GHANA HEALTH SERVICE

PLANNING AND BUDGET MANAGEMENT INFORMATION SYSTEM (PBMIS) MANUAL

THE GENERIC PLANNING AND BUDGETING PROCESS

IN PARTNERSHIP WITH
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DISCLAIMER
This document is provided by the Ghana Health Service (GHS) for information purposes only to authorized users of the Planning and Budget Management Information System (PBMIS). The information contained in this document is subject to change without prior notice to users. Any improvements or changes to either the product (i.e. software) or the document will be documented in subsequent editions. It is envisaged that this document should not be photocopied, reproduced, stored in a retrieval system, transmitted in any form or by any means, or translated into another language without the prior written consent of the Developer and GHS.

It is required that this document should be used alongside other planning and budgeting capacity building documents that are institutionally prescribed within the health sector and GHS.
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ACRONYMS

BMC  Budget Management Centres
BoD  Burden of Disease
CHPS  Community -based Health Planning and Services
DHD  District Health Directorate
DHIMS  District Health Information Management System
DHIMS  District Health Information Management System
GHS  Ghana Health Service
GIFMIS  Ghana Integrated Financial Management Information System
GoG  Government of Ghana
HR  Human Resource
HRIMS  Human Resource Information Management System
HSMTDP  Health Sector Medium Term Development Plan
ID  Identification
IGF  Internally Generated Fund
MoF  Ministry of Finance
MTEF  Medium Term Expenditure Framework
PBB  Program Based Budgeting
PBMIS  Planning and Budget Management Information System
PPMED  Policy Planning Monitoring and Evaluation Division
RHD  Regional Health Directorate
SDG  Sustainable Development Goal
SQL  Structured Query Language
SSMS  SQL Server Management Studio
SSNIT  Social Security and National Insurance Trust
FOREWORD

Planning and budgeting in the Ghana Health Service has been evolving over the past decade with the focus of improving the linkages between policy, planning, resource allocation and performance outcomes. Since 2011, some tools have been adopted including Marginal Bottleneck Budgeting (MBB) and the District Health Planning, Accounting and Reporting Tool (DIHPART) to develop plans and budgets, assess effectiveness of interventions and align resources to disease burdens.

Despite these efforts, the planning and budgeting process has maintained its laborious nature and faced a lot of challenges in the consolidation of the Service’s annual plans and budgets. The use of manual basic excel templates, weak linkage between policy making, planning and budget, weak expenditure control, systemic challenges amongst others impeded the entire annual planning and budgeting process.

It is worth noting that the national planning and budgeting process also transformed from the traditional input-based budgeting to results-based budgeting using the Medium-Term Expenditure Framework (MTEF) principles. Moreover, the results-based orientation of the national budgeting process culminated in the adoption of the Program based Budgeting (PBB) approach. The PBB relates resources to proposed intervention and actual results. PBB provides important information on service delivery and promote transparency and accountability in resource allocation and use for service delivery. For PBB to thrive effectively, there was the need for adequate information about programs and user-friendly planning and budgeting tools at the implementation levels.

The Ghana Health Service amidst these challenges has developed a software called Planning and Budgeting Management Information System (PBMIS) which is an integrated solution for the preparation of comprehensive evidence-based and quality plans for goods and services, compensation and capital investment and to effectively align budget to policies and priorities and strategic interventions of the Service.

It is important to state that the PBMIS provides the application of service data from DHIMS 2 and the community scorecard to guide background service data and performance analysis to support the planning and budgeting process. Applying the data to inform resource allocation to policies and priorities means that Budget Management Centres will be able to address their local priorities using proven interventions.

The features of the system include a dashboard to monitor budget alignment to objectives, source of funds, coverage and disease burden, real time consolidation, consolidated workplans, creation of exportable files to MoF budget system (Hyperion) and integration with DHIMS2 and HRIMS. The outputs of the PBMIS is to generate reports for implementation of annual plans and budgets and also for the effective resource mapping and harmonization of resource allocation and activities during implementation to achieve efficiency gains.

I urge all managers involved in the planning and budgeting process to make adequate reference to the PBMIS manual to facilitate their planning and budgeting. It is also important that all Budget Management Centres utilize the PBMIS as the official platform of the Service for the preparation of their MTEF as well as Programme Based budgets.

DR. PATRICK KUMA-ABOAGYE
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ABOUT THE PBMIS
The Planning and Budgeting Management Information System (PBMIS) is an integrated solution for the preparation of comprehensive plans and budget covering IGF Revenue Projections, Goods and Services, Compensation and Capital Investment.

The purpose of the PBMIS manual is to serve as a guide for the use of the software product for the preparation of the Annual Medium Term Expenditure Framework (MTEF) and Program Based Budget (PBB). This is to be used in line with the planning and budgeting guidelines issued by the Ministry of Finance (MoF) annually and the comprehensive planning and budgeting manual of the GHS.

The manual is to be used at the respective levels of the GHS in order to facilitate smooth navigation, preparation, implementation and management of BMCs' plans and budget. Specifically, the purpose of the manual are as follows:

1. Provide description on how to use the PBMIS.
2. User guide for generating required reports at various levels for management decision making.
3. A quick reference guide for generating outputs for capturing of budgets at the national level.
4. It also serves as basis for addressing frequently asked questions and responding to user challenges as well as basic troubleshooting.
5. Additionally, there is a section on Case Studies aimed at providing hands-on training for the users.

Note: Users are advised to thoroughly read the manual before attempting to use the PBMIS.

OBJECTIVES OF THE PBMIS
The PBMIS is designed to achieve the following objectives:

- Effectively align budget to policies and priorities and strategic interventions of the sector;
- Enhance the planning and budgeting for all known sources of funding;
- Enhance the undertaking of various forms of budget analysis and reports;
- Strengthen budget implementation management;
- Facilitate the generation of consolidated plans and budgets for ease of capturing into the national budget system;
- Contribute to the achievement of organizational objectives through the efficient utilization of available resources; and
- Improve the efficient use of allocated resources.
STRUCTURE OF THE MANUAL
The manual has been structured into two parts as follows:

Part A- Technical (Administration) Section: This section provides an overview of the PBMIS systems requirements and then delves into the installation process and how to update an existing installation. Further, it touches on how to set up the PBMIS and finally, how to back up the database and restore it.

Part B – End User Section: This section deals with how to use the PBMIS focusing on IGF Revenue Projection, setting up revenue ceilings for BMCs to control their Expenditure Budget, the reserved budget and downloading of budget ceilings. It further touches on the Compensation as well as the Goods and services budget.

Also highlighted are how to print the various budget reports, prepare Activity work plan, and print consolidated procurement plan. The Capital Expenditure module, which is used to capture all government projects for the BMC is also focused on.

Additionally, it addresses how to prepare the Activity implementation plan, generate consolidated reports and build a Dashboard. The section ends with printing of BoD, Coverage and Budget Reports.

PART A- TECHNICAL (ADMINISTRATION) SECTION
SYSTEM REQUIREMENTS
Compatibility Guide
To install PBMIS, ensure that your hardware and your operating system are correctly configured and fully operational. Find below a complete list of hardware and operating system requirements:

Database server operating systems
Microsoft SQL Server 2017 or higher on Windows 8 or higher are supported for use as the database server for PBMIS 2020.

