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## Audit overview

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### I. Purpose\_

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The Audit Overview tool on the GMS enables users to view as a list and extract the audit information of all – or filtered projects of the Fund.

To learn more about what is Audit and how to manage audit processes on the GMS, [please refer to this article of the Help Portal.\(/content/project-audit-0\)](#).

## II. How to access the Audit Overview on GMS?

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To access the monitoring overview, please follow this navigation: *Report > Report > Audit Overview*

# CBPF GRANT MANAGEMENT SYSTEM (GMS)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Fund Name: Yemen ▼ Yemen (Humanitarian Financing Unit (HFU))

Role: Humanitarian Financing Unit (HFU) ▼

Report ▼ Others ▼

- Report ▶
  - OCHA Assurance
  - OCHA 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
- Report
- Report
- CBPF Partner Portal
- CBPF Partner Portal
- Fetch HRP Data
- Fetch HRP Plans and Projects

Project	Cluster	Organization	Order
716.00	Health	Islamic Relief Yemen	IP submiss
100.00	Health (73%), Nutrition (27%)	Adventist Development and Relief Agency	Under GA

Statuses Refresh

Report Type	Report Name	Organization
	Final Financial report 1	Norwegian Refugee Council
im	Interim Financial report 1	Social Development Hodeidah Girls Foundation

Statuses Refresh

Report Type	Report Name	Organization
Progress	8+3 Progress Narrative Report 1	Polish Humanitarian Action

Statuses Refresh

**Advance Switchboard**

[Click to filter](#)

**Quick Filters**

Approved ?

Budget cleared ?

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**Filters**

[Select Allocation Year](#)

[Select Allocation type](#)

[Select Cluster](#)

[Select Organisation type](#)


Multiple Ids separated by comma

[Reload Filters](#) ?

[Select Organisation](#)

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Progress | 8+3 Progress Narrative Report 1 | Save the Children Fund

You can also use the Quick Access  to access the Overview :

[Refresh](#)

Revision Name	Revision Type	Organization
Revision Req 1	Revision Request	United Nations Human Settlements Programme (UN-HABITAT)
Revision Req 2	Revision Request	Danish Refugee Council

**Process Monitor**  
Process Monitor

**\$ Fund Overview**  
\$ Fund Overview

**CBPF Milestones**  
Funding Process

**Monitoring Overview**  
Monitoring Overview

**Global Milestone**  
Global Funding Process

**Audit Overview**  
Audit Overview

**Disbursement Overview**  
Disbursement Overview

[Select Admin Location 1](#)

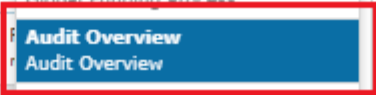
[Select Project Status](#)

[Select Reports status](#)

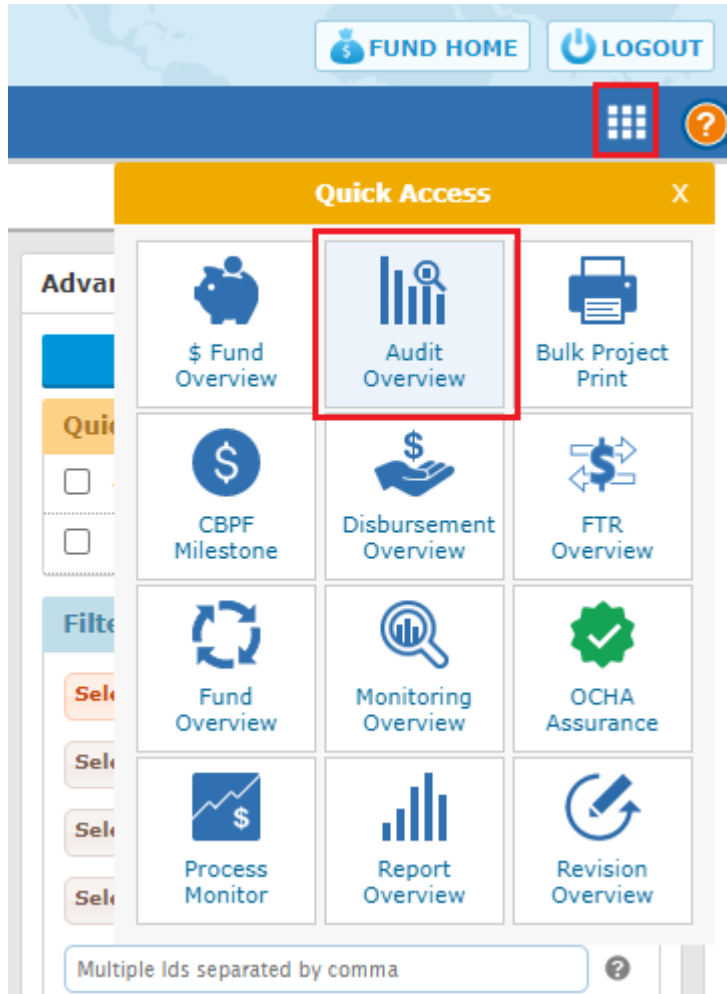
**Implementation**

Date ?  
From (dd/mm/yyyy)  To (dd/mm/yyyy)

Duration ?  
equals   From



CBPF GRANT MANAGEMENT SYSTEM (GMS)



### III. Filters\_

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To generate an Audit Overview, select one or more filters from the filters section.

