

# **Table of Contents**

Overview	2
Objectives	3
Chapter 1: Setting up Selection Criteria	
1.1 Navigation	
1.2 Prompts	
Chapter 2: Overview of the Interim Financial Report IMIS+Umoja	
2.1 Layout of the Report	



#### **Overview**

Umoja provides several options for extracting information necessary for Grants management reports.

- 1. ECC reports the user can extract necessary information and compile reports outside of the system with required information (see job-aid on the ECC reports). The reports in ECC provide real time data and are useful for add-hoc requests.
- 2. Business Intelligence (BI) Analysis Area the power users can create the reports based on the information of the analysis area, format them and make them available for standard users. The Analysis area brings data from an infocube/Infoprovider in the SAP/Umoja Business Warehouse (BW/BI). Data refresh in BW/BI every 24 hours from ECC data source. Sometimes the *Analysis Area* is also named *Analysis workspace*.

There are six *Analysis Areas* developed for Grants Management:

Analysis Area	Purpose
Donor and Statement of Accounts Report	Used to build formatted Donor and Statement of Account Reports
Status of Outstanding Advances	Used to build formatted Status of Outstanding Advances
GM Analysis Area	Used to build report with grant related transactional data
GM/FM Budget Analysis Area	Used to build Budget Report
GM Master Data Analysis Area	Used to build reports for GM Master Data, relationship, GM structures, etc.
IDC Report Analysis Area	Used to build reports to monitor the income generated from the grants' indirect costs, accumulated surplus and the respective use of the funds by the entities/departments

3. BI Formatted Reports – the standard BI user can run pre-formatted standard reports in BI. The user can run those reports, save them in PDF format and print them. When the user runs the report, the system generates the report from the latest available data set loaded in to SAP/Umoja Business Warehouse (BW/BI) from the Umoja transactional system. Data refresh in BI/BW every 24 hours from ECC data source. Reports will display a time stamp indicating the date and time the data was last refreshed.



## **Objectives**

This job-aid explains how to run and read the Interim Financial Report to Donor(s) which combines data from the legacy system IMIS and Umoja.

Please use the job aid in conjunction with the relevant BI training materials, i.e. Umoja Business Intelligence – overview; Umoja BI Quick Guide – Running and Downloading Report, which are published in iSeek.

The target audience for reports is:

- Grants Management users (Accountant, Fund Manager and Program officer in Substantive Offices, Finance and Budget officers) to monitor income and expenditure from grants and to prepare donor reports;
- Chiefs and Senior Finance and Budget officers to review grants' implementation and income.

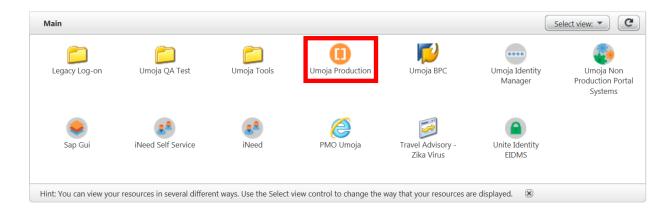
Please note that standard BI report functionalities such as meaning of the icons in the tool bar, saving reports in PDF, printing reports, etc. are described in details in the BI training courses and are not reflected in this job-aid. The job-aid is focused on details necessary to know for setting up filters and running the Interim Financial Report to Donor in USD IMIS-UMOJA.



# **Chapter 1: Setting up Selection Criteria**

## 1.1 Navigation

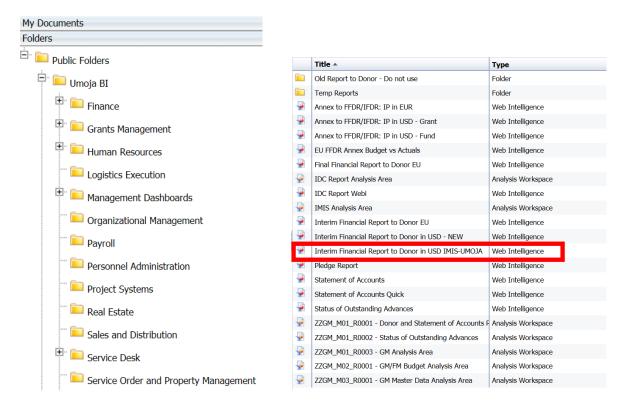
- 1. Log in to Citrix: <a href="https://login.umoja.un.org">https://login.umoja.un.org</a>
- 2. Go to the icon Umoja Production
- 3. Upon identification, go to "Bi Portal:
- 4. Alternatively, within the UN LAN, go directly to http://bi.umoja.un.org







