United Nations
Department of Field Support

eBilling
Electronic Telephone Billing System

Guide for Finance Administrators

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Introduction to eBilling Telephone System

What is it?

eBilling Telephone System is a centralized web application which automates and streamlines the processing of telephone bills by missions. It is fully electronic and easy-to-use and facilitates the recovery of costs associated with the personal use of UN telephones.

Why is it needed?

Previously, missions relied on a variety of custom-developed, standalone solutions to manage their telephone billing. These were often overlapping and inconsistent, using different types of databases and different procedures to handle the same functions. Over the years, many of these systems became obsolete, and the significant resources which would be required to maintain and upgrade them are not available.

eBilling was created to fill the need for a single, uniform, and secure electronic telephone billing system to replace these diverse legacy systems.

What are its main features?

- eBilling standardizes the processes by which bills are reviewed, categorized, approved, and processed

- It provides full online support for bills which are generated electronically

- It supports upload functionality for paper bills from mobile and satellite vendors

- It provides look-up tables and live call summaries for easy access to information

- It generates system and email notifications to users

- It enables report generation in PDF and Excel formats

- It integrates with other DFS solutions, including FSS and Active Directory

- It provides heightened security, with centralized procedures for backup and recovery of data.

What benefits does it provide?

- eBilling improves efficiency by reducing error-prone manual processes

- It empowers staff by enabling all end users to manage their own bills and contact lists

- Through its roles-based functionality, it provides multiple oversight layers for review and assessment of expenditures.

About this Guide

This Guide was written from the vantage point of eBilling Finance Administrators. Additional Guides are available for End Users, Mission Admins, PABX Admins, Super Admins, and Telephone Billing Unit (TBU) Admin.

Who is a Finance Administrator

Finance Administrators are members of a mission's Finance Department who are charged with certain specific functions in eBilling.

The key function performed by Finance Administrators is generation of Finance and Reimbursement Finance reports.

Access to eBilling

Access to eBilling is through the UN network. Since it is a web-based application, eBilling is compatible with all major browsers – including Internet Explorer, Firefox, Chrome, Opera, and Safari; however, it is optimized for IE – the official UN browser, versions 7 and above.

When logging in to eBilling, you can use either Unite ID or Windows credentials. However, since the United Nations is implementing use of global authentication, **it is strongly recommended for users to log in with their Unite ID username and password when accessing the eBilling system for the first time**.

NOTE: *The kind of log in used the first time you access eBilling determines how you will be logging on in future as explained below:*

> ***Unite ID***: *If Unite ID is used to log in the first time a user accesses eBilling, their profile is automatically associated with their Unite ID and they will only be able to log in using their Unite ID username and password in future.*

> ***Windows***: *If Windows username and password are used to log in the first time a user accesses eBilling, their profile is associated with their Windows credentials, but they will also be able to log in to the system using their Unite ID in future.*

Logging In

1. Open Internet Explorer and enter the following URL in the browser's address bar:

    https://ebilling.dfs.un.org

2. *The Office 365 Login page is displayed.* Enter your UN email address then click the **Next** button.
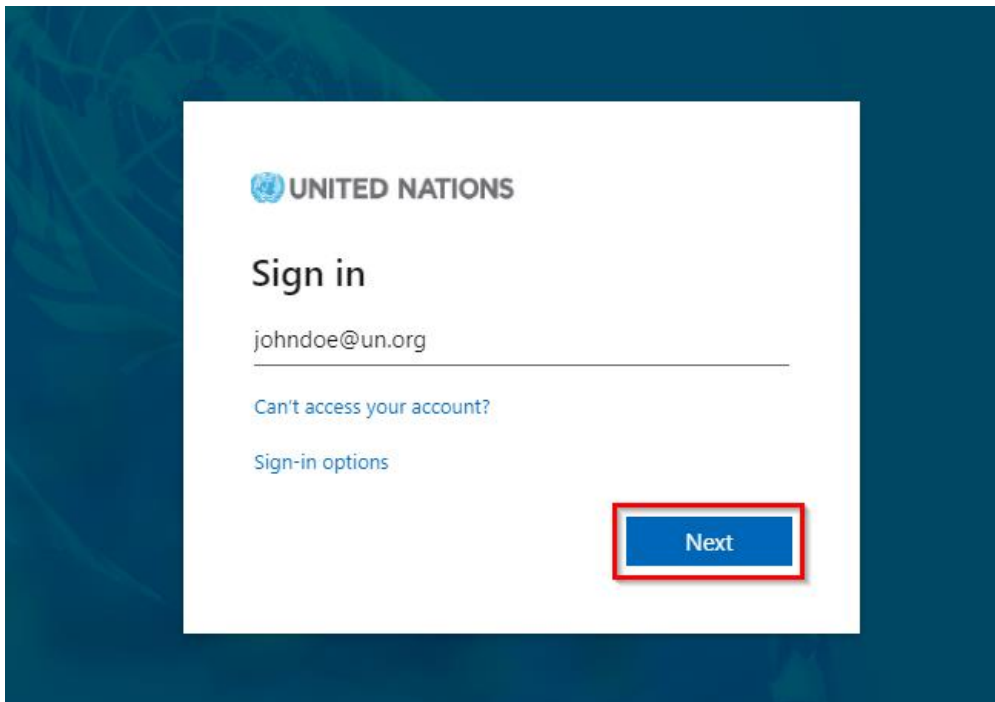
3. *The Unite Login page is displayed.* Enter your Unite Identity password and click the **Sign in** button.

