

Q and **A** – Grants and Related Transactions

GM N	AASTER DATA QUESTIONS
1.	What are the most common errors on the Grant Master Data?4
2.	I got the following error message when trying to save a Grant. Why?
3.	I was saving my Grant and I got the following error message. How can I resolve it?
4.	How can I find all Grants for my entity?6
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?
6.	I am trying to change the status of a Grant to Award/Operational but getting an error. How can I resolve
	it?8
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?
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?
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?
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?10
11.	I cannot process travel document. I am getting the following error. "Value Type 52 in Grant XX-XXXXX-
	XXXXXX is blocked for posting"11
GM B	ILLING QUESTIONS
12.	What are the common errors in billing?
13.	The billing I processed in GM_MLST did not generate an accounting entry. What could be wrong? 15
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?15
15.	While processing a grant billing, I got the error "program and class were not derived"
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.
GM B	UDGET OUESTIONS
17	What are the common mistakes in GM Budgeting?
18	The nosting had a budget exceeding error although there is a budget on this Fund Center 18
10.	Lam creating grant hudget and a lot of lines appeared on the unreleased and released document which
19.	have the Structural Sponsored Programs. Why do they appear on the documents if we do not do
	hudgeting on them?
20	We have the hudget on a Grant but we get a hudget exceeding error in posting transactions. Why do we
20.	have this error?



21.	I am trying to update the sponsored program and got the following error while entering the funded
	program
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?
23.	I was trying to transfer budget from M grant to P grant and got the following error
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"
25.	The system generated the following error message while trying to process a budget transfer to a pass-
	through grant
26.	I would like to return budget for some line items but am getting the following error message23
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?24
28.	How do you search for unapproved documents?25
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"
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"26
GM E	XECUTION QUESTIONS
31.	I received this error message while creating this PO. What will happen later?
32.	While processing a grant PO, I received a budget error "Back-end error: Overall Budget Exceeded".
22	FMAVCR02 report shows there is budget in the grant
33.	I reversed a DPR that is linked to IP PO 270008234 but the funds were not returned to the grant in
24	FIVIAVCRUZ
34. 25	Treasury uses not able to process one (or two) line item(c) in the down normant request. The rest of the
35.	line items were presented. The error receipes when we attempted to process the DDD again for the
	ine items were processed. The error message when we attempted to process the DPR again for the
26	Accounts informed me that the down navment request (DDP) they are processing could not be nested
50.	(coved) due to an "overall budget exceeded" error message. I checked both the GM and EM budget
	(saved) due to an overall budget exceeded error message. The cked both the Givi and Fivi budget
27	Our DPR was processed in Treasury but was subsequently reversed because of a banking issue. When
57.	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 EMAVCR extract below shows the DP has already
	consumed the funds. How do we resolve this issue?
20	While processing our DPR Accounts informed us that an error was generated by the system 32
20. 20	When I tried to approve the Service Entry Sheet I got the following error. It is hudget related by the system in service is the following error.
55.	not sure how to resolve this error 22
40	I created a non-LISD IP PO will the system automatically clear the advance?
-+0. ⊿1	Is it nossible to delete a line item with an advance already posted?
 ⊿ว	I deleted a line item in the PO but there is an existing DPR Can I delete or reverse the DPR? 26
-⊤∠. ⊿2	Lagt an error in trying to amend a PO for a FM closed Period. How to proceed?
40.	



44.	We have the Passthrough Grants, which does not have parent grant but have budget and expenditures.
GM R	EPORTS QUESTIONS
45.	I got a "grant has insufficient cash" error message. Where do I check cash balances for a grant
46.	There is a discrepancy in the ZGMRBUDACT report and FMAVCR02 report for released budget. Could yo please explain?
47.	Why do we have negative budget? We released enough funds for the budget
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
GM II	NTEGRATION QUESTIONS
49.	What are the most frequent user's mistakes when they process grant related transactions in other modules
50.	We cannot post any charges against the WBSE. What is the problem?
51.	Can we use GMNR when posting transactions to a Trust Fund (32XXX or 33XXX) or to an unearmarked Grant using GMNR?
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?
53.	My upload file has generated errors for a specific grant44
54.	Treasury is having issues paying a down-payment request. Our S grant has a cash balance
55.	Error message is "Overall available cash exceeded by \$89,933.49 for document line item 2." Can you hel resolve this issue?
56.	We are having an issue when processing SES approval when the PO contains multiply plants. How shall we proceed?
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?
58.	I am processing Travel Request funded by Grant and getting derivation error. Could you explain what is wrong?
59.	I am processing Travel Request and getting budget exceeding error. Could you explain why?
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?
PROG	RAMME SUPPORT COSTS QUESTIONS
61.	What are the Common Errors Impacting on Indirect Support Costs Posting?
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?54
63.	We noticed that the PSC for UN portion of the IP implementation is not calculated by the system. What
	is the problem?
64.	We would like to transfer funds to another UN entity but not sure how to go about it
65.	We need to issue a purchase order for an End Beneficiary. Is there a guide we can follow for this process?



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?

C M	essages That Occurred	
Туре	Message Text	LTx
\triangle	Grant requires exactly one external fund	0
\triangle	Billing rule required	0
\triangle	Budgeting not possible without grant validity ranges	0
۲	Sponsored Class Series ID does not agree with Grant Type S.	0
0	Fund 32FNO in Grant Number is not matched with Funds in Dimension Tab	0
0	Required field Sponsored Class Series ID has no entry	Ø

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?*

	/alidate 🖳 Change	Status 🛛 🖉 Relationship	s 🕞 Object Mappe	er 💼 Budget Overview	r
nt S1- nt Type S1 nsor 111	32DDN-000002	Emergency Respo Simple Grant PM OF CANADA	nse FO THE UNITED NAT	IONS	
		Oeletion Indication	tor CC	D Award	CCC Operat
🔄 Messages That	Occurred				×a
Required field Required field Required field Required field Required field Required field	Associate Expert Agr Associate Expert Agr Associate Expert Agr I Framework Donor Agr I Framework Donor Agr	eement has no entry eement - First Name has eement - Last Name has eement External Ref has eement Internal Ref has n	Image: Provide state state no entry no entry no entry no entry Image: Provide state	S C Lacha	ical Information
CONTRODUCT		1 V L.L.			
	AS1-CO	NTRACT-SERVICE	15.11.2014	31.12.2017	
ADB-PROGRAM	AS1-EQ	UIP-VEH-FURNIT	15.11.2014	31.12.2017	*
ADB-PROGRAM ADB-PROGRAM				24 40 0047	
ADB-PROGRAM ADB-PROGRAM ADB-PROGRAM	AS1-OP	ER-OTHER-COSTS	15.11.2014	31.12.2017	*

Answer: These errors message 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.

	Grant R1-32CER-000025 CERF 2015 MEXICO											
Grant Type R1 Resource Mobilization Grant												
Sponsor 1111000105 PM OF MEXICO TO THE UNITED I												
Deletion Indicator												
General Data Reference Responsibilities Posting Budget Billin												
Reference												
	External Referen	ce O	NU02871									
	CFDA Number	A	VC4									
	Grant Recipient D)ata										
	Internal Reference	ce C	ERF 2015 N	MEXICO								
	Financing											
	Funding Origin	C	ERF 2015 N	MEXICO								
	Donor Agreemen	t – Basic Infor	mation									
	Grant Value in US	5 Dollar			250,00	0.00	_					
	Framework Dono	r Agreement I	External Ref	erence	NV 11.	06.2015						
	Framework Dono	r Agreement	NV 11.	06.2015								
Associate Expert Agreement												
	Associate Expert Agreement - First Name N/A											
	Associate Expert	Agreement -	Last Name		N/A							
	Date: Signing Do	nor Agreemer	nt by Donor		11.06.	2015						



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

Q & A

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.

🖻 Master Data Index for Grant





Master Data Index for Grant

I 🗐 🔁 🗐		
Object		
🖙 Master Data Index for Grant		
FF Agr Int Refe Sign FA by UNGrantee Sign FA by UN Fund Agmt Start Date	Dynamic selections Grant Master Fund Code	<u>\$</u>
Bubstantive Office Fund Code Droke Conditionality Droke Conditionality		
Amendments Exist	· · · · · · · · · · · · · · · · · · ·	
	Apply Selected Items 🔐 Delete Selected Obj	ects Sin

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

^	Master Data Index for Grant														
9	9 🕄 🗟 🗟 1 🚔 🤤 👘 1 📓 4 🚱 🗑 🍬 🌆 1 🎟 🖽 🖏 1 🔳														
	Master Data Index for Grant														
B	Grant	Sponsor	Sponsor description	Int Ref	Funding Origin	From Date	Valid to Date	GrantCurr	Grant Value	GT Value	Gr.	Lifecycle	User status desc	DateSignDA	DateSigUI
	R1-32CER-000002	<u>1300001956</u>	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	02.03.20:
	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	01.01.20:
	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	01.01.20:
	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	12.02.20:

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?

Crea	te Grant Maste	r - In	coming					
🗆 🞝 🕼 🦨	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 Co	ost Limits Overhei	ad Cost	Refund Report Tracking/Monito					
IPSAS Condition	nality	1 IPSAS Conditional						
Treatment of I	nterest	1 Return to Donor						
Treatment of L	Inspent Balance	1 Return to Donor						
Posper Participier Evict Cr Display logs Image:								
IDC rule an	nd Overhead Cost record not possible without gr	d rates e ant valid	exist but no IDC relev Fund found lity 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.



Cont St.	
Cropt Turos	Simple Crant
Grant Type 51	
Sponsor 1111	PM OF AUSTRALIA TO THE UNITED NATIONS
	 Deletion Indicator Application
General Data Re	ference 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 Amou	nt 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?

Spor	isor	111100008	12	PM OF JAPAN TO THE UNITED NATIONS							
				🔷 Del	letion Indicator	- 22	Application		🗸 Appro	oved by	UN
	С	lessages That Occurre	ed						×	0	/erhe
Ba	Type	Message Text VBAKKOM has been Maintain Functional /	processed succes Area and Segment	sfully : value in	Segment derivation tab	LTx le	t				
		Error in VBAPKOM 0 Condition PR00 is no Sales document wa	00000 ot allowed as head is not changed	er condit	tion	0					
	ime escript	ion	Japan 2014 contr	ibution t	o UNMAS- GICHD	_	જિલ્લ	Technical Informatio	on 🗶		
Cu	irrency	and Conversion Fact	ors								
Gi	ant (Currency	USD	United S	States Dollar						
Gi	ant 1	Value	26,622.82								
Ð	chang	je Rule	1	UN EXCH	HANGE RULE						
Ex	chan	ge Rate									
Ra	tio tio	(from) (to)	0								
Gr	ant Va	alidity									
Va	alid fro	m 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 sa	me tcodes as the derivation Enterprise roles.							
Q 17 M M 7. 2. %. 00. 0. H I								
Enterprise Role Name Transaction								
FINANCIAL_MANAGEMENT: BUDGET_OFFICE_USER ZEFS:PP:PJ:PROJ_ASN ZPJWBS								
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_APPROVER	R 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-XXXX-XXXXX 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 Expens	se Report fo	r 007657	33 (56	754)	
Important Information	General Data Enter	3 Expense Details	4 Review and S	Send Complete	
Create Expense Report for Offi Duty Station US00 New York	icial Business Travel of K Telephone E-mail	Name Theophile P ID VOILQUIN@UN.	ascal-Emile, Jac ORG <mark>Contra</mark>	ques VOILQUIN ct Type Temporary	Employee Group Inten Master Cost Centre
Previous Step Save Draft					
Ualue type 52 in grant M1-32HB Error in document: TRAVL 0000	P-000006 is blocked for po 05675400765733 P1ECLNT	sting. – <u>Display Help</u> 100 – <u>Display Help</u>	!		
Final Action ⓒ Save Draft	I only want to save my e	xpense report and se	nd it later		
$\ensuremath{\mathbb{C}}$ Save and Send for Approval	I certify that all expenses the rules and regulations	claimed in connection governing official tra	on with the above vel.	e journey have take	n place as authorized. I
Total Subsistence Allowance Terminal Expense			2,761.00	USD	
Total Reimbursable Travel Expe	nses		2,963.00	USD	
Total Advance Paid Out			2,278.00	USD	
Amount Due or To be Recovered	4		685.00	USD	



	Relationships	Doject Mapper massuaget Overv	new	
ant MI-3 ant Type MI vonsor 1400	2HBP-000008	PROCUREMENT PROCESS AND Main Implementation Grant GROUP OF SPONSORS Deletion Indicator	PRACTICE HARMONI	Oldo Operational Closing
General Data	referice Respons	Dillices Posting Budget	Diming Dimensions	supported objects Venne
Basic Data				
Grant Type	<u>M1</u>	Main Implementation Grant		
Company Code	1000	United Nations		
Sponsor	140000030	GROUP OF SPONSORS		
Authorization Group	0008	UNOG		
Award Type	002	Donor Agreement		
Description				
Name	HBP-00009			
Description	PROCUREMENT	PROCESS AND PRACTICE HARMO	NI	
Currency and Conversio	n Factors			
Grant Currency	USD	United States Dollar		
Grant Value	1.00			
Grant Validity				

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

Display Grant Master M1-32	HBP-000008 - Incoming
💷 🞝 🚺 🥒 🗋 🚪 Relationships 🛛 🕞 Object Ma	apper 📆 Budget Overview
General Data Reference Responsibilities	Postng Budget Billing Dimensions Supported Objects Overhe
Reference	
External Reference	
CFDA Number AVC4	
Grant Recipient Data	
Internal Reference HB16-HBP	
Financing	
Funding Origin HB16	
Donor Agreement - Basic Information	
Grant Value in US Dollar	1.00
Framework Donor Agreement External Reference	Framework
Framework Donor Agreement Internal Reference	Framework
Associate Expert Agreement	
Associate Expert Agreement - First Name	n.a.
Associate Expert Agreement - Last Name	n.a.
Date: Signing Donor Agreement by Donor	31.12.2013
Date: Signing Donor Agreement by UN	31.12.2013
Date: Donor Agreement Start Date	31.12.2013
Date: Donor Agreement End Date	01.03.2016
	5457 D P1E (1)

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.



