Annexure A

Application Overview

Financial Suite - General Ledger

Annexure A – Financial Suite - General Ledger

The Current System[#]

UNHCR Organization Structure

UNHCR General Ledger Organization Structure comprises of Ledgers, Business Unit, Business Calendar and Journal Sources. Multiple Ledgers are used in UNHCR for various purposes like financial transaction, Adjustment, Standard Budgeting, Commitment Control Budgeting and Reporting. UNHCR uses single Business Unit (Legal entity) for its legal and reporting purpose. UNHCR does now use inter/intra unity functionality. In UNHCR Journal Sources are used to represent the corresponding source of transaction including the sub-modules (like AP, AR, BI, IN) and external systems. UNHCR follows monthly business calendar for transactions and commitment control budgeting is done annually. UNHCR defined exchange rate UN Rate is used for its transactional purpose and others are used for budgetary purpose.

- UNHCR uses 3 ledgers: HCR, CBL, and DONOR_RPT for actual accounting.
  - HCR ledger is the primary ledger which is fed from the sub modules. This ledger is accrual based.
  - Monthly activity from HCR ledger is copied over to CBL (Comparable Basis Ledger) ledger and manual adjustment entries are posted in this ledger to arrive to modified cash basis.
  - Monthly activity is copied from CBL to DONOR_RPT (Donor Reporting) where allocation is run for Expenditures.
- There is no Secondary ledger associated to any Ledger Group in UNHCR
- Multiple Standard Budget Ledgers are used in UNHCR.
- Presently 3 Commitment Control Ledger groups (COMMIT, COMMIT_OPS, and COMMIT_DTL) are being used at UNHCR for expense.
- UNHCR uses only one General Ledger BU and there is no Inter/Intra Unit Processing and Consolidation.
- UNHCR uses only one Detail Calendar 01(Monthly) and 3 adjustments Periods P13, P997 and P998.
- UNHCR uses one Commitment Control Budget Calendar YR (Annually).
- There are multiple timespans defined in the system for various purposes like Allocation, nVision reporting.
- Multiple Currency Rate Types are used in UNHCR.
- Customized Exchange rate load process is used to load Market rates and it is run monthly.
- UN Exchange Rate is updated with the last day of the period (calendar month) on a monthly basis when the UN operational rates are published. However there is manual Adhoc based exchange rate update if the currency exchange rate deviation is over 2.5%.
- UNHCR follows different types of Journal Sources:

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- They are numeric in case these are created from IPMS and sources start with ISO country naming standard.
- Other than IPMS, rest Sources are Characters.
- Apart from these there are Sub modules Sources like AP, AR, and AM, TM, GP, Cost Accounting.
- Trees defined in the system for various purposes like Chatfield's, Commitment Control, nVision reporting.

ChartField Structure

UNHCR currently uses Budget Year, Cost Centre, Program/Goal, Implementer, Sector/Output, Account, Contribution Details, Theme/PPG, Site, and Situation chart fields. Each ChartField has its specific purpose and have specific owners. In UNHCR ChartField creation procedure undergoes approval process outside the MSRP system and finally created and maintained by AFS team. There are few customizations existing in the system related to ChartFields.

The below table lists the active Chartfields and description of their functionality used in UNHCR.

