

# **PRINT SCREEN FINANCIAL CLOSURE CHECKLIST OUTPUT 00120987 (COVID MANAGEMENT)**

## **1- No outstanding NEX advances-in either local currency or USD (Account 16005)**

UNDP Project Closure Workbench x finance.partneragencies.org/psc/UI: x +

https://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q?ICAction=ICQryNameURL=PUBLICUN\_PS\_CLO 130%

### UN\_PS\_CLOSE\_OUTSTANDING\_ADV - Outstanding Advance Acc16005

Output ID: 00120987

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-12 of 12 Last

	Project	Oper Unit	DeptID	Fund	Impl Agent	Donor	Currency	Sum Transaction Amt	Sum Amount
1	00120987	TGO	37801	28641	010918	12711	USD	0.000	0.000
2	00120987	TGO	37801	28641	012145	12711	USD	0.000	0.000
3	00120987	TGO	37801	28641	012289	12711	USD	0.000	0.000
4	00120987	TGO	37801	28641	012821	12711	USD	0.000	0.000
5	00120987	TGO	37801	28641	012822	12711	USD	0.000	0.000
6	00120987	TGO	37801	28641	012824	12711	USD	0.000	0.000
7	00120987	TGO	37801	28641	010918	12711	XOF	0.000	0.000
8	00120987	TGO	37801	28641	012145	12711	XOF	0.000	0.000
9	00120987	TGO	37801	28641	012289	12711	XOF	0.000	0.000
10	00120987	TGO	37801	28641	012821	12711	XOF	0.000	0.000
11	00120987	TGO	37801	28641	012822	12711	XOF	0.000	0.000
12	00120987	TGO	37801	28641	012824	12711	XOF	0.000	0.000

## **2- No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)**

UNDP Project Closure Workbench x finance.partneragencies.org/psc/UI: x +

https://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q?ICAction=ICQryNameURL=PUBLICUN\_PS\_CLO 130%

### UN\_PS\_CLOSE\_OUTSTN\_ADV\_OTHR - Outstanding Advance Other

Output ID: 00120987

[View Results](#)

No matching values were found.

Project	Account	Oper Unit	DeptID	Fund	Impl Agent	Donor	Currency	Sum Transaction Amt	Sum Amount
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## **3- No outstanding Project Delivery Reports (PDRs)**

N/A

#### 4- No open Purchase Orders (POs)

The screenshot shows a web browser window with the URL [https://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\\_PS\\_CLOSE\\_OPEN\\_PO](https://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN_PS_CLOSE_OPEN_PO). The page title is "UN\_PS\_CLOSE\_OPEN\_PO". A search field labeled "Project:" contains the value "00120987". Below the search field is a "View Results" button. The text "No matching values were found." is displayed. Below this text is a table with the following columns: Fund, Donor, Unit, PO No., and Amount. The table is currently empty.

Fund	Donor	Unit	PO No.	Amount
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#### 5- No Receipt Accruals

The screenshot shows a web browser window with the URL [https://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\\_PS\\_CLOSE\\_RECEIPT\\_ACCRUAL](https://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN_PS_CLOSE_RECEIPT_ACCRUAL). The page title is "UN\_PS\_CLOSE\_RECEIPT\_ACCRUAL - Receipt Accrual Journal Lines". A search field labeled "Project:" contains the value "00120987". Below the search field is a "View Results" button. The text "No matching values were found." is displayed. Below this text is a table with the following columns: Unit, Journal ID, Date, Descr, Status, Source, Year, Period, USD Base Amount, Account, Fund, Oper Unit, DeptID, PC Bus Unit, Project, Activity, Impl Agent, Donor, Currency, Amount, Ledger, Receipt ID, and PO ID. The table is currently empty.

Unit	Journal ID	Date	Descr	Status	Source	Year	Period	USD Base Amount	Account	Fund	Oper Unit	DeptID	PC Bus Unit	Project	Activity	Impl Agent	Donor	Currency	Amount	Ledger	Receipt ID	PO ID
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#### 6- No Outstanding Commitments

Please see the note to file attached

#### 7- No outstanding prepaid vouchers (Account 16065)

UNDP Project Closure Workbench x finance.partneragencies.org/psc/UI x +

https://finance.partneragencies.org/psc/UNDDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_OUTSTNDG\_PREPAID\_V - Outstanding Prepayment report

Project ID:

[View Results](#)

No matching values were found.

