



ATLAS Communication

Dear Atlas Users,

This document contains a brief summary of all the changes that have been made to the Atlas system as part of Release 2.9. Links to additional instructions been included where appropriate.

Functional modifications were made to the following modules (click hyperlink below):

[Accounts Receivable](#)

[Billing](#)

[Projects/Grants Management](#)

[Reports](#)

No functional modifications were made to the following modules:

Accounts Payable

Commitment Control

General Ledger

Global Payroll

Human Resources / Base Benefits

Purchasing/Procurement

Treasury

Regards,

The ATLAS Team

RELEASE NOTES – Atlas Release 2.9

Release Date: 31 October 2005

Accounts Receivable

Tracker ID #	Modification / Enhancement	Impact of Change
1170	<p>Deposits recorded in an accounting period which is closed, which are left as unapplied, can no longer be applied to the related pending item, in the current year. An error message that “Accounting period is not open” appears.</p> <p>An application engine program was developed which:</p> <ul style="list-style-type: none"> -identifies all payments appearing under ‘Correct Posting Errors’ wherein the error relates to ‘Accounting period is not open’; -modifies the accounting date in two deposit-related AR tables, leaving the deposit’s payment table intact with the original accounting date, so as not to cause any exchange rate conversion or bank reconciliation differences. -replaces the accounting date falling under the closed period with the first date available in the open period. - re-sets the Payment Action button to ‘POST NOW’ 	<p>Deposits created in a closed prior period may now be applied in the current year. User intervention is eliminated and the applied deposit is picked up in the next run of the AR_Update batch process.</p> <p>Click here for more instructions....</p>
N/A	<p>With the application of the recent PS AR patch upgrade, direct journals now have the Project link available, which also includes the option to enter the PCBU, Project No. and Activity.</p>	<p>When miscellaneous AR receipts are recorded, a user may credit an expenditure account directly, but must always enter the required Project details (PCBU, Project number, Activity). Failure to do so would cause the Direct Journal accounting entries to error out when journal generated to GL. The use of the 21020 and 14075 accounts is now discontinued.</p> <p>Click here for more instructions...</p>
N/A	<p>As a result of the PS AR patch upgrade, the ‘Deposit Description’ field in the Payment page of a Deposit was eliminated. The Description field is needed by the users to identify the deposit. A customization was developed to provide the ‘Description’ field.</p>	<p>The ‘Description’ field in the deposit’s Payment page is now again available.</p> <p>Click here for more instructions...</p>

Billing

Tracker ID #	Modification / Enhancement	Impact of Change
1179	<p>The Acctg-AR Offset page and the Line List with the Project link was made available for users to modify the chart fields including the project information, for invoices that fail the combination edit check or the budget check.</p>	<p>The users are now able to modify the chart fields because the Acctg-AR-Offset page and Line List page with the required Project link were not available as delivered.</p> <p>Click here for more instructions...</p>

N/A	A customization was developed in order for the process to check at the line sequence level of a bill, instead of the Business unit and Invoice level, which causes an error when multiple operating units and multiple funds are entered in the same invoice.	Multiple operating units and multiple funds may now be entered in the same invoice. Click here for more instructions...
N/A	Billing Specialist, Billing Finalizer and Billing Processor were provided to the relevant users.	All general users may now enter bill lines while finalization of bills will be limited to Managers 1, 2 and 3. Click here for more instructions...

Projects / Grants Management

Tracker ID #	Modification / Enhancement	Impact of Change
915	Custom Pages and Performance Monitoring Reports for GEF (Enhancement to the Project Management Functionality)	This facility will allow GEF to keep track of the different phases of the lifecycle of a GEF project, provide reports for GEF management and Secretariat, and retire their old PIMS system by migrating all historical data to Atlas.
N/A	Allow UNFPA users to enter Project Ids on the Generate Award Page, with sufficient validation to prevent users from creating duplicate project ids.	Ensures data integrity of the system by not allowing the existence of duplicate Project Ids across all Business Units.

