BFMS SOP 102 – VENDOR PAYMENTS

(Rev June 2016)

1.0 SCOPE OF THIS SOP

Sections:

A. Requirements for Vendor Payments.
B. Initiation of Vendor Payments
C. Operation of the Payables Register
D. Accounting checks for Vendor Payments
E. Quality Assurance Requirements

2.0 REFERENCES IN CONJUNCTION WITH THIS SOP

Financial Regulations and Rules of the UN

Umoja Job Aid Guide Accounts Payable Processing

3.0 ROLES INVOLVED IN THIS SOP

Financial Accounting Creator (Umoja FA.02) – the person who initiates and peer reviews the Invoice Payments.

Financial Accounting Approver (Umoja FA.07) – the person who approves Invoice Payments.

Certifying Officers

Section A: Requirements for Vendor Payments.

1. The original invoice is submitted to UNON FSU (for Nairobi offices) or to the Finance Unit of the UN-Habitat and UNEP OAHs

2. A commitment document exists in Umoja (PO, Low Value PO, or Funds Commitment). Refer to Annex A for the appropriate use of the different types of commitments.

3. Business Partner (BP) ID and banking details are entered in Umoja.

4. Service Entry Sheets (SES) or MIGO (Goods Receipt) are raised and accepted in Umoja against the POs or Low Value POs.

Section B: Initiation of Vendor Payments

5. Vendor Invoice payments may be initiated by AP Creator at the Finance Services Unit (FSU) or by AP Creator at Offices Away for Headquarters (Out -posted offices for UNEP and Habitat), depending on the nature of payment:

a. All Invoice payments for Nairobi Offices shall be initiated by AP Creator in FSU.

b. Initiation of payments for invoices related to offices in Nairobi is done through the Payables Register.

c. Initiation of payments for invoices related to out-posted offices shall be either by the payables register (for offices without AP Users) or directly in Umoja (for offices with AP Users)

Section C: Operation of the Payables Register

6. The Payables Register is the primary tracking tool for vendor invoices. This database is external to Umoja.

7. All information about the Invoice (SES, PO, Shopping Cart) must be entered in the Payable Register. Users must also ensure that the Umoja BP ID, the Umoja Commitment Number and the Organization information are entered correctly based on preliminary research.

8. The work flow in the Payable Register is explained in details in the User Guide document. Refer to Annex B.

Section D: Accounting Checks for Vendor Payments

9. Accounting checks are required for all invoices or payments requests received. Accounting checks should be tailored to ensure that the organization only makes payments for valid expenses. Accounting checks should ensure that;

   a. An invoice is identifiable to a specific vendor

   b. The invoice is addressed to one of the pool entities i.e. UNON, UNEP, UN Habitat, IFAD, UNIC and OIOS as well as their derivative offices.

   c. The vendor is registered as a Business Partner in Umoja

   d. The invoice is numbered and dated

   e. The invoice has a clear description of what is being billed

   f. The invoice has a payment amount clearly indicated as well as the currency of invoiced amount.

g. Where appropriate, the invoice should provide a clear breakdown of the VAT amount.

h. For vendors from jurisdictions where taxes are recoverable by the UN (such as the European Union and Canada) the invoices should provide a clear breakdown of the tax amount where tax has been charged.

Section E: Quality Assurance Requirements

10. The key Quality Assurance (QA) Requirements are as follows:

a. Requesting offices must raise Commitments prior to requesting goods and services

b. Regular services and utilities must have a Purchase Order for the entire year against a Service Contract procured by Procurement

c. Purchase of Goods must have a Purchase Order against a System Contract procured by Procurement

d. Certifying Officers must ensure the appropriate use of Commitments

e. Certifying Officers must ensure that a Service Entry Sheet is raised in Umoja after the services are delivered in satisfactory conditions

f. Receipt and Inspection Unit must ensure that a MIGO is raised in Umoja after the goods are delivered in satisfactory conditions

g. AP Users must review the original invoices and create the AP documents only after verifying that the invoice match the accepted Service Entry Sheet or MIGO, and the BP ID and banking details match the invoice

h. AP Approving Officers must approve the AP documents only after verifying that the AP documents match the invoice and all the supporting documents are properly attached and the payment parameters are entered correctly in the office

Annexes:

A. Recommendation for use of Fund Commitments in Umoja.
B. Payable Register User Guide

United Nations Nations Unies

INTEROFFICE MEMORANDUM MÉMORANDUM INTÉRIEUR

ANNEX A to
BFMS SOP 102

TO: Chris Kirkcaldy
À: Deputy Director, Division of Administrative Services, UNON

DATE: 27th November 2015

FROM: Annette Waweru
DE: Chief, Accounts Section, BFMS/UNON

RÉFÉRENCE: Funds commitment

SUBJECT:
OBJET: **Recommendation for use of fund commitment in umoja**

Please fine attached summary and guideline on the use of commitment types in umoja.

After having used umoja for about 5 months, we have found some areas, where we believe the use of commitment type needs to be streamlined.

With the implementation of using PO for service in relation to UNDP financial authorization we have found a number of issues:

- While the PO for service is being raised with several lines, in the financial authorization it come as one lumpssum line 1, hence wrong amount against line 1 of PO which will also have only one GL and no proper details in the FA to UNDP
- IOV charges received relating to PO requires the substantive office to raise SES for confirmation / acceptance of delivery, which is not normal practice for service delivered by UNDP. This is hugely delaying the IOV recording

Please find attached for your approval a proposal document with recommendation for use of commitment type and with indication of exceptional use of fund commitment

CC: Keval Vora, OIC of BFMS
Dawit Adefris, Chief ASU

Approved

30/11/15

Recommendation for use of commitment type in umoja.

Introduction:

While the use of Fund Commitment (FC) should be used exceptionally, the first 5 months use of umoja has given us more insight and understanding for the various types of transactions and it has been noticed that there are some issues in relation to the use of POs both in relation to IPSAS compliance but also in relation to issuance of Financial Authorization (FA) to UNDP (PO for service cannot accommodate several lines) and recording of IOV charges from UNDP (requirement of SES delay the process). Therefore the following is a proposal of where each type of commitment would be relevant and appropriate to use.

