

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)

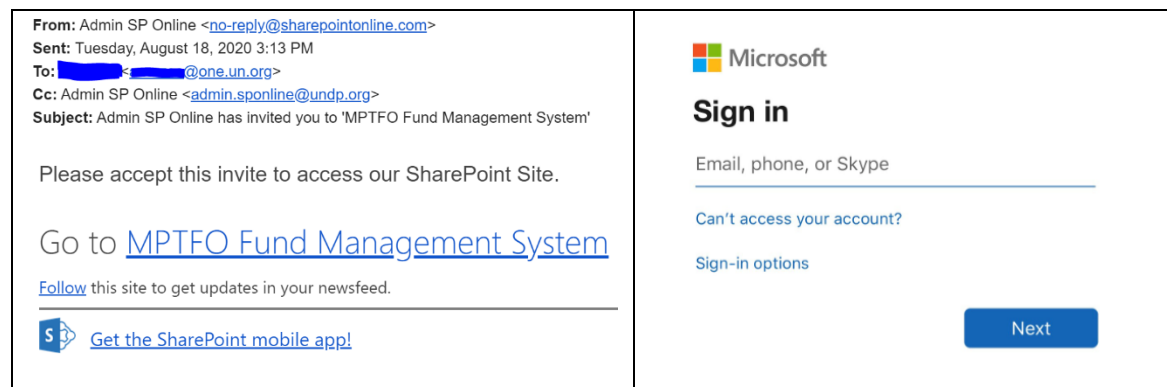
PROJECT RECORD in the FMP

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.



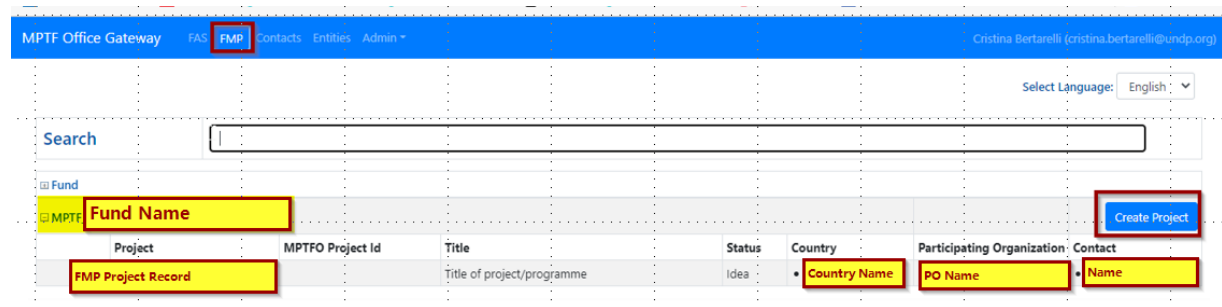
2. Creating a project in the FAS Basic

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

Warning: This is Staging enviroment.

Projects **General Information**

Fund **Fund Name**

Title *

Anticipated Start Date dd-MM-yyyy Clear Dates

Duration (In months) * 0

Anticipated End Date dd-MM-yyyy

Description *

Save **Go Back**

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.

Fund Name

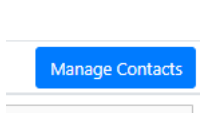
Project number and title

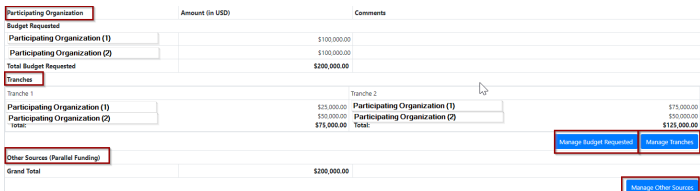
[Projects](#)
[General Information](#)
[SDGs](#)
[Documents](#)
[Workflow](#)

FMP Basic menu

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 focal points The contact can be linked via the contact database by clicking on the functionality:  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 	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/Multi at/ NGO/ Other	New Entities	Implementing Partners	To be entered by Secretariat User	
	Select from dropdown	Select from dropdown	Created by MPTFO	Type name here	If an entity is not listed, then you should contact the Portfolio Manager and team for record creation.	
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  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