Reports

Tracker ID #	Modification / Enhancement	Impact of Change
N/A	A new version of the CDR has been launched, which includes the following enhancements: <ul style="list-style-type: none"> • A new option to the CDR has been added to run it for activity-level details. This can be done by selecting the Activity-level detail option when generating the report. • Removed CDR without encumbrance option • Date range has been fixed to ensure that the CDR shows expenditures ONLY for the selected date range (some users reported that it also included expenditure from the first day of the next month in certain cases) 	Project and Finance users can now view activity level details on CDR. Date range selected data is now accurate.
1152	The Service Clearing Report – Global (UNAP538A) was updated to include the IOV customization.	Newly customized agency reference fields were added to the output file

ACCOUNTS RECEIVABLE CUSTOMIZATIONS - DETAILED INFORMATION

A. Deposits Recorded in a Closed Accounting Period:

Issue: For deposits recorded in an accounting period which is closed that are left as unapplied., these deposit can no longer be applied to the related pending item, in the current year. An error message that “Accounting period is not open’ appears.

Customization Developed: An application engine program was developed which:

- Identifies all payments appearing under ‘Correct Posting Errors’ wherein the error relates to ‘Accounting period is not open’;
- Modifies the accounting date in two deposit-related AR tables, leaving the deposit’s payment table intact with the original accounting date, so as not to cause any exchange rate conversion or bank reconciliation differences.
- Replaces the accounting date falling under the closed period with the first date available in the open period.
- Re-sets the Payment Action button to ‘POST NOW’

As a result of the above, user intervention is eliminated and the applied deposit is picked up in the next run of the AR_Update batch process.

Release Date: October 2005

Screenshot Sample: Accounting date is modified to 01/01/2005 (the next open period).

The screenshot displays the Atlas Finance web application interface. The main window shows a 'Pending Item Entry' form for a payment. The form includes fields for 'Acctg Date' (13/02/2004), 'As Of Date' (13/02/2004), 'Item ID' (TCR 1170), 'Bus. Unit' (PER10), 'Customer' (01485), 'Amount' (-111,076.00), and 'AR Dist' (AR_CON). An error dialog box is overlaid on the form, displaying a yellow warning icon and the message: 'Accounting Period Not Open (6035,3) Please check the open accounting period. The accounting date must be within the open accounting period.' The dialog box has an 'OK' button. The background form also shows 'Payment ID: PER0400330' and 'Sequence: 1'. The application's menu on the left includes 'Accounts Receivable', 'Update Receivables', and 'Correct Posting Errors'. The bottom of the screen shows the Windows taskbar with the time 4:54 PM.

B. Direct Journals with Project link

Issue: Prior to the PS AR patch upgrade, users were unable to directly credit an expenditure account for miscellaneous AR deposits received. Although a project field was available for data entry of project numbers, there was no page to enter the PCBU and Activity which are required when uploading the journal generated expenditure to Project Resource.

The project field was therefore hidden and users were advised to use a clearing account (21020 or 14075) to record miscellaneous AR deposits, then immediately prepare a GLJE to reclassify the receipt to the correct expenditure account with the complete project data.

Patch Upgrade: With the application of the recent PS AR patch upgrade, direct journals now have the Project link available, which also includes the option to enter the PCBU, Project No. and Activity.

