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## 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.

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## Transactions and Reports

### T1.1 - Asset Balances Report (S\_ALR\_87011963) using existing variants:

1. Log in to Umoja ECC.
2. 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.



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.

ABAP: Variant: Directory of Program RABEST\_ALV01

Variant catalog for program RABEST\_ALV01

| Variant name   | Short Description            | Environment | Protected | Changed by | Last changed on |
|----------------|------------------------------|-------------|-----------|------------|-----------------|
| REALESTATLIST  | by Asset Number - OHUCI      | A           |           |            |                 |
| SAP&ANLKL      | ... by Asset Class           | A           |           | SAP        | 14.09.2000      |
| SAP&ANLNI      | ... by Asset Number          | A           |           | SAP        |                 |
| SAP&ANLUE      | ... by Asset Super Number    | A           |           | SAP        |                 |
| SAP&AUDIT_ABW  | Audit Current Book Value     | A           |           | SAP        | 07.01.2008      |
| SAP&AUDIT_ANLB | Audit Asset Balances         | A           | X         | SAP        | 18.09.2000      |
| SAP&AV         | ... by Worklet               | A           |           | SAP        | 13.09.2000      |
| SAP&GSBER      | ... by Business Area         | A           |           | SAP        | 13.09.2000      |
| SAP&IZWEK      | SAP: by Reason for Investmnt | A           | S         | SAP        | 07.01.2008      |
| SAP&KOSTL      | ... by Cost Center           | A           | S         | 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      |
| ZPOST_INT_EQ   | Internal postload val for EQ | A           |           | SKRUPHICK  | 15.04.2015      |
| ZPOST_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  to

Subnumber  to

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

Selections

Asset class  to

Business area  to

**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

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

Further settings

Current book value

**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.

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



- The report should be displayed...

**Asset Balances (Current Book Value)**

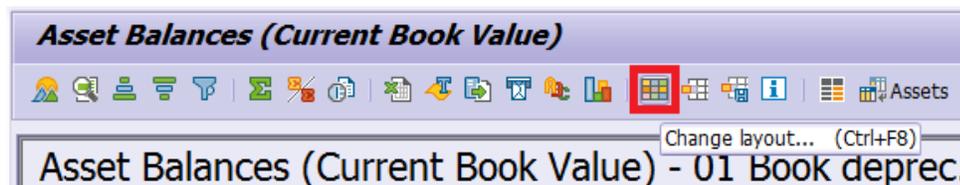
Asset Balances (Current Book Value) - 01 Book deprec.

Report date: 31.12.2015 - Created on: 03.06.2015

| Class | Asset      | SN... | Inventory number | Fund  | Grant           | Descr... | Capitalized on | Asset description         | Σ                 | Acquis.val. | Σ                  | Accum.dep. | Σ                 | Book val.  | Crcy |
|-------|------------|-------|------------------|-------|-----------------|----------|----------------|---------------------------|-------------------|-------------|--------------------|------------|-------------------|------------|------|
| 330   | 3300000000 | 0     | KRT 03312        | 32KRT | M1-32KRT-000002 |          | 17.11.2006     | TOYOTA LANDCRUISER B6...  | 117,869.82        |             | 80,216.96-         |            | 37,652.86         | USD        |      |
|       | 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        |      |
|       | 3300000003 |       | KRT 03311        |       |                 |          | 17.11.2006     |                           | 96,520.71         |             | 65,687.71-         |            | 30,833.00         | USD        |      |
|       | 3300000004 |       | KRT 03314        |       |                 |          | 17.11.2006     |                           | 96,520.71         |             | 65,687.71-         |            | 30,833.00         | USD        |      |
|       | 3300000005 |       | KRT 03313        |       |                 |          | 17.11.2006     |                           | 96,520.71         |             | 65,687.71-         |            | 30,833.00         | USD        |      |
|       |            |       |                  |       |                 |          |                |                           | <b>600,473.37</b> |             | <b>408,655.51-</b> |            | <b>191,817.86</b> | <b>USD</b> |      |
| 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        |      |
|       |            |       |                  |       |                 |          |                |                           | <b>43,882.00</b>  |             | <b>21,026.80-</b>  |            | <b>22,855.20</b>  | <b>USD</b> |      |
| 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              | USD        |      |
|       | 4300000225 |       | KRT 02204        |       |                 |          | 17.07.2009     | STONEGATE FIREWAL APP...  | 6,455.75          |             | 6,455.75-          |            | 0.00              | USD        |      |
|       | 4300000226 |       | KRT 02205        |       |                 |          | 17.07.2009     |                           | 6,455.75          |             | 6,455.75-          |            | 0.00              | USD        |      |
|       | 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.

- 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.

Occasionally 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 OCS (PMU) pmusec@un.org

**Asset Balances**

Company code: 1000 to [ ]

Asset number: [ ] to [ ]

Subnumber: [ ] to [ ]

---

**Selections**

Asset class: [ ] to [ ]

Business area: [ ] to [ ]

Cost center: [ ] to [ ]

Plant: [ ] to [ ]

Location: [ ] to [ ]

Asset super number: [ ] to [ ]

Worklist: [ ]

---

**Settings**

Report date: 31.12.2016

Depreciation area: 01 Book deprec.

Sort Variant: 0001 Co. 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 [ ]

Capitalization date: [ ] to [ ]

Acquisition value: 1.00 to 4,999.00

Accumulated depreciation: [ ] to [ ]

## T2 - Asset Master Validation Report (ZAAVALAS):

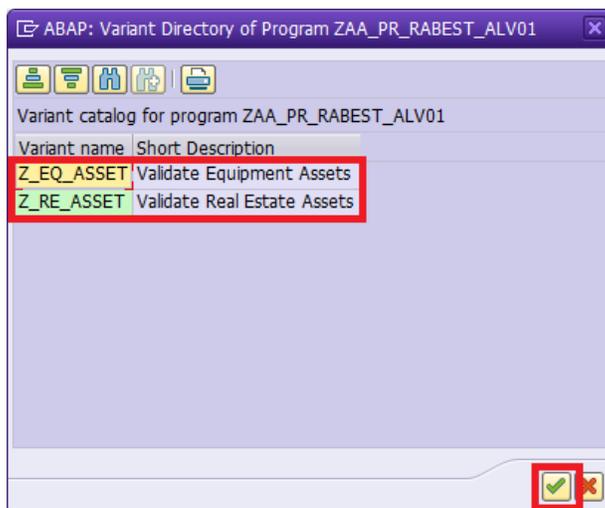
1. Log in to Umoja ECC.
2. Execute Transaction code **ZAAVALAS**
3. Click on the 'Get Variant...' button in the toolbar



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.



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

| Selections    |   |      |    |
|---------------|---|------|----|
| Asset class   | = | 110  | to |
| Business area |   | S100 | to |

**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

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

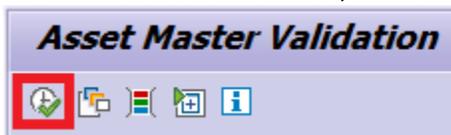
Equipment Number  to

Real Estate Object ID  to

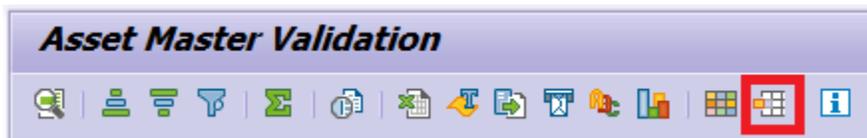
**Equipment Number:** Enter equipment numbers here to limit the selection of assets to those with matching equipment.

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

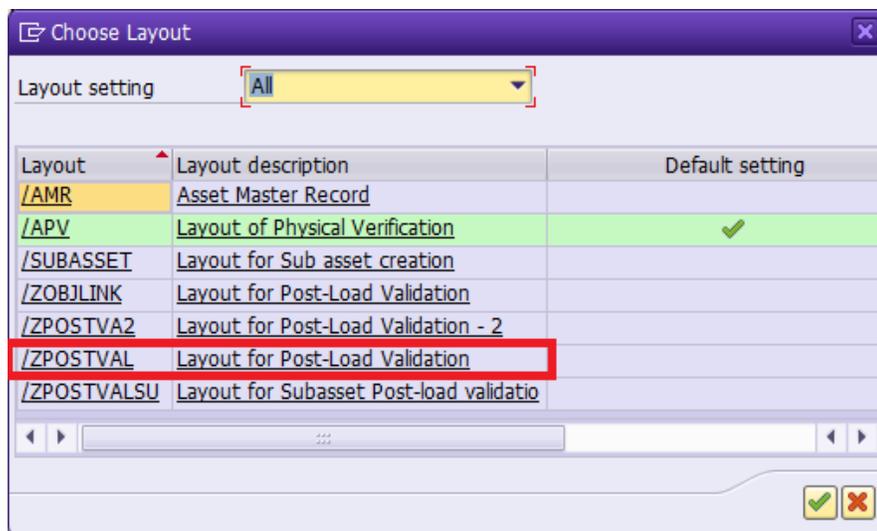
- After all selections are made, click on the Execute button to generate the report