CBPF GRANT MANAGEMENT SYSTEM (GMS)

Audit 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](#)
[S Fund Overview](#)

**Filters**

[Reload Filters](#)

**Implementation**

Date

[Click to filter](#)
[Clear](#)

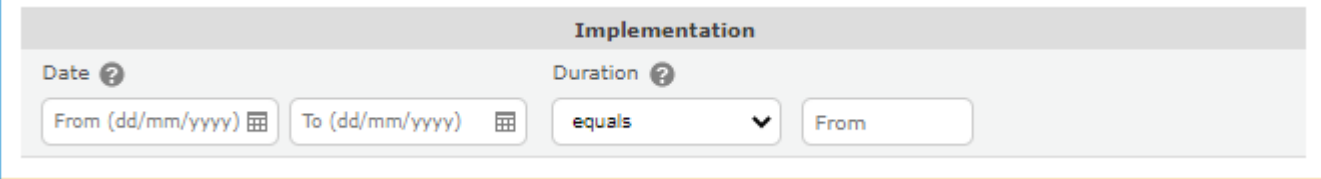
The filters available are:

- **Select Allocation Year** (drop down box): Lists the years of allocation available in the GMS system for the pooled fund.



CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Select Allocation Type** (drop down box): List of all projects submitted in the GMS system with the allocation type and year for the pooled fund.
- **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.
- **Implementation:**
  - **Date** : Choose from the drop-down list the duration mode, and insert in the field the number of months.
  - **Duration**: Choose a duration configuration from the drop-down list (equal, less **than**, more than, between), and insert a number of **months** in the field(s).




- **Select Audit Status** (drop down box): Lists the Audit 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 other filter possibilities. For instance, if you selected an additional allocation from the filter **[Select Allocation type]**, more options will show in the filter **[Select Organization]**.

**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**

Date  Duration 

From (dd/mm/yyyy)  To (dd/mm/yyyy)  equals  From

Select Audit status

 Click to filter   Clear

## 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**

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**

Date  Duration 

From (dd/mm/yyyy)  To (dd/mm/yyyy)  equals  From

Select Audit 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

- test quickfilter - audit approved by finance

### Filters

Select Allocation Year  Select Allocation type

Select Cluster  Select Organisation type

?

Multiple Ids separated by comma  ? Select Organisation

Select Admin Location 1

#### Implementation

Date ? Duration ?

From (dd/mm/yyyy)  To (dd/mm/yyyy)  equals  From

Select Audit status

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 Audit Overview**

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The Audit Overview includes the following information:








CBPF GRANT MANAGEMENT SYSTEM (GMS)

Audit 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



Show Filters  Number of Projects: 44 Export To Excel 

#	Admin Actions	Primary Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Audit Status	Expected Audit Completion Date	Balance Due	Critical Risk Finding
1.		Protection	DUMMY\8954 [2018 1st Standard Allocation]	Anonymous617	Dummy Info	01/07/2018	31/08/2019	225,623.84	Audit report finalized by HFU	10/31/2020 12:00:00 AM	-26,955.81	Yes
2.		Protection (50%), Health (50%)	DUMMY\9592 [2018 2nd Reserve Allocation]	Anonymous1098	Dummy Info	01/10/2018	30/09/2019	98,654.00	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-2,129.30	Yes
3.			DUMMY\10878 [2018 2nd Reserve Allocation]			01/10/2018	30/09/2019	99,997.71	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-417.81	No
4.		Health (80%), Protection (20%)	DUMMY\10878 [2018 2nd Standard Allocation]	Anonymous1301	Dummy Info	01/02/2019	30/09/2019	509,019.42	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-2,342.77	Yes
5.		Health	DUMMY\8918 [2018 1st Standard Allocation]	Anonymous1292	Dummy Info	16/07/2018	31/01/2020	383,809.00	Audit report finalized by HFU	10/30/2020 12:00:00 AM	0.00	Yes
6.		Protection	DUMMY\8930 [2018 2nd Standard Allocation]					.00	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-7,140.55	Yes
7.		Protection	DUMMY\8934 [2018 1st Standard Allocation]	Anonymous609	Dummy Info	15/07/2018	14/07/2019	287,241.50	Audit report received by FCS for refund	10/30/2020 12:00:00 AM	-1,338.57	Yes

Click on this icon to access the project's audit page

Click on the project's code to access the project's cover page


Column description:





