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## Overview

This Job Aid details the procedure for the manual acquisition of an asset (for assets manually acquired in the **current fiscal year\***).

Assets would need to be manually created in the following instances:

1. During ramp up for assets not included in collection files.
2. Where assets are found after conversion (not included in collection files or created during ramp up).
3. In cases where the wrong material number was used and no asset master was created (i.e. the item was expensed). NOTE: if the item was received into inventory and if not done already, the item should first be issued to consumption BEFORE the asset is created.
4. For Assets that are donated TO the UN entity (non-Grant)\*\*

Users of this guide will be those assigned the following roles:

- **FA.15** – Financial\_Accounting: Asset\_Accounting\_User
- **FA.16** – Financial\_Accounting: Asset\_Accounting\_Senior\_User

Manual recognition of assets is done in three steps:

1. The first step is for the asset accounting user (FA.15) to create the Asset Master record
2. The second step is for the asset accounting user (FA.15) to create and park the asset acquisition document to post value to the Asset Master Record and record the correct capitalisation date.
3. The third step is for the asset accounting senior user (FA.16) to review and post the parked asset acquisition document.

Excluding intangible assets, new Fixed Assets will need to be linked to either an Equipment record or a Real Estate record.

- **Equipment:** The Property Custodian responsible for the equipment (Role SD10) should link the newly created Fixed Asset to the associated Equipment. A review of the cost centre should also be undertaken to ensure it aligns to the asset record.  
They can reference the Services Delivery job aid titled “Equipment Creation Post Go-Live”
- **Real Estate object:** The Facilities Planner responsible for the Real Estate Object should link the newly created Fixed Asset to the associated Real Estate Usage Object.  
They can reference instructions in the Real Estate Portfolio Management training materials.

\* For assets found that relate to prior years, accumulated depreciation entries are also needed. Please follow the instructions in the job aid “JA 2-2: Manual acquisitions related to prior periods (Post-Capitalisation)”

\*\*For Grants related donations please refer to SRM materials on PO Donation in kind

\*\*\*\*\*

## Transactions:

### T1 – Creating the Asset Master record (AS01)

\*\* This step to be performed by users with role: **FA.15** – Financial\_Accounting: Asset\_Accounting\_User

1. Log in to Umoja ECC.
2. Execute Transaction code **AS01**
3. On the 'Create Asset: Initial screen':

**Create Asset: Initial screen**

Master data    Depreciation areas

Asset Class: 420

Company Code: 1000

Number of similar assets: 1

Reference

Asset: [ ]

Sub-number: [ ]

Company code: [ ]

Post-capitalization

**Asset Class:** Enter the Asset Class of the asset you are creating.

**Company Code:** Always equal to 1000

**Number of similar assets:** If you are creating many similar assets, you can specify how many here up front.

*\*\* This job aid only covers creating a single asset (value of 1 in this field).*

**Reference:** You may fill in the Asset, Sub-number, and Company code of a similar asset that you would like to copy.

*\*\* This job aid does not cover copying an existing asset record (all reference fields blank).*

**Post-capitalization:** This should not be checked (it is not used for current year acquisitions)

When you have made all of your selections, press enter on your keyboard. You will be taken to the 'Create Asset: Master Data' screen.

4. There are several tabs on the 'Create Asset: Master data' screen that you will need to go through and fill out data.

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0

Class: 420    IT Comp & Stor Equip    Company Code: 1000

General    Time-dependent    Allocations    Origin    Net Worth Tax    Insurance    Leasing    Deprec. Areas

5. 'General' tab

**Description:** This description is inherited from the Material Name during the normal procurement process. For ramp up purposes, please use an appropriate description, i.e. Server, vehicle etc.

**Asset main no. text:** This is inherited from the Main Asset for sub-assets.

**Serial number:** This field is not used, it is maintained in the equipment master.

**Inventory number:** This is only used during conversion and rampup, in these cases it should be equal to the 'Technical ID' in the Equipment Master record.

