



# **PARS Reporter User Guide**

#### **1.0 Introduction**

PARS Reporter is a custom software application designed to simplify the process of managing and encoding the Program, Activity, Partner and associated data that is required to comply with CIDA's PARS reporting specification.

PARS Reporter is an easy-to-use, yet powerful system that leads to accurate and error-free PARS up-load files.

The following features make PARS Reporter a valuable single collection point for your PARS reporting:

- a) Simple to understand user interface.
- b) Pre-loaded CIDA data for many Activity choice options. IE. Sector, Region, Country, Theme codes.
- c) Ability to set up a master list of Overseas Partners with appropriate contact information.
- d) Automated data error-checking prior to Export file creation.
- e) Data error location Go-to buttons to ease error correction.
- f) Data warnings located throughout the user interface to help users to capture accurate PARS compliant data.
- g) Flexible filename definition options.
- h) Ability to import legacy PARS data from CIDA.
- i) Ability to export multiple Activities in one PARS upload file.
- j) Upgradeable to client-server mode.
- k) Can be used in mixed Windows and/or Macintosh environments.
- 1) Contribution and percentage allocation calculations are performed automatically.
- m) Enhanced Finance, Metrics and Milestone tracking capabilities.

Certain features available in the standard version of PARS Reporter are not available in PARS Reporter Lite. PARS Reporter Lite does not include the enhanced Finance, Metrics and Milestone screens, and certain Export functions are disabled. The ability to export the CIDA PARS file is enabled in PARS Reporter Lite. Buttons and screens that are disabled in PARS Reporter Lite will display an explanatory dialog when a user attempts to use then, or the function will not be visible. To upgrade from PARS Reporter Lite to the standard PARS Reporter version, contact Nufocus Inc.

PARS Reporter RBM introduced new functions for Results Based Management (RBM) analysis and reporting to the standard version of PARS Reporter. These features are discussed in the separate RBM Guide that is supplied to all purchasers of the PARS Reporter RBM upgrade. Contact Nufocus Inc. for further information.

#### 2.0 PARS Basics

The 2 fundamental units in PARS Reporter are Programs and Activities. PARS Reporter is designed to organize the relationship between a Program and it's subordinate Activities, and allows the user to link Activities to the different Programs you operate. Also, PARS Reporter allows you to Extend Activities into subsequent years and manage the linkage of your Partners to your Activities. Best of all, PARS Reporter quickly prepares the PARS compliant load file that is required by CIDA on a regular basis.

#### 3.0 The Navigator

When you first start the PARS Reporter applications, you will see the Navigator Welcome screen:



The **Navigator Screen** contains the **Navigator Tab** control and the **Quit** button. The Tab control is used to navigate the six **Navigator Tab** pages: Welcome..., Programs, Configuration, Partners, Schedule Viewer and Utilities. These are described in further detail below. Click on the Tabs along the top to move from page to page. Clicking the **Quit** button will exit the application.

# **3.1 Programs Tab**

CV/104441	Year	
37134441	2000	
		Open Program
		New Program
		Remove Progra

The **Programs** page contains a list of all programs currently in the system. Clicking on a column header of the list area (for instance the word "Program") will sort the list in ascending alphabetical order by that column. Select a Program and click on Open Program to see the **Program Information** screen, which will be described later. To delete a program, select it in the list, and click **Remove Program**. Note that if one or more activities are linked to the removed Program, deleting that Program will also delete the associated Activities. To create a new Program, click **New Program**, and the **New Program Screen** will open.

You may also **Import** an existing PARS record on this screen by clicking the **Import** button. You will be prompted for a file name. This file must be in the PARS file format specified by CIDA. Attempts to import other files could lead to data corruption. Once you have entered the file name or chosen the file from your hard drive, you will be notified when the import is complete. Always make a backup of the data file prior to importing CIDA PARS Files.

Since Program Numbers must be unique, you will be informed if the imported Program has the same number as a Program already in PARS Reporter, and you will be given the option of renaming it, or skipping it. The same applies to activities – if you attempt to import an Activity already in PARS Reporter, you will have the option of either changing the name, skipping, or linking the existing Activity to the new Program.

#### 3.1.1 The New Program Screen

New Programs are added using the New Program screen. All Programs need a Program Number, a Name and a Start and End Date. All four fields must be entered before clicking on the Save button. Some red warning text may appear on this dialog with advisories concerning required data in certain fields.

Program N	umber: SV194441		
Program	Name: DEBT BUF	RDEN MANAGEMENT	
Star	t Date: 01/01/200	0	
End	Date: 12/31/200	10	

## 3.2 The Activity List Screen

The Activity List screen displays all Activities in PARS Reporter. New Activities are added using the Add Activity button. To view an existing Activity, select an Activity on the list and click on the Open Activity button. Section 4 describes the Activity Information screen.

Program	Number:	💽 🗖 Show Operation	hal Activities O	nly	Show A	.11	3 Activities
PA Num	Title	e T	Program	Year	Last Edit		
1	Canadian Intl Immunization I	Initiative	5-054307	1999-2003	07/26/2002	<u> </u>	
ED -3400	Financial Education	LIUTHEQUES A SEGUU	SV194441	2001-2003	02/26/2003		Open Activity
							Add Activity
							Copy Activity
							Remove Activity

To extend an Activity, select an Activity from the list and click on the **Add Activity** button. You will be prompted to either Add a New Activity or Extend the selected Activity from the list. Extending simply clones the selected Activity completely and increments the Year on the new one. If you do not wish to create or extend an Activity, select **Cancel**.

By using the controls found in the "Filter Project Activities" block, the Activities listed on the screen can be filtered by either Program and/or Operational Status. Click on the Show All button to list all Activities in your PARS Reporter data file.

Click on the **Print Activities** button if you wish to print individual Activity information or a Activities Financial Contribution Listing. See section 4.10 for more details.

The **PARS Export** button enables you to generate a PARS File containing data from multiple Projects/Activities. To create a multiple Project/Activity PARS File simply click, shift-click and/or control-click on the Activities in the list until you have the desired selection for export. Note that you should Open each Activity and proceed to the Export page prior to creating a multiple Project/Activity PARS File. This is recommended so that you can individually test the readiness of each Project/Activity record's data prior to attempting to create the PARS File.

Please refer to the **IMPORTANT NOTE** found in section 4.9 regarding sending files to CIDA.

# **3.3 Configuration Tab**

elcome   Programs   Activities   comigation   Pr	artners   Schedule Viewer   Utilities	
PARS Setup:		
NGO Organisation Name:	Any NGO name	
NGO Vendor Code:	1001111	
Default Activity Title:		
Default Activity Number:		
Default CIDA Contribution Percentage:	0%	
PARS Files Output Directory:	c:\pars_test\	Set Directory
PARS File Root Output Filename:	pars1001111	
Counter:	1	
Language Preference:	English / Anglais	
Vuland Processor Paths	DADaman Electricana () Differ ( Differ	Cat Dath
wold Plocessor Pari.		Secrati
Spreadsheet Path:	D:\Program Files\Microsoft Uffice\Uffice\Excel.EXE	Set Path
Responsible Officers		Save

The **Configuration Tab** displays the PARS Reporter system settings. When you create a new Activity, certain fields will be automatically populated with the default data defined on this page.

