Job
Aid

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Overview

This job aid refers to the final settlement of the AuC Projects. For information concerning the set up of AuC projects and Internal orders, and for the review of the the cost collector and monthly settlement refer to JA FI-AA 3-1 and 3-2 respectively.

After an Asset under Construction has been completed, you need to perform the final settlement of costs from the cost collector and AuC onto the final asset master record.

The process is similar for a Project with WBS Elements or an Internal Order. You set the status on the cost collector to Technically Complete, create final settlement rules, run the settlement, review the financial postings, and then close the cost collector.

This process moves the capitalised costs onto the final asset and will mean that depreciation/amortization will start in the same month as the capitalisation date.

Users of this guide will primarily be those assigned the 'FA.16 – Asset Accounting Senior User' role, although much of the review can be performed with the following other roles:
PP.01   Programme_Project: Project_Management_Approver
PP.02   Programme_Project: Project_Management_User
FA.15   Financial_Accounting: Asset_Accounting_User

* *

Section 1: Final Settlement Activities for AuC Projects

The final settlement process for an Asset under Construction using a Project Structure is as follows:

- Confirm that the Asset under Construction has been completed and is ready to be capitalized
- Change the system status on the Project Definition and WBS Elements to Technically Complete
- Change the user status on the WBS Elements to MEC – Month End Closing
- If the AuC will not be settled to an existing asset, create the final asset master record(s)
  - o Determine whether you will settle to Main Assets or Subassets. There are two sections in this job aid that detail the creation of each.
- Define the settlement rule(s)
- Run the cost settlement
- Review final postings

Set Project and WBS Elements to Technically Complete

When the project has been reviewed and determined to be complete, it should be marked as Technically Complete. You can set the project's system status to Technically Complete by following the instructions below:

** You must have the FA.16, PP.01, or PP.02 security authorizations to update the User Status.

1. Login to Umoja ECC.

2. Enter transaction code **CJ20N**.

3. Click the **Open** icon in the menu bar in the Project Builder

4. Select the **Project Definition ID** of the project and confirm the Project Definition: **<AA-0000NN>**

5. Select either the **Project Definition** or **WBS element** from the project structure.
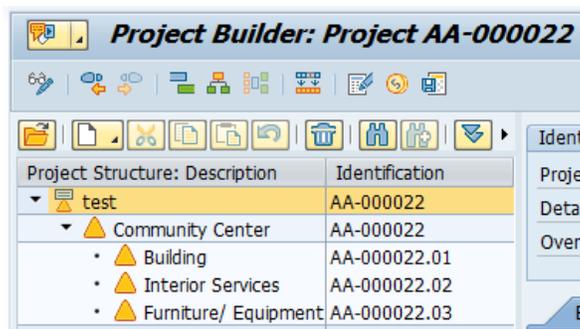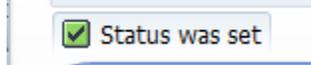

Note: Setting the system status TECO within a project structure works top-down. If a selected WBS element is set to system status TECO, this system status will also apply to all WBS elements subordinate to the selected WBS element.

6. In the task pane, click Edit > Status > Complete Technically > Set
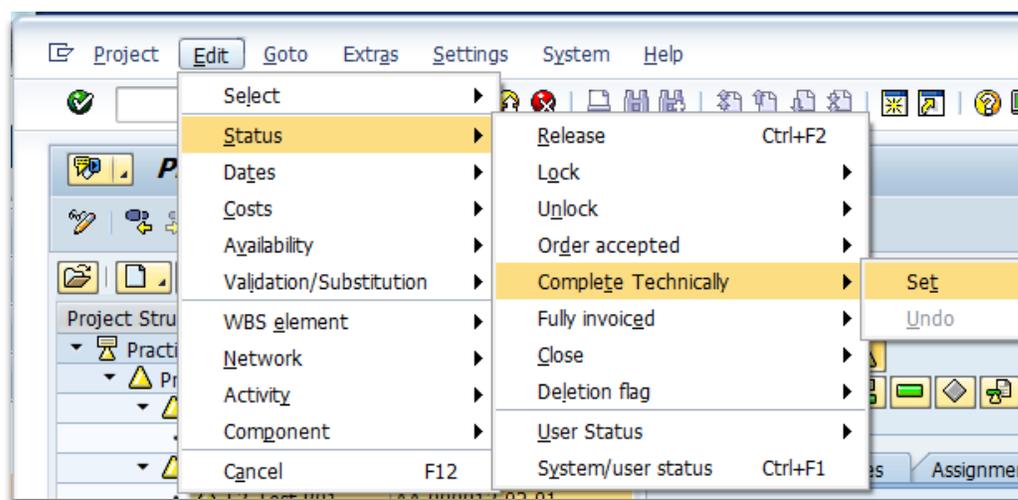
7. Look for confirmation of the status change in the lower left-hand corner.

8. *Important*: Click 'Save' to commit your changes.

Update User Status to MEC, T-code ZPJ_WBS_US

Before performing the final settlement, the User Status must be updated to MEC Month End Closing to indicate that expeditures are ready to be settled.

