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Overview

This Job Aid describes the process for the Earmarked Fund Approval by the **Intermediate** and the **Certifying Officer** once a Lease-out Internal Contract is created. In addition, this job aid will provide guidance on how to determine the status of the EMF along with determining the reviewing and certifying officers.

Enterprise Roles involved

- FM Funds Commitment Approver (FM.06)
- FM Earmarked Funds Documents Certifier (FM.07)

Important Tips and Tricks

- Request contract approval from the Contract Approver only when the EMF approval process is completed. If you find yourself with the contract in REQS, we suggest the contract approver rejects the contract until the EMF is approved.
- The EMF cannot be approved if you, or anyone else, is in the contract or EMF. When approving an EMF, make sure everyone is out of the contract and EMF.
- If a change needs to be made to the EMF, we suggest rejecting the EMF for **modification/revision** instead of **reversal**, this allows the lease processor to easily make changes to the contract.

Trigger

When a lease has been created with the tenant coding block (please note, the only required fields to be filled out are the Cost Object on the Postings Detail, then on the Org Assignment Detail, the appropriate Fund, and Grant (this should always be GMNR). Once the check button is clicked the Business Area, Funds Center and Functional Area fields will automatically be derived):

Note: For Lease-Out Internal do not set the User Status to REQS until the EMF has been approved

REC 1000/300000132 Change: Posting Parameters

Real Estate Contract: 1000/300000132 LOI Test

General Data Partners Term Objects Differing Measurements Posting Parameters Conditions Approvals Adjustment S...

Term Category Name N Term Memo

Postings <Standard> ☐

Frequency <Standard> ☐

Organizational Assignment <Standard> ☐

3 Organizational Assignment: <Standard>

Organizational Assignment Conditions Memo

Number <Standard>

Business Area S100 United Nations Headquarters

Profit Center

Fund 1000A UN General Fund

Budget Period

Funds Center 10002 UNHQ default cctr

Commitment Item

Functional Area 99AF9999 Unallocated funct area

Grant GMDR NOT RELEVANT GRANT

Funded Program

On checking and saving the Contract, if warnings "FM Role definition is not complete" or "Earmarked Fund Document cannot be generated" appear, please disregard.

This creates the amount of EMF under the Approval Tab along with the Document Number for Earmarked Fund.

REC Lease-Out Internal 1000/300000132 Change: Approvals

Real Estate Contract: 1000/300000132 LOI Test

General Data Partners Term Objects Differing Measurements Posting Parameters Conditions Approvals Adjustment

Period From Period To Posting Approval Lock Summ. From Summ. To Summ. Due Date Doc. No. Item Reserved Amount Open Amount Reduced Amount

01.01.2015 31.12.2015 01.01.2015 31.12.2015 01.01.2015 01.01.2015 600000090 1 5,000.00 5,000.00

01.01.2015 01.01.2015 150,000.00 150,000.00

155,000.00 155,000.00

Type Message Text LText: Det.

Messages for Real Estate Contract 1000/300000132

Messages for Earmarked Funds

FM role definition is not complete

FM role definition is not complete

Determining the Intermediate Approver

If the Intermediate Approver for the EMF are not readily known, they can be determined by:

Clicking on the Document Number to view the EMF (as shown in the above step).

Forecast of revenue: Display Overview screen

Consumption

Document number 600000090 posted Document Date 01.01.2015
Document type AA Forecast of Revens with W... Posting Date 01.01.2015
Company Code 1000 United Nations Currency/rate USD
Doc.text Earmarked Funds 2015 For Contract 1000/300000132
Currency USD
Grand total 0.00
Change total 155,000.00

Line items				
D...	Overall amount	Original Amount	Amount changed	Text
1	0.00	0.00	5,000.00	Earmarked Funds 01.01
2	0.00	0.00	150,000.00	Earmarked Funds 01.01

Go to Environment --> Object Links.

