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Overview

This Job Aid details the procedure for the transfer of an asset between account assignment elements as a result of **internal** sale or internal donation.

This job aid should be used whenever it is necessary to transfer an asset between account assignment elements. Users should NOT edit *any* account assignment element directly on the Asset Master Record, instead they should transfer items, this ensures that the sub-ledger correctly aligns to the trial balance and depreciation posts correctly.

The posting created in financial accounting differs depending on whether the transfer is a within volume transfer or cross volume transfer. Accounting documents created in Funds and Grants Management differ depending on whether the transfer is real (Budget Relevant) or statistical (Non-Budget Relevant) and whether any related revenue (in the case of a budget relevant transfer) is classified as spendable or non-spendable.

The Asset Transfer transaction is executed by the FA.16 user (Asset Accounting Senior User).

Aside from the sales and donations scenarios, the transfer process is also used to transfer value from one asset master to another with no change needed in the account assignments of the asset. An example would be when the asset has been recorded against the wrong asset class and you want to associate the cost and accumulated depreciation to a new asset class (this will also transfer the equipment master link onto the final asset master). Please refer to Asset Accounting Job Aid 5-2 which outlines the procedure to be followed.

If you are transferring a newly received asset to an existing asset as it should be part of an existing asset, or you are simply replacing part of that system, please refer to Asset Accounting Job Aid 5-2 also.

Process

The procedure for assets transferred as part of a Stock Transport Order (STO) is slightly different in that the users need to ensure they reference a funds reservation and use the report specified in section 2 to prepare the transfer file loaded to Umoja. STOs are primarily used by Peacekeeping and Special Political Missions to transfer items between (and within) Plant locations. Missions use Logistics Execution processes to manage materials and items are received back in warehouses before they are transferred.

The T-Code is the same for all processes described below, however different Transfer Variants are used to ensure the system posts the transfer correctly.

Within Volume versus Cross Volume

Where assets are transferred within the same financial reporting volumes this is referred to as a within volume transfer (an example is an asset transferred from 20BLB to20MAL, Vol 2 to Vol 2).

Where assets are transferred between financial reporting volumes this is referred to as a cross volume transfer (an example is an asset transferred from 20BLB to 10UNA, Vol 2 to Vol 1).

Budget relevance (Real and Statistical)

The entities sending and receiving the asset will decide the budget relevance of the posting, that is deciding whether the receiving fund/grant/etc. will be charged. If a budget relevant transfer is done, the entity must also assess whether any revenue derived is spendable or non-spendable. It is important to refer to financial rules regarding the transfer of assets at **ST/SGB/2013/4.**

Budget relevant (FM GM Real)

Budget relevant transfers are another form of cost recovery or could also be thought of as Internal Sales of assets. Service Orders are NOT used instead the below processes is used. In this case the receivers budget is reduced for the asset received (the posting is Real in FM GM).

> *Value (=NBV):* If a budget relevant transfer is made, the system will simply reduce the budget of the receiver by the **Net Book Value (NBV)** of the asset as at the **asset value date** specified. If the fair value of an asset is different from the netbook value an adjustment to the asset value must be made before the asset is transferred (i.e. through impairment or improvement).

> *Spendable v Non-Spendable:* In the case that the transfer is regarded as budget relevant, an assessment needs to be done on whether any funding received in Funds Management is Spendable or Non-spendable (i.e. re-allotted or returned to the member states/donor). Examples of spendable revenue include transfer of assets procured using the cost recovery fund or Strategic Deployment Stock (SDS-Brindisi). If the asset is a grant asset the terms of the Donor agreement must be reviewed.

Budget relevant (FM GM Statistical)

Non-budget relevant transfers can also be thought of as an Internal Donation of assets that is there is no reduction in budget of the receiver (the posting is statistical in FM GM).

Cash and Non-Cash Movements

To ensure that ledgers balance by FI splitting dimensions, balancing postings are posted where FI balancing elements are crossed (these are Business Area, Fund, Grant, Segment). The balancing postings are mostly often made against the main cash pool. However, in asset and inventory accounting where FI balancing elements are crossed and the transaction is deemed non-budget relevant the system may instead post to AR Due to Due From 19401010. In the case of asset transfers the system generates balancing postings as follows:

- If only Segment (derived from Functional Area) or Business Area are crossed then the balancing posting is to cash (11001000 - Cash MAIN Pool).
- If fund and/or grant are crossed and it is non-budget relevant **(internal Donation - Z2 or Z6)** the system generates a balancing posting to 19401010(AR Due To/From). These amounts will later be cleared through another posting (using T-code FV50) using SF Doc type *(see the related job aid clearing AR Due to Due from)*
- If fund and/or grant are crossed and it is budget relevant **(internal Sale – Z1, Z3, Z5, or Z7)** the system generates a balancing posting to 11001000 (Cash MAIN Pool).

* *

1 – Transfer of an Asset (Not inventory Managed- not STO)

This procedure should be used for instances where an entity needs to associate an Asset with a different Umoja coding block; including changes in Business Area, Fund, Grant, Cost center, WBSE/IO and the transfer **does not relate to a stock transport order**.

