THE GLOBAL FUND

PR Reporting Handbook

Interactive Guide for Principal Recipients

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INTRODUCTION & ACCESS

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How to Use This Manual

This manual provides comprehensive guidance for reporting Pulse Checks (PCs), Progress Updates (PUs), Progress Updates and Disbursement Requests (PUDRs), Final PUs*, and Financial Closure Reports (FCRs).

It includes “how to” sections which walk through how to report on each tab found in the online forms. The manual also clarifies reporting requirements for different grant cycle Implementation Periods (IPs): Grant Cycle 7 (GC7) regular grants, Grant Cycle 6 (GC6) regular grants, and GC6 COVID-19 Response Mechanism (C19RM).

All Implementation Oversight resources can be found on the dedicated page on the Global Fund website.

The handbook is structured into the following sections, reflecting the tabs in the online forms:

Introduction & Access	Overview of the PR Reporting process and how to access to Partner Portal
Programmatic reporting	Step-by step guidance on the different tabs in the online forms and how to complete them
Financial reporting	Step-by step guidance on the different tabs in the online forms and how to complete them
PSCM & Grant Management	Step-by step guidance on the different tabs in the online forms and how to complete them
Resources & Support	Quick reference to useful resources and contacts for technical issues

* The term PU/DR is used to refer to PUs, PUDRs, and Final PUs, unless otherwise specified.

Legend

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Finance

PSCM & Grant Mgmt

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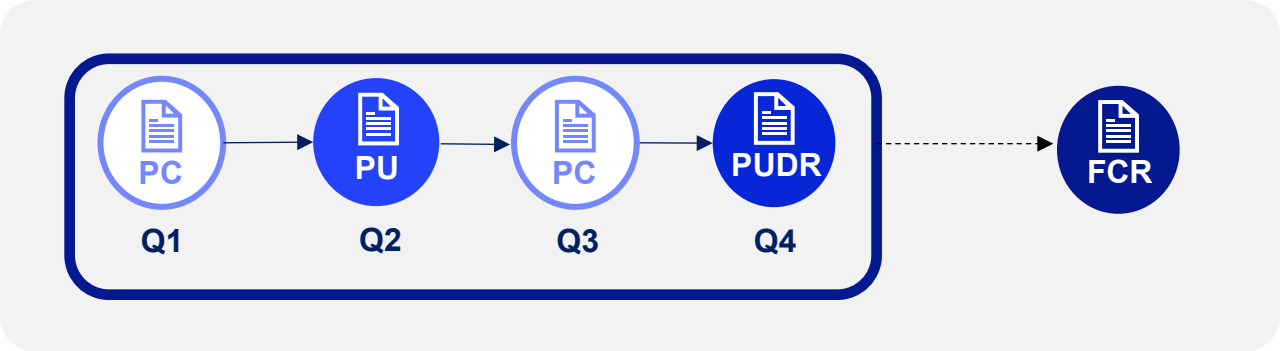
Overview

The Global Fund is continuously strengthening the oversight of grant investments to improve performance and results in the fight against HIV, TB and malaria. The PC, PU/DR, and FCR are tools that provide visibility into HIV, TB, malaria, resilient and sustainable systems for health (RSSH) and C19RM investments. The tools support timely identification of emerging risks and issues, enabling quick course correction where needed. PCs are submitted twice per implementation year for High Impact and Core portfolios. The PC is submitted between mid-year PU and year-end PUDR. The FCR covers the 6-month closure period and is due after the closure period end-date.



* The term PU/DR is used to refer to PUs, PUDRs, and Final PUs, unless otherwise specified.

Overview

Online forms are available in the following languages:

Online form	English	French	Spanish
PC	●	●	
PU	●	●	
PUDR & Final PU	●	●	●
FCR	●	●	●

Please note: PRs and LFAs are expected to report inaccuracies in pre-populated data to Country.Support@theglobalfund.org.

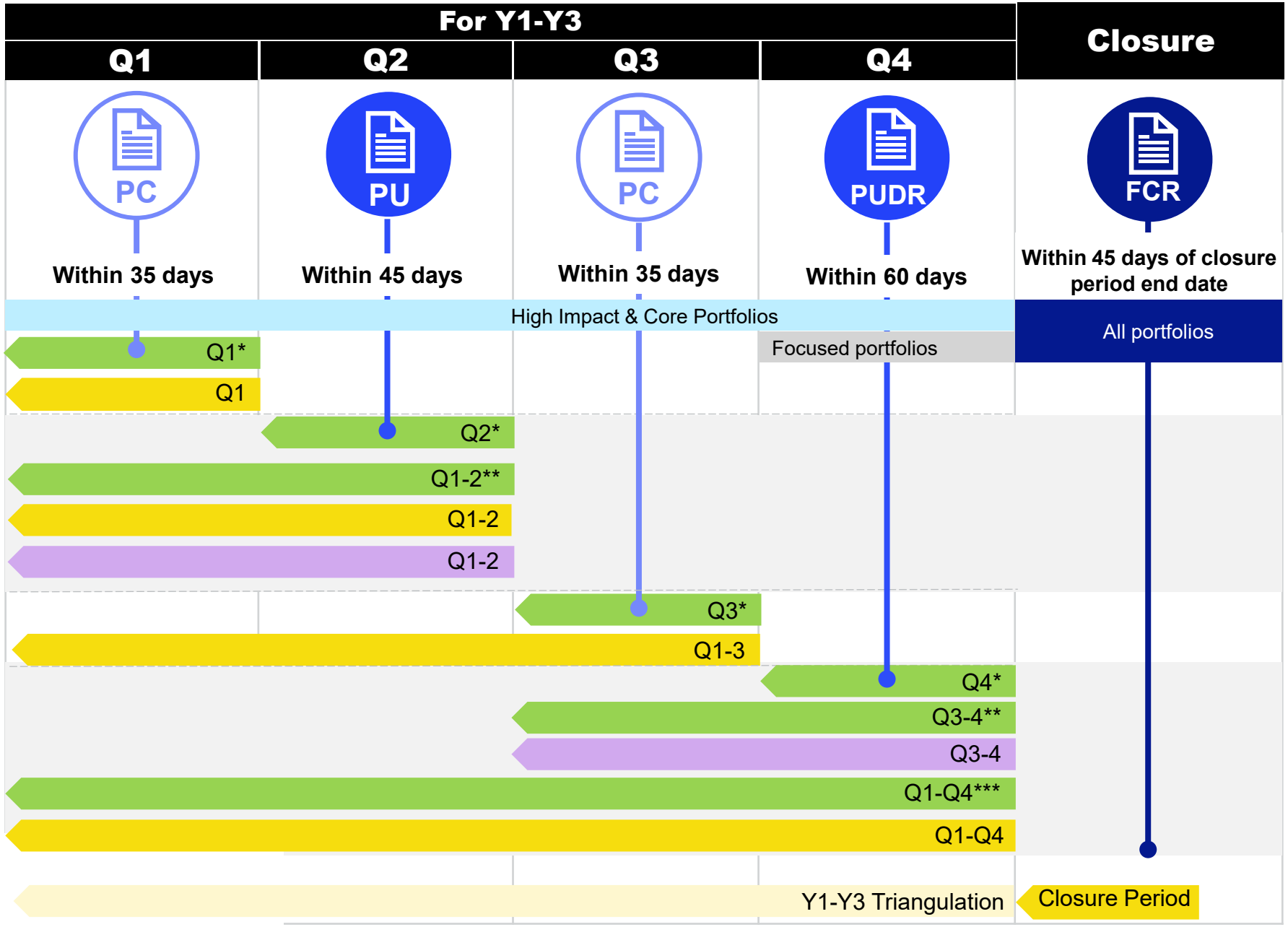
Cover Sheet and Executive Summary

The PU/DR includes a Cover Sheet and Executive Summary which contains general grant information – report type, country, disease component, implementation period, current programmatic and financial reporting periods, PR name, LFA name, and IP and local currencies.

The **Cover Sheet** outlines the reporting period (next page) and disbursement request information*.
The **Executive Summary** is view-only and is pre-populated based on PR and LFA entries in subsequent sections of the PU/DR.

* All dates have the format *dd-mmm-yyyy* (e.g. 31-Mar-2024).

Reporting Periods



Reporting Periods

- Programmatic
- Financial
- PSCM & Grant Mgmt

Programmatic reporting section:

- Aggregation of results over the reporting periods (in PU, Q3 PC and PUDR) is automated based on cumulation type in the Performance Framework.
- Results-to-date are displayed on the Coverage indicator landing page.

Financial reporting section:

- Each report is cumulative. Example: In Q3 reporting must include Q1-Q3.

* For programmatic indicators that are reported on a quarterly basis. ** For programmatic indicators that are reported on a 6-month basis. *** For programmatic indicators that are reported on an annual basis.

Content (Tabs) in Each Report

Tabs		PC	PU	PUDR	Final PU	FCR
Programmatic	Impact Outcome Indicators	●[1]	●[3]	●	●	
	Impact Outcome Disaggregation			●	●[6]	
	Coverage El. Indicators	●	●	●[4]	●[4]	
	Coverage Indicators	●	●	●	●	
	Coverage Disaggregation			●	●[6]	
	WPTMs	●[5]	●	●	●	
Finance[2]	Cash Reconciliation	●	●	●	●	●
	Open Advances	◉	◉	●	●	●
	SR Cash Reconciliation			●	●	●
	Commitments & Obligations			●	●	●
	Commitments & Obligations Listing				●	●
	Expenditure Report		●	●	●	●
	Triangulation Controls[6]			●	●	●
	Tax Reporting			●	●	●
	Non-compliant Expenditures		●	●	●	●
	Forecast report[6]			●		
	Disbursement Request[6]			●		
PSCM & Grant Mgmt	Health Products-PSCM		●	●	●	
	Grant & Risk Management		●	●	●	
	Self Assessment Sign-off		●	● ●	● ●	
	LFA Findings & Recommendations[7]		●	●	●	

◉ Simplified

[1] Tab only appears if the grant has Impact/Outcome Indicators due for reporting.

[2] If submitting the Final PU and FCR together, the financial tabs in the FCR are completed (i.e. the financial tabs in the Final PU are not required).

[3] Only in the form if grant has a RSSH O-3 or HIV O-29 indicator in its Performance Framework and reports on these on a quarterly basis.

[4] Only for GC7 regular grants.

[5] For GC6 regular + C19RM or C19RM only grants.

[6] Tabs not applicable for C19RM only grants.

[7] LFA only.

Overview of Content Included in the PC

The PC is completed at Q1 and Q3 of each grant implementation year. The content is comprised of the following areas:

PC					
	Programmatic	**Impact/Outcome Indicators***	**Coverage Elementary Indicators****	**Coverage Indicators**	**WPTM*****
	Financial	**Cash Reconciliation**	**Open Advances**		

* Only appears with quarterly reported Outcome Indicators.
** GC7 only.
*** GC6 + C19RM and C19RM only.

Overview of Content Included in the PU

The PU is completed at Q2 of each grant implementation year. The content is comprised of the following areas:

PU						
	Coversheet	**Coversheet – read only**				
	Programmatic	**Impact/Outcome Indicators***	**Coverage Elementary Indicators****	**Coverage Indicators**	**WPTM**	
	Financial	**Coversheet**	**Cash Reconciliation**	**Open Advances**	**Expenditure Report**	**Non-compliant Expenditures**
	PSCM & Grant Management	**Health Products**	**Grant & Risk Management**	**Self-Assessment**		

* Only appears with quarterly reported Outcome Indicators or Impact/Outcome indicators with Report Due Date in the first semester (S1).
** GC7 only.

Overview of Content Included in the PUDR & Final PU

The PUDR is completed at Q4 of Year 1 & 2; the Final PU at the end of Q4 of Year 3. The content is comprised of the following areas:

PUDR

Final PU

Coversheet	Coversheet – read only				
Programmatic	Impact/Outcome Indicators*	Coverage Elementary Indicators**	Coverage Indicators	WPTM	
	Impact/Outcome Disaggregation		Coverage Indic. Disaggregation		
Finance	Coversheet	Cash Reconciliation	Open Advances	SR Cash Reconciliation	Commitments & Obligations
	Commitments & Obligations Listing	Expenditure Report	Triangulation Controls	Tax Reporting	Non-compliant Expenditures
PSCM & Grant Management	Health Products	Grant & Risk Management	Assessment & Sign-off		
Finance (Disbursement)	Forecast Report	Disbursement Request			

* Only appears with quarterly reported Outcome Indicators Only appears with quarterly reported Outcome Indicators or Impact/Outcome indicators with Report Due Date in the first semester (S1).
** GC7 only.

Overview of Content Included in the FCR

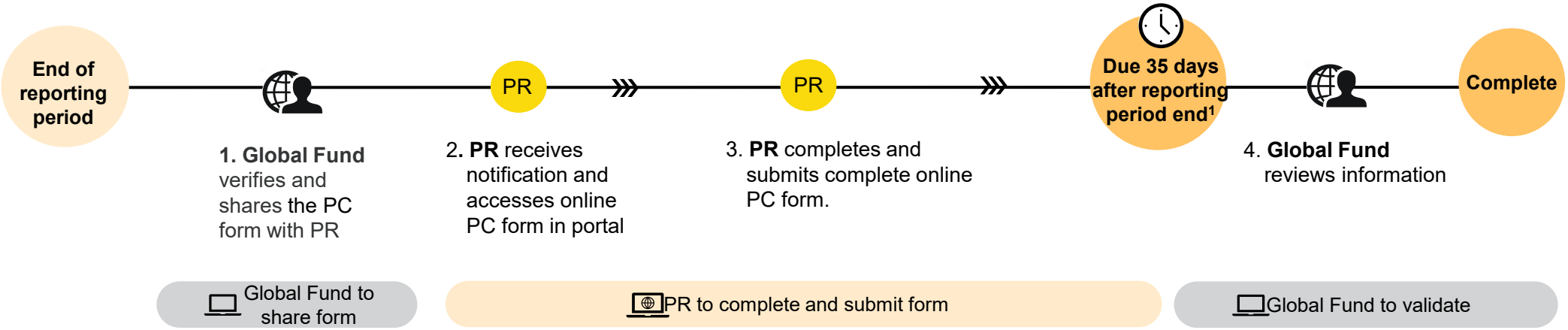
FCR

Financial

- Coversheet
- Cash Reconciliation
- Open Advances
- SR Cash Reconciliation
- Commitments & Obligations
- Commitments & Obligations Listing
- Expenditure Report
- Triangulation Controls
- Tax Reporting
- Non-compliant Expenditures

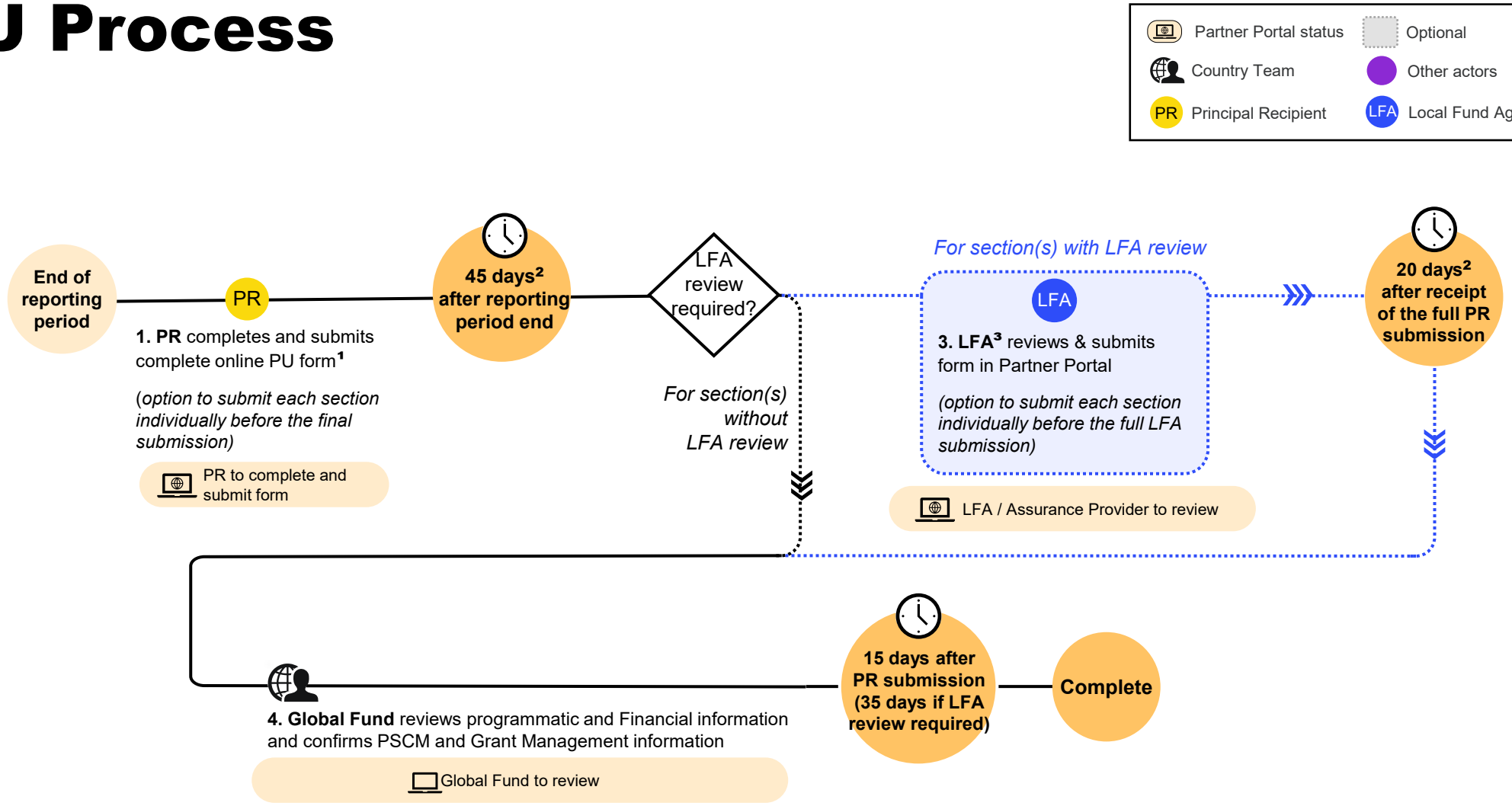
PC Process

Global Fund status
Global Fund
PR Principal Recipient
Partner Portal status



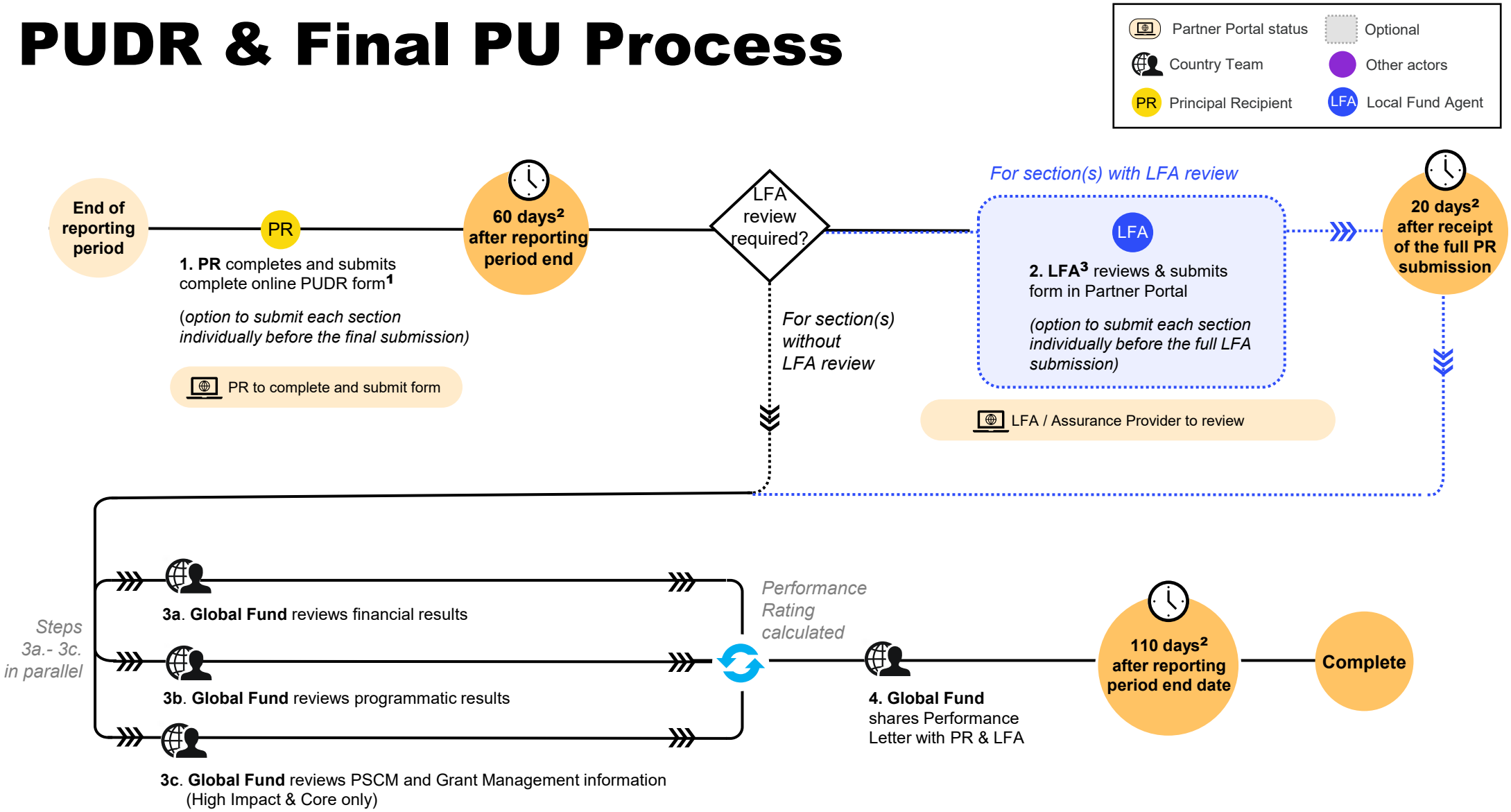
[1] Calendar days.

PU Process



[1] PRs are strongly encouraged to directly enter data into the online form. A supporting Excel is available for data collection & collaboration and can be imported into the online form. It cannot be used for submission to the Global Fund.
[2] Calendar days; Portfolios categorized as Challenging Operating Environments have 60 days to submit the PU.
[3] LFA or other Assurance Provider.

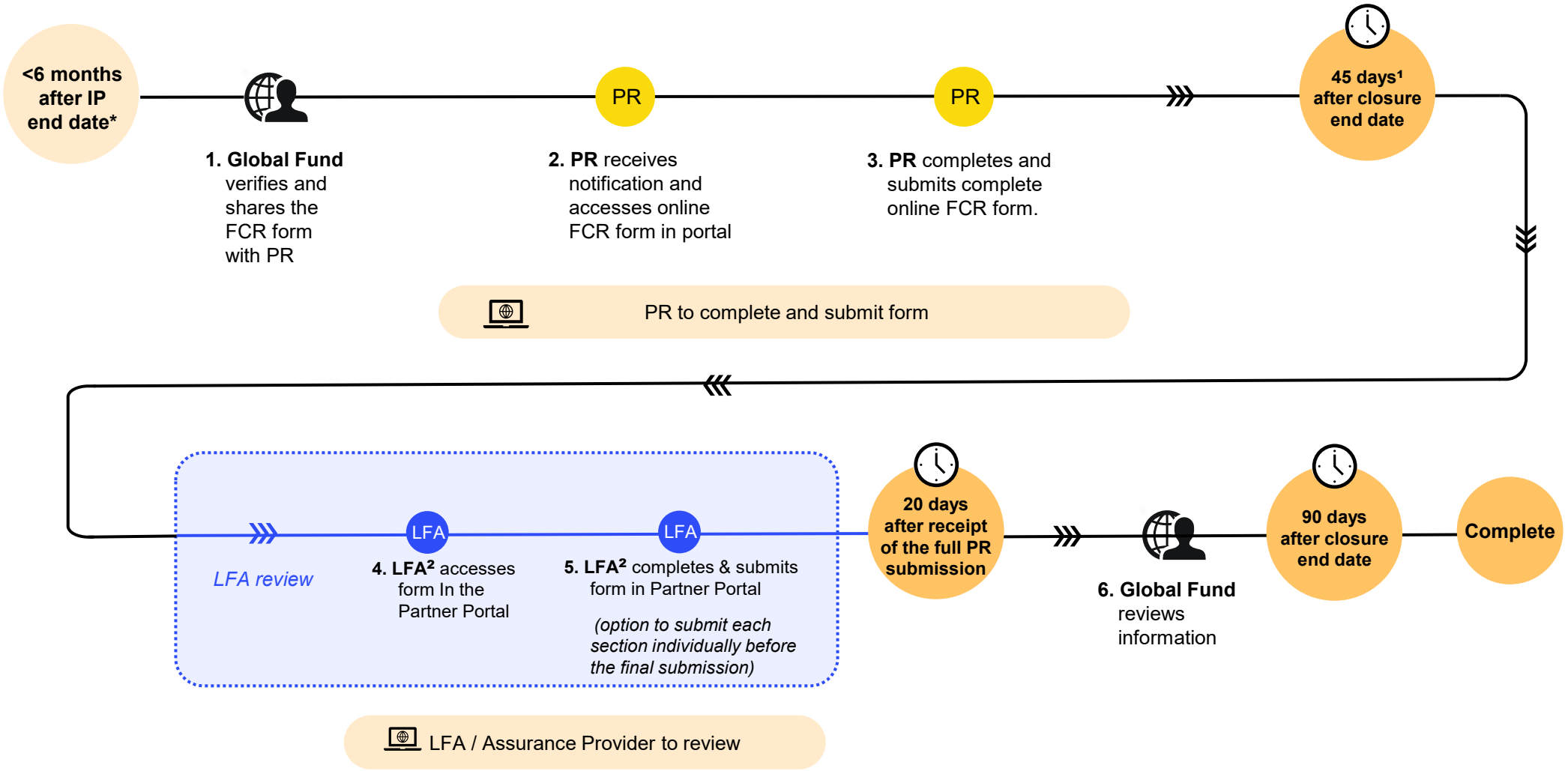
PUDR & Final PU Process



[1] PRs are strongly encouraged to directly enter data into the online form. A supporting Excel is available for data collection & collaboration, which can be imported into the online form. It cannot be used for submission to the Global Fund.
[2] Calendar days.
[3] LFA or other Assurance Provider.

FCR Process

PR Principal Recipient | LFA Local Fund Agent** | Global Fund | Partner Portal status



¹ Calendar days.
² LFA or other assurance provider.

Before You Start

Make sure you have the following at hand before you complete and submit your online form:

- **The email notification from the Global Fund**. This contains a link to the grant-specific online form you need to complete.
- **Your user ID** (e.g. ***@ext.theglobalfund.org) **and password** to the Global Fund Partner Portal. Note that there are two types of users:
  - **Editors:** PR staff that can complete the online form, but cannot submit it.
  - **Submitters:** PR staff that can complete **and** submit the online form to the Global Fund.

Forgotten your password? Please go to https://passwordreset.microsoftonline.com

Need technical support? Please email country.support@theglobalfund.org

How to Log in to the Partner Portal

Open the notification email you received from the Global Fund*. Click the link to the online form. The address begins with https://reporting.theglobalfund.org/pulse-checks.

This is an automatically generated message from the Global Fund Partner Portal.

[For your action] : The Country Team for Mali, P01, has prepared a Pulse Check for the reporting period 01/07/2021 – 30/09/2021 for you to complete.

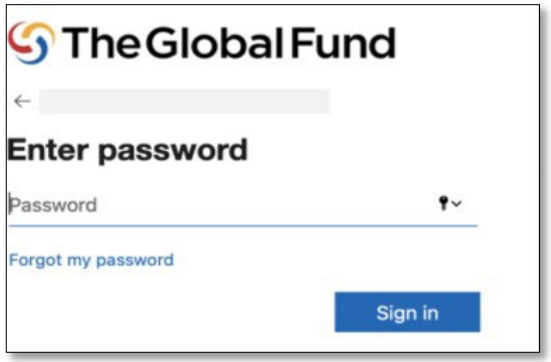
It can be accessed using the following https://reporting.theglobalfund.org/a7Z3p000000L54UEAS

Please ensure that the fully completed Pulse Check is submitted in the Partner Portal by the required due date: 05/11/2021.

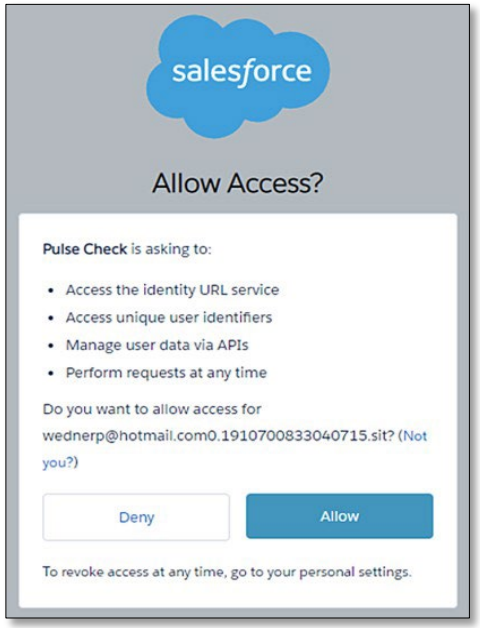
* Note: Instead of clicking the link from the email, you can also access the online form by going to the Partner Portal at https://portal.theglobalfund.org.

HOW TO Log in to the Partner Portal

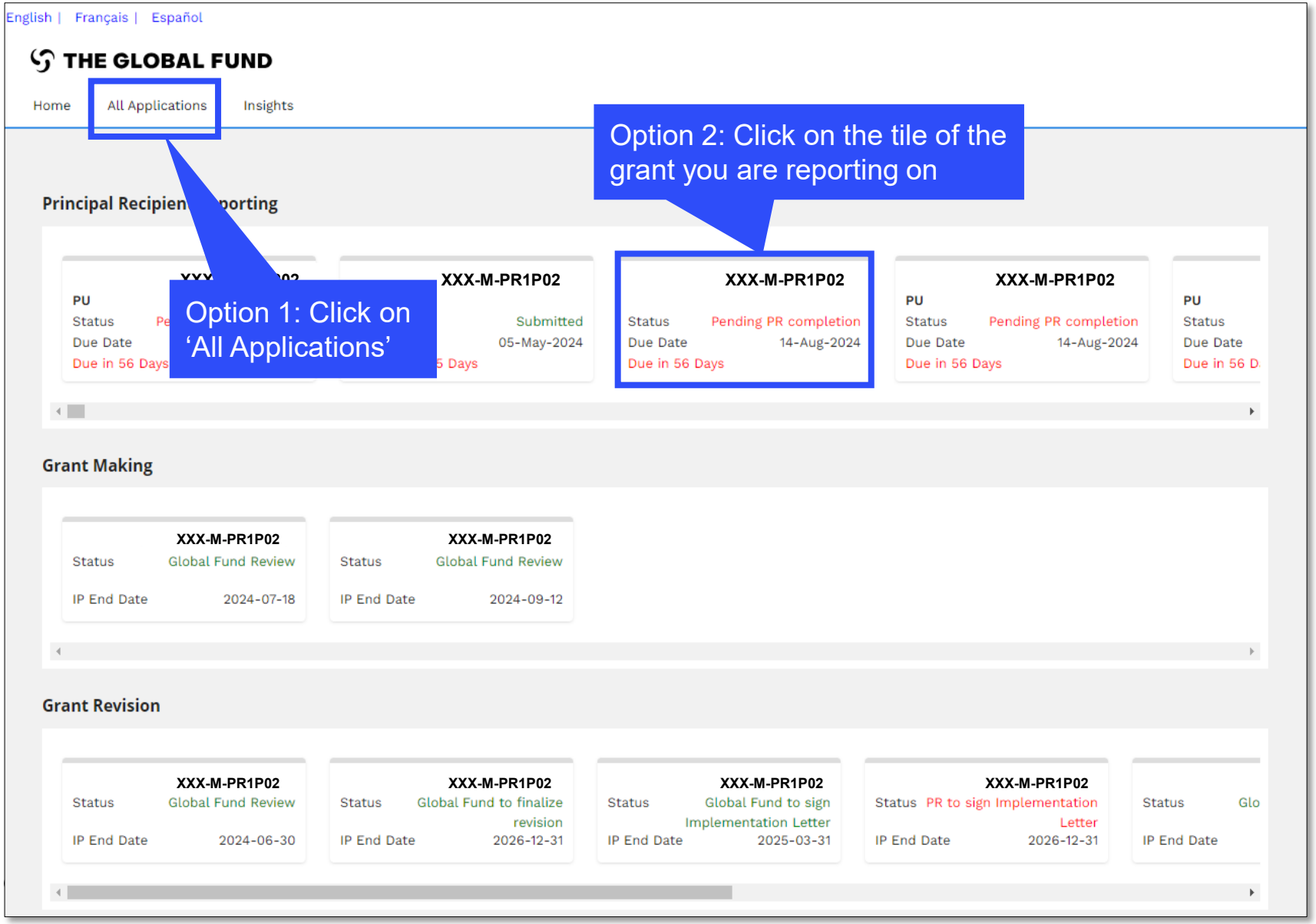
- Sign into the Global Fund Partner Portal by entering your user ID (e.g.***@ext.theglobalfund.org).
- Then, click **Next**.
- Enter your password and click **Sign in**.



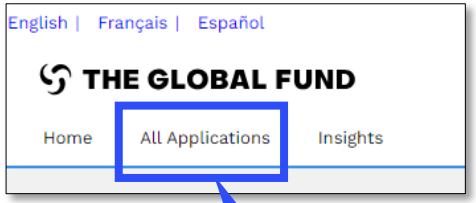
- Click **Yes** to stay signed into the site.
- In the Allow Access screen, click **Allow**. This opens up the Pulse Check page.



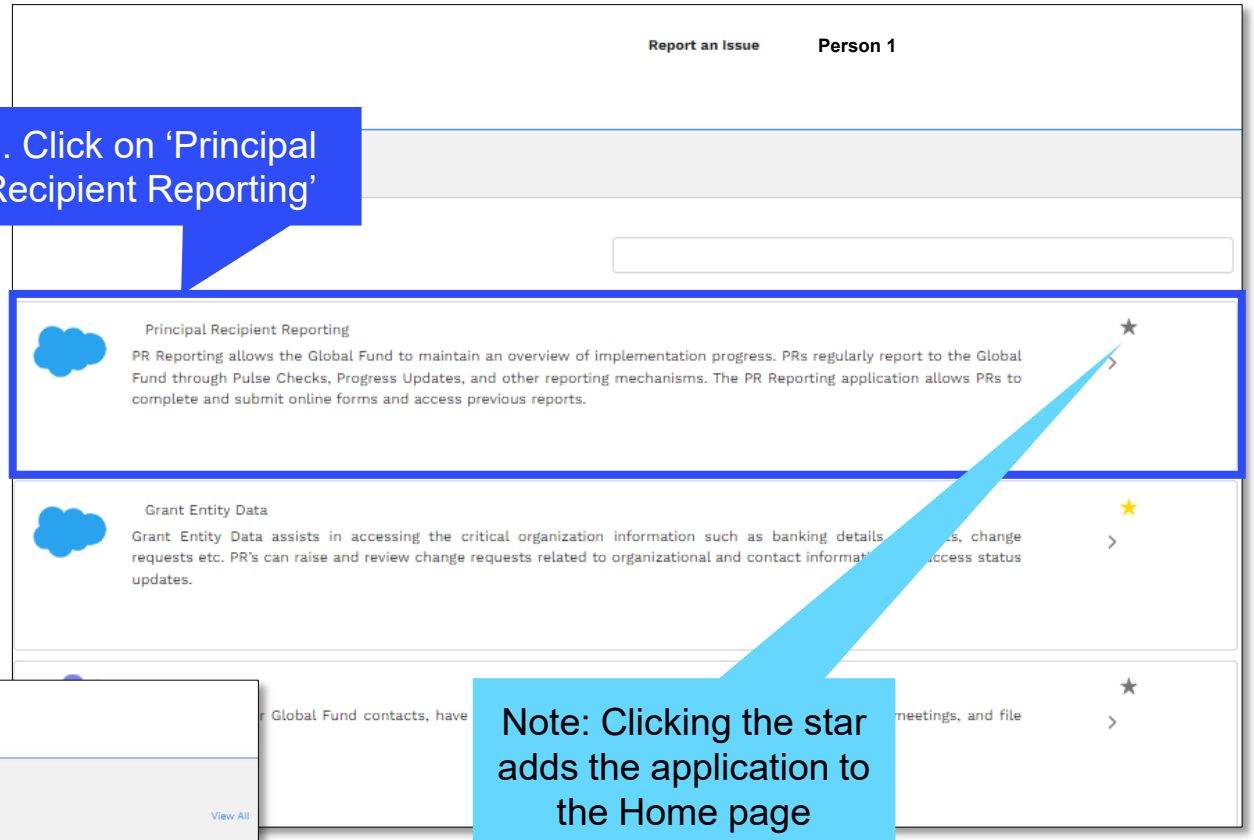
HOW TO Access PR Reporting in the Partner Portal



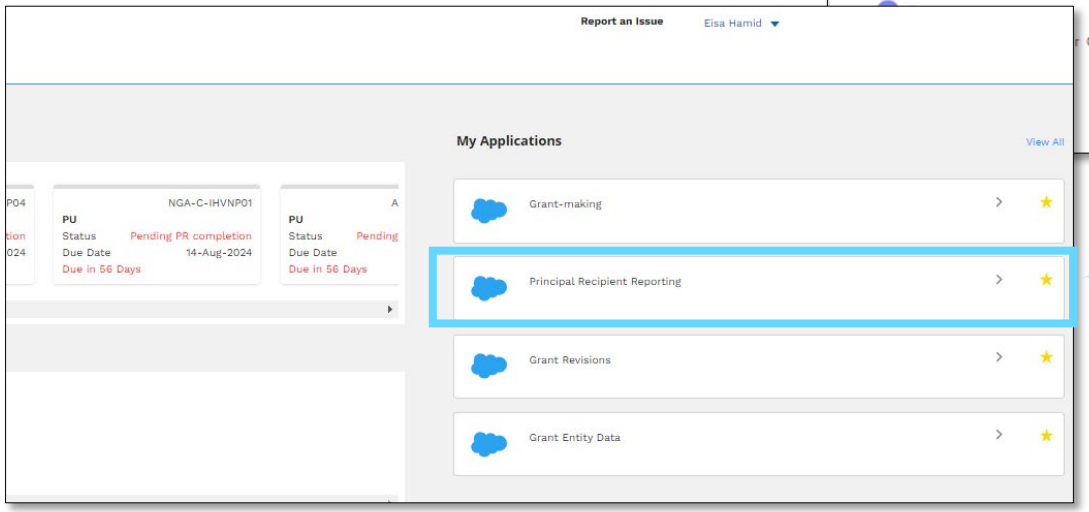
HOW TO Access PR Reporting in the Partner Portal



Option 1: Click on 'All Applications'



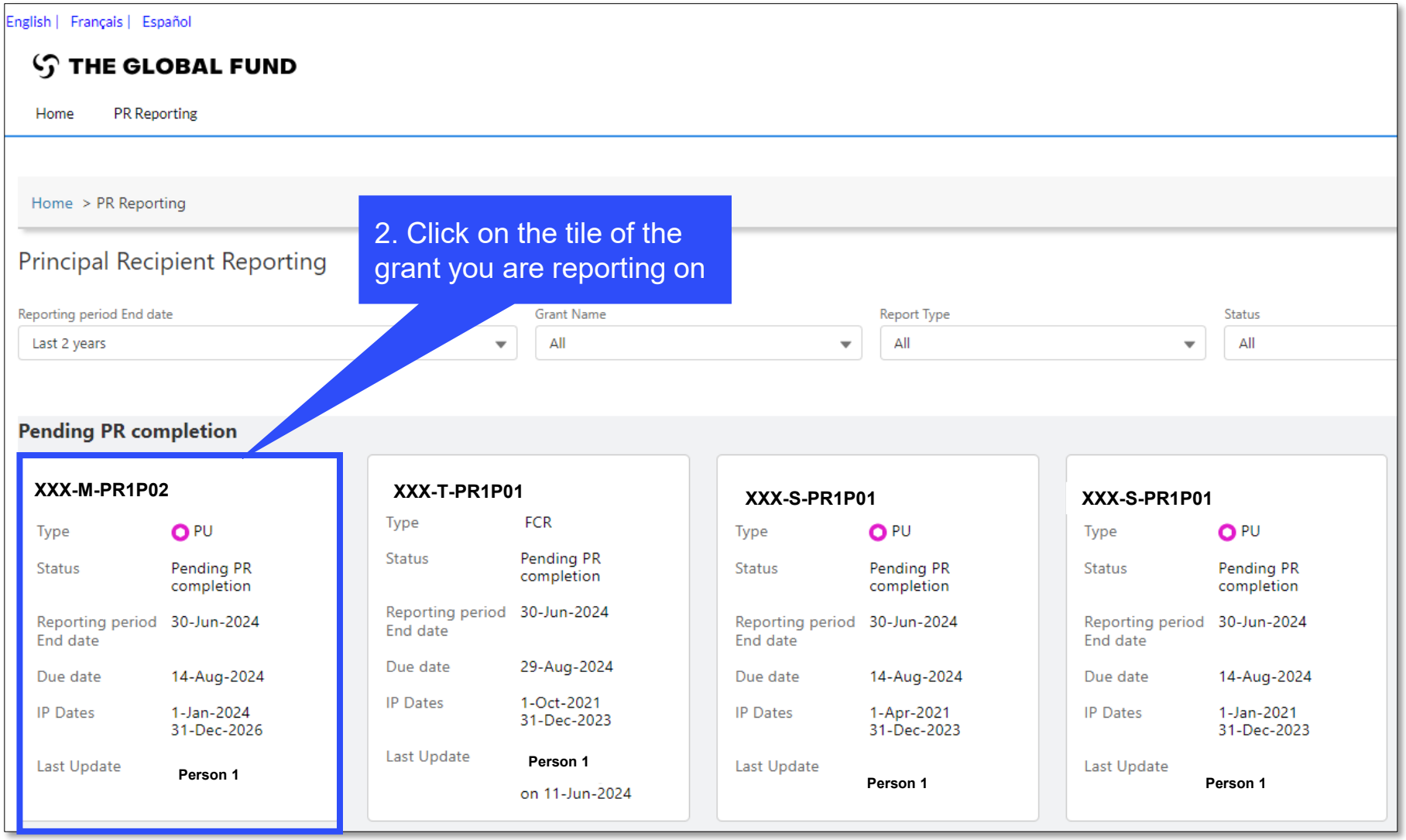
1. Click on 'Principal Recipient Reporting'



