

## Table of Contents

Overview .....	2
T1 – Retirement without Revenue: .....	2
T-1.1 Review notifications for retirement .....	2
T-1.2 Run the Equipment Asset report (review the status).....	7
T-1.3 Retirement of the asset. ....	9
T-1.4 Update the notification status to completed. ....	12
T2 – Retirement with Revenue (Sale) .....	14
T-2.1 Review notifications for retirement .....	14
T-2.2 Run the Equipment Asset report (review the status).....	19
T-2.3 Retire the asset. ....	22
T-2.4 Update the notification status to completed. ....	25
T-2.5 Reminder Record Receivable/Allot funds.....	27
Appendix: Notifications Report and Reference Table .....	28

## 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 retirement.

\*\*\*\*\*

## T1 – Retirement without Revenue:

Methods of Retirements without Revenue can be:

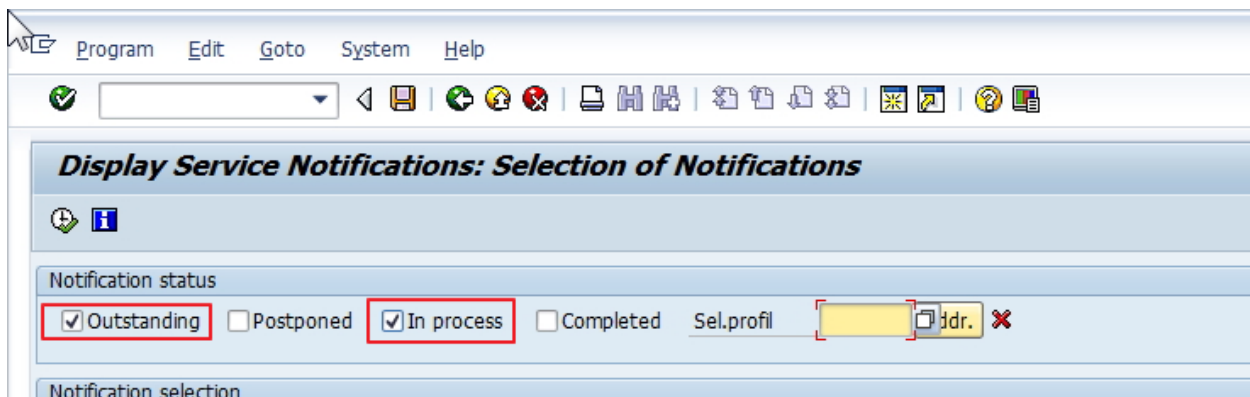
- Write-Off (including scrapping)
- Donation
- Not Found

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’ section ensure **Outstanding** and **In process** are checked

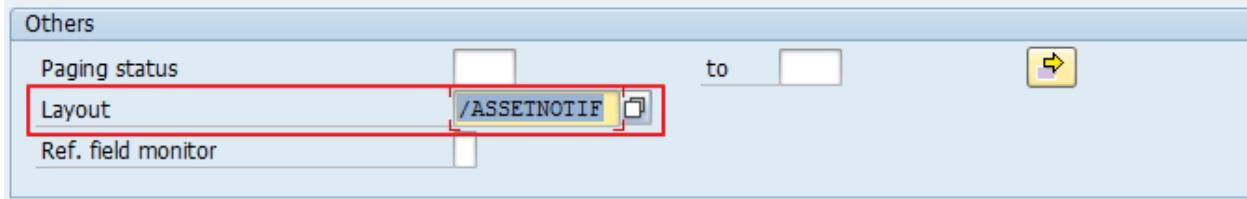


- In the 'Notification selection' section, select **Notification Type PW**

- In 'General Data/Administrative data' select Coding **UNWRTOFF**
- For **Coding Code**, either leave blank (you can filter later within report) or use appropriate codes: UN01, UN02, UN10, UN17 (see table in appendix for reference).

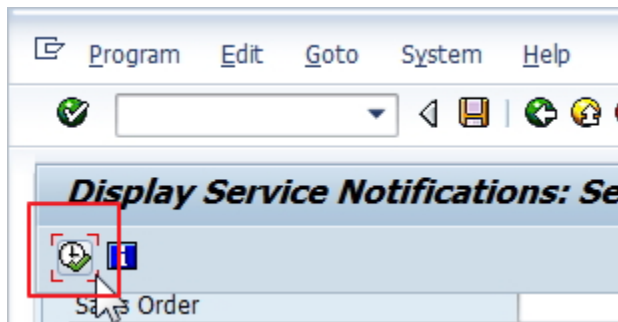
- If necessary, filter by Maintenance Plant under the section 'Location Data/Acc....'

