Sunitta Samuel

From:	Margaret Arokium
Sent:	Thursday, August 12, 2021 4:30 PM
То:	Sunitta Samuel
Cc:	Elsayed Abourefaie
Subject:	RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Sunitta,

Based upon the message received from UNall, it appears most unlikely this GLJE can be posted (see below comment). Therefore I would like to suggest you proceed with the financial closure of the project.

QUOTE

What I could share is that it is unlikely to post this GLJE reason being, we will not reopen any prior years period just to post this transaction. Besides UNOPS is no longer using ATLAS platform. Hence it is purely OFRM decision whether to leave this transaction as it is or how it should be proceeded. Hope this is clear. unquote

Best regards, Maggie

From: Sunitta Samuel <sunitta.samuel@undp.org>
Sent: Thursday, August 12, 2021 3:37 AM
To: Margaret Arokium <margaret.arokium@undp.org>
Cc: Elsayed Abourefaie <elsayed.abourefaie@undp.org>
Subject: RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Margret,

Hope you doing well

Could you please update the status of below GLJE, so that we can move forward with the closure of project.

Regards Sunitta Samuel



2,870.00

Project: 00034465

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All

	Business Unit	Source	Status	Journal ID	Date	Ledger	Line #	Account	Operating Unit	Fund	DeptID	PC Business Unit	Project	Activity	Impi Agent
1	UNDP1	ONL	Valid	JTH00364	31/12/2006	USD	4	71605	KWT	04400	45401	KWT10	00034465	ACTIVITY1	001981

From: Margaret Arokium <<u>margaret.arokium@undp.org</u>>
Sent: Monday, June 21, 2021 9:43 PM
To: Sunitta Samuel <<u>sunitta.samuel@undp.org</u>>
Subject: RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Sunitta,

I forgot mention I am still awaiting feedback with regards to UNOPS/UNDP GLJE which was not posted to the GL. Please go ahead and operationally close the project for now.

Best regards, Maggie

From: Margaret Arokium
Sent: Monday, June 21, 2021 9:10 AM
To: Sunitta Samuel <<u>sunitta.samuel@undp.org</u>>
Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>; Dale Leach <<u>dale.leach@undp.org</u>>; Elsayed Abourefaie <<u>elsayed.abourefaie@undp.org</u>>
Subject: RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Sunitta,

The GLJEs have been correctly posted. Please go ahead and complete the financial closure of the project – operationally close, then financially close the project as per project closure guidelines.

Best, Maggie

From: Sunitta Samuel
Sent: Sunday, June 20, 2021 7:54 AM
To: Margaret Arokium <<u>margaret.arokium@undp.org</u>>
Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>; Dale Leach <<u>dale.leach@undp.org</u>>; Elsayed Abourefaie <<u>elsayed.abourefaie@undp.org</u>>
Subject: RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Maggie,

Many thanks for the guidance .

As advised below transfers has been done with GLJE 0009007238 and 0009007244 approved and posted. Will wait for the confirmation about the GLJE to move forward with project closure. Regards

Sunitta Samuel

Output Details				
Business Unit	KWT10			
Project Number	00033285			
Output Number	00034465			
Output Name	Dev elopment Support Services			

Output Dates		
01/01/2004	On Color	
31/12/2050	On Going	
put Manager	Effective Date	
SSI,Asmae	9/1/2005	
	01/01/2004	

Output Financials (Cash F	unds)
Total Contribution Recognized	\$ 29,500.00
Transfers to/from - Funds/Donor	\$ 35,510.67
Interest Earned	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 65,010.67
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Fund Balance	\$ 0.00

Output Financials (Allo	cation Funds)
Approved Budget	\$ 217,475.00
Advances Balance	\$ 0.00
Total Expense	\$ 179,050.75
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Balance	\$ 38,424.25

From: Margaret Arokium <<u>margaret.arokium@undp.org</u>>

Sent: Wednesday, June 16, 2021 7:56 PM

To: Sunitta Samuel <<u>sunitta.samuel@undp.org</u>>

Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>; Dale Leach <<u>dale.leach@undp.org</u>>; Elsayed Abourefaie <<u>elsayed.abourefaie@undp.org</u>>; **Subject:** RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Sunitta,

I have reviewed fund 11999 and the balance of \$46.2K is at the fund level and the deficit is at the project level in the workbench. Therefore, kindly prepare a GLJE to transfer the amount from fund to project level. Once the amount is transferred to the project there will be an available balance of \$10.7K which I would like to suggest the amount be transferred to fund 11888. See attached details for ease of reference.

