



# FI322 – Umoja Payment Processing



# Agenda

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## Course Introduction

Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)

Module 2: Process Incoming Receipts (Cheque/Cash)

Module 3: Process Cash Payments

Course Summary

Course Assessment

Course Survey

# Introduction

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Please share with us:

- Your name
- Your section/unit
- Years of experience in the field
- An interesting fact about you



# Ground Rules

Please consider the following guidelines during the training session:

- Turn your cell phone to silent mode. Please step out of the class to take any important phone call
- Please do not access your e-mail or the Internet outside of breaks
- Participate fully in the training session and respect each other's contribution
- Reference of transactional steps covered in this course are included in the User Guide. Ensure to review it to learn how to perform the transactions
- Breaks are included at the discretion of the trainer



**No Phones**



**Do Not Access  
E-mail**



**Participate**



**Ask Questions**



**User Guide**



**Breaks**

# Course Overview

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The purpose of the **Umoja Payment Processing** course is to explain how to process incoming and outgoing payments in the Umoja system. It will also describe how prior day treasury and operational transactions are automatically cleared when bank statements are uploaded.

## Prerequisite Review

You should have completed the following prerequisite courses:

- Umoja Overview
- Umoja Master Data and Coding Block Overview
- Umoja Cash Management and Treasury Overview
- Umoja ECC Navigation
- Umoja BI Navigation

**Course Duration:** 6 hours



# Course Objectives

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After completing this course, you will be able to:

- Process an outgoing payment payable – cheque and wire transfer from local house banks
- Record cash and cheque receipts
- Record cash payments



# Agenda

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Course Introduction

**Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)**

Module 2: Process Incoming Receipts (Cheque/Cash)

Module 3: Process Cash Payments

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# Module 1 Objectives

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After completing this module, you will be able to:

- List the roles involved in the Outgoing Payments process
- Identify the common payment methods in Umoja
- Initiate and modify a payment proposal
- Schedule and execute a payment run





# Roles & Responsibilities

The following Umoja Enterprise role is involved in the Outgoing Payments process:

## Cashier

- Submits cash forecast to UN Treasury
- Ensures that the bank account has sufficient balance to cover the payments
- Generates all payments (using the transaction code- F110 ) in Umoja
- Manages cash control by fund/grant
- Raises issues identified through cash control to Finance Managers for resolution
- Ensures that bank data is reflected accurately in Umoja on a timely basis to allow Front Office to manage daily liquidity
- Verifies that the bank communication files are processed and accepted by SWIFT/banks in a timely manner

# Sources of Outgoing Payments

Outgoing Payments refer to the disbursement of cash in settlement of requirements originating from two main sources:


## Accounts Payable (A/P) Payments

AP payments are transactions that are associated with a vendor for invoices due, advance payments and payable are set up through the AP process (covered in the *FI321 Umoja Accounts Payable Process* course).

## Treasury Payments

Treasury payments are initiated based on the settlement instructions for each treasury transaction. These transactions include:

- Investments
- Foreign Exchange Transactions (Spot)
- Internal Bank Transfers (conducted when accounts are in surplus or deficit)



**Note:** In this course we cover the payment to vendors/refunds to customers only. The Treasury payments are limited to UNHQ Treasury and not covered in this course.

# Outgoing Payments Processing through House Banks

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## Payments Methods

Various payment methods are configured with Umoja each of which applies to different payee destinations.

These payment methods are entered in payment documents by the processors which can then be amended by Cashiers.

# Umoja Payment Methods

Common Payment Methods are:

- **A: Bank Transfer (ACH-CCD):** For payee bank in the US, currency USD
- **H:** Vendor will pick up cheque at Cashier window
- **Q:** Cheque will be mailed. In this case the correct mailing address must exist in the vendor record
- **S: SEPA:** (Single Euro Payments Area) For payee bank in Eurozone and currency of payment is Euro
- **W: Wire (SWIFT MT103):** Used in all other regions
- **Y:** For travel advances through Cash Journal (cash payments)
- **X:** Wire payment in specific countries
- **U: UNDP Pay Agent:** Used in situations where UNDP is a Pay Agent or is paying a Travel Advance. Funds are not sent to UNDP at this stage
- **R: UNDP Service:** Used in situations where UNDP is procuring goods or services on behalf of an Umoja entity. Funds are not sent to UNDP at this stage
- **Z:** Payment list to house bank to disburse payment

T...	Name
1	Wire (Treasury SWIFT M...
2	Bank to Bank Transfer vi...
A	Bank Transfer (ACH-CCD)
B	Bank Transfer (ACH-CTX...
C	Check (Payroll)
D	DO NOT USE
E	DO NOT USE
H	Cheque (Pick up at Win...
I	Reserved for Future use
P	Bnk transfer (ACH PPD)
Q	Cheque (Mailing)
R	UNDP Service
S	SEPA
T	International ACH (IAT)
U	UNDP Pay Agent
X	Wire XML
Y	Cash Pymt through Cash...
Z	Cash Pymt List (House B...

# Outgoing Payments Processing through House Banks

## Treasury Pool Funds:

Historically each Fund had its own bank account and inter-fund settlements were done by actual movement of funds from bank accounts. As an Organization, UN was making payments to itself.

For example when Mission A provided services to Mission B, Mission A received remittance from Mission B to settle the charges.

Umoja introduces the concept of Treasury Pool under which the cash is maintained by Treasury in a separate Pool with each Fund having its share. Receipts/Payments in any fund adjusts its share in the Pool.

Any transactions across the Funds is instantly settled through a Cash Pool entry with increase in Service Provider Fund and decrease in Service Receiver Fund.

Treasury keeps cash in various bank accounts and Offices/Mission Cashiers transact business in their locally assigned house banks.

# Outgoing Payments Processing through House Banks

## Treasury Pool Funds:

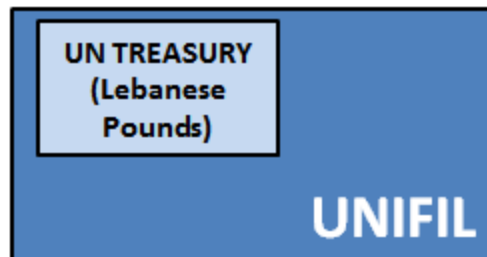
Three Cash Pool are set up in Umoja:

1. Main Pool – Cash and Investment 64VQA-> all operational in/out payments
2. EUR Pool – Investment 64VQE
3. UNSMIS Pool – Investment 64VQZ

Outgoing Payments will be pooled by currency, based on House Bank Determination logic. Umoja looks at three parameters to decide which house bank will release the payment. The parameters are **Currency of payment, Payee bank location and payment method.**

Local payments will be the responsibility of the Office/Mission cashiers. It is possible that the Office/Mission cashier have to make payments set up by other Offices/Missions as illustrated in next slide.

