FCS Finance Home Page

- Homepage Overview
- How to navigate through the Tasks Overview Dashboard?
  - How to customize the Tasks Overview Dashboard?
- How to use the Quick Access Tool?
- How to use the Advance Switchboard?
- How to use the FAQ tooltip?
- What is the Fund Home page?

Home Page Overview

The FCS Finance home page automatically displays all the tasks pertaining to projects that currently require the FCS’s action or attention.

The FCS Home Page also includes several features that will allow you to navigate through the GMS and access the wanted content:
1- The **Fund** you are registered in;  
2- Your GMS **user role**;
3- The **log out button**: click on this button to log out;
4- The **Fund Home button**, click on this button to access your Fund’s home.
5- **Menu options** at the top, *which are accessible in every page of the GMS*;
6- **Quick Access tooltip**, *which is accessible in every page of the GMS*;
7- A **FAQ button** which redirects to the according guidance in the Help portal, *this feature is accessible in every page of the GMS*.
8- The **Tasks Overview Dashboard**; which allows an easy access to all pending tasks, sorted thematically.
9- A **[Customize Task list] button**; which allows to customize your Tasks Overview dashboard, namely to show/hide your task lists.
10- A **[Search] button**; which shows the Advance Switchboard section.

A detailed explanation of the sections is given below under sections titled "**Fund Home**, "**Tasks Overview**", "**Quick Access**", "**Advance Switchboard**" and "**FAQ tooltip**".

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**How to navigate through the Tasks Overview Dashboard?**

The tasks overview section in the home page will display the following lists depending on the rights given to the user role.

- Projects Task List
- Disbursement Task List
- Report (financial and narrative) Task List
- Revision Task List
- Audit Task List
- Sharepoint Projects Task List
- Timelines Task List
- Refund Task List

Each task list has been provided with certain common functionalities which are mentioned below:
1. The **Date Assigned** column in every task list provides you with a link to open individual task items. The information in this column can be sorted chronologically. An upward arrow indicates that the information is in ascending order and downward arrow indicates descending order.

2. The **Code column** provides you with a link opening the project proposal.

3. The ‘**Exclude configured [instance] statuses**’ option. FCS Finance officers can request GMS Support by email to exclude specific statuses from their task lists. Hence, the requested statuses are hidden by default from the task list. However, you can still view the excluded ones and access the full list of pending tasks by un-ticking this box.

4. A ‘**Refresh**’ option, allowing users to update the task list.

5. The **Count** option available on each task list provides you with the number of tasks currently present in the task list and a mouseover action would provide you with a status count of the tasks.

6. An ‘**Export to Excel**’ option, which enables the user to extract the filtered information into an excel sheet.

**CUSTOMIZING THE TASK OVERVIEW DASHBOARD**

You can choose to hide, show or set as default view the task lists by clicking on [**Customize Task List**].
### Tasks Overview

#### Projects Task List
- **Date Assigned**: 30/05/2020 02:04 PM
- **Code**: TUR-20/3559/DSTD/ENGO/14967
- **Budget**: 891,705.90
- **Cluster**: Education
- **Organization**: ABC DEMO
- **Status**: Budget Cleared

#### Financial Report Task List
- **Date Assigned**: 11/05/2020 07:25 PM
- **Code**: TUR-19/3559/R2A/COMM/ENGO/14963
- **Report Type**: Interim
- **Report Name**: Interim Financial report 1
- **Organization**: Nonviolent Peaceforce
- **Status**: Interim report under review

#### Narrative Report Task List
- **Date Assigned**: 24/02/2020 05:30 PM
- **Code**: TUR-19/3559/S/AI/E/ENGO/14946
- **Report Type**: 013 Final
- **Report Name**: 013 Final Narrative Report 1
- **Organization**: Mercy without Limits
- **Status**: Final Narrative Report Under Review

