

Software tip: Aconex – Project Financial Verification

The project financial verification (PMC03) utilizes an Inspection form in the “Field” module of Aconex.

Step 1: UNHCR PMC03 preparer (Project Control or equivalent) initiates the PMC03, as follows:

- i. Click “Inspections” from the dropdown menu under the “Field” tab on the modules ribbon.
- ii. Click “New Inspection” and then select the template “Project Financial Verification Report – Long/Short Form (PMC03)”.
- iii. Rename the title of the PMC02 form to adhere to the following naming convention:
PMC03 + long/short + XX (number e.g. 01 for first PMC03 for that particular project workplan) + for + partnership agreement contract number.
E.g. “*PMC03 long 01 for 32061Y24P194726*”
- iv. Conduct the financial verification with the partner.

Step 2: UNHCR PMC03 preparer fills out the PMC03 form, as follows:

- i. Answer the questions and attach any supporting documents, such as a copy of a summary report for a verified sample of transactions and copies of bank reconciliations etc.
- ii. Raise a new Issue for a particular question and assign it to the partner (if required – see separate [Aconex software tip on Implementation Monitoring Issues](#) for more details).
- iii. Add their name, title and signature to the form.
- iv. Assign the PMC03 form to the UNHCR PMC03 approver (most senior Project Control focal point in the operation) for their approval with a set due date.

NB: UNHCR PMC03 preparer does not add any notes to any of the questions (except for questions within the topic “Outcome of this verification and action plan”) because this option is left for the partner.

Step 3: UNHCR PMC03 approver reviews and approves the PMC03, as follows:

- i. Review the answers provided by the UNHCR PMC03 preparer and the attachments. Consult with UNHCR PMC03 preparer if any modifications are required.
- ii. Add their name, title and signature to the form.
- iii. Assign the completed PMC03 form to the partner for their review with a set due date.

Step 4: The partner receives the PMC03 form, as follows:

- i. The partner's Inspector Administrator receives a summary notification email at the end of the day with the assigned PMC03 from UNHCR.
- ii. The partner's Inspector Administrator can reassign the PMC03 to the relevant colleague, as applicable.

Step 5: The partner reviews and acknowledges the PMC03 form, as follows:

- i. Review the answers provided by UNHCR and the attachments.
- ii. Add notes and attach other documents, as applicable.
- iii. Raise a new Issue for a particular question and assign it to UNHCR (if required).
- iv. If in agreement with the content of the PMC03 and no further input from UNHCR is required, select the acceptance status of "Accepted" or "Accepted with comments", enter their name, title and signature and reassign the PMC03 form to UNHCR.

OR:

If not in agreement with the content of the PMC03, select the acceptance status of "Not accepted", adding comments for explanation, and reassign the PMC03 to UNHCR.

Step 6: UNHCR PMC03 preparer finalizes the reviewed PMC03 from the partner, as follows:

- i. UNHCR Inspector Administrator receives a summary email notification at the end of the day with the assigned PMC03 from the partner.
- ii. UNHCR Inspector Administrator can reassign the Issue to the UNHCR PMC03 preparer (if desired).
- iii. If the partner accepted and signed the form, close the Inspection, which completes the PMC03.

OR:

If the partner did not accept the PMC03 and added comments, address the partner's comments and then reassign it back to the partner (return to **Step 4**).

NB: It is possible to close the PMC03 form with a "Not accepted" status from the partner. However, it is advised to have consultations with the partner and to document the outcome of such meeting(s) in the "Partner comments" question. Ideally, the partner's signature is added to the PMC03 form with the "Not accepted" status.

Note: Once the PMC03 form is completed and signed by both parties, UNHCR PMC03 approver downloads the closed PMC03 form as a PDF and uploads it into the "2nd Stage Approval" step of the PFR submission workflow as a supplementary file (see the separate [Aconex software tip on the PFR submission](#) for more details).

It is important to note a segregation of duties between the UNHCR PMC03 preparer and UNHCR PMC03 approver who is responsible for the “2nd Stage Approval” step of the PFR submission workflow. However, in small operations, this segregation of duties may not be feasible, and the two roles may be performed by the same person.

After an Inspection has been assigned once, when it is updated and saved in the Field module, the updated version is immediately visible to the other party, even when that said Inspection has not been reassigned. The Inspection does not need to be reassigned to UNHCR for further edits/finalization. However, reassigning the Inspection ensures either UNHCR or the partner can be notified of the follow-up action required by them, inclusive of the deadline (if a due date has been set).