# Outgoing Payments Processing through House Banks



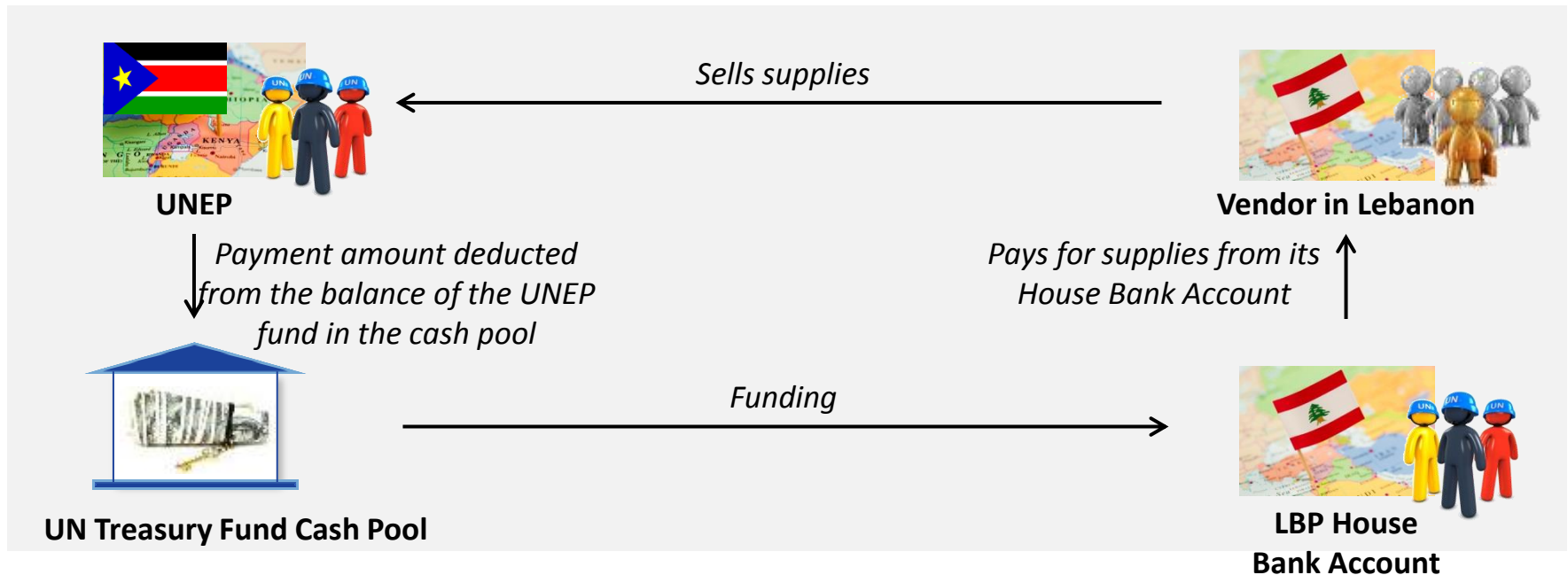
Each House Bank will be managed by an in-country mission who will assist with troubleshooting

**Example:** UNIFIL manages Lebanese Pound payments on behalf of UN Treasury using the House Bank Account on the ground in Lebanon.

Each House Bank will serve a specific currency need for all UN missions



# Outgoing Payments – House Bank: Example



United Nations Environment Programme (UNEP) purchases from a vendor in Lebanon and sets up the payment to a Lebanese bank account. Umoja determines the payment will be made from Lebanese House bank account and routes the document to UNIFIL cashier. UNIFIL Cashier then processes the document and issues payment. The UNEP share in the Treasury Pool is reduced and increases the UNIFIL share in the Treasury Pool.

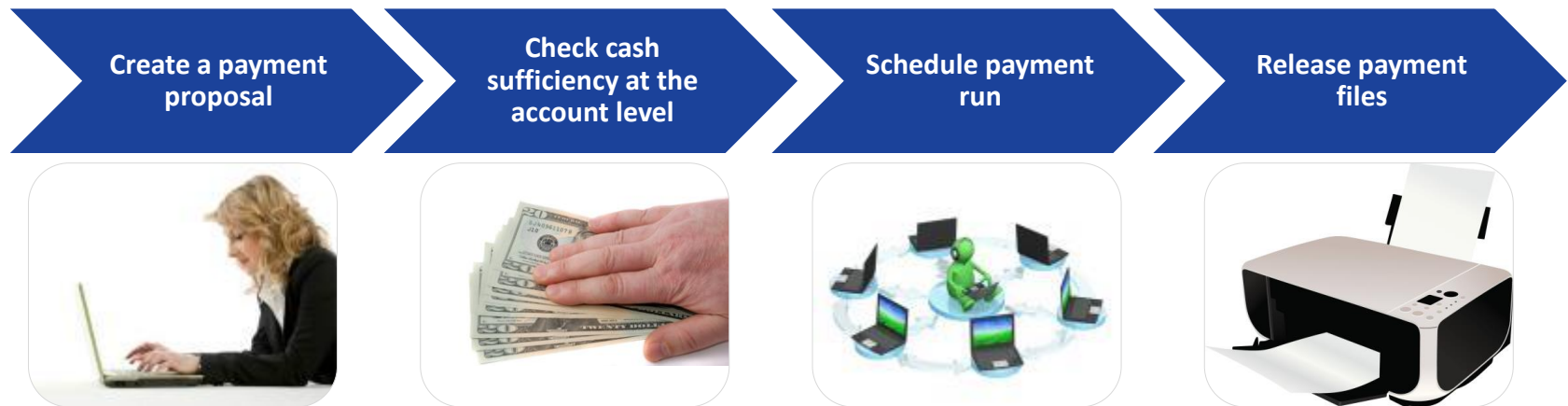


# House Bank Outgoing Payments Processing: End-to-End Process

## Description

The Outgoing Payments process identifies the steps to create a payment proposal, conduct required cash sufficiency checks, hold a payment (if necessary) and release the payment.

The end-to-end Outgoing Payment process is as follows:



# Create a Payment Proposal

The first step for processing an outgoing payment is to create a payment proposal. In this step, Umoja scans all documents that are due for payment by a particular date, creates list that can be paid, identifies documents that can not be paid listing reason, and creates exception list for review/fix by users/Cashiers.

UNHQ Treasury runs batches three times a day 7 a.m., 3 p.m. and 9 p.m. (New York time). The batches for 7 a.m. and 3 p.m. cover the cash and cheque payments while the 9 p.m. batch is for wire transfers (all currencies).

Missions/Offices should run the payment batch only for extremely urgent payments which can not wait for UNHQ batch. The local batch must be for particular document/s and vendor/s. Never should a Mission/Office run open batch as it will lock all system and prevent UNHQ to conduct any batches.



For step-by-step instructions on how to create a payment proposal, please refer to Module 2 of the 322 Payment Processing User Guide.

# Create a Payment Proposal

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The different parameters included in a payment proposal are as follows:

1. Vendor/customer accounts to be included in the payment run
2. Desired posting date
3. Payment method
4. Payment currency
5. Date of next payment run
6. Vendor/customer
7. Document number
8. Log options for proposal for review in case of errors

# Schedule Payment Run

Once the payments are approved and the cash sufficiency at the nominal account level is checked, the user merges payments. Merging will ensure that vendor (with multiple document) gets only one payment.



**Note:** Payments are batched according to currency first, then vendor.

In the Schedule Payment Run process, you need to specify the selection criteria for the payments to be included and create the payment media.

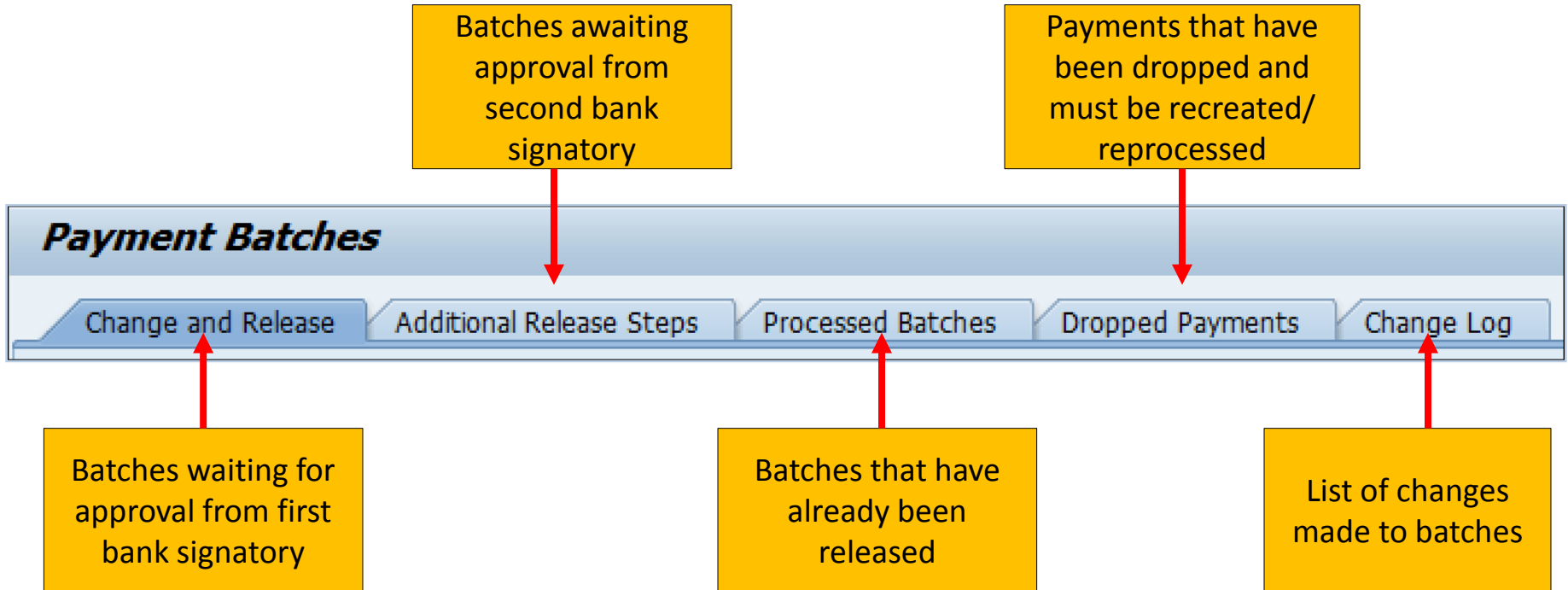
After scheduling a payment run, the payment batch is automatically sent to the SAP Bank Communication Management (BCM) program to be released. The batch will not be released from BCM until it has been approved by the bank signatories associated with the House Bank account the money is being withdrawn from.



