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CBPF

CLUSTER

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## Disbursement overview

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- II. **How to access the Disbursement overview on GMS**(#navigation\_disbursement\_overview).
- III. **Filters**(#do-filters).
  - *GMS Tip: How to personalize the filter section*(#do\_personalize\_filters).
- IV. **Generated Disbursement Overview**(#do\_results).
  - *GMS Tip: Export the results on Excel*(#extract).

### I. Purpose

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The Disbursement Overview lists the status of the disbursement workflow for all or filtered projects. Users can search the disbursement information using different search criteria.

To learn more about what is disbursement and how to process it on the GMS, please [refer to this article of the Help Portal.\(/content/disbursement-0?query=c5f1f5bd-642c-4bfa-805b-369ead281e00\)](#).

## II. How to access the Disbursement Overview on GMS

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To access the Disbursement Overview on the GMS, please follow this navigation: *Report > Report > Disbursement Overview*

# CBPF GRANT MANAGEMENT SYSTEM (GMS)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Fund Name: DummyFund 71 DummyFund 71  
(Humanitarian Financing Unit (HFU))

Role: Humanitarian Financing Unit (HFU)

PF Management Risk Management System Setup **Report** Others

**Report**  
 Report

- CHA Assurance
- CHA Assurance
- Project Closure Report
- Project Closure Report
- Annexure Report
- Annexure Report
- FTR Report
- FTR Report
- Disbursement output
- Disbursement report
- Allocation Letter
- Allocation Letter
- Allocation Table
- Allocation Report
- Fund Signature/Export Data
- Fund Signature/Export Data
- Narrative Report Analysis
- Narrative Report Analysis
- Grant Agreements
- Grant Agreements
- Report Overview
- Report Overview
- Revision Overview
- Revision Overview
- Bulk Project Print
- Bulk Project Print
- Fund Overview
- Fund Overview
- Process Monitoring
- Process Monitoring
- Fund Overview
- Fund Overview
- CBPF Milestones
- Funding Process
- Monitoring Overview
- Monitoring Overview
- Global Milestones
- Global Funding Process
- Audit Overview
- Audit Overview

Refresh

Budget	Cluster	Org	Under GA
398,045.03	Health (37%), Food security (43%)	Anonymous1591	Under GA
178,859.40	Protection	Anonymous228	Under GA

Financial Report Statuses Refresh

Report Type	Report Name	Organization
Final	Final Financial report 1	Anonymous551
Final	Final Financial report 1	Anonymous217

Narrative Report Statuses Refresh

Report Type	Report Name	Organization
8+3 Final	8+3 Final Narrative Report 1	Anonymous551
8+3 Progress	8+3 Progress Narrative Report 1	Anonymous1986

Revisions Refresh

Revision Name	Revision Type	Organization
Revision 1	Project Revision	Anonymous1840
Revision 1	Project Revision	Anonymous1986

Refresh

Balance Due	Ineligible Expenditure	Organization	Audit Status
-9519.79	9,519.79	Anonymous220	Audit started

**Audit Overview**

Advance Switchboard

Click to filter

Quick Filters

Approved projects

Filters

Select Allocation Year

Select Allocation type

Select Cluster

Select Organisation type

Multiple Ids separated by

Reload Filters

Select Organisation

Select Admin Location

Select Project Status

Select Reports status

Date

From (dd/mm/yyyy)


