

# DATA ENTRY MANUAL 1.0

## 2008

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Financed for the EU by DFID





### 1.3 Scope of information

In order to improve Coordination & Harmonisation among EU Donors present in Nicaragua and to provide forecast information for the Nicaragua Budget Cycle & SYSODA, **ODAnic** includes ongoing projects as well as pipeline projects where possible.





## 2. Functions

### 2.1 Log-in

To add or update information to **ODAnic** follow these easy steps:

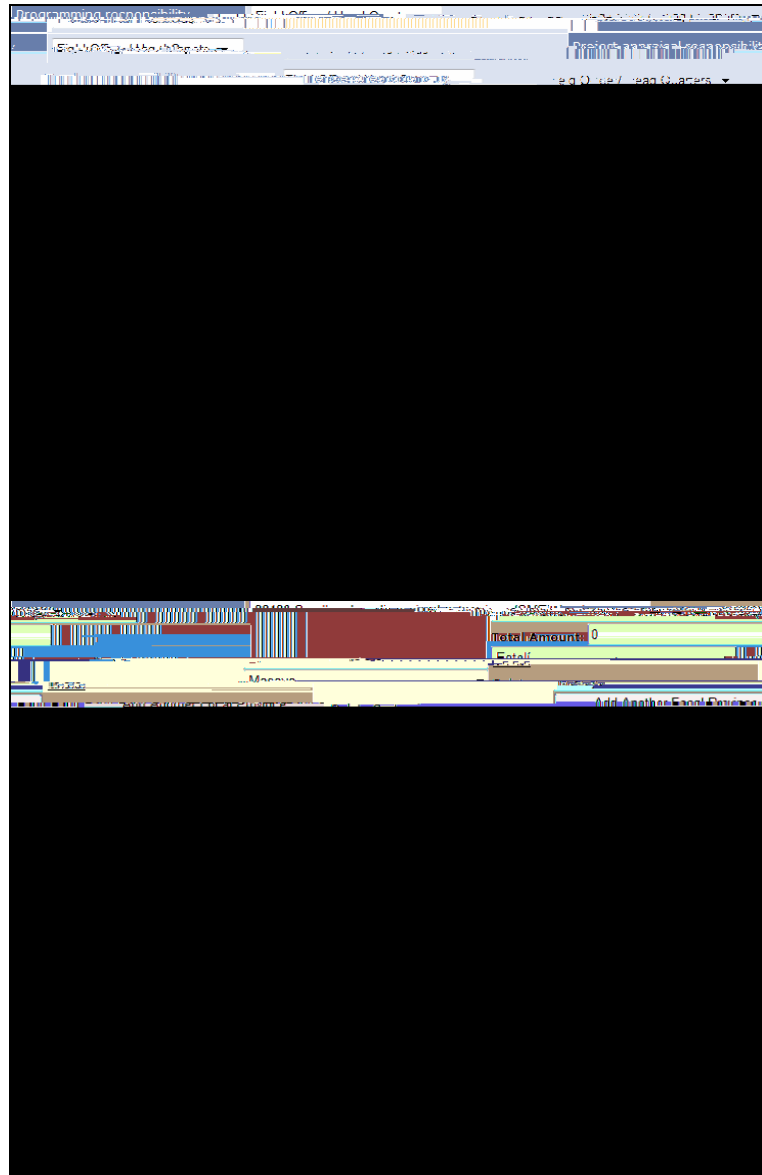
1. Start Microsoft Internet Explorer (IE) or Mozilla Firefox and connect to the Internet.
2. Type or copy the following web address into the address field of the IE and press enter:  
[www.odadata.eu/odanic/admin](http://www.odadata.eu/odanic/admin)
3. Enter password, which has been given to you and press 'Login'. Note that your password is case





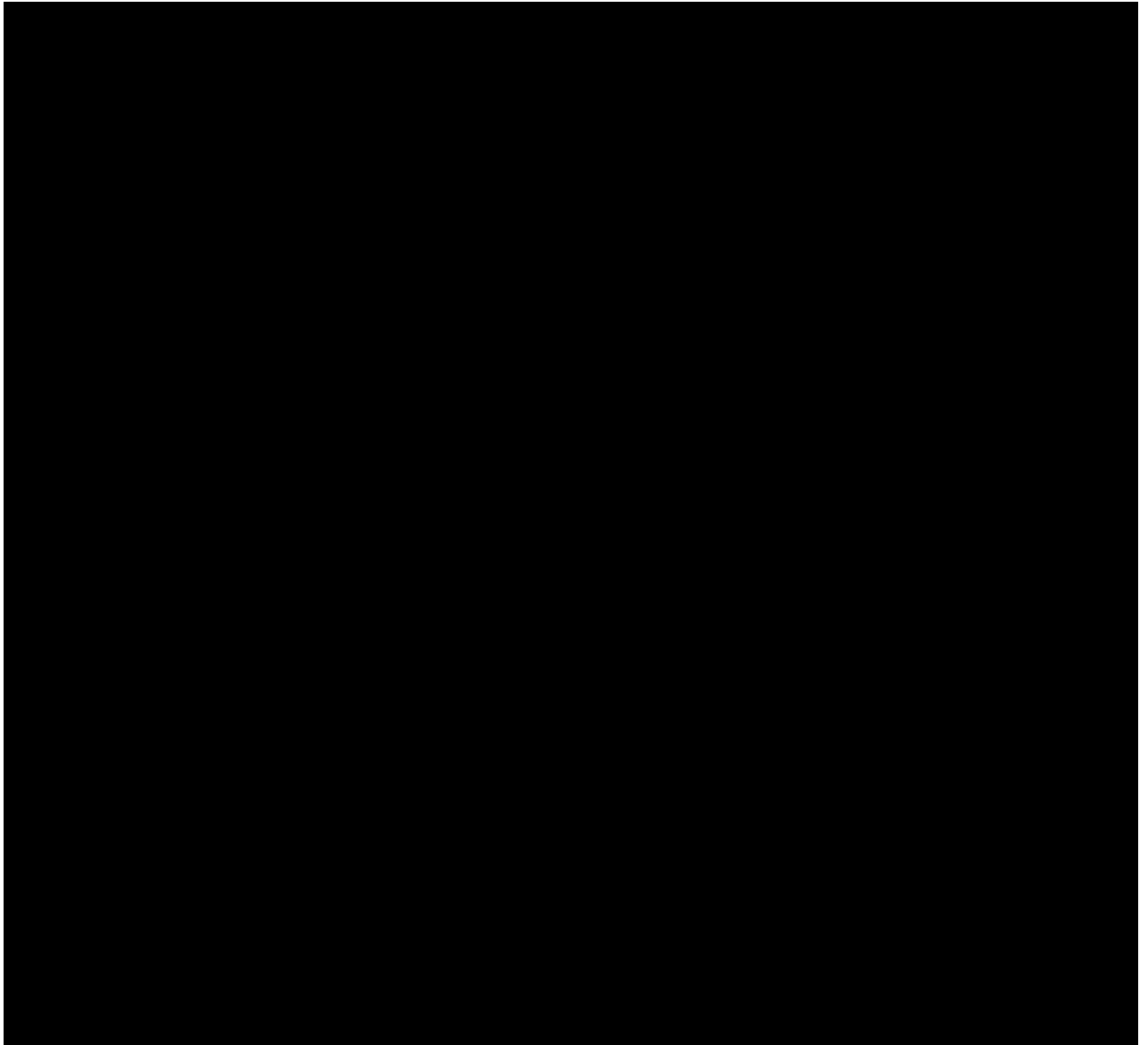








The “show” link of the financial consistency of e.g. the present year 2008, gives you a view of the financial data inputted. Forecast and real data is differed in order 0.001 and able also to assess the reality of Aid Flows:



#### 2.2.4 Exchange Rate

To view the list of used yearly exchange rates, please select the Menu item Exchange Rate. Following currencies are available in ODAnic: DKK, EUR, GBP, SEK and USD.











### 2.3.2 Modifying/Editing Existing Project Data

To modify existing project data, select **'Draft Projects'** for the data that has not yet been published or **'Published Projects'** for the data that has been published.

After selecting **'Draft Projects'** or **'Published Projects'** a list of all projects (of your agency/donor) appears. The last column of this list contains a dropdown field with the commands executable for the project in the same row. Select **'Edit'** to display the data input fields for the project. Edited draft information will be sent back to draft status while published information once edited and submitted will be directly sent back to published status.

**IMPORTANT:**



[http://www.odadata.eu/odanic/reports/draft/\[your user name\]](http://www.odadata.eu/odanic/reports/draft/[your user name])

## Appendix:



## Glossary I: Individual Projects - Data Fields Details & Definitions

11.	Recipient Code	Official Code given by the OE
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## Glossary I: Individual Projects - Data Fields Details & Definitions

### 20. Implementing Agencies





## Glossary I: Individual Projects - Data Fields Details & Definitions

34.	Co-Funding Totals	This field includes information on the total contribution (commitments) of other Donors towards the implementation of the project.
35.	Commitments up to end of 2006	<p>The amount of project / activity funds (in your own currency) that have been committed up to end of year <b>2006</b>. This is a necessary field for historic financial data, the baseline of ODAnic being <b>2007</b>.</p> <p>Therefore if a Project started e.g in 2005, please input all commitments made between 2005 and end of 2006 in this field</p>
36.	Payments up to end of 2006	The amount of project / activity funds (in your own currency) that have been paid up to end of year <b>2006</b> . This is a necessary field for historic financial data, the baseline of ODAnic being <b>2007</b> .
		and end of 2006 in this field
37.	Commitments 2007	Please input in this field all Commitments made for this project / activity in 2007
36.	Payments 1 <sup>st</sup> – 4 <sup>th</sup> Quarter 2007	Please input in these fields all payments made during the individual quarters of the year 2007 for this project/activity.
37.	On/Off Budget 2007	If it is <b>On/Off Budget</b> , meaning it appears or does not appear in the <b>2007 State Budget of Nicaragua</b>
38.	On/Off Treasury 2007	If the funds involved were paid through the National Treasury Account of Nicaragua in
39.	Commitments 2008	<p>Please input in this field all Commitments made for this project / activity in 2008</p> <p><b>For Forecasts please use the forecast fields</b></p>
40.	Payments 1 <sup>st</sup> – 4 <sup>th</sup> Quarter 2008	<p>Please input in these fields all payments <b>already</b> made during the individual quarters of the year 2008 for this project/activity.</p> <p><b>This is only for payments done in Past Quarters. For Forecasts please use the</b></p>
		Budget





## Glossary III: Country Strategy Information - Data Fields Details & Definitions

1.	Donor	Automatic allocation according to Donor entering data
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## Glossary III: Country Strategy Informati









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