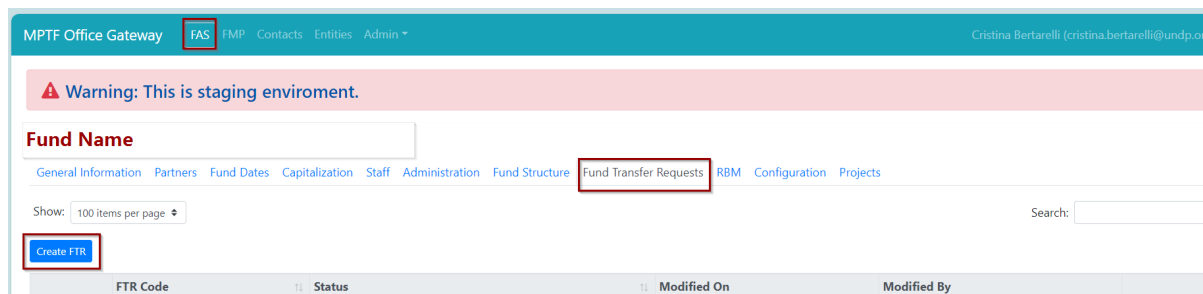
In the Basic version the workflow is automatically approved because the project information is retrieved from an approved ProDoc

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



The screenshot shows the MPTF Office Gateway interface. The top navigation bar includes 'MPTF Office Gateway', 'FAS', 'EMP', 'Contacts', 'Entities', and 'Admin'. A warning message states: 'Warning: This is staging enviroment.' Below this, the 'Fund Name' field is visible. The main navigation tabs include 'General Information', 'Partners', 'Fund Dates', 'Capitalization', 'Staff', 'Administration', 'Fund Structure', 'Fund Transfer Requests' (highlighted with a red box), 'RBM', 'Configuration', and 'Projects'. A 'Show: 100 items per page' dropdown and a 'Search:' field are also present. A 'Create FTR' button is highlighted with a red box. Below the button, a table header is visible with columns: 'FTR Code', 'Status', 'Modified On', and 'Modified By'.

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	Remaining Balance	
		Examples	Tranche (1)		
BO(1)	\$150,000.00	\$0.00	\$112,500.00	\$37,500.00	
BO(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

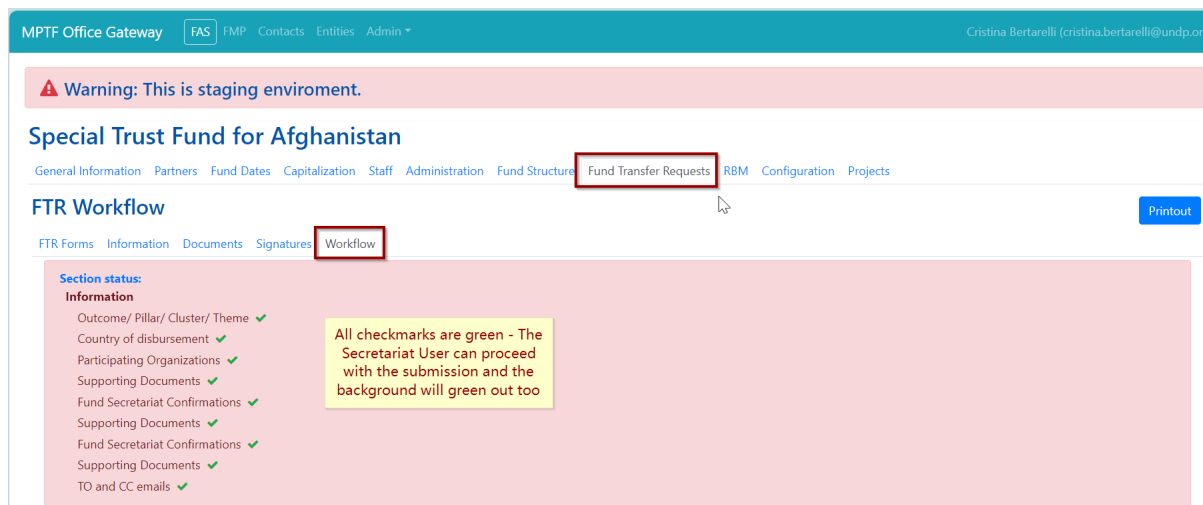
Signature Process *	
☒ Digital ☐ Manual	Submit

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.



