

USER
MANUAL



ETF Support Reporting Tool

UN CLIMATE CHANGE
TRANSPARENCY DIVISION



United Nations
Climate Change

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I. Introduction

In accordance with decision 18/CMA.1, Parties are required to submit their first biennial transparency report (BTR) in accordance with the modalities, procedures and guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (MPGs), by latest 31 December 2024. BTRs are to be submitted every two years thereafter. The contents of the BTRs are outlined in decision 18/CMA.1 and include:

- A national inventory report of anthropogenic emissions by sources and removals by sinks of GHGs;
- Information necessary to track progress made in implementing and achieving nationally determined contributions under Article 4 of the Paris Agreement; and
- Information on financial, technology development and transfer and capacity building (FTC) support provided and mobilized (for developed countries) or FTC support needed and received (for developing countries).

The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement adopted through decision 5/CMA.3 a set of common reporting tables (CRT) to report GHG inventory information and separate sets of common tabular formats (CTF) for reporting information on tracking progress and FTC support.

The Parties requested the secretariat to incorporate the agreed formats and approaches in electronic reporting tools to enable Parties' reporting of the CRT and CTF. For this purpose, the secretariat developed three electronic reporting tools for the reporting of the CRT and CTFs:

- ETF GHG Inventory Reporting Tool
- ETF Progress Reporting Tool
- ETF Support Reporting Tool

A separate user manual has been prepared for each electronic reporting tool.



1.1 Purpose and Scope of the Manual

This manual guides the user in preparing the submission of the CTF for Support.

For user manuals on establishing user management roles within the Party for all three reporting tools and steps for official submissions of CRTs and CTFs, refer to <https://unfccc.int/etf-reporting-tools-help>.

This manual has been prepared to coincide with the version of the ETF Support Reporting Tool (hereinafter referred to as the reporting tool) available as of 28 June 2024. Some features, such as preparing a CTF from an existing version, elements in the Quality Assurance/Quality Control screen, multilingual support and data visualization are still under development. This manual will be updated in the future to accommodate these additional features, as well as to explain any further refinements to enhance user friendliness.



1.2 Organization of this Manual

This manual is organized as follows:

- Section 1: **Introduction**- provides background and general information on the ETF Reporting Tools, focusing on the **ETF support reporting tool**.
- Section 2: **Layout of ETF support reporting tool** describes the features of the header bar, including “CTF versions”, “Data entry”, “Reporting Tables”, “QA/QC” and the sub-header and footer bars.
- Section 3: **Getting Started** – provides information necessary for the user to initiate a working version of the CTF, including specifying version settings that reflect national circumstances.
- Section 4: **Preparing CTF Versions** describes the steps required for data entry when preparing an official CTF submission.
- Section 5: **Submission** directs the user on the next steps to submit the official CTF version as part of the BTR submission.
- Section 6: **Abbreviations and Acronyms** used in the manual are described in this section.



1.3 Technical information

The ETF Support Reporting Tool is web-based and can be used on any modern internet browser (e.g., Firefox, Edge, Chrome, or Safari).

Table 1 provides the application, metadata and .json data exchange for which this manual was developed.

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-11 18:44 (UTC+3)

Table 1. Technical information upon which this version of the manual was based

Application version	TBD
Metadata version	TBD
Data exchange .json	TBD
URL	TBD

Information on the application version and metadata version of the version of the reporting tool can be found on footer the bar of the user interface, visible in all views.

Application version: c0a133fd2e8b55ba8550cf8068ff6711 | Metadata version: 1.27.0 | Last synchronized: 2024-06-16 11:30 (UTC+3)

1.3.1 Software Requirements

To be able to fully use the functionalities available in **the reporting tool**, the user's computer should be equipped with:

- Modern browsers following the latest HTML standards – this version has been tested in recent desktop versions of Microsoft Edge, Mozilla Firefox, Google Chrome and Safari.
- Microsoft Excel 2010 or higher—allows for export and import of data entry grids in Excel format and the generation of reporting tables into excel.
- Operating systems: Windows, Macintosh compatible

1.3.2 User Support

The UNFCCC secretariat is committed to provide efficient and effective support to users and to continue enhancing the **reporting tool**. Users are encouraged to immediately report any questions, bugs or suggestions for improvements regarding the use of the tool.

For further information about the use of the tools (e.g. user manuals, technical documentation, etc.) or to report any issues or otherwise provide feedback, refer to <https://unfccc.int/etf-reporting-tools-help>.

ETF reporting tools help page.

This page contains resources designed and developed to facilitate the effective use of the ETF reporting tools

User Manuals and Training Materials: Step-by-step instructions to navigate and use the ETF reporting tools and resources and tutorials designed to enhance users' skills and knowledge in using the tools.

Technical Documentation: Documents to help users understand the technical aspects of the metadata and data exchange standard structure relevant to the tools.

Frequently Asked Questions (FAQs): Answers to common questions about the ETF reporting tools

Report issues and incidents: Link to ServiceNow portal to report issues and incidents relating to the ETF reporting tools.

User manuals
and training
materials

Technical
documentation

Frequently
asked
questions

Report issues
and incidents

The information and resources will be uploaded shortly.

1.3.3 Overview of the Workflow for CTF Submission

The reporting tool allows the user to electronically report their CTF version to the UNFCCC in the agreed structure of the CTF.

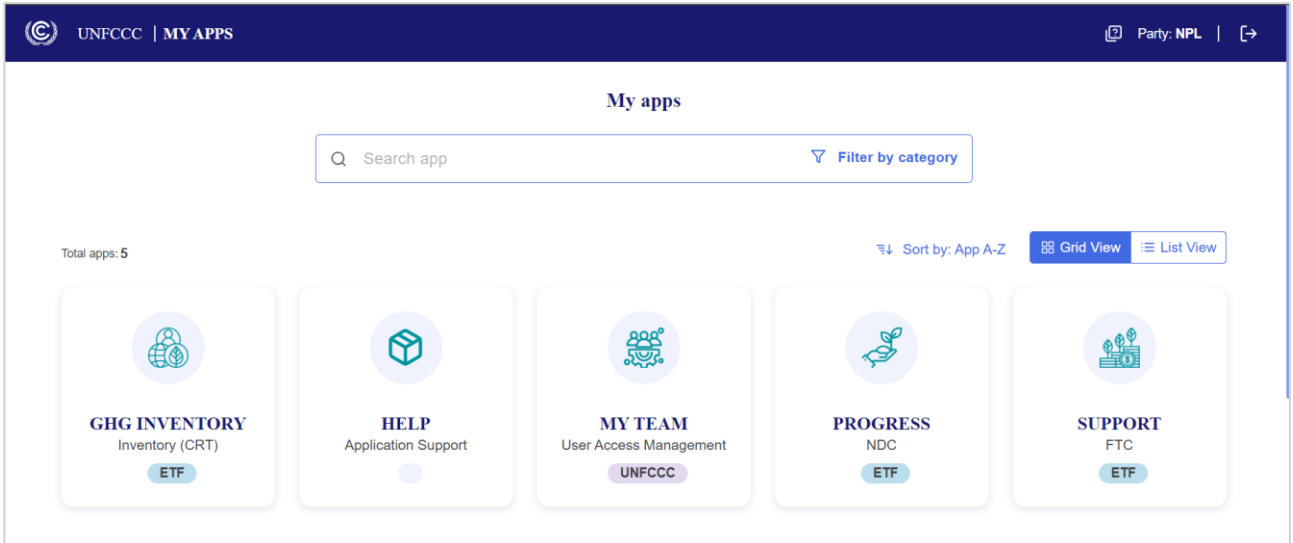
The overall workflow for a Party preparing a CTF submission is as follows:

1. **Collecting information:** Collecting and compiling information on support occurs outside the reporting tool. Parties may have various institutional arrangements for preparing a such information (e.g. excel files or a database system).
2. The reporting tool **contains a series of data entry grids for each support entry**, and allows users to enter information related to support provided, mobilized, received or needed. Data can be imported from a Party's own national system, where the information on support has been prepared following a pre-defined .json structure. Users may also manually enter their information on support into the reporting Tool.
3. The reporting tool has an **integrated function to generate the reporting tables**, in the agreed format of the CTF. It should be noted that the user never fills in the CTF tables directly as an Excel file. The tool will also prepare a .json file containing the information on support.



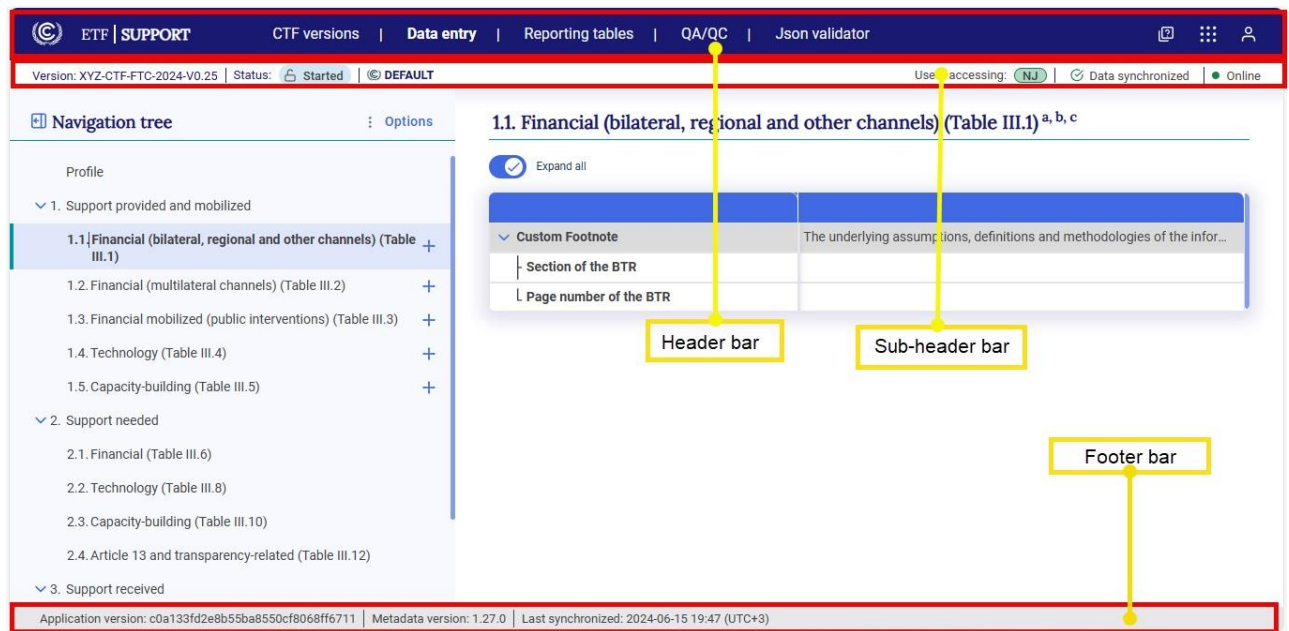
1.4 Accessing the Reporting Tool

Users can access the reporting tools at UNFCCC My Apps (<https://myapps.unfccc.int>). The user can view all the apps, including the reporting tools, at the landing page of UNFCCC My Apps, depending upon the user's access rights. The user needs to click the icon of the reporting tool to access it.



II. Layout of the ETF Support Reporting Tool

This section of the manual describes the layout, information available and functions in the header, sub-header and footer bars of the reporting tool. These bars are present in all screens of the tool.



2.1 Header Bar

The header bar provides access to the main functions available in the reporting tool. From the header bar, the user may:

1. Select the tabs for CTF versions: **Data entry, Reporting tables, QA/QC and Json validator.**
2. Access the [ETF reporting tools help page](#) by selecting the boxes with a question mark.
3. Switch to the other reporting tools (**ETF GHG inventory Reporting Tool** and **ETF Progress Reporting Tool**) provided the user has access to those tools, by selecting the icon with nine dots.
4. Log out by selecting the user icon.

This section introduces the layout of each main page (CTF versions, Data entry, Reporting tables, QA/QC and Json validator¹) below, including the functions that can be carried out there. More

¹ Note that this function will be moved from the Header Bar and integrated into the JSON import process in future releases. To learn about this important functionality, see section [2.1.4 Json Validator](#).

detailed information on how to carry out the various functions can be found in subsequent chapters.



