FINANCIAL TRACKING 3RP INTER-AGENCY APPEAL

Step-by-step guide – April 2018

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Assumptions
The FTS is reported quarterly and concerns funds received by organizations. The currency reported is in US Dollars.

>>>FTS Instructions>>>>>

Data Entry:

- Do not include funds received from **UN agencies**; only include funds received bilaterally from donor governments or other funding sources. Note(Funds received on OCHA JHF should be reported exceptionally)
- From the drop down list choose between refugees and resilience pillars. Your agency 2018 planning figures will appear divided per sectors appealed for. You are required to fill the first quarter
- Some agencies will find submitted funds that were received in 2017 for 2018 implementation (Those figures were submitted by organizations as funds received by agencies during the planning period). **Agencies NOT TO report the received funds on the 1st quarter again to avoid duplication**
- To change between sectors use the "sector" dropdown list to select the required sector for submission.
- Please refer to the FTS step by step guide on how to input data in details (here)
- For **Protection Sector**, agencies are required to include the breakdown of the submitted amount on subsector **(Refugee Pillar only)**.

- Contact Firas AlSagban (alsagban@unhcr.org) for submission / any queries.
  Gorgui Diouf (dioufg@unhcr.org) and Murad AlSamhouri (alsamhou@unhcr.org)

- Deadline to submit the funding details is **Thursday 19-07-2018**
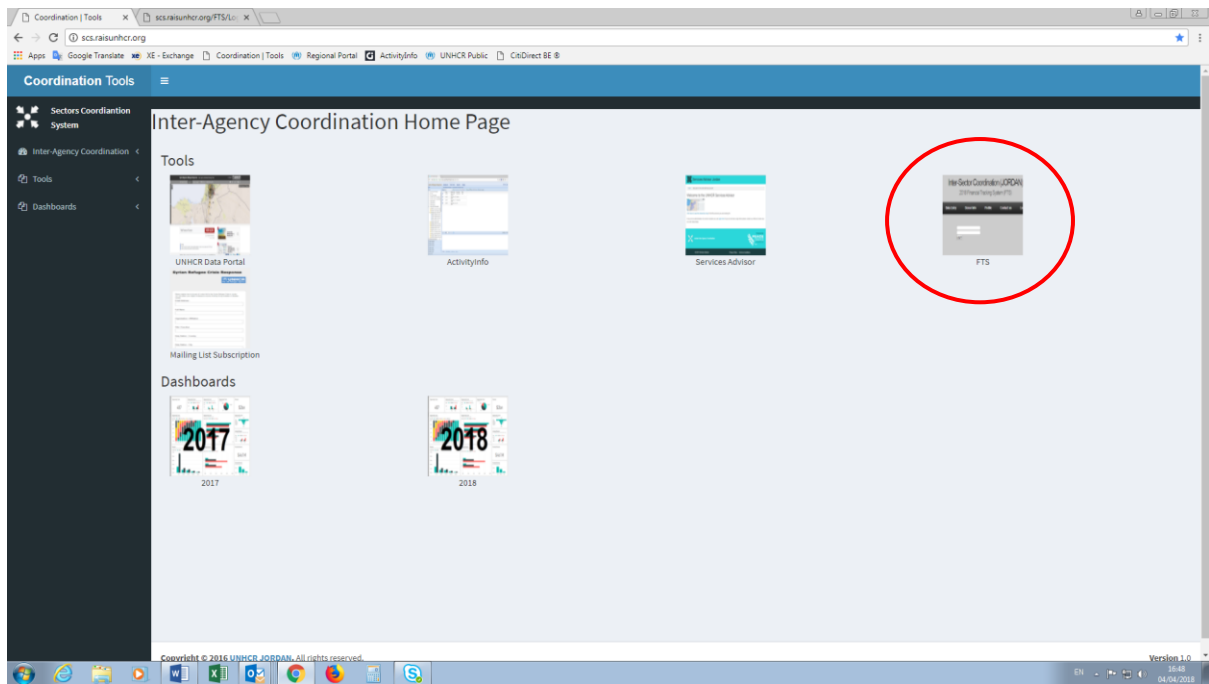
DonorInfo:

- All FTS organizations are required to submit their donor information on the funds received.
- From the drop down list choose between refugees and resilience pillars, and add the amount with the donor in the designated fields, then click save. Note: you can have several donors for each quarter without specifying the sector.