For step-by-step instructions on how to schedule a payment run, please refer to Module 2 of the 322 Payment Processing User Guide.

# Release Payment Files

To access the **Payment Batches** screen showing all payment batches created in the system, you need to use the T-code, **BNK\_APP**. The **Payment Batches** screen groups batches into separate tabs based on status as mentioned below:



**Note:** Only bank signatories can review and approve the list of batches being paid from the House Bank Account for which they have been delegated authority to serve as bank signatories. Dual approval requires two different bank signatories to approve the batch.

# Release Payment Files

Once the first Bank Signatory has approved the payment batch, the approval of the second Bank signatory triggers the automatic release of the batch. For batches containing electronic payments, a SWIFT202 message is automatically generated and sent to notify the bank that the specified amount must be drawn and deposited in the vendor's bank account.

For cheques, the second Bank Signatory approval triggers cheque printing. It is thus important that the second approver coordinates with the Cashier's Office where the cheque printer is installed.



For step-by-step instructions on how to release payment files, please refer to Module 2 of the 322 Payment Processing User Guide.

# Release Payment Files or Print Cheques

You can also view the **Batch and Process Monitor** screen using the T-code, **BNK\_MONI** to conduct the following activities:

- Review SWIFT messages sent to banks following batch approval
- Manage cheque log and print cheques



**Note:** This is an inquiry screen that provides the user with filtered views of system data. Each additional field populated increases the specificity of the data by filtering it.

**Batch and payment monitor**

Batch Number	<input type="text"/>	to	<input type="text"/>	
Rule Id	<input type="text"/>	to	<input type="text"/>	
Paying company code	<input type="text"/>	to	<input type="text"/>	
Due Date	<input type="text"/>	to	<input type="text"/>	
House Bank	<input type="text"/>	to	<input type="text"/>	
Account ID	<input type="text"/>	to	<input type="text"/>	
Payment method	<input type="text"/>	to	<input type="text"/>	
Pmt meth. supplement	<input type="text"/>	to	<input type="text"/>	
Currency	<input type="text"/>	to	<input type="text"/>	
Amount paid	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	
Customer	<input type="text"/>	to	<input type="text"/>	
PymtAmt(rlcurr)	<input type="text"/>	to	<input type="text"/>	
Origin of grouping	<input type="text"/>	to	<input type="text"/>	
Country Key	<input type="text"/>	to	<input type="text"/>	
Payee bank key	<input type="text"/>	to	<input type="text"/>	
Payee's bank acct number	<input type="text"/>	to	<input type="text"/>	
SWIFT code	<input type="text"/>	to	<input type="text"/>	
IBAN of the Payee	<input type="text"/>	to	<input type="text"/>	
No. of Payments	<input type="text"/>	to	<input type="text"/>	
Batch Currency	<input type="text"/>	to	<input type="text"/>	
Batch Amount	<input type="text"/>	to	<input type="text"/>	
Batch Amt(rl curr)	<input type="text"/>	to	<input type="text"/>	
Run Date	<input type="text"/>	to	<input type="text"/>	
Identification	<input type="text"/>	to	<input type="text"/>	

# Release Payment Files or Print Cheques

The Batches screen displays all batches created in Umoja within the parameters entered on the Batch and Monitor screen (for example, House Bank Account).

**Batches**

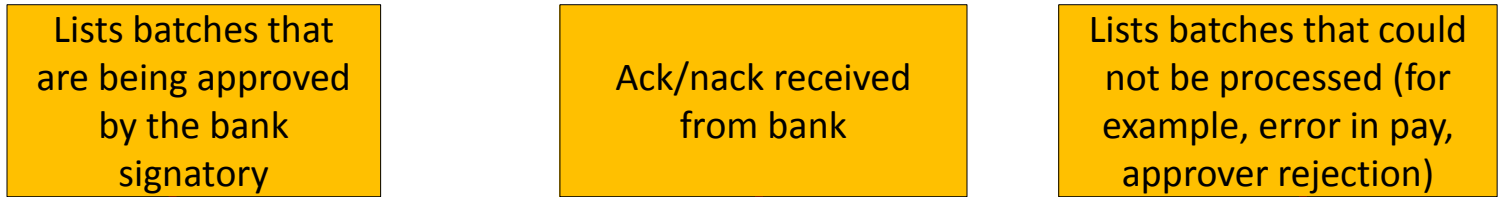
All New In Approval Approved Sent to Bank Completed Exceptions

Bat...	#P...	Status	Curr	Amt	Btch Amt	House ...	Acct...	Cur. pr...	File Date	File Id	Create User	CrtTm	Create Date	U	Rule description	CA	Amt Sig
269	1	Payment medium creat...	U...	4,890.95	4,890.95	LBCI1	LBP01		07.06.2013	00006B	001 TRCS...	20:22:06	07.06.2013		UN Dual Approval		4,890.95
268	1	Payment batch created	U...	188.00	188.00	USCH2	USD...				SUDAS	20:11:08	07.06.2013		UN Dual Approval		188.00
267	1	Payment batch created	U...	250.00	250.00	USCH2	USD...				SUDAS	16:07:29	07.06.2013		UN Dual Approval		250.00
266	1	Payment medium creat...	U...	250.00	250.00	USCH2	USD...		07.06.2013	00002B	SUDAS	15:52:45	07.06.2013		UN Dual Approval		250.00
265	1	Payment medium creat...	U...	1,400.00	1,400.00	USCH1	USD...		06.06.2013	00070B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		1,400.00
264	1	Payment medium creat...	U...	1,250.00	1,250.00	USCH1	USD...		06.06.2013	00069B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		1,250.00
263	1	Payment medium creat...	U...	1,200.00	1,200.00	USCH1	USD...		06.06.2013	00068B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		1,200.00
262	1	Payment medium creat...	U...	550.00	550.00	USCH1	USD...		06.06.2013	00067B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		550.00
261	1	Payment medium creat...	U...	500.00	500.00	USCH1	USD...		06.06.2013	00066B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		500.00
260	1	Payment medium created	U...	650.00	650.00	USCH1	USD...		06.06.2013	00065B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		650.00
259	1	Payment medium creat...	U...	1,450.00	1,450.00	USCH1	USD...		06.06.2013	00064B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		1,450.00
258	1	Payment medium creat...	U...	1,100.00	1,100.00	USCH1	USD...		06.06.2013	00063B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		1,100.00
257	1	Payment medium creat...	U...	450.00	450.00	USCH1	USD...		06.06.2013	00062B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		450.00
256	1	Payment medium creat...	U...	250.00	250.00	USCH1	USD...		06.06.2013	00061B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		250.00
255	1	Payment medium creat...	U...	100.00	100.00	USCH1	USD...		06.06.2013	00060B	001 TRCS...	22:07:42	06.06.2013		UN Dual Approval		100.00
254	1	Payment medium creat...	U...	1,050.00	1,050.00	USCH1	USD...		06.06.2013	00059B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		1,050.00
253	1	Payment medium creat...	U...	200.00	200.00	USCH1	USD...		06.06.2013	00058B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		200.00
252	1	Payment medium creat...	U...	700.00	700.00	USCH1	USD...		06.06.2013	00057B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		700.00
251	1	Payment medium creat...	U...	110.00	110.00	USCH1	USD...		06.06.2013	00056B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		110.00
250	1	Received by bank	U...	1,652.35	1,652.35	LBCI1	LBP01		06.06.2013	00055B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		1,652.35
249	1	Received by bank	U...	2,181.10	2,181.10	LBCI1	LBP01		06.06.2013	00054B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		2,181.10
248	1	Received by bank	U...	1,123.60	1,123.60	LBCI1	LBP01		06.06.2013	00053B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		1,123.60
247	1	Received by bank	U...	1,387.97	1,387.97	LBCI1	LBP01		06.06.2013	00052B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		1,387.97
246	1	Received by bank	U...	3,304.69	3,304.69	LBCI1	LBP01		06.06.2013	00051B	001 TRCS...	22:07:41	06.06.2013		UN Dual Approval		3,304.69