Note the following points:

- Microsoft SQL Server Enterprise and Standard are supported.
- For Microsoft SQL databases, we recommend using a binary collation method, such as Latin1_general_bin.
- See Microsoft’s websites for limitations of their databases.
PBMIS application server operating systems
The 64-bit versions of Windows 10 (Pro and Enterprise editions) are supported as the workstation operating system for PBMIS 2020.

Note:
Windows 7: Professional, Enterprise, and Ultimate editions have not been tested with PBMIS 2020. Support may not be available for problems that may occur on non-supported operating systems.
Microsoft Excel 2013, 2016 (32-bit), or 2019 (32-bit) is required on each workstation running PBMIS for importing files into PBMIS.

INSTALLATION
Pre-Installation
Copy the PBMIS Installation folder provided by GHS onto the desktop

How to Install Microsoft SQL Server 2017 Standard or Enterprise Edition
Follow the steps below:
1. Open the PBMIS Installation folder
2. Open the folder named SQL Server
3. Double click on SQL Server2017-x64-ENU or right-click on SQL Server2017-x64-ENU and open with windows explorer
4. Double-click on setup to open the SQL Server 2017
5. From the pop up window click on “Yes” to launch the SQL Server Installation Centre

6. Click on Installation on the left pane (side).
7. Click on “New SQL Server stand-alone installation or add features to an existing installation”. **Wait a while for the SQL Server 2017 Setup to open.**

NB: In the next window, depending on the compatibility of your computer the SQL Server setup checks for Global Rules. Global Rules identify problems that might occur while installing SQL Server setup support files. If there is any failure, it must be corrected before proceeding further.
8. If all the Global Rules have status as passed, click on next to go to the next screen.
9. Next, install setup files. If files are already present, skip this step.

10. For a fresh or new installation of SQL Server 2017, select the option "Perform a new installation of SQL Server 2017". This is set as the default option.

11. Select “Enter the product key”
12. Key in the product key provided by GHS.
13. Click on the next button
14. Accept the License Terms and click on the next button

15. In the next window, the SQL Server setup checks for Global Rules. Global Rules identify problems that might occur while installing SQL Server setup support files. If there is any failure, it must be corrected before proceeding further.
16. In the next window, select “Use Microsoft update to check for updates”

NB: For the necessary update to run, you should be connected to the internet.
17. Click on the next button to continue
18. Click on the next button to continue
19. Check the status to ensure that it is reading “passed” or “warning”
20. Click on the next button to continue
21. In the Feature Selection, select **Database Engine Services**

22. Click on the next button to continue.
23. In the Instance configuration, select named Instance and type “SQL2017”.
24. Click inside the Instance ID box. 'SQL2017' will then show as the Instance ID.
25. Click on the next button to continue
26. Click on the next button to continue
27. In the Database Engine Configuration window, select Mixed Mode (SQL Server Authentication and Windows Authentication).
28. In the Enter password text box, key in the password as provided by GHS.
29. In the Confirm password text box, repeat the password.

30. Click on Add Current user button to add the current user profile.
31. Click on the next button to continue.
32. Click on the Install button to start the installation

NB: For a successful installation, ensure that all the status indicate "succeeded"

33. Click on the close button

How to install SQL Server Management Studio 2017

1. Double click on the "SSMS-Setup-ENU".
2. After double-clicking, click yes to continue installing the SQL Server Management Studio 2017.
3. Click the Install button.
4. Wait until setup is completed and click the close button.

\[\text{NB: Restart your computer in case you are prompted.}\]
How to connect to the SQL Server
1. Go to all programs to locate the Microsoft SQL Server Tools 2017.
2. Under Microsoft SQL Server Tools 2017, Click on the drop down to see the Microsoft SQL Server Management Studio 17.

3. Double-click on the SQL Server Management Studio 17.

4. In the Authentication box, click on the drop down to select SQL Server Authentication
5. Type in the Username in text box.

6. Type in the password as provided by the GHS in the Password text box.
7. Check "Remember password"
8. Click on the connect button to open the SQL Server Management Studio 2017 window.

**How to install the PBMIS Application**

1. Download application using this link – [http://ghsbudget.com/Update/PBMIS.msi](http://ghsbudget.com/Update/PBMIS.msi) or use the PBMIS Application (GHS Tool – PBMIS) shared.
2. Double click on the downloaded or shared PBMIS setup
3. On the “Welcome to PBMIS Setup Wizard Screen” click on Next

*WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.*
4. On the select installation folder screen maintain the installation path and select “Everyone” for “Install PBMIS for yourself, or for anyone who uses this computer”

5. Click Next on the “Confirmation Installation” page to start the installation
6. Click on close on the “Installation Complete” window to finish the installation.

PBHMS has been successfully installed.
Click “Close” to exit.

Please use Windows Update to check for any critical updates to the .NET Framework.

7. The application will be displayed on your desktop as shown below, double click on it to start it:
8. **Login online** using your credentials (BMC code – User ID)
9. Under System Backup and Restore: **Click on “Create New Database” to create the database**

10. Under Common services, click on Download Budget Settings to sync budget settings (Refer to Download Budget Settings in End User section of the Manual)

11. Download DHIMS 2 Indicator (Refer to Download DHIMS 2 Indicators in End User section of the Manual)

12. Go to Security Management to sync logins (Refer to Sync Logins in End user section of the Manual)

13. Under Revenue Ceilings, download ceilings (Refer to Download GoG Revenue Ceilings in End User section of the Manual)

14. Log out and login offline (the system is ready for data entry)
Updating PBMIS

OPTION 1

1. The PBMIS will prompt you if there is a new update when you launch it as shown below

   ![The Generic Planning and Budgeting Process](image)

   **NB:** You need to be connected to the internet to be prompted if there is a new update.

2. Click on ok to open the “Download Form”
3. Click on the button to open the Browse for Folder window.

4. Select the folder you want to save the installation to and click on ok. For example, if you want to save it to the Desktop, select Desktop as shown in the image above (Browse for Folder window) and click on ok.

5. You should have the folder appearing in the Software Download form as shown below.

6. Click on Download to download the file.
7. Wait and make sure the file is fully downloaded

8. Click on ok to exit the message showing “File was successfully downloaded”

9. Click on Install to install the PBMIS

10. During the installation when asked to exit the PBMIS application, close the Software Update form and then the PBMIS login form and click on continue to continue the installation.

