ACTIVITY INFO

REPORTING MODULE

FOR FUNDING REPORTING

STEP BY STEP GUIDE

JUNE 2026

This document details the steps required for all UCRRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on their funding situation. For any clarification, please contact the UNHCR IM Unit (ugakaimug@unhcr.org)

FUNDING TRACKING OF THE 2026-2030 UGANDA COUNTRY RRP

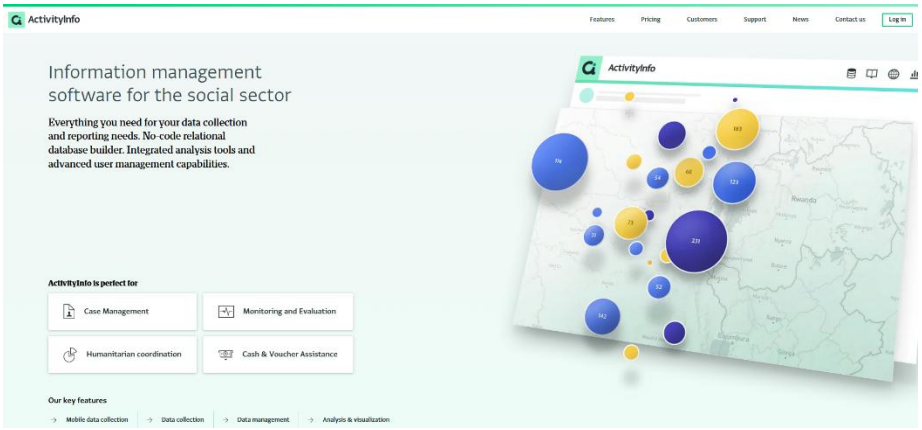
This is a guidance note on how to report funding information on ActivityInfo.

Please consider the following before you begin:

- All recipients of funds should report. Partners should report all funding including projects funded by UN agencies, International NGOs and National NGOs.
- For consortia, each member should report on the portion of funding their organisation has received.
- A reminder will be sent on a quarterly basis to partners at the beginning of each reporting cycle.
- Systematic reporting on the funding situation of partners is a requirement for both appealing and non-appealing partners in the Uganda Country Refugee Response Plan (UCRRP).
- When reporting on funding received in a currency other than USD, please use the prevailing exchange rate at the time of receipt (or the rate set by your donor, if different).

i. Start ActivityInfo

To access the platform, type the following web address: **www.activityinfo.org**



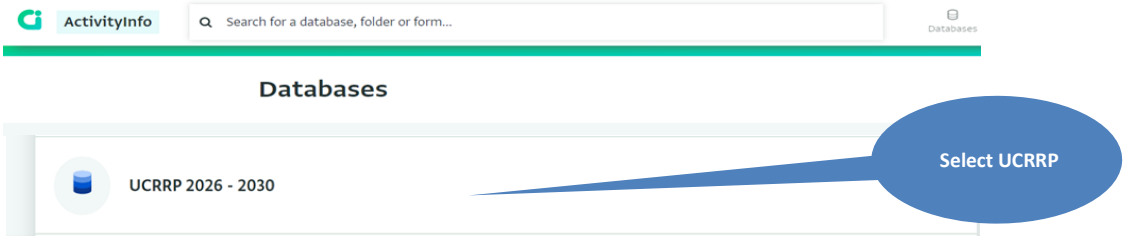
You can log-in by clicking the **Log In** tab.

- If you do not have a username and password, please send an email to: ugakaimug@unhcr.org

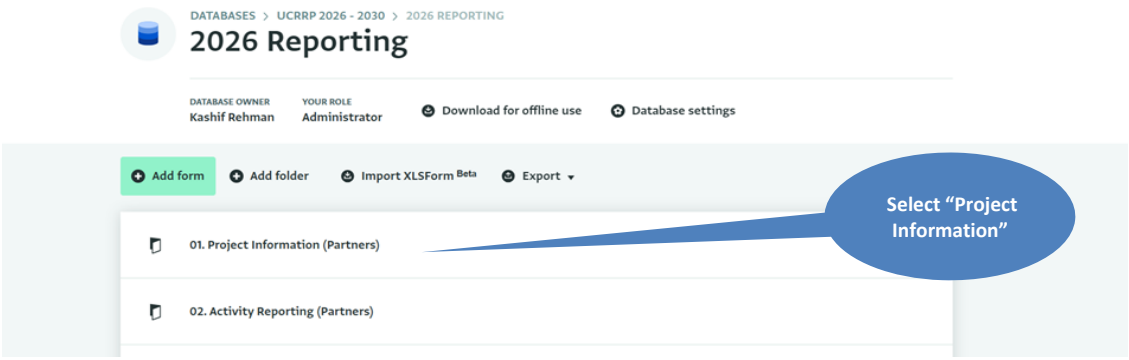
  An invitation will then be sent to you, and then you can create your password.