	• « 📄									
	Dicalau Grant Mach	M1-22		0 . 1	ncomina					
9 D	Display Grant Plaste	1 111-52	пыр-00000a	9 - 11	Coming					
	🕞 🥒 🗋 🛃 Relationships	Object N	lapper 🚮 Budge	et Ove	rview					
ant	M1-32HBP-000008		CUREMENT PROCE	ESS AN	D PRACTICE HARMON					
ant Typ	e M1	Mai	n Implementation (Grant						
onsor	140000030	GRO	UP OF SPONSORS							
		0	Deletion Indicator		OAO Closing	0		erational C	losina	
Gaze	Pata Pataranca Par	manchiltier	Porting D.	daat		ne Cunnorted	Objects	Vound	ha	
Gene	eral Data Reference Re	sponsibilities	Posting Bu	aget	r Billing y Dimensio	ns Supported	Objects	Oven	ne	
osting	Control									
Block	Control All Postings									
Block	Control Al Postings / Pre-Award Postings									
Block Allow Postir	Control : Al Postings / Pre-Award Postings ing Control by Value Type									
Posting Block Allow Postir GM Valu	Control Control Pre-Award Postings Ing Control by Value Type Le Posting Activity	Default St	Statistical	De	efault Posting Block I	Block	Allow	v From	A	
Posting Block Allow Postir GM Valu	Control Control Value Type I Posting Activity Purchase Reguisitions	Default St	Statistical Not Specified	De	efault Posting Block I	Block Not specified	Allow	v From	A	
Posting Block Allow Postir GM Valu 50	Control All Postings Pre-Award Postings Ing Control by Value Type Je Posting Activity Purchase Regulsitions Purchase Orders	Default St	Statistical Not Specified Not Specified	De •	efault Posting Block L I	Block Not specified Not specified	Allov	v From	A	
Posting Block Allow Postir GM Valu 50 51 52	Control Control Al Postings Pre-Award Postings page Control by Value Type ge Posting Activity Purchase Requisitions Purchase Orders Business Trip Committine	Default St	Statistical Not Specified Not Specified Not Specified	De •	efault Posting Block I I I I I I I I I I I I I I I I I I	Block Not specified Not specified Not specified	Allow •	v From	A	
Posting Block Allow Postin GM Valu 50 51 52 52	Control AP Postings PPe-Avand Postings IPre-Avand Postings Ing Control by Value Type e Posting Activity Purchase Requisitions Purchase Orders Business Trip Commtme Labilities	Default St	Statistical Not Specified Not Specified Not Specified	De * *	efault Posting Block I V V	Block Not specified Not specified Not specified	Allov	v From	A	
Posting Block Allow Postir GM Valu 50 51 52 54 55	Control Control AP Postings Pre-Award Postings ng Control by Value Type Posting Activity Purchase Requisitions Purchase Orders Business Trip Commitme Labilities Assets [SD/AR]	Default St	Statistical Not Specified Not Specified Not Specified Not Specified	De * *	efault Posting Block I V V 	Block Not specified Not specified Not specified Not specified	Allov	v From	A	
Posting Block Allow Postir GM Valu 50 51 52 54 55 55 57	Control Control Al Postings Pre-Award Postings ing Control by Value Type Per. Posting Activity Purchase Regulations Purchase Orders Business Trip Commitme Labilities Assets [SD/AR] Payments	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified	De • • •	efault Posting Block I 9 9 1 1 1 1	Block Not specified Not specified Not specified Not specified Not specified	Allow • • •	v From	A	
Posting Block Allow Postir GM Valu 50 51 52 54 55 55 57 50	Control Al Postings Pre-Award Postings Pre-Award Posting Control by Value Type ae a Posting Activity Purchase Regulations Purchase Orders Business Trip Commitme Labilities Assets [SD/AR] Payments Parked Documents	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified	- De 	efault Posting Block I 9 9 1 1 1 1 1 1 1 1 1 1 1 1 1	Block Not specified Not specified Not specified Not specified Not specified	Allow	v From	A	
Posting Block Allow Postir GM Valu 50 51 52 54 55 57 50 51	Control Control AP Postings Pre-Avail Postings Ing Control by Value Type e Posting Activity Purchase Requisitions Purchase Orders Business Trip Commitme Labilities Assets [SD/AR] Payments Parked Documents Down Payments	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified	De * * * *	efault Posting Block I	Block Not specified Not specified Not specified Not specified Not specified Not specified Not specified	Allow	v From	A	
Posting Block Allow Postii GM Valu 50 51 52 54 55 57 50 51 54	Control Control AP Postings IPIe-Award Postings Ing Control by Value Type Posting Activity Purchase Requisitions Purchase Orders Business Trip Commitme Labilities Assets [SD/AR] Payments Parked Documents Down Payments Funds Transfers	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified	De * * * * *	efault Posting Block I V V V V V V	Block Not specified Not specified Not specified Not specified Not specified Not specified Not specified	Allow V V V V V V V V V V V V V	v From	A	
Posting Block Allow Postin 50 51 52 54 55 57 50 51 54 55 55	Control Control Al Postings Pre-Award Postings pre-Award Postings and posting Activity Purchase Reguistions Purchase Orders Business Trp Commitme Labilities Assets [SD/AR] Payments Parked Documents Down Payments Funds Commitment Funds Transfers Funds Transfers Funds Commitment Funds Transfers	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified	- De 	efault Posting Block I 9 9 	Block Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified	Allow V V V V V V V V V V V V V	v From	A	
Posting Block Allow Posti 50 51 52 54 55 57 50 51 55 56 51 55 56 55 56	Control Control Al Pootings Pre-Award Postings pre-Award Posting p	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified		efault Posting Block I V V V V V 	Block Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified	Allov - - - - - - - - - - - - -	v From		
Posting Block Allow Posti GM Valu 50 51 52 54 55 57 50 51 54 55 56 56 80	Control Control AP Postings Pre-Avard Postings ng Control by Value Type e Posting Activity Purchase Requisitions Purchase Orders Business Trip Commitme Labilities Assets [SD/AR] Payments Parked Documents Down Payments Funds Transfers Funds Commitment Transfer Postings Funds Block	Default St	Statistical Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified Not Specified	De * * * * * * * *	efault Posting Block I	Block Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified Not specified	Allov - - - - - - - - - - - - -	v From		

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:



✓ < =			A A I 🛜 🗖 I 💿 🛄	
Milestone and Periodic Billin	g of G	Grants		
📀 🛠 Technical Information 🔳				
rors of GM Billing Plan Nu. Milestone and Periodic Billing of G 4 • Billing document 4		Grant Billing document Billing document Billing document Billing document Billing document	Posting date/period 07.12.2015/012 is earlier than existing dat. Posting date/period 07.12.2015/012 is earlier than existing dat. Grant R1-32TXB-000142: Invoice 5200002933 has been creat Grant R1-32TXB-000142: Invoice 5200002933 has been creat	2 LTxt • © • •

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?

		Invoice	5200007951	(F2) Display: ()ve	erview of Billing It	ems
ľ	i 🔊	Accounting	iiii Billing documents	9			
			▼ 5200007951	Net Value		180,000.00 EUR	
Pa	ver		1111000062	PM OF GERMANY TO	тн	E UNITED NATIONS / 871 U	l
Bill	ng Dat	e	01.04.2016			S.	21
民	Item	Description	n	Billed Quantity	SU	Net value	Material
	10	GRANT MA	TERIAL - CASH	1	<u>EA</u>	180,000.00	200000002
				< > <			
E		NR ()					
	The a	ccounting do	cument has not yet b	een created			54

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 <u>header icon</u> (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..."

Milestone and Periodic Billing of Grants						
④ 😯 🛠 Technical Information 🚺						
Errors of GM Billing Plan Milestone and Periodic Billing of G	Nu 3	I State	. ≥ , 🧏 , ⊖ @ , ► , 0 0 1 1 1			
• 💭 Billing document	3	Biling document Biling document Biling document Biling document	Document 5200001540 saved (no accounting document gene For grant S1-32DDN-000082, program and class were not deri Grant S1-32DDN-000082: Invoice 5200001540 has been creat			

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.

Change Grant Master R1-32CLA-0000.	26 - Incoming
💷 🞝 🕼 🍄 🗅 🖆 Validate 🛛 🖳 Change Status 🛛 🦉 Relation	nships 🕒 Object Mapper 📆 Budget Overview
Grant R1-32CLA-000026 test COP Grant Type R1 Resource Mobilizati	on Grant
Sponsor 1400000030 GROUP OF SPONSO	DRS
Deletion Indica	tor 🖉 Application 🗸 Approved by UN
General Data Reference Responsibilities Posting	Budget Billing Dimensions Supported Objects Overhe
Billing Rule	
Billing Rule 20 20 Unconditional - Cash	C Messages That Occurred
	Type Message Text
SD Order	External currency amount too big - unable to convert
Sales document	VBAKKOM has been processed successfully
	VBAPKOM has been processed successfully
Sales Order	KONVKOM has been processed successfully
Sales Organization 1000 United Nations	The sales document is not yet complete: Edit data
Distribution Channel 06 Grants	Sales document was not changed
Division 00 General Serv & Other	
·	



General Data Reference Responsibilities Posting Budget Billing Dimensions Supporte
Dillas Dula
Binrig Kule
Billing Rule 20 20 Unconditional - Cash 💌
SD Order
Sales document
Sales Order
Sales Org: 🕞 Information 🛛 🔀 les Area
Distributio
Division
not be created
Billing Data
Order
WBS Elen
Total Birring Amount 9,000,000,000.00
Province & Data Data
Payment Due Date



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	y Grant Master M1-3	32DDN-000024 -	Incoming			
🗆 🞝 🕞 🖉 🗅) 🖉 Relationships 🛛 🕞 Objec	t Mapper 🛛 📆 Budget O	verview			
Grant	M1-32DDN-000024	Protection of Civilians in Ar	rmed Conflic			
Grant Type	41	Main Implementation Gran	t			
Sponsor 1	140000030	GROUP OF SPONSORS				
		 Deletion Indicator 				tional
Canaral Data	Reference Responsibilitie	Decting Rudget	t Dilling Dim	Supporter	d Objects	Overba
ochiciar baca	Reference Responsibilitie	is resulty budget				ovenies
Objects Supported	l .					
Fund	Sponsored Program	Sponsored Class	Planning Allowed	Budgeting Allowed	Actuals .	
32DDN	ADB-PROGRAM	AM1-ACCRUAL	\checkmark			
32DDN	ADB-PROGRAM	AM1-ALLOC-TO-UN-IDC	\checkmark		•	
32DDN	ADB-PROGRAM	AM1-ALLOCATION-TO	\checkmark			
32DDN	ADB-PROGRAM	AM1-CASH JOURNAL	\checkmark			
32DDN	ADB-PROGRAM	AM1-CLEARING	\checkmark			
32DDN	ADB-PROGRAM	AM1-CONTRACT-SERV				
32DDN	ADB-PROGRAM	AM1-CONVERSION	\checkmark			
32DDN	ADB-PROGRAM	AM1-DEFERRED-REVE	\checkmark			
32DDN	ADB-PROGRAM	AM1-DEFFERED-CHAR	\checkmark			