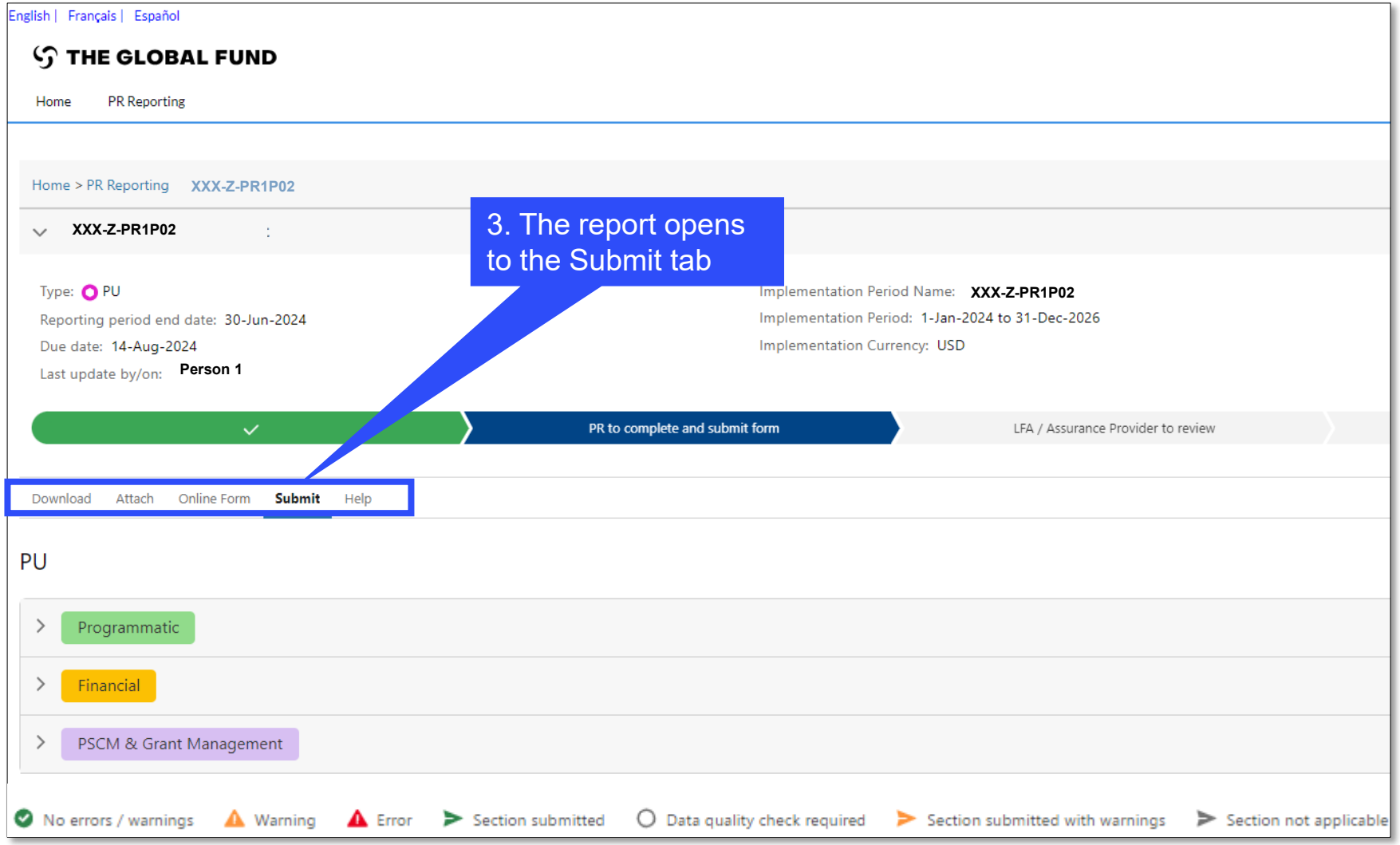
Note: Clicking the star adds the application to the Home page

HOW TO

Access PR Reporting in the Partner Portal

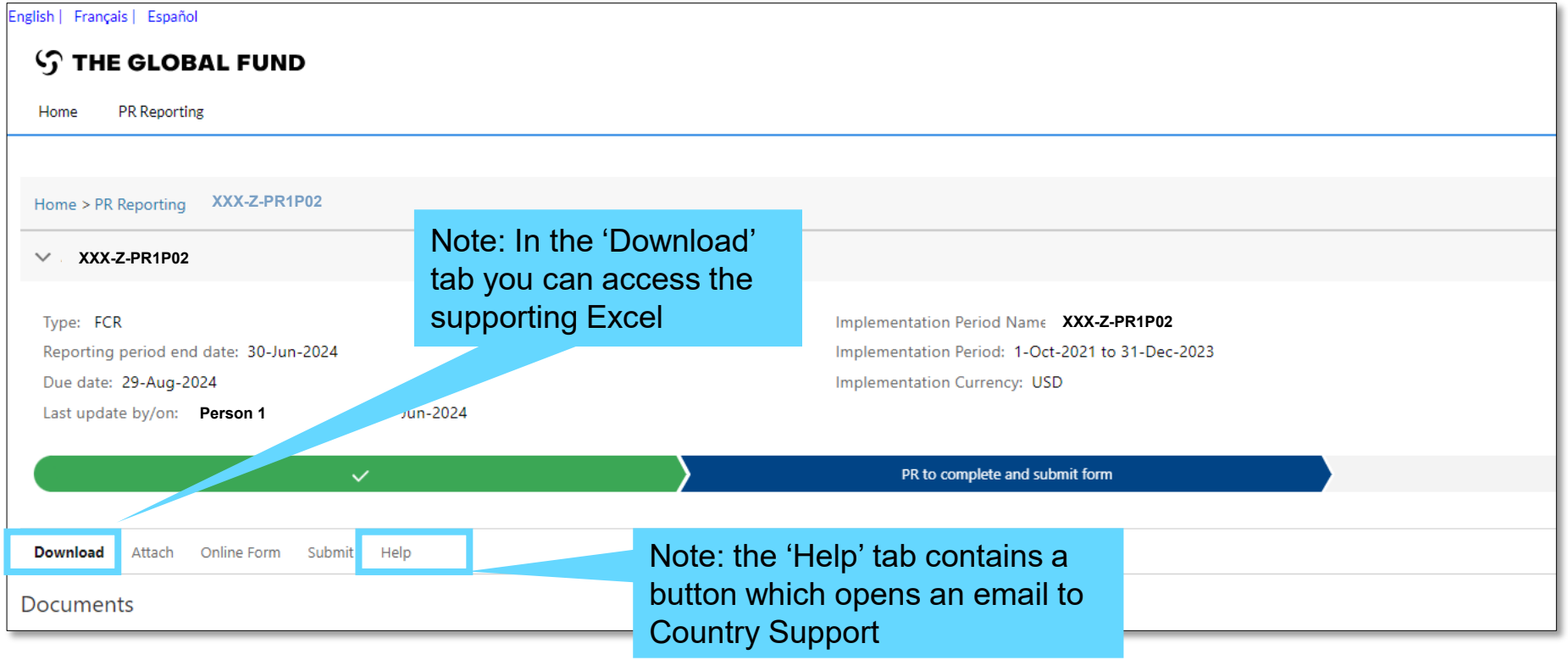


HOW TO Access the Online Form



HOW TO

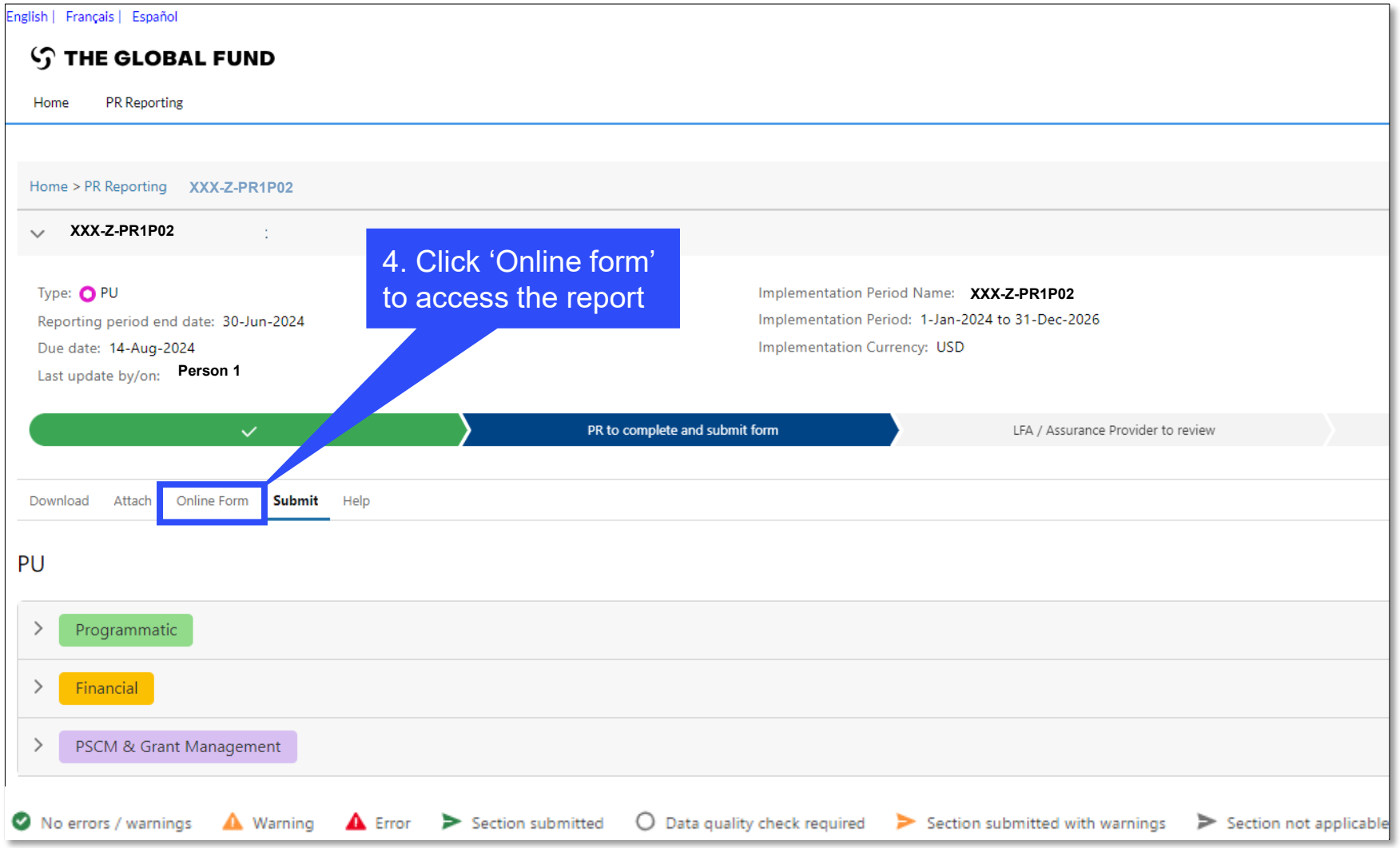
Access the Online Form



Note: In the 'Download' tab you can access the supporting Excel

Note: the 'Help' tab contains a button which opens an email to Country Support

HOW TO Access the Online Form

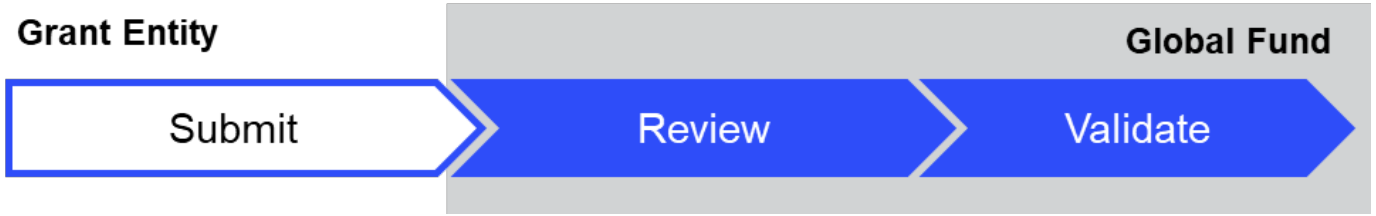


No input is required for fields that are greyed out in the online form.

Ensure Your Grant Entity Data is Up-to-date

Grant Entity Data (GED) consists of the organization and contact information required from Grant Entities (PRs, LFAs, CCMs, and third-party organizations) to enable them to process key grant life cycle activities and achieve business milestones in a timely and quality manner.

- Up-to-date Grant Entity Data allows PRs, LFAs and other to successfully complete grant deliverables through the Global Fund Partner Portal
- Remember to update your GED immediately through a **Change Request** when organization or contact information changes (to allow time for review & validation by the Global Fund).



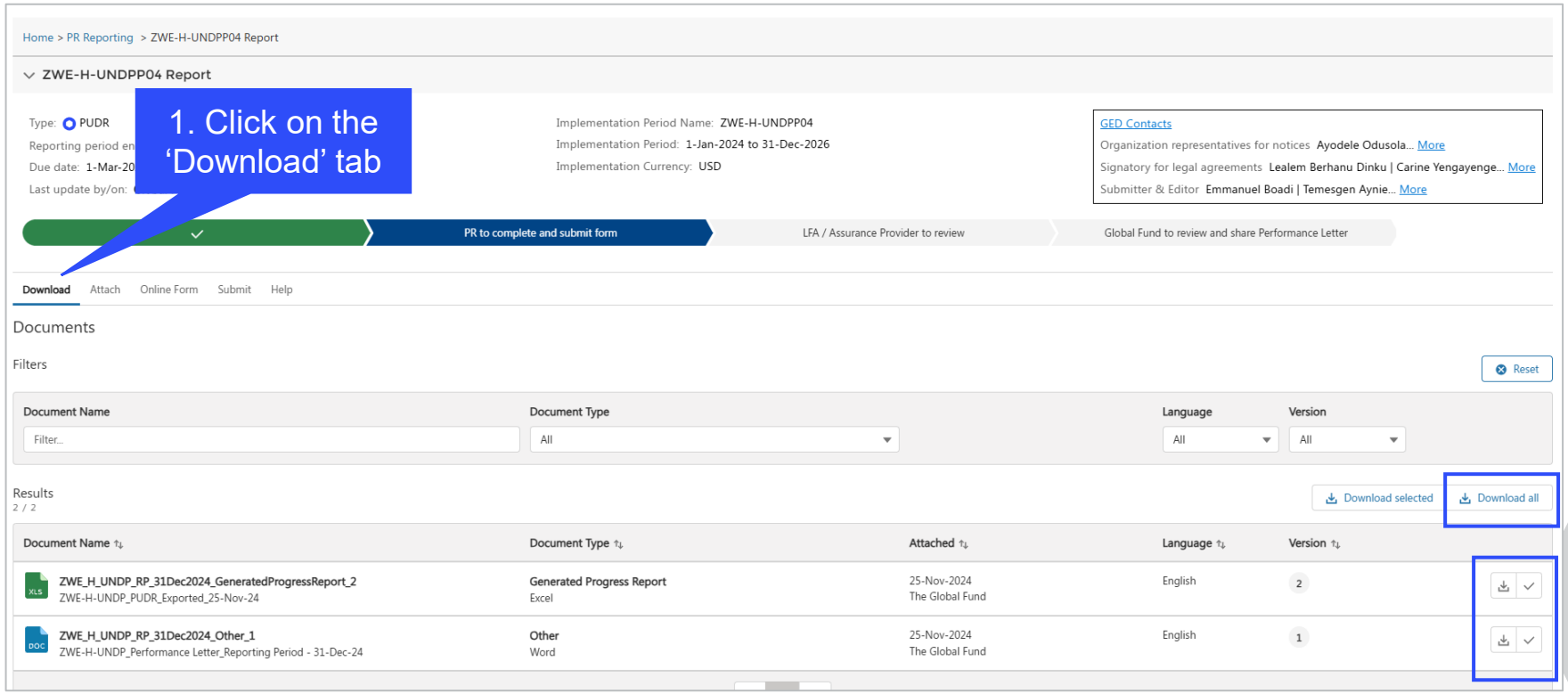
Raising a Change Request

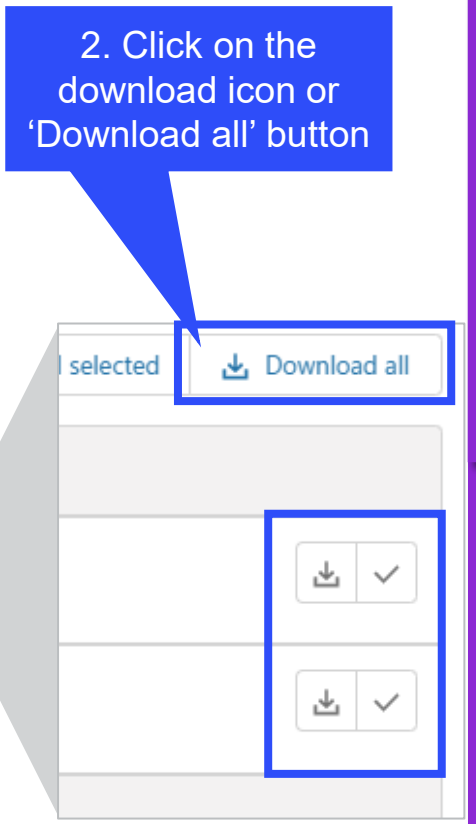
The Grant Entity contact with access rights submits the Change Request to create, update or deactivate an organization/contact through the **GED Module** in the Global Fund Partner Portal.

For step-by-step guidance:
GED Interactive Guide

HOW TO Download a PDF of the PR submission

A PDF version of any submitted PC, PU/DR and FCR can be downloaded by PRs from the Partner Portal upon the final submission of the form (all sections) to the Global Fund.





THE GLOBAL FUND

PROGRAMMATIC REPORTING

- Overview
- Mode of Data Entry
- Report Content
- Check Data Quality
- Submit Section

Section	PC	PU	PUDR	Final PU
Impact/Outcome Indicators	•	•	•	•
Impact/Outcome Disaggregation			•	•
Coverage Elementary Indicators	•	•	•	•
Coverage Indicators	•	•	•	•
Coverage Disaggregation			•	•
WPTMs	•	•	•	•

Overview

The approach and technical content of results reporting remains same as in GC6, except for the enhancements to form design and mode of data entry:

- **Pulse Check (PC):** For High Impact and Core portfolios, PCs are reported in Q1 and Q3 between PU and PUDRs. GC6 and GC7 grants require quarterly reporting on a sub-set of standard coverage indicators from the latest signed grant Performance Framework (PF). For required PC indicators, please refer to Annex 1 and Annex 2. Additionally, Country Teams can select other coverage indicators from the signed grant PFs for PC reporting, based on the individual needs of the grant. For C19RM grants, PCs focus on quarterly reporting of Work Plan Tracking Measures (WPTMs) with milestones/targets set within the reporting period.
- **Progress Update (PU):** For High Impact and Core portfolios, all grant types (GC6, GC7 and C19RM) require six-monthly reporting (semesterly) on the full set of indicators included in the latest signed grant PFs. This includes indicators reported in the Pulse Check, as well as any WPTMs with milestones/targets set within the reporting period.
- **Progress Update and Disbursement Request (PUDR) or Final PU**: All portfolios (High Impact, Core and Focused) and all grant types must report on the full set of indicators included in the latest signed grant PFs, including disaggregations and WPTMs.

Overview

The programmatic reporting periods are based on the latest signed grant PFs and are aligned to the grant start and end dates.

The indicators and/or WPTMs required for reporting at PC and PU/DR are pre-populated in the reporting form.

- Results for standard coverage indicators in GC7 grants are reported using elementary indicators. The term **elementary indicator** refers to the numerators and denominators of the standard coverage indicators as defined in the GC7 Indicator Guidance Sheets. Details are provided in the Coverage Indicator tab.
- GC6 and C19RM standard coverage indicators, as well as GC6 and GC7 custom indicators, do not have elementary indicators. The results for these indicators are reported directly in the coverage indicator section.
- All WPTMs are reported in the WPTM section of the form.

Programmatic Reporting

Overview

Results are reported only for the quarter or semester included in the reporting period. For **quarterly reported** indicators in the **PU or PUDR, PRs are to only provide Q2 or Q4 results respectively,** as per the indicator definition. The results for these indicators will be aggregated over the semester and year by the Global Fund using the cumulation type assigned in the latest signed grant PF.

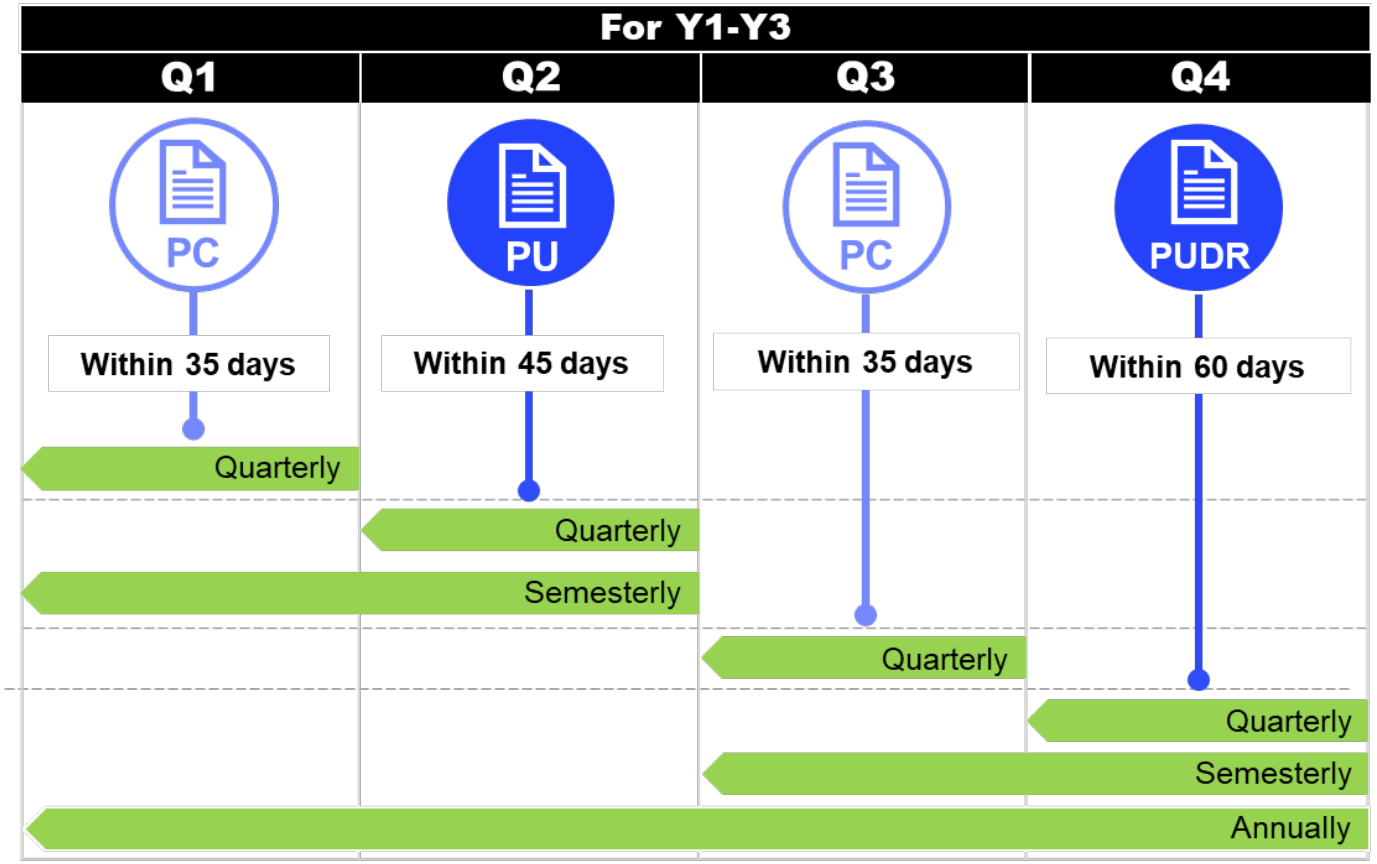


Figure 1. For programmatic indicators reported on a quarterly, semesterly, and annual basis.

Results reported in Q1 can be updated at the time of PU reporting. Results reported **in Q1, Q2, Q3, and S1 (for semesterly indicators)** can be updated at the time of PUDR reporting. **No previously reported results can be updated at the time of the Q1 or Q3 pulse checks.** For semesterly reported indicators, PRs are to report the results for the specified six-month period in the S1 or S2 field. The **quarterly reporting columns (Q1, Q2, Q3, Q4)** will not be available for reporting semesterly indicators. Some illustrative examples are given on the following page.

Overview

Automatically aggregated and populated in the system based on the cumulation type in the PF

Report Q2 results only as per indicators definition. Do not enter total for S1 in Q2 field

Indicators	Cumulation	Q1	Q2	S1
TCS-1.1: % of people on ART among all people living with HIV at the end of the reporting period.	Non-cumulative-other	30/100	**45/100**	45/100
VT-1: % of pregnant women who know their HIV status.	Non-cumulative-special	50/100	**35/100**	85/100
DRTB-2: Number of people with confirmed RR-TB and/or MDR-TB notified.	Non-cumulative	100	**105**	205

Figure 2. Reporting results for quarterly indicators in the PU: Illustrative examples for different cumulation types. The same methodology applies at PUDR for Q3, Q4, and S2 and total annual results (Q1+Q2+Q3+Q4 for quarterly indicators and S1+S2 for semesterly indicators).

Overview

Reporting Disaggregated Values

Reporting disaggregated numerator and denominator values are based on the corresponding aggregate numerator and denominator results as illustrated below.

N

For numerator-only indicator: For mutually exclusive disaggregation categories (e.g., age, gender), the sum of disaggregated numerator values for each disaggregation category equals the aggregate numerator result.

For mutually inclusive disaggregation categories (e.g., “Type of test” or “Regimen type”) where overlaps may occur, the total disaggregated numerator values may not equal the aggregate numerator result.

%

For percentage indicators: For mutually exclusive categories, the sum of disaggregated numerator values equals the total aggregate numerator result, and the sum of disaggregated denominator values equals the total aggregate denominator result.

For mutually inclusive disaggregation categories (e.g., “Type of test” or “Regimen type”) overlaps may result in totals not aligning, as explained above.

PR Reporting in the Partner Portal – Data Entry

There are two options to complete the online form:

1 Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2 Enter data into Supporting* Excel and attach and import data into the online form

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach the supporting Excel in the 'Attach' tab in the Portal
4. Select the section(s) to be imported into the online form. The Excel can be imported multiple times.

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

Check Data Quality needs to be completed after any mode of data entry.

* Requires Microsoft Excel version 2019 or newer.

PR Reporting in the Partner Portal – Data Entry

There are two options to complete the online form:

1

Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2

Enter data into supporting Excel and **attach and import** data into the online form

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach the supporting Excel in the 'Attach' tab in the Portal
4. Select the section(s) to be imported into the online form. The Excel can be imported multiple times.

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

Check Data Quality needs to be completed after any mode of data entry.

HOW TO Data Entry: Direct Entry (Recommended)

Direct data entry is explained in each content tab

PU

Coversheet

Programmatic

Finan

Click to expand and the tabs below appear

Programmatic

Impact/Outcome Indicator

Coverage Elementary Indicator

Coverage Indicator

WPTM

Open full screen | Refresh form

Online Last auto saved: Save

Cover Sheet

XXX-Z-PR1P02

Type: PU

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

(Disease) Component: **Tuberculosis**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**

Principal Recipient (PR): **PR1**

Implementation Period: **01-Jan-21 to 31-Dec-23**

IP currency: **USD**

Local currency: **XXX**

Executive Summary (view only)

Provide a summary of grant performance (integrating programmatic, finance, procurement, supply chain management, grant and risk management considerations) during the current reporting period

2. Explain any external factors beyond the control of the Principal Recipient that have negatively impacted quality and timely grant delivery during the reporting period

Forward-looking assessment of expected implementation progress by module for the coming reporting period

Item	Module
No data available	

Check Data Quality needs to be completed after any mode of data entry.

PR Reporting in the Partner Portal – Data Entry

1

Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2

Enter data into supporting Excel* and **attach and import** data into the online form

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach the supporting Excel in the 'Attach' tab in the Portal
4. Select the section(s) to be imported into the online form. The Excel can be imported multiple times.

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

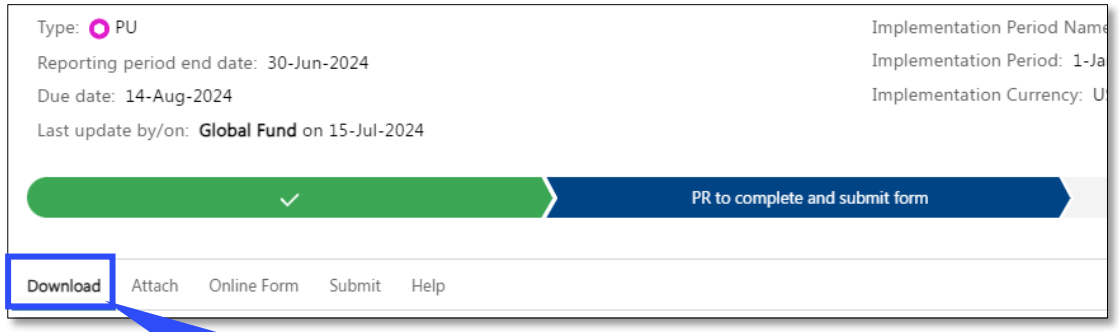
Check Data Quality needs to be completed after any mode of data entry.

* Requires Microsoft Excel version 2019 or newer.

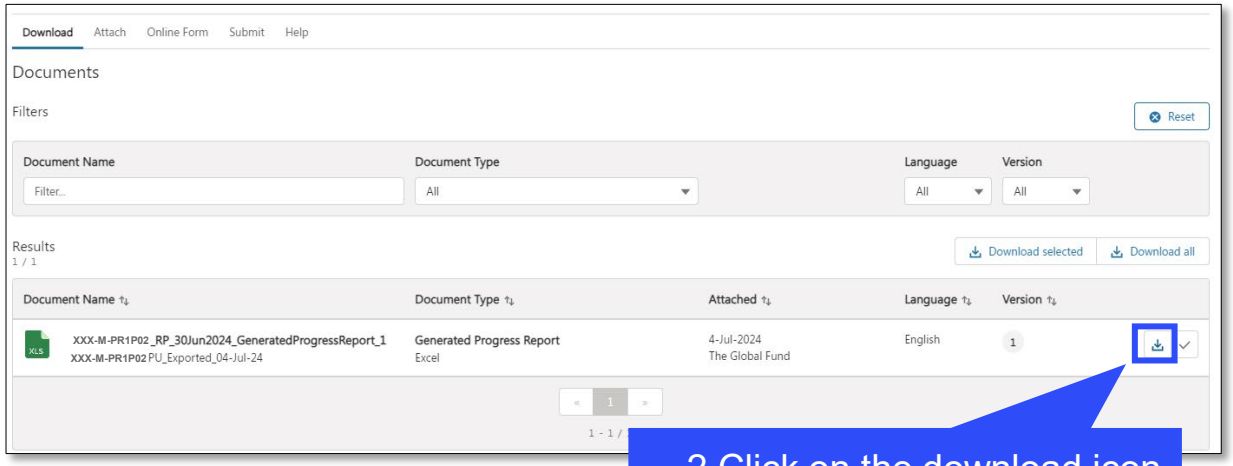
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



1.Click on the 'Download' tab to access the supporting Excel



2.Click on the download icon to access the supporting Excel

HOW TO

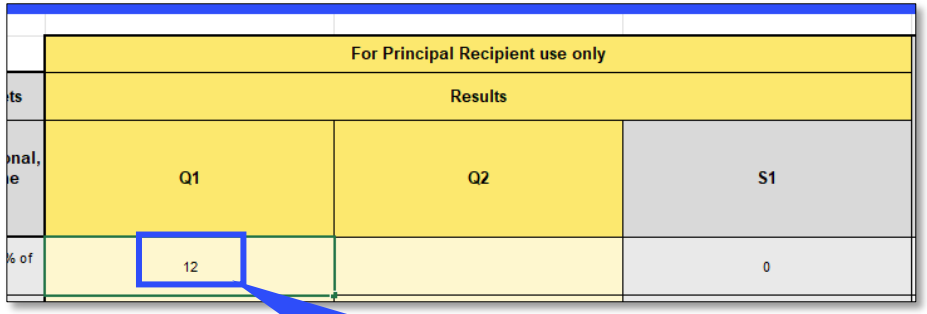
Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data

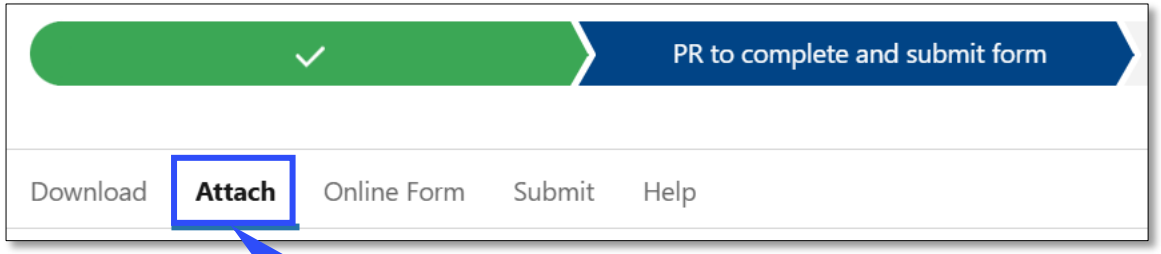
2. Enter data into GF supplied supporting Excel

3. Attach Excel in the 'Attach' tab in Partner Portal

4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



3.Enter data into Excel and save your file

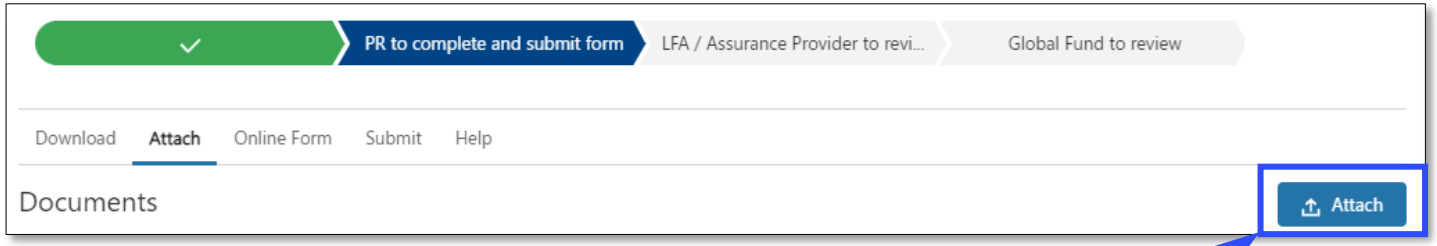


4. Click on the 'Attach' tab to access the page

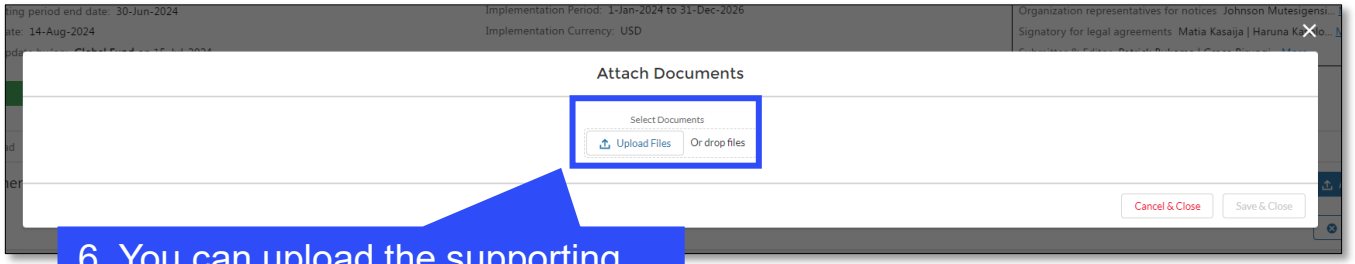
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



5. Click on the 'Attach' button to open the pop-up window

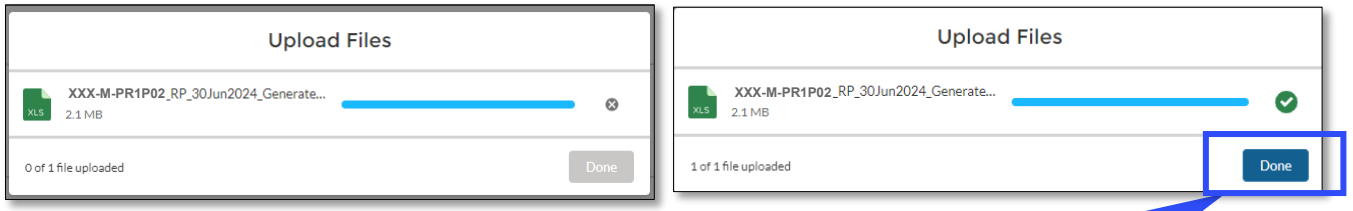


6. You can upload the supporting Excel by clicking 'Upload Files' and selecting it in your directory or by dropping the file in the window

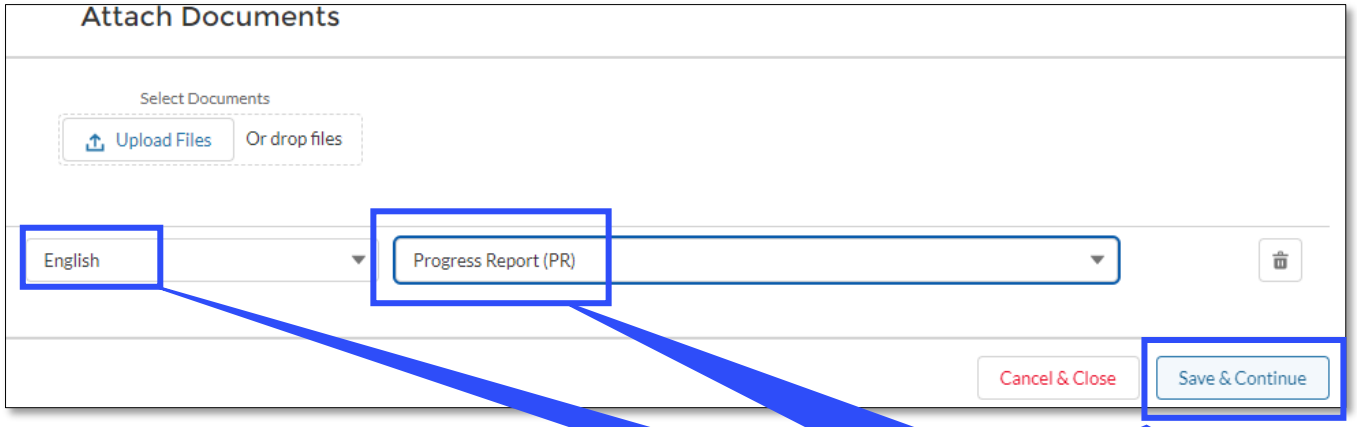
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



7. Once uploaded, click on 'Done' to close the window

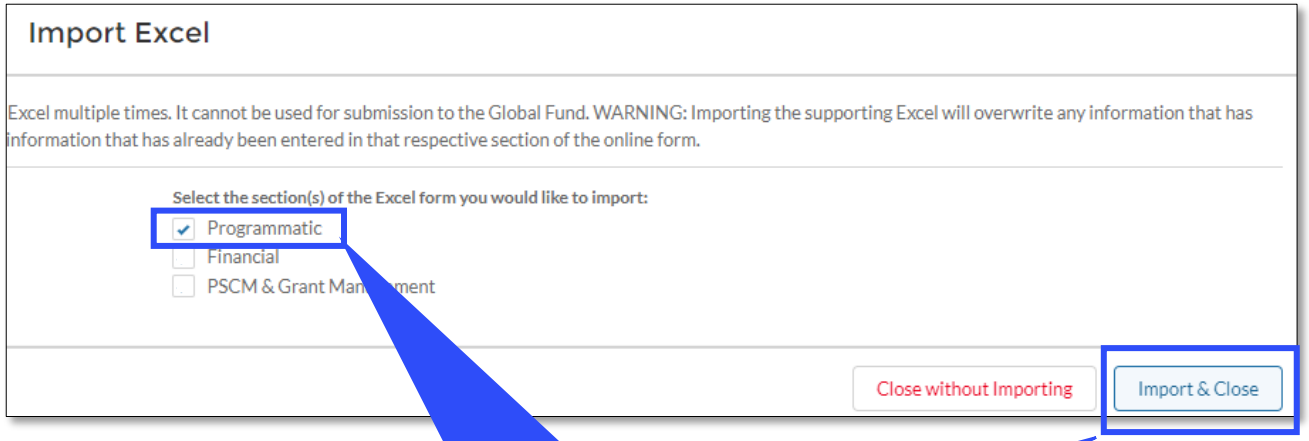


8. Select the language and type of document before clicking 'Save & Continue'

HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



9. Select the section of the form you want to import to the partner portal and click on 'Import & Close'

Impact and Outcome Indicators

PC	PU	PUDR	Final PU
•	•	•	•

This section outlines all impact and outcome indicators due for reporting during the reporting period, based on the latest signed PFs. This includes their disaggregation and any outstanding impact/outcome indicators from previous periods.

Results entry

The Impact/Outcome section of the report serves as the data entry page for both the numerators and denominators for all standard and custom impact/outcome indicators and required disaggregations for GC6 and GC7 grants. Results are reported by selecting “Provide results” on the landing page and entering data in the white cells of the pop-up page.

Users can also add comments on reported indicators, including a performance analysis for the reporting period:

- Explain performance, especially if over- or underperforming, at:
  - National level;
  - By implementation service provider (e.g. SR);
  - Describe trends over time and compare them to the same period last year; and
- Describe planned mitigation actions to further strengthen implementation.

