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USAID/Economic Governance Project Reform II

Provincial Budget Development Project

FEBRUARY, 2008



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Provincial Budget Project

Main Entry List

Project

12345678944 - Bagdad Bridge Project Information

Project Code: 12345678944 Project Name: Bagdad Bridge

Project File Number: Sector: Building & Services

Priority: Low Estimated Duration:

Estimated Cost: Budget:

District: Subdistrict: Subdistrict Ya'1

Funding Source: IRAQI GOV Responsible Agency: Babil

Project Details: asasa adfafdasd

Save Add Edit Cancel

After pressing the “**Add**” key, this window will be active. Press the “**Edit**” Key function will let you edit and insert changes over any previously stored data. To close the interface press “**CANCEL**”.

The interface contents:

- **Project Code:** use this field to personalize the Digital Identification Code used in the province.
- **Project Name:** the name that represents the project.
- **Project Archive Number:** the archive number specified by the Ministry of Planning, which is used on the project accomplishment card related to this ministry.
- **Sector:** the implemented sector that belongs to the project.
- **Priority:** the aim of priority classifications in groups is to reflect the relative percentage of the project and showing the percentage importance to officials for other projects.
- **Estimated Period:** the estimated period of time (in months) required to accomplish the project after signing the contract.
- **Estimated cost:** the total estimated cost of the project.
- **Project Budget:** the project budget (only for projects that obtained work and start approvals).
- **Sector:** the sector name that the project lies in. In the case where there is no sector at the drop down list the user must go to the Data Base manager to show how to add the province at the drop down list.
- **District:** district that the project lies in. In cases where there is no district at the drop down list the user must go to the Data Base manager to show how to add the district at the drop down list.
- **Funding Source:** the name of the funding source. In cases where there is no funding source at the drop down list the user must go to the Data base manager to show how to add the funding source at the drop down list.

- **Party in Charge:** the name of the party in charge at the province who supervises the project's accomplishment. In cases where no party is in charge at the drop down list the user must go to the Data base manager to show how to add it to the drop down list.
- **Project Details:** the user utilizes this field to add other data that describes the project features, including the purpose of the project.

Economic Impact:

12345678944 - Bagdad Bridge Economic Impact Information

Iraq Labor: Iraq Labor Cost:

Non-Iraq Labor: Non-Iraq Labor Cost:

Land Acquisition: Land Acquisition Cost:

	<u>Iraqi Origin</u>	<u>Imported</u>
Raw Construction Materials and Supplies	<input type="text"/>	<input type="text"/>
Supplies consumed during construction	<input type="text"/>	<input type="text"/>
Equipment to be Attached	<input type="text"/>	<input type="text"/>
Unattached Equipment and Furnishings	<input type="text"/>	<input type="text"/>
Construction Equipment Purchase	<input type="text"/>	<input type="text"/>

Notes:

Save Add Edit Close

- **Iraqi Labor:** the estimated number of person months needed to complete the project (Iraqi citizen's only). This is a measure of the number of jobs created for Iraqi citizens by the project. Example: Suppose the estimated project completion will require 1 supervisor for 5 months, 3 general laborers for 5 months, and 2 electricians for 1 month. The estimated number of person months to complete the project will be: $[(1) \cdot (5)] + [(3) \cdot (5)] + [(2) \cdot (1)] = 22$ person months.
- **Iraqi Labor Cost:** the estimated total compensation to Iraqi laborers working on the project until completion.
- **Non-Iraqi Labor:** the estimated number of person months from non-Iraq citizens needed to complete the project. This is a measure of the number of jobs that will go to non-Iraqi citizens to complete the project. Example: Suppose the estimated project completion will require 2 months of time from an Italian engineering specialist. The estimated number of Non-Iraq person months to complete the project will be: $[(2) \cdot (1)] = 2$ person months.
- **Non-Iraqi Labor Cost:** the estimated total compensation to non-Iraqi laborers working on the project until completion.
- **Land Acquisition:** the quantity of land that must be purchased (in acres).
- **Land Acquisition Cost:** the estimated cost of the land to be acquired.
- **Raw Construction Materials and Supplies (Iraqi Origin):** the estimated cost of Iraqi-origin raw construction materials or supplies used in the project.