Yeriod	<u>Detail</u>	Account	Oper Unit	Fund	DeptiD	Project	Impi Agent	Donor	Account Description	Period Balance (in Base Currensy)	YID Period Balance (in Base Currency)	Currenci
0	Detail	31005	H17	11999	45401			00012	Unexpended Resources	-46,170.00		USD
0	Detail	31005	KWT	11999	45401	00034465	001981	00012	Unexpended Resources	35,514.21	35,514.21	USD
0	Detail	31005	KWT	11999	45401	00034465	001981	12176	Unexpended Resources	-3.54	-3.54	USD

Below is the response received from UNall with regards to the GLJE. It appears it is a UNOPS GLJE, however UNOPS no longer uses ATLAS. I will get back to you on this.

QUOTE

• As for the GLJE, the GL BU is UNOPS. It is a inter-agency journal posted by UNOPS, and for the UNDP side of entries, it is valid, but not yet processed by UNDP. We can't delete this GLJE as this is not a system error, and deleting the UNDP part of entry will cause imbalance. Regards, Wei

Unquote

Hope the above is clear. Please let me know if you require additional clarification.

Best, Maggie

From: Sunitta Samuel
Sent: Tuesday, June 15, 2021 3:45 AM
To: Margaret Arokium <<u>margaret.arokium@undp.org</u>>
Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>; Dale Leach <<u>dale.leach@undp.org</u>>; Elsayed Abourefaie <<u>elsayed.abourefaie@undp.org</u>>
Subject: FW: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Maggie,

Hope all is well

Appreciate if you can update on this.

Regards Sunitta Samuel

From: Sunitta Samuel
Sent: Wednesday, June 2, 2021 5:21 PM
To: Margaret Arokium <<u>margaret.arokium@undp.org</u>>
Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>; Dale Leach <<u>dale.leach@undp.org</u>>
Subject: RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Maggie,

Thanks for the update

In reply to the GLJE, we are also not able to access it from our side other than you mentioned, probably created from HQ as the Journal ID seems unusual.

Regards Sunitta Samuel

From: Margaret Arokium <<u>margaret.arokium@undp.org</u>>
Sent: Wednesday, June 2, 2021 4:54 PM
To: Sunitta Samuel <<u>sunitta.samuel@undp.org</u>>
Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>; Dale Leach <<u>dale.leach@undp.org</u>>
Subject: RE: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Sunitta,

I am following up with UNall with regards to the deficit amount of \$35.5K shown under output number 00034465, as an ASL was issued in 2009 to cover the expenditure from 2009 to 2011 and \$29,500 cash was posted to the GL in 2014 to cover the 2014 expenditure of \$29,496.46. Will keep you posted on the status.

However with regards to the GLJE not posted:

GLJEs Not Posted

2,870.00

I could not find in ATLAS to review (it said "no matching values found"), it appears the GLJE was created in 2006 but was not posted to the GL. Please provide update (see below details).

Many thanks, Maggie

From: Sunitta Samuel
Sent: Sunday, May 30, 2021 9:23 AM
To: Dale Leach <<u>dale.leach@undp.org</u>>; Margaret Arokium <<u>margaret.arokium@undp.org</u>>
Cc: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>
Subject: FW: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear OFRM colleagues,

Hope my email finds you well and safe,

While working on the data cleaning request, I have noticed that below uncleared balances from the project closure workbench report for Output Number 00034465. Kindly advice to clear this and close the project as it seems Inactive from year 2015.