#### Revision Task List
- **Date Assigned**: 04/06/2020 05:54 PM
- **Code**: URI/19/3559/S/AI/E/ENGO/12883
- **Revision Name**: Revision 1
- **Revision Type**: Project Revision
- **Organization**: AmIeens for Humanitarian Support
- **Status**: Project Revision Approved

![Customize Task List button](image)
In the pop-up window, tick the boxes of the task lists’ names to select them. Then click on one of the three different options:

- **Set as default:** this will configure the selected task lists as appearing by default on your GMS homepage,
- **Refresh:** This will temporarily configure your dashboard as per your selection. However, to set this configuration as permanent, you will need to click on [set as default].
- **Cancel:** click on this button to close the pop-up window, this will have no impact on the dashboard.
Quick Access

The Quick Access tool, accessible on all pages of the GMS, enables users to quickly access sections in the GMS.
To access the Quick Access tool, click on this icon on the right-hand side of the menu bar:

The tools displayed in the Quick Access panel depend on the system functions made available for your user role by the GMS Admin team.

The tools displayed in the Quick Access panel for FCS Finance Home Page are:
<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
<th>Navigation</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ Fund Overview</td>
<td>This option redirects the user to the $ Fund Overview tab which provides a summary breakdown of projects budgets in the form of cost tracking components as per allocation.</td>
<td>Report &gt; Report &gt; $ Fund Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Audit Overview</td>
<td>This option redirects the user to the Audit overview and search tool, which enables users to search for and access an overview of projects under an audit-related workflow stage.</td>
<td>Report &gt; Report &gt; Audit Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Bulk Project Print</td>
<td>This option redirects the user to the Bulk Project Print Tab where the user can do a bulk project print in various formats.</td>
<td>Report &gt; Report &gt; Bulk Project Print</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
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# CBPF GRANT MANAGEMENT SYSTEM (GMS)

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<tr>
<td>Fund Overview</td>
<td>This option redirects the user to the Fund Overview Tab where the user can view the status flow of the project cluster wise.</td>
<td>Report &gt; Report &gt; Fund Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>CBPF Milestones</td>
<td>This option redirects the user to the Funding Process Tab where the user can review projects that has reached selected ‘Fund Milestones’</td>
<td>Report &gt; Report &gt; Funding Process</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Disbursement Overview</td>
<td>The Disbursement overview lists the status of the disbursement workflow for all or filtered projects. User can search the disbursement information using different search criteria.</td>
<td>Report &gt; Report &gt; Disbursement Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
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<td>---------------------</td>
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</tr>
<tr>
<td>Process Monitor</td>
<td>This option redirects the user to the Process Monitor where the user can monitor the progression of projects through the various project workflow statuses within an allocation.</td>
<td>Report &gt; Report &gt; Process Monitor</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Report Overview</td>
<td>This option redirects the user to the Report Overview Tab which focuses on providing the user with reports regarding a project.</td>
<td>Report &gt; Report &gt; Report Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Revision Overview</td>
<td>This option redirects the user to the Revision Overview Tab which displays all revision requests and revision associated with a project.</td>
<td>Navigation: Report &gt; Revision Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
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### CBPF GRANT MANAGEMENT SYSTEM (GMS)

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<tr>
<td>OCHA Assurance</td>
<td>OCHA Assurance dashboard provides a consolidate data output from single/multiple pooled funds based for single/multiple allocation years, including the total number of projects with audit status, financial reporting status, program report status, and monitoring actions status with respect to the filters set.</td>
<td>Report &gt; Report &gt; OCHA Assurance</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Monitoring Overview</td>
<td>This option redirects the user to the Monitor Overview tab which enables the user to access the pooled Fund Monitors created to keep track of Implementing Partner’s performance.</td>
<td>Report &gt; Report &gt; Monitoring Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>Global Task List</td>
<td>The Global Task list provides a common platform for the user to access the tasks associated with other pooled funds for which the user has been provided rights to.</td>
<td>Allocations &gt; Global Task List</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
</tbody>
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### CBPF GRANT MANAGEMENT SYSTEM (GMS)