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 <u>budget control object</u> 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	
▼ [™]	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.*

none	orod Dr	UNSOA-S	NU-00004		
pons	orea Pro	ogram UNSOA-S	AU-00004		
1		V = 1 + =	C		4.4%
/ E	Basic Dat	a Budget Tran	ster Allowed Budg	et and Postings Respo	nsibility Lon
Bu	daet Tr	ansfer Objects			
FI	M Area	Funds Center	Functional Area	Funded Program	Default
10	000	10101	11BD0002	IO-11000402	
2.0		Incore Disabase man			
200	ocument	ines: Display mes	sages		
Typ	Tte Me	asage text			
~1P		obuge sens			
ĭ	000 5	unded Program T	0-11000402 does no	t exist in FM area 10	00
~	000 10	inded reogram a	0 11000402 docb no	o carbo in in arca io	~~

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 Nur Header Add	nber litional Information					Ch	eck OK				
Process	Enter	-	Currency	USD	1	Docume	ent Stat	us Held	•		
Grant	S1-32SAU-00	00022	Document Date	02.02	.2014	Reversa	Status	Normal	-		
GM Doc Type	EU		Budget Version	0		Budget	Status	Unrelea	ised 💌		
Header Description						Reason	Code				
() A 7 H	限 旺, G	ear Amounts	ropose IDC								
Line Fund Sp	onsored Program	Sponsored Cas	Valid fr	om Date	Valid to D	Date St	atus 21	let Amount	2 Total Awar	ded	
Class Tune F Fune											2 Total Amou
class type E Expe	nses						50	00,000.00	500,000.	00	500,000.0
000010 32SAU UN	SOA-SAU-00004	AS1-CONTRAC	-SERVICE 01.02.2	2014	31.12.20	15 O	50 00 2	00,000.00	500,000. 200,000.	00	200,000.0
000010 32SAU UN 000020 32SAU UN	SOA-SAU-00004 SOA-SAU-00004	AS1-CONTRAC AS1-TRAVEL	-SERVICE 01.02.2	2014	31.12.20 31.12.20	15 O	00 2 00 3	00,000.00	500,000. 200,000. 300,000.	00 .00 .00	500,000.0 200,000.0 300,000.0
000010 32SAU UN 000020 32SAU UN 000030 32SAU UN	SOA-SAU-00004 SOA-SAU-00004 SOA-SAU-00004	AS1-CONTRAC AS1-TRAVEL PSC-EXP-UN	T-SERVICE 01.02.2 01.02.2 01.02.2	2014 2014 2014	31.12.20 31.12.20 31.12.20	15 O 15 O	50 00 2 00 3 00 1	00,000.00 00,000.00 00,000.00 0.00	500,000 . 200,000. 300,000. 0.	00 .00 .00 .00	Fotal Amou 500,000.0 200,000.0 300,000.0 0.0

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.*



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

66) i												
Inc	oming Grant		7			C	Dutgo	ing Grant	P1-33DD	N-000499	2		
B	Incoming Grant	InFund In.Sp.Prog		Incoming Sp	ons	ored Class	Sign	Outgoing	Grant	OutFund	Outgoing Sp.Program	Outgoing Sponsor	ed Class
	M1-32DDN-0000	007 32DDN OCHA-DDN	1-00003	AM1-IP-INDI	REC	ст		P1-33DDN	1-000499	33DDN	ADB-PROGRAM	AP1-IP-INDIRECT	
	M1-32DDN-0000	007 32DDN OCHA-DDN	1-00003	AM1-IP-DIRE	СТ			P1-33DDN	I-000499	33DDN	OCHA-DDN-00003	AP1-IP-DIRECT	
							_						
D	isplay - Objec	ct Mapper											
60	m												
2	ш												
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT		P1-33DDN-	000485	5 33DDN	OCHA-DDN-00	003 AP	I-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT	=	P1-33DDN-	000486	5 33DDN	OCHA-DDN-00	003 AP:	I-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT	Ξ	P1-33DDN-	000486	5 33DDN	OCHA-DDN-00	003 AP:	I-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT	Ξ	P1-33DDN-	000489	9 33DDN	ADB-PROGRAM	AP:	I-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-IND	IRECT	Ξ	P1-33DDN-	000489	9 33DDN	ADB-PROGRAM	AP:	I-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000489	9 33DDN	OCHA-DDN-00	003 AP:	I-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT	Ξ	P1-33DDN-	000489	9 33DDN	OCHA-DDN-00	003 AP:	I-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000490	33DDN	OCHA-DDN-00	003 AP	-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-IND	IRECT		P1-33DDN-	000490	33DDN	OCHA-DDN-00	003 AP:	I-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000491	33DDN	OCHA-DDN-00	003 AP	-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT		P1-33DDN-	000491	33DDN	OCHA-DDN-00	003 AP:	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000492	2 33DDN	OCHA-DDN-00	003 AP	-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT		P1-33DDN-	000492	2 33DDN	OCHA-DDN-00	003 AP	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	0004	33DDN	ADB-PROGRAM	AP:	I-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT		P1-33DDN-	000493	3 33DDN	ADB-PROGRAM	AP:	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000493	3 33DDN	OCHA-DDN-00	003 AP:	I-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT	Ξ	P1-33DDN-	000493	3 33DDN	OCHA-DDN-00	003 AP:	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT	Ξ	P1-33DDN-	000494	33DDN	OCHA-DDN-00	003 AP:	-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT		P1-33DDN-	000494	4 33DDN	OCHA-DDN-00	003 AP	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT	E	P1-33DDN-0	000495	5 33DDN	OCHA-DDN-00	003 AP:	-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT	Π	P1-33DDN-	000495	5 33DDN	OCHA-DDN-00	003 AP	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000496	5 33DDN	OCHA-DDN-00	003 AP	-IP-DIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT	E	P1-33DDN-	000496	5 33DDN	OCHA-DDN-00	003 AP	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000497	7 33DDN	OCHA-DDN-00	003 AP	-IP-DIRECT		
-	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT	F	P1-33DDN-	000497	7 33DDN	OCHA-DDN-00	003 AP	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-INC	IRECT		P1-33DDN-	000496	33DDN	ADB-PROGRAM	AP.	-IP-INDIRECT		
	M1-32DDN-000007	32DDN OCHA-DDN-00003	AM1-IP-DIF	ECT		P1-33DDN-	000499	33DDN	OCHA-DDN-00	003 AP	-IP-DIRECT		

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.....".

ē.		
Overview	Nu	
 Methods and the second state of t	2	
	1	
Type Message Text		LTxt
Sender Budget Type GMAA exceeds available amount on Budget Type for 10003 99AF9999 SE	-000119	3
Sender Budget Type GMAA exceeds available amount on Budget Type for 10003 99AF9999 SE	-000119	8

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.

100000000000000000000000000000000000000				-		
Document Num	ber la formation			Check OK		
Header Addr	bonal information					
Process	PTRN Psthru Transfer 🔻	Currency		Document Status	Initial	-
Grant	M1-32ADK-000031	Document Date	14.09.2016	Reversal Status	Normal	*
GM Doc Type	PT	Budget Version	0	Budget Status	R Released	-
Header Description	Test DP for non-USD PO			Reason Code		
Performance Assistant		DOX				
Contractor Policiality						
ifferences bet	leen grante mean tra	anefore				
merences betw	reen grants mean ut	alisiers				
re not allowed		10.00 million (10.00				
essage no. GRANTMG	MT699					
and a second second						
liagnosis						
liagnosis						
Diagnosis	transfer between two or more	grants with				
Diagnosis ou are trying to make a nportant differences, su	transfer between two or more ch as the following:	grants with				
Diagnosis ou are trying to make a nportant differences, su	transfer between two or more ch as the following:	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie	transfer between two or more ch as the following: 5	grants with				
Diagnosis ou are trying to make a nportant differences, sur Different currencie	transfer between two or more ch as the following: s	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie Different budget la	transfer between two or more ch as the following: s youts	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie Different budget la	transfer between two or more ch as the following: s youts	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie Different budget la Different lifecycle :	transfer between two or more ch as the following: \$ youts statuses	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie Different budget la Different lifecycle :	transfer between two or more ch as the following: s youts statuses	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie Different budget la Different lifecycle : system Response	transfer between two or more ch as the following: s youts statuses Se	grants with				
Diagnosis ou are trying to make a nportant differences, su Different currencie Different budget la Different lifecycle : system Response	transfer between two or more ch as the following: s. youts statuses S G	grants with				
biagnosis ou are trying to make a pontant differences, su Different currencie Different budget la Different lifecycle : ystem Respons ou are not allowed to tr	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grants with				
Diagnosis ou are trying to make a portant differences, su Different currencie Different budget la Different lifecycle : cystem Respons ou are not allowed to tri	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grants with				
biagnosis ou are trying to make a a pototant differences, sur Different currencie Different bidget la Different lifecycle i ystem Response ou are not allowed to tra roccedure	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grants with				
liagnosis ou are trying to make a a poptant differences, su Different currencie Different budget la Oliferent lifecycle : ystem Respons su are not allowed to tra roccedure	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grants with				
Diagnosis ou are trying to make a outputter differences, su Different currencie Different bloget ta Different bloget ta Different bloget to try rocedure	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grants with				
iliagnosis ou are trying to make a a ou are trying to make a Different surrencie Different bufget la Oliferent bufget la Oliferent lifecycle ystem Respons ou are not allowed to tra roccedure	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grands with				
iagnosis ou are trying to make a potant differences, su Different currencie Different budget la Different lifecycle : ystem Respons ou are not allowed to the rocedure	transfer between two or more ch as the following: s youts statuses Se ansfer between such grants.	grants with				

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.*

C		
Overview Nu		
• 🖲 <0thers> 2		
◈╷▏≛╤╫╠╄╷╘᠌╷┶╷╵╘╔╷┣╷╉╷╘┉╻║2△₀■₀		
Ty Message Text	Det.	Rec
Negative amounts are not allowed for Budget Process "ENTR", "32BKT" "ESCAP-SOC-00001" "AS1-LI	🔍	
Negative amounts are not allowed for Budget Process "ENTR", "32BKT" "ESCAP-SOC-00001" "AS1-O	🔍	iii

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.



1	GM Budget	- Create Docun	nent us	ed by EBC	NECIL
Ac	tionBar On 📋 🏴 🍕	r 🖉 🖶 🏭 Hold	Prepost	Undo Rever	rse 🛛 🔡 Error
	Document Numb Header Additio	er onal Information			
	Process		-	Currency	
				een en en	
	Grant	ENTR Enter		Document Da	ate 05.0
	Grant GM Doc Type	ENTR Enter PRTN PsthruTrsfr Rtn PTRN Psthru Transfer		Document Da Budget Versie	ate 05.0
	Grant GM Doc Type Header Description	ENTR Enter PRTN PsthruTrsfr Rtn PTRN Psthru Transfer RETN Return		Document Da Budget Versie	ate 05.0. on 🗹

27. I see the released budget for my Grant in Fiscal Year 2013 in the FM ledger (tcode 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 🛛 🔠 Docu	uments	Refresh				
Control Obje	ects E	Data: Overall Va	alues			
FM Area Control Ledger	ß	1000 (USD) Z1	Grant Fund Budget Per Funds Cent Commitmer Functional	iod er 1t Item Area	S1-32SZA-000039 32SZA <space> 12209 FT30_CLASS_100 15ACA001</space>	
VA (M) 6.6						
Overall Values of Control C	bjects		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-0	00039/32	2SZA/M99/12209/FT30_CLA	15,000.00			
• 😽 S1-32SZA-0	00039/32	2SZA/M99/12209/FT30_CLA	5,000.00			
• ᄛ S1-32SZA-0	00039/32	2SZA/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	
EM area		1000				

Currency Budget (, Category	L F	JSD Payment					
Doc Year	Entry Document	Line	Version	Doc. Type	Process	Year	Rudaet Type	E
2013	70000 3177	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



