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Overview

This Job Aid details the procedure to create Funds Commitment needed in the Stock Transport Request/Order process (STR/STO), these documents are what is known as an Earmarked Funds Documents.

There are three types of Earmarked funds documents used in the STR/STO process, these consume the budget of the entity receiving the materials.

1. A Stock Transport Request (STR) is a Funds Pre-commitment and is treated in the same way as shopping carts are for Funds Management Processes.
2. A Stock Transport Order (STO) is considered a Commitment document and in Umoja is treated in the same manner as a Purchase Order.
3. A Funds Commitment is also a Commitment document in Funds Management. These are used in STR/STO which contain fixed assets (ZAST materials), and are created for the value of the ZAST materials.

Materials in Umoja can be broadly classified as ZAST and Non-ZAST Materials.

- Non-ZAST (LE valuated materials), these materials carry a value at the material level in each plant where they exist.
- ZAST Materials (LE non-valuated materials) are those materials that start with 21..... they are also referred to as Fixed Assets. The value of these items are above capitalisation thresholds and their value is carried on a Fixed Asset Master, that is the material itself does not have a MAP. For logistics execution purposes these materials are only quantity managed.

In summary, even if ZAST materials are transferred using the STR/STO process, a separate Funds Commitment is needed to cover the cost of these Fixed Assets. The Logistics Execution published Umoja job aids further outline the STR/STO process.

Value of Funds Commitment:

The amount to be charged to the receiver of the materials, i.e. Net Book value or Replacement Cost, depends on the Fund of the sender. Only SDS (20BLB) and cost recovery funds (10RCR 20PCR) can charge replacement cost for Fixed Asset items transferred. Other funds using budget relevant transfers should transfer the asset at fairvalue in accordance with the Financial Rules and Regulations (ST/SGB/2013/14), the netbook value of an item should be reviewed to determine whether it is indicative of fairvalue before the transfer.

A Funds Commitment is generally raised for transfers of ZAST materials. If the Global Supply Chain Coordinator (GSCC) determines that the items will be transferred as non-budget relevant (the receiving missions budget is not consumed), the Funds Commitment can be later closed.

The funds commitment will be consumed by the asset transfer (the net book value of the asset) and replacement cost is charged through the additional journal voucher for the difference between the NBV and replacement cost. This is discussed in Fixed Asset Job aid 5-1 Asset Transfers.

Finance and budget users are reminded to refer to the posting schemas for the STR/STO process published on iSeek.

Note that Funds Commitment Document Items (Line Items) must be created with unique Account Assignments (Fund, Fund Center/Cost Center, G/L Account), corresponding to the receiving Storage Location and Asset Class. See more detail in the description of the Process and entries in the Funds Commitment below.

Year end: Funds Commitments for STR/STOs are treated the same as other Funds Commitments types. As such, they must be created before the relevant budget period closure and consumed before the dates specified by OPPBA-Accounts Division in the closure instructions.

Process to create a Funds Commitment for the STR/STO process

The FM.03 (FM Accounting Office User) creates the Funds Commitment for ZAST Materials in the STO as follows:

1. Log on to Umoja ECC
2. Use t-code FMZ1
3. Enter Document type use 59 ONLY
4. Document date enter as appropriate
5. Posting date enter as appropriate. This should relate to the budget period you are posting to, (the system will produce an error if the posting date is outside the validity dates for the budget period also *for year end once the FM period is closed you will not be able to back date.*)
6. Company Code, leave it as 1000
7. Currency/rate is always USD (fixed assets are only carried in USD after they are received).
8. If you need to create many documents the same you can use create based on FC previously created by entering a previously created Funds Commitment in the “Reference document field”. Most often in the STO process though this is not used.

The screenshot shows the SAP 'Funds commitment: Create InitScr' screen. The fields are as follows:

Document type	59	STO - Asset Transfer FC
Document Date	30.06.2018	
Posting Date	30.06.2018	
Company Code	1000	United Nations
Currency/rate	USD	
Translation Date		
Reference document		

9. Hit Enter and the next screen will be displayed

10. In the Doc.text field enter information relevant to the purpose of the Funds Commitment

Funds commitment: Create Overview scrn

Document number: [] New Document Date: 30.06.2018
 Document type: 59 STO - Asset Transfer FC Posting Date: 30.06.2018
 Company Code: 1000 United Nations Currency/rate: USD
 Doc.text: **Purchase 7 vehicles from UNGSC/SDS**
 Currency: USD
 Grand total: 0.00
 Change total: 0.00

D...	Overall amount	Original Amount	Amount changed	Text

11. Enter the **Amount Changed**: For items coming from SDS this will be the total replacement cost amount provided to you). For other STOs the sending office or the GSCC will provide the amount to be entered. Where items are coming from SDS or Cost Recovery funds the amount will be the Net Book Value plus any differential for Replacement Cost (where relevant).

*Note that you must enter **total** estimated value for all assets that belong to the corresponding Asset Class (and consequent G/L Account). If there are several assets that belong to the same Asset Class (and G/L Account), you cannot record individual Funds Commitment Document Items (Line Items) for each asset. Instead, calculate total for all assets within the same Asset Class (even if there are several lines in the STR/STO) and record that total, along with corresponding G/L Account (see Annex 1 for the list of Asset Classes and corresponding G/L Accounts).*

12. Enter **Text** information as relevant.

13. Enter the **Fund** (this should be the same as the Fund of Plant/SLOC where the item is being delivered).

D...	Original Amount	Amount changed	Text	Commitment Item	Funds Center	Fund
		80000	Vehicles Plant ML10 SLOC 1102			20MAL
		40000	Vehicle Plant ML10 SLOC 5101			20MAL
		30000	Prefabs Plant ML10 SLOC 5101			20MAL

14. GL account, this must be the **G/L Account** relevant for the class of asset being procured, see Annex 1.

15. Enter the **Cost Center** (this should be the same as the Fund Center of Plant/SLOC where the item is being delivered).