Regards Sunitta Samuel

Project Closure Checklist Financial Closure Checklist Status History and Attachments

Output Details			
Business Unit	KWT10		
Project Number	00033285		
Output Number	00034465		
Output Name	Dev elopment Support Services		

Output Financials (Cash F	unds)
Total Contribution Recognized	\$ 29,500.00
Transfers to/from - Funds/Donor	\$ 0.00
Interest Earned	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 65,010.67
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Fund Balance	\$ -35,510.67

Ou	tput Dates	Output Status	
Start Date	01/01/2004	On Calan	
End Date 31/12/2050		On Going	
Outp	out Manager	Effective Date	
AIT	SSI,Asmae	9/1/2005	

Output Financials (Allo	cation Funds)
Approved Budget	\$ 217,475.00
Advances Balance	\$ 0.00
Total Expense	\$ 179,050.75
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Balance	\$ 38,424.25

	GLJEs Not Posted	2,870.00	\$ 2,870.00
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	General Ledger Cash Balance	5
Fund	Donor	Amount USD
 11999	12176	\$ 3.54
11999	00012	\$ -35,514.21

From: Sergelen Dambadarjaa <<u>sergelen.dambadarjaa@undp.org</u>>

Sent: Friday, May 28, 2021 10:46 PM

To: RBAS Deputy Resident Representatives <<u>rbas.deputy.resreps@undp.org</u>>; RBAS Operations Managers <<u>rbas.operations.managers@undp.org</u>>; RBAS

Financial Management Focal Points <<u>rbas.co.finance@undp.org</u>>; Paola Pagliani <<u>paola.pagliani@undp.org</u>>; Ali Shraim <<u>ali.shraim@undp.org</u>>; Huda Khattab <<u>huda.khattab@undp.org</u>>; Samer Fakhoury <<u>samer.fakhoury@undp.org</u>>

Cc: Dale Leach <<u>dale.leach@undp.org</u>>; Margaret Arokium <<u>margaret.arokium@undp.org</u>>;

Subject: FW: NextGen ERP - Data Preparedness: Phase 2 - by 30 June 2021

Dear Colleagues,

Hope you are doing well.

Further to my email of 28 April, and making reference to the email below, I am sharing the RBAS specific report - the action deadline remains 30 June 2021.

Projects with	m	issing status				
BUSINESS_UNIT	.7	OFFICE	×	DEV	SERV	Grand Total
BDJI10		Djibouti		1		1
DZA10		S			1	1
		Algeria		4		4
BEGY10				11		11
		Egypt		6	1	7
BIRQ10		Iraq		1		1
■KWT10					1	1
BLBN10				3	1	4
BLBY10		Libya			1	1
BMAR10				2		2
		Morocco		6		6
		Reg Bur for Arab States	5	1		1
SAU10					1	
SDN10				1		1
SOM10				21		21
		Somalia		6		6
SYR10				1		1
BTUN10		Tunisia			2	2
BUNDP1		Djibouti		1		1
EYEM10				13		13
		Yemen		1		1
Grand Total				79	8	87

Expired Ong	oing Projects		Ongoing Project	ts with No Expense in 20	20 and 2021
BUSINESS_UNIT	• OFFICE	Count of PROJECT_ID	BUSINESS UNIT		Count of PROJECT ID
ARE10	United Arab Emirates	1	BHR10	Bahrain	4
BHR10	Bahrain	2	BDJI10	Diibouti	3
⊜ DЯ10		1	BDZA10	Algeria	7
	Djibouti	13	and a second		
DZA10		4	EGY10	Egypt	16
	Algeria	3	∃IRQ10	Iraq	4
BEGY10		3	B JOR10		1
	Egypt	14		Jordan	8
BJOR10		4	BKWT10	Kuwait	1
	Jordan	5	ELBN10	Lebanon	7
ELBY10	Libya	2	ELBY10	Libya	6
MAR10		1	BMAR10	Morocco	7
PAL10	Morocco Prog for Palestinian People	7	PAL10	Prog for Palestinian People	8
SAU10	Saudi Arabia	4	SAU10	Saudi Arabia	1
SDN10	Saudi Arabia	5	SDN10		1
	Sudan, Republic of the	72	- 301110	Sudan, Republic of the	15
SOM10		1	8 SOM10	Somalia	9
	Somalia	126	SYR10	Syria	21
SYR10	Syria	7	STUN10	Tunisia	6
TUN10	Tunisia	7	UNDP1		
UNDP1	Reg Bur for Arab States	16		Reg Bur for Arab States	1
SYEM10		1	©YEM10		3
	Yemen	3		Yemen	31
Grand Total		303	Grand Total		160

