

MPTF Office

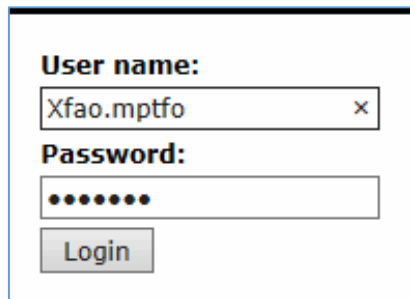
Financial Reporting

User Training Guide

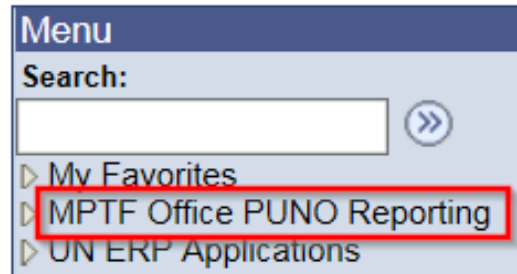
January 2019

1.1 Uploading Financial Reports

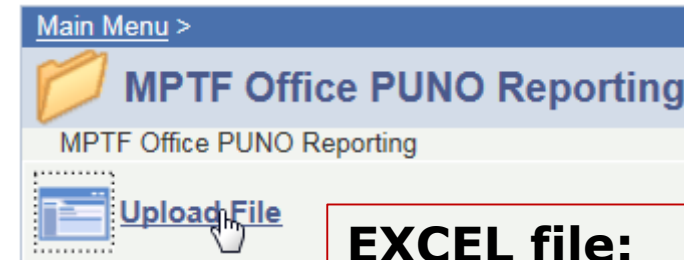
Log into <https://finance.partneragencies.org> with your agency login and password. Go to MPTFO PUNO Reporting folder, click on Upload File to upload excel file with expenditure records.



User name:
Xfao.mptfo x
Password:
.....
Login



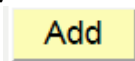
Menu
Search:
My Favorites
MPTF Office PUNO Reporting
UN ERP Applications



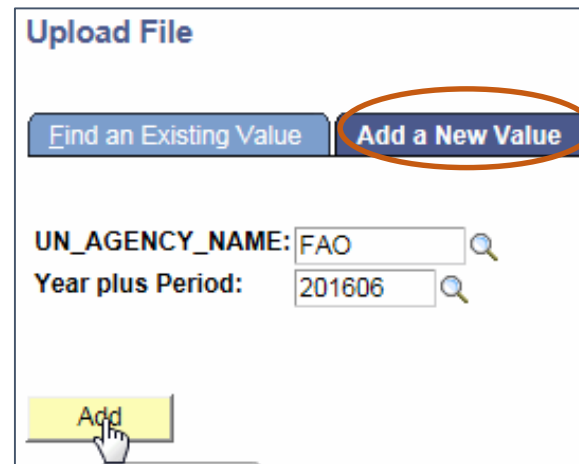
Main Menu >
MPTF Office PUNO Reporting
MPTF Office PUNO Reporting
Upload File



Under the Add a New Value tab, select the Period and click on



Add



Upload File
Find an Existing Value Add a New Value
UN_AGENCY_NAME: FAO
Year plus Period: 201606
Add

EXCEL file:

- File Name follows naming convention ORG_MDTF_YYYYMM (e.g. *FAO_MDTF_201606*)
- File should not have blank or empty rows;
- File should not include formulas or links.
- Enter zero '0' if not reporting expenses on that line; do not leave blank.

1.1 Uploading Financial Reports

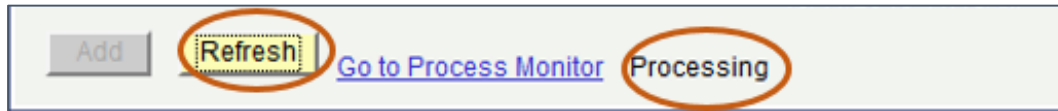
In the “**Uploaded by**” field, click on the magnifying glass to select your name, then click on **Add** button to upload file.

Click on 'Browse' to select the excel file from local drive, and click on **Upload**

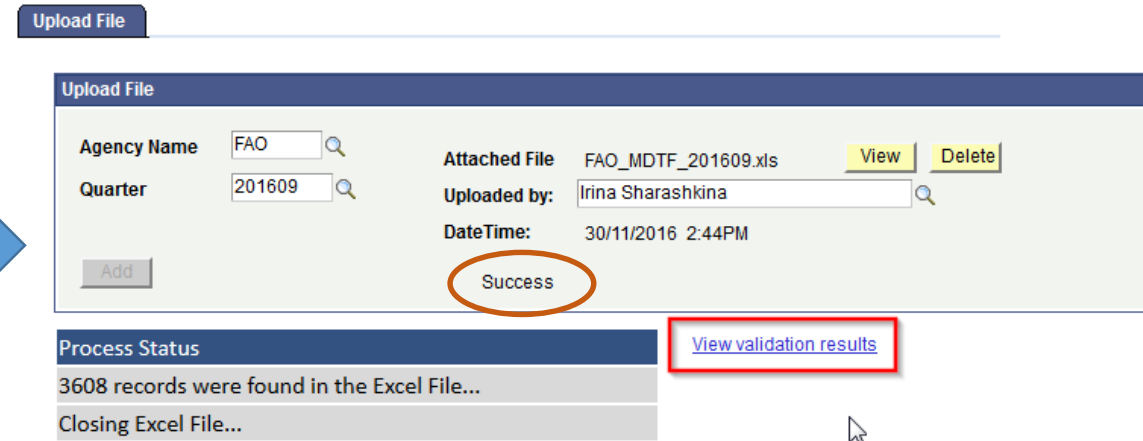
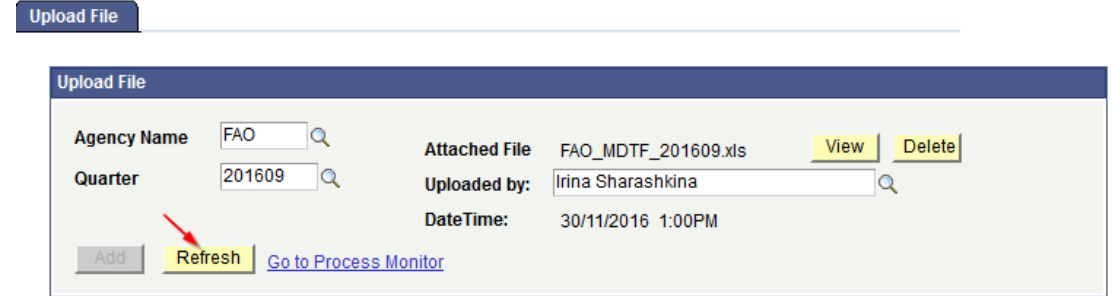
1.2 Uploading and Validating Financial Reports

Once file is uploaded, the system will register the Date/Time and the document name.

Then Click on "Refresh" to trigger validation process, which may take a few minutes depending on size of file. Re-click on "Refresh" to view results via link.

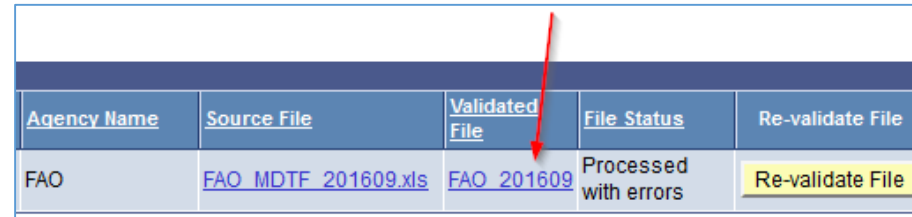


Click on [View Validation Results](#) link to go to Validation Report page and view file. If result is No Success, check that file has no formulas/links, hidden worksheets or empty rows.



1.2 Uploading and Validating Financial Reports

On the Validation Report page, the File Status will confirm that report contents have been processed : **'Finalized'** means fully validated. **"Processed with errors"** means file has not validated all expenses due to error (e.g. incorrect project ID, or project closed). Click on the **file** link to view details, or to view error message(s) in order to take action to correct file and re-upload.

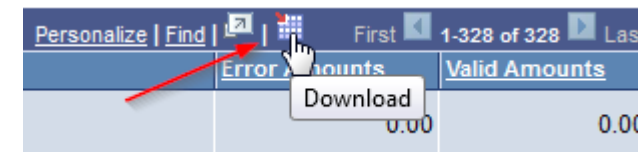



Agency Name	Source File	Validated File	File Status	Re-validate File
FAO	FAO MDTF 201609.xls	FAO 201609	Processed with errors	Re-validate File

	Agency Name	Period	Output	Description	Agency Project ID	Status	File Amounts	Log Messages	Personalize
1	FAO	201609	00065141	Darfur Comm. Peace Stability F	Multiple	Valid	0.00	Line processed successfully	
2	FAO	201609	00065241	CHF DRC Pooled Fd	Multiple	Valid	-595,504.67	Line processed successfully	
3	FAO	201609	00065341	Sudan CHF - 2008	Multiple	Valid	0.00	Line processed successfully	
4	FAO	201609	00065543	LRF-3 Early recov assist. for	TF5C19LB07425	Valid	0.00	Line processed successfully	
5	FAO	201609	00065544	LRF-4 Early recov assist. to w	TF5C19LB07426	Valid	0.00	Line processed successfully	
6	FAO	201609	00065554	LRF-14 Forest Fires Management	TF5C19LB08116	Error	0.00	ERROR: Project is not Active	

Note - the Re-validate File button is for MPTFO use only.

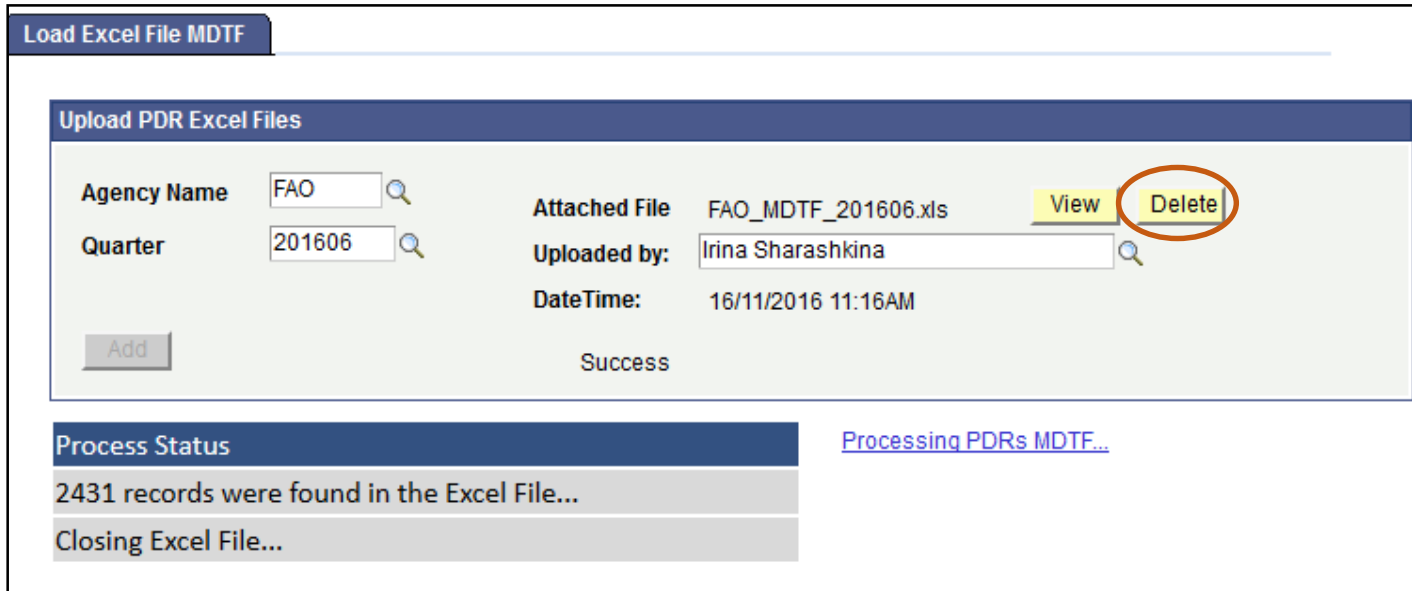
You can click on the excel icon to download results into an excel file.



Personalize	Find	First	1-328 of 328	Last
				
	Error	Amounts	Valid Amounts	
		0.00	0.00	

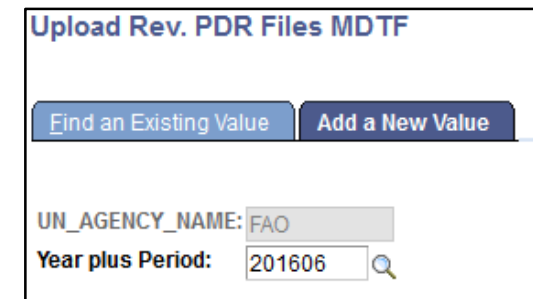
1.3 Delete and Re-load Financial Report

If any error messages appear, such as **Project Not Found** (MPTFO project ID is incorrect/invalid), check and correct the file, and delete the existing uploaded file from the Upload folder. To delete the existing file, click on **Delete** button. Then re-upload with corrected excel file.



The screenshot shows the 'Load Excel File MDTF' interface. It features a section titled 'Upload PDR Excel Files' with the following details: Agency Name: FAO, Quarter: 201606, Attached File: FAO_MDTF_201606.xls, Uploaded by: Irina Sharashkina, and DateTime: 16/11/2016 11:16AM. There are 'View' and 'Delete' buttons next to the file name, with the 'Delete' button circled in red. Below this section is a 'Process Status' area showing '2431 records were found in the Excel File...' and 'Closing Excel File...'. A 'Success' message is also visible.

...This will take you back to the upload tab, where you can select period and re-upload the amended file.



The screenshot shows the 'Upload Rev. PDR Files MDTF' interface. It has two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these are search filters: 'UN_AGENCY_NAME: FAO' and 'Year plus Period: 201606'.

1.4 Search for Financial Report


To find an existing report that has been uploaded, go to the **Upload** page, and under the **Find an Existing Value** tab, enter the **Year plus Period** and click on 


Upload File

Enter any information you have and click Search. Leave fields blank for a list of all values.

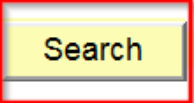
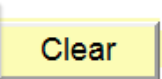

Find an Existing Value [Add a New Value](#)

▼ Search Criteria

UN_AGENCY_NAME: 

Year plus Period: 

Case Sensitive

  [Basic Search](#)  [Save Search Criteria](#)