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Overview

This Job Aid details various reports available in ECC that allow users mapped to the relevant roles to access information related to Assets Under Contstruction (AuC).

The reports cover the following areas

A. AuC Hierarchy (CJ20N & CN43N)
B. Funds Management and Consumption (ECC and BI)
C. Costs charged to the AuC Project and balances settled to AuC and Cost Center (ZPJCOSTELEMENT, CJi3 & KOSRLIST)
D. AuC Asset Balances Report (S_ALR_87011963)
E. AuC Asset Master Validation Report (ZAAVALAS)
F. Asset Master (AS03)
G. Asset Explorer (AW01N)
H. Asset History (S_ALR_87011990)
I. Asset Transactions Report (S_ALR_87012048) – including list of completed AuCs

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## A – AuC Hierarchy (CJ20N & CN43N)

A-1 PROJECT BUILDER (CJ20N)

The Project Builder allows a user to review the setup of an AuC project. In the following screens we will outline how to view a better AuC visual for project structure.
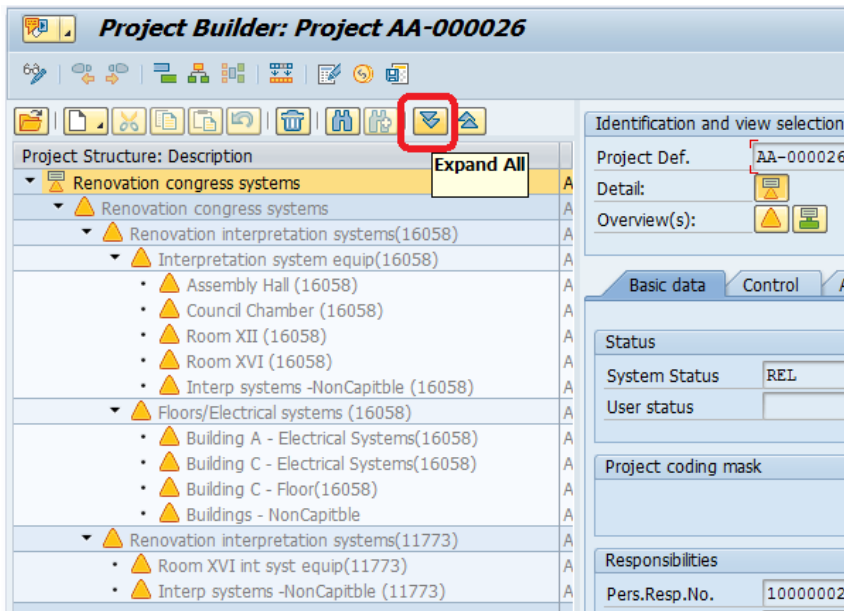
It is available to the following users in the AuC Context:
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_SENIOR_USER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
- REAL_ESTATE: FACILITIES_APPROVER
- REAL_ESTATE: FACILITIES_PLANNER
- REAL_ESTATE: LEASE_CONTRACT_APPROVER
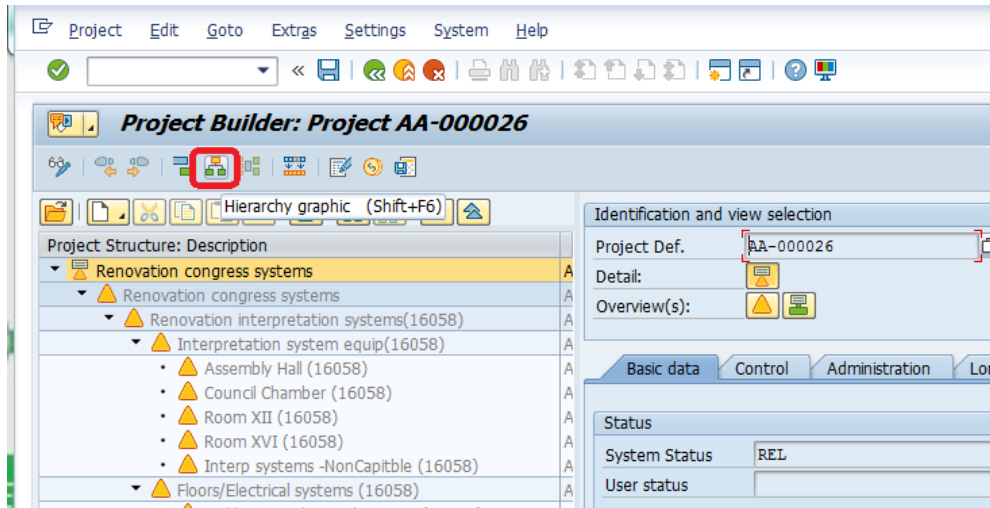- REAL_ESTATE: LEASE_PROCESSOR

1. Log in to Umoja ECC.
2. Execute Transaction code **CJ20N**
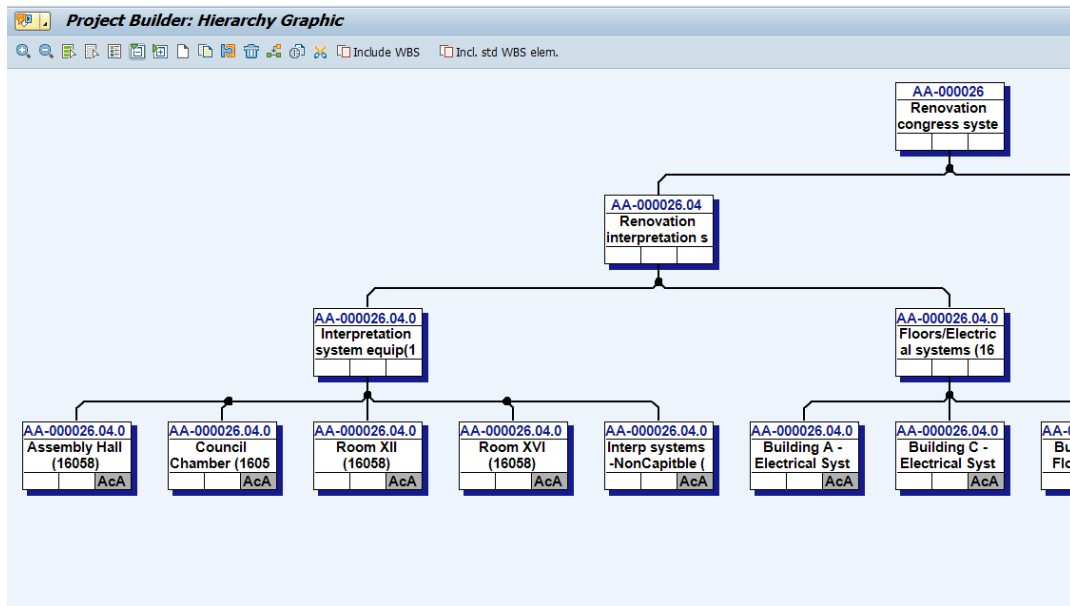3. Enter the AuC **Project number** (or only the WBSE, if appropriate)
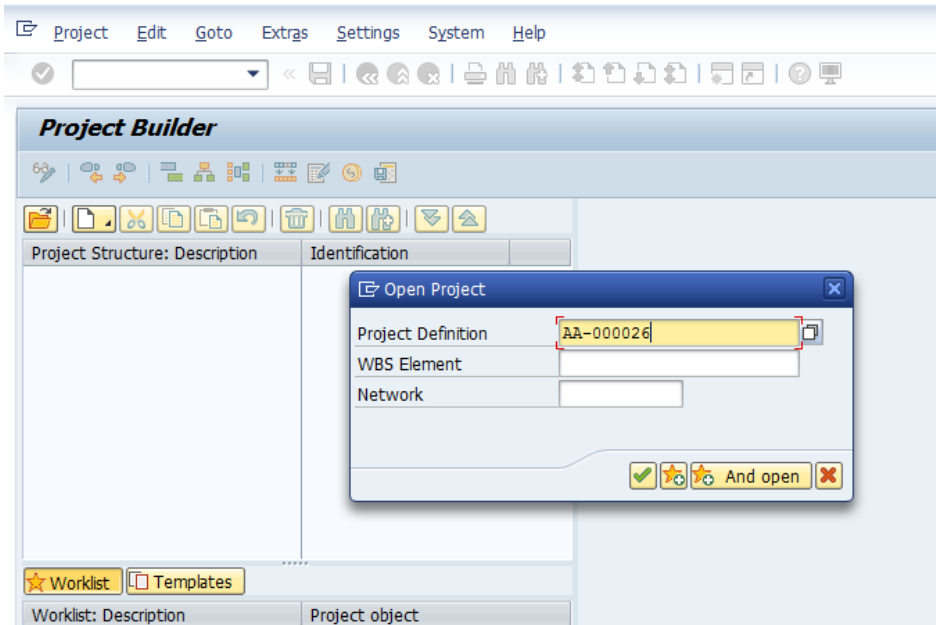
4. Execute
5. Click on the Expand All [icon] button

6. Click on the Hierarchy Graphic ⬚ button

The project hierarchy will be displayed.