Note that the yellow fields are required fields, whereas the white one are optional

Enter your **Partner Vendor Code**.

If you wish to pre-title your new activities, you can enter a default name in the **Default Partner Activity Title**, and **Default Partner Activity Number** in the appropriate entry fields.

Enter a **Default CIDA Contribution Percentage** if desired. This is used to calculate a contribution value on the Activity Contribution page, based on the amounts of Disbursements entered in the system. (The Disbursements tab is not available in PARS Reporter Lite.)

Please refer to your CIDA documentation if you are unaware of the correct entries. Or further sections in this manual: (Activity – Information and Contribution sections)

The **PARS Files Output Directory** is the place on your hard drive where you would like the exported PARS files to be stored. Use the Set Directory button to select an existing directory.

According to CIDA's naming conventions, the name of a PARS output file is:

- 1. The word "pars"
- 2. Followed by your organization's Partner Code
- 3. Followed by an underscore
- 4. Followed by the current calendar year
- 5. Followed by a five digit file number
- 6. Followed by the extension ".dat"

To comply with CIDA file naming conventions, the **PARS File Output Filename** should be "pars", followed by your **Partner Vendor Code**. When exporting an Activity, PARS Reporter automatically creates the filename by concatenating items 1 through 6. The five-digit file number (item 5) is automatically incremented by the system, and the current value is displayed here as **Counter**. You may

reset this at any time. Note that when it comes time to perform your export, you will have the option of changing the **Output Directory** and **Filename** on the individual Project/Activity.

Note that CIDA requires that all PARS Files that are submitted arrive in numerical order. This means that the final name of the file that is sent to CIDA MUST follow the previously submitted PARS File. Use the Counter field to increment or decrement the counter value if necessary.

Note also that if a PARS .dat file is rejected by CIDA, you will need to resubmit the corrected file using the same file name as the rejected one. You can decrement the Counter value and then click Save Edits in the Configuration tab to reset the counter value.

Note also that you can manually "rename/renumber" the PARS .dat file using the Operating System's file rename function once the file is created in your Output Directory.

Enter the path to your local Word Processor and Spreadsheet applications if you wish to auto-launch these applications after exporting certain reports from PARS Reporter.

Note that if you do not click Save, your Configuration changes will be lost.

#### 3.4 Partners Tab

The Partners Tab is used to maintain your master list of Partners, and their contact information.

Partner Library:		Edit chosen Partner data:	
Partner Name Ac AEL BADS BUU CAMA VIETNAM CCB CREDO DDS/DCT ANG. CH EFICOR EFICOR EFICOR EFIC GENESIS KOINONIA NEICORD PHILRADS VARIOUS WRAA Cambodia	Address     ASSOCIATION OF EVANGELICALS OF LI     BUREAU D'AIDE ET DE DEVELOPPEME     BAPTIST UNION OF UGANDA Baptist Un     CAMA SERVICES VIETNAM Vietnam Wor     CAMBODIA COMMUNITY BUILDING (CCE     CREDIT Phnom Penh, Cambodia     CREDO Christian R&D Organization 01 BP     DDS/DCT ANGLICAN CHURCH OF TANZ     EVANGELICAL FELLOWSHIP OF ZAMBIZ     FUNDO DE CREDITO COMMUNITABIO \     GENESIS     KOINONIA Plot-32, Mollika Housing Societ     North East India Committee on Relief and E     PHILRADS     VARIOUS     World RAA Cambodia	Partner Name: CREDIT Partner Contact Information: CREDIT Phnom Penh, Cambodia	
Pather Datails	Add Demous	Set Partner Inactive	u Edita

To add a new partner, click Add. This will create a new entry in the list – "New Partner" followed by a unique number. Simply edit the data to suit your needs, and click **Save Edits**.

To change a partner's information, select the partner's name in the list on the left. That partner's name and contact information will appear in the text boxes to the right. You may edit the **Partner Name**, **Partner Contact Information** and **Part Inactive** status on this screen. Click on **Save Edits** to save the new information. If you do not click **Save Edits**, the changes will not be saved.

To remove a Partner from the Partner choice list that appears when your wish to add a Partner to an Activity, turn on the **Set Partner Inactive** checkbox.

To delete a Partner, select the partner's name from the list and click **Remove**. (In most cases, it is recommended to use the **Set Partner Inactive** checkbox instead of removing Partners.) Note that you will not be able to delete a Partner from this list if they have already been added to a Project/Activity. In this case, you would have to go into each Project/Activity that uses this Partner and remove the linkage to this Partner prior to removing them from PARS Reporter entirely.

Further Partner Information such as Partner E-mail Address, Partner Details Text and Partner Chronology Text is available by clicking on the **Partner Details** button.

Click on the **Export Partners** button to view a word processor document that lists all your partners and their particulars including activities that they are partnered on.

These Partners will be displayed in the list of available Overseas Partners that can be associated with a Project/Activity. You will see more about this in the Activity Information section.

## 3.5 Schedule Viewer Tab

Schedule Item	ns: 💽 U	pcoming S	Schedule Items	0	All Schedule Items		C Pen	ding Overdi	ue Schedule Iter	ms
Title			Activity Title		Scheduled	Actual	Delay	Туре		
nterim Report 2nd Payment (\$1	0,000)	Orissa Orissa	a Cyclone Rehabilitat a Cyclone Rehabilitat	tion tion	11/15/2001 11/20/2001	00/00/00 00/00/00	0	Internal R	eport	
lnfo )isbursements	Pri	nt pcoming D	) )isbursements	¢	All Disbursements		C Pen	ding Overd	ue Disbursemen	ts
Info Disbursements Scheduled	Pri	nt pcoming D Delay	) isbursements Activity	<b>⊙</b> Title	All Disbursements		O Peni Dis	ding Overdi sb'mt Amt	ue Disbursement	ts
Scheduled	Pri	nt pcoming D Delay 11	Disbursements	Title BILIZAT	All Disbursements ONaa		C Pene Dis	ding Overdi sb'mt Amt 100000	ue Disbursemen CIDA Portion 0	ts
Disbursements Scheduled 6/06/2001 2/01/2000	Pri E O U Actual 06/17/2001 07/07/2000	nt pcoming D Delay 11 -147	Disbursements Activity COMMUNITY MOD	Title BILIZAT	All Disbursements ONaa		O Peni Dis	ding Overdi sb'mt Amt 100000 30000	ue Disbursemen CIDA Portion 0 0	ts
Disbursements Scheduled 16/06/2001 2/01/2000 17/31/2000	Pri E C U Actual 06/17/2001 07/07/2000 10/10/2000	nt pcoming D Delay 11 -147 71	)isbursements Activity COMMUNITY MOD	<b>⊙</b> Title BILIZAT	All Disbursements ONaa		C Pen	ding Overde sb'mt Amt 100000 30000 41000	ue Disbursement CIDA Portion 0 0 0	ts
isbursements Scheduled 6/06/2001 2/01/2000 7/31/2000 2/21/99	Pri     C U     Actual     06/17/2001     07/07/2000     10/10/2000     12/21/99     2/21/99     2/21/99	nt pcoming D Delay 11 -147 71 0	) isbursements Activity COMMUNITY MOS	<b>€</b> Title BILIZAT	All Disbursements ONaa		O Pen	ding Overdi sb'mt Amt 100000 30000 41000 45000	ue Disbursement CIDA Portion 0 0 0	ts
Info           Disbursements           Scheduled           6/06/2001           2/01/2000           7/31/2000           2/21/99           19/30/99           W/01/99	Pri     C U     Actual     06/17/2001     07/07/2000     10/10/2000     12/21/99     10/01/99     0/01/99	nt pcoming E Delay 11 -147 71 0 1 0	)isbursements Activity COMMUNITY MOD	<b>⊙</b> Title BILIZAT	All Disbursements ONaa		C Pen	ding Overde bint Amt 100000 30000 41000 45000 50000 54000	ue Disbursement CIDA Portion 0 0 0 0	ts
Info           Disbursements           Scheduled           6/06/2001           2/01/2000           17/31/2000           2/21/99           9/30/99           4/01/99	Pri           C         U           06/17/2001         07/07/2000           07/07/2000         10/01/02000           10/01/02000         12/21/99           10/01/99         04/01/99	nt pcoming C Delay 11 -147 71 0 1 0	Disbursements Activity COMMUNITY MOR	C Title BILIZAT	All Disbursements ONaa		O Peni	ding Overdi sb'mt Amt 100000 30000 41000 45000 50000 54000	ue Disbursement CIDA Portion 0 0 0 0 0 0	ts

