



Donor

In the world of NGOs (non-governmental organizations), anyone who gives them money to carry out their projects or activities is called a "Donor". Donors can be different types of organizations or even individuals, like government agencies, other NGOs, companies, or regular people. Sometimes, the NGO itself can also be a donor when it uses its own money for things like office expenses or administrative costs or other different activities, which might come from sources like membership fees or management fee / overheads cost from projects.

In TrueBook, user can define each donor in the system to track received funds and their subsequent expenditures.

Donor Setup Process:

- Go to the [Setup](#) menu and click on [Donor](#).
- A dialog box for [Donor Setup](#) will open with previously defined Donors in the Existing Donor List.

ID	Display ID	Description
36	OUTRIGHT	Outright International
35	UNDP	United Nations Development Programme
34	AP	Amplify Change
33	UN WOMEN	UN WOMEN
32	UCONN	Men's Health Project in Nepal
31	USA	USA Embassy Nepal
30	NDI	National Democratic Institute for International Af
29	RESEARCH FU	M&C Saatchi World Services LLP
28	NFWLHA	National Federation of Women Living with HIV &.
27	UNDISCLOSEE	Donor not disclosed
26	NOREC	Norwegian Agency for Exchange Cooperation

To add Donor in TrueBook, follow these steps:

- Click [Add](#) button, system will set [ID](#) (cannot change)
- Fill the information of Donor:
 - [Display ID](#) - Short-form (abbreviation) of Donor Name
 - [Name](#) - Full Donor Name
 - [Remarks](#) - Any remarks on Donor if any
 - [Budget Dimension / Donor Code](#) - see next page "Budget Dimension / Donor Code"
- Click [Save](#) Button to save.

To edit Donor in TrueBook, follow these steps:

- Select Donor from [Existing Donor](#) List
- Click [Edit](#) Button and make necessary changes.
- Click [Save](#) Button to save changes.

To delete Donor in TrueBook, follow these steps:

- Select on the Donor from [Existing Donor](#) List
- System will display selected record information.
- Click [Delete](#) Button.
[Delete Confirmation](#) Message will pop-up.
- Click [Yes](#) Button to delete.
[Security Alert](#) will pop-up if the Donor is already in use.

Budget Dimensions / Donor Code

In certain projects, the Budget-Line (Expenditure Heading) may include additional codes set by the Donor. Periodic reports need to be generated with or based on these specific codes. The TrueBook system enables the setup/input of up to six (6) Budget Dimensions/Donor Codes, and these codes must be configured for each donor as required.

These additional dimension's code should link it to project budget-line (project account) to reflect in reports. (Refer Project Account Setup)

Note: If a project does not require or have such codes, skip this setup.

Example:

In case of Save the Children Projects, you may find Project Code, Activity Code, DEA Code, Budget-line No., Cost Input, Intervention, etc. for each budget line.

To Setup Budget-Dimensions / Donor Code, follow these steps:

- Select Donor from [Existing Donor](#) List. System will display selected record information.
- Click [Edit](#) button.
- Type [Budget Dimension / Donor Code](#) Heading in *1st* to *6th* as per need.
- Click [Save](#) button.

Budget Dimension / Donor Code		
1st	Project Code	Setup
2nd	Activity Code	Setup
3rd	DEA Code	Setup
4th		Setup
5th		Setup
6th		Setup

To Setup Codes, follow these steps:

- Select Donor from [Existing Donor](#) List.
- Click [Setup](#) button of which Donor Code you want to setup.
- Donor Code dialog box will open with existing codes (if any).

Activity Code	Description	Blocker
A1	Programme Activities	☐
A2	Program Staff cost	☐
A3	Travel, Monitoring & Evaluation	☐
A4	Human Resource development	☐
A5	Equipment	☐
A6	Programme Support Cost	☐

- Click [Add / Edit](#) button.
 - **To Add** - type new Code and its description in new line (*)¹.
 - **To Edit** - make changes in existing code or description².
 - **To Delete** - Select the row and press Delete key².
 - **To Block** - Marked the Blocked checkbox³.
- Click [Save](#) button to save.

Note:

¹ Code should be unique. [Not Allowed](#) message will pop-up if the code is duplicate.