5. Open Grants Management Folder, and select the 'Interim Financial Report to Donor in USD IMIS-Umoja"



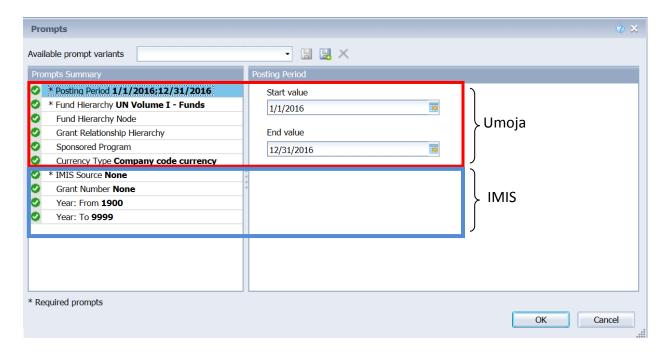
6. Double-click to open the report; the prompts will become available for entering the selection criteria.

### 1.2 Prompts

There are ten prompts available, out of which three are mandatory fields (marked with an asterisk \*) where the selection value must be entered. The three mandatory prompts are: 1) Posting Period, 2) Fund Hierarchy, 3) IMIS Source.

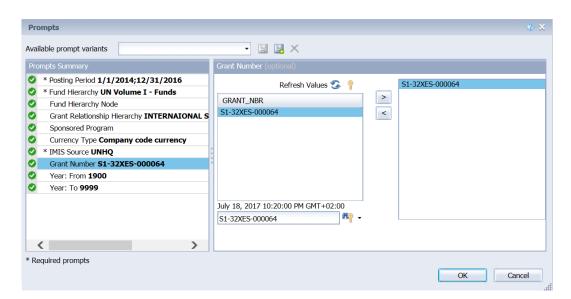
The top six prompts relate to Umoja data, the four prompts at the bottom read IMIS data.





The report is intended to be run by grant using the following prompts:

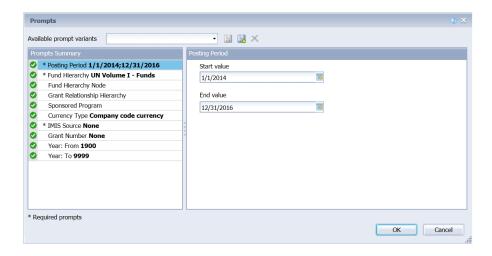
- 1. Posting Period Mandatory (Umoja)
- 2. Fund Hierarchy Mandatory (Umoja)
- 3. Grant Relationship Hierarchy (Umoja)
- 4. Currency Type Preselected (Umoja)
- 5. IMIS Source Mandatory and preselected (Umoja)
- 6. Grant Number (IMIS)
- 7. Year: From 1900 Preselected (IMIS)
- 8. Year: To 9999 Preselected (IMIS)





The Prompt window looks as below:

1. Posting Period: It is used to read the data from Umoja. The earliest available date of grants data in Umoja is October 2013.

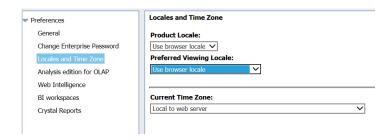


Note: To change the date format prompt from MM/DD/YYYY to DD/MM/YYYY, you have to go "Preference" menu



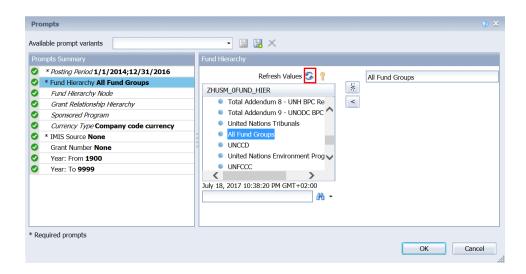
Then, you have to select "Locales and Time Zone"

There, you can select different Locale and its corresponding date format.

