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Overview

As a strategy towards reducing its carbon footprint, the United Nations has a target to become paperless wherever feasible. Umoja supports this by facilitating the attachment of scanned documents into relevant transactions within the system, thus reducing the need for multiple copies and allowing access to the scanned documents by authorized parties from any UN location.

Scanned documents attached to Umoja Transactions will be considered to be **original documents from a trusted source**, provided the following guidelines are followed:

- If received via email, the original document is considered to be the combination of the email message as well as the attached document. Both should be attached into the corresponding transaction in Umoja
- If received via postal mail or hand delivery, the original document is considered to be the document itself
- The scanned version of that document attached to the corresponding Umoja transaction will also be considered an original document from a trusted source

This document aims to provide basic guidelines on how to upload (attach) documents in Umoja transactions. The solution adopted by Umoja is "Records Management" which is an integration solution that allows the creation of record associated to specific SAP transactions. These tips are related to file naming, extension and size. The use of good naming convention, authorized file extensions, and reasonable file size will help enhance the Umoja user experience in terms of documents upload as well as performance. It will also help maintain the system's integrity, stability, and health. The system automatically self protects itself by restricting certain file names and extensions. Please see Attachments file naming convention and File name extensions section for more details. The use of small file sizes should help improve performance in uploading and viewing documents, please see recommendations under the File size recommendation section for more details.





Support

If any issue is encountered in Production, please contact your Local Process Expert and/or your Local Service Desk immediately. They will escalate the incident and monitor it through its resolution.

Please provide the following information:

- SAP Transaction identification and document number associated to transaction
- Description of the issue you are facing; print screens are extremely useful to expedite resolution

Should you require assistance during testing, please contact your designated Umoja Testing Functional Coordinator.



1. Umoja Business Scenarios with Active Attachment Functionality

In order to address specific business requirements, Umoja has been configured to allow the attachment of documents in the following sub-set of business scenarios:

- In SAP ECC
 - Financial documents with workflow
 - Financial documents without workflow
 - Funds Commitment / Pre-Commitment / Budgeting
 - o Sales & Distribution: Contract / Quotation / Billing / Sales Orders
 - Logistic & Execution: Good Receipt / Service Entry Sheet / Deliveries / Purchase Orders
 - o Architectural Objects in Real Estate
 - o Grants Management Budget Approval and GM Master
- In SAP SRM
 - Will allow for uploading of any relevant documents to Shopping Carts, Solicitations, Contracts and Purchase Orders

The attachment of documents in Umoja has been configured to address different requirements, depending on the nature of each type of document. For example: once a financial transaction is approved and posted, it should not be possible to change it further. Such restriction also applies to the Original Documents attached to the transaction. On the other hand, Real Estate documents (architectural objects, portfolios, etc.) may change on a regular basis, and so, the system configuration allows for new documents after a Real Estate entry has been saved in the system.

In addition, SAP provides different approaches for scanning documents, depending on whether the user is working in ECC or in SRM.

The following sections explain the particularities of attachments in Umoja, by type of transaction.

1.1 Financial Documents with Workflow

Before a financial document is posted in the system, the required Original Document should be attached to the corresponding SAP transaction. It will be possible to attach documents during the whole cycle of each workflow-supported document, as long as such document has not been approved and posted in the system. This means users will be able to continue uploading attachments to a particular transaction as far the document is in status "park" or "save as complete" the user



Note: The status of the attached Original Documents and the status of the corresponding transaction in SAP are not synchronized automatically, and thus users must be mindful of making attachments final by "closing" the scanned record. Therefore, transaction approvers must change the status of the attached document to "Closed" at the time of posting the document.

The final approver is responsible for validating the transaction supporting documentation before posting any financial entry in Umoja. This also entails closing the corresponding document management record so that the attached original documents cannot be modified any longer.

If the approver determines that the information provided are insufficient (i.e., attachments are missing or are incomplete) the workflow approver should reject the financial document and request that the creator to attach/modify the documents. Once the supporting Original Documents are validated and accepted by the final approver, the document management record attached to the transaction must closed in concurrence with the posting of the financial document.

1.2 Financial Documents without Workflow

Not all documents in the Finance modules are processed through workflow. In some cases, the attachments will be uploaded in the Financial Accounting Document only after the document is saved. The creator of the document will be responsible, as well, for closing the scanned record or Original Document associated to the financial documents, so that they cannot be further modified.

The following table lists the Finance documents that can receive attachments in Umoja, together with the corresponding transaction and the types of Original Documents that should be attached:

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Finance	FV50	Park G/L Account Document	FV53 / FB03	Calculation spreadsheet, memo & emails
Finance	FV60	Park Vendor Invoice	FV63 / FB03	Vendor Invoice
Finance	FV65	Park Vendor Credit Memo	FV63 / FB03	Vendor Credit Note



Finance	FV70	Park Customer Invoice	FV73 / FB03	Calculation spreadsheet, memo & emails
Finance	FV75	Park Customer Credit Memo	FV73 / FB03	Calculation spreadsheet, memo & emails
Finance	MIR4	Display Invoice Document		Calculation spreadsheet, memo & emails

The following table lists the Financial Management documents that can receive attachments in Umoja, together with the corresponding transaction and the types of Original Documents that should be attached:

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Financial Management	FMY3	Funds Pre- Commitment	FMY2	Memo, Agreements, MOUs
Financial Management	FMZ3	Funds Commitment	FMZ2	Memo, Agreements, MOUs
Financial Management	FMBB	Budgeting Work bench	FMEDD	Memo, Final Approval Instructions
Financial Management	FMX3	Funds Reservation	FMX2	Memo, MOUs
Financial Management	FMW3	Funds Block	FMW2	Memo, Agreements, MOUs
Financial Management	FMY3	Funds Pre- Commitment	FMY2	



1.3 Logistics

List of transactions available where documents can be attached:

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Logistic		Deliveries	FMY2	Shipping Notification, Vendor Delivery Confirmation, Custom Documents, Correspondence (email & memos), Internal Supporting Documents
Logistic	MIGO	Good Movements	FMZ2	Receiving Documents, Vendor Returns, Correspondence (email & memos), Internal Supporting Documents
Logistic	ML81N	Service Entry Sheet		Supporting Documents

1.4 Real Estate

In Real Estate, the scanned records associated to each transaction will not be closed. These types of documents are constantly uploaded and do not required approval.