	CM Budget	- Dicelau	Palancad Pa	stad Daguma	nt used by	COUEVADA									
W	GM Buaget	- Display	Released Pos	stea Docume	nt usea by	GGUEVAKA									
Act	tion Bar On 📄 🏴 🗞	e 🖉 🔁 🏭	Hold Prepost	Undo Reverse	🖳 Error Log 🛛 🖥	Budget Overview									
	Document Numbe	er 3000040	050			Check OK									
	Header Additio	nal Information	n l												
	Process	Enter	-	Currency	USD	Document Status	Preposted Po	•							
	Grant	S1-32SZA-0	000039	Document Date	25.11.2015	Reversal Status	Normal	-							
	GM Doc Type	ER		Budget Version	0	Budget Status	Released	•							
	Header Description	UNRCCA - CA	A02			Reason Code									
۵	List View Hiera	rchy View	Indirect Cost												
		<u>.</u>													
	Line Fund Spons	ored Program	Sponsored Class	Valid from I	Date Valid to Dat	e Σ Net Amount Σ	Total Awarded 2	Total Amount	To Release	Released	Posting Date	e Text			
	000010 32574 DRA-M	es 474-00001	AS1-CONTRACT-SER	RVICE 31 12 2013	3 31 03 2017	15 000.00	15 000 00	16 950 00	48 600 00	53 565 85	25 11 2015	_			
	000010 32SZA DPA-	4YA-00001	AS1-OPER-OTHER-O	OSTS 31.12.2013	3 31.03.2017	5.000.00	5.000.00	5.650.00	0.00	40,920,23	25.11.2015				
	000030 32SZA DPA-M	4YA-00001	PSC-EXP-UN	31.12.2013	3 31.03.2017	2,600.00	2,600.00	0.00	22,568.00	41,140.32	25.11.2015				
	Bdgt Line 000010	 325ZA 	DPA-MYA-	-00001	AS1-CONTRACT-S	SERVICE 31.12.2	013 31.03.2	017 16.95	0.00						
		DIME	Clear Amounts		stribution off	istribution .	tomatic Distribut	ion off							
	Line FM Area Fund	Sponsored	Program Sponsored		rantee EV Valid fr	rom Date Valid to Da		nt Distribution	Key Commit	ment Item	Funds Cent	er Functional A	rea Funded Prog	ram Rudget Der	ind Text
	Line In Alearund	oponsored	an sponsored	0000	Valu II	rom bace, valid co ba	= 15,000.0		Key commu	inche Item	runus cento	ann an cuorrar A	icultundeu Flog	ium budget rei	NO TOXE
	000010 1000 32574				2012 01 01								CD 0040E4		
	000010 1000 32324	DPANNIAN	00001 AS1-CONT	RACT-SERVICE	2013 01.01.	.2013 31.12.201	15,000.0	D Z011	FT30_0	LASS_120	12209	15ACA001	58-004234	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	4	Doc
Enter selection 📇 📅		Peac Head
Doc Num Grant GM DocType	Process Created by	
C Q3E(1)/200 Restrict Value	Range	
Search Help for Posted D	ocuments Search Help for Help	d 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".

Action Bar On Image: Action Bar On Image: Budget Undo Reverse Error Log Image: Budget Overview Document Number Image: Comparison of Compariso
Document Number Check OK Header Additional Information Process Psthru Transfer Currency USD Document Status Held Grant H1-32NFL-000083 Document Date 09.11.2016 Budget Version Budget Version Budget Version Reversal Status Normal Released Header Description SSFA with Yale Document Document Date Document Date Document Date Date <thdate< th=""> Date Date</thdate<>
Header Additional Information Process Psthru Transfer Currency USD Document Status Heid GM Doc Type PT Budget Version Budget Status Released Reason Code Header Description SSFA with Yale Budget Version Budget Status Released Reason Code Image: Comparison of the status Header Description SSFA with Yale Reason Code Reason Code Image: Comparison of the status Header Description SSFA with Yale Reason Code Reason Code Image: Comparison of the status Header Description SSFA with Yale Reason Code Reason Code Image: Comparison of the status Header Description Sponsored Program Sponsored Class Valid from Date Valid to Date Status /+ Amount TC Posting Date Te Image: Comparison of the status Fund Sponsored Program Sponsored Class Valid from Date Valid to Date Status /+ Amount TC Posting Date Te Image: Comparison of the status Fund Sponsored Program Sponsored Class Valid from Date Valid to Date Status /+ Amount TC Posting Date Te Image: Comparison of the status Heide
Process Psthru Transfer Currency USD Document Status Heid Grant M1-32NFL-000083 Document Date 09.11.2016 Reversal Status Normal Budget Status Released Header Description SSFA with Yale Document Date 09.11.2016 Budget Status Released Released List View Hierarchy View Object Mapper Cear Amounts Reason Code Reversal Status Amount TC Posting Date Te 000010 M1-32NFL-000083 32NFL UNEP-POW-01111 AM1-IP-DIRECT 01.12.2015 31.12.2018 - 20,000.00 09.11.2016 000010 M1-32NFL-000083 32NFL UNEP-POW-01111 AM1-IP-DIRECT 01.12.2015 31.12.2018 - 20,000.00 09.11.2016 0000020 P1-33NFL-000178 33NFL UNEP-POW-01131 AM1-IP-DIRECT 11.12.2015 01.12.2015 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.2016 00.00 11.22.201
Process Psthu Transfer Currency USD Document Status Held Grant M1-32NFL-000083 Document Date 09.11.2016 Reversal Status Normal Budget Version 0 Budget Version 0 Budget Version 0 Budget Status Released Reversal Status Normal Budget Status Released Released Reason Code Item Grant Header Description SSFA with Yale Sonsored Rogan Sonsored Rogan Sonsored Rogan Reason Code Item Grant Header Description SSFA with Yale User Powents Valid from Date Valid to Date Status /+ Amount TC Posting Date Te 0000010 M1-32NFL-000083 SINFL UNEP-POW-01111 AM1-P-DIRECT 0.11.2.015 31.12.2018 - 20,000.00 09.11.2016 0000010 M1-32NFL-000083 SINFL UNEP-POW-01131 AM1-P-DIRECT 0.11.2.2015 31.12.2018 - 0.000 01.12.2015 0000010 M1-32NFL-000083 SINFL UNEP-POW-01131 AM1-P-DIRECT 0.1.2.201
Grant N1-32NFL-000083 Document Date 09-11.2016 Reversal Status Normal GM Doc Type PT Budget Version 0 Budget Status Released Released Header Description SSFA with Yale Reason Code Reason Code Image: Sign Status Hierarchy View Object Mapper Image: Sign Status Released Released Image: Sign Sign Status Nument TC Posting Date Te. Released Image: Sign Sign Status NullerP-POW-0111 AM1-P-DIRECT 01.12.2015 31.12.2018 20.000.00 09.11.2016 Image: Sign Sign Sign Sign Sign Sign Sign Sign
GM Doc Type PT Budget Version Budget Status Released Reason Code Header Description SSFA with Yale Reason Code Reason Code Reason Code Image: Status Hierarchy View Object Mapper Reason Code Reason Code Image: Status Fund Sponsored Program Sponsored Class Vaild from Date Status /+ Amount TC Posting Date Te 000010 M1-32NFL-000083 32NFL UNEP-POW-01111 AN1-P-DIRECT 0.12.2015 31.12.2018 - 20.000.00 09.11.2016 000020 P1-33NFL-000083 32NFL UNEP-POW-01131 AN1-P-DIRECT 0.12.2015 31.12.2018 - 0.00 1.12.2015 0.00 0.00 09.11.2016 0.00 0.00 0.12.2015 0.00 0.00 0.12.2016 0.00 0.00 0.12.2016 0.00 0.00 0.12.2016 0.00 0.00 1.02.2016 0.00 0.00 0.12.2016 0.00 0.00 1.02.2016 0.00 0.00 1.02.2016 0.00 1.02.2016 0.00<
Header Description SSFA with Yale Reason Code List View Hierarchy View Object Mapper Image: Control of the state of
List View Hierarchy View Object Mapper List View Hierarchy View Clear Amounts Unce Grant Fund Sponsored Program Sponsored Class Vaild from Date Vaild to Date Status /+ Amount TC Posting Date Te 000010 M1-32NFL-000083 32NFL UNEP-POW-01111 API-IP-DIRECT 31.12.2018 - 20,000.00 09.11.2016 000000 00.00 00.112.2015 00.00 00.00 01.12.2015 00.00 00.00 10.02.2016 01.12.2018 0.00 01.12.2016 00.00 17.02.2016 00.00 17.02.2016 00.00 17.02.2016 00.00 17.02.2016 00.00 17.02.2016 00.01 0.00 0.01.20.2015 00.00 0.00 0.01.20.2015 00.00 0.00 0.01.20.2015 00.01
List View Hierarchy View Object Mapper List View Find Sponsored Program Sponsored Class 000010 M1-32NFL-000083 32NFL UNEP-POW-01111 AM1-IP-DIRECT 0000020 P1-33NFL-000178 33NFL UNEP-POW-01131 AP1-IP-DIRECT 01.12.2018 - 20,000.00 09.11.2016 0000050 P1-33NFL-000092 33NFL UNEP-POW-01131 AP1-IP-DIRECT 01.12.2016 01.12.2016 01.00.00 17.02.2016 0000050 P1-33NFL-000130 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 00 17.02.2016 0000050 P1-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 11.12.2018 - 0.00 01.12.2015 000005
Operation Clear Amounts Line Grant Fund Sponsored Program Sponsored Class Valid from Date Valid to Date Status /+ Amount TC Posting Date Te 000010 M1-32NFL-00083 32NFL UNEP-POW-01111 AM1-IP-DIRECT 01.12.2015 31.12.2018 - 20,000.00 09.11.2016 000010 M1-32NFL-00083 32NFL UNEP-POW-01111 AM1-IP-DIRECT 01.02.2016 15.01.2017 - 20,000.00 09.11.2016 000030 M1-32NFL-000083 32NFL UNEP-POW-01131 AM1-IP-DIRECT 11.12.2015 31.12.2016 - 0.00 01.12.2015 000050 P1-33NFL-000130 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 - 0.00 01.70.2.2016 000070 H1.32NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 - 0.00 17.02.2016 01.02.2016 01.02.2016 01.02.2016 01.02.2015 02.07.2015 02.07.2015 02.07.2015 0
Image: Solution of the second secon
Line Grant Fund Sponsored Program Sponsored Class Valid from Date Valid from Date Valid from Date Status /+ Amount TC (Posting Date Te 000010 M1-32NFL-000083 32NFL UNEP-POW-01111 AMI-IP-DIRECT 0.012.2015 31.12.2018 - 0.000 09.11.2016 000020 P1-33NFL-000083 32NFL UNEP-POW-01131 AMI-IP-DIRECT 0.012.2015 31.12.2018 - 0.000 09.11.2016 000020 P1-33NFL-000083 32NFL UNEP-POW-01131 AMI-IP-DIRECT 10.12.2015 31.12.2018 - 0.000 09.11.2016 0000040 P1-33NFL-000193 33NFL UNEP-POW-01131 API-IP-DIRECT 10.2.2016 11.12.2016 - 0.000 17.02.2016 0000050 P1-33NFL-000169 33NFL UNEP-POW-01131 API-IP-DIRECT 10.2.2015 31.12.2018 - 0.000 17.02.2016 000000 17.02.2016 00.000 17.02.2016 01.12.2015 02.01.2015 02.01.2015 02.01.2015 02.01.2015
000010 M1-32NFL-000083 32NFL UNEP-POW-01111 AM1-P-DIRECT 01.12.2015 31.12.2018 ○□ - 20,000.00 09.11.2016 000020 P1-33NFL-000178 33NFL UNEP-POW-01111 AM1-P-DIRECT 30.08.2015 51.12.2018 ○□ + 20,000.00 09.11.2016 000030 M1-32NFL-000083 33NFL UNEP-POW-01131 AM1-P-DIRECT 17.02.2016 31.12.2018 ○□ + 0.00 01.22.2015 000050 P1-33NFL-000130 33NFL UNEP-POW-01131 AM1-P-DIRECT 17.02.2016 31.12.2018 ○□ + 0.00 17.02.2016 000050 P1-33NFL-000130 33NFL UNEP-POW-01131 AP1-P-DIRECT 17.02.2016 31.12.2018 ○□ + 0.00 17.02.2016 000060 P1-33NFL-000169 33NFL UNEP-POW-01131 AM1-P-DIRECT 01.12.2015 31.12.2018 ○□ + 0.00 17.02.2016 000070 M1-32NFL-000083 32NFL UNEP-POW-01141 AM1-P-DIRECT 01.12.2015 31.12.2018 ○□ + 0.00 01.12.2015 000007 01.12.2015 31.12.2018 ○□ + 0.00 01.12.2015 02.07.2015 000007 01.12.2015 31.12.2018 ○□ + 0.00 01.12.2015 02.07.2015 000007 0.12.2016 0.00.02.2015 02.07.2015 02.07.201
000020 PI-33NFL-000178 33NFL UNEP-POW-01111 AP1-IP-DIRECT 30.08.2016 15.01.2017 CCT + 20,000.00 09.11.2016 000030 MI-32NFL-000083 32NFL UNEP-POW-01131 AP1-IP-DIRECT 01.12.2015 31.12.2018 CCT + 0.00 01.12.2015 000040 PI-33NFL-000192 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 CCT + 0.00 17.02.2016 000060 PI-33NFL-000199 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 CCT + 0.00 17.02.2016 000060 PI-33NFL-000199 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2018 CCT + 0.00 17.02.2016 000060 PI-33NFL-000199 33NFL UNEP-POW-01141 AM1-IP-DIRECT 01.12.2015 02.01.2015 02.01.2015 000060 C C Verview Nu 02.01.2015 02.07.2015 18.07.2016 00007 Mudget consistency on FM account Assign. 2 2 18.07.2016 <td< td=""></td<>
000030 M1-32NFL-000083 32NFL UNEP-POW-01131 AM1-IP-DIRECT 01.12.2015 31.12.2016 0.00 01.12.2015 000040 P1-33NFL-000120 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 0.00 01.70.2.2016 000050 P1-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 10.2.2015 31.12.2016 0.00 01.70.2.2016 000050 P1-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 10.2.2015 31.12.2016 0.00 01.12.2015 000050 P1-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 11.2.2015 31.12.2016 0.00 01.12.2015 000050 P1-33NFL-000169 33NFL UNEP-POW-01141 AM1-IP-DIRECT 11.2.2015 31.12.2018 0.00 01.12.2015 000050 P1-33NFL-000183 32NFL UNEP-POW-01141 AM1-IP-DIRECT 11.2.2015 31.12.2018 0.00 01.12.2015 000050 Overview 0.00 01.12.2015 0.20.0.2015 0.20.0.2015 000051 Overview 2 0.20.7.2015 00011 00011 2 18.07.2016 00012 00011 0.20.6.2016 0.90.8.2016 00011 00011 0.90.8.2016 0.90.8.2016 00011 00011
000040 P1-33NFL-000092 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 CCT + 0.00 17.02.2016 000050 P1-33NFL-000130 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 30.00 17.02.2016 000050 P1-33NFL-000130 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 30.00 0.00 17.02.2016 000050 P1-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 23.08.2016 30.00 0.00 12.2015 000050 M1-32NFL-000083 32NFL UNEP-POW-01141 AM1-IP-DIRECT 31.12.2015 0.00 0.00 01.12.2015 000050 Overview Nu V 0.00 11.2.2015 0.00 11.02.015 00010 Overview Nu 2 18.07.2016 09.08.2016 09.08.2016 00011 Overview - 2 2 18.07.2016 09.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016 05.08.2016
000050 PI-33NFL-000130 33NFL UNEP-POW-01131 AP1-IP-DIRECT 17.02.2016 31.12.2016 CC + 0.00 17.02.2016 000050 PI-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 23.08.2016 30.06.2017 CC + 0.00 23.08.2016 000050 PI-33NFL-000083 32NFL UNEP-POW-01141 AM1-IP-DIRECT 0.112.2015 31.12.2015 0.00 01.12.2015 0.00 01.12.2015 000050 Overview Nu 0.0011 0.0012 0.0012 0.0012 00011 00011 00011 Acthers> 2 18.07.2016 0.008.2016 00012 00012 00012 A <000012
000060 PI-33NFL-000169 33NFL UNEP-POW-01131 AP1-IP-DIRECT 23.08.2016 30.06.2017 CCT + 0.00 23.08.2016 000070 M1-32NFL-000083 32NFL UNEP-POW-01141 AM1-IP-DIRECT 01.12.2015 0.00 01.12.2015 00005 C C C C 0.00 01.12.2015 02.07.2015 00005 C C Nu 02.07.2015 02.07.2015 00010 · © Budget consistency on FM account Assign. 2 18.07.2016 00011 · C 09.08.2016 05.08.2016 00012 · 90.08.2016 00012 · 90.08.2016 00012 · 00011 · 00012 ·
000070 M1-32NFL-000083 32NFL UNEP-POW-01141 AM1-IP-DIRECT 01.12.2015 31.12.2018 0.00 01.12.2015 00000 Overview 02.10.2015 02.10.2015 02.02.72015 00001 Image: Consistency on FM account Assign. 2 09.08.2016 09.08.2016 00011 Image: Consistency on FM account Assign. 2 09.08.2016 05.08.2016 00012 Image: Consistency on FM account Assign. 2 09.08.2016 05.08.2016 0012 Image: Consistency on FM account Assign. 2 09.08.2016 05.08.2016 0012 Image: Consistency on FM account Assign. 2 09.08.2016 05.08.2016 011 Image: Consistency on FM account Assign. 2 09.08.2016 05.08.2016 011 Image: Consistency on FM account Assign. 2 09.08.2016 05.08.2016 011 Image: Construct FM account FM
00000 C C 02.10.2015 00000 Overview 02.00.2015 02.00.2015 00001 0 • ● Budget consistency on FM account Assign. 2 08.07.2016 00012 00012 0 • ● Cothers> 2 09.08.2016 00012 0.011 05.08.2016 05.08.2016
00005 Overview Nu 02.07.2015 00010 • ● Budget consistency on FM account Assign. 2 18.07.2016 00011 • ▲ <others> 2 09.08.2016 00012 00.01 12.08.2016 05.08.2016</others>
00010 • ● Budget consistency on FM account Assign. 2 18.07.2016 00011 • ▲ <0thers> 2 09.08.2016 00012 00.012 05.08.2016 05.08.2016 00012 12.08.2016 12.08.2016 12.08.2016
00011 • ▲ <0thers> 2 09.08.2016 00012 05.08.2016 12.08.2016 12.08.2016 12.08.2016
00012 05.08.2016 12.08.2016
12.08.2016
▶ 《 · / 单 〒 前 ☆ ▼ · ▼ · ▲ ● ◎ · ● · 理 · ● 0 ● 2 △ 2 ■ 0
Ty., Message Text
Default Posting date has changed for "32NFL" "UNEP-POW-01111" "AM1-IP-DIRECT"
Line F 🛆 Default Posting date has changed for "33NFL" "UNEP-POW-01111" "AP1-IP-DIRECT"
000 1 Sender Budget Type GMAA exceeds available amount on Budget Type for 11207 14AC0001 SB-000931 ? SI F130_CLASS_140 11207
000 1 🖲 Sender Budget Type GMAA exceeds available amount on Budget Type for 11207 14AC0001 SB-000931 👔 F130_CLASS_140 11207

