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# **Overview**

Under IPSAS the UN is required to capitalise costs related to Assets under Construction that are expected to exceed the \$100,000 USD capitalisation threshold. The use of a cost collector in Umoja allows the UN to easily capture costs related to AuC and also ensure these costs are capitalised monthly.

For information regarding IPSAS requirements related to AuC, please refer to www.ipsas.un.org/

This job aid is to be used for the set up of the cost collector for an Asset under Construction, either as project or as an internal order. The review and monthly settlement of the AuC and final settlement are in other job aids, AuC JA 3-2 and JA-3-3, respectively.

Before creating an Asset under Construction, ask the following questions:

- What type of funding? Assessed funds or grants? How many?
- At what level of detail do you need to record costs? How many cost centers / functional areas?
- What type of asset will this be? New Building, Leasehold Improvement, Major Alteration, Infrastructure, or Intangible Asset?
- Do you want to collect costs on an Project with WBS Elements or on an Internal Order?
- How will services and materials be procured? Is a Service Order going to be used for services?

Should you create a project or an internal order?



Users of this guide may have some of the following roles:

- PP.01 Programme\_Project: Project\_Management\_Approver
- PP.02 Programme\_Project: Project\_Management\_User
- FA.15 Financial\_Accounting: Asset\_Accounting\_User
- FA.16 Financial\_Accounting: Asset\_Accounting\_Senior\_User

IPSAS requires that for an internally developed intangible assets, both non-capitalizable (research) and capitalizable (development) costs should be collected and reported. This can be achieved by creating a cost collector in the form of Work Breakdown Structure (WBS) in Umoja as shown below.

Project Structure: Description	Identification
🔻 🗏 Intangible Asset - Project A	AA-000062
🝷 🛆 Intangible Assets-Project A	AA-000062
• 🛆 Intangible Asset-Capitalizable (Develop)	AA-000062.01
🔹 🛆 Intangible Asset- Non-capital -Research	AA-000062.02

Assets under Construction can be used to create Final Assets within the following Asset Classes. The tables below show which AuC Asset Class is associated with each Final Asset Class.

	Asset under Construction			Final Asset
Asset Class	Description		Asset Class	Description
610	Access under Construction Ruildings		120	Buildings - Fixed
010	Assets under Construction - Buildings		130	Buildings - Temporary and Mobile
620	Accet under Construction Lassahold Improvements		140	Leasehold Improvements - Fixtures and Fittings
050	Asset under construction - Leasenold Improvements		150	Leasehold Improvements - Minor Construciton Works
620	Asset under Construction - Infrastructure		160	Infrastructure Assets
		· ·	710	Software Internally Developed
			720	Software Acquired - Enterprise Applications
			730	Software Acquired - Business Specific Applications
			740	Software Acquired - Productivity and Utility App
			750	Software Acquired - Infrastructure Mgt Application
			760	Software Acquired - Application Development
840	Asset in Development - IT system		770	License Right
			780	Copyright
			790	Software Maint - Enterprise Applications
			800	Software Maint - Business Specific Applications
			810	Software Maint - Productivity&Utility Applications
			820	Software Maint - Infrastructure Mgt Applications
			830	Software Maint - Application Development

# Section 1: Set up an AuC as a Project with WBS Elements

A standard project template which follows the typical componentization of a Building AuC (where the final assets are the sub-components) exists in the system. To use this as a starting point for your AuC, follow the instructions directly below, otherwise look at the section on creating a project from scratch.

Componentisation of a building in Umoja is in accordance with UN IPSAS Corporate Guidance (please refer to UN Policy Frame work for IPSAS and also UN Corporate Guidance for IPSAS #10, PPE) at www.ipsas.un.org

# Creating a Project from a Standard Project Definition template:

The steps to create a new Project and its WBSEs for an AuC are as follows:

1. Login to Umoja ECC.

\*\* You must have the FA.16, PP.01, or PP.02 security authorizations to create a project.

- Execute transaction code CJ20N, or navigate to the following path in the SAP Menu... Accounting → Project System → Project → Project Builder
- 3. Click on the 'Create' icon and then select 'Copy project'. This will open the 'Create Project' window.
- 4. Fill out the form as instructed below:

**Project Def.:** Click on the binoculars icon next to the 'Project Def.' field. A value should appear in this field. It is ok if it says "test", a new project definition ID will be generated later.

**Description:** Fill in a description of this AuC.

**Std proj. def.:** Click on the entry field for 'Std proj. def.' and then click on the a search help window. Click on the green checkbox to display the list of standard projects. Select the one you want by double-clicking on it.

When done making the above selections, click on the green check at the bottom of the 'Create Project' window to proceed.





🕞 Create Project 🛛 🗙	☞ Standard WBS to be copied (1) 1 Entry found
Project Def.	Project definition standard WBS: Description
Description Example Project for AuC Building	Description
Start	
Finish date	Std. project def.
Project Profile	
	Maximum No. of Hits 500
Template	
Version	
Project def.	
Std proj. def.	
With WBS Documents	
Templte Profile Data	Description Standard project def.
✓ With activities	Real Estate Auc Building AA-900001
✓ Components ✓ Relationship	
✓ PS texts   Milestones	
✓ Documents	
	1 Entry found
	1 Entry round

5. You will see an Error message. Ignore it and click on the green check to continue.

년 Error	×
Fill in all required entry fields	Г
	L

6. In the 'Check Required Fields' screen, fill out the following fields:

Start date and Finish date: Fill in planned dates here. These can be changed later, if necessary.

Business Area: This should be changed to your local business area code.

**Functional Area:** Select an appropriate functional area for this project. This field is mandatory at this time and will be defaulted into each WBS Element, though it is the WBS Element's functional area that is ultimately responsible for budget and postings. Note that this default value may not apply to all WBS Elements, so care should be taken to review when later defining each WBS Element.

Profit Center: Enter the default profit center '9999'

Click on the green check at the bottom when ready to continue. The other tabs at the top 'Control', 'Admin', 'LongText', and 'cProjects' do not need to be filled out at this time.



System Status	CRID	i	
User status			
Project coding m	ask		
	Mask ID		
Responsibilities		Organization	
Pers.Resp.No.	10000002 Programme Mgmt Officer	CO area	1000
Applicant no.		Company code	1000
		Business area	S300
		Plant	
Dates			
Dates Start date	28.10.2015	Location	-
Dates Start date Finish date	28.10.2015	Location Functional Area	S
Dates Start date Finish date Factory calend.	28.10.2015 25.12.2016 99	Location Functional Area Profit Center	S.

You may receive a warning message similar to this if either of your dates falls on a non-working day (e.g. weekend). You may go back and manually adjust the date by selecting 'New entry', or you can accept the suggested 'previous working day' by clicking on the green check.



