

ANNEX I

PARTICIPATING ORGANISATION'S GUIDE TO FINANCIAL REPORTING on MDTFs and JPs USING UNEX

1. INTRODUCTION

Under the UNDG pass-through modality of fund administration, the Administrative Agent is required to consolidate the financial and narrative reports of Participating Organisations (PUNOs) and produce both a consolidated report and a certified Statement of Sources and Uses of Funds, which is provided to all stakeholders of a given fund, including the Steering Committee and donors.

Where the UNDP MPTF Office is appointed as the Administrative Agent for Multi-Donor Trust Funds and Joint Programmes, the financial reporting requirement is achieved through PUNOs providing electronic information by using the "UNEX" web-based system to upload and report their financial data using this link: [UNEX system](#).

Tip: Each PUNO can see a full listing of MPTFO project numbers and descriptions at any time by going to the [MPTF Office GATEWAY](#), selecting your Participating Organization and then selecting report by Project.

PUNOs are required to **report their annual expenses against each MPTFO project** that the agency has received a transfer from by reporting the annual expenses against the correct MPTFO project number.

Each PUNO should **report actual expenses made in the current year** (i.e. between 1 January and 31 December) against each MPTF Office project. Cumulative prior year expenditures should not be reported, unless they were omitted from a prior year report by the PUNO.

Expenses must be grouped into the eight UNDG budget categories approved by the Chief Executive Board for use from 1 January 2012 – refer to Table 1 for the categories and Annex 1 for a full description.

2. LESSONS LEARNED

The following are lessons learned provided by a variety of PUNOs, to assist in:

- Increasing the efficiency of the reporting process thereby reducing the time needed to complete the reporting requirements; and
- Eliminating reported 'over-expenses' that are due to incorrect mapping between the MPTFO project and the PUNO project/s.

PUNOs should consider:

- **[Project mapping]** Ensuring a one-to-one Project code relationship exists between an MPTFO project and a PUNO project. For each MPTF Office project set up only one corresponding project should be set up in the PUNO's own ERP system. Where this is not possible or practical, one MPTFO-to-many PUNO projects could be established but with caution. The PUNO must be able to consolidate and report the expenses from the multiple PUNO projects back to the single MPTFO project.
 - **[Project mapping]** Storing the MPTF Office project number in a reference field in the project on the Participating Organization's ERP system so it can easily be matched and reported on.
 - **[UNDG budget category mapping]** Having in place an account code cross-walk that maps the general ledger expense codes in the PUNO's chart of accounts to the 2012 UNDG budget and expense categories.
 - **[Expenditure implementation rate]** Ensuring that any data not submitted in a previous year, or that needs to be corrected from prior years is included in the current fiscal year reporting.
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3. STRUCTURE OF THE UNEX FILE

The excel file must contain four columns in the exact order as follows:

Column 2: PUNO's Project Reference.
The agency's own project number should be indicated in this column. This will allow searches on the GATEWAY using their own reference numbering.

Column 3: UNDG Category. List the number of the UNDG category in Table 1 that represents the description of the expenses being reported for the USD value in column 4.

Column 1: MPTFO Project Number.
This is the eight digit numeric code provided by the MPTF Office to the PUNO when funds were transferred.

Column 1	Column 2	Column 3	Column 4
MPTFO project number	PUNO project reference	UNDG expense category reference	2014 Expenses USD
<number>	<alpha-numeric>	<number>	<number>
00079652	FKE456	(5)	1,025,364.12
Etc.			

Column 4: Expenses. The USD value of the expenses being reported for this project (column1) and this UNDG expense category (column 3) for the current reporting period.

UNEX requires a USD amount to be included on every line – if the value is nil, insert 0.00, do not leave it blank.

Table 1: UNDG approved budget and expense reporting categories

The following expense categories were approved by the HLCM and the CEB in the 20th session in 2010 for use by PUNOs from 1 January 2012. The UNDG category reference should be inserted in column 3 as well as three additional lines to report the following: (9) total income received for this project from MPTFO during the current year, (10) PUNO earned interest income (if applicable), (11) refunds made by the PUNO on the project.

Category reference	Expense description
1	Staff and other personnel costs
2	Supplies, Commodities, Materials
3	Equipment, Vehicles and Furniture including Depreciation
4	Contractual Services
5	Travel
6	Transfers and Grants Counterparts
7	General Operating and Other Direct Costs
8	Indirect support costs
9	Total Received funds
10	Agency Earned Interest Income
11	Refunds

4. ACCESS to UNEX

Each UN Organization has designated finance users, for whom access accounts have been set up. If a user has been given access rights in a previous year, these rights will still be valid in the current year. **Only HQ staff working in donor reporting needs to have access to UNEX.** The UNEX system can be accessed through [this link: UNEX system](#).

United Nations Development Programme



UNDP ONLINE SERVICES



User:

Password:

[Forgot your Password?](#)

**UNEX**
PDRs Data
Processing

 **UNITED NATIONS**
DEVELOPMENT GROUP

By nominating a staff member for access to UNEX, the PUNO is stating that **the staff member is authorized to upload official certified financial data through UNEX** and that the financial information uploaded is considered final certified information.

