

FINANCE FORUM ON 24 APRIL 2026

REPORT MAPPING



គណៈកម្មាធិការ
សហប្រតិបត្តិការសេដ្ឋកិច្ចកម្ពុជា
Cooperation Committee
for Cambodia
Comité de Coopération
Pour le Cambodge

ភាពជាដៃគូសម្រាប់ការអភិវឌ្ឍន៍ប្រកបដោយនិរន្តរភាព និងប្រជាធិបតេយ្យនៅកម្ពុជា
Partnerships for Sustainable and Democratic Development in Cambodia

Contents :

- 1.Principle requirement of financial report information
- 2.Sample of financial reporting templates
- 3.Raw data to be reference to financial reports
- 4.The way of report mapping
- 5.Favourite and dynamic excel formulas using for link data from Accounting system to Donor Report and Other report such as ACAR and or ToI etc
- 6.Q&A

1. Principle requirement of financial report information

General Required :

- Fund Balance or financial position and or financial statement
- **Comparison with the latest approved budget and expenditure.**
(Disclosure of approved budget, total expenditure, accumulate expenditure, current expenditure, explanation etc)
- Disclosure of exchange rate gains and/or losses
- Funds forwarded to Implementing Partners (if applicable)
- Covering Period, unused funds, reporting currency, bank interest, accounting principle, in-kind contribution, Agreement ID etc

2. Sample of financial reporting templates

		Contract No ENV/2020 /421-610													
		Implementation period of the contract (01/04/21-30/0													
		Interim financial report: period (01/10/22-30/11/22)		All Years Budget as per contract/addendum		Expenditure incurred		Variation in comparison with initial budget/reallocation		Match total Cost (in EUR) For the current quarter and annual for the end of year 2022.		Explanation for all variations			
Activity Code/ Class/ Job /Segment	Budget Code	Expenditure	Unit 13	# of units	Unit value (in EUR)	Total Cost (in EUR)3	# Units	Unit value (in EUR)	Total Cost (in EUR) (Cumulated costs from Q1-Q4)	Cumulated Costs (before current report) (in EUR)	Cumulated costs (from start of implementation to present report included) (in EUR)	Difference of cumulated costs till present and budget as per contract/addendum	Variation from budget as per contract/addendum		
				(a)	(b)	(c)=a*b	(h)	(i)	j=h*i	(k)	(l)=j+k	(m) = c-l	(n)= m/c (or r)		
		1. Human Resources14													
		1.1 LOCAL STAFF Salaries (gross salaries including social security charges and other related costs, local													
		1.1.1 Technical													
65701	FRC.111.32	1.1.1.32FSC Program Manager/PM (1 Position @ 28%)	per month	11.58	1,465	16,961	0.49	1,489	735	10,348	11,084	5,878	0.35	4,377	
65702	FRC.111.33	1.1.1.33FSC Program Officer/PO (1 Position @ 100%)	per month	42.00	897	37,656	12.00	911	10,936	11,415	22,351	15,306	0.41	6,587	
65703	FRC.111.34	1.1.1.34FSC Grant Management Officer/GMO (1 Position @ 17%)	per month	7.00	1,248	8,736	3.90	1,269	4,944	0	4,944	3,792	0.43	0	
65704	0	1.1.2 Administrative/ support staff			-	-	-	0	0						
65705	FRC.112.26	1.1.2.26FSC Finance, Administration and HR Manager/FAHM (1 Position @ 18%)	per month	7.65	1,516	11,599	7.25	1,541	11,176	9,135	20,311	-8,712	(0.75)	17,072	
65706	FRC.112.27	1.1.2.27FSC Finance Officer (1 Position @ 18%)	per month	7.65	721	5,517	5.53	733	4,051	4,103	8,154	-2,637	(0.48)	9,038	
65707	FRC.112.28	1.1.2.28FSC Administration and IT Officer ((1 Position @ 10%)	per month	4.20	694	2,915	0.46	706	322	1,075	1,397	1,518	0.52	0	
65711	FRC.131.3	1.3.1 Abroad (Staff assigned to the action)	per return flig	2.00	692	1,383	1.00	703	703	0	703	680	0.49	0	0
65712	FRC.132.6	1.3.2 Local (Staff assigned to the action)	Per month	60.00	99	5,955	10.00	101	1,009	79	1,088	4,867	0.82	0	0
65713		1.3.3 Seminar/conference participants (Staff assigned to the action)	0	-	-	-		0						0	0
		Subtotal Human Resources				121,897			51,441	41,930	93,371	28,527	0.47	37,074	-

2. Sample of financial reporting templates Cont

FINANCE REPORT

Company name: ABC
Project Title: KH123-PT
SNV Organization Number: 4I I 45789645
Fundig Source: Sida
Project Period: Jan 1, 2022 to December 31, 2025
EXPENDITURE REPORT
Reporting period 01 January 2022 - 31 December 2025
Opening Balance 30 Jan 2024

Activity Code/ Class/ Job /Secment	Donor Line#	Nature of the expenses according to proposed budget	TOTAL Latest BUDGET	SEK					
				Acumulated costs (before current report)	Expenditure in this period	Acumulated costs (from start of implementation to present report included)	Balance	Depletion %	Explain
	I	FUND TO IMPLEMENT PARTNERS	4,000,000	-	3,844,960	3,844,960	155,040	96.12%	
	II	PROJECT ACTIVITY COSTS	4,316,767	331,794	164,525	1,977,043	2,339,724	45.80%	
	II-1	Activities	-	-	-	-	-		
65821	II.1.1	Meetings: Events, workshops, trainings and annual meetings	608,882	75,116	188,404	263,520	345,362	43.28%	
65822	II.1.2	Learning, communications and influencing	1,498,088	95,192	536,958	632,150	865,939	42.20%	
65823	II.1.3	Investment readiness support	2,209,797	161,486	919,887	1,081,374	1,128,423	48.94%	
	II-2	Project related travel	-	-	-	-	-		