#### 7. Click on the green check when you see this message. This is expected.





8. You will now be greeted with the Project Builder interface.

Project Builder	
🤣 i 🥞 😜 i 🖬 🖧 🏭 i 📰 i 📝 🌀 🗊	
	Identification and view selection         WBS Element       AA-000012         Detail:       Image: Control Contrelation
Hre Prote plot La La AA-000012.10     Electrical & low-voltag AA-00001211     #     Worklet     Templates     Templates     Network     Ad EMPLATES     Activity Element     Meterod     Miestena	User status       IPP         Responsible       Operative indicators         Pers.Resp.No.       10000002 Programme Mgmt Officer         Appleant no.       Planning element         Resp. cost cntr       Image: Cost center         Req. co.code       Grouping WBS element

The Worklist and Templates area contains recently viewed projects in the 'Worklist' section and various elements that can be added to the project in the Templates section.

The Project Structure Tree contains the Project Definition and all of the WBS Elements beneath it. Click on any of them will open them in the Work Area for display or editing.

Project Structure: Description	Identification	
🔻 🗏 Real Estate AuC Building	AA-000012	Project Definition
Real Estate AuC Building	AA-000012	Level 1 WBS Element
• 🛆 Non-Capitalisable Cost	AA-000012.01	
<ul> <li>A Foundation &amp; Baseme</li> </ul>	AA-000012.02	
<ul> <li>A Superstructure (EXSS)</li> </ul>	AA-000012.03	
<ul> <li>A Exterior Closure (EXE)</li> </ul>	AA-000012.04	
• 🛆 Roofing (RFRF)	AA-000012.05	Loval 2 W/BS Elements
<ul> <li>A Interior constr, stairs, f</li> </ul>	AA-000012.06	Level 2 Wb3 Elements
<ul> <li>Conveying Systems (S</li> </ul>	AA-000012.07	
• 🛆 Plumbing (SVPB)	AA-000012.08	
• 🛆 HVAC (SVHV)	AA-000012.09	
<ul> <li>A Fire Protection (SVF)</li> </ul>	AA-000012.10	
<ul> <li>Electrical &amp; low-voltage</li> </ul>	AA-000012.11	

9. The Project Definition has been prepared already from the standard project definition and any values entered during Step 6. Now the WBS Elements need to be customized for this project.

Select the top (Level 1) WBS Element by clicking on it in the project tree.



#### 10. First, update the Level 1 WBS Element.

Start by updating the WBS Element Description to match the description you gave to the Project Definition. This is a standard convention that the Project Definition and Level 1 WBS Element share the same description.

WBS Element	AA-000012	Real Estate AuC Building	
Detail:			
Overview(s):			

#### Basic Data tab:

Responsible Cost Center: Enter company code 1000 and the Cost Center for this WBSE.

For all WBSE elements that should not be used to charge costs the box "Acct asst elem." should be unchecked. This will mean that users of the shopping carts etc cannot use these lines to charge costs to. This will be the case for all level 1 WBSE.

Proj.type	Facilities capital project	Short	ID AA-000012		
Priority		Pro	oj. summarization		
Status					
System Status	CRID	1	This should only be		
User status IPP			checked for bottom-level		
			WBS Elements.		
Responsibilities		0	perative indicators		
Pers.Resp.No.	10000002 Programme Mgmt Officer	0	Planning element		
Applicant no.			Acct asst elem.		
Resp. cost cntr	K K	0	Biling element		
Req.cost center		-			
Reg. co.code		Γ	Grouping WBS element		

\*Reminder: only leave the account assignment element checked where you want to collect costs at this level.

#### 'Assignments' tab:

**Functional Area:** Enter the Functional Area associated with the **Responsible Cost Center** defined on the 'Basic Data' tab. This will NOT be automatically derived from the cost center, so it is important that care is taken to make sure they align. Use transaction **KS03** to confirm that the functional area relates to the cost center entered.

CO area     1000     Subproject       Company code     1000     Plant       Bus.area     S300     Location       Functional Area     Factory calend.     99       Profit Center     9999     Equipment       Object Class     Production     Functional loc.       Currency     USD     Change Number	Organization				
Company code     1000     Plant       Bus.area     S300     Location       Functional Area     Factory calend.     99       Profit Center     9999     Equipment       Object Class     Production     Functional loc.       Currency     USD     Change Number	CO area	1000	Subproject		
Bus.area     \$300     Location       Functional Area     Factory calend.     99       Profit Center     9999     Equipment       Object Class     Production     Functional loc.       Currency     USD     Change Number	Company code	1000	Plant		
Functional Area     Factory calend.     99       Profit Center     9999     Equipment       Object Class     Production     Functional loc.       Currency     USD     Change Number	Bus.area	S300	Location		
Profit Center     9999     Equipment       Object Class     Production     Functional loc.       Currency     USD     Change Number	Functional Area		Factory calend.	99	
Object Class     Production     Functional loc.       Currency     USD     Change Number	Profit Center	9999	Equipment		
Currency USD Change Number	Object Class	Production	<ul> <li>Functional loc.</li> </ul>		
	Currency	USD	Change Number		

#### 'Control' tab:

Review the 'Investment profile' as that will determine whether or not this WBS Element will create an AuC Asset. Typically, the Level 1 WBS Element will not have an investment profile.

Basic data Dates	Assignments Control	User Fields	Administr.	Supe
Transfer to proj.def				
Accounting				
	Stat	istical	CCtr post.	
	Inte	g. planning		
Investment profile				
Results Analysis Key				
Planning dates				
Network asst 2 For	WBS element			
Plan.meth/basic 3 Ope	n planning			
Plan.meth/fcst 3 Ope	n planning			
,				

#### 'UN Assignments' tab:

**Grant Assignment:** Fill in the Grant and Sponsored Program that funds this WBSE. **Geography of Beneficiary:** Fill in the country or region if a Grant is assigned.

**Thematic Assignments:** Fill in thematic assignments, if necessary.

**Budget Control WBSE:** This is the WBSE from which this WBSE receives its budget. This can be the this WBSE or a parent WBSE, and allows multiple WBSE elements to share the same budget address.

Job	
Aid	

Administr. Supe	erior Progress	Long text	cProjects UN Assignments	
Grant Assignment				
Grant				
Sponsored Program				
Geography of the Benefi	ciary			
Country				
Geographic Region				
Thematic Assignment				
Assignment 1				
Assignment 2				
Other assignments				
Budget Control WBSE	AA-000012	F	Real Estate AuC Building	
UN Programme				

11. Now, move on to the Level 2 WBS Elements. The procedure is the same as in the previous step.

You may edit many WBS Elements at once in a tabular format by switching to the 'WBS Element Overview.' This may be a more efficient way of viewing and managing the different properties of each WBS Element. The exception to this is the attributes found on the 'UN Assignments' tab will not be shown in the Overview table, otherwise everything else is available in this overview.

Identification and view selection							
WBS Element	AA-000012.02	Foundation & Basements (EXFB)					
Detail:							
Overview(s):							

S L	WBS element	Description	Short ID	Тур	Pri	Su	PE	Ac
1	AA-000012	Real Estate AuC Building	AA-000012	F1				[*
2	AA-000012.01	Non-Capitalisable Costs	AA-000012.01	F1				1
2	AA-000012.02	Foundation & Basements (EXFB)	AA-000012.02	F1				E
2	AA-000012.03	Superstructure (EXSS)	AA-000012.03	F1				1
2	AA-000012.04	Exterior Closure (EXEC)	AA-000012.04	F1				[
2	AA-000012.08	Plumbing (SVPB)	AA-000012.08	F1				[.
2	AA-000012.09	HVAC (SVHV)	AA-000012.09	F1				[-
							4	¥

Here you can see and edit all of the WBS Elements and most of their attributes.

