

## Project Completion Check List

**Country Office:** UNDP/Honduras

**Project/Output No.**

PROJECT: 00031301  
OUTPUTS: 00031327

I confirm that all of the following matters have been considered and resolved:

✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Purchase Orders
✓	No Receipt Accruals
✓	No outstanding commitments
✓	No pending prepayments and other non PO advances
✓	All pre-financing activities have been recovered and/or reimbursed
✓	No pending GMS or Direct Project Charging (formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done.)
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded revenue
✓	No outstanding Accounts Receivable to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
✓	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
✓	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
✓	All project petty cash is cleared
✓	Project bank account is fully reconciled and closed
✓	All accrued employee benefits are fully accounted
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero future expenses (commitments).
✓	Final LPAC/ steering committee minutes are available
✓	All audit observations are closed with supporting documentation.
✓	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
✓	If a cost sharing project, the unexpended balance has been agreed to the general ledger.

✓	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
✓	Notified the GSSC to close any associated contract in the contracts module.
✓	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

**Name** Sergio Membreño

**Title** Coordinador Unidad de Seguridad Ciudadana y Gobernabilidad

**Signature** 

**Date** 30 September, 2016

**The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.**

Visto Bueno: Firma delegada por parte de la Representación.

## Katia Rodriguez

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**Asunto:** RV: ERROR AX1 AND PAR \_ URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

### Nota de Archivo

En vista de que Aung Myint recomienda enviar nuevamente el caso al GSSC, de donde fue remitido a ASD, se deja constancia que si esto se quisiera resolver a nivel de la oficina local PNUD/Honduras procedería lo siguiente:

- Extender la vigencia del proyecto (que ya fue operativamente cerrado). Esperar un día para que se haga efectiva la ampliación.
- En vista de que se bloqueará nuevamente la cuenta 18093, se tendría que solicitar que se abra nuevamente.
- Dar un override de fondos (AX1) o conciliar KK con GL que sí tiene disponibilidad.
- Hacer revisión presupuestaria para reflejar \$1.00 en 2016.

Basado en el principio de importancia relativa, se procederá a cerrar el proyecto financieramente dejando los assets con el monto de \$-0.02.



Katia Rodriguez  
Asociada de Programa

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**De:** Aung Myint Oo

**Enviado el:** Monday, October 17, 2016 1:47 PM

**Para:** Roland Seri <roland.seri@undp.org>; Katia Rodriguez <katia.rodriguez@undp.org>

**CC:** Dina Salinas <dina.salinas@undp.org>; Seidy Murillo Rodriguez <seidy.murillo@undp.org>; Tania Martinez <tania.martinez@undp.org>; Advit Nath <advit.nath@undp.org>; Xiang Yu <xiang.yu@undp.org>; John Castonguay <john.castonguay@undp.org>; Maricel Muchingile <maricel.muchingile@undp.org>

**Asunto:** RE: ERROR AX1 AND PAR \_ URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Katia,

Since the clearance is related to contra asset account, please contact GSSC asset colleagues.

Best regards,  
Aung

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**From:** Roland Seri

**Sent:** Monday, October 17, 2016 1:33 PM

**To:** Katia Rodriguez; Aung Myint Oo

**Cc:** Dina Salinas; Seidy Murillo Rodriguez; Tania Martinez; Advit Nath; Xiang Yu; John Castonguay; Maricel Muchingile

**Subject:** RE: ERROR AX1 AND PAR \_ URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Aung,  
Grateful to review the case and advise Katia.  
Many thanks as always,

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**From:** Katia Rodriguez  
**Sent:** Monday, October 17, 2016 1:32 PM  
**To:** Roland Seri  
**Cc:** Dina Salinas; Seidy Murillo Rodriguez; Tania Martinez; Roland Seri; Advit Nath; Xiang Yu; John Castonguay  
**Subject:** RE: ERROR AX1 AND PAR \_ URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Roland:

We would appreciate your advice on how to resolve this matter. The journal entry for the adjustment of account 18093 in output 00031327 cannot be approved/validated since there is an error in AX1 and PAR. This is an output with operationally closed status (it its expired and does not have budget in 2016).