   **NB: Restart your computer if your computer requests to do so.**

11. Launch the PBMIS from your desktop and login online after a successful installation

12. Under system Backup and restore, click on “Update Database” to update the PBMIS database

13. Under Common services, (Refer to End User section)
   a. click on Download Budget Settings to sync budget settings
   b. Click on Download DHIMS 2 Indicators (Refer to Download Budget Settings in End User Section of the Manual)

14. Go to Security Management and to sync logins (Refer to Sync Logins in End user Section of the Manual)

15. Under Revenue Ceilings, download ceilings (Refer to Download GOG Revenue Ceilings in End User section of the Manual)

16. Logout of the PBMIS and login offline to start working
OPTION 2
1. When the PBMIS prompts you that there is an update, open your browser and copy link http://ghsbudget.com/Update/PBMIS.msi into it.
2. Your browser will prompt you to download the file “PBMIS.msi”. Go ahead and download it to a location of your choice on your computer and close the PBMIS application.
3. After the download, go to the location, double click on PBMIS.msi to install the PBMIS application.
4. Launch the PBMIS from your desktop and login online after a successful installation.
5. Under System backup and restore, click on “Update Database” to update the PBMIS database.
6. Under Common services,
   a. click on Download Budget Settings to sync budget settings
   b. Click on Download DHIMS2 Indicator (Refer to Download Budget Settings in End User Section of the Manual) to sync DHIMS 2 indicators.
7. Go to Security Management to sync logins (Refer to Sync Logins in End user section of the manual)
8. Under Revenue Ceilings, download ceilings (Refer to Download GOG Revenue Ceilings in End User section of the Manual).
9. Logout of the PBMIS and login offline to start working.

OPTION 3
1. When the PBMIS prompts you that there is an update, open your browser and copy link http://ghsbudget.com/Update/PBMIS.msi into it.
2. Your browser will prompt you to download the file “PBMIS.msi”. Go ahead and download it to a location of your choice on your computer and close the PBMIS application.
3. After the download go to the location, double click on PBMIS.msi to install the PBMIS application.
4. Launch the PBMIS from your desktop and login online after a successful installation.
5. Under Common Services, click on upload Budget to sync your Budget.

**NOTE**
This step is very important. Ensure that, the synching is successful before proceeding to the next step.

6. Under System Backup and Restore, click on “Create New Database”
7. Under Common services (Refer to End user section of the manual),
   a. click on Download Budget Settings to sync budget settings
b. click on Download DHIMS 2 indicators (Refer to Download Budget Settings in End User section of the Manual)

8. Download DHIMS II Indicator (Refer to Download DHIMS 2 Indicators in End User section of the Manual)

9. Go to Security Management to sync logins (Refer to Sync Logins in End user section of the manual)

10. Under Revenue Ceilings, download ceilings (Refer to Download GOG Revenue Ceilings in End User section of the Manual)

11. Under common services, click on Download Budget.

12. Click on “Retrieve” to retrieve your Budget previously synched

13. Click on Process to download your Budget

14. Logout of the PBMIS and login offline to start working.

NB: One of the status’ at “Data Status” should at least show “Data Is Ready”. If Data Status does not show that Data is ready, then you do not have any Budget to be downloaded.
How to set Up PBMIS

Introduction

PBMIS requires certain key parameters to be set up before you can use the application to capture plans and budgets.

Below are the setups that PBMIS allows you to configure before plans and budget can be captured:

- **IGF Revenue Items**: This is used to configure all the Revenue items that users need during IGF Revenue Budget capturing.
- **Policy Objective**: The Policy Objective is used to set up the Health Sector Medium Term Development Plan (HSMTDP) Objectives that a Budget will be aligned to for the MTEF period.
- **Categories**: The Category setup is used to set up the Categories where a Budget Operation belongs to.
- **Operations**: The Budget Operation is used to link activities and budgets to the Broad Operations of Government.
- **Intervention Packages**: The Intervention Package setup is used to define all the proven interventions that address the health sector objectives.
- **GHS Core Interventions**: The GHS Core Interventions is used to set up specific interventions that are linked to the national intervention packages defined in the HSMTDP.
- **Projects**: The Project setup defines all known programmes and projects with identified sources of funding for the budget year.
- **Source of Funds**: The Source of Fund setup is used to set up all sources of funding that will be used during the Budget capturing

**Adding an IGF Revenue Item**

To setup an IGF Revenue Item, follow the steps below:

1. Login to the PBMIS using the online Platform
2. Under Setups, click to open IGF Revenue Items
3. Enter the Item Number, IGF Revenue Type (Revenue Description) and then select the Source of Fund.
4. Click on Save to add the Revenue Item.

**Editing IGF Revenue Items**  
To edit the IGF Revenue Item(s):
1. Login to the PBMIS using the online Platform.
2. Under Setups, click to open IGF Revenue Items.

3. Search for the item using the Search Panel.
4. Select the Item to edit from the list, edit and click on save.

**Policy Objectives**

Adding a Policy Objective:

1. Login to the PBMIS using the online Platform.
2. Under the Setups, click to open Objective Policies.

3. Click on Add to add a line in the Grid view.
4. Enter the Objective Policy

5. Click on Save to add the Objective Policy.

Editing Policy Objective
   1. Follow steps 1 to 2 to open the Policy Objective Form
   2. Make changes to the Policy Objective and click on the save icon to save it.
Categories
Adding a Category
1. Login to the PBMIS using the online Platform
2. Under Setups, click to open Categories
3. Click on Add to add a line in the Grid view
4. Enter the Category
5. Click on Save to add the Category

Editing a Category
1. Follow steps 1 to 2 (above) to open the Category Form
2. Make changes to the Category Form and click on the save icon to save it.

Operations
Adding an Operation
1. Login to the PBMIS
2. Under Setups click on Operations to open the Operations Form
3. Enter the Operation ID and the Description
4. Select an associated Category using the find icon
5. Click on the save icon to save the Operation

**Editing an Operation**
1. Open the Operations Form
2. Using the Navigation icons go to the Operation to edit
3. Make necessary changes and click on save icon to effect the changes.

**Intervention Packages**
Adding an Intervention Package
1. Login to the PBMIS and Open the Intervention Package Form
2. Under Setups, click on Operations to open the Operations Form
3. Enter the Priority Area ID (Intervention Package ID), Priority Area Description (Intervention Package Description) and then select the Objective
4. Click on Save button to add the Intervention Package.

**Editing an Intervention Package**

1. Login to the PBMIS and Open the Intervention Package Form
2. Under Setups click on Intervention Package to open the Intervention Package Form
3. From the Table, select the Priority Area (Intervention Package) to edit.

4. The detail appears in the Textboxes as seen in the image above
5. Do the necessary changes
6. Click on Save button to add the Intervention Package.

**GHS Core Interventions**

**Adding an Intervention Package**

1. Login to the PBMIS and Open the Intervention Package Form
2. Under Setups click on GHS Core Interventions to open the GHS Core Interventions Form

3. Enter the Core Intervention ID, Core Intervention Description and then select the Priority Area ID (Intervention Package ID)
4. Click on Save button to add the Intervention Package.

**Editing a GHS Core Intervention**

1. Login to the PBMIS and Open the Intervention Package Form
2. Under Setups click on GHS Core Intervention to open the GHS Core Intervention Form
3. From the Table, select the GHS Core Intervention to edit.
4. The detail appears in the Text boxes as seen in the image above
5. Do the necessary changes
6. Click on Save button to add the GHS Core Interventions.

