To access Reports, go to Report > Report

The various reports to choose from, are as listed:

- **OCHA Assurance**
- **Project Closure Report (Under Development)**
- **Grant Agreements**
OCHA Assurance

**Navigation:** Report > Report > OCHA Assurance

**Purpose:** To generate an OCHA Assurance Actions report, which provides a consolidate data output from single/multiple pooled funds based for single/multiple allocation years. Some of the information displayed will include the total number of projects with audit status, financial reporting status, program report status, and monitoring actions status with respect to the filters set.

**Usage:** To generate an OCHA Assurance report, select one or more filters from the Filters section.

### Field Descriptions:
- **Pooled Funds** (drop down menu): Lists all the available pooled funds. By default, the fund name which the user is currently accessing in GMS will be taken as the selected pooled funds selected value.
- **Partners** (drop down menu): List of all the partners enrolled in the Pooled funds selected.
- **Project Status** (drop down menu): List of all Status available (Under Approval, Under Implementation, Under closure, and Closed). By default, it will select all three Project Status.
- **Partner Risk Level** (drop down menu): List of all the Risks available (Low, Medium, High and Ineligible).
- **Project Processed** (drop down menu): Lists all the filters available for the date of projects (by default, the Project Processed will be selected):
  - **Project Processed:** Includes projects started, completed (reached project closure), ongoing or both started and completed during the given dates.
  - **Allocation Year:** Displays information on project for the selected Allocation Year (Note: project from one allocation year with actual start date or approval date from the next calendar year would be included here).
  - **Implementation Start Date:** Enables to filter projects based on project implementation date (i.e. Actual Start Date of the project).
  - **Project Approval Date:** Enables to filter projects based on project the project approval date (i.e. EO signature Date of the projects).
  - **Project Closed Date:** Enables to filter projects based on the project closure date.

**Note:** the definition for each filter will be displayed in the yellow box when selecting different filters.
Generate report as of (drop down menu & date box): Select the option (<= 'Less than or equal to', >= 'Greater than or equal to') and date of projects for retrieval of THE data.

**Note:** The data will be filtered with respect to all the options selected in the filters, as per given date provided in 'Generate report as of'. E.g: If there are five allocation years shown in the drop down box, then the option will display all the five allocation years data.

Then click on the **[Click to filter]** button to generate the OCHA Assurance Actions report.

**Field Descriptions:**

- **Process:** Displays the indicators used for OCHA Assurance (which are as follows: Grant - Audit- Interim Financial Reports - Final Financial Reports - Progress Narrative Reports - Final Narrative Reports - Monitoring - Financial Sport Check).
- **OrgType:** Displays for which organization type the 'Process' information is shown (UN-NGO - Red Cross/Crescent).
- **Details:** Displays detailed description for each of the 'OrgType/Process' breakdowns.

Note: The columns adapt based on the Pooled Funds selected in the filters at the top. For each Pooled Fund selected the following columns will be displayed:

- **Number of Projects:** Displays the total count of projects based on the filters selected and included in the fields Process/OrgType/Details.
- **Value of Projects:** Displays Budgetary values for the total 'Number of Projects' shown in previous column. Budgetary values have been converted to show amount in $ millions for easier reference.
- **Percentage:** Percentage value is calculated based on the value displayed in 'Number of projects'. Considering the first row in each instance as the target 100%.

**Features:**

- Scroll over the information icon for a more detailed definition.
- Values market in red are clicked. They provide additional details with respect to the information displayed.
- The data displayed to the user can be downloaded in an excel format using the **Export to Excel** button to present on the right hand corner of the screen.

1. **Grant**

The 'Grant' data shown is purely based on the filters selected at the top. This means that the 'Total Number Projects is the total of projects selected for the above displayed Pooled Fund, for the filters selected at the top. This applies for the 'Values of Projects' and 'Percentage' fields.

<table>
<thead>
<tr>
<th>Process</th>
<th>OrgType</th>
<th>Details</th>
<th>Afghanistan</th>
<th>CAR</th>
<th>Colombia</th>
<th>DRC</th>
<th>Ethiopia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UN</td>
<td></td>
<td></td>
<td>$46.56M</td>
<td>100.0</td>
<td>$21.01M</td>
<td>100.0</td>
<td>$10.05M</td>
</tr>
<tr>
<td>NGO</td>
<td></td>
<td></td>
<td>$10.92M</td>
<td>11.76</td>
<td>$7.13M</td>
<td>24.56</td>
<td>$0.85M</td>
</tr>
<tr>
<td>Red Cross</td>
<td></td>
<td></td>
<td>$35.64M</td>
<td>88.24</td>
<td>$13.68M</td>
<td>75.44</td>
<td>$9.50M</td>
</tr>
</tbody>
</table>

All fields marked in red are clickable. They will display further details such as project code, type of organization, budget, etc...

Number of Projects: 51
Value of Projects: $46.56M
Percentage: 100.0%

Export to Excel button to present on the right hand corner of the screen.
Note: The 'total' includes 'UN', 'NGO' and 'Red Cross' projects. 'NGO' includes both national and international NGOs.

**Example for Pooled Fund 'DRC':**

- Total projects the Pooled Fund are 51 with a total budget of $44.89 M.
- Of these 51 projects, 8 are UN projects of budget value $15.69 M, and 43 NGO projects of budget value $84.31 M.

Click on the 'Number Of Projects' column highlighted in red to view further details. This will display the 'Grant Details' with the total count for the selected row and filters on the right.

<table>
<thead>
<tr>
<th>Process</th>
<th>OrgType</th>
<th>Details</th>
<th>Number Of Projects</th>
<th>Value Of Projects</th>
<th>Percentage</th>
<th>Number Of Projects</th>
<th>Value Of Projects</th>
<th>Percentage</th>
<th>Number Of Projects</th>
<th>Value Of Projects</th>
<th>Percentage</th>
<th>Number Of Projects</th>
<th>Value Of Projects</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td></td>
<td></td>
<td>51</td>
<td>$44.89M</td>
<td>100.00</td>
<td>41</td>
<td>$21.23M</td>
<td>100.00</td>
<td>8</td>
<td>$1.17M</td>
<td>100.00</td>
<td>41</td>
<td>$21.27M</td>
<td>100.00</td>
</tr>
<tr>
<td>UN</td>
<td></td>
<td></td>
<td>0</td>
<td>$15.69M</td>
<td>35.69</td>
<td>12</td>
<td>$5.43M</td>
<td>24.96</td>
<td>1</td>
<td>$1.13M</td>
<td>2.44</td>
<td>26</td>
<td>$40.97M</td>
<td>20.63</td>
</tr>
<tr>
<td>NGO</td>
<td></td>
<td></td>
<td>43</td>
<td>$29.22M</td>
<td>65.31</td>
<td>43</td>
<td>$15.80M</td>
<td>80.00</td>
<td>8</td>
<td>$1.17M</td>
<td>100.00</td>
<td>43</td>
<td>$29.95M</td>
<td>87.56</td>
</tr>
<tr>
<td>Red Cross</td>
<td></td>
<td></td>
<td>3</td>
<td>$2.66M</td>
<td>5.94</td>
<td>3</td>
<td>$1.17M</td>
<td>100.00</td>
<td>3</td>
<td>$2.66M</td>
<td>79.37</td>
<td>3</td>
<td>$2.66M</td>
<td>79.37</td>
</tr>
</tbody>
</table>
## 2. Audit

Audit indicator displays the total number of projects for which audit has been required, started, completed, is ongoing or overdue.

