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Job Aid

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 <u>any</u> 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 <u>newly received asset</u> to an <u>existing asset</u> 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 <u>within</u> <u>volume transfer (an example is an asset transferred from 20BLB to20MAL, Vol 2 to Vol 2)</u>.

Where assets are transferred between financial reporting volumes this is referred to as a <u>cross volume</u> <u>transfer</u> (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 <u>Internal Sales</u> 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).

<u>Value (=NBV)</u>: 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 <u>before</u> the asset is transferred (i.e. through impairment or improvement).

<u>Spendable v Non-Spendable</u>: 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)

<u>Non-budget relevant</u> transfers can also be thought of as an <u>Internal Donation</u> 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 <u>fund and/or grant</u> are crossed and it is <u>non-budget relevant</u> (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).

Umoja Foundation Training



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 <u>does not relate to a stock transport order</u>.

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**.

NE	Program	<u>E</u> dit	<u>G</u> oto	System	<u>H</u> elp				
	Ø		•]	😋 🚱 🚷 🖴 (1818-1811	n 🕲 💥	Z 🕜 🖪	
	Display	Servi	ice Noi	tificatio	ons: Selection	of Notifica	tions		
	🕹 🖪								
	Notification	status							
[✓ Outstan	ding	Postpon	ed 🗸 In	process Comple	eted Sel.profil		🗇 <mark>Idr.</mark> 🗙	
ſ	Notification	selection							

4. In 'Notification selection', select Notification Type P1

៤ <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem	Help	
Ø 🔹 🖣	🛇 🚱 I 📮 🛗 👪 I 🏖 🏠 💭 I 🕱 🖉 📲	
Display Service Notificatio	ons: Selection of Notifications	
♥ ■		
Notification status		
✓ Outstanding Postponed ✓ In	process Completed Sel.profil Addr. 🗙	
Notification selection		
Notification	to 🕏	
Notification type	P1 to 🗘	
Functional Location	to 🗘	
Equipment	to 🗘	
Material	to 🗘	
Serial Number	to 🗘	
Addit. device data	to 🗘	
Order	to 🗘	
Notification date	19.03.2015 to 17.06.2015	
Partners		
		15



 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).

General Data/Administrative Data				
Description		to		\$
Created by		to		\$
Created on		to		\$
Notification Time	00:00:00	to	00:00:00	->
Reference date		to		\$
Coding	UNASSN	to		-
Coding Code		to		-
Priority		to		•
Reported by		to		

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

Others			
Paging status		to	S
Layout	/ASSETNOTIF		
Ref. field monitor			

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

Location Data/Acc Assignment/Maint	Dlan		
Eocation Data/Acc.Assignment/Maint.			
Maintenance plant	KE00	to	_
Location		to	
Room		to	_
Sort field		to	
Plant section		to	
ABC indicator		to	

- 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)

						rd.	System status	Us
							NOPR NOPT	AP
							NOPR	-
Żį	ist	<u>E</u> dit <u>G</u> o	to <u>N</u> otificatio	n En	<u>v</u> ironment <u>S</u> ettings S <u>y</u> stem <u>H</u> elp		NOPR	AA
Ø	Γ		• 0) (2) (2) (2) (3) (4) (4) (4) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5		NOPR NOPT OSTS	RE
D	isi	nlav Serv	ice Notific	ation	s: List of Notifications		NOPR OSTS	DI
0	647		A 🛱 🖉 🛯	R 🗐	Notification		NOPR OSTS	RE
=5	0						NOPR NOPT OSTS	RE
		Matification	Notif data	Tun	Description			
B	S	NUCINCACION	Noul.uate	Livb	Description Of		NORD OCTC	00
B	S	10000012	30.04.2015	P1	Print out		NOPR OSTS	RE
5	S	10000012 10000017	30.04.2015 28.05.2015	P1 P1 P1	Print out Assign New Laptop		NOPR OSTS	RE
3	S	10000012 10000017 10000046	30.04.2015 28.05.2015 16.06.2015	P1 P1 P1 P1	Print out Assign New Laptop Transfer		NOPR OSTS NOPR OSTS	RE
	S	10000012 10000017 10000046 10000047	30.04.2015 28.05.2015 16.06.2015 16.06.2015	P1 P1 P1 P1 P1 P1	Print out Assign New Laptop Transfer Transfer		NOPR OSTS NOPR OSTS OSNO OSTS	RE AP RO