**Projects**

Adding a project
1. Click on Projects under setups to open the Project Form

2. Enter the Project ID and Description
3. Check the Active button to make the Project Active
4. Save the Project.
Source of Funds
Adding a Source of Fund
1. Open the Source of Fund Form

2. Click on the Add icon
3. Enter the Source of Fund Description
4. Click on Save icon

Editing Source of Fund
1. Open the Source of Fund Form

2. Select the Source of Fund to edit and make the necessary changes
3. Click on the save icon to save.

**Projects and Source of Funds**

Adding/Editing a Project and Source of Funds

1. Open the Project and Source of Fund Form
2. Select the Source of Fund and the Project to align
3. Click on the Save button to save.

**Project and Intervention Package**

Adding a Project and Intervention Package

1. Open the Project and Intervention Package Form
2. Select the Intervention Package and the Project to align
3. Click on the Save button to save.

**COMMON SERVICES**

The Common Services sub-menu is used to do setup that are not Annual and also perform actions that need to be undertaken before any Budget Period kick-starts.

The following Sub-Menus are covered under the common services:

1. Fiscal Period- This is used to set up the Budget Year
2. General Ledger Accounts - This is used to Add new GIFMIS Natural Accounts to the PBMIS
3. Download Budget Settings - Download Budget Settings is used to download the Setups which are configured under the Setup Sub-Menu
4. DHIMS 2 Indicator Load – This is used to load DHIMS 2 Indicator into the PBMIS to assist in the preparation of Facility Budget
5. DHIMS 2 Indicator Download - This is used by BMCs to download their respective District Indicators
6. Upload Budget – This is used to Upload all the Budget Levels into the PBMIS Consolidated Database

**Fiscal Periods**

Adding a Fiscal Period

1. Click on Fiscal Periods
2. Click on the Add icon
3. Enter the Budget Year and Select the State

4. Click on the Save icon  to save
General Ledger Accounts
Adding General Ledger Accounts
1. Click on the General Ledger Accounts
2. Click on the Add icon to add a new entry
3. Enter the Account ID, Name, Account Type and the Account Group
4. Click on the Save icon to save

Editing General Ledger Accounts
1. On the General Ledger Account Form, enter the Account ID in the Select Account ID text box and click on Find
2. Make the necessary changes and click on Save

How to upload DHIMS 2 Indicators per Facility
Loading Indicators
1. Click to open the DHIMS 2 Indicator Load Form
2. On the opened Form, click on Open to open a location on your computer where the Indicators are saved.
3. Select the File and open

4. Click on Save to Load the Data
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Bill of Material</th>
<th>Stock Code</th>
<th>Material Code</th>
<th>Material Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor 1</td>
<td>Material A</td>
<td>123</td>
<td>456</td>
<td>0.5 kg</td>
<td>10</td>
<td>5.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Vendor 2</td>
<td>Material B</td>
<td>789</td>
<td>234</td>
<td>2.0 kg</td>
<td>5</td>
<td>10.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Vendor 3</td>
<td>Material C</td>
<td>345</td>
<td>678</td>
<td>1.5 kg</td>
<td>8</td>
<td>7.50</td>
<td>57.00</td>
</tr>
</tbody>
</table>

**Totals:**
- Quantity: 23
- Total Price: 157.00

(PBMIS) MANUAL
SECURITY MANAGEMENT
1. Expand security management
2. Click on Sync Logins
3. Click on Sync
4. Log out

Note: Repeat this process anytime a new BMC code is being used on the same machine.

BACK UP AND RESTORE

Note: You must first create the backup location or directory i.e. a folder on Drive C and give it a name before backing up.

Pre Database backup and restore
Create a Folder on Drive c: and name it Backup restore

How to take a database backup
1. Open the SQL Server Management Studio
2. In the object explorer expand the database tree by clicking on the + sign
3. Right click on the GHSBudget
4. In the pop up window select Task and then click on Take offline
5. Check the “Drop All Active Connections” and click on the Ok button
6. Right click the GHSBudget database again and select Task and then click on Backup…
7. Ensure that the database name you want to backup reads “GHSBudget”, otherwise click on the dropdown arrow and select the Appropriate database name (GHSBudget)
8. The backup type must be set to “Full”
9. Remove All pre-defined backup destinations by selecting the directory and click on the remove button, otherwise click on the Add button to specify the backup destination
10. Click on the box as highlighted blue with the three dots
11. select the destination folder “Backup Restore”
12. In the file name text field, type the Facility initials, the Current Date and with file extension “.bak” and click the ok button
   (e.g. for policy, planning, monitoring and evaluation Division and current date 28th February 2019 will be “PPMED28022019.bak”)
13. Next click ok, ok

How to restore database backup
1. Open the SQL Server Management Studio
2. Right click the GHSBudget database, select Task and click on Take offline
3. Right click the GHS Budget database, select Task, select restore, and then click on Database…
4. From the pop-up window under the source section on the right select device
5. Click on the box as highlighted blue with the three dots
6. From the pop up window, select the folder Backup Restore on the left
7. On the right, select the Database File to be restored and click on Ok
8. Under the destination section on the right, ensure that the database text field reads “GHS Budget”, otherwise click on the drop down arrow by it and select GHS Budget
9. Under Restore Plan, ensure that the restore check box is checked
10. On the left pane, click on options
11. On the right under restore options, click on the check box labelled “overwrite existing Database (WITH REPLACE)” and click on the Ok button to start the restoration process
12. Click on the close button to complete the restoration process
PART B – END USER SECTION

USE OF THE PBMIS

The PBMIS is easy to use, as it does not require much data input and calculations for the preparation of plans and budget and the generation of reports for management decisions.

In using the system for the annual process of planning and budgeting, it is required that BMCs should have gone through their half-year and annual performance review reports and documented their strengths, weaknesses, opportunities, and threats to inform the setting of local priorities and specific activities.

Principally, the routine data from the district health information management system (DHIMS2) and other operational studies are employed to inform evidence-based planning before the output is translated to guide the preparation of MTEF plans and budgets.

The PBMIS has therefore been designed to consider the annual burden of disease and coverage indicators as dashboards from the DHIMS2. This should be used to guide budgetary allocations to address priority interventions. It is further required that output from other planning tools such as the CHPS Costing Tool, the HR Gap Analysis, Transport Planning Tool, and the IGF Revenue Projection Tool, among others, are taken into account as inputs for the preparation of MTEF plans and budgets.

The BMCs’ planned activities must be aligned to the sectoral priorities, policies, objectives, strategies, and GHS proven interventions. It is also essential to ensure that resources are efficiently allocated to these planned activities in order to facilitate the achievement of the HSMTPD objectives.

The BMCs are also required to capture all activities with their plans and budgets as well as sources of funding into the system. This will enhance the harmonization of activities and eliminate duplications to achieve efficiency and effectiveness in resource allocation.

The budget work plan and implementation modules are to be employed to support the assessment of budget as implemented against plans in order to identify variations for management decisions and support.

All mandatory fields in the PBMIS are required to be filled or inputted before the system allows for subsequent action by the user.

Users should ensure that only validated and authorized data from their BMCs are captured into the PBMIS.

