POLICY FOR ATLAS USER PROFILES AND GLOBAL DIRECTORY APPLICATION

Document Name	Atlas User Profiles and Global Directory Application Guide
Language(s)	English, French and Spanish
Responsible Unit	Division for Management Services
Version Control	Version No.2
Date approved	April 12, 2015
Mandatory Review	April 2016
Audience	All UNFPA personnel
Applicability	Provide information on minimum standards and offer guidance with respect to separation of duties.
Related documents	UNFPA Financial Regulations and Rules UNFPA Programme Policies and Procedures
Responsible Official	Director, Division for Management Services - Subhash K. Gupta

ATLAS USER PROFILES AND GLOBAL DIRECTORY APPLICATION GUIDE

TABLE OF CONTENTS

I   Definition of Atlas Profiles

A. Introduction

1.   Atlas provides two levels of inherent system controls. First, functional users can only access certain modules based on their user profile. Second, functional users may only approve certain transactions based on their profile as defined in the system. The current ERP implementation provides the following principal Atlas profiles for staff, namely, Manager Level 3, Manager Level 2, Manager Level 1, General User/Buyer project Manager Finance/Treasury User and Budget User. These profiles have been defined mainly on the basis of needs expressed by the user community and the requirements imposed by the control framework. Further refinement of the current profiles or creation of other profiles may be done in future.

2.   A basic cornerstone of the allocation of Atlas profiles is to maintain transparency and necessary checks and balances on financial transactions. Accordingly, the staff member committing funds (*i.e.*, raising a requisition of any amount) cannot verify and approve the same transaction. Similarly, the staff member approving a purchase order cannot process the payment (voucher) for the same purchase order.

B. Assignment of Atlas profiles to staff

3.   While the framework set out below should be followed, all Atlas profiles need to be approved by the head of office or his /her alternate through the Global Directory. All exceptions to the standard profiles must be approved by the head of office/alternate and DMS or DHR as applicable through the Global Directory.

Senior Managers (Manager level 3, normally restricted to P-5 and above):

4.   Senior Managers have the authority to approve transactions with no upper monetary limit. The manager level 3 profile is normally limited to the UNFPA Representative resident in the country office, to the UNDP Representative designated as UNFPA Representative in countries where there is no resident UNFPA Representative and to the non-resident Country Director in an office where there is no resident UNFPA Representative. The Deputy Representative should normally be assigned as alternate manager level 3. The Deputy Representative should not exercise his/her approval authority when the regular level 3 approver is present in the office. It is important to have proper arrangements in place so that the Deputy Representative may not approve transactions at this level when the Representative is available to approve these transactions. In exceptional circumstances Country offices (COs) with limited staffing

may request manager level 3 below the P-5 level. At headquarters, Division Directors, Deputy Directors, Branch and Section Chiefs are recommended to have this Atlas profile. At Regional offices this profile should be given to Directors and Deputy Directors

All PO approvers need to have obtained Procurement Certification

.

Manager Level 2:[1]

5.   "Manager Level 2" can approve transactions up to a total value of **US$29999**. Normally   the Deputy Representatives and International Operation Managers should be assigned this Atlas profile. In countries where no Deputy Representative is present, the Assistant Representative should be assigned such Atlas profile. Due to the workload in country offices additional approval profiles may be given to National Programme Officers (NPOs)). In headquarters, staff at the P4 and occasionally at P3 level may be assigned the profile.

Manager Level 1:

6.   "Manager Level 1" has the authority to approve up to **US$4,999**. NPOs and Operations Managers may be assigned this profile in Country offices. In some cases, the UNFPA Representative or Country Director may wish to assign staff at lower levels, such as Finance Assistant, Programme Assistant or Administrative/Finance Assistant to such a profile on a discretionary basis. In headquarters units, officers at P3 or lower level and senior General Service staff may have this profile.

Buyer Profile:

7.   This profile is assigned to users who have the ability to source (create and process) purchase orders. The buyer user does not approve a purchase order. The authority to approve purchase orders is granted to managers, as is appropriate. Country office Administrative Assistants may have this profile. At headquarters, this profile is reserved for the Procurement Service Branch. All Buyers need to obtain (UNFPA) procurement certification.

Finance and Treasury profiles

8.   In country offices the Finance User is normally assigned to finance personnel (Finance Assistant).   In headquarters, finance and treasury users are normally assigned to

---

[1] It should be noted that the approval levels in Atlas do not coincide with the procurement guidelines thresholds. The bidding requirements need to be observed.

Finance Branch personnel only. Acceptable exceptions are other headquarters location in charge of processing invoices. The treasury profile is restricted to country offices that manage their own bank accounts. Procurement and Finance profiles cannot be combined.

Budget profiles

9.   In the Division for Management Services (DMS), the staff of the Budget Section will have full access to the Institutional Budget (IB) and staff in the Accounts Section will have access to programme budgets.

10. Before requesting a waiver for exceptions, all country offices, including offices with a UNFPA Representative, should explore assigning some of the profiles to the regional offices.

HR Position Administrator:

11. Position Administrator profile is restricted to staff in UNFPA's Division for Human Resources who are authorized to create and revise UNFPA Positions. This profile is also provided to UNDP HR focal points who require access to UNFPA positions in carrying out the human resource administration functions.

HR Administrator:

12. The HR Administrator profile is a high level restricted profile which is provided to staff members responsible for human resources administration. This profile is mainly provided to UNDP HR focal points who are responsible for the administration of UNFPA staff. In very rare and limited circumstances where DHR determines that this profile is necessary for operations staff in UNFPA for the administration of UNFPA staff, this profile may be provided to UNFPA staff.

Operations Manager:

13. Operations Manager refers to the staff member in the country office who has been designated as the operations manager. The procurement, finance and administration units should be the responsibility of the Operations Manager.

14. In many offices, the staff member who is the Operations Manager may also, at times, perform the function of project manager and approving manager. A minimum of three staff members must participate in the approval of any one payment transaction. Staff

should be mindful to avoid self-approval e.g. approve transactions under their responsibility.

II   Atlas User Profiles and the New Global Directory Application - Regional Offices, Sub-Regional Offices and Country offices

User Atlas Profiles Requests and Changes

15.   All user profiles and justifications for special profiles must be requested through the [UNFPA Global Directory](#). The Global directory provides an audit trail for justifiying and granting exceptions. Such requests cannot be dealt with through e-mails or memoranda. Each organizational unit (Division, Regional Office, Country Office, Branch, Section, etc) has at least one Office Directory Focal Point (DFP) and at least one Atlas Account Request Approver. Account approvers are usually the head of the Business unit or from the supervising Regional office.

