

FAQ Issuing UNDP Financial Authorizations

Please find below Frequently Asked Questions (FAQs) in relation to the UNDP Financial Authorization process. Users are strongly encouraged to read these FAQs and to refer to the UMOJA job aids before raising production support issues.

1. I cannot find the UNDP Business Partner I need.

Please refer to the list of UNDP Business partners in job aid 1-0. If the UNDP country office does not appear in this job aid please raise an ineed ticket to Umoja Master Data and provide details on which UNDP Country Office you believe is missing and the details of the transaction to be posted.

2. Why are the detailed service instructions entered on the Funds Commitment not appearing on the Financial Authorisation?

Check to ensure that the detailed instructions are entered at the line item level of the Funds Commitment not the header level.

3. Why can't I issue a Financial Authorisation related to a Funds Commitment?

Please check that the funds commitment is approved (FAs related to unapproved FCs cannot be sent).

If you have used a Funds Commitment please check that vendor used is a UNDP Office. Please refer to UNDP Job aid 1-0 with the list of UNDP Business Partners which should be used. Also ensure that the UNDP vendor is on every line of your funds commitment.

The funds center of the funds commitment may not be mapped to a UNDP donor code (this can be checked using ZAP_DONORMAP, this T-code is mapped to finance roles). If the funds center is not mapped an ineed ticket needs to be raised and assigned to Umoja Tier 2b-Financial Accounting in UNHQ.

4. Why can't I issue a Financial Authorisation related to a Purchase Order?

Please check that the vendor used is a UNDP Office. Please refer to UNDP Job aid 1-0 with the list of UNDP Business Partners which should be used.

The funds center of the purchase order may not be mapped to a UNDP donor code (this can be checked using ZAP_DONORMAP, this T-code is mapped to finance roles). If the funds center is not mapped an ineed ticket needs to be raised and assigned to Umoja Tier 2b-Financial Accounting in UNHQ.

5. Why is the text information entered into SRM missing from the FA for a PO.

Ensure you have entered text into the Internal Note field of the line item. Click on Internal Note, which is located on the Notes and Attachments tab of the line item. Please note that for POs with multiple service lines, users must enter all instructions (for all lines) on the first line for them to appear on the FA.

6. Why can't I issue a Financial Authorisation related to a AP Document (FV60 MIR7)?

Check that there is no payment block.

Ensure that there is a *funds center* on each line of the FV60 document (even if the line relates to a balance sheet account, i.e. for MPOs, petty cash etc).

The funds center of the AP Doc may not be mapped to a UNDP donor code (this can be checked using ZAP_DONORMAP, this T-code is mapped to finance roles). If the funds center is not mapped an ineed ticket needs to be raised and assigned to Umoja Tier 2b-Financial Accounting in UNHQ.

Check the *payment method selected*, it should be U.

Check that the *FV60 or MIR7 was posted/approved* (if they are not approved the FA cannot be created).

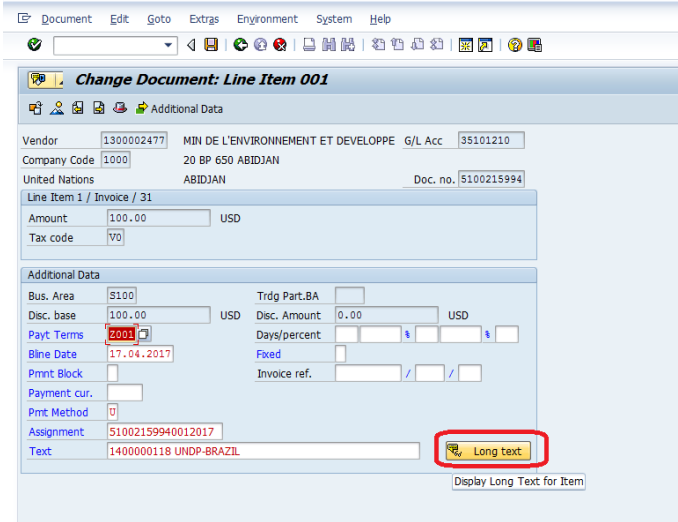
7. I need to update the text on an AP Document, however the invoice document has been posted and I can't change the text field, how do I update?

In order to update the text information, find the relevant FI Document number. Open the FI document using FB02 (edit document). Double click on the line related to the vendor

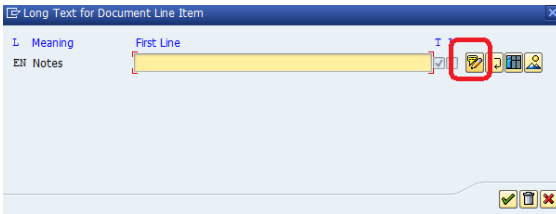
The screenshot shows the SAP 'Change Document: Data Entry View' interface. At the top, there are navigation icons and options for 'Taxes' and 'Display Currency'. Below this is a 'Data Entry View' form with fields for Document Number (5100215994), Company Code (1000), Fiscal Year (2017), Document Date (17.04.2017), Posting Date (17.04.2017), Period (4), Reference (INTIRK 11810), Cross-Comp.No., Currency (USD), Texts exist (checkbox), and Ledger Group. Below the form is a toolbar with various icons. The main part of the screenshot is a table with columns: Purch.Doc., Item, PK, TTY, Account, Description, Curr., Amount, Amount..., G/L Acc, Cmmt It..., Grant, BusA, Fund, Funds..., and W. The table contains two rows. The first row is highlighted in yellow and has a red circle around the 'Account' field (1300002477) and the 'Description' field (MIN DE L'ENVIRONNEMENT ET DEVE). The second row is also highlighted in yellow and shows a total of 0.00 for the Amount and Amount... columns.

