIATES, INC.                          058595539
               ABT ASSOCIATES, INC.                          043397520
               ABT ASSOCIATES, INC.                          Z00108
               ACAD FOR EDUCATION DEVELOPMENT                Z00164
               ACADEMY FOR ED DEV/AIDSCOM                    Z00161
--------------------------------------------------------------------------
PLACE NON-BLANK CHARACTER IN "SELECT" FOR DESIRED VENDOR - PRESS ENTER TO
UPDATE THE VENDOR RECORD, OR ..........
           PF2 - SHOW CONTRACTS        PF3 - SHOW INTERAGENCY TRANSFERS
           PF7 - PREVIOUS PAGE         PF8 - NEXT PAGE
                          PAGE: 0001
```

When you have entered all of the information for the interagency transfer record, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 FYOYB DATA RECORD ADDED SUCCESSFULLY" on your screen.

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• Add Interagency Transfer 632-A Records (Cont'd)

To add another new record to the database, enter the next project identification number and appropriation code. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the **Project Information Menu** or the [PF-10] key to return to the **PMIS Main Menu.**

• Modify Interagency Transfer 632-A Records

The modify action allows Program Office users to update the interagency transfer records. To modify a record, you must first retrieve the record using the browse action. To begin, enter the project identification number associated with the record you want to modify in the PROJ ID field. Then, enter the appropriation code, document type and document number. Press the [ENTER ↵] key to retrieve the record. When the record appears on your screen, make the necessary modifications by typing over the old information with the new information.

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 FYOYB DATA RECORD MODIFIED SUCCESSFULLY" on your screen.

• Delete Interagency Transfer 632-A Records

The delete action allows Program Office users to remove the interagency transfer records from the database. To delete a record, you must first retrieve the record using the browse action.

To begin, enter the project identification number associated with the record you want to delete in the PROJ ID field. Then, enter the appropriation code, document type and document number. Press the [ENTER ↵] key to retrieve the record.

When the record appears on your screen, check to make sure it is the interagency transfer record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen "DC0960040 FYOYB DATA RECORD DELETED SUCCESSFULLY".

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SF-133 BUDGET EXEC REPORT

The SF-133 Budget Exec Report option allows the user to add, modify or delete information taken from the SF-133 Report submitted quarterly to AID by the agency to whom an OYB has transferred. The information taken from the report and included in the database includes the current Fiscal Year allocation, obligation, and accrued expenditures amounts for a given project ID number/appropriation code combination.

To access this option, press the [PF-14] key at the **Project Life Cycle Menu.** The following screen will appear:

```
U0042350                          U.S.A.I.D. P.M.I.S.                          92/03/18
STPO                          SF-133  (STANDARD FORM 133)

 ORG.NO:  169100
 PROJ.ID:  936-1421        APPROPRIATION CODE: HE
 PROJECT TITLE:  AID/PEACE CORPS SMALL PROJECT ASST
 DOCUMENT TYPE:  WAI  DOCUMENT NUMBER:  0001   AGREEMENT NUMBER:              00

PERIOD END DATE:    / / 0
    CURRENT FY ALLOCATION AMOUNT:                    0.00
    CURRENT FY OBLIGATION AMOUNT:                    0.00
    CURRENT FY ACCRUED EXPENDITURES:                 0.00

  AGENCY TO/FROM CODE:

  AGENCY NAME:

ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF6=632A; PF7/8=NEXT/PRIOR SF133;
PF21(SHIFT/PF5)=DELETE
```

NOTE: *You may also access this screen immediately after adding the interagency transfer 632-A record by pressing the [PF-6] "Transfer" key on the **Interagency Transfer 632-A Screen.***

If you choose to enter the SF-133 record immediately after entering the interagency transfer record, you do not have to enter the key information for the SF-133 record on this screen.

On this screen, you must enter the project ID number, appropriation code, document type and number, and the period end date before the system can process the record. Once you enter this information, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify, and/or delete SF-133 records using this screen.

PF-KEYS ON THE SF-133 BUDGET EXEC REPORT SCREEN

[ENTER ↵]	Allows you to browse or view the SF-133 record that corresponds to the project identification number/appropriation code you entered. If the system finds no record that matches the project identification number/appropriation code you entered, the screen will remain empty and an error message will appear at the bottom of your screen.
[PF-3]	Allows you to add the new SF-133 record to the database.
[PF-4]	Allows you to modify the SF-133 record. Remember that only Program Office users have the ability to modify information in the record.
[PF-6]	Allows you to "transfer" to the **Interagency Transfer 632-A Screen** from which you can view information about the transfer of OYB from one agency to another.

- ### Add SF-133 Budget Exec Report Records

The SF-133 record shows the current Fiscal Year allocation, obligation, and accrued expenditures amounts for the given project ID/appropriation code combination. To add a new SF-133 record to the database, from the **SF-133 Budget Exec Report Screen**, you must first enter the project identification number, appropriation code, document type and number, and the period end date associated with the project for which you want to enter an audit record. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that there is not an SF-133 record for the selection criteria you entered.

If there is not an SF-133 record for that set of selection criteria already in the database, you will see the message "DC960038 RECORD NOT FOUND"; you can now enter the remaining information to define the record.

Using the information provided on the original SF-133, enter the current Fiscal Year allocation, obligation and accrued expenditures amounts. Then, enter the code and name of the agency that the project is being transferred to/from.

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message "DC960040 RECORD ADDED SUCCESSFULLY" on your screen.

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- **Modify SF-133 Budget Exec Report Records**

The modify action allows Program Office users to update the SF-133 information records. To modify a record, you must first retrieve the record using the browse action. To begin, enter the project identification number, appropriation code, document type and name, and the period end date associated with the record you want to modify. Press the [ENTER ↵] key to retrieve the record.

When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key.

- **Delete SF-133 Budget Exec Report Records**

The delete action allows Program Office users to remove the SF-133 records from the database. To delete an SF-133 record, you must first retrieve the record using the browse action. To begin, enter the project identification number, appropriation code, document type and number, and period end date associated with the record you want to delete. Press the [ENTER ↵] key to retrieve the record.

When the record appears on your screen, check to make sure it is the SF-133 record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 RECORD DELETED SUCCESSFULLY".

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AGENCY GOALS

The Agency Goals option allows Program Office users to enter and track project goals and objectives. To access this option, at the Project Life Cycle Menu, press [PF-15]. The following screen will appear:

```
U004170D                  U.S.A.I.D.  P M I S                     92/07/21
STPO                    PROJECT GOALS/OBJECTIVES
 ORG NO: 169100            ASSIGNING GOALS

PROJ ID:      -   .     PROJ TITLE:

ACTION   GOAL
 CODE    CODE              DESCRIPTION/TITLE


ENTER - START BROWSE !  ENTER A(DD), (C)HANGE, OR (D)ELETE IN ACTION CODE
(SUBGOALS INDENTED)  !  FOR EACH REQUIRED ITEM - PRESS ENTER TO PROCESS
DC960040 PROJECT ID RECORD REQUIRED SUCCESSFULLY
```

Enter the appropriate project identification number in the PROJ ID field and press [ENTER ↵]. The following screen will appear:

```
U004170D                  U.S.A.I.D.  P M I S                     92/07/21
STPO                    PROJECT GOALS/OBJECTIVES
 ORG NO: 169100            ASSIGNING GOALS

PROJ ID:  936-1421.     PROJ TITLE:  AID/PEACE CORPS SMALL PROJECT ASST .

ACTION   GOAL
 CODE    CODE              DESCRIPTION/TITLE
  A
  A
  A
  A
  A
  A
  A
ENTER - START BROWSE !  ENTER A(DD), (C)HANGE, OR (D)ELETE IN ACTION CODE
(SUBGOALS INDENTED)  !  FOR EACH REQUIRED ITEM - PRESS ENTER TO PROCESS
KEY IN GOAL CHANGES - PRESS ENTER
```

If goals have been entered for the project identification number you indicated, these goals will be listed on the screen that appears. If no goals have been entered for the project identification number, the screen will be blank, as shown on the screen above.

On this screen, you can add new goals for the project or update the existing goals. Notice the action codes shown at the bottom of the screen. Instead of pressing a PF-key to initiate an action, on this screen all you have to do is enter the action code in the ACTION CODE field. Valid action codes are shown at the top of the next page.

AGENCY GOALS (Cont'd)

- A = Add;
- C = Change; and
- D = Delete.

- **Add Agency Goals and Objectives**

An agency goal record documents the goals and objectives associated with a particular project. To add a goal record for a project, from the **Assigning Goals Screen,** you must first enter the project identification number associated with the project for which you want to enter a record in the PROJ ID field; press [ENTER↵].

If goals have been entered previously for the project identification number you indicated, those goals will be listed on your screen. To add a new goal, move the cursor to the first available blank line under the ACTION CODE header. Make sure that an A for "Add" appears in the field. Then, use the [TAB] key to move to the GOAL CODE field. Enter the code associated with the goal. Use the [TAB] key to move to the DESCRIPTION/TITLE field. Enter a description of the goal associated with the code you just entered.

When you have entered this information, press [ENTER↵]. If the system is able to add the goal you entered, the screen at the top of the next page will appear. On this screen you will enter the objectives associated with the goal you just entered.

```
U004170D                    U.S.A.I.D.  P M I S                         92/07/21
STPO                      PROJECT GOALS/OBJECTIVES
 ORG NO: 169100             ASSIGNING OBJECTIVES

PROJ ID: 936-1406.    PROJ TITLE:  PROGRAM DEVELOPMENT AND SUPPORT
GOAL:      22 Program Assistance
ACTION OBJECT
 CODE   CODE                 DESCRIPTION/TITLE
  A
  A
  A
  A
  A

ENTER - START BROWSE !  ENTER A(DD), (C)HANGE, OR (D)ELETE IN ACTION CODE
(SUBOBJS INDENTED)   !  FOR EACH REQUIRED ITEM - PRESS ENTER TO PROCESS
KEY IN OBJECTIVE CHANGES - PRESS ENTER
```

To enter an objective, move the cursor to the first available line under the ACTION CODE header. Make sure that an A for "Add" appears in the field.

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- **Add Agency Goals and Objectives (Cont'd)**

Then, use the [TAB] key to move to the OBJECT CODE field. Enter the code associated with the objective. Use the [TAB] key to move to the DESCRIPTION/TITLE field. Enter a description of the objective associated with the code you just entered.

When you have entered this information, press [ENTER ↵]. If the system is able to add the objective you entered, you will see the message: "DC009640 HIGHLIGHTED OBJECTIVE RECORD(S) PROCESSED SUCCESSFULLY."

- **Modify Agency Goals and Objectives**

The modify action allows the user to update the agency goals and objectives for a specific project. To modify a goal or objective, you must first retrieve the goal/objective record for that project. To begin, enter the project identification number and press [ENTER ↵]. When the record appears on your screen, make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key.

- **Delete Agency Goals and Objectives**

The delete action allows the user to delete stated goals and/or objectives from the goal/objective record for a given project. To delete a goal or objective, you must first retrieve the goal/objective record using the browse action. To begin, enter the appropriate project identification number and press [ENTER ↵]. When the record appears on your screen, move to the goal or objective that you want to delete. To delete the record, press the [PF-21] key (Shift/[PF-5]). If the system was able to delete the goal or objective, a message will appear on your screen letting you know that the deletion has taken place.

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ESTIMATED COUNTRY EXPENDITURES

The Estimated Country Expenditures option allows users to enter and track all of the countries expected to spend the project funding associated with a given project identification number. To access this option, at the **Project Life Cycle Menu**, press [PF-16]. The following screen will appear:

```
U004240D              U.S.A.I.D. PMIS                  PAGE 0001   92/08/31
STPO             ESTIMATED COUNTRY EXPENDITURES

        ORG CODE: 169100
     PROJECT ID:      -    .       FY:  0000
A
C  LOC       LOCATION         APRP  FUNCT                   BUDGET
T   CD         NAME            CD    ACCT   EXPENDITURE     STATUS



                                  TOTALS:            .00
ENTER INFO IN SPACES PROVIDED-PRESS ENTER
  ACTION: (A)DD, (C)HANGE, (D)ELETE
 ENTER=UPDTE; PF7=PAGE UP; PF8=PAGE DOWN; PF9=PREV MENU; PF29(SHIFT/PF13) RETURN
```

To access a list of the estimated country expenditures for a given project identification number, enter the appropriate organization code and project identification number. Then, enter the fiscal year for which you want to view these expenditures. Press [ENTER ↵]. If the system is able to locate a list of the countries and their related estimated expenditures for the given project identification number and fiscal year you entered, you will see a screen similar to the one shown below:

```
U004240D              U.S.A.I.D. PMIS                  PAGE 0001   92/08/31
STPO             ESTIMATED COUNTRY EXPENDITURES

        ORG CODE: 169100
     PROJECT ID:  936-1406.        FY:  1992
A
C  LOC       LOCATION         APRP  FUNCT                   BUDGET
T   CD         NAME            CD    ACCT   EXPENDITURE     STATUS
   663  ETHIOPIA               ES                  467.00    3
   277  TURKEY                 ES    ESF        10,600.00    1
   277  TURKEY                 DA                    1.00    1
   277  TURKEY                 FN                    2.00    1
   272  OMAN                   FN                    1.00    1
A
A
A
A
A
                                  TOTALS:      11,071.00

DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
  ACTION: (A)DD, (C)HANGE, (D)ELETE
 ENTER=UPDTE; PF7=PAGE UP; PF8=PAGE DOWN; PF9=PREV MENU; PF29(SHIFT/PF13) RETURN
```

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ESTIMATED COUNTRY EXPENDITURES (Cont'd)

If no estimated country expenditures have been entered for the project identification number/FY combination, you entered, a blank screen will appear. On these screens, you can add new estimated country expenditures or update existing estimated country expenditures. Notice the action codes shown at the bottom of the screen. Instead of pressing a PF-Key to imitate an action, on this screen, all you have to do is enter the Action Code in the Action Code filed. Valid action codes include:

- A = Add;
- C = Change; and
- D = Delete.

- **Add Estimated Country Expenditures**

The estimated country expenditures option allows you to show all of the countries associated with a project identification number expected to use the funds allocated for that project identification number. To add an expenditures record, at the **Estimated Country Expenditures Screen,** you must enter the organization code, project identification number and the FY for which you want to enter a record. Then, press [ENTER ↵] so that the system can browse the database to confirm that there is not an estimated country expenditures record for the selection criteria you entered.

If there is not an estimated country expenditures record that matches the criteria you entered, you will see the message: "DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED." Now you can enter the country expenditure information for the project identification number.

First, move the cursor to the first available line under LOC Cd header; make sure that an **A** for "Add" appears in the Action Code field. Enter the three digit location code of the country whose estimated expenditure you are recording. Then, enter the appropriation code under which the expenditure falls. Next, enter the amount of the expenditure. When you have entered all of this information, press [ENTER ↵]. As it adds the record, the system will complete the Location Name, Functional Account, and Budget Status fields.

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- **Modify Estimated Country Expenditures**

The modify action allows the user to update the estimated country expenditures for a specific project. To modify a record, you must first retrieve the estimated country expenditures record. To begin, enter the organization number, the project identification number and the FY associated with the record you need to retrieve. Press [ENTER ↵]. If the system is able to locate a record that matches your selection criteria, that record will appear on your screen.

To make modifications, move the cursor to the line which needs to be modified. In the Action Code field, enter a **C** for "Change." Then, make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press [ENTER ↵].

- **Delete Estimated Country Expenditures**

The delete action allows the user to delete estimated country expenditure information for a given project. To delete this information, you must first retrieve the estimated country expenditure record using the browse action. To begin, enter the appropriate organization number, the project identification number and the FY. Press [ENTER ↵]. If the system was able to locate a record that matches your selection criteria, that record will appear on your screen

To delete the estimated expenditure information for a country, move the cursor to the appropriate line. In the Action Code field, enter a **D** for "Delete." Then, press [ENTER ↵]. If the system was able to delete the estimated country expenditure information, a message will appear on your screen letting you know that the deletion has taken place.

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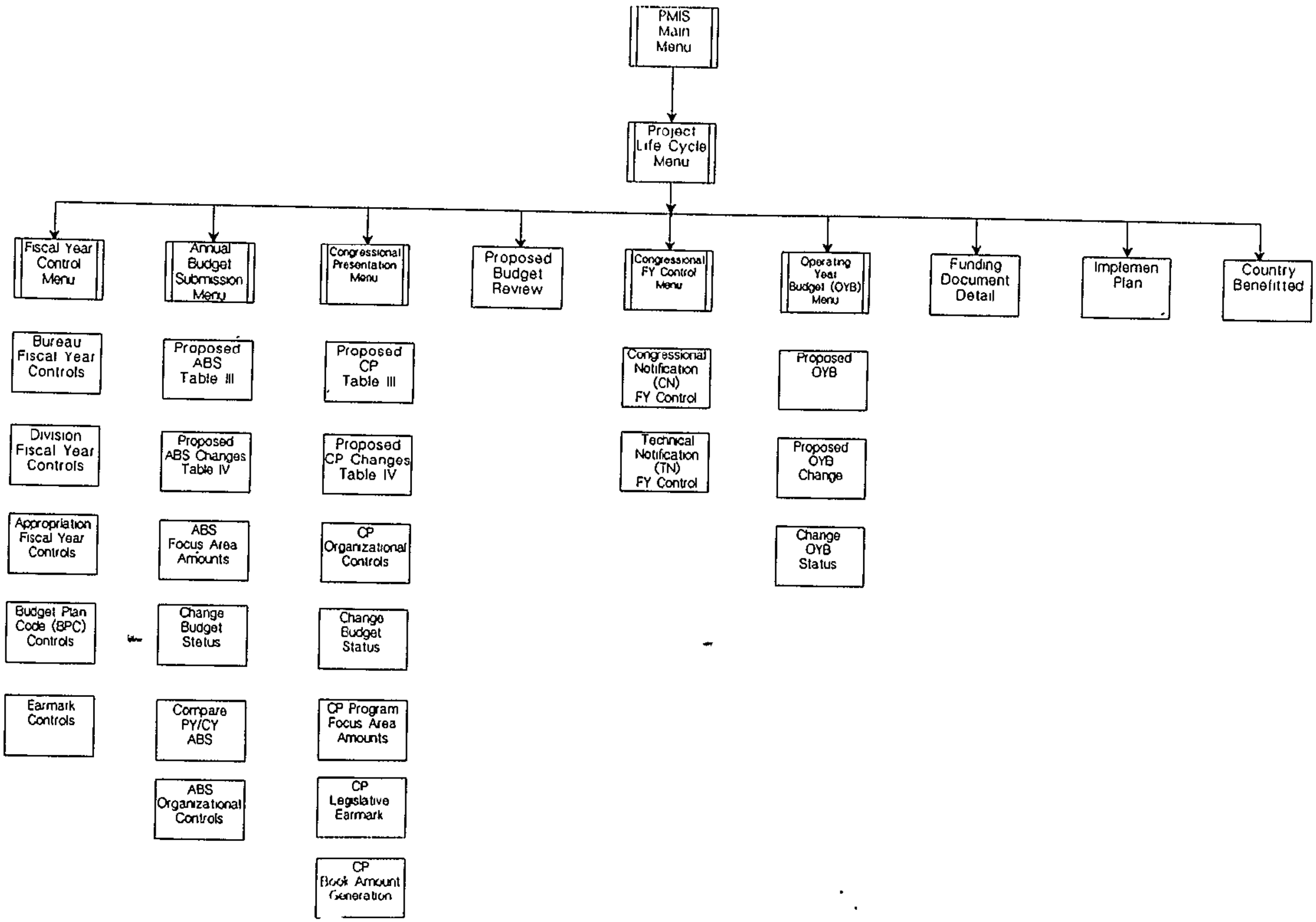
FISCAL YEAR CYCLE MENU SELECTION DIAGRAM



FISCAL YEAR CYCLE MENU

The **Fiscal Year Cycle Menu** allows you to establish, track, and control project budgeting and funding information at the Bureau, division, and appropriation levels. The menu options allows designated users to:

- establish and track the proposed fiscal year funding controls on the Bureau, division, and appropriation levels;
- establish and track the Annual Budget Submission (ABS) information;
- establish and track the Congressional Presentation information;
- review the proposed budget for a particular project;
- establish and track the Congressional fiscal year funding control levels;
- establish and track the proposed Operating Year Budget (OYB) for each division within the bureau;
- track the approval process of the PIO/T funding documents associated with a project; and
- analyze how other countries might benefit from a project once it is funded and implemented.

To access the **Fiscal Year Cycle Menu,** at the **PMIS Main Menu**, enter your six-digit organization code beside the prompt at the top of the screen. Then, press the [PF-3] key. The following screen will appear:

```
DIALOG:                                                     PAGE:  1 OF:  1
DATE: 92/05/19                                              NEXT PAGE:
                                 U.S.A.I.D.  P M I S
                               FISCAL  YEAR  CYCLE  MENU

            SEL RESPONSE   FKEY          DESCRIPTION
                FYCTLMEN   (PF2)      FISCAL YEAR CONTROL MENU
                ABSMENU    (PF3)      ANNUAL BUDGET SUBMISSN MENU
                CPMENU     (PF4)      CONGRESSIONAL PRESENT. MENU
                BUDREV     (PF6)      PROPOSED BUDGET REVIEW
                CONFYMEN   (PF11)     CONG FISCAL YEAR CONTROL MEN
                OYBMENU    (PF12)     OPERATING YEAR BUDGET MENU
                FNDGDOC    (PF13)     FUNDING DOCUMENT DETAIL
                IMPLPLN    (PF14)     IMPLEMENTATION PLAN
                CTRYBEN    (PF15)     COUNTRY BENEFITTED
                MAINMENU   (PF10)     RETURN TO PMIS MAIN MENU
                QUITPMIS   (PA2)      (SHIFT/PF13) LEAVE PMIS
RESPONSE:            SEND DATA-->                                   MODE: STEP
3278-2  STATUS: AVAILABLE     IDMS      KBD: READY      R07 C13   ALPHA
```

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FISCAL YEAR CYCLE MENU (Cont'd)

To access any of the menus or screens from this menu, press the PF-key corresponding to the option you want to access. Each menu or screen listed on the menu above will be discussed beginning in turn on page 94. Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than browse in that option. Refer to the Security Access Table, shown in Appendix A, to determine your access capability to the options shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name in the RESPONSE field, e.g. BURCTL, located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEYS ON THE FISCAL YEAR CYCLE MENU

[PF-2]	Accesses the **Fiscal Year Control Menu**, from which you can access screens that allow you to browse, create, modify, or delete, depending on your security classification, the fiscal year funding controls for the Bureau, each division within the Bureau and each appropriation account used to fund the project under the auspices of a division.
[PF-3]	Accesses the **Annual Budget Submission Menu**, from which you can access screens that allow you to browse, create, modify, and/or delete, depending on your security classification, records proposing an Annual Budget Submission (ABS) for the Bureau; screens from this menu also allow you to monitor the ABS through the approval process, update the proposed ABS detail record for each project and monitor the funding levels of each division to insure that spending does not exceed appropriation amounts.
[PF-4]	Accesses the **Congressional Presentation Menu**, from which you can access screens that allow you to browse, create, modify, and delete, depending on your security classification, records that monitor the project funding levels for all projects in each division as outlined in the Congressional Presentation, including screens that allow you to update the proposed CP funding detail record and monitor the funding level of each division to insure that spending does not exceed funding ceiling amounts.

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PF-KEYS ON THE FISCAL YEAR CYCLE MENU (Cont'd)

[PF-6] Accesses the **Proposed Budget Review Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the proposed budget for a particular project identification number and appropriation code combination.

[PF-11] Accesses the **Congressional Fiscal Year Control Menu**, on which you can browse, create, modify, or delete, depending on your security classification, the funding level requested for each project in the CN and/or TN document(s).

[PF-12] Accesses the **Operating Year Budget Menu**, from which you can access screens that allow you to browse, create, modify, or delete, depending on your security classification, records that detail the proposed Operating Year Budget (OYB) for each division.

[PF-13] Accesses the **Funding Document Detail Screen**, on which you can browse, create, modify, or delete, depending on your security classification, information contained in the Project Implementation Order/Technical Services (PIO/T) document, which the Technical Offices use to request the obligation of funds to fund a particular project.

[PF-14] Accesses the **Implementation Plan Screen**, on which you can browse, create, modify, or delete, depending on your security classification, funding alternatives to be used to implement a project and to create "what if" analysis of the project/appropriation OYB.

[PF-15] Accesses the **Country Benefitted Screen**, on which you can browse, create, modify, or delete, depending on your security classification, information showing which countries will directly benefit from the implementation of a particular project.

FISCAL YEAR CONTROL MENU

The **Fiscal Year Control Menu** allows you to access the various screens required to browse, create, modify, or delete the fiscal year project funding levels for the Bureau as a whole, for each division within the Bureau, and for each appropriation account required to fund a project within a division.

To access this menu, at the **Fiscal Year Cycle Menu**, press the [PF-2] key. The screen shown at the top of the next page will appear.

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FISCAL YEAR CONTROL MENU (Cont'd)

```
DIALOG:                                                          PAGE: 1 OF: 1
 DATE: 92/03/18                                                  NEXT PAGE:
                                U.S.A.I.D. P M I S
                             FISCAL YEAR CONTROL MENU

          SEL RESPONSE   FKEY          DESCRIPTION
              BURCTL     (PF2)     BUREAU FISCAL YEAR CONTROL
              DIVCTL     (PF3)     DIVISION FISCAL YEAR CONTROL
              APRPCTL    (PF4)     APPROPRIATION FISCAL YR CTL
              BPCCTL     (PF5)     BUDGET PLAN CODE CONTROLS
              EARMCTL    (PF6)     EARMARK CONTROL
              PREVMENU   (PF9)     RETURN TO PRIOR MENU
              MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS
RESPONSE:            SEND DATA-->                                  MODE: STEP
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table, shown in Appendix A, to determine you access capability to the option shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↩] key; or
- enter the response name, e.g. BURCTL, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↩] key.

PF-KEYS ON THE FISCAL YEAR CONTROL MENU

[PF-2]	Accesses the **Bureau Fiscal Year Control Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the current fiscal year funding information for the Bureau as a whole.
[PF-3]	Accesses the **Division Fiscal Year Control Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the current fiscal year funding for each division within the Bureau.

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PF-KEYS ON THE FISCAL YEAR CONTROL MENU (Cont'd)

[PF-4] Accesses the **Appropriation Fiscal Year Control Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the current fiscal year funding levels for each appropriation account to be used to fund a project within a specific division.

[PF-5] Accesses the **Budget Plan Code Controls Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the BPC(s) and associated appropriation level(s) for a given organization code/appropriation code combination.

[PF-6] Accesses the **Earmark Control Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the earmark code(s) and amount(s) for a given organization code.

PMIS Bureau Controls Screen

The **PMIS Bureau Controls Screen** allows the Program Office user to enter and track funding amounts on the ABS level, on the OYB level, and over the life of the project for each technical office within the bureau. The AAPL Ceiling Amount, CP Level Ceiling Amount, and the OYB Ceiling Amount that appear at the top of the screen are control amounts for detail (office-level) entries. The screen also shows funding totals and variances on a bureau-wide basis.

To access this screen, at the **Fiscal Year Control Screen**, press the [PF-2] key. The following screen will appear:

```
U004305D        U.S.A.I.D. PMIS   BUREAU CONTROLS                        92/06/29
STPO      ORG CODE: 169000 NAME: R&D              BUREAU FOR RESEARCH AND D DEL?N
 A             ABS CEILING       CP LVL CLG    FINAL CP LVL CLG      OYB CEILING
 C  ORG.      70000000.00       5000000.00         4000000.00     222600294.00
 T  CODE ********************** OFFICE  LEVEL ********************************
    169100        33265.00             0.00               0.00       3326597.00
    169300        45678.00             0.00               0.00       2380000.00
    169400       234567.00       3250000.00         3000000.00       4636000.00
    169500       123456.00             0.00               0.00       4312000.00
    169610            0.00             0.00               0.00      29182000.00
    169620            0.00             0.00               0.00       9550000.00
    169630            0.00             0.00               0.00       8538878.00
    169640            0.00             0.00               0.00       2803209.00
    169650            0.00             0.00               0.00       6953379.00
    169660            0.00             0.00               0.00       2204000.00
    169670            0.00             0.00               0.00       4603034.00
    169680       290000.00        290000.00          290000.00             0.00
    169690            0.00             0.00               0.00      88550000.00
 TOTALS:         726966.00       3540000.00         3290000.00     172254097.00
 VAR:          69273034.00       1460000.00          710000.00      50346197.00
   KEY ACTION CODE;(A)DD,(C)HANGE,(D)ELETE, PRESS ENTER  PF7/PF8=PAGE UP/DOWN
```

PMIS Bureau Controls Screen (Cont'd)

Since the code we entered on the PMIS Main Menu Screen was a Bureau code, 169000, the data for that bureau appears when we press [ENTER ↵]. If you did not enter a Bureau code on the PMIS Main Menu, the screen that appears here will contain no data. To access the data for a bureau, enter the appropriate bureau code in the ORG CODE field at the top of the screen and press [ENTER ↵]. A screen similar to the one shown above will appear.

☞ NOTE: *Since this screen shows the Bureau-level control information you need to enter a six-digit Bureau code in the ORG CODE field associated with the funding controls you want to access; the last three digits of a bureau code are 000. For example, the bureau code for the R&D Bureau is 169000; the bureau code for the EUR Bureau is 162000. Then, press* [ENTER ↵] *to access a list of the offices within the Bureau and their individual funding controls.*

The screen shows you all of the funding control information for the Bureau, broken out by technical offices, matching the code you entered on the previous screen. The fields at the top of the screen show you the funding ceilings for the Bureau, including the planning ceiling, ABS ceiling, the initial CP level ceiling, the final CP level ceiling, and the OYB ceiling. These four fields allow you to track how close an office is to reaching a particular ceiling level. These fields are used as controls or ceilings that should not be exceeded at any time during the planning, budgeting, and implementation phases of the project.

Notice the total line at the bottom of the screen; this total line contains the sum of the funding control information shown in the column above. Below the total line, you will see a variance line. The variance is the allotted Bureau ceiling funding amounts found at the top of each column minus the sum of technical office funding controls information found in each specific column. If the variance is any number other than zero, you will have to go back and adjust the individual office funding control information so that when totaled, they will correspond exactly to the Bureau's ceiling amounts and the variance equals zero.

Notice the action codes shown at the bottom of the screen. Instead of pressing a PF-key to initiate an action, on this screen all you have to do is enter the action code in the ACTION field beside the appropriate organization code and press [ENTER ↵].

99

PMIS Bureau Controls Screen (Cont'd)

If there is more than one screen of data for a particular Bureau, use the [PF-8] key to move to the next page. The [PF-7] key allows you to move back to the previous screen. To access the funding controls information for another Bureau, use the [TAB] key to move to the ORG CODE field at the top of the screen. Enter the six-digit code associated with the Bureau whose records you want to access. Remember that, for a Bureau code, the last three digits will be **000**.

- ### Add Bureau Controls Data

To add funding control information for a technical office within a bureau, at the **Bureau Controls Screen** shown on the previous page, notice that some of the office codes do not have any funding information entered. To add the funding information for a particular office code, if that office code is shown, move the cursor to the ACTION field beside the appropriate code. If there is not an "A" already in the ACTION field, enter an "A".

If the office code for which you want to add bureau controls data does not appear on the list, move the cursor to the first available blank line. An A for "Add" will already appear in the ACTION CODE field. In the ORG CODE field, enter the appropriate office code.

Then, use the [TAB] key to move to the appropriate column, depending on whether you are entering ABS, CP or OYB controls. Enter the information for the new controls record. When you have added the appropriate information, press the [ENTER ↵] key to process the information.

To add an office code and its related funding information to the list shown on the screen, move the cursor to the next available blank line and follow the steps described above. When you press the [ENTER ↵] key to add the record, the system will perform an edit check to make sure that you entered a valid office code for the Bureau whose code appears in the ORG CODE field.

If the information was successfully added to the record but the variance is not equal to zero in any of the four columns on the screen, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT ADDED)". You will not have to use the modify action to go back and adjust the individual office funding control information so that when totaled, each will correspond exactly to the Bureau's ceiling funding amount.

980

- **Modify Bureau Controls Screen**

To modify funding control information for the technical offices within a bureau, at the **Bureau Controls Screen** shown on page 96, move the cursor to the ACTION field beside the technical office code for which you want to modify funding controls information. Enter a C, for "Change", in the field.

Now you can make the modifications to the funding control information for that technical office. When you have made all of the modifications, press the [ENTER ↵] key to process the information.

If the information was successfully modified but the variance is not equal to zero in any of the four columns on the screen, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT MODIFIED)". You will not have to use the modify action to go back and adjust the individual office funding control information so that when totaled, they will correspond exactly to the Bureau's ceiling funding amount.

- **Delete Bureau Controls Screen**

Program Office users can delete funding control information for the technical offices within a bureau, using the **Bureau Controls Screen** shown on page 96. To delete the funding information for a *bureau*, move the cursor to the DELETE INDICATOR in the top right corner of the screen. Change the default "N" to a "Y". To delete the funding information for a *specific office*, move the cursor to the ACTION field beside the code for the technical office funding controls information you want to delete. Enter a D, for "Delete", in the field.

☞ *NOTE:* *Remember that when you use the delete option, you will delete the funding controls information in each of the four columns across the screen for that particular technical office code.*

When you have indicated the type of funding information you want to delete and are ready are ready to process the delete, press the [ENTER ↵] key. If the system was able to delete the information, you will see the message: "DC960040 BRIGHT RECORD DELETED SUCCESSFULLY".

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PMIS Division Controls Screen

The **PMIS Division Controls Screen** allows Program Office users, at the direction of the Office Director, to enter and track funding amounts to be allocated to the various divisions within the Bureau to fund the specific projects within the particular office portfolio. The screen also shows totals and variances on a division-level basis.

☞ NOTE: *Entering Division Controls is optional, depending on whether or not your office processes by Division or Office. Therefore, you may not find a Division Controls record for all of the projects in the database.*

To access the **PMIS Division Controls Screen**, at the **Fiscal Year Control Screen**, press the [PF-3] key. The following screen will appear:

```
U004310D        U.S.A.I.D. PMIS   DIVISION CONTROLS                       92/06/29
STPO     ORG CODE: 169100 NAME: R&D              BUREAU FOR RESEARCH AND D DEL?N
 A                          OYB CEILING
 C  ORG.                         0.00
 T  CODE ********************** DIVISION LEVEL *********************************




  TOTALS:                  0.00
  VAR:                     0.00

KEY ACTION;(A)DD,(C)HANGE,(D)ELETE,(R)EMOVE, PRESS ENTER  PF7/PF8=PAGE UP/DOWN
```

Notice that no data appears on the screen yet. The message at the bottom of the screen lets you know that the correct type of organization code does not appear in the ORG CODE field. Since this screen shows the division-level control information, you need to enter a six-digit division code in the ORG CODE field. For example, the division code for the Office of Agriculture is 169410. When you have entered the appropriate code, press the [ENTER↵] key to view a list of the offices for which control information has been entered. The screen shown at the top of the next page will appear.

102

PMIS Division Controls Screen (Cont'd)

```
U0043100        U.S.A.I.D. PMIS   DIVISION CONTROLS                    92/06/29
STPO    ORG CODE: 169000 NAME: R&D              BUREAU FOR RESEARCH AND D DEL7N
A                         OYB CEILING
C  ORG.                   222600294.00
T CODE ********************** DIVISION LEVEL **********************************
   169100                 3326597.00
   169300                 2380000.00
   169400                 4636000.00
   169500                 4312000.00
   169610                29182000.00
   169620                 9550000.00
   169630                 8538878.00
   169640                 2803209.00
   169650                 6953379.00
   169660                 2204000.00
   169670                 4603034.00
   169680                       0.00
   169690                88550000.00
   169700                       0.00
   169710                       0.00

  TOTALS:               172254097.00
  VAR:                   50346197.00

KEY ACTION;(A)DD,(C)HANGE,(D)ELETE,(R)EMOVE, PRESS ENTER  PF7/PF8=PAGE UP/DOWN
```

This screen shows you all of the funding control information for the offices within the division whose organization code you entered on the previous screen. Notice the total line at the bottom of the screen; this total line contains the sum of the funding control information shown in the column above. Below the total line, you will see a variance line. The variance is the division funding control amounts found at the top of each column minus the sum of division funding controls information found in each specific column. If the variance is any number other than zero, you will have to go back and adjust the individual office funding control information so that when totaled, they will correspond exactly to the division's allotted amount.

Notice the action codes shown at the bottom of the screen. Instead of pressing a PF-key to initiate an action, on this screen all you have to do is enter the action code in the ACTION field beside the appropriate organization code and press [ENTER ↵]. If there is more than one screen of data for a particular Bureau, use the [PF-8] key to move to the next page. The [PF-7] key allows you to move back to the previous screen.

To access the funding controls information for another division, use the [TAB] key to move to the ORG CODE field at the top of the screen. Enter the six-digit code associated with the division (or office) whose records you want to access. Then, press the [ENTER ↵] key.

103

- **Add Division Controls Data**

To add funding control information for an office within the indicated division, access the **Division Controls Screen** as discussed above, move the cursor to the ACTION field beside the technical office code for which you want to enter funding controls information. On this list, you will notice that for some of the office codes, no funding information has been entered. To add the funding information for an office code that already appears on the screen, move the cursor to the ACTION field beside the appropriate office code. If there is not an "A" already in the ACTION field, enter an "A".

Then, use the [TAB] key to move to the appropriate column, depending on whether you are entering ABS, CP or OYB controls. Enter the information in the appropriate column for the new division controls record. When you have added all of the information, press the [ENTER ↵] key to process the information.

To add an office code and its related funding information to the list, move the cursor to the next available blank line and follow the steps described above. When you press the [ENTER ↵] key to add the record, the system will perform an edit check to make sure that you entered a valid office code for the Bureau whose code appears in the ORG CODE field.

If the information was successfully added to the record but the variance is not equal to zero in any of the four columns on the screen, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT ADDED)". You will now have to use the modify action to go back and adjust the individual office funding control information so that when totaled, each column will correspond exactly to the division's ceiling funding amount.

To add controls records for another division, use the [TAB] key to move to the ORG CODE field. Enter the six-digit code associated with the division whose records you want to view. Then, press the [ENTER ↵] key. A screen similar to the one on page 100 will appear. To add the data, follow the procedures outlined above.

- **Modify Division Controls Screen**

The modify action allows Program Office users to update the division controls information. To modify the funding control information for an office within the indicated division, access the **Division Controls Screen** as described above.

104

- **Modify Division Controls Screen (Cont'd)**

To modify the funding information for an office code that already appears on the screen, move the cursor to the ACTION field beside the appropriate office code. Enter a C, for "Change", in this field.

Now you can make the modifications to the funding control information for that office, typing over the old information with the new information. When you have made all of the modifications, press the [ENTER ↵] key to process the information.

If the information was successfully modified but the variance is not equal to zero in any of the four columns on the screen, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT MODIFIED)".

You will now have to use the modify action to go back and adjust the individual office funding control information so that when totaled, each column will correspond exactly to the division's allotted amount.

To modify the funding controls records for another division, use the [TAB] key to move to the ORG CODE field. Enter the six-digit code associated with the division whose records you want to view. Then, press the [ENTER ↵] key. A screen similar to the one on page 100 will appear. To modify the data, follow the procedures outlined above.

- **Delete Division Controls Screen**

Program Office users can delete funding control information for the offices within a division, using the **Division Controls Screen** shown on page 100. To delete the funding information for an office, move the cursor to the DELETE INDICATOR in the top right corner of the screen. Change the default "N" to a "Y". To delete the funding information for a particular office, move the cursor to the ACTION field beside the office code for which you want to delete funding controls information. Enter a "D", for "Delete", in the field.

☞ NOTE: *Remember that when you use the delete option, you will delete the funding controls information in each of the four columns across the screen for that particular office code.*

105

- **Delete Division Controls Screen (Cont'd)**

  When you are ready to delete the information, press the [ENTER ↵] key. If the system was able to delete the information, you will see the message: "DC960040 BRIGHT RECORD DELETED SUCCESSFULLY".

  To delete the controls records for another division, use the [TAB] key to move to the ORG CODE field. Enter the six-digit code associated with the division whose records you want to view. Then, press the [ENTER ↵] key. A screen similar to the one on page 100 will appear. To delete the data, follow the procedures outlined above.

PMIS Appropriation Controls Screen

The **Appropriation Controls Screen** allows Technical Office users, at the direction of the Office Director, to allocate, for a given fiscal year, division-level amounts to each technical office within the Bureau by appropriation code. The screen also shows totals and variances for the technical office in question.

To access the **Appropriation Controls Screen**, at the **Fiscal Year Control Screen**, press the [PF-4] key. The following screen will appear:

```
U004315D        U.S.A.I.D. PMIS   APPROPRIATION CONTROLS              92/03/23
STPO     ORG CODE: 169100 NAME: R&D/PO          OFFICE OF PROGRAM       DEL? N
 A             AAPL INCR CLG      CP-LVL CLG    FINAL CP LVL CLG    OYB CEILING
 C  APRP            0.00              0.00              0.00        3326597.00
 T  CODE ********************** DIVISION LEVEL ********************************
     DG             0.00              0.00              0.00          13621.00
     PN             0.00              0.00              0.00         440867.00
     AI             0.00              0.00              0.00              0.00
     CS             0.00              0.00              0.00           8062.00
     EH             0.00              0.00              0.00          40680.00
     FN             0.00              0.00              0.00         641131.00
     HE             0.00              0.00              0.00         518029.00
     SD             0.00              0.00              0.00         319207.00
     SS             0.00              0.00              0.00        1345000.00
 A                  0.00              0.00              0.00              0.00
 A                  0.00              0.00              0.00              0.00
 A                  0.00              0.00              0.00              0.00
 A                  0.00              0.00              0.00              0.00
 A                  0.00              0.00              0.00              0.00
 A                  0.00              0.00              0.00              0.00

  TOTALS:           0.00              0.00              0.00        3326597.00
  VAR:              0.00              0.00              0.00              0.00
  KEY ACTION;(A)DD,(C)HANGE,(D)ELETE, PRESS ENTER  PF7/PF8=PAGE UP/DOWN
```

106

PMIS Appropriation Controls Screen (Cont'd)

Notice that unlike the bureau and division controls screens, the **Appropriation Controls Screen** already contains data when you access it. The system used the organization code that you entered on the **PMIS Main Menu** as the ORG CODE on which to query the database; the user above used the organization code 136033 to gain access to the database. So, when you first access this screen, you will see the appropriation controls information for the last organization code you entered on the **PMIS Main Menu.**

To access appropriation controls information for another organization code, use the [TAB] key to move to the ORG CODE field and enter the appropriate six-digit code. Then, press the [ENTER↵] key. An Appropriation Controls Screen like the one above will appear, this time listing the appropriation and their funding amounts for the office code you entered.