Commitment types in umoja:

PO – Purchase order (for Implementing partner and End beneficiary agreements, goods, services, HR/consultants), which is raised in SRM. There are different types of POs to be used for different transactions.

FC – Fund commitments, which are raised in ECC. There are different types of FCs to be used depending on the type of expenditures.

TR – Trip / travel commitment, which is raised in the ESS

A.Travel commitment (TR):

The general rule is that for travel (tickets and DSA) the TR should be raised. Exceptions from the use of TRs can only be authorized by OCSS in UNHQ. TR should always be used for staff members, consultants and UNVs (this include staff & consultants under UNOPS or UNDP contracts)

For the following types we recommend the use of FC.

a) *For trips that 1) do not include mode of transport commercial aircraft or train, 2) involve no more than 3 consecutive days of DSA, and 3) do not require an advance; i.e. the submission of a post-facto, stand-alone expense report in Umoja Travel will suffice.*
b) *For travel of non-staff when UNDP arranges the whole event - an all-inclusive package*
c) *Local field meetings/trainings where persons paid are participant and the DSA provided is based on locally reduced rates (some rates are established by the Country Team - Representatives for agencies)* ***and*** *there is not travel involved.*

B.Purchase Order (PO):

The use of purchase order is important in order to be IPSAS compliant (especially an issue around the year-end) by recognizing delivery and facilitate accrual of expenditures. Furthermore the purchase of goods could result in asset recognition in the IPSAS financial statements. Therefore in general the use of PO is recommended when purchasing goods and services.

Consultants:

For recruitment of consultant a PO should be raised in SRM via HR process. (When payment is due an AP document is raised and if UNDP to pay, the FA will be issued based on the AP document). If UNDP is to recruit the consultant only but payments are not being released by UNDP without the substantive office confirming output delivered, a PO for service should be raised, and AP document raised in umoja on which basis FA to UNDP for payment will be issued).

IP/EB:

For agreement with implementing partner (IP) or end beneficiary (EB) a PO always have to be raised with the BP of the actual partner. (When payment is due an AP document is raised and if UNDP to pay, the FA will be issued based on the AP document).

Goods:

Purchasing of goods should be done via commitment in a PO for goods - also when purchase is via UNDP. The use of PO will also facilitate item is picked from the material master, that has been setup to relevant General Ledgers (GL) to ensure appropriate presentation in the financial statement.

Service:

Purchasing of service should be via PO. However when purchasing service via UNDP, it should be considered if this is a recurrent service or a one off service and if the substantive office is expected to confirm delivery before charge is accepted. If the actual amount is to be charged only upon confirmation of deliver there is requirement of Service entry sheet (SES), hence PO should be used. If there is an expectation that UNDP will just charge the cost monthly/regularly, without the need for the substantive office to confirm the delivery use of Fund commitment could be considered.

For the following types we recommend the use of FC.

a) *If UNDP is requested to recruit a consultant on behalf of the organization, unless the consultancy payment is linked to specific outputs, where the substantive office will have to confirm delivery before payment is released*
b) *If the service is provided by UNDP, and the charge from UNDP is set (i.e. not negotiable or based on acceptance by the substantive office on individual basis). This would enable the IOV charge to be immediately uploaded and charged in umoja,*

upon receipt of the monthly SCA report from UNDP Examples could be office rent, utilities and phone bills.

C.Fund Commitment (FC):

As mentioned in the introduction in general the use of FC should be exceptional. But further to the above recommendations, FC is also used when UNDP authorized to recruit staff members.

When service is provided by other UN organization in umoja (not for travel) i.e. share of office cost, phone cost, cleaning etc, FC should be raised, which will facilitate the other UN office to charge directly in umoja, as it is assumed that the other UN office would have used the relevant PO document for purchasing the service from external providers. However if there is an expectation that the substantive office is to confirm delivery of the service before charges accepted, then PO for service should be used to enable substantive office update SES.

Any other use of FC should be explained and justified. Pre-authorization should be sought from the Chief of Accounts Section, and such email printed to pdf and attached to the FC in umoja before submission of FC for approval.

ANNEX I – COMMITMENT DOCUMENT TYPES TO BE USED

Doc Type	Doc ID start with	Text	Recommended for	Require pre-com (SC)
ZMGS	22	PO for goods and service	Purchase of goods and/or service	Yes
ZVLP	23	Direct PO - Low value	Limit of USD 4,000	No
ZGPT	27	PO for Implementing partner (IP)	Agreement with IP, BP to be the IPs BP	Pgrant if for GM fund
ZGEB	28	PO for End Beneficiary (EB	Agreement with EB, BP to be the EBs BP	Pgrant if for GM fund

Note: ZMOU (ID start with 26) is purely intended for DFS, HQ and **should not be used by UNON, UNEP and Habitat.**

Fund commitment document type recommended in reference to the exceptions outlined above.

Doc Type	Text	Recommended for	Require pre-com
30	Miscellaneous Obligation (MOD)	Actions not falling in other groups, but not for UNDP FA	Yes
31	Letter of Authorization	For UNDP authorization only, for actions not falling in other groups	No
45	Travel Authorization Official	For travel in reference to exceptions listed above	No
50	Consultant/Contractor/ALD Agre	UNDP recruiting staff and consultants on our behalf	No
55	Travel Autho. Entitlement Travel	Should only be used upon authorization given by UNHQ	No

UMOJA PAYABLES REGISTER
UNON - UNHABITAT - UNEP

The new payable register portal for UNON – UNEP and UN-Habitat complements the work flow of Umoja documents and facilitates actions in the upstream process leading to the creation and approval of payments to commercial vendors in Umoja.

This **User Guide** describes and illustrates the steps for each action and role in the process.