4. *The eBilling Login screen is displayed*. Enter your eBilling username, password, select your domain and Mission then click the **Login** button.

NOTE: *You can access user manuals for different eBilling user roles by clicking the **eBilling Documents** link displayed under the **Login** button. These manuals can be accessed even before you log in.*

Home Screen

Upon logging into eBilling, the **Home** screen is displayed. Since the Finance Administrator is both an end user and a Finance administrator, the **Home** screen has features and functionalities that relate to both end users and Finance administrators.

End User features on the home screen include:

- User Information, Asset Information as well as a call summary are displayed at the center of the screen.
- A MAIN menu on the left of the screen which has links to the user's bills, their reimbursement bills, delegate bills as well as profile and settings.

Finance Administrator features on the home screen include:

- A **Change Mission** dropdown in the top left corner of the screen that allows the Finance Administrator to select another Mission (if they are assigned Finance Admin role for multiple missions).
- A **Finance Report** menu that has links a Finance Administrator can use to generate finance reports by either payment type or staff member.
- A **Reimbursement Finance Report** menu that has links a Finance Administrator can use to generate reimbursement finance reports by either payment type or staff member.

My Information

This section displays information about the Finance Administrator; this includes their user role in eBilling, UN Index Number, UN ID and Hierarchy Title.

My Information			
My Role	Finance	UN ID	QC-8
Index No.		Hierarchy Title	UNLB/UNOPS/UNOPSV/FSS

Asset Information

This section displays information about all assets assigned to the Finance Administrator; this includes:

- Asset numbers for all types of assets assigned to the user
- Option to list calls of the assets assigned to the user
- Summary of current call status

Asset Information		
DESKTOP(s)	Mobile(s)	Satellite(s)
44444	72124543	

Service Type	DESKTOP
Start Date	01/05/2019 00:00:00 AM
End Date	20/05/2019 11:59:59 PM
	List Calls

Cilcode call summary: 01/05/2019 00:00:00 AM to 20/05/2019 11:59:59 PM

Total Official Cost		Total Private Cost	

☑ Display Name   Showing Page **1 of 0**, Records **1 to 0**

S.No	Call To	Call Date	Call From	DESKTOP	Call Duration	Destination	Cost	Is Official	Justifications
-- No Calls found --									

MAIN Menu

The MAIN menu is found on the left side of the screen and is accessible from the **Home** screen as well as any other screen in eBilling.

It has links which a user can click on to navigate to different parts of the eBilling application like the **My Bills** section, **My Reimbursement Bills** section, **Delegated Bills** section, My **Profile** section, **My Settings** section or even to return to the **Home** page.

Click the **MAIN** link to view options/actions under the **MAIN** menu (*actions under this menu can also be hidden or displayed by clicking on MAIN*).
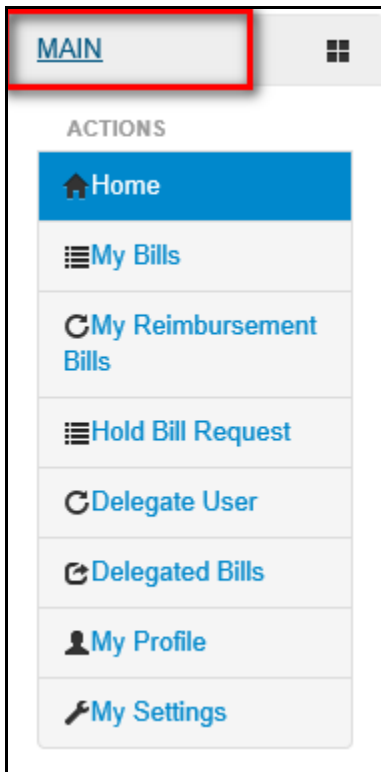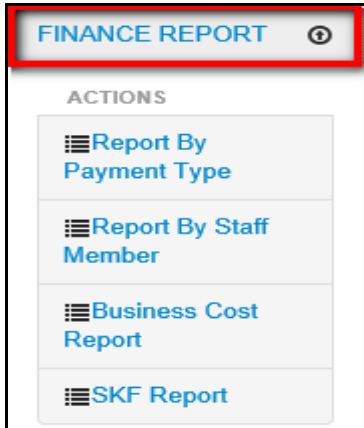

FINANCE REPORT Menu

The FINANCE REPORT menu is found on the left side of the screen and is accessible from the **Home** screen as well as any other screen in eBilling.

It has links that enable a Finance Administrator to generate finance reports by either payment type or staff member and generate business cost recovery report.

Click the **FINANCE REPORT** link to view options/actions under the **FINANCE REPORT** menu (*actions under this menu can also be hidden or displayed by clicking on FINANCE REPORT*).

REIMBURSEMENT FINANCE REPORT Menu

The REIMBURSEMENT FINANCE REPORT menu is found on the left side of the screen and is accessible from the **Home** screen as well as any other screen in eBilling.

It has links that enable a Finance Administrator to generate reimbursement finance reports by either payment type or staff member.