8. In 'Others', select **Layout** /ASSETNOTIF



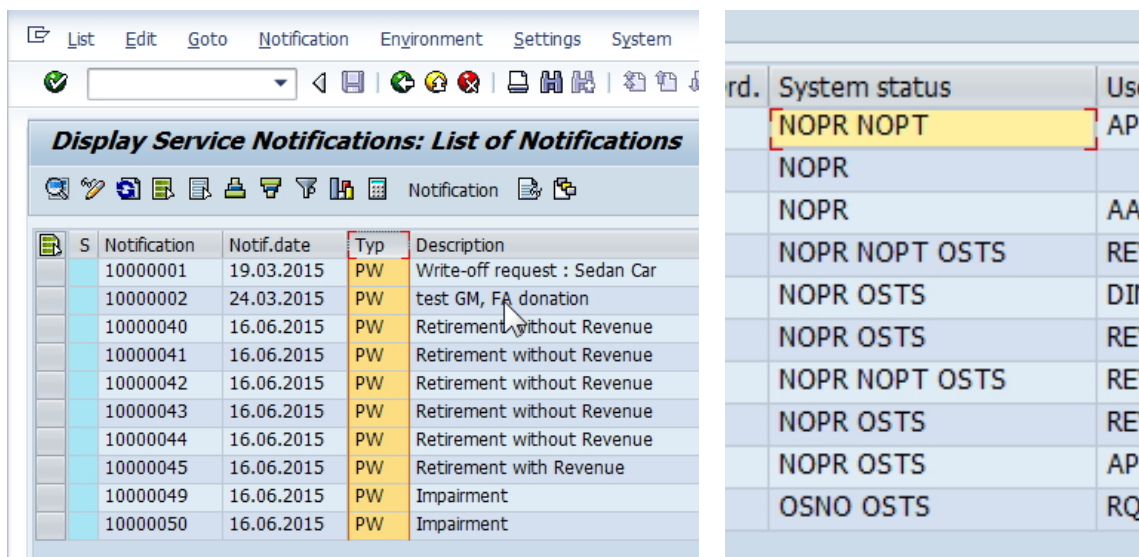
[Alternatively, you can use list of Equipment numbers (if you know them) or list of Notification numbers for selection].

9. Execute report



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

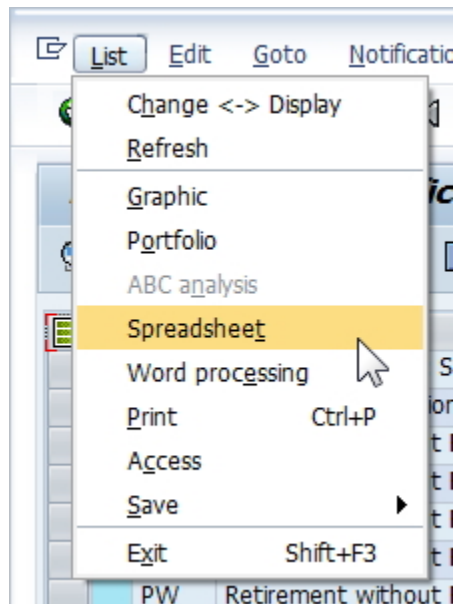
[NOPR= Notification in Process, NOPT Notification Printed, OST=Outstanding tasks exist].



## 11. 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

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



## 13. Review each approved notification (REWA, Review Approved; DINP, Disposal in Process). Review 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.

**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.

1. Execute Transaction code **ZAAEQASREC** to run report for Equipment and Asset Reconciliation. Use Get Variant  and select User Variant **ZEQAS**.
2. 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"/>			

- 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



4. 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	

5. Ensure the equipment are appearing with codes relevant to Retirement, 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).

1. Execute Transaction code **ABAVN** to start retirement of the asset.
2. 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: 1000 United Nations

Asset: 3100000171 0 MOTOR VEHICLE NISSAN PATROL Y61

3. In “Transaction data” tab:
  - 3.1. Enter current Document and Posting Dates
  - 3.2. Enter actual date of retirement in the Asset Value Date (this should have been in the notification status)
  - 3.3. Enter reference Text 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

4. In "Additional details" tab:
  - 4.1. Select correct Transaction Type, as per reference table found in the Appendix:
  - 4.2. 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

5. In "Partial retirement" tab:
  - 5.1. If this asset was acquired in prior year, in "Related to" box select "Prior-year acquis."
  - 5.2. If this asset was acquired in current year, in "Related to" box select "From curr.-yr acquis."
  - 5.3. 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.

6. 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
						<b>0.00</b>	<b>USD</b>