\*\*Note: Ensure that the Functional Area ('Organization' tab) correctly matches that of the Cost Center ('Responsibilities' tab) for each WBSE. If the functional area is not correctly aligned with the cost center at the WBSE level then the entity will receive budget exceeded messages. You can confirm the Functional Area assigned to each Cost Center with transaction **KS03**.

12. Fill out the necessary fields for all remaining WBS Elements.

\*\* Only bottom-level WBS Elements should collect expenses, and therefore all 'parent' WBS Elements should have their **Acct assn elem.** Indicator unchecked on the 'Basic Data' tab.

Basic data	ates Assignments	Control User Field	ls Administr. Supe
Proj.type	Facilities capital project	t 💌	Short ID AA-000039.01
Priority Status		Only check this box for	bottom-level WBS Elements.
System Status	CRTD	Parent WBS Elements	
User status	IPP	* Unchecking it will pro	event it from incurring expenses.
Responsibilities			Operative indicators
Pers.Resp.No.	10000002 Programn	ne Mgmt Officer	Planning element
Applicant no.	1000 15024	OCSS EMS Cust Supp	Acct asst elem.
Req.cost center			

13. If you need to add a new WBS Element...

Determine which WBS Element you'd like to insert the new one beneath. If you want to add a Level 2 WBSE, choose the Level 1 WBSE. In the example screenshot below, we are creating a Level 3 WBSE beneath the "Non-Capitalisable Costs" Level 2 WBSE.

Create a new WBS Element by right-clicking on an existing WBS Element and selecting Create  $\rightarrow$  WBS element.

Project Builder							
🤣   🤹 🌮   🔁 🚜 💷   🚟   📝 🕥 🗐							
	)   <b>(11 (11 (11 (11 (11 (11 (11 (11 (11 (1</b>	•	Identification and vi	ew se	lection		
Project Structure: Description	Identification		WBS Element	AA-0	00012.01	Non-Capita	
🔻 🗏 Real Estate AuC Building	AA-000012		Detail:				
Real Estate AuC Building	AA-000012		Overview(s)	回			
<ul> <li>A Non-Capitalisable Cost</li> </ul>	AA-000012.01	_	oremen(s).				
<ul> <li>A Foundation &amp; Baseme</li> </ul>	AA-000012.02		<u>C</u> reate	→	WB <u>S</u> element		
• 🛆 Superstructure (EXSS	AA-000012.03		Include	•	Net <u>w</u> ork		
• 🛆 Exterior Closure (EXE	AA-000012.04		Hierarchy	•	Copy network	1	
• 🛆 Roofing (RFRF)	AA-000012.05		<u>n</u> icitaricity		Activity (internal)	, t	

Fill in a description for this WBS Element and any other necessary fields as with any other WBSE.

Identification and view selection					
WBS Element	AA-000012.01.01	Furniture	. 🗋 🔊		
Detail:					
Overview(s):					

The new WBSE should be visible in the tree view after pressing enter.

Project Structure: Description	Identification
🔻 🗏 Real Estate AuC Building	AA-000012
🔻 🛆 Real Estate AuC Building	AA-000012
🔻 🛆 Non-Capitalisable Cost	AA-000012.01
• 🛆 Furniture	AA-000012.01.01
<ul> <li>A Foundation &amp; Baseme</li> </ul>	AA-000012.02

14. If you expect to have **capitalisable** charges that will be distributed across multiple final assets (i.e. building subcomponents) when the project is completed, AND you cannot define a % split when the shopping cart/Purchase order is set up, you can add an extra WBS Element to collect these costs during construction/development, calling this WBSE "Other Capitalisable Costs". At final project settlement, you settle these charges to multiple final assets on a percentage basis (this will be covered in Job Aid JA3-3). It is recommended that you keep charges to this WBSE to a minimum to avoid a lengthly review process of expenses charged to this WBSE when the AuC is finalised.

Note: non-capitalisable costs should NOT be charged to this WBSE, if part of the costs are capitalisable and part not capitalisable this split must be done at the time of the financial commitment.

Follow the instructions in the previous step to add the WBS Element. Be sure to give it a description that communicates its intended use, such as "Other Capitalisable Costs".

#### For example:

If your project will have service charges that will be capitalised across many of the building's subcomponents (Foundation, Superstructure, Roof, Interior construction, etc), you could charge the "Other Capitalisable Costs" WBS Element. At final settlement, the entity would need to review the charges to this WBSE and define multiple settlement rules (on a percentage basis) for this WBS Element to the final assets of each of the subcomponents.

Identification and view s	election
WBS Element AA-	-000012.12 Other Capitalisable Costs
Detail: 🔼	
Overview(s):	
Basic data Dates	Assignments Control User Fields Administr. Supe
Basic data Dates	Assignments Control User Fields Administr. Supe
Basic data Dates	Assignments Control User Fields Administr. Supe
Basic data Dates	S Assignments Control User Fields Administr. Supe
Basic data Dates	Assignments Control User Fields Administr. Supe
Basic data Dates	Assignments Control User Fields Administr. Supe
Basic data Dates	Assignments Control User Fields Administr. Supe

15. If you want to remove an existing WBS Element, select it in the tree view and then click on the 'Delete' 🔟 button.



#### Confirm that you want to delete the WBS Element.

🖻 Delete WBS elements						
6	1 WBS el	ements				
•	Yes	No	×	Cancel		

16. When you have added, removed, and updated all of the WBS Elements, save the project by clicking on the 'Save' licon at the top of the screen.

You should see a message in the status bar similar to this, and the project will be closed. Project AA-000012 is being created

17. After initiation creation, you will want to update the status of your project. In order to release the project, you will have to take 3 steps:

First step: Update the User Status of each WBS Element from '10: IPP' to '20: UBR'

Second step: Update the User Status of each WBS Element from '20: UBR' to '30: RFR'

Third step: Update the System Status of the Project Definition to Released.

Instructions on changing the User Status and System Status are covered the section "Updating the Project/WBSE Status".



## Creating a Project from scratch:

The steps to create a new Project and its WBS Elements for an AuC are as follows:

- Login to Umoja ECC.
   \*\* You must have the FA.16, PP.01, or PP.02 security authorizations to create a project.
- Execute transaction code CJ2ON, or navigate to the following path in the SAP Menu... Accounting → Project System → Project → Project Builder
- 3. Click on the 'Create' icon and then click 'Project'
- 4. Give the project a description...