Impact and Outcome Indicators

PC	PU	PUDR	Final PU*
		•	•

Disaggregated Reporting

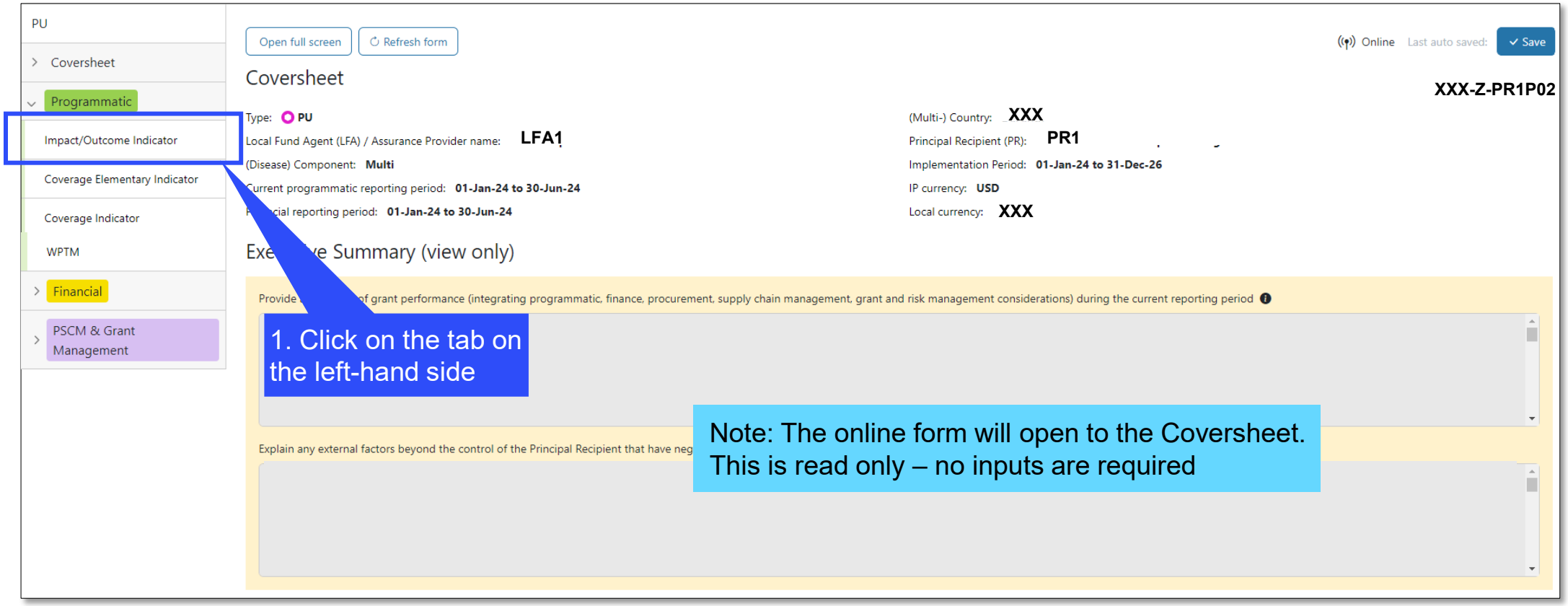
The **Impact/Outcome Disaggregation landing page** is view-only and shows disaggregated results for indicators requiring disaggregation in the PUDR. To enter results, go to the **Impact/Outcome Indicators landing page** and click “Provide results” for the desired indicator.

Total annual disaggregated results are entered below the aggregate results on the pop-up page, by selecting the disaggregation “Category” from the drop-down list and clicking the “View disaggregation” button. Enter the numerator [N], denominator [D] or percentage results, as applicable, with the year and data source in the specific fields.

Comments explaining the results, trends, or data quality can be added in the Comments box below each disaggregation category.

* Tab not applicable for C19RM only grants.

HOW TO Impact and Outcome Indicators



HOW TO Impact and Outcome Indicators

PUDR

- Coversheet
- Programmatic
  - Impact/Outcome Indicator
  - Coverage Elementary Indicator
  - Coverage Indicator
  - WPTM
- Financial
- PSCM & Grant Management

Open full screen | Refresh form | Online | Last auto saved: | Save

Impact / Outcome Indicator

XXX-Z-PR1P02

Errors and Warnings | 5 Warnings

Impact / Outcome Indicators | Impact / Outcome Disaggregation

Note: You can switch between Impact / Outcome Indicators and the Disaggregation landing page (read only)

Item	Indicator type	Code	Indicator	Baseline	Baseline Data Source	Target	
1	Impact	Malaria I-1	Malaria I-1 Reported malaria cases (presumed and confirmed)	N: 3,382,676 D: % Year 2022	HMIS	N: 3,303,244 D: %	N: D: %
2	Impact	Malaria I-3.1	Malaria I-3.1 In-patient malaria deaths: rate per 100,000 persons per year	N: 9 D: % Year 2022	HMIS	N: 7 D: %	N: D: %
3	Impact	Malaria I-2.1	Malaria I-2.1 Confirmed malaria cases (microscopy or RDT): rate per 1000 persons per year	N: 120 D: % Year 2022	HMIS	N: 111 D: %	N: D: %
4	Impact	Malaria I-14	Malaria I-14 Malaria admissions: rate per 100,000 pop per year	N: 4,537 D: % Year 2022	HMIS	N: 3,318 D: %	N: D: %
5	Outcome	RSSH/PP O-1	RSSH/PP O-1 Systems readiness index for CHWs	N: D: % Year	Not available	N: D: %	N: D: %
6	Outcome		RSSH/PP HRH-4- Other.1.Percentage of community health workers providing high quality HIV, TB and malaria services	N: D: % Year	Not available	N: D: %	N: D: %

HOW TO Impact and Outcome Indicators

Impact / Outcome Indicator

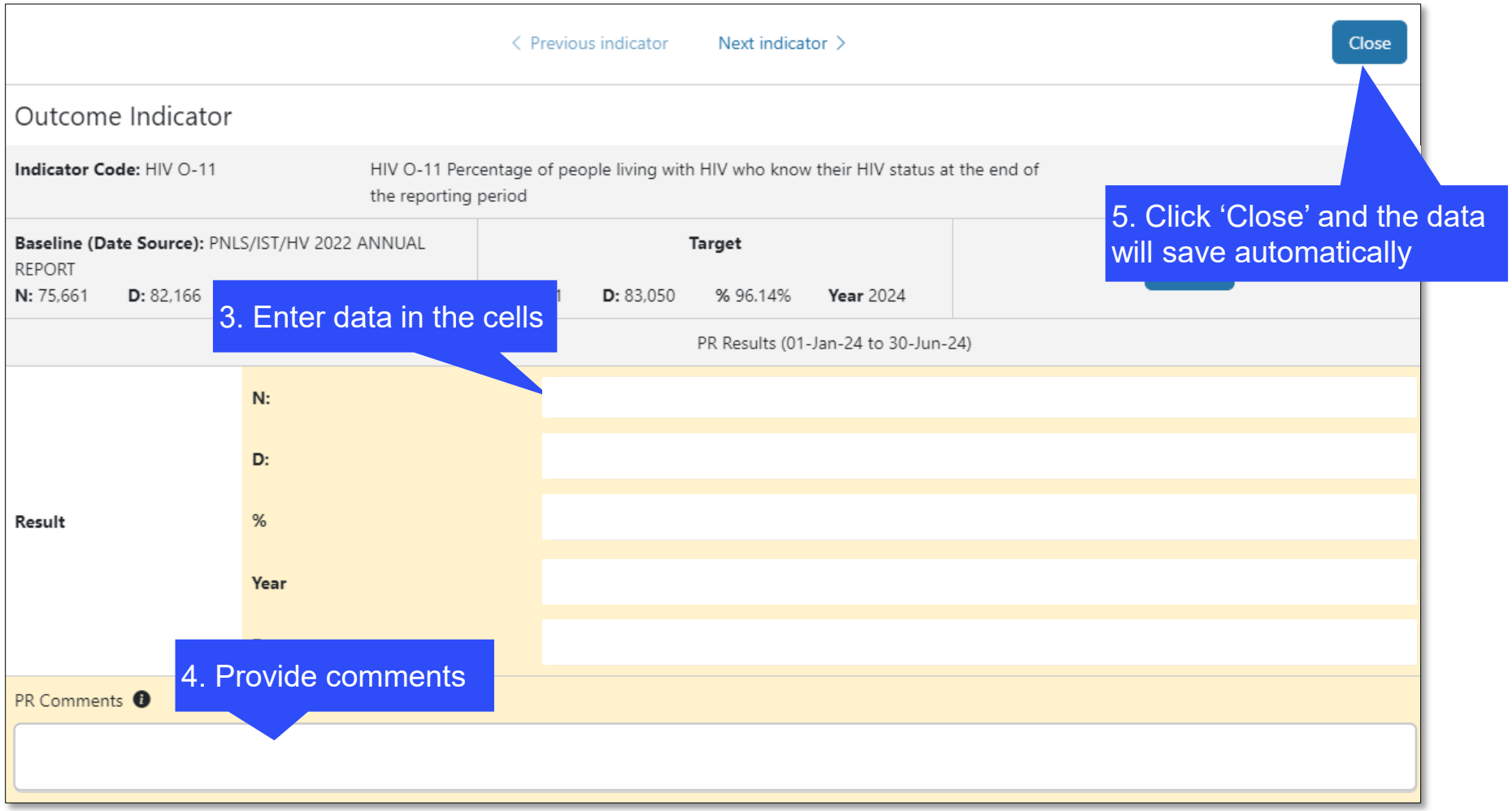
XXX-Z-PR1P02

Errors and Warnings | Check data quality | No errors or warnings

Item	Indicator type ↑	Code	Indicator	Baseline	Baseline Data Source	Target	Results	Action
1	Outcome	HIV O-11	HIV O-11 Percentage of people living with HIV who know their HIV status at the end of the reporting period	**N:** 75,661 **D:** 82,166 **%** 92.08% **Year** 2022		**N:** 79,841 **D:** 83,050 **%** 96.14%	**N:** **D:** **%** 95.00%	Provide results
2	Outcome	HIV O-12	HIV O-12 Percentage of people living with HIV and on ART who are virologically suppressed	**N:** 53,107 **D:** 75,553 **%** 70.29% **Year** 2022				Provide results
3	Outcome	TB O-2a	TB O-2a Treatment success rate of all forms of TB - bacteriologically confirmed plus clinically diagnosed, new and relapse	**N:** 6,741 **D:** 7,105 **%** 94.88% **Year** 2022		**N:** 6,776 **D:** 7,132 **%** 95.01%	**N:** 98.0000 **D:** 99 **%** 98.99%	Provide results

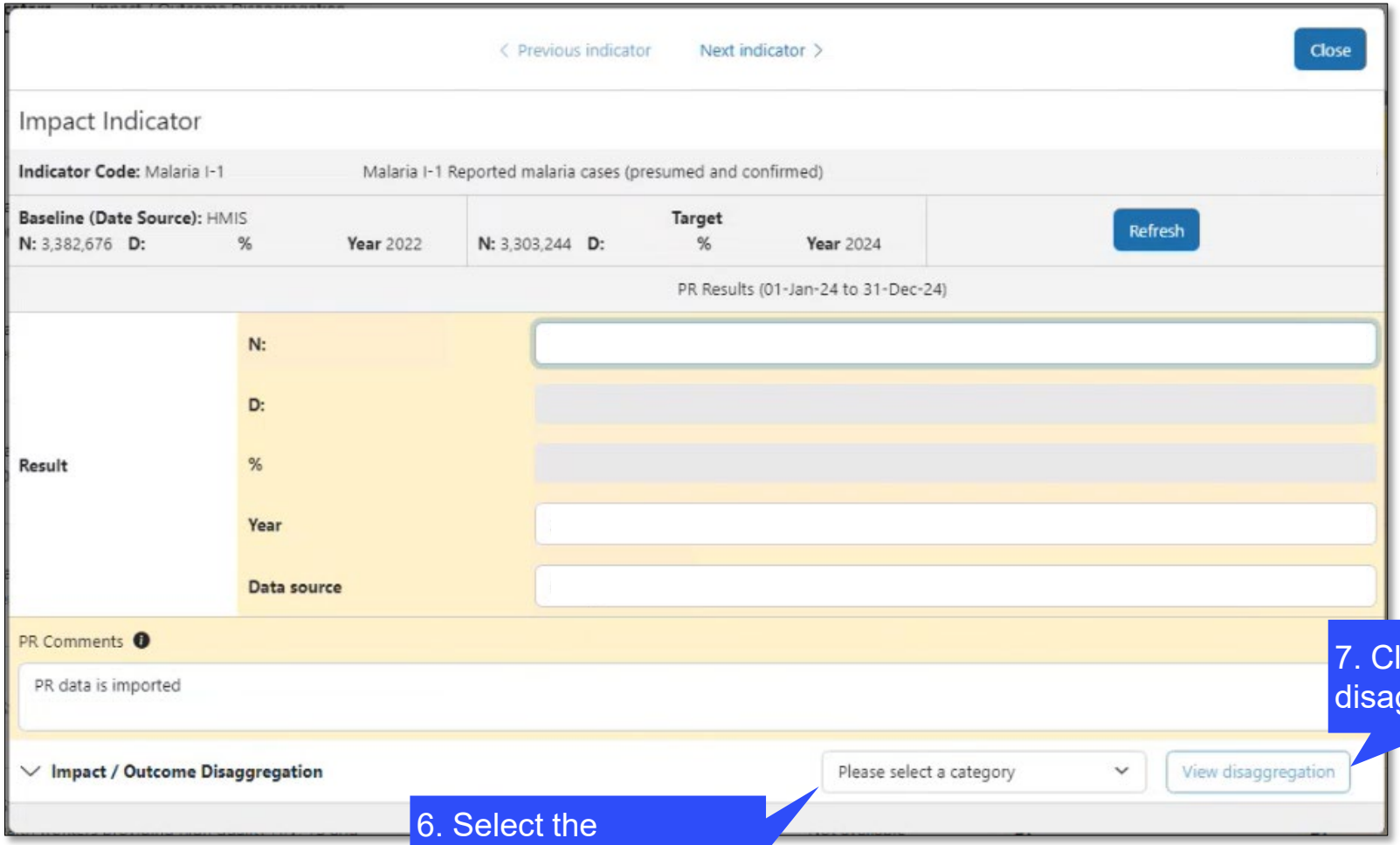
2. Click on the 'Provide results' link

HOW TO Impact and Outcome Indicators



HOW TO

Impact and Outcome Indicators: Disaggregation



7. Click 'View disaggregation'

6. Select the disaggregation category from the drop-down list

Note: This section appears when the indicator requires disaggregated results

HOW TO

Impact and Outcome Indicators: Disaggregation

10. Click ‘Close’ or ‘Next Indicator’ to take you to the next one. The data will save automatically

Click ‘Refresh’ to refresh the data on the page

9. Enter the Numerator [N] and Denominator [D] or percentage, as applicable, and the year and data source for each disaggregation

8. Provide disaggregation comments

Coverage Elementary Indicators

GC7 only

PC	PU	PUDR	Final PU
•	•	•	•

Entering coverage indicator results

Example

$$\frac{60}{100}$$

← *Numerator [N]*

← *Denominator [D]*

Results for the standard coverage indicators in GC7 grants are entered in the "Coverage Elementary Indicator" section of the report, which displays only the required indicators due for reporting. **Numerator [N] and denominator [D]** values for each standard coverage indicator are pre-populated on separate rows, showing their codes and names. To report results, users click on "Provide results" and input data in the white cells on the pop-up page.

Results for standard coverage indicators follow the definitions of numerators and denominators in the Indicator Guidance Sheets and apply to the current reporting period.

Custom indicators included in the GC6 or GC7 PF will be pre-populated in the "Coverage Indicator" section (see Coverage Indicators tab). The numerator and denominators for these indicators will not be shown in the "Elementary Indicator" section.

For each reporting period, results entered for elementary indicators are used to calculate the coverage indicator results, which are displayed in the "Coverage Indicator" section.

Coverage Elementary Indicators

GC7 only

PC	PU	PUDR	Final PU
•	•	•	•

Shared Numerators and Denominators

Numerators and denominators that are common across multiple standard coverage indicators are listed once in the “Coverage Elementary Indicator” section for single data entry. These reported results are reused to construct the respective standard coverage indicators (see Coverage Indicators tab).

- For example, the numerator and denominator for the standard coverage indicators TCS-1.1 and TCS-9 respective, have the same definition: “Number of people on ART at the end of the reporting period”. If both indicators are included in the grant’s PF, only TCS-1.1 [Numerator] appears in the form, requiring one data entry. This result auto-populates and constructs results for both TCS-1.1 and TCS-9 standard coverage indicators in the Coverage Indicator section. See Figure 3 on next slide.

Coverage Elementary Indicators

GC7 only

The N and D values are used to automatically construct the standard coverage indicator result on the coverage indicator tab*.

Figure 3. Example of Coverage Elementary Indicators

El. Code	Elementary coverage indicator	Standard coverage indicator
CM-1a [N]	Number of all suspected malaria cases that received a parasitological test at public sector health facilities	CM-1a: Proportion of suspected malaria cases that receive a parasitological test at **public sector** health facilities.
CM-1a [D]	Number of all suspected malaria cases that present at public sector health facilities	
TCS- 9 [N]	Number of people living with HIV and currently on ART who received 3 – 5 or >6 months of ARV medicine at their most recent ARV medicine pick-up	TCS-9: Percentage of people living with HIV and currently on antiretroviral therapy who are receiving multi month dispensing of antiretroviral medicine.
TCS-1.1 [N]	Number of people on ART at the end of the reporting period	TCS-1.1: Percentage of people on ART among all people living with HIV at the end of the reporting period.
TCS-1.1 [D]	Estimated number of people living with HIV	

One elementary indicator may be used multiple times to construct other standard coverage indicator results

* The coverage indicators that share same elementary indicators (numerators or denominators) are referred to as interlinked indicators. See Annex 3 for the list of interlinked coverage indicators with shared numerator or denominator definitions.

Coverage Elementary Indicators

GC7 only

PC	PU	PUDR	Final PU
•	•	•	•

Box 1. PC and PU/DR forms allow reporting results for interlinked coverage indicators with different scopes of target.

Numerators: All numerator results, whether national or subnational in scope, are entered in the "Coverage Elementary Indicator" section (highlighted in **orange** in Figure 4 on next page).

Denominators: Coverage indicators with shared denominators that have:

- National scope of targets, results are entered in the "Coverage Elementary Indicator" section (highlighted in **orange**).
- Subnational scope of targets, results are entered in the "Coverage Indicator" section (highlighted in **blue** in Figure 4).

Figure 4 illustrates data entry for interlinked indicators with different scopes of target.

Coverage Elementary Indicators

PC	PU	PUDR	Final PU
•	•	•	•

GC7 only

Figure 4: Data entry for interlinked coverage indicators with different scopes of target.

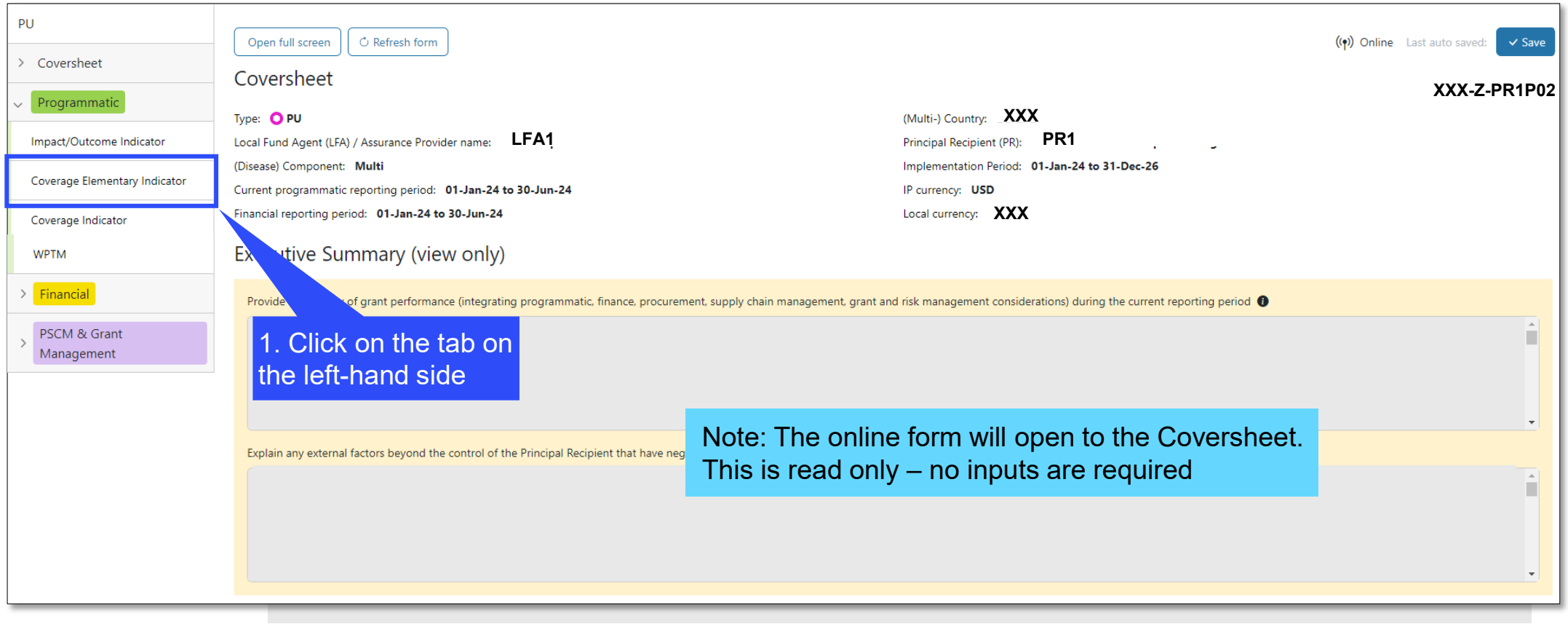
		Interlinked Indicators	Geographic Scope of target	Result numerator	Result denominator
One indicator sub-national	**Example #1**	KP-1a	National, 100% of national target	50	100
		HTS-3a	Sub-national, <100% of national target	20	100
	Example #2	TBDT-1	National, 100% of national target	100	- NA
		TBDT-3a **OR**	Sub-national, 100% of national target	50	100
		TBDT-3a	Sub-national, <100% of national target	30	40
Both indicators sub-national (e.g. results from different geographic areas in the country)	**Example #3**	TB/HIV-7.1	Sub-national, <100% of national target	300	600
		TCS-9	Sub-national, <100% of national target	200	500

Results highlighted in orange:
Remaining results, i.e., all numerators and national denominators will be entered on the elementary indicator pop-up page.

Results highlighted in blue:
Sub-national denominator results will be entered on the coverage indicator pop-up page.

HOW TO Coverage Elementary Indicators

GC7 only



1. Click on the tab on the left-hand side

Note: The online form will open to the Coversheet. This is read only – no inputs are required

HOW TO

Coverage Elementary Indicators

GC7 only

Coverage Elementary Indicator

Errors and Warnings | Check data quality | Data quality check required

Item	Code	Indicator	Results reporting period	Frequency	Country / Scope of Target	Action
1	DRTB-2 [N]	Number of people with bacteriologically confirmed RR-TB and/or MDR-TB notified	01-Oct-24 to 31-Dec-24	Quarterly	Geographic National, 100% of national program target	Provide results
2	DRTB-3 [N]	Number of people with bacteriologically confirmed RR-TB and/or MDR-TB notified and started on second-line treatment regimen during the specified reporting period	01-Oct-24 to 31-Dec-24	Quarterly	Geographic National, 100% of national program target	Provide results
3	DRTB-4 [D]	Number of people with confirmed RR-TB and/or MDR-TB notified in the corresponding cohort period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic National, 100% of national program target	Provide results
4	DRTB-4 [N]	Number of people with confirmed RR-TB/MDR-TB notified in the specified reporting period not started on treatment and/or started on prescribed second-line treatment regimen who were lost to follow-up by the end of month 6 of their treatment	01-Jul-24 to 31-Dec-24	Semesterly	Geographic National, 100% of national program target	Provide results
5	DRTB-5 [D]	Total number of notified people with TB (new and retreatment) in the same reporting period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic National, 100% of national pro	Provide results
6	DRTB-6 [N]	Number of people with TB with drug susceptibility test (DST) results in the specified reporting period	01-Jul-24 to 31-Dec-24	Semesterly	Geographic national pro	Provide results

2. Click on the 'Provide results' link

Note: Any information coming from ADEx integration will automatically show on the landing page and in the pop-up but will not be editable.

HOW TO Coverage Elementary Indicators

GC7 only

Semesterly

< Previous indicator Next indicator > Close

Coverage Elementary Indicator

Indicator Code: DRTB-4 [N]

Number of people with confirmed RR-TB/MDR-TB notified in the specified reporting period not started on treatment and/or started on prescribed second-line treatment regimen who were lost to follow-up by the end of month 6 of their treatment

Scope of Targets: Geographic National, 100% of national program target

Cumulation Type: Non cumulative

	Related Coverage Indicators	S1 Jan-2024 to Jun-2024	S2 Jul-2024 to Dec-2024	
PR Results	DRTB-4			Refresh

4. Click 'Close' and the data will automatically save

3. Enter data in the white cells

Quarterly

< Previous indicator Next indicator > Close

Coverage Elementary Indicator

Indicator Code: DRTB-2 [N]

Number of people with bacteriologically confirmed RR-TB and/or MDR-TB notified

Scope of Targets: Geographic National, 100% of national program target

Cumulation Type: Non cumulative

	Related Coverage Indicators	Q1 Jan-2024 to Mar-2024	Q2 Apr-2024 to Jun-2024	Q3 Jul-2024 to Sep-2024	Q4 Oct-2024 to Dec-2024
PR Results	DRTB-2 DRTB-3				

Coverage Indicators

PC	PU	PUDR	Final PU
•	•	•	•

This section lists all coverage indicators**, including their disaggregations,** due for reporting based on the latest signed PFs.

- It is a view-only section for GC7 standard coverage indicator results with national targets (see section above), pre-populated from the “Coverage Elementary Indicator” section.
- Data entry is done through the “Coverage Elementary indicator” section.

This section serves as the data entry page for both the numerators and denominators of the following types of indicators:

- GC7 custom indicators
- GC7 standard coverage indicators with sub-national denominators
- GC6 HIV, TB, malaria and RSSH indicators (standard and custom indicators)
- GC6 and GC7 standard indicator disaggregation
- C19RM indicators

Results entry: at the time of PU

The coverage indicator landing page shows total S1 results for all standard and custom coverage. Users can:

- Enter the Q2 results for quarterly-reported indicators
- Enter S1 results for semesterly-reported indicators
- Update Q1 results for quarterly-reported indicators. PRs <u>must</u> provide a specific explanation / justification on the correction made in the comment box for the specific indicators.

Coverage Indicators

PC	PU	PUDR	Final PU
•	•	•	•

Results entry: at the time of PUDR

For High Impact and Core portfolios: The coverage indicator landing page initially displays total S2 results for all standard and custom coverage indicators. Key features include:

- "Calculate Annual Results" button (top left) beside the toggle to show S2 and Annual Achievement ratios (Note: the user needs to click this button after any updates to display the results entered in the form).
- Users can:
  - Enter Q4 results for quarterly-reported indicators.
  - Enter S2 results for semesterly-reported indicators.
  - Update results for Q1, Q2 and Q3 (quarterly-reported). PRs must provide a specific explanation / justification on the correction made in the comment box for the specific indicators.
  - Update S1 results (semesterly-reported). PRs must provide a specific explanation / justification on the correction made in the comment box for the specific indicators.

Comments section

Users can add comments and performance analysis for the reporting period, including:

- Explain performance, especially if over- or underperforming:
  - At national level
  - At subnational level (by district – e.g., five best and worst performing);
  - By implementation service provider (e.g., SR);
  - Trends over time and compared to the same period last year; and
- Planned mitigation actions to strengthen implementation.

Coverage Indicators

PC	PU	PUDR	Final PU*
		•	•

Disaggregation

The Coverage Indicator Disaggregation landing page is view-only and displays disaggregated results for indicators requiring disaggregation in the PUDR.

Entering Disaggregated Results

- Navigate to the Coverage Indicators landing page and click on “Provide results” for the relevant indicator.
- In the pop-up page, select the disaggregation “Category” from the drop-down list and click on the “View disaggregation” button. Enter the total annual disaggregated results below the aggregate coverage indicator results
- Provide numerator [N], denominator [D] or percentage results (as applicable) along with the data source for the required disaggregation in the designated fields.

Adding context

Use the comments box below each disaggregation category to provide:

- Data source for reported results;
- Contextual explanations for the results;
- Observed trends or patterns;
- Insights into data quality.

* Tab not applicable for C19RM only grants.

HOW TO Coverage Indicators

PU

- Coversheet
- Programmatic
  - Impact/Outcome Indicator
  - Coverage Elementary Indicator
  - Coverage Indicator
  - WPTM
- Financial
- PSCM & Grant Management

Open full screen | Refresh form | Online | Last auto saved: | Save

Coversheet

XXX-Z-PR1P02

Type: PU
Local Fund Agent (LFA) / Assurance Provider name: **LFA1**
(Disease) Component: **Multi**
Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**
Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**
Principal Recipient (PR): **PR1**
Implementation Period: **01-Jan-24 to 31-Dec-26**
IP currency: **USD**
Local currency: **XXX**

Executive Summary (view only)

Provide a summary of grant performance (integrating programmatic, finance, procurement, supply chain management, grant and risk management considerations) during the current reporting period

Explain any external factors beyond the control of the Principal Recipient that have negatively impacted quality and timely grant delivery during the reporting period

1. Click on the tab on the left-hand side

Note: The online form will open to the Coversheet. This is read only – no inputs are required

HOW TO Coverage Indicators

Coverage Indicator

XXX-Z-PR1P02

Errors and Warnings

56 Warnings

Coverage Indicators | Coverage Indicators Disaggregation

View Achievement Ratio: S2 / Annual | Calculate Annual Results

Note: You can switch between Coverage Indicators and the Disaggregation landing page (read only)

Note: You can choose to view S2 and annual results & achievement ratio. Then, you must click on the "Calculate Annual results" button to re-calculate the data and display this information.

Item	Indic	Indicator	Cumulation Type	Baseline		Baseline data source & year	Target		Results		Achievement ratio	Action
			ulative	N: D: %	736,746 736,891 99.98%	DHIS2 2022	N: D: %	401,533 401,613 99.98%	N: D: %	100,655 108,774 92.54%	92.55%	Provide results
		parasitological test in the community	ulative	N: D: %	198,364 198,387 99.99%	DHIS2 2022	N: D: %	100,161 100,171 99.99%	N: D: %			Provide results
3	CM-2a	CM-2a Proportion of confirmed malaria cases that received first-line antimalarial treatment at public sector health facilities	Non cumulative	N: D: %	91,658 92,279 99.33%	DHIS2 2022	N: D: %	30,163 30,468 99.00%	N: D: %			Provide results

HOW TO Coverage Indicators

Note: If you have a GC7 grant and entered data in the Coverage Elementary Indicators tab, the results data will automatically populate to the corresponding indicators in this tab

Coverage Indicator

Errors and Warnings | Check data quality | Data quality check required

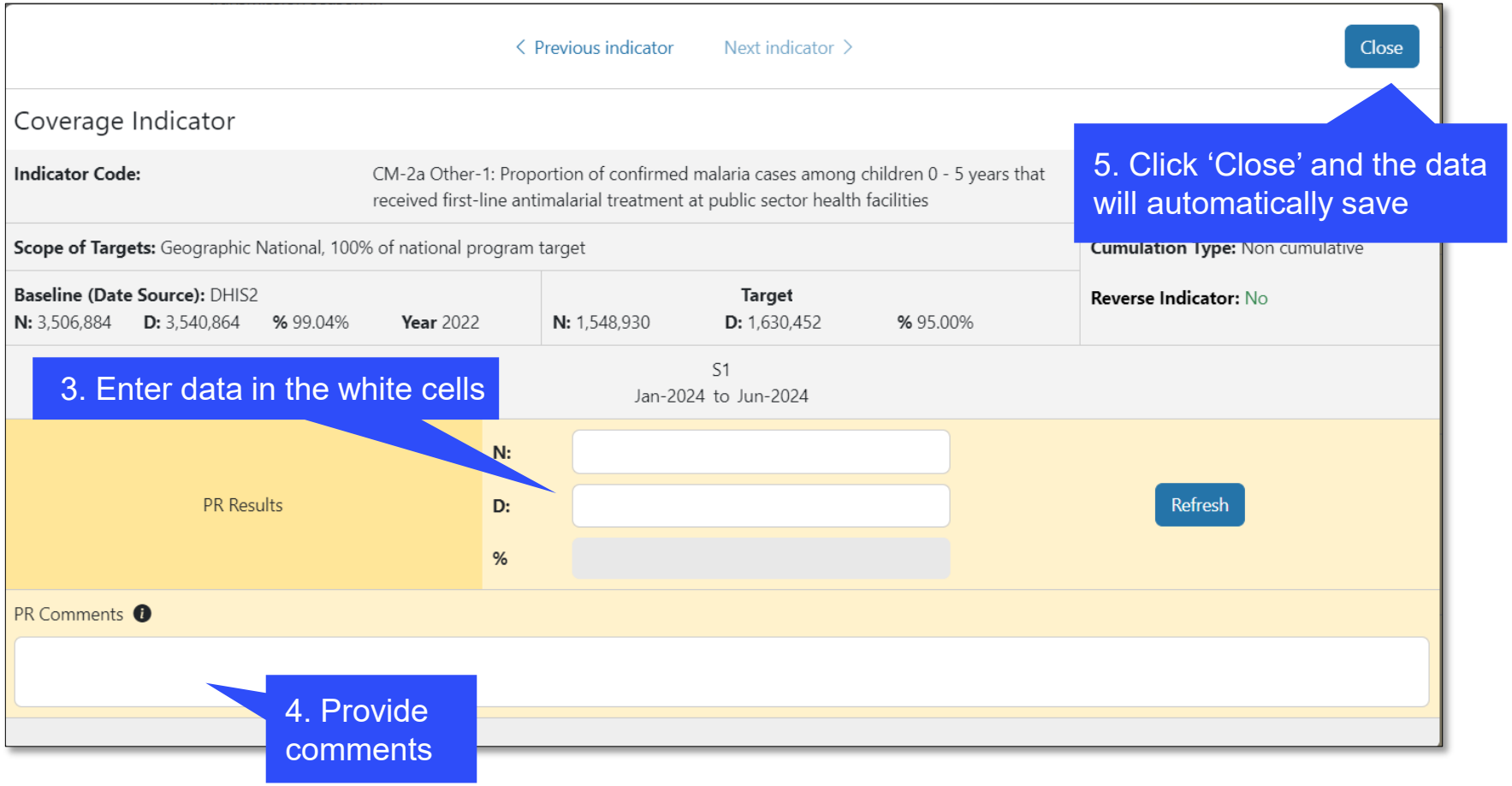
Item	Indicator Code ↑	Indicator	Cumulation Type	Baseline	Baseline data source & year	Target	Results	Achievement ratio	Action
1	CM-1a	CM-1a Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities	Non cumulative	N: 736,746 D: 736,891 % 99.98%	DHIS2 2022	N: 401,533 D: 401,613 % 99.98%	N: 100,655 D: 108,774 % 92.54%	92.55%	Provide results
2	CM-1b	CM-1b Proportion of suspected malaria cases that receive a parasitological test in the community	Non cumulative	N: 198,364 D: 198,387 % 99.99%	DHIS2 2022	N: 100,161 D: 100,171 % 99.99%	N: D: %		Provide results
3	CM-2a	CM-2a Proportion of confirmed malaria cases that received first-line antimalarial treatment at public sector health facilities	Non cumulative	N: 91,658 D: 92,279 % 99.33%	DHIS2 2022	N: 30,163 D: 30,468 % 99.00%	N: D: %		Provide results

2. Click on the 'Provide results' link

Note: Any information coming from ADEx integration will automatically show on the landing page and in the pop-up but will not be editable.

HOW TO Coverage Indicators

Data entry for specific types of indicators referred to on the first Coverage Indicator page:



HOW TO Coverage Indicators: Disaggregation

Previous indicator | Next indicator | Close

Coverage Indicator

Indicator Code: CM-1a — CM-1a Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities — **XXX-Z-PR1P02**

Scope of Targets: Geographic National, 100% of national program target — **Cumulation Type:** Non cumulative

Baseline (Date Source): 2022 Annual Report — **N:** 2,479,843 **D:** 2,574,160 % 96.34% **Year** 2022

Target — **N:** 1,361,383 **D:** 1,361,383 % 100.00%

Reverse Indicator: No

	Related Elementary Indicators	Q1 Jan-2024 to Mar-2024	Q2 Apr-2024 to Jun-2024	S1 Jan-2024 to Jun-2024	Q3 Jul-2024 to Sep-2024	Q4 Oct-2024 to Dec-2024	S2 Jul-2024 to Dec-2024	Annual Jan-2024 to Dec-2024
PR Results	CM-1a [N]	N 1,000	N 1,000	N 2,000	N 1,000	N 1,000	N 2,000	N 4,000
	CM-1a [D]	D 2,000	D 2,000	D 4,000	D 2,000	D 2,000	D 4,000	D 8,000
		% 50.00	% 50.00	% 50.00	% 50.00	% 50.00	% 50.00	% 50.00

Refresh

PR Comments

Coverage Indicator Disaggregation — Please select a category — View disaggregation

7. Click 'View disaggregation'

6. Select the disaggregation category from the drop-down list

Note: This section appears when the indicator requires disaggregated results

HOW TO Coverage Indicators: Disaggregation

< Previous indicator Next indicator > Close

Coverage Indicator

Indicator Code: CM-1a CM-1a Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities

Scope of Targets: Geographic National, 100% of national program target **Cumu**

Baseline (Date Source): 2022 Annual Report
N: 2,479,843 **D:** 2,574,160 **%** 96.34% **Year** 2022

Target
N: 1,361,383 **D:** 1,361,383 **%** 100.00%

Reverse Indicator: No

	Related Elementary Indicators	Q1 Jan-2024 to Mar-2024	Q2 Apr-2024 to Jun-2024	S1 Jan-2024 to Jun-2024	Q3 Jul-2024 to Sep-2024	Q4 Oct-2024 to Dec-2024	S2 Jul-2024 to Dec-2024	Annual Jan-2024 to Dec-2024
PR Results	CM-1a [N]	N 1,000	N 1,000	N 2,000	N 1,000	N 1,000	N 2,000	N 4,000
	CM-1a [D]	D 2,000	D 2,000	D 4,000	D 2,000	D 2,000	D 4,000	D 8,000
		% 50.00	% 50.00	% 50.00	% 50.00	% 50.00	% 50.00	% 50.00

Refresh

PR Comments

Coverage Indicator Disaggregation Testing type View disaggregatio

	Required Disaggregation		PR Results
Result	Rapid diagnostic test	N:	
		D:	
		%	
		Data source	
		Comments	

10. Click 'Close' or 'Next Indicator' to take you to the next one. The data will save automatically.

Click 'Refresh' to refresh the data on the page

8. Enter the Numerator [N] and Denominator [D] or percentage, as applicable, and the data source for each disaggregation

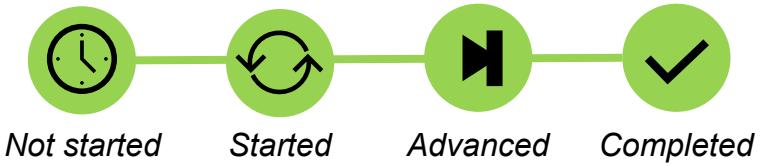
9. Provide disaggregation comments

Work Plan Tracking Measures

PC	PU	PUDR	Final PU
•	•	•	•

For Pulse Checks: this tab applies for GC6+C19RM or C19RM only

Progress on Work Plan Tracking Measures (WPTMs) included in the grant PF is reported through the “Work Plan Tracking Measures” section. All WPTMs across all portfolios and grant types due for reporting are pre-populated in the form.



For each WPTM, select progress status (Not started, Started, Advanced, Completed) and provide a comment with a performance analysis. Include:

- Progress made and results achieved
- Reasons for deviation from workplan activities and milestones (where applicable)
- Catch-up plans and any other contextual information

The WPTM score will auto-calculate based on the selected statuses.

HOW TO WPTMs

For Pulse Checks: this tab applies for GC6+C19RM or C19RM only

PU

- Coversheet
- Programmatic
  - Impact/Outcome Indicator
  - Coverage Elementary Indicator
  - Coverage Indicator
  - WPTM
- Financial
- PSCM & Grant Management

Open full screen | Refresh form | Online | Last auto saved: | Save

Coversheet

XXX-Z-PR1P02

Type: PU

Local Fund Agent (LFA) / Assurance Provider name: LFA1

(Disease) Component: Multi

Current programmatic reporting period: 01-Jan-24 to 30-Jun-24

Financial reporting period: 01-Jan-24 to 30-Jun-24

(Multi-) Country: XXX

Principal Recipient (PR): PR1

Implementation Period: 01-Jan-24 to 31-Dec-26

IP currency: USD

Local currency: XXX

Executive Summary (view only)

Provide a summary of grant performance (integrating programmatic, finance, procurement, supply chain management, grant and risk management considerations) during the current reporting period

Explain any external factors beyond the control of the Principal Recipient that have negatively impacted quality and timely grant delivery during the reporting period

1. Click on the tab on the left-hand side

Note: The online form will open to the Coversheet. This is read only – no inputs are required

HOW TO WPTMs

For Pulse Checks: this tab applies for GC6+C19RM or C19RM only

WPTM

XXX-Z-PR1P02

Errors and Warnings | Check data quality | Data quality check required

Item	Intervention	Activity	Milestone / Targets	Criteria for Completion	Progress Status	Score	PR Comments
1	Facility-based testing for key population (KP) programs	Explore feasibility/detailed modalities for the provision of HIV/syphilis testing services to female prisoners in 6 provinces an ensure HIV services are functional for females in the prisons		0 (not started): No progress is shown toward achieving the milestone 1 (started): Key prison authorities were identified, and coordination meetings were conducted to ensure HT service female prisoners. from the meetings 2 (advancing): conducting and reporting on HTM activities among female prisoners obtained 3 (completed): Action plan to roll out the HT programs in female prisons drafted and endorsed by the prison authorities	Select		
2	TB screening and diagnosis	Explore feasibility/detailed modalities for the provision of TB screening to female prisoners in 14 prisons and ensure TB screening services are functional for females in	Coordination with the prison authorities for permission of female staff to work in prisons	0 (not started): No progress is shown toward achieving the milestone 1 (started): Key prison authorities were identified, and coordination meetings were conducted to ensure HT service delivery to female prisoners. Reports/minutes from the meetings are available 2 (advancing): Approval for conducting and reporting on HTM activities among female prisoners obtained.	Select		

2. Select the Progress Status from the dropdown menu

3. Provide comments

Check Data Quality

To ensure PR submissions are accurate and complete upon submission

Data Quality Checks are a set of automated actions that the system performs to flag irregularities. The checks aim to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in Partner Portal:

Error

- Alerts when the data does not comply with validation rule
- Does not allow PR to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form

Warning

- Flags the system user to check if the data captured is correct or contains a potential error.
- Requires a justification comment if the warning is overruled.
- Allows PR to proceed and submit.

