

AGENCY(/EN/CERF/A

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CERF Financial Reports

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What is OneGMS Financial Reporting?

Financial Reports are a CERF requirement for all CERF-funded projects, used to ensure that project activities are on track to meet the proposed project objectives.

Recipient agencies at the project level, will submit their financial reporting on the expenditure of CERF funds, to CERF Secretariat.

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For CERF financial reporting, both **entry of agency report inputs**, and **agency report submission** to CERF Secretariat for review and approval, is performed using OneGMS.

Financial reporting should reflect the expenditure incurred for all project activities.

Please note: Implementing *Agency Focal Points in Country* are not tasked with financial reporting, and have “*Read Only*” access to financial reporting in the OneGMS system.

The responsibility of filling out and submitting *Financial Reports* rests with the **headquarters** of the implementing agencies (**Agency HQ**).

There are two Agency HQ user roles in the system who are notified on CERF financial reporting matters;

- the **Agency HQ Financial Team**, and
- the **Agency HQ Financial Team Read Only**.

Other users may *read* Financial Reporting, but these two Agency HQ user roles will find *financial* reporting instances, together with the other active reporting instances, listed on the right side of their OneGMS homepage.

The Different Types of Financial Reporting

There are two types of CERF *Financial Reports* in OneGMS:

Interim Financial Reports: each of these reports in a project covers the *cumulative* period of project implementation; from project start, up to the date covered in the report.

The number of *Interim Financial Reports* required for a project may vary, and is ultimately set at the discretion of the CERF Secretariat.

Final Financial Report: this report covers the entire implementation period of the project. It is due at the mid-year mark after project completion. The *Final Financial Report* should reflect the budget expenditure of the entire project.

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The degree of reporting granularity required for both types of CERF financial reports, is at the *budget category*-level, as laid out in the *Project Proposal*.

Financial Reports Activation

At disbursement, when a CERF project moves to the status of *implementation and reporting* in OneGMS, the system determines the *initial* number of financial reports which will be due.

The ***Due date*** and ***Active date***, which are visible to all users, will set when the report should be open in the system, and when will it be due.

- **Active Date:** indicates the date when the reporting template is made available to the *Agency HQ Financial Team* user role in the system.
- **Due Date:** indicates the date by which the *Agency HQ Financial Team* will need to submit the report to CERF Finance in the system.

Active and *Due* dates are initially determined by the system, but again, these, and the number of required reports but may be modified by the CERF Finance Officer.

The ***Final Financial Report*** may be identical to the previous ***Interim Financial Report*** if project implementation was completed and covered in full, in the August report.

The CERF Finance Officer may amend any of these requirements at their discretion, from the [Timelines\(#FinclRepTimMgmt\)](#) page of the *Project Proposal*.

Timelines Management

Timeline



Overview Log Frame Work Plan People Targeted Budget Programming Cash Implementation Subgrants Locations Documents Tracking DIS AD **TIM**

Requesting Organisation: Agency Name
 Allocation Window: CERF Rapid Response: Namibia Feb 2025 (Allocation for Reference Images)
 Project Title: Project Title
 Fund Project Code: CERF-NAM-25-RR -32145
 Implementation Period: 06 Feb 2025 - 05 Aug 2025 (6 months)
 Total Budget: \$1,070,000.00

Sector / Cluster
 Nutrition: 50%
 Water, Sanitation and Hygiene: 50%
 Total: 100%

Financial Report Timelines

Report Type	Report Name	Due Date	Active Date	Is Mandatory?	Trigger Alert	Status	Action
ONEGMS Interim		15 Aug 2025	16 Jun 2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activate	
ONEGMS Interim		15 Feb 2026	17 Dec 2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Activate	
ONEGMS Final		30 Jun 2026	01 May 2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Activate	

Please save data after making any changes.

Save Financial Report Timelines

Final Report Timelines

Report Type	Report Name	Due Date	Active Date	Status
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[+ Add Financial Report](#)

All OneGMS users can access the *Financial Report Timelines* via the *Project Proposal* template.

Within the *Project Proposal* template, in the tabs set off to the right-hand side, the tab marked *TIM* features several reporting timelines, as the system generates them.

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A list of report timelines for *financial reporting* may be found in the table under the section *Financial Report Timelines*.

The CERF Finance Officer may add additional *Interim Financial Reports* to the reporting requirements from the *Timelines* tab of the *Project Proposal*.

In the *Financial Report Timelines* section, the CERF Finance Officer may click on the button **[+Add Financial Report]**, at the bottom of the section to the right, to add a report.











Financial Report Timelines							
Report Type	Report Name	Due Date	Active Date	Is Mandatory?	Trigger Alert	Status	Action
ONEGMS Interim ▼		15 Aug 2025	16 Jun 2025	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	Activate	 
ONEGMS Interim ▼		15 Feb 2026	17 Dec 2025	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	Activate	 
ONEGMS Final ▼		30 Jun 2026	01 May 2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 	Activate	 
							 + Add Financial Report

 Please save data after making any changes.

