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Preface

The user guide is intended for new users with little or no experience using the Global Sanitation Fund Financial Reporting Tool. It aims to give a broad overview of the main functions of the tool and some basic necessary instructions on how to set it up.

Every effort has been made to ensure that this document is an accurate representation of the tool.
CHAPTER 1 Getting Started

1.1 Introduction

The Global Sanitation Fund is a pooled global fund established by the Water Supply and Sanitation Collaborative Council (WSSCC). Funded by its donors, it gathers and directs finances to promote well-being of those most in need. It has helped large number of people adopt good hygiene practices and worked on improving sanitation. GSF ensures global assistance and provides benefits to countries such as Benin, Cambodia, Ethiopia, India, Kenya, Madagascar, Malawi, Nepal, Nigeria, Senegal, Tanzania, Togo and Uganda. The Global Sanitation Fund Financial Reporting Tool (GSF-FRT) acts as a central repository for data collected from GSF team and its reporting organization for planning of budget and predicting expenditure from funds. It is a tool used in producing analysis reports that discloses the GSF’s financial status to management, investors and the government.

1.2 Intended Audience

The User Guide aims to be used by GSF Executive Agencies who aim to perform key tasks via an online platform. It describes the specific functionalities and business flows relevant to the Executive Agencies.

1.3 Scope & Purpose of the Manual

Going through the manual would impart knowledge to the executive agencies on how to customize and use the GSF Financial Reporting Tool. It gives them the provision to add/modify the relevant project related tasks and reports.
CHAPTER 2 Calendar

The first menu item on the dashboard is Calendar. This option helps the user to manage the submission of reports on time by scheduling their deadline date on the calendar. This feature helps in avoiding any deadline violation and assists in timely submission of reports. (Fig 2.1)

Figure 2.1: Figure illustrating the calendar feature in the tool

2.1 How it works

Calendar synchronizes itself with the deadline date of the reports. With the help of the tool, the user gets notified about the deadline date as he receives an email reminding the user about the same.

To search for report details of Sub Grantees (SG), the user can filter data by selecting a Sub Grantee from the drop down selection field. (Fig 2.2)

Figure 2.2: Empty fields showing the selection criteria

Calendar will show all the reports of SG whose deadlines exist in the present month. If there are no dates highlighted for a month in the calendar, then there are no reports to be submitted during the month.
Chapter 3 Projects

The Project section is located on the left navigation panel and helps the user to view the list of projects at hand. The projects of the Executive Agency are listed as per their start date, end date, country name and the date on which they were modified. (Fig 3.1)

3.1 Overview

To view summary of the project, select the desired project from the list that would give its Overview. It helps open up a page displaying the details of the project such as its name, its start and end date, country name, its status and its corresponding Executive Agency, Sub Grantee and Country Program Monitor handling it. (Fig 3.2)

Project can also be viewed by clicking on view option under the select drop down menu. (Fig 3.3)
3.2 Project Framework

Project Framework is a section where activities and sub activities are managed. The page shows some default outcomes and outputs under which activities and sub-activities are created by the user. (Fig 3.4)

The user can view and save the above details by exporting the data in an excel sheet by clicking on button.

3.3 Executive Agency (EA)

Executive Agencies works on the below mentioned tasks. All the available tasks are visible in the left navigation panel under EA option. (Fig 3.5)
3.3.1 Contracts
This section gives a summary of the contractual details of EA. The page shows the categorization of contracts as per amendment number, reference number, signature date and different EA costs along with a marker to differentiate between political commitment and contractual commitment for the related project. (Fig 3.6)

View:
To view any of the contracts in detail, click the view action button from the select action drop down menu present in front of the each contract schedule record or simply click on the contract row. The user then sees the summary of the contract and the commitment costs involved. (Fig 3.7)
3.3.2 Planned Disbursement

Planned Disbursement maintains a track of payment disbursements. (Fig 3.8)

**Fig 3.8**: The EA Disbursement Schedule summary

**View:**
To view any of the disbursement in detail, click the **view** action button from the select action drop down present in front of each disbursement schedule record or simply click on the disbursement row. (Fig 3.9)
**Edit:**

To edit any of the disbursement in detail, click the **edit** action button from the select action drop down present in front of each disbursement schedule record or simply click on the disbursement row and click the edit icon on top. (Fig 3.10)
3.3.3 Actual Disbursement

Actual Disbursement Summary page can be opened by clicking on the Actual Disbursements option present in the left navigation panel under EA. It works against Disbursement Schedule. (Fig 3.11)

![Financial Reporting Tool](image)

Fig 3.11: The EA Actual Disbursement summary view

Actual Disbursement Summary page gives the summary of each tranche showing its name, actual date of payment, voucher number, EA Management cost along with G&P cost and total cost.