**Quantity:** Always leave blank.

**Manage historically:** Keep this checked

**Include asset in inventory list:** Keep this checked

The rest of the fields on the General tab do not need to be filled out at this time, or are automatically populated later on.

6. 'Time-dependent' tab

On this tab in the 'Interval from...' section you should fill in the Cost Center, Fund, and (if applicable) Grant. After filling these in you can press enter to have the system derive the rest of the fields.

You should also fill in the following fields if this asset is related to an Investment Order or Project:

**Investment Order:** If applicable, enter an investment order (internal order) here.

**WBS element:** If this asset is project-funded, enter the WBS Element here.

7. 'Allocations' tab

**Building Component:** Only used for building components. If applicable, select one from the list.

**Building Sub-comp.:** Only used for building components. If applicable, select one from the list.

**Asset super number:** This corresponds to the IPSAS asset class, and should be derived automatically already from the Umoja asset class you entered earlier.

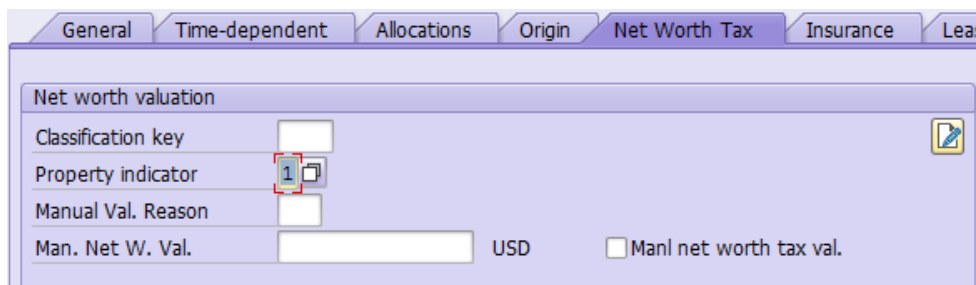
The rest of the fields on the Allocations tab do not need to be filled out at this time, or are automatically populated later on.

8. 'Origin' tab



The fields on the Origin tab do not need to be filled out at this time, or are automatically populated later on.

9. 'Net Worth Tax' tab



**Property indicator:** Select a value from the selection box regarding the ownership/lease-situation of this asset.


The rest of the fields on the Net Worth Tax tab do not need to be filled out at this time, or are automatically populated later on.

10. 'Insurance' tab – Not applicable at this time

11. 'Leasing' tab – Not applicable at this time

## 12. 'Deprec. Areas' tab

General						Time-dependent						Allocations						Origin						Net Worth Tax						Insurance						Leasing						Deprec. Areas					
Valuation																																															
A.. Depreciation area	DKey	UseLife	Prd	ODep Start																																											
01Book deprec.	ZSLA	4																																													

All values should normally be defaulted based on the Asset Class. For certain Real Estate Fixed Assets (e.g., Buildings in Asset Class 120), default Useful Life will be set to 999. For such Fixed Assets, you should adjust the Useful Life to 15, 25 or 40 years, as per IPSAS. You can also add the Date of Operating Readiness by double clicking on the line item and entering a value in the 'Operating readiness' field (shown below). Click the  'Back' button after adding this date to return to the 'Create Asset: Master data' screen.

Interval from 01.01.1900 to 31.12.9999

General Specifications

Depreciation Key  Straight Line- Actual Month

Useful life  /

Original useful life  /


Start of Calculation

Ord.dep.start date

Operating readiness


13. When you have entered data in all of the tabs, click on the 'Save' icon at the top of the screen to create the Asset Master record.