The Schedule Viewer Tab has been added to the Navigator to allow you to view all of the Schedule items on all your Activities on a single screen. Choose the desired type of view using the buttons at the top of the screen.

Upcoming Schedule Items include all items that are scheduled on Active Activities that are scheduled to occur within the next 30 days.

Pending Overdue Schedule Items lists are those scheduled items that were scheduled to occur in the past, but have not occurred yet.

Refer to the Activity - Schedule Tab section to learn how to add Schedule items to your Activities.

Note: This screen is not available on PARS Reporter Lite.

## 3.6 Utilities Tab

Nufocus PARS Reporter Lite Welcome   Programs   Activities   Configuration   Partners   Schedule Viewer   Utilities	
Export All Activities To Excet:	Export
Ad-hoc Reports / Charts:	Reports
Export Wizard:	Export
Import New Lookup Files:	Import
Export for Pivot Table or Pivot Chart:	Export
	Quit

The Utilities Tab contains several tools to access the data in PARS Reporter:

The **Export All Activities To Excel** export utility creates a data dump in Microsoft Excel format for you to see all data in the PARS Reporter system. Flexible graphing and allocation analysis can be performed within the Excel spreadsheet. Use this export when you wish to report on Project/Activity data from PARS Reporter. Note: This option is not available on PARS Reporter Lite.

The **Ad-hoc Reports** / **Charts** option displays a PARS Data Wizard page and allows you to create and save templates for custom reporting of PARS data across all the Projects/Activities in PARS Reporter.

Note: This option is not available on PARS Reporter Lite.

Activity Partners on Projects DDA Query All Records	
Country Sector All Records: 5 Theme Finance Metrics Schedule 3. Proceed with data preparation Partner Library	52

- 1. First, select the data type from the scroll area on the left.
- 2. Click on the Query button to find records of a certain type, or click on the All Records button to list all the records in PARS Reporter.
- 3. Click on the Report button to display the template editor. Drag and drop the desired fields into the report template. See below.

Quick           Select#          2?          2?          2?          2?          2?          2?          2?          2?          2?          2?          2?          2?          2?          2?	Report Editor ne fields: tecordID ctivityID itle Comment Scheduled Date ctual Date Delay Fype	Sort order:	Cell Count	Column Sorted Repeated Values Automatic Width	×
Header Detail <u>Total</u>	[Milestone]Title	[Milestone]Comment Comment	[Milestone]Actual Date Actual Date		
*	D1	00 150 200 .	. 250 300 350 400	0 450 500 550 600	650

Once a template is created, it can be saved and re-loaded using the File... Save As... and File... Open... menu items respectively. Reports can be printed or exported.

To export to Excel format choose File... Print Destination... Disk File, and then Choose File... Print. Name the file with a .xls extension.

The **Export Wizard** option also allows you to create and save templates for custom exporting of PARS data across all the Projects/Activities in PARS Reporter. This option is the recommended approach if you wish to export data from the associated tables such as Finance, Partner, Metrics, Schedule. Note: This option is not available on PARS Reporter Lite.

🔜 Export				×
💼 Fields 📄 Fi	orm		File Head	er 🛛 🖃 Delimiters 🛛 👫 Format 🗎
Export from Table	: Milestone		File	
□- ■ Milesta 22 Reco □-22 Activ 2 Active 2 Comm 2 Sche 2 Delay 2 Delay 2 Delay	one rdID ityID ent duled Date Date		Records C Export all Rec C Export Selection 21 Records	Browse Format Text Windows File
				Cancel Export
22 [Activity]P 🔹	🔺 [Activity]P 🔻	🔺 Title 👻	Z Scheduled 🔻	<u> </u>
1000135	TH98	Annual Rep	2000-12-31	
1000135	TH98	37	00-00-00	
0		Test 2	97-01-01	
0		Test 3	2000-05-08	
1000135	TH98	36	00-00-00	-
4				

To export data using the Export Wizard:

1) On the Export dialog, where it says Export From Table on the left side, click on the popup and choose the desired table.

2) Then click on the Export all Records choice on the right-hand side of the screen.

3) On the left hand side again, click on the little blue icon below the list of fields in the chosen table that has two arrows down on it. Data should appear below.

4) If you do not want certain columns, click your mouse on the column in the data below, and click once on the icon with the single red arrow up.

5) Click on the Browse button and type a file name and save it to the desktop or somewhere you prefer.

6) Click on the Export button. The data will be exported. Open the data file using a spreadsheet package such as Microsoft Excel.

The **Import New Lookup Files** option lets to import updated Lookup files into PARS Reporter. Periodically, CIDA may amend the lists that contain the ODA, Sector, Country, and Theme information. To update your copy of PARS Reporter, the new list files must be placed in the Lookup\_Data folder, which is found in the PARS Reporter directory on your computer. A complete selection of files must be located in this directory. For single user setups, the files are imported by simply clicking on the **Import** associated button. For client-server installations, a directory select dialog lets your locate the Lookup\_Data directory on your computer. (The original files will be found on your 4D Server host computer.) Please contact Nufocus Inc. to receive your new lookup files.

The **Export for Pivot Table or Pivot Chart** option allows you to export a special file dedicated to creating Pivot Tables or Pivot Charts in spreadsheet application such as Microsoft Excel. Pivot Charts allow you to view PARS Reporter data in complex relationships such as CIDA Cash by Sector and by Country simultaneously. Note: This option is only available on PARS Reporter enhanced versions.