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



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



9. Review the report...

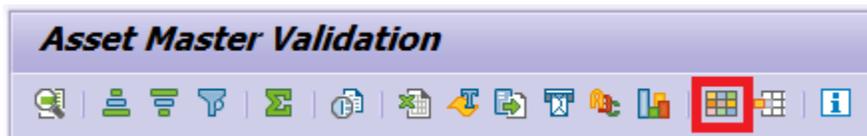
**Asset Master Validation**

Report Date 31.12.2015 - Created on 03.06.2015  
 Company Code : ( Include - EQ ) 1000  
 Asset Class : ( Exclude - EQ ) 00000110

| Asset      | SNo. | Class | Asset description         | D | Invent. no  | Capitalized on | BusA | Cost Ctr | Fund  | BP  | Func. Area | Grant   | Fund... | O         | WBS elem. | PI Use | Ord.dep.Start | Real Estat | Object No. | Equipment | Description of techn |
|------------|------|-------|---------------------------|---|-------------|----------------|------|----------|-------|-----|------------|---------|---------|-----------|-----------|--------|---------------|------------|------------|-----------|----------------------|
| 4300000236 | 0    | 430   | ANDREW ES-46-CC92 SAT...  |   | SIL 06386   | 28.11.2006     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.11.2006    |            |            | 10008997  | ANDREW ES-46-CC      |
| 4300000237 |      |       | CISCO WS-C4503-E, WS-X... |   | KRT 02134   | 09.12.2013     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 4      | 01.12.2013    |            |            | 10008964  | CISCO WS-C4503-E     |
| 4300000238 |      |       | CISCO WS-C4503-E, WS-X... |   | KRT 02135   | 09.12.2013     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 4      | 01.12.2013    |            |            | 10008965  | CISCO WS-C4503-E     |
| 4300000239 |      |       | CISCO WS-C4503, WS-X45... |   | KRT 03315   | 07.06.2013     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 4      | 01.06.2013    |            |            | 10008969  | CISCO WS-C4503-E     |
| 4300000240 |      |       | TRANSCEIVER SATELLITE ... |   | LBB-A-14245 | 06.11.2013     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.11.2013    |            |            | 10008970  | TRANSCEIVER SAT      |
| 4300000241 |      |       | CISCO WS-C4503-CA T4500   |   | KRT 03056   | 11.02.2011     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 4      | 01.02.2011    |            |            | 10008971  | CISCO WS-C4503-CA    |
| 4300000242 |      |       | BLUE COAT PACKETSHAPE...  |   | KRT 03182   | 04.11.2011     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 4      | 01.11.2011    |            |            | 10008972  | BLUE COAT PACKE      |
| 4300000243 |      |       | RFT-500-40 TRANSCEIVER... |   | MIK 09481   | 17.06.2008     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.06.2008    |            |            | 10008975  | RFT-500-40 TRANS     |
| 4300000244 |      |       | RFT-500-00 TRANSCEIVER... |   | SIL 08239   | 17.05.2013     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.05.2013    |            |            | 10008977  | RFT-500-00 TRANS     |
| 4300000245 |      |       | COMTECH EFDATA CDM57...   |   | KRT 03175   | 25.10.2011     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.10.2011    |            |            | 10008978  | COMTECH EFDATA       |
| 4300000246 |      |       | COMTECH EFDATA CDM57...   |   | KRT 03176   | 25.10.2011     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.10.2011    |            |            | 10008979  | COMTECH EFDATA       |
| 4300000247 |      |       | COMTECH EFDATA CDM57...   |   | KRT 03177   | 25.10.2011     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.10.2011    |            |            | 10008980  | COMTECH EFDATA       |
| 4400000019 |      | 440   | EVS BROADCAST VIDEO SE... |   | KRT 03189   | 22.03.2012     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.03.2012    |            |            | 10008963  | EVS BROADCAST V      |
| 4400000020 |      |       | EVS IP DIRECTOR WORKS...  |   | KRT 03191   | 22.03.2012     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.03.2012    |            |            | 10008966  | EVS IP DIRECTOR      |
| 4400000021 |      |       | Tandberg Tactical MXP     |   | KRT 01822   | 30.10.2008     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.10.2008    |            |            | 10008973  | Tandberg Tactical    |
| 4400000022 |      |       | Tandberg Tactical MXP     |   | KRT 01823   | 30.10.2008     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.10.2008    |            |            | 10008974  | Tandberg Tactical    |
| 4400000023 |      |       | Tandberg 3000MXP          |   | KRT 01686   | 30.10.2008     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 7      | 01.10.2008    |            |            | 10008976  | Tandberg 3000MX      |
| 4800000010 |      | 480   | X-RAY EQUIPMENT BAGGA...  |   | KRT 01034   | 08.08.2007     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 5      | 01.08.2007    |            |            | 10008998  | X-RAY EQUIPMENT      |
| 4800000011 |      |       | X-RAY EQUIPMENT BAGGA...  |   | KRT 01040   | 08.08.2007     | S100 | 11562    | 32KRT | M99 | 09AD0001   | M1-3... | 11562   | SB-001096 | 1         | 5      | 01.08.2007    |            |            | 10008999  | X-RAY EQUIPMENT      |

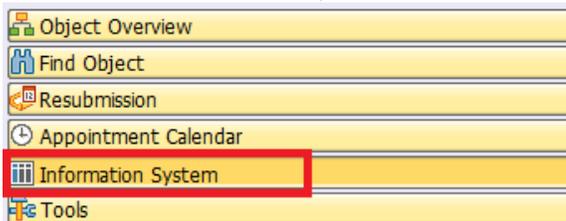
With the '/ZPOSTVAL' layout selected there are many columns displaying information about the Asset Master record on the left, and there are a few columns that display information from any associated Real Estate Objects or Equipment Records.

- 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

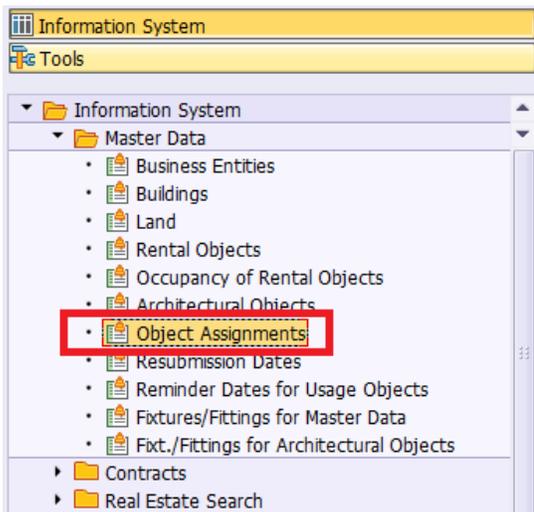


**T3 - Retrieving all Real Estate Objects assigned to an Asset (RE80):**

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



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

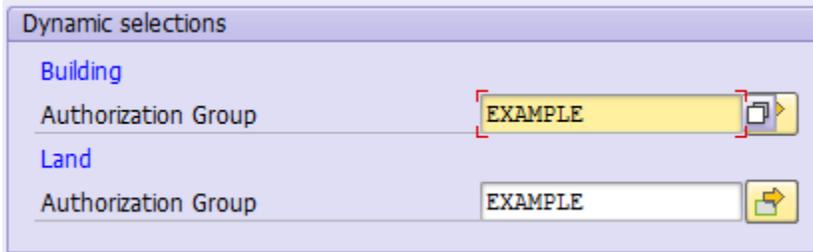


5. From the 'Info System: Object Assignment' screen, click on the 'Dynamic Selections' button in the toolbar.

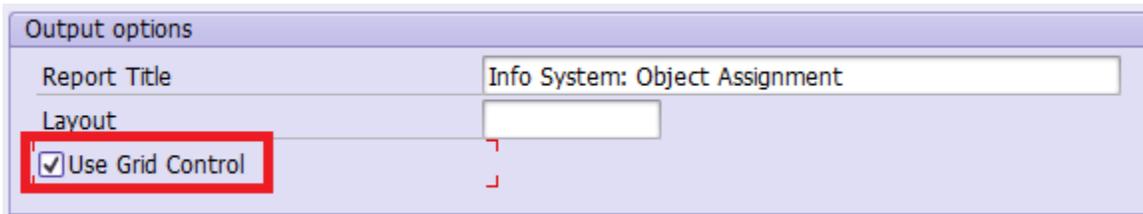


6. From the Dynamic Selections list that appeared at the top-left of the window, navigate to and doubleclick on the following two items:
  - Building → Authorization Group
  - Land → Authorization Group

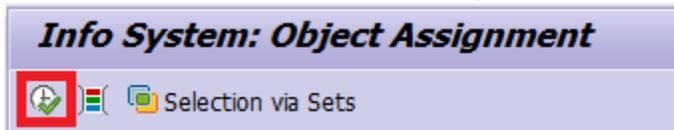
- In the Dynamic Selections region at the top-right of the window, click on the selection box for the field next to 'Authorization Group' beneath 'Building' and select your entity from the list that opens. Then repeat the same for the 'Authorization Group' beneath 'Land'.



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



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



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

**Info System: Object Assignment On 04.06.2015**

On 04.06.2015 Key Date 04.06.2015

| Object ID         | Valid From | To | ObjectType | Object ID             | Info                     | Lead.Asset | Assgnd A | Unit | GeMu | Pos. | From | Pos. | Opt. Ra | Plan Date | Eff.Date | Location | Name    | Me.     | ResObjType | ResObjType | Row   |
|-------------------|------------|----|------------|-----------------------|--------------------------|------------|----------|------|------|------|------|------|---------|-----------|----------|----------|---------|---------|------------|------------|-------|
| BU_1000/200678/1  | 01.01.1975 |    | Asset      | FXA_1000/1200001541/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block A | Block A |            |            | 01.01 |
| BU_1000/200678/2  | 01.01.1975 |    | Asset      | FXA_1000/1200001542/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block B | Block B |            |            | 01.01 |
| BU_1000/200678/3  | 01.01.1975 |    | Asset      | FXA_1000/1200001543/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block C | Block C |            |            | 01.01 |
| BU_1000/200678/4  | 01.01.1975 |    | Asset      | FXA_1000/1200001544/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block D | Block D |            |            | 01.01 |
| BU_1000/200678/5  | 01.01.1975 |    | Asset      | FXA_1000/1200001545/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block E | Block E |            |            | 01.01 |
| BU_1000/200678/6  | 01.01.1975 |    | Asset      | FXA_1000/1200001546/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block F | Block F |            |            | 01.01 |
| BU_1000/200678/7  | 01.01.1975 |    | Asset      | FXA_1000/1200001547/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block G | Block G |            |            | 01.01 |
| BU_1000/200678/8  | 01.01.1975 |    | Asset      | FXA_1000/1200001548/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block   | Block   |            |            | 01.01 |
| BU_1000/200678/9  | 01.01.1975 |    | Asset      | FXA_1000/1200001549/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block   | Block   |            |            | 01.01 |
| BU_1000/200678/10 | 01.01.1975 |    | Asset      | FXA_1000/1200001550/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block   | Block   |            |            | 01.01 |
| BU_1000/200678/11 | 01.01.1975 |    | Asset      | FXA_1000/1200001551/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block I | Block I |            |            | 01.01 |
| BU_1000/200678/12 | 01.01.1975 |    | Asset      | FXA_1000/1200001552/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block J | Block J |            |            | 01.01 |
| BU_1000/200678/13 | 01.01.1981 |    | Asset      | FXA_1000/1200001553/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block M | Block M |            |            | 01.01 |
| BU_1000/200678/14 | 01.01.1981 |    | Asset      | FXA_1000/1200001554/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block N | Block N |            |            | 01.01 |
| BU_1000/200678/15 | 01.01.1981 |    | Asset      | FXA_1000/1200001555/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block P | Block P |            |            | 01.01 |
| BU_1000/200678/16 | 01.01.1981 |    | Asset      | FXA_1000/1200001556/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block Q | Block Q |            |            | 01.01 |
| BU_1000/200678/17 | 01.01.1981 |    | Asset      | FXA_1000/1200001557/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block R | Block R |            |            | 01.01 |
| BU_1000/200678/18 | 01.01.1981 |    | Asset      | FXA_1000/1200001558/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block S | Block S |            |            | 01.01 |
| BU_1000/200678/19 | 01.01.1981 |    | Asset      | FXA_1000/1200001559/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block T | Block T |            |            | 01.01 |
| BU_1000/200678/20 | 01.01.1991 |    | Asset      | FXA_1000/1200001560/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block U | Block U |            |            | 01.01 |
| BU_1000/200678/21 | 01.01.1991 |    | Asset      | FXA_1000/1200001561/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block V | Block V |            |            | 01.01 |
| BU_1000/200678/22 | 01.01.1991 |    | Asset      | FXA_1000/1200001562/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block W | Block W |            |            | 01.01 |
| BU_1000/200678/23 | 01.01.1991 |    | Asset      | FXA_1000/1200001563/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Block X | Block X |            |            | 01.01 |
| BU_1000/200678/24 | 01.01.1981 |    | Asset      | FXA_1000/1200001564/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | Centra  | Centra  |            |            | 01.01 |
| BU_1000/200678/25 | 01.01.1981 |    | Asset      | FXA_1000/1200001565/0 | <input type="checkbox"/> |            |          |      |      |      |      |      |         |           |          |          | 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.