Asset Edit Goto Extras Environment Settings Sys



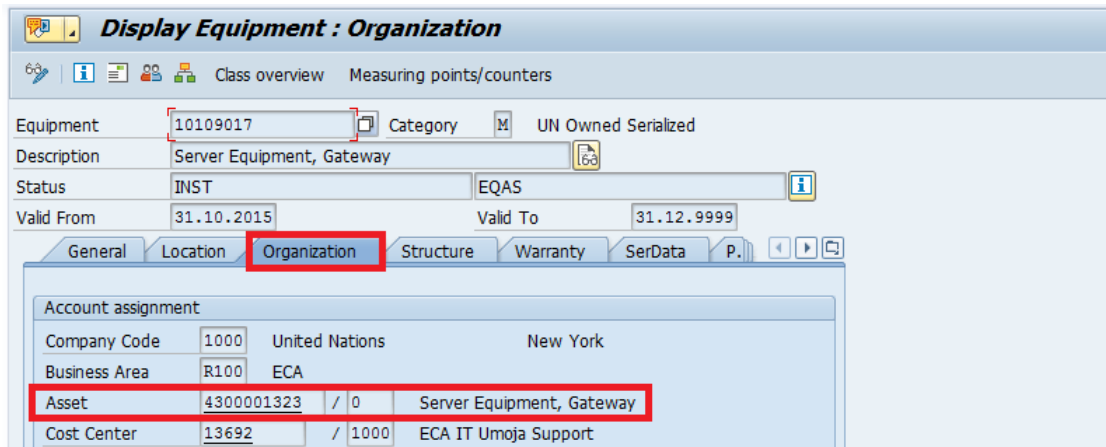
**Create Asset: Master data**

After clicking on 'Save', make sure to write down the Asset Number displayed in the status bar at the bottom of the window.

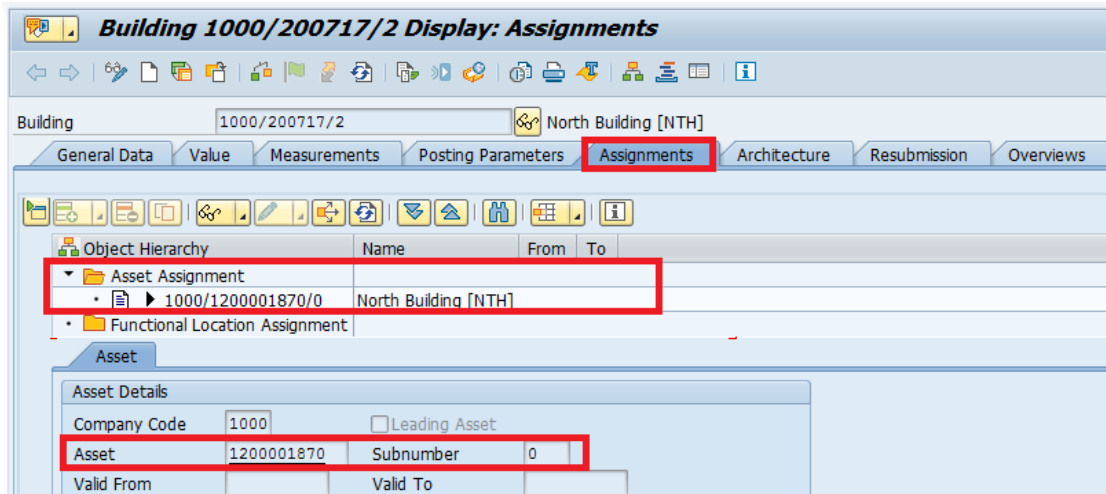
 The asset 4200000336 0 is created

- The new Fixed Asset must be linked to an operational object. Follow the instructions below based on the type of Fixed Asset.

**Equipment Asset:** Share the new Asset Number with the Property Custodian responsible for the Equipment (Role SD10). They must link the Fixed Asset to the associated Equipment. A review of the cost centre should also be undertaken to ensure it aligns to the asset record. The Property Custodian can reference the Services Delivery job aid titled “Equipment Creation Post Go-Live”



**Real Estate Asset:** Share the new Asset Number with the Facilities Planner responsible for the Real Estate Usage Object. They must link the newly created Fixed Asset to the associated Real Estate Usage Object. The Facilities Planner can reference instructions in the Real Estate Portfolio Management training materials.



**Intangible Asset:** No operational object exists to represent intangible assets in Umoja. No link is required in Umoja.