Unit	Oper Unit	Project	Vendor	Name	Prepaid_Vchr	Date	Prepaid_Gross Amt	Post_Status	Pymnt_Status	Invoice	Scheduled	No of Outstanding days	PO No.	Status	PO Date	Prepaid Ref	Regular_Applied_Voucher	Regular
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**8- No pending vouchers**

UNDP Project Closure Workbench x finance.partneragencies.org/psc/UI x +

https://finance.partneragencies.org/psc/UNDDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_PENDING\_VCHR\_BY\_PR - Pending Vouchers by Project

Business Unit (% for All):

Accounting Date From:

Accounting Date To:

Project Id:

[View Results](#)

No matching values were found.

Business Unit	Voucher	Voucher Line	Distribution Line	Project	Voucher Style	Accounting Date	User Id Entered By	Gross Amt (Txn)	Transaction Currency	Gross Amount (Base)	Base Currency	Approval Status	Budget Status	Match Status	Post Status	Related Voucher
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**9- All pre-financing activities have been recovered and/or reimbursed**

N/A

**10- No pending GMS or Direct Project Charging (Formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done**

UN\_PS\_CLOSE\_GMS\_ACTUAL - Projects with GMS Rate

Project:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

	Fund	Donor	Net Expense	GMS Charged	GMS Rate
1	28641	12711	160301.16	11193.37	6.98



**11- No pending GLJEs**

UN\_PS\_CLOSE\_PENDING\_GLJE - Pending GLJE by project

Project:

[View Results](#)

No matching values were found.

Business Unit	Source	Status	Journal ID	Date	Ledger	Line #	Account	Operating Unit	Fund	DeptID	PC Business Unit	Project	Activity	Impl Agent	Donor	Foreign currency	Local amount	USD Amount	Line Descr
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## 12- No unapplied deposits or other unrecorded revenue

finance.partneregencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_UNAPPLIED\_DEPOSITS

UN Operational Rat... Nouvel onglet Information | SDG 16

### UN\_PS\_CLOSE\_UNAPPLIED\_DEPOSITS - Unapplied Deposits

AR Business Unit (% For All):

UNDP Region (% for All or BU):

Customer/Donor (% for All):

As of Date:

[View Results](#)

No matching values were found.

Deposit Unit	Deposit ID	Payment Seq	Payment ID	Payment Currency	Payment Amount	Payment Amount (USD)	Payment Acctg Date	User Id Entered By	Balance Status	Received Date	Deposit Type	Bank	Bank Account Key	Bank Description	Entered Date	Deposit Acctg Date	Customer	Na
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## 13- No outstanding Accounts Receivable to be received from donors per signed agreements

finance.partneregencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_PENDING\_EVENT

UN Operational Rat... Nouvel onglet Information | SDG 16

### UN\_PS\_CLOSE\_PENDING\_EVENT - Contract Pending Events

Project:

[View Results](#)

No matching values were found.

Contract BU	Contract #	Contract Description	Contract Status	Agreement Signed Date	Donor Code	Donor Name	Donor Reference	Revenue Plan	Oper Unit	Fund	Project	Event #	Event/Milestone Descr	Event Status	Acctg Date	Currency	Amount
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## 14- No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)

lamizana - Recherche | Renversement de... | UNDP Project Cl... | https://finance.p... | https://finance.p... | https://finance.p... | https://finance.p... | +

finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q?ICAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_UNCOL\_CONTRIB

UN Operational Rat... | Nouvel onglet | Information | SDG 16

### UN\_PS\_CLOSE\_UNCOL\_CONTRIB - Uncollected Contrib by project

Output:

[View Results](#)

No matching values were found.