Click the **REIMBURSEMENT FINANCE REPORT** link to view options / actions under this menu (*actions under this menu can also be hidden or displayed by clicking on REIMBURSEMENT FINANCE REPORT*).
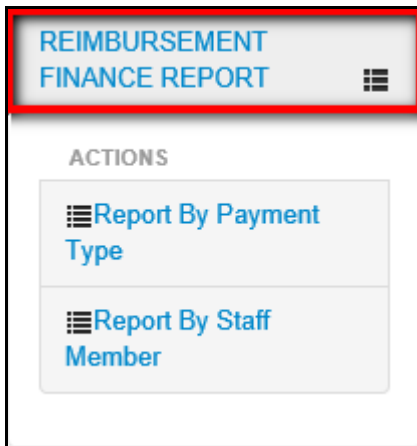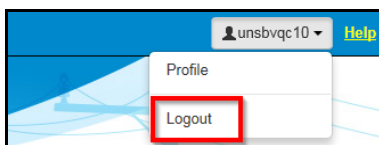

Logging out

1. Click the username in the upper right corner of the screen.

2. *A popup menu is displayed with options to view profile or logout of eBilling.* Click the **Logout** option.

MAIN Menu

The MAIN menu has links to end user features which can be used by the Finance Administrator to do the following:

- View and manage their own bills.

- View and manage their own reimbursement bills.

- View and manage bills that have been delegated to them.

- Review their Personal Information, UN Profile Information as well as information about all assets assigned to them.

- Review or set threshold limits for all assets assigned to them as well as add or edit their telephone contacts.
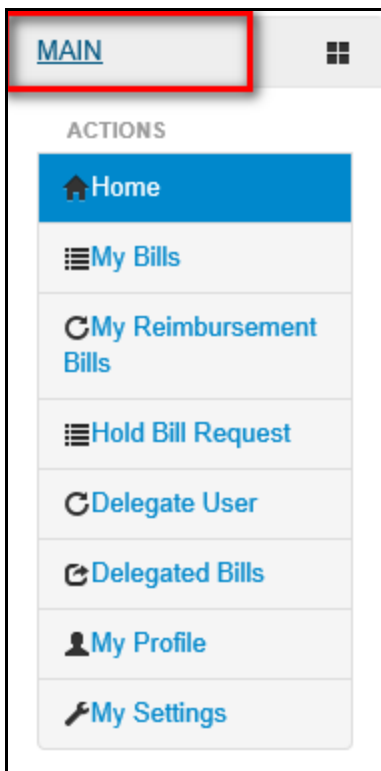
For a more detailed description of the different end user functions that can be carried out by a Finance Administrator, refer to the **eBilling Guide for End Users**.
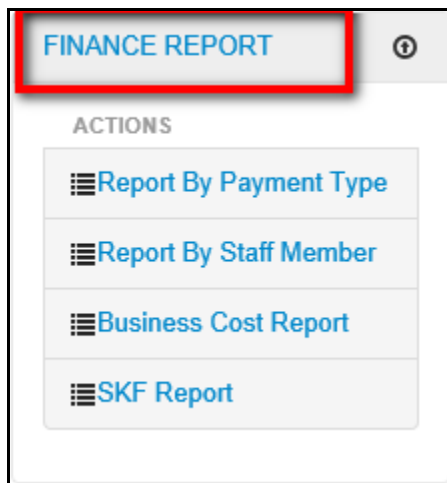
FINANCE REPORT Menu

The FINANCE REPORT menu has links that enable a Finance Administrator to search for and view reports for bills that have been verified.

Reports with the name of the previous month of the cutoff date when the bill was closed are included in finance reports.

Finance reports can be run by either payment type or staff member and business cost recovery report.

Click on **FINANCE REPORT** to view options / actions under the **FINANCE REPORT** menu (*actions under this menu can also be hidden or displayed by clicking on FINANCE REPORT).*

Report By Payment Type

This section allows a Finance Administrator to search for, generate or view finance reports by payment type.

1. To run a finance report by payment type, click the **Report By Payment Type** link found under the **FINANCE REPORT** menu.
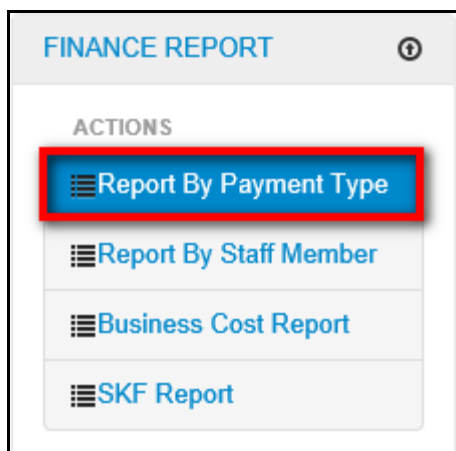
2. *The **Report By Payment Type** screen is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

    NOTE: *Selecting the Finance Year is mandatory.*

Salary Deduction Bills

For bills where the payment type is salary deduction, no action is required from the Finance Administrator since the billing process has been completed for them.

Bills with salary deduction as the payment type have a status of **Finance** on the list of bills displayed.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	Mobile	90075137	September 2016			QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	EUR 915.60	Finance	

3. The only action necessary is generating the necessary PDF documents and sharing them with the Finance department for actual financial processing for the bill expenses.

    Click the **Print / Export** link to print the report or export it to either PDF or Excel.

4. Select the appropriate option i.e. Export to Excel or Export to PDF

5. Click appropriate option i.e. Open or Save.

6. The report is displayed, depending on the format selected.

Excel format

PDF format

Cash Payment Bills

For bills where the payment type is cash payment, a Finance Administrator is required to enter details of the actual payment as communicated by the end user.