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

	1000001/	20.03.2013	F 1	лазіўні нем сарсор		NOFIC 0313	NJON	
	10000046	16.06.2015	P1	Transfer		NOPR OSTS	ASGN	4100000119
	10000047	16.06.2015	P1	Transfer		NOPR	APPR	510000006
	10000048	16.06.2015	P1	Transfer		NOPR OSTS	ASGN	510000012

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.

D	is	play Servio	ce Notifica	tions	s: Li:
	Z	2 🖸 🖪 🖪	8 8 7 B	1	Notific
B	S	Notification	Notif.date	Тур	Desci
		10000012	30.04.2015	P1	Print
		10000017	28.05.2015	P1	Assig
		10000046	16.06.2015	P1	Trans
		10000047	16.06.2015	P1	Trans
		10000048	16.06.2015	P1	Trans

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

Pl. Change Service Notification: Maint/Serv Request			
🕄 🎘 🏠 🚱 Partner 🛛 📑 😼 🖉 🖶 Organization Contract selection			
Notification 10000046 P1 Transfer			
Notific. Status NOPR OSTS 🚺 ASGN 💅			
Serv.order Sales ord.			
Notification Location data Items Tasks Activities Sales			
No. Code gr Ta Task code text Task text	T Status	User Status	Task pro
2 UNGENRC 001 Generic Task Asset Account to process Asset Transfer	TSRL		Person
T T			Person

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.

4	Display Se	rvice No	otifications: List of	^r Not	ifica	tions					
9	(🦻 🔂 🚺	1 - 1	🗗 📔 🔲 Notification 📑	<u>r</u>							
R	Notification date	Notification	Description	Tvn	BusA	PIPI	Plnt	Asset	UserStatus	Code group	System
	26.10.2015	10000340	FA OCHA RDS Transfer to N	P1	S200	CH30	CH30	3100000551	ASGN	UNASSN	NOPR
	26.10.2015	10000341	FA OCHA RDS Transfer to N	P1	S200	CH30	CH30	3100000552	ASGN	UNASSN	NOPR



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 **E** to limit selection of Equipment/Assets:
 - 1.1. You can restrict by Business Area or other specific elements:

Selections			
Asset class		to	P
Fund		to	-
Funds Center		to	🖻
Grant		to	
Functional area		to	
Business area	S300	to	=
Cost center		to	2
Plant		to	=
Location		to	-
Asset super number		to	-

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:

Asset Equipment Reconciliation											
🕀 🔁 📜 🛅											
Company code Asset number Subnumber	1000	to to to	• • •								

🕒 Multiple Selection for Asset num	ber 🔀
Select Single Values (3)	lect Ranges Exclude Single Values Exclude Ranges
O. Single value 4100000119 510000006 5100000012	
Asset number	4100000119 to
- I I	



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	State
	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	

 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		Budget-Relevant Transfer - NSP Rev. Intra-Volume					
Z2	Intra- volume	Non-Budget Relevant Intra-Volume Transfer (at NBV)					
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume					
Z5		Budget-Relevant Transfer - NSP Rev. Cross-Volume					
Z6	Cross- Volume	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.