Atlas User Profile and Directory Application Adherence

16.   Adherence to this guide is mandatory. Default profiles have been associated with specific business functions to ensure the necessary segregation of duties. These default profiles should be requested for the staff members occupying the respective positions to ensure that all requested profiles are compatible with the Atlas User Profile and Directory Application Guide. Please refer to the [User Profile Guidelines](#) which detail the default profiles and separation of duties for the various office categories.

17.   Service contract holders and SSAs may be given Atlas General User profiles, but not any profile with approval rights. On an exceptional basis, Buyer or Finance profiles may be given to Service Contract holders provided that they are time bound and properly justified. In order to manage the additional risk, Heads of Offices should regularly review the transactions processed by non-staff. Under exceptional circumstances SSAs may be eligible for other profiles, including approval profiles. For example, former UNFPA staff members, temporarily serving as OIC in country offices can be given approval profiles, subject to the certification requirements for ICF and Procurement as applicable.

18.   Junior Professional Officers (JPOs) are equivalent to UNFPA staff.

19.   Interns should normally be given General User profiles.

20.   UNVs should be considered equivalent to UNFPA staff.

21.   Temporary appointments are not subject to any restrictions.

Segregation of Duties

22. Segregation of duties is an important internal control which involves the distribution of tasks and associated privileges for specific business process among multiple staff, with the primary objective of preventing errors and fraud. This is achieved by Heads of Offices assigning different Atlas profiles to different staff members or by avoiding situations whereby one individual being responsible for an entire transaction cycle, without any internal checks by another individual. There must be a reasonable segregation of duties to minimise the risk of fraud or error and to promptly detect them. Therefore, offices are strongly encouraged to comply with the recommendations below. Where this is not possible and conflicting Atlas profiles are assigned to the same person - for example, in a very small office – justification and compensating controls must be documented and approved in accordance with procedures described herein below.

23. The separation of duties requirements below only apply within any one Business unit.

a. Finance and Procurement profiles cannot be combined.
b. Buyer and PO Manager (any level) profiles cannot be combined.
c. The Buyer and PO approval profiles must not be combined with the receipt of goods profiles. Requests for exceptions need to be justified by staffing constraints and mitigating measures. A request for such an exception needs to include a commitment that receipt of goods/services is not processed by the Buyer or PO approver for ordering the goods/services. Where Procurement Services Branch is procuring on behalf of other units, the buyer and PO approval profiles may be combined where requested.
d. The Finance User and any Manager/Approver profiles cannot be combined.
e. The Requisition /Voucher Manager (any level) and PO Manager (any level) profiles cannot be combined. (However, please note a staff member of the Regional office can be voucher approver for one country office and a PO approver for another one.)
f. Submission of a vendor in the Vendor Portal requires the approval of the senior manager in the Business Unit.
g. Accounts Payable (AP) Journal Vouchers requires approval by a senior staff in the Business Unit.[2]
h. The Buyer and PO approval profiles must not be combined with the Retire Asset profile. Requests for exceptions need to be justified by staffing constraints and mitigating measures. A request for such an exception needs to include a commitment

---

[2] Since the GL entries submitted through the AP module amount by definition to zero, they can be approved with the lowest approval threshold. However, Atlas is currently being reconfigured to apply thresholds according to the size of movements of funds.

that retirement of assets is not processed by the Buyer or PO approver for ordering the goods/services

Heads of offices need to manage and monitor the risk exposure resulting from exceptions.

Changes to the Defaults in User Profile Guidelines

24. The Global Directory assigns each business function a set of Atlas profiles. However some staffing constraints may require a departure from the standard profiles. Such a change will have to be requested through the Global Directory together with appropriate justification.

25. When a modification to an existing profile is requested, it overrides all the previously requested profiles. Therefore, please ensure that   all other required profiles are included.

Default vs. Special Profiles

26. In the vast majority of cases, the default profiles are sufficient to facilitate the work of the staff in the office. Thus, special combination of profiles must be kept to the minimum. The special combination of profiles that differs from the above principles of the segregation of duties will not be approved.

27. All requests for special combination of profiles must be supported by detailed information and justification in the Global Directory, including why the office cannot comply with the required segregation of duties using the existing staff. Exceptions will only be approved for the duration of the staff member's contract. The atlas account will be deactivated with the expiration of the staff member's contract

Involvement of another Country office or Regional Offices

28. When facing constraints with the required distribution and segregation of duties, Category I and Category II[3] country offices should explore the possibility of assigning Atlas profiles to staff in the regional office or another country office whose Representative acts as Country Director. Such action would minimize the delays caused when the concerned staff is away. Thus, for Category I and Category II country offices, positions of Regional Office Director/ Regional Office focal point/ Country Director are available to provide back-stopping approval services in those instances when the

---

[3] Please refer to section II.B of this document for the definitions of the different categories of UNFPA country offices

authorized staff is not available. Managers at all three levels in Regional offices and Representatives that act as Country Director are entitled to request the approving rights for the country offices in the respective regions. At the request of the country office needing assistance, the Directory Focal Point (DFP) of the office that assumes the role will enter the information in the Global Directory. The Atlas profile will be approved by the head of the Regional office/Country Director.

