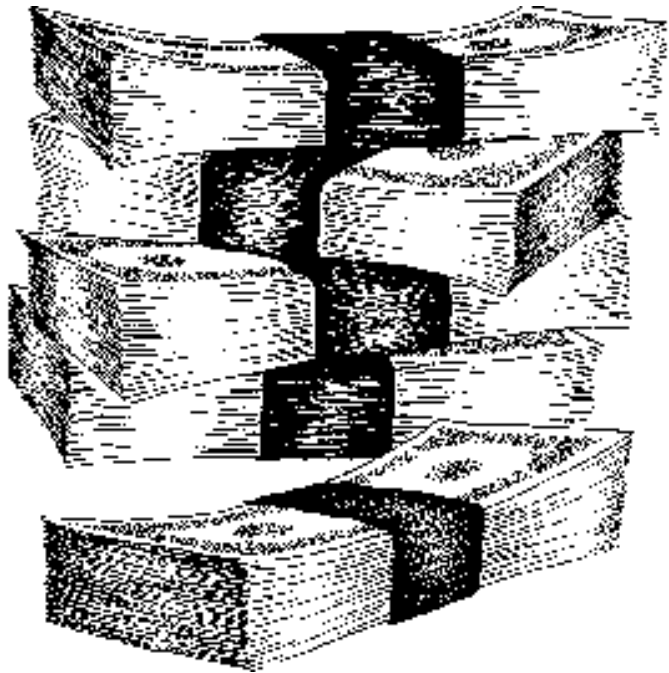


TASK MANAGER BUDGET SYSTEM

June 22, 1995



Task Manager Budget System Users' Guide

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I. Introduction to the Task Manager System

The Task Manager System (TMBS) has been designed to provide you with tools to actively manage discretionary costs associated with your assigned tasks, as well as providing monitoring of the Total Dollar Task Budgeting. TMBS takes into account the World Bank's Budget hierarchy, utilizing CAM Allocations and individual Task Manager Budgets as the foundation for monthly System Maintenance and Reporting. By updating Task Manager System Maintenance, you will be able to monitor both commitments and expenditures for travel schedules, fees and expenses, as well as the plan for the remaining months of the year. The Task Manager Report menu allows you to compile data in summary form that will be available to all staff, on-line at any time.

The Task Manager System User Manual will guide you step by step through the process of entering travel cost data for your assigned Products using Task Manager System Maintenance, and preparing Travel and Budget Review Reports from the most recent data entered using Task Manager Reports.

TMBS is part of the Africa Reporting System, which also provides Budget Reports regarding commitments and actual expenditures in country summary form.

Process Overview

At the beginning of the Fiscal Year, you will enter your plan data for each Product you manage into the Maintenance area of TMBS. The data regarding discretionary costs should approximately equal your CAM allocation for the Fiscal Year. As the year progresses and planned travel actually takes place, your planned discretionary costs will become committed and actual expended items, and will need to be deleted from the Plan in the Maintenance area of TMBS.

To prevent the problem of data being reported both as planned expenses and as actual expenses, on the last day of each month, committed and actuals data will be retrieved from the Budget Accounting System (BAS). During the next five days, you will be able to update and revise planned and committed costs, without affecting actuals. On the 6th of each month, Budget Reports will be run for upper management, which will show planned, committed and actual discretionary costs for travel and consultant fees. Over the remainder of each month, you will be able to update the system, but any Reports you run will not reflect the official status of your Products.

At the beginning of each month, you should check on expenses that have come in and make sure that they have been deleted from planned expenses. By the end of the Fiscal Year, you should have nothing left as planned expenses -- everything should be reported as committed or actuals.

II. Task Manager System Maintenance

You will use the same basic procedures to enter data on discretionary costs for consultants and staff. However, some steps will vary depending upon which type of data you are entering. First, you will learn how to enter activity data for Regular (RGS) and high level staff (RGH). Second, you will enter data for short-term (COS) and long-term (COL) consultants. As you become more proficient with the Task Manager System Maintenance functions, you will be able to combine steps as needed to save time in preparing Task Manager System data.

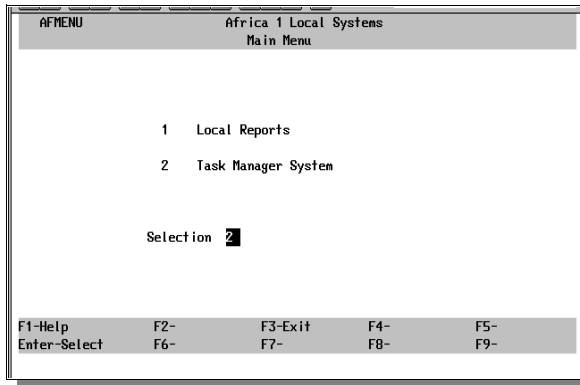
LOGGING ONTO TASK MANAGER SYSTEM MAINTENANCE

Generally, you will have a DCA window on your terminal. Enlarge the DCA Window and select **DCA Startup**. Then contact the Information Technology Office for instructions on accessing the VM mainframe. Once you have accessed the mainframe you will need to log onto the CMS system in order to access the Task Manager System.

```
Terminal id: TR001300                                     Hot line no: 3-3883
IIIIIIIIII  DDDDDDD  RRRRRRRR  DDDDDDDDD
II          DDDDDDD  RRRRRRRR  DDDDDDDDD
II          DD      RR      RR  DD      DD
II          DDDDDDD  RRRRRRRR  DD      DD
II          DD      RR      RR  DD      DD
II          DD      RR      RR  DD      DD
II          DDDDDDD  RR      RR  DD      DD
II          DDDDDDD  RR      RR  DD      DD
IIIIIIIIII  UNESA 2.2  ACF/UTAH 3.4.1  DDDDDDDDD
To select an application, enter on the command line:
CMS for IBMFC UN/CMS      SFOA for UNisys SFOA
TSO for IBMFC MVS/TSO    NYCS for UN New York
IPC for IPC applications  ICC  for UN Geneva
***>
```

When you see the **IBRD** screen, type the following on the command line, then press ENTER/RETURN:

CMS <space>L <space> <User ID> <space> <password>



NOTE: if "holding" or "more" appears in the bottom right hand corner of the screen, press the PAUSE button.

Once you have logged onto the system, the **Africa Reporting System Main menu** will appear. Type "2" and press ENTER/RETURN. The **Task Manager Menu** will appear on screen. Type T and press ENTER/RETURN. The first screen for **Task Manager Maintenance** is the **Product Entry Screen**. Now you are ready to select the product for which you will be updating the Budget plan.

HELPFUL DCA (MAINFRAME EMULATION) KEYS

You will probably be using a PC with a DCA emulator software package. The Fkeys and other basic keys will be used as "shortcuts" to let the TMBS system perform the functions you need more quickly and efficiently. Here is a list of the functions these keys perform:

- PAUSE: If the word "holding" or "more" appears in the bottom left corner of the screen, press the PAUSE key to bring up the next screen.
- ESC (escape): If an icon of a man appears in the bottom left corner of the screen, an incorrect key was pressed and the system has locked up. Press the ESC key to reset.
- TAB: To move right from column to column in the activity screens, press TAB and the cursor will be positioned at the first character of the next column.

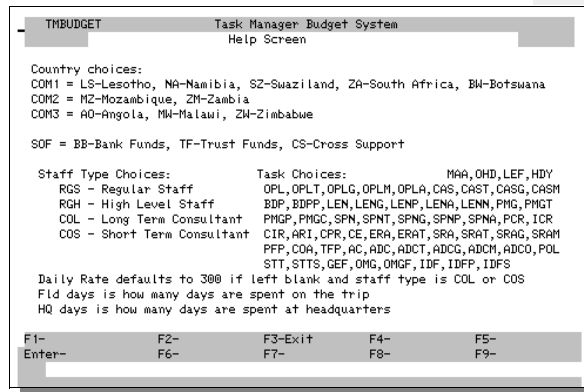
- SHIFT+ TAB:** To move left to a previous column in the activity screens, press SHIFT+TAB and the cursor will be positioned at the first character of the previous column.
- ARROW KEYS:** Moves the cursor left, right, up or down within a column in the activity screens.
- ENTER/RETURN:** Makes the system perform the function typed into a menu screen.
- END:** To data change in a field (column entry) in an activity screen, position the cursor in the remaining portion of the field and press END to clear.
- FUNCTION (F) KEYS:** See the sections on Maintenance and Task Manager Reports for the specific function of F keys.

USING TASK MANAGER SYSTEM MAINTENANCE IN YOUR ENVIRONMENT

The F Keys for System Maintenance

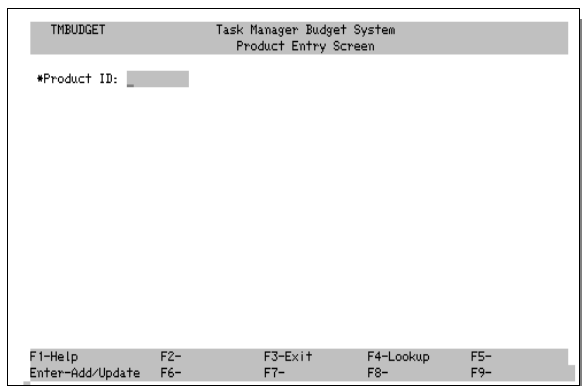
The Function Keys within the Task Manager Maintenance menu are consistent throughout all screens and are set up to simplify the process of entering and calculating data. A Function Key will be active in the screen you are working on only if descriptive text follows the key number in the Function bar at the bottom of the screen. (e.g. F1-Help)

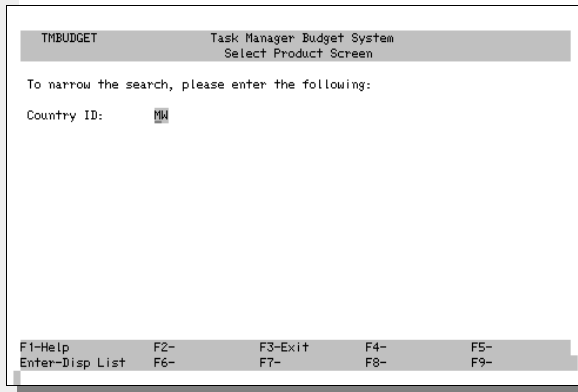
- F1- calls up the Help screens.
- F2- Report destination. Determines where the Report output should go: screen, high speed printer or PC printer.
- F3- Exits to the previous screen or menu.
- F4- Looks up specific data (e.g. Product Codes, Staff ID) from the mainframe database.
- F5- Toggles back and forth between the two Activity Entry Screens
- F6- Saves data.
- F7- Scrolls lists forward on screen.
- F8- Scrolls lists backward on screen.
- F9- Recalculates the dollar amounts for a Product Code after data has been entered or changed.