** You must have the FA.16 security authorization to update the User Status using this transaction.*

1. Enter transaction **ZPJ_WBS_US** and fill in your selection criteria. Then click on Execute ⊕.

2. The next screen lists out each WBS Element selected from the criteria on the prior screen. Select all of the WBS Elements you wish to change by clicking on the squares to the left of each row and dragging. When all are selected, click on ✏ Edit

3. In the 'Mass Edit' screen, enter the User Status **MEC** and click on the Save 🖫 icon.

If the change succeeds, the table will update to show the changes made. The changes are saved and effective immediately, so there is no further action required. ☑ Changes done successfully

Create Fixed Asset Master Record, T-code AS01

If the AuC will be capitalized to an existing asset or assets (the AuC is an improvement or alteration to an existing asset) then you may skip this step.
If the AuC is new construction or a leasehold improvement (no assets currently exist in the system) then a new asset master record (or records) will need to be created for the AuC to settle to.

Each WBS Element can settle to a different asset or sub-asset, or several or all WBS Elements can settle to one asset or sub-asset. This is entirely dependent on your work breakdown structure and how you would like to capitalize the AuC.

Follow the instructions below **ONLY** if you need to create a new final asset to settle the AuC to:

1. Login to Umoja ECC. You must have the FA.15 (Asset Accounting User) security authorization to create a new asset master record.

2. Execute transaction code **AS01**.

3. On the 'Create Asset: Initial screen':

Create Asset: Initial screen

Master data   Depreciation areas

Asset Class
Company Code   1000
Number of similar assets   1

Reference
Asset
Sub-number
Company code

☐ Post-capitalization

Asset Class: Note enter the Asset Class of the final asset to which _you_ will settle. This should correspond to the type of AuC (Building, Infrastructure, Leasehold Improvement, or Intangible).
Company Code: Always equal to 1000
Number of similar assets: 1

Reference: You may fill in the Asset, Sub-number, and Company code of a similar asset that you would like to copy.   _** This following steps will not cover copying an existing asset record._
Post-capitalization: Uchecked

When you have made all of your selections, press enter on your keyboard.

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

5. 'General' tab

Description: Enter a description of the Asset that was constructed/developed. You may use both lines to provide further information, although the first line will be most commonly displayed.
Asset main no. text: Enter the same description of the Asset. This will be copied to subassets.
Quantity: Always leave this 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 you should fill in the coding block of the final asset that the AuC will be settling to. Enter the **Cost Center**, **Fund** and **Grant**, then press enter to have the system derive the rest.

Make sure to fill in the **WBS element** as the number that will settle to this asset.

7. 'Allocations' tab – No action required.

8. 'Origin' tab – No action required.

9. 'Net Worth Tax' tab

Property indicator: Select a value from the selection box. This should be "2: Owned – Constructed".

The rest of the fields on the Net Worth Tax tab do not need to be filled out.

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

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

12. 'Deprec. Areas' tab

The depreciation key and Useful Life may be defaulted based on the Asset Class. For certain Real Estate Fixed Assets (e.g., 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.

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.

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

Create Sub-number for Final Asset, T-Code AS11

Only complete this step if you will be capitalizing to sub-assets, and those sub-assets do not yet exist. Determine whether there is an existing main asset that you will create new sub-assets for, or if you also need to create a new main asset first.

Each WBS Element can settle to a different asset or sub-asset, or several or all WBS Elements can settle to one asset or sub-asset. This is entirely dependent on your work breakdown structure and how you would like to capitalize the AuC.

Follow the instructions below **ONLY** if you need to create a new final sub-asset to settle the WBSE to:

1. Login to Umoja ECC. You must have the FA.15 (Asset Accounting User) security authorization to create a new asset master record.

2. Execute transaction code **AS11**.

3. On the 'Create Subnumber: Initial screen':

Create Subnumber: Initial screen

Master data   Depreciation areas

Asset	1200001422
Company Code	1000
Number of similar subnumbers	1

☐ Post-capitalizatn

Asset: Enter the Main Asset number of the main asset that this subasset will be subordinate to.
Company Code: Always equal to 1000
Number of similar assets: 1
Post-capitalization: Uchecked

When you have made all of your selections, press enter on your keyboard.

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	1200001422	1				
Class	120		Build - Fixed	Company Code	1000	

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

5. 'General' tab

Description: Replace the description copied from the main asset with a description specific to this subasset.
Asset main no. text: Keep the description copied in from the main asset.
Quantity: Always leave this blank.
Manage historically: 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 you should see the coding block copied from the main asset. If this subasset is to have different assignments then make any changes here now.

7. 'Allocations' tab

If this subasset is a building component, fill out **Building Component** and **Building Sub-comp.** with selections from the lists. These relate to the IPSAS-defined building components and subcomponents.

8. 'Origin' tab – No action required.
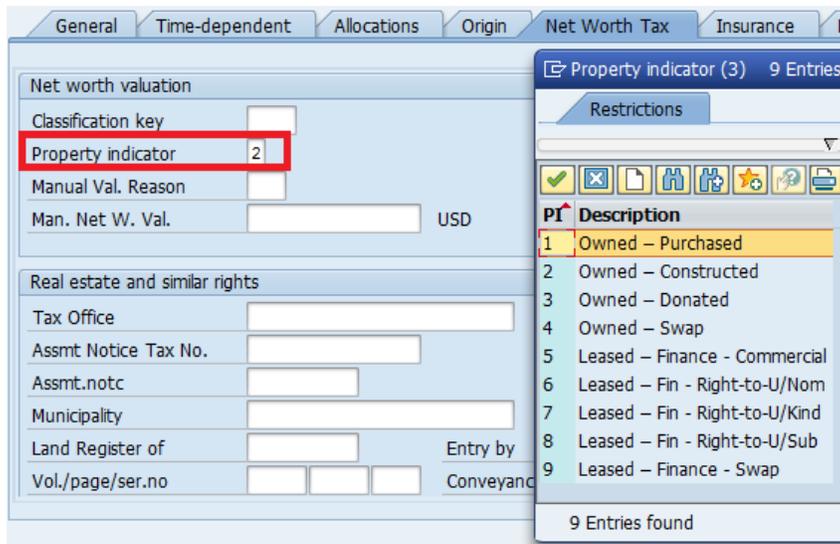
9. 'Net Worth Tax' tab

