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CBPF

CLUSTER

## Global Disbursement Process Report

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**I) What is the Global Disbursement fund process report? (#what\_is\_global\_disbursement\_report).**

**(#diff\_global\_fund\_disbursement\_process\_report)**a.GMS Focus : what's the difference between global and fund process? (#diff\_global\_fund\_disbursement\_process\_report)

**II) How to access the Global Disbursement Fund Process report? (#navigation\_global\_disbursement\_process\_report).**

**III) How to generate the report? (#generate\_report\_global\_disbursement\_report).**

**IV) GMS Focus : How to read and interpret the report? (#read\_interpret\_data).**

**V) How to export the generated report? (#extract).**

### **I) What is the Global Disbursement Fund Process Report?**

The Global Disbursement Process Report provides users with an extensive overview of Disbursement data of all – or filtered, projects. It includes the average number of days it took the CBPF finance team to process the disbursement tranches, as well as the dates and disbursements' amounts.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

### **GMS Focus: What is the difference between Global and Fund Disbursement Process Report?**

Both Global and CBPF disbursement process report modules provide the same functionality, the only difference is the scale of the data provided. While the CBPF disbursement process report shows the data only for one specific country, the Global report allows for the selection of several countries (all countries that a user has access to in GMS will show in the filter option for Global Milestones). The Global module is available for CBPF Finance and CBPF Programme units on GMS (HQ teams).

To learn more about the Fund Disbursement Process Report module, [please refer to this article of the Help Portal\(https://gms.unocha.org/content/fund-disbursement-process-report\)](https://gms.unocha.org/content/fund-disbursement-process-report).

### **II) How to access the Global Disbursement Process Report?**

Users can access the Fund Disbursement Report through the Global Milestones Dashboard.

First, go to the CBPF Milestones by following this navigation : **Report > Report > Global Milestones**,

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

# CBPF GRANT MANAGEMENT SYSTEM (GMS)

System Setup ▾
Report ▾
Others ▾

Report
Report

CBPF Partner Portal  
CBPF Partner Portal

Fetch HRP Data  
Fetch HRP Plans and Projects

Organization

Under Closure

Count:4

Organization
Status

ort 1
Final Financial Rep  
Under Review

Count:42

Organization
Status

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Progress Report un  
review

Count:2

Organization
Status

Project Revision U  
review

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  
Bulk Project

Fund Overview  
Fund Overview

Process Monitoring  
Process Monitoring

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\$ Fund Overview

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# CBPF GRANT MANAGEMENT SYSTEM (GMS)

Then, go to the second tab of the Global Milestones: the Dashboard tab.

Count: 52

CBPF Milestones

Implementation

Global Funding Process

Filters

Pooled Funds

Select options

Allocation Year

Select options

Allocation Source

Select options

Milestones completed

IP Signature

Organization Type

Select options

Stages

☒ 0: Milestones

☐ 1: Review & Approval

☐ 2: Disbursement

☐ 3.1: Progress Narrative Reporting (PNR)

☐ 3.2: Interim Financial Reporting (IFR)

☐ 3.3: Monitoring

Click to filter

Global Disbursement Fund Process Report

Milestones

Total number of projects which reached Milestone IP Signature: 9258

Export Report

Global Averages

Dashboard

Project Info			1 Review & Approval			2 Disbursement			3 Interim Financial Reporting (IFR)			4 Final Financial & Narrative Reporting (FFR, FNR)						
Pooled Fund	Project Code	Organization	pp Submission	IP Signature	Ind	EO/UNDP Signature	1st Tranche Disbursed	Ind	Ind	1st IFR Submitted	1st IFR Certified	Ind	FFR Submitted	Ind	FFR Certified	Ind	FNR Submitted	Ind
(Closed) KSA Iraq	IRQ-14/SP1/FSL/UN/1 {Project Closed}	FAO	19/09/2014				11/08/2014	-39					07/12/2016	525			16/06/2015	-15
(Closed) KSA Iran	IRQ-14/SP1/FSL/UN/2 {Project Closed}	FAO	19/09/2014				11/08/2014	-39					07/12/2016	525			16/06/2015	-15

To access the Global Fund Process Disbursement Report, click on **Global Disbursement Fund Process Report** in the Dashboard of the Global Milestones page.

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## CBPF GRANT MANAGEMENT SYSTEM (GMS)

### Global Funding Process

Filters

Pooled Funds

Select options

Allocation Year

Select options

Allocation Source

Select options

Milestones completed

IP Signature

Organization Type

Select options

Click to filter

Stages

0: Milestones

1: Review & Approval

2: Disbursement

3.1: Progress Narrative Reporting (PNR)

3.2: Interim Financial Reporting (IFR)

3.3: Monitoring

Global Disbursement Fund Process Report

Milestones

Total number of projects which reached Milestone IP Signature: 9213

Export Report

Global Averages

Dashboard

Project Info			1 Review & Approval			2 Disbursement			3 Interim Financial Reporting (IFR)			4 Final Financial & Narrative Reporting (FFR, FNR)						
Pooled Fund	Project Code	Organization	PP Submission	IP Signature	Ind	EO/UNDP Signature	1st Tranche Disbursed	Ind	Ind	1st IFR Submitted	1st IFR Certified	Ind	FFR Submitted	Ind	FFR Certified	Ind	FNR Submitted	Ind