Password changes

29. It is the responsibility of the staff member to remember their password. Forgotten passwords can be electronically recovered through the *"forgotten password"* functionality. The Atlas account will be frozen after three unsuccessful attempts to login. Therefore, in order to minimize the lock out time, it is recommended to use the *"forgotten password"* functionality to gain access to Atlas after the second trial. Once locked, the account can only be unlocked by the Atlas Security Administrator.
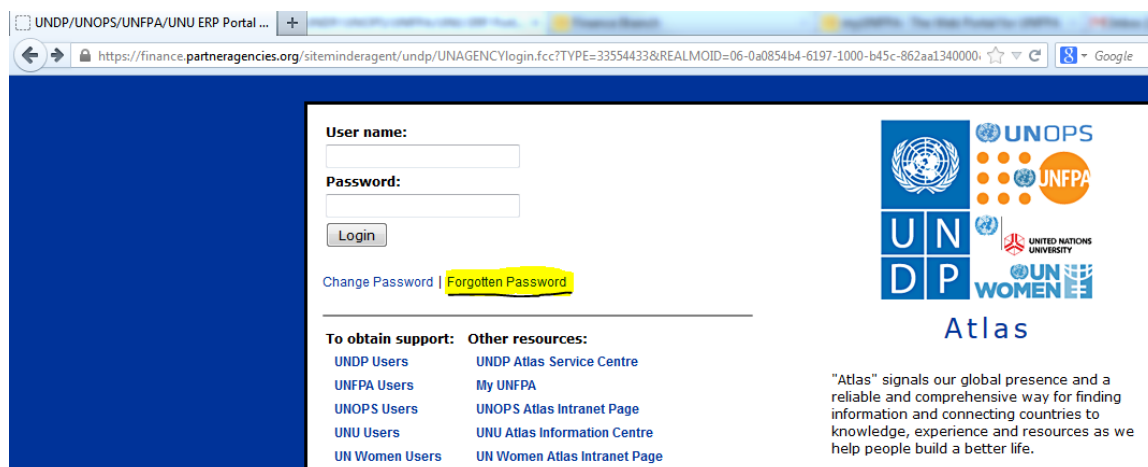
Status of the Profiles

30. At any point in time, staff is able to review the current list of approved Atlas Profiles for their office. The list can be obtained in Global Directory by:

a. Selecting your office from the Office Search drop-down menu :
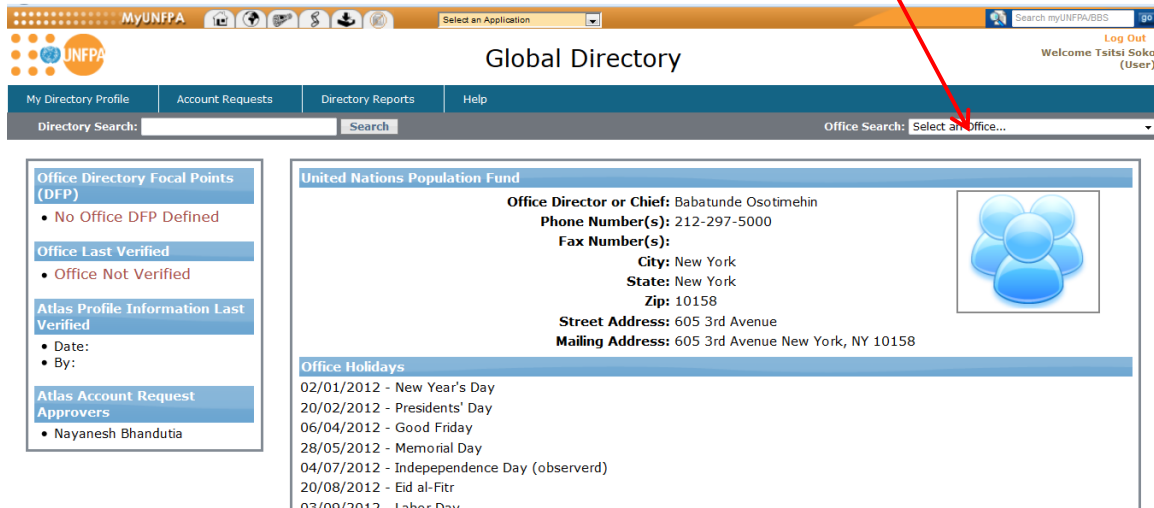
b. Clicking on the Atlas Profiles button :

Note: As an alternative, go to Directory Reports ➡ Current Atlas Accounts and chose your respective office.

Human Resources (HR) Profiles

31. In principle, All HR profiles are considered as **"special request"**. All HR profiles are approved by an authorized DHR official through the Global Directory.

HR Global Payroll Manager

- HR Global Payroll Manager profile is a high level restricted profile only available to UNDP staff responsible for processing UNFPA staff payroll.
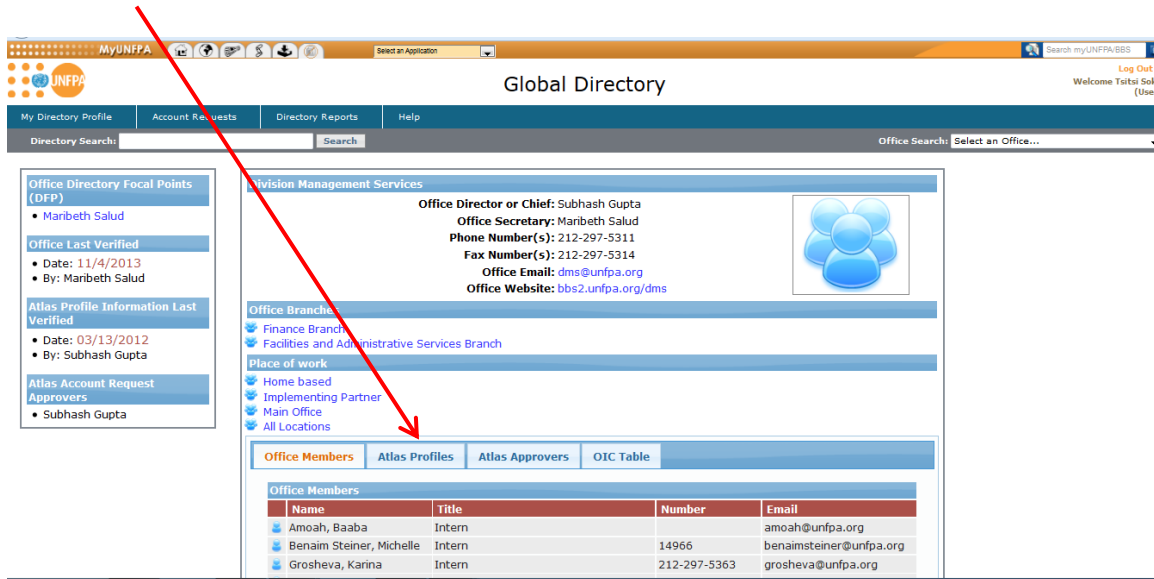
HR Manager

- HR Manager profile is available to UNFPA staff with HR management functions in Country offices namely Operations Managers/International Operations Managers and senior Administrative/Finance personnel.