The PBMIS should be used by all authorized managers of BMCs at the various levels to facilitate the development and management of their annual plans and budgets. Access to certain contents and features will depend on the users’ defined security settings. It is required that users adhere to their authorization levels as defined in the system and their BMCs to enhance the use of the PBMIS for management decision making.
The output reports from the PBMIS can be used to engage with Development Partners and other stakeholders in advocating for resources to support the implementation of the annual plans and budgets. It is also to ensure efficient resource mapping and harmonization of resource allocation and activities during implementation to achieve efficiency gains. Other uses of the PBMIS reports for budget decision making and strategic planning include:

a) IGF Revenue Projection analysis
   • IGF Revenue Projection by category

b) HR plans and budget analysis
   • Budget analysis by Retiring Staff
   • Budget Analysis by Staff Grade
   • Budget Analysis by Contract Staff
   • Derivation of Recruitment and Promotion Budget
   • Number of Years Spent on Grade

c) Goods and Services plans and budget analysis
   • Budget Allocation by Expense Account
   • Budget Allocation by Objectives
   • Budget Allocation by Expense Accounts, Interventions, and Source of Funds
   • Budget Allocation by Source of Funds
   • Budget Allocation by Intervention Packages
   • Budget Allocation by Specific Activity and Source of Funds

d) Capital investment plans and budget analysis
   • Database of the status of annual capital investment projects
   • Budget Allocation by Project Type

HOW TO USE PBMIS

1. The Planning and Budget Management Information System (PBMIS) application could be accessed using any of the following options:
   a. Locate the Planning and Budget Management Information System Icon on the desktop or
   b. Use the start menu and point to all programs to locate the Planning and Budget Management Information System (in Policy Planning Monitoring and Evaluation Unit folder) or
   c. Use the search option and type Planning and Budget Management Information System.
2. Double click on the PBMIS Icon to launch the application. A Login window is displayed in Figure 2: Login Screen.

3. To successfully log into the application, you should have the right credentials:
   a. Enter your **username**
   b. Enter your **password**.
   c. In the platform selection option, select **Online if logging in for the first time**
   d. Click on the login button.
Note:
*Your username and password will be provided by the Ghana Health Service PBMIS Support Team.*

Main window
A successful Login will display your BMC or facility name. The PBMIS main window is displayed in Figure 3. It has been designed to facilitate access to all the tools and features.

![Main Window](image)

**BMC or Facility Profile**
(Name and Department)

**Figure 3: PBMIS Main Window**

How to Synchronize Settings and logins
PBMIS can be accessed both offline and online. However, all PBMIS settings are done on the online platform. You are required to sync settings in the following scenarios:

1. After installing PBMIS for the first time
2. Any time you run the PBMIS script
3. When you request for a password reset from the PBMIS Technical team
4. At the start of every Budget year
5. After every upgrade or update of the application (when information is disseminated that extra settings have been added to the PBMIS).

The following steps will guide you to sync settings and logins for the first time:

Common Services
The common services download the sector objectives, GHS core interventions, intervention packages, and the facility performance indicators for the prior year.

1. Expand the **Common Services** menu
2. Click on download budget settings
3. From the pop-up menu click on Sync
4. Click on Download DHIMS 2 Indicator
5. From the pop-up window click on Retrieve and then click on the download button

Security management
1. Expand the Security Management menu and click on Sync Logins
2. From the pop-up window click on the Sync button to sync your login details offline.

Revenue Ceilings
1. Click on download Ceilings
2. From the pop-up window, click on Retrieve, then click on the Download button
3. Logout from the online platform

How to run the Application offline to capture data and run reports
1. Enter your username
2. Enter your password.
3. In the platform selection option, select Offline.
4. Click on the login button.

A successful offline login is displayed in Figure 4.

Navigation Menu

Figure 4
User Option Screen (Fig. 4)

**Exit** – Click on the Exit button to close PBMIS

**Logout** - Click on the Logout button to return to the Login Screen

**IGF REVENUE PROJECTION**

**Introduction**

The IGF Revenue Projection sub-module allows users to input BMC IGF projected revenue which serves as the IGF expenditure ceiling.
2. Click on the find icon beside the IGF Revenue type to search for the Revenue type to add.
3. Select the Revenue item to add and click on the Select button

4. Click on the Add Button to add the Revenue item
5. Click on IGF Budgeting on the Sub-menu to open IGF Budget Form as shown below

6. Click on the Finder icon beside IGF Revenue Type to open the IGF Revenue List for your BMC

7. Select the IGF Revenue to budget for and click on select

8. Enter Prior year Actuals for Primary and Referral in the grid view as shown below
i. IGF generating facilities will capture actual prior-year revenue performance (Prior year July to current year June)

ii. The component of Facility IGF Support approved to be retained at the respective levels (DHD, RHD, and Head Office) will be aggregated and divided into 12 equal parts and captured as the prior year data.

9. Enter the Rate of Projection for the Budget Year and Approved Tariffs, both Non-Insured and Insured to be used for the Budget projection as shown below:

i. IGF generating facilities will key in their rate of projection based on intervention and strategies and approved NHIS tariffs per service item.

ii. The rate of projection and approved tariff for IGF Support will be set to a value of one (1) since the prior year amount captured is equal to the actual projection.
10. Click on Add/Update to add or update the IGF Budget

11. Repeat steps 2 to 11 for all IGF Revenue Types you are budgeting for.

12. Click on print to preview as displayed in figure 6

Figure 6: IGF revenue projection report
**Editing Revenue Budget**

1. On the IGF Budget Form, use the find icon to open the IGF Revenue Item list form.
2. Select the IGF Revenue type to edit and click on select to select it.
3. On the IGF Budget Form perform the necessary changes and click on the Add/Update button.
4. You should receive the message “IGF Revenue Budget Details Updated successfully.”
5. Repeat steps 1 to 3 for all IGF Revenue types you want to update.

**How to Delete a Revenue Line**

1. On the IGF Revenue setup Form, select the Revenue line by clicking on it.
2. Click on the Delete button.
3. The message below appears

![Remove Budget Line]

4. Click on “Yes” to delete the Item Line and its corresponding budget or click “No” to stop the deletion.
5. Repeat step 1-4 for all Revenue Item lines you want to delete.

**How to print Revenue Budget**

1.1.1 Department Revenue Budget Printing

1. Click on Analytical Report (under IGF projection sub-menu) to open the window

![Analytical Reports]
2. Select the Report Name and click on Print to preview

1.1.2 How to print BMC Revenue Budget

1. Click on Consolidated Analytical Report (IGF Revenue Projections sub-menu) to open the Form
2. Select the Report Name and click on Print to preview

How to Synchronize IGF Revenue Budget
1. After IGF revenue items have been entered, click on sync IGF revenue projection
2. Click on the retrieve button, then the process button.

\[\text{NB: Ensure that your computer is connected to the internet before syncing}\]
REVENUE CEILINGS

The Revenue Ceiling is used to set ceilings for BMCs to control its Expenditure Budget in order not to exceed what has been secured. This module applies to BMCs that receive GoG and SBS (e.g. Districts).

How to Set Budget Ceilings

The Revenue Ceiling is a process and hence should be followed as such.