A-2 WBSE Report (CN43N)

This reports allows users to review the WBS elements associated with an AuC project, as well as the Cost Center

In the AuC context it is available to below users:

- EMPLOY_TO_DISPOSE: PLANT_MAINTENANCE_APPROVER
- EMPLOY_TO_DISPOSE: PLANT_MAINTENANCE_PLANNER
- FINANCIAL_ACCOUNTING: APPROVER_(GL)
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_SENIOR_USER
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_USER
- FINANCIAL_ACCOUNTING: CLOSING_USER
- FINANCIAL_ACCOUNTING: SENIOR_USER_(GL/AP/AR/CO)
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_MASTER_DATA_MAINTAINER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
- REAL_ESTATE: FACILITIES_APPROVER
- REAL_ESTATE: LEASE_CONTRACT_APPROVER
- SERVICES_DELIVERY: DISPOSAL_PLANNER
- SERVICES_DELIVERY: NOTIFICATION_APPROVER
- SERVICES_DELIVERY: ORDER_RELEASER
- SERVICES_DELIVERY: PLANNER

1. Log in to Umoja ECC.
2. Execute Transaction code **CN43N**
3. Enter the AuC **Project number** (or the WBSE only if appropriate)

4. Click execute

Information including the WBSE, name Business Area, Functional Area, Cost Center etc. will be displayed.

B – FUNDS MANAGEMENT & CONSUMPTION

These reports are available in ECC, and suit day to day needs of AuC projects/IO. Please note that entities are also encouraged to develop entity specific reports within BI.

B-1 Budget Availability Report (FMAVCR02)

This job aid outlines the steps for using the Budget Availability Report in Funds Management. It provides more detailed information on budget availability and consumption (allowing for instance users to review budget availability for a budget class in a particular budget period).

This report can be used to:
- Monitor funding and budget consumption, including the released budget for grants
- Drill down on the details of budget distribution and budget consumption
- Troubleshoot budget availability errors
- Check for negative balances

In the AuC context it is available to below users:

PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
FINANCIAL_ACCOUNTING: APPROVER_(AP)
FINANCIAL_ACCOUNTING: USER_(AP)
FINANCIAL_MANAGEMENT: BUDGET_OFFICE_USER
FINANCIAL_MANAGEMENT: BUDGET_APPROVER
FINANCIAL_MANAGEMENT: EARMARKED_FUNDS_DOCUMENTS_CERTIFIER
FINANCIAL_MANAGEMENT: FUNDS_COMMITMENT_APPROVER
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_APPROVER
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_CREATOR
FINANCIAL_MANAGEMENT: GRANTS_MANAGEMENT_ACCOUNT_USER

To correctly interpret the budget availability report, users of this job aid should already be familiar with:
- Master data in FM (Funds Management): fund, budget period, funds center, commitment item, functional area, funded program and grant;
- The hierarchy of commitment items;
- The relationship of GM (Grants Management) master data and FM master data; and
- The concept of budget control and the super class

If AuC users wish to understand the information in this report, they should liaise with their FM Focal Point.

Users should primarily refer to the job aid maintained under Funds and Cost management in iseek. The below will outline how to obtain this information in the context of an AuC.

You can locate the Job Aid in Job Aids area in the Umoja pages in iSeek. Direct external link (works from within and outside of the UN Network) is: https://iseek-external.un.org/departmental_page/job-aids-0

Funds and Cost Management	
Allotments	Advance Allotment and Initial Allotment
Budget Distribution	FMBB
Budget Distribution	Redeployment in Funds Management
Budget Implementation	Budget Availability Report
Budget Implementation	Earmarked Funds (v5)
Budget Implementation	Earmarked Funds Changes and Workflow (v3.1)
Cost and Management Accounting	Controlling Cost And Management Accounting
Cost Allocation	Review Allocation Cycle Based on Extract
Cost Allocation	Review and Execute Allocation Cycle
Cost Allocation	Review UN Service Catalogue and Rates
Cost Allocation	Upload Statistical Key Figures for Cost Allocation
Cost Allocation	SKF Upload Template

1. Log in to Umoja ECC.
2. Execute Transaction code **FMAVCR02**
3. FM Area **1000**
4. Control Ledger **Z1 (UN Standard AVC Ledger)**
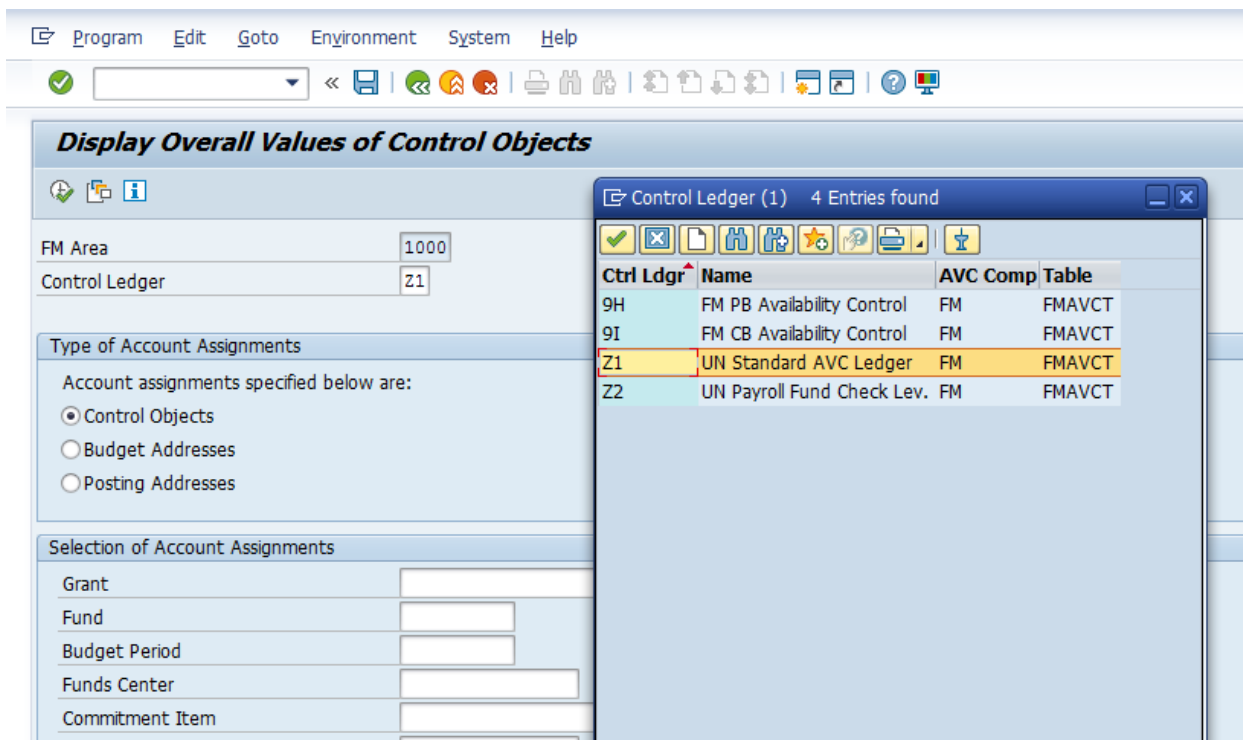
5. Type of Account Assignments

Type of Account Assignments

Account assignments specified below are:
⊙ Control Objects
○ Budget Addresses
○ Posting Addresses

6. Input the selection criteria for Account Assignments.

This can be filtered as much as necessary, by entering Fund, Budget Period, Funds Center. If the user wants to simply review for the entire AuC they can simply enter the relevant funded program of the AuC [If the budget control for an AuC is set to the top level the Funded Program will simply be the the same as the Project Definition, the Funded Program for IO

Example reviewing budget availability for an AuC project where the funded program is at the top level.