HR Absence Processor

- HR Absence Processors is a restricted profile provided to designated Leave administrators and alternate Leave administrators in each unit in line with their responsibilities as defined in the Policy on Leave Recording and Management.

eServices_IP / eServices_Local

- This is an employee self-service default profile provided to all staff on Fixed Term, Temporary and Permanent appointments. This Atlas profile provides staff members with access to applications such as MyLeave, HomeLeave, RentalSubsidy as well as rights to update their contact and personal information such as address, phone numbers and bank account details.

HR Recruiter

- This profile is a restricted profile only available to DHR staff for recruitment management.

HR Recruiting Administrator

- This is a restricted profile, only available to DHR staff responsible for the management of Atlas e-Recruit system including recruitment dashboard management, report generation, etc.

> **All HR profiles except for the e-Services_IP/e-Services_Local profiles, which are available to staff by default are considered specialized roles and must be approved by DHR through UNFPA Global Directory.**

Questions regarding ICF and exceptional profiles

32. For queries regarding the ICF default profiles and requests for special profiles, please contact the designated Division of Management Services approver. The status of the request for exceptions and contact information can be retrieved from the Global Directory

II.A. Description of Atlas activities that can be performed by each Atlas Profile in Field Offices

Regional and Sub-regional Offices

33. For regional and sub-regional offices, all the profile listed under country offices apply equally. In addition, managers at all three levels are entitled to request the approving rights for all country offices in the respective regions.

Country offices

Filed Office (FO) General User
- Runs Reports from all finance modules
- Runs Queries using Query Viewer from all finance modules
- Searches for information using Inquiry options from all finance modules
- Creates/manages Requisitions

Field Office Buyer – performs all FO General User functions, including:
- Maintains (adds/updates/dispatches/reconciles) purchase orders (this excludes approval of the purchase orders)
- Maintains vendors (excludes approval of vendor additions)
- Maintains Assets
- Maintains Location

Field Office Finance User – performs all FO General User functions, including:
- Maintains Accounts Receivable
- Budget Checks
- Maintains vouchers, including manual payments
- Maintains General Ledger Journals (excludes approval of journal entries)
- Maintains General Ledger open items

*This profile can in principle be given to **UNFPA staff only**.*

Field Office Treasury User - performs all FO General User functions, including:
- Treasury Maintenance

Note: this profile is only applicable to countries where UNFPA operates its own bank accounts. Countries with no UNFPA bank account should **NOT** be requesting this profile.

UNFPA Pay cycle Approver *(separate profile)*:
- Runs and approves the pay-cycle

This profile should be given to <u>UNFPA Staff only</u>

Note: This profile is only applicable to countries where UNFPA operates its own bank accounts. Countries with no UNFPA bank account should <u>**NOT**</u> be requesting this profile.

Field Office Requisition/Voucher Manager levels 1-2-3 – performs all FO General User functions, including:
- Approves Requisitions as per following levels:
  - Level 1: USD 0 – 4,999
  - Level 2: USD 0 –29,999
  - Level 3: USD 0 – unlimited
- Approves Vouchers as per the same above levels

This profile should be given to <u>UNFPA Staff only</u>

Note: Level 2 and Level 3 managers automatically receive the lower level approval rights. That means that automatic e-mail notifications for all the lower level transactions (Level 1) will be sent to higher levels (Level 2 and 3).

Field Office PO Manager levels 1/2/3 - performs all FO General User functions and:
- Approves Purchase Orders as per following levels:
  - Level 1: USD 0 – 4,999
  - Level 2: USD 0 – 29,999
  - Level 3: USD 0 – unlimited

Note: Level 2 and Level 3 managers automatically receive the lower level approval rights. That means that automatic e-mail notifications for all the lower level transactions (Level 1) will also be sent to the higher levels (Level 2 and 3).

UNFPA Create Receipts *(separate profile)*:
- Creates receipts

Retire Assets *(separate profile)*:
- Dispose assets

Project Manager *(separate profile)*:

- Maintains and approves Projects and Generate Award, Finalize Budget
- Maintains contracts

FO Programme Associate *(separate profile)*:

- Maintains Projects and Generate Awards, Finalize Budget

II.B. *Office Categories*

34. The following templates have been prepared for different office types. UNFPA Representatives, country directors and regional directors can use the following templates to assign Atlas profiles to the staff.

REGIONAL OFFICE TEMPLATE

REGIONAL OFFICE									
Business Profiles	Director	Deputy Director	Regional Advisor	Operations Manager	Programme Associate /Assistant	Finance Associate /Assistant	Admin Associate	Personal Assistant /Secretary	Personal Assistant /Secretary
FO General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
FO Buyer							✓		✓
FO Finance User						✓			
FO Treasury User (select CO only)				✓		✓			
ELM General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
ELM Internal Learner	✓	✓	✓	✓	✓	✓	✓	✓	✓
eServices_Local					✓	✓	✓	✓	✓
eServices_IP	✓	✓	✓	✓					
HQ Travel Approver	✓								
FO REQ/Voucher Manager Level 1		✓	✓						
FO REQ/Voucher Manager Level 2		✓	✓						
FO REQ/Voucher Manager Level 3		✓							
PO Manager Level 1	✓			✓					
PO Manager Level 2	✓			✓					
PO Manager Level 3	✓								
UNFPA Create Receipts					✓			✓	
Retire Assets		✓	✓						
Project Manager			✓	✓					
FO Inventory Manager				✓					
FO Programme Associate					✓				

Note:
1. This is the standard default layout that supports the required segregation of duties.
2. Possible modifications can be the switch between PO Manager and Req/Voucher Manager between Country Director/Regional Office Director and Assistant Representative only.
3. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.
4. AP Journal Voucher (GIJE) require approval by a Senior Staff in the Business Unit.
5. Access to Atlas eServices_Local or eServices_IP will be based on ones contractual category

SUB-REGIONAL OFFICE TEMPLATE

SUB-REGIONAL OFFICE									
Business Profiles	Director	Deputy Director	Programme Advisor	Operations Manager	Programme Associate /Assistant	Finance Associate /Assistant	Admin Associate	Personal Assitant/Secretary	Personal Assistant /Secretary
FO General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
FO Buyer							✓		✓
FO Finance User						✓			
FO Treasury User (select CO only)				✓		✓			
ELM General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
ELM Internal Learner	✓	✓	✓	✓	✓	✓	✓	✓	✓
eServices_Local					✓	✓	✓	✓	✓
eServices_IP	✓	✓	✓	✓					
HQ Travel Approver	✓								
FO REQ/Voucher Manager Level 1		✓	✓						
FO REQ/Voucher Manager Level 2		✓	✓						
FO REQ/Voucher Manager Level 3		✓							
PO Manager Level 1	✓			✓					
PO Manager Level 2	✓			✓					
PO Manager Level 3	✓								
UNFPA Create Receipts					✓			✓	
Retire Assets			✓	✓					
Project Manager			✓	✓					
FO Inventory Manager				✓					
FO Programme Associate					✓				