On the report displayed, bills can either have the status of **Verified**, **Paid** or **R-Initiated** in the Bill Status column.

When the bill has the status of R-Initiated it means that the reimbursement has been initiated.

When the bill has the status Verified, and cash payment details are entered then the status of the bill changes to Paid.

NOTE: *How the end user communicates to the Finance Administrator that a bill has been paid varies from one mission to another and is outside the scope of eBilling. However, the end user usually sends a scanned copy of the payment voucher to the Finance Administrator via email.*

Add Cash Payment details

7. Click the ☑ icon (found under the **Action** column) to select an action to carry out on the verified bill.

8. *A dropdown menu is displayed.* Click the **Cash Payment** option.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
6	Mobile	90074387	September 2017			QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 13.02	Verified	Actions ▾ Cash Payment

9. ***Finance Cash Payment*** *dialog box is displayed.* Edit amount paid (if necessary), enter a voucher number and payment comment (if necessary) then click the **Save** button.

Finance Cash Payment	✖

↓ Cash Payment

Amount Paid	9.40
Voucher Number	XYZ-234567
CRV Date	28/05/2019 15:56:07 PM 📅 ⌫ *
Payment Comment	Payment by Mr. John Doe

Save

10. *Status of the bill is changed from* **Verified** *to* **Paid**.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
6	Mobile	90074387	September 2017	unsbvqc10		QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 13.02	Paid	Actions ▾

Since the billing process is complete, the only action required from a Finance Administrator is to generate the necessary PDF documents and share them with the Finance department for actual financial processing of the bill expenses.

Click the **Print / Export** link to print the report or export it to either PDF or Excel.

View Payment Details

11. When cash payment details have been added to a bill, the Finance Administrator can view the payment details by clicking ▾ icon (found under the **Action** column) on the bill, then clicking the **Payment Details** option on the dropdown menu displayed.

*A **Payment Details** popup dialog box is displayed showing payment details of the selected bill.*

Payment Type	Cash Payment
Amount Paid	USD 22.10
Voucher Number	xyz - 23457
CRV Date	07/11/2017 09:20:50 AM
Comments	payment made by Mr. Doe

Edit Payment

A Finance Administrator can edit cash payment details that were entered for a bill that has cash payment as the payment type.

12. To edit cash payment details, click the ▾ on the **Actions** button (under the **Action** column).

13. *A popup menu is displayed*. Click the **Edit Payment** option.

14. *The **Cash Payment** dialog box is displayed.* Make relevant changes to any of the fields displayed then click the **Save** button.

Changes made to the cash payment details are saved by the system.

Report By Staff Member

This section allows a Finance Administrator to search for, generate or view finance reports by staff member.

1. To run a finance report by staff member, click the **Report By Staff Member** link found under the **FINANCE REPORT** menu.

2. *The **Reports By Staff Member** screen is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

   NOTE: *Selecting a finance year and finance report title are mandatory.*

   *Leaving the **Search Staff Member** field empty makes the search return all staff members that have bills in the selected Finance Report Title.*

3. *A list of verified bills that meet search criteria used is displayed.* The bills displayed will have a status of **Finance, Verified, R-Initiated** or **Paid**.

a) For bills with a **Finance** status, no further processing is required. The Finance Administrator just generates the necessary PDF documents and carry out actual financial processing of the bill expenses.

b) For bills with a **Verified** status, the Finance Administrator has to enter cash payment details. Click on **Cash Payment** option.

Enter Voucher Number, select CRV Date and enter the Payment comment if available then click **Save** button.

c) For bills with a **Paid** status, the Finance Administrator can view Payment details and Edit Payment.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	DESKTOP / Open Extension	666	July 2017		NULL	UNSBVQC-07		UNOPS National Staff	UNLB	EUR 13.02	Paid	Actions
2	DESKTOP / Open Extension	12	October 2018			UNSBVQC-03		UNOPS National Staff	UNLB	EUR 29.48	Paid	Payment Details Edit Payment

Select **Payment details** option and the Payment details screen is displayed.

Payment Details   ✖

↓ **Payment Details**

Payment Type	Cash Payment
Amount Paid	EUR 9.40
Voucher Number	XYZ-234567
CRV Date	28/05/2019 03:56:07 PM
Comments	Payment by Mr. John Doe

Select **Edit Payment** option and the Cash Payment screen is displayed. Make necessary changes and click **Save** button.

View Archived Finance Report

It is possible to search for and view archived finance reports on either the report by payment type page or the report by staff member page.

To view archived finance reports, follow the steps detailed below:

1. Click the **Archived Finance Report** button.

2. *The Archive Bills Finance Report page is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

   NOTE: *Selecting Finance Year and Finance Report Title is mandatory.*

3. *A list of archived finance bills that meet search criteria used is displayed.* The generated report can be printed or exported to another format by clicking the **Print / Export** link.