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Delivered Chartfierld Name	Customized Order	Customized Long Name	Customized Display Length	Functionality	Owner Ship	TREE
BUDGET_REF	1	Budget Year	4	Calendar Year in which OPERATIONS, ABOD and POSITIONS are budgeted,funded and implemented	PBS	BUDGETYEAR
DEPTID	2	Cost Centre	5	UNHCR field office or HQ unit responsible for implementation for Operations and Administrative Budgets, where staff are located, administered, budgeted and costed.	PBS	COSTCENTRES
PROGRAM_CODE	3	Programme/Goal	5	The type of results to be achieved. It is equivalent to the Goal in Focus. For staff budgeting and expenses the distinction between PG (Protection), PS (Programme Support) and MA (Management) budget and cost categories will also be tracked through this chartfield.	PBS	PROGRAMME
OPERATING_UNIT	4	Implementer	8	Corresponds to 'Implementer' in Focus, (including UNHCR offices and implementing partners); party responsible for delivering the results. In Focus, 'Implementer' is one type of role of an Actor. An actor can also be a donor, a coordinator, etc.	PBS	IMPLEMENTERS_TYPE (organizes implementers by type) IMPLEMENTERS (Organizes implementers by country)
CLASS_FLD	5	Sector/Output	5	Renamed to Output (full description is Rights Group / Objective / Output). The results chain hierarchy from Rights Group to Objectives to Outputs. X21 code remains for IP instalments and IPRs.	PBS	SECTORS
ACCOUNT	6	Account	6	The building block of the financial system. It includes Revenue, Expense,Asset, Liability, Transfers, and Fund Balance accounts	AFS	ACCOUNTS_STAT
FUND_CODE	7	Contribution Details	5	Uniquely identifies each contribution.	Donor Relation and Resource Mobilisation Service (DRRMS)	INCOME
PRODUCT	8	Theme/PPG	6	Population Planning Group (PPG) is the population of concern that is the basis of Focus planning.	PBS	THEME
CHARTFIELD2	9	Site	10	Sites are the locations where populations of concern are residing and/or where related implementation takes place.	PBS	SITE

- UNHCR combo build process is largely performed as delivered. There are around 80 Combo Edit Rules which are very complex. Combo Edits are defined at the field security level.
- Customization has been done for restricting ChartField Values at transactional pages.
- Customization has been done to the ChartField pages to have more HCR description and also additional information in French and Spanish.

Journal Generator Template

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- UNHCR uses delivered Journal Generator Template for Sub Modules like AP, AR, AM, Cost Accounting, GP, and TM.
  - A new Journal Generator Template (PY_ENTRIES) has been created for Bank To Book reconciliation integration for differentiating it from the Treasury transactions
  - Accounting Entry Definition for all sub modules has been customized to address the appropriate customized Chart Field Mapping.

Journal Processing (Journal Creation, Editing, Posting)

In UNHCR, Journals go through the cycle of Journal creation, Editing, Budget checking, Approval and Posting. Generally Journal editing happens through Batch processes and in emergency through online application. Any error occurred during journal edit/budget check or any deviation identified through journal review and reconciliation process is fixed before posting it to the ledger. Journal Posting is run through online and batch as well. Journals are created through online manual journals, spreadsheet import process, subsystem journal, allocation and by copying the existing journals. Journals data is reviewed after edited, budget checked, or posted. Ledger data is reviewed through period data comparison.

The subsystem journals are created through journal generator request.

- Journals go through the cycle of Journal creation, Editing, Budget checking, Approval and Posting. Generally Journal editing happens through Batch processes and for urgent cases through online application. However Journal Posting is run through online and batch as well.
- Journals from Treasury Management(TM) and Global Payroll (GP) are created through interface programs and are then edited and posted.
- Spreadsheet journal import utility is heavily customized to fit to UNHCR requirements.
- Standard Budget Journals get created through interface program and Allocation process.
- Budget data from FOCUS passes through EPM and is interfaced to MSRP GL (FOBS ledger) through export/import process.
- Standard Budget Journals are created, edited through the Allocation process and are manually posted to the BUDGET ledger.
- In emergency situations, Budget journals are also created manually through online and spreadsheet import utility and are edited and posted.
- Commitment Control Journals are created and edited through the Allocation process by allocating amount from BUDGET ledger. These journals are then posted manually, to post amount to the Commitment Control Ledgers.
- In emergency situations, Commitment Control Journals are also created and posted manually through online.
- AFS (PBS in absence of AFS) runs allocation process to allocate to Commitment control Budget.

- Status of the journals and journal line details are reviewed after edited, budget checked or posted and compared the period data in the ledger. The review of the journal process is done by creating the summary report of all posted journals.
- The comparison of the data across ledgers will be done through nVision reports.

Journal Approval Workflow

- In UNHCR once the journal is edited, journal is submitted for approval before posting to ledger. Journal Approval is mandatory for Posting, however not necessary for un-posting.
- UNHCR uses virtual approval workflow.
- Journal Approval Workflow is enabled at Source level for specific Sources which are having character values.(Example: ANK)
- Approval is 1 level(Approver and Back Up Approver)
- Journal, regardless of amount, needs to be approved by an Approver assigned to that Journal Source, before it can be posted. The Approver cannot approve a journal with his/her own Journal Source.
- An Approver can also be a Preparer.