The data is filtered on the basis of **actual end date of the project plus 7 months**, as per the filters set above. For a detailed description of each field, scroll over the information icon.
<table>
<thead>
<tr>
<th>Process</th>
<th>OrgType</th>
<th>Details</th>
<th>Afghanistan</th>
<th>CAR</th>
<th>Colombia</th>
<th>DRC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number Of Projects</td>
<td>Value Of Projects</td>
<td>Percentage</td>
<td>Number Of Projects</td>
</tr>
<tr>
<td>Red Cross / Crescent</td>
<td>NGO</td>
<td>Total Audits Required</td>
<td>54</td>
<td>$46.32M</td>
<td>8.04</td>
<td>74</td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Completed Audits</td>
<td>2</td>
<td>$6.03M</td>
<td>8.51</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Ongoing</td>
<td>1</td>
<td>$0.46M</td>
<td>1.06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Audit to be initiated</td>
<td>63</td>
<td>$39.36M</td>
<td>88.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NGO</td>
<td>Overdue</td>
<td>54</td>
<td>$40.30M</td>
<td>91.49</td>
<td>74</td>
</tr>
</tbody>
</table>

Field Descriptions:

- **Total Audits Required**: Total number of projects due for Audit (end date plus 7 months) compared with "Generate reports as of" filter. This should include the ongoing Audit, Audit to be started, and Audit completed.
- **Completed Audits**: Total number of projects audited as of the date set on the filters above.
- **Ongoing**: Total of projects under Audit process (within 7 months of the end date) as of date set in filters above.
- **Audit to be initiated**: Audit to be started by the Audit company, for all projects as of the date set on the filters above.
- **Overdue**: Total number of projects where the audit is yet to be finalized or that has been approved after the end date has passed (end date plus 7 months), as of the date set on the filters above.

Note: Upon clicking on the highlighted red value in the ‘Completed Audits’ field, the breakdown will highlight Audits completed but not approved by Finance.

**Example for Pooled Fund ‘DRC’**:

- Total Audits Required is 49.
- Of these 49 Audits, 40 are overdue (project end date has passed and audit has not been completed), 9 have been completed and 0 is ongoing.

Click on the row value which is highlighted in red to view further details.
3. Reports

- **Intermediate Reports**: (include both Progress Narrative Reports and Interim Financial Reports, as well as Extra Ordinary and Category Financial Reports) the date is taken from the timeline of the projects that have been put as mandatory, as per the Operational Modalities.

- **Final Reports**: (include both Final Narrative and Final Financial Reports for NGOs and Red Cross/Crescent) date considered is the project end date plus 2 months, as per the date set in the filters. Exception: For the Final Financial Reports for UN Agencies, the due date is considered as the 31 May of the year after the project end date (MPTF Fund) or the 30 June of the year after the project end date (non MPTF Fund).

For analysis purpose, the latest report available/Approved in the GMS system will be taken to calculate the reported expenditure values.
- **Report due**: Total of projects for which mandatory Interim Financial/Progress Narrative Reports due as per the project timeline, as of the date set in the filters.
- **Report submitted**: Total of projects for which mandatory Interim Financial/Progress Narrative Reports are submitted as per the project timeline, as of the date of the filters set above.
- **Reports approved**: Interim Financial/Progress Narrative Reports approved, that have thus reached end point.
- **Reports overdue**: Total of projects for which mandatory Interim Financial/Progress Narrative Reports are not submitted as per the project timeline, as of the date of the filters set above.

Final Reports (except Final Financial Reports for UN Agencies):

- **Reports due**: Total of projects for which mandatory Final Financial/Narrative reports due as per the project end date plus 2 months, as of the date of the filters set above.
- **Reports submitted**: Total of projects for which mandatory Final Financial/Narrative reports are submitted as per the project end date plus 2 months, as of the date of the filters set above.
- **Reports approved**: Final Financial/Narrative reports that have been approved, that have thus reached end point.
- **Report overdue**: Total of projects for which mandatory Final Financial/Narrative Reports are not submitted as per the project end date plus 2 months, as of the filters set above.

Final Financial Reports (for UN Agencies):

- **Reports due**: Total of projects for which mandatory Final Financial reports due as per the 31 May of the year after the project end date (MPTF Fund) or the 30 June of the year after the project end date (non MPTF Fund).
- **Reports submitted**: Total of projects for which mandatory Final Financial reports are submitted as per the 31 May of the year after the project end date (MPTF Fund) or the 30 June of the year after the project end date (non MPTF Fund), as of the date of the filters set above.
- **Reports approved**: Final Financial reports due by 31 May of the year after the project end date (MPTF Fund) or the 30 June of the year after the project end date (non MPTF Fund) that have been approved, that have thus reached end point.
- **Report overdue**: Total of projects for which mandatory Final Financial Reports are not submitted as per the 31 May of the year after the project end date (MPTF Fund) or the 30 June of the year after the project end date (non MPTF Fund), as of the filters set above.

**Example for Pooled Fund ‘DRC’**:

- The total of interim financial reports due is 428.
- Of these 428 reports, 421 were submitted and 7 were not as per the project timeline and are thus overdue. Of the 421 reports submitted, 411 were approved, and 10 not approved as per the date set in the filters. Report submitted and Report overdue amount to total Report due.