# Release Payment Files or Print Cheques

In the **Batches** screen, a consolidated list of all batches is displayed in the “**All**” tab. Batches are also listed in separate tabs according to status mentioned below:



## ***Batches***

All

New

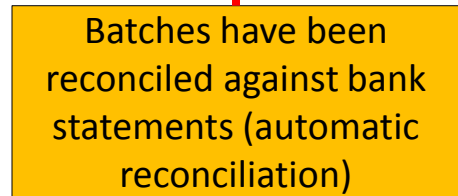
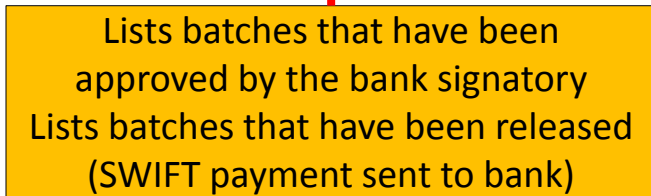
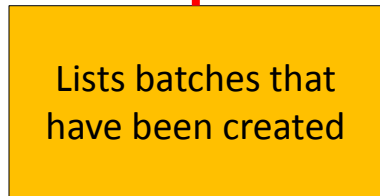
In Approval

Approved

Sent to Bank

Completed

Exceptions




# Check Management

As mentioned earlier, the second Bank Signatory approval triggers the automatic release of the batch. This release initiates Cheque printing.

A sample of the cheque layout is displayed on the right.

Positioning the second bank signatory in the office where the cheques are printing allows that signatory to needed troubleshooting and modification of payments immediately.

CONFIRMATION OF RECEIPT **039140**

TO: **UNITED NATIONS**  **NATIONS UNIES**  
Beirut Real Estate  
Al Malaab el Baladi Yasmine bldg  
Beirut  
165355

ISSUE DATE 04/06/13

ACCOUNT NO.	111000137	Beirut Real Estate
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DATE	REFERENCE	DESCRIPTION	AMOUNT
24/04/13	LBP Q LBP		LBP 16.000,00
		Total	LBP 16.000,00

RECEIVED BY: NAME \_\_\_\_\_ No. \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
STAMP / DATE \_\_\_\_\_

**VOID**

No **039140** NOT VALID AFTER 50 MONTHS FROM ISSUE DATE **L.L.** \*\*\*\*\*16.000,00

Pay against this check 3300000212

To the order of **Beirut Real Estate**

The sum of **SIXTEEN THOUSAND AND 00/100 LBP**

Payable at / بتاريخ **04/06/13**  
**FRANSABANK SAL**  
**BINT JBEIL BRANCH** UNIFIL Place Date  
Lebanon A/C 20.10.4516

Signature \_\_\_\_\_

\*039140\* 00107412: 00004516 \*

# Check Management

Cheques can be viewed and modified on the Check Register screen displayed below. This screen is accessed by running the T-code, **FCHN**.

United Nations  
New York  
Company code 1000

Check Register  
07.06.2013 / 20:34:56  
User: 001TRCSHR  
Page: 1

Bank LBFS1 FRANSABANK SAL BEIRUT 110393  
Bank Key 0001  
Acct number LBP01 249069500

Forms voided manually

United Nations  
New York  
Company code 1000

Check Register  
07.06.2013 / 20:34:56  
User: 001TRCSHR  
Page: 2

Bank LBFS1 FRANSABANK SAL BEIRUT 110393  
Bank Key 0001  
Acct number LBP01 249069500

Cheque (Pick up at Window)

Check number from to	Payment	Pmnt date	Croy	Amount paid (FC)	Recipient/void reason code	Enca./void
64000002	3300000121	29.05.2013			voided by FLITRCSHR - Stolen	29.05.2013
64000004	3300000134	29.05.2013			voided by FLITRCSHR - Stolen	29.05.2013
64000009	3300000134	29.05.2013	LBP	30,000.00	ALLIED DIESEL LEBANON LTD. BEIRUT	
64000010	3300000134	29.05.2013	LBP	30,000.00	ALLIED DIESEL LEBANON LTD. BEIRUT	
64000011	3300000121	29.05.2013	LBP	15,000.00	ALLIED DIESEL LEBANON LTD. BEIRUT	
64000012	3300000121	29.05.2013	LBP	15,000.00	ALLIED DIESEL LEBANON LTD. BEIRUT	
* Payment method Cheque (Pick up at Window)			LBP	90,000.00		

United Nations  
New York

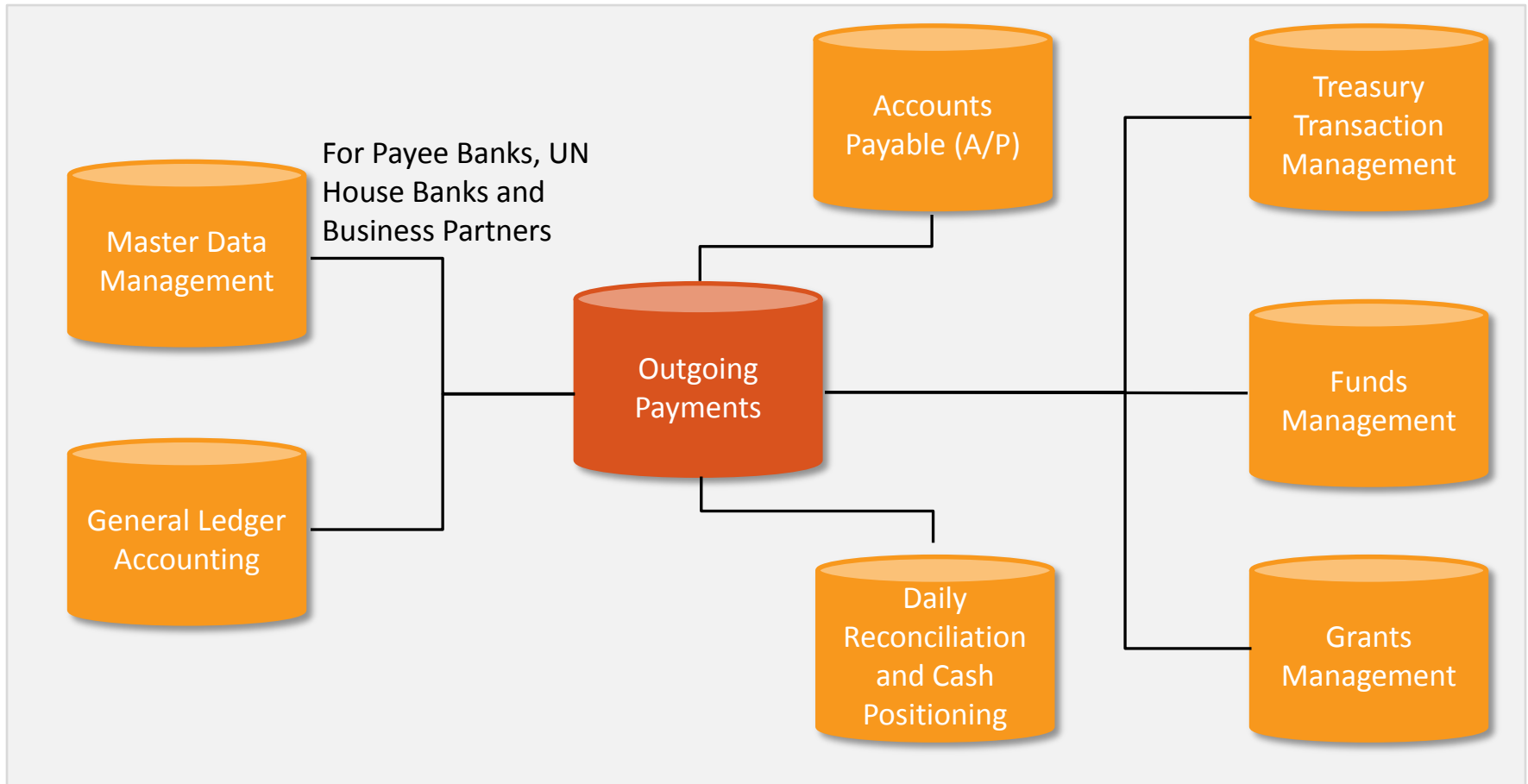
Check Register  
07.06.2013 / 20:34:56  
User: 001TRCSHR

SAP R1E (1) 300 | unsaprieapp2 | INS

Please refer to the *Payment Processing: Modifications and Troubleshooting Job Aid* to review the processes followed to modify, void or reprint a cheque in Umoja.

