

## Q and A – Grants and Related Transactions

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## GM MASTER DATA QUESTIONS

### 1. *What are the most common errors on the Grant Master Data?*

**Answer:** It is important to understand Master Data (Grant, Sponsored Program, Sponsored Class, Project, Internal Order, etc). Many mistakes are coming from the Grant Master Data and incorrect settings. Users often do not pay attention to the Fund, Sponsored Program and Sponsored Class combinations in different tabs (e.g. in the Supported Objects tab). Users often do not update the Sponsored Program when a new combination of Funds Center, Functional Area, and Funded Program becomes available.


- Check if Grant Master Data settings are correct for Billing
- Check if Grant Master Data settings are correct for Budget
- Check if Grant Master Data settings are correct for Overhead Costs
- Check if the Grant has correct Lifecycle Status and User Status
- Check if the various dates on the Grant are correct (e.g. in order to avoid transactions being stopped due to the expiration or closing of the Grant)

### 2. *I got the following error message when trying to save a Grant. Why?*

Type	Message Text	LTxt
⚠	Grant requires exactly one external fund	?
⚠	Billing rule required	?
⚠	Budgeting not possible without grant validity ranges	?
❌	Sponsored Class Series ID does not agree with Grant Type S.	?
❌	Fund 32FNO in Grant Number is not matched with Funds in Dimension Tab	?
❌	Required field Sponsored Class Series ID has no entry	?

**Answer:** You may be clicking on Save too early. The system requires specific fields to be filled in before saving. In the example above, fill in the required fields such as Sponsored Class Series ID and Fund in the Dimensions tab before saving.

### 3. I was saving my Grant and I got the following error message. How can I resolve it?



The screenshot shows the 'Change Grant Master S1-32DDN-000002 - Incoming' window. A 'Messages That Occurred' dialog box is open, listing several error messages:

Type	Message Text	LTxt
Required field Associate Expert Agreement has no entry		
Required field Associate Expert Agreement - First Name has no entry		
Required field Associate Expert Agreement - Last Name has no entry		
Required field Framework Donor Agreement External Ref has no entry		
Required field Framework Donor Agreement Internal Ref has no entry		

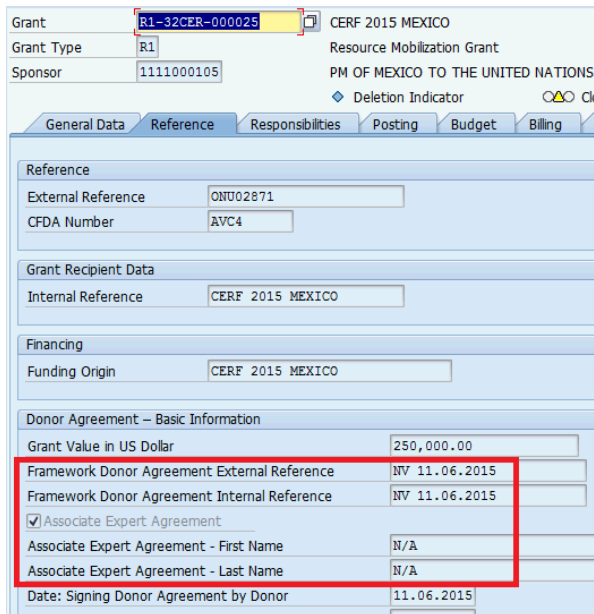
The background window shows the following data:

Grant	Emergency Response	Grant Type	Simple Grant	Sponsor	PM OF CANADA TO THE UNITED NATIONS	Deletion Indicator	Award	Operational
S1-32DDN-000002		S1		1111000029				

Below the dialog box, a table of activities is visible:

ADB-PROGRAM	AS1-CONTRACT-SERVICE	15.11.2014	31.12.2017
ADB-PROGRAM	AS1-EQUIP-VEH-FURNIT	15.11.2014	31.12.2017
ADB-PROGRAM	AS1-OPER-OTHER-COSTS	15.11.2014	31.12.2017

**Answer:** These error messages are generated when the required fields in the Reference tab have not been entered. Click on the Associate Expert Agreement checkbox. Although the field is intended to indicate an Associate Expert or Junior Professional Officer (JPO) agreement, the default value required by Umoja is to have the box checked. If the grant does not deal with an Associate Expert, enter "N/A" for both the First Name and Last Name fields. For the Framework Donor Agreement External Reference and Framework Donor Agreement Internal Reference fields, enter the appropriate reference numbers, otherwise, enter "N/A" if not applicable.



The screenshot shows the 'Reference' tab of the 'Change Grant Master' window. The 'Grant' field is highlighted with a red box and contains the value 'R1-32CER-000025'. The 'Grant Type' is 'R1' and the 'Sponsor' is '1111000105'. The 'Reference' section contains the following fields:

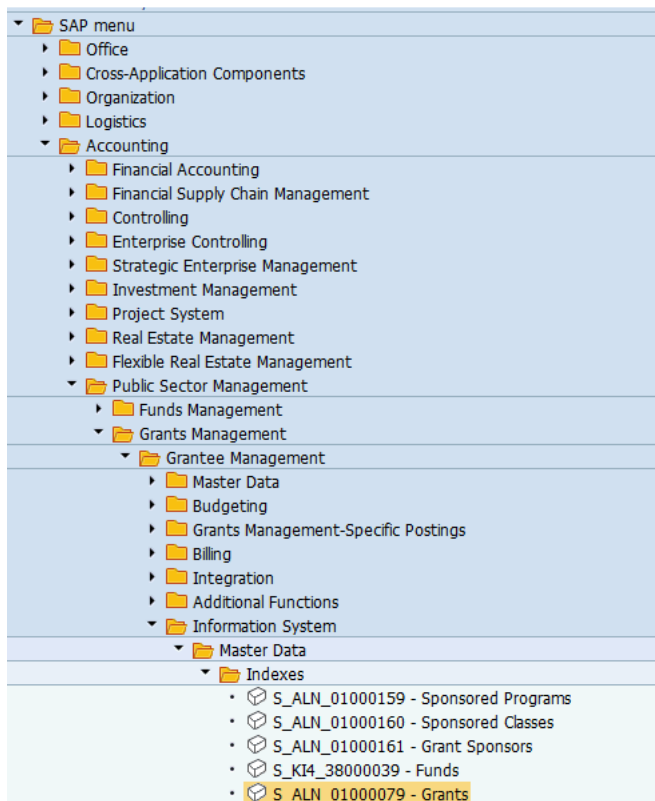
Field	Value
External Reference	ONU02871
CFDA Number	AVC4
Internal Reference	CERF 2015 MEXICO
Funding Origin	CERF 2015 MEXICO

The 'Donor Agreement - Basic Information' section contains the following fields:

Field	Value
Grant Value in US Dollar	250,000.00
Framework Donor Agreement External Reference	N/A 11.06.2015
Framework Donor Agreement Internal Reference	N/A 11.06.2015
Associate Expert Agreement	<input checked="" type="checkbox"/>
Associate Expert Agreement - First Name	N/A
Associate Expert Agreement - Last Name	N/A
Date: Signing Donor Agreement by Donor	11.06.2015

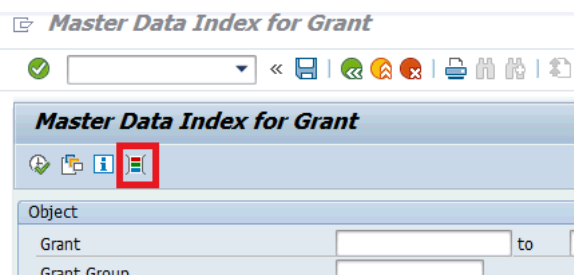
#### 4. How can I find all Grants for my entity?

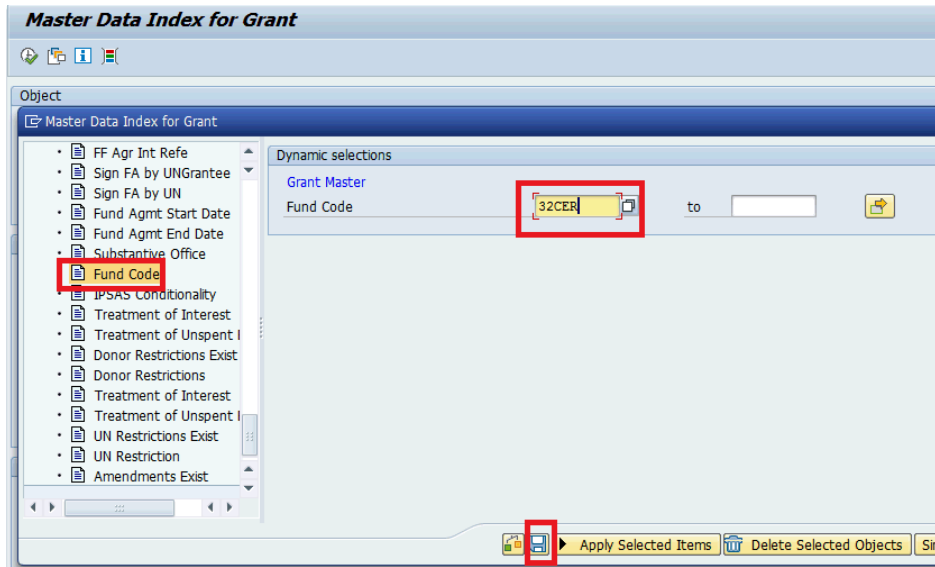
**Answer:** You can use the Master Data Index for Grant report. Use the following menu path to find the report under GM. While still on the menu (highlighted below), right click on your mouse to add the report to your Favorites.



Click on Dynamic Selections.

Find the Fund Code field and double click on it to show it on the right. Enter the Funds that belong to your entity and click on Save.



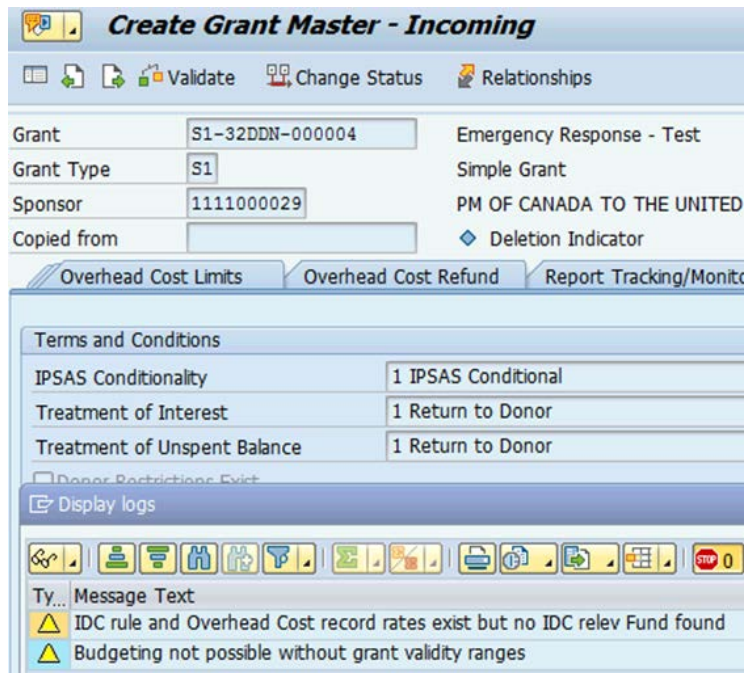


Once you are back on the main screen, click on Execute.

Grant	Sponsor	Sponsor description	Int Ref	Funding Origin	From Date	Valid to Date	GrantCurr	Grant Value	GT Value	Gr	Lifecycle	User status	desc	DateSign	DA	DateSig
R1-32CER-000002	1300001956	SWISS AGENCY FOR ...	9560-CER	CERF 2015 S...	02.03.2015	31.12.2016	CHF	3,000,000.0...	3,164,556.9...	R1	Closing	Operational	Closing	02.03.2015		02.03.2015
R1-32CER-000003	1111000127	PM OF THE REP. OF ...	9560-CER	CERF 2015 P...	01.01.2015	31.12.2016	USD	10,000.00	10,000.00	R1	Closing	Operational	Closing	01.01.2015		01.01.2015
R1-32CER-000004	1111000165	PM OF TURKEY TO T...	9560-CER	CERF 2015 T...	01.01.2015	31.12.2016	USD	450,000.00	450,000.00	R1	Closing	Operational	Closing	01.01.2015		01.01.2015
R1-32CER-000006	1111000022	PM OF BRAZIL TO T	9560-CER	CERF 2014 B	13.02.2014	31.12.2016	USD	480,000.00	480,000.00	R1	Closing	Operational	Closing	06.02.2014		12.02.2015

You will find all the fields of the Grant Master Data, so this report is an easy way to analyze your Grants (e.g. Sponsor for each Grant, responsible Substantive Office for each Grant list of Grants that need to be extended, etc).

5. *While saving a Grant, I got the following warning messages so I did not get to save my Grant. How can I resolve it?*



**Create Grant Master - Incoming**

Validate Change Status Relationships

Grant: S1-32DDN-000004      Emergency Response - Test  
 Grant Type: S1      Simple Grant  
 Sponsor: 1111000029      PM OF CANADA TO THE UNITED  
 Copied from:      Deletion Indicator

Overhead Cost Limits    Overhead Cost Refund    Report Tracking/Monitoring

Terms and Conditions

IPSAS Conditionality	1 IPSAS Conditional
Treatment of Interest	1 Return to Donor
Treatment of Unspent Balance	1 Return to Donor

Donor Restrictions Exist

Display logs

Message Text

- ⚠ IDC rule and Overhead Cost record rates exist but no IDC relev Fund found
- ⚠ Budgeting not possible without grant validity ranges

**Answer:** The first warning message is displayed if you indicated that certain Sponsored Classes are IDC Relevant but the IDC Fund has not yet been defined. In the Dimensions tab, the 62xxx Fund must be entered in the Fund field and the IDC Recovery box should be checked. The second warning message can be ignored because there are no follow-on transactions that are affected by this warning message.

6. *I am trying to change the status of a Grant to Award/Operational but getting an error. How can I resolve it?*

**Answer:** You are getting the error message because the Sales Organization entered is not 1000. Change the value to 1000.



Grant	S1-32DDN-000039	WASH SERVICES - KAN MT
Grant Type	S1	Simple Grant
Sponsor	1111000007	PM OF AUSTRALIA TO THE UNITED NATIONS
		◆ Deletion Indicator    Application
General Data   Reference   Responsibilities   Posting   Budget   Billing   Dimer		
Billing Rule		
Billing Rule	20 20 Unconditional - Cash	
Letter of Credit		
SD Order		
Sales document		
Sales Order		
Sales Organization	0001	Sales Org. 001
Distribution Channel	06	Grants
Division	00	General Serv & Other
Billing Data		
Order	19000832	
WBS Element		
Total Billing Amount	500,000.00	

7. *I would like to change the status of a Grant to Award/Operational. It is showing the following error. How can I resolve it?*

Sponsor	1111000082	PM OF JAPAN TO THE UNITED NATIONS
		◆ Deletion Indicator    Application    Approved by UN
Messages That Occurred		
Type	Message Text	LTxt
	VBABKOM has been processed successfully	
	Maintain Functional Area and Segment value in Segment derivation table	
	Error in VBABKOM 000000	
	Condition PR00 is not allowed as header condition	?
	Sales document was not changed	
Technical Information		
Name	JAPAN 2014	
Description	Japan 2014 contribution to UNMAS- GICHD	
Currency and Conversion Factors		
Grant Currency	USD	United States Dollar
Grant Value	26,622.82	
Exchange Rule	1	UN EXCHANGE RULE
Exchange Rate		
Ratio (from)	0	
Ratio (to)	0	
Grant Validity		
Valid from Date	03.09.2014	

**Answer:** Note that the Valid From Date in the General Data tab is 03.09.2014 which is prior to 2015. When we simulated the error we got the same error message and noted an indication that the system could not find Budget Period B13. During 2013-2014, the configuration of the Budget Period for Grants was not defaulted to M99. If you change the Valid From Date to 2015 or later, you should be able to change the status of the Grant

**8. I am trying to add donor reporting requirements under the Terms and Conditions tab. The rows entered disappear either upon adding reports or upon clicking on Save. How can I resolve it?**

**Answer:** The disappearing of records is caused by incorrect procedure. The correct procedure is as follows:

- Position the cursor above the first row and then click on the Insert Row.
- Enter the Report Type and various dates.
- Click on Save.

**9. I need to release budget but cannot find the correct Funds Center and Funded Program while creating released budget document. The Project WBSE which is linked to the Grant has the correct Responsible Cost Center and the Budget Control WBSE is also correct. How can I resolve it?**

**Answer:** The Sponsored Program’s Budget Transfer tab does not contain this combination of Funds Center and Funded Program. It has to be updated accordingly. If you do not have the authority to change the Sponsored Program, request the accounting team to make the changes.

**10. Why was the access taken away from certain roles that used to allow changing of the Grant and Sponsored Program fields in the UN Assignments tab of the WBSE?**

**Answer:** Initially, the following roles were permitted to change the Grant and Sponsored Program fields in the UN Assignments tab of the WBSE.

**Old Roles**

Enterprise Role Name	Technical Role Name	Transaction
FINANCIAL_MANAGEMENT: BUDGET_OFFICE_USER	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_APPROVER	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_CREATOR	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_USER	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_BUDGET_APPROVER_RELEASED	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_BUDGET_USER_RELEASED	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS

The roles changed prior to Cluster 4 go-live as follows:

**New Roles**

**VIEW IDM ROLES**

USER-ROLE REPORT    TCODE-ROLE REPORT    SEARCH USER

Note: Below list only shows the GLOBAL enterprise roles which have the same tcodes as the derivation Enterprise roles.

Enterprise Role Name	Technical Role Name	Transaction
FINANCIAL_MANAGEMENT: BUDGET_OFFICE_USER	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_APPROVER	ZEFS:PP:PJ:PROJ_ASN	ZPJWBS

Prior to the change of roles, there were many cases where the Grant field was overwritten on an already released WBSE. There were still some open commitments against the WBSE linked with the old Grant, and this caused downstream issues when goods receipts and service entry sheets could not be posted, while new commitments had already been raised against the WBSE linked with the new Grant. Thus, restricting access only to the GM Accounts Approver was proposed. It was to ensure that, prior to making any adjustments on the Grant and Sponsored Program fields of the WBSE, there would be a thorough check to see that the WBSE did not have any pending transactions against it.