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

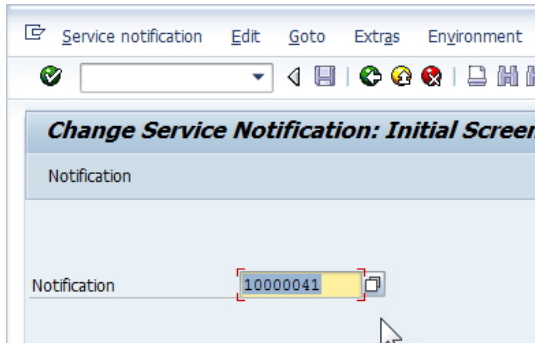
Transaction Edit Goto Settings

Asset transaction posted with document no. 1000 4100000300

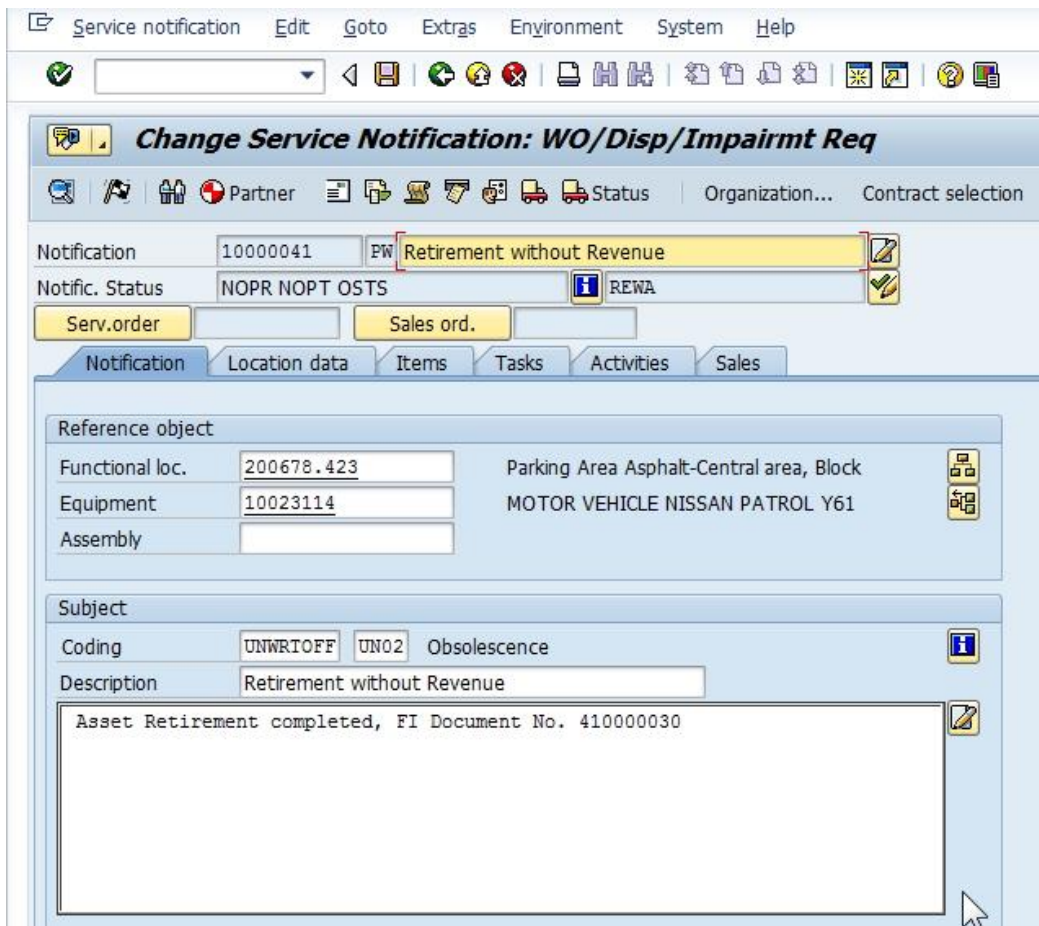
### T-1.4 Update the notification status to completed.

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

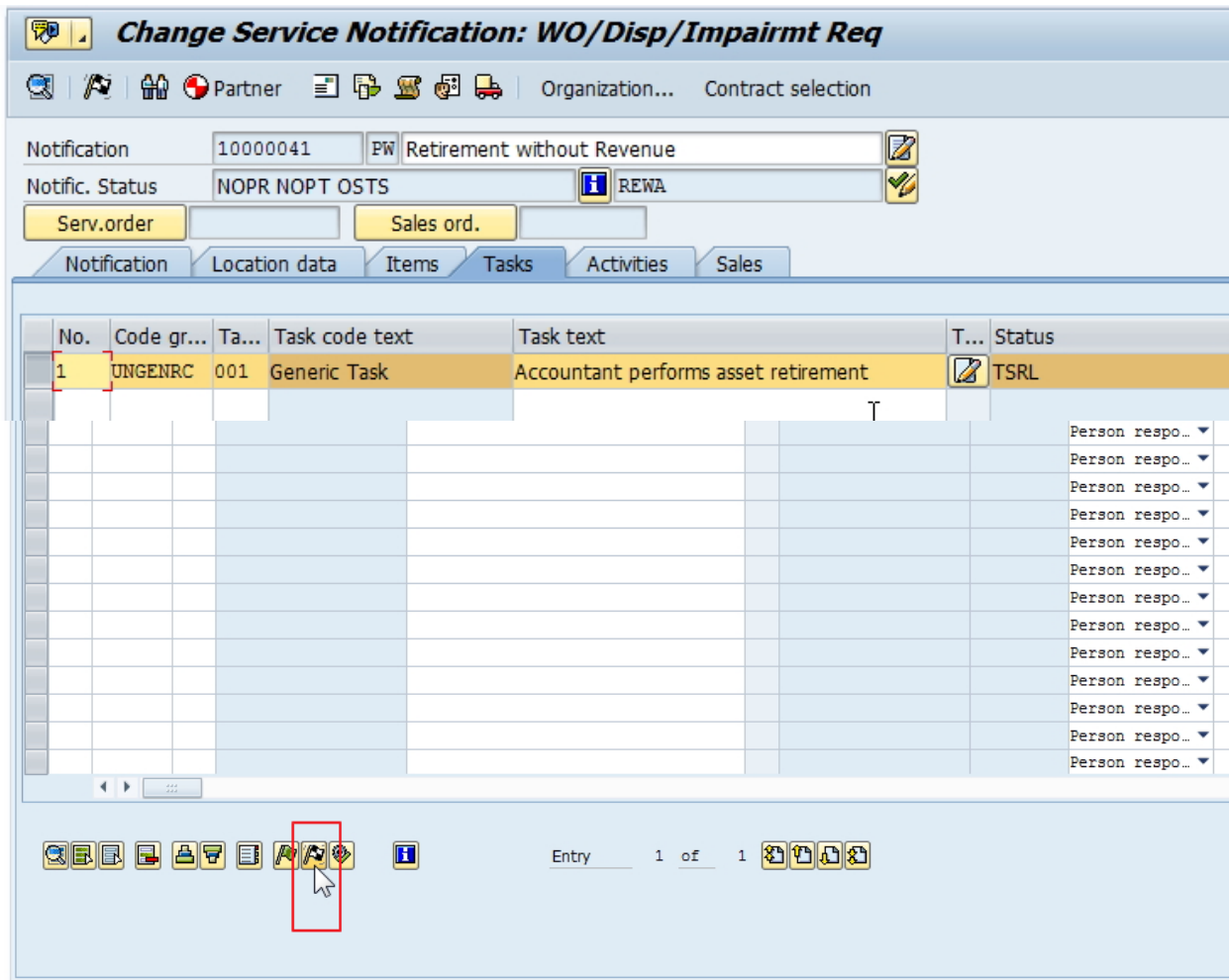
Enter Notification number and press Enter:



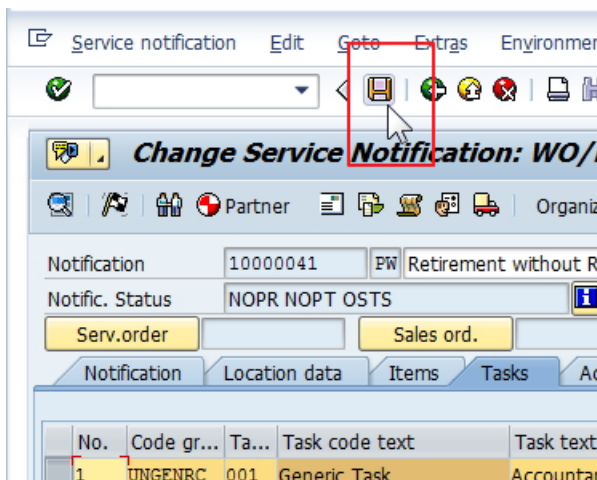
2. Start modifying the Notification, make sure to record comment “Asset ## retired as of ..., FI Document No” in Description in Notification Tab.



- 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.



- 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 SCA<sup>1</sup>, 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 isseek covering both of 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 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

**Display Service Notifications: Selection of Notifications**

Notification status

Outstanding  Postponed  In process  Completed Sel. profil [ ] dr. ✕

<sup>1</sup> 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).

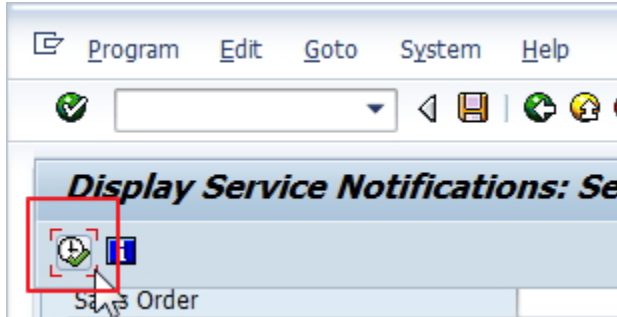
- In 'Notification selection' select **Notification Type** PW

- 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 in Appendix for reference).

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

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

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

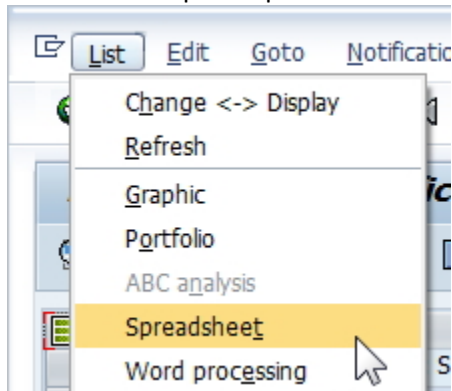
rd.	System status	Use
	NOPR NOPT	APP
	NOPR	
	NOPR	AA
	NOPR NOPT OSTs	REV
	NOPR OSTs	DIN
	NOPR OSTs	REV
	NOPR NOPT OSTs	REV
	NOPR OSTs	REV
	NOPR OSTs	APP
	OSNO OSTs	RQ

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.