Click on the 'Number of Projects' column value highlighted in red to view details.
### Details of Interim Financial Reports: Report due for NGO

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Fund Name</th>
<th>Project Code</th>
<th>Organization Type</th>
<th>Organization</th>
<th>Allocation Year</th>
<th>Disbursement Details</th>
<th>Allocation Type</th>
<th>Global Cluster</th>
<th>Budget</th>
<th>Project Status</th>
<th>Project Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>DRC</td>
<td>DRC-18/HCO10/UR3/NFI/NGO/82</td>
<td>NGO</td>
<td>2018</td>
<td>TL 31/07/2018 ($147.718.00)</td>
<td>Emergency Shelter and NFI</td>
<td>412,827.00</td>
<td>Mis en œuvre et rapportage</td>
<td>14/04/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>DRC</td>
<td>DRC-18/HCO10/UR3/HLP/NGO/92</td>
<td>INGO</td>
<td>2018</td>
<td>TL 31/07/2018 ($121,587.70)</td>
<td>Health</td>
<td>322,644.00</td>
<td>Mis en œuvre et rapportage</td>
<td>15/07/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. Monitoring

[4x298]
Field Descriptions:

- **Total monitoring visits required in line with operational modalities**: Displays the number of monitoring visits required in line with the operational modalities of the country for the projects that have reached the project end date. This might include multiple visits per project.
- **Monitoring visits conducted on time**: Total number of monitoring visits conducted on time (i.e. within the project end date) as per the monitoring end date. It may include additional monitoring visits to the ones required per the operational modalities, as well as multiple visits per project.
- **Monitoring visits conducted late**: Total number of monitoring visits conducted but after the due timeframe (i.e. as per the project end date). It may include additional monitoring visits to the ones required per the operational modalities, as well as multiple visits per project.
- **Monitoring not conducted yet**: Total number of monitoring visits which were not conducted within the due timeframe of the project end date.

Note: The Due Date for the monitoring is considered as the project end date, and not the due date date set in the project timelines. The monitoring end date is picked up from the monitoring report form.

**Example for pooled fund “Afghanistan”**: 

- Total Monitoring visits required in line with the operational modalities are 43.
- Of these 43 visits, 12 were not conducted, 1 was conducted late. In this example, (43-12-1 = 30) 30 visits were conducted on time, as per Operational Modality, and 0 additional visits (not required by Operational Modality) were conducted on time.
## 5. Final Financial Spot Check

<table>
<thead>
<tr>
<th>Organization</th>
<th>Allocation Year</th>
<th>Allocation Type</th>
<th>Global Cluster</th>
<th>Budget</th>
<th>Project Status</th>
<th>Project Actual End Date</th>
<th>Monitoring Round</th>
<th>Monitoring Types</th>
<th>Monitoring Complete Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperation Internationale - COOPSI (COOPSI)</td>
<td>2017</td>
<td>Allocation Standard 1</td>
<td>Education (58%), Protection (42%)</td>
<td>$49,994.23</td>
<td>Mise en Oeuvre et rapportage</td>
<td>14/04/2018</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 13/11/2018 06/12/2017</td>
</tr>
<tr>
<td>OXFAM Intermón (OXFAM Intermón)</td>
<td>2016</td>
<td>Allocation Standard 2</td>
<td>Water Sanitation Hygiene</td>
<td>$200,000.00</td>
<td>Mise en Oeuvre et rapportage</td>
<td>21/12/2017</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 31/12/2017 28/09/2017</td>
</tr>
<tr>
<td>RESCUE TEAM (RT)</td>
<td>2017</td>
<td>Reserve 2017</td>
<td>Health</td>
<td>$200,000.12</td>
<td>Mise en Oeuvre &amp; Rapportage</td>
<td>20/09/2017</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 20/09/2017 28/09/2017</td>
</tr>
<tr>
<td>Association pour le développement de M'Biru (ADMB)</td>
<td>2016</td>
<td>Allocation Standard 1</td>
<td>Food Security</td>
<td>$250,000.00</td>
<td>Mise en Oeuvre et rapportage</td>
<td>21/08/2017</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 31/08/2017 28/09/2017</td>
</tr>
<tr>
<td>Fondation Suisse pour le déminage (FSU)</td>
<td>2016</td>
<td>Allocation Standard 2</td>
<td>Logistics</td>
<td>$190,000.00</td>
<td>Mise en Oeuvre et rapportage</td>
<td>30/06/2017</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 30/06/2017 28/09/2017</td>
</tr>
<tr>
<td>International Rescue Committee (IRC)</td>
<td>2016</td>
<td>Allocation Standard 1</td>
<td>Food Security</td>
<td>$370,000.03</td>
<td>Mise en Oeuvre et rapportage</td>
<td>15/05/2017</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 15/05/2017 15/09/2017</td>
</tr>
<tr>
<td>Agence Humanitaire Africaines (AHA)</td>
<td>2016</td>
<td>Allocation Standard 2</td>
<td>Nutrition (80%), Health (20%)</td>
<td>$320,000.67</td>
<td>Mise en Oeuvre et rapportage</td>
<td>20/09/2017</td>
<td>1</td>
<td>Field site monitoring</td>
<td>Completed 30/09/2017 28/09/2017</td>
</tr>
</tbody>
</table>

*Indicates additional visits not required as per Operational Modality*
Field Descriptions:

- **Total spot checks visits required in line with operational modalities**: Displays the number of financial spot checks required in line with the operational modalities of the country for the projects that have reached the project end date. This might include multiple visits per project.

- **Spot checks visits conducted on time**: Displays the number of financial spot checks conducted on time (i.e. within the project end date) as per the monitoring end date. It may include additional financial spot checks to the ones required per the operational modalities, as well as multiple visits per project.

- **Spot checks visits conducted late**: Displays the number of financial spot checks conducted late (i.e. after the project end date) as per the monitoring end date. It may include additional financial spot checks to the ones required per the operational modalities, as well as multiple visits per project.

- **Spot checks visits not conducted**: Displays the number of financial spot checks which were not conducted as per operational modalities of the country.

**Example for pooled fund “Afghanistan”**:  
- Total spot checks visits required in line with operational modalities are 43.  
- Of these 43, 15 visits required were not conducted, 1 was conducted late and 27 spot check visits have been conducted on time, which may include visits concluded as per the Operational Modality. In this case, \((43 - 15 - 1 - 27 = 0)\). 0 visits were conducted in addition to Operational Modality.

Click on the ‘Number of Projects’ row value which is highlighted in red to view further details.

Note: The number of additional spot check visits that were conducted but not required per the Operational Modality will be highlighted in yellow.
### Grant Agreements

**Navigation:** Report > Report > Grant Agreements

**Purpose:** To generate Grant Agreement / Export Project to Word document / Export Budget to Excel

**Usage:**

- To **generate** a Grant Agreement for a particular project, select the Allocation Type, Agency Type, Organization and Status, then click the [Filter] button; Select the project's checkbox, and Select the project's format (Word OR PDF) and click on [New OCHA Grant Agreement] button for an NGO Implementing Partner's project or [Grant Agreement by UN Agency] button for a UN Implementing Partner's project. Select Bank Info and click on [Save & Generate] or [Generate] button.

- To **export a Project to Word** for a particular project, select the Allocation Type, Agency Type, Organization and Status then click the [Filter] button; Select the project's checkbox, and click on [Export Project to Word] button. Generated word document will appear at the lower left hand corner of the screen.