Selection of Account Assignments

Grant		to		
Fund		to		
Budget Period		to		
Funds Center		to		
Commitment Item		to		
Functional Area		to		
Funded Program	AA-000018			

Example reviewing budget availability of an AuC that uses an Internal Order as a cost collector, user enters IO-[internal order number].

Selection of Account Assignments

Grant		to		
Fund		to		
Budget Period		to		
Funds Center		to		
Commitment Item		to		
Functional Area		to		
Funded Program	IO-11500060			

Restriction According to Attributes

In the first example (using AA-00018) the following report is generated.

- **Consumable Budget:** Represents allotments made to the Funded Programme of the AuC.
- **Consumed Amount:** Represents Commitments and Actual Expenditure
- **Available Amount:** Represents the balance available, [note users need to drill to the lower levels to understand on which Fund, Funds Center, Funded Program, and Budget Class the amount is available].

The User can further review information clicking on the arrow next to the folder.

Expanding the folders twice yields the following information, regarding Consumable Budget, Consumed Amount and the Available Amount, for the relevant Fund and Budget Period.

Expanding further Users can see budget availability at the Budget Super Class level.

Note: contact your local FM focal point for a list of Budget Classes and their description or for linkages of Budget Class to Commitment Items.

Overall Values of Control Objects	Consumable ...	Consumed Amt	Available Amt
▼ 🗁 <Several Fund Values>	128,133,135.05	48,487,602.53	79,645,532.52
▼ 🗁 10UNA	51,796,327.77	19,784,179.98	32,012,147.79
▼ 🗁 B15	19,161,427.77	19,161,427.77	0.00
▶ FT10_CLASS_015	0.00	0.00	0.00
▶ FT10_CLASS_100	19,161,427.77	19,161,427.77	0.00
▼ 🗁 B17	32,634,900.00	622,752.21	32,012,147.79
▶ FT10_CLASS_015	3,943,300.00	588,974.08	3,354,325.92
▶ FT10_CLASS_100	28,691,600.00	33,778.13	28,657,821.87
▼ 🗁 64CFA	76,336,807.28	28,703,422.55	47,633,384.73
▼ 🗁 B15	43,701,907.28	27,236,438.10	16,465,469.18
▶ FT10_CLASS_015	3,914,000.00	2,072,368.12	1,841,631.88
▶ FT10_CLASS_100	39,787,907.28	25,164,069.98	14,623,837.30
▼ 🗁 B17	32,634,900.00	1,466,984.45	31,167,915.55
▶ FT10_CLASS_015	3,943,300.00	5,002.25	3,938,297.75
▶ FT10_CLASS_100	28,691,600.00	1,461,982.20	27,229,617.80

Drilling to the next level the user will see the information for each fiscal year.

At this level the user can further drill down by clicking in the fiscal year under the fund they are interested in and then clicking the hierarchy button circled below.

Information at the lowest level will then be displayed.

Overall Values of Control Objects	Consumable ...	Consumed Amt	Availab
▼ 📁 <Several Fund Values>	128,277,027.77	51,614,348.87	76,662,
▼ 📁 10UNA	51,796,327.77	19,779,688.58	32,016,
▼ 📁 B15	19,161,427.77	19,156,936.37	4,
▼ FT10_CLASS_015	0.00	0.00	
▼ 2015	0.00	0.00	
• GMNR/10UNA/B15/16017/FT10_CLASS_015/33ACB001/	0.00		
▼ FT10_CLASS_100	19,161,427.77	19,156,936.37	4,
• 2015	19,161,427.77	18,989,268.51	172,
▼ 2016	0.00	167,667.86	167,(
▼ GMNR/10UNA/B15/16017/72111211/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/72111211/33ACB001/AA-		0.00	
▼ GMNR/10UNA/B15/16017/74103040/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74103040/33ACB001/AA-		1,456.02-	
▼ GMNR/10UNA/B15/16017/74105010/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74105010/33ACB001/AA-		181.91	
▼ GMNR/10UNA/B15/16017/74106010/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74106010/33ACB001/AA-		0.00	
▼ GMNR/10UNA/B15/16017/74131060/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74131060/33ACB001/AA-		1,254.31	
▼ GMNR/10UNA/B15/16017/74141030/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74141030/33ACB001/AA-		2.09	
▼ GMNR/10UNA/B15/16017/74171010/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74171010/33ACB001/AA-		294.53	
▼ GMNR/10UNA/B15/16017/74173010/33ACB001/AA-000	0.00		
• GMNR/10UNA/B15/16017/74173010/33ACB001/AA-		167,039.29	

Users with the appropriate access will also be able to drill down on on the postings, by double clicking on the number.

Note there are also various reports available in BI that are very useful in relation to Funds Management which can be used in an AuC Context. There is a Job Aid on BI Project Budget Balance Analysis Area.

B-2 Project Budget Balance Report (ZPJPRJBUDBAL)

This report provides Project Budget Balance Availability at fund level. However, it is generally recommended that users refer instead to FMAVCR02. If ZPJPRJBUDBAL is used it should only be run for FT10 & FT20, it should not be run for FT30 (Grants funds).

It details information including:

- A: Current Budget
- B: Unlocked Budget
- C: "Budgetary Pre-commitments" (i.e. approved Shopping Carts, Funds Pre-commitments etc).
- D: "Budgetary Commitments" (i.e. Funds Commitments & Purchase Orders etc.)
- E: "Budgetary Actuals" (amounts expensed, i.e. when a Goods Receipt/Service Entry Sheet has been entered or payroll has run etc).
- F: "Total Budgetary Commitments" (=C+D+E)
- G: "Available Balance" (=B-F)

It is available to the following users in the AuC Context:
- EMPLOY_TO_DISPOSE: PLANT_MAINTENANCE_APPROVER
- EMPLOY_TO_DISPOSE: PLANT_MAINTENANCE_PLANNER
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_SENIOR_USER
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_USER
- FINANCIAL_ACCOUNTING: CLOSING_USER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_MASTER_DATA_MAINTAINER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
- REAL_ESTATE: FACILITIES_APPROVER
- REAL_ESTATE: LEASE_CONTRACT_APPROVER
- SERVICES_DELIVERY: DISPOSAL_PLANNER
- SERVICES_DELIVERY: NOTIFICATION_APPROVER
- SERVICES_DELIVERY: ORDER_RELEASER
- SERVICES_DELIVERY: PLANNER

1. Log in to Umoja ECC.
2. Execute Transaction code **ZPJPRJBUDBAL**
3. Enter the AuC **Project number** (or the WBSE only if appropriate)

4. Click Execute

C – Costs charged to AuCs

C-1 COST ELEMENT REPORT: ZPJCOSTELEMENT

This report provides a good overall view of the AuC project and information concerning costs charged to the project (and WBSE) level, by cost element. Both Actuals and Commitments are displayed.

At the end of the report there is a summary of what has been settled to an AuC (i.e. capitalised as an AuC Blance), also costs settled to the Cost Center (i.e. non-capitalisable costs), as well as outstanding costs on the project.