**T2 – Acquiring the Asset (F-90) – Current fiscal year acquisitions**

\*\* This step to be performed by users with role: **FA.15** – Financial\_Accounting: Asset\_Accounting\_User

1. Log in to Umoja ECC.
2. Execute Transaction code **F-90**
3. Fill in the following fields:

<b>Acquisition from purchase w. vendor: Header Data</b>			
Held document	Acct model	<input checked="" type="checkbox"/> Fast Data Entry	<input type="checkbox"/> Post with reference <input type="checkbox"/> Editing Options
Document Date	04.06.2015	Type	AA
Posting Date	01.06.2015	Period	6
Document Number		Company Code	1000
Reference	RU UNON 001	Currency/Rate	USD
Doc.Header Text	Free Text Field	Translatn Date	
Trading Part.BA		Cross-CC no.	

**Document Date:** Set this to today's date

**Posting Date:** For Production use relevant posting date from current open posting period. For Ramp-Up use established date – usually the first day of first open posting period (e.g., 01.11.2015.) after conversion.

**Type:** Use document type 'AA'

**Reference:** This is a free text field.

**Doc.Header Text:** This is another free text field

4. In the 'First line item' region at the bottom of the screen, fill out the following fields:

<b>First line item</b>			
PstKy	70	Account	4200000336
SGL Ind	<input type="checkbox"/>	TType	213

**PstKy:** We are posting to the asset in the first line item, so use Posting Key '70' to debit the asset.

**Account:** Enter the Asset number created in transaction AS01 here.

5. **TType\*\*:** The following Transaction types exist
  - a. X10 assets added for ramp up (current fiscal year).
  - b. Z13 asset added due to physical verification
  - c. Z14 asset added due to incorrect initial classification as expense
    - \*\* If using Z14 and the item was procured into inventory, please ensure that the item has been issued to consumption before proceeding.
  - d. Z10 donated assets (non-grants related)

(\*\*important please ensure that you are not crossing a FI balancing element for example creating an asset which is funded from more than one fund, BA, Grant using these Ttypes).
6. After you have reviewed all entries on the 'Acquisition from purchase w. vendor: Header data' screen, press enter on your keyboard. You will be taken to the 'Enter Asset Posting: Add Asset item' screen.
7. Under the 'Item 1 Debit asset / 70' enter the following.

**Amount:** Enter the capitalised value here (cost plus standard associated cost percentage)

**Quantity:** 1 EA

**WBS Element:** If applicable, enter the WBS Element here.

8. Click on the 'More' button.

**Reference Date (VERY IMPORTANT):** Enter the capitalisation date of the Fixed Asset (this may be different than the posting date of this document).

NB this date cannot be change later so it is very important that it is correct.

- Click on the Green Check button to return.
- In the 'Next line item' region at the bottom of the screen, fill out the following fields:

First line item					
PstKy	50	Account	77299070	SGL Ind	<input type="checkbox"/>
TType	<input type="checkbox"/>				

**PstKy:** Posting Key '50' to credit the account.

**Account:** Refer to Annex 1 – GL Accounts for Manual Acquisition for correct GL Account to be used. Usually, **77299070**.

- After you have reviewed all entries on the 'Enter Asset Posting: Add Asset item' screen, press enter on your keyboard. This will bring you to the 'Enter Asset Posting: Add G/L account item' screen.
- Under the 'Item 2 / Credit Entry / 50' region, enter the following.

Item 2 / Credit entry / 50					
Amount	6000	USD			
Tax code	<input type="text"/>				
Business Area	<input type="text"/>	Trdg Part.BA	<input type="text"/>		
Cost Center	<input type="text"/>	Order	<input type="text"/>		
Sales Order	<input type="text"/>	Asset	<input type="text"/>		
WBS Element	<input type="text"/>	Network	<input type="text"/>		
Purchasing Doc.	<input type="text"/>	<a href="#">More</a>			
Assignment	<input type="text"/>	Quantity	<input type="text"/>		
Text	<input type="text"/>				<a href="#">Long Texts</a>

**Amount:** Enter the acquisition value here (or the associated costs)

**WBS Element:** If applicable, enter the WBS Element here. If so, you should not have to enter any of the other account assignment elements as this will derive them.