Multi-Currency Processing

Revaluation process is heavily used in UNHCR. Revaluation process is run monthly basis on all open items resulting in an unrealized FX gain or loss which is reversed the following month. After the item is closed, a realized gain or loss is recorded.

- UNHCR process is run for GL and for sub-modules like AP, AR.
- The AP revaluation process is performed for all unpaid posted vouchers and AR revaluation is run for all outstanding balance for the specified business unit with a different transaction currency from the ledger currency, to recognize the gain/loss amount according to the UN exchange rate.
- No Translation is done in UNHCR.

Allocation process

In UNHCR allocation process is used heavily to copy from one ledger to another and is to distribute administrative cost from specific ChartField values to other values in the target in the allocation rule.

- Monthly activity from HCR ledger is copied over to CBL (Comparable Basis Ledger) ledger.
- Monthly activity is copied from CBL to DONOR_RPT (Donor Reporting) where allocation is run for Expenditures.
- Allocation is used in Standard budget maintenance in transferring from FOBS to BUDGET ledger

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- Transferring budget from Standard Budget Ledger BUDGET to Commitment Control Ledgers COMMIT, COMMIT_DTL and COMMIT_OPS.
- Budget creation and transfer is done daily through allocation process.
- Scenario CF added to Allocation Rec to match with UNHCR requirement.

Open Item

- Open items are used for certain assets and liability accounts to monitor the status of individual items and to ensure timely settlement.

Ledger Closing Process

- Monthly and Year-End period close is done.

Standard Budget Maintenance

- Standard Budget is planned and created in FOCUS and gets interfaced to EPM. Then budget data interfaced to MSRP GL through customized interface program and populates FOBS Ledger.
- Allocation process is run to populate the standard BUDGET Ledger.
- Standard Budget is updated on a daily basis.
- In emergency, budget journals are created through online or through spread sheet import utility.

Key Challenges

- Combo rules are very complex, business needs if they can be simplified with configuration.
- Spreadsheet journal import functionality does not support Special Characters like $ and gives does not give appropriate message. The header is limited to 250 (above this limit is cut) and line description to 30 characters (journal is not uploaded). The tool should contain information about these limitations.
- EPM to FSCM GL budget journal interface involves manual intervention. Business needs automation of this interfacing process.
- In case of Spread Sheet journal import process transactions exchange rate issue with currency other than USD. The issue is, if a currency other than the USD is used, the amount in USD will have to be entered. If not entered, the system will translate at the current rate which would be different from the rate at which the entry was originally entered.
- Current system does not allow deleting a journal which goes into budget error after budget checking even though it is not approved or posted. Business needs a solution for this how it can be achieved.

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- When Vouchers from AP are posted for multiple Businesses and it fail for any one of the BU, the process does not populate the Journal Generator accounting entry table with data. When it does happen the error has to be fixed and then the batch is run. The batch will not post the entries that don't require a correction.
- Reversal Journals cannot be approved. That means, if a journal set as auto reversal in next period the approval workflow does not work properly, journal cannot be approved.
- Online Journal Entry Page and Spread Sheet do not allow 3 decimal amounts. The third decimals can be cleaned only by using the spread sheet journal upload tool. Online Journal entry the display is set up as 2 decimals which is correct, therefore more than 2 decimals cannot be entered. However, in the Spreadsheet journal import it allows to load 3 decimals, with no validation on the decimals length causing some issues. Normally in the spreadsheet import process the system should validated how many decimals is the setup for each currency code.
- Open Item closing numbering issue. The issue is that closing numbers end at 9xxxxxx. As UNHCR has more than a million closed items, currently a customization has been done to ensure that 2 digits added to the number generated. However, this does not work as per the need. UNHCR needs improvement of this process.
- Journal date is same for both period 12 of current year and Period 13 (Adjustment period) in case of Allocation. Allocations are done as on a date. So if a journal dated 31 December and posted in period 12 and period 13 would both get allocated if an allocation was run as on 31 December
- Sign issue in expenditure allocation journals. The expenditure allocation is based on USD. So, if the net of HUF transactions is a positive amount and the net of equivalent USD transactions is negative, the process will allocate a negative amount.
- Exchange gain/loss on the accounts payable control account sometimes booked to the rounding account Realized FX gain/loss on closed open items: when open items are closed and there is a remaining USD amount (due to the different exchange rate used in the debit and credit entry), this realized FX gain/loss is accounted (cleared from open item account) manually using query.
- Revaluation of 'open item' account balances to the closing rate. UNHCR can't use the standard functionality, the 'Revaluation step' because 'open item key can be defined/added in the setup of the 'revaluation step'. Therefore UNHCR do this revaluation manually.
- Few PS Queries are very slow, needs improvement.
- Hiding the unused Public PS Queries.
- Better security structure for PS Queries.
- Journal batch posting sometimes bypasses the Journal Approval workflow.
- Spread Sheet exchange rate is not synch with the system exchange rate while entering data; as a result the process does not work properly. The uses of the system exchange rate should be made optional.