# Touch Points

The Umoja system is an integrated system and most of its modules integrate with each other to complete a process. Touch points refer to these integration points across Umoja modules, processes and activities.



# Learning Checkpoint 1

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How will payment obligations be assigned to House Banks?

*Select the correct option.*

- A. House Bank Determination Logic
- B. Delegation by individual missions
- C. Political missions
- D. World Bank



# Learning Checkpoint 1

---

How will payment obligations be assigned to House Banks?

*Select the correct option.*

- A. House Bank Determination Logic**
- B. Delegation by individual missions
- C. Political missions
- D. World Bank

Option A is the correct answer. Payment obligations will be assigned to House Banks according to House Bank Determination Logic.



# Learning Checkpoint 2

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\_\_\_\_\_ are transactions that are associated with a vendor and an invoice due.

*Fill in the blank with the correct option.*

- A. A/R payments
- B. A/P payments
- C. Treasury payments
- D. A/P and A/R payments



# Learning Checkpoint 2

\_\_\_\_\_ are transactions that are associated with a vendor and an invoice due.

*Fill in the blank with the correct option.*

- A. A/R payments
- B. A/P payments**
- C. Treasury payments
- D. A/P and A/R payments

Option B is the correct answer. A/P payments are transactions that are associated with a vendor and an invoice due, and are processed through the A/P Payment process.





# Module 1 Summary

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The key points covered in this module are listed below:

- The Umoja Enterprise role involved in the Outgoing Payments process is the Cashier
- The Umoja subsystems used to process outgoing payments: Financial Payment Program, Treasury Payment Program and SAP Bank Communications Manager
- The Umoja Outgoing Payments process is comprised of four key steps: Create a payment proposal, check cash sufficiency, schedule payment run and release payment file



# Simulation Activities

Throughout this training, users will have the opportunity to conduct activities in the form of simulations. Simulations are interactive “recordings” of the Umoja system used to help facilitate a hands-on learning experience. The simulation links are provided on the corresponding activity slides.

Users can access simulations in three different modes:

- **Show me:** Users view a video of an entire transaction being conducted
- **Let’s do it together:** Users will be prompted to input data at key points during the transaction (recommended)
- **Try it:** Users can complete an entire transaction on their own, with no additional instructions provided



# Activity 1

**Transaction Name:** Execute Payment Run

**Transaction Code:** F110

**Guide me:** [Execute Payment Run](#)



Refer the Umoja Payment Processing User Guide for more detailed transactional steps.

# Activity 2

**Transaction Name:** Display and Approve Payments

**Transaction Code:** FPRL\_LIST

**Guide me:** [Display and Approve Payments](#)



Refer the Umoja Payment Processing User Guide for more detailed transactional steps.

# Activity 3

**Transaction Name:** Release/Merge Payment

**Transaction Code:** FBPM1

**Guide me:** [Release/Merge Payment](#)



Refer the Umoja Payment Processing User Guide for more detailed transactional steps.

# Agenda

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Course Introduction

Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)

**Module 2: Process Incoming Receipts (Cheque/Cash)**

Module 3: Process Cash Payments

Course Summary

Course Assessment

Course Survey

# Module 2 Objectives

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After completing this module, you will be able to:

- Explain the concept of Cash Journal
- Identify types of Cash Journal
- List the business transactions for Cash Journal
- Record incoming payments (Cash or Cheque) in the Umoja Cash Journal



# Introduction of the Cash Journal

The Cash Journal is a functionality in Umoja that is used to record the following types of cash transactions:

## Outgoing Payments

- Main Cashier's Imprest Disbursements
- Imprest Disbursements
- Petty Cash Transactions

## Incoming Payments

- Cash Receipts
- Cheque Receipts

The introduction of the Cash Journal represents a large step in streamlining the process currently used by UN field missions to document the receipt and disbursement of cash and cheques. Currently, receipts are documented in paper form. With the implementation of the Cash Journal, this manual task will be eliminated. Petty Cash and Imprest Custodians will henceforth make entries directly in Umoja at the time they disburse cash.



# Types of the Cash Journal

There are 5 types of Cash Journals:

Types	Description
Cashier Incoming [0001-0999]	To record cheques and cash received at the Cashier's office
Cashier Outgoing [1001-1999]	To record cash disbursements made by the Cashier's office
Petty Cash [5000-5999]	To record disbursements made by petty cash Custodians
Imprest Cash [2001-4999]	To record disbursements made by imprest Custodians
Stamps [S001-S999]	To record proceeds from sale of stamps in PK missions (not configured for Foundation)

# Types of Business Transactions

Cash Journal allows specific transactions for each type of cash journal. If you try to process a transaction that is not allowed, you will receive a system error message. There are three categories of transactions: Cash Payments, Cash Receipts and Check Receipts. The following table shows what business transactions are allowed per type of cash journal.

Business Transaction	Type of Cash Journal			
	Cashier Incoming	Cashier Outgoing	Petty Cash	Imprest
Cash Journal Number	0001-0999	1001-1999	5001-9999	2001-4999
<b>Cash Payments Tab</b>				
Payment to Bank Account	Daily	When close CJ	When close CJ	When close CJ
Paymt on Clearing Acct	N/A	Daily	N/A	Daily
Paymt on Expense Acct	N/A	Daily	Daily	Daily
<b>Cash Receipts Tab</b>				
Receipt Bank Account	N/A	Upon replenishm't	Upon replenishm't	Upon replenishm't
Receipt from Customer	Daily	N/A	N/A	Daily
Receipt from Vendor	Daily	N/A	N/A	Daily
Unapplied Cash	Daily	N/A	On rare occasion*	Daily
<b>Check Receipts Tab</b>				
Cheque Received Customer	Daily	N/A	N/A	Daily
Cheque Received Vendor	Daily	N/A	N/A	Daily
Deposit to Bank - Cheque	<i>for details on how to use this business transaction, see Section6, page 9</i>			
Unapplied on Chk Rceipt	Daily	N/A	On rare occasion*	Daily

\* The Field Finance Procedures Guides states that cash and cheque receipts should be handled by the Cashier. In rare occasion, such as when the petty cash custodian is in a remote area where there is no Cashier, s/he may receive cash or cheques.