Duration

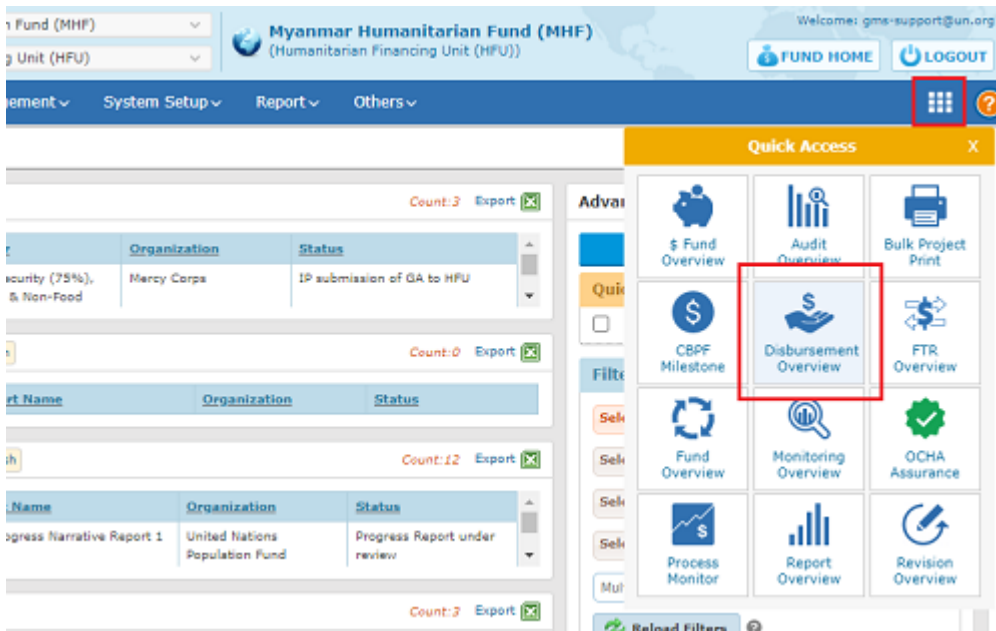
equals



CBPF GRANT MANAGEMENT SYSTEM (GMS)



You can also access the Disbursement Overview through the quick access, by clicking on the quick access icon  at the right side of the menu bar.



**III. Filters**

To generate a Disbursement Overview, select one or more filters from the filters section.

### Disbursement Overview

**Disbursement Overview** | Report Overview | Revision Overview | Monitoring Overview | Assurance Measure Overview | Audit Overview | Inquiry Overview

Country Funding Process | Bulk Project Print | FTR Overview | Fund Overview | Process Monitor | Fund Overview ?

#### Filters

Select Allocation Year  Select Allocation type

Select Cluster  Select Organisation type

?

Multiple Ids separated by comma  ? Select Organisation

Select Admin Location 1

#### Implementation

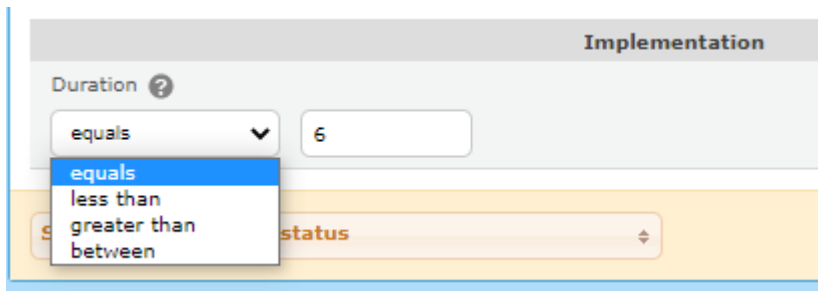
Duration ?

Select Disbursement status

Filters Description:

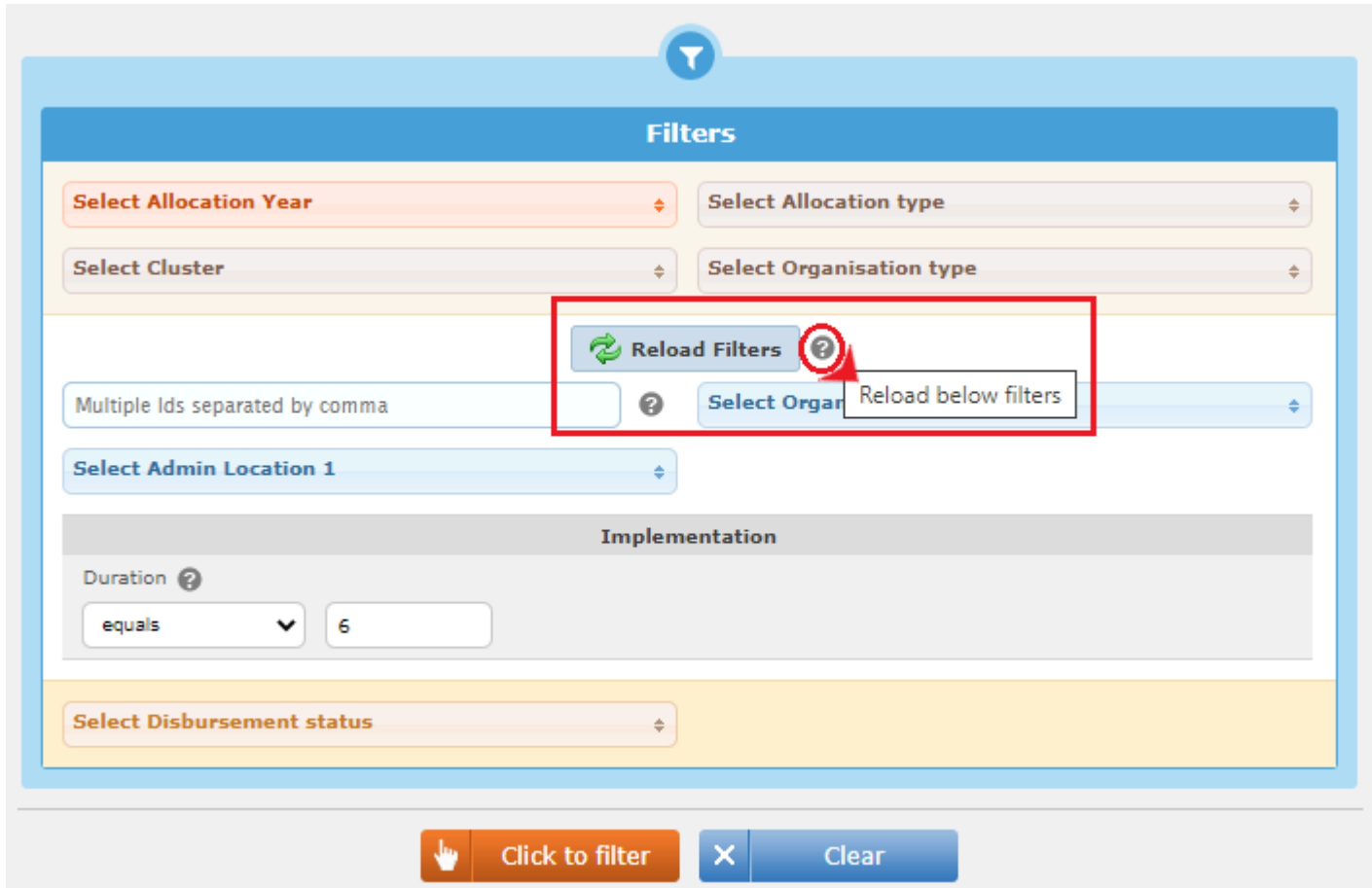
CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Select Allocation Year** (drop down box): Lists the years of allocation available in the GMS system for the pooled fund.
- **Select Allocation Type** (drop down box): List of all configured allocations for the pooled fund *(is automatically filtered according to the selected allocation year)*.
- **Select Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Select Organization Type** (drop down box): List of Organization Type in the pooled fund.(International NGO, National NGO, Other, UN Agency)
- **Project Code** (text box): Search a project by Project Code (Last 3 digits of project code need to be mentioned). You can insert several project codes separated by a comma.
- **Select Organization** (drop down box): List of organization names registered for the pooled fund.
- **Select Admin Location 1**(drop down box): Lists the regional locations in the country which were configured during projects draft stage.
- **Duration** : Choose from the drop-down list the duration mode, and insert in the field the number of months. *(In our example below, only 6-months projects will show in the results.)*



- **Select Disbursement Status** (drop down box): Lists the Disbursement statuses available based on the criteria set above.

**\*Please note**, if you change one or several of the top 4 filters, click on **[reload filters]** to reload the below filter possibilities. For instance, if you selected an additional allocation from the filter **[Select Allocation type]**, more options will show in the below filter **[Select Organization]**.



**Filters**

Select Allocation Year  Select Allocation type

Select Cluster  Select Organisation type

Multiple Ids separated by comma

Select Admin Location 1

**Implementation**

Duration

Select Disbursement status



## CBPF GRANT MANAGEMENT SYSTEM (GMS)

After applying the filters, click on **[Click to filter]** to generate the Overview.

Click on **[Clear]** to reset the entire set of filters.

**Filters**

1 Allocation Year(s) selected

2 Allocation type(s) selected

Select Cluster

Select Organisation type

Reload Filters

Multiple Ids separated by comma

152 Organisation(s) selected

4 Admin Location(s) 1 selected

**Implementation**

Duration

equals

From

Select Disbursement status

Click to filter

Clear

**GMS Tip : How to personalize the Overview's filters' section?**

HFU Admin users can personalize all Overviews' filter sections of the GMS. To do so, HFU Admin user roles can use the Quick Filters page of the GMS to create quick filters, allowing for easier and quicker data search.