Document Index : **Page Number :**

A. General Information (Applicable to All Roles).....(2)
B. Registration of New Invoices (UNON FSU) .....(5)
C. Initial Verification in Umoja (UNON FSU) .....(6)
D. Requisitioner Actions : Shopping Cart, Service Enty Sheets (UNON FSU) .....(8)
E. Goods Receipt (UNON Receiving and Inspection) .....(9)
F. Division Focal Point Actions : : Shopping Cart, Service Enty Sheets (Requesting Office) .....(10)
G. Division Chief Actions (Requesting Office) .....(12)
H. Division Technical Focal Point Actions (Requesting Office) .....(13)
I. Budget and Certifying Officer Actions (UNON, UNEP, UN-Habitat) .....(14)
J. PO and Procurement Actions (UNON PS) .....(15)
K. Request for BP ID and BP Banking Details (UNON TSU) .....(18)
L. Funds Commitment Approval (UNON ASU) .....(19)
M. Creation and Approval of Accounts Payable Documents (UNON FSU) .....(20)

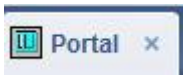
Only certain staff members mapped to the roles can perform the actions in the portal. Request for mapping staff to the roles can be submitted by the chief of the offices to the Chief of UNON FSU Accounts Payable (vanda.andromeda@unon.org).

Questions or problems can be addressed to the UNON FSU Vendor Payments team leader (paul.kamau@unon.org) and ICTS focal point (fredrick.kagia@unon.org).

A. General Information (Applicable to All Roles)

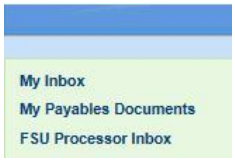
1. Only certain staff members mapped to the roles can perform the actions in the portal. . Request for mapping staff to the roles can be submitted by the chief of the offices to the Chief of UNON FSU Accounts Payable (vanda.andromeda@unon.org).

2. The staff members mapped to the roles will receive an email to request actions to be performed in the process. A link to the portal is available in the email.

3. The User can also go directly to the portal. The portal is available from the Lotus Notes Applications Portal  under FINANCE header:

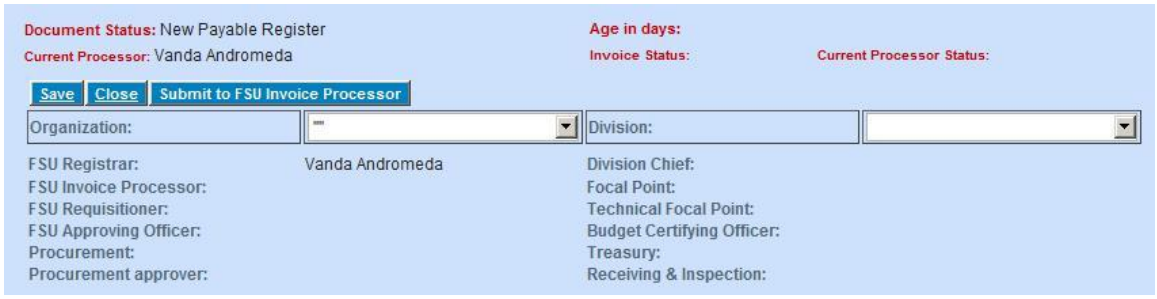
The Users have to sign in with their Webmail User name and Password:

4. In the Portal, the Users can see actions pending in their **My Inbox**. The documents pending actions for specific roles can also be found in **My Payables Documents** or in the specific role inbox.



5. Each role will have access to the **Basic Tab** and one other Tab specific to the role. All roles can add attachments and write comments on the Basic Tab and their own specific tab.

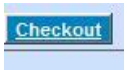
6. The work flow will be determined by the **Organization** and **Division** and selected **Roles** entered on the **Role Tab** below.



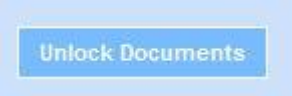
7. The name of the staff or group of staff for each Role can be selected from the drop-down box for each role. All staff in a role group will receive the email for action.

8. To select the name of the staff or group of staff for each role, use the **Edit** button

9. To assign the invoice form and the process to yourself, use the **Checkout** button.

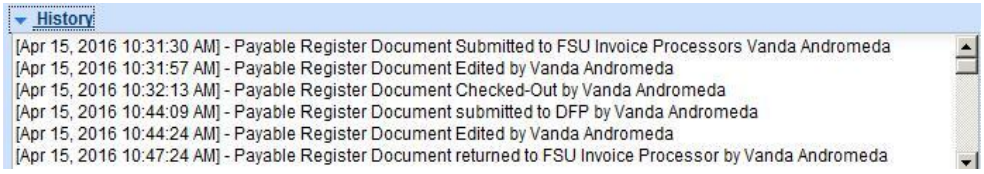


10. If a document has a **"Locked"** status, use the **Unlock** button to release the document. When possible, please first check with the **Current Processor** locking the document.



11. **Quick Status** of the document and the **Aging** of the invoice (number of days from Invoice Date) is shown on the top of each form:

12. The complete work flow **History** can be seen at the bottom of each form.



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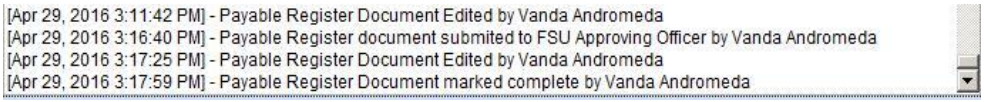


13. **Reports** can be shown on the portal screen or exported to Excel for more details. Requests for additional reports can be submitted to ICTS (fredrick.kagia@unon.org).

B. Registration of New Invoices into the Register

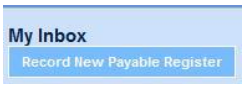
1. Role : UNON FSU Registrar

2. Tabs : Basic Tab

3. Action :

a. UNON FSU Registrar receives the original invoice and supporting documents. Note that original invoices must be submitted to UNON FSU and cannot be kept by the requesting offices.

b. Enter new invoice into the register.



c. Select Organization and Division. It is very important that the Organization and Division are determined correctly, as this will determine the work flow of the invoice form.

d. Enter the invoice information on the Basic Tab.

e. Attach a copy of the invoice.

f. Send the form the UNON FSU Invoice Processor and pass the original invoice and supporting documents to the assigned Invoice Processor.