- To **export Budget to Excel** for a particular project, select the Allocation Type, Agency Type, Organization and Status then click the [Filter] button; Select the project's checkbox, and click on [Export Budget to Excel] button. Generated excel document will appear at the lower left hand corner of the screen.

---

<table>
<thead>
<tr>
<th>Organization Type</th>
<th>Organization</th>
<th>Allocation Year</th>
<th>Allocation Type Details</th>
<th>Global Cluster</th>
<th>Budget</th>
<th>Project Status</th>
<th>Project Actual End Date</th>
<th>Monitoring Round</th>
<th>Monitoring Types</th>
<th>Monitoring Status</th>
<th>Due Date</th>
<th>Monitoring Complete Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGO</td>
<td>NGO test 1</td>
<td>2016</td>
<td>1. 12/05/2017 ($112,590.00)</td>
<td>Protection</td>
<td>224,999.60</td>
<td>En cours d'Audit</td>
<td>15/09/2017</td>
<td>1</td>
<td>Financial spot check</td>
<td>Approuvé</td>
<td>15/09/2017</td>
<td>21/11/2017</td>
</tr>
<tr>
<td>NGO</td>
<td>NGO test 2</td>
<td>2016</td>
<td>1. 10/01/2017 ($112,630.00)</td>
<td>Protection</td>
<td>299,999.60</td>
<td>En cours d'Audit</td>
<td>30/06/2017</td>
<td>1</td>
<td>Financial spot check</td>
<td>Approuvé</td>
<td>11/07/2017</td>
<td>18/10/2017</td>
</tr>
<tr>
<td>INGO</td>
<td>INGO test 1</td>
<td>2016</td>
<td>1. 10/01/2017 ($293,430.00)</td>
<td>Protection</td>
<td>785,228.98</td>
<td>Méthode d'évaluation</td>
<td>01/07/2018</td>
<td>1</td>
<td>Financial spot check</td>
<td>Approuvé</td>
<td>08/05/2017</td>
<td>18/10/2017</td>
</tr>
</tbody>
</table>
Field Descriptions:

- **Allocation Type**: Allocation Type of the project
- **Agency Type**: UN Agency OR Non-UN organisation
- **Organization**: Organization Name
- **Status**: Project Status

**Report Overview**

**Navigation**: Report > Report > Report Overview

**Purpose**: Report Overview generates a report which allows viewing of all the reporting timelines for all projects based on a search criterion. The result would also display projects with all the narrative and financial reporting timeline information for each project.

**Usage**:

- To generate a Report Overview, select one or more filters present on the left corner of the page.

  The filters available are
  
  - **Allocation Type** (drop down box): List of all projects submitted in the GMS system with the allocation type and year for the pooled fund.
  - **Organisation Type** (drop down box): List of Organisation Type in the pooled fund. (International NGO, National NGO, Other, UN Agency)
  - **Cluster** (drop down box): List of clusters defined for the pooled fund.
  - **Project Code** (text box): Search a project by Project Code.

  Additional filters are available under the **More Filters** button.

  Additional filters available are
  
  - **Organisation** (drop down box): List of organisation names registered for the pooled fund.
  - **Project Status** (drop down box): Lists the type of allocation source and the name of the project status.
  - **Year created** (drop down box): Lists the years of allocation available in the GMS system for the pooled fund.
  - **Admin Location** (drop down box): Lists the regional locations in the country for which the user is registered for.
  - **Project Duration** (drop down box): Lists the duration periods set for the projects in the pooled fund. (1 month to 12 months)
  - **Report Status** (drop down box): Lists of financial reports available for the pooled fund on which basis projects can be filtered.

Then click the **Click to filter** button to generate the report overview.
Some of the features present in the Report Overview are:

- All the filters mentioned above would be applied on the project data and not on the project timeline data.
- Columns Number (#), Primary Cluster, Project Code and type of Allocation, Organization Acronym and Project title would be locked (frozen) in the result displayed to the user. These columns except Columns Number (#) can be used to sort the data as required. By default the results would be sorted based on the due date in a descending order. In other words, the project with the highest timeline due date would be displayed on top and followed by others.
- Each timeline Active and Due Date for a project is displayed as a link. In case the Report timeline has not been activated, the user will be navigated to the timeline page for the project. In case the report has been activated (i.e. Reporting has started against the report timeline), then the user will be navigated to the narrative or financial report page based on the report type.
- Below each report timeline link, the current status of report would be displayed.
- The data displayed to the user can be downloaded in an excel format using the Export to Excel link.

Revision Overview TOP

Navigation: Report > Report > Revision Overview

Purpose: RevisionOverview generates a report which allows viewing of projects sent for revisions.

Usage:

- To generate a RevisionOverview, select one or more filters from the filters section.
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.
- **Select Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Select Organisation Type** (drop down box): List of Organisation 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)
- **Select Organization** (drop down box): List of organization names registered for the pooled fund.
- **Select Revision request type** (drop down box): List of revision request types that are available for the filtered projects in a pooled fund. (E.g. Significant change in activities, Change in Location etc)
- **Select Revision Request Status** (drop down box): List of revision request statuses that are available for the filtered projects in a pooled fund.
- **Select Revision Request year** (drop-down box): List of years for Revision request activated on the GMS for the Pooled Fund.
- **Implementation**: Filter per project's duration. Select in the drop-down list the type of filter wanted, and then enter a value in the side 'from' field.

Then click the **Click to filter** button to generate the revision overview.
Click the **Reload Filters** button to reset the entire filters (i.e. Allocation Year, Allocation type, Cluster, Organization type).
Click the **Clear** button to reset the entire filters.

Click on the **Show Filters** button to view the filter screen again which is present on the top right corner of the Revision Overview generated.
Some of the features present in the Revision Overview are:

- Clicking on the Revision Request icon present in the Revision Request column will navigate the user to the active revision request for the project.
- Clicking on the Revise this project icon present in the Project Revision column will navigate the user to the ongoing Project revision. If the button is not present, it means that the revision has not been activated yet by the HFU.
- The Previous Revisions column displays the number of times this project was sent for revision. Clicking on the View icon will display a popup showing the revision history for the project.

- Clicking on the Revision icon present in Revision column will navigate the user to the corresponding project revision instance of the project.
- Clicking on the Revision Request icon present in Revision Request column will navigate the user to the corresponding revision request for the project.
- The data displayed to the user can be downloaded in an excel format using the Export to Excel link.
**Navigation:** Report > Report > Bulk Project Print

**Purpose:** Bulk project print allows printing of multiple projects concept note or project proposal in different file formats based on a search criterion selected by the user. In addition, comments made within the concept note or project proposal can be included in the printout.

**Usage:**

- To generate a Bulk Project Print, select one or more filters from the filters section.