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Real Estate	REBDAO	Process Architectural Object	RE80	Portofolio Documents, Internal Documents
Real Estate	REBDBE	Process Business Entity	RE80	Portofolio Documents, Internal Documents
Real Estate	REBDPR	Process Land	RE80	Portofolio Documents, Internal Documents
Real Estate	REBDBU	Process Building	RE80	Portofolio Documents, Internal Documents



Real Estate	REBDRO	Process Rental Object	RE80	Portofolio Documents, Internal Documents
Real Estate	RECN	Process Contract	RE80	Contracts, Internal Documents

1.5 Plant Maintenance

In Plant Maintenance, the scanned records associated to each transaction will not be closed. These types of documents are constantly uploaded and do not required approval.

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Plant Maintenance	IEO2 / IEO3	Equipment	IEO2/IEO3	Equipment Assignment / Impairment Documents / Technical Documents / Transfer Documents / Write Off – Disposal Supporting Documents / Internal Supporting Documents
Plant Maintenance	IW32 / IW33	Work Order		Approval Documents/ Material & Operation Confirmation / Internal Supporting Documents
Plant Maintenance	IW53 / IW52	Service Notification		Sales & Services Order Documents / Write Off – Disposal Approvals / Internal Supporting Documents



1.6 Sales and Distribution

In Sales & Distribution, the scanned records associated to each transaction can be closed as they are linked to an approval process.

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Sales & Distribution	VA42	Customer Contract		Purchasing Documents / Solicitations / Internal Order & Request / Disposal & Approval / Sales Contract / MOU / SLA / Claim & Other Supporting Documents
Sales & Distribution	VA22 / VA23	Customer Quotation		Purchasing Documents / Solicitations / Internal Order & Request / Disposal & Approval / Sales Contract / MOU / SLA / Claim & Other Supporting Documents
Sales & Distribution	VA02 / VA03	Sales Order		Purchasing Documents / Solicitations / Internal Order & Request / Disposal & Approval / Sales Contract / MOU / SLA / Claim & Other Supporting Documents
Sales & Distribution	VF02 / VF03	Customer Billing Document		Payment Documents / Funds Commitment Dcmt. / Other Supporting Documents

1.7 Grants Management

In Grants Management, the scanned records associated to Grants Management will not be closed. These types of documents are constantly uploaded at different stages of the Grants Management Process to Grant Master Data Object (Grants) and do not required approval.

Note that only final and signed or approved documents in PDF format should be uploaded in the system, i.e., no intermediary documents should be uploaded in the system.

The following transactions can be used to upload documents to a Grant or Grants Budget document:

Application	Attachment via Transaction	SAP Descriptions	Alternative Transaction for Attaching Documents	Original Documents to Be Attached
Grants Management	GMGRANT	Maintain Grant		Agreements with Donor Agreements with IP Budgetary related documents (if applicable) Substantive Reports to Donor Financial Reports to Donor Substantive Reports from IP Financial Reports from IP
Grants Management	GMGRANTD	Display Grant		Other Communication Agreements with Donor Agreements with IP Budgetary related documents (if applicable) Substantive Reports to Donor Financial Reports to Donor Substantive Reports from IP Financial Reports from IP Other Communication
Grants Management	GM_CREATE_B UDGET	Create Budget Document		Agreements with Donor Agreements with IP Budgetary related documents (if applicable)



			Substantive Reports to Donor Financial Reports to Donor Substantive Reports from IP Financial Reports from IP Other Communication
Grants Management	GM_BDGT_REL EASE	Release Budget	Agreements with Donor Agreements with IP Budgetary related documents (if applicable) Substantive Reports to Donor Financial Reports from IP Substantive Reports from IP Financial Reports from IP
Grants Management	GM_DISPLAY_ BUDGET	Display Budget Document	Agreements with Donor Agreements with IP Budgetary related documents (if applicable) Substantive Reports to Donor Financial Reports to Donor Substantive Reports from IP Financial Reports from IP Other Communication
Grants Management	GM_MODIFY_ BUDGET	Change Budget Document	Agreements with Donor Agreements with IP Budgetary related documents (if applicable) Substantive Reports to Donor Financial Reports to Donor Substantive Reports from IP Financial Reports from IP Other Communication

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2. Record Models and Attachments

In order to help users organize and retrieve attachments in Umoja, a "Record Model" has been configured for each transaction that requires attachments.

The Record Model defines the folder structure as well as the document attributes (the type of document) required and helps to correctly classify each attachment, for easy identification and retrieval.

When a user enters a transaction that has been configured to receive attachments, a record model is automatically created and linked to the transaction.

The record model (folder structure) will change from one transaction to another.

The example below illustrates a record model for a financial document, with its corresponding folder structure and record attributes:

The user parks a vendor's invoice and access the Record Management

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Displa	ay Parked Inv	oice Document 5100002938 2016
Show PO structu	re Follow-On Do	cuments
Trans	Invoice 5100002938	
Invoice date	01.06.2016	Reference REFERENCE DOC
Posting Date	08.06.2016	
Amount	1,932.15	USD Calculate tax #
Tax Amount	0.00	V0 (Zero Tax) 🔹 📑
Text	Invoice for May 20)16
Paymt terms	Due immediately	
Baseline Date	01.06.2016	
Company Code	1000 United Natio	ns New York



The corresponding record model is automatically created and linked to the transaction.

💌 🕽 Records Browser - Record "100011011798582016 (Version1)" Display					ay 🛛	
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Browser 🔐 🛠 100011011798582016 V	ersio	n 1				
H						
Short description		100011011798582016				
Unique Indicator		100011011798582016				
Language		EN		English		
Creation Time		01.06.2016 12:20:41		-		
Created By		MALA		Mohammad Yousef ALA		
Time of Change	01.06.2016 12:35:01					
Last changed by		MALA		Mohammad Yousef ALA		
Version	1					
Keyword (1)						
Hierarchy	Eler	nent Type	Visibility Last Processed		Last Processed	Nod
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• 📀 100011011798582016	Acco	unting Document	All Roles	MALA / 01.06.2016 / 15		
 Bupporting Document 			All Roles			1
Correspondence (Emails & Mer			All Roles	All Roles		7
		espondence : Emails		All Roles MALA / 01.06.2016 /.		8
 Image: Image: Image<!--/i-->Image: Image: Image:	Corre	espondence : Emails	All Roles		MALA / 01.06.2016 /	8
 Internal Supporting Document 			All Roles			11
		rnal Supporting Doc			MALA / 01.06.2016 /	
• 🔄 [Analysis Sheet]	Inter	rnal Supporting Doc	All Roles		MALA / 01.06.2016 /	16
				_		



3. How to Access Records Management

The Record Management is a utility available for attaching documents in Umoja.