Review of Notifications and preparation of Upload Spreadsheet can be done by FA.15 user (Asset Accounting User) but the FA.16 user uploads the file to Umoja.
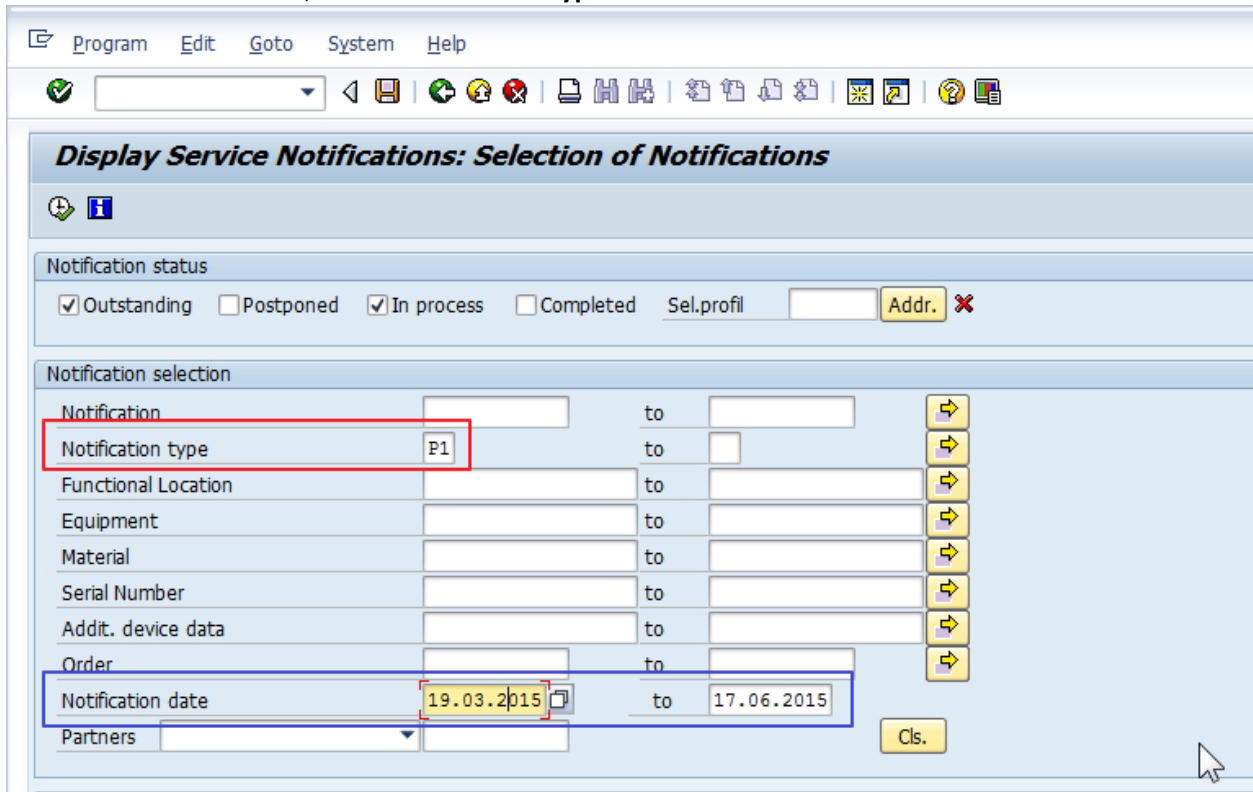
* *

1.1 Review notifications for transfer

1. Log in to Umoja ECC.
2. Execute Transaction code **IW59** to get the report on current Notifications in the system.
3. In the 'Notification Status' section ensure **Outstanding** and **In process are checked**.
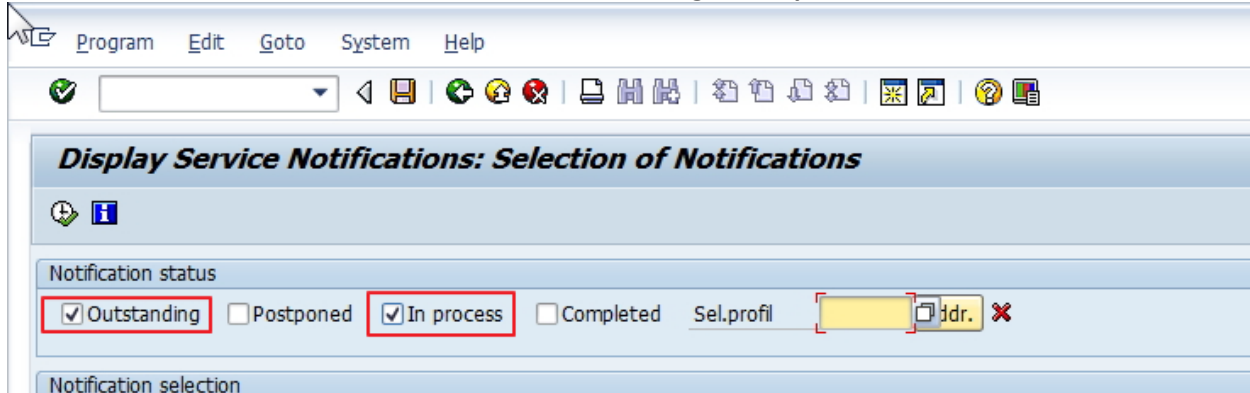
4. In 'Notification selection', select **Notification Type** P1

5. In 'General Data/Administrative Data' select **Coding** UNASSN, and for **Coding Code** either use UN03 (for Transfer) or leave blank (if you will filter later in report, or you want to see all types of Notifications).

6. In 'Others', make sure **Layout** is /ASSETNOTIF

7. You can, if necessary, in 'Location Data/…' filter by **Maintenance Plant**

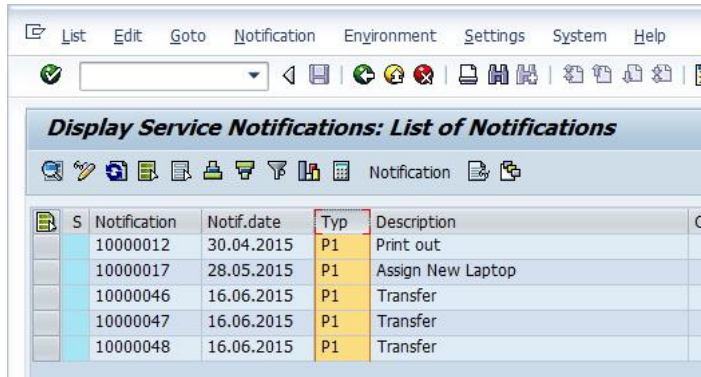8. Alternatively, you can use list of Equipment numbers (if you know them) or list of Notification numbers for selection.

9. Execute report

10. Filter Notifications based on Type (if not identified in selection as PW) and Notification System Status (NOPR and NOPT)
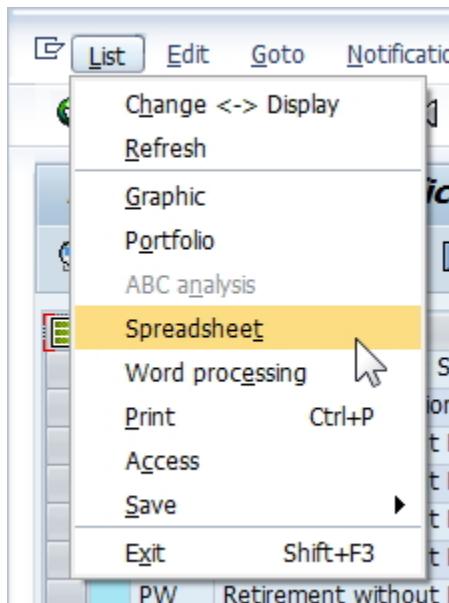

11. Filter Notifications based on Notification User Status (ASGN)

12. You can export report in Excel format if more convenient to use.

13. Review each approved (ASGN) Notification to confirm all relevant documents (approvals) are included and information is sufficient to proceed with Transfer. Coding block for receiving should be either specified in the Description of the Notification or included in the attached documents and approvals. You can view Notification with double-click on Notification Number.