This is urgent since we have to financially close the project today to comply with the deadlines of the Bureau and with the audit.

Regards,

---

**De:** John Castonguay  
**Enviado el:** Monday, October 17, 2016 11:08 AM  
**Para:** Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>  
**CC:** Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Seidy Murillo Rodriguez <[seidy.murillo@undp.org](mailto:seidy.murillo@undp.org)>; Tania Martinez <[tania.martinez@undp.org](mailto:tania.martinez@undp.org)>; Roland Seri <[roland.seri@undp.org](mailto:roland.seri@undp.org)>; Advit Nath <[advit.nath@undp.org](mailto:advit.nath@undp.org)>; Xiang Yu <[xiang.yu@undp.org](mailto:xiang.yu@undp.org)>  
**Asunto:** RE: ERROR AX1 AND PAR \_ URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Katia,

I would recommend contacting Roland Seri(copied) from the Business Advisor team.

Best regards

John

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**From:** Katia Rodriguez  
**Sent:** Monday, October 17, 2016 12:32 PM  
**To:** John Castonguay <[john.castonguay@undp.org](mailto:john.castonguay@undp.org)>  
**Cc:** Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Seidy Murillo Rodriguez <[seidy.murillo@undp.org](mailto:seidy.murillo@undp.org)>; Tania Martinez <[tania.martinez@undp.org](mailto:tania.martinez@undp.org)>  
**Subject:** RV: ERROR AX1 AND PAR \_ URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear John:

The journal entry for the adjustment of account 18093 in output 00031327 cannot be approved/validated since there is an error in AX1 and PAR since this output is operationally closed (it its expired and does not have budget in 2016). Do you know what is the best way to solve this matter, since we have to financially close the project today?

Regards,

De: Seidy Murillo Rodriguez  
 Enviado el: Monday, October 17, 2016 9:35 AM  
 Para: Katia Rodriguez <katia.rodriguez@undp.org>; Dina Salinas <dina.salinas@undp.org>  
 Asunto: RE: YA ESTA DESBLOQUEDA LA CUENTA 18093 RV: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Hola Katia,

La partida me da error de AX1 y PAR

**Atlas** Finance Welcome Seidy Murillo Rodriguez, Your Atlas

[Favorites](#) | [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal](#)

GL Journal Exceptions | Line Exceptions

**Business Unit:** UNDP1    **Journal ID:** 0006688376    **Journal Date:** 17/10/2016

**\*Exception Type:** Error     **Override Transaction**

**Maximum Rows:** 100     **More Budgets Exist**    [Advanced Budget](#)

Budgets with Exceptions							
		Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		UNDP1	AX1_DP	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To ...
2		UNDP1	CHD_DP	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
3		UNDP1	PAR_DP	Budget Date out of Bounds	More Detail	<input type="checkbox"/>	Go To ...
4		UNDP1	PAR_DP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

De: Katia Rodriguez  
 Enviado el: lunes, 17 de octubre de 2016 09:09 a.m.  
 Para: Seidy Murillo Rodriguez <seidy.murillo@undp.org>; Dina Salinas <dina.salinas@undp.org>  
 Asunto: YA ESTA DESBLOQUEDA LA CUENTA 18093 RV: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Estimada Seidy:

Ya está abierta la cuenta 18093 para aprobar la partida de \$-0.02 en assets del proyecto Hondutel que debemos cerrar hoy.

Agradeceré me informe tan pronto esté aprobada y validada para poder notificar a la Sede para que la cierren hoy.

