

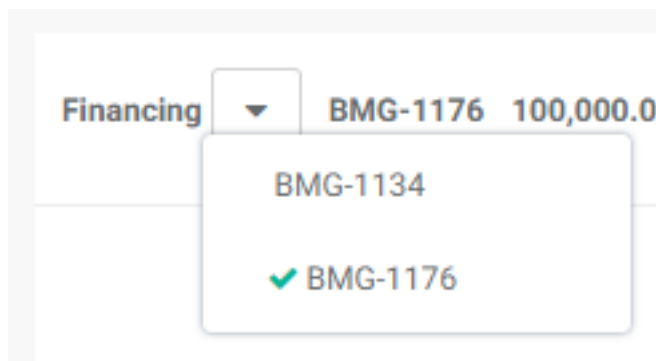
Project Management

PM: Funds Disbursement

The **Funds Disbursement** screen allows you to enter project spending by financing source and agreement.

The screenshot shows the DELTA Project Management interface. At the top, the 'Water and Sanitation Project' is selected. The 'Funds Disbursement' tab is active, showing a summary for 'Financing: IVC-2019 AF' with a total of 562,000,000.00 FCFA, 0.00 FCFA disbursed, and a 0% rate. A table of years from 2015 to 2020 is visible, with a 'Global' button and a '+' icon. The main content area displays 'No Data' for both 'Financing: IVC-2019 AF' and 'Financing Source: BANQUE AFRICAINE DE DEVELOPPEMENT'. The left sidebar contains navigation links: Home, Settings, Proj. Mgmt, Log frame, Data Collect, Dashboards, Learning, and Admin. The bottom status bar indicates 'Currently Connected: 1 User' and 'Copyright DELTA Monitoring & Evaluation ©'.

Use the pick list at top left to select the financing agreement you want to view or add information to. The pick list is populated by the information that was entered in the [Financing](#) screen of the project's Settings module.



Click the + button at top right to bring up the Disbursement popup window.

Project Management

Disbursement



Disbursement #*

Date*

07/23/2020



Disbursement*

Amount*

0

Currency*

Rate / USD*

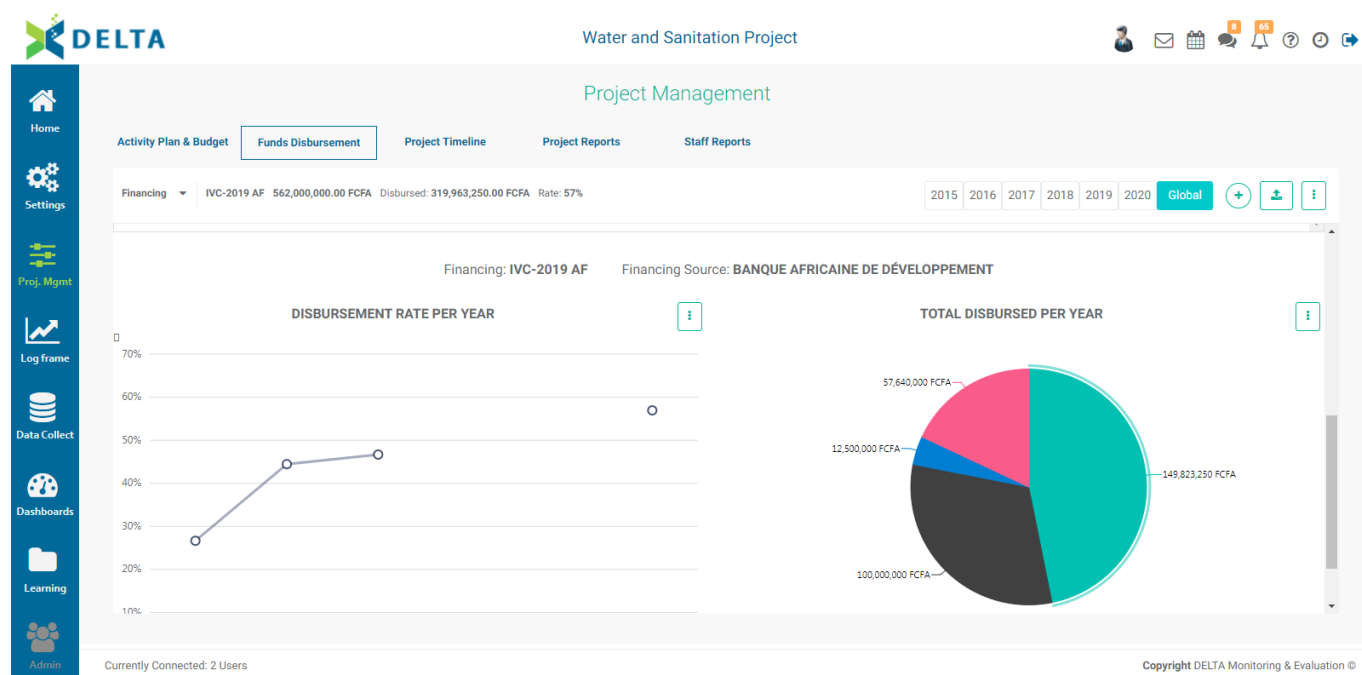
0

Equiv. USD

0

Enter a disbursement number, the date, the object of the disbursement, the amount and currency, and the exchange rate. The system will convert the selected currency to the project's base currency.

Click the checkmark in the popup window's title bar to save your work and return to the Disbursement screen. The information you entered will appear on the screen. Scroll down to see the disbursement graphs.



The default view is **Global**. Use the year tabs at top right to view a single year for a given financing source. If a year contains no data, the screen will display the graphs for the Global view.

Project Management

[2015](#)[2016](#)[2017](#)[2018](#)[2019](#)[2020](#)[Global](#)

You can also import the disbursement data. Click the Import Data icon at top right to select an Excel file for import.

[2015](#)[2016](#)[2017](#)[2018](#)[2019](#)[2020](#)[Global](#)

The Excel sheet must contain the following headers: Disbursement # (**unique number**), Date, Disbursement (reason), Amount, Currency, and Rate. **NOTE:** whenever importing anything into Delta, make sure the sheet in your Excel document is the only one containing data.

	A	B	C	D	E	F	
1	Disbursement #	Date	Disbursement Reason	Amount	Currency	Rate	
2	0003	03/31/20	Infrastructure	1000	USD	1	
3	0004	04/25/20	Well Rehabilitation	500	USD	1	
4	0005	06/30/20	Infrastructure	800	USD	1	
5	0006	06/30/20	Training	750	USD	1	
6	0007	07/28/20	Well Rehabilitation	1200	USD	1	
7							

Click the **Import Data** icon to bring up the import popup window.

Project Management

Import Data



Financing *

BMG-1176

Disbursement # *

None

Date *

None

Disbursement *

None

Amount *

None

Currency *

None

Rate *

None

Select the correct Financing Agreement from the first pick list. This list is populated by the entries made in the project's Financing Sources in the Settings module.

Financing *

BMG-1176

BMG-1134

BMG-1176

Date *

Project Management

Match each field of the popup window with a header of your spreadsheet. Using the same headers in your spreadsheet makes it easier to correctly match all the fields with a spreadsheet column.

Import Data

Financing *

BMG-1176

Disbursement # *

Disbursement #

Date *

Date

Disbursement *

Disbursement Reason

Amount *

Amount

Currency *

Currency

Rate *

Rate

Once all the fields are matched with a spreadsheet column, click the checkmark in the popup window title bar to save your work and return to the Funds Disbursement screen. The imported data will appear on the screen.

Project Management



Water and Sanitation Project



Home

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Proj. Mgmt

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Activity Plan & Budget

Funds Disbursement

Project Timeline

Project Reports

Staff Reports

Financing

BMG-1176

1,000,000.00 USD

Disbursed: 36,500.00 USD

Rate: 4%

2015

2016

2017

2018

2019

2020

Global

+

+

+

#	DISBURSEMENT	DATE	AMOUNT	CURRENCY	RATE / USD	AMOUNT USD			
0001	Infrastructure Work	Jul 23, 2020	20,000	USD	1	20,000			
0002	Rehabilitation of Existing Wells	Feb 01, 2019	12,250	USD	1	12,250			
0003	Infrastructure	Apr 02, 2017	1,000	USD	1	1,000			
0004	Well Rehabilitation	Apr 27, 2019	500	USD	1	500			
0005	Infrastructure	Jul 02, 2020	800	USD	1	800			
0006	Training	Jul 02, 2020	750	USD	1	750			
0007	Well Rehabilitation	Jul 30, 2020	1,200	USD	1	1,200			

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To edit a disbursement entry, click its **Edit** icon. **NOTE:** the disbursement number cannot be edited once the entry has been saved.

To delete an entry, click its **Delete** icon.

Previous: [PM: Activity Plan & Budget](#) | Next: [PM: Project Timeline \(Gantt Chart\)](#)

Unique solution ID: #1063

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Last update: 2023-06-30 21:56