14. Confirm Transfer Tasks has been created in the Notification, in Tasks tab, and assigned to Asset Accountant.

15. For all applicable Notifications, from the report itself, identify all Asset Numbers for Transfer, and corresponding Notification numbers and methods of transfer. You can verify Asset number in Notification, in Location data Tab.

1.2 Run the Equipment Asset report and review the status is relevant to transfer.

1. Execute Transaction code **ZAAEQASREC** to run report for Equipment and Asset Reconciliation. Use User Variant ZEQAS. Expand All Selections ⊞ to limit selection of Equipment/Assets:

    1.1. You can restrict by Business Area or other specific elements:

    1.2. If you know the Asset Numbers, the easiest way is to copy them and paste in multiple selection, using the Upload from Clipboard button:

2. Look for codes and descriptions in **Status Number in User Status List** and in **User Status Description**:

ion	Status Number in User Status List	User Status Description	Stat
	EQDE	Destruction Disposal Method	
	EQDE	Destruction Disposal Method	
	EQNF	Equipment Not Found	
	EQDN	Donation Disposal Method	
	EQDN	Donation Disposal Method	
	EQSL	Sale Disposal Method	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQAS	Equipment Assigned	

3. The code relevant to Transfers is **EQIT** – Equipment in Transit. If receiving party is ready for Equipment data enrichment (ready to move Equipment and/or Notification to next status) and Asset Transfer has not been completed, this must be communicated promptly between parties and Asset Transfer completed at the earliest.

1.3 Prepare Asset Mass Transfer spreadsheet in Excel

1. Prepare list of Assets for Transfer in Microsoft Excel, using up-to-date version of Asset Mass Transfer Template (Information and link included in Appendix), where in this template, each row represents one Asset:

    1.1. **Reference Company Code** should always equal 1000
    1.2. **Reference Asset** (and **Sub-Asset Number**, if applicable) is the Asset Number for original Asset being transferred
    1.3. **Asset Number**, **Asset Class**, and **Subnumber checkbox** are reserved for exception cases described in AA Job Aid 5-2 (Reassignment of Asset Value and Asset Class).
          Assets transferred through the STO process should leave these three fields blank.
    1.4. The Destination Coding Block section should be filled out with the coding block information of the asset recipient. **Cost Center**, **Fund**, and **Grant** are mandatory fields. **Internal Order** and **WBS Element (Costs)** should only be filled out if applicable. If the recipient is a Grant Fund the Grant field should <u>not</u> be GMNR.
    1.5. Populate values for **Document Date**, **Posting Date**, **Asset Value Date** (this is effective Retirement (Deactivation) Date for originating party and Capitalisation Date for receiving party
    1.6. **Text:** Free text field. Asset accountant to use for information.
    1.7. **Posting Period** and **Document Type** should be left blank. They are derived by the system
    1.8. Populate the **Transfer Variant** field using one of the Transfer Variants below. This determines what type of posting is made in the system based on whether the transfer is Within Volume or Cross Volume, Budget Relevant or Non-Budget Relevant, and the revenue is Spendable or Non-Spendable.

Transfer Variant	Transfer Type	Transfer Variant Name / Description
Z1	Intra-volume	Budget-Relevant Transfer - NSP Rev. Intra-Volume
Z2		Non-Budget Relevant Intra-Volume Transfer (at NBV)
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume
Z5	Cross-Volume	Budget-Relevant Transfer - NSP Rev. Cross-Volume
Z6		Non-Budget Relevant Cross-Volume Transfer (at NBV)
Z7		Budget-Relevant Transfer - SP Rev. Cross-Volume

    1.9.   The **Reference** field should include the Service Notification number (if applicable).
    1.10. Fields **Allocation**, **Amount posted**, **Percentage rate**, and **Quantity** should be left blank
    1.11. Mark **"X"** in either "Prior Year Acquisition" or "Current Year Acquisition", depending on when was the Asset originally acquired (in the current asset year, or any prior year).

2. When all data is prepared for transfer, click on either the "Save to Excel File" or "Save to Text File" button in Excel.

This will generate either another Excel file or a Text file for upload into Umoja. These buttons will also run Excel macros that perform some basic validations on data format before saving. The newly saved file will have a single row for column headers, followed by a row for each asset just as entered in the template.

Example of generated Excel file:

Example of generated Text File: *(Note that there is an empty first row, this is required)*

1.4 Transfer Assets

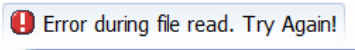1. Execute Transaction code **ZAA_MASS_TFR** to start transfer of the assets. Make sure to check values as shown on screenshot (**Execute in Foreground** and **Test Run**).

    Select either Excel File or Text File depending on the type of file exported from the template in the previous section. Then select the file from your local disk. Finally click the 'Execute' button

2. You may receive one or two 'SAP GUI Security' prompt windows asking you to grant access to the file. Please click 'Allow' to proceed.

    Also, if you get an error message like the one below, it is likely because you have the file open on your machine. Close the file, exit the transaction code, and try again.

3. Review the report and make sure there are no errors. The transfer message should state that the document can be posted successfully. If there are errors the message outlines the reason for the error.

    Some errors may be generic and will require the user to analyse them. Some errors related to derivations and validations can only be caught at posting time, so those errors will show only on actual run.
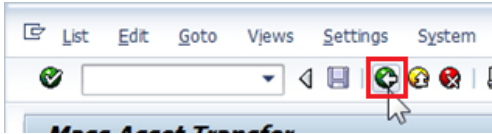
4. After reviewing the Test Run report, go back. If there were errors, fix them and then re-run the Test Run until there are no errors. If there are no errors, proceed with the next steps

5. Leave all the settings as originally set, except **uncheck Test Run**, and then process Transfer

6. Verify there were no errors, and that new Assets with new Asset numbers were created, and Equipment were updated. Note in some cases the system may return a message when the test run seemed ok, so it's important to check the transfer occurred and the equipment (if relevant) was transferred.

   During the Actual Run, all "clean" transfers will be performed. If there are transfers with errors, those will NOT be performed, but other transfers will **not** be prevented because of that. Unsuccessful transfers will show in generated transfer report with an error.