2.1.1 CTF Versions

In the **CTF versions** page, the user can access all versions of CTF created within their Party. From this page, the user can perform the following actions:

Year	Version name	Status	Version	Created date	Updated
2024	XYZ-CTF-FTC-2024-V0.25	Started	-	2024-06-14	2024-06-15
2027	XYZ-CTF-FTC-2027-V0.7	Started	-	2024-06-16	2024-06-16
2027	XYZ-CTF-FTC-2027-V0.6	Started	-	2024-06-16	

1. To create a new blank version of CTF, select **+Create version** button. For more information about **Create version**, see [3.1 Create Blank CTF Version](#).
2. **The list of existing CTF versions is displayed with the following attributes:**
 - a. **Year** – Refers to the submission year for a CTF version. The last version accessed by the user will always appear at the top of the list. It will have a blue border and be preceded by a blue dot.
 - b. **Version name** – A unique name for a CTF version. E.g. XYZ-CTF-FTC-2027-V0.35 where XYZ refers to the three letter ISO Code for Party name, CTF-FTC refers to the type of submission, 2024 refers to the submission year and V0.25 refers to the unique version number of the CTF.
 - c. **Status** – provides the state of a CTF version :
 - i. **Initiated:** The CTF version has been created but the version setting has not been completed yet to start the data entry. Data entry cannot be done in the initiated CTF version;

- ii. **Started:** The version is ready for data entry and the user is able to edit/enter data based on the user rights that they have for the tool.
Subsequent steps of the workflow, including quality checks and the submission workflow, are still under development and will be implemented in future releases.
 - d. **Version** - A version marked as **Default** is the common working versions that the Party currently plans to use for future submission to the UNFCCC. Only one CTF version in a submission year can be labelled as the Default version.
 - e. **Created date** - The date when the CTF version was created.
 - f. **Updated** – the date when the CTF version was last updated.
3. The list of existing CTF versions can be filtered by year or status and can be sorted by version name, created date or updated.
 4. For each CTF version (i.e. row), the user may click on **Open** to work on the selected version. Alternatively, the user may click on the gear icon to **edit the version settings** (see section [3.1.2.3 Edit Version Settings](#)) or to **Create a copy** of the CTF version.
 5. The user may also import a .json file into a selected CTF version (see section [4.2.3.2 Import of a .json](#)).

2.1.2 Data Entry

In the data entry tab, the user can enter/edit the data for the CTF version. The data entry page is organized in two sections: the **navigation tree** and the **data entry grids**.

The **Navigation tree** reflects the elements of the CTF that are to be reported pursuant to the MPGs. The user may customize the navigation tree by adding/removing any support entry. The navigation tree contains **grandparent nodes** (level 1 which is specifying support provided and mobilized, or received), **parent nodes** (level 1.1 specifying the type of support) and **child nodes** (specifying the support entries). Parent nodes may contain one or more child nodes which can be opened by selecting the chevron.

Please note that child nodes mean the support entry, which should be the title of project, programme, or activity related to support provided, mobilized, needed or received.

Further options to import and export data using .xlsx and .json are available to the user by clicking the **Options** button in the navigation tree.

For more information on how to **edit the navigation tree**, see section [4.1 Customizing](#) . For more information on the **import and export of data entry grids**, see sections [4.2.2 Export and Import with Excel](#) and [4.2.3 Export and Import of a .json File](#).

Selecting an item in the navigation tree provides the user with the corresponding **data entry grid** for that element, which will appear in the right-hand side of the page. Some items in the navigation tree do not have a corresponding **data entry grid**, in which case a message indicating this will be displayed in the right-hand side of the page.

The data entry grids are the primary workspace where the user may enter the information to be included in the CTF (as selected for reporting in the version settings – see [3.1.2 Version Settings](#)). The data entry grid(s) for each item or support entry will depend on the specific information required for reporting in the corresponding CTF. Please be aware that while the data entry grids for each specific support entry include all elements from the corresponding agreed CTF, their structure may differ. However, the reporting tables generated by the tool will precisely mirror the structure of the agreed CTF.

In addition to entering data, there are further functions available in the data entry grids:

- **Export** the data entry grids in .xlsx format to enter/edit data (see section [4.2.2.1 Export to Excel](#)).
- Under **Comments and custom footnotes**, add user, Party or official comments (see section [4.4 Cell Comments and Custom Footnotes](#)).
- Review **Default Footnotes** relevant for specific CTF. (see section [4.5 Default Footnotes](#)).

The user can customize the view of the navigation tree and data entry grids to allow more space for the data entry:

- **Hide/Unhide navigation tree:** The user can hide the navigation tree to allow viewing of more space in the data entry grids. Click on the arrow sign next to the Navigation tree to hide/unhide the navigation tree. When the navigation tree is hidden, the path of the node is displayed above the data entry grid.

The screenshot shows the ETF SUPPORT application interface. At the top, there is a navigation bar with 'ETF | SUPPORT' and several menu items: 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below the navigation bar, the version 'XYZ-CTF-FTC-2027-V0.29' and status 'Started' are displayed. The main content area shows a breadcrumb trail: '1. Support provided and mobilized > 1.1. Financial (bilateral, regional and other channels) (Table III.1) > Support entry example'. Below the breadcrumb, the title '1.1. Financial (bilateral, regional and other channels) (Table III.1) > Support entry example' is shown. There is an 'Expand all' toggle (checked) and an 'Export' button. The data entry grid is displayed with columns for '2025' and '2024'. The first row is labeled 'Recipient' and has a dropdown menu for 'Country'.

- **Expand all:** Selecting the Expand all toggle will make visible all rows of the data entry grids of the support entry, including those requiring direct entry (white cells) and those that are calculated (blue or green cells). If unchecked, only those rows requiring direct data entry by the user (i.e. white cells) will be displayed. This function enables the user to focus attention on data entry fields.

ETF | SUPPORT | CTF versions | **Data entry** | Reporting tables | QA/QC

Version: XYZ-CTF-FTC-2027-V0.29 | Status: Started | Users accessing: MA | Data synchronized | Online

Navigation tree | Options

- Profile
- 1. Support provided and mobilized
 - 1.1. Financial (bilateral, regional and other channels) (Table III.1) +
 - Support entry example** [edit] [trash]
 - 1.2. Financial (multilateral channels) (Table III.2) +
 - 1.3. Financial mobilized (public interventions) (Table III.3) +
 - 1.4. Technology (Table III.4) +
 - 1.5. Capacity-building (Table III.5) +
 - 2. Support needed
 - 2.1. Financial (Table III.6) +
 - 2.2. Technology (Table III.8) +
 - 2.3. Capacity-building (Table III.10) +
 - 2.4. Article 13 and transparency-related (Table III.12) +
 - 3. Support received
 - 3.1. Financial (Table III.7) +
 - Support example [edit] [trash]
 - 3.2. Technology (Table III.9) +
 - 3.3. Capacity-building (Table III.11) +
 - 3.4. Article 13 and transparency-related (Table III.13) +

1.1. Financial (bilateral, regional and other channels) (Table III.1) > Support entry example

Expand all | Export

	2025	2024
Recipient ^{c, d}		
Country		
Region ^j		
Global		
Amount (climate-specific) ^{e, f}		
Face value		
EUR (Euro)		
USD		
Grant equivalent		
EUR (Euro)		
USD		
Status ^c		
Channel ^c		
Funding source ^c		
Financial instrument ^{c, g}		
Type of support ^c		
Sector ^c		

Comments and Custom Footnotes | Default Footnotes

Application version: 4f7198393dfa203fe1f70c6d3b3042b9 | Metadata version: 1.26.4 | Last synchronized: 2024-06-03 11:06 (UTC+3)

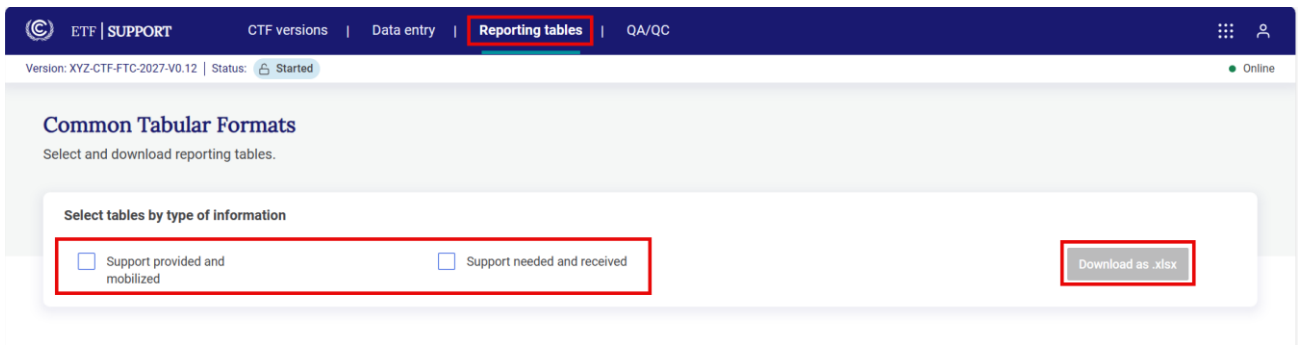
To learn more about entering information on support in the data entry grid, see section [4.2 Data Entry](#)

2.1.3 Reporting Tables

After entering data in the data entry grids, the user may generate the reporting tables of the CTF in Excel format. The reporting tables tab allows the users to select and download the reporting tables for the active CTF version. The interface allows the user to select and download the reporting tables by the following type of information:

- Support provided and mobilized
- Support needed and received

Refer to [4.3 Generate](#) for further information on the generation of reporting tables.



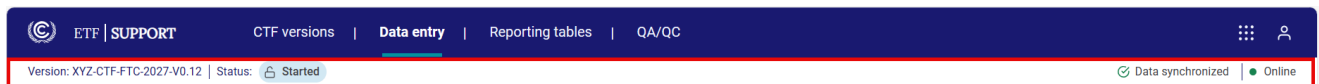
2.1.4 Json Validator

Before uploading a .json file to the ETF Reporting Tool, the file must be validated first. In the Json validator page, the file acquires a unique signature after validation of the .json file enabling the import process. To understand how to use the Json validator, refer to section [3.2 Upload a File](#). **Error! Reference source not found.**



2.2 Sub-header Bar

The sub-header bar is immediately below the header bar, and visible in all views when using the reporting tool.



The sub-header bar provides the following information:

- **Version** – This is the unique name of the version the user is working on (ISO code, the type of submission, Submission year, version number).
- **Status** - State of the CTF version (e.g., Initiated, Started).
- **Default** – When present, it indicates that the current version for a given year is identified as the common version within a Party that will eventually be submitted. If the current version is not the default, the icon will not be displayed.
- **Users accessing** – Indicates, through user initials, other users from the Party working in the CTF version at the same time.
- **Data synchronization status** – Provides the synchronization status:
 - **Data synchronized.** At this status, data have been saved and the user can generate reporting tables or close the system without data loss.
 - **Updating changes.** At this status, the latest inputs are being saved to the database. If the user exits the data entry grids when the system is updating changes, e.g. by attempting to generate reporting tables, the latest data input may be lost. The user

can see the last time data were synchronized on the left-hand side of the bottom-most bar, visible on all pages.

- **Data sync paused.** Typically, data are synchronized in real time. The user will see this alert when working offline, or after import of either .json or .xlsx file. Upon returning online, or after the import, the system will be in draft mode until the user selects save (see section [4.2.2.2. Import from Excel](#) and [4.2.3.2 Import of a .json](#))
- **Online /Offline** – Indication if the user is working in Online (green dot) or Offline (red dot) mode. The user may work offline on a CTF version after it has been created and is in “**Started**” status. While working offline, the user may enter data manually and through import and export functions (.xlsx and .json). The progress is saved locally on the user’s browser and will synchronize the next time the user is connected to the internet. In offline mode, the user is not able to view data entered by other users within the Party or create a new version.



2.3 Footer Bar

The footer bar provides the user technical information on the application and metadata versions. The user can also see here the last time data were synchronized online. This bar is visible on all pages. It is helpful to note the application and metadata versions when contacting UNFCCC with questions or issues related to the tool.

Application version: 20c02db38e32266efac4b265c2afeb45 | Metadata version: 1.23.4 | Last synchronized: 2024-04-15 08:44 (UTC+3)



III. Getting Started

To begin working on a CTF version, the user must first **Create a version**. Please note that only the FTC National Report Compiler can create a version. There are three options to create a **new** version of a CTF (Table 2. Options for creating a CTF versionTable 2).

