

## Job Aid

FI-SUP1: UNDP Maintenance for FI production support users ONLY

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## Overview

This job aid is for FI production support users only (these users are located in OPPBA-Accounts Division, Tier 2b Financial Accounting).

Currently there are various tables that need to be maintained for the UNDP Umoja solution. When the following changes are made the tables associated with the UMOJA UNDP solution need to be maintained:

- Updates to the UNDP UPL,
- Changes (additions, deletions) to the UNDP Country Offices to which FAs are issued,
- Changes (additions, deletions) to UN Secretariat entities using the UNDP-SCA process,
- Changes (additions, deletions) related to Cost Centers, Funds, Business areas.

The relevant tables include:

Table	Description	T-code	Mapped to
ZAPT_UNDP_SRVFEE	Includes a mapping of all UNDP Country Offices available for use in Umoja with the 7 main UPL fees	ZAPUNDPSRVFEE	FI Production Support User
ZAPT_UNDP_GL	G/L accounts for AP Inv, incoming payments, unmatched FA doc.	ZAPUNDPGL	FI Production support user
ZAPT_DONORMAPPING	This maps the various UNDP Donor codes to Business Area, fund, cost center.	ZAP_DONORMAP	FI Production support user

Matrix of actions summary (Maintain table Yes/No)

Task	ZAPT_UNDP_SRVFEE	ZAPT_UNDP_GL	ZAPT_DONORMAPPING	Other maintenance?
Update to UPL	Yes	No	No	No
Adding a new UN entity to the UMOJA-UNDP process	No	No	Yes	No
A new Cost Center, Business Area, Fund is established which uses the FA process	No	No	Yes	No
Add/edit list of UNDP Business partners	Yes	Yes	No	Yes (in ECC and ESS)

The actions are all performed by the FI Production Support User and performed by OPPBA UNHQ Accounts Division (Tier 2b-Financial Accounting).

## Glossary of Terminology

Name	Acronym	Description
<b>Business Partner</b>	BP	<i>A customer, vendor, staff member etc. Each is assigned a unique 10 digit number.</i>
<b>Donor Code</b>		<i>In the context of the UNDP process this refers to the unique identifier that UNDP give to each of the UN Secretariat organisations.  5 digit donor code = UNDP's code for the UN entity (e.g. OCHA, 00038)</i>
<b>Employee Self Service</b>	ESS	<i>In the UNDP context the portal is used by UN employees, travel administrators, and approvers for travel management.</i>
<b>Enterprise Central Component</b>	ECC	<i>ECC comprises of various core modules which make up Umoja including Finance (AP,AR, GL etc), Funds Management, Grants Management etc.</i>
<b>Financial Authorization</b>	FA	<i>Document sent to UNDP, giving them Financial Authority to undertake the action outlined in the document.</i>
<b>Funds Commitment</b>	FC	<i>Used to commit funds for very specific (limited) purposes. Funds commitments can be source documents for the UNDP process.</i>
<b>Operational Unit</b>	OU	<i>A unique identifier given by UNDP to each of its Country Office Locations which are able to receive and action FAs.</i>
<b>Purchase Order</b>	PO	<i>Purchase Orders can be source documents for the UNDP process. It outlines the nature of the goods or services requested, quantities, and agreed prices.</i>
<b>Service Clearing Account</b>	SCA	<i>A process where an advance is paid to UNDP for services to be rendered upon receipt of an FA. The advance increases the balance of the Service Clearing Account. Payments made by UNDP in accordance with FA received, are reported monthly and applied against the SCA to reduce the balance. The balance is regularly replenished.</i>
<b>Supplier Relationship Management</b>	SRM	<i>Used to raise shopping carts and purchase orders.</i>
<b>Universal Price List</b>	UPL	<i>This is a fee structure set by UNDP that Umoja entities must pay when requesting UNDP services. It is updated regularly.</i>

