

Objectives

This Job Aid highlights the necessary feature of funds commitments (FCs) raised to issue a Financial Authorization (FA) for UN Volunteers (UNVs).

Enterprise Roles, T-codes and Specific Features of FC

FM Accounting Office User uses t-code FMZ1 for manual creation or ZFMFCDOCLOADTOOL for spreadsheet upload. FCs Raised to permit the issuance of an FA for UNVs must have:

- i) **Document Type** = 31 Letter of Authorization (no pre-commitment needed)
- ii) **Currency** = Using the currency of the payment facilitates automatic reconciliation; however, automatic reconciliation can also happen when the FC and SCA are in different currencies.
- iii) **Document Header Text**: “UNDP+ Country office + FA + Reason”
 - a. e.g. UNDP Nepal FA UNVs Jan to Mar 16
 - b. The Header Text is important because it will help the FC certifying/approving officers easily identify UNDP documents in workflow.
 - c. Please note that the text in this field does NOT appear on the FA form.
- iv) **GL Account** = In range 71511010 to 71511055 depending on nature of expense
- v) **Vendor** = UNDP field office selected from drop down list. Refer to job aid UNDP 7 for UNDP vendors configured with Operating Unit
- vi) **Line Item Text**: Enter the “Index+ Full Name+ Location of the UNV”.
 - a. If name of UNV is not yet known, the location and type of UNV should be entered instead (e.g. Port-au-Prince, National)
 - b. Index and name should be entered when known. In other words, line item text must be updated **and FC should be reapproved**. This is important because this will be the only record of the staff or consultant name in Umoja!
- vii) **Long Text of the Line Item** must include detailed instructions
 - a. It is important that the text is entered at the line item level and not the header level. Text entered in the document header will NOT appear on the FA
 - b. If the Funds Commitment has multiple line items and the instructions apply to the whole document, enter the text on the last line item
 - c. If instructions apply to a specific line, then enter the text in the text field of that specific line
 - d. Enter “//” if you want the text to be split on multiple lines
- viii) **Tolerance**: Same tolerance exists as for all other FCs i.e. lower of 10% or USD 4,000.
- ix) **Service Fee**: Service fees will post as a direct expense against the cost centre or WBSE used in the FC at the time the SCA file is uploaded in Umoja.
 - a. Do not add a line for Service Fees.
 - b. Service fees should NOT be included in the amount of the FC.
 - c. There should be enough budget deployed on the cost center or WBSE to allow for the SCA file to automatically reconcile and post the fee as a direct expense.

Screenshots for FMZ1

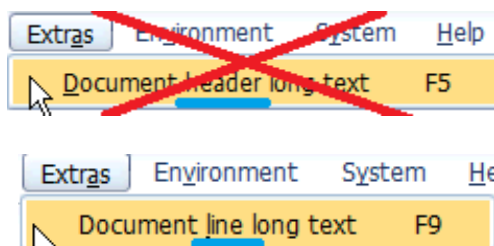
Funds commitment: Display Overview scrn

Consumption

Document number	3100000762	posted	Document Date	08.07.2015
Document type	31 i	Letter of Authorization	Posting Date	08.07.2015
Company Code	1000	United Nations	Currency/rate	USD ii
Doc.text	UNDP Kenya FA for UNV Milcah Ndegwa's Contract Ext iii			
Currency	USD			
Grand total	16,000.00			
Change total	0.00			

Line items	iv					iv				v	
D	Overall amo...	Original A...	Text	Commitm...	Fund...	Grant	G/L Account	Bu...	WBS Element	Vendor	Funds pre...
1	16,000.00	16,000.00	Milcah Ndegwa - UNEP/DEPI-GPA UNV	71511010	11207	M1-32GPL-000008	71511010	F300	SB-000739.04	1400000171	

To enter or display detailed instructions in the Long Text field, double click on the FC line to open the line and using the Environment Menu, select Document Line Long Text:



Display Long Text Earmarked Funds: 1003100000762001 Language EN

File

SAP **vii**

Cut Copy Paste Advanced Find Replace Select Undo Redo Reset Paragraph Format Reset Character Formatting Styles Spelling & Grammar Research Translate Thesaurus Set Proofing Language Word Count Print Layout Draft

As per the UN Rules and Regulations, you are authorised to process UNV Admin costs for 12 months not exceeding a maximum of USD 16,000// For 3rd year UNV contract extension of UNEP/DEPI-GPA UNV Milcah Ndegwa// The contract period will run from 30th July 2015 to 29th July 2016.

Screenshots for ZFMFCDOCLOADTOOL

ZFMFCDOCLOADTOOL.xlsm - Microsoft Excel

	Y5		As per the UN Rules and Regulations, you are authorised to process UNV																								
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y		
1	TYPE	ID	Company Code (BUKGS)	Document Date (BUDAT)	Posting Date (BUDAT)	Document Type (BLART)	Currency (WAEURS)	Reference (XBLNR)	Doc Header Text (KTEXT)	GL Account (HKONT)	Amount (MTGESAPP)	Fund (GEBER)	Business Area (GSBER)	Cost Center (KOSTL)	Funds Center (FISTL)	Functional Area (FKBER)	WBS Element (PROJK)	Grant (GRANT_NBR)	Reference Earmarked Funds (REFBELNR)	Reference Earmarked Funds - Doc Item (REFBPOS)	Long Text (PRXT)	Order (AUFNR)	Budget Period (BUDGET_PD)	Vendor (LIFNR)	Item Long Text		
2	H	1 1000	24/10/2015	24/10/2015	SA	USD	TESTING_01	PAYROLL	71114356	1000	S100																
3																											
4	H	1 1000	08/07/15	08.07.15		31 USD	UNV 15JUL KEN	UNDP Kenya FA for UNV Micah Ndegwa's Contract Ext																			
5	I	1																									
6	I	1																									
7	I	1																									

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