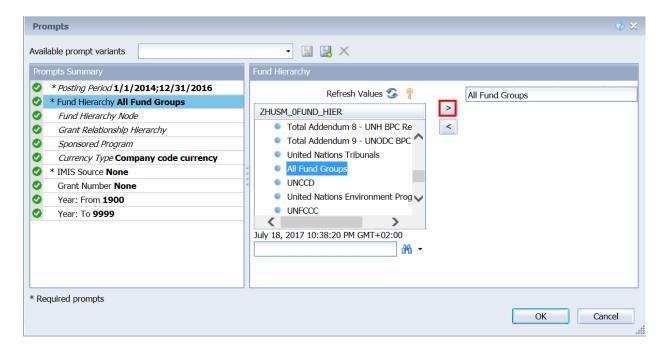


Fund Hierarchy – Represent Fund Hierarchies built in ECC.
 To see the Funds Hierarchies available, click on Refresh Values Icon



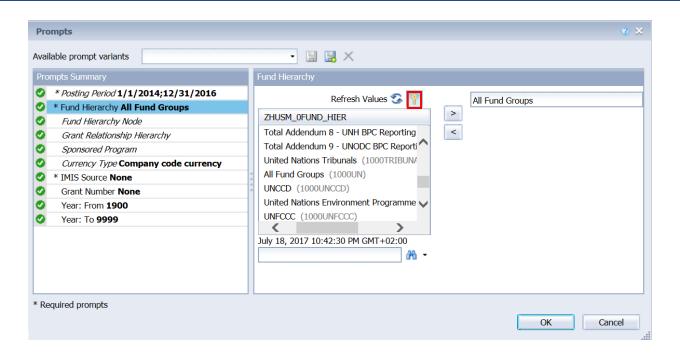


Click on the chosen Fund Hierarchy to highlight it, and then click on the right arrow to send it to selected field:



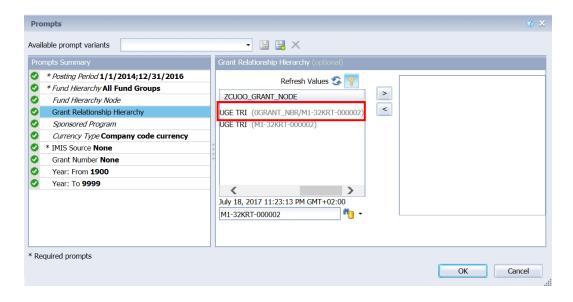
To see Fund Hierarchy ID next to the Funds Hierarchy Description, click on the key icon:





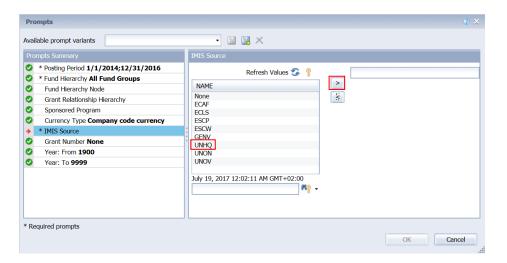
- 3. Fund Hierarchy Node –It can be comprised of several Funds, depending on the level of that node and the way the hierarchy is built. It only applies to data from Umoja.
- 4. Grant Relationship Hierarchy It represents the grant group or grant to be read from Umoja.

The node with "OGrant\_NBR/" represents the grant group (M1-R1, M1-P1 or S1-P1), make sure to select the "grant group" in order to bring data from the linked R1 and P1 grants.

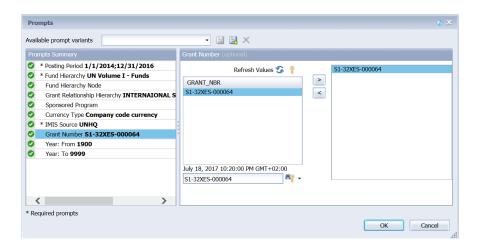




- 5. Sponsored Program Report can be filtered by Sponsored Program, however note that this is only applies to data from Umoja.
- 6. Currency Type It is pre-selected to Company code currency, it is recommended not to change it.
- 7. IMIS Source The relevant IMIS instance must be selected in order to bring the correct data from the IMIS source.