Document Edit Goto Extras **Environment** System Help

Change documents
Object links Ctrl+F8
Usage history Shift+F8
Value Adjustmts
Check Messages
Follow-on documents
Original Document

Forecast of revenue: Display Overview screen

Consumption

Document number 600000090 posted Document Date 01.01.2015
Document type AA Forecast of Revens with W... Posting Date 01.01.2015
Company Code 1000 United Nations Currency/rate USD
Doc.text Earmarked Funds 2015 For Contract 1000/300000132
Currency USD
Grand total 0.00
Change total 155,000.00

Line items				
D...	Overall amount	Original Amount	Amount changed	Text
1	0.00	0.00	5,000.00	Earmarked Funds 01.01
2	0.00	0.00	150,000.00	Earmarked Funds 01.01

Position Document item 1 / 2

SAP DWANGMO unsapr3e INS

In the pop-up that appears click on the workflow overview icon and select Workflow overview.

Earmkd funds doc.itm 0600000090000

Workflow overview
Archived workflows
Start Workflow

On the 'Intermediate Approver (Reviewer)' step click on 'Information' in the Agent column. Click on the top left icon Display workflow log.

Display workflow log Object: 0600000090000

Title	Creation Date	Creation Time	Status	Task
Earmarked Fund Document 600000090	18.01.2016	21:33:02	In Process	Earmarked Fund Approval

Current data for started workflow: Earmarked Fund Document 600000090

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
Get extended object reference	Completed		18.01.2016 21:33:02	18.01.2016 21:33:03	Workflow Batch System ID
Get Agents	Completed	Error while determining agents	18.01.2016 21:33:03	18.01.2016 21:33:04	Workflow Batch System ID
Get Agents	Completed		18.01.2016 21:33:04	18.01.2016 21:33:07	Workflow Batch System ID
Earmarked fund - Intermediate Approver (Reviewer)	Ready		18.01.2016 21:33:07		Information...

Information objects addressed so far

- Earmkd funds doc.itm 0600000090000
- Display Document: 0600000090000

The next window will display all the users who are authorized to review the EMF.
From the workflow of the EMF, we see the possible first-level approvers – see Workflow column below:

TS 91200091 Earmarked fund - Intermediate Approver

US ECOLOT	Emmanuelle COLOT	
US MCHUN	Myung Chun	
US ZHAOL6	Linda Wei Zhao	

In this example the EMF has not been opened as it is showing in the inbox of all three Intermediate Approvers. Once the EMF has been opened, it can only be passed along to the next step by the person who looked at it.

Intermediate Approver Earmarked Fund Document

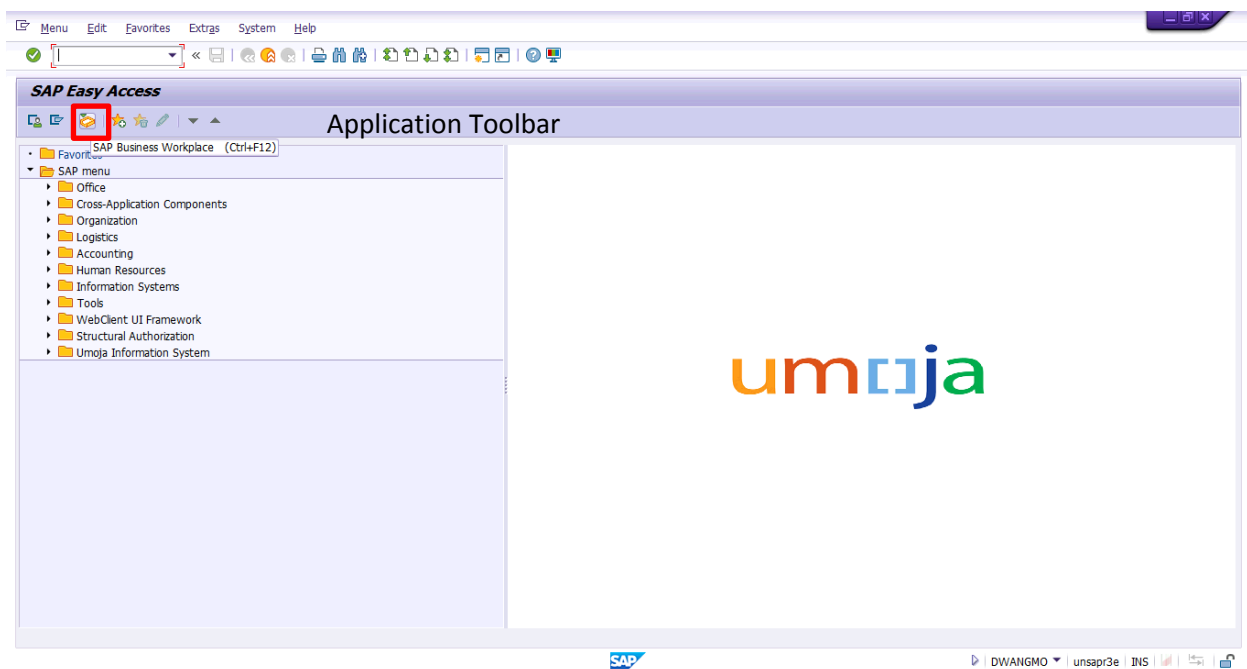
Once the contract is saved, a workflow will be triggered for EMF approval and work item will be sent to the first level of approval, the Intermediate Approver for EMF.