## UPDATE TABLES

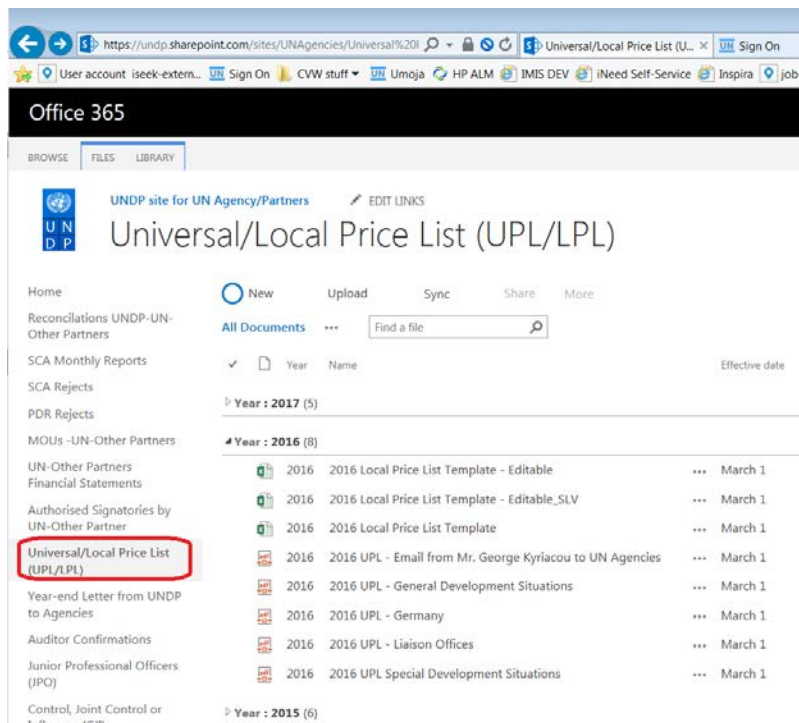
### 1. Updating UNDP Service Fees

#### Background:

Umoja currently stores 7 different UNDP Service Fees listed in the Universal Price List in table ZAPT\_UNDP\_SRVFEE. This allows the system to automatically post the most common fees when the SCA file is uploaded. When the SCA file is loaded the system checks that the Service Fee charged is not a duplicate and it also checks that the Service Fee charged is within 10% of the amounts listed in the UNDP Service Fee table.

If a fee is not listed in the table or is higher than expected then the system will park the fee and the amount will need to be posted through workflow.

Currently UNDP publish new Service Fees each year, these fees are also saved in PDF format on the UNDP Share point.



UNDP fees are split depending on the type of UNDP office that provide services, these are divided into 4 types of UNDP Office currently.

1. General Development Situation Country Offices
2. Special Development Situation Country Offices
3. Liason Offices
4. UNV Office (United Nations Volunteers-Germany)

The basic requirements to update the ZAPT\_UNDP\_SRVFEE include:

1. Mapping each countries listed each in UPLs issued to an Umoja Vendor Business Partner maintained in the table (note not all UNDP Country offices are used by Umoja entities). It is important to note that only those BPs outlined in Umoja UNDP job aid 1 (UNDP Business Partners) should be maintained.
2. Updating the 7 fees maintained for each UNDP BP listed.

There are two processes to update the UNDP UPL in Umoja, minor updates (process described below) and major updates, i.e. the yearly change.

Due to the large number of lines to be updated the yearly update should be done by Umoja (an LSMW has been created for this) and a process is underway to create a custom t-code for the accounts division to load the update.

## Umoja Process to make minor changes

1. Log in to ECC and enter T-code ZAPUNDPSRVFEE
2. Once you have entered the t-code the following will appear. Each BP lists 7 types of fees as follows. You need to scroll to find the UNDP BP which needs to be updated (or change all if required).

[In this example we will demonstrate updating fees for BP 1400000103 (UNDP-Algeria). To derive the name of the BP please use t-code 'BP' and enter the BP number and the name will be displayed].

Vendor	Category	Doc. Type	Amount in LC
1400000102	Purchase Ord...	ZVLP	41.95
1400000103	Account Paya...		24.43
1400000103	Account Paya...	TI	21.25
1400000103	Fund Commitm...		31.28
1400000103	Purchase Ord...		31.28
1400000103	Purchase Ord...	ZHRS	52.98
1400000103	Purchase Ord...	ZMOU	76.18
1400000103	Purchase Ord...	ZVLP	31.28
1400000104	Account Paya...		48.27
1400000104	Account Paya...	TI	47.10
1400000104	Fund Commitm...		77.58

The **Amount in LC** should come from on the Published UPL Sheets for each combination of Category and Document Type. These fees types can be mapped to the 2016 UPL as per below table (note this may change for future UPL updates).