Note that the FM Budget Office User also has access to update the UN Assignments tab of the WBSE in case the Budget Control WBSE (Funded Program) information needs to be updated (it is not to update the Grant or Sponsored Program!).

**11. I cannot process travel document. I am getting the following error. “Value Type 52 in Grant XX-XXXXX-XXXXXX is blocked for posting”.**

**Answer:** The status of the Grant is Closing/Operational Closing, therefore no new pre-commitments or commitments are allowed against the Grant. Below is an example for Grant M1-32HBP-000008.

### Change Expense Report for 00765733 ( 56754 )

1

2

3

4

5

Important Information
General Data
Enter Expense Details
Review and Send
Completed

Create Expense Report for Official Business Travel of
Name Theophile Pascal-Emile, Jacques VOILQUIN
Employee Group Inter

Duty Station US00 New York
Telephone
E-mail ID VOILQUIN@UN.ORG
Contract Type Temporary
Master Cost Centre

Previous Step
Save Draft

❗ Value type 52 in grant M1-32HBP-000008 is blocked for posting. – [Display Help](#)

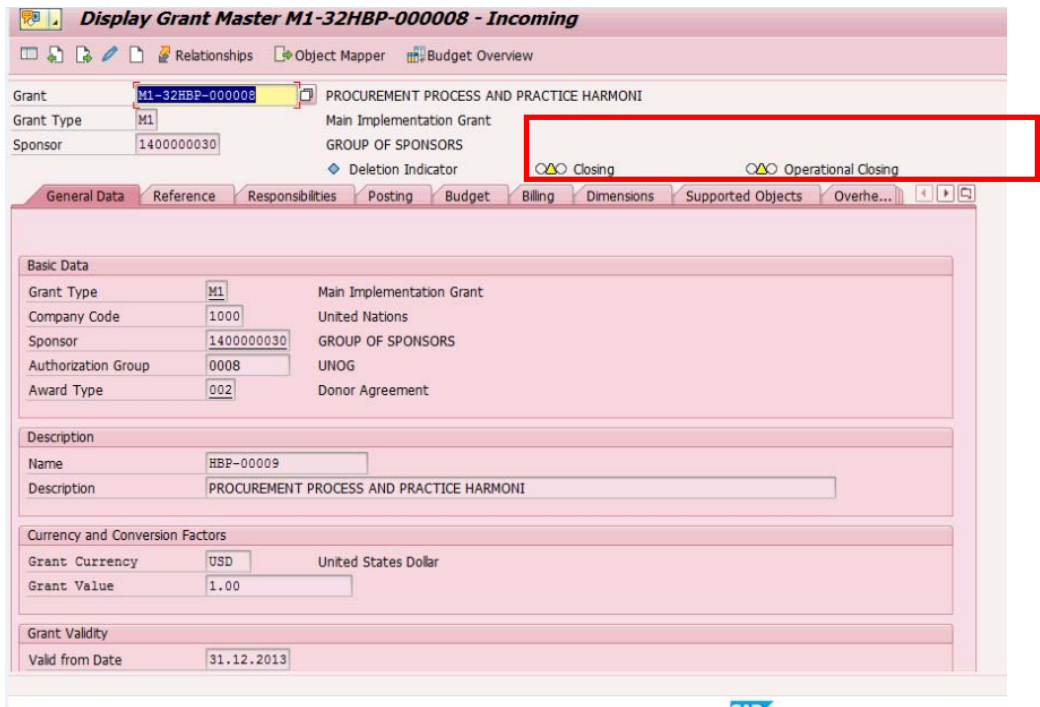
❗ Error in document: TRAVL 000005675400765733 P1ECLNT100 – [Display Help](#)

**Final Action**

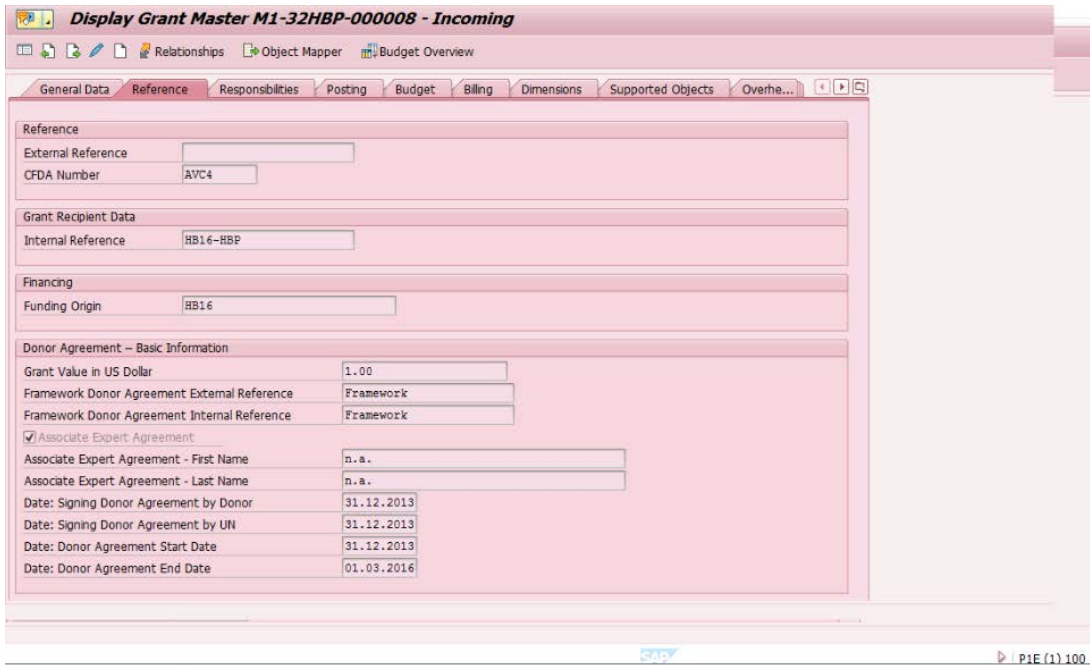
Save Draft I only want to save my expense report and send it later

Save and Send for Approval I certify that all expenses claimed in connection with the above journey have taken place as authorized. I the rules and regulations governing official travel.

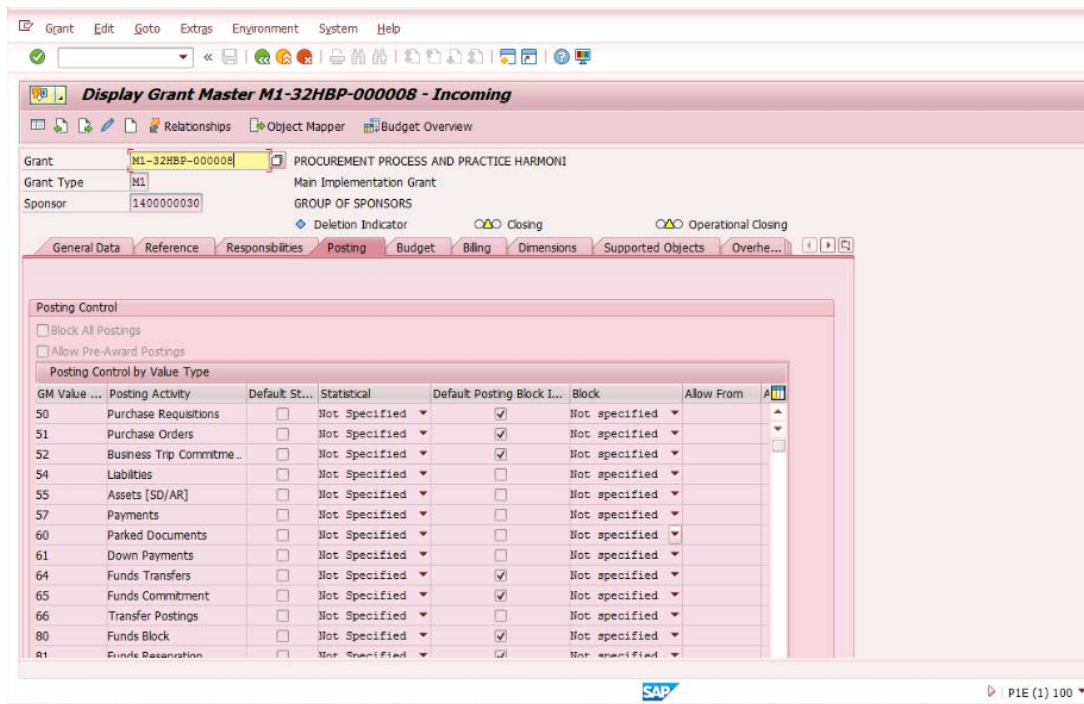
Total Subsistence Allowance	2,761.00 USD
Terminal Expense	202.00 USD
<hr style="border: 0.5px solid #000;"/>	
Total Reimbursable Travel Expenses	2,963.00 USD
Total Advance Paid Out	2,278.00 USD
Amount Due or To be Recovered	685.00 USD



The Grant's status was set to Closing/Operational Closing in March 2016 because the Donor Agreement End Date was 01.03.2016.



When the status of the Grant changes to Closing/Operational Closing, GM Value Type 52 (Business Trip Commitments) as well as certain other GM Value Types are blocked for transaction.



## GM BILLING QUESTIONS

### 12. What are the common errors in billing?

**Answer:** The following are the most common problems related to the billing process:

- Accounting Entry has not been generated
- The misalignment of dates on Grant (valid from date), SO (billing Date) and Billing Plan (Billing Date)
- Account Assignment is incorrect
- Master Data on the Grant were changed, e.g. in Supporting document the Actuals for this grant are unchecked
- Master Data Sponsored Program is not set up correctly, e.g. Valid Allowed Budget and Posting Objects checked but there is no objects on the Allowed Budget and Posting Tab on the Sponsored Program
- “posting date/period XX.XX.XX is earlier than current system date....” error – cannot do billing:

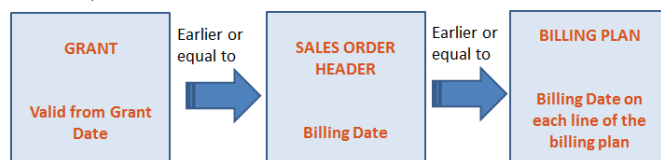
**Milestone and Periodic Billing of Grants**

Technical Information

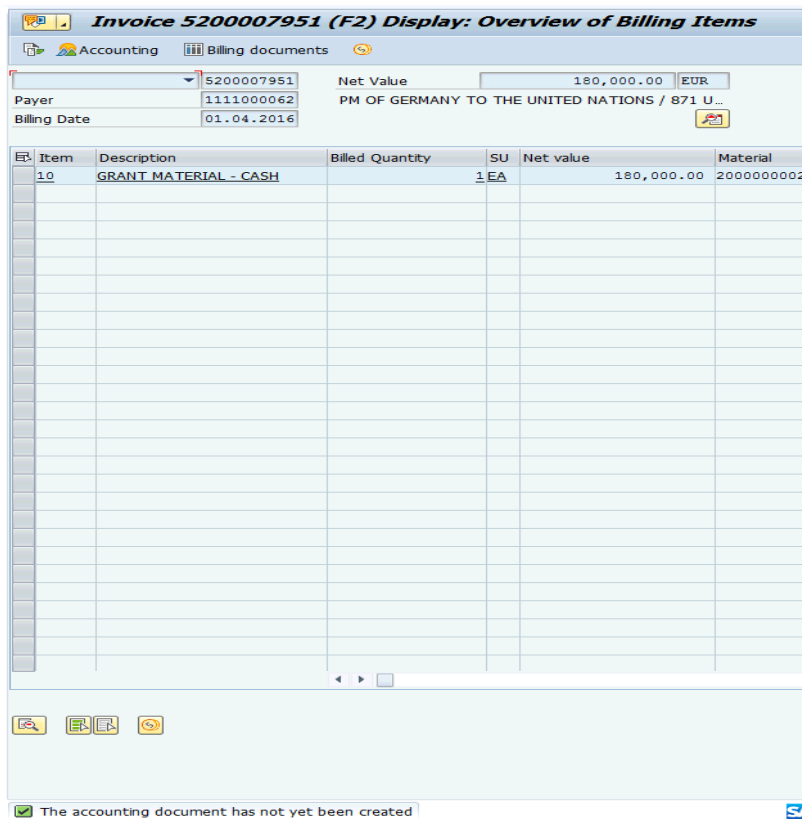
Errors of GM Billing Plan	Nu...	Ty...	Message Text	LTxt
<ul style="list-style-type: none"> <li>Milestone and Periodic Billing of G</li> <li>Billing document</li> </ul>	4	Grant		
		Billing document	Posting date/period 07.12.2015/012 is earlier than existing dat...	?
		Billing document	Posting date/period 07.12.2015/012 is earlier than existing dat...	?
		Billing document	Grant R1-32TXB-000142: Invoice 5200002932 has been creat...	
		Billing document	Grant R1-32TXB-000142: Invoice 5200002933 has been creat...	

The sequence of dates (please see below) on Grant (valid from date), SO (billing Date) and Billing Plan (Billing Date) is not respected when the billing plan was executed or saved for the first time (i.e. Grant was billed first time). If the user changes dates or assignments and try to re-bill, he/she might have this error. In this case, it is recommended to create new grant with new billing. To avoid billing errors it is important to check the pre-requisites on dates before executing the billing plan:

- Billing Amount
- Currency on the Grant
- Account Assignment (on the IO and Grant)
- Billing Rule - > IPSAS terms check
- Internal Order for Revenue is created and linked to the Grant on Billing Tab
- **Dates on the Grant** (to know what date to put as a billing date on the header of the Sales Order)
- Validate if Exchange Rate is correct on SO (applicable only for billing R1 Grants)



13. *The billing I processed in GM\_MLST did not generate an accounting entry. What could be wrong?*



Item	Description	Billed Quantity	SU	Net value	Material
10	GRANT MATERIAL - CASH	1 EA		180,000.00	2000000002

Net Value: 180,000.00 EUR  
Payer: 1111000062 PM OF GERMANY TO THE UNITED NATIONS / 871 U...  
Billing Date: 01.04.2016

The accounting document has not yet been created

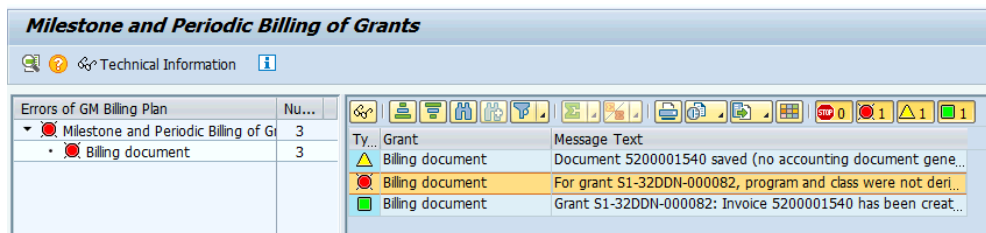
**Answer:** Review the date of your billing plan. The billing plan cannot be earlier than your sales order date which in turn, cannot be earlier than the grant “valid from date”. Since you have already processed billing, the best way to correct this is to change the billing date in the sales order to a date that is the same or later than the sales order date. To do this, double click the sales order from the grant master data and click Change from the main SAP menu. Click the header icon (far right icon) and find the billing date in the Billing tab. Change the date and SAVE.

Also, check the start date of your internal order. It should not be earlier than the valid from grant date.

14. *It is convenient to process a grant billing manually using FV70 rather than going through the billing in the GM Master Dat Answer: Why do I need to do the latter?*

**Answer:** The billing you process manually through FV70 will not be reflected in the grant. A billing processed in GM is linked to the sales order and will be shown in the document flow in the sales order hence, it is important to process it in the grant.

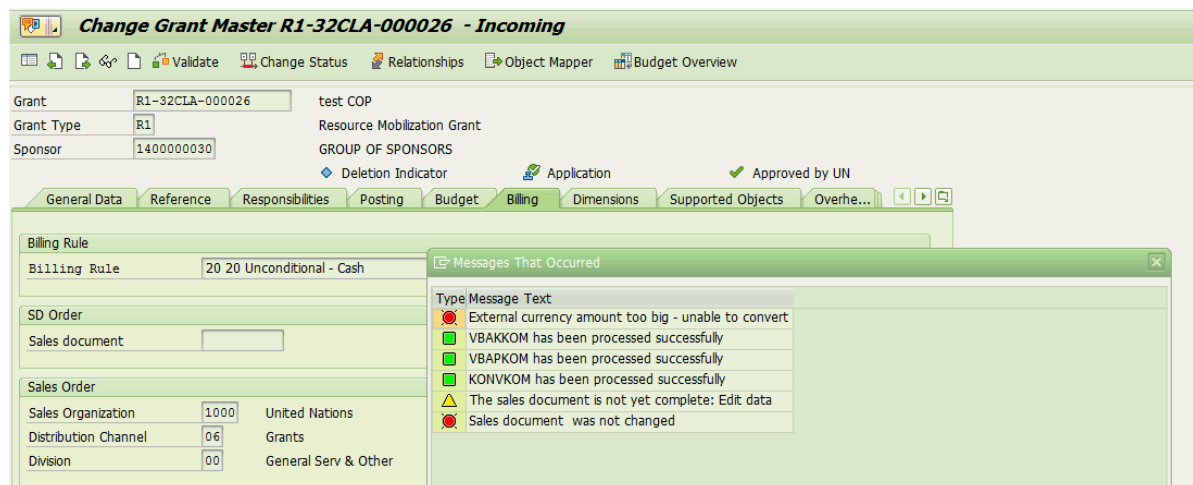
**15. While processing a grant billing, I got the error “....program and class were not derived...”**



The screenshot shows the SAP interface for 'Milestone and Periodic Billing of Grants'. A table lists errors, with one entry highlighted in yellow: 'Billing document' with a red error icon and the message 'For grant S1-32DDN-000082, program and class were not deri...'. Below the table, a 'Messages That Occurred' dialog box is open, showing a list of messages: 'External currency amount too big - unable to convert' (red error icon), 'VBAKKOM has been processed successfully' (green success icon), 'VBAPKOM has been processed successfully' (green success icon), 'KONVKOM has been processed successfully' (green success icon), 'The sales document is not yet complete: Edit data' (yellow warning icon), and 'Sales document was not changed' (red error icon).

