FAS and FMP Training   created: October 2024

Digital FTR process in the FAS

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INTRODUCTION

The Fund Administration System (FAS) of the MPTFO Gateway allows the creation of the digital FTR form and workflow linked to any FMP project record.

The Secretariat User can:
  i.   Create the FTR form and submit to the Secretariat approval authority
  ii. Review and Incorporate comments or adjustments requested by the Secretariat approval authority or MPTFO Portfolio Associate (PA)
  iii. Submit the digital FTR to MPTF Office that proceed with the funds transfer

The following is an initial guideline on how to complete the FTR form and its section of a project for FMP Basic, which contains the instrumental information for the FTR.

For all questions regarding using the platform, please contact the MPTFO Fund Portfolio Team.

USER ROLES FOR PROJECT CREATION AND SUBMISSION

User Type	Project/Programme Development Functions	Permissions
Secretariat User	Invited to the Fund Management Platform (FMP) system to create project(s)	Create Role
Participating Organizations	Participating Organizations receiving funds should be listed in the General Information of the Project by the Secretariat User	n/a

Note: There are 2 Configurations in the system:
  – **FAS Basic –** the Project approval process is done outside the platform
      In this case the Secretariat will:
        1) **Create** the project record in the FMP
        2) **Fill in the General Information** of the project form for the FTR
        3) **Fill in the SDGs information** (data collection for SDGs dashboard)
        4) **Upload the approved ProDoc in the system,**
        5) **PREPARE THE DIGITAL FTR FORM** (See Help Guide here below)

  – **FAS Plus –** the Project approval is fully digitalized
      In this case the Secretariat will
        1) **Complete** the project approval process
   2) **PREPARE THE DIGITAL FTR FORM** (See Help Guide here below)

PROJECT RECORD in the FMP

1. Secretariat Users Access

For Secretariat User
The Secretariat User will receive an email from the MPTFO FMP Gateway internal application to accept the invite to access the FAS/FMP platform

Before accessing the Fund Administration System (FAS), the User has to access the SharePoint site by logging in with their Microsoft account. If they do not have a Microsoft account, they can create one and they will be directed to the SharePoint site.
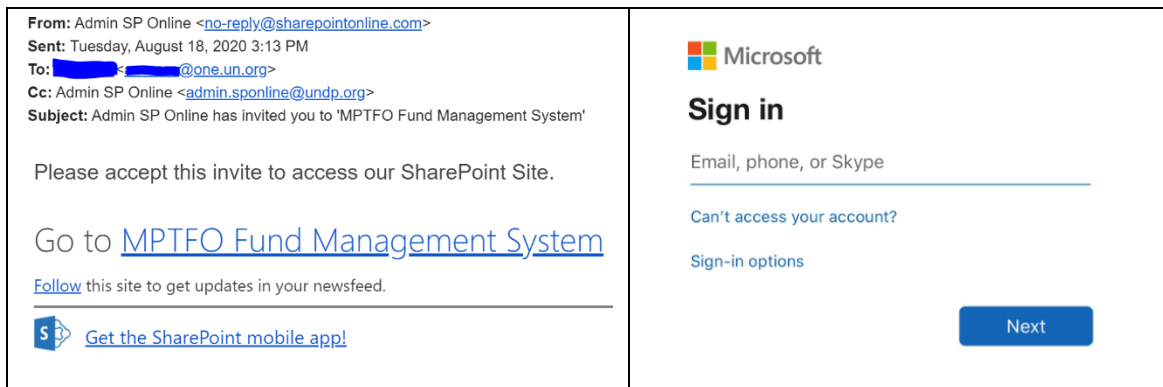

2. Creating a project in the FAS Basic

Completed by the Secretariat User
To create this "outline" or "General information" for each project – the Secretariat User clicks on the link in the email to "**Create** project."

This is a BASIC project digital form that does not include the digital approval process in the GW 2.0 internal application – FAS/FMP