Saludos,

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**De:** John Castonguay

**Enviado el:** Monday, October 17, 2016 8:46 AM

**Para:** Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>

**CC:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Zaw Min Thein <[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)>; Karina Servellon <[karina.servellon@undp.org](mailto:karina.servellon@undp.org)>; Bhanu Shrestha <[bhanu.shrestha@undp.org](mailto:bhanu.shrestha@undp.org)>; Advit Nath <[advit.nath@undp.org](mailto:advit.nath@undp.org)>; Xiang Yu <[xiang.yu@undp.org](mailto:xiang.yu@undp.org)>; Vera Kirienko <[vera.kirienko@undp.org](mailto:vera.kirienko@undp.org)>; Don Curtis <[don.curtis@undp.org](mailto:don.curtis@undp.org)>; Victor Gonzalez <[victor.gonzalez@undp.org](mailto:victor.gonzalez@undp.org)>; Dwight Ross <[dwight.ross@undp.org](mailto:dwight.ross@undp.org)>

**Asunto:** RE: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Katia

The account is now available.

Kindly let us know as soon as your entry is posted. At the latest, the control flag will be placed back on the account cob today.

Best regards,

John

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**From:** Katia Rodriguez

**Sent:** Monday, October 17, 2016 10:32 AM

**To:** John Castonguay <[john.castonguay@undp.org](mailto:john.castonguay@undp.org)>

**Cc:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Zaw Min Thein <[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)>; Karina Servellon <[karina.servellon@undp.org](mailto:karina.servellon@undp.org)>; Bhanu Shrestha <[bhanu.shrestha@undp.org](mailto:bhanu.shrestha@undp.org)>; Advit Nath <[advit.nath@undp.org](mailto:advit.nath@undp.org)>; Xiang Yu <[xiang.yu@undp.org](mailto:xiang.yu@undp.org)>; Vera Kirienko <[vera.kirienko@undp.org](mailto:vera.kirienko@undp.org)>; Don Curtis <[don.curtis@undp.org](mailto:don.curtis@undp.org)>; Victor Gonzalez <[victor.gonzalez@undp.org](mailto:victor.gonzalez@undp.org)>; Dwight Ross <[dwight.ross@undp.org](mailto:dwight.ross@undp.org)>

**Subject:** RE: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear John:

Would you please open again account 18093, since we were not able to operate the adjustment on Friday.

I regret any inconvenience.

Regards,

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**De:** John Castonguay

**Enviado el:** Friday, October 14, 2016 4:36 PM

**Para:** Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>

**CC:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Zaw Min Thein <[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)>; Karina Servellon <[karina.servellon@undp.org](mailto:karina.servellon@undp.org)>; Bhanu Shrestha <[bhanu.shrestha@undp.org](mailto:bhanu.shrestha@undp.org)>; Advit Nath <[advit.nath@undp.org](mailto:advit.nath@undp.org)>; Xiang Yu <[xiang.yu@undp.org](mailto:xiang.yu@undp.org)>; Vera Kirienko <[vera.kirienko@undp.org](mailto:vera.kirienko@undp.org)>; Don Curtis <[don.curtis@undp.org](mailto:don.curtis@undp.org)>; Victor Gonzalez <[victor.gonzalez@undp.org](mailto:victor.gonzalez@undp.org)>; Dwight Ross <[dwight.ross@undp.org](mailto:dwight.ross@undp.org)>

**Asunto:** RE: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Katia

The account is now available.

Kindly let us know as soon as your entry is posted. At the latest, the control flag will be placed back on the account tonight at 10pm.

Best regards,

John

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**From:** Katia Rodriguez

**Sent:** Friday, October 14, 2016 6:04 PM

**To:** Dwight Ross <[dwight.ross@undp.org](mailto:dwight.ross@undp.org)>; John Castonguay <[john.castonguay@undp.org](mailto:john.castonguay@undp.org)>

**Cc:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Zaw Min Thein <[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)>; Karina Servellon <[karina.servellon@undp.org](mailto:karina.servellon@undp.org)>; Bhanu Shrestha <[bhanu.shrestha@undp.org](mailto:bhanu.shrestha@undp.org)>

**Subject:** RE: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Mr. Ross and Mr. Castonguay:

I would appreciate your help to open account 18093 since we need to make an adjustment in output 00031327 to eliminate assets in the amount of \$-0.02. This will allow us to close the project to comply with the deadlines of the Bureau and to be ready for the audit next week.