**Answer:** Check that the sponsored class was included in the Dimensions. This error should be rare and could happen when something went wrong with the sponsored classes. Check if sponsored class AR-VC-Cash (or appropriate income sponsored class) was not included or inadvertently deleted. Add the appropriate sponsored classes again.

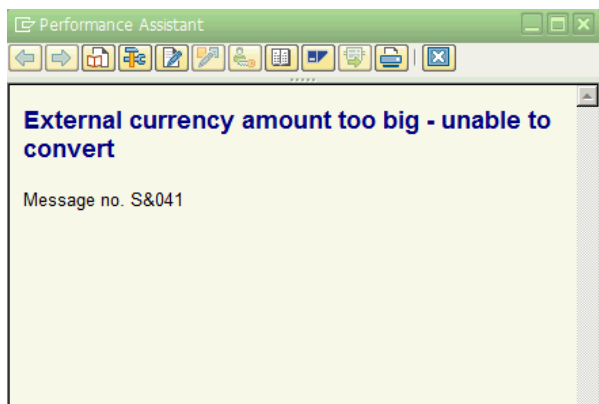
**16. I am processing the grant and need to bill 25,000,000,000.00 Colombian Pesos (COP). The system gives me an error indicating that amount is too big for processing.**



The screenshot shows the SAP 'Change Grant Master R1-32CLA-000026 - Incoming' interface. The 'Billing' tab is active, showing a 'Billing Rule' of '20 20 Unconditional - Cash'. A 'Messages That Occurred' dialog box is open, displaying a list of messages: 'External currency amount too big - unable to convert' (red error icon), 'VBAKKOM has been processed successfully' (green success icon), 'VBAPKOM has been processed successfully' (green success icon), 'KONVKOM has been processed successfully' (green success icon), 'The sales document is not yet complete: Edit data' (yellow warning icon), and 'Sales document was not changed' (red error icon).



The screenshot shows the SAP Billing tab of a transaction. The 'Billing Rule' is set to '20 20 Unconditional - Cash'. The 'SD Order' section has an empty 'Sales document' field. The 'Sales Order' section shows 'Sales Org: Information' and 'Distribution Division'. An error message box is displayed over the 'Sales Order' section, stating: 'Award status not set because the sales order could not be created'. The 'Total Billing Amount' is 9,000,000,000.00. The 'Payment Due Date' field is empty.



**Answer:** The system can accommodate only up to 999,999,999.99 in amount. The solution is either to break up the larger amount by creating many grants or to perform manual billing using t-code FV70.

## GM BUDGET QUESTIONS

### 17. *What are the common mistakes in GM Budgeting?*

**Answer:** There are several common mistakes during the GM budgeting. They are as follows:

- Budget is done on a wrong combination of Coding Block
- There is no released budget available
- There is no Object Mapper built
- The same value is reported in FM and GM in different Fiscal Years in budgetary reports as Posting Date on the GM line, Grantee FY and Distribution Key on the FM lines were not align.
- Budget exceeded by XXXX error: Accounting Assignment of the Expenditures is different than the Budget Address/ Budget Availability Address.
- Budget document is not populating correct FA, FC or FP – Sponsored Program is not updated
- Budget document is not populating lines – Grant is not in status “Award” or Object Mapper is not build or Grant is expired or Project is expired or Grant does not allow budgeting at this stage (check status of the grant) or project is not in the status that allows budgeting.

### 18. *The posting had a budget exceeding error although there is a budget on this Fund Center.*

**Answer:** Grant always needs a cost collector for postings. However, this cost collector can be either IO or WBSE. Cost Centers are not used with Grants. If the user input Cost Center in the transactions (e.g. during the creation of the JV) together with another cost collector, the derivation rules are not working properly. On the other hands, the budget might not be released on a correct combination of the budget control objects. For example the Fund Center used for budgeting is different than the Fund Center that corresponds to the Responsibility Center on the WBSE used in the transaction.

### 19. *I am creating grant budget and a lot of lines appeared on the unreleased and released document which have the Structural Sponsored Programs. Why do they appear on the documents if we do not do budgeting on them?*

**Answer:** The lines on the budget document are defaulting based on the setting of the Grant Master Data on the “Support Objects” tab. If the Budgeting Allowed box is checked for the combination of Fund, Sponsored Program and Sponsored Class, this combination is available for budgeting.

**Display Grant Master M1-32DDN-000024 - Incoming**

Relationships Object Mapper Budget Overview

Grant: **M1-32DDN-000024** Protection of Civilians in Armed Conflic  
 Grant Type: M1 Main Implementation Grant  
 Sponsor: 1400000030 GROUP OF SPONSORS

Deletion Indicator  Award  Operational

General Data Reference Responsibilities Posting Budget Billing Dimensions Supported Objects Overhe...

Fund	Sponsored Program	Sponsored Class	Planning Allowed	Budgeting Allowed	Actuals
32DDN	ADB-PROGRAM	AM1-ACCRUAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-ALLOC-TO-UN-IDC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-ALLOCATION-TO...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-CASH JOURNAL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-CLEARING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-CONTRACT-SERV...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-CONVERSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-DEFERRED-REVE...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
32DDN	ADB-PROGRAM	AM1-DEFERRED-CHAR...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Grant Account User/Creator (if the Grant is in any of the pre-award statuses) or Grant Account Approver (if the Grant is in Award/Operational and other post award statuses) can uncheck the boxes for invalid combinations and ensure that all the appropriate boxes are checked.

## 20. *We have the budget on a Grant but we get a budget exceeding error in posting transactions. Why do we have this error?*

**Answer:** It is important to understand the concept of the budget control object in Grants Management and Funds Management. The users often confuse budget control objects with the WBSE or IO.

In Funds Management for Trust Fund the following are the budget control objects:

Commitment Item FT30\_CLASS\_100

Fund

Funded Program

Functional Area

Budget Period (always M99)

In Grants Management it depends on which of the five level of budget control are set up on the Grant (AVC1, AVC2, AVC3, AVC4, AVC5). Each level has the defined set of the budget control objects. For example, AVC4 has the following budget control objects:

Fund

Grant

Sponsored Program

Sponsored Class

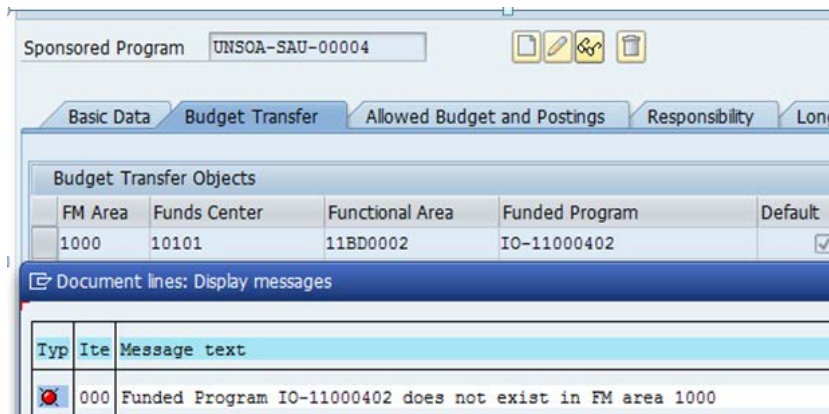
Grant Budget Validity (i.e. timeslice)

The combination of GM and FM budget control object defined the budget availability address for this Grant.

In the example below the budget for Grant M1-32CIB-000002 is done for two Funded Programs: IO-11000512 and SB-000060. Those Funded Programs were created for two different cost objects: Internal Order 11000512 and project SB-000060. In the screen shot below, there is a released budget balance of 12.3ml on the SB-000060 issues under Grant M1-32CIB-000002 and there is a budget on 12.3 ml on issued against the same grant for FP related to IO=11000512 (M1-32CIB-000002 has AVC4 level).

Overall Values of Control Objects	Consumable ...	Consumed Amt	Available Amt
<Several Grant Values>	28,168,455.25	9,997,625.99	18,170,829.26
M1-32CIB-000001	0.00	0.00	0.00
M1-32CIB-000002	28,168,455.25	9,997,625.99	18,170,829.26
IO-11000512	12,349,600.00	0.00	12,349,600.00
2016	12,349,600.00	0.00	12,349,600.00
SB-000060	15,818,855.25	9,997,625.99	5,821,229.26
2013	96,019.49	84,973.00	11,046.49
2014	2,283,925.61	11,047.19	2,272,878.42
2015	13,438,910.15	9,693,546.08	3,745,364.07
2016	0.00	208,059.72	208,059.72

21. *I am trying to update the sponsored program and got the following error while entering the funded program.*



**Answer:** The system runs the batch program to create a funded program every 10 minutes. You just have to wait a little bit and your entry should be saved.

22. *I am processing an unreleased budget and noted that after clicking Propose IDC, the figures created by the system in Net amount is same as Total. How can I rectify this error?*

Document Number  Check OK

Header Additional Information

Process Enter Currency USD Document Status Held

Grant S1-32SAU-000022 Document Date 02.02.2014 Reversal Status Normal

GM Doc Type EU Budget Version 0 Budget Status Unreleased

Header Description  Reason Code

List View Hierarchy View Indirect Cost

Clear Amounts **Propose IDC**

Line	Fund	Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Status	Net Amount	Total Awarded	Total Amount
<b>Class Type E Expenses</b>							<b>500,000.00</b>	<b>500,000.00</b>	<b>500,000.00</b>
000010	32SAU	UNSOA-SAU-00004	AS1-CONTRACT-SERVICE	01.02.2014	31.12.2015	CC	200,000.00	200,000.00	200,000.00
000020	32SAU	UNSOA-SAU-00004	AS1-TRAVEL	01.02.2014	31.12.2015	CC	300,000.00	300,000.00	300,000.00
000030	32SAU	UNSOA-SAU-00004	PSC-EXP-UN	01.02.2014	31.12.2015	CC	0.00	0.00	0.00
<b>Class Type R Revenues</b>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Answer:** Check the grant master data to see if you have identified the sponsored classes that are subject to IDC in the Dimensions tab. Once you have placed check marks on those boxes, the system will automatically create those sponsored classes in the Overhead Costs tab where you need to enter the IDC rates. Ensure that the rates are entered in the appropriate sponsored program and sponsored class in this tab (Overhead Cost).

**23. I was trying to transfer budget from M grant to P grant and got the following error.**

Document Edit Goto Extras Environment System Help

Overview Nu... 3

Message Text

- Check the general process and the processes on the level of the lines
- RECV should not be the only process on the line
- Document must be balanced (Payment Budget 2015)

Amount TC Posting Date Te...

Line	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	+/+	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Progr	
000010	P1-33DDN	000086	33DDN OCHA-DDN-00140	AP1-IP-DIRECT	2015	01.01.2015	31.12.2015	+	40,000	2010	FT30_CLASS_150	11125	27AA0001	SB-001036
000020	P1-33DDN	000086	33DDN OCHA-DDN-00140	AP1-IP-INDIRECT	2016	01.01.2016	31.12.2016	+	0,00	1	FT30_CLASS_150	11125	27AA0001	SB-001036
000020	P1-33DDN	000086	33DDN OCHA-DDN-00140	AP1-IP-INDIRECT	2017	01.01.2017	31.12.2017	+	0,00	1	FT30_CLASS_150	11125	27AA0001	SB-001036

**Answer:** This is a result of incorrect mapping. In this case, the budget mapping was done from a **33xxx fund in the M grant** (should have been from 32xxx fund in M) to a P grant OR the user picked an incorrect sponsored program in the object mapping:

**Display - Object Mapper**

Incoming Grant:       Outgoing Grant:

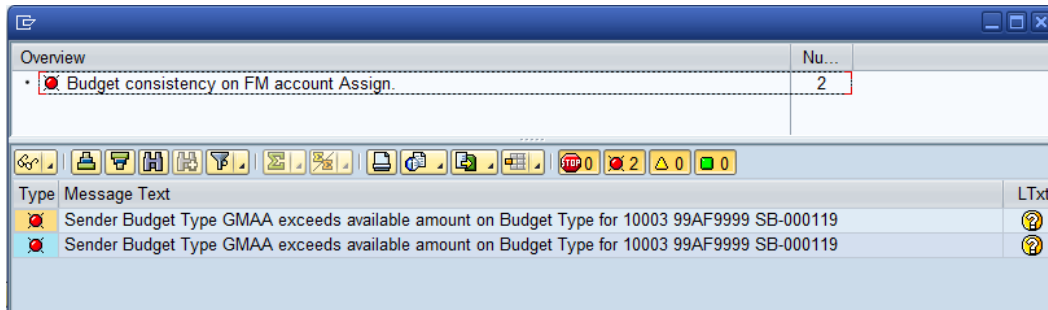
Incoming Grant	InFund	In.Sp.Prog	Incoming Sponsored Class	Sign	Outgoing Grant	OutFund	Outgoing Sp.Program	Outgoing Sponsored Class
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[-]	P1-33DDN-000499	33DDN	ADB-PROGRAM	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000499	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT

**Display - Object Mapper**

M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000485	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000486	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000486	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000489	33DDN	ADB-PROGRAM	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000489	33DDN	ADB-PROGRAM	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000489	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000489	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000490	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000490	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000491	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000491	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000492	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000492	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000493	33DDN	ADB-PROGRAM	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000493	33DDN	ADB-PROGRAM	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000493	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000494	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000494	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000494	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000495	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000495	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000496	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000496	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000497	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000497	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-DIRECT	[+]	P1-33DDN-000499	33DDN	ADB-PROGRAM	AP1-IP-DIRECT
M1-32DDN-000007	32DDN	OCHA-DDN-00003	AM1-IP-INDIRECT	[+]	P1-33DDN-000499	33DDN	OCHA-DDN-00003	AP1-IP-INDIRECT

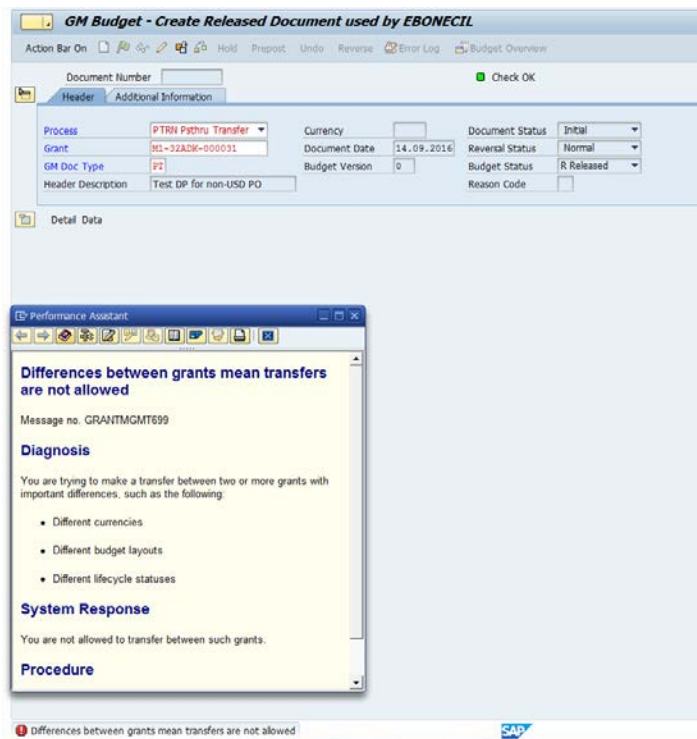
Always double check the object mapping that you just created. Check that the sponsored classes are included in the Supported Objects tab. Also note that the mapping should always be from the 32XXX fund in the M grant to a 33XXX fund in the P grant.

**24. While processing a budget transfer from M to P grant, the system generated the following error message "Sender Budget Type GMAA exceeds available amount.....".**



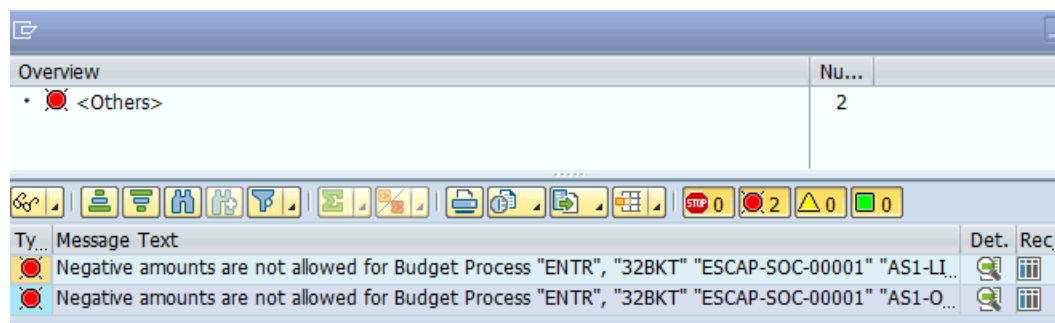
**Answer:** Check that the M1 budget has been approved. If it is already approved, check that the object mapper has been linked correctly; that is, the link between the M and P grant sponsored classes have been done accurately (32xxx fund in M linked with 33xxx fund in P in the correct sponsored program).

25. *The system generated the following error message while trying to process a budget transfer to a pass-through grant.*

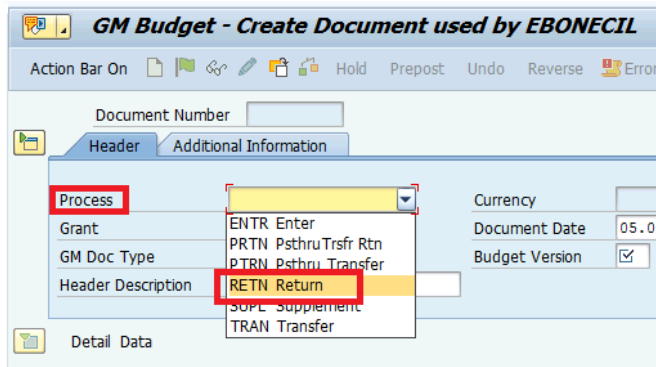


**Answer:** Check that your P grant is in Award/Operational status. Also check that the budgeted sponsored classes in M1 (Supported Objects) were done accordingly. This means that there should be approved budget for IP-Direct and IP-Indirect costs.