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<tr>
<td>Global Milestones</td>
<td>Directs the user to the Global Funding process page where the user can review the averages and milestones per Pooled Fund.</td>
<td>Report &gt; Report &gt; Global Milestones</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
<tr>
<td>FTR Overview</td>
<td>The FTR Overview enables users to access the data related to Fund Transfer Request.</td>
<td>Report &gt; Report &gt; FTR Overview</td>
<td>Please access more information on this tool by clicking <a href="#">here</a>.</td>
</tr>
</tbody>
</table>

**Advance Switchboard**

The Advance Switchboard is by default shown in the homepage, unless it has been unticked from the [Customize Task List] pop-up window. In this case, it is accessible on prompt of the button [search].
The Advance Switchboard enables the user to display projects from the Pooled Fund based on the filter criteria selected. The data retrieved displays all projects which are in the GMS system for the selected pooled fund.
*Please note,* you can hover over the question mark icon near the filter’s title to access more information.

**Under the Filters section:**

- **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 allocations related to the pooled fund. (Standard or Reserve Allocation).
- **Select Cluster** *(drop down box):* List of clusters defined for the pooled fund.
- **Select Organization type** *(drop down box):* List of Organization Type in the pooled fund.(International NGO, National NGO, Other, UN Agency)
- **Project Code** *(text box):* Search a project by Project Code.
- **Select Organization** *(drop down box):* List of organization names for organizations that have created a project in the pooled fund.
- **Select Admin Location 1** *(drop down box):* Lists the regional locations in the country.
- **Select Project Status** *(drop down box):* Lists the project statuses currently available in the pooled fund. for the filtered projects. The list of choices applies for both Standard and Reserve Allocation Project Statuses.
- **Select Report Status** *(drop down box):* Lists of narrative and financial reports available for the pooled fund on which basis projects can be filtered.
Under the Implementation section:

- **Date** (*drop down box*): Select the start and end dates to filter the relevant projects,
- **Duration** (*drop down box and text box*): choose the duration characteristic from the drop-down list, and insert the duration in the text box, to filter the relevant projects.

To reset the bottom filters, click the [Reload Filters] button.

Click the [Clear] button to reset the entire Advance Switchboard filters.

*Example: A list of projects that meets a set of filter criteria.*

A brief description of the columns and buttons is given below:
• **Admin Actions:**

  Print Proposal 🖨️: Clicking on this icon will print the project proposal.

  View 🕵️: Clicking on this icon will allow viewing the project on GMS.

  Edit ✒️: Clicking on this icon will allow editing the project on GMS. This icon will be displayed only if the user can edit in the current project status.

• **Primary Cluster**: Displays the primary cluster group(s) to which the project proposal belongs to.

• **Project Code [Allocation]**: Displays the system generated project code and allocation that the project proposal belongs to.

• **Org**: Displays the Implementing Partner's organization name

• **Project Title**: Displays the project proposal's title.

• **Budget**: Displays the project proposal's budget.

• **Project Status**: Displays the current status the project.

• **Start Date**: Displays the project's implementing start date.

• **End Date**: Displays the project's implementing end date.

• **Due Diligence**: Displays whether the Implementing Partner's Due Diligence has been approved or not.

• **View Version(s)**: Displays if project revisions have been made.

• **Partner Project Risk**: Is determined at budget clearance stage of the project. At budget clearance, the partner’s risk becomes the partner project’s risk. The partner project risk is used to define the operational modalities applicable to this project. The partner project risk never changes, even if the partner’s risk is re-calculated through the Partner Performance Index.

• **Partner Risk**: Displays the current risk of the partner. It can be different from the Partner’s project risk, as it can be re-calculated any time through the Partner Performance Index.

Click the [Show Filters] button to revert to the Advance Switchboard present on the GMS Home page.

Click the [Export Project Summary] button to export the project summary information in an Excel format.
Click the [Export Full Dump] button to export the detailed project information in an Excel format.