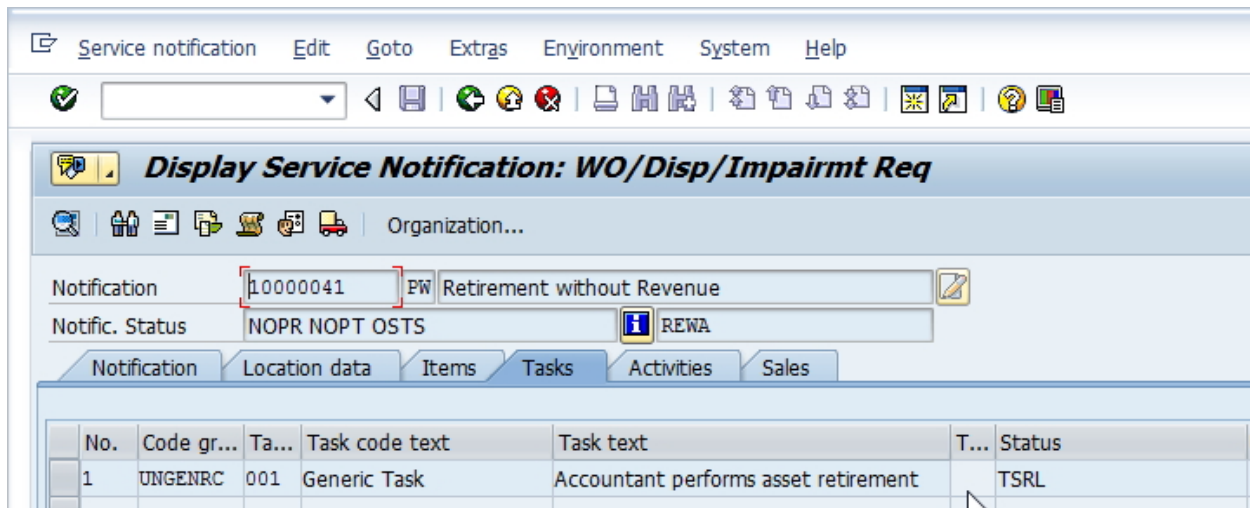


13. Review each approved (REWA, Review Approved; or already DINP, Disposal in Process) notification to confirm all relevant documents (approvals) are included and information is sufficient to proceed with Retirement. You can view Notification with double-click on Notification Number.

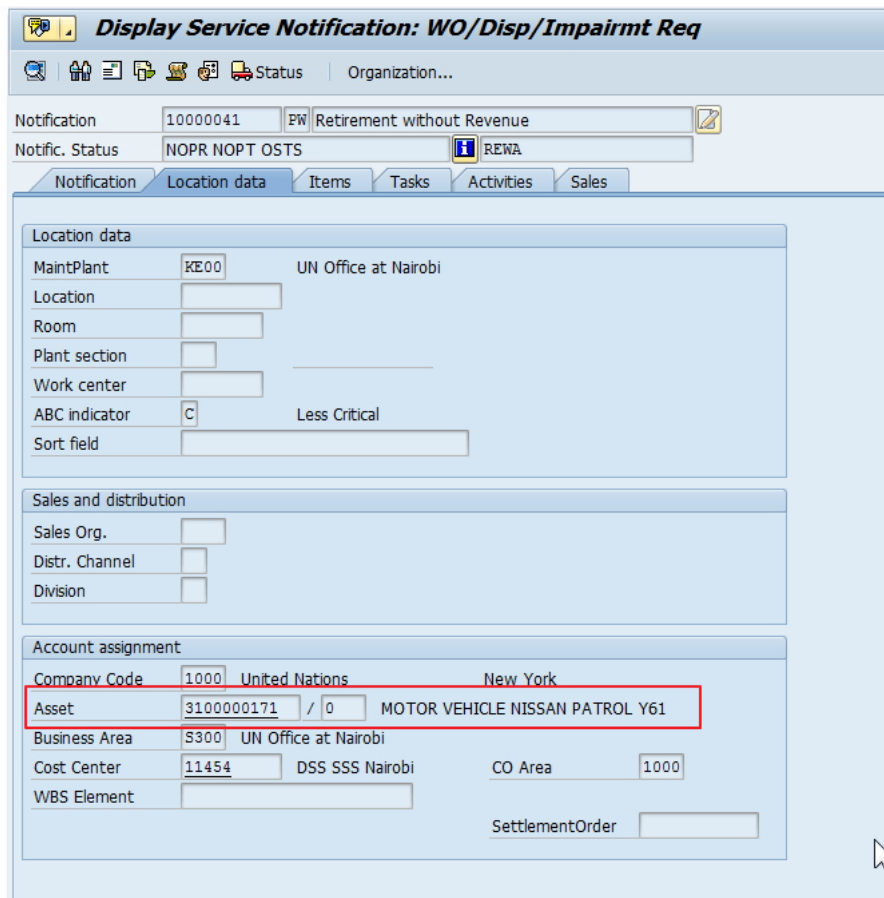
**Display Service Notifications: List**

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

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



- 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.