Note: For programmatic results, only enter a ‘0’ when the result is zero. If the result is not (yet) available, leave the cell blank and provide a justification.

Programmatic Errors

Example

$$\frac{60}{100}$$

Numerator [N]

Denominator [D]

Errors require the **correction** of inputted values for users to proceed.

- These rules check that the related indicators have the **same values**.
- The system does not save data or allow form to be submitted **if the values are not the same**.

Illustrative list

Programmatic Error Messages	Action Required	Type
CM-8 Denominator should be equal to CM-7 denominator	Update the value(s) accordingly	Error
DRTB-3 denominator should be equal to DRTB-2 numerator		
HTS-5 Numerator cannot be more than TCS-1.1 numerator		
TBDT-4 Denominator should be equal to TBDT-1 numerator		
TCS-9 Denominator should be equal to TCS-1.1		
VT-2 Denominator cannot be greater than denominator for VT-1		
TB/HIV-5 denominator should be equal to TBDT-1 numerator		
VT-2 Denominator should be equal to TCS-10 denominator		

Programmatic Warnings

Example

$$\frac{60}{100}$$

Numerator [N]

Denominator [D]

Warnings require **correction** or a **justification comment** to allow users to proceed.

Illustrative list

Programmatic Warning Messages	Action Required	Type
Missing results (numerators and/or % results)	Enter a value or provide a justification comment	Warning
If N is greater than D for Percentage indicators	Update the value(s) or provide a justification comment	
If CM-2a Numerator more than CM-1a Numerator		
If CM-2b Numerator more than CM-1b Numerator		
If CM-2c Numerator more than numerator of CM-1c		
If TB/HIV-7.1 Denominator is not equal to TCS-1.1 Numerator		

HOW TO Check Data Quality

1. Click' Check data quality'. On the right you will see the number of errors and warnings.

Open full screen | Refresh form | Online | Last auto saved: | Save

Coverage Elementary Indicator

XXX-Z-PR1P02

Errors and Warnings | Check data quality | 5 Warnings

Field details	Description of warning or error	Justification
TBDT-1 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-4 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [D]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
DRTB-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments

HOW TO Check Data Quality

2. Click the down arrow to view all errors and warnings

3. View the description of the error/warning and take the required action

Open full screen | Refresh form | Online | Last auto saved: | Save

Coverage Elementary Indicator

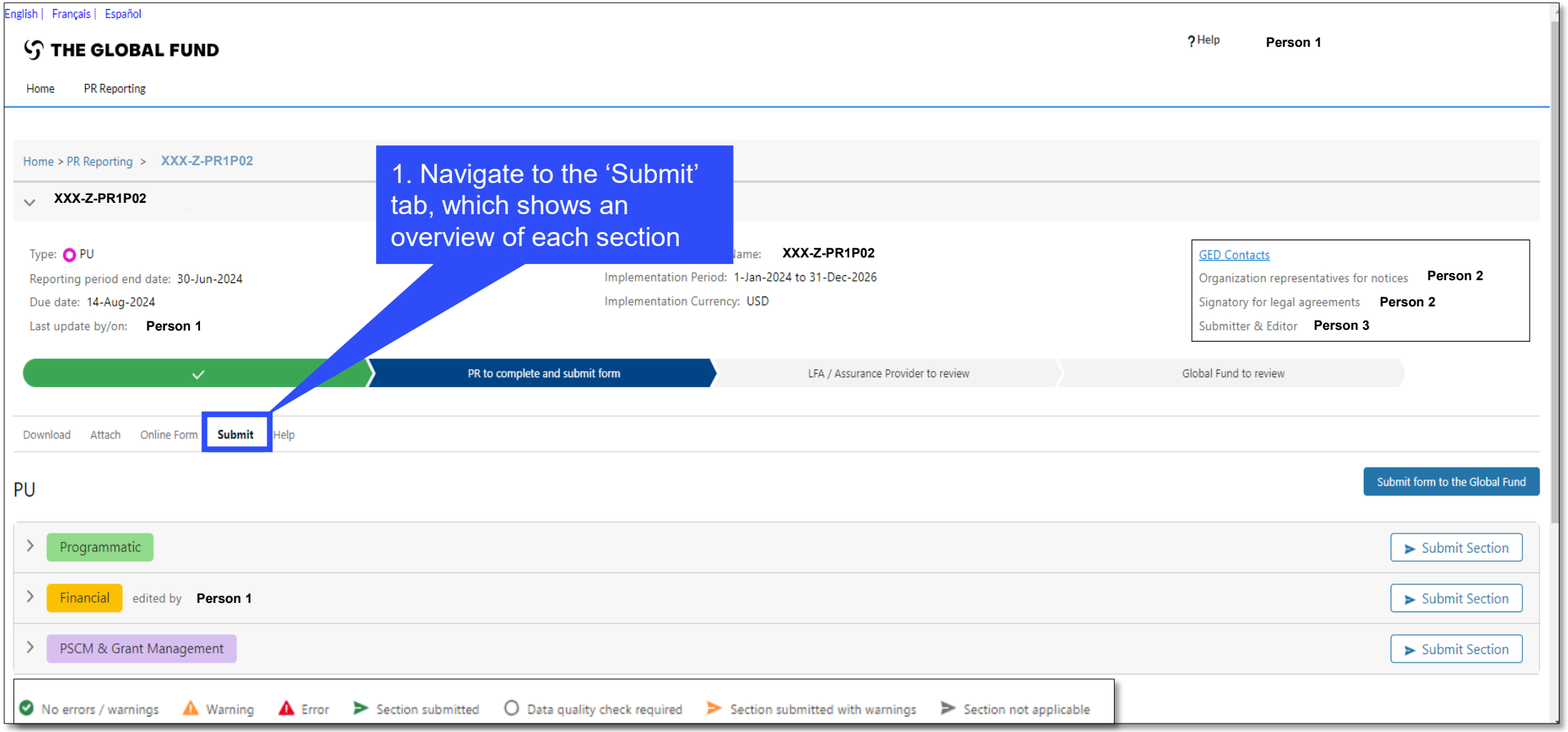
XXX-Z-PR1P02

Errors and Warnings | Check data quality | 5 Warnings

Field details	Description of warning or error	Justification
TBDT-1 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-4 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [D]	The result should not be blank. E	ase add your comments
DRTB-2 [N]	The result should not be blank. E	ase add your comments

4. This space is only for justification comments. If results need to be adjusted, adjust them in the cell where they were entered.

HOW TO Submit Section



HOW TO Submit Section

2. Click the down arrow to expands the section and see a summary of each tab

4. Once all tabs in all sections are ready to submit, click the blue button to submit the entire form to the Global Fund

3. Click the white 'Submit Section' button to submit the individual section to the Global Fund

PUDR

Submit form to the Global Fund

Programmatic — Submit Section

Subsection	Info	
Impact/Outcome Indicator	No errors / warnings	Go to section
Coverage Elementary Indicator	No errors / warnings	Go to section
Coverage Indicator	No errors / warnings	Go to section
WPTM	No errors / warnings	Go to section

Example: All programmatic tabs have been checked and have no errors/warnings – this section is ready to submit

Financial — Submit Section

PSCM & Grant Management — Submit Section

Subsection	Info	
Health Products	Data quality check required	Go to section
Grant & Risk Management	Data quality check required	Go to section
Self Assessment	Data quality check required	Go to section

Example: The tabs in the PSCM & Grant Management section require data quality checks before submission

No errors / warnings | Warning | Error | Section submitted | Data quality check required | Section submitted with warnings | Section not applicable

THE GLOBAL FUND

FINANCIAL REPORTING

- Overview
- Mode of Data Entry
- Report Content
- Check Data Quality
- Submit Section

Section	PC	PU	PUDR	Final PU	FCR
Cash Reconciliation	•	•	•	•	•
Open Advances	•	•	•	•	•
SR Cash Reconciliation			•	•	•
Commitments & Obligations			•	•	•
Commitments & Obligations Listings				•	•
Expenditure Report		•	•	•	•
Triangulation Controls			•	•	•
Tax Reporting			•	•	•
Non-compliant Expenditures		•	•	•	•
Forecast report			•		
Disbursement Request			•		

Overview

Financial reporting provides the Global Fund a minimum set of reliable information on the implementation of grants. This financial information is important:

To assist grant management: Having financial breakdowns and variance analyses and being able to link financial information to programmatic performance, strengthens the ability to make informed funding and investment decisions (e.g. allocations, annual funding decisions and disbursements).

To pinpoint areas of financial risk: Tracking expenditures against gets also enables an analysis of financial risks across the grant portfolio. For example, where is the largest proportion of funds being allocated and used? Are the funds being spent in the planned areas in a timely manner? Are there any bottlenecks that impact absorption and program implementation (such as in procurement)?, etc.

For external reporting and resource mobilization: Being able to demonstrate the efficiency of Global Fund investments and that funding is spent in line with the approved Global Fund grant agreement to achieve maximum impact in the disease program is critical for Board/donor reporting and resource mobilization and the next replenishment.

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Financial
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Commit. & Oblig. Listing
Triangulation Controls
Tax Reporting
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Disbursement Request
Check Data Quality
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Resources
Technical Support

Overview

Data-driven decision-making for early intervention: Quality data to enable the rapid generation, analysis and use of disaggregated data for maximum impact.

For transparency and accountability: Being able to accurately report on the use of funds to donors, the general public, and other stakeholders in an efficient and timely manner is one of the core principles of the Global Fund.

The information reported in the financial sections is based on the PR's accounting and other program records, and on those of SRs. It is supported by relevant breakdowns, schedules, summaries, and notes based on the financial, accounting and management systems used.

Supporting documents must be made available for review of the Global Fund and the LFA. Where applicable, supporting documentation can be included in the annexes.

The PR is not expected to replace existing accounting and financial information systems or create parallel systems but is required to adapt, as needed, accounting and financial information from existing systems to meet the Global Fund's requirements.

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Overview

As part of its financial reporting requirements, the Global Fund is required to provide periodic financial information to its donors, Board and other stakeholders. Throughout the grant life cycle, different financial reports are provided on a quarterly basis, namely the Pulse Check (PC), the Progress Update (PU), the Progress Update and Disbursement Request (PUDR) and the Financial Closure Report (FCR)*.

All figures are to be reported in Grant Currency, as stipulated in section 3.6 of the Grant Confirmation.

Cover Sheet

Errors and warnings

The first part of the coversheet provides a summary of all errors and warnings with the links to the relevant sections where these have been identified for ease of correction, if any, by the PR (see Tab on Check Quality Data).

Financial Summary

This section provides the cash balance at the end of the period and also the time lapsed since the start of the IP.

* The content of the financial information requested for each quarter may be revised by the Global Fund. Additional sub-tabs will appear in the “Financial Reporting” tab as needed.

Overview

Exchange Rates

The third part contains the applicable exchange rates applicable to the reporting period as follows:

Item 1 - "Exchange rate to convert opening cash balance"

This is the rate used to convert opening cash balances denominated in currencies other than the grant currency. This corresponds to the rate used to convert closing balances of the previous reporting period.

Item 2 - "Exchange rate to convert closing cash balance"

This is the spot rate at the end of the reporting period used to convert closing cash balances denominated in currencies other than the grant currency.

Item 3 - "Exchange rate to convert total PR cash outflow for the reporting period"

Expenditures incurred in a currency other than the grant currency are to be translated into the grant currency using the spot rate applicable on the day of each transaction. If the use of daily rates is not practical, the average exchange rate (monthly or quarterly) for the reporting period is to be used. The source and actual exchange rates used in the calculations are to be disclosed. The exchange rate applied for expenditures (which is inclusive of commitments) is the same rate applied for converting cash outflows.

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Overview

Please note: In cases of significant currency rate fluctuations, a separate average exchange rate is to be calculated each month. Monthly average exchange rates can be obtained or calculated from the country's central/national bank or other official sources (e.g., the International Monetary Fund or other international financial institutions).

Item 4 - "Comments on Exchange rates":

This field is provided for the PR to give contextual information on the rates of exchange used, including sources and arbitrations made.

Overview

Key Definitions

The Allocation Utilization Period (AUP): The period (usually three years) during which the country allocation per disease component can be utilized to implement a grant.

Financial commitment: A current contractual obligation to pay a specified amount against goods and services already received i.e., the goods/services have been received before the reporting period end date; however, the related payment is not yet made (all or partial) either due to delay in/non-receipt of invoices, use of favorable payment terms or prolonged payment process. Financial commitments mainly include accounts payable and creditors.

Financial obligation: A current contractual obligation to pay an agreed amount (as per signed contract and/or Purchase Order) to a third party for the provision of goods/services at a certain point of time in the future, i.e., goods or services are yet to be received.

The PR is required to share any additional information that can improve understanding of the reported financial information. The PR is also required to make every possible effort to facilitate the work of the LFA during its program review and verification process, whether it's done on-site (PR's premises) or remotely.

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Overview

Special Cases

If any of the special cases outlined below apply to a grant, the PR explicitly discloses the nature of the situation and any departures from these guidelines in their reporting.

1. Restatement of financial information reported previously for the same implementation period, as stipulated in section 3.7 of the Grant Confirmation.

In certain cases, past expenditure and budget information reported in one or several previous PU/DR(s) need to be updated to correct material errors, such as erroneous exchange rate assumptions, ineligible transactions* or arithmetic errors.

Adjustments must be made in the subsequent PU/DR to correct the reported cumulative and actual expenditure, disbursements to SRs and budget amounts can require updating current cash balances. Such adjustments are done in the current reporting period column of the subsequent PUDR and not directly in the cumulative period column.

Following such adjustments, the PR is required to issue an official letter or provide a copy of the note to file duly approved by the accountable official of the PR to the Global Fund indicating the correct cumulative and actual cash outflow and budget amounts, as well as a description of the adjustments and reasons for these adjustments.

* For purposes of PUDR reporting, ineligible transactions include both non-compliant expenditure as defined in section 2.5.1 of the Global Fund Guidelines for Grant Budgeting and/or income, foreign exchange and any other adjustments required to arrive at the accurate cash position.

Overview

Special Cases (Cont.)

2. Reporting under fiduciary agency (including fiscal agent) arrangements

Reporting for a grant that utilizes the services of a fiduciary or management agency is no different from reporting under regular grants managed directly by a PR. All budgets, actual expenditures, revenues, disbursements, and other financial information related to the grant are to be reported as though directly managed by the PR, even if, for example, some expenditures and cash balances are to be found at the fiduciary or management agency level.

PR Reporting in the Partner Portal – Data Entry

1

Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2

Enter data into supporting Excel* and **attach and import** data into the online form

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach the supporting Excel in the 'Attach' tab in the Portal
4. Select the section(s) to be imported into the online form. The Excel can be imported multiple times.

3

Copy/Paste** data from a working Excel into online form using Data Import Wizard

1. Enter data into a working Excel
2. Select and copy data (columns, rows, or worksheets)
3. Paste data into the online form using Data Import Wizard
4. Review pasted data

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

Check Data Quality needs to be completed after any mode of data entry.

* Requires Microsoft Excel version 2019 or newer.
** Data Import Wizard is only available for Cash Reconciliation and Expenditure Report.

PR Reporting in the Partner Portal – Data Entry

1 Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2 Enter data into supporting Excel and **attach and import** data into the online form

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3 Copy/Paste** data from a working Excel into online form using Data Import Wizard

1. Enter data into a working Excel
2. Select and copy data (columns, rows, or worksheets)
3. Paste data into the online form using Data Import Wizard
4. Review pasted data

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Check Data Quality needs to be completed after any mode of data entry.

HOW TO Data Entry: Direct Entry (Recommended)

Direct data entry is explained in each content tab

PU

- Coversheet
- Programmatic
- Financial
- PSC Grant

Click to expand and the tabs below appear

- Financial
  - **Coversheet**
  - Cash Reconciliation
  - Open Advances
  - Expenditure Report
  - Non-compliant Expenditures

Open full screen | Refresh form

Online Last auto saved: Save

Cover Sheet

XXX-Z-PR1P02

Type: **PU**

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

(Disease) Component: **Tuberculosis**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**

Principal Recipient (PR): **PR1**

Implementation Period: **01-Jan-21 to 31-Dec-23**

IP currency: **USD**

Local currency: **XXX**

Executive Summary (view only)

Provide a summary of grant performance (integrating programmatic, finance, procurement, supply chain management, grant and risk management considerations) during the current reporting period

2. Explain any external factors beyond the control of the Principal Recipient that have negatively impacted quality and timely grant delivery during the reporting period

Forward-looking assessment of expected implementation progress by module for the coming reporting period

Item	Module
No data available	

Check Data Quality needs to be completed after any mode of data entry.

PR Reporting in the Partner Portal – Data Entry

1

Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2

Enter data into supporting Excel* and **attach and import** data into the online form

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach the supporting Excel in the 'Attach' tab in the Portal
4. Select the section(s) to be imported into the online form. The Excel can be imported multiple times.

3

Copy/Paste** data from a working Excel into online form using Data Import Wizard

1. Enter data into a working Excel
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4. Review pasted data

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

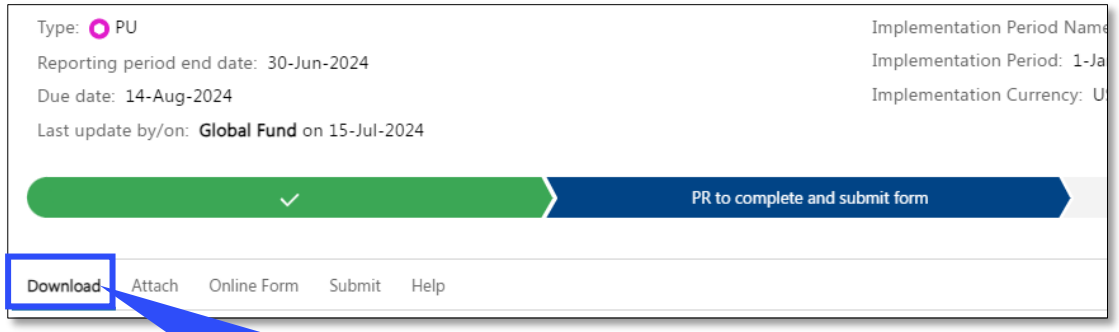
Check Data Quality needs to be completed after any mode of data entry.

* Requires Microsoft Excel version 2019 or newer.

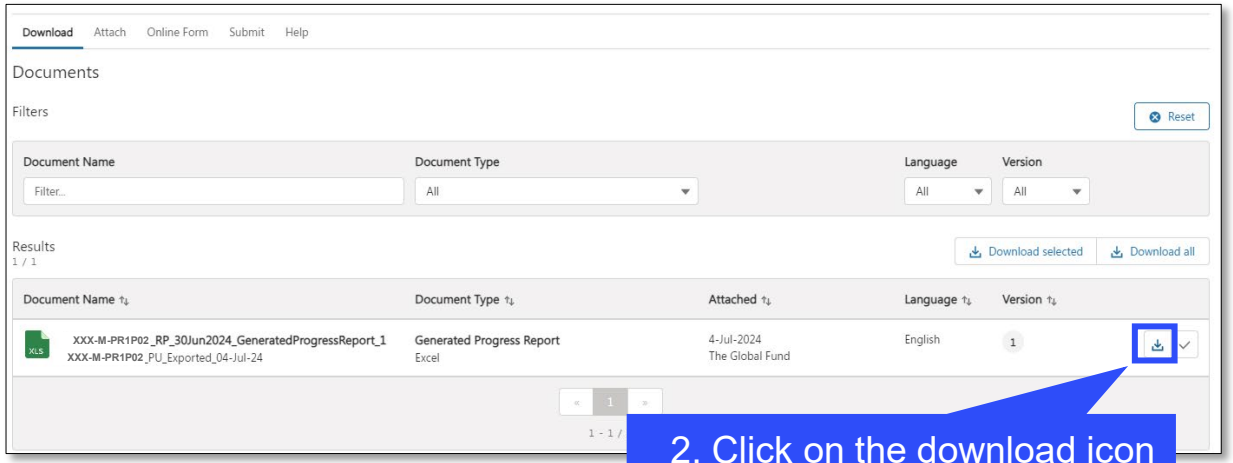
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



1. Click on the 'Download' tab to access the supporting Excel



2. Click on the download icon to access the supporting Excel

HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data

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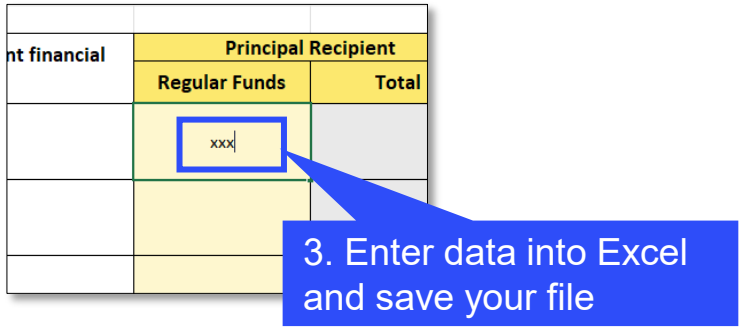

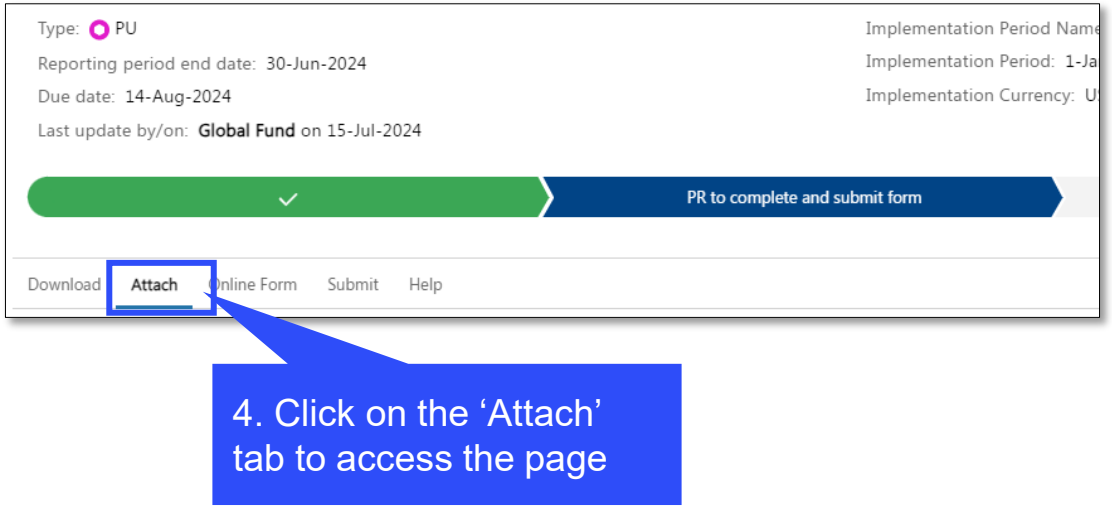

HOW TO

Data Entry Using the Supporting Excel

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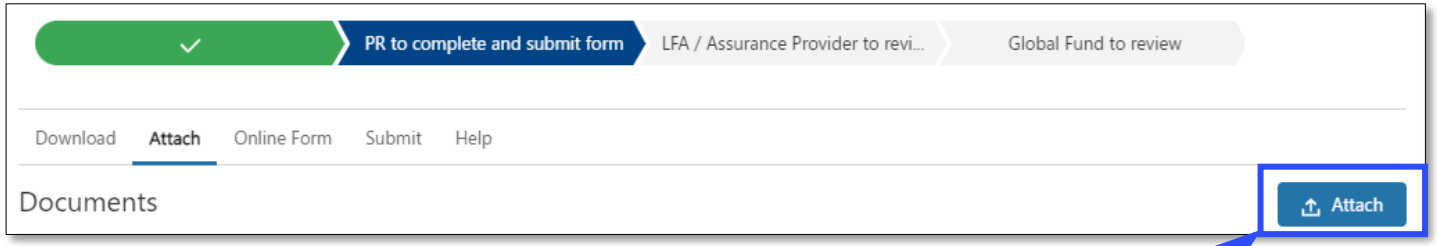
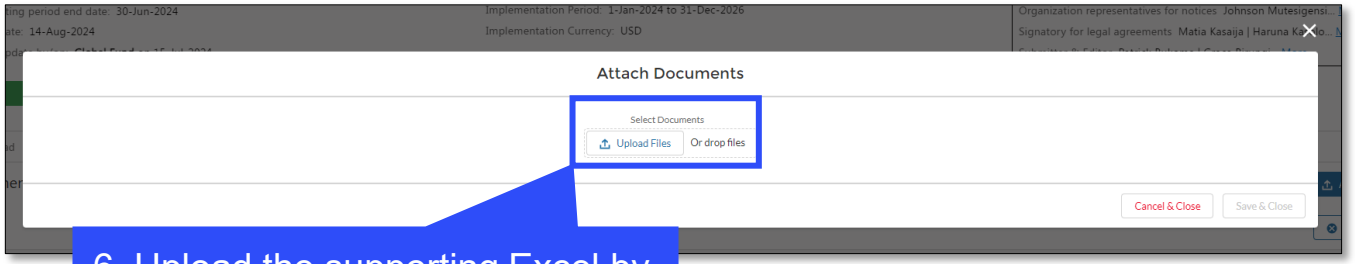


5. Click on the 'Attach' button to open the pop-up window



6. Upload the supporting Excel by either clicking "Upload Files" and selecting it in your directory or by dropping the file in the window

HOW TO

Data Entry Using the Supporting Excel

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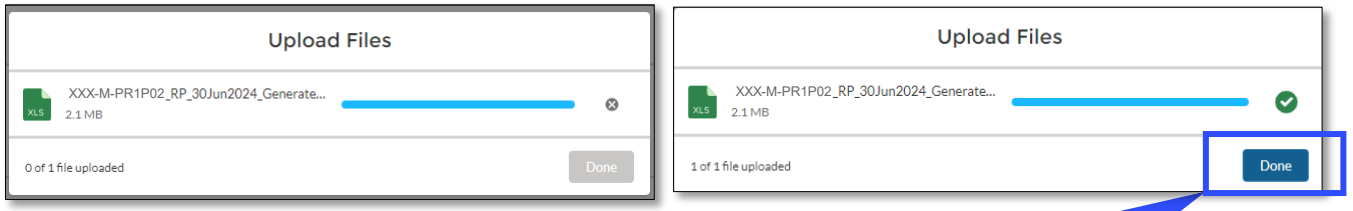
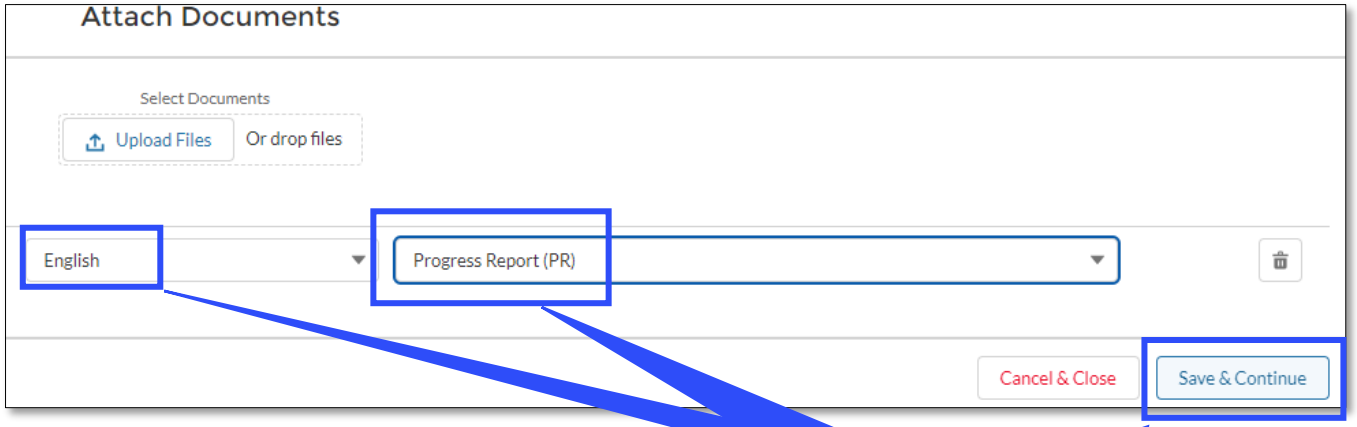
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



7. Once uploaded, click on 'Done' to close the window



8. Select the language and type of document before clicking 'Save & Continue'

HOW TO

Data Entry Using the Supporting Excel

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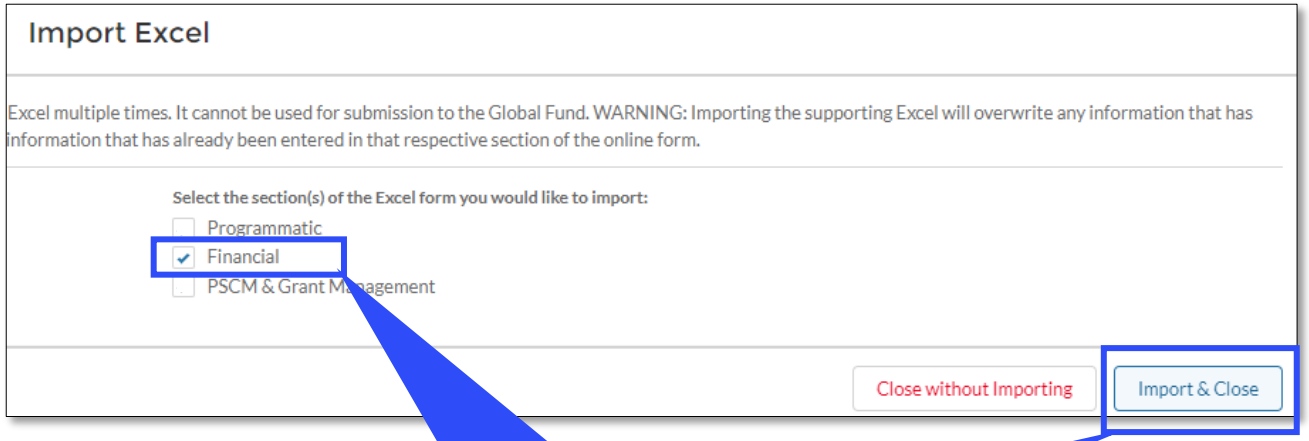
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



9. Select the section of the form you want to import to the partner portal and click on 'Import & Close'

PR Reporting in the Partner Portal – Data Entry

1

Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2

Enter data into supporting Excel and **attach and import** data into the online form

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3. Attach the supporting Excel in the 'Attach' tab in the Portal
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3. Paste data into the online form using Data Import Wizard
4. Review pasted data

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

** Data Import Wizard is only available for Cash Reconciliation and Expenditure Report

Check Data Quality needs to be completed after any mode of data entry.

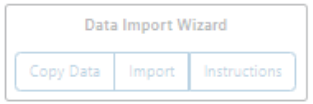
HOW TO

Data Entry – Copy/Paste* Using Data Import Wizard

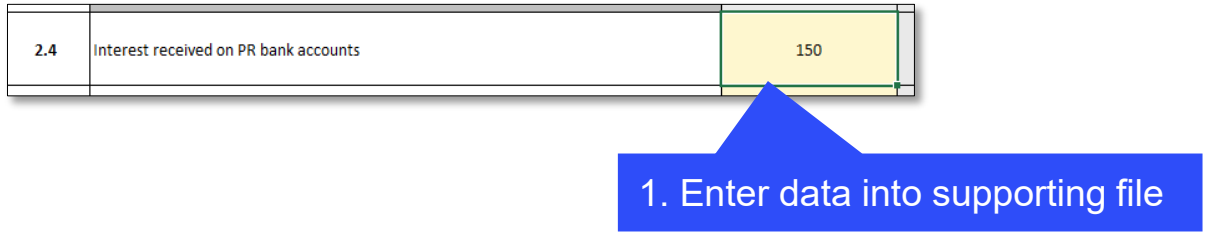
1. Enter data into a working Excel

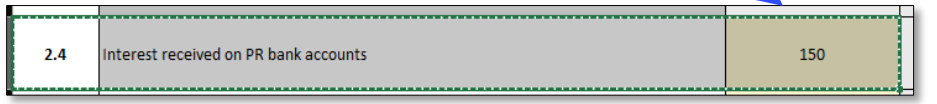
2. Select and copy data (columns, rows, or worksheets)

3. Paste data into the online form using Data Import Wizard



4. Review pasted data





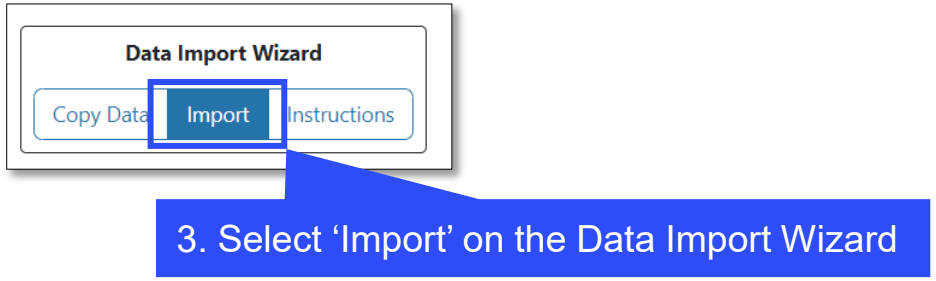
Check Data Quality needs to be completed after any mode of data entry.

** Functionality on 4 financial tabs in FCR; Expenditure Report, Cash Reconciliation, Commitments & Obligations, SR Cash Reconciliation*

HOW TO

Data Entry – Copy/Paste* Using Data Import Wizard

1. Enter data into a working Excel
2. Select and copy data (columns, rows, or worksheets)
3. Paste data into the online form using Data Import Wizard
4. Review pasted data



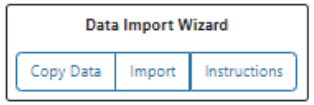
Check Data Quality needs to be completed after any mode of data entry.

** Functionality on 4 financial tabs in FCR; Expenditure Report, Cash Reconciliation, Commitments & Obligations, SR Cash Reconciliation*

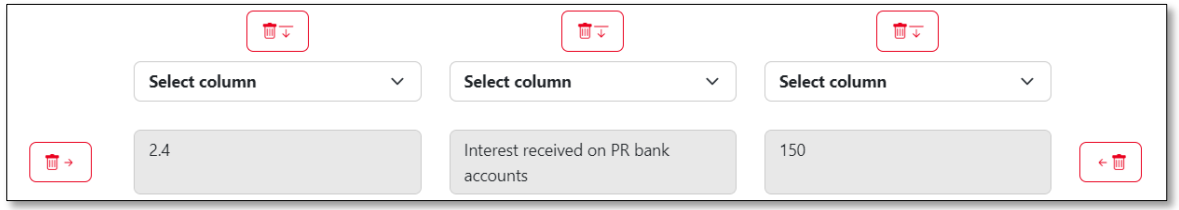
HOW TO

Data Entry – Copy/Paste* Using Data Import Wizard

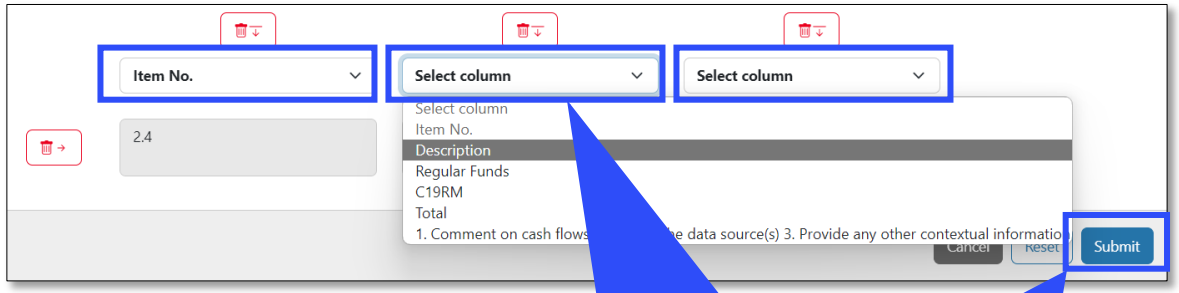
1. Enter data into a working Excel
2. Select and copy data (columns, rows, or worksheets)
3. Paste data into the online form using Data Import Wizard



4. Review pasted data



5. The copied values appear in the pop-up window



6. Select the columns names then click 'Submit'

Check Data Quality needs to be completed after any mode of data entry.

** Functionality on 4 financial tabs in FCR; Expenditure Report, Cash Reconciliation, Commitments & Obligations, SR Cash Reconciliation*

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

The PR Cash Reconciliation Statement ("cash reconciliation statement") provides information on the program's cash position as of the reporting period end, showing the movements in cash (cash inflows and outflows) during the period covered by the report. The cash reconciliation statement reported to the Global Fund covers the PR's cash balance to support the Global Fund disbursement decisions. The PR cash reconciliation statement is included in all PR reporting in the same format.

The statement includes:

- Cash balances available at the start of the period
- Disbursements made directly to the PR and on its behalf to third parties
- Other income received, including that related to income generating activities
- Refunds made to the grant and reimbursements
- PR cash outflows
- Reconciling adjustments including net gains and losses arising from exchange rate fluctuations

The cash reconciliation statement is required to:

i. Fully reflect all cash balances held and bank accounts owned and held by the PR for implementation of grant activities irrespective of physical location and currency denomination of those accounts. It includes any grant funds held with fiduciary agents (if applicable).
ii. Provide information on the PR's bank statement balances as detailed below.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

For reporting purposes, a distinction is made in the cash reconciliation statement between regular funds, C19RM funds and other non-fungible sources of funds as may be applicable. Disbursements made by the Global Fund to and on behalf of the PR as well as cash outflows from the PR's side are to be provided under the correct funding source.

The cash reconciliation statement only covers financial transactions for the grant implementation period as provided in the header section of the cash reconciliation statement.

Item 1.1 – 'PR cash balance: beginning of the current financial reporting period'*

In case of a continuing PR, the PR's opening cash balance for any financial report up to and including the first PU/DR under the current IP is required to correspond to the FCR - validated cash balance of the previous IP, less cash refunds made to the Global Fund after the financial closure as communicated by the Global Fund in the Implementation Letter. Until the FCR is validated, the cash balance is nil, including in the Q1 PC and the Q2 PU where the FCR has not yet been established.

If this opening cash balance coming from the FCR of the previous implementation period includes SR cash balances, then the portion relating to the SRs is included as an outflow as part of item 3.4 – PR disbursement(s) to sub-recipients.

Example

* The opening cash balance of the first PU represents any available in-country cash balances (PR, SR, procurement agents, etc.) at the end of the previous implementation period and/or grants that were incorporated as part of the funding available for the current implementation period.

A. Cash Reconciliation Statement

Example

FCR closing cash balance: FCR closing cash balance: US$1,000 (includes PR cash balance of US$700 of regular funds and SR cash balance of US$200 for regular funds and US$100 for C19RM).

US$1,000 is split as US$900 under the Regular Funds column and US$100 under the C19RM section. The PR provides comments under line 1.1 to explain the cash balance split.

Section 3.4 - PR disbursement(s) to sub-recipients: US$200 of regular funds are included under in the Regular Funds column and the US$100 under the C19RM column.

For subsequent reports post 1st PUDR validation, the opening cash balance of any cash reconciliation statement up to the PU/DR for that period is to correspond to the prior PU/DR's closing cash balance as reported by the PR* under line 5.1.

Figure 5. Financial Reports: Open cash balance to be used

Period-end cash reconciliation statement	Opening cash balance to be used
Q1	Nil – as FCR is not yet available
Q2	
Q3	FCR balance as communicated by Global Fund
Q4	
Q5	Q4 balance
Q6	
Q7	
Q8	
Q9	Q8 balance
Q10	
Q11	
Q12	

Any adjustment required of validated figures by the Global Fund is to be reported under other reconciliation adjustments and/or as justification or reimbursements for ineligible transactions in the current reporting period. There is to be no restatement of prior period records unless required for audit purposes.

* This is to be based on the accounting records and transactions of the PR.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2 – 'IP Income'

This is to capture all income received under the grant from the start of the current financial period as included in the header of the report.

Item 2.1 – 'Disbursement made directly by the Global Fund to the Principal Recipient'

Direct disbursements made to the PR by the Global Fund for regular or C19RM funds, based on information contained in the disbursement notification letter sent to the PR are pre-populated in this section.

If there are direct disbursements made by the Global Fund to SRs, these are included under the respective columns based on the source of funding. The PR is then required to include as part of line 3.4 - PR disbursement(s) to sub-recipients the respective amounts disbursed to the SRs based on the funding source. The notification letters from the Global Fund will specify the nature, amounts and payees for the disbursements.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2.2 – 'Disbursements made by the Global Fund through PPM / wambo.org'

Direct payments made by the Global Fund through the Pooled Procurement Mechanism (PPM)/ wambo.org using regular or C19RM funds are pre-populated in this section. This amount corresponds to the disbursement notification letters sent to the PR for such payments.

Item 2.3 – 'Other direct disbursements made by the Global Fund'

Direct payments made by the Global Fund to third parties, using regular or C19RM funds, as authorized by the PR (e.g., payments made to the Global Drug Facility (GDF) or Fiscal Agent) are pre-populated in this section. This amount corresponds to the disbursement notification letters sent to the PR for such payments.

Please note: Any associated bank charges, foreign exchange fees and other financial transactions costs on disbursements **are not** be included here. Instead, these must be included as expenditure under section 3.5 'Bank charges on disbursements and payments.' The PR (and SRs where applicable) need to confirm the amounts actually received and intermediary bank charges are then recorded in the dedicated section 3.5.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2A – 'Total disbursements made by the Global Fund'

This is the summation of items 2.1, 2.2 and 2.3 and represent total disbursements made by the Global Fund to and on behalf of the PR.

Item 2.4 – 'Interest received on bank accounts'

This represents income received during the current reporting period from bank accounts held by the PR as indicated in bank statements.