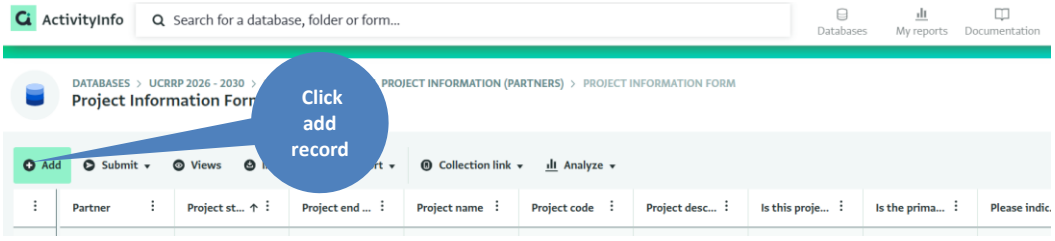
ii. Data entry

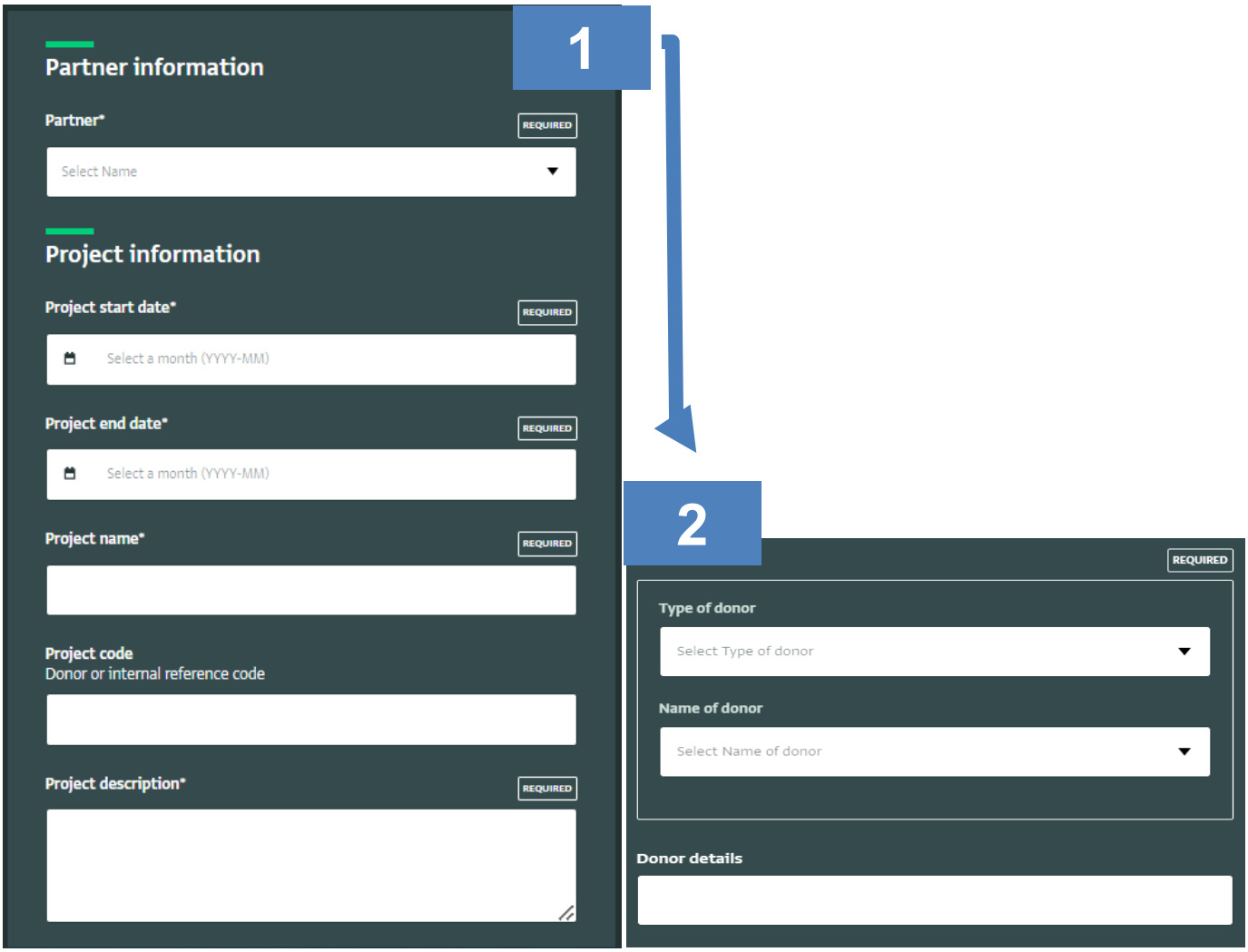
a. Select the relevant database for the UCRRP