Table 2. Options for creating a CTF version

Create a blank CTF version	When this option is selected, the user will be presented with blank data entry grids from which the CTF version can be prepared.
Select an existing version	This option allows the user to create a new CTF version for a different submission year, building on an existing CTF version. This option is currently greyed out as it is still under development.
Upload a file	This option allows the user to create a CTF version by uploading a .json file. The user can also upload a .json file into an existing blank version from the CTF version page. To learn how to prepare a .json file that can be imported by the tool, see section 4.2.3 Export and Import of a .json File



3.1 Create Blank CTF Version

This selection may be most relevant when preparing a first CTF version. After navigating through the prompts, the user will be presented with blank data entry grids to prepare the CTF. Use of this option still allows the user to import data through .xlsx or upload data to the newly created blank CTF version through .json upload.

To create a blank CTF version:

The user may create a blank CTF version upon first entering the **reporting tool**

1. **Select** the Support App from the UNFCCC My Apps landing page (<https://myapps.unfccc.int>).

Please select an option to start working on a CTF version

2. Select **Start** next to **Create blank CTF version**

The screenshot shows three options for creating a CTF version, each with a 'Start' button. The first option, 'Create blank version', has a blue 'Start' button highlighted with a red box. The second option, 'Select an existing version', has a grey 'Start' button. The third option, 'Upload a file', has a blue 'Start' button.

- Create blank version**
Please select this option to create a new blank version and start working on it. **Start**
- Select an existing version**
Please select this option if you would like to make a copy of an existing version with a different submission year. (Under development) **Start**
- Upload a file**
Please select this option if you would like to create a new version by uploading a JSON file. **Start**

If the user is already in another tab of the header bar (e.g. Data entry), then:

1. Select **CTF versions** in the header bar
2. Select **+ Create version**

The screenshot shows the 'CTF versions' page in a web application. The header bar is dark blue with 'CTF versions' highlighted in a red box. Below the header, the page title is 'CTF versions' and the subtitle is 'The list below contains all CTF versions and their status.' A blue '+ Create Version' button is highlighted with a red box in the top right corner.

Version: XYZ-CTF-FTC-2027-V0.12 | Status: Started Online

CTF versions
The list below contains all CTF versions and their status. **+ Create Version**

3. The user is then be presented with the option to **Create blank CTF version**.

The user will then be asked to select **Submission settings** and **Version settings**.

3.1.1 Initial Settings

Once the version is created, the user must specify the submission year and the flag for the default version.

- **Select the submission year** from the dropdown list. Note that the Submission year is the year in which the CTF is submitted. This will be different than the reporting years covered in the CTF by that submission.

Please select year and version type to start working on a CTF version

- **Default version:** A default version is marked by © in the list of CTF versions (see section 2.2 Sub-header Bar)

A newly created CTF is not a default version. To make the newly created CTF the default version, select the toggle next to **Default version** so that a check mark is displayed. The UNFCCC logo will become dark blue.

3.1.2 Version Settings

Version settings ensure that the CTF reflects the national circumstances and reporting preferences selected by a Party. The user may also change the version settings of an existing version after data entry has started.

The user shall select version settings related to type of information (support provided and mobilized or support needed and received), type of CTF tables and the parameters for reporting amounts. See section 3.1.2.3 [Edit Version Settings](#) to review how to later change the version settings for a particular CTF version.

All the elements in the version settings that are mandatory for proceeding to next steps are identified in the tool.

3.1.2.1 Type of Information

This version setting is mandatory for proceeding to next steps.

The user needs to specify the type of information it is reporting, either:

- Report information on support provided and mobilized: Yes or No?
- Report information on support needed and received: Yes or No?

The screenshot shows a web application interface for 'Version Settings'. At the top, there is a dark blue navigation bar with the logo 'ETF SUPPORT' and menu items: 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. Below the navigation bar, the current version is 'XYZ-CTF-FTC-2026-V0.31' and the status is 'Initiated'. The main content area is titled 'Version Settings' and contains a vertical list of three steps: 1. Type of information (highlighted in blue), 2. Support provided and mobilized, and 3. Support needed and received. The first step is expanded to show two radio button options: 'Report information on support provided and mobilized' with 'Yes' and 'No' options, and 'Report information on support needed and received' with 'Yes' and 'No' options. A help icon is visible next to the second question.

Under “**Report information on support provided and mobilized**”: if the user chooses “**Yes**”, then a new sub-question will open requiring the user to specify whether the Party is reporting as a developed country Party or other Party.

- If from a **developed country Party**, the next question on support needed and received does not apply, so no further information is required in this step.
- If from **Other Party**, the user will be asked if the Party will report information on support needed and received as well.

Under “**Report information on support needed and received**”, select “**Yes**” or “**No**” and then click on “**Next**”.

When the Type of information is marked as “**Complete**” in green in the left-hand side of the screen, the user can move on the next version setting.

3.1.2.1.1 Support Provided and Mobilized

Please note that this applies only when the user has chosen “Yes” in the previous section on “Report information on support provided and mobilized” under the type of information.

Two main elements are to be specified here:

- Settings for using common tabular formats:
- Financial
- Technology development and transfer
- Capacity-building
- Settings for reporting amount.

Settings for using common tabular formats – Financial

The user needs to choose one of the options listed under the dropdown for the years for each CTF table. If the submission year is 2026, the three options which will appear are 2023, 2024, or “none”. The selection of year 2023 and 2024 indicates that information is reported for both years.

The screenshot displays the 'Version Settings' interface. On the left, a vertical progress indicator shows the following steps: 1. Type of information (Complete), 2. Support provided and mobilized, 2.1. Settings for using common tabular formats (selected), Financial, Technology development and transfer, Capacity-building, 2.2. Settings for reporting amount, and 3. Support needed and received. The main content area is titled '2. Support provided and mobilized' and contains a sub-section '2.1 Settings for using common tabular formats'. Under this sub-section, there are three sections, each with a 'Years' dropdown menu: 'Report information on financial support provided (bilateral, regional and other channels) using common tabular formats (Table III.1)', 'Report information on financial support provided (multilateral channels) using common tabular formats (Table III.2)', and 'Report information on finance mobilized through public interventions using common tabular formats (Table III.3)'.

In the case of CTF Table III.3, if “None” is selected for the years, the user is asked to confirm whether the information is reported in the BTR. If the information is reported in the BTR, the user requires to provide further explanation and description including the section and page number of the BTR.

Once selecting years for three CTF tables are completed, click on “Next”.

Settings for using common tabular formats – technology development and transfer

The user needs to confirm whether information on technology development and transfer will be reported using the CTF Table III.4. Upon selection of appropriate choice, the user can move to next steps by clicking “Next”.

Settings for using common tabular formats – Capacity-building

The user needs to confirm whether information on capacity-building will be reported using the CTF Table III.5. Upon selection of the appropriate choice, the user can move to next steps by clicking “Next”.

Settings for reporting amount

It is asked here whether the amount is reported in grant equivalent on a voluntary basis. Upon selection of the appropriate choice, the user will be required to select domestic currency.

The screenshot shows a web interface for 'ETF SUPPORT'. The top navigation bar includes 'CTF versions', 'Data entry', 'Reporting tables', and 'QA/QC'. The main content area is titled 'Version Settings' and shows a progress indicator with five steps: 1. Type of information (Complete), 2. Support provided and mobilized, 2.1 Settings for using common tabular formats (Complete), 2.2 Settings for reporting amount (active), and 3. Support needed and received. The active step, 2.2, is titled 'Settings for reporting amount' and contains the following options: 'Report amount in grant equivalent on a voluntary basis*' with radio buttons for 'Yes' (selected) and 'No'; and 'Select domestic currency*' with a dropdown menu showing 'Domestic currency' and a red checkmark icon.

When clicking on the dropdown arrow, a list of currencies will appear and the user should select the appropriate one. Afterwards, the user will be asked to provide **the exchange rate (USD 1 to the domestic currency)** for all the years mentioned in the settings for using common tabular formats for financial support provided. In the following screenshot, Euro (EUR) is taken as example for domestic currency.

Then, the user will be asked if the system provides automatic conversion of currency based on the exchange rates provided. If **yes**, the user will need to select the input currency. If the input currency is Euro, the user needs to enter amount in Euro in the data entry grid and the tool automatically converts the amount from Euro to USD. If the user does not select automatic conversion option, providing amount in both USD and Euro will be required in the data entry grids.

When done, the user can select “Next” or “Go to data entry”.

3.1.2.1.2. Support Needed and Received

Please note that this applies only when the user has chosen “Yes” for “Report information on support needed and received” under the type of information in [3.1.2.1 Type of Information](#) above.

Two main elements are to be specified here:

- Settings for using common tabular formats:
- Financial
- Technology development and transfer
- Capacity-building
- Settings for reporting amount.

Settings for using common tabular formats – Financial

The user needs to select either “Yes” or “No” to the following questions:

- Report information on financial support **needed** using common tabular formats (table III.6)
- Report information on financial support **received** using common tabular formats (table III.7)

Version: XYZ-CTF-FTC-2026-V0.42 | Status: Initiated | DEFAULT | Users accessing: MA | Online

Version Settings

- 1 Type of information Complete
- 2 Support provided and mobilized
- 3 Support needed and received
- 3.1 Settings for using common tabular formats Complete
- Financial Complete
- Technology development and transfer
- Capacity-building
- Implementation of Article 13 and transparency-related activities
- 3.2 Settings for reporting amount

3. Support needed and received

3.1 Support needed and received

Financial

* Response required to continue

Report information on financial support needed using common tabular formats (Table III.6)*

Yes: If you wish to report information on financial support needed in a tabular format.
No: If you don't wish to report information on financial support needed in a tabular format. CTF table III.6 will be automatically filled with the notation key NR (not reported).

Yes No

Report information on financial support received using common tabular formats (Table III.7)*

Yes: If you wish to report information on financial support received in a tabular format.
No: If you don't wish to report information on financial support received in a tabular format. CTF table III.7 will be automatically filled with the notation key NR (not reported).

Yes No

[< Back](#) [Next >](#) [Go to data entry](#)

[X Exit version settings](#)

After making the appropriate selection, click on “Next”.

Settings for using common tabular formats – Technology development and transfer

The user needs to provide responses to the following questions:

- Report information on technology development and transfer support **needed** using CTF (Table III.8)
- Report information on technology development and transfer support **received** using CTF (Table III.9)

After making an appropriate selections, click on “Next”.

Settings for using common tabular formats – Capacity-building

The user needs to provide responses to the following questions:

- Report information on capacity-building support **needed** using CTF (Table III.10)
- Report information on capacity-building **received** using CTF (Table III.11)

After selecting appropriate responses, click on “Next”.

Setting for using CTF – Implementation of Article 13 and transparency-related activities

The user needs to provide responses to the following questions:

- Report information on support **needed** for the implementation of the Article 13 of the Paris Agreement and transparency-related activities (table III.12)
- Report information on support **received** for the implementation of the Article 13 of the Paris Agreement and transparency-related activities (table III.13)

After making an appropriate selections, click on “Next”.

Setting for reporting amount

Similar to the support provided and mobilized, here the user should:

- Provide the domestic currency: select from the dropdown list the appropriate currency.
- Provide the exchange rate (USD 1 to domestic currency): the user should provide the exchange rate for those four tables which include financial amount, including:
 - o Information on financial support needed.
 - o Information on financial support received.
 - o Information on support needed for the implementation of the Article 13 of the Paris Agreement and transparency-related activities.
 - o Information on support received for the implementation of the Article 13 of the Paris Agreement and transparency-related activities.
- Confirm whether the system provides automatic conversion of currency, based on the exchange rate provided. If yes, the user will be asked to select the input currency. Check the similar information in section **3.1.2.1.1 Support Provided and Mobilized**.

After completing all the required information, the user can now select **“Go to data entry”**

3.1.2.3 Edit Version Settings

A user may edit version settings for any existing version that are in “Initiated” or “Started” status. The ETF Focal Point and the National Report Compiler and their respective alternates have access to all version settings to modify them.

To edit version settings:

1. Go to **CTF versions** on the **Header bar**.
2. Select the CTF version for which version settings are to be edited by clicking on the gear icon in the row.

Version: XYZ-CTF-FTC-2026-V0.30 | Status: Started

CTF versions

The list below contains all CTF versions and their status.

