

Guide on Financial Authorizations for UN Volunteers' assignments

New request, extension, change of COA during the assignment

What is Financial Authorization (FA)?

Financial Authorization is an official document received from UN Entities to authorize the proforma of UN Volunteer cost.

It should cover the total proforma for the full contract period - including contracts that spread over multiple years.

If a UN Entity cannot provide a FA over multiple years but requests volunteer services for that period, the contract can only be generated to the end of the period reflecting in the FA and the extension of the contract can be generated once the FA for the next period is provided.

No volunteer can be hired or extended without a Financial Authorization!

There are two types of FA-

1. FA issued by UN Agencies & Missions using the Service Clearing Account-SCA (i.e.12000 fund) and
2. FA issued by Atlas agencies (Agencies who share the same ERP system with UNV eg. UNDP, UNCDF, UNFEM, UNTAR, UNFPA etc.).

The FA **must** include, at least, the following information:

- a) Total estimated amount which UNV can charge the UN Entity for the UN Volunteer costs based on the proforma cost estimate;
- b) The country of assignment, including specific duty station;
- c) The type and number of UN Volunteer(s) requested;
- d) The duration of the initial contract or extension of contract;
- e) The Agency Reference information (UN Entity internal budget lines, projects, PO, ULO information which will assist the UN Entity in identifying the costs in the month SCA or GL report); and
- f) Authorized Signature and date (Refer to [this link](#) for Authorized Signatories from UN Entities using SCA).

UN Entities using UMOJA should provide UNV with the **UMOJA Financial Authorization** ([see this link](#) for a sample copy of UMOJA FA).

Any UN Entity not using UMOJA can either provide a Financial Authorization of their own system or use the **UNV AGENCY SERVICE REQUEST FORM** ([click here to get the form](#)).

For UN MISSIONS ONLY – FA should be issued at the beginning of the budget cycle in order to allow uploading and recording of UNV transactions in UMOJA as provided in the SCA report. Signed confirmation is applicable for ongoing contracts and extensions. The UN Missions do not

prepare individual FAs for UN Volunteers but rather include all UN Volunteer costs expected, including the budget for the Programme Manager’s proforma where applicable, in their FAs - based on the costing sheet of the UN Missions.

In exceptional, justified cases authorized by Regional Manager, interviews and selection of the candidate can take place prior to receiving the Financial Authorization. The offer letter will only be sent once the FA has been provided by the UN Entity. **No offer is issued without Financial Authorization** Refer [this link](#) for UNV financial SOP on SCA.

What is Service Clearing Account (SCA)?

- Service Clearing Account is a dedicated account applicable for UN Entities that don’t use Atlas(Non-Atlas agencies and Missions).
- This is a method developed allowing transactions to be reported between two UN Entities.
- An official report is pulled out of Atlas every month and made available in the UNDP SharePoint for all UN Entities to access for their review.
- The SCA is managed by UNDP so the UN Entities will see charges from both UNDP and UNV.
- Until UNV has a Financial Authorization, we are not allowed to charge anything against the SCA account of a UN Entity.
- Transfers of funds into the UNDP SCA bank account is up to UN Entities. It is our responsibility to ensure we have the Financial Authorization.
- UN Entities pay into the UNDP SCA Bank account, UNDP applies the money received to the SCA fund (12000) against the UN Entities donor code, UNV charges the UN Entity for the volunteer costs to their SCA account.

COA structure for atlas Agencies for reference-

GL Unit	Fund Code	Operating Unit	Implementing Agent	Donor	Department	Project No	Project Activity
UNFPA	CAA 96		PU0074		42600	MLI08SMN	ACTPUM08
UNCDF	G29 50		001971	00155	82303	00117253	OUTPUT2
UNCDF	G29 50	KEN	001971	00035	82174	00124126	OUTPUT3
UNFEM	W00 01	COL	002001	00032	94415	00082540	COLO30201
UNTAR	SO2	TAR	UNITAR	13037	12401	TARNCD03	TARNCD03
UNDP1	1130 0	IRQ	001981	00012	45001	00045036	SERVICECONTRACT

*Note: **In UVP only**, please enter “000” in case Operating Unit of UNFPA and UNCDF and Donor code of UNFPA. Department ID **Must not** start from B0.