Give the project a des	cription				
Project Builder					
🍫   🤹 🌮   🔁 🗛 📴   🎞   (	V 🕤 🖬				
	M 🚯 🔊 🕨	Identification and view sele	ection	-	
Project Structure: Description Id	dentification	Project Def.			
		Detail: 📃			
		Overview(s):			

5. Fill in the following details in the 'Control' tab...

Project Profile: Capital Project Profile Planning profile: ZPS1 Network profile: Network profile w/ activity acct. assignment WBS sched. Prof: UN Standard profile – time scheduling Sched. Scenario: Free scheduling Plan.meth/basic -- and -- Plan/meth/fcst: Open planning Object Class: Production WBS status profile: ZPS00001

Basic data Contro	Administration	Long Text Collect	. PR Indicators
Project Profile	Capital Project Profile		ansfer to proj.def
Accounting		Planning dates	
Budget Profile		Network profile	Network profile 🔻
Planning profile	ZPS1	WBS sched. prof	UN Standard pro 🕶
Interest Profile		Sched. scenario	Free scheduling 💌
Investment profile		Plan.meth/basic	Open planning 🔹
Results Analysis Key		Plan.meth/fcst	Open planning 🔹
Simulation profile		Network asst	U
PartnerDetermProced.			
Default Values for New	WBS Elements	_	
Object Class	Production 💌	Statistical	
Tax Jurisdiction		🗌 Integrated plannir	ng
WBS status profile	ZPS00001		



6. Fill out the following details on the 'Basic' tab, and then press Enter.

**Pers.Resp.No.:** The role responsible for this project. This will usually be 10000002 - Programme Mgmt Officer.

**Start date and Finish date:** Estimated (and adjustable) dates for projects start/finish. **Factory calend.:** Most should use calendar 99

**Business area and Functional Area:** Select as appropriate for this project. **Profit Center:** Enter the default profit center '9999'

Status			
System Status	6	1	
User status			
Project coding m	ask		
	Mask ID		
Responsibilities		Organization	
Pers.Resp.No.	R	CO area	1000
Applicant no.		Company code	1000
		Business area	Ľ
Dates		Plant	
Start date	R	Location	
Finish date	20.02.2022	Functional Area	Ľ
Factory calend.	99 🖸	Profit Center	
-	DAY	Proj.currency	USD
Time unit			
Fost start date			

7. Now, create the first WBS Element. Right-click on the Project Definition from the Project Structure Tree and then select 'Create  $\rightarrow$  WBS element'.

Project Builder						
🤣   🤹 🌮   🖬 👪 🛤	🤣   🤹 😤   📲 🛔 🔤   🧱   🧱   🔛 🚱 🗐					
	]  💼   🛗 🖡	Identification a	and view selection			
Project Structure: Description Iden Pr		Project Def.	AA-000014	New Project without a template		
<ul> <li>Rew Project without a</li> </ul>	temp AA-0000	Dotaile	<u> </u>			
<u> </u>	<u>C</u> reate	► E	WB <u>S</u> element			
	Include	•	Net <u>w</u> ork			
	<u>H</u> ierarchy	•	Copy <u>n</u> etwork	ng Text Collect PR Indicators		
	Cu <u>t</u>		Activity (internal)			
	<u>C</u> opy		Activity (external)			

8. First, enter the description of the WBS Element. It should have the same description as the Project Definition that you created in steps 4 through 6. Next, fill out the following fields on the 'Basic' tab.

**Proj.type:** Select either Facilities, ICT, or Substantive Capital Projects. **Resp. cost cntr:** Enter the company code (1000) and Cost Center for this WBS Element.



Identification and vi	ew selection			
WBS Element	AA-000014	New Project wit	thout a template	
Detail:		-		
Overview(s):				
Basic data [	Dates Assignments Contr	ol User Fields	Administr. S	upe]) 🔳
Proj.type		▼ Sł	nort ID	
Priority		▼	Proj. summarization	
Status				
System Status		i		
User status				
Responsibilities			Operative indicators	5
Pers.Resp.No.	10000002 Programme Mgmt O	Officer	Planning element	t
Applicant no.			✓ Acct asst elem.	
Resp. cost cntr	1000 🗹		Billing element	
Req.cost center				
Req. co.code			Grouping WBS e	lement

9. In practice, the Level 1 WBS Element you just created will not be charged to. It will be the parent element for Level 2, and possibly Level 3, WBS Elements that will be charged to. Generally, if a WBSE has a child WBSE then it should not be charged to. The parent nodes are used for reporting and budgetary purposes only.





10. Next, you will continue adding WBS Elements. Right-click the parent WBSE that you wish to add the next one under and select 'Create  $\rightarrow$  WBS element'.

Project Builder: Project AA-000014						
🦘   🗣 🌮   🔁 🗛 🏭   🎞	🤣   🤹 🌮   📲 🗸 🚧   🧱   🖾   📝 🕥 🗊					
	Identificati	ion and viev	w selection			
Project Structure: Description	Iden WBS Elem	ent Z	AA-000014	New Project without a template		
New Project without a temp A	AA-0000: Detail:		$\triangle$			
<ul> <li>New Project without a term</li> </ul>	AA-00001					
<u>C</u> rea	ate 🕨 🕨	WB <u>S</u> e	element			
Inclu	ude 🕨 🕨	Net <u>w</u> o	ork			
Hiera	archy 🕨	Copy <u>i</u>	network	trol Viser Helds Y Administr. Y Supe		
Cu <u>t</u>		<u>A</u> ctivit	ty (internal)			

11. Give the new WBSE a description that conveys what type of expenses should be charged to it (or to its children). It is also good practice to indicate in the description whether or not the expenses incurred under this WBSE will be capitalized or not, especially if there are multiple non-capitalisable WBSEs within the project.

After describing it, fill out the following fields on the 'Basic' tab.

**Proj.type:** Select either Facilities, ICT, or Substantive Capital Projects. **Resp. cost cntr:** Enter the company code (1000) and Cost Center for this WBS Element. **Acct asst elem.:** Uncheck this for parent WBS Elements where you do not want to incur expenses.

Identification and	view selection	
WBS Element	AA-000014.01	
Detail:		
Overview(s):		
Basic data	Dates Assignments Control User	Fields Administr. Supe
Proj.type	•	Short ID
Priority	•	Proj. summarization
Status		
System Status		
User status		
Responsibilities		Operative indicators
Pers.Resp.No.	10000002 Programme Mgmt Officer	Planning element
Applicant no.		Acct asst elem.
Resp. cost cntr		Billing element
	Reptionen of the second se	
Req.cost cente	r l	



12. Next, go to the 'Control' tab.

IMPORTANT: If this WBSE is to be used to collect information regarding capitalisable costs, select an **Investment Profile**. Otherwise, leave that field empty.

_	Basic data Dates	Assignments	Control User Fields	Administr.	Supe	
	Transfer to proj.def					_
	Accounting					
			Statistical	CCtr post.		
			Integ. planning			
	Investment profile	ZPS002				
	Posulte Applysis Kov					
	Results Andlysis Key					

The investment profiles available are as follows



13. Lastly, review the last tab 'UN Assignments' and fill in a Grant / Sponsored Program if this WBS Element is Grant-funded.

