

CBPF GRANT MANAGEMENT SYSTEM (GMS)

PARTNER(/EN/CONTENT/

HFU(/EN/CONTENT/HFI

CBPF

CLUSTER

Audit Overview

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1. **Purpose**(#purpose).
2. **How to access the Audit Overview on GMS?**(#navigation).
3. **Filters**(#filters).
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 - *Export the results*(#extract).

I. Purpose_

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.\(https://gms.unocha.org/content/project-audit?plid=464\)](https://gms.unocha.org/content/project-audit?plid=464).

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II. How to access the Audit Overview on GMS?

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

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


Yemen
(Humanitarian Financing Unit (HFU))


ent Risk Management System Setup **Report** Others

Report
Report


OCHA Assurance
OCHA Assurance
CBPF Partner Portal
CBPF Partner Portal
Fetch HRP Data
Fetch HRP Plans and Projects

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 Monitor
Process Monitor


Net	Cluster	Org	Ort
716.00	Health	Islamic Relief Yemen	IP submiss
000.00	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
Progress	8+3 Progress Narrative Report 1	Save the Children Fund

Advance Switchboard
Click to filter
Quick Filters
☐ Approved ?
☐ Budget cleared ?
Filters
Select Allocation Year
Select Allocation type
Select Cluster
Select Organisation type
Multiple Ids separated by comma
 Reload Filters ?
Select Organisation
Select Admin Location 1

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

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

- \$ 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 Project Status

Select Reports status

Implement

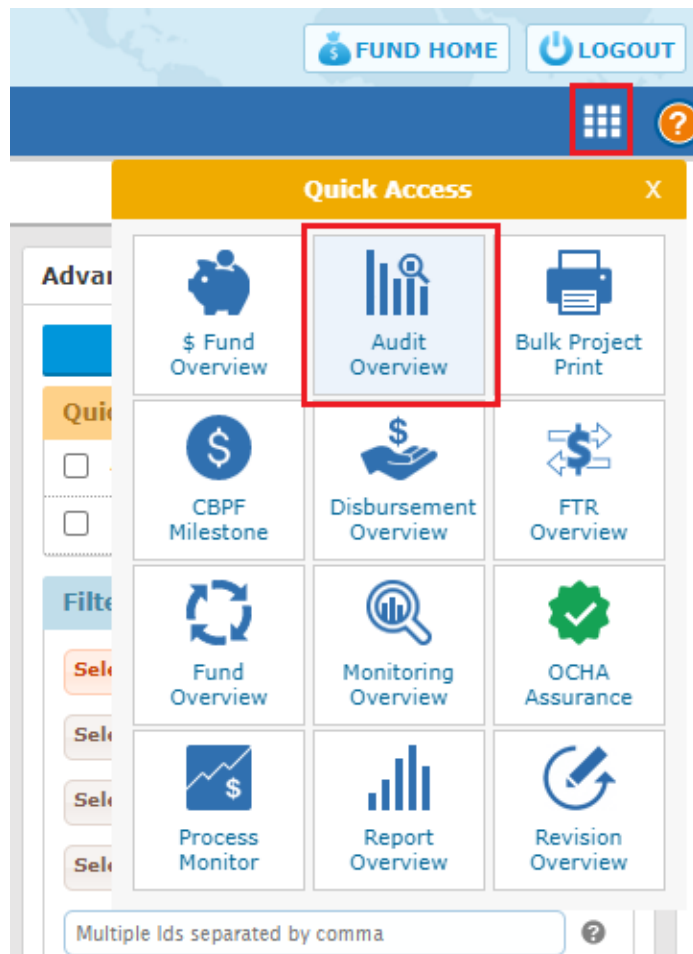
Date ?

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

Duration ?

equals

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III. Filters_

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

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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

Select Allocation Year

Select Allocation type

Select Cluster

Select Organisation type

Reload Filters

Multiple Ids separated by comma

Select Organisation

Select Admin Location 1

Date

Duration

From (dd/mm/yyyy)

To (dd/mm/yyyy)

equals

From

Select Audit status

Click to filter

X

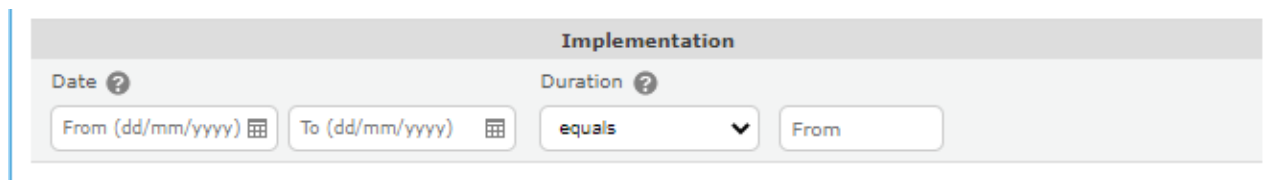
Clear

The filters available are:

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

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- **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).

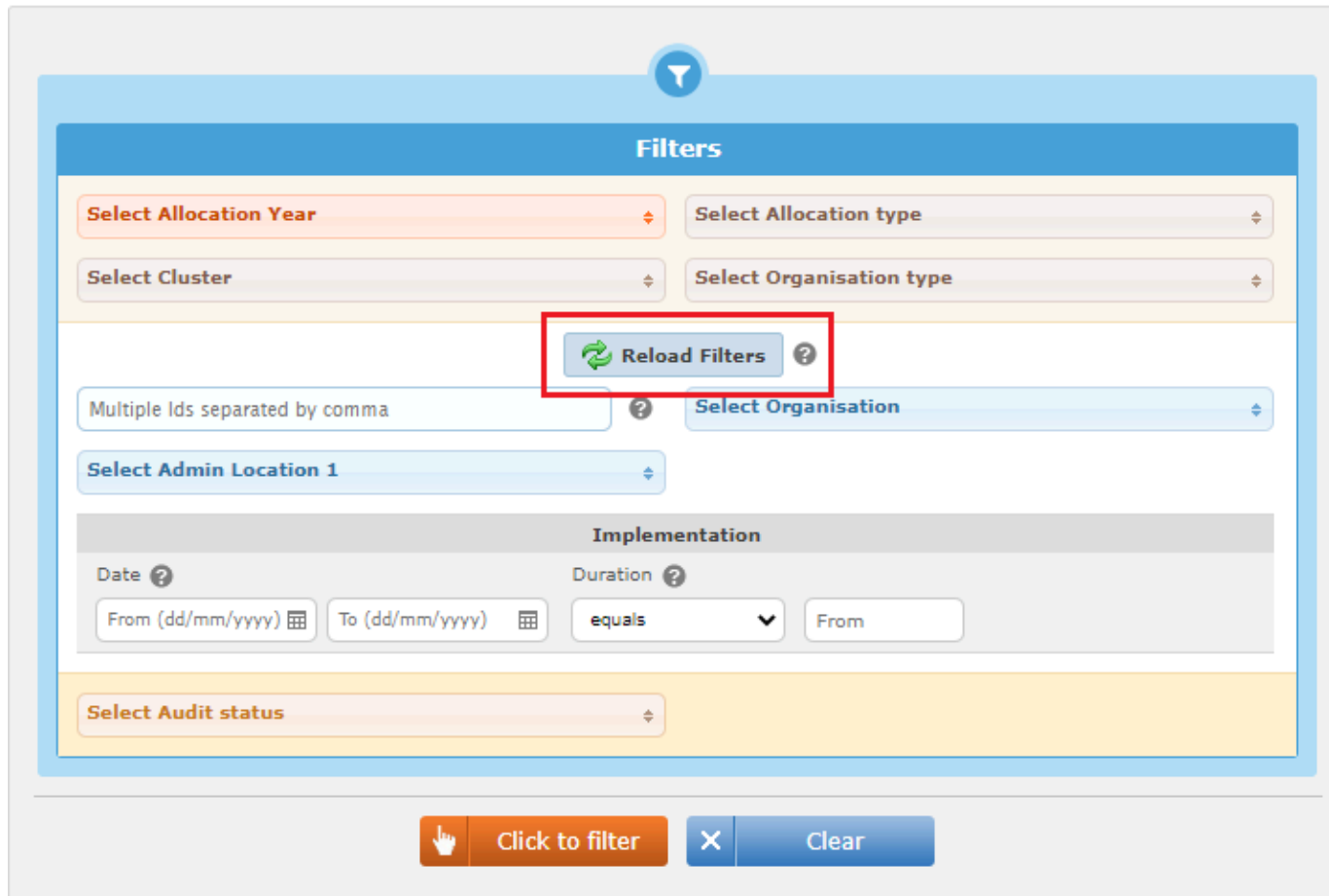


The image shows a screenshot of the 'Implementation' filter section in the GMS interface. It features a header 'Implementation' with a question mark icon. Below the header, there are two main sections: 'Date' and 'Duration', each with a question mark icon. The 'Date' section contains two date pickers: 'From (dd/mm/yyyy)' and 'To (dd/mm/yyyy)'. The 'Duration' section contains a dropdown menu currently set to 'equals' and a text input field labeled 'From'.

- **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]**.


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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

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

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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

CBPF GRANT MANAGEMENT SYSTEM (GMS)

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.


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Quick Filters

☐ test quickfilter - audit approved by finance

?



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

To learn more on how to create and manage Quick filters, please refer to this page of the Help Portal. (<https://gms.unocha.org/content/how-manage-quick-filters>)

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IV. Generated Audit Overview








The Audit Overview includes the following information:

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]	Anonymous1301	Dummy Info	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 1st Standard Allocation]					0.00	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




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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**
- **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.

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#	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

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

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

Show Filters

Number of Projects: 44

Export To Excel

	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	-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

Reload Filters

?

Multiple Ids separated by comma

?

Select Organisation

Select Admin Location 1

Implementation

Date ?

Duration ?

From (dd/mm/yyyy)

To (dd/mm/yyyy)

equality

From

Select Audit status

Click to filter

×

Clear

→

→

CBPF GRANT MANAGEMENT SYSTEM (GMS)

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
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Fund Overview
Process Monitor
Export To Excel

Show Filters
Number of Projects: 44

#	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