

# **FAQ Issuing UNDP Advance**

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

### 1. Who initiates the payment of advance to UNDP?

The OAH or mission creates the payable document to UNDP, using FV60 against UNDP HQ vendor (1400000100), with payment method A (ACH-CCD).

Payables against this vendor are picked up and paid centrally from New York (by the Treasury division) as a result of the use of the payment method A.

# 2. Why can't UNDP identify who sent the advance?

The Donor Code (given to the UN Secretariat by UNDP) of the UN entity paying the advance should have been entered in **both** the reference field and text field of the FV60 document. The remittance advance, which is automatically emailed to UNDP (loise.nganga@undp.org, jacques.van.engel@undp.org, nejat.ncube@undp.org, and fang.he@undp.org) when the payment is made by the Treasury Division, contains the text field on the vendor line. UNDP use the Donor Code to identify who sent the advance.

If this information has not been entered when raising the FV60 document (as per UNDP job aid 2-0, then UNDP will not be able to establish which entity sent the funds.

#### 3. How do I identify the UNDP Donor Code for my entity?

To find an entity's donor code use t-code ZAP\_DONORMAP. This t-code is provisioned to all Finance Roles.

#### 4. Which Currency should the advance be paid in?

USD should always be used.

#### 5. Will the advance issued consume budget?

The advance document does not consume budget but it will consume cash on the related fund/grant.

## 6. To what fund and grant should the advance be charged to?

This is a decision for the individual entity; however please note that cash on the fund/grant will be reduced when the payment is made. As such, if the fund/grant that is paying the advance is not the same as the fund/grant that is issuing the Financial

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Authorisation (FA), the fund/grant used for the advance is temporarily financing the other fund/grant until the SCA file is posted <u>and</u> the advance account is cleared.