Mass Asset Transfer

Reference	Reference	Reference	Asset Numb	Asset Clas	Sub Number	Cost Center	Fund	Grant	Int.Order	WBSElement	Document D	Posting Da	Asset Valu	Text	Posting Pe	Document T	Transfer variant	Referen
003100001207	0000	1000		00000310			0000011426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	Notif:10
003100001208	0000	1000		00000310			0000011426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	Notif:10

Reference	Allocation	Amount Pos	Percentage	Quantity	Prior Year	Current Ye	New Asset Number	Document Number	Transfer T	Earmarked	Earmarked	Transfer Message	Equipment Message
Notif:10001234					X		003100002248-0000	4100002477	Intra-Volume			Asset Transferred Successfully	Equipment 10109726 updated successfully
Notif:10001234					X		003100002249-0000	4100002478	Intra-Volume			Asset Transferred Successfully	Equipment 10109727 updated successfully

7. In the Mass Asset Transfer report, note the Document Number for FI Posting, and using **FB03** transaction, review posting documents:

Display Document: General Ledger View

Display Currency   Entry View   Other Ledger

Data Entry View

Document Number	4100002477	Company Code	1000	Fiscal Year	2017
Document Date	20.07.2017	Posting Date	20.07.2017	Period	7
Reference	NOTIF:10001234	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

Ledger 0L

Doc.	4100002477	FiscalYear	2017	Period	7

CoCd	Itm	L.item	PK	G/L Account	Cmmt Item	Description	Amount	Fund	Funds Ctr	Cost Ctr	BusA	Grant	Purchasing Doc.	Item	Plnt	Assign.	Amount LC	Curr.
1000	1	000001	75	27161010	27161010S	003100001207 0000	29,069.30-	10JFA	16227		S100	GMNR					29,069.30-	USD
1000	2	000002	70	27861010	27861010S	003100001207 0000	25,839.37	10JFA	16227		S100	GMNR					25,839.37	USD
1000	3	000003	70	27161010	27161010S	003100002248 0000	29,069.30	10UNA	11426		S300	GMNR					29,069.30	USD
1000	4	000004	75	27861010	27861010S	003100002248 0000	25,839.37-	10UNA	11426		S300	GMNR					25,839.37-	USD

8. Make sure to review all relevant Accounting Documents

Environment   System   Help

Document Changes
Check Information
Payment Usage
Document Environment ▶ Original Document
Additional Assignments ▶ Accounting Documents
Valuation ▶ Display Transaction
Correspondence Relationship Browser
Balance Sheet Adjustment
Invoice Summary
Reference Object

List of Documents in Accounting

Documents in Accounting

Document	Object type text
1702287974	Accounting document
4100002477	Accounting document
0000000173	Asset Transaction
1004175612	Controlling Document
1005183654	Funds Management doc
0000000173	Grants Mgm. Doc.

Separate   Original document

Display Document: General Ledger View

Display Currency   Entry View   Other Ledger

Data Entry View

Document Number	1702287974	Company Code	1000	Fiscal Year	2017
Document Date	20.07.2017	Posting Date	20.07.2017	Period	7
Reference	NOTIF:10001234	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

Ledger 0L

Doc.	1702287974	FiscalYear	2017	Period	7

CoCd	Item	PK	G/L Account	Cmmt Item	Description	Amount	Fund	Funds Ctr	Cost Ctr	BusA	Grant	Purch.Doc.	Item	Plnt	Assignment	Amount LC	Earmd Fnds
1000	1	40	19401010	19401010	AR Due To From	3,229.93	10JFA			S100	GMNR				17022879740012017	3,229.93	
	2	50	19401010	19401010	AR Due To From	3,229.93-	10UNA			S300	GMNR				17022879740022017	3,229.93-	

Display FM Document: Overview

Display FM Document: Overview

20.07.2017 20:39:19

FM Doc. No.	Itm	Statistics indicator	Fund	BP	Funds Ctr	Cmmt Item	Stat.In	FMAC	FMAC Am	Ledger	Year	Per	FM pstg d.	FI doc.no.	Itm	Val.type text	Amt type
1005183654	1	Statistical (not budget-relevant, no FYC	10JFA	B17	16227	271610105	X	USD	29,069.30-	Payment Budget	2017	7	20.07.2017	4100002477	1	Profit transfer postin	Original
	2	Statistical (not budget-relevant, no FYC	10JFA	B17	16227	278610105	X	USD	25,839.37			7		4100002477	2	Profit transfer postin	Original
	3	Statistical (not budget-relevant, no FYC	10UNA	B17	11426	271610105	X	USD	29,069.30			7		4100002477	3	Profit transfer postin	Original
	4	Statistical (not budget-relevant, no FYC	10UNA	B17	11426	278610105	X	USD	25,839.37-			7		4100002477	4	Profit transfer postin	Original

1.5 Update the notification status to completed

1. Execute Transaction I**W52** to start modifying Notification – use the same Notification number identified in **IW59** above or run **IW59** again to list available Notifications. Enter Notification number and press Enter:

2. Start modifying the Notification, make sure to record comment "Asset Transfer Completed as of 17.06.2015, FI Document No 4100000302 " in the comments text field in the 'Notification' tab's 'Subject' section.
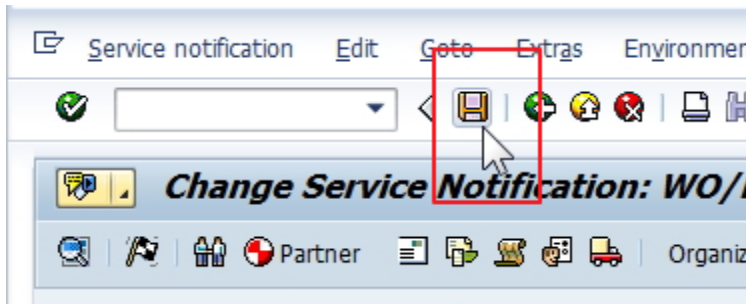
3. In the 'Tasks' tab, identify the Asset Transfer task that has been completed, add any comments to it as required, select the task line and click on Complete Task flag **in the bottom of the screen** to mark these tasks as complete.
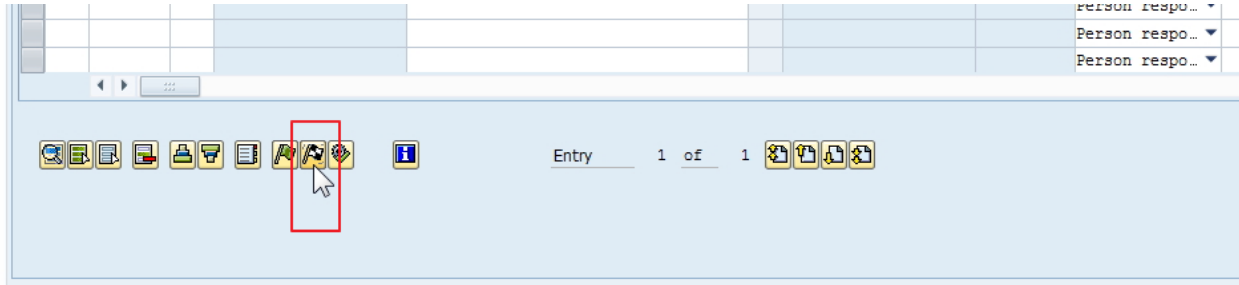
4. Save Notification and exit.