	А	В		С	D					
1	Asset Mass T Use with transact	Fransfer tion ZAA_MASS_TFR	Save to Text File	Save to Excel File	** This template can be obt					
2		Asset to be Transferred			(1) If transferring Main Asset - Leave this blank for automatic new Asset Number generation					
3	List Asset Numbers to be transferred here	If transferring sub-assets, list the corresponding sub-asset numbers here. Otherwise, enter 0	Always = 1000)	(2) If transferring Sub-Asset, populate with receiving Main Asset Number	asse Othe blanl				
4	Reference Asset	Reference Sub-Asset Number	Reference Co	mpany Code	Asset Number	Asse				
5	3100001207	0		1000						
6	3100001208	0		1000						
7										

Example of generated Excel file:

4	A	В	С	D	E	F	G	н	1	J	K	L	M	N	
1	Reference Asset	Reference Sub-Asset Num	Reference Company Code	Asset Number	Asset Class	Subnumbe	Cost Center	Fund	Grant	Internal Ord	WBS Element (Document Date	Posting Date	Asset Value Date	Text
2	3100001207	0	1000)			11426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Re
3	3100001208	0	1000)			11426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Re

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

assetTfr_2017-07	7-20_1405.tr	xt - Notepad							-		×
File Edit Format	View Hel	p									
3100001207	0	1000	11426	10UNA	GMNR	20/07/2017	20/07/2017	01/07/2017	Nor	n-Bud F	Rel
3100001208	0	1000	11426	10UNA	GMNR	20/07/2017	20/07/2017	01/07/2017	Nor	n-Bud F	≹el '
3100001207 3100001208	0 0	1000 1000	11426 11426	10UNA 10UNA	GMNR GMNR	20/07/2017 20/07/2017	20/07/2017 20/07/2017	01/07/ 01/07/	/2017 /2017	/2017 Nor /2017 Nor	2017 Non-Bud F 2017 Non-Bud F

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

Mass Asset Transfer	,	
🕸 <mark>I</mark>		
Execution Mode		
Execute in Foreground	🔘 Schedule Ba	ackground Job
✓ Test Run		
File path on local machine		
 Excel File 	🔿 Text File	
File name	C:\Users\mark\Documen	ts\assetTfr_2017-07-20_1405.xlsx

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.

Error during file read. 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.

Mass Asset Transfer																	
9 😫 🚔 🐺 1 🔞 1 🔁 🗸 🚱 📅 🔚 1 🗓																	
Reference	Reference Re	ference A	sset Numb	Asset Clas	Sub Number	Cost Cente	er Fund	Grant	Int.Order \	VBSElement	Document (Posting Da	Asset Va	alu Text	Posting Pe Do	cument	T Transfer v
003100001207	0000 10	00		00000310		00000114	26 10UN	A GMNR			20/07/2017	20/07/201	7 01/07/2	017 Non-Bud Rel tfr			Z2
003100001208	0000 10	00		00000310		00000114	26 10UN/	A GMNR			20/07/2017	20/07/201	7 01/07/2	017 Non-Bud Rel tfr			Z2
Transfer variant	Reference	Allocatio	on Amount Po	os Percenta	ge Quantity I	Prior Year C	urrent Ye	New Ass	et Documen	t N Transfer	Type E	armarked Ea	rmarked T	ransfer Message		iqu	uipment
Z2	Notif:1000123	4)	<				Intra-Vo	ume		Т	he document can be	posted succes	sfully	
Z2	Notif:1000123	4)	<				Intra-Vo	ume		Т	he document can be	posted succes	sfulv	

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

Mass Asset Transfer	
Execution Mode	
Execute in Foreground Test Run	Schedule Background Job
File path on local machine	
Excel File	🔿 Text File
File name	C:\Users\mark\Documents\assetTfr_2017-07-20_1405.xlsx