**Bulk Project Print**

The filters available are:

- **Project Type** (drop down box): Lists the project type (i.e. Concept Note or Project Proposal)
- **Allocation Type** (drop down box): List of all projects submitted in the GMS system with the allocation type and year for the pooled fund.
- **Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Organisation** (drop down box): List of organisation names registered for the pooled fund.
- **Project Status** (drop down box): Lists the type of allocation source and the name of the project status.

Then click the **Get Projects** button to get the projects.
Some of the features present in the Bulk Project Print are:

- The data displayed can be printed out in several formats which are PDF, WORD, and HTML.
- Comments made within the concept note or project proposal can be included within the printout to include the last 5, 10, 15, 20, or ALL.
- One or multiple project information can be printed by clicking on the checkbox next to the desired projects. Click on the checkbox located on the header for all listed projects information to be printed.

Global Funding Process and Country Funding Process

Milestones module allows Fund Overview at the country level as well as FCS at the global level. The details of the projects will be shown based on the Fund Milestones defined in the GMS System.

The module provides the following features:

- Review of the projects progress during various stages such as Review, Implementation, Reporting, Closure.
- Performance Indicators for various stakeholders
- Country/Global Averages for indicators.

The Milestones and Indicators are meant to highlight achievements and mark performance of each country based pooled fund (CBPF). They are split between Standard and Reserve Allocations, highlighting the two very different timelines and durations around which each Allocation Type is founded.

The various terminologies used to define are:

- “Milestones” refer to the benchmark dates over the life cycle of a project.
“Indicators” refer to the durations between certain milestones, allowing management to track progress, identify lags, and support efficient review processes, disbursements, and other grant related work.

“Stages” refer to the division of the life cycle (Beginning to End) of a project into ‘Stages’.

<table>
<thead>
<tr>
<th>Stages</th>
<th>Milestones</th>
<th>Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review &amp; Approval</td>
<td>IP Signature</td>
<td>#days from Project Proposal (IP) Submission until IP Signature of GA</td>
</tr>
<tr>
<td>2 Disbursement</td>
<td>1st Tranche Disbursed</td>
<td>#days from Project Proposal (IP) Submission until date of cash transfer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#days from EQ/UNDP Signature until date of cash transfer</td>
</tr>
<tr>
<td>3 Interim Financial Reporting (IFR)</td>
<td>1st IFR Certified</td>
<td>#days from IFR Submitted until IFR Certified by FCS/UNDP</td>
</tr>
<tr>
<td>4 Final Financial &amp; Narrative Reporting (FFNR)</td>
<td>FFR Submitted</td>
<td>#days from programmatic Project Closure (#end of implementation period as per GA) until FFR Submitted</td>
</tr>
<tr>
<td></td>
<td>FFR Certified</td>
<td>#days from FFR Submitted until FFR Certification by FCS/UNDP</td>
</tr>
<tr>
<td></td>
<td>FRN Submitted</td>
<td>#days from programmatic Project Closure (#end of implementation period as per GA) until FRN Submitted</td>
</tr>
<tr>
<td></td>
<td>Audit Triggered</td>
<td>#days from FFR Submitted to Audit Triggered</td>
</tr>
<tr>
<td></td>
<td>Audit Report Finalized</td>
<td>#days from Audit Triggered to Audit Report Finalized by FFU</td>
</tr>
<tr>
<td></td>
<td>Project Closed</td>
<td>#days from Audit Report Finalized by FFU to Audit Report Finalized by FCS/UNDP</td>
</tr>
</tbody>
</table>

At any point, the Country Office management can have access to how the office is performing in order to inform the Humanitarian Coordinator and Advisory Board.

Fund Overview at the Global level:

To access Fund Overview at Global level, Click under Report -> Global Funding Process or through the Global Funding Process icon present in the Quick Access-Dashboard of the User Home Page.

Only GMS Admin user role have been given access rights to view the same.

FCS will use ‘Global Funding Process’ to report on global-level OCHA performances and amalgamated averages. The “Milestones”-Module at the Global level consists of two tabs: “Global Averages” and “Dashboard”.

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HOME - https://gms.unocha.org
Both Fund Overview at the Global level and Fund Overview at the country level modules provide the same functionality only one is at the Global level and the other at country level.

**Fund Overview at the country level:**

To access Fund Overview using Milestones, Click under Report ->Country Funding Process or through the Country Funding Process icon present in the Quick Access-Dashboard of the User Home Page, if access rights have been granted.

Only HFU user role have been given access rights to view the same. The “Milestones”-Module at the country level consists of two tabs: “Country Averages” and “Dashboard”.

The “Milestones”-Module at the country level consists of two tabs: “Country Averages” and “Dashboard”.

**tab 1: Country “Averages”**
Some of the features available in the Country Averages tab are:

- The “Country Averages”-tab shows all stages, milestones and indicators.
- It displays the number of days it took projects to reach each of the 9 milestones at the country level – for Standard Allocation (SA), Reserve Allocation (RA), and country average.
- Each milestone refers to 1 or 2 assigned indicators, defining the exact start and end point (steps) between which the system is counting the number of days.
- The default view displays figures for the current year, and all Agency Types.
- The colour coding used to display the stages, milestones and indicators is unique to a particular stage and is kept the same on the Dashboard tab for easier identification of stages.
- The filtering function allows for further specifications based on Agency Type, Allocation Year and Milestones completed.
- An Export Report function is available on this tab to download the report in excel format.

**tab 2: Country “Dashboard”:**
Some of the features available in the Dashboard tab are:

- The "Country Dashboard"-tab shows project and organization/agency information next to each of the defined stages and milestones, including the milestones' respective indicator(s).
- When hovering over the Indicator cell (columns highlighted in yellow), a tool tip appears, indicating the exact start and end point (steps) between which the system is counting the number of days.
- Under each milestone's column, the date on which a project reached this certain milestone is displayed. (Please note: A blank space could mean that the project has not yet reached this milestone. However, it could also mean that the GMS has not been updated as per the project's current status. Hence, these blank spaces require a continuous review and check.
- The default view displays figures for the current year, and all Agency Types, clusters, SA and RA ( Only applicable if no filters have been selected on the Country Averages tab)
- The filtering function allows for further specifications based on Agency Type, Allocation Year, Allocation Type, Agency, Cluster, Project Code, Allocation Source and Milestones completed. One can also filter the information based on stages in the project by selecting from the Stages selection box available on the top right hand side corner of the page.
- Click on the Disbursement Fund Process Report which will direct the user to the Fund Process Disbursement Report screen. For Global Funding Process the button - Global Disbursement Fund Process Report will be displayed which will direct the user to the Global Fund Process Disbursement Report screen.
- An Export Report function is available on this tab to download the report in excel format.