Missing Institu	the second s	- CTATUR	T. Count of DOOMOT IN		
	* PROJECT_ID	and the state of t	T Count of PROJECT_ID		
DH10	8 00010031	B On Going	1		
DZA10	00102590	Con Going	1		
	00102591 00102593	= On Going = On Going	1		
	8 00102595	= On Going	1		
EGY10	€ 00038794	B On Going	1		
- corre	00101757	= On Going	1		
	= 00109386	= On Going	1		
= JOR10	8 00099636	= On Going	1		
	800103554	= On Going	1		
	= 00120069	= On Going	1		
	≥00120083	On Going	1		
mAR10	00103848	Operationally Closed	1		
	800104514	≡On Going	1		
SDN10	00069387	Operationally Closed	1		
	@00111192	8 On Going	1		
	800113164	= On Going	1		
	∈00113350	= On Going	1		
	= 00115937	= On Going	1		
	= 00117030 = 00118461	= On Going	1		
SOM10	= 00117943	On Going On Going	1		
= YEM10	00120489	= On Going	1		
- remite	00123953	E On Going	1		
	00126305	∃On Going	1		
	00126801	8 On Going	1		
Grand Total			26		
Row Labels - C	ount of PRJ DE	PTID Count of OFFICE			
DJI10	2	2			
DZA10	5	5			
EGY10	14	14			
JOR10	5	5			
KWT10	1	1			
LBN10	4	4			
MAR10	4	4			
SAU10	1	1			
	1.7.1				
SDN10	8	8			
SOM10	23	23	Pre-Atlas Conv		
SYR10	1	1	OFFICE	PROJEC * DESCR *	Grand Tota
YEM10	17	17	∋Egypt	B0002509 2003 NEX balance	1
Grand Total	85	85	Grand Total		1

Should you have any questions, please send them to OFRM colleagues copied, cc me.

Kind regards,

Sergelen

From: Dale Leach <<u>dale.leach@undp.org</u>>

Sent: Tuesday, May 25, 2021 4:55 PM

To: RBA Deputy Resident Representatives - P <<u>rba.deputy.resrepp@undp.org</u>>; RBA Deputy Resident Representatives - O <<u>rba.deputy.resrepp@undp.org</u>>; RBAP Operations Managers <<u>RBAP.Operations.Managers@undp.org</u>>; RBEC Deputy Resident Representatives <<u>rbc.deputy.resreps@undp.org</u>>; RBAC Deputy Resident Representatives <<u>rbc.deputy.resreps@undp.org</u>>; RBAS Operations Managers <<u>rbas.deputy.resreps@undp.org</u>>; RBAS Operations Managers <<u>rbas.deputy.resreps@undp.org</u>>; RBAS Operations Managers <<u>rbas.operations.managers@undp.org</u>>; RBAS Operation Staff Funds NY <<u>bpps.ops.vf.ny@undp.org</u>>;
financialresourcesmanagement+undp.org@yammer.com; RBEC Operations Managers <<u>rbc.operations.managers@undp.org</u>>;
C: Angelique Crumbly <<u>angelique.crumbly@undp.org</u>>; Noura Hamladji <<u>noura.hamladji@undp.org</u>>; Christophe Bahuet <<u>christophe.bahuet@undp.org</u>>;
Khaled Abdel Shafi <<u>khaled.abdelshafi@undp.org</u>>; Agi Veres <<u>agi.veres@undp.org</u>>; Linda Maguire <<u>linda.maguire@undp.org</u>>; Adriana Dinu
<<u>adriana.dinu@undp.org</u>>; Noni Mafabune <<u>noni.mafabune@undp.org</u>>; Xiaojun Grace Wang <<u>xiaojun.wang@unossc.org</u>>; Moncef Ghrib
<<u>moncef.ghrib@undp.org</u>>; Nuna Badaker <<u>yuna.badaker@undp.org</u>>; Priya Gajraj <<u>priya.gajraj@undp.org</u>>; Alan Fox <<u>alan.fox@undp.org</u>>; Elena Tischenko
<<u>elena.tischenko@undp.org</u>>; Marco de Luca <<u>marco.deluca@undp.org</u>>
Subject: NextGen ERP - Data Preparedness: Phase 2

This email is sent on behalf of Amat O. Kebbeh.

Dear Colleagues,

Further to George Kyriacou's message of 23 April, please note that we have added a 5th category in addition to the 4 previously identified for offices to review.