- **(Imported):** the estimated cost of imported raw construction materials or supplies used in the project.
- **Supplies Consumed During Construction (Iraqi Origin):** the estimated cost of supplies originating in Iraq, consumed during the project work (example: gasoline used to power construction equipment).
- **Supplies Consumed During Construction (Imported):** the estimated cost of imported supplies, consumed during the project work (example: gasoline used to power construction equipment).
- **Equipment to be Attached (Iraqi Origin):** the estimated cost of equipment originating in Iraq to be attached (example: plumbing fixtures, electrical circuit boxes).
- **Equipment to be Attached (Imported):** the estimated cost of imported equipment to be attached (example: plumbing fixtures, electrical circuit boxes).
- **Unattached Equipment and Furnishings (Iraqi Origin):** the estimated cost of unattached equipment or furnishings originating in Iraq (example: Iraq-made desks, chairs).
- **Unattached Equipment and Furnishings (Imported):** the estimated cost of imported unattached equipment or furnishings (example: imported desks, chairs).
- **Construction Equipment Purchased (Iraqi Origin):** the estimated cost of construction equipment originating in Iraq.
- **Construction Equipment Purchased (Imported):** the estimated cost of imported construction equipment.
- **Notes:** users utilize this field for additional notes.

Public Impact:

Measurement Type	Estimated Date	Actual Date
Measurement 1	12/12/2007	

Refresh

Measurement:

Estimate: Estimate Date:

Actual: Actual Date:

Notes:

Save Add Edit Close

The **Public Impact** form should be used to identify outcome or output measures relevant to the project. For instance, if the project is the construction of a school building, a measure could be the number of children that will be taught, a reduction in the number of kilometers that children may have to walk to the school they are currently attending. This form allows Provincial officials to identify whatever measures they determine are appropriate, record estimates of the impact of the project, and later record actual measures of the impact. There is no limit on the number of measures that may be identified for a project. At least one per project is recommended. Providing quantified estimates of the impact of a project on the public can help Provincial officials determine the relative priority of a project.

- **Measurement:** the name of the outcome or output measure from the drop-down list.
- **Estimate:** the estimated impact of the project on the measure.
- **Estimate Date:** the date the estimate was prepared.
- **Actual:** the actual impact of the project on the measure after the project is completed.
- **Actual Date:** the date the actual measurement was determined.
- **Notes:** users utilize this field for recording notes explaining the measure chosen; explaining the estimates or actual; or explaining possible reasons the actual may have differed from the estimates.

Comment [s1]:

Comment [s2]: القائمة المنسدلة

Status:

Approved Date	Description
12/12/2007	Cancelled
02/12/2006	Cancelled Project
12/12/2008	Awarded

Refresh

Approval Type:

Date:

Notes:

Save Add Edit Close

The **Status** form is used to record changes in the status of the project as it moves from being first identified through completion.

- **Approval Type:** the status of the project.
- **Date:** enter the date the status was approved.
- **Notes:** users utilize this field for supplementary notes explaining any of the status changes.

Stages:

Contractor/Vendor Name:

Contractor/Vendor Name	Stage Number	File Number

Stage Number: File Number:

Start Date: End Date:

Extension: Days Delayed:

Measure: Achievement %:

Engineer: Manager:

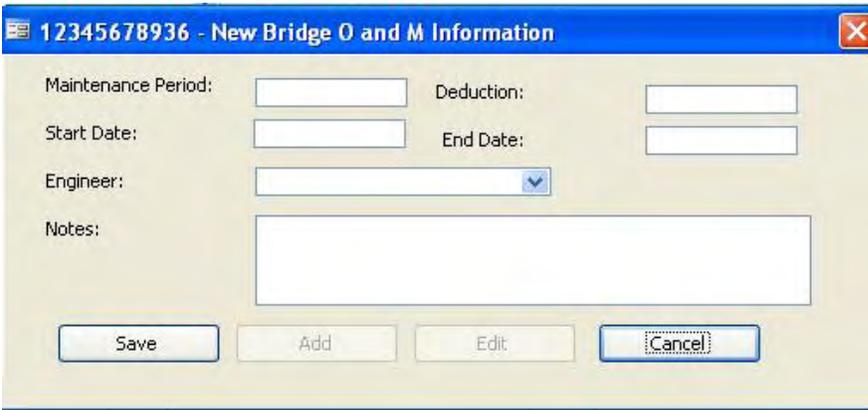
Reason for Delay:

Notes:

Stages - A project may have multiple stages. For instance, construction of a building will require site excavation, laying a foundation, building walls, constructing a roof, etc. This screen allows Provincial officials to define the various stages of a project agreed upon with the contractor, and monitor physical progress according to these defined stages. Stages may be defined by month, or by major construction phases.

- **Stage Number:** enter a stage number for the particular phase to be defined.
- **File Number:** the number that can identify the Contractor/vendor.
- **Start Date:** the projected start date for this phase.
- **End Date:** the projected end date for the phase.
- **Extension:** revised end date for the phase.
- **Days Delayed:** days of Project implementation delay.
- **Payment:** the estimated payment to be made at the completion of the phase.
- **Measure:**
- **Achievement %:**
- **Engineer:** name of the engineer who determines the extent to which the stage has been completed.
- **Manager:** name of manager responsible for determining extent to which the stage has been completed
- **Reason For Delay:** explanation of reasons for delay (if any)
- **Notes:** other notes

Maintenance and Operations:



The screenshot shows a software window with a blue title bar containing the text "12345678936 - New Bridge O and M Information" and a close button. The main area is light beige and contains several input fields: "Maintenance Period:" with a text box, "Deduction:" with a text box, "Start Date:" with a text box, "End Date:" with a text box, "Engineer:" with a dropdown menu, and "Notes:" with a large text area. At the bottom, there are four buttons: "Save", "Add", "Edit", and "Cancel".

The aim of the **Maintenance and Operations** Fields is to keep all of the projects maintenance information records.

- **Maintenance period:** the time period of the organized maintenance for the current project.
- **Start Date:** date of project maintenance.
- **End Date:** end Date of maintenance accomplished.
- **Engineer:** the Person or the engineer in charge of providing maintenance and operations.
- **Notice:** any necessary comments.

Contracting/Buying:

Engineer Name	Description	Actual Start Date	Suspect End Date
Armstrong, Louis	Main Contractor	12/12/2006	12/12/2008
Iraq Building	Vendor	22/12/2007	21/11/2008

Refresh

Contractor: Contractor Type:

Actual Start Date: Suspect End Date:

Extension: Delay:

Contract Cost: Additional Cost:

Advance: Execution Method:

Notes:

Save Add Edit Close

- **Contractor/Vendor:** the name of the contractor doing the work or the vendor proving a service or product. If the name of the Contractor/Vendor does not appear in the drop-down, see database administrator for information about how to add it to the Contractor/Vendor drop-down list.
- **Contractor Type:** select from the Drop Down list to identify the main contractor of the project to purchase the project materials.
- **Actual Start Date:** enter the estimated signing date for a contract; for other purchases, the estimated purchase date.
- **Suspected End Date:** for contracts, enter the estimated end date; for other purchases not involving contracts, enter the estimated purchase date
- **Extension:** if the end date differs from the estimated end date above, enter the revised end date.
- **Delay:** number of Days of Project Implementation delay.
- **Contract Cost:** enter the agreed contract cost; for non-contract items enter the estimated purchase price.
- **Additional Cost:** if the actual cost exceeds the Contract Cost, enter the additional amount.
- **Advance:** enter the amount of the negotiated advance.
- **Execution Method:** from the Drop Down List.
- **Notes:** users utilize this section to record supplementary notes. In particular, if there are delays, or additional costs are incurred, these should be explained in this section.