Purch.Doc.	Item	PK	TTY	Account	Description	Curr.	Amount	Amount...	G/L Acc	Cmmt It...	Grant	BusA	Fund	Funds...	W
4500000216	10	86		35401010	AP Ex Good Recpt	USD	100.00	100.00	35401010	77172510	GMNR	S100	10UNA	12001	
		31		1300002477	MIN DE L'ENVIRONNEMENT ET DEVE	USD	100.00	100.00	35101210	34101000		S100			
							USD	0.00	0.00						

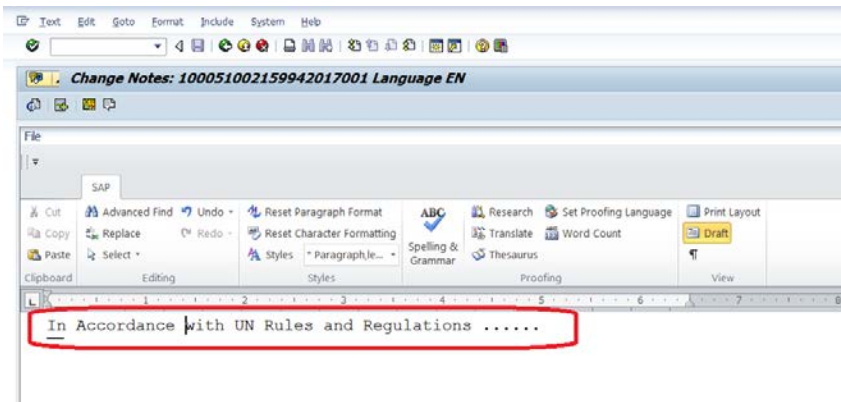
Click on the button for the long text.



Select the icon for editor



Enter the updated text in the field



Click the back arrow  the select copy text



Then save



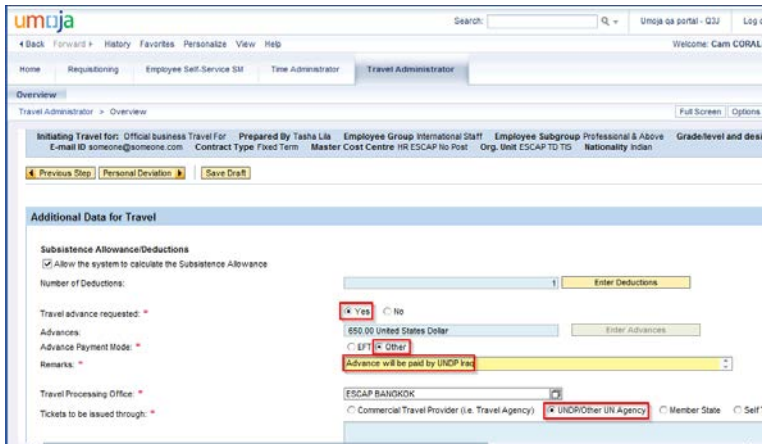
The text will now be updated when you re-run ZAP_FIAUTH.

Note: Umoja will always first check the FI Document for text. If there is no text, it will then check the invoice document.

8. Why can't I issue a Financial Authorisation related to a Travel Document?

Some of the possible reasons are as follows:

- Check the payment method selected, it should be U on the FI (use FBV3 to check).
- If payment method “Other” is not selected in the Travel Portal, the TPA will not be able to add in the UNDP vendor.



- Check the vendor text field in the FI document to ensure the UNDP Donor code is there.
- The funds center of the travel document may not be mapped to a UNDP donor code (this can be checked using ZAP_DONORMAP, this T-code is mapped to finance roles). If the funds center is not mapped an ineed ticket needs to be raised and assigned to Umoja Tier 2b-Financial Accounting in UNHQ.
- There is a payment block on the AP document.

9. I am about to approve the FA but I see there is an issue how can I amend?


The source document for the FA needs to be modified first and the changes will then be reflected in the FA.

Note that the Remarks field can be used to add additional instructions for UNDP. But this should not contradict other instructions in the lines of the FA.

FA Document Print Preview and Send Mail

FA Form List

Select	FA Number	Donor Code	Status	Version	Previous Version Date	Created By	Approved By	Total Amount	Currency	Remarks	Manual Status
<input type="checkbox"/>	NB-450000153	10203	ORIGINAL	1.00		CGOULET		5,000.00	AUD		

United Nations  **N**

FINANCIAL AUTHORIZATION

For UNDP Country Offices Use only

UNDP COUNTRY: To:

Authn: Phone/Fax:

AGENCY INFORMATION

From Agency	<input type="text" value="UNAMA"/>	Donor Code	<input type="text" value="10"/>
Subject	<input type="text" value="Agency Service Request"/>	Authorising Agency Officer	<input type="text" value=""/>
Agency Requested Date	<input type="text" value="17.11.2016"/>	Approved by	<input type="text" value=""/>
Due Date	<input type="text" value="As Per Below Instruction"/>	Email	<input type="text" value=""/>
Payee	<input type="text" value="As Per Below Instruction"/>	Dept./Office	<input type="text" value=""/>
Remark	<input type="text" value="Additional instructions for UNDP here"/>	Date Approved	<input type="text" value=""/>

10. UNDP does not accept FAs that do not include VAT.

In the case where the PO does not include VAT because the UN procedure is to not include VAT in the PO (as this is included at the time of the invoice), text should be added either in the detailed instruction of the PO or in the remarks field of the FA to instruct UNDP to pay the VAT.

For further guidance on FA please refer to:

- UNDP Job aid 3-0, Source Documents for UNDP FA, which has instructions on how to create source documents for FA.
- UNDP Job aid 4, Issuing, amending and cancelling FAs, at the approval stage and also after approval when an amendment needs to be sent to UNDP.