Item number in Figure A.1	Catagory	Document Type	Description
#1	AP		FA issued asking UNDP as a pay agent <b>only</b> for AP Payment or MIR7 with payment method R.
#3	AP	TI	FA issued asking UNDP to take action on a travel authorisation (in this case a ticket).
#5	FC		FA issued to UNDP to undertake procurement based on a Funds Commitment <sup>1</sup> .
#5	PO		UNDP are asked to issue a PO. In this case only the fee related to issuance of the contract will post.
#2	PO	ZHRS	UNDP are asked to issue a IC/CST contract.

<sup>1</sup> Note there are very limited situations where Funds Commitments are to be used for the UNDP process please refer to relevant guidance issued.

#4	PO	ZMOU	UNDP are asked to undertake procurement activities (RFP/ITB). In this case only the fee related to issuance of the contract will post.
#5	PO	ZVLP	FA issued to UNDP to undertake procurement (low value). In this case only the fee for the issuance of the contract will post automatically.

Service <sup>1,2,3,4</sup> (see service notes overleaf)	High Cost	Mid-High Cost	Mid-Low Cost	Low Cost
#1 Payment Process <sup>5</sup>	51.74	36.10	32.49	27.58
Issue check only (Atlas Agencies)	19.73	15.23	14.18	12.79
Vendor profile only (Atlas Agencies only)	28.66	19.30	16.72	13.58
Staff selection and recruitment process for resident agencies <sup>6,7</sup>	938.05	586.14	491.63	375.02
Advertising (20%)	187.61	117.23	98.33	75.00
Short-listing (40%)	375.22	234.46	196.65	150.01
Interviewing (40%)	375.22	234.46	196.65	150.01
Staff HR & Benefits Administration & Management <sup>8</sup> (one time fee, per staff at: - the issuance of a contract, and - again at separation)	302.86	198.44	173.02	139.62
Recurrent personnel management services: Staff Payroll & Banking Administration & Management <sup>9</sup> (annual fee per staff, per calendar year)	660.19	447.44	381.93	310.33
Payroll validation, disbursement (35%)	231.07	156.61	133.67	108.62
Performance evaluation (30%)	198.06	134.23	114.58	93.10
Extension, promotion, entitlements (30%)	198.06	134.23	114.58	93.10
Leave monitoring (5%)	33.01	22.37	19.10	15.52
Consultant recruitment	362.92	228.29	192.76	148.41
Advertising (20%)	72.58	45.66	38.55	29.68
Short-listing & selection (40%)	145.17	91.31	77.11	59.36
#2 Contract issuance (40%)	145.17	91.31	77.11	59.36
Interns management	111.82	67.92	58.65	44.79
Issue/Renew IDs (UN LP, UN ID, etc.)	55.48	36.55	32.25	26.29
#3 Travel authorization	50.18	33.36	29.26	23.90
F10 settlement	45.52	30.53	26.81	22.03
Procurement process involving local CAP (and/or ITB, RFP requirements) <sup>7,10,11</sup>	837.66	524.49	444.18	341.61
Identification & selection (50%)	418.83	262.24	222.09	170.80
#4 Contracting/issue purchase order (25%)	209.41	131.12	111.05	85.40
Follow-up (25%)	209.41	131.12	111.05	85.40
Procurement not involving local CAP <sup>7,10,11</sup> (low value procurement)	328.48	206.76	179.38	140.73
Identification & selection (50%)	164.24	103.38	89.69	70.36
#5 Issue purchase order (25%)	82.12	51.69	44.85	35.18
Follow-up (25%)	82.12	51.69	44.85	35.18
Disposal of equipment	426.86	267.18	225.89	173.48
AR Management Process (create/apply receivable pending item- Atlas Agencies Only)	52.67	33.95	28.80	22.52
Issue /Apply Deposit only	31.91	20.68	17.59	13.82

Figure A.1

In this example as mentioned we will maintain a selected UNDP Vendor BP, 1400000103 (UNDP-Algeria). In the 2016 UPL Algeria UPL are listed on the PDF for “General Development Situation Country Offices” in the Cost band Low (the furthest right column above, named Low Cost).

Country Office	Cost Band
Albania	Low
Algeria	Low
Angola	High
Argentina	High
Armenia	Mid-Low

- Ensure you are in change mode

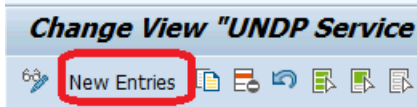


- Update the counm Amount in LC as required

The screenshot shows the 'Change View UNDP Service fee: Overview' window with a table of UNDP Service fee entries. The 'Amount in LC' column is highlighted with a red box. The table has columns for Vendor, Category, Doc. Type, and Amount in LC.