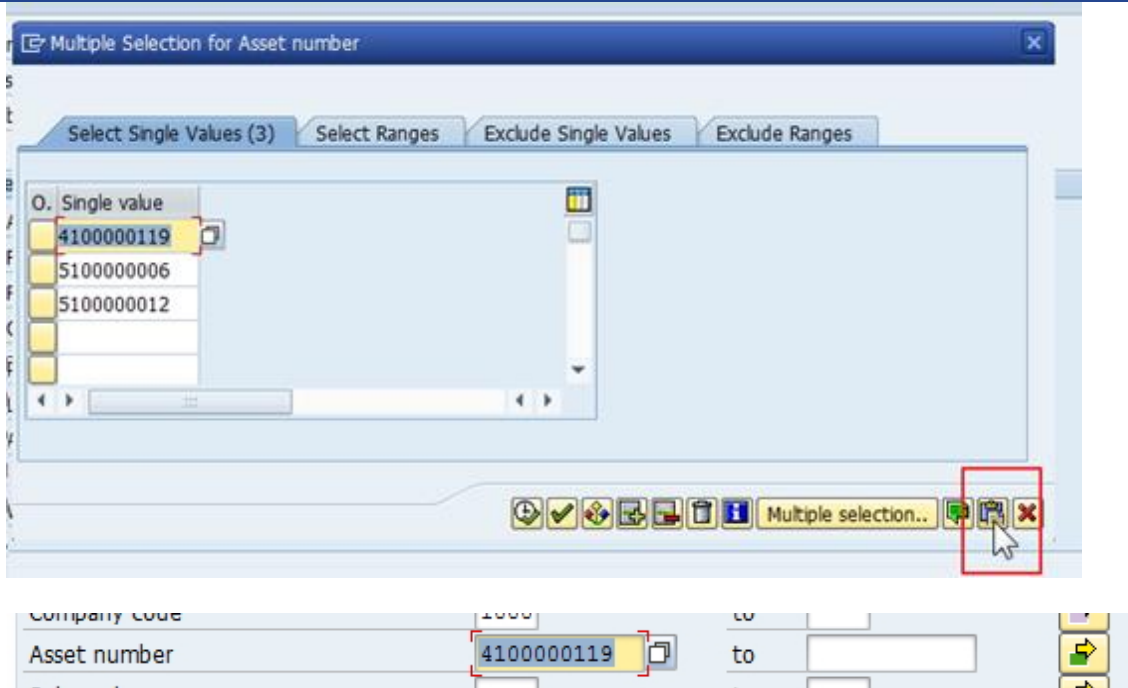


### T-2.2 Run the Equipment Asset report (review the status).

1. Execute Transaction code **ZAAEQASREC** to run report for Equipment and Asset Reconciliation.
2. Use Get Variant and select User Variant ZEQAS. Expand All Selections to limit selection of Equipment/Assets.
3. You can restrict by Business Area or other specific elements.
4. 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"/>			

<b>Asset Equipment Reconciliation</b>				
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"/>	



5. 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	

6. The status relevant to retirement by sale is EQSL: Sale Disposal Method
7. 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.

**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

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	

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 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 description that the proceeds were collected by UNDP. The UJ document will be posted to offset the posting in GL 69101020<sup>2</sup>. For Further information, please refer to the job aid [UNDP Advance and Reconciliation](#).

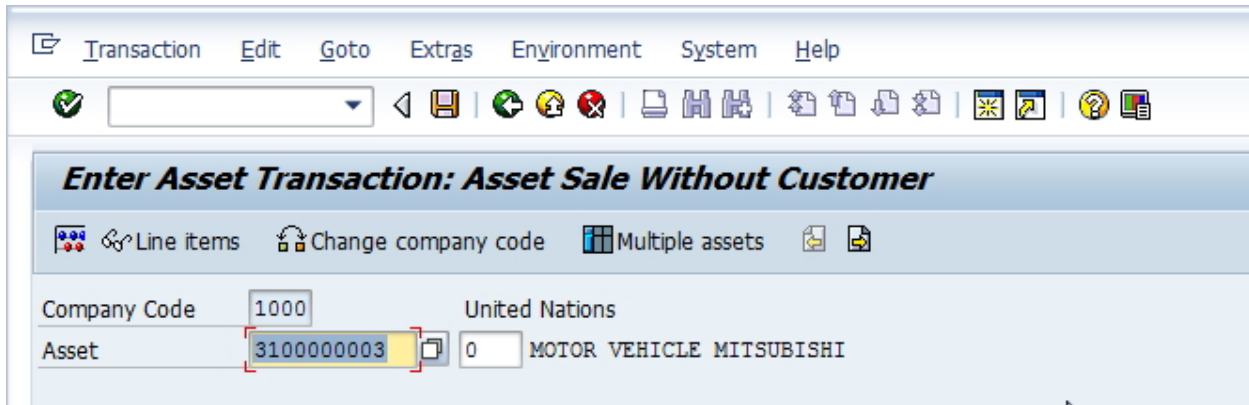
c) In the case where the asset is sold to a Staff Member there will be NO Sales Order. The Notification itself should have recorded, in the Sales area, corresponding Staff Member's Business Partner/Vendor Number in the 'Sold-To Party' field. The Senior Asset Accountant will reference documentation in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

<sup>2</sup> 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).