The Record Management can be access clicking the icon "**Service for Object**" from most of transaction screens available in Umoja. However, in few transactions the "records management option" is part of the standard SAP menu.

3.1 Finances, Logistic Execution, Service Delivery and Plant Maintenance

In the transactions associated with the Finance, Logistics, Service Delivery and Plan Maintenance modules, the Records Management can be accessed clicking the **Service for Object > Records Management** menu item.

A few examples:

• For Goods Receipt

Material (Goods 2200000017 Created by VABBOUD
ocument Overview O	n 📄 🦅 📸 👘 Print Preview 🛛 Messages 🚺 🚳 Personal Setting
Purchase Order	2200000017 I10000220 FOUAD KHALIFE &
Item 1 [Material Data	[1] 1500010918 , Fitting:Comp,HDPE,Redu Quantities/Weights Delivery Invoice Construction
Material Data	Quantities/Weights Delivery Schedule Delivery Invoice Cor
Material Data Material group	Quantities/Weights Delivery Schedule Delivery Invoice Cor 40170000 IUID-Relevant Revision Level



• For Sales Order

👼 🔎 Displa	y UN Star	dard Ord	er 45: Over	rview	
🔂 💐 🔄 Sales Ord	ler 000000004	5		×	
IN Sta	1 😰 🔽 🗤			8	00.00
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hip-To Party	1111000062	PM OF GERM	ANY TO THE UN	ITED NATIONS / 871 UN	PLAZA
O Number	PO Test 2		PO date		
Sales Item	overview 1	item detail 👔	Ordering party	Procurement Sh	ipping
Req. deliv.date	D 16.06.	2014	Deliver.Plant		
Complete dlv.			Total Weight		0 KG
Delivery block		-	Volume	0	.000

3.2 Earmarked Funds

For Funds Earmarked Documents, Records Management can be accessed through the menu by selecting the **Environment > Object links > Records Management** menu item.

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		Object links Ctrl+F8
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Text) / () 🗩 🔽 🖡 🖻	
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3.3 Real Estate

For Real Estate, Records Management can be accessed through the menu by selecting the **Document Management** icon.

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O Building	200115.001	🚱 UN HEAD QUARTERS BUILDING
General Data Ad	ditional Data Buildings Dates	Partners Measurements Assign
Arch. Object Type	03BU Building	
Arch. Object No.	001	
AOID Code	001	Separator .
Arch.Obj. ID	200115.001	

3.4 Grants Management

For Grants Management Documents, Records Management can be accessed through the menu by selecting the **Environment > Records Management** menu item.

	• «	Object Mapper Ctrl+F5 Budget Overview Report Ctrl+F4	
🖲 🖌 Display Gi	Display Grant Ma		ming
🔓 🔒 🜈 Relationships	🕒 Obje	Billing Plan <u>R</u> ecords Management	
Grant M1-32BEL-0000; Schedule Man		S <u>c</u> hedule Manager	pe to achieve Aichi Biodiversity Targets 11 &12
 Deletion Indicator <u>Wh</u> 		Where-used in FM	
General Data Reference Where-used in GM		Where-used in GM	illing Dimensions Supported Objects Overhe
<u>A</u> dditional Functions		Additional Functions	
Basic Data			
Grant Type	<u>M1</u>	Main Implementation Grant	
Company Code 1000 United Nations		United Nations	
Company Code	Sponsor 1300002229 DEUTSCHE GESELLSCHAFT FUR 1		R INTERNATIONALE ZUSAMMENARBEIT - GIZ
	1300002		
	0003	UNEP	

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4. How to Attach Documents in Umoja: Examples

The following steps describe how to attach Account Payable (AP), Account Receivable (AR) and GL documents.

Process Steps:

- 1. Enter **FB03** in the **Command** field to display the financial document generated by the system
- 2. Click the Enter icon
- 3. Enter the Document Number
- 4. Click Enter icon

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Display Docum	ent: Initial Screen
iii Document List	First Item 🖉 Editing Options
Keys for Entry View	
Document Number	[1100006122]
Company Code	1000
Fiscal Year	

5. Click the Services for Object icon



Ø	•] d 🔲 I 😋 🙆 🤅	3 D M M I 83	10 C C	<u>*</u>	Z 🕜 🖪	
🕫 🔎 Displa	y Parke	ed G/L Docum	ent 11000006	38 1000	201	3	
🔓 Tree on 🖉 E	diting opti	ons					
Basic Data	Details	Workflow					
				A	mount	Information	
Document Date	2013-01-	-10 Currency	USD		Total D	Dr.	
Posting Date	ting Date 2013-01-10					99,999.	
Document Number 1100000638							
Reference TEST					Total Cr.		
Doc.Header Text Test						99,999.	
Company Code	1000 0	Jnited Nations New Yo	ork		040		
2 Items (Screen	Variant : U	JN Screen Variant)					
S G/L acct	D/C	Amount in doc.curr.	Loc.curr.amount	Fund	Bu	Cost center	
11011017	Cred 🔻	99,999.00	99,999.00	10UNA	S101		
11011018	Debit 🔻	99,999.00	99,999.00	10UNA	S101		

6. Click the **Record Management** icon.

Pl. Display Parked G/L Document 110000	00638 1000 2013
😤 Tree on 🛛 🖉 Editing options	
Parked Document 100011000006382013 Image: Constraint of the second sec	Amount Information Total Dr. 99,999.00 USD

7. The Record Browser screen is displayed



8. Click the **Change** icon to edit the record and expand all sub nodes

			2 I D . I V A I M	10. 10.
rowser 💣 🛷 100011009719472				
	016 Version 1			
1-1-1				
	10001100071047	016		
Short description	100011009719472			
Unique Indicator	100011009719472	2016		
Language	EN		English	
Creation Time	07.06.2016 23:39	:21		
Created By	PMATARAZ			
Time of Change	07.06.2016 23:39	:23		
Last changed by	PMATARAZ			
	Element Type	Visibility	Last Processed	Nod.
rarchy	Clement type			
erarchy 71/20011009719472016	clement type		PMATARAZ / 07.06.20	01

- 9. Double-click Vendor Invoice & Credit Memo.
- 10. Alternatively right-click Vendor Invoice & Credit Memo and select the Activities > Create item