The screen on the previous page shows you all of the appropriation codes to be used to fund the projects within the office you identified by organization code. Notice the total line at the bottom of the screen; this total line contains the sum of the appropriation controls information shown in the column above.

Below the total line, you will see a variance line. The variance is the allocated amount from each appropriation account amounts found at the top of each column minus the sum of office appropriation controls information found in the specific column. *It is mandatory that the variance for all columns equal zero before you exit from this screen.* If the variance is any number other than zero, you must to go back and adjust the individual appropriation controls information so that when totaled, each column will correspond exactly to the corresponding ceiling amount.

Notice the action codes shown at the bottom of the screen. Instead of pressing a PF-key to initiate an action, on this screen all you have to do is enter the action code in the ACTION field beside the appropriate appropriation account code and press the [ENTER↵] key. If there is more than one screen of data for a particular office, use the [PF-8] key to move to the next page. The [PF-7] key allows you to move back to the previous screen.

To access the appropriation controls information for another office, use the [TAB] key to move to the ORG CODE field at the top of the screen. Enter the six-digit code associated with that office. Then, press the [ENTER↵] key.

107

- **Add Appropriation Controls Data**

The appropriation controls record shows all of the appropriation accounts to be used to fund the projects under the guidance of a technical office within the division and the amounts allocated to the office from the accounts. Both Program Office and Technical Office users has the capability to add appropriation controls records.

To add appropriation controls data for the offices within a division, at the **Appropriation Controls Screen** shown on page 104, after making sure that the correct office code appears in the ORG CODE field, move the cursor to the ACTION field. If there is not an "A" already in the ACTION field, enter an "A".

Then, use the [TAB] key to move to the appropriate column, depending on whether or not you are adding ABS, CP or OYB controls. Enter the information for the new appropriations controls record. When you have added all of the information, press the [ENTER ↵] key to process the information.

To add a new appropriation account code and its corresponding appropriation information to the list on your screen, move the cursor to the first available blank line and enter a valid two-digit appropriation code. Then, follow the steps above. When you press the [ENTER ↵] key to add the record, the system will perform an edit check to make sure that you entered a valid appropriation code.

If the information was successfully added to the record but the variance is not equal to zero in any of the four columns on the screen, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT ADDED)". You will not have to use the modify action to go back and adjust the individual office appropriation controls information so that when totaled, they will correspond exactly to the office's allocated amount.

To add appropriation controls records for another office, use the [TAB] key to move to the ORG CODE field. Enter the six-digit code associated with that office. Then, press the [ENTER ↵] key. A screen similar to the one on page 104 will appear. To add the data, follow the procedures outlined above.

108

- **Modify Appropriation Controls Screen**

The modify action allows both Program Office and Technical Office users to update the appropriation controls information. To modify the appropriation controls information for the offices within a division, at the **Appropriation Controls Screen** shown on page 104, after making sure that the correct code appears in the ORG CODE field, move the cursor to the ACTION field. Then, enter a "C", for "Change", in this field.

Now you can make the modifications to the appropriation controls information for that office. When you have made all of the modifications, press the [ENTER ↵] key to process the information.

If the information was successfully modified but the variance is not equal to zero in any of the four columns on the screen, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT MODIFIED)". You will now have to use the modify action to go back and adjust the individual appropriation controls information so that when totaled, each column will correspond exactly to the ceiling amount.

To modify the appropriation controls information for another office, use the [TAB] key to move to the ORG CODE field. Enter the six-digit code associated with the office whose records you want to access. Then, press the [ENTER ↵] key. A screen similar to the one on page 104 will appear. To modify the data, follow the procedures outlined above.

- **Delete Appropriation Controls Screen**

Program Office users can delete appropriation controls information for the offices within a division, using the **Appropriation Controls Screen** shown on page 104. To delete the appropriation controls information for a particular office, move the cursor to the DELETE INDICATOR in the top right corner of the screen. Change the default "N" to a "Y". Then, move the cursor to the ACTION field beside the appropriation account code for which you want to delete the appropriation controls information. Enter a D, for "Delete", in the field.

☞ *NOTE:* *Remember that when you use the delete option, you will delete the appropriation controls information in each of the four columns across the screen for that particular office code.*

109

- **Delete Appropriation Controls Screen (Cont'd)**

  When you are ready to delete the information, press the [ENTER ↵] key. If the system was able to delete the information, you will see the message: "DC960040 BRIGHT RECORD DELETED SUCCESSFULLY".

  To delete the appropriation controls records for another office, use the [TAB] key to move to the ORG CODE field. Enter the six-digit code associated with the division whose records you want to view. Then, press the [ENTER ↵] key. A screen similar to the one on page 104 will appear. To delete the data, follow the procedures outlined above.

Budget Plan Code Controls Screen

The Budget Plan Code Controls option allows Technical office users to enter the budget plan codes (BPC) for a given organization code and the appropriation levels for each BPC. The screen also shows totals and variances for the organization in question.

To access the **Budget Plan Code Controls Screen**, at the **Fiscal Year Control Screen**, press the [PF-5] key. The following screen will appear:

```
U004317D        U.S.A.I.D. PMIS   BUDGET PLAN CODE CONTROLS          92/03/18
STPO     ORG CODE: 169100 NAME: R&D/PO          OFFICE OF PROGRAM
         APRP CD :        NAME:

 A                            OYB CEILING
 C                                 0.00
 T    BUD. PLAN CODE*************** APPROPRIATION LEVEL **********************



  TOTALS:                          0.00
  VAR:                             0.00

DC960041 VALID APRP. CODE IS REQUIRED TO PROCESS RECORD
  KEY ACTION;(A)DD,(C)HANGE,(D)ELETE, PRESS ENTER  PF7/PF8=PAGE UP/DOWN
```

Notice that no data appears on the screen yet. This screen allows you to enter the BPC(s) and appropriation level(s) for the organization whose code appears in the ORG CODE field. The total line at the bottom of the screen shows the sum of the funding information in the column above.

Budget Plan Code Controls Screen (Cont'd)

The variance line shows the difference between the appropriation level and the OYB ceiling amount shown at the top of the screen. If the variance is any number other than zero, you will have to go back and adjust the appropriation levels so that when totaled, they will correspond exactly to the OYB ceiling amount.

To access the BPC information for an organization, enter the appropriate six-digit code in the ORG CODE field. Next, enter the appropriation code under which the BPC information would fall. Then, press the [ENTER↩] key. The screen shown on the next page will appear.

```
U004317D        U.S.A.I.D. PMIS   BUDGET PLAN CODE CONTROLS              92/03/18
STPO      ORG CODE: 169100 NAME: R&D/PO         OFFICE OF PROGRAM
          APRP CD : HE     NAME: HEALTH
A                          OYB CEILING
C                           518029.00
T    BUD. PLAN CODE*************** APPROPRIATION LEVEL **********************
      DDHA-92-16900-KG11           425000.00
      DDHX-92-16900-KG11            93029.00
  A     -  -    -                      0.00
  A     -  -    -                      0.00
  A     -  -    -                      0.00
  A     -  -    -                      0.00
  A     -  -    -                      0.00
  A     -  -    -                      0.00

   TOTALS:                         518029.00
   VAR:                                0.00

DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
   KEY ACTION;(A)DD,(C)HANGE,(D)ELETE,.PRESS ENTER  PF7/PF8=PAGE UP/DOWN
```

Notice the action codes shown at the bottom of the screen. Instead of pressing a PF-key to initiate an action, on this screen all you have to do is enter the action code in the ACTION field beside the appropriate BPC and press the [ENTER↩] key. If there is more than one screen of data for a particular BPC, use the [PF-8] key to move to the next page. The [PF-7] key allows you to move back to the previous screen.

To access the BPC information for another organization, use the [TAB] key to move to the ORG CODE field at the top of the screen. Enter the six-digit code associated with the Bureau whose records you want to access.

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- **Add Budget Plan Code Controls**

To add BPC information for an organization, at the **Budget Plan Code Controls Screen** shown on the previous page, to add the BPC information for the organization code, move the cursor to the first empty line under the BUD PLAN CODE header. Move the cursor to the ACTION field. If there is not an "A" already in the ACTION field, enter an "A".

Then, use the [TAB] key to move to the BUD PLAN CODE column. Enter the complete BPC number. Then, use the [TAB] key to move to the APPROPRIATION LEVEL column; enter the appropriation level for the new BPC. When you have added the appropriate information, press the [ENTER ↩] key to process the record.

If the information was successfully added to the record but the variance is not equal to zero, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT ADDED)". You will not have to use the modify action to go back and adjust the appropriation level amounts so that when totaled, each will correspond exactly to the OYB ceiling amount shown.

- **Modify Budget Plan Code Controls Screen**

To modify BPC information for an organization code, at the **Budget Plan Controls Screen**, move the cursor to the ACTION field beside the BPC for which you want to modify information. Enter a C, for "Change", in the field. Now you can make the modifications to either the BPC and/or appropriation level for that organization code. When you have made all of the modifications, press the [ENTER ↩] key to process the record.

If the information was successfully modified but the variance is not equal to zero, you will see the message: "DC960051 USE MODIFY (VARIANCE NE 0/BRIGHT MODIFIED)". You will have to use the modify action to go back and adjust the appropriation information so that when totaled, it will correspond exactly to the OYB ceiling amount.

- **Delete Budget Plan Code Controls Screen**

Program Office users can delete the BPC and appropriation level for an organization, using the **Budget Plan Code Controls Screen**. To delete the information, move the cursor to the ACTION field beside the BPC information you want to delete. Enter a D, for "Delete", in the field.

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- **Delete Budget Plan Code Controls Screen (Cont'd)**

  When you have indicated the BPC you want to delete and are ready are ready to process the delete, press the [ENTER↵] key. If the system was able to delete the information, you will see the message: "DC960040 BRIGHT RECORD DELETED SUCCESSFULLY".

Earmark Control Screen

The Earmark Controls option allows Technical Office users to enter the earmark codes for a given organization code and the corresponding earmark amounts. The screen also shows totals and variances for the organization in question.

To access the **Earmark Controls Screen,** at the **Fiscal Year Control Screen,** press the [PF-6] key. The following screen will appear:

```
U0043190        U.S.A.I.D. PMIS   BUDGET PLAN CODE CONTROLS            92/03/18
STPO      ORG CODE: 169100 NAME: R&D/PO         OFFICE OF PROGRAM
          CP LVL CEILING               0.00
A
C                                         PCT    TOTAL PLANNED   TOTAL OBLGTN
T  EARMARK CODE AND NAME    AMOUNT        CP      CUM AMOUNT      CUM AMOUNT
A                                  0.00    0              0.00            0.00
A                                  0.00    0              0.00            0.00
A                                  0.00    0              0.00            0.00
A                                  0.00    0              0.00            0.00
A                                  0.00    0              0.00            0.00
 TOTALS:                           0.00    0              0.00            0.00
 VAR:                              0.00 100      N/A                N/A
DC960051 USE MODIFY (HIGHLIGHTED VARIANCE(S) NE 0)
 KEY ACTION;(A)DD,(C)HANGE,(D)ELETE, PRESS ENTER .PF7/PF8=PAGE UP/DOWN
```

To add an earmark control record, move the cursor to the first available blank line; enter an **A** for "Add" in the ACTION field. Then enter the earmark code and name and the appropriation funding information. Press [ENTER↵] to process the record.

To change information in a record, enter a **C** in the ACTION field next to the appropriate earmark code; to delete an earmark record, enter a **D** in the ACTION field. In each case, press the [ENTER↵] key to process the record.

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ANNUAL BUDGET SUBMISSION MENU

The **Annual Budget Submission Menu** allows both Technical Office and Program Office users to develop and analyze the proposed funding levels for the projects in their offices' portfolio to be submitted as a part of USAID's Annual Budget Submission (ABS) to Congress. The ABS is developed during the May to August time-frame and indicates funding levels for two years in advance. From this menu, users are able to analyze the proposed ABS on several levels, including manipulating the proposed funding levels in a "what-if" scenario, as well as make the required updates as the proposed ABS goes through the review process.

To access the **Annual Budget Submission Menu**, at the **Fiscal Year Cycle Menu**, press the [PF-3] key. The following screen will appear:

```
DIALOG:                                                      PAGE:  1 OF: 1
  DATE: 92/06/29                                               NEXT PAGE:
                                  U.S.A.I.D.  P M I S
                           ANNUAL  BUDGET  SUBMISSION  MENU
            SEL  RESPONSE    FKEY             DESCRIPTION

                 PRPSABS3    (PF2)        PROPOSED ABS TABLE III
                 PRPSABS4    (PF3)        PROPOSED ABS CHG TABLE IV
                 ABSFOCUS    (PF4)        ABS FOCUS AREA AMOUNTS
                 BUDSTS      (PF5)        CHANGE BUDGET STATUS
                 ABSPYCY     (PF6)        COMPARE PY/CY ABS
                 ABSORGCN    (PF11)       ABS ORGANIZATIONAL CONTROLS
                 PREVMENU    (PF9)        RETURN TO PRIOR MENU
                 MAINMENU    (PF10)       RETURN TO PMIS MAIN MENU
                 QUITPMIS    (PA2)        (SHIFT/PF13) LEAVE PMIS

RESPONSE:            SEND DATA-->                                MODE: STEP
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table, shown in Appendix A, to determine you access capability to the option shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PRPSABS3, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

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PF-KEYS ON THE ANNUAL BUDGET SUBMISSION MENU

[PF-2]	Accesses the **Proposed ABS Table III Screen**, on which you can browse, create, modify, or delete, depending on you security classification, the record that shows the proposed funding levels for the projects in the portfolio of a particular office.
[PF-3]	Accesses the **Proposed ABS Changes Table IV Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the proposed budget record for a project in an office's portfolio.
[PF-4]	Accesses the **ABS Program Focus Area Amounts Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the record that identifies the types of assistance and money used to fund a project that will benefit one of the specific categories that are of interest to USAID.
[PF-5]	Accesses the **Change Budget Status Screen**, on which you can browse or update the status of the proposed ABS.
[PF-6]	Accesses the **Compare PY/CY ABS Screen**, on which you can compare the proposed ABS funding levels for a particular project with the ABS funding levels for the project for the current fiscal year and for the prior fiscal year.
[PF-11]	Accesses the **ABS Organization Controls Screen**, on which you can view a summary of the proposed ABS funding amounts for each office within the Bureau.

Proposed ABS Table III Screen

The **Proposed ABS Table III Screen** allows the Technical Office or Program Office user to view the ABS data for the projects in the portfolio of a particular office and to perform a "what-if" type of analysis on the funding information for those projects to determine the best possible match between the funding ceiling available to the office and the funding levels each project requires to operate. Remember that the ABS is prepared for the fiscal year two years in advance.

To access the **Proposed ABS Table III Screen**, at the **Annual Budget Submission Menu**, press the [PF-2] key. The screen shown at the top of the next page will appear.

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Proposed ABS Table III Screen (Cont'd)

```
U0004325D                    U.S.A.I.D.  P M I S                    92/06/29
STPO                             PROPOSED ABS
                                  TABLE III                        0001 OF 0

 ORG NO: 169000          PLAN LEVEL:            0      REVISION NUMBER:   000
APRP-CD:                  BUDGET-FY:  0000             HIGHEST REV NO IS: 000
APRP PLAN LEVEL:         0 **** ALL AMOUNTS EXPRESSED IN THOUSANDS (000) ****
             APRP ORG.  DEC PRIOR YR CUR.YR  CUR.YR  MIN.CARR  BUD YR  BUDYR+1
PROJ.ID       CD   NO  UNIT (PY)OYB (CY)CP  (CY)OBL    COST   PROPOSED PLANNED


   TOTALS:                      0       0       0        0         0        0

    *** APRP TOTALS (BUDGET YEAR PROPOSED) ***
                  0             0               0               0           0
                  0             0               0               0           0
DC960073 ORG CODE, APPROPRIATION AND FISCAL YEAR, AND REVISION ARE REQU
ENTER=START/BROWSE; PF2=COMPUTE; PF4=MODIFY; PF7=PAGE BACK; PF8=PAGE FORWARD
```

The first thing you need to do is enter the organization code of the organization for those projects you want to view or analyze and the budget fiscal year for which you want to view data. If you want to narrow the number of records that the system will retrieve to one particular appropriation code, enter that appropriation code in the APRP CD field. Then, press the [ENTER ↵] key. The following screen will appear:

```
U0004325D                    U.S.A.I.D.  P M I S                    92/06/29
STPO                             PROPOSED ABS
                                  TABLE III                        0001 OF  1

 ORG NO: 169100          PLAN LEVEL:           33      REVISION NUMBER:   000
APRP-CD:  HE              BUDGET-FY:  1992             HIGHEST REV NO IS: 001
APRP PLAN LEVEL:         0 **** ALL AMOUNTS EXPRESSED IN THOUSANDS (000) ****

             APRP ORG.  DEC PRIOR YR CUR.YR  CUR.YR  MIN.CARR  BUD YR  BUDYR+1
PROJ.ID       CD   NO  UNIT (PY)OYB (CY)CP  (CY)OBL    COST   PROPOSED PLANNED

9361421      HE 169100 011   400     400     400        0         0        0
9361406      HE 169100 011     0     852     852        0         0        0

   TOTALS:                   400   1,252   1,252        0         0        0

   *** APRP TOTALS (BUDGET YEAR PROPOSED) ***
   HE             0             0               0               0           0
                  0             0               0               0           0

ENTER=START/BROWSE; PF2=COMPUTE; PF4=MODIFY; PF7=PAGE BACK; PF8=PAGE FORWARD
```

This screen shows you a list of all of the projects associated with the organization code you entered. Notice the total line at the bottom of the list; this total line contains the sum of the ABS funding levels for the column above.

Proposed ABS Table III Screen (Cont'd)

On this screen, you can change, or manipulate, the data in the MIN CARR COST, BUD YR PROPOSED, and BUDGET YR +1 PLANNED fields for each project listed, as you see fit. Remember that your ultimate goal is, in this "what-if" scenario, to find the best funding level for each project and across the board, so that there is a balance in the funding level across the office portfolio of projects.

To check to see what effect the new figures you enter will have on the total funding level, press the [PF-2] (Recompute) key. The total field across the bottom of the screen will be updated to reflect the new figures; the data in the database will not be effected by this recompute action.

When you feel that the funding levels reflect the appropriate balance and the appropriate proposed ABS for your office, after re-computing the totals, you can add the new figures to the database by pressing the [PF-4] (Modify) key. The figures on the screen will become a part of the database and this will become the proposed ABS for your office.

PF KEYS ON THE PROPOSED ABS TABLE III SCREEN

[ENTER ↵]	Allows you to browse or view the proposed ABS funding levels for all of the projects in the portfolio of a particular office; the list of information that will appear on your screen will correspond to the organization code and budget fiscal year you entered. If the system finds no record that matches the organization code and budget fiscal year you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-2]	Allows you to recompute the totals and variance data to include the new figures you entered based on your manipulation so that you can see the effect these figures will have on the ABS funding levels. This action will not update the data in the database.
[PF-4]	Allows you to update the database with the new figures you have arrived at based on your manipulation of the funding levels for the projects shown.

Proposed ABS Changes Table IV Screen

The **Proposed ABS Changes Table IV Screen** allows the user to update the individual proposed ABS record for a project listed in the office's portfolio. Each project listed on the **Proposed ABS Table III Screen** can be updated using this screen.

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Proposed ABS Changes Table IV Screen (Cont'd)

To access the **Proposed ABS Changes Table IV Screen**, at the **Annual Budget Submission Menu**, press the [PF-4] key. The following screen will appear:

```
U0043300               U.S.A.I.D.  P M I S                       92/07/21
STPO                      PROPOSED ABS CHANGES                      : :
                              TABLE IV                           01 OF 02
ORG CODE: 169100
PROJ ID:     -    .    PROJECT TITLE:

 OBLIGATION INITIAL YEAR:              OBLIGATION FINAL YEAR: 0000
   TOTAL AUTHORIZED AMOUNT:                          STAGE:

 APRP CD:        BUDGET FY:      REVISION NO:    0    REVISION DATE:
           ABS STATUS:                         ABS CEILING AMT:
 AUTHORIZED CEILING AMT:                    CP LOP PROPOSED AMT:

  PRIOR YEAR  (PY)            CURRENT YEAR (CY)           BUDGET YEAR  (BY)
OBLIGATIONS  EXPENDITURES  OBLIGATIONS EXPENDITURES  OBLIGATIONS  EXPENDITURES
        0             0            0            0            0             0

    MINIMUM CARRYING COSTS        BUD. YEAR PROPOSED       BUD YR +1 PROPOSED
                    0.00                      0.00                     0.00

ENTER PROJ ID/APRP CD IN SPACE PROVIDED PRESS ENTER
   ENTER=BROWSE  PF3=ADD  PF4=MODIFY  PF21 (SHIFT/PF5)=DELETE
```

Notice that no data appears on the screen yet. The first thing you need to enter is the organization code associated with the office whose responsible for the project ABS record you want to access. Next, enter the project identification number associated with the project and the appropriation code for which you want to access a proposed ABS record. Then, enter the appropriate budget fiscal year. Remember that the figures on this screen are for the fiscal year two years in advance.

Once you have entered this data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse the proposed ABS information for the particular project, add the detail proposed ABS information for the particular project, modify the proposed ABS information for the particular project, or delete the proposed ABS detail record.

PF KEYS FOUND ON THE PROPOSED ABS CHANGES TABLE IV SCREEN

[ENTER ↵] Allows you to browse or view the proposed ABS detail record that corresponds to the organization code, project identification number, and appropriation code you entered.

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PF KEYS FOUND ON THE PROPOSED ABS CHANGES TABLE IV SCREEN (Cont'd)

[ENTER ↵] (Cont'd)	If the system finds no record that matches the project identification number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new proposed ABS detail record to the database.
[PF-4]	Allows you to modify the proposed ABS detail record. Remember that the Technical Office user can modify the data for this record only when the DOC STATUS = 01 (Planned); Technical Office users, at no time in the process, are allowed to enter or update the document schedule information. When the proposed ABS moves beyond the planning stage, only the Program Office user can modify the data.

- ### Add Proposed ABS Change Table IV Record

The **Proposed ABS Change Table IV Screen** shows the detail of the proposed ABS as it pertains to one particular appropriation account for a project. On this screen, Program Office users indicate the funding and ceiling information for the project that will appear on several screens in the ABS option.

To add a proposed ABS change table IV detail record to the database, on the **Proposed ABS Changes Table IV Screen** enter the organization code of the organization whose portfolio contains the project for which you want to add this type of record.

Next, use the [TAB] key to move to the APRP CD field. Enter the appropriation code to be used to fund the project; *if more than one appropriation account will be used to fund a project, you must add a proposed ABS detail record for each appropriation account code.* Then, enter the budget FY for which you want to add a proposed ABS detail record and the project identification number of the specific project with which you want to work. Then, press the [ENTER ↵] key so that the system can verify that a proposed ABS detail record for that project identification number does not already exist.

If a proposed ABS detail record does not exist in the database, you will see the message "DC960038 ABS PLANNING RECORD NOT FOUND"; you can now enter the remaining information to define the record.

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- **Add Proposed ABS Change Table IV Record (Cont'd)**

Notice that the system has entered the project title, the obligation initial year, the obligation final year, the total authorized amount and the stage. The system also will display the latest ABS revision in the REVISION NO field. In the ABS STATUS field, indicate the stage of the proposed ABS; valid entries include:

- 01 = Technical Office;
- 03 = Program Office; or
- 04 = Final approval.

The ABS status is based on one of three phases through which the proposed ABS must pass. In the first phase, each Technical Office within the Bureau gathers the proposed funding amounts for its various projects based on the information provided to Congress in the PAF and the CN/TN documents, enters the information into the PMIS database, and submits the proposed ABS to the Program Office. During this phase, the ABS status = **01.**

Next, the Program Office takes over the process and reviews the proposed ABS submitted by the Technical Offices. During this phase, the Technical Office user no longer has the ability to modify the proposed funding amounts, and the ABS status = **03.**

During the final phase of the process, the Program Office submits the combined proposed ABS for the Bureau to the SAA for approval. The Program Office will make any necessary changes to the proposed amounts based on the SAA's review. Once the SAA has approved the proposed ABS, the proposed amounts are frozen; no one can make changes to the proposed amounts; now, the ABS status = **04.**

Now you need to enter the funding information for this particular project and appropriation code combination. When you have entered all of the appropriate amounts, press the [PF-3] key. If all of the information is valid, you will see the message: "DC960040 BRIGHT FYPLN RECORD ADDED SUCCESSFULLY". If all of the information you entered is not valid, you will see an error message that will indicate the problem. As it adds the record to the database, the system automatically enters the revision date and the CP LOP Proposed Amount.

To add another new proposed ABS detail record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the previous menu or the [PF-10] key to return to the **PMIS Main Menu.**

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- **Modify Proposed ABS Changes Table IV Record**

The modify action allows Technical Office and Program Office users, depending on the ABS status, to update the information contained in the proposed ABS detail record for a particular project. The ABS status is based on one of three phases through which the proposed ABS must pass.

In the first phase, each Technical Office within the Bureau gathers the proposed funding amounts for its various projects based on the information provided to Congress in the PAF and the CN/TN documents, enters the information into the PMIS database, and submits the proposed ABS to the Program Office. During this phase, the ABS status = **01.**

Next, the Program Office takes over the process and reviews the proposed ABS. During this phase, the Technical Office user no longer has the ability to modify the proposed funding amounts, and the ABS status = **03.**

During the final phase of the process, the Program Office submits the combined proposed OYB for the Bureau to the SAA for approval. The Program Office will make any necessary changes to the proposed amounts based on the SAA's review. Once the SAA has approved the proposed OYB, the proposed amounts are frozen; no one can make changes to the proposed amounts; now, the ABS status = **04.**

To modify a proposed ABS detail record, access the **Proposed ABS Changes Table IV Screen** from the **Annual Budget Submission Menu.** On the **Proposed ABS Changes Table IV Screen**, enter the organization code, appropriation code, budget FY and the project identification number associated with the proposed ABS detail record you want to modify. Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a proposed ABS detail record for the project you indicated, that record will appear on your screen.

Make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press [PF-4]. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 FYPLN RECORD CHANGED SUCCESSFULLY" on your screen.

- **Delete Proposed ABS Changes Table IV Records**

The delete action allows Program Office users to remove proposed ABS detail records from the database. To delete a proposed ABS detail record, you must first retrieve the record using the browse action.

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- **Delete Proposed ABS Changes Table IV Records (Cont'd)**

  To begin, on the **Proposed ABS Changes Table IV Screen**, enter the organization code, appropriation code, budget FY, and project identification number associated with the record you want to delete. Press [ENTER ↵] to retrieve the record.

  If the system is able to locate a proposed ABS detail record that corresponds to the project identification number you entered, that record will appear on your screen. Check the project identification number to make absolutely sure that this is the record you want to delete.

  To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 HIGHLIGHTED FYPLN RECORD DELETED SUCCESSFULLY".

ABS Focus Area Screen

The **ABS Focus Area Screen** allows the user to identify which type of assistance or area of interest, as identified in the Agency's mission statement, that each project within a Technical Office's portfolio will satisfy. The information is based on the appropriation account codes assigned to fund a project.

To access the **ABS Focus Area Screen**, at the **Annual Budget Submission Menu**, press the [PF-4] key. The following screen will appear:

```
U004335D                  U.S.A.I.D. P M I S                    92/06/29
STPO                      ABS FOCUS AREA AMOUNT
                               TABLE IV                          01 OF 01
 ORG.NO: 169000
PROJ ID:              PROJECT TITLE:
APRP CD:     BUDGET FY: 0000 REVISION NO: 000 REVISION DATE: 0000/00/00
    NOTE: ALL AMOUNTS ARE SHOWN ROUNDED TO THE NEAREST THOUSAND  ($000)
             ABS STATUS:      MINIMUM CARRYING COST:         0
                              BUDGET YEAR PROPOSED:          0

   FOCUS AREA:  (PLACE AN  A, C, OR D IN "SEL" NEXT TO DESIRED CODE(S)
                 AND ENTER AN AMOUNT IN THE SPACE PROVIDED)

   SEL CODE   AMOUNT                         TITLE
1.     POP         0       EASING POPULATION PRESSURES
2.     CHI         0       CHILD SURVIVAL
3.     AID         0       ACQUIRED IMMUNE DEFICIENCY SYNDROM (AIDS)
4.     EDU         0       BASIC EDUCATION
5.     ENV        0     PRESERVING THE ENVIRONMENT AND NATURAL RESOURCES
6.     CRS         0       COLLABRATIVE RESEARCH SUPPORT
7.     IAR         0       INTERNATIONAL AGRICULTURAL CENTERS
8.     N/A                 UNUSED AT THIS TIME.
9.     N/A                 UNUSED AT THIS TIME

DC960051 USE PF9: RETURN TO PREVIOUS MENU OR PF10: RETURN TO MAIN MENU
   ENTER = UPDATE DATABASE.
```

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ABS Focus Area Screen (Cont'd)

Notice that no data appears on the screen yet. To access a thrust record for a particular project, in the ORG CODE field, you must enter a six-digit code for the office associated with the project.

Then, enter the project identification number of the project, the appropriation code, and the budget FY. Press the [ENTER ↵] key to access a record showing which areas of interest this particular project satisfies. The following screen will appear:

```
U004335D                    U.S.A.I.D.  P M I S                          91/12/02
STPO                      ABS PROGRAM THRUST AMOUNTS
                               TABLE IV                                  01 OF 01
  ORG NO:  136033
 PROJ ID:  936-1421.   PROJECT TITLE:  AID/PEACE CORPS SMALL PROJECT ASST
 APRP CD:  FN   BUDGET FY:  1991  REVISION NO:  000  REVISION DATE:  1991/10/08
      NOTE: ALL AMOUNTS ARE SHOWN ROUNDED TO THE NEAREST THOUSAND   ($000)
                 ABS STATUS:  1   MINIMUM CARRYING COST:        230
                                        AAPL INCREMENT:         110
 PROGRAM THRUST:  (PLACE AN  A, C, OR D IN "SEL" NEXT TO DESIRED CODE(S)
                   AND ENTER AN AMOUNT IN THE SPACE PROVIDED)

     SEL CODE    AMOUNT                    TITLE
1.        POP          0       EASING POPULATION PRESSURES
2.        CHI         50       CHILD SURVIVAL
3.        AID          0       ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
4.        EDU          0       BASIC EDUCATION
5.        ENV        0       PRESERVING THE ENVIRONMENT AND NATURAL RESOURCES
6.        CRS          0       COLLABORATIVE RESEARCH SUPPORT
7.        IAR          0       INTERNATIONAL AGRICULTURAL CENTERS
8.        N/A                  UNUSED AT THIS TIME
9.        N/A                  UNUSED AT THIS TIME
ENTER/UPDATE PROGRAM THRUST AMOUNTS - PRESS ENTER
   ENTER = UPDATE DATABASE
```

Now that the thrust record for the project identification number/appropriation account code you indicated appears on your screen, you can add information to the record, change the information shown, or delete the thrust record from the database. To accomplish any of these actions, according to the note under the AAPL INCREMENT field, move the cursor to the SEL field next to the appropriate title.

To add information to the thrust record, in the SEL field next to the appropriate title, enter an **A** for "Add". Then, enter the necessary information.

☞ *NOTE:* *Remember that when you enter dollar amounts, the system will read them in thousands of dollars. So, if you enter the amount of 500, the system will read the amount as $500,000.*

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ABS Focus Area Screen (Cont'd)

When you have entered the necessary information, press the [ENTER↵] key to update the database. To change the existing information in the thrust record, enter a C for "Change" in the SEL field beside the appropriate title. Then, change the existing information by typing over the old with the new information. To update the database with this new information, press the [ENTER↵] key. The new information you entered will be added to the record.

To delete the thrust record from the database, move the cursor to the SEL field next to the appropriate title and enter a **D** for "Delete". Then, press the [ENTER↵] key to process the delete.

☞ *NOTE:* *Only Program Office users can delete ABS focus area records from the database.*

When you have accomplished the necessary action on this screen, press the [PF-9] key to return to the previous menu or the [PF-10] key to return to the **PMIS Main Menu.**

PF-KEY ON THE ABS FOCUS AREA SCREEN

[ENTER↵]	Allows you to process the action you indicated in the SEL field on the screen. After you enter information for a new thrust record, you can change the information in the fields of that thrust record, or choose to delete the thrust record, by first indicating the action you want to take and then pressing the [ENTER↵] key processes either action.

Change Budget Status Screen

The **Change Budget Status Screen** allows Program Office users to make global updates to the status of the proposed ABS for all projects within a given office as it moves through the various phases of the approval process. Using this screen, the user can also indicate a new revision number for the ABS.

To access this screen, at the **Annual Budget Submission Menu**, press the [PF-5] key. The screen shown at the top of the next page will appear.

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Change Budget Status Screen (Cont'd)

```
U004340D                    U.S.A.I.D. P M I S                        92/06/29
STPO                           CHANGE BUD STATUS
       ORG NO: 169000                              FY:
   CHANGE BUD STATUS TO:
      FOR (ABS/CP) PLANNING RECORDS:
      CURRENT REVISION NUMBER IS:  000       DATE OF REVISION:  00000000

      CHANGE REVISION NUMBER TO:             NEW REVISION DATE:      /  / 0

               YOU MAY CHANGE BUD STATUS WITHOUT CHANGING REVISIONS,
               AND VICE-VERSA - TO MODIFY THE CURRENT REVISION NUMBER,
               KEY IN THE NEW REVISION NUMBER WHERE INDICATED.  IT MUST
                BE ONE (1) GREATER THAT THE CURRENT NUMBER.

DC960041 FISCAL YEAR IS REQUIRED TO PROCESS RECORD
  PF4 = MODIFY
```

From this screen, you can update the budget status and/or the budget revision number. To update the proposed ABS status code for the projects within an office, first move the cursor to the ORG CD field. Enter the organization code for the Technical Office whose projects need an updated ABS status. Next, move the cursor to the CHANGE BUDGET STATUS TO field. Enter the appropriate status code; valid entries include:

- 1 - Technical Office proposes funding amounts for the projects in its portfolio;
- 3 - Program Office approves the proposed ABS amounts and forwards the package to the Bureau administrator;
- 4 - Bureau administrator approves proposed ABS and proposed amounts become "official" amounts.

To enter a new revision number for an office's ABS, move the cursor to the ORG CD field; enter the organization code for the Technical Office whose project portfolio needs to be updated with a new ABS revision number. Next, move the cursor to the CHANGE REVISION NO TO field, enter the next sequential revision number for the office's ABS.

In each case, when you have entered the appropriate information, press the [PF-4] key to process the update. If the modification is successful, the ABS status code for all of the projects for the indicated technical office will be changed to reflect the information you just entered. Remember that the change you have indicated on this screen will effect the ABS status for all of the proposed ABS records associated with the organization number entered on the screen.

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Budget Year Planning - Prior Year/Current Year Comparison Screen

The **Budget Year Planning - Prior Year/Current Year Comparison Screen** acts as a kind of on-screen report that allows users to view, for each Technical Office, the funding amounts requested for the prior fiscal year and to compare this figure with the amount requested for the current fiscal year in the CP document and the amount obligated to that office for the current fiscal year. The screen also shows the variance in the amount requested in the CP for the current fiscal year and the amount actually obligated for that office for the current fiscal year.

To access this screen, at the **Annual Budget Submission Menu**, press the [PF-6] key. The following screen will appear:

```
U004345D                      U.S.A.I.D.  P M I S                       92/09/09
STPO                            BUDGET YEAR PLANNING
                           PRIOR YEAR / CURRENT YEAR                 0001 OF  0
  BUDGET FY:   0000   TRANSACTION TYPICALLY TAKES 1.5 TO 3 MIN
                                       CURRENT  CURRENT    CP
  ORG.                 REV.  PRIOR YR    YEAR     YEAR    OBLGTN  BUD YR  BUD YR
  NO.    ORG. NAME     NO.   (PY) OYB   (CY) CP  OBLGTN  VARIANCE  PRPS   +1 PRPS
------ ------------- ---- ------------ -------- ------- -------- ------- -------

                TOTALS:              0        0       0        0       0       0
DC960073 BUDGET FISCAL YEAR ARE REQUIRED TO PROCESS REPORT
   ENTER=BROWSE;  PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

Notice that no data appears on the screen yet. To generate the report, you must enter the budget FY for which you want to compare information. Then, press the [ENTER ↵] key. The following screen will appear:

```
U004345D                      U.S.A.I.D.  P M I S                       92/09/09
STPO                            BUDGET YEAR PLANNING
                           PRIOR YEAR / CURRENT YEAR                 0001 OF  5
  BUDGET FY:   1992   TRANSACTION TYPICALLY TAKES 1.5 TO 3 MIN
                                       CURRENT  CURRENT    CP
  ORG.                 REV.  PRIOR YR    YEAR     YEAR    OBLGTN  BUD YR  BUD YR
  NO.    ORG. NAME     NO.   (PY) OYB   (CY) CP  OBLGTN  VARIANCE  PRPS   +1 PRPS
------ ------------- ---- ------------ -------- ------- -------- ------- -------
169000 R&D           000             0        0       0        0       0       0
169010 AA/R&D        000             0        0       0        0       0       0
169100 R&D/PO        000     3,909,184      889   3,282   -2,393       0       0
169101 R&D/PO/PR     000             0        0       0        0       0       0
169102 R&D/PO/PCIS   000             0        0       0        0       0       0
169103 R&D/PO/AE     000             0        0       0        0       0       0
169200 R&D/MGT       000             0        0       0        0       0       0
169300 R&D/OIT       000     2,798,192    2,950   3,058     -108       0       0
169310 R&D/OIT/SIMS  000             0        0       0        0       0       0
169330 R&D/OIT/PETA  000             0        0       0        0       0       0
169360 R&D/OIT/PP    000             0        0       0        0       0       0
169380 R&D/OIT/RS    000             0        0       0        0       0       0
169390 R&D/OIT/RT    000             0        0       0        0       0       0
                TOTALS:    491,541,671  430,235  10,340  419,895   1,500   3,000
   ENTER=BROWSE;  PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

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Budget Year Planning - Prior Year/Current Year Comparison Screen (Cont'd)

The list begins with the funding information for the Bureau and then continues with each of the Technical Offices under that Bureau. The totals at the bottom of the screen are for all of the offices combined, not just those that are currently on your screen. To move to the next screen to view the funding information for more offices within the Bureau, press the [PF-8] key. The [PF-7] key allows you to move back to the previous screen of information.

You cannot add to, modify, or delete any of the information shown on these screens; you can only view the information. When you are finished viewing the information, press the [PF-9] key to return to the previous menu, or press the [PF-10] key to return to the **PMIS Main Menu.**

Budget Year Planning - ABS Organizational Controls Screen

The **Budget Year Planning - ABS Organizational Controls Screen** allows the user to generate a kind of on-screen report that summarizes the funding control information for the Bureau and each Technical Office within the Bureau. The screens shows the variance between the AAPL ceiling amount and the minimum carrying costs plus the budget year APPL increment.

To access this screen, at the **Annual Budget Submission Menu**, press the [PF-7] key. The following screen will appear:

```
U004347D                     U.S.A.I.D. P M I S                          92/06/29
 STPO                         BUDGET YEAR PLANNING
                           ABS ORGANIZATIONAL CONTROLS               0001 OF  0
  NOTES:    ALL AMOUNTS ARE SHOWN ROUNDED TO NEAREST THOUSAND ($000)
            BUD YR VARIANCE     = ABS CEILING - BUD YR PROPOSED
            BUD YR + 1 VARIANCE = ABS CEILING - BUD YR+1 PROPOSED

  BUDGET FY:   0000   TRANSACTION TYPICALLY TAKES 1.5 TO 3 MIN
                                  ABS     MINIMUM
ORG          ORG.      REV  CEILING   CARRY   BUD YR   BUD YR  BUD YR+1 BUD YR+1
NO.          NAME      NO:  AMOUNT    COST  PROPOSED VARIANCE PROPOSED VARIANCE
------   ------------ ---  -------  -------- -------- -------- -------- --------


               TOTALS:         0        0        0        0        0        0
 DC960073 BUDGET FISCAL YEAR ARE REQUIRED TO PROCESS REPORT
   ENTER=BROWSE;  PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

Notice that no data appears on the screen yet. To generate the report, you must enter the budget FY for which you want to compare information. Then, press the [ENTER ↵] key. The screen shown at the top of the next page will appear.