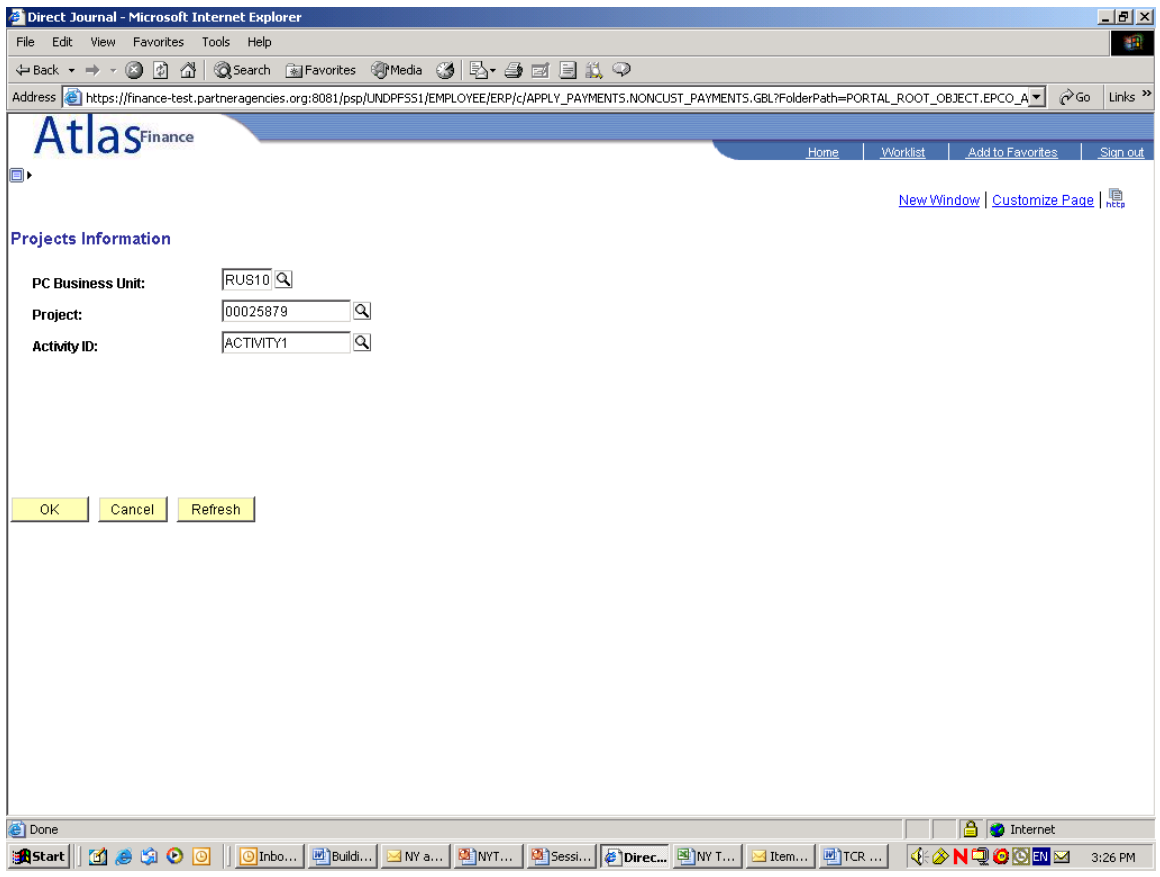
Business Process Change: As a result of the above upgrade, when miscellaneous AR receipts are recorded, a user may credit an expenditure account directly, but must always enter the required Project details (PCBU, Project number, Activity). Failure to do so would cause the Direct Journal accounting entries to error out when journal generated to GL. The use of the 21020 and 14075 accounts is now discontinued.

Release Date: October 2005

Screenshot Sample: The Project link is now available:

The screenshot shows the Atlas Finance web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out' options. Below this, the 'Accounting Entries' section is active, showing 'Deposit Control' as the selected tab. The entry details include: Unit: RUS10, Deposit ID: 670, Payment: DIR JRNLPRJ, and Seq: 1. The amount is 22.00 USD. There are checkboxes for 'Complete' and 'Budget Status'. Below the entry details, there is a 'Chartfields' section with tabs for 'More Chartfields', 'Currency Details', 'Misc', and 'Budget'. The 'Budget' tab is selected, and a table of chartfields is displayed. The table has columns for 'GL Unit', 'Speed Type', 'Account', 'Oper Unit', 'Fund Code', 'DeptID', 'Projects', 'Impl Agent', 'Donor', 'BU Affiliate', 'Operating Unit Affiliate', 'Fund Affiliate', 'Line Amount', and 'Currency'. The first row of data is: 1 | UNDP1 | Speed Type | 74505 | RUS | 04000 | 57201 | **Projects** | 001161 | 00012 | | | | -22 USD. A black arrow points from the 'Projects' link in the table to the 'Project link' mentioned in the text above. Below the table, there is a summary row: 0 Lines Total Debits: 0.000 Currency: Total Credits: 0.000 Currency: Net 0.000. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'. The browser's address bar shows the URL: https://finance-test.partneragencies.org:8081/psp/UNDPF551/EMPLOYEE/ERP/c/APPLY_PAYMENTS.NONCLUST_PAYMENTS.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPCO_A...