>>>END Instructions>>>>>

Website repository

http://scs.raisunhcr.org

The FTS link is at the top right corner

Login using your email address and the default password is **123456**

After login enter phone number and save then change password and save. You can now access the data entry screen (Please note that the system will not direct you to data entry without changing the credentials)
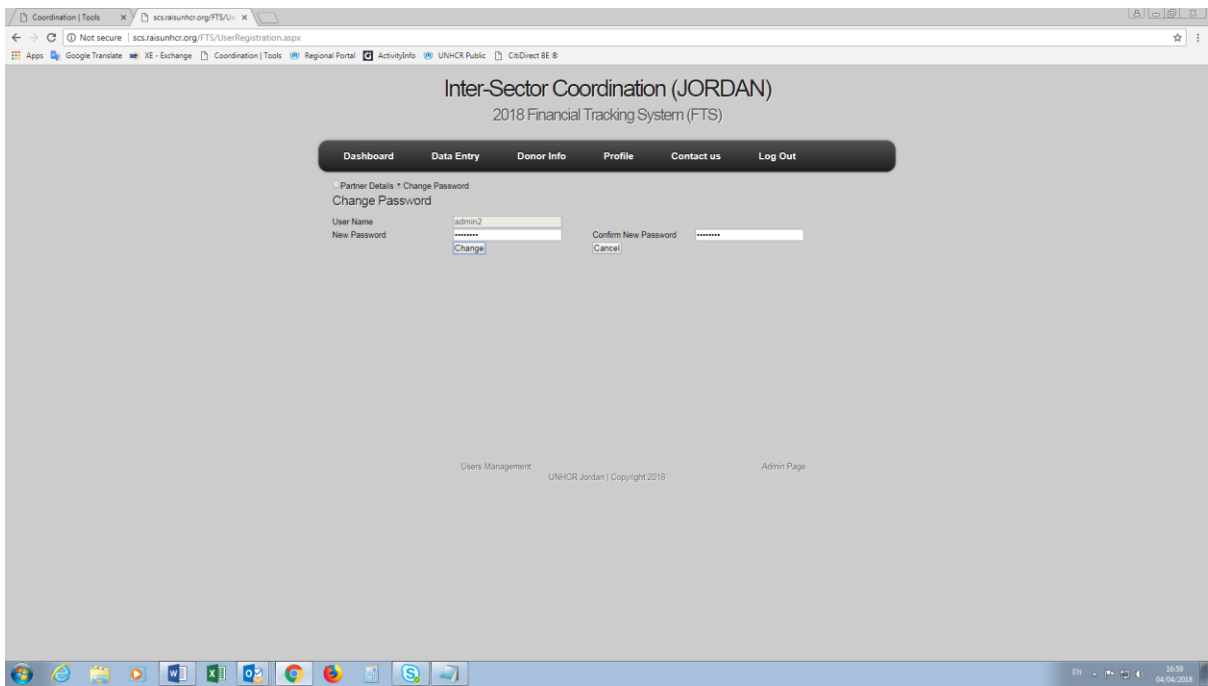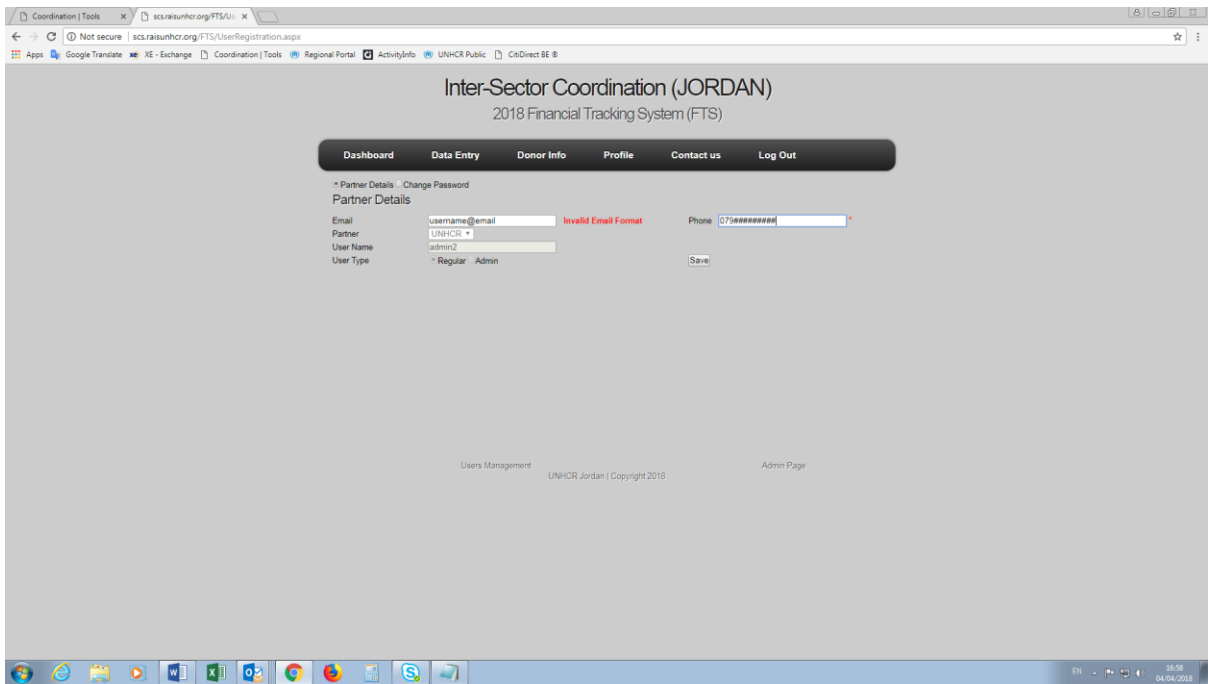
You will now have access to the "Data Entry" screen and your organization should appear in the field "Partner"