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- Open item currency conversion 0 USD issue for realized exchange gain/loss calculation. This issue happens when an open item is with value 0 in local currency, however the amount value for the same open item in USD is not 0.
- Appropriate security to be given for Budget checking.
- IPFR should not bypass the budget checking and Journal Approval. Based upon the Budget Year and Journal Date Year, the budget check should happen. However if Budget year and Journal Date year are not same, Budget Check bypass is mandatory. For example when field offices enter the Final IPFR in February of next year or if correction journals are created for in the following year, the budget check by pass should happen.
- Provision for Future dated journals.
- Copy journal: there is only one effective date for currency. Copying a journal uses the current date as a default and thus all FX translations are at current date. The effective date should be input by user.
- Restrict journal source to exclude the sub-module sources.
- Journal preparer to choose the primary approver for the journal.
- Journal drill down to the voucher is needed.
- Scheduling of the opening of the period (predefined for the current year)
- ChartField creation and update approval workflow is handled outside the system in Excel and emails. It is not convenient, no easy traceability etc. Need to use the delivered functionality for ChartField creation/approval workflow.
- UNHCR does not use the 'Unpost' functionality in HCR ledger as it causes issue in Commitment Control.
- Realized FX gain/loss on closed open items: when open items are closed and there is a remaining USD amount (due to the different exchange rate used in the debit and credit entry), this realized FX gain/loss is accounted (cleared from open item account) manually using query.
- Only a range of periods can be open. Use of alternate period to open would be beneficial. For example sometimes there is a need to have open P1 and P5-P6. Currently in such case the user has to open from P1 to P6.
- In the Allocation process the period can't be defined, it can be run only based on date. It is causing issue when allocation process is run only on Period13 (adjustment period) allocation.
- There is no validation in AR if an account code is setup as 'Open item' therefore the entry in AR can be saved and booked without open item key. Then the AR journal goes to error when generated to GL because there is validation in GL.
- Revaluation of 'open item' account balances to the closing rate. UNHCR can't use the standard functionality, the 'Revaluation step' because 'open item key can be defined/added in the setup of the 'revaluation step'. Therefore UNHCR do this revaluation manually.

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- UNHCR uses ledgers HCR and CBL to meet the requirements of 2 accounting standards. UNHCR books manual adjustment entries to come from one standard to the other one. CBL ledger is not updated until the month-end process is run after HCR GL is closed. It is a manual process with possible errors.
- Inventory is transferred between cost centers through Budget Transfer Forms (BTS) which is very time consuming for GLU. An automated process needs to be explored which would charge the budget of the recipient cost center.
- E mail to be generated to the journal creator indicating that a journal was denied or recycled.
- Journal approver cannot post journals.