8. Grant Number: Note that the grant number has to be entered twice, once to read Umoja data, once to read IMIS data. The IMIS side has available only M1 or S1 converted grants.

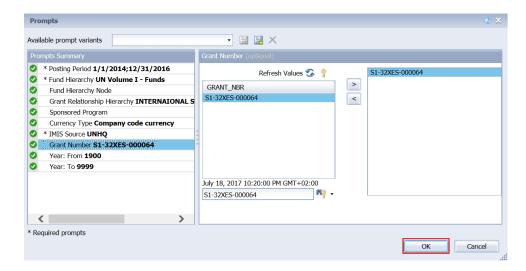


9. Year: From – Predefined to 1900 to ensure all IMIS historical data is captured for the selected grant.



10. Year: To – Predefined to 9999 to ensure all IMIS historical data is captured for the selected grant.

Once all necessary prompts are selected, click icon OK to run the report:





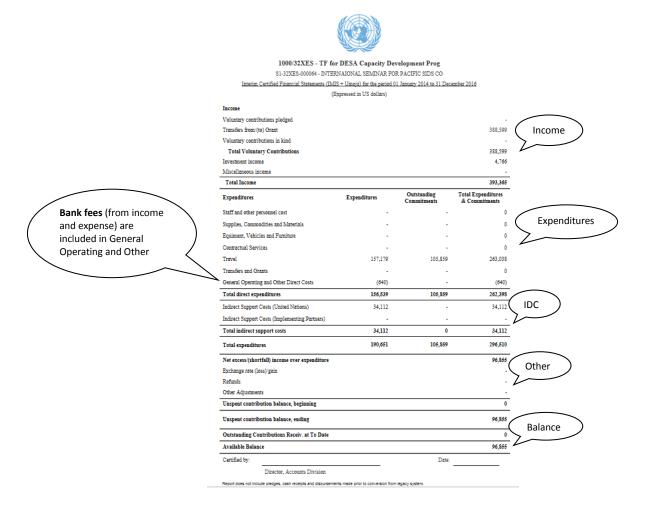
## Chapter 2: Overview of the Interim Financial Report IMIS+Umoja

### 2.1 Layout of the Report

The Interim Financial Report IMIS+Umoja has four tabs.



The first tab shows the cumulative and consolidated data for the selected period:



The second tab will show the expenditures by the B sponsored classes once they are implemented in ECC.



The third tab of the report shows the break-down by fiscal year.

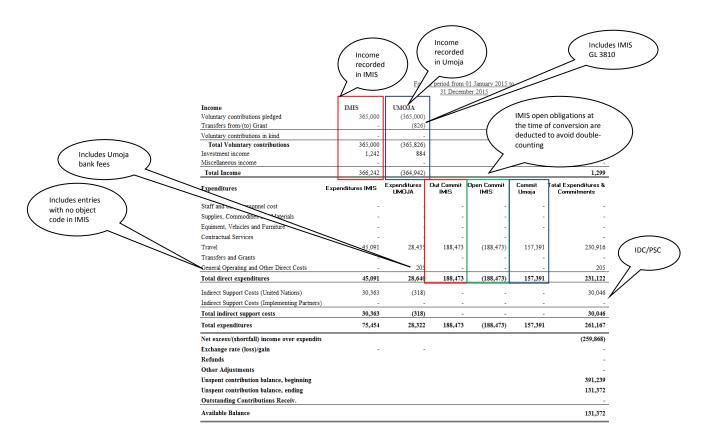
#### 1000/32XES - TF for DESA Capacity Development Prog S1-32XES-000064 - INTERNATIONAL SEMINAR FOR PACIFIC SIDS CO Interim Certified Financial Statements (IMIS + Umoia) for the period 01 January 2014 to 31 December 2016 (Expressed in US dollars)