26. *I would like to return budget for some line items but am getting the following error message.*



**Answer:** To return budget, select the Process RETN Return from the drop-down. With this functionality, do not use negative amounts, as the system knows you are trying to reduce the budgeted line items.



27. I see the released budget for my Grant in Fiscal Year 2013 in the FM ledger (t-code FMAVCR02) but not in the GM ledger. Instead, it is showing in Fiscal Year 2015 in the GM ledger. How do I correct this?

**Answer:** The dates entered in the released budget document are not consistent. Reverse the document.

Details Documents Refresh

### Control Objects Data: Overall Values

FM Area: 1000 (USD)  
Control Ledger: Z1

Grant: S1-32SZA-000039  
Fund: 32SZA  
Budget Period: <Space>  
Funds Center: 12209  
Commitment Item: FT30\_CLASS\_100  
Functional Area: 15ACA001

Overall Values of Control Objects	Consumable ...	Consumed Amt	Available Amt
SB-004254	601,154.40	539,013.57	62,140.83
2013	22,600.00	0.00	22,600.00
• S1-32SZA-000039/32SZA/M99/12209/FT30_CLA	15,000.00		
• S1-32SZA-000039/32SZA/M99/12209/FT30_CLA	5,000.00		
• S1-32SZA-000039/32SZA/M99/12209/FT30_CLA	2,600.00		
• 2015	313,456.40	290,422.36	23,034.04
• 2016	265,098.00	248,591.21	16,506.79

FM area: 1000  
Currency: USD  
Budget Category: Payment

Doc Year	Entry Document	Line	Version	Doc. Type	Process	Year	Budget Type	Fi
2013	700003177	000001	0	GMER	Enter	2013	Grants Mgt Allotment Activity	3:
	7000034048	000001	0	GMER	Return	2013	Grants Mgt Allotment Activity	3:
	7000034049	000001	0	GMER	Return	2013	Grants Mgt Allotment Activity	3:



**GM Budget - Display Released Posted Document used by GGUEVARA**

Action Bar On | Hold | Prepost | Undo | Reverse | Error Log | Budget Overview

Document Number: 800004050 | Check OK

Header | Additional Information

Process: Enter | Currency: USD | Document Status: Preposted Po...  
 Grant: S1-32SZA-00039 | Document Date: 25.11.2015 | Reversal Status: Normal  
 GM Doc Type: ER | Budget Version: 0 | Budget Status: Released  
 Header Description: UNRCCA - CA02 | Reason Code:

List View | Hierarchy View | Indirect Cost

Line	Fund	Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Net Amount	Total Awarded	Total Amount	To Release	Released	Posting Date	Text
<b>Class Type E Expenses</b>						<b>22,600.00</b>	<b>22,600.00</b>	<b>22,600.00</b>				
000010	32SZA	DPA-MYA-00001	AS1-CONTRACT-SERVICE	31.12.2013	31.03.2017	15,000.00	15,000.00	16,950.00	48,600.00	53,565.85	25.11.2015	
000020	32SZA	DPA-MYA-00001	AS1-OPER-OTHER-COSTS	31.12.2013	31.03.2017	5,000.00	5,000.00	5,650.00	0.00	40,920.23	25.11.2015	
000030	32SZA	DPA-MYA-00001	PSC-EXP-UN	31.12.2013	31.03.2017	2,600.00	2,600.00	0.00	22,568.00	41,140.32	25.11.2015	

Bdgt Line: 000010 | 32SZA | DPA-MYA-00001 | AS1-CONTRACT-SERVICE | 31.12.2013 | 31.03.2017 | 16,950.00

Clear Amounts | Show All | Distribution off | Distribution | Automatic Distribution off

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount	Distribution Key	Commitment	Item	Funds Center	Functional Area	Funded Program	Budget Period	Text
<b>15,000.00</b>																
000010	1000	32SZA	DPA-MYA-00001	AS1-CONTRACT-SERVICE	2013	01.01.2013	31.12.2013	15,000.00	2011		FT30_CLASS_120	12209	15ACA001	SB-004254	M99	

**28. How do you search for unapproved documents?**

**Answer:** You can use t-code GM\_DISPLAY\_BUDGET. Click on Action Bar On, then select Searching options from the drop-down. Click Enter selection, then Enter Preposted in the Document Status field. Click Continue.

**Action Bar On**

Searching Options

Enter selection | [Print] | [Print]

Doc Num | Grant | GM DocType | Process | Created by

Q3E(1)/200 Restrict Value Range

Search Help for Posted Documents | Search Help for Held Documents

Document Number: [ ] | [ ]

Grant: [ ] | [ ]

Budget Version: [ ] | [ ]

GM Document Type: [ ] | [ ]

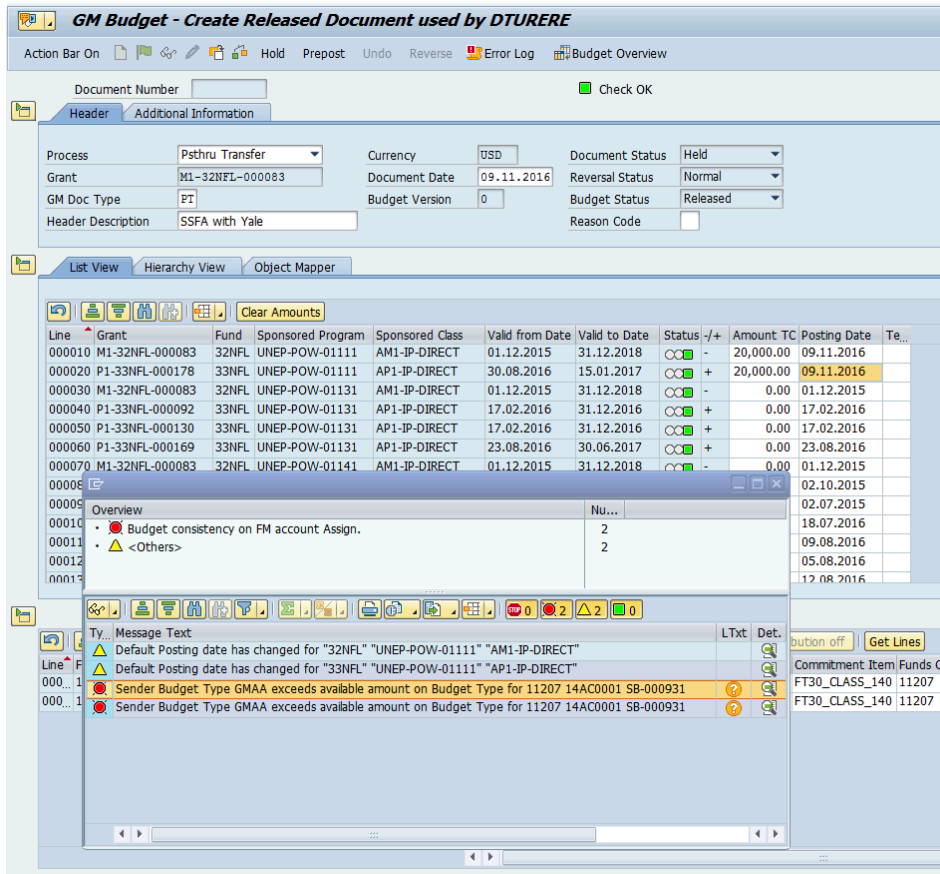
Process: [ ] | [ ]

Document Status: Preposted | [ ]

Budget Status: [ ] | [ ]

Restrict number to: [ ] |  No restriction

29. I want to transfer budget from a Main Implementation Grant to a Passthrough Grant. However, the system gives me the following error. “Budget consistency on FM account Assign”.



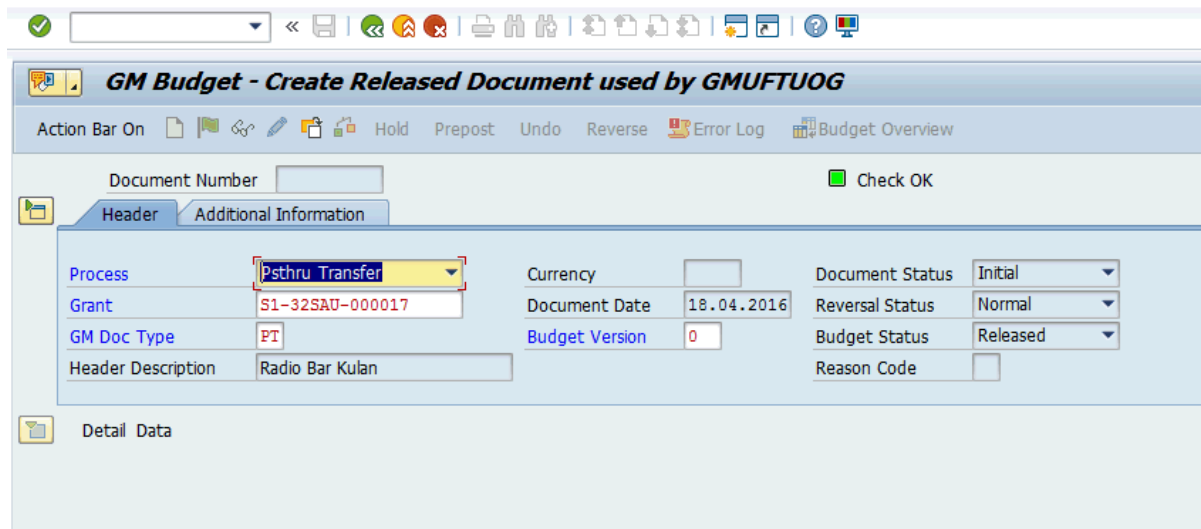
Answer: Make sure that the Funded Program you are using is correct. You may have the Passthrough Grant’s Funded Program set at a lower level WBSE.

Grant	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	+/+	Amount	Distribution Key	Commitment Item	Funds Center	Functional Area	Funded Program
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11207	14AC0001	SB-000931.03.03
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2016	01.01.2016	31.12.2016	-	0.00	1	FT30_CLASS_140	11207	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2017	01.01.2017	31.12.2017	-	0.00	1	FT30_CLASS_140	11207	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2018	01.01.2018	31.12.2018	-	0.00	1	FT30_CLASS_140	11207	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2016	01.01.2016	31.12.2016	-	20,000.00	Z011	FT30_CLASS_140	11207	14AC0001	SB-000931
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11259	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11228	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11206	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11207	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11227	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2015	01.01.2015	31.12.2015	-	0.00	1	FT30_CLASS_140	11229	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2016	01.01.2016	31.12.2016	-	0.00	1	FT30_CLASS_140	11207	14AC0001	
M1-32NFL-000083	32NFL	UNEP-POW-01111	AM1-IP-DIRECT	2016	01.01.2016	31.12.2016	-	0.00	1	FT30_CLASS_140	11227	14AC0001	

30. I want to transfer budget from a Main Implementation Grant to a Passthrough Grant. When I try to create the budget document, the system gives me the following error. “Release process is only relevant for grant with budget scenario U/R”.

**!** Release process is only relevant for grant with budget scenario U/R

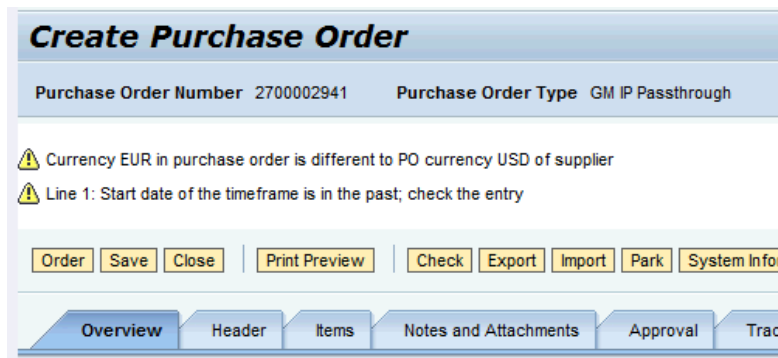
**Answer:** You are using the wrong t-code. This error occurs when trying to create a released budget document (t-code GM\_BDGT\_RELEASE) for a converted Grant (Cluster I and II). The creation of released budget document for these converted Grants should be done through t-code GM\_CREATE\_BUDGET.



The screenshot shows the SAP interface for creating a released budget document. The title bar reads "GM Budget - Create Released Document used by GMUFTUOG". The document number is empty. The process is set to "Psthr Transfer", the grant is "S1-32SAU-000017", and the GM Doc Type is "PT". The document date is "18.04.2016" and the budget version is "0". The document status is "Initial", reversal status is "Normal", and budget status is "Released". The header description is "Radio Bar Kulan".

## GM EXECUTION QUESTIONS

31. *I received this error message while creating this PO. What will happen later?*

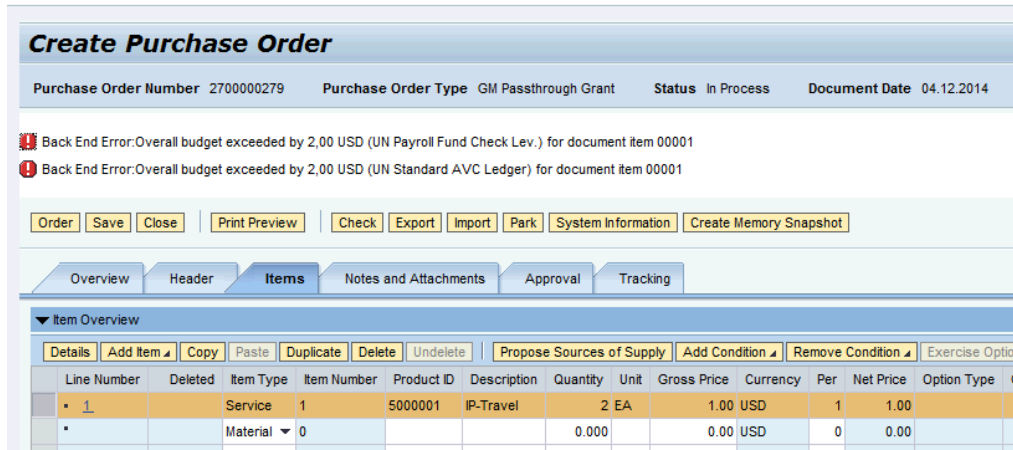


The screenshot shows the SAP interface for creating a purchase order. The title bar reads "Create Purchase Order". The purchase order number is "2700002941" and the purchase order type is "GM IP Passthrough". There are two warning messages: "Currency EUR in purchase order is different to PO currency USD of supplier" and "Line 1: Start date of the timeframe is in the past; check the entry". The interface includes buttons for "Order", "Save", "Close", "Print Preview", "Check", "Export", "Import", "Park", and "System Info". The navigation tabs at the bottom are "Overview", "Header", "Items", "Notes and Attachments", "Approval", and "Trac".

**Answer:** The message generated by the system is warning message. The system allows you to proceed with "ordering" the PO. System is reminding you, however, the currency you are using is

different from the defined currency in the vendor's master data. The follow-on transactions will be converted to USD and FI documents may generate foreign exchange gains or losses.

- 32. While processing a grant PO, I received a budget error "Back-end error: Overall Budget Exceeded....". FMAVCR02 report shows there is budget in the grant.**



**Create Purchase Order**

Purchase Order Number 2700000279 Purchase Order Type GM Passthrough Grant Status In Process Document Date 04.12.2014

Back End Error:Overall budget exceeded by 2,00 USD (UN Payroll Fund Check Lev.) for document item 00001  
 Back End Error:Overall budget exceeded by 2,00 USD (UN Standard AVC Ledger) for document item 00001

Order Save Close Print Preview Check Export Import Park System Information Create Memory Snapshot

Overview Header **Items** Notes and Attachments Approval Tracking

Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Exercise Option

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Type
1		Service	1	5000001	IP-Travel	2	EA	1.00	USD	1	1.00	
		Material	0			0.000		0.00	USD	0	0.00	

**Answer:** Since you are creating the PO, you need to review the coding block in the PO. Is the correct WBSE entered? Does the WBSE have the correct funded program. This funded program must have an approved released budget.

- 33. I reversed a DPR that is linked to IP PO 270008234 but the funds were not returned to the grant in FMAVCR02.**

**Answer:** The reversal of the DPR will return the funds to the PO as a reversal of consumption to the PO. To return the fund to Grant, you should first to check the PO history if the DPR was indeed reversed. Then you could proceed to close the PO to return the funds to the grant as shown below. To close PO, click Detail tab of the line item and Related Documents tab. In the Section for Statistics, click the radio buttons for "No further confirmation" and "No further invoice".

Order as Direct Material

**Document Control**

Purchase Order Response  Invoice Expected

Shipping Notification  Confirmation-Based Invoice Verification

Goods Receipt / Confirmation of Performance of Service  Evaluated Receipt Settlement

**Statistics**

**Goods Receipt / Confirmation of Performance of Service**

Confirmed Quantity:  EA

Confirmed Value:  USD

No Further Confirmation  Yes  No

**Invoice**

Invoiced Quantity:  EA

Invoiced Value:  USD

No Further Invoice  Yes  No

**34. I created a PO with a type ZGPT order type but with a M1 grant. How shall I rectify it?**

**Answer:** If you have no transactions yet, you should close the PO to release the funds back to the grant. This can be done by clicking the radio buttons “No further invoice” and “No further confirmation” in the Related Documents tab of the Details in the line item.

If Down-Payment Request (DPR) was already created but no payment was made, you should request for the reversal of the DPR and then close the PO to release the funds back to the grant.

**35. Treasury was not able to process one (or two) line item(s) in the down-payment request. The rest of the line items were processed. The error message when we attempted to process the DPR again for the remaining line item is “Overall budget exceeded...” What should I do?**

Data Entry View

Document Number: 3500080845 Company Code: 1000 Fiscal Year: 2016

Document Date: 28.01.2016 Posting Date: 02.02.2016 Period: 2

Reference: PR/2015/2034 Cross-Comp.No.:

Currency: USD Texts exist:  Ledger Group:

Item	PK	SG	Account	Description	Cu...	Amount	LC	G/L	Acc	Clrng doc.	Assignment	Grant	Fund	Funds Ctr	WBS elem.
1	39	F	1400000836	UNOPS-ASIA PACIF...	USD	68,460.00-	19101310				35000808450012016	P1-33GFL-000805	33GFL	11228	SB-00068...
2	39	F	1400000836	UNOPS-ASIA PACIF...	USD	3,423.00-	19101310			3301518198	35000808450022016	P1-33GFL-000805	33GFL	11228	SB-00068...