Project data that is required for expenditure accounts:

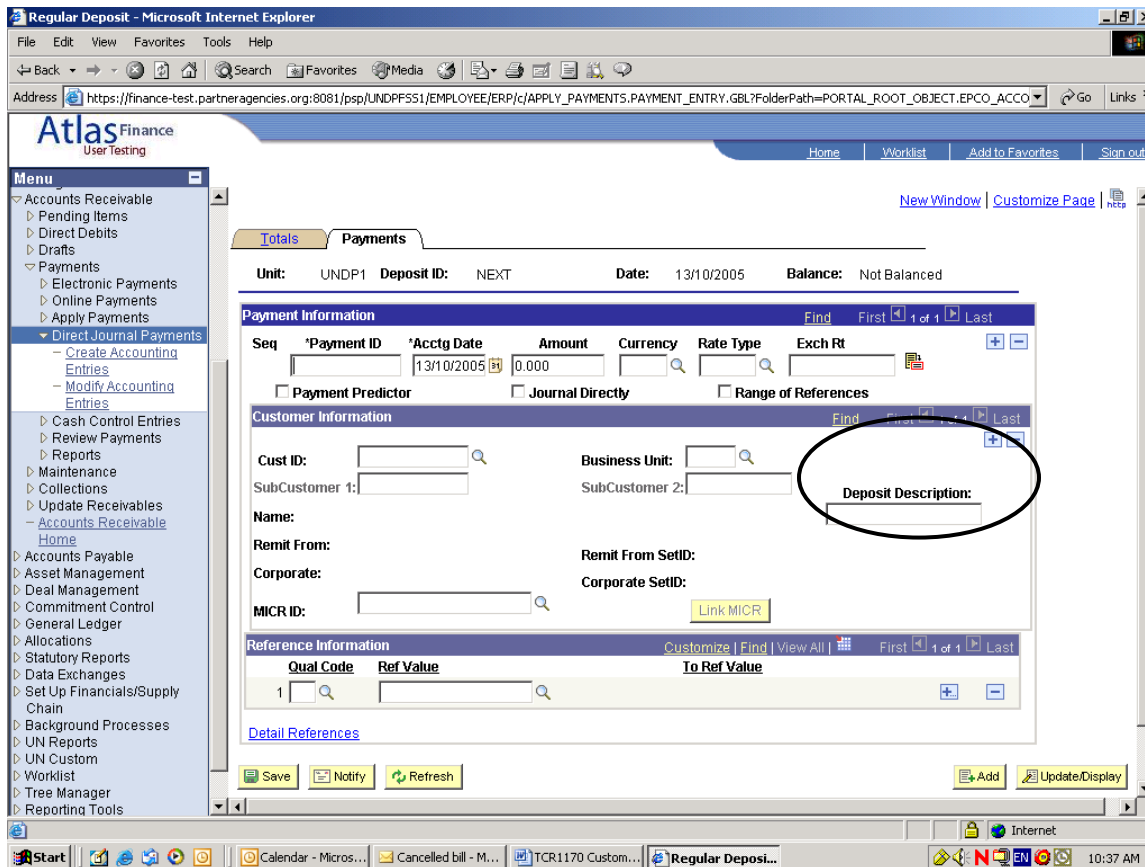


C. Deposit Payment page with Description Field

Issue: As a result of the PS AR patch upgrade, the 'Deposit Description' field in the Payment page of a Deposit was eliminated. The Description field is needed by the users to identify the deposit.

Customization Developed: A customization was developed to display the Description field.