Hierarchy	Element Type	Visibility	Last Processed	Nod
 7 100011009719472016 			PMATARAZ / 07.06.201	
 Financial Document 	Accounting Document	All Roles		15
• 📀 100011009719472016	Accounting Document	All Roles	PMATARAZ / 07.06.201	15
 Epsilon Supporting Document 		All Roles		1
🝷 🛅 Original Document		All Roles		5
 Vendor Invoice & Credit Memo 	Invoice & Credit Memo	All Roles		10
🔻 🛅 Correspondence (Emails & Memos		All Roles		7
 Orrespondence 	Correspondence : Emails	All Roles		8
🔻 🛅 Internal Supporting Documents		All Roles		11
 Internal Supporting Document 	Internal Supporting Doc	All Roles		16

- 11. To upload the document, attach the original document by clicking the **Application** > **From File** menu item
- 12. Select From File menu item



Document Client: Create L	Document	
6 Attributes Record		🚯 🔐 I 👝 🕨 🏀 Application 🖌 🔙 🖌 🗶
Browser 🔐 🖉 👀 510000293820	16 Version 1	Microsoft Word 97 - 2003 Document
- · · · ·		Microsoft PowerPoint 97-2003 Presentatio
Short description	51000029382016	
Unique Indicator	51000029382016	Erom File
Language	EN	E
Creation Time	08.06.2016 23:10:29	
Created By	PMATARAZZO	P
Time of Change	08.06.2016 23:10:30	
Last changed by	PMATARAZZO	P 💌
▲ ▶		

- 13. Select the document from your system
- 14. Click the **Open** button

SAP Records Man	agement			×
Look <u>i</u> n:	퉬 Upload Doc	•	G 🌶 📂 🖽 🗸	
Ca	Name		Date modified	Туре
S	Dinvoice 01.pdf			Adobe Ac
Recent Places	Invoice 02.pdf		07/06/2016 5:03 PM	Adobe Ad
Dealiter	TInvoice 03.pdf		07/06/2016 5:03 PM	Adobe Ac
Desktop				
Libraries				
Computer				
INELWORK	4 >			4 1
	File <u>n</u> ame:	voice 01.pdf		<u>O</u> pen
	Files of type:	l Files (*.*)	-	Cancel
				//





- 15. To save the scanned document you need to assign attributes to the document by populating the key fields.
- 16. Click **Continue** (Enter) icon

Examples

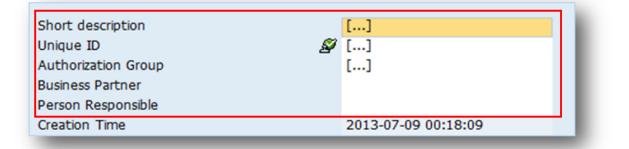
- A. To save scanned financial documents populate the following attributes:
 - i. Short description: Copy Unique ID to Short description attribute
 - ii. Unique ID: Fiscal Year Document Number Sequential Doc Number
 - iii. Business Partner
 - iv. Business Area
 - v. Fund
 - vi. Document Type

G	Create Attributes - []			X
2	7			
4 •	Short description Unique ID Business Partner Business Area Fund Document Type Creation Time Created By Time of Change Last changed by	100011000061222016-001 100011000061222016-001 1123400012 S100 10UNA AB 07.06.2016 23:10:23	United Nations Accounting D	4 4
۲				
				×

- B. To save the scanned real estate document populate the following fields:
 - i. Short description
 - ii. Unique ID
 - iii. Business Partner
 - iv. Authorization Group



vii. Person Responsible



Note: The Attributes can be used as parameters to search documents, therefore document with few attributes can be difficult to be retrieved

- 17. Verify that document is attached
- 18. Click the Save icon

Document Client: Create Do	cument									
😚 🔚 🚺 Attributes 🛛 Record 🖌			▶,	۲	الم الأ	P . B .	<mark>6 -</mark> (Versi	ons 🖌 🗄	
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Language	EN					Aar ah				
Croation Time	07 06 2016 22:05:10			r	2.0.8	Sales Rep. Name	Nup Bake	Silly Vin	Lass	Parilla -
▲ ▶		4	۲.			3 s wi	520221E	012.2	24.41	
Hierarchy	Element Type	Visibility			week and	Escaption stances: stor torics:		deadly.	Tab Price	Une fold
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S Financial Document	A	All Dalas		-	CN MEX	the same fighting a		2		Fall I
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🕨 🦲 Original Document		All Roles								
🔻 🛅 Correspondence (Emails & Me		All Roles							2.0TC*AL	1,020
 Orrespondence 	Correspondence : Emails	All Roles						257	22%	5123
• 🔄 100011000061222016-00								SUPPE	C SHANDUNG TOTAL	1,1:0.07
Internal Supporting Document		All Roles							TOTAL DUE	1,2:077
 Incental Supporting Document 		All Roles								.,



5. How and When to Change Document's Attributes

Documents uploaded into SAP need to be updated with the proper attributes such as: Short description, Unique ID, Funds, Business Partner, etc.

Some attributes can be changed after the document is uploaded while others that cannot be changed will remain gray out.

NOTE: If the attachments uploaded by mistake cannot be removed amend the **Short Description** adding the word "DO NOT USE" to the attribute

Process Steps

1. Select the record associated to transaction by clicking the Record Management icon

P		Disp	lay Docu	ment: Data Entr	y View				
8	ප් 🤇	3 4	Display Cu	urrency 🖙 Reversal Do	ocument 🗧 G	eneral L	edger View		
Data	Entry	View							
Docu	ment	Numi	ber 1100000	23 Company Cor	de 1000	1	Fiscal Year	2013	
ſ₽ A	ccour	ntine d	ocument 100	01100000023	C × 26.06.2	013	Period	6	
7	.		2 T.		D	1	Ledger Group		
	A	7(1 18 7.	2.%. 20	. 🖪 . 🖽 .	B			
C*	Itm	PK S	Account	Description	Amount	Curr.	Amount in	LC BusA	Fu
10	1	40	11101311	Csh UNIFIL LBPChqOut	2.473.000,00	LBP	1.635,5	8 S101	64
	2	50	19991010	SAP Conversion Acct	2.473.000.00-	LBP	1.635.5	8- P003	20

- 2. The The Record Browser screen is displayed
- 3. Right-click the document and select the Activities > Change atrribs item