Payments:

12345678936 - New Bridge Payments information

Engineer Name	Engineer Type	Transaction Amount	Transaction Date
Iraq Building	Vendor	122222	12/12/2006
Armstrong, Louis	Main Contractor	120000	2007/07/2007

Refresh

Contractor/Vendor:

Stage:

COA Type:

Transaction Date:

Debit Account:

Debit Amount:

Credit Amount: Credit Account:

	Date	Approved	Verified	Document
Payment Approved: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Issued Approved: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Reconciliation: <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

Save Add Edit Close

- **Contractor / Vendor:** the name of the contractor/vendor to whom the payment will be made
- **Stage:** if the payment is for a project with defined stages, enter the stage number
- **COA Type:** indicate whether the transaction is an advance or a payment for performance
- **Transaction Type:** Using the drop-down, select an appropriate classification describing what the payment is for.
- **Transaction Amount:** Enter the amount of the advance or payment.
- **Transaction Date:** enter the date the bill was received from the contractor; for non-contract purchases, enter the date of the purchase.
- **Payment Approved (Date):** enter the date a Provincial Official approved making the payment.
- **Payment Approved (Approved Verified):** enter the name of the official approving the payment.

- **Payment Approved (Document):** enter a document ID for the approval document signed by the approving official.
- **Check Issued Approved (Date):** enter the date approved for check issuance
- **Check Issued Approved (Approved Verified):** the name of the official approving check issuance.
- **Check Issued Approved (Document):** ID for document authorizing check issuance
- **Bank Reconciliation (Date):** date the check cleared the bank
- **Bank Reconciliation (Approved Verified):** official verifying bank clearance
- **Bank Reconciliation (Document):** ID of document showing bank clearance
- **Notes:** users utilize this field to record supplemental notes explaining the transaction or its processing.

Financial Transactions

Receipt Date	Receipt Resource
12/12/2009	Receipts Source Y
12/12/2009	Receipts Source Y
20/02/2008	Receipts Source 11
12/12/2006	Receipts Source Y

Refresh

Receipt Source:

Debit:

Debit Account:

Debit Amount:

Credit Account:

Credit Amount:

Date:

Document:

Notes:

Save Add Edit Close

- **Receipt Source:** the name of the receipt source.
- **Debit:** Name of debit side.
- **Debit Account (the chart of Account):** select the code to identify type of voucher from the drop down list.
- **Credit Account:** from the Drop Down List.
- **Credit Amount:** enter the amount.
- **Date:** enter the date of the transaction registry.
- **Document:** enter the identity of the document attached to the receipt clarifying the receipt nature.
- **Notice:** users utilize this space for supplemental notes explaining the nature of the receipt.

Banking Opening Balance:

Date	Funding_Source	Opening_Balance
12/12/2006	IRAQI GOV	11111

Refresh

Funding Source:

Date:

Opening Balance:

Notes:

Save Add Edit Close

- **Funding Source:** Identify the fund to which the bank account applies
- **Date:** enter the date of the opening balance
- **Opening Balance:** enter the amount of the opening balance.
- **Notes:** users may utilize this space for supplemental notes.

The **Look up system Interfaces** are the tables that are used for entering and setting the look ups before using the system.

- **Maintenance:**
- **Add/Edit Tables:**
- **Type of look ups:** by taking the values from the Drop down list, users may add any new sector, district, responsibility center, or new priority. Example: if a user would like to add a new responsibility center from the drop down list, the user will see the former centers that been previously stored, then press “**ADD**” down the list and the user can do same process if there are edits to any other responsibility center, priorities, or sub districts.



Formatted: Font: (Default) Tahoma, Bold, Font color: Red

After adding any items of the stated above it must press the updating bottom to activate the new addition to the table (the big white box down the look ups types) (Detail Box) related to the type of selected look ups.