4. Select appropriate option i.e. Export to Excel or Export to PDF

5. Click appropriate option, i.e. Open or Save.

6. The report is displayed.

Excel format

Archived Finance Report

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UN Id	BP Number	Category	Functional H	Private Call Cost	Currency
1	DESKTOP / Speed Dial	1993721	May 2016		971393	971393		L - Local staff GS level	UNLB/UNOF	8.41	USD
2	DESKTOP / Speed Dial	1993721	May 2016		971393	971393		L - Local staff GS level	UNLB/UNOF	5.98	USD
3	DESKTOP / Dect	1993780	May 2016		971393	971393		L - Local staff GS level	UNLB/UNOF	5.98	USD
4	Mobile	23675424313	May 2016		NULL	UNSBVQC-05		UNOPS National Staff	UNLB	4404.77	EUR
5	Mobile	90074387	May 2016		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	0.05	EUR
6	Mobile	90074387	May 2016		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	0.01	EUR
7	Mobile	1234	May 2016		NULL	UNSBVQC-06		UNOPS National Staff	UNLB	14.38	EUR
8	Mobile	201510161	May 2016		NULL	UNSBVQC-06		UNOPS National Staff	UNLB	127.76	EUR
9	Mobile	23675436728	May 2016		NULL	UNSBVQC-06		UNOPS National Staff	UNLB	8318.55	EUR
10	Mobile	23675436728	April 2016		NULL	UNSBVQC-06		UNOPS National Staff	UNLB	759.8	EUR

PDF format

Report By Payment Type

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Currency	Bill Status
1	DESKTOP / Speed Dial	1993721	May 2016		971393	971393		L - Local staff GS level	UNLB/UN OPS/UNO PSV/QC	8.41	USD	Verified
2	DESKTOP / Speed Dial	1993721	May 2016		971393	971393		L - Local staff GS level	UNLB/UN OPS/UNO PSV/QC	5.98	USD	Verified
3	DESKTOP / Dect	1993780	May 2016		971393	971393		L - Local staff GS level	UNLB/UN OPS/UNO PSV/QC	5.98	USD	Finance
4	Mobile	23675424 313	May 2016		NULL	UNSBVQ C-05		UNOPS National Staff	UNLB	4,404.77	EUR	Finance
5	Mobile	90074387	May 2016		NULL	UNSBVQ C-09		UNOPS National Staff	UNLB	0.05	EUR	Verified

Business Cost Report

This section allows a Finance Administrator to maintain and track the cost recovery of official costs. The report displays the bills that need to be recovered from the user. The cost recovery status is based on cost recovery done in UMOJA, the status of the bills could either be Included, Completed or Excluded.

1. To run the business cost report, click the **Business Cost Report** link found under the **FINANCE REPORT** menu.
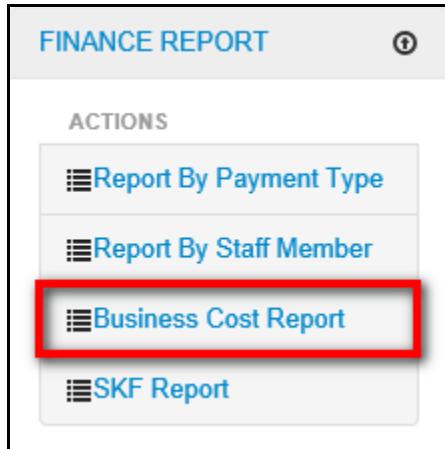
2. *The* **Business Cost Report** *screen is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

   Note: *Selecting a finance year and finance report title are mandatory.*

NOTE: *The bills with status Paid, Finance, Verified will be populated in Business cost report page with recovery status as included.*

3. A list of verified bills that meet search criteria used is displayed.

	S.No	Service Type	Asset Number	Bill Title	Staff Name	Functional Hierarchy	SKF Number	SKF Description	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
☐	1	Mobile	1993721	February 2019	Belen MOLINER CARBO	UNLB/UNOPS/UNOPSV/QC	654321	Mobile WIND		11.69	0.00	11.69	Finance	Included	Actions ▼
☐	2	Mobile	11101	April 2019	unsbvqc7	UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	10UNA,0558...	63.34	0.00	63.34	R-Initiated	Completed	
☐	3	Mobile	11101	March 2019	unsbvqc7	UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	10UNA,0558...	9.50	0.00	9.50	Verified	Completed	
☐	4	Mobile	11101	March 2019	unsbvqc7	UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	10UNA,0558...	12.53	0.00	12.53	Verified	Completed	

4. For the bills with the Recovery Status as **Included**, click on **Recover** button to recover the bill.

	S.No	Service Type	Asset Number	Bill Title	Staff Name	Functional Hierarchy	SKF Number	SKF Description	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
☐	1	Mobile	1993721	February 2019	Belen MOLINER CARBO	UNLB/UNOPS/UNOPSV/QC	654321	Mobile WIND		11.69	0.00	11.69	Finance	Included	Actions ▼
☐	2	Mobile	11101	April 2019	unsbvqc7	UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	10UNA,0558...	63.34	0.00	63.34	R-Initiated	Completed	
☐	3	Mobile	11101	March 2019	unsbvqc7	UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	10UNA,0558...	9.50	0.00	9.50	Verified	Completed	
☐	4	Mobile	11101	March 2019	unsbvqc7	UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	10UNA,0558...	12.53	0.00	12.53	Verified	Completed	

| Recover | Include | Exclude | Bulk Assign Coding Block |

5. The status of the Recovery Status will change from **Included** to **Completed**.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Functional Hierarchy	SKF Number	SKF Description	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
1	Mobile	1993721	February 2019		UNLB/UNOPS/UNOPSV/QC	654321	Mobile WIND		11.69	0.00	11.69	Finance	Completed	
2	Mobile	11101	April 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	20NUA-1004- 0006--3701	63.34	0.00	63.34	Verified	Completed	
3	Mobile	11101	March 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	20NUA-1004- 0006--3701	9.50	0.00	9.50	Verified	Completed	
4	Mobile	11101	March 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	20NUA-1004- 0006--3701	12.53	0.00	12.53	Verified	Completed	
5	Satellite	11102	February 2019		UNLB/UNOPS/UNOPSV/FSS	654323	Satellite WIND	20NUA-1004- 0006--3701	37.26	0.00	37.26	Verified	Completed	

Note: Once the bills are marked as Recovered, then the report is locked, and the options to Include or Exclude the bills is not available.