It is available to the following users in the AuC Context:

- EMPLOY_TO_DISPOSE: PLANT_MAINTENANCE_APPROVER
- EMPLOY_TO_DISPOSE: PLANT_MAINTENANCE_PLANNER
- FINANCIAL_ACCOUNTING: APPROVER_(GL)
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_SENIOR_USER
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_USER
- FINANCIAL_ACCOUNTING: CLOSING_USER
- FINANCIAL_ACCOUNTING: SENIOR_USER_(GL/AP/AR/CO)
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_MASTER_DATA_MAINTAINER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
- REAL_ESTATE: FACILITIES_APPROVER
- REAL_ESTATE: LEASE_CONTRACT_APPROVER
- SERVICES_DELIVERY: DISPOSAL_PLANNER
- SERVICES_DELIVERY: NOTIFICATION_APPROVER
- SERVICES_DELIVERY: ORDER_RELEASER
- SERVICES_DELIVERY: PLANNER

1. Log in to Umoja ECC.
2. Execute Transaction code **ZPJCOSTELEMENT**
3. If pop-up for Enter profile appears please choose **000000000001**.
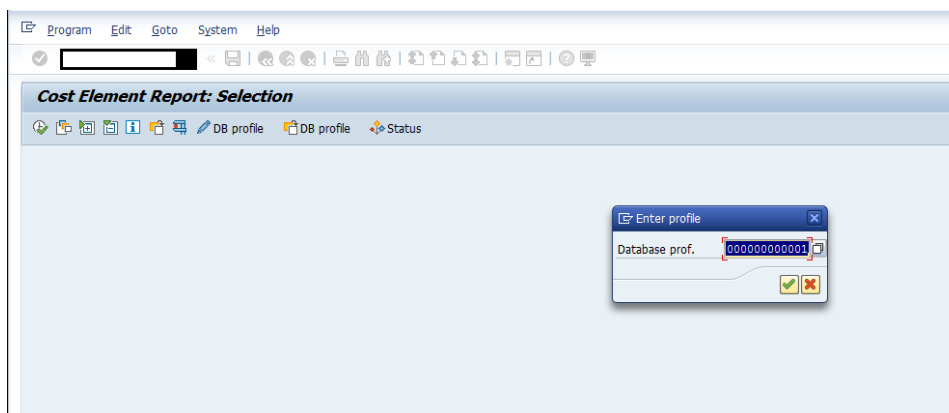
4. Enter the **project number** (or WBSE if the user only wishes to see information related to a certain WBSE)

The report will display the following information.

Users can simply check on a WBSE element on the left-hand side to display information relevant to that WBSE only.
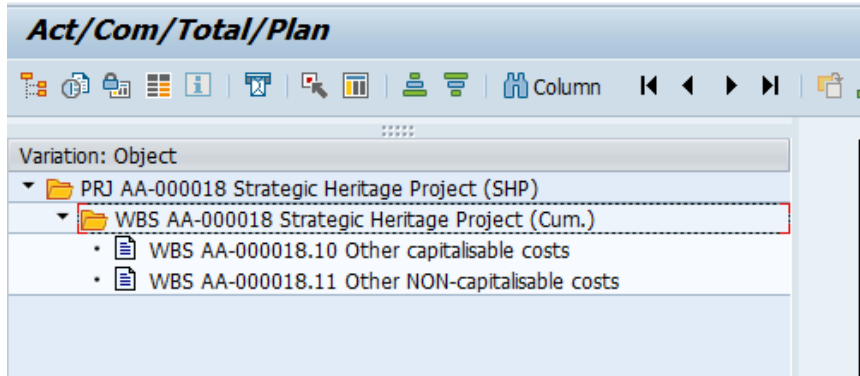
C-2 PROJECT ACTUAL COSTS LINE ITEMS: CJi3

This report can be used to view all actual costs charged to a WBSE (actual costs are charged when Goods Receipt Notes are done, Service Entry Sheets entered, Payroll is run, etc.). It is a useful report for the Senior Asset Accountant as it allows them to review the postings between the Expense and AuC Asset GL accounts.

If the user runs it for the Cost Elements related to expense accounts (70000000-79999999) it will give the balance of the amounts to be settled if they run it for the Cost Elements related to the AuC Cost elements (27000000-27999999) then it will display all costs settled to the AuC.

It is available to the following users in the AuC Context:

- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_SENIOR_USER
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_USER
- FINANCIAL_MANAGEMENT: BUDGET_APPROVER
- FINANCIAL_MANAGEMENT: BUDGET_OFFICE_USER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
- REAL_ESTATE: FACILITIES_APPROVER
- REAL_ESTATE: FACILITIES_PLANNER
- REAL_ESTATE: LEASE_CONTRACT_APPROVER
- REAL_ESTATE: LEASE_PROCESSOR
- SERVICES_DELIVERY: DISPOSAL_PLANNER
- SERVICES_DELIVERY: NOTIFICATION_APPROVER
- SERVICES_DELIVERY: PLANNER

C-2-1 All postings to the AUC

1. Log in to Umoja ECC.
2. Execute Transaction code **CJi3**
3. Enter the AuC **Project number** (or the WBSE only if appropriate)
4. Ensure the Posting dates cover the period you are interested in, if you want the whole period be sure to have the date as Umoja go live date or earlier, i.e. 01.01.2015 (only costs posted in Umoja will appear).

5. Execute the report

All postings to the AuC project are then displayed.

C-2-2 Expenses to be settled

If the user wants to look only at the balance of cost elements not yet settled to the AuC asset (for the capitalisable costs) or the Cost Center (non-capitalisable costs).

1. Log in to Umoja ECC.
2. Execute Transaction code **CJi3**
3. Enter the AuC **Project number** (or the WBSE only if appropriate)
4. Enter the cost elements applicable to expenses accounts **70000000-79999999** (alternatively there is a cost element group called ALL_CAP)
5. Ensure the Posting dates cover the period you are interested in, if you want the whole period be sure to have the date as Umoja go live date or earlier, i.e. 01.01.2015 (only costs posted in Umoja will appear).

Display Project Actual Cost Line Items

⊕ ⬥)≡ 🛃 i 🗂 🖫 ✎ DB profile   🗂 DB profile   ⬥ Status   )≡(Further selection criteria...

Project Management Selections (DB profile: 000000000001)

Project	AA-000018	to		⏩

WBS Element		to		⏩
Network/order		to		⏩
Activity		to		⏩
Materials in network		to		⏩

Cost Elements

Cost Element	70000000	to	79999999		⏩
Or					
Cost Element Group					

Posting Data

Posting date	01.01.2015	to	31.12.2015

Settings

Layout	/PJ_AUC	ZPJ_Settlement_lines
Further Settings...		

6. Scrolling all the way to the bottom will show the balance of the costs to be capitalised either to the AuC (capitalisable costs) or to the Cost Center (non-capitalisable costs).

Display Actual Cost Line Items for Projects

Document | Master Record | ...

Layout	MARKLAYOUT	ZPJ_Settlement_lines copy
Object	PRJ AA-000018	Strategic Heritage Project (SH
Cost Element	70000000 To 79999999	*
Posting Date	01.01.2015 To 31.12.2015	

Document Date	OTy	Object	CO object name	Cost Elem.	Cost element descr.	Σ	Val/COArea Crcy	COCr	Σ	Value TranCurr	TCurr	D/C
19.12.2015	WBS	AA-000018.10	Other capitalisable costs	79601010	FX Interim Reclassified at Year End Main		234.13-	USD		0.00	EUR	C
11.03.2016	WBS		Other capitalisable costs		FX Interim Reclassified at Year End Main		220.84-	USD		220.84-	USD	C
19.12.2015	WBS		Other capitalisable costs		FX Interim Reclassified at Year End Main		454.98	USD		0.00	GBP	D
11.03.2016	WBS		Other capitalisable costs		FX Interim Reclassified at Year End Main		220.84-	USD		220.84-	USD	O
11.03.2016	WBS		Other capitalisable costs		FX Interim Reclassified at Year End Main		220.84	USD		220.84	USD	D
03.12.2015	WBS		Other capitalisable costs	79989090	Other Exp Capitalized Cost to Asset unde		4,712,736.01	USD		4,712,736.01	USD	D
03.12.2015	WBS		Other capitalisable costs		Other Exp Capitalized Cost to Asset unde		4,712,736.01-	USD		4,712,736.01-	USD	O
14.03.2016	WBS		Other capitalisable costs		Other Exp Capitalized Cost to Asset unde		4,712,736.01	USD		4,712,736.01	USD	O
03.12.2015	WBS		Other capitalisable costs		Other Exp Capitalized Cost to Asset unde		4,712,736.01-	USD		4,712,736.01-	USD	C
		AA-000018...	**Other capitalisable costs**			▪	0.00	USD	▪	5,505,477.02	CHF	
			Other capitalisable costs							386,803.66	EUR	
			Other capitalisable costs							115,313.81	GBP	
			Other capitalisable costs							6,026,350.47-	USD	
11.03.2016	WBS	AA-000018.11	Other NON-capitalisable c...	71113222	SB Fnte Durtn Prof Rest and Recuperatn...		3,233.15-	USD		3,233.15-	USD	C