C. Initial Verification of Vendor Details and Commitment Document in Umoja

1. Role : UNON FSU Invoice Processor

2. Tabs : Basic Tab and Processing Tab

3. Action :

a. Verify Organization and Division, amend the Role Tab if necessary. It is very important that the Organization and Division are determined correctly, as this will determine the work flow of the invoice form.

b. Verification of BP ID and BP Banking Details in Umoja (t-code : **BP**). Enter BP ID (if it exists in Umoja) on the Basic Tab.

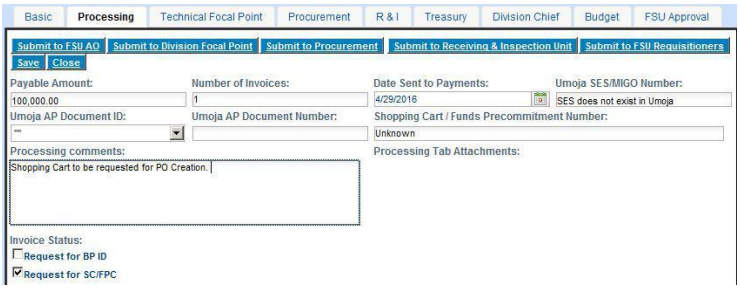
c. Verification of Purchase Order in Umoja (t-code : **ME2L**) or Funds Commitment in Umoja (t-code **FMZ3**). Enter PO Number or FC Number (if it exists in Umoja) on the Basic Tab.

d. Verification of Service Entry Sheets in Umoja (t-code : **ML81N**). Enter SES Number (if it exists in Umoja) on the Basic Tab.

e. Enter Number of Invoices on the Processing Tab. If multiple invoices are entered in one form (this practice is NOT recommended!), please enter the actual number of the invoices.

f. Select the requested action from the Invoice Status radio buttons, enter the appropriate comments on the text box, and submit to the appropriate Role for the action. See the options below on the Basic Tab and the Processing Tab.

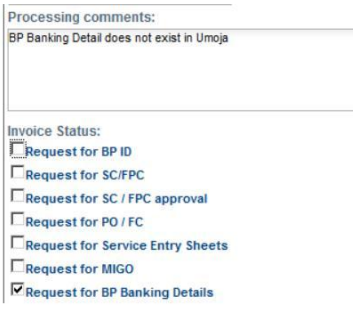
Option 1 : If PO does not exist, request Shopping Cart or Funds Precommitment and submit to FSU Requisitioner or Division Focal Point.



Option 2 : If PO Service exists, request creation of Service Entry Sheet and submit to FSU Requisitioner or to Division Focal Point. If PO Goods exists, request Goods Receipt and submit to Receiving & Inspection Unit.

Option 3 : After Budget CO approves the Shopping Cart and return the form, request the creation of PO and submit to Procurement. Alternatively, after Budget CO approves the Funds Precommitment and return the form, request the creation of FC and submit to FSU Requisitioner or Division Focal Point.

Option 4 : If BP ID or BP Banking Details does not exist in Umoja, request for BP ID or BP Banking Details and submit to Procurement.

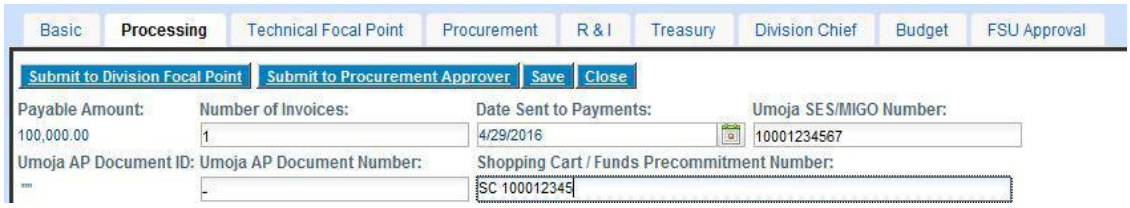


D. FSU Requisitioner Roles

1. **Role : FSU Requisitioner** (currently available for UNON and UNEP invoices)
2. **Tabs : Basic Tab and Processing Tab**
3. Action :

a. For periodic invoices from regular service providers with fixed amounts to pay every period and a PO exists for the invoice, FSU requisitioner can directly create a Service Entry Sheet. Enter SES number on the Basic Tab, select Request for SES Approval button on the Processing Tab, and submit to Budget CO for approval.

b. If PO does not exist and information is known, FSU requisitioner can also directly create a Shopping Cart or Funds PreCommitment. Enter SC or FPC number and select Request for SC/FPC Approval on the Processing Tab and submit to Budget CO for approval.



c. FSU Requisitioner can also route the form to Budget CO to request information on the appropriate coding block

d. FSU Requisitioner can also create Funds Commitment, enter FC Number on the Basic Tab and submit to Accounts Approving Officer for FC Approval