**Cost Center:** Fill in the cost center here.

13. Click on the 'More' button

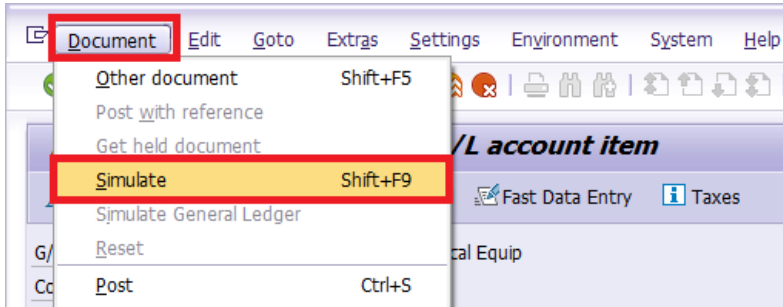
**Fund:** Enter the fund here.

**Grant:** Enter the grant here, if applicable.

Press the Green Check button to go back.

14. Now you will need to repeat the actions from steps 10 through 13 for the associated costs, if relevant (see Annex 1), using **GL 77299080** to enter the amount of the associated costs.

- After reviewing all entries, go to the top menu bar and click on 'Document' and then click on 'Simulate'.



- If the simulation is successful, you should see be taken to the Display Overview screen and see a summary of the posting to be made.

**Enter Asset Posting: Display Overview**

Document Date	04.06.2015	Type	AA	Company Code	1000
Posting Date	01.06.2015	Period	6	Currency	USD
Document Number	INTERNAL	Fiscal Year	2015	Translatn Date	01.06.2015
Reference	RU UNON 001			Cross-CC no.	
Doc.Header Text	Free Text Field			Trading Part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	70	S300 0027171020 004200000336 0000		6,240.00	
002	50	S300 0077299070 Conv CapitalisedCost		6,000.00-	
003	50	S300 0077299080 Conv Associated Cost		240.00-	
D		6,240.00	C		6,240.00
			0.00	*	2 Line items

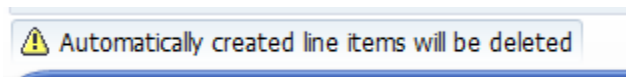
- Review the simulation and ensure that the posting looks as expected. Click on the 'Reset' button to exit the simulation view.

**Enter Asset Posting: Display Overview**

Display Currency
 Taxes
 **Reset**

Document Date	04.06.2015	Type	AA	Company Code	1000
Posting Date	01.06.2015	Period	6	Currency	USD
Document Number	INTERNAL	Fiscal Year	2015	Translatn Date	01.06.2015
Reference	RU UNON 001			Cross-CC no.	
Doc.Header Text	Free Text Field			Trading Part.BA	

- If you receive a yellow warning message like the one shown below, ignore it and press the Enter key to proceed.



- Assuming the simulation looked correct, you are now ready to Park the document for review and posting by the Asset Accounting Senior User (FA.16). Click on the 'Park document' button.

**Enter Asset Posting: Display Overview**

Display Currency
 **Park document**
 Acct model
 Fast Data Entry
 Taxes

Document Date	04.06.2015	Type	AA	Company Code	1000
Posting Date	01.06.2015	Period	6	Currency	USD
Document Number	INTERNAL	Fiscal Year	2015	Translatn Date	01.06.2015
Reference	RU UNON 001			Cross-CC no.	
Doc.Header Text	Free Text Field			Trading Part.BA	