To create a new actual disbursement, click on the “+” button. (Fig 3.12)

![Actual Disbursements](image)

Fig 3.12: Fig illustrating the way to add a new actual disbursement

A new disbursement entry form will be opened up. (Fig 3.12)
Select disbursement schedule tranche name from the drop down list. Provide details of Voucher number, actual date of payment and EA Cost list details. Click on save to reflect the changes.

**View:**
To view any actual disbursement in details, click on the view option under the select drop down menu present in front of each actual disbursement record or simply click on the actual disbursement row. (Fig 3.13)
3.3.4 Other Income

The Other Income section manages the interest on the income of EA deposited in the bank. The section has the details of Total Disbursement and the Last disbursement handled by EA. The grid shows the details of the interest gained against the disbursement along with date and comments. (Fig 3.14)

Add:

To add a new interest, click on the “+” button which is available on the top. After clicking on it, a dialog box opens wherein the user can input the date, interest earned against EA management cost and G&P along with comments (if any). (Fig 3.15)
### 3.3.5 Annual Work Plan & Budget

Annual work plan and budget display the details of the budget allocated to the Executive Agency. (Fig 3.16)

![Fig 3.16: The Annual Work Plan & Budget summary view](image)

The summary of the Annual Work Plan and Budget shows the year, status, From Date, To Date, Deadline Date and the Submission Date.

The options under the select drop down menu will allow the user to view, edit, submit and export the report. (Fig 3.17)

![Fig 3.17: Options available under select drop down menu](image)

The user can edit only one Annual Work plan and Budget record at a given time; that is at any given time only one report can be in the ‘pending’ (or overdue) status. As and when it is submitted, the user can edit initiate another AWP & Budget.
View:
User can have a detailed view of the annual Work Plan and Budget by clicking on this option. (Fig 3.18)

![Fig 3.18: The detailed view of Annual Work Plan & Budget](image)

Edit:
User has authorization to add new entries or modify/delete any row of an existing report. However, user cannot add a new report or make changes to the name of the budget report, budget year, status, from date and end date, deadline date and to the submission date. (Fig 3.19)

![Fig 3.19: The edit of Annual Work Plan & Budget](image)
**Submit Report:**
A report that is in the drafting state can further be submitted by clicking on this option.

**Export:**
This option allows the user to save the selected report on the system for future use.

**Delete:**
It allows the user to delete an undesirable report.

**3.3.6 Detailed Budget**
Detailed Budget section demonstrates the detailed view of the Annual Work Plan & Budget assigned to Executive Agency. (Fig 3.21)
As suggested through its name, it showcases the detailed view of the project so as to simplify the process of data analysis. To view, edit, submit or export any budget, click on the corresponding options in the action drop down menu. (Fig 3.22)

![Fig 3.22: Options under select drop down menu](image)

The user can edit only one Detailed Budget record at a given time; that is at any given time only one report can be in the ‘pending’ (or overdue) status. As and when it is submitted, the user can edit initiate another detailed budget entry.

**View:**
User can have a detailed view of the annual budget by clicking on this option.

![Fig 3.23: Figure illustrating the detailed budget costing view of the Detailed Budget](image)
**Edit:**
User has authorization to add new entries or modify/delete any row of an existing report. However, user cannot add a new report or make changes to the name of the budget report, year, status, from and end date, and deadline date.

![Financial Reporting Tool](image)

Fig 3.24: Figure illustrating the edit of a budget costing entry

**Submit Report:**
A report that is in the drafting state can further be submitted by clicking on this option.

**Export:**
This option allows the user to save the selected report on the system for future use.

### 3.3.7 Expense Report
EA needs to provide detailed expenditure report against the Detailed Budget. Expense report section helps the user in this task. (Fig 3.25)

The user can edit only one Expense report at a given time; that is at any given time only one report can be in the ‘pending’ (or overdue) status. As and when it is submitted, the user can edit initiate another report.
View/Edit/Submit/Export:

To view or edit any expense report, click on the ‘View Expense Log’ or ‘Edit Expense Log’ option respectively from the selected action drop down. A new window opens which allows the user to have a detailed view of the report.