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 As	set Tr	ansfer																	
3 4 7	7 ()	1 🐴 🚜 🛛	1	.															
Reference	Reference	e Reference	Asset Numb	Asset Clas	s Sub Numb	er Cost Cer	nter Fu	nd Gra	nt Int.Or	der WBSE	iement [Document E	Posting Da	Asset Valu	Text	Posting P	e Document T	Transfer variant	Referen
003100001207	0000	1000		00000310		0000011	426 10	UNA GM	NR		2	20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	Notif:10
005100001200	0000	1000		00000310		0000011	720 100	UNA OP	INIX		4	0/07/2017	20/07/2017	01/0//201/	Non-bud Kel til			22	11001:10
Reference	Allocation	Amount Pos	Percentage	Quantity Pri	or Year Curr	ent Ye Nev	v Asset	Number	Documer	t Number	Transfe	r T Earm	arked Earma	rkec Transfe	r Message	Equ	ipment Messag	je	
Notif:10001234				Х		003	1000022	248-0000	41000024	77	Intra-Vo	olume		Asset T	ransferred Succe	ssfuly Equ	ipment 101097	26 updated succ	essfully
Notif:10001234				Х		003	1000022	249-0000	41000024	78	Intra-Vo	olume		Asset T	ransferred Succe	ssfully Equ	ipment 101097	27 updated succ	essfully

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



📃 Display	🔊 📙 Display Document: General Ledger View													
🕆 😂 👬 Display Curr	r 🔁 🛟 Display Currency 🗏 Entry View r Other Ledger													
Data Entry View														
Document Number	4100002477	Company Code	1000	Fiscal Yea	ar	2017	1							
Document Date	20.07.2017	Posting Date	20.07.2017	Period		7								
Reference	NOTIF:100012	234 Cross-Comp.No.												
Currency		Ledger G	oup											
Ledger 0L														
Doc.	4100002477	FiscalYear	2017	Period		7								
	7. I Z . %. I	😑 (ð. 🗟 , 🖽 , 🚹	I											
CoCd Itm L.item	PK G/L Account C	mmt Item Description	Amo	unt Fund	Funds Ctr	Cost Ctr I	BusA	Grant	Purchasing Doc.	Item	PInt As	sign. A	mount LC	Curr.
1000 1 000001	75 27161010 2	71610105 003100001207 000	0 29,069.	30- 10JFA	16227		S100	GMNR				29	9,069.30-	USD
1000 2 000002	70 27861010 2	78610105 003100001207 000	0 25,839.	37 10JFA	16227	9	S100	GMNR				2	5,839.37	USD
1000 3 000003	70 27161010 2	71610105 003100002248 000	0 29,069.	30 10UNA	11426		\$300	GMNR				29	9,069.30	USD
1000 4 000004	75 27861010 2	78610105 003100002248 000	0 25,839.	37- 10UNA	11426		S300	GMNR				2	5,839.37-	USD

8. Make sure to review all relevant Accounting Documents

ettings	Environment System Help		E List of Documents in Accounting	X						
ኦ 🙆 🚷	Document Changes	2 1 🕼 📭	Documents in Accounting							
ta Ent	P <u>a</u> yment Usage		Document Object type text							
General L	Doc <u>u</u> ment Environment	Original Doc <u>u</u> ment	1702287974 Accounting document 4100002477 Accounting document							
	Additional Assignments	Accounting Documents	0000000173 Asset Transaction							
	Valuation	Display Transaction	1004175612 Controlling Document							
mpany C	Correspondence	Relationship Browser	1005183654 Funds Management doc							
sting Dat	Balance Sheet Adjustment	6	0000000173 Grants Mgm. Doc.							
oss-Comp	Invoice Summary									
xts exist	Re <u>f</u> erence Object		I Gi Separate Original document							

P	Dis	play Do	cument:	General Ledg	er View										
rt 😃	년 😂 🏥 Display Currency - 텍 Entry View - P合 Other Ledger														
Data En	Data Entry View														
Docum	ent Numb	oer 170	2287974	Company Code	1000		Fiscal Year		20	17					
Docum	ent Date	20.	07.2017	Posting Date	20.07	2017	Period		7						
Referen	nce	NOT	IF:100012	34 Cross-Comp.No											
Currenc	cy	USE		Texts exist			Ledger Gro	up							
Ledger	OL														
Doc.		170	2287974	FiscalYear	2017		Period		7						
9) († F	2.%.		🚹 🚺										
CoCd I	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- 10UN	A		S300	GMNR				17022879740022017	3,229.93-	