+ Create Version

Year Status Import json file

Year	Version name	Status	Version	Created date	Updated		
2026	XYZ-CTF-FTC-2026-V0.30	Started	-	2024-04-15	2024-04-17	Open	
2027	XYZ-CTF-FTC-2027-V0.49	Started	DEFAULT	2024-04-09	2024-04-09	Open	Edit Version settings Duplicate version
2027	XYZ-CTF-FTC-2027-V0.48	Started	-	2024-04-08	2024-04-09	Open	

3. Make the desired changes to the version settings (see section 3.1.2 Version Settings) and select **Go to data entry**.
4. A pop-up box notifying the user of the changes made to version settings will appear requesting the user to confirm the changes made. Depending on the changes made, loss of data may occur, so the user must carefully consider the information presented before selecting **Apply and go to data entry**.

The user may download and view the log file to see a list of all changes that will be applied as a result of the change to the version settings. The user may also create a copy of the current version of the CTF prior to confirming the change in version settings. To do this, toggle **Create a copy of current version**, so the checkmark is displayed.

Attention

You have made the following changes to version settings:

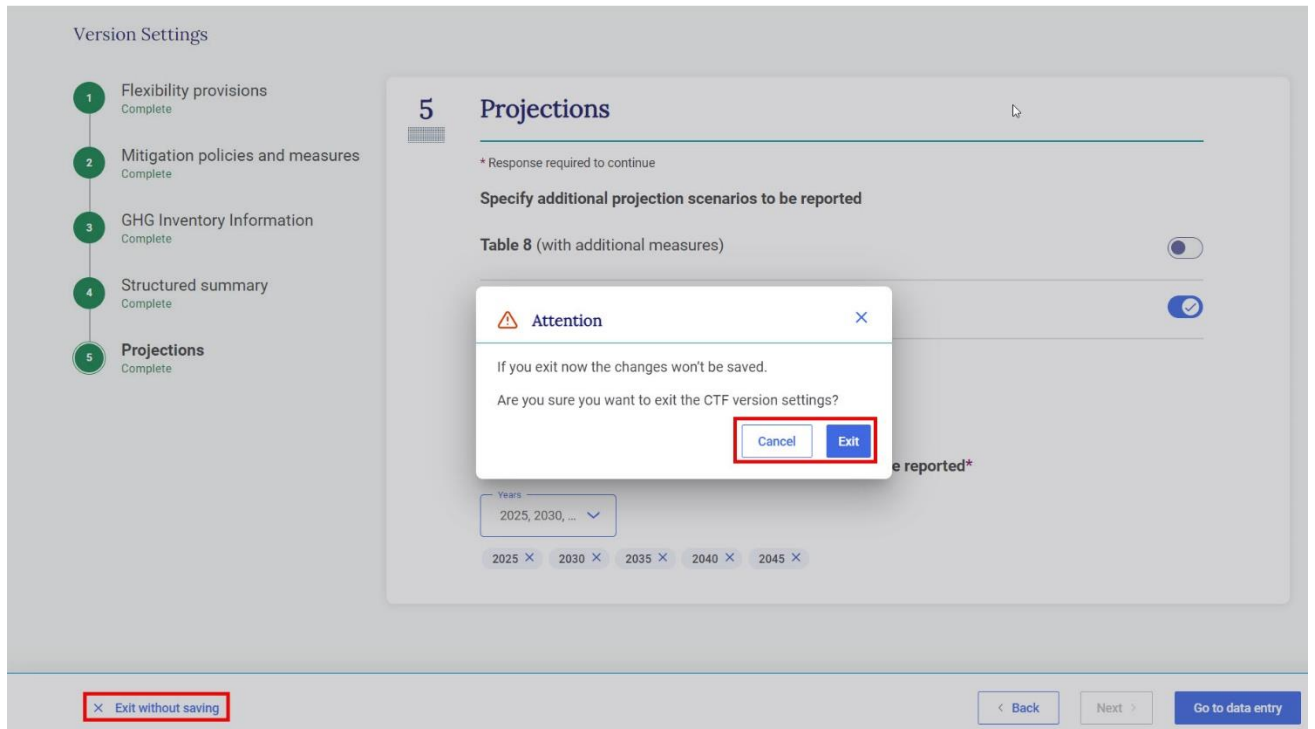
- 2 - Support provided and mobilized > 2.1 - Settings for using common tabular formats > Financial:
 - Report information on finance mobilized through public interventions using common tabular formats (Table III.3): **2023**
- 2 - Support provided and mobilized > 2.2- Settings for reporting amount:
 - Financial support mobilized through public sectors (Table III.1): **2023: 1.1; 2024: 1.2**
 - Financial support mobilized through public sectors (Table III.2): **2023: 1.1; 2024: 1.2**
 - Financial support mobilized through public sectors (Table III.3): **2023: 1.3**

Warning: these changes may result in data loss. Download log file for details: [Log file](#)

Are you sure you want to save these changes and go to data entry?

Cancel Save and go to data entry

5. If the user does not wish to save the new version settings, select **Cancel**.
6. If at any point in the process the user wishes to exit the version settings, they may do so by selecting **Exit without saving** in the lower-left hand side of the page. A pop-up will appear asking the user to confirm if they wish to exit the settings without saving any changes made.



3.2 Upload a File

The user may create a CTF version from an upload of a validated .json file. After navigating through the prompts, the user will be presented with data entry grids that contain the information from the uploaded json file.

After creating the CTF version, the user can enter/edit data in the data entry grids (see section [4.2 Data Entry](#)), or can also upload an additional json file(s), noting that where a subsequent .json file contains information for the same cells already completed in the data entry grid, the new .json file will overwrite the existing data with the specific data in the new .json file.

To learn how to import a .json file into an existing CTF version, see section [4.2.3.2 Import of a .json](#).

To create a CTF version from an upload of a .json file:

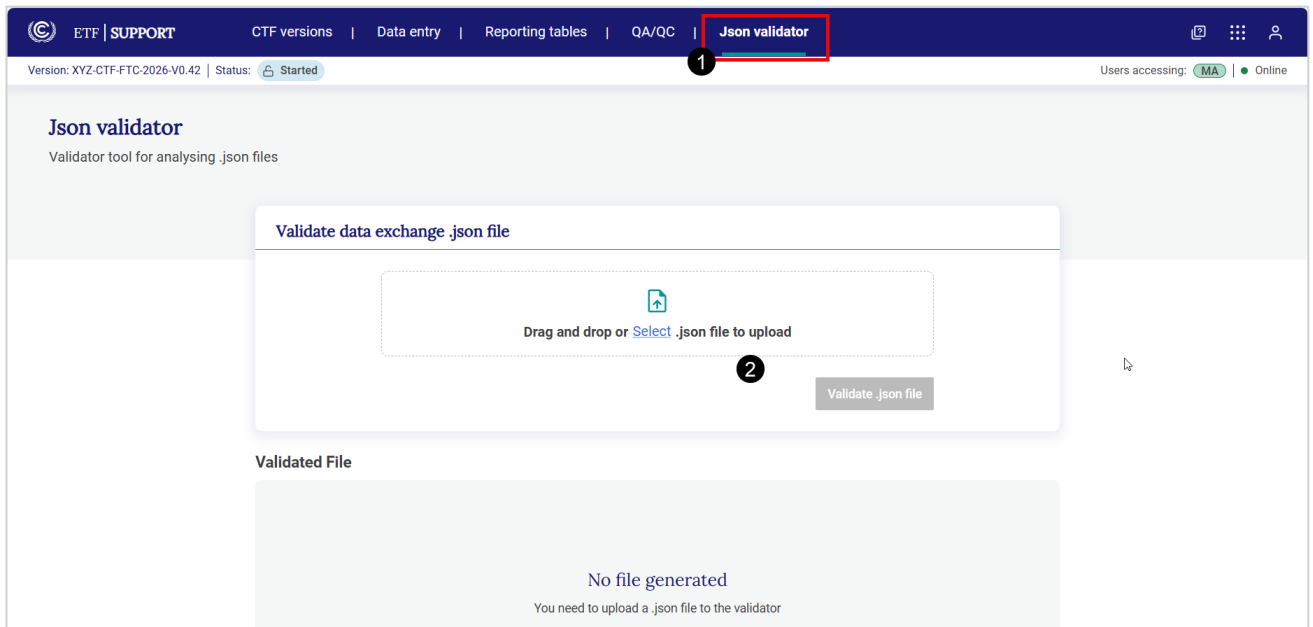
1. Ensure the .json file intended for upload has been validated

It is important that any .json file used to create a CTF version meets specific requirements for upload, including structure and Party name. For technical information on the file structure, refer to <https://unfccc.int/etf-reporting-tools-help>.

To ensure that the .json file meets the proper specifications and can be uploaded to the reporting tool, the user must first validate the .json file using the json validator and acquire an electronic signature.

To validate the .json file:

- Select **Json validator** from the **Header Bar**
- Drag and drop, or upload the .json file and select **Validate .json file**



- Upon successful validation two files will appear for download: **the validated data exchange .json file**, which the user must use for subsequent upload of data, as well as a **log file** indicating any issues identified during validation. Any issue identified here will not prevent the user from uploading the .json file, but should be reviewed to ensure the user understands any issues for data import.

Note that a validated .json file contains an electronic signature. The reporting tool can only read .json files containing this electronic signature.

ETF | SUPPORT CTF versions | Data entry | Reporting tables | QA/QC | **Json validator**

Version: XYZ-CTF-FTC-2026-V0.42 | Status: Started File validated!

Json validator

Validator tool for analysing .json files

Validate data exchange .json file

XYZ-CTF-FTC-2027-V0-29-DataEntry-20240604-114154.json
913.82 KB

Validate json file

Validated File

Validated data exchange .json file. This file is now ready for importing.

XYZ-CTF-FTC-2027-V0-29-DataEntry-20240604-114154_Validated
148.17 KB [Download](#)

Log file

XYZ-CTF-FTC-2027-V0-29-DataEntry-20240604-114154 log
156.28 KB [Download](#)

2. Select **Start** next to **Upload a file**

Please select an option to start working on a CTF version

Create blank version
Please select this option to create a new blank version and start working on it. [Start](#)

Select an existing version
Please select this option if you would like to make a copy of an existing version with a different submission year. (Under development) [Start](#)

Upload a file
Please select this option if you would like to create a new version by uploading a JSON file. [Start](#)

3. Upload the validated .json file
4. The user will then be asked to **Select the submission year** and indicate if the version is to be **Set as a default version** (see section 3.1.1 Initial Settings) and then **Create CTF version**.

At this stage, the reporting tool will run an additional check of the .json file for compatibility with system requirements. If there are additional issues identified with the contents of the .json for specific data points, the user will receive the following message:

Please upload .json file and select submission year to create a CTF version

1. Selected the .json file to upload
First select the file you want to upload so that we can analyze if it meets the necessary requirements.

2. Select the submission year
The submission year will be reflected in the CTF version. You may edit the submission year later.

3. Set as default version
Please select this option to make this the default working version for all users within your Party. You may change the default version later.

Default version

Attention

The .json file you are uploading has some errors although you can go ahead and import the data. You can check the log file for more details.
[Link to log file](#)

Do you want to continue or a upload a new file?

Select **Link to log file** to download and review the errors identified (see **Error! Reference source not found.** for possible errors). After reviewing the log file, correct any errors, as necessary and **Upload a new file**. Otherwise, select **Continue** to finish creating the CTF version using the existing .json file.

5. The user will then be asked to **set version settings** (see section 3.1.2 Version Settings)

IV. Preparing a CTF version

This section outlines the key steps a user will take to enter the information on support into the reporting tool.

To start working on a version that has been already created, the user can open an existing version under **CTF versions** in the **Header bar** (see section [2.1.1 CTF](#)).

4.1 Customizing Navigation Tree

The **Navigation tree** is the main interface for the user to open data entry grids for all entries on support provided, mobilized, needed or received. The navigation tree contains all types of information required for reporting according to the agreed CTF.

As introduced in the [2.1.2 Data](#) , the user may go to the **data entry** tab from the **header bar** to access the Navigation tree.



4.1.1 Overview on the Navigation Tree

The structure of the navigation tree when opening the tool reflect the choices made in the version settings (see section [3.1.2 Version Settings](#)), specifically whether the user chose to report on:

- Support provided and mobilized
- Support needed and received
- Both support provided and support needed and received

Figure 1 illustrates how the navigation tree reflects the choices in the version settings. The user will see “+” signs to indicate where support entries can be added as child node.

Figure 1. Impact of version settings selections on the navigation tree

Support provided and mobilized	Support needed and received

Before learning how to add (or modify) support entries to the Navigation tree, it is necessary to understand the symbols contained in the Navigation tree (Table 3).

