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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 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, OSTS=Outstanding tasks exist).]
12. Filter Notifications based on Notification User Status (REWA and DINP)

<table>
<thead>
<tr>
<th>System status</th>
<th>UserStatus</th>
<th>Asset</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOPR NOPT</td>
<td>APPR</td>
<td></td>
</tr>
<tr>
<td>NOPR NOPT</td>
<td>APPR</td>
<td></td>
</tr>
<tr>
<td>NOPR OSTS</td>
<td>REWA</td>
<td></td>
</tr>
<tr>
<td>NOPR OSTS</td>
<td>REWA</td>
<td></td>
</tr>
<tr>
<td>NOPR OSTS</td>
<td>REWA</td>
<td></td>
</tr>
<tr>
<td>NOPR OSTS</td>
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<td>APPR</td>
<td></td>
</tr>
<tr>
<td>OSMO OSTS</td>
<td>RQCR</td>
<td></td>
</tr>
</tbody>
</table>

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

16. 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).
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).
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:
20. Look for codes and descriptions in **Status Number in User Status List** and in **User Status Description**:

<table>
<thead>
<tr>
<th>Status Number in User Status List</th>
<th>User Status Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQDE</td>
<td>Destruction Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQDE</td>
<td>Destruction Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQNF</td>
<td>Equipment Not Found</td>
<td></td>
</tr>
<tr>
<td>EQDN</td>
<td>Donation Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQDN</td>
<td>Donation Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQSL</td>
<td>Sale Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQIT</td>
<td>In Transit</td>
<td></td>
</tr>
<tr>
<td>EQAS</td>
<td>Equipment Assigned</td>
<td></td>
</tr>
<tr>
<td>EQIT</td>
<td>In Transit</td>
<td></td>
</tr>
<tr>
<td>EQAS</td>
<td>Equipment Assigned</td>
<td></td>
</tr>
<tr>
<td>EQAS</td>
<td>Equipment Assigned</td>
<td></td>
</tr>
</tbody>
</table>

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**

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
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.#)

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

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

   ![Image of Change Service Notification: Initial Screen]

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

   ![Image of Change Service Notification: WO/Disp/Impairment Req]
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.
T2 – Retirement with Revenue (Sale)

This is the procedure for Retirement of an Asset with Revenue – Sale.

**IMPORTANT**: If the asset to be sold has a WBSE in its account assignment elements, the Asset must first be transferred to an Internal Order. Refer to job aid 5.1 and follow the process for non-budget relevant transfer. The internal order may need to be created first. The internal order used should be associated with the same Cost Center and Grant (if relevant).

There are two steps in FI

1. ABAON (the asset accounting transaction, discussed below)
2. The Sales Order or follow-on FI document posting (e.g. if sold by UNDP recording a UJ document to clear the posting from the SCA¹, or if sold to a staff member manually recording a receivable on their Vendor BP). Users are reminded to refer to separate job aids in iseek covering both these processes.

In the case where the asset is sold by UNDP and the funds from the sales will be received via the Service Clearing Account (SCA) **NO Sales Order** will be raised.

Also on service notification the UJ document from the SCA file should be included where possible in the description. Ensure the sales amount you are using is net of UNDP fees where applicable.

In the case where the asset is sold to a Staff Member there will not exist a Sales Order, instead a receivable must be manually raised on the staff member’s Vendor BP using a Credit Note (t-code FV65)

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

T-2.1 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

¹ The FI posting of the Sales Order is DR Accounts Receivable (GL defined by customer type) CR 69101020. The FI Posting for ABAON is DR Accum. Depreciation CR Asset Cost DR/CR Loss on sale/Gain on Sale DR 69101020 (postings to 69101020 offset one another).
4. In **Notification selection** Select Notification Type PW

![Notification selection screenshot]

5. 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 screenshot]

6. In “Location Data/…” filter by Maintenance Plant (if necessary)

![Location Data/... screenshot]

7. In Others, select the Layout **/ASSETNOTIF**

![Others screenshot]
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).

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


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

<table>
<thead>
<tr>
<th>Status Number in User Status List</th>
<th>User Status Description</th>
<th>Status Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQDE</td>
<td>Destruction Disposal Method</td>
<td>4100000119</td>
</tr>
<tr>
<td>EQDE</td>
<td>Destruction Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQNF</td>
<td>Equipment Not Found</td>
<td>5100000006</td>
</tr>
<tr>
<td>EQDN</td>
<td>Donation Disposal Method</td>
<td>5100000012</td>
</tr>
<tr>
<td>EDSL</td>
<td>Sale Disposal Method</td>
<td></td>
</tr>
<tr>
<td>EQTL</td>
<td>In Transit</td>
<td></td>
</tr>
<tr>
<td>EQAS</td>
<td>Equipment Assigned</td>
<td></td>
</tr>
<tr>
<td>EQIT</td>
<td>In Transit</td>
<td></td>
</tr>
<tr>
<td>EQAS</td>
<td>Equipment Assigned</td>
<td></td>
</tr>
<tr>
<td>EQAS</td>
<td>Equipment Assigned</td>
<td></td>
</tr>
</tbody>
</table>

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

22. Determine the revenue to be recorded in the Asset Retirement:
   a) If there is a Sales Order associated with the Notification, then in the **IW59 Report**, locate Sales Order Number and double-click on it.
In the Sales Order header, locate Net value to be recorded in Asset Retirement as revenue.

b) 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 will there 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 description that the proceeds were collected by UNDP. The UJ document will be posted to offset the posting in GL 69101020. For further information, please refer to the UMOJA job aid on iseeK (under Financial Accounting) called “UNDP Advance and Reconciliation.”

c) In the case where the asset is sold to a Staff Member there will be NO Sales Order. The Notification itself should have recorded, in the Sales area, corresponding Staff Member’s Business Partner/Vendor Number in the ‘Sold-To Party’ field. The Senior Asset Accountant will reference documentation in the Service Notification to determine the sales revenue. An Accounts Payable User will post a document to offset the posting in GL 69101020.

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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).

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

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

25. In “Transaction data” tab:

   25.1. Enter current Document and Posting Dates
   25.2. Enter actual date of retirement in the Asset Value Date
   25.3. Enter Description and reference for the Retirement
   25.4. Enter Manual Revenue value = Net value from Sales Order
26. In “Additional details” tab:

26.1. Select correct Transaction Type, as per table below and reference table “Notifications and Asset Accounting Elements” in Appendix:

26.2. Enter Reference info (Notification Number, LPSB Case, Sales Order as applicable)

---

**Enter Asset Transaction: Asset Sale Without Customer**

<table>
<thead>
<tr>
<th>Company Code</th>
<th>1000</th>
<th>United Nations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>3100000003</td>
<td>MOTOR VEHICLE MITSUBISHI</td>
</tr>
</tbody>
</table>

---

**Transaction data**

- Posting Period
- Document Type

**Additional details**

- Special specif. for transaction
  - Transaction Type: 210 Retirement with revenue
  - Trading Partner

**Partial retirement**

- Reference: SALES ORDER 54
- Allocation

---

27. In “Partial retirement” tab:

27.1. If this asset was acquired in prior year, in “Related to” box select “Prior-year acquis.”

27.2. If this asset was acquired in current year, in “Related to” box select “From curr.-yr acquis.”

27.3. DO NOT enter anything else on this screen.
28. Click on “Simulate” button and confirm values are correct. 

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

---

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.

30. 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:

   ![Change Service Notification: Initial Screen](image)

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

   ![Change Service Notification: WO/Disp/Impairmt Req](image)

32. In Tasks tab identify Asset Retirement task, add any comments to it as required, select the task line and click on Complete Task flag (Checkered Flag) in the bottom of the screen to mark Asset Retirement task complete.
33. Save Notification and exit.
T-2.5 Reminder Record Receivable/Allot funds

34. 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).

35. In the case where UNDP sells 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”.

36. In the case where the asset is sold to a Staff Member there will not be a Sales Order. Instead, if sold in the current year, an Accounts Payable User should raise a receivable against the staff member’s vendor BP using transaction FV65, posting to 69101010 as the contra account to the staff members vendor.

37. When posting ABAON there would have been a posting to 69101010, (SP 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 Report and Reference Table

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

![Sample Notifications Report]

Sample of Notifications Report with various types of Notifications and Statuses extracted into Excel is provided in the following file, available in Fixed Asset Management Job Aids area:

**FI-AA JAS2 - Samples of Notifications relevant to Asset Accounting**

Reference Table for Asset Retirement, Impairment and Transfer is provided in the following file, available in Fixed Asset Management Job Aids area:

**FI-AA JAS1 - Reference Table - Asset Retirement-Impairment-Transfer**