The document below shows the line item that was paid.

Data Entry View

Document Number: 3301518198 Company Code: 1000 Fiscal Year: 2016

Document Date: 11.02.2016 Posting Date: 11.02.2016 Period: 2

Reference: Cross-Comp.No.:

Currency: USD Texts exist:  Ledger Group:

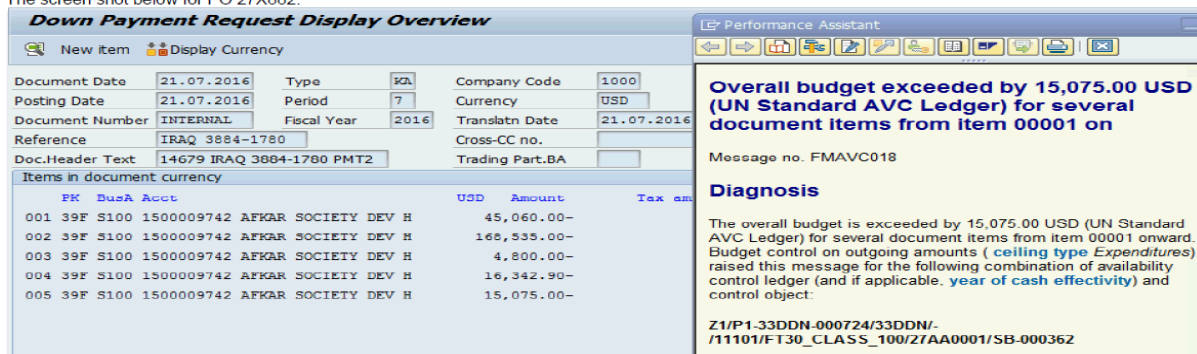
Item	PK	SG	Account	Description	Cu...	Amount	LC	G/L	Acc	Clrng doc.	Assignment	Grant	Fund	Funds Ctr	WBS elem.
1	29	Y	1400000836	UNOPS-ASIA PACIF...	USD	3,423.00	18101310				35000808450022016	P1-33GFL-000805	33GFL	11228	SB-00068...
2	50		11013014	Csh USD ACH CCDE...	USD	3,423.00-	11013014			1100776716	3301518198	GMNR	64VQA		

**Answer:** Analyze the budget of your PO using the suggested format (see the Q and A in this topic – Grant Execution). It is recommended that you read the FM document journal and find out if that particular line item was “processed but not paid”. This means that during the processing, the system consumed the budget but was unable to disburse the payment.

This is a system bug that has been escalated to SAP. However, to process the advance payment again for this line item, the user is advised to report this through a ticket for Umoja to “reconstruct” the DPR. This action restates the budget that was previously consumed.

36. **Accounts informed me that the down-payment request (DPR) they are processing could not be posted (saved) due to an “overall budget exceeded” error message. I checked both the GM and FM budget reports and they have positive balances.**

The screen shot below for PO 27X882.



**Down Payment Request Display Overview**

New item    Display Currency

Document Date	21.07.2016	Type	KZ	Company Code	1000
Posting Date	21.07.2016	Period	7	Currency	USD
Document Number	INTERNAL	Fiscal Year	2016	Translatn Date	21.07.2016
Reference	IRAQ 3884-1780	Cross-CC no.		Trading Part.BA	
Doc.Header Text	14679 IRAQ 3884-1780 PMT2				

Items in document currency

FK	BusA	Acct		USD	Amount	Tax am
001	39F	S100	1500009742 AFKAR SOCIETY DEV H		45,060.00-	
002	39F	S100	1500009742 AFKAR SOCIETY DEV H		162,535.00-	
003	39F	S100	1500009742 AFKAR SOCIETY DEV H		4,800.00-	
004	39F	S100	1500009742 AFKAR SOCIETY DEV H		16,342.90-	
005	39F	S100	1500009742 AFKAR SOCIETY DEV H		15,075.00-	

**Overall budget exceeded by 15,075.00 USD (UN Standard AVC Ledger) for several document items from item 00001 on**

Message no. FMAVC018

**Diagnosis**

The overall budget is exceeded by 15,075.00 USD (UN Standard AVC Ledger) for several document items from item 00001 onward. Budget control on outgoing amounts ( ceiling type Expenditures) raised this message for the following combination of availability control ledger (and if applicable. year of cash effectivity) and control object:

Z1/P1-33DDN-000724/33DDN/-  
/11101/FT30\_CLASS\_100/Z7AA0001/SB-000362

**Answer:** Analyze the budget of your PO by line item using the recommended format. In this specific case, note that the request DPR has line items that would exceed the current PO line item balance. PO Balance is calculated by taking the original amount (of the line item) and reducing it by the amounts of the down payment (advance), down-payment request NOT PROCESSED yet by Treasury and SES.

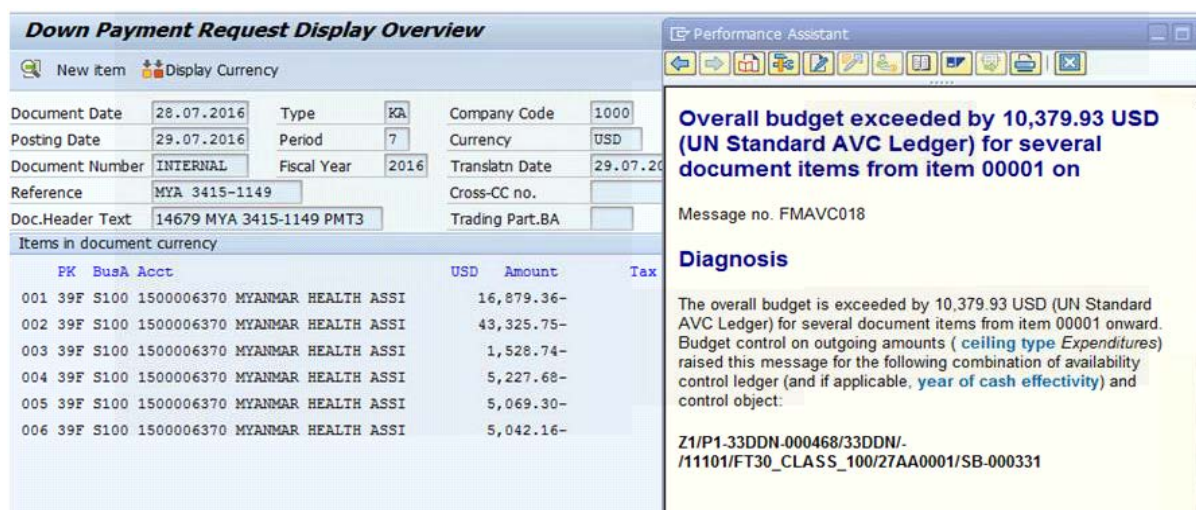
	PO amount	DP	DP clearing	DP bal	SES	PO Balance	Requested DPR
		3301254253	3500141064	3500141064		8200360968	
		20.10.2015	19.07.2016	19.07.2016	19.07.2016	19.07.2016	
Personnel Costs	90,120	45,060.00	45,060	0.00	45,060	45,060.00	45060
IP-Supplies,Commodities,Materials	337,070	168,535.00	156,825	11,710.00	156,825	168,535.00	168535
IP-Contractual Serv	9,600	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4800
IP-Indirect Support Costs	32,685.80	16,342.90	16,242.45	100.45	16,242.45	16,342.90	16342.9
IP-Equipment, Vehicles and Furniture	30,150.00	15,075.00	15,075.00	-	30,150.00	-	15,075.00
Total	499,625.80	249,812.90	233,202.45	16,610.45	248,277.45	234,737.90	249,812.90

37. *Our DPR was processed in Treasury but was subsequently reversed because of a banking issue. When we tried to process the DPR again, it failed and did not get disbursed. Can you help us resolve this issue? Analysis shows we should have the funds back but FMAVCR extract below shows the DP has already consumed the funds. How do we resolve this issue?*

	PO Amt	DP1	DP reversal	PO Bal
		3302556146	3302556148	
		21.03.2017	21.03.2017	
IP-Staff and Other Personnel Costs	21,600	17,280.00	-17280	21,600
IP-Supplies,Commodities,Materials	38,250	30,600.00	-30600	38,250
IP-Travel	25,160	20,128.00	-20128	25,160
IP-Operating and Other Direct Costs	8,400	6,720.00	-6720	8,400
IP-Indirect Support Costs	6,538.70	5,230.96	-5230.96	6,539
Total	99,949	79,959	-79,959	99,949

**Answer:** This is a system issue waiting for SAP note. In the meanwhile, you should create a ticket and request for a reconstruction of the DPR. The reconstruction will return the funds to the funded program.

**38. While processing our DPR, Accounts informed us that an error was generated by the system.**



**Down Payment Request Display Overview**

Document Date: 28.07.2016, Type: KA, Company Code: 1000  
 Posting Date: 29.07.2016, Period: 7, Currency: USD  
 Document Number: INTERNAL, Fiscal Year: 2016, Transltn Date: 29.07.2016  
 Reference: MYA 3415-1149, Cross-CC no.:  
 Doc.Header Text: 14679 MYA 3415-1149 PMT3, Trading Part.BA:

PK	BusA	Acct	USD	Amount	Tax
001	39F	S100 1500006370	MYANMAR HEALTH ASSI	16,879.36-	
002	39F	S100 1500006370	MYANMAR HEALTH ASSI	43,325.75-	
003	39F	S100 1500006370	MYANMAR HEALTH ASSI	1,528.74-	
004	39F	S100 1500006370	MYANMAR HEALTH ASSI	5,227.68-	
005	39F	S100 1500006370	MYANMAR HEALTH ASSI	5,069.30-	
006	39F	S100 1500006370	MYANMAR HEALTH ASSI	5,042.16-	

**Overall budget exceeded by 10,379.93 USD (UN Standard AVC Ledger) for several document items from item 00001 on**

Message no. FMAVC018

**Diagnosis**

The overall budget is exceeded by 10,379.93 USD (UN Standard AVC Ledger) for several document items from item 00001 onward. Budget control on outgoing amounts ( ceiling type Expenditures) raised this message for the following combination of availability control ledger (and if applicable, year of cash effectivity) and control object:

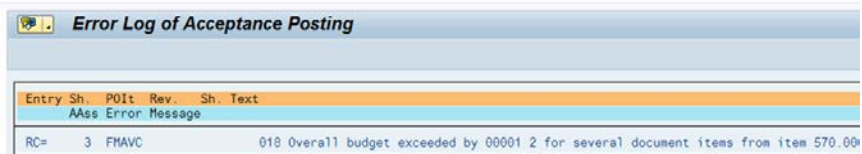
Z1/P1-33DDN-000468/33DDN-  
/11101/FT30\_CLASS\_100/27AA0001/SB-000331

**Answer:** It is possible that one or more of the line items in your PO has a negative budget. This negative budget may be due to a prior down-payment (DP) that was processed with budget override sometime in March 2016 or that a Service Entry Sheet was processed prior to August 2016 with skipped line items. Once you know the negative line items, analyse the Document Journal to find out which PO line items have balances that you can transfer to the negative ones. Following this analysis, amend the PO accordingly and request Accounts to process DPR again.

	PO	SES	DP	DP	PO Balance	Funded from P1 grant	Revised PO Balance	Proposed DPR	Budget deficit
		8200281980	3301675931	3301675928					
		14.03.2016	24.03.2016	24.03.2016					
			<b>Budget override</b>						
Staff costs	56,264.53	29,805.53		16,879.36	9,579.64		9,579.64	16,879.36	(7,299.72)
Supplies,commodities,materials	144,419.18	53,957.81		43,325.75	47,135.62		47,135.62	43325.75	3,809.87
Equipment	5,095.81	4,740.39		1,528.74	-1,173.32	1,173.32	0.00	1528.74	(1,528.74)
Travel	17,425.60	6,500.96		5,227.68	5,696.96		5,696.96	5227.68	469.28
Direct Cost/Operating	16,897.65	6,438.45	5,069.30		5,389.90		5,389.90	5069.3	320.60
PSC	16,807.19	7,101.02	5,042.16		4,664.01		4,664.01	5042.16	(378.15)
	256,909.96	108,544.16	10,111.46	66,961.53	71,292.81	1,173.32	72,466.13	77,072.99	-4,606.86



39. *When I tried to approve the Service Entry Sheet, I got the following error. It is budget related but I am not sure how to resolve this error.*



**Answer:** analyze the PO using the format suggested in the job aid “i Need Requirements for Work Order Escalation to FA, FM and GM. The sample from the job aid is added below for your reference.

	PO Amount	DP1	DP Clearing 1	DP Bal	DP2	DP Clearing 2	DP Bal	DP3	SES1	PO Balance
		3301081843	3500087165		3301612560	3500150517		3302076370	5000266457	<del>=Bxx-Exx-Hxx-Ixx-Jxx</del>
									8200265700	
		06.08.2015	18.02.2016		29.02.2016	19.08.2016		22.08.2016	18.02.2016	
IP-Staff and Other Personnel Costs	347,880.00	139,152.00	-139,152.00	0.00	104,364.00	-33,067.41	71,296.59	71,296.59	172,219.41	33,067.41
IP-Supplies,Commodities,Materials	271,015.16	108,406.06	-108,406.06	0.00	81,304.55	-71,476.93	9,827.62	9,827.62	179,882.99	71,476.93
IP-Contractual Serv	60,645.00	24,258.00	-16,810.48	7,447.52	18,193.50	0.00	18,193.50	18,193.50	16,810.48	0.00
IP-Operating and Other Direct Costs	68,630.00	27,452.00	-18,285.05	9,166.95	20,589.00	0.00	20,589.00	20,589.00	18,285.05	0.00
IP-Indirect Support Costs	52,371.91	20,948.77	-20,948.77	0.00	15,711.57	-6,155.09	9,556.48	9,556.48	27,103.86	6,155.09
Total	800,542.07	320,216.83	-303,602.36	16,614.47	240,162.62	-110,699.43	129,463.19	129,463.19	414,301.79	110,699.43

You may find that a specific line item is resulting to a negative balance so system is checking and prompting the user with the error.

Modifying the example above, let’s simulate a proposed SES with different amounts from above. Note that the line for IP-Operating and Other Costs is generating the error in your SES.

	PO Amount	DP1	DP Clearing 1	DP Bal	DP2	DP Clearing 2	DP Bal	DP3	Proposed SES1	PO Balance
		3301081843	3500087165		3301612560	3500150517		3302076370		=Bxx-Exx-Hxx-Ixx-Jxx
		06.08.2015	18.02.2016		29.02.2016	19.08.2016		22.08.2016		
IP-Staff and Other Personnel Costs	347,880.00	139,152.00	-139,152.00	0	104,364.00	-33,067.41	71,296.59	71,296.59	276,583.41	0.00
IP-Supplies, Commodities, Materials	271,015.16	108,406.06	-108,406.06	0	81,304.55	-71,476.93	9,827.62	9,827.62	261,187.54	0.00
IP-Contractual Serv	60,645.00	24,258.00	-16,810.48	7,447.52	18,193.50	0	18,193.50	18,193.50	34,433.98	570.00
IP-Operating and Other Direct Costs	68,630.00	27,452.00	-18,285.05	9,166.95	20,589.00	0	20,589.00	20,589.00	39,444.05	-570.00
IP-Indirect Support Costs	52,371.91	20,948.77	-20,948.77	0	15,711.57	-6,155.09	9,556.48	9,556.48	42,815.43	0.00
Total	800,542.07	320,216.83	-303,602.36	16,614.47	240,162.62	-110,699.43	129,463.19	129,463.19	414,301.79	0.00

xx= row number

Since SAP accounts for the transactions in each line item, an error is generated on the negative line item. Amend your PO by transferring \$570 from IP-Contractual Services to IP-Operating Costs. Then, post your SES.

40. I created a non-USD IP PO, will the system automatically clear the advance?

**Display Purchase Order: 2700002941**

Purchase Order Number: 2700002941    Purchase Order Type: GM IP Passthrough    Status: Awaiting Approval    Document Date: 01

PO (Copy of the order 2700002938) with document number 2700002941 has been ordered

**General Header Data**

Smart Number: (Copy of the order 2700002938)  Smart Number is External

Purchase Order Number: 2700002941

Supplier: \* 1400000140 UNDP-DEMOCRATIC REPUBLIC OF THE CONGO

Requester: \* 1110065505 FL1SABUY

Recipient:

Location: 1110053050 UN Office on Drugs and Crime

Ship-To Address: 1110000039 UNIFIL HQ

Purchasing Organization: \* UN Purchasing Organization

Purchasing Group: \* GM - UNODC

Total Value (Net): 150.00 EUR

Note to Supplier:

Internal Note:

**Item Overview**

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Currency	Per	Gross Price
1		Service	1	5000002	IP-Contractual Serv	84000000	150	EUR	1	1.00

**Answer:** The system will NOT clear the advance automatically. The user has to do a manual clearing of the advance using t-code F-54. Enter the vendor and on the next screen, find the corresponding advance and enter the amount to be cleared.

**41. Is it possible to delete a line item with an advance already posted?**

The screenshot shows the SAP Purchase Order Overview screen. At the top, there are warning messages: "Time zone CET is not valid in country CO (several possibilities) - Display Help" and "Line 1: Follow-on documents exist; you cannot change pricing arrangement". Below these are buttons for "Order", "Save", "Close", "Print Preview", "Check", "Export", "Import", "Park", "System Information", and "Create Memory Snapshot".

The "General Header Data" section includes fields for Smart Number (FL1SABUY 05.05.2016 17:27), Purchase Order Number (270002873), Supplier (1500011139 FUNDACION CAMINITO ALEGRE DE ALTO RAUDO), Requester (1110055448 Mario Javier SANCHEZ SANCHEZ), Recipient (1110055448 Mario Javier SANCHEZ SANCHEZ), Location (1110053050 UN Office on Drugs and Crime), Ship-To Address (1110000039 UNIFIL HQ), Purchasing Organization (UN Purchasing Organization), and Purchasing Group (GM - UNODC). The total value is 0.00 COP.

