



## 1.0 SCOPE OF THIS SOP

### Sections:

- A. Request for creation and approval of Accounts Payable (AP) documents for consultant payments
- B. Quality Assurance Requirements

## 2.0 REFERENCES IN CONJUNCTION WITH THIS SOP

Financial Regulations and Rules of the UN

Umoja Job Aid Guide

BFMS Procedures Manual

## 3.0 ROLES INVOLVED IN THIS SOP

Financial Accounting User (Umoja FA.02) – The person responsible for creating and inputting required information in the system on exceptional basis for AP documents required to be processed manually

Financial Accounting Approver (Umoja FA.07) – The person responsible for processing AP documents through MRRL batch and approving AP documents created manually

Financial Accounting Senior User (Umoja FA.16) – The person responsible for reversal (if needed) of any posted documents

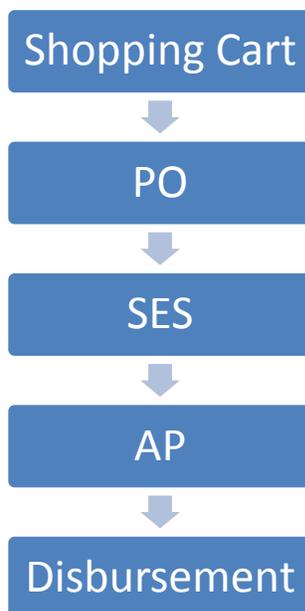
Certifying Officers

### Section A: Request for creation and approval of Accounts Payable (AP) documents for consultant payments

1. Offices requiring a consultancy payment need to ensure the following conditions are met before the scheduled payment processing:
  - a. A valid BP must already exist in the system for each consultant.
  - b. Each BP must have a valid and updated bank Account (with tax code - where applicable) and the payment method must be correct (Consultants are only allowed to have one bank account in the system and it is strongly recommended that this account is in the same currency as the contract to avoid any currency exchange differences and reduce the risk of rejected payments).
  - c. The Purchase Order (PO) and SES (Service Entry Sheet) relating to the payment must have already been approved.

- d. Required cash must already have been deployed to the grant to ensure the disbursement can be effected.

## 2. Workflow :



3. C/IC payments will be done twice a month via the Evaluated Receipt Settlement (ERS) process (a.k.a. the MRRL batch), based purely on the Service Entry Sheets (SES) available in Umoja for each contract. The payment parameters (payment method, banking details, and payment currency) will be automatically derived from the BP master data.
4. Treasury will disburse the money after the creation of AP document.
5. Payment through UNDP will be processed manually.
6. It is the responsibility of the certifying officer to ensure that SES are approved only when the service has been delivered and is due for payment.



## Section B: Quality Assurance Requirements

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

- a. All relevant offices of UNON, UNHABITAT and UNEP are to ensure that all consultancy payment processing are properly authorized, documented and processed following the due procedure in compliance with relevant policy.
- b. Certifying Officers, Headquarters Offices and BFMS, UNON are to ensure that effective monitoring and checking systems are in place to minimize the risks of fraud, theft or misuse of United Nations funds.