b. Select Folder 0. Project Information (Partners), click on the Project Information form and click add record



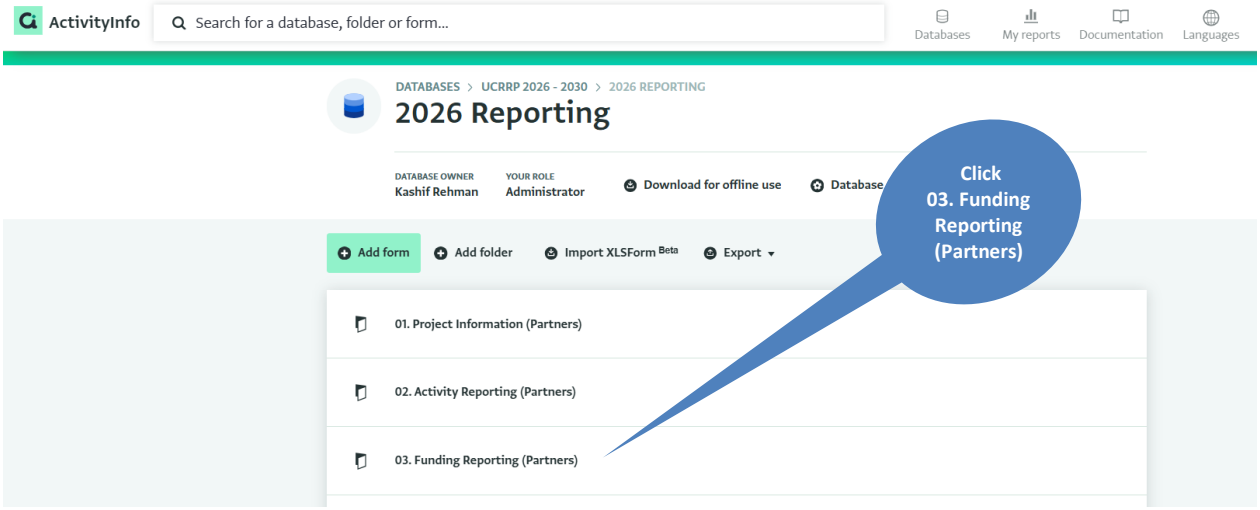


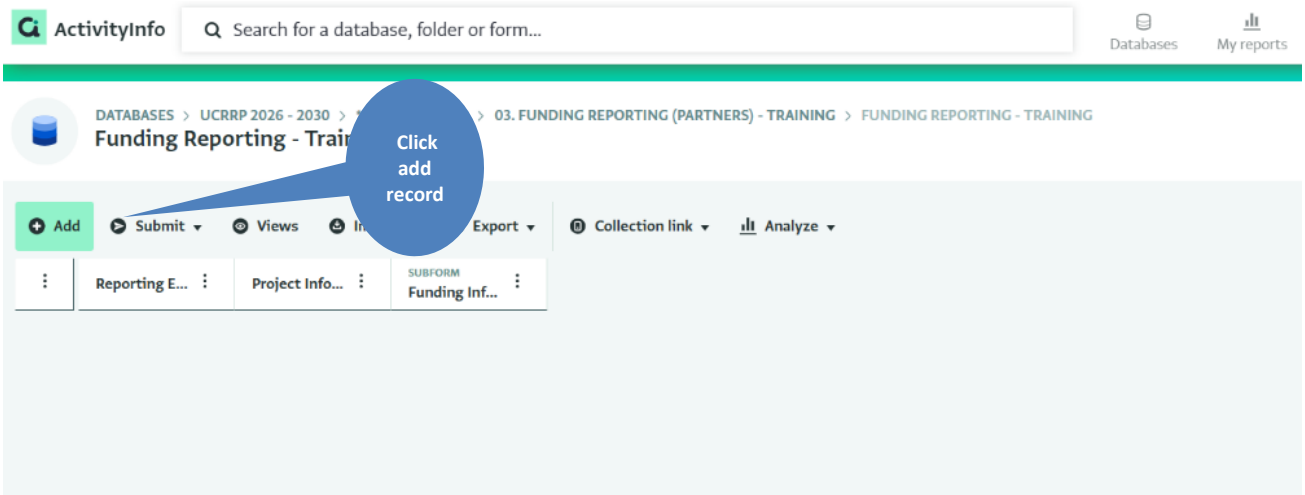


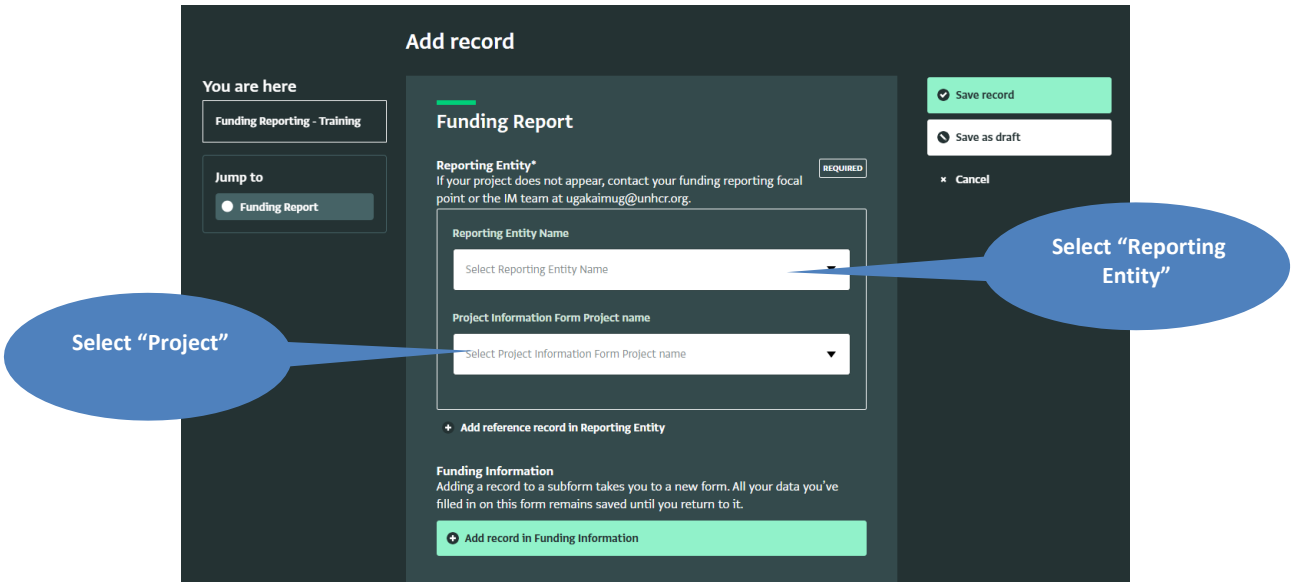
Step-by-step instructions

1. Enter the partner, project start / end date, name, code (not mandatory) and description. If you have multiple projects, you should complete one form for each project.
2. Select your donor type and donor from the dropdown menu, use donor details to be more precise if needed (such as "PRM" after selecting United States of America as donor). In case donors are not appearing in the list please send an e-mail to ugakaimug@unhcr.org.

c. **Navigate back to the main folder and select Folder 3. Funding Reporting (Partners), click on the Funding Reporting folder to open the funding form and click add record**