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		
M1-32NEL-000083	32NFI	LINEP-POW-01111	AM1-TP-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.

0		🔊 🔊 🖯 » 💌	😡 l 🖨 🕅	61001) 🗊 📮 🗖	0 🖬			
P	B GM Budget - Create Released Document used by GMUFTUOG								
Ac	tionBar On 📄 🏴 🍕	s 🖉 📫 🖆 Hold	Prepost L	Jndo Reverse	Error Log	Budget Overview			
	Document Numb Header Additio	er				Check OK			
	Process Grant GM Doc Type Header Description	Psthru Transfer S1-32SAU-000017 PT Radio Bar Kulan		Currency Document Date Budget Version	18.04.2016	Document Status Reversal Status Budget Status Reason Code	Initial Normal Released		
	Detail Data								

GM EXECUTION QUESTIONS

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



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 P	Create Purchase Order												
Purchase Order	Number 2	2700000279	Purchase	e Order Type	e GM Passthi	rough Gran	t	Status In Pro	ocess	Docui	ment Date	04.12.2014	
Back End Error:O Back End Error:O	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	Order Save Close Print Preview Check Export Import Park System Information Create Memory Snapshot												
Overview	Header	Item	s Notes	and Attachme	ents App	proval	Track	ting					
➡ Item Overview													
Details Add It	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	C
• <u>1</u>		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	Invoice
Confirmed Quantity: 0 EA	Invoiced Quantity: 0 EA
Confirmed Value: 0.00 USD	Invoiced Value: 0.00 USD
No Further Confirmation 💿 Yes 🔿 No	No Further Invoice O Yes

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 downpayment 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	a Entr	y Vie	w											
Doc	umen	t Nu	mber 35000	80845	Compar	iy Co	de 1000)	Fiscal Year	2016				
Doc	umen	t Da	te 28.01	.2016	Posting	Date	02.0	2.2016	Period	2				
Refe	erence	e	PR/20	15/2034	Cross-Co	omp.1	lo.							
Curr	ency		USD		Texts e	xist			Ledger Group					
9	.	=	m 1	. 🛛 . 🏸		0		I 🖌	i					
Itm	РК	SG	Account	Description		Cu	Amount LC	G/L Acc	Cirng doc.	Assignment	Grant	Fund	Funds Ctr	WBS elem.
1	39	F	140000836	UNOPS-ASIA	PACIF	USD	68,460.00-	19101310		35000808450012	16 P1-33GFL-000805	33GFL	11228	SB-00068
2	39	F	1400000836	UNOPS-ASIA	PACIF	USD	3,423.00-	19101310	3301518198	35000808450022	16 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					
g i t t m	MT. 2.5		. 🕒 . 🖽 . 🖌	1					
Itm PK SG Acco	unt Description	Cu A	mount LC G/L Acc	Clrng doc.	Assignment	Grant	Fund	Funds Ctr	WBS elem
1 29 Y 1400	000836 UNOPS-ASIA	PACIF USD	3,423.00 18101310		3500080845002201	6 P1-33GFL-000805	33GFL	11228	SB-00068
2 50 1101	3014 Csh USD ACH	I 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 Overv	view	🖙 Performance Assistant
🔍 New item 🏙 Display Currency		
Document Date 21.07.2016 Type KA Posting Date 21.07.2016 Period 7 Document Number INTERNAL Fiscal Year 2016 Reference TRAQ 3884-1780 Doc.Header Text 14679 IRAQ 3884-1780 PMT2 Densen & de concent concentration Densen & de concentration Densen & de concentration Densen & de concentration	Company Code 1000 Currency USD Translath Date 21.07.2016 Cross-CC no. Trading Part.BA	Overall budget exceeded by 15,075.00 USD (UN Standard AVC Ledger) for several document items from item 00001 on Message no. FMAVC018
PK Bush Acct	USD Amount Tax am	Diagnosis
001 39F 5100 1500009742 AFKAR SOCIETY DEV H 002 39F 5100 1500009742 AFKAR SOCIETY DEV H 003 39F 5100 1500009742 AFKAR SOCIETY DEV H 004 39F 5100 1500009742 AFKAR SOCIETY DEV H 005 39F 5100 1500009742 AFKAR SOCIETY DEV H	45,060.00- 168,535.00- 4,800.00- 16,342.90- 15,075.00-	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 Expendiures) 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_100/27AA0001/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.



							Requested
	PO amount	DP	DP clearing	DP bal	SES	PO Balance	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,Commodit							
ies,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	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.

y 10,379.93 USD
for several 00001 on
9.93 USD (UN Standard from item 00001 onward. illing type Expenditures) nbination of availability
cash effectivity) and
9

Answer: It is possible that <u>one or more of the line items</u> 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, <u>amend the PO accordingly</u> and request Accounts to process DPR again.

						Funded from	Revised PO	Proposed	
	PO	SES	DP	DP	PO Balance	P1 grant	Balance	DPR	Budget deficit
		8200281980	3301675931	3301675928					
		14.03.2016	24.03.2016	24.03.2016					
			Budget o	override					
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,m									
aterials	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.

00000135 00000136 00000137 00000138 00000171	Error posting acceptance of Entry Sheet 1000007672	ct -
Service	Choose: Error log Save w/o acceptance Exit without saving	- Service No. 5000001 5000002
Entry Sh. POIt Ass Erro	og of Acceptance Posting	

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					DP Clearing				
	Amount	DP1	DP Clearing 1	DP Bal	DP2	2	DP Bal	DP3	SES1	PO Balance
										=Bxx-Exx-Hxx-Ixx-
		3301081843	3500087165		3301612560	3500150517		3302076370	5000266457	JXX
									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 /63 19	129 /63 19	414 301 79	0.00
1000	000,042.07	520,210.05	000,002.00	10,014.47	2-10,102.02	110,000.40	125,403.15	125,403.13	-1-,301.75	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 Purch	hase Oi	rder:27	00002	2941					
Purchase Order Number	2700002941	Purchase	e Order Type	GM IP Passthroug	h Status	Awaiting Appr	oval D	ocum	ent Date 01
NO (Copy of the order 270	0002938) with (document numb	er 270000294	11 has been ordered	1				
Edit Close Print Pre	Re	fresh	eck Show r	ny Tasks Copy	Export Syste	em Information	Create Me	mory S	Snapshot
Overview Head	der Items	Notes an	d Attachments	s Approval	Tracking				
General Header Data						Note	e to Supplier	:	
Smart Number:	(Copy of the o	rder 27000029	36						
	Smart Num	ber is External							
Purchase Order Number:	2700002941					Inter	rnal Note:		
Supplier: *	1400000140	<u>10</u>	IDP-DEMOCRA	ATIC REPUBLIC OF T	HE CONGO				
Requester: *	1110065505	<u>FL</u>	1SABUY						
Recipient:									
Location:	1110053050	<u>10</u>	Office on Dri	ugs and Crime					
Ship-To Address:	1110000039	U	IFIL HQ						
Purchasing Organization: *	UN Purchasing	g Organization							
Purchasing Group: *	GM - UNODC			Show Members	5				
Total Value (Net):		150.00 EI	JR						
▼ Item Overview									
Details Add Item / Co	py Paste D	uplicate Dele	te Undelete	Propose Sour	ces of Supply	Add Condition	Remove	Condi	tion 🛛 Exerc
Line Number Delet	ed Item Type	Item Number	Product ID	Description	Product Categ	ory 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?