Administr. Superior Progress Long text CProjects	UN Assignments
Grant Assignment	<b>^</b>
Grant	
Sponsored Program	
Geography of the Beneficiary	
Country	33
Geographic Region	
Thematic Assignment	
Assignment 1	
Assignment 2	
Other assignments	
Budget Control WBSE AA-000014 New Project wit	hout a template

14. Repeat steps 10-13 for all other required WBS Elements.



- 15. As mentioned in the earlier section, if you expect to have **capitalisable** charges that will be distributed across multiple final assets or subcomponents when the project is completed and you cannot define a % split when the shopping cart/Purchase order is set up, you can add an extra WBS Element to collect these costs during construction/development, calling this WBSE "Other Capitalisable Costs". At final project settlement, you settle these charges to multiple final assets on a percentage basis (this will be covered in Job Aid JA3-3). It is recommended that you keep charges to this WBSE to a minimum to avoid a lengthly review process of expenses charged to this WBSE when the AuC is finalised.
- 16. When you have added all required WBS Elements, save the project by clicking on the 'Save' ⊟ icon at the top of the screen.

You should see a message in the status bar similar to this, and the project will be closed. Project AA-000014 is being created

17. After initiation creation, you will want to update the status of your project. In order to release the project, you will have to take 3 steps:

First step: Update the User Status of each WBS Element from '10: IPP' to '20: UBR'

Second step: Update the User Status of each WBS Element from '20: UBR' to '30: RFR'

Third step: Update the System Status of the Project Definition to Released.

Instructions on changing the User Status and System Status are covered in the next section.

# **Updating the Project/WBSE Status:**

A project goes through several statuses before it can be used. There are actually two types of status in Umoja, 'System Status' and 'User Status'. Each WBS Element, and the Project Definition, has its own status.

User	User	User	System	User
Status: IPP	Status: UBR	Status: <b>RFR</b>	Status: <b>REL</b>	Status: <b>RAB</b>
<ul> <li>Initial Status.</li></ul>	<ul> <li>Project and</li></ul>	<ul> <li>Budget has</li></ul>	<ul> <li>Project is released.</li> </ul>	<ul> <li>Project is</li></ul>
Work	Work <li>Breakdown</li> <li>Structure are</li>	been		released,
Breakdown	finalized. <li>Budget is being</li>	approved.		budgeted, and
Structure is	allocated and	Ready to be		can be charged
being defined.	approved.	Released.		to.

System Status	User Status	State of the Project / Actions
CRTD - Created	IPP – Initial Project Planning	Initial Status of Project / WBS Elements.
CRTD - Created	UBR – Under Budget Review	All WBS Elements have been defined and the project is ready to have budget allotted.
CRTD - Created	RFR – Ready for Release	Budget has been allotted. It is ready to be released. **Note: Only users assigned the FA.16 – Asset Accounting Senior User or PP.01 – Project Management Approver can set this status.
REL - Released	RFR – Ready for Release	The project has been released. Individual WBS Elements can now have their User Status set to Ready for Release.
REL - Released	RAB – Released and Budgeted	The project is Released and Budgeted. Goods and services can now be procured against these WBS Elements.

The steps to update a project's User Status are as follows

- Execute transaction code CJ2ON, or navigate to the following path in the SAP Menu... Accounting → Project System → Project → Project Builder
- 2. Reopen the project you created earlier by either clicking on the 'Open' 🖻 icon and entering the project definition number, or by clicking on the dropdown arrow ()) next to 'Last Projects Processed' and double-clicking your new project.

Project Builder			
%)   % \$   🖬 🗛 📴   🧱 🗹 🕥 🗊			
F   M M   💌 🕨			
Identification			
Project object			
AA-000012			

3. To change the User Status for **all** WBS Elements, select the Level 1 WBS Element in the Project Tree and then select '*Edit*  $\rightarrow$  Status  $\rightarrow$  User Status  $\rightarrow$  Set & Pass On' from the top menu bar.

Project Edit Goto Extras Settings System Help	
Select 🕨 📐 💽 📇 🛗 👘 👘	요요. 🖓 🔽 🛛 🖓 🖳
Status	rl+F2
P Dates Lock	• •
60	•
Availability    Order accepted	•
Validation/Substitution         Complete Technically	► ction
Project Stru WBS element Fully invoiced	▶ 0012 D F
Real E Network	► [
Activity Deletion flag	
Component	▶ <u>S</u> et
Cancel F12 System/user status Ctr	rl+F1 U <u>n</u> do
Exterior Closure (EXECAA-000012.04	S <u>e</u> t & Pass On
A Roofing (RFRF) AA-000012.05     A Interior constr.stairs.flAA-000012.06     Proj.type	Facilit <u>U</u> ndo & Pass On

4. Doubleclick on the new User Status you want to change to. Review the messages that are displayed in a new window and click on the green check to continue. Save 🗔 the project.





5 لا 🔁	ser St	ratus: Display messages	×
·			·
Тур	Ite	Message text	-
	001	Element: AA-000012 - Person responsible: Programme Mgmt Officer	
	001	User Status UBR Set	
	002	Element: AA-000012.01 🛑 Person responsible: Programme Mgmt Officer	
	002	User Status UBR Set	**
	003	Element: AA-000012.02 🛑 Person responsible: Programme Mgmt Officer	
	003	User Status UBR Set	
	004	Element: AA-000012.03 👕 Person responsible: Programme Mgmt Officer	
	004	User Status UBR Set	
	005	Element: AA-000012.04 👕 Person responsible: Programme Mgmt Officer	
	005	User Status UBR Set	
	006	Element: AA-000012.05 👕 Person responsible: Programme Mgmt Officer	
	006	User Status UBR Set	
	007	Element: AA-000012.06 Terson responsible: Programme Mgmt Officer	
	007	User Status UBR Set	
	800	Element: AA-000012.07 Terson responsible: Programme Mgmt Officer	
	1008	User Status UBR Set	
			24 🚺 🗶

The steps to update a project's System Status to Released are as follows:

- Execute transaction code CJ20N, or navigate to the following path in the SAP Menu... Accounting → Project System → Project → Project Builder
- 2. Reopen the project you created earlier. All WBS Elements should be in status RFR (Ready for Release) in order to release the project.
- 3. Select the Project Definition (the top line in the Project Structure Tree) and then select '*Edit*  $\rightarrow$  *Status*  $\rightarrow$  *Release*' from the top menu bar.



☞ <u>P</u> roject	<u>Edit G</u> oto Extr <u>a</u> s <u>S</u>	Settings	System <u>H</u> elp	
<b>Ø</b>	Select	•	🔍 I 🖴 🖞 👘 I 🕄	1 m n n i
	<u>S</u> tatus	•	<u>R</u> elease	Ctrl+F2
🦻 🔎 P.	Da <u>t</u> es	•	L <u>o</u> ck	•
69 🔍 🤒	Costs	•	U <u>n</u> lock	•
	A <u>v</u> ailability	•	Or <u>d</u> er accepted	•
	Validation/Substitution	•	Complete Technically	•
Project Stru	WBS <u>e</u> lement	•	Fully invoic <u>e</u> d	•
💌 🗏 Real E	Network	•	<u>C</u> lose	•
🔹 🖛 📥 Re	Activity		Deletion flag	•

- 4. Save 🗄 the Project.
- 5. Before posting to any of the WBS Elements, the User Status must be updated once again to RAB (Released and Budgeted). This should not be done, however, until budget has been allocated by FM or GM colleagues.