ENTERING TRAVEL AND STAFF WEEK DATA FOR REGULAR STAFF

When the *Product Entry Screen* appears, the cursor will default to the Product Code line. If you know the Product ID, simply type the numeric portion and press ENTER/RETURN (the system will then move to the *Product Details* screen). To determine which Product Code corresponds to the project you are working on, use the Look Up function.



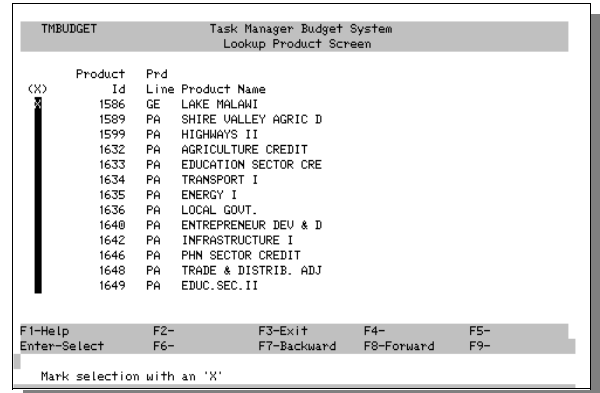


Select Product Screen

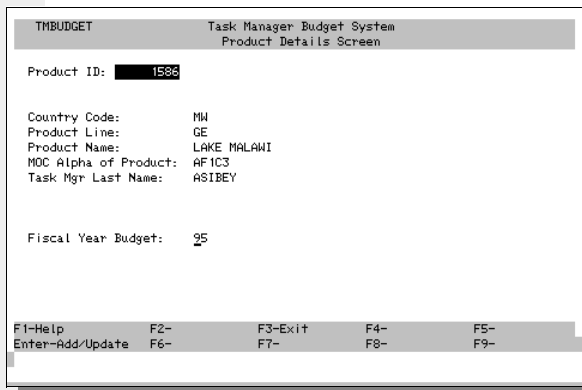
To look up a specific product code, press F4. The *Select Product* screen will appear and will prompt you to enter a two-digit country ID code. (if you are not sure of the country code, use the Valid Code Reference List in Section V of this manual, or press F1 to access the Help screen and find the appropriate code. Press F3 to return to the previous screen). After typing in the Country ID, press ENTER/RETURN, and the Lookup Product Screen will appear.

Lookup Product Screen

All products for the country ID you have selected are now available. The screen shows the corresponding Product Name as well as the Product Line. The computer screen holds a maximum of 13 lines at a time, so in order to view all the products for the country you have selected, use the F7 and F8 keys. F8 will scroll the list forward, and F7 will scroll backwards.



Once you have found the appropriate Product Name, type an X in the column next to the Product ID number and press ENTER/RETURN. The Product Details screen will appear.



Product Details Screen

This screen provides summary information about the Product you have selected. The Product ID number is highlighted in red, while the remainder of the information is highlighted in blue. The cursor will automatically default to the Fiscal Year when the screen appears (96). To change the *Fiscal Year*, simply type over the numbers. The Fiscal Year block is the only data which can be changed on this screen.

NOTE: if any information listed on the Product Details Screen is incorrect, please contact Margaret Tuttle, ext. 34438)

Press ENTER/RETURN and the *Activity Entry*

Screen 1 will appear.

Activity Entry Screens

There are two screens in the *Activity Entry* function. At any time you may switch back and forth between the two screens by pressing F5. To move between columns on either screen, press right/left ARROW keys, or press the TAB key to move the cursor one column to the right or SHIFT+TAB to move one column left. To move between entries, use the up/down arrow keys.

NOTE: The Activity Entry screens do not recognize ENTER/RETURN as a valid Fkey. If you press ENTER/RETURN instead of the tab or arrow keys while entering data in the activity screens, the command line at the bottom of the screen will flash "Invalid Fkey or Command. Please Re-enter." Simply re-enter the data and use the tab and arrow keys to move to the next columns.

Activity Entry Screen 1

When Activity Entry Screen 1 appears, the cursor automatically defaults to the first line, a highlighted line in which you can enter new data. The cursor will default to the Task column.

Task Column

Type in the appropriate Task Code. (See Section V: Valid Code Reference List, or access the Codes via the Help screen, by pressing F1. Press F3 to return to the Activity Entry Screen) After typing in the Task code, press TAB, and the cursor will move to the Subtask column.

Subtask Column

Very few products will require Subtask information to be entered. To determine Subtask codes, see Section V, Valid Code Reference List, or press the F1 key to access the Help screen, where a list of the codes will appear. Press F3 to return the Product Activity screen. Press TAB to move the cursor to the Staff ID column.

Staff ID Column

Each staff member has a unique ID number. To select the staff member use the Look Up function by pressing the F4 key. The Select Staff screen will appear.

Del	Task	Sub	Staff	Staff	Staff	Staff	Staff	Day	---Travel---	From	To
	SPN		9236	ODATES	RGH	AF2AE	6.0			050195	052195
	SPN		14424	DE BAKEY	RGS	AF3C2	4.0			052195	053195

Cam: 35500 - Com/Act: 27133 - Discr: 11940 = Balance: -3573
 Sal: 16345 + Ben: 11440 + TF/CS: 0 + Discr: 11940 = Total: 39725

Select Staff Screen

Please enter several characters to limit Last Name search

Part of Last Name:

Staff Name	Staff ID	Staff Type
DOBROHOLSKI, DAVID J.	09404	NRB
DOBSON, MARJORIE J.	05609	RGS ENUGC
DOCAL, ANTONIO T.	15676	NRB
DOCHAPPO, HORACIO R.	15759	NRB
DOCHLA, AURELIAN	54668	NRB EC 1RD
DOCHNAL, ERNEST	54895	NRB
DOCK, ALAN H.	21542	RGH AF 1HR
DOCKX, ALBERT F. H.	22177	NRB
DOCTOR, HAHUKH	22171	NRB
DOCTOROFF, MARK S.	61477	NRB SA2PH
DODD, DAVID	2289	NRB
DODD, THOMAS P.	57277	NRB AF2AE
DODD, PETER R.	82865	NRB

When this screen appears, it will prompt you to type in the first few letters of the staff member's last name in order to limit the search. After typing in up to five letters of the last name, press ENTER/RETURN, and a list of all staff members with those letters beginning their last name will appear, with the corresponding ID number, Staff Type (regular or consultant) and Staff MOC. To select a staff member, type an X in the column to the left of the Staff name, and then press ENTER/RETURN, and the system will return to the Activity Entry Screen.

Task Manager Budget System
LookUp Staff Screen

(X)	Staff Name	Staff ID	Staff Type
	DOBROHOLSKI, DAVID J.	09404	NRB
	DOBSON, MARJORIE J.	05609	RGS ENUGC
	DOCAL, ANTONIO T.	15676	NRB
	DOCHAPPO, HORACIO R.	15759	NRB
	DOCHLA, AURELIAN	54668	NRB EC 1RD
	DOCHNAL, ERNEST	54895	NRB
	DOCK, ALAN H.	21542	RGH AF 1HR
	DOCKX, ALBERT F. H.	22177	NRB
	DOCTOR, HAHUKH	22171	NRB
	DOCTOROFF, MARK S.	61477	NRB SA2PH
	DODD, DAVID	2289	NRB
	DODD, THOMAS P.	57277	NRB AF2AE
	DODD, PETER R.	82865	NRB

Mark selection with an 'X'

NOTE: For consistency, you should use Staff ID numbers. However, if the staff member is not shown on the Staff Look Up list, type in the last name. You should then type in the information for Staff ID, Staff Type and Staff MOC, if you know the information. Please contact the help desk (Margaret Tuttle, x 34438) if you have staff members whose ID numbers are not listed. If you do not yet know the staff member's name, type in "TBD" in the Staff Last Name column, and then update the information when it becomes available.

The Staff Select function has now defaulted several columns in *Activity Entry Screen 1*: *Staff ID number, Staff Last Name, Staff Type* and *Staff MOC*. Since the staff type is either regular staff (RGS) or high-level staff (RGH), the cursor has defaulted to the *Weeks* column.

TMUBUDGET Task Manager Budget System
Activity Entry Screen 1

Product: 1586

Del	Task	Sub	Staff ID	Staff Last Name	Staff Typ	Staff Moc	Weeks	Day Rate	From	To
	SPN	35500	DOBSON	DOBSON	RGS	AF3AE	6.0		051995	053095
	SPN	14424	DE BAKEY	DE BAKEY	RGS	AF3C2	4.0		052195	053195
	SPN	50941	SMEDEMA	SMEDEMA	COL	AGRNR		300	050195	051495

10.0
 Cam: 35500 - Com/Act: 27133 - Discr: 21690 = Balance: -13323
 Sal: 16345 + Ben: 11440 + TF/CS: 0 + Discr: 21690 = Total: 49475
 F1-Help F2- F3-Exit F4-Sel Staff F5-2nd Screen
 Enter- F6- F7-Backward F8-Forward F9-Recalc

Weeks Column

Each staff member associated with a Product should also have been budgeted for a specified number of weeks devoted to the Product during the Fiscal Year. This includes travel and headquarters time. Type in the total number of weeks allocated by the staff member to the product and press TAB twice to move to the *Travel* columns. (The Day Rate column refers only to consultants.)

