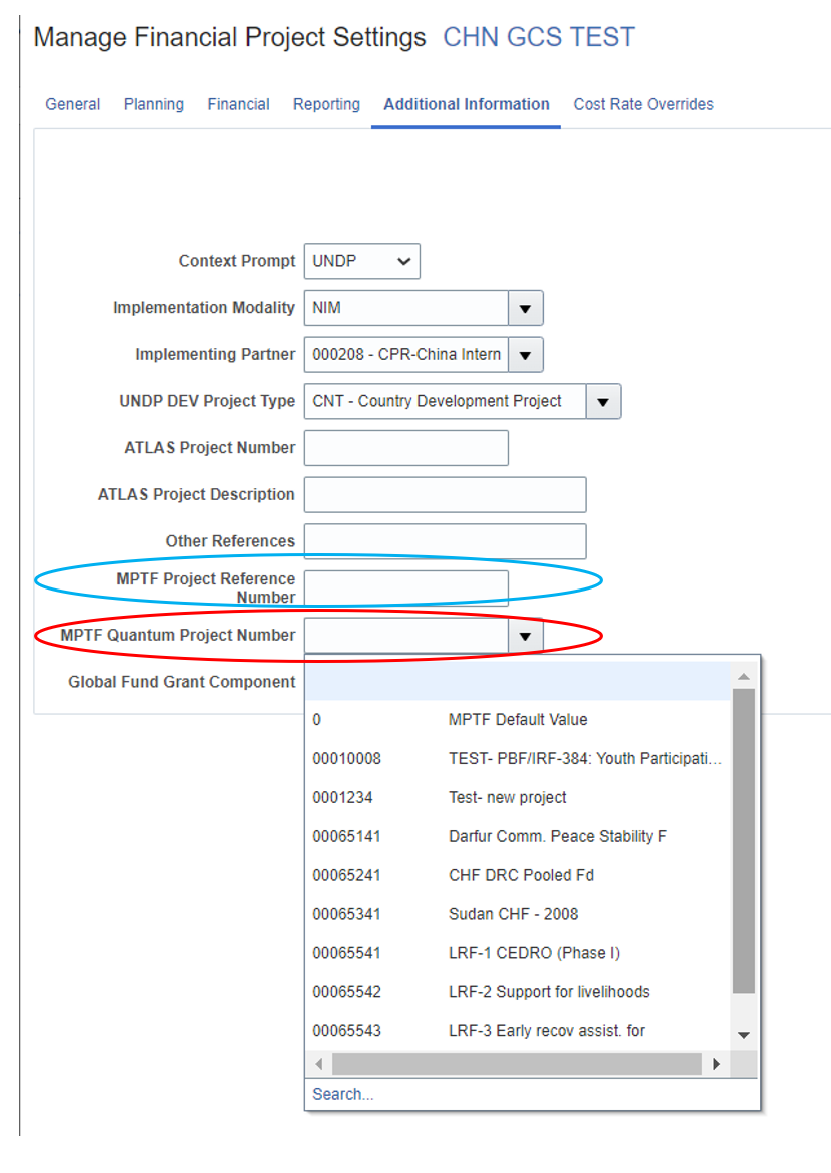
**OPERATING GUIDELINES   
FOR MPTF PROJECTS IMPLEMENTED BY UNDP COUNTRY OFFICES**

(issued by UNDP BMS/OFM)

1. This note provides additional guidance to UNDP offices to ensure that the records and information (for outputs (i.e., Work Breakdown Structure (WBS)/Task Level 1 in Quantum) funded by the MPTFO and implemented by UNDP country offices), is maintained correctly and enable the accurate financial reporting back to the MPTFO which eventually appears on the [MPTFO Gateway](https://mptf.undp.org/). Also explained in this note are the steps, appropriate corrections and remedial measures that the offices may need to take in various situations.
2. General information:
3. MPTFO publishes on its Gateway, all financial information relating to MPTFs/JPs/One UN funds together with all documents such as Standard Administrative Arrangements, MOU with participating agencies, certified financial reports, etc. The key financial data available in the Gateway for each fund/participating agency are
4. the approved budget amount;
5. net funded amount (MPTFO transfers less refunds made by participating agencies);
6. refunds;
7. expenditures; and
8. delivery rate.