#### 4.0 The Activity Information Screen

The Activity Information Screen is displayed when an Activity is opened from the Navigator Activities Tab page. To open an Activity, double-click on it in the listing, or select an Activity and click the **Open Activity** button.

Once an Activity is opened, edits to **Activity Information** are done on the various tabs of this screen. Similar to the main Navigator screen, the **Activity Information** Screen features a tab control which you can use click on to move from page to page.

Each of the first eight pages corresponds to a PARS record type. Page one contains the "Type 10" information. Items with a yellow background are mandatory, and you will be unable to export if they are not filled in.

The ninth tab, **Internal Comments** is a free-form text field that allows you to enter any other internal information that you wish to track concerning the Activity. This data does not get transmitted to CIDA.

The tenth tab, is the Export control page that allows you to error-check and subsequently create the PARS File on your computer hard drive. Note that PARS Reporter does not actually send the file to CIDA, it only prepares it for transmission. Other FTP software is required to make the actual data transmission to CIDA. Refer to Section 5.0 for further details. Contact Nufocus Inc. at <a href="mailto:support@nufocusinc.com">support@nufocusinc.com</a> if you require help in this area.

Tabs 11 through 13 allow you to track enhanced Activity information in PARS Reporter. See below.

Program Number:	SV19, DEBT BURDEN MANAGEMENT, 200	10	<u> </u>	
CIDA Activity Number:	0045007			
Partner Activity Number	[2340387			
Partner Activity Title:	Financial Education			
Canadian Secondary Partner:	0			
Approval Date:	01/01/2000 Completion Date:	12/30/2000		
Investment	RESP - Responsive	-	Info	
Investment Type:	PROJ - Projects		Info	
Investment Characteristics:	INFL - Influence and Leverage	•	Info	
Delivery Mechanism:		•	Info	
Status:	OPER - Operational	•		

## 4.1 The Activity Tab

The Activity Tab contains the basic information about the Activity: **Program Number, Name**, **Numbers**, **Partner** relationships, Activity dates, and various **Investment**, **Delivery** and **Status** settings. Note that the yellow fields must be entered before a PARS export file can be created in PARS Reporter.

When you first open a new Activity, you will notice than many fields will be set to the defaults that you specified under the **Configuration Tab** on the **Navigator Screen**.

The **CIDA Activity Number** is supplied by CIDA to you. It can remain blank on the initial PARS file submission. Please update this field upon reception of the number from CIDA.

Clicking on the down arrow next to certain fields will produce a drop-down box from which you may select various items. These drop-downs have been populated with the latest CIDA standard choices for your convenience.

Additional Information describing the Investment choices and the Delivery Mechanism choice can be viewed by clicking on the **Info** button to the right of the choice options. Note that a Closed Activity can not be sent to CIDA.

# 4.2 The Description Tab

Description:	
This description will be forwarded to CIDA in the PARS upload file.	<u>-</u>
Comments:	
This comment will be forwarded to CIDA in the PARS upload file.	A
	Ψ.

This page contains two scrollable text fields for the Activity **Description** and Activity **Comments**. These correspond to Type 20 and 25 in the PARS export file. You must enter a **Description** prior to export of the PARS file for CIDA.

#### 4.3 The Partners Tab

T artrici maine	Address	
Example Partner N	lai 123 Example Street Ottawa, ON K3Y 4T5 Canada Tel: Fax: Contact: E-mail: Remc	×
		Z

The **Partner Tab** contains the names of the Overseas Partners for this Activity. This corresponds to the Type 30 data in the PARS specification. To remove a Partner, select it in the list and click **Remove**.

To add a Partner, click Add. This will display a list of all of the OS Partners in PARS Reporter (as defined by you under the **Partners Tab** in the **Navigator**). To select a Partner, either double-click on the name, or click on the name and click **OK**.

Helping Hand CDA New Partner22	1 Helping Hand Way Toronto, ON M5E 4T6 Canada Enter Partner Contact Information Here	in the second
Partners for Peace	1273 Kent Square Calgary, LB, T3P 8R4 Canada, Tel: 403-459-3527	

# 4.4 The Contribution Tab

Activity Information: Financial Education	
Activity   Description   Partners Contribution   ODA   Country   Sector   1	heme   Internal Comments   PARS Export   Finance   Metrics   Schedule
Contribution Information:	
CIDA Cash Contribution:	203000
Partner Cash Contribution:	45000
Other Donor Cash Contribution:	0
Partner Inkind Contribution:	0
Other Donor Inkind Contribution:	0
Totak	248000
Internal Disbursement Information:	
CIDA Contribution Percentage: 0.0%	Calculated Cumulative Disbursements: 0 Info
CIDA Disbursement Information:	
Disbursement Date: 00/00/00	Cumulative Disbursement(s): 123000 (CIDA Cash Contribution only)
	R
	Print Cancel Save

The **Contribution Tab** contains the basic financial information for the Activity. Changing any of the enterable **Contribution** amounts will cause the **Total** to be recalculated. As Disbursements occur, enter the amount and Date in the **CIDA Disbursement Information** fields.

Note that the total **Cumulative Disbursement(s)** amount (bottom right of screen) must not exceed the **CIDA Cash Contribution** figure. If a **Cumulative Disbursement** amount is entered, then a valid **Disbursement Date** is required. Periodically, red warning text may appear in the bottom right hand corner of the screen advising you of date or dollar amount discrepancies.

You can use the **Internal Disbursement Information** section to help calculate the correct **Cumulative Disbursement(s)**. The **CIDA Contribution Percentage** value is an internal value only that is used to generate a **Calculated Cumulative Disbursement** amount based on the information tracked in the **Finance** Tab. Click on the **Info** button for more information about this feature. Note that the data in the **Finance** Tab (and **Metrics** and **Schedule** Tabs) are not forwarded to CIDA.

## 4.5 The ODA Priority Tab

Code	Description	Allocation	
106 100 600	Water and Sanitation Basic Human Needs Environment	20.00 50.00 30.00	2
			z

The **ODA Tab** is used to define the ODA Priority Allocations for the Activity. Priorities are added and removed in the same way as Partners, with the same kind of choice list:

100	Basic Human Needs	
101	Primary Health Care	
102	Basic Education	_
103	Family Planning & Reproductive Health Care	
104	Food and Nutrition	
105	Nutrition - Emergency	
106	Water and Sanitation	
107	Shelter	
108	Humanitarian Assistance	
199	Integrated Basic Human Needs	
200	Gender Equality	
201	Gender Equality is the principle objective/result	

Once an ODA Priority has been added, you can adjust the allocation by *double-clicking* on the number in the **Allocation** column. When the number is changed, and you press tab or enter, or click out of the cell, the **Total Percent** and **Total Percent Remaining** numbers will be recalculated. The **Total Percent** allocation must equal 100% before the export can be performed.

# 4.6 The Country and Sector Tabs

country summary		
Code Description	Allocation	
AO Angola	100.00	
Add	Total Percent: 100 Total Percent Remaining: 0	
	1	8
Information: Financial Education	Print Cancel	Save
Information: Financial Education   Description   Partners   Contribution   ODA   Country   Sect Sector Summary	Print Cancel	Save
Information: Financial Education Description   Partners   Contribution   ODA   Country   Sect Sector Summary Code   Description	Print Cancel	Save
Information: Financial Education Description   Partners   Contribution   DDA   Country   Sect Sector Summary Code Description 11110 Education policy and administrative management 11120 Education facilities and training 11200 Basic education	Print Cancel Cancel Print Cancel Cor Theme Internal Comments PARS Export Fir Allocation 60.00 30.00 10.00	nance   Metrics   Sched

These tabs are used to set the **Allocations** for **Country** and **Sector** respectively. Similar to the **ODA Summary Tab**, Countries and Sectors can be added and removed using the appropriate buttons and Allocations can be edited by double-clicking, and then typing the correct percentage in the **Allocation** column. Remember to **Save** your edits.

# 4.7 The Theme Tab

Code Desci	iption		
105 Capaci 102 Humar	ty Development Migration/Refugees		-
Tot Hand	ingrateri nelugoos		
			z

The **Theme Summary Tab** allows you to associate multiple Themes to an Activity. Use the **Add** and **Remove** buttons to edit the contents of the list of Themes.

# 4.8 The Internal Comments Tab

ivity Information: F	inancial Education Partners   Contribution   OD	A   Country   Sector	Theme Interr	al Comments	PARS Export   F	inance   Metrics	Schedule
Internal Com	ients						
This internal co	nment area is for your own	organisation's comme	ents and will not	be forwarded	to CIDA.		X
					Data on this p	page is not transn	nitted to CID/
			Pri	nt	Cancel		Save

The **Internal Comments Tab** allows you to collect internal comments about an Activity. These comments will not be exported out of PARS Reporter in the CIDA PARS file.

## 4.9 The Export Tab

stivity   Description   Partners   Contribution   ODA   Country   Sector	Theme   Internal Comments	PARS Export	Finance   Metrics   Sc	hedule
Export Readiness Tests				
Page 1 Mandatory Fields;	Passed			
Valid Activity Status:	Passed			
Page 2 Mandatory Fields:	Passed			
At Least One Overseas Partner:	Passed			
Valid Disbursement Date:	Passed			
CIDA Cash exceeds Cumulative Disbursement:	Passed			
ODA Allocation = 100%:	Passed			
Country Allocation = 100%:	Passed			
Sector Allocation = 100%;	Passed			
Default Output Directory Exists:	Passed			
Next Export Filename: c:\PARS_Files\pars12349876_	200100001.dat			Y
			Direct	
			PARS E	xport
	Dia	Connel	1	-

The **Export Tab** contains the data completeness tests and export information required when you are ready to perform the export from PARS Reporter to an output file. When displaying this tab, PARS Reporter automatically tests your Activity to make sure it is valid and complete relative to CIDA's PARS specification. The following criteria must hold for an Activity to be exported to a PARS compliant file:

- 1. The fields marked as **mandatory** (i.e. yellow background) must be filled in on the various Activity tab pages.
- 2. There must be at least one Overseas Partner on the **Partner Tab** page.
- 3. Each of the Total Allocations (ODA Tab, Country Tab, and Sector Tab) must equal 100%.
- 4. A directory must exist on your hard drive in the location specified in the **Output Directory** field on the **Navigator Configuration Tab**.

If these tests pass, the **Export** button will be active. The **Export Filename** is partially determined by the default **Output Directory** and **Output Filename** set in the **Configuration Tab** on the **Navigator** Screen. PARS Reporter adds the calendar year and the **Counter**. This field is editable, so you can change the **Export Filename** as you wish.

If any of the tests fail, the screen will look similar to the following figure:

Export Readiness Tests				
Page 1 Mandatory Fields;	Failed	GoTo		
Valid Activity Status:	Failed	GoTo		
Page 2 Mandatory Fields:	Passed			
At Least One Overseas Partner:	Passed			
Valid Disbursement Date:	Failed	GoTo		
CIDA Cash exceeds Cumulative Disbursement:	Passed			
ODA Allocation = 100%;	Passed			
Country Allocation = 100%:	Passed			
Sector Allocation = 100%:	Passed			
Default Output Directory Exists;	Failed	Create		
Next Export Filename: c:\PARS_Files\pars12349876_	200100001.dat			_
			PARS E	voort
			1-634 (2) 12	Npoir.

The **Export** button will be dimmed, and you will be unable to export. The **Go To** buttons allow you to go directly to the page on the **Activity Information** screen that contains the invalid or missing data. Click on these buttons to revert to the correct tab page and make the required correction. Then click on the **Export Tab** again to view the Export Readiness.

Once you are happy with your data, and all of the tests pass, return to the **Export Tab**. You can then export the Activity to a PARS compliant file if you want to create a PARS File for a single activity. Once you click on the **Export** button, the file will be created, and a dialog will inform you that the export has been completed. The five-digit number that comprises the last five characters of the filename will increment in readiness for your next export. Look for your PARS file in the directory specified in the **Export Filename** path. Note that CIDA prefers that PARS files are submitted with multiple activities instead of many single activity PARS files.

**Important Note:** PARS Reporter does NOT send the PARS file to CIDA as part of the Export process. Please refer to Section 5.0 for further information regarding sending your PARS .DAT Files to CIDA.

Remember to **Save** your changes once you have made edits in the **Activity Information** screen. If you click on the **Cancel** button, then all edits will be lost.

#### **4.10Activity Printing**

The **Print Activities** button at the base of the **Activity Information** screen allows you to print a summary report of all the information about the Activity. To print the report, click on the **Print Activities** button, select the Activity Detail Report option, choose your printer settings, and then click OK to proceed. These printouts can be very valuable hard copy records of your PARS data.