- **Description:** will be active in this field at the Detail Box above.

Sub- districts:

The screenshot shows a software window titled "SubDistrict Information". It features a "District:" dropdown menu, a "Refresh" button, a large central display area showing the text "مربع التفاصيل" (Marj al-Tafasil) in red, a "Description:" text input field, and a row of buttons at the bottom: "Save", "Add", "Edit", and "Close".

Formatted: Font: (Default) Tahoma, Bold, Font color: Red

- **District:** select the district from the drop down list, when selection done it will appear at the details box the related sub-districts. Also when we like to add new sub district will choose the district first from the drop down list then press the ADD key then add the sub district at the description field that shows at the end of the details box.
- **Description:** this function of this field as stated above, the field will contains the items that need to be edit or it will contains the field depending on what we are going to add of any new sub districts related to the main district that selected from the drop down list.

Contractors:

Engineer Information

Type: Contractor

aaaaa
Armstrong, Louis
Baghdad Building Supplies
cAcASSA
gggggg
Iraq Building
Jones, Bobby
RRRRR

Refresh

Type:

Rating:

Name:

Address:

Telephone:

Mobil:

Email:

Notes:

Save Add Edit Close

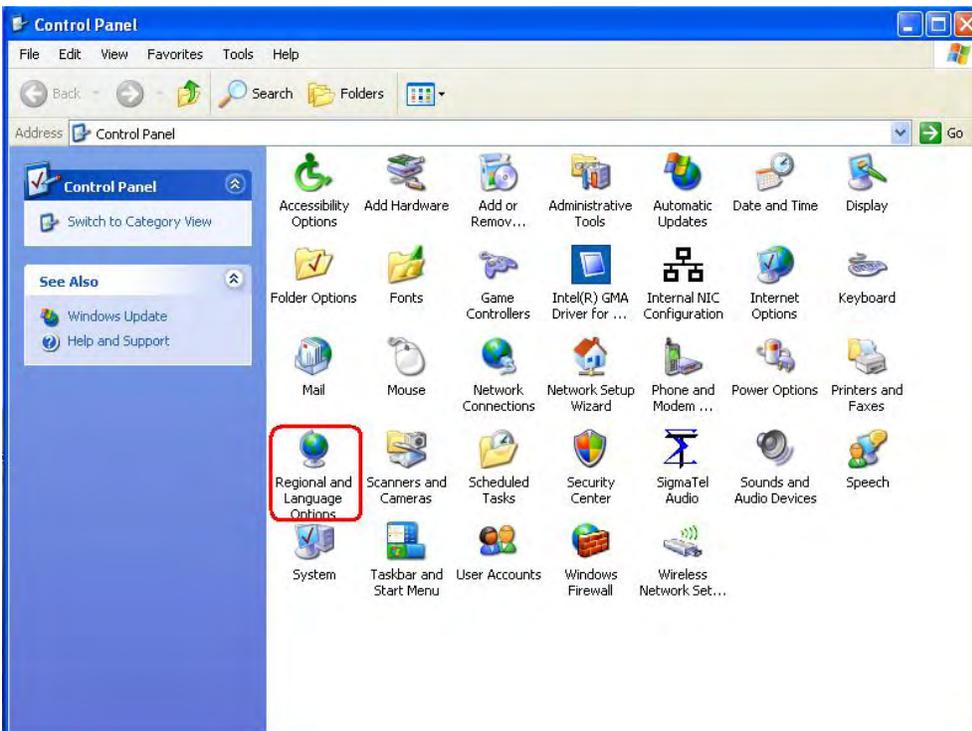
This form is used for add/edit any contractors at the project.