Travel From and Travel To columns

Type the beginning date of the staff member's travel in the *From* Column in MMDDYY format. The cursor will automatically move to the *To* column (no need to TAB), and you can type in the end date in the same format. Now you are ready to move to *Activity Entry Screen 2*. Press F5.

Activity Entry Screen 2

TMUBUDGET Task Manager Budget System
Activity Entry Screen 2

Product: 1586

Staff Last Name	Comments	SOF	--Days--		Fees	Totl	Sub	Disc. Total
			Fld	HQ				
DOBSON	BUDGET	BB	15					6050
CORTES	BUDGET	BB	20			4100	2197	6297
DE BAKEY	BUDGET	BB	10			4100	1543	5643
SMEDEMA	BUDGET	BB	13		3900	4100	1750	9750
			58		3900	16400	7440	27740

Cam: 35500 - Com/Act: 27133 - Discr: 27740 = Balance: -19373
 Sal: 22883 + Ben: 16016 + TF/CS: 0 + Discr: 27740 = Total: 66639
 F1-Help F2- F3-Exit F4- F5-1st Screen
 Enter- F6-Save F7-Backward F8-Forward F9-Recalc

Based on the information you entered in the travel columns in Screen 1, the system will automatically calculate the entry for the *Days-Fld* (Field days) column. It will also default the Staff Last Name column, to make it easier to keep track of where you are. The cursor will default to the *Comments* column.

Comments Column

This column allows you to enter a short identifying or reminder phrase about the staff member or trip being entered. You are limited to 15 characters when you type in the *Comments* column. If you type less than 15 characters, press TAB to move to the *SOF* column. If you type 15 characters, the cursor will automatically move to the *SOF* column.

SOF Column

The Source of Funds (*SOF*) column automatically defaults to the Code BB (Bank Budget). If the *SOF* is a Trust Fund (TF) or Cross Support (CS), you may change the *SOF* by simply typing the two-digit abbreviation over the BB. Press TAB to move to the *Days* columns if you have not changed the *SOF*. If you have typed over the *SOF*, the cursor will automatically move to the *Days* columns.

Days Columns

The *Fld* (field) *Days* column refers only to days spent on travel, and is automatically calculated based on the travel dates entered in *Activity Entry Screen 1*. For RGS and RGH staff, the field days column is for information purposes only. Costs will be calculated for this entry based on the travel costs and on the number of Staff Weeks previously entered. For regular staff, neither *HQ days* or *Fees* will be needed.

TVL (Travel) Column

Type in the amount (whole dollars) for airfare for this staff member's trip. (Do not worry about spacing over to the right margin of the column; the system will automatically adjust.) Press TAB to move to the *Sub* Column.

SUB (Subsistence) Column

Subsistence covers room, board and other miscellaneous expenses. Type in the amount of subsistence for the entire trip.

Staff	Last Name	Comments	SOF	Fld	HQ	Fees	TvL	Sub	Disc.	Total
	DOBSON	BUDGET	BB	15		4100	4100	1950		6050
	COATES	BUDGET	BB	20		4100	4100	2197		6297
	DE BRAKEY	BUDGET	BB	10		4100	4100	1543		5643
	SNEDEMA	BUDGET	BB	13		3900	4100	1750		9750

Product: 1586

--Days--

50 3900 16400 7440 27740

Can: 35500 - Com/Act: 27133 - Discr: 27740 = Balance: -19373
Sal: 22883 + Ben: 16016 + TF/CS: 0 + Discr: 27740 = Total: 66639

F1-Help F2- F3-Exit F4- F5-1st Screen
Enter- F6-Save F7-Backward F8-Forward F9-Recalc

NOTE: If you need standard charges for travel and subsistence, current bank standards are available through All-In-One under the Travel menu.

Recalculating Line Entries and Product Totals

To recalculate or revise costs for line entries and Product totals, you have three choices:

- F3: will exit the screen without saving the data.
- F6: will save the current entry and return to Activity Screen 1 ready for the next entry (all in costs will be calculated.)
- F9: will recalculate all costs and the system will stay on Screen 2.

If you wish to see how the entry has affected the remaining balance, you can Recalculate both Discretionary and Actual All In Costs at any time by pressing F9 (Recalc). The figure that appears in the right hand *Total* column will include only discretionary dollars charged to that Product. If you have typed in TF(Trust Fund) or CS(Cross Support) in the *SOF* column, the *Total* column will be blank for that entry, If you are comfortable with the information you have entered and are ready to proceed to the next entry, press F6 (save).

NOTE: If you press F6 (save) while in Activity Entry Screen 1, the system will move to Activity Entry Screen 2 with a prompt to enter information in Screen 2 prior to saving. If you press F5 (other screen) prior to saving the entry, when the system returns to Screen 1, the entry you were working on will remain active.

You have now entered all the data for an RGS or RGH staff member's travel. Because you have entered the number of staff weeks (in Activity Entry Screen 1) allocated to that specific Product for the Fiscal Year, you can monitor the **Actual All In Costs** for the Product. On the last line of *Activity Entry Screen 2*, the system will calculate *Sal* (Salary), *Ben* (Benefits) *TF/CS* (Trust Fund/Cross Support) and *Discretionary* costs. The *Sal* and *Ben* calculations are based on bankwide average figures for salary and benefits per staff week. The Staff Week Salary is \$1634 and the Staff Week Benefits is \$1226. If you have entered Staff Weeks for RGS or RGH staff members in Activity Screen 1, when you move to Activity Screen 2, the system will calculate the totals.

Staff	Last Name	Comments	SOF	Fld	HQ	Fees	TvL	Sub	Disc.	Total
	DOBSON	BUDGET	BB	15		4100	4100	1950		6050
	COATES	BUDGET	BB	20		4100	4100	2197		6297
	DE BRAKEY	BUDGET	BB	10		4100	4100	1543		5643
	SNEDEMA	BUDGET	BB	13		3900	4100	1750		9750

Product: 1586

--Days--

50 3900 16400 7440 27740

Can: 35500 - Com/Act: 27133 - Discr: 27740 = Balance: -19373
Sal: 22883 + Ben: 16016 + TF/CS: 0 + Discr: 27740 = Total: 66639

F1-Help F2- F3-Exit F4- F5-1st Screen
Enter- F6-Save F7-Backward F8-Forward F9-Recalc

The system will also calculate the total of any entries where TF or CS has been typed in the SOF column. This figure will allow you to monitor Actual All In Costs for any Product, even if the Travel, Staff Weeks or Fees have been charged to another area.

Finally, the Actual All In Costs calculation will incorporate all Discretionary costs you have entered for that Product. This amount will match the amount showing in the Total Column at the far right of Activity Entry Screen 2.

CAM vs/ Actuals Calculation

The *F9 Recalc* function will also affect the next to last line of *Activity Screen 2*, which shows you the remaining balance of the Product's CAM Allocation after the most recent activity data has been entered. The TOTAL CAM amount has been defaulted. Press F9 and the system will recalculate and subtract the *Total Actuals* and *the Discretionary Costs*, to calculate the remaining CAM allocation or the *Balance*.

Next Staff Activity Entry

After pressing F6 (save), the system will return to *Activity Screen 1*, ready for the next new entry. The previous entry has now dropped into the update section of the screen. Repeat all the Column functions described above for each new entry for the Product you have selected.

Next Product Activity Entry

Once you have completed entering the data for each staff activity for the Product, Recalculate for the entire Product code by pressing F9. To exit the *Activity Screens* for this Product Code, press F3 (Exit). The *Exit From Activity Entry Screen* will appear. To move to a new Product Code, press F6 (Save and Exit) and the *Product Entry* screen will appear. Repeat all the Screen functions listed above for the next Product Code.

NOTE: you can exit the *Activity Screens* at any time by pressing the F3 key. However, if you do this prior to completing the F9-recalc or the F6-save function, you will lose all the data entered or updated since the last save.

Exit System Maintenance

Press F3 to exit the Product Entry screens, and the system will return to the *TMBS Main Menu* screen.

ENTERING TRAVEL AND FEES DATA FOR CONSULTANTS

The process for entering product activity data for short-term and long-term consultants is nearly identical to that of regular staff. It is not necessary to complete all entries for regular staff before moving onto consultants. By becoming familiar with the differences in defaulted columns, most users can easily enter staff activity data in any sequence they choose. All screen functions remain the same until you reach the *Activity Entry* screens.

Product Entry Screen

Select Product Screen

To look up a specific product code, press F4 and enter a two-digit country ID code. Press ENTER/RETURN, and the Lookup Product Screen will appear.

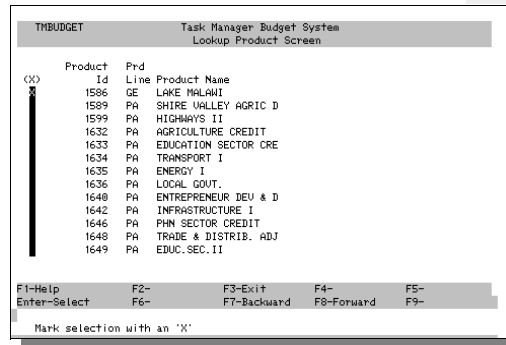
Lookup Product Screen

THBUDGET Task Manager Budget System
Select Product Screen

To narrow the search, please enter the following:
Country ID:

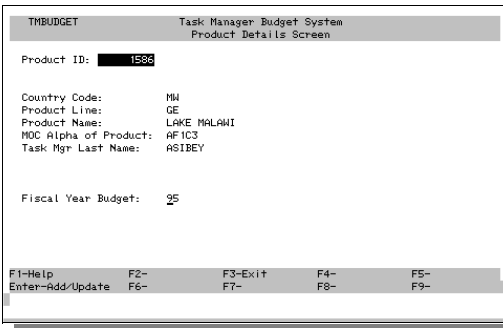
F1-Help F2- F3-Exit F4- F5-
Enter-Disp. List F6- F7- F8- F9-

Find the appropriate Product Name (use the F7 and F8 keys to scroll up and down the Product Code/Name list), type an X in the column next to the Product ID number and press ENTER/RETURN. The Product Details screen will appear.