Description	Account	Fund	Donor	Output	Foreign currency	Local Amount	USD Amount
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## 15- No AR direct journals in budget error or incomplete status

lamizana - Recherche | Renversement de... | UNDP Project Cl... | https://finance.p... | https://finance.p... | https://finance.p... | https://finance.p... | +

finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q?ICAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_ARDJ\_ERR\_INCOMPL

UN Operational Rat... | Nouvel onglet | Information | SDG 16

### UN\_PS\_CLOSE\_ARDJ\_ERR\_INCOMPL - Incomplete DJ or DJs w Errors

AR Bus Unit (% for All):

Deposit ID (% for All):

Accounting Date From:

Accounting Date To:

UNDP Region (% for All):

Project:

[View Results](#)

No matching values were found.

Deposit Unit	Deposit ID	Payment Seq Num	Payment ID	Payment Currency	Payment Amount	Payment Amount (USD)	Payment Acctg Date	User Id Entered By	Balance Status	Control Amount	Control Count	Entered Amount	Entered Count	Received Date	Entered Date	Deposit Acctg Date	Error Status
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## 16- All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)

N/A

**17- All un-used inventory items held at the end of the project has been disposed off or transferred to other projects**

N/A

**18- Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged**

N/A

**19- All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement**

N/A

**20- All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared**

lamizana - x | Renverson - x | UNDP Pro - x | https://fin... x | https://fin... x | https://fin... x | https://fin... x | https://fin... x | https://fin... x | +

finance.partneragencies.org/psc/UNDP11FS/EMPLOYEE/ERP/q?iCAction=ICQryNameURL=PUBLIC.UN\_PS\_CLOSE\_PETTYCASH\_ADV CASH

UN Operational Rat... | Nouvel onglet | Information | SDG 16

**UN\_PS\_CLOSE\_PETTYCASH\_ADV CASH - Outstanding Petty Cash Vchrs**

Project:

[View Results](#)

No matching values were found.

BU	Project	Fund	Donor	Activity	Account	Voucher	Currency	Transaction Amount	Base Amount (USD)	Description	Journal ID
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**21- Project Bank Account is fully reconciled and closed**

N/A

**22- All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared**

UN\_PS\_CLOSE\_STAFF\_RECEIVABLES - Project Close - Staff Recvbles

Project:

No matching values were found.

Unit	Project	Account	USD Amt	Employee ID	Name
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23-

**24- All accrued employee benefits are fully accounted**

UN\_PS\_CLOSE\_STAFF\_BEN\_LIAB - Project Close - Empl Bene Liab

Project:

No matching values were found.

Business Unit	Account	Account Group	Fund Code	Department	Operating Unit	Implementing Agent	Donor	Project	Currency	Local Currency Amount	USD Amount
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**25- No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)**

The screenshot shows a web browser window with the URL [finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN\\_PS\\_CLOSE\\_PENDING\\_LIAB](http://finance.partneragencies.org/psc/UNDP1FS/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUBLIC.UN_PS_CLOSE_PENDING_LIAB). The page title is "UN\_PS\_CLOSE\_PENDING\_LIAB - Project Close - Pending Liab". There is a search input field with the text "Output: 00120987" and a "View Results" button. Below the button, it says "No matching values were found." Below this is a table header with the following columns: Business Unit, Account, Fund Code, Operating Unit, Implementing Agent, Donor, Project, Department, Currency, Local Currency Amount, and USD Amount.



**26- The CDR for the previous quarter shows Zero future expenses (commitments)**

CDR Q3/2021 attached showing zero future expenses commitments)

**27- Final LPAC / Steering committee minutes are available**

N/A

**28- All audit observations are closed with supporting documentation**

N/A

**29- The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties**

CDR Q4 2020 is attached

**30- If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) and (Excludes Outstanding Contribution Receivable to be collected from donor) if any**

N/A

**31- Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing**

N/A

**32- All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)**

N/A

**33- Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.**

N/A

**34- Notified the GSSC to close any associated contract in the contracts module**

For this point, CO will provide a comment when requesting for the Financial Closure in UNall

**35- All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative**

N/A

**36- Ensure project accounts are closed**

N/A