Please make sure FMP is selected and click on create project as indicated in screenshot below.
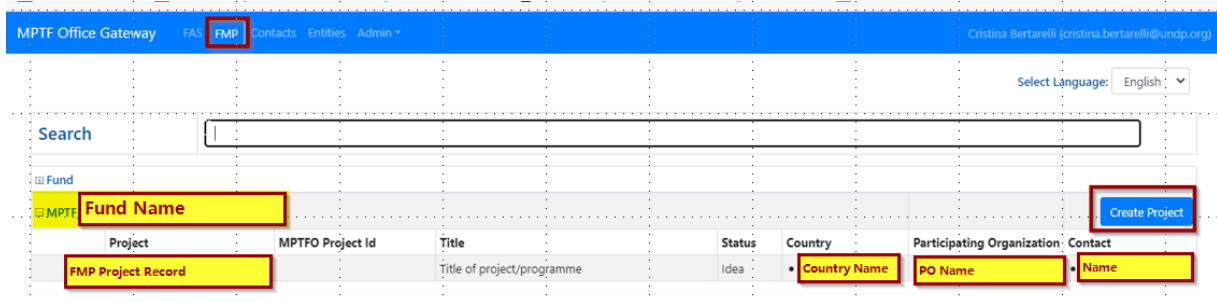
The Secretariat User then fills in the following information in the "General Information" tab:

1) **Title** of the project
2) **Anticipated Start Date**
3) **Duration**
4) **Description** – this will be the project description that will be included in the GW 2,0 website

Table 1. Guidance for Basic Information for Project/Programme Creation

Heading	What's in it	Help guide
Fund	Name of the Fund – automatically populated	Automatically populated
Title *	[enter the title of project/programme]	To be entered by Secretariat User
Anticipated Start Date	[Select date from Calendar in the system]	To be entered by Secretariat User
Duration *	[numeric value]	To be entered by Secretariat User
Anticipated End Date	Automatically calculated	
Brief Overview *	This is a narrative summary that will constitute the description in the Gateway website when the project is funded	To be entered and validated by Secretariat User Secretariat. This will be displayed as description in the project page of the GW website
Save	Press the **Save** button	Secretariat User hits save when done

Once core fields have been saved, the Secretariat User has access to other fields: for project/programme development, including the expanded set of fields under the General Information tab.
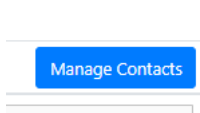
3. General Information (details)

Completed by the Secretariat User based on the approved ProDoc

Heading	What's in it	Help guide
Fund	Name of the Fund – automatically populated	Automatically populated
Title *	[enter the title you would like to give the project/programme]	by Secretariat User
MPTFO Project ID	Automatically populated once the project is funded	from Quantum No input needed
Start Date	Reserved for actual start date	from Quantum No input needed
End Date	Reserved for actual end date	from Quantum No input needed
Applicants	n/a	No input needed
Project Signatories	n/a	No input needed
Contacts *	Contacts are Participating Organizations foal points The contact can be linked via the contact database by clicking on the functionality: **Manage Contacts** If the contact is NEW, the following fields must be entered: **User Email**: (enter email address of the focal point from participating org) **Contact type**: Select "FOCAL POINT" from dropdown menu **Role**: Select "PARTICIPATING ORGANIZATION" from dropdown **First Name**: Enter text **Middle Name**: Enter text **Last Name**: Enter text **Entity**: Select from dropdown **Job Position**: Enter text (REQUIRED) **Representing**: Optional Other fields are available in the contact profile but can be optional. **Press the "Save" button to confirm the data entry** **Save**	OPTIONAL by Secretariat User First search for the Contact to see if they are already in the data base. If not, then click on "Manage contact" to "Add Contact".

Description *	This text should contain a brief description of project's objectives and related activities. This text will appear on the project/programme page of the Gateway website when the approval is finalized, and funds transferred.				To be entered by Secretariat User
Universal Markers *	Gender Equality	Select from dropdown			To be entered by Secretariat User
	Risk	Select from dropdown			To be entered by Secretariat User
Fund Specific Markers *	n/a				No input needed
Geographical Scope *	**Geographical Scope**	**Name of the Region**	**Regions**	**Countries**	To be entered by Secretariat User
	Select from dropdown	Manual text space available for some specific regions or administrative division	Select from dropdown	Select from dropdown	
Participating Organizations & Implementing Partners *	**Participating Organizations**	**Govt/Multilat/ NGO/ Other**	**New Entities**	**Implementing Partners**	To be entered by Secretariat User If an entity is not listed, then you should contact the Portfolio Manager and team for record creation.
	Select from dropdown	Select from dropdown	**Created by MPTFO**	Type name here	
Estimated Budget *	The below table should be filled in. It includes: • Participating Organizations • Tranches • Other parallel sources 				To be entered by Secretariat User for each Participating Organization. Tranches can be indicated in this section as well as other resources such as "in-kind" contribution.
Anticipated Start Date	[Select date from Calendar in the system]				To be entered by Secretariat User
Duration *	[numeric value]				
Anticipated End Date	Automatically calculated				
Save	Press the **Save** button				Secretariat User hits Save to validate General Information.