**Zoom-in Stages**

Provides detailed information on the path and progress of a project in the system as well as the action taken by the various stakeholders. Zoom-in stages can be accessed by clicking the links on the dashboard headers. Click on the Back to Milestones button to switch back to the "Milestones"-view.
A brief overview of the Stages, milestones available in the funding process is given below. Following are the Stages and the milestones available in the funding process:

1. Review & Approval Stage
   - PP Submissions Milestone
   - IP Signature Milestone

2. Disbursement Stage
   - 1st Tranche Disbursed Milestone

3.1 Progress Narrative Reporting (PNR)

3.2 Interim Financial Reporting (IFR) Stage
   - 1st IFR Certified Milestone

3.3 Monitoring

3.4 Revision

4. Final Financial & Narrative Reporting (FFR, FNR) Stage
   - FFR Submitted Milestone
5. Audit & Closure Stage

- FFR Certified Milestone
- FNR Submitted Milestone
- Audit Triggered Milestone
- Audit Report Finalized Milestone
- Project Closed Milestone

The indicator columns marked in yellow display the days taken for the project to enter into this stage from the earlier stage. The tool tip will show the criteria which has been set for the calculation of the indicator column.

1. Review & Approval Stage

Provides details from Project Proposal Submission to GA Signature process.

### Milestones

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>PP Submission</th>
<th>Strategic Review</th>
<th>HC Endorsed (VA)</th>
<th>Technical Review</th>
<th>HC Endorsed (RA)</th>
<th>GA Signature Process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cluster</td>
<td>HFU</td>
<td>Ind</td>
<td>Cluster</td>
<td>IP</td>
</tr>
<tr>
<td>VEM- / /ISA /Health/NGO/ (Implementation &amp; Reporting)</td>
<td>ABS</td>
<td>550,202.77</td>
<td>02/05/2016</td>
<td>28/05/2016</td>
<td>51/05/2016</td>
<td>23/06/2016</td>
<td>51</td>
<td>23/06/2016</td>
</tr>
<tr>
<td>VEM- / /ISA /Protection-CP/NGO/ (Implementation &amp; Reporting)</td>
<td>ABS</td>
<td>429,790.11</td>
<td>03/05/2016</td>
<td>12/06/2016</td>
<td>12/06/2016</td>
<td>12</td>
<td>22/06/2016</td>
<td>22/06/2016</td>
</tr>
</tbody>
</table>

2. Disbursement Stage

Provides the details of the 1st Tranche disbursement and subsequent disbursements for each project.

### 2 Disbursement

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>EO Signature</th>
<th>Submission to Accounts</th>
<th>1st Tranche Disbursement</th>
<th>Financial/Audit Report for Disbursement</th>
<th>Submission to Accounts</th>
<th>Subsequent Tranche Disbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ind</td>
<td>Ind</td>
<td></td>
</tr>
<tr>
<td>VEM- / /ISA /SNCC/ (Implementation &amp; Reporting)</td>
<td>ACTEO</td>
<td>990,000.00</td>
<td>02/08/2016</td>
<td>05/08/2016</td>
<td>06/08/2016</td>
<td>97</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>VEM- / /ISA /Health/NGO/ (Implementation &amp; Reporting)</td>
<td>R1</td>
<td>999,936.01</td>
<td>05/08/2016</td>
<td>10/08/2016</td>
<td>11/08/2016</td>
<td>100</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>VEM- / /ISA /Health/NGO/ (Implementation &amp; Reporting)</td>
<td>MDHR</td>
<td>450,175.93</td>
<td>07/09/2016</td>
<td>12/07/2016</td>
<td>15/07/2016</td>
<td>73</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

3.1 Progress Narrative Reporting (PNR)

There are three types of indicators used in Interim Financial Reporting (IFR):

- On time – means report submitted on time.
- Delayed by 1 day – means report submitted 1 day after the due date.
• Overdue by 17 days – means report not yet submitted even after 17 days from the due date.

### 3.2 Interim Financial Reporting (IFR) Stage

There are four types of indicators used in Interim Financial Reporting (IFR):

- submitted with delay of 0 days – means report submitted on time.
- duly submitted within 14 days – means report submitted 14 days before the due date.
- submitted with delay of 24 days – means report submitted after 24 days from the due date.
- not submitted, past due since 65 days – means 65 days have passed from the due date and report not yet submitted.
3.3 Monitoring Stage

A brief overview of the monitoring types and details associated with individual projects are displayed in this stage.

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>Project Start date</th>
<th>Project End date (including NCE)</th>
<th>Risk level</th>
<th>Monitoring visit planned (Due date from timeline)</th>
<th>Monitoring Status</th>
<th>Monitoring Round</th>
<th>Monitoring Type</th>
<th>Monitoring Start Date</th>
<th>Monitoring End Date</th>
<th>Implementation Progress Result (PI score)</th>
<th>Number of recommendations/ action</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEM- / ISIA / (Health/NGO) / {Implementation &amp; Reporting}</td>
<td>ACH</td>
<td>350,222.77</td>
<td>10/01/2017</td>
<td>09/01/2017</td>
<td>Lev</td>
<td>09/03/2017</td>
<td>Completed</td>
<td>1 Round</td>
<td>Field site monitoring</td>
<td>10/04/2017</td>
<td>12/04/2017</td>
<td>GOOD PERFORMANCE</td>
<td>1</td>
</tr>
<tr>
<td>YEM- / ISIA / (Nutrition/NGO) / {Implementation &amp; Reporting}</td>
<td>FAO</td>
<td>2,280,000.65</td>
<td>01/09/2016</td>
<td>01/09/2017</td>
<td>Lev</td>
<td>09/03/2017</td>
<td>Completed</td>
<td>2 Round</td>
<td>Remote Site Monitoring</td>
<td>03/01/2017</td>
<td>06/01/2017</td>
<td>UNDERPERFORMING BUT JUSTIFIED</td>
<td>1</td>
</tr>
</tbody>
</table>

3.4 Revision Stage

A brief overview of the revision requests for individual projects are displayed in this stage. Clicking on the revision column data will direct the user to the project revision screen.
4. Final Financial & Narrative Reporting (FFR, FNR) Stage

There are four types of indicators used in Interim Financial Reporting (IFR):

- On time – means report submitted on due date.
- Delayed by 126 days – means report submitted after 126 days from the due date.
- Overdue by 98 days – 98 days have passed from the due date and report not yet submitted.
- Due in 175 days – means 175 days remaining till the due date for the report to be submitted.

5. Audit & Closure Stage

Provides details from Audit Triggered by FCS to Project Closed.
### Fund Overview

**Navigation:** Report > Report > Fund Overview.

**Purpose:** The Fund Overview Report provides the user the number of projects by Project Types (Concept Note/Project Proposal), Type of Organization (UN/Non UN) and by Cluster based on the current Projects workflow status for all allocations.