**How to use the FAQ Tooltip?**

The FAQ tooltip is accessible on all pages of the GMS. It redirects to a guidance note dedicated to the page. In the example below, upon clicking on the FAQ tooltip of the Disbursement' page, a new tab will open on your browser, opening the specific related section in the ‘Disbursement’ article of the Help portal.
What is the Fund Home Page? Top

In the Fund Home page, users can view the following features:
1- A **Login button**, to login to GMS
2- A **year tab**, allowing users to filter this page’s information per year,
3- A list of all CBPFs, enabling users to filter this page’s information per CBPF,
4- A contributions/allocations section, providing users with funding information on the pooled funds as follows:

   a. Contributions:
      - The Fund Name,
      - Commitments in US$ per Donor, and
      - Paid Contributions in US$ per Donor.

   b. Allocations:
      - the Fund Name
      - The implementing partners (UN Agencies, International NGOs, national NGOs, Red Cross/Red Crescent Societies),
      - The clusters, and
      - The budget allocated to the according cluster and partner.

5- The map provides a broad overview of the CBPFs worldwide,
6- The legend completes the map, indicating the amounts allocated in US$ per CBPF.

Reports - CBPF Finance

To access Reports, go to Report > Report
The various reports to choose from, are as listed *(click on the title to access the specific guidance)*:
Grantor Bridge Process (GMS and UMOJA)

I. **What is the Grantor Bridge process, and when should FCS Finance implement it?**

II. **Preliminary Steps (GMS)**

1. **Preliminary Step 1 – GMS:** Saving the Allocation Grantor Program Code in the ‘Allocation Type configuration’ page of the GMS
2. **Preliminary Step 2 – GMS:** Saving the Business Partner number and Grantor contact Id in the ‘Manage Grantor Info’ page of the GMS
   i. *How to save the BP number of an Organization*
   ii. *How to save the Grantor Contact Id of each contact listed in the Organization as signatories*
CBPF GRANT MANAGEMENT SYSTEM (GMS)

III. **Grantor Bridge Process (GMS/UMOJA)**

1. **Grantor Bridge process Step 1 – GMS: Exporting the project(s)’ information in a XML format**
   
   i. **GMS Tip: How to extract the ZIP folder and open the XML file as a Word document**
   
   ii. **GMS Focus: errors preventing from exporting the file**

2. **Grantor Bridge process step 2 – UMOJA Importing the XML file in UMOJA**

3. **Grantor Bridge process step 3 – UMOJA: exporting UMOJA project’s data**

4. **Grantor Bridge process step 4 (closing the loop) – GMS: Importing UMOJA’s data into GMS**

   i. **GMS Focus: Importation errors – the bridge is not completed**

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I- **What is the Grantor Bridge process, and when should FCS Finance implement it?**

The Grantor Bridge process between the Grant Management System (GMS) and UMOJA is an online exercise to be undertaken by FCS Finance Officers to link the approved and funded CBPF projects to their payment plan on UMOJA.

The Grantor Bridge process enables the two platforms to share accurate information on the projects and related disbursement and funding data. This online bridge has been designed to avoid manually entering allocations’ and project’s information on the systems (GMS and UMOJA).

**FCS Finance should follow the below-described process to create the bridge between UMOJA and the GMS when the project is ‘Under Disbursement’**.

The entire process is described below for both GMS and UMOJA.
*Please note,* this process has been launched on March 2021. The Grantor Bridge should also be done retroactively for all projects that started since January 2020 (i.e. when the Grantor has been launched). Please contact GMS Support for any assistance on retroactive action.