Revenue Ceiling Setting Process

1. Set up National Ceiling and allocate a Reserve Fund
2. Set up Ceilings for Headquarters BMCs
3. Allocate Reserve Funds to Headquarters BMCs (Divisions)
4. Set up Ceilings for Regions dividing it into DHD and RHD
5. Set up Ceilings for RHD
6. Set up Ceilings for DHD

1.1.3 National Ceiling Setup

1. Click on National Allocator to open the BMC Level Allocation Form
2. Select the Source of Fund
3. Enter the National Ceiling Amount
4. If applicable enter the Reserved Fund Amount
5. Click to Save the details
1.1.4 Headquarters
1. Click Headquarters Allocator to open Headquarters Allocation Form
2. Select the Source of Fund
3. Enter the percentages to be allocated at the Percentage Allocation Review of the Table
4. Click to Save

1.1.5 Reserved Budget
1. Click Reserved Funds to open the Reserved Funds Form
2. Select the Source of Fund
3. Enter the Reserve Amount for each Headquarters Division
4. Click the Save Button to Save
1.1.6 Regional

1. Click Regional Allocator to open the Regional Allocator Form
2. Select the Source of Fund
3. Click the Save Button to Save

1.1.7 Regional Health Directorate - RHD

1. Click on RHD Allocator to open the RHD Form
2. Select Region and Source of Fund
3. Click the Save button to save
1.1.8 **District Health Directorate - DHD**

1. Click on DHD Allocator to open the DHD Allocation Form
2. Select Region and Source of Fund
3. Click on Spread Evenly to distribute percentage evenly among the Districts

*NB: Always make sure the Total Percentage Allocated is equal to the Ceiling Allocation for each BMC Level*

4. Click the Save button to save

**Download Budget Ceilings**

1. Login to your BMC using the online Platform
2. Under Revenue Ceilings, click on Download Budget Ceilings to open the Form
3. Click on the Retrieve Button to retrieve your budget

4. Click on the Retrieve Button to retrieve your budget

Ceiling Report
To print the ceiling report,
1. Login to PBMIS using the offline Platform
2. Expand the revenue ceiling sub-module
3. Click on Ceiling Report to open the Ceiling Report Form
4. Select the Source of Fund

5. Click on the Print button to generate a report.
COMPENSATION BUDGETING
Nominal Role Budgeting

1.1.9 Staff Setup
1.1.9.1 Adding a New Staff

1. Click to Open Staff Setup under Compensation Menu

2. Enter the following details
   i. Employee ID
   ii. Surname*
   iii. First Name*
   iv. Other Names
   v. Sex*
   vi. SSNIT Number

3. Click on the find icon to select
   i. Type of Staff
   ii. Project
   iii. Source of Fund

4. Click on the Add button to add the Staff
1.1.9.2 Editing Staff Details

1. On the Staff Details Form, use the finder to select the Staff to edit

2. Details of Staff appear as shown in the image below

3. Make the necessary changes and Update
1.1.9.3 *Making a Staff Inactive*

1. On the Staff Setup Form, select the Staff to make inactive
2. Check Inactive
3. Select an Inactive Reason
4. Click on the Update button to Save

1.1.10 *Staff Grading*

1.1.10.1 *Adding a New Grade*

1. Click to Open Staff Setup under Compensation Menu
2. Use the find icon to select the Staff to add
3. Details appear on the Form as shown below

4. Add the following information
   i. Current Grade*
   ii. The date on Current Grade
   iii. Step
5. Click on Add to add the record

1.1.10.2 Editing a Grade

1. On the Staff Grading Form, select the Staff to edit
2. Make the necessary changes to the Staff Grade and click on Update
1.1.11  Staff Allowance

1.1.11.1  Adding Staff Allowance

1. Open the Staff Allowance Form

   ![Staff Allowance Form](image1)

2. Select the Staff using the Find icon

   ![Select Staff](image2)

3. Under the Other Allowances,
   i. Select Allowance Type
   ii. Enter the allowance Amount

   ![Select Allowance Type](image3)
1.1.11.1 Editing Staff Allowance

1. On the Staff Allowance Form, select the Staff to Edit
2. Make changes to the Allowances information
3. Click on Update

4. Click the Add button to add the Allowance

1.1.11.2 Editing Staff Allowance

1. On the Staff Allowance Form, select the Staff to Edit
2. Make changes to the Allowances information
3. Click on Update
1.1.11.3 **Removing Staff Allowance**
1. On the Staff Allowance Form, select the Staff to Edit
2. On the Staff Allowance Table, select the Allowance to remove
3. Click on the Remove button to remove the allowance

1.1.12 **Uploading Nominal Role Budget**
1. Click to Open Import Nominal Role Data Form

2. On the Form, click on Open to locate the Upload file

*NB: Upload file should always be in excel*

3. Click on Upload to upload Nominal Role Budget
1.1.13 Running Nominal Role Budget
1. Click to Open Nominal Role Budgeting Form
2. Select Budget Year and click on Generate Budget
3. Below should be the result

1.1.14 Nominal Role Budget Sync
1. Open Nominal Role Budget Sync
2. Click on Retrieve to pull every existing Budget for the Budget Year
3. Click on the Process button to Sync the Budget

**Staff Promotion**

**1.1.15 Adding a Staff Promotion**

1. Open the Staff Promotion Form
2. Select the Staff to promote
3. Select the Promotion Grade
4. Use the Promotion Allowance section to Add Promotion Allowance

**NB:** Only Add Promotion Allowance if the Staff is entitled to it. If the staff is not entitled proceed to point 5.
5. Click on the Save button to save the record.

1.1.16 Editing of Staff Promotion
1. Open the Staff Promotion Form
2. Select the Staff to edit
3. Make the necessary changes and click on Save

NB: To make changes to the Allowances when editing, after selecting the Staff to edit, use the Promotion Allowance sub section to remove the Allowance

1.1.16.1 Removing an Allowance from Staff Promotion
1. Open the Staff Promotion Form
2. Select the Staff to edit
3. Go to the Promotion Allowance Sub-section.
4. Select the Allowance from the Table
5. Click on the Remove button to remove the Allowance.
1.1.17 Removing Staff Promotion

1. Open the Staff Promotion Form
2. Select the Staff to remove
3. Remove all allowances by following instructions on “Removing an Allowance from Staff Promotion” (chapter 7 subsection 7.3.2.1)
4. Click on the Delete button to remove the Staff Promotion.