**Usage:**
- To generate a Fund Overview Report, click on the Fund overview sub menu under Reports menu.
- The Project Instance Type Status: Provides the user a snapshot of the progression of projects under this allocation. The progression reflects the project workflow stages that are set up in GMS for this allocation.

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Organization</th>
<th>Budget</th>
<th>Audit Triggored by GMS</th>
<th>Audit Started by Audit Firm</th>
<th>Audit Report Finalized by GFU</th>
<th>Audit Report Received by GFU for Closure</th>
<th>Audit Report Received by GFU for Realignment</th>
<th>Audit Report Received by GFU for Disbursament</th>
<th>Project Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEM- / FRAM/NGO/ (Implementation &amp; Reporting)</td>
<td>CWS</td>
<td>500,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM- / FRAS/UN/ (Implementation &amp; Reporting)</td>
<td>FAO</td>
<td>1,250,000.75</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM- / FRAS/UN/ (Implementation &amp; Reporting)</td>
<td>FAO</td>
<td>2,001,608.34</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>YEM- / FRAS/UN/ (Implementation &amp; Reporting)</td>
<td>HPY</td>
<td>444,283.26</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>YEM- / FRAS/UN/ (Implementation &amp; Reporting)</td>
<td>HPY</td>
<td>258,364.88</td>
<td>10/03/2016</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>YEM- / FRAS/UN/ (Implementation &amp; Reporting)</td>
<td>JMC UK</td>
<td>540,626.61</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEM- / FRAS/UN/ (Implementation &amp; Reporting)</td>
<td>INTERSOS</td>
<td>591,652.10</td>
<td>10/03/2016</td>
<td>86</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example

The breakdown for Allocation Name: Standard Allocation – 2016
The Project Instance Type Status provides the user a snapshot of the progression of projects under this allocation. The progression reflects the project workflow stages that are set up in GMS for this allocation.

Project Instance: Submission of Proposal
Project Status: Project Draft
There are 5 projects within this allocation. 0 are concept notes (CN) projects and 5 are project proposals (PP). The sum of the budget for all these projects was $1.06 million. Of the 5 projects, 2 are UN projects and 3 are Non UN projects.

Project Instance: Strategic Review
Project Status: Under Pre-SR
There are 7 project proposals under Pre-SR status. These 7 PP projects amount to $3,613,159.11 million of the budget.

Project Instance: Strategic Review
Project Status: SR Rejected
There are 10 project proposals all Non UN projects which are SR Rejected, amounting to $5,094,969.40.

* Please follow this same scheme in reading the rest of graphics that provide a summary of how many project proposals and/or concept notes are within each project workflow step that is enlisted.

Process Monitor

[Table and chart details]

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HOME - https://gms.unocha.org
Purpose: The Process Monitor Report helps to identify the average number of days between various stages of the project lifecycle.

Usage:
- To generate a Process Monitor Report, click on the Process Monitor sub menu under Reports menu.
- A user can monitor the progression of projects through the various project workflow statuses within a particular allocation.

For example:
Projects within a particular project status are timed on how long a project takes to complete that particular status.

For Allocation: Standard Allocation – 2016
Project Instance: Submission of Proposal, Project Status: Project Draft
- The average number of days that 73 projects took to clear through this project status was less than 1 day.

Whereas, in the Project Instance: Strategic Review, Project Status: Under SR
- The average number of days that 66 projects took to clear through this project status was 3 days.

$ Fund Overview

Navigation: Report > Report > $ Fund Overview

Purpose: The $ Fund Overview Report provides the user with a breakdown of projects and the various cost tracking components associated with an allocation type.

Usage:
To generate a $ Fund Overview Report, select one or more filters present on the top of the page. The filters available are:

- **Allocation Year** (drop down box): Lists the years of allocation available in the GMS system for the pooled fund.
- **Allocation Source** (drop down box): Lists the allocation sources for the pooled fund (i.e. Reserve, Standard and SharePoint)
- **Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Organization Type** (drop down box): List of Organization Type in the pooled fund (International NGO, National NGO, Other, UN Agency)
- **Organization** (drop down box): List of organization names registered for the pooled fund.
- **Status** (drop down box): Lists the type of allocation source and the name of the project status.

Then click the **Search** button to generate the $ Fund Overview.

Click the **Clear Filters** button to reset the filters.

Some of the features present in the $ Fund Overview are:

- A user can view a summary breakdown of projects per allocation type. Within an allocation, one can determine that total amount of projects approved by the Humanitarian Coordinator (HC), the Total US $ disbursed to date, the Total cost to Fund planned and actual and what are the other cost tracking components linked to the allocation type.
- By clicking the Excel icon, the user would have the option to export the project-level details with their cost tracking components for each allocation type.

**Navigation:** Report > Report > Monitor Overview

**Purpose:** Monitor overview enables a user to view all the monitoring information of a project. User can search the projects and monitoring information using different search criteria.
Usage:

- To generate a Monitor Overview, select one or more filters from the filters section.

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.
- **Select Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Select Organisation Type** (drop down box): List of Organisation Type in the pooled fund. (International NGO, National NGO, Other, UN Agency)

Based upon the criteria selected above, click the **Reload Filters** button to load the filtering options below.

- **Project Code** (text box): Search a project by Project Code (Last 3 digits of project code need to be mentioned)
- **Select Organisation** (drop down box): List of organisation names registered for the pooled fund.
- **Select Admin Location** (drop down box): Lists the regional locations in the country for which the user is registered for.
- **Select Project Duration** (drop down box): Lists the duration periods set for the projects in the pooled fund. (1 month to 19 months)
- **Select Monitor Type** (drop down box): Lists the Monitor types available based on the criteria set above.
- **Select Monitor Status** (drop down box): Lists the Monitor statuses available based on the criteria set above.

Then click the **Click to filter** button to generate the **Tasks Overview**. To reset the filters, click the **Reload Filters** button (i.e. Select Allocation Year, Select Allocation Type, Select Cluster, Select Organisation type).

Click the **Clear** button to reset the entire set of filters. Click on the **Back to Results** icon to return back to the previously generated Tasks Overview page.
Some of the features present in the Monitor Overview are:

- The project Monitor column displays each Monitor activity for a project as a link. Monitoring activities which are currently active will be displayed in pink colour. On clicking the link, the user will be navigated to the Monitoring section of the project.
- Project locations are also displayed in the Monitoring overview.
- Below each Monitor activity link, the current status of the activity would be displayed.
- The data displayed to the user can be downloaded in an excel format using the Export to Excel link.

Screen shot of a completed monitoring activity of a project.