4. SDGs

Completed by the Secretariat User based on the information available in the ProDoc

A full library of SDGs with goals, targets and indicators is preloaded.

At the project/programme level, please select relevant targets – **At least one SDG target must be selected**.

They may be in any of the three categories as determined by the Fund: i) Main Goals, ii) Secondary Goals; iii) Contributing SDG Goal.

The SDGs selected in the Main category will be displayed on the project page of Gateway once the project transfer is processed.

Sustainable Development Goals (SDGs) listed below for ease of reference

SDG 1 (No poverty)	SDG 10 (Reduced Inequalities)
SDG 2 (Zero hunger)	SDG 11 (Sustainable Cities & Communities)
SDG 3 (Good health & well-being)	SDG 12 (Responsible Consumption & Production)
SDG 4 (Quality education)	SDG 13 (Climate action)
SDG 5 (Gender equality)	SDG 14 (Life below water)
SDG 6 (Clean water and sanitation)	SDG 15 (Life on land)
SDG 7 (Sustainable energy)	SDG 16 (Peace, justice & strong institutions)
SDG 8 (Decent work & Economic Growth)	SDG 17 (Partnerships for the Goals)
SDG 9 (Industry, Innovation and Infrastructure)	

TIP: Click on the + sign to open any of the Goal and the list will show up. For ease of navigation, you can click on + right at the top left corner that will collapse all the other expanded lists.

5. Contribution to SDGs

Completed by the Secretariat User based on the information available in the ProDoc

Under the SDG Tab – go to the "Contribution to SDG" tab.

The "Contribution to SDG" table will list each lead Participating Organization (PO) for the project as a row and selected SDG targets as columns. Each PO row should total 100%.

The below image shows how various rows and columns are relevant and should add up.

| Projects | General Information | Narrative | SDGs | RBM | Risk Management | Budgets | Documents | Workflow | Reports |

Link SDG Targets

SDG Targets * SDG Indicators * Contribution to SDGs *

Participating Organization	% TARGET_1.1 *	% TARGET_5.1 *	% TARGET_1.2 *	% TARGET_5.2 *	% Total	
WFP	80	20	0	0	100	Edit
UNICEF	0	0	30	70	100	Edit
Total contribution by target	**80**	**20**	**30**	**70**		
Project contribution to SDG by target	**40**	**10**	**15**	**35**	**100**	

6. Documents

Completed by the Secretariat User based on the information available in the ProDoc

This section features the repository of the supporting documents for a project. The documents will be categorized based on the taxonomy available in the dropdown list. When the category "Other Docs," is selected then it is advisable to provide details on the nature of the document in the abstract field.

Narrative Documents ×

Document Type *	Other Docs
Document Abstract	
Document Date *	dd-MMM-yyyy 🗓
	Choose File * Choose File TEST numbe...cument.docx Upload

List of documents

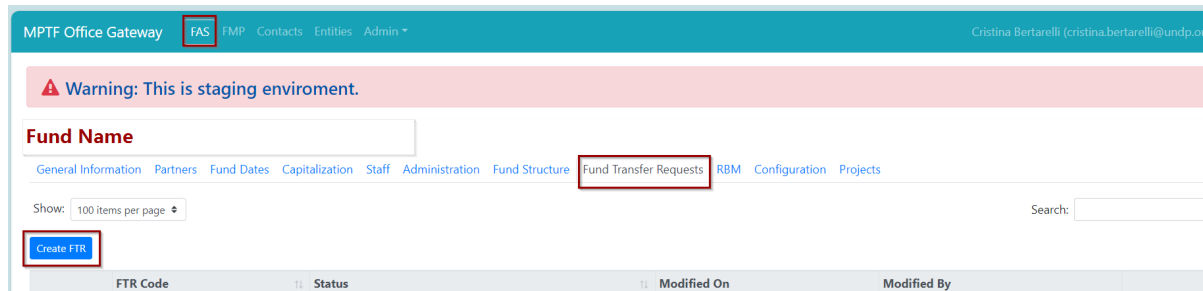| Document	Document Type	Document Source	Document Abstract	Document Date	Modified By	Modified On
✗ TEST number 2 uploading document.docx	Other Docs	Concept Narrative	TEST for Narrative Section [1]	13-Mar-2022	cristina.bertarelli@undp.org	13-Mar-2022 9:31:30 AM

7. Workflow

In the Basic version the workflow is automatically approved because the project information is retrieved from an approved ProDoc

NOTE: the process for the FMP Plus starts with the preparation of the FTR form because the digital project form is created by the Participating Organizations and digitally approved by the Secretariat. Therefore, the Secretariat User will proceed directly with the creation of the FTR form.