Please note: The grant agreement does not authorize the PR to invest cash in other financial instruments or in long-term deposits*. Funds deposited in an interest-bearing account are to be available for immediate use for program purposes as needed.

* As stipulated in clause 3.4 (1) (c) of the Grant Regulations (2014) or Global Fund Grant Regulations Version 2 (2023).

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2.5 – 'PR's revenue from income-generating activities and other income (e.g., income from disposal of assets, etc.), if applicable'

This represents additional income arising from the sale of commodities/products and other services, if applicable (e.g., sale of bid documents, etc.), as well as other income-generating activities funded by the program and approved by the Global Fund. It also includes any income outside the above items which arise outside normal or regular grant activities, e.g. income arising from disposal of assets, or program specific donations or contributions by third parties.

Item 2B – 'Total other income for PR'

This is the summation of items 2.4 and 2.5 and represents total other income received by the PR exclusive of refunds (if any).

Item 2.7.1 – 'Refunds received at PR level from third parties'

This line captures all refunds received from third parties at the level of the PR. For instance, when advance payments are made and there are surpluses paid, any refunds are classified under this line.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2.7.2 – 'Refunds received from SRs'

When refunds are received from SRs, like when an SR is closing operations within the grant IP, then the cash balances returned to the PR are captured under this line.

Item 2.7.3 – 'Tax refunds received (e.g. VAT/other tax returns)'

This represents all reimbursements received from tax authorities in the current reporting period with respect to taxes incurred. This comes from item 12.3 ("Tax Reporting" tab).

Item 2.7.4 – 'Reimbursement of non-compliant expenses made into PR account'

When reimbursements for non-compliant expenditures are made by the PR within the implementation period, these need to be made into the grant account and captured under this line.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 2C – 'Total refunds received'

This is the summation of items 2.7.1 – 2.7.4 and represents total refunds received by the PR.

Item 2.7 – 'Total IP Income'

This is automatically calculated based on the financial information entered in the fields above and is the summation of items 2A, 2B and 2C.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 3 – 'IP Cash Outflows'

This item comprises total payments made in the period of the report, split between funding sources, except for bank charges on disbursements and on payments, which are to be reported together under regular funds.

Item 3.1 – 'Principal Recipient Payments (including advance payments)'

These represent the cash outflows attributable to activities implemented by the PR to be split by each funding source. It also includes indirect and any overhead* expenditures incurred under the grant.

Item 3.2 – 'PPM / wambo.org payments made by the Global Fund on behalf of the PR'

The same data as provided in line 2.2 above is automatically populated.

* The Indirect Cost Recovery (ICR) is calculated based on actual expenditure incurred by the PR and disbursements to SRs (excluding any commitments). When refunds are received from SRs, the PR needs to apply an adjustment on ICR on the refund received to reflect the accurate ICR amount.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 3.3 – 'Payments to other third parties by the Global Fund on behalf of the Principal Recipient'

The same data as provided in line 2.3 above is automatically populated.

Item 3.4 – 'Principal Recipient disbursement to Sub-Recipients'

This includes all disbursements made to SRs by the PR during the reporting period for activities to be funded under each funding source. In the case of a first reporting under the new IP, these lines also include SR cash balances forming part of the opening cash balance under line 1.1. Additionally, any direct disbursements made by the Global Fund to SRs are included under the respective lines.

Please note: Payments made for goods or services to be rendered by suppliers contracted by the PR as per valid purchase orders/contracts and as per agreed grant agreement budget and work plan are also to be accounted for as advances and reflected in the cash reconciliation statement as PR expenditure (i.e., under item 3.1).

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 3.5 – 'Bank charges on disbursements and payments'

These include all fees arising from the PR's normal banking relationship for transactions involving receipt (e.g., disbursement received from the Global Fund) and payments for grant activities, as indicated in the PR's bank statements (e.g., bank charges, transfer fee, etc.).

Item 3.6 – 'Total IP Cash Outflows'

This is automatically calculated as the sum of items 3.1 to 3.5 based on the information entered in the fields above.

Item 4. Reconciling Adjustments: (Adjustments at PR level only)

This item captures adjustments required in reconciling the cash balance of the PR at the level of the PR only (SR adjustments are not included here).

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 4.1 – 'Other reconciliation adjustments (including for previous financial reporting periods)'

These mainly include, but are not limited to, changes arising from prior periods' financial information (i.e., any of the elements of grant income and expenditure above, impacting the calculation of PR cash balance) emanating from correction of errors, inaccurate posting or new information available. This amount can be positive or negative depending on the nature of the adjustments. The PR is required to also include or consider adjustments that were validated, cleared, and officially communicated by the Global Fund in Performance Letters (PLs) covering prior periods.

For FCR only: disbursements by or on behalf of the Global Fund and refunds to the Global Fund after the Financial Closure period ended (i.e. those that are not prepopulated in sections 2.1, 2.2 and 2.3) shall be included in 4.1 with clear and distinct comment on these transactions.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Item 4.2 – 'Net exchange gains/losses on translation of balances'

This adjustment is to consider gains or losses from translating closing cash balance in transaction (or local) currency to grant currency at the end of the reporting period. Where there is an overall net loss in foreign currency translation*, this is recorded as a negative value.

Item 4.3 – 'Total reconciling adjustments'

Automatically calculated as the sum of items 4.1 and 4.2 based on the information entered in the fields above.

* In the event disbursements are made by the Global Fund in local currency, the PR will be informed by the Global Fund of the applicable exchange rate to convert transactions in the grant currency.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

5. Total cash balance: end of the current financial reporting period.

Item 5.1 – 'Total cash balance in-country'

Closing cash balance at the PR level reported in grant currency is a calculated field. It is translated at the spot exchange rate as of the end date of the reporting period (in the event the cash is held in transaction or local currency). The foreign exchange adjustment derived from the translation is entered in Item 4.2 of the cash reconciliation. It represents total cash balances, whether from regular or C19RM funds.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Additional sections specific to FCR

There are 4 additional lines provided in the PR Cash Reconciliation Statement for the FCR only. At the end of the life cycle of the grant when the FCR is produced, there must not be any open advances remaining to be carried over. As such these are considered as cash equivalents and reported as part of cash balances remaining at the end of the FCR period.

Item 5.2 – 'Open advances at the end of the financial closure reporting period'

For the FCR, the PR first fills in the relevant sections relating to open advances in items 6.1 to 6.8 before coming back to item 5.2. If both the regular funds and the C19RM funds have the same implementation period end dates, then any open advances remaining under item 6.8 will be carried over to line 5.2.

However, in case the FCR is being produced with respect to regular funds only, then only the amount of open advances remaining under item 6.8 in the regular funds section will be carried over to item 5.2.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Additional sections specific to FCR

Item 5.3 – 'Closing Cash Balance for the IP'

This is the summation of items 5.1 and 5.2 and shows the total of cash and cash equivalents remaining at the end of the implementation period by source of funds.

Item 5.4 – 'Closing Cash Balance to be refunded to Global Fund'

This field captures cash balances that are to be refunded to the Global Fund at the end of an implementation period. For regular funds, this applies to PRs which do not continue implementation of GF-funded grants in subsequent implementation period.

Also, for some PRs, irrespective of whether they continue implementation in the subsequent grant, their policies and procedures require them to refund back to the Global Fund any cash balances remaining at the end of an implementation period.

For C19RM closures, all funds remaining at the end of the implementation period must be returned to the Global Fund.

A. Cash Reconciliation Statement

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Additional sections specific to FCR

Item 5.5 – 'Closing Cash Balance to be recycled for transfer to next IP'

This field is calculated as the difference between the determined total closing cash balance for the IP and funds earmarked to be returned to the Global Fund. For regular funds, this could apply to PRs implementing grants in the subsequent implementation period, including grants which are consolidated.

For non-continuing PRs under regular funds and for all C19RM balances, this field is expected to be nil.

B. Bank Reconciliation Statement Balances

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

This section provides information on the PR's bank statement balance and bank reconciliation statement balance.

Item 9.1 – 'Principal Recipient Cash Balance as per bank statements'

The PR is requested to provide the Global Fund with the cash balance as per PR bank statement(s) as of the reporting period end to determine annual funding and subsequent disbursement decisions. These balances are for bank accounts maintained in grant currency and for those in other currencies (including local currency) translated into grant currency using the official spot exchange rate on the reporting date.

In the case of a comingled account, providing the grant allocated bank balance is required and is referred to as 'fund balances' and indicated as such in the comments field.

Item 9.2 – 'Bank reconciliation net amount'

Reflecting any bank reconciliation items, this represents the cash balance as reported under line 9.1, which is adjusted for reconciling items, such as unpresented checks or bank charges not booked in the PR's accounting. This section is also used for PRs using comingled accounts.

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

B. Bank Reconciliation Statement Balances

Item 9.3 – 'Variance between bank statement balance and PR cash balance'

This is automatically calculated as the difference between the PR cash balance as computed in section 5.1 and the amounts appearing in the PR's bank statements. In case of variance, commentary is mandatory.

Item 9.4 – 'Variance between bank reconciliation statement balance and PR cash balance'

This is automatically calculated as the difference between the PR cash balance as computed in section 5.1 and the amounts appearing in the PR's bank reconciliation statements. In case of variance, commentary is mandatory.

Please note: There is a field provided for the PRs to attach their bank statements and bank reconciliation statements.

C. Note

Item 2.1a and 2.1b – ‘Disbursement made directly by the Global Fund to the Principal Recipient’ Direct disbursements made to the PR by the Global Fund for regular (Item 2.1a) or C19RM (Item 2.1b) funds, based on information contained in the disbursement notification letter sent to the PR. If there are direct disbursements made by the Global Fund to SRs, these are included under these respective sections. The PR is then required to include as part of lines 3.4a - Regular Funds: PR disbursement(s) to sub-recipients and 3.4b - C19RM Funds: PR disbursement(s) to sub-recipients the respective amounts disbursed to the SRs. The notification letters from the Global Fund will specify the nature and payees for the disbursements.

HOW TO

Cash Reconciliation

PU

- Coversheet
- Programmatic
- Financial
  - Coversheet
  - **Cash Reconciliation**
  - Open Advances
  - Non-compliant Expenditures
  - Expenditure Report

Open full screen | Refresh form | Online | Last auto saved: | Save

Cash Reconciliation

XXX-Z-PR1P02

Financial Reporting Period: 01-Jan-24 to 30-Jun-24

Implementation Period currency: USD

Errors and Warnings | Check data quality | Data quality check required

Data Import Wizard: Copy Data | Import | Instructions

A. Principal Recipient cash reconciliation statement in IP currency

1.1. PR cash balance: beginning of the current financial reporting period

Item No.	Description	Regular Funds	Total	1.Comment on cash flows 2.Outline the data source(s) 3.Provide any other contextual information
1.1	PR cash balance: beginning of the current financial reporting period		-	

2. IP Income

Item No.	Description	Regular Funds		the
2.1	Disbursements made directly by the GF to the PR	-	-	
2.2	Disbursements made by the GF through PPM / wambo	2,022,127	2,022,127	
2.3	Other direct disbursements made by the GF	-	-	

1. Click on the tab on the left-hand side

2. Enter amount

Source breakdown by column to split the cash position by funding sources

3. Provide comments

HOW TO

Cash Reconciliation

4. Enter amount

5. Provide comments

3. IP cash outflows

Item No.	Description	Regular Funds	Total	1.Comment on cash flows 2.Outline the data source(s) 3.Provide any other contextual information
3.1	PR Payments (including advance payments)		-	
3.2	PPM / wambo payments made by the GF on behalf of the PR	2,022,127	2,022,127	
3.3	Payments to other third parties by the GF on behalf of the PR	-	-	
3.4	PR disbursement(s) to sub-recipients		-	
3.5	Bank charges on disbursements and payments for PR		-	
3.6	Total payments and disbursements	**2,022,127**	**2,022,127**	

4. Reconciling adjustments: (PR only)

Item No.	Description	Regular Funds	Total	1.Comment on cash flows 2.Outline the data source(s) 3.Provide any other contextual information
4.1	Other reconciliation adjustments (including for previous financial reporting periods)		-	
4.2	Net exchange gains/losses on translation of balances		-	
4.3	Total reconciling adjustments	-	-	

5. Total cash balance: end of the current financial reporting period

Item No.	Description	Regular Funds	Total	1.Comment on cash flows 2.Outline the data source(s) 3.Provide any other contextual information
5.1	Total PR cash balance	-	-	

HOW TO

Cash Reconciliation

6. Enter amount

7. Provide comments

B. Bank Reconciliation Statement balances

Item No.	Description	Total	1.Comment on cash flows 2.Outline the data source(s) 3.Provide any other contextual information
9.1	PR balance as per bank statements (for information only)		
9.2	Bank reconciliation net amount		
9.3	Variance between bank statement balance and PR cash balance	-	
9.4	Variance between bank reconciliation statement balance and PR cash balance	-	

Variance between the bank statement and PR cash balance and bank reconciliation and PR cash balance is introduced. In case of variance, commentary is mandatory.

Tips for 9.1:
If the PR hold Global Fund funds in more than one account, a sum of all accounts are entered in this field and the PR attaches the bank statement from all accounts.

Tips for 9.2:
This represents the bank balance as reported under line 9.1, which is adjusted for reconciling items, such as unpresented checks or bank charges not booked in the PR's accounting. Bank reconciliation is also used for grants with comingled account.

Tips for 9.4:
This represents the difference between the bank reconciliation (9.2) and the reported PR cash balance (5.1). The variances between those two should be minimal. For example, petty cash.

HOW TO

Cash Reconciliation - FCR

Source breakdown by column to split the cash position by funding sources

5 Total cash balance: end of the current financial reporting period

Item No.	Description	Regular Funds	Total	1. Comment on cash flows 2. Outline the data source(s) 3. Provide any other contextual information
5.1	Total PR cash balance	0	0	
5.2	Open advances at the end of the financial closure reporting period	0	0	
5.3	Closing Cash Balance for the IP	0	0	
5.4	Closing Cash Balance to be refunded to Global Fund		0	text area
5.5	Closing Cash Balance to be recycled for transfer to next IP	0	0	

1. Enter amount

2. Provide comments

The Cash Reconciliation largely remains the same as introduced in the Pulse Check, however, specifically for FCRs additional 4 elements (5.2-5.5) have been introduced to determine the use of closing balances:

- 5.2 relates to advances at the end of the closure period and it is directly linked from the Open Advances tab.
- 5.3 is the total of 5.1 and 5.2.
- 5.4 is the only input cell required by the PR. The PRs are required to enter any funds that they intend to refund to the Global Fund at the end of the closure.
- 5.5 is the balance of the total closing cash balance (5.3) less the PR's refund (5.4) to determine the final cash balance to reconcile against the next IP.

Open Advances

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Open advances are cash outflows for which no corresponding expenditure has been recognized by the PR. Three levels of aggregation of open advances are provided with respect to SRs, PPM / wambo.org advances and PR advances for other procurement or staff advances, for instance.

Note: this section is replicated according to the applicable sources of funding.

- **Sub-recipient Advances:** These are funds advanced by the PR to the Sub-recipients (SRs) for which the corresponding expenditure has not yet been validated by the PR. The information in this section of the PU/DR comes directly from the Sub-recipient(s) cash reconciliation section.
- **PR Procurement Advances (PPM/Wambo only):** These relate to open advances arising from PPM / wambo.org transactions only. They represent the differences between total disbursements made by the Global Fund and the value of goods received in-country as confirmed by the PR. Payments made to other suppliers directly by the Global Fund such as GDF, Cepheid, etc. are included under 'PR Other Advances' section.
- **PR Other Advances:** these relate to other advances, which include but are not limited to advances provided to staff for travel-related costs, advances to local suppliers, payments made to GDF and other direct payments, funds balances sitting in mobile money platforms and prepayments for goods and services. The PR is required to submit to the Global Fund the required schedules supporting the reported amount of other advances.

Open Advances

PC	PU	PUDR	Final PU	FCR
•	•	•	•	•

Simplified: for PC and PU only

Item 14.1 – 'Sub-recipient Advances'

Funds advanced by the PR for which the respective expenditure has not yet been validated by the PR. The information in this section comes directly from the Sub-Recipient(s) cash reconciliation for the PU/DR. For PCs, the closing balance of SR advances in the books of the PR is reported in line 14.1.

Item 14.2 – 'PR Procurement Advances (PPM/Wambo only)'

These relate to PPM / wambo.org advances only. Payments made to other suppliers directly by the Global Fund such as GDF, Cepheid, etc. are included under 'PR Other Advances' section. These represent net unliquidated advances, i.e. total disbursements made by the Global Fund less the value of goods received as confirmed by the PR.

Item 14.3 – 'PR Other Advances (GDF, prepayments, etc.)

These relate to other unliquidated advances, which include but are not limited to, staff advances for travel, payments made to GDF and other direct payments, cash balances on mobile money platforms, and other prepayments for goods and services.

Open Advances

PC	PU	PUDR	Final PU	FCR
●	●	●	●	●

For PUDR, Final PU and FCR

Item 6.1 – 'Open advances at the beginning of the current financial reporting period'

The PR's open advances balance at the beginning of the current financial reporting period for the first progress report is required to be nil.

For subsequent reports, it is to correspond to the prior period's closing balance as reported by the PR under item 6.8.

Item 6.2 – 'Disbursements made through PPM / wambo.org'

The same data as provided in 2.2 ("PR Cash Reconciliation" tab) is automatically populated.

Item 6.3 – 'Other direct disbursements made by the GF'

The same data as provided in 2.3 ("PR Cash Reconciliation" tab) is automatically populated.

Item 6.4. – 'Disbursements to sub-recipient(s) and other suppliers'

These are cash outflows at the PR level in favor of the respective service providers.

Open Advances

PC	PU	PUDR	Final PU	FCR
●	●	●	●	●

For PUDR, Final PU and FCR

Item 6.5. – 'Less: value of goods and services delivered against open advances'

The value of goods and services delivered during the current financial reporting period for which an advance was recorded is reported here. It corresponds to the value of advances liquidated during the current financial reporting period.

Item 6.6. – 'Sub-recipient(s) other income'

These constitute income arising from regular grant activities as covered in the grant confirmation's budget, such as income generating activities and bank interest income. This can also include income arising outside normal grant activities, such as realized proceeds from the approved disposal of grant assets.

Item 6.7. – 'Sub-recipient(s) refunds'

This represents the refunds received (if any) from the SR(s) during the reporting period. The same amount is reflected in item 2.7.2 ("PR Cash Reconciliation" tab).

Open Advances

PC	PU	PUDR	Final PU	FCR
●	●	●	●	●

For PUDR, Final PU and FCR

Item 6.9. – 'Net exchange gains/(losses) on translation of balances'

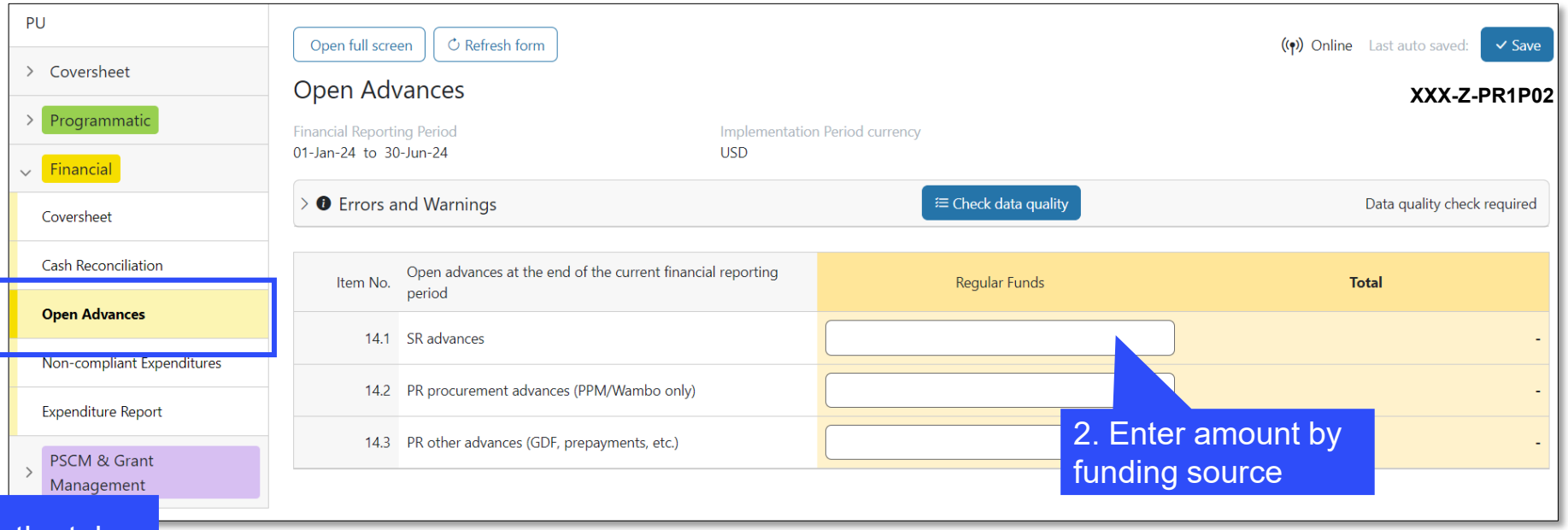
This adjustment is to consider gains or losses from translating closing open advances positions in transaction (or local) currency to grant currency at the end of the reporting period for SR advances only. Where there is an overall net loss in foreign currency translation, this is recorded as a negative value.

Item 6.8. – 'Open advances at the end of the current financial reporting period'

This is automatically calculated based on the information entered in the fields above. Note that the numbering is intentionally not sequential for this item.

HOW TO

Open Advances



1. Click on the tab on the left-hand side

2. Enter amount by funding source

Open advances are cash outflows for which no corresponding expenditure has been recognized by the PR.

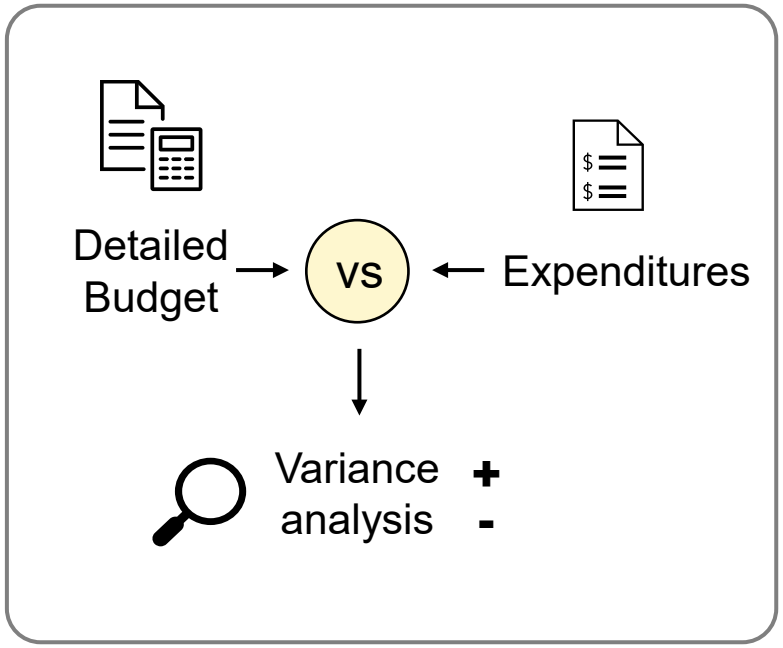
For Q1, Q2 and Q3 a simplified report on open advances is requested by funding sources. The detailed reconciliation of open advances will be requested in Q4.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

The purpose of PR expenditure reporting is to enhance the overall expenditure analysis of Global Fund investments. The report covers expenditures and variance analysis against the approved activity plan for regular and C19RM (where applicable) activities and funding for PRs and SRs. In line with the approved Detailed Budget for grants, the Expenditure Report requirement provides a standardized reporting approach that incorporates the costing dimension (cost grouping/inputs) as an integral part of the overall modular approach, which further enhances the standardized modules and interventions.

This integrated approach and standardized menu for cost and modular classification removes ambiguity and provides greater alignment with partners, country data systems, and national health accounts. It also provides analytical granularity for both budgeting and expenditure reporting and thus enhances strategic and operational information in the management of Global Fund investments. The Expenditure Report is thus fully aligned to the modular approach and costing and provides additional visibility to better understand expenditures. It also provides information on Global Fund investments and their linkages to programmatic results and impact.



Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Reporting Schedule

The PR is required to submit the Expenditure Report for each grant at least annually from the agreed grant start date (i.e., month 12, month 24, etc.). The first Expenditure Report for any grant, depending on the start date and alignment to country/PR reporting cycles, can cover a period of six to 18 months, and every 12 months thereafter.

The PRs implementing grants in High Impact and Core portfolios as part of the half-yearly Progress Update (PU) report, are to provide all expenditures incurred in those 6 months in addition to cumulative expenditures from the start of implementation to the reporting period end date in the Expenditure Report.

In the PUDR, all PRs (including those that report in the half-year PU) are required to submit **annual** expenditures as part of the PUDR, in addition to cumulative expenditures from the start of implementation to the reporting period end date in the Expenditure Report.

The Global Fund at its own discretion can request more frequent reporting (i.e., every quarter for certain PRs from High Impact or Core countries).

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Financial Information

The reported financial information is required to include the approved budgets, expenditures, and variance analysis by (a) cost dimension groupings; (b) modules and interventions; and (c) implementers (PRs and SRs). The total budget and expenditure amounts across all three breakdowns are to be the same.

In the Global Fund Expenditure Report, amounts reported as expenditures are required to include all activities for which the goods and services have been received by the grant implementer. This will include:

- Payments made in the current or previous period(s) for goods and services delivered during the reporting period; and
- Financial commitments at the end of the period.

However, payments made for which no corresponding goods have been received or services rendered are not to be included as expenditures. These are to be treated as open advances. Common examples include payments made directly by the Global Fund with respect to PPM/wambo.org procurement but for which the goods have not been received, payment of the advance for external audit services when audit report has not been received, or rental deposit for premises occupied.

* Including indirect and any overhead amounts charged to the grant.
** A current contractual obligation to pay a specified amount of cash against goods and services already received, i.e., the goods/services have been received before the reporting period end date however the related payment is not yet made (all or partial) either due to delay in/non-receipt of invoices, use of favorable payment terms or prolonged payment process. Financial commitments mainly include accounts payable and creditors.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

The diagram below depicts the key considerations when determining the expenditure to be recognized in the current or next reporting period.

		Previous Reporting Period	**Current** Reporting Period	**Next** Reporting Period(s)	Included in Expenditure Report?
Scenarios					
1	Payment of goods/services made in the previous reporting period; delivery of goods/services in the current reporting period.	✓	✓		**Yes**
2	Delivery and payment of goods/services made in the current reporting period.		✓ ✓		**Yes**
3	Delivery of goods/services during the current reporting period; payment of goods/services made in the next reporting period(s).		✓	✓	**Yes**
4	Payment made (partially or totally) during the current reporting period; goods/services delivered in the next reporting period(s).		✓	✓	**No**
5	Goods/services delivered and payment made in the next reporting period(s).			✓ ✓	**No**

Figure 6: Expenditure reporting for Global Fund purposes.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

The reporting by costing dimension is based on the cost grouping or cost inputs*.

The reporting by implementing entity is required to include both the name and the type of implementing entity. This reporting is to be done at the PR and SR levels (it is not necessary to report at the Sub-Sub-Recipient level).

Financial information is reported for the current financial reporting period (whether on semi- annual or annual basis) and cumulatively from the beginning of the implementation period. Reporting covers the entire grant implementation period budget and expenditure information.

Annual depreciation expenses will not be considered in the Expenditure Report and equipment acquired during the year needs to be expensed fully in the year of acquisition. Consequently, the full cost of equipment is included in the Expenditure Report of the year of acquisition.

* Refer to the Global Fund Guidelines for Grant Budgeting.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Treatment of Budget Variances

The financial reporting is used to explain all variances from the most recent approved budget for each module/intervention, cost grouping/cost input and by implementing entity on a cumulative basis only. Variances arising from the current financial reporting period are no longer required to be reported separately.

As a general principle, even in the case of non-material budgetary adjustments*, detailed variance analysis for expenditures is required for variances that are below 85% and above 115% of the official approved budget for the specific intervention, or by implementing entity, or the costing dimension under the differentiated reporting requirement.

Based on automated controls, an Expenditure Report is not fully compliant if the cumulative variance exceeds the above-mentioned threshold, and the relevant variance analysis has not been provided by the PR.

Please note: Budgets are prepared on an annual basis. Consequently, for 6-month PUs, variances may arise due to timing differences. These 6-month PUs serve as interim updates on expenditures, providing insight into the progress of implementation. Accordingly, the variance analysis includes comments that explain upcoming expenditures, bottlenecks in implementation, savings already identified and other contextual factors, which will enhance the analysis of the forecast for the year-end absorption landing.

* Refer to relevant section of the Global Fund Guidelines for Grant Budgeting.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Adjustments to Reported Expenditures

All adjustments (including those coming from the audit of the financial statements) to PR and SR expenditures in Expenditure Reports which have already been reported and approved (prior period Expenditure Report) are to be made in the current reporting period and explained in the variance analysis of the most current reporting cycle. Comments on variance analysis must be detailed enough to distinguish adjustments related to prior reporting periods from adjustments for the current reporting period.

It is not possible to change expenditure data in the reports which have already been submitted to and approved by the Global Fund, because prior period expenditure data is locked from further changes. Such changes can result from finalization of expenditure verification, refunds received from suppliers/procurement agents or other audit adjustments for PR/SR/Sub-Sub-Recipient activities. Consequently, the adjustment is captured as part of the current Expenditure Report and not as a re-statement of the previous Expenditure Report to which the adjustment relates.

Enhancement made to the Expenditure Report now do not require the PR to provide both current period expenditures and cumulative period expenditures. Instead, only current period expenditures are to be provided and these are then added to the reported information for the previous reporting period to give the cumulative expenditure.

Additionally, PRs now provide expenditures separately for each source of funding. For grants that, for instance, have both regular and C19RM activities, a separate section for each funding source is provided. To facilitate PR reconciliation, a total is also provided which automatically calculates the sum of expenditures under regular funds and C19RM funds.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Regular Funds & C19RM Expenditure*

Column 'Budget for the current financial reporting period'

Pre-populated and corresponds to the approved budget amount for the relevant period, as per the Grant Confirmation or subsequent revisions formalized through an Implementation Letter.

Column 'Expenditure for the current financial reporting period'

Corresponds to the actual expenditure (PR direct expenditure, SR direct expenditure and financial commitments) incurred during the current reporting period as reported by the PR.
Please note: The PR is not required to report the disbursements to SRs as expenditure, as they report the actual expenditure incurred by the SRs. All sub-sub-recipient expenditures as validated and compliant are captured as part of SR expenditures.

Please note: The PR is not required to report the disbursements to SRs as expenditure, as they report the actual expenditure incurred by the SRs. All sub-sub-recipient expenditures as validated and compliant are captured as part of SR expenditures.

* The C19RM Expenditure section covers in-country expenditures and variance analysis against the approved activity plan for C19RM activities only and funding for PRs and SRs. The principles for reporting on C19RM expenditures are the same as those presented in the section above on regular funds expenditure reporting.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Regular Funds & C19RM Expenditure

Column 'Budget vs. Expenditure variance for the current period'

Automatically calculated based on the information entered in the fields above. It is the difference between the budget and the expenditure for the period.

Column 'Absorption Rate'

Automatically calculated based on the information entered in the fields above. It is the expenditure divided by the budget for the period.

Column 'Cumulative expenditure reported by PR up to the start of the current financial reporting period'

Automatically populated from the last reported PUDR submitted by the PR. This value is nil for the first PUDR.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Regular Funds & C19RM Expenditure

Column 'Cumulative Global Fund validated expenditure up to the start of the current financial reporting period'

Automatically populated from the last reported PUDR validated by GF. This value is nil for the first PUDR. This field provides the PR with the details as to where adjustments, if any, have been made by the GF to PR reported figures.

Column 'Cumulative budget up to the end of the current financial reporting year'

Pre-populated and corresponds to the approved cumulative budget amount for the relevant period, as per the Grant Confirmation or subsequent revisions formalized through an Implementation Letter.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Regular Funds & C19RM Expenditure

Column 'Cumulative Expenditure at the end of the current financial reporting period'

Automatically calculated as the sum of expenditure for the current financial reporting period and cumulative expenditure reported by PR up to the start of the current financial reporting period. This field is no longer required to be populated by the PR but is automatically calculated based on PR inputs.

If there are adjustments to be made to previously reported figures, the PR makes them in the current period reporting such that taken on a cumulative basis, the correct figures are reported.

Column 'Budget Vs. Expenditure variance'

Automatically calculated based on the information entered in the fields above. It is the difference between the cumulative budget and the cumulative expenditure at the end of the reporting period. It is on this variance that the PR provides comments on when these are below 85% or above 115% of the budget.

Expenditure Report

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

Regular Funds & C19RM Expenditure

Column 'Explain cumulative period Variances'

It is mandatory to provide an explanation for variances below 85% and above 115% of the cumulative budget. The PR is required to be as specific as possible when commenting on variances and must explain the link with programmatic results.

Please note: In cases where a more detailed analysis of the variance is necessary to ensure an adequate explanation of the variance and the relationship to the programmatic results, the PR is required to summarize the explanation in the 'Explanation of Variances' column and provide additional information justifying the variance in a separate attachment. Please include in the 'Explanation of Variances' the reference to the detailed explanation, if applicable (e.g., See Attached File "xxx".).

HOW TO

Expenditure Report

The three-dimensional breakdown remains the same: cost group/cost input, module/interventions and implementing entities.

PU

- Coversheet
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- Financial
  - Coversheet
  - Cash Reconciliation
  - Open Advances
  - Non-compliant Expenditures
  - **Expenditure Report**
- PSCM & Grant Management

Open full screen | Refresh form | Online | Last auto saved: | Save

Detailed Expenditure Reporting

XXX-Z-PR1P02

Financial Reporting Period: 01-Jan-24 to 30-Jun-24

Implementation Period currency: USD

Highlight mandatory blank fields

Errors and Warnings | Check data quality | Data quality check required

Data Import Wizard: Copy Data | Import | Instructions

A. Breakdown by Costing Dimension

Cost Input	Budget for the current financial reporting year	Expenditure for the current financial reporting period	Budget vs Expenditure variance for the current period	Absorption rate	Cumulative expenditure reported by PR up to the start of current financial reporting period	C
+ Add						

1. Click on the tab on the left-hand side

2. Enter the expenditure for the current period by cost dimensional items. The cumulative expenditure is calculated based on the previous reported amounts (from previous PUDR).

Costing Dimensions are populated based on the Full IP budget so that the PR can report on any expenditures that have been advanced compared to budget. In addition, it is possible to include costing dimensions that were not part of the original budget

Non-compliant Expenditures

PC	PU	PUDR	Final PU	FCR
	•	•	•	•

This section of the cash reconciliation statement is meant for the tracking of non-compliant transactions to ensure transparency and alignment on potential recoverable amounts as at the reporting period end date, arising from expenditures which have been declared as non-compliant during the current implementation period of the grant and formally communicated through Performance, Implementation or Notification Letters.

Note: this section is replicated according to the applicable sources of funding.

Item 10.1 – 'Non-compliant expenditures validated for the current financial reporting period'

Relates to identified expenditure in the current reporting period deemed non-compliant by the PR based on the guidelines on non-compliant transactions*.

* Based on the guidelines on ineligible transactions contained in section 2.5.1 of the Global Fund Guidelines for Grant Budgeting.

HOW TO

Non-compliant Expenditures

PU

- Coversheet
- Programmatic
- Financial
  - Coversheet
  - Cash Reconciliation
  - Open Advances
  - **Non-compliant Expenditures**
  - Expenditure Report
- PSCM & Grant Management

Open full screen | Refresh form | Online | Last auto saved: | Save

Non-compliant Expenditures

XXX-Z-PR1P02

Financial Reporting Period: 01-Jan-24 to 30-Jun-24

Implementation Period currency: USD

Errors and Warnings | Check data quality | Data quality check required

Principal Recipient non-compliant expenditures in IP currency

Regular Funds

Funding source breakdown

Item No.	Description	Current financial reporting period	1. Comment on cash flows 2. Outline the data source(s) 3. Provide any other contextual information
10.1	Ineligible transactions validated for the current financial reporting period	0	

1. Click on the tab on the left-hand side

2. Enter amount

3. Provide comments

In comparison to the GC6 PUDR template, section 10 on Non-compliant Expenditures has been simplified to only requesting the PRs to enter the non-compliant expenditures for the current reporting period and any commentary to that.

Note: Unrecovered taxes are considered non-compliant. However, those are NOT to be reported in this section, but rather in the Tax Reporting section.

SR Cash Reconciliation

PC	PU	PUDR	Final PU	FCR
		•	•	•

To support annual funding decisions and decisions on cash transfer needs, the PR provides financial data on the management of SR advances. These reflect the balances as per the PR's books and records, which can differ from the actual balances at individual SR levels due to timing of validation of SR reports and cut-off periods, etc. It is sufficient for the PR to report on the balances as per its books and records.

The SR cash reconciliation statement captures the reconciliation of funds provided to SRs at a given reporting period end date. SR open advances are defined as the residual amounts from PR disbursements made to SRs and SR expenditures validated and recorded by the PR in its records as fully liquidated amounts (i.e., recognized officially as SR expenditure by the PR in its own records) as adjusted for other income, refunds and net exchange differences.

To ensure financial control over resources at the disposal of SRs, the Global Fund strongly recommends that the PR establishes advance accounting principles for disbursements made to SRs for program implementation. Although disbursements made to SRs are treated as 'cash-outflow' for purposes of PU/DR reporting, it is important that the PR includes SRs' expenditure in their records upon verification and/or validation of SR reports (including verification by assurance providers).

SR Cash Reconciliation

PC	PU	PUDR	Final PU	FCR
		•	•	•

In certain instances, where 'zero-cash or restricted cash policy'* is in place, the PR is required to report payments made under such policies as actual disbursements to SRs (Item 3.4 of the PR cash reconciliation statement) and also in the SR cash reconciliation section (column 4).

If adequate controls and risk mitigation measures are in place, the PR is required to apply a risk-based approach for the verification of SRs' expenditure, and verification can be performed on a sample basis.

Sample expenditure verification can also be performed by assurance providers depending on the country context.

Note: this section is replicated according to the applicable sources of funding.

1. **Sub-Recipient Name:** the SR(s) for which financial details are being given are listed. Where there are a significant number of SR(s) involved in the implementation of the grant and to simplify the reporting process, the PR can be authorized by the Global Fund to input 'Other' to group SRs that have managed a cumulative budget below US$50,000 as at the end of the reporting period.
2. **Cumulative sub-recipient expenses for previous financial reporting periods at PR level:** the cumulative expenditure amount validated by the PR and entered into its accounting records derived from amounts previously disbursed to SRs as at the end of the previous **reporting period.**

* Such policies imply that the PR makes direct payments on behalf of the SRs.

SR Cash Reconciliation

PC	PU	PUDR	Final PU	FCR
		•	•	•

3. **SR Open Advances at beginning of financial reporting period at PR level:** open balances from the previous reporting period regarding advances provided to SRs that are yet to be validated and/or booked as grant expenditure as part of the PR's regular accounting closure process*.

4. **Disbursements made by the PR or directly by the Global Fund during the current financial reporting period:** all direct disbursements made by the PR to SRs during the reporting period and direct disbursements made by the Global Fund to the SRs. These are cash outflows at the PR level, which impact the cash balance, however, they do not constitute expenditure in the form of payments for goods and services. This amount is to fully reconcile and correspond to the amount reported in item 3.4 (i.e., 'PR disbursement to SRs') in the PR cash reconciliation statement.

5. **Other Income during the current financial reporting period:** constitutes income arising from regular grant activities as covered in the grant confirmation's budget, such as income generating activities and bank interest income. This can also include income arising outside normal grant activities, such as realized proceeds from the approved disposal of grant assets.

6. **Expenditures validated by the PR during the current financial reporting period:** expenditure accepted and/or validated by the PR as SR expenditure for the PU/DR reporting period, following a formal process of verifying supporting documents** of expenditure transactions.

* The Global Fund strongly recommends a monthly closing of accounts by all implementers and recipients of funding.
** The verification of SR expenditure is based on a risk-based approach and can be performed on a sample basis in cases when adequate controls and risk mitigation measures are in place.

SR Cash Reconciliation

PC	PU	PUDR	Final PU	FCR
		•	•	•

7. **Refunds Received from the SR:** Refunds received (if any) from the SR(s) during the reporting period. There should be a consistency with what is reported under item 2.7.2 in the Cash Reconciliation section under the different funding sources, where applicable.

11. **Net exchange gains/(losses) on translation of balances:** This adjustment is to consider gains or losses from translating closing open advances positions in transaction (or local) currency to grant currency at the end of the reporting period. Where there is an overall net loss in foreign currency translation, this is recorded as a negative value.

8. **SR open advances at closing at PR level:** Open SR advances maintained by the PR as at reporting period end date. It represents funds advanced which is yet to be validated, cleared, and recognized by the PR as expenditures in its accounting records; funds for activities which are yet to be implemented by the SR; and/or savings from activities implemented. It does not require any direct input from the PR and is automatically calculated.

9. **Actual SR cash balance (if applicable):** to be filled in by the PR upon proper verification and validation of SR cash balances as at the reporting period end date. In all cases, the PR must have oversight mechanisms in place to provide assurance on reasonableness of SR expenditure and cash balances.

* The verification of SR expenditure is based on a risk-based approach and can be performed on a sample basis in cases when adequate controls and risk mitigation measures are in place.