Hierarchy		Element T	уре	Visibility
💌 🔊 1000110000612220				
🔹 🛽 🖉 Financial Docume	Accounting	Accounting Document		
• 📀 1000110000612	Accounting	Document	All Roles	
🔻 🛅 Supporting Docu			All Roles	
🕨 📄 Original Docu			All Roles	
🔻 📂 Corresponder	0		All Roles	
 Correspondence 	Correspondence			All Roles
	• 🖳 100011000061222016-002			All Roles
• 🔄 100011(<u>A</u> ctivities	•	<u>D</u> isplay	
	<u>C</u> opy to Clipboa	rd	<u>C</u> hange at	tribs
	<u>C</u> ut to Clipboard	I .	<u>D</u> ownload	
	Insert from Clip	oard <u>C</u> heck-Out		:
	<u>D</u> elete		Upload	
	<u>R</u> ename		Make Copy	/
	<u>D</u> etermine Visib	ility	Send Doci	ument
	<u>A</u> ttributes for N	ode	<u>C</u> lose Docu	ument

4. Change any of the attributes by modifying the fields that require amendment

🖻 Change Attributes - 1000110000	61222016-002
.	
Short description	100011000061222016-002
Unique ID	100011000061222016-002
Business Partner	1100012331
Business Area	S100
Fund	10UNA
Document Type	AB
Creation Time	07.06.2016 23:28:58
Created By	
Time of Change	07.06.2016 23:30:02
Last changed by	
Version	1
Expiry Date	



5. Click the **Continue (Enter)** icon to accept the changes

User Who Checked Out the Document			
Do Not Archive Document	No 🖹		
File Plan Position (1)		B	
File Plan Position (2)		E E	
SRM_DOC_PDF_FORM			
Storage Identification			
Storage Location (1)		6	
Storage Location (2)		E E	
Reference			
Generation Rule for Record Numbers		A	
		•	
		4 >	
)

- 6. Click the Save icon and select Save in the dropdown menu
- 7. Click the Exit icon or F3 to go back to original transaction

/stem <u>E</u> dit	_	System	Help			
	• «		s i 約 ñì 🖨 i 🔊 🔊	01		
ords Brows	ser - Re	cord "	10001100006122	2016	5″	
Attribute:	s Reco	rd 🖌 🔾		1	Þ] <mark>[</mark>
<u>S</u> ave		6122	2016 Version 1			÷
Save as New V	ersion/	10122				_
		_				
t description			100011000061222016			
. Todiester			100011000061222016			
ue Indicator						-
uage			EN			Ŧ
	Attributes	Attributes Reco	Attributes Record Save Save as New Version Record 6122	Attributes Record 10001100006122	Attributes Record / 100011000061222016 Attributes Record / 2 2016 Parallel	Image: Contract of the second sec

6. How to Close Records

In document with workflow, the final approver is responsible for closing the scanned record. After the record is closed, users will not be able to modify the documents of attach additional files.

Process Steps

- 1. Enter **FB03** in the **Command** field to display the scanned financial document record, and click the **Enter** icon
- 2. Click the Services for Object icon

Ø	🔹 🗘 🗘 🕼 🕼 🤤 🚫 🔊 🛯 🖯 » 🔽	\$
Displ	lay Parked Vendor Invoice 3100043372 10	00
晶 Tree on 🛛 🖌	Document Sediting options	
Transactn	Invoice 💌	
Basic data	Payment Details Workflow Tax Notes	
Vendor	1110001498 SGL Ind	•
Invoice date	01.06.2016 Reference REFENCE DOC	•
Posting Date	08.06.2016	
	DocumentNo 3100043372	#
Amount	4,000.00 USD Calculate tax	33
Tax Amount	0.00 🔹 📑	
Text		_
Paymt terms	30 Days net	
Baseline Date	01.06.2016	1
••		•

3. Click the Record Management icon to display the record



📃 Disp	lay Parked Vend	dor Invoice 31000	43372 100	00 2016
晶 Tree on 🛛 🖌	🔊 Document 🛛 🖉 Editir	ng options		
Trans	Document 10003100043		Notes	Bal. 0.00 CAO
Vendor Invoice date	1110001498	SGL Ind Reference REFENCE	E DOC	Certified Moving & Storage Co.,LLC 15th Floor
Posting Date	08.06.2016			286 Madison Avenue

- 4. Click the Edit
- 5. Click the Record button and select the Record Close item

Records Bl	rowser - Record "1000	0310004337220
Mattributes	Record 💵 🏶 🔊 🔝 🗈	
Browser 🔐 🖧 10003	<u>O</u> ther Object Reload	
Short description Unique Indicator	<u>P</u> rint ►	0433722016
Language	<u>R</u> ecord Close	
Creation Time	<u>D</u> elete	16 16:54:03
Created By	Administration	ZZO
Time of Change	User-Specific Settings	16 16:54:04
Last changed by Version	1	IZZO

6. Click the Yes button to confirm closing of the record

ж



*

* *

2	Do you really wan	t to close?		
		No	Cancel	

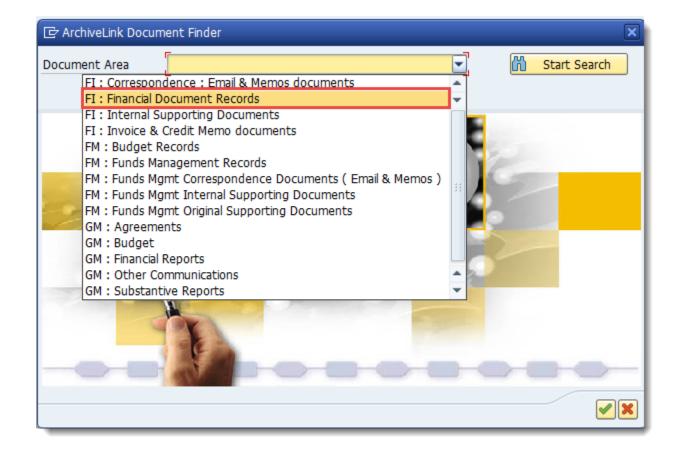


7. How to Search Documents with Document Finder

Records and documents can searched and review in the system using the Document Finder. The Document Finder is a search tool that enable users to search for records and files within a specific document area using the attributes assigned to the record or documents. For this reason, it is critical that users fill out attributes at the time of creating the record.

Process Steps

- 1. Use transaction code **OA_FIND** to open the **Document Finder**.
- 2. Select the required document area



- 3. Scroll up and down to find the most appropriate attributes to search the document, and populate the required values. For example, the following fields can be populated:
 - Short description
 - Document Type
 - Fund





- Business Area
- Business Partner
- 4. Click the Start Search button
- 5. All documents that meet search criteria will be displayed.
- 6. Double-click the \bowtie icon to display the document
- 7. Alternatively click on the record to select it and click the Enter icon

Document Area		FI : Internal Suppor	ting Documents	•	🛗 Start Search
	Reference				-
	Generation Rule for	Record N			*
	Status				
	Document Type		KZ		
	Fund		10002		
	Business Area		S100		
	Business Partner		1001230005		#
	Document Identifica	ation			
					*
4	•				4 >

Hit List	Storage Date
FI : Financial Document Records (1 Hits)	
• 🔀 100031000433722016	08.06.2016





8. Document Attachments in SRM System

In SAP Supplier Relationship Management (SAP SRM), you can manage attachments for:

- All purchasing documents, at both item and header level
 <u>Note</u>: In the shopping cart, you can only manage attachments at item level.
- In a work item during the approval process

SAP SRM supports all formats that can be uploaded from a file directory.