Clicking on the edit option allows the user to modify the report by updating/deleting the fields. On the click of View or Edit option, the report will get opened in detailed view (Fig 3.26).
Submit Report allows the user to submit a report that is in the drafting status. Export to excel enables the user to save the report on the system for future use. Delete option will be shown only for report which has status of “Not Yet Due, Pending or Overdue”.

### 3.4 Sub Grantee (SG)

Sub Grantee is the team responsible for taking care of some part of the designated area under the supervision of GSF and Executive Agency. In this section, user can see the Sub Grantees assigned to the selected project.
3.4.1 Contracts
Under the Contracts section, the user can view the contracts of Sub Grantee. The signature date, start date, end date and grant amount of the contracts are visible in the summary page. (Fig 3.28)

![Contracts](image)

Fig 3.28: The Sub Grantee contract summary view

A contract can be viewed, edited or deleted by the user as per the options available under the select drop down menu. (Fig 3.29)

![Contracts](image)

Fig 3.29: Options available to modify the sub grantee contracts

**View:**
User can click on view to gain a complete overview of the Sub Grantee contract.

**Edit:**
User can edit any part of the Sub Grantee Contract by clicking on this option and then making the required changes.

**Delete:**
This option will give the option of permanently deleting the sub grantee contract.
**Export Sub Grantee Contract:**
The contract can be extracted in an excel sheet through the **export** option. (Fig 3.30)

![Export Sub Grantee Contract](image)

**Add:**
Click on **+** button to create a new contract. A new Sub Grantee contract form gets generated. Click on save button after filling the details. (Fig 3.31)

![Add Sub Grantee Contract](image)
3.4.2 Annual Work Plan & Budget

By clicking on Annual Work Plan & Budget, the user can view all the annual work plans budget of the Sub Grantees for various years under the project selected. (Fig 3.32) The budgets can either be in drafting stage or can have status as not yet due.

The user can edit only one Annual Work plan and Budget record at a given time; that is at any given time only one report can be in the ‘pending’ (or overdue) status. As and when it is submitted, the user can edit initiate another AWP & Budget.

Add:
User can create a new annual workplan and budget by selecting the organization name and year from the dropdown list and then clicking on button. (Fig 3.33)

View:
When the report status is pending, overdue or drafting, the user can have a complete overview of the report by clicking on the view option. (Fig 3.34)
When the report status is pending, overdue or drafting, the user can edit the report and assign some new activities and sub-activities under any output by clicking on edit option from the select drop down menu and then clicking on button. (Fig 3.35)
Fill the details for the Annual Work Plan & Budget form and click on save to make the changes permanent. (Fig 3.36)

![Fig 3.36: New entry form for the report](image)

### 3.4.3 Detailed Budget

This section displays the Sub Grantee’s detailed budget summary view. (Fig 3.37)

![Figure 3.37: Detailed Budget summary view](image)

The user can edit only one Detailed Budget record at a given time; that is at any given time only one report can be in the ‘pending’ (or overdue) status. As and when it is submitted, the user can edit initiate another detailed budget entry.

**View:**

User can view the complete summary of the detailed budget of the Sub Grantees by clicking on view option from the drop down menu.
**Add:**
User can create Detailed budget for Sub Grantee by selecting the name of organization and year from the drop down menus and then clicking on button. (Fig 3.38)

![Figure 3.38: Insert new entry for Detailed Budget](image)

**Edit:**
User has the permission to edit the report by making changes to the existing fields and modifying them as per requirement. The report can only be edited when the status is pending, drafting or overdue.

New entries can be added by clicking on button. (Fig 3.39)

![Figure 3.39: Inserting new entries by clicking on “+” button](image)

The entry form for entering new Detailed Budget is shown as shown in Fig 3.40.
Submit Report enables the user to submit the completed report and Export allows him to save the same on to his system.

3.4.4 Expense Report
User can have an overview of all the expense reports of the Sub Grantee. (Fig 3.41)

The user can edit only one Expense Report at a given time; that is at any given time only one report can be in the ‘pending’ (or overdue) status. As and when it is submitted, the user can edit initiate another report.