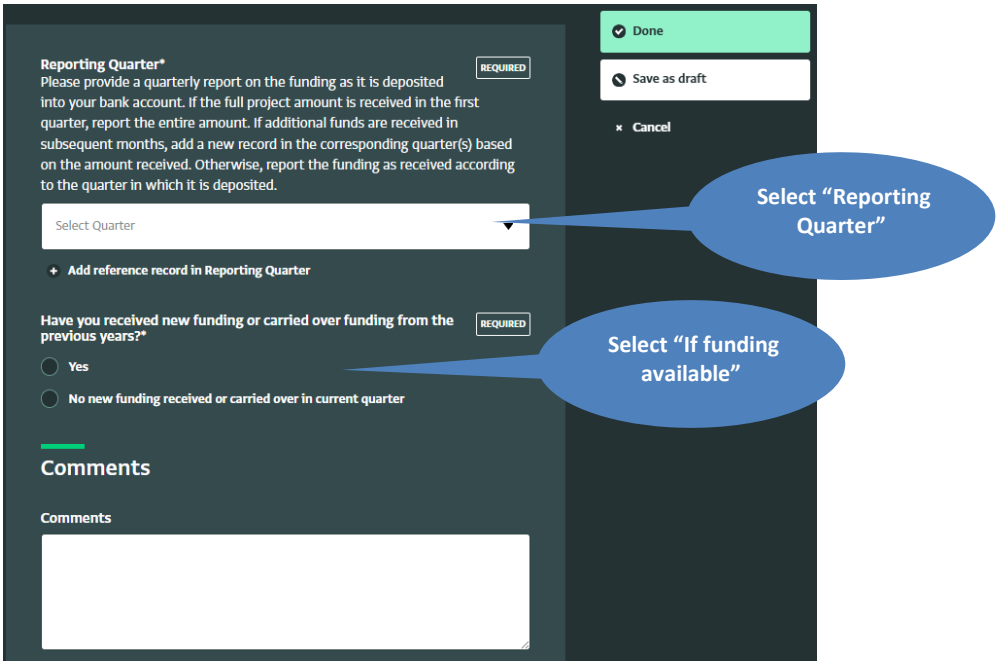






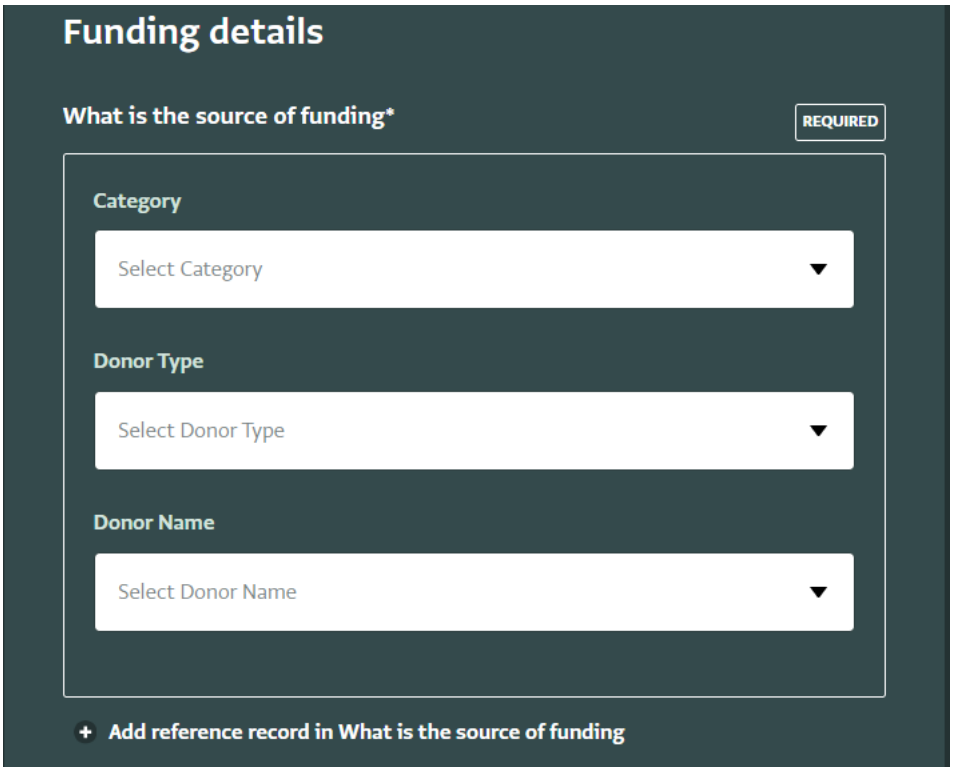
Step-by-step instructions

1. Select reporting entity name from the drop down and project, the options here are linked to what you entered in the Project Information form.
2. Proceed to click the green button on **"+ Add record in Funding Information."** This will open another sub form where funding reporting will be done as shown below.
3. Select the reporting quarter
4. Select "Yes" if funding available, and "No" where no new funding has been received or carried over from the previous years. The option no replaced the Nothing To Report "NTR" form. When No is selected, the form will end and click Done and Save.