5. ENTERING DATA IN UNEX

Please note: all financial reporting to the MPTF Office is submitted through each organisation's HQ donor reporting unit or equivalent. Only those submitting the financial report from HQ need to use or the UNEX system.

By nominating a HQ staff member to upload a file in UNEX, the PUNO is stating that **the staff member is authorized to upload official certified financial data through UNEX** and that the financial information uploaded is considered final certified information.

The organisation's financial information for each MPTFO project can be submitted in UNEX in one of two ways; through:

1. Uploading one Excel file per reporting year, using a specific UNEX template. The single excel file will contain the financial information reported for all MPTFO projects; or
2. Manual entry (only recommended if an organisation has received limited funding on a few MPTFO projects); or

Navigating UNEX to the data upload page for an organisation

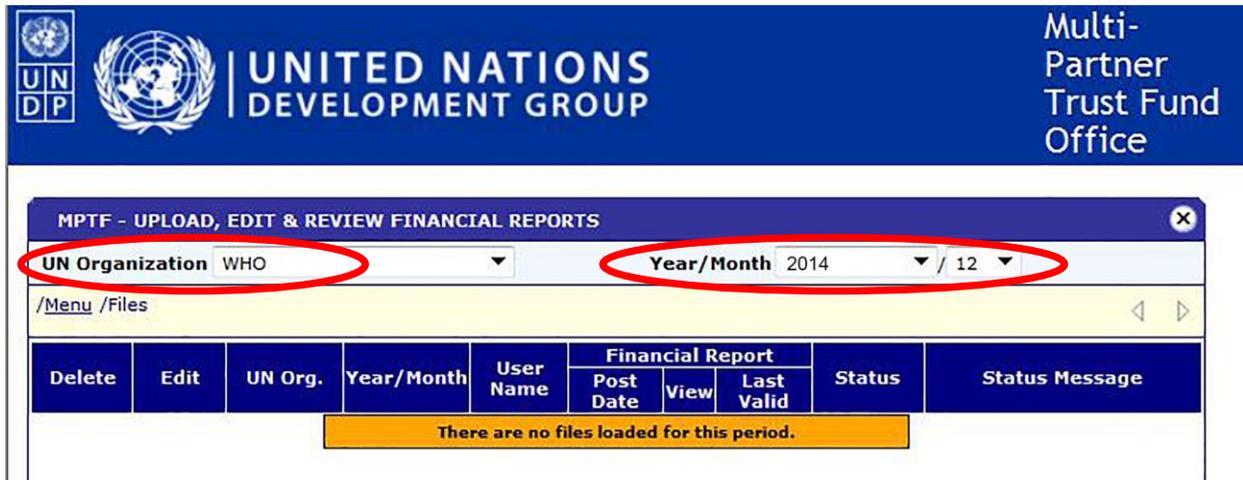
The upload process is designed to be very user friendly. First, upload the excel file by clicking on the "Upload & Review FR" menu item.



Participating Organisations must **submit only one file per organisation per reporting period**. UNEX will prohibit agencies from uploading more than one file.

The file must be named as follows: **ORGANIZATION_MDTF_YYYYMM**.
For example: UNHCR_MDTF_201412.

Your agency name should appear next to "UN Organisation". Select the Year that is being reported and the period being reported. For the year-end annual financial report, period '12' should be selected.



Finally, click on the link on the bottom right of the screen for 'manual FR' if data is going to be entered manually, or 'upload FR' if uploading a prepopulated and formatted Excel spreadsheet



Entering data through uploading an Excel file

The upload operates similarly to attaching a document to an e-mail. Refer to the attached document for guidance on how to upload in seven easy steps.



UNEX UPLOAD - 7
EASY STEPS.pdf

6. UNEX VALIDATION

Regardless of whether a PUNO provides its financial information using the manual process or the Excel upload process, UNEX will perform a series of validation checks on the information before it can be finalized by an organisation.

Data acceptance or rejection

Reports that have been **accepted** are marked with the symbol  ; reports that have been rejected are marked with the symbol  along with a description of the error.

When a PUNO deletes the original file, all expenses contained in it will be deleted from the UNEX database and replaced by the contents of the new file uploaded. Therefore, **PUNOs must ensure that they are not uploading “partial” excel files that contain only the corrected data** – the final accepted report must contain the full set of data for financial reporting.

UNEX checks:

UNEX will perform a series of checks on the data provided by an organisation to test that the information is complete. **UNEX will prevent any user from finalizing the data where errors in the data exist.** Once validated, the upload takes approximately five minutes to complete. UNEX tests for the following errors:

i) Layout: Has the correct layout been used in the file. E.g. Are the columns in the correct order (refer to section '3'); or has a user uploaded an excel workbook rather than a worksheet? If the file is rejected due to the content or file layout UNEX will display the message ***“Input File is empty or Invalid”***. In this case the user will have to review the format of the excel file and upload it again.

ii) Naming conventions and file contents. If not validated, one or more of the following error messages may be displayed:

- a) **File type:** Has an Excel file been uploaded? If a user tries to upload any file other than an excel file the following error message appears: 'Invalid File Type'. Only Excel files will be accepted
- b) **File name:** Does the file name include the year and month in this format (yyyymm)? If not the following error message appears 'Invalid Year/Month' and the file name will need to be corrected
- c) **Reporting period:** If a file is submitted outside the time period that UNEX is open the following error messages appears: "Reporting Period is Locked' and 'Period Closed for this Report End Date'. Therefore the closure dates must be adhered to.

- d) **Duplicate reporting:** If a user loads a file that has previously been loaded and accepted, UNEX will notify the user that a file has been loaded under the same name 'This file was already loaded. Please delete previous file'. Organizations will be allowed to upload new files for the same reporting period, as long as they follow the same naming convention. The previous file (with the same name) must first be deleted.

iii) Contents of the file, i.e. information at the Project level.

There will be two options and messages will be displayed accordingly:

- a) **Successful upload:** If all information for all projects in the file is correctly included and formatted, the following message will appear 'All Financial data in the file are valid'. The upload was successfully completed and no further action is needed.
- b) **Unsuccessful upload:** If the information for any project contains an error the following message will appear 'there are invalid Financial Reports'. The upload was not successful and the data has not been loaded into UNEX. The organisation must clear the errors in the file before they can be uploaded onto UNEX. UNEX will provide an additional error message to indicate what the issue is that needs to be resolved. These include:
- **'Project Not Found'** A project reference must be entered for an MPTFO project number that matches with a valid MPTFO project number. This message indicates the PUNO has used a Project number that UNEX is unable to recognize.
 - **'Project Is Not Active'** When a project has been financially closed, no further transactions can be recorded against it. The organisation is trying to upload expenses for a project that has been certified as closed. The Project number and project status should be verified with the MPTF Office.
 - **'Invalid Report Entry(ies)'** If an organisation has tried to upload data in the old UNDG categories, or in another format that does not mirror the 2012 UNDG budget categories, the file will be rejected.
 - **'Duplicated Entry'** Additionally, if the Same Budget Category is included more than once for a specific project, this will need to be corrected.

Any other error message should be communicated to the MPTF Office that would assist to resolve the issue.

iv. Exception reports

UNEX includes built in exception reports to help users identify and resolve any errors in their reporting submission. **The Exception Report can be easily found on the UNEX Menu** (refer to picture to the right).

An on-screen report displays all rejections in one single place making it easier to work through and clear issues. All agencies should use this report as a basis for its communication with the MPTF Office, while resolving possible issues.

The Transfer/Receipt Reconciliation report will highlight cases where the amount received by the Participating Organization is different from the amount transferred by MPTF Office



7. INTEREST EARNED AND REFUNDS OF UNUTILIZED FUNDS

In the excel file for upload to UNEX , the Participating Organization should indicate under category 10 the earned interest income of the Participating Organization and under category 11 the refunds made at the time of closing the PUNO project.

Please note that all interest earned by the Participating Organizations and unutilized funds should be deposited to the **main MPTF bank account**, using the bank account listed below and indicating the MPTF Office Project number.

Name: UNDP Multi-Partner Trust Fund Office (USD) Account

Account Number: 790440309

ABA Number: 021000021

SWIFT Code: CHASUS33

Bank Name/Address:

JP Morgan Chase Bank

International Agencies Banking

270 Park Avenue, 43rd floor

New York, NY 10017 USA

Reference: MPTF Fund name/Project number/type [interest/refund]

Please note, effective 1 January 2014 and for the purposes of limiting transaction costs, the MPTF Office no longer requires a refund of a PUNO project balance where the total refund due on a single MPTFO project is \$250.00 or less.

Annex 1:

The detailed descriptions of the Revised Harmonized Expense Categories as per the F&BN Working Group paper that form part of the approved decision are listed below:

Staff and other personnel costs: Includes all related staff and temporary staff costs including base salary, post adjustment and all staff entitlements.

Supplies, Commodities, Materials: Includes all direct and indirect costs (e.g. freight, transport, delivery, distribution) associated with procurement of supplies, commodities and materials. Office supplies should be reported as "General Operating".

Equipment, Vehicles and Furniture including Depreciation: For those reporting assets on UNSAS or modified UNSAS basis (i.e. expense up front) this would relate to all costs to put asset into service. For those who do donor reports according to IPSAS this would equal depreciation for period.

Contractual Services: Services contracted by an organization which follow the normal procurement processes. In IPSAS terminology this would be similar to exchange transactions. This could include contracts given to NGOs if they are more similar to procurement of services than a grant transfer.

Travel: Includes staff and non-staff travel paid for by the organization directly related to a project.

Transfers and Grants to Counterparts: Includes transfers to national counterparts and any other transfers given to an implementing partner (e.g. NGO) which is not similar to a commercial service contract as per above. In IPSAS terms this would be more similar to non-exchange transactions.

General Operating and Other Direct Costs: Includes all general operating costs for running an office. Examples include telecommunication, rents, finance charges and other costs which cannot be mapped to other expense categories.

Indirect Support Costs: (No definition provided)