The "Item Overview" table shows the following data:

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Gross Price	Currency	Per	Net Price	Option Typ
1	X	Service	1	5000005	IP-Equipment, Vehicles and Furniture	84000000	10,698,720	1.00	COP	1	1.00	
		Material	0				0.000	0.00	COP	0	0.00	

**Answer:** No. The system will generate an error message as shown below.

**Change Purchase Order:270002873**

Purchase Order Number 270002873 (Change Version)    Purchase Order Type GM IP Passthrough    Status In Process    Document Date 05.05.2016    Total Value  
 Supplier [FUNDACION CAMINITO ALEGRE DE ALTO RAUDO](#)

- Back-End Error:Purchase order still contains faulty items
- Line 1: Back-End Error:Function not possible if down payments exist
- Time zone CET is not valid in country CO (several possibilities) - [Display Help](#)
- Line 1: Follow-on documents exist; you cannot change pricing arrangement

Order Save Close Print Preview Check Export Import Park System Information Create Memory Snapshot

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number:     Note to Supplier:

Smart Number is External

Purchase Order Number:     Internal Note:

Supplier: \*  [FUNDACION CAMINITO ALEGRE DE ALTO RAUDO](#)

Requester: \*  [Mario Javier SANCHEZ SANCHEZ](#)

Recipient: \*  [Mario Javier SANCHEZ SANCHEZ](#)

Location:  [UN Office on Drugs and Crime](#)

Ship-To Address:  [UNIFIL HQ](#)

Purchasing Organization: \*

Purchasing Group: \*  [Show Members](#)

Total Value (Net):

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Exercise Option Order as Direct Mater

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Gross Price	Currency	Per	Net Price	Option
1	X	Service	1	5000005	IP-Equipment, Vehicles and Furniture	84000000	10,898,720	1.00	COP	1	1.00	
		Material					0.000	0.00	COP	0	0.00	

**42. I deleted a line item in the PO but there is an existing DPR. Can I delete or reverse the DPR?**

Purchase Order Number 2700002912    Purchase Order Type GM IP Passthrough    Status Ordered    Document Date 15.06.2016    Total Value  
 Supplier [FUNDACION CAMINITO ALEGRE DE ALTO RAUDO](#)

Edit Close Print Preview Refresh Check Copy Export System Information Create Memory Snapshot

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number:     Note to Supplier:

Smart Number is External

Purchase Order Number:     Internal Note:

Supplier: \*  [FUNDACION CAMINITO ALEGRE DE ALTO RAUDO](#)

Requester: \*  [Mario Javier SANCHEZ SANCHEZ](#)

Recipient:  [Mario Javier SANCHEZ SANCHEZ](#)

Location:  [UN Office on Drugs and Crime](#)

Ship-To Address:  [UNIFIL HQ](#)

Purchasing Organization: \*

Purchasing Group: \*  [Show Members](#)

Total Value (Net):

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Exercise Option

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Currency	Per	Gross Price	Net Price	Option Ty
1	X	Service	1	5000001	IP-Travel	84000000	6,000,000	COP	1	1.00	1.00	

**Answer:** Note that the system will NOT allow you to reverse the DPR. Likewise, system will not also allow you to undelete the SRM line item. The button Undelete is greyed out. See screenshots below.

Reverse Document: Header Data	
Display before reversal   Document list   Mass Reversal	
Document Details	
Document Number	3500080851
Company Code	1000
Fiscal Year	2016
Specifications for Reverse Posting	
Reversal Reason	01
Posting Date	15.06.2016
Posting Period	<input type="checkbox"/>
Tax Reporting Date	<input type="checkbox"/>
Check management specifications	
Void reason code	<input type="checkbox"/>

Item 00001 for purchasing document 2700002912 has deletion indicator L

**Change Purchase Order:270002912**

Purchase Order Number 270002912 (Change Version) Purchase Order Type GM IP Passthrough Status In Process Document Date 15.06.2016  
 Supplier FUNDACION CAMINITO ALEGRE DE ALTO RAUDO

Order Save Close Print Preview Check Export Import Park System Information Create Memory Snapshot

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number: (COPY OF THE ORDER 270002912)  
 Smart Number is External

Purchase Order Number: 270002912

Supplier: \* 1500011139 FUNDACION CAMINITO ALEGRE DE ALTO RAUDO

Requester: \* 1110055448 Mario Javier SANCHEZ SANCHEZ

Recipient: \* 1110055448 Mario Javier SANCHEZ SANCHEZ

Location: 1110053050 UN Office on Drugs and Crime

Ship-To Address: 1110000039 UNIFIL HQ

Purchasing Organization: \* UN Purchasing Organization

Purchasing Group: \* GM - UNODC Show Me

Total Value (Net): 0.00 COP

Note to Supplier:

Internal Note:

Function Undelete is not available

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition Remove Condition Exercise Options

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Currency	Per	Gross Price	Net Price
1	X	Service	1	5000001	IP-Travel	84000000	6,000,000	COP	1	1.00	1.00
		Material	0				0.000	COP	0	0.00	0.00

43. I got an error in trying to amend a PO for a FM closed Period. How to proceed?

Answer: change the posting date of the PO

**Change Purchase Order:2700005232**

Purchase Order Number 2700005232 Purchase Order Type GM IP Passthrough Status Saved Document Date 23.06.2016 Total Value

Back End Error:Period 006/Fiscal Year 2016 for payment budget not open for FM posting in value type 51

⚠ Line 1: Start date of the timeframe is in the past; check the entry  
 ⚠ Line 2: Start date of the timeframe is in the past; check the entry  
 ⚠ Line 3: Start date of the timeframe is in the past; check the entry  
 ⚠ Line 4: Start date of the timeframe is in the past; check the entry

Read Only Order Save Close Print Preview Check Export Import Park Delete System Information Create Memory Snapshot

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number: (Copy of the order 2700005232)  
 Smart Number is External

Purchase Order Number: 2700005232

Supplier: \* 1400000021 UNOPS-HQ

Note to Supplier: PO 2700005232 Project 20241

Internal Note: UNOPS\_VTF\_RRTSC\_20241

**Display Purchase Order: 2700005232**

Purchase Order Number 2700005232 Purchase Order Type GM IP Passthrough Status Saved Document Date 23.06.2016 Total Value (Gross) 243,055.56 USD Smart Number

Close Print Preview Refresh Check Export

Overview Header Items Notes and Attachments Approval Tracking

General Data Notes and Attachment Output Budget Payment Extended PO History Document Totals Synopsis User-Specified Status

▼ Basic

<b>Identification</b> Smart Number: (Copy of the order 270000523) <input type="checkbox"/> Smart Number is External Purchase Order Number: 2700005232 Corresponding Novation Purchase Order: Purchase Order Type: GM IP Passthrough Organization Purchasing Organization: UN Purchasing Organization Purchasing Group: GM - UNMAS <a href="#">Show Members</a> UN Fields Financial Rules: NA Financial Rules Description:	<b>Currency, Values and Pricing</b> Currency: USD Total Value (Net): 243,055.56 USD Total Value (Gross): 243,055.56 USD Tax Value: 0.00 USD FM Posting Date: 23.06.2016 Posting Period: 006 <b>Service and Delivery</b> <b>Status and Statistics</b> Document Date: 23.06.2016 Created By: CLUKOVIC Commitment Documents: <a href="#">Display</a> Cancelled: <input type="checkbox"/> Closeout Status: None Parked: <input type="checkbox"/> UN Fields
--	---

**44. We have the Passthrough Grants, which does not have parent grant but have budget and expenditures. How it is possible?**

**Answer:** In order for Passthrough Grant to have budget and expenditure against it, it should be linked to parent grant (Simple or Main Implementation) via Object Mapper functionality. The correct procedure is to establish grant relationship from a parent grant to a child grant. The reason that you do not see the parent grant for this Passthrough Grant is that the Relationship is not established from the Parent Grant to this particular Passthrough Grant. The relationships between the grants are used for reporting purposes and are basis for reports on correct cash balance for the “family” of the grants. If the Relationship is not maintained, the reports are not accurate. Go to the Object Matter on the Passthrough Grant and identify the Incoming Grant, i.e. Parent Grant. Build the relationship from this Parent Grant with the Passthrough Grant in question.

## GM REPORTS QUESTIONS

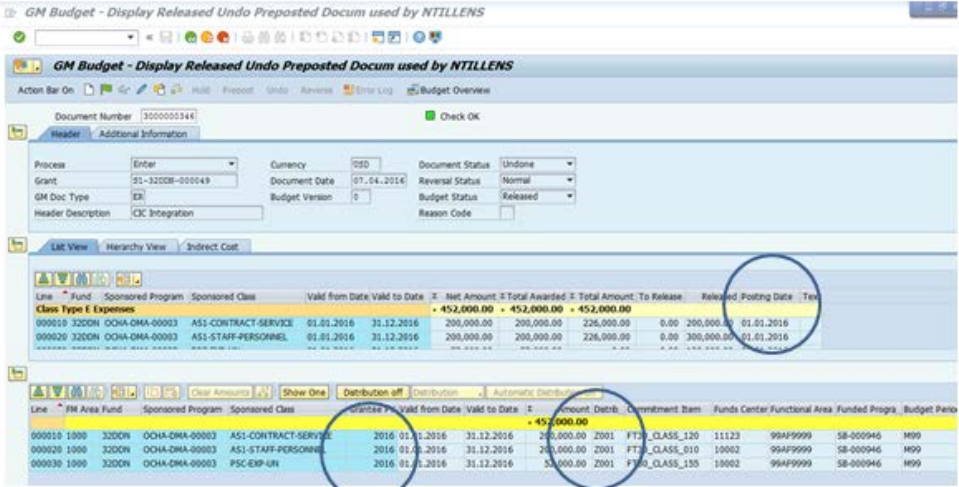
**45. I got an error message that the grant has insufficient cash. Where do I check cash balances for a grant.**

**Answer:** Generate the report ZGMBUDGET\_REL. This report will provide the cash balance available for the grant in relation to its parent grant.

**46. *There is a discrepancy in the ZGMRBUDACT report and FMAVCR02 report for released budget. Could you please explain?***

**Answer:** There are several reasons why the ZGMRBUDACT and FMAVCR02 reports do not show the same data. In this particular case the discrepancies in the released budget are caused by the misalignment of posting date in GM and Grantee FY in FM when creating the released budget document. Posting date in the GM line derives the Fiscal Year in which the budget document is posted in GM. The Grantee FY in the FM line derives the Fiscal Year in which the budget document is posted in FM. If those two dates are not aligned, the same amount will be posted in two different fiscal years in FM and GM:

Check for consistency: Posting Date vs Grantee FY vs Distribution Key



GM Budget - Display Released Undo Preposted Docum used by NTILLENS

Document Number 300000344

Process Enter Currency USD Document Status Undone

Grant S1-3200B-00049 Document Date 07.04.2016 Reversal Status Normal

GM Doc Type ER Budget Version 0 Budget Status Released

Header Description CIC Integration Reason Code

Line	Fund	Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Net Amount	Total Awarded	Total Amount To Release	Released	Posting Date	Ter
<b>Class Type E Expenses</b>											
000010	3200B	OOHA-OHA-00003	AS1-CONTRACT-SERVICE	01.01.2016	31.12.2016	200,000.00	200,000.00	226,000.00	0.00	200,000.00	01.01.2016
000020	3200B	OOHA-OHA-00003	AS1-STAFF-PERSONNEL	01.01.2016	31.12.2016	200,000.00	200,000.00	226,000.00	0.00	300,000.00	01.01.2016

Line	FM Area	Fund	Sponsored Program	Sponsored Class	Grantee FY	Valid from Date	Valid to Date	Amount	Distrib.	Commitment Item	Funds Center/Functional Area	Funded Progr.	Budget Period
<b>Distribution off</b>													
000010	1000	3200B	OOHA-OHA-00003	AS1-CONTRACT-SERVICE	2016	01.01.2016	31.12.2016	200,000.00	Z001	FT3_CLASS_120	11123	99A99999	S8-000946 M99
000020	1000	3200B	OOHA-OHA-00003	AS1-STAFF-PERSONNEL	2016	01.01.2016	31.12.2016	200,000.00	Z001	FT3_CLASS_010	10002	99A99999	S8-000946 M99
000030	1000	3200B	OOHA-OHA-00003	PSC-EXP-GR	2016	01.01.2016	31.12.2016	52,000.00	Z001	FT3_CLASS_135	10002	99A99999	S8-000946 M99

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In addition, the month of the GM posting date should be aligned with the Distribution Key on the FM lines. Distribution Keys from Z001 to Z012 represent the calendar month. The Distribution Key on the FM line should show the same month as in the posting date of the corresponding GM line. For example, 01.01.2016 in GM posting Date should correspond to Z001 in Distribution Key.

**47. *Why do we have negative budget? We released enough funds for the budget.***

**Answer:** If the Grant has a splitting rule "life of the grant" you should run the report from inception of the grant in order to get accurate budget balance. If you run the report for particular year only you will not see the overall balance. For instance, the unreleased budget can be done in 2015 and release budget can be done in 2016 so unreleased budget reduction will be posted in 2016. To see unreleased budget balance, the users should include both 2015 and 2016 unreleased budget. :



M1-32CPL-000001					0.00	0.00	0.00	
2014	32CPL	M1-32CPL-000002	UNEP-POW-01141	AM1-TRAVEL	2014	40,000.00-	40,000.00	0.00
2015	32CPL		CO-SETTLEMENT	CO-SETTLEMENT	2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141		2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141	AM1-CONTRACT-SERVICE	2015	373.17	10,000.00	10,373.17
2015	32CPL		UNEP-POW-01141	AM1-CONVERSION	2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141	AM1-DOWN-PAYMENT	2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141	AM1-GRANTS-OUT	2015	0.00	30,000.00	30,000.00
2015	32CPL		UNEP-POW-01141	AM1-IP-DIRECT	2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141	AM1-OPER-OTHER-COSTS	2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141	AM1-STAFF-PERSONNEL	2015	25,000.00	0.00	25,000.00
2015	32CPL		UNEP-POW-01141	AM1-TRAVEL	2015	40,000.00	244,247.79	284,247.79
2015	32CPL		UNEP-POW-01141	FX-UNREALIZED	2015	0.00	0.00	0.00
2015	32CPL		UNEP-POW-01141	PSC-EXP-UN	2015	9,148.51	51,902.21	61,050.72
2015	33CPL		UNEP-POW-01141		2015	0.00	0.00	0.00
2015	33CPL		UNEP-POW-01141	PSC-EXP-UN	2015	0.00	0.00	0.00
2016	32CPL		UNEP-POW-01141		2016	0.00	0.00	0.00
2016	32CPL		UNEP-POW-01141	AM1-IP-DIRECT	2016	0.00	0.00	0.00
2016	32CPL		UNEP-POW-01141	AM1-STAFF-PERSONNEL	2016	25,000.00-	25,000.00	0.00
2016	32CPL		UNEP-POW-01141	AM1-TRAVEL	2016	0.00	0.00	0.00
2016	32CPL		UNEP-POW-01141	PSC-EXP-UN	2016	3,250.00-	3,250.00	0.00
2016	33CPL		UNEP-POW-01141		2016	0.00	0.00	0.00
M1-32CPL-000002					6,271.68	404,400.00	410,671.68	

48. *I am running the report (e.g. FMAVCR02) for a grant. The system brings the message “report contains no data” although I do know that there should be some data against this grant.*

No data available for your entries

**Answer:** This message can appear in two cases: (1) – there are no indeed data for the parameters (selection criteria) that the report is run, (2) – the user did not put valid selection criteria.

In option (2) the possible errors are as follows:

1. Misspelled values, e.g. typo in the Grant ID
2. Using wrong object ID in the selection criteria filed, e.g. in the selection criteria of the WBSE the user inputs the ID of the Funded Program
3. Invalid combinations, based on the specific report, e.g. in FMAVCR02 the Budget Period M99 can't be used with the Grants. This combination will produce “no data available for your entries” message.

## GM INTEGRATION QUESTIONS

**49. *What are the most frequent user's mistakes when they process grant related transactions in other modules.***

**Answer:** While processing transactions from other modules, common mistakes are as follows:

- It is a common mistake that while processing Travel Request for CIC, instead of using WBSE ID the user inputs the Funded Program ID as an account assignment, as a result there is an error in derivation.
- The project has to be in the Released Status and Ready for Budgeting (RFR) or (RAB) so that costs can be charged. If a WBSE which is used in transaction is not in above status, it will result in error.
- Budget for consumption is done on a wrong combination of the Coding Block
- Grant valid period ended but the users still try to process transactions against this grant.
- Grant is operational or financial closing in which only certain transactions are allowed. For instance, no new commitments or pre-commitments are allowed when a grant is in operational closing. However, the users are trying to process the transactions that have been "blocked" on the grant with the system status of "Closing".
- There is no cash available at Grant level – cash ledger, but the user still try to process payments.
- There is no released budget available on the combination of the Coding Block which is used in the transactions. This is a common budget exceeding error.

**50. *We cannot post any charges against the WBSE. What is the problem?***

**Answer:** To avoid postings on top level nodes (WBSE) of the project, it is a good practice to untick the Account assignment checkbox to prevent postings against those nodes. However, if the WBSE has to be used as a cost collector (cost object for expenditures) the "Account Assignment" checkbox has to be checked. In the example below the "Account Assignment" box is unchecked that causes the error.

**Project Builder: Project SB-004386**

Project Structure: Description Identification

- VET systems for greater eq SB-004386
  - VET systems for greater SB-004386
    - A Regional overview SB-004386.01
      - DDS - Component SB-004386.01.01
        - A1 Study VET SB-004386.01.01.01
        - A2 Nat studies SB-004386.01.01.02**
        - A5 Nat studies SB-004386.01.01.03
        - A6 Lessons lea SB-004386.01.01.04
      - DAG - Component SB-004386.01.02
      - DDE - Component SB-004386.01.03
    - B Discussion of policy SB-004386.02
      - DDS - Component SB-004386.02.01
      - DAG - Component SB-004386.02.02
      - DDE - Component SB-004386.02.03
    - C Policy dialogue SB-004386.03
      - DDS - Component SB-004386.03.01
      - DAG - Component SB-004386.03.02
      - DDE - Component SB-004386.03.03

Identification and view selection

WBS Element: SB-004386.01.01.02 A2 Nat studies (2) diagnosis VET syst

Detail:

Overview(s):

Administr. Superior Progress Long text cProjects UN Assignments

Grant Assignment

Grant: M1-32BIS-000076 VET FOR EQUALITY

Sponsored Program: ECLAC-SEQ-00012 Social policies for equality

Geography of the Beneficiary

Country: [ ]

Geographic Region: 5419 Latin America and the Caribbean

Thematic Assignment

Assignment 1: [ ]

Assignment 2: [ ]

Other assignments

Budget Control WBSE: SB-004386.01.01 DDS - Component A

UN Programme: [ ]

Basic data Dates Assignments Control User Fields Administr. Supe...

Proj.type: Substantive projects (non-capital) Short ID: SB-004386.01.01

Priority: Normal  Proj. summarization

Status

System Status: REL

User status: RFR

Responsibilities

Pers.Resp.No.: 10000002 Programme Mgmt Officer

Applicant no.: 34000000 ECLAC

Resp. cost cntr: 1000 11582 ECLAC Social Dev

Req.cost center: [ ]

Req. co.code: [ ]

Operative indicators

Planning element

Acct asst elem.

Billing element

Grouping WBS element

**51. Can we use GMNR when posting transactions to a Trust Fund (32XXX or 33XXX) or to an unarmarked Grant using GMNR?**

**Answer:** The user should not create the document where 32XXX/33XXX Funds are used with "GMNR". GMNR is not an unarmarked Grant but a Grant Master Data Object that is created in the system via configuration when the Grant Management is activated. As the system is integration GMNR grant is used by the system for all non-grant related transactions and should not be used for any grant related transactions or transaction related to Trust Funds.

**Display Document: Data Entry View**

Display Currency    General Ledger View

Data Entry View

Document Number: 3500073834    Company Code: 1000    Fiscal Year: 2015  
 Document Date: 31.12.2015    Posting Date: 31.12.2015    Period: 12  
 Reference: 3700000158    Cross-Comp.No.:  
 Currency: THB    Texts exist:     Ledger Group:

PK	SG	Account	Description	Cu...	LCurr	Amount LC	Amount	G/L Acc	Cllng do...	Assignment	Grant	Fund	Funds Ctr	WBS element
39	K	2000633...	Su-Arjar LEWCHALE...	THB	USD	21,811.41-	800,64...	19102010	350007...	3700000158	S1-32BKT...	32BKT	11536	SB-000593.08
26		2000633...	Su-Arjar LEWCHALE...	THB	USD	21,811.41	800,64...	35101610	340147...	3700000158				
39	K	2000633...	Su-Arjar LEWCHALE...	THB	USD	12,480.94-	455,18...	19102010	350007...	3700000158	GMNR	32BKT	11558	SB-001072.02.01
26		2000633...	Su-Arjar LEWCHALE...	THB	USD	12,480.94	455,18...	35101610	340147...	3700000158				

**52. Can I move e.g. the Level 4 WBSE (child of Level 3) to another "parent" after the project is released and in RAB?**

**Answer:** No, you can't move a WBS element around because the parent WBSE is part of the WBS element ID. You can only close, cancel or delete the WBS element and create a new one under a different parent node.

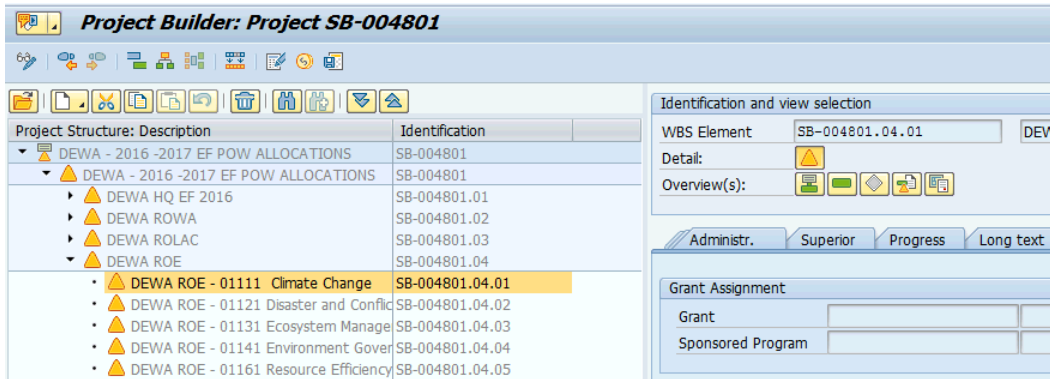
**53. My upload file has generated errors for a specific grant.**

**GL Document Upload**

Total number of documents simulated: 2  
 Number of documents simulated successfully: 1  
 Number of documents simulated with error: 1

Record ID	Record Typ	Item Numbe	Message Ty	Message
1	H		S	Document check - no errors: BKPFF \$ P1ECLNT100
2	H		E	Error in document: BKPFF \$ P1ECLNT100
2	H		E	For grant S1-32CPL-000272, program and class were not derived. Check rules.
2	I	137	E	For grant S1-32CPL-000272, program and class were not derived. Check rules.
2	I	307	E	For grant S1-32CPL-000272, program and class were not derived. Check rules.
2	H		E	Error in document: BKPFF \$ P1ECLNT100

**Answer:** The WBSE's UN assignment tab doesn't maintain grant and sponsored program thus the system could not derive the coding block (see screenshot below).



In the UN Assignment tab of this WBSE, enter the grant, press Enter to derive sponsored program, then click the drop-down to select the (system derived) sponsored program field. Enter the Beneficiary and SAVE. Run the upload file again.

**54. Treasury is having issues paying a down-payment request. Our S grant has a cash balance.**

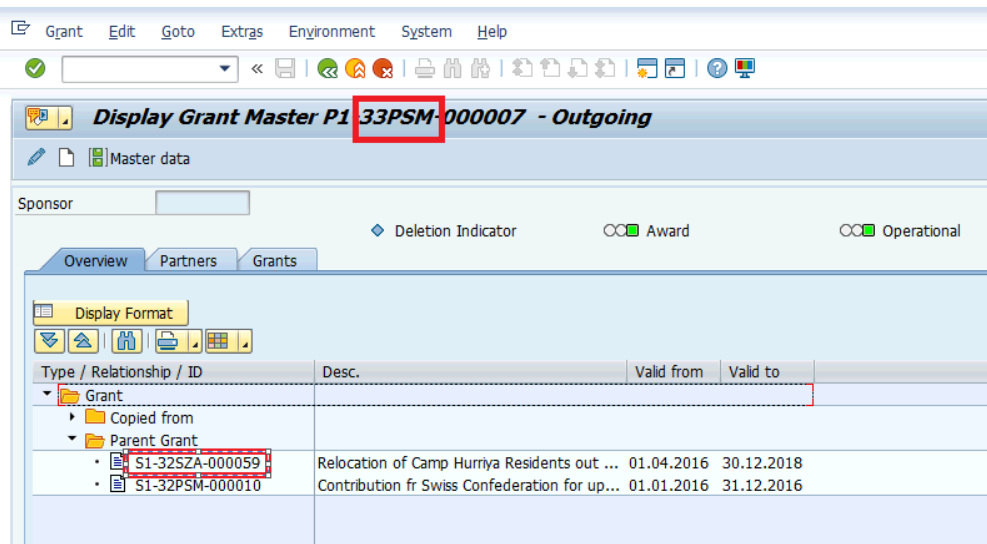
**Answer:** For the specific case, though the grant has cash balance, the P grant linked to the down-payment request has a different fund from that of the S grant. Please review the relationship of your grants and make the necessary reversals/ corrections. Link the correct grant to the S grant and process the down-payment request.

**Cash Balances GM Budget Release**

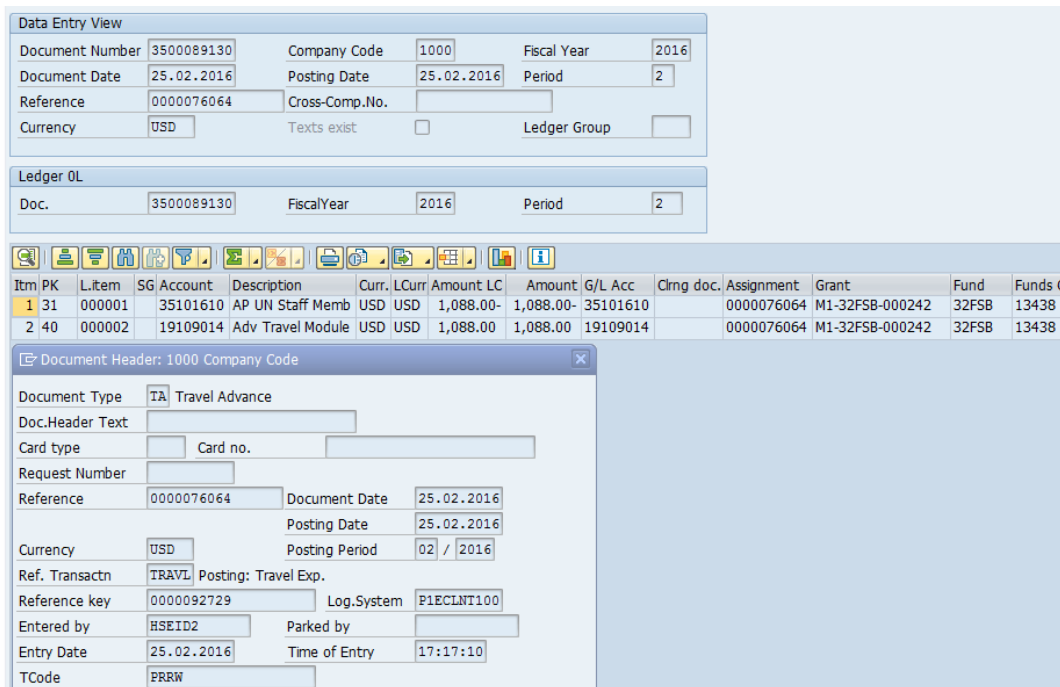
Report Selection : Available Cash Balance Report

By Fund/Grant : X  
 Available Cash Balance : X  
 Fund : (Include - EQ ) 325ZA  
 Fiscal Year : (Include - BT ) 2000 To  
 Fiscal Year : (Include - BT ) 2016  
 Grant : (Include - EQ ) S1-325ZA-000059

	Unreleased Budget	Released Budget	Total Budget	Funds Block (Operating Reserv.)	Obligations/Commitments	Actual Expenses	Total Committed	Available Released Budget
325ZA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S1-325ZA-000059	0.00	965,700.00	965,700.00	0.00	0.00	0.00	0.00	965,700.00
> P1-33PSM-000007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-Total of S1-325ZA-000059	0.00	965,700.00	965,700.00	0.00	0.00	0.00	0.00	965,700.00
Fund Total of 325ZA	0.00	965,700.00	965,700.00	0.00	0.00	0.00	0.00	965,700.00



55. *Error message is “Overall available cash exceeded by \$89,933.49 for document line item 2.” Can you help resolve this issue?*



**Answer:** When you encounter cash deficit error, you could use the report FMCCAVCOVERVIEW to verify the cash balance. Balance for this grant is indeed negative \$88,845.49 as shown below. If you add to this the amount being processed (\$1088), you will get a total of -\$89933.49, the same amount shown in the error message. Please check if you have unapplied cash deposits applicable to this grant. Find out why cash has not been transferred to this grant. The report FMCCAVCOVERVIEW should show the same cash balance in ZGMBUDGET\_REL.

Cash control Overview Report for Ledger 9P

**Company Code** 1000  
**G/L Account** All Values  
**Fund** 32FSB  
**Overall Budget Period** All Values  
**Grant** M1-32FSB-000242  
**Functional Area** All Values  
**User Dimension** All Values  
**Time Interval** Fiscal Year 2016

G/L Acc/Fund/BP/Grant/Func. Area/Cust.Field	Consumable ...	Consumed Amt	Reserved Amt	Available Amt	Currency
MAIN POOL	18,428.75	107,274.24	0.00	88,845.49-	USD
32FSB	18,428.75	107,274.24	0.00	88,845.49-	USD
Overall Budget Period	18,428.75	107,274.24	0.00	88,845.49-	USD
M1-32FSB-000242	18,428.75	107,274.24	0.00	88,845.49-	USD
Overall Functional areas	18,428.75	107,274.24	0.00	88,845.49-	USD
Overall User Dimension	18,428.75	107,274.24	0.00	88,845.49-	USD

**56. *We are having an issue when processing SES approval when the PO contains multiply plants. How shall we proceed?***

**Answer:** Enterprise Roles for processing of Service Entry Sheets and Goods Receipts have a plant/location restriction which requires the users to have access to the plant on the PO they are processing the GR for. The plant on the PO should be the location taking receipt of the goods/services. There have been areas in which multiple plants have been assigned to the users/units who execute SES and GR as part of a centralized requisitioning/service center. This access is requested via user provisioning to the Security Team.

**57. *An analysis of travelers' cost is required for reporting to the donor(s) and other management purposes. The analysis consists of the (1) cost of ticket and (2) the cost of DSA, terminals and miscellaneous for each traveler. How can I see the ticket and DSA cost?***

**Answer:** Run the line item report on the Grant and filter for GM value type 52 and or the travel number (reference document). The "drilling" function allows to drill on the Business Document from which you can see amounts for cost of ticket, the cost of DSA, terminal and miscellaneous for each traveler.

Grants Management: Line Item Display

Grants Management: Line Item Display

Grant	VT	RefDocumnt	Local crcy	D	DT	BTran	Tran
M1-32AEL-000002	52	53472	4,714.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	4,714.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	92646	458.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	92646	583.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	92646	1,041.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	92646	1,041.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	92646	965.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	92646	76.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	99425	831.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	23216	5,390.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	23216	2,695.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	23216	2,695.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	471.46	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	4,522.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	4,522.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	5,145.46	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	5,145.46	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	10.56	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	4,522.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	152.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	482.02	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	4,714.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	53472	40.00	S	S	TRVL	TRVL
M1-32AEL-000002	52	71110	937.81	S	S	TRVL	TRVL

The selected method was performed successfully

Matti Aleksii LEHTONEN, PersNo. 741152, Trip No. 53472

Matti Aleksii LEHTONEN, PersNo. 741152, Trip No. 53472

Simulate Account Assignment History Results: Travel Request

General Trip Data

From 25.01.2016 07:35 Reason Visiting UNEP project PD/FR Reimbursement M1 0

End 13.02.2016 23:44 City PORT AU PRINCE, H...  Meals

Country HT Region R001 TTY. E TAc

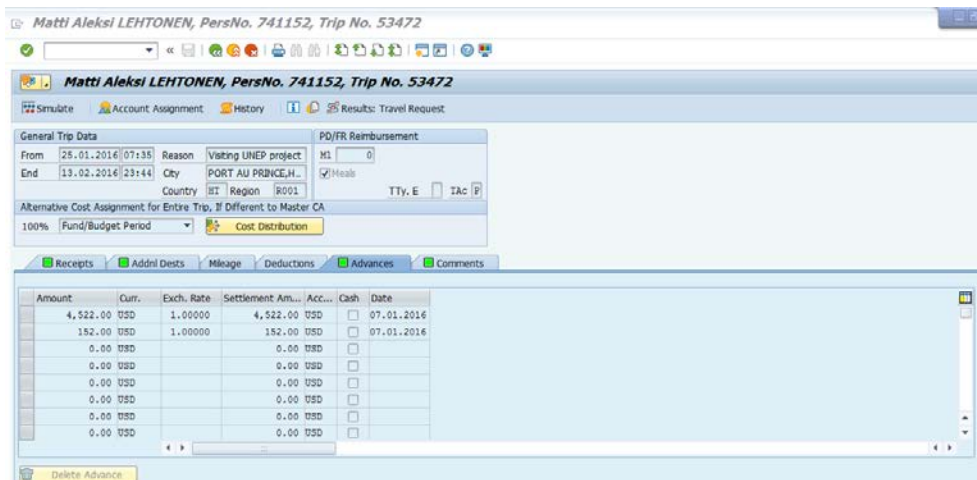
Alternative Cost Assignment for Entire Trip, If Different to Master CA

100% Fund/Budget Period Cost Distribution

Receipts Addnl Dests Mileage Deductions Advances Comments

No	R...	Exp Ty	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Region	Info	Service Provider	N
002		TAMF	Travel Service ...		20.30	USD	1.00000	USD	25.01.2016				
003		AIR2	Airfare Ticket ...		451.16	USD	1.00000	USD	25.01.2016			7E	
005		TRMS	Terminal Expe...		152.00	USD	1.00000	USD	25.01.2016				
006		XBAG	Excess Baggage		40.00	USD	1.00000	USD	25.01.2016				
007					0.00	USD		USD	25.01.2016				
008					0.00	USD		USD	25.01.2016				
009					0.00	USD		USD	25.01.2016				
010					0.00	USD		USD	25.01.2016				





Matti Aleks LEHTONEN, PersNo. 741152, Trip No. 53472

Results: Travel Request

General Trip Data

From 25.01.2016 07:35 Reason Visiting UNEP project PD/FR Reimbursement Mt 0

End 13.02.2016 23:44 City PORT AU PRINCE, H. Meals

Country BT Region R001 TTY, E Tac P

Alternative Cost Assignment for Entire Trip, If Different to Master CA

100% Fund/Budget Period Cost Distribution

Amount	Curr.	Exch. Rate	Settlement Am...	Acc...	Cash	Date
4,522.00	USD	1.00000	4,522.00	USD		07.01.2016
152.00	USD	1.00000	152.00	USD		07.01.2016
0.00	USD		0.00	USD		
0.00	USD		0.00	USD		
0.00	USD		0.00	USD		
0.00	USD		0.00	USD		
0.00	USD		0.00	USD		
0.00	USD		0.00	USD		

By clicking on “Results: Travel Request” icon go to the Travel Authorization to see details:



Personnel Number: 00741152 / Traveler Name: Matti Aleks LEHTONEN Fig 14  
Trip No: 53472

**Travel Authorization**

Personal Number: 00741152 Travel Authorization No: 0000053472

Traveler Name: Matti Aleks LEHTONEN

Functional Title: IN 2579 COORDINATION OFFICER

Grade/Level: P408 Trip Authorization Status: Trip Approved

Contract Type: Fixed Term Travel Category: Official Travel

Master Cost Centre: HR UNEP No Post Travel Activity: OT-01 Official business

Org. Unit:

Parent Duty Station: US20 New York

Nationality: Finnish

Telephone:

Email: LEHTONEN@UN.ORG

**General Data**

Travel Start Date/Time: 25/Jan/16 07:30 Work Start Date/Time: 25/Jan/16 12:00

Travel End Date/Time: 13/Feb/16 23:44 Work End Date/Time: 13/Feb/16 18:00

Travel Purpose: Visiting UNEP project

Status of Medical Clearance: Medical Clearance Requested

Status of Security Clearance: Security Clearance Requested

Comments/Special Instructions: Travel from Port au Prince to Port Salut on 27 JAN and from Port Salut-  
1 to Port au Prince on 10 FEB.  
3 week stay, including urban and rural.