**Building 1000/200678/1 Display: Value**

Building: 1000/200678/1 Block A

General Data | **Value** | Measurements | 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 |
|--------------|------------|

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.

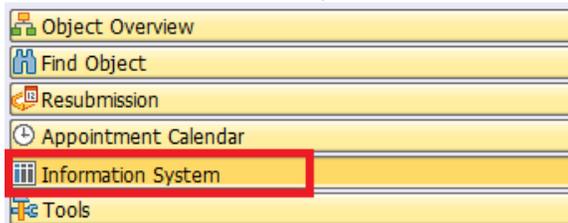
Click 'Back' at the top of the screen to go back to the previous report.



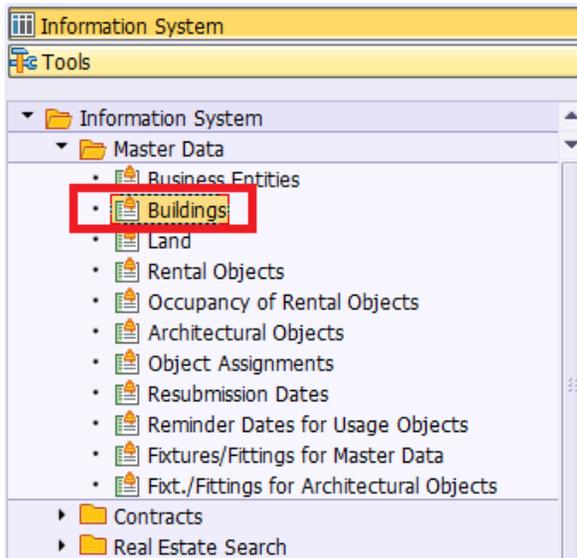
12. (optional step) In order to copy the list of Real Estate Keys for use in the Building and Land reports, scroll to the top of the report and press CTRL + Y on your keyboard. Now click and drag from the top-left cell in the table and drag all the way down to the bottom-left cell in the table. Press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

### T4 - Displaying Building Real Estate Objects (RE80):

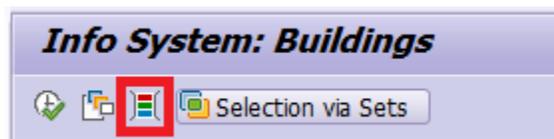
1. Log in to Umoja ECC.
2. Execute Transaction code **RE80**
3. Click on the 'Information System' button



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

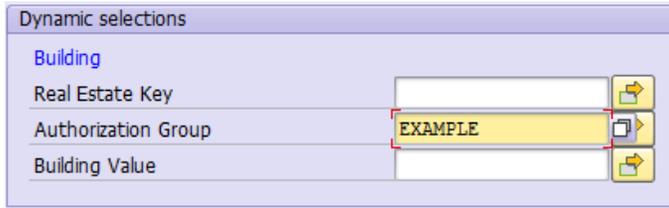


5. From the 'Info System: Buildings' screen, click on the 'Dynamic Selections' button in the toolbar.

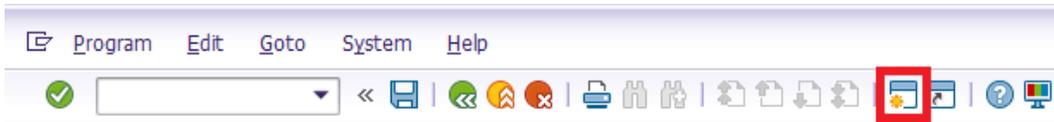


6. From the Dynamic Selections list that appeared at the top-left of the window, navigate to and doubleclick on the following three items:
  - Building → Real Estate Key
  - Building → Authorization Group
  - Building → Building Value

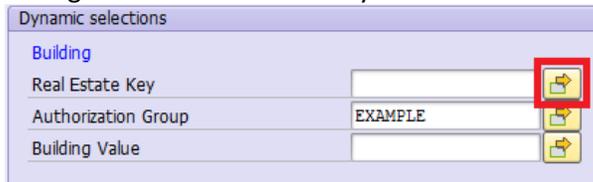
- In the Dynamic Selections region at the top-right of the window, click on the selection box for the field next to 'Authorization Group' and select your entity from the list that opens.



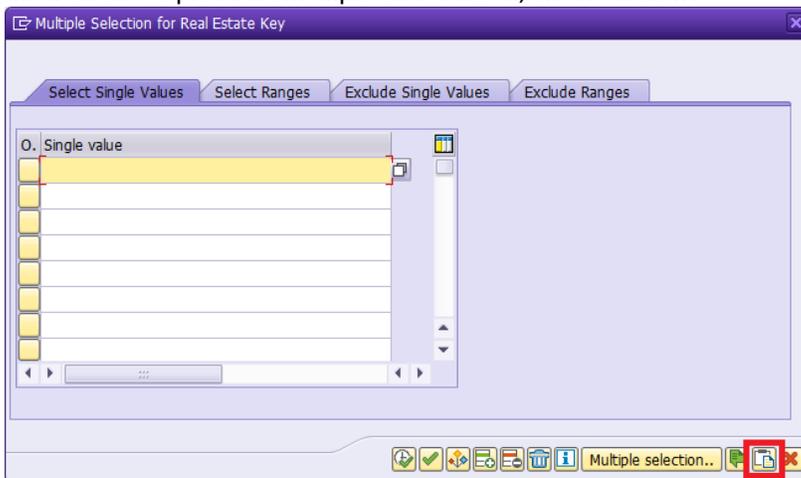
- (optional step) If you want to restrict the report to only show buildings for which there is an Asset assigned, you must follow all steps in section *"Retrieving all Real Estate Objects assigned to an Asset."* You may open a separate window to keep your place by clicking the 'Creates New Session' button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



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



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

- 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.

Dynamic selections

Building

Real Estate Key

Authorization Group

Building Value

- 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

Report Profile

Layout  Cluster 3 BU\_Asset Report

Use Grid Control

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

**Info System: Buildings**

2 active Selection via Sets

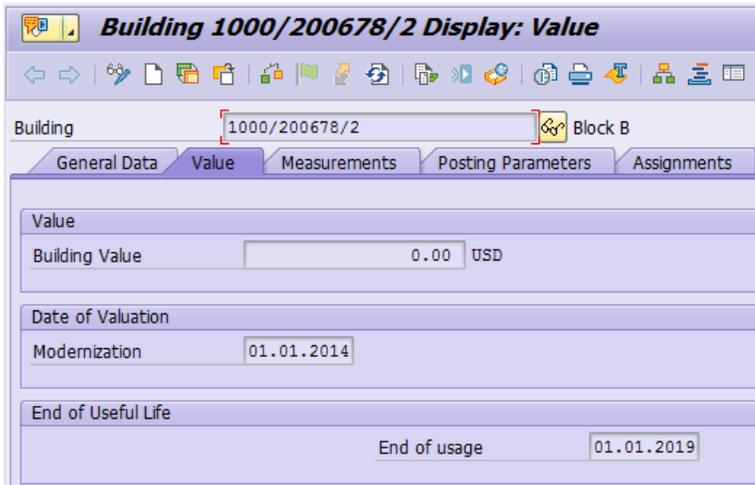
- The report should be displayed...

**Info System: Buildings On 04.06.2015**

On 04.06.2015 Key Date 04.06.2015

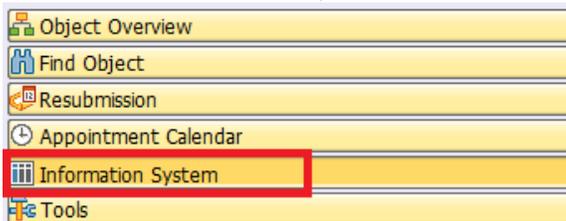
| CoCode | Bus.ent. | Building | Auth. Grp Desc.      | Building Name | Obj. From  | Auth.Group | BldValOld | Modernization | End of usage | BusA | Func |
|--------|----------|----------|----------------------|---------------|------------|------------|-----------|---------------|--------------|------|------|
| 1000   | 200678   | 1        | UN Office at Nairobi | Block A       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 2        | UN Office at Nairobi | Block B       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 3        | UN Office at Nairobi | Block C       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 4        | UN Office at Nairobi | Block D       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 5        | UN Office at Nairobi | Block E       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 6        | UN Office at Nairobi | Block F       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 7        | UN Office at Nairobi | Block G       | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 8        | UN Office at Nairobi | Block H1      | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 9        | UN Office at Nairobi | Block H2      | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |
| 1000   | 200678   | 10       | UN Office at Nairobi | Block H3      | 01.01.1975 | UNON       | 0.00      | 01.01.2014    | 01.01.2019   | S300 | 29AC |

- You can click on the lines in the 3<sup>rd</sup> 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.

