

## How to Navigate to Participating Organization Data

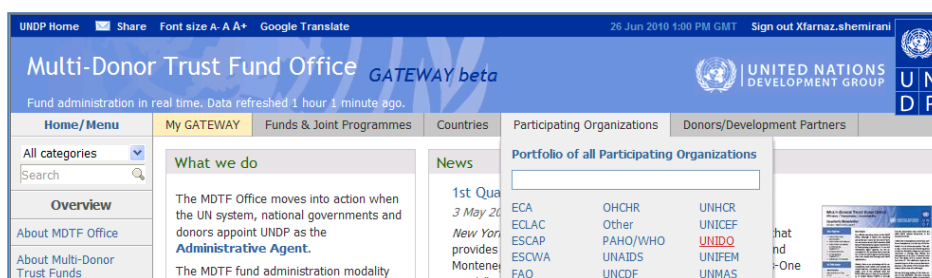
June 2010 (Revised July 2017)

### Background

This Quick Guide shows navigation to data related to a particular Participating Organization (PO).

### Step-by-step instruction:

1. Go to GATEWAY on <http://mptf.undp.org/>.
2. Roll mouse over **Participating Organizations** for drop down menu and select your Organization. The **Projects and Funds** table at bottom of Factsheet page provides financial data on funds.



3. Click on **Projects** to view the MPTF Office, as well as your Organization's, project reference IDs.

Projects & Funds			
Report by <input checked="" type="checkbox"/> Projects <input checked="" type="checkbox"/> Funds & standalone JPs All amounts in US\$			
Project ID	Project descr.	Fund	Proj. Reference
00065542	LRF-2 Support for livelihoods	Lebanon Recovery Fund	FBLEB07001

Click on **"Tools for"** to show links to detailed data on the Organization's (a) MPTF Office Transfers; (b) Geographical presence on world map; (c) Projects (e.g. status, expenditure, refunds).



- (a) **Track payment voucher details** page provides voucher information and defaults to last quarter data. Click (to include) or un-click (to exclude) fields, select the field value to provide more or less detail as desired. Click on the voucher ID to get details such as the Bank reference to identify a specific payment.

The screenshot shows the 'Track payment vouchers' interface. At the top, there are tabs for 'Track payment vouchers' and 'Track Accounts Receivable Entries'. Below the tabs, a message states: 'This screen shows payment vouchers for transfers made to Participating Organizations. Only payment vouchers from 1 January 2009 and onwards are shown.'

There are two filter sections. The left section, 'Select columns', has checkboxes for 'Voucher ID', 'Bank reference', 'Voucher description', and 'Project'. The right section, 'Filter results', has dropdown menus for 'All funds/themes', 'FAO - Food and Agriculture Organizat', 'All countries', and date range 'Mar 2010 to Jun 2010'. There are also checkboxes for 'Trust Fund or Joint Programme', 'Organization', 'Country', and 'Transfer date'.

A table lists vouchers with columns: Voucher ID, Bank reference, Project ID, Project descr., Organization, Transfer date, and Transfer amount. A red arrow points to the row with Voucher ID '00001705' and Bank reference '1800231064'. A pop-up window titled 'Details for voucher 00001705' is open, showing 'Voucher details' and 'Distribution line items'. The 'Bank reference' field in the 'Voucher details' section is highlighted with a red box.

Voucher ID	Bank reference	Project ID	Project descr.	Organization	Transfer date	Transfer amount
00001735	1800232657	00075578	Prog 18 FAO: Rural Empowerment	FAO	29 Jun 2010	554,400
00001729	1800232104	00066146	TZA JP6.1 N			
00001705	1800231064	00075509	MNE (Env S			
00001677	1800230290	00067237	MDGF-1993			
00001664	1800229689	00066995	ITF C10-11			
00001655	1800228661	00065241	CHF DRC P			
00001648	1800228442	00067162	MDGF-1713			
00001615	1800227802	00067187	MDGF-1816			
00001631	1800227802	00065841	MOZ101 HI			
00001631	1800227802	00065842	MOZ102 Yo			
00001631	1800227802	00065843	MOZ103 Co			
00001631	1800227802	00065845	MOZ108 Ge			
00001631	1800227802	00065846	MOZ106 De			
00001631	1800227802	00065848	MOZ111 Dis			

- (b) The **Map where the funds are going** link will show the Organization's geographical presence on the world map; Click on the circle to view information on the funds/projects in country location.

The screenshot shows the 'Tools World Map' interface. At the top, there are tabs for 'Where the funds are going' and 'Where the funds are coming from'. Below the tabs, there are dropdown menus for 'From' (All funds), 'All donors', and 'To' (UNICEF - United). The map shows various countries with blue circles indicating fund locations. A pop-up window for 'Brazil' is open, showing cumulative values in US\$ for Budget, Transfer, and Expend.

Fund	Budget	Transfer	Expend
MDG Achievement Fund	2,970,276	1,124,894	167,984

(c) Click on **Search all projects** link to view the Organization’s project listing and financial data.

- i. To view a listing of projects with **expenditure detail by category**, for example through 2016, click on fields shown below, and under **Period** enter end date as **2016**. Click on **Refresh** to view results.

The screenshot shows the 'Projects' search interface. On the left, under 'Select columns', the following items are checked: Project, Project status, Fund or Joint Programme, and Account. A red arrow points to the 'Refresh' button. In the center, 'Filter results' includes dropdown menus for 'All statuses', 'All funds', 'All countries', and 'UNIDO - UN Industrial Development O'. On the right, under 'Select columns', 'Net Funded Amount (in US\$)' and 'Expenditure (in US\$)' are checked. A date range is set to '2016'. Below the filters, the record count is 'Records: 1179 Page 1 of 24'. A table displays project data with columns: Project ID, Project descr., Project status, Fund, Account, Net Funded Amount (real-time), and Expenditure (annual).

Project ID	Project descr.	Project status	Fund	Account	Net Funded Amount (real-time)	Expenditure (annual)
00065542	LRF-2 Support for livelihoods	Financially Closed	Lebanon Recovery Fund	UNDG-Joint Prog Expend-Transf	3,000,000	0
00065542	LRF-2 Support for livelihoods	Financially Closed	Lebanon Recovery Fund	UNDG-1.1 Supplies, com, equip	0	1,321,271
00065542	LRF-2 Support for livelihoods	Financially Closed	Lebanon Recovery Fund	UNDG-1.2 Personnel	0	661,382
00065542	LRF-2 Support for livelihoods	Financially Closed	Lebanon Recovery Fund	UNDG-1.3 Training of counter	0	139,409



- ii. To view information on **refunds**, click on fields below, selecting Account **72929**, enter date range, and click on **Refresh** to get records, and download to excel via icon.

The screenshot shows the 'Projects' search interface with specific filters. Under 'Select columns', 'Organization' and 'Account' are checked. A red arrow points to the 'Refresh' button. In the 'Filter results' section, 'Organization' is set to 'ILO - International Labour Organisat' and 'Account' is set to '72929 - UNDG-Agency Return of Trans'. On the right, 'Period' is set to 'Jan 2016 to Dec 2016', and 'Net Funded Amount (in US\$)' is checked. The record count is 'Records: 23'. A table displays refund data with columns: Project ID, Project descr., Fund, Organization, Account, Period, and Net Funded Amount (real-time).

Project ID	Project descr.	Fund	Organization	Account	Period	Net Funded Amount (real-time)
00065946	RWA 5 - Sustainable Growth and	Rwanda One UN Fund	ILO	UNDG-Agency Return of Transfer	Apr 2016	-2,091
00074789	JP UGA Gender Equality	JP Uganda Gender Equality	ILO	UNDG-Agency Return of Transfer	Apr 2016	-2,462
00075582	Prog 19 ILO: Quick Impact Empl	Sierra Leone MDTF	ILO	UNDG-Agency Return of Transfer	Apr 2016	-136,550

Data can be downloaded into an excel file or formatted to print by clicking on icons

Click on the column heading to sort the data, where sorted column is highlighted in yellow.

Records: 30  						
Project ID	Project descr.	Country	Fund	Approved budget (real-time)	Transfers (real-time)	Expenditure (annual)

- iii. To view project location, click on **Country** to add that data column. Alternatively, select the specific country to view only projects in that location. Always click on the **Refresh** button to view results.

*To learn more about the GATEWAY, or locate additional Quick Guides, go to the [Learning page](#) via link on the main Menu.*