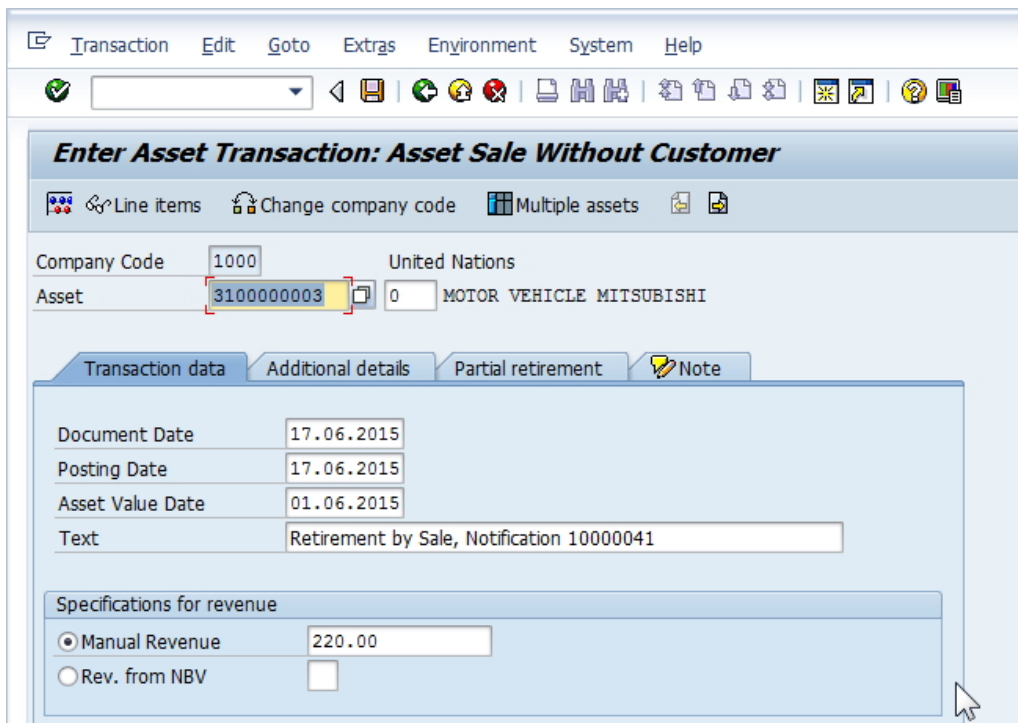
### T-2.3 Retire the asset.

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

1. Execute Transaction code **ABAON** to start retirement of the asset.
2. In the header enter Asset Number (and Sub-Number if applicable).



3. In “Transaction data” tab:
  - 3.1. Enter current Document and Posting Dates
  - 3.2. Enter actual date of retirement in the Asset Value Date
  - 3.3. Enter reference Text for the Retirement
  - 3.4. Enter Manual Revenue value = Net value from Sales Order



4. In “Additional details” tab:
  - 4.1. Select correct Transaction Type, as per reference table in the Appendix:
  - 4.2. Enter Reference info (Notification Number, LPSB Case, Sales Order as applicable)

The screenshot displays the SAP 'Enter Asset Transaction: Asset Sale Without Customer' form. The 'Additional details' tab is active. The form includes the following fields and values:

- Company Code: 1000
- United Nations: United Nations
- Asset: 3100000003
- 0 MOTOR VEHICLE MITSUBISHI
- Transaction data tab
- Additional details tab (active)
- Partial retirement tab
- Note icon
- Special spec. for document
  - Posting Period: 6
  - Document Type: [empty]
- Special spec. for transaction
  - Transaction Type: 210 Retirement with revenue
  - Trading Partner: [empty]
- Additional info on document
  - Reference: SALES ORDER 54
  - Allocation: [empty]

5. In “Partial retirement” tab:
  - 5.1. If this asset was acquired in prior year, in “Related to” box select “Prior-year acquis.”
  - 5.2. If this asset was acquired in current year, in “Related to” box select “From curr.-yr aqis.”
  - 5.3. 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.

6. Click on “Simulate” button and confirm values are correct.<sup>3</sup>

**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
						<b>0.00</b>	<b>USD</b>

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

Document lines: Display messages

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

Transaction Edit Goto Settings

Asset transaction posted with document no. 1000 4100000301

<sup>3</sup> 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.