Time zone CET is not va	lid in country CO (: nents exist; you ca	several possibili innot change pr	ities) – <u>Displa</u> icing arrange	ay Help ement							
Order Save Close	Print Preview	Check	Export Ir	nport Park System Information	Create Memory Sn	apshot					
Overview H	eader Items	Notes and	d Attachment	s Approval Tracking							
General Header Data					Note to	Supplier:					
Smart Number:	FL1SABUY 05	05.2016 17:27									
	Smart Num	ber is External									
Purchase Order Number:	2700002873				Interna	INote:					
Supplier: *	1500011139	FU	NDACION CA	MINITO ALEGRE DE ALTO RAUDO							
Requester: *	1110055448	đ	Mario Javier	SANCHEZ SANCHEZ							
Recipient: *	1110055448	ð	Mario Javier	SANCHEZ SANCHEZ		L					
Location:	1110053050	ð	UN Office or	n Drugs and Crime							
Ship-To Address:	1110000039	D	UNIFIL HQ								
Purchasing Organization:	* UN Purchasing	Organization		đ							
Purchasing Group: *	GM - UNODC			Show Members							
Total Value (Net):		0.00 CC	0P	đ							
▼ Item Overview											
Details Add Item 4	Copy Paste D	uplicate Delet	te Undelete	Propose Sources of Supply	Add Condition 🕢 🛛 R	lemove Cond	ition 🛛 Exerc	ise Option	Or	der as Direc	t Material
Line Number De	leted Item Type	Item Number	Product ID	Description	Product Category	Quantity	Gross Price	Currency	Per	Net Price	Option Typ
• <u>1</u> 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 Purc	hase Or	der:27	0000	2873							
Purchase Order Number Supplier <u>FUNDACI</u>	r 2700002873 (0 ON CAMINITO AL	hange Versio	n) Purc) RAUDO	chase Order Type GM IP Passthron	ugh Status In	Process	Document	Date 05.05	.2016	Total	Value
Back-End Error:Purchase Line 1: Back-End Error:Fu Time zone CET is not valid Line 1: Follow-on docume	order still contain nction not possib I in country CO (s nts exist; you can	s faulty items ie if down pay everal possibi nnot change pi	ments exist ities) – <u>Displi</u> ricing arrange	ay Help ment							
Order Save Close	Print Preview	Check	Export Ir	nport Park System Information	Create Memory Sn	apshot					
Overview Hea	ader Items	Notes an	d Attachment	s Approval Tracking							
General Header Data					Note to	Supplier:					
Smart Number:	FL1SABUY 05.	05.2016 17:27									
	Smart Numb	er is External									
Purchase Order Number:	2700002873				Interna	LNote:					
Supplier: *	1500011139	FU	NDACION CA	MINITO ALEGRE DE ALTO RAUDO							
Requester: *	1110055448	٥	Mario Javier	SANCHEZ SANCHEZ							
Recipient: *	1110055448	đ	Mario Javier	SANCHEZ SANCHEZ		L					
Location:	1110053050	đ	UN Office or	Drugs and Crime							
Shin-To Address:	1110000039	đ	UNIFIL HQ								
Purchasing Organization: *	UN Purchasing	Organization		ð							
Purchasing Group: *	GM - UNODC	-		Show Members							
Total Value (Net):		0.00 C	OP								
, oral value (not).											
▼ Item Overview											
Details Add Item / C	opy Paste D	uplicate Dele	te Undelet	Propose Sources of Supply	Add Condition 🕢 🛛 R	emove Condi	tion 🛛 Exerci	se Option	Orde	r as Direct	Materi
Line Number Dele	ted Item Type	Item Number	Product ID	Description	Product Category	Quantity	Gross Price	Currency	Per N	let Price	Option
• <u>1</u> ×	Service	1	5000005	IP-Equipment, Vehicles and Furniture	84000000	10,698,720	1.00	COP	1	1.00	
	Matarial 👻	0				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 Da Supplier FUNDACION CAMINITO ALEGRE DE ALTO RAUDO	ate 15.06.2016 1	Total Valu
Edit Close Print Preview Refresh Check Copy Export System Information Create Memory Snapshot		
Overview Header Items Notes and Attachments Approval Tracking		
General Header Data Note to Supplier	-	
Smart Number: (COPY OF THE ORDER 270000		
Smart Number is External		
Burghana Order Number: 220000000		
Internal Note:		
Supplier: * 1500011139 FUNDACION CAMINITO ALEGRE DE ALTO RAUDO		
Requester: * 1110055448 Mario Javier SANCHEZ SANCHEZ		
Recipient: 1110055448 Mario Javier SANCHEZ SANCHEZ		
Location: UN Office on Drugs and Crime		
Ship-To Address: UNIFIL HQ		
Purchasing Organization: * UN Purchasing Organization		
Purchasing Group: * GM - UNODC Show Members		
Tetel Volue (Net): 0.00 COP		
Total Value (vet).		
▼ Item Overview		
Details Add Item (Copy Paste Duplicate Delete Undelete Propose Sources of Supply Add Condition (Remove Co	ondition 🕢 Exercise O	ption
Line Number Deleted Item Type Item Number Product ID Description Product Category Quantity Currency Per G	ross 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 Docume	nt: Header Da	nta	
ം Display before reversal	🚹 Document list	Hass Reversal	
Document Details			
Document Number	3500080851		
Company Code	1000		
Fiscal Year	2016		
Specifications for Reverse P	osting		
Reversal Reason	01		
Posting Date	15.06.2016	Tax Reporting Date	
Posting Period			
Check management specific	cations		
Void reason code			



Change Purchase Order:2700002912
Purchase Order Number 2700002912 (Change Version) Purchase Order Type GM IP Passthrough Status In Process Document Date 15.06 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 Note to Supplier:
Smart Number: (COPY OF THE ORDER 270)
Smart Number is External
Purchase Order Number: 2700002912 Internal Note:
Supplier: * 1500011139 FUNDACION CAMINITO ALEGRE DE ALTO RAUDO
Requester: * 1110055448
Recipient: * 1110055448
Location: 1110053050 Drugs and Crime
Ship-To Address: 1110000039 DI UNIFIL HQ
Purchasing Organization: * UN Purchasing Organization
Purchasing Group: * GM - UNODC Show Me Function Undelete is
Total Value (Net): 0.00 COP D not available
not available
▼ 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
• <u>1</u> 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 Purc	hase Ord	ler:2700005	5232					
Purchase Order Number	2700005232	Purchase Order Type	GM IP Passthrough	Status	Saved D	ocument Date	23.06.2016	Total Valu
Back End Error:Period 0060 Line 1: Start date of the tim Line 2: Start date of the tim Line 3: Start date of the tim Line 4: Start date of the tim	(Fiscal Year 2016 f heframe is in the pa heframe is in the pa heframe is in the pa heframe is in the pa	for payment budget not ope st; check the entry st; check the entry st; check the entry st; check the entry	en for FM posting in valu	e type 51				
Read Only Order Save	e Close Pr	int Preview Check	Export Import Parl	k Delete	System Infor	rmation Create	Memory Snaps	hot
Overview Head	der Items	Notes and Attachments	Approval Tr	acking				
General Header Data Smart Number:	(Copy of the orde	r 270000523(is External			Note to Sup	plier: PO 27000	105232 Project 2	0241
Purchase Order Number: Supplier: *	2700005232				Internal Note	e: UNOPS_V	/TF_RRTSC_202	241



Display Purchase O	rde r:2700005232					
Purchase Order Number 2700005232	Purchase Order Type GM IP Passthrou	ugh Status S	aved Docum	ent Date 23.06.2016	Total Value (Gross) 243,055.56 USE	Smart Numbe
Close Print Preview Refresh	Check Export					
Overview Header Item	IS Notes and Attachments Approv	al Tracking				
General Data Notes and Attachment	Output Budget Payment Exten	ded PO History	Document Totals	Synopsis User-S	pecified Status	
▼ Basic					[1
Identification			Curr	ency, Values and Pricir	ng	-
Smart Number:	(Copy of the order 270000523		Cum	ency:	USD	
	Smart Number is External		Tota	I Value (Net):	243,055.56 USD	
Purchase Order Number:	2700005232		Tota	I Value (Gross):	243,055.56 USD	
			Tax	Value:	0.00 USD	
Corresponding Novation Purchase Order:			EM F	Posting Date:	23.06.2016	
Purchase Order Type:	GM IP Passthrough		Post	ina Period:	006	
Organization			Serv	ice and Delivery		
Purchasing Organization:	UN Purchasing Organization	1	Stat	us and Statistics		
Purchasing Group	GM - LINMAS	Show Members	Docu	ument Date:	23.06.2016	
r archasing Group.		Show Members			CLUKOVIC	
UN Fields			Crea	ted By:		
			Com	mitment Documents:	Display —	
Financial Rules:	NA		Can	celled:		
			Clos	eout Status:	None	
Financial Rules Description:			Park	ed:		
- manala redice Description.			UNF	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:

		0000000	01521	0.5							
GM B	dget - Display Released	Undo Preposted	Docum us	d by NTILLE	NS						
ction Bar On	🖻 🕼 🖉 👸 Male Press	et Undo Reverse	Bernir Log	Budget Overview							
Docume	t Number 3000000344 Additional Information			Check OK							
Process Grant GM Doc Type Header Desm	Enter • 51-32008-000149 EX	Currency Document Date Budget Version	05D 07.04.2016 0	Document Status Reversal Status Budget Status Beauco Code	Undone Normal Released	-					
000015 3200	CONA CHAR 40003 ASS-CONTRA N COUR CHAR 40003 ASS-STAFF-P	CT-SERVICE 01.01.21 ERSONNEL 01.01.21 01.02.21 0	16 31.12.201 16 31.12.201 Detribution off	a 230,000.00 6 290,000.00 Detribution d	200,000.00 200,000.00 200,000.00 000.00	225,000.0 226,000.0	0 0.00 200. 0 0.00 300.	2000.00 01. 2000.00 01.	ter Functional Are	ea Funded Progr	e Budget Perio
Line TH A		CONTRACT SERVICE	2016 01.) 2016 01.) 2016 01.)	1.2016 31.12. 1.2016 31.12. 1.2016 31.12.	+45 (00 006 210,00 016 210,00 016 50,00	0.00 2001 0.00 2001 0.00 2001 0.00 2001	FTD_0.ASS_120 FTD_0.ASS_010 FTO_0.ASS_155	11123 10002 10002	90AF99999 90AF99999 90AF99999	58-000946 58-000946 58-000946	M90 M90 M90
A V (0)	2200N 00HA-0804-00003 ASI 2200N 00HA-084-00003 ASI 2200N 00HA-084-00003 PS0	60° 011				\smile					

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	h			• 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