Table 3. Symbols in the Navigation Tree

1.	The chevron sign means that the element has one or more sub-elements available for data entry. Click on the chevron sign to expand or collapse the elements in the navigation tree.
2.	The plus sign is used to add new elements for support entry. Once a new element has been created, its information can be entered in the corresponding data entry grid.
3.	The trash bin icon is used to delete an element.
4.	The pencil icon is used to edit the title of an element or a support entry

4.1.2 Adding Support entries to the Navigation Tree

The plus + sign is used to add any support entry:

- Click on the **+** sign
- **Enter the name** of the support entry (child node)
- Click on **Add new** or click on “Enter” on the keyboard.
- Support entry will be added as child node under the parent node.


The user should always check that the sub-header bar displays “Data synchronized” before navigating away from any added node to ensure information has been saved (see section [2.2 Sub-header](#)).

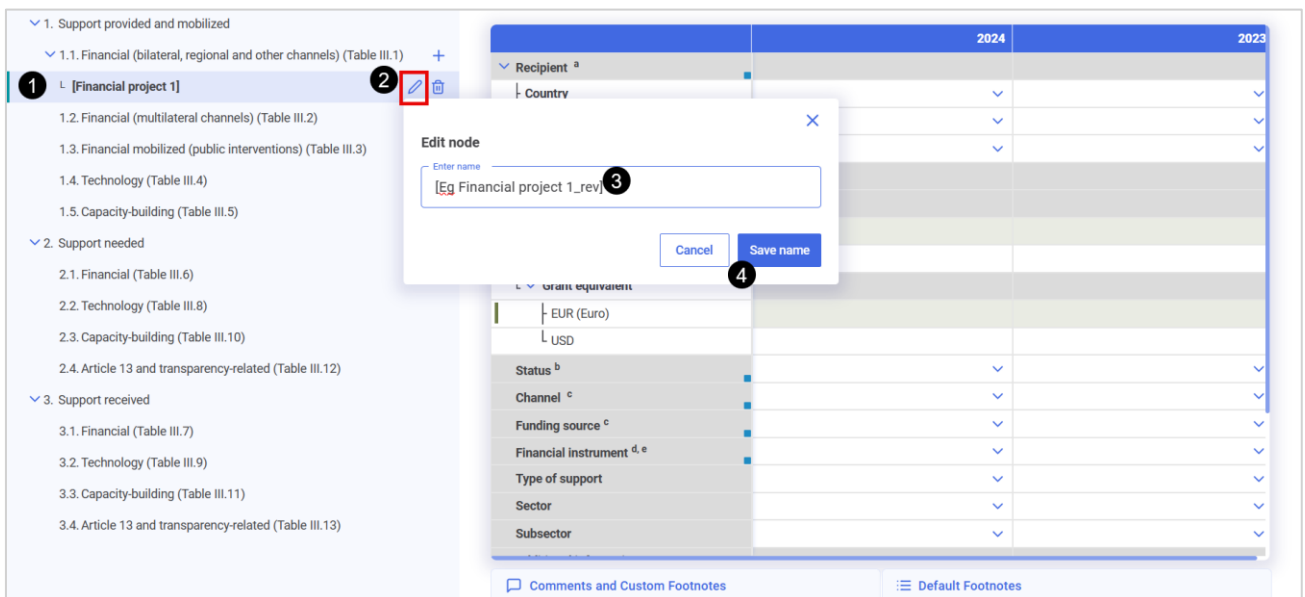
If the user attempts to leave the data entry tab before the data is synchronized, they will get a pop-up message asking for confirmation. Select No to wait for the changes to be recorded.

4.1.3 Modifying Support Entries of Navigation Tree

The user can edit the name of a support entry added as a child node to the navigation tree.

To edit the name of a support entry:


1. Navigate to the child node (support entry) in the navigation tree for which the user wants to modify the name.
2. Select the **pencil icon**  to edit the node name.
3. **Revise the name.**
4. Select **Save name** to reflect the changes made.



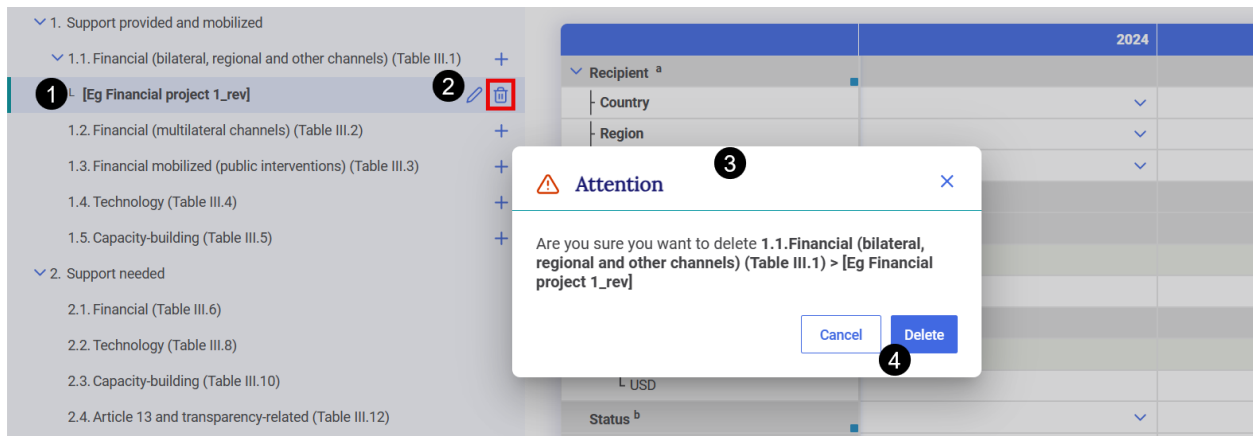
4.1.4 Deleting Support entries from the Navigation Tree

The user may delete any support entries added to the navigation tree. However, the user cannot delete standard nodes that pre-existed in the navigation tree.

To delete a support entry:

1. Navigate to the child node or support entry the user wishes to delete.
2. Select the **trash bin**  icon.

3. The user will be prompted to answer if they really wishes to delete the support entry as deletion will result into loss of data.
4. To confirm, select **Delete**.
5. Support entry or entry will be disappeared from the parent node.



4.2 Data Entry

Most of the nodes in the navigation tree are associated with corresponding data entry grids. For each element, the data entry grid allows the user to input the related information on support. Some items in the navigation tree do not have a corresponding data entry grid, in which case a message indicating this will be displayed in the right-hand side of the page.

The information required depends on the selections made in the version settings. Specifically, the structure of the data entry grid will reflect the following choices made in the version settings:

- a. For the Financial support provided and mobilized, only the years chosen for reporting will be presented in each data entry grid.
- b. For any information not selected to be reported, the corresponding cells will be in grey in the data entry grid or filled with notation keys.
- c. Information on automatic conversion of amount will also impact the data entry grid. If the user opted for automatic conversion, the tool automatically calculates in the green cell the equivalent of the amount in USD or in the domestic currency.

Color codes are used in the data entry grids as shown in [Table 4](#).

- The user will primarily be working in white cells, as that is where users can enter data
- The user may wish to review the information in green and blue cells to understand the calculations (green cells) and where the data are pulling from (blue cells)

Table 4. Meaning of color coding in data entry grids

	White	User can enter data
	Green	Data are automatically calculated by the application
	Brown	Formula in these cells have been overwritten with user entered data
	Blue	Value cross referenced from information entered elsewhere
	Gray	No input necessary
	White with chevron	Data can be selected from dropdown list

There are three ways to enter data in the data entry grids:

1. Manual input into the data entry grids in the application
2. Export and import of data using Excel
3. Export and import of data using .json

XML import is not supported in the reporting tool.

4.2.1 Manual Data Entry

Manual data entry can be done in the respective data entry grid of each information required and support entry in the navigation tree.

To manually enter data:

1. Go to **Data entry** from the header bar.
2. Select the support entry of interest from the **Navigation tree**; after clicking the data entry grid will be displayed in the right-hand window, if applicable.
3. When the user sees a “+” sign, clicking on it allows to see more detailed information to complete.
4. If the user would like to see all the cells for data entry, check the **Expand all** button.
5. In the data entry grid, provide the required information in the corresponding white cells.
6. For white cell having the chevron sign, click on the sign and select the input from the dropdown list. For some lists (e.g country), the user can select more than one option. After selecting all the relevant inputs, click on “Apply selection”. In some cases, the user can also create a custom name; in this case click on “add” before “Apply selection”.
7. As shown below, values in green cells contain formulas and are automatically calculated by the tool.

For some information such as “Contribution to technology development and transfer objectives” under Financial, if Yes is selected, the user is required to complete the data entry fields for the contribution part (ex: Programme description, sector, type of support, etc). Data provided on Financial part will be mapped to the reporting table for Financial support (table III.1-3) whereas for technology transfer contribution part, data will be mapped into the reporting table of technology transfer (table III.4) and capacity-building contribution part to table III.5. However, if the user selects “No”, all the data entry fields for contribution part will be automatically filled with “NA” (Not Applicable).

4.2.1.1 Functions to Facilitate Manual Data Entry

The reporting tool contains **several features to facilitate manual data entry**, including copy and paste. In all cases, the user may overwrite any pasted cell.

Copy and paste: The user may copy and paste data both within a specific data entry grid, across data entry grids, and between Excel and a data entry grid.

4.2.1.2 Validation Rules for Data Entry

There are several **validation rules embedded in the data entry grids:**

- Financial amount must be in a number format or use the notation key “NA”.
- Page number must be in a number format

- A dot ("."), not a comma (",") must be used to signify a decimal point

If data entered do not meet the validation criteria, an error message will be displayed and the erroneous data will not be saved (the cell will be outlined in red and a red dot will appear). Clicking on the red dot will provide information on the type of error. Data in an incorrect format will not be saved. See the illustration below where a coma has been used for the estimated amount of support to indicate a decimal value, instead of a dot.

2.1. Financial (Table III.6) > Financial needed 1^{c, d}

Expand all Export

Programme/project description ^c	Support for enhancing the energy efficiency in building in municipalities
Sector ^c	Energy ▼
Subsector ^c	EE ▼
Amount ^c	
Estimated amount (climate-specific)	
MGA (Malagasy Ariary, Madagascar)	2,150,000,000.00
USD	875000,50 •
Expected time frame ^c	
from	2025
to	2030
Expected financial instrument ^c	Grant ▼
Type of support ^c	Mitigation ▼
Anchored in a national strategy and/or on NDC ^c	Yes ▼
Expected use, impacts and estimated results ^c	Reduce the energy demand
Additional information ^f	
Contribution to technology development and transfer objectives ^c	Yes ▼

A dot (".") must be used to indicate a decimal value, not a comma (",")

4.2.2 Export and Import with Excel

The reporting tool allows for **export and download of data entry grids in Excel format**. The user may then enter, edit and re-import data into the tool. Export and import of data entry grids can be done for each support entry, or for the entire CTF.

The import function replaces all existing data in white cells, as well as recalculates green cells, where applicable, for the defined set of data imported. Data in green cells are automatically recalculated based on updated data.

Some words of caution when importing a file from Excel:

- The import function will **only work with Excel files exported from the reporting tool**.
- The user should **not change the structure of the Excel file (e.g. adding/deleting columns or rows)**. If the structure is changed, the Excel file may not be read by the tool for import, or in some cases (e.g. if a row is deleted or added in the Excel file), data will not import into the proper location in the data entry grid.

4.2.2.1 Export to Excel

Data entry grid can be exported into Excel at various levels, depending on where the user is in the Navigation tree and the selection made (Table 5).

Table 5. Data export into Excel at Various Levels

If the user selects...	...what will be exported
Current grid as .xlsx	Data will be exported for the currently visible data entry grid
All data entry grids	Data will be exported for all data entry grids from the Navigation tree.

To export data in Excel for a single grid in .xlsx

1. Select **Data entry** from the header bar
2. Navigate to the category of interest in the **Navigation tree**
3. Select **Export** from the upper right-hand side of the data entry window
4. Select **Current grid as .xlsx**

The screenshot shows the reporting tool interface. At the top, the 'Data entry' tab is selected in the header bar (1). On the left, the 'Navigation tree' shows the category '[Name Financial project 2]' selected (2). On the right, the data entry grid is displayed for '1.2. Financial (multilateral channels) (Table III.2) > [Name Financial project 2]'. The 'Export' button is visible in the upper right corner (3), and the 'Current grid as .xlsx' option is highlighted in a dropdown menu (4).