## Updating the Budget Control WBSE field for FM/GM Users:

A special transaction code exists for determining where each WBS Element derives its budget from. This enables FM and GM users access to allocate budget to projects without giving them access to change any other project fields. You may have already defined this for your project in the 'UN Assignments' tab of each WBSE, but this is an alternative specifically for FM and GM users. Asset and Project Management users cannot use this transaction without having the appropriate FM or GM authorizations.

Enter transaction code **ZPJWBS** and then enter selection criteria (usually just the project you wish to modify) and click on execute.

Maintain UN Assignn	ents for WBS elei	ments	
•			
PS Section:			
Project	AA-000013		
WBSE		to	
Business Area		to	2
Resp. Cost Center		to	2

Select the WBS elements you wish to modify by clicking on the button to the left of their rows, and then click the 'Edit' button in the toolbar.

-										
	И	BS	5 elem	ents overvie	ew					
	Ø	Edit	]							
		9		▝▓৻ৡႃৼ৾৾৴	🛛 🛛 🏂 🔤	E	10			
	R	Icon	Message	Project definition	WBSE ID	Ν	Acc Bil	Status	Resp. Cost Center	Budget Control WBSE
				AA-000013	AA-000013	М		REL//RFR	11430	AA-000013
				AA-000013	AA-000013.01	М	Х	REL//RFR	11430	AA-000013
				AA-000013	AA-000013.02	М	X	REL AUC//RFR	11430	AA-000013
				AA-000013	AA-000013.03	М	х	REL AUC//RFR	11430	AA-000013
				AA-000013	AA-000013.04	М	X	REL AUC//RFR	11430	AA-000013
				AA-000013	AA-000013.05	М	х	REL AUC//RFR	11430	AA-000013
				AA-000013	AA-000013.06	М	Х	REL AUC//RFR	11430	AA-000013
				AA-000013	AA-000013.07	М		REL//RFR	11430	AA-000013
Ï				AA-000013	AA-000013.08	М	Х	REL AUC//RFR	11430	AA-000013
f				AA-000013	AA-000013.09	М	Х	REL AUC//RFR	11430	AA-000013

Fill out the window that opens and click on the Save  $\square$  icon to update the WBS Elements.

Grant Assignment			
Grant	1	0	
Sponsored Program		1	
Geography of the Beneficiary			
Country			
Geographic Region			
Other Assignments			
Budget Control WBSE			

#### Ensure that higher-level WBS elements cannot incur expenses:

It is good practice to only collect costs at the lowest level WBS Elements within the structure. If a WBS Element has 'children', then it probably should not be charged to. Charging to these 'parent' WBS Elements can be prevented by ensuring the **Acct asst elem.** indicator is **not** checked (expenditure will then not be able to be charged to this WBSE, however budget can still be assigned).

The steps to review and change WBS Elements so that they cannot be charged to are as follows:

- Enter transaction code CJ20N
   \*\* You must have the FA.16, PP.01, or PP.02 security authorizations to make this change.
- 2. Open the project you created earlier by clicking on the 'Open'  $\overrightarrow{E}$  icon and entering the project definition number, or by opening it from the Worklist  $\rightarrow$  'Last Projects Processed' section.
- 3. From the project structure tree on the left, find each of the WBS Elements that should not be able to incur expenses.

In this example screenshot, we have 3 'parent' WBSEs that should have the **Acct asst elem.** Indicator unchecked.

Project Structure: Description Identification	
Africa Hall Renovation Project AA-000006	
Africa Hall Renovation Pro AA-000006	
Africa Hall Constructid AA-000006.01	
<ul> <li>Africa Hall Constr AA-000006.01.01</li> </ul>	
<ul> <li>Africa Hall Constr AA-000006.01.02</li> </ul>	
<ul> <li>Africa Hall Constr AA-000006.01.03</li> </ul>	
<ul> <li>Africa Hall Constr AA-000006.01.04</li> </ul>	
<ul> <li>Africa Hall Constr (AA-000006.01.05)</li> </ul>	
<ul> <li>Africa Hall Supervision AA-000006.02</li> </ul>	
<ul> <li>Africa Hall Supervi AA-000006.02.01</li> </ul>	-
<ul> <li>Africa Hall Supervi AA-000006.02.02</li> </ul>	
<ul> <li>Africa Hall Physical Se AA-000006.03</li> </ul>	

4. Select each 'parent' WBSE and then confirm whether or not the **Acct asst elem.** Indicator checkbox is checked. Uncheck it if necessary.

Identification and v	iew selection	
WBS Element	AA-000006 Africa Hall F	Renovation Project 🛛 📝 🙍
Detail:		0
Overview(s):		
Basic data	Dates Assignments Control User F	ields Administr. Supe
Proj.type	Facilities capital project 🔹	Short ID AA-000006
Priority	<b></b>	Proj. summarization
Status		
System Status	CRTD	i
User status	IPP	]
Responsibilities		Operative indicators
Pers.Resp.No.	10000002 Programme Mgmt Officer	Planning element
Applicant no.		Acct asst elem.
Resp. cost cntr	1000 11426 UNON Support SS	Billing element
Req.cost center		

- 5. When you have repeated steps 4 and 5 for all parent WBSEs, you just need to **Save** 📛 the project.
- **NOTE**: The Acct asst elem. Indicator becomes unchangable once the project or WBSE's System Status is set to *Released*. Be sure to confirm the appropriate checkbox status before releasing.



## Review that budget has been assigned to the project:

All projects will have one or more 'Budget Control WBSEs'. These are WBSEs within the project that receive budget allocations. The other WBSEs on the project will reference these Budget Control WBSEs in the 'UN Assignments' tab and derive/share their budget from it.

The following instructions detail how to review the status of budget for each Budget Control WBSE.

The steps to review the budget for a project are as follows:

- Enter transaction code ZPJPRJBUDBAL
   \*\* Any Fixed Asset or Project Management users can access this transaction.
- 2. Enter the project or WBSEs that you wish to review and click on Execute.

Project Budget Balance Re	eport		
•			
PS Section:	_	_	
Project	AA-000004	þ	
Budget Control WBSE		to	
FM / GM Section:			
Fund		to	<b></b>
Budget Period			_
Funtional Area		to	<b></b>
Grant		to	
Sponsored Program		to	
Posting Data Section:			
Fiscal year	1900	to 9999	
Budget Period			
Settings Section:			
Reporting Rule Group	Standard Budgetary	Usage	

3. You will see a report similar to the below summarizing the status of each Budget Control WBSE.

Project Budget Balance Report					
Report Title: Project Budget Balance Report Today's date: 11.1.2015 Budget Period : 0 Reporting Rule Group : STANDARD BUDGETARY USAGE Fiscal year : (Include - BT ) 1900 To Fiscal year : (Include - BT ) 9999 Project : (Include - BT ) 0.4A.000005 Fund will always be in USD*					
Q 1 T M M T. I. M. D. D.					
Budget Control WBSE Functional Grant Sponsored Prog Fu	nd Bud Current Bud.	Fund Block. Unblocked Bud	Budgetary Pre-Com Budgetary Com	Budgetary Actuals Total Bud	et Available Balance
AA-000005 33ACB001 10	RCR B15 281,240.81	0.00 281,240.81	0.00 210,274.03-	0.00 210,27	.03- 70,966.78

\*\*Note: Take care to ensure that the Functional Area aligns correctly with the Cost Center. WBS Elements inherit the Functional Area from that of the Project Definition, so if the Cost Center has a different Functional Area then the Functional Area would need to be manually corrected. Use **KS03** to review which Functional Area belongs to which Cost Center.