The Gateway also has space named as [Analyze all Data](https://mptf.undp.org/analyze-all-projects) which allows you to run or view data related to various participating agencies.

1. MPTFO disburses funds to UNDP COs for agreed projects based on an authorization by the MPTF or JP Steering Committees. Once MPTFO has made a cash transfer to UNDP bank account, this information is reflected in the MPTFO Gateway as a “Transfer” to UNDP offices (participating organization) from MPTFO’s respective funds and projects. From this point on, expenses reported by UNDP through UNEX will be tracked against amounts transferred from each MPTF or JP project. MPTFO requires UNDP (a Participating UN Organization of MDTFs or JPs) to report back the expenses quarterly and annually through UNEX, within the annual reporting deadline advised by MPTFO. This reporting is done by BMS/OFM on behalf of all UNDP offices. Financial reporting to MPTFO requires both the UNDP output IDs (i.e., WBS/Task Level 1 in Quantum) and the corresponding MPTF or JP project reference IDs.
2. Associating UNDP outputs with MPTFO project IDs (Mapping in QUANTUM):
3. In order to set up project budgets in QUANTUM and access these funds, UNDP office needs to
4. set up a project and create a budget revision with full COAs in QUANTUM,
5. upload the authorizing Steering Committee minutes to the Document Management System (DMS) together with this COA, other required information for recording of revenue from MPTFO and provide the MPTF project ID for the donor reference field in the contracts module, and
6. ***For new Quantum projects, the relevant ‘MPTF Quantum Project Number’ must be selected from the drop-down list of MPTFO projects in the*** *“MPTF Quantum Project Number” field in Quantum PPM “Financial Project Settings/Additional Information.”* For existing Atlas projects converted to Quantum, the “MPTF Project Reference Number” field carries the relevant Atlas MPTFO project number.
7. ***The “****MPTF Quantum Project Number****” (or*** the “MPTF Project Reference Number” for converted Atlas projects)  ***in QUANTUM PPM module is the only link between UNDP Output ID and MPTF Project ID***. Without this association in QUANTUM, financial information (expenses and status of projects) to MPTFO will be un-reported, incorrect and incomplete. Country offices must make this association at the time of creating the full COAs for the UNDP outputs in QUANTUM. No revenues should be applied, disbursements made, or expenses incurred before setting up the above association. ***It is also recommended that the UNDP output IDs are made available at the pipeline / project initiation stage itself and quote them on all the project proposals, so that the association of UNDP output IDs and MPTF Project reference IDs are available as early as possible in this process.***
8. Please see below screen shot in QUANTUM where such link must be established by the UNDP country offices by selecting the relevant MPTF Project reference ID from the dropdown list of MPTFO projects in the “MPTF Quantum Project Number” field in Quantum PPM (see red circle highlight below). For existing Atlas projects converted to Quantum, the “MPTF Project Reference Number” field carries the relevant Atlas MPTFO project number (see blue circle highlight below). As per the associated POPP content, [Pass-Through Fund Management: UNDP as a Participating UN Organization](https://popp.undp.org/node/3111), ***one UNDP output can be associated with only one MPTF Project reference ID.*** For details, please see Annex 1 - Correct and Incorrect (wrong) mapping scenarios of “MPTF Quantum Project Number” in QUANTUM.



