

Job Aid

UNDP 2-0 Advance Replenishment



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1. UNDP – Advance Overview

This job aid will explain how to issue an advance to UNDP in Umoja.

High Level Process

The payment of an advance to UNDP is the first step when an entity obtains an SCA account with UNDP.

UNDP requires that an advance be paid to them to cover the estimated cost of goods and services that will be requested through Financial Authorizations (FAs). UNDP uses these funds for both the procurement and pay agent scenarios.

Refer to UNDP Job Aid 4 for information relevant the issuance of FAs and UNDP Job Aid 3 for information relevant to source documents for FAs.

The advance to UNDP is recorded with a Vendor Invoice, i.e. FV60, and without a Special GL Indicator because we have created a specific GL account for the UNDP advance.

1.1 Relevant T-codes for UNDP processes

Use the appropriate T-code below to create UNDP Advance and Reconciliation.

Task Name	T-code
Create Payable Document	FV60
Display a Finance Document	FB03
Reverse a Finance Document	FB08
Workflow Inbox	SBWP

1.2 Glossary of Terminology

Name	Acronym	Description
Business Partner	BP	<i>A customer, vendor, staff member etc. Each is assigned a unique 10 digit number.</i>
Donor Code		<i>In the context of the UNDP process this refers to the unique identifier that UNDP give to each of the UN Secretariat organisations. 5 digit donor code = UNDP's code for the UN entity (e.g. OCHA, 00038)</i>
Employee Self Service	ESS	<i>In the UNDP context the portal is used by UN employees, travel administrators, and approvers for travel management.</i>

Enterprise Central Component	ECC	<i>ECC comprises of various core modules which make up Umoja including Finance (AP,AR, GL etc), Funds Management, Grants Management etc.</i>
Financial Authorization	FA	<i>Document sent to UNDP, giving them Financial Authority to undertake the action outlined in the document.</i>
Financial Cable Approver	FA.21	<i>This is the person within an organisation with the delegated authorization authority to approve and issue the FA on behalf of an organisation</i>
Financial Cable Reviewer	FA.28	<i>This is the person who reviews the FA before the FA.21 Financial Cable Approver[<i>note this role is to be introduced to production in 2016</i>]</i>
Funds Commitment	FC	<i>Used to commit funds for very specific (limited) purposes. Funds commitments can be source documents for the UNDP process.</i>
Goods Receipt	GR	<i>Should be done as a part of the receiving process when a material ordered has been received from the supplier (i.e. the UN takes control in accordance with the incoterms).</i>
Operational Unit	OU	<i>A unique identifier given by UNDP to each of its Country Office Locations which are able to receive and action FAs.</i>
Purchase Order	PO	<i>Purchase Orders can be source documents for the UNDP process. It outlines the nature of the goods or services requested, quantities, and agreed prices.</i>
Service Clearing Account	SCA	<i>A process where an advance is paid to UNDP for services to be rendered upon receipt of an FA. The advance increases the balance of the Service Clearing Account. Payments made by UNDP in accordance with FA received, are reported monthly and applied against the SCA to reduce the balance. The balance is regularly replenished.</i>
Service Entry Sheet	SES	<i>Should be done as a part of the receiving process to confirm that services included in a PO have been received.</i>
Supplier Relationship Management	SRM	<i>Used to raise shopping carts and purchase orders.</i>
Travel and Shipment Approver	TSA	<i>This is the Certifying Officer Role.</i>
Travel Processing Officer	TPO	<i>This is the Approving Officer Role, the person works within the travel unit.</i>
Travel Processing Officer	TPO	<i>This is the Approving Officer Role, the person</i>

		<i>works within the travel unit.</i>
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1.3 Advance/Replenishment Payment Scenario

The steps for creating the initial advance to UNDP are the same steps that should be followed for creating subsequent replenishments.

In order to provide the initial advance or replenishment to UNDP an accounts payable document needs to be created in Umoja. The AP document is a FV60 invoice with UNDP HQ as the vendor (BP 1400000100). The posting is:

- **Debit:** GL acct **18105020** Advance UNDP Pay Agent Request
- **Credit:** Vendor acct **1400000100** UNDP-HEADQUARTERS

As a prerequisite to create the FV60 vendor invoice, the entity will need to know their Donor Code. The Donor Code is given to an entity by UNDP when a Service Clearing Account arrangement is put in place.

To find an entity's donor code, use t-code ZAP_DONORMAP. This t-code is provisioned in all the finance roles (Cashiers, AR, AP, GL, FM and GM).

Features of the FV60 Vendor Invoice that make it unique for UNDP advance are:

- Document type is KH
- UNDP HQ is the Vendor (BP 1400000100)
- Reference field = Donor code year month (e.g. 000381610 for OCHA's advance for October 2016)
- The name of your entity should be entered in the Text field on the vendor line
- Document Currency is USD
- Payment method is A for ACH in the United States
- The debit line is recorded to GL 18105020.

2. Step-by-Step Instructions to create the advance/replenishment

1. Go to t-code **FV60** and populate:

- **Vendor:** 1400000100 UNDP-HEADQUARTERS
- **Invoice date:** (document date)
- **Posting date:** (usually current day's date)
- **Document Type:** KH (Inv >\$4000 no certif)
- **Reference:** This is a free text field; **Enter the donor code and abbreviate your entity name.** E.g. 11469 UNAMID or 00038 OCHA.
- **Doc Header Text:** optional free text field
- **Currency:** USD
- **Amount:** amount of the advance/replenishment

- **Text (on the vendor line)** – free text field; **very important that the text in this field includes the entity name and donor code**
- **Fund:** fund from which you want to pay the UNDP advance
- **Unemarked Internal order or WBS:** if advance is grant relevant (Grant will be automatically derived)
- **Business area:** (derived if a WBSE or IO is used)
- **Partner Bank Type:** bank account of UNDP where the money should be sent (the account selected for the UNDP replenishment ends in xxx562).
- **Pmt method:** normally A - Bank Transfer (ACH-CCD).
- **Payt Terms** (optional): terms will default from BP master record but can be changed if necessary)

Park Vendor Invoice: Company Code 1000

Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice

Basic data Payment Details Tax Notes

Vendor 1400000100 SGL Ind Reference 146791605

Invoice date 25.05.2016

Posting Date 25.05.2016

Document Type KH (Inv >\$4000 ...)

Amount 50004.00 USD Calculate tax

Tax Amount

Text 14679 CERF 16-RR-UDP-004 Guinea PO27X4772

Baseline Date

Company Code 1000 United Nations New York

Lot No.

Donor Code Year Month

Bal. 0.00

Account or Matchcode for the Next Line Item (5) 1 Entry

Vendors (General) Vendors by Country/Comp

Address

Company UNDP-HQ
NEW YORK

5142827

Bank

SearchTerm	PostalCode	City	Name 1	Vendor
UNDP		NEW YORK	UNDP-HQ	1400000100

Again, it is very important that the text field of the vendor line includes the entity name and donor code of the entity issuing the replenishment because that is the only field that will be included on the payment remittance advice that is automatically emailed to UNDP.

Park Vendor Invoice: Company Code 1000

Tree on Company Code Simulate Save as completed Edit

Transactn Invoice

Basic data Payment Details Tax Notes

BaselineDt 25.05.2016 Payt Terms 2001 Days

Due on 25.05.2016 Days

CashDiscnt USD Days net

Disc.base USD To be calcultd Fixed

Pmt Method A Pmnt Block Free for payment

PmntCurrcy

Inv.ref.

Part. Bank Partner Bank Type (1) 3 Entries found

Restrictions

0 Items (Screen	Bank Key	Bank Account	Reference details II
S... G/L acct	0006 US 021000089	36349626	
	0007 US 021000089	36349562	
	0008 US 021000089	36349618	

2. Click the **Save As Complete** to park/save the document. Workflow will be triggered to send the document to the Approving Officer for posting
3. Approving officer will approve the document from his/ her inbox (T-code: **SWBP**)
4. Document will be paid in next Treasury payment run (based on the payment terms selected), which sends the payment to UNDP HQ.
Once an item is paid, there will be a KZ clearing document displayed in the invoice (Clearing document = payment document)

Dr Vendor (clear vendor)

Cr 11013014 Bank Clearing EFT-AP

Furthermore, a remittance advice will be automatically emailed to UNDP using the email addresses maintained on the UNDP HQ vendor (1400000100).

The remittance advice would be produce as follows for the above example. Note the vendor line Text appears in the Payment Description field.




United Nations Nations Unies
FUNDS TRANSFER REMITTANCE ADVICE

PAYEE: UNDP-HQ Office of Finance & Administration New York 10017 USA	PAYEE ID: 1400000100 PAYEE TYPE: UN Agency Fund Programme TEL: 5142827858 CONTACT: EMAIL: loise.nganga@undp.org jacques.van.engel@undp.org nejat.ncube@undp.org bouthena.bendahmane@unmfs.org Girma.Gina@unep.org Elizabeth.Mugo@unep.org gssc.treasury@undp.org fang.he@undp.org
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We have instructed our bank (CITIBANK N.A., NEW YORK, NY 10043) to make a payment to your account with the following bank:

Bank:	CITIBANK N.A. NEW, YORK, NY 10043, USA
SWIFT Code:	CITIUS33XXX
Bank Account:	*****9562
Amount:	USD 500,014.00
Processing Date :	25 May 2016
Payment Document Number:	3301834631

If you encounter any problem in receiving this payment, please contact the United Nations at quoting the above Payment Document Number.

DESCRIPTION OF PAYMENT:

	INVOICE DATE	INVOICE NUMBER	CURRENCY	GROSS AMOUNT	DISCOUNT	NET AMOUNT
	24/05/2016	16-RR-UDP-004	USD	500,014.00	0.00	500,014.00
PAYMENT DESCRIPTION	14679 CERF 16-RR-UDP-004 Guinea PO27X4772					

Note: After the AP document for the advance has been paid/cleared, the next step is to create a source document from which an FA can be issued. Refer to job aid 3 – Source documents for Financial Authorizations for details.