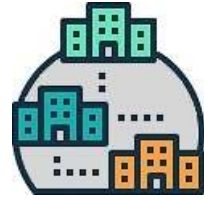
² [Not Allowed](#) message will pop-up, if the code is already in use.

³ Once a code is blocked, it will be excluded from the list of available codes when assigning it to a budget line (project account).

Cost-Center

A Cost-Center represents a unit within an organization where costs are incurred, such as a department or field office. Analyzing the income and expenditure of each Cost-Center is beneficial for organizational insights.

In TrueBook, budgets and costs are entered / tracked for each Cost-Center, allowing the generation of detailed reports for individual Cost-Centers as well as consolidated reports for the entire project / organization.



Process for Setup

- Go to [Setup](#) menu.
- Click on [Cost-Center](#).
[Cost-Center](#) dialog box will open with already defined Cost-Center/s in [Existing Cost-Center](#).

ID	DisplayID	Description
50	050	BDS Catalytic Fund-MSM-TG-MSW
49	049	Sunauli Bihan Samaj, Dhanusha
48	048	Jiwan Jyoti Samaj, Siraha
47	047	Pahichan Nepal, Sarlahi
46	046	Empower Nepal, Nawalparasi
45	045	Human Health Society, Dang
44	044	Sahayatri Samaj Nepal, Parsa
43	043	Human Welfare Society, Sunsari
42	042	Sahayogi Samaj, Saptari
41	041	Mono Supporting Maple Group, Bhairahawa
40	040	Saptarangi Nepal, Rautahat
39	039	Pariwartanshil Samaj, Biratnagar
38	038	Friends Hetauda I, Makwanpur

To add Cost-Center in TrueBook, follow these steps:

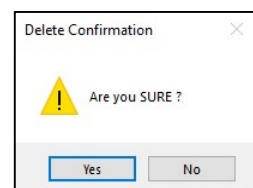
- Click [Add](#) button, system will set [ID](#) (cannot change)
- Fill the information of Cost-Center:
 - [Display ID](#) –Short form (abbreviation) of Cost-Center Name
 - [Name](#) – Name of Cost-Center
 - [Remarks](#) – Any additional information of the Cost-Center (if any)
- Click [Save](#) Button to save.

To edit Cost-Center in TrueBook, follow these steps:

- Select Cost-Center from [Existing Cost-Center](#) List. System will display selected record information.
- Click [Edit](#) Button.
- Make necessary changes.
- Click [Save](#) Button to save.

To delete Cost-Center in TrueBook, follow these steps:

- Select Cost-Center from [Existing Cost-Center](#) List.
- Click [Delete](#) Button.
[Delete Confirmation](#) Message will pop-up or
- Click [Yes](#) Button to delete.
[Security Alert](#) will pop-up if the Cost-Center is already in use.



Cost-Area

To achieve more detailed expense categorization, users can utilize the Cost-Area feature. This feature allows users to specify areas such as districts, provinces, sectors, departments, etc., for each expenditure transaction.

The inclusion of a Cost-Area is optional, and users have the flexibility to enable or disable this feature for individual projects (refer to Project Setup). If the feature is disabled, the system will automatically designate "Not Specific" as the default Cost-Area.



Process for Setup

- Go to [Setup](#) menu.
- Click on [Cost-Area](#).
[Cost-Area](#) dialog box will open with defined Cost-Area in [Existing Cost-Area](#).

ID	DisplayID	Description
8	P7	Sudurpashchim Province
7	P6	Karnali Province
6	P5	Lumbini Province
5	P4	Gandaki Province
4	P3	Bagmati Province
3	P2	Madhesh Province
2	P1	Koshi Province
1	NP	Nepal
0	NS	Not-Specified

To add Cost-Area in TrueBook, follow these steps:

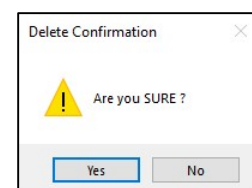
- Click [Add](#) button. System will define [ID](#) (cannot change)
- Fill the information of Cost-Area:
 - [Display ID](#) –Short form (abbreviation) of Cost-Area Name
 - [Name](#) – Name of Cost-Area
 - [Remarks](#) – Any additional information of the Cost-Area (if any)
- Click [Save](#) Button to save.

To edit Cost-Area in TrueBook, follow these steps:

- Select Cost-Area from [Existing Cost-Area](#) List. System will display selected record information.
- Click [Edit](#) Button and make necessary changes.
- Click [Save](#) Button, changes will also reflect in [Existing Cost-Area](#) List

To delete Cost-Area in TrueBook, follow these steps:

- Select Cost-Area from [Existing Cost-Area](#) List. System will display selected record information.
- Click [Delete](#) Button.
- [Delete Confirmation](#) Message will pop-up or [Security Alert](#) will pop-up if the Cost-Area is already in use.
- Click [Yes](#) Button to delete.
[Security Alert](#) will pop-up if the Cost-Center is already in use.



Cost-Code

In project accounting, program budgets are created based on output, outcome, or activity. In some projects, these budgets are further detailed by expenditure type or another category, such as a donor code.

Here is an example for Activity 1, where the budget is broken down into expenditure types, and this breakdown may repeat in other activities as well.



Activity 1: Orientation to Local Community on Social Inclusion	100,000
Stationery for participant	10,000
Snacks/lunch	30,000
Allowance/Travel	30,000
Facilitator Cost	10,000
Hall Rent	5,000
Workshop materials	15,000

In TrueBook, a Cost-Code must be defined for each individual donor, and these unique Cost-Codes will be accessible for projects based on their respective donors. The naming of the Cost-Code may vary for each donor, such as "Sub-Ledger," "Exp-Code," "WBS," etc. TrueBook offers the flexibility to define the name of the Cost-Code. (refer project setup for further details)

The usage of Cost-Code is optional, and users can tailor its application according to the needs of each project. It can be utilized in both budgeting and expenditure, solely for expenditure, or entirely turned off based on project requirements.

Process for Setup

- Go to [Setup](#) menu.
- Click on [Cost-Code](#).
[Cost-Code Setup](#) dialog box will open.
- Select Donor the from [Donor](#) Combo-box.
Defined Cost-Codes of selected donor will appear in [Existing Cost-Code](#)

Cost-Code Setup

Donor: Save the Children International

ID: 322 ☐ Blocked

Display ID: 06.17

Name: Other Program Support Cost

Remarks: First Aid medicine, Emergency staff wellness cost (Cost that doesn't cover under Program Support Cost)

ID	Displ	Description	Blocked
322 06.17		Other Program Support Cost	☐
321 06.16		Recruitment Cost	☐
320 06.15		Short term contract / Casual Labor	☐
319 06.14		Field Kits/Gear Items	☐
318 06.13		Office Consumables	☐
317 06.12		Computer Supplies	☐
316 06.11		FAMAS Installation/Renewal Cost	☐
315 06.10		Maintenance & Repair-Premises & Equipment	☐
314 06.09		Audit Fees	☐
313 06.08		Maintenance & Repair-Vehicle	☐
312 06.07		Vehicle Fuel	☐
311 06.06		Bank Charges	☐

Record: 1 of 214 No Filter Search

To add Cost-Code in TrueBook, follow these steps:

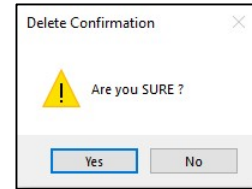
- Click [Add](#) button. System will define [ID](#) (cannot change)
- Fill the information of Cost-Area:
 - [Display ID](#) – Cost-Code ID as provided by Donor
 - [Name](#) – Name / Description of Cost-Code
 - [Remarks](#) – Any additional information of the Cost-Code (if any)
- Click [Save](#) Button to save.

To edit Cost-Code in TrueBook, follow these steps:

- Select Cost-Code from *Existing Cost-Code* List. System will display selected record information.
- Click *Edit* Button and make necessary changes.
- Click *Save* Button to save.

To delete Cost-Code in TrueBook, follow these steps:

- Select Cost-Code from *Existing Cost-Code* List.
- Click *Delete* Button.
Delete Confirmation Message will pop-up.
- Click *Yes* Button to delete.
Security Alert will pop-up if the Cost-Code is already in use.



Note:

If Cost-Code is only required for expenditure (not budgeting). Refer Expenditure Account Setup.