2 – Asset Transfer through STO Process:

This procedure should be used for instances where an asset is sold or transferred from plant to plant using the Stock Transport Order process (STO types: ZSDS, ZNBD, ZBUD, ZINT). <u>The following process is generally only used for Peacekeeping and Special Political Missions.</u>

2.1 Run Stock Transfer Report for FA

The FA.16 (AA Senior User) should periodically run the Stock Transfer Report for Fixed Assets to review assets being transferred through the STO process. This report displays relevant information required to perform the Fixed Asset Transfer for <u>serialized equipment assets</u> going through the STO process that have <u>had their Good Issue completed</u>[1]. They can also run this report for specific stock transfers that they are aware of.

The report is also extremely useful in preparing the Asset Mass Transfer spreadsheet.

** It is important to note that this report can show assets that have already had their asset transfer completed. For this reason it is recommended to review capitalization dates and confirm that they are not on or after the goods issue date.

1. Log in to Umoja ECC.

2. Execute Transaction code **ZAASTOFA** to open the report on Stock Transfers for serialized equipment that have had their Goods Issue completed.

3. It is mandatory to enter specific Date or Date Range for **Posting date for Goods Issue** – in order to reduce the number of records shown and to increase speed of retrieving desired records. It is also advised to run this report shortly after the Goods Issue, and periodically (daily or weekly, depending on volume).

    It is also mandatory to enter **Material Type**, which defaults to ZAST (Fixed Asset materials) but can accept any material type or combination (e.g. using "Z*" will retrieve all serializable materials). It is recommended, however, to focus only on relevant ZAST materials.

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[1] This is because asset transfer is effected as of the date of Goods Issue (point of shipment) so until that point, STOs are not yet relevant for asset transactions

Stock Transfer Report for Fixed Assets

Selection Criterion

Goods Issue Number		to	
Posting date for Goods Issue	01.05.2017	to	31.05.2017
STO Number		to	
Funds Commitment Document		to	
Source Plant		to	
Receiving Plant		to	
User name of Creator			
Material Type	ZAST		
Material Number		to	

4. It is recommended to specify **STO Number**, if known, or at least restrict **STO Number** to desired STO type group (e.g., 481*, 482*, 483*, 484*) in order to refine results from the start:
   - STOs with numbers 481* have STO Type ZSDS (SDS Transfers)
   - STOs with numbers 482* have STO Type ZBUD (Budget Relevant, other than SDS)
   - STOs with numbers 483* have STO Type ZNBD (Non-Budget Relevant)
   - STOs with numbers 484* have STO Type ZINT (Internal to Entity)

   If **Funds Commitment Document** is specified, only records/lines that refer to that Funds Commitment Document will be displayed, and other lines from the same STO will not be shown.

Selection Criterion

Goods Issue Number	
Posting date for Goods Issue	01.05.2017
STO Number	483*
Funds Commitment Document	

   The other selection fields can be used, as needed, if looking for a specific element.

5. When ready to run the report, click on the Execute ⊕ button

6. The report shows information from the STO, Goods Issue, Outbound Delivery, Reference Asset, Reference Equipment, Origin Plant, Receiving Plant, and Earmarked Funds (Funds Commitment) Document. It contains almost all information required to fill out the Asset Mass Transfer input sheet.
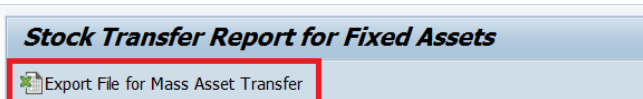
Stock Transfer Report for Fixed Assets

Export File for Mass Asset Transfer

STO (PO)	STO Item	STO Type	Outbound Delivery	Outbound Delivery Item	Goods Issue (Mat.Doc.)	Good..	MvT	Reference Asset	Refer..	Asset Description	Class	Reference Equip..	Equipment Description	Material	MTyp
4830000004	10	ZNBD	80001039	10	4900330154		1 641	4200009474	0	NETWORK APPLIAN..	420	16487226	"LARGE, WIDE AREA VIR..	2100001244	ZAST

Asset Value in STO	Origin Plant	Origin Storage Loc	OriginFund	Orig.FC/CC	Origin FA	Plant	Cost Ctr	Fund	Funds Ctr	Grant	BP	Functional Area	Funded Program	G/L Acct	Internal Order	WBS Element (Costs)	BusA
0.00	SS10	2104	20SKD	10481		11BD0012	CD10	10158	20NUA	10158	GMNR	P17	11BD0012				

Entered on	Posting Date	Asset Val Date	STO Reference	B	Earmarked Funds Doc..	Earmarked Funds Document Text	Earma..	Earmarked Funds Document Item Text	Earmarked Funds Open..	Reference
31.05.2017	31.05.2017	31.05.2017	STO_TFR 4830000004 00010	N						4900330154

Asset Last Retirement Date	Asset Deactivation Date	Asset Capitalisation Date	Asset Acquisition Date	Pr-yr acq.	Curr.yr.acquis.
		01.11.2016	01.11.2016	X	

Underlined values allow user to drill down into detail view for that object (STO, Goods Issue, Reference Asset, Reference Equipment, and Earmarked Funds Document).

7. Some things to consider while reviewing the report for transfers are:

    - If Asset is not yet capitalised (no capitalisation or acquisition dates), it cannot be transferred. The reason it's not yet capitalised needs to be reviewed (if the goods receipt note has not been done on the original PO the asset should not be transferred until this is done).

    - If the Asset Capitalisation (first acquisition) date is the same as the Goods Issue Posting Date – there is a strong possibility that asset has already been transferred. This needs to be checked and verified before trying to do asset transfer – by comparing account assignments in the AMR itself and in the STO and/or EMF Document. This can also be checked by looking into Asset Transactions (using Asset Transactions report **S_ALR_87012048** or reviewing Asset in Asset Explorer with **AW01N**).