# When to use each Cash Journal Transactions

## Cash Payments Tab

Transactions	When to Use
<b>Payment to Bank Account</b>	When we send cash to the UN bank account, we use Payment to Bank Account to record: Dr Bank Cheque-In Clring Acct ( <b>Fund 64VQA, Bus Area S101</b> ) Cr Cash Journal (line generated by system) <b>Note:</b> all Bank Clearing accounts belong to Fund 64VQA and Business Area S101.
<b>Paymt on Clearing Acct</b>	All payables with payment method Y will debit (clear) the AP Payable account (Vendor) and credit GL 35109920 when the cashier posts the payment with F110 and FPRL_LIST. We use Paymt on Clearing Acct to record: Dr 35109920 – Cash Payment Clearing Cr Cash Journal (line generated by system)
<b>Paymt on Expense Acct</b>	When the item to be paid is <b>not</b> already set up as an account payable through MIR7 or FV60, we use the business transaction Paymt on Expense Acct to record: Dr Expense with Cost Center/Order/WBSE (GL 7xxxxxxx) Cr Cash Journal (line generated by system)

# When to use each Cash Journal Transactions

## Cash Receipts Tab

Transactions	When to Use
<b>Receipt Bank Account</b>	To record a replenishment, we use this transaction to: Dr Cash Journal (line generated by system) Cr 11711000
<b>Receipt from Vendor</b>	When the <b>cash</b> received is <b>already set up as a recoverable</b> amount on the vendor's account via MIR7 or FV65, we use this transaction to record: Dr Cash Journal (line generated by system) Cr Vendor's account
<b>Receipt from Customer</b>	When the <b>cash</b> received is already set up as a receivable on the customer's account via Sales and Distribution or via FV70, we use this transaction to record: Dr Cash Journal (line generated by system) Cr Customer's account
<b>Unapplied Cash</b>	When the <b>cash</b> received was not previously recorded as a receivable or recoverable; Dr Cash Journal (line generated by system) Cr AP Unapplied Cash Journal GL 39201020

# When to use each Cash Journal Transactions

## Cheque Receipt Tab

Transactions	When to Use
<b>Cheque Received Vendor</b>	When the <b>cheque</b> received is <b>already set up as a recoverable</b> amount on the vendor's account via MIR7 or FV65, we use this transaction to: Dr Cash Journal (line generated by system) Cr Vendor's account
<b>Cheque Received Customer</b>	When the <b>cheque</b> received is already set up as a receivable amount on the customer's account via Sales and Distribution or FV70, we use this transaction to: Dr Cash Journal (line generated by system) Cr Customer's account
<b>Unapplied on Chk Receipt</b>	When a <b>cheque</b> received was not previously recorded as a receivable or recoverable; Dr Cash Journal (line generated by system) Cr AP Unapplied Cash Journal GL 39201020

# When to use each Cash Journal Transactions

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## Other Transactions

On rare occasions, when **petty cash** Custodian receives cash or a cheque in a location where there is no Cashier's office, we will use the following transaction:

- Unapplied Cash; or Unapplied on Chk Rceipt
  - Dr Cash Journal (line generated by system)
  - Cr AP Unapplied Cash Journal 39201020

**Note:** You **must** enter the BP # of the payor and the nature of the payment in the Additional Text field. E.g. 2000123456 Telephone Charge.

When the petty cash custodian sends the cheque to the mission Cashier's office, you will use the following transaction:

- Paymt on Expense Acct
  - Dr AP Unapplied Cash Journal 39201020
  - Cr Cash Journal (line generated by system)

**Note:** This will clear the 39201020 Unapplied Cash Journal account.

# Information needed for each Business Transactions

The table below shows the common fields to all 3 types of transactions.

Fields entered for each Business Transaction																	
Business Transaction	Amount	DOC Status	Split	Tax Code	GL Acct	Receipt Recipient	Vendor	Custom	Posting Date	DOC Date	Reference	Assignment	Text (Note 6)	Fund	BUS Area	Grant	Cost Center
<b>Cash Payments Tab</b>																	
Payment to Bank Account	###				1110xx12 (Note 4)	Note 1			Note 2	Today	Invoice # (Note 3)		"Bank Deposit 2013-Jul-31"	64VQA	S101	GMNR	
Paymt on Clearing Acct	###				35109920							Note 5	"Cash Payment Doc #"		your BA		
Paymt on Expense Acct	###			XX	7xxxxxxx								Nature of expense + BP#	your fd	your BA	your Gt	10XX
<b>Cash Receipts Tab</b>																	
Receipt Bank Account	###				11711000	Note 1			Note 2	Today	Note 3	Note 5	"Replenishment 2013-Jul-29"				
Receipt from Customer	###							BP #					Nature of reimburs + BP #				
Receipt from Vendor	###							BP #					Nature of reimburs + BP #				
Unapplied Cash	###				39201020								Nature of reimburs + BP #		your BA		
<b>Check Receipts Tab</b>																	
Cheque Received Customer	###					Note 1		BP #	Note 2	Today	Note 3		Nature of reimburs + BP #				
Cheque Received Vendor	###							BP #					Nature of reimburs + BP #				
Unapplied on Chk Receipt	###				39201020								Nature of reimburs + BP #		your BA		

Note 1	<b>Receipt Recipient</b> In the Receipt Recipient field, enter the name of the person (e.g. courier) who delivered the receipt or received the payment. For Payment to Bank Account, enter the name of the person who is bringing the deposit to the bank. For Receipt Bank Account, enter the name of the cash journal custodian who recorded the receipt.
Note 2	<b>Posting Date</b> Transactions should be recorded on the same day as they happen. Thus posting date will usually be today. However it is possible to back date the posting date up to the go-live date if needed. For example, after go-live, it usually takes a few days before we open the cash journal so we will want to back date the first transactions for the month. <b>Transactions that occurred during the black out period should have the go-live date as the posting date.</b>
Note 3	<b>Reference</b> It is 16 characters long and should be used to record: -Vendor invoice number; or -UN reference number (e.g. deposit slip number in payment to bank account)
Note 4	<b>GL Account</b> Use Cheque-In Reconciliation account for the House Bank where we are depositing the cash E.g. 11101312 Cash Birt Jbeil Fransabank LBP Chq-In
Note 5	<b>Assignment</b> The Assignment field is filled in when we have a clearing a pre-existing item. We have to find the Assignment field of the pre-existing item and enter it in the Assignment field on the Cash Journal.
Note 6	<b>Text</b> The Text field is what we see in the General Ledger when analysing the Cash Journal. Thus we need a very good description of the nature of the item and if this is a transaction without a Vendor/Customer we enter the BP # (if we know it) If the Text field is too short, enter what you can in the Text field and use the Additional Text Field 1 to record more details.

# Additional Fields for Cheque Receipts

The table below shows the additional fields that must be filled for Check Receipts transactions.

Additional Fields used for Cheque Receipts					
Business Transaction	Check Number	Check Issuer	Bank Key	Bank Account	Bank Country
<b>Cheque Receipts Tab</b>					
Cheque Received Customer	Note 7	Note 8	Note 9	Note 10	Note 11
Cheque Received Vendor					
Deposit to Bank - Cheque					

The information entered in Note 7 to 11 is used by SAP to produce the Check Presentement report.

- Note 7                      Enter the cheque number printed on the cheque
- Note 8                      Enter the name of the account holder as printed on the cheque
- Note 9                      Using the drop-down, select the bank key (usually printed on the cheque)
- Note 10                     Enter the bank account number that is printed on the cheque.  
Using the drop-down, select the country of the issuer of the cheque
- Note 11



# Posting Cash/Cheque Receipts in Cash Journal

- The incoming cash and cheques should be recorded in the Incoming Cash Journal
- Incoming Cash Journal is created for each Mission/OAH for USD and Local currency  
The number range starts with 0 and name starts with CI
- Outgoing Cash Journal starts with 1 and name starts with CO



**Note:** To facilitate the understanding and to show how the Cash Balances are affected, entries are demonstrated in same Cash Journal used in Payment slides.

Cash Journal Number (1) 357 Entries found

Restrictions

Company Code: 1000

CJ Num...	Name	Crcy	CJ Clos...	C
0013	CI P012 PT AU PRINCE USD	USD	<input type="checkbox"/>	
0014	CI P012 PT AU PRINCE HTG	HTG	<input type="checkbox"/>	
0015	CI P012 ST DOMINGO USD	USD	<input type="checkbox"/>	
0016	CI P012 ST DOMINGO DOP	DOP	<input type="checkbox"/>	
0017	CI P015 EL FASHER USD	USD	<input type="checkbox"/>	
0018	CI P017 NAIROBI USD	USD	<input type="checkbox"/>	
0019	CI P017 NAIROBI KES	KES	<input type="checkbox"/>	
0020	CI P018 KINSHASA USD	USD	<input type="checkbox"/>	
0021	CI P021 JUBA USD	USD	<input type="checkbox"/>	
0022	CI P021 JUBA SSP	SSP	<input type="checkbox"/>	
0023	CI P600 BRINDISI USD	USD	<input type="checkbox"/>	
0024	CI P600 BRINDISI EUR	EUR	<input type="checkbox"/>	
0025	CI P022 BAMAKO USD	USD	<input type="checkbox"/>	
0026	CI P022 BAMAKO XOF	XOF	<input type="checkbox"/>	
0027	CI M002 ISLAMA EMRGNC INR	INR	<input type="checkbox"/>	
0028	CI M006 KABUL USD	USD	<input type="checkbox"/>	
0029	CI M006 KABUL AFN	AFN	<input type="checkbox"/>	
0030	CI M011 BANGUI USD	USD	<input type="checkbox"/>	
0031	CI M011 BANGUI XAF	XAF	<input type="checkbox"/>	

# Establishment of Cash Journal

## Establishment and Replenishment

The recording of Opening balance and subsequent replenishment goes through the following process.

