



Approving an Exceptions Report in the MyACFID portal - CEO

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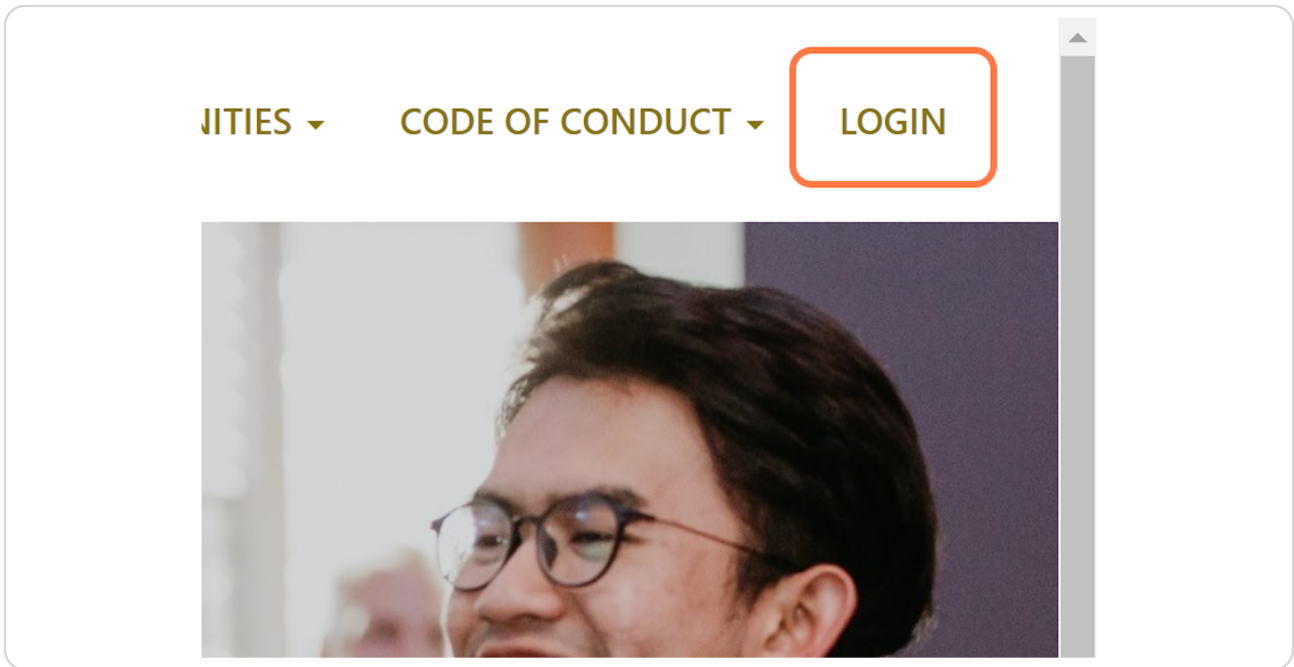
Created by
Emily Moreton