Enterprise Roles involved

- FM Earmarked Funds Documents Certifier (FM.07)

Enter transaction code **SBWP** to navigate to Business Workplace or alternatively navigate to SAP Business Workplace from the SAP Easy Access view. The SAP Easy Access screen is the first screen that appears after you log on to the Umoja ECC system.

SAP Business Workplace can be found on the Application Toolbar is located directly below the Title bar.



Click on the Inbox folder > Workflow > Grouped According to task > Earmarked fund - Intermediate Approver.

The documents awaiting approval are listed. Double click the line or click the execute icon and the work item is opened with the options to Review/Reject/Cancel.

Business Workplace of Myung Chun

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Myung Chun

- Inbox
 - Unread Documents 3
 - Documents 3
 - Workflow 42
 - Grouped according to task
 - AP document - Data entry agent
 - DA1: Account Payable officer
 - DB1: Approving Officer
 - Download document - Approving Agent
 - Earmarked fund - Intermediate Approver**
 - GL documents - Approving officer
 - GL documents - Data entry agent (TEA)
 - Grouped according to content
 - Grouped according to content type
 - Grouped according to sort key
 - Overdue entries 0
 - Deadline Messages 0
 - Incorrect entries 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Folders subscribed to
- Trash
- Shared trash

Earmarked fund - Intermediate Approver

Executable	Document type	Status	Earmarked Fund Docum	Data Entry Agent	Document Date	Total Value-document	Title
AA	600000090		Dorji Wangmo	01.01.2015	155,000.00	Earmarked fund - Intermediate Approver	
AA	600000089		Dorji Wangmo	01.01.2015	17,500.00	Earmarked fund - Intermediate Approver	
AA	600000087		Siqi Ngan	31.12.2015	23,411.70	Earmarked fund - Intermediate Approver	
AA	600000085		Siqi Ngan	31.12.2015	650.33	Earmarked fund - Intermediate Approver	
AA	600000084		Siqi Ngan	01.12.2015	650.33	Earmarked fund - Intermediate Approver	

Earmarked fund - Intermediate Approver (Reviewer)

Description

Please check and "process" earmarked fund document.

If you do not agree, reject with one of the options and explain why by filling in the text

Objects and attachments

- Display Document: 0600000090000

Click on the Objects button to view the EMF document.

Earmarked fund - Intermediate Approver (Reviewer)

Workflow **Objects**

Decision Options

Review

Reject for Revision/Modification

Reject for Reversal

Cancel

Task Description

Please check and "process" earmarked fund document.

If you do not agree, reject with one of the options and explain why by filling in the text field.

- "Reject for reversal" chosen, the document will be reversed and workflow will be completed,

Once the EMF document is displayed, click on the Back button (F3) to return the work item.

Forecast of revenue: Display Overview screen

Consumption

Document number: 600000090 posted Document Date: 01.01.2015
 Document type: AA Forecast of Revens with W... Posting Date: 01.01.2015
 Company Code: 1000 United Nations Currency/rate: USD
 Doc.text: Earmarked Funds 2015 For Contract 1000/300000132
 Currency: USD
 Grand total: 0.00
 Change total: 155,000.00

D...	Overall amount	Original Amount	Amount changed	Text
1	0.00	0.00	5,000.00	Earmarked Funds 01.01
2	0.00	0.00	150,000.00	Earmarked Funds 01.01

The Decision steps are displayed again with the options of "Review", "Reject or "Cancel".