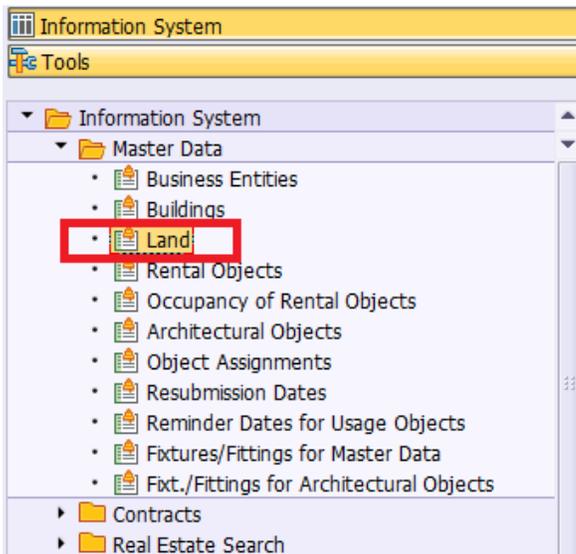


**T5 - Displaying Land Real Estate Objects (RE80):**

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



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

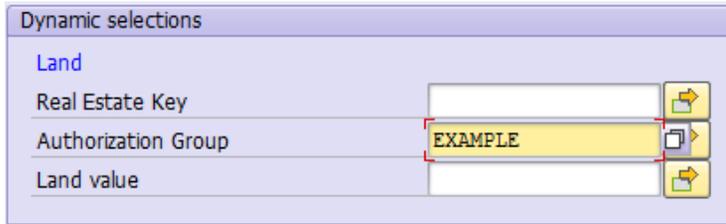


5. From the 'Info System: Land' screen, click on the 'Dynamic Selections' button in the toolbar.



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 → Real Estate Key
  - Land → Authorization Group
  - Land → Land Value

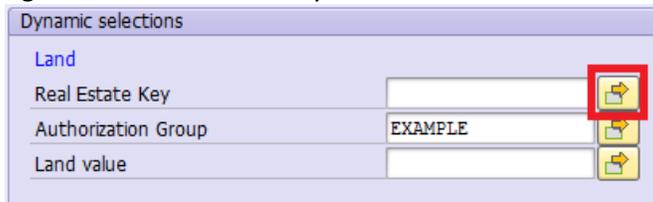
- In the Dynamic Selections region at the top-right of the window, click on the selection box for the field next to 'Authorization Group' and select your entity from the list that opens.



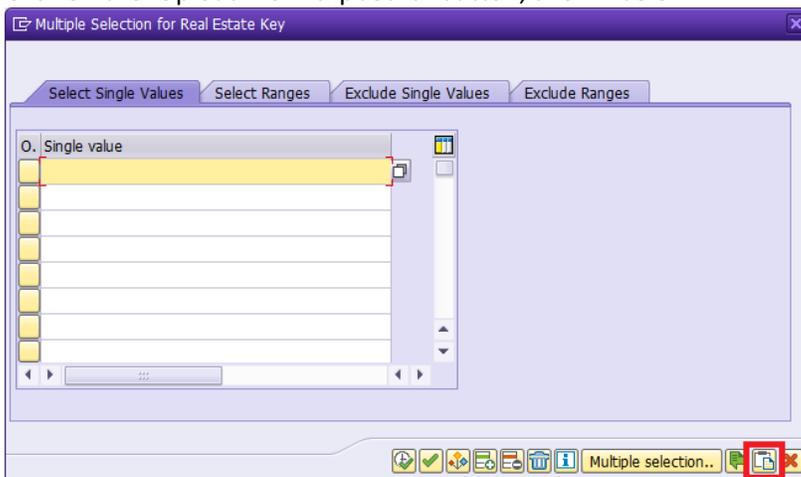
- (optional step) If you want to restrict the report to only show land for which there is an Asset assigned, you must follow all steps in section *“Retrieving all Real Estate Objects assigned to an Asset.”* You may open a separate window to keep your place by clicking the ‘Creates New Session’ button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



Click on the ‘Upload from clipboard’ button, shown below.



Click on the ‘Copy’ button  to accept your selection.

- 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

Land value

- 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

Report Profile

Layout  Land Report for Assets

Use Grid Control

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

**Info System: Land**

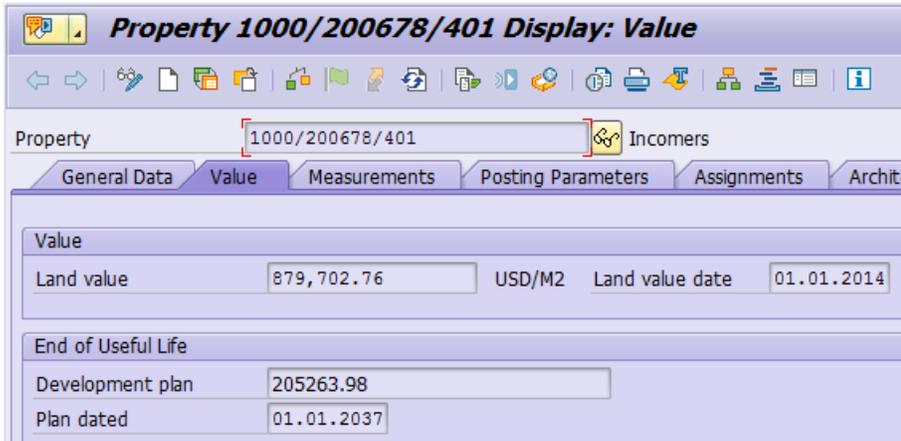
- The report should be displayed...

**Info System: Land On 04.06.2015**

On 04.06.2015 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   | 400  | Tower Mast   | 01.01.2009 | UNON       | 282,709.96    | 56541.99     | 01.01.2014 | 01.01.2034 | 29ACH003   |
|      |          | 401  | Incomers   | 01.01.2007 | UNON       | 879,702.76    | 205263.98    | 01.01.2014 | 01.01.2037 | 29ACH003   |
|      |          | 402  | Emergency Power Supply-UNRC                        | 01.01.2008 | UNON       | 62,788.86     | 15069.33     | 01.01.2014 | 01.01.2033 | 29ACH003   |
|      |          | 403  | Emergency Power Supply-CMMF                        | 01.01.2006 | UNON       | 6,648.91      | 2127.65      | 01.01.2014 | 01.01.2031 | 29ACH003   |
|      |          | 404  | Emergency Power Supply-NOF                         | 01.01.2010 | UNON       | 56,938.42     | 9110.15      | 01.01.2014 | 01.01.2035 | 29ACH003   |
|      |          | 405  | 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   |
|      |          | 412  | Complex Lighting-CMMF                              | 01.01.2006 | UNON       | 15,148.47     | 4847.51      | 01.01.2014 | 01.01.2031 | 29ACH003   |

- You can click on the lines in the 3<sup>rd</sup> 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.

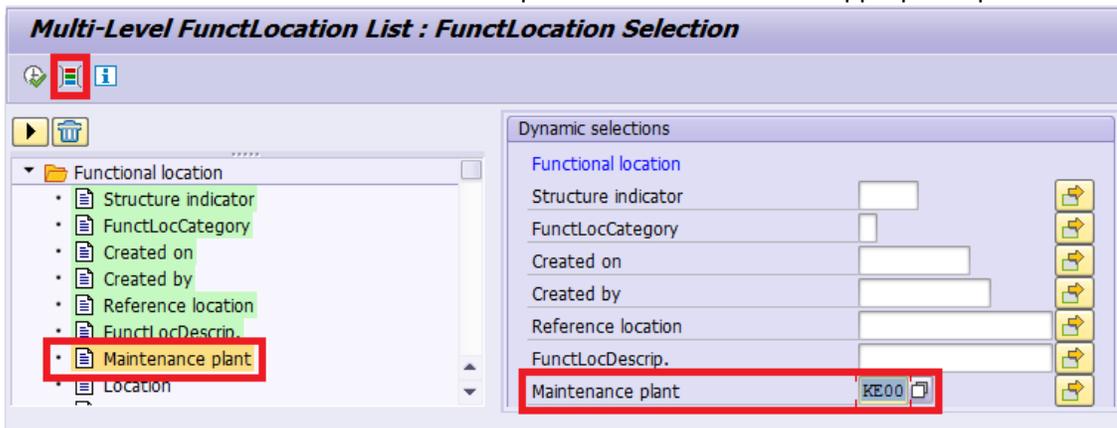


## T6 - Functional Location Report (IL07):

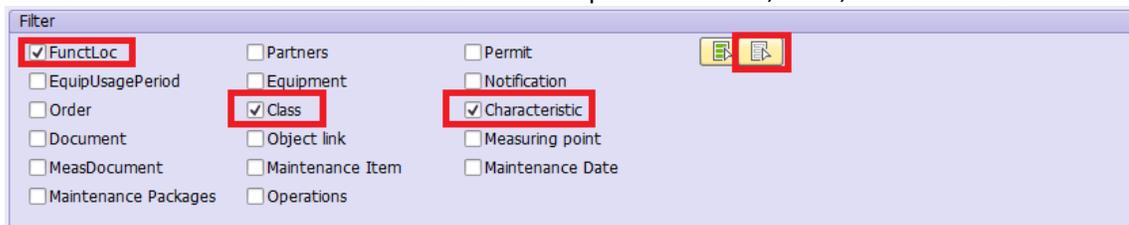
1. Log in to Umoja ECC.
2. Execute Transaction code **IL07**
3. If you want this report to show functional locations for all plants and entities, skip this step and continue from step 4.