Regards,

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**De:** Zaw Min Thein

**Enviado el:** Thursday, October 13, 2016 11:30 PM

**Para:** Karina Servellon <[karina.servellon@undp.org](mailto:karina.servellon@undp.org)>; Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>; Bhanu Shrestha <[bhanu.shrestha@undp.org](mailto:bhanu.shrestha@undp.org)>

**CC:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Tania Martinez <[tania.martinez@undp.org](mailto:tania.martinez@undp.org)>; Sergio Arturo Membreo Cedillo <[sergio.membreno@undp.org](mailto:sergio.membreno@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>

**Asunto:** RE: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Katia,

Kindly note that your CO can process a GLJE to debit account 18093 and credit an expense account. Please also note that you will need to contact OFRM (Dwight Ross and John Castonguay) to open account 18093 if it is locked. Feel free to copy me and Bhanu if you want us to follow up with HQ colleagues.

Hope this is helpful.

Best, Zaw



**Zaw Min Thein**  
Manager, BMS Operations  
BMS/OSO/General Operations  
United Nations Development Programme  
304 East 45<sup>th</sup> Street, Room: FF-882  
New York, NY 10017  
[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)  
+1 212 906 6266  
Skype: ofabom

*Empowered lives.  
Resilient nations.*

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**From:** Karina Servellon  
**Sent:** Thursday, October 13, 2016 10:51 AM  
**To:** Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>; Zaw Min Thein <[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)>  
**Cc:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Tania Martinez <[tania.martinez@undp.org](mailto:tania.martinez@undp.org)>; Sergio Arturo Membreo Cedillo <[sergio.membreno@undp.org](mailto:sergio.membreno@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>  
**Subject:** RE: URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Dear Katia,  
Thanks a lot.

Dear Zaw,  
We will appreciate your kind help on this case, taking into account that UNBOA will be in Honduras in the next two weeks.  
Thanks a million.  
Best,  
karina

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**From:** Katia Rodriguez  
**Sent:** Thursday, October 13, 2016 10:39 AM  
**To:** Zaw Min Thein <[zaw.min.thein@undp.org](mailto:zaw.min.thein@undp.org)>  
**Cc:** Viktoryia Geyler <[viktoryia.geyler@undp.org](mailto:viktoryia.geyler@undp.org)>; Karina Servellon <[karina.servellon@undp.org](mailto:karina.servellon@undp.org)>; Florencia Alfieri <[florencia.alfieri@undp.org](mailto:florencia.alfieri@undp.org)>; Paloma Morazo Perez <[paloma.morazo.perez@undp.org](mailto:paloma.morazo.perez@undp.org)>; Carla Zacapa <[carla.zacapa@undp.org](mailto:carla.zacapa@undp.org)>; Dina Salinas <[dina.salinas@undp.org](mailto:dina.salinas@undp.org)>; Tania Martinez <[tania.martinez@undp.org](mailto:tania.martinez@undp.org)>; Sergio Arturo Membreo Cedillo <[sergio.membreno@undp.org](mailto:sergio.membreno@undp.org)>; Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>  
**Subject:** URGENT REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327  
**Importance:** High

Dear Mr. Thein:



The Project Closure Workbench shows \$-0.02 as assets in the output 00031327 (award 00031301). Since this is a NIM project which does not have assets in Atlas, we would appreciate you to help us eliminating this amount in order to proceed with the project closure. The case has been analyzed by PS Support (see message dated October 3) and by GSSC Support as you will notice below.

I would appreciate your urgent help since we need to comply with the deadlines of the Bureau and to be ready for the audit next week.