**Quick Filters**

- Disbursement status : submission to accounts

**Filters**

- Select Allocation Year
- Select Allocation type
- Select Cluster
- Select Organisation type
- Reload Filters
- Multiple Ids separated by comma
- Select Organisation
- Select Admin Location 1

**Implementation**

- Duration: equals
- From
- Select Disbursement status

Click to filter | Clear

To learn more on how to create and manage Quick filters, [please refer to this page of the Help Portal.\(/content/how-manage-quick-filters\)](/content/how-manage-quick-filters).

#### **IV. Generated Disbursement Overview**

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CBPF GRANT MANAGEMENT SYSTEM (GMS)



Disbursement Overview

#	Admin Actions	Primary Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Disbursed Amount	Tranche Details	Disbursement Status	Assigned To
1.		Health	DUMMY\17129 [2020 3rd Reserve Allocation (Beirut Explosion) (+ 2020 SA1 Top-up)]	Annoymous116	Dummy Info	01/09/2020	01/09/2021	1,175,262.03	705,157.22		Tranche Disbursed	
2.		Health	DUMMY\16659 [2020 1st Standard Allocation]	Annoymous551	Dummy Info	01/09/2020	31/08/2021	239,159.64	191,327.71		Tranche Disbursed	
3.		Health	DUMMY\16522 [2020 1st Standard Allocation]	Annoymous1986	Dummy Info	01/09/2020	31/08/2021	657,982.59	394,789.55		Tranche Disbursed	
4.		Coordination/Support Services	DUMMY\16656 [2020 1st Standard Allocation]	Annoymous197	Dummy Info	01/09/2020	31/08/2021	154,796.90	123,837.52		Tranche Disbursed	
5.		Protection	DUMMY\16665 [2020 1st Standard Allocation]	Annoymous617	Dummy Info	01/09/2020	31/08/2021	177,593.64	142,074.91		Tranche Disbursed	
6.		Protection	DUMMY\16607 [2020 1st Standard Allocation]	Annoymous1	Dummy Info	01/09/2020	31/08/2021	363,800.00	291,040		Tranche Disbursed	
7.		Protection (71%), Health (29%)	DUMMY\16647 [2020 1st Standard Allocation]	Annoymous203	Dummy Info	01/09/2020	31/08/2021	2,543,197.84	2,034,558.27		Tranche Disbursed	
8.		Protection (71%), Health (29%)	DUMMY\17128 [2020 3rd Reserve Allocation (Beirut Explosion) (+ 2020 SA1 Top-up)]	Annoymous1840	Dummy Info	01/09/2020	31/08/2021	2,271,580.00	1,362,948		Tranche Disbursed	
9.		Protection (71%), Health (29%)	DUMMY\16649 [2020 1st Standard Allocation]	Annoymous2140	Dummy Info	01/09/2020	31/08/2021	1,563,378.24	1,250,702.59		Begin Subsequent Disbursement	gms-support@un.org
10.		WASH	DUMMY\16608 [2020 1st Standard Allocation]	Annoymous213	Dummy Info	01/09/2020	31/07/2021	260,480.80	156,288.48		Tranche Disbursed	

Click on the icon to access the project's disbursement tab


Click on the link to access the project proposal

The Disbursement Overview includes the following information :

- **Admin Action** : Click on the magnifying glass icon  to access the project's disbursement tab. An edit icon  will be displayed provided the current user has the ability to edit in the current project status.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Primary Cluster** : Displays the primary cluster group to which the project proposal belongs to.
- **Project Code (allocation)** : Displays the system generated project code and call for proposal that the project proposal belongs to.
  - You can click on the Project code hyperlink to access the project proposal.
- **Org** : Displays the Implementing Partner's organization name
- **Project Title** : Displays the Project Title
- **Project start and end date**: Displays the project's start and end dates.
- **Budget**: Displays the project's budget
- **Disbursed Amount**: Displays the disbursed amount to date

**Tranche Details:** Hover over [this icon](#)  to access the details related to the project's disbursements data. (see screenshot below)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Disbursement Overview

Disbursement Overview | Report Overview | Revision Overview | Monitoring Overview | Audit Overview | Country Funding Process | Bulk Project Print | FTR Overview | Fund Overview | Process Monitor | Fund Overview