To-Be Processes

UNHCR Organization Structure

- UNHCR will continue using HCR, CBL, and DONOR_RPT ledgers for actual accounting.
  - HCR ledger will continue to be the primary ledger which is fed from the sub modules. This ledger is accrual based.
  - Monthly activity from HCR ledger will be copied over to CBL (Comparable Basis Ledger) ledger and manual adjustment entries are posted in this ledger to arrive to modified cash basis.
  - Monthly activity will copied from CBL to DONOR_RPT (Donor Reporting) where allocation is run for Expenditures.
- UNHCR uses HCR and CBL ledgers to meet the requirements of 2 accounting standards. UNHCR books manual adjustment entries to come from one standard to the other one. It is a manual process with possible errors. An SR has been raised to Oracle for this and as per Oracle delivered PeopleSoft Finance cannot handle Cash Based Accounting standard. UNHCR would like to achieve the multiple ledger maintenance on an automated and on a real time basis. This is featured as one of the key priorities of the Project. Further analysis will be conducted during the “build and implementation” phase in order to explore alternative solutions to address this requirement.
- No Secondary ledger will be used in UNHCR.
- Existing Standard Budget Ledgers will continue to be used for standard budgeting purpose.
  - FOBS -- This ledger will be populated with Hyperion Budget data
  - BUDGET -- This ledger will be populated from the FOBS data. This is Standard Budget Ledger.
  - CONTRIBUTE -- Contribution Ledger. This ledger has the donor contribution details.
  - OBL_PLAN -- OBLIGATION PLAN. This ledger has the obligation plan details.
- Existing Expense Commitment Control Ledgers will continue to be used for Control Budgeting purpose of Expense.
  - COMMIT
  - COMMIT_OPS

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- COMMIT_DTL(It does not impact the Budget balance)

- New Revenue Commitment Control Ledgers can be used for Control Budgeting purpose of Revenue(If UNHCR plans to pursue)
- As existing in the current system, there will not be any inter/intra unit processing in GL, hence, UNHCR will continue to use single GL BU
- As existing in the current system, UNHCR will continue to use a single detail business calendar 01(Monthly)
- There will be 3 adjustments Periods P13, P997 and P998.
  - P13 -- Additional Entries
  - P997 -- ChartField Mapping
  - P998 – Common Adjustment Period
- Commitment Control budget will be annual basis, so there will be one Commitment Control Budget Calendar YR (Annually).
- Clean Up of unused Time Spans is required.
  - Existing unused Time Spans can be archived to a new table in the data base as these will not be used in future.
- Clean up/ hiding of the unused/unrequired Public PS Queries is required.
- Appropriate security will be given for Budget checking
- Performance improvement of the slow running PS Queries is required
- In addition to the range of period open, alternate period open facility is required. For example sometimes there is a need to have open P1 and P5-P6 at the same time.
- UNHCR will follow different types of Journal Sources:
  - Sources will be 3 characters for those other than PeopleSoft delivered sources
  - Sources will be numeric in case journals are created from IPMS and these sources will start with ISO country naming standard.
  - Other than IPMS, rest Sources will be Characters.
  - PeopleSoft delivered Sub modules Sources will be 2 characters like AP, AR, and AM, TM, GP
- ChartField prompts at sub module transaction pages will have the effective dated value populated based upon the Budget Year. Existing customization needs to be carried forward.
- Trees will be created in the system as required for various purposes like Chatfield's, Commitment Control, nVision reporting.
- GL WorkCentre will be set up
  - WorkCentre will provide the accounting and finance users with a centralized work area in order to complete their financial and control tasks efficiently with reduced navigation
  - Tranquil access to users to perform maximum used business processes, quickly identify and resolve user specific exceptions through WorkCentre

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- Existing Data for the interface mapping Page of GL for Account, Cost Centre, Implementer, Currency, Program, Sector, Source, UNOG Code will be archived in some customized table outside PeopleSoft

Exchange Rate Maintenance

- Multiple Currency Rate Types will be used in UNHCR:
  - UN --United Nations Exchange Rates
  - UNBDG -- UN BUDGET RATES
  - UNBUD -- United Nations Budget Rates
  - UNINC --UNHCR INCOME EXCHANGE RATES
  - UNORB - UNHCR ORB Budget Rates
- UNHCR will use the UN Exchange rate (UN) for Transactions and rest (as mentioned above) will be used for Budget purpose.
- Customized Currency Exchange Rate load program will load the UN Exchange rate into the PeopleSoft system
- UN Exchange Rate will be updated with the last day of the period (calendar month) on a monthly basis when the UN operational rates are published. However there can be manual Adhoc based exchange rate update if the currency exchange rate deviation is over 2.5%.
- Exchange rate Copy process will copy from one exchange rate to other exchange rate
- Cross Exchange Rate Calculation Functionality to Generate cross rates between valid currency pairs automatically, thus it will remove the need to fill in currency pairs manually online