Document Date	OTy	Object	CO object name	Cost Elem.	Cost element descr.	Σ	Val/COArea Crcy	COCr	Σ	Value TranCurr	TCurr	D/C
11.03.2016	WBS	AA-000018.11	Other NON-capitalisable c...	77151010	Consum Office Equip		534.46-	USD		534.46-	USD	O
11.03.2016	WBS		Other NON-capitalisable c...	78115010	Grant Out General Operating and Direct C		537.42	USD		537.42	USD	D
11.03.2016	WBS		Other NON-capitalisable c...		Grant Out General Operating and Direct C		537.42-	USD		537.42-	USD	O
11.03.2016	WBS		Other NON-capitalisable c...	78121010	Allocation to UN Internal Fund Direct Su		12,844,705.00	USD		12,844,705.00	USD	D
11.03.2016	WBS		Other NON-capitalisable c...		Allocation to UN Internal Fund Direct Su		824,407.65	USD		824,407.65	USD	D
11.03.2016	WBS		Other NON-capitalisable c...		Allocation to UN Internal Fund Direct Su		5,216,658.08	USD		5,216,658.08	USD	D
11.03.2016	WBS		Other NON-capitalisable c...		Allocation to UN Internal Fund Direct Su		18,885,770.73-	USD		18,885,770.73-	USD	O
		AA-000018...	**Other NON-capitalisable...**			▪	0.00	USD	▪	0.00	CHF	
			Other NON-capitalisable...							0.00	EUR	
			Other NON-capitalisable...							0.00	USD	
						▪▪	0.00	USD	▪▪	5,505,477.02	CHF	
										386,803.66	EUR	
										115,313.81	GBP	
										6,026,350.47-	USD	

C-2-3 Amounts Capitalised

If the user wants to look only at the amounts capitalized to an AuC under the project on a certain date they can also use this report.

1. Log in to Umoja ECC.
2. Execute Transaction code **CJi3**
3. Enter the AuC **Project number** (or the WBSE only if appropriate)
4. Enter the cost elements applicable to expenses accounts **27000000-27999999 (alternatively there is a cost element group called ALL_FA)**.
5. Ensure the Posting dates cover the period you are interested in, if you want the whole period be sure to have the date as Umoja go live date or earlier, i.e. 01.01.2015 (only costs posted in Umoja will appear).

6. Click execute

The report displays the amounts already settled to an AuC Asset for the report period.

C-3 SETTLEMENT RULES REPORT: KOSRLIST

This report can be used to view all settlement rules created for AuC projects. It is a useful report for the Senior Asset Accountant as it allows them to review settlement rules defined for Capital Projects; especially the rules defined for final settlement.

It is available to the following users in the AuC Context:
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_SENIOR_USER
- FINANCIAL_ACCOUNTING: ASSET_ACCOUNTING_USER
- FINANCIAL_ACCOUNTING: CLOSING_USER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_APPROVER
- PROGRAMME_PROJECT: PROJECT_MANAGEMENT_USER
- SERVICE: SERVICES_DELIVERY_APPROVER
- SERVICE: SERVICES_DELIVERY_MASTER_DATA_MAINTAINER
- SERVICE: SERVICES_DELIVERY_USER
- SERVICES_DELIVERY: APPROVER
- SERVICES_DELIVERY: MASTER_DATA_MAINTAINER

1. Log in to Umoja ECC.
2. Execute Transaction code **KOSRLIST**
3. Select Settlement Profile "ZPS1 Capital Project sttlmnt to AuC"
4. If you want to run an open query listing ALL settlement rules defined for ANY AuC projects, execute the report with only the Settlement profile defined. In case you want to narrow down your search, define the asset settlement receiver

List of settlement rules

Settlement params

Settlement profile	ZPS1	to	
Allocation structure		to	
Source structure		to	
PA transfer str.		to	
Strategy Sequence		to	

Settlement receivers

Validity period/year			
Settlement transaction			
Settlement type			
Acct Assignment Cat.			
Cost center		to	
Business Process		to	
Order		to	
Cost Object		to	
WBS Element		to	
Network		to	
Sales Order		to	
Sales Order Item		to	
G/L Account		to	
Business Area		to	
Asset		to	
Subnumber		to	

5. Click execute

List of settlement rules

Settlement rule   Select   Save

Settlement rule (Shift+F4)

Settlemen

Sender	Shrt txt sender			
Receiver	Shrt txt receivers	Percent	Settl.Type	Activity
WBS AA-000004	ACS Upgrade			
WBS AA-000004.01	ACS Non-Capitalisable			
CTR 1000/11441	Alt & Impv UNON	100.00	PER	Act
WBS AA-000004.03	ACS Electrical &Low-voltage systems			
FXA 1000/1200001758/6	Prefabricated Building-Services-EL	100.00	FUL	Act
FXA 1000/6100000001/0	ACS Electrical &Low-voltage systems	100.00	AUC	Act
WBS AA-000005.02	MF Foundation & Basements-#1200001755			
FXA 1000/6100000002/0	MF Foundation & Basements-#1200001755	100.00	AUC	Act

6. To view a settlement rule in detail, highlight the corresponding line, then select "Settlement rule"

Display Settlement Rule: Overview

WBS element   AA-000005.02

     MF Foundation & Basements-#1200001755

Actual settlement

Default distribution rules

Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Se...	S...	No.	S...	Fro...	From...	To ...	To Fi.
FXA	00 6100000002-0	MF Foundation & Baseme..	100.00	0		AUC	1	0			0	

7. The master record with the corresponding settlement rule will be displayed. To return to the list of settlement rules, select the Go Back option

D – AuC Asset Balances Report (S_ALR_87011963)

This report will highlight how to derive the current balances reported under the following AuC Umoja Asset Classes:

- 610: AuC - Buildings
- 620: AuC - Infrastructure
- 630: AuC - Lease Hold Improvement
- 840: Asset Dev IT Systems