Specifically, the 5th category projects are **"inactive/ongoing"** projects, i.e., projects that did not have financial transactions in 2021 and 2020 and, therefore, may require a change of project status from "ongoing" to "operationally completed". If any of the listed projects can be financially completed that should be done as well.

The list of projects where action is needed can be accessed <u>here</u>.

We remind offices that the data file is updated weekly and can be accessed at the link above.

We thank you again for work on this project. We realize the many challenges of balancing this work with your other competing priorities and we appreciate all you do.

Best regards,

Dale Leach,

On Temporary Assignment with OFRM/Financial Business Advisors

From: George Kyriacou <george.kyriacou@undp.org>

Sent: Friday, April 23, 2021 2:44 PM

To: RBA Deputy Resident Representatives - P <rba.deputy.resrepp@undp.org>; RBA Deputy Resident Representatives - O <rba.deputy.resrepp@undp.org>; RBAP Operations Managers <RBAP.Operations.Managers@undp.org>; RBEC Deputy Resident Representatives <rbec.deputy.resreps@undp.org>; RBLAC Deputy Resident Representatives <rblac.deputy.resreps@undp.org>; RBAS Deputy Resident Representatives <rbas.deputy.resreps@undp.org>; RBAS Operations Managers <<u>rbas.operations.managers@undp.org</u>>; BPPS Operation Staff Funds NY <<u>bpps.ops.vf.ny@undp.org</u>>; financialresourcesmanagement+undp.org@yammer.com; RBEC Operations Managers <rbec.operations.managers@undp.org> Cc: Angelique Crumbly <angelique.crumbly@undp.org>; Noura Hamladji <noura.hamladji@undp.org>; Christophe Bahuet <christophe.bahuet@undp.org>; Khaled Abdel Shafi <khaled.abdelshafi@undp.org>; Agi Veres agi.veres@undp.org; Linda Maguire linda.maguire@undp.org; Adriana Dinu <adriana.dinu@undp.org>; George Conway <george.conway@undp.org>; Gulden Turkoz-Cosslett <gulden.turkoz-cosslett@undp.org>; Peter Liria <peter.liria@undp.org>; Noni Mafabune <noni.mafabune@undp.org>; Xiaojun Grace Wang <xiaojun.wang@unossc.org>; Moncef Ghrib <moncef.ghrib@undp.org>; Andrey Pogrebnyak <andrey.pogrebnyak@unv.org>; Sharon Kinsley <sharon.kinsley@undp.org>; Bettina Woll

bettina.woll@undp.org>; Yuna Badaker <yuna.badaker@undp.org>; Priya Gajraj <priya.gajraj@undp.org>; Alan Fox <alan.fox@undp.org>; Elena Tischenko <elena.tischenko@undp.org>; Anna Sargsyan <anna.sargsyan@unv.org>; Albana Zhorda <albana.zhorda@undp.org>; Alan J Lee <alan.j.lee@undp.org>; Ximena Rios <<u>ximena.rios@undp.org</u>>; Karina Servellon <<u>karina.servellon@undp.org</u>>; Dmitri Katelevsky <<u>dmitri.katelevsky@undp.org</u>>; Sergelen Dambadarjaa <sergelen.dambadarjaa@undp.org>; Ram lyer <ramakrishnan.iyer@undp.org>; Marco de Luca <marco.deluca@undp.org>; Sanjeev.lal@undp.org>; Xiang Yu <<u>xiang.yu@uncdf.org</u>>; Aamir Maqsood Khan <<u>aamir.maqsood@undp.org</u>>; Xiumei Zhang <<u>xiumei.zhang@undp.org</u>>; Thabani Mabodoko <thabani.mabodoko@undp.org>; Ashraf Abdelmoneim Ali <ashraf.ali@undp.org>; Shanthi Karuppiah <shanthi.karuppiah@undp.org>; Sha Guo <sha.guo@undp.org>; Fe Juarez <fe.juarez@undp.org>; Maria Migoya Fernandez <maria.migoya.fernandez@undp.org>; Paul Gravenese cpaul.gravenese@undp.org>; Adam Phillion <adam.phillion@undp.org>; Brendan Daly <bre>brendan.daly@undp.org>; Amat O. Kebbeh <amat.o.kebbeh@undp.org>; Madhurima Barman <madhurima.barman@undp.org>; John Rutere <john.rutere@undp.org>; Saira Bilal <saira.bilal@undp.org>; Fasil Dessie Mengistu <fasil.dessie@undp.org>; Aster Tekabe <aster.tekabe@undp.org>; Donaldo Lopez <donaldo.lopez@unossc.org>; Javier Barrantes <javier.barrantes@undp.org>; Ignacio Inestal <ignacio.inestal@undp.org>; Ines Tofalo <ines.tofalo@unossc.org>; Irfana Salam <irfana.salam@unv.org>; Claudia Rodriguez <<u>claudia.rodriguez@undp.org</u>>; Louise Moretta <<u>louise.moretta@undp.org</u>>; Vandna Chaku <<u>vandna.chaku@undp.org</u>>; Dale Leach <dale.leach@undp.org>; Antje Heinsohn <antje.heinsohn@unv.org>; Margaret Arokium <margaret.arokium@undp.org>; Aung Myint Oo <aung.myint.oo@undp.org>; BMS Directorate Staff <bms.directorate.staff@undp.org>; BMS OFRM FBP <bms.ofrm.fbp@undp.org>; Finance Business Advisors <fba.all@undp.org>; Noni Mafabune <noni.mafabune@undp.org>; Mike Oswald <mike.oswald@undp.org>; Mohammed Fahim Aziz Omar <mohammed.fahim.aziz.omar@undp.org>; Avinash Patel <avinash.patel@undp.org>; Sylvain St-Pierre <sylvain.stpierre@undp.org> Subject: ERP Data Preparedness – Phase 2