1. MPTF project IDs are available to the UNDP country offices in the payment notification (email) which MPTF Office sends out to country offices after they have transferred the funds to UNDP bank account for the authorized / approved proposals. MPTF project IDs can also be obtained from [MPTFO Gateway](https://mptf.undp.org/), where Country Offices can find the relevant transfer details by MPTF fund, project, and country.
2. Past uploaded/ reported data to MPTFO (which is done through UNEX) can be viewed/ accessed at [UNEX Final Upload](https://intranet.undp.org/unit/ofrm/Donor%20Reporting%20Library/Forms/AllItems.aspx?RootFolder=%2Funit%2Fofrm%2FDonor%20Reporting%20Library%2FUNEX%20Final%20Upload&FolderCTID=0x012000A90F1C76E0C8C4448B4671A64494FD65&View=%7B4C68478E%2D2F77%2D4FC3%2DA5C0%2DEDBF9313FF4A%7D&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence).
3. Financial Reporting to MPTFO:
4. BMS/OFM reports to MPTFO quarterly through UNEX system by uploading financial data as reflected in QUANTUM, for outputs funded by all MPTF Projects. To extract this information, BMS/OFM uses QUANTUM donor codes which identify MPTF funds **(**[**List of current MPTF-Donor Codes**](https://intranet.undp.org/unit/ofrm/fbp/Donor%20Codes/Forms/AllItems.aspx?RootFolder=/unit/ofrm/fbp/Donor%20Codes/Donor%20codes%20for%20MPTFs%20%28MPTFO%20as%20AA%29&FolderCTID=0x012000DF1C897A51C31F42936D80339CD40E0F&View=%7b140539DE-DCCC-487D-8BC2-6B6F12AA96E9%7d)). These donor codes are expected to be associated with **the UNDP fund codes** as noted below[[1]](#footnote-2).

* Support to the steering committee: Fund code 11100
* MPTFO Advisory Services Fund: Fund code 11955
* One UN change management funding: Fund code 16350
* GSSCOVID Country Response: Fund code 28644
* Programme funding (all other MDTFs if the above fund codes are NOT applied): Fund code 30000

1. BMS/OFM faces challenges in reporting to MPTFO at the end of each reporting period due to lack of establishment of the above explained linkage by UNDP country offices, between UNDP output IDs and MPTF Project reference IDs in the “MPTF Quantum Project Number” field (or “MPTF Project Reference Number” for converted Atlas projects), as well as other various issues related to comingling of revenues highlighted in the below sections.
2. **Offices are required to follow the remedial guidance explained under each section below and take appropriate actions as required.**

I. Mapping issues:

1. As explained above, the reporting to MPTFO is required against each MPTF project reference ID. The link between UNDP output and MPTF Project reference ID, should be only on a **one-to-one** basis according to the associated POPP content at [Pass-Through Fund Management: UNDP as a Participating UN Organization](https://popp.undp.org/node/3111). This link is established by selecting the relevant MPTFO project number from the drop-down list under the “MPTF Quantum Project Number” in Quantum PPM under “Financial Project Settings/Additional Information.” For existing Atlas projects converted to Quantum, the “MPTF Project Reference Number” field carries the relevant Atlas MPTFO project number.
2. ***Correct and incorrect mapping scenarios of “MPTF Quantum Project Number” in QUANTUM****:* Refer to Annex 1 at the end of this guidance note, which explains the correct and incorrect scenarios for mapping “MPTF Quantum Project Number” in QUANTUM along, with associated reporting risks for each scenario.
3. Offices should associate one UNDP output to one MPTF project ID only, ***without comingling 2 MPTF project funds into one UNDP output***.
4. Offices can comingle non-MPTF donor funds with outputs that use MPTF funds if:
   1. A UNDP output uses funds from only one MPTF project; and
   2. Different donor codes (respective Quantum donor codes for those donors) are used for non-MPTF donor funds.
5. Offices can use one MPTF project fund in more than one UNDP outputs, if each of these outputs are funded by only one and the same MPTF project. All UNDP outputs thus will have the “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) entered with the same MPTF Project IDs.
6. Once a “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) is used for a UNDP output reflecting the one MPTF project reference ID, that output ***should******not******reuse*** the field to reflect another MPTF project ID fund, ***even after the MPTF project fund is completely utilized.*** This also means that the output ***should not be funded*** from another MPTF project ID/fund, even after the initial MPTF project fund is completely utilized***.*** The original MPTF Project ID in the “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) should remain unchanged.
7. Once the “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) field is used for an UNDP output reflecting the one MPTF project reference ID, the field ***should not be removed*** even after the funds from MPTF project ID are completely utilized. The original MPTF Project ID in the “MPTF Quantum Project Number” field (or the “MPTF Project Reference Number” field for converted Atlas projects) should remain unchanged.
8. While the above conditions must be met going forward, **for errors made in the past,** offices should follow the remedial guidance explained below or contact the respective BMS/OFM business advisors and/or BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit .

**Remedial Guidance for fixing mapping issues:**

1. If the offices have missed using the “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) in the past or have used “Invalid” “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) (i.e. such as ‘NO’, ‘NOT MPTF’ etc. on outputs that are MPTF funded) that do not reflect correct MPTF project ID:
2. UNDP offices must enter the MPTF project ID in the “MPTF Quantum Project Number” field (or the “MPTF Project Reference Number” field for converted Atlas projects) immediately **and inform** BMS/OFM/Partnership & Donor Interactions/ Donor Reporting Unit.
3. Further, if the offices have used an invalid “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) on a UNDP MPTF related output and funds are **comingled** with multiple MPTF project IDs , the offices have to prepare a statement, by year, indicating revenues received and expenses incurred in the output , by expenses account (including support costs i.e., GMS) and submit it to the BMS/OFM/Partnership & Donor Interactions/ Donor Reporting Unit. In any case, the total expenses ***should not*** ***exceed*** the revenues received in the comingled MPTF projects. It is very important that such data that is assembled by the COs on the unmapped MPTF projects, should be kept on file, maintained and used for preparing the project final reports to MPTF.
4. ***Use of invalid “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects):*** Text like ‘NO’, ‘NOT MPTF’, ‘NONE’, NOT MPTF JP’ etc. were expected to be used only in outputs that historically used donor code 10714 in combination with MPTF fund codes but funds were not received from MPTFO. However, offices used such text in other combinations of MPTF donor codes and MPTF fund codes, requires a review by UNDP offices and reconfirm to BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit.

**Remedial guidance on use of invalid text in “MPTF Quantum Project Number” field (or the “MPTF Project Reference Number” field for converted Atlas projects):**

1. UNDP Offices who have used such abovementioned text in the past should inform the BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit by providing list of outputs that are not MPTFO-funded. Going forward, as explained in section VII below, even with donor code 10714, such text is not expected to be used.
2. If UNDP offices used such text with unique MPTF donor codes (other than 10714), the offices should inform the BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit by explaining why such outputs are not MPTF outputs. If such text is used in error:

* Offices should correct the error using correct donor code if it is not an MPTF funded output
* Offices should select the correctMPTFO project ID in the “MPTF Quantum Project Number” field (or enter the correct MPTFO project ID in the “MPTF Project Reference Number” field for converted Atlas projects) if it indeed is a MPTFO-funded output

1. ***The funds from different MPTF projects comingled in one UNDP output***: If in the past, the offices have comingled more than one MPTF project ID funds into one UNDP output (and thus have missed using one of the MPTF project IDs in the “MPTF Quantum Project Number” field (or entered the incorrect MPTFO project ID in the “MPTF Project Reference Number” field for converted Atlas projects):
2. The offices have to retain the already entered MPTF project ID in the “MPTF Quantum Project Number” field (or the MPTFO project ID in the “MPTF Project Reference Number” field for converted Atlas projects) and have to prepare a statement, by year, indicating revenues received and expenses incurred by expense accounts (including support costs i.e., GMS) against the unmapped MPTF project(s) (not used in the “MPTF Quantum Project Number” field or the “MPTF Project Reference Number” field for converted Atlas projects) and submit it to BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit. In any case, the total expenses ***should not exceed*** the revenues received from the comingled MPTF projects. It is very important that such data that is assembled by the COs on the unmapped MPTF projects, should be kept on file, maintained and used for preparing the project final reports to MPTF.
3. Going forward for 2016, the offices should undertake the analysis of residual balances by comparing the disbursement received from MPTFO under the two (or more) MPTF Projects. Accordingly, subject to the continuity of the activity (s) a new additional Output(s) should be created in QUANTUM and the residual balances should be split into two (or more) UNDP outputs so that such comingling of several MPTF projects’ funds does not happen in one UNDP project from 2016 onwards.
4. Thereafter, both UNDP outputs should then carry the “MPTF Quantum Project Number” or the “MPTF Project Reference Number” for converted Atlas projects information for the respective MPTF project IDs.
5. In assessing the above scenarios and taking actions appropriately, please retrieve the latest quarterly [MPTF GW and UNDP GL Comparison Report for reconciliation](https://intranet.undp.org/unit/ofrm/fbp/analytics/BA%20Documents/Forms/All%20SOP.aspx?RootFolder=%2Funit%2Fofrm%2Ffbp%2Fanalytics%2FBA%20Documents%2FMPTF%20Gateway%20and%20GL%20Reconciliation%2FReport&View=%7BEF0A88CB%2DF9AE%2D45EE%2DBD63%2D7F629B001F3A%7D) and filter the relevant MPTF project(s). Please refer to the [MPTF GW and UNDP GL Comparison Report User Guide](https://intranet.undp.org/unit/ofrm/sitepages/Donor%20Reporting.aspx) for the reconciliation exercise.