Product Details Screen

This screen provides summary information about the Product you have selected. The cursor will automatically default to the Fiscal Year when the screen appears (96). To change the Fiscal Year, simply type over the numbers. The Fiscal Year block is the only data which can be changed on this screen. Press ENTER/RETURN and the Activity Entry Screen 1 will appear.

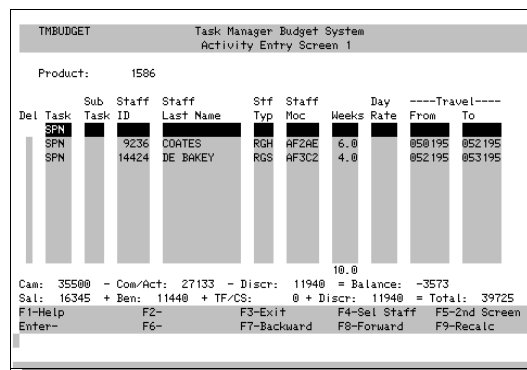


Activity Entry Screens

There are two screens in the Activity Entry function. At any time you may switch back and forth between the two screens by pressing F5. To move between columns on either screen, press the TAB key or the right/left arrow keys. To move between entries, use the up/down arrow keys.

Activity Entry Screen 1

When Activity Entry Screen 1 appears, the cursor automatically defaults to the first line for a new entry, and this line will be highlighted in red. The cursor will default to the Task column.



Task Column

Type in a three- or four-digit Task code and press TAB, and the cursor will move to the Subtask column.

Subtask Column

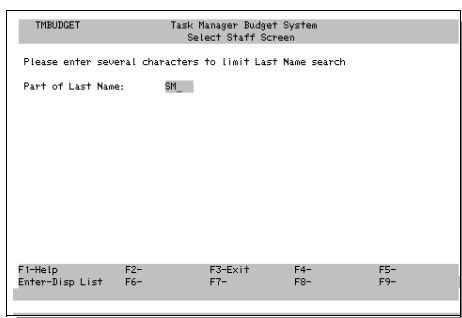
Type in a Subtask code if appropriate, and press TAB to move the cursor to the Staff ID column

Staff ID Column

Select the staff member by using the Look Up function - press the F4 key. The Select Staff screen will appear.

Select Staff Screen/Lookup Staff Screen

When this screen appears, type in up to five letters of the last name, press ENTER/RETURN, and the Lookup Staff Screen will appear with a list of all staff members with those letters beginning their last name will appear, with the corresponding ID number, Staff Type (regular or consultant) and Staff MOC. To select a consultant, type an X in the



Task Manager Budget System
Lookup Staff Screen

(X)	Staff Name	Staff Id	Staff Type
X	SNAUSE	LINDA F.	12866 NRB
X	SMEDEHA	LAMBERT K.	58941 COL AGRNR
X	SHELLEY	MICHAEL J.	15113 NRB
X	SNEERS	VUES M.	53858 NRB
X	SHELLIE	CATRIONA M.	7889 NRB
X	SHELTZER	KARL C.	2687 NRB
X	SHERDON	ERNEST T.	64128 NRB
X	SNET	AUGUST J.	54435 NRB SA1AG
X	SNIDA	TAOUFIK	7891 NRB
X	SNIDDY	JOSEPH P.	98137 NRB
X	SNIDTS	A	58816 NRB THUNS
X	SMIKLE	CONRAD	52728 NRB LA3NR
X	SMIL	WACLAW	67538 NRB

<== MORE ==>

F1-Help F2- F3-Exit F4- F5-
Enter-Select F6- F7-Backward F8-Forward F9-

Mark selection with an 'X'

column to the left of the Staff name, and then press F3, and the system will return to the *Activity Entry Screen*.

The Staff Select function has now defaulted several columns in *Activity Entry Screen 1: Staff ID number, Staff Last Name, Staff Type, Staff MOC and Day Rate*. Since the staff type is either a long-term consultant (COL) or a short-term consultant (COS), the cursor defaults to the *Travel* dates columns.

Weeks Column

Not applicable to consultants (COL) or (COS).

NOTE: For consistency, you should use Staff ID numbers. However, if the staff member is not shown on the Staff Look Up list, type in the last name. You should then type in the information for Staff ID, Staff Type and Staff MOC, if you know the information. Please contact the help desk (Margaret Tuttle, x 34438) if you have long-term consultants (COL) whose ID numbers are not listed. If you do not yet know the consultant's name, type in "TBD" in the Staff Last Name column, and then update the information when it becomes available.

Task Manager Budget System
Activity Entry Screen 1

Product: 1586

Del	Task	Sub	Staff ID	Staff Last Name	Staff Typ	Staff MOC	Weeks	Day Rate	From	To
	SPN		58941	SMEDEHA	COL	AGRNR		300	850195	851458
	SPN		9236	CORTES	RGR	AFZAE	6.0		852195	852195
	SPN		14424	DE BAKEY	RIS	AF3C2	4.0		852195	853195
							10.0			

Cam: 35500 - Com/Act: 27133 - Discr: 11940 = Balance: -3573
Sal: 16345 + Ben: 11440 + TF/CS: 0 + Discr: 11940 = Total: 39725

F1-Help F2- F3-Exit F4-Sel Staff F5-2nd Screen
Enter- F6- F7-Backward F8-Forward F9-Recalc

Day Rate Column

The *Day Rate* figure automatically defaults to 300 if you used the *Staff Select* screens, but can be overwritten, if applicable by cursoring back and typing over the appropriate figure. To zero out consultant fees, type "0" in the *Day Rate* column.

Travel From and Travel To columns

Type the beginning date of the staff member's travel in the *From* Column in MMDDYY format. The cursor will automatically move to the *To* column (no need to TAB), and you can type in the end date in the same format. Now you are ready to move to *Activity Entry Screen 2*. Press F5.

Activity Entry Screen 2

Based on the information you entered in the travel columns in Screen 1, the system will automatically calculate the entry for the *Days-Fld* (Field days) column. It will also default the *Staff Last Name* column, to make it easier to keep track of where you are. The cursor will default to the *Comments* column.

Comments Column

Type an identifying or reminder phrase of 15 characters or less and press TAB to move to the *SOF* column.

Task Manager Budget System
Activity Entry Screen 2

Product: 1586

Staff Last Name	Comments	SOF	Fld	HQ	Fees	Tvl	Sub	Disc.	Total
SMEDEHA	BUDGET	BB	13		3900			3900	
CORTES	BUDGET	BB	20			4100	2197	6297	
DE BAKEY	BUDGET	BB	18			4100	1543	5643	
			43		3900	8200	3740	15840	

Cam: 35500 - Com/Act: 27133 - Discr: 15840 = Balance: -7473
Sal: 16345 + Ben: 11440 + TF/CS: 0 + Discr: 15840 = Total: 43625

F1-Help F2- F3-Exit F4- F5-1st Screen
Enter- F6-Save F7-Backward F8-Forward F9-Recalc

SOF Column

The Source of Funds (SOF) column automatically defaults to the Code BB (Bank Budget). Press TAB if the SOF is BB or type over with TF (Trust Fund) or CS (Cross-Support), if applicable, and the cursor will move to the days column.

Days Columns

The *Fld* (field) Days column refers only to days spent on travel, and is automatically calculated based on the travel dates entered in Activity Entry Screen 1.

NOTE¹ : Some consultants assigned to a Product may not travel.
Type in the days a non-traveling consultant works on a given Product under the HQ column only.

NOTE² : If you change the travel dates in Screen 1 and had previously changed the field days, remember you may wish to manually change the number of days in Screen 2.

Staff	Comments	SOF	--Days--		Fees	Tvl	Sub	Disc.
Last Name			Fld	HQ				Total
SMEDEMA	BUDGET	BB	13		3900	4100	1750	9750
COATES	BUDGET	BB	20			4100	2197	6297
DE BAKEY	BUDGET	BB	10			4100	1543	5643
			43		3900	12300	5490	21690

Cam: 35500 - Com/Act: 27133 - Discr: 21690 = Balance: -13323
Sal: 16345 + Ben: 11440 + TF/CS: 0 + Discr: 21690 = Total: 49475

F1-Help F2- F3-Exit F4- F5-1st Screen
Enter- F6-Save F7-Backward F8-Forward F9-Recalc

Fees Column

This column defaults a figure based on the number of *Field Days* + *HQ Days* multiplied by 300. If you have added *HQ Days* or changed the *Day Rate* (Activity Screen 1), this figure will not reflect the actual total until you perform the Recalc (F9) or Save (F6) function.

TVL (Travel) Column

Type in the amount (whole dollars) for airfare for consultant's trip. (Do not worry about spacing over to the right margin of the column; the system will automatically adjust.) Press TAB to move to the *Sub* Column.

SUB (Subsistence) Column

Subsistence covers room, board and other miscellaneous expenses. Type in the amount of subsistence for the entire trip.

Recalculating Line Entries and Product Totals

To recalculate or revise costs for line entries and Product totals, you have three choices:

- F3: will exit the screen without saving the data.
- F6: will save the current entry and return to Activity Screen 1 ready for the next entry (all in costs will be calculated.)
- F9: will recalculate all costs and the system will stay on Screen 2.

NOTE: the figures in the *Total* column will be blank for any line entries that have CS (cross-support) or TF (trust fund) entered in the SOF (Source of Funds) Column in Activity Screen 1.

You have now entered all the data for a COL or COS staff member's travel and fees, which are Discretionary costs. You can monitor the **Actual All In Costs** for the Product. Near the bottom of *Activity Entry Screen 2*, the system will calculate *Sal* (Salary), *Ben* (Benefits) *TF/CS* (Trust Fund/Cross Support) and *Discretionary* costs. The *Sal* and *Ben* calculations are based on bankwide average figures for salary and benefits per staff week. Because you have entered data for Consultants, the *Sal* and *Ben* figures will not change -- however the *Discretionary* figure will change.