Budget Year Planning - ABS Organizational Controls Screen (Cont'd)

```
U004347D                          U.S.A.I.D.  P M I S                    92/06/29
STPO                              BUDGET YEAR PLANNING
                                ABS ORGANIZATIONAL CONTROLS              0001 OF   6
 NOTES:  ALL AMOUNTS ARE SHOWN ROUNDED TO NEAREST THOUSAND ($000)
         BUD YR VARIANCE      = ABS CEILING - BUD YR PROPOSED
         BUD YR + 1 VARIANCE = ABS CEILING - BUD YR+1 PROPOSED

 BUDGET FY:   1992   TRANSACTION TYPICALLY TAKES 1.5 TO 3 MIN
                                  ABS      MINIMUM
ORG       ORG.        REV  CEILING    CARRY    BUD YR   BUD YR  BUD YR+1 BUD YR+1
NO.       NAME        NO.  AMOUNT     COST    PROPOSED VARIANCE PROPOSED VARIANCE
------ ------------ --- -------- -------- -------- -------- -------- --------
169000  R&D           000   70,000        0        0   70,000        0   70,000
169010  AA/R&D        000        0        0        0        0        0        0
169100  R&D/PO        000       33        0        0       33        0       33
169101  R&D/PO/PR     000        0        0        0        0        0        0
169102  R&D/PO/PCIS   000        0        0        0        0        0        0
169103  R&D/PO/AE     000       33        0        0       33        0       33
169200  R&D/MGT       000        0        0        0        0        0        0
169300  R&D/OIT       000       46   55,678        0       46        0       46
169310  R&D/OIT/SIMS  000        0        0        0        0        0        0

               TOTALS:     70,760   57,178    1,500   69,260    3,000   67,760
 ENTER=BROWSE;  PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

The list begins with the funding controls information for the Bureau and then continues with each of the Technical Offices under that Bureau. The totals at the bottom of the screen are for all of the offices combined, not just those that are currently on your screen. To move to the next screen to view the funding information for more offices within the Bureau, press the [PF-8] key. The [PF-7] key allows you to move back to the previous screen of information.

You cannot add to, modify, or delete any of the information shown on these screens; you can only view the information. When you are finished viewing the information, press the [PF-9] key to return to the previous menu, or press the [PF-10] key to return to the **PMIS Main Menu.**

CONGRESSIONAL PRESENTATION MENU

Every year in the November to December time-frame the Technical Offices prepare their Congressional Presentations (CPs). This document justifies and explains in detail the Agency's budget request for the Operating Year Budget (OYB). The **Congressional Presentation Menu** allows you to access screens that show the proposed funding levels for each Technical Office in the Bureau as requested in the CP document.

To access the **Congressional Presentation Menu,** at the **Fiscal Year Cycle Menu,** press the [PF-4] key. The following screen will appear:

```
DIALOG:                                                        PAGE: 1 OF: 1
DATE: 92/06/29                                                 NEXT PAGE:
                              U.S.A.I.D.  P M I S
                        CONGRESSIONAL  PRESENTATION  MENU
          SEL RESPONSE   FKEY           DESCRIPTION

              PRPSCP3    (PF2)     PROPOSED CP TABLE III
              PRPSCP4    (PF3)     PROPOSED CP CHG TABLE IV
              CPORGCTL   (PF4)     CONG. PRES. ORG. CONTROLS
              BUDSTS     (PF5)     CHANGE BUDGET STATUS
              CPFOCUS    (PF6)     CP FOCUS AREA AMOUNTS
              CPLEGEAR   (PF11)    CP LEGISLATIVE EARMARK
              CPBOOK     (PF12)    CP BOOK AMOUNT GENERATION
              PREVMENU   (PF9)     RETURN TO PRIOR MENU
              MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS

RESPONSE:            SEND DATA-->                              MODE: STEP
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table, shown in Appendix A, to determine you access capability to the option shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PRPSCP3, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

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PF-KEYS FOUND ON THE CONGRESSIONAL PRESENTATION MENU

[PF-2] Accesses the **Proposed CP Table III Screen**, on which you can view the budget year CP ceiling amounts and manipulate them to find the best possible way to distribute the funds available.

[PF-3] Accesses the **Proposed CP Changes Table IV Screen**, on which you can view and update the proposed CP detail record for a particular project within a Technical Office's portfolio.

[PF-4] Accesses the **Congressional Presentation Organization Controls Screen**, on which you can view a summary of the proposed CP budget year funding amounts for each office within the Bureau.

[PF-5] Accesses the **Change Budget Status Screen**, on which you can browse or update the status of the proposed CP.

[PF-6] Accesses the **CP Program Focus Area Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the record that identifies the types of assistance and money used to fund a project which are going toward one of the specific categories that are of interest to USAID.

[PF-11] Accesses the **CP Legislative Earmark Screen**, on which you can browse, create, modify, or delete, depending on your security classification, the earmark funding information.

[PF-12] Accesses the **Create The CP "Book" Screen**, on which you can enter and update the CP Level and Final CP Level for each project identification number / appropriation code / organization code combination.

Proposed CP Table III Screen

The **Proposed CP Table III Screen** allows the Technical Office or Program Office user to view the budget year CP ceiling amounts for the projects in the portfolio of a particular office and to perform a "what-if" type of analysis on the funding information for those projects to determine the best possible match between the funding ceiling available to the office and the funding levels each project requires to operate. The CP ceiling amount shown on this screen is based on the most recent bureau-approved ABS amount for the particular Technical Office.

Proposed CP Table III Screen

To access the **Proposed CP Table III Screen**, at the **Congressional Presentation Menu**, press the [PF-2] key. The screen shown at the top of the next page will appear.

Proposed CP Table III Screen (Cont'd)

```
U004355D                    U.S.A.I.D. P M I S                     91/11/05
STPO                             PROPOSED CP                          :11:20
                                 TABLE III               PAGE:  0001 OF   0
                              **ORGANIZATION CEILINGS**
 ORG NO:  169100    CP:           0.00   FINAL CP:              0.00
APRP-CD:            BUDGET-FY:   0000    REVISION NUMBER: 000   STATUS:
                  **** ALL AMOUNTS EXPRESSED IN THOUSANDS (000) ****
          APRP ORG.  DEC PRIOR YR CUR.YR  CUR.YR  CUR.YR  BUD YR  BY FINAL
PROJ.ID    CD   NO  UNIT (PY)OYB (CY)CP  (CY)OBL (CY)OYB   CP CLG  CP CLG

 TOTALS:                     0       0       0       0       0        0
---------------------------------------------------------------------------
    ***  APRP TOTALS FOR CP (STATUS=1) OR FINAL CP (STATUS=2)  ***
              0           0           0           0                0
              0           0           0           0                0
DC960073 ORGANIZATION CODE,APPROPRIATION AND FISCAL YEAR, AND REVISION ARE REQU
ENTER=START/BROWSE; PF2=COMPUTE; PF4=MODIFY; PF7=PAGE BACK; PF8=PAGE FORWARD
```

Notice that the screen above contains no data yet. The first thing you need to do is enter the organization code of the organization for those projects you want to view or analyze and the budget fiscal year for which you want to view data. If you want to narrow the number of records that the system will retrieve to one particular appropriation code, enter that appropriation code in the APRP CD field. If you leave the APRP CODE field blank, the system will retrieve information for all of the appropriation codes associated with the organization code you entered. Then, press the [ENTER ↵] key. The following screen will appear:

```
U004355D                    U.S.A.I.D. P M I S                    92/06/29
STPO                             PROPOSED CP                          :  :
                                 TABLE III               PAGE:  0001 OF   2
                              **ORGANIZATION CEILINGS**
 ORG NO: 169100     CP:          0        FINAL CP:          0
APRP-CD:            BUDGET-FY:   1992    REVISION NUMBER: 000   STATUS:  1
                  **** ALL AMOUNTS EXPRESSED IN THOUSANDS (000) ****

          APRP ORG.  DEC PRIOR YR CUR.YR  CUR.YR  CUR.YR  BUD YR  BY FINAL
PROJ.ID    CD   NO  UNIT (PY)OYB (CY)CP  (CY)OBL (CY)OYB   CP CLG  CP CLG
9361421   SS 169100 011       0     450     450      0       0        0
9361421   SD 169100 011       0     400     400      0       0        0
9361421   HE 169100 011     400     400     400      0       0        0
9361421   FN 169100 011     147     200     200      0       0        0
9361421   AI 169100 011       0     100     100      0       0        0
9361406   SS 169100 011       0       0       0      0       0        0
9361406   PN 169100 011       0       0       0      0       0        0
 TOTALS:                  2,334   5,181   5,181      0       0        0
---------------------------------------------------------------------------
    ***  APRP TOTALS FOR CP (STATUS=1) OR FINAL CP (STATUS=2)  ***
 SS          0  SD         0  HE         0  FN         0  AI          0
 PN          0  DG         0  EH         0  CS         0              0
ENTER=START/BROWSE; PF2=COMPUTE; PF4=MODIFY; PF7=PAGE BACK; PF8=PAGE FORWARD
```

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Proposed CP Table III Screen (Cont'd)

This screen shows you a list of all of the projects associated with the organization code you entered. In the PRIOR YEAR OYB field you will see the prior year OYB figure for the individual project. In the CURRENT YEAR CP field, you will see the CP amount for the individual project for the current year. In the BUD YEAR CP CLG field, you will see the current budget year CP ceiling amount, which is the latest SAA-approved ABS amount for the individual project. The total line at the bottom of the list contains the sum of the columns above.

On this screen, you can change, or manipulate, the data in the BUD YR CP CLG and BY FINAL CP CLG fields for each project listed, depending on budget status. Remember that your ultimate goal is, in this "what-if" scenario, to find the best funding level within the ceiling amount for each project and across the board, so that there is a balance in the funding level and the ceiling level across the office portfolio of projects.

To check to see what effect the new figures you enter will have on the total funding levels, press the [PF-2] (Compute) key. The total field across the bottom of the screen will be updated to reflect the new figures; the data in the database will not be effected by this compute action.

When you feel that the funding levels reflect the appropriate balance for the budget year CP ceiling amounts for your office, after computing the totals, you can add the new figures to the database by pressing the [PF-4] (Modify) key. The figures on the screen will become a part of the database and this will become the proposed budget year CP ceiling amounts for your office.

PF KEYS ON THE PROPOSED CP TABLE III SCREEN

[ENTER ↵]	Allows you to browse or view the proposed CP budget year ceiling funding levels for all of the projects in the portfolio of a particular office; the list of information that will appear on your screen will correspond to the organization code and budget FY you entered. If the system finds no record that matches the organization code and budget fiscal year you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-2]	Allows you to compute the totals and variance data to include the new figures you entered based on your manipulation of the data so that you can see the effect these figures will have on the budget year CP ceiling levels. This action will not update the data in the database.

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PF KEYS ON THE PROPOSED CP TABLE III SCREEN (Cont'd)

[PF-4]	Allows you to update the database with the new figures you have arrived at based on your manipulation of the budget year CP ceiling amounts for the projects shown.
[PF-7]	Allows you to move back to the previous screen of information.
[PF-8]	Allows you to move to the next screen of information.

Proposed CP Changes Table IV Screen

The **Proposed CP Changes Table IV Screen** allows the user to view the detail record for a particular project showing the budget year CP information; on this screen, you can update the obligation vs. expenditure information for the prior, current, and budget year for a project listed in the office's portfolio. Each project listed on the Proposed CP Table III Screen can be updated using this screen.

To access the **Proposed CP Changes Table IV Screen,** at the **Congressional Presentation Menu,** press the [PF-3] key. The following screen will appear:

```
U004360D                     U.S.A.I.D.  P M I S                          92/06/30
STPO                   PROPOSED CP CHANGES TABLE IV                          :  :
ORG CODE: 169100                                                         01 OF 01
PROJECT ID:    -      PROJ TITLE:

 OBLIGATION INITIAL YEAR:          OBLIGATION FINAL YEAR:
 TOTAL AUTHORIZED AMOUNT:                          STAGE:
 APRP CODE:        BUDGET FY:         REVISION NO:    0  REVISION DATE:

 BUDGET STATUS:        SUB-CATEGORY:          PVO-PERCENT:
                   AUTHORIZED CEILING AMOUNT:           0.00
                   CP L.O.P. PROPOSED AMOUNT:           0.00

    PRIOR YEAR  (PY)          CURRENT YEAR  (CY)          BUDGET YEAR  (BY)
 OBLIGATIONS EXPENDITURES OBLIGATIONS EXPENDITURES OBLIGATIONS EXPENDITURES
         0            0            0            0           0            0

ENTER PROJ ID/APRP CD IN SPACE PROVIDED PRESS ENTER
  ENTER=BROWSE  PF3=ADD  PF4=MODIFY  PF21 (SHIFT/PF5)=DELETE
```

Notice that the screen above contains no data yet. The first thing you need to do is enter the organization code of the organization for which projects you want to view or analyze and the budget fiscal year for which you want to view data. If you want to narrow the number of records that the system will retrieve to one particular appropriation code, enter that appropriation code in the APRP CD field.

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Proposed CP Changes Table IV Screen (Cont'd)

Once you have entered this data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse the proposed CP information for the particular project, add the detail proposed CP information for the particular project, modify the proposed CP information for the particular project, or delete the proposed CP detail record.

PF KEYS ON THE PROPOSED CP CHANGES TABLE IV SCREEN

[ENTER ↵]	Allows you to browse or view the proposed CP detail record that corresponds to the organization code, project identification number, and appropriation code you entered. If the system finds no record that matches the information you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new proposed CP detail record to the database.
[PF-4]	Allows you to modify the proposed CP detail record. Remember that the Technical Office user can modify the data for this record only when the STAGE = **01** (Planned); Technical Office users, at no time in the process, are allowed to enter or update the CP document schedule information. When the CP document moves beyond the planning stage, only the Program Office user can modify the data.

- **Add Proposed CP Change Table IV Record**

  The **Proposed CP Change Table IV Screen** shows the details of the proposed CP as it pertains to one particular appropriation account for a project. On this screen, Program Office users indicate the CP budget year information for the project; this information will appear on several screens in the Proposed CP option.

  To add a proposed CP change table IV detail record to the database, on the **Proposed CP Changes Table IV Screen**, enter the organization code of the organization whose portfolio contains the project for which you want to add this type of record.

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Add Proposed CP Change Table IV Record (Cont'd)

Next, enter the appropriation code to be used to fund the project; if more than one appropriation account will be used to fund a project, you must add a proposed CP detail record for each appropriation account code. Then, enter the budget FY for which you want to add a record and the project identification number of the specific project with which you want to work.

Then, press the [ENTER↵] key so that the system can verify that a proposed CP detail record for that project identification number does not already exist. If a proposed CP detail record does not exist in the database, you will see the message: "DC960038 BRIGHT APPROPRIATIONS ORG NO/FY RECORD NOT FOUND"; you can now enter the remaining information to define the record.

For each project, enter the initial and final years of obligation and the total amount authorized for the project under the specific appropriation account code. The system will display the latest revision of the proposed CP.

The system also will enter the AUTHORIZED CEILING AMOUNT using information from the latest PAF document. It will also enter the CP LOP PROPOSED AMOUNT using information from the project appropriation record. You can enter information in the three fields that appear at the bottom of the screen: the prior year obligation/expenditures, the current year obligations/expenditures, and the budget year obligations/expenditures.

When you have entered all of the funding amounts, press the [PF-3] key. The system will automatically verify the information you entered to ensure that each proposed amount is within the funding limits established for the office. If all of the information is valid, you will see the message: "DC960040 BRIGHT FYPLN RECORD ADDED SUCCESSFULLY". If all of the information you entered is not valid, you will see an error message that will indicate the problem.

To add another new proposed CP ceiling detail record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the previous menu or the [PF-10] key to return to the **PMIS Main Menu.**

Modify Proposed CP Changes Table IV Screen

The modify action allows Technical Office users, depending on the status of the CP document, to update the information contained in the proposed CP detail record for a particular project.

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- **Modify Proposed CP Changes Table IV Screen (Cont'd)**

To modify a proposed CP detail record, access the **Proposed ABS Changes Table IV Screen** from the **Congressional Presentation Menu.** On the **Proposed CP Changes Table IV Screen,** enter the organization code, appropriation code, budget FY and the project identification number associated with the proposed CP detail record you want to modify. Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a proposed CP detail record for the project you indicated, that record will appear on your screen.

Make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press [PF-4]. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 BRIGHT FYPLN RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Proposed CP Changes Table IV Records**

The delete action allows Technical Office users to remove proposed CP detail records for projects that have been completed or discontinued. If a project is still in the planned, new, or ongoing stages, its corresponding proposed CP detail record cannot be from the database.

To delete a proposed CP detail record, you must first retrieve the record using the browse action. To begin, on the **Proposed CP Changes Table IV Screen,** enter the organization code, appropriation code, budget FY, and project identification number associated with the record you want to delete.

Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a proposed CP detail record that corresponds to the project identification number you entered, that record will appear on your screen.

Check the project identification number to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 HIGHLIGHTED FYAMTS RECORD DELETED SUCCESSFULLY".

Budget Year Planning - CP Organization Controls Screen

The Budget Year Planning - CP Organizational Controls Screen allows the user to view a summary of the proposed CP budget year funding amounts requested for each office within the Bureau. To access this screen, press the [PF-4] key at the **Congressional Presentation Menu.** The following screen will appear:

```
U0043650                         U.S.A.I.D.  P M I S                      92/06/30
STPO                             BUDGET YEAR PLANNING
                              CP ORGANIZATIONAL CONTROLS                0001 OF   0

 NOTES:   ALL AMOUNTS ARE SHOWN ROUNDED TO NEAREST THOUSAND ($000)
          ORG CP CLG VARIANCE = ORG. CP CLG - BUD YR CP CLG
          ORG FINAL CP CLG VARIANCE = ORG. FINAL CP CLG - BUD YR FINAL CP CLG

 BUDGET FY:  0000   TRANSACTION TYPICALLY TAKES 1.5 TO 3 MIN
                                                                             ORG.
                                 ORG.   BUD YR    ORG.      ORG.    BUD YR   FINAL
 ORG         ORG.      REV      CP       CP      CP CLG    FINAL    FINAL   CP CLG
 NO.         NAME      NO.   CEILING  CEILING  VARIANCE   CP CLG   CP CLG  VARIANCE
------  ------------  ---   -------  --------  --------  --------  -------- --------



                TOTALS:          0        0         0         0        0        0
DC960073 BUDGET FISCAL YEAR ARE REQUIRED TO PROCESS REPORT
   ENTER=BROWSE;  PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

Notice that no data appears on the screen yet. To generate the report, you must enter the budget FY for which you want to compare information. Then, press the [ENTER ↵] key. After several minutes, the following screen will appear:

```
U0043650                         U.S.A.I.D.  P M I S                      92/06/30
STPO                             BUDGET YEAR PLANNING
                              CP ORGANIZATIONAL CONTROLS                0001 OF   6

 NOTES:   ALL AMOUNTS ARE SHOWN ROUNDED TO NEAREST THOUSAND ($000)
          ORG CP CLG VARIANCE = ORG. CP CLG - BUD YR CP CLG
          ORG FINAL CP CLG VARIANCE = ORG. FINAL CP CLG - BUD YR FINAL CP CLG

 BUDGET FY:  1993   TRANSACTION TYPICALLY TAKES 1.5 TO 3 MIN
                                                                             ORG.
                                 ORG.   BUD YR    ORG.      ORG.    BUD YR   FINAL
 ORG         ORG.      REV      CP       CP      CP CLG    FINAL    FINAL   CP CLG
 NO.         NAME      NO.   CEILING  CEILING  VARIANCE   CP CLG   CP CLG  VARIANCE
------  ------------  ---   -------  --------  --------  --------  -------- --------
169000  R&D           000    5,000        0     5,000     4,000        0     4,000
169010  AA/R&D        000        0        0         0         0        0         0
169100  R&D/PO        000        0    5,035    -5,035         0    5,413    -5,413
169101  R&D/PO/PR     000        0        0         0         0        0         0
169102  R&D/PO/PCIS   000        0        0         0         0        0         0
169103  R&D/PO/AE     000        0        0         0         0        0         0
169200  R&D/MGT       000        0        0         0         0        0         0
169300  R&D/OIT       000        0        0         0         0    2,912    -2,912
169310  R&D/OIT/SIMS  000        0        0         0         0        0         0
                TOTALS:      8,540   15,478    -6,938     7,290   21,402   -14,112
   ENTER=BROWSE;  PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

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Budget Year Planning - CP Organization Controls Screen (Cont'd)

The list begins with the CP controls information for the Bureau and then continues with each of the Technical Offices under that Bureau. The totals at the bottom of the screen are for all of the offices combined, not just those that are currently on your screen. To move to the next screen to view the funding information for more offices within the Bureau, press the [PF-8] key. The [PF-7] key allows you to move back to the previous screen of information.

You cannot add to, modify, or delete any of the information shown on these screens; you can only view the information. When you are finished viewing the information, press the [PF-9] key to return to the previous menu, or press the [PF-10] key to return to the **PMIS Main Menu**.

Change Budget Status Screen

The **Change Budget Status Screen** allows Program Office users to make global updates to the status of the proposed CP for all projects within a given office as it moves through the various phases of the approval process. Using this screen, the user can also indicate a new revision number for the CP.

To access this screen, at the **Congressional Presentation Menu**, press the [PF-5] key. The following screen will appear:

```
U0043400                    U.S.A.I.D. P M I S                         92/07/22
STPO                         CHANGE BUD STATUS
   ORG NO: 169100                            FY:
  CHANGE BUD STATUS TO:
     FOR (ABS/CP) PLANNING RECORDS:
     CURRENT REVISION NUMBER IS:  000        DATE OF REVISION:  00000000
     CHANGE REVISION NUMBER TO:              NEW REVISION DATE:       / / 0

            YOU MAY CHANGE BUD STATUS WITHOUT CHANGING REVISIONS,
            AND VICE-VERSA - TO MODIFY THE CURRENT REVISION NUMBER,
            KEY IN THE NEW REVISION NUMBER WHERE INDICATED. IT MUST
             BE ONE (1) GREATER THAT THE CURRENT NUMBER.

DC960041 ORG. CODE, FCL YR, AND BUD. TYPE IS REQUIRED TO PROCESS RECORD
 PF4 = MODIFY
```

From this screen, you can update the budget status and/or the budget revision number. To update the proposed CP status code for the projects within an office, first move the cursor to the ORG CD field.

Change Budget Status Screen (Cont'd)

Enter the organization code for the Technical Office whose projects need an updated CP status. Next, move the cursor to the CHANGE BUDGET STATUS TO field. Enter the appropriate status code; valid entries include:

- 1 - Technical Office proposes funding amounts for the projects in its portfolio;
- 2 - Technical Office proposes final funding amounts for the projects in its portfolio;
- 3 - Program Office approves the proposed Final CP amounts and forwards the package to the Bureau administrator;
- 4 - Bureau administrator approves proposed CP and proposed amounts become "official" amounts.

To enter a new revision number for an office's CP, move the cursor to the ORG CD field; enter the organization code for the Technical Office whose project portfolio needs to be updated with a new CP revision number. Next, move the cursor to the CHANGE REVISION NO TO field, enter the next sequential revision number for the office's CP.

In each case, when you have entered the appropriate information, press the [PF-4] key to process the update. If the modification is successful, the ABS status code for all of the projects for the indicated Technical Office will be changed to reflect the information you just entered. Remember that the change you have indicated on this screen will effect the CP status for all of the proposed CP records associated with the organization number entered on the screen.

CP Focus Area Screen

The **CP Focus Area Screen** allows the user to identify which type of assistance or area of interest, as identified in the Agency's mission statement, that each project within a Technical Office's portfolio will satisfy. The information is based on the appropriation account codes assigned to fund a project.

To access the **CP Focus Area Screen**, at the **Congressional Presentation Submission Menu**, press the [PF-6] key. The screen shown at the top of the next page will appear.

CP Focus Area Screen (Cont'd)

```
U0043670                    U.S.A.I.D.  P M I S                        92/06/30
STPO                        CP FOCUS AREA AMOUNTS
                                TABLE IV                               01 OF 01
  ORG NO: 169100
 PROJ ID: 936-1421.   PROJECT TITLE:  AID/PEACE CORPS SMALL PROJECT ASST
 APRP CD:  HE   BUDGET FY:  1993  REVISION NO:  000  REVISION DATE:  19920615
    NOTE: . ALL AMOUNTS ARE SHOWN ROUNDED TO THE NEAREST THOUSAND  ($000)
                   ABS STATUS:  2   CP LEVEL:              292
                                  FINAL CP LEVEL:          206
 FOCUS AREA:      (PLACE AN  A, C, OR D IN "SEL" NEXT TO DESIRED CODE(S)
                   AND ENTER AN AMOUNT IN THE SPACE PROVIDED)
    SEL CODE    AMOUNT                         TITLE
 1.       POP          0       EASING POPULATION PRESSURES
 2.       CHI          0       CHILD SURVIVAL
 3.       AID          0       ACQUIRED IMMUNE DEFICIENCY SYNDROM (AIDS)
 4.       EDU          0       BASIC EDUCATION
 5.       ENV         0     PRESERVING THE ENVIRONMENT AND NATURAL RESOURCES
 6.       CRS          0       COLLABORATIVE RESEARCH SUPPORT
 7.       IAR          0       INTERNATIONAL AGRICULTURAL CENTERS
ENTER/UPDATE PROGRAM THRUST AMOUNTS - PRESS ENTER     ENTER = UPDATE DATABASE
```

Notice that no data appears on the screen yet. To access a thrust record for a particular project, in the ORG CODE field, you must enter a six-digit bureau code for the office associated with the project. Then, enter the project identification number of the project, the appropriation code, and the budget FY.

Press the [ENTER ↵] key to access a record showing which areas of interest this particular project satisfies. The following screen will appear:

```
U004335D                    U.S.A.I.D.  P M I S                      92/09/09
STPO                        ABS FOCUS AREA AMOUNT
                                TABLE IV                             01 OF 01
  ORG NO: 169100
 PROJ ID:     -    .    PROJECT TITLE:
 APRP CD:       BUDGET FY:  0000  REVISION NO:  000  REVISION DATE:  0000/00/00
    NOTE: ALL AMOUNTS ARE SHOWN ROUNDED TO THE NEAREST THOUSAND  ($000)
                   ABS STATUS:      MINIMUM CARRYING COST:        0
                                     BUDGET YEAR PROPOSED:        0
     FOCUS AREA:  (PLACE AN  A, C, OR D IN "SEL" NEXT TO DESIRED CODE(S)
                   AND ENTER AN AMOUNT IN THE SPACE PROVIDED)

    SEL CODE    AMOUNT                         TITLE
 1.       POP          0       EASING POPULATION PRESSURES
 2.       CHI          0       CHILD SURVIVAL
 3.       AID          0       AQUIRED IMMUNE DEFICIENCY SYNDROM (AIDS)
 4.       EDU          0       BASIC EDUCATION
 5.       ENV         0     PRESERVING THE ENVIRONMENT AND NATURAL RESOURCES
 6.       CRS          0       COLLABRATIVE RESEARCH SUPPORT
 7.       IAR          0       INTERNATIONAL AGRICULTURAL CENTERS
 8.       N/A                  UNUSED AT THIS TIME
 9.       N/A                  UNUSED AT THIS TIME
 DC960051 USE PF9: RETURN TO PREVIOUS MENU OR PF10: RETURN TO MAIN MENU
    ENTER = UPDATE DATABASE
```

WD

CP Focus Area Screen (Cont'd)

Now that the focus area record for the project identification number/appropriation account code combination you indicated appears on your screen, you can add information to the record, change the information shown, or delete the focus area record from the database. To accomplish any of these actions, according to the note under the FINAL CP LEVEL field, move the cursor to the SEL field next to the appropriate title.

To add information to the focus area record, in the SEL field next to the appropriate title, enter an **A** for "Add". Then, enter the necessary information.

☞ NOTE: *Remember that when you enter dollar amounts, the system will read them in thousands of dollars. So, if you enter the amount of 500, the system will read the amount as $500,000.*

When you have entered the necessary information, press the [ENTER↵] key to update the database. If the focus area amounts exceed the Final CP Level, the system will not update the record and will present you with an error message. You must correct the focus area amounts so that they are less than the Final CP Level to continue. If the system was able to update the record, you will see the message: "PROGRAM FOCUS AREA DATA UPDATED AS REQUIRED."

To change the existing information in the thrust record, enter a **C** for "Change" in the SEL field beside the appropriate title. Then, change the existing information by typing over the old with the new information. To update the database with this new information, press the [ENTER↵] key. The new information you entered will be added to the record.

To delete the focus area record from the database, move the cursor to the SEL field next to the appropriate title and enter a **D** for "Delete". Then, press the [ENTER↵] key to process the delete.

☞ NOTE: *Only Program Office users can delete thrust records from the database and then, only if the project associated with the record has been completed or discontinued.*

When you have accomplished the necessary action on this screen, press the [PF-9] key to return to the previous menu or the [PF-10] key to return to the **PMIS Main Menu.**

PF-KEY ON THE CP FOCUS AREA AMOUNTS SCREEN

[ENTER ↵] Allows you to process the action you indicated in the SEL field on the screen. After you enter information for a new thrust record, change the information in the fields of the thrust record, or choose to delete the thrust record, pressing the [ENTER ↵] key processes the action.

CP Legislative Earmark Screen

The CP Legislative Earmark option allows Program Office users to enter and view earmark funding information, by project identification number and appropriation code, as it appears in the CP.

To access the **CP Legislative Earmark Screen,** at the **Congressional Presentation Menu,** press the [PF-11] key. The following screen will appear:

```
U004357D                    U.S.A.I.D.  P M I S                          92/05/19
STPO                        CP LEGISLATIVE EARMARK
                                TABLE III                   PAGE:  0001 OF   0

ORG NO: 169100       ORG. CP LEVEL:          0  TOTAL LEG. EARMARK:            0
EARMARK CODE:         BUDGET-FY:      0000  REVISION NUMBER: 000  STATUS:
                  **** ALL AMOUNTS EXPRESSED IN THOUSANDS (000) ****
          APRP   ORG.   DEC    BUD YR    BY-FINAL   LEG.   EARMARK
PROJ.ID   CD     NO.    UNIT   CP LVL    CP LVL     PCT     AMOUNT



  TOTALS:                              0          0    0.0          0
---------------------------------------------------------------------------
    ***  APRP TOTALS FOR EARMARK  ***

             0             0              0              0             0
             0             0              0              0             0

DC960073 ORGANIZATION CODE, FISCAL YEAR, EARMARK CODE AND REVISION ARE REQUIRED
ENTER=START/BROWSE; PF2=COMPUTE; PF4=MODIFY; PF7=PAGE BACK; PF8=PAGE FORWARD
```

Notice that the screen contains no data yet. The first thing you need to do is enter the code associated with the organization whose CP earmark information you want to access. Then, enter the budget FY, the earmark code, and the budget revision number. Once you have entered this data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse the earmark information for the projects within that organization or modify the existing earmark information for a project.

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PF KEYS ON THE CP LEGISLATIVE EARMARK SCREEN

[ENTER ↵] Allows you to browse or view the CP earmark information that corresponds to the organization code, earmark code, budget FY, and budget revision number you entered.

If the system finds no record that matches the information you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.

[PF-2] Allows you to recompute the totals if they appear out of sync with what you would expect to see.

[PF-4] Allows you to modify the CP earmark record. Remember that the Technical Office user can modify the data for this record only when the STAGE = 01 (Planned); Technical Office users, at no time in the process, are allowed to enter or update the CP document schedule information. When the CP document moves beyond the planning stage, only the Program Office user can modify the data.

- ### Modify CP Legislative Earmark Record

The modify action allows Program Office and Technical Office users, depending on the status of the CP document, to update the information contained in the CP legislative earmark record for a particular project.

To modify a CP legislative earmark record, on the **CP Legislative Earmark Screen**, enter the organization code, budget FY, earmark code and budget revision number associated with the earmark record you want to modify. Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a record matching the selection criteria you entered, that record will appear on your screen.

Make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message letting you know that the record was successfully modified.

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Create The CP "Book" Screen

The Create The CP "Book" option allows the Technical Office user to list the CP Level Amount and the Final CP Level Amounts for each project identification number/appropriation code combination for each organization number. To access this option, at the **Congressional Presentation Menu,** press the [PF-12] key. The screen shown below will appear:

```
U004380D                     U.S.A.I.D. P M I S                 92/06/30
STPO                         CREATE THE CP "BOOK"
                                                  PAGE: 0001 OF     0
     ORG. NO.:             FOR FY: 0000      AND REVISION:  000

     ENTER CONTROL DATA; PRESS ENTER , RESULTS WILL BE DISPLAYED
     ON FOLLOWING PAGES.

       PROJ. NUM      APRP    ORG NO.    CP LVL AMT     FINAL CP LVL
       ----------     --      ------     ----------     ------------


TOTALS: CP'S CREATED:        0                 0                0
DC960041 ORG. CODE, FY, AND REVISION IS REQUIRED TO PROCESS RECORD
  ENTER=START;    PF7=PAGE BACKWARD;  PF8=PAGE FORWARD
```

To create the CP "Book" enter the appropriate organization code, the FY and the current CP revision number. Then, press [ENTER ↵]. The system will respond by showing the total number of CP records created during the process, the total CP level amount for these records, and the total final CP level for these records.

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PROPOSED BUDGET REVIEW SCREEN

The Proposed Budget Review Screen allows the user to review the proposed budget for a given project identification number/appropriation code combination. To access this option, at the **Fiscal Year Cycle Menu,** press the [PF-6] key. The following screen will appear:

```
U004390D                    U.S.A.I.D. P M I S                        92/03/23
STPO                       PROPOSED BUDGET REVIEW                       :  :
ORG CODE: 169400                                                       01 OF
01
                            BUDGET-FY:

 PROJECT ID:                APPROPRIATION CODE:

 BUD   REV   REVISION   BUD   PRIOR YR (PY)   CURRENT YR (CY)   BUDGET YR (BY)
 TYPE  NUM     DATE     STS    OBLIGATION       OBLIGATION        OBLIGATION



DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
  PF9=RETURN TO PRIOR MENU  PF10=RETURN TO MAIN MENU  PA2(SHIFT/PF13)=QUIT PMIS
```

On this screen, to review a budget, first enter the budget FY in the appropriate field. Then, determine which project identification number/appropriation code you want to review a proposed budget and enter this information in the appropriate fields. Press the [ENTER ↵] key to review the proposed budget for the selection criteria you entered. For example, if you indicated that you wanted to review the proposed 1992 budget for project identification number/appropriation code 936-1421 HE, a screen similar to the one shown below would appear:

```
U004390D                    U.S.A.I.D. P M I S                        92/03/23
STPO                       PROPOSED BUDGET REVIEW                       :  :
ORG CODE: 169400                                                     01 OF 01
                            BUDGET-FY: 1992

 PROJECT ID:  936-1421.     APPROPRIATION CODE:  HE

 BUD   REV   REVISION   BUD   PRIOR YR (PY)   CURRENT YR (CY)   BUDGET YR (BY)
 TYPE  NUM     DATE     STS    OBLIGATION       OBLIGATION        OBLIGATION



DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
  PF9=RETURN TO PRIOR MENU  PF10=RETURN TO MAIN MENU  PA2(SHIFT/PF13)=QUIT PMIS
```

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PROPOSED BUDGET REVIEW SCREEN (Cont'd)

This screen shows you the budget type; the budget revision number, date, and current status; prior year and current year obligations; and the budget year obligation. You cannot add to, modify, or delete any of the information shown on the Proposed Budget Review Screen; you can only view the information. When you are finished viewing the information, press the [PF-9] key to return to the previous menu, or press the [PF-10] key to return to the **PMIS Main Menu.**

VH

CONGRESSIONAL FISCAL YEAR CONTROL MENU

The **Congressional Fiscal Year Control Menu** allows Program Office users to establish control over the fiscal year obligations by entering the fiscal year funding levels as requested in the Congressional Notification (CN) and/or Technical Notification (TN) documents. Data is entered on each screen by project number.

To access the **Congressional Fiscal Year Control Menu**, at the **Fiscal Year Cycle Menu**, press the [PF-3] key. The following screen will appear:

```
DIALOG:                                                      PAGE: 1 OF: 1
DATE: 91/10/08                                               NEXT PAGE:
                                   S & T PMIS
                     CONGRESSIONAL FISCAL YEAR CONTROL MENU

          SEL RESPONSE   FKEY          DESCRIPTION

              CNFYCTL    (PF2)     CONG NOT FCL YR CTL (AOPCS)
              TNFYCTL    (PF3)     TECH NOT FCL YR CTL (AOPCT)
              PREVMENU   (PF9)     RETURN TO PRIOR MENU
              MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table, shown in Appendix A, to determine you access capability to the option shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. CNFYCTL, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEYS ON THE CONGRESSIONAL FISCAL YEAR CONTROL MENU

[PF-2] Accesses the **Congressional Notification (Fiscal Year CP Controls) Screen** on which you can enter the funding levels for a particular project during a given fiscal year requested from Congress in the Congressional Notification document.

[PF-3] Accesses the **Technical Notification (Fiscal Year CP Controls) Screen** on which you can enter the funding levels for a particular project during a given fiscal year requested from Congress in the Technical Notification document.

Congressional Notification (Fiscal Year CP Controls) Screen

The **Congressional Notification (Fiscal Year CP Controls) Screen** allows Program Office users to enter and update the funding levels for a particular project for a given fiscal year; this screen shows the "detail" information for the CN record for a given project. The information for this screen comes directly from the approved Congressional Notification (CN) document.

To access the **Congressional Notification (Fiscal Year Controls) Screen,** at the **Congressional Fiscal Year Control Menu,** press the [PF-2] key. The following screen will appear:

```
U004405D               U.S.A.I.D.  P M I S                            92/09/09
STPO                   CONGRESSIONAL NOTIFICATION                     01 OF 01
ORG NO: 169100         (FISCAL YEAR CP CONTROLS)

 PROJ ID:      -        PROJ TITLE:
 DOC TYPE CODE: APS        DOC NO:                   FISCAL YEAR:  0000

C - - - - - - - - - - APPROPRIATION LEVEL - - - - - - - - - - - - - - - - - H
O   S    ORIG        CURRENT      PROPOSED      CP      CONGRESS     CP    O
D   T    CP          CP           CP          AMOUNT    FORWARD   WAIT END L
E   S    AMOUNT      AMOUNT       AMOUNT      SOURCE     DATE       DATE  D
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00
               0.00         0.00         0.00

 ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY
 DC960038 PROJECT INFORMATION RECORD NOT FOUND
```

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Congressional Notification (Fiscal Year CP Controls) Screen (Cont'd)

You can also access this screen from the **Congressional Notification Document Data Entry Screen** using the [PF-16] "Transfer" key. If you want to access the screen directly from the **CN Schedule Record Data Entry Screen,** the proper series of events would include:

- accessing the **CN Schedule Record Data Entry Screen** to record the approval of the CN document;
- using the [PF-16] key to "transfer" to the **CN Project Level CP Controls Screen** to enter the funding amounts over the life of the project; and
- using the [PF-16] on that screen to "transfer" to the **Congressional Notification (Fiscal Year CP Controls) Screen** where you can enter the funding amounts for a particular project during a given fiscal year.

Either way you choose to access the screen, you should first make sure that the appropriate organization code appears in the ORG CODE field; that the correct project identification number appears in the PROJ ID field; and that the correct CN document number appears in the DOC NO field. If any of this data is missing, you must enter it before you can proceed.

Once you have entered this data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add the funding amounts for a given fiscal year, or modify congressional notification fiscal year CP records using this screen.

☞ NOTE: *Since the appropriation account information is a project-level CP control, you must use the Project Level CP Controls Screen to add or delete an appropriation account code from the list on this screen.*

PF-KEYS ON THE CONGRESSIONAL NOTIFICATION (FISCAL YEAR CP CONTROLS) SCREEN

[ENTER ↵] Allows you to browse or view the congressional notification fiscal year CP record that corresponds to the project identification number you entered in the PROJ ID field.

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PF-KEYS ON THE CONGRESSIONAL NOTIFICATION (FISCAL YEAR CP CONTROLS) SCREEN (Cont'd)

[ENTER ↵] (Cont'd)	If the system finds no record that matches the project identification number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new congressional notification fiscal year CP record to the database.
[PF-4]	Allows you to modify the congressional notification fiscal year record. Remember that the Program Office user has the ability to modify information only if the CN document has been approved and this status entered into the CN document schedule record.

- ### Add Congressional Notification CP Record

The **CN Fiscal Year CP Controls Screen** shows the funding amount, by appropriation, for a particular project for a given fiscal year approved by Congress. Since the data for this screen comes from the CN document, remember that you may not add the funding amounts until the CN document has been approved. Also, remember that only Program Office users have the capability to add this type of record.

To add a congressional notification fiscal year CP record to the database, you may access the screen from either the **Congressional Fiscal Year Menu** or from the **CN Schedule Document Data Entry Screen.** From the **Congressional Fiscal Year Menu,** press the [PF-2] key. From the **CN Schedule Document Data Entry Screen,** after adding the CN schedule record, press the [PF-16] "Transfer" key.

Either way, you choose to access it, the screen shown on page 146 will appear. If it does already appear in the PROJ ID field on this screen, you will begin by entering the project identification number associated with the CN fiscal year CP record you want to add.

Then, press the [ENTER ↵] key so that the system can browse the database to confirm that a CN fiscal year CP controls record does not already exist for the project identification number you entered. If a record does not exist in the database, you will see the message: "DC960038 ORG CD/FISCAL YEAR FYCP RECORD NOT FOUND"; you can now enter the remaining information to define the record.

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- **Add Congressional Notification CP Record**

First, in the ALPHA APRP CODE field, enter the 2-character appropriation code, identified in the CN document to be used to fund the project. Next, indicate the status of the appropriation; valid entries include:

- 01 = Planned;
- 02 = PAF issued;
- 03 = CN issued; and
- 04 = PAF and CN or TN issued.

In the ORIGINAL CP AMOUNT field, enter the initial approved amount identified for the appropriation for the given fiscal year, if applicable; this information comes from the Congressional Presentation (CP) document. In the CURRENT CP AMOUNT field, enter the previous approved amount for the appropriation for the given fiscal year, if applicable; this information comes from the previous Congressional Notification (CN) document, if one exists.

In the PROPOSED CP AMOUNT field, enter the "proposed obligations" for the appropriation for a given fiscal year as identified in the Congressional Notification (CN) document. In the CP AMT SOURCE field, enter the identification number assigned to the document by the Office of Legislative Affairs; this identification number can be found at the top of the CN document, e.g. CN306.

The CP AMOUNT SOURCE DATE is the date that the document was forwarded to Congress for approval; this date comes from the CN Document Schedule record. PMIS adds 15 days to this date and enters it automatically in the CP WAIT END DATE field. The CP HOLD indicator will come from the **CN Schedule Document Data Entry Screen** when you add this record to the database. The system will automatically enter the CP Amount Source and the CP Wait End Date.

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 BRIGHT ORG CD/FISCAL YEAR RECORD ADDED SUCCESSFULLY" on your screen.

Kl

- **Add Congressional Notification Fiscal Year CP Controls Screen (Cont'd)**

To add another new congressional notification fiscal year CP record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the previous menu or the [PF-10] key to return to the **PMIS Main Menu.**

- **Modify Congressional Notification Fiscal Year CP Controls Screen**

The modify action allows Technical Office users to update the information contained in the congressional notification fiscal year CP record. Remember that this type of record can only be modified if the CN document has been approved and the CN schedule record has been updated to reflect this status.

To modify a congressional notification fiscal year CP record, if you do not know the CN document number associated with the record you want to modify, you must access the **Congressional Notification Fiscal Year CP Controls Screen** from the **CN Schedule Record Data Entry Screen.** Accessing the screen in this way gives you a chance to check the status of the CN document to make sure that it has been approved. You can also modify the document status now, if necessary.

On the **CN Schedule Record Data Entry Screen,** enter the project identification number associated with the CN schedule record you want to modify and press the [ENTER↵] key to retrieve the record. If the system is able to locate a CN document matching the project identification number you entered, that record will appear on your screen. Check to make sure that both the project identification number and the appropriate document number appear on the screen. Then, press the [PF-16] key to "transfer" to the **Congressional Notification Fiscal Year CP Controls Screen.**

Once you have accessed the **Congressional Notification Fiscal Year CP Controls Screen,** you will see the message: "PROCEED WITH MODIFICATIONS AS NEEDED." Make the necessary modifications by typing over the old information with the new information.

☞ *NOTE:* *If you need to add another appropriation account code for the project, the system considers this action to be an "add" operation rather than a "modify" operation. So, if you add an appropriation code, remember to press the* [PF-3] *key to add that piece of information to the record.*

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- **Modify Congressional Notification Fiscal Year CP Controls Screen (Cont'd)**

  When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 BRIGHT ORG CD/FISCAL YEAR FYCP RECORD SUCCESSFULLY" on your screen.

Technical Notification (Fiscal Year CP Controls) Screen

The **Technical Notification (Fiscal Year CP Controls) Screen** allows Program Office users to enter and update the funding levels for a particular project for a given fiscal year. This screen is almost identical to the Congressional Notification Fiscal Year CP Level Screen except that the information for this screen comes directly from the approved Technical Notification (TN) document.

To access the **Technical Notification Fiscal Year Controls Screen,** at the **Congressional Fiscal Year Control Menu,** press the [PF-3] key. The following screen will appear:

```
U004410D                      U.S.A.I.D.  P M I S                              92/09/09
STPO                         TECHNICAL NOTIFICATION                            01 OF 01
ORG NO: 169100              (FISCAL YEAR CP CONTROLS)

 PROJ ID:                   PROJ TITLE:
 DOC TYPE CODE: APT             DOC NO:                   FISCAL YEAR:  0000

C - - - - - - - - - - - - - APPROPRIATION LEVEL - - - - - - - - - - - - - - - - H
O   S      ORIG        CURRENT        PROPOSED          CP    CONGRESS    CP     O
D   T       CP           CP              CP          AMOUNT   FORWARD   WAIT END L
E   S     AMOUNT       AMOUNT          AMOUNT        SOURCE   DATE        DATE   D
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00
               0.00          0.00             0.00

  ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY
DC960041 PROJECT & DOCUMENT ACCESS KEY IS REQUIRED TO PROCESS RECORD
```

You can also access this screen from the **Technical Notification Schedule Record Data Entry Screen** using the [PF-16] "Transfer" key.

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Technical Notification (Fiscal Year CP Controls) Screen (Cont'd)

If you want to access the screen directly from the **TN Schedule Record Data Entry Screen**, the proper series of events would include:

- accessing the **TN Schedule Record Data Entry Screen** to record the approval of the TN document;
- using the [PF-16] key to "transfer" to the **TN Project Level CP Controls Screen** to enter the funding amounts over the life of the project; and
- using the [PF-16] on that screen to "transfer" to the **Technical Notification Fiscal Year CP Controls Screen** where you can enter the funding amounts for a particular project during a given fiscal year.

Either way you choose to access the screen, you should first make sure that the appropriate organization code appears in the ORG CODE field; that the correct project identification number appears in the PROJ ID field; and that the correct TN document number appears in the DOC NO field. If any of this data is missing, you must enter it before you can proceed.

Once you have entered this data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add the funding amounts for a given fiscal year, or modify technical notification fiscal year CP controls records using this screen.

☞ *NOTE:* *Since the appropriation account information is a project-level CP control, you must use the TN Project Level CP Controls Screen to add or delete an appropriation account code from the list on this screen.*

PF-KEYS ON THE TECHNICAL NOTIFICATION (FISCAL YEAR CP CONTROLS) SCREEN

[ENTER ↵] Allows you to browse or view the technical notification fiscal year CP record that corresponds to the project identification number you entered in the PROJ ID field.

If the system finds no record that matches the project identification number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.

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PF-KEYS ON THE TECHNICAL NOTIFICATION (FISCAL YEAR CP CONTROLS) SCREEN (Cont'd)

[PF-3]	Allows you to add a new technical notification fiscal year CP record.
[PF-4]	Allows you to modify the technical notification fiscal year CP record. Remember that the Program Office user has the ability to modify information only if the TN document has been approved and this status entered into the TN document schedule record.

• Add Technical Notification CP Record

The **TN Fiscal Year CP Controls Screen** shows the funding amount, by appropriation, for a particular project for a given fiscal year approved by Congress in the TN document. Since the data for this screen comes from the TN document, remember that you may not add the funding amounts until the TN document has been approved. Also, remember that only Program Office users have the capability to add this type of records.

To add a technical notification fiscal year CP record to the database, you may access the screen from either the **Technical Fiscal Year Menu** or from the **TN Schedule Document Data Entry Screen.** From the **Congressional Fiscal Year Menu**, press the [PF-3] key. From the **TN Schedule Document Data Entry Screen**, after adding the TN schedule record, press the [PF-16] "Transfer" key. Either way, you choose to access it, the screen shown on page 151 will appear.

If it does already appear in the PROJ ID field on this screen, you will begin by entering the project identification number associated with the TN fiscal year CP controls record you want to add. Then, press the [ENTER ↵] key so that the system can browse the database to confirm that a TN CP controls record does not already exist for the project identification number you entered. If a controls record does not exist in the database, you will see the message: "DC960038 BRIGHT ORG CD/ FISCAL YEAR RECORD NOT FOUND"; you can now enter the remaining information to define the record.

First, enter the 2-character appropriation code, identified in the CN document to be used to fund the project. Next, indicate the status of the appropriation; valid entries include:

- 01 = Planned;
- 02 = PAF issued;
- 03 = CN issued; and
- 04 = PAF and CN or TN issued.

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• **Add Technical Notification CP Record (Cont'd)**

In the ORIGINAL CP AMOUNT field, enter the initial approved amount identified for the appropriation for the given fiscal year, if applicable; this information comes from the Congressional Presentation document. In the CURRENT CP AMOUNT field, enter the previous approved amount for the appropriation for the given fiscal year, if applicable. This information comes from the previous Technical Notification (TN) document, if one exists.

In the PROPOSED CP AMOUNT field, enter the "proposed obligations" for the appropriation for a given fiscal year as identified in the TN document. In the CP AMT SOURCE field, enter the identification number assigned to the document by the Office of Legislative Affairs; this identification number can be found at the top of the TN document, e.g. TN347.

The CP AMOUNT SOURCE DATE is the date that the document was forwarded to Congress for approval; this date comes from the TN Document Schedule record. PMIS adds 15 days to this date and enters it automatically in the CP WAIT END DATE field. The CP HOLD indicator will come from the **TN Schedule Document Data Entry Screen** when you add this record.

When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 ORG CD/ FISCAL YEAR RECORD ADDED SUCCESSFULLY" on your screen.

To add another new technical notification fiscal year CP record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the or the [PF-10] key to return to the **PMIS Main Menu.**

• **Modify Technical Notification Fiscal Year CP Controls Screen**

The modify action allows Technical Office users to update the information contained in the technical notification fiscal year CP record. Remember that this type of record can only be modified if the TN document has been approved and the TN schedule record has been updated to reflect this status.

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- **Modify Technical Notification Fiscal Year CP Controls Screen (Cont'd)**

To modify a technical notification fiscal year CP record, you must access the **Technical Notification Fiscal Year CP Controls Screen** from the **TN Schedule Record Data Entry Screen.** Accessing the screen in this way gives you a chance to check the status of the TN document to make sure that it has been approved; you can also modify the document status now.

On the **TN Schedule Record Data Entry Screen,** enter the project identification number associated with the TN document schedule record you want to modify and press the [ENTER ↵] key to retrieve the record.

If the system is able to locate a TN document matching the project identification number you entered, that record will appear on your screen. Check to make sure that both the project identification number and the appropriate document number appear on the screen. Then, press the [PF-16] key to "transfer" to the **Technical Notification Fiscal Year CP Controls Screen.**

Once you have accessed the **Technical Notification Fiscal Year CP Controls Screen,** you will see the message: "PROCEED WITH MODIFICATIONS AS NEEDED." Make the necessary modifications by typing over the old information with the new information.

☞ *NOTE:* *If you need to add another appropriation account code for the project, the system considers this action to be an "add" operation rather than a "modify" operation. So, if you add an appropriation code, remember to press the* [PF-3] *key to add that piece of information to the record.*

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 ORG CD/FISCAL YEAR RECORD SUCCESSFULLY" on your screen.

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OPERATING YEAR BUDGET MENU

During the fourth quarter of the fiscal year, the Technical Offices of the bureau are required to prepare and submit a proposed Operating Year Budget (OYB) for the upcoming fiscal year. This proposed OYB reflects the estimated funding levels necessary for each appropriation account to be used to fund a project in the portfolio of that technical office for the next fiscal year. This proposed amount will establish a base from which funding levels for each appropriation account can be approved or negotiated if they do not meet the funding levels proposed to Congress in the PAF and CN/TN documents. Technical Office users can enter their proposed OYB using the **Operating Year Budget Menu.**

To access the **Operating Year Budget Menu,** press the [PF-12] key at the **Fiscal Year Cycle Menu.** The following screen will appear:

```
DIALOG:                                                    PAGE: 1 OF: 1
DATE: 91/10/08                                             NEXT PAGE:
                              U.S.A.I.D. PMIS
                        OPERATING YEAR BUDGET MENU

          SEL RESPONSE  FKEY          DESCRIPTION
              PRPSOYB   (PF2)     PROPOSED OYB
              OYBCHG    (PF3)     PROPOSED OYB CHANGES
              CHOYBSTS  (PF4)     CHANGE OYB STATUS
              PREVMENU  (PF9)     RETURN TO PRIOR MENU
              MAINMENU  (PF10)    RETURN TO PMIS MAIN MENU
              QUITPMIS  (PA2)     (SHIFT/PF13) LEAVE PMIS
RESPONSE:          SEND DATA-->                                MODE: STEP
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table to determine you access capability to the option shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PRPSOYB, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

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PF-KEYS ON THE OPERATING YEAR BUDGET MENU

[PF-2] Accesses the **Proposed OYB Screen,** on which you will enter the proposed OYB for each appropriation account associated with a particular project.

[PF-3] Accesses the **Proposed OYB Changes Screen,** on which you can perform a "what-if" analysis, adjusting the proposed OYB amounts for each appropriation account shown under a project in order to achieve an optimal funding balance access the office portfolio.

Proposed OYB Screen

Technical Office users access the **Proposed OYB Screen** to enter the proposed OYB amounts for the next fiscal year required to maintain and implement the various projects assigned to that office. When entering the proposed OYB, these users enter the proposed amounts for each Budget Plan Code (BPC) associated with a particular project within their office portfolio, using information provided in the PAF and CN/TN documents. Each project, with its various BPCs, within the office is represented as one proposed OYB record in the database.

To access the **Proposed OYB Screen,** at the **Operating Year Budget Menu,** press the [PF-2] key. The following screen will appear:

```
U004425D                      U.S.A.I.D.  P M I S                    92/07/07
 STPO                            PROPOSED OYB               PAGE: 0001  OF 01
 ORG NO: 169100            FY: 1993    APRP CODE:  HE  CP AMT:        206,000.00
 PROJ ID: 936-1421.        PROJ TITLE: AID/PEACE CORPS SMALL PROJECT ASST
 REVISION NO: 000

   ACTION                                  OYB PRO-           OYB          OYB
    CODE     BUDGET PLAN CODE            POSED AMOUNT        AMOUNT       STATUS

     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1
     A           -  -    -                      0.00              0.00    1

PROJ OBLIGATION FINAL FCL YEAR: 1995      PROJ CP OBLGTN FINAL FCL YEAR: 0000
PROJ TOTAL AUTHORIZED AMOUNT:    15,617,000.00
PROJ OBLIGATION CUM AMOUNT:      6,324,000.00

SUM PRPS AMTS FOR THIS PROJ/APRP/FCL YR/THIS ORG:              0.00
SUM PRPS AMTS FOR THIS PROJ/APRP/FCL YR/ALL ORGS:              0.00

                                           PF7/PF8-PAGE UP/DOWN
   TYPE "A"(DD), "C"(HANGE) OR "D"(ELETE) IN ACTION CODE-PRESS ENTER
```

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Proposed OYB Screen (Cont'd)

Notice that the screen contains no data yet. The first thing you need to do is enter the code of the organization for which projects you want to enter or view the proposed amounts for a given fiscal year. Next, enter the fiscal year for which you want to create or view a proposed budget record; the appropriate appropriation code; and the project identification number of the specific project with which you want to work.

Once you have entered this data, as you can see from the commands shown at the bottom of the screen, depending on your security classification, you can browse the funding information for a particular project for the next fiscal year, add the proposed funding amounts for BPCs associated with the project, modify the proposed amounts for a BPC, or delete the proposed amounts.

Add Proposed OYB Record

The **Proposed OYB Screen** shows the proposed funding amount, by BPC, for a particular project for the upcoming fiscal year as presented to Congress in the PAF and CN/TN documents. Technical Office users are responsible for adding this type of record to the database.

To add a proposed OYB record to the database, on the **Proposed OYB Screen**, use the [TAB] key to move to the ACTION field. If an A for "Add" does not already appear in this field, type an A. Enter the organization code of the organization for which project you want to add the proposed amounts for the next fiscal year.

Next, enter the fiscal year for which you want to add a proposed budget record and the project identification number of the specific project with which you want to work. Then, press the [ENTER ↵] key so that the system can verify that a proposed OYB record for that project identification number does not already exist. If information has been entered for the record with the project identification number, FY, appropriation code, revision number combination you entered, that information will appear on your screen; you can now enter additional information.

If a proposed OYB record does not exist in the database, you will see the message: "DC960038 ORG NO/FY RECORD NOT FOUND"; you can now enter the remaining information to define the record, beginning on the first available line under the ACTION CODE header.

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Add Proposed OYB Record (Cont'd)

For each BPC listed for the project, enter the funding amounts in the appropriate column. Next, enter the OYB status for each appropriation account. The OYB status is based on one of three phases through which the proposed OYB must pass.

In the first phase, each Technical Office within the Bureau gathers the proposed funding amounts for its various projects based on the information provided to Congress in the PAF and the CN/TN documents, enters the information into the PMIS database, and submits the proposed OYB to the Program Office. During this phase, the OYB status = **1**. Next, the Program Office takes over the process and reviews the proposed OYB. During this phase, the Technical Office user no longer has the ability to modify the proposed funding amounts, and the OYB Status = **2**.

During the final phase of the process, in the R&D Bureau, the Program Office submits the combined proposed OYB for the Bureau to the SAA for approval. The R&D Bureau Program Office will make any necessary changes to the proposed amounts based on the SAA's review. The proposed amounts are now frozen; no one can make changes to the proposed amounts; the OYB Status = 3; and the system copies the data in the OYB PROP AMT field to the OYB AMT field, thus making it the official OYB amount for each appropriation account.

If, while adding the proposed funding amounts, you discover that you need to add another BPC to the list of accounts shown for the project, you cannot do that from this screen. You should alert a Program Office user, who will then need to access the Budget Plan Code Controls Screen for that project and enter the new BPC.

When you have entered all of the proposed amounts, press the [ENTER↵] key. The system will automatically verify the information you entered to ensure that each proposed amount is within the funding limits established in the PAF and CN/TN documents. If all of the information is valid, you will see the message: "DC960040 BRIGHT FYAMT RECORD ADDED SUCCESSFULLY". If all of the information you entered is not valid, you will see an error message that will indicate the problem.

To add another new proposed OYB record to the database, move the cursor to the PROJ ID field and enter the next project identification number. Then, enter the appropriation code. Then, follow the procedures outlined above. When you have added all of the necessary records, press the [PF-9] key to return to the previous menu or the [PF-10] key to return to the **PMIS Main Menu.**

- ### Modify Proposed OYB Screen

The modify action allows Technical Office and Program Office users, depending on the OYB Status, to update the information contained in the proposed OYB record. The OYB status is based on one of three phases through which the proposed OYB must pass.

In the first phase, each Technical Office within the Bureau gathers the proposed funding amounts for its various projects based on the information provided to Congress in the PAF and the CN/TN documents, enters the information into the PMIS database, and submits the proposed OYB to the Program Office. During this phase, the OYB status = 1. Next, the Program Office takes over the process and reviews the proposed OYB. During this phase, the Technical Office user no longer has the ability to modify the proposed funding amounts, and the OYB Status = 2.

During the final phase of the process for an OYB in the R&D Bureau, the Program Office submits the combined proposed OYB for the Bureau to the SAA for approval. The Program Office will make any necessary changes to the proposed amounts based on the SAA's or the bureau top-level management review. The proposed amounts are now frozen; no one can make changes to the proposed amounts; the OYB Status = 3; and the system copies the data in the OYB PROP AMT field to the OYB AMT field, thus making it the official OYB amount for each appropriation account.

To modify a proposed OYB record, access the **Proposed OYB Screen** from the **Operating Year Budget Menu.** On the **Proposed OYB Screen,** enter the organization code, the fiscal year, the appropriation code and the project identification number associated with the proposed OYB record you want to modify.

Then, press [ENTER ↵] to retrieve the record. If the system is able to locate a proposed OYB record for the project you indicated, that record will appear on your screen. Use the [TAB] key to move the cursor to the ACTION field. Enter a C for "Change" under this header. Then, make the necessary changes by typing over the old information with the new.

☞ *NOTE:* *If you need to add another BPC for the project, the system considers this action to be an "add" operation rather than a "modify" operation. So, if you need to add an appropriation code, notify a Program Office user who will access the **Budget Plan Code Controls Screen** in order to add the new account.*

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- **Modify Proposed OYB Screen (Cont'd)**

When you have made all of the modifications, press [ENTER ↵]. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 BRIGHT FYAMT RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Proposed OYB Records**

The delete action allows Program Office users to remove proposed OYB records for projects in the database. To delete a proposed OYB record, you must first retrieve the record using the browse action.

To begin, on the **Proposed OYB Screen**, enter the organization code, fiscal year, appropriation code and project identification number associated with the record you want to delete. Then, press [ENTER ↵] to retrieve the record.

If the system is able to locate a proposed OYB record that corresponds to the project identification number you entered, that record will appear on your screen. Use the [TAB] key to move the cursor to the ACTION field. Type a D for "Delete" under this header. Then, check the project identification number to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC09960040 HIGHLIGHTED FYAMTS RECORD DELETED SUCCESSFULLY".

Proposed OYB Changes

The **Proposed OYB Changes Screen** allows the Office Director to analyze the current fiscal year funding levels for the various projects the portfolios of the various Technical Offices within the Bureau and then, to adjust the funding levels proposed for the upcoming fiscal year in an effort to determine an optimal balance in funding across the office portfolio. While the data entered on this screen will not update the database until you choose, it will give the Office Director a chance to see how dividing the available funds in different ways effects the overall funding totals for an office.

To access the **Proposed OYB Changes Screen**, at the **Operating Year Budget Screen,** press the [PF-3] key. The screen shown at the top of the next page will appear.

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Proposed OYB Changes (Cont'd)

```
U004431D                     U.S.A.I.D.  P M I S                       92/07/07
STPO                         PROPOSED OYB CHANGES                PAGE: 0001 OF 00
 ORG NO: 169100  APRP CD:       FY: 0000   REV. NO:  000   HIGHEST REV:  000
   PROJECT        APRP     BUDGET                PROPOSED      BPC CONTROL    STS
     ID            CD     PLAN CODE                 OYB           BALANCE      CD



                                            *** OFFICE  AMOUNTS ***
 * BY PROJECT = PROJECT MAY BE UPDATED, HOWEVER     CEILING:                    0
                PAF, CN, OR TN IS REQUIRED.          TOTAL:                     0
                                                  VARIANCE:                     0
 ENTER=START BROWSE   PF2=RECOMPUTE   PF4=MODIFY   PF7/PF8 PAGE BACK/FORWARD
DC960073 ORGANIZATION CODE, APPROPRIATION AND FISCAL YEAR, & REVISION ARE REQU
```

Notice that no data appears on the screen. The first thing you need to do is enter the code of the organization for those projects for which you want to manipulate the upcoming fiscal year proposed amounts. Next, enter the fiscal year for which you want to generate a list of the proposed budget records, the appropriation code, and the budget revision number.

Once you have entered this data, press the [ENTER↵] key to begin generating a list of projects, and their corresponding BPCs, associated with the organization code and fiscal year you entered. When the system has located all of the records that meet the criteria you entered, you will see the following screen:

```
U004431D                     U.S.A.I.D.  P M I S                       92/03/25
STPO                         PROPOSED OYB CHANGES               PAGE: 0001 OF 01

 ORG NO: 169100  APRP CD:  HE    FY: 1992   REV. NO:  001
  PROJECT             BUDGET                PROPOSED        BPC CONTROL    STS
    ID              PLAN CODE                 OYB             BALANCE      CD

 936-1421.      DDHA-92-16900-KG11        425000.00              0.00      3
 936-1421.      DDHX-92-16900-KG11             0.00          93029.00      3
 936-1406.      DDHA-92-16900-KG11             0.00              0.00      3
 936-1406.      DDHX-92-16900-KG11         93029.00              0.00      3


                                              *** OFFICE  AMOUNTS ***
 * BY PROJECT = PROJECT MAY NOT BE UPDATED,     CEILING:             518,029
                PAF, CN, OR TN IS REQUIRED.       TOTAL:             518,029
                                                VARIANCE:                  0
 ENTER=START BROWSE   PF2=RECOMPUTE   PF4=MODIFY   PF7/PF8 PAGE BACK/FORWARD
```

Using this screen, the Office Director user can analyze the current funding levels for a particular project and, then, manipulate the proposed OYB amounts for the projects for the upcoming fiscal year.

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Proposed OYB Changes (Cont'd)

This user can create "what-if" scenarios in an attempt to:

- create an optimal balance across the office portfolio, and
- reduce the variance between the total proposed amount and the funding level ceiling for the office.

To manipulate the proposed OYB amounts for the various projects shown, simply type over the existing amount with the new amount. When you have made your changes, press the [PF-2] key to recompute the total and variance information shown under the OFFICE AMOUNTS header.

The system will automatically recompute the total and variance based on the new information you entered. The information you enter on this screen will in no way become a part of the proposed OYB record when you use the recompute action. When you press the [PF-4] key to modify the data, the system will update the database based on the changes you entered.

To determine if there is more than one screen of information retrieved based on your selection criteria, look in the top right corner of your screen. In the PAGE field, you will see what "page" your are currently looking at and how many more pages or screens of information there are. To move to the next page, press the [PF-8] key. To move back to the previous page, press the [PF-7] key.

PF-KEYS ON THE PROPOSED OYB CHANGES SCREEN

[ENTER ↵]	Generates the list of projects and their corresponding appropriation codes for the indicated organization code and a particular fiscal year. Once this list is generated, you can manipulate the proposed OYB amounts for each appropriation amount.
[PF-2]	Once you have manipulated the proposed OYB amounts, press this key to recompute the total and variance figures to see how your manipulations effected them.

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Change OYB Status Screen

The **Change OYB Status Screen** allows Program Office users to make global updates to the status of the proposed OYB amount for all projects within a given office as it moves through the various phases of the approval process and to update the budget revision number. To access this screen, at the **Operating Year Budget Menu**, press the [PF-4] key. The following screen will appear:

```
U004435D                    U.S.A.I.D.  P M I S                           92/03/23
STPO                          CHANGE OYB STATUS
      ORG NO: 169400                              FY:  0000
   CHANGE OYB STATUS TO:
      CURRENT REVISION NUMBER IS:  000        DATE OF REVISION:         /  / 0
      CHANGE REVISION NUMBER TO:              NEW REVISION DATE:        /  / 0

              YOU MAY CHANGE OYB STATUS WITHOUT CHANGING REVISIONS,
              AND VICE-VERSA - TO MODIFY THE CURRENT REVISION NUMBER,
              KEY IN THE NEW REVISION NUMBER WHERE INDICATED.  IT MUST
               BE ONE (1) GREATER THAT THE CURRENT NUMBER.
DC960041 ORGANIZATION CODE AND FCL-YEAR IS REQUIRED TO PROCESS RECORD
PF4 = MODIFY
```

To update the proposed OYB status code for the projects within an office, move the cursor to the ORG CD field. Enter the organization code for the Technical Office whose projects need an updated OYB status. Next, move the cursor to the FISCAL YEAR field and enter the upcoming fiscal year. In the CHANGE OYB STATUS TO field, enter the appropriate status code; valid entries include:

- 1 - Technical Office proposes funding amounts for the upcoming fiscal year;
- 2 - Program Office approves the proposed OYB amounts and, for an OYB for the R&D Bureau, forwards the package to the SAA;
- 3 - in the R&D Bureau, SAA approves proposed OYB and proposed amounts become "official" amounts; and
- 4 - Fiscal year closed; no further processing allowed.

When you have entered the appropriate code, press the [PF-4] key to process the update. If the modification is successful, the OYB Status code for all of the projects for the indicated technical office will be changed to reflect the information you just entered. Remember that the change you have indicated on this screen will effect the OYB status for all of the proposed OYB records associated with the organization number entered on the screen.

To update the revision number, type over the old revision number with the new. The number that you enter must be one (1) greater than the present revision number. Press the [ENTER ↵] key to process the modification.

FUNDING DOCUMENT DETAIL

Once the Operating Year Budget (OYB) has been approved, the Technical Offices must prepare a Project Implementation Order/Technical Services (PIO/T) document which initiates the request to obligate funds for a project. The **Funding Document Detail Screen** allows the Technical Office user to enter the relevant information from the PIO/T document for a project into the database.

To access the **Funding Document Detail Screen,** at the **Fiscal Year Cycle Menu,** press the [PF-13] key. The following screen will appear:

```
U004440D                  U.S.A.I.D. PMIS                          91/10/08
STPO                   FUNDING DOCUMENT DETAIL                     01 OF 01

 ORG NO:  169100                FISCAL YR: 1992
PROJ ID:      -   .      APPROPRIATION CODE:          L/G IND: G
          CP:  HOLD:                           WAIT END DATE:
TO BE PROGRAMMED AMT:          0.00  APPROVED OYB BALANCE:            0.00
     DOCUMENT NUMBER:                      PROPOSAL NUMBER:
    DOCUMENT TYPE CODE:
   FUNDS CONTROL NUMBER:        AMDMT NO: 00  BUD PLAN CODE:
 LEGSLV EARMARK:   CODE:    PCT:  0  NAME:
 TARGETED FUNDS:   CODE:    PCT:  0  NAME:
  SPECIAL FUNDS:   CODE:             NAME:
        DOCUMENT AMOUNT:         0.00            PARTIAL OBLIGATION (Y/N):
        DOCUMENT STATUS:                          DOC STATUS DATE:
  PGM OFFICE DUE MONTH:                     OBLIGATING DOC RECV STS (Y/N):
 OBLIGATION PLAN MONTH:                                 OP CERT IND (Y/N):
 PGM OFFICE SUBMIT DATE:
        FM FORWARD DATE:                    AMOUNT RESERVED DATE:
          AWARD NUMBER:
 REMARKS:

DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
ENTER = BROWSE; PF3 = ADD; PF4 = MODIFY; PF21 (SHIFT/PF5) = DELETE
```

Notice that the screen contains no data yet. The first thing you need to do is enter the organization code of the organization for those projects you want to access the funding document detail information. Next, enter the fiscal year, along with the appropriation code and the project identification number for the project associated with the funding document detail record you want to create or view. Then, enter either of the following combinations of information:

- the document number and the document type code; or
- the funds control number and amendment number (if applicable).

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FUNDING DOCUMENT DETAIL (Cont'd)

Once you have entered this data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse the funding document detail information for a particular project, add the information from the PIO/T funding document to the database, modify the funding document detail record using information from the PIO/T, or delete the funding document detail record.

PF KEYS ON THE FUNDING DOCUMENT DETAIL SCREEN

[ENTER ↵]	Allows you to browse or view the funding document detail record that corresponds to the project identification number you entered in the PROJ ID field. If the system finds no record that matches the project identification number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new funding document detail record to the database.
[PF-4]	Allows you to modify the funding document detail record. Remember that the Technical Office user can modify the data for this record only when the DOC STATUS = 01 (Planned); Technical Office users, at no time in the process, are allowed to enter or update the document schedule information. When the PIO/T funding document moves beyond the planning stage, only the Program Office user can modify the data.

Add Funding Document Detail Records

The **Funding Document Detail Screen** shows the information taken from the PIO/T document for a particular project. Technical Office users are responsible for creating the funding document detail record using information from the PIO/T document. The Technical Office then submits the PIO/T document to the Program Office for approval. Once this transfer occurs, the Program Office is responsible for updating the document status and approval information.

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- **Add Funding Document Detail Records (Cont'd)**

To add a funding document detail record to the database, on the **Funding Document Detail Screen,** first enter the organization code of the organization for those projects you want to enter the funding document detail information. Next, enter the fiscal year, along with the appropriation code and the project identification number for the project associated with the funding document detail record you want to create.

Then, enter the document number and document type code associated with the document. Press the [ENTER ↵] key so that the system can browse the database to confirm that a funding detail document record does not already exist for the project identification number, appropriation code, and document identification you entered.

If a record does not exist in the database, you will see the message: "DC960038 FUND DOCUMENT RECORD NOT FOUND". You can now enter the remaining information to define the record. If the funding action for a particular project is to take place in one obligation, rather than a series of partial obligations, make sure that the PARTIAL OBLIGATION INDICATOR shows an **N** for "No". If the funding action involves partial obligations, refer to the special section shown on the next page.

There are several things that you should keep in mind when you are adding a new funding document detail record to the database:

- the funds control number is a valid substitute for entering the document number and document type code information; you can enter either the document number and type code or the funds control number;
- if the DOCUMENT STATUS code = 30 (Reserved) you must enter the AMOUNT RESERVED DATE;
- the document number you enter must not be more than 5 characters long; the sixth position in the document number field is reserved to identify those records created for partial obligation situations;
- the OP CERT IND default value is "N"; the system will automatically enter this value if you leave the field empty; update this field only when you are sure that the OP and FM have made funds available for the particular project;

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- **Add Funding Document Detail Records (Cont'd)**

  - the default value for the document status code is "01" (Planned); the system will automatically enter this "01" value if you leave this field empty; and

  - each combination of the document number, document type code, and fiscal year must be unique for each funding document detail record within a particular division.

To schedule the planned PIO/T document for routing through the approval process, do not forget to enter the PGM OFFICE DUE MONTH and the OBLIGATION PLAN MONTH; if you do not enter these dates, the system will respond with an error message when you add the record. Once the document moves beyond the Planned (01) stage, the Program Office is responsible for updating the DOCUMENT STATUS field and the date fields.

- **Adding A Partial Obligation**

  If the funding action for a particular project is to be executed through a series of partial obligations, the system handles the funding document detail record a little differently than if the obligation is one lump sum.

  As you create the record showing the partial obligation amounts, the system subtracts these partial obligation amounts from the amount you entered on the original record so that the original record always shows how much is left to be obligated.

  To add a funding document detail record for a partial obligation, first enter the record for the total reservation amount. After you have entered the record for the total reservation amount, you will enter the records showing the partial obligations. After accessing the **Funding Document Detail Screen**, enter the project identification number and appropriation code combination for the record you want to add.

  In the DOCUMENT NUMBER field, enter the document number; in the DOCUMENT TYPE CODE field, enter the appropriate document type. Then, press the [ENTER ↵] key so that the system will browse, searching the database for the reservation record. If the system finds no reservation record that matches the information you entered, you will see the message: "DC960038 FUNDING DOCUMENT RECORD NOT FOUND".

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• Adding A Partial Obligation (Cont'd)

☞ *NOTE:* *You must enter the reservation document before proceeding with the partial obligation. To enter a reservation document record, you will need to enter the following information:*

- *valid funds control number;*
- *valid budget plan code;*
- *document status = reserved (30);*
- *document amount = full amount of reservation; and*
- *amount reserved date (reservation date).*

When you have entered this information, press the [PF-4] key to modify the funding document record. To continue adding the partial obligation record, enter the DOCUMENT AMOUNT, making sure that it is less than the amount entered on the original funding document detail record. Move the cursor to the PARTIAL OBLIGATION INDICATOR and enter a **Y**. Next, change the DOC STATUS to **70** (Obligated/Executed).

To process this record, press the [PF-3] key. The document amount of the original record is reduced by the amount of the partial obligation you just entered, and PMIS has appended the DOCUMENT NUMBER field with an "A" (or next sequential letter) to indicate that this is now a partial obligation record. When the system has accomplished all of these actions, you will see the message: "DC960040 FUNDING DOCUMENT RECORD ADDED SUCCESSFULLY".

• Modify Funding Document Detail Screen

The modify action allows Technical Office and Program Office users, depending on the status of the PIO/T document, to update the information contained in the funding document detail record. Remember that the Technical Office user can modify the funding document identification data for this record only when the DOC STATUS = **01** (Planned); Technical Office users, at not time in the process, are allowed to enter or update the document schedule information. When the PIO/T funding document moves beyond the planning stage, only the Program Office user can modify the data.

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- **Modify Funding Document Detail Screen (Cont'd)**

To modify a funding document detail record, access the **Funding Document Detail Screen** from the **Fiscal Year Cycle Menu.** On the **Funding Document Detail Screen,** enter the organization code, the fiscal year, the PIO/T document number and the project identification number associated with the funding document detail record you want to modify. Then, enter either:

- the document number and document type code; or
- the funds control number and the amendment number (if applicable).

Press the [ENTER ↵] key to retrieve the record. If the system is able to locate a funding document detail record for the project you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press [PF-4]. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 FUNDING DOCUMENT RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Funding Document Detail Records**

The delete action allows Program Office users to remove funding document detail records in the database. To delete a funding document detail record, you must first retrieve the record using the browse action.

To begin, on the **Funding Document Detail Screen,** enter the organization code, fiscal year, document number, and project identification number associated with the record you want to delete. Then, enter either of the following:

- the document number and document type code; or
- the funds control number and the amendment number (if applicable).

Press the [ENTER ↵] key to retrieve the record. If the system is able to locate a funding document detail record that corresponds to the document number and project identification number you entered, that record will appear on your screen. Check the project identification number to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 FUNDING DOCUMENT RECORD DELETED SUCCESSFULLY".

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IMPLEMENTATION PLAN SCREEN

The **Implementation Plan Screen** allows Technical Office users to view a summary of the funding plan for a particular project identification number/appropriation account code combination. This screen also allows the user to explore, using a "what-if" scenario, funding alternatives for implementing the project. The information for this screen comes directly from the Funding Document Detail record.

To access the **Implementation Plan Screen,** press the [PF-14] key at the **Fiscal Year Cycle Menu.** The following screen will appear:

```
U004450D                   U.S.A.I.D.  P M I S                        92/07/07
STPO                       IMPLEMENTATION PLAN                  PAGE: 0001 OF 000
 ORG NO: 169100  PROJ-ID:               APPROPRIATION-CD:      FISCAL-YR: 0000
  BUD. PLN. CODE:                        OBLGTN    OP        DUE
  DOC-NO/TYPE    AWARD-NUMBER             MONTH    CERT      IN PO
  FUNDS-CTL/    *** DOCUMENT STATUS ***  VENDOR-NAME OR REMARKS    DOC-AMOUNT
  AMDMT-NO      CODE DESCRIPTION    DATE

                                             TOTAL AMOUNT:                .00
     OYB-PRPS-AMOUNT:            0   TO-BE-PROGRAMMED AMOUNT:             .00
 ENTER=START BROWSE   PF2=RECOMPUTE TOTALS   PF7=PAGE BACK   PF8=PAGE FORWARD
DC960041 PROJECT NO, APPROPRIATION, FY, AND BPC IS REQUIRED TO PROCESS RECORD
```

Notice that the screen above contains no data yet. The first thing you need to do is enter the organization code of the organization for those projects you want to view the funding plan. Use the [TAB] to move to the APPROPRIATION CODE field and enter the appropriation code associated with the particular record. Next use the [TAB] key to move to the BUD PLN CODE field. When you enter a BPC in this field, the system will locate information on the funding documents associated with that BPC. In the BUD PLN CD field, enter the BPC for which you want to view the funding documents. If you do not know the exact BPC, leave this field blank. Then, press [ENTER ↵]. The following **BPC Picklist Screen** will appear:

```
U004450D                  U.S.A.I.D.  P M I S                        92/07/07
STPO                      IMPLEMENTATION PLANNING
                                BPC PICKLIST

 PROJECT SELECTED: 9361406    FN  G    FISCAL YEAR:  1992
 ENTER AN "X" HERE FOR "ALL BPC'S"     ==>
 OR PICK ONE OF THE BPC'S FROM THE FOLLOWING LIST.

  "X"    BUDGET PLAN CODE            "X"     BUDGET PLAN CODE
        DDNX9216900KG11


PLACE AN "X" NEXT TO SELECTION - PRESS ENTER
PLEASE SELECT ONE OF THE BPC ENTRIES ABOVE
```

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IMPLEMENTATION PLAN SCREEN (Cont'd)

This screen lists all of the BPCs associated with the project identification number/appropriation code combination you entered. To include information on all of the funding documents associated with all of the listed BPCs in the implementation plan, at the "ALL BPCS" prompt, type an X. When you press the [ENTER ↵] key, all of the BPCs shown on the BPC Picklist Screen will appear on the Implementation Plan Screen. To include the funding documents associated with only one or two of the BPCs shown on the list, use the [TAB] key to move the cursor to the BPC you want to choose. Type an X next to that BPC. When you press [ENTER ↵], the BPC and its related funding information will appear on the Implementation Screen.

When you have chosen the BPCs, the Implementation Screen will look similar to the following screen:

```
U004450D                      U.S.A.I.D.  P M I S                        92/07/07
STPO                           IMPLEMENTATION PLAN                 PAGE: 0001 OF 002

 ORG NO: 169100  PROJ-ID: 936-1406.     APPROPRIATION-CD: FN   FISCAL-YR: 1992
 BUD. PLN. CODE:  ALL                    OBLGTN    OP      DUE
DOC-NO/TYPE    AWARD-NUMBER             MONTH    CERT    IN PO
  FUNDS-CTL/     *** DOCUMENT STATUS ***  VENDOR-NAME OR REMARKS   DOC-AMOUNT
  AMDMT-NO       CODE DESCRIPTION   DATE
S9101  / CTR                             FEB      N       FEB
        / 00    01 PLANNED   1992/01/06 R&D/AGR,STI                  44,414.00
S03A2  / REQ                             MAR      N       MAR
  2691066 / 02  14 APPROVED  1992/03/17 EDITORIAL SERVICES-NE           231.00
S03A1  / REQ                             FEB      N       FEB
  2691066 / 01  30 RESERVED  1992/02/28 EDITORIAL SERVICES-NE           110.00
S-05A  / CTR                             FEB      N       FEB
        / 00    01 PLANNED   1992/02/11 FAMILY INITIATIVES            6,685.00
S-04A  / IQC                             FEB      N       FEB
  2691067 / 00  30 RESERVED  1992/02/10 GARDINER, KANYA & ASS        10,000.00
S-03D  / REQ                             FEB      N       FEB
        / 00    01 PLANNED   1992/01/24 EDITORIAL SERVICES-NE           509.72
                                            TOTAL AMOUNT:           223,599.00
    OYB-PRPS-AMOUNT:      223,599   TO-BE-PROGRAMMED AMOUNT:               .00
ENTER=START BROWSE   PF2=RECOMPUTE TOTALS   PF7=PAGE BACK   PF8=PAGE FORWARD
```

Notice that, in the screen shown above, the user chose the "All" option, which means that funding document information for each BPC associated with the project identification number/appropriation code combination you entered will appear. On this screen, depending on the status of the funding document, you can change, or manipulate, the data in both the DOCUMENT AMOUNT field for each funding document listed. Remember that your ultimate goal is, in this "what-if" scenario, to find the best funding level for each project, so that there is a balance in the funding level across the office portfolio of projects; in the ideal situation, the TO BE PROGRAMMED AMOUNT field will be zero.

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IMPLEMENTATION PLAN SCREEN (Cont'd)

The Technical Office user can manipulate the data on the screen when one of the following codes appears in the DOCUMENT STATUS field:

- 01 = Planned;
- 10 = Received in PO;
- 11 = On hold in PO; or
- 13 = Returned to PO.

If one of these codes *does not* appear in the DOCUMENT STATUS field, you cannot manipulate the data on the screen.

To check to see what effect the new figures you enter will have on the TOTAL AMOUNTS and the TO BE PROGRAMMED AMOUNT fields, press the [PF-2] (Recompute) key. These fields, across the bottom of the screen, will be updated to reflect the new figures; the data in the database will not be effected by this recompute action.

When you feel that the funding levels reflect the appropriate funding plan for your office, after re-computing the totals, you should make a screen print of the figures. To update the database with these figures, you must return to the **Funding Document Detail Screen** and enter the figures shown on the screen print. Then press the [PF-4] modify key to update the database with the new figures. This data now becomes the funding plan to be used to implement the particular project.

