

Table of Contents

Overview	2
Transactions and Reports	2
T1.1 - Asset Balances Report (S_ALR_87011963) using existing variants:	2
T1.2 - Asset Balances Report (S_ALR_87011963) searching for assets below capitalisation	
thresholds	4
T2 - Asset Master Validation Report (ZAAVALAS):	5
T3 - Retrieving all Real Estate Objects assigned to an Asset (RE80):	9
T4 - Displaying Building Real Estate Objects (RE80):12	2
T5 - Displaying Land Real Estate Objects (RE80):10	6
T6 - Functional Location Report (IL07):	C
T7 – Asset Equipment Reconciliation Report (ZAAEQASREC):	4
T8 – Identifying Equipment without Asset Records (IH08):	6
T9 – Display Asset Master	9
T10 – Asset Explorer (Values and Transactions)	1
T11 – Asset History Sheet	2
T12 – Ordinary Depreciation Report	4
T13 – Special (Unplanned) Depreciation Report	5
T14 – Asset Transactions Report	6

Overview

This Job Aid details several of the Fixed Asset reports within Umoja ECC. Business Intelligence (BI) Reports will not be covered in this document.

Transactions and Reports

T1.1 - Asset Balances Report (S_ALR_87011963) using existing variants:

- 1. Log in to Umoja ECC.
- Execute Transaction code S_ALR_87011963, or navigate to the following path in the SAP Menu... Accounting → Financial Accounting → Fixed Assets → Information System → Reports on Asset Accounting → Asset Balances → Balance Lists → Asset Balances → ... by Asset Number
- 3. Click on the 'Get Variant...' button in the toolbar



4. In the Find Variant window that appears, clear out the 'Created by' field and click on the 'Execute' button.

🔄 Find Variant	×
Variant Environment	4
Created by	
Changed by Original language	

5. In the next window to appear, select an appropriate variant based on what you would like to see, then click the green check.

Choose **ZVAL_EQ_ASSET** if you are looking for a report on Equipment Assets. Choose **ZVAL_RE_ASSET** if you are looking for a report on Real Estate Assets.

The major difference between the two variants is which Asset Classes will be displayed in the report.

/ariant catalog for	program RABEST_ALV01					
Variant name	Short Description		Protected	Changed by	Last changed	on
REALESTATELIST	by Asset Number - ONUCI	A			-	
SAP&ANLKL	by Asset Class	A		SAP	14.09.2000	-
SAP&ANUN1	by Asset Number	A		SAP		
SAP8ANLUE	by Asset Super Number	A		SAP		
SAPBAUDIT_ABW	Audit Current Book Value	A		SAP	07.01.2008	
SAP&AUDIT_ANLB	Audit Asset Balances	A	х	SAP	18.09.2000	
SAPBAV	by Worklst	A		SAP	13.09.2000	
SAP&GSBER	by Business Area	A.		SAP	13.09.2000	
SAPBIZWEK	SAP: by Reason for Investmnt	A	S	SAP	07.01.2008	
SAP&KOSTL	by Cost Center	A	5	SAP	07.01.2008	
SAP&STORT	by Location	A	S	SAP	07.01.2008	
SAP&WERK	by Plant	A		SAP	13.09.2000	
SAP&XGBAF	Current Book Values	A		SAP	13.09.2000	
POST_INT_EQ	Internal postload val for EQ	A		SKRUPNICK	15.04.2015	
POST_INT_RE	Internal postload val for EQ	A				
ZVAL_EQ_ASSET	validate equipment assets	A		C_CVICKERY	20.04.2015	
ZVAL RE ASSET	validate real estate assets	A		-		

6. From the 'Asset Balances' input screen, make selections to produce the desired report.

* In the case you want to see the current value of all Equipment or RE Assets in your business area, simply choose the appropriate variant in Steps 3-5 and then select your Business Area.

Asset number	٦	to	1
Subnumber		to	(

Asset Number: Use this to restrict the report to a given set of asset numbers

Selections			
Asset class	110	to	2
Business area		to	- E

Asset Class: Use this to restrict which asset classes are shown in the report. Use the 'Multiple Selection' button on the right to make multiple selections. **Business Area:** Select your business area

Settings		
Report date	31.12.2015	

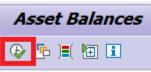
Report Date: This should always be set to the last day of the month.

Further settings		
Current book value	٦	

Current book value: Leave this checked if you want the report to show only the posted values. Uncheck it to see the planned values as of the chosen Report Date.



7. After all selections are made, click on the Execute button to generate the report

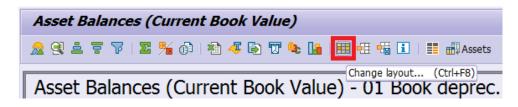


8. The report should be displayed...

As	Asset Balances (Current Book Value)											
		-										
<u> </u>	🧏 🔍 🏯 📅 🍞 🗷 🏂 🕼 🖄 🖑 🚱 📅 🎕 퉲 🌐 🖽 📲 🤀 🚺 🏥 🚮 Assets 🗋 WL 🛛 Add to worklist											
As	Asset Balances (Current Book Value) - 01 Book deprec.											
	Report date: 3	1.12.2	015 - Created on:	03.06.2	2015							
Class	Asset	SN *	Inventory number	Fund [^]	Grant	Descr ^	Capitalized on	Asset description	Σ Acquis.val.	Accum.dep.	Σ Book val.	Crcv
330	3300000000	0	KRT 03312		M1-32KRT-000002		17.11.2006	TOYOTA LANDCRUISER B6		80,216.96-	37,652.86	
F	3300000001		KRT 03309				17.11.2006	LANDCRUISER ARMOURED	96,520.71	65,687.71-	30,833.00	USD
	3300000002		KRT 03310				17.11.2006		96,520.71	65,687.71-	30,833.00	USD
	330000003		KRT 03311				17.11.2006		96,520.71	65,687.71-	30,833.00	USD
	330000004		KRT 03314				17.11.2006		96,520.71	65,687.71-	30,833.00	USD
	330000005		KRT 03313				17.11.2006		96,520.71	65,687.71-	30,833.00	USD
330 년	3								600,473.37	408,655.51-	191,817.86	USD
420	4200000228	0	KRT 03207	32KRT	M1-32KRT-000002		05.02.2013	HP DL580 COMPUTER SER	21,941.00	10,513.40-	11,427.60	USD
	4200000229		KRT 03208				05.02.2013		21,941.00	10,513.40-	11,427.60	USD
420 -	3								43,882.00	21,026.80-	22,855.20	USD
430	4300000220	0	KRT 03111	32KRT	M1-32KRT-000002		15.03.2011	CISCO WIRELESS CONTROL	9,277.10	8,890.55-	386.55	USD
	4300000221		KRT 03112				15.03.2011		9,277.10	8,890.55-	386.55	USD
	4300000222		KRT 01031				25.07.2007	CDM 600-203 MODEM SA	5,718.00	5,718.00-	0.00	USD
	4300000223		KRT 01032				25.07.2007		5,718.00	5,718.00-	0.00	USD
	4300000224		LBB-A-27932				29.11.2006	ERICSSON MD-110 TELEP	60,000.00	60,000.00-	0.00	
	4300000225		KRT 02204				17.07.2009	STONEGATE FIREWAL APP.		6,455.75-	0.00	
	4300000226		KRT 02205				17.07.2009		6,455.75	6,455.75-	0.00	
	4300000227		KRT 02236				19.05.2009	Blue Coat PACKETSHAPER	8,225.00	8,225.00-	0.00	USD

By default, the report will be grouped by Asset Class and have a yellow subtotal line for each asset class.

9. If you'd like to add/remove columns, change the sort order, or filter by specific values, you can click on the 'Change Layout...' button in the toolbar



T1.2 - Asset Balances Report (S_ALR_87011963) searching for assets below capitalisation thresholds.

Entities are reminded that items are capitalised automatically from the shopping cart based on the the material type. If a ZAST material is selected in a shopping cart then an asset shell is created and when the Goods Receipt is done the amount is automatically capitalised. ZAST materials are set up by OCSS centrally and the capitalisation of an item is based on its indicative average worldwide value.



Occassionally items may be capitalised as a result of the incorrect material number being used or because an appropriate material is missing from the catalogue and the user has selected a ZAST material in error.

If entities wish to search for items that may have been capitalised in error they can use S_ALR_87011963.

As mentioned capitalisation is now based on the items indicative global value for ZAST materials. When an asset is created and the actual cost falls below the capitalisation threshold, clarifications on actions needed (i.e. retirement? Is a new material needed?) should be sought from OCSS (PMU) pmusec@un.org

Asset Balances			
🚱 🔁 🗎 🚺			
Company code	[1000]]	to	
Asset number		to	
Subnumber		to	
Selections			
Asset class		to	2
Business area		to	
Cost center		to	(
Plant		to	
Location		to	(
Asset super number		to	
Worklist]	
Settings			
Report date	31.12.2016		
Depreciation area	01 B	ook deprec.	
Sort Variant	0001 0	o. code/bus. area/bal. item/B/S	acc
Translation method			
 List assets or main numbers only or group totals only 			
Display options			
Display variant			
Use ALV grid			
Further selections			
Balance sheet account		to	8
Capitalization date			
Acquisition value	1	.00 to 4,999	.00
Accumulated depreciation		to	
Beelevelee		A.2	



T2 - Asset Master Validation Report (ZAAVALAS):

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code **ZAAVALAS**
- 3. Click on the 'Get Variant...' button in the toolbar



4. In the window that opened, select an appropriate variant based on what you would like to see, then click the green check.

Choose **Z_EQ_ASSET** if you are looking for a report on Equipment Assets. Choose **Z_RE_ASSET** if you are looking for a report on Real Estate Assets.

The major difference between the two variants is which Asset Classes will be displayed in the report.

C ABAP: Variant Directory of Program ZAA_PR_RABEST_ALV01
Variant catalog for program ZAA_PR_RABEST_ALV01
Variant name Short Description
Z_EQ_ASSET Validate Equipment Assets
Z_RE_ASSET Validate Real Estate Assets

5. From the 'Asset Master Validation' input screen, make selections to produce the desired report.

Selections			
Asset class	110	to	
Business area	S100	to	P

Asset Class: Use this to restrict which asset classes are shown in the report. Use the 'Multiple Selection' button on the right to make multiple selections. By default, the variants will either select or exclude all Real Estate Asset Classes depending on which variant you selected in Step 4. **Business Area:** Select your business area

Settings

Report date

31.12.2015

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

Equipment Number	to	2	
Real Estate Object ID	to	2	

Equipment Number: Enter equipment numbers here to limit the selection of assets to those with matching equipment.

Real Estate Object ID: Enter Real Estate Object IDs here to limit the selection of assets to those with mathing Real Estate IDs.

6. After all selections are made, click on the Execute button to generate the report



7. The report should be displayed, but you should choose another layout that shows more information. Click the 'Select Layout...' button in the toolbar.



8. In the window that opens, select '/ZPOSTVAL' or '/AMR' to change the layout to show a different set of columns, sorts, and filters.

🔄 Choose Layo	ut	X
Layout setting	All	
Layout	Layout description	Default setting
/AMR	Asset Master Record	
/APV	Layout of Physical Verification	×
/SUBASSET	Layout for Sub asset creation	
/ZOBJLINK	Layout for Post-Load Validation	
/ZPOSTVA2	Layout for Post-Load Validation - 2	
/ZPOSTVAL	Layout for Post-Load Validation	
/ZPOSTVALSU	Layout for Subasset Post-load validatio	
< >		••



9. Review the report...

9 4 7 7	()	*1 🤻 🕒 🐨 🚹 🖩 🖷														
Asset Mas	ter '	Validation									_					
///////////////////////////////////////		Validation														
		2015 - Created on 03.06.20	15													
Company Code : (Asset Class : (Exc																
Asset Class : (EXC																
Asset SNo.	Class	Asset description	D Invent. no	Capitalized on	BusA Cost	Ctr Fund E	3P Func.	Area Gra	nt Fund	O WBS elem. PI	Use	Ord.dep.Start	Real Estat	Object No.	Equipment	Description of techr
300000236 0	430	ANDREW ES-46-CC92 SAT	SIL 06386	28.11.2006	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.11.2006			10008997	ANDREW ES-46-CC
300000237		CISCO WS-C4503-E, WS-X	KRT 02134	09.12.2013	S100 1156	2 32KRT	499 09AD	0001 M1	3 11562	SB-001096 1	4	01.12.2013			10008964	CISCO WS-C4503-
300000238		CISCO WS-C4503-E, WS-X	KRT 02135	09.12.2013	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	4	01.12.2013			10008965	CISCO WS-C4503-
300000239		CISCO WS-C4503, WS-X45	KRT 03315	07.06.2013	S100 1156	2 32KRT I	499 09AD	0001 M1-	3 11562	SB-001096 1	4	01.06.2013			10008969	CISCO WS-C4503,
300000240		TRANSCEIVER SATELLITE	LBB-A-14245	06.11.2013	S100 1156	2 32KRT I	499 09AD	0001 M1-	3 11562	SB-001096 1	7	01.11.2013			10008970	TRANSCEIVER SAT
300000241		CISCO WS-C4503-CAT4500	KRT 03056	11.02.2011	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	4	01.02.2011			10008971	CISCO WS-C4503-
300000242		BLUE COAT PACKETSHAPE	KRT 03182	04.11.2011	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	4	01.11.2011			10008972	BLUE COAT PACK
300000243		RFT-500-40 TRANSCEIVER	MIK 09481	17.06.2008	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.06.2008			10008975	RFT-500-40 TRAN
300000244		RFT-500-00 TRANSCEIVER	SIL 08239	17.05.2013	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.05.2013			10008977	RFT-500-00 TRAN
300000245		COMTECH EFDATA CDM57	KRT 03175	25.10.2011	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.10.2011			10008978	COMTECH EFDATA
300000246		COMTECH EFDATA CDM57	KRT 03176	25.10.2011	S100 1156	2 32KRT I	499 09AD	0001 M1-	3 11562	SB-001096 1	7	01.10.2011			10008979	COMTECH EFDATA
300000247		COMTECH EFDATA CDM57	KRT 03177	25.10.2011	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.10.2011			10008980	COMTECH EFDATA
40000019	440	EVS BROADCAST VIDEO SE	KRT 03189	22.03.2012	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.03.2012			10008963	EVS BROADCAST V
40000020		EVS IP DIRECTOR WORKS	KRT 03191	22.03.2012	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.03.2012			10008966	EVS IP DIRECTOR
400000021		Tandberg Tactical MXP	KRT 01822	30.10.2008	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.10.2008			10008973	Tandberg Tactical
400000022		Tandberg Tactical MXP	KRT 01823	30.10.2008	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.10.2008			10008974	Tandberg Tactical
40000023		Tandberg 3000MXP	KRT 01686	30.10.2008	S100 1156	2 32KRT I	499 09AD	0001 M1	3 11562	SB-001096 1	7	01.10.2008			10008976	Tandberg 3000MX
80000010	480	X-RAY EQUIPMENT BAGGA	KRT 01034	08.08.2007	S100 1156				3 11562		5	01.08.2007			10008998	X-RAY EQUIPMENT
800000011		X-RAY EQUIPMENT BAGGA	KRT 01040	08.08.2007	S100 1156	2 32KRT I	499 09AD	0001 M1-	3 11562	SB-001096 1	5	01.08.2007			10008999	X-RAY EQUIPMENT

With the '/ZPOSTVAL' layout selected there are many columns displaying information about the Asset Master record on the left, and there are a few columns that display information from any associated Real Estate Objects or Equipment Records.

10. If you'd like to add/remove columns, change the sort order, or filter by specific values, you can click on the 'Change Layout...' button in the toolbar





T3 - Retrieving all Real Estate Objects assigned to an Asset (RE80):

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code RE80
- 3. Click on the 'Information System' button

뤔 Object Overview	
🛗 Find Object	
🖉 Resubmission	
Appointment Calendar	
Information System	
🔁 Tools	

4. In the list tree below the Information System button, click on 'Master Data' and then doubleclick on 'Object Assignments'.

iii Information System	
🕂 Tools	
 Information System 	-
Master Data	-
 Business Entities 	
• 😫 Buildings	
• 🖹 Land	
• 🖹 Rental Objects	
 Occupancy of Rental Objects 	
 Architectural Objects 	
 Object Assignments 	
 Resubmission Dates 	33
 Reminder Dates for Usage Objects 	
 Fixtures/Fittings for Master Data 	
 Fixt./Fittings for Architectural Objects 	
Contracts	
🕨 🧰 Real Estate Search	

5. From the 'Info System: Object Assignment' screen, click on the 'Dynamic Selections' button in the toolbar.



- 6. From the Dynamic Selections list that appeared at the top-left of the window, navigate to and doubleclick on the following two items:
 - Building \rightarrow Authorization Group
 - Land \rightarrow Authorization Group

Umoja Foundation Training

7. In the Dynamic Selections region at the top-right of the window, click on the selection box for the field next to 'Authorization Group' beneath 'Building' and select your entity from the list that opens. Then repeat the same for the 'Authorization Group' beneat 'Land'.

Dynamic selections	
Building	
Authorization Group	EXAMPLE
Land	
Authorization Group	EXAMPLE 📑

8. From the 'Output options' region towards the bottom of the screen, check the box for 'Use grid control'.

Output options	
Report Title	Info System: Object Assignment
Layout	
Use Grid Control	

9. Now that all selections have been made, click on the Execute button to generate the report

Info	System: Object Assignment
₽)≣(Selection via Sets

10. The report should be displayed showing Real Estate objects that are assigned to an Asset, but it does not show components/sub-assets.

on 04.06.2015		•	▲ - 20 ① 鼠 Key D	ate [04.06.2015											
9 3 4 7	6		60.0.E.													
object ID	Vald From	To ObjectType	Object ID	Info.	Lead_Asset Assgnd A_	Unit GeN	tu Poss. From	Poss	Opt. Ra	Plan Date	Eff.Date	Location Name	Name	Me.	ResObjType Re	sObjType Row
U 1000/200678/1	01.01.1975	Asset	EXA 1000/1200001541/0									Block A	Block A			01.01
U 1000/200678/2	01.01.1975	Asset	FXA 1000/1200001542/0									Block B	Block B			01.01
U 1000/200678/3	01.01.1975	Asset	FXA 1000/1200001543/0	0								Block C	Block C			01.01
U 1000/200678/4	01.01.1975	Asset	FXA 1000/1200001544/0									Block D	Block D			01.01
U 1000/200678/5	01.01.1975	Asset	FXA 1000/1200001545/0									Block E	Block E			01.01
U 1000/200678/6	01.01.1975	Asset	FXA 1000/1200001546/0		0							Block F	Block F			01.01
U 1000/200678/7	01.01.1975	Asset	FXA 1000/1200001547/0	0	0							Block G	Block G			01.01
U 1000/200578/8	01.01.1975	Asset	FXA 1000/1200001548/0		0							Block	Block			01.01
U 1000/200678/9	01.01.1975	Asset	FXA 1000/1200001549/0									Block	Block			01.01
U 1000/200678/	01.01.1975	Asset	FXA 1000/1200001550/0		0							Block	Block			01.01
U 1000/200678/	01.01.1975	Asset	FXA 1000/1200001551/0									Block I	Block I			01.01
U 1000/200678/	01.01.1975	Asset	FXA 1000/1200001552/0		0							Block J	Block J			01.01
U 1000/200678/	01.01.1981	Asset	EXA 1000/1200001553/0		0							Block M	Block M			01.01
U 1000/200678/	01.01.1981	Asset	EXA 1000/1200001554/0		0							Block N	Block N			01.01
U 1000/200678/	01.01.1981	Asset	FXA 1000/1200001555/0									Block P	Block P			01.01
U 1000/200678/	01.01.1981	Asset	FXA 1000/1200001556/0									Block Q	Block Q			01.01
U 1000/200678/	01.01.1981	Asset	FXA 1000/1200001557/0									Block R	Block R			01.01
U 1000/200678/	01.01.1981	Asset	FXA 1000/1200001558/0	0	0							Block S	Block S			01.01
U 1000/200678/	01.01.1981	Asset	EXA 1000/1200001559/0	0	0							Block T	Block T			01.01
U 1000/200678/	01.01.1991	Asset	FXA 1000/1200001560/0	D	0							Block U	Block U			01.01
U 1000/200678/	01.01.1991	Asset	FXA 1000/1200001561/0									Block V	Block V			01.01
U 1000/200678/	01.01.1991	Asset	FXA 1000/1200001562/0		0							Block W	Block W	1		01.01
U 1000/200678/	01.01.1991	Asset	FXA 1000/1200001563/0									Block X	Block X			01.01
U 1000/200678/	01.01.1981	Asset	EXA 1000/1200001564/0									Centra	Centra			01.01
U 1000/200678/	01.01.1981	Asset	FXA 1000/1200001565/0									Centra	Centra			01.01

11. (optional step) To drill down into an individual Real Estate Usage Object, double click on the line under the first column on the left. This will bring you to the usage object, whether it is a Building or Land.

Pilding 1000/20067	8/1 Display: Value
 <	2 🖡 🖉 🌔 🌐 🐇 🧾 🗉
Building 1000/200678/1	Block A
General Data Value Measureme	ents Posting Parameters Assignments
Value	
Building Value	0.00 USD
Date of Valuation	
Modernization 01.01.2014	
End of Useful Life	
	End of usage 01.01.2019
End of Useful Life	End of usage 01.01.2019

Review the 'Value' tab in this new screen to see the values and dates stored in the Real Estate module.

Review the 'Assignments' tab to see the linkage to the Asset Master record.

Click 'Back' at the top of the screen to go back to the previous report.

¢	<u>B</u> uilding	<u>E</u> dit	Extr <u>a</u> s		
C			• « 🖯	🔊 🔊 🛛	

12. (optional step) In order to copy the list of Real Estate Keys for use in the Building and Land reports, scroll to the top of the report and press CTRL + Y on your keyboard. Now click and drag from the top-left cell in the table and drag all the way down to the bottom-left cell in the table. Press CTRL + C to copy these values.



T4 - Displaying Building Real Estate Objects (RE80):

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code RE80
- 3. Click on the 'Information System' button

뤔 Object Overview	
🛗 Find Object	
🕮 Resubmission	
Appointment Calendar	
Information System	
🐺 Tools	

4. In the list tree below the Information System button, click on 'Master Data' and then doubleclick on 'Buildings'.

iii Information System	
Fie Tools	
Information System	
 Master Data 	Ŧ
 Indicate statistics 	
• 📳 Buildings	
• 📴 Land	
 Rental Objects Occupancy of Rental Objects 	
Architectural Objects	
• 🖹 Object Assignments	
 Resubmission Dates 	33
 Reminder Dates for Usage Objects 	
Fixtures/Fittings for Master Data	
Ext./Fittings for Architectural Objects Contracts	_
Real Estate Search	

5. From the 'Info System: Buildings' screen, click on the 'Dynamic Selections' button in the toolbar.



- 6. From the Dynamic Selections list that appeared at the top-left of the window, navigate to and doubleclick on the following three items:
 - Building \rightarrow Real Estate Key
 - Building \rightarrow Authorization Group
 - Building \rightarrow Building Value

7. In the Dynamic Selections region at the top-right of the window, click on the selection box for the field next to 'Authorization Group' and select your entity from the list that opens.

EXAMPLE	
	EXAMPLE

8. (optional step) If you want to restrict the report to only show buildings for which there is an Asset assigned, you must follow all steps in section "*Retrieving all Real Estate Objects assigned to an Asset.*" You may open a separate window to keep your place by clicking the 'Creates New Session' button shown below.



After following those instructions you should have a list of Real Estate Keys copied. Now, back in the 'Dynamic selections' section of the Building report, click on the Multiple Selection button to the right of the Real Estate Key field.

Dynamic selections		
Building		
Real Estate Key		<u> </u>
Authorization Group	EXAMPLE	
Building Value		

Click on the 'Upload from clipboard' button, shown below.

Multiple Selection for Real Estate Key				(
Select Single Values Select Range	s Exclude Sir	ngle Values	Exclude Ranges	
). Single value		FTT		
	D			
		•		
	4	•		
	Ø	/	B 🔂 💼 主 Multiple	selection 📭 💽

Click on the 'Copy' button 🚱 to accept your selection.

9. If you want to restrict the report to only show buildings of a certain value range or set, you can enter a value in the Building Value field, or you can click on the multiple selection button to list several values or a range. You may also double-click the white box to change the selection operator.

	2
EXAMPLE	
	2
	EXAMPLE

- 10. From the 'Output options' region towards the bottom of the screen...
 - Check the box for 'Use grid control'
 - Change the Layout to '/ZBLD_ASSET'

Output options	
Report Title	Info System: Buildings
Report Profile	
Layout	/ZBLD ASSET Cluster 3 BU_Asset Report
Use Grid Control	

11. After all selections are made, click on the Execute button to generate the report



12. The report should be displayed...

Info System: Buildings On 04.06.2015

On 04.0	06.2015			▼▲▼ 880 円	Key Date 04	.06.2015						
CoCode	Bus.ent.	Building	Auth. Grp Desc.	Building Name	Obj. From	Auth.Group	BldValOld	Modernization	End of usage	BusA	Func	
1000 🗗	200678	<u>1</u>	UN Office at Nairobi	Block A	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	٠
1000	200678	2	UN Office at Nairobi	Block B	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	Ŧ
1000	200678	<u>3</u>	UN Office at Nairobi	Block C	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>4</u>	UN Office at Nairobi	Block D	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>5</u>	UN Office at Nairobi	Block E	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>6</u>	UN Office at Nairobi	Block F	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>Z</u>	UN Office at Nairobi	Block G	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>8</u>	UN Office at Nairobi	Block H1	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>9</u>	UN Office at Nairobi	Block H2	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	
1000	200678	<u>10</u>	UN Office at Nairobi	Block H3	01.01.1975	UNON	0.00	01.01.2014	01.01.2019	S300	29AC	

13. You can click on the lines in the 3rd column (titled 'Building') to drill down to the Building Usage Object level. The values and dates found here are from data stored in the Real Estate module, not from the Asset record. Review the 'Value' and 'Assignments' tabs.

Para Building	1000/20067	8/2 Display	: Value	
🗇 🔿 🌮 🗋 🖷	🔁 🖆 🏴 🖉 -	🖸 🔂 🔊 🤣	0 🖨 🔺	5 A 🚊 🗆
Building	1000/200678/2		Slock	в
General Data V	alue Measureme	ents Posting Pa	irameters	Assignments
Value				
Building Value		0.00 USD		
Date of Valuation				
Modernization	01.01.2014			
End of Useful Life				
		End of usage	01	.01.2019



T5 - Displaying Land Real Estate Objects (RE80):

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code RE80
- 3. Click on the 'Information System' button

🖥 Object Overview	
🚻 Find Object	
🖉 Resubmission	
Appointment Calendar	
Information System	
🕶 Tools	

4. In the list tree below the Information System button, click on 'Master Data' and then doubleclick on 'Buildings'.

iii Information System	
📲 Tools	
T - Information Custom	
 Information System 	
 Master Data 	÷.
 Business Entities 	
• 🖆 Buildings	
• 🖹 Land	
 Rental Objects 	
 Image: Book of Participation Provide the Participation Pr	
 Architectural Objects 	
 E Object Assignments 	
• 🖹 Resubmission Dates	33
 Reminder Dates for Usage Objects 	
 Fixtures/Fittings for Master Data 	
 Fixt./Fittings for Architectural Objects 	
Contracts	
🕨 🧀 Real Estate Search	

5. From the 'Info System: Land' screen, click on the 'Dynamic Selections' button in the toolbar.



- 6. From the Dynamic Selections list that appeared at the top-left of the window, navigate to and doubleclick on the following two items:
 - Land \rightarrow Real Estate Key
 - Land \rightarrow Authorization Group
 - Land \rightarrow Land Value



7. In the Dynamic Selections region at the top-right of the window, click on the selection box for the field next to 'Authorization Group' and select your entity from the list that opens.

Land Real Estate Key	Dynamic selections		
Authorization Group	Land		
	Real Estate Key		2
Land units	Authorization Group	EXAMPLE	
Land value	Land value		

 (optional step) If you want to restrict the report to only show land for which there is an Asset assigned, you must follow all steps in section "*Retrieving all Real Estate Objects assigned to an Asset.*" You may open a separate window to keep your place by clicking the 'Creates New Session' button shown below.



After following those instructions you should have a list of Real Estate Keys copied. Now, back in the 'Dynamic selections' section of the Land report, click on the Multiple Selection button to the right of the Real Estate Key field.

Dynamic selections		
Land		
Real Estate Key		
Authorization Group	EXAMPLE	B
Land value		

Click on the 'Upload from clipboard' button, shown below.

C Multiple Selection for Real Estate Key			λ	3
Select Single Values Select Ranges Exclu	de Sing	le Va	alues / Exclude Ranges	
O. Single value				
	•	*		
			S S T I Multiple selection. R]

Click on the 'Copy' button 🚱 to accept your selection.

9. If you want to restrict the report to only show land of a certain value range or set, you can enter a value in the Land Value field, or you can click on the multiple selection button to list several values or a range. You may also double-click the white box to change the selection operator.

Dynamic selections		
Land		
Real Estate Key		
Authorization Group	EXAMPLE	
Land value		<u> </u>

- 10. From the 'Output options' region towards the bottom of the screen...
 - Check the box for 'Use grid control'
 - Change the Layout to '/ZLAND_ASSET'

Output options		
Report Title	Info System: Land	
Report Profile		
Layout	/ZLAND ASSET	Land Report for Assets
Use Grid Control		

11. After all selections are made, click on the Execute button to generate the report



12. The report should be displayed...

Info	Syster	m: La	and On 04.06.2015								
On 04.0	On 04.06.2015 Very 😵 🕑 🔛 Key Date 04.06.2015										
CoCd [↑]	Bus.ent.	Land	Name of Land	Obj. From	Auth.Group	Land value	Develop.plan	Lnd.val.dt	Plan dated	Func. Area	
1000 🗗	200678	<u>400</u>	Tower Mast	01.01.2009	UNON	282,709.96	56541.99	01.01.2014	01.01.2034	29ACH003	
		<u>401</u>	Incomers	01.01.2007	UNON	879,702.76	205263.98	01.01.2014	01.01.2037	29ACH003	
		<u>402</u>	Emergency Power Supply-UNRC	01.01.2008	UNON	62,788.86	15069.33	01.01.2014	01.01.2033	29ACH003	
		<u>403</u>	Emergency Power Supply-CMMF	01.01.2006	UNON	6,648.91	2127.65	01.01.2014	01.01.2031	29ACH003	
		<u>404</u>	Emergency Power Supply-NOF	01.01.2010	UNON	56,938.42	9110.15	01.01.2014	01.01.2035	29ACH003	
		<u>405</u>	Emergency Power Supply-Other UNON generators count	01.01.2012	UNON	176,637.27	14130.98	01.01.2014	01.01.2037	29ACH003	
		406	Electrical Supply Distribution-Old plantroom	01.01.1978	UNON	120,046.35	96037.08	01.01.2014	01.01.2019	29ACH003	
		407	Electrical Supply Distribution-Plant room West	01.01.1983	UNON	196,855.17	157484.13	01.01.2014	01.01.2019	29ACH003	
		408	Electrical Supply Distribution-Plant room East	01.01.2009	UNON	517,288.70	103457.74	01.01.2014	01.01.2034	29ACH003	
		409	Electrical Supply Distribution-NOF	01.01.2010	UNON	14,315,294.24	2290447.08	01.01.2014	01.01.2035	29ACH003	
		410	Complex Lighting-External Lighting	01.01.1984	UNON	13,564,794.17	10851835.34	01.01.2014	01.01.2019	29ACH003	
		411	Complex Lighting-UNRC	01.01.2003	UNON	118,335.95	52067.82	01.01.2014	01.01.2028	29ACH003	
		<u>412</u>	Complex Lighting-CMMF	01.01.2006	UNON	15,148.47	4847.51	01.01.2014	01.01.2031	29ACH003	

13. You can click on the lines in the 3rd column (titled 'Land') to drill down to the Land/Property Usage Object level. The values and dates found here are from data stored in the Real Estate module, not from the Asset record. Review the 'Value' and 'Assignments' tabs.

Property 1000/200678/401 Display: Value						
수 수 % 🗅 🖶 🖆 🔑 🖉 🤌 🔂 🕫 🖉 🖓 🚔 🎩 💷 🗓						
Property 1	000/200678/401 GY Incomers					
General Data Value	Measurements Posting Parameters Assignments Archite					
Value						
Land value	879,702.76 USD/M2 Land value date 01.01.2014					
End of Useful Life						
Development plan	205263.98					
Plan dated	01.01.2037					



T6 - Functional Location Report (IL07):

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code IL07
- 3. If you want this report to show functional locations for all plants and entities, skip this step and continue from step 4.

Click on the 'Dynamic Selections' button in the toolbar. In the left-hand side window that opens, navigate to and double-click on Functional location \rightarrow Maintenance plant

Then in the right-hand side window, select the field 'Maintenance plant' under the 'Functional

location' section and click on the search help button \square to select the appropriate plant.

Multi-Level FunctLocation List : FunctLocation Selection						
🕸 🧾 🗉						
	Dynamic selections					
 Functional location 	Functional location					
Structure indicator	Structure indicator					
FunctLocCategory	FunctLocCategory					
Created on	Created on					
Created by	Created by					
Reference location	Reference location					
EunctLocDescrip.						
• 🖹 Maintenance plant	FunctLocDescrip.					
	Maintenance plant KE00 🗇					

4. De-select all checkboxes in the Filter section except for FunctLoc, Class, and Characteristic

Filter			
✓ FunctLoc	Partners	Permit	
EquipUsagePeriod	Equipment	Notification	
Order	Class	Characteristic	
Document	Object link	Measuring point	
MeasDocument	Maintenance Item	Maintenance Date	
Maintenance Packages	Operations		

5. Click on the Class button.

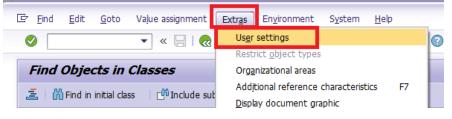
Multi-Level FunctLocation List : FunctLocation Selection							
♦)≣							
FunctLocation selection							
Functional Location		to					
Period	04.06.2015	to	04.06.2015				
Partners 🔹							
Selection Profile							
	Class		Address 🗙				



- 6. Click the field next to Class and click the drop down button. Click the *square* green check button in the window that opens.
- 7. Select ZFLCOMPONENT and click the Kerner green check button.

Keyword	Language	Ту.	Class
RE-FX BUILDING COMPONENT FLOC CLASS	EN	003	ZFLCOMPONENT
REAL ESTATE ARCHITECTURAL OBJECTS	EN	003	REALESTATE

- 8. On the Find Objects in Classes screen, click on the 'Find in initial class' button in the toolbar. If this button is inactive or gray, press enter on your keyboard.
- 9. To ensure you have the full set of results, click on the Extras menu on the top of the screen, and then user settings.



10. In the 'Maintain User Settings' window, go to the 'Find object' tab and change 'Maximum hits' to 999. Click on the green checkmark button.

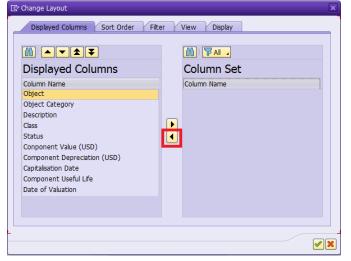
Char. val. asmt Find object Gen	eral settings Default values
Display options for search result	Find object
 Object key Description Object key and description 	 ✓ Default find string ✓ Display class hierarchy
 ✓ Obj. Type Classification status 	Scope of search result Objs with chars but no values Locked assignments
Sorting of search result	Incomplete assignments
 ✓ Sort ascending ✓ Sort by object type first ○ No Sorting ● By object key ○ By object name 	With released assignments Maximum hits



- 11. Click on the 'Find in initial class' button again to refresh the results.
- 12. Click on the 'Layout' button and then click 'Change Layout'.

	🖌 🖽	, it is m (, it is a log , it
	₽ Eo	<u>C</u> hange Layout
B	Object	Save Layout
	200165.	Delete Layout
	200165.	001.EX.FB Fun
	200165.	001.EX.SS Fun

13. Click on the left arrow button in the middle of the screen several times until the right-hand list is empty and the left-hand list is full. Click on the 🖉 green check button when done.



14. The report should be displayed...

	7 (M (M (V) 🕒 🗗 , 📴 , 💽 , 💌	<u>a</u>		684	Hits				
Object	Object Category	Description	Class	Status	Conponent Value (USD)	Component Depreciation (USD)	Capitalisation Date	Component Useful Life	Date of	
200165.001.EX.EC	Fun	Secretariat Building-Exterior-EC	ZFLCOMPONENT	1	81,230,325.29	1,624,606.51	01.01.2012	51		
200165.001.EX.FB	Fun	Secretariat Building-Exterior-FB	ZFLCOMPONENT	1	21,134,436.70	10,567,218.35	01.01.1952	89		Ŧ
200165.001.EX.SS	Fun	Secretariat Building-Exterior-SS	ZFLCOMPONENT	1	153,529,660.00	3,070,593.00	01.01.1952	113		-
200165.001.IN.FB	Fun	Secretariat Building-Interior-FB	ZFLCOMPONENT	1	54,967,810.00	0.00	01.01.2012	21		
200165.001.IN.IC	Fun	Secretariat Building-Interior-IC	ZFLCOMPONENT	1	86,902,596.42	4,345,129.82	01.01.2012	21		
200165.001.RF.RF	Fun	Secretariat Building-Roofing-RF	ZFLCOMPONENT	1	1,370,200.89	68,510.04	01.01.2012	21		
200165.001.SV.CS	Fun	Secretariat Building-Services-CS	ZFLCOMPONENT	1	37,684,813.53	1,507,392.54	01.01.2012	26		
200165.001.SV.EL	Fun	Secretariat Building-Services-EL	ZFLCOMPONENT	1	157,352,480.00	2,979,827.68	01.01.2012	26		
200165.001.SV.F	Fun	Secretariat Building-Services-F	ZFLCOMPONENT	1	21,635,638.00	442,474.23	01.01.2012	26		
200165.001.SV.HV	Fun	Secretariat Building-Services-HV	ZFLCOMPONENT	1	145,625,720.00	3,192,129.42	01.01.2012	26		*
200165.001.SV.PB	Fun	Secretariat Building-Services-PB	ZFLCOMPONENT	1	25,970,844.00	714,060.09	01.01.2012	26		Ψ.
	< >								4 🕨	



15. If you would like to extract this report to an Excel spreadsheet...

Click on the Export button and select 'Spreadsheet'

	n (% (*) .		
Object	Object Category	Description	<u>S</u> preadsheet
200165.001.EX.EC	Fun	Secretariat B	Word processing
200165.001.EX.FB	Fun	Secretariat Bu	

Select 'Excel (in Office 2007 XLSX Format)' from the 'Select from All Available Formats' dropdown. Click on the green check and then choose a file location to save it to.

🔄 Select Spreadsheet	×
Formats:	
O Excel (in MHTML Format)	
OpenOffice (in OpenDocument Format 2.0)	
• Select from All Available Formats	
Excel (in Office 2007 XLSX Format)	
Always Use Selected Format	
	X

Click on 'Allow' in any security prompts that pop up. The file should open afterwards in Excel.



T7 – Asset Equipment Reconciliation Report (ZAAEQASREC):

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code **ZAAEQASREC**
- 3. Click on the 'All Selections' button to display all selection fields.

Asset Equipment Reconciliation									
🕸 🔁 🔳 🖬									
Company code	1000	to	(
Selections									
Asset class	[]ס	to	(
Settings									
Report date	30.06.2015								

4. In the 1st section you may enter a set of Asset numbers to limit the report for a specific set of assets by their asset number / subnumber.

Company code	1000	to	
Asset number		to	(
Subnumber		to	_

5. In the 2nd section you may choose to limit the report to assets with a certain set of criteria.

Selections		
Asset class	to	
Fund	to	
Funds Center	to	
Grant	to	
Functional area	to	
Business area	to	
Cost center	to	
Plant	to	
Location	to	
Asset super number	to	
		_
Worklist		

6. The 3rd section allows you to change the Report date, but it will default to the last day of the current month, which is desired in most cases.



Settings		
Report date	30.06.2015	

7. The bottom section allows you to run the report for specific search criteria within the equipment master records.

Equipment Number	to	2
Equipment Category	to	2
Functional Location	to	_
Object Type	to	_
Plant	to	_
Storage Location	to	
Material Group	to	_
System Status	to	
User Status	to	P
Status Change Date	to	P

8. Run the report by clicking the 'Execute' button in the toolbar.



9. The report is displayed. Information is displayed for all selected assets and associated equipment.

Ass	et Equ	lipme	ent Recon	cilia	ation										
9	4 7	7 d) i 🖈 🦧 🖡	1	7 📭 🖽 📲 🗉										
				_											
Ass	Set E	quip	ment ke	CO	nciliation										
R R	eport D	ate: 30	.06.2015 - Cr	eate	d Date: 15.06.2015										_
Asset	Class : (Exclude	lude - EQ) 100	10											-
CoCode	Fund	Class	Asset	SNo.	Asset description	Descrip. 2 Capitalized on	Deact.Date	AsstSupNo.	. BusA	Cost Ctr Int. order	WBS elem.	Funds Ct	r Grant	Func. Area Sdo	ov
1000	32DDN	310	3100000535	0	Vehicle, Landcruiser Hardtop, 5 Door 10 seater	13.03.2008		9500	S200	11152		11152	M1-32DDN-000097	27AC0001	-
1000	32DDN	310	3100000536	0	Vehicle, Corolla I.8 Gli	23.02.2011		9500	S200	11152		11152	M1-32DDN-000097	27AC0001	-
1000	32DDN	310	3100000537	0	Toyota,Corolla	08.03.2009		9500	S200	11153		11153	M1-32DDN-000083	27AC0001	
1000	32DDN	310	3100000538	0	Toyota, Corolla	08.03.2009		9500	S200	11153		11153	M1-32DDN-000083	27AC0001	
1000	32DDN	310	3100000539	0	Volkswagen, Touareg	01.02.2012		9500	S200	11153		11153	M1-32DDN-000083	27AC0001	
1000	32DDN	310	3100000540	0	Toyota, Land Cruiser	29.08.2012		9500	S200	11153		11153	M1-32DDN-000083	27AC0001	
1000	32DDN	310	3100000541	0	Toyota,Hulix	16.08.2006		9500	S200	11153		11153	M1-32DDN-000083	27AC0001	
1000	32DDN	310	3100000542	0	Toyota, Land Cruiser	18.11.2008		9500	S200	11153		11153	M1-32DDN-000083	27AC0001	
1000	32DDN	310	3100000543	0	LANDCRUISER -200 Station Wagon-137/61A	01.10.2011		9500	S200	11147		11147	M1-32DDN-000065	27AC0001	
1000	32DDN	310	3100000544	0	Toyota Corolla Sedan	01.09.2009		9500	\$200	11100		11100	M1-32DDN-000087	27AC0001	



T8 – Identifying Equipment without Asset Records (IH08):

Occasionally entities may use an incorrect material type or a requisitioner of an entity with a lower capitalisation threshold may forget to manually select Account Assignment Asset. In these cases an Asset Master is not automatically created. The below report will help you identify items that have an Equipment Master but no Asset Master (i.e. have not been capitalized).

- 1. Log in to Umoja ECC.
- 2. Execute Transaction code IH08
- 3. Scroll down to the 'General Data' region and enter your capitalization threshold (e.g. \$5,000.00) into the 'Acquisition Value' field.

[NB this is the Document Currency amount, i.e. it could be non-USD, ensure you search for the equivalent non-USD amount that relates to your minimum capitalisation threshold] Then double-click on the field to bring up the 'Maintain Selection Options' window and double-click on *Greater than Or Equal to* from the list.

General Data			*
Technical obj. type		to	
Equipment category		to	(
AuthorizGroup		to	
Inventory number		to	
Size/dimension		to	
Weight of object		to] 🔁 📲
Unit of weight		to	
Vendor		to	
Acquisition date		to	
Acquisition Value	2 5,000.00	to] 🔁
Currency		to	

٦	laintain Selection Options	X
Acq	uisition Value	
Sel.	Description	
	Single Value	
2	Greater than or Equal to	
2	Less than or Equal to	
>	Greater than	

4. Scroll down to the 'Location Data' region and click on the 'Maintenance plant' field. Click the search help button next to the field and choose the plant you would like to view equipment for.

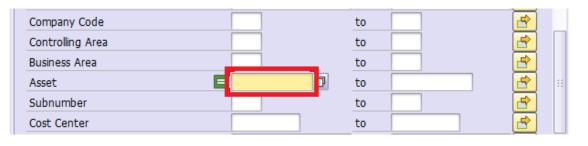
Location Data			
Maintenance plant	ð	to	
Location		to	

Umoja Foundation Training

5. Further down in the 'Location Data' region, double-click on the 'Asset' field to bring up the 'Maintain Selection Options' window.

A.) To display a report showing only Equipment without an assigned Asset record, double-click on *Single Value* from the list, while leaving content of the Asset field empty (blank).

B.) To display a report showing only Equipment that are linked to existing Assets, double-click on *"Not Equal to"* from the list, while leaving content of the Asset field empty (blank).



🔄 Maintain Selection Options										
Asset										
Sel	Description									
=	Single Value									
2	Greater than or Equal to									
≦	Less than or Equal to									
>	 Greater than 									
<	Less than									
ŧ	Not Equal to									

6. Run the report by clicking the 'Execute' button in the toolbar.



7. The report should be displayed.

Dis	Display Equipment: Equipment List												
9	9 () 4 B R 🛓 🔻 🔽 🐚 🔲 🖓 🕿 🕒												
			las a lasas	<u>.</u>	_								
🖹 S	Object number	Equipment	Pint PiPi	Description of technical object	C TechID	Object type	Functional Loc.			Model number	ManufSerialNumber	Manufacturer of a	÷
	IE000000000010011836	10011836	KE00 KE00	MACHINE PUNCHING PLATE BACHER	M UN004458	45000000	200678.031.01	1500010440		2005	1439		-
	IE000000000010011837	10011837	KE00 KE00	MACHINE PUNCHING PLATE HEIDELBERG	M UN004459	45000000	200678.031.01	1500010440		NONE	NONE		•
	IE000000000010011838	10011838	KE00 KE00	MACHINE FOLDING PLATE HEIDELBERG	M UN004460	45000000	200678.031.01	1500010440		NONE	NONE		
	IE000000000010011839	10011839	KE00 KE00	PAPER DRILL MACHETY	M UN004474	45000000	200678.031.01	1500010440		VENUS93	NONE	MACHETY	
	IE000000000010011840	10011840	KE00 KE00	STAPLER BULK HOHNER	M UN004475	45000000	200678.031.01	1500010440		25/40	93.040.230	HOHNER	-
	IE000000000010011842	10011842	KE00 KE00	STAPLER BULK HOHNER	M UN004477	45000000	200678.031.01	1500010440		276	99.12531/0286	HOHNER	
	IE000000000010011847	10011847	KE00 KE00	PROJECTOR SANYO BIG	M UN004500	45000000	200678.030.01	1500001517		PLC-XF45	G5Y05080	SANYO	
	IE000000000010011867	10011867	KE00 KE00	RESPIRATORY VENTILATOR NEWPORT	M UN004845	42000000	200678.006.01	1500009145		HT50	4103946	NEWPORT	
	IE000000000010011884	10011884	KE00 KE00	OVEN FAGOR	M UN004911	52000000	200678.037.01	150000080		R-696513		FAGOR	
	IE000000000010011917	10011917	KE00 KE00	DEEP FRIER	M UN005232	52000000	200678.030.01	1500001449		NONE	NONE		
	IE000000000010011937	10011937	KE00 KE00	TURN STYLE GATE	M UN005350	46000000	200678.035	1500010505		3TURNSTILE			
	TE000000000010011938	10011938	KEUU KEUU	PAVILION EXIT GATE	M LIN005351	4600000	200678-035	1500010505			NONE		



- 8. If you'd like to find the Material Group to help determine the asset class for one equipment, you can...
 - a) Double click on the Material Number

Material	4
1500010440	ð
1500010440	_
1500010440	

b) Click on the button to the left of 'Basic Data 1' to select it.

도 Select View(s)	×
View	
Basic Data 1	*
Basic Data 2	-

c) Click on the green check.

View selection only on request
🖌 Org. Levels Data 🗈 🗈 🗖 Default Setting 🗙

d) Click on the material group and press F4 on your keyboard to view the descriptions.

🔊 🕽 Display Material 1500010440 (Supplies & equipment)				
📫 Additional Data 🛛 🔓 Org. L	evels			
Basic data 1 Basic d	lata 2 Sales: sal	es org. 1 Sales: s	ales org. 2	Sales: G
Material 1500010440 rinter:Network				
General data				
Base Unit of Measure EA	each	Material Group	43212100	
Old material number		Ext. Matl Group		
Division		Lab/Office		
Product allocation		Drod hierarchy		



T9 – Display Asset Master

Transaction code: AS03

This transaction is useful for reviewing master data for the asset, including description, important dates, account assignments, linked equipment or real estate, and depreciation information.

Display Ass	set: Master data
💫 🔓 Asset values	
Asset 4300000013 Class 430	WIRELESS ACCESS POINT DEPLOYMENT KITS Comm & Network Equip Company Code 1000
General Time-depe	ndent Allocations Origin Net Worth Tax Insurance Leas
General data	
Description	WIRELESS ACCESS POINT DEPLOYMENT KITS
Asset main no. text	WIRELESS ACCESS POINT DEPLOYMENT KITS
Acct determination	430 Communication and Network Equipment
Serial number	
Inventory number	UNG 118998
Quantity	1 EA each
	Manage historically
Inventory	
Last inventory on	☑ Include asset in inventory list
Inventory note	
Posting information	
Capitalized on	18.02.2011 Deactivation on
First acquisition on	18.02.2011 Plnd. retirement on
Acquisition year	2011 002 Ordered on

Some of the most important information per tab is listed below:

- General tab
 - Description: What is this asset?
 - Acct determination: The Umoja asset class (which corresponds to the IPSAS sub-class)
 - Capitalized on: The capitalization date of the asset
 - Deactivation on: If the asset is deactivated because of a retirement, transfer, or another valid reason, when did this occur?
- Time-dependent tab
 - Lists the account assignment elements of the asset. All fields are important here (and affect the posting of depreciation)
 - The 'Account assignment for investment' section shows the Investment Order or WBS Element that this asset was funded by, if the asset is related to an AuC.
- Allocations tab
 - 'Building component' and 'Building Sub-comp.' should show the IPSAS component classification here if this asset is a building component.
 - Asset super number is the IPSAS asset class (remember the Umoja asset class corresponds to the IPSAS sub-class)
 - The 'Integration of assets and equipment' region might show a linked equipment record if this is an asset related to equipment. If so, you can double-click the equipment number to view its master record.
- Origin tab
 - Vendor may show the vendor the asset was purchased through SRM (i.e. the asset master record was created as a result of a shopping cart).

• Net Worth Tax tab

Job Aid

- 'Property indicator' shows the ownership situation of the asset. Is it owned, leased, donated, etc.
- Insurance Tab currently not used in Umoja
- Leasing Tab currently not used in Umoja
- Deprec. Areas tab
 - Shows information about the depreciation, including Useful Life, Start of Depreciation Date.
 - Double-click on the line to see more details.

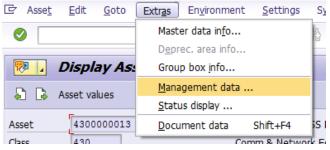
To quickly jump to the Asset Explorer to view Asset Values and Transactions (t-code AW01N), press the 'Asset values' button in the toolbar.

P	Display Asset: Master data
\$ B	Asset values
Asset	4300000013 🗇 WIRELES

To find the list of users who modified an asset master record, click the Environnent menu --> Change documents --> On asset.

	Environment Settings	S <u>v</u> stem	<u>H</u> e	lp
	Asset values	Ctrl+F1		
	<u>Change</u> documents		⊁	On <u>a</u> sset
1	S <u>u</u> bnumbers			On <u>f</u> ield
	Screen lavout		►	

To see who created the asset master record, and when it was created, click the Extras menu --> Management data...





Transaction code: AW01N (there is a short cut to this transaction at the top of the asset master record using the button asset values as mentioned in T9 above).

The 'Asset Explorer' shows most of the financial information for a single asset. It shows the current book value, acquisition value, planned and posted depreciation, and any other transactions against the asset.

🔁 🔡 👪 🐺 🧮					
				-	ALYST C2951
Fiscal year					
Planned values Comparisons Parameters					
Planned values Book depreciation in local currency					
Value	Fiscal year start	Change	Year-end	Crcy	
APC transactions		-			
Acquisition value		5,100.00	5,100.00	USD	
Ordinary deprec.		954.74-	954.74-	USD	
Special depreciation				USD	
Unplanned dep.				USD	
Write-up				USD	
S Q 17 2.%, 20.0					
Transactions					
AssetValDate Am	ount TType Tra	nsaction typ	e name		Σ Ord. dep. Σ Ord. dep. Crcy
				.frm cap	
					= 1,068.90- = 318.24- USD
	Asset 43 Fiscal year Planned values Planned values Planned value Ordinary deprec. Special depreciation Unplanned dep. Write-up Call Call Call Call Transactions AssetValDate Am	Asset 4300000350 Fiscal year 2015 Planned values Posted values Planned values Book d Value Fiscal year start APC transactions Acquisition value Ordinary deprec. Special depreciation Unplanned dep. Write-up Cel Cel Cel Cel Cel Cel Transactions AssetValDate Amount TType Transactions	Asset 4300000350 0 ST Fiscal year 2015 Planned values Posted values Compa Planned values Book deprecia Value Fiscal year start Change APC transactions 5,100.00 Acquisition value 5,100.00 Ordinary deprec. 954.74- Special depreciation Unplanned dep. Write-up Company deprec. 954.74- Special depreciation Unplanned dep. Write-up Company deprec. 954.74- Special depreciation Unplanned dep. Write-up Company deprec. 954.74- Special depreciation Unplanned dep. Write-up Company deprec. 954.74- Special depreciation Unplanned dep. Write-up	Asset 4300000350 0 SWITCH CISC Fiscal year 2015 Planned values Posted values Comparisons I Planned values Book depreciation in Value Fiscal year start Change Year-end APC transactions 5,100.00 5,100.00 Acquisition value 5,100.00 5,100.00 Ordinary deprec. 954.74- 954.74- Special depreciation Unplanned dep. Write-up CE E E E E E E E E E E E E E E E E E E	Asset 4300000350 0 SWITCH CISCO CAT. Fiscal year Planned values Posted values Comparisons Paramet Planned values Book depreciation in local Value Fiscal year start Change Year-end Crcy APC transactions 5,100.00 USD Ordinary deprec. 954.74- 954.74- USD Ordinary deprec. 954.74- 954.74- USD Special depreciation USD Write-up USD Comparison Second Se

You can see any equipment, projects, real estate objects, or accounting elements that are linked to the asset recod in the bottom-left corner window 'Objects related to asset'.

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

You can see all transactions posted against this asset in the bottom window called 'Transactions' if the 'Planned values' tab is selected.



T11 – Asset History Sheet

Transaction code: S_ALR_87011990

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

Please select History Sheet Version **Z001** to ensure all values (including impairments) are listed.

If checked, 'Depreciation posted' will make the report show only the amount of depreciation that has already been posted to assets as of the Report date. If unchecked, the report will show the total of posted and planned depreciation as of the Report date.

Further settings		
History sheet version	Z001	UN Version (copy of 0001 with BI report changes)
Depreciation posted		-

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

Selections		
Asset class	to	(
Business area	to	
Cost center	to	
Plant	to	
Location	to	
Asset super number	to	

You can view it asset by asset (select 'List assets'), or with assets grouped together (select '... or group totals only').

	п.
	1
○ or main numbers only	
○ or group totals only	

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

Display options	
✓ Use ALV grid	

Umoja Foundation Training



Example with "Use ALV Grid" unchecked, and "... or group totals only" selected:

Ass	et His	story S	Sheet Based or	n Posted Depr	eciation				
I4 - 4)	N 🤮 🛓	2 7 7 1 2 %	🖉 🍜 💽 🕅	: 🎟 🖽 📆 🗓	Assets			
	_								
	-			-		epreciation - 01 Bo rt changes) (comple	-		
	CIEd	ceu on.	25.11.2010 01 0	ersion (copy or (Joor wron br repo.	te changes) (compile	=0=)		
Clas	Fund	Cost	APC FY start	Dep. FY start	Other D. FY st	Bk.val.FY strt	Acquisition	Dep. for year	Other D. for y
330	1.01013	15031	1,112,710.74	429,750.64-	0.00	682,960.10	0.00	81,226.90-	0.00
330		15605	7,813.05	6,456.62-	0.00	1,356.43	0.00	651.09-	0.00
330		11414	87,184.35	5,473.68-	0.00	81,710.67	0.00	15,563.94-	0.00
330		11426	131,701.95	57,889.27-	0.00	73,812.68	0.00	38,510.96-	0.00
330		16077	14,022.30	6,524.26-	0.00	7,498.04	0.00	1,168.53-	0.00
330		16205	19,583.01	15,366.73-	0.00	4,216.28	0.00	1,032.56-	0.00
330		11333	0.00	0.00	0.00	0.00	202,811.62	5,633.66-	0.00
330	~	11333	0.00	0.00	0.00	0.00	106,201.32	2,950.04-	0.00
330	10JFA	11832	18,054.52	1,003.03-	0.00	17,051.49	0.00	2,006.06-	0.00
330	32KRT	11562	600,473.37	412,825.45-	0.00	187,647.92	0.00	48,951.65-	0.00
330			2,286,932.79	1,145,783.36-	0.00	1,141,149.43	429,537.32	207,139.92-	0.00
340	32ADK	13456	0.00	0.00	0.00	0.00	27,381.44	0.00	0.00
340	32ADK	13473	20,227.82	9,177.44-	0.00	11,050.38	0.00	2,247.53-	0.00
340			20,227.82	9,177.44-	0.00	11,050.38	27,381.44	2,247.53-	0.00
410	40FPL	11250	18,590.48	18,590.48-	0.00	0.00	0.00	0.00	0.00
410	40FPL	11263	135,722.25	132,803.88-	0.00	2,918.37	0.00	2,918.37-	0.00
410	40CRL	11208	26,256.74	24,092.34-	0.00	2,164.40	0.00	734.41-	0.00
410	40FPL	11207	56,164.20	50,976.54-	0.00	5,187.66	0.00	0.00	0.00

Example with "Use ALV Grid" checked, and "List assets" selected:

Ass	Asset History Sheet															
<u></u>	🧟 🕄 🌲 🛜 🍞 🌋 🏂 🕼 🖄 🖑 🕒 📅 🍬 🍱 🎟 🖽 🖏 🗓 🏥 🏭 Assets 🛛 🗋 WL 🛛 Add to worklist															
. <mark></mark>	Asset History Sheet - 01 Book deprec. UN Version (copy of 0001 with BI report changes) (complete) Report date: 31.12.2015 - Created on: 29.11.2016														_	
BusA	Class	Asset	SN	Asset description	Capitalized on	Σ	APC FY start	Σ	Dep. FY start	Σ	Other D. FY st	Σ Acqui	sition	Σ Dep. for year	Σ Retirement	Σ
F100	420	4200001027	0	NEXUS 56128P 2RU	01.04.2015		0.00		0.00		0.00	16,45	5.00	3,085.31-	0.00	1
		4200001028	0	NEXUS 56128P 2RU	01.04.2015		0.00		0.00		0.00	16,45	5.00	3,085.31-	0.00	
		4200001029	0	NEXUS 2000 10GT F	01.04.2015		0.00		0.00		0.00	5,53	5.00	1,037.81-	0.00	C
		4200001030	0	NEXUS 2000 10GT F	01.04.2015		0.00		0.00		0.00	5,53	5.00	1,037.81-	0.00	
	420					• 5	B5,129.00		445,187.07-	•	0.00	92,510	.00	82,978.65-	• 0.00	
	430	4300000638	0	VIDEO PROJECTOR	01.01.2002		7,333.00		7,333.00-		0.00		00.0	0.00	0.00	
		4300000639	0	PLASMA MONITOR S	01.01.2004		5,604.00		5,604.00-		0.00		00.0	0.00	0.00	
		4300000640	0	VC - POLYCOM VSX	01.07.2008		9,660.00		8,970.00-		0.00		00.0	690.00-	0.00	
															4	Þ

T12 – Ordinary Depreciation Report

Transaction code: S_ALR_87012006

This report displays the value of ordinary depreciation of assets for a fiscal year, along with the acquisiton value, accumulated depreciation, and useful life.

Deprecia	ntior	7												
91 4 7	7	🛛 🔁 🎋 i 🚳 i 🐴 🖑 🕒 🗑 🐄 🚹 i 🖩]										
Depreciat	tion													
Asset	SNo.	Asset description	DEP.START	Meth	UL	Σ Α	cquisition value	Currence	Σ	Current year	Currenc	yΣ PR	EVIOUS YEARS	Currenc
3100000054 🖬	0	BMW (2014), 1995cc, Diesel, 4-C 184HP	01.09.2013	ZSLA	006		46,820.08			7,803.35-	USD		10,404.46-	USD
3100000055	0	BMW (2012), 2993 cc, 245 HP, Black	01.04.2012	ZSLA	006		70,341.61	USD		11,723.60-	USD		32,239.90-	USD
3100000056	0	BMW 4WD X5, 5-seat White (2013)	01.01.2013	ZSLA	006		51,807.69	USD		8,634.62-	USD		17,269.23-	USD
3100000057	0	TOYOTA LAND CRUISER Wagon, 9 seat, White	01.01.2012	ZSLA	006		59,525.86	USD		9,920.98-	USD		29,762.93-	USD
3100000058	0	FORD, 4WD Auto, 4C, 5-door, 7-seat White	01.03.2014	ZSLA	006		33,046.18	USD		5,507.70-	USD		4,589.75-	USD
3100000059	0	HYUNDAI Genesis, KMHGB 41 ABBU 109302.	01.07.2010	ZSLA	006		33,232.13	USD		5,538.69-	USD		24,924.10-	USD
3100000060	0	Vehicle 4-door sedan 6Cyl Auto	01.01.2007	ZSLA	006		32,303.54	USD		0.00	USD		32,303.54-	USD
3100000061	0	Forklift truck w/Wide Visible Mast	01.03.2008	ZSLA	006		20,067.92	USD		0.00	USD		20,067.92-	USD
3100000062	0	LANDROVER DISCOVER 3 Vehicles 4x4 RHD	01.07.2010	ZSLA	006		38,640.00	USD		6,440.00-	USD		28,980.00-	USD
3100000063	0	TOYOTA vehicle WINDOM 3.0G.	01.12.1996	ZSLA	006		28,017.62	USD		0.00	USD		28,017.62-	USD
3100000064	0	Electric forklift truck capacity 1250 Kg	01.10.1995	ZSLA	006		19,600.00	USD		0.00	USD		19,600.00-	USD
3100000065	0	MITSUBISHI Minibus vehicle, year 1997	01.11.1997	ZSLA	006		9,032.87	USD		0.00	USD		9,032.87-	USD
3100000066	0	Vehicle, 2.4 Litre, Black, 4 doors.	01.03.2005	ZSLA	006		28,450.00	USD		0.00	USD		28,450.00-	USD
3100000067	0	HYUNDAI 4C, 4-d, 5-seat, 5-speed manual	01.05.2010	ZSLA	006		22,587.83	USD		3,764.64-	USD		17,568.31-	USD
3100000068	0	HYUNDAI, 1991cc. 4 cylinders, 4 doors	01.08.2005	ZSLA	006		14,500.91	USD		0.00	USD		14,500.91-	USD
3100000069	0	TOYOTA VENTURY 2.7V RHD,4 speed, 2694cc	01.01.2010	ZSLA	006		44,038.35	USD		7,339.72-	USD		36,698.63-	USD
3100000070	0	BMW X3 RHD 1995cc 177HP, White	01.01.2009	ZSLA	006		35,354.33	USD		0.00	USD		35,354.33-	USD
3100000071	0	TOYOTA Minibus, (2007), 2000 CC Black	01.06.2007	ZSLA	006		18,179.15	USD		0.00	USD		18,179.15-	USD
Asset class 3	10					•	605,546.07	USD		66,673.30-	USD		407,943.65-	USD
Bal. sheet acc	ount	: Acquisition and prod 27161010				• •	605,546.07	USD	11 A A	66,673.30-	USD		407,943.65-	USD
AA: Balance s	heet	item (debit)					605,546.07	USD		66,673.30-	USD		407,943.65-	USD
Business area	R40	0					605,546.07	USD		66,673.30-	USD		407,943.65-	USD
Company cod	le 100	DO					605,546.07	USD		66,673.30-	USD		407,943.65	USD
<u>n</u>							605,546.07	USD		66,673.30-	USD		407,943.65-	USD

Like most of these reports, you can generate it for any combination of selections (e.g. Business Area, Cost Center, Asset Class, etc)

T13 – Special (Unplanned) Depreciation Report

Transaction code: S_ALR_87012008

This report displays the value of unplanned (special) depreciation of assets for a fiscal year.

Depreciation			
🔉 🞝 🕻 🌌 🔟 🗰 ALV 🚹 🏷 🎦 🗐 ABC EIS Selections			
Report date: 31.12.2015 Unplanned depreciation	1	Date created: 06.	08.2015 1
Asset SNO. Asset description DEP.START Meth UL	Acquisition val	Current year	PREVIOUS YEARS
Company code 1000			
Business area R400			
Bal.sheet item			
Balance sheet acct for acquis. and prod. costs 27172010			
Asset class 440			
4400000044 0 Live content produce audio/video s 01.04.2011 ZSLA 00		0.00 USD	14,581.14- USD
4400000051 0 Camera with zoom lens 20x 01.02.2008 ZSLA 00	7 28,690.95 USD	0.00 USD	2,390.91- USD
Asset class total 440	55,909.08 USD	0.00 USD	16,972.05- USD *
Total - bal, sheet acct for acquis, and prod. costs 27172010	55,909.08 USD	0.00 USD	16,972.05- USD **
Total - bal. sht.itm	55,909.08 USD	0.00 USD	16,972.05- USD ***
Total - business area R400	55,909.08 USD	0.00 USD	16,972.05- USD ****
Company code total 1000	55,909.08 USD	0.00 USD	16,972.05- USD *****
Overall total	55,909.08 USD	0.00 USD	16,972.05- USD ******

Like most of these reports, you can generate it for any combination of selections (e.g. Business Area, Cost Center, Asset Class, etc)



T14 – Asset Transactions Report

There are several reports that list out Asset Transactions. The reports listed here all have similar selection screens and report layouts. The main difference between each transaction is which types of transactions they show.

Asset Transactions to Report	Transaction Code
All Asset Transactions	S_ALR_87012048
Asset Acquisitions	S_ALR_87012050
Asset Retirements	S_ALR_87012052
Asset Transfers	S_ALR_87012054

I	∢ ▶ N 🤮	-	= 10 Z	78	• • •		al and a set the set of the set	ts 📋 WL	Add t	o worklist	
	Report date Created of			Asset	Acquisition	ns - 01 Bo	ok deprec.				
omp 000	-			APC	AssetCla 410	135					
\geq	Asset	SNo.	Cap.date	Asset	description	n				Acquisition	Crc
			-		AsstValDat		:	Quantity	BUn	-	
3	4100000425	0	26.03.2015	SERVER	R CISCO WEB	SECURITY	APPLIANCE			15,886.00	USI
	410000	0324	01.06.2015	X10	26.03.2015	UNHQ-2200	015365	1	EA		
3	4100000426									5,304.00	
	410000	0327	24.06.2015	X10	26.03.2015	UNHQ-2200	015365	1	EA	5,304.00	USI
3	4100000427	0	26.03.2015	SERVER	R CISCO WIDE	E AREA VIS	UALIZ ENGINE			122,200.00	USI
	410000	0328	01.06.2015	X10	26.03.2015	UNHQ-2200	015365	1	EA	122,200.00	USI
	* Total									143,390.00	USI
										143,390.00	USI
	** Total									143,390.00	USI
										143,390.00	USI

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

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