II. Revenue related issues:

1. ***Application of MPTF revenues -*** Funds/revenues/contributions of MPTF projects to UNDP outputs should be associated/applied to MPTF donor codes in QUANTUM **only by** **GSSC** through the contracts module. Country offices ***should not associate*** any revenues to MPTF projects/donor codes on their own at CO level using GLJEs or ARDJs.
2. ***Comingling of revenues –*** The offices ***should not comingle/associate revenue*** of non- MPTF funds with MPTF donor codes. (Refer here for the[***List of current MPTF-Donor Codes***](https://intranet.undp.org/unit/ofrm/fbp/Donor%20Codes/Forms/AllItems.aspx?RootFolder=/unit/ofrm/fbp/Donor%20Codes/Donor%20codes%20for%20MPTFs%20%28MPTFO%20as%20AA%29&FolderCTID=0x012000DF1C897A51C31F42936D80339CD40E0F&View=%7b140539DE-DCCC-487D-8BC2-6B6F12AA96E9%7d)).
3. As explained above, offices are ***not allowed*** to comingle funds from two different MPTFs/projects in one UNDP output using one MPTF donor code. Please refer to the paragraphs 24-25.
4. The offices ***should not* *associate*** other revenue accounts **with MPTF donor codes** (such as donations, Implementation Support Services income (ISS), interest earnings, residual balances on completed projects) often posted via GLJEs by the respective offices. The following are the **only** **valid revenue accounts** that can be used with MPTF donor codes:
   * 1. **51005** (contributions applied by BMS/GSSC);
     2. **51040** (refunds to MPTFO) when transferring unspent balances to 21030;
     3. **51035** (transfers) when transferring resources between UNDP outputs subject to conditions listed in the paragraphs 14-18.
5. The total of above three accounts must match the net funded amount of each MPTF project reflected in the Gateway for a MPTF project ID.

**Remedial Guidance for revenue related issues**

1. Country offices should identify non-MPTF revenue amounts and the associated expenses which have been erroneously recorded with MPTF donor codes. BMS/OFM Business advisors/CFRA should be consulted for **appropriate use of prior-period account codes** for making corrections/ reversals.
2. It should be noted that the refunds from UNDP MPTFO funded projects are reflected in the Gateway **ONLY** when cash payments are received in MPTFO bank account and recorded by MPTFO, and **NOT** when UNDP offices finalize the refunds in UNDP GL and reported via UNEX by BMS/OFM.
3. ***Cash transfers/resource transfers to other agencies***: UNDP offices have **no authority** to transfer cash received from MPTFO to other UN agencies directly.

**Remedial Guidance for incorrect cash transfers**

1. If such transfers are made to other UN agencies in the past, UNDP offices are advised to discuss with MPTFO (copying BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit) and explore the reduction in funded amounts in MPTFO books (MPTFO GL/Gateway).
2. In general, UNDP offices ***should not transfer*** resources from **residual balances** of MPTF donor codes (and MPTF fund codes) to other funds (e.g., 11888, RC funds, XB funds etc.) However, upon completion of implementation of MPTF project activities, residual balances less than $250 ***per MPTFO project***, can be transferred to UNDP Fund 11888. Residual balances more than $250 per MPTFO project should be refunded **“in cash”** to MPTFO via Accounts Payable (AP) vouchers, following the project closure standard procedures and a project completion check list ([link](https://intranet.undp.org/unit/ofrm/fbp/fbat/SitePages/ProjectClosure.aspx)).