SR Cash Reconciliation

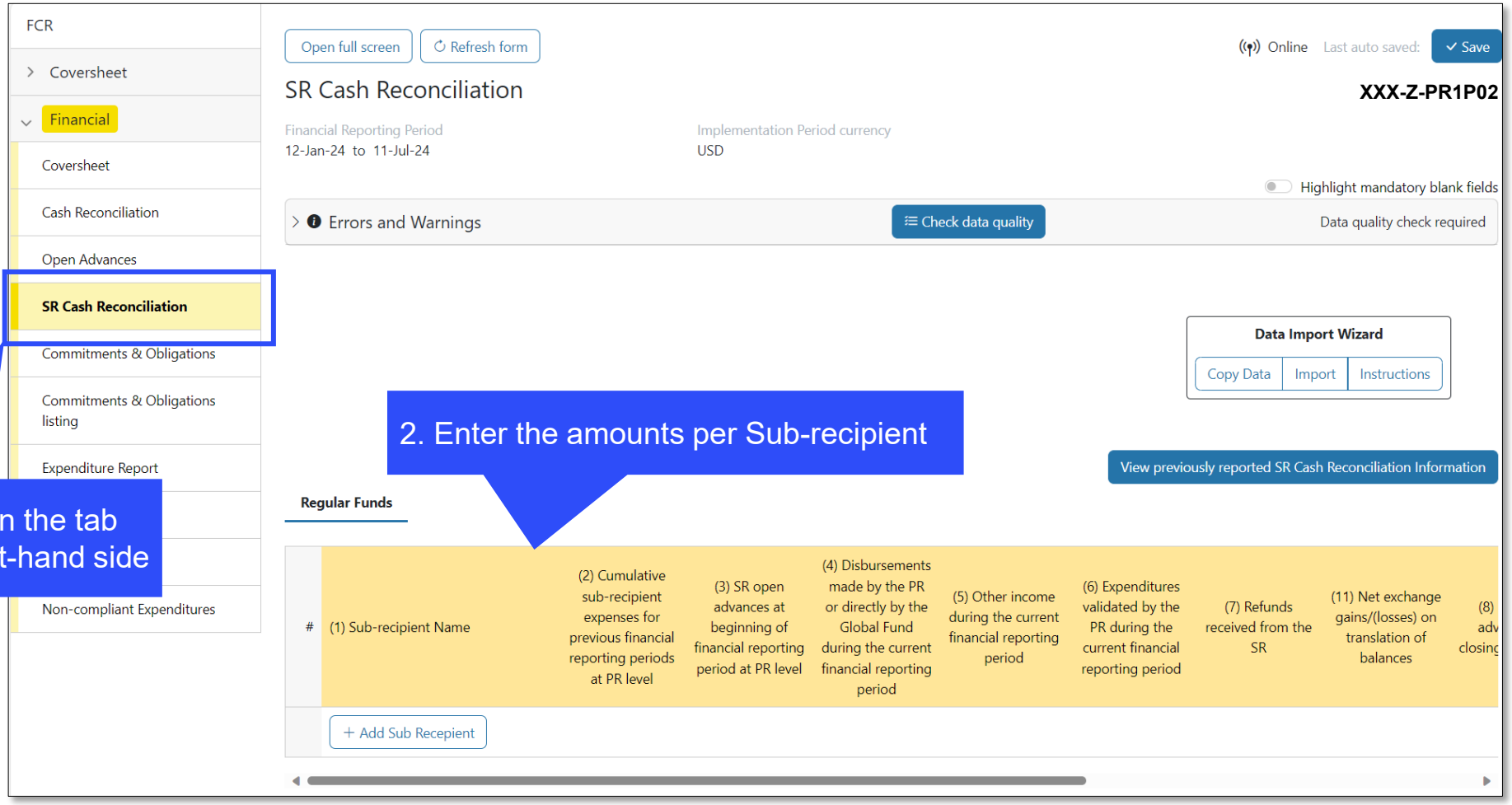
PC	PU	PUDR	Final PU	FCR
		•	•	•

10. **Variances on SR Balances:** does not require any direct input from the PR and is the difference between the closing balance at PR level in respect to open SR advances and actual SR cash balances. The PR is required to ensure that it takes all steps necessary to ensure that this variance is kept to a reasonably low level by ensuring proper oversight of SR(s) expenditure, timely disbursements, and reporting.

PR comments: In respect of every SR, the PR is expected to provide contextual comments to enable a clear understanding of the implementation of activities at the level of the SRs.

HOW TO

SR Cash Reconciliation



1. Click on the tab on the left-hand side

2. Enter the amounts per Sub-recipient

Commitments & Obligations

PC	PU	PUDR	Final PU	FCR
		•	•	•

Financial commitments and financial obligations as defined above (see Key Definitions in the Financial Reporting tab) arising at PR and SR levels are to be recorded here together with the amount of accrued severance entitlements.

Note: this section is replicated according to the applicable sources of funding.

Item 7.1a and 7.1b – 'Total financial commitments'

Financial commitments (7.1a and 7.1b) are entered manually. For the previous period, those correspond to the closing balance of the financial commitments and for the current period those are entered as per the balance of the current period Commitments and Obligations listing. Exception is noted for the FCRs, where the commitments for the current period must be zero as a general rule. For split closure, where one source of funding closes before the other, commitments for the continuing components can be recorded and are then included as per the Commitments and Obligations listing.

Commitments & Obligations

PC	PU	PUDR	Final PU	FCR
		•	•	•

Item 7.2a, 7.2b and 7.2c – 'Financial obligations and accrued severance'

Balances at the end of the current financial reporting period are reported here.

Please note: For accrued severance entitlements, where applicable, the PR is required to report on the cumulative balance at the end of each financial reporting period.

Item 7.4* – 'Total financial commitments & financial obligations'

This is the total amount of items 7.1a to 7.2c, above.

* Previously used category 7.3 has been retired and is no longer in use.

HOW TO

Commitments & Obligations

FCR

- Coversheet
- Financial
  - Coversheet
  - Cash Reconciliation
  - Open Advances
  - SR Cash Reconciliation
  - **Commitments & Obligations**
  - Commitments & Obligations listing
  - Expenditure Report
  - Triangulation
  - ...nditures

1. Click on the tab on the left-hand side

Open full screen | Refresh form | Online | Last auto saved: | Save

Commitments and Obligations

XXX-Z-PR1P02

Financial Reporting Period: 12-Jan-24 to 11-Jul-24

Implementation Period currency: USD

Errors and Warnings | Check data quality | Data quality check required

Principal Recipient financial commitments obligations

Regular Funds

Funding source breakdown

2. Enter amount

3. Provide comments

Item No.	Description	Previous financial reporting period	Current financial reporting period	1. Comment on cash flows 2. Outline the data source(s) 3. Provide any other contextual information
7.1a	PR total financial commitments		0	
7.1b	SR(s) total financial commitments		0	
7.2a	PR financial obligations		0	
7.2b	SR(s) financial obligations		0	
7.2c	Accrued severance		0	
7.4	Total financial commitments & financial obligations		0	

Commitments & Obligations Listing

PC	PU	PUDR	Final PU	FCR
			•	•

For Final PU and FCR only

The detailed listing of financial commitments and obligations is required to be provided in the prescribed format for the **Final PU only**.

For the financial commitments detailed listing, the PR is expected to provide the activity description, the relevant module, intervention, cost input/cost grouping and implementer associated with the activity, the amount of the commitment and the actual delivery date of the related good/service.

Note that the goods/services must have been delivered by the reporting period end date and payments in relation thereto have not been made to qualify as commitments.

Then, as part of the **Financial Closure Report**, the actual payment date and the final amount for which the commitment was liquidated need to be provided. Any differences between commitments booked in the Final PU and the actual amount of for which the commitments have been liquidated need to be adjusted in the expenditures.

Example

Commitments & Obligations Listing

PC	PU	PUDR	Final PU	FCR
			•	•

For Final PU and FCR only

Example

For example: In the Final PU as of 31 December 2023, IT supplies have been delivered on 28 December 2023 for a total amount of US$10,000 as per order made by the PR. The whole US$10,000 was recognized in expenditures in line with Global Fund guidance. However, upon receipt of the final invoice, the total amount appears as US$10,800. This was settled on 18 April 2024. In the FCR, there is an additional amount of US$800 that needs to be recognized as expenditure. Conversely, if the invoice was settled for US$9,500, then expenditures are adjusted downwards by US$ 500.

Note that slippages approved by the Global Fund (goods and services which were initially expected to be received before the end of the implementation period but have now been delayed to within 180 days from the end of the allocation utilization period and meeting the set criteria) are to be recognized as expenditures during the closure period only.

Note: this section is replicated according to the applicable sources of funding.

HOW TO Commitments & Obligations Listing

FCR
- Coversheet
- Financial
  - Coversheet
  - Cash Reconciliation
  - Open Advances
  - SR Cash Reconciliation
  - Commitments & Obligations
  - **Commitments & Obligations listing**
  - Expenditure Report
  - Triangulation
  - Tax Reporting

Open full screen | Refresh form | Online | Last auto saved: | Save

Commitments and Obligations Listing **XXX-Z-PR1P02**

Financial Reporting Period: 12-Jan-24 to 11-Jul-24

Implementation Period currency: USD

Highlight mandatory blank fields

Errors and Warnings | Check data quality | Data quality check required

Data Import Wizard: Copy Data | Import | Instructions

Funding source breakdown

Regular Funds

2. Select dimension

Financial Commitments | Financial Obligations | Accrued Severance

3. Fill in information

Financial Commitments

#	Module	Intervention	Activity description	Cost Input	Implementers	Type of Implementer	Am
1	Select	Select		Select		Select	

+ Add Module

1. Click on the tab on the left-hand side

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

The objective of triangulation is to ensure completeness and accuracy of financial information presented in the PU/DR. It involves the reconciliation of the closing cash balance in the: Principal Recipient Cash Reconciliation section with Total Expenditure, taking into consideration financial commitments and open advances.

Triangulation controls section has been enhanced to allow not only for the verification of reported figures for the current financial reporting period but also on a cumulative basis. This is also to recognize the correction of errors in the prior reporting periods which if looked in isolation does not provide an overall correct picture of the soundness of the financial information reported in the grant.

Hence, the triangulation controls section for an FCR, for instance, will include the individual triangulation line items as included in the previous PUDRs on an annual basis. PRs

Please note: All figures are automatically calculated based on inputs in other sections. Space for comments is provided. Triangulation differences must be investigated and explained.

* Tab not applicable for C19RM only grants.

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.1 – 'Cash balance: beginning of the current financial reporting period'

PR cash balance at the start of the financial reporting period from item 1.1.

Item 13.2 – 'Open advances: beginning of the current financial reporting period'

Sum of item 6.1 – open advances at the level of the SRs, PPM / wambo.org and other PR advances.

Item 13.3a – 'Total IP income'

Item 2.7 – total of disbursements and other income for the current financial reporting period.

Item 13.3b – 'Total refunds received'

Item 2C – total of refunds and reimbursements received for the current financial reporting period.

* Tab not applicable for C19RM only grants.

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.4 – 'Total expenditure per PR expenditure report'

Total expenditure for the current financial reporting period as per the Expenditure Report – total of regular funds and C19RM funds.

Item 13.5 – 'Net change in total financial commitments from previous year'

Difference between the current financial reporting period and the previous reporting period for items 7.1a and 7.1b.

Item 13.6 – 'Open advances at the end of the current financial reporting period'

Sum of item 6.8 – open advances at the level of the SRs, PPM / wambo.org and other PR advances.

Item 13.7 – 'Total reconciling adjustments'

Populates from item 4.3 – total reconciling adjustments.

* Tab not applicable for C19RM only grants.

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.8 – 'Total expected PR closing cash balance'

Calculated as opening cash balance at PR level (13.1) plus the open advances (13.2) plus all income received by the PR (13.3a) minus all refunds received (13.3b), minus all expenditures recognized (13.4) and adjusted for net change in financial commitments (13.5), open advances at the end of the period (13.6) and reconciling adjustments (13.7).

Item 13.9 – 'Total cash balance in-country'

item 5.1, the calculated in-country cash balance at the level of the PR.

* Tab not applicable for C19RM only grants.

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Item 13.10 – 'Triangulation variance to be reconciled or reimbursed by PR'

Item 13.8 – total expected PR closing cash balance, minus item 13.9 – total cash balance in country.

Examples of the justified triangulation variances include:

- SR income
- SR net exchange gain or loss from translation of balances
- Open ineligibles
- Refund of taxes
- SR refunds (excluding SR refunds to the PR)

The above variances can be broken down in sections 13.11 - 13.15, that serve as justified triangulation variances. Any remaining unjustified variances will be calculated in 13.17 – Total Unexplained variances.

* Tab not applicable for C19RM only grants.

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

Expenditure check (Section 13.2.1 – 13.2.4): This is relevant for FCR only as for GC7 PU/DR reporting, the enhancements to expenditure reporting will cater for this check. The expenditure check serves as an arithmetic check on the cumulation of the expenditures, by cumulating standalone period expenditures and comparing them against the reported period expenditures to check if there was an error, which would need to be corrected.

Cash balance split by source of funding (Section 13.3.1 – 13.3.7): For GC6 closures of grants which hosts C19RM funds, the split of C19RM and regular funds final closing balances needs to be done as these funding sources have different rules governing their utilization.

The former GC6 PUDRs tracked the disbursements and expenditures by funding source however did not request the split of other elements of the cash reconciliation by funding sources.

Therefore, the prescribed methodology for calculation of the cash balance split is first to derive the C19RM cash balance as follows:

C19RM opening cash balance
(+) C19RM disbursements
(-) C19RM expenditures
(=) C19RM closing cash balance

Note: Section 13.3 - split of cash balance by funding sources will be applicable only for GC5 and GC6 grants.

* Tab not applicable for C19RM only grants.

Triangulation Controls

PC	PU	PUDR*	Final PU*	FCR*
		•	•	•

However, in some cases adjustments might need to be made to the above methodology to derive the correct C19RM closing balance. Such adjustments need to be made in item 13.3.5. Below, there are two examples for which adjustments might be made:

1. Compensation for C19RM 2020 disbursements:

For GC6 grants which started before June 2021, there might be C19RM 2020 expenditures included in the GC6 grant as well. Disbursements for those activities were not tagged and just captured as part of regular grant disbursements. Therefore, the calculation will have to be adjusted for those C19RM 2020 disbursements not to distort the final C19RM cash balance.

2. Adjusting for any other reconciling items (e.g. Forex)

In some cases, the PR might want to allocate some costs to C19RM. For example, if the PR identified large forex loss on transaction, the PR might allocate part of it to C19RM not to penalize the regular grant or if the regular grant has already run out of funds. These adjustments, the calculation of those (including source of exchange rates) and adjustments entries to be posted to the accounts **must** be agreed with the Global Fund Country Team prior submission of the FCR.

* Tab not applicable for C19RM only grants.

HOW TO

Triangulation Controls

FCR

- Coversheet
- Financial
  - Coversheet
  - Cash Reconciliation
  - Open Advances
  - SR Cash Reconciliation
  - Commitments & Obligations
  - Commitments & Obligations listing
  - Expenditure Report
  - **Triangulation**
  - Tax Reporting
  - Non-compliant Expenditures

Open full screen | Refresh form

Triangulation

Financial Reporting Period: 12-Jan-24 to 11-Jul-24

Implementation Period currency: USD

Errors and Warnings | Check data quality | Data quality check required

Item No.	Description	Extracted from PUDRs					Principal Recipient		
13	Triangulation of financial figures	Year 1	Year 2	Year 3	Year 4	Year 5	Period	Cumulative	Comments
13.1	Cash balance: beginning of the current financial reporting period	0	7,781,175				0	0	
13.2	Open advances: beginning of the current financial reporting period	0	461,512				0		
13.3a	Total IP income	15,771,845	23,254,561				0	39,026,407	
13.3b	Total refunds received						0	0	
13.4	Total expenditure per PR expenditure report	(7,731,670)	(12,674,813)				0	0	
13.5	Net change in total financial commitments from previous year	209,398	(23,451)						
		(461,512)	(536,841)						
		3,085	2,231,951				0	2,235,036	

The triangulation for the period is linked directly from the respective cells as reported by the PR in other tabs of the FCR.

2. Provide comments

1. Click on the tab on the left-hand side

3. Justify any variances arising from SR cash reconciliation, open ineligibles, refunds, etc by breaking down those variances into the cells between 13.11-13.15.

The Triangulation in the FCR has been enhanced to cater for the cumulative triangulation for the Implementation Period. The principle and calculation methodology remains the same and data from previous triangulations will be populated into the cumulative triangulation form.

Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

As stipulated in Section 3.5 of the Global Fund Grant Regulations* applicable to allocation-based model grants, Global Fund funding is based on the principle that grant funds are intended to be free from taxation, so that all the grant funds provided by the Global Fund contribute directly to the prevention, diagnosis, and treatment of the three diseases in the country and building resilient and sustainable systems for health alongside pandemic preparedness and response.

The required tax exemption for Global Fund purposes mainly includes (but is not limited to):

- Customs duties, import duties, taxes or fiscal charges of equal effect levied or otherwise imposed on the 'Health Products'** imported into the Host Country under the Grant Agreement or any related contract (collectively 'Custom/Import Duties'); and
- VAT levied or otherwise imposed on goods and services purchased using grant funds.
- Any other taxes that are applicable in-country based on local fiscal legislations and not specifically mentioned.

The Global Fund has been requested by its donors to report on how this provision is applied across all our grants before donor commitments are released to the Global Fund. PRs are required to report on tax exemption information once a year to verify compliance with grant agreements.

* Available at Global Fund Grant Regulations Version 1 (2014) or Global Fund Grant Regulations Version 2 (2023).
** As defined in the Global Fund's Guide to Global Fund's Policies on Procurement and Supply Management of Health Products.

Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

The purpose of the Tax Report is to collect information for import duties, VAT related to goods and services (including commodities and other health products) and any other taxes paid from Global Fund grants in every reporting period. The tax reporting period is now fully aligned to the PUDR reporting period.

Additionally, at the end of every implementation period and as part of the FCR, a final tax reporting status is now provided which regroups the tax reports submitted as part of each PUDR and also for the financial closure period also. This final tax report provides the opportunity for the PR to ascertain its final tax recoverable amount for the implementation period taking into consideration tax refunds received from authorities throughout the implementation period.

'Financial Reporting Period': is pre-populated and corresponds to the period covered by the PU/DR or FCR.

'Grant Tax Exemption Status': the PR is required to select the appropriate tax exemption status from the drop-down menu list. Tax exemptions related to social contributions and salary income tax do not need to be reported. When different SRs have different tax exemption status, please choose the option that covers the majority of funds managed by the SRs.

Please note: The PR is required to ensure the documentation confirming its tax exemption status and that of the SR(s) is available upon request

Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

'Overall Tax Exemption Status': is automatically calculated based on the information entered in the fields above.

Item 12.1 – 'Balance of Taxes Unrecovered at the start of the Reporting Period' (PR and SR)

Pre-populated from previous reporting periods and represents the sum of all unrecovered taxes at the start of the financial reporting period.

Item 12.2 - 'Taxes paid during the reporting period' (PR and SR)

The total taxes (in grant currency) paid by the PR and SR(s) in the reporting period.

Item 12.3 - 'Tax recovered from tax authorities during the reporting period' (PR and SR)

The total taxes (in grant currency) recovered from the government by the PR and SR(s) in the reporting period. This amount is reported in 2.7.3.

Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

Item 12.4 - 'Closing balance of taxes not yet recovered from tax authorities' (PR and SR)

Automatically calculated and represents the total taxes (in grant currency) not recovered from the tax authorities by the PR and SR(s).

Item 12.5 - 'Total taxes reimbursed by implementer to grant account during the reporting period' (PR and SR)

Relates to any reimbursements for taxes made by the PR or SRs into the grant account during the reporting period. These would typically arise during the course of implementation where taxes unrecovered from tax authorities are reimbursed into the grant account before the issuance of a demand letter in relation to these unrecovered taxes.

Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

Item 12.6 - 'Total taxes reimbursed by implementer to the Global Fund during the reporting period' (PR and SR):

Relates to any reimbursements for taxes made by the PR or SRs to the Global Fund during the reporting period. These would typically arise where taxes unrecovered from tax authorities are reimbursed into the grant account after the issuance of a demand letter in relation to these unrecovered taxes.

Item 12.7 - 'Balance of taxes unrecovered at the end of the reporting period' (PR and SR)

Automatically calculated and represents the total taxes (in grant currency) remaining unrecovered from the tax authorities by the PR and SR(s) at the end of the reporting period. At FCR stage, this amount is deemed non-compliant and is adjusted in expenditures.

Please note: The PR is required to enter in the comments field the amount of additional recoveries expected for the period.

Tax Reporting

PC	PU	PUDR	Final PU	FCR
		•	•	•

Tax Information Comments': the PR is required to enter any relevant comments that will facilitate the review of the Global Fund in relation to taxes paid.

Final Tax Statement for the Implementation period has been added to the FCR in order to summarize the taxes reported and recovered throughout the grant cycle. Information in this section will be pre-populated from previous reports including the information for the closure period. However, given that the previous PUDR version did not include the information on taxes reimbursed (12.5 and 12.6) the PR is requested to make adjustments for the entire Implementation Period directly in lines 12.5 and 12.6 of the FCR.

HOW TO

Tax Reporting

The tax reporting is now required in the FCR as well. The overall information remains the same as in the PUDR, however the structure has changed for better understanding.

FCR

- Coversheet
- Financial
  - Coversheet
  - Expenditure Report
  - Triangulation
  - **Tax Reporting**
  - Non-compliant Expenditures

Open full screen | Refresh form | Online | Last auto saved: | Save

Tax Reporting **XXX-Z-PR1P02**

Financial Reporting Period: 12-Jan-24 to 11-Jul-24

Implementation Period currency: USD

Errors and Warnings | Check data quality | Data quality check required

Taxes paid and recovered, Including sub-recipient taxes

Item No.	Description	PR	SR	TOTAL
	Grant Tax Exemption Status	Select	Select	
12.1	**Balance of Taxes Unrecovered at the start of the Reporting Period**			
12.2	Taxes Paid During the Reporting Period			
12.3	Taxes Recovered from Tax Authorities during the Reporting Period			
12.4	**Closing Balance of Taxes Not Yet recovered from Tax Authorities**	0	0	0
12.5	Total Taxes Reimbursed by Implementer to Grant Account during the Reporting Period			
12.6	Total Taxes Reimbursed by Implementer to Global Fund during the Reporting Period			
12.7	**Balance of Taxes Unrecovered at the end of the Reporting Period**			

Tax information comments

1. Click on the tab on the left-hand side

2. Select values

3. Enter amounts

4. Provide comments

Note: Unrecovered taxes are considered non-compliant. However, those must NOT be duplicated in the “Non-compliant Expenditures section”.

Forecast Report

PC	PU	PUDR*	Final PU	FCR
		•		

This section of the PUDR contains the revised forecast layout which provides opportunity for the PR to reprogram the use of grant funds through the forecast exercise. For instance, at the PUDR for the first year of implementation, the PR can adjust its forecast for the second and third year of implementation through the dedicated columns included in the form. Similarly, at the end of the second year of implementation, the forecast for the third year of implementation can be readjusted by the PR.

The forecast must be based on a solid understanding of grant implementation realities and planned programmatic activities. Supporting evidence may need to be provided by the PR to justify the change in forecast. These can be submitted in a flexible format, by cost dimension, module and intervention and implementing entity. In addition, this forecast is to be broken down by sources of funding, where applicable.

The forecast includes new activities to be implemented (new contracts/procurement for goods and services) and open existing contracts (financial commitments and financial obligations) from which payments are to be made during the period covered by the forecast.

* Tab not applicable for C19RM only grants.

Forecast Report

PC	PU	PUDR*	Final PU	FCR
		•		

The PR is required to consider several factors in determining its forecast of cash needs, such as (but not limited to):

- **Program absorption capacity:** What are the current budget absorption rates (expenditure/budget) over the most recent periods and are they high or low? What are the factors causing this, and do any of these factors affect the current period?
- **Changes to the work plan:** Have there been major changes to the work plan for the next period of implementation, such as the postponement or acceleration of activities, or delays or advances in major procurements which have an impact on the cash needed for the period?
- **Unit price changes:** How do current/expected unit prices compare to those in the budget?
- **Financial Commitments and Financial Obligations:** Are there current confirmed commitments and obligations to be paid during the disbursement request period?
- **Macroeconomic factors:** Have there been major changes in inflation or exchange rates that can affect the cash needs for the period?

* Tab not applicable for C19RM only grants.

Forecast Report

PC	PU	PUDR*	Final PU	FCR
		•		

If the forecasted expenditure is significantly different from budgeted amounts, the PR must specify the major drivers of the deviation and their impact on the variance (in terms of specific amounts) in the PUDR.

In case of significant variances between forecasted expenditures and budget, the PR is required to present an updated work plan and budget at the Global Fund's request.

Recognizing that PRs have different ways of presenting forecasts, the minimum requirements set out in the detailed description above are nevertheless to be respected. This detailed forecast must be shared with the Global Fund at the time of submission of the PUDR, if not already shared as part of budget revision or cash releases requests.

Such analysis is to be done separately for activities to be financed from the regular allocation and those to be financed from C19RM, where applicable.

This section of the PUDR contains a summary of the cash expenditure forecast for activities to be financed under the regular allocation and under C19RM, where applicable, for the period immediately following the period covered by the PUDR and for an extra cash 'buffer' period of up to six months where applicable.

* Tab not applicable for C19RM only grants.

Forecast Report

PC	PU	PUDR*	Final PU	FCR
		•		

It also contains a calculation of the disbursement amount requested by the PR based on the cash balance, the forecasted cash outflows for the period immediately following the period covered by PUDR (as well as for an extra cash 'buffer' period of up to six months) and cash 'in transit', if any.

The forecast totals reported are to include activities in the approved budgets requiring payment of goods and services in the next execution period plus buffer period.

- **Cash balances:** Are there significant cash balances at the SR level, which can reduce the additional cash required from the PR and consequently the Global Fund? The PR is required to state whether and to what extent the information on the SR cash balances has been used in the calculation of the requested disbursement amount.

* Tab not applicable for C19RM only grants.

HOW TO Forecast Report

4. Alternatively, the Data Import Wizard can be used to import data into the form for each section

Data Import Wizard

Copy Data | Import | Instructions

Tax Reporting

Non-compliant Expenditures

Forecast report

Disbursement Request

M & Grant gement

1. Click on the tab on the left-hand side

sion

otal	4,988,831	0	4,988,831	0	0	0	0

Total IP budget	Cumulative expenditure at the end of the current financial reporting period	Expenditure gap	Forecast Y2	Forecast Y3	Updated forecast until end of IP	Planned utilization	Provide comment on updated forecast
699,355	0	699,355	0	0	0	0	
2,795	0	2,795	0	0	0	0	
910,505			0	0	0	0	
843,297	0	843,297	0	0	0	0	
260,010	0	260,010	0				
133,242	0	133,242	0	0	0	0	
243,355	0	243,355	0	0	0	0	
69,513	0	69,513	0	0	0	0	

2. Enter amounts under Y2 or Y3

3. Provide comments, if necessary

Complete each section:
- A: Breakdown by Costing Dimension
- B. Breakdown by Module / Intervention
- C. Breakdown by Implementing Entity

Totals must tally across all sections.

Disbursement Request

PC	PU	PUDR*	Final PU	FCR
		•		

'Implementation Quarter'

Pre-populated and corresponds to quarters covered by the disbursement request period, including a maximum of six months of buffer.

'Source of Funding'

Distinguishes between Regular Funds and C19RM funds, where applicable.

'Approved Budget'

Pre-populated and corresponds to the budget (by quarter) covered by the disbursement request period for regular allocation and C19RM funding, where applicable.

'Principal Recipient Forecast'

The cash forecast (by quarter) of the PR analyzed by regular allocation activities and C19RM activities, where applicable. The total amount by quarter for each component needs to correspond to the underlying detailed forecasts to be shared by the PR.

* Tab not applicable for C19RM only grants.

Disbursement Request

PC	PU	PUDR*	Final PU	FCR
		•		

'Cash balance at the end of current financial reporting period covered by Progress Update'

Calculated automatically based on the closing cash balance (Item 5.1 of the Principal Recipient Cash Reconciliation and taking into consideration the indicative C19RM cash balance, where applicable as per Table D. The Indicative Cash Balance for C19RM Allocation is in Tab 5: Principal Recipient Expenditure Report for C19RM Activities).

'Cash in transit for the current financial reporting period (Disbursements to PR)' and 'Cash in transit for the current financial reporting period (Third Party disbursements)'

The disbursements made by the Global Fund** to the PR or to a Third Party on behalf of the PR during the current reporting period but received by the PR after the reporting period end date. For example, a disbursement made to the PR on 28 June 2022, during the PU semester period ending 30 June 2022 but received by the PR on 15 July 2022. As this constitutes cash resources at the disposal of the PR, this amount is automatically deducted from the total forecast amount for the disbursement request period.

'Cash in transit after the current financial reporting period (Disbursements to PR)' and 'Cash in transit after the current financial reporting period (Third Party disbursements)'

In certain instances, the Global Fund can release disbursements to the PR (or to a Third Party on behalf of the PR) after the reporting period end date, but prior to the due date for PUDR or Final PU submission. When such disbursements are made to and received by the PR after the current progress, they are included here.

* Tab not applicable for the C19RM only grant.

** The date on the Disbursement Notification Letter transmitted by the Global Fund is during the current reporting period.

Disbursement Request

PC	PU	PUDR*	Final PU	FCR
		•		

'Forecasted Disbursement to Principal Recipient'

Represents the anticipated direct disbursement needs of the PR.

'PPM / Wambo.org forecasted disbursement'

Represents the forecasted disbursement to be made by the Global Fund under the Pooled Procurement Mechanism (PPM).

'Forecasted Direct Disbursement by entity'

Represents the forecasted disbursement to be made to Third Parties by the Global Fund on behalf of the PR (do not include disbursements made under PPM). The PR can designate here specific payees like the Fiscal Agent, Global Drug Facility (GDF), Cepheid or the External Auditor, amongst others, where payments are made directly by the Global Fund.

* Tab not applicable for C19RM only grants.

Disbursement Request

PC	PU	PUDR*	Final PU	FCR
		•		

'Disbursement Request'

Automatically calculated based on the information from the fields above. **Note:** The amount for each period and by funding type for this table needs to match with the amount appearing in the same 'Disbursement Request' line of the previous table.

Column 'Execution Period Total'

Automatically calculated based on information entered for the respective quarters of the execution period.

Column 'Buffer Period Total'

Automatically calculated based on information entered for the respective quarter(s) of the buffer period, where applicable.

At the end of the section of the PUDR, there is a field for the PR to explain any significant variance between the forecasted amounts and the amounts as per approved budgets.

* Tab not applicable for C19RM only grants.

HOW TO Disbursement Request

For the Execution Period

Distinguishes between Regular Funds and C19RM funds, where applicable

- Cash Reconciliation
- Open Advances
- SR Cash Reconciliation
- Commitments & Obligations
- Commitments & Obligations listing
- Expenditure Report
- Triangulation
- Tax Reporting
- Non-compliant Expenditures
- Forecast report
- **Disbursement Request**
- PR M & Grant Management

Regular Funds

Total forecasted net cash expenditures by the Principal Recipient for the coming financial reporting period (immediately following the current financial reporting period covered by the Progress Update)

#	Implementation Quarter	Execution Period				
		01-Jan-25 to 31-Dec-25				Execution Period Total
1	Approved Budget	1,967,807				0
2	Forecast net of commitments	100	200	3,000	0	19
3	Liquidation of commitments	103	200	3,000	0	
4	**Total Forecast**	203	400	6,000	0	19
5	Cash balance at the end of current financial reporting period covered by Progress Update	708,546				
6	Open advances at the end of the current financial reporting period	0				
7	Cash in transit for the current financial reporting period (Disbursements to PR)	0				
8	Cash in transit for the current financial reporting period (Third party disbursements)	0				
9	Cash in transit after the current financial reporting period (Disbursements to PR)	0				
10	Cash in transit after the current financial reporting period (Third-party disbursements)	0				
	Disbursement Request	0	0	0	0	0

1. Click on the tab on the left-hand side

2. Enter amounts for the cash forecast, per quarter

The total amount by quarter must correspond to the underlying detailed forecasts shared by the PR

3. Enter amounts for 'Cash in transit'

HOW TO Disbursement Request

For the Execution Period

4. Enter amounts for the anticipated direct disbursement needs of the PR, per quarter

#	Implementation Quarter	Execution Period				
		01-Jan-25 to 31-Dec-25				Execution Period Total
1	Forecasted disbursement to PR	50,000	100,000	1,700,000	1,000	1,851,000
2	PPM / wambo forecasted disbursement	0	0	0	0	0
3	**Forecasted direct disbursement by entity**	0			0	0
4	Economic Relations Division, Ministry of Finance of XXXX					0
	+ Add Implementation quarter					
	Disbursement Request	**50,000**	**100,000**	**1,700,000**	**1,000**	**1,851,000**

5. Enter amounts for the the forecasted disbursement to be made by the Global Fund under PPM, per quarter

PR explanation on significant variance between the forecasted amounts and the amounts as per approved budgets. Please specify the main factors and relat t represent major drivers of the variance.

The **Disbursement Request** is automatically calculated based on the information from the fields above. The amount for each period and by funding type for this table needs to match with the amount appearing in the same 'Disbursement Request' line of the previous table.

6. Add comments to explain the variance any significant variance between the forecasted amounts and the amounts as per approved budgets

Disbursement Request

7. Enter amounts in the same way for the Buffer Period columns (in both tables)

For the Buffer Period

Buffer Period			
01-Jan-26 to 30-Jun-26		Buffer Period Total	Total
160,000	160,000	320,000	
0	0	0	
0	0	0	
		0	
160,000	**160,000**	**320,000**	**2,171,000**

Check Data Quality

To ensure PR submissions are accurate and complete upon submission

Data Quality Checks are a set of automated actions that the system performs to flag irregularities.
The checks aim to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in Partner Portal:

Error

- Alerts when the data does not comply with validation rule
- Does not allow PR to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form

Warning

- Flags the system user to check if the data captured is correct or contains a potential error.
- Requires a justification comment if the warning is overruled.
- Allows PR to proceed and submit.

List of Financial Errors (1/2)

Errors require the **correction** of values entered for users to proceed.

Financial Error Messages	Action Required	Type
One or more fields in this section are blank.	Enter a numerical value (Can be a '0')	Error
The exchange rate field cannot be blank.	Enter a numerical value	
A rationale is required for the value entered under Item No. 4.1 'Other reconciliation adjustment'.	Provide a rationale in the 'Comments' field under Item No. 4.1	
There is a variance between the Bank Statement balance and the PR cash balance.	Provide a rationale in the 'Comments' field under Item No. 9.3	
There is a variance between the Bank Reconciliation Statement balance and the PR cash balance.	Provide a rationale in the 'Comments' field under Item No. 9.4	
A rationale is required for the value entered under Item No. 10.1 'Non-compliant expenditures validated for the current financial reporting period'.	Provide a rationale in the 'Comments' field under Item No. 10.1	
A bank statement or equivalent must be attached – If there is no document attached of file type bank statement/equivalent.	Attach the document in the 'Attach' tab	
A bank reconciliation statement must be attached – If there is no document attached of file type bank reconciliation.		
The absorption percentage for the cumulative period is less than 85% or more than 115%.	Provide a rationale in the 'Explain cumulative period variances' field	
One or more reconciling adjustment(s) have been entered in sections 13.11 to 13.15.	Provide a rationale in the 'Comments' field	
There is a variance in section 13.17.		
There is a variance in section 13.2.4.		

List of Financial Errors (2/2)

Errors require the **correction** of values entered for users to proceed.

Financial Error Messages	Action Required	Type
The sum of value(s) entered under Item no. 2.7.3 'Tax refunds received' in the Cash Reconciliation section does not equal the sum of PR values under Items No. 12.3 'Taxes recovered from Tax Authorities' and No. 12.5 'Total taxes reimbursed by implementer to Grant account' in the Tax Reporting section.	Update the value(s) accordingly	Error
The adjustments made for Item 8 'SR open advances at closing at PR level' for each sub-recipient must be equal to the adjustments made at a total level.		
The expenditure totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The cumulative expenditure in the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables cannot be negative.		
The 'Savings for reinvestment' totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The 'Delayed activities' totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The 'Other variance' totals of the 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' tables must be equal.		
The amounts forecasted for subsequent years broken down by 'Costing Dimension', 'Module / Intervention' and 'Implementing Entity' must be equal.		
The amounts forecasted for subsequent years must be equal to the Expenditure Gap.		
The total 'Forecast net of commitments' for the execution period must be equal to the 'Forecast for the year' set in the Forecast section. Update the value accordingly.		
The liquidation of commitments by quarter must be equal to the total commitments reported in Commitments and Obligations section.		
The value entered in this field cannot be negative.		
The calculated disbursement request amount must be equal to the breakdown of disbursements by type and entity.		

List of Financial Warnings

Warnings require **correction** or a **justification comment** for users to proceed.

Financial Warning Messages	Action Required	Type
A negative value has been entered in Item No. 5.1 'Total PR cash balance'.	Update the value or provide a justification	Warning
The value entered is less than the value validated in the previous period for the same item(s).		
The cumulative expenditure reported in the current period (Item 2) does not equal the cumulative expenditure reported in the previous period (Item 2 + Item 6).		
The amount reported in Item 6 'Expenditures validated by the PR during the current financial reporting period' does not equal the expenditure reported for sub-recipients in the 'Detailed Expenditures' tab.		
The 'total taxes remain unrecovered at the end of the Reporting Period' reported in the Closure tax report does not equal the sum of all tax reports for each year.		
The balance of recoveries in the 'Recovery' module does not equal Item 12.7 'Balance of taxes unrecovered at the end of the Reporting Period'.		

HOW TO Check Data Quality

1. Click Check data quality. On the right you will see the number of errors and warnings.

Open full screen | Refresh form | Online | Last auto saved: | Save

Coverage Elementary Indicator

XXX-Z-PR1P02

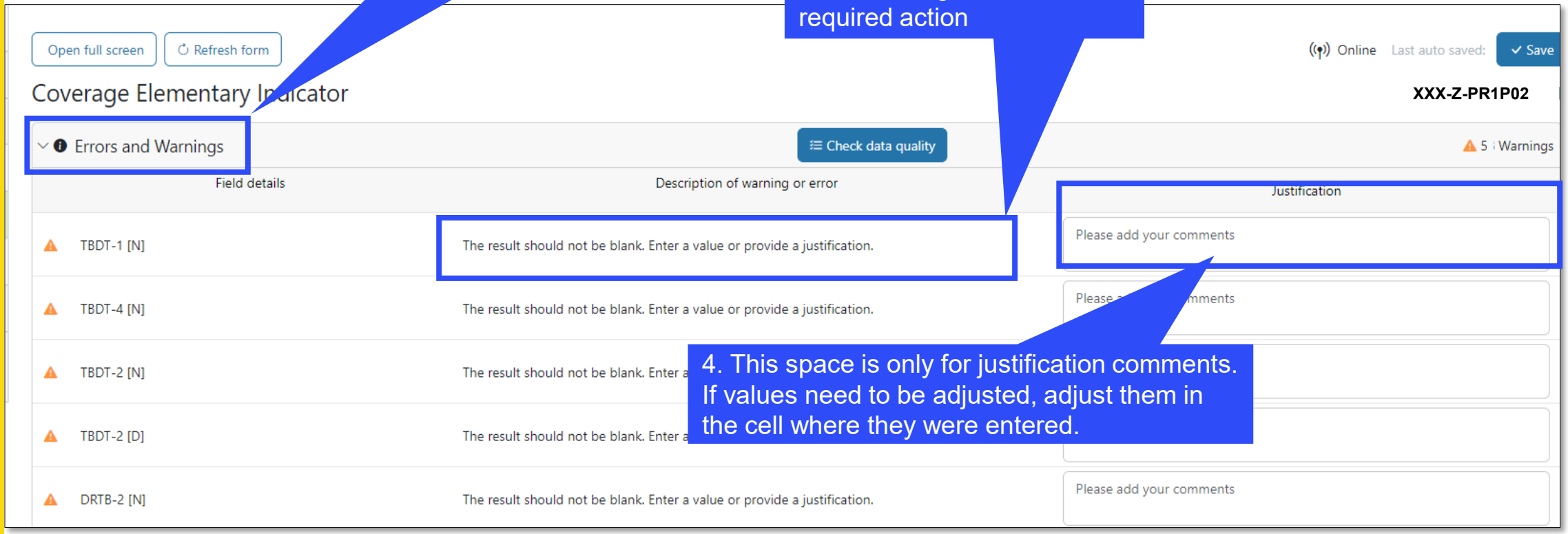
Errors and Warnings | Check data quality | 5 Warnings

Field details	Description of warning or error	Justification
TBDT-1 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-4 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [D]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
DRTB-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments

HOW TO Check Data Quality

2. Click the down arrow to view all errors and warnings

3. View the description of the error/warning and take the required action



4. This space is only for justification comments. If values need to be adjusted, adjust them in the cell where they were entered.

Data Quality: Additional Considerations

Control point	Description of control point
PR cash reconciliation – opening balance	Should equal the PR previous closing balance, any adjustment is made under section 4.1 to align to Global Fund-validated cash balance.
PR cash reconciliation – closing balance	Negative closing balances: These can be allowed for C19RM continuing grants if there is enough undisbursed funds for C19RM to compensate for the negative balance. Not allowed for Regular funds.
Advances	If the validated closing balance in the prior reporting period is different from the PR opening, the correct figure will have to be entered manually to give the correct opening balance of open advances.
Commitments & obligations	Total commitments (for both funding sources) at the start of the reporting period should match the validated total commitments at the end of the previous financial reporting period.
C19RM and Regular cash split consistency	This section serves as a mini triangulation to help determining the C19RM closing balance. Guidance is included across three pages, beginning here.
Expenditure – data quality issue	With the new embedded controls, some data quality issues from previous periods could prevent PR submissions. Guidance is included here.
Non-compliant expenditures	Section 10 of the FCR should only include new non-compliant expenditures (other than tax) identified during the review of the closure.