Items in document currency

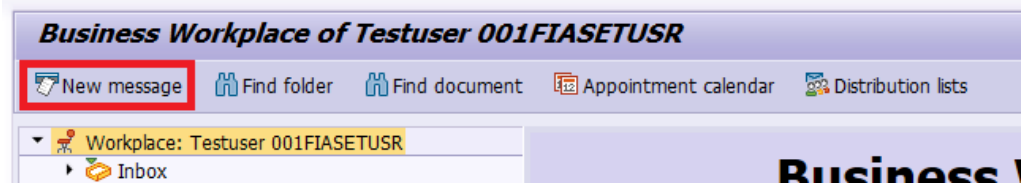
PK	BusA	Acct		USD	Amount	Tax amnt
001	70	S300 0027171020	004200000336 0000		6,240.00	
002	50	S300 0077299070	Conv CapitalisedCost		6,000.00-	
003	50	S300 0077299080	Conv Associated Cost		240.00-	
D		6,240.00		C		6,240.00
						0.00 * 2 Line items


20. View the bottom status bar for confirmation. Note the document number that was parked.

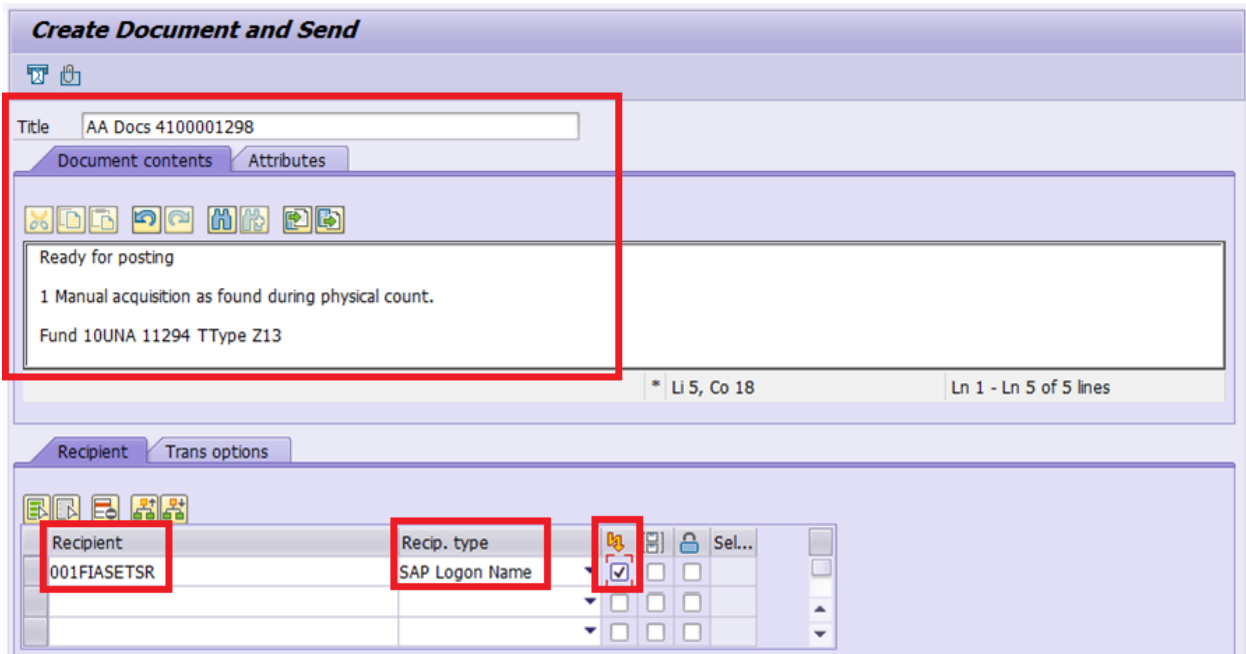


21. At this point, the Asset Accounting User (FA.15) should notify the Asset Accounting Senior User (FA.16) that the asset is ready to have it's acquisition document reviewed and posted. It is recommended that the users communicate using messages sent within Umoja to one another.

Exit the **F-90** transaction and execute Transaction code **SBWP**.



22. Draft a short message with the parked document number(s) and some context for the asset(s). Enter as recipient the SAP Logon Name of the appropriate asset accounting senior user, and check the box under express mail .



Click on the send  button when ready.

23. At this point, it is now up to the Asset Accounting Senior User (FA.16) to review the parked document and post it. The asset will not be capitalized until the document is posted.