Review – Will move the EMF onto the Certifying Officers inbox.

Reject for Revision / Modification – This will return the EMF back to the Lease Processor so they can make changes to the contract/conditions and resubmit. If changes need to be made to the contract, we strongly recommend this option.

Reject for Reversal – The reviewing officer does not approve of any of the charges and wants to cancel the EMF entirely. We caution against using this option as it can make the process of raising a new EMF difficult.

Now Click on Review, and the document disappears from inbox indicating **approval**.

Earmarked fund – Intermediate Approver (Reviewer)

Workflow Objects

Decision Options

Review
Reject for Revision/Modification
Reject for Reversal
Cancel

Task Description

Please check and "process" earmarked fund document.
If you do not agree, reject with one of the options and explain why by filling in the text field.
- "Reject for reversal" chosen, the document will be reversed and workflow will be completed,

Determining the Certifying Officer

Once the first level approval is complete, the document is sent to the second level approver (Certifying Officer) and if the Certifying Officer for the EMF are not readily known, they can be determined by returning back to the Contract, going to the Approval Tab and clicking on the Document Number to view the EMF.

REC Lease-Out Internal 1000/300000132 Display: Approvals

Real Estate Contract: 1000/300000132 LOI Test

General Data Partners Term Objects Differing Measurements Posting Parameters Conditions Approvals Adjustment S...

Period From	Period To	Posting Approval Lock	Summ.From	Summ. To	Summ. Due Date	Doc. No.	Item	Reserved Amount	Open Amount	Reduced Am
01.01.2015	31.12.2015		01.01.2015	31.12.2015	01.01.2015	600000090	1	5,000.00	5,000.00	
					01.01.2015		2	150,000.00	150,000.00	
								155,000.00	155,000.00	0

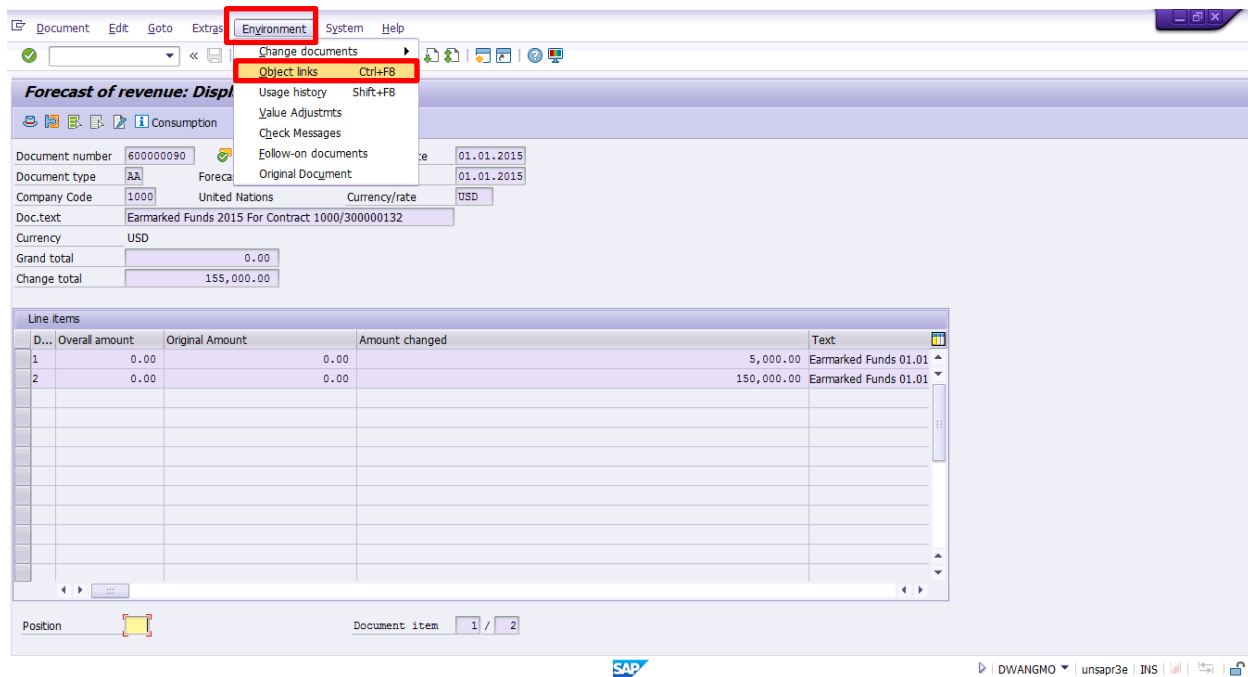
Object Overview
Find Object
Resubmission
Appointment Calendar
Information System
Tools