8.1 Attach Documents in Shopping Cart

Process Steps

1. Create the Shopping Cart and click the **Details** button

Create Shop	Create Shopping Cart							
Number 1000033631	Document Name 00	01T5REQ 08.06.20	016 18:53 Stat					
Order Close Prin	t Preview Save C	Check Park S	System Information					
▼ General Data								
Buy on Behalf of:	01T5REQ 001T5REQ							
Name of shopping cart: E	Belt Set Order							
Default Settings: S	et Values							
Header Data: V	alues							
Team Shopping Cart:	Make available to my pu	rchasing substitut	tes					
Approval Process: D	isplay / Edit Agents							
Budget: D	isplay							
Document Changes: D	Display							
✓ Item Overview								
Details Add Item 4	Copy Paste Duplicate	Delete						
Line Number Item T	Type Product	ID Description	Product Category					
• <u>1</u> Mater	ial 1200000	003 Belt Set	26111800					



- 2. Go to the Note and Attachment tab
- 3. Click the Add Attachment button and browse for the document to be attached

Details for item 1 E	lelt Set				
Item Data Acco	unt Assignment	otes and Attachments	Deliver	y Address/Performance L	ocation
▼ Notes					
Clear					
Category				Description	
Supplier Text				-Empty-	
Internal Note				-Empty-	
▼ Attachments					
Add Attachment Edit	Description Versioning	Ja Delete Create Prof	ile		
Category	Description	File Name	Version	Processor	Vi
i The table does no	ot contain any data				

Note: Visible Indicator check box is used for restricting the document to Internal only.

4. Click the **Browse** button to select the file from the system

	_		
Г			
		,	
ļ	C	.5	5

Add Attachment		
File: Description:	a file and attach it to the sele	cted item Browse
		OK Cancel



- 6. Select the file,
- 7. click the **Open** button

				H • 🗆
Name	Date modified	Туре	Size	
🔁 Generic Doc 03.pdf	07/06/2016 5:03 PM	Adobe Acrobat D	43 KB	
🔁 Generic Doc 01.pdf	07/06/2016 5:03 PM	Adobe Acrobat D	43 KB	
🔁 Generic Doc 02.pdf	07/06/2016 5:27 PM	Adobe Acrobat D	107 KB	
< [111			•
File <u>n</u> ame: Generic Doc 01.pdf	III		All Files (*.*)	Þ

- 8. Type the required description in the **Description** field
- 9. Click the **OK** button

Here, you can upload a file and attach it to the selected item
File: C:\Users\paola.matarazzo Browse
Description: Generic Doc ×
Visible Internally only:
OK Cancel



10. Click the hyperlink document in the **Description** field to display the attachment

					upply / Service Agents Ava				
Notes									
Clear									
Category		Description							
Supplier Text		-Empty-							
Internal Note		-Empty-							
Attachments									
Attachments	Add Attachment Edit Description Versioning a Delete Create Profile								
	on Versioning / Delete Cre	sate Profile							
	Description	File Name	Version	Processor	Visible Internally only				

11. Click the **Open** button and review the attachment

Do you want to open or save Generic Doc 01.pdf (42.3 KB) from unsapt1r.umoja.un.org?	Open	Save	-	Cancel	×

8.2 Modify Attached Documents after It Is Attached in Purchasing Documents

Process Steps

- 1. Navigate to the Header tab and click the Notes and Attachment tab
- 2. Alternatively click directly the Noted and Attachment tab



Overview Header	tems Notes and Attachments Approval Tracking
neral Data Notes and Attachme	nt Output Budget Payment Extended PO History Document Totals Synopsis User-S
Notes	
Clear	Filter Setting
Category	Description
	-Empty-
Supplier Text	-Empty-
Internal Note	-Empty-
Supplier Remarks	-Empty-
Synopsis Description	-Empty-
Amendment	-Empty-

3. Click the **Versioning** button and select the **Check-out** item to modify the existing attachment

		Versioning / Delete Ci	reate Profile	e .					1	Filter Settings
Category	Descriptic	Check-out	Version	Processor	Visible Internally only	Checked Out	Туре	Size (KB)	Changed by	Changed or
Standard Attachment	GENERIC	Check-in Check-in New Version	1		×		pdf	107	001T5BUY	08.06.2016
		Terminate Check Out								
		Versioning								

4. A message appears at the top of the screen indicating that the attachment has been check out



Overview He	eader Items Notes and	Attachments Approval	Tracking				
al Data Notes an	d Attachment Output Bu	dget Payment Extend	ed PO History D	ocument Totals Syno	psis User-Specifi	ed Status	
otes							
ear							 Filter Settings
Category		Description					
		-Empty-					
Supplier Text		-Empty-					
Internal Note		-Empty-					
Supplier Remarks		-Empty-					
Synopsis Description		-Empty-					
		-Empty-					•
Amendment		100000					
achments	Description Versioning . Delet						Filter Settings

- 5. Click the Versioning button to upload the document in its current version
- 6. Select the **Check-in** item.
- 7. Select the Check-in New Version item to upload a new version of the document,

Seneral Data │ Notes and Atta ✓ Notes	ichment Output Bi	udget Payment Extend	ed PO Histo	ny boodine	nt Totals Synopsis	User-Specif	
Clear							
Category		Description					
		-Empty-					
Supplier Text		-Empty-					
Internal Note		-Empty-					
Supplier Remarks		-Empty-					
Synopsis Description		-Empty-					
Amendment		-Empty-					
Attachments Add Attachment Edit Description		te Create Profile					
Category Des	criptio Check-out Check-in	Name	Version	Processor	Visible Internally only	Checked Out	1
	IPLE / Obesite Merch Vers	nple Attachment_PO.pdf	1	FL13SABUY	v	V	1