Vendor	Category	Doc. Type	Amount in LC
1400000103	Account Paya...		27.58
1400000103	Account Paya...	TI	23.90
1400000103	Fund Commitm...		35.18
1400000103	Purchase Ord...		35.18
1400000103	Purchase Ord...	ZHRS	59.36
1400000103	Purchase Ord...	ZMOU	85.40
1400000103	Purchase Ord...	ZVLP	35.18
1400000104	Account Paya...		48.27
1400000104	Account Paya...	TI	47.10
1400000104	Fund Commitm...		77.58
1400000104	Purchase Ord...		77.58
1400000104	Purchase Ord...	ZHRS	136.76

- You can add in lines by selecting "New Entries"



- Or you can delete lines by selecting Delete



- Once you have made the changes necessary select save.





Important notes:

1. Note that if you attempt to cut and paste category (sic) field will still need to be manually maintained.
2. Many BPs are listed with a value of 1USD or 2 USD these should be left as they are
  - 1USD: The BP, although maintained, would not be expected to be used in the UNDP process.
  - 2 USD: UNDP is being used by an Umoja entity in this location but this location does not appear in the published UPL. UNDP note that where a UNDP country office is not listed in the UPL separate negotiations need to be made with the specific location and fees agreed upon.

## 2. Adding/removing a new UNDP BP

The list of UNDP vendors maintained for the current Umoja SCA process are listed in Umoja UNDP Job Aid 1. To be used in the UNDP process the Umoja BP must exist and search term 1 on the BP record must contain the UNDP and search term 2 the UNDP Operating Unit, there are various table updates also required and outlined below.

### STEP 1: Is a new Umoja BP required?

There are many UNDP Vendors created in Umoja that are currently not included in the job aid as entities have not requested their use in the past. If the UNDP vendor exists then it is simply a matter of sending a request to Master Data Maintenance to update the BP master record so that search term 1 contains UNDP 2 contains the UNDP Operating Unit.

To find available UNDP BPs use t-code BP.

To create or maintain a Umoja BP send an email to [umoja-mdm@un.org](mailto:umoja-mdm@un.org) and attach the relevant Master Data form available on isek "Business\_Partner\_Third\_Party\_Non-Commercial".

The current list of UNDP Operating Units provided in September 2016 by UNDP is attached below



UN\_REF\_OPERATING\_  
UNITS.xls

If a UNDP BP is to be removed then ensure that the MDM form notes that Search term 2 (the operating unit) is to be removed. A determination will also need to be made as to whether the BP should be blocked for future use. If the vendor will remain (i.e. will not be blocked) search term 1 "UNDP" can be maintained, otherwise if it is to be blocked then search term 1 "UNDP" should be removed.

Please advise the appropriate team to also update Umoja UNDP job aid 1 with the changes made to the available Umoja UNDP SCA BPs.

### STEP 2: Update ZAPT\_UNDP\_GL using t-code ZAPUNDPGL

This table to manage postings to G/L accounts for scenario 3 (AP Invoice), incoming payments, unmatched FA documents.

#### Adding a new Umoja UNDP BP

1. Log on to ECC enter t-code ZAPUNDPGL
2. The following table will appear

Table View Edit Goto Selection Utilities(M) System Help

Change View "G/L accounts for AP Inv, incoming payments, unmatched FA"

New Entries

Vendor	Advance UNDP G/L account	SCA Clearing G/L account	Suspense G/L account	Service fees G/L account	UNDP Unapplied Cash GL account
1400000100	18105010	18105020	18105020	74701010	39201010
1400000101	18105010	18105020	18105020	74701010	39201010
1400000102	18105010	18105020	18105020	74701010	39201010
1400000103	18105010	18105020	18105020	74701010	39201010
1400000104	18105010	18105020	18105020	74701010	39201010
1400000105	18105010	18105020	18105020	74701010	39201010
1400000106	18105010	18105020	18105020	74701010	39201010
1400000107	18105010	18105020	18105020	74701010	39201010
1400000108	18105010	18105020	18105020	74701010	39201010
1400000109	18105010	18105020	18105020	74701010	39201010