Creation Date
May 9, 2023

Last Updated
May 10, 2023

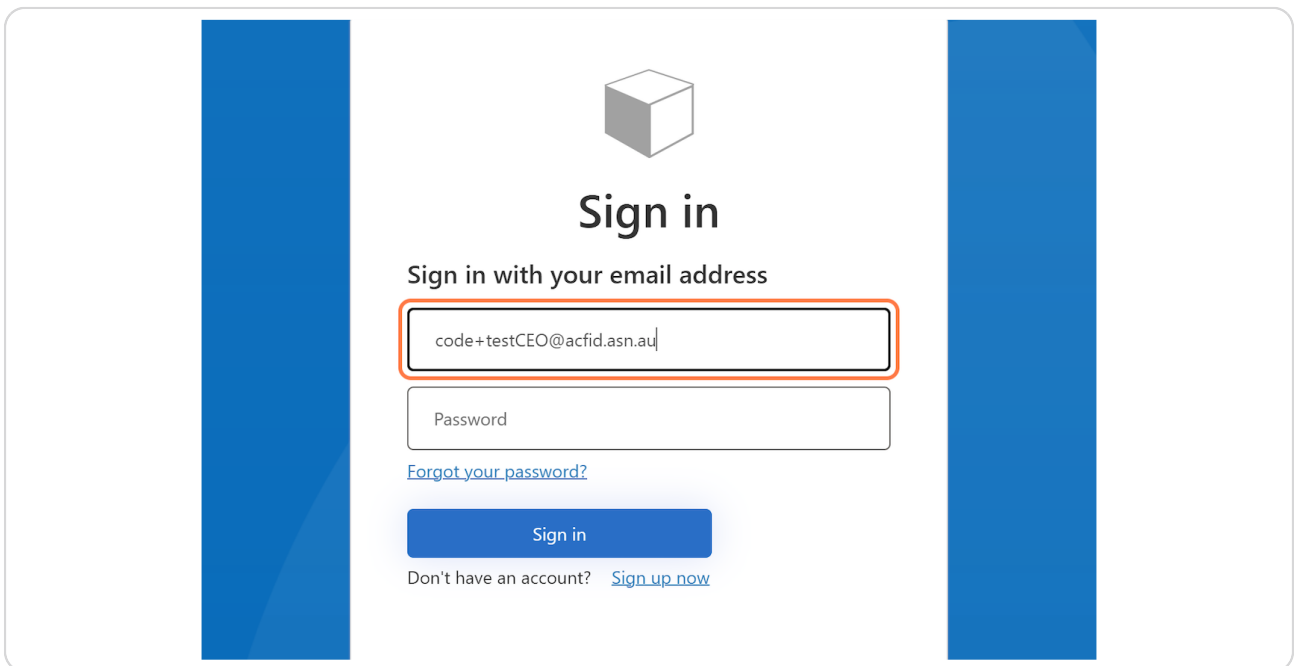
STEP 1

Go to MyACFID and click on LOGIN



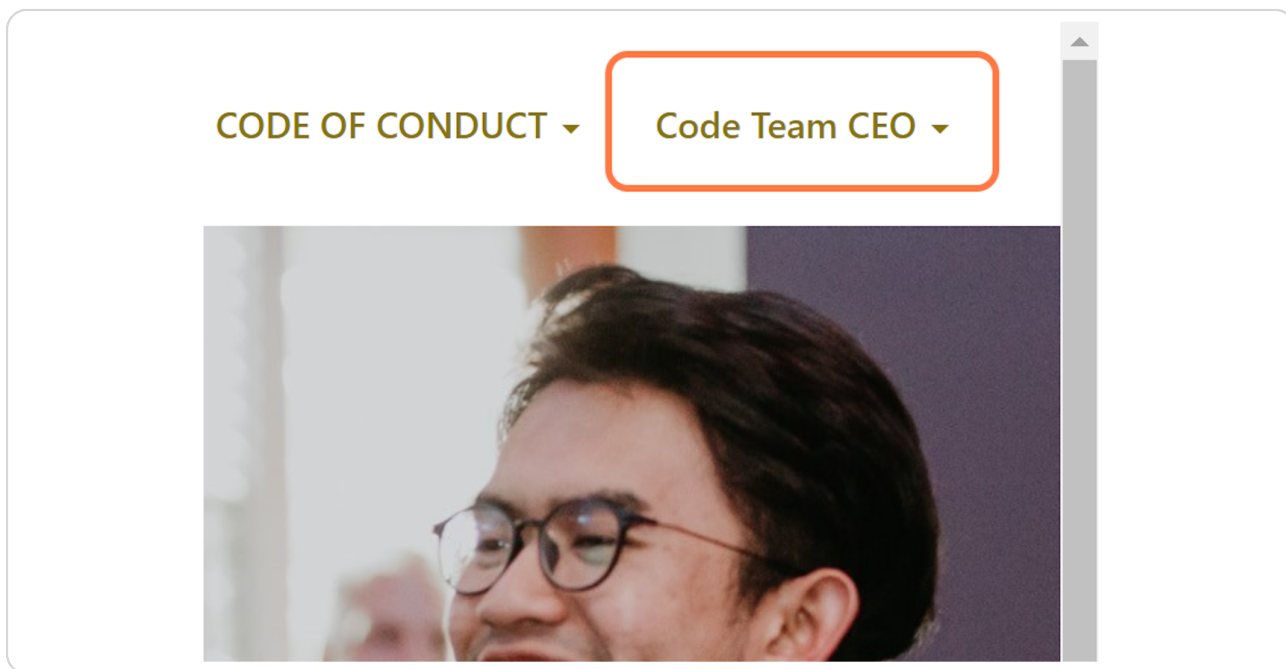
STEP 2

Login with your MyACFID username and password.