View Expense Log:
User can view the summary of the expense report by clicking on this option.
**Add:**
Executive Agency can create a new Expense report by selecting the organization (name of SG) and year from the drop down list and then clicking on the button. (Fig 3.42)

![Figure 3.42: Adding new Expense Report](image)

**Edit:**
User can modify and update particular report when the report status is pending, drafting or overdue and make the required changes. Click on select drop down menu and hit **edit expense log**. This would open a new window as shown in Fig 3.43.

![Figure 3.43: Click on Edit Expense Log to view the window](image)

Click on the button to edit the expense report. Enter data into the fields required on the page and then click on save for the changes to reflect. (Fig 3.44)
Submit Report:
By uploading the report (maximum of 10MB) through this option, user can directly submit his report to the respective reporting organization.

Export to Excel:
The user can save the selected report by clicking this option.
CHAPTER 4 Reporting Organization

The user can manage the reporting organizations and the reporting users of his project through this section. EA can view all organizations of his assigned project and has permissions to edit the details pertaining to his organization. To see the Reporting Organization summary, click on the reporting organization link available in the left navigation panel. (Fig 4.1)

On the top of the grid, there is a drop down menu to filter down the records by organization. User has permissions to view other reporting organization details whereas can view as well as edit his own.

Figure 4.1: Reporting Organizations summary view

Figure 4.2: Options under select drop down menu
**View:**
It allows the user to get a summary of all organizations of the project. (Fig 4.3)

![Financial Reporting Tool](image1)

**Figure 4.3:** Detailed view of the Reporting Organizations

Once on the summary page, click on the **users** menu option available under the left navigation panel to view the summary of users of the selected organization. (Fig 4.4)

![Financial Reporting Tool](image2)

**Figure 4.4:** Overview of Users menu option

It displays the basic details of the reporting users which include the First name, last name, email, role and status.

**Edit:**
Executive agency can create, edit or delete users of his own organization. For other organization of his assigned project he has only view permissions.
**Add new User:**

To create a new user, click on the button available on the same user summary view page. This will open up a user entry form. Multiple roles from the drop down menu can be assigned to the new user. Fill in the required details and click on save button to get the changes reflected. (Fig 4.5)

![Figure 4.5: Creating new users](image)

To view, edit, delete, or activate a user, select and click on the required option in the action drop down visible for each user under the select menu. (Fig 4.6)

![Figure 4.6: Options available under select drop down menu](image)
Chapter 5: User Bar

The top bar of GSF Financial Reporting Tool contains options for language change and to view/edit currently logged in user details. Also, user can navigate to FAQ section, User Guide and can Logout from the GSF tool. The upcoming sections explain how to perform the above said operations.

5.1 Language Selection

User can select the language of the tool by clicking on the language listed in the User Bar. The whole Interface and database language gets changed as per the selected language option. (Fig 5.1)

5.2 User Profile

By clicking on the user icon in the bar, the user gets an overview of his details saved in the tool as well as the summary of the roles assigned to him. (Fig 5.2)

Clicking on button allows the user to make changes to his details saved on the tool including his first name, last name and password.
5.3 FAQ, User Guide and Logout

The user can view FAQ guide, User guide and logout from the drop down menu by clicking on the three dots present on the menu.

Fig 5.3: FAQ, User Guide and Logout option available under the menu on the User Bar
Acronyms & Abbreviations

Here is a list of all the acronyms used in the User Manual across the system.

<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Full Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSSCC</td>
<td>Water Supply &amp; Sanitation Collaborative Council</td>
</tr>
<tr>
<td>GSF</td>
<td>Global Sanitation Fund</td>
</tr>
<tr>
<td>EA</td>
<td>Executing Agencies</td>
</tr>
<tr>
<td>WASH</td>
<td>Water, sanitation and hygiene</td>
</tr>
<tr>
<td>SG</td>
<td>Sub Grantee</td>
</tr>
<tr>
<td>CPM</td>
<td>Country Program Monitor</td>
</tr>
<tr>
<td>G&amp;P</td>
<td>Grants &amp; Procurement</td>
</tr>
</tbody>
</table>
Contact Us

For any further queries, feel free to contact wsscc@wsscc.org.