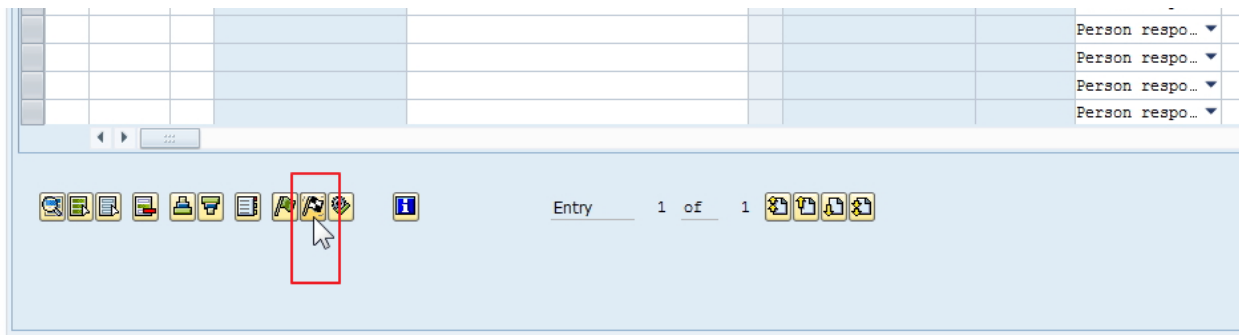
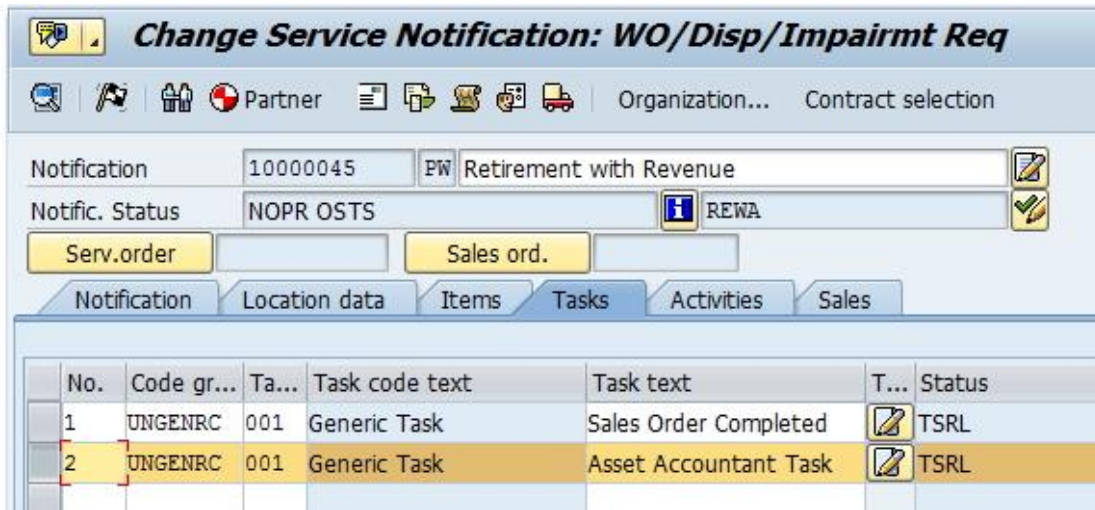
1. Execute Transaction **IW52** to start modifying Notification – use the same Notification number identified in **IW59** above or run **IW59** again to list available Notifications. Enter Notification number and press Enter:

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

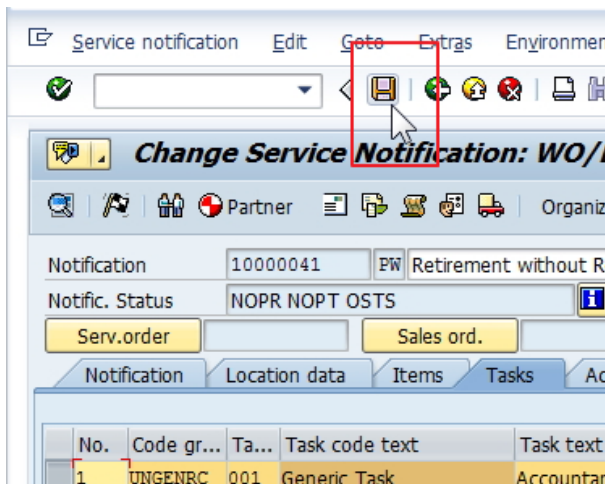
2. Start modifying the Notification, make sure to record comment “Asset ## retired as of ..., FI Document No” in Description in Notification Tab.

The screenshot shows the SAP 'Change Service Notification: WO/Disp/Impairmt Req' screen. The menu bar includes 'Partner', 'Status', 'Organization...', and 'Contract selection'. The 'Notification' field contains '10000045' and 'PW Retirement with Revenue'. The 'Notific. Status' is 'NOPR OSTS' and 'REWA'. Below the menu bar 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' (MultiStorey Car Park) and 'Equipment' '10023286' (VEHICLE TRAILER, TOP TRAILER). 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'.

3. 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.



4. Save Notification and exit.



## T-2.5 Reminder: Record Receivable/Allot funds

1. 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).
2. 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".
3. 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.
4. 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).
5. 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:

Notification	Notif.date	Typ	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	UN013826	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11426	20067
10000041	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTs	REWA	3100000171	10023114	UN014936	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11454	20067
10000042	16.06.2015	PW	Retirement without Revenue				NOPR OSTs	DIMP	3100000172	10023115	UN014937	UNWRTOFF	Write Off/Impairment Process Codes	UN10	Lost	11454	20067
10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTs	REWA	3100000173	10023131	UN016230	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11454	20067
10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTs	REWA	3300000001	10023043	UN012920	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11426	20067
10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTs	REWA	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

### Reference Table for Asset Retirement:

Process	Process Type	Notification Coding Code	Notification System Status	Notification User Status	Equipment User Status	Transaction Type (Prior Year / Current Year)	
						(DURING RAMPUP)	(IN PRODUCTION)
Retirement without Revenue (ABAVN)	Write-Off	UN02	NOPR	Not REWA yet: AAPD	EQDE	N/A	N/A
	Write-Off	UN02	NOPT	REWA	EQDE	X21 / X26	200 / 250
	Write-Off (Not Found)	UN10	NOPR	DIMP	EQNF	Z21 / Z26	Z21 / Z26
	Donation	UN17	NOPR	REWA	EQDN	X20 / X25	Z20 / Z25
	Donation	UN17	NOPT	REWA	EQDN	X20 / X25	Z20 / Z25
	Incorrectly Recognized as Asset	N/A	N/A	N/A	Any	Z22 / Z27	Z22 / Z27
Retirement with Revenue (ABAON)	Sale	UN01	NOPR	REWA	EQSL	X21 / X26	210 / 260