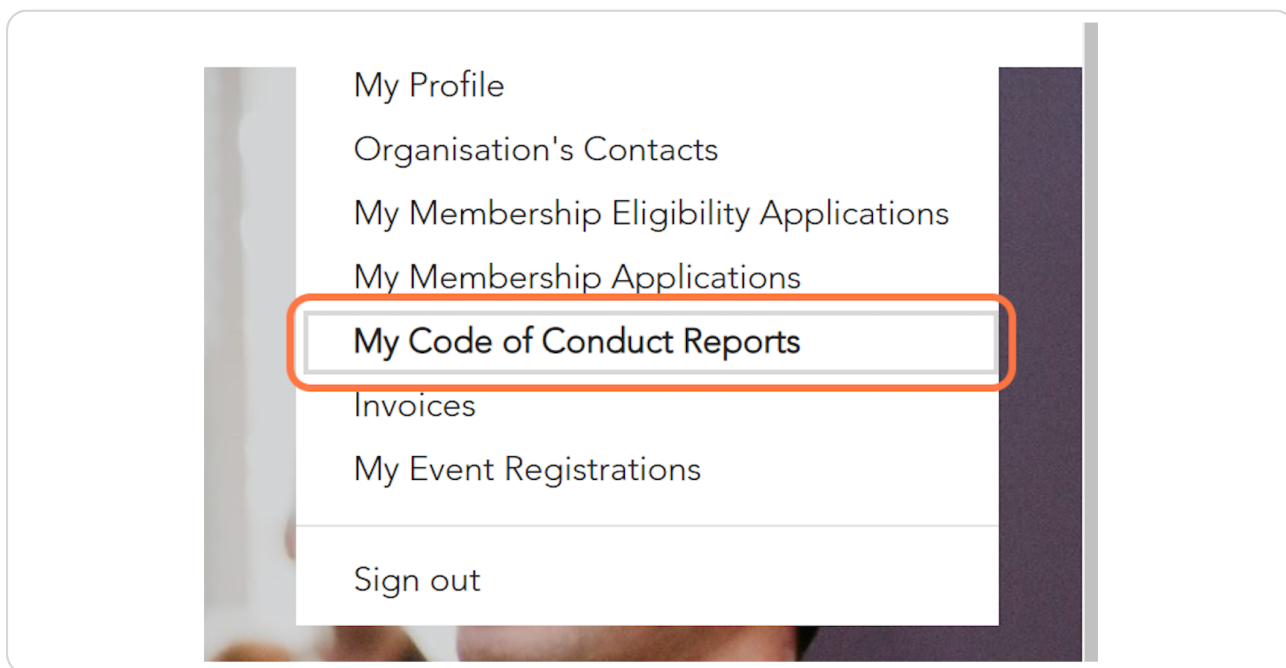
STEP 3

Click on your name



STEP 4

Click on My Code of Conduct Reports



STEP 5

Go to My Exceptions Report Submissions

My CSA Submissions

CSA ID	Compliance Contact	Organisation	Status	Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?
002929	Code Team Compliance Contact	Code Team Test	ACFID review complete	21/05/2021	31/05/2021	January 2020 - December 2020

My Exceptions Report Submissions

CSA ID	Compliance Contact	Organisation	Status	Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?
ER-002837	Code Team Compliance Contact	Code Team Test	Complete, waiting for CEO and Chair approval	09/05/2023	31/07/2023	January 2022 - December 2022
ER-002838	Code Team Compliance Contact	Code Team Test	ACFID review complete	29/05/2022	31/05/2022	January 2021 - December 2021

STEP 6

Find the relevant financial year

Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?
09/05/2023	31/07/2023	January 2022 - December 2022
29/05/2022	31/05/2022	January 2021 - December 2021

STEP 7

Click on action menu

Date Submission Due	Financial Year you are reporting on?	
31/07/2023	January 2022 - December 2022	
31/05/2022	January 2021 - December 2021	

STEP 8

Click on View

Date Submission Due	Financial Year you are reporting on?	
31/07/2023	January 2022 - December 2022	 
31/05/2022	January 2021 - December 2021	

STEP 9

Review the Exceptions listed.

[Add Comment](#)

There are no activities to display.