1.1.18 Uploading Staff Promotion

1. Open the FormImport Promotion Data

2. Click the Open button to search for the file to load from your computer
3. Select the file and click open to load the file
4. Click Upload to save the file
1.1.19 Staff Promotion Sync
1. Open the Promotion Budget Sync Form

2. Click on the Retrieve Button to retrieve all Promotion Budget records for the Budget Year

3. Click on the Process button to sync Promotion Budget with Consolidated Online Data
Staff Recruitment

1.1.20 Adding Recruitment for New Facilities

1. Open Recruitment Budget-New Facility Form

2. Select the
   i. Facility Type
   ii. Facility Category
3. Enter the Number of new Facilities (that is the number of facilities the new recruitment is being done for)

4. Click on the Save button to save

1.1.21 Editing Recruitment-New Facility Budget

1. Open the Recruitment-New Facility Form
2. Select the Facility Type and Category
3. The Budget generated will appear
4. Click on the Delete button to delete it
5. Modify the parameters (Type of Facility, Facility Category and number of Facilities)
6. Click on the Save button to save the modified data

1.1.22 Adding Recruitment for Existing Facilities

1. Open the Recruitment- Existing Facility Form

2. Click on Generate Button to generate Recruitment Budget based on staffing Norms by Facility Type and Category
3. Click on the Save button to save
1.1.23. Staff Recruitment Sync

1. Click on Recruitment Budget Sync to open the Form

2. Click on the Retrieve button to retrieve the recruitment details

3. Click on the Process button to sync the data

Compensation Reporting

1.1.24 Budget Transactional Report

To Print the Budget Transactional Report, follow the instructions below:

1. Click on Budget Transaction Report to open the Form

2. Select the Budget Year

3. Click on Generate to preview the data
4. Click on the Print button to print preview and print
1.1.25 Analytical Report

To print the Analytical Reports, follow the instructions below:
1. Click on Analytical Report to open the Form

![Analytical Report Form]

2. Select the Report Name (that is the Report to print and Budget Year)

![Analytical Report Form]

3. Click Print to print preview and print

![Print Preview]

(PBMIS) MANUAL
How to add a Budget line

1. Click on Goods and Services under Goods and Services sub-module to open the Goods and Services Form

2. Click on the icon (균) to add a new Budget
3. Click on the finder to select the Appropriate Project for the Activity (e.g. CHPS+)
4. Enter the Planned Activity (e.g. Conduct a community durbar)
5. Click on the finder to select the Source of Fund
6. Click on the drop-down to select the Activity Type
7. Enter the output (e.g. community durbar conducted)
8. Enter the Frequency
9. Click on the arrow to select the Activity Prioritization
10. Enter the Budget Justification
11. Click on the finder to select the GHS Core Intervention.
12. Under Budget Details

**If you select goods**

a. Click on the finder to select the item
b. Enter the quantity and the number of days

**If you select Service**

Enter the following:

a. Item number (e.g. 1,2, etc.)
b. Item description (e.g. hiring of the conference venue)
c. Unit of measure
d. Unit cost/Rate
e. Quantity
f. Number of Days

13. Click on the finder to select the GIFMIS Nat. Account
14. Click on the Add button to add the Budget line.
15. Follow Steps 12 - 14 to add a new Item line to the Budget Activity

**Editing a Budget Line**

1. Click on Goods and Services under Goods and Services sub-module to open the Goods and Services Form
2. Use the Finder to select the Budget you wish to update
3. At the Budget Details section, click on the Budget Line you want to update in the table and follow steps 12 and 14 of “Adding a New Activity Budget”
4. Click on the Update Button when all changes have been made.
How to Delete a Budget Line
1. Click on Goods and Services under Goods and Services sub-module to open the Goods and Services Form
2. Select the Budget Year
3. Use the Finder to select the Budget you wish to delete
4. At the Budget Details section, click on the Budget Line you want to update in the table
5. Click on delete.

How to Delete a Budget
1. Click on Goods and Services under Goods and Services sub-module to open the Goods and Services Form
2. Click on the Finder to select the Budget you wish to delete.
3. At the Budget Details section, click on the Budget Line you want to delete in the table
4. Click on the delete button to delete the Selected Budget Line.
5. Repeat steps 1-4 to delete all Budget Lines.
6. After the last Budget Line has been deleted, you will be prompted if you want to delete the entire budget. Click on Yes if you want to, or click on No.

How to Print Transaction Report
1. Click on Transactional Report under the Goods and Services sub-module
2. On the Form that opens, select the Budget Year
3. Click on the Generate button to preview the report and print out the Transaction Report

How to Print Consolidated Transaction Report
1. Click on Transactional Report-Consolidated under Goods and Services-sub module
2. On the Form that opens, select the Department or click All Department check box to print the report for all Departments
3. Select the Report to print and click on the Print button to preview and print the Report
How to Print Analytical Report
1. Click on Analytical Report under the Goods and Services sub-module
2. On the Form that opens, select the Report Name and the Budget Year (Fiscal Year)
3. Click on the Print button to print the Analytical Report

How to Print Consolidated Analytical Report
1. Click on Consolidated Analytical Report to open the form as shown below

2. To print the Report for all Departments under a BMC, click on the All Departments checkbox or use the finder icon for Department to search for a Department
3. Select the Report to print using the Report Name section
4. Select the Fiscal Year (Budget Year)
5. Click on the Print button to preview and print the report.

How to Print Project Analytical Report
1. Click on Project Analytical Report to open the Project Analytical form as shown below

2. Select the Project by using the finder icon
3. Select the Report name, fiscal year (Budget Year), and click on the Print button to preview and print.
How to Print Project Analytical Consolidated Report

1. Click on “Conso. Project Analytical Report” to open the form as shown below:

2. Select the Department to print for a specific Department using the finder icon or click on the “All Department” checkbox to print for all Department

3. Select the Project to print

4. Select the Report name, Fiscal Year (Budget year), and click on the print button to preview and print.

How to use the Analytical Report Builder

The Analytical Report builder (figure 7) is used to generate Goods and Services Budget report based on information available. The Analytical Report Builder is shown below:

Figure 7: Analytical Report Builder
1.1.26 Analysing Reports

**CASE STUDY 1** - One Parameter Intervention Budget Analysis

Analyzing with one Parameter Intervention Budget Analysis.

1. Drag the Intervention Field to the Data Field Area and Total Field under the Grand Total as shown in the diagram below:

2. Select the Budget Year and click on generate. Your results should look like the one below:
**CASE STUDY 2** - Analysing with 2 or more parameters
Intervention and Objective Budget Analysis

1. Drag the Policy Objective to the Data Field Area followed by the Intervention Field. See image below:

![Diagram 1]

2. Drag the Total Field on to “Drop Data Items” under Grand Total

![Diagram 2]
3. Select the Budget Year and click on Generate. Your report should look like the image below:

**CASE STUDY 3** - Analyzing with 2 or more parameters by comparison Budget Analysis by Intervention.
Intervention by Objective Budget Analysis

1. Drag the Intervention Field to the Data Field Area and the Policy Objective Field to Column Area as shown below:
2. Drag the Total Field on to “Drop Data Items” under Grand Total

![Image of Total Field drag]

3. Select the Budget Year and click on Generate. Your report should look like the image below:

![Image of Analytical View]

(PBMIS) MANUAL
How to Sync Goods and Services Budget
Before you sync ensure that you are connected to the internet.
1. Click on Goods and Services dropdown
2. Click on sync Goods and Services
3. Click on the Retrieve button
4. Click the Process button

NB: Login online to confirm the budget upload. Run transactional reports (online and offline) to validate your entries.
ACTIVITY WORK PLAN

Adding a Budget Work Plan

1. Click on Budget Work Plan under Activity Work Plan
2. On the form that opens, select the Budget Year
3. Click on Find icon beside the Budget ID to select the Budget you want to plan for.
4. Fill in the Responsibility and Collaborators field to show who will be responsible for the Activity and who will collaborate in the same activity.
5. In the Work Plan table, enter the number of times you will have the activity per month at the Frequency field.
6. Click on Add to Add the Activity Work Plan
7. Print the work Plan by clicking on Print.