    - Asset Acquisition Date is used to determine if Asset Acquisition was in Current Year (CY) or Prior Year (PY) – as this is necessary for specification in Mass Asset Transfer Load File (after export).

    - Assets and Equipment are linked dynamically – meaning that report will show asset which is CURRENTLY linked to the Equipment handled within the stock transfer. If asset transfer has already been processed, then Equipment Record will be pointing to the new asset (at receiving side) and report will show this new asset.

8. If there is an error that the report detected, such as incorrect, missing, or mismatched reference data, then the report will show "ERROR" or "ERR" in corresponding fields. Some examples of such errors are:
    a) Incorrect or missing Reference Asset Number (in Equipment Record).
    b) Missing or incorrect reference to Funds Commitment (Earmarked Funds) Document
    c) Incorrect or mismatched account assignment between Receiving Entity and Funds Commitment Document
        i.   For STOs that are budget relevant (ZSDS and ZBUD) the report will show the data from Funds Commitment Document, and the account assignment for receiving entity will come from the STO.
        ii. If the account assignment of the receiving entity differs between the STO and Funds Committment Document, the report will show ERROR in corresponding fields.
        iii. To proceed this needs to be resolved.

9. The report is capable of exporting in the format used by the Asset Mass Transfer input file. The only manual entry required before using this export in the Mass Transfer program is the **Transfer Variant** for each asset record.

    In order to export the entire report in Asset Mass Transfer format, simply click on the "Export File for Mass Asset Transfer" button.

    Stock Transfer Report for Fixed Assets
    Export File for Mass Asset Transfer

Alternatively, to export only specific records for transfer into the Asset Mass Transfer format, select each record by clicking on the gray square at the left of each row. Holding down the CTRL and SHIFT keys allow multiple rows to be selected. When all desired rows are selected, click on the "Export File for Mass Asset Transfer" button.

Stock Transfer Report for Fixed Assets

Export File for Mass Asset Transfer

STO (PO)	STO Item	STO Type	Outbound Delivery	Outbound Delivery Item	Goods Issue (Mat.Doc.)
4810000000	10	ZSDS	80001822	10	4900297903
4810000000	10	ZSDS	80001822	10	4900297903
4810000000	10	ZSDS	80001822	10	4900297903
4810000000	10	ZSDS	80001822	10	4900297903
4810000000	10	ZSDS	80001822	10	4900297903
4810000002	10	ZSDS	80001823	10	4900297912
4810000002	10	ZSDS	80001823	10	4900297912

After exporting records for Mass Asset Transfer, the only field requiring manual entry is the Transfer Variant (Z1, Z2, Z3, Z5, Z6, or Z7) corresponding to the type of transfer (see Mass Asset Transfer for more information).

2.2 Prepare Asset Mass Transfer spreadsheet

1. Prepare list of Assets for Transfer in Microsoft Excel, using either the pre-populated extract from the **ZAASTOFA** report (Stock Transfer Report for FA) or an up-to-date version of the Asset Mass Transfer Template (Information and link included in Appendix).

    In either case, each row in the spreadsheet refers to a single asset/subasset to be transferred. If using the export from **ZAASTOFA**, the only missing entry requiring input will be the **Transfer Variant**. Even if using the report to automatically populate the data, users should review all fields for any inconsistencies or potential expected changes that were not yet recorded in the system.

    1.1. **Reference Company Code** should always equal 1000
    1.2. **Reference Asset** (and **Sub-Asset Number**, if applicable) is the Asset Number for original Asset being transferred
    1.3. **Asset Number**, **Asset Class**, and **Subnumber checkbox** are reserved for exception cases described in AA Job Aid 5-2 (Reassignment of Asset Value and Asset Class).
    Assets transferred through the STO process should leave these three fields blank.
    1.4. The Destination Coding Block section contains the coding block information of the asset recipient. **Cost Center**, **Fund**, and **Grant** are mandatory fields. **Internal Order** and **WBS Element (Costs)** should only be filled out if applicable. If the receipent is a Grant Fund, the Grant field should <u>not</u> be GMNR.
    1.5. Populate values for **Document Date**, **Posting Date**, and **Asset Value Date** which is the effective Retirement (Deactivation) Date for originating party and Capitalisation Date for receiving party.
    1.6. **Text:** For STO-related asset transfers, this field should indicate the STO Number/Line that it's related to in the format "STO_TFR 4830000001 00010".
    1.7. **Posting Period** and **Document Type** should be left blank. They are derived by the system
    1.8. Populate the **Transfer Variant** field using one of the Transfer Variants below. This determines what type of posting is made in the system based on whether the transfer is Within Volume or Cross Volume, Budget Relevant or Non-Budget Relevant, and the revenue is Spendable or Non-Spendable.

Transfer Variant	Transfer Type	Transfer Variant Name / Description
Z1	Intra-volume	Budget-Relevant Transfer - NSP Rev. Intra-Volume
Z2		Non-Budget Relevant Intra-Volume Transfer (at NBV)
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume
Z5	Cross-Volume	Budget-Relevant Transfer - NSP Rev. Cross-Volume
Z6		Non-Budget Relevant Cross-Volume Transfer (at NBV)
Z7		Budget-Relevant Transfer - SP Rev. Cross-Volume

    1.9. Budget-Relevant transfers (STOs of type ZSDS or ZBUD) must specify an **Earmarked Funds Document Number / Item** from which budget will be consumed. Non-Budget

Relevant transfers (ZINT, ZNBD) should leave these fields blank as no budget is being consumed.

1.10.   The **Reference** field should contain the Material Document number for the Goods Issue of the STO.

1.11.   Fields **Allocation**, **Amount posted**, **Percentage rate**, and **Quantity** should be left blank

1.12.   Mark **"X"** in either "Prior Year Acquisition" or "Current Year Acquisition", depending on when was the Asset originally acquired (in the current asset year, or any prior year).

2. When all data is prepared for transfer you must save the file for input into Umoja.

a) If you are using the spreadsheet exported from **ZAASTOFA** (where Row 1 has the column headers and asset data starts on Row 2), you can save your changes to the spreadsheet directly.

b) If you used the Asset Mass Transfer Template (shown below), either by manual entry or copying data from **ZAASTOFA** into it, you can click on either the "Save to Excel File" or "Save to Text File" button in Excel.

This will generate either another Excel file or a Text file for upload into Umoja. These buttons will also run Excel macros that perform some basic validations on data format before saving. The newly saved file will have a single row for column headers, followed by a row for each asset just as entered in the template.