Real Estate Contract
1000/300000132

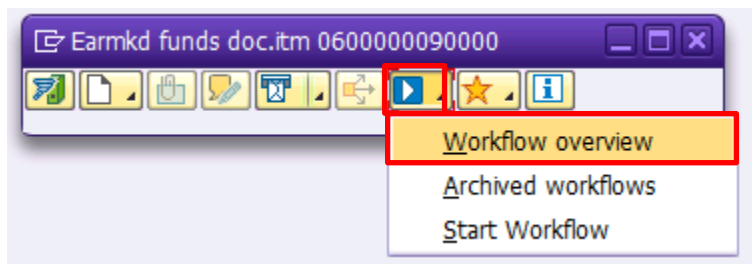
Object Name: REC 1000/300000132
Details: LOI Test 01.01.2015-31.12.2015

- Object Data
- Subordinate Objects
- Processes
- Overviews

Go to Environment --> Object Links.



In the pop-up that appears click on the workflow overview icon and select Workflow overview.



Click on the top left icon Display workflow log.

The screenshot shows a window titled 'Data on Linked Workflows'. In the top left corner, there is a toolbar with several icons; the first icon, representing a document or log, is highlighted with a red box. Below the toolbar, the text 'Display workflow log' is visible, followed by 'Object: 0600000090000'. A table lists workflow steps:

Title	Creation Da...	Creation ...	Status	Task
Earmarked Fund Document 600000090	18.01.2016	21:33:02	In Process	Earmarked Fund Approval

Below this table, the text 'Current data for started workflow: Earmarked Fund Document 600000090' is displayed. A section titled 'Steps in this process so far' contains a table with the following data:

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
Get extended object reference	Completed		18.01.2016 21:33:02	18.01.2016 21:33:03	Workflow Batch System ID
Get Agents	Completed	Error while determining agents	18.01.2016 21:33:03	18.01.2016 21:33:04	Workflow Batch System ID
Get Agents	Completed		18.01.2016 21:33:04	18.01.2016 21:33:07	Workflow Batch System ID
Earmarked fund - Intermediate Approver (Reviewer)	Ready		18.01.2016 21:33:07		Information...

At the bottom, a section titled 'Information objects addressed so far' lists:

- Earmkd funds doc.itm 0600000090000
- Display Document: 0600000090000

On the Earmarked Fund Document – Approving Officer can be found by clicking the Agent Icon.

The screenshot shows a window titled 'Workflow Log'. It has a toolbar with icons for print, list, details, and other functions. Below the toolbar, there are three tabs: 'View: WF Chronicle', 'View: Workflow Agents', and 'View: Workflow Objects'. The 'View: Workflow Agents' tab is selected. A table displays the workflow steps and agents:

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Earmarked Fund Document 600000090				In Process	Workflow started	18.01.2...	21:33...
Get extended object reference				Completed		18.01.2...	21:33...
Get Agents				Completed	Error while determi...	18.01.2...	21:33...
Get Agents				Completed		18.01.2...	21:33...
Earmarked fund - Intermediate Approver (Reviewer)				Completed	Review	18.01.2...	21:33...
Set log status				Completed		19.01.2...	20:43...
Get Agents				Completed		19.01.2...	20:43...
Earmarked Fund Document – Approving Officer				Ready		19.01.2...	20:43...

The 'Agent' column for the 'Earmarked Fund Document – Approving Officer' row is highlighted with a red box. Below the table, there is a section titled 'Choose Details to display more detailed information' with a table that has columns: Agent, Executed Action, Date, Time, Object, and Object Name.