PF-KEYS ON THE IMPLEMENTATION PLAN SCREEN

[ENTER ↵]	Allows you to browse or view a summary of the funding actions that will be used to fund a particular project. The record retrieved corresponds to the organization code, project identification number, appropriation code and fiscal year you entered. If the system finds no record that matches the project identification number/appropriation code combination you entered, the screen will remain empty and you will see an error message at the bottom of your screen explaining why the record could not be found.
[PF-2]	Once you have manipulated the funding document amounts, press this key to recompute the total and to be determined amounts to see how your manipulations effected them.

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COUNTRY BENEFITTED SCREEN

☞ *NOTE:* *The Country Benefitted option is currently undergoing further revieew and development. This section of the manual will completed following this development.*

The **Country Benefitted Screen** allows the Project Office user to estimate the extent to which the money used to fund the project in the Bureau's portfolio supplements and supports regional Bureau and mission projects. During the May to June time-frame, Technical Office users enter the expenditure amounts for each country benefitting from a project in the office's portfolio during a given fiscal year. These expenditures are for activities for which the Bureau pays and a regional bureau or mission directly benefit. These expenditures include:

- expenditures for an activity such as a conference or meeting taking place within the benefitting country that is related to a project the Technical Office is funding in the area;
- overhead costs incurred in the U.S. that directly support an activity in a benefitting country; and
- costs for participant training for regional bureau or mission personnel that takes place in the U.S. or a third country.

Expenditures that CANNOT included for a benefitting country include:

- world-wide research activity; and
- buy-ins.

To access the **Country Benefitted Screen,** at the **Fiscal Year Cycle Menu,** press the [PF-15] key. The following screen will appear:

```
U004460D          U.S.A.I.D. PMIS  COUNTRY BENEFITTED      PAGE 0001   92/09/09
STPO      ORG CODE: 169100
            PROJECT ID              APRP:       FY: 0000  DOC NO:          DOC TP:
                        PCT: TOT DISBURSEMENT  TOT OBLIGATED    TOT EXPENDITURE
 MOD(Y/N)    DOC LEVEL 000
             REG LEVEL 000                .00             .00                .00
A                    A
C LOC    LOC   BK- I PCT ************ COUNTRY LEVEL DISBURSEMENTS ***********
T  CD    NAME    STP C DISB     DISBURSEMENT    OBLIGATION        EXPENDITURE



    TOTALS:              000              .00             .00                .00
ENTER INFO IN SPACES PROVIDED PRESS ENTER
  ACTION: (A)DD, (C)HANGE, (D)ELETE;  ACTIVITY IN COUNTRY (AIC): (Y)ES, (N)O
ENTER=UPDTE; PF7=PAGE UP; PF8=PAGE DOWN; PF9=PREV MENU; PF29(SHIFT/PF13) RETURN
```

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COUNTRY BENEFITTED SCREEN (Cont'd)

On this screen, enter the appropriate project identification number, the appropriation code, fiscal year, and region code. Then, press the [ENTER ↵] key. The following screen will appear showing you a list of the countries that benefit from the project whose identification number/appropriation code you entered.

```
U004460D         U.S.A.I.D. PMIS   COUNTRY BENEFITTED      PAGE 0001   92/09/09
STPO      ORG CODE: 169100
             PROJECT ID 936-1421.  APRP: HE  FY: 1992  DOC NO: 02H01  DOC TP: PSA
                        PCT: TOT DISBURSEMENT  TOT OBLIGATED    TOT EXPENDITURE
 MOD(Y/N) Y DOC LEVEL 000
               REG LEVEL 000              .00               .00              .00
A                        A
C LOC    LOC   BK- I PCT ************ COUNTRY LEVEL DISBURSEMENTS ***********
T  CD    NAME   STP C DISB    DISBURSEMENT  OBLIGATION       EXPENDITURE
   003 RYUKYU I        000              .00        325,000.00                .00
   004 PUERTO R        000              .00        325,000.00                .00
   001 AREAS OF        000              .00        325,000.00                .00
   002 THE STAT        000              .00        325,000.00                .00
   003 RYUKYU I        000              .00        325,000.00                .00
   004 PUERTO R        000              .00        325,000.00                .00
   005 VIRGIN I        000              .00        325,000.00                .00
   006 AMERICAN        000              .00        325,000.00                .00
   007 PACIFIC         000              .00        325,000.00                .00
   008 GUAM            000              .00        325,000.00                .00
    TOTALS:            000              .00              .00                 .00

DC960044 011 INVALID - PLEASE RE-ENTER
  ACTION: (A)DD, (C)HANGE, (D)ELETE;  ACTIVITY IN COUNTRY (AIC): (Y)ES, (N)O
ENTER=UPDTE; PF7=PAGE UP; PF8=PAGE DOWN; PF9=PREV MENU; PF29(SHIFT/PF13) RETURN
```

You can add, change or delete the information shown on the screen by entering the correct letter (A, C, or D) in the ACTION field next to the appropriate entry.

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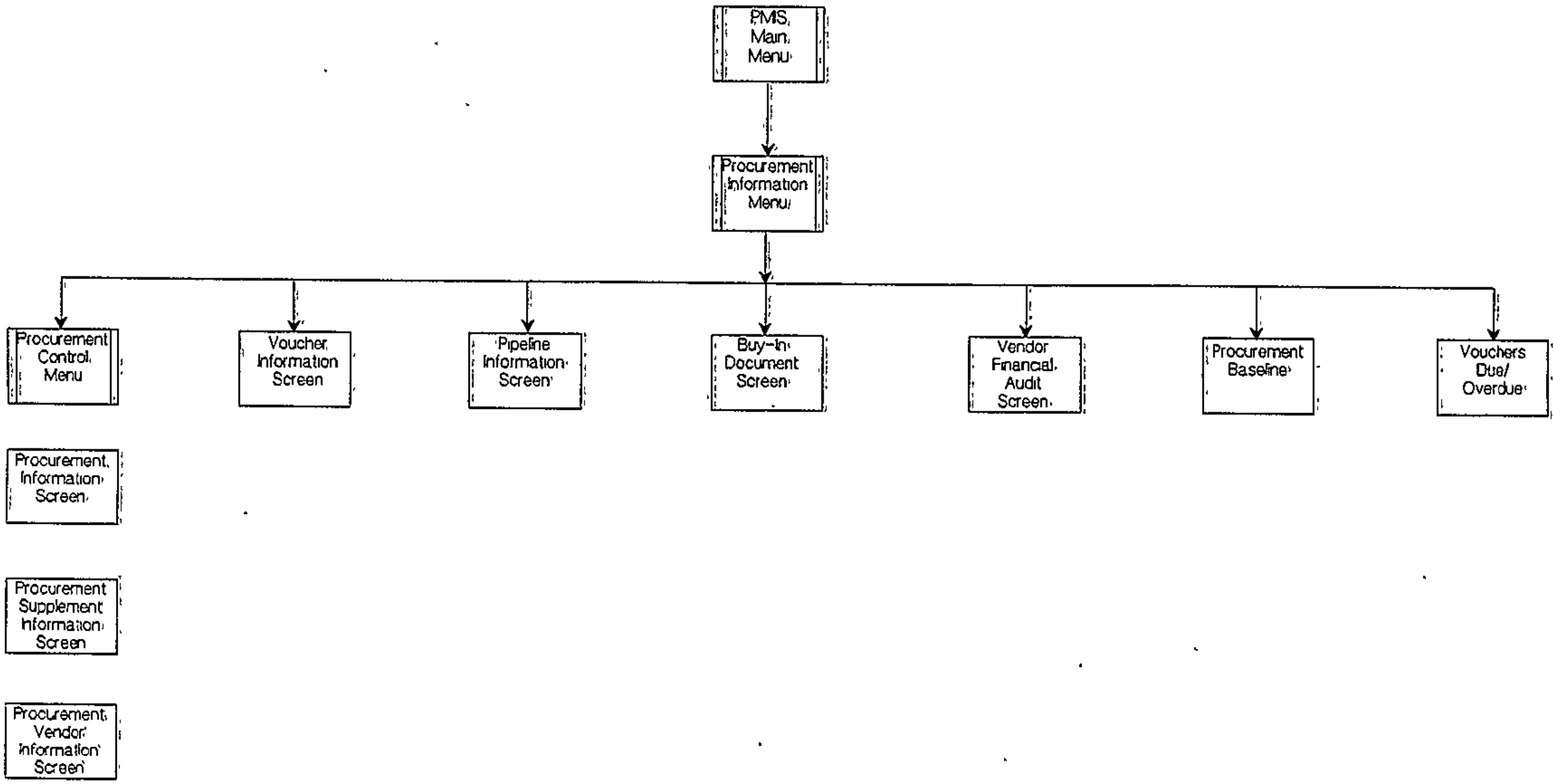
Procurement Information Menu Selection Diagram



PROCUREMENT INFORMATION MENU

The **Procurement Information Menu** allows Technical Office and Program Office users to access contract and vendor information associated with the projects in the database. From this screen, the user can access screens that show contract award information which is updated on a regular basis from the Contract Information Management System (CIMS), vendor names and addresses, travel authorization information, voucher information, and pipeline expenditure information.

To access the **Procurement Information Menu**, at the **PMIS Main Menu**, press the [PF-4] key. The following screen will appear:

```
DIALOG:                                                        PAGE: 1 OF: 1
DATE: 92/09/09                                                 NEXT PAGE:
                           U.S.A.I.D. P M I S
                      PROCUREMENT  INFORMATION  MENU
           SEL RESPONSE   FKEY:          DESCRIPTION
               PROCCTL    (PF2)    PROCUREMENT CONTROL MENU
               VOUINFO    (PF3)    VOUCHER INFORMATION
               PIPELINE   (PF4)    PIPELINE INFORMATION
               BUYIN      (PF5)    BUYIN DOCUMENT
               FINAUD     (PF6)    VENDOR FINANCIAL AUDITS
               BASELINE   (PF11)   PROCUREMENT BASELINE
               VOUDUE     (PF12)   VOUCHERS DUE/OVERDUE QUERY
               MAINMENU   (PF10)   RETURN TO PMIS MAIN MENU
               QUITPMIS   (PA2)    (SHIFT/PF13) LEAVE PMIS

RESPONSE:         SEND DATA-->                                    MODE: STEP
```

Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table to determine you access capability to the option shown on the menu.

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PROCCTL, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEYS ON THE PROCUREMENT INFORMATION MENU

[PF-2] Accesses the **Procurement Control Menu**, from which you can access screens to browse, create, update, and delete, depending on your security classification, the procurement information for a given contract award and the vendor information associated with that contract award. From this screen, you can also enter and modify travel authorization (TA) information.

[PF-3] Accesses the **Voucher Information Screen**, on which you can browse the voucher information for each contract award; the data for this screen comes from the interface with the FACS database.

[PF-4] Accesses the **Pipeline Information Screen**, on which you can browse the actual, accrued, and estimated expenditures and the dates on which these expenditures occurred or are scheduled.

[PF-5] Accesses the **Buy-in Document Screen**, on which you can enter the information for a buy-in related to a particular project.

[PF-6] Accesses the **Vendor Financial Audits Screen**, on which you can add, update, or delete, depending on your security classification, information regarding an audit of a vendor.

[PF-11] Accesses the **Procurement Baseline Screen**, on which you can browse, add, or modify, depending on your security classifcation, the historial baseline of a procurement as it pertains to a specific project.

[PF-12] Accesses the **Vouchers Due/Overdue Screen** on which you can browse or select vouchers which are due/overdue in the Program Office.

PROCUREMENT CONTROL MENU

The **Procurement Control Menu** allows the Technical Office and Program Office users to access screens that show the procurement and vendor information for a given contract award. From this menu, you can also establish management controls by tracking the various dates and amounts entered for each contract award or procurement action. The information for these screens is linked with the information in the CIMS database.

To access the **Procurement Control Menu**, at the **Procurement Information Screen**, press the [PF-2] key. The screen shown at the top of the next page will appear.

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PROCUREMENT CONTROL MENU (Cont'd)

```
DIALOG:                                                      PAGE:  1 OF:  1
DATE: 91/10/08                                               NEXT PAGE:
                              U.S.A.I.D. PMIS
                         PROCUREMENT CONTROL MENU
            SEL RESPONSE   FKEY            DESCRIPTION
                PROCINFO    (PF2)      PROCUREMENT INFORMATION
                PROCSUPP    (PF3)      PROCUREMENT SUPP INFO
                PROCVEND    (PF4)      PROCUREMENT VENDOR INFO
                PREVMENU    (PF9)      RETURN TO PRIOR MENU
                MAINMENU    (PF10)     RETURN TO PMIS MAIN MENU
                QUITPMIS    (PA2)      (SHIFT/PF13) LEAVE PMIS
RESPONSE:            SEND DATA-->                                MODE: STEP
```

To access any of the menus or screens from this screen, press the PF-key associated with that option. Each menu or screen listed on the menu above will be discussed in turn beginning below. Remember that for any of the options listed, depending on your user ID and Password, you may not have access other than to browse in that option. Refer to the Security Access Table to determine you access capability to the option shown on the menu.

PF-KEYS FOUND ON THE PROCUREMENT CONTROL MENU

[PF-2] Accesses the **Procurement Information Screen,** on which you can browse the procurement and vendor information associated with a particular contract award. The contract and vendor information is maintained in the Contract Information Management System (CIMS) database; PMIS receives this information from CIMS via an automated interface.

[PF-3] Accesses the **Procurement Supplement Information Screen,** on which you can view or enter supplemental contract information that is not entered on the **Procurement Information Screen** via the CIMS interface, such as the contract contact person's name and phone number and the buy-in ceiling amount.

[PF-4] Accesses the **Procurement Vendor Information Screen,** on which you can browse information concerning the vendor associated with a particular contract award.

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Procurement Information Screen

The **Procurement Information Screen** shows the information related to an award of a given procurement, including the signature date, effective date, total estimated costs, grant information, and vendor name. This contract award information is maintained in the Contract Information Management System (CIMS). PMIS receives this information from CIMS via an automatic interface.

From the **Procurement Information Screen,** you can also enter and track information on the travel authorizations that are a part of any given procurement. For more information on travel authorization records, refer to the special section on page 181. To access the **Procurement Information Screen,** at the **Procurement Control Menu,** press the [PF-2] key. The following screen will appear.

```
U004505D                    U.S.A.I.D. PMIS                              91/10/08
 STPO                    PROCUREMENT INFORMATION                        01 OF 01
 ORG NO:  169100
                         AWARD NO:
         PROCUREMENT INSTRUMENT:
   PROJECT OFFICE ORG SYMBOL:

        SIGNATURE DATE:                          EST CMPLT/EXPRN DATE:
        EFFECTIVE DATE:                           FUNDED THROUGH DATE:

      TOTAL EST COST:                 0.00       MAXIMUM AMOUNT:                 0.00
 COMMITMENT AMOUNT:                   0.00     OBLGTN CUM. AMOUNT:               0.00

            GRANT TYPE:
    IQC SERVICE AREA:
 PREFERENCE PROGRAM:
 INCREMENTAL FUNDING INDICATOR (Y/N):
 DUNS NO:                VENDOR NAME:

          SMALL BUSINESS (Y/N):               SUBCONTRACT PLAN REQUIRED (Y/N):
 TRANSFER TO PROCUREMENT SUPPLEMENT INFORMATION (Y/N):  N
 DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21 (SHIFT/PF5)=DELETE; PF16=VENDOR SCREEN
```

Since the contract and vendor information come from the CIMS interface, the user cannot add or modify any contract information on this screen or vendor information shown on the **Vendor Information Screen.** But, you can view the contract and vendor information using the browse action. You can add and modify travel authorization records on this screen. For more information on travel authorization records, refer to page 181.

To view a procurement information record, enter the award number associated with that record in the AWARD NUMBER field. Once you have entered the award number, press the [ENTER ↵] key. The procurement information record that matched the award number you entered will appear, as shown on the screen at the top of the next page.

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Procurement Information Screen (Cont'd)

```
U004505D                    U.S.A.I.D.  P M I S                          91/12/09
STPO                      PROCUREMENT INFORMATION                        01 OF 01
 ORG NO:  169100
                     AWARD NO:  BST-1096-P-PC-3025-00
   PROCUREMENT INSTRUMENT:  PARTICIPATING AGENCY SERVICE AGREEMENT (
 PROJECT OFFICE ORG SYMBOL:  S&T/PO/AE
       SIGNATURE DATE:  1983/02/07      EST CMPLT/EXPRN DATE:  1991/09/30
       EFFECTIVE DATE:  1983/01/28       FUNDED THROUGH DATE:

   TOTAL EST COST:        3,215,000.00       MAXIMUM AMOUNT:            0.00
 COMMITMENT AMOUNT:         395,000.00   OBLGTN CUM. AMOUNT:    6,385,615.00

         GRANT TYPE:
   IQC SERVICE AREA:
 PREFERENCE PROGRAM:
 INCREMENTAL FUNDING INDICATOR (Y/N):  N

 DUNS NO:  000000000   VENDOR NAME:  PEACE CORPS
       SMALL BUSINESS (Y/N):  N         SUBCONTRACT PLAN REQUIRED (Y/N):  N

 TRANSFER TO PROCUREMENT SUPPLEMENT INFORMATION (Y/N):  N
DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
 ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21 (SHIFT/PF5)=DELETE; PF16=VENDOR SCREEN
```

From this screen, you can "transfer" to the **Procurement Vendor Information Screen** where you can view the record for the vendor listed in this procurement information record by pressing the [PF-16] key. The **Procurement Vendor Information Screen** will be discussed beginning on page 186.

- ### Travel Authorization Records

PMIS allows Technical Office users to track all Travel Authorizations (TA) and traveller information using the **Procurement Information Screen.** The user can add new TA records to the database and modify existing TA records on this screen. Also, the user can "transfer" to the **Procurement Vendor Information Screen** and enter data for the individual traveller and his/her company. In this way the Technical Offices can establish control over the TA funds tied to a given procurement and guarantee that funds are available for travel at the appropriate time.

- ### Add Travel Authorization Records

The information you will need to add a TA record to the database can be found in the Request and Authorization of Official Travel (AID FORM 5-8 (10-80)), which must be completed for each TA.

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- **Add Travel Authorization Records (Cont'd)**

To add a TA record, at the **Procurement Information Screen**, move the cursor to the AWARD NUMBER field. Enter the identification number associated with the TA, beginning with "TA" in the first two positions and followed by the funds control number. For example, the TA number you enter should look similar to the following: TA-136001207.

Then, press the [ENTER ↵] key so that the system can browse the database to confirm that a TA record does not already exist for the TA identification number you entered. If a record does not exist in the database, you will see a message letting you know that a matching record was not found. You can now enter the remaining information to define the record.

In the SIGNATURE DATE field, enter the date on which the Request and Authorization of Travel form was signed authorizing the travel. In the EST CMPLT field, enter the last date on which the authorized travel can occur; this information is generally stated in the authorization form. In the EFFECTIVE DATE field, enter the date on which the travel is scheduled to begin. The FUNDED THROUGH DATE will almost always be the same as the EST CMPLT date.

Next, enter the cost for the travel in the TOTAL EST COST field as shown on the authorization form. Move the cursor to the DUNS NO field and enter the Social Security Number (SSN) of the person who is authorized to travel.

When you have entered all of the required information, press the [PF-3] key to add the record to the database. The data you entered will be validated against a series of edit criteria. If it passes all of the edit checks, you will see a message letting you know that the record was successfully added to the database.

To enter more detailed information about the person who is authorized to travel under a given TA, once you have successfully added the TA record, at the **Vendor Procurement Information Screen**, press the [PF-16] "Transfer" key. The **Vendor Information Screen** shown at the top of the next page will appear.

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- **Add Travel Authorization Records (Cont'd)**

```
U004515D                    U.S.A.I.D. PMIS                              91/10/08
STPO                  PROCUREMENT VENDOR INFORMATION                      02 OF 03
ORG NO:  169100

               DUNS NO:
     VENDOR LONG NAME:

              PHONE NO:
        STREET ADDRESS:

                  CITY:
        STATE/PROVINCE:
               COUNTRY:
           POSTAL CODE:                 TELEX:
     BUSINESS ORG TYPE:
       ECONOMIC SECTOR:
     VENDOR OWNER TYPE:
                            U.S. ORIGIN (Y/N):
                             FOR-PROFIT (Y/N):
         WOMEN OWNED BUSINESS INDICATOR (Y/N):
   AWARD NO:
DC960041 DUNS NUMBER OR VENDOR NAME IS REQUIRED TO PROCESS RECORD
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21(SHIFT/PF5)=DELETE; PF16=PROCUREMENT INF
```

The Social Security Number you entered in the DUNS NO field on the **Procurement Information Screen** should appear in the DUNS NO field on this screen. If it doesn't, enter the appropriate number in the field. Move the cursor to the VENDOR LONG NAME field and enter the name of the company whose employee will be traveling under the TA.

Continue down the screen, filling in the address information for the company you named. Do not forget to enter the award number associated with the TA in the AWARD NO field at the bottom of the screen. When you have entered all of the information, press the [PF-3] key to add the record. If the information you entered passed all of the edit checks, you will see a message letting you know that the record was successfully added.

- **Modify Travel Authorization Records**

To modify a TA record, at the **Procurement Information Screen,** in the AWARD No field, enter the TA identification number associated with the TA record you want to modify. Remember the TA number includes the letters TA in the first two positions followed by the funds control number associated with the procurement. Then, press the [ENTER ↵] key to retrieve the record.

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Modify Travel Authorization Records (Cont'd)

If the system is able to locate a TA record for the TA identification number you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information.

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see a message on your screen letting you know that the record has been modified successfully.

PF-KEYS ON THE PROCUREMENT INFORMATION SCREEN

[ENTER ↵]	Allows you to browse or view the procurement information record, if you entered an award number, or a Travel Authorization (TA) record, if you entered a TA identification number. If the system finds no record that matches the award number or TA identification number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new TA information record to the database.
[PF-4]	Allows you to modify the TA information record.
[PF-16]	Allows you to "transfer" to the **Vendor Information Screen** to view the address information for the vendor associated with the award number or Travel Authorization (TA) number you entered.

Procurement Supplement Screen

The **Procurement Supplement Screen** allows the Technical Office user to enter supplemental data in addition to the data entered via the CIMS interface for the contract award on the **Procurement Information Screen.** On this supplemental screen you can enter the name, title, and telephone number of the contact person for the procurement, and the buy-in ceiling amount.

To access the **Procurement Supplemental Screen,** at the **Procurement Control Menu,** press the [PF-3] key. The screen shown at the top of the next page will appear.

Procurement Supplement Screen (Cont'd)

```
U004510D                  U.S.A.I.D.  P M I S                         92/07/07
STPO                  PROCUREMENT SUPPLEMENT INFORMATION              03 OF 03
ORG NO: 169100
                AWARD NO:

            CONTACT NAME:
           CONTACT TITLE:
        CONTACT PHONE NO:

          BUY-IN CEILING:          0.00

DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
ENTER = BROWSE;  PF4 = MODIFY;  PF16 = TRANSFER TO CONTRACT SCREEN
```

Notice that the award number that appears at the top of this screen is the same award number you entered on the **Procurement Information Screen.** Since no other information appears on the screen, you can assume that no one has entered supplemental information for this award number.

PF-KEYS ON THE PROCUREMENT SUPPLEMENT SCREEN

[ENTER ↵] Allows you to browse or view the procurement supplement record that corresponds to the award number you entered on the **Procurement Information Screen.**

If the system finds no record that matches the award number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.

[PF-4] Allows you to modify the procurement supplement record.

[PF-16] Allows you to "transfer" to the **Procurement Information Screen** to view the procurement record for this contract award.

- **Add Procurement Supplement Information**

  To add supplemental information for the existing procurement information record, at the **Procurement Supplement Screen,** make sure the appropriate award number appears in the AWARD NO field. Then, press the [ENTER ↵] key so that the system can verify that a procurement record for that award number does not already exist.

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- Add Procurement Supplement Information (Cont'd)

If a procurement supplement record does not exist in the database, you will see the message: "DC960038 CONTRACT INFO RECORD NOT FOUND".

☞ NOTE: *If the procurement record you requested us not a Travel Authorization, you will have to wait for the next CIMS interface run to preview and add data.*

Enter the appropriate information in the empty fields, including the name, title, and phone number of the person to contact concerning the procurement; and the buy-in ceiling amount, as shown in the procurement document.

Now that you have entered all of the information, you will notice that there is no [PF-3] Add key on this screen. Since there is no "add" key, press the [PF-4] Modify key to process the information. The modify action allows Technical Office and Project Office users to update the information contained in the procurement record. To modify the supplement information, access the **Procurement Supplement Screen** from the **Procurement Control Menu.** On the **Procurement Supplement Screen,** enter the award number associated with the procurement record you want to modify.

Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a procurement record for the project you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 CONTRACT INFO RECORD MODIFIED SUCCESSFULLY" on your screen.

Procurement Vendor Information Screen

The **Procurement Vendor Information Screen** allows the Technical Office and Program Office users to enter and track information for a given vendor associated with a given procurement documented in the system. The vendor information tracked includes address and phone number information as well as some demographic information about the vendor.

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Procurement Vendor Information Screen (Cont'd)

There are two ways to access the **Procurement Vendor Information Screen.** First, you can access this screen from the **Procurement Information Screen** by pressing the [PF-16] "Transfer" key. Or, you can access this screen from the **Procurement Control Menu** by pressing the [PF-4] key.

One advantage of accessing the screen from the **Procurement Control Menu** is that you are able to use the vendor name search option that allows you to locate a vendor name by entering only the first few letters of the name. The system will retrieve all of the names beginning with those letters; you can then scroll through the list until you find the name you need.

Just as the **Procurement Information Screen** can be used to enter Travel Authorization (TA) records, the **Vendor Information Screen** can be used to enter information about the employee or the company whose employee is authorized to travel under the contract agreement. For more information on adding or modifying Travel Authorization (TA) records, refer to the Travel Authorization Records section.

The information for the **Procurement Vendor Information Screen** comes from the CIMS interface. Therefore, you cannot add or modify the data in the vendor information record unless you are adding or modifying a Travel Authorization (TA) record, whose identification number begins with "TA" followed by the funds control number. Either way you access the **Procurement Vendor Information Screen**, a screen similar to the following will appear:

```
U004515D                 U.S.A.I.D. PMIS                         91/10/08
STPO                PROCUREMENT VENDOR INFORMATION               02 OF 03
 ORG NO:  136033

        DUNS NO:
    VENDOR LONG NAME:

        PHONE NO:
     STREET ADDRESS:

            CITY:
     STATE/PROVINCE:
            COUNTRY:
         POSTAL CODE:                TELEX:
   BUSINESS ORG TYPE:
     ECONOMIC SECTOR:
   VENDOR OWNER TYPE:
                         U.S. ORIGIN (Y/N):
                          FOR PROFIT (Y/N):
     WOMEN OWNED BUSINESS INDICATOR (Y/N):
    AWARD NO:

DC960041 DUNS NUMBER OR VENDOR NAME IS REQUIRED TO PROCESS RECORD
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21(SHIFT/PF5)=DELETE; PF16=PROCUREMENT INF
```

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Procurement Vendor Information Screen (Cont'd)

To access a vendor information record, you can enter either the DUNS NO or the vendor name associated with the record you want to access.

☞ *NOTE:* *Remember that if you access the **Procurement Vendor Information Screen** from the **Procurement Control Menu** you are able to use the vendor name search option that allows you to locate a vendor name by entering only the first few letters of the name. The system will retrieve all of the names beginning with those letters; you can then scroll through the list until you find the name you need.*

As you can see from the PF-keys at the bottom of the screen, you can, depending on your security classification, view the vendor record or a Travel Authorization (TA) record, create a new TA record, modify a TA record, and delete a vendor information record or a TA record.

PF KEYS ON THE VENDOR INFORMATION SCREEN

[ENTER ↵] Allows you to browse or view the vendor information record that corresponds to either the DUNS NO or the vendor name you entered.

If the system finds no record that matches the DUNS NO or the vendor name you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.

[PF-3] Allows you to add the new TA record to the database.

[PF-4] Allows you to modify the TA records.

[PF-16] Allows you to "transfer" to the **Procurement Information Screen** to view the procurement information record associated with the vendor information record you have displayed on your screen.

- ### Modify Procurement Vendor Information Record

Remember that since the information for the **Procurement Vendor Information Screen** comes from the CIMS interface, you cannot modify the vendor information shown on the screen.

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Modify Procurement Vendor Information Record (Cont'd)

You can, however, use this screen to modify Travel Authorization (TA) records; TA records are identified by the letters TA in the Award Number field on the **Procurement Information Screen.** Refer to the Travel Authorization section of this manual for more information.

To modify a TA record, at the **Procurement Information Screen,** in the AWARD NO field, enter the TA identification number associated with the TA record you want to modify; remember the TA number includes the letters TA in the first two positions followed by the funds control number associated with the procurement. Then, press the [ENTER ↵] key to retrieve the record.

If the system is able to locate a TA record for the TA identification number you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information.

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see a message on your screen letting you know that the record has been modified successfully.

Delete Procurement Vendor Information Records

The delete action allows Project Office users to remove vendor information records from the database. To delete a vendor information record, you must first retrieve the record using the browse action. To begin, on the **Procurement Vendor Information Screen,** enter either the DUNS NO or vendor name associated with the record you want to delete. Then, press the [ENTER ↵] key to retrieve the record.

If the system is able to locate a vendor information record that corresponds to either the DUNS NO or vendor name you entered, that record will appear on your screen. Check over the record to make absolutely sure that this is the one you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 VENDOR INFORMATION RECORD DELETED SUCCESSFULLY".

VOUCHER INFORMATION SCREEN

☞ *NOTE:* *The Voucher Information option of PMIS is currently undergoing further development. The results of this development will be reflected in future updates of this documentation.*

The **Voucher Information Screen** allows both the Technical Office and Program Office users to track the voucher information associated with each contract award. The voucher information is maintained in the Financial Accounting and Control System (FACS). PMIS receives this information from FACS via an automatic interface.

To access the **Voucher Information Screen**, at the **Procurement Information Menu**, press the [PF-3] key. The following screen will appear:

```
U004520D                    U.S.A.I.D. P M I S                         92/09/09
 STPO                        VOUCHER INFORMATION
ORG CODE: 169100
               CONTRACTOR VOUCHER NO:
   PROJECT: ID              TITLE:
   PROJECT ORG CD:          NAME:
   AWARD NO:                             VENDOR NAME:

                         BUREAU VOUCHER NO:
                            VOUCHER AMOUNT:                0.00
                           APPROVED AMOUNT:
                              VOUCHER DATE:  0000/00/00
          PERIOD COVERED: START DATE:  0000/00/00    END DATE:  0000/00/00
                          FM RECEIVE DATE:  0000/00/00    DUE DATE:  0000/00/00
          PROGRAM OFFICE RECEIVE DATE:  0000/00/00    DUE DATE:  0000/00/00
          PROJECT OFFICE FORWARD DATE:  0000/00/00
           PROGRAM OFFICE RETURN DATE:  0000/00/00    SRCE ORGN(Y/N)
                          FM FORWARD DATE:  0000/00/00
             ACTION CODE:        ACTION CODE TEXT? (Y/N)
                                     ERROR INDICATOR= 000
DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
  ENTER = BROWSE      PF3 = ADD      PF4 = MOD        PF21 = DELETE
```

Notice that no data appears on the screen yet. To access a particular voucher information record, enter the contractor voucher number associated with that voucher record in the CONTRACTOR VOUCHER NO field. Then, press [ENTER↵]. If the system was able to locate a voucher information record that corresponds to the contractor voucher number you entered, that record will appear on your screen.

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VOUCHER INFORMATION SCREEN (Cont'd)

Because the FACS interface is not yet operational, you are able to add, modify and/or delete voucher information records. Once the FACS interface is operational you will only be able to maintain the voucher data that is not a part of the FACS database. When you are ready to view another voucher information record, move the cursor to the CONTRACTOR VOUCHER NO field. Enter the contractor voucher number associated with the record you want to view and press the [ENTER ↵] key. If you do not want to view another record, press the [PF-9] key to return to the **Project Information Menu** or press the [PF-10] key to return to the **PMIS Main Menu.**

PF-KEY ON THE VOUCHER INFORMATION SCREEN

[ENTER ↵]	Allows you to browse or view the voucher information record that corresponds to the Bureau voucher number you entered.
[PF-3]	Allows you to add a new voucher information record to the database.
[PF-4]	Allows you to modify an existing voucher information record.

- ### Add Voucher Information Records

To add a voucher information record to the database, at the **Voucher Information Screen** shown on the previous page, begin by entering the appropriate organization code in the ORG CODE field. Then, enter the contract voucher number for the record you want to add; also, enter the award number. Then, press [ENTER ↵] so that the system can verify that a voucher information record for the contractor voucher number/award number combination you entered does not already exist. If a record does not exist, a message will appear, and you are free to enter the remaining details necessary to define the record.

Enter the information for the remaining field, including the vendor name, the voucher amount, the approved amount, and the various dates that apply to the voucher. Next, enter the action code and indicate whether or not you need to access a free text screen in order to explain the action code. When you have entered all of this information, press the [PF-3] key. If all of the data you entered passed all of the various edit checks built into the system, you will see a message indicating that the record has been added successfully.

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- **Modify Voucher Information Records**

The modify action allows the user to modify a voucher information record. To modify a voucher information record, first, you must access the **Voucher Information Screen** shown on page 189. Enter the appropriate organization code, the contractor voucher number, and the award number associated with the voucher information record you want to modify. Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a voucher information record for the criteria you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information. When you have made all of the modifications, press [PF-4]. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Voucher Information Records**

The delete action allows users to remove voucher information records in the database. To delete a voucher information record, you must first retrieve the record using the browse action.

To begin, on the **Voucher Information Screen**, enter the organization code, organization number, contractor voucher number, and award number associated with the voucher information record you want to delete. Then, press the [ENTER ↵] key to retrieve the record. If the system is able to locate a voucher information record that corresponds to the criteria you entered, that record will appear on your screen. Check the record to make absolutely sure that this is the record you want to delete. To delete the record, press [PF-21] (Shift/[PF-5]). If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 RECORD DELETED SUCCESSFULLY".

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PIPELINE INFORMATION SCREEN

☞ *NOTE:* *The Pipeline Information option of PMIS is currently undergoing further development. The results of this development will be reflected in future updates of this documentation.*

The **Pipeline Information Screen** allows both the Technical Office and Program Office users to track obligation and expenditure information for a given contract award. Just as for the **Voucher Information Screen**, the information for this screen is maintained in the FACS database.

To access the **Pipeline Information Screen**, at the **Procurement Information Screen**, press the [PF-4] key. The following screen will appear:

```
U004530D                 U.S.A.I.D.  P M I S                          92/07/07
STPO                     PIPELINE INFORMATION
ORG CODE: 169100
   CONTRACT AGREEMENT ID:
   PERIOD END DT:                  FY OBLIGATED AMOUNT:

   EXPENDITURE ACTUAL DATE:

   EXPENDITURE ACTUAL AMOUNT:

   EXPENDITURE ACCRUED DATE:

   EXPENDITURE ACCRUED AMOUNT:

   EXPENDITURE ESTIMATED DATE:

   EXPENDITURE ESTIMATED AMOUNT:

 ENTER = BROWSE      PF3 = ADD          PF4 = MODIFY       PF21 = DELETE
DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
```

Notice that no data appears on the screen yet. To access a particular pipeline information record, enter the contract agreement identification number in the CONTRACT AGREEMENT ID field. Then, press the [ENTER ↵] key. If the system was able to locate a pipeline information record that corresponds to the contract agreement identification number you entered, that record will appear on your screen.

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PIPELINE INFORMATION SCREEN (Cont'd)

Because the data for this screen comes from the FACS interface, you cannot add or modify data for the pipeline information record; you can only view the information contained in the record.

When you are ready to view another pipeline information record, move the cursor to the CONTRACT AGREEMENT ID field. Enter the contract agreement identification number associated with the record you want to view and press the [ENTER ↩] key. If you do not want to view another record, press the [PF-9] key to return to the **Project Information Menu** or press the [PF-10] key to return to the **PMIS Main Menu.**

PF-KEY ON THE PIPELINE INFORMATION SCREEN

[ENTER ↩]	Allows you to browse or view the pipeline information record that corresponds to the contract agreement identification number you entered.
[PF-3]	Allows you to add a pipeline record to the database.
[PF-4]	Allows you to modify the pipeline record.

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BUY-IN DOCUMENT OPTION

The **Buy-In Document Screen** allows the Technical Office user in the R&D Bureau to track requests received from other AID bureaus and missions to become involved in the work supported by a particular project. The bureau or mission, early in the budget process, identifies those new or established projects from which their regional area could benefit. They then contact the appropriate AID/Washington personnel and, if possible, negotiate a deal whereby they can become involved in the project. The Technical Office then submits a PIO/T document requesting an increase to the obligation for a project so that these new players can "buy-in" and participate in a particular project. The buy-in requests are monitored by the Program Office to insure that the ceiling amounts established by the PAF document for the project are maintained.

To access the **Buy-In Document Screen,** at the **Procurement Information Menu,** press the [PF-5] key. The following screen will appear:

```
U004540D                  U.S.A.I.D. P M I S                        91/12/12
STPO                        BUY-IN DOCUMENT
ORG NO:  136033                                                     01 OF 01

 PROJ-ID:     -  .     PROJ-TITLE:
          PIO/T NO:                           AMENDMENT NUMBER:  00
      AWARD NUMBER:                      PROC. SIGNATURE DATE:
  BUDGET PLAN CODE:     -  -
 OBLIGATION STATUS:

     BUY-IN AMOUNT:          0.00       BUY-IN EFFECTIVE DATE:
 BUY-IN STATUS DATE:                       BUY-IN ENDING DATE:
     BUY-IN STATUS:
AMOUNT RESERVED DT:                 CONTRACTS FORWARD DATE:
    BUY-IN COUNTRY:
     BUY-IN REGION:
     BUY-IN OFFICE:
     BUY-IN BUREAU:
 BUY-IN PURP:

DC960041 PROJECT ACCESS KEY, AWARD NO OR PIO NO IS REQUIRED TO PROCESS RECORD
   ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY;  PF21 (SHIFT/PF5) = DELETE
```

Notice that the screen contains no data yet. To access a buy-in document record, you need to enter either:

- the project identification number associated with the buy-in document record you want to access; or
- the PIO/T number from the PIO/T document; and/or
- the award number for a buy-in document record associated with the project identification number you entered.

BUY-IN DOCUMENT SCREEN (Cont'd)

Once you have entered the appropriate data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse through all of the buy-in document information for a particular project, add the information from the PIO/T funding document to the buy-in document record, modify the buy-in document record using information from the PIO/T, or delete the PIO/T document record.

PF KEYS ON THE BUY-IN DOCUMENT SCREEN

[ENTER ↵]	Allows you to browse or view the buy-in document record that corresponds to either the PIO/T number or the award number you entered to access the record. If the system finds no record that matches the PIO/T or award number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new buy-in document record to the database.
[PF-4]	Allows you to modify the buy-in document record. Remember that the Technical Office user is responsible for updating this record as the PIO/T document progresses through the approval process.

- ### Add Buy-In Document Record

The **Buy-In Document Screen** shows the information taken from the PIO/T document submitted by another AID bureau or mission to request a buy-in for a particular project. Technical Office users are responsible for creating and updating this record using information from the PIO/T document.

As with the other documents associated with a project, the Technical Office then submits the PIO/T document to the Program Office for approval. Once this transfer occurs, unlike in the case with the other documents, the Technical Office remains responsible for updating the document status and approval information.

To add a buy-in document record to the database, on the **Buy-In Document Screen**, first enter the project identification number associated with the buy-in document record you want to access. Then, enter either the PIO/T number or the award number for a buy-in document record associated with the project identification number you entered.

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- ### Add Buy-In Document Record (Cont'd)

Press the [ENTER↵] key so that the system can browse the database to confirm that a buy-in document record does not already exist for the project identification number and either the PIO/T or award number you entered.

If a record does not exist in the database, you will see the message: "DC960038 ADDITIONAL BUYIN DOCUMENT RECORD NOT FOUND". You can now enter the remaining information to define the record. Using the PIO/T document, fill in the Budget Plan Code associated with the project, the obligation status (valid values include A = Administration or I = Implementing Document), the buy-in amount, and the buy-in status. Now, depending on whether the buy-in request came from a mission (region), a bureau, or an office, enter the appropriate three-character code in the BUY-IN COUNTRY, REGION, OFFICE, or BUREAU field.

Then, in the BUY-IN PURP field, which is a text field, enter the purpose for the buy-in. This field is not a required field but is useful for documentation purposes.

When you have entered the appropriate information, press the [PF-5] key to process the record. If the information you entered passed all of the system edit checks, you will see the message: "DC960040 BUY-IN RECORD ADDED SUCCESSFULLY".

- ### Modify Buy-In Document Record

The modify action allows Technical Offices to update the information contained in the buy-in document record. Remember that, unlike for the other types of documents associated with a project, the Technical Office user is responsible for updating the buy-in document record as the document progresses through the approval cycle.

To modify a buy-in document record, access the **Buy-In Document Screen** from the **Procurement Information Menu.** On the **Buy-In Document Screen,** enter either:

- the project identification number associated with the buy-in document record you want to modify;
- the PIO/T number from the associated PIO/T document; and/or

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- **Modify Buy-In Document Record (Cont'd)**

    - the award number for a buy-in document record associated with the project identification number you entered.

Press the [ENTER↵] key so that the system can browse the database to confirm that a buy-in document record does not already exist for either the project identification number, the PIO/T, or award number you entered.

If the system is able to locate a buy-in document record for the project identification number you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information.

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 BUY-IN DOCUMENT RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Buy-In Document Record**

The delete action allows users to remove buy-in document records for projects in the database. To delete a buy-in document record, you must first retrieve the record using the browse action. To begin, on the **Buy-In Document Screen**, enter the project identification number associated with the record you want to delete. Then, enter either the PIO/T number or the award number for a buy-in document record associated with the project information number you entered. Press the [ENTER↵] key to retrieve the record.

If the system is able to locate a buy-in document record that corresponds to the project identification number you entered, that record will appear on your screen. Check the project identification number and then either the PIO/T number or the award number to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 BUY-IN DOCUMENT RECORD DELETED SUCCESSFULLY".