- **Type:** the contractors/supplier must be active at the drop down list that linked to the project.
- **Contractors Classification Grade:** the user may classify the Grade from the drop down list and the grades usually begins with (1)
- **Details Box:** it consists of the contractors/suppliers table related with the category above.
- **Name:** name of contractor /Supplier / or Engineer.
- **Address:** the person's address above.
- **Telephone:** the person's telephone above.
- **Mobile:** mobile of the person above.
- **E-mail:** of the person above.
- **Notice:** this field should be fill out with any supplemental notice over the person stated.
- **Add Rating:** click the "ADD" key to make sure that Data correct above.

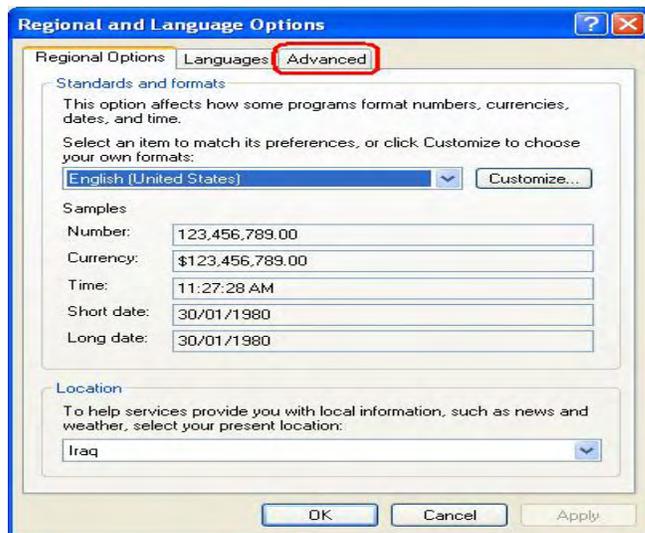
Arabic Fonts Settings and Date Settings:

- **Fonts:** some keys will be misunderstood when the system interface is active on your computer. Example: the “close” key may not appear as the same word on the key. To debug this issue follow the instructions below to add lines properly.

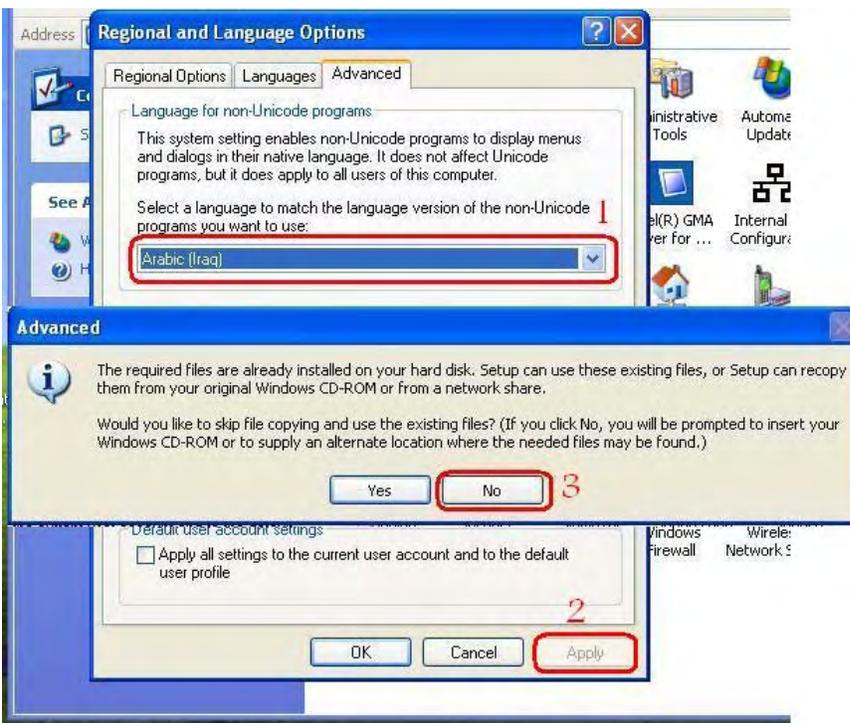
- 1- At the main interface (windows desktop) go to start icon then select the control panel.
- 2- Click twice on the icon Regional and Language options. Look the shape down.