Monitoring
Completed
Audit Overview

**Purpose:** Audit overview enables a user to view all the ongoing audit tasks for the pooled fund.

**Usage:**

- To generate an Audit Overview, select one or more filters from the filters section.
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.
- **Select Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Select Organisation Type** (drop down box): List of Organisation Type in the pooled fund. (International NGO, National NGO, Other, UN Agency)

Based upon the criteria selected above, click the **Reload Filters** button to load the filtering options below.

- **Project Code** (text box): Search a project by Project Code (Last 3 digits of project code need to be mentioned)
- **Select Organisation** (drop down box): List of organisation names registered for the pooled fund.
- **Select Admin Location 1** (drop down box): Lists the regional locations in the country for which the user is registered for
- **Select Project Duration** (drop down box): Lists the duration periods set for the projects in the pooled fund. (1 month to 19 months)
- **Select Audit Status** (drop down box): Lists the Audit statuses available based on the criteria set above.

Then click the **Click to filter** button to generate the **Tasks Overview**.

To reset the filters, click the **Reload Filters** button (i.e. Select Allocation Year, Select Allocation Type, Select Cluster, Select Organisation type).

Click the **Clear** button to reset the entire set of filters.

Click on the **Back to Results** icon to return back to the previously generated Tasks Overview page.
Some of the features present in the Audit Overview are:

- The Edit Icon present in the Admin Actions column allows the user to edit the audit task for the project.
- The data displayed to the user can be downloaded in an excel format using the Export to Excel link.

Navigation: Report > Report > Disbursement Overview

Purpose: Disbursement overview lists the status of the disbursement workflow for all or filtered projects. User can search the disbursement information using different search criteria. One can also access disbursement overview from the Quick Access dashboard by clicking on the Disbursement Overview Icon.

Usage:
- To generate a Disbursement Overview, select one or more filters from the filters section.

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.
Select Cluster (drop down box): List of clusters defined for the pooled fund.
Select Organisation Type (drop down box): List of Organisation Type in the pooled fund.(International NGO, National NGO, Other, UN Agency)

Based upon the criteria selected above, click the Reload Filters button to load the filtering options below.

- Project Code (text box): Search a project by Project Code (Last 3 digits of project code need to be mentioned)
- Select Organisation (drop down box): List of organisation names registered for the pooled fund.
- Select Admin Location 1 (drop down box): Lists the regional locations in the country for which the user is registered for.
- Select Project Duration (drop down box): Lists the duration periods set for the projects in the pooled fund. (1 month to 19 months)
- Select Disbursement Status (drop down box): Lists the Disbursement statuses available based on the criteria set above.

Then click the Click to filter button to generate the Tasks Overview. To reset the filters, click the Reload Filters button (i.e. Select Allocation Year, Select Allocation Type, Select Cluster, Select Organisation type).

Click the Clear button to reset the entire set of filters. Click on the Back to Results icon to return back to the previously generated Tasks Overview page. (This button will be displayed only if there is a previously generated Tasks Overview page.)
A brief description of the columns displayed is given below:

- **Admin Actions:**
  - **View**:// Clicking on this icon will allow viewing the disbursement task.
  - **Edit**:// Clicking on this icon will allow editing the Disbursement Task. This icon will be displayed only if the current user has the ability to edit in the current project status.

- **Primary Cluster:** Displays the primary cluster group to which the project proposal belongs to.

- **Project Code [Allocation]:** Displays the system generated project code and call for proposal that the project proposal belongs to.

- **Org:** Displays the Implementing Partner’s organization name.

- **Project Title:** Displays the project proposal’s title.

- **Project Start Date:** Displays the project start date.

- **Project End Date:** Displays the project end date.

- **Budget:** Displays the project’s budget.

- **Disbursed Amount:** Displays the amount which has already been disbursed for the project.

- **Tranche details:** Displays details of all the tranches along with the disbursed amounts. This is shown when the user hovers over the pie-icon.

- **Disbursement Status:** Displays the current disbursement status for the project.

- **Assigned to:** Displays the user email id to whom the disbursement task has been assigned to.

Additional features:

- **Click on the Show Filters button present on the top left corner of the Disbursement overview screen to return back to the Set Filters screen.**

- **The data displayed to the user can be downloaded in an excel format using the Export to Excel button present on the top right hand corner of the Disbursement overview screen.**

**FTR Overview**

**Navigation:** Report > Report > FTR Overview

**Purpose:** To create a Fund Transfer Request overview. One can also access the FTR overview from the Quick Access dashboard by clicking on the FTR Overview Icon.

**Usage:**
To generate a FTR Overview, select one or more filters from the filters section.

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.
- **Select Cluster** (drop down box): List of clusters defined for the pooled fund.
- **Select Organisation Type** (drop down box): List of Organisation Type in the pooled fund (International NGO, National NGO, Other, UN Agency).

Based upon the criteria selected above, click the **Reload Filters** button to load the filtering options below.

- **Project Code** (text box): Search a project by Project Code (Last 3 digits of project code need to be mentioned).
- **Select Organisation** (drop down box): List of organisation names registered for the pooled fund.
- **Select Admin Location** (drop down box): Lists the regional locations in the country for which the user is registered for.
- **Select Project Duration** (drop down box): Lists the duration periods set for the projects in the pooled fund. (1 month to 19 months)
- **Select FTR Status** (drop down box): Lists the FTR statuses available based on the criteria set above.

Then click the **Click to filter** button to generate the Tasks Overview. To reset the filters, click the **Reload Filters** button (i.e. Select Allocation Year, Select Allocation Type, Select Cluster, Select Organisation type).

Click the **Clear** button to reset the entire set of filters. Click on the **Back to Results** icon to return back to the previously generated Tasks Overview page. (This button will be displayed only if there is a previously generated Tasks Overview page.)
A brief description of the columns displayed is given below:

- **FTR Number**: Displays the unique FTR number. It will only show one entry per FTR report along with the total amount. Clicking on this number will direct the user to the FTR report screen. For a detailed explanation of the FTR report, please see the section titled FTR Report.
- **FTR Status**: Displays the status of the FTR.
- **FTR Created By**: Displays the user name that created the FTR.
- **FTR Created Date**: Displays the date when the FTR was created.
- **FTR Updated By**: Displays the user name who updated the FTR.
- **FTR Updated Date**: Displays the date on which the FTR was updated.
- **Amount**: Displays the amount for which the FTR was raised.
- **Last Column**: Displays the linked GMS projects which are included in the FTR on the mouse-over of icon

Additional features:

- Click on the **Show Filters** button present on the top left corner of the FTR overview screen to return back to the Set Filters screen.
- The data displayed to the user can be downloaded in an excel format using the **Export to Excel** button present on the top right hand corner of the FTR overview screen.