The system will also separately calculate the total of any entries where TF or CS has been typed in the *SOF* column. This figure will allow you to more accurately monitor Actual All In Costs for any Product, even if the *Travel, Staff Weeks* or *Fees* have been charged to another area.

TMBUDGET Task Manager Budget System
Activity Entry Screen 2

Product: 1586

Staff	Comments	SOF	--Days--		Fees	Tvl	Sub	Disc.
Last Name			Fld	HQ				Total
SMEDEMA	BUDGET	BB	13		3900	4100	1750	9750
COATES	BUDGET	BB	20			4100	2197	6297
DE BAKEY	BUDGET	BB	10			4100	1543	5643
			43		3900	12300	5490	21690

Cam: 35500 - Com/Act: 27133 - Discr: 21690 = Balance: -13323
 Sal: 16345 + Ben: 11440 + TF/CS: 0 + Discr: 21690 = Total: 49475

F1-Help F2- F3-Exit F4- F5-1st Screen
 Enter- F6-Save F7-Backward F8-Forward F9-Recalc

Finally the *Actual All In Costs* calculation will incorporate all *Discretionary* costs you have entered for that Product. This amount will match the amount showing in the Total Column at the far right of *Activity Entry Screen 2*.

CAM vs/ Actuals Calculation

The *F9 Recalc* function will also show you the remaining balance of the Product's CAM Allocation after the most recent activity data has been entered. The TOTAL CAM amount has been defaulted. Press F9 and the system will recalculate and subtract the *Total Actuals* and the *Discretionary Costs*, to calculate the remaining CAM allocation or the *Balance*.

Next Staff Activity Entry

Press F6(save) and the system will return to *Activity Screen 1*, ready for the next new entry. The previous entry has now dropped into the update section of the screen. Repeat all the Column functions described above for each new entry for the Product you have selected.

Next Product Activity Entry

Once you have completed entering the data for each staff activity for the Product, Recalculate for the entire Product code by pressing F9. To exit the *Activity Screens* for this Product Code, press F3 (Exit). The *Exit From Activity Entry Screen* will appear. To move to a new Product Code, press F6 (Save and Exit) and the *Product Entry* screen will appear. Repeat all the Screen functions listed above for the next Product Code.

NOTE: you can exit the Activity Screens at any time by pressing the F3 key. However, if you do this prior to completing the F6 (save) function, you will lose all the data entered since the last save.

TMBUDGET Task Manager Budget System
Exit from Activity Entry Screen

F3 - Exit
 F6 - Save and Exit
 (In case you made any changes since pressing the F6 key)
 F5 - Return to Activity Entry Screen

F1-Help F2- F3-Exit F4- F5-1st Screen
 Enter- F6-Save/Exit F7- F8- F9-

Exit System Maintenance

Press F3 to exit the Product Entry screen.
 Press F3 again, the system will return to the TMBS *Main Menu* screen.

CHANGING AND DELETING ACTIVITY DATA

Changing Product Activity Entries

You can change the data in any column of the Product Activity screens. To change data in a column for an entry you have not completed, use the right/left arrow keys to move to the first

character of the column you wish to change. Just retype the new data over the old data, and press TAB or the arrow keys to move to the next column. Or, if you wish to delete the remaining characters of the field you are working in, press the END key to clear all characters and begin typing the new data.

To change activity data for a completed entry, use the up/down arrow keys to move to the entry you wish to change, then follow the same steps shown in Changing Product Activity Entries.

Deleting Activity Entries

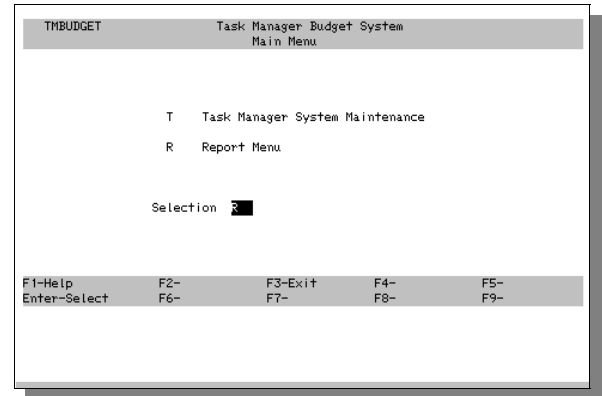
To delete an entire activity entry for any Product, you must be in *Activity Entry Screen 1* for the Product Code you wish to work with. If you are already working in that Product Code, press F5 to return to Screen 1. If you are not already working in that Product Code, follow the Screen functions listed above to select the Product Code.

Once you have returned to *Activity Entry Screen 1*, use the left arrow key to move the cursor to the Delete column (the first column on the screen). Then use the up/down arrow keys to select the activity entry you wish to delete. Type a "D" in the Delete column next to the entry or entries, and press F6(save). *Activity Entry Screen 2* will appear with a prompt to press F6 again to confirm the deletion. This will delete the entries you have marked and save the rest of the data.

III. Task Manager Reports

Now that you have completed entering activity data concerning consultants and regular staff for each of your Product responsibilities, you are ready to create reports that will allow you to monitor each Product against the overall Budget, giving you the information and analysis you need to adjust planned activities to meet Budget goals.

To enter the Task Manager Reports function, exit the System Maintenance function first, by pressing F3, or log onto the mainframe using the instructions outlined in Section II. When you reach the Main Menu of the Task Manager Budget System, type "R" and press ENTER/RETURN. The Report Menu Screen will appear. Type "1" to enter the Budget Review report function or "2" to enter the Travel Schedule report function.



USING TASK MANAGER REPORTS IN YOUR ENVIRONMENT

The F Keys for Reports

The Function Keys within the Task Manager Reports menu are consistent throughout all screens and are set up to simplify the process of entering and calculating data.

ENTER- Scrolls through the Report one panel at a time.

F1- Calls up the Help screens.

F2- Changes the destination of the Report (screen, high speed printer or PC printer)

F3- Exits to the Main Menu of TMBS

F4-

F5- Locates a specific string of characters or numbers

F6-

F7- Scrolls the Report forward on screen.

F8- Scrolls the Report backward on screen.

F9-

F10- Scrolls the Report left on screen.

F11- Scrolls the Report right on screen.

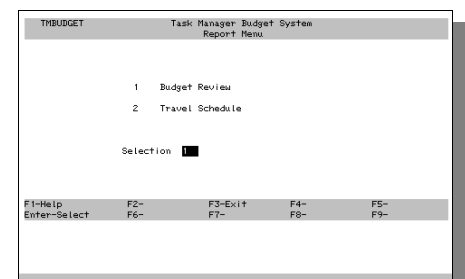
BUDGET REVIEW (PLAN) REPORT

Report Features

The **Budget Review** (or Plan Report) is set up with data summarized in columns as listed below. At the top of the report, the date and time the report is being run will be listed.

Task
Subtask
Staff Last Name
SOF (Source of Funds)
Staff Weeks
Rate External Total

Field Days
HQ Days
Fees
Travel
Travel Dates



Sample of Budget Review Report

Task Manager Budget System FY95										Report: TEMPLAN	Date:		
06/15/95										Page: 1	Time:		
Task Manager: AF1C3 ASIBEY													
12.06.18													
Country: MW													
Task	Sub Tsk	Staff Last Name	SOF	Staff Weeks	Rate	Fld Days	HQ Days	Fees	Travel	Total	Travel From	Travel To	External Total
Product: MW-GE-9999 SAMPLE PROJECT													
***** ** Commitments/Actuals ** *****													
LEN		ASIBEY, EMMA	BB					\$5,985		\$5,985			
LEN		ASIBEY, EMMA	BB					\$3,267		\$3,267			
LEN		FIELDS, ARTH	BB										\$1,680
LEN		HAILU, AZENE	BB					\$6,302		\$6,302			
LEN		LARSON, JERI	BB					\$3,996		\$3,996			
LEN		LOAYZA, EDUA	BB					\$5,894		\$5,894			
LEN		NORONHA, RAY	BB					\$3,156		\$3,156			
LEN		RIDDLE, SELJ	TF										\$3,735
LEN		RIDDLE, SELJ	TF										\$5,930
LEN		ZERABRUK, AB	BB										\$5,535
***** ** Plan ** *****													
SPN		COATES	BB	6.0		20		\$6,297		\$6,297	05/01/95	05/21/95	
SPN		DE BAKEY	BB	4.0		10		\$5,643		\$5,643	05/21/95	05/31/95	
*TOTAL PROD_ID 1586								\$40,540		\$40,540			\$16,880
***** ** Summary ** *****													
Total Commitments/Actual								\$28,600					
Total Plan (not yet committed) +								\$11,940					
Total								\$40,540					
Cam Allocation								- \$45,000					
Overrun/Underrun								\$ 5,000					

The Task Manager ID code and the Country Code will appear in the upper left hand corner, while the name of the report and the date and time the report is run will appear in the upper right. The Product ID and Product Names will appear below the column headings prior to the start of the actual column data. Once the Report is compiled, commitments/actuals data appears first, and plan data appears second. The summary area will be outlined by asterisks.

After pressing "1" to enter the Budget Review report function, the first screen, *Budget Report Selection Criteria* will appear.

Budget Report Selection Criteria

The Budget Report function gives you numerous options to choose from in prioritizing the presentation of information.