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 → Maintenance plant

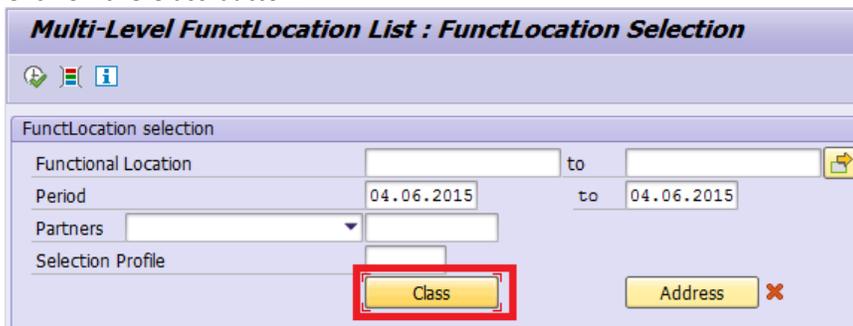
Then in the right-hand side window, select the field 'Maintenance plant' under the 'Functional location' section and click on the search help button to select the appropriate plant.



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



5. Click on the Class button.



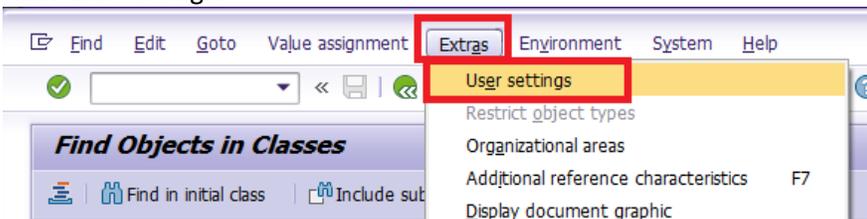
6. Click the field next to Class and click the drop down button. Click the  green check button in the window that opens.

7. Select ZFLCOMPONENT and click the  green check button.

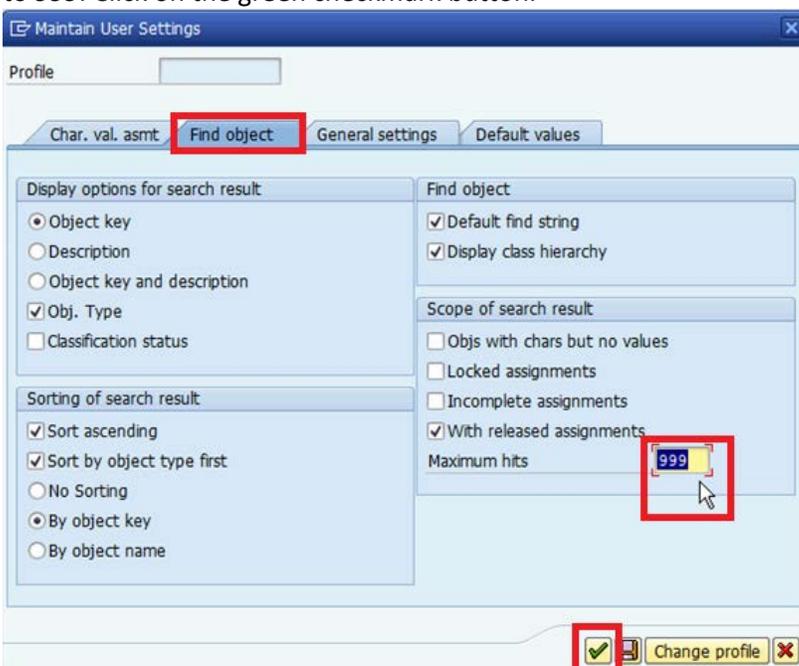
| Keyword                             | Language | Ty. | Class        |
|-------------------------------------|----------|-----|--------------|
| RE-FX BUILDING COMPONENT FLOC CLASS | EN       | 003 | ZFLCOMPONENT |
| REAL ESTATE ARCHITECTURAL OBJECTS   | EN       | 003 | REALESTATE   |

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.

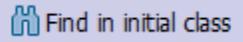
9. To ensure you have the full set of results, click on the Extras menu on the top of the screen, and then user settings.



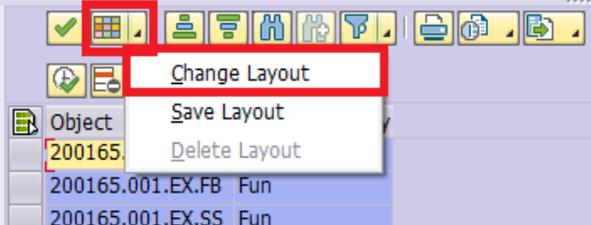
10. In the 'Maintain User Settings' window, go to the 'Find object' tab and change 'Maximum hits' to 999. Click on the green checkmark button.



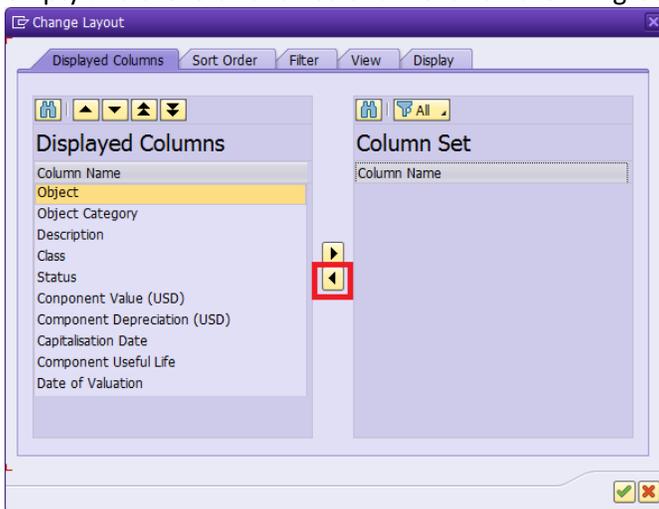
11. Click on the 'Find in initial class' button again to refresh the results.



12. Click on the 'Layout' button and then click 'Change Layout'.



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.

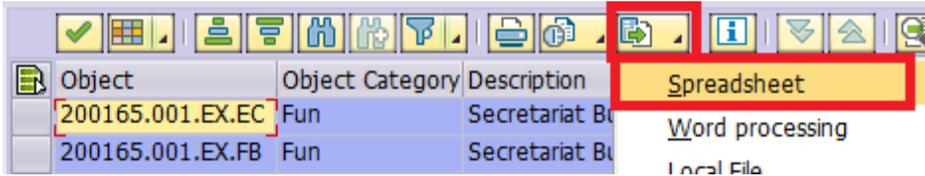


14. The report should be displayed...

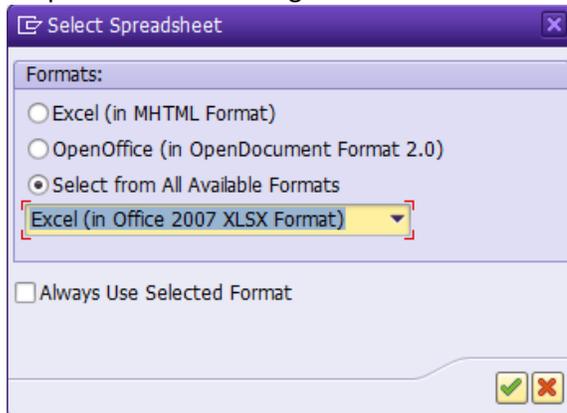
| Object           | Object Category | Description                      | Class        | Status | Component Value (USD) | Component Depreciation (USD) | Capitalisation Date | Component Useful Life | Date of |
|------------------|-----------------|----------------------------------|--------------|--------|-----------------------|------------------------------|---------------------|-----------------------|---------|
| 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                    |         |
| 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                    |         |

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

Click on the Export button and select 'Spreadsheet'



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.



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 [ ]

Asset class: [ ] to [ ]

Report date: 30.06.2015

4. In the 1<sup>st</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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

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

|                     |                      |    |                      |  |
|---------------------|----------------------|----|----------------------|--|
| Equipment Number    | <input type="text"/> | to | <input type="text"/> |  |
| Equipment Category  | <input type="text"/> | to | <input type="text"/> |  |
| Functional Location | <input type="text"/> | to | <input type="text"/> |  |
| Object Type         | <input type="text"/> | to | <input type="text"/> |  |
| Plant               | <input type="text"/> | to | <input type="text"/> |  |
| Storage Location    | <input type="text"/> | to | <input type="text"/> |  |
| Material Group      | <input type="text"/> | to | <input type="text"/> |  |
| System Status       | <input type="text"/> | to | <input type="text"/> |  |
| User Status         | <input type="text"/> | to | <input type="text"/> |  |
| Status Change Date  | <input type="text"/> | to | <input type="text"/> |  |

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



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

**Asset Equipment Reconciliation**

Report Date: 30.06.2015 - Created Date: 15.06.2015

Company Code : ( Include - EQ ) 1000  
 Asset Class : ( Exclude - EQ ) 00000110  
 Asset Class : ( Exclude - EQ ) 00000110

| CoCode | Fund  | Class | Asset      | SNo. | Asset description                              | Descrip. 2 | Capitalized on | Deact.Date | AsstSupNo. | BusA | Cost Ctr | Int. order | WBS elem. | Funds Ctr | Grant           | Func. Area | Sdov |
|--------|-------|-------|------------|------|--|------------|----------------|------------|------------|------|----------|------------|-----------|-----------|-----------------|------------|------|
| 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 1.8 GII                       |            | 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, Hulk                                   |            | 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       | S200 | 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 | <input type="text"/>                  | to | <input type="text"/> |
| Equipment category  | <input type="text"/>                  | to | <input type="text"/> |
| AuthorizGroup       | <input type="text"/>                  | to | <input type="text"/> |
| Inventory number    | <input type="text"/>                  | to | <input type="text"/> |
| Size/dimension      | <input type="text"/>                  | to | <input type="text"/> |
| Weight of object    | <input type="text"/>                  | to | <input type="text"/> |
| Unit of weight      | <input type="text"/>                  | to | <input type="text"/> |
| Vendor              | <input type="text"/>                  | to | <input type="text"/> |
| Acquisition date    | <input type="text"/>                  | to | <input type="text"/> |
| Acquisition Value   | <input type="text" value="5,000.00"/> | to | <input type="text"/> |
| Currency            | <input type="text"/>                  | to | <input type="text"/> |

| Maintain Selection Options       |                          |
|----------------------------------|--------------------------|
| Acquisition Value                |                          |
| Sel..                            | Description              |
| <input type="radio"/>            | Single Value             |
| <input checked="" type="radio"/> | Greater than or Equal to |
| <input type="radio"/>            | Less than or Equal to    |
| <input type="radio"/>            | 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 | <input type="text"/> | to | <input type="text"/> |
| Location          | <input type="text"/> | to | <input type="text"/> |

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).

