Interoffice Memorandum

To: All RRs, DRRs, CO Registries
   atlas-hq-rollout@groups.undp.org

From: Darshak Shah
      Comptroller
      OFA/BOM

Subject: Agency services in Atlas

Date: 16 January 2004

Extension: 6100

Attached please find guidelines on business processes to be used when providing services to UN agencies.

In due course and based on experience, the guidelines shall be amended as required.

Best regards.

Cc: Jan Mattsson
    Walter Gore
    Jens Wandel
    Romesh Muttukumaru
    Julie Ann Mejia
    Atsede Woreda-Kal
    PS-fin-network
    CD Managers (All professionals)
    UN Agencies
Providing Agency Services in Atlas

1) These procedures should be followed when rendering services to Agencies. With the introduction of Atlas, UNDP now shares the same financial system with UNFPA, UNIFEM, UNOPS, UNV and UNCDF. This combined group is referred to as Atlas agencies. All other Agencies are referred to as Non Atlas agencies.

Atlas AGENCIES

Cash received

2) There is no requirement for Atlas agencies to provide cash advances to UNDP as their Treasury function is managed by UNDP.

Payments

3) All Atlas agencies will initiate their own transactions. This means they will have already entered all the necessary chartfields. Where appropriate, they will contact UNDP country offices and request that office to complete the transaction.

4) When they do so, they will give you the reference number of the appropriate requisition or purchase order. You may then locate the document and take it forward to the next stage.

5) In the absence of instructions from the other Atlas agencies, UNDP CO’s are not required to take any action. Your own pay cycles will automatically pick up any approved and budget checked vouchers raised by the other Atlas agencies.

6) Finally, please note that all work performed for other Atlas agencies is carried out in their business units (XXX20, XXX30, XXX40 and XXX50).

Procurement and other services

7) Atlas agencies might request UNDP to perform services such as procurement of goods & services, visa request, hotel reservation etc. The cost of providing these services plus the UNDP Service Fees must be charged to the full chartfield combination supplied by the agency.
NON Atlas AGENCIES

Cash received

8) Under the new arrangements UNDP requires Non Atlas agencies to provide an advance before services can be rendered to such agencies. There are two types of advance: Global and Local.

9) Global advances for services worldwide, similar to the old Operating Fund Account (in WinFOAS recorded using UN agency IOV) are now recorded under Fund 12000, called “Agency Services – Global”. These funds are received and recorded at HQ. CO should not record any income to the fund.

10) Local advances are made for specific purposes in a specific country office (similar to the old Agency ARL) are now recorded under Fund 17000, called “Agency Services – Local”. These will be treated as they were co-financing contributions (see Annex 1 of Romesh Muttukumar’s communication on project management dated 12 January 2004).

11) A separate project must be created for each local service request (formally Agency ARL). All receipts and related expenditures will be recorded under this project code.

12) The advances received from Agencies will be recorded as follows:

<table>
<thead>
<tr>
<th>IMIS</th>
<th>WinFOAS</th>
<th>Atlas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acct</td>
<td>GL Unit</td>
</tr>
<tr>
<td>I. Global Advance</td>
<td>AGY</td>
<td>H17</td>
</tr>
<tr>
<td>for services</td>
<td>Operating Fund</td>
<td>(HQ)</td>
</tr>
<tr>
<td>World-Wide</td>
<td>Acct - 1614</td>
<td>14404</td>
</tr>
<tr>
<td>II. Agency</td>
<td>Non-UNDP ARL’s/Agency</td>
<td>Create one new activity</td>
</tr>
<tr>
<td>Advances for CO</td>
<td>ARL’s (authorized by UNDP Treasury)</td>
<td>for each service</td>
</tr>
<tr>
<td>specific services</td>
<td>xxx</td>
<td>service (i.e. N/A)</td>
</tr>
<tr>
<td>locally (excluding CSA)</td>
<td>Your department request</td>
<td></td>
</tr>
<tr>
<td>(Cash received in CO or at HQ)</td>
<td>UNDP office 17000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>54015</td>
<td>(blank)</td>
</tr>
<tr>
<td></td>
<td>UNDP</td>
<td>(blank)</td>
</tr>
</tbody>
</table>
Payments

13) Non-Atlas agencies will request services using the New Service Request Form, copy attached. This was circulated to UN agencies and Country offices and included in Jan Mattsson's memo of December 2003. Except, for UNMPO's (UN Monthly Payment Orders for international salaries) which are computer generated in IMIS, all agency requests should be in this new format. There will be a separate communication sent on the manner in which UNMPO's will be handled.

14) In the event, for whatever reason the approved format is not used, Country offices should ensure that the information in the request includes all the data elements included in the form, before the payment is processed.