Release Date: October 2005



BILLING CUSTOMIZATIONS - DETAILED INFORMATION

A. Correct Staged Accounting Errors:

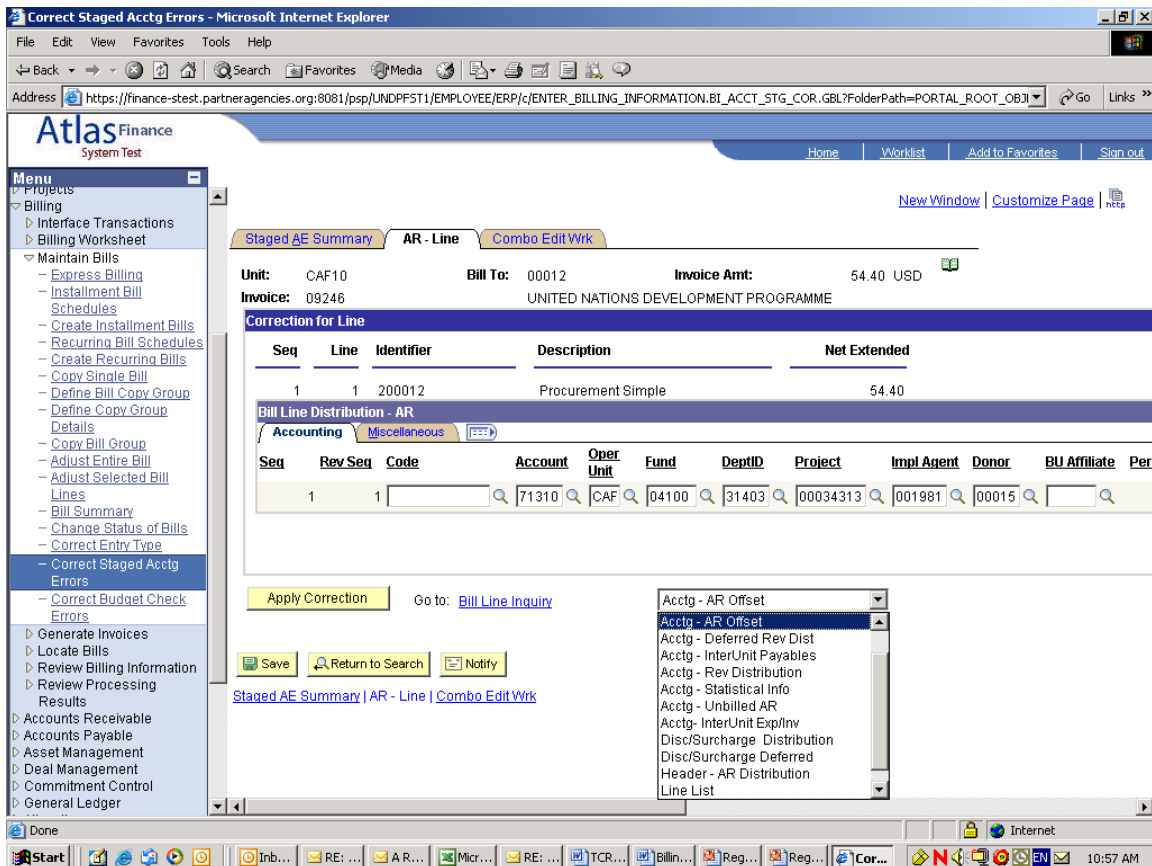
Issue: CRN/CRU bills which are processed through the Billing Preload batch process can fail combination edit checks due to incorrect chart fields on the debit (expenditure) side such as FUND, PROJECTS. The users however, are unable to modify the chart fields because the Acctg-AR-Offset page and Line List page with the required Project link are not available as delivered.

Customization Developed: The Acctg-AR Offset page and the Line List with the Project link was made available for users to modify the chart fields including the project information.

Release Date: October 2005

Screen Shot:

Acctg-AR Offset page:



Line List page with Project link:

Correct Staged Acctg Errors - Microsoft Internet Explorer

Address: https://finance-stest.partneragencies.org:8081/psp/UNDPFST1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ACCT_STG_COR.GBL?FolderPath=PORTAL_ROOT_OBJ

Atlas Finance System Test

Menu

- Projects
- Billing
 - Interface Transactions
 - Billing Worksheet
 - Maintain Bills
 - Express Billing
 - Installment Bill Schedules
 - Create Installment Bills
 - Recurring Bill Schedules
 - Create Recurring Bills
 - Copy Single Bill
 - Define Bill Copy Group
 - Define Copy Group Details
 - Copy Bill Group
 - Adjust Entire Bill
 - Adjust Selected Bill Lines
 - Bill Summary
 - Change Status of Bills
 - Correct Entry Type
 - Correct Staged Acctg Errors
 - Correct Budget Check Errors
 - Generate Invoices
 - Locate Bills
 - Review Billing Information
 - Review Processing Results
 - Accounts Receivable
 - Accounts Payable
 - Asset Management
 - Deal Management
 - Commitment Control
 - General Ledger

Staged AE Summary | **Line List** | Combo Edit Wk

Unit: CAF10 Bill To: 00012 Invoice Amt: 54.40 USD
 Invoice: 09246 UNITED NATIONS DEVELOPMENT PROGRAMME