You can find below a workflow chart of the process:

Legend

- Action to be performed on GMS
- Action to be performed on UMOJA

Grantor Bridge Process
between GMS and UMOJA

GMS Preliminary Steps:

1/ Enter the Allocation’s Grantor Program Code (only needed once per allocation)
   - Navigation: System Setup > Allocation Management > Allocation Type Configuration

2/ Save the Business Partner Grantor Number (only needed once per Organization)
   - Navigation: System Setup > Configuration Setup > Manage Grantor Info

3/ Save the Organization’s Signatories’ Contact Id code (only needed once per legal signatory)
   - Navigation: System Setup > Configuration Setup > Manage Grantor Info
CBPF GRANT MANAGEMENT SYSTEM (GMS)

GMS
Grantor Bridge Process Step 1: Exporting the project's data in an XML format

Navigation: Allocations > CBPF Grantor Bridge

umboja
Grantor Bridge Process Step 2: Importing the GMS XML file into UMOJA

umboja
Grantor Bridge Process Step 3: Exporting the UMOJA project's data as an Excel file
II- Preliminary steps on GMS

PRELIMINARY STEP 1: SAVING THE ALLOCATION GRANTOR PROGRAM CODE IN THE ‘ALLOCATION TYPE CONFIGURATION’ PAGE OF THE GMS

In order for the bridge to be correctly configured, FCS Finance Officers must link the allocation on GMS to its equivalent Allocation Grantor Program Code from UMOJA.

To do so, follow this navigation:
System Setup -> Allocation Management -> Allocation Type Configuration
Find the according allocation, and click on the edit hyperlink of the allocation’s line, located in the 'Action' column.

In the section which opened at the top of the page, enter the 'Grantor Program Code' in its according field and click on [Save].

*Please Note, The Allocation Program code must be exact in this field, otherwise the bridge will not work!

Once the Grantor Program Code has been linked to its according allocation and saved in this page, there is no need to re-enter it in case of another bridge process with the same allocation, the system has saved it.

PRELIMINARY STEP 2: SAVING THE BUSINESS PARTNER NUMBER AND GRANTOR CONTACT ID IN THE ‘MANAGE GRANTOR INFO’ PAGE OF THE GMS

1st Action: How to save the Business Partner (BP) number of an Organization
In order to export the XML file, which you will need to upload on UMOJA to create the bridge between UMOJA and GMS, the Organization must be linked to its own Business Partner (BP) number.

The link between the organization on GMS and its BP number must only be done once in each fund. When it is saved in the system, you do not need to go back and update it again for another project or disbursement. To save the Organization BP number on the GMS, go to System Setup > Configuration Setup > Manage Grantor Info

Below is the ‘Grantor Number Update’ page. A description of the possible filters is available below the screenshot.
CBPF GRANT MANAGEMENT SYSTEM (GMS)

Fields Description:

- **Pooled Fund** *(mandatory field)*: Select the Pooled Fund the organization you are looking for is registered in.
- **Organization Type**: Select the Organization’s type.
- **Organization**: Select the Organization’s name from the list. The list is automatically updated if you previously selected either a Pooled Fund or an Organization Type.
- **BP number**: If you already saved the Organization BP number and wish to find the organization, for instance to update the contact’s grantor ID, you can enter the BP number in this field.

Then, click on **search** to generate the list organizations corresponding to your filter(s).

To update the Organization’s Business Partner Number, click on the edit icon of its line, in the 'Action' column. In the pop-up window, enter the BP number, and click on **save**.
The BP number is now correctly saved in the GMS. Please note that the GMS keeps a history log of the user, date and time of the organization’s BP number update.

How to view the projects linked to the selected organization
To view the Organization’s submitted projects (including ongoing, rejected and closed statuses) click on the hyperlink number located in the 'Project Count' column.
2nd Action: How to save the Grantor Contact ID of each contact listed by the organization as signatory.

In addition to linking the Organization to its BP number, the contacts that the partner listed as Legal Signatories in the Due Diligence module should also be linked to a specific number, the Grantor Contact Id.
This update is needed once for each legal signatory. When a signatory is linked to its Grantor Contact Id, it is saved in the system, and there is no need to go back to update it for another disbursement or project.

To update the Contact Id, use the ‘Grantor Number Update’ page described above, and click on the hyperlink number located in the 'No of Contact(s)' column.