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

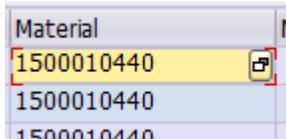


7. The report should be displayed.

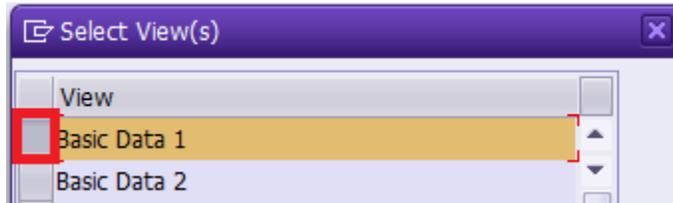
| S | Object number        | Equipment | Pint | PIPI | Description of technical object   | C TechID   | Object type | Functional Loc. | Material   | ManPartNo | Model number  | ManufSerialNumber | Manufacturer of as |
|---|----------------------|-----------|------|------|-----------------------------------|------------|-------------|-----------------|------------|-----------|---------------|-------------------|--------------------|
|   | 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  | 65Y05080      |                   | 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   | 1500000080 | 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    |                   |                    |
|   | IE000000000010011938 | 10011938  | KE00 | KE00 | PAVILION EXIT GATE                | M UN005351 | 46000000    | 200678.035      | 1500010505 |           |               |                   |                    |

8. If you'd like to find the Material Group to help determine the asset class for one equipment, you can...

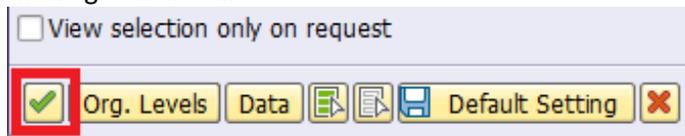
a) Double click on the Material Number



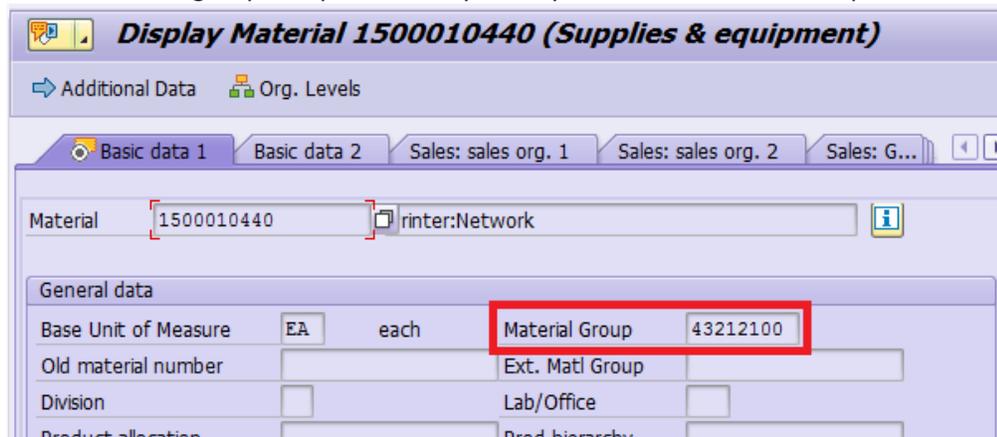
b) Click on the button to the left of 'Basic Data 1' to select it.



c) Click on the green check.



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



## T9 – Display Asset Master

Transaction code: AS03

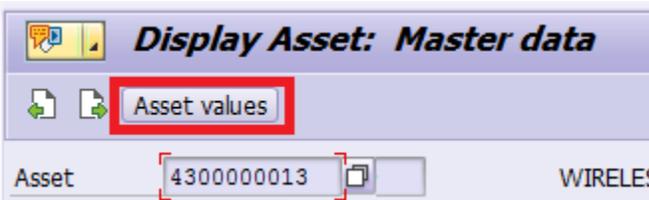
This transaction is useful for reviewing master data for the asset, including description, important dates, account assignments, linked equipment or real estate, and depreciation information.

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

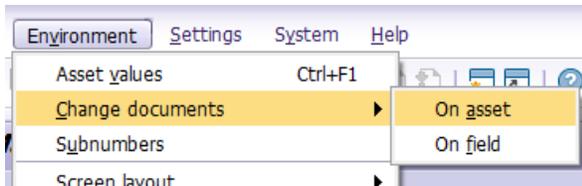
- General tab
  - Description: What is this asset?
  - Acct determination: The Umoja asset class (which corresponds to the IPSAS sub-class)
  - Capitalized on: The capitalization date of the asset
  - Deactivation on: If the asset is deactivated because of a retirement, transfer, or another valid reason, 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).

- 'Original asset' will show the old (deactivated) asset number if this asset was transferred.
- Net Worth Tax tab
  - '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.

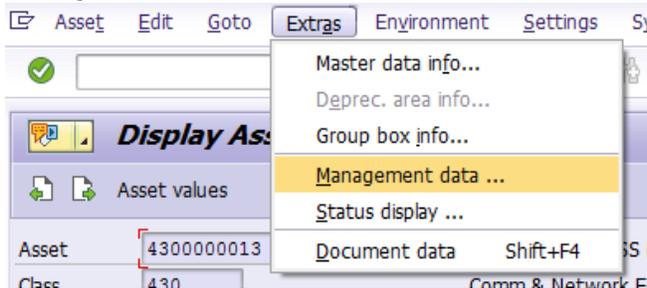
To quickly jump to the Asset Explorer to view Asset Values and Transactions (t-code AW01N), press the 'Asset values' button in the toolbar.



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



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



## T10 – Asset Explorer (Values and Transactions)

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.

The screenshot displays the SAP Asset Explorer interface. The top section shows the asset details: Asset 1000-4300000350/0000, Company Code 1000 (United Nations), and Asset 4300000350 (SWITCH CISCO CATALYST C2951). The fiscal year is set to 2015. The interface is divided into several tabs: 'Planned values', 'Posted values', 'Comparisons', and 'Parameters'. The 'Planned values' tab is active, showing a table of 'Planned values Book depreciation in local currency'.

| Value                | Fiscal year start | Change   | Year-end | Crcy |
|----------------------|-------------------|----------|----------|------|
| APC transactions     |                   | 5,100.00 | 5,100.00 | USD  |
| 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  |

Below the planned values table is the 'Transactions' section, which shows a list of transactions against the asset. The following table represents the data shown in the screenshot:

| AssetValDate | Amount   | TType | Transaction type name                               | Σ                | Ord. dep.      | Σ Ord. dep. | Crcy       |
|--------------|----------|-------|---|------------------|----------------|-------------|------------|
| 07.04.2015   | 5,100.00 | Z35   | Acqrg. trasf of prio-yr acqs.frm cap.asset-non budg | 1,068.90-        | 318.24-        |             | USD        |
|              |          |       |   | <b>1,068.90-</b> | <b>318.24-</b> |             | <b>USD</b> |

The bottom-left corner of the interface shows a window titled 'Objects related to asset', which lists various objects linked to the asset, including Equipment (SWITCH CISCO CATALYST), Cost Center (OCHA CRD ROWCA), G/L Account (FA Communication and Ne), and WBS element (SB-000434).

You can see any equipment, projects, real estate objects, or accounting elements that are linked to the asset record 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) |
| <input type="checkbox"/> 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        | <input type="text"/> | to | <input type="text"/> |
| Business area      | <input type="text"/> | to | <input type="text"/> |
| Cost center        | <input type="text"/> | to | <input type="text"/> |
| Plant              | <input type="text"/> | to | <input type="text"/> |
| Location           | <input type="text"/> | to | <input type="text"/> |
| Asset super number | <input type="text"/> | to | <input type="text"/> |

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

|  |
|--|
| <input checked="" type="radio"/> List assets   |
| <input type="radio"/> ... or main numbers only |
| <input type="radio"/> ... 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                                  |
|--|
| <input checked="" type="checkbox"/> Use ALV grid |

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

**Asset History Sheet Based on Posted Depreciation**

Report date: 31.12.2015 Asset History Sheet Based on Posted Depreciation - 01 Book deprec.  
 Created on: 29.11.2016 UN Version (copy of 0001 with BI report changes) (complete)

| 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  | 10UNA | 15031 | 1,112,710.74 | 429,750.64-   | 0.00           | 682,960.10     | 0.00        | 81,226.90-    | 0.00           |
| 330  | 10UNA | 15605 | 7,813.05     | 6,456.62-     | 0.00           | 1,356.43       | 0.00        | 651.09-       | 0.00           |
| 330  | 10UNA | 11414 | 87,184.35    | 5,473.68-     | 0.00           | 81,710.67      | 0.00        | 15,563.94-    | 0.00           |
| 330  | 10UNA | 11426 | 131,701.95   | 57,889.27-    | 0.00           | 73,812.68      | 0.00        | 38,510.96-    | 0.00           |
| 330  | 64CMP | 16077 | 14,022.30    | 6,524.26-     | 0.00           | 7,498.04       | 0.00        | 1,168.53-     | 0.00           |
| 330  | 10UNA | 16205 | 19,583.01    | 15,366.73-    | 0.00           | 4,216.28       | 0.00        | 1,032.56-     | 0.00           |
| 330  | 32QXB | 11333 | 0.00         | 0.00          | 0.00           | 0.00           | 202,811.62  | 5,633.66-     | 0.00           |
| 330  | 32QXB | 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  | 32KRI | 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  | 32ADR | 13456 | 0.00         | 0.00          | 0.00           | 0.00           | 27,381.44   | 0.00          | 0.00           |
| 340  | 32ADR | 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  | 40CRI | 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:

**Asset History Sheet**

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 | APC FY start | Dep. FY start | Other D. FY st | Acquisition | Dep. for year | Retirement |
|------|-------|------------|----|----------------------|----------------|--------------|---------------|----------------|-------------|---------------|------------|
| F100 | 420   | 4200001027 | 0  | NEXUS 56128P 2RU ... | 01.04.2015     | 0.00         | 0.00          | 0.00           | 16,455.00   | 3,085.31-     | 0.00       |
|      |       | 4200001028 | 0  | NEXUS 56128P 2RU ... | 01.04.2015     | 0.00         | 0.00          | 0.00           | 16,455.00   | 3,085.31-     | 0.00       |
|      |       | 4200001029 | 0  | NEXUS 2000 10GT F... | 01.04.2015     | 0.00         | 0.00          | 0.00           | 5,535.00    | 1,037.81-     | 0.00       |
|      |       | 4200001030 | 0  | NEXUS 2000 10GT F... | 01.04.2015     | 0.00         | 0.00          | 0.00           | 5,535.00    | 1,037.81-     | 0.00       |
|      | 420   |            |    |                      |                | 585,129.00   | 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           | 0.00        | 0.00          | 0.00       |
|      |       | 4300000639 | 0  | PLASMA MONITOR S...  | 01.01.2004     | 5,604.00     | 5,604.00-     | 0.00           | 0.00        | 0.00          | 0.00       |
|      |       | 4300000640 | 0  | VC - POLYCOM VSX ... | 01.07.2008     | 9,660.00     | 8,970.00-     | 0.00           | 0.00        | 690.00-       | 0.00       |

## 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 acquisition value, accumulated depreciation, and useful life.

To find projected future depreciation beyond the current year, refer to the Depreciation Projection report described in section T15 of this job aid.

| Depreciation   |      |   |            |      |     |                   |            |                   |            |                    |            |
|--|------|---|------------|------|-----|-------------------|------------|-------------------|------------|--------------------|------------|
| Asset  | SNo. | Asset description                             | DEP.START  | Meth | UL  | Acquisition value | Currency   | Current year      | Currency   | PREVIOUS YEARS     | Currency   |
| 3100000054   | 0    | BMW (2014), 1995cc, Diesel, 4-C 184HP         | 01.09.2013 | ZSLA | 006 | 46,820.08         | USD        | 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    | MINIBUS 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        |
| <b>Asset class 310</b>                                   |      |   |            |      |     | <b>605,546.07</b> | <b>USD</b> | <b>66,673.30-</b> | <b>USD</b> | <b>407,943.65-</b> | <b>USD</b> |
| <b>Bal. sheet account: Acquisition and prod 27161010</b> |      |   |            |      |     | <b>605,546.07</b> | <b>USD</b> | <b>66,673.30-</b> | <b>USD</b> | <b>407,943.65-</b> | <b>USD</b> |
| <b>AA: Balance sheet item (debit)</b>                    |      |   |            |      |     | <b>605,546.07</b> | <b>USD</b> | <b>66,673.30-</b> | <b>USD</b> | <b>407,943.65-</b> | <b>USD</b> |
| <b>Business area R400</b>                                |      |   |            |      |     | <b>605,546.07</b> | <b>USD</b> | <b>66,673.30-</b> | <b>USD</b> | <b>407,943.65-</b> | <b>USD</b> |
| <b>Company code 1000</b>                                 |      |   |            |      |     | <b>605,546.07</b> | <b>USD</b> | <b>66,673.30-</b> | <b>USD</b> | <b>407,943.65-</b> | <b>USD</b> |
|  |      |   |            |      |     | <b>605,546.07</b> | <b>USD</b> | <b>66,673.30-</b> | <b>USD</b> | <b>407,943.65-</b> | <b>USD</b> |

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   |      |                                    |            |      |                        |                 |              |                      |  |              |
|--|------|------------------------------------|------------|------|------------------------|-----------------|--------------|----------------------|--|--------------|
|  |      |                                    |            |      |                        |                 |              |                      |  |              |
| Report date:   |      | 31.12.2015                         |            |      | Unplanned depreciation |                 |              | 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 iter   |      |                                    |            |      |                        |                 |              |                      |  |              |
| Balance sheet acct for acquis. and prod. costs 27172010      |      |                                    |            |      |                        |                 |              |                      |  |              |
| Asset class 440  |      |                                    |            |      |                        |                 |              |                      |  |              |
| 440000044  | 0    | Live content produce audio/video s | 01.04.2011 | ZSLA | 007                    | 27,218.13 USD   | 0.00 USD     | 14,581.14- USD       |  |              |
| 440000051  | 0    | Camera with zoom lens 20x          | 01.02.2008 | ZSLA | 007                    | 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.iter  |      |                                    |            |      |                        | 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   |

| Asset Acquisitions  |                |            |  |            |                 |   |          |                  |                  |
|---|----------------|------------|--|------------|-----------------|---|----------|------------------|------------------|
| Report date: 31.12.2015    Asset Acquisitions - 01 Book deprec.<br>Created on: 06.08.2015 |                |            |  |            |                 |   |          |                  |                  |
| CompanyCode   | Bal.sh.acctAPC | AssetClass |  |            |                 |   |          |                  |                  |
| 1000  | 27171010       | 410        |  |            |                 |   |          |                  |                  |
| Asset   | SNo.           | Cap.date   | Asset description                      |            |                 |   | Quantity | BUn              | Acquisition Crcy |
| DocumentNo  | Pstng Date     | TType      | AsstValDat                             | Reference  |                 |   |          | Acquisition Crcy |                  |
| Text  |                |            |  |            |                 |   |          |                  |                  |
| 4100000425  | 0              | 26.03.2015 | SERVER CISCO WEB SECURITY APPLIANCE    |            |                 |   |          |                  | 15,886.00 USD    |
| 4100000324  |                | 01.06.2015 | X10                                    | 26.03.2015 | UNHQ-2200015365 | 1 | EA       | 15,886.00 USD    |                  |
| 4100000426  | 0              | 26.03.2015 | SERVER CISCO WEB SECURITY APPLIANCE    |            |                 |   |          |                  | 5,304.00 USD     |
| 4100000327  |                | 24.06.2015 | X10                                    | 26.03.2015 | UNHQ-2200015365 | 1 | EA       | 5,304.00 USD     |                  |
| 4100000427  | 0              | 26.03.2015 | SERVER CISCO WIDE AREA VISUALIZ ENGINE |            |                 |   |          |                  | 122,200.00 USD   |
| 4100000328  |                | 01.06.2015 | X10                                    | 26.03.2015 | UNHQ-2200015365 | 1 | EA       | 122,200.00 USD   |                  |
| <b>* Total</b>  |                |            |  |            |                 |   |          | 143,390.00       | USD              |
|   |                |            |  |            |                 |   |          | 143,390.00       | USD              |
| <b>** Total</b>   |                |            |  |            |                 |   |          | 143,390.00       | USD              |
|   |                |            |  |            |                 |   |          | 143,390.00       | USD              |

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.

## T15 – Asset Depreciation Projection Report

Transaction code: S\_ALR\_87012936

This report displays the projected / simulated depreciation for any or all assets in the future. It is capable of displaying depreciation projects many years into the future.

You may filter the report by individual asset numbers, asset classes, business areas, or cost centers.

**Depreciation Simulation**

Company code  to

Asset number  to

**Selections**

Asset class  to

Business area  to

Cost center  to

The 'Report date' field should be set to the end of the last year for which you want to project depreciation out to. In the example shown below, depreciation will be projected for all years until 2027. Depreciation area should always be set to 01.

**Settings**

Report date

Depreciation area  Book deprec.

Finally, you can select a 'Display variant' which determines what/how information is displayed in the report. The display variant is further customizable once the report has been generated, but it's recommended to use **ZAQ\_DEP\_NBV** as it includes Net Book Value and shows up to 25 years. Do not enter anything in 'Simulation version' as the default is set to standard UN depreciation rules.

**Select layout**

Display variant

Summary report

**Further settings**

Simulation version

When ready, run the report by clicking on the Execute button.

Below is an example of the Depreciation Projection report using Display Layout 1\_SAP\_2\_LINE without checking the box for 'Summary report', so it displays each individual asset meeting your selection criteria.

**Depreciation Simulation**

Report date: 31.12.2017 Depreciation Simulation - 01 Book deprec.  
Date created: 09.03.2017