FTR Form

The FTR form is available on the Fund page of the FAS.

1. Creating an FTR form in the FAS

2. Fill in the FTR form in the FAS

The Secretariat User Create the FTR form by selecting the approved project for funding from the dropdown list. To complete the form it is mandatory to fill in the fields included in the template here below

Warning: This is staging enviroment.

Fund Name	Automatically filled in
Fund Transfer Request Number	Automatically assigned
Approval Authority	i.e. Steering Committee – pre-set in the FAS Fund Configuration

Project name and number from the FMP form
Automatically populated

Project Title	
Outcome/ Pillar/ Cluster/ Theme	Child Code
Country of Disbursement	Pre-populated based on the UN Data Standards
ERP Reference Project Number	Read only

Participating Organization	Approved/ Allocated Amounts	Previously Transferred Amounts	Current Transfer Amount Tranche (1)	Remaining Balance
		Examples		
PO(1)	$150,000.00	$0.00	$112,500.00	$37,500.00
PO(2)	$350,000.00	$0.00	$262,500.00	$87,500.00

Supporting Documents

A document is attached that evidences the fund allocation decisions made by the Special Trust Fund for Afghanistan [Steering Committee] pertaining to each Participating Organization. ● Yes ○ N/A

For new projects and revisions/cost-extensions to existing projects, an approved programmatic document (e.g. programme document/project document/joint programme document, UNDAF, etc) signed by the Participating Organizations is attached. ● Yes ○ N/A

Other

Documents

Document	Origin	Type	Classification	Status	Abstract
TEST ProDoc.docx	Project	Pro Doc	Internal	Finalized	

Project Document from the FMP project form
Linked in the FTR form

Fund Secretariat Confirmations

Have any conditions imposed by the Special Trust Fund for Afghanistan [Steering Committee] on the approved allocation or transfer to a Participating Organization (or other entities) been reviewed and cleared by the Special Trust Fund for Afghanistan Steering Committee (or the fund secretariat if authority to clear conditions has been granted to the fund secretariat.)	○ Yes ◉ N/A	No applicable
Has the fund secretariat confirmed that the NUNO registration to operate is still valid at the time of this Fund Transfer Request?	○ Yes ◉ N/A	No NUNO Selected

Enter contact information (e-mail addresses) for payment notification

To Emails: **CC Emails:**

All relevant contacts' email must be indicated for the purpose of funds transfer notification.

This should include also all contact for Participating Organizations, including from the Country Office

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When the form is completed, the Secretariat User **SAVE** the form and then **Submit** to the Secretariat approval authority for signature before sending it to the MPTF Office.

Note: if any field from the FTR form is incomplete then the Secretariat User cannot submit the form for signature

3. Signing the FTR form in the FAS

The FTR signature is defaulted as **DIGITAL** signature, and the signatory is defined at Fund level. In case there is a need for a manual signature, the Secretariat User can change the default in the signature process of the FTR

MPTF Office Gateway   [FAS]   FMP   Contacts   Entities   Admin ▾

⚠ Warning: This is staging enviroment.

Special Trust Fund for Afghanistan

General Information   Partners   Fund Dates   Capitalization   Staff   Administration   Fund Structure   [Fund Transfer Requests]

Form Information

FTR Forms   Information   Documents   [Signatures]   Workflow

FTR signatory type

Signature Process *	
◉ Digital ○ Manual	**Submit**

Once the signature process is completed by the approval authority the FTR form is ready for submission to the MPTFO.

4. FTR form workflow in the FAS

The FTR workflow is available in the FAS_Fund Transfer Requests. See the screenshot.