Note

The Planned Budget Amount should always be equal to the Budget Amount.
The system will not allow you to Add/Update the Work Plan if both amounts are not the same

Updating a Budget Work Plan

1. Click on Budget Work Plan under Activity Work Plan
2. On the form that opens, select the Budget Year
3. Click on Find icon beside the Budget ID to select the Budget you want to plan for.
4. The System will populate the existing Work Plan to see what you have done previously.
5. Follow steps 4-5 of “Adding a Work Plan” to make necessary changes.
6. Click on the Update button to update the Work Plan when changes are completed.
7. Print the new Work Plan by clicking on the Print button.

Printing a Budget Work Plan Report

1. Click on Work Plan Report under Activity Work Plan to open the Form.
2. On the form that opens, select the Budget Year.
3. Click on Generate to generate Report.
4. Click on print to print the generated report.
Printing Consolidated Work Plan Report

1. Click on Consolidated Work Plan Report to open the form as shown below

2. Select a Department to print for one department or click on the “All Departments” check box to print for all Departments.

3. Select the Budget Year and the Quarter.

4. Click on Generate to generate the report.

5. Click on the Print button to preview and print the report.

How to Print the Procurement Plan

1. Click on Procurement Plan to open the form.

2. Select the Report name and fiscal year (Budget year).

3. Click on the Print button to preview and print.
How to Print Consolidated Procurement Plan

1. Click on Consolidated Procurement Plan to open the form as shown below:

   ![Procurement Plan Form]

2. Select a Department to print for one department or click on the “All Departments” check box to print for all Departments.

3. Select the Report Name for the Report to be printed.

4. Click on the Print button to preview and print the report.

Work Plan Calendar

The Work Plan Calendar is a built-in calendar to track activities that have been planned to use the Budget Work Plan sub-menu. The image below depicts the interface of the Work Plan Calendar.
1.1.27 The Menu Section

The Menu section of the Work Plan Calendar per the image below is used to alternate how you wish to see the Calendar:

![Menu Section Image]

1.1.28 The Calendar Section

The Calendar section is where your activity appears in the Calendar form. The image below depicts the Calendar section where your activity is being viewed using the Month View from the Menu Section:

![Calendar Section Image]

1.1.29. The Detail View

By clicking on anywhere in the coloured section, which is showing the activity time line, the details of the activity pop up in a small window. The image below shows the detailed view when the coloured timeline is clicked:

![Detail View Image]
How to Sync the Work Plan
1. Click on Sync work plan to open the form.
2. Click on the Retrieve button to retrieve your data.
3. Click on Process to sync your Work Plan.

CAPITAL INVESTMENT
The Capital Expenditure is used to capture all government projects for the BMC.
The Sub-Menu for the Capital Expenditure and their functions are as follows:
1. Capital Expenditure – The Data Entry Form to capture all projects and their properties.
2. Transaction Report – The Transaction Report is used to print all Projects and their properties for the Budget Year under review.

Expenditure Module
Capex Sync – The Capex Sync is used to Sync the Capital Expenditure Budget to the Consolidated Budget.
Capital Expenditure

How to Add a Capital Expenditure Budget
1. Click on Capital Investment dropdown.
2. Click on Capital Expenditure to open the Capital Expenditure Form.
3. Click on the icon 📚 to start creating a new project.
4. Fill in the required details.
5. Click on the Add button when you are done.

How to Update a Capital Expenditure Budget
1. Click on Capital Investment dropdown.
2. Click on Capital Expenditure to open the Capital Expenditure Form.
3. Click the Finder 🏤 to search for the Project.
4. Select the Project you wish to update.
5. Update the necessary fields and click on the Update button to update the Project.

Printing Transactional Report
1. Click on Transactional Report under the Capital Expenditure sub-module to open the Transaction Report Form.
2. Select Budget Year.
3. Click on the Print button to print the report.

Printing Analytical Report
1. Click on Analytical Report under the Capital Expenditure sub-module to open the Analytical Report Form.
2. Select the Report Name and the Budget Year.
3. Click on the Print button to print the report.

Synchronizing Capital Expenditure Budget
1. Click on Capex Sync under the Capital Expenditure sub-module to open the Capex Sync Form.
2. Click on the Retrieve button to display any entered Capex Budget for the Budget Year.
3. Click on the Process button to Sync the Data to the consolidated database.
ACTIVITY IMPLEMENTATION

The Activity Implementation is used when you are ready to implement an activity that you have budgeted and planned for. The interface of the Activity Implementation looks like the image below:

How to add an activity to be implemented

1. Click Activity Implementation sub-module to open the Activity Implementation Form.
2. Click on the finder to select the budget line.
3. The Details of the Budget appears.

4. At the Revised Quantity, Revised Days, and Revised Rate fields, key in the newly revised figures if there are any changes and comment or justify the changes.
5. If there are no changes in the figures, click on the Add button to add the Work Plan.
6. Click on Submit Request to finally submit for Approval.

Note: When “submit request” is clicked you cannot make any changes to the activity again.
How to update activity to be implemented

1. Select the Requisition ID by clicking on the finder.
2. The Details of the Budget appears.
3. Make the necessary corrections and click on update to effect it.

How to Print Implementation Report

1. Click on Budget Implementation Report to open the form.
2. On the opened form, select the Budget Year and the Report name.
3. Click on the Print button to preview and print.

CONSOLIDATED REPORTS

Introduction

The PBMIS helps consolidate reports at District, Regional and National Levels.
To Print a Consolidated Report, click on the level of Report as depicted in the image below:

District Reports

1. Click on District Reports to open the District Reports Form.
2. Select the District, Report Name, and Budget Year.
3. Click on the Print button to print the report.
Regional Reports
1. Click on Regional Reports.
2. On the Form that opens, select the Region, Report Name, and Budget Year.
3. Click on the Print button to print the report.

National Report
1. Click on National Reports.
2. On the Form that opens, select Report Name and Budget Year.
3. Click on the Print button to print the report.

Report Builder
Use the Report Builder to design Customized Dashboard and Analytical Reports.
Below is the interface of the Report Builder Form and its parts definitions:
1. File
2. History
3. Insert
4. Dashboard
5. Data Source
6. Data Items

**Building A Dashboard or Analytical Report**
1. Click on Report Builder under Consolidated Reports
2. The Report Builder Form opens
3. Under the **Insert menu**, click on any of the icons depending on the kind of report you want to build
4. Drag the fields you want to analyze from the “Data Source” section to the “Data Items” section.

**Printing BoD, Coverage and Budget Report**
1. Click on the PBMIS DHIMS 2 Designer
2. The Report Builder Form Opens
3. Under the Insert menu, click on any of the icons depending on the kind of report you want to build.
4. Drag the fields you want to analyze from the “Data Source” section to the “Data Items” section.