| Obj. t Object               | Description  | Cuml. APC/repl.v                        | APC/RV 2017                            | APC/RV 2018                            | APC/RV 2019                            | APC/RV 2020                            | APC/RV 2021                            |
|-----------------------------|--|---|--|--|--|--|--|
|                             | DepKy ODep.Start Life                                | Accumulated depr                        | Depr. 2017                             | Depr. 2018                             | Depr. 2019                             | Depr. 2020                             | Depr. 2021                             |
|                             |  | Cumulative book                         | Book value 2017                        | Book value 2018                        | Book value 2019                        | Book value 2020                        | Book value 2021                        |
| Asset 3200000016/0          | ARMoured MINI-BUS<br>ZSLA 01.07.2011 012/000         | 160,000.00<br>73,333.33-<br>86,666.67   | 160,000.00<br>13,333.33-<br>73,333.34  | 160,000.00<br>13,333.33-<br>60,000.01  | 160,000.00<br>13,333.34-<br>46,666.67  | 160,000.00<br>13,333.33-<br>33,333.34  | 160,000.00<br>13,333.34-<br>20,000.00  |
| Asset 3200000017/0          | ARMoured MINI-BUS<br>ZSLA 01.05.2011 012/000         | 160,000.00<br>76,400.00-<br>83,600.00   | 160,000.00<br>13,200.00-<br>70,400.00  | 160,000.00<br>13,200.00-<br>57,200.00  | 160,000.00<br>13,200.00-<br>44,000.00  | 160,000.00<br>13,200.00-<br>30,800.00  | 160,000.00<br>13,200.00-<br>17,600.00  |
| * Asset Class 320           |  | 623,880.00<br>230,831.19-<br>393,048.81 | 623,880.00<br>51,856.67-<br>341,192.14 | 623,880.00<br>51,856.67-<br>289,335.47 | 623,880.00<br>51,856.66-<br>237,478.81 | 623,880.00<br>51,856.67-<br>185,622.14 | 623,880.00<br>51,856.66-<br>133,765.48 |
| ** Bal.sh.acct APC 27162010 |  | 623,880.00<br>230,831.19-<br>393,048.81 | 623,880.00<br>51,856.67-<br>341,192.14 | 623,880.00<br>51,856.67-<br>289,335.47 | 623,880.00<br>51,856.66-<br>237,478.81 | 623,880.00<br>51,856.67-<br>185,622.14 | 623,880.00<br>51,856.66-<br>133,765.48 |
| Asset 3300000000/0          | TOYOTA LANDCRUISER B6 --<br>ZSLA 01.11.2006 012/000  | 117,869.82<br>100,253.40-<br>17,616.42  | 117,869.82<br>9,608.96-<br>8,007.46    | 117,869.82<br>8,007.46-<br>0.00        | 117,869.82<br>0.00-<br>0.00            | 117,869.82<br>0.00-<br>0.00            | 117,869.82<br>0.00-<br>0.00            |
| Asset 3300000001/0          | LANDCRUISER ARMoured H-<br>ZSLA 01.11.2006 012/000   | 96,520.71<br>82,095.06-<br>14,425.65    | 96,520.71<br>7,868.54-<br>6,557.11     | 96,520.71<br>6,557.11-<br>0.00         | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             |
| Asset 3300000002/0          | LANDCRUISER ARMoured H-<br>ZSLA 01.11.2006 012/000   | 96,520.71<br>82,095.06-<br>14,425.65    | 96,520.71<br>7,868.54-<br>6,557.11     | 96,520.71<br>6,557.11-<br>0.00         | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             |
| Asset 3300000003/0          | LANDCRUISER ARMoured H-<br>ZSLA 01.11.2006 012/000   | 96,520.71<br>82,095.06-<br>14,425.65    | 96,520.71<br>7,868.54-<br>6,557.11     | 96,520.71<br>6,557.11-<br>0.00         | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             |
| Asset 3300000004/0          | LANDCRUISER ARMoured H-<br>ZSLA 01.11.2006 012/000   | 96,520.71<br>82,095.06-<br>14,425.65    | 96,520.71<br>7,868.54-<br>6,557.11     | 96,520.71<br>6,557.11-<br>0.00         | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             |
| Asset 3300000005/0          | LANDCRUISER ARMoured H-<br>ZSLA 01.11.2006 012/000   | 96,520.71<br>82,095.06-<br>14,425.65    | 96,520.71<br>7,868.54-<br>6,557.11     | 96,520.71<br>6,557.11-<br>0.00         | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             | 96,520.71<br>0.00-<br>0.00             |
| Asset 3300000012/0          | Motor vehicles for trave-<br>ZSLA 01.06.2009 012/000 | 14,022.30<br>8,861.31-<br>5,160.99      | 14,022.30<br>1,168.53-<br>3,992.46     | 14,022.30<br>1,168.52-<br>2,823.94     | 14,022.30<br>1,168.53-<br>1,655.41     | 14,022.30<br>1,168.52-<br>486.89       | 14,022.30<br>486.89-<br>0.00           |

The default report layout only shows the first 5 years' worth of projections, so if you did not select the ZAQ\_DEP\_NBV layout in the selection screen you can change the Current display layout using the icon. You can move fields in and out of up to 3 lines of the report by moving report items from one side to the other. Just click on the Copy button to accept changes and update the report.

Change Layout: Two lines, 5 periods (APC + deprec.)

Line 1 Line 2 Line 3

| Column content          | Pos. | Len... |                                     |
|-------------------------|------|--------|-------------------------------------|
| Object type description | 1    | 6      |                                     |
| Object                  | 2    | 13     |                                     |
| Description             | 3    | 25     |                                     |
| Cuml. APC/repl.val.     | 4    | 16     | <input checked="" type="checkbox"/> |
| Cum. APC/RV 2017        | 5    | 16     | <input checked="" type="checkbox"/> |
| Cum. APC/RV 2018        | 6    | 16     | <input checked="" type="checkbox"/> |
| Cum. APC/RV 2019        | 7    | 16     | <input checked="" type="checkbox"/> |
| Cum. APC/RV 2020        | 8    | 16     | <input checked="" type="checkbox"/> |

Line width: 139  
List width: 139

Hidden fields

| Col. content                  | Lngh |
|-------------------------------|------|
| depr. 2026                    | 16   |
| depr. 2027                    | 16   |
| Cum. APC/RV 2021              | 16   |
| Cum. APC/RV 2022              | 16   |
| Cum. APC/RV 2023              | 16   |
| Cum. APC/RV 2024              | 16   |
| Cum. APC/RV 2025              | 16   |
| Cum. APC/RV 2026              | 16   |
| Cum. APC/RV 2027              | 16   |
| APC/repl.val. acquisition ... | 16   |
| APC/repl.val. acquisition ... | 16   |
| APC/repl.val. acquisition ... | 16   |

Copy

Another example of the Depreciation Project report with the 'Summary report' box checked / selected. You can see that with the 'Summary report' box checked, only Asset Class totals are displayed.

Report date: 31.12.2057 Depreciation Simulation - 01 Book deprec.  
Date created: 09.03.2017

| Obj. t Object               | Description      | Cuml. APC/repl.v | APC/RV 2017     | APC/RV 2018     | APC/RV 2019     | APC/RV 2020     | APC/RV 2021   |
|-----------------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|---------------|
| DepKy ODep.Start Life       | Accumulated depr | Depr. 2017       | Depr. 2018      | Depr. 2019      | Depr. 2020      | Depr. 2021      |               |
|                             | Cumulative book  | Book value 2017  | Book value 2018 | Book value 2019 | Book value 2020 | Book value 2021 |               |
| Assets                      | 37,267,259.69    | 37,456,516.94    | 37,456,516.94   | 37,456,516.94   | 37,456,516.94   | 37,456,516.94   | 37,456,516.94 |
|                             | 26,535,809.69-   | 3,535,474.59-    | 2,639,984.70-   | 1,979,889.88-   | 1,414,020.03-   | 949,431.50-     |               |
|                             | 10,731,450.00    | 7,385,232.66     | 4,745,247.96    | 2,765,358.08    | 1,351,338.05    | 401,906.55      |               |
| * Asset Class 310           | 37,267,259.69    | 37,456,516.94    | 37,456,516.94   | 37,456,516.94   | 37,456,516.94   | 37,456,516.94   | 37,456,516.94 |
|                             | 26,535,809.69-   | 3,535,474.59-    | 2,639,984.70-   | 1,979,889.88-   | 1,414,020.03-   | 949,431.50-     |               |
|                             | 10,731,450.00    | 7,385,232.66     | 4,745,247.96    | 2,765,358.08    | 1,351,338.05    | 401,906.55      |               |
| ** Bal.sh.acct APC 27161010 | 37,267,259.69    | 37,456,516.94    | 37,456,516.94   | 37,456,516.94   | 37,456,516.94   | 37,456,516.94   | 37,456,516.94 |
|                             | 26,535,809.69-   | 3,535,474.59-    | 2,639,984.70-   | 1,979,889.88-   | 1,414,020.03-   | 949,431.50-     |               |
|                             | 10,731,450.00    | 7,385,232.66     | 4,745,247.96    | 2,765,358.08    | 1,351,338.05    | 401,906.55      |               |
| Assets                      | 339,995.65       | 339,995.65       | 339,995.65      | 339,995.65      | 339,995.65      | 339,995.65      | 339,995.65    |
|                             | 293,137.42-      | 22,481.69-       | 20,715.89-      | 1,291.99-       | 1,292.00-       | 1,076.66-       |               |
|                             | 46,858.23        | 24,376.54        | 3,660.65        | 2,368.66        | 1,076.66        | 0.00            |               |
| * Asset Class 320           | 339,995.65       | 339,995.65       | 339,995.65      | 339,995.65      | 339,995.65      | 339,995.65      | 339,995.65    |
|                             | 293,137.42-      | 22,481.69-       | 20,715.89-      | 1,291.99-       | 1,292.00-       | 1,076.66-       |               |
|                             | 46,858.23        | 24,376.54        | 3,660.65        | 2,368.66        | 1,076.66        | 0.00            |               |
| ** Bal.sh.acct APC 27162010 | 339,995.65       | 339,995.65       | 339,995.65      | 339,995.65      | 339,995.65      | 339,995.65      | 339,995.65    |
|                             | 293,137.42-      | 22,481.69-       | 20,715.89-      | 1,291.99-       | 1,292.00-       | 1,076.66-       |               |
|                             | 46,858.23        | 24,376.54        | 3,660.65        | 2,368.66        | 1,076.66        | 0.00            |               |
| Assets                      | 1,149,578.67     | 1,355,606.31     | 1,355,606.31    | 1,355,606.31    | 1,355,606.31    | 1,355,606.31    | 1,355,606.31  |
|                             | 93,968.58-       | 158,090.55-      | 158,107.72-     | 157,161.21-     | 157,075.16-     | 153,722.77-     |               |
|                             | 1,055,610.09     | 1,103,547.18     | 945,439.46      | 788,278.25      | 631,203.09      | 477,480.32      |               |
| * Asset Class 330           | 1,149,578.67     | 1,355,606.31     | 1,355,606.31    | 1,355,606.31    | 1,355,606.31    | 1,355,606.31    | 1,355,606.31  |
|                             | 93,968.58-       | 158,090.55-      | 158,107.72-     | 157,161.21-     | 157,075.16-     | 153,722.77-     |               |
|                             | 1,055,610.09     | 1,103,547.18     | 945,439.46      | 788,278.25      | 631,203.09      | 477,480.32      |               |
| ** Bal.sh.acct APC 27163010 | 1,149,578.67     | 1,355,606.31     | 1,355,606.31    | 1,355,606.31    | 1,355,606.31    | 1,355,606.31    | 1,355,606.31  |
|                             | 93,968.58-       | 158,090.55-      | 158,107.72-     | 157,161.21-     | 157,075.16-     | 153,722.77-     |               |
|                             | 1,055,610.09     | 1,103,547.18     | 945,439.46      | 788,278.25      | 631,203.09      | 477,480.32      |               |