1. Log in to Umoja ECC.

2. Execute Transaction code **S_ALR_87011963**

3. Click on "All Selections"

4. Enter the AuC Asset Classes

Asset Balances

Company code	1000	to	
Asset number		to	
Subnumber		to	

Selections

Asset class
Business area
Cost center
Plant
Location
Asset super number

Worklist

Multiple Selection for Asset class

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O.	Single v...
	610
	620
	630
	840
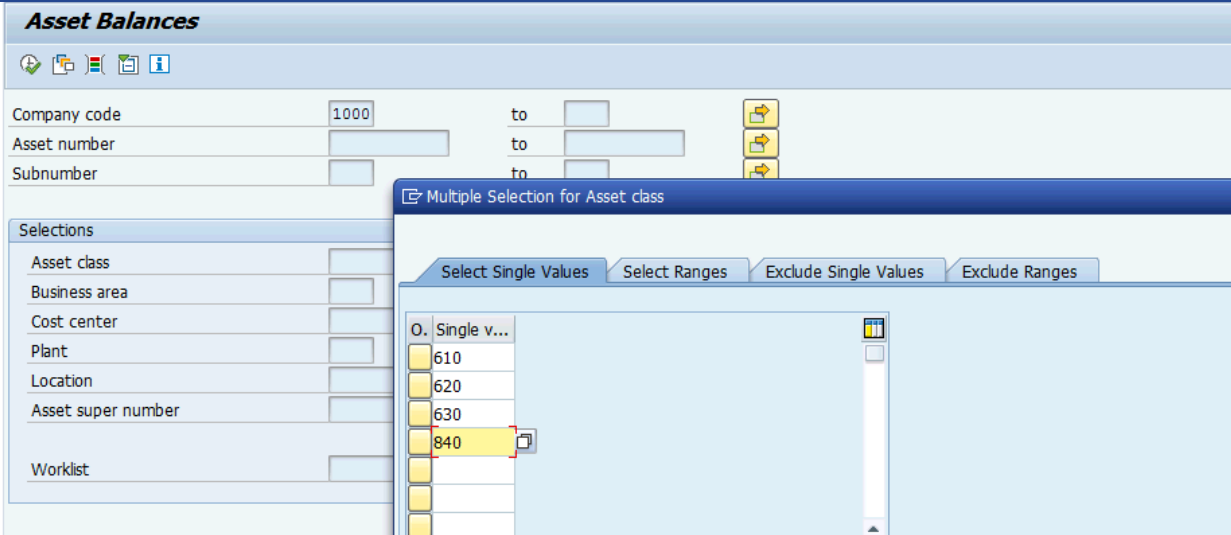
5. Click on Execute

6. Enter the business Area to ensure the balances displayed are relevant to your entity.

Asset Balances

Company code	1000	to	
Asset number		to	
Subnumber		to	

Selections

Asset class	610	to	
Business area	S200	to	
Cost center		to	
Plant		to	
Location		to	
Asset super number		to	

7. Enter the report date

Settings

Report date	31.12.2015	
Depreciation area	01	Book deprec.
Sort Variant	0001	Co. code/bus. area/bal. item/B/S acc
Translation method		
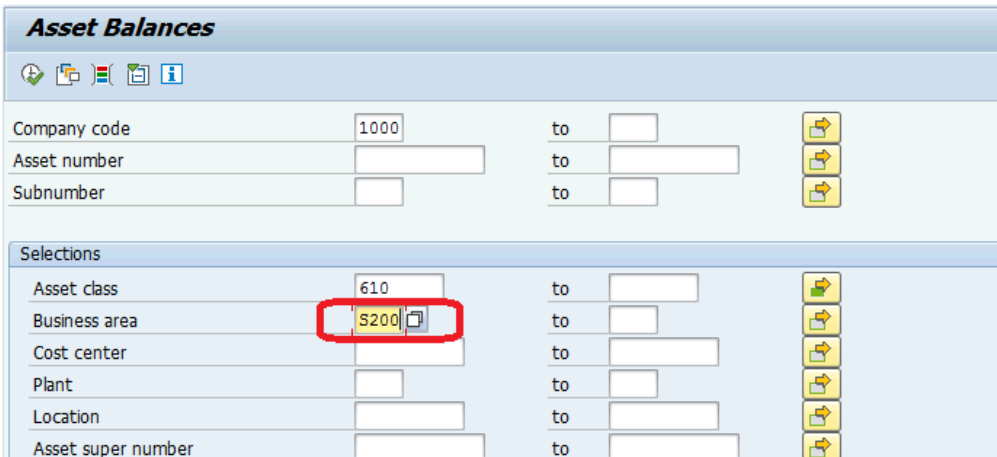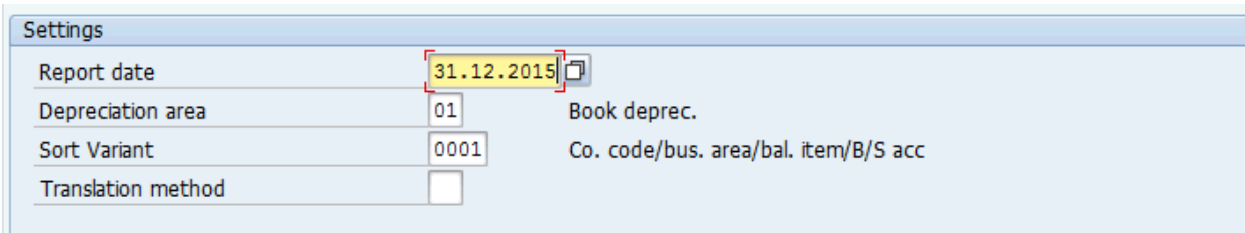
8. Choose the level of detail required

⊙ List assets
○ ... or main numbers only
○ ... or group totals only

*List Assets will display all AuC Main and Sub Assets
* ….or main numbers only will list assets grouped together by main asset (remember the main asset represents the WBSE, so this will be all the balances capitalised under the related AuC).
* ….or group totals will group according to asset class only

9. Click Execute

Asset Balances

Assets   WL   Add to worklist

Asset Balances - 01 Book deprec.

Report date: 31.12.2016 - Created on: 15.03.2016

Asset	SNo.	Capitalized on	Asset description	Σ	Acquis.val. Σ	Accum.dep. Σ	Book val.	Crcy
6100000207	0	31.12.2015	Building A - Electrical Systems(16058)		71,100.00	0.00	71,100.00	USD
6100000208	0	31.12.2015	Building C - Electrical Systems(16058)		7,600.00	0.00	7,600.00	USD
6100000209	0	31.12.2015	Building C - Floor(16058)		5,100.00	0.00	5,100.00	USD
6100000210	0	31.12.2015	Room XVI int syst equip(11773)		109,151.03	0.00	109,151.03	USD
6100000309	1	31.12.2015	Renovation Room XVII-Oth.Capitb		93,190.59	0.00	93,190.59	USD
6100000113	3	31.12.2015	Other capitalisable costs		30,285,138.16	0.00	30,285,138.16	USD
6100000113	4	31.12.2015	Other capitalisable costs		0.00	0.00	0.00	USD

E – AuC Asset Master Validation Report (ZAAVALAS)

The Asset Master Validation report is useful for reviewing many Asset Master records at one time. You can review the description, accounting elements assigned, and important dates for AuCs.
Note that each time an AuC project is Released an AuC Main Asset is Created for each WBSE with an Investment Profile (a capitalisable WBSE). Sub-assets for each Main asset are created when a new fund is used and the Senior Asset Accountant runs the transaction code transaction code AS11_FMIM (for further details please refer to AuC job aid on review and Monthly Procedures 3-2).

Assets under Construction fall under the following Umoja Asset Classes:
1. 610:   AuC - Buildings
2. 620:   AuC - Infrastructure
3. 630:   AuC - Lease Hold Improvement
4. 840:   Asset Dev IT Systems

The following guide outlines how to review all open AuC by business Area:

1. Log in to Umoja ECC.

2. Execute Transaction code **ZAAVALAS**

3. Click on the **Get Variant** button and then select the variant called **Z_AUC_ASSET**.
   This variant will select only the AuC Asset Classes (610, 620, 630, and 840)

4. **Business Area:** Select your business area

Users can further filter by other relevant information as necessary, i.e. where you are interested only in AuC related to a certain Fund or Fund Center.

5. **Report Date:** This should always be set to the last day of the month.