1. Accounts Payable Unit will raise a payable using FV60
  - Dr. Cash Journal Clearing Account (a/c 1-171-1000)
  - Cr. Accounts Payable – Vendor (Staff Member - GL Recon a/c 3-510-1610)
2. Treasury will generate the payment through F110
  - Dr. Accounts Payable – Vendor (Staff Member - GL Recon a/c 3-510-1610)
  - Cr. Bank EFT Out (a/c 1-101 -XX 14)
3. Custodian collects cash from the bank and brings to Main Cashier Imprest (FBCJ)
  - Dr. Main Imprest Account (a/c 1-171-1XXX)
  - Cr. Cash Journal Clearing Account (a/c 1-171-1000)

The same entries will be passed for Imprest Cash and Petty Cash opening balance recording and subsequent replenishment.

# Posting Opening Balance or Replenishment in the Cash Journal

Cashier Imprest Journal, Imprest Journal and Petty Cash Journal follow same process, hence only one set of slides is presented.

Two types of Cash Journals are established for Cashier imprest:

1. **Cashier Incoming Journal** is used to record incoming cash/cheques **ONLY**. The cash/cheques are deposited in the bank account. Such journals start with **CI** prefix. Examples are CI P001 Nicosia USD (Incoming journal for UNFICYP incoming USD)
2. **Outgoing Cash journal** is used to make Cash payments. Such journals start with **CO** prefix. The cash or cheque receipts should not be recorded in these journals



**Note:** The limit for Cash payment is USD 4,000 for each transaction. In case the payment in excess of USD 4,000 must be made, Cashiers will be required to issue multiple payments of USD 4,000 each.

# Posting Opening Balance or Replenishment in the Cash Journal

**Imprest Journals** are established for Imprest Custodians in regions or outside of HQ locations. There is only one journal for each Imprest. The limit of payment for cash journal is also USD 4,000 per transaction.

Although the Cash and cheque receipt tabs exist, the Imprest custodians should not receive cash in normal course of business. However they can accept cash in exceptional circumstances.

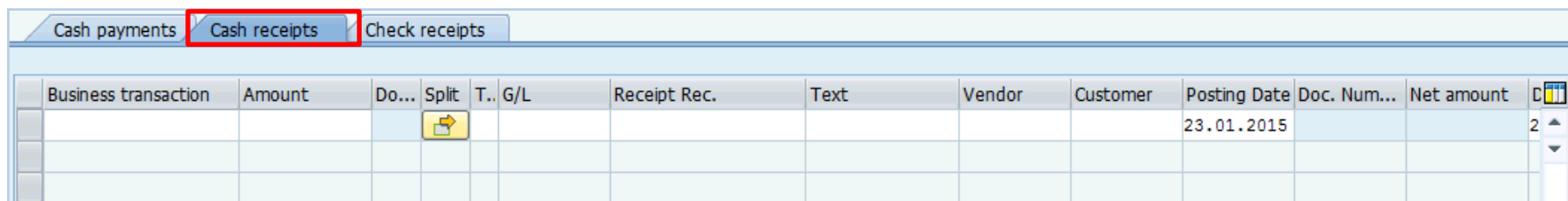
**Petty Cash Journals** are established for Petty Cash custodians. The limit of payment for each transaction is USD 350.


Petty Cash custodians should not accept cash in normal course of business, however they can accept cash in exceptional circumstances.

You can record the opening balance in the Cash Journal from the Cutover activity by using the T-code, **FBCJ**. Cashier Imprest Journal, Imprest Journal and Petty Cash Journal also follow same process.

# Recording Cash Receipts from Customer

To record the Cash Receipts from Customer, you need to populate the required fields in the **Cash receipts** tab.




Business transaction	Amount	Do...	Split	T.	G/L	Receipt Rec.	Text	Vendor	Customer	Posting Date	Doc. Num...	Net amount
										23.01.2015		



For step-by-step instructions on how to record cash receipts, please refer to Module 3 of the 322 Payment Processing User Guide.

# Recording Cash Receipts from Vendor

Recording the cash receipt from Vendor follows the same steps as for Customer. The only change is to enter the vendor number in the **Vendor** field.

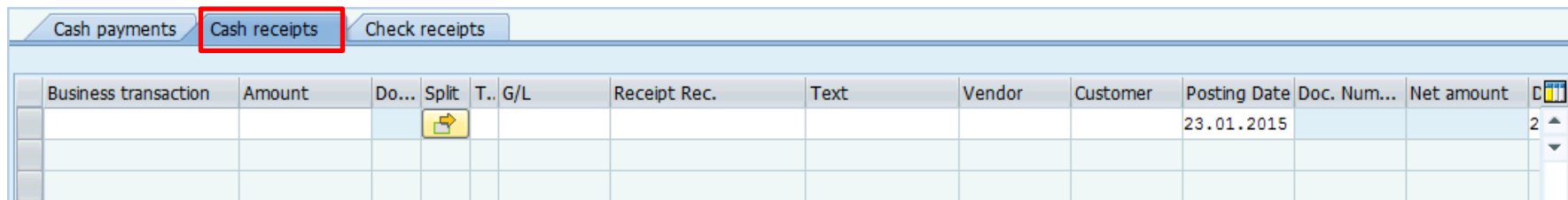
Cash payments Cash receipts Check receipts												
Business transaction	Amount	Do...	Split	T.	G/L	Receipt Rec.	Text	Vendor	Customer	Posting Date	Doc. Num...	Net amount
										23.01.2015		




For step-by-step instructions on how to record cash receipts, please refer to Module 3 of the 322 Payment Processing User Guide.

# Recording Cash Receipts for Revenue

To record the cash receipts for revenue, select the **Cash receipts** tab and populate the required fields.



Business transaction	Amount	Do...	Split	T.	G/L	Receipt Rec.	Text	Vendor	Customer	Posting Date	Doc. Num...	Net amount	
										23.01.2015			2



For step-by-step instructions on how to record cash receipts for revenue, please refer to Module 3 of the 322 Payment Processing User Guide.

# Learning Checkpoint 1

---

Which of the following transactions in the Outgoing Payments process are recorded by the Cash Journal?

*Select all that apply.*

- A. Cash Receipts
- B. Main Cashier's Imprest Disbursements
- C. Imprest Disbursements
- D. Petty Cash Transactions





# Learning Checkpoint 1

Which of the following transactions in the Outgoing Payments process are recorded by the Cash Journal?

*Select all that apply.*

- A. Cash Receipts
- B. Main Cashier's Imprest Disbursements**
- C. Imprest Disbursements**
- D. Petty Cash Transactions**

Options B, C and D are the correct answers. The Cash Journal records the following transactions in the Outgoing Payments process: Main Cashier's Imprest Disbursements, Imprest Disbursements and Petty Cash Transactions.



# Module 2 Summary

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The key points covered in this module are listed below:

- The introduction of the Cash Journal represents a large step in streamlining the process currently used by UN missions to document the receipt of cash and cheques
- The Umoja steps in the Incoming Payments – Cash and Cheques process involved posting the receipt of incoming cash and cheque payments to the cash journal



# Agenda

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Course Introduction

Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)

Module 2: Process Incoming Receipts (Cheque/Cash)

**Module 3: Process Cash Payments**

Course Summary

Course Assessment

Course Survey

# Module 3 Objectives

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After completing this module, you will be able to:

- Record outgoing cash payments in Cashier's imprest, Imprest and Petty Cash journals



# Outgoing Payments Processing through the Cash Journal

## Payments Types

Separate Cash Journals are established for different users.