15) Disbursements on behalf of Agencies should be recorded as follows:

<table>
<thead>
<tr>
<th>IMIS</th>
<th>WinFOAS</th>
<th>Atlas</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acct</td>
<td>GL Unit</td>
</tr>
<tr>
<td>I. Global Advance for services World-Wide</td>
<td>AGY Operating Fund Acct - 1614</td>
<td>Agency IOV (Exp.Acct) UNDP1</td>
</tr>
<tr>
<td>II. Agency Advances for CO specific services locally (excluding CSA) (Cash received in CO or at HQ)</td>
<td>Non-UNDP ARL's/Agency ARL's (as authorized by GLAN 1320, 30, 40 UNDP Treasury)</td>
<td>6-7xxxx (Exp.Acct) UNDP1</td>
</tr>
</tbody>
</table>

16) It is important to note that when making disbursements, the Agency reference no. is entered in the Invoice number field (30 characters) in Atlas and the Agency ULO/Account Code (or any other relevant accounting information) is entered in the Comments field (60 characters). It is critical that this information is always recorded and is accurate. The success of E-IOV is dependent on this matter.

17) Following the above stated treatment separate local service requests (old Agency ARL) will have the benefit of commitment control, hence preventing over-expenditure. This will also allows a status report to be generated for each project which can be sent to the UN agency in question.
Procurement and other Services

18) Non-Atlas agencies might require other services such as procurement of goods and services, visa request, hotel reservation etc. When performing such services Country offices should ensure that all charges including UNDP fee is processed in accordance with the instructions in the Payments section above. Further instructions on this subject will be sent by OBR.

Management of UNODC projects

19) UNDP provides specific management services to UNODC projects under a special working arrangement with UNODC. The services we provide go well beyond regular implementation support. The existing arrangement for most UNODC projects is that a percentage or dollar based support fee is charged to the project. This is in line with UNDP projects. Therefore, UNODC projects will be recorded in PeopleSoft in the same way as UNDP projects, including negotiated support costs. Each country office will create a unique project for each UNODC project based on an allocation advice from UNODC HQ in Vienna. A special “Project Type” has been created for UNODC, and the full UNODC project reference should be quoted. The “Fund” code in Atlas for all UNODC projects must be 13999 and the “Donor” code must be UNODC.

20) A project level budget must be sent to commitment control and finalized before spending can begin. Funding for UNODC projects under the Working Arrangement will continue to be received at the global level by HQ against this Fund-Donor combination. All country offices with UNODC projects will be able to spend against this advance.

21) UNDP HQ is in the process of negotiating with UNODC a revised Working Arrangement. Any changes to the existing arrangements will be communicated to all country offices in due course. Please note that only UNODC transactions under a Working Arrangement project (ie for which an allocation was issued by UNODC HQ) will be treated in this way. Any other transactions authorized by an authorized UNODC official will be recorded as having originated from the United Nations Office in Vienna (UNOV) on behalf of UNODC. Hence, transactions for UNODC that are not within the working arrangement would be processed against the cost recovery project, as is the case with other Non-Atlas Agencies.

Management of UN projects

22) Agencies attached to the UN Secretariat will continue to send instructions referenced to 1 of the 18 old UN IOV’s quoted below:

- CAFRAD UNDND
- ETPSA UNFOD
- INSTRAW UNHQS
- MEDALS UNIFIL
- NAMIBI UNMPO
- OPUNIC UNPA
- PFUNIC UNPUBS
- UNCMS UNRWA
- UNCRD UNTSO

23) In Atlas, all these 18 UN agencies should be coded under the Donor code as 00001 – UNDESA.
24) In the Comments field of the relevant voucher, enter the old UN IOV name (eg, "CAF RAD").

Accounts Payable > Vouchers > Entry > Regular Entry > Add a new value > Add
NEW SERVICE REQUEST FORM:

Please find below the format of the new request form. As requested by the Agencies during the Inter-agency meeting on Accounting Standards, we have harmonized Agency reference information around two fields; one field to accommodate Agency unique reference number and ULO no/Agency account.

To: UNDP Country Office [Agency to complete]  
From Agency: [Agency to complete]

Attn: UNDP Resident Representative [Agency to complete]  
Authorizing Agency [Agency to complete]

FAX Country Office fax number [Agency to complete]  
Officer: [Agency to complete]

cc (UNDP Treasury over $50,000)  
Signature: 212.906.6377

Subject: Agency Service Request

<table>
<thead>
<tr>
<th>Agency Reference No:</th>
<th>[Unique reference (key field) up to 30 characters used by Agencies to identify their request; see illustration Annex 1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency ULO Number/Account Code</td>
<td>60 Character Field</td>
</tr>
<tr>
<td>Agency Request Date:</td>
<td></td>
</tr>
<tr>
<td>Due Date:</td>
<td>(for payments only)</td>
</tr>
<tr>
<td>Payee:</td>
<td>(please be specific)</td>
</tr>
<tr>
<td>Currency/Amount:</td>
<td>(specify US$, US$ equivalent or local currency)</td>
</tr>
<tr>
<td>Service Instructions:</td>
<td>(any additional information, in particular for non-payment related services)</td>
</tr>
<tr>
<td>Applicable Service Charge:</td>
<td>(please specify the total UNDP cost recovery service charge based on the Universal Price List)</td>
</tr>
</tbody>
</table>

Note: Instead of transmission by fax, the signed form can be sent via email.