Q & A

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	
		Identification and view selection
Project Structure: Description	Identification	WBS Element SB-004386.01.01.02 A2 Nat studies (2) diagnosis VET syst 📝 🙍
VET systems for greater eq	/ SB-004386	Detail:
VET systems for greater A Regional overview	SB-004386 SB-004386.01	Overview(s):
DDS - Component	tSB-004386.01.01	
• A1 Study VE	SB-004386.01.01.01	Administr. Superior Progress Long text CProjects UN Assignments
A2 Nat studie A5 Nat studie	SB-004386.01.01.02	Crack Assistants
• 🛆 A6 Lessons le	SB-004386.01.01.04	Grant M1_22PTS_000076 VET FOR FOUNT ITY
DAG - Componer	SB-004386.01.02	Sponsored Program FCL3C-SE0-00012 Social policies for equality
B Discussion of policy	SB-004386.02	
DDS - Component	SB-004386.02.01	Geography of the Beneficiary
DAG - Componer	SB-004386.02.02	Country
C Policy dialogue	SB-004386.02.03	Geographic Region 5419 Latin America and the Caribbean
 A DDS - Component 	tSB-004386.03.01	
DAG - Componer	tSB-004386.03.02	Thematic Assignment
DDE - Componen	tSB-004386.03.03	Assignment 1
		Assignment 2
		Other assignments
		IN Programme
		orerogramme
🖉 Basic data 🍸 D	ates Assignments C	Control 🛛 User Fields 👘 Administr. 🦷 Supe 📗 🕒 🕒
Proj.type	Substantive projects (non-ca	apital) Short ID SB-004386.01.01
Priority	Normal	
rioncy	Horman	
Status		
Custom Ctatus		
System Status	DET	
User status	REL	i
	REL	<u> </u>
	REL	
	REL	
Responsibilities	REL	Operative indicators
Responsibilities	REL	Operative indicators
Responsibilities Pers.Resp.No.	REL RFR 10000002 Programme Mgr	Operative indicators mt Officer
Responsibilities Pers.Resp.No.	REL RFR 10000002 Programme Mgr	Operative indicators mt Officer
Responsibilities Pers.Resp.No. Applicant no.	REL RFR 10000002 Programme Mgr 34000000 ECLAC	Operative indicators mt Officer Planning element Acct asst elem.
Responsibilities Pers.Resp.No. Applicant no.	REL RFR 10000002 Programme Mgr 34000000 ECLAC	Operative indicators Mt Officer Planning element Acct asst elem. Pilling element
Responsibilities Pers.Resp.No. Applicant no. Resp. cost cntr	REL RFR 10000002 Programme Mgr 34000000 ECLAC 1000 11582 ECLA	Image: Contract of the second seco
Responsibilities Pers.Resp.No. Applicant no. Resp. cost cntr Reg.cost center	REL RFR 10000002 Programme Mgr 34000000 ECLAC 1000 11582 ECLA	Image: Contract of the second seco
Responsibilities Pers.Resp.No. Applicant no. Resp. cost cntr Req.cost center	REL RFR 10000002 Programme Mgr 34000000 ECLAC 1000 11582 ECLA	Image: Contract of the second seco
Responsibilities Pers.Resp.No. Applicant no. Resp. cost cntr Req.cost center Req. co.code	REL RFR 10000002 Programme Mgr 34000000 ECLAC 1000 11582 ECLA	Image: Construction of the second state of the second s
Responsibilities Pers.Resp.No. Applicant no. Resp. cost cntr Req.cost center Req. co.code	REL RFR 10000002 Programme Mgr 34000000 ECLAC 1000 11582 ECLA	Image: Construction of the second

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

Answer: The user should not create the document where 32XXX/33XXX Funds are used with "GMNR". GMNR is not an unearmared 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.



2	ጲ	Α	
~	C.		

	Dis	splay D	ocumen	t: Data	Ent	ry V	iew								
9	9	Display	Currency	General	Ledge	er View									
a Entr	y Vie	W													
umen	t Nu	mber 350	0073834	Comp	any C	ode	1000	Fisc	al Year	201	5				
umen	t Da	te 31.	12.2015	Postin	ig Dat	e	31.12.20	15 Per	iod	12					
erence	е	370	0000158	Cross-	Comp	.No.									
rency		THE	3	Texts	exist			Led	lger Group						
	=	m (#)	7. 2 .]						
РК	SG	Account	Description		Cu	LCurr	Amount LC	Amount	G/L Acc	Clrng do	Assignment	Grant	Fund	Funds Ctr	WBS element
39	К	2000633	Su-Arjar LE	WCHALE	THB	USD	21,811.41-	800,64	19102010	350007	3700000158	S1-32BKT	32BKT	11536	SB-000593.08
26		2000633	Su-Arjar LE	WCHALE	THB	USD	21,811.41	800,64	35101610	340147	3700000158				
39	К	2000633	Su-Arjar LE	WCHALE	THB	USD	12,480.94-	455,18	19102010	350007	3700000158	GMNR	32BKT	11558	SB-001072.02.01
26		2000633	Su-Arjar LE	WCHALE	THB	USD	12,480.94	455,18	35101610	340147	370000158				

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 D	ocume	ent Uplo	ad	
www. Wum Wum	l number o ber of doci ber of doci	f documents uments simu uments simu	s simulated: lated succe lated with	: 2 ssfully: 1 error: 1
Record ID	Record Typ	Item Numbe	Message Ty	Message
1	Н		S	Document check - no errors: BKPFF \$ P1ECLNT100
2	Н		E	Error in document: BKPFF \$ P1ECLNT100
2	Н		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	Н		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.

Q & A



Project Builder: Project SB-00	4801			
🂖 🗣 🍄 🗮 🚣 🏭 🚟 📝 🌀 🗐				
	2	Identification and	view selection	
Project Structure: Description	Identification	WBS Element	SB-004801.04.01	DEW
DEWA - 2016 -2017 EF POW ALLOCATIONS	SB-004801	Detail:		
DEWA - 2016 -2017 EF POW ALLOCATIONS	SB-004801	Overview(c):		
DEWA HQ EF 2016	SB-004801.01	Overview(s).		
DEWA ROWA	SB-004801.02			
DEWA ROLAC	SB-004801.03	Administr.	Superior Progress Lo	ng text
DEWA ROE	SB-004801.04			
 DEWA ROE - 01111 Climate Change 	SB-004801.04.01	Grant Assignmen	t	
 DEWA ROE - 01121 Disaster and Confli 	c SB-004801.04.02	Crant		
 DEWA ROE - 01131 Ecosystem Manage 	e SB-004801.04.03	Granu		
 A DEWA ROE - 01141 Environment Gove 	r SB-004801.04.04	Sponsored Pro	gram	
 DEWA ROE - 01161 Resource Efficience 	y SB-004801.04.05			

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 downpayment 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 Bud	lget Release							
Report Selection : Available Cash	Balance Report							
By Fund/Grant : X Available Cash Balance : X Fund : (Include - EQ) 325ZA Fiscal Year : (Include - BT) 2000 T Fiscal Year : (Include - BT) 2016 Grant : (Include - EQ) S1-325ZA-0	Fo 000059							
3 1 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2.%. 🗎	() . () . ()	. 🖌 🚺					
	Unreleased Budget	Released Budget	Total Budget	Funds Block (Operating Reserv	Obligations/Commitments	Actual Expenses	Total Committed	Available Released Budget
32SZA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
S1-32SZA-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 S1-32SZA-000059	0.00	965,700.00	965,700.00	0.00	0.00	0.00	0.00	965,700.00
Fund Total of 32SZA	0.00	965,700.00	965,700.00	0.00	0.00	0.00	0.00	965,700.00



¢	G <u>r</u> ant	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironme	ent S <u>y</u> stem	<u>H</u> elp				
(• «	8100	a 😪 I 🗁 ñ	的的名	1000	-	0 🖬	
1		Displa	ay Gra	nt Ma	ster P1	ззрям-	00007	- Outgoi	ng		
6	1]Master	data								
Sp	onsor										
						Deletion	Indicator	00	Award		CO Operational
	Over	view 👔	Partners	Gra	ints						
	Disc	olav Form	nat								
	82	<u>(M)</u>									
	Type / R	elations	nip / ID		Desc				Valid from	Valid to	
	🔻 📂 Gi	rant									
	۰ ا	Copied	from								
	- 🗖	Parent	Grant								
	•	🖹 S1	-32SZA-0	00059	Reloca	ation of Camp	Hurriya Res	idents out	01.04.2016	30.12.2018	
		🖹 S1	-32PSM-0	000010	Contr	ibution fr Swiss	Confeder	ation for up	01.01.2016	31.12.2016	

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

Data Entry View										
Document Number	3500089130	Company Code	1000	Fiscal Year		2016				
Document Date	25.02.2016	Posting Date	25.02.2016	Period		2				
Reference	0000076064	Cross-Comp.No.								
Currency	USD	Texts exist		Ledger Gro	up					
Ledger OL										
Doc.	3500089130	FiscalYear	2016	Period		2				
	▞▞▖▝▌▖▁▝▙									
Itm PK L.item S	G Account Descripti	ion Curr. LC	Curr Amount LC	Amount G	L Acc	Clrng doc.	Assignment	Grant	Fund	Funds C
1 31 000001	35101610 AP UN S	taff Memb USD US	SD 1,088.00-	1,088.00- 3	5101610		0000076064	M1-32FSB-000242	32FSB	13438
2 40 000002	19109014 Adv Trav	vel Module USD US	SD 1,088.00	1,088.00 19	9109014		0000076064	M1-32FSB-000242	32FSB	13438
🖻 Document Head										
Document Type	TA Travel Advance									
Doc.Header Text										
Card type	Card no.									
Request Number										
Reference	0000076064	Document Date	25.02.2016							
		Posting Date	25.02.2016							
Currency	USD	Posting Period	02 / 2016							
Ref. Transactn	TRAVL Posting: Trave	el Exp.								
Reference key	0000092729	Log.System	P1ECLNT100							
Entered by	HSEID2	Parked by								
Entry Date	25.02.2016	Time of Entry	17:17:10							
TCode	PRRW									

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 PerioAll Values Grant M1-32FSB-000242 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.



	arants i	lana	igement:	: LIN	e Iten	וסו	spi	ау				
Ø			• «		🔕 🚫			6 6 14	55251	🕜 🖳		
GI	rants M	anac	ement: I	Line	Item	Dis	pla	v				
					-			· /				
9	- T	ሾ 🗖	(🎦 🌿	Ū)	li) 🛛	₽£.		🔠 🖽 🤅				
Grant		VT	RefDocum	ntΣ	Local crev	D	DT	BTran Tran	n			
M1-3	- 2AEL-0000	02 52	53472		4.714.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	53472		4,714.00-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	92646		458.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	92646		583.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	92646		1,041.00-	s	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	92646		1,041.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	92646		965.00-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	92646		76.00-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	99425		831.00	S	s	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	23216		5,390.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	23216		2,695.00-	s	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	23216		2,695.00-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	53472		471.46-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	53472		4,522.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	53472		4,522.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	53472		5,145.46	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	53472	1	5,145.46-	s	S	TRVL TRV	/L			
M1-3	2AEL-0000	02 52	53472		10.56-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	53472		4,522.00-	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	<u>53472</u>		152.00	S	S	TRVL TRV	/L			
<u>M1-3</u>	2AEL-0000	<u>)2</u> 52	53472		482.02	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	53472		4,714.00-	S	S	TRVL TRV	/L			
<u>M1-3</u>	2AEL-0000	<u>)2</u> 52	<u>53472</u>		40.00	S	S	TRVL TRV	/L			
M1-3	2AEL-0000	<u>)2</u> 52	71110		937.81-	S	S	TRVL TRV	/L			
						-	-					
	he colocted	moth	nd was porfor	rmod r	ucconful						SAD	
	ne selected	meun	ou was perior	med s	accessiui	iy 					E449	V S_PLN_1600026
C	Matti A	leks	i LEHTOI	NEN,	Persl	ю.	741	152, Tr	rip No. 5347.	2		
_						_						
 	>		-	« 📙	🔜 🥑				¥J ¶J ∳J \$J	<u>,</u> s 0 🖷	9	
e	M	ətti i	Aleksi I F	нто	NEN L	Den	sNo	74115	52 Trin No 5	3472		
					11 211, 1	C /2	,,,,,,	., 4115	-	5472		
	🗱 Simulate		Account Ass	signme	nt 🖾 I	Histo	ry	🖬 🕛 g	🖻 Results: Travel R	equest		
G	eneral Trip	Data						PD	/FR Reimbursemen	t		
E	rom 25.	01.20	16 07:35 R	Reason	Visiting	1 UN	EP pro	oiect M1	0			
	nd 13	02 20	16 23.44	City	PORT		RINO	EH DO	Moals			
-	10 23.	02.20		Countr		AU P		0.01	TT: 1			
	toroptive C	net A	icomont fra C	Country	Y III K	egioi	1 4	Master CA	119.1	IAC P		
A	icemative C	JSU ASS	agriment for E	citure	inp, ir Dif	rerer	ic to	master CA				
1	00% Fun	a/Budi	get Period	•	9	Cost	Distri	bution				
		-			/ aut.			turting)				
1	🖉 🛄 кесе	IPCS	🔲 Adani D	vests	Mileag	e	Dec	JUCTIONS	Advances	Comments		

No	R	ЕхрТу	Name	P	Amount	Currncy	Exch. Rate	Acc	Date	Region	Info	Service Provider	N
002	۲	TAMF	Travel Service		20.30	USD	1.00000	USD	25.01.2016				
003	۲	AIR2	Airfare Ticket		451.16	USD	1.00000	USD	25.01.2016			7E	
005	٠	TRMS	Terminal Expe		152.00	USD	1.00000	USD	25.01.2016				
006	٠	XBAG	Excess Baggage		40.00	USD	1.00000	USD	25.01.2016				
007					0.00	USD		USD	25.01.2016				
800					0.00	USD		USD	25.01.2016				
009					0.00	USD		USD	25.01.2016				
010					0.00	TIED		TTED	25 01 2016				