- To add a new UNDP BP, first ensure you are in change mode
- Select New Entries
- Populate each column as follows
  - Vendor:** Enter the new or updated Umoja UNDP BP (it will start with 14 and be 10 characters long)
  - Advance UNDP G/L:** Enter 18105010
  - SCA Clearing G/L account:** Enter 18105020
  - Suspense G/L account:** Enter 18105020
  - Service fees G/L account:** Enter 74701010
  - UNDP Unapplied Cash GL account:** Enter 39201010

Table View Edit Goto Selection Utilities(M) System Help

New Entries: Overview of Added Entries

G/L accounts for AP Inv, incoming payments, unmatched FA doc

Vendor	Advance UNDP G/L account	SCA Clearing G/L account	Suspense G/L account	Service fees G/L account	UNDP Unapplied Cash GL account
1412345678	18105010	18105020	18105020	74701010	39201010

- Select save

## Removing a Umoja UNDP BP

- Log on to ECC enter t-code ZAPUNDPGL as above
- First ensure you are in change mode
- Scroll down to the line with the BP you need to delete
- Select the line by clicking on the box at the left

Table View Edit Goto Selection Utilities(M) System Help

Change View "G/L accounts for AP Inv, incoming payments, unmatched FA"

New Entries

G/L accounts for AP Inv, incoming payments, unmatched FA doc

Vendor	Advance UNDP G/L account	SCA Clearing G/L account	Suspense G/L account	Service fees G/L account	UNDP Unapplied Cash GL account
1400000109	18105010	18105020	18105020	74701010	39201010
1400000110	18105010	18105020	18105020	74701010	39201010
1400000111	18105010	18105020	18105020	74701010	39201010
1400000112	18105010	18105020	18105020	74701010	39201010
1400000113	18105010	18105020	18105020	74701010	39201010
1400000114	18105010	18105020	18105020	74701010	39201010

5. Select the delete icon



6. Select save



**STEP 3: Update ZAPT\_UNDP\_SRVFEE using t-code ZAPUNDPGL**

When adding a new UNDP BP or removing then the UNDP Service Fee table also needs to be updated. Please refer to section 1. UNDP Service Fees.

**STEP 4: Update the drop downs (F4) in FV60/MIR7 (where the UNDP BP appears)**

Currently when doing FV60 or MIR7 and selecting UNDP where a FA is needed

### 3. Updating ZAPT\_DONORMAPING

This table has two purposes:

1. To ensure the Donor Code can be derived for the FA.
2. To help the system park a document when the ULO (Funds Commitment, Purchase Order, Travel Doc, AP Document) is missing or not recognised in the SCA file.

#### 1. Derive the Donor Code on the FA:

To issue a FA the system needs to know which UN Donor the FA relates to. The UN Donor tells UNDP which UN Secretariat entity is issuing the FA and which advance to charge.

To derive the Donor Code the Funds Center in the ULO (Purchase Order, Funds Commitment, AP Payment, or travel Document) needs to appear in the table **ZAPT\_DONORMAPING**.

Note in the table **ZAPT\_DONORMAPING** the fund center=cost center.

Umoja have published the below advise under FAQs:

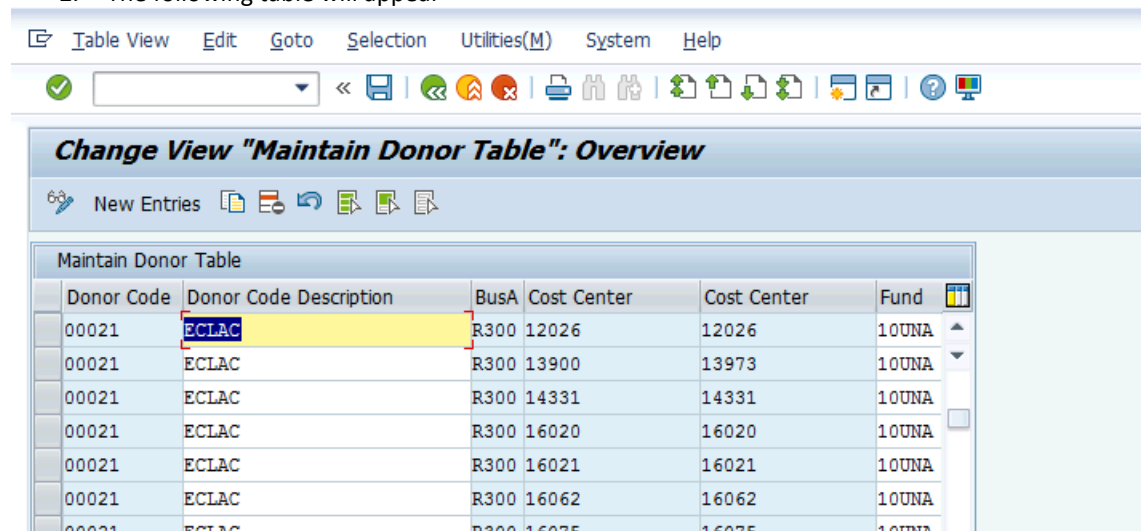
*"The funds center of the [ULO] may not be mapped to a UNDP donor code (this can be checked using ZAP\_DONORMAP, this T-code is mapped to finance roles). If the funds center is not mapped an ineed ticket needs to be raised and assigned to Umoja Tier 2b-Financial Accounting in UNHQ."*