Show Filters Number of Projects: 112 Export To Excel

#	Admin Actions	Primary Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Disbursed Amount	Tranche Details	Disbursement Status	Assigned To												
1.		Education	TUR-00/0000/SA 0000/E/NGO/0000 [Standard Allocation]	IRD	Improving Quality, Access and Strengthening Education for Conflict Affected Children in Northern Syria	01/07/2016	30/06/2017	337,572.96			Create Obligation	XXXX												
										<table border="1"> <thead> <tr> <th>Tranche #</th> <th>%</th> <th>Amount</th> <th>Disbursed Amount</th> </tr> </thead> <tbody> <tr> <td>Tranche 1</td> <td>80</td> <td>270,058.37</td> <td>0</td> </tr> <tr> <td>Tranche 2</td> <td>20</td> <td>67,514.59</td> <td>0</td> </tr> </tbody> </table>	Tranche #	%	Amount	Disbursed Amount	Tranche 1	80	270,058.37	0	Tranche 2	20	67,514.59	0		
Tranche #	%	Amount	Disbursed Amount																					
Tranche 1	80	270,058.37	0																					
Tranche 2	20	67,514.59	0																					
2.		Food Security	TUR-00/0000/SA 0000/E/NGO/0000 [Standard Allocation]	ISWA	Increasing food security and enhancing livelihoods of IDPs and the Host Communities in Jisr Ash-shugur through agriculture inputs vouchers	01/10/2016	30/06/2017	371,948.05				XXXX												
3.		Health	TUR-00/0000/SA 0000/E/NGO/0000 [Standard Allocation]	LHPS	Integrated Healthcare in a Protracted War Zone	01/06/2016	01/06/2017	412,169.99	164,868		Tranche Disbursed													
4.		Education (80%), Protection (20%)	TUR-00/0000/SA 0000/E/NGO/0000 [Standard Allocation]	WH	Support the educational process And to avoid ERW	01/07/2016	01/06/2017	596,714.39			Create Obligation													
5.		Education	TUR-00/0000/SA 0000/E/NGO/0000 [Standard Allocation]	BSO	Supporting formal and remedial and catch-up education as well as child protection for 2,388 students in six schools in Aleppo.	01/06/2016	31/05/2017	440,503.00	176,201.2		Tranche Disbursed													

- **Disbursement Status:** Displays the current disbursement status for the project.
- **Assigned to :** Displays the user email id to whom the disbursement task has been assigned to.

**Additional features:**

Click on the **Show Filters** button present on the top-left corner of the Disbursement overview screen to go back to the Set Filters screen.



CBPF GRANT MANAGEMENT SYSTEM (GMS)

Disbursement Overview

Disbursement Overview | Report Overview | Revision Overview | Monitoring Overview | Assurance Measure Overview | Audit Overview | Inquiry Overview | Country Funding Process