**Remedial Guidance for incorrect transfer of resources**

1. Transfer of resources between MPTF projects are ***not allowed*** unless prior approval has been obtained from MPTFO. If there were such MPTF resources transferred out to other funds, the offices are advised to **identify the relevant funds and to consult with BMS/OFM Business advisors/ CFRA for appropriate actions, including appropriate use of prior-period account codes for making corrections** back into the MPTFO donor codes (+ MPTF fund codes) in the related outputs, and making refunds if the project/ donor activities are completed. (Please refer to the “Refund” section for details)
2. It should be noted that the transfer of cash/ income distribution from one UNDP output to another UNDP output is allowed **as long as the giving and receiving outputs have the same MPTF project** as source of funding. Both UNDP outputs should have the same “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) information, and if the receiving output did not already have previous “MPTF Quantum Project Number” (or the “MPTF Project Reference Number” for converted Atlas projects) the office should enter the giving MPTF project number in the “MPTF Quantum Project Number” field (or the “MPTF Project Reference Number” field for converted Atlas projects) of the receiving output immediately.

III. Expense related issues:

1. Account 51035 ***should not be used*** to transfer expenses from one UNDP MPTF output to another UNDP MPTF output. If such transfers are required, it will be necessary to use PPM cost adjustment processes since correcting expenses cannot be done in Quantum GL due to CVR restrictions.

**Remedial guidance for incorrect transfer of expenses**

1. If UNDP offices used 51035 account to transfer expenses in the past, the impact of such entries on PPM should be analyzed and BMS/OFM Business Advisors and CFRA should be consulted for appropriate corrections/reversals.
2. Offices ***should not use*** 7xxxx expenses accounts on AP vouchers while refunding to MPTFO. Using expenses accounts will overstate actual expenses and may result in deficits against MPTF project ‘funded amounts’ on the Gateway.

**Remedial guidance for incorrect use of account code on refund AP vouchers to MPTFO**

1. If the offices used expense accounts to refund to MPTFO in the past, such transactions should be identified and BMS/OFM Business advisors/ CFRA should be consulted for appropriate use of prior-period account codes for making corrections/ reversals are made, using MPTFO donor codes (+ MPTF fund codes).
2. Un-reported and mis-reported expenses to MPTFO arises due to mapping issues as explained above (e.g., incorrect “MPTF Quantum Project Number” field or the “MPTF Project Reference Number” field for converted Atlas projects, and comingling more than one MPTF project funds into one UNDP output).

**Remedial guidance of unreported and mis-reported expenses due to mapping issues**

1. The offices have to input the MPTF project ID in the “MPTF Quantum Project Number” field (or the MPTFO project ID in the “MPTF Project Reference Number” field for converted Atlas projects) immediately and inform BMS/OFM/Partnership & Donor Interactions/Donor Reporting Unit, indicating revenues received and expenses incurred by expense account (including support costs i.e., GMS) against the unmapped MPTF project (i.e., not used in the “MPTF Quantum Project Number” field or the “MPTF Project Reference Number” field for converted Atlas projects), for BMS/OFM to take those un-reported/mis-reported expenses into account for the quarterly UNEX upload[[2]](#footnote-4), in consultation with MPTFO. In any case, the total expenses ***should not*** ***exceed*** the revenues received in the comingled MPTF projects. It is very important that such data assembled by the COs on the unmapped MPTF projects, is kept on file, maintained, and used for preparing the project final reports to MPTF. Further, the missing information in the “MPTF Quantum Project Number” field or the “MPTF Project Reference Number” field for converted Atlas projects should be entered immediately.

IV. GMS related issues:

1. Offices should ensure that the support costs/ GMS are in line with the agreed rate with MPTFO. If the GMS charges are over (or under)-stated, appropriate corrections should be recorded in UNDP GL in the current accounting period. The offices also must ensure that an accurate GMS rate **(7%)** is entered in QUANTUM PPM/approved project for GMS page for the MPTF fund and donor codes.