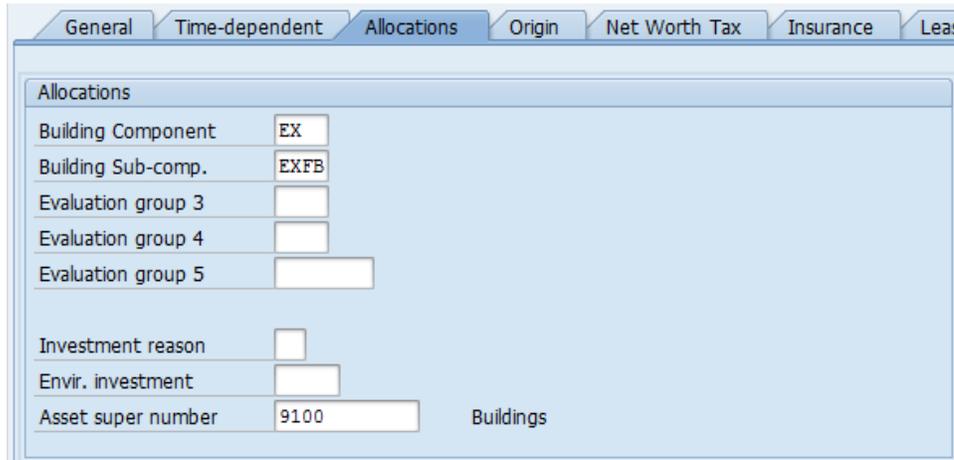**Property indicator:** Select a value from the selection box. For componentized AuCs, this should be "2 – Owned – Constructed".

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

The depreciation key and Useful Life may be defaulted based on the Asset Class. For certain Real Estate Fixed Assets (e.g., 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.

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

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

Update Settlement Rules for Final Settlement, T-code CJ20N

The steps to create Settlement Rules for Final Settlement are as follows:

1. Login to Umoja ECC.
   ** You must have the FA.16, PP.01, or PP.02 security authorizations to update settlement rules.

2. Enter transaction code **CJ20N**.

3. Open the project you are creating settlement rules for.
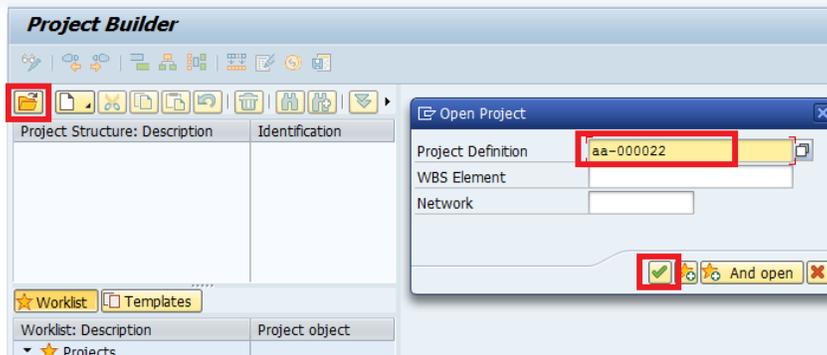
From the project structure select the WBS elements for which costs will be settled (usually all of the lowest level WBS elements) one at a time.

For each WBS Element that has costs to settle:

4. Go to the task bar and select **Edit** > **Costs** > **Settlement rule**
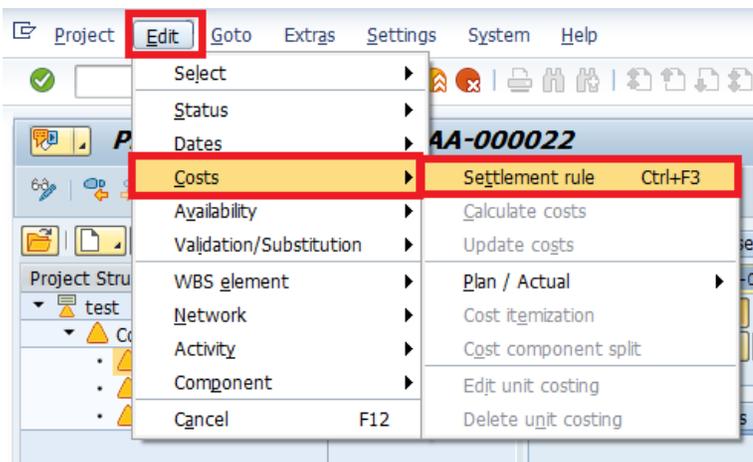
5. In 'Maintain Settlement Rule: Overview' screen, define the final settlement rules per WBS Element by adding a line for the corresponding final asset(s) as a settlement receiver.

    This will go beneath existing settlement rules for the periodic settlement to the AuC, so you do not need to remove the existing periodic settlement rules.