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VENDOR FINANCIAL AUDIT SCREEN

The Vendor Financial Audit Screen allows the user to view, create or update a record that shows the results of a financial audit performed by an AID Program Office to evaluate a vendor's performance over a given time period. To access this option, at the **Procurement Information Menu,** press the [PF-6] key. The following screen will appear:

```
U004550D                 U.S.A.I.D. P M I S                       92/03/23
STPO                       FINANCIAL AUDIT
VENDOR DUNS NO:          VENDOR NAME(BELOW)

  AUDIT CATEGORY:              AUDIT NO:
  PERIOD COVERED: FROM:         TO:            COMPLETION DATE:
  ABSTRACT OF FINDINGS:

DC960041 VENDOR DUNS NO.;AUDIT CAT. & NO. IS REQUIRED TO PROCESS RECORD
  ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21=DELETE; PF7/PF8=SCROLL UP/DOWN
```

On this screen, first enter the DUNS number associated with the vendor whose audit record. Then, enter the audit category and number in the appropriate fields. Once you have entered this information, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse, add, modify and/or delete vendor financial audit records using this screen.

PF-KEYS ON THE VENDOR FINANCIAL AUDIT SCREEN

[ENTER ↵] Allows you to browse or view the vendor financial audit record that corresponds to the DUNS number and the audit type and number you entered as selection criteria.

If the system finds no record that matches the selection criteria you entered, the screen will remain empty and the message "DC960038 RECORD NOT FOUND" will appear at the bottom of your screen.

[PF-3] Allows you to add the new vendor financial audit record to the database.

[PF-4] Allows you to modify the vendor financial audit record.

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Add Vendor Financial Audit Record

The Vendor Financial Audit Screen shows the results of an audit performed on a vendor contracted to perform a service for USAID. To add a vendor financial audit record to the database, you may access the Vendor Financial Audit Screen from the **Project Life Cycle Menu** by pressing the [PF-4] key. The screen shown on page 199 will appear.

Enter the DUNS number assigned to the vendor and the audit type code and number. Valid codes include:

- A-128
- A-130
- AIDIG
- DCAA
- OTHER

Then, press the [ENTER ↵] key so that the system can browse the database to confirm that a vendor financial audit record does not already exist for the selection criteria you entered. If a record does not exist in the database, you will see an error message telling you that a record was not found. You can now enter the remaining information to complete the record.

Now enter the time period covered by the audit and a brief summary of the audit findings. When you have entered all of the information, press the [PF-3] key to add the record to the database. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 RECORD WAS PROCESSED SUCCESSFULLY" on your screen.

Modify Vendor Financial Audit Screen

The modify action allows Project Office users to update the information contained in the vendor financial audit record. To modify this type of record, you must access the **Vendor Financial Audit Screen** from the **Procurement Information Screen.**

On the **Vendor Financial Audit Screen**, enter the DUNS number assigned to the vendor and the audit type code and number. Then, press the [ENTER ↵] key so that the system can browse the database to locate the vendor financial audit record matching the selection criteria you entered. If the system is able to locate a matching record, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new information.

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- **Modify Vendor Financial Audit Screen (Cont'd)**

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 MODIFY RECORD PROCESSED SUCCESSFULLY" on your screen.

- **Delete Vendor Financial Audit Records**

The delete action allows Project Office users to remove vendor financial audit records from the database. To delete a vendor financial audit record, you must first retrieve the record using the browse action. To begin, on the **Vendor Financial Audit Screen**, enter the enter the DUNS number assigned to the vendor and the audit type code and number. Then, press the [ENTER ↵] key to retrieve the record.

If the system is able to locate a vendor financial audit record that corresponds to the selection criteria you entered, that record will appear on your screen. Check to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 RECORD DELETED SUCCESSFULLY".

203

PROCUREMENT BASELINE OPTION

The **Procurement Baseline Screen** allows you to browse, add, and/or modify a record that shows the historical baseline of a particular procurement as it pertains to a specific project. This baseline information is used in conjunction with the Project Portfolio Review Report, which is generated twice during the year.

To access this option, at the **Procurement Information Menu,** press the [PF-11] key. The following screen will appear:

```
U004535D                    U.S.A.I.D.  P M I S                       92/07/29
STPO                        PROCUREMENT BASELINE
ORG CODE: 169100

  PROJECT ID:               TITLE:
  CONTRACT AGREEMENT ID:

DOCUMENTED OBLIGATION THRU DATE:
DOCUMENTED OBLIGATION AMOUNT:                0.00

ESTIMATED  EXPENDITURE THRU DATE:
ESTIMATED  EXPENDITURE AMOUNT:               0.00

SUBSEQUENT OBLIGATION THRU DATE:
SUBSEQUENT OBLIGATION AMOUNT:                0.00

SUBSEQUENT EXPENDITURE THRU DATE:
SUBSEQUENT EXPENDITURE AMOUNT:               0.00

ENTER = BROWSE      PF3 = ADD       PF4 = MODIFY       PF21 = DELETE
DC960041 PROJECT & AWARD NUMBER IS REQUIRED TO PROCESS RECORD
```

Notice that the screen contains no data yet. To access a procurement baseline record, you need to enter either:

- the project identification number associated with the record you want to access; and
- the award number associated with the project identification number you entered.

Once you have entered the appropriate data, as you can see from the PF-keys shown at the bottom of the screen, depending on your security classification, you can browse through all of the procurement baseline information for a particular project, add the procurement baseline record, modify the procurement baseline record, or delete the procurement baseline record.

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PF KEYS ON THE PROCUREMENT BASELINE SCREEN

[ENTER ↵]	Allows you to browse or view the procurement baseline record that corresponds to the project identification number and the award number you entered to access the record. If the system finds no record that matches the project information number and award number you entered, the screen will remain empty and you will see one of several possible messages at the bottom of your screen explaining why the record could not be found.
[PF-3]	Allows you to add the new procurement baseline record to the database.
[PF-4]	Allows you to modify the procurement baseline record.

- ### Add Procurement Baseline Record

The **Procurement Baseline Screen** shows the historical baseline of a particular procurement for a specific project. To add a procurement baseline record, on the **Buy-In Document Screen,** first enter the project identification number associated with the record you want to access. Then, enter the award number with the project identification number you entered.

Press the [ENTER ↵] key so that the system can browse the database to confirm that a procurement baseline record does not already exist for the project identification number and award number you entered.

If a record does not exist in the database, you will see the message: "DC960038 RECORD NOT FOUND". You can now enter the remaining information to define the record. Begin by entering the documented obligation through date. Then, enter the obligation amount. Use the [TAB] key to move to the next field. Enter the estimated expenditure amount and the estimated expenditure amount. If you know the subsequent obligation and expenditure dates and amounts, enter this data in the appropriate fields.

When you have entered the appropriate information, press the [PF-5] key to process the record. If the information you entered passed all of the system edit checks, you will see the message: "DC960040 RECORD ADDED SUCCESSFULLY".

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- **Modify Procurement Baseline Record**

The modify action allows Technical Offices to update the information contained in the procurement baseline record. To modify a procurement baseline record, access the **Procurement Baseline Screen** from the **Procurement Information Menu.** On the **Procurement Baseline Screen,** enter:

- the project identification number associated with the baseline document record you want to modify; and
- the award number associated with the project identification number you entered.

Press the [ENTER↵] key so that the system can browse the database to confirm that a procurement baseline record does not already exist for either the project identification number and award number you entered. If the system is able to locate a procurement baseline record for the project identification number you indicated, that record will appear on your screen. Make the necessary modifications by typing over the old information with the new.

When you have made all of the modifications, press the [PF-4] key. If all of the data you entered passed the various edit checks built into the system, you will see the message: "DC960040 RECORD MODIFIED SUCCESSFULLY" on your screen.

- **Delete Procurement Baseline Record**

The delete action allows users to remove procurement baseline records for projects in the database. To delete a procurement baseline record, you must first retrieve the record using the browse action. To begin, on the **Procurement Baseline Screen,** enter the project identification number associated with the record you want to delete. Then, enter the award number associated with the project information number you entered. Press [ENTER↵] to retrieve the record.

If the system is able to locate a procurement baseline record that corresponds to the project identification number you entered, that record will appear on your screen. Check the project identification number and then the award number to make absolutely sure that this is the record you want to delete. To delete the record, press the [PF-21] (Shift/[PF-5]) key. If the system was able to delete the record, you will see the following message appear on your screen: "DC0960040 RECORD DELETED SUCCESSFULLY".

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VOUCHERS DUE/OVERDUE OPTION

The Vouchers Due/Overdue option allows both Technical Office and Program Office users to browse vouchers that have been forwarded to the Technical Office for approval and are currently due or are overdue to be returned to the Program Office to be forwarded to FM. To access this screen, at the **Procurement Information Menu**, press the [PF-12] key. The following screen will appear:

```
U004522D                     U.S.A.I.D.  P M I S                        92/09/09
STPO                         VOUCHER INFORMATION
ORG CODE: 169100             VOUCHERS DUE/OVERDUE             PAGE:  0001
ORGANIZATION TO QUERY(BLANK FOR ALL)=>
VOUCHER DATE 1 = "FROM/THRU" DATE: ==>
VOUCHER DATE 2 = "TO" DATE:        ==>
 ---------------------- DUE/OVERDUE VOUCHERS ------------------------------
 SEL          ORG.   PROJECT    PO DUE    PROJ.OFF
      BVN     CODE      ID       DATE     FWD. DATE  VOUCHER AMOUNT

 PLACE "X" IN "SEL", PRESS ENTER TO VIEW VOUCHER, PF7/PF8=SCROLL UP/DOWN
DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
```

Notice that no data appears on the screen yet. To access the vouchers that are currently due or overdue for a particular organization, enter the organization number in the ORGANIZATION TO QUERY field. In the FROM/THRU DATE field, enter the date for which you want the query to begin; remember that the vouchers that are due or overdue before this date will also appear in the list. In the TO DATE field, enter the date for which you want the query to end; this date is optional.

When you have entered this information, press [ENTER ↵]. This system will list all of the vouchers that are due or overdue for the organization code listed, as shown in the screen below:

```
U004522D                     U.S.A.I.D.  P M I S                        92/09/10
STPO                         VOUCHER INFORMATION
ORG CODE: 169100             VOUCHERS DUE/OVERDUE             PAGE:  0001
ORGANIZATION TO QUERY(BLANK FOR ALL)=>
VOUCHER DATE 1 = "FROM/THRU" DATE: ==>  1991/01/01
VOUCHER DATE 2 = "TO" DATE:        ==>  1992/06/01
 ---------------------- DUE/OVERDUE VOUCHERS ------------------------------
 SEL          ORG.   PROJECT    PO DUE    PROJ.OFF
      BVN     CODE      ID       DATE     FWD. DATE  VOUCHER AMOUNT
   12345678 169600    -     .  1992/05/30               106,111.80
   99999997 169610 936-5969.   1992/04/01               200,000.00

 PLACE "X" IN "SEL", PRESS ENTER TO VIEW VOUCHER, PF7/PF8=SCROLL UP/DOWN
```

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Table Maintenance Menu Selection Diagram

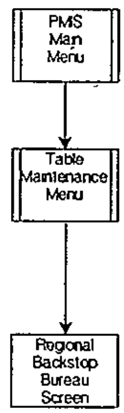

TABLE MAINTENANCE MENU

All of the Financial Management (FM) accounting and reporting systems are required to have a grouping of geographic codes to show a Regional Bureau's responsibilities for supporting those countries that fall under the cognizance of that bureau. In this way, there is a clear relationship between the bureau and the countries that are recognized to be a part of the planning and budgeting responsibility of that bureau. The **Table Maintenance Menu** allows the user to view the regional backstop information for a particular bureau.

To access the **Table Maintenance Bureau,** at the **PMIS Main Menu,** press the [PF-5] key. The following screen will appear:

```
DIALOG:                                                       PAGE:  1 OF:  1
DATE: 91/10/08                                                NEXT PAGE:
                                 U.S.A.I.D. PMIS
                              TABLE MAINTENANCE MENU

         SEL RESPONSE   FKEY         DESCRIPTION
             REGBKSTP   (PF2)     REGIONAL BACKSTOP BUREAU
             MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
             QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE S&T PMIS

RESPONSE:            SEND DATA-->                                  MODE: STEP
```

To access the screen available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. REGBKST, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEY ON THE TABLE MAINTENANCE MENU

[PF-2] Accesses the **Regional Backstop Bureau Screen,** on which you can view the lists of countries supported by a given bureau and add and delete information as necessary.

The information you see on this screen comes from the **Regional Bureau Backstop Responsibility** section of *AID Handbook 18, Appendix D, Section III, Part III.*

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Regional Backstop Bureau Screen

The **Regional Backstop Bureau Screen** allows the user to choose a regional bureau and then view the list of countries to whom that bureau has planning and budgeting responsibility. To access this screen, at the **Table Maintenance Menu**, press the [PF-2] key. The following screen will appear:

```
U0046000                    U.S.A.I.D.  P M I S                        92/02/07
STPO                        REGIONAL BACKSTOP BUREAU           PAGE 0001
DIVISION:  169100
--------------------------------------------------------------------------------
 BACKSTOP BUREAU:  CODE:
                   NAME:
--------------------------------------------------------------------------------
          ASSOCIATE THE FOLLOWING COUNTRIES WITH THIS BACKSTOP BUREAU
--------------------------------------------------------------------------------
 ADD  CTRY CD            COUNTRY NAME:                          REGION NAME:
 DEL  --------           -------------                          ------------


 ENTER/VIEW        PF8=FORWARD      PF7=BACKWARD     PF9=RETURN TO PREVIOUS
DC960041 BACKSTOP BUR IS REQUIRED TO PROCESS RECORD
```

To access the bureau backstop information for a particular bureau, enter the three-digit bureau code in the CODE field. An example of a bureau code you could enter on this screen would be 004, which is the bureau code for the Asia, Near East, and Europe Bureau. Once you have entered the code, press the [ENTER ↵] key. The system, using the code you entered, will find all of the countries under the cognizance of that bureau. When the system has located all of the appropriate countries, a screen similar to the following will appear:

```
U0046000                    U.S.A.I.D.  P M I S                        92/02/07
STPO                        REGIONAL BACKSTOP BUREAU           PAGE 0001
DIVISION:  169100
--------------------------------------------------------------------------------
 BACKSTOP BUREAU:  CODE:  004
                   NAME:  ASIA, NEAR EAST AND EUROPE
--------------------------------------------------------------------------------
          ASSOCIATE THE FOLLOWING COUNTRIES WITH THIS BACKSTOP BUREAU
--------------------------------------------------------------------------------
 ADD  CTRY CD            COUNTRY NAME:                          REGION NAME:
 DEL  -------            -------------                          ------------
      001   THE STATES OF U.S. AND THE DISTRICT OF C UNITED STATES
      107   EUROPE INTRAREGIONAL THRU EUROPEAN PRODU EUROPE
      109   GERMANY, FEDERAL REPUBLIC                EUROPE
      110   WEST BERLIN                              EUROPE
      131   AUSTRIA                                  EUROPE
      132   BELGIUM                                  EUROPE
      133   GIBRALTAR                                EUROPE
      134   MALTA                                    EUROPE
      136   DENMARK                                  EUROPE
      137   FINLAND                                  EUROPE
      138   FRANCE                                   EUROPE
 ENTER/VIEW        PF8=FORWARD      PF7=BACKWARD     PF9=RETURN TO PREVIOUS
 MAKE CHANGE-PRESS ENTER
```

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Regional Backstop Bureau Screen (Cont'd)

If there is more than one screen of information, press the [PF-8] key to move to the next screen; the [PF-7] key allows you to move back to the previous screen.

To view the regional bureau backstop information for a different bureau, move the cursor to the BACKSTOP BUREAU CODE field and enter the code associated with the bureau whose information you want to view. Then, enter the name of the bureau and press the [ENTER ↩] key.

PF-KEY ON THE REGIONAL BACKSTOP BUREAU SCREEN

[ENTER ↩]	Allows you to display a list of the countries to whom the bureau you indicated has planning and budgeting responsibility.

- **Add or Delete Regional Backstop Information**

When the **Regional Backstop Bureau Screen** appears with the list of countries, you can add or delete information from the list. To either add or delete information, move the cursor to the (A)DD/(D)EL field.

To add information to the list, enter an "A" in the (A)DD/(D)el field beside the next available blank line provided at the bottom of the screen for adding entries. Use the TAB key to move to the CTRY CD field and enter the appropriate three-digit country code, e.g. 109, if you were adding an entry for Germany. After entering the country code, press the [ENTER ↩] key to update the database.

To delete information from the list, move the cursor to the (A)DD/(D)EL field next to the country code that you want to delete from the list and enter a "**D**" for delete. You can indicate more than one country to delete at any one time. Then, press the [ENTER ↩] key to delete the indicated country(s) from the list.

PF-KEY ON THE REGIONAL BACKSTOP BUREAU SCREEN

[ENTER ↩]	Allows you to add or delete country information from the regional backstop listing.

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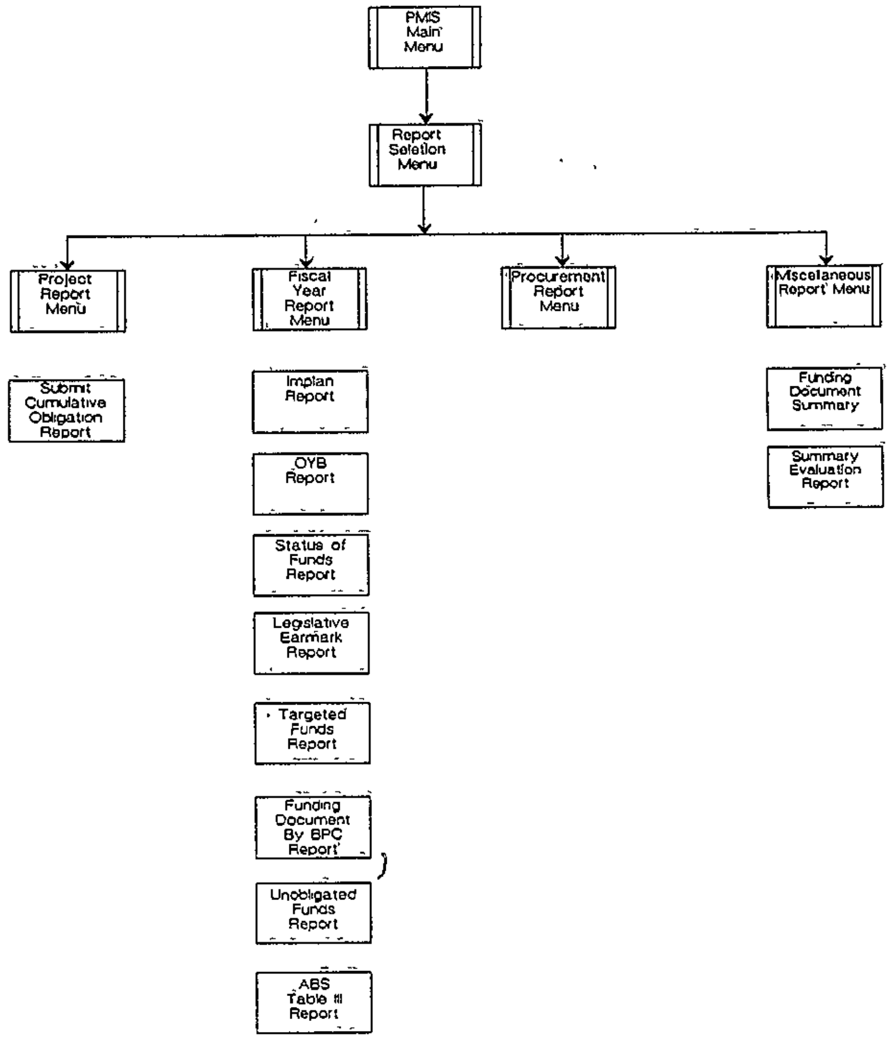
Report Menu Selection Diagram



REPORT SELECTION MENU

PMIS is capable of generating several reports for each of the database modules described in previous sections of this manual. These reports show various aspects of the data contained in the PMIS database and meet the reporting needs of the Bureau. The **Report Selection Menu** allows you to indicate from which module you want to generate a report, including Project Information, Fiscal year Cycle, and/or Procurement.

To access the **Report Selection Menu**, at the **PMIS Main Menu**, press the [PF-6] key. The following screen will appear:

```
DIALOG:                                                    PAGE: 1 OF: 1
DATE: 91/10/08                                             NEXT PAGE:
                             U.S.A.I.D. PMIS
                          REPORT  SELECTION  MENU

            SEL RESPONSE   FKEY        DESCRIPTION
                PROJRPT    (PF2)    PROJECT REPORT MENU
                FYRPT      (PF3)    FISCAL YEAR REPORT MENU
                PROCRPT    (PF4)    PROCUREMENT REPORT MENU
                MISCRPT    (PF5)    MISCELLANEOUS REPORT MENU
                MAINMENU   (PF10)   RETURN TO PMIS MAIN MENU
                QUITPMIS   (PA2)    (SHIFT/PF13) LEAVE PMIS
RESPONSE:          SEND DATA-->                                 MODE: STEP
```

To access any of the report menus shown on this menu, either:

- press the PF-key corresponding to the option you want to access;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PROJRPT, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEYS ON THE REPORT SELECTION MENU

[PF-2] Accesses the **Project Report Menu** from which you can generate the Cumulative Obligation Report.

[PF-3] Accesses the **Fiscal Year Report Menu** from which you can generate seven different reports including the: .

- Implementation (Implan) Report;
- OYB Report;

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PF-KEYS ON THE REPORT SELECTION MENU (Cont'd)

- Status of Funds Report;
- Legislative Earmark Report;
- Targeted Funds Report;
- Funding Document By BPC Report;
- Unobligated Funds Report; and
- ABS Table III Report.

[PF-4] Accesses the **Procurement Report Menu** from which you can generate reports showing information relating to the procurement cycle for the projects in the Bureau portfolio.

[PF-5] Access the **Miscellaneous Report Menu** from which you can generate the following reports:

- Funding Document Summary Report and
- Evaluation Report.

Project Report Menu

The **Project Report Menu** allows you to generate the Cumulative Obligation Report which shows the cumulative obligations for each project within a Technical Office's portfolio. To access the **Project Report Menu**, at the **Report Selection Menu**, press the [PF-2] key. The following screen will appear:

```
DIALOG:                                                    PAGE: 1 OF: 1
DATE: 91/10/08                                             NEXT PAGE:
                              U.S.A.I.D. PMIS
                           PROJECT  REPORT  MENU

        SEL RESPONSE    FKEY          DESCRIPTION

            SUBCUMOB    (PF2)    SUBMIT CUMULATIVE OBLGTN RPT
            MAINMENU    (PF10)   RETURN TO PMIS MAIN MENU
            PREVMENU    (PF9)    RETURN TO PRIOR MENU
            QUITPMIS    (PA2)    (SHIFT/PF13) LEAVE PMIS
RESPONSE:          SEND DATA-->                                 MODE: STEP
```

To generate the Cumulative Obligation Report, at the menu shown above, press the [PF-2] key. The screen shown at the top of the next page will appear, asking you to indicate where you want the report printed and to enter selection parameters.

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Project Report Menu (Cont'd)

```
U004701D                    U.S.A.I.D.  P M I S                DATE: 91/10/08
STPO                      CUMULATIVE OBLIGATION REPORT

       YOUR LAST NAME: HOLT              YOUR BUILDING SITE: SA-18
     NUMBER OF COPIES: 01                  YOUR ROOM NUMBER: 3090

                            PRINT DESTINATION
         PLACE AN X NEXT TO YOUR PRINTER OR ENTER A PRINTER NUMBER

 SA-18(3090): X   SA-02(XEROX):    SA-14(1000B):    OTHER PRINTER NUMBER: 000
MESSAGE CLASS: A                         PRINT ON TWO SIDES (XEROX ONLY): N
-----------------------------------------------------------------------------
                       REPORT  SELECTION  PARAMETER

               FISCAL YEAR: 1991       FORMAT IS YYYY
-----------------------------------------------------------------------------
ENTER: RUN REPORT            PF9: PRIOR MENU            PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number.

Next, enter the site of the printer on which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided. Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year you indicated and printed at the specified site.

PF-KEY ON THE PROJECT REPORT MENU

[ENTER ↵]	Pressing this key submits the Cumulative Obligation Report for the fiscal year you indicated to the printer identified on the screen.

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Fiscal Year Report Menu

The **Fiscal Year Report Menu** allows you to generate several reports that reflect the planning, budgeting, and fiscal year funding information for the projects in the Bureau's portfolio. To access the **Fiscal Year Report Menu,** at the **Report Selection Menu,** press the [PF-3] key. The following screen will appear:

```
DIALOG:                                                     PAGE:  1 OF: 1
  DATE: 92/07/29                                             NEXT PAGE:
                              U.S.A.I.D.  P M I S
                           FISCAL  YEAR  REPORT  MENU
          SEL RESPONSE   FKEY           DESCRIPTION

              SUBIMPLN   (PF2)     SUBMIT IMPLAN RPT
              SUBOYB     (PF3)     SUBMIT OYB RPT
              SUBSTSFD   (PF4)     SUBMIT STATUS OF FUNDS RPTS
              SUBEARMK   (PF5)     SUBMIT LEGISLATIVE EARMK RPT
              SUBTARGT   (PF6)     SUBMIT TARGETED FUNDS REPORT
              SUBFDBPC   (PF11)    SUBMIT FNDG DOC BY BPC RPT
              SUBUNFND   (PF12)    SUBMIT UNOBL FUND REPORT
              SUBABST3   (PF13)    SUBMIT ABS TABLE III REPORT
              MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
              PREVMENU   (PF9)     RETURN TO PRIOR MENU
              QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS

RESPONSE:          SEND DATA-->                                 MODE: STEP
```

To generate any of the reports shown on this menu, either:

- press the PF-key corresponding to that particular report;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. SUBIMPLN, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

Each report listed on the menu on the previous page will be discussed beginning on page 216. Remember that all users have the ability to generate the reports available from the report menus.

PF-KEYS ON THE FISCAL YEAR REPORT MENU

[PF-2]	Accesses the screen where you can indicate where you want the **Implementation Report** printed and enter selection parameters for this report.

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PF-KEYS ON THE FISCAL YEAR REPORT MENU (Cont'd)

[PF-3]	Accesses the screen where you can indicate where you want the **OYB Report** printed and enter selection parameters for this report.
[PF-4]	Accesses the screen where you can indicate where you want the **Status of Funds Report** printed and enter selection parameters for this report.
[PF-5]	Accesses the screen where you can indicate where you want the **Legislative Earmark Report** printed and enter selection parameters for this report.
[PF-6]	Accesses the screen where you can indicate where you want the **Targeted Funds Report** printed and enter selection parameters for this report.
[PF-11]	Accesses the screen where you can indicate where you want the **Funding Document By BPC Report** printed and enter selection parameters for this report.
[PF-12]	Accesses the screen where you can indicate where you want the **Unobligated Funds Report** printed and enter selection parameters for this report.
[PF-13]	Accesses the screen where you can indicate where you want the **ABS Table III Report** printed and enter selection parameters for this report.

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Implementation Report

The Implementation Report shows all of the funding actions that will be used to fund each project within a specific office or within the Bureau as a whole. To generate this report, at the **Fiscal Year Report Menu**, press the [PF-2] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004731D                      U.S.A.I.D.  P M I S                          DATE: 91/12/13
STPO                         IMPLEMENTATION PLAN REPORT

       YOUR LAST NAME: HOLT                    YOUR BUILDING SITE: SA-18
    NUMBER OF COPIES : 01                        YOUR ROOM NUMBER: 309D
  PRINT AT: SA-18 309D: X   SA-02 XEROX:       OR SA-14 1000B:
  OR OTHER PRT DEST: 000  MESSAGE CLASS: A   PRINT TWO SIDES: N  Y IF XEROX ONLY

  ------------------- PROJECTS SELECTION PARAMETERS ----------------------------
  FISCAL YEAR: 0000     OFFICE LEVEL REPORT: N    Y=YES; N=NO (DEFAULT=NO)
  ORGANIZATION NO: ******    A BLANK IN POSITION 6 WILL SELECT THE WHOLE OFFICE
  PROJECT NUMBER: *******    WORKSHEET REQUIRED: N    Y=YES; N=NO (DEFAULT=NO)

  ------------ DOCUMENT SELECTION PARAMETERS FOR SELECTED PROJECTS -----------
  PROGRAM DOCUMENT TYPES : ALL  OR ANY OF THE FOLLOWING  **     **     **    **

  PROGRAM DOCUMENT STATUS: ALL  OR ANY OF THE FOLLOWING  **     **     **    **

  FUNDING DOCUMENT STATUS: ALL  OR ANY OF THE FOLLOWING  **     **     **    **

  NOTE: ASTERISKS IN ORGANIZATION NO AND PROJECT NO. ARE USED TO INDICATE 'ALL'.

  ENTER:RUN REPORT  F9:PRIOR SCREEN  F10:MAIN MENU
Enter Report Request Data and Press RETURN To Run the Report:
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the project selections parameter area of the screen. Enter the fiscal year for which you want to generate the report.

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- **Implementation Report (Cont'd)**

Then, indicate whether or not you want to submit an office level report; the six-digit organization number associated with the office or bureau for which you want to generate a report; the project number for which you want to generate an implementation report; and whether or not a worksheet will be required.

☞ *NOTE:* *To generate a report showing all of the offices within the bureau, leave the asterisks in the ORGANIZATION NO field. To generate a report showing all of the projects for a given office, leave the asterisks in the PROJECT NUMBER field.*

When you have entered the project selection parameters, move the cursor to the document selection parameters area of the screen. In this area of the screen, you can indicate from which documents information for the report will be taken. Notice that the default option is "All". You can narrow the range to a particular document or a group of documents by entering the type and status information in the fields where there are asterisks.

Once you have entered all of the print destination and parameter information, press the [ENTER↵] key to generate the report. The report will be generated for the fiscal year/organization code/project number combination you indicated and printed at the specified site.

PF-KEY ON THE IMPLEMENTATION REPORT SCREEN

[ENTER↵]	Pressing this key submits the Implementation Report for the fiscal year/organization number/project number combination you indicated to the printer identified on the screen.

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OYB Report

The OYB Report shows the OYB information for a particular office within the Bureau or for the Bureau as a whole. To generate this report, at the **Fiscal Year Report Menu**, press the [PF-3] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U0047320                 U.S.A.I.D.  P M I S                       DATE: 92/07/29
STPO                        OYB  REPORT
      YOUR LAST NAME: HOLT                  YOUR BUILDING SITE: SA-18

    NUMBER OF COPIES : 01                     YOUR ROOM NUMBER: 309D

 PRINT AT: SA-18 309D: X   SA-02 XEROX:    OR SA-14 1000B:

 OR OTHER PRT DEST: 000  MESSAGE CLASS: A   PRINT TWO SIDES: N  Y IF XEROX ONLY
----------------------------------------------------------------------------
                       REPORT  SELECTION  PARAMETERS
       FISCAL YEAR: 0000
ORGANIZATION NO: ******    A BLANK IN POSITION 6 WILL SELECT THE WHOLE OFFICE
OYB DETAIL REPORT: Y         PROJECT SUMMARY REPORT: N   Y=YES; N=NO; SEE NOTES
ZERO OYB SUPPRESS: N       Y=YES; N=NO (DEFAULT=NO)
    BPC SUBTOTALS: N       Y=YES; N=NO (DEFAULT=NO)

 NOTES: ASTERISKS IN ORGANIZATION NO. ARE USED TO INDICATE 'ALL' FOR BUREAU.
        DEFAULT FOR REPORTS: OYB DETAIL=Y; PROJECT SUMMARY=N

 ENTER: RUN REPORT  PF9: PRIOR MENU  PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run the Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Move the cursor to the FISCAL YEAR field in the project selections parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the six-digit organization code associated with the office or bureau for which you want to generate a report and the revision number associated with the OYB if there is more than one version of the budget plan. If you enter only five of the six organization code digits, leaving the sixth position blank, the report will include information for the whole office.

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- **OYB Report (Cont'd)**

If you leave the asterisks (***) in the ORGANIZATION CODE field, the report will contain information for all organizations within the bureau. Then, indicate whether or not you want to suppress zero OYBs and whether you want the report to include BPC subtotals.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year/organization code/revision number combination you indicated and printed at the specified site.

PF-KEY ON THE OYB REPORT SCREEN

[ENTER ↵]	Pressing this key submits the OYB Report for the fiscal year/organization number/revision number combination you indicated to the printer identified on the screen.

- **Status of Funds Report**

The Status of Funds Report shows you the status of funds for a specific office within the Bureau. To generate this report, at the **Fiscal Year Report Menu,** press the [PF-4] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004733D               U.S.A.I.D.  P M I S                    DATE: 92/09/09
STPO                   STATUS  OF  FUNDS  REPORT
       YOUR LAST NAME: HOLT               YOUR BUILDING SITE: SA-18
    NUMBER OF COPIES : 01                 YOUR ROOM NUMBER: 309D
 PRINT AT: SA-18 309D: X   SA-02 XEROX:      OR SA-14 1000B:
 OR OTHER PRT DEST: 000  MESSAGE CLASS: A  PRINT TWO SIDES: N  Y IF XEROX ONLY
-------------------------------------------------------------------------------
                   REPORT  SELECTION  PARAMETERS      (Y=YES; N=NO)
        FISCAL YEAR: 0000
         AS OF DATE:                  USUALLY MONTH END DATE IN YYYYMMDD FORMAT
    ORGANIZATION NO: ******            BLANK IN POSITION 6 SELECTS WHOLE OFFICE
 SUMMARY REPORT (Y/N): Y               (DEFAULT=YES)
  DETAIL REPORT (Y/N): Y               (DEFAULT=YES)
-------------------- DETAIL REPORT OPTIONS ------------------------------------
  DIVISION LEVEL REPORT (Y/N): N      (DEFAULT=NO)
      ZERO OYB SUPPRESS (Y/N): Y      (DEFAULT=YES)
          BPC SUBTOTALS (Y/N): N      (DEFAULT=NO)
  FUNDS CTL NO SEQUENCE (Y/N): N      (DEFAULT=NO)    (BASIC PIO NO.(POS. 1-7))
 NOTES: ASTERISKS IN ORGANIZATION NO. ARE USED TO INDICATE 'ALL' FOR BUREAU
 ENTER: RUN REPORT  PF9: PRIOR MENU  PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run the Report
```

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- **Status of Funds Report (Cont'd)**

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the date on which your are generating the report so that someone looking at it later will know how current the data is. Enter the six-digit organization code associated with the office or bureau for which you want to generate a report. If you enter only five of the six organization code digits, leaving the sixth position blank, the report will include information for the whole office. If you leave the asterisks (***) in the ORGANIZATION CODE field, the report will contain information for all organizations within the bureau.

Indicate whether you want to generate the Status of Funds Summary Report or the Status of Funds Report; the system defaults to generate both reports. If you want to generate one or the other, delete the "X" in the appropriate blank using the space bar. Then, indicate whether or nor you are generating a division level report; remember that the report level is determined by the six-digit number you entered in the ORGANIZATION NO field; if you left the sixth position blank, then you are generating a division-level report. Also, indicate whether or not you want to suppress zero OYBs, whether you want the report to include BPC subtotals, or whether you want the report to be sorted by funds control sequence number.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year and organization code you indicated and printed at the specified site.

PF-KEY ON THE STATUS OF FUNDS REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Status of Funds Summary Report and/or the Status of Funds Report for the fiscal year and organization code you indicated to the printer identified on the screen.

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- **Legislative Earmark Report**

The Legislative Earmark Report shows you the legislative earmarks designated for a the projects in a specific office. To generate this report, at the **Fiscal Year Report Menu,** press the [PF-5] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004735D                  U.S.A.I.D.  P M I S                  DATE: 91/12/13
STPO                     LEGISLATIVE EARMARK REPORT

       YOUR LAST NAME: HOLT                   YOUR BUILDING SITE: SA-18
       NUMBER OF COPIES: 01                     YOUR ROOM NUMBER: 309D
                                PRINT DESTINATION
            PLACE AN X NEXT TO YOUR PRINTER OR ENTER A PRINTER NUMBER

  SA-18(309D): X   SA-02(XEROX):     SA-14(1000B):     OTHER PRINTER NUMBER: 000

  MESSAGE CLASS: A                          PRINT ON TWO SIDES (XEROX ONLY): N
--------------------------------------------------------------------------------
                              REPORT  SELECTION  PARAMETERS

     FISCAL YEAR: 1991             FORMAT IS YYYY
     OFFICE CODE:               ENTER THREE TO SIX DIGIT CODE TO SELECT AN OFFICE

--------------------------------------------------------------------------------
 ENTER: RUN REPORT              PF9: PRIOR MENU               PF10: MAIN MENU
 Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the six-digit organization code associated with the office or bureau for which you want to generate a report.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year and organization code you indicated and printed at the specified site.

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PF-KEY ON THE LEGISLATIVE EARMARK REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Legislative Earmark Report for the fiscal year and organization code you indicated to the printer identified on the screen.

Targeted Funds Report

The Targeted Funds Report shows you the funds targeted to fund the projects in a specific office. To generate this report, at the **Fiscal Year Report Menu**, press the [PF-6] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004736D                    U.S.A.I.D.  P M I S                  DATE: 91/12/13
STPO                        TARGETED FUNDS REPORT

      YOUR LAST NAME: HOLT                    YOUR BUILDING SITE: SA-18
    NUMBER OF COPIES: 01                        YOUR ROOM NUMBER: 309D
                              PRINT DESTINATION
        PLACE AN X NEXT TO YOUR PRINTER OR ENTER A PRINTER NUMBER

SA-18(309D): X   SA-02(XEROX):   SA-14(1000B):    OTHER PRINTER NUMBER: 000
MESSAGE CLASS: A                  PRINT ON TWO SIDES (XEROX ONLY): N
-----------------------------------------------------------------------------
                         REPORT  SELECTION  PARAMETERS
FISCAL YEAR: 1991            FORMAT IS YYYY
OFFICE CODE:                 ENTER THREE TO SIX DIGIT CODE TO SELECT AN OFFICE
-----------------------------------------------------------------------------
 ENTER: RUN REPORT               PF9: PRIOR MENU              PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "**X**" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you.

If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the six-digit organization code associated with the office or bureau for which you want to generate a report.

- ### Targeted Funds Report (Cont'd)

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year and organization code you indicated and printed at the specified site.

PF-KEY ON THE TARGETED FUNDS REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Targeted Funds Report for the fiscal year and organization code you indicated to the printer identified on the screen.