- **Admin Actions** : Click on the magnifying glass  or the pen icon  to access the project's audit page. A magnifying glass means a view only access, while a pen icon indicates that there are pending actions from your side for this project's audit.
- **The primary cluster**



CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **The project code and the linked allocation** – you can click on the project’s code to access the project’s cover page,
- The Implementing Partner,
- The Project Title,
- The project’s start and end dates
- The budget,
- The Audit Status,
- Expected Audit Completion Date
- Balance due – If the amount is 0.00, it means that the audit has not been finalized yet.
- Critical Risk finding

You can click on the underlined columns’ titles to sort the projects. For instance, if you click on ‘budget’, the projects will be listed from the smallest budget to the largest, as indicated by the orange arrow . Clicking a second time on the column’s title will sort the data in the other way around – e.g. for our budget example, projects will be listed from largest budget to smallest.

#	<u>Admin Actions</u>	<u>Primary Cluster</u>	<u>Project Code [Allocation]</u>	<u>Org</u>	<u>Project Title</u>	<u>Project Start Date</u>	<u>Project End Date</u>	<u>Budget</u> 	<u>Audit Status</u>	<u>Expected Audit Completion Date</u>	<u>Balance Due</u>	<u>Critical Risk Finding</u>
1.		Coordination/Support Services	<a href="#">DUMMY\10706</a> <small>[2018 2nd Reserve Allocation]</small>	Annoymous1583	Dummy Info	01/11/2018	29/02/2020	53,125.50	Audit Triggered by FCS		0.00	No
2.		Protection	<a href="#">DUMMY\13186</a> <small>[2019 1st Standard Allocation]</small>	Annoymous1255	Dummy Info	01/09/2019	31/08/2020	64,544.97	Audit Triggered by FCS		0.00	No
3.		Protection (50%), Health (50%)	<a href="#">DUMMY\9592</a> <small>[2018 2nd Reserve Allocation]</small>	Annoymous1098	Dummy Info	01/10/2018	30/09/2019	98,654.00	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-2,129.30	Yes



To go back to the filters’ page, click on **[Show Filters]**.




CBPF GRANT MANAGEMENT SYSTEM (GMS)

**Audit 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](#)

[Show Filters](#)  Number of Projects: 44 [Export To Excel](#) 

#	Actions	Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Audit Status	Expected Audit Completion Date	Balance Due	Critical Risk Finding
1.		Coordination/Support Services	DUMMY\10706 [2018 2nd Reserve Allocation]	Annoymous1583	Dummy Info	01/11/2018	29/02/2020	53,125.50	Audit Triggered by FCS		0.00	No
2.		Protection	DUMMY\13186 [2019 1st Standard Allocation]	Annoymous1255	Dummy Info	01/09/2019	31/08/2020	64,544.97	Audit Triggered by FCS		0.00	No
3.		Protection (50%), Health (50%)	DUMMY\9592 [2018 2nd Reserve]	Annoymous1098	Dummy Info	01/10/2018	30/09/2019	98,654.00	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-2,129.30	Yes

Once back on the filters' page, click on the **[Back to Results]** icon  to return back to the previously generated Tasks Overview page.

**Filters**

3 Allocation Year(s) selected  Select Allocation type

Select Cluster  Select Organisation type

?

Multiple Ids separated by comma  ? Select Organisation

Select Admin Location 1

**Implementation**

Date ? Duration ?

From (dd/mm/yyyy)  To (dd/mm/yyyy)  equals  From

Select Audit status

**GMS TIP: EXPORTING THE RESULTS INTO EXCEL**


To export the results as an Excel sheet, click on **[export to excel]**.


**Audit 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
- Export to Excel**

Show Filters  Number of Projects: 44

Export To Excel 

#	Admin Actions	Primary Cluster	Project Code [Allocation]	Org	Project Title	Project Start Date	Project End Date	Budget	Audit Status	Expected Audit Completion Date	Balance Due	Critical Risk Finding
1.		Coordination/Support Services	DUMMY\10706 [2018 2nd Reserve Allocation]	Annoymous1583	Dummy Info	01/11/2018	29/02/2020	53,125.50	Audit Triggered by FCS		0.00	No
2.		Protection	DUMMY\13186 [2019 1st Standard Allocation]	Annoymous1255	Dummy Info	01/09/2019	31/08/2020	64,544.97	Audit Triggered by FCS		0.00	No
3.		Protection (50%), Health (50%)	DUMMY\9592 [2018 2nd Reserve Allocation]	Annoymous1098	Dummy Info	01/10/2018	30/09/2019	98,654.00	Audit report finalized by HFU	10/30/2020 12:00:00 AM	-2,129.30	Yes
4.		Protection	DUMMY\9594	Annoymous1496	Dummy Info	01/10/2018	30/09/2019	99,997.71	Audit report finalized by	10/30/2020	-417.81	No