Section status:

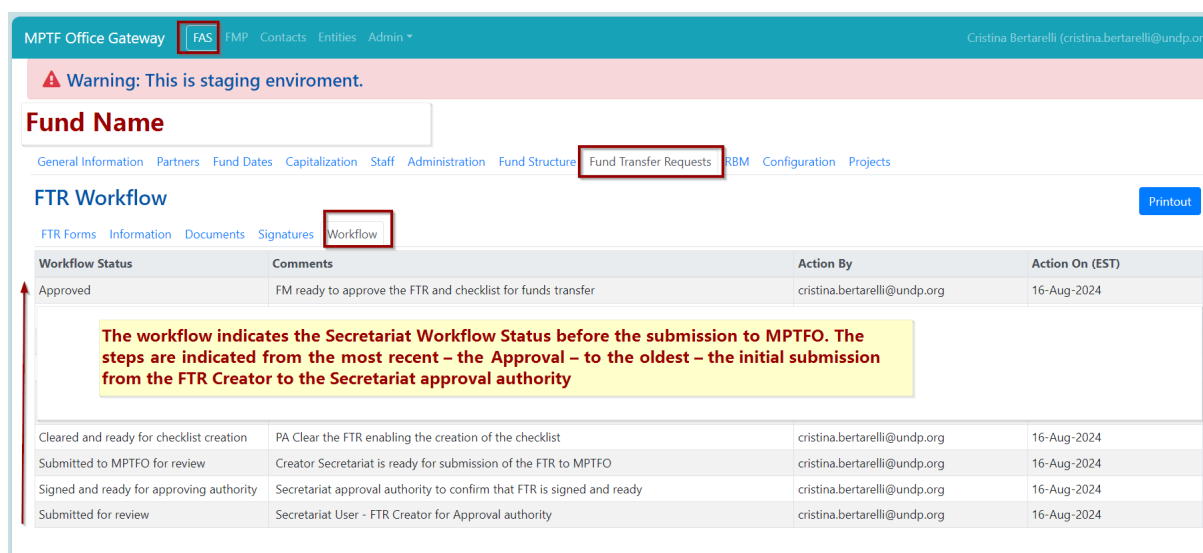
Information

- Outcome/ Pillar/ Cluster/ Theme ✓
- Country of disbursement ✓
- Participating Organizations ✓
- Supporting Documents ✓
- Fund Secretariat Confirmations ✓
- Supporting Documents ✓
- Fund Secretariat Confirmations ✓
- Supporting Documents ✓
- TO and CC emails ✓

All checkmarks are green - The Secretariat User can proceed with the submission and the background will green out too

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!!



Fund Name

FTR Workflow

Workflow Status	Comments	Action By	Action On (EST)
Approved	FM ready to approve the FTR and checklist for funds transfer	cristina.bertarelli@undp.org	16-Aug-2024
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			
Cleared and ready for checklist creation	PA Clear the FTR enabling the creation of the checklist	cristina.bertarelli@undp.org	16-Aug-2024
Submitted to MPTFO for review	Creator Secretariat is ready for submission of the FTR to MPTFO	cristina.bertarelli@undp.org	16-Aug-2024
Signed and ready for approving authority	Secretariat approval authority to confirm that FTR is signed and ready	cristina.bertarelli@undp.org	16-Aug-2024
Submitted for review	Secretariat User - FTR Creator for Approval authority	cristina.bertarelli@undp.org	16-Aug-2024

!! 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

MPTF Office Gateway **FAS** FMP Contacts Entities Admin ▾ Cristina Bertarelli (cristina.bertarelli@undp.org)

Warning: This is staging enviroment.

Fund Name

[General Information](#) [Partners](#) [Fund Dates](#) [Capitalization](#) [Staff](#) [Administration](#) [Fund Structure](#) **Fund Transfer Requests** [RBM](#)

[Configuration](#) [Projects](#)

Form Information

[FTR Forms](#) **Information** [Documents](#) [Signatures](#) [Workflow](#)

Printout