Regards,

---

**De:** GSSC Support

**Enviado el:** Wednesday, October 12, 2016 8:05 PM

**Para:** Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>

**CC:** Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Angelica Pon <[angelica.pon@undp.org](mailto:angelica.pon@undp.org)>; Victor Gonzalez <[victor.gonzalez@undp.org](mailto:victor.gonzalez@undp.org)>

**Asunto:** RE: REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327 522444

Dear Katia,  
Thank you for your email.

As much as we would like to assist you, clearing contra accounts and CDR balances are not within GSSC scope.

Please contact ASD for assistance.

Thank you and regards



ZUBAIDAH MOHAMAD ISA  
Global Shared Service Centre (GSSC)  
Office of Financial Resources Management  
Bureau of Management  
1<sup>st</sup> Floor, Cyberview Tower 12  
MKN Embassy Techzone  
No. 3200 Jalan Teknokrat 2,  
63000 Cyberjaya, Selangor, Malaysia

Empowering lives.  
Resilient nations.

E-mail: [zubaidah.isa@undp.org](mailto:zubaidah.isa@undp.org)

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**From:** Katia Rodriguez

**Sent:** Thursday, October 13, 2016 5:12 AM

**To:** GSSC Support <[gssc.support@undp.org](mailto:gssc.support@undp.org)>

**Cc:** Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Angelica Pon <[angelica.pon@undp.org](mailto:angelica.pon@undp.org)>; Donaldo Lopez <[donaldo.lopez@undp.org](mailto:donaldo.lopez@undp.org)>

**Subject:** RV: REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327 522444

Dear PS Support:

We would appreciate your urgent assistance with this case since we need to close the project, and this amount of - \$0.02 in assets needs to be clean.

Regards,

---

**De:** Katia Rodriguez

**Enviado el:** Tuesday, October 4, 2016 10:15 AM

**Para:** GSSC Support <[gssc.support@undp.org](mailto:gssc.support@undp.org)>

**CC:** Mayella Abudoj <[mayella.abudoj@undp.org](mailto:mayella.abudoj@undp.org)>; Angelica Pon <[angelica.pon@undp.org](mailto:angelica.pon@undp.org)>

**Asunto:** RV: REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327 522444

Dear GSSC:

PS Support asked us to contact you to make the correction journal to resolve this case. Below is the analysis made by PS Support and attached is the GL ledger for the activities recorded for the contra account.

We will appreciate your kind assistance to make this correction journal since we need to close the project.

Regards,

Katia.

**De:** [user.services@undp.org](mailto:user.services@undp.org) [<mailto:user.services@undp.org>]

**Enviado el:** lunes, 3 de octubre de 2016 07:13 a.m.

**Para:** Katia Rodriguez <[katia.rodriguez@undp.org](mailto:katia.rodriguez@undp.org)>

**Asunto:** Re: REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327 522444

Details for Case 522444:

Case Summary: REQUEST OF HELP TO ELIMINATE \$-0.02 ON ASSETS - OUTPUT 00031327

Solution Details:

Dear Katia,

When the asset was procured in voucher # 111436, it was charged to account code 18093 (contra account) with the currency HNL amount of 198693.71, and USD amount of \$9826.60.

In GLJE 5008109, the item was reversed to be charged to 74965 based on USD amount \$ 9170.18, this did not fully reverse the amount, hence another AM adjustment journal to put in the 'additional amount' of \$656.44. The total of these two GLJE does not added up to the contra account total, and with a difference of \$0.02, which explain why now you are seeing this balance in your project closure workbench.

Attached is the GL ledger for the activities recorded for this contra account, please contact ASD or GSSC to make the correction journal.

Regards,  
Wei

MSC, KL

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Dear PS Support:

The Project Closure Workbench shows \$-0.02 as assets in the output 00031327 (award 00031301).

Since this is a NIM project which does not have assets in Atlas, we would appreciate you to help us eliminating this amount in order to proceed with the project closure.

Regards,

[cid:image002.png@01D21A92.C34879E0]

[cid:image001.png@01D03706.1277D8C0]<<http://www.hn.undp.org/>>

Katia Rodríguez

Asociada de Programa

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