Appendix B - Exceptions

Compliance Indicator	Period of non-compliance	Action taken or plans in place to address	Expected date of achieving compliance	
4.2.2 Members assess and manage risk in their development and humanitarian initiatives	Between 3 and 6 months	The Code Team has introduced a new risk assessment process which is currently under review by the Board.	24/05/2023	▼

Annual Report & Audited Financial Statements

- Please address each document requirement in the list below.
- You may either upload a document or select the non applicable clause where available.
- Resources and explanatory notes about these document requirements can be found in the Good Practice Toolkit - [here](#)

STEP 10

If you wish to edit an existing Exception, click on action menu and select 'View or Edit'.

NB: You will not be able to add or delete any new exceptions at this stage. If this is required the compliance contact must make these changes.

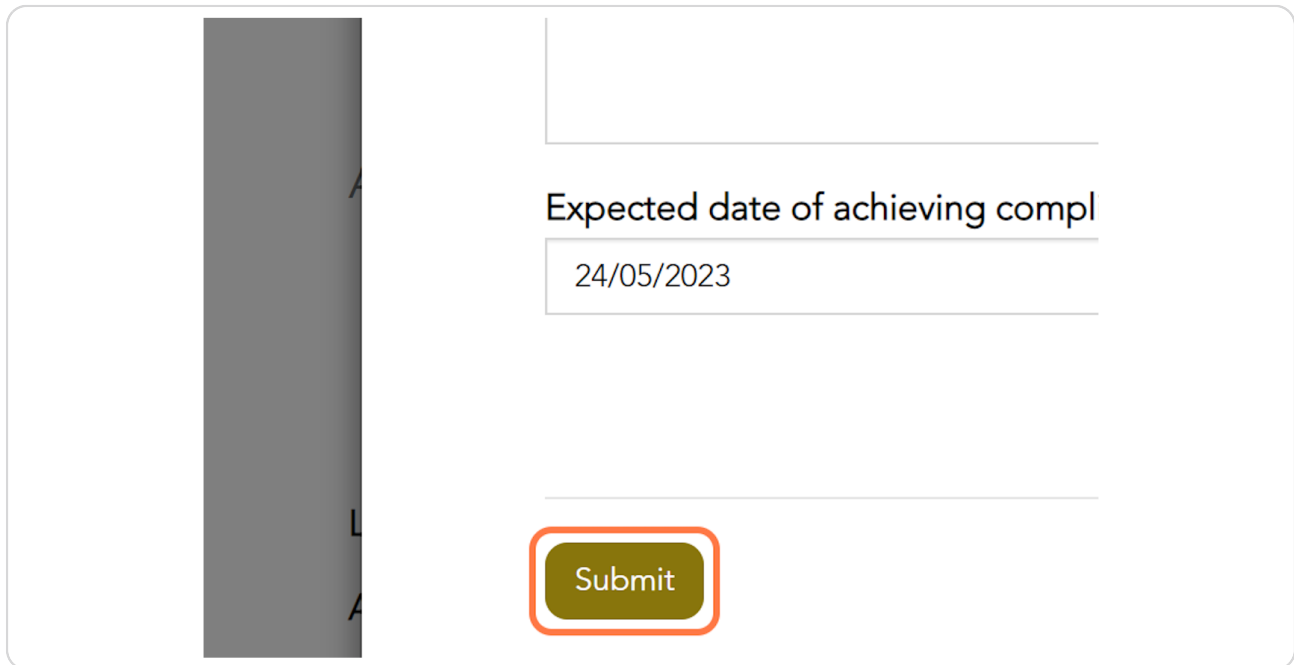
Expected date of achieving compliance

24/05/2023

▼

STEP 11

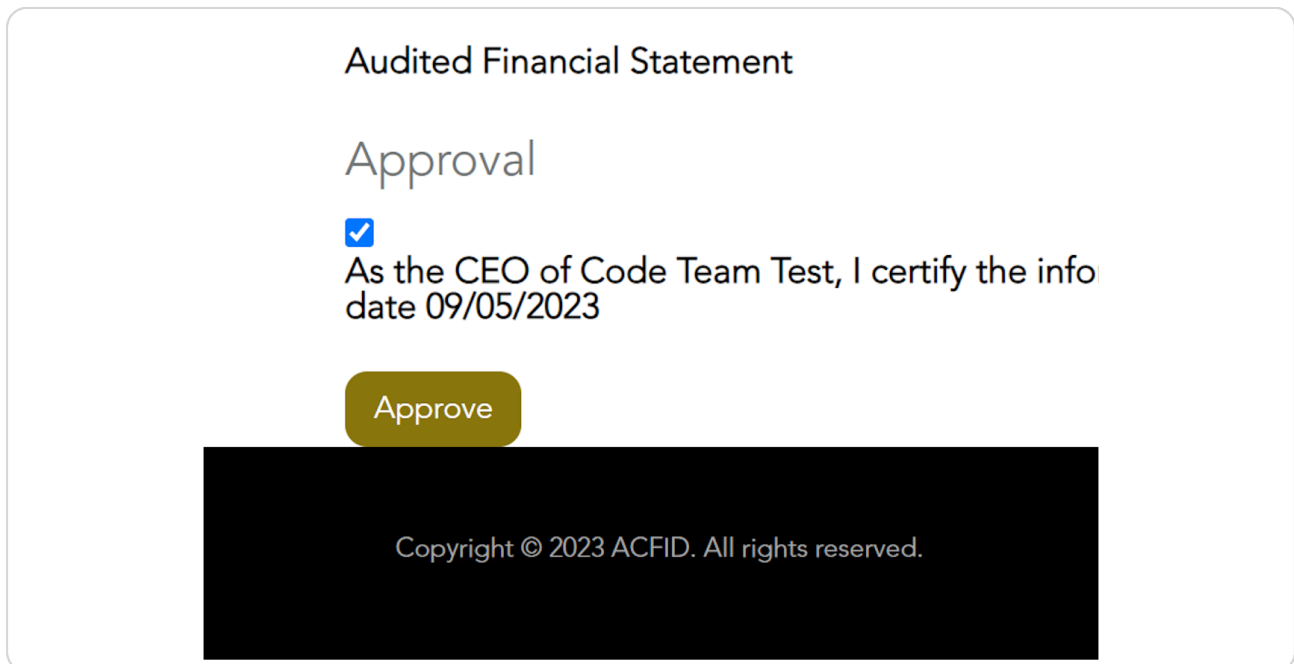
Click Submit when you have finished editing.



A screenshot of a web form. On the left, there is a vertical grey bar. To its right, there are several input fields. The top field is empty. Below it, a label reads "Expected date of achieving compl". Underneath this label, a date "24/05/2023" is entered in a text box. At the bottom of the form, a green "Submit" button is highlighted with a red rectangular border.

STEP 12

When you are ready to approve, select the checkbox and click on Approve



A screenshot of an approval form. At the top, the text "Audited Financial Statement" is displayed. Below that, the word "Approval" is shown in a larger font. A blue checkbox with a white checkmark is checked. Below the checkbox, the text reads "As the CEO of Code Team Test, I certify the info date 09/05/2023". At the bottom of the form, a green "Approve" button is visible. A black rectangular box at the very bottom contains the text "Copyright © 2023 ACFID. All rights reserved."