Sort Order

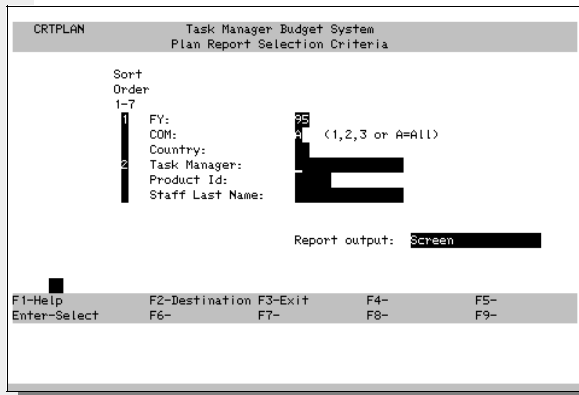
The system will default the order of the information to the order shown on the screen. However, if you wish to present the information in a different order, such as

CRTPLAN Task Manager Budget System
Plan Report Selection Criteria

Sort Order	1-7	FY:	COM:	Country:	Task Manager:	Product Id:	Staff Last Name:
	1						
	2						
	3						
	4						
	5						
	6						
	7						

Report output: Screen

F1-Help F2-Destination F3-Exit F4- F5-
Enter-Select F6- F7- F8- F9-



by COM(Country Operations Manager) or by Task Manager, you can change the Sort Order. If you wish to present the information by COM, simply type a "1" in the Sort Order column next to COM. If your next priority is Task Manager, type a "2" in the Sort Order column and so on. When you change the sort order of only one or two items, the system will default the remaining items to the sort order that appears on the screen.

COM

The COM (Country Operations Manager) is defaulted to "ALL" by the system. If you wish to

report on one COM area only, simply type "1", "2" or "3" next to the COM line.

Country

Depending on what you have entered in the COM line, the system will default to include all countries in the COM, or all countries, if the COM line shows ALL. To create a Budget Report for a specific country, use the up/down arrows to move the cursor to the Country line, and the right arrow to move the cursor to the blank next to Country. Type in the two-digit Country ID code (refer to the Valid Code Reference List in Section V for the correct country ID).

Task Manager

When a Task Manager's name is typed in, the system will display all Products for which the Task Manager is responsible.

Product ID

The system will default to include all Product ID numbers for the country(ies) you have selected. If you wish to create a Budget Report for a specific Product ID, use the up/down arrows to move the cursor to the Product ID line, then use the right arrow to move the cursor over to the blank next to Product ID, and type in the Product ID number for the project you wish to report on.

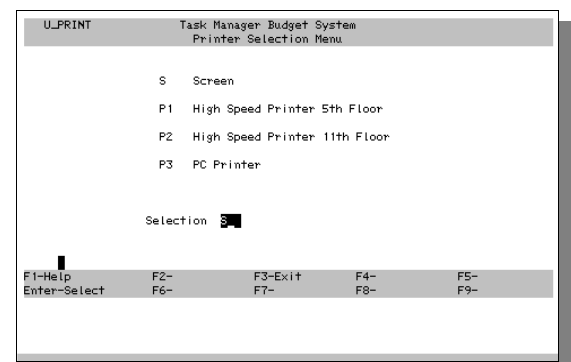
Staff Last Name

The system will automatically include all staff members for the country(ies) selected. To create a Budget Report for a specific Staff Member, use the arrow keys to move the cursor to the blank beside Staff Last Name, and type in the name of the staff member you wish to report on.

NOTE: If you supply a last name in the Selection Criteria, the summary section of the Report will not appear.

Report Output

To give you the opportunity to view your report, and make changes as needed, the system will automatically default the report output to the computer screen. If you want to print a copy of the report, you must change the destination. Press F2 (Dest.) and the *Report Setup* screen will appear. To send your Report to the high speed printer on the 5th floor, type "P1". To send your Report to the high speed printer on the 11th floor, type "P2". If you are working on a PC and want to send the Report to your designated PC printer, type "P3". Type "S" to return to Screen output. Press ENTER/RETURN, and the *Report Selection Criteria* screen will reappear.



NOTE: If you select "P3" (PC printer) after the report has been run, you will see a prompt screen asking if you wish to print immediately or wait. When you have multiple reports to run, you may wish to save time by not printing until all reports have been run. When you are ready to exit the Reports system, you can download all Reports and print them one at a time. To use this option, select MIS in the TMW print window and follow the system instructions (you may wish to change your page set up to landscape (horizontal) to ensure that all data from the Report prints properly). For further assistance, contact the help desk.

Compiling the Report

Once you have entered all selection criteria, and output information, press ENTER/RETURN, and the system will compile the Report. The first page of the Report will appear on the screen. If it is longer than one page, "more" will appear in the bottom scroll bar of the screen. You can use the F7 and F8 keys to scroll up and down the report and the F10 and F11 keys to scroll left and right. Or you can press ENTER/RETURN until "End-of-Report" appears in center of the bottom scroll bar. (see sample)

Exiting the Report

After the Report has been compiled and sent to the selected output, you may exit the Report by pressing F3, and the system will return to the *Task Manager Reports Menu*.

Exiting the Reports Menu

When the Task Manager Reports Menu screen appears, press F3 again, and the system will return to the *TMBS Main Menu* screen.

TRAVEL REPORT

Report Features

The **Travel Report** is set up with data summarized in columns as listed below. At the top of the report, the date and time the report is being run will be listed.

Task	Field Days
Product	Travel Dates
Product Name	Task Manager
Staff Last Name	

After pressing "2" to enter the Travel Schedule report function, the first screen, *Travel Report*

Sample of Travel Report

Task	Product	Product Name	Staff Last Name	Fld Days	Travel From Date	Travel To Date	Task Manager
SPN	MW-GE-1586	LAKE MALAWI	COATES	20	05/01/95	05/21/95	ASIBEY
SPN	MW-GE-1586	LAKE MALAWI	DE BAKEY	10	05/21/95	05/31/95	ASIBEY
SPN	MW-PA-1646	PHN SECTOR CREDIT	MUGWAGWA	20	06/10/95	06/30/95	MUGWAGWA
LENA	SZ-PA-2669	URBAN DEVELOPMENT	VAGONIS	28	06/02/95	06/30/95	AIKINS-AFFUL
LENA	ZA-PA-2522	RURAL RESTRUCTURING(SMITE	28	06/02/95	06/30/95	BUNYASI
LEN	MW-PA-1668	SOCIAL ACTION FUND	MILLER	28	06/02/95	06/30/95	MUGWAGWA
LENA	ZW-GE-3261	BIODIVERSITY CONSERV	ASIBEY	28	06/02/95	06/30/95	BEARDMORE

Selection Criteria will appear.

Travel Report Selection Criteria

The Travel Report function gives you numerous options to choose from in prioritizing the presentation of information.

Sort Order

The system will default the order of the information to the order shown on the screen. However, if you wish to present the information in a different order, such as by COM(Country Operations Manager) or by Task Manager, you can change the Sort Order. If you wish to present the information by COM, simply type a "1" in the Sort Order column next to COM. If your next priority is Task Manager, type a "2" in the Sort Order column and so on. When you change the sort order of only one or two items, the system will default the remaining items to the sort order that appears on the screen.

CRTTUL1 Task Manager Budget System
Travel Report Selection Criteria

Sort Order
1-7

FY: 95
COM: (1,2,3 or A=ALL)
Country:
Task Manager:
Product Id:
Travel Date Range: 07/01/95 - 06/30/96
Staff Last Name:

Report output: Screen

F1-Help F2-Destination F3-Exit F4- F5-
Enter-Select F6- F7- F8- F9-

COM

The COM (Country Operations Manager) is defaulted to "ALL" by the system. If you wish to report on one COM area only, simply type "1", "2" or "3" next to the COM line.

Country

Depending on what you have entered in the COM line, the system will default to include all countries in the COM, or all countries, if the COM line shows ALL. To create a Travel Report for a specific country, use the up/down arrows to move the cursor to the Country line, and the right arrow to move the cursor to the blank next to Country. Type in the two-digit Country ID code (refer to the Valid Code Reference List in Section V for the correct country ID).

Task Manager

When a Task Manager's name is typed in, the system will display all Products for which the Task Manager is responsible.

Product ID

The system will default to include all Product ID numbers for the country(ies) you have selected. If you wish to create a Travel Report for a specific Product ID, use the up/down arrows to move the cursor to the Product ID line, then use the right arrow to move the cursor over to the blank next to Product ID, and type in the Product ID number for the project you wish to report on.

Travel Date Range

The Task Manager system defaults the travel date range to the Fiscal Year (070195 to 063096). To change the Travel Date Range (e.g. to report on travel for a month or a quarter), use the up/down arrows to move the cursor to the Travel Date Range line, then use the right arrow to move the cursor over to the blank next to Travel Date Range and type over with the dates you wish to report on.

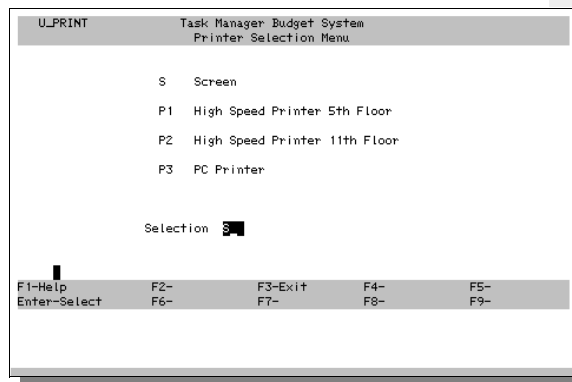
Staff Last Name

The system will automatically include all staff members for the country(ies) selected and

for the Travel Dates selected. To create a Travel Report for a specific Staff Member, use the arrow keys to move the cursor to the blank beside Staff Last Name, and type in the name of the staff member you wish to report on.

Report Output

To give you the opportunity to view your report, and make changes as needed, the system will automatically default the report output to the computer screen. If you want to print a copy of the report, you must change the destination. Press F2 (Dest) and the *Report Setup* screen will appear. To send your Report to the high speed printer on the 5th floor, type "P1". To send your Report to the high speed printer on the 11th floor, type "P2". If you are working on a PC and want to send the Report to your designated PC printer, type "P3". Type "S" to return to Screen output. Press ENTER/RETURN, and the *Report Selection Criteria* screen will reappear.



NOTE: If you select "P3" (PC printer) after the report has been run, you will see a prompt screen asking if you wish to print immediately or wait. When you have multiple reports to run, you may wish to save time by not printing until all reports have been run. When you are ready to exit the Reports system, you can download all Reports and print them one at a time. To use this option, select MIS in the TMW print window and follow the system instructions (you may wish to change your page set up to landscape (horizontal) to ensure that all data from the Report prints properly). For further assistance, contact the help desk.