### III) How to generate a Global Disbursement Process Report?

In the Global Fund Disbursement Process Report page, apply filters and click on **[filters]** to generate the report. A description of the filters is available below the screenshot.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

### Global Fund Process Disbursement Report

Pooled funds	Pooled Funds		
Allocation Year	Select options	Global Cluster	Select options
Organization Type	Select options	Allocation Source	Select options
<input checked="" type="checkbox"/> Exclude day(s)	2 selected * (select atleast one)		
<b>Filter</b> Reset Filters	<input checked="" type="checkbox"/> Check all <input checked="" type="checkbox"/> Uncheck all		
	<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		

#### Filters Field description:

- **Pooled Funds** : Select a specific Pooled Fund from this drop-down list
- **Allocation year** : Select an Allocation year from the drop-down list
- **Global Cluster** : Select a Global cluster from the drop-down list
- **Organization type** : Select the type of organization from the drop-down list.
- **Allocation Source** : Select the type of allocation from the drop-down list (standard or reserve)
- **Exclude day(s) option** : Tick this box to access a new filter drop-down list, which allows you to tick the days you do not wish to be included in the disbursement timeline. For instance, you can exclude Saturdays and Sundays to view only the weekdays.

Then, click on **[filter]**.

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

### Global Fund Process Disbursement Report

Pooled funds: 2 Pooled Fund(s) selected

Allocation Year: 1 selected

Organization Type: Select options

☐ Exclude day(s)

Filter Reset Filters

Global Cluster: Select options

Allocation Source: Select options

?

**Fund Process Disbursement Report** Average 6.49 for 158 project(s). Export Report

Pooled Fund	Organization	Project Code	Project Status	Cluster	Budget	GA signed by EO	1st Disbursement Date	1st Financial Report Certification Date	2nd Disbursement Date	2nd Financial Report Certification Date	3rd Disbursement Date	Average no. of days
Ethiopia	IMC	ETH-19/DDA-3379/SA2/N-H-WASH-P-NFI/ES/INGO/14	[Under Audit]	Nutrition (29.06%), Health (25.73%), WASH (25.9%), Protection (0%), NFI and Emergency Shelter (19.31%)	1,169,834.23	07/02/2020 4	11/02/2020	22/09/2020	49	10/11/2020	18/02/2021	26.50
Ethiopia	MCMDO	ETH-19/DDA-3379/SA1/N/NGO/130	[Project Closed]	Nutrition	764,554.31	10/07/2019 2	12/07/2019	05/12/2019	41	15/01/2020	10/02/2020	21.50
Ethiopia	MCMDO	ETH-19/DDA-3379/SA2/N/NGO/141	[Under Audit]	Nutrition	545,298.61	24/01/2020 18	11/02/2020	25/06/2020	13	08/07/2020	29/09/2020	15.50
Ethiopia	IRC	ETH-19/DDA-3379/SA2/H/INGO/141	[Project Closed]	Health	235,000	21/01/2020 15	05/02/2020	29/09/2020				15.00
Ethiopia	UNDSS	ETH-19/DDA-3379/SA1/CSS/UN/11	[Implementation & Reporting]	Coordination and Support Services	296,122.54	25/07/2019 15	09/08/2019					15.00

#### Columns Description:

- **Organization:** displays the organization's acronym
- **Project code:** displays the project code
- **Project status:** displays the project status
- **Cluster:** displays the cluster(s) of the project
- **Budget:** displays the latest approved project budget.
- **GA signed by EO:** displays the signature date of the EO.
- **1st/2nd/3rd etc disbursement date:** displays the date of the tranche disbursement. In case of a blank field, it means the disbursement has either not been done yet, or that there is no need for this disbursement (for instance, a 3rd disbursement is not always needed, as funds can be disbursed in two tranches only according to the operational modalities applicable to the project).
- **1st/2nd/3rd etc. Financial report certification date:** displays the date of report certification by CBPF Finance.



## CBPF GRANT MANAGEMENT SYSTEM (GMS)

- **Average number of days:** displays the average number of days CBPF Finance took for all disbursements combined for a specific project, e.g. if CBPF Finance took 6 days to disburse the first tranche for a project after EO signature, and 8 days to disburse the subsequent tranche after certification of the financial report, then CBPF Finance took on average 7 days for disbursement (*which would be displayed in the last column of the report*).
- **Average number of days of the entire list with number of projects** (see screenshot, red square): displays the average number of days CBPF Finance took for all disbursements combined for the entire list of project generated after clicking on **[filter]**. The number of projects this figure refers to is also displayed. (e.g. in the screenshot above: there was an average of 8.27 days for 74 projects).

It draws the data from all figures of the 'Average numbers of days' column and calculates the average.

- **Export Report:** click on this button to download this list as an Excel sheet on your computer.