## **Create Settlement Rules for Non-Capitalisable WBS Elements:**

Settlement rules must be created for each WBS element that will be settled to a cost center (non-capitalisable AuC costs). This is not required forWBS elements that are settling to an AuC asset because those settlement rules are automatically generated during settlement (it will need to be done later however when you are settling to the final asset).

Notes:

- Settlement Rules must be maintained for the lowest level WBS elements where the expenditures have been incurred.
- If a service order is used, the expenditures incurred for the service order must first be settled to the project and then to the AuC.

The steps to update Settlement Rules for WBS Elements are as follows:

- Enter transaction code CJ20N
   \*\* You must have the FA.16, PP.01, or PP.02 security authorizations to create settlement rules.
- Open the project you created earlier by either clicking on the 'Open' <sup>1</sup> icon and entering the project definition number, or by doubleclicking on it in the Worklist → 'Last Projects Processed' section.
- 3. From the project structure tree on the left, select the WBS Elements for which settlement rules need to be created. You will have to create them one WBS Element at a time (repeat steps 4 and 5 for each one).

Project Builder:	Project AA-	000005	
🍄   🤹 🌮   🖬 🗛 📴   🎞	📝 🌀 🗊		
6 D . X D C 9 (	) ( <b>() ()</b> ()	Identification and	view selection
Project Structure: Description	Identification	WBS Element	AA-000005.05
🔻 🗏 Medical Facility Upgrade	AA-000005	Detail:	
MF Medical Facility Upgrad	AA-000005	Overview(c):	
• 🛆 MF Non-Capitalisable (	AA-000005.01	Overview(3).	
• 🛆 MF Foundation & Base	AA-000005.02		
• 🛆 MF Superstructure	AA-000005.03	Basic data	Dates Assignments
• 🛆 MF Exterior Closure	AA-000005.04		
• 🛆 MF Roofing	AA-000005.05	Proi type	Facilities capital project
<ul> <li>A MF Interior constr., st</li> </ul>	AA-000005.06	Priority	
🔹 🛆 MF Plumbing	AA-000005.07	Priority	
• 🛆 MF HVAC	AA-000005.08	Status	



4. Select the WBS Element and go to Edit > Costs > Settlement Rule from the top menu bar.

☞ <u>P</u> roject	Edit Goto Extras	<u>S</u> ettings S <u>y</u> stem <u>H</u> elp	
Image: A start of the start	Se <u>l</u> ect		31
	<u>S</u> tatus	•	
🔃 P	Da <u>t</u> es	► 4 <i>A-000022</i>	
63, 🔍 🤒	<u>C</u> osts	Se <u>t</u> tlement rule Ctrl+F3	
	A <u>v</u> ailability	<u>C</u> alculate costs	
	Validation/Substitution	▶ Update co <u>s</u> ts	ion

The Maintain Settlement Rule: Overview screen opens up for the selected WBS Element

- 5. Populate the following fields in the Maintain Settlement Rule: Overview screen:
  - **Category**: CTR This defines the settlement receiver type to be a cost center.
  - Settlement Receiver: Enter the appropriate Cost Center (this is often the Responsible Cost Center of the WBSe)
  - Settlement Percentage: 100%
    - If there is split settlement you may adjust the percentage here by adding multiple lines that sum to 100%.
  - **Settlement Type**: PER (periodic settlement, the rule used for month end).

ē	<u>S</u> ettlement rule <u>E</u> dit	<u>G</u> oto S <u>y</u> stem <u>H</u> elp															
Ø		모 🚷 🔊   🗐 » 🔽	186	) (§   \$) <b>1</b> ) [	l 🕄   🗮 🗖   🕜 💻												
	. Maintain Se	ttlement Rule: O	vervie	w													
9	0 8 4 4																
WB9	element AA-000 Furnitu ial settlement	0008.01.02 re/ Equipment															
Di	stribution rules																
Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Amount	A	Se	s	No.	s	Fro	From	То	To Fi	First Used	Last L	
CTR	11338	MINUSCA CMS/DMS	100.00				PER		1								•
																	•
					_												
					1	<u> </u>											33
																	-

6. Press the Enter key on your keyboard, and then click the **Save** ⊟ icon in the initial screen (the project builder).

Again note, for all **WBS Elements** with a selected Investment Profile, a **Settlement Rule** to the corresponding AuC will be generated automatically.

### Define Investment Profile and Create AuC Asset after Project is already released:

If your AuC project has already been released, but you need to add an Investment profile to it, there are a few additional steps to complete compared to adding an Investment profile to an unreleased project.

1. Execute Transaction code CJ20N and open the project.

Job Aid

- 2. Select the WBS Element you wish to create an Investment profile for. Go to the 'Control' tab.
- 3. From the Control tab, select the appropriate Investment profile for this WBS Element.

	Identification and view selection
Project Structure: Description Identification	WBS Element AA-000022.01 Fire suppression system (16062)
<ul> <li>Fire suppression system</li> <li>AA-000022</li> </ul>	Detail:
<ul> <li>Fire suppression system AA-000022</li> </ul>	
<ul> <li>Eire suppression syste AA-000022.01</li> </ul>	
<ul> <li>Fire suppression syste AA-000022.02</li> </ul>	
	Basic data   Dates   Assignments   Control   User Fields   Administr.   Supe   U
	Transfer to proj.def
	Accounting
	Restrictions
	Investment profile
	Results Analysis Key
	InvProfile Name of investment profile
	Planning dates ZPS001 UN Line item settlement of AuC Infrastructure
	ZPS002 UN Line item settlement of AuC Buildings
	Network assc 2 For WBS element ZPS003 UN Line item settlement of AuC IT
	Plan.meth/basic 3 Open planning ZPS004 UN Line item settlement of AuC Leasehold Improveme
Worklist L Templates	Plan meth/fost 3 Open planning
	Hammeen reaction open planning

4. After selecting the investment profile, press the Enter key on your keyboard.

Investment profile	ZPS002

You should receive a warning message similar to the following... Press the Enter key again to dismiss this message.



5. On the next prompt, click 'Yes' to create an asset under construction for this WBS element.



6. On the next screen ('Create Asset: Initial screen'), just click on the back 🐼 button before going any further. If you instead hit enter at this screen or go further into to 'Master data', then you will be forced to enter a Fund and Budget Period for this AuC Asset before clicking the back button (adding a fund at this stage is not necessary).

- week Enr	ğoro	munda.	LITTON	inerin.	Settings	System	Teb	
0		• «	8			的11	ອລສ	0
Crea	te Asse	t: In	itial sci	een				
Master data D	enreciation	areas						
	-processor.							
Asset Class		1	610					
Asset Class Company Code		1	<b>610</b>	þ				
Asset Class Company Code		1	<b>610</b>	þ				
Asset Class Company Code Reference		1	<b>610</b> 1000	þ				

7. After this the asset has been created in the background and the system has accepted the investment profile you entered. Don't forget to save the project after this!