Note:
1. This is the standard default layout that supports the required segregation of duties.
2. Possible modifications can be the switch between PO Manager and Req/Voucher Manager between Country Director/Regional Office Director and Assistant Representative only.
3. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.
4. AP Journal Voucher (GLJE) require approval by a Senior Staff in the Business Unit.
5. Access to Atlas eServices_Local or eServices_IP will be based on ones contractual category

II.B.1 Template for Category IV Offices

35. All of these country offices will have a UNFPA-appointed representative. Some of these countries will have a Deputy Representative (DR) and /or Operations Manager (OM). The office may have an Assistant Representative (AR), National Professional Officers (NPOs), National Programme Assistants (NPAs), National Finance Assistants (NFAs) and other General Service (GS) staff. Included in the template for each office is a sample of how profiles can be distributed.

Atlas Profile	Principal	Alternate
FO Manager Level 3	Representative	Deputy Representative
FO Manager Level 2	DR, AR	
FO Manager Level 1	NPO, OM	
FO Finance	OM	AR
FO Buyer	NFA	NPA
FO General User	Anyone	

Note: The Representative has the discretion to assign the Atlas profiles to staff members at the indicated levels. The Representative

should not assign the Atlas profiles in a manner that undermines the principles of financial checks and balances and the financial internal control framework. The profiles may not be collapsed into a single profile or assigned to a single person. It is imperative that there is a proper separation of duties.

CATEGORY IV COUNTRY OFFICE TEMPLATE

CATEGORY IV COUNTRY OFFICE										
Business Profiles	Rep	Deputy Rep	Assist Rep	Operations Manager	NPO	Programme Associate /Assistant	Finance Associate /Assistant	Admin Associate	Personal Assistant/ Secretary	Personal Assistant /Secretary
FO General User	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FO Buyer								✓		✓
FO Finance User							✓			
FO Treasury User (select CO only)				✓			✓			
ELM General User	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ELM Internal Learner	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
eServices_Local					✓	✓	✓	✓	✓	✓
eServices_IP	✓	✓	✓	✓						
HQ Travel Approver	✓									
FO REQ/Voucher Manager Level 1		✓	✓		✓					
FO REQ/Voucher Manager Level 2		✓	✓							
FO REQ/Voucher Manager Level 3		✓								
PO Manager Level 1	✓			✓						
PO Manager Level 2	✓			✓						
PO Manager Level 3	✓									
UNFPA Create Receipts						✓			✓	
Retire Assets		✓	✓							
Project Manager		✓	✓	✓	✓					
FO Inventory Manager				✓						
FO Programme Associate						✓				

Note:

1. This is the standard default layout that supports the required segregation of duties.

2. Possible modifications can be the switch between PO Manager and Req/Voucher Manager between Country Director/Regional Office Director and Assistant Representative only.

3. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.

4. AP Journal Voucher (GLJE) require approval by a Senior Staff in the Business Unit.

5. Access to Atlas eServices_Local or eServices_IP will be based on ones contractual category

II.B.2 Template for Category III Offices

36. These are country offices that have a UNFPA-appointed representative but have no Deputy Representative. Some of these countries may have an Operations Manager. The office may have ARs, NPOs, NPPs, NPAs, NAFs and other GS staff. Included in the template for each office is a sample of how Atlas profiles can be distributed.

Atlas profile	Principal	Alternate
FO Manager Level 3	Representative	AR, GD,
FO Manager Level 2	AR	NPO
FO Manager Level 1	OM, NPO	AR
FO Buyer	NPA	NPP, Associate
FO General User	Anyone	

Note: The Representative has the discretion to assign the Atlas profiles to staff members at the indicated levels. The representative should not assign the profiles in a manner that undermines the principles of financial checks and balances and the financial internal control framework. The profiles may not be collapsed into a single profile or assigned to a single person. It is imperative that there is a proper separation of duties.

In case an office elects to use staff at the Regional Office for some of the functions, then the UNFPA Representative should have consultations with the concerned Regional Office.

CATEGORY III COUNTRY OFFICE TEMPLATE

CATEGORY III COUNTRY OFFICE									
Business Profiles	Rep	Assist Rep	Operations Manager	NPO	Programme Associate /Assistant	Finance Associate /Assistant	Admin Associate	Personal Assistant Secretary	Personal Assistant /Secretary
FO General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
FO Buyer							✓		✓
FO Finance User						✓			
FO Treasury User (select CO only)			✓			✓			
ELM General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
ELM Internal Learner	✓	✓	✓	✓	✓	✓	✓	✓	✓
eService_Local				✓	✓	✓	✓	✓	✓
eServices_IP	✓	✓	✓						
HQ Travel Approver	✓								
FO REQ/Voucher Manager Level 1		✓		✓					
FO REQ/Voucher Manager Level 2		✓		✓					
FO REQ/Voucher Manager Level 3		✓							
PO Manager Level 1	✓		✓						
PO Manager Level 2	✓		✓						
PO Manager Level 3	✓								
UNFPA Create Receipts					✓			✓	
Retire Assets		✓		✓					
Project Manager		✓	✓	✓					
FO Inventory Manager				✓					
FO Programme Associate					✓				

Note:
1. This is the standard default layout that supports the required segregation of duties.
2. Possible modifications can be the switch between PO Manager and Req/Voucher Manager between Country Director/Regional Office Director and Assistant Representative only.
3. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.
4. AP Journal Voucher (GLJE) require approval by a Senior Staff in the Business Unit.
5. Access to Atlas eServices_Local or eServices_IP will be based on ones contractual category

II.B.3 Template for Category II Offices

37. These are country offices that do not have a UNFPA-appointed Representative but will have a non-resident UNFPA-appointed Country Director. The office may have ARs, NPOs, NPPs, NPAs, NFAs and other GS staff. In these offices the UNDP Resident Representative is designated as UNFPA Representative. Included in the template for each office is a sample of how roles can be distributed.