### IV) GMS Focus: How to read and interpret the data?

Number of days per project (including total average per project):

*(The data displayed below is drawn from the training GMS and does not reflect the actual figures - this is dummy data)*

# CBPF GRANT MANAGEMENT SYSTEM (GMS)

## Global Fund Process Disbursement Report

Pooled funds
Pooled Funds
Allocation Year
Select options
Global Cluster
Select options
Organization Type
Select options
Allocation Source
Select options

☒ Exclude day(s)
2 selected
\* (select atleast one)
Working days only!

Filter
Reset Filters

Fund Process Disbursement Report - Average 13.20 for 190 project(s).
Export Report

Pool Fund	GA signed by EO	1st Disbursement Date	1st Financial Report Certification Date	2nd Disbursement Date	2nd Financial Report Certification Date	3rd Disbursement Date	Average no. of days		
DummyFund 71	Anonymous1986 DUMMY\3034 [Project Closed] Health	139,067.60	21/08/2017	23/08/2017	06/02/2018	16/04/2018	435	25/06/2019	214.50
DummyFund 71	Anonymous549 DUMMY\1604 [Project Closed] Education	96,565.68	31/08/2015	05/10/2015	24/02/2016	20/05/2016	07/07/2017	159.00	
DummyFund 71	Anonymous207 DUMMY\3231 [Project Closed] WASH (70%), Health (30%)	1,134,371.67	28/10/2016	11/09/2016	22/02/2017	03/10/2017	10/10/2017	117.00	
DummyFund 71	Anonymous39 DUMMY\3316 [Project Closed] Protection	437,795.94	28/10/2016	11/08/2016	22/02/2017	03/10/2017	10/10/2017	117.00	
DummyFund 71	Anonymous289 DUMMY\1575 [Under Refund] Protection				14/09/2017				
DummyFund 71	Anonymous2 DUMMY\4435 [Project Closed] Basic Assistance				21/12/2017				
DummyFund 71	Anonymous2 DUMMY\1147 [Project Closed] WASH				11/12/2017				

It took CBPF Finance 35 days to process the first disbursement tranche after EO's signature

It took CBPF Finance 29 days to process the second disbursement tranche after the interim report certification

It took CBPF Finance 413 days to process the third disbursement tranche after the interim report certification

$$(35+29+413)/3=159$$

Total average:

(The data displayed below is drawn from the training GMS and does not reflect the actual figures - this is dummy data)

## CBPF GRANT MANAGEMENT SYSTEM (GMS)

### Global Fund Process Disbursement Report

Pooled funds
1 Pooled Fund(s) selected

Allocation Year
1 of 8 selected

Organization Type
1 of 4 selected

☐ Exclude day(s)

Filter
Reset Filters

Global Cluster
Select options

Allocation Source
Select options

**Fund Process Disbursement Report**
Average 12.00 for 5 project(s)

(14+13+13+10+10)/5 = 12

Export Report

Pooled Fund	Organization	Project Code	Project Status	Cluster	Budget	GA signed by EO	1st Disbursement Date	1st Financial Report Certification Date	2nd Disbursement Date	2nd Financial Report Certification Date	3rd Disbursement Date	Average no. of days
Afghanistan	SAF	AFG-21/3481/RA2/H/NGO/18696	[Implementation & Reporting]	HEALTH	423,390.38	15/07/2021	14	29/07/2021				14.00
Afghanistan	AABRAR	AFG-21/3481/RA2/WASH/NGO/18730	[Implementation & Reporting]	WATER, SANITATION AND HYGIENE	250,000.15	23/06/2021	13	06/07/2021				13.00
Afghanistan	ORD	AFG-21/3481/RA2/ESNFI/NGO/18704	[Implementation & Reporting]	EMERGENCY SHELTER AND NON-FOOD ITEMS	287,994	23/06/2021	13	06/07/2021				13.00
Afghanistan	AWRO	AFG-21/3481/RA2/FSAC/NGO/18774	[Implementation & Reporting]	FOOD SECURITY AND AGRICULTURE	350,914.85	06/07/2021	10	16/07/2021				10.00
Afghanistan	WSTA	AFG-21/3481/RA2/ESNFI/NGO/18741	[Implementation & Reporting]	EMERGENCY SHELTER AND NON-FOOD ITEMS	499,999.96	06/07/2021	10	16/07/2021				10.00

### V) How to extract the report data?

To extract this report as an Excel sheet, click on **[Export Report]**.

# CBPF GRANT MANAGEMENT SYSTEM (GMS)

## Global Fund Process Disbursement Report

Pooled funds
1 Pooled Fund(s) selected

Allocation Year
1 of 8 selected

Organization Type
1 of 4 selected

☐ Exclude day(s)

Filter
Reset Filters

Global Cluster
Select options

Allocation Source
Select options

**Fund Process Disbursement Report** - Average **12.00** for **5** project(s).

Pooled Fund	Organization	Project Code	Project Status	Cluster	Budget	GA signed by EO	1st Disbursement Date	1st Financial Report Certification Date	2nd Disbursement Date	2nd Financial Report Certification Date	3rd Disbursement Date	Average no. of days

 Export Report