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Overview

This Job Aid details the procedure for the retirement of an asset. Depending if it is a Retirement with or without Revenue and depending on Retirement (Disposal) Method, we are using different procedures, T-Codes and Transaction Types.

Note: Both the FA.15 and FA.16 roles can review, report on, and update Notifications (IW59) and run asset reports, however only the FA.15 “Financial Accounting: Asset Accounting User” users can post the actual impairment.

T1 – Retirement without Revenue:

Methods of Retirements without Revenue can be:

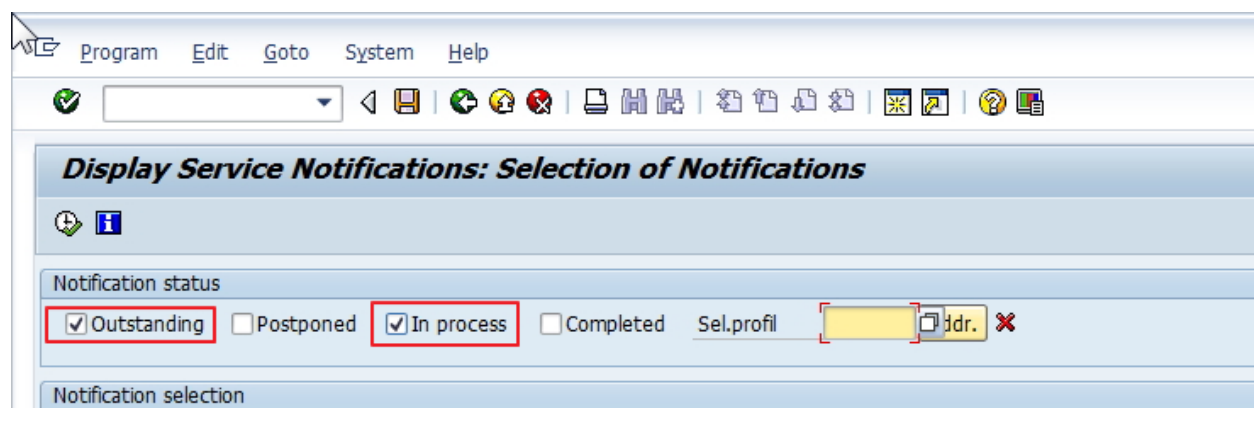
- Write-Off (including scrapping)
- Donation
- Not Found

The procedure and T-Codes are the same for all three methods, however, different Transaction Types are to be utilised. Equipment User Status will differ based on the the Disposal Method (this information can be found within the equipment record).

Note: Tables with breakdown of Retirement Process, Notifications and Transaction Types are provided in Appendix for your easier reference.

T-1.1 Review notifications for retirement

1. Log in to Umoja ECC.
2. Execute Transaction code **IW59** to get the report on current Notifications in the system.
3. In the Notification Status ensure **Outstanding** and **In process** are checked



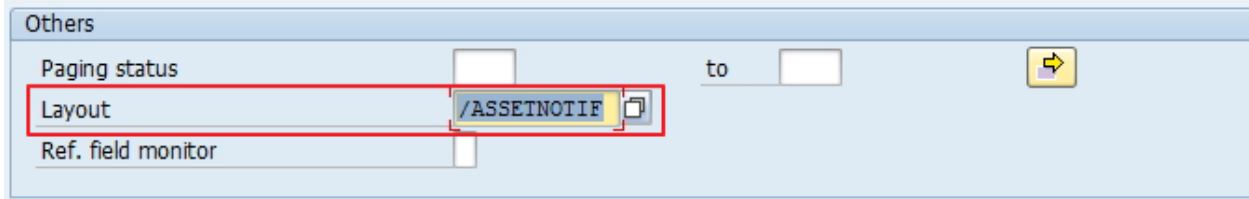
4. In **Notification selection** Select Notification Type PW

5. In General Data/Administrative data select Coding **UNWRTOFF**

6. Coding Code either left blank (you can later filter within report) or use appropriate codes: UN01, UN02, UN10, UN17 (see table for reference).

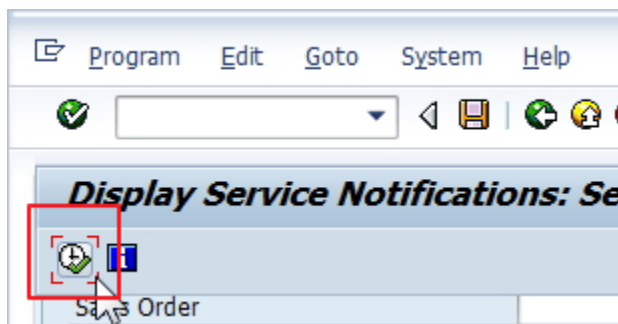
7. If necessary filter by Maintenance Plant under the section “Location Data/Acc....”

8. In Others, select Layout /ASSETNOTIF



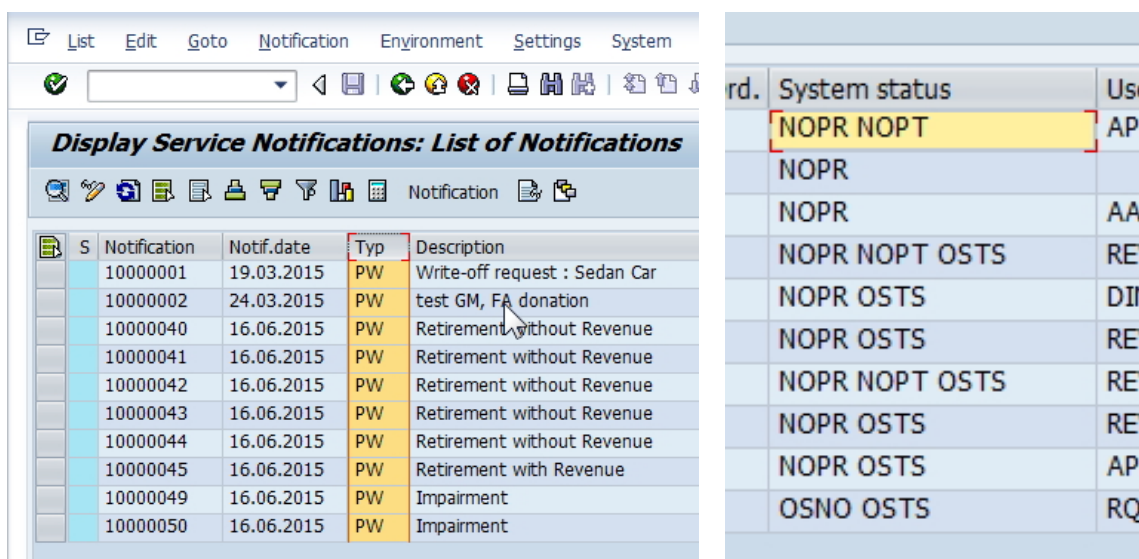
9. [Alternatively, you can use list of Equipment numbers (if you know them) or list of Notification numbers for selection].

10. Execute report



11. Filter Notifications based on Type (if not identified in selection as PW) and Notification System Status (NOPR and NOPT)

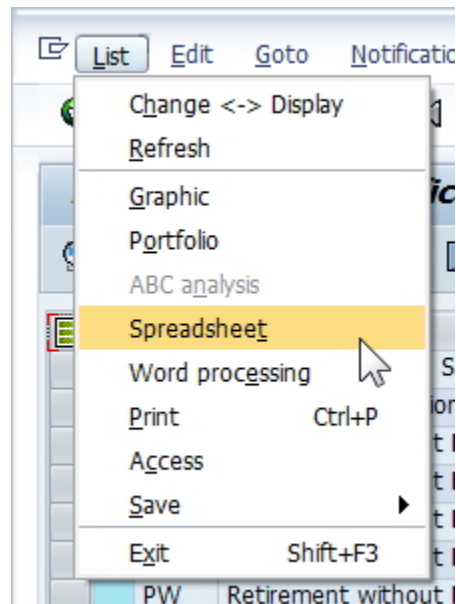
[NOPR= Notification in Process, NOPT Notification Printed, OSTO=Outstanding tasks exist].



12. Filter Notifications based on Notification User Status (REWA and DINP)

System status	UserStat...	Asse
NOPR NOPT	APPR	3100
NOPR		2100
NOPR	AAPD	3100
NOPR NOPT OSTs	REWA	3100
NOPR OSTs	DINP	3100
NOPR OSTs	REWA	3100
NOPR NOPT OSTs	REWA	3300
NOPR OSTs	REWA	3300
NOPR OSTs	APPR	5200
OSNO OSTs	RQCR	5200

13. You can export report in Excel to allow manipulation if necessary.



14. Review each approved (REWA, Review Approved; DINP, Disposal in Process). Review the notification to confirm all relevant documents (approvals) are included and information is sufficient. You can view Notification with double-click on Notification Number.

Display Service Notifications: L

S	Notification	Notif.date	Typ	Desc
	10000001	19.03.2015	PW	Writ
	10000002	24.03.2015	PW	test
	10000040	16.06.2015	PW	Retir
	10000041	16.06.2015	PW	Retir
	10000042	16.06.2015	PW	Retir
	10000043	16.06.2015	PW	Retir
	10000044	16.06.2015	PW	Retir
	10000045	16.06.2015	PW	Retir
	10000049	16.06.2015	PW	Impa
	10000050	16.06.2015	PW	Impa

- Confirm Retirement Task has been created in the Notification, in Tasks tab, and assigned to Asset Accountant.

Service notification Edit Goto Extras Environment System Help

Display Service Notification: WO/Disp/Impairmt Req

Organization...

Notification: 10000041 PW Retirement without Revenue

Notific. Status: NOPR NOPT OSTS REWA

Notification Location data Items **Tasks** Activities Sales

No.	Code gr...	Ta...	Task code text	Task text	T...	Status
1	UNGENRC	001	Generic Task	Accountant performs asset retirement		TSRL

- For all applicable Notifications, from the report itself, identify all Asset Numbers for Retirement, and corresponding Notification numbers and methods of retirement. You can verify Asset number in Notification, in Location data Tab (note the asset number).

Display Service Notification: WO/Disp/Impairmt Req

Notification: 10000041 EW Retirement without Revenue
 Notific. Status: NOPR NOPT OSTS REWA

Location data

MaintPlant: KE00 UN Office at Nairobi
 Location:
 Room:
 Plant section:
 Work center:
 ABC indicator: C Less Critical
 Sort field:

Sales and distribution


Sales Org.:
 Distr. Channel:
 Division:


Account assignment

Company Code: 1000 United Nations New York
 Asset: 3100000171 / 0 MOTOR VEHICLE NISSAN PATROL Y61
 Business Area: S300 UN Office at Nairobi
 Cost Center: 11454 DSS SSS Nairobi CO Area: 1000
 WBS Element:
 SettlementOrder:

T-1.2 Run the Equipment Asset report (review the status).

During this task the users will run the equipment/asset report and review the status to ensure the status is relevant to retirement.

17. Execute Transaction code **ZAAEQASREC** to run report for Equipment and Asset Reconciliation. Use Get Variant  and select User Variant **ZEQAS**.

18. Expand All Selections  to limit selection of Equipment/Assets: (You can also restrict by Business Area or other specific elements if required).

Selections

Asset class	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text"/>	to	<input type="text"/>	
Grant	<input type="text"/>	to	<input type="text"/>	
Functional area	<input type="text"/>	to	<input type="text"/>	
Business area	<input type="text" value="S300"/>	to	<input type="text"/>	
Cost center	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Location	<input type="text"/>	to	<input type="text"/>	
Asset super number	<input type="text"/>	to	<input type="text"/>	
Worklist	<input type="text"/>			

19. Alternatively: If you know Asset Numbers (if you earlier exported from the notifications), the easiest way is to copy them and paste in multiple selection, using Upload from clipboard:

Asset Equipment Reconciliation

Company code: to

Asset number: to

Subnumber:

Multiple Selection for Asset number

Select Single Values (3) | Select Ranges | Exclude Single Values | Exclude Ranges

O.	Single value
<input checked="" type="checkbox"/>	4100000119
<input type="checkbox"/>	5100000006
<input type="checkbox"/>	5100000012
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Multiple selection..

Company code: to

Asset number: to

20. Look for codes and descriptions in **Status Number in User Status List** and in **User Status Description**:

ion	Status Number in User Status List	User Status Description	Statu
	EQDE	Destruction Disposal Method	
	EQDE	Destruction Disposal Method	
	EQNF	Equipment Not Found	
	EQDN	Donation Disposal Method	
	EQDN	Donation Disposal Method	
	EQSL	Sale Disposal Method	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQAS	Equipment Assigned	

21. Ensure the equipment is appearing with a codes relevant to Retirement are as follows:

- EQDE: Write-Off - Scrapping
- EQNF: Write-Off - Not Found
- EQDN: Write-Off – Donation
- EQSL: Write-Off – Sale

T-1.3 Retirement of the asset.

Retirement of Assets can only be done by users granted the Enterprise Role of “Financial Accounting: Asset Accounting User” (FA.15).

22. Execute Transaction code **ABAVN** to start retirement of the asset.

23. In the Header enter Asset Number (and Sub-Number if applicable).

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code United Nations

Asset MOTOR VEHICLE NISSAN PATROL Y61

24. In “Transaction data” tab:

- 24.1. Enter current Document and Posting Dates
- 24.2. Enter actual date of retirement in the Asset Value Date (this should have been in the notification status)
- 24.3. Enter Description and reference for the Retirement

Enter Asset Transaction: Asset Retirement by Scrapping

Line items
 Change company code
 Multiple assets

Company Code: United Nations
 Asset: MOTOR VEHICLE NISSAN PATROL Y61

Transaction data
 Additional details
 Partial retirement
 Note

Document Date:
 Posting Date:
 Asset Value Date:
 Text:

25. In “Additional details” tab:

- 25.1. Select correct Transaction Type, as per table below and reference table “Notifications and Asset Accounting Elements” in Appendix:
- 25.2. Enter Reference info (Notification Number, LPSB Case No.#)

Enter Asset Transaction: Asset Retirement by Scrapping

Line items
 Change company code
 Multiple assets

Company Code: United Nations
 Asset: MOTOR VEHICLE NISSAN PATROL Y61

Transaction data
 Additional details
 Partial retirement
 Note

Special specif. for document
 Posting Period:
 Document Type:

Special specif. for transaction
 Transaction Type:
 Trading Partner:

Additional info on document
 Reference:
 Allocation:

26. In “Partial retirement” tab:

- 26.1. If this asset was acquired in prior year, in “Related to” box select “Prior-year acquis.”
- 26.2. If this asset was acquired in current year, in “Related to” box select “From curr.-yr acquis.”
- 26.3. DO NOT enter anything else on this screen.

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code: 1000 United Nations
 Asset: 3100000171 0 MOTOR VEHICLE NISSAN PATROL Y61

Transaction data Additional details Partial retirement Note

Amount posted []
 Percentage rate []
 Quantity []

Related to
 Prior-year acquis.
 From curr.-yr aquis.

27. Click on “Simulate” button and confirm values are correct.

Enter Asset Transaction: Asset Retirement by Scrapping

Document Header Info

Document Date: 17.06.2015 Document Type: AA Company Code: 1000
 Posting Date: 17.06.2015 Period: 06 Fiscal Year: 2015

Line items

It...	PK	BusA	G/L Account	Short Text	Σ	Amount	Crcy
1	75	S300	27161010	003100000171 0000		34,095.00-	USD
2	70	S300	27861010	003100000171 0000		19,415.21	USD
3	40	S300	79671010	WO FixAsset ScrapFMS		14,679.79	USD
						0.00	USD

28. Post (Save) Retirement and note the posted document number:

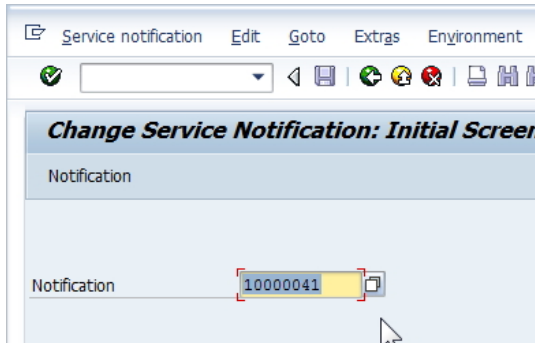
Transaction Edit Goto Settings

Asset transaction posted with document no. 1000 4100000300

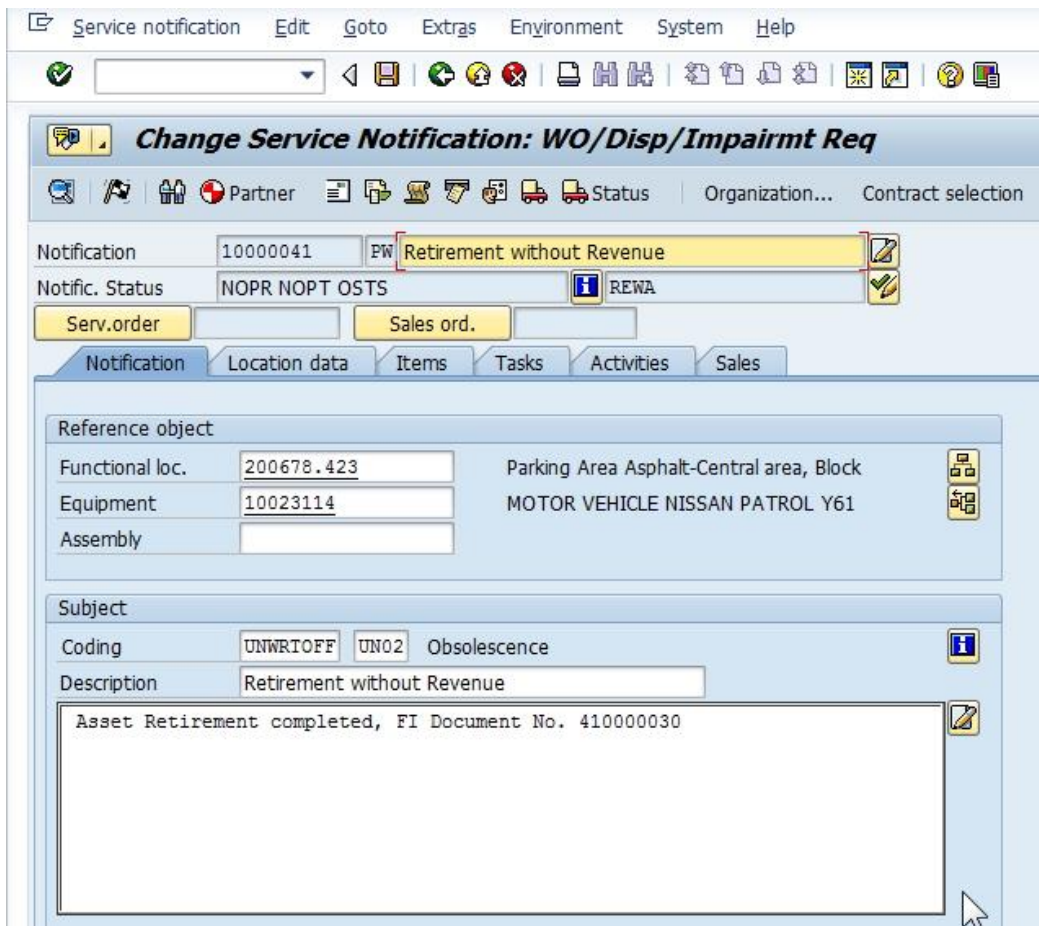
T-1.4 Update the notification status to completed.

29. Execute Transaction **IW52** to start modifying Notification – use the same Notification number identified in **IW59**.

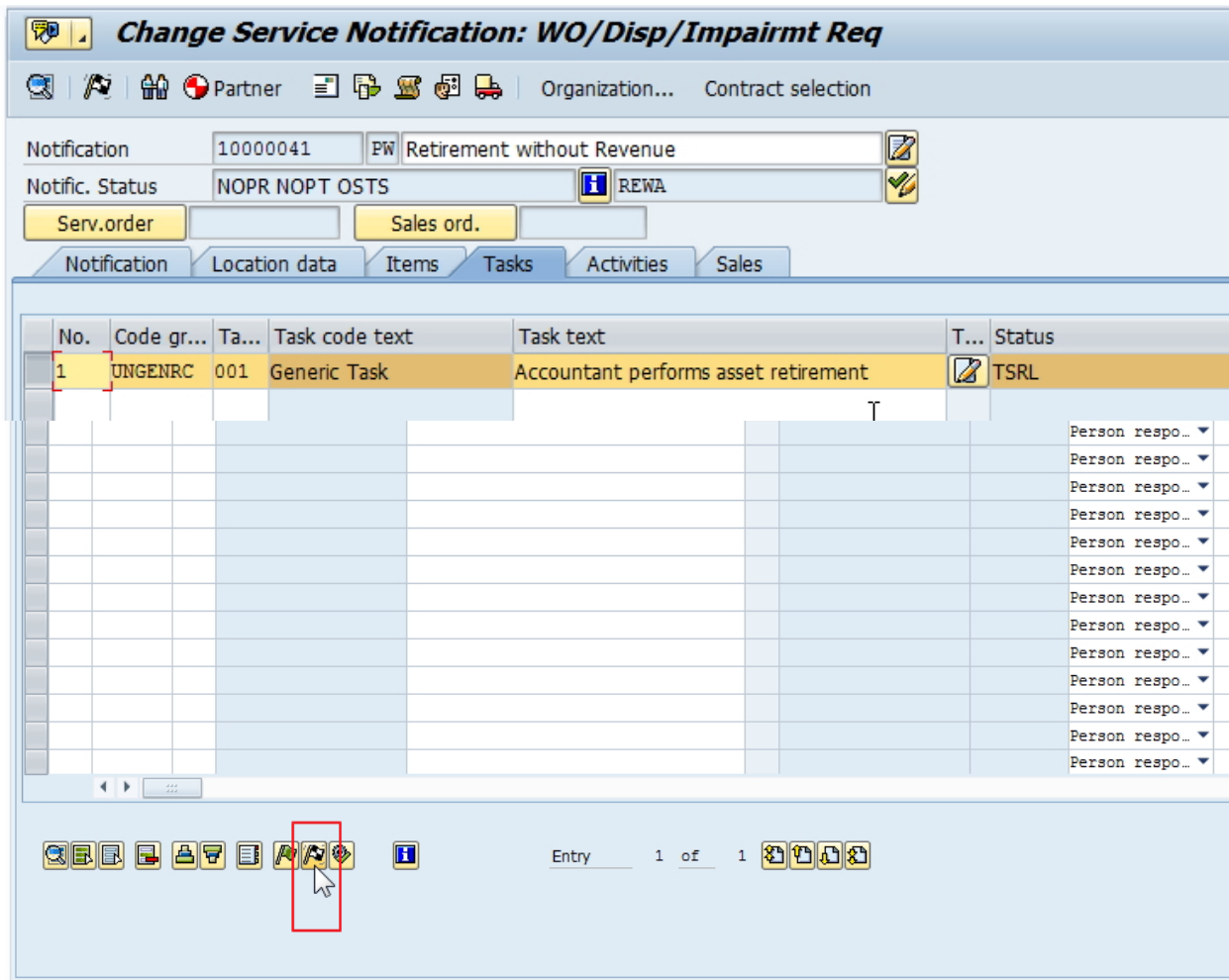
Enter Notification number and press Enter:



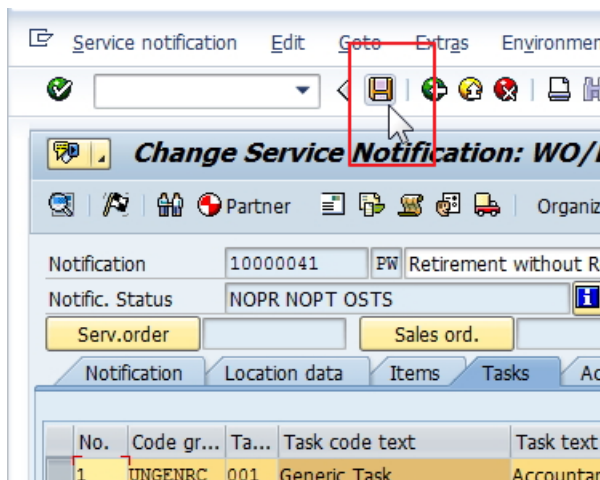
30. Start modifying the Notification, make sure to record comment “Asset ## retired as of ..., FI Document No” in Description in NotificationTab.



31. In Tasks tab identify Asset Retirement task, add any comments to it as required, select the task line and click on Complete Task flag in the bottom of the screen to mark Asset Retirement task complete.



32. Save Notification and exit.



Notification selection

Notification		to		↔
Notification type	PW	to		↔
Functional Location		to		↔
Equipment		to		↔
Material		to		↔
Serial Number		to		↔
Addit. device data		to		↔
Order		to		↔
Notification date	19.03.2015	to	17.06.2015	
Partners				

Cls.

- In General Data/Administrative data select Coding **UNWRTOFF**, for Coding Code either leave blank (if you will filter later in report, or you want to see all Retirements) or use appropriate code: UN01 (see table for reference).

General Data/Administrative Data

Description		to		↔
Created by		to		↔
Created on		to		↔
Notification Time	00:00:00	to	00:00:00	↔
Reference date		to		↔
Coding	UNWRTOFF	to		↔
Coding Code		to		↔
Priority		to		↔

- In "Location Data/..." filter by Maintenance Plant (if necessary)

Location Data/Acc.Assignment/Maint. Plan

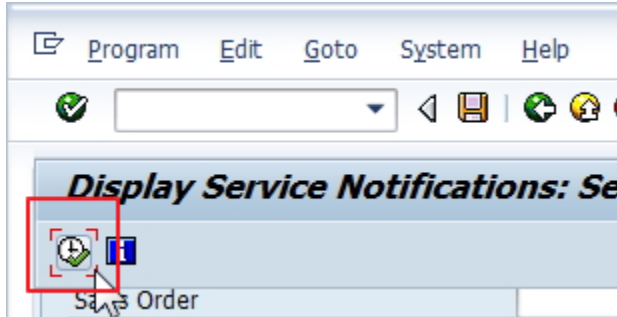
Maintenance plant	KE00	to		↔
Location		to		↔
Room		to		↔
Sort field		to		↔
Plant section		to		↔
ABC indicator		to		↔

- In Others, select the Layout **/ASSETNOTIF**

Others

Paging status		to		↔
Layout	/ASSETNOTIF			
Ref. field monitor				

8. Alternatively, you can use list of Equipment numbers (if you know them) or list of Notification numbers for selection.
9. Execute report



10. Filter Notifications based on Type (if not identified in selection as PW) and Notification System Status (NOPR and/or NOPT).
[NOPR= Notification in Process, NOPT Notification Printed, OSTS=Outstanding tasks exist].

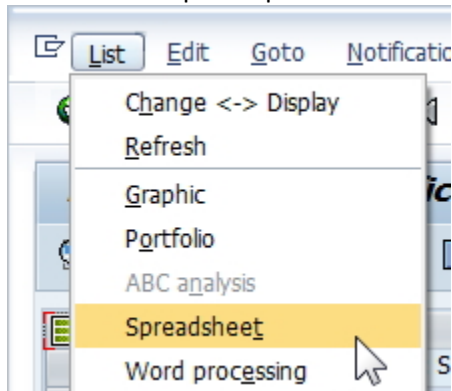
S	Notification	Notif.date	Type	Description
	10000001	19.03.2015	PW	Write-off request : Sedan Car
	10000002	24.03.2015	PW	test GM, FA donation
	10000040	16.06.2015	PW	Retirement without Revenue
	10000041	16.06.2015	PW	Retirement without Revenue
	10000042	16.06.2015	PW	Retirement without Revenue
	10000043	16.06.2015	PW	Retirement without Revenue
	10000044	16.06.2015	PW	Retirement without Revenue
	10000045	16.06.2015	PW	Retirement with Revenue
	10000049	16.06.2015	PW	Impairment
	10000050	16.06.2015	PW	Impairment

rd.	System status	Use
	NOPR NOPT	APP
	NOPR	
	NOPR	AA
	NOPR NOPT OSTS	REV
	NOPR OSTS	DIN
	NOPR OSTS	REV
	NOPR NOPT OSTS	REV
	NOPR OSTS	REV
	NOPR OSTS	APP
	OSNO OSTS	RQ

11. Filter Notifications based on Notification User Status (REWA- review approved and DINP-disposal in process).

System status	UserStat...	Asse
NOPR NOPT	APPR	3100
NOPR		2100
NOPR	AAPD	3100
NOPR NOPT OSTs	REWA	3100
NOPR OSTs	DINP	3100
NOPR OSTs	REWA	3100
NOPR NOPT OSTs	REWA	3300
NOPR OSTs	REWA	3300
NOPR OSTs	APPR	5200
OSNO OSTs	RQCR	5200

12. You can export report in Excel to capture notification numbers.

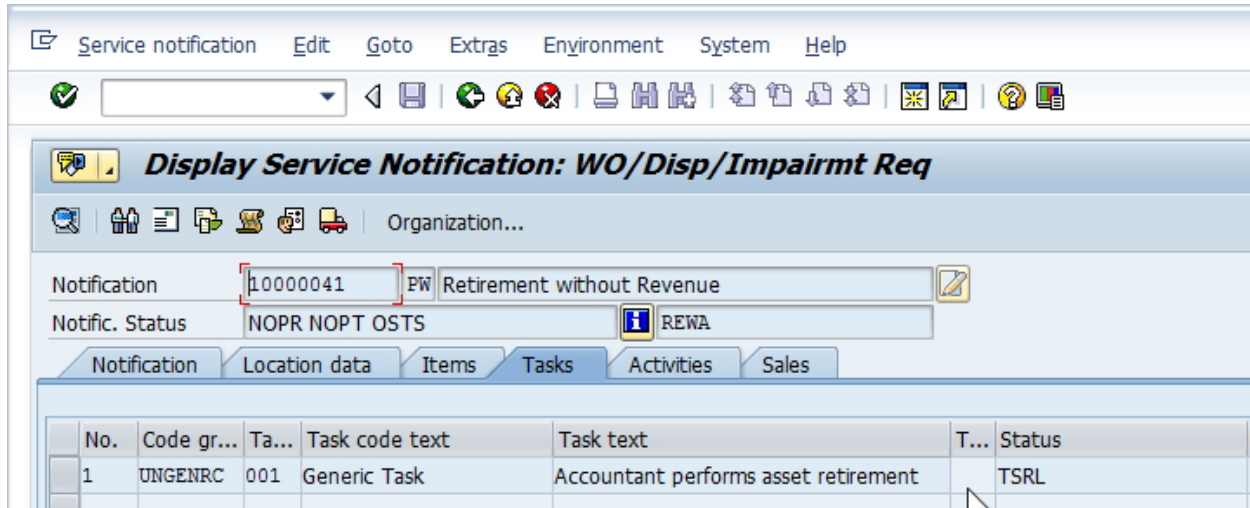


13. Review each approved (REWA, Review Approved; or already DINP, Disposal in Process) notification to confirm all relevant documents (approvals) are included and information is sufficient to proceed with Retirement. You can view Notification with double-click on Notification Number.

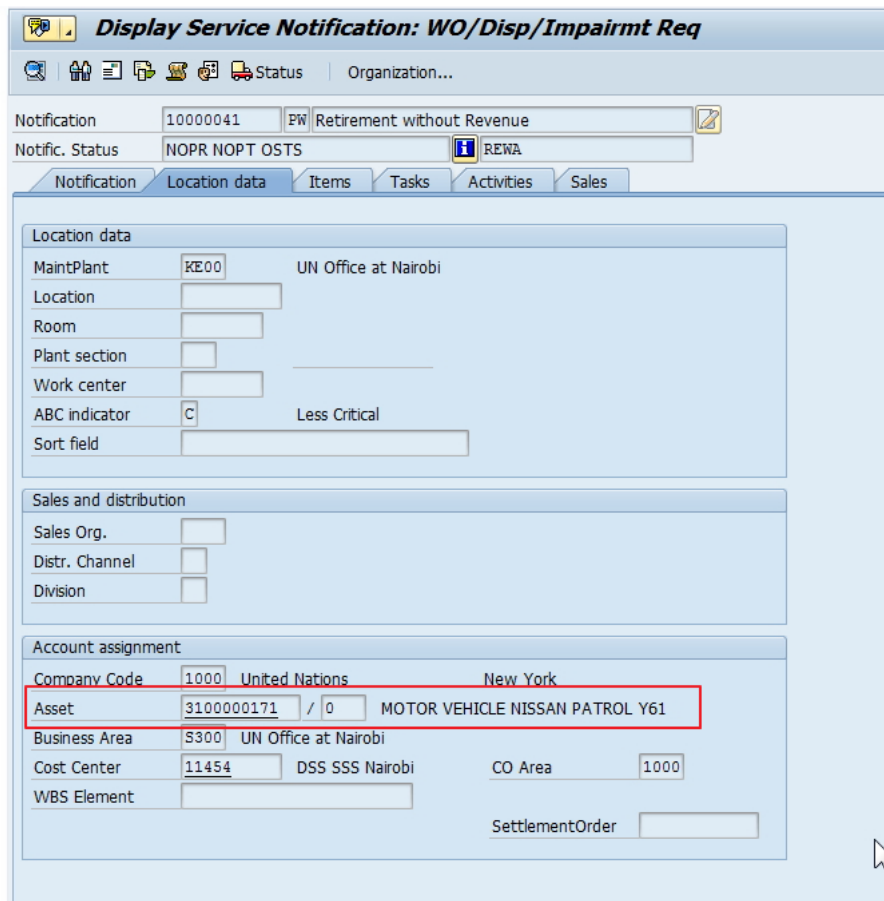
Display Service Notifications: List

S	Notification	Notif.date	Typ	Desc
	10000001	19.03.2015	PW	Writ
	10000002	24.03.2015	PW	test
	10000040	16.06.2015	PW	Retir
	10000041	16.06.2015	PW	Retir
	10000042	16.06.2015	PW	Retir
	10000043	16.06.2015	PW	Retir
	10000044	16.06.2015	PW	Retir
	10000045	16.06.2015	PW	Retir
	10000049	16.06.2015	PW	Impa
	10000050	16.06.2015	PW	Impa



14. Confirm Retirement Task has been created in the Notification, in Tasks tab, and assigned to Asset Accountant.





















15. For all applicable Notifications, from the report itself, note down all Asset Numbers for Retirement, and their corresponding Notification numbers. You can verify Asset number in Notification, in Location data Tab.

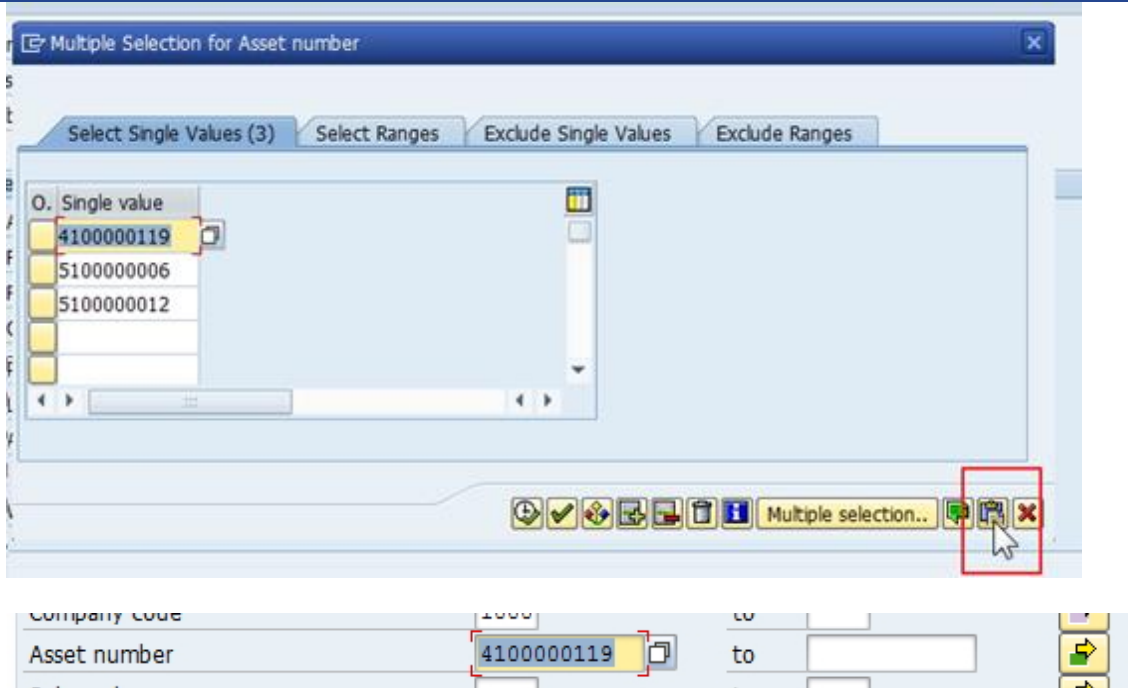


T-2.2 Run the Equipment Asset report (review the status).

16. Execute Transaction code **ZAAEQASREC** to run report for Equipment and Asset Reconciliation.
17. Use Get Variant  and select User Variant ZEQAS. Expand All Selections  to limit selection of Equipment/Assets.
18. You can restrict by Business Area or other specific elements.
19. If you know Asset Numbers copy them and paste in multiple selection, using Upload from clipboard

Selections				
Asset class	<input type="text"/>	to	<input type="text"/>	
Fund	<input type="text"/>	to	<input type="text"/>	
Funds Center	<input type="text"/>	to	<input type="text"/>	
Grant	<input type="text"/>	to	<input type="text"/>	
Functional area	<input type="text"/>	to	<input type="text"/>	
Business area	<input type="text" value="S300"/>	to	<input type="text"/>	
Cost center	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Location	<input type="text"/>	to	<input type="text"/>	
Asset super number	<input type="text"/>	to	<input type="text"/>	
Worklist	<input type="text"/>			

Asset Equipment Reconciliation				
    				
Company code	<input type="text" value="1000"/>	to	<input type="text"/>	
Asset number	<input type="text"/>	to	<input type="text"/>	
Subnumber	<input type="text"/>	to	<input type="text"/>	



20. Look for codes and descriptions in **Status Number in User Status List** and in **User Status Description**:

ion	Status Number in User Status List	User Status Description	Stat
	EQDE	Destruction Disposal Method	
	EQDE	Destruction Disposal Method	
	EQNF	Equipment Not Found	
	EQDN	Donation Disposal Method	
	EQDN	Donation Disposal Method	
	EQSL	Sale Disposal Method	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQAS	Equipment Assigned	

21. The status relevant to retirement by sale is EQSL: Write-Off – Sale

22. Find revenue for Asset Sale, on **IW59** Report, locate Sales Order Number and double-click on it

Display Service Notifications: List of Notifications

S	Notif.date	Notification	Order	Sales Order	Description	Eq
	08.01.2015	10000081			Test PM06B	10
	09.01.2015	10000087		53	Request for Donation CT Scanner FA01	10
	09.01.2015	10000088		54	Asset Write-Off-disposal by Sale.	10
	19.01.2015	10000117			Transfer of Vehicle	10

23. In the Sales Order header, locate Net value to be recorded in Asset Retirement as revenue

Sales document Edit Goto Extras Environment System Help

Display UN Standard Order 54: Overview

UN Standard Order	54	Net value	220.00	USD
Sold-To Party	1500000443	KENYA RED CROSS SOCIETY (KRCS) / P.O.BOX 40712-00100 ...		
Ship-To Party	1500000443	KENYA RED CROSS SOCIETY (KRCS) / P.O.BOX 40712-00100 ...		
PO Number	123456789	PO date	12.01.2015	

Note: As mentioned in the case where the sale proceeds are collected by UNDP there will be NO Sales Order. The Notification itself should have recorded, in the Sales area, corresponding UNDP Office Business Partner/Customer Number in the 'Sold-To Party' field. The revenue to be used will not be shown in the Notifications Report, nor there will be associated Sales Order, instead the revenue should be based on the value in the UJ Document from the SCA file. The Senior Asset Accountant will reference however, the UJ Document from the SCA file in the Service Notification, if known ,otherwise they should note in the decription that the proceeds were collected by UNDP. The UJ document will be posted to offset the posting in GL 69101020². For Further information, please refer to the UMOJA job aid on isseek (under Financial Accounting) called **“UNDP Advance and Reconciliation”**.

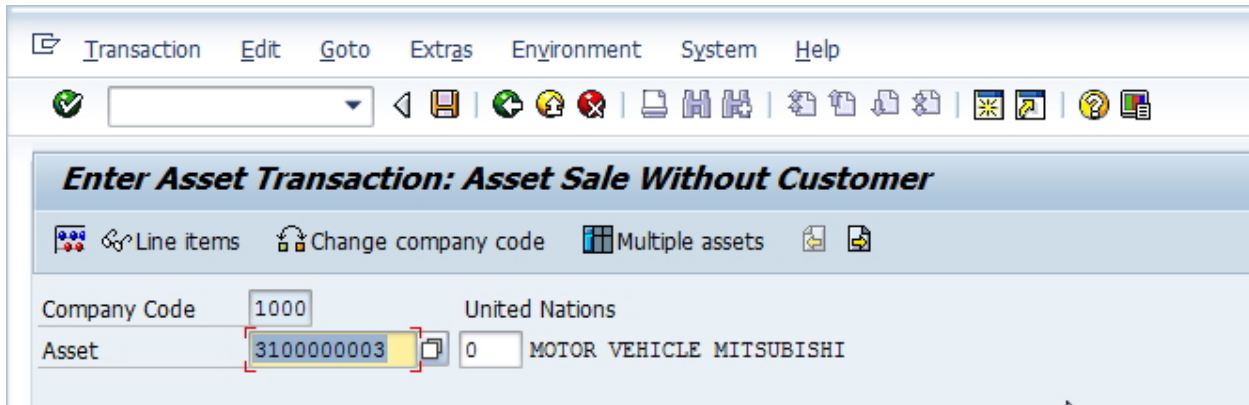
² The FI posting of the UJ Document is DR 18105020 Advance UNDP Pay Agent Request CR 69101020. The FI Posting for ABAON is DR Accum. Deprec. CR Asset Cost DR/(CR) Loss on sale/(Gain on Sale) DR 69101020 (postings to 69101020 offset one another).

T-2.3 Retire the asset.

Retirement of Assets can only be done by users granted the Enterprise Role of “Financial Accounting: Asset Accounting User” (FA.15).

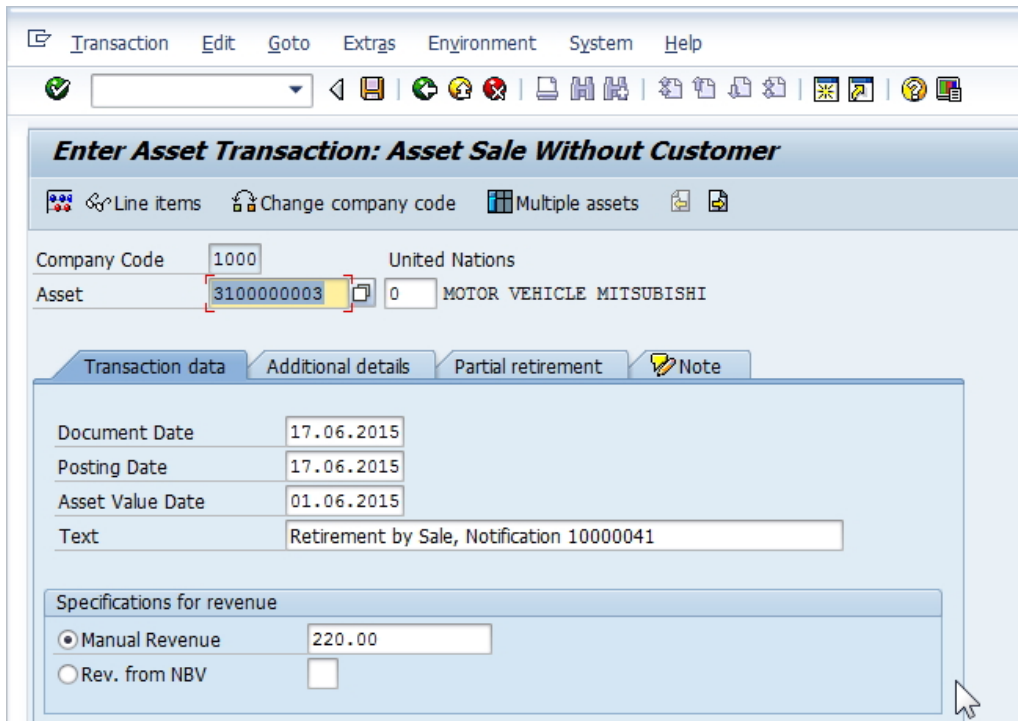
24. Execute Transaction code **ABAON** to start retirement of the asset.

25. In the Header enter Asset Number (and Sub-Number if applicable).



26. In “Transaction data” tab:

- 26.1. Enter current Document and Posting Dates
- 26.2. Enter actual date of retirement in the Asset Value Date
- 26.3. Enter Description and reference for the Retirement
- 26.4. Enter Manual Revenue value = Net value from Sales Order



27. In “Additional details” tab:

- 27.1. Select correct Transaction Type, as per table below and reference table “Notifications and Asset Accounting Elements” in Appendix:
- 27.2. Enter Reference info (Notification Number, LPSB Case, Sales Order as applicable)

The screenshot shows the SAP 'Enter Asset Transaction: Asset Sale Without Customer' screen. The 'Additional details' tab is active. The 'Company Code' is 1000 and the 'United Nations' is selected. The 'Asset' is 3100000003, and the 'MOTOR VEHICLE MITSUBISHI' is selected. The 'Posting Period' is 6. The 'Transaction Type' is 210 Retirement with revenue. The 'Reference' is SALES ORDER 54.

Enter Asset Transaction: Asset Sale Without Customer	
Company Code	1000
United Nations	
Asset	3100000003
	0 MOTOR VEHICLE MITSUBISHI
Transaction data Additional details Partial retirement Note	
Special specif. for document	
Posting Period	6
Document Type	
Special specif. for transaction	
Transaction Type	210 Retirement with revenue
Trading Partner	
Additional info on document	
Reference	SALES ORDER 54
Allocation	

28. In “Partial retirement” tab:

- 28.1. If this asset was acquired in prior year, in “Related to” box select “Prior-year acquis.”
- 28.2. If this asset was acquired in current year, in “Related to” box select “From curr.-yr aquis.”
- 28.3. DO NOT enter anything else on this screen.

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code: 1000 United Nations
 Asset: 3100000003 0 MOTOR VEHICLE MITSUBISHI

Transaction data Additional details Partial retirement Note

Amount posted []
 Percentage rate []
 Quantity []

Related to
 Prior-year acquis.
 From curr.-yr aquis.

29. Click on “Simulate” button and confirm values are correct.³

Enter Asset Transaction: Asset Sale Without Customer

Document Header Info

Document Date: 17.06.2015 Document Type: AA Company Code: 1000
 Posting Date: 17.06.2015 Period: 06 Fiscal Year: 2015

Line items

It.	PK	BusA	G/L Account	Short Text	Σ	Amount	Crcy
1	75	F200	27161010	003100000003 0000		24,090.00-	USD
2	70	F200	27861010	003100000003 0000		24,090.00	USD
3	40	F200	69101020	NSP Sale Fixed Asset		220.00	USD
4	50	F200	69101010	NSP Gain Sale Fixed		220.00-	USD
						0.00	USD

30. Post (Save) Retirement, note message and note posted document number:

Document lines: Display messages

Typ	Itc	Message text	LItxt
▲	001	Document line item 000 contains no clearing information	?

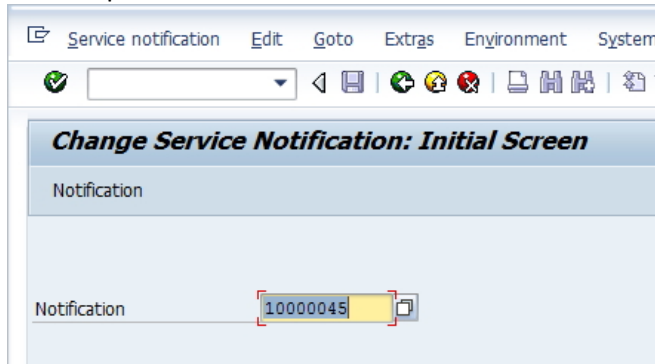
Transaction Edit Goto Settings

Asset transaction posted with document no. 1000 4100000301

³ The posting to 69101020 will be cleared by the FI posting generated by the Sales Order/UNDP UJ Doc.

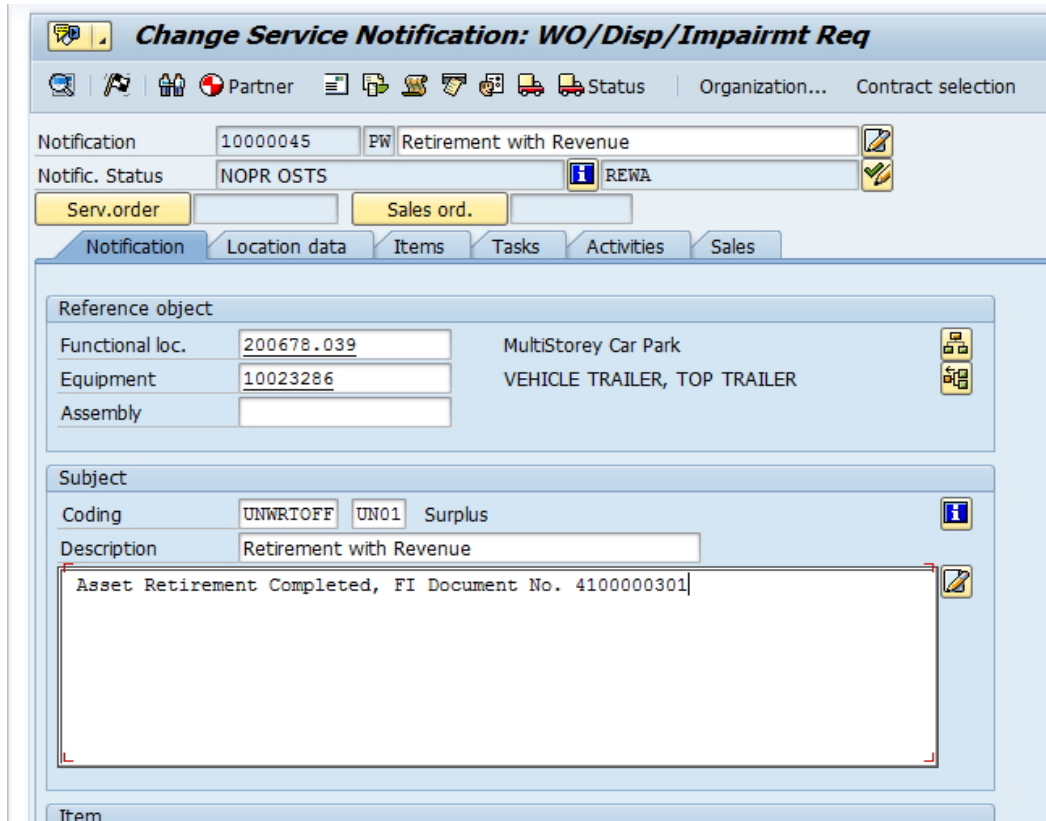
T-2.4 Update the notification status to completed.

31. Execute Transaction **IW52** to start modifying Notification – use the same Notification number identified in **IW59** above or run **IW59** again to list available Notifications. Enter Notification number and press Enter:



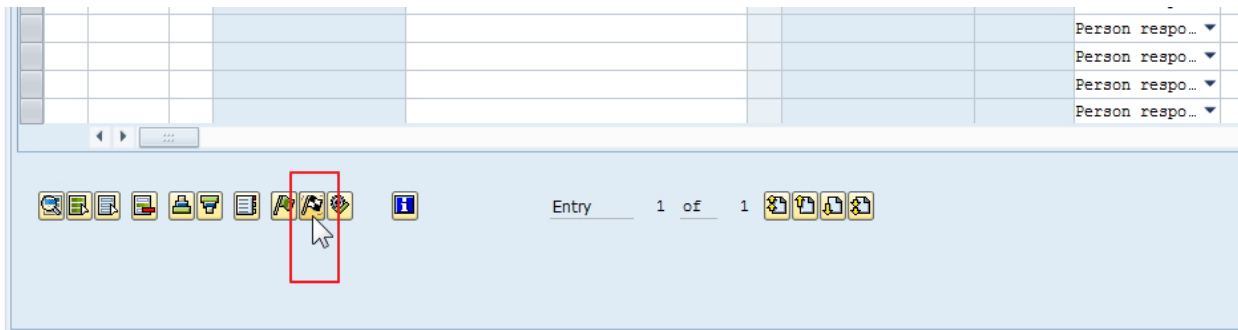
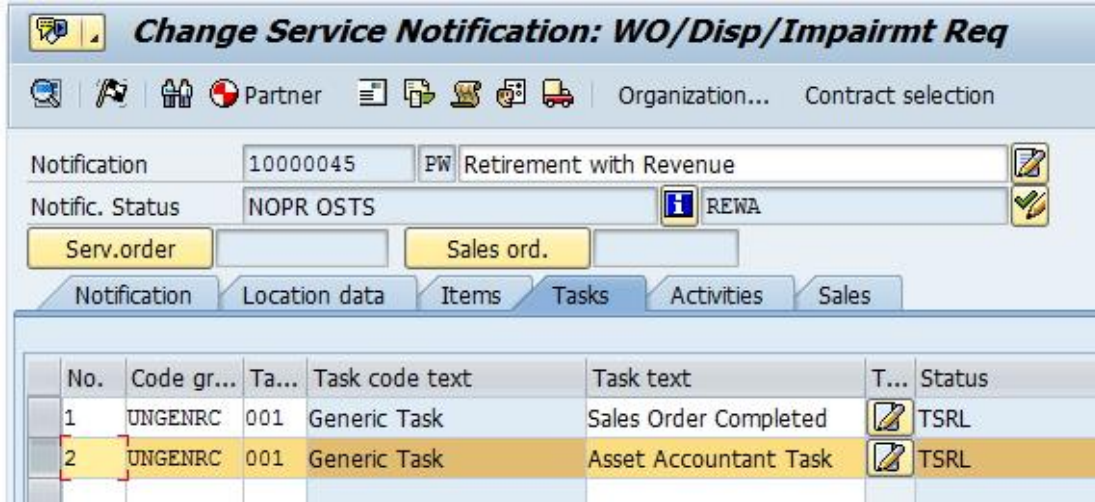
The screenshot shows the 'Change Service Notification: Initial Screen' in SAP. The menu bar includes 'Service notification', 'Edit', 'Goto', 'Extras', 'Environment', and 'System'. Below the menu bar is a toolbar with various icons. The main area is titled 'Change Service Notification: Initial Screen' and contains a 'Notification' field with the value '10000045' entered.

32. Start modifying the Notification, make sure to record comment “Asset ## retired as of ..., FI Document No” in Description in NotificationTab.

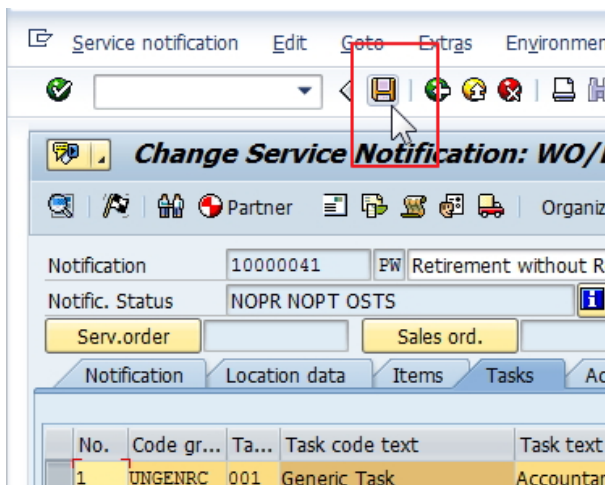


The screenshot shows the 'Change Service Notification: WO/Disp/Impairmt Req' screen in SAP. The menu bar includes 'Partner', 'Status', 'Organization...', and 'Contract selection'. Below the menu bar is a toolbar with various icons. The main area is titled 'Change Service Notification: WO/Disp/Impairmt Req' and contains several fields: 'Notification' (10000045), 'PW Retirement with Revenue', 'Notific. Status' (NOPR OSTS), and 'REWA'. There are also buttons for 'Serv.order' and 'Sales ord.'. Below these fields are tabs for 'Notification', 'Location data', 'Items', 'Tasks', 'Activities', and 'Sales'. The 'Notification' tab is active, showing a 'Reference object' section with 'Functional loc.' (200678.039) and 'Equipment' (10023286). The 'Subject' section shows 'Coding' (UNWRTOFF UN01 Surplus) and 'Description' (Retirement with Revenue). A text area below the description contains the comment: 'Asset Retirement Completed, FI Document No. 4100000301'.

33. In Tasks tab identify Asset Retirement task, add any comments to it as required, select the task line and click on Complete Task flag (Checked Flag) **in the bottom of the screen** to mark Asset Retirement task complete.



34. Save Notification and exit.



T-2.5 Reminder Record Receivable/Allot funds

35. As mentioned the Receivable should be processed as well as a part of the process. In most cases (where the entity is receiving money from the customer directly) a Sales Order will be raised (please refer to the relevant job aid on Sales Orders).
36. In the Case were UNDP sell the asset and the funds are received via the Service Clearing Account (SCA), a sales order is not raised. However a UJ document is posted to record the receivable and the offsetting account is 69101020 as earlier mentioned. Refer to the relevant job aid on the UNDP process "UNDP Advance and Reconciliation".
37. When posting ABAON there would have been a posting to 69101010, (NSP Gain Sale Fixed Asset). If the Revenue is however spendable an FV50 document will need to be raised to move the amount from SP Gain Sale Fixed Asset 68001010. Please consult with FM colleagues (or the relevant Budget Office to determine whether funds received are spendable or non-spendable).
38. Tasks should be open in the Service notification related to the sales order (or UJ document if UNDP collected the sales proceeds) and budget allocation (if relevant) to ensure no step is forgotten.

Appendix: Notifications and Notifications Report

Sample of Notifications Report with various types of Notifications and Statuses:

Notification	Notif.date	Type	Description	Order	Ord.	Sales Ord.	System status	UserStat	Asset	Equipment	TechIdentNo.	Code group	Code group text	Code	Coding code text	Cost Ctr	Funct
10000040	16.06.2015	PW	Retirement without Revenue				NOPR	AAPD	3100000166	10023077	UN013836	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11426	20067
10000041	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTs	REVA	3100000171	10023114	UN014936	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11454	20067
10000042	16.06.2015	PW	Retirement without Revenue				NOPR OSTs	DINP	3100000172	10023115	UN014937	UNWRTOFF	Write Off/Impairment Process Codes	UN10	Lost	11454	20067
10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTs	REVA	3100000173	10023131	UN016230	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11454	20067
10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTs	REVA	3300000001	10023043	UN012920	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11426	20067
10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTs	REVA	3300000002	10023286	UN019235	UNWRTOFF	Write Off/Impairment Process Codes	UN01	Surplus	11414	20067
10000046	16.06.2015	P1	Transfer				NOPR OSTs	ASGN	4100000119	10023208	UN017683	UNASSN	Assignment	UN03	Transfer	11444	20067
10000047	16.06.2015	P1	Transfer				NOPR	APPR	5100000006	10022914	UN005491	UNASSN	Assignment	UN03	Transfer	11477	20067
10000048	16.06.2015	P1	Transfer				NOPR OSTs	ASGN	5100000012	10023003	UN012068	UNASSN	Assignment	UN03	Transfer	11477	20067
10000049	16.06.2015	PW	Impairment				NOPR OSTs	APPR	5200000051	10022967	UN008383	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067
10000050	16.06.2015	PW	Impairment				OSNO OSTs	RQCR	5200000092	10023259	UN018818	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067

Sample of Notifications Report with various types of Notifications and Statuses extracted into Excel:



Notifications Sample.xlsx

Example of different Notifications, in varying status and corresponding Asset Accounting activities:



Notifications and Asset Accounting Ele