Activity Information         Contribution Summary           CIDA Activity Number:         \$-053910-029         CIDA Cash Contribution:         7531           Vandor Code:         1002249         Pattner Activity Number:         648         Other Donor Cash Contribution:         6222           Pattner Activity Number:         048         Other Donor Cash Contribution:         6222           Pattner Activity Number:         048         Other Donor Inkind Contribution:         6222           Completion Date:         1221/2000         Other Donor Inkind Contribution:         6202           Investment Type:         PROJ         Total:         Total:         78366           Investment Type:         PROJ         Disbursement(S): 78386         78366           Investment Type:         PROJ         Cumulative Disbursement(S): 78386         2001 at 16:51           Activity Description         TERM         2001 at 16:51         Activity Description approach. More specifically, the Neak Locang porgram will:         3.84           1. Seek to address the oradit and heath education needs of 1,248 poor women.         2.249         2.00100018.dat on Activity Description           The program goal is to empower and better the lives of inpoverished women and children, using an integrated ored, heath admonger may management training needed to improve health and ninones.         3.04014111111111111111111111111111111111	NEAK LOEUNG CREDIT					Printed:	Mar 27, 2002 17:47
CIDA Activity Number:     \$-053910-029     CIDA Cash Contribution:     7830       Vendor Code:     1002249     Partner Cash Contribution:     6224       Partner Activity Number:     0     Partner Inkind Contribution:     6224       Canadian Secondary Partner:     0     Partner Inkind Contribution:     6224       Approval Date:     12/31/2000     Other Donor Inkind Contribution:     624       Investment Type:     PROJ     Disbursement Summary     fordation       Investment Type:     PROJ     Disbursement Summary     75305       Delivery Mechanism:     Exported:     (2/3) r2000     Status:     12/31/2000       Status:     TERM     2001 at 16:51     12/31/2000     Status:     12/31/2000       Activity Description     The program goal is to empower and better the lives of impoverished women and children, using an integrated oredt, health education, savings, and community organization approach. More specifically, the Neak Loeung program will:     1. Seek to addit and health education, savings, and community building activities to serve 08 % of clients. The remaining of statiff.     3. Mairain/develop community banks through education, savings, and community building activities to serve 08 % of client proteiners.     6. Activity baser prove 08 % of client proteiners.       3. Mairain/develop community banks through education, savings, and community building activities for administrate CREDIT (Cambodia Economic Development Inititives for Transformation) through woretshops and training	Activity Information			Co	ntribution Summa	агу	0.00
Vendor Code:         1002249         Partner Cash Contribution:         6224           Partner Activity Number:         648         Other Donor Cash Contribution:         6224           Canadian Secondary Partner:         0         Partner Inkind Contribution:         6224           Completion Date:         12/31/2000         Other Donor Inkind Contribution:         6224           Completion Date:         12/31/2001         Total:         6264           Investment Type:         PRDJ         Disbursement Summary         606           Investment Type:         PRDJ         Cumulative Disbursement Summary         606           Investment Toracteristics:         Disbursement Summary         6201 at 16.51           Activity Description         Exported: orlyans_testypest 1002249_200100018.dat on At 2001 at 16.51           Activity Description         TERM         2001 at 16.51           Activity Description         Insert develop community organization approach. More specifically, the Neak Loeung program will:         1.248 poor women.           1. Seek to address the ored and heath education, savings, and community publiding activities to serve 60 X of oliest. The remaining clents will be served through solidarity groups (203) and individual loans (2 X).         4. Develop institutional capability to administrate CREDIT (Cambodia Economic Development Initiativelop eventions are provided to the women's groups, with loan and increast repayment (at market rate	CIDA Activity Number:	S-053910-	029	CI	DA Cash Contributi	on:	78365
Partner Activity Number:         648         Other Donor Cash Contribution:           Canadian Secondary Partner:         0         Partner Inkind Contribution:           Canadian Secondary Partner:         12/31/2001         Total:           Completion Date:         12/31/2001         Total:           Investment:         RESP         Disbursement Summary           Investment Characteristics:         Disbursement Date:         12/31/2001           Delivery Mechanism:         TERM         Disbursement Date:         12/31/2001           Status:         TERM         Disbursement Date:         12/31/2001           Status:         TERM         20/01 at 16:51         Activity Description           The program goal is to empower and better the lives of impoverished women and children, using an integrated oredit, health education avarings, and community organization approach. More specifically, the Neak Locung program will:         1. Seck to address the oredit and health education needs of 1.248 poor women.         2. Equip these women with basic health and money management training needed to improve health and informers.         3. Maintain/develop community banks through education, savings, and community building activities to serve 60 % of olients. The remaining olients will be served through solidarity groups 2(2%) and individual loans (2%).         4. Develop intriductional ageniticate CREDIT (Cambodia Economic Development Inflativies for transformation) through workshops and training of statf.         6. Achieve opentindial elif-s	Vendor Code:	1002249		Pa	irtner Cash Contribu	tion:	52244
Canadian Secondary Partner:       0       Partner Inkind Contribution::         Approval Date:       12/31/2001       Total:       Important Contribution::         Completion Date:       12/31/2001       Total:       Important Contribution::         Investment Type:       PR0.J       Disbursement Summary         Delivery Mechanism:       Exported::       12/31/2000         Status:       TERM       Disbursement Summary         Activity Description       Exported::       12/31/2000         The program goal is to empower and better the lives of impoverished women and children, using an integrated cordit, heath education, savings, and community organization approach. More specifically, the Neak Loeung program will:       1.248 poor women.         1. Seek to address: the oredit and heath education, savings, and community organization approach. More specifically, the Neak Loeung program will:       1.248 poor women.         2. Exploit these women with basic heath and money management training needed to improve heath and incomes.       3. Maintain/develop community banks through education, savings, and community building activities to serve 60% of clients. The remaining of statf.       6. Active operational self-sufficiency.         4. Ownord report regulary to supporters (incl. WRCanada) on program progress, incl. predetermined indicators.       Poor women each or soldarity groups of 6. women.         2.DA Summary       Improve the serve of a bout 30 women each or solidarity groups of 6. women.       10	Partner Activity Number:	648		Ot	her Donor Cash Coi	ntribution:	0
Approval Date:         12/31/2000         Other Donor Inkind Contribution:           Completion Date:         12/31/2001         Total:           Investment:         RESP         Disbursement Summary           Investment Type:         PROJ         Comunitive Obsbursement(s):         78366           Delivery Mechanism:         TERM         Disbursement Date:         12/31/2000           Status:         TERM         Exported:::::basistics::basistics::basistics::basistics::basistics::basistics::basistics:	Canadian Secondary Partner:	Ó		Pa	rtner Inkind Contrib	ution:	0
Completion Date:       12/31/2001       Total:         Investment:       RESP       Disbursement Summary         Investment Type:       PROJ       Cumulative Disbursement Date:       12/31/2000         Delivery Mechanism:       TERM       2001 at 16:51       2/31/2000         Status:       TERM       2001 at 16:51       Activity Description         The program goal is to empower and better the lives of impoverished women.       2.001 at 16:51         Activity Description       The program will:       1.         1. Seek to address the oredit and heath education needs of 1,248 poor women.       2.       2.         2. Equip these women with basic heath and money management training needed to improve heath and incomes.       3.       3.         3. Mairain/develop community banks through education, savings, and community organization approach. More specifically, the Neak Loeung program will:       4.       4.         4. Develop instructional capability to administrate CREDIT (Cambodia Economic Development Initiatives for Transformation) through workshops and training of staff.       5.       Achieve operational self-sufficiency.       6.         6. Montor/heport regularit to supporters (incl. WRCanada) on program progress, incl. predetermined indicators.       Prevention at heath education, creative payment (at market rates) being motivated by group solidarity/ groups of 5.0 wings, with loan and interest repayment (at market rates) being motivated by group solidatinty/ownersh	Approval Date:	12/31/200	D	Ot	her Donor Inkind Co	ontribution:	0