e. FSU Requisitioner can also direct the invoice to Division Focal Point

E. Goods Receipt by Receiving & Inspection Unit

1. Role : Receiving and Inspection Unit

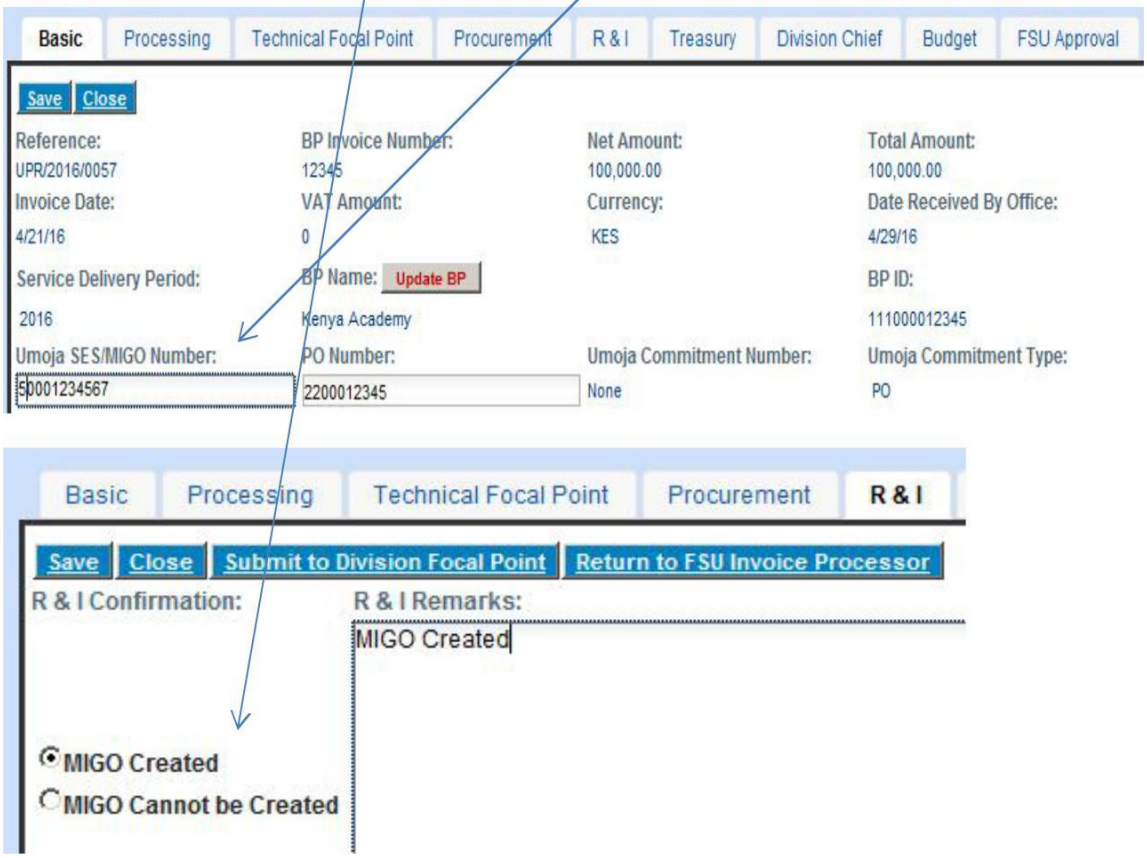
2. Tabs : Basic Tab and R&I Tab

3. Action :

a. Confirm Goods Receipt.

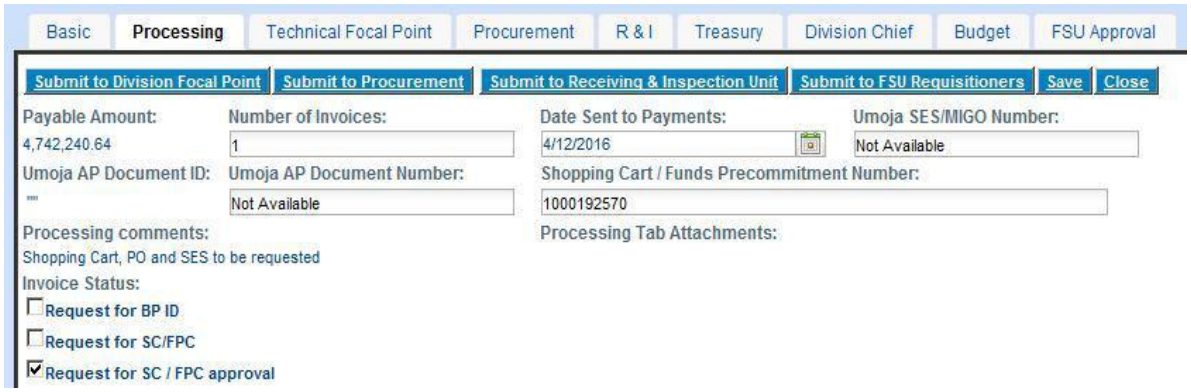
b. Enter MIGO number on the Basic Tab

c. Select MIGO radio button and add comments on the R&I Tab, and return to FSU Invoice Processor



F. Division Focal Point Roles

1. **Role : (Normally) Requisitioners in Requesting Offices**
2. **Tabs : Basic Tab and Processing Tab**
3. Action :
   a. If PO exists, Division Focal Point creates a Service Entry Sheet. Enter SES number on the Basic Tab and submit to Budget CO for approval.
   b. If PO does not exist, Division Focal Point creates a Shopping Cart or Funds PreCommitment. Enter SC or FPC number on the Processing Tab and submit to Budget CO for approval. Division Focal Point can also route the form to Budget CO to request information on the appropriate coding block.



   c. Division Focal Point can also create Funds Commitment, enter FC Number on the Basic Tab and submit to Accounts Approving Officer for FC Approval
   d. Division Focal Point can also route the invoice to Receiving & Inspection Unit for Goods Receipt.
   e. Division Focal Point can also route the invoice form to Division Technical Focal Point for technical review of the services or goods received.
   f. Division Focal Point can also route the invoice form to Division Chief for approval before requesting certification to Budget CO.

g. Division Focal Point can also route the invoice to other Division if the invoice is incorrectly routed. Amend the Organization and Division and the Division Focal Point name on the Role Tab, and submit to the new Division Focal Point.

h. Division Focal Point can also route the invoice to Procurement to request BP ID and BP Banking Details.

i. Division Focal Point who are not Requisitioners can also route the invoice to FSU Requisitioner to request creation of Service Entry Sheet, Shopping Cart or Funds PreCommitment.

j. The available Buttons for various options for Division Focal Points on the Basic Tab and the Processing Tab are as follows

k. Before requesting any actions, Division Focal Point must ensure that the document number requested for approval is entered in the Basic Tab or in the Processing Tab, and the appropriate button to indicate requested action is selected on the Invoice Status on the Processing Tab. Division Focal Point should also ensure that appropriate remarks are entered on the Basic Tab.

l. Division Focal Point should ensure appropriate Invoice Status button is selected for the requested action. If the invoice needs more supporting documents or credit note from the vendors, select the appropriate button under the Invoice Status on the Processing Tab and Save the form. The form will stay with the Division Focal Point, but others can see the status when checking the form. If the invoice is disputed, select the Disputed Invoice status and return the form to the FSU Invoice Processor.