2.3 Transfer Assets

1. Execute Transaction code **ZAA_MASS_TFR** to start transfer of the assets. Make sure to check values as shown on screenshot (**Execute in Foreground** and **Test Run**).

   Select either Excel File or Text File depending on the type of file exported from the template in the previous section. Then select the file from your local disk. Finally click the 'Execute' button.

2. You may receive one or two 'SAP GUI Security' prompt windows asking you to grant access to the file. Please click 'Allow' to proceed.

   Also, if you get an error message like the one below, it is likely because you have the file open on your machine. Close the file, exit the transaction code, and try again.

3. Review the report and make sure there are no errors. The transfer message should state that the document can be posted successfully. If there are errors the message outlines the reason for the error.
   Some errors may be generic and will require the user to analyse them. Some errors related to derivations and validations can only be caught at posting time, so those errors will show only on actual run.

4. After reviewing the Test Run report, go back. If there were errors, fix them and then re-run the Test Run until there are no errors. If there are no errors, proceed with the next steps.

5. Leave all the settings as originally set, except **uncheck Test Run**, and then process Transfer:

6. Verify there were no errors, and that new Asset with new Asset number was created, and Equipment was updated. Note in some cases the system may return a message when the test run seemed ok, so its important to check the transfer occurred and the equipment (if relevant) was transferred.

    During the Actual Run, all "clean" transfers will be performed. If there are transfers with errors, those will NOT be performed, but other transfers will **not** be prevented because of that. Unsuccessful transfers will show in generated transfer report with an error.

7. In the Mass Asset Transfer report, note the Document Number for FI Posting, and using **FB03** transaction, review posting documents:

8. Make sure to review all relevant Accounting Documents

2.4 Follow-on Accounting Processes

In many cases, there are more steps remaining after the Fixed Asset transfer to complete the accounting. These depend on what type of transfer is being processed, and are summarized in the table below. Also, any Funds Commitment / Earmarked Funds Document created for the STO must be closed after the STO is completed.

Follow-on Accounting Processes after Asset Transfer for STOs:

Transfer Variant	Transfer Type	Budget Relevance	Revenue	Follow-on Process
Z1	Intra-volume	Budget-Relevant	Not Spendable	n/a
Z2		Non-Budget Relevant	n/a	Post SF Document using **FV50** to offset the AR Due To/From – ref. Job Aid "Clearing balances and open items in GL 19401010 (AR Due to Due From)"
Z3		Budget-Relevant	Spendable	If applicable, charge beyond the net book value using **FV50** and Doc Type SA. *Refer to following section (3. Follow-on transactions for Replacement Cost)*
Z5	Cross-Volume	Budget-Relevant	Not Spendable	n/a
Z6		Non-Budget Relevant	n/a	Post SF Document using **FV50** to offset the AR Due To/From – ref. Job Aid "Clearing balances and open items in GL 19401010 (AR Due to Due From)"
Z7		Budget-Relevant	Spendable	If applicable, capitalize the additional value for Replacement Cost using **F-90.** This will increase the quantity of the asset, so it must then be manually reduced back to 1 using AS02. *Refer to following section (3. Follow-on transactions for Replacement Cost)*

3- Follow-on transactions for Replacement Cost

Under the Financial Rules and Regulations some funds (when doing budget relevant transfers of assets) can charge replacement cost. This is mostly relevant for SDS stock (under 20BLB), but in some cases can include assets held by the cost recovery funds (10RCR and 20PCR).

When transfering assets using ZAA_MASS_TFR (or ABUMN) only the netbook value (NBV) is charged to the receiving mission. If the receiver is to be charged replacement cost (if allowed under the Financial Rules and Regulations), then a second action is needed to charge the difference between NBV and Replacement Cost.

The transaction needed depends on whether the asset is transferred across volume or within volume:
A. Within volume: use FV50 to charge the receiver
B. Cross volume: use F-90 (as this will increase the capitalised value of the asset).

Example: In the following example a vehicle is transferred from SDS stock to a mission. The vehicle currently has sa NBV of 18,000. The Replacement Cost being charged by SDS is 21,000. As such there is a delta of 3,000 to be charged to the mission.

3.1 Within volume transfers

The most common example is transfering assets from SDS Brindisi to PK missions (i.e. 20BLB to a peace keeping fund, i.e. 20MAL (Mali)).

1) The GL User will use t-code FV50
2) Document date: Enter
3) Posting date: Enter (in most cases this should be the same as the goods issuance date on the STO, so care has to be done to post on time).
4) Doc.Header Text: for example enter the STO number or Funds Commitment.
5) Document type SA
6) Debit line:
   a. GL Account: Use the same expense account as the relevant line in the Funds Commitment provided (the full list is also provided in Annex 1 of the relevant posting schemas on iSeek under Umoja job aids).
   b. Debit/Credit: Debit
   c. Amount: the Difference between the Netbook Value and the Replacement Cost
   d. Earmarked Funds: the Funds Commitment Document and Funds Commitment Document Item (if no funds commitment or not via the STO process enter the relevant fund and cost object to be charged).
   Hit enter all other elements should derive from the funds commitment document.
7) Credit line:
   a. GL Account: Use the relevant revenue account (the full list is also provided in Annex 2 of the relevant posting schemas on iSeek under Umoja job aids).
   b. Debit/Credit: Credit
   c. Amount: the Difference between the Netbook Value and the Replacement Cost
   d. Fund: The same fund as the fund of the sending Plant/SLOC
   e. Cost Center: The same as the fund center of the sending Plant/SLOC
   Hit enter all other elements should derive from the fund and cost center.

8) Then save the document and post through workflow. Cash is also moved between the funds (automatically) when the document is posted.

3.2 Cross volume transfers

In the case of cross volume transfers (for example where SDS Brindisi transfer to a Special Political Mission, i.e. 20BLB to 10UNA) the value of the asset needs to increase to the replacement cost charged, as such instead of using FV50 and expensing the replacement cost difference this is capitalised in to the cost of the asset for the receiver. Cash is also moved between the funds (automatically when this document is posted).

1) The FA.15 will use t-code F-90
2) Document date: Enter
3) Posting date: Enter (in most cases this should be the same as the goods issuance date on the STO, so care has to be done to post on time).
4) Doc.Header Text: for example enter the STO number or Funds Commitment.
5) Document type **AA**
6) Debit line:
   a. Posting Key 70
   b. Account: Enter the number of the Asset created after the transfer (ensure you use the new asset number).
   c. Transaction type: ZRC or ZRP (ZRC for assets that have a captilisation date in the current calendar year, ZRP for asset that have a capitaliation a prior calendar year).