Atlas Profile	Principal	*Alternate*
FO Manager Level 3	UNFPA Representative	Country Director, RO, SRO
FO Manager Level 2	AR	NPO
FO Manager Level 1	NPO	AR
FO Finance	Finance/Admin	NPP, associate
FO Buyer	NPA associate	NPP, associate
FO General User	Anyone	

> **Note:** When UNDP Resident Representative is designated as UNFPA Representative, he/she has full discretion on the assignment of Atlas profiles to individuals at the appropriate levels. It is suggested that UNFPA Regional Office or Sub-regional Office and the UNFPA Country Director are duly consulted. The UNDP/UNFPA Representative is required to abide by UNFPA rules, regulations and procedures.
>
> Atlas profiles should not be assigned in a manner that undermines the principles of financial checks and balances and the financial control framework. The profiles may not be collapsed into a single profile or assigned to a single person. It is imperative that there is a proper separation of duties.

CATEGORY II COUNTRY OFFICE TEMPLATE

Business Profiles	Country Director	Reg. Office Director	Assist Rep	NPO	Programme Associate /Assistant	Finance Associate /Assistant	Admin Associate	Personal Assistant /Secretary	Reg. Office Focal Point
FO General User	✓	✓	✓	✓	✓	✓	✓	✓	
FO Buyer							✓		
FO Finance User						✓			
FO Treasury User (select CO only)				✓		✓			
ELM General User	✓	✓	✓	✓	✓	✓	✓	✓	
ELM Internal Learner	✓	✓	✓	✓	✓	✓	✓	✓	
eServices_Local				✓	✓	✓	✓	✓	✓
eServices_IP	✓	✓	✓						
HQ Travel Approver	✓								
FO REQ/Voucher Manager Level 1				✓	✓				upon request
FO REQ/Voucher Manager Level 2				✓	✓				upon request
FO REQ/Voucher Manager Level 3				✓					upon request
PO Manager Level 1	✓	✓							
PO Manager Level 2	✓	✓							
PO Manager Level 3	✓	✓							
UNFPA Create Receipts					✓			✓	
Retire Assets			✓	✓					
Project Manager			✓	✓					
FO Inventory Manager				✓					
FO Programme Associate					✓				

Note:
1. This is the standard default layout that supports the required segregation of duties.
2. Possible modifications can be the switch between PO Manager and Req/Voucher Manager between Country Directo/Regional Office Director and Assistant Representative only.
3. For Type I and Type II country offices, positions of Regional Office Director and Regional Office focal point are available, to provide back-stopping approval services in those instances when the authorized staff is not available at the country office level.
4. Managers at all three levels in ROs are entitled to request the approving rights for all country offices in the respective regions.
5. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.
6. AP Journal Voucher (GLJE) require approval by a Senior Staff in the Business Unit.
7. Access to Atlas eServices Local or eServices IP will be based on ones contractual category

II.B.4 Template for Category I Offices

38. In these offices there is neither a UNFPA-appointed Representative nor a non-resident Country Director. However, there are activities and staff funded through the programme. In these offices, the UNDP Resident Representative is designated as UNFPA Representatives and is responsible for all operational issues. Included in the template for each office is a sample of how Atlas profiles can be distributed.

Atlas Profile	Principal	Alternate
FO Manager Level 3	UNDP/UNFPA Rep.	RO, SRO
FO Manager Level 2	NPO	RO,SRO
FO Manager Level 1	NPO	RO,SRO
FO Buyer	associate RO	RO,SRO
FO General User	Anyone	

Notes: When UNDP Resident Representative is designated as UNFPA Representative, he/she has full discretion on the assignment of Atlas profiles to individuals at the appropriate levels. It is suggested that UNFPA Regional Office or Sub-regional Office is duly consulted. The UNDP/UNFPA Representative is required to abide by UNFPA financial regulations and rules.

Atlas profiles should not be assigned in a manner that undermines the principles of financial checks and balances and the financial control framework. The profiles may not be collapsed into a single profile or assigned to a single person. It is imperative that there is a proper separation of duties.

CATEGORY I COUNTRY OFFICE TEMPLATE

Business Profiles	CATEGORY I COUNTRY OFFICE								
	Country Director	Reg. Office Director	NPO	NPPP	Programme Associate /Assistant	Finance Associate /Assistant	Admin Associate	Personal Assistant /Secretary	Reg. Office Focal Point
FO General User	✓	✓	✓	✓	✓	✓	✓	✓	
FO Buyer							✓		
FO Finance User					✓	✓			
FO Treasury User (select CO only)					✓	✓			
ELM General User	✓	✓	✓	✓	✓	✓	✓	✓	✓
ELM Internal Learner	✓	✓	✓	✓	✓	✓	✓	✓	✓
eServices_Local			✓	✓	✓	✓	✓	✓	✓
eServices_IP	✓	✓							
HQ Travel Approver	✓								
FO REQ/Voucher Manager Level 1			✓						upon request
FO REQ/Voucher Manager Level 2			✓						upon request
FO REQ/Voucher Manager Level 3									upon request
PO Manager Level 1	✓	✓							
PO Manager Level 2	✓	✓							
PO Manager Level 3	✓	✓							
UNFPA Create Receipts					✓			✓	
Retire Assets			✓						
Project Manager			✓	✓					
FO Inventory Manager				✓					
FO Programme Associate					✓				

Note:
1. This is the standard default layout that supports the required segregation of duties.
2. Possible modifications can be the switch between PO Manager and Req/Voucher Manager between Country Director/Regional Office Director and Assistant Representative only.
3. For Type I and Type II country offices, positions of Regional Office Director and Regional Office focal point are available, to provide back-stopping approval services in those instances when the authorized staff is not available at the country office level.
4. Managers at all three levels in ROs are entitled to request the approving rights for all country offices in the respective regions.
5. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.
6. AP Journal Voucher (GLJE) require approval by a Senior Staff in the Business Unit.
7. Access to Atlas eServices_Local or eServices_IP will be based on ones contractual category

II.B.5   Special Operations

39.   Units that are headed with a head of operations do not fall under these default categories. Each individual profile requires special approval.

III   Atlas User Profiles and the New Global Directory Application - Headquarters

User Atlas Profiles Requests and Changes

40.   All user profiles and justifications for special profiles must be requested through the UNFPA Global Directory. Such requests cannot be dealt with through e-mails or memoranda. All requests must first be approved by designated approver, in the Global Directory.