STEP 13

To check the status of the Exceptions Report, click on My Code of Conduct Re...

The screenshot shows the website header with the logo and navigation links 'HOME' and 'EVENTS'. Below the header is a breadcrumb trail: 'Home / My Code of Conduct Re... / Code of Conduct Exce'. The main heading is 'Code of Conduct Exce'. Below this is a form for 'Financial Year you are reporting on? *' with the value 'January 2022 - December 2022' selected.

STEP 14

Go to My Exceptions Report Submissions

The screenshot shows the 'My Exceptions Report Submissions' page. It features a table with the following data:

CSA ID	Compliance Contact	Organisation	Status	Submitted Date ↓	Date Submission Due	Financial Year you are reporting on?	
002929	Code Team Compliance Contact	Code Team Test	ACFID review complete	21/05/2021	31/05/2021	January 2020 - December 2020	▼
ER-002837	Code Team Compliance Contact	Code Team Test	Complete, waiting for Chair approval	09/05/2023	31/07/2023	January 2022 - December 2022	▼
ER-002838	Code Team Compliance Contact	Code Team Test	ACFID review complete	29/05/2022	31/05/2022	January 2021 - December 2021	▼

Below the table is a section for 'My Certificates of Compliance' with a table:

Organisation	Financial Year	Date ↓	
Code Team Test	January 2020 - December 2020	09/05/2023	Download

STEP 15

The status will change to 'Complete, waiting for Chair approval' or 'Submitted, awaiting ACFID feedback' if the Chair has already approved the Exceptions Report.

Organisation	Status	Submitted Date ↓	Date Submitted Due
Code Team Test	Complete, waiting for Chair approval	09/05/2023	31/07
Code Team Test	ACFID review complete	29/05/2022	31/05

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