- 8. Click the **Browse** button to select the file from the system
- 9. Click the **Check in New Version** button



eral Data Notes and	d Attachment Output Bu	dget Paymer	nt Extende	d PO Histo	ry Docume	nt Totals Synopsis	User-Specific
lotes			Attachment	1			
			Check in	New Vers	sion		
Category		Description	Line unu e	an colored	- 6-		
-Empty- Suppler Text -Empty-		Here you can upload a file File: le Attachment_PO_V1.pdf Browse					
		File. (6 Autochnicht_PO_41.put)					
Internal Note		-Empty-					
Supplier Remarks		-Empty-					
Synopsis Description		-Empty-					
Amendment		-Empty-				-	
				Check	in New Version	Close	
Attachments							
dd Attachment Edit D	escription Versioning a Delete	Create Profile					
Category	Description	File Name		Version	Processor	Visible Internally only	Checked Out
Standard Attachment	SAMPLE ATTACHMENT DRAFT	Sample Attach	ment PO odf	4	FL13SABUY	1	1

10. If a new version of the document is uploaded, the version number will be changed

neral Data Notes and	d Attachment Output Bu	dget Payment Extended Po	0 History	Document	Totals Synopsis	User-Specifie
Notes						
Clear						
Category		Description				
		-Empty-				
Supplier Text		-Empty-				
Internal Note		-Empty-				
Supplier Remarks		-Empty-				
Synopsis Description		-Empty-				
Amendment		-Empty-				
Attachments						
Add Attachment Edit D	escription Versioning / Delete	Create Profile				
Category	Description	File Name	Version	Processor	Visible Internally only	Checked Out
The second second second second	CAUPLE ATTAQUIENT DOALT	Sample Attachment_PO_V1.pdf	2			

- 11. Click the Edit Description button to modify the description of the document
- 12. Type the new description in the New Description field
- 13. Click the **OK** button



eneral Data Notes and	Attachment Output Bu	dget Payment Extended PC) History
▼ Notes			
Category		Description	
	Edit Description		
Supplier Text			
Internal Note		LE ATTACHMENT DRAFT	
Supplier Remarks	New Description: * Same	ole Attachment V1	
Synopsis Description			
Amendment			
 Attachments 		OK Cancel	
Add Attachment Edit D	escription Versioning / Delete	Create Profile	
Category	Description	File Name	Versio
Standard Attachment	SAMPLE ATTACHMENT DRAFT	Sample Attachment PO V1.pdf	2

8.3 Upload Documents via Collaboration with cFolders

Process Steps

- 1. Click the Create button to create the collaboration link to cFolders
- 2. Click the **Collaboration** link created to launch cFolders launchpad



RFx Information	Bidders Iter	ns Notes and	Attachments	Conditions W	/eights a
Notes					
Add / Clear		Louise			
Assigned To	E GENERATOR REL	Category			
	OF GENERATOR RELA				
	OF GENERATOR RELA				
Item01"PROVISION C	OF GENERATOR RELA				
Item01"PROVISION C			ate Qualification Prof	ile	
Item01"PROVISION C		ATED" Internal Note	ate Qualification Prof	ile Version	Proc
Attachments Add Attachment Ed Assigned To	it Description Versi	ATED" Internal Note		marth.	Proc
Attachments Add Attachment Ed Assigned To	it Description Versi	ATED" Internal Note		marth.	Proc
Attachments Add Attachment Ed Assigned To	it Description Versi	ATED" Internal Note		marth.	Proc
Attachments Add Attachment Ed Assigned To	it Description Versi	ATED" Internal Note		marth.	Proc
Attachments Add Attachment Ed Assigned To The table does Collaboration	it Description Versi Category not contain any data	ATED" Internal Note		marth.	Pro
Attachments Add Attachment Ed Assigned To The table does	it Description Versi Category not contain any data	ATED" Internal Note		marth.	Proc

▼ Notes				
Add A Clear				
		Catagori		
Assigned To		Category		
Item01"PROVISION	OF GENERATOR REL	ATED" Internal Note		
 Attachments 				
Add Attachment		ioning 🖌 Delete Crea	ate Qualification Profi	la
Assigned To	Category	Description	File Name	Ve
i The table does	not contain any data			
- 0-11-1				
	elete			
	elete			



3. Click the Folder to navigate the details of the folder details and create further structure

cFolders		*	Collaborat	tion on the W	leb
ome		- Refresh	Favorites Setti	ings Help Logo	out
8	Public Area Public A	Area		H	Help
Collaboration RFx 320000018	Navigation: Collaboratio				
Public Area	A CONTRACTOR OF A CONTRACTOR O	on RFx 3200 > Public Area			
Difference Folder	Change Work Area				
	Collaboration	Collaboration RFx 3200000018 Public Area			
	Name Description	Public Area			
	Description	Public Area		÷	
				-	
	Authorization	Write			
	Sour Natifications Adv	ditional Functions . Cancel			

- 4. Click the **Create** button
- 5. Click the **Folder** link to create a new folder as per the requirement
- 6. Populate the Name field
- 7. Click the Save button

Folder Fold	ler					Help
Current Path:	Collaboration I	RFx 3200 > <u>Public A</u>	Area > Folder			
Folder						
To save any o	hanges made	click Save.				
Name	Folder					×
Subscribe						
Authorization	Write					
Save Notific	ations Additio	nal Functions Canc	el			
To create folder Delete.	objects, selec	ct Create. To copy or o	delete objects, s	elect the re	quired objects and th	en choose Copy or
Folder Content	s		Upload PE	X Package	Create Copy Cop	y as Bookmark Paste
	<u>Name</u> ∆	Current Version	Read	Status	Changed by Create	Changed on
Empty					Create	
_						



Create Object	Help
Navigation: Folder Overview	
Current Path: Collaboration RF	x 3200 > Public Area > Folder > Create Object
What do you want to create?	Cancel
	A folder is used to structure the collaboration and is also a container for storing objects.
Bookmark	A bookmark can be linked to any Web site.
Discussion	A discussion is a communication forum about a collaboration, a folder or a folder object.
Document	A document can contain any file in different versions.
³ Engineering Change Number	An Engineering Change Number contains all the information required for managing a change
Manufacturer Part Number	A code or number used by a manufacturer or vendor to identify a material.
Material Material	A material is an item (product, goods and so on) that is created, used in production, traded, or consumed.
Mote .	A note is for adding a short descriptive text and can have versions.
	iPPE nodes stand for product functions whose concrete form are the iPPE variants.
	iPPE variants are the concrete form of functions of the product.