4. The way of report mapping

Date	Num	Name	Memo	Account	Class	Debit	Credit	Amount
12/13/2025	Pv 2212001	EU	Project officer (Leader) Mr. DADA	624-NSSF	EU- 1.1.1 Technical:1.1.1.1-Project officer	15.69		15.69
12/13/2025	Pv 2212001	EU	Project officer Mrs. LYLY	624-NSSF	EU- 1.1.1 Technical:1.1.1.2-Project officer	15.69		15.69
12/13/2025	Pv 2212001	EU	Finance and Admin Manager Minea	624-NSSF	EU-1.1.2 Administrative/:1.1.2.2-Finance & Admin Manager	15.69		15.69
12/13/2025	Pv 2212001	EU	Staff NSSF payment	111.01- FC-EU	C-Forumciv-EU		47.07	-47.07
12/13/2025	Pv 2212001					47.07	47.07	0.00

Date	Num	Name	Memo	Account	Class	Debit	Credit	Amount
12/13/2025	Pv 2212001	EU- 1.1.1 Technic	Project officer (Leader) Mr. DADA	624-NSSF	EU	15.69		15.69
12/13/2025	Pv 2212001	EU- 1.1.1 Technic	Project officer Mrs. LYLY	624-NSSF	EU	15.69		15.69
12/13/2025	Pv 2212001	EU-1.1.2 Administr	Finance and Admin Manager Minea	624-NSSF	EU	15.69		15.69
12/13/2025	Pv 2212001	C-Forumciv-EU	Staff NSSF payment	111.01- FC-EU	EU		47.07	-47.07
12/13/2025	Pv 2212001					47.07	47.07	0.00

3. Raw data to be reference to financial reports Cont

T	TT	TransNo	#	Trans.date	Period	Account	Account (T)	Unit	Activity code	Resource	Resou	Project	Projec	Costce	Costce	TC	Text	Amount	Doc C	Company	Curr
B	H5	1572754	1	12/6/2021	202112	5520	Repairs and ma	590	65822	EUR				5	Southe	0	Monthly IT service fee_Trust Globla service_Dec 2021_EU	Monthly IT serv			53.9
B	H5	1572760	1	12/14/2021	202112	5020	Electricity	590	65822	EUR				5	Southe	0	Electricity_apartment 72_Nov'21_EU	Electricity_apa			64.75
B	H5	1572760	0	12/14/2021	202112	6150	Printed matter	590	65821	EUR				5	Southe	0	Printing_For you Copy shop_supporting document EU	Printing_For yo			4.22
B	H5	1572766	0	12/23/2021	202112	7622	Health care (Reg	590	65802	EUR				5	Southe	0	Remaining annual Medical cost to LyLy 2021_EU	Remaining anr			291.22
B	H5	1572766	4	12/23/2021	202112	7622	Health care (Reg	590	65804	EUR				5	Southe	0	Remaining annual Medical cost to DaDa 2021_EU	Remaining anr			22.26
B	H5	1572766	9	12/23/2021	202112	7622	Health care (Reg	590	65807	EUR				5	Southe	0	Remaining annual Medical cost to Touch 2021_EU	Remaining anr			38.71
B	H5	1572766	14	12/23/2021	202112	7622	Health care (Reg	590	65806	EUR				5	Southe	0	Remaining annual Medical cost to Minea 2021_EU	Remaining anr			54.1

Project ID	Project TEXT	Employee ID	Employee Text	Accounting Period/Year	Journal Entry	Journal Entry (Journal Entry Type)	Item Text	Header Text	Source Document ID	G/L Account	G/L Account (Text)	Amount Transaction Currency	Amt Comp Curr	Amount in SEK
PID1910-I.1	SIDA-KH	41111	DaDa	004.2022	214	Manual Entry for Sales Documents	Travel cost s	Generated fr	5420	614150	Bank costs	551.14 EUR	578.70 EUR	50.99 EUR
PID1910-II.2	SIDA-KH	11223	Minea	004.2022	215	Manual Entry for Sales Documents	Salary for PM	Generated fr	5420	616120	Workshops / Traini	477.58 EUR	501.46 EUR	44.18 EUR
PID1910-I.3	SIDA-KH	36466	Thida	004.2022	218	Manual Entry for Sales Documents	Generated fr	Generated fr	5423	604110	DSA/Perdiem	75.62 EUR	79.40 EUR	7.00 EUR
PID1910-IV.5	SIDA-KH	55642	LyLY	004.2022	217	Manual Entry for Sales Documents	Generated fr	Generated fr	5423	612350	Vehicles + Fuel + O	24.50 EUR	25.72 EUR	2.27 EUR
PID1910-I.2	SIDA-KH	15483	Touch	004.2022	216	Manual Entry for Sales Documents	Generated fr	Generated fr	5422	611450	maintenance	182.19 EUR	191.30 EUR	16.85 EUR

6. TIPS

Excel is not accounting software, but it's a programme to support all accountants and finance staff to analyse and transform data into specific report templates of donors etc.

Formulas

1. Sumif
2. Sumifs
3. If, Iferror, ifand
4. Concatenate
5. Xlookup or Vlookup/Hlookup
6. Left, Right, mid
7. Filter and Short, trim, len etc
8. Unique and Vstrak, Transpose

Functions

1. Filter and Short
2. Pivot table
3. Fill (Down, Right, Up and Left)
4. Flash
5. Conditional Formatting
6. Macro
7. Basic VBA

THANK YOU!