G. Division Chief Roles

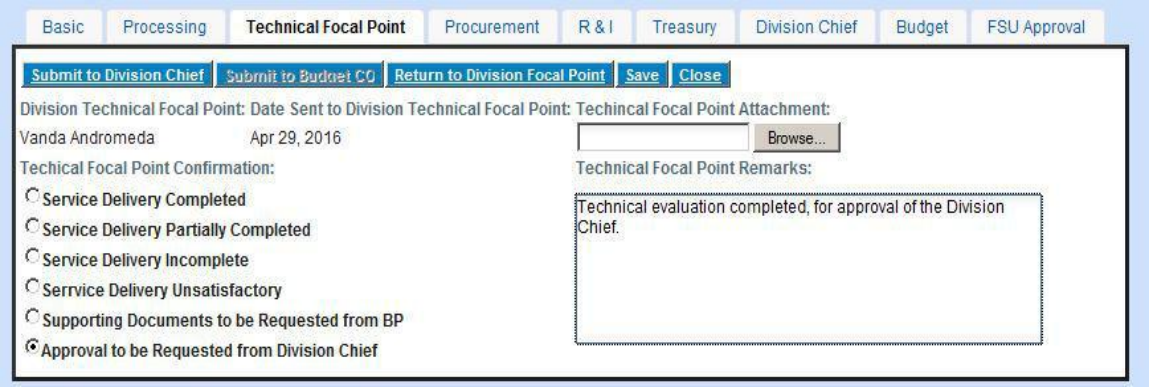
1. **Role : The Chief in the Requesting Office** (currently FMTS and ICTS request this work flow)
2. **Tabs : Basic Tab and Division Chief Tab**
3. Action :
   a. Each Requesting Office can decide whether the Chief of the Office has to review and approve the invoice first before a Shopping Cart or a Service Entry Sheet can be submitted for approval to Budget Certifying Officer.
   b. Division Chief can select the button and enter the appropriate comments on the Division Chief Tab and Approve

the invoice form to be sent to Budget CO for certification of SES or approval of Shopping Cart
   c. Division Chief can also return the form to Division Focal Point or Division Technical Focal Point

   d. Division Chief can also assign the form to another Division Chief by selecting the name of the Division Chief on the Role Tab, and select the Assign to Another Division Chief button

H. Division Technical Focal Point Roles

1. **Role : Technical Focal Points in Requesting Offices (currently FMTS and ICTS request this work flow)**
2. **Tabs : Basic Tab and Technical Focal Point Tab**
3. Action :
   a. Each Requesting Office can decide whether their Technical Focal Point staff has to review and approve the invoice and confirm satisfactory delivery of Goods and Services first before a Shopping Cart or a Service Entry Sheet can be submitted for approval to Budget Certifying Officer or a MIGO can be requested to R&I.
   b. If the Division Chief of approval is not needed, the Technical Focal Point can directly submit to Budget CO for approval of SES or Shopping Cart
   c. Technical Focal Point can also route the invoice form to Division Chief for approval of the technical review
   d. Technical Focal Point can also return the form to Division Focal Point
   e. Technical Focal Point must select the appropriate confirmation button and enter the remarks and attach the technical review document (if any) on the form before forwarding the form



I. Budget Roles : Approval of Shopping Cart and Acceptance of Service Entry Sheets

1. Role : Certifying Officers

2. Tabs : Basic Tab and Budget Tab

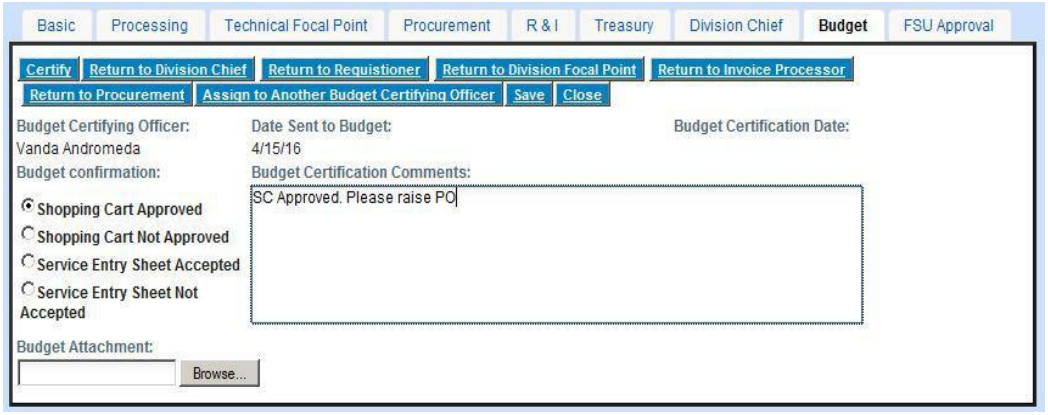
3. Action :

a. Budget Certifying Officer can approve the Shopping Cart or the Funds PreCommitment or the Service Entry Sheet or Low Value PO. The SC or FPC or SES or LVA PO number can be found on the Basic Tab.

b. Certifying Officer can select the button and enter the appropriate comments on the Budget Tab and certify

the invoice form. The form will return to the FSU Invoice Processor.

c. Certifying Officer can also send the invoice form directly to Procurement to request the creation of the Purchase Order after approving the Shopping Cart.



d. Certifying Officer can also approve the Low Value Purchase Order. Please note that normally LVA is not allowed for commercial vendor invoices, any request to approve LVA must be submitted with the appropriate justification on the Text Box and the attachment.

e. Certifying Officer can also return the form to Division Focal Point or Invoice Processor or Requisitioner or Division Chief .

f. Certifying Officer can also assign the form to another CO by selecting the name of the CO on the Role Tab, and select the Assign to Another Budget Certifying Officer button.