Exclude Bills

A user can exclude bills from the recovery process based on UMOJA fund availability. To do so follow the steps below:

Note: *One cannot Exclude bills that have already been recovered.*

1. Click on the **Exclude** link under **Actions**.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Functional Hierarchy	SKF Number	SKF Description	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
1	Mobile	1993721	February 2019		UNLB/UNOPS/UNOPSV/QC	654321	Mobile WIND		11.69	0.00	11.69	Finance	Included	Actions ▼ Exclude Assign Codi
2	Mobile	11101	April 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND		63.34	0.00	63.34	Verified	Included	

Or mark the checkbox next to the S.No column and click on the **Exclude** button.

2. The Recovery status will change from *Included* to *Excluded*.

Include Bills

A user can include bills based on UMOJA fund availability. To include bills that have been excluded follow the steps below:

1. Click on **Include** link under **Actions**.

Or mark the checkbox next to the S.No column and click on the **Include** button.

2. The recovery status changes from *Excluded* to *Included*.

Assign Coding Block

eBilling stores the coding blocks provided by each mission/department/customer and assign it to the users/customers/assets based on the requirement to prepare the financial report for cost recovery.

1. Click **Assign Coding Block** link under **Actions**.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Functional Hierarchy	SKF Number	SKF Description	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
1	Mobile	1993721	February 2019		UNLB/UNOPS/UNOPSV/QC	654321	Mobile WIND		11.69	0.00	11.69	Finance	Included	Actions ▼
2	Mobile	11101	April 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND		63.34	0.00	63.34	Verified	Included	Actions ▼
3	Mobile	11101	March 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	20NUA-1004-0006--3701	9.50	0.00	9.50	Verified	Included	Exclude / Assign Coding Block

2. *The Assign Coding Block screen is displayed*. Search the Coding Block and select appropriate option for Bills then click **Assign** button.

Assign Coding Block ✖

↓ **Assign Coding Block**   * Fields are Required

Coding Block	PERICO : 20NUA-1004- 0006--3701
Assign To	Business Cost Recovery ▾
Service Type	Mobile ▾
Service Provider	WIND ▾
Assets	11101 - UNSBVQC7
Bills	⦿ Selected Bill Only ◯ Selected and Future Bills

Assign

Change Coding Block

To change the coding block follow the steps below.

1. Click **Change Coding Block** link under **Actions**.

	S.No	Service Type	Asset Number	Bill Title	Staff Name	Functional Hierarchy	SKF Number	SKF Description	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
☐	1	Mobile	11101	March 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	20NUA,1004...	9.50	0.00	9.50	Verified	Included	Actions ▼
☐	2	Mobile	11101	March 2019		UNLB/UNOPS/UNOPSV/FSS	654321	Mobile WIND	20NUA,1004...	12.53	0.00	12.53	Verified	Included	Exclude / Change Coding Block

2. Change the Coding Block and click **Assign** button.

Assign Bulk Coding Block

To assign bulk coding blocks follow the steps below:

1. Click **Bulk Assign Coding Block** button.

2. *The Bulk Assign Coding Block screen is displayed.* Search the Old Coding Block and New Coding Block select appropriate option for Bills then click **Assign** button.
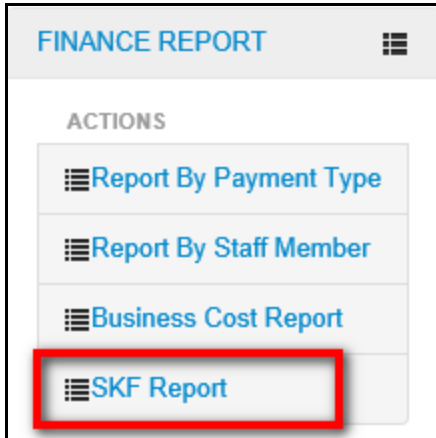

The information is updated in the database and the user is redirected back to the Business Cost Report page.

SKF Report

This section allows a Finance Administrator to search for, generate or view SKF report and also Recover bills.

1. To run a SKF report by staff member, click the **SKF Report** link found under the **FINANCE REPORT** menu.

2. Enter the filter criteria and click the **Search** button.

3. *The bill(s) that match the filter criteria is displayed.* Click on **Export SKF Report** link.