	For the p	period from 01 Janu 31 December 2014		For the period from 01 January 2015 to. 31 December 2015		For the period from 01 January 2016 to 31 December 2016				
Income Voluntary contributions pledged Transfers from(to) Grant Voluntary contributions in kind Total Voluntary contributions		2014	388,599 - 388,599 2,641		2015	(826) - (826) 2,125		2016	- 826 - 826	388,599 - 388,599 4,766
Investment income Miscellaneous income			2,641			2,125			-	4,766 0
Total Income			391,239			1,299			826	393,365
Expenditures	Expenditures	Outstanding Commitments	Total Expenditures & Commitments	Expenditures	Outstanding Commitments	Total Expenditures & Commitments	Expenditures	Outstanding Commitments	Total Expenditures & Commitments	
Staff and other personnel cost	-		-	-	-	-	-	-	-	0
Supplies, Commodities and Materials	-	-	-	-	-	-	-	-	-	0
Equiment, Vehicles and Furniture	-	-		-	-	-	-	-	-	0
Contractual Services	-	-		-	-		-	-	-	0
Travel	-	-		73,526	157,391	230,916	83,654	(51,532)	32,122	263,038
Transfers and Grants	-	-	-	-	-		-	-	-	0
General Operating and Other Direct Costs		-		205		205	(845)		(845)	(640)
Total direct expenditures	-	_		73,731	157,391	231,122	82,809	(51,532)	31,277	262,398
Indirect Support Costs (United Nations)	-	-	-	30,046		30,046	4,066	-	4,066	34,112
Indirect Support Costs (Implementing Part		-		-	-		-		-	0_
Total indirect support costs	-	-	-	30,046	-	30,046	4,066	-	4,066	34,112
Total expenditures	-	-	-	103,777	157,391	261,167	86,874	(51,532)	35,343	296,510
Net excess/(shortfall) income over e			391,239			(259,868)			(34,517)	96,855
Exchange rate (loss)/gain	-	-	-	-	-	-	-	-	-	-
Refunds			-			-			-	-
Other Adjustments			-			-			-	-
Unspent contribution balance, begin	ļ		-			391,239			131,372	-
Unspent contribution balance, endir	ļ		391,239			131,372			96,855	96,855
Outstanding Contributions Receiv.			-			-			-	0
Available Balance			391,239			131,372			96,855	96,855



The fourth tab is designed to facilitate the validation of the data, it provides a break-down per year and data source.

- **Income** The income is broken down by data source and classification.
- Expenditures Expenditures are classified by data source and between expenditures and commitments. Note that IMIS open obligations at the time of conversion are presented to faciliate the reconciliation but deducted from the overall balance. IMIS open obligations are shown in FY 2015 for IMIS FT3 and in FY 2014 and FY 2015 for IMIS FT4.
- IDC/PSC Costs related to PSC of converted obligations were adjusted at the time of conversion, thus the IDC/PSC figures reflect already the adjustment made directly in Umoja.



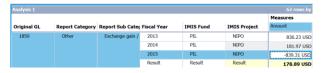
Exchange rate (loss)/gain – It includes all FX entries (real and statistical) of the following GLs:

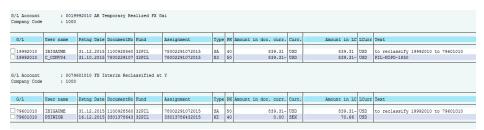
GL	CI	Sponsored Class
68001012	68001012S	AS1-FX-REALIZED-IN
69901010	69901010S	FX-REALIZED
79601010	79601010	FX-UNREALIZED
79611010	79611010	FX-UNREALIZED
79621010	79621010	FX-REALIZED



Entries on GL 19992010 posted on 31.05.2015 for Cluster 3 funds and entries on GL 19992010 posted on 31.10.2015 are excluded from Umoja postings to avoid double-counting converted entries.

The IMIS+Umoja report should not be used for converted grants without the IMIS data; the report will not be accurate because of the excluded GL 19992010 entries.





For the period from 01 January 2015 to 31 December 2015

	IMIS	UMOJA			IN	IIS+UMOJA
Total expenditures	953,125	101,901	(104,354)	(68,762)	34,273	916,183
Net excess/(shortfall) income over expenditur						1,034,495
Exchange rate (loss)/gain	839	(71)	]			769
Refunds						-
Other Adjustments						-
Unspent contribution balance, beginning						439,735
Unspent contribution balance, ending						1,474,999
Outstanding Contributions Receiv.						-
Available Balance						1,474,999