7) Hit enter you will be taken to another screen
   a. Amount: the Difference between the Netbook Value and the Replacement Cost.
   b. Quantity: 1
   c. Hit the More button:

d. Earmarked Funds: The Funds Commitment Document and Funds Commitment Document Item (if there is no funds commitment or this is not part of the STO process, then enter the relevant fund and cost object to be charged).

e. The Reference Date: is the asset value date, for STOs this should be of the same date as the date Goods Issuance was posted on the relevant line in the STO.

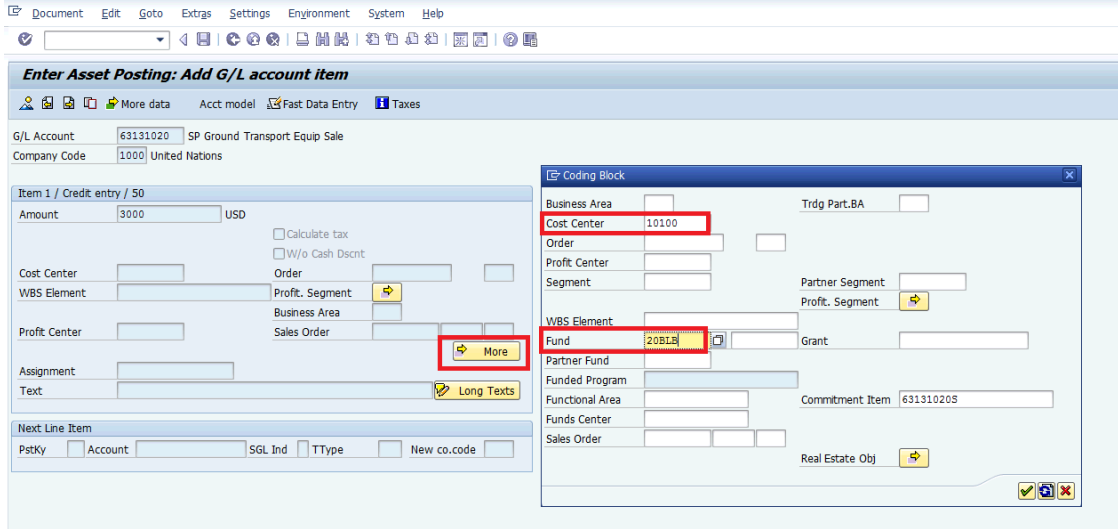f. Hit enter, all other elements should derive from the funds commitment document.
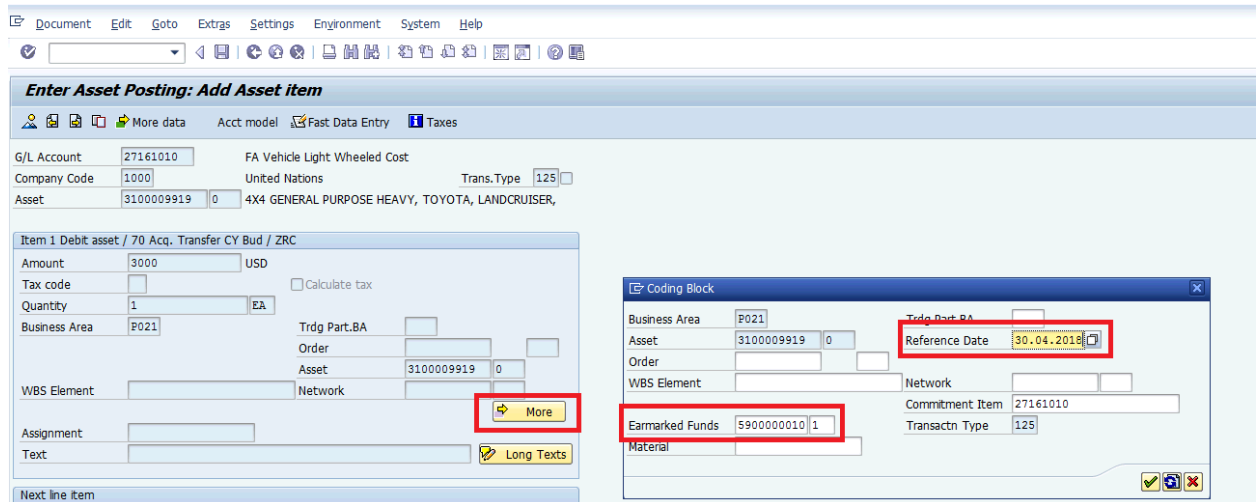
8) Credit line:
   a. Posting Key: 50
   b. GL Account: Use the relevant revenue account (the full list is also provided in Annex 2 of the relevant posting schemas on iSeek under Umoja job aids).
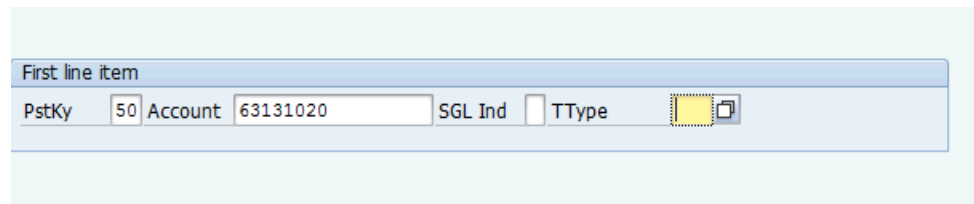
c. Amount: the Difference between the Netbook Value and the Replacement Cost.
d. Select the More Button

    e.   Fund: The same fund as the fund of the sending Plant/SLOC

    f.   Cost Center: The same as the fund center of the sending Plant/SLOC

    Hit enter all other elements should derive from the fund and cost center.

9) Simulate the posting and then save (when reviewing the simulated posting you should not that the commitment item on the asset side will be real as the posting will consume the funds commitment).

10) Have the FA.16 user post using FBV0

11) Once completed, observe that after posting F-90, the quantity in the Asset Master Record will increase for one. FA.15 needs to modify Asset Master Records, using T-Code AS02 and reduce the quantity of asset(s) to 0.

Appendix 1: Asset transfer template

Please follow the link on iseek for Umoja Fixed Assets Job Aids to download the latest transfer template.

https://umoja.un.org/content/job-aids

Asset Accounting	ZAA_MASS_TFR Template

Appendix 2: Notifications Report and Reference Table

Sample of Notifications Report with various types of Notifications and Statuses: