Project workflow for OCHA managed funds

- Project
- Interim Financial Reporting
- Progress Narrative Reporting
- Final Financial Reporting
- Final Narrative Reporting
- Timeline
- Monitoring
- Disbursement
- Revision Request
- Project Revision
- Audit

Project Top

Standard Allocation
Interim Financial Reporting [Top]

You can find a detailed explanation for Interim Financial Reporting under the Reporting section.
Progress Narrative Reporting [Top]

You can find a detailed explanation for Progress Narrative Reporting under the Reporting section.
Final Financial Reporting [Top]

You can find a detailed explanation for Final Financial Reporting under the Reporting section.
GMS FINAL FINANCIAL REPORTING WORKFLOW (NON UN AGENCIES)

Final Narrative Reporting [Top]

You can find a detailed explanation for Final Narrative Reporting under the Reporting section.
Timeline **Top**

The timeline tab present in the project enables users to set up timelines for various activities like narrative reporting timelines, Disbursement tranches timeline etc. Projects timelines must be set up and approved by the Fund Managers before the signature of the Grant Agreement. To learn how to set up and validate the Timelines, please refer to the dedicated article of this Help Portal: [Timelines Validation](#).

Monitoring **Top**

One can have multiple instances of monitoring to enable the monitoring of various stages in a project lifecycle.
The HFU will activate the monitoring instance, fill in the necessary information, and update the recommended actions. The HFU can then send them to the Implementing Partner or Cluster Coordinator, as necessary. An email alert will be sent to the IP/CC based on the party who receives the task. The IP and CC will have access to update the recommended actions only and no other data. Once done, they should send the monitoring instance back to the HFU. Once the information is verified, the HFU can update the status as “Monitoring Completed”.

Disbursement [Top](#)

You can find a detailed explanation for disbursement under the [Disbursement](#) section.
Revision Request [Top]

You can find a detailed explanation for Revision Request under the Project Revision section.
You can find a detailed explanation for Project Revision under the Project Revision section.
Project revision
(Step 2)

- Project revision in draft
  IP

- Project revision under review
  HFU

  - Project revision under Finance review
    FCS Finance

  - Project revision under Cluster review
    Cluster Coordinator

  - Project Revision Reviewed and Cleared by HFU
    HFU

  * To reject a project revision at any point press button “Reset” in the Revision Request

- Under HC approval
  (no GA Amendment needed)
  HC

- GA Amendment preparation
  HFU

- HC approval and signature of GA Amendment
  HC

- OVERWRITE
  Project revision

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Audit  Top

You can find a detailed explanation for Project Audit under the What is Project Audit in GMS section.
GMS AUDIT WORKFLOW
(NON UN AGENCIES)

- Audit Triggered by FCS
  - HFU

- Audit Started by Audit Firm
  - HFU

- Audit finalized by HFU
  - FCS Finance

- Audit approved by FCS
  - FCS Finance

- Audit report received by FCS for closure
- Audit report received by FCS for refund
- Audit report received by FCS for final disbursement