- ### Funding Document By BPC Report

The Funding Document By BPC Report shows you the obligation information for the projects associated with an office by Budget Plan Code (BPC). To generate this report, at the **Fiscal Year Report Menu**, press the [PF-11] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004737D                  U.S.A.I.D.  P M I S                    DATE: 91/12/13
STPO                 FUNDING DOCUMENT  BY  BPC  REPORT

     YOUR LAST NAME: HOLT                      YOUR BUILDING SITE: SA-18
   NUMBER OF COPIES : 01                         YOUR ROOM NUMBER: 309D
 PRINT AT: SA-18 309D: X   SA-02 XEROX:        OR SA-14 1000B:
 OR OTHER PRT DEST: 000  MESSAGE CLASS: A   PRINT TWO SIDES: N  Y IF XEROX ONLY
 ------------------------------------------------------------------------------
                       REPORT  SELECTION  PARAMETERS
        FISCAL YEAR: D000                        ALL BPC'S? (Y/N): N
         AS OF DATE:                   USUALLY MONTH END DATE IN YYYYMMDD FORMAT
    ORGANIZATION NO: ******        A BLANK IN POSITION 6 WILL SELECT THE WHOLE
 OFFICE
                                   ASTERISKS  IN  ORGANIZATION  NO  SELECTS  ALL
 DIVISIONS
                                   ORDER (' '/1/2/3)    PAGE BREAK (Y/N)
 TOTAL SELECT:  OBLGTN PLAN MONTH:         1                  N
                          OFFICE:          2                  N
                   APPROPRIATION:          3                  N
        NOTE: IF NO TOTAL DESIRED, USE ' ' IN ORDER AND 'N' IN PAGE BREAK

 OBLGTN PLAN MONTH SELECT:      JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
   ('X' SELECTS MONTH;           X   X   X   X   X   X   X   X   X   X   X   X
    ' ' EXCLUDES MONTH)
 ENTER: RUN REPORT  PF9: PRIOR MENU  PF10: MAIN MENU
 Enter Report Request Data and Press RETURN To Run the Report
```

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- **Funding Document By BPC Report (Cont'd)**

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameters area of the screen. Enter the fiscal year for which you want to generate the report. Next, indicate whether you want the report to include all BPCs for a particular office; the default option is "N". Move the cursor to the ORGANIZATION NO field and enter the six-digit organization code associated with the office or bureau for which you want to generate a report. If you leave the sixth position of this field blank, the report will show the BPCs for the whole office; if you leave the asterisks in this field, the report will show the BPCs for the whole division.

In the TOTAL SELECT fields, enter the order in which you want the report to show the obligation plan month, office, and appropriation funding information. If you want to narrow the report to include only one or two of these options, enter a blank space in the order column beside those options you do not want to include in the report; if you do not include an option in the selection parameters, you must indicate an N under the page break column for that option.

You can also choose for which obligation plan months you will see information in the report. Enter an X under the months for which you want data included in the report. Enter a blank space under the months that you want to exclude from the report.

Once you have entered all of the print destination and report selection parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year, organization code, total options and obligation plan months you indicated and printed at the specified site.

PF-KEY ON THE FUNDING DOCUMENT BY BPC REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Funding Document By BPC Report for the fiscal year, organization code, total options, and obligation plan months you indicated to the printer identified on the screen.

- **Unobligated Funds Report**

The Unobligated Funds Report shows you the funds that remain unobligated within the office or bureau. To generate this report, at the **Fiscal Year Report Menu,** press the [PF-12] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U0047380              U.S.A.I.D.  P M I S                           DATE: 91/12/13
STPO                  UNOBLIGATED  FUNDS  REPORT

         YOUR LAST NAME: HOLT              YOUR BUILDING SITE: SA-18
      NUMBER OF COPIES : 01                  YOUR ROOM NUMBER: 309D
   PRINT AT: SA-18 309D: X   SA-02 XEROX:        OR SA-14 1000B:
  OR OTHER PRT DEST: 000  MESSAGE CLASS: A   PRINT TWO SIDES: N  Y IF XEROX ONLY
------------------------------------------------------------------------------
                          REPORT  SELECTION  PARAMETERS
         FISCAL YEAR: 0000
          AS OF DATE:                USUALLY MONTH END DATE IN YYYYMMDD FORMAT
  ORGANIZATION NO: ******    A BLANK IN POSITION 6 WILL SELECT THE WHOLE OFFICE

  NOTES: ASTERISKS IN ORGANIZATION NO ARE USED TO INDICATE 'ALL' FOR BUREAU.
  ENTER: RUN REPORT  PF9: PRIOR MENU  PF10: MAIN MENU
  Enter Report Request Data and Press RETURN To Run the Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the date on which your are generating the report so that someone looking at it later will know how current the data is.

Enter the six-digit organization code associated with the office or bureau for which you want to generate a report; if you leave the asterisks in the ORGANIZATION NO field, the report will show the unobligated funds for the Bureau.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year and organization code you indicated and printed at the specified site.

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PF-KEY ON THE UNOBLIGATED FUNDS REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Unobligated Funds Report for the fiscal year and organization code you indicated to the printer identified on the screen.

- **ABS Table III Report**

The ABS Table III Report shows you the proposed ABS funds for the projects within an organization's portfolio. To generate this report, at the **Fiscal Year Report Menu**, press the [PF-13] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004741D              U.S.A.I.D.  P M I S                       DATE: 92/09/09
STPO                   ABS TABLE III REPORT

        YOUR LAST NAME: HOLT              YOUR BUILDING SITE: SA-18
    NUMBER OF COPIES : 01                   YOUR ROOM NUMBER: 3090
  PRINT AT: SA-18 3090: X   SA-02 XEROX:      OR SA-14 1000B:
  OR OTHER PRT DEST: 000  MESSAGE CLASS: A  PRINT TWO SIDES: N  Y IF XEROX ONLY
--------------------------------------------------------------------------------
                        REPORT  SELECTION  PARAMETERS
      FISCAL YEAR: 0000
ORGANIZATION NO: ******   A BLANK IN POSITION 6 WILL SELECT THE WHOLE OFFICE
      REVISION NO: 000
  ZERO AMT SUPPRESS: N       Y=YES; N=NO (DEFAULT=NO)
        APRP REPORT: Y        PROJECT REPORT: N       Y=YES; N=NO; SEE NOTES
  NOTES: ASTERISKS IN ORGANIZATION NO. ARE USED TO INDICATE 'ALL' FOR BUREAU.
       DEFAULT FOR REPORTS:  REVISION NO.=000
                             APRP REPORT=Y; PROJECT REPORT=N
            ENTER: RUN REPORT  PF9: PRIOR MENU  PF10: MAIN MENU
           Enter Report Request Data and Press RETURN To Run the Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

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- **ABS Table III Report (Cont'd)**

Move the cursor to the FISCAL YEAR field in the project selections parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the six-digit organization code associated with the office or bureau for which you want to generate a report and the revision number associated with the OYB if there is more than one version of the budget plan. If you enter only five of the six organization code digits, leaving the sixth position blank, the report will include information for the whole office.

If you leave the asterisks (***) in the ORGANIZATION CODE field, the report will contain information for all organizations within the bureau. Then, indicate whether or not you want to suppress zero OYBs and whether you want the report to include BPC subtotals. Also, indicate whether you want to include appropriations and/or projects in the report.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year/organization code/revision number combination you indicated and printed at the specified site.

PF-KEY ON THE ABS TABLE III REPORT SCREEN

[ENTER ↵]	Pressing this key submits the ABS Table III Report for the fiscal year/organization number/revision number combination you indicated to the printer identified on the screen.

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Procurement Report Menu

☞ *NOTE:* *The Procurement Report Menu option of PMIS is currently undergoing further development. The results of this development will be reflected in future updates of this documentation.*

The **Procurement Report Menu** allows you to generate several reports that show the details of the procurement information for a particular office. To access the **Procurement Report Menu**, at the **Report Selection Menu**, press the [PF-12] key. The following screen will appear:

```
DIALOG:                                                  PAGE:  1 OF:  1
DATE: 91/10/08                                           NEXT PAGE:
                            U.S.A.I.D. PMIS
                         PROCUREMENT  REPORT  MENU

           SEL RESPONSE    FKEY           DESCRIPTION
              MAINMENU    (PF10)    RETURN TO PMIS MAIN MENU
              PREVMENU    (PF9)     RETURN TO PRIOR MENU
              QUITPMIS    (PA2)     (SHIFT/PF13) LEAVE PMIS
 RESPONSE:           SEND DATA-->                             MODE: STEP
```

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Miscellaneous Report Menu

The **Miscellaneous Report Menu** allows you to generate several reports that do not fit neatly into the other report areas. To access the **Miscellaneous Report Menu,** at the **Report Selection Menu,** press the [PF-5] key. The following screen will appear:

```
DIALOG:                                                         PAGE:  1 OF: 1
 DATE: 92/07/30                                                  NEXT PAGE:
                                 U.S.A.I.D.  P M I S
                             MISCELLANEOUS  REPORT  MENU
          SEL REPONSE     FKEY              DESCRIPTION
              SUBFDSUM    (PF2)     SUBMIT FUNDING DOC SUMMARY
              SUBEVAL     (PF3)     SUBMIT EVALUATION REPORT
              MAINMENU    (PF10)    RETURN TO PMIS MAIN MENU
              PREVMENU    (PF9)     RETURN TO PRIOR MENU
              QUITPMIS    (PA2)     (SHIFT/PF13) LEAVE PMIS

RESPONSE:          SEND DATA-->                                       MODE: STEP
```

To generate either of the reports shown on this menu, press the PF-key corresponding to that particular report. Each report listed on the menu above will be discussed beginning on the next page. Remember that all users have the ability to generate the reports available from the report menus.

PF-KEYS ON THE MISCELLANEOUS REPORT MENU

[PF-2]	Accesses the screen where you can indicate where you want the **Funding Document Summary Report** printed and enter selection parameters for this report.
[PF-3]	Accesses the screen where you can indicate where you want the **Evaluation Report** printed and enter selection parameters for this report.

- ### Funding Document Summary Report

The **Funding Document Summary Report** shows a summary of the funding documents for a particular office during a given fiscal year. To generate this report, at the **Miscellaneous Report Menu,** press the [PF-2] key. The screen shown at the top of the next page will appear, asking you to indicate where you want the report printed and to enter selection parameters.

- **Funding Document Summary Report (Cont'd)**

```
U0047860                   U.S.A.I.D. P M I S                        DATE: 91/10/08
STPO                   FUNDING DOCUMENT SUMMARY REPORT

        YOUR LAST NAME: HOLT                  YOUR BUILDING SITE: SA-18
      NUMBER OF COPIES: 01                      YOUR ROOM NUMBER: 309D
                                 PRINT DESTINATION
          PLACE AN X NEXT TO YOUR PRINTER OR ENTER A PRINTER NUMBER
SA-18(309D): X   SA-02(XEROX):    SA-14(1000B):     OTHER PRINTER NUMBER: 000
MESSAGE CLASS: A                        PRINT ON TWO SIDES (XEROX ONLY): N
*******************************************************************************
                          REPORT SELECTION PARAMETERS
    FISCAL YEAR: 1991          FORMAT IS YYYY
    OFFICE CODE:              ENTER THREE TO SIX DIGIT CODE TO SELECT AN OFFICE
-------------------------------------------------------------------------------
ENTER: RUN REPORT              PF9: PRIOR MENU              PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you.

If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report. Next, enter the six-digit organization code associated with the office or bureau for which you want to generate a report.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year and organization code you indicated and printed at the specified site.

PF-KEY ON THE FUNDING DOCUMENT SUMMARY REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Funding Document Summary Report for the fiscal year and organization code you indicated to the printer identified on the screen.

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- **Proposed Evaluation Schedule Report**

The **Evaluation Report** allows you to print the evaluation schedule for the projects in a given office during a given fiscal year. To generate this report, at the **Miscellaneous Report Menu**, press the [PF-3] key. The following screen will appear, asking you to indicate where you want the report printed and to enter selection parameters:

```
U004787D                        U.S.A.I.D.  P M I S                DATE: 91/12/13
STPO                       Proposed Evaluation Schedule
       Your Last Name: HOLT                  Your Building Site: SA-18
     Number of Copies: 01                      Your Room Number: 309D
                                  PRINT DESTINATION
         Place an X next to your printer or enter a printer number
 SA-18(309D): X   SA-02(Xerox):    SA-14(1000B):    Other Printer Number: 000
 Message Class: A                         Print on Two Sides (Xerox Only): N
--------------------------------------------------------------------------------
                              REPORT  SELECTION  PARAMETERS
    Fiscal Year: 1992          Format is YYYY
       Org Code:              Enter three or five digits of organization codes
                               to delimit this report.  Leave blank to get all
                               of your organization's data
--------------------------------------------------------------------------------
 ENTER: Run Report              PF9: Prior Menu              PF10: Main Menu
Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report. Then, enter the six-digit organization code for which you want to print the proposed evaluation schedule. If you want to print the schedule for the whole organization, leave the ORG CD field blank.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The report will be generated for the fiscal year and organization number combination you indicated and printed at the specified site.

PF-KEY ON THE EVALUATION REPORT SCREEN

[ENTER ↵]	Pressing this key submits the Evaluation Report code you indicated to the printer identified on the screen.

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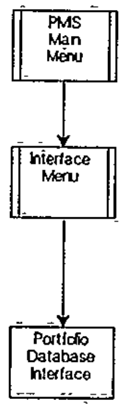
Interface Menu Selection Diagram



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INTERFACE MENU

The **Interface Menu** allows you to access a screen from which you can submit a job that will create an interface between the PMIS database and the Portfolio database. When you submit the interface job, PMIS creates a file that contains the proposed Operating Year Budget (OYB) information and the funding actions for each project identification number/appropriation code combination in the bureau's portfolio. When all of the appropriate data has been written to the interface file, PMIS generates an Interface Report, which shows the results of submitting the interface.

To access the **Interface Menu,** at the **PMIS Main Menu,** press the [PF-11] key. The following screen will appear:

```
DIALOG:                                                    PAGE:  1 OF:  1
DATE: 91/10/08                                             NEXT PAGE:
                                   U.S.A.I.D. PMIS
                                   INTERFACE MENU

          SEL RESPONSE   FKEY           DESCRIPTION
              SUBPORT1   (PF2)    SUBMIT PORTFOLIO INTERFACE
              MAINMENU   (PF10)   RETURN TO PMIS MAIN MENU
              PREVMENU   (PF9)    RETURN TO PRIOR MENU
              QUITPMIS   (PA2)    (SHIFT/PF13) LEAVE PMIS
RESPONSE:           SEND DATA-->                           MODE: STEP
```

From this menu, you can access the **Portfolio Interface Screen** from which you can submit the job to create the interface file for the Portfolio database and generate the Interface Report.

To access this option, from the menu, you can either:

- press the corresponding PF-key;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. SUBPORT1, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEY ON THE INTERFACE MENU

[PF-2]	Accesses the **Portfolio Interface Screen** from which you can submit the job to create the interface file and generate the Interface Report.

Submit Portfolio Interface Screen

To access the **Submit Portfolio Interface Screen**, at the **Interface Menu**, press [PF-2]. The following screen will appear:

```
U004061D                         U.S.A.I.D.  P M I S                     Date: 92/07/30
STPO                        P O R T F O L I O   I N T E R F A C E
          Your Last Name: HOLT                       Your Building Site: SA-18
        Number of Copies: 01                          Your Room Number: 702
                                                                          YIFXEROXONLY
                                     Print Destination
            Place an X next to your printer or enter a printer number

SA-18(702): X   SA-02(Xerox):      SA-14(1000B):       Other Printer Number: 000
 MESSAGE CLASS:                          Print On Two Sides (Xerox Only): N
-------------------------------------------------------------------------------
                              Report Selection Parameters

          ORG. NO:               ORG. Name:

     Fiscal Year: 1992
-------------------------------------------------------------------------------
ENTER: Run Report               PF9: Prior Menu             PF10: Main Menu
Enter Report Request Data and Press RETURN to Run the Job
```

Enter your last name; your building site; the number of copies of the Interface Report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the project selections parameters area of the screen. Enter the fiscal year for which you want to create an interface file and to generate the report. Once you have entered all of the print destination and parameter information, press the [ENTER↵] key to generate the report. A job will be submitted to create the interface file, and the report will be generated for the fiscal year you indicated and printed at the specified site.

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PICKLIST/QUERY OPTION

The Picklist/Query option brings together all of the data you have entered for the various aspects of a project, including administrative, fund/budget information, evaluation/audit information, and allows you to use this accumulated information to search for specific answers to the questions you have concerning a project.

Using this option, you can query the database beginning with a project identification number, a vendor name, a country, an action required, or a BPC. From there, the Picklist/Query option points you toward specific administrative and funding information for that project, vendor, country, or BPC. The Picklist/Query option also shows you a list of projects contained in the database and the next actions that need to be taken as each project advances.

To access the Picklist/Query option, at the **PMIS Main Menu**, enter your organization code and press the [PF-12] key. The following **Picklist Generator Screen** will appear:

```
DIALOG:                                                     PAGE: 1 OF: 1
DATE: 92/03/27                                              NEXT PAGE:
                      U.S.A.I.D.  P M I S  QUERY  MENU
                              PICKLIST GENERATOR

              PROJQRY    (PF2)    PROJECT QUERY PICKLIST
              VENDQRY    (PF3)    VENDOR DATA QUERY PICKLIST
              CTRYQRY    (PF4)    COUNTRY QUERY PICKLIST
              AREQRY     (PF5)    ACTION REQUIRED
              QRYBPC     (PF6)    BPC PICKLIST QUERY DRIVER
              MAINMENU   (PF10)   RETURN TO PMIS MAIN MENU
              QUITPMIS   (PA2)    (SHIFT/PF13) LEAVE PMIS

RESPONSE:          SEND DATA-->                               MODE: STEP
```

This menu gives you several choices of how you can begin your query. To access an option from this menu, you can either press the PF-key associated with that option, enter the response name, e.g. PROJQRY, in the RESPONSE field, or use the SEND DATA field.

The SEND DATA field, located at the bottom of the screen, gives you flexibility to locate information in the database by allowing you to override the query generator defaults. Using this field, you are no longer restricted to querying for only those project numbers associated with the organization code you entered when you accessed the database. The query default option allows you to query for "all projects for you signon organization;" the SEND DATA field allows you to query for "projects containing 'data string' for organization X."

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PICKLIST/QUERY OPTION (Cont'd)

To change the default query, use the TAB key to move to the SEND DATA field. In this field, type in all or part of the project number for which you want to query, an equal sign (=), and the six-character organization code under which that project falls.

☞ *NOTE:* *Even though all PMIS users have the ability to access the Picklist/Query option, once you begin working in the option, the system retains the level of security access that is assigned to your User ID and Password. Therefore, in this option, you will have the same add, modify, and delete capabilities as you have in any other option of the database.*

PF-KEYS ON THE PICKLIST GENERATOR SCREEN

[PF-2]	Accesses the **Project Picklist Screen**, from which you can choose from a list of project identification numbers the project on which you need to find out more information. From this screen, you can access information on the documents associated with the project, audit and evaluation information, buy-in information, and funding information.
[PF-3]	Accesses the **Vendor Picklist Screen**, from which you can view information on the vendors associated with a project.
[PF-4]	Accesses the **Country Picklist Screen**, from which you can view the country information associated with a project.
[PF-5]	Accesses the **Projects Requiring Action Screen**, from which you can view a list of projects and the actions that should be taken to bring the records up to date.
[PF-6]	Accesses the **Project Funding Document Screen**, from which you can view a list of the funding documents for a given BPC.

The Picklist/Query option works best when you know a little information and you want to locate more specific related information. The first step is to determine what you already know and then, how you can use this information to retrieve other information.

To illustrate how to effectively use the Picklist/Query option, below are several examples of how to locate specific information. These examples in no way define the possibilities of the types of queries you can execute using this option. They are merely examples to get you started in working with the option and to show you the types of information you can locate.

PICKLIST/QUERY OPTION (Cont'd)

Example: Suppose that you want to locate some information about project number 936-1421, such as:

- whether the Program Authorization Funding document has been approved;
- how many appropriations will be used to fund the project;
- the status of the funding documents according to the Funding Document Detail record; and
- the final CP amount for the project in a given FY.

Where to begin? First, let's look at what you know. You know that the project identification number is 936-1421. Look back at the **Picklist Generator Screen** shown on page 235; from this screen, you can see that the only option for which you have any information is the Project Query option. So, since you know the project identification number, you can begin your query with the Project Query Picklist, which is discussed beginning below.

Project Query Picklist

The Project Query Picklist option allows you to begin your query using a project identification number. To access this option, at the **Picklist Generator Screen,** press the [PF-2] (Project Picklist) key. The following **Project Picklist Screen** will appear:

```
U004071D                      U.S.A.I.D.  P M I S                    STPO
ORG CODE: 169100               PROJECT PICKLIST                   92/07/30
---------------------------------------------------------------------------
        PROJECT PICKLIST BEGINNING WITH PROJECT NUMBER:  *********
---------------------------------------------------------------------------
 PICK   PROJ ID            PROJECT TITLE                       AUTH AMT.
        9361406   PROGRAM DEVELOPMENT AND SUPPORT                    .00
        9361421   AID/PEACE CORPS SMALL PROJECT ASST       15,617,000.00

 * SELECT PROJECT(S) - PRESS E N T E R  -TO PROCEED TO PROJECT UPDATE .OR.. *
   PF2 - PGM. DOCUMENTS   PF3 - SHOW AUDITS    PF4 - SHOW EVALUATIONS
   PF5 - SHOW CTRY BENF   PF6 - SHOW BUYINS    PF11- SHOW FY DATA
   PF7 - PREVIOUS PAGE    PF8 - NEXT PAGE      GO TO PAGE: 0001
```

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Project Query Picklist (Cont'd)

This screen shows a list of all of the projects associated with the organization code you entered on the **PMIS Main Menu.** If the project identification number you need does not appear on the list, you may either enter another organization code in the ORG CODE field at the top of the screen or enter all or part of a project number in the PROJECT NUMBER prompt. If you press the [ENTER↵] key, the system will generate a list of project identification numbers matching the new selection criteria you specified. If you see the project identification code you need on the list, position the cursor next to that number and enter any non-blank character, such as an X, under the PICK header.

Now, notice the PF-keys shown at the bottom of the screen. These PF-keys represent the options you have to locate information concerning the project you indicated. From this screen, you can locate information about the documents associated with the project, the audit and evaluation information for the project, country-benefitted information, buy-in information for the project, and financial data (FY Data) for the project. To access one of these options, first pick the appropriate project identification number and then, press the PF-key associated with that option.

When using the [ENTER↵] key to access and update the project record screens, you may select more than one project identification number from the list shown on the screen above. When you press the [ENTER↵] key, the system will retrieve the screens associated with the project identification numbers you marked; you will then use the [PF-16] key to scroll through the screens retrieved.

You can only select multiple project identification numbers when using the [ENTER↵] key. If you choose an option associated wit a PF-key, you can select only one project identification number to retrieve. This rule is the same for all list screens where the [ENTER↵] key is an option.

PF-KEYS ON THE PROJECT PICKLIST SCREEN

[ENTER↵]	Accesses the project record screens associated with the project identification number you selected.
[PF-2]	Accesses a screen showing the status of the various project documents, such as the Concept Paper, Project ID Document (PID), Project Authorization Funding (PAF), and Congressional Notification (CN), associated with the project identification number you indicated.
[PF-3]	Accesses a screen showing audits that have been conducted for the project identification number you indicated.

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PF-KEYS ON THE PROJECT PICKLIST SCREEN (Cont'd)

[PF-4]	Accesses a screen showing any evaluations that have been conducted for the project identification number you indicated.
[PF-5]	Accesses a screen that shows the countries that will benefit from the project you indicated.
[PF-6]	Accesses a screen that shows whether any buy-ins have taken place for the project identification number you indicated.
[PF-7]	Allows you to move to the previous screen.
[PF-8]	Allows you to move to the next screen.
[PF-11]	Accesses the Project Controls screen which details the appropriations being used to fund the project and the Life of Project (LOP) funding amounts.

Project Documents Query

Now that you have located your project identification number on the list shown on the **Project Picklist Screen** on page 235, you can begin the search to answer the second part of the example query, locating the PAF document for the project.

To locate the PAF document information, at the **Project Picklist Screen,** position the cursor under the PICK header, next to the appropriate project identification number. In the PICK column, enter any non-blank character, such as an **X**. Then, press the [PF-2] (Show Program Documents) key. The following screen will appear:

```
U004071D                      U.S.A.I.D  P M I S                   STPO
ORGANIZATION: 169100          DOCUMENT PICKLIST                    92/03/23
---------------------------------------------------------------------------
 PROJECT NUMBER: 9361421       AID/PEACE CORPS SMALL PROJECT ASST
---------------------------------------------------------------------------
 PICK TYPE  DOCNO A#     STATUS            STAT. DATE     TEXT (1ST 24 CHAR)
      AMO PC002  00   80 APPROVED          1992-01-23
      AMO PC01   00   01 PLANNED           1992-02-04
      AMO PC03   00   80 APPROVED          1992-02-05
      AMO PC04   00   80 APPROVED          1992-02-07
      AMO PC05   00   10 RECEIVED IN P/O   1992-03-12
      AMO 00X9   00   80 APPROVED          1991-06-26
      AMO 0001   00   80 APPROVED          1991-01-14
      AMO 0005   00   80 APPROVED          1991-03-15
      AMO 001    00   80 APPROVED          1991-12-23
      AMO 007    00   80 APPROVED          1991-04-09
      APS CP1991 00   80 APPROVED          1990-12-18
      APS 0006   00   80 APPROVED          1991-03-19
      APS 00242  00   80 APPROVED                - 0 AID PEACE CORPS SMALL PR
      APT 000079 00   80 APPROVED          1991-02-27
* SELECT DOCUMENT(S) - PRESS E N T E R  -TO PROCEED TO DOCUMENT UPDATE OR *
  PF7 - PREVIOUS PAGE     PF8 - NEXT PAGE    GO TO PAGE: 0001
  PF16- RETURN TO PROJECT PICKLIST  NOTE;"$" IN "PICK" TO UPDATE AUTH'Z'T'NS
```

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Project Documents Query (Cont'd)

This screen shows all of the documents associated with project identification number 936-1421. Use the [PF-8] key to move to the second display screen to continue viewing the list of program documents. As you can see from the list, the PAF document has been approved; this information answers one of our questions.

To view the complete PAF document record, position the cursor next to the PAF document shown in the list; enter any non-blank character under the PICK header, such as an **X**. Then press the [ENTER ↵] key. The following screen will appear:

```
U004071D                     U.S.A.I.D.  P M I S                          92/03/23
STPO                          PROJECT AUTHORIZATION
ORG NO: 169100                                     FISCAL YEAR:  0000
PROJ ID:  936-1421.    PROJ TITLE: AID/PEACE CORPS SMALL PROJECT ASST
        DOCUMENT TYPE CODE:  PAF   PAF   PROJECT AUTHORIZATION
          DOCUMENT NUMBER:  PAF01          AMENDMENT NUMBER:  00
     PGM OFFICE DUE MONTH:  03          SUBMITTED TO PO DATE:
 REMARKS:  TO UPDATE CONTROL DATA

           DOCUMENT STATUS:  80   APPROVED
      DOCUMENT STATUS DATE:  1991/03/08
                             FWD/RECV                  CLEAR/APRV
                               DATE                     BY DATE
              GENL COUNSEL:
                PGM OFFICE:
           AGENCY DIRECTOR:
                       SAA:
                       PPC:
        AID ADMINISTRATOR:
 UPDATE PROJECT DOCUMENT AS REQUIRED
                          PF16 = RETURN TO PROJECT LIST
ENTER=BROWSE; PF3=ADD; PF4=MODIFY; PF21(SHIFT/PF5)=DELETE; PF16=TFR PROJ/RETURN
```

This screen shows the actual PAF document record. If you have the security access capability, you may modify any information on this screen. If you do modify the information here, do not forget to press the [PF-4] (Modify) key to process the changes.

When you have finished viewing the PAF document record, press the [PF-16] key to return to the **Document Picklist Screen.** Press [PF-16] again to return to the **Project Picklist Screen.** From the **Project Picklist Screen,** shown on page 235, you can continue locating information about project number 936-1421, this time taking a different approach.

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FY Data Query

Now that you know the PAF document has been approved for project number 936-1421, you may want to see how the project is to be funded. To locate the project funding information, at the **Project Picklist Screen**, shown on page 235, position the cursor under the PICK header, next to the appropriate project identification number. In the PICK column, enter any non-blank character, such as an **X**. Then, press the [PF-11] (Show FY Data) key. The following screen will appear:

```
U004071D                   U.S.A.I.D.  P M I S                    STPO
ORGANIZATION: 169100         PROJECT CONTROLS                     92/07/30
---------------------------------------------------------------------------
 PROJECT NUMBER: 9361421        AID/PEACE CORPS SMALL PROJECT ASST
---------------------------------------------------------------------------
 PICK  AP LG ST   CEILING AMT.      LOP PROP AMT     LOP SRC.-AND DATE
       SS  G 4           0.00               0.00              00000000
       SO  G 4           0.00               0.00              00000000
       HE  G 4           0.00       1,900,000.00              00000000
       FN  G 4           0.00       1,415,000.00              00000000
       AI  G 4           0.00               0.00              00000000

*  UPDATE PROJECT FUNDING INFORMATION, SELECT THE PROJECT CONTROL DATA YOU  *
*  WISH TO UPDATE, THEN PRESS THE APPROPRIATE FUNCTION KEY BELOW.......     *
   PF2 - SHOW FUNDING DOCUMENTS   PF3 - SHOW OYB    PF4 - SHOW CP
   PF5 - SHOW CP/ABS TABLES       PF7 - PRIOR PAGE  PF8 - NEXT PAGE
   PF16- RETURN TO PROJECT PICKLIST          GO TO PAGE: 0001
```

This screen shows you the appropriations that will be used to fund the project during its life-cycle. As you can see, funding for project 936-1421 will come from five possible appropriations.

Again, notice the PF-keys shown at the bottom of this screen. You can choose to view the funding documents associated with any one of the appropriation codes listed; show the related OYB information; show the related CP data; and/or show the related CP/ABS tables.

To view the funding documents associated with the appropriation code **HE**, move the cursor to the PICK column beside this entry and enter any non-blank character, such as an X. Then, press the [PF-2] (Show Funding Documents) key. The screen shown on the next page will appear.

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FY Data Query (Cont'd)

```
U004071D                    U.S.A.I.D.  PMIS                          STPO
ORGANIZATION: 169100        PROJECT FUNDING DOCUMENTS                 92/07/30
-------------------------------------------------------------------------------
   PROJECT CONTROL: 9361421   HE G AID/PEACE CORPS SMALL PROJECT ASST
-------------------------------------------------------------------------------
 X   ORG. F.Y. DOCNO TYPE FNDS CNTL NO   BUDGET PLN CD    DESC. (1ST 20 CHAR)
    169100 1992 02H01  PSA           00  DDHA9216900KG11   PASA
    169100 1991 01H01  PSA  1361208 00   DDHA9113600KG11   PASA
    169100 1990 001H04 PSA  0361656 00                     PASA

 *  SELECT FUNDING DOCS.-PRESS E N T E R  -TO PROCEED TO FNDGDOC UPDATE .OR..*
     PF7 - PREVIOUS PAGE     PF8 - NEXT PAGE     GO TO PAGE:  0001
     PF16- RETURN TO PROJECT CONTROLS PICKLIST
```

This screen shows you all of the funding documents associated with the Project identification number/appropriation code combination you indicated on the previous screen.

To view the Funding Document Detail record for one of the documents shown on the screen, position the cursor under the X header, next to the appropriate document. In the X column, enter any non-blank character, such as an **X**. Then, press the [ENTER↵] key. The following **Funding Document Detail Screen** will appear:

```
U004071D                       U.S.A.I.D. P M I S                     92/07/30
 STPO                          FUNDING DOCUMENT DETAIL                01 OF 01
 TO ACCESS THE COUNTRY BENEFITTED MODULE, ENTER A "Y" - PRESS ENTER==
  ORG NO: 169100                    FISCAL YR: 1991
 PROJ ID: 936-1421       APPROPRIATION CODE: HE          L/G IND: G
                CP: HOLD                                 WAIT END DATE:
   TO BE PROGRAMMED AMT:              0.00  APPROVED OYB BALANCE:          0.00
         DOCUMENT NUMBER: 01H01                    PROPOSAL NUMBER:
      DOCUMENT TYPE CODE: PSA         PASA
 FUNDS CONTROL NUMBER: 1361208  AMDMT NO: 00  BUD PLAN CODE: DDHA9113600KG11
 LEGSLV EARMARK:    CODE: NA  PCT: 100   NAME: NOT EARMARKED
 TARGETED FUNDS:    CODE: NA  PCT: 100   NAME:
  SPECIAL FUNDS:    CODE: Z              NAME: DEFAULT - N/
       DOCUMENT AMOUNT:      400000.00              PARTIAL OBLIGATION (Y/N): N
       DOCUMENT STATUS: 70   EXECUTED               DOC STATUS DATE: 1991/05/21
 PGM OFFICE DUE MONTH: 03                   OBLIGATING DOC RECV STS (Y/N): N
 OBLIGATION PLAN MONTH: 05                               OP CERT IND (Y/N):N
 PGM OFFICE SUBMIT DATE: 1991/03/01
          FM FORWARD DATE: 1991/03/13               AMOUNT RESERVED DATE: 1991/03/08
           AWARD NUMBER:
REMARKS:  PEACE CORPS TA-$150,000/SMALL GRANTS WORLDWIDE-$250,000
DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
```

As you can see, this is the complete Funding Document Detail record. Look for the DOCUMENT STATUS field to see the current status of this funding document.

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FY Data Query (Cont'd)

If you have the security access capability, you may update this record if necessary. Remember to press the [PF-4] (Modify) key to process the modifications you have made. When you have finished viewing the record, press the [PF-16] key to return to the previous screen, where you can choose to view another Funding Detail Document record; or press the [PF-16] key to return to the **Project Controls Screen.**

- **CP Information Query**

If you will remember, the last piece of information we wanted to located concerned the final CP amount for project 936-1421. To view the CP information, at the **Project Controls Screen** that you accessed a minute ago, position the cursor under the PICK header, next to the appropriation for which you want to view the CP information. In the PICK column, enter any non-blank character, such as an **X**. Then, press the [PF-4] (Show CP) key. The following screen will appear:

```
U004071D                          P M I S                          STPO
ORGANIZATION: 169100          PROJECT  C. P.                       92/09/09
---------------------------------------------------------------------------
  PROJECT CONTROL: 9361421 - HE G AID/PEACE CORPS SMALL PROJECT ASST.
---------------------------------------------------------------------------
  PICK  ORG.  F.Y. CP ORIG. AMT   CP APRV. AMT   CP PRPS. AMT   SRCE   SRCE DATE
      169100 1993    206,000.00     206,000.00           0.00 CP1993  19920615
      169100 1992          0.00           0.00           0.00         00000000
      169100 1991    400,000.00     400,000.00           0.00 079     19910118
      169100 1990          0.00     800,000.00           0.00 CP1990  00000000
  SELECT FY CP  REC'S.- PLACE A NON-BLANK CHARACTER IN THE "PICK" COLUMN.
  FOR THE  ENTRY YOU DESIRE TO UPDATE, PRESS E N T E R .....OR
  PF7 - PREVIOUS PAGE  , PF8 - NEXT PAGE     GO TO PAGE:  0001
  PF16- RETURN TO PROJECT CONTROLS PICKLIST
```

This screen shows the CP Original Amount and the final CP Amount, as well as the source document for that information. To view the detailed CP controls record, position the cursor under the PICK header, next to the appropriate entry. Here, enter any non-blank character, such as an **X**. Then, press the [ENTER↵] key. The **Technical Notification (Fiscal Year CP Controls) Screen** shown on the next page will appear.

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CP Information Query (Cont'd)

```
U0040710                     U.S.A.I.D.  P M I S                          92/09/09
STPO                         TECHNICAL NOTIFICATION                       01 OF 01
ORG NO: 169100               (FISCAL YEAR CP CONTROLS)
PROJ ID:  936-1421.          PROJ TITLE:  AID/PEACE CORPS SMALL PROJECT ASST
DOC TYPE CODE: APT               DOC NO:  0085          FISCAL YEAR:  1991

C - - - - - - - - - - - - APPROPRIATION LEVEL - - - - - - - - - - - - - - -H
O   S     ORIG          CURRENT       PROPOSED     CP     CONGRESS  CP      O
D   T      CP             CP             CP      AMOUNT   FORWARD WAIT END  L
E   S    AMOUNT         AMOUNT        AMOUNT     SOURCE    DATE      DATE   D
SS  4     450000.00      450000.00             0.00 00177   19910315
SD  4     400000.00      400000.00             0.00 00177   19910315        H
HE  4     400000.00      400000.00             0.00 079     19910118
FN  4     200000.00      200000.00             0.00 079     19910118 19920825
AI  4     100000.00      100000.00             0.00 00177   19910315
               0.00           0.00             0.00
               0.00           0.00             0.00
               0.00           0.00             0.00
               0.00           0.00             0.00
               0.00           0.00             0.00
ENTER = BROWSE;  PF3 = ADD;  PF4 = MODIFY  PF16 = RETURN TO PROJECT LIST
DC960042 ENTER INFORMATION AND PRESS PF/ENTER KEY AS DESIRED
```

This screen shows you the details of the CP control information for the project identification number/appropriation code combination indicated. If you have the security access, you may modify the data found on this screen. If you do make modifications, do not forget to press the [PF-4] (Modify) key to process them.

To return to the **Project CP Screen,** press the [PF-16] key. To return to the **Project Picklist Screen,** press the [PF-16] key twice more.

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SYSTEM MAINTENANCE MENU

The **System Maintenance Menu** allows a designated Program Office user to reset the bureau-level CP hold and CP wait dates at the end of a fiscal year.

☞ *NOTE:* *The System Maintenance Menu appears only the on the **PMIS Main Menu** accessed by the Program Office user.*

To access the **Systems Maintenance Menu,** at the **PMIS Main Menu,** press the [PF-13] key. The following screen will appear:

```
DIALOG:                                                    PAGE:  1 OF:  1
DATE: 91/12/13                                             NEXT PAGE:
                              U.S.A.I.D.  P M I S
                           SYSTEM MAINTENANCE  MENU

       SEL RESPONSE   FKEY         DESCRIPTION

           SUBCPRST   (PF2)     SUBMIT CP HOLD/WAIT DT RESET
           SUBFYCUM   (PF3)     SUBMIT FCL YR CUM OBL UPDATE
           MAINMENU   (PF10)    RETURN TO PMIS MAIN MENU
           PREVMENU   (PF9)     RETURN TO PRIOR MENU
           QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS

RESPONSE:          SEND DATA-->                                MODE: STEP
```

To access the options available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↩] key; or
- enter the response name, e.g. SUBCPRST, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↩] key.

PF-KEYS ON THE SYSTEM MAINTENANCE MENU

[PF-2]	Accesses the **CP Hold and Wait Date Reset** Screen from which a Program Office user can, at the end of a fiscal year, reset these dates.
[PF-3]	Accesses the **Fiscal Year Cumulative Obligation Update Screen,** from which a Program Office user can, at the end of the fiscal year, can update the cumulative obligation totals for the projects within a particular organization code.

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CP Hold and Wait Date Reset Screen

The **CP Hold and Wait Date Screen** allows a Program Office user to reset all of the CP hold and wait dates for a given office code. These dates should only be reset *at the end of each fiscal year.* PMIS will then create a reset report. To access this screen, at the **Systems Maintenance Menu**, press the [PF-2] key. The following screen will appear:

```
U004051D                    U.S.A.I.D. P M I S                   DATE: 92/09/09
STPO                       CP HOLD AND WAIT DATE RESET
       YOUR LAST NAME: HOLT                 YOUR BUILDING SITE: SA-18
     NUMBER OF COPIES: 01                     YOUR ROOM NUMBER: 309D

                                PRINT DESTINATION
           PLACE AN X NEXT TO YOUR PRINTER OR ENTER A PRINTER NUMBER
  SA-18(309D): X   SA-02(XEROX):      SA-14(1000B):     OTHER PRINTER NUMBER: 000
  MESSAGE CLASS: A                          PRINT ON TWO SIDES (XEROX ONLY): N
--------------------------------------------------------------------------------
   *****   NOTE:  TO BE RUN ONLY ONCE AT THE END OF EACH FISCAL YEAR       *****
                            REPORT  SELECTION  PARAMETER
   ORG CODE:                ENTER THREE TO SIX DIGIT CODE TO SELECT AN OFFICE;
                            (DEFAULT IS BUREAU (MAJOR ORG.) IF NO ENTRY IS MADE)
--------------------------------------------------------------------------------
ENTER: RUN REPORT              PF9: PRIOR MENU             PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the reset report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the ORG CODE field in the report selection parameters of the screen. Enter the organization code for the office whose CP hold and wait dates you want to reset. Once you have entered all of the print destination and parameter information, press the [ENTER↵] key to generate the report. The CP wait and hold dates will be reset, and the reset report will be generated for the fiscal year you indicated and printed at the specified site.

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Fiscal Year Cumulative Obligation Update Screen

The **Fiscal Year Cumulative Obligation Update Screen** allows a Program Office user to submit a job to update all of the cumulative obligation totals for the fiscal year for a given organization code. PMIS will then create a report showing the updated cumulative obligation totals for each project within the given organization code. To access this screen, at the **Systems Maintenance Menu**, press the [PF-3] key. The following screen will appear:

```
U004082D                 U.S.A.I.D.  P M I S                     DATE: 91/12/26
 STPO              FISCAL YEAR CUMULATIVE OBLIGATION UPDATE

         YOUR LAST NAME: HOLT                   YOUR BUILDING SITE: SA-18
      NUMBER OF COPIES: 01                        YOUR ROOM NUMBER: 309D
                                PRINT DESTINATION
            PLACE AN X NEXT TO YOUR PRINTER OR ENTER A PRINTER NUMBER
 SA-18(309D): X  SA-02(XEROX):   SA-14(1000B):     OTHER PRINTER NUMBER: 000
 MESSAGE CLASS: A                          PRINT ON TWO SIDES (XEROX ONLY): N
-------------------------------------------------------------------------------
 *****   NOTE:  TO BE RUN ONLY ONCE AT THE END OF EACH FISCAL YEAR      *****

                               REPORT  SELECTION  PARAMETER
 FISCAL YEAR: 0000        FORMAT IS YYYY
   ORG CODE:              ENTER THREE TO SIX DIGIT CODE TO SELECT AN OFFICE;
                          (DEFAULT IS BUREAU (MAJOR ORG.) IF NO ENTRY IS MADE
-------------------------------------------------------------------------------
 ENTER: RUN REPORT            PF9: PRIOR MENU               PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run This Report
```

Enter your last name; your building site; the number of copies of the reset report that you want printed; and your room number. Next, enter the site of the printer to which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided.

Then, move the cursor to the FISCAL YEAR field in the report selection parameters of the screen. Enter the fiscal year for which you want to update the cumulative obligation information. Next, move the cursor to the ORG CODE field . Enter the organization code for the bureau, office, or division whose cumulative obligations you need to update. Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The cumulative obligation totals for each project within the portfolio of the given organization code will be updated, and the report will be generated for the fiscal year and organization code combination you indicated and printed at the specified site.

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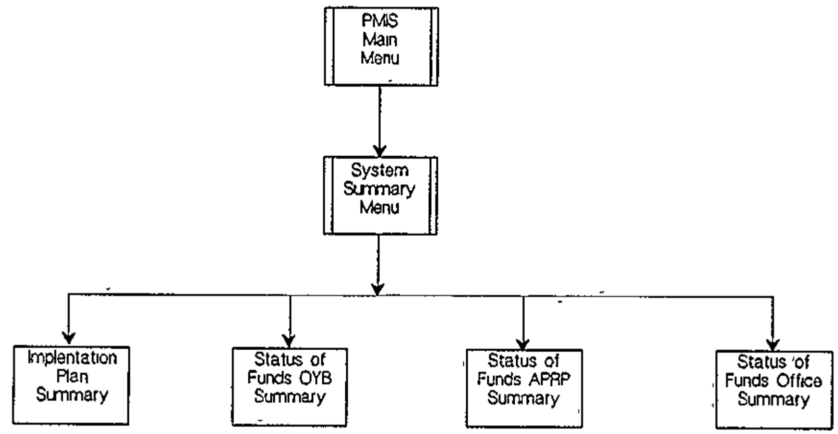
System Summary Menu Selection Diagram



SYSTEM SUMMARY MENU

The System Summary Menu allows you to access screens from which you can view summary information concerning:

- an implementation plan for a project identification number/appropriation code combination;
- the status of OYB funds for each project identification number/BPC combination associated with the organization code you indicated;
- the status of appropriation funds for each appropriation code/BPC combination; and
- the status of OYB funds for each technical office associated with the organization code you indicate.