3- Next press the advanced tab.



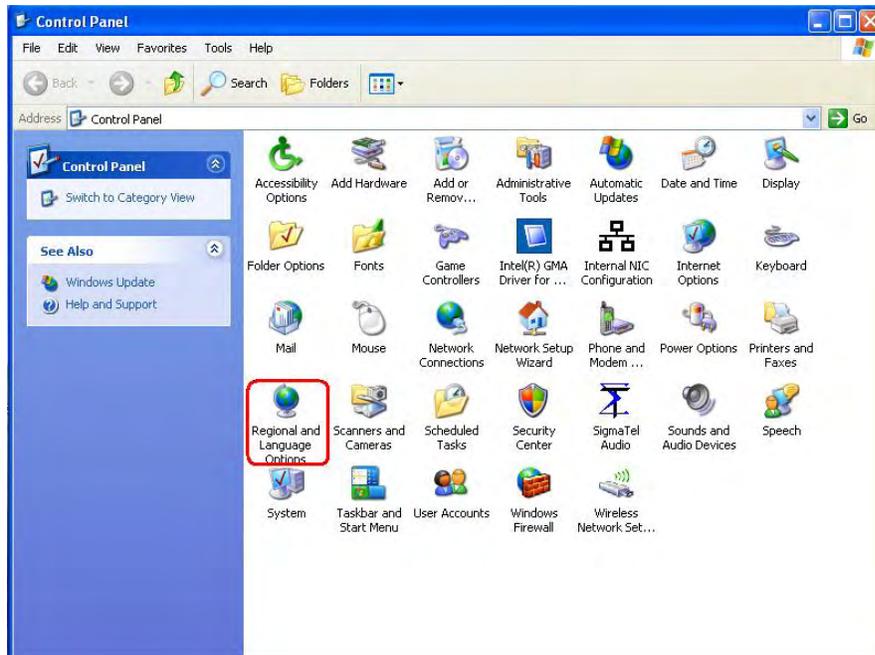
4- Select Arabic (Iraq) from the drop down list.



- 5- Press the key (apply) to accept the Iraqi type of font (Arabic Iraq).
- 6- Then the advanced window will appear then select the key NO.
- 7- In this case it will require inserting the Windows XP OS CD, inserting the disk then pressing the key OK.
- 8- It will be required instead of insert the disk of re operating the system again. In this case restart.

Date Settings:

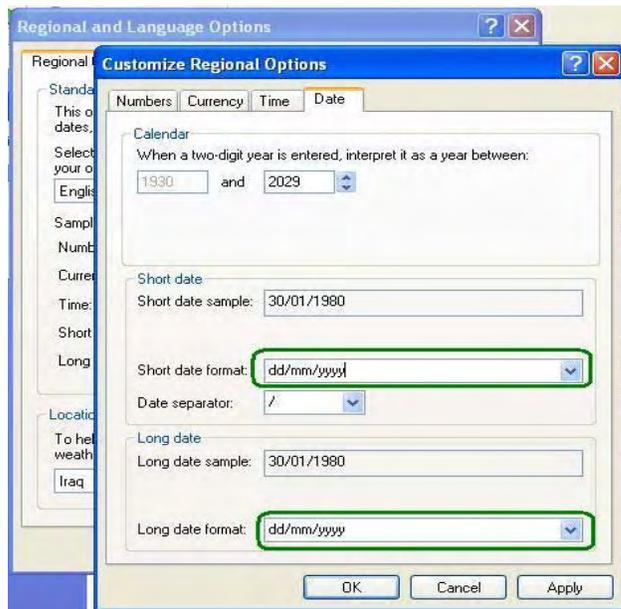
- 1- Select from START icon the Control Panel.
- 2- Click twice on the icon Regional and Language settings.



3- Another window will appear as below then press customize.



4- Press the option of the upper list Date.



- 5- Print the short date format with (yyyy/mm/dd).
- 6- Print the same shape above on the field of long date format.
- 7- Press the OK key.