1. Main Cashier's Imprest payments is used by Mission/OAH Cashier. The limit for each outgoing transaction is fixed at USD 4,000
2. Imprest Journal is used by Regional Cashiers. The limit for each outgoing transaction is fixed at USD 4,000
3. Petty Cash Journal is used by different Petty Cash custodians. The limit for each outgoing transaction is fixed at USD 350

# Posting Disbursement from Main Cashier's Imprest Account

## Disbursement

Disbursements from the Main Cashier's Imprest Account shall remain on exceptional basis where it is not practical to process outgoing payments through a House Bank as described earlier. For instance, it may become necessary to medically evacuate a staff member on a weekend when banks aren't open.

Whatever the reason to make an outgoing payment through the Cashier's Main Imprest, Accounts Payable must first raise a payable (using FV60 ) as follows:

- Dr. Expense (7-4XX-XXXX)
- Cr. Accounts Payable - Vendor(3-51X-XXXX)
- The payment method in the document should be D which does not require F110 run

The Cashier references the **Document Number** generated from the entry above in the **Assignment** field of the Cash Journal when making the disbursement. The entries passed are:

- Dr. Accounts Payable – Vendor (3-51X-XXXX)
- Cr. Main Imprest Account (a/c 1-171-1XXX)



**Note:** The **Assignment** field is the main link between the Cash Journal and Accounts Payable.

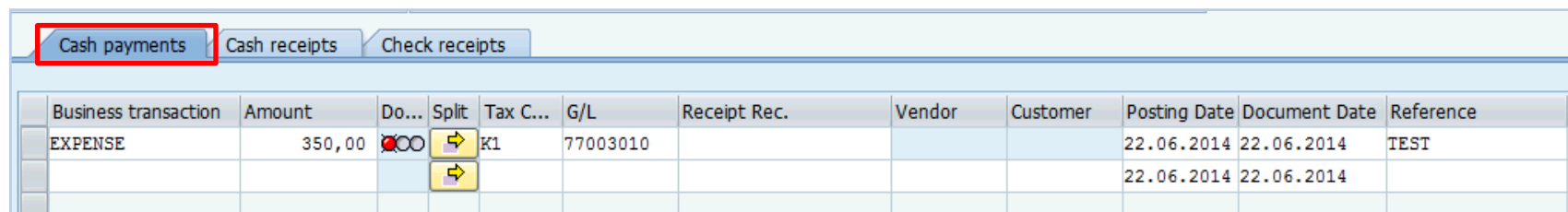
# Posting Disbursement from the Cash Journal

Three types of Cash payments are configured and should be selected from the **Matchcode** icon.

- 1. PAYMENT TO BANK ACCOUNT:** When we send cash to the UN bank account, we use Payment to Bank Account to record  
Dr Bank Cheque-In Clring Acct (Fund 64VQA, Bus Area S101)  
Cr Cash Journal (line generated by system)  
**Note:** All Bank Clearing accounts belong to Fund 64VQA and Business Area S101.
- 2. PAYMT ON CLEARING ACCT:** All payables with payment method Y will debit (clear) the AP Payable account (Vendor) and credit GL 35109920 when the cashier posts the payment with F110 and FPRL\_LIST. We use Paymt on Clearing Acct to record  
Dr 35109920 – Cash Payment Clearing  
Cr Cash Journal (line generated by system)
- 3. PAYMT ON EXPENSE ACCT:** When the item to be paid is not already set up as an account payable through MIR7 or FV60, we use the business transaction Paymt on Expense Acct to record  
Dr Expense with Cost Center/Order/WBSE (GL 7xxxxxxx)  
Cr Cash Journal (line generated by system)

# Recording Direct Expense in Cash Journal

The cash disbursements are entered in the **Cash Payments** tab of the Cash Journal by populating the required fields.



Business transaction	Amount	Do...	Split	Tax C...	G/L	Receipt Rec.	Vendor	Customer	Posting Date	Document Date	Reference
EXPENSE	350,00	<input checked="" type="radio"/>		K1	77003010				22.06.2014	22.06.2014	TEST
									22.06.2014	22.06.2014	



For step-by-step instructions on how to record direct expense, please refer to Module 4 of the 322 Payment Processing User Guide.



# Enter VAT for Payment on Expense Account

When using the transaction type Paymt on Expense Acct, you can enter the VAT tax code.

The screenshot shows a software interface with three tabs: "Cash payments", "Cash receipts", and "Check receipts". The "Cash payments" tab is active. Below the tabs is a table with columns: "Business transaction", "Amount", "Do...", "Split", "Tax Code", "G/L", and "Receipt Re...". The first row contains "PAYMT ON EXPENSE...", "350", a yellow arrow icon, and a dropdown menu for "Tax Code". A "Limitations" dialog box is open over the "Tax Code" dropdown, showing "Reporting cntry" with a dropdown menu containing "LB" and a "G/L" icon. There are also "OK" and "Cancel" buttons at the bottom of the dialog box.



For step-by-step instructions on how to enter VAT, please refer to Module 4 of the 322 Payment Processing User Guide.

# Learning Checkpoint 1

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What is the first thing the Cashier does upon receipt of funds in the form of cash or cheque?

*Select the correct option.*

- A. Examines the validity of cash and cheques
- B. Posts the receipt of incoming payment in Cash Journal
- C. Issues a receipt
- D. Identifies the purpose of the payment



# Learning Checkpoint 1

What is the first thing the Cashier does upon receipt of funds in the form of cash or cheque?

*Select the correct option.*

- A. Examines the validity of cash and cheques
- B. Posts the receipt of incoming payment in Cash Journal
- C. Issues a receipt
- D. Identifies the purpose of the payment**

Option D is the correct answer. Upon receipt of funds in the form of cash or cheque, the Cashier confirms the purpose of the payment.



# Module 3 Summary

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The key points covered in this module are listed below:

- The Mission/OAH Cashier uses the main Cashier's Imprest payments and the limit for each outgoing transaction is fixed at USD 4,000
- The four types of cash payments configured in Umoja include expense, pay to vendor, payment to bank account and payment travel advance



# Agenda

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Course Introduction

Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)

Module 2: Process Incoming Receipts (Cheque/Cash)

Module 3: Process Cash Payments

**Course Summary**

Course Assessment

Course Survey

# Course Summary

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The key points covered in this course are listed below:

- After the Umoja implementation, the concept of House Banks will be introduced
- House bank accounts will enable missions to make international payments
- The Umoja subsystems used to process outgoing payments: Financial Payment Program, Treasury Payment Program and SAP Bank Communications Manager
- The Umoja Cash Journal is used to post 3 types of outgoing payments: petty cash disbursements, imprest disbursements, cashier's imprest disbursements



# Agenda

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Course Introduction

Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)

Module 2: Process Incoming Receipts (Cheque and Cash)

Module 3: Process Cash Payments

Course Summary

**Course Assessment**

Course Survey

# Course Assessment

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Now that you have completed all the modules in this course, you can test your knowledge by completing the Course Assessment.

To receive credit for completing this course, you must pass this assessment with a minimum score of 90%.

To complete the assessment you must return to the Learning Management System:

1. Log into Inspira
2. Navigate to *Main Menu* -> *Self-Service* -> *Learning* -> *My Learning*
3. Search for the name of the course under the **My Learning Activities** section
4. Click the **Start** link of the course assessment
5. Click the **Submit** button once you have completed the assessment





# Agenda

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Course Introduction

Module 1: Process Outgoing Payments in Umoja (Payments from Bank Accounts)

Module 2: Process Incoming Receipts (Cheque and Cash)

Module 3: Process Cash Payments

Course Summary

Course Assessment

**Course Survey**

# Course Survey

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Your feedback is important to the continuous improvement of our training program.

Please complete the evaluation for this course using the following steps:

1. Log into Inspira
2. Navigate to *Main Menu* -> *Self-Service* -> *Learning* -> *My Learning*
3. Search for the name of the course under the **My Learning Activities** section
4. Click the **Start** link of the course survey
5. Click the **Submit** button once you have completed the course survey





**Congratulations! You have successfully completed the**  
***Umoja Payment Processing* course.**