You will notice that the database "Refugee" is selected and the summary of your organization's appeal by sector is displayed in the bottom pane. If you select "Resilience" from the database field drop-down list, you will see the corresponding appeal of your organization for Resilience pillar.

The columns "Total Needs" and "Received" are already prepopulated as part of your organization's submission and they are greyed-out. If there is any discrepancy in those numbers, contact the FTS focal points.

Reporting your financial info in the system

The reporting is two-fold:
Funds received in the quarter by sector; funds received in the quarter by Donor

Data Entry Tab – funds received by sector

Select the database Refugee or Resilience then the sector you wish to report with clicking the yellow pencil at the far-right end of the list: the sector is then displayed in its field in the middle pane and you are ready to enter the funds received for the quarter (First Quarter field in case you are entering the funds received for the first quarter).
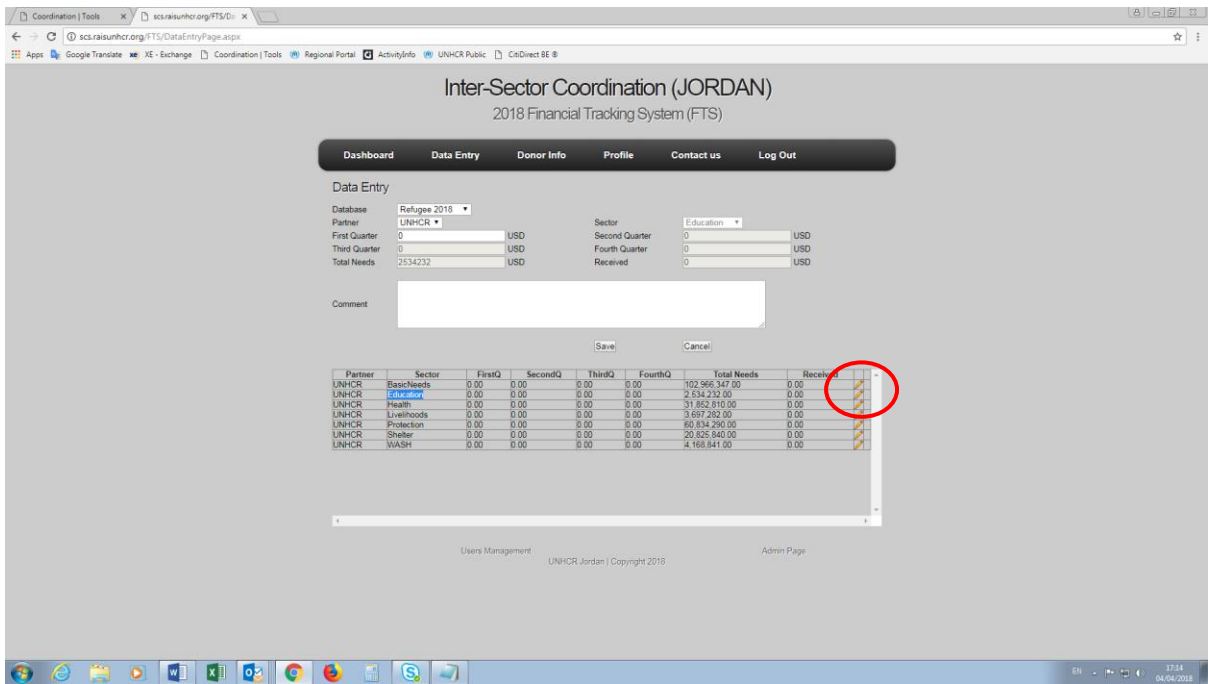
Enter the funds received for the quarter then click Save and the info is reflected in its row in the bottom pane. If you want to add any comment along with your sector info you have the dedicated field in the middle pane. (Note: Agencies NOT TO report the reported 2017 received funds in the planning phase 2017on the 1st quarter again to avoid duplication)

Repeat the steps for each of the sector for Refugee database

Select the Resilience database in the middle pane
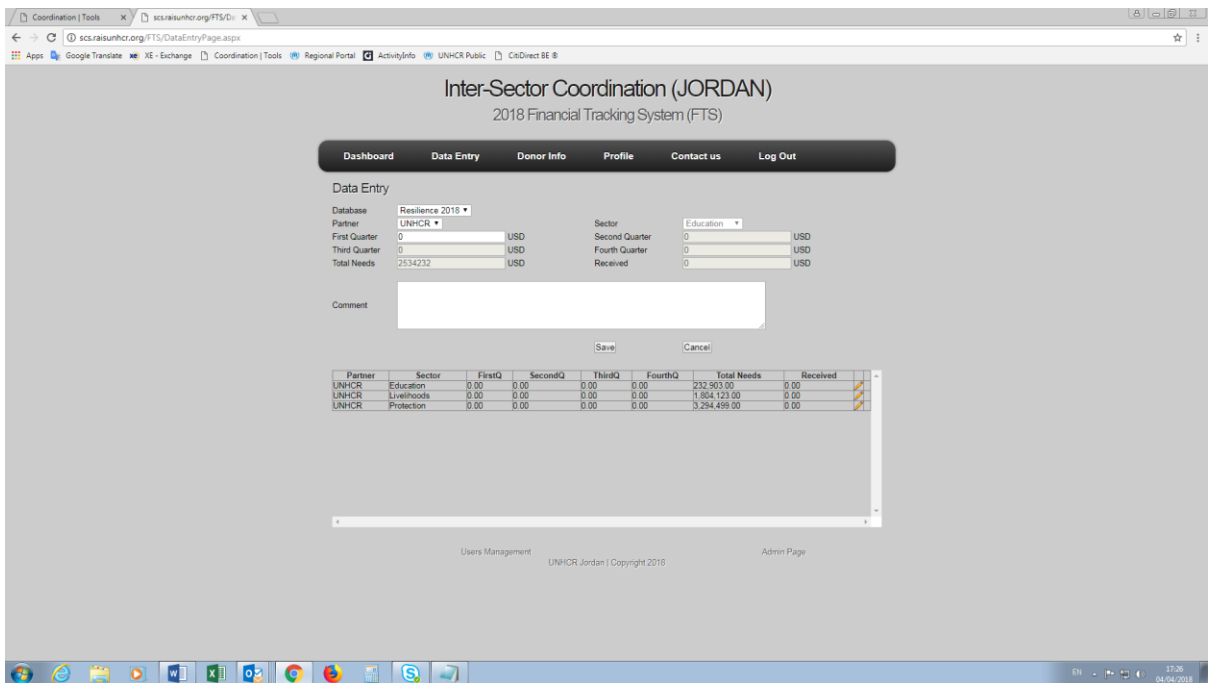
Repeat the same steps as done previously for Refugee database then Save