Investment: Field PROJ Investment Type: PROJ Investment Type: PROJ Delivery Mechanism: Delivery Mechanism: Delivery Mechanism: Delivery Mechanism: Delivery Mechanism: Delivery Mechanism: TERM Disbursement Date: 12/31/2000 Exported: crypars_test/pars1002249_200100018.dat on A 2001 at 16.51 Integrated ordit, health education, savings, and community organization approach. More specifically, the Neak Loeung program will: 1. Seek to address the orefit and health education needs of 1,249 poor women. 2. Explus these women with basic health and money management training needed to improve health and incores. 3. Maintain/develop community banks through education, savings, and community building activities to serve 60 % of clients. The remaining clients will be served through solidarity groups (20 %) and individual loans (2 %). 4. Develop institutional capability to administrate CREDIT (Cambodia Economic Development Initiatives for Transformation) through workshops and training of staff. 5. Achieve operational self-sufficiency. 6. Achieve operational self-sufficiency. 6. Monitor/report regularity to supporters (nol. WRCanada) on program progress, incl. provided to the women's groups, with loan and interest repayment (at market rates) being motivated by group solidarity/ownership, peer pressure, and the prospect of ongoing credit. Partner Summary 24040 Informal/semi-formal financial institutions 100* being summary 24040 Informal/semi-formal f	Completion Date:	12/31/200	1	To	tal:		
Investment Type: PROJ Investment Characteristics: Disbursement(s): 78365 Disbursement(s): 78365 Dis	Investment:	RESP		Dis	bursement Sumr	nary	
Investment Characteristos: Disbursement Date: 12/31/2000 Exported: o:/pars_test/pars1002249_200100018.dat on Ac 2001 at 16:51 Exported: o:/pars_test/pars1002249_20010018.dat on Ac 2003 and individual loans (2%). A Develop institutional capability to administrate CREDIT (Cambodia Economic Development Initiatives for tregularity to supporters (incl. WRCanada) on program progress, incl. predetermined indicators. Poor women organize themselves into either community banks of about 30 women each or solidarity groups of 5-6 women. After receiving training in organization, credit, and health, loans are provided to the women's groups, with loan and interest repayment (at market rates) being motivated by group solidarity/ownership, peer pressure, and the prospect of ongoing credit. Partner Summary EXPORE Could Enterprises 100' ReENT Proon Pero, Cambodia 100' Reentage of the direct beneficianes who at 10' Proversity Redu	Investment Type:	PROJ		C	umulative Disbursen	nent(s): 78365	
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Activity Description         The program goal is to empower and better the lives of impoverished women and children, using an integrated oredit, health education, savings, and community organization approach. More specifically, the Neak Loeung program will: <ul> <li>Seek to address the oredit and health education needs of 1,248 poor women.</li> <li>Equip these women with basic health and money management training needed to improve health and incomes.</li> <li>Maintain/develop community banks through education, savings, and community building activities to serve 60 % of olients. The remaining clients will be served through solidarity groups (28) and individual loans (2 %).</li> <li>Develop institutional capability to administrate CREDIT (Cambodia Economic Development Initiatives for Transformation) through workshops and training of staff.</li> <li>Abinizary transformation through workshops and training of staff.</li> <li>Abinizary to support regularity to support regularity to administrate CREDIT (Cambodia Economic Development Initiatives for yours, with loan and interest repayment (at market rates) being motivated by group solidarity/groups of 5-6 women. After receiving training in organization, credit, and health, loans are provided to the women's groups, with loan and interest repayment (at market rates) being motivated by group solidarity/ownership, peer pressure, and the prospect of ongoing credit.</li> <li>Partner Summary</li> <li>CREDIT OREDIT OREDIT OREDIT Cambodia</li> <li>Coal Enterprises 1001</li> <li>Seetor Summary</li> <li>200A Summary</li> <li>200A Summary</li> <li>200A Informal/semi-formal financial institutions 10001</li> <li>Seetor Summary</li> <li>100 Poverty Reduction</li> <li>Title Units Goal Actual Comment 1001</li> <li>The Units Goal Actual Comment 1001</li> <li>Title 0 0</li> <li>Comment 0 0</li> <li>Poverty R</li></ul>	Delivery Mechanism: Status:	TERM		Б 20	ported: c:\pars_test 01 at 16:51	\pars1002249_200100018	dat on Aug :
The program goal is to empower and better the lives of impoverished women and children, using an integrated oredit, health education, savings, and community organization approach. More specifically, the Neak Loeung program will: 1. Seek to address the oredit and health education needs of 1,249 poor women. 2. Equip these women with basic health and money management training needed to improve health and incomes. 3. Maintain/develop community banks through education, savings, and community building activities to serve 68 % of clients. The remaining clients will be served through solidarity groups (29%) and individual loans (2%). 4. Develop institutional capability to administrate CREDIT (Cambodia Economic Development Initiatives for Transformation) through workshops and training of staff. 5. Achieve operational self-sufficiency. 6. Monitor/nepot regularly to supporters (incl. WRCanada) on program progress, incl. predetermined indicators. Poor women organize themselves into either community banks of about 30 women each or solidarity groups of 6-6 women. After receiving training in organization, credit, and health, loans are provided to the women's groups, with loan and interest repayment (it market rates) being motivated by group solidarity/ownership, peer pressure, and the prospect of ongoing credit. *artner Summary CREDIT OREDIT Proom Perb, Cambodis DDA Summary 200A Summary 200A KH Cambodia Institutions 100° kector Summary 200A Informal/semi-formal financial institutions 100° heme Summary 100 Poverty Reduction reternal Metrics Information Title Units Goal Actual Comment of persons participating in, & benefiting dire ea 0 0 0 eventage of the direct beneficialies who ar % 0 0	Activity Description	X1 - 331 - 551	Trace of				
0DA Summary         504       Local Enterprises       100'         Region - Country Summary       100'         170       KH       Cambodia       100'         Sector Summary       24040       Informal/semi-formal financial institutions       100'         Perme Summary       100       Poverty Reduction       100'         Internal Metrics Information       Title       Units       Goal       Actual       Comment         I of persons participating in, & benefiting dire       ea       0       0       4ercentage of the direct beneficiaries who ar       %       0       0	Initiatives for Transformation, 5. Achieve operational self-su 6. Monitor/report regularly to s predetermined indicators. Poor women organize themsel groups of 5-6 women. After r provided to the women's group motivated by group solidarity. Partner Summary CREDIT 0	through workshops fficiency. upporters (incl. WR ves into either com eceiving training in s, with Ioan and int fownership, peer pre REDIT Proom Perh, Can	Canada) on Canada) on munity banks organization, erest repayn ssure, and th modia	of staff. program p s of abour credit, ar nent (at m he prospe	orogress, incl. t 30 women each or d health, loans are aarket rates) being ct of ongoing credit	solidarity	
504       Local Enterprises       100'         604       Local Enterprises       100'         Region - Country Summary       100'         170       KH       Cambodia       100'         Sector Summary       24040       Informal/semi-formal financial institutions       100'         Powerty Reduction       100       Poverty Reduction       100'         Information       Title       Units       Goal       Actual       Comment         I of persons participating in, & benefiting dire       ea       0       0       Poverty							
Region - Country Summary     100       170     KH       24040     Informal/semi-formal financial institutions     100       Theme Summary     100       100     Poverty Reduction       nternal Metrics Information     101       Title     Units     Goal       Actual     Comment       Jof persons participating in, & benefiting dire     ea     0       0     0	504 Local	Enternrises					100%
170     KH     Cambodia     100'       Sector Summary     24040     Informal/semi-formal financial institutions     100'       100     Poverty Reduction     100'       Information     Title     Units     Goal       I of persons participating in, & benefiting dire     ea     0     0       Vertextual of the direct beneficiaries who ar     %     0     0	Region - Country Summery	ancipiises					TOOR
Sector Summary       24040     Informal/semi-formal financial institutions     100"       heme Summary     100     Poverty Reduction       100     Poverty Reduction     Information       Title     Units       0 of persons participating in, & benefiting dire     ea     0     0       ***********************************	170 KH	Cambodia					100%
24040     Informal/semi-formal financial institutions     100"       heme Summary     100     Poverty Reduction       100     Poverty Reduction     Internal Metrics Information       Title     Units     Goal     Actual       Of persons participating in, & benefiting dire     ea     0     0       Percentage of the direct beneficiaries who ar     %     0     0	Sector Summary						
heme Summary       Title     Units     Goal     Actual     Comment       of persons participating in, & benefiting dire     ea     0     0       ereventage of the direct beneficiaries who ar     %     0     0	24040 Infor	nal/semi-formal fina	ancial institut	ions			100%
100 Poverty Reduction Internal Metrics Information Title Units Goal Actual Comment of persons participating in, & benefiting dire ea 0 0 ercentage of the direct beneficiaries who ar % 0 0	heme Summary						
nternal Metrics Information Title Units Goal Actual Comment fof persons participating in, & benefiting dire ea 0 0 fercentage of the direct beneficiaries who ar % 0 0	100 Pove	rty Reduction					
Title     Units     Goal     Actual     Comment       I of persons participating in, & benefiting dire     ea     0     0       Percentage of the direct beneficiaries who ar     %     0     0	nternal Metrics Informatio	n					
l of persons participating in, & benefiting dire ea 0 0 Percentage of the direct beneficiaries who ar % 0 0	Title	L	Inits	Goal	Actual	Comment	
Percentage of the direct beneficiaries who ar 🐐 0 0	of persons participating in, &	benefiting dire	ea	0	D		
and bar and the set of	<sup>a</sup> ercentage of the direct benefi	iciaries who ar	X	D	D		