### T3 – Review list of Parked Asset Acquisition Documents to be posted.

\*\* This step to be performed by users with role **FA.16** – Asset Accounting Senior User

After the Asset Accounting User (FA.15) creates the asset master record and parks the asset acquisition document, the Asset Accounting Senior User (FA.16) must review and post the asset acquisition document to capitalize the asset.

There are two ways within Umoja that the Asset Accounting Senior User can find out if there are any pending parked documents:

1. Review their Umoja Inbox
2. Review the list of parked AA documents within their fund / business area

#### T3.1 – Review Umoja Inbox for parked document messages (SBWP)

1. Log in to Umoja ECC.
2. Execute Transaction code **SBWP**
3. Expand 'Inbox' and click on 'Unread Documents' to view any new incoming Umoja messages.

Look for any messages from Asset Accounting Users that indicate that there are parked documents awaiting review and posting. Follow the instructions in section **T4** of this job aid for each document.

**Business Workplace of Testuser 001FIASETSR**

New message Find folder Find document Appointment calendar Distribution lists

Workplace: Testuser 001FIASETSR

- Inbox
  - Unread Documents 1**
  - Documents 2
  - Workflow 0
  - Overdue entries 0
  - Deadline Messages 0
  - Incorrect entries 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Folders subscribed to
- Trash
- Shared trash

**Unread Documents 1**

Me...	Ty...	Title	At...	Author	Date received	Time re...	Co...	Re...
		AA Docs 4100001298		Testuser 001FIASETUSR	13.06.2016	18:30:58		

**AA Docs 4100001298**

Ready for posting

1 Manual acquisition as found during physical count.

Fund 10UNA 11294 TType Z13

#### T3.2 – Review list of parked AA documents (FBV0)

1. Log in to Umoja ECC.
2. Execute Transaction code **FBV0**



- Click on the 'Document list' button.

**Post Parked Document: Initial Screen**

Document list Editing Options

Key for Parking

Company Code 1000

Doc. Number

Fiscal Year

- From the List of Parked Documents screen, you can search for documents based on a wide variety of criteria.

**Document number** and **Fiscal year**: If you know these already, you can enter them here.

**Posting date** and **Document date**: You can use these date fields to filter for specific date ranges.

**Document type**: AA (limits the list to just Asset Accounting documents)

**Entered by**: The Umoja User ID of the Asset Accounting User who parked the document. This can be useful if you have a short list of Asset Accounting Users you work with.

**List of Parked Documents**

Company code 1000 to Document number to Fiscal year to

General Selections

Posting date 01.05.2016 to 31.12.2016 Document date to Document type AA Reference to Document header text to Entered by 001FIASETUSR to

Processing Status

Enter release to Complete to Released to

- Click on the Execute button to view the list of documents. You may double-click on each document number to open it. Follow the instructions in section T4 of this job aid to review and post each document.

**Post Parked Documents: List**

St.	T.	DocumentNo	Posting Date	Doc. Date	Entered on	Reference	Document Header Text	User	Changed by
	AA	4100001294	31.05.2016	31.05.2016	07.06.2016		INTTRK 8961 F-90 PK PST	001FIASETUSR	001FIASETUSR
	AA	4100001296	07.06.2016	07.06.2016	07.06.2016			001FIASETUSR	001FIASETUSR

## T4 – Posting Parked Asset Acquisition Documents (FBV0) – Current fiscal year acquisitions

\*\* This step to be performed by users with role **FA.16** – Asset Accounting Senior User

1. Log in to Umoja ECC.
2. Execute Transaction code **FBV0**
3. If you know the Asset Acquisition document number to be reviewed and posted, enter it on this screen and press the Enter key.

If you do not know the document number, you may click on the ‘Document list’ button and search for it; see section **T3.2** of this job aid for more details on that.

**Post Parked Document: Initial Screen**

Document list    Editing Options

Key for Parking

Company Code	1000
Doc. Number	4100001298
Fiscal Year	2016

4. Review the document for accuracy.

Check the document header for correct dates, posting periods, and meaningful reference text. Review the line items at the summary level to ensure the correct asset and G/L accounts are being debited/credited.