Protection Sub-sectors
The reporting for the Protection sector is is two phases: you select Protection row in the bottom

pane then it shows the additional fields of the Protection sub-sectors. Enter the funds received for the quarter in the middle pane then enter the breakdown of those funds into the 4 Protection Sub-sectors displayed on top of the bottom pane. The total of the four sub-sectors should match the quarter
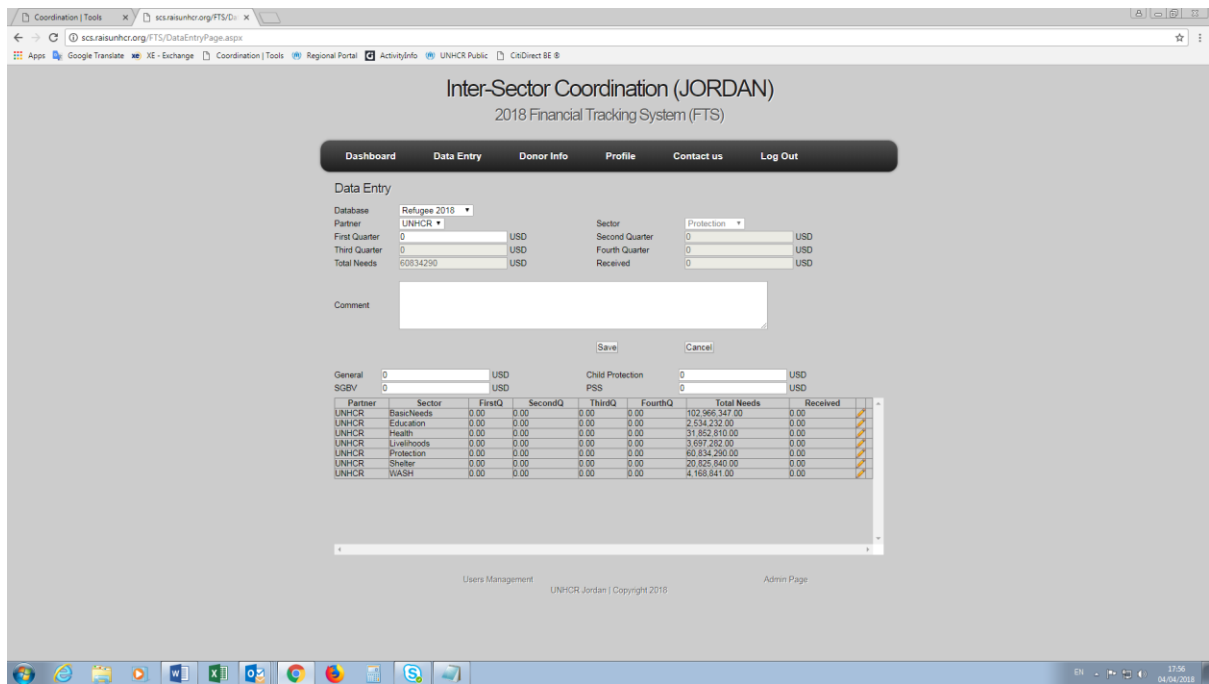
Donor Info Tab – funds received by Donor