S.No	Asset Type	Provider	Doc Text	SKF Number	Bill Title	Department	Customer	Coding Block	Total Cost	Recovery Status	Action
1	Mobile	WIND	Mobile WIND	654321	April 2019	UNLB		10UNA,0558,000312,11102,150100	63.34	Completed	
2	Mobile	WIND	Mobile WIND	654321	February 2019				11.69	Excluded	Actions
3	Mobile	WIND	Mobile WIND	654321	March 2019	UNLB		10UNA,0558,000312,11102,150100	22.03	Completed	

4. Select appropriate option, i.e. Open or Save.

Do you want to open or save **SKF Report_1872019105416549.xlsx** from **dfsvqctbiis1.dpko.un.org**?   Open   Save   Cancel

5. The excel file is displayed.

A	B	C	D	E	F	G	H	I	J	K	
S.No	Doc Number	Processing Date	Doc Text	Line Item Text	SKF Number	Quantity	CostCenter	Atype	Internal Orders	WBSE	Network
1	1	18.07.2019	Mobile WIND	April 2019	654321	6334	0558	Mobile	11102	000312	
2	1	18.07.2019	Mobile WIND	February 2019	654321	1169		Mobile			
3	1	18.07.2019	Mobile WIND	March 2019	654321	2203	0558	Mobile	11102	000312	

Assign Coding Block

1. Click **Assign Coding Block** link under **Actions**.

2. Enter the Coding Block and click **Assign** button.

Exclude Bills

A user can exclude bills from the recovery process based on UMOJA fund availability. To do so follow the steps below:

Note: *One cannot Exclude bills that have already been recovered.*

1. Click on the **Exclude** link under **Actions**.

2. The Recovery status will change from *Included* to *Excluded*.

Include Bills

A user can include bills based on UMOJA fund availability. To include bills that have been excluded follow the steps below:

1. Click on **Include** link under **Actions**.

S.No	Asset Type	Provider	Doc Text	SKF Number	Bill Title	Department	Customer	Coding Block	Total Cost	Recovery Status	Action
1	Mobile	MTN			January 2018			20NUA,1004, 0006,,3701	13.30	Excluded	Actions ▼
											Include

2. The Recovery Status will change from **Excluded** to **Included**.

S.No	Asset Type	Provider	Doc Text	SKF Number	Bill Title	Department	Customer	Coding Block	Total Cost	Recovery Status	Action
1	Mobile	MTN			January 2018			20NUA,1004, 0006,,3701	13.30	Included	Actions ▼

Recover Bills

1. For the bills with the Recovery Status as **Included**, click on **Recover** button to recover the bill.

S.No	Asset Type	Provider	Doc Text	SKF Number	Bill Title	Department	Customer	Coding Block	Total Cost	Recovery Status	Action
1	Mobile	WIND	Mobile WIND	654321	March 2019	UNLB		20NUA,1004, 0006,,3701	22.03	Included	Actions ▼

Recover

2. The status of the Recovery Status will change from **Included** to **Completed**.

S.No	Asset Type	Provider	Doc Text	SKF Number	Bill Title	Department	Customer	Coding Block	Total Cost	Recovery Status	Action
1	Mobile	WIND	Mobile WIND	654321	March 2019	UNLB		20NUA,1004, 0006,,3701	22.03	Completed	

REIMBURSEMENT FINANCE REPORT Menu

The REIMBURSEMENT FINANCE REPORT menu has links that enable a Finance Administrator to search for / generate and view reports for reimbursement bills that have been verified.

Reimbursement finance reports can be run by either payment type or staff member.

Click on **REIMBURSEMENT FINANCE REPORT** to view options / actions under this menu (*actions under this menu can also be hidden or displayed by clicking on REIMBURSEMENT FINANCE REPORT*).
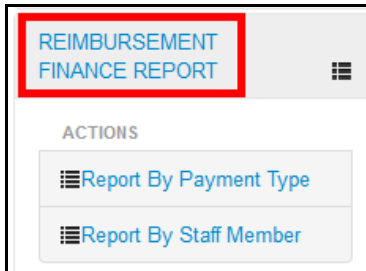
Report By Payment Type
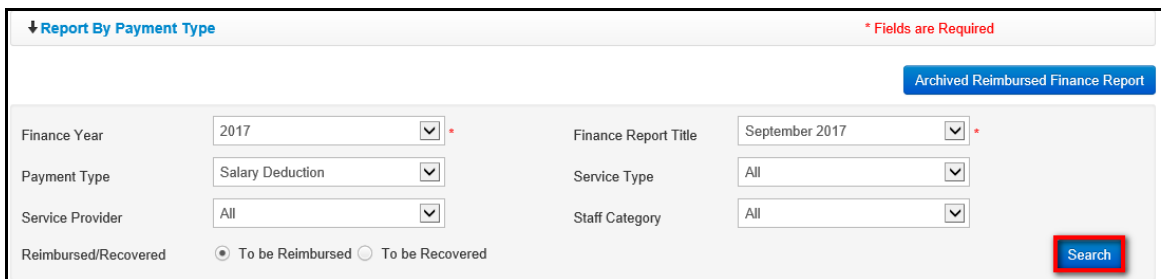
This section enables a Finance Administrator to search for, generate or view reimbursement finance reports by payment type.

1. To run a reimbursement finance report by payment type, click the **Report By Payment Type** link found under the **REIMBURSEMENT FINANCE REPORT** menu.
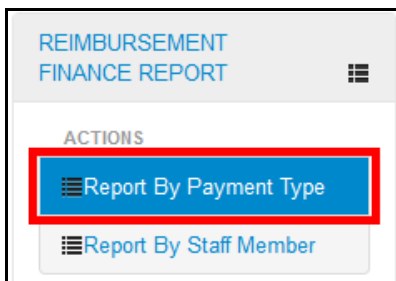
2. *The **Report By Payment Type** screen is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

   NOTE: *Selecting a finance year and a finance report title are mandatory.*

Salary Deduction Reimbursement Bills

3. For reimbursement bills where the payment type is salary deduction, no action is required since the billing process has been completed.