년 Project Edit Goto Extr <u>a</u> s Settings System <u>H</u> elp				
🖉 🔊 🔊 🛃 🔹 🤜	合 能 能   む む む に   〒 〒   ② 🖳			
Project Builder: Project AA-0	000022			
🂖   🤻 🌮   🗮 🗛 🏥   🎞   🕑 🚱 🗊				
Project Structure: Description Identification Identification Fire suppression system AA-000022 AA-000022.01 Fire suppression syste AA-000022.01 Fire suppression syste AA-000022.02	Identification and view selection         WBS Element       AA-000022.01         Detail:       Image: Control Section Sec			
	Investment profile ZPS002 UN Line item settlement of AuC Buildings Results Analysis Key			



#### **Creating an Internal Order:**

Job Aid

The steps to create a new Internal Order for an AuC are as follows:

- Login to Umoja ECC.
   \*\* You must have the FA.16 (Senior User) security authorization to create an Internal Order.
- Execute transaction code KO01, or navigate to the following path in the SAP Menu... Accounting → Controlling → Cost Element Accounting → Master Data → Accrual Order → Create
- Select 'Order Type' 1150 "Capital Activities (AuC)" and press the Enter key. (If you know of a similar Internal Order that you wish to copy, you can enter its # in the Reference section).

Create Intern	al Order: Initial screen
📳 Master Data	
Order Type	1150
Reference	
Order	

4. On the 'Create Internal Order' screen, fill in the following fields on the 'Assignments' tab:

**Description:** Fill in a description of this AuC.

**Profit Center:** Enter the default profit center '9999' **Responsible CCtr:** Enter the responsible Cost Center. This will derive the business area and functional area.

Work Start and End of Work: Fill in planned dates here. These can be changed later, if necessary.

**User Responsible:** Enter an Umoja User ID of the person responsible for this AuC. You can use the i con to search for someone by their name if you do not know their user id.

**External order no.:** If this AuC should reference a specific order number outside of Umoja, you can enter it here.

**Person responsible:** Enter the name of the person responsible for this AuC **Telephone:** Enter the telephone number of the 'Person responsible' **Department:** Enter the department responsible for this AuC.

Settlement Rule       Order       Order type       Description       Image: Comparison of the set of the se
Order     Order type     1150     Capital Activities (       Description     Image: Capital Activities (     Image: Capital Activities (
Assignments Control data Prd-end closing UN Assignments Investments
Assignments
Company Code 1000 United Nations
Business Area
Plant
Functional Area
Profit Center
Responsible CCtr 🗹
User Responsible
External order no.
General data
Applicant
Department
Person responsible Work Start
Telephone End of Work

- 5. You can skip the 'Control data' and 'Prd-end closing' tabs.
- 6. On the 'UN Assignments' tab, fill in Grant and Sponsored Program if this AuC is grant-funded.

Assignments Con	trol data Prd-end clos	ing UN Assignments	Investments
Grant Assignment			
Grant		]	
Sponsored Program		]	
Geography of Benefician	y .		
Country		Geographic Region	
Other Assignments			
Budget Control Internal	Order		



 On the 'Investments' tab, select an appropriate Investment Profile from the list depending on if the Asset under Construction is an Infrastructure, a Building, an IT / Intangible asset, or a Leasehold Improvement.

Assignments Contro	l data	Prd-end	closing UN Assignments Investments		
Investment Management					
Investment profile	ZPS00	🔄 Investme	ent measure profile (2) 4 Entries found		
Scale		Restric	tions		
Investment reason			<u>र</u>		
Envir. investment					
Assignment to investment	progra	InvProfile	Name of investment profile		
Investment program		ZPS001	UN Line item settlement of AuC Infrastructure		
Investment program		ZPS002	UN Line item settlement of AuC Buildings		
Position ID		ZPS003	UN Line item settlement of AuC IT		
		ZPS004	UN Line item settlement of AuC Leasehold Improveme		
Appropriation req.					
		4 Entries found			

8. When you're done, click on the Save  $\square$  icon.

You should see the following informational message... Press the Enter key to proceed.

🔔 New	order: S	ystem	status	requires	an	AuC
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You will then see this prompt... Choose 'Yes' to create the AuC asset master now.





9. The system will bring you to the Asset Master creation screen, with the correct Asset Class for the AuC you are creating as determined by the 'Investment profile' you specified on the 'Investments' tab.

Ø	• «		<del>   </del>	俗日常	66.	001	5	0
Create A	sset: Initial s	creen						
Master data	Depreciation areas							
Asset Class		610						
Company Code		1000						
Peference								
Asset								
Sub-number								
Company code	9							

10. Press the Enter key to proceed and select the green check to continue.

ট Information	×
The business area is taken over from the cost center (please check)	ר ע

11. Most fields on the asset master should have been automatically filled out based on information provided in the Internal Order earlier. Go to the 'Time-dependent' tab...

Create Asset: Ma	aster data
🔓 🔓 Asset values	
Order Asset INTERN-0000 Class 610	test cost center test cost center AuC - Buildings Company Code 1000
General Time-depe	ndent Allocations Origin Net Worth Tax Insurance Leasing
General data	
Description	test cost center
Asset main no. text	
Acct determination	610 Assets under Construction - Buildings
Serial number	
Inventory number	
Quantity	EA each
	✓ Manage historically

# 12. On the 'Time-dependent' tab, enter the Fund and the other fields should derive from the Cost Center & Fund.

Note that the Cost Center came from the responsible cost center on the Internal Order.

Create Asset: Master data				
test cost center test cost center AuC - Buildings				
ndent Allocations Origin Net Wo				
S300 UN Office at Nairobi				
11426 UNON Support SS				
29ACH003				
GMNR				
11426				

13. On the 'Net Worth Tax' tab, fill in the Property indicator, this will often be '2 – Owned Constructed'.

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Insura
th tax val.



14. When you are ready, click on the back icon at the top of the screen to complete the AuC asset master.

🔄 Asse <u>t</u>	<u>E</u> dit <u>G</u> ot	:o Extr <u>a</u> s	En <u>v</u> ironme	nt <u>S</u> ettings	
<ul> <li>Image: Image: Ima</li></ul>		• «	8	s 😪 I 🖨 🕅 I	
Create Asset: Master data					
S Asset values					
Order				test cost center	
Asset	INTERN-0	0001 0	]	test cost center	
Class	610	]		AuC - Buildings	

- 15. Click on the Save  $\boxminus$  icon to save your internal order and Asset under Construction.
- 16. You should see a message at the bottom of the screen showing your Internal Order number.

Order was created with number 11500080

**Note:** You do **not** need to create a settlement rule for an AuC Internal Order for its periodic settlements to the AuC asset. It will be automatically created during your first periodic settlement. For the final settlement, you will create one rule to settle to the final asset, this is covered in the Job Aid *3-3: Final Settlement of AuCs.*