Compiling the Report

Once you have entered all selection criteria, and output information, press ENTER/RETURN, and the system will compile the Report. The first page of the Report will appear on the screen. If it is longer than one page, "more" will appear in the bottom scroll bar of the screen. You can use the F7 and F8 keys to scroll up and down the report. Or you can press ENTER/RETURN until "End-of-Report" appears in center of the bottom scroll bar.

Exiting the Report

After the Report has been compiled and sent to the selected output, you may exit the Report by pressing F3, and the system will return to the *Task Manager Reports Menu*.

Exiting the Reports Menu

When the Task Manager Reports Menu screen appears, you can exit the Reports Menu by pressing F3 and the system will return to the *TMBS Main Menu*. To exit TMBS altogether, press F3 again, and the system will return to the *Africa Reporting System main menu*.

IV. Budget Reports

In addition to the Task Manager System, the Africa Reporting System offers the Local Reports menu option, which can create three budget reports of special importance to senior level staff, since they compile data on committed and actual expenditures and compare them against the original and revised CAM allocations.

THE COUNTRY SUMMARY REPORT

This report summarizes by country, the products implemented during the fiscal year. The *Country Summary Report* supplies figures for the original and revised CAM allocation, and, using the Task Manager Budget information entered via TMBS, calculates the Task Manager's estimate for the year, the committed and actual dollars spent to date, as well as the amount of the CAM allocation left to spend. (see example)

COS and BAS Information						REPORT: AF1001	DATE:06/15/95		
Country Summary						PAGE: 1	TIME:14.23.54		
COM3 Country Name: MALAWI									
Product ID or Ctry ID	Product Name	Task Mgr	Original CAM Alloc	Revised CAM Alloc	Task Manager & Budget To Date	Committed Actual Left To Spend	Actual All In Costs	Projected All In Costs	
-- LEN --									
MW	MALAWI						75,091	301,177	
MW-GE-1586	LAKE MALAWI	ASIBEY		35,500		28,604	6,896	114,594	96,520
MW-GE-35917	BIODIVERSITY C	ASIBEY	32,900	32,900		20,504	12,396	28,334	47,555
MW-PA-1648	TRADE & DISTRI	SCHAFFER	16,000	47,500		34,098	13,402	62,372	137,857
MW-PA-1664	ENV. SUP.	ANSON	58,452	60,200		40,782	19,418	407,961	553,486
MW-PA-1665	AGRIC. DIVERSI	ANSON	29,160	20,047		11,547	8,500	276,280	384,955
MW-PA-1666	INFRASTRUCTURE	NIKOI		20,000		9,079	10,921	43,219	46,170
MW-PA-1667	NAT WATER DEV	SHEPHERD	14,000	30,000		31,252	-1,252	229,186	132,592
MW-PA-1668	SOCIAL ACTION	MUGWAGWA	32,000	104,000		93,433	10,567	639,458	494,217
MW-PA-1670	ED SEC III	WODAJO	46,725	60,025		74,901	-14,876	385,754	294,032
MW-PA-34489	MALAWI RAILWAY	KEDIA	9,000	5,700		5,681	19	71,740	48,310
MW-PA-36038	POPULATION/FP	MUGWAGWA						496	
MW-PA-39014	SOCIAL ACTION	MUGWAGWA						5,596	
-- ARI --									
MW	MALAWI						7,236	108,299	
-- CIR --									
MW	MALAWI		8,000	9,000			9,000	139,082	
-- PCR --									
MW-PA-1632	AGRICULTURE CR	FULLERTO		10,000			10,000	21,616	
MW-PA-1633	EDUCATION SECT	WODAJO	4,000						
MW-PA-1634	TRANSPORT I	KARLSSON	12,500	6,820			6,820	5,415	6,820
MW-PA-1656	INSTIT.DEV.	ADAMOLEK	19,278	7,000			7,000	25,650	
-- SPN --									
MW	MALAWI		21,987				109,833	403,798	
MW-GE-1586	LAKE MALAWI	ASIBEY	94,000					148	
MW-PA-1623	AGRI RES.	SIBALE						2,815	
MW-PA-1632	AGRICULTURE CR	FULLERTO	10,000					580	
MW-PA-1633	EDUCATION SECT	WODAJO		4,000		2,486	1,514	22,788	16,453
MW-PA-1634	TRANSPORT I	KARLSSON		5,700			5,700	2,470	25,603
MW-PA-1635	ENERGY I	TELAHUN	25,000	25,000		25,386	-386	60,553	59,165
MW-PA-1636	LOCAL GOVT.	NIKOI	29,200	40,000		34,043	5,957	82,845	67,693
MW-PA-1640	ENTREPRENEUR D	SCHAFFER	18,278	13,000		11,904	1,096	31,096	64,884
MW-PA-1642	INFRASTRUCTURE	POHLAND	19,000	19,000		10,647	8,353	48,016	90,687
MW-PA-1646	PHN SECTOR CRE	MUGWAGWA	62,000	62,000		45,716	16,284	244,840	231,149
MW-PA-1648	TRADE & DISTRI	SCHAFFER				8,329	-8,329	30,926	
MW-PA-1649	EDUC.SEC.II	WODAJO	9,180	9,180			9,180	17,980	58,130
MW-PA-1650	AGRI.MARKETING	HIWA	15,500	10,000		9,843	157	25,700	35,991

Actual all in one include Task Total + Actual Salaries
 Projected all in one include Total Cam + Committed TF/UN

At the top left of the screen the name of the system and the name of the report appear. At the upper right of the screen is the report ID number and the date and time that the Report is being run. The Country Summary Report lists the information in the following columns:

Product ID or Country ID:	lists the two-digit country ID, the type of allocation and the unique Product ID code.
Product Name:	the name of the project.
Task Manager:	the name of the staff manager responsible for overseeing the Product.
Original CAM Allocation	the official budget allocated to the Product by senior management at the start of the fiscal year.
Revised CAM Allocation:	the official budget allocated to the Product as revised by senior management.
Task Manager Budget:	the budget amount requested by the Task Manager responsible for the Product.
Committed & Actual To Date:	the dollar amount for travel and consultant fees committed or expensed at the time the report is run.
Amount Left to Spend:	the dollar amount remaining in the CAM allocation after subtracting the Committed & Actual To Date amount.
Actual All In Costs:	the total amount, at the time the report is run, of discretionary costs, salary and benefits allocated to a Product.
Projected All In Costs:	the total amount projected to be spent during the fiscal year to cover CAM discretionary costs, salary and benefits.

THE COMMITMENTS & EXPENDITURES DETAIL

This report details the actual and committed dollars for discretionary costs that are expensed or to be expensed to a given Product. The Detail report is sorted by COM and Country. (see example)

COM3		Country: MALAWI		COS/BAS			REPORT: AF1002S			
DATE: 06/15/95		FY Commitments/Expenditures Detail			PAGE: 1					
TIME: 14.58.24										
Cam. Alloc	SOF	Staff/Cons. Name	Commit No	Travel Date	Travel	Cons. Fees	Total	Other Travel	Other Cons. Fees	Other Total
--	LEN	--								

Project: MW-GE-1586 LAKE MALAWI Dept/Div: 23212 Task Manager: ASIBEY										

35,500										
	BB	ASIBEY, EMMANUE	N53815	08/30/94	5,986		5,986			
			N63080	01/13/95	3,268		3,268			
		FIELDS, ARTHUR	N74264	05/05/95				1,680		1,680
		HAILU, AZENEGAS	Y51693	09/02/94	6,303		6,303			
		LARSON, JERI A.	N53806	09/01/94	3,997		3,997			
		LOAYZA, EDUARDO	N67294	03/11/95	5,895		5,895			
		NORONHA, RAYMON	N74654	05/08/95	3,156		3,156			
		ZERABRUK, ABERR	N53889	09/02/94				5,535		5,535
	TF031775	RIDDLE, SELJAN	A87272						3,736	3,736
			N77557	06/05/95				5,931		5,931
*TOTAL PROD_ID										
35,500					28,604		28,604	13,146	3,736	16,882
** BALANCE		6,896								
TASK_TOTAL		45,486								

At the top left of the screen the name of the system and the name of the report appear. At the upper right of the screen is the report ID number and the date and time that the Report is being run. Note that between the column headings and the detail is a section outlined by asterisks. This information will show the Country and Product ID, Product Name, Department or Division and the name of the Task Manager responsible for overseeing the Product. The Commitment and Expenditures Detail lists the information in the following columns:

CAM Allocation:	the official budget allocated to the Product by senior management.
SOF:	the source of funds allocated the Product. Can be Bank Budget, Trust Fund or Cross Support.
Staff/Cons. Name:	the name of the staff member or consultant whose travel or fees have been expensed to the Product.
Commit No:	the unique identifying number for a specific travel or fees entry.
Travel Date:	the dates of the travel.
Travel:	the dollar amount for the travel.
Cons. Fees:	consultant fees.
Total:	the total dollar amount of travel and fees for the entry.

Other Travel: the dollar amount for travel if being paid for by another Product budget or department.

Other Cons. Fees: the dollar amount for consulting fees if being paid for by another Product budget or department.

Other Total: the total dollar amount for travel and fees if being paid for by another Product budget or department.