2. **Allows Umoja to Park an SCA when the ULO** (Funds Commitment, Purchase Order, Travel Doc, AP Document) **is not recognised**.

In this case the system will look up the donor code in the SCA line. The system will use the coding block (Fund, Business Area, Cost Center) of the first row of the table for this donor code to park the document.


#### Updating ZAPT\_DONORMAPING

1. Log on to ECC enter t-code ZAP\_DONORMAP
2. The following table will appear

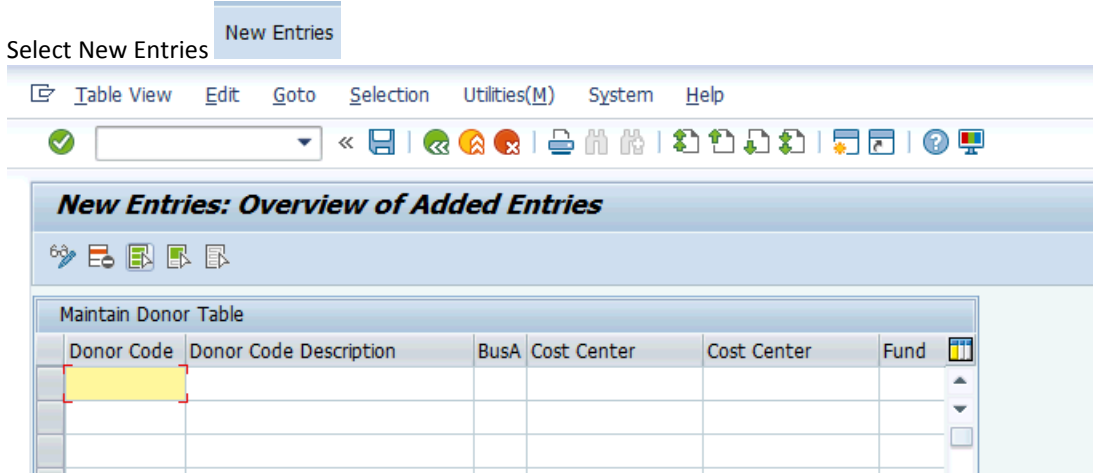


The screenshot shows the SAP ZAP\_DONORMAP table in 'Table View'. The table has columns: Donor Code, Donor Code Description, BusA, Cost Center, Cost Center, and Fund. The first row is highlighted in yellow.

Donor Code	Donor Code Description	BusA	Cost Center	Cost Center	Fund
00021	ECLAC	R300	12026	12026	10UNA
00021	ECLAC	R300	13900	13973	10UNA
00021	ECLAC	R300	14331	14331	10UNA
00021	ECLAC	R300	16020	16020	10UNA
00021	ECLAC	R300	16021	16021	10UNA
00021	ECLAC	R300	16062	16062	10UNA
00021	ECLAC	R300	16075	16075	10UNA

3. To add a new line, first ensure you are in change mode .

4. Select New Entries



5. Populate each column as follows

- Donor Code:** This is unique and is provided by UNDP (see excel file attached below).
- Donor Code Description:** Enter the name of the UN Secretariat Entity (in most cases this will match the name of the Business Area).
- Business Area:** Enter the relevant Business Area
- Cost Center from and to:** Enter the first and last relevant cost center where they run in sequence, or individually as necessary.
- Fund:** Enter the fund




UN\_REF\_DONORS.xls

6. Select save



**To edit** an existing line simply find the line and edit the fields necessary and save



**To delete** a line Select the delete  icon and save