Correction for Line Find | View All First 1 of 1 Last

Seq	Line	Identifier	Description	Net Extended
1	1	200012	Procurement Simple	54.40

Apply Correction Go to: [Bill Line Inquiry](#) Line List

Save Return to Search Notify

Staged AE Summary | Line List | Combo Edit Wk

Project Information:

Correct Staged Acctg Errors - Microsoft Internet Explorer

Address: https://finance-stest.partneragencies.org:8081/psp/UNDPFST1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_ACCT_STG_COR.GBL?FolderPath=PORTAL_ROOT_OBJ

Atlas Finance System Test

Menu

- Projects
- Billing
 - Interface Transactions
 - Billing Worksheet
 - Maintain Bills
 - Express Billing
 - Installment Bill Schedules
 - Create Installment Bills
 - Recurring Bill Schedules
 - Create Recurring Bills
 - Copy Single Bill
 - Define Bill Copy Group
 - Define Copy Group Details
 - Copy Bill Group
 - Adjust Entire Bill
 - Adjust Selected Bill Lines
 - Bill Summary
 - Change Status of Bills
 - Correct Entry Type
 - Correct Staged Acctg Errors
 - Correct Budget Check Errors
 - Generate Invoices
 - Locate Bills
 - Review Billing Information
 - Review Processing Results
 - Accounts Receivable
 - Accounts Payable
 - Asset Management
 - Deal Management
 - Commitment Control
 - General Ledger

Projects Information

PC Business Unit: CAF10

Project: 00011754

Activity ID: ACTIVITY1

Resource Type:

Resource Category:

Resource SubCategory:

OK Cancel

B. Correct Budget Check Errors:

Issue: CRN/CRU bills which are processed through the Billing Commitment Control batch process can fail budget check due to budget or funds unavailability for chart fields entered on the debit (expenditure) side. The users however, are unable to modify the chart fields because the Acctg-AR-Offset page and Line List page with the required Project link are also not available as delivered.

Customization Developed: The Acctg-AR Offset page and the Line List with the Project link was made available for users to modify the chart fields including the project information.

Release Date: October 2005

Screen Shot:

Acctg-AR Offset page:

The screenshot shows the Atlas Finance System Test interface. The browser title is "Correct Budget Check Errors - Microsoft Internet Explorer". The address bar shows a URL from "https://finance-stest.partneragencies.org". The main content area is titled "Atlas Finance System Test" and includes a navigation menu on the left and a top navigation bar with tabs: "Acctg Entries Summary", "Line List", "AR Offset", "Revenue", "Disc/Surc", "JU Expense", and "Statistics". The "AR Offset" tab is selected, displaying the following information:

- Unit: YUG10, Bill To: 00012, Invoice Amt: 4,289.66 USD
- Invoice: 09317, UNITED NATIONS DEVELOPMENT PROGRAMME

Below this, there is a "Correction for Line" table:

Seq	Line	Identifier	Description	Net Extended
1	1	800001	Ad-hoc Service	4,289.66

Underneath is a "Bill Line Distribution - AR" section with a sub-tab "Accounting" and "Miscellaneous". It contains a table with columns: Seq, Rev Seq, Code, Account, Oper Unit, Fund, DentID, Project, Impl Agent, Donor, BU Affiliate, and Per. The first row shows: 1, 1, [blank], 73505, YUG, 30072, 58603, 00033557, 001981, 00679, [blank].

At the bottom of the main content area, there are buttons for "Apply Correction", "Save", "Return to Search", "Previous in List", "Next in List", and "Notify". A "Go to:" link points to "Bill Line Inquiry Budget Check".

Line List page:

Atlas Finance
System Test

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) |

[Acctg Entries Summary](#) |
 Line List |
 [AR Offset](#) |
 [Revenue](#) |
 [Disc/Surc](#) |
 [IU Expense](#) |
 [Statistics](#)

Unit: YUG10 **Bill To:** 00012 **Invoice Amt:** 4,289.66 USD
Invoice: 09317 UNITED NATIONS DEVELOPMENT PROGRAMME

Correction for Line [Find](#) | [View All](#) First 1 of 1 Last

Seq	Line	Identifier	Description	Net Extended
1	1	800001	Ad-hoc Service	4,289.66

[Projects](#)

[Apply Correction](#) Go to: [Bill Line Inquiry](#) [Budget Check](#)