ChartField Structure

- Chartfields will be activated/inactivated based upon the modules used, in case UNHCR plans/decides to use new modules
- Relabeling, resizing of chartfields will be done based upon the need
- Chartfields will be re-sequenced as per the business modules used
- Approval Work flow could be implemented for the ChartField creation/maintenance request, for which decision will need to be made by UNHCR management
- For ChartField creation/maintenance supporting document attachment facility will be provided
- Budgetary only feature will be implemented for the chartfields
- Every ChartField will be having additional HCR description
- Every ChartField will be having additional information in Alternate Language(French and Spanish)
- Combination Editing by Transaction Source feature will be implemented to increase the efficiency and performance of combination editing process
- The combo edit rules definition will be revisited based upon the addition of new CFs like PROJECT_ID, ACTIVITY_ID

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Journal Processing

- Journals go through the cycle of Journal creation, Editing, Budget checking, Approval and Posting. Generally Journal editing happens through Batch processes and in emergency through online application. However Journal Posting is run through online and batch as well.
- Accounting entry definition and Journal generator templates will be defined the way it exists in the current system for PeopleSoft FSCM Sub-Modules like AM, AP, AR, IN and for non FSCM PeopleSoft Systems like GP, TM as well.
  - Accounting Entry Definition for existing sub modules will be carried forward to address the appropriate customized Chart Field Mapping.
- Journal creation from PeopleSoft FSCM Sub-Modules like AM, AP, AR, IN will continue to be created through journal generator process
- New Journal Generator Template will be created for Treasury Journals for Bank To Book reconciliation integration for differentiating it from the regular treasury transactions
- Budget data from FOCUS will continue to pass through Budgeting System (Currently EPM, can be any other system in future such as Hyperion) and will be interfaced to MSRP GL (FOBS ledger)
- Budget Journal Creation from Non PeopleSoft system 'Budgeting System' will be created through FDM ERP Integrator and will be posted to FOBS ledger.
- Standard Budget Journals will continue to be created from the FOBS ledger.
- Standard Budget Journals will continue to be created, edited through the Allocation process and will be posted to the BUDGET ledger.
- Standard Budget will continue to be updated on a daily basis.
- In emergency situations, Budget journals will continue to be created manually through online and spreadsheet import utility and will be edited and posted to BUDGET ledger.
- Commitment Control Journals will continue to be created and edited through the Allocation process by allocating amount from BUDGET ledger. These journals will be then posted, to post amount to the Commitment Control Ledgers.
- In emergency situations, Commitment Control Journals will also continue to be created and posted through online.
- Journals for IPMS will be created through Spreadsheet journal import utility.
- Ability to manually entered journals through online application.
- Ability to create journal through spreadsheet journal import utility.
- In spreadsheet journal import functionality, proper labeling of Journal Line ChartFields will be in synchronization with ChartField in the MSRP system.
- Spreadsheet journal import functionality Journal Description field should support Special Characters like $ and should give appropriate error message.

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- In Spreadsheet journal import utility, the header is limited to 250 (above this limit is cut) and line description to 30 characters (journal is not uploaded). The spreadsheet will contain information about these limitations.
- Although in the Spreadsheet journal import it allows to load 3 decimals, there is no validation on the decimals length which causing some issues. Normally in the spreadsheet import process, the system should validate how many decimals is the setup for each currency code. A customization would need to be implemented to have this validation achieved.
- Spread Sheet exchange rate is not synch with the system exchange rate while entering data; as a result the journal import process does not work properly. The use of the system exchange rate will be optional.
- The exchange rate of the journals generated through the spreadsheet journal import process will be updated automatically through a process.
- IPFR journals will not bypass the budget checking. Based upon the Budget Year and Journal Date Year, the budget check will happen. If Budget year and Journal Date year is same Budget Check will be mandatory.
- Approval will be mandatory for IPFR journals (for which decision on this change will need be made by UNHCR management).
- Journal Entry Search Page will have additional search fields Ledger Group, Trans Ref Num. Allow the users to find their Journals easier from the Search Page.
- Users will be restricted from using Sub-module Source (Like AP, AR, IN) while creating Online journals.
- Supporting Document Attachment facility will be available at Journal header level.
- Ability to Copy journal from an existing journal.
- Ability to delete journal
  - Logical Delete option for Journal Entries will be enabled, which will allow to retain the header, attachments and line information after deletion of a journal. In this case the journal header status will be 'D'.
  - Budget checked journals will have the provision to delete and it will release the budget if the journal is deleted.
- Ability to edit journal
- Ability to post journal
- Ability to pre-budget check journal
- Ability to unpost journal
- Ability to approve journal
  - PeopleSoft 9.2 provides the flexibility of using either virtual work flow technology or configurable Approval Work Flow Engine(AWE)
  - In To-Be system configurable Approval Workflow Engine will be used.