Atlas User Profiles and Directory Application Adherence

41.   Default profiles have been associated with specific posts or business function to ensure the necessary segregation of duties. These default profiles should be requested for the staff members occupying the respective positions to ensure that all requested profiles are compatible with this guide. Please refer to the following link for the [User Profile Guidelines](#) which detail the default profiles and separation of duties for the various office categories.

42.   SSAs and interns are generally not eligible for profiles other than *General User*. However, under exceptional circumstances, SSAs can be given temporary profiles, subject to certification requirements. An acceptable exception would be a temporary replacement of a function by a former UNFPA/UNDP staff who has demonstrated the required Atlas knowledge and integrity. Heads of offices need to manage and monitor the risk exposure resulting from these exceptions. As every other request for exception, profiles for non-staff need to be submitted through Global Directory for approval of the unit and DMS.

43.   There are several basic principles of the segregation of duties that cannot be combined when requesting Atlas profiles. The separation of duties requirements below only applies within the same Business unit**.**

a.   Finance and Procurement profiles cannot be combined.
b.   Buyer and PO Manager (any level) profiles cannot be combined.
c.   The Buyer and PO approval profiles must not be combined with the receipt of goods profiles. Requests for exceptions need to be justified by staffing constraints and mitigating measures. A request for such an exception needs to include a commitment

that receipt of goods/services is not processed by the Buyer or PO approver for ordering the goods/services

d. The Finance and any Manager/Approver profiles cannot be combined.

e. The Requisition /Voucher Manager (any level) and PO Manager (any level) profiles cannot be combined

f. Submission of a vendor in the Vendor Portal requires the approval of senior manager in the Business Unit.

g. Accounts Payable (AP) Journal Vouchers (GLJE) requires approval by a senior staff in the Business Unit.

h. The buyer and PO approval profiles must not be combined with the retire asset profile. Requests for exceptions need to be justified by staffing constraints and mitigating measures. A request for such an exception needs to include a commitment that retirement of assets is not processed by the Buyer or PO approver for ordering the goods/services

Changes to the Defaults in User Profile Guidelines

44. This change entitles all manager profiles to get Project Manager Profile as a default, and all finance user profiles to get Programme Associate Profile as a default, rather than as a special request. Please note that this will take effect only if profile modifications are requested through Global Directory.

45. When a modification to an existing profile is requested, it overrides all the previously requested profiles. Therefore, please ensure that all the required profiles are requested again.

Default vs. Special Atlas Profiles

46. In line with the business function, each staff member is assigned the profiles as per the HQ responsibility. With proper justification and mitigating measures the office may request another configuration of profiles. These exceptions should be kept to a minimum and the segregation of duties should be observed.

47. All requests for special combinations of profiles must be supported by detailed information and justification in the Global Directory, including why the office cannot comply with the required segregation of duties using the existing staff. Exceptions to the updated *User Profile Guidelines* will only be approved for the duration of the staff member's contract. Atlas accounts will be deleted with the expiration of contracts.

Password changes

48. It is the responsibility of the staff member to remember their password. Forgotten passwords can be electronically recovered through the *"forgotten password"* functionality. The Atlas account will be frozen after three unsuccessful attempts to login. Therefore, in order to minimize the lock out time, it is recommended to use the *"forgotten password"* functionality to gain access to Atlas after the second trial. Once locked, the account can only be unlocked by the Atlas Security Administrator.
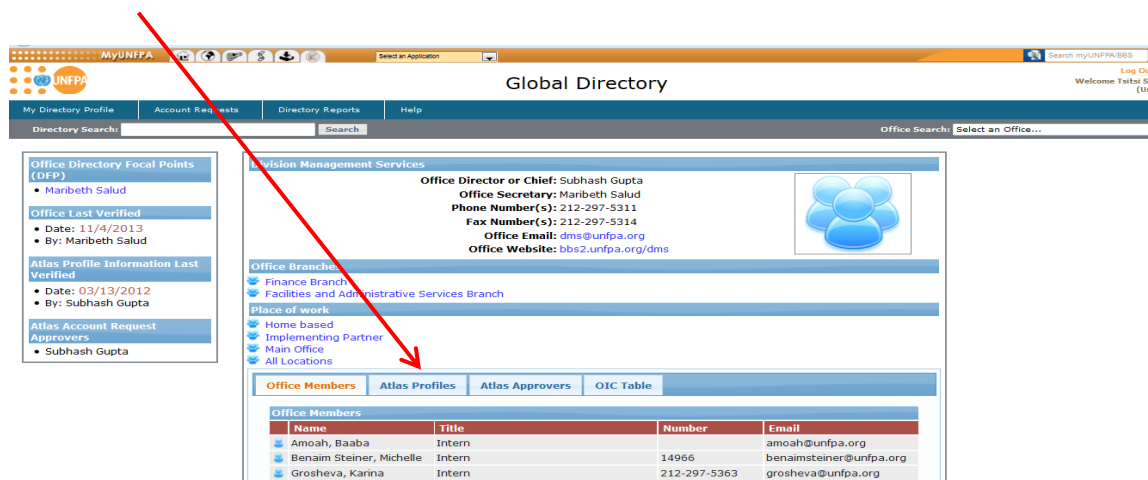
Status of the Profiles

49. At any point in time, staff can review the current list of approved Atlas Profiles for their office. The list can be obtained in Global Directory by:

a. Selecting your office from the Office Search drop-down menu

b. Clicking on the Atlas Profiles button

Note: As an alternative, go to Directory Reports Current Atlas Accounts and choose your respective office.

Human Resources (HR) Profiles

50. In principle, all HR profiles are considered **"special request"** and are not allowed for non-DHR staff. All HR profiles must be approved by the authorized DHR approver, through the Global Directory.

Questions regarding ICF and exceptional profiles

51. For queries regarding the ICF default profiles and requests for special profiles, please contact the Division of Management Services approver.

III.A. Description of Atlas activities that can be performed by each Atlas Profile in Headquarters

Headquarters

HQ General User
- Runs Reports from all finance modules
- Runs Queries using Query Viewer from all finance modules
- Searches information using Inquiry options from all finance modules
- Creates/manages Requisitions
- Maintains travel and expense requests

HQ Facility Associate *(separate profile)***:**
- Maintains Assets
- Maintains Location

This profile applies only to HQ locations (Copenhagen and New York)

HQ Buyer - performs all HQ General User functions including:
- Maintain (add/update/dispatch/reconcile) Purchase Orders, without being able to approve
- The buyer profile also includes access to the vendor portal

This profile applies only to PSB Copenhagen staff and as a special request to Liaison Offices admin staff.