    Bills with salary deduction as the payment type have a status of **Finance** on the report displayed.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	Mobile	23675271811	August 2016		NULL			UNOPS National Staff	UNLB	ARS 1501.16	Finance	

The generated report can be printed or exported to another format by clicking the **Print / Export** link.

Print / Export

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	Mobile	23675271811	August 2016		NULL	UNSBVQC-10		UNOPS National Staff	UNLB	ARS 1501.16	Finance	

Select appropriate option i.e. Export to Excel or Export to PDF

↓ **Report By Payment Type**

Export to Excel   Export to PDF

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Recovered	Bill Status
1	Mobile	23675271811	August 2016		NULL	UNSBVQC-10		UNOPS National Staff	UNLB	ARS 0.00	Finance

The report is displayed based on the format selected.

Cash Payment Reimbursement Bills

For reimbursement bills where the payment type is cash payment, there are options for an administrator to enter, view or edit payment details.

Add Cash Payment

4. Click the ⌄ on the **Actions** button (under the **Action** column) to select an action to carry out on the verified bill.

Print / Export

S.No	Asset Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Recovered	Bill Status	Action
1	Mobile	270573	July 2017	unsbvqc10		QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS /UNOPSV/FSS	USD 1.20	Verified	Actions ⌄

5. *A popup menu is displayed.* Click the **Cash Payment** option.

6. *A **Finance Cash Payment** dialog box is displayed.* Edit amount paid (if necessary), enter a voucher number, CRV Date and a payment comment (if necessary) then click the **Save** button.

7. *Status of the reimbursement bill is changed from **Verified** to **Paid**.*

8. To print or export the generated report, click the **Print / Export** link found at the top of the report.

View Payment Details

9. When cash payment details have been added to a bill, the Finance Administrator can view the payment details by clicking ▾ icon (under the **Action** column) on the bill then clicking the **Payment Details** option on the dropdown menu displayed.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	Mobile	270573	October 2017	unsbvqc10		QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 11.64	Paid	Actions ▾ Payment Details Edit Payment

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*A **Payment Details** dialog box is displayed showing payment details of the selected bill.*

Payment Details ✕

↓ **Payment Details**

Payment Type	Cash Payment
Amount Paid	USD 11.75
Voucher Number	xyz-1234567
CRV Date	21/05/2019 11:41:28 AM
Comments	cash payment received

Edit Payment

Payment details that were entered for a reimbursement bill can be edited as described below:

10. To edit cash payment details, click the ▾ icon (under the **Action** column) on the bill.

												ⓘ Print / Export
S.No	Asset Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Recovered	Bill Status	Action
1	Mobile	270573	July 2017	unsbvqc10		QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS /UNOPSV/FSS	USD 1.20	Paid	Actions ▾ Payment Details Edit Payment

11. ***Finance Cash Payment*** *dialog box is displayed*. Make relevant change to any of the fields displayed then click the **Save** button.

**Finance Cash Payment** ✕

↓ **Cash Payment**

Amount Paid	11.75
Voucher Number	xyz-1234567
CRV Date	21/05/2019 11:41:28 AM 📅 ⌫ *
Payment Comment	cash payment received

Save

Report By Staff Member

This section allows a Finance Administrator to search for, generate or view reimbursement finance reports by staff member.

1. To run a reimbursement finance report by staff member, click the **Report By Staff Member** link found under the **REIMBURSEMENT FINANCE REPORT** menu.
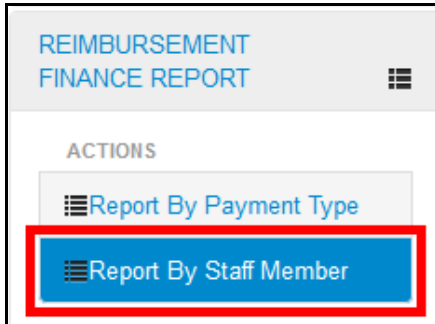
2. *The Reports By Staff Member page is displayed*. Select a finance report title and enter name of staff member then click the **Search** button.

   NOTE: *Selecting a finance year and report title are mandatory.*

   You can enter full or partial name of staff member in the **Search Staff Member** field then select appropriate staff member from the search results displayed.

   Leaving the **Search Staff Member** field empty makes the search return all staff members that have reimbursement bills which have been approved and verified in the selected Finance Report Title.

3. *A report that matches search criteria entered is displayed*. The report generated can be printed or exported to another format by clicking the **Print / Export** link.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	Mobile	270573	July 2017			QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 49.08	Paid	Actions

View Archived Reimbursed Finance Reports

It is possible to search for and view archived reimbursed finance reports on either the report by payment type page or the report by staff member page.

To view archived reports, follow the steps detailed below:

1. Click the **Archived Reimbursed Finance Report** button.

2. *The Archived Reimbursed Finance Report page is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

   NOTE: *Selecting a finance year, payment type and finance report title are mandatory.*

3. *A list of archived reimbursed bills that meet search criteria used is displayed.* The generated report can be printed or exported to another format by clicking the **Print / Export** link.

Revision History

Date	Author	Approver
03 Dec 2018	Mahmood Semyano	
12 September 2019	Peris Mutemi	