Data Quality: Expenditures

Example

A. Breakdown by Costing Dimension

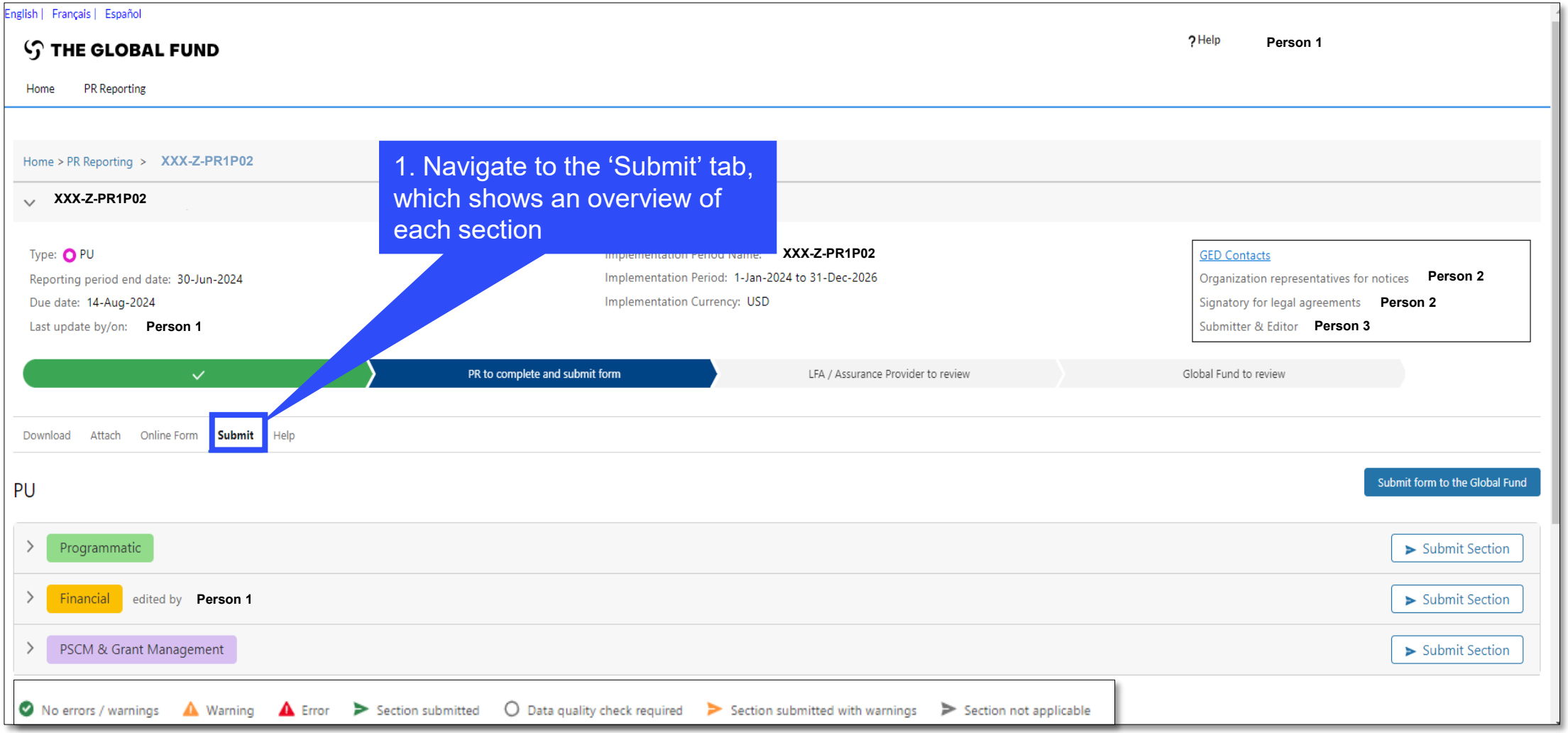
Cost Grouping	Budget for the current financial reporting year	Expenditure for the current financial reporting period	Budget vs Expenditure variance for the current period	Absorption rate	Cumulative Expenditure at the end of the current financial reporting period	Budget vs expenditure variance	Absorption
Total	515,724	545,597	(29,873)	105.8%	1,130,330	3,641,589	23.7%
1. Human Resources (HR)	0	55,011	(55,011)	Not Budgeted	55,011	(55,011)	Not Budgeted
2. Travel related costs (TRC)	157,532	157,532	(0)	100%	244,596	1,419,712	14.7%
3. External Professional services (EPS)	317,493	317,493	(0)	100%	549,802	930,399	37.1%

B. Breakdown by Module / Intervention

Module	Intervention	Budget for the current financial reporting year	Expenditure for the current financial reporting period	Budget vs Expenditure variance for the current period	Cumulative Expenditure at the end of the current financial reporting period	Budget vs expenditure variance	Absorption
Total		515,724	545,597	(29,873)	1,130,330	3,641,589	23.7%
Case management	Active case detection and investigation (elimination phase)	2,221	2,221	(0)	78,923	766,633	9.3%

- Starting from the reporting period ending 30 June 2024, all expenditures are now disaggregated by source of funding. Previously, under GC6, expenditures were reported as Total Expenditure and C19RM Expenditure, with Regular Expenditure inferred as the difference between the two.
- In some instances, interventions classified as C19RM-exclusive also included spending from Regular Funds. For example, certain C19RM-specific cost inputs (e.g., 5.12 – Oxygen) encompassed additional expenditure elements. As a result, after adjustments, the cumulative expenditures at the beginning of the reporting period may not match across the three costing dimensions.
- To address this, expenditures for the current reporting period will differ across the 3 costing dimensions: 1 A. Breakdown by Costing Dimension; B. Breakdown by Module / Intervention; C. Breakdown by Implementing Entity. This discrepancy will trigger a warning message, prompting users to provide justification in the comment section. The main objective is to ensure that cumulative expenditures are aligned across all three dimensions by the end of the reporting period 2.

HOW TO Submit Section



HOW TO

Submit Section

4. Once all tabs in all sections are ready to submit, click the blue button to submit the entire form to the Global Fund

2. Click the down arrow to expands the section and see a summary of each tab

3. Click the white 'Submit Section' button to submit the individual section to the Global Fund

PU

Submit form to the Global Fund

Programmatic — Submit Section

Financial — edited by Eisa Hamid — Submit Section

Subsection	Info	
Coversheet	No errors / warnings	Go to section
Cash Reconciliation	No errors / warnings	Go to section
Open Advances	No errors / warnings	Go to section
Expenditure Report	No errors / warnings	Go to section
Non-compliant Expenditures	No errors / warnings	Go to section

Example: All finance tabs have been checked and have no errors/warnings – this section is ready to submit

PSCM & Grant Management — Submit Section

Subsection	Info	
Health Products	Data quality check required	Go to section
Grant & Risk Management	Data quality check required	Go to section
Self Assessment	Data quality check required	Go to section

Example: The tabs in the PSCM & Grant Management section require data quality checks before submission

No errors / warnings · Warning · Error · Section submitted · Data quality check required · Section submitted with warnings · Section not applicable

THE GLOBAL FUND

PSCM & GRANT MANAGEMENT

- Mode of Data Entry
- Report Content
- Check Data Quality
- Submit Section

Section	PC	PU	PUDR	Final PU
Health Products-PSCM		•	•	•
Grant & Risk Management		•	•	•
Self Assessment		•	•	•
Sign-off			•	•
LFA Findings & Recommendations (LFA only)		•	•	•

PR Reporting in the Partner Portal – Data Entry

1

Direct entry
of data into online form
(recommended)

1. Manual data extraction from online form to working file.
2. Type data directly into online form

2

Enter data into supporting Excel* and **attach and import** data into the online form

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach the supporting Excel in the 'Attach' tab in the Portal
4. Select the section(s) to be imported into the online form. The Excel can be imported multiple times.

PRs are strongly encouraged to directly enter data into the online form. A supporting Excel **cannot** be used for submission to the Global Fund.

Check Data Quality needs to be completed after any mode of data entry.

* Requires Microsoft Excel version 2019 or newer.

PR Reporting in the Partner Portal – Data Entry

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HOW TO Data Entry: Direct Entry (Recommended)

Direct data entry is explained in each content tab

PU

- Coversheet
- Programmatic
- Financial
- PSCM & Grant Management

Open full screen | Refresh form

Online Last auto saved: Save

Cover Sheet

XXX-Z-PR1P02

Type: PU

Local Fund Agent (LFA) / Assurance Provider name: **LFA1**

(Disease) Component: **Tuberculosis**

Current programmatic reporting period: **01-Jan-24 to 30-Jun-24**

Financial reporting period: **01-Jan-24 to 30-Jun-24**

(Multi-) Country: **XXX**

Principal Recipient (PR): **PR1**

Implementation Period: **01-Jan-21 to 31-Dec-23**

IP currency: **USD**

Local currency: **XXX**

Executive Summary (view only)

Provide a summary of grant performance (integrating programmatic, finance, procurement, supply chain management, grant and risk management considerations) during the current reporting period

2. Explain any external factors beyond the control of the Principal Recipient that have negatively impacted quality and timely grant delivery during the reporting period

-looking assessment of expected implementation progress by module for the coming reporting period

em Module

No data available

Click to expand and the tabs below appear

- PSCM & Grant Management
  - Health Products
  - Grant & Risk Management
  - Self Assessment

PR Reporting in the Partner Portal – Data Entry

1

Direct entry
of data into online form
(recommended)

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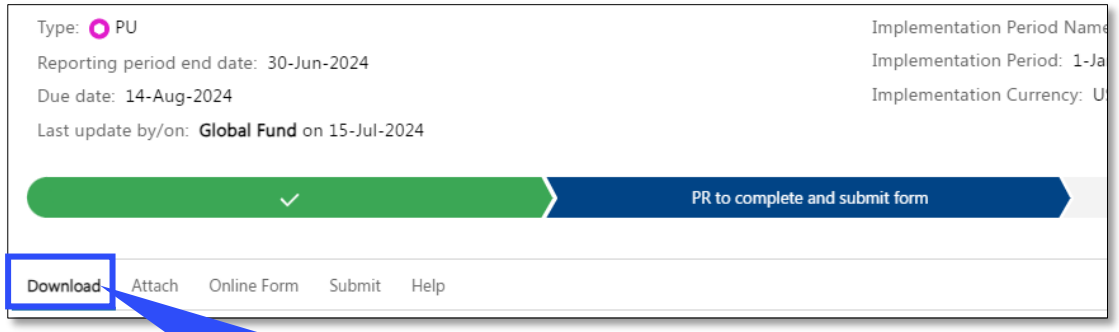
Check Data Quality needs to be completed after any mode of data entry.

* Requires Microsoft Excel version 2019 or newer.

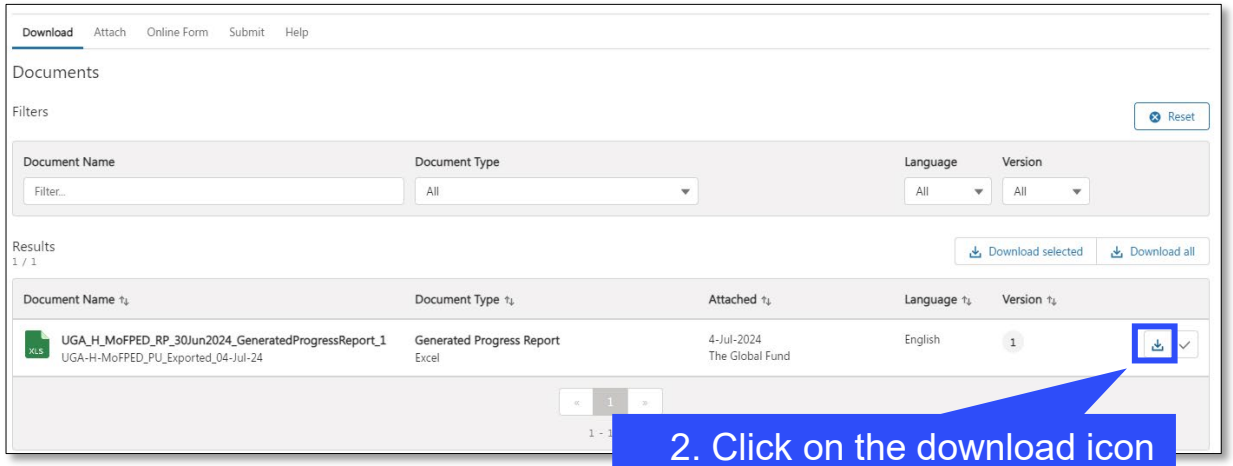
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



1. Click on the 'Download' tab to access the supporting Excel



2. Click on the download icon to access the supporting Excel

HOW TO

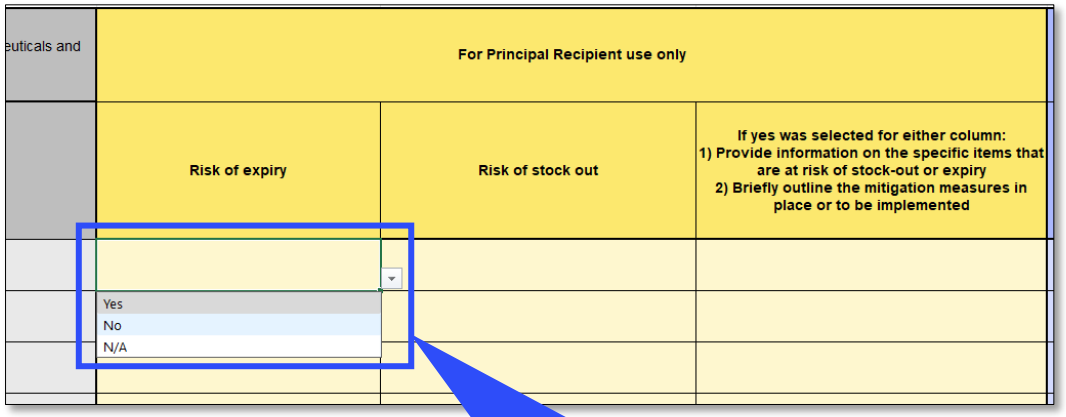
Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data

2. Enter data into GF supplied supporting Excel

3. Attach Excel in the 'Attach' tab in Partner Portal

4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



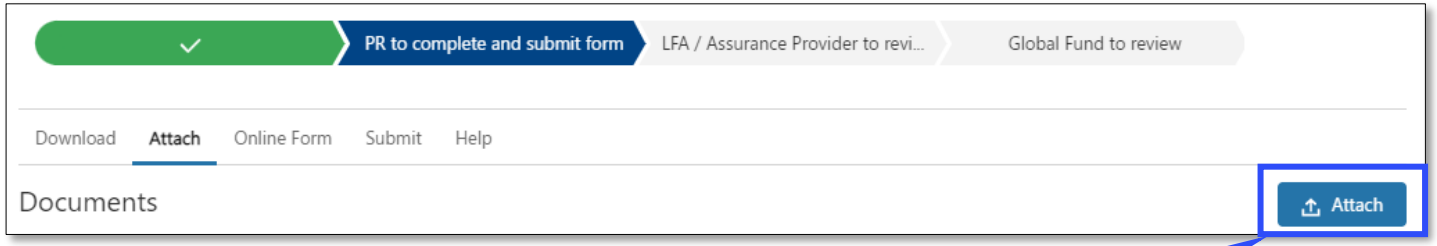
3. Enter data into Excel and save your file

4. Click on the 'Attach' tab to access the page

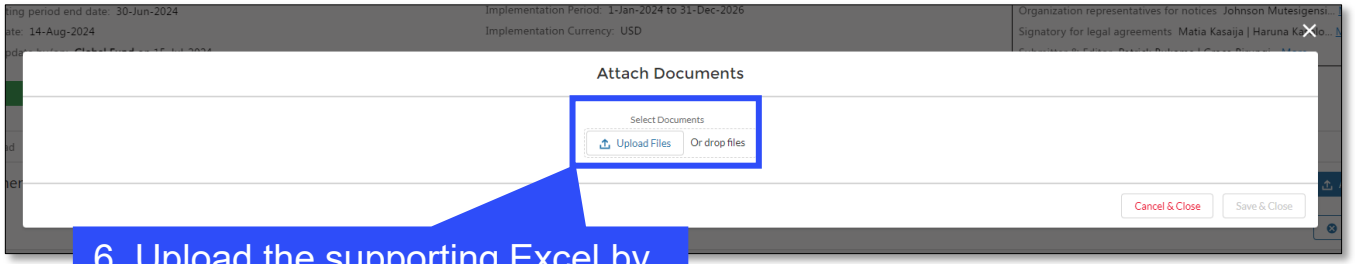
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



5. Click on the 'Attach' button to open the pop-up window

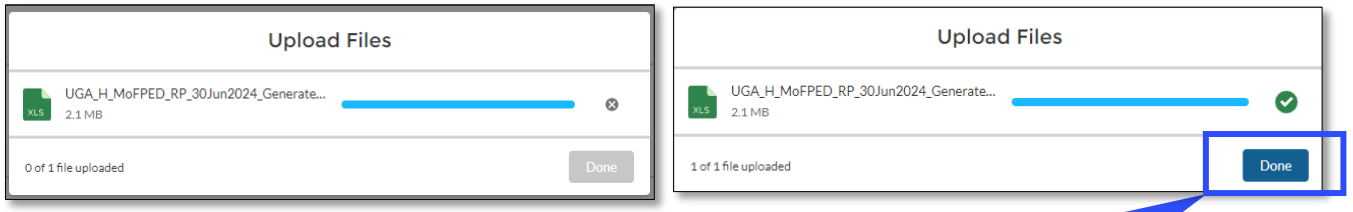


6. Upload the supporting Excel by either clicking 'Upload Files' and selecting it in your directory or by dropping the file in the window

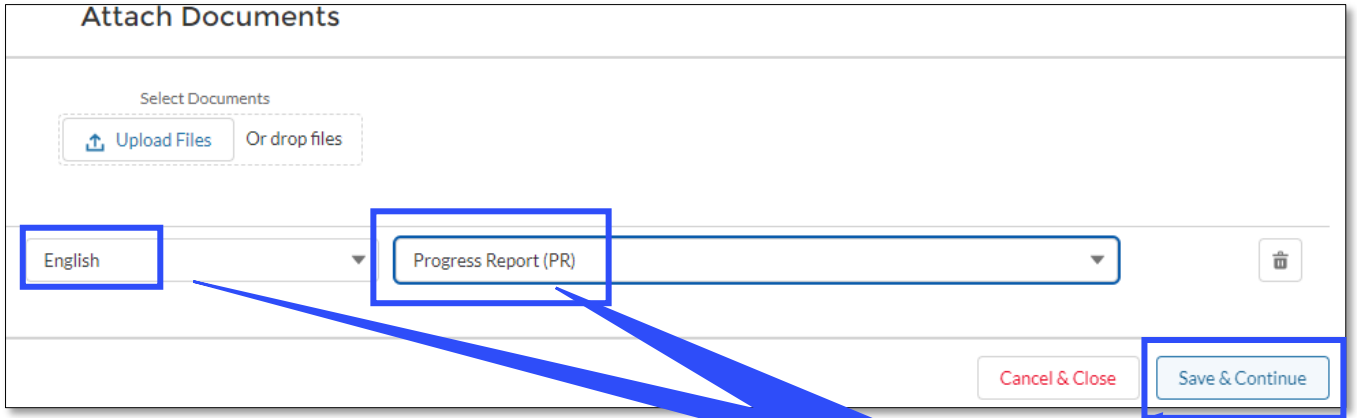
HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



7. Once uploaded, click on 'Done' to close the window

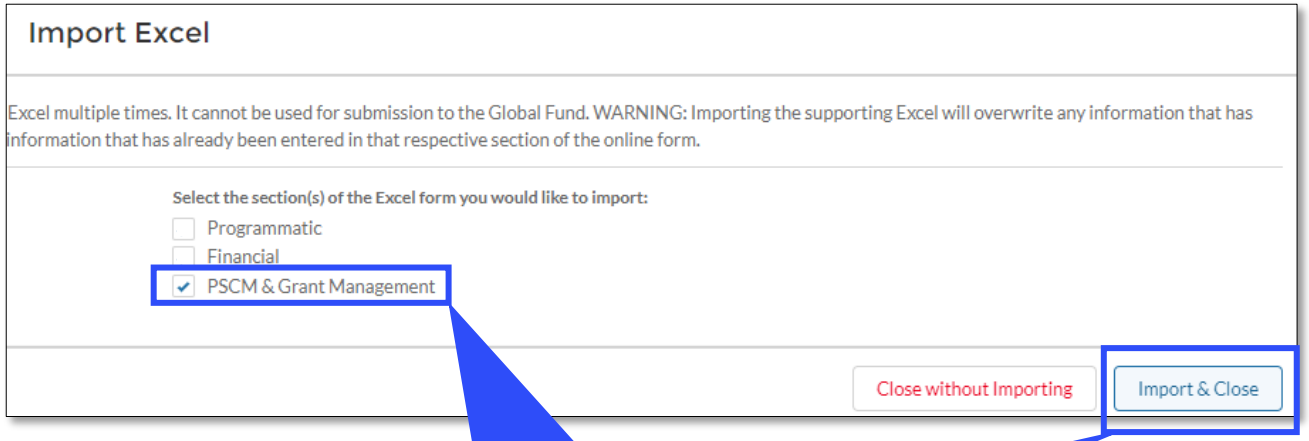


8. Select the language and type of document before clicking 'Save & Continue'

HOW TO

Data Entry Using the Supporting Excel

1. Download supporting Excel with all baseline data
2. Enter data into GF supplied supporting Excel
3. Attach Excel in the 'Attach' tab in Partner Portal
4. Select the section(s) to be imported into the online form. The Excel can be attached and imported multiple times



9. Select the section of the form you want to import to the partner portal and click on 'Import & Close'

Health Products

PC	PU	PUDR	Final PU
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Please note: In GC7 grants, Focused portfolio PRs need to continue reporting on Table A (Price & Quality Reporting), Table B (Risk of Stock-out & Expiry) and Table F (Additional Information, where applicable) as part of PU/DR (Tables C - E are applicable only to High Impact/Core grants, unless an exception has been granted by the Global Fund).

Price & Quality Reporting (PQR)

Table A requests PRs with grants having budgets for health products reportable to the PQR to provide confirmation that the required information has been entered in the PQR for reportable pharmaceuticals and health products they have received during the period covered by the PU/DR*.

The PR is required to:

- Indicate in the PU/DR whether the PQR has been updated with the required information on the health products received during the period covered by the PU/DR. The PR must select from one of the available options: 'Yes', 'No', 'N/A'. If 'No' is selected, the PR must explain why PQR information has not been entered, even if the system currently allows submission without answering the PQR question (system limitation); and
- Provide all supporting information (e.g., price quotes, pro-forma or final invoices, shipping documents, etc.) for PQR product categories to the LFA for verification, for the relevant reporting periods.

Supporting documents: The PR is required to provide:

- An extract from the procurement tracking tool, supplies report, or any relevant document showing the list of items received.
- All purchase orders, invoices and proof of delivery related to consignments received.
- Invoices for consignments received prior to the reporting period but entered into the PQR system during the period covered by the PU/DR (entries reported into the system with delay).

* For guidance on PQR data entry, refer to the Guide to Global Fund Policies on Procurement and Supply Management of Health Products.

Health Products

PC	PU	PUDR	Final PU
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Risk of Stock-out & Expiry

This section helps measure the level of risk of program implementation delays and treatment interruption, or risks of wastage, and highlights the need for actions to mitigate the risk.

Please note: Any scale-up or program acceleration plans need to be considered when estimating future needs and assessing the risk of stock-out.

Regarding the risk of expiry and risk of stock-out, the PR is required to note the following:

The <u>risk of expiry</u> exists if:

i. The months of stock in the country exceed the product shelf life.
ii. The months of stock in the country exceed the maximum levels recommended in the country's inventory management policy without planned scale up of consumption during this period.
iii. There is a serious disparity in the distribution and location of stock at the different sites in the country.
iv. There is a significant number of sites holding redundant or slow-moving stock.
v. Others, as applicable.

Health Products

PC	PU	PUDR	Final PU
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Risk of Stock-out & Expiry

The <u>risk of stock-out</u> exists if:

i. The proportion of understocked sites in the country is high regardless of the level aggregate national stock position.
ii. There is imminent expiry of a large proportion of stock.
iii. There are critical disparities in the distribution and location of stock at different sites in the country.
iv. Logistics Management Information Systems (LMIS) reporting/recording compliance rates are low and/or data quality is unreliable.
v. The central level stock position is below the minimum recommended.
vi. The national stock position is below the minimum recommended.
vii. Other reasons, as applicable.

Please note:

- Stock status, including pipeline monitoring, is an ongoing activity essential for proper management of the national inventory.
- PRs (or SRs / procurement agents, as applicable) are required to inform the Global Fund and in-country stakeholders at any time outside of the PU/DR process when a risk of expiry or stock-out becomes imminent.

Health Products

PC	PU	PUDR	Final PU
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Risk of Stock-out & Expiry

The PR analyses the risk of stock-out or expiry for the key pharmaceuticals and health products listed in the PU/DR.

The category **'Other'** includes other products that are procured under and represent a significant expenditure for a grant and/or are critical for achieving the program goals and objectives as determined by the Global Fund, LFA or PR, (e.g., needles and syringes, methadone in programs for opioid substitution therapy; insecticides for IRS, etc.). The product description is specified in the comment section.

The PR selects 'Yes,' 'No' or 'N/A' next to each product category under the 'Risk of Expiry' and 'Risk of Stock Out' columns.

If 'Yes' is selected for either column, the PR must provide additional contextual information on specific items at risk of stock-out or expiry and briefly outline the mitigation measures in place or to be implemented in the 'PR comments' column.

Health Products

PC	PU	PUDR	Final PU
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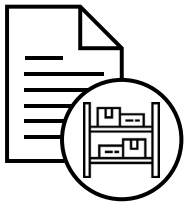
Risk of Stock-out & Expiry

PRs are expected to include in their comments:

- A summary analysis of important supply and demand factors to facilitate reaching a conclusion on the optimality of the national inventory position and the likelihood of stock-outs and/or expiry of products in the country over the period of the next six months.
- Key challenges and bottlenecks in health products management and the decisions made to mitigate the reported risks.
- A brief update on ongoing or planned procurements from various sources of funding.
- Any product batches at risk of expiry over the next six months regardless of funding source.
- The quantity of products expired in the last reporting period, regardless of funding source.



The PR is required to use the most up-to-date stock status data, including pipeline monitoring data. The PR and LFA are required to use existing formats of a country's national stock status report, which need~~s~~ to include the below listed data elements. PRs can request guidance from the Global Fund in preparing and utilizing a suitable national report format.

The PR is accountable for the accuracy and completeness of the information in the PU/DR and is required to collaborate with various implementing partners responsible for procurement and national stock monitoring to obtain the data required to complete this section of the PU/DR.

Health Products

PC	PU	PUDR	Final PU
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Supporting documents: The PR is required to prepare and submit the following documents for/during the PU/DR reporting period:

- **Stock on Hand (SoH) report:** This is the aggregate quantity of usable stock available at the central level covering all sources (e.g., government, Global Fund, PEPFAR, etc.).
- **Average Monthly Consumption (AMC):** This is the average quantity of a health product consumed per month calculated based on the analysis of the reported total consumption in the past (normally calculated for a period of 6 to 12 months) appropriately adjusted to reflect future demand levels and/or account for 'no consumption' due to stockouts.
  - The national AMC is determined based on LMIS consumption information reported to the Ministry of Health (MOH) from the pool of all health facilities in the country, including NGO or private health facilities contributing to the national program supported by the Global Fund.
  - Other reports such as 'stock issue reports' from provincial and district level warehouses can also be used in the absence of a formal LMIS report from sites to higher levels of the health system, or in the absence of functional LMIS, upon approval from the Global Fund. This will require manual calculations and take into consideration quantity of stocks issued from district level warehouses to sites over the same period (6-12 months).

Health Products

PC	PU	PUDR	Final PU
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Supporting documents (cont.):

- **Quantity on Order (and expected delivery dates):** This is the aggregate quantity of stock (on the different confirmed purchase orders) that has been formally ordered from suppliers(s) by one or more funding sources, and which is expected to arrive in the country during the next reporting period. This quantity is required to exclude planned procurements which have not yet been contracted.
- **Months of Stock (MoS):** This is the stock on hand with useable shelf-life and quantity on order expressed in the estimated number of months of service coverage. It is determined by dividing the quantity by the average monthly consumption.
- **Expiry date:** Expiry date for each batch of a product in stock is shown. Stock reports are disaggregated by expiry date and batch number. If this is not possible, the PR excludes from the MoS calculation stock that will expire within 3 months from the start of the next reporting period.

Health Products

PC	PU	PUDR	Final PU
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Health Product Procurement and Supply Chain Management (HP-PSCM) metrics

For High Impact and Core portfolios only, there are three HP-PSCM metrics that all GC7 grants must set targets for: **(i) Quantification & Forecasting; (ii) Grant Procurement Planning Performance; and (iii) Central Stock Level - Stocked According to Plan.**

However, grants that meet the following criteria are excluded from target setting in GC7:

- Grants with no health product (HP) budget
- Grants with procurement and supply management costs only
- Grants with three years HP budget that is less than US$500,000 and/or is less than 5% of the total grant budget.
- Grants with HPs with specific, stand-alone usage which do not benefit from the regular PSCM metric overview e.g., insecticide treated nets for mass distribution, test kits and consumables for a survey.
- Grants with HP budget that most comprise of non-core, non-routine health products like laboratory consumables.

Other exemption criteria:

- Grants with very challenging country contexts with Country Team-requested agreement with Manager, Health Product Management.
- GC6 grants extended with GC7 funds.
- Grants in grant-making.
- Grants that are yet to be signed.

Health Products

PC	PU	PUDR	Final PU
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Quantification & Forecasting (High Impact and Core Portfolios only):

This table contains pre-populated 'tracer' product categories and agreed quantification completion date(s) for each category. The 'tracer' product categories and quantification completion dates are determined by the Global Fund, in consultation with PRs, prior to the start of the implementation period. 'Tracer' health product categories are selected for inclusion when they are procured with grant funds and have significant budget allocation and/or importance for the achievement of grant goals and objectives.

The PR is required to:

- Work with in-country stakeholders to complete quantification as per the planned dates. Additional information and documents (e.g., quantification worksheets, minutes of working group meeting, etc.) can be requested by the Global Fund and/or LFA from the PR as part of PU/DR reporting.
- Provide the following information for each 'tracer' product category pre-populated in the reporting form:
  - If quantification has been completed for a 'tracer' product category, the PR inserts the date of completion of quantification and forecasting under the column '*Quantification updated on (date)**.
  - Along with the PU/DR, the PR submits evidence of completion of quantification and forecasting for a 'tracer' product category on the date provided.
  - Depending on the date filled in column '*Quantification updated on (date)* and as compared to the target date, column '*Quantification updated during IP (Yes/No)*' will be automatically populated with the 'Yes' or 'No' value to provide confirmation whether quantification was completed within the target date.

* In certain cases, a selected 'tracer' product category may have two quantification and forecasting completion dates. In such cases, if the second quantification completion date falls within the reporting period, the PR is required to provide the date and supporting evidence for the second quantification cycle completion. If a second quantification cycle is not set or not due for reporting, the respective column will remain blank or will show 'Not applicable for this reporting period.'

Health Products

PC	PU	PUDR	Final PU
	•	•	•

Quantification & Forecasting (High Impact and Core Portfolios only)

The PR is requested to include additional information in the PR comments column. If the PR is unable to complete the quantification for a 'tracer' product category, or the process was completed with significant delay (i.e., more than **30** days between planned and actual quantification dates), the PR is requested to provide an explanation (note: the 30-day criterion applies even though the Excel and online forms currently mention 3 months).

Note: When the target date for the quantification cycle is marked as 'Not applicable for this reporting period' and/or is blank, the PR should not report on it, even if both the columns for quantification completion dates are editable and allow data entry (system limitation). PRs should exercise due diligence when entering quantification completion dates. The dates entered should correspond to the applicable quantification cycle **only** - the 1st quantification cycle completion date should correspond to the 1st quantification cycle target date and the 2nd quantification cycle completion date should correspond to the 2nd quantification cycle target date.

Supporting documents: The PR is required to submit the following documents for the reporting period covered by the PU/DR:

- Quantification reports: the PR is required to submit evidence that quantification process for 'tracer' product categories selected in the PU/DR has been completed. The evidence can include:
  - a quantification report with approval of the respective authority; or
  - a quantification report approved by the Global Fund; or
  - minutes of the national quantification working group meeting endorsing the quantification outcomes.
- Evidence showing the date of completion of the quantifications, including second quantification cycles, if applicable.

Health Products

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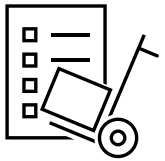
Grant Procurement Planning Performance (High Impact and Core Portfolios only)

This table contains pre-populated data on agreed targets (planned order placement dates i.e. quarter/year) for selected 'tracer' products. 'Tracer' products are determined by the Global Fund, in consultation with PRs, prior to the start of the implementation period. This information is used to assess the PR's effectiveness in procurement planning and implementation by measuring the timeliness of order placement.



The items under the columns '*Tracer products selected for grant procurement planning indicator*' and '*Planned order placement date according to Health Products Management Template or procurement plan (quarter)*' are pre-populated based on the targets set for the 'tracer' health products.

The PRs are required to:

- Report data only for 'tracer' products presented in the table.
- Report on the quarter of actual order placement for each 'tracer' product in column '*Actual order placement date during reporting period (Q1–Q4)*'. Where a 'tracer' product has not yet been ordered, PR is required to select 'Not ordered'.
- Note that the column 'Order placed according to plan (Yes/No)' is automatically populated with 'Yes' or 'No' to indicate if the order has been placed according to plan.
- In case of delays in order placement (e.g., delays of more than 3 months or order is not placed yet), the PR is required to provide~~s~~ an explanation and background information under the column Provide specific comments on order placement of more than 3 months'.

Health Products

PC	PU	PUDR	Final PU
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Supporting documents: The PR is required to submit the following documents for the PU/DR reporting period:

- Evidence (such as signed price quotes/cost estimates/confirmed contract(s) or purchase order(s)) showing that the 'tracer' health products (selected in the PU/DR) were ordered as per the procurement plan and as per the quarters indicated for the respective 'tracer' health products in the PU/DR form.
- An up-to-date procurement plan or Health Product Management Template (HPMT) for the grant (one at the beginning of the grant and an updated one for each year).

Health Products

PC	PU	PUDR	Final PU
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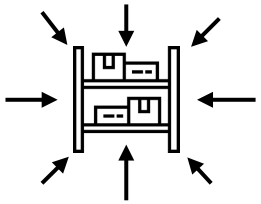
Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

This table contains pre-populated data on agreed minimum and maximum stock levels at the central level for selected 'tracer' products. 'Tracer' products are determined by the Global Fund, in consultation with PRs, prior to the start of the implementation period. This information will be useful to assess **stock levels at the central level**, to identify and to address any risk of expiry or shortage of key health products at the central level.



The values under columns '*Minimum stock level (months of stock)*' and '*Maximum stock level (months of stock)*' are pre-populated based on the targets set for the 'tracer' products.

The PR is required to use the most up-to-date stock status data to monitor central stock status on an on-going basis, as an essential activity for proper management of the national inventory.

The PR is ultimately accountable for the accuracy and completeness of the information in the PU/DR. The PR is required to collaborate with various implementing partners responsible for procurement and national stock monitoring to obtain the data required to complete this section of the PU/DR.

Health Products

PC	PU	PUDR	Final PU
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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

The PR is required to:

- Confirm whether the 'tracer' products are stocked according to plan (SATP) and provide additional documents as outlined below:
- Provide information regarding the source of the information for AMC under the column 'Data source' by selecting among the options provided in the drop-down menu:
  - Average monthly consumption (AMC) – when AMC is calculated using consumption data from LMIS or program reports.
  - CMS-Issue/distribution data – when AMC is calculated using Central Medical Store (CMS) issue/ distribution data.
  - Service delivery data (estimated) – when AMC is calculated using estimated consumption based on program target.
  - Other.
- Enter quantity of products in stock (stock on hand) as of the last day of the reporting period (in packs) in column '*Stock on hand in packs*'.
- Input the 'Average monthly consumption (AMC) in Packs' for the product as per the methodology described below.
- Based on the PR-reported information, the values under the column 'All stocked to plan during the reporting period (Yes/No)' and under column 'Actual reported stock level in months of stock ' are automatically generated by the form.
- **IMPORTANT:** The PR (or SRs/procurement agents, as applicable) is required to promptly inform the Global Fund and in-country stakeholders at any time outside of the PU/DR process when a risk of expiry or stock-out becomes imminent.

Health Products

PC	PU	PUDR	Final PU
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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

Supporting documents: The PR is required to prepare and submit the following documents for/during the PU/DR reporting period:

- **Stock on Hand (SoH) report:** showing the quantity of tracer products at the central level. The quantity is required to be an aggregate quantity of usable stock available at the central level covering all sources (e.g., government, Global Fund, PEPFAR, etc.)
- **Average Monthly Consumption (AMC):** showing average monthly consumption for tracer products. The AMC normally is calculated based on the reported total consumption of a product during the last 6 -12 months period. The AMC, if necessary, can appropriately be adjusted to reflect future demand levels and/or account for 'no consumption' due to stockouts.
  - The national AMC is determined based on LMIS consumption information reported to the Ministry of Health (MOH) from the pool of all health facilities in the country, including NGO or private health facilities contributing to the national program supported by the Global Fund.
  - In the absence of reliable AMC, in exceptional circumstances 'distribution data' (e.g., quantity issued during the reporting period, e.g., past 6 or 12 months divided by number of months) can be used in lieu of AMC.

(Continued on next page)

Health Products

PC	PU	PUDR	Final PU
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Central Stock Level - Stocked According to Plan (High Impact and Core Portfolios only)

Supporting documents (cont.):

- For new health products, which are being introduced, and no historical consumption or distribution data is available, a projected consumption can be used. Projected consumption can be calculated based on projected targets and anticipated consumption to reach these targets.

- **Months of Stock:** This is the stock on hand with useable shelf-life expressed in the estimated number of months of service coverage. It is determined by dividing the stock on hand quantity by the AMC. The PR is required to also identify and present a source of data for AMC (e.g., consumption data from LMIS or program reports, Central Medical Store (CMS) distribution data, projected service delivery etc.).

Additional Information

The PR is required to comment on any additional issue(s) or information related to the procurement and supply management of health products that can impact program implementation and highlight any mitigation measure already in place or to be implemented.

Based on contextual information and in-depth discussion and verification of data with implementers, PR to provide information to aid in the interpretation of the results in Sections C, D, and E, including context on factors within and beyond the PR's control.

Examples

Health Products

Examples

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Below are some examples of factors to consider when making recommendations.

Section C. Quantification and Forecasting:

- Quantification was delayed since PR was anticipating a change in treatment guidelines or quantification was completed on time, but the quality of produced quantification was poor.

Section D. Grant Procurement Planning Performance:

- Delay in ordering due to reasons outside PR's control such as unexpected change in procurement policies/ treatment guidelines/ diagnostic algorithms affecting product stock levels and / or order placement dates.

Section E. Central Stock Level (Stocked According to Plan):

- Stock levels are outside defined min/max levels due to i) need to operate with large buffer stock with a justified reason or ii) orders were placed on time but stock levels are lower due to international supply constraints.
- Consider other changes in international/ national treatment guidelines/ diagnostic algorithms affecting product stock levels and / or order placement dates.

HOW TO Health Products

- Coversheet
- Programmatic
- Financial
- PSCM & Grant Management
  - **Health Products**
  - Grant & Risk Management
  - Self Assessment

1. Click on the tab on the left-hand side

Health Products

XXX-Z-PR1P02

Errors and Warnings | Check data quality | Data quality check required

A. Price Quality Reporting

Description	Principal Recipient	Comments
Is the Price Quality Reporting (PQR) updated with the required information on the pharmaceuticals and health products received during the period covered by this PU/DR (if applicable)? If health products procurement information has not been entered into the PQR, please explain why. ! For further guidance on PQR data entry, please refer to the Guide to Global Fund Policies on Procurement and Supply Management of Health Products.	Select	

2. Select options

3. Provide comments

B. Risk of Stock out and Expiry

Based on the most up-to-date stock situation, are there any risks uticals and health products listed below at the central level in the next ng Period? If yes, please comment

Key Pharmaceuticals & health products	Risk of expiry	Risk of stock out	Comments
1. Anti-malaria medicines	Select	Select	
2. Bed nets	Select	Select	
3. In-Vitro Diagnostic Products (core/main products only)	Select	Select	
4. Condoms	Select	Select	
5. Anti-retrovirals (provide info for core/main ARV products used to treat 70% of the people on treatment)	Select	Select	
6. Anti-TB medicines (main first, and second line formulations)	Select	Select	
7. Lab supplies (e.g. CD4, Viral Load, Cartridges...)	Select	Select	
8. Other (Please specify in the "Comment" column)	Select	Select	

HOW TO Health Products

These sections apply to **High Impact and Core portfolios for GC7 only.**

* When the target date for the quantification cycle is marked as 'Not applicable for this reporting period', the PR does not report on it.

C. Quantification and Forecast

Item	Product categories selected for annual quantification	Target date for quantification completion (1st quantification cycle)	Selected for 2nd quantification cycle during the period (if applicable) (Yes/No)	Target date for quantification completion (2nd quantification cycle, if applicable)	Quantification updated during IP (1st quantification cycle) (Yes/No)	Quantification updated on (date) (1st quantification cycle)	Quantification updated during IP (2nd quantification cycle) (Yes/No)	Quantification updated on (date) (2nd quantification cycle)	Average number of days between planned and actual quantification completion dates	Provide specific comments on delays of more than 3 months
1	Antimalaria medicines - treatment	30-Apr-24	Yes No	Not applicable for this reporting period	Yes No	dd-MMM-	Yes No	dd-MMM-	60	
2	Antimalaria medicines - prevention	30-Apr-24							60	
3	RDTs for Malaria	30-Apr-24	Yes No	Not applicable for this reporting period	Yes No	dd-MMM-	Yes No	dd-MMM-		
4	LLINs (mass campaigns)	30-Apr-24	Yes No	Not applicable for this reporting period	Yes No	dd-MMM-	Yes No	dd-MMM-	60	
5	IRS equipment & insecticides	30-Jun-24	Yes No	Not applicable for this reporting period			No	dd-MMM		

4. Select options

5a. Enter dates

5b. Enter dates (if applicable*)

6. Enter comment

7. Select options

8. Enter comment

D. Grant Procurement Planning Performance

Item	Tracer products selected for grant procurement planning indicator	Planned order placement date according to Health Products Management Template or procurement plan (quarter)	Actual order placement date during reporting period (Q1-Q4)	Order placed according to plan (Yes/No)	Score calculation-tracer product(s) procured as per the plan (Yes=1 / No=0)	Provide specific comments on order placement less than 3 months
1	Artemether/Lumefantrine 20/120mg 6 tablet dispersible 30 blister	Q2-24	Select	Yes No	0	
2	Artemether/Lumefantrine 20/120mg 24 tablet non-dispersible 30 blister	Q2-24	Select	Yes No	0	

HOW TO Health Products

These sections apply to **High Impact and Core portfolios for GC7 only.**

E. Central Stock Level (Stocked According to Plan)

Item	Tracer products selected for stocked to plan indicator	Minimum stock level (months of stock)	Maximum stock level (months of stock)	All stocked to plan during the reporting period (Yes/No)	Data source	Stock on hand in packs	Average Monthly Consumption (AMC) in packs	Actual reported stock levels in months of stock	Score calculation- Tracer product(s) within stock plan (Yes=1 / No=0)	PR comments
1	Artemether/Lumefantrine 20/120mg 6 tablet dispersible 30 blister	5	10	Yes / No	Sele			0	0	
2	Artemether/Lumefantrine 20/120mg 24 tablet non-dispersible 30 blister	5	10	Yes	Sele			0	0	
3	Rapid Diagnostic Test - Malaria Malaria Rapid Diagnostic Test Kit - Pf only - 25 tests	5		No				0	0	
4	Amodiaquine+Sulfadoxine/Pyrimethamine 153mg+500/25mg 3+1 tablet dispersible co-blistered 50 blister	5	10	Yes / No	Sele			0	0	

9. Select options

10. Enter value

F. Additional Information

	PR comments
Comment on additional issues related to the procurement and supply management of pharmaceuticals and health products. Provide information to aid in the interpretation of the results, including context on factors within and beyond the PR's control.	