**Authorized Itinerary**

Printed On: 08May16

58. *I am processing Travel Request funded by Grant and getting derivation error. Could you explain what is wrong?*

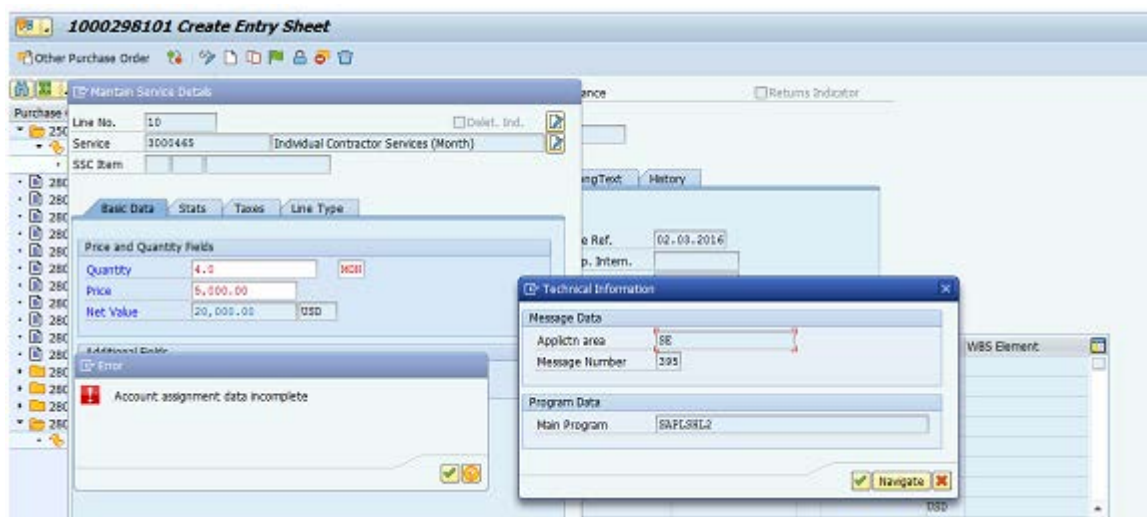
**Answer:** After investigation, it appears that the user is inputting Funded Program in the filed for WBSE and getting the error. It is a common mistake that while processing Travel Request for PO for CIC instead of WBSE ID the user inputs the Funded Progra ID (e.g. SB-000946) as an assignment instead of WBSE (e.g. SB-000946.01.01 to which the travel should be charged). The system reads the Funded Program entered and try to find the Grant and Sponsored Program. As there are no Grant or Sponsored Program on this particular Funded Program (SB-0000946) the system brings an error.

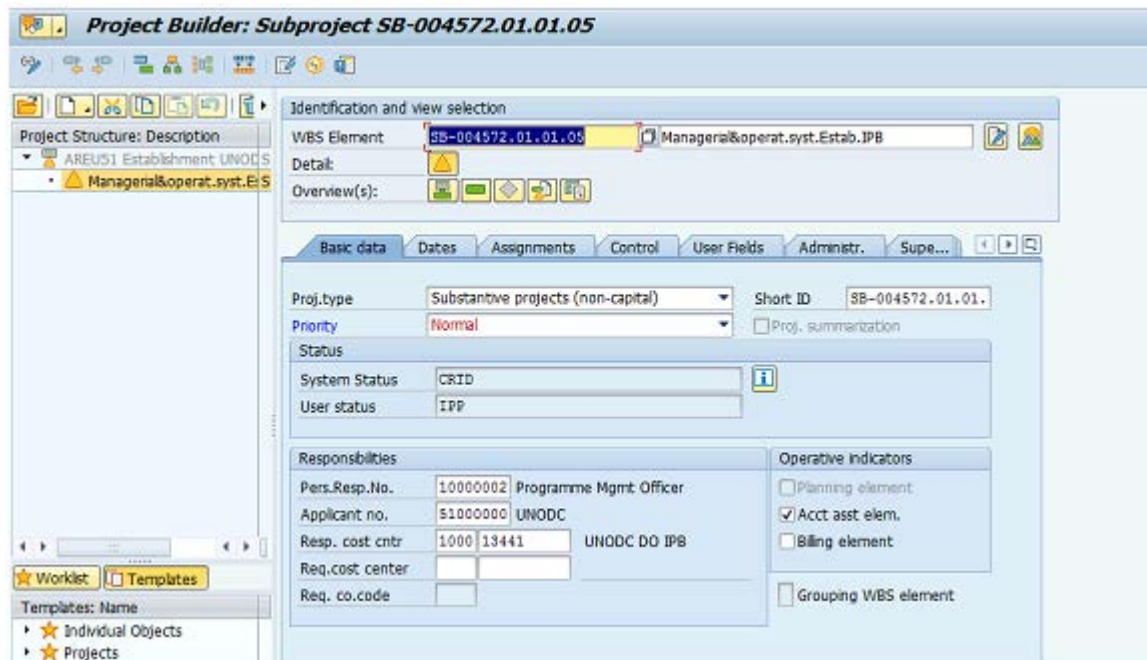
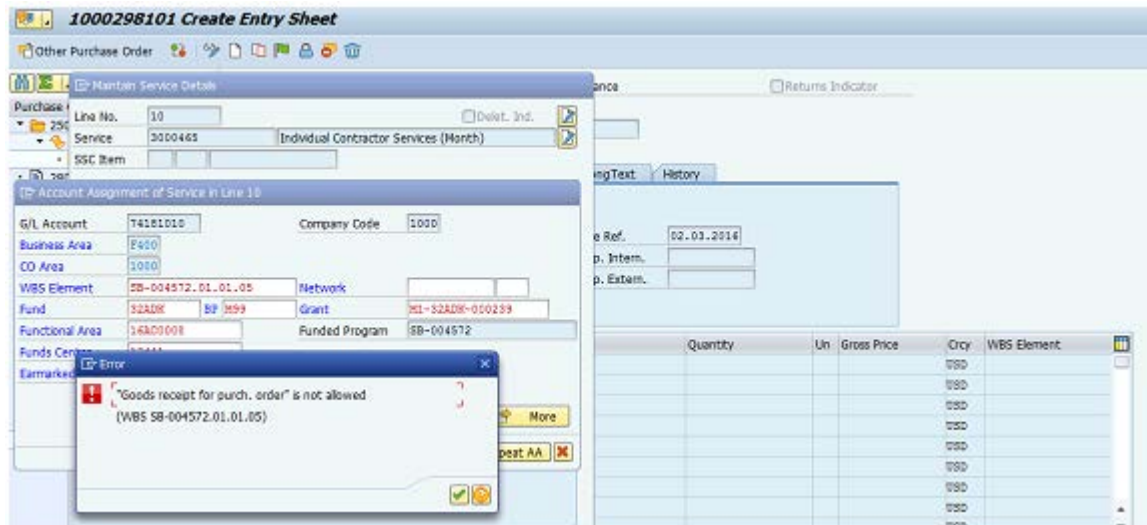
59. *I am processing Travel Request and getting budget exceeding error. Could you explain why?*

**Answer:** For this particular case, the budget exceeding error was due to the fact that the Funded Program (Budget Controlled WBSE) has been changed on the WBSE and the budget for the new Budget Controlled WBSE was not released.

60. *I am creating Service Entry Sheet and getting errors “Account Assignment Data incomplete” and “Goods Receipt for Purchase Order is not allowed”. What is the problem?*

**Answer:** The project must be in the Released Status or Released and Budgeted (RAB) user status in order to be charged against. In this particular case the project WBSE is in Initial status. .





## PROGRAMME SUPPORT COSTS QUESTIONS

61. *What are the Common Errors Impacting on Indirect Support Costs Posting?*

Answer:

- No Internal Fund 62XXX maintained in the Grant Master – Ensure that this internal fund is appropriately entered in the Dimensions tab of the grant master data.

The screenshot shows a software interface for grant management. At the top, there are input fields for Grant (M1-32CEL-000001), Grant Type (M1), and Sponsor (1400000030). Below these are labels: UNEARMARKED, Main Implementation Grant, and GROUP OF SPONSORS. There are also checkboxes for Deletion Indicator, Award, and another Award. Below the labels are tabs: General Data, Reference, Responsibilities, Posting, Budget, Billing, Dimensions, and Supported Object. The Dimensions tab is selected, showing a table titled 'Financing Sources'.

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
32CEL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXTERNAL	TF PROF OFF FIN
33CEL	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AUXILIARY	PT PROF OFF FIN
[Redacted]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Grant’s “Valid to Date” is expired.

A customized enhancement has been put in place to allow IDC batch programs processed with a warning message when grants’ “Valid to Date” are expired.

However, online IDC posting will be stopped for the grants with expired “Valid to Date”. Thus, the Date in the Overhead Costs tab should be extended by changing the “Valid to Date” in the General Data tab to allow the PSC postings. The entities (mission) should be informed accordingly.

**Display Grant Master S1-32PSM-000006 - Incoming**

Relationships Object Mapper Budget Overview

Grant: **S1-32PSM-000006** Contribution from DFATD Canada to Trust Fund for Peace and Security in Mali  
 Grant Type: S1 Simple Grant  
 Sponsor: 1300000101 DEPT OF FOREIGN AFFAIRS AND INTL TRADE DEPT FOREIGN AFFAIRS & INTL TRADE

Deletion Indicator Award Operational

General Data Reference Responsibilities Posting Budget Billing Dimensions Supported Objects Overhead Cost Rule

Overhead Cost Rule  
 IDC Rule: 1 PSC ACTUALS AND COMMITMENTS

Overhead Cost Record

Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
MINUSMA-PSM-00002	AS1-CONTRACT-SERVICE	31.12.2013	31.12.2014	5.000
MINUSMA-PSM-00002	AS1-EQUIP-VEH-FURNIT	31.12.2013	31.12.2014	5.000
MINUSMA-PSM-00002	AS1-GRANTS-OUT	31.12.2013	31.12.2014	5.000
MINUSMA-PSM-00002	AS1-IP-DIRECT	31.12.2013	31.12.2014	0.000
MINUSMA-PSM-00002	AS1-OPER-OTHER-COSTS	31.12.2013	31.12.2014	5.000
MINUSMA-PSM-00002	AS1-STAFF-PERSONNEL	31.12.2013	31.12.2014	5.000
MINUSMA-PSM-00002	AS1-SUPPL-COM-MATER	31.12.2013	31.12.2014	5.000

- No PSC rate maintained in the Pass through Grant

Inform the entity to verify the funding agreement if PSC is applicable for the UN for the costs incurred by the Implementing Partner. If so, the P grant should be modified by entering correct PSC rate for incoming grant.

**Display Grant Master P1-33PES-000006 - Outgoing**

Relationships Object Mapper Budget Overview

Grant: **P1-33PES-000006** 2015 IPBES UNOPS Recruitment  
 Grant Type: P1 Passthrough Grant  
 Sponsor:

Deletion Indicator Award Operational

General Data Reference Responsibilities Posting Budget Dimensions Supported Objects Overhead Cost Re...

Overhead Cost Record

Incoming Grant	Sponsored Program	Sponsored Class	Valid from ...	Valid to D...	Indirect Rate

- Not Enough Cash and Released Budget

It is highly recommended to check budget and cash status before IDC posting. Currently, Budget Override and Cash Control Override are set up for the batch processes and may be given to the designated users.

However, budget and cash AVC control will kick in when the users try to perform any manual entries and adjustments through JVs. Caution needs to be exercised when provided with this access since user may override the appropriate controls for other transactions unintentionally.

- Value is entered in IDC cap which should not be used

IDC cap is the maximum amount of indirect costs allowed for the grant. Once the CAP is met, IDC is not calculated for the Grant. In Umoja, it is important to note the IDC cap is NOT used; therefore, if you see a value in the CAP, the Grant Master Data needs to be corrected.

Grant	S1-32GLA-000001	Implementation of the peace, security and cooperation's framework (PSCF) in GLR	
Grant Type	S1	Simple Grant	
Sponsor	1111000115	PM OF THE K OF THE NETHERLANDS TO THE UN	
		<input type="checkbox"/> Deletion Indicator <input checked="" type="checkbox"/> Award <input checked="" type="checkbox"/> Operational	
<p>Budget    Billing    Dimensions    Supported Objects    Overhead Costs    <b>Overhead Cost Limits</b>    Overhead Cost Refund</p>			
Overhead Cost Limit			
Valid from Date	Valid to Date	IDC Cap	Used
01.01.2014	31.12.2016	80,000.00	69,437.25

## 62. *How to set up PSC rate to ensure the system calculate and post correct PSC for UN portion if the Implementing Partner implements the project?*

**Answer:** It is a common mistake that the rates on the S1 or M1 and P1 grants are not correctly established for UN PSC (IDC) calculation and posting by the system. Users are often confused on what rate goes on the Overhead Cost Tab of the Incoming Grants (S1 or M1), Overhead Cost Records of outgoing grants (P1) and Recipient: Overhead Cost Records of outgoing grant (P1).

IDC rate in S1 or M1 grant against Sponsored Class AS1-IP-Direct or AM1-IP-Direct is necessary for budgeting on the PSC of the UN.

**Display Grant Master S1-32JMS-000013 - Incoming**

Grant: S1-32JMS-000013    GM WORKBENCH JOB AID  
 Grant Type: S1    Simple Grant  
 Sponsor: 1111000120    PM OF NORWAY TO THE UNITED NATIONS

Deletion Indicator:     Award:     Operational:

General Data | Reference | Responsibilities | Posting | Budget | Billing | Dimensions | Supported Objects | Overhea...

Overhead Cost Rule  
 IDC Rule: 1 PSC ACTUALS AND COMMITMENTS

Overhead Cost Record

Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
AS1-EQUIP-VEH-FURNIT	18.09.2014	31.12.2014	13.000
AS1-GRANTS-OUT	18.09.2014	31.12.2014	13.000
AS1-IP-DIRECT	18.09.2014	31.12.2014	3.000
AS1-OPER-OTHER-COSTS	18.09.2014	31.12.2014	13.000
AS1-STAFF-PERSONNEL	18.09.2014	31.12.2014	13.000
AS1-SUPPL-COM-MATER	18.09.2014	31.12.2014	13.000
AS1-TRAVEL	18.09.2014	31.12.2014	13.000

IDC rate in P1 grant at Overhead Cost Records tab against the AP1-IP-Direct or BP1-IP-XXXXX Sponsored Classes) is required for calculating and posting the UN PSC based on on commitments and actuals incurred by the Implementing Partner:

**Display Grant Master P1-33DDN-000125 - Outgoing**

Grant: P1-33DDN-000125    ER ERF - Pakistan - Emergency Response F  
 Grant Type: P1    Passthrough Grant  
 Sponsor:

Deletion Indicator:     Award:     Operational:

General Data | Reference | Responsibilities | Posting | Budget | Dimensions | Supported Objects | Overhead Cost Re...

Overhead Cost Record

Incoming Grant	Sponsored Program	Sponsored Class	Valid from ...	Valid to D...	Indirect Rate
M1-32DDN-000008	OCHA-DDN-00003	AP1-IP-DIRECT	01.06.2014	31.12.2020	3.000

IDC rate in P1 grant at Recipient: Overhead Cost Records tab represents the information on Implementing Partner Program Support Cost. It is not used by the system for posting of the PSC as this is not a UN program support cost but rather the IP PSC. In the screen shot below the user did not establish the IP PSC on the Grant:

**Display Grant Master P1-33DDN-000125 - Outgoing**

Relationships Object Mapper Budget Overview

Grant: **P1-33DDN-000125** ER ERF - Pakistan - Emergency Response F  
 Grant Type: P1 Passthrough Grant  
 Sponsor:

Deletion Indicator  Award  Operational

Overhead Cost Records Overhead Cost Limits Recipient: Overhead Cost Rcrds Report Tracking/Monitoring Amendment

Overhead Cost Record - Recipient

Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate
OCHA-DDN-00003	AP1-IP-DIRECT	01.06.2014	31.12.2020	0.000

**63. We noticed that the PSC for UN portion of the IP implementation is not calculated by the system. What is the problem?**

**Answer:** For this particular case, the Program support on Passthrough grant is not calculated because the Passthrough grant was not updated to include IDC rate after Object Mapper was established. If there is no percentage established on the Overhead Cost Records tab of the Passthrough grant, there is no basis for calculation of the PSC of the UN on the commitment and actuals incurred by the Implementing Partner.

**64. We would like to transfer funds to another UN entity but not sure how to go about it.**

**Answer:** There is a Job-aid in I-Seek “Grants Transfers of Funds between Internal Business Partners” for this process. This will guide you to select the appropriate process to follow. Note that for entities within the same volume, the Funds Commitment is used as the obligation while entities in another volume have to follow the current Implementing Partner process where PO is used as the obligation.

**65. We need to issue a purchase order for an End Beneficiary. Is there a guide we can follow for this process?**

**Answer:** The Job-aid “Grants Execution through End-Beneficiaries” is posted under [Job Aids](#) in the Umoja website.