

Updating Performance Achievement Templates (PATs) and Procurement and Expenditure Plan (PEPs)

- All procurement activities that have been fully completed, which means payments have been made, should be in green. The relevant dates, such as the date when bids were received, contracts were awarded, orders placed, goods received, and amounts paid, should be entered (*actual line*) into the PAT.
- Add the month and the year of finalizing a procurement and the amount in the appropriate column and click the button “click to update monthly expenditure”. This will automatically update the Table 3 in PAT (Table 1 in PEP).
- All procurement activities that are in process, such as bids have been received, contracts awarded, orders placed etc. but final payments have not been made, should be in yellow. The relevant dates, such as the date when bids were received, contracts were awarded, orders placed, goods received, and amounts paid, should be entered into the PAT. Where the activities are in process, but delayed compared to the originally planned dates in the PAT, there should be an explanation in the remarks column for the delay in completing the activity.
- For completed procurements, the estimated cost should be replaced by the actual expenditure.
- Savings from procurements can be utilized to complete the other approved procurements. However, in order to add new procurements no objection from the WB is necessary.
- All procurement activities that have not commenced, which means bids have not yet been received, should be in white. There should be an explanation in the remarks column for the delay in commencing the activity.
- All procurement activities that have been dropped should be in red. There should be an explanation in the remarks column for dropping the activity.
- A column for miscellaneous expenditures should be inserted into the OVAA sheet, along with an allocation of some funds.
- In the case of the projects awarded in 2018, as they will be entering their second year of implementation, all funds kept for Year Two in the OVAA sheet, should now be allocated to goods, works, services, OVAA activities etc. The Year 2 Allocation column in the OVAA sheet should be zero.
- In the case of the projects awarded in 2018, performance indicators should be uploaded to the Document Management System (DMS).

For detailed information please visit: <https://ahead.lk/result-area-3/> and refer to “PAT and program monitoring”