eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore; it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

nsure that all financial transactions are in Atlas General Ledger (Based on final report from e Implementing Partner) o outstanding NEX advances-in either local currency or USD (Account 16005) o other outstanding advances-in either local currency or USD (Account 14001, 14057, 1501, 16006, 16010, 16015, 17008, 17009) o outstanding Project Delivery Reports (PDRs): o open Purchase Orders (POs); o Receipt Accruals; o Outstanding Commitments; o outstanding prepaid vouchers (Account 16065) o pending vouchers; pre-financing activities have been recovered and/or reimbursed, o pending GMS or Direct Project Charging (Formerly ISS), (If Off-the-top GMS was used, tra-budgetary income taken must be reconcilled to actual expense/delivery. A pro-rata um of GMS based on the balance of unspent funds must be done); opending GLJEs; unapplied deposits or other unrecorded revenue; outstanding Accounts Receivable to be received from donors per signed agreements; outstanding Contribution Receivable to be collected from donor (GL Account 14015 lance including FX Revaluation) AR direct journals in budget error or incomplete status; assets are transferred or otherwise disposed of, Asset Transfer letters/documents are in cc. (GL 18xxx Accounts) (Click Link for ISR Report) unrused inventory items helded at the end of the project has been disposed off or insterred to other projects	* * * * * * * * * * * * * * * * * * * *		Prepaid Vouchers No Pending Vouchers - Please rule	Atlas Transaction Check Atlas Balanc Transaction Currency 0.00 0.00 0.00 0.00 0.00 das are resolved (Non-PO Commitments) - nts Tab) 0.00
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assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in ce. (GL 18xxx Accounts) (Click Link for ISR Report) un-used inventory items held at the end of the project has been disposed off or	4		Contribution Amount Not Collected	0.00
ce. (GL 18xxx Accounts) (Click Link for ISR Report) un-used inventory items held at the end of the project has been disposed off or	4		No Pending AR direct journals - Please run the query link to verify a AR direct journals.	
un-used inventory items held at the end of the project has been disposed off or	*		<u>Assets</u>	\$ 0.00
sierred to other projects	4		Supporting documents if any should be u	uploaded to Atlas (Attachments Tab)
sure all transactions for sale/transfer/donation/disposal etc. of assets have been cessed and GMS charged.	4		Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
tems held as inventory should be distributed or transferred to recipient or returned to for as specified in the donor agreement.	1		Supporting documents if any should be u	uploaded to Atlas (Attachments Tah)
Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 06, 16107, 16108 and 16007) are cleared;	4		Petty Cash & Cash Advance	0.00
ject Bank Account is fully reconciled and closed.	1		Project staff should coordinate with Imple	
Staff Receivables (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 42, 14045, 14046, 14050, 14055, 14085) are cleared;	4		Staff Receivables	0.00
accrued employee benefits are fully accounted.	4		Employee Benefits	0.00
other pending liabilities; (GL 2xxxx Accounts - Excluding 21005)	*		Pending Liabilities	3,914,955.19
CDR for the previous quarter shows Zero future expenses (commitments).	1		Copy of CDR should be uploaded to Atlas (Attachments Tab)	
I LPAC / Steering committee minutes are available.	4		Minutes should be uploaded to Atlas (Attachments Tab)	
udit observations are closed with supporting documentation. final CDR is signed by UNDP and the Implementing Partner. Final report submitted by	4		Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
onsible parties.	4		Supporting documents should be uploaded to Atlas (Attachments Tab)	
cost sharing project, the unexpended balance has been agreed to the general ledger, he Balances excludes Open Purchase Orders reflected in the Output Financials) AND	4			eneral Ledger Cash Balance
ludes Outstanding Contribution Receivable to be collected from donor) if any.			Fund 30071	Donor 10554
sultations with Donors on the disposition of unexpended cost-sharing balances, where ired by contribution agreement, have taken place and are documented in writing.	1		UNDP Issue refunds to donor as the very last step before designating a project as I ATLAS. If the donor requests a refund at any earlier point then you need to the app Division or Treasurer to issuing the refund. Please refer to Refunds to Donors in the	
afunds to donors have been transferred to Account 21030 (Pending Refund to Donors) the project Balance is Zero,	4		Pending Refund to Donor	
ied Treasury Contributions Unit if the donor agreement requires interest to be refunded e donor if specified in the agreement.	1		Supporting documents if any should be up	3,914,955.19
ied the GSSC to close any associated contract in the contracts module.	4		Supporting documents if any should be uploaded to Atlas (Atlachments Tab)	
onor reports, as established in the Cost Sharing agreement, were submitted and owledged receipt by the donor representative,	-		Supporting documents if any should be uploaded to Atlas (Attachments Tab)	
knowledged receipt by the donor representative, sure project accounts are closed.			Closure of any project-based financial accounts or funds. Once confirmed, project "Financially Closed". No further financial transactions can be made.	
are project accounts are closed.			For more information on project closure propert and Financial Closure of Development	ocedures and policies, places refer to Cl
agement Comments (if any):				The POPP
uthor DateTime Stamp			Find First 4	1 of 1 Last