Change total		0.00							
Line items									
D...	Budget Pe...	Functional Area	Grant	Funded Program	G/L Account	Bu...	Cost Center	Order	WBS Element
					74661010		10985		
					74661010		10989		
					74643050		10989		

16. Hit ENTER let the system derive **EVERYTHING** else

Funds commitment: Create Overview screen

Document number: New Document Date: 30.06.2018
 Document type: 59 STO - Asset Transfer FC Posting Date: 30.06.2018
 Company Code: 1000 United Nations Currency/rate: USD
 Doc.text: Purchase 7 vehicles from UNGSC/SDS
 Currency: USD
 Grand total: 0.00
 Change total: 150,000.00

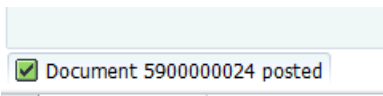
D...	Amount changed	Text	Commitment Item	Funds Center	Fund	Budget Pe...	Functional Area	Gran
1	80,000.00	Vehicles Plant ML10 SLOC 1102	74661010	10985	20MAL	P18	11BD0009	GMNF
2	40,000.00	Vehicle Plant ML10 SLOC 5101	74661010	10989	20MAL	P18	11BD0006	GMNF
3	30,000.00	Prefabs Plant ML10 SLOC 5101	74643050	10989	20MAL	P18	11BD0006	GMNF

As mentioned: It should be noted that each line item needs to be unique to a line in the STR/STO, as such if items are to be delivered to various Storage Locations (SLOC) they will have a different funds center and need a different line. If various types of assets are procured, i.e. Generators and Vehicles they will need different lines. Note that this is also in line with the requirement for unique account assignment and association of Asset Class with G/L Account – as the Fund/Cost Center will be different.

In the above example 3 vehicles (40,000 ea) and 3 prefabs (10,000 ea) are being ordered from SDS stock to be sent to Mali. Two vehicles are being delivered to one SLOC (1102, fund 20MAL fund center 10985) and 1 vehicle and 3 prefabs are being delivered to the other SLOC (5101, fund 20MAL fund center 10989).

17. Select Check

18. Select Save



The Funds Commitment will be routed to workflow to be approved by the DA1 (Certifying Officer).

Take a note of the Funds Commitment number as it will be needed by in the STR/STO and also in the asset transfer (however, it must first be approved).

Work flow approval for Funds Commitments

There is no pre-commitment document and there is a single level of approval in Work Flow for this Fund Commitment type. This is because the approval step occurs when the Financial Accounting documents are posted (the fixed asset transfer and JV if replacement cost is charged).

When the Funds Commitment is saved to work flow it will go to the certifying officers (DA1) of the funding source for approval. The FA.16 user acts as the approving officer when the fixed asset transfer is executed.

Annex 1: GL accounts and related asset classes

Expenditure Accounts to be used for within vol transfers (FV50) and on the Funds Commitment for STO process			
Asset Class	Desc	Matching 74xxxxx G/L	G/L
110	Land	n/a	NA
120	Build - Fixed	n/a	NA
130	Build - Temp & Mob	n/a	NA
135	Prefabs	OE SDS Fee FA PreFab	74643050
140	Leasehold Im Fix Fit	n/a	NA
150	Leasehold Im Mi Wo	n/a	NA
160	Infrastructure Asset	n/a	NA
210	Office Equipment	OE SDS Fee FA Office Equipment	74651010
220	Furniture	OE SDS Fee FA Furniture	74652010
230	Fixt and Fittings	OE SDS Fee FA Fixture and Fitting	74656010
240	Library Ref Material	OE SDS Fee FA Library Reference Book Set	74659010
310	Light Wh Vehicles	OE SDS Fee FA Vehicle Light Wheeled	74661010
320	Heavy Wh Vehicles	OE SDS Fee FA Heavy Wheel Eng Support Vehicle	74662010
330	Spe Veh Trail Attach	OE SDS Fee FA Vehicle Specialzd and Attachmnt	74663010
340	Marine Vessels	OE SDS Fee FA Vessel	74666010
410	IT End-User Equip	OE SDS Fee FA IT End User Equipment	74671010
420	IT Comp,Net,Stor Eqp	OE SDS Fee FA IT Computer and Storage Equipment	74671020
430	Comm & CommNetwk Eqp	OE SDS Fee FA Communication and Network Equipment	74671510
440	Audio Visual Equip	OE SDS Fee FA Audio Visual Equipment	74672010
470	Medical Equip	OE SDS Fee FA Medical Equipment	74672510
480	Sec Safety Equip	OE SDS Fee FA Security and Safety Equipment	74673010
490	Mine Det Clear Equip	OE SDS Fee FA Mine Detection and Clearing Equip	74673510
500	Accom Ref Equip	OE SDS Fee FA Accomod and Refriger Equip	74674010
510	Print Pub Equip	OE SDS Fee FA Printing Equipment	74674510
520	Light En Con Equip	OE SDS Fee FA Engineer andConstructLightEquip	74675010
530	Heavy En Con Equip	OE SDS Fee FA Engineer andConstructHeavyEquip	74675510
540	Wat Tre Fuel Dis Equ	OE SDS Fee FA WaterTreatandFuelDistribEquip	74676010
550	Gnd Transport Equip	OE SDS Fee FA Transportation Ground Equip	74677010
560	Air Transport Equip	OE SDS Fee FA Transportation Air Equip	74677510
570	Mar Transport Equip	OE SDS Fee FA Transportation Marine Equip	74678010