In the Pop-up window, again select Agents.

The screenshot shows the 'Workflow Log' window with a table of tasks. A pop-up dialog titled 'Which Agents Do You Want To Display?' is open, showing a list of options: 'Agents', 'Possible agents', and 'Excluded agents'. The 'Agents' option is selected and highlighted with a red box.

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Earmarked Fund Document 600000090				In Process	Workflow started	18.01.2...	21:33...
Get extended object reference				Completed		18.01.2...	21:33...
Get Agents				Completed	Error while determi...	18.01.2...	21:33...
Get Agents				Completed		18.01.2...	21:33...
Earmarked fund – Intermediate Approver (Reviewer)				Completed	Review	18.01.2...	21:33...
Set log status				Completed		19.01.2...	20:43...
Get Agents				Completed		19.01.2...	20:43...
Earmarked Fund Document – Approving Officer				Ready		19.01.2...	20:43...

The next window will display all the users who are authorized to approve the EMF. From the workflow of the EMF, we see the possible second-level approvers – see Workflow column below:

The screenshot shows the 'Recipients: Earmarked Fund Document – Approving Off' window. A list of users is displayed, with the first row highlighted by a red box. The list includes the following information:

TS	91200093	Earmarked Fund Doc- Approving Officer
US BRAKHIMO	Bekzod RAKHIMOV	
US NOGAY	Natalia OGAY	
US RGUNARYA	Rita LUBIS	
US RRAMIREZ5	Ricardo Carlos RAMIREZ-GASTON-ARTEAGA	
US SCANNON	Steve CANNON	
US ZOLOWORW	Zipporah OLOWO-RWAKIBALE	

Certifying Officer Approval

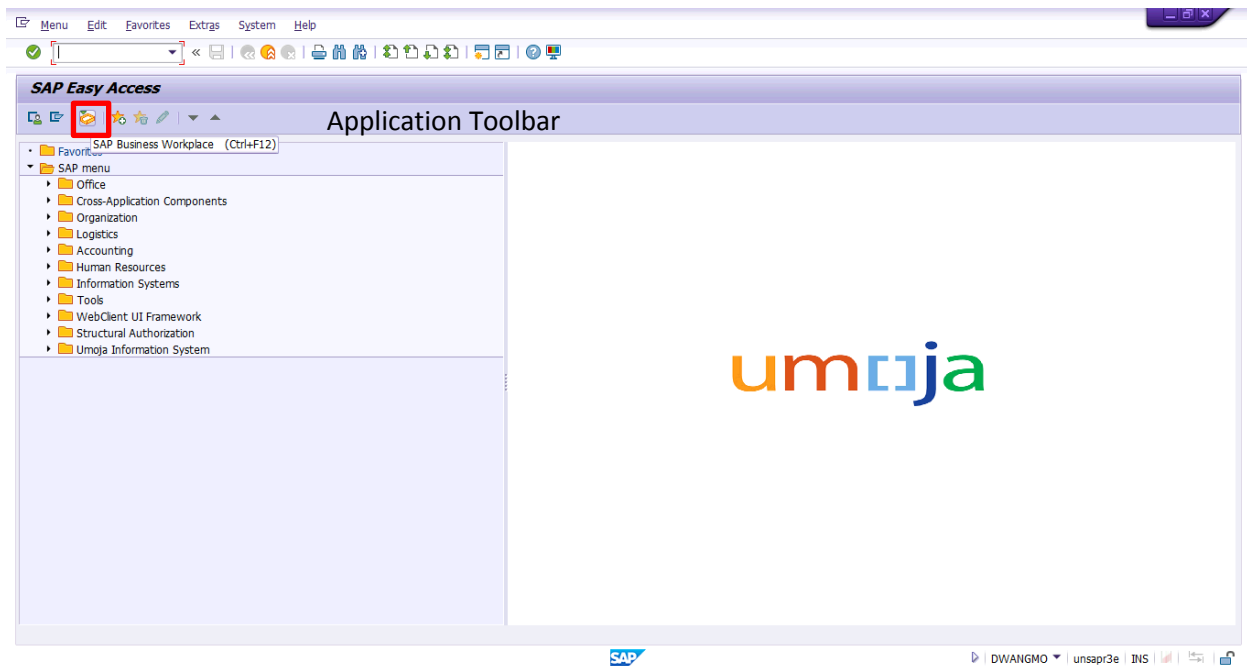
Once the first level approval is complete, a workflow will be triggered for EMF approval and work item will be sent to the second level of approval, the Certifying Officer for EMF.

Enterprise Roles involved

- FM Funds Commitment Approver (FM.06)

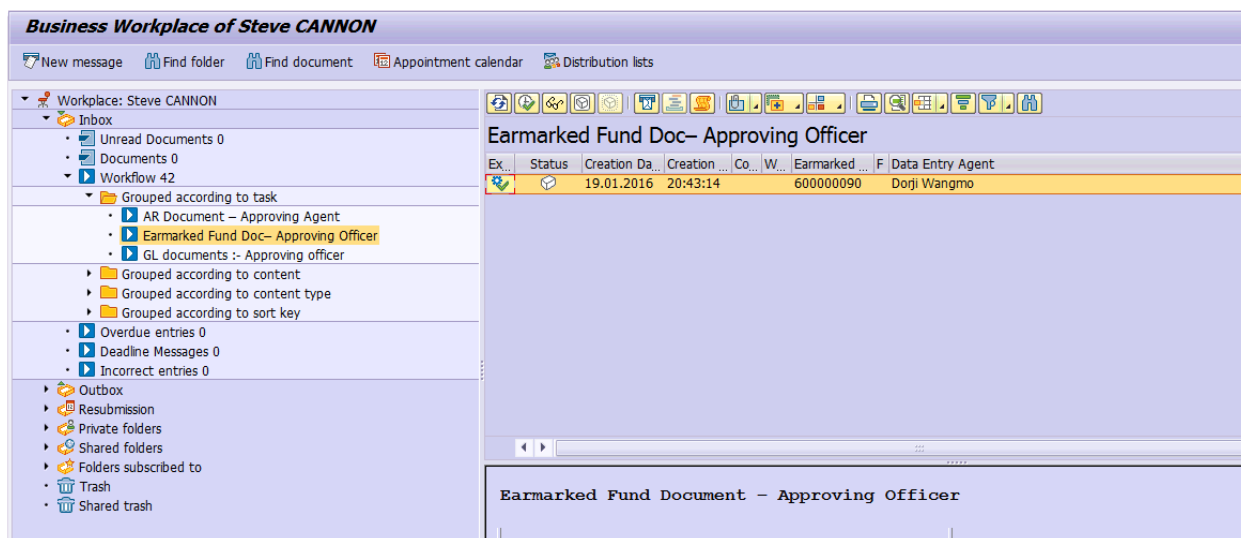
Enter transaction code **SBWP** to navigate to Business Workplace or alternatively navigate to SAP Business Workplace from the SAP Easy Access view. The SAP Easy Access screen is the first screen that appears after you log on to the Umoja ECC system.

SAP Business Workplace can be found on the Application Toolbar, located directly below the Title bar.