Dear Colleagues,

Please allow me to thank you for the hard work done so far on Phase 1 of the ERP data preparedness exercise. Great progress has been made, and I recognize the challenge of dealing with these issues in conjunction with the pressures of delivering results.

I am writing to you to launch Phase 2 of the exercise, which will focus on the clean-up of project data residing in Atlas, as well as any *unfinished business from Phase 1* on which the ERP data preparedness task force is following up individually. The goal of Phase 2 is to help ensure that the data

you need and rely upon to manage your business is ready for conversion and that a clean, smooth migration to the new ERP is the result. The Phase 2 effort may require interaction between central units and Country Offices (COs).

The scope for Phase 2 focuses on both development and non-development projects. The list of your projects on action is needed can be accessed <u>here</u>. These projects all have an "Active" status in Atlas. Some of these projects, once closed, can be changed to "Inactive" status and may not then be migrated, whereas others may require some additional fields to be populated or edited in order to ensure a smooth migration to the new ERP. This exercise will have the additional benefit of making it easier for offices to readily access the data you need in the new ERP.

To this end and working with the list of projects provided, offices should focus on the following which are keyed to the four tabs in the project list. "Action Required" notes are provided <u>here</u> to assist you in completing the four processes below:

- 1. Active Projects with "Missing Status": The "Project Status" screen in Atlas does not show a status, e.g., ongoing or operationally completed. A project status needs to be entered in Atlas.
- 2. Active "Expired Ongoing" Projects: These projects have an end date in Atlas that is earlier than 1 January 2021. If the project is truly ongoing, i.e., project activities are planned for 2021, the project end date should be extended. If project activities have ceased, the project closure process should be commenced leading to designation as **operationally completed** in Atlas by following the corporate guidelines (see below). Some selected offices have already been contacted by OFRM regarding such projects and should simply continue following the prior request for action.
- 3. Active Projects with a "Missing Institutional ID" (Implementing Partner) and/or Department ID: for these projects, please ensure that the Institution ID field is entered in Atlas.
- 4. **Pre-Atlas Conversion Projects**: This will involve the project closure process, which may require tackling issues dating back to pre-Atlas (2004) transactions.

Please liaise with the GSSU on issues relating to unapplied deposits and other AR related transactions; PDRs etc. that are clustered at the GSSU.

I would also like to mention that the "Action Required" notes enclosed with this message are not meant as a substitute for the updated corporate guidelines and tools regarding project closure that are available to offices (see links below). The status updates are also available through these links to check your progress.

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3. The FAQ page in <u>Project Closure SharePoint</u>; the <u>weekly status update</u>; and the daily update in <u>Integrated Financial Dashboard</u> for the KPI "Project Closure" are also available.

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Thank you in advance for your help.