[Save](#) |
 [Return to Search](#) |
 [Previous in List](#) |
 [Next in List](#) |
 [Notify](#)

[Acctg Entries Summary](#) |
 [Line List](#) |
 [AR Offset](#) |
 [Revenue](#) |
 [Disc/Surc](#) |
 [IU Expense](#) |
 [Statistics](#) |
 [Combo Edit Wrk](#)

Done Internet

Start | Inb... | RE... | A... | Mic... | RE... | TC... | Billi... | Re... | Re... | Cor... 11:06 AM

Project Information:

The screenshot displays the Atlas Finance System Test web application in a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: https://finance-stest.partneragencies.org:8081/psp/JUNDPFST1/EMPLOYEE/ERP/c/ENTER_BILLING_INFORMATION.BI_KK_COR.GBL?FolderPath=PORTAL_ROOT_OBJECT.EPC. The application header includes the 'Atlas Finance System Test' logo and navigation links for 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. A 'Menu' sidebar on the left lists various functions, with 'Correct Budget Check Errors' currently selected. The main content area, titled 'Projects Information', contains a form with the following fields: 'PC Business Unit' (YUG10), 'Project' (00033557), 'Activity ID' (ACTIVITY6), 'Resource Type', 'Resource Category', and 'Resource SubCategory'. Each field has a search icon to its right. At the bottom of the form are 'OK' and 'Cancel' buttons. The Windows taskbar at the bottom shows the Start button, several open application windows, and the system clock indicating 11:07 AM on 11/07/2007.

C. Multiple Operating Unit/Multiple Fund in the same invoice:

Issue: When the billing module was re-implemented in July 2005 for CRN and CRU bill types, the invoice would error out when multiple Operating Units and multiple Funds where entered on the expenditure (Acctg-AR Offset) page of the same bill. The same invoice could be used to charge only one Operating Unit and one Fund.

Customization Developed: A customization was developed in order for the process to check at the line sequence level of a bill instead of the Business unit and Invoice level, which caused the error.

Release Date: October 2005

Screen Shot:

Acctg-AR Offset page with multiple operating units and multiple funds:

The screenshot shows the Atlas Finance system interface. The main header indicates 'System Test' and 'Acctg - AR Offset'. Key information includes Unit: YUG10, Invoice: 10389, Bill To: ICTY,THE HAGUE, and Invoice Amt: 16.36 USD. The 'Max Rows' is set to 20.

Bill Line 1:

Seq	Line	Identifier	Description	Net Extended
1	1	200008	Issuing IDs	12.30

Use Line for Distribution

AR Distribution 1:

Code	Account	Oper Unit	Fund	DeptID	Project	Impl Agent	Donor	BU Affiliate	Statistic Amount
	73505	WIG	30072	58603	00033557	001981	00679		

Bill Line 2:

Seq	Line	Identifier	Description	Net Extended
2	2	200023	Create Receivable(Atlas)	4.06

AR Distribution 2:

Code	Account	Oper Unit	Fund	DeptID	Project	Impl Agent	Donor	BU Affiliate	Statistic Amount
	71635	VNM	04000	43801	00036228	001461	00012		

The 'Oper Unit' and 'Fund' columns in both AR Distribution tables are circled in red, highlighting the multiple operating units and funds associated with the same invoice.

D. Billing Security Roles:

Issue: There is a misconception that the Billing module is limited only to country office finance users. The Billing implementation however was intended for all service providers to create a bill line and the designated officer to review and finalize the bills created.

Security Access: The Security Administrator was advised to provide security access to all relevant users as per the matrix below.

Release Date: October 2005

Matrix:

Role	Purpose	CO	HQs
UN_BI_SPECIALIST	Can enter a new bill for a service.	CO_EMPLOYEE	HQ_FINANCE
		CO_BUYER	HQ_BUDGET
		CO_FIN_TREASURY	HQ_HR ROLES
		CO_HR_ROLES	HQ_GEN_USER
		CO_GEN_USER	
UN_BI_FINALIZER	Makes bills effective (creates income)	CO_SENIOR MGR	HQ_SENIOR MGR
		CO_MGR1	HQ_MGR1
UN_BI_PRCR	Runs ad-hoc batch		HQ_FINANCE
			HQ_BUDGET
			HQ_HR ROLES