• Other Adjustments – Includes IMIS entries on GL 3160



Income	IMIS	UMOJA				IMIS+UMOJA
Voluntary contributions pledged		-				-
Transfers from/(to) Grant		14,776				14,776
Voluntary contributions in kind						
Total Voluntary contributions	-	14,776				14,776
Investment income	103,747	8,604				112,351
Miscellaneous income	-	-				
Total Income	103,747	23,380				127,127
Expenditures	Expenditures IMIS	Expenditures UMOJA	Out Commit IMIS	Open Commit IMIS	Commit Umoja	Total Expenditures & Commitments
Total direct expenditures			-			
Indirect Support Costs (United Nations)						
Indirect Support Costs (Implementing Partners)						
Total indirect support costs		-	-			
Total expenditures	-	-	-			
Net excess/(shortfall) income over expenditur						127,127
Exchange rate (loss)/gain						
Refunds						2,889,026
Other Adjustments						(14,776)
Unspent contribution balance, beginning						2,791,451
Unspent contribution balance, ending						14,776
Outstanding Contributions Receiv.						
Available Balance						14,776



• Unspent contribution balance, beginning and Unspent contribution, ending – The new report shows the beginning and ending balance for each period.

	For the period from 01 January 2009 to 31 December 2009	For the period from 01  January 2010 to  31 December 2010	For the period from 01 January 2011 to 31 December 2011	For the period from 01 January 2012 to 31 December 2012	For the period from 01 January 2015 to 31 December 2015	For the period from 01 January 2016 to 31 December 2016	Cumulative from 01 January 2014 to 31 December 2016
Income	IMIS+UMOJA	IMIS+UMOJA	IMIS+UMOJA	IMIS+UMOJA	IMIS+UMOJA	IMIS+UMOJA	IMIS+UMOJA
Voluntary contributions pledged	4,711,400	500,000	-	-	-	-	5,211,400
Transfers from/(to) Grant	-	84,589	(75,534)	-	14,776	(177,162)	(153,331)
Voluntary contributions in kind	-	-	-	-		-	-
Total Voluntary contributions	4,711,400	584,589	(75,534)	-	14,776	(177,162)	5,058,069
Investment income	-	41,645	30,251	-	112,351	-	184,247
Miscellaneous income	-	-	-	-	-	-	-
Total Income	4,711,400	626,234	(45,283)	0	127,127	(177,162)	5,242,316
Expenditures	Total Expenditures & Commitments	Total Expenditures & Commitments	Total Expenditures & Commitments	Total Expenditures & Commitments	Total Expenditures & Commitments	Total Expenditures & Commitments	
Total direct expenditures	1,250,252	864,536	126,006	(27,615)			2,213,180
Total indirect support costs	162,533	112,390	16,381	(3,590)	-	-	287,713
Total expenditures	1,412,785	976,926	142,387	(31,205)	-	-	2,500,893
Net excess/(shortfall) income over expenditur	3,298,615	(350,692)	(187,670)	31,205	127,127	(177,162)	2,741,423
Exchange rate (loss)/gain	-	161	(168)	-	-	-	(6)
Refunds	-	-	=	-	2,889,026	(162,385)	2,726,640
Other Adjustments	-	-	-	-	(14,776)	-	(14,776)
Unspent contribution balance, beginning	-	3,298,615	2,948,084	2,760,246	2,791,451	14,776	-
Unspent contribution balance, ending	3,298,615	2,948,084	2,760,246	2,791,451	14,776		
Outstanding Contributions Receiv.	500,000	-	-	-	-	-	
Available Balance	2,798,615	2,948,084	2,760,246	2,791,451	14,776		

• **In-kind** – When applicable, entries related to in-kind contributions recorded in Umoja are shown as a footnote.

Total expenditures	8,895,405	572,499	9,467,904
Net excess/(shortfall) income over expenditure			21,674,926
Exchange rate (loss)/gain			161
Refunds			-
Other Adjustments			-
Unspent contribution balance, beginning			0
Unspent contribution balance, ending			21,675,087
Outstanding Contributions Receiv. at To Date			21,000,000
Available Balance			675,087
Certified by:		Date:	
Director Accounts Division			

<sup>\*</sup> In-kind services in the amount of \$ 99,829.76

# **Revision History (Soft Copy only)**

Date	Version	Prepared by	Description
August 1, 2017		Gabriela Guevara	