    If this WBSE will settle to a Fixed Asset, fill the next line out as follows:
    Category: FXA
    Settlement Receiver: Insert the full sub asset number ('NNNNNNNNNN-NN') created here.
    Settlement Percentage: 100% unless you plan to create another line and split the settlement.
    Settlement Type: FUL (for final settlement)

    If this WBSE will settle to a Cost Center rather than a Fixed Asset, fill the next line out as follows:
    Category: CTR
    Settlement Receiver: Insert the cost center number here
    Settlement Percentage: 100% unless you plan to create another line and split the settlement.
    Settlement Type: FUL (for final settlement)

Note: If you need to split the settlement across multiple Fixed Assets / Subassets (or Cost Centers) you can insert multiple settlement rule lines, one for each settlement receiver, with the appropriate percentage of the total charges that each should receive. For example, if you chose to set up a WBSE for "Other Capitalisable" (as outlined in job aid 3-1), it could look like this:

When you have defined all settlement rules for this WBS Element, click on the Back ⬅ button to go back to the project builder.
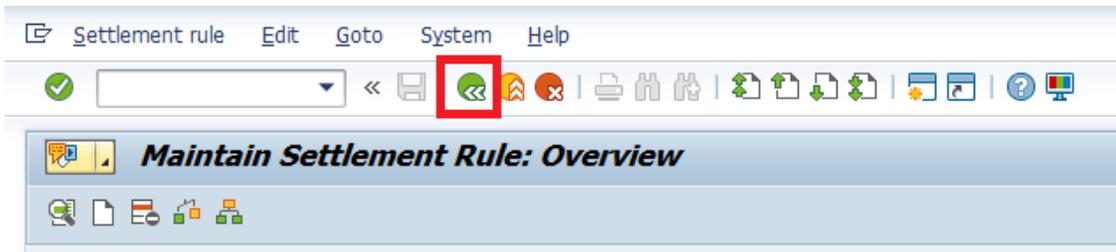
6. Repeat steps 4 and 5 for all remaining WBS Elements with costs to be settled.

7. Go back to Project Builder and click the **Save** 💾 icon

Run Final Cost Settlement

The steps to run Final Cost Settlement to capitalize costs to the final assets are as follows:

1. Verify that all prerequisites to final settlement have been met:
   a. Project Status is 'TECO – Technically Complete', and User Status is set to 'MEC – Month End Closing'
   b. Final Assets/subassets exist and have been defined in the Settlement Rules
   c. If the project is funded by a Grant, ensure that the Indirect Cost (IDC)[1] batch has been run. NOTE: if the Project is closed before IDC is run, the IDC batch will fail. For this reason it is recommended that projects are only closed at the end of the following month of final charges, for example if you have charges in March close the project only at the end of April.

2. Execute Transaction code **CJ88.**
   ** You must have the FA.16 (Senior User) security authorization to run settlement for AuCs.

3. Define the Project/WBS Element to be settled by entering the following fields:
   'Project' or 'WBS Element': Enter the Project ID, or the ID of a single WBS Element you wish to settle. If you enter it at the Project level, it will attempt to settle for all WBS Elements that are in the 'MEC – Month End Closing' user status. It will only perform Final Settlement for those WBSEs who have Technically Complete (TECO) status, the rest will have a periodic settlement performed.
   With hierarchy: If you check this box, and entered a WBS Element above rather than a Project, then the system will run settlement for all subordinate WBSEs to the WBS Element you listed above.
   Settlement Period: Current month (should match posting period)
   Posting period: Current month
   Fiscal Year: Current year
   Asset Value Date: Usually today's date, or the last day of the month.
   Processing Type: Automatic
   Test Run: Checked
   Detail List: Checked
   Check trans. Data: Unchecked

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[1] *The IDC batch will charge indirect costs on top of direct costs to the cost collector. This percentage is defined when the Grant is set up. These amounts are not capitalized into the cost of the final asset but are settled (statistically) to the cost center.*

Actual Settlement: Project/WBS Element/Network

Project	AA-000005
or	
WBS Element	
or	
Network	

☐ With hierarchy
☐ With orders

Parameters

Settlement period	11	Posting period	11
Fiscal Year	2015	Asset Value Date	30.11.2015
Processing type	Automatic		

Processing Options

☑ Test Run
☑ Detail List   Layouts
☐ Check trans. data

4. Select the **Execute** icon and confirm the system message

If you receive the message below saying that there is nothing to settle, please take the following actions (a) thru (c), otherwise proceed to the next step to review results of the test settlement.

☑ Either the sender is already settled, or there is nothing to settle

(a) Confirm that you have created a settlement rule to a final asset for this Project / WBSEs.
(b) Confirm that the Project and/or WBSEs are set to Technically Complete (TECO) status.
(c) If the status is already set to TECO and the final asset settlement rules are valid, repeat the test run according to the directions above but change **Processing type** set to 'Full Settlement'

Review the settlement messages, if there are any. If the 'Messages' window does not open up, on the **Actual Settlement: Project/WBS Element/Network Basic list** screen, you can select the messages icon in the Menu bar to review the messages, if there are any. If there are no messages, this icon will not be in the Menu bar.

Messages: Display messages

Type	Message Text	LTxt
🟩	Sender: WBS AA-000005.01 Building	
🔴	"Actual settlement" is not allowed (WBS AA-000005.01)	❓
🟩	Sender: WBS AA-000005.03 Furniture/ Equipment	
🔴	"Actual settlement" is not allowed (WBS AA-000005.03)	❓

Technical Information
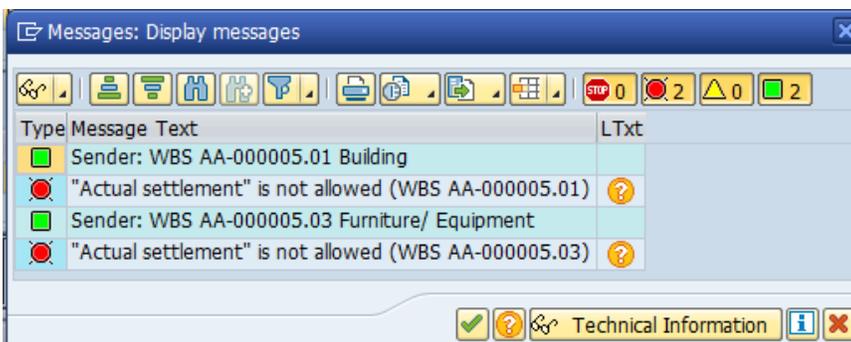
Note: A common error encountered related to the Project or WBS Elements having the wrong status for settlement. In the case above, these two WBS Elements had the status of Cancelled, so Umoja is telling us that settlement is not allowed for them and we need to go back to the project and either set the status of that WBSE to closed or remove the status in order to settle it. Another common issue is that the status is not in MEC.

After reviewing the settlement test run, go back 🔙 to the selection screen. If there were any issues requiring attention, resolve those and then repeat the test run until there are no issues.

5. Once you have a test run succeed without errors, unselect the **Test Run** checkbox from the **'Actual Settlement: Project/WBS Element/Network Basic list'** screen, and then click on the **Execute** icon 🕐 in the **Menu** bar to process the settlement.

6. On the **Actual Settlement: Project/WBS Element/Network Basic list** screen, select the **Detail lists** 📊 button.

7. In the **Menu** bar, select **Accounting documents**

8. From the pop-up window, double-click the document to be reviewed and validate the entries in the FI, CO, FM and GM document

9. Click the **Back** icon and repeat the process for each document to be reviewed

10. The details of each entry in the reviewed documents correspond to the desired entries
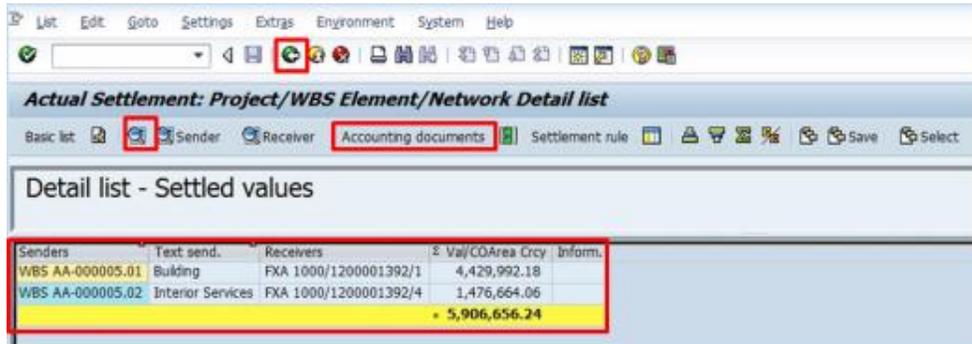
Next, review the settlement line items and the final asset records before closing out the project.

Review final asset to review capitalization

After final settlement you should review that the asset has been capitalized properly.

1. Log in to Umoja ECC.

2. Execute Transaction code **AW01N**. (All FA and Project users have access)

3. Enter the main asset number that you settled to, and press the Enter key.
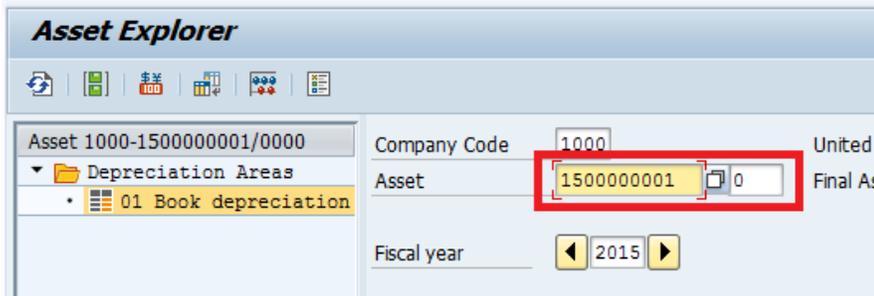
4. Review the 'Planned values' tab, which shows the total acquisition value and planned Ordinary depreciation. It also lists the transactions for this asset at the bottom, which at this point should contain only our Acquisition transaction.

   The 'Acquisition value' should match the total amount settled from the Internal Order.
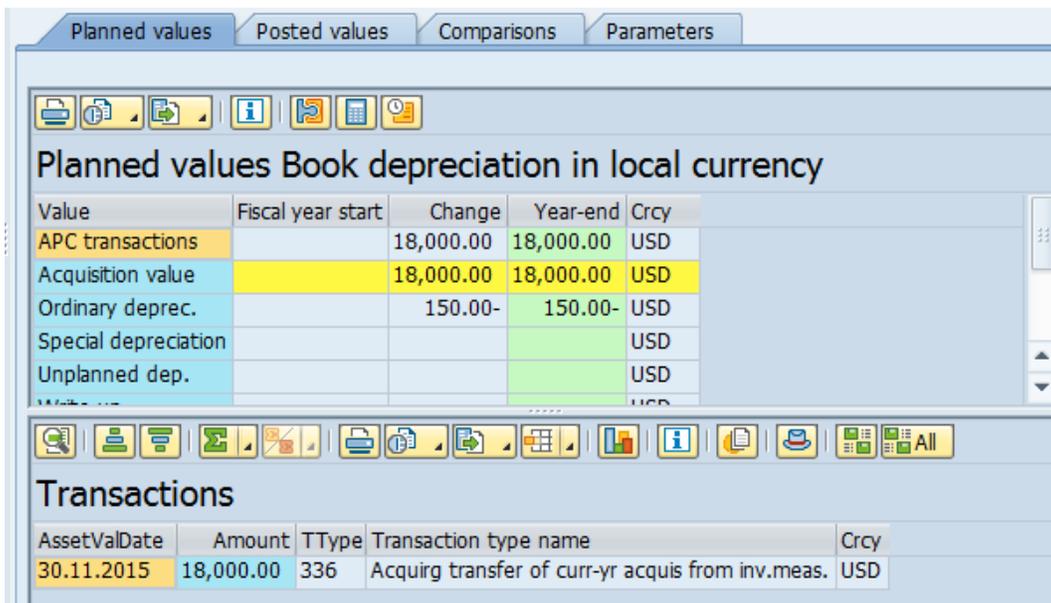
Close the project or completed WBS Elements

After reviewing the final settlement you should close the WBS Elements settled and/or the entire project. If you have only settled certain WBS Elements within the project, but not all of them, then make sure to only close those that have been fully settled. If the project is Grant-funded, ensure the IDC was run before final settlement.

1. Log in to Umoja ECC.

2. Execute Transaction code **CJ20N**.

3. Open the project you wish to close.

4. Select either the **Project Definition** or **WBS element** that you wish to close from the project structure.

   Note: Setting the system status CLSD within a project structure works top-down. If a selected WBS element is set to system status CLSD, this system status will also apply to all WBS elements subordinate to the selected WBS element.

5. In the task pane, click Edit > Status > Close > Set
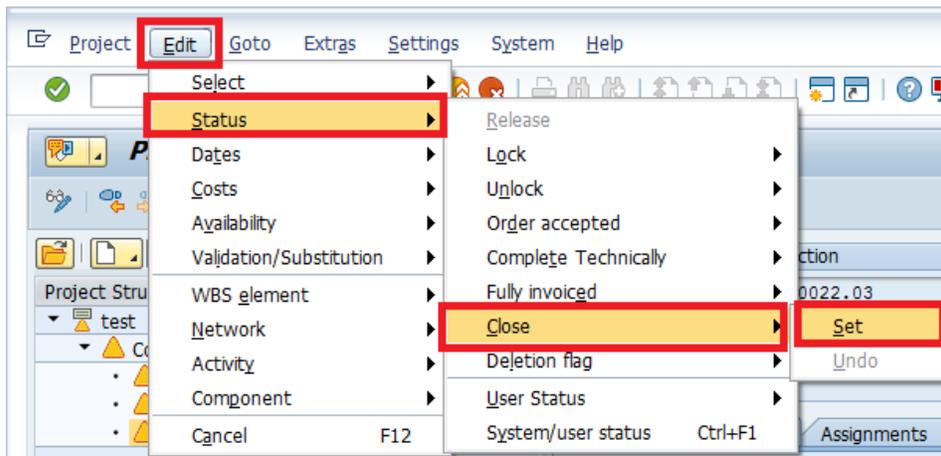
9. Look for confirmation of the status change in the lower left-hand corner.
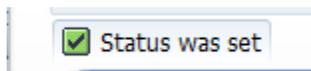
6. Click 'Save' to commit your changes.

Section 2: Final Settlement Activities for AuC Internal Orders

The final settlement process for an Asset under Construction using an Internal Order is as follows:

- Confirm that the Asset under Construction has been completed and is ready to be capitalized
- Change the status on the internal order to Technically Complete
- If the AuC will not be settled to an existing asset, create the final asset master record.
- Define the settlement rules
- Run the cost settlement
- Review final postings

Set Internal Order to Technically Complete

After it has been confirmed that the Asset under Construction has been completed, the internal order's status needs to reflect this.

1. Login to Umoja ECC. You must have the FA.16 (Senior User) security authorization to update an Internal Order's status.

2. Execute transaction code **KO02**.

3. Enter the Internal Order number in the field and press the Enter key.

Change Internal Order: Initial screen

Master Data

Order   11500083

4. Go to the 'Control data' tab and press the [▲ Tech. comple] button.

Change Internal Order: Master data

Settlement Rule

| Order | 11500083 | Order type | 1150 | Capital Activities (... |
| Description | Example Leasehold Improvement AuC | | | |

Assignments Control data Prd-end closing UN Assignments Investments

Status

System status	REL AUC SETC	▼ ▲ Tech. comple
User status		Set / reset...
Status number	0	

Allowed transacts.

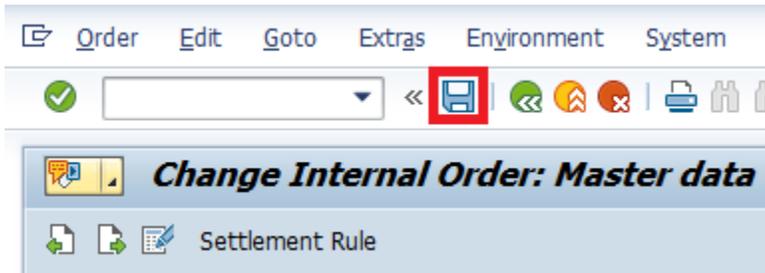5. You should see a message in the status bar saying that the order is technically completed, and the 'System status' should be 'TECO AUC' or 'TECO AUC SETC'.

✓ The order tecnically completed

Status	
System status	TECO AUC SETC

6. Click on the Save 🖫 icon to save this change.

✓ Order 11500083 has been changed

Create the final asset

If the AuC will be capitalized to an existing asset (the AuC is an improvement or alteration to an existing asset) then you may skip this step.
If the AuC is new construction or a leasehold improvement (no asset currently exists in the system) then a new asset master record will need to be created for the AuC to settle to.

Follow the instructions below **ONLY** if you need to create a new final asset to settle the AuC to:

1. Login to Umoja ECC. You must have the FA.15 (Asset Accounting User) security authorization to create a new asset master record.

2. Execute transaction code **AS01**.

3. On the 'Create Asset: Initial screen':

> **Asset Class**: Enter the Asset Class of the final asset to which you will settle. This should correspond to the type of AuC (Building, Infrastructure, Leasehold Improvement, or Intangible).
> **Company Code**: Always equal to 1000
> **Number of similar assets**: 1
>
> **Reference**: You may fill in the Asset, Sub-number, and Company code of a similar asset that you would like to copy.   ** *This following steps will not cover copying an existing asset record.*
> **Post-capitalization:** Uchecked
>
> When you have made all of your selections, press enter on your keyboard.

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   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

General | Time-dependent | Allocations | Origin | Net Worth Tax | Insurance | Leas

General data
Description   Final Asset for my Leasehold Improvement

Asset main no. text
Acct determination   150   Leasehold Improvements - Minor Construciton Works
Serial number
Inventory number
Quantity   EA   each
☑ Manage historically

Description: Enter a description of the Asset that was constructed/developed.
Quantity: Always leave this blank.
Manage historically: Keep this checked

Inventory
Last inventory on   ☑ Include asset in inventory list
Inventory note

Posting information
Capitalized on   Deactivation on
First acquisition on   Plnd. retirement on
Acquisition year   000   Ordered on

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 you should fill in the coding block of the final asset that the AuC will be settling to. Enter the **Cost Center**, **Fund** and **Grant**, then press enter to have the system derive the rest.

Make sure to fill in the **Investment Order** as the Internal Order number that will settle to this asset.

7. 'Allocations' tab – No action required.

8. 'Origin' tab – No action required.

9. 'Net Worth Tax' tab

Property indicator: Select a value from the selection box. For AuCs, this should be "2 – Owned – Constructed".

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

The depreciation key and Useful Life may be defaulted based on the Asset Class. For certain Real Estate Fixed Assets (e.g., 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.

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.
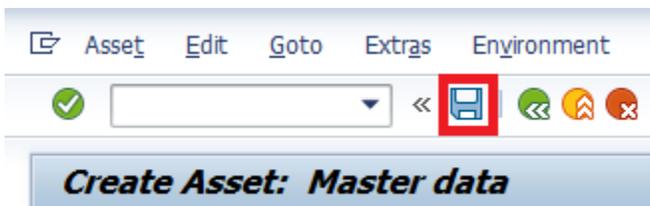
After clicking on 'Save', make sure to write down the Asset Number displayed in the status bar at the bottom of the window.
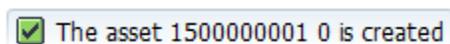
Define Settlement Rules on Internal Order (IO)

Before running the final settlement, you need to tell the system which final asset you will be settling to.

1. Login to Umoja ECC. You must have the FA.16 (Senior User) security authorization to update an Internal Order's settlement rules.

2. Execute transaction code **KO02**.

3. Enter the Internal Order number in the field and press the Enter key.

Change Internal Order: Initial screen

Master Data

Order	11500083

4. Click on the 'Settlement Rule' button near the top of the screen.

Change Internal Order: Master data

Settlement Rule

Order	11500083		Order type	1150	Capital Activities (...
Description	Example Leasehold Improvement AuC				

Assignments	Control data	Prd-end closing	UN Assignments	Investments

5. You should see a table listing all of the settlement rules already defined for this Internal Order. Assuming that you have processed at least one periodic settlement for this Internal Order, the first line should show the automatically generated settlement rule for the AuC.

   You will define the final settlement rule in the next open line. Fill in the following fields:
   Cat: FXA (This tells the system that the Settlement Receiver will be a Fixed Asset)
   Settlement Receiver: Enter the final asset to which this AuC will settle to. Use either the one created in the previous section or the existing asset if this is an improvement.

Maintain Settlement Rule: Overview

Order	11500083	Example Leasehold Improvement AuC

Actual settlement

Default distribution rules

Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Se...	S...	No.	S...	Fro...	From...	To ...	To Fi...	First Used	Last Used
FXA	6300000004-0	Example Leasehold Impr...	100.00	0		AUC	1	0		0			011.2015	011.2015
FXA	1500000001		100			FUL								

Press the Enter key when done and the rest should fill in to 100% and settlement type 'FUL'.
Click the Save 💾 button to confirm your changes.

Process the Final Settlement

The steps to run Final Cost Settlement to capitalize costs to the final asset are as follows:

1. Verify that all prerequisites to final settlement have been met:
   a. Order Status is 'TECO – Technically Complete'
   b. Final Assets/sub asset exists and has been defined in the Settlement Rules
   c. If the Order is funded by a Grant, ensure that the IDC batch has been run. Note if the IO is closed before IDC is run the IDC batch will fail. For this reason it is recommended that IOs are only closed at the end of the following month of final charges, for example if you have charges in March close the IO only at the end of April.

2. Log in to Umoja ECC. You must have the FA.16 (Senior User) security authorization to perform AuC settlement.

3. Execute transaction code **KO88**.

4. Fill in the following values:

Actual Settlement: Order

Settlement Rule

Order	11500083	

Parameters

Settlement period	11	Posting period	11
Fiscal Year	2015	Asset Value Date	30.11.2015
Processing type	Automatic		

Processing Options
☑ Test Run
☐ Check trans. data

Order: Enter the AuC's Internal Order number.
Settlement period: The current period (should match Posting period)
Posting period: The current month
Fiscal Year: The current year
Asset Value Date: Either the last day of the month, or today's date.
Processing type: Automatic
Test Run: Checked
Check trans. data: Unchecked

5. With 'Test Run' checked, click on the execute 🕭 icon to simulate the settlement. You will likely see some messages open in a window. Green and yellow messages are ok and informational, red messages will prevent the settlement from posting.

Typ	Ite	Message text	LTxt
■	001	Sender: ORD 11500083 Example Leasehold Improvement AuC	
⚠	001	Final settlement to fixed asset 1000 001500000001 0000: there is no s…	❓

If you encounter any of the following Red messages, read the following. Otherwise, proceed to step 5.

| 🔴 | Posting not possible (Value date earlier than capitalization date) | ❓ |

If you see the message above, you should go back and change your Asset Value Date to be the last day of the month.

6. If you receive the message below saying that there is nothing to settle, please take the following actions, otherwise proceed to the next step to review results of the test settlement.

| ☑ | Either the sender is already settled, or there is nothing to settle |

(a) Confirm that you have created a settlement rule to a final asset for this investment order.
(b) Confirm that the investment order is set to Technically Complete (TECO) status.
(c) If you have confirmed that the order is at TECO status and has a valid final asset settlement rule, repeat steps 3 and 4 above with **Processing type** set to 'Full Settlement'

7. Review the results of the test settlement, confirming that the processing completed without errors. Press the back ≪ button to go back to the selection screen.

8. Back at the selection screen, uncheck the 'Test Run' box and confirm that Fiscal Year is still correct, as this sometimes changes to another year after a test run.

9. With 'Test Run' unchecked, click on the execute icon to process the settlement. Review any messages that pop up and close them to see the results on the next screen.

Typ	Ite	Message text	LTxt
🟩	001	Profit center was set to 9999	❓
🟩	002	Profit center was set to 9999	❓

10. Review the results of the settlement run. You should expect that there were no errors. Click on the Detail Lists 🗔 icon to review the actual postings.

Actual Settlement: Order Basic list

🗔 ℹ

Selection

Selection Parameters	Value	Name
Order	11500083	Example Leasehold Improvement AuC
Period	011	

Processing Options

Selection Parameters	Value
Execution type	Settlement executed
Processing mode	Update run

Processing completed with no errors

Statistics

Processing category	Σ	Number
Settlement executed		1
No change		
Not relevant		
Inappropriate status		
Error		
▪		1

11. Review the detail list, and click on 'Accounting documents' when ready.

Actual Settlement: Order Detail list

Basic list 📤 🗔 🗔 Sender 🗔 Receiver **Accounting documents** 📋 Settlement rule 🗔

Detail list - Settled values

Senders	Short text: Sender	Receivers	Σ	ValCOArCur	Inform.
ORD 11500083	Example Leasehold Improvement AuC	FXA 1000/1500000001/0		18,000.00	
			▪	18,000.00	

12. Double-click on each accounting document within the list of documents to review the postings.

Doc. Number	Object type text
1700125805	Accounting document
4100000335	Accounting document
1000000630	Asset Transaction
1000129736	Controlling Document
1000142842	Funds Management doc
1000000630	Grants Mgm. Doc.

Data Entry View

Document Number	1700125805		Company Code	1000		Fiscal Year		2015
Document Date	16.11.2015		Posting Date	30.11.2015		Period		11
Reference			Cross-Comp.No.					
Currency	USD		Texts exist	☐		Ledger Group		

Co...	Amount	Itm	PK	S	Account	Description	Curr.	BusA	Fund
1000	18,000.00	1	40		19401010	AR Due To From	USD	S300	10UNA
	18,000.00-	2	50		19401010	AR Due To From	USD	S300	64CBA

Data Entry View

Document Number	4100000335		Company Code	1000		Fiscal Year		2015
Document Date	16.11.2015		Posting Date	30.11.2015		Period		11
Reference			Cross-Comp.No.					
Currency	USD		Texts exist	☐		Ledger Group		

Co...	Amount	Itm	PK	S	Account	Description	Curr.	BusA	Fund
1000	18,000.00-	1	75		27194010	006300000004 0000	USD	S300	10UNA
	18,000.00	2	70		27145010	001500000001 0000	USD	S300	64CBA

Review the settlement line items following the instructions detailed in the next section.

Review internal order final settlement postings

1. Log in to Umoja ECC.

2. Execute Transaction code **KOB1**. (All FA and Project users have access)

3. Enter an Internal Order ID, or range of Order IDs in the 'Order' field.
   Select the posting date range you are want to review.
   Press the Execute button to display the report.

4. Review the line item report. In the example screenshot below, you can see the original costs, the periodic settlement to the AuC, and the final settlement from the AuC to the Final Asset.

Review final asset to review capitalization

After final settlement you should review that the asset has been capitalized properly.

1. Log in to Umoja ECC.

2. Execute Transaction code **AW01N**. (All FA and Project users have access)

3. Enter the main asset number that you settled to, and press the Enter key.

4. Review the 'Planned values' tab, which shows the total acquisition value and planned Ordinary depreciation. It also lists the transactions for this asset at the bottom, which at this point should contain only our Acquisition transaction.

   The 'Acquisition value' should match the total amount settled from the Internal Order.