- This will **export to Excel the visible data entry grid** (see [Figure 2](#)). The user can then proceed to enter data in the downloaded Excel file.

Remember never change the structure of the Excel table. Data should be entered into white cells only, and following the required conventions described in section [4.2.1.2 Validation Rules for Data Entry](#).

Figure 2. Example Excel export of single data entry grid

1	TEST	XYZ-CTF-FTC-2026-V0.30	
2	> 1. Support provided and mobilized > 1.2. Financial (multilateral channels) (Table III.2) > [Name Financial project 2]		
3			
4	ID	Description	2024 2023
5	01	Institution	
6	02	Recipient	
7	03	Country	
8	04	Region	
9	05	Global	
10	06	Amount (climate-specific)	
11	07	Inflows	
12	08	Core/general	
13	09	Face value	
14	10	EUR (Euro)	0.00 0.00
15	11	USD	
16	12	Grant equivalent	
17	13	EUR (Euro)	
18	14	USD	
19	15	Climate-specific	
20	16	Face value	
21	17	EUR (Euro)	
22	18	USD	
23	19	Grant equivalent	
24	20	EUR (Euro)	
25	21	USD	
26	22	Status	
27	23	Channel	
28	24	Funding source	
29	25	Financial instrument	
30	26	Type of support	
31	27	Sector	
32	28	Subsector	
33	29	Additional information	
34	30	Description	
35	31	Link and page number of	
		(Name Financial project 2)	+

To export Excel for all data entry grids as .xlsx (i.e for the entire CTF version)

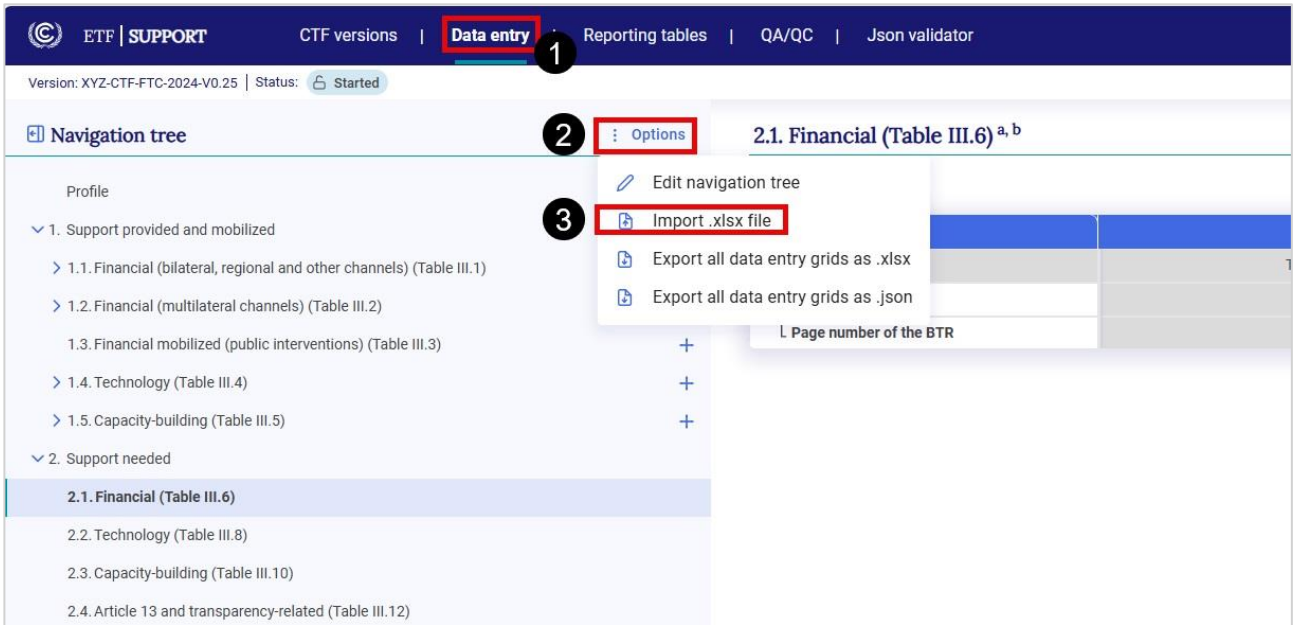
- Select **Data entry** from the header bar
- Select **Options** from the upper right-hand side of the **Navigation tree**
- Select **Export all data entry grids as .xlsx**

The screenshot shows the ETP SUPPORT interface. The header bar includes 'ETP | SUPPORT', 'CTF versions', 'Data entry', 'Reporting tables', 'QA/QC', and 'Json validator'. Below the header, the version is 'XYZ-CTF-FTC-2024-V0.25' and the status is 'Started'. The main content area features a 'Navigation tree' on the left and a central area with a 'No data entry grid to di' message. The 'Options' menu is open, showing three options: 'Edit navigation tree', 'Import .xlsx file', and 'Export all data entry grids as .xlsx' (highlighted with a red box). The 'Export all data entry grids as .json' option is also visible.

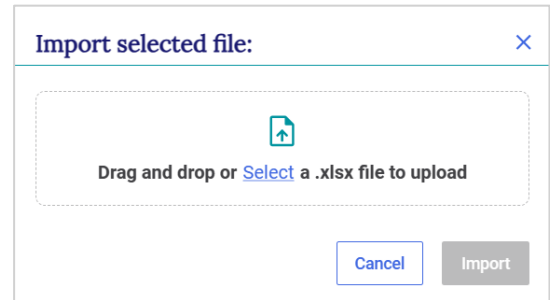
4.2.2.2. Import from Excel

To use Excel for data entry, first ensure the Excel file for import was first exported from the reporting tool, as described in the previous section, before adding or editing data, then:

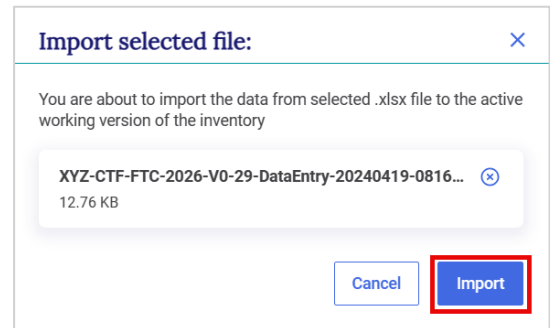
1. Go to **Data entry** from the header bar
2. Select **Options** from the **Navigation tree** menu
3. From the Option menu, select **Import .xlsx file**



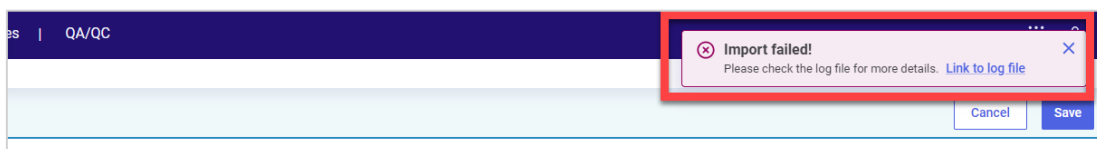
4. Select the appropriate file from the user's computer or drag and drop.



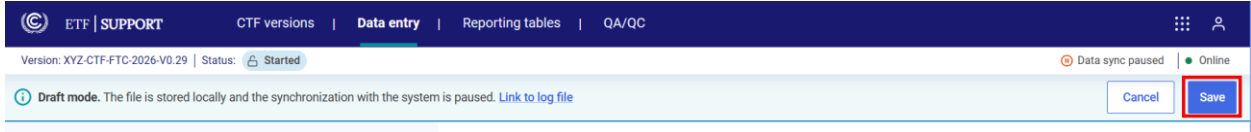
5. Select Import.



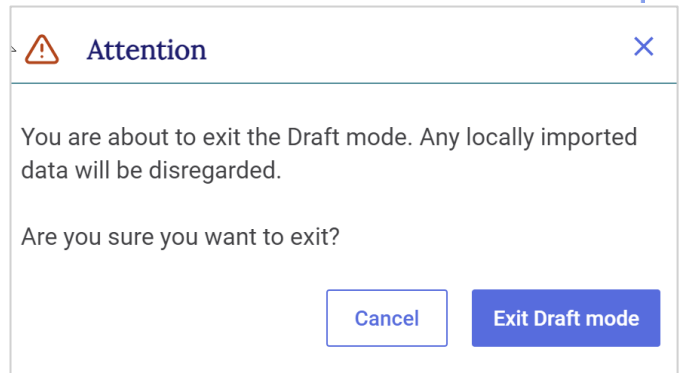
6. Import may be **successful** (information in the Excel file imported, without issue), **partially successful** (the Excel file imported, but some values may be missing, e.g. if a cell does not meet the validation criteria) or **fail** (file did not import). The user can download the import log by clicking on [Link to the log file](#). The import log will indicate those values that were successfully changed upon import, and where specific values did not successfully import (for example because data entry was not consistent with the validation rules). If an import fails, the user should ensure the file was first exported using the steps described above.



7. After import, the data entry grid will appear. A banner will appear just below the **Sub-header bar** indicating **Draft mode**. This allows the user to preview the new data. Imported data are not fully saved and synchronized with the online mode until the user selects **Save**.



Selecting **Cancel** will revert to the data prior to import; the most recent import will be disregarded.



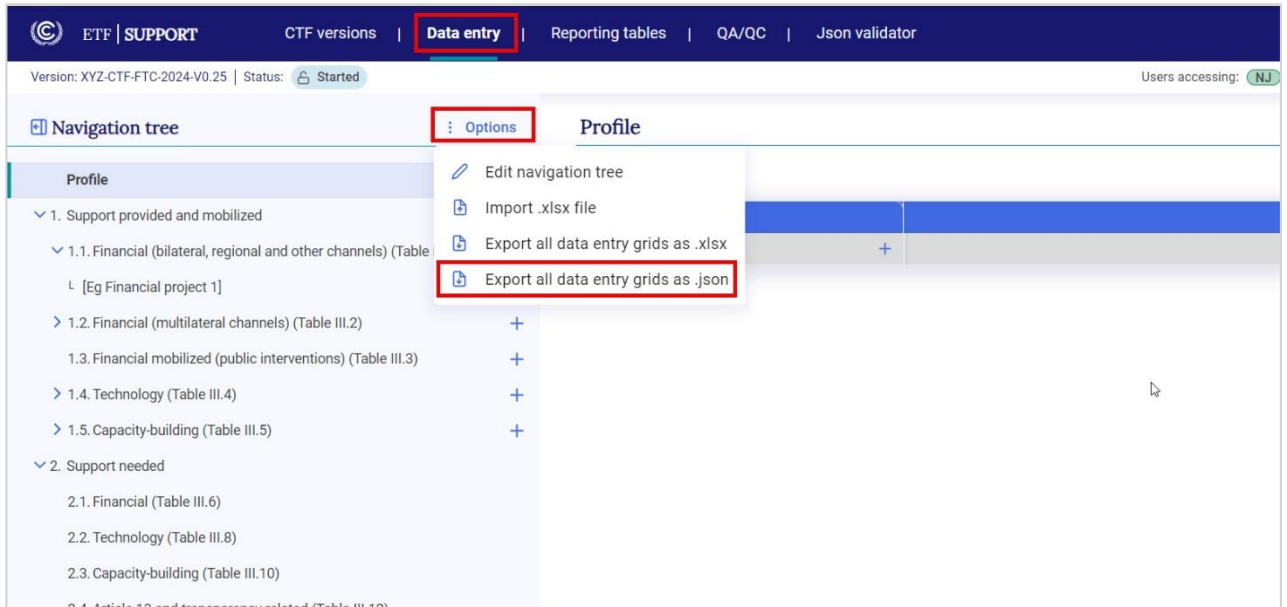
4.2.3 Export and Import of a .json File

In addition to use of Excel, data exchange may happen with the use of a .json file. The system will only import .json files that have been validated and contain the proper electronic signature. For technical information on the file structure, refer to <https://unfccc.int/etf-reporting-tools-help#Technical>.

4.2.3.1 Export of a .json File

The user can export all data entry grids in .json format as follows:

1. Select **Data entry** from the header bar.
2. Navigate to any category in the **Navigation tree**.
3. Select **Options** from the upper right-hand side of the **Navigation tree**.
4. Select **Export all data entry grids as .json**.