With warm regards – George

George Kyriacou

Deputy Chief Finance Officer Office of Financial Resources Management United Nations Development Programme Tel: (212) 906 - 5664 Tel: (212) 906 - 6306 George.Kyriacou@undp.org

This email is sent on behalf of Amat O. Kebbeh.

Dear Colleagues,

Further to George Kyriacou's message of 23 April, please note that we have added a 5th category in addition to the 4 previously identified for offices to review.

Specifically, the 5th category projects are "inactive/ongoing" projects, i.e., projects that did not have financial transactions in 2021 and 2020 and, therefore, may require a change of project status from "ongoing" to "operationally completed". If any of the listed projects can be financially completed that should be done as well.

The list of projects where action is needed can be accessed <u>here</u>.

We remind offices that the data file is updated weekly and can be accessed at the link above.

Thank you again for work on this project. We realize the challenges of balancing this work with your other competing priorities.

Best regards,

Dale

From: George Kyriacou <george.kyriacou@undp.org>

Sent: Friday, April 23, 2021 2:44 PM

To: RBA Deputy Resident Representatives - P <<u>rba.deputy.resrepp@undp.org</u>>; RBA Deputy Resident Representatives - O <<u>rba.deputy.resrepo@undp.org</u>>; RBAP Operations Managers <<u>RBAP.Operations.Managers@undp.org</u>>; RBEC Deputy Resident Representatives <<u>rbec.deputy.resreps@undp.org</u>>; RBLAC Deputy Resident Representatives <<u>rbec.deputy.resreps@undp.org</u>>; RBAS Deputy Resident Representatives <<u>rbas.deputy.resreps@undp.org</u>>; RBAS Deputy Resident Representatives <<u>rbas.deputy.resreps@undp.org</u>>; RBAS Deputy Resident Representatives <<u>rbas.deputy.resreps@undp.org</u>>; RBAS Operations Managers <<u>rbas.operations.managers@undp.org</u>>; BPPS Operation Staff Funds NY <<u>bpps.ops.vf.ny@undp.org</u>>;

<u>financialresourcesmanagement+undp.org@yammer.com</u>; RBEC Operations Managers <<u>rbec.operations.managers@undp.org</u>>

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Dear Colleagues,

Please allow me to thank you for the hard work done so far on Phase 1 of the ERP data preparedness exercise. Great progress has been made, and I recognize the challenge of dealing with these issues in conjunction with the pressures of delivering results.

I am writing to you to launch Phase 2 of the exercise, which will focus on the clean-up of project data residing in Atlas, as well as any *unfinished business from Phase 1* on which the ERP data preparedness task force is following up individually. The goal of Phase 2 is to help ensure that the data you need and rely upon to manage your business is ready for conversion and that a clean, smooth migration to the new ERP is the result. The Phase 2 effort may require interaction between central units and Country Offices (COs).

The scope for Phase 2 focuses on both development and non-development projects. The list of your projects on action is needed can be accessed <u>here</u>. These projects all have an "Active" status in Atlas. Some of these projects, once closed, can be changed to "Inactive" status and may not then be migrated, whereas others may require some additional fields to be populated or edited in order to ensure a smooth migration to the new ERP. This exercise will have the additional benefit of making it easier for offices to readily access the data you need in the new ERP.

To this end and working with the list of projects provided, offices should focus on the following which are keyed to the four tabs in the project list. "Action Required" notes are provided <u>here</u> to assist you in completing the four processes below:

- 1. Active Projects with "Missing Status": The "Project Status" screen in Atlas does not show a status, e.g., ongoing or operationally completed. A project status needs to be entered in Atlas.
- 2. Active "Expired Ongoing" Projects: These projects have an end date in Atlas that is earlier than 1 January 2021. If the project is truly on-going, i.e., project activities are planned for 2021, the project end date should be extended. If project activities have ceased, the project closure process should be commenced leading to designation as operationally completed in Atlas by following the corporate guidelines (see below). Some selected offices have already been contacted by OFRM regarding such projects and should simply continue following the prior request for action.
- 3. Active Projects with a "Missing Institutional ID" (Implementing Partner) and/or Department ID: for these projects, please ensure that the Institution ID field is entered in Atlas.
- 4. **Pre-Atlas Conversion Projects**: This will involve the project closure process, which may require tackling issues dating back to pre-Atlas (2004) transactions.

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