**Post Parked Document: Overview**

Currency    Fast Data Entry    Tax    Document Header    Check

Document Date	04.06.2016	Type	AA	Company Code	1000
Posting Date	01.06.2016	Period	6	Currency	USD
Document Number	4100001298	Fiscal Year	2016	Translatn Date	01.06.2016
Reference	TEST	Trading part.BA			
Doc.Header Text		Texts exist	<input type="checkbox"/>	Net entry	<input type="checkbox"/>

Line items	Itm	PK	BusA	Acct no.	Description	Tx	Amount
	001	70	S300	27171020	004200000336 0000		100.00
	002	50	S300	77299070	Man AsstCapExpsdCst		90.00-
	003	50	S300	77299080	Man Asst AssoctdCost		10.00-
	D			100.00			
	C			100.00			
					Itm 3		0.00

- To review each line item in more detail you can double-click on the item.

Review the details, and use the navigation buttons at the top to return to the overview screen, or to go to the previous or next line item.

**Post Parked Document: Change Asset Item**

Fast Data Entry Tax Additional Data Check

G/L Account 27171020 FA IT Computer IT Network&IT Storage EquipmentCo  
 Company Code 1000 United Nations 120  
 Asset 4200000336 0 SWITCH CISCO 2960G

Item 1 Debit asset / 70 Acquisition for Adju / Z13

Amount 100.00 USD  
 Tax code  Calculate tax  
 Asset Val. Date 01.06.2016  
 Quantity 1 EA  
 Business Area S300 Trdg Part.BA   
 Order   
 Asset 4200000336 0  
 Network   
 WBS Element  More  
 Assignment   
 Text  Long Texts

- If any changes are required to the parked document, please note that the Asset Accounting Senior User (FA.16) will be required to make those changes, and the Asset Accounting User (FA.15) does not have the authorization to modify the document at this stage.

If necessary, changes are to be made directly within this transaction.

- Finally, when you are ready to Post the document, click on the 'Post document' icon.

Document Edit Goto Extras Settings Environment System Help

Post Parked Document: Overview

Currency Fast Data Entry Tax Document Header Check

Document Date 04.06.2016 Type AA Company Code 1000  
 Posting Date 01.06.2016 Period 6 Currency USD  
 Document Number 4100001298 Fiscal Year 2016 Translatn Date 01.06.2016

Ty...	CoCd	DocumentNo	Year	Message Text
	1000	4100001298	2016	Document 4100001298 was posted in company code 1000

## Annex 1 – GL Accounts for Manual Acquisition

Reason for Manual Aquisition	TType	Cost	Associated cost (4%)***
Assets added during ramp up (X10)	X10	77299070	77299080
Assets found due to physical verification* (Z13)	Z13	77299070	77299080
Assets added due to incorrect initial classification as expense (Z14) i.e. wrong material number used <b>** If in inventory, the item should be issued out before capitalizing the fixed asset</b>	Z14	77299070	77299080
Assets Donated to the UN (non-grants) (Z10)	Z10	61211010 to 61211510**	NA (not relevant for donated assets)
Donated right to use (DRTU) Finance Leases	Z12	39101110 (CL Liability Right to Use) 49101114 (LT Liability Fin Lease Don Right to Use Manual)	NA (not relevant for donated assets or finance leases)
Commercial Finance Lease	Z1L	39101214 (CL Liability Commercial Finance Lease) 49101214 (LT Liability Commercial Finance Lease)	NA (not applicable for finance leases)

\*Immaterial adjustments (if material liaise with accounts division).

\*\*Please liaise with accounts colleagues (the income account to use is based on who donated the asset).

\*\*\*Standard Associated cost is to be applied for all assets capitalised from the 1<sup>st</sup> of January 2015. As at the date of publication of the job aid it was set for entities NOT included vol. 2 as 4% (i.e. Non-Peacekeeping).