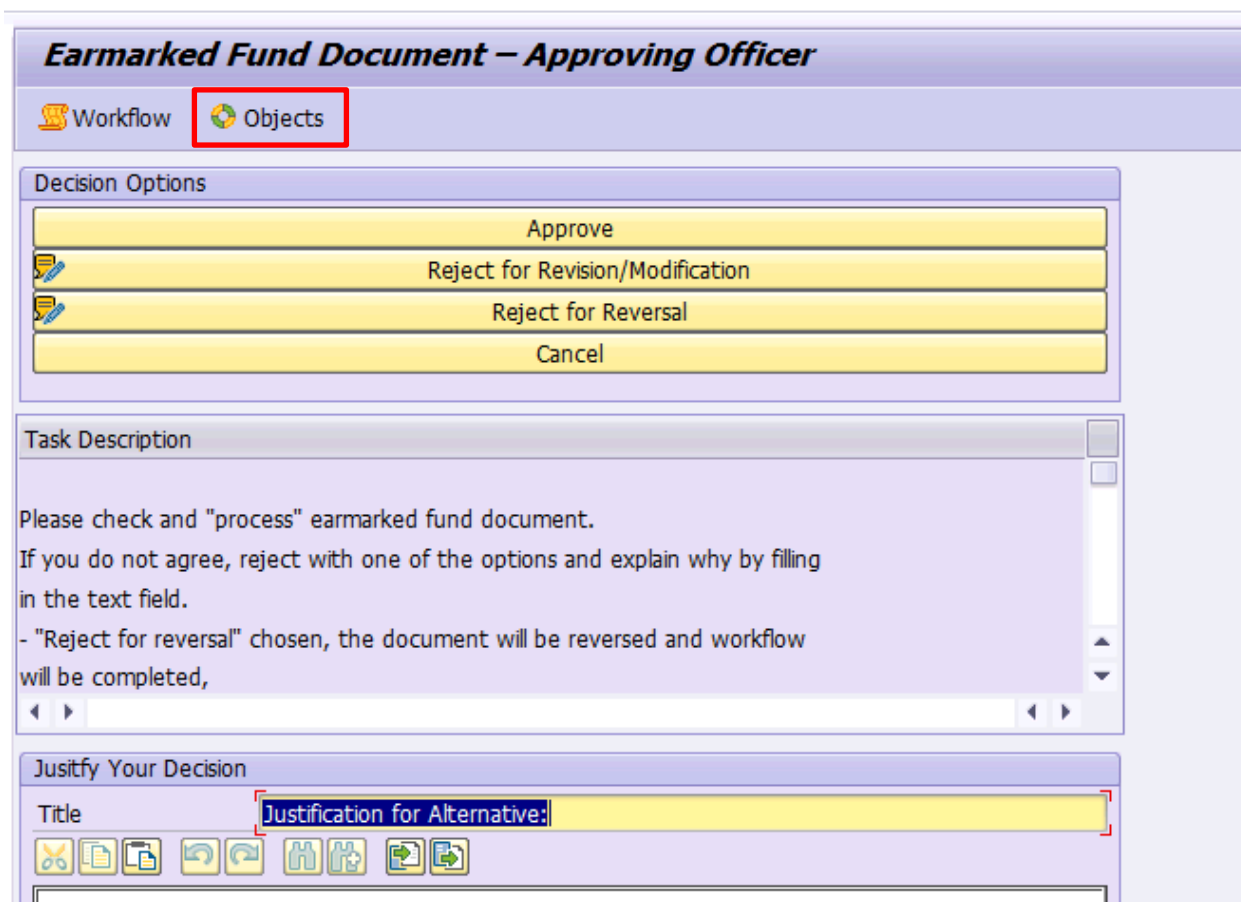


Click on the Inbox folder > Workflow > Grouped According to task > Earmarked Fund doc – Approving Officer

The documents awaiting approval are listed. Double click the line and the work item is opened with the options to Review/Reject/Cancel.



Click on the Objects button to view the EMF document.



Once the EMF document is displayed, click on the Back button (F3) to return the work item.

Forecast of revenue: Display Overview scrn

Consumption

Document number	600000090	posted	Document Date	01.01.2015
Document type	AA	Forecast of Revens with W...	Posting Date	01.01.2015
Company Code	1000	United Nations	Currency/rate	USD
Doc.text	Earmarked Funds 2015 For Contract 1000/300000132			
Currency	USD			
Grand total	0.00			
Change total	155,000.00			

Line Items				
D...	Overall amount	Original Amount	Amount changed	Text
1	0.00	0.00	5,000.00	Earmarked Funds 01.01
2	0.00	0.00	150,000.00	Earmarked Funds 01.01

The Decision steps are displayed with the options of "Review", "Reject or "Cancel".

Now Click on Review.

Document disappears from inbox indicating **approval**.

Earmarked Fund Document – Approving Officer

Workflow Objects

Decision Options

Approve

Reject for Revision/Modification

Reject for Reversal

Cancel

Task Description

Please check and "process" earmarked fund document.
If you do not agree, reject with one of the options and explain why by filling in the text field.
- "Reject for reversal" chosen, the document will be reversed and workflow will be completed,

Justify Your Decision

Title Justification for Alternative: