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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)
  - 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 expenditures 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.
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](image)

   **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 enter the Fund (1.), Cost Center (2.), and (if applicable) WBSE (3.)/IO (4.).

**Non-Grant asset:** Enter Fund and Cost center and IO/WBSE if applicable ONLY.
**Grant asset** (fund starting with 32/33): Enter WBSE/IO and Cost center ONLY.

After entering these fields you can press enter and the system will derive the rest of the fields. **Important enter only the fields mentioned and ALLOW the system to derive all other fields.**

Note: The Cost Center (2.) and Funds Center (5.) need to be the same, otherwise the user will receive the following error message.

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.

The asset 1200001900 0 is created
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':

   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 subnumbers: 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.
5. ‘General’ tab

![General tab screenshot](image)

**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.

On this tab you should enter the Fund (1.), Cost Center (2.), and (if applicable) WBSE (3.)/IO (4.).

**Non-Grant asset:** Enter Fund and Cost center and IO/WBSE if applicable ONLY.

**Grant asset** (fund starting with 32/33): Enter WBSE/IO and Cost center ONLY.

After entering these fields you can press enter and the system will derive the rest of the fields. **Important enter only the fields mentioned and ALLOW the system to derive all other fields.**

Note: The Cost Center (2.) and Funds Center (5.) need to be the same, otherwise the user will receive the following error message.

![Error Message](image)

Cost Center (16228) and Funds Center (16229) in Asset Master Record do not match.

7. ‘Allocations’ tab

![Allocations Tab](image)

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.

The asset 1200001422 1 is created
**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:

![Maintain Settlement Rule: Overview screenshot](image-url)
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.
   \(\text{With hierarchy:}\) 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.
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.
**Job Aid**

**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.

4. Go to the ‘Control data’ tab and press the Tech. complie button.
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’.

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>System status</td>
</tr>
</tbody>
</table>

- The order technically completed

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Change Internal Order: Master data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Settlement Rule</td>
</tr>
</tbody>
</table>

- 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’:

   ![Create Asset: Initial screen](image)

   **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.  
   
   **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.

**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 enter the Fund (1.), Cost Center (2.), and (if applicable) WBSE (3.)/IO (4.).

**Non-Grant asset:** Enter Fund and Cost center and IO/WBSE if applicable ONLY.

**Grant asset** (fund starting with 32/33): Enter WBSE/IO and Cost center ONLY.

After entering these fields you can press enter and the system will derive the rest of the fields.

**Important enter only the fields mentioned and ALLOW the system to derive all other fields.**

Note: The Cost Center (2.) and Funds Center (5.) need to be the same, otherwise the user will receive the following error message.

> ![Error Message](https://en.wikipedia.org/wiki/Umoja)

| Cost Center (16228) and Funds Center (16229) in Asset Master Record do not match. |

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.

![Create Asset: Master data]

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

- The asset 1500000001 0 is created
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.

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

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.

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](image)

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

<table>
<thead>
<tr>
<th>Typ</th>
<th>Ite</th>
<th>Message text</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>Sender: ORD 11500083 Example Leasehold Improvement AuC</td>
</tr>
<tr>
<td>▲</td>
<td>001</td>
<td>Final settlement to fixed asset 1000 001500000001 0000: there is no s-</td>
</tr>
</tbody>
</table>

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.
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.

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

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