



BE THE CHANGE. BE INFORMED

01 December 2016



ALERTS

UMOJA UNAVAILABLE SATURDAY 3 DECEMBER

As broadcasted by Unite Service Desk, **most Umoja applications (ECC/P1E, SRM/Portal and Employee/Manager Self-Service) will be unavailable for 2 hours this Saturday, 3 December from 5:30 am to 7:30 am CET (Friday 11:30 pm to 1:30 am Saturday NY time)**. The downtime is required to conduct necessary routine maintenance.

Please refer to the [Umoja System Status](#) page to view the maintenance plan and alerts.



NEWS & UPDATES

B2B INBOUND INVOICING UPDATE

Since the implementation of the B2B inbound invoice interface from Office Depot one month ago, the first payments associated with a total of 364 invoices received electronically were processed with Umoja. This represents a significant reduction in workload which, without such interface, would have been manually processed by the Vendor Claims Team.

Finance Offices, such as OPPBA's Accounts Division, benefit from this functionality. According to Mr. Christophe Monier, Chief of the Insurance and Disbursement Service in OPPBA, the invoice interface has already made a "significant difference, and now it's time to think about expanding it to other vendors with a high volume of invoices."

During this first month, several lessons learned have allowed stakeholders to fine-tune the process further, which will facilitate its successful expansion.

UPDATED LOGIN GUIDE

Unite Identity was just upgraded to improve security, password self-reset and support functions. Please read more in the [Unite identity FAQs in iSeek](#). In line with these updates, the [Umoja Login guide](#) has also been revised to reflect the latest changes.

STAFFING TABLE REPORTS

Staffing Table reports are available in the Umoja Enterprise Core Component (ECC). These reports can be generated by using transaction code (T-codes) ZOMREPORT1 and ZOMREPBUDGET. For more information on who can access these reports and purpose, please see the [iSeek announcement](#).

UNDP PROCESS FAQs

New [UNDP SCA Frequently Asked Questions](#) are available in the Umoja website. The UNDP SCA process is applied in entities that use UNDP as a procurement or pay agent, i.e. in locations where no house bank exists or where, due to specific requirements, UNDP is requested to undertake procurement.

The FAQs are based on the most commonly asked production support questions related to UNDP Advance and issuance of the UNDP Financial Authorisation. More FAQs related to UNDP Reconciliation and Clearance processes will be released soon. Staff are encouraged to refer to these [FAQs](#) and [UNDP Process Job Aids](#) for guidance before raising iNeed tickets.

RELEASE NOTES

The latest Release Notes feature enhancements to the Umoja solution, including New Movement Types in Umoja Inventory Management and access to fields on the WBSE UN Assignment data tab. Find out about these and other improvements in [this week's Release Notes](#).

JOB AIDS

Funds and Cost Management

New [Creating Internal Orders](#)

Updated [Review and Execute Allocation Cycle](#)

Logistics execution

New [Exception Processes in Inventory Management - Overview](#)

New [Exception Process - Additions to Stock](#)

New [Exception Process - Returns to Stock](#)

New [Exception Process - Transfer between Storage Locations in the same Plant](#)

Financial Accounting/ Treasury and Cash Management

Updated [Payment Method Determination Cheat sheet](#)

The Umoja News and Updates is also available 24/7 [online](#).

Best regards,
The Umoja Team

Email: umoja@un.org
<http://umoja.un.org>
Umoja: Be the Change