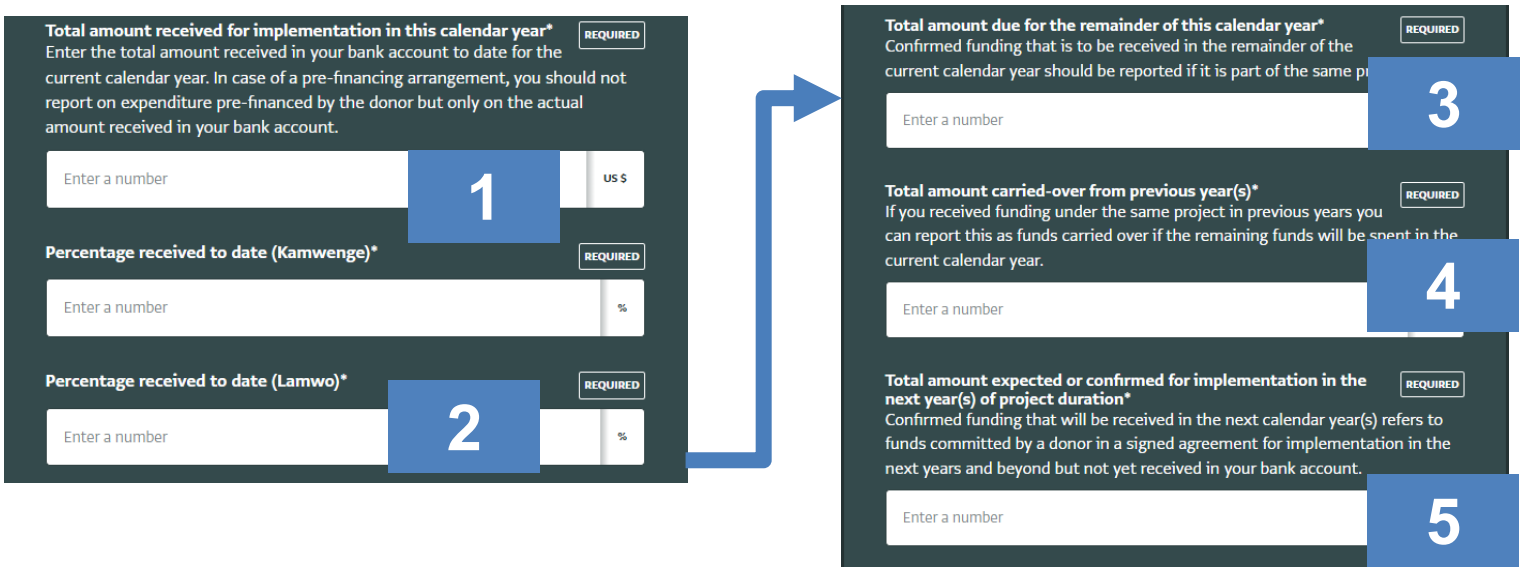
Step by step instructions

5. Select the source of funding, by donor category, donor type and name



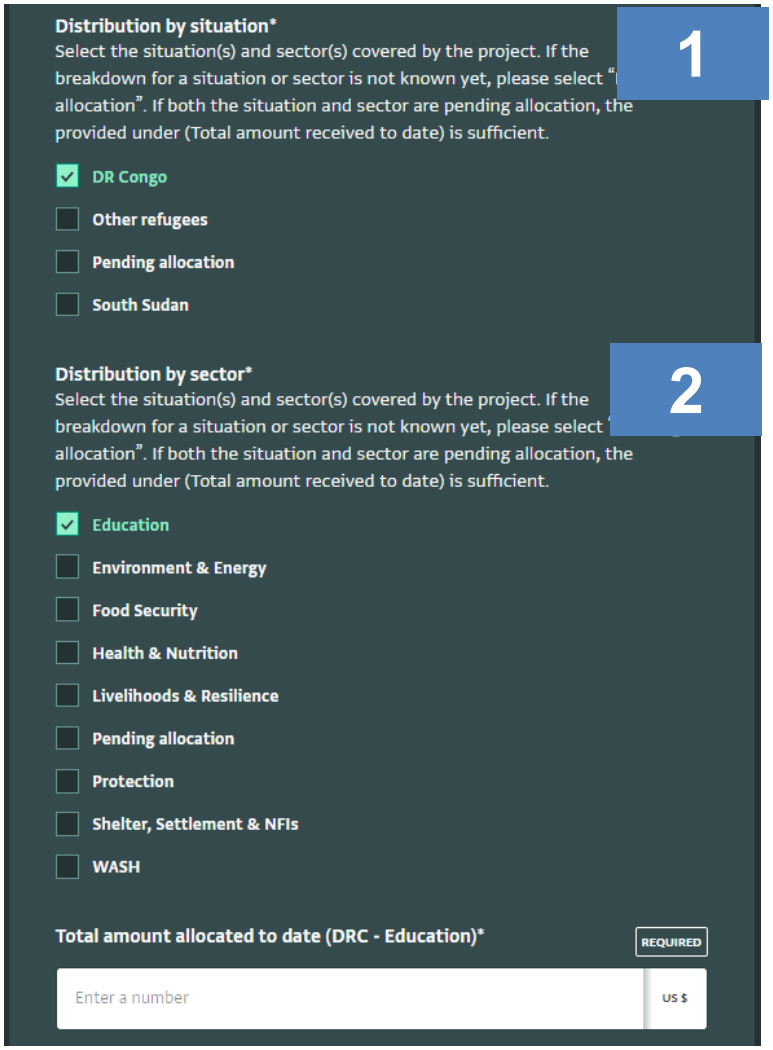
Step-by-step instructions

1. Select if the project supports government entities. This refers to projects that are partially or wholly providing financial support to the government. If you select "Yes", you will be prompted to select which government entities are being supported. If the entity being supported is not indicated in the options, please tick "other central Government entity". If the project does not provide any financial support to the Government, please select "No" and you will automatically proceed to the next session.
2. Select the funding type "Humanitarian" or "Humanitarian & Development". This can be determined by thinking about the type of donor who has provided the funding, e.g. choose "Humanitarian" for a donor like ECHO, but "Humanitarian & Development" for INTPA (former DEVCO), if the donor covers both types of interventions select "Humanitarian & Development". Humanitarian interventions can also be defined as short- or medium-term lifesaving/stabilisation interventions and development as support needed over the longer term.
3. Select "earmarking" if the donor has earmarked funds to target a specific sector, population group or location.
4. Select the districts that are covered by project. Please select Kampala as a placeholder for projects that cover all settlements, but where the funding breakdown by district is not (yet) available.



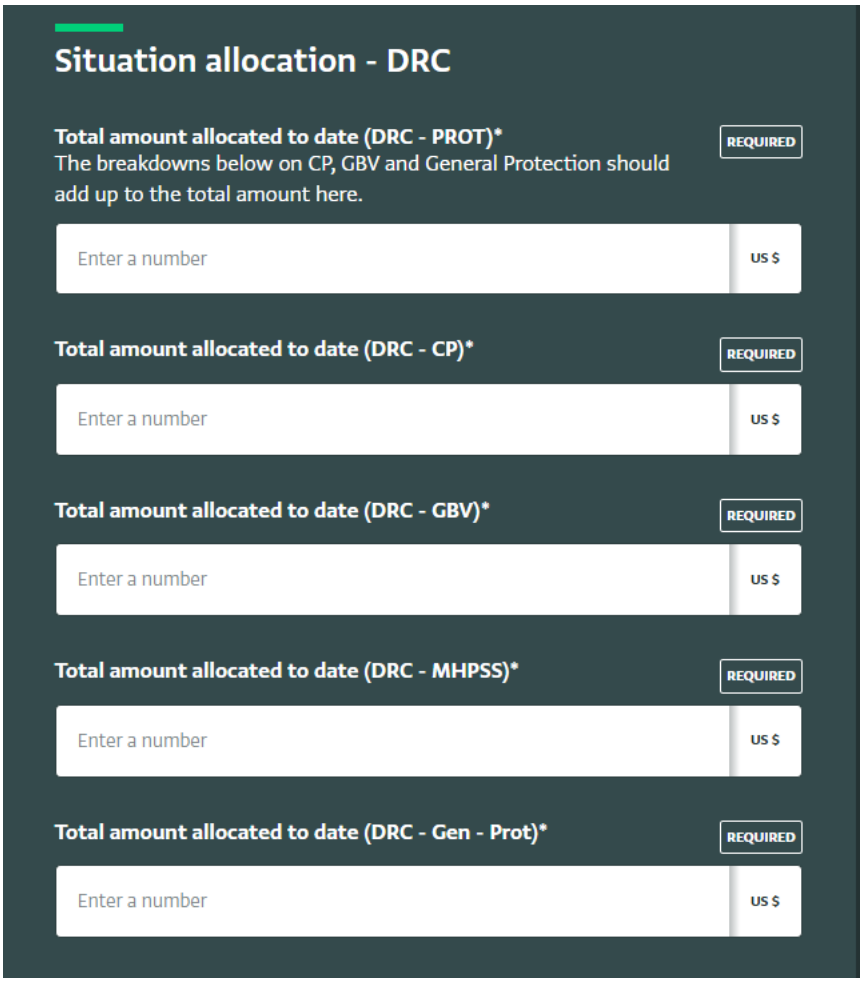
Step-by-step instructions

1. Enter the total amount received in your bank account to date for the current calendar year. In case of a pre-financing arrangement, you should not report on expenditure pre-financed by the donor but only on the actual amount received in your bank account.
2. The percentage breakdown per district refers to the approximate amount of funds received to date for districts covered by the project. The validation on the district allocation fields checks if the entries add up to 100%. If the funds are spread across different districts, please indicate the amounts in percentage per district so that it all adds up to 100%. If the values in percentage do not add up to 100, it will not allow you to proceed to the next section.
3. Confirmed funding that is to be received in the remainder of the current calendar year should be reported if it is part of the same project.
4. If you received funding under the same project in previous years you can report this as funds carried over if the remaining funds will be spent in the current calendar year.
5. Confirmed funding that will be received in the next calendar year(s) refers to funds committed by a donor in a signed agreement for implementation in 2026 and beyond, but not yet received in your bank account.

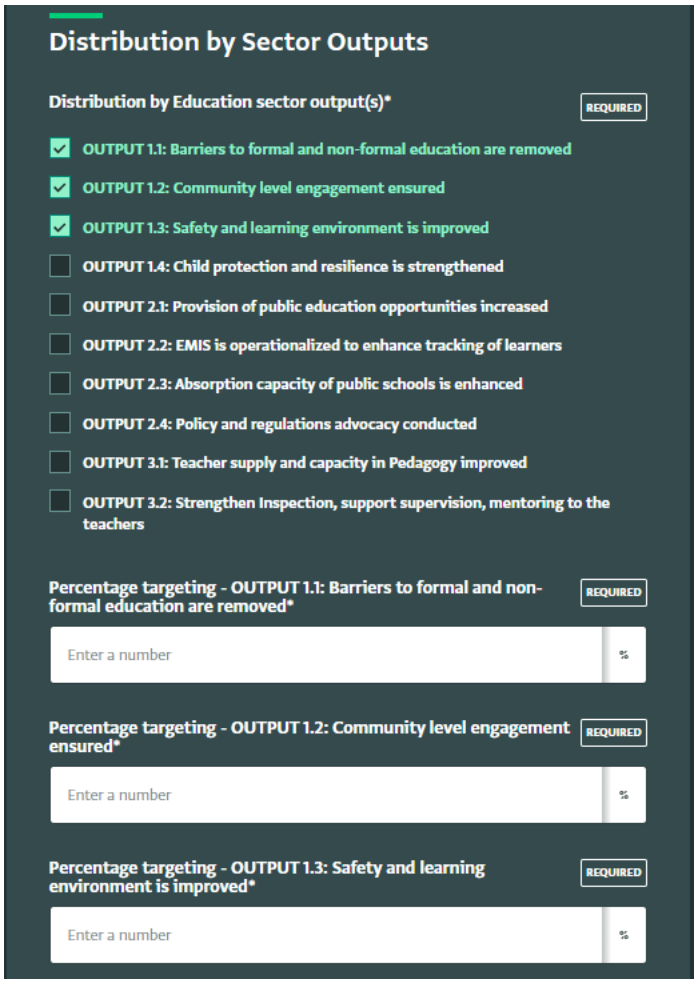


Step-by-step instructions

1. Select the situation(s) and sector(s) covered by the project. If the breakdown for a situation or sector is not known yet, please select "Pending allocation". If both the situation and sector are pending allocation, the provided under (Step 1) is sufficient.
2. Enter total amount(s) per situation and/or sector. Note that amounts allocated to each situation / sector should add up to the total amount received to date as reported under Step 1 (including funds carried over, if applicable). If Protection is selected as one of the sectors, you will be required to provide a breakdown for Child Protection, Gender Based Violence (GBV), Mental Health and Psycho-Social Support, and General Protection. That breakdown should add up to the total that put under protection based on the situation that was selected.



3. Please note that for each of the sectors selected, you will be prompted to select the corresponding outputs that will be funded under that project funding. For instance, if you select Education, all the outputs under protection from the UCRRP sector log frame will be displayed. You will select the outputs applicable and enter percentage breakdown of that sector funding by output allocation. All inputs under the output breakdown should add to 100%. After completing for all the sectors and situations, proceed to click "**Done**", it will return you to the main form and click "**Save**".



If you made a mistake while entering data, you can edit or delete your submission. It is also possible to export the information entered if you want to keep a copy for your own records. For editing and exporting records, please refer to the step-by-step guide for activity reporting.