Save Financial Report Timelines

A new line dedicated to the new report, will appear in the table.

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Financial Report Timelines							
Report Type	Report Name	Due Date	Active Date	Is Mandatory?	Trigger Alert	Status	Action
ONEGMS Interim		15 Aug 2025	16 Jun 2025	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	Activate	 
ONEGMS Interim		15 Feb 2026	17 Dec 2025	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	Activate	 
ONEGMS Final		30 Jun 2026	01 May 2026	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 	Activate	 
Select Report Type				<input type="checkbox"/>			

Select Report Type

ONEGMS Interim

ONEGMS Final

Save Financial Report Timelines

[+ Add Financial Report](#)

In the *Report Type* column for the report, using the dropdown menu options, the CERF Finance Officer may assign the report as an *Interim Financial Report* or as the *Final Financial Report*.

Please note: this action will define the nature of the report and cannot be amended once the report is activated.

The *Report Name* column will remain empty until the report is activated, at which time the column will display the hyperlinked report name, which can be clicked to redirect the viewer to the desired report in a new browser tab.

In the *Due Date* column, using the popup calendar, the CERF Finance Officer may enter the desired due date required for submission.

In the *Active Date* column, the CERF Finance Officer may use the popup calendar to select the date for the desired *financial reporting* template to be activated.

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In the “*Is Mandatory?*” column, using the checkbox, the CERF Finance Officer may determine whether an *Interim Financial Report* is mandatory or not.



Please note: for *Final Financial Reports*, the check-mark will be auto-populated, and the field will remain greyed-out, as the *Final Financial Report* is mandatory.

In the *Trigger Alert* column, using the checkbox, the CERF Finance Officer may set a trigger alert, for an email notification to be sent to the Agency one month prior to the financial report *due date*.

The *Status* column at this stage will be empty, but as the **[Save Financial Report Timelines]** button (below the table) is clicked, an **[Activate]** button will appear in the row, which may be used to activate the new report.

For further guidance on report activation please click [here\(https://gms.unocha.org/en/cerf/content/Reports/Financial_Report_Activation/Agency?query=ce24f561-050d-420d-bf0e-5ad7eb46487e\)](https://gms.unocha.org/en/cerf/content/Reports/Financial_Report_Activation/Agency?query=ce24f561-050d-420d-bf0e-5ad7eb46487e).














The *Action* column allows the CERF Finance Officer to:

- view the history of the financial report by hovering over the user icon ()
- delete a reporting requirement, by clicking the delete icon ().

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To finalize the addition of a new *Interim Financial Report*, when all columns in the reporting line have been filled, the CERF Finance Officer may click the **[Save Financial Reporting Timelines]** button at the bottom of the section to the left.

Financial Report Timelines

Report Type	Report Name	Due Date	Active Date	Is Mandatory?	Trigger Alert	Status	Action
ONEGMS Interim	 Interim Financial report 1	<input type="text" value="07 Mar 2025"/>	<input type="text" value="06 Feb 2025"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 	Financial Report: Processed	
<input type="text" value="ONEGMS Interim"/> ▼		<input type="text" value="07 Apr 2025"/>	<input type="text" value="07 Mar 2025"/>	<input type="checkbox"/>	<input type="checkbox"/> 	Activate	 
<input type="text" value="ONEGMS Interim"/> ▼		<input type="text" value="15 Apr 2025"/>	<input type="text" value="08 Apr 2025"/>	<input type="checkbox"/>	<input type="checkbox"/> 	Activate	 
<input type="text" value="ONEGMS Final"/> ▼		<input type="text" value="06 Jun 2025"/>	<input type="text" value="07 May 2025"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 	Activate	 
<input type="text" value="ONEGMS Interim"/> ▼		<input type="text" value="02 May 2025"/>	<input type="text" value="16 Apr 2025"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[+ Add Financial Report](#)

⚠ Please save data after making any changes.

[Save Financial Report Timelines](#)

As the changes are saved, to visually confirm the creation of the new reporting instance, as mentioned, a new **[Activate]** button will appear in the *Status* column of the table for the new reporting requirement.

Please note: In addition to adding new reports to the requirements, the CERF Finance Officer may amend any existing reporting dates by clicking on the desired date in the column, and using the popup calendar, select a new date.

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Due Date		Active Date	
<input type="text" value="07 Mar 2025"/>	<input type="text" value="05 Feb 2025"/>	<input type="text" value="07 Mar 2025"/>	<input type="text" value="07 Mar 2025"/>
<input type="text" value="07 Apr 2025"/>	<input type="text" value="07 Apr 2025"/>	<input type="text" value="07 Apr 2025"/>	<input type="text" value="07 May 2025"/>

07 Apr 2025

Apr 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			