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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 Sub Grantees (SGs) who aim to perform key tasks via an online platform. It describes the specific functionalities and business flows relevant to the Sub Grantee.

1.3 Scope & Purpose of the Manual

Going through the manual would impart knowledge to the Sub Grantee on how to use the GSF Financial Reporting Tool. It gives them the provision to add/modify their 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)

2.1 Benefits of Calendar

User gets notified about the deadline of the report through calendar as well as gets an email reminding him about the same. In this way, it avoids any late submission of reports.
Chapter 3 Projects

The Project section is located on the left navigation panel and helps the Sub Grantee user to view the assigned project details. The projects are listed as per their start date, end date, country name and the date on which they were modified. (Fig 3.1)

![Project Summary page](image1)

It helps open up a projects summary page displaying the project name, its start and end date, project country name and the date it was modified on. The desired project could be also viewed by placing the project name as a keyword in the search box. All the projects matching the keyword get displayed under the grid and show none if there is no match.

3.1 Overview

To view summary of the project, select the desired project from the list that would give the Overview of the project.

User can get a detailed view of the project by clicking on corresponding drop down link view option or by clicking on the project row. (Fig 3.2)

![Option available from the select the drop down menu](image2)

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 3.3)
3.2 Project Framework

Project Framework is a section where activities and sub-activities can be viewed. The Sub Grantee has the option to view activities and sub-activities of all and the ones assigned to him. User can control the same by using a button at the top that toggles between activities assigned to all as well as to self. (Fig 3.4)
3.3 Sub Grantee (SG)

Sub Grantees works at the country/region level and provides the financial reports to Executive Agency. To view the work details of SGs, select the assigned project and click on SG from the left navigation panel.

3.3.1 Contracts

SG contract summary view shows the contractual details. It shows a list of sub grantee name specifying the details related to signature date, start and an end date along with the grant amount. (Fig 3.5)

![Fig 3.5: The SG Contract summary view](image)

To view any contract in detail, click on select drop down menu and click on the **view** option or click on the contract row in the summary grid. (Fig 3.6 & 3.7)

The contracts can be extracted in an excel sheet by clicking on the **Download** button. (Fig 3.6)

![Fig 3.6: Figure illustrating the menu options under the select drop down menu.](image)
3.3.2 Annual Work Plan & Budget
Annual work plan and budget section helps the user to manage the budget details for Sub Grantees. (Fig 3.8)

The report gets displayed on clicking the Annual Work Plan & Budget from the left navigation panel. It shows the Status of the report, From Date, To Date, Deadline Date and the Submission Date.

The options under the select drop down menu will allow the Sub Grantee to view, edit, submit and export the report. (Fig 3.9)
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 get a detailed view of the annual work plan & budget by clicking on this option.

**Edit:**
User can create new entries or modify the existing entries into the annual plan & budget report by clicking on this option.
However, user cannot add a new report or make changes to the name of the budget report, year, status, from date and end date, deadline date and to the submission date.

To add a new entry, click on **edit** and then hit button that opens up another page for the user to fill the sub activity, location and quarter details. (Fig 3.10)

3.3.3 Detailed Budget
This section displays the Sub Grantee’s detailed budget summary view. (Fig 3.11)
The user can edit only 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 for the next year.

**View/Edit/Submit/Export:**
To view, edit, submit or export any report, click on the corresponding options in the action drop down menu. (Fig 3.12)

![Select drop down menu](image)

**View**:  
It enables the user to have a complete overview of the report.

**Edit**:  
User can create new entries or modify the existing entries into the detailed budget report by clicking on this option. 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.

### 3.3.4 Expense Report

User can have an overview of all the expense reports of the Sub Grantee that are required for the Detailed Budget.

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 the report 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. (Fig 3.13)
**Edit Expense Log:**
User can create new entries or modify the existing ones in the detailed budget report by clicking this option. 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.

To **add a new entry**, click on the button that opens up another page for the user to fill the expenditure details, category, item type, description, sub activity being referred to, etc. (Fig 3.14)

User can modify and update particular report when the report status is **pending**, **drafting** or **overdue** and make the required changes.

**Submit Report** allows the user to upload a report and **Export to Excel** option allows the user to save the report for future use.

**Delete:**
It helps the user to eliminate the selected entry from the report.
CHAPTER 4 Reporting Organization

The sub grantee can view and manage the reporting organization and the respective reporting users of the project through this section. To see the Reporting Organization summary, click on the reporting organization link available in left navigation panel. (Fig 4.1)

![Figure 4.1: Reporting Organizations summary view](image)

On the top of the grid, there is a drop down menu to filter down the records by organization.

**View:**
It allows the user to get a summary of his as well as all other organizations of the project. (Fig 4.2)

![Figure 4.2: Options under select drop down menu](image)
SG can view as well as edit his own organization details but can only view other organization details under his assigned project. The user doesn’t have any rights to delete any organization. (Fig 4.3)

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)

The summary view display the basic details of the reporting users which include its First name, last name, email, role and status.

**Edit:**
SG can create, edit or delete users of his own organization. For other organization of his assigned project he have only view permission only.
**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)

![Financial Reporting Tool](image1.png)

Fig 5.1: Figure illustrating the User Bar

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)

![Financial Reporting Tool](image2.png)

Fig 5.2: Figure illustrating the overview of the logged in user

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](image)
**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.