A Financial Listing Option is also available from the **Print Activities** button. This prints a listing of all contribution information for a list of Activities.

#### **4.11Internal Financial Data**

Enhanced Financial data can be collected on Projects/Activities using PARS Reporter. The **Finance Tab** allows you to enter and monitor Financial data on individual Projects/Activities.

Click on the various fields to enter the Year, Quarter, Budget, Actual, Scheduled Disbursement, Actual Disbursement and Disbursement Amount. To add additional text data about a Finance item, you can select the item and then click on the Info button.

This data does not get sent to CIDA. On the Navigator Utilities Page, this data can be exported for other purposes by choosing the Export Wizard or the Activity Related Exports options.

Year	Qtr	Budget	Actual	Scheduled Disb	Actual Disb'mt	Delay	Disb'mt Amount	
2000/2001	1	12,000.00	9,500.00	2000-04-15	2000-05-01	16	10,000.00	
2000/2001	2	11,000.00	11,500.00	2000-07-15	2000-07-15	0	10,000.00	_
								_
								_
								-
1.4	: 1 <sup>0</sup>	1 دده	Demour					1

Note: This screen is not available on PARS Reporter Lite.

#### 4.12Internal Metrics Data

Enhanced Metrics data can be collected on Projects/Activities using PARS Reporter. The **Metrics Tab** allows you to enter and monitor budget line item data on individual Projects/Activities.

Click on the various fields to enter the Title, Units, Goal, Actual, and Comments. To add additional text data about a Metrics item, you can select the item and then click on the Info button.

This data does not get sent to CIDA. On the Navigator Utilities Page, this data can be exported for other purposes by choosing the Export Wizard or the Activity Related Exports options.

Note: This screen is not available on PARS Reporter Lite.

Title	Units	Goal	Actual	Comment	
Books delivered	ea	100000	85000		
Person months of training	PM	12	11		
		i			-

#### **4.13Internal Schedule Data**

Enhanced Schedule data can be collected on Projects/Activities using PARS Reporter. The **Schedule Tab** allows you to enter and monitor schedule items on individual Projects/Activities.

To change the data in the Type column, double-click on it and choose the best choice: Project Milestone, Internal Report, External Report, Keyword, or enter your own type description.

To add additional text data about a Schedule item, you can select the item and then click on the Info button.

This data does not get sent to CIDA. On the Navigator Utilities Page, this data can be exported for other purposes by choosing the Export Wizard or the Activity Related Exports options.

Note: This screen is not available on PARS Reporter Lite.

Title	Scheduled	Actual	Delay	Туре	*
Quarterly Review	2000-07-10	2000-07-12	2	Internal Report	
Annual Report	2000-12-31	00-00-00	0	External Report	
1	1			1	

#### 5.0 File Transfer to CIDA

PARS Reporter does NOT send the PARS file to CIDA as part of the Export process.

For information concerning the process of sending PARS files to CIDA, please review the PARS file upload instructions provided by CIDA or contact CIDA directly if further information is required. You will need a ftp address, a user name and a password prior to connecting to the PARS FTP upload site. This information is found in the PARS documentation supplied to you by CIDA.

The PARS File must be sent separately to CIDA using File Transfer Protocol (FTP) software. A simple FTP client software package is all that is required to forward the file. Many shareware FTP products are available on the Internet. Examples are "CuteFTP", "WS\_FTP".

Nufocus Inc. also offers a web-based upload site to make the process of .DAT file upload easier. Please refer to the resources available at <u>http://www.nufocusinc.com/Nufocus/Downloads.htm</u> and click on the CIDA Upload Site link to access the CIDA FTP Site. Follow the instructions provided on the web site to send your PARS file to CIDA.

Please also note that there are very rigid PARS file naming rules that must be adhered to when sending PARS files to CIDA. In particular, your file name must follow numerically the last successful file sent to CIDA. Also, the Year is included in the file naming convention. Please contact CIDA if you are unaware of these restrictions on PARS file names and number sequences.

**Warning**: Do not open the PARS upload file with other software to make changes and save. Some text editor software will add unwanted characters to the export, which will lead to an invalid PARS File when CIDA attempts to import it into their mainframe computer.

#### **6.0 Further Support**

If you require further support or have other questions or comments about PARS Reporter, please forward these comments to: <u>dgarrard@nufocusinc.com</u> Your questions will be dealt with within one business day.

PARS Reporter is custom software and can be further customized to fit your particular needs. Please address your customization issues to: dgarrard@nufocusinc.com

Thank you for using PARS Reporter.