Click on the "Donor Info" Tab in the Top Pane and you should have the screen below
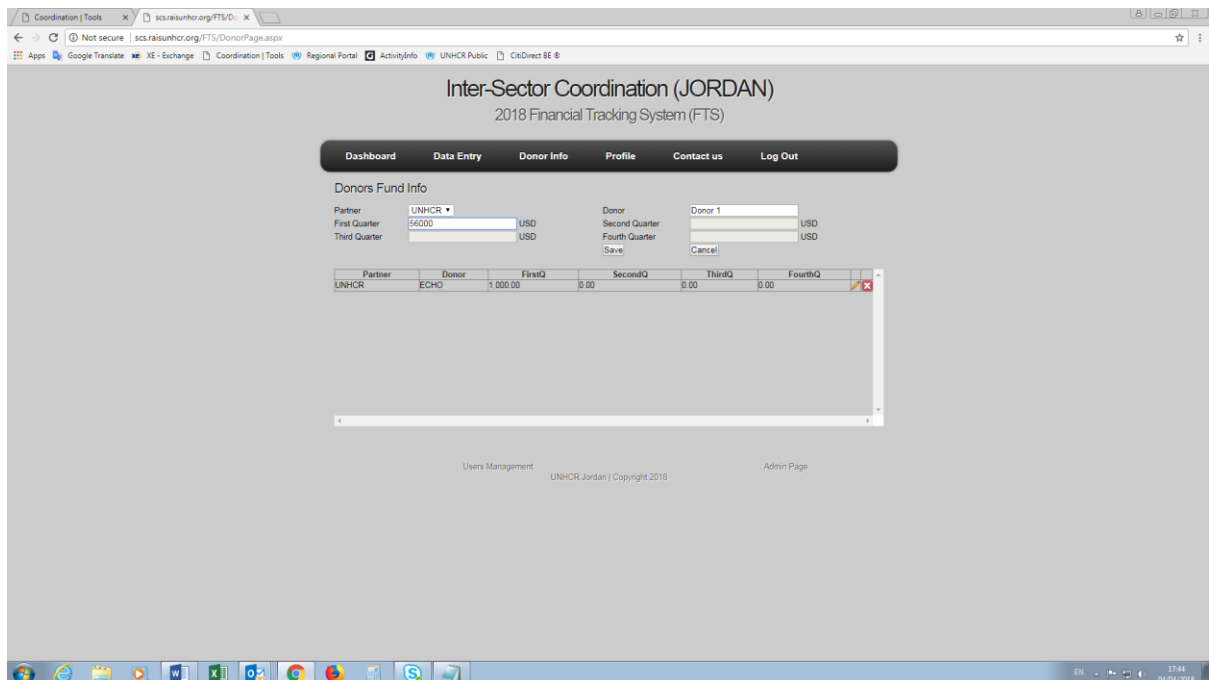
Enter the donor name then enter the amount received from that donor for the quarter then click Save. The info is reflected as a new row in the bottom pane. If you want to edit any info you can do

so by clicking the yellow pencil next to the donor info you want. You can also delete the entire row for a donor info you entered before.

Repeat the steps above for each of the donors from your funds received. (Agencies not to report donor info for the reported funds received during 2017 the planning phase, only report funds received within the quarter)

For the subsequent quarters, enter the donor info with a new entry in case it is a new donor. If it is an existing donor, just select the donor and add the amount of the new quarter to the previous one. For example Donor1 contributed to $100,000 for the quarter 1. In quarter 2 they contributed $50,000. Your final amount in quarter 2 is cumulative and would read $150,000. If you have any comments or recommendation on this, please contact the FTS focal points.

Your submission is complete!

You can cross-check that your Data Entry total matches your Donor Info total. In case it is not matching: review your submission; or in case everything is correct and that it is due to a certain normal reason then your submission is also complete!

Profile

If you need to modify the details of your account, you can use the "Profile" Tab

FTS Contacts

If you want to contact the FTS focal points, you can do so by using the "Contact us" Tab on the Top pane

Dashboard – UNDER CONSTRUCTION (waiting inputs of the first quarter)

The dashboard shows the financial information of the Inter-Agency appeal with breakdowns by Agency, sector and Donor.

You may LOG OUT anytime using the Tab on the Top pane.