The number in this column indicates the number of contacts listed as legal signatories in the Organization’s Due Diligence form and is also a clickable button which redirects the user to the ‘Contact List for Grantor Contact Id Update For XX’ page of the GMS.

After clicking on this number and accessing the Grantor Contact Id update page, click on the edit icon of the listed signatories to add and save their respective Grantor Contact Id. The edit icon is located on the right-hand side, in the Action column.
In the pop-up window, enter the Grantor Contact Id and click on **save**.
Then, click on [ok] in the browser’s confirmation message pop-up to update the table of contacts.

Please note that the GMS keeps a history log of the user, date and time of the legal signatory’s Grantor contact Id update. You can see this log by hovering over the user icon in the ‘Update Details’ column.

III- Grantor Bridge process (GMS & UMOJA) Top

STEP 1 (GMS) : EXPORTING THE PROJECT(S)' INFORMATION IN AN XML FORMAT

Once the BP number, the Grantor Contact Id and the Allocation Grantor Program Code have been entered and saved in their according modules in the GMS, you are all set to generate and download the project(s)' data on your computer.

To do so, follow this navigation:
In the CBPF Grantor Bridge page, apply filters to identify the project(s) which data you wish to export, and click on [Search]. *Filter options are described below the screenshot.*

### Fields description

- **Allocation year**: Select one or multiple year(s) from the drop-down list to filter the list of projects by allocation year.
- **Allocation type**: Select one or multiple allocation types to filter the list.
Project Status: Select either [Disbursement], or [Implementation & Reporting]. It is not possible to select another project status as the bridge should only be created for active, approved projects which have funds that are being disbursed.

Project code: To select a specific project, enter its code in this field. You can enter multiple project codes by separating them by a comma, or by using the space key.

Then, click on [Search].
The list of according projects will be generated below the filters’ section.

Select a project which data you wish to export by ticking its box on the left-hand side of its line, and click on [Export Projects].

You can select multiple projects. You can also select all projects of the list by ticking the box in the header of the table.
When you click on **export Projects**, it will not download the file directly onto your computer, but it will generate a Grantor Application Id, along with an XML document specific to the selected project(s). A new icon will appear on the left-hand side of the project(s)’ line.

**To download the XML document, click on this newly appeared icon.** If you selected multiple projects before clicking on **export projects**, you can click on any of the selected projects’ icons, the downloaded folder will include all projects’ XML documents.

***Please note,*** the list of projects in the CBPF Grantor Bridge page of the GMS is divided in three:

1. projects’ lines that have a tick-able box,
2. projects’ lines that have an XML icon and
3. projects’ lines that have an error icons.

This is why, when you tick a project’s box, and you click on **export projects**, the project’s line position in the list will change. It will become the first project’s line of the Projects with an XML icon portion of the list.

This means that you need to scroll down to fetch the project’s line, OR use the filter section at the top and enter the project’s code to single its line in the list.

**To download the project’s data, click on this new XML icon.**
The project’s data will be exported as an XML file within a ZIP folder on your computer, most probably in the ‘Downloads’ folder of your desktop.
Extract the ZIP folder to access the generated document with the project’s data, which you can open by using Word. If you selected multiple projects before extracting, there will be several XML documents in the ZIP folder.
You can find the step-by-step guidance on how to do so below. If you already know how to extract the ZIP file and open the XML as a Word, you can skip the below guidance and go directly to the next section of the article by clicking HERE.

**VERY IMPORTANT NOTE: DO NOT EDIT THE WORD DOCUMENT ITSELF.**
If you notice a typo, or a discrepancy in the word document, you will need to edit the information in the GMS, and not in the word document. Otherwise, it will create a glitch in the bridge between GMS and UMOJA.

GMS Tip: how to extract the ZIP Folder and open the XML file as a Word document
1- Extracting the ZIP folder: Go to the Downloads folder of your desktop, and right-click on the folder’s name, then, click on [extract all].