Refer to Standard Operating Procedures on [Request for an Assignment](#), Section “Create a new Description of Assignment in UVP” to make yourself familiar about the funding confirmation and financial authorization for UN entities and UN missions.

1. How to enter funding confirmation and upload financial authorization (HE or FU/RO on behalf of the HE in UVP)

Interactive step-by-step guide (from step 23) <https://unv.nickelled.com/he-create-a-new-description-of-assignment>

Static step-by-step guide <https://unv.nickelled.com/he-create-a-new-description-of-assignment.html>

2. How to update funding information in UVP (HE or FU/RO on behalf of the HE)

Video - https://undp-my.sharepoint.com/:v:/g/personal/manfred_klee_unv_org/EVZ7VE4OjUVOojdySF75FxBMBz9Vqk_t2BP8S8TZT7pot_g?e=bgiRbR (link is currently not in a public space)

Interactive step-by-step guide - <https://unv.nickelled.com/he-update-funding-information>

Static step-by-step guide - <https://unv.nickelled.com/he-update-funding-information.html>

3. How to verify (FU/RO personnel) (this is only once HEs take over this process)

Include screenshots

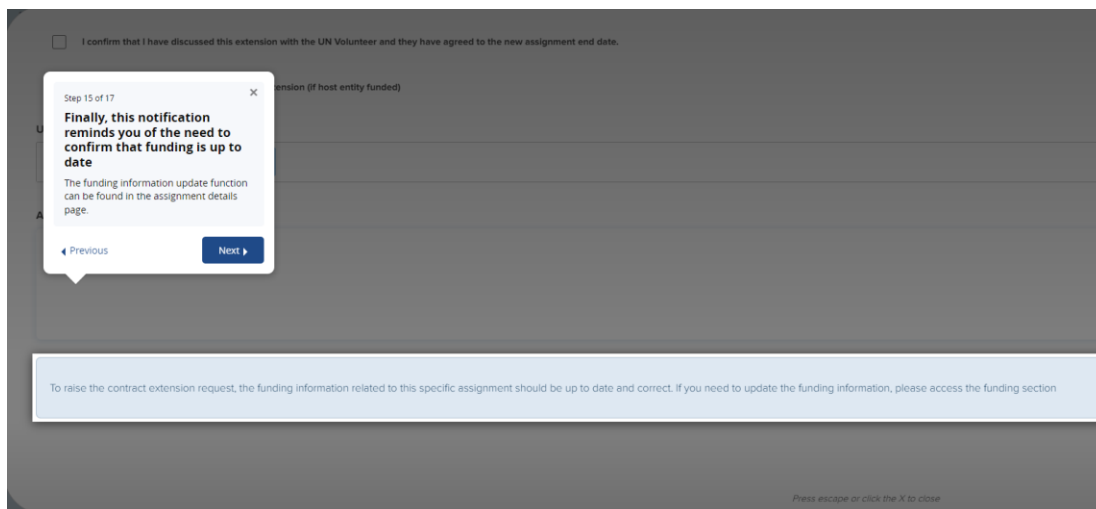
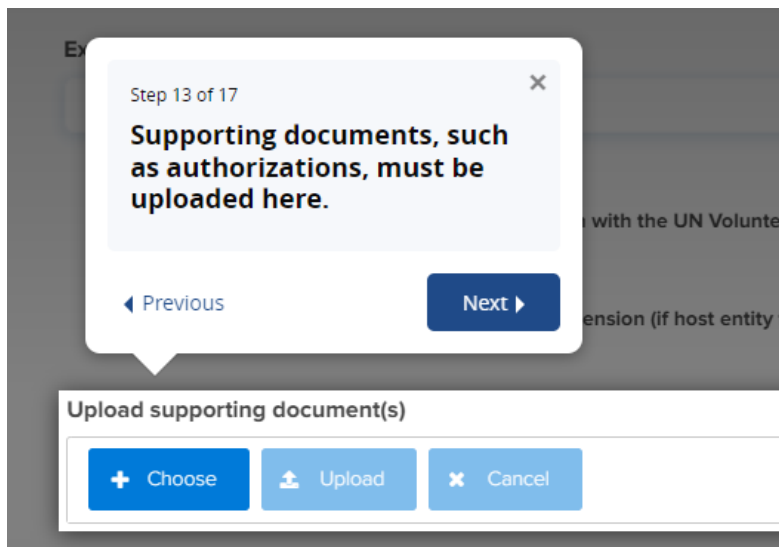
The screenshot displays the UVP interface. At the top, there are input fields for 'Hiring manager' and 'Supervisor'. Below this is the 'Funding information' section, which includes a table for 'Assignment 1684932'. The table has columns for 'Updated date', 'Effective date', 'Approving officer name', 'Approving officer email', 'General ledger unit', 'Fund Code', 'Operating limit', 'Implementing agency', 'Donor', 'Department', 'Business unit/PC', 'Project grant', 'Project activity', 'Activity percent', and 'Funding authorizations'. The table contains one row of data. To the right, a sidebar shows 'Related actions' with options like 'Set as direct recruitment', 'Edit DoA', and 'View activity log'. Below that, a 'Tasks' section shows 'Review DoA' and buttons for 'Approve' and 'Request edit'.

Updated date	Effective date	Approving officer name	Approving officer email	General ledger unit	Fund Code	Operating limit	Implementing agency	Donor	Department	Business unit/PC	Project grant	Project activity	Activity percent	Funding authorizations
21/02/2022	-	Francisco F.	francisco.fundp.org	UNDP1	30000	MOZ	001981	10503	35803	MOZD	0017637	ACTIVITY 5	100	Agency Service Re...

4. Update funding during assignment (in UVP)

The screenshot shows the UVP interface for updating funding. On the left, a sidebar titled 'UN-HOST ENTITY HIRING MANAGER' contains 'Related actions' with 'Request reassignment', 'Request extension', and 'Edit funding information' (highlighted with a red box). Below this is a 'Tasks' section stating 'There are no pending tasks.' The main area is titled 'Funding information' and shows 'Assignment : Bangkok'. It includes a 'Duty station' field with the value 'Bangkok' and an 'Updated' date of '02/10/2021'. Below this is a long text input field containing the code 'UNDP1 | 12000 | UNV | 001981 | 00004 | 17210 | UNV10 | 00023195 | 2304042 | 100%'. At the bottom, there is a section for 'Assignment : Bangkok' with 'Duty station: Bangkok' and 'Funding information*' followed by an 'Add funding information' button (highlighted with a red box).

5. Note on updating funding information and upload FA at extension (in UVP)



Main challenges (source from the service desk queue)

What could go wrong	Why/impact	How to mitigate
FA without complete information and authorized signature or document other than FA	<ul style="list-style-type: none"> • Deployment blocked/delayed • Charge to wrong UN entity; and/or charge rejection by UN entities • Financial liability to UNV • Multiple communications/UNV time to get the required information 	<p>Ensure FA is complete and valid Primary at DOA & extension approval stage (responsible: mobilization user) Secondary for quality control at offer issuance/ contract extension (responsible: VSC)</p> <p>Clearly communicate to the hiring manager the impact of FA and FA errors/invalid values</p>
Incorrect use of UN entity donor code or chart of account (COA)	<ul style="list-style-type: none"> • Deployment blocked/delayed 	<p>For Non-Atlas and Mission agency funded, the COA including donor code and project code are auto-</p>

	<ul style="list-style-type: none"> • Charge to wrong UN entity; and/or charge rejection by UN entities • Financial liability to UNV • Multiple communications/UNV time to get the required information/take corrective action • Reputational Risk re timeliness and accuracy of financial report 	<p>populated in UVP based on agency name and country.</p> <p>For Atlas agency- only the valid COA can be entered in UVP</p> <p>Primary at DOA & extension approval stage (responsible: mobilization user) Secondary for quality control at offer issuance/ contract extension (responsible: VSC)</p> <p>Clearly communicate to the hiring manager the impact of FA and FA errors/invalid values</p>
Agency references not provided in the UVP DoA for 12000 fund agencies (does not apply to UN Missions), i.e. fields that should contain budget/finance codes contain invalid values: 'Attached', n/a, '-', 'Please see attached', or simply Atlas project number	<ul style="list-style-type: none"> • Deployment blocked/delayed • Charge to wrong UN entity; and/or charge rejection by UN entities • Financial liability to UNV • Multiple communications/UNV time to get the required information/take corrective action • Reputational Risk re timeliness and accuracy of financial report 	<p>Ensure agency reference is correct and valid</p> <p>Primary at DOA & extension approval stage (responsible: mobilization user) Secondary for quality control at offer issuance/ contract extension (responsible: VSC)</p> <p>Clearly communicate to the hiring manager the impact of FA and FA errors/invalid values</p>
Incorrect use of Department ID in the CoA (starting from BOXXX) (note: only part of the CoA not automated/locked in UVP)	<ul style="list-style-type: none"> • Deployment blocked/delayed • Charge to wrong Department; and/or charge rejection by UN entities • Financial liability to UNV • Multiple communications/UNV time to get the required information/take corrective action • Reputational Risk re timeliness and accuracy of financial report 	<p>Mobilization user to familiarize on how to find valid department(s) under any given Project ((Link to ATLAS expenses Department ID)</p> <p>Ensure Department is complete and valid</p> <p>Primary at DOA & extension approval stage (responsible: mobilization user) Secondary for quality control at offer issuance/ contract extension (responsible: VSC)</p> <p>Clearly communicate to the hiring manager the impact of FA and FA errors/invalid values</p>
FA document not provided	<ul style="list-style-type: none"> • Deployment blocked/delayed • Financial liability to UNV 	<p>Ensure FA is provided at DOA & extension approval stage (responsible: mobilization user)</p>

	<ul style="list-style-type: none"> Multiple communications/UNV time to get the required information/take corrective action 	Clearly communicate to the hiring manager the impact of FA and FA errors/invalid values
Recording of retroactive effective date of funding not possible in UVP	<ul style="list-style-type: none"> Deployment blocked/delayed OA VM to review the effective date and correct in Atlas HCM 	Ensure FA is provided at DOA & extension approval stage (responsible: mobilization user)
UNRCO has changed the fund source to UNON-RCS UMOJA funding And some fund source is still from UNDP funding till 2022	<ul style="list-style-type: none"> UNDP COA cannot be entered under UNRCO entity as we have changed UNRCO agency to SCA 	If assignment is still funded from UNDP COA, VSC to ensure correct COA updated in Atlas HCM.
Recruitment of UN Volunteer for Non-Atlas agencies to countries where UNV has never placed volunteer	<ul style="list-style-type: none"> No project id created in Atlas 	FBS to create project id in ATLAS
Cannot find the combination of COA to enter in UVP	<ul style="list-style-type: none"> Invalid COA Valid COA but not available in UVP 	<p>Need to go back to HE to re-confirm the valid COA</p> <p>VSS and ICT to ensure that the valid COAs are in UVP</p> <p>Attach the COA or FA when reporting to support@unv.org</p>
Operating Unit is always 3 digits (e.g. AFG, H06...) Note: for UNFPA and UNCDF, operating unit is blank but in UVP, you need to enter 000		Always enter 000 in UVP as operating unit for UNFPA and UNCDF

The longer the wrong information goes unnoticed, the more corrective action needs to be taken by more stakeholders!