- 8. Select the folder created to upload a document inside the folder. In this case, select **Technical Evaluations** folder
- 9. Populate the Name and Description fields
- 10. Select the **Upload Local File** radio button
- 11. Click the **Continue** button

	Create Desumant					
Image: State	Create Document Navigation: Folder Overview Current Path: Collaboration REx.	Hele 3200 > Public Area > Folder > Technical Evaluations > Create Document				
	Create Document Enter the name and a description. Decide whether or not you want to upload a local file now or later. Then choose Next.					
	Name Description	Sample RFQ Technical Document * Sample RFQ Technical Document				
	Subscribe PGP Documents	You are only allowed to use PGP files in this document.				
	C	Upload Local File Create File Later				
	Continue Cancel					

- 12. Click the Browse button to select the file from the system
- 13. Click the Save button



Vavigation:	sion Version Overview
Current Path:	Collaboration RFx 3200 > Public Area > Folder > Technical Evaluations > Sample RFQ Technical D > Create Version
o select the m	equired file, choose Browse and then Save.
o select the le	
	Browse
Save Cancel	

- 14. Populate the Name field
- 15. Click the Save button

	l Evaluations						Help
Current Path: Collat	poration RFx 3200	> Public Area > Folder > To	echnical Ev	valua	tions		
Folder							
To save any change	es made, click Save.						
Name	Technical Evaluatio	ne:				*	
Subscribe		115					
Authorization	Write						
	Additional Function	s ⊿ Cancel					
Save Notifications		copy or delete objects, so					
Save Notifications	ts, select <i>Create</i> . To		Create C	opy	Copy as		Paste All None



9. Naming Convention and Standards

9.1 Upload Documents via Collaboration with cFolders

- Supporting documents should be uploaded in PDF Format. As such, PDF versions of word, excel and other types of document should be uploaded
- Although Excel and Word documents can be uploaded in SAP, these document are accessible and can be modified during the process before the record is closed
- Users will not be entitled to delete any documents in the system. The system will prevent users from performing this activity. In case of error while uploading incorrect documents, a new document will be uploaded only if document was "saved". The documents will be attached in a specific node of the record model
- The document will be saved with the proper attributes :
 - Unique ID Document / Year
 - Short Description Document / Year
 - Fund Applicable to FI documents
 - Business Area Applicable to FI documents
 - Document Type Applicable to FI documents
 - Business Partner Applicable for FI / RE documents
 - Person Responsible Applicable for Real Estate(RE) documents
 - Authorization Group Applicable for Real Estate(RE) documents
- When documents are linked to Workflow, final approvers are responsible to lock records to prevent further modifications. This activity will ensure that other users are not allowed to attach or modify documents, after the approval process is completed
- Accuracy and consistency in folder and document names is crucial to be able to easily retrieve documents later
- The naming conventions are designed to be as intuitive as possible. Whether created originally in electronic or paper form, these documents all need to be named appropriately and filed in the correct electronic folders. In order to facilitate the search of document in SAP, the following naming convention must be followed:
 - Naming convention for finance documents:
 - Unique ID Year-Doc Number-Sequential Dcmt. No.



- Short Description Year-Doc Number-Sequential Dcmt. No.
- Naming convention for Real Estate Contract Documents:
 - Unique ID Contract Number
 - Short Description Contract Number
- If a document is uploaded by mistake, add the word "DO NOT USE" as part of the **Short description** field

🖻 Change Attributes - 2300000050	
æ.	
Chart description	
Short description	DO NOT USE _2300000050
Unique ID	230000050
Business Partner	
Creation Time	2013-11-19 22:07:36

9.2 Practices to Avoid in Naming Convention

Files uploaded to Umoja environment should follow these guidelines:

- Use the standard naming convention provided in the Umoja Job Aid for the type of documents you are uploading
- Do not use the following characters in the file names: " # % & * : <> ? \/ { | } ~ .. (two or more consecutive periods)
- ATTENTION: keep file names shorter than 75 characters
- Files have an extension before being uploaded into the system
- Avoid starting a file name with a period (.)
- Avoid using two consecutive periods (..) in a file name

9.3 File Name Extensions

There are certain file types that are rejected because they can be harmful to the system. The list of file extensions that are likely to be forbidden by the environment are as follow:

			File Extens	ions Forbi	idden		
.ade	.chm	.hlp	.ksh	.mav	.msh1xml	.prg	.shtml
.adp	.class	.hta	.lnk	.maw	.msh2	.printer	.soap
.app	.cmd	.htr	.mad	.mda	.msh2xml	.pst	.stm
.asa	.com	.htw	.maf	.mdb	.mshxml	.reg	.url
.ashx	.config	.ida	.mag	.mde	.msi	.rem	.vb
.asmx	.cpl	.idc	.mam	.mdt	.msp	.scf	.vbe
.asp	.crt	.idq	.maq	.mdw	.mst	.scr	.vbs
.bas	.csh	.ins	.mar	.mdz	.ops	.sct	.ws
.bat	.dll	.isp	.mas	.msc	.pcd	.shb	.wsc
.cdx	.exe	.its	.mat	.msh	.pif	.shs	.wsf
.cer	.fxp	.jse	.mau	.msh1	.prf	.shtm	.wsh

9.4 File Size Recommendation

In attaching documents into Umoja, please be mindful that due to bandwidth limitations in some missions, large files could affect performance. We recommended the following best practices:

- Limit the size of attached files to the minimum possible, so please consider resizing image files before uploaded them
- Use black and white settings for scanned pdfs files
- Consider resizing or reducing the number of embedded pictures in documents
- Use newer file formats for office documents, like docx or xlsx

When scanning or converting documents like receipts or forms a resolution of 200dpi and Black and White settings are enough for a correct scanning.

<u>Note</u>: For the current UMOJA/SharePoint integrated environment, we recommend **10 MB** as a maximum file size. If the file to be attached exceeds that limit, please try to convert it to pdf, using the "Smallest file size" setting if it is available and Black & White as color, or with settings of 200dpi and Black & White if the setting is not available (when scanning, for example).



ayout Paper/Quality Adobe PDF Settings	Layout Paper/Quality 🕗 Adobe PDF Settings			
Tray Selection Paper Source: Automatically Select	Adobe PDF Convention Settings Use these settings to create Adobe PDF documents best suited for on-screen display, e-mail, and the Internet. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.			
Color	Default Settings: Smallest File Size	t		
📲 🤆 Black & White	Adobe PDF Segurity: None	<u>k-</u>		
	Adobe PDF Output Folder Prompt for Adobe PDF filename Brow	rse		
	Adobe PDF Page Sige: Letter Ad	d		
	Yew Adobe PDF results Add document information Rely on system fonts only, do got use document fonts Delete log files for successful jobs Ads to goplace existing PDF file			
Adganced OK Cance	ОК	Cancel		