V. Project closures and related issues:

1. If the MPTF funded activities have completed (and provided that the UNDP outputs are only funded by MPTF projects on a one-to-one basis as explained in the Mapping section above), the offices should refer to the latest quarterly [MPTF GW and UNDP GL Comparison Report](https://intranet.undp.org/unit/ofrm/fbp/analytics/BA%20Documents/Forms/All%20SOP.aspx?RootFolder=/unit/ofrm/fbp/analytics/BA%20Documents/MPTF%20Gateway%20and%20GL%20Reconciliation/Report/Quarterly%20comparison%20reports&FolderCTID=0x012000DD72216AF214154FA653CB2B0562A79E&View=%7bEF0A88CB-F9AE-45EE-BD63-7F629B001F3A%7d), filter the project, and ensure that the Gateway balance is equal to the GL balance. Once the reconciliation is done, refund the balance amount (if any) to MPTFO and close the projects financially following normal project closure requirements. If the activities are completed in the current financial year, it is recommended that the status of such projects in QUANTUM are closed (following normal closure guidelines) by the end of the year because, outputs financially closed after current year-end, will not be captured the reporting of schedule of financially closed projects to MPTFO which is usually done by 30th June of the following year and thus the accuracy of certified financial reports for financially completed projects financed by MPTF will be impacted. Your office can retrieve these annual reports at [MPTF Financially Closed Projects](https://intranet.undp.org/unit/ofrm/Donor%20Reporting%20Library/Forms/AllItems.aspx?RootFolder=%2funit%2fofrm%2fDonor%20Reporting%20Library%2fMPTF%20Financially%20Closed%20Projects&FolderCTID=0x012000A90F1C76E0C8C4448B4671A64494FD65).
2. If the MPTF funded activities have completed or will be completed during the year (and the outputs have been co-founded by other non-MPTF donor funds, whose activities are still ongoing), the offices should complete the project completion checklist for MPTFO donor alone, obtain approval from the BMS/OFM Chief of Accounts and process the refunds. Other standard refund rules should be applied.

VI. Refunds of unspent funds and related issues

1. Refunds to MPTFO with residual balances of more than $250 ***per MPTFO Project*** (***not*** per UNDP output) should be made following standard guidance for project closures. Residual balances should be first transferred out by debiting account code 51040 (refunds to donors) and crediting to account 21030 (pending refunds to donors) using the respective MPTF donor codes and output IDs. Account 21030 ***should not be used*** as a parking place. As mentioned earlier refunds to MPTFO should be made “in cash” using account code 21030 in the AP voucher. Until cash refund is received by MPTFO and applied against the corresponding MPTF project, the Gateway will not reflect the refund amounts. It is important that COs provide the related MPTF project ID for each refund so that it is reflected correctly in the Gateway. As mentioned earlier, offices ***should not use*** expense accounts on AP vouchers while refunding to MPTFO. Using expense accounts will overstate actual expenses and may result in deficits against MPTF project funded amounts.

VII. Use of Donor code 10714

1. Until 2009, a generic donor code (10714) was used for all the MPTF projects including for funds received from MPTF for various joint programs. From 2009 onwards, for various joint programs where MPTFO is the Administrative Agent, each MPTF fund has been given a unique donor code. However, it is noticed that offices are (erroneously) continuing to use the generic donor code (10714) for all joint programs under MPTFO, without using the respective unique donor codes. It is also observed that some offices are erroneously using the generic donor code (10714) on other joint programs that are not related to MPTFO (e.g. where MPTFO is not an AA and the funds were not received from MPTFO).
2. Currently, the generic code (10714) is valid **only** for the following joint programs under MPTFO:
   1. DRC Pooled fund (no specified end date)
   2. CAR Common Humanitarian Fund (no specified end date)
   3. UN\_REDD Programme Fund (end 2020)
   4. South Sudan Recovery Fund SSRF (no specified end date)
   5. Rwanda One UN Fund (operational closed 30 June 2018)
3. If the offices in the past have used the generic donor code 10714 in outputs that are not funded by the above listed funds, they should continue to do so until the last funding/ revenue associated are fully utilized. Once the previous funding is fully utilized, new revenue/ funding from funds other than the above listed funds, should be associated with new respective unique donor codes for the MPTF fund and where possible under new outputs. OFM should be consulted to obtain the new donor code to be used for MPTF funds (See Annex 2 for MPTF Funds which do not have unique donor codes).