11. Enter comments

Grant & Risk Management

PC	PU	PUDR	Final PU
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Grant Requirements

Grant requirements are pre-populated in Tab 9.A., based on the Grant Confirmation or any subsequent Implementation Letters, and including all outstanding requirements from previous periods.

For the relevant reporting period, the PR provides a status update on progress on all grant requirements that were due to be fulfilled (including those whose fulfilment was outstanding from previous periods). While grant requirements can vary in importance, they are all required to be met within the specified timelines before any further disbursements are authorized by the Global Fund.

The PR chooses from the available fulfilment status options:

Requirement fulfilment status	PRs are required to provide the following information
Met	Details on progress necessary for understanding the fulfilment of the requirement.
Unmet – in progress	Comments on progress towards achievement, including clear reasons and explanations for any delays, indicating timelines for expected completion.
Unmet – not started	Clear reasons and explanations for non-fulfilment and indicate timelines for expected completion, unless previously waived by the Global Fund.

Grant & Risk Management

PC	PU	PUDR	Final PU
	•	•	•

Grant Requirements

Please note: A response provided by the PR on the fulfilment of grant requirements is only the PR's self-assessment of its own accomplishments. It is still subject to LFA verification and Global Fund review. A requirement remains effective until formally cleared by the Global Fund in writing. The PR is required to make available all documentation evidencing fulfilment of grant requirements.

Some requirements can apply to more than one period of grant implementation (e.g., counterpart financing). Their fulfilment during one period does not automatically imply fulfilment in subsequent periods. The LFA verifies that the status of such requirements is reported by the PR during each period concerned.

Assessments of overall grant performance will consider adequate and timely fulfilment of grant requirements.

Grant & Risk Management

PC	PU	PUDR	Final PU
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Mitigating Actions

Information on sub-risks, completion due dates, and KMA/MA details is pre-populated, based on the identified risks and mitigating actions as communicated by the Global Fund in the previous reporting period.

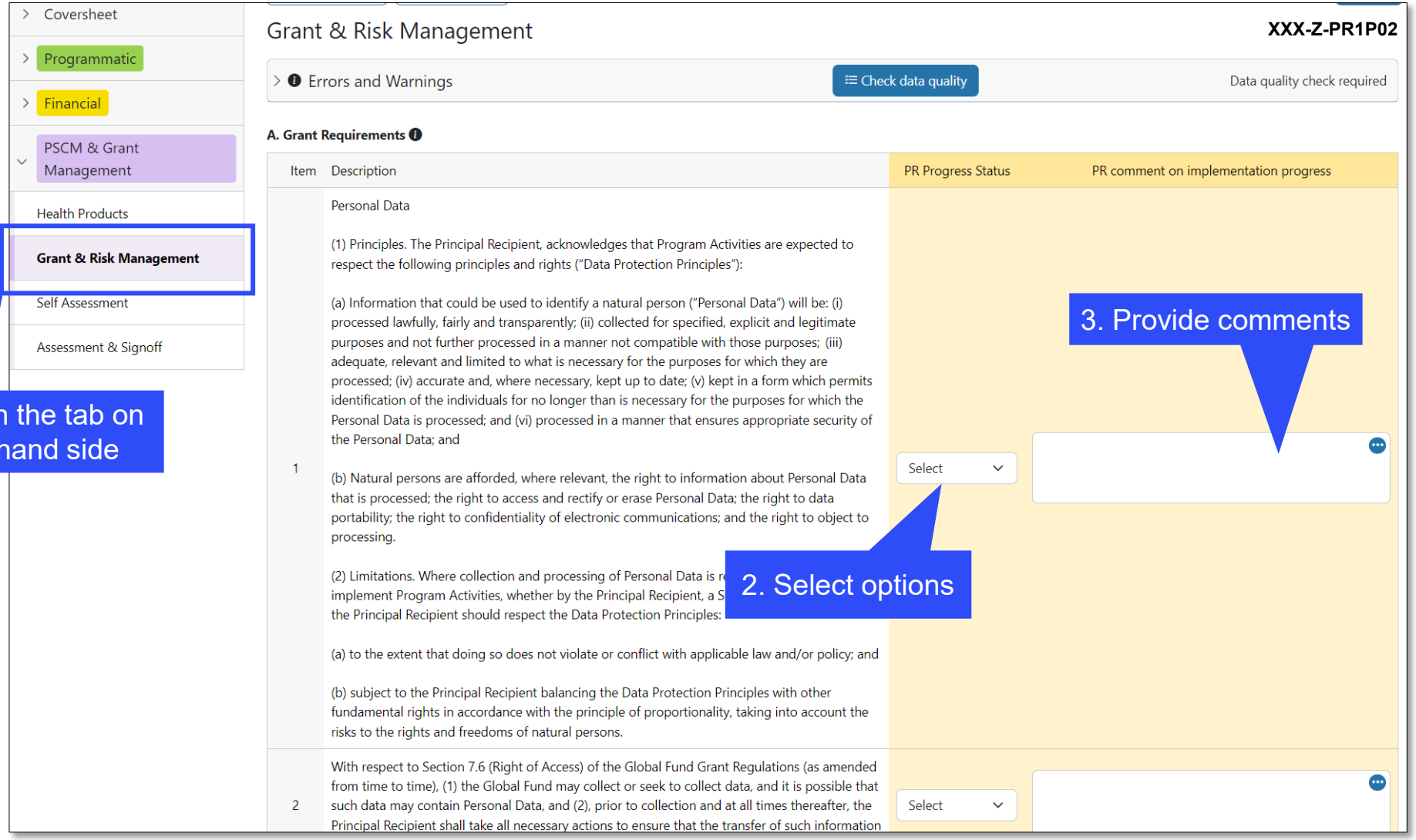
Please note: The Global Fund can choose to provide a separate Annex to the PU/DR capturing mitigating actions, in which case, the PR in discussion with the Global Fund, can decide which format is the most appropriate for reporting.

The PR:

- Comments on progress toward fulfilment for each action;
- Provides clear explanations for any delays, indicating timelines for expected completion; and
- In case a separate Annex is used to report mitigating actions: lists all outstanding mitigating actions already assigned to the PR by the Global Fund, including a reference to the date of the respective Performance Letter and action number.

HOW TO

Grant & Risk Management



HOW TO

Grant & Risk Management

B. Mitigating Actions and Management Issues

Item	Sub Risk	Completion Due Date	Mitigating Action	KMA	PR Progress Status	PR Completion Date (if status is completed)	PR comment on implementation progress
1	Domestic Health Financing and Co-Financing	30-Jun-25	Provide plan for strengthening of PFM, expenditure tracking, reporting and budgeting at national and state levels by 31 December 2024 -Provide TA for a) diagnostic assessment on PFM bottlenecks, budget implementation and expenditure reporting and b) capacity building of MoH staff on these -Integrate GF grant on national budget and strengthen PFM institutions to improve budget transparency and credibility -Strengthen capacity at state level for expenditure tracking and reporting By 30 June of each year, the CCM will submit annual co-financing reports with budgets and expenditures (as per letter) -Agree on reporting templates, f point) for GC7 -Include grant requirements for annual co-financing compliance, expenditure tracking and reporting in Grant Confirmations	Yes	Select	dd-MMM-yy	
			Domestic resource advocacy and political engagement				

4. Select option

5. Select date

6. Provide comments

Self Assessment

PC	PU	PUDR	Final PU
	•	•	•

10.A.1. PR Performance – Self-Assessment during the reporting period covered by the PU/DR

The PR provides a high-level self-assessment of performance in the reporting period covered by the PU/DR, integrating programmatic, financial, procurement and supply chain management components of the program delivery.

This includes, but is not limited to:

- A summary of grant performance, combining a quantitative and qualitative overview of key accomplishments in programmatic, HP-PSCM and financial areas, as well as linkages between them.
- Key challenges in any of the functional areas (monitoring and evaluation, finance, HP-PSCM and program management) which put successful program implementation under risk and/or that negatively impacted quality and timely delivery during the reporting period.
- Possible risks that compromise future implementation.

10.A.2 External factors beyond the control of the PR that have negatively impacted quality and timely program delivery during the reporting period covered by the PU/DR

The PR:

- Explains any external factors beyond the control of the PR that have negatively impacted program delivery during the reporting period covered by the PU/DR; and
- Describes any issues or risks, including external factors (e.g., force majeure, political and civil issues at the country level, etc.) that have posed or can pose challenges to the successful delivery of the program.

Self Assessment

PC	PU	PUDR	Final PU
	•	•	

10.A.3 PR forward-looking assessment on implementation delivery by module for the coming reporting period

Please note: This section is not required for the Final PU.

The PR provides a qualitative self-assessment of anticipated implementation progress by module for the next reporting period (immediately following the reporting period covered by the PU/DR).

The PR's prospective self-assessment captures whether the program is on track, and how key risks and bottlenecks are to be addressed in the coming reporting period and remainder of the grant.

Relevant modules for reporting are prepopulated based on the signed PF and Budget.

Cumulative absorption rate through the end of the reporting period is provided for reference only and is calculated as a ratio of cumulative PR cash outflow to cumulative budget amounts to date.

Self Assessment

PC	PU	PUDR	Final PU
	•	•	•

The PR is required to select one applicable answer from the drop down-menu for each of the modules to reflect the status of the implementation, referring to the scale below, and to provide further for any other challenges not stated below.

	In the coming reporting period, programmatic indicators expected to achieve an average of:		Service delivery, financial absorption and health product procurement and supply chain management; and mitigation of key implementation risks
On-Track	Above 90% of targets	AND	No major challenges
Off-track with minor issues	Between 60% and 90% of targets	AND	No major challenges
Off-track with major issues	Between 60% and 90% of targets	AND	Major challenges
Module at risk	Below 60% of targets	AND	Major challenges

Self Assessment

PC	PU	PUDR	Final PU
	•	•	•

10.A.4 – Planned changes to the program (if any)

The PR provides a detailed description of the planned / required changes to the program vis-à-vis the grant agreement (including the PF) based on the results demonstrated and gaps identified during the period covered by the PU/DR.

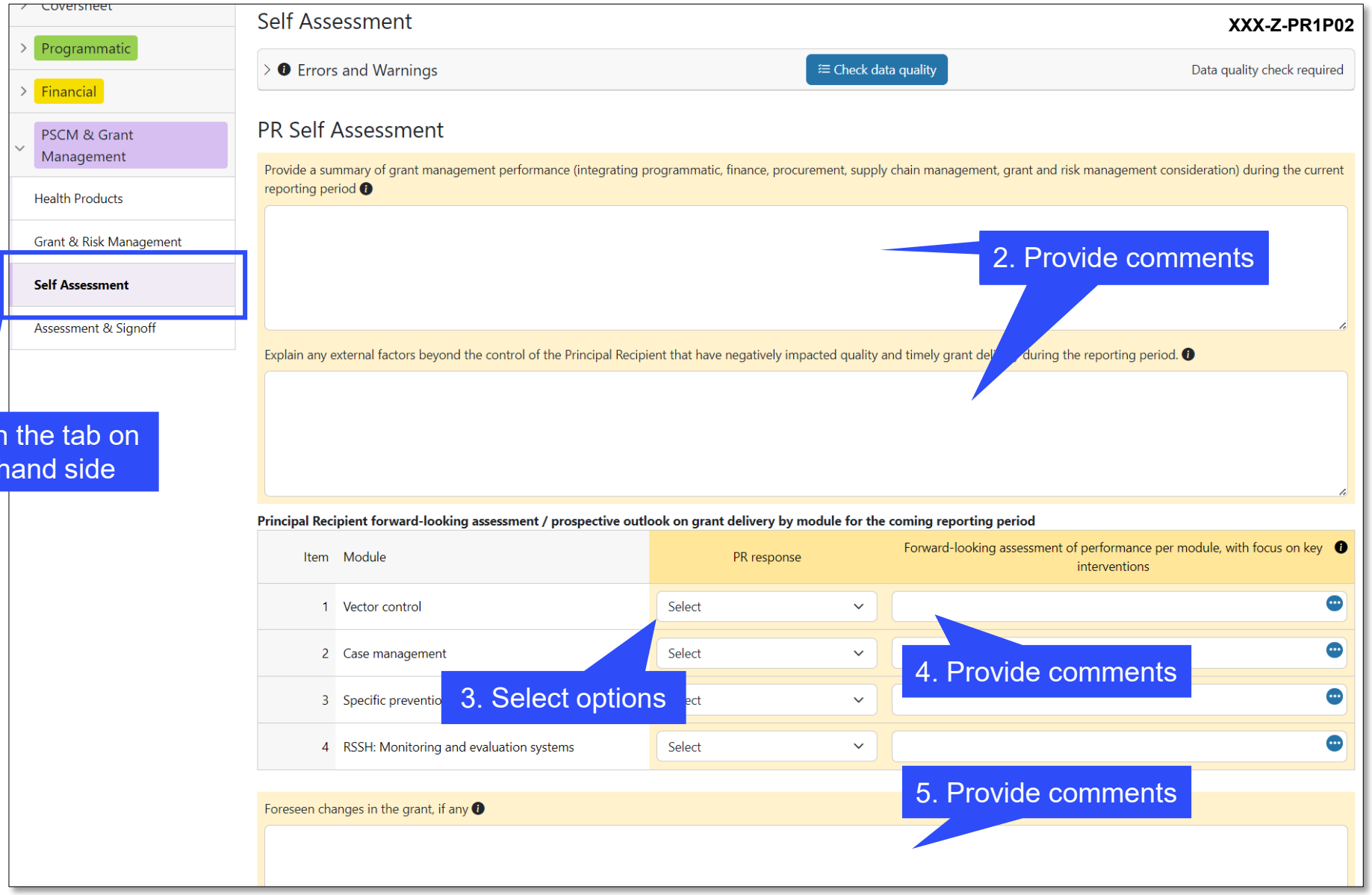
The required changes are to clearly articulate the scope of change, timelines, and impact on the programmatic, financial, and HP-PSCM components of the program delivery, taking into consideration agreed workplan and planned activities in the next reporting period(s).

Proposed changes to the program can trigger a revision and subsequent amendment to the signed grant documents. If a revision process is required, the PR is required to discuss with the Global Fund the most appropriate timeline for initiating and completing the revision process*.

* For further details on the Revisions process and requirements, refer to the Operational Policy Manual.

HOW TO

Self Assessment



PR Sign-off

PC	PU	PUDR	Final PU
		•	•

The PR's sign-off section is pre-populated with summary information. By providing a sign-off on the PUDR or Final PU, the PR acknowledges that:

- All the information provided in the PUDR or Final PU form is complete and accurate.
- The funds disbursed in accordance with the request made through the PUDR can be deposited in the bank account specified in the Core Data Forms.
- The funds disbursed shall be used in accordance with the Grant Agreement.
- The details for the Authorized Signatory for Disbursement Request provided in the form match the validated information in the Partner Portal Grant Entity Data (GED) Module*.

After completing the PUDR or Final PU the Authorized Signatory for Disbursement Requests signs a printed version or electronically signs the PUDR form (by downloading the Excel support file), and an authorized PR Submitter submits it to the Global Fund in the Global Fund Partner Portal.

* Refer to the Grant Entity Data webpage for further details on the creation and update of the organization and/or contact details in the GED Module in the Partner Portal.

Check Data Quality

To ensure PR submissions are accurate and complete upon submission

Data Quality Checks are a set of automated actions that the system performs to flag irregularities.
The checks aims to:

- Improve data quality by flagging potentially incorrect data
- Prevent data entry errors
- Improve data integrity and consistency
- Speed up the review process of the submitted data by Global Fund

There are 2 types of checks in Partner Portal:

Error

- Alerts when the data does not comply with validation rule
- Does not allow PR to submit until the error is corrected.
- Allows the system user to review and correct the data before submitting the form

Warning

- Flags the system user to check if the data captured is correct or contains a potential error.
- Requires a justification comment if the warning is overruled.
- Allows PR to proceed and submit.

List of PSCM & Grant Management Errors

Errors require the **correction** of values entered for users to proceed.

PSCM & Grant Management Error Messages	Action Required	Type
Additional information is required when stockout/expiry risks are selected. Provide a rationale for each pharmaceutical & health product with risk of stockout/expiry.	Provide a rationale in the ‘Comments’ field	Error
Additional information on the delays are required when the number of days between the planned and actual quantification completion dates is 30 days or more.		
Additional information is required when orders are not placed according to plan.		
Additional information is required when 'No' is reported in the field 'Score calculation - Tracer product(s) withing stock plan'.		
Additional information is required when 'Other' is selected in the field 'Data source'.		
The comment field in the 'Price Quality Reporting' section cannot be blank.		
The 'Comments on implementation progress' fields cannot be blank if the 'Progress status' is marked as ‘Off-track’ or ‘Delayed’.		
The 'external factors beyond the control of the PR' field cannot be blank.		
The 'Principal Recipient Performance - Self-Assessment' field cannot be blank.	Provide a summary of the grant performance during the current reporting period.	
The 'Progress status' fields cannot be blank. For each grant requirement, select a value from the dropdown menu.	Select a value from the dropdown menu	
The 'Progress status' fields cannot be blank. For each KMA/MA, select a value from the dropdown menu.		
The 'Completion date' fields cannot be blank if the 'Progress status' is marked as 'Complete'.	Select a date in the ‘Completion date’ field(s)	
The fields 'PR Response' and 'Forward-looking assessment of performance per module' cannot be blank.	For each module, select an option from the dropdown menu and provide a comment.	

List of PSCM & Grant Management Warnings

Warnings require **correction** or a **justification comment** for users to proceed.

PSCM & Grant Management Warning Messages	Action Required	Type
The 'Risk of expiry' fields should not be blank. For each pharmaceutical & health product, select an option from the dropdown menu or provide a justification.	Select an item from the dropdown menu or provide a justification	Warning
The 'Risk of stock Out' fields should not be blank. For each pharmaceutical & health product, select an option from the dropdown menu or provide a justification.		
The 'Actual order placement date' fields should not be blank. For each tracer product, select an option from the dropdown menu or provide a justification		
The 'Price Quality Reporting' section should not be blank.		
The 'data source' fields should not be blank. For each tracer product, select an option from the dropdown menu or provide a justification.		
The date(s) entered should not fall outside the Implementation Period.	Update the date(s) or provide a justification	
The 'Stock on hand in packs' fields should not be blank. For each tracer product, enter a numerical value or provide a justification.	Enter a numerical value or provide a justification	
The 'Average Monthly Consumption (AMC) in packs' fields should not be blank. For each tracer product, enter a numerical value or provide a justification.		

HOW TO

Check Data Quality

1. Click ‘Check data quality’. On the right you will see the number of errors and warnings.

Open full screen | Refresh form

Online Last auto saved: Save

Coverage Elementary Indicator

XXX-Z-PR1P02

Errors and Warnings | Check data quality | 5 Warnings

Field details	Description of warning or error	Justification
TBDT-1 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-4 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [D]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
DRTB-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments

HOW TO

Check Data Quality

2. Click the down arrow to view all errors and warnings

3. View the description of the error/warning and take the required action

Open full screen | Refresh form | Online | Last auto saved: | Save

Coverage Elementary Indicator

XXX-Z-PR1P02

Errors and Warnings | Check data quality | 5 Warnings

Field details	Description of warning or error	Justification
TBDT-1 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-4 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [N]	The result should not be blank. Enter a value or provide a justification.	Please add your comments
TBDT-2 [D]	The result should not be blank. E	ase add your comments
DRTB-2 [N]	The result should not be blank. E	ase add your comments

4. This space is only for justification comments. If values need to be adjusted, adjust them in the cell where they were entered.

HOW TO Submit Section

English | Français | Español

THE GLOBAL FUND

Help Person 1

Home PR Reporting

Home > PR Reporting > XXX-Z-PR1P02

XXX-Z-PR1P02

1. Navigate to the 'Submit' tab, which shows an overview of each section

Type: PU

Reporting period end date: 30-Jun-2024

Due date: 14-Aug-2024

Last update by/on: Person 1

od Name: XXX-Z-PR1P02

od: 1-Jan-2024 to 31-Dec-2026

Implementation Currency: USD

GED Contacts

Organization representatives for notices Person 2

Signatory for legal agreements Person 2

Submitter & Editor Person 3

PR to complete and submit form | LFA / Assurance Provider to review | Global Fund to review

Download Attach Online Form **Submit** Help

PU

Submit form to the Global Fund

Programmatic — Submit Section

Financial edited by Person 1 — Submit Section

PSCM & Grant Management — Submit Section

No errors / warnings | Warning | Error | Section submitted | Data quality check required | Section submitted with warnings | Section not applicable

HOW TO

Submit Section

4. Once all tabs in all sections are ready to submit, click the blue button to submit the entire form to the Global Fund

2. Click the down arrow to expands the section and see a summary of each tab

3. Click the white 'Submit Section' button to submit the individual section to the Global Fund

PU

Submit form to the Global Fund

Programmatic — Submit Section

Financial — edited by Eisa Hamid — Submit Section

Subsection	Info	
Coversheet	No errors / warnings	Go to section
Cash Reconciliation	No errors / warnings	Go to section
Open Advances	No errors / warnings	Go to section
Expenditure Report	No errors / warnings	Go to section
Non-compliant Expenditures	No errors / warnings	Go to section

Example: All finance tabs have been checked and have no errors/warnings – this section is ready to submit

PSCM & Grant Management — Submit Section

Subsection	Info	
Health Products	Data quality check required	Go to section
Grant & Risk Management	Data quality check required	Go to section
Self Assessment	Data quality check required	Go to section

Example: The tabs in the PSCM & Grant Management section require data quality checks before submission

No errors / warnings · Warning · Error · Section submitted · Data quality check required · Section submitted with warnings · Section not applicable

RESOURCES

Online Resources

List of Acronyms & Abbreviations

Annex 1: GC7 Pulse Check Reported Indicators

Annex 2: GC6 Pulse Check Reported Indicators

Annex 3: List of Interlinked Indicators

Annex 4: C19RM Reporting Scenarios

Online Resources

General Guidance

- Operational Policy Note on Implementation Oversight
- Video demos:
  - PC playlist: English | French
  - PU/DR play list: English | French
  - FCR playlist English

For Guidance on the Programmatic Section

- GC7 Modular Framework Handbook English | French | Spanish
- HIV Indicator Guidance Sheets English | French | Spanish
- Tuberculosis Indicator Guidance Sheets English | French | Spanish
- Malaria Indicator Guidance Sheets English | French | Spanish
- C19RM Modular Framework (English only)
- C19RM Indicator Guidance Sheets (automatic download) English | French | Spanish

For Guidance on the Finance Section

- Guidelines for Grant Budgeting

List of Acronyms & Abbreviations

ADEx	Aggregate Data Exchange
AMC	Average Monthly Consumption
ARV	Anti-retroviral
C19RM	COVID-19 Response Mechanism
CMS	Central Medical Store
DHIS2	District health information software, version 2
GDF	Global Drug Facility
GED	Grant Entity Data
FCR	Financial Closure Report
GC6 / GC7	Grant Cycle 6 / Grant Cycle 7
HMIS	Health Management Information Systems
HIV	Human Immunodeficiency Virus
HP-PSCM	Health Product Procurement and Supply Chain Management
HPMT	Health Product Management Template
ICR	Indirect Cost Recovery
IP	Implementation Period
KMA	Key Mitigating Action
LFA	Local Fund Agent
LMIS	Logistics Management Information Systems
MA	Mitigating Action
MOH	Ministry of Health
NGO	Non-Governmental Organization
PC	Pulse Check
PEPFAR	The President's Emergency Plan for AIDS Relief
PF	Performance Framework
PL	Performance Letter
PP	Global Fund Partner Portal (Partner Portal)
PPM	Pooled Procurement Mechanism
PQR	Price and Quality Report
PR	Principal Recipient
PU	Progress Update
PU/DR	Progress Update and Disbursement Request*
Regular grant	A grant with HIV, TB, Malaria and/or RSSH component(s)
RSSH	Resilient and Sustainable Systems for Health
SR	Sub-recipient
TB	Tuberculosis
VAT	Value Added Tax
wambo.org	The Global Fund's online procurement platform
WPTM	Workplan Tracking Measures
WHO	World Health Organization

* The term 'PU/DR' is used to refer to PUDRs, PUs, and Final PUs, unless otherwise specified.

Annex 1: GC7 Pulse Check (Q1 & Q3) reported indicators (High Impact and Core portfolios only)

S/N	Indicator code	Indicator Prioritization (Group 1,2,3)	Available in routine HMIS/DHIS2?	Name of indicator
Indicators for reporting in HIV related grants				
1	HIV O-29	2	Y	% of HIV-positive results among the total HIV tests performed during the reporting period.
2	HTS-5	3	Y	% of people newly diagnosed with HIV initiated on ART.
3	TCS-8	3	Y	% of people living with HIV and on ART with viral load test result.
4	TCS-1.1	1	Y	% of people on ART among all people living with HIV at the end of the reporting period.
5	TCS-1b	1	Y	% of adults (15 and above) on ART among all adults living with HIV at the end of the reporting period.
6	TCS-1c	1	Y	% of children (under 15) on ART among all children living with HIV at the end of the reporting period.
7	TCS-10	1	Y	% of pregnant women living with HIV who received antiretroviral medicine to reduce the risk of vertical transmission of HIV.
8	VT-3	3	Y	% of women accessing antenatal care services who were tested for syphilis.
Indicators for reporting in TB related grants				
1	TBDT-1	1	Y	Number of patients with all forms of TB notified (new and relapse).
2	TBDT-4	1	Y	% of new and relapse TB patients tested using WRD tests at the time of diagnosis.
3	DRTB-2	1	Y	Number of people with confirmed RR-TB and/or MDR-TB notified.
4	DRTB-3	1	Y	% of people with confirmed RR-TB and/or MDR-TB that began second-line treatment.
5	TBP-1	1	Y	Number of people in contact with TB patients who began preventive therapy.
6	TB/HIV-6	1	Y	Percentage of HIV-positive new and relapse TB patients on ART during TB treatment.
Indicators for reporting in Malaria related grants				
1	CM-1a	1	Y	Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities
2	CM-2a	1	Y	Proportion of confirmed malaria cases that received first-line antimalarial treatment at public sector health facilities
3	CM-1b	3	Y	Proportion of suspected malaria cases that receive a parasitological test in the community
4	CM-1c	3	Y	Proportion of suspected malaria cases that receive a parasitological test at private sector sites
5	CM-2b	3	Y	Proportion of confirmed malaria cases that received first-line antimalarial treatment in the community
6	CM-2c	3	Y	Proportion of confirmed malaria cases that received first-line antimalarial treatment at private sector sites
7	CM-9	3	Y	Proportion of detected malaria patients who contacted health care provider within 48 hours of onset of symptoms (elimination settings)
8	CM-10	3	Y	Proportion of cases reported at national reporting system within 24 hours of treatment (elimination settings)
Indicators for reporting in RSSH related grants				
1	RSSH O-3	1		On-Shelf Availability: Percentage of facilities with tracer health products for the three diseases- HIV, TB, malaria (as applicable) available on the day of the visit or day of reporting.

Annex 2: GC6 Pulse Check reported indicators

(High Impact and Core portfolios only)

S/N	Indicator code	Name of indicator
Indicators for reporting in HIV related grants		
1	HTS-2	Number of adolescent girls and young women who were tested for HIV and received their results during the reporting period
2	HTS-3a	Percentage of men who have sex with men that have received an HIV test during the reporting period and know their results
3	HTS-3b	Percentage of transgender people that have received an HIV test during the reporting period and know their results
4	HTS-3c	Percentage of sex workers that have received an HIV test during the reporting period and know their results
5	HTS-3d	Percentage of people who inject drugs that have received an HIV test during the reporting period and know their results
6	KP-1a	Percentage of men who have sex with men reached with HIV prevention programs - defined package of services
7	KP-1b	Percentage of transgender people reached with HIV prevention programs - defined package of services
8	KP-1c	Percentage of sex workers reached with HIV prevention programs - defined package of services
9	KP-1d	Percentage of people who inject drugs reached with HIV prevention programs - defined package of services
10	PMTCT-2.1	Percentage of HIV-positive women who received ART during pregnancy and/or labour and delivery
11	TCS-1.1(M)	Percentage of people on ART among all people living with HIV at the end of the reporting period
12	TCS-1b (M)	Percentage of adults (15 and above) on ART among all adults living with HIV at the end of the reporting period
13	TCS-1c (M)	Percentage of children (under 15) on ART among all children living with HIV at the end of the reporting period
14	TB/HIV-3.1a	Percentage of people living with HIV initiated on ART who are screened for TB in HIV treatment settings
15	YP-2	Percentage of adolescent girls and young women reached with HIV prevention programs- defined package of services
Indicators for reporting in TB related grants		
16	TCP-1 (M)	Number of notified cases of all forms of TB (i.e. bacteriologically confirmed + clinically diagnosed), new and relapse cases
17	TCP-8	Percentage of new and relapse TB patients tested using WHO recommended rapid tests at the time of diagnosis
18	MDR TB-2 (M)	Number of TB cases with RR-TB and/or MDR-TB notified
Indicators for reporting in Malaria related grants		
19	CM-1a (M)	Proportion of suspected malaria cases that receive a parasitological test at public sector health facilities
20	CM-1b (M)	Proportion of suspected malaria cases that receive a parasitological test in the community
21	CM-1c (M)	Proportion of suspected malaria cases that receive a parasitological test at private sector sites
22	VC-3 (M)	Number of long-lasting insecticidal nets distributed to targeted risk groups through continuous distribution

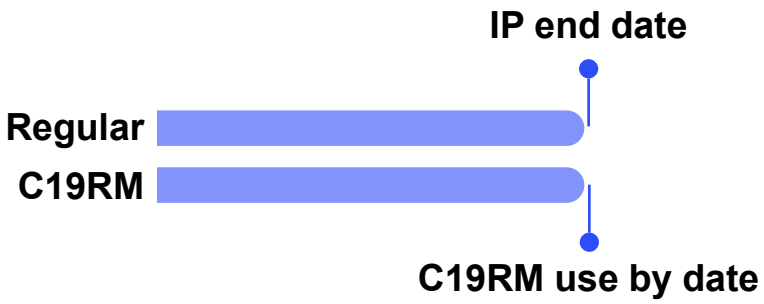
Annex 3: List of Interlinked Indicators

Indicator	Indicator	Linkage
TB/HIV-7.1	TCS-1.1	TB/HIV-7.1 denominator should be the same as TCS-1.1 numerator at similar geographic coverage.
TB/HIV-5	TBDT-1	TB/HIV-5 denominator should be the same as TBDT-1 numerator.
TBDT-1	TBDT-2	TBDT-2 denominator should be the same as TBDT-1 numerator for the reporting period minus 12 months.
TBDT-1	TBDT-4	TBDT-1 denominator should be the same as TBDT-4 numerator.
TBDT-1	TBDT-3a	The numerator for TBDT-1 is the same as the denominator for TBDT-3a.
TBDT-1	TBDT-3b	The numerator for TBDT-1 is the same as the denominator for TBDT-3b.
TCS-10	VT-2	TCS-10 and VT-2 denominators should be the same.
DRTB-2	DRTB-3	DRTB-3 denominator should be the same as DRTB-2 numerator.
DRTB-5	DRTB-6	DRTB-5 and DRTB-6 denominators should be the same.
TCS-9	TCS-1.1	TCS-9 denominator should be the same as TCS-1.1- numerator.
HIV O-12	TCS-8	HIV O-12 denominator should be the same as numerator for TCS-8 when data source is programmatic reporting (not for estimates or survey data)
HTS-3a	KP-1a	HTS-3a and KP-1a denominators should be the same.
HTS-3b	KP-1b	HTS-3b and KP-1b denominators should be the same.
HTS-3c	KP-1c	HTS-3c and KP-1c denominators should be the same.
HTS-3d	KP-1d	HTS-3d and KP-1d denominators should be the same.
HTS-3e	KP-1e	HTS-3e and KP-1e denominators should be the same.
HTS-2	YP-2	HTS-2 and YP-2 denominators should be the same.
CM-7	CM-8	CM-7 and CM-8 denominators should be the same.
RSSH/PP M&E-1	RSSH/PP M&E-2	Numerator for RSSH/PP M&E-1 should be the same as denominator for RSSH/PP M&E-2.

Annex 4: C19RM Reporting – 3 Scenarios

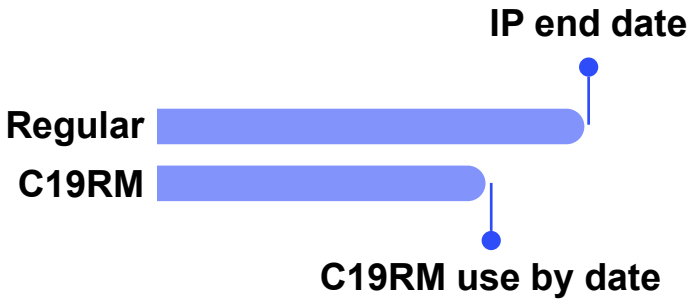
1 **C19RM use by date is equal to the IP end date.**

The C19RM reporting follows the regular GC6 reporting (see next page).



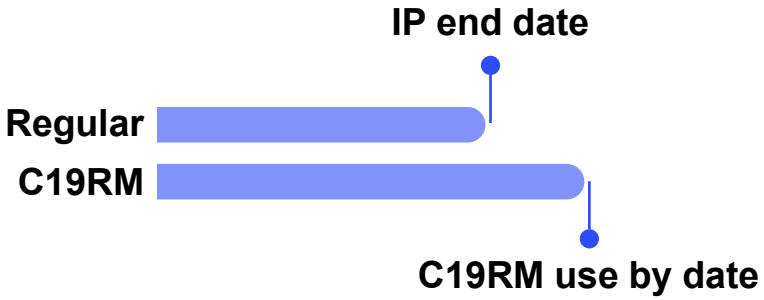
2 **C19RM use by date is before the IP end date.**

The C19RM reporting follows the regular GC6 reporting (see next page).



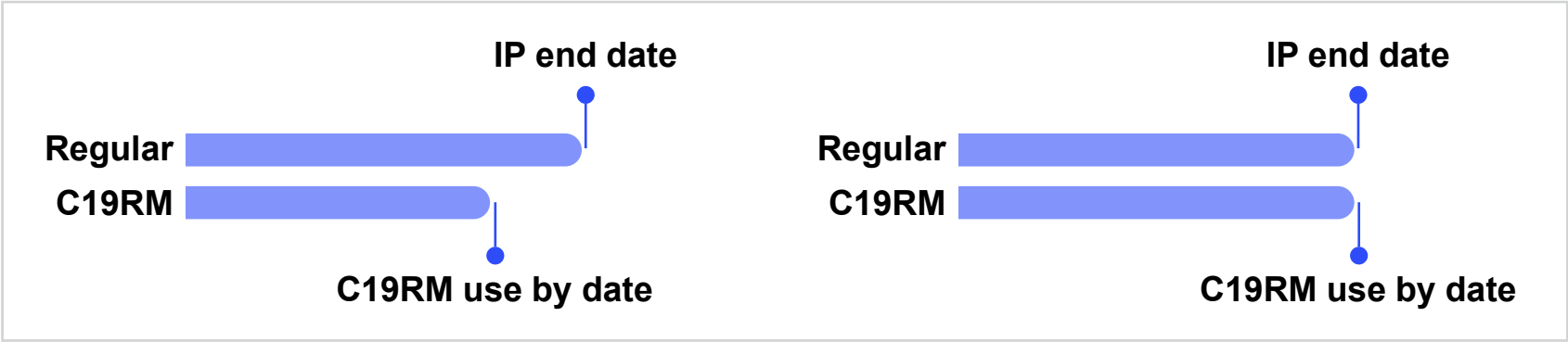
3 **C19RM use by date is after the IP end date.**

Click here to see the reporting schedule.



C19RM Reporting – Scenarios 1 and 2

C19RM use by date is before or equal to the IP end date.

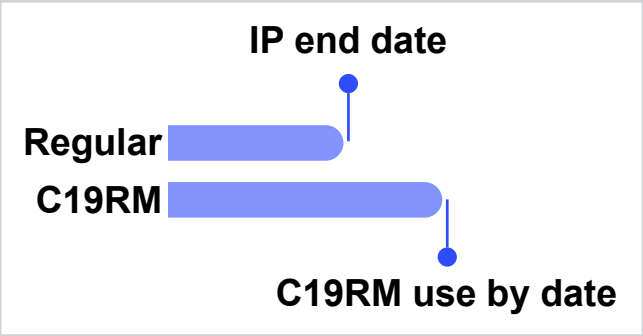


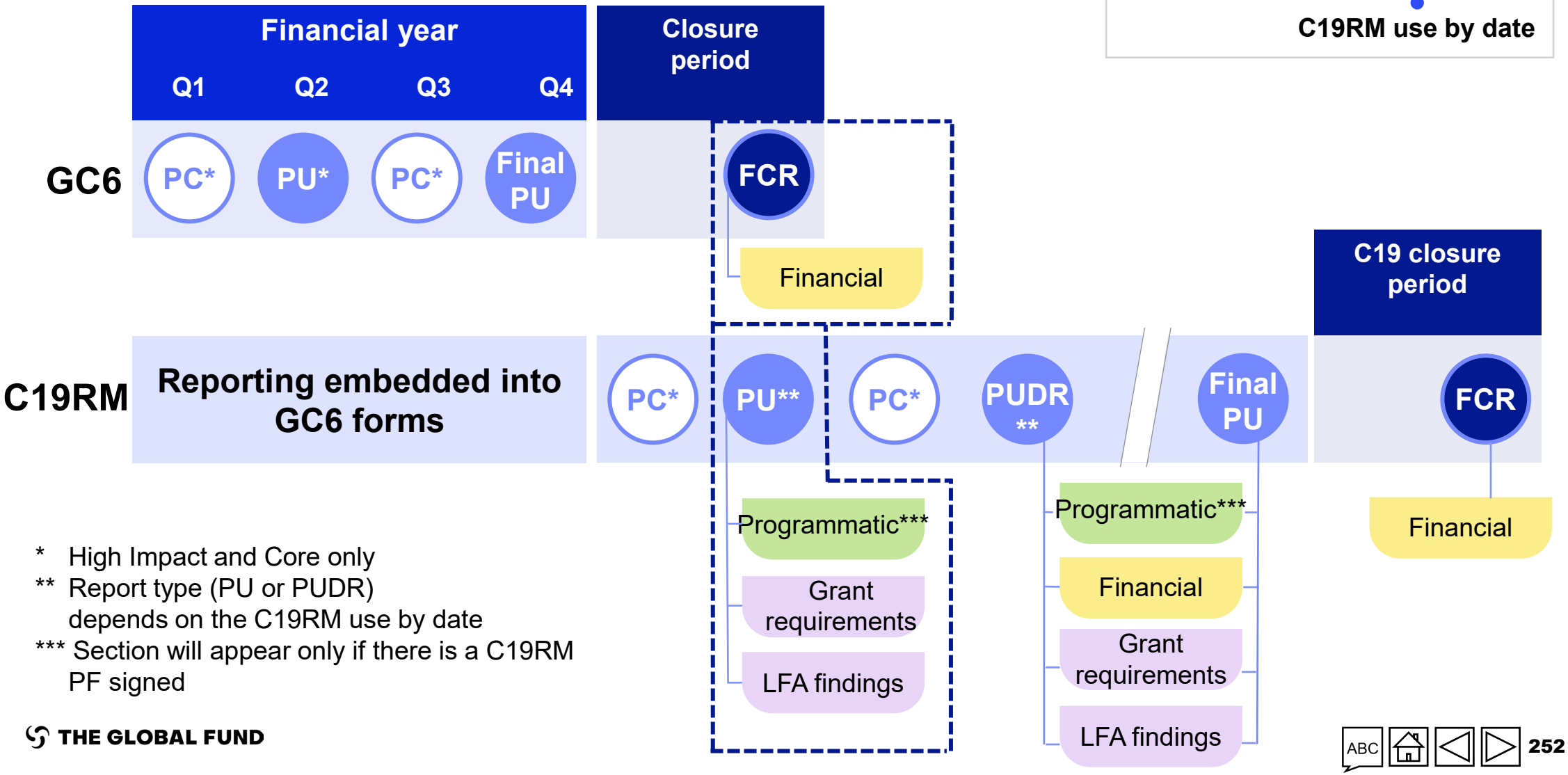
	Financial year				Financial year				Closure period
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
GC6	PC*	PU*	PC*	PUDR	PC*	PU*	PC*	Final PU	FCR
C19RM	Reporting embedded into GC6 forms								

* High Impact and Core only

C19RM Reporting – Scenario 3

C19RM use by date is after the IP end date.





* High Impact and Core only
** Report type (PU or PUDR) depends on the C19RM use by date
*** Section will appear only if there is a C19RM PF signed

THE GLOBAL FUND

TECHNICAL SUPPORT

Contact Support for Technical Issues

HOW TO Contact Support for Technical Issues

If you have any questions or encounter technical issues, please contact the Global Fund:

English | Français | Español

THE GLOBAL FUND

Home PR Reporting

Home > PR Reporting >

Type: Pulse Check
Reporting period end date: 31-Mar-2024
Due date: 5-May-2024
Last update by/on:

Implementation Period Name:
Implementation Period: 1-Jan-2024 to 31-Dec-2026
Implementation Currency: EUR

GED Contacts
Organization representatives for notices
Signatory for legal agreements
Submitter & Editor

PR to complete and submit form | Global Fund to validate

Download Attach Online Form Submi Help

1. Click the "Help" tab.

Need further support?

For more information on PR reporting visit. You can contact Country Support through the 'Request Support' button below if you face any system or Portal issues.

Request support

2. Click the "Request support" button. This opens an email to Country Support (country.support@theglobalfund.org)