In the new window, click on [extract].
Extract Compressed (Zipped) Folders

Select a Destination and Extract Files

Files will be extracted to this folder:
C:\Users\Regnaul\Downloads\TUR_20210310-033918

Show extracted files when complete

[Extract] [Cancel]
The extracted folder is displayed in the Downloads folder of your desktop. It is the one which icon is a normal yellow folder, while the ZIP folder has a zipped yellow icon. Double click on the normal yellow folder icon to open it and access the XML file.

2- Open the XML using word: open the extracted folder by double clicking on it if you have not done so before, and right-click on the XML document. Hover over [open with] and select Word. In case you selected several projects during the export on GMS, you will find in this extracted folder several XML documents, one per project.
Right-click on the file to open it with the appropriate application.
VERY IMPORTANT NOTE: DO NOT EDIT THE WORD DOCUMENT ITSELF.
If you notice a typo, or a discrepancy in the word document, you will need to edit the information in the GMS, and not in the word document. Otherwise, it will create a glitch in the bridge between GMS and UMOJA.

*Please note* the GMS keeps a history log of user, date and time of the data extraction. To see this information, hover over the user icon on the right-hand side of the project’s line.
GMS Focus: How to solve the error preventing from selecting a project

FCS Finance can be prevented from selecting the project by an error icon ⚠.

There are two error messages that can prevent you from selecting a project. The issue must be fixed before being able to select the project and export it in XML.

To access the guidance on how to solve the errors please click on their respective links below:

- **No contacts found with Grantor Contact Id** (see preliminary step 2: [how to add a Grantor contact Id to legal signatories](#))

- **No active Organization Headquarters found** (This means that the Organization has no active Headquarter locations saved in its Due Diligence form.)
This either means that there are no registered Headquarters location saved in the Due Diligence form; OR that there is an INACTIVE one – meaning that the ‘Is Active’ box of the location registration form is not ticked. To learn more on this, please refer to this section of the Due Diligence article of the Help Portal.

GRANTOR BRIDGE PROCESS STEP 2 UMOJA: IMPORTING THE XML FILE IN UMOJA

After successfully downloading the XML file onto your computer, it is now ready to be uploaded on UMOJA. This process will give you the Application ID number.

First, login to UMOJA, following the specific instructions that were left for you by UMOJA.

Once on UMOJA production, enter the T-CODE: ZGMAPPLICATION. You will be redirected to a ‘Create Application’ page (see screenshot below).

*Please note that UMOJA advises users to do a ‘Test run’ to validate any issues identified before loading the file. The importing process of the XML in UMOJA as a ‘Test run’ is the same as in ‘Update mode’ (real mode), hence the below guidance should be undertaken twice, one for the ‘Test run’, and once for ‘update mode’.

If you wish to do a Test run to identify issues, please tick the box ‘Test run’, at the bottom of your screen. If you wish to upload the XML file in ‘Update mode’, do not tick this box.
Tick the box ‘Individual file upload’ if you wish to upload one XML document, OR tick the box ‘Multiple Files Upload’ to upload multiple files from the ZIP folder containing the multiple XML documents you exported from GMS.
Click on the ‘document upload’ icon to search for the according file(s) on your computer, then click on the ‘check’ icon, at the top of the page.
The system will display the results of the action and give the Application ID number. You can extract this information as an Excel document, which we advise you to do right away to complete the process on GMS.
GRANTOR BRIDGE PROCESS STEP 3 UMOJA: EXPORTING UMOJA PROJECT’S DATA

As soon as the file is selected and executed on UMOJA, the system displays the results of the action and that can be extracted in Excel format for further processing.

To do so, select the Excel icon from the menu path.

The excel option appears right away, you can save it on your computer by clicking on the ‘save’ icon at the top right of the Excel.
After downloading the Excel document, you can complete the Grantor Bridge process and import it in the GMS.
GRANTOR BRIDGE PROCESS STEP 4 GMS (CLOSING THE LOOP) : IMPORTING UMOJA’S DATA INTO GMS

After you exported the UMOJA data as an Excel document, you need to import this excel document in the GMS to close the loop and complete the Grantor Bridge process.

