GMS Allocations' and project's workflows

- **Project**
  - Standard Allocation
  - Reserve Allocation
  - MPTF Project workflows
    - *English version*
    - *Version française*
- **Interim Financial Reporting**
- **Progress Narrative Reporting**
- **Final Financial Reporting**
- **Final Narrative Reporting**
- **Timeline**
- **Monitoring**
- **Disbursement**
- **Revision Request**
- **Project Revision**
- **Audit**

- **How to view the project's workflow directly on GMS? (HFU/OCU only)**

Project Top

Standard Allocation
Reserve Allocation

Country-Based Pooled Funds
Standard Allocation

Step 2: Strategic Review
Step 3: Technical Review
Step 4: Final Approval and Signature
Step 5: Disbursement
Step 6: Implementation and Reporting
Step 7: Project Closure

GMS Workflow

Legend

Published on CBPF GRANT MANAGEMENT SYSTEM (GMS). Date of creation: 11 Apr 2021
HOME - https://gms.unocha.org
Country-Based Pooled Funds
Reserve Allocation

MPTF Projects Workflow

- Step 1: Submission of Proposal
- Step 2: Strategic Review
- Step 3: Technical Review
- Step 4: Final Approval and Signature
- Step 5: Disbursement
- Step 6: Implementation and Reporting
- Step 7: Project Closure
English Version:

Standard Allocation
Reserve Allocation

GMS Workflow
Country - Based Pooled Funds
Reserve Allocation (MPTF)

LEGEND
Step 1: Submission of Proposal
Step 2: Strategic Review
Step 3: Technical Review
Step 4: Final Approval and Signature
Step 5: Disbursement
Step 6: Implementation and Reporting
Step 7: Project Closure
Version Française:

Allocation Standard
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.
Final Narrative Reporting  Top

You can find a detailed explanation for Final Narrative Reporting under the Reporting section.
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.
GMS TIMELINES WORKFLOW

Timeline Active

Under Authorization

Authorized

Under Re-Authorization

Re-Authorized

HFU
Business Roles: Fund Manager
Programme Officer

HFU
Business Roles: Fund Manager
Programme Officer

Project timeline
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”.

GMS MONITORING WORKFLOW

Actions by IP

Monitoring active

HFU

IP

Actions by CC

Cluster Leads

Monitoring Completed

Project timeline
Disbursement Top
You can find a detailed explanation for disbursement under the Disbursement section.

GMS DISBURSEMENT WORKFLOW

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.
Audit Top

You can find a detailed explanation for Project Audit under the What is Project Audit in GMS section.

How to access the Project's workflows directly on the GMS? (HFU only) Top

Navigation: System Setup > Workflow Management > View Project Workflow
Purpose: HFU officers and OCU officers can view the workflows directly on GMS. This allows to see all the workflow's steps for a defined instance according to the Allocation's type.

The available workflows in this page are listed below:

- Project;
- Interim Financial Report;
- Full Narrative Report;
- Disbursement;
- Timeline;
- Final Narrative Reporting;
- Progress Narrative Reporting;
- Final Financial Reporting;
- Monitoring;
- Revision Request;
- Revision;
- Audit;
- Extraordinary Financial Reporting;
- Refunds;
- Internal Investigation Audit;
- Forensic Audit;
- Special Audit;
- OIOS investigation Audit;
- Assurance Measures;
- UNDP Investigation Audit.

**Usage:**

Select the 'Instance Type' from the drop down list.

Select the 'Allocation Source' from the drop down list.
Select the 'show only active workflows' checkbox if you wish to view only the currently active workflow's steps on the GMS.
Click on the [Search] button to activate the search task.
You can also export the search results as an Excel document by clicking on [export to Excel].
<table>
<thead>
<tr>
<th>Project Status</th>
<th>Next Project Status</th>
<th>User Group</th>
<th>Button text (Options)</th>
<th>Instance Type</th>
<th>Status Order</th>
<th>Is Active</th>
<th>Save / Allow Comments</th>
<th>Hex Alerts / Count</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 R - Interim report active</td>
<td>R - Interim report under review</td>
<td>Agencies/Partners</td>
<td>Submit interim financial report for review</td>
<td>Interim Financial Reporting</td>
<td>1</td>
<td>Yes</td>
<td>Yes / Yes</td>
<td>Yes / 1</td>
<td></td>
</tr>
<tr>
<td>2 R - Interim report re-draft</td>
<td>R - Interim report under review</td>
<td>Agencies/Partners</td>
<td>Re-submit interim financial report for review</td>
<td>Interim Financial Reporting</td>
<td>3</td>
<td>Yes</td>
<td>Yes / Yes</td>
<td>Yes / 1</td>
<td></td>
</tr>
<tr>
<td>3 R - Interim report under review</td>
<td>R - Interim report re-draft</td>
<td>Humanitarian Financing Unit (HFU)</td>
<td>Send back to IP for Re-Draft</td>
<td>Interim Financial Reporting</td>
<td>5</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
</tr>
<tr>
<td>R - Interim report approved by HFU for disbursement</td>
<td>Humanitarian Financing Unit (HFU)</td>
<td>Approved on behalf of / as Fund Manager for FCS review</td>
<td>Interim Financial Reporting</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 R - Interim report approved by HFU for disbursement</td>
<td>R - Interim report certified by FCS for disbursement</td>
<td>FCS Finance</td>
<td>Read and Certified by FCS for disbursement</td>
<td>Interim Financial Reporting</td>
<td>10</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
</tr>
<tr>
<td>R - Interim report under review</td>
<td>FCS Finance</td>
<td>Send Back to HFU</td>
<td>Interim Financial Reporting</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 R - Interim report approved by HFU for recording</td>
<td>R - Interim report certified by FCS for recording</td>
<td>FCS Finance</td>
<td>Read and Certified by FCS for recording</td>
<td>Interim Financial Reporting</td>
<td>12</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
</tr>
<tr>
<td>R - Interim report under review</td>
<td>FCS Finance</td>
<td>Send Back to FCS Finance</td>
<td>Interim Financial Reporting</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 R - Interim report certified by FCS for disbursement</td>
<td>R - Interim report under review</td>
<td>FCS Finance</td>
<td>Send Back to LFU</td>
<td>Interim Financial Reporting</td>
<td>15</td>
<td>Yes</td>
<td>No / Yes</td>
<td>Yes / 1</td>
<td></td>
</tr>
<tr>
<td>7 R - Interim report certified by FCS for recording</td>
<td>R - Interim report approved by HFU</td>
<td>FCS Finance</td>
<td>Send Back to LFU</td>
<td>Interim Financial Reporting</td>
<td>20</td>
<td>Yes</td>
<td>No / Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>