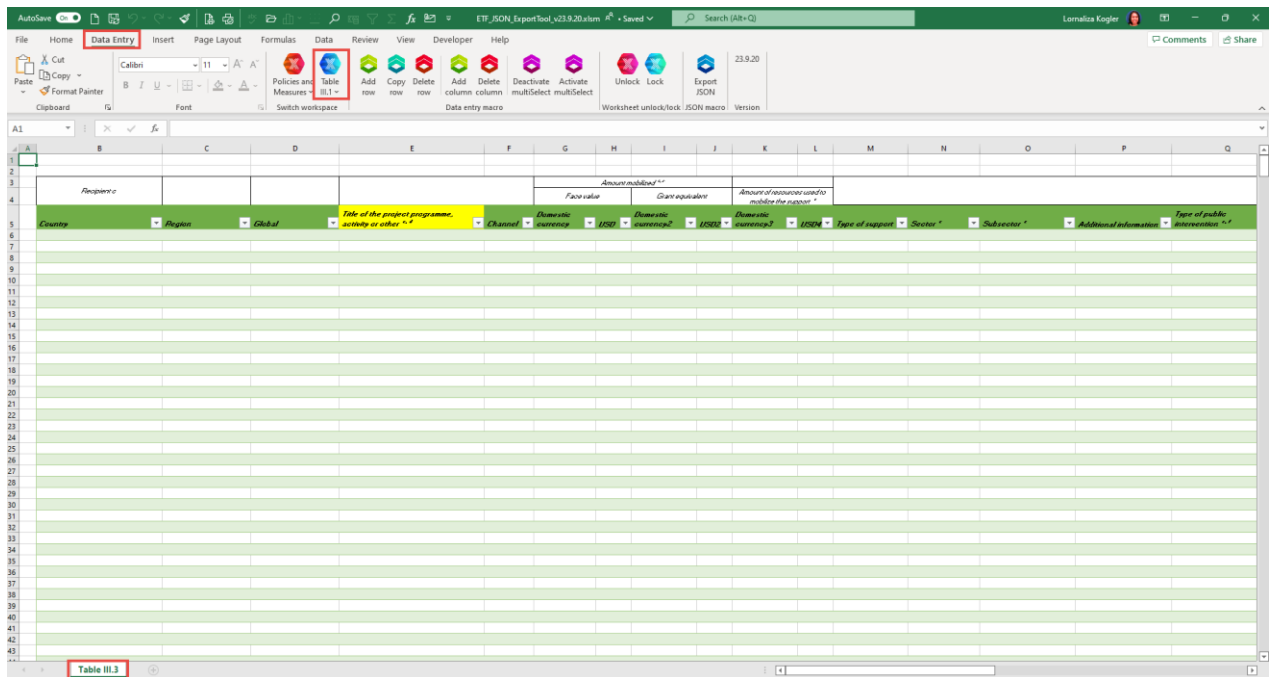


4.2.3.2 Import of a .json file created in the Excel Bulk Data tool

An **Excel Bulk Data tool** is available to the Parties to facilitate the reporting of FTC information. This tool includes the required information for the CTF reporting table, allowing users to copy FTC information from their national systems into a single Excel worksheet. The data can then be exported as a .json file and imported into the reporting tool.

The Bulk Data tool is available for download under the [technical documentation section](#) on the ETF reporting tools help page.

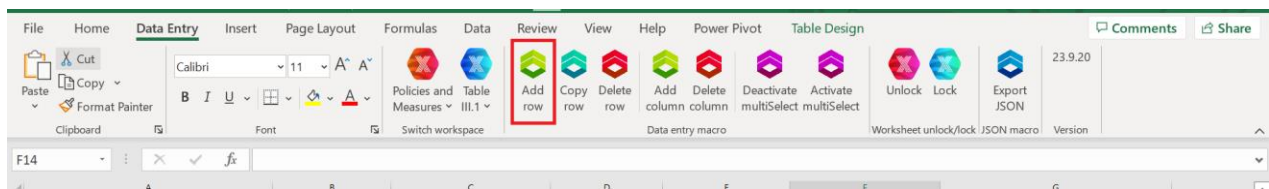
Below is an illustration of the Bulk Data tool. Under Data Entry, choose the workspace FTC and select the relevant table. The user can insert the information on recipient countries, regions or global in the first columns. Information about the detail of support provided, needed or received, such as the title of project or activity, the amount and the type of intervention can be filled in the subsequent columns. The title of project or activity here, which must be unique, will be reflected as a child node in the reporting tool. The tool will generate an error message during the .json file generation if duplicate names are detected.



The user can add, copy or delete rows. Note that the tool comes by default with 1000 rows. Empty rows will be ignored during the .json file generation and do not need to be deleted. Only if more than 1000 rows are needed the following function can be used.

To add row(s):

1. Go to Data entry and select a row under which the user wants to add row
2. Select Add row under data entry tab.
3. Indicate the numbers of rows to be added
4. New row(s) will be added accordingly.



To copy row(s):

1. Go to Data entry and select the row to be copied
2. Select Copy row under data entry tab.
3. Indicate the numbers of copies to make

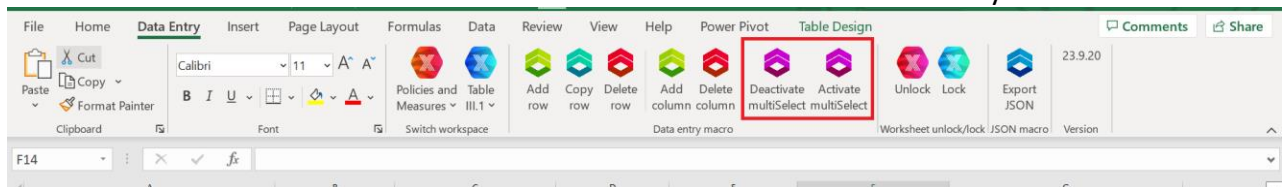
The row will be copied as per the numbers of copies specified.

Please note that it is not possible to copy columns. It is also not possible to add or delete any columns except the user-added ones.

After the correct number of columns and rows has been created, the user can copy and paste data from another Excel file into this tool. Only data within the rows and columns created will be exported.

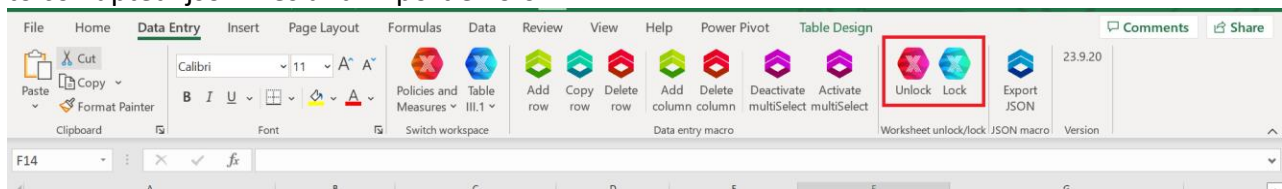
Multiselect lists:

For columns that have dropdown lists in the Support reporting tool, the tool has multiselect lists. These can be populated with the terms for that field and then selected from the list when populating the excel file with data. This functionality can be switched off and on using the “Deactivate multiselect” and “Activate multiselect” buttons under Data Entry.



Worksheet lock:

The worksheet can be temporarily unlocked for the purpose of adjusting column and row sizes using the “Unlock” button. The “Lock” button should be used immediately after the adjustments are made. Any other changes made while the worksheet is unlocked, such as deleting columns, can lead to corrupted .json files and import errors.

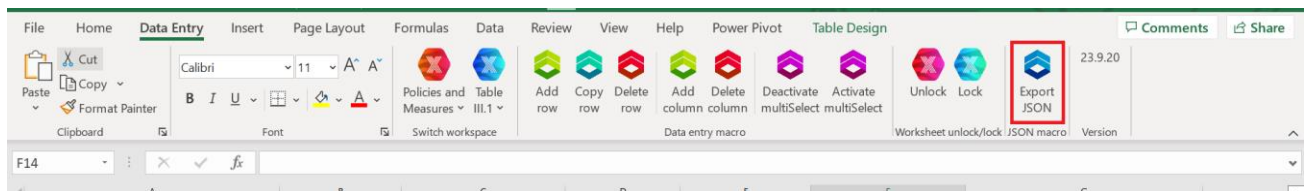


When done entering data into the tool, the user can **export it as a .json file**.

To export from the tool as a .json:

1. Select Export JSON
2. Provide your country 3 letters ISO code
3. Provide the submission year
4. Save the file in a location on your computer

This saved .json file can be later imported in the reporting tool as explained in the next section.



4.2.3.2 Import of a .json File

This section refers to how to import a .json file into an existing CTF version. To learn how to **create a version of the CTF** from a .json file refer to section [3.2 Upload a File](#).

Be aware that an imported .json file will overwrite any data entered in the corresponding data entry grid(s) and recalculate values in cell with formulas **for all cells that are contained in both the existing CTF version and the .json file**.

To import a .json file into an existing CTF version:

1. From the header bar, select **CTF version**
2. Select **import .json file**.

Version: XYZ-CTF-FTC-2026-V0.29 | Status: Started

CTF versions

The list below contains all CTF versions and their status.

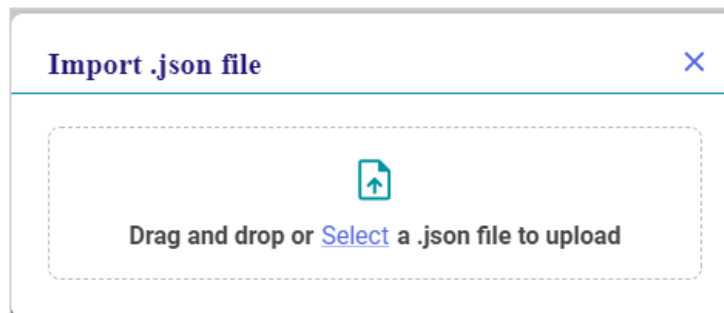
+ Create Version

Year Status

Year	Version name	Status	Version	Created date	Updated	
2026	XYZ-CTF-FTC-2026-V0.29	Started	-	2024-04-15	2024-04-19	Open
2027	XYZ-CTF-FTC-2027-V0.49	Started	DEFAULT	2024-04-09	2024-04-09	Open
2027	XYZ-CTF-FTC-2027-V0.48	Started	-	2024-04-08	2024-04-09	Open
2027	XYZ-CTF-FTC-2027-V0.47	Started	-	2024-04-08	2024-04-08	Open

Import .json file

3. Either **drag and drop the .json file** of interest from the computer, or **Select a file to upload**

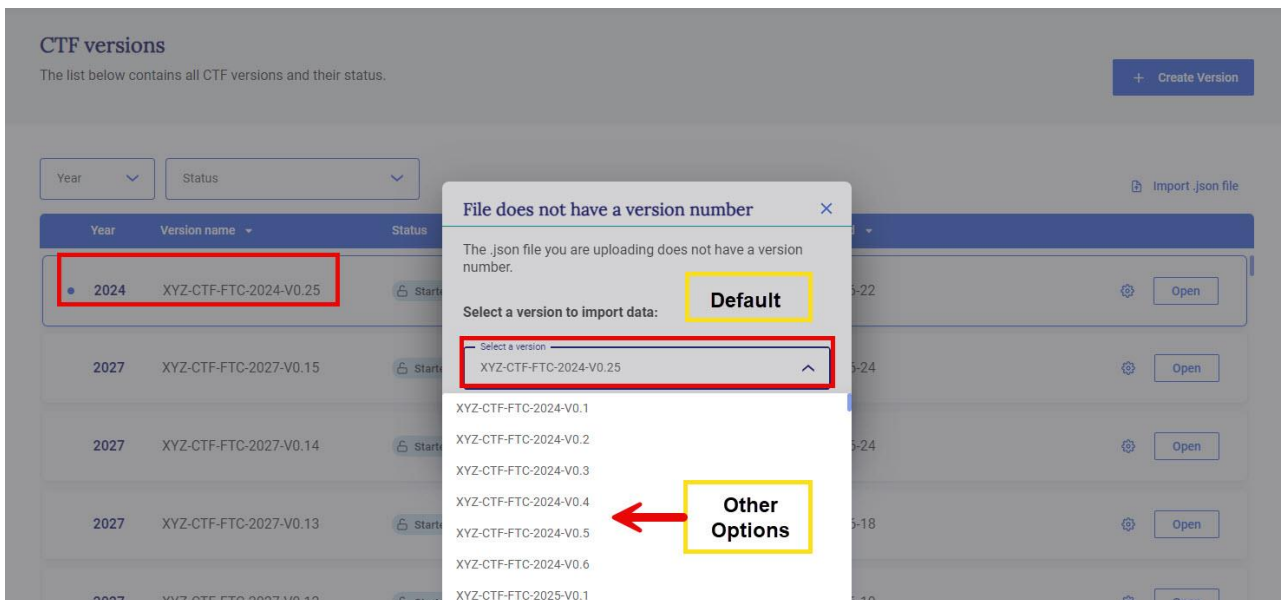


Recall that the reporting tool will only accept a validated file. If the file has not been validated, the user will see a pop-up box indicating that the file must be validated. If this appears, select **Go to JSON Validator** (see section 3.2 Upload a File).