Display	FM Document: Overview													
Display														
9 1 1 2 7 2 0 1 2 0 1 2 0 2 0 2 0 2 0 2 0 2 0 2 0														
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	7 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	7 16227	278610105 X	USD	25,839.37			7		4100002477	2 Profit transfer postin	Original
	3 Statistical (not budget-relevant, no FYC	10UNA	B17	7 11426	271610105 X	USD	29,069.30			7		4100002477	3 Profit transfer postin	Original
	4 Statistical (not budget-relevant, no FYC	10UNA	B17	7 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 IW52 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:

Change Ser	vice Notification: Initial Screen
Notification	
Notification	「10000041」 [10000041]
Nocificación	

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.

Cincacion	10000048 P	P1 Transfer
otific. Status	NOPR OSTS	ASGN 💅
Serv.order		Sales ord.
Notification	Location data	Items Tasks Activities Sales
Pafaranca obiad		
Reference object		
Functional loc.	200678.031.0	01 Publication Building
Equipment	10023003	SMART STREAM RIP FOR INDIGO PRESS 5500
Edobulatio		
Assembly		
Assembly		
Assembly Subject		
Assembly Subject Coding	UNASSN UN	N03 Transfer



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.

		Person respo Person respo Person respo
() Cee 5 av 8 av	Entry 1 of 1 2022	

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.

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 Fixe	ed Assets			
(þ) 🚺				
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
- 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 Ti	ransfer R	(epo	rt for Fix	ced Ass	ets																		
3	Export File	for Mass Ass	et Tran	sfer																				
	G 	= (6) (6)	7	2. %. (-0.R		🔚 I 💷																	
E	STO (PO)	STO Item	то ту	pe Outbound	Delivery Out	bound D	elivery Item	Goods Issu	e (Mat.[Doc.) Goo	d MvT	Reference	Asset R	efer <u> </u>	sset Descr	iption	Class	Referenc	e Equip	Equipmen	t Desc	iption	Material	МТур
	483000000	4 10 2	INBD	80001039			10	4900330154	1		1 641	42000094	<u>74</u> 0	N	IETWORK .	APPLIAN	420	1648722	<u>5</u>	"LARGE, \	NIDE A	REA VIR	210000124	4 ZAST
æ	Asset Val	ue in STO O	igin Pla	int Origin Stor	rage Loc Or	iginFund	Orig.FC/CC	Origin FA	Plant	Cost Ct	r Fund	Funds Ct	Grant	BP	Functional	Area I	Funded	Program	G/L Acc	t Internal	Order	WBS Eler	ment (Costs	s) BusA
		0.00 55	10	2104	20	SKD	10481	11BD001	2 CD10	10158	20NUA	10158	GMNR	P17	11BD0012	2								
B	Entered on	Posting Da	te Ass	set Val Date	STO Refer	ence		BEarmar	ked Fur	nds Doc	Earmar	ked Funds	Docume	nt Tex	t Earma	Earmar	ked Fun	ds Docum	nent Ite	m Text Ea	armark	ed Funds	Open Ref	erence
	31.05.2017	31.05.201	7 31.	05.2017	STO_TFR	4830000	004 00010	N															490	0330154
B	Asset Last	Retirement	Date	Asset Deact	tivation Da	te Asset	Capitalisati	on Date	Asset A	cquisitio	n Date	Pr-yr acq.	Curr.yr	.acqui	s.									
						01.11	.2016		01.11.2	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.





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 Tran	sfer Repol	rt for Fix	ed Assets										
l	Export File for Mass Asset Transfer													
	9 17(n ite de la casa de la c		- .	1									
_	🗈 STO (PO)	STO Item	STO Type	Outbound Delivery	Outbound Delivery Item	Goods Issue (Mat.Doc.)								
	4810000000	10	ZSDS	80001822	10	<u>4900297903</u>								
	4810000000	10	ZSDS	80001822	10	<u>4900297903</u>								
	4810000000	10	ZSDS	80001822	10	<u>4900297903</u>								
	4810000000	10	ZSDS	80001822	10	<u>4900297903</u>								
Д	4810000000	10	ZSDS	80001822	10	<u>4900297903</u>								
	481000002	10	ZSDS	80001823	10	4900297912								
	<u>481000002</u>	10	ZSDS	80001823	10	<u>4900297912</u>								

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		Budget-Relevant Transfer - NSP Rev. Intra-Volume						
Z2	Intra- volume	Non-Budget Relevant Intra-Volume Transfer (at NBV)						
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume						
Z5		Budget-Relevant Transfer - NSP Rev. Cross-Volume						
Z6	Cross- Volume	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.

	А	В		С	D	E		
1	Asset Mass T Use with transact	Fransfer tion ZAA_MASS_TFR	Save to Text File	Save to Excel File	** This template can be o	obtained on the		
2		Asset to be Transferred			(1) If transferring Main Asset - Leave this blank for automatic new Asset Number generation	If reclassifyin asset, enter th		
3	List Asset Numbers to be transferred here	If transferring sub-assets, list the corresponding sub-asset numbers here. Otherwise, enter 0	Always = 1000)	(2) If transferring Sub-Asset, populate with receiving Main Asset Number	asset class he Otherwise lea blank.		
4	Reference Asset	Reference Sub-Asset Number	Reference Co	mpany Code	Asset Number	Asset Class		
5	330000402	0		1000				
6	330000401	0		1000				
7	3300000505	0		1000				
8	3300000514	0		1000				
9	3300000516	0		1000				
10								

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.

Mass Asset Transfer	,	
🕸 <mark>I</mark>		
Execution Mode		
Execute in Foreground	🔘 Schedule Ba	ackground Job
✓ Test Run		
File path on local machine		
 Excel File 	🔿 Text File	
File name	C:\Users\mark\Documen	ts\assetTfr_2017-07-20_1405.xlsx

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.

🕒 Error during file read. 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.

Mass Asset Transfer														
3 A 7	770		3 T H) 🌐 🖪										
Document T	Transfer v	Reference	Allocation	Amount Pos	Percentage Q	uantity Pric	or Year Current	Ye New Asset	Document N	Transfer Type	Earmarked	Earmarked	Transfer Message	Equipment
	Z5	4900330172				Х				Cross-Volume	590000015	1	The document can be posted successfully	
	Z5	4900330172				Х				Cross-Volume	590000015	1	The document can be posted successfully	
	Z5	4900330172				х				Cross-Volume	590000015	1	The document can be posted successfully	
	Z5	4900330172				Х				Cross-Volume	590000015	1	The document can be posted successfully	
	Z5	4900330172				Х				Cross-Volume	5900000015	1	The document can be posted successfully	

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:

Mass Asset Transfer	
🚱 <u>i</u>	
Execution Mode	
Execute in Foreground Test Run	Schedule Background Job
File path on local machine	
 Excel File 	🔿 Text File
File name	C:\Users\mark\Documents\assetTfr_2017-07-20_1405.xlsx

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.

Mass Asset Transfer							
3 4 7 7 6 1							
Quantity Prior Year Current Y	New Asset Number	Document N	Transfer Type	Earmarked	Earmarked	Transfer Message	Equipment Message
X	003300003236-0000	4100002331	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16197176 updated successfully
X	003300003237-0000	4100002332	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16197179 updated successfully
Х	003300003238-0000	4100002333	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198692 updated successfully
Х	003300003239-0000	4100002334	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198693 updated successfully
X	003300003240-0000	4100002335	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198694 undated successfully

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



🖲 Display	💌 📙 Display Document: General Ledger View									
📫 😂 Display Cur	🕆 😂 🏰 Display Currency 🗏 Entry View 📫 Other Ledger									
Data Entry View	Data Entry View									
Document Number	4100002331	Company Co	de 1000		Fiscal Year	2017				
Document Date	09.06.2017	Posting Date	08.06.	2017	Period	6				
Reference	4900330172	Cross-Comp.	No.							
Currency	USD	Texts exist			Ledger Group					
Ledger 0L										
Doc.	4100002331	FiscalYear	2017		Period	6				
	9 4 7 6 7 5 5 5 6 6 5 1 1 1									
CoCd Item PK Comm	itment Itm G/L Account	Account [Description	Σ	Amount Earmd F	nds Fund	Funds Center	BusA	Grant	Text
1000 1 75 69101	27163010	27163010	003300000402 0000		135,462.88-	10UN/	10733	M006	GMNR	STO_TFR 4820000014 00010
2 70 6910	020S 27863010	27863010	003300000402 0000		13,101.34	10UN/	10733	M006	GMNR	STO_TFR 4820000014 00010
3 70 27163	27163010	27163010	003300003236 0000		122,361.54 590000	015 20SKB	10255	P015	GMNR	STO_TFR 4820000014 00010

8. Make sure to review all relevant Accounting Documents

ettings En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp	Er List of Documents in Accounting
🚱 🚱 💆 Document Changes	Desuments in Assounting
Check Information	Documents in Accounting
ta Ent Payment Usage	Document Object type text
Document Environment Original Document Additional Assignments Accounting Documents Valuation Display Transaction	1702287690 Accounting document 4100002331 Accounting document 0000000036 Asset Transaction 1004176259 Controlling Document
mpany C Correspondence Relationship Browser	1005451229 Funds Management doc
sting Dat Balance Sheet Adjustment	000000036 Grants Mgm. Doc.
oss-Comp Invoice Summary	
xts exist Reference Object	L
	🕄 🔍 Separate Original document 🖨 🗶
Display Decuments Constal Lodger View	
Display Document. General Leager View	
📑 😂 🏭 Display Currency 🛛 🗐 Entry View 🛛 📑 Other Ledger	
Data Entry View	
Document Number 1702287690 Company Code 1000	Fiscal Year 2017
Document Date 09.06.2017 Posting Date 08.06.2017	Period 6
Reference 4900330172 Cross-Comp.No.	
Currency USD Texts exist	Ledger Group
Doc 1702287690 EiscalYear 2017	Period 6
3 4 7 1 7 7 7 . 2 . % . 6 7 . 6 . 4 . 6	
CoCd [®] Item PK Commitment Itm G/L Account Account Description ² Am	ount Fund Funds Center BusA Grant Assignment Amount LC Earmd Fn. WBS
1000 1 40 11001000 11701010 11701010 Csh MAIN Pool 122,36	1.54 10UNA M006 GMNR 17022876900012017 122,361.54
2 50 11001000 11701010 11701010 Csh MAIN Pool 122,36	1.54- 205KB P015 GMNR 17022876900022017 122,361.54-
	NUU
Display FM Document: Overview	
Display FM Document: Overview	
20.07.2017 22:17:34	
FM Doc. No. TItm Statistics indicator Fund BP Funds Ctr Cmm	t Item Stat.Ind. FMAC FMAC Amnt Ledger
1005451229 a 1 Statistical (not budget-relevant, no FYC 10UNA B17 10733 6910	10205 X USD 135,462.88- Payment Budget 2017 6 08.06.2017 4100002331 1 Profit transfer
2 Statistical (not budget-relevant, no FYC 10UNA B17 10733 6910	10205 X USD 13,101.34 6 4100002331 2 Profit transfer
3 Real (Budget Relevant) 205KB P17 10255 2716	3010 USD 122,361.54 6 4100002331 3 Profit transfer

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.

Transfer	Transfer	Budget Relevance	Revenue	Follow-on Process
Variant	Туре			
Z1		Budget-Relevant	Not Spendable	n/a
Z2	Intra- volume	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. <i>Refer to following</i> section (3. Follow-on transactions for Replacement Cost)
Z5		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)"
27	Cross- Volume	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. <i>Refer to following</i> <i>section (3. Follow-on transactions for Replacement</i> <i>Cost)</i>

Follow-on Accounting Processes after Asset Transfer for STOs:

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.

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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.

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Enter Asset Posting: Add Asset item	
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G/L Account 27161010 FA Vehicle Light Wheeled Cost Company Code 1000 United Nations Trans.Type 125 Asset 3100009919 0 4X4 GENERAL PURPOSE HEAVY, TOYOTA, LANDCRUISER,	
Item 1 Debit asset / 70 Acq. Transfer CY Bud / ZRC Amount 3000 USD Tax code Calculate tax	Er Coding Block X
Quantity 1 EA Business Area P021 Trdg Part.BA Order Asset 3100009919 0	Business Area P021 Asset 3100009919 0 Order WBS Element Network
Assignment Text Vetwork More Long Texts	Commitment Item 27161010 Earmarked Funds 5900000010 1 Transactin Type 125 Materia
Next line item	

- 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).

First line	item		
PstKy	50 Account 63131020	SGL Ind TType	

- c. Amount: the Difference between the Netbook Value and the Replacement Cost.
- d. Select the More Button

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Calculate tax	Cost Center 10100
W/o Cash Dscnt	Order
Cost Center Order	Profit Center
WBS Element Profit Segment	Segment Partner Segment
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Protic center Sales Order	Fund 20BLB 🖸 Grant
More	Partner Fund
Assignment	Funded Program
Text V Long Texts	Functional Area Commitment Item 631310205
	Funds Center
Next Line Item	Sales Order
PstKy Account SGL Ind TType New co.code	Real Estate Obj
	✓ ③ ×

- 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	
Asset Accounting	ZAA_MASS_TFR Template
	Funds and Cost Management

Appendix 2: Notifications Report and Reference Table

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

E ² Let Edit Goto Notification Environment Settings System Help																		
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Display Service Notifications: List of Notifications																		
-																		
B	S Notification	Notif.date	Тур	Description	Order	Ord.	Sales Ord.	System status	UserStat	Asset	Equipment	TechIdentNo.	Code group	Code group text	Code	Coding code text	Cost Ctr	Functi
	10000040	16.06.2015	PW	Retirement without Revenue				NOPR	AAPD	3100000166	10023077	UN013836	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11426	20067
	10000041	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTS	REWA	3100000171	10023114	UN014936	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11454	20067
	10000042	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	DINP	3100000172	10023115	UN014937	UNWRTOFF	Write Off/Impairment Process Codes	UN10	Lost	11454	20067
	10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	REWA	3100000173	10023131	UN016230	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11454	20067
	10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTS	REWA	330000001	10023043	UN012920	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11426	20067
	10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTS	REWA	330000002	10023286	UN019235	UNWRTOFF	Write Off/Impairment Process Codes	UN01	Surplus	11414	20067
	10000046	16.06.2015	P1	Transfer				NOPR OSTS	ASGN	4100000119	10023208	UN017683	UNASSN	Assignment	UN03	Transfer	11444	20067
	10000047	16.06.2015	P1	Transfer				NOPR	APPR	510000006	10022914	UN005491	UNASSN	Assignment	UN03	Transfer	11477	20067
	10000048	16.06.2015	P1	Transfer				NOPR OSTS	ASGN	510000012	10023003	UN012068	UNASSN	Assignment	UN03	Transfer	11477	20067
	10000049	16.06.2015	PW	Impairment				NOPR OSTS	APPR	5200000051	10022967	UN008383	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067
	10000050	16.06.2015	PW	Impairment				OSNO OSTS	RQCR	520000092	10023259	UN018818	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067