J. Procurement Roles : Creation of BP ID, Purchase Orders, and Request for Banking Details

1. Role : Procurement Buyer and Buyer Supervisor (PO Approving Officer)

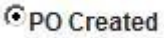
2. Tabs : Basic Tab and Procurement Tab

3. Action :

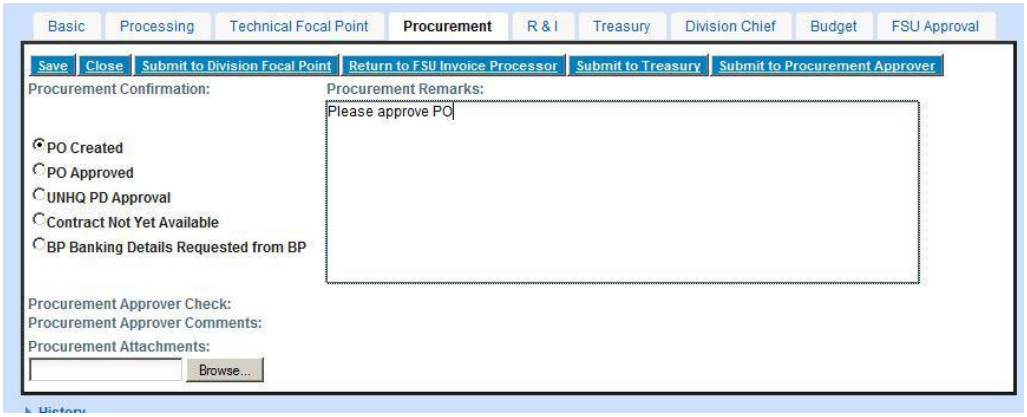
a. Procurement Buyer can create a Purchase Order. The Shopping Cart number can be seen on the Basic Tab. Select the Procurement Officer name on the Role Tab

. Enter the PO number on the Basic Tab

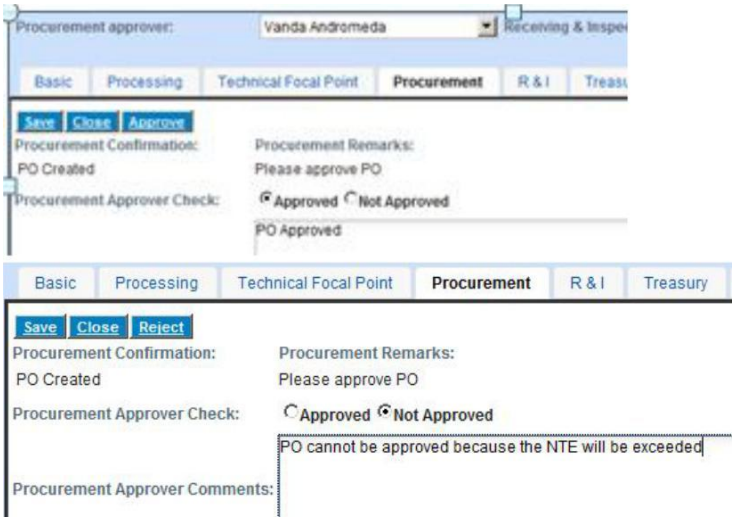
, select PO Created button on the Procurement Tab



, and submit to Procurement Officer

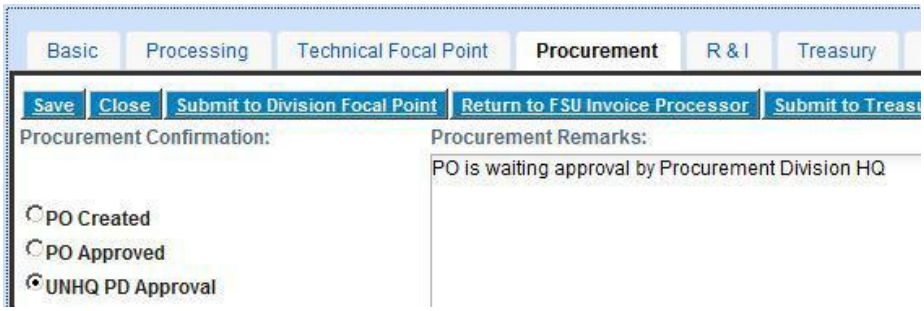


b. The Procurement Officer can see the PO number on the Basic Tab, select Approved or Not Approved button on the Procurement Tab, enter the appropriate comments, and select the Approve or Reject button. The invoice form will return to the Procurement Buyer.



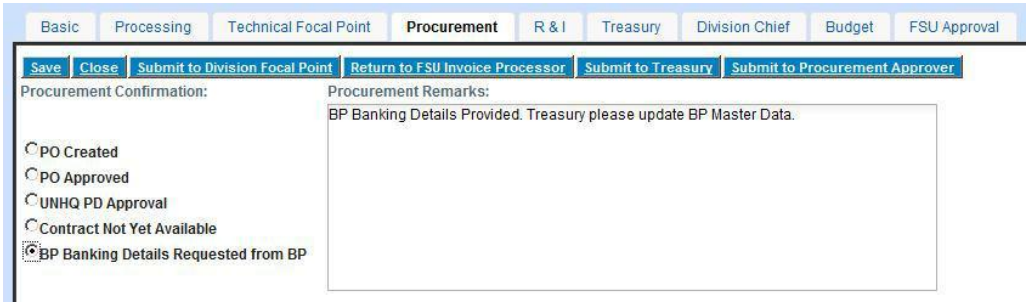
c. When the PO is approved, the Procurement Buyer can select the PO Approved button and return the invoice to FSU Invoice Processor or to Division Focal Point.

d. If the PO has to be approved by UNHQ PD, the Procurement Buyer can select the UNHQ PD Approval button and Save the form. The form will sit with Procurement, but others can see that the status is waiting for UNHQ PD Approval.



e. If there is no valid contract and the procurement process is taking place, the Procurement Buyer can select the Contract Not Yet Available button and Save the form. The form will sit with Procurement, but others can see that the status is waiting for Contract. It is recommended that Procurement enters the appropriate information about the problem with the contract and the status of the procurement process on the Text Box, so that others can see the information when they check the form.

f. Procurement can also receive the request to provide the BP banking details to Treasury. For commercial vendors, Treasury will only update BP banking details in Umoja based on request submitted only by Procurement. While requesting the BP banking details from the BP, Procurement can select the BP Banking Details Requested button and Save the form, so that others can see that the request is pending a response from the BP. Procurement must attach the completed Third Party form on the Procurement Tab, and Submit to Treasury.