VIII. Final completion reports to MPTFO by Country offices

1. Because of these comingling issues, country offices ***should not submit*** their reports to MPTFO using GL data before validating them against the UNEX data. The country office could use the latest [quarterly MPTF GW and GL Comparison Report](https://intranet.undp.org/unit/ofrm/fbp/analytics/BA%20Documents/Forms/All%20SOP.aspx?RootFolder=/unit/ofrm/fbp/analytics/BA%20Documents/MPTF%20Gateway%20and%20GL%20Reconciliation/Report/Quarterly%20comparison%20reports&FolderCTID=0x012000DD72216AF214154FA653CB2B0562A79E&View=%7bEF0A88CB-F9AE-45EE-BD63-7F629B001F3A%7d) in the validation. Please refer to the [MPTF GW and UNDP GL Comparison Report User guide](https://intranet.undp.org/unit/ofrm/sitepages/Donor%20Reporting.aspx) when reviewing the comparison report.

IX. Monitoring tools/queries

1. Monitoring reports will become available in Quantum during Q1, 2023.
2. Quarterly and monthly reports ([MPTF Gateway and UNDP GL comparison reports](https://intranet.undp.org/unit/ofrm/fbp/analytics/BA%20Documents/Forms/All%20SOP.aspx?RootFolder=%2Funit%2Fofrm%2Ffbp%2Fanalytics%2FBA%20Documents%2FMPTF%20Gateway%20and%20GL%20Reconciliation%2FReport&View=%7BEF0A88CB%2DF9AE%2D45EE%2DBD63%2D7F629B001F3A%7D)) and [the user guide to these reports](https://intranet.undp.org/unit/ofrm/sitepages/Donor%20Reporting.aspx) are also available from BMS/OFM. These reports are prepared to assist UNDP offices to reconcile project balances between MPTF Gateway (GW) and UNDP General Ledger (GL).

ANNEX 1 –   
Correct and Incorrect (wrong) mapping scenarios in QUANTUM:

*Note: all references to “Userfield1” below should be read as the “MPTF Quantum Project Number” field in Quantum PPM “Financial Project Settings/Additional Information” (or “MPTF Project Reference Number” field for converted Atlas projects).*



ANNEX 2 -   
MPTF Funds which do not have Unique donor codes for which offices should contact BMS/OFM, if need be (going forward)

|  |  |
| --- | --- |
|  | **MPTF Funds name** |
| UNDP | JP Bangladesh Union Parishad |
| UNDP | JP Bangladesh UZGP |
| UNDP | JP Solomon Islands PGSP |
| UNDP | JP Somalia Loc Gov& Decentral |
| UNDP | JP Towards Rio +20 and Beyond |
| UNDP | JP Uganda Support for AIDS |
| UNDP | JP Zambia Gender Based Violence |
| NGO/UNDP | Malawi - Direct Cost Budget |
| NGO/UNDP | Mozambique - Direct Cost Budget |
| UNDP | Nigeria Safe Schools MDTF |
| UNDP | REDD+ JP Partnership Support |
| UNDP | SUN Movement Fund |
| NGO/UNDP | Uruguay - Direct Cost Budget |
| UNDP | Uruguay One UN Coherence Fund |
| NGO/UNDP | Viet Nam One Plan Fund I - Direct Cost Budget |
| NGO/UNDP | Viet Nam One Plan Fund II - Direct Cost Budget |
| UNDP | Yemen NDCR TF |

1. Please note that UNDP fund codes does not represent MPTF theme. [↑](#footnote-ref-2)
2. Please note that the current year transactions are uploaded in the quarterly UNEX upload, while the portion of previous years transactions will be uploaded via UNEX manual adjustments. [↑](#footnote-ref-4)