It includes the **Section Status**, a dashboard with the indication of the required fields conditional the submission of the FTR by the Secretariat User to the MPTFO.
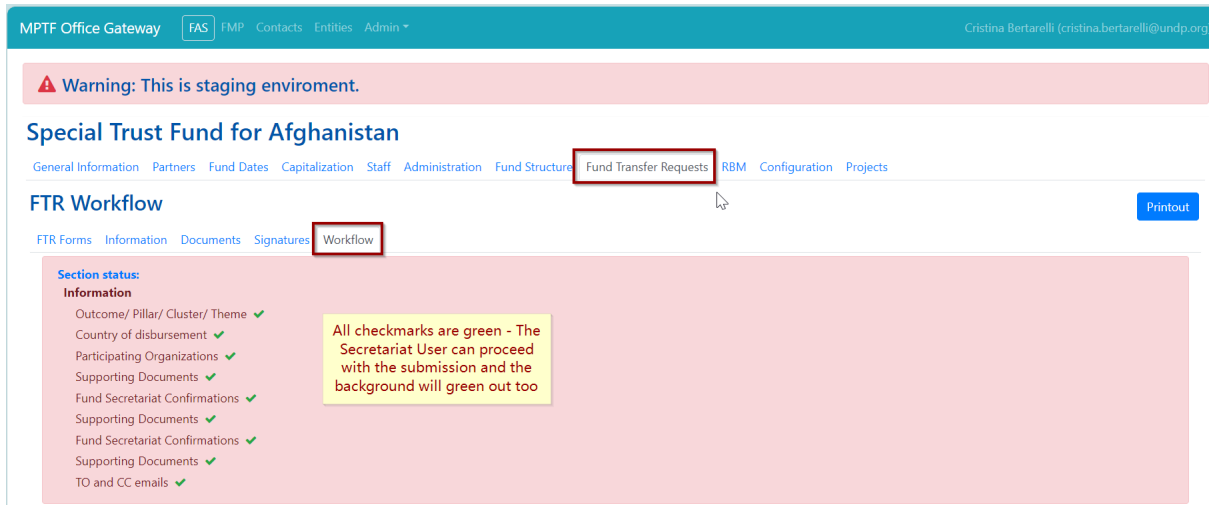
In addition, the workflow indicates the Secretariat **Workflow Status** before the submission to MPTFO. The steps are indicated from the most recent – **the Approval** – to the oldest – **the initial submission** from the FTR Creator to the Secretariat approval authority

‼️ **Good practice: always return and review the workflow before moving to the next step**‼️
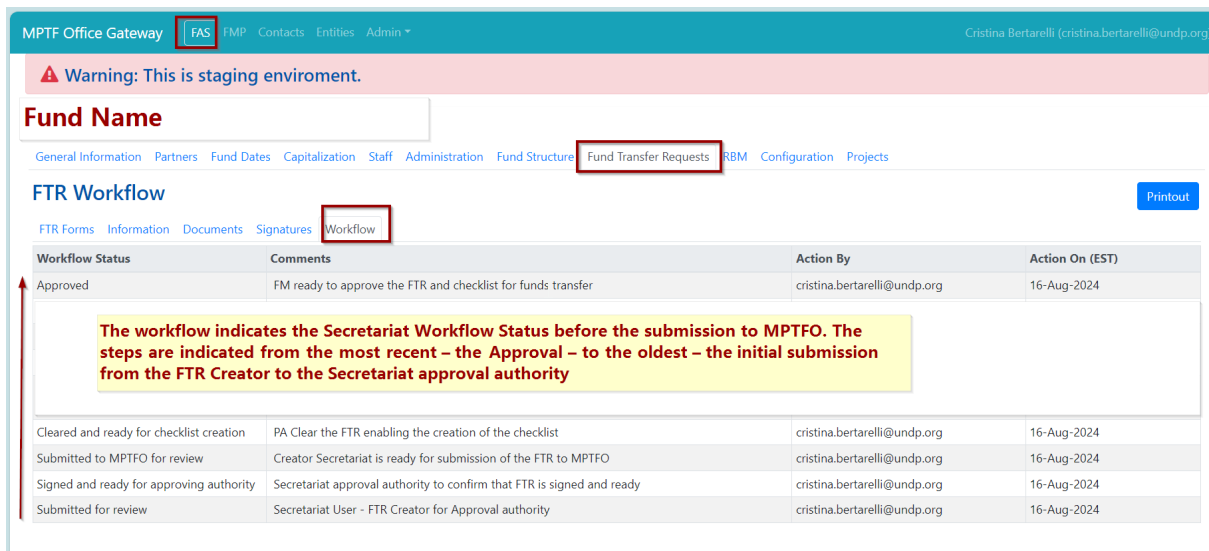
‼️ **IMPORTANT**‼️
Always include a Comment in the workflow.
Leaving a blank space may result in challenging review and make future reference difficult to identify

5. Printout

The FTR form can be saved in PDF format via Printout that is accessible via FAS_Fund Transfer Requests. See the screenshot.

The Printout can be used for management purpose, or any other query related to the FTR form prepared by the Secretariat