K. Treasury Role to Update BP Banking Details in Umoja

1. Role : Treasury Staff

2. Tabs : Basic Tab and Treasury Tab

3. Action :

a. Treasury receives the BP Third Party Form from Procurement. Note : Treasury should not accept request to update Commercial Vendor banking details in Umoja other than from Procurement.

b. Treasury updates the banking details in Umoja, select the appropriate button on the Treasury Tab, and return the form to FSU Invoice Processor or Division Focal Point.

L. Accounts Section role to approve Funds Commitment

1. Role : Chief of Accounts Section and ASU Approving Officers

2. Tabs : Basic Tab and ASU Approving Officer Tab

3. Action :

   a. AS Approving Officer reviews whether a Funds Commitment can be exceptionally created for the invoice. The Funds PreCommitment number can be seen on the Basic Tab. Note that normally FC is not allowed for commercial vendor invoices, any request to approve FC must be submitted with the appropriate justification on the Text Box and the attachment.

   b. The AS Approving Officer select Approved or Not Approved button on the AS Approving Officer Tab, enter the appropriate comments, and select the Approve or Reject button. The invoice form will return to the FSU Invoice Processor.

M. Creation and Approval of an Account Payable Document

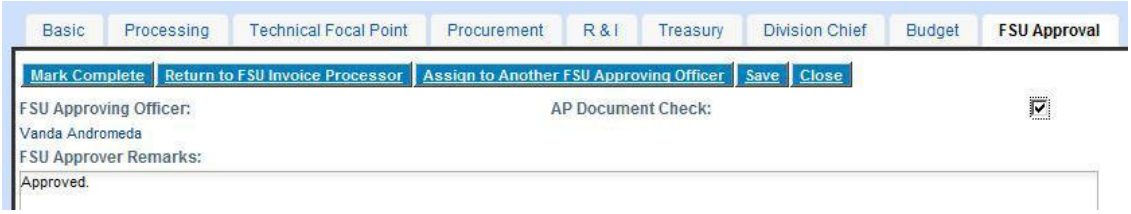
1. **Role : UNON FSU Invoice Processor and FSU Approving Officer**
2. **Tabs : Basic Tab and Processing Tab and FSU Approval Tab**
3. Action :
   a. Invoice Processor confirms that Service Entry Sheet or MIGO or Funds Commitment is ready to be processed in Umoja (t-code **ML81N** or **FMZ3**).
   b. Invoice Processor confirms that the Service Entry Sheet is created correctly in the **Budget Period** that corresponds to the **Service Delivery** period.
   c. Invoice Processor confirms that BP Banking Details according to the invoice is available in Umoja (t-code **BP**).
   d. Invoice Processor confirms the BP History to check that the BP has not been paid any advances for the invoice (t-code **ZAPFBL1NN**).
   e. Invoice Processor creates RE document (t-code **MIR7**) or KE document (t-code **FV60**).
   f. If a Vendor Advance has to be issued, the Invoice Processor must select the Request for Approval of Vendor Advances, and send the Form to the Chief of FSU Accounts Payable or the Chief of Accounts Section

For Vendor Advance create a KA document (t-code **F-47**). Note that a request to pay an invoice without a PO or an FC (i.e. through direct payment) or to pay a request with a vendor advance should not be accepted without prior approval from the Chief of Accounts Section or the Chief of FSU.

   g. If there is already an advance payment for the invoice, Invoice Processor can also create a manual down-payment clearing (t-code **F-54**) to clear the advance, unless there is already an automatic down-payment clearing document generated by the SES. Please match the assignment on the down-payment clearing document (KA) and the AP document (RE or KE) and put payment blocks on both documents.
   h. Invoice Processor enters the **AP Document number** on the Processing Tab.
   i. Invoice Processor **Submit the Form to FSU Approving Officer**.

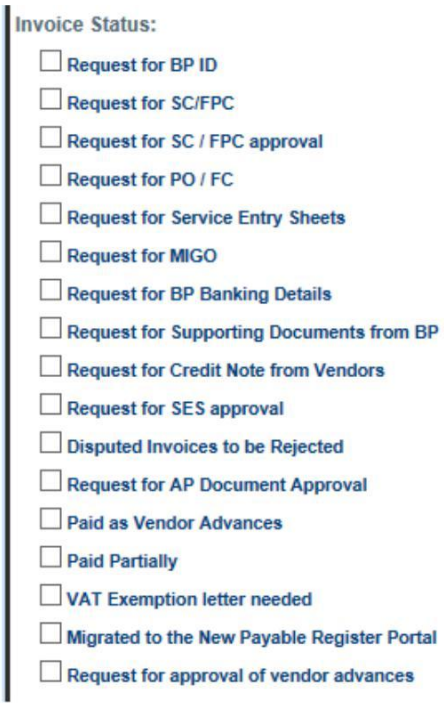
j. FSU Approving Officer checks the RE document in DB1 inbox or the KE document in the AP inbox

k. FSU Approving Officer approves the document in Umoja and **Mark the Document as Complete** in the portal form.



l. Invoice Processor returns the completed original Invoice and supporting documents to Invoice Registrar for archiving.

m. FSU Approving Officer can also reject the AP document in Umoja if there is a problem with the invoice, and **Return to FSU Invoice Processor** the form in the portal

n. FSU Invoice Processor must update the invoice form in the portal on the Processing Tab to show the correct Invoice Status with the problem, and put the relevant comments on the Text Box on the Basic Tab.

o. Invoice Processor must ensure the appropriate button is selected on the **Invoice Status on the Processing Tab** for invoices paid as vendor advances, invoices paid partially, rejected/disputed invoices, invoices waiting for credit notes, and invoices waiting for supporting documents from BP or invoices waiting for VAT exemption letter.