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- Journal Approval Workflow based upon Journal source.
- Approval will be one-level Journal creator will not be able to approve his own journal.
- Approver can also be a Preparer.
- Approver will be able to delegate worklist items.
- Notification E-Mails will be sent to approver for Approval.
- Notification E-Mails will be sent to requester in case the journal is denied by the approver.
- Sub-module journals will not undergo approval process.
- Journal preparer can also choose the primary approver for the journal.
- Journal approver cannot post journals.

- Ability to Print journal
- Online journals will be pre-budget checked before submitting for approval/posting.
- Ability to enter adjustment (periods 998, 997 and 13) journals.
- Financials Audit Framework (audit logging) will be enabled for efficient tracking of transaction processing for enhanced visibility and detailed audit trails.

Multi-Currency Processing

- Ability to enter journals in multiple currencies.
- Journals will be balanced in base currency - USD
- Ability to revalue (base currency adjustments for foreign currency balances due to change in market rates with respect to base currency USD)
- All sub-modules in PS Financials will share the same currency setup and market rates.
- UNHCR will run the revaluation process for sub-modules like AP, AR in monthly basis.
- Revaluation process will be run monthly basis on all open items resulting in an unrealized FX gain or loss which is reversed the following month. After the item is closed, a realized gain or loss is recorded. This will be manual process the way it is working in current system, as there is no delivered PeopleSoft process matching exactly UNHCR need.

Review Journal Entries

- Ability to drill down to sub-system from PS delivered review screens.
- Subsystem reconciliation with drilldown into un-posted transactions from other PeopleSoft sub-ledgers such as Payables, Billing, Treasury, and Expenses to identify what has not been processed and identify bottlenecks ahead of the period close.

Allocation

- Allocations within and between budget scenarios will be required since the pool and basis amounts will be changing in relationship to changes within the budget cycles and therefore need to be allocated on specific scenarios.

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- In allocation step definition, exclusion logic for the pool and basis will be used for criteria selection refinement there by reducing the need for multiple steps.
- Allocation process will be used for Standard Budget Creation in MSRP.
- Allocation process will be used for Commitment Control Budgets creation in MSRP.
- Allocation process will be used for donation transfer to DONOR_RPT.
- Allocation process will be used for transfer of amount from HCR to CBL.

Open Item Processing

- Open items will be used for certain assets and liability accounts to monitor the status of individual items and to ensure timely settlement.
- In current MSRP system, when open items are closed and there is a remaining USD amount (due to the different exchange rate used in the debit and credit entry), this realized FX gain/loss is accounted (cleared from open item account) manually using query.
  - In upgraded MSRP system, Custom process will be developed to perform this activity, for which decision is pending.
- Access to the open item editing (red pencil) will be restricted based upon the security.
- Invalid open item keys will be corrected through a process before they are reconciled.
- In case of Open Item Closing, close id number will not go back to the initial closing number. (Whenever an open item is closed, a reference number(Reconcile Nbr)is generated …In current existing system, In case of Open Item, close id numbering mechanism has been customized not to go back to the initial closing number. Same will be carried forwarded in the new system)
- 'Open Item' account validation will be done in AR before posting to GL.
- Inventory will be transferred between cost centers through Budget Transfer Forms (BTS) which is very time consuming for GLU. A customized process is proposed which would automatically charge the budget of recipient cost center but there is a need to analyze further delivered functionalities that would allow UNHCR to process it in an automated and standard way.

  *(PeopleSoft delivered functionality for '**transfer of inventory**' offers: When a material stock request is created and stock is issued from PeopleSoft inventory using a ChartField combination setup as budgetary account for commitment control. The deduction to the budget will occur when Accounting Line creation process is run. No pre encumbrance or encumbrance is created or relieved. The delivered functionality does not automatically increase budget for the cost center providing goods or services hence customization will be required to automate entire BTS process between two different cost centers.)*