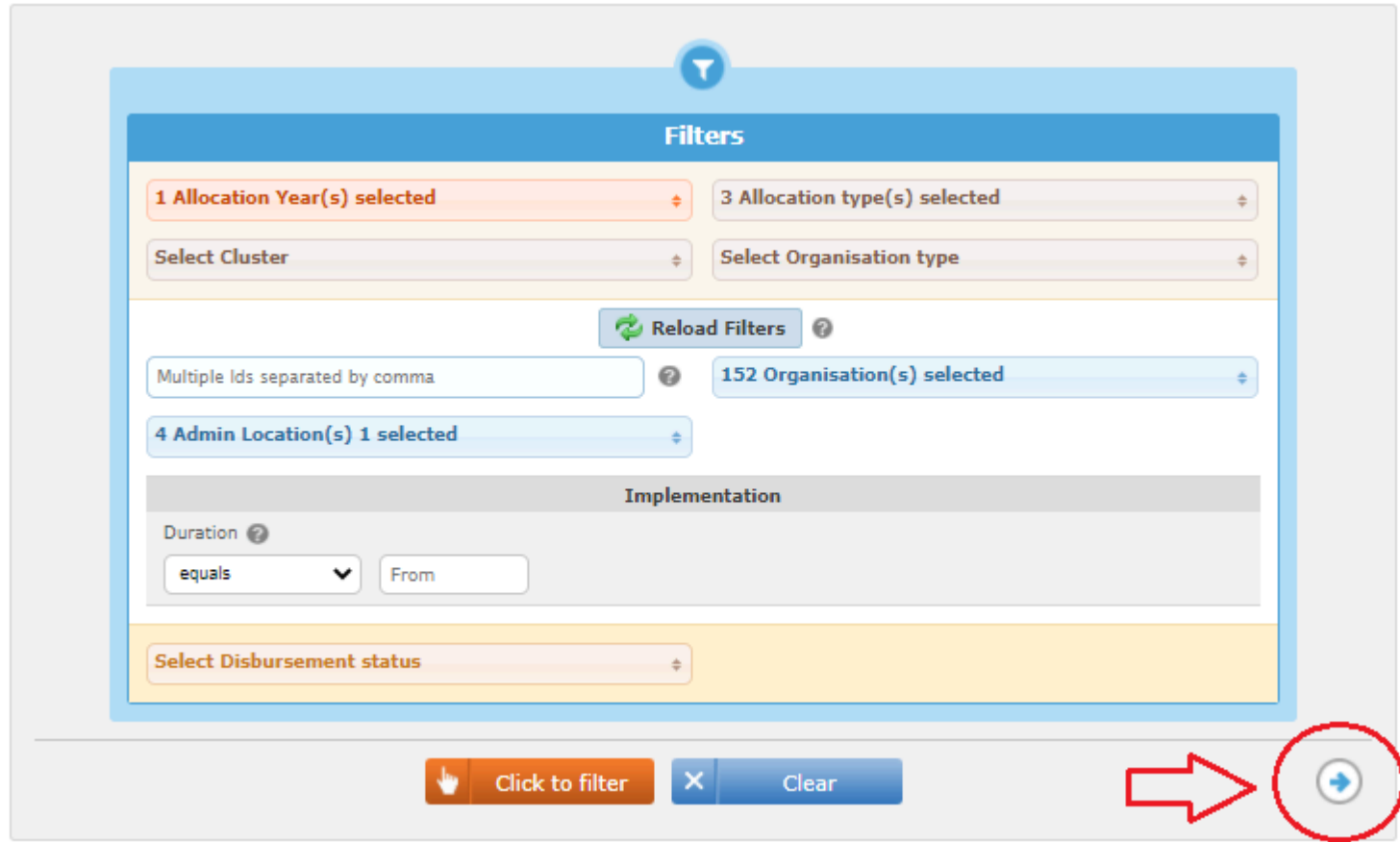
Build | Desktop Print | PDF Overview | Fund Overview | Process Monitor | 3 Fund Overview | Export To Excel

Show Filters

Actions	Primary Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Disbursed Amount	Tranche Details	Disbursement Status	Assigned To
1.	Health	DUMMY\16659 [2020 1st Standard Allocation]	Anonymous551	Dummy Info	01/09/2020	31/08/2021	239,159.64	191,327.71	Tranche Disbursed		
2.	Health	DUMMY\16522 [2020 1st Standard Allocation]	Anonymous1986	Dummy Info	01/09/2020	31/08/2021	657,982.59	394,789.55	Tranche Disbursed		
3.	Coordination/Support Services	DUMMY\16656 [2020 1st Standard Allocation]	Anonymous197	Dummy Info	01/09/2020	31/08/2021	154,796.90	123,837.52	Tranche Disbursed		
4.	Protection	DUMMY\16607 [2020 1st Standard Allocation]	Anonymous137	Dummy Info	01/09/2020	31/08/2021	363,800.00	291,040	Tranche Disbursed		
5.	Protection (71%), Health (29%)	DUMMY\16647 [2020 1st Standard Allocation]	Anonymous203	Dummy Info	01/09/2020	31/08/2021	2,543,197.84	2,034,558.27	Tranche Disbursed		
6.	Health (65%), Protection (35%)	DUMMY\16649 [2020 1st Standard Allocation]	Anonymous2140	Dummy Info	01/09/2020	31/08/2021	1,563,378.24	1,250,702.59	Begin Subsequent Disbursement		gms-support@un.org
7.	WASH	DUMMY\16663 [2020 1st Standard Allocation]	Anonymous1734	Dummy Info	01/09/2020	31/05/2021	172,269.45	172,269.45	Tranche Disbursed		
8.	WASH	DUMMY\16619 [2020 1st Standard Allocation]	Anonymous211	Dummy Info	01/09/2020	30/04/2021	456,405.83	319,484.08	Tranche Disbursed		
9.	Food security	DUMMY\16658 [2020 1st Standard Allocation]	Anonymous1126	Dummy Info	01/09/2020	30/04/2021	429,189.70	429,189.7	Tranche Disbursed		
10.	Food security (89%), Coordination/Support Services (11%)	DUMMY\16581 [2020 1st Standard Allocation]	Anonymous1994	Dummy Info	01/09/2020	31/03/2021	1,493,268.58	1,194,614.86	Tranche Disbursed		
11.	Health	DUMMY\17131 [2020 3rd Reserve Allocation (Beirut Explosion) (+ 2020 SA1 Top-up)]	Anonymous2136	Dummy Info	01/09/2020	28/02/2021	600,000.00	600,000	Tranche Disbursed		



Click on the Back to Results icon to return to the previously generated Tasks Overview page. (This button will be displayed only if there was a previously generated Tasks Overview page.)