THE COMMITMENTS & EXPENDITURES SUMMARY

This report summarizes the actual and committed dollars for discretionary costs that are expensed or to be expensed to a given Product. The Summary Report lists in a one Product per line format the information listed above, with the exception of consultant names and commitment numbers. (see example)

COS/BAS										
FY Commitments/Expenditures Summary										
REPORT: AF1002S DATE:06/15/95										
PAGE: 1 TIME:14.52.37										
COM3	Country:	MALAWI								
Project	Project Name	Cam. Alloc	Travel	Cons. Fees	Total	Other Con/Stf Travel	Other Cons. Fees	Other Total	Balance	Task Total
-- ADC --										
MW-AC-36295	CG (FY95)	25,000	26,885		26,885	2,726		2,726	-1,885	29,611
-- ADT --										
MW-AD-40937	ADTV-CR.1272-MALAWI		3,547		3,547				-3,547	3,547
MW-AD-40941	ADTV-CR1742-MALAWI		3,658		3,658				-3,658	3,658
-- ERA --										
MW-ER-14358	PAY & EMPLOY. STUDY					2,252		2,252		2,252
MW-ER-14360	CEM (FY95)	20,000	3,853	15,200	19,053	6,765	22,340	29,105	947	48,159
MW-ER-36296	BMR II / SEAR	8,600	2,858	600	3,458				5,142	3,458
MW-ER-41863	ECON.&POL. UPDATE		4,681	3,900	8,581				-8,581	8,581
-- IDP --										
MW-IF-14370	DIVERSIFICATION						6,550	6,550		6,550
MW-IF-35151	PROC/ACTG CAPAC. BL	11,000	6,165	10,000	16,165				-5,165	16,165
-- LEN --										
MW-GE-1586	LAKE MALAWI	35,500	28,604		28,604	13,146	3,736	16,882	6,896	45,486
MW-PA-1648	TRADE & DISTRIB. AD	47,500	34,098		34,098	10,463	8,633	19,097	13,402	53,195
MW-PA-1657	INSTIT.DEV.II					5,838		5,838		5,838
MW-PA-1660	AGRIC SERVICES						5,844	5,844		5,844
MW-PA-1664	ENV. SUP.	60,200	40,782		40,782	93,914	153,339	247,253	19,418	288,035
MW-PA-1665	AGRIC. DIVERSIFICAT	20,047	11,547		11,547	92,325	172,408	264,733	8,500	276,280
MW-PA-1666	INFRASTRUCTURE II	20,000	9,079		9,079	6,595	19,575	26,170	10,921	35,249
MW-PA-1667	NAT WATER DEV	30,000	31,252		31,252	6,813	7,950	14,763	-1,252	46,015
MW-PA-1668	SOCIAL ACTION FUND	104,000	97,839	4,000	101,839	144,999	220,392	365,391	2,161	467,229
MW-PA-1670	ED SEC III	60,025	71,543	3,358	74,901	46,262	164,216	210,478	-14,876	285,379
MW-PA-1672	AGR.SEC. INV.(ASIP)					2,444		2,444		2,444
MW-PA-34489	MALAWI RAILWAYS RES	5,700	5,681		5,681		5,320	5,320	19	11,001
MW-GE-35917	BIODIVERSITY CONSER	32,900	9,705	9,490	19,195				13,705	19,195
-- PCR --										
MW-PA-1632	AGRICULTURE CREDIT	10,000							10,000	
MW-PA-1634	TRANSPORT I	6,820							6,820	
MW-PA-1656	INSTIT.DEV.	7,000							7,000	
-- PFP --										
MW-PP-14366	PFP (FY96)	8,000	10,231		10,231		8,633	8,633	-2,231	18,864
-- SPN --										
MW-PA-1633	EDUCATION SECTOR CR	4,000	2,486		2,486				1,514	2,486
MW-PA-1634	TRANSPORT I	5,700				1,414		1,414	5,700	1,414
MW-PA-1635	ENERGY I	25,000	14,796	10,590	25,386		3,750	3,750	-386	29,136
MW-PA-1636	LOCAL GOVT.	40,000	34,285		34,285		8,250	8,250	5,715	42,535
MW-PA-1640	ENTREPRENEUR DEV &	13,000	11,904		11,904		7,072	7,072	1,096	18,976
MW-PA-1642	INFRASTRUCTURE I	19,000	4,297	6,350	10,647	5,238		5,238	8,353	15,886
MW-PA-1646	PHN SECTOR CREDIT	62,000	23,850	21,925	45,775	39,569	70,370	109,939	16,225	155,714
MW-PA-1648	TRADE & DISTRIB. AD		8,395		8,395	20,032	4,216	24,248	-8,395	32,643
MW-PA-1649	EDUC.SEC.II	9,180				1,680		1,680	9,180	1,680
MW-PA-1650	AGRI.MARKETING & ES	10,000	843	9,000	9,843				157	9,843
MW-PA-1655	FINANCIAL & ENTERPR	20,000	9,038		9,038				10,962	9,038
MW-PA-1656	INSTIT.DEV.					7,318		7,318		7,318
MW-PA-1657	INSTIT.DEV.II	35,000	1,424		1,424	23,221		23,221	33,576	24,645
MW-PA-1658	FISHERIES DEV.	20,000	3,808		3,808	1,680		1,680	16,192	5,488
MW-PA-1660	AGRIC SERVICES	18,508	12,995	5,600	18,595				-87	18,595

V. Glossary

Activity Entry	The screens in Task Manager System Maintenance which are used to update information on discretionary costs associated with a given Product.
Actuals	The dollar amount expensed for discretionary costs.
All In Costs	The overall costs associated with a given Product, including discretionary costs, salaries and benefits, and Cross-Support and Trust Fund monies.
Bank Budget	Costs that are charged directly to the CAM allocation for a specific Product.
Ben	Abbreviation for Benefits, a bankwide average of staff members' benefits paid.
CAM Allocation	The official budget for a specific Product as determined by senior management.
COM	Country Operations Manager, the senior management team responsible for overseeing Task Managers and Products for a region of countries in Africa.
Committed	The dollar amount for a specific trip or consultant that has already been allotted for in the accounting process.
Cross-Support	The Source of Funds designation for a dollar amount to be paid for travel or consultant fees from a Product other than the one the travel and fees are expensed to.
Country ID	The two-digit abbreviation for a specific country.
Day Rate	The fees charged by a consultant.
Discretionary Costs	The controllable costs associated with a Product, includes travel, subsistence and consultant fees.
External Costs	The costs of travel and consultant fees if being paid for by another department or Product other than the one to which the travel and fees are being applied. Also known as Trust Fund or Cross-Support.
Fees	The dollar amount paid to consultants for work on a Product.
Field Days	The number of days spent by a staff member or consultant on travel.
Fiscal Year	July 1 to June 30.
HQ Days	The number of days spent by a consultant at headquarters.
Internal Costs	The costs of travel and fees for staff or consultants budgeted to a given Product.
Look Up Function	The screen function which conducts a search of mainframe databases to find names or ID numbers.

Output	The destination for a compiled Report; can be a high speed printer, PC printer or the computer screen.
Product	The name of a project to be implemented in a given country.
Product ID	The unique identifying number for a Product.
Recalc	The computer function which calculates the total costs when travel and fees information is entered into Task Manager Maintenance
Sal	The abbreviation for Salary, a bankwide average of the salaries paid to staff members.
SOF	Source of Funds, the area of the bankwide budget to which a Product's costs are allocated.
Sort Order	Method of sorting information in Task Manager Reports.
Staff Weeks	The total number of weeks a staff member is budgeted to work on a given Product.
Staff MOC	Management Organizational Code, refers to department, division or region to which a staff member or consultant is assigned.
Sub	Abbreviation for Sub Task, a special designation for the type of activity a staff member will conduct for a given Product on scheduled Travel.
Task Code	A designation for the type of activity a staff member or consultant will conduct for a given Product on scheduled Travel.
Trust Fund	A Source of Funds outside the Bank's regular budget which can be used to pay for specific Product activities.

V. Valid Code Reference List

COUNTRY CODES

AO	ANGOLA
BW	BOTSWANA
LS	LESOTHO
MW	MALAWI
MZ	MOZAMBIQUE
NA	NAMIBIA
SZ	SWAZILAND
ZA	SOUTH AFRICA
ZM	ZAMBIA
ZW	ZIMBABWE

COM CODES

COM1	LS(LESOTHO), NA (NAMIBIA), SZ (SWAZILAND), ZA (SOUTH AFRICA), BW (BOTSWANA)
COM2	MZ (MOZAMBIQUE), ZM (ZAMBIA)
COM3	AO (ANGOLA), MW (MALAWI), ZW (ZIMBABWE)

STAFF TYPE CODES

COF	CONTRACTUAL VIA FIRM
COL	CONSULTANT (LONG TERM)
COS	CONSULTANT (SHORT TERM)
EXA	EXECUTIVE DIRECTOR (ASSISTANT)
EXD	EXECUTIVE DIRECTOR
FAO	FAO
INT	INTERN
LOC	LOCAL (CONSULTANT)
LOF	LOCAL (FIXED TERM)
LOR	LOCAL REGULAR
LOT	LOCAL TEMPORARY
NCT	NON-COST
NRB	PAF's IN PROGRESS
PAR	PARTICIPANTS
RGH	REGULAR (HIGH LEVEL)
RGS	REGULAR (SUPPORT)
SEB	SECOND TO BANK
SEE	SECONDMENT STAFF
SPE	SPECIAL ASSIGNMENT
TMP	TEMPORARY

TASK AND SUBTASK CODES

Task	Subtask
-------------	----------------

BDP

OPL	ct AM BP CT
-----	----------------------

CAS

LEN	pr AA
-----	----------

LENA	SC
------	----

LENP	SC
------	----

PMGT

SPN	AA SC
-----	----------

SPNP

SRA

PCR

ICR

CIR

ARI

CPR

ERA	US
-----	----

PFP

ADC	SP
-----	----

OMG

IDF

MAA

LEV

HDY

IV. Where To Go For Help

If you are having problems with entering data, compiling reports, or any of the functions within the TMBS systems, call any of the following Help Desk personnel with your questions.

Pat Vagonis	x84265 (or send EMAIL)
Petronila Jackson	x33512
Brigida Arriaza	x34067
Susana Jesus	x37580

Changes to Product descriptive information should be sent to Margaret Tuttle, x34438

For assistance with DCA emulator packages or printing reports with TMW print windows, contact Lydia Muriithi, Information Analyst, x34433

When you call a Help Desk, you will need to be able to give personnel specific information to let them know exactly where you are in the system when the trouble occurred. Look at the screen and provide the following information to the Help Desk personnel:

