CBPF GRANT MANAGEMENT SYSTEM (GMS)

PARTNER(/EN/CONTENT/P.   HFU(/EN/CONTENT/HFU)   CBPF   CLUSTER

Global Disbursement Process Report

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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.

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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).

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,**

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

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

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.*

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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].**

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Global Fund Process Disbursement Report

Pooled funds	2 Pooled Fund(s) selected			
Allocation Year	1 selected	Global Cluster	Select options	
Organization Type	Select options	Allocation Source	Select options	

☐ Exclude day(s)

[Filter] [Reset Filters]

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/14	[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/145	[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/13	[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.

- **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)

Global Fund Process Disbursement Report

Pooled funds	Pooled Funds
Allocation Year	Select options
Organization Type	Select options

Global Cluster	Select options
Allocation Source	Select options

☑ Exclude day(s)   2 selected   * (select atleast one)   → **Working days only!**

(35+29+413)/3=159

[Filter] [Reset Filters]

Fund Process Disbursement Report · *Average 13.20 for 190 project(s).*

📊 Export Report

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

Pooled Fund	Organization	Project Code	Period 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
DummyFund 71	Annoymous1986	DUMMY\3394	[Project Closed]	Health	159,087.60	21/08/2017		23/08/2017	06/02/2018			16/04/2018	435	25/06/2019	21.50
DummyFund 71	Annoymous549	DUMMY\1604	[Project Closed]	Education	96,565.68	31/08/2015	35	05/10/2015	24/02/2016	29	24/03/2016	20/05/2016	413	07/07/2017	159.00
DummyFund 71	Annoymous207	DUMMY\3231	[Project Closed]	WASH (70%), Health (30%)	1,134,371.67	28/10/2016	11	08/11/2016	22/02/2017	223	03/10/2017	10/10/2017			117.00
DummyFund 71	Annoymous39	DUMMY\3316	[Project Closed]	Protection	437,795.94	28/10/2016	11	08/11/2016	22/02/2017	223	03/10/2017	10/10/2017			117.00
DummyFund 71	Annoymous289	DUMMY\1575	[Under Refund]	Protection						150	14/09/20				
DummyFund 71	Annoymous2	DUMMY\4435	[Project Closed]	Basic Assistance						70	21/12/20				
DummyFund 71	Annoymous2	DUMMY\1147	[Project Closed]	WASH	211,024.33	10/03/2013	38	17/04/2013	29/10/2013	43	11/12/2013	16/10/2015			40.50

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

Total average:

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

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Global Fund Process Disbursement Report

Pooled funds	1 Pooled Fund(s) selected ▼		Global Cluster	Select options ▼
Allocation Year	1 of 8 selected ▼		Allocation Source	Select options ▼
Organization Type	1 of 4 selected ▼			

☐ Exclude day(s)

[Filter] [Reset Filters]

Fund Process Disbursement Report *Average 12.00 for 5 project(s).* ◄ (14+13+13+10+10)/5 = 12 ◄ 📊 Export Report
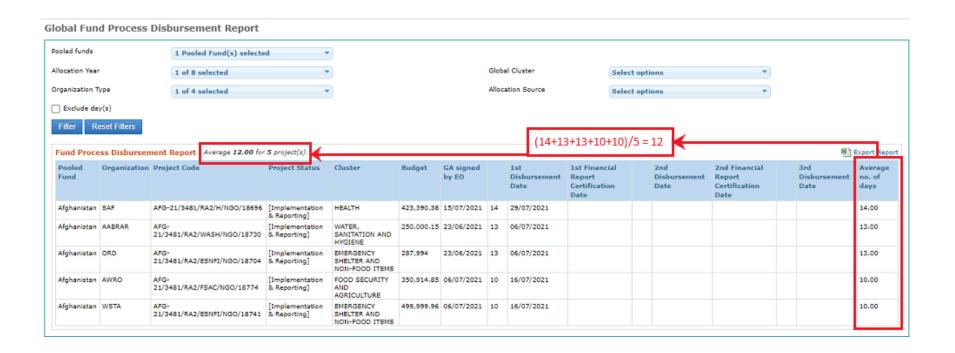
Pooled Fund	Organization	Project Code	Project Status	Cluster	Budget	GA signed by EO		1st Disbursement Date	1st Financial Report Certification Date	2nd Disbursement Date	2nd Financial Report Certification Date	3rd Disbursement Date	Average no. of days
Afghanistan	SAF	AFG-21/3481/RA2/H/NGO/18696	[Implementation & 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].**

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Global Fund Process Disbursement Report

Pooled funds	1 Pooled Fund(s) selected
Allocation Year	1 of 8 selected
Organization Type	1 of 4 selected

| Global Cluster | Select options |
| Allocation Source | Select options |

☐ Exclude day(s)

Filter   Reset Filters

Fund Process Disbursement Report - *Average 12.00 for 5 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