**Filters**

1 Allocation Year(s) selected

3 Allocation type(s) selected

Select Cluster

Select Organisation type

 Reload Filters ?

Multiple Ids separated by comma ?

152 Organisation(s) selected

4 Admin Location(s) 1 selected


**Implementation**


Duration ?


equals

From

Select Disbursement status

 Click to filter

 Clear



CBPF GRANT MANAGEMENT SYSTEM (GMS)

**GMS Tip: How to export as Excel**

The data displayed to the user can be downloaded in an excel format using the **[Export to Excel]** button present on the top right hand corner of the Disbursement overview screen.

Disbursement Overview

[Disbursement Overview](#) | [Report Overview](#) | [Revision Overview](#) | [Monitoring Overview](#) | [Assurance Measure Overview](#) | [Audit Overview](#) | [Inquiry Overview](#) | [Country Funding Process](#)

[Bulk Project Print](#) | [FTR Overview](#)

[Fund Overview](#) | [Process Monitor](#) | [Financial Statements](#)

[Show Filters](#) Number of Projects: 13

#	Admin Actions	Primary Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Disbursed Amount	Tranche Details	Disbursement Status	Assigned To
1.		Health	DUMMY\16659 [2020 1st Standard Allocation]	Anonymous551	Dummy Info	01/09/2020	31/08/2021	239,159.64	191,327.71		Tranche Disbursed	
2.		Health	DUMMY\16522 [2020 1st Standard Allocation]	Anonymous1986	Dummy Info	01/09/2020	31/08/2021	657,982.59	394,789.55		Tranche Disbursed	
3.		Coordination/Support Services	DUMMY\16656 [2020 1st Standard Allocation]	Anonymous197	Dummy Info	01/09/2020	31/08/2021	154,796.90	123,837.52		Tranche Disbursed	
4.		Protection	DUMMY\16607 [2020 1st Standard Allocation]	Anonymous137	Dummy Info	01/09/2020	31/08/2021	363,800.00	291,040		Tranche Disbursed	
5.		Protection (71%), Health (29%)	DUMMY\16647 [2020 1st Standard Allocation]	Anonymous203	Dummy Info	01/09/2020	31/08/2021	2,543,197.84	2,034,558.27		Tranche Disbursed	
6.		Health (65%), Protection (35%)	DUMMY\16649 [2020 1st Standard Allocation]	Anonymous2140	Dummy Info	01/09/2020	31/08/2021	1,563,378.24	1,250,702.59		Begin Subsequent Disbursement	gms-support@un.org
7.		WASH	DUMMY\16663 [2020 1st Standard Allocation]	Anonymous1734	Dummy Info	01/09/2020	31/05/2021	172,269.45	172,269.45		Tranche Disbursed	
8.		WASH	DUMMY\16619 [2020 1st Standard Allocation]	Anonymous211	Dummy Info	01/09/2020	30/04/2021	456,405.83	319,484.08		Tranche Disbursed	
9.		Food security	DUMMY\16658 [2020 1st Standard Allocation]	Anonymous1126	Dummy Info	01/09/2020	30/04/2021	429,189.70	429,189.7		Tranche Disbursed	
10.		Food security (89%), Coordination/Support Services (11%)	DUMMY\16581 [2020 1st Standard Allocation]	Anonymous1994	Dummy Info	01/09/2020	31/03/2021	1,493,268.58	1,194,614.86		Tranche Disbursed	
11.		Health	DUMMY\17131 [2020 3rd Reserve Allocation (Beirut Explosion) (+ 2020 SA1 Top-up)]	Anonymous2136	Dummy Info	01/09/2020	28/02/2021	600,000.00	600,000		Tranche Disbursed	

[Export To Excel](#)

# CBPF GRANT MANAGEMENT SYSTEM (GMS)