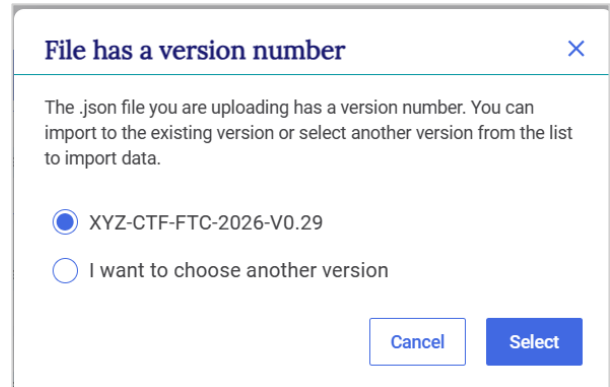


4. The user will then be prompted to indicate into which CTF version to import the .json. There are two possibilities:
- The .json file does not have a version number associated with it (e.g. it was created from a national system).
 - The .json file is already associated with a version number (i.e. it was exported from the reporting tool).

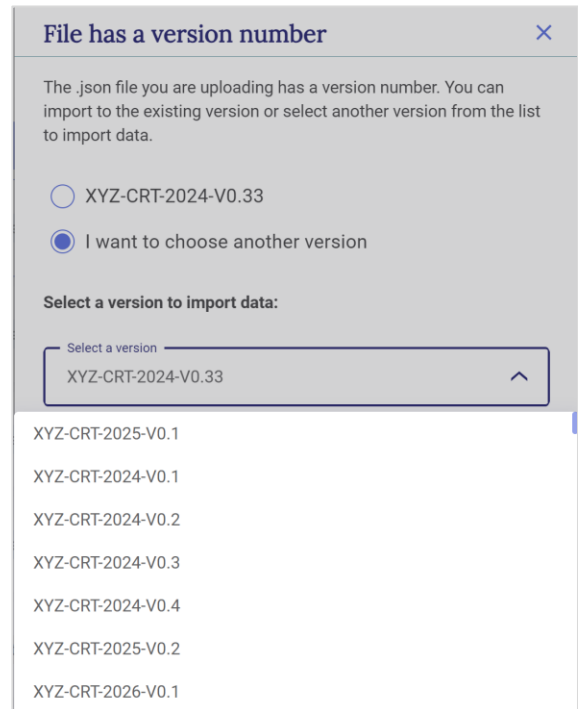
If the .json file does not have a version number associated with it, the user will be asked to select from the dropdown list the CTF version to which the user wants to upload the .json file. By default, the version selected will be the most recently accessed version.



If the .json file the user would like to import originated from a previously exported .json file of an existing CTF version in the reporting tool (see section 4.2.3.1 Export of a .json) the tool will alert the user that the .json file is already associated with a CTF version and it will ask if the user would like to import the .json file into that CTF version, or choose another version. Otherwise, by default, the version selected will be the last version accessed by the user.



To **choose another version**, select from the dropdown list and **click Select**.



Import may be **successful** (information in the .json file imported, without issue), **partially successful** (the .json file will import, but some values may be missing, e.g. if a cell does not meet the validation criteria) or **fail** (file did not import). The user can download the import log by clicking on [Link to the log file](#). If import fails, the user may try again to import an appropriate file. See Table 6. Example Alerts upon .json import

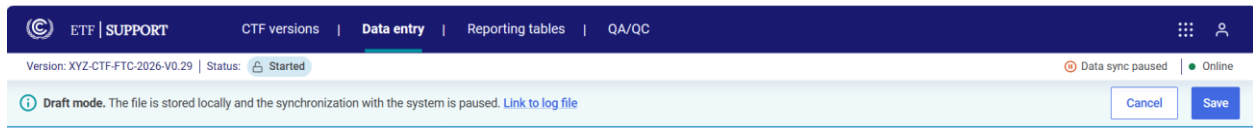
Table 6. Example Alerts upon .json import

Alert	Meaning
It's a calculated variable	The .json file contains data for a cell that is calculated by the reporting tool. These data are not imported.
Saved value	This value successfully imported.
Reason is Only positive excluding 0.	The .json contains a value for this UID that does not meet the requirements of the reporting tool. In this case, imported data included a negative value or 0, and could not be imported because the cell only accepts positive values

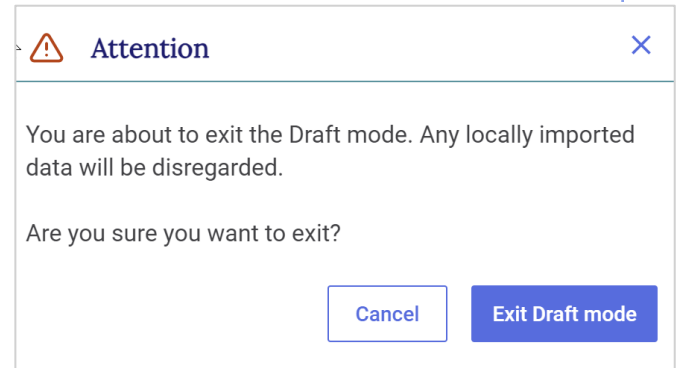
Reason is Only values from variable drop down.

The reporting tool only accepts pre-defined values/text for this cell and the .json does not meet these specifications.

After import, the data entry grid will appear. A banner will appear just below the **Sub-header bar** indicating **Draft mode**. This allows the user to preview the new data. Imported data are not fully saved and synchronized with the online mode until the user selects **Save**.



Selecting **Cancel** will revert to the data prior to import; the most recent import will be disregarded.



4.3 Generate Common Tabular Formats

The user may generate a single table, multiple tables or the entire CTF into Excel format. These files may be saved, archived, published or used for QA/QC and other national purposes, but cannot be used for subsequent import into the reporting tool.

To generate the common tabular formats:

1. Select **Reporting tables** from the **Header bar**
2. Select which type of information the user would like to download:
 - Support provided and mobilized
 - Support needed and received
3. Under each type of information, select the specific **Tables** that the user would like to generate.
4. Select **Download as .xlsx**.

The downloaded tables will be in one Excel file where each table will be in a separate worksheet. Note that it is not possible to fill this generated Excel file and upload it back in the reporting tool.



4.4 Cell Comments and Custom Footnotes

There are two primary places at the bottom of all data entry grids where the user may provide narrative information to further explain the reporting: the **Comments field** (which provides the opportunity to add various types of cell comments) and the **Default Footnotes** (see **Error! Reference source not found.** for further explanation of these fields).

Table 7. Types of cell comments

Type of cell comment	Description
Custom footnotes	These comments will appear in the reporting tables and will be reflected in the official CTF submission
Party comment	A comment entered by a user which they would like to share with the other users within his/her Party. These comments will not be reflected in the reporting tables view.
User comment	A comment entered by a user that is visible only to that user. A user can put reminders for himself/herself here. These comments will not appear in the reporting tables.

The Comments and Custom footnotes box allows the user to provide narrative information to further explain the reporting. The user can include various types of cell comments, as well as explanations for the use of the notation keys if any.

Cell comments are applicable only to white-colored cells (those cells where data entry is possible). There are three types of cell comments; as explained in **Error! Reference source not found.** above.

To **add** any type of cell comment, in **Data Entry** of the header bar, navigate to the relevant node:



1. Select **the cell** in which a comment is to be made

2. Select **Comments and Custom Footnotes** in the lower left-hand side of the screen
3. Select the **type of comment** to be made.
4. There is a slight difference in how to enter the 3 types of comments:
 - For Custom footnotes, select **Add custom footnote**, then add the text.
 - For Party comments, select **Add comment**, then add the text.
 - For User comment, add the text in the box.
5. Select **Save**
6. Click on **Comments** again, or anywhere in the data entry grid, to hide the comments section.

All cells which contain a cell comment will be indicated by a green triangle in the upper-right hand corner of the cell. Similarly, the comment field include a green triangle indicating the type of comment added.

To modify any text, navigate to the relevant category, change the cell comment, and select **Save**.

To **edit** or **delete** any type of cell comment or custom footnote:

1. Select **the cell** which the user would like to edit or delete the cell comment (all cells containing cell comments will include a green triangle)
2. Select the type of comment the user would like to delete (the user can see in figure below the green triangle indicating where comments have been inserted:
 - For Custom footnotes: Select **Edit** or **Delete**.
 - For Party comments: look for the Party comment to be modified or deleted, then click on the **pencil icon**  to edit or the **trash bin icon**  to delete.
 - For the User comment: either make the changes directly in the box or delete the text in the box
3. Select **Edit** or **Delete**. For **Party comments**, click on

Comments and Custom Footnotes

Default Footnotes

Custom footnotes Party comments User comment

Footnote xyz

This custom footnote will appear in the reporting tables. All users within your Party can see it.

Edit Delete



4.5 Default Footnotes

In most tables of the CTF, footnotes are provided to specify notes and instructions for entering information that are in the agreed tables. Note that some of the agreed tables of the CTF contain multiple worksheets and the footnotes are listed below the final worksheet of that table.

The user can easily identify the cells in the data entry grids which contain footnotes, because in addition to the footnote indicator, there will be a blue box in the lower right-hand corner of the cell indicating the presence of a footnote. The footnotes from the CTF can then be found by selecting **Default Footnotes** at the bottom of the data entry grid.

To view the footnotes:

1. Navigate to **Data entry** in the **Header bar** and **select a** category that has a footnote associated with it in the agreed CRT
2. Identify the specific cells containing a footnote in the agreed CTF, through either the numerical reference to the footnote, or the blue square.
3. Select **Default Footnotes** from the bottom of the data entry grid
4. Select **Selected cell** to view the footnote associated with the selected cell or **All default footnotes** to view all footnotes associated with the table to which the cell belongs.
5. Click on **Default Footnotes** again, or anywhere in the data entry grid, to hide the footnotes section.

Navigation tree Options

Profile

- 1. Support provided and mobilized
 - 1.1. Financial (bilateral, regional and other channels) (Table III.1) +
 - [Name Financial project 1_rev]** 1
 - 1.2. Financial (multilateral channels) (Table III.2) +
 - [Name Financial project 2]
 - 1.3. Financial mobilized (public interventions) (Table III.3) +
 - [Name Financial project 3]
 - 1.4. Technology (Table III.4) +
 - 1.5. Capacity-building (Table III.5) +
 - [Name capacity-building project 2]
 - 2. Support needed
 - 3. Support received

1.1. Financial (bilateral, regional and other channels) (Table III.1) > [Name Financial project 1_rev] 1

Expand all Export

	2024	2023
Status ^a	▼	▼
Channel ^c	▼	▼
Funding source ^c	▼	▼
Financial instrument ^{d e}	▼	▼
Type of support	▼	▼
Sector	▼	▼
Subsector	▼	▼
Additional information		

Comments and Custom Footnotes Default Footnotes 3

Selected cell All default footnotes 4

- a. Sample title footnote
- b. Sample 1 footnote
- c. Sample of repeating footnote
- d. Sample 2 footnote
- e. Sample 3 footnote



V. Submission

Official submission of the CTFs will be through the National Reports Submission Portal (NRSP). This feature will be implemented in a future release. A separate user guide on the NRSP use will be available at <https://unfccc.int/etf-reporting-tools-help>.

In the interim, users may download the CTFs (see section 4.3 **Generate**) and submit them via email to the UNFCCC at etf-reporting@unfccc.int.



VI. Abbreviations and Acronyms

The following abbreviations and acronyms are used in this manual.

.json	JavaScript Object Notation (open data interchange format)
CMA	Conference of the Parties serving as the meeting of the Parties to the Paris Agreement
CRT	common reporting tables
CTF	common tabular formats
ETF	enhanced transparency framework
FTC	Finance, Technology and Capacity-building
GHG	greenhouse gas
MPGs	Modalities, Procedures and Guidelines for the transparency framework for action and support referred to in Article 13 of the Paris Agreement
NA	not applicable
UNFCCC	United Nations Framework Convention on Climate Change
USD	United States dollar