To do so, log in the GMS and follow this navigation: *Allocations* -> *CBPF Grantor Bridge*

![Image of GMS interface showing Allocations and CBPF Grantor Bridge]

Go to the ‘Import’ tab of the CBPF Grantor Bridge page.

![Image of CBPF Grantor Bridge page with Import tab highlighted]

Click on *Select a file* button and select the UMOJA excel file from your computer. Then, click on [Upload and Import].
The Grantor Bridge Process is complete! You can see the Import Process Details displayed below the ‘Upload File’ section. It should display a green checkbox and the following confirmation message: “Project successfully linked with Grantor Application Id.”

You will also notice in the Export tab of the CBPF grantor Bridge page of the GMS that a new XLS icon has appeared on the left-hand side of the project’s line. You can download the UMOJA excel file you successfully imported by clicking on this new icon.

You will find the ‘Imported’ history log by hovering over the user icon on the right-hand side of the line.
However, if you notice a red exclamation point icon in the ‘Imported’ column of the Import Process Details section, this means that the Grantor Bridge did not work properly and has not been completed. You will find on the right side an error message identifying the issue. To know how to solve all possible errors displayed by the GMS, please refer to the below section of this article: how to solve the Grantor importation error on the GMS?

How to solve the Grantor importation errors in GMS

In case the bridge malfunctioned, you could be having an error message displayed on your screen when you are importing the Excel file back into GMS, after exporting it from UMOJA.
Please find below the possible error messages and the according solution

- **Project does not exist in the Pooled Fund**
- **Organization linked with project does not match with Business Partner Id.**
- **Project has not been Exported from GMS to Grantor. Project cannot be linked with Grantor Application Id.**
- **Project is already linked with Grantor Application Id. Grantor Application Id linked with the project cannot change.**

- **1- Project does not exist in the Pooled Fund**

If you see this error message, it most likely means that you are not logged in the correct pooled fund. For instance, that you are trying to import a Syria project on the GMS Iraq Pooled Fund.
To solve this, you need to change to the corresponding GMS Pooled Fund by using the drop-down list at the top of GMS. And try to import it in the correct Pooled Fund.

If you still have this error message and you are in the correct GMS Pooled Fund, please contact us at this address: gms-support@un.org

- **Organization linked with project does not match with Business Partner Id.**

This error message indicates that there is a data discrepancy between the GMS and UMOJA on the Business Partner code. Since it is UMOJA which generates the BP number it is most likely that the problem is that the BP number saved on GMS has a typo or is incorrect. You need to check the
Business Partner number in UMOJA and confirm that it is correctly entered and saved in the GMS. Make sure it is the same code, without space.

To know where to see the BP number of an organization, please refer to the preliminary step described above.

After correcting and saving the BP number in the GMS, you should be able to import the Excel file from UMOJA in GMS.

If you still have this error message and the Organization BP number is correct in both UMOJA and the GMS, please contact us at this address: gms-support@un.org

3- Project has not been Exported from GMS to Grantor. Project cannot be linked with Grantor Application Id.

This error message will be displayed when the workflow process has not been fully done, or has been done in the wrong order. It indicates that you may be trying to import an UMOJA excel file into GMS but you did not previously export the GMS project XML document. Before importing the UMOJA file in GMS, you should export the project’s data from GMS as an XML, import this XML in UMOJA, export the UMOJA file and only then import this Umoja excel file back into GMS. Be sure to follow this process in the order described in the chart, otherwise the bridge will not work.

4- Project is already linked with Grantor Application Id. Grantor Application Id linked with the project cannot change.

This message will be displayed in case you are importing a UMOJA file into GMS for a project which bridge has already been created. There is hence no need to importing the file again. To ensure that the bridge has effectively been completed, and the Excel UMOJA document has been importing onto GMS, check the project’s line in the Export tab of the CBPF Grantor Bridge page. If you see the XLS icon, the Grantor bridge process has been completed.