	-	and the second sec						
		« 🖂 I 🕢	1 🚱 🕤 🖨 I	20, 60	12)2	1001		
Matti A	leksi I I	EHTONE	V PersNo	7411	152 T	rin No. 53	472	
- Hatura	ITENSI LI		, reisito.		52, 11	np 110. 55		
mulate 🔝	Account A	ssignment	History	00	Res	its: Travel Requ	Jest (
al Trip Data				10	PD/FR Re	imbursement		
25.01.201	6 07:35	Reason Vr	siting UNEP proje	ct	M1	0		
13.02.201	6 23:44	City PC	ORT AU PRINCE,	- 1	Meak			
		Country HT	Region Roo	1		TTy. E	TAC P	
ative Cost Assig	gnment for	Entire Trip, 7	I Different to Ma	ster C/	A.9			
6 Fund/Budge	et Period	- 10	Cost Distribut	ion				
6 Fund/Budge	et Period	•	Cost Distribut	tion	J			
Becents	et Period	Teets M	Cost Distribu	tion		tvances / f	Commonts	
Fund/Budge	et Period	• 🛃	Cost Distribu	tion) / 🖸 Ar	tvances 👔	8 Comments	
B Receipts	et Period	Dests M Exch. Rate	Cost Distribu	tion tions	Ar	dvances 6	B Comments	
Receipts	et Period Addnl Curr. USD	Dests M Exch. Rate 1.00000	Cost Distribu leage Deduc Settlement Am 4, 522.0	tion tions Acc 0 USD	Ar	Date 07.01.2016	Comments	
Fund/Budge Receipts nount 4,522.00 152.00	Curr. USD	Exch. Rate 1.00000	Cost Distribu leage Deduc Settlement Am 4, 522.0 152.0	tion tions Acc 0 USD 0 USD	Cash	Date 07.01.2016 07.01.2016	Comments	
Fund/Budge B Receipts nount 4,522.00 152.00 0.00	Curr. USD USD	Dests M Exch. Rate 1.00000 1.00000	Cost Distributer leage Deduction Settlement Am 4,522.0 152.0 0.0	tion tions Acc 0 USD 0 USD 0 USD	Cash	Date 07.01.2016 07.01.2016	B Comments	
Fund/Budge B Receipts 4,522.00 152.00 0.00 0.00	Curr. USD USD USD	Dests M Exch. Rate 1.00000 1.00000	Cost Distributer	tion tions 0 USD 0 USD 0 USD 0 USD	Cash	Date 07.01.2016 07.01.2016	Comments	
Fund/Budge Recepts A, 522.00 152.00 0.00 0.00 0.00 0.00	Curr. USD USD USD USD USD	Dests M Exch. Rate 1.00000 1.00000	Cost Distributes Cost Distributes Settlement Am 4,522.0 152.0 0.0 0.0 0.0	tion tions 0 USD 0 USD 0 USD 0 USD 0 USD		Date 07.01.2016 07.01.2016	Comments	
Fund/Budge Recepts A, 522.00 152.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	et Period Curr. USD USD USD USD USD USD USD USD	Dests M Exch. Rate 1.00000 1.00000	Cost Distribut leage Deduct Settlement Am 4, 522.0 152.0 0.0 0.0 0.0 0.0	tions Acc 0 USD 0 USD 0 USD 0 USD 0 USD 0 USD		Date 07.01.2016 07.01.2016	Comments	
Fund/Budge Receipts Receipts 4,522.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	et Period Curr. USD USD USD USD USD USD USD USD USD USD	Dests M. Exch. Rate 1.00000 1.00000	Cost Distribut Reage Deduct Settlement Am 4, 522.0 0.0 0.0 0.0 0.0 0.0 0.0 0.0	tions Acc 0 USD 0 USD 0 USD 0 USD 0 USD 0 USD 0 USD 0 USD 0 USD		Date 07.01.2016 07.01.2016	Comments	

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

Perso Trip N	nnel Number: 00741 lo: 53472	152 / Traveller Name: Matti Ale	Asi LEHTONE Pg 1/4
	Travel A	uthorization	
Personnel Number:	00741152	Travel Authorizat	ion No: 0000053472
Traveller Name:	Matti Aleksi LEHT	ONEN	
Functional Title:	P4 2579 COORD	NATION OFFICER	
Orade/Level:	P-408	Trip Authorization	Status: Trip Approved
		Travel Category:	Official Travel
Contract Type:	Fixed Term	Travel Activity:	OT- 01. Official business
Master Cost Centre:	HR UNEP No Pos		
Org. Unit:			
Parent Duty Station:	US00 New York		
Nationality:	Finnish		
Telephone:			
Email:	LEHTONENBUN	ORG	
General Data			
Travel Start Date/Time: 25/Jan/1	07:35	Work Start Date/Time: 25/J	w/10 12:00
Travel End Date/Time: 13/Feb/	10 23.44	Work End Date/Time: 13/Fi	eb/16 16.00
Travel Purpose: Visiting UNEP p	roject		
Status of Medical Clearance: M	ledical Clearance Re	quested	
Status of Security Clearance: S	eounity Clearance Re	quested	
Comments/Special Instructions:	Travel from Port au	Prince to Port Salut on 27 JAN a	and from Port Salu-
t to Port au Prince on 10 FEB.			
3 week stay, including urban a	nd rural.		
Authorized Itinerary			
			Printed On: 08/May/16

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-000946) 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. .





1000298101 Create Entry Sheet 📸 Other Purchase Order 🛛 😫 🍄 🗋 🗔 🏴 🔒 🔗 🍿 (M) ca. Returns Indicator Purchase 255 Service 3000 SSC Item NN Defet. Ind. 3000465 Individual Contractor Services (Honth) ngText History · 19 201 G/L Account 74181010 Company Code 1000 e Ref. 02.03.2016 E420 Business Area p. Intern. CO Area p. Extern. 58-004572.01.01.05 W85 Element Network H1-S2AD8-000239 Fund SZADK BP M99 Grant Funded Program SB-004572 16800008 **Functional Area** Funds Cen Un Gross Price Crcy WBS Element Quantity 030 080 🚼 ["Goods recept for purch. order" is not allowed 050 (WBS \$8-004572.01.01.05) More 050 050 peat AA 🗙 USD 190 20 050 insp

S S 2 A 14 12 1	🖻 😟 🛍				
	Identification and	view selection			
Ject Structure: Description	WBS Element	SB-004572.01.01.05 D Manageral&	operat.syst.Estab.IPB		
AREU51 Establishment UNODS	Detail:				
Anagerial&operat.syst.E S	Overview(s):				
	Basic data	Dates Assignments Control User Fit	elds Administr. Supe		
	Proj.type	Substantive projects (non-capital)	Short ID SB-004572.01.01.		
	Priority	Normal	Proj. summarization		
	Status				
	System Status	CRID	1		
	User status	IPP			
	User status Responsibilities	IPP	Operative indicators		
	User status Responsbilties Pers.Resp.No.	10000002 Programme Mgmt Officer	Operative indicators		
	User status Responsbilties Pers.Resp.No. Applicant no.	10000002 Programme Mgmt Officer	Operative indicators		
•	User status Responsbilities Pers.Resp.No. Applicant no. Resp. cost cntr	10000002 Programme Mgmt Officer 51000000 UNODC 1000 13441 UNODC DO IPB	Operative indicators Planning element Acct asst elem. Biling element		
Vorkist	User status Responsibilities Pers.Resp.No. Applicant no. Resp. cost cntr Req.cost center	IPP 10000002 Programme Mgmt Officer S1000000 UNODC 1000 13441 UNODC DO IPB	Operative indicators Planning element Acct asst elem. Biling element		
forkist Templates	User status Responsbilities Pers.Resp.No. Applicant no. Resp. cost cntr Req.cost center Req. co.code	IPP 10000002 Programme Mgmt Officer S1000000 UNODC 1000 13441 UNODC DO IPB	Operative indicators Planning element Acct asst elem, Biling element Grouping WBS element		

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.

Grant Grant Type	M1-32CEL-	000001	UNEARMARKED Main Implement	tation Grant		
Sponsor	140000003	0	GROUP OF SPO	NSORS		
			Deletion Ind	dicator	CC Award	0 💷 🔾
General Data	Reference	e Responsibil	lities Posting	Budget	Billing Dimensions	Supported Object
Financing Sources						
Tinancing Sources	,		1	1		
Fund		IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
32CEL					EXTERNAL	TF PROF OFF FIN
33CEL			\checkmark		AUXILIARY	PT PROF OFF FIN

• 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 Ma	aster S1-32PSM-000	006 - Incomi	ing		
💷 퉞 🕞 🥒 🎽 Relationsh	ips 🕞 Object Mapper 🚟	Budget Overview			
Grant S1-32PSM-0000	006 🖸 Contribution from	m DFATD Canada to	Trust Fund for Peac	e and Security in I	Mali
Grant Type S1	Simple Grant				
Sponsor 130000101	DEPT OF FOREI	GN AFFAIRS AND INT	L TRADE DEPT FOR	EIGN AFFAIRS & I	INTL TRAD
	Deletion Ind	icator 🔍	🗢 Award	00	Operationa
General Data Reference	Responsibilities Posting	Budget Billing	Dimensions	Supported Obje	ects / Ov
Overhead Cost Rule IDC Rule IVerhead Cost Record	ACTUALS AND COMMITMENT	S 🔻			
Sponsored Brogram	Spansarad Ches	Valid from Date	Valid to Data	Indiract Pata	ETT
MINUSMA-RSM-00002		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	-
				4 1	

• 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	ct Mapper 🛗 Budget Overview						
Grant [P1-33PES-000006] 2	2015 IPBES UNOPS Recruitment						
Grant Type P1 P	Passthrough Grant						
Sponsor							
	 Deletion Indicator COB Award COB Operational 						
General Data Reference Responsibilitie	es Posting Budget Dimensions Supported Objects Overhead Cost Re)						
Overhead Cost Record							
Incoming Grant Sponsored Program	n Sponsored Class Valid from Valid to D Indirect Rate 🕕						
Incoming Grant Sponsored Program	n Sponsored Class Valid from Valid to D Indirect Rate						

• Not Enough Cash and Released Budget



<u>It is highly recommended to check budget and cash status before IDC posting.</u> 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 meet, IDC is not calculated for the Grant. In Umoja, it is important to note the IDC cap is <u>NOT</u> 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						
		 Deletion Indicat 	or CCE Aw	vard	CO Operational	
Budget	Billing Dimensions	Supported Objects	Overhead Costs 🖉 Ove	erhead Cost Limits	Overhead Cost Refund	
Overhead Cost Li	mit					
Valid from Dat	te 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 I	Master S1-323	MS-000013	8 - Incoming			
💷 🔂 🛃 🥒 🗋 🖉 Relation	ships 🛛 🔒 Object M	apper 🚽 Budge	et Overview			
Grant S1-32JMS-00 Grant Type S1 Sponsor 1111000120	0013 GM Simp PM O	WORKBENCH JOB ble Grant OF NORWAY TO 1 Deletion Indicator		5 Vard		rational
	Responsibilities	Posung Bu	laget FBilling FD	Amensions [Supported Objects	
Overhead Cost Rule IDC Rule 1 P Overhead Cost Record 1	SC ACTUALS AND CC	MMITMENTS 🔻				
Sponsored Class	Valid from Date	Valid to Date	Indirect Rate		<u> </u>	
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		Ψ.	
4 1					4 F	

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 P1-33DL	N-000125 - Out	going				
💷 💫 🔓 🥒 🗋 🂆 Relati	ionships 🛛 🕞 Object Map	per 📲 Budget Overviev	N				
Grant P1-33DDN- Grant Type P1 Sponsor	000125 ER ER Passth	⁻ - Pakistan - Emergency R rough Grant	esponse F				
General Data Referenc	De Responsibilities	letion Indicator Posting Budget I	OCE Award Dimensions	Supported O	CCE (bjects Ove	Operational erhead 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 Ma	ster P1-33DDN-000	125 - Outgo	ing		
💷 퉞 🕞 🥒 🎽 Relationshi	ps 🕒 Object Mapper 📆	Budget Overview			
Grant P1-33DDN-0001	25 🔲 ER ERF - Pakistan	- Emergency Respo	nse F		
Grant Type P1	Passthrough Gran	it			
Sponsor					
	Deletion India	ator CC	🗵 Award	OCE Op	erational
Overhead Cost Records	overhead Cost Limits / Recipie	nt: Overhead Cost F	Report Tr	acking/Monitoring	Amendment
Overhead Cost Record - Recipient					
Sponsored Program	Sponsored Class	Valid from Date	Valid to Date	Indirect Rate	1
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 <u>Job Aids</u> in the Umoja website.