HQ Finance User - performs all HQ General User functions including:
- Maintains Accounts Receivable
- Budget Checking
- Maintains Vouchers, including manual payments

- Maintains General Ledger Journals, without being able to approve
- Maintains General Ledger open items
- Maintains bills

This profile applies to <u>Finance Branch staff only</u>.

HQ Treasury User - performs all HQ General User functions including:
- Treasury Maintenance

This profile applies to <u>Finance Branch staff only</u>.

HQ Requisition Manager Levels 1-2-3 - performs all HQ General User functions (except create requisitions) plus the following:
- Approve Requisitions as per following levels:
    - o Level 1: USD 0 – 4,999
    - o Level 2: USD 0 – 29,999
    - o Level 3: USD 0 - unlimited

HQ Procurement Manager Levels 1-2-3 - performs all HQ General User functions including:
- Approve Purchase Orders as per following levels:
    - o Level 1: USD 0 – 4,999
    - o Level 2: USD 0 – 29,999
    - o Level 3: USD 0 – unlimited

This profile applies to PSB Copenhagen staff and Liaison Offices Chiefs only.

UNFPA Create Receipts *(separate profile)*:
- Creates receipts

HQ Finance Manager Levels 1-2-3 - performs all HQ General User functions including:
- Approves vouchers based on the following levels:
    - o Level 1: USD 0 – 4,999
    - o Level 2: USD 0 – 29,999
    - o Level 3: USD 0 – unlimited
- Approves GLJEs

This profile applies to <u>Finance Branch staff only</u>.

Retire Assets *(separate profile)*:

- Dispose assets

Project Manager *(special profile)*:
- Maintains and approve Projects and Generate Award, Finalize Budget
- Maintains contracts

Programme Associate (special profile):
- Maintains Projects and Generate Awards, Finalize Budget

HQ Budget User – everything that HQ_General User can do, plus the following:
- Maintains budget (KK) journals

This profile applies to __Finance Branch staff only__.

HQ Finance configuration *(separate profile)*:
- Maintains Trees
- Maintains Periods
- Configures GL
- Maintains Project Status Path
- Chartfield Maintenance including combo-edits

This profile applies to __Finance Branch staff only__.

HQ Receipt and PO Manager *(separate profile):*
• PO rollover
• Receipt Accrual

This profile applies to __Finance Branch staff only__.

III.B. Atlas profiles currently defined for staff in headquarters

52. At headquarters, there are dedicated organizational units that deal with financial accounting, budgeting, procurement and human resource services as well as other units that are engaged in programme, technical and management activities. The division of functions at headquarters is assigned to staff on the basis of the functional unit where a staff member works. The following table indicates the Atlas profiles for staff of different units at headquarters:

Atlas Profile	Transaction Type	Any Branch/ Any Division	Finance Branch	PSB
Manager Level 3	Requisition*	Y	Y	Y
	Purchase Order	N	N	Y
	Voucher	N	Y	N
Manager Level 2	Requisition*	Y	Y	Y
	PO	N	N	Y
	Voucher	N	Y	N
Manager Level 1	Requisition*	Y	Y	Y
	Purchase Order	N	N	Y
	Voucher	N	Y	N
HQ General User	Can create Requisitions only (No approval authority)			
HQ Buyer	Can create requisitions, create and source POs, create Vendors through vendor portal (No approval authority)			
HQ Finance HQ Treasury HQ Budget Users	Each performs specific functions as described in Atlas profile (No approval authority). Can create requisitions.			

*   Requisitions related to own budgets or department can be
      approved only. All organizational units that have their own
      budget are considered budgetary departments.

III.C. Template for UNFPA staff at headquarters:

Atlas Profile	Principal	Alternate
Manager Level 3	Division Director Chief of Office Branch Chief Senior staff	Director Deputy Director Branch Chief P-5 and above
HQ Manager Level 2	Staff at P4 and P3 level	Staff at P4 and P3 or higher level
HQ Manager Level 1	Staff at P2, G7, G6 levels	Staff at P2, G7, G6 or higher levels
HQ Finance User	Staff in Finance Branch	Staff in Finance Branch
HQ Treasury User	Staff in Finance Branch	Staff in Finance Branch
HQ Finance Configuration	Staff in Finance Branch	Staff in Finance Branch
HQ Budget user	Budget Owners Finance and Administration Assistants Programme Staff	Budget Owners Finance and Admin Assistants Programme staff
HQ Buyer	Staff in PSB only	Staff in PSB only
HQ - General user	Anyone	

HEQDQUARTERS TEMPLATE

HEADQUARTERS														
Business Profiles	Director/ Deputy Director	Branch/ Section Chief	Branch Specialist	Programme Associate /Assistant	PSB Manager	PSB Associate	Travel Associate	Facilities Manager	Facilities Associate/ Assistant	Finance branch Branch/Section Chief	Finance Manager	Finance Associate/ Assistant	Admin / Finance Associate (focal points)	Personal Assistant/Secr etary/ Admin Associate
General User	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
Facilities Associate									✔					
Buyer						✔								
Finance User												✔		
Treasury User											special	special		
ELM General User	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
ELM Internal Learner	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔
eServices_Local				✔		✔	✔		✔			✔	✔	✔
eServices_IP	✔	✔	✔		✔			✔			✔	✔		
HQ Travel Approver	✔	✔			✔			✔			✔			
HQ REQ Manager level 1			✔								✔	✔		
HQ REQ Manager level 2			✔								✔	✔		
HQ REQ Manager level 3	✔	✔									✔			
Procurement Manager level 1					✔									
Procurement Manager level 2					✔									
Procurement Manager level 3					✔									
UNFPA Create Receipts													✔	✔
Finance Manager level 1											✔	✔		
Finance Manager level 2											✔	✔		
Finance Manager level 3											✔			
Retire Assets								✔						
Project Manager		✔	✔										✔	
Programme Associate				✔										
Budget User											✔	✔		
Finance Super User											✔			
Inventory Manager					✔	✔								
Receipt / PO Manager											special	special		

Note:

1. This is the standard default layout that supports the required segregation of duties.

2. Submission of a new new vendors in the Vendor Portal should be approved by a Senior Manager.

3. Access to Atlas eServices_Local or eServices_IP will be based on ones contractual category