To access this screen, at the **PMIS Main Menu**, press [PF-14]. The following screen will appear:

```
DIALOG:                                                     PAGE:  1 OF:  1
  DATE: 92/07/31                                            NEXT PAGE:
                              U.S.A.I.D.  P M I S
                              SYSTEM  SUMMARY  MENU
         SEL RESPONSE     FKEY            DESCRIPTION
         IMPLSHRY    (PF2)    IMPLEMENTATION PLAN SUMMARY
         OYBSMRY     (PF3)    STATUS OF FUNDS-OYB SUMMARY
         APRPSMRY    (PF4)    STATUS OF FUNDS APRP SUMMARY
         OFFSMRY     (PF5)    STATUS OF FUNDS OFFICE SMRY
         MAINMENU    (PF10)   RETURN TO PMIS MAIN MENU
         PREVMENU    (PF9)    RETURN TO PRIOR MENU
         QUITPMIS    (PA2)    (SHIFT/PF13) LEAVE PMIS
RESPONSE:            SEND DATA-->                               MODE: STEP
```

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PROCCTL, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

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PF-KEYS ON THE SYSTEM SUMMARY MENU

[PF-2]	Accesses the **Implementation Summary Screen** from which you can generate a summary report showing the status of the implementation plans for each project identification code/appropriation code associated with the organization code you indicated.
[PF-3]	Accesses the **Status of Funds - OYB Summary Screen** which shows you the summary of the status of the OYB for each appropriation code/BPC combination associated with the organization code you indicated.
[PF-4]	Accesses the **Status of Funds - Appropriation Summary Screen** which shows you the summary of the status of the appropriations by appropriation code/BPC combination associated with the organization code you indicated.
[PF-5]	Accesses the **Status of Funds - Technical Office Summary Screen** which shows you the summary of the status of the OYB for each appropriation code/BPC combination associated with the organization code you indicated.

Implementation Plan Summary Screen

The **Implementation Plan Summary Screen** allows you to view the implementation plan information for the projects under the guidance of the organization code you entered. To access this option, at the **System Summary Menu**, press [PF-2]. The following screen will appear:

```
U004011D                   U.S.A.I.D.  P M I S                    STPO
                      IMPLEMENTATION PLAN SUMMARY                 92/07/31
              *NOTE* - RESPONSE MAY TAKE 1 TO 3 MINUTES TO APPEAR
 ORG. NO. 169100                FISCAL YEAR:  0000       PAGE 0001  OF   0

 PROJ. ID.  APRP
            CD   FY RESERVATIONS FY OBLIGATIONS  TO BE PROG'MD   APRVD OYB BAL


  TOTALS:                   0.00          0.00           0.00            0.00
DC960041 ORG. CODE AND FISCAL YEAR IS REQUIRED TO PROCESS RECORD
         ENTER = START BROWSE
```

To list the implementation plan information for an organization code, enter the appropriation organization code in the ORG CD field. Then, enter the fiscal year for which you want to view the information. Press [ENTER ↵]. The screen shown at the top of the next page will appear.

Implementation Plan Summary Screen (Cont'd)

```
U004011D                  U.S.A.I.D.  P M I S                      STPO
                        IMPLEMENTATION PLAN SUMMARY                92/07/31
                *NOTE* - RESPONSE MAY TAKE 1 TO 3 MINUTES TO APPEAR
ORG. NO. 169100              FISCAL YEAR:  1992      PAGE 0001  OF   4

PROJ. ID.  APRP
           CD   FY RESERVATIONS FY OBLIGATIONS  TO BE PROG'MD   APRVD OYB BAL
936-1421.  SS  OYB AMOUNT  ==>    1,345,000.00 PROPOSED OYB==>    1,345,000.00
                     1,345,000.00         0.00    1,345,000.00            0.00
-----------------------------------------------------------------------------
936-1421.  SD  OYB AMOUNT  ==>      226,921.00 PROPOSED OYB==>      226,921.00
                             0.00         0.00      226,921.00      226,921.00
-----------------------------------------------------------------------------
936-1421.  HE  OYB AMOUNT  ==>      425,000.00 PROPOSED OYB==>      425,000.00
                             0.00         0.00      425,000.00      425,000.00
-----------------------------------------------------------------------------
936-1421.  FN  OYB AMOUNT  ==>      417,532.00 PROPOSED OYB==>      417,532.00
                             0.00         0.00      417,532.00      417,532.00
-----------------------------------------------------------------------------
  TOTALS:            1,375,619.72   164,740.00    3,326,597.00    1,786,006.28

        ENTER = START BROWSE
```

This screen lists each project identification number, by appropriation code, associated with the organization number you entered. For each entry, you can see the OYB amount, the FY obligation, the to be programmed OYB amount, and the approved OYB balance.

As you can see from the PAGE field in the top right corner of the screen, there is more than one screen of data for this organization code. To move to the next screen to continue viewing the list, press [PF-8]. To return to the previous screen, press [PF-7]. When you have finished viewing the list, press [PF-9] to return to the System Summary Menu.

PF-KEY ON THE IMPLEMENTATION PLAN SUMMARY MENU

[ENTER ↵]	Allows you to browse the summary of implementation plan information after you enter an organization code and a fiscal year.

Status of Funds - OYB Summary Screen

The **Status of Funds - OYB Summary Screen** allows you to view the status of the OYB funds for each appropriation code/BPC combination associated with the organization code you entered. To access this option, at the **System Summary Menu**, press [PF-3]. The following screen will appear:

```
U004012D                   U.S.A.I.D.  P M I S                         STPO
                        STATUS OF FUNDS - OYB SUMMARY                  92/07/31
          *NOTE* - RESPONSE MAY TAKE 1 TO 3 MINUTES TO APPEAR
ORG. NO. 169100              FISCAL YEAR:  1992     PAGE 0001  OF   1

         APRP       BUDGET            OPERATING YEAR
          CD       PLAN CODE             BUDGET
         DG    DDGX-92-16900-KG11       13621.00
         PN    DDPX-92-16900-KG11      440867.00
         CS    DDCX-92-16900-KG11        8062.00
         EH    DDEX-92-16900-KG11       40680.00
         FN    DDNA-92-16900-KG11      417532.00
         FN    DDNX-92-16900-KG11      223599.00
         HE    DDHA-92-16900-KG11      425000.00
         HE    DDHX-92-16900-KG11       93029.00
         SD    DDSA-91-13600-JG11           0.00
         SD    DDSA-91-13600-KG11           0.00
         SD    DDSA-92-16900-KG11      281921.00
         SD    DDSX-92-16900-KG11       37286.00
         SS    DSS2-92-16900-KG11     1345000.00
                           TOTALS:    3326597.00
         ENTER = START BROWSE
```

Notice that the system lists the status of the OYB funds for the organization code you entered on the PMIS Main Menu to access this option. To generate the status of OYB funds for a different organization number, you must press [PF-10] to exit to the PMIS Main Menu and enter another organization number.

Check the PAGE field in the top right corner of the screen. Sometimes, there is more than one screen of data for this organization code. To move to the next screen to continue viewing the list, press [PF-8]. To return to the previous screen, press [PF-7]. When you have finished viewing the list, press [PF-9] to return to the System Summary Menu.

PF-KEY ON THE STATUS OF FUNDS - OYB SUMMARY SCREEN

[ENTER ↵]	Allows you to browse the status of OYB funds associated with a particular organization code.

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Status of Funds - Appropriation Summary Screen

The **Status of Funds - Appropriation Summary Screen** allows you to view the status of the appropriations for each appropriation code/BPC combination associated with the organization code you entered. To access this option, at the **System Summary Menu**, press [PF-4]. The following screen will appear:

```
U004013D                U.S.A.I.D.  P M I S                      STPO
                STATUS OF FUNDS - APPROPRIATION SUMMARY          92/07/31
             *NOTE* - RESPONSE MAY TAKE 1 TO 3 MINUTES TO APPEAR
ORG. NO. 169100          FISCAL YEAR:  1992       PAGE 0001  OF  4
APRP CD  BUDGET PLAN CD/
  PRPS OYB AMT      SUBMITTED        RESERVED       OBLIGATED       INPROCESS
                    PCT OYB          PCT OYB        PCT OYB         PCT OYB
 DG   DDGX9216900KG11
      13,621.00          0.00            0.00            0.00       13,621.00
                    0.000           0.000          0.000            100.000
 PN   DDPX9216900KG11
     440,867.00          0.00            0.00            0.00      440,867.00
                    0.000           0.000          0.000            100.000
 CS   DDCX9216900KG11
       8,062.00          0.00            0.00            0.00        8,062.00
                    0.000           0.000          0.000            100.000
 EH   DDEX9216900KG11
      40,680.00          0.00            0.00            0.00       40,680.00
                    0.000           0.000          0.000            100.000
TOTALS:---------------------------------------------------------------------
   3,326,597.00   1,540,590.72    1,375,619.72     164,740.00    1,259,085.28
                     46.311          41.352          4.952           37.849
        ENTER = START BROWSE
```

Notice that the system lists the status of the appropriations for the organization code you entered on the PMIS Main Menu to access this option. To generate the status of appropriations for a different organization number, you must press [PF-10] to exit to the PMIS Main Menu and enter another organization number.

Check the PAGE field in the top right corner of the screen. Sometimes, there is more than one screen of data for this organization code. To move to the next screen to continue viewing the list, press [PF-8]. To return to the previous screen, press [PF-7]. When you have finished viewing the list, press [PF-9] to return to the System Summary Menu.

PF-KEY ON THE STATUS OF FUNDS - OYB SUMMARY SCREEN

[ENTER ↵]	Allows you to browse the status of appropriations associated with a particular organization code.

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Status of Funds - Technical Office Summary Screen

The **Status of Funds - Technical Office Summary Screen** allows you to view the status of the OYB funds for each appropriation code/BPC associated with the organization code you entered. To access this option, at the **System Summary Menu**, press [PF-5]. The following screen will appear:

```
U004014D                  U.S.A.I.D.  P M I S                        STPO
               STATUS OF FUNDS - TECHNICAL OFFICE SUMMARY            92/07/31
            *NOTE* - RESPONSE MAY TAKE 1 TO 3 MINUTES TO APPEAR
ORG. NO. 169100           FISCAL YEAR:  1992      PAGE 0001  OF    4
OFFICE NAME   BUDGET PLAN CD/
  PRPS OYB AMT      SUBMITTED        RESERVED        OBLIGATED        INPROCESS
                      PCT OYB        PCT OYB          PCT OYB          PCT OYB
R&D/PO        DDGX9216900KG11
     13,621.00           0.00            0.00             0.00        13,621.00
                        0.000           0.000            0.000          100.000
R&D/PO        DDPX9216900KG11
    440,867.00           0.00            0.00             0.00       440,867.00
                        0.000           0.000            0.000          100.000
R&D/PO        DOCX9216900KG11
      8,062.00           0.00            0.00             0.00         8,062.00
                        0.000           0.000            0.000          100.000
R&D/PO        DDEX9216900KG11
     40,680.00           0.00            0.00             0.00        40,680.00
                        0.000           0.000            0.000          100.000
TOTALS:-------------------------------------------------------------------------
  3,326,597.00   1,540,590.72    1,375,619.72       164,740.00     1,259,085.28
                       46.311          41.352            4.952           37.849
           ENTER = START BROWSE
```

Notice that the system lists the status of the appropriations for each technical office associated with the organization code you entered on the PMIS Main Menu to access this option. To generate the status of appropriations for a different organization number, you must press [PF-10] to exit to the PMIS Main Menu and enter another organization number.

Check the PAGE field in the top right corner of the screen. Sometimes, there is more than one screen of data for this organization code. To move to the next screen to continue viewing the list, press [PF-8]. To return to the previous screen, press [PF-7]. When you have finished viewing the list, press [PF-9] to return to the System Summary Menu.

PF-KEY ON THE STATUS OF FUNDS - TECHNICAL OFFICE SUMMARY SCREEN

[ENTER ↵]	Allows you to browse the status of appropriations for each technical office associated with a particular organization code.

PMIS TO PC DOWNLOAD MENU

The PMIS To PC Download Menu allows the Program Office user to access screens from which he/she can create batch jobs to download files. Once the user submits the batch job to download the files, these files can then be accessed via FTS or FTSHOST from the Local Area network (LAN) workstations to download data to both the LAN and the PC.

To access this screen, at the **PMIS Main Menu**, press [PF-15]. The following screen will appear:

```
DIALOG:                                                  PAGE: 1 OF: 1
 DATE: 92/07/31                                          NEXT PAGE:
                           U.S.A.I.D. P M I S
                     PMIS  TO  PC  DOWNLOAD  MENU
       SEL RESPONSE   FKEY          DESCRIPTION

          SOFDNLD    (PF2)      STATUS OF FUNDS DOWNLOAD
          MAINMENU   (PF10)     RETURN TO PMIS MAIN MENU
          PREVMENU   (PF9)      RETURN TO PRIOR MENU
          QUITPMIS   (PA2)     (SHIFT/PF13) LEAVE PMIS
RESPONSE:         SEND DATA-->                              MODE: STEP
```

To access any of the options and their corresponding screens available from this menu, either:

- press the PF-key associated with that option;
- enter any non-blank character, e.g. "X", in the SEL column and press the [ENTER ↵] key; or
- enter the response name, e.g. PROCCTL, in the RESPONSE field located at the bottom of the screen and press the [ENTER ↵] key.

PF-KEYS ON THE PMIS TO PC DOWNLOAD MENU

[PF-2]	Accesses the **Status of Funds Download Screen** from which you can create a batch job to download the status of funds file to either a Lotus 123 file or a Paradox file.

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Status of Funds Download Screen

The **Status of Funds Download Screen** allows you to create a batch job to generate a PMIS download file for use with FTS or FTSHOST. This download file contains data reflected in the Status of Funds Report and can be used in conjunction with Lotus 123 or Paradox PC products to produce graphic reports not normally supplied with CA-IDMS/R. From this option, you can also generate Country Benefitted data to be used in conjunction with the Paradox version of the Status of Funds download.

To access this option, at the **PMIS to PC Download Menu**, press [PF-2]. The following screen will appear:

```
U004031D               U.S.A.I.D. P M I S                      DATE: 92/07/31
STPO                STATUS  OF  FUNDS  DOWNLOAD
     YOUR LAST NAME: HOLT                YOUR BUILDING SITE: SA-18
   NUMBER OF COPIES : 01                   YOUR ROOM NUMBER: 309D
PRINT AT: SA-18 309D: X   SA-02 XEROX:     OR SA-14 1000B:
OR OTHER PRT DEST: 000  MESSAGE CLASS: A  PRINT TWO SIDES: N  Y IF XEROX ONLY
 ---------------------------------------------------------------------------
                    REPORT  SELECTION  PARAMETERS
     FISCAL YEAR: 0000
      AS OF DATE: 00000000     USUALLY MONTH END DATE IN YYYYMMDD FORMAT
  ORGANIZATION NO: ******     A BLANK IN POSITION 6 WILL SELECT THE WHOLE OFFICE
  DOWNLOAD FORMAT: L          L=LOTUS123; P=PARADOX (DEFAULT=L)
 COUNTRY DATA REQ: N          Y=YES; N=NO (DEFAULT=NO)
NOTES: ASTERISKS IN ORGANIZATION NO. ARE USED TO INDICATE 'ALL' FOR BUREAU
ENTER: RUN REPORT  PF9: PRIOR MENU  PF10: MAIN MENU
Enter Report Request Data and Press RETURN To Run the Report
```

Enter your last name; your building site; the number of copies of the report that you want printed; and your room number. Next, enter the site of the printer on which you want the report to be printed; you can choose, by placing an "X" next to the appropriate site, either SA-18, SA-02, SA-14, or some other printer number that is available to you. If you choose to have the report printed on the Xerox printer at SA-02, remember to indicate whether or not you want the report printed double-sided. Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the report.

Then, move the cursor to the FISCAL YEAR field in the report selection parameter area of the screen. Enter the fiscal year for which you want to generate the download file. Next, enter the date on which your are generating the file so that someone looking at it later will know how current the data is. Enter the six-digit organization code associated with the office or bureau for which you want to download data. If you enter only five of the six organization code digits, leaving the sixth position blank, the download file will include information for the whole office. If you leave the asterisks (***) in the ORGANIZATION CODE field, the report will contain information for all organizations within the bureau.

Status of Funds Download Screen (Cont'd)

Next, indicate the download format you want to use. Valid entries include L = Lotus 123 or P = Paradox. Then, indicate whether you want to include the country benefitted data in the download.

Once you have entered all of the print destination and parameter information, press the [ENTER ↵] key to generate the report. The download file will be created for the fiscal year and organization code you indicated.

PF-KEY ON THE STATUS OF FUNDS DOWNLOAD SCREEN

[ENTER ↵]	Pressing this key allows you to create a download file for the Status of Funds Summary Report organization code you indicated in the parameters portion of the screen.

APPENDIX A

SECURITY ACCESS TABLE

The table shown lists the screens found in the database and the actions that the system users are able to use while working on a particular screen. Below are several generalities about the security classification used for the PMIS database that you should keep in mind when looking at this table and when working in the database.

- Access capability to the a certain screen or to a certain action are restricted for all users except Program Office users who have unrestricted access to the screens and actions of the database.

- All users have the capability to use the browse action to view information from most database screens.

- Only the Program Office users have the capability to use the delete action to remove records from the database at any status level. Technical Office users can delete "planned" or "returned" program and funding document records.

☞ *NOTE:* *When more than one office is listed as the designated user for a screen, the user whose name appears first is considered to have the primary responsibility for maintaining the information on the screen.*

DATABASE SCREEN	SCREEN PURPOSE	DESIGNATED USER(S)	ACTION CAPABILITY
Project Information Screen	This screen is used to enter and update the project information record.	Program Office	ADD MODIFY DELETE
		Technical Office	MODIFY- lower portion of the screen only
Project Progress Screen	This screen is used to enter and track the progress of a project.	Program Office	MODIFY
		Technical Office	MODIFY
Project Appropriation Control Screen	This screen is used to enter and track the funding status and to establish the appropriation controls for each project.	Program Office	ADD MODIFY DELETE

SECURITY ACCESS TABLE (Cont'd)

DATABASE SCREEN	SCREEN PURPOSE	DESIGNATED USER(S)	ACTION CAPABILITY
Project Documentation Screens	This screen is used to enter and track the status of the various documents used to define a project.	Program Office	ADD- usually this type of record is added by a technical office user DELETE
		Technical Office	ADD MODIFY- may modify the top portion of the screen only until document status = "planning" (01) or "returned" (13) DELETE- may delete only if the document status = "planned" (01) or "returned" (13)
Project Authorization Controls Screen	This screen is used to enter the authorization controls for each project as described in the PAF document.	Program Office	ADD MODIFY- only if the PAF document status = 80 DELETE
Project Level CP Controls Screen	This screen is used to enter the appropriation controls for the life of a project as approved in the CN document.	Program Office	ADD MODIFY DELETE
Project Evaluation Screen	This screen is used to enter and update the data associated with the evaluation of a particular project.	A&E/ Technical Office	ADD MODIFY
		Program Office	ADD MODIFY DELETE
Project Audit Screen	This screen is used to update the audit information for a project.	A&E/ Technical Office	ADD MODIFY
		Program Office	ADD MODIFY DELETE

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SECURITY ACCESS TABLE (Cont'd)

DATABASE SCREEN	SCREEN PURPOSE	DESIGNATED USER(S)	ACTION CAPABILITY
Interagency Transfer Screen	This screen is used to enter 632A Interagency Transfer data.	Program Office	ADD MODIFY DELETE
		Technical Office	ADD MODIFY
SF-133 Report Screen	This screen is used to enter the Standard Form (SF) 133 Reports pertaining to 632 A Interagency Transfers.	Program Office	ADD MODIFY DELETE
		Technical Office	ADD MODIFY
Fiscal Year Control Screens	These screens are used to enter the bureau, division, and appropriation-level controls to be used as ceiling amounts for the ABS and OYB.	Program Office	ADD- bureau and division-level controls MODIFY- bureau and division-level controls DELETE
		Technical Office	ADD- appropriation-level controls MODIFY- appropriation-level controls
Proposed ABS Table III Screen	This screen is used to enter and review the proposed ABS funding amounts for a particular technical office code.	Program Office	MODIFY RECOMPUTE DELETE
		Technical Office	MODIFY RECOMPUTE DELETE
Proposed ABS Changes Table IV Screen	This screen is used to manipulate the proposed ABS figures.	Technical Office	ADD MODIFY
		Program Office	ADD MODIFY DELETE
Program Focus Area Amount Screen	This screen is used to indicate which area(s) of interest a project will meet.	Technical Office	UPDATE DATABASE
Change Budget Status Screen	This screen is used to update the budget status as it moves through the approval process.	Program Office	MODIFY

SECURITY ACCESS TABLE (Cont'd)

DATABASE SCREEN	SCREEN PURPOSE	DESIGNATED USER(S)	ACTION CAPABILITY
Proposed CP Table III	This screen is used to view and manipulate the budget year CP ceiling amounts.	Program Office	COMPUTE MODIFY
		Technical Office	ADD MODIFY COMPUTE
Proposed CP Changes Table IV	This screen is used to view and update the detail CP record for a particular project.	Technical Office	ADD MODIFY
		Program Office	MODIFY DELETE
Program Focus Amounts Screen	This screen is used to indicate which area(s) of interest a project will meet.	Technical Office	UPDATE DATABASE
CP Legislative Earmark Table III	This screen is used to indicate which earmarks apply to the Cp amounts.	Program Office	MODIFY RECOMPUTE
		Technical Office	MODIFY RECOMPUTE
Congressional Notification FY Control Screen	This screen is used to enter the Fiscal Year CP controls for a project as approved in the CN document.	Program Office	ADD MODIFY
Technical Notification FY Control Screen	This screen is used to enter the Fiscal Year CP controls for a project as approved in the TN document.	Program Office	ADD MODIFY
Proposed OYB Screens	This screen is used to enter and update the proposed OYB for a given office.	Technical Office	ADD MODIFY
		Program Office	ADD MODIFY DELETE
Proposed OYB Changes Screen	This screen is used to manipulate the proposed OYB figures to find the best possible distribution of funds.	Technical Office	RECALCULATE
		Program Office	RECALCULATE DELETE

SECURITY ACCESS TABLE (Cont'd)

DATABASE SCREEN	SCREEN PURPOSE	DESIGNATED USER(S)	ACTION CAPABILITY
Change Operating Year Budget Screen	This screen is used to make global changes to the OYB proposed amount status code for all of the projects within a given division.	Program Office	MODIFY
Funding Document Detail Screen	This screen is used to enter information from the PIO/T, which initiates the request to obligate project funds.	Technical Office	ADD MODIFY- only while the funding document is in the "planning" stage DELETE- only if the funding document status = "planned" (01) or "returned" (13)
		Program Office	ADD DELETE
Implementation Plan	This screen is used to view the proposed funding plan for a particular project and to manipulate the figures in a "what-if" analysis scenario.	Technical Office	RECALCULATE
		Program Office	RECALCULATE
Procurement Information Screen	This screen is used to display the procurement information associated with a given contract award extracted from the CIMS database. This screen is also used to add Travel Authorization records.	Technical Office	ADD- Travel Authorization records only MODIFY- Travel Authorization records only
		Program Office	ADD- Travel Authorization records only MODIFY- Travel Authorization records only DELETE
Procurement Supplement Screen	This screen is used to enter related contract information that may not be a part of the CIMS extract.	Technical Office	MODIFY
		Program Office	MODIFY

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SECURITY ACCESS TABLE (Cont'd)

DATABASE SCREEN	SCREEN PURPOSE	DESIGNATED USER(S)	ACTION CAPABILITY
Procurement Vendor Information Screen	This screen is used to enter and update information concerning a vendor associated with a given contract award.	Technical Office	ADD MODIFY
		Program Office	ADD MODIFY DELETE
		Technical Office	ADD MODIFY DELETE
Buy-In Document Screen	This screen is used to enter and track the requests for participation in and benefit from a given contract award.	Program Office	ADD MODIFY DELETE
Table Maintenance/ Regional Backstop Responsibility Screen	This screen is used to view a list of the countries to which a given bureau has backstop responsibility.	Program Office	ADD DELETE

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APPENDIX B

ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS

In the table below and on the following pages are the error messages you may encounter while browsing, creating, modifying or deleting, depending on your security classification, the PMIS database screens. An explanation as to why the message appeared on your screen is given along with information to help you correct the error. If you need further assistance, contact your the IRM/SDM DBA.

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
	MUST ENTER VALID DOCUMENT NUMBER TO MODIFY RECORD.	You must enter both the project identification number and the document number to retrieve a record in order to modify it.	Enter the document number associated with the record you want to modify.
	EVALUATION COMPLETION YEAR AND MONTH IS REQUIRED TO PROCESS RECORD.	You did not enter a year or month date to indicate when the current evaluation will be completed.	Enter the year and month during which the evaluation will be completed.
	THERE IS NO FY PLANNING DATA FOR THIS BUDGET FY/REVISION NUMBER.	The system could find no planning data for the FY/Revision number combination you entered.	Check both the FY and revision number; re-enter.
	INVALID APPROPRIATION FOR THIS ORGANIZATION - REENETR.	The appropriation number you entered does not match any appropriation numbers listed for the organization code you entered.	Check the appropriation code and the organization number; re-enter.
	THIS REVISION ALREADY EXISTS - RETRIEVE IT FIRST.	There is already a CP or ABS revision for the revision number you just entered.	Re-enter the revision number; this number should be the next sequential number.
	BY OBLIGATION NUMBER MUST BE NUMERIC.	You have entered an invalid obligation number.	Check the obligation number and re-enter.
	THE SUM OF ALL PROGRAM THRUSTS EXCEEDS THIS AMOUNT.	The focus area amounts you have entered exceed the Final CP Level.	Check the amounts entered and readjust so that the total does not exceed the Final CP Level.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
	DOC STS CD = 80 IS REQUIRED TO PROCESS RECORD.	You tried to add or modify CN or TN funding amounts prior to the CN or TN document being approved.	Check the status of the CN or TN document. If the document has since been approved, update the document status before proceeding.
	NEW CP WAIT DATE LT/GT PREV CP WAIT DATE.	The CP Wait End Date, calculated using the Congress Forward Date of the CN or TN document, is greater than or less than the Project CP Wait End Date.	Check the forward date shown on the CN or TN document.
	FINAL FCL YR EXCEEDED.	While adding or modifying the proposed OYB, the FY you entered is greater that the Obligation Final FY for the project.	Check the FY you entered and make the appropriate changes.
	PAF IS REQUIRED.	Because, while adding or modifying the proposed OYB amount, the amount you entered caused the proposed OYB amounts to exceed the total authorized amount for the project, a PAF document is required to be submitted to Congress for the project.	Check the proposed OYB amount you entered. If the amount you entered is correct, contact the responsible Technical Office and ask that a PAF document be prepared for the project in question.
	CN IS REQUIRED.	Because, while adding or modifying the proposed OYB amount, the amount you entered plus the Appropriation Obligation Cumulative amounts exceed the (Appropriation LOP Proposed Amount + $5 million), a CN document is required to be submitted to Congress for the project.	Check the proposed OYB amount you entered. If the amount you entered is correct, contact the responsible Technical Office and ask that a CN document be prepared for the project in question.
	DOC NO IS RESTRICTED TO 5 DIGITS.	When entering a partial obligation, you entered more than 5 digits in the DOC NO field.	Re-enter the 5 digit doc number; sixth position is reserved to indicate a partial obligation.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
	TN IS REQUIRED.	Because, while adding or modifying the proposed OYB amount, the amount you entered is greater that the (Appropriation CP Amount * 10%), a TN document is required to be submitted to Congress.	Check the proposed OYB amount you entered. If the amount you entered is correct, contact the responsible Technical Office and ask that a TN be prepared for the project in question.
	ADD REJECTED BECAUSE PARTIAL OBLIGATION AMOUNT MUST BE LT ORIGINAL AMOUNT.	The amount of the partial obligation funding document you enters is greater that the original funding document amount.	Check the partial obligation funding document amount and re-enter.
	ADD/MODIFY REJECTED BECAUSE APPROPRIATION CURRENTLY HAS ACTIVE CP HOLD.	There is a CP hold on the funding document for which you are trying to add or modify data.	Check the status of the CP document. If the hold is still in effect, you cannot add or modify the funding document data. If the hold is no longer in effect, change the CP Hold Indicator to **N**.
	ADD/MODIFY REJECTED BECAUSE CP WAIT END DATE HAS NOT BEEN REACHED.	You tried to add or modify a funding document detail record for which the CP Wait End Date has not passed.	Check the CP Wait End Date. If this date has not passed, you cannot add or modify the funding document detail record.
	TO SCROLL BLANK OUT DUNS NO AND PRESS ENTER.	When you executed the vendor name search, the system retrieved two or more names that matched your selection criteria.	To scroll through the names retrieved, move the cursor to the Duns No field and use the space bat to blank out the field. Then, press [ENTER ↵] to scroll.
	ADD REJECTED BECAUSE BUY-IN STS CD = 20/40 AND AMOUNT MUST BE 0.	You have indicated that the PIO document detailing the buy-in is in process by the regional bureau (status code = 20) or by OP (status code = 40).	Change the Buy-in Status field to 0.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
	MODIFY REJECTED BECAUSE BUY-IN STS CD = 20/40 AND AMOUNT CANNOT BE CHANGED.	You tried to modify the Document Amount field for a PIO that is in process outside of the bureau. You cannot modify the field in this situation.	
	ADD/MODIFY REJECTED BECAUSE BUYIN AMOUNT EXCEEDS PROJ BUYIN CEILING.	The buy-in document amount plus the total buy-in amount you have entered for this record are greater than the Project Buy-in Ceiling Amount.	Check the buy-in document amount you have entered. If it is correct and the buy-in ceiling will be exceeded, contact your supervisor.
	COMPLETE INFORMATION - PF-3 TO CONFIRM ADD.	The Travel Authorization (TA) record you want to enter is valid, but you have not yet entered any information to define the record.	Enter the information to define the record; press PF-3.
	APPROVED AMOUNT CANNOT BE GREATER THAN THE VOUCHER AMOUNT.	The approved amount you entered exceeds the voucher amount.	Check the amount and modify it as required.
	INVALID DATE - M/B YYYY/MM/DD FORMAT.	The date you entered is not the correct format.	Modify the date you entered to fit the format.
	ANSWER MUST BE (Y)ES OR (N)O.	You entered an invalid character.	Enter either Y or N.
	DATE CHRONOLOGICAL ERROR - DATE IS PRIOR TO A PREVIOUS DATE.	The date you entered is greater than the previous date entered.	Modify the dates.
	SERIOUS ERROR - CALL DBA.	The action you activated has resulted in a serious error condition.	Do a "hot" print of the screen on which the error occurred. Call the DBA assigned to PMIS; be ready to explain what you did & the resulting error condition. **Do not attempt to recreate the error.**

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC172008	**UNACCEPTABLE RESPONSE OR SECURITY VIOLATION. PLEASE TRY AGAIN.**	You have either pressed an inactive key or tried to access an option that your security classification will not allows you to access.	Select the option or action again. If the message reappears, check with the DBA to determine your access capabilities.
DC960030	**DIV CD/FISCAL YEAR FYAMT RECORD NOT FOUND.**	The system could not locate an ABS or CP record associated with the Division Code you entered.	Check the Division Code and/or project identification number and re-enter.
DC960030	**VENDOR INFORMATION RECORD NOT FOUND.**	The system could not locate a vendor information record associated with the DUNS No. or vendor name.	Check the DUNS No. and/or vendor name; re-enter.
DC960038	**PROJECT INFORMATION RECORD NOT FOUND.**	The system could not locate a project information record for the project identification number you indicated.	Check the project identification number you entered.
DC960038	**ADDITIONAL PROGRAM DOCUMENT RECORD NOT FOUND.**	There are no other project document records for the project identification number you indicated.	
DC960038	**PROGRAM DOCUMENT RECORD NOT FOUND.**	The system could not locate a project document record for the project identification number you indicated.	Check the project identification numbers you entered. Add the record at this time.
DC930038	**PROJECT EVALUATION RECORD NOT FOUND.**	The system could not locate a project evaluation record for the project identification number you indicated.	Check the project identification number you entered.
DC960038	**PROJECT AUDIT INFORMATION RECORD NOT FOUND.**	The system could not locate a performance audit information record for the project identification number you entered.	Check the project identification number you entered.
DC960038	**DIVISION (OFFICE) RECORD NOT FOUND.**	The system could not locate a division (office) record for the project identification number you entered.	Check the project identification number.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC960038	**APPROPRIATION CODE RECORD NOT FOUND.**	The system could not locate an appropriation code record that matched your selection criteria.	Check the appropriation code and/or project identification number you entered.
DC960038	**FYAMTS RECORD NOT FOUND.**	A record you tried to enter is invalid for a given fiscal year. The appropriation account is displayed because it was established at the project level; but, no record exists for the account for the requested FY.	Enter another FY in the FISCAL YEAR field.
DC960038	**APPROPRIATIONS ORG NO/FYAMT RECORD NOT FOUND.**	The system could not locate an appropriations record for the project identification number you entered.	Check the project identification number and/or the appropriation code you entered.
DC960038	**BUDGET PLAN CODE RECORD NOT FOUND.**	The system could not locate a BPC record for the project identification number / appropriation code you entered.	Check the project identification number / appropriation code.
DC960038	**FUND DOCUMENT RECORD NOT FOUND.**	The system could not locate a funding document detail record for the document number and project identification number combination you entered.	Check the document number and/or the project identification number.
DC960038	**CONTRACT INFORMATION RECORD NOT FOUND.**	The system could not locate a contract (procurement) information record associated with the Travel Authorization (TA) record for the TA number you entered.	Check the TA number.
DC960038	**BUY-IN DOCUMENT RECORD NOT FOUND.**	The system could not locate a buy-in document record for the project identification number or award number you entered.	Check the project identification number/PIO award number combination you entered.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC960038	**AWARD NO RECORD NOT FOUND.**	The system could not locate the contract (procurement) information record associated with the Award No. you entered.	Check the Award No.
DC960038	**VOUCHER RECORD NOT FOUND.**	The system could not locate the voucher information record associated with the Contractor Voucher No. you indicated.	Check the Contractor Voucher No.
DC960039	**CONTRACTOR VOUCHER RECORD ALREADY EXISTS.**	There is already a voucher information record for the Contractor Voucher No. you indicated.	Check the Contractor Voucher No.
DC960039	**PROJECT INFORMATION RECORD ALREADY EXISTS - CANNOT ADD.**	There is already a project information record for the project information number you indicated.	Check the project identification number you entered.
DC960039	**PROGRAM DOCUMENT RECORD ALREADY EXISTS.**	There is already a program document record for the project identification number you indicated.	Check the project identification number you entered.
DC960039	**PROJECT APPROPRIATION RECORD ALREADY EXISTS - CANNOT ADD.**	There is already a project level CP controls record for the project identification number you indicated.	Check the project identification number you entered.
DC960039	**PROJECT EVALUATION RECORD ALREADY EXISTS - CANNOT ADD.**	There is already a project evaluation record for the project identification number you indicated.	Check the project identification number you indicated.
DC960039	**VENDOR INFORMATION RECORD ALREADY EXISTS - CANNOT ADD.**	A vendor information record already exists for the DUNS No or vendor name you entered.	Check the DUNS No or the vendor name you entered.
DC960039	**BUY-IN RECORD ALREADY EXISTS - CANNOT ADD.**	There is already a buy-in document record for the project identification number/PIO/award number combination you entered.	Check the project identification number, the PIO number and/or the award number you entered.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC960040	**VOUCHER INFORMATION RECORD ADDED SUCCESSFULLY.**	The voucher information record you entered has been successfully added to the database.	
DC960040	**VOUCHER INFORMATION RECORD MODIFIED SUCCESSFULLY.**	The voucher information record has been modified successfully.	
DC960040	**VOUCHER INFORMATION RECORD DELETED SUCCESSFULLY.**	The voucher information record that corresponds to the Contractor Voucher No. you entered has been deleted from the database.	
DC960040	**AWARD NOT FOUND. BUYIN RECORD ADDED SUCCESSFULLY.**	The buy-in record you entered is valid, but the contract award number you entered is invalid.	Check the contract award number and use the modify action to correct the contract award field.
DC960041	**PROJECT DOCUMENT NUMBER IS REQUIRED TO PROCESS RECORD.**	You need to enter the project identification number associated with the project in order for the system to add the record.	Enter the project identification number in the PROJ ID field.
DC960041	**FISCAL YEAR IS REQUIRED TO PROCESS RECORD.**	You forgot to enter the appropriate FY.	Enter the FY in the FISCAL YEAR field.
DC960041	**VALID BUD TYPE (ABS OR CP) REQUIRED TO PROCESS RECORD.**	You forgot to enter the Budget Type Code.	Enter the appropriate Budget type Code; valid choices include ABS or CP.
DC960041	**DOCUMENT NUMBER IS REQUIRED TO PROCESS THE RECORD.**	You forgot to enter a document number, which is required to process the record.	Enter the appropriate CN or TN document number.
DC960041	**CP AMOUNT SOURCE IS REQUIRED TO PROCESS RECORD.**	You forgot the enter the CP amount source code.	Enter the appropriate CP amount source.

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ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC960041	**AWARD NO. REQUIRED TO PROCESS RECORD.**	You forgot to enter the Award No.	Enter the appropriate Award No.
DC960041	**OBLGNT PLAN MONTH IS REQUIRED TO PROCESS RECORD.**	You forgot to enter the scheduling information for the funding detail document.	Enter the date on which it is anticipated that the obligation plan for funding the project will take place.
DC960041	**LOCATION CODE IS REQUIRED TO PROCESS THE RECORD.**	You forgot to enter the location code.	Enter the appropriate location code.
DC960041	**DUNS NO IS REQUIRED TO PROCESS RECORD.**	Either you forgot to enter the DUNS No. for this record or the DUNS No. you entered is invalid.	Check the DUNS No. you entered. Remember that if you are adding or modifying a TA record, you must enter the traveller's SSN in this field instead of a DUNS No.
DC960049	**USE BROWSE TO RETRIEVE RECORD BEFORE MODIFY.**	You forgot to use the Browse action to retrieve the record before you attempted to modify it.	Use the Browse action to retrieve the record.
DC960050	**DELETE PROCESS REJECTED BECAUSE PROJECT PLANNED, NEW OR ON-GOING.**	You tried to delete a record for a project that has not been completed or discontinued.	You may only delete project information records if the project has been completed or discontinued.
DC960050	**DELETE PROCESS REJECTED BECAUSE PACD HAS NOT BEEN REACHED.**	You tried to delete a record for a project that has not reached its Project Assistance Completion Date (PACD).	You can only delete project information records if the project has reached PACD. If the project has reached PACD, use the modify action to update the record before you can delete it.
DC960050	**ADD PROCESS REJECTED BECAUSE NO NEW DATA FOUND.**	The system found no new data to add to the record.	Check the record.

ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC960050	**ADD PROCESS REJECTED BECAUSE DIVISION LEVEL CONTROL FOR APRP DOES NOT EXIST.**	The system will not let you add the record because the Division Fiscal Year Controls have not been satisfied.	
DC960050	**MODIFY PROCESS REJECTED BECAUSE NO NEW DATA FOUND.**	The system could find no new data to add to the record.	Check the record.
DC960050	**MODIFY PROCESS REJECTED BECAUSE DOCUMENT STATUS NE 80.**	You may only modify a project authorization controls record if the PAF document associated with the record has been approved (authorization code "80").	Verify the status of the PAF document.
DC960050	**ADD PROCESS REJECTED BECAUSE DOCUMENT STATUS NE 80.**	Yo may only add a project authorization controls record if the PAF document associated with the record has been approved (authorization code "80").	Verify the status of the PAF.
DC960050	**DELETE PROCESS REJECTED BECAUSE ALL DEL IND = N.**	You indicated a "D" for Delete, but forgot to change the default in the Del Indicator field.	Move the cursor to the Del Ind field; change the default N to a **Y**. Then, try again to delete the record.
DC960050	**DELETE PROCESS REJECTED BECAUSE BUREAU HAS DIVISION/OFFICE RELATION SHIP.**	The Bureau Controls record cannot be deleted if it has an associated office/division control records.	The associated office/division controls record must be deleted before you can delete the Bureau Controls record.
DC960050	**DELETE PROCESS REJECTED BECAUSE DIVISION HAS PROJECT RELATIONSHIP.**	The Division Controls record cannot be deleted if it has associates project and/or appropriation records.	The associated project and/or appropriation records must be deleted before you can delete the Division Controls record.
DC960050	**ADD PROCESS REJECTED BECAUSE OBLIGATION TOTAL GT APPROVED CP AMT.**	The funding document amount, when added to the total obligations exceeds the Approved CP Amount.	You must wait until the CP Wait End Date has been met or exceeded before you can obligate the funds.

ERROR MESSAGES DISPLAYED ON THE PMIS DATABASE SCREENS (Cont'd)

MESSAGE NUMBER	MESSAGE	DESCRIPTION	USER ACTION
DC960050	**MODIFY PROCESS REJECTED BECAUSE OBLIGATION TOTAL GT APPROVED CP AMOUNT.**	The funding document amount, when added to the total obligations, exceeds the Approved CP Amount.	You must wait until the CP Wait End Date has been met or exceeded to obligate the funds.
DC960050	**MODIFY PROCESS REJECTED BECAUSE FY CLOSED (1991 INSTEAD OF 1992) - STATUS RESET NOT ALLOWED.**	The FY you entered in the FISCAL YEAR field has already been closed out and is no longer available for processing.	Check the FY and change it as required.
DC960050	**PROCESS REJECTED BECAUSE MODIFY IS VALID ONLY FOR TA VENDOR.**	You have tried to modify a procurement information record or a vendor information record. These two record types can only be modified for a TA record.	You can only modify a TA record from this screen. Enter either a TA number or a DUNS No.
DC960051	**USE MOD (CEILING & CUM OBLGTN NE PROJ).**	The system found the record you indicated but the ceiling and cumulative obligation amounts are out of balance.	Modify the amounts to restore the balance.
DC960051	**USE MOD (CEILING NE PROJ).**	The system found the record you indicated but the ceiling amount is out of balance.	Modify the ceiling amount to restore the balance.
DC960051	**USE MOD(CUM OBLGTN NE PROJECT).**	The system found the record you indicated but the cumulative obligation amount is out of balance.	Modify the cumulative obligation amount to restore the balance.
DC960051	**USE MODIFY (CEILING NE PROJ/APRP MODIFIED).**	The appropriation is valid and has been modified, but the ceiling/totals are out of balance.	Modify the data so that the totals balance.
DC960051	**MIN CARR.AAPL INCRM/OYB VAR NE0).**	The variance for one or all of the columns shown on the screen is not equal to zero.	Use the modify action to change the amt so that the variance equals zero.
DC960055	**VERIFY NECESSARY INFORMATION IS COMPLETED AS BEFORE.**	The record you want to add is valid, but you have not yet entered any information to define the record.	Enter information to define the record.

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