6. After all selections are made, click on the Execute button to generate the report
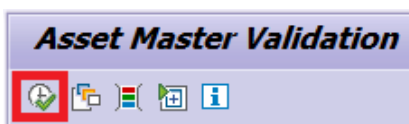
** Note: If the report displays as an empty table, be sure to select another layout as described in Step 7 below…

7. The report should be displayed, but you should choose another layout that shows more information. Click the 'Select Layout…' button in the toolbar.
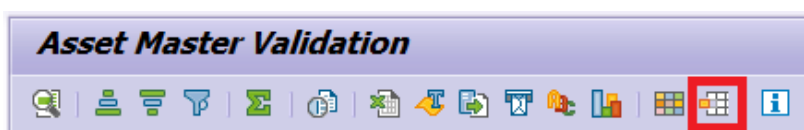
8. In the window that opens, select '/ZPOSTVAL' to change the layout to show a different set of columns, sorts, and filters.
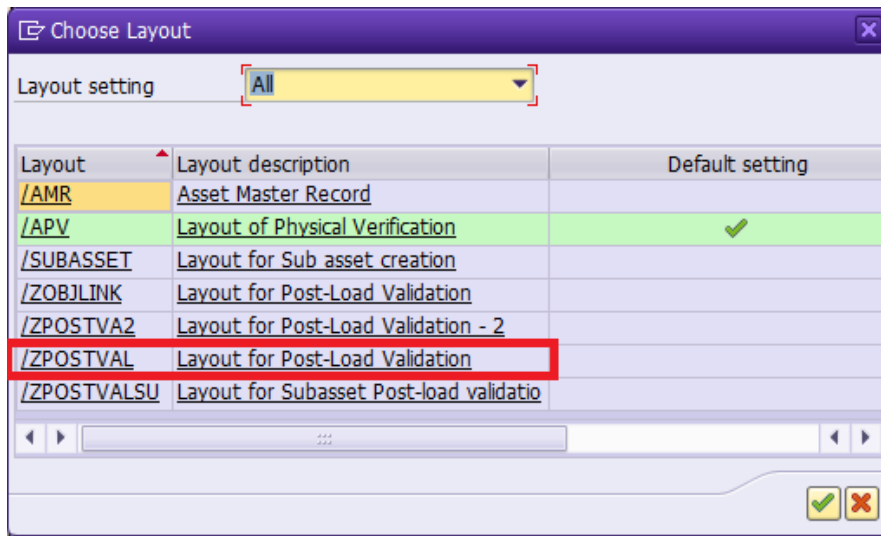
9. Review the report...

   With the **'/ZPOSTVAL'** layout selected there are many columns displaying information about the Asset Master record like its class, description, capitalisation date, and accounting elements.
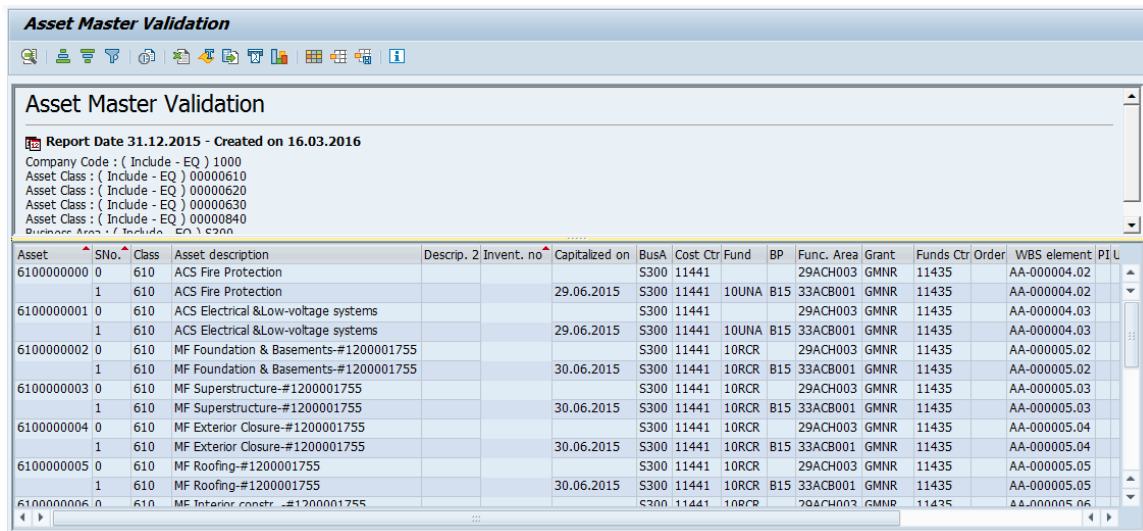
10. If you'd like to add/remove columns, change the sort order, or filter by specific values, you can click on the 'Change Layout...' button in the toolbar

F – Display Asset Master (AS03)

Note that each time an AuC project is Released an AuC Main Asset is Created for each WBSE with an Investment Profile (a capitalisable WBSE). Sub-assets for each Main asset are created when a new Fund is used and the Senior Asset Accountant runs the transaction code transaction code AS11_FMIM (for further details please refer to AuC Job Aid 3-2 on review and Monthly Procedures). You can find useful information regarding the AuC regarding its origins, accounting elements, and important dates using this transaction.

Transaction code: **AS03**

This transaction is useful for reviewing master data related to an AuC, including description, capitalisation date, account assignments and so on.

Some of the most important information per tab is listed below:
- General tab
  - o Description: The description is copied from the associated WBSE / Investment Order
  - o Acct determination: The Umoja asset class (which corresponds to the IPSAS sub-class)
  - o Capitalized on: This will be the value date of the first settlement to this AuC
  - o Deactivation on: The date at which this asset was deactivated, likely due to settlement to a final asset.
- Time-dependent tab
  - o This tab lists all account assignments for this AuC.
  - o If there are charges from multiple Funds or Budget Periods, the AuC will have multiple asset subnumbers for each combination. (e.g. 6100000121-1 and 6100000121-2)
  - o 'Investment Order' corresponds to the Internal Order that this asset was funded with, if applicable.
  - o 'WBS element' shows the WBS Element that this asset was funded by, if applicable.
- Allocations tab

- o Asset super number is the IPSAS asset class (remember the Umoja asset class corresponds to the IPSAS sub-class)
- Origin tab – Not relevant for AuCs
- Net Worth Tax tab – Not relevant for AuCs
- Insurance Tab and Leasing Tab – currently not used in Umoja
- Deprec. Areas tab – Not relevant for AuCs

To quickly jump to the Asset Explorer to view Asset Values and Transactions (t-code AW01N), press the 'Asset values' button in the toolbar.

Display Asset: Master data

Asset values

Asset 6100000121 1 Build A r
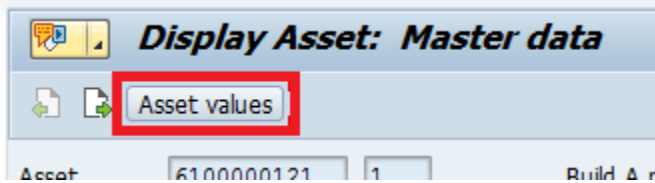
To find the list of users who modified an asset master record, click the Environnent menu --> Change documents --> On asset.

Asset Edit Goto Extras Environment Settings System Help

Asset values Ctrl+F1

Change documents ▶ On asset

Display Asset: M Subnumbers On field

Asset values Screen layout ▶
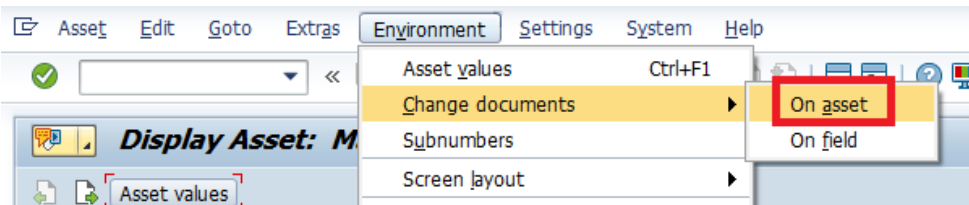
To see who created the asset master record, and when it was created, click the Extras menu --> Management data…

Asset Edit Goto Extras Environment Settings System Help

Master data info…

Deprec. area info…

Display As: Group box info…

Asset values Management data …

Status display …

Asset 6100000121 Document data Shift+F4 13/15 (16058) Interior
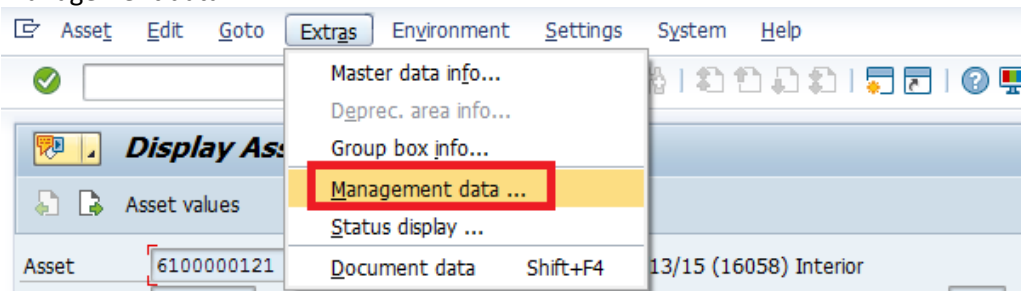
G – Asset Explorer (AW01N)

This report gives information like postings to AuC assets and the valuation of the AuC Asset.

