

Multi-Partner Trust Fund Office  
**GATEWAY Quick Guide**



Empowered lives.  
 Resilient nations.

**How to Track Contributions**

August 2011 (Revised May 2013)

**Background and Purpose**

This Quick Guide is an aid to the **Track Transactions** page available on the GATEWAY site to track contributions received and view details such as contribution due-dates and amounts in original currency.

The information under Track Transactions is available for contributions received after 1<sup>st</sup> April 2009. To view complete information on total contributions go to Analyze All Data, which provides historical data prior to 2009.

**Step-by-step instruction:**

1. Go to GATEWAY on <http://mptf.undp.org/>.
2. Click on **Track Transactions** on main menu (under Tools), then on **Track Accounts Receivable** tab.

Tools
World Map
Document Center
Analyze All Data
Track Transactions

Track Payment Vouchers | **Track Accounts Receivable Entries**

Figures do not include exchange rate gains/losses. For figures containing exchange rate gains/losses go to the Analyze all Contributions tool.

**Select columns**

Commitment Group ID

Item Group ID

Item Description

Contributor/Partner

Trust Fund or Joint Programme

Status

**Filter results**

**Select columns**

Agreement date

Due date

Accounting date

Entry Type

Deposit ID

Amount in Contribution Currency

Amount in US\$

**Filter results**

to 2010

to 2013

to 2010

Commitment

All entry types

**Commitment**


Deposit

Writeoff

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Commitment GID	Item	Contributor/Partner	Trust Fund or Joint Programme	Accounting date	Entry Type	US\$ Amount	Contribution
603	GOVT OF IRELAND PEACEBUILDING	IRELAND, Government of	Peacebuilding Fund	4 Nov 2010	Commitment	347,222	EUR 250,000
600	GOVT OF LIBYAN PEACEBUILDING F	LIBYAN ARAB JAMAHIRIYA, Government of	Peacebuilding Fund	4 Nov 2010	Commitment	50,000	USD 50,000
601	GOVT OF MOROCCO PEACEBUILDING	MOROCCO, Government of	Peacebuilding Fund	28 Oct 2010	Commitment	10,000	USD 10,000

The record will show **Commitments** recorded in that **year** for all funds, with contribution currency and USD dollar amount. To include prior years, change the accounting date entry. Click on fields (to include) or un-click (to exclude) columns of data.

The deposit records can be viewed by changing the **Entry Type** (e.g. **Deposit**). Data can also be further filtered, for example, by selecting a particular **Contributor** country and/or **Trust Fund**. Click on the column heading to sort the data, where sorted column is highlighted in yellow. Data in tables can be downloaded into an excel file or formatted to print. 


3. Click on the **Commitment ID** (first column) to view the transaction details.

Payment Schedule								
<b>Contributor/Partner</b>		IRELAND, Government of						
<b>Trust Fund</b>		Peacebuilding Fund						
<b>Agreement date</b>		3 Nov 2010						
<b>Contribution Group ID</b>		603						
Item	Country	Entry Type	Status	US\$ Amount	Contribution (EUR)	Due Date	Accounting Date	Deposit ID
GOVT OF IRELAND PEACEBUILDING	Multi Donor Trust Fund Office	Commitment	Open	347,222.22	250,000.00	31 Dec 2010	4 Nov 2010	

**Note:** The data under **Track Transactions** is limited to records as of 2009, and does not include adjustments made to the records. The official and complete record, sourced from our General Ledger (without the transaction details), is available in the **Analyze All Records** page.

To view total contributions records, click on **Analyze All Records** on main menu (under To, and select **'Contributions'** tab. To shorten download time, you may use Mozilla Firefox or Google Chrome browsers.


Select columns		Filter results		Select columns	
<input checked="" type="checkbox"/> Donor	All donors	<input type="checkbox"/> Period	2004 to 2013	<input checked="" type="checkbox"/> Commitment (in US\$)	
<input checked="" type="checkbox"/> Fund or Joint Programme	All funds	<input checked="" type="checkbox"/> Deposits (in US\$)		<input checked="" type="checkbox"/> Deposit rate (Deposits / Commitment)	
<input type="checkbox"/> Account	All accounts				


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Contributor/Partner	Fund	Commitment (real-time)	Deposits (real-time)	Deposit rate (real-time)
AG. ESPANOLA DE COOPERACION INT.	CFIA Fund (Influenza)	577,201	577,201	100.0%
AG. ESPANOLA DE COOPERACION INT.	DRC Pooled Fund	25,731,836	25,731,836	100.0%

The records can be tailored by selecting/de-selecting fields, identifying a value, or entering a date range.

Click Refresh to obtain records.

Select columns	Filter results
<input checked="" type="checkbox"/> Donor	FINLAND, Government of 
<input checked="" type="checkbox"/> Fund or Joint Programme	All funds
<input type="checkbox"/> Account	All accounts



To learn more about the GATEWAY, or locate additional Quick Guides, go to the **Learning Center** page via link at right.