Transaction code: AW01N (there is a short cut to this transaction at the top of the asset master record using the button asset values as mentioned in Section F above).

The 'Asset Explorer' shows most of the financial information for a single asset or AuC. It shows the current book value, acquisition value, planned and posted depreciation, and any other transactions against the asset. Since we are looking at AuCs here, there will be no depreciation. The 'Planned values' tab will be of most interest for AuC Assets as it shows total accumulated costs as well as each settlement transaction.

Asset Explorer

Asset 1000-6100000121/0001
- ▼ 🗁 Depreciation Areas
  - • 📊 01 Book depreciation

Company Code	1000		United Nations
Asset	6100000121	1	Build.A renov.Hall13/15 (16058) Interior

Fiscal year ◀ 2015 ▶

Objects related to asset
- ▼ 🗁 Cost Center
  - • 📄 Alt & Impv UNOG
- ▼ 🗁 G/L Account
  - • 📄 FA Asset under Constructi
- ▼ 🗁 WBS element
  - • ⚠ AA-000024.02.03

Tabs: Planned values | Posted values | Comparisons | Parameters

Planned values Book depreciation in local currency

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		355,179.36	355,179.36	USD
Acquisition value		355,179.36	355,179.36	USD
Ordinary deprec.				USD
Special depreciation				USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Net book value		355,179.36	355,179.36	USD

Transactions

AssetValDate	Amount	TType	Transaction type name	Crcy
30.11.2015	1,316.01	116	Acquisition - internal settlement to AuC	USD
31.12.2015	353,863.35	116	Acquisition - internal settlement to AuC	USD

You can see any WBS Elements, Investment Orders, or accounting elements that are linked to the asset recod in the bottom-left corner window 'Objects related to asset'.

The Planned values, Posted values, Comparisons, and Parameter tabs show details on the value of the asset over time.

You can see all transactions posted against this asset in the bottom window called 'Transactions' if the 'Planned values' tab is selected. In the example shown above, we see periodic settlements from the WBS Element for periods 11 and 12. You can double click on any transaction to see the FI document posted.

H – Asset History Sheet (S_ALR_87011990)

This report is the most important and most comprehensive asset report for the year-end closing or for an interim financial statement. This report contains information from opening balances to the end of the year.

1. Enter Transaction code S_ALR_87011990

2. Select the four AuC Asset Classes by clicking on the Multiple Selection button next to Asset Class and entering 610, 620, 630, and 840

    Set the report date to the last day of the fiscal year you wish to run the report for.

    Select 'List assets' if you want to see all assets individually in the report, otherwise group by Main Numbers or total by Asset Class by selecting '… or group totals only'

    As with many of the other Asset reports, you can generate it for any combination of selections (e.g. Business Area, Cost Center, Asset Class, etc)

Asset History Sheet

Company code	1000	to	
Asset number		to	
Subnumber		to	

Selections

Asset class	610	to	
Business area	S300	to	

Settings

Report date	31.12.2015	
Depreciation area	01	Book deprec.
Sort Variant	0001	Co. code/bus. area/bal. item/B/S acc

⦿ List assets
◯ … or main numbers only
◯ … or group totals only

3. Checking or unchecking 'Use ALV Grid' will change the output format of the report. Use ALV Grid is recommended for display on a screen, but unchecking it may be better formatted for paper printouts.

4. Execute 🕑 the report after all selections are made.

5. View the Asset History Sheet for AuCs

The 'Acquisition' column will show costs that have been settled to the AuC.
The 'Transfer' column will show costs that have been capitalised from the AuC to the Final Asset.

I – Asset Transactions Report (S_ALR_87012048)

You can use the **All Asset Transactions report** to list out all Assets under Construction with their full transaction history. You may also limit the report to only show AuC Assets or Final Assets that have been completed and fully settled.

1. Enter transaction **S_ALR_87012048**

2. Click on the 'All selections' button

Asset Transactions

Company code   1000   to

3. The selection screen, like most asset reports, allows you to generate a report for any combination of selections (e.g. Business Area, Cost Center, Asset Class, etc).
    Select at least a Business Area to run the report for.

Selections

Asset class		to		
Business area	S100	to		
Cost center		to		
Plant		to		
Location		to		
Asset super number		to		
Worklist				

4. Set the report date to the last day of the month within the Fiscal Year you wish to run the report for.

    Be sure to select 'List assets' if you want to see each Asset listed out individually.

Settings

Report date	31.12.2015	
Depreciation area	01	Book deprec.
Sort Variant	0003	Co. code / B/S acccount / asset clas
Translation method		

⊙ List assets

○ ... or group totals only

5. You may use the Transaction type field to limit the selection of assets:

** To limit the selection to Assets that have been capitalised to from a completed AuC, enter transaction type 336.
** To limit the selection to completed AuCs that have been capitalised to a final asset, enter transaction type 339
** Or you may enter both transaction types to pull up both Final Assets and the AuC Assets.
** Or you can leave the field empty to see all AuC transactions, including monthly settlements.

Display options

Display variant	
☐ Use ALV grid	

Further selections

Balance sheet account		to		
Capitalization date		to		
Transaction type	336	to	339	
Posting date		to		

6. Execute 🕑 the report after all selections are made.

7. View the asset transactions…

Asset Transactions

|◄ ◄ ► ►| 🔍 ⬚ ⬚ ⬚ | Σ % | ⬚ ⬚ | ⬚ ⬚ ⬚ ⓘ | ⬚ 🏭 Assets | ⬚ WL   Add to worklist

Report date: 31.12.2015   Asset Transactions - 01 Book deprec.
Created on: 15.03.2016   1

CompanyCode	Bal.sh.acctAPC	AssetClass
1000	27142010	120

Asset	SNo.	Cap.date	Asset description		APC	Val. adjustmt	Dep. on trans.	Crcy
	DocumentNo Pstng Date	TType AsstValDat Reference		Quantity BUn	APC	Val. adjustmt	Dep. on trans.	Crcy
	Text							
1200001755	1	01.01.2005	Central Area: UNSACCO and JM-Exterior-FB		757.67	0.00	0.00	USD
1200001755	2	01.01.2005	Central Area: UNSACCO and JM-Exterior-SS		2,056.59	0.00	0.00	USD
1200001755	3	01.01.2005	Central Area: UNSACCO and JM-Interior-IC		61,785.85	0.00	0.00	USD
1200001755	4	01.01.2005	Central Area: UNSACCO and JM-Roofing-RF		28,294.20	0.00	0.00	USD
	1701692747 31.12.2015	336 31.12.2015			28,294.20	0.00	0.00	USD
	WBS AA-000007.05							
	1701704011 31.12.2015	336 31.12.2015			28,294.20-	0.00	0.00	USD
	WBS AA-000007.05							
	1701709358 31.12.2015	336 31.12.2015			0.00	0.00	0.00	USD
	WBS AA-000007.05							
	1701709358 31.12.2015	336 31.12.2015			28,294.20	0.00	0.00	USD
	WBS AA-000007.05							
	1701709466 31.12.2015	336 31.12.2015			0.00	0.00	0.00	USD
	WBS AA-000007.05							
	1701709466 31.12.2015	336 31.12.2015			28,294.20-	0.00	0.00	USD
	WBS AA-000007.05							

SAP   ▷ | S_ALR_87012048 ▼ | unsapp1eapp1 |

8. You can also drill down to individual transactions by double-clicking on a transaction line to see more details.