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Overview

This Job Aid details the procedure for the transfer of an asset between account assignment elements as a result of **internal** sale or internal donation.

This job aid should be used whenever it is necessary to transfer an asset between account assignment elements. Users should NOT edit *any* account assignment element directly on the Asset Master Record, instead they should transfer items, this ensures that the sub-ledger correctly aligns to the trial balance and depreciation posts correctly.

The posting created in financial accounting differs depending on whether the transfer is a within volume transfer or cross volume transfer. Accounting documents created in Funds and Grants Management differ depending on whether the transfer is real (Budget Relevant) or statistical (Non-Budget Relevant) and whether any related revenue (in the case of a budget relevant transfer) is classified as spendable or non-spendable.

The Asset Transfer transaction is executed by the FA.16 user (Asset Accounting Senior User).

Aside from the sales and donations scenarios, the transfer process is also used to transfer value from one asset master to another with no change needed in the account assignments of the asset. An example would be when the asset has been recorded against the wrong asset class and you want to associate the cost and accumulated depreciation to a new asset class (this will also transfer the equipment master link onto the final asset master). Please refer to Asset Accounting Job Aid 5-2 which outlines the procedure to be followed.

If you are transferring a newly received asset to an existing asset as it should be part of an existing asset, or you are simply replacing part of that system, please refer to Asset Accounting Job Aid 5-2 also.

Process

The procedure for assets transferred as part of a Stock Transport Order (STO) is slightly different in that the users need to ensure they reference a funds reservation and use the report specified in section 2 to prepare the transfer file loaded to Umoja. STOs are primarily used by Peacekeeping and Special Political Missions to transfer items between (and within) Plant locations. Missions use Logistics Execution processes to manage materials and items are received back in warehouses before they are transferred.

The T-Code is the same for all processes described below, however different Transfer Variants are used to ensure the system posts the transfer correctly.

Within Volume versus Cross Volume

Where assets are transferred within the same financial reporting volumes this is referred to as a within volume transfer (an example is an asset transferred from 20BLB to 20MAL, Vol 2 to Vol 2).

Where assets are transferred between financial reporting volumes this is referred to as a cross volume transfer (an example is an asset transferred from 20BLB to 10UNA, Vol 2 to Vol 1).

Budget relevance (Real and Statistical)

The entities sending and receiving the asset will decide the budget relevance of the posting, that is deciding whether the receiving fund/grant/etc. will be charged. If a budget relevant transfer is done, the entity must also assess whether any revenue derived is spendable or non-spendable. It is important to refer to financial rules regarding the transfer of assets at ST/SGB/2013/4.

Budget relevant (FM GM Real)

Budget relevant transfers are another form of cost recovery or could also be thought of as Internal Sales of assets. Service Orders are NOT used instead the below processes is used. In this case the receivers budget is reduced for the asset received (the posting is Real in FM GM).

Value (=NBV): If a budget relevant transfer is made, the system will simply reduce the budget of the receiver by the **Net Book Value (NBV)** of the asset as at the **asset value date** specified. If the fair value of an asset is different from the netbook value an adjustment to the asset value must be made before the asset is transferred (i.e. through impairment or improvement).

Spendable v Non-Spendable: In the case that the transfer is regarded as budget relevant, an assessment needs to be done on whether any funding received in Funds Management is Spendable or Non-spendable (i.e. re-allotted or returned to the member states/donor). Examples of spendable revenue include transfer of assets procured using the cost recovery fund or Strategic Deployment Stock (SDS-Brindisi). If the asset is a grant asset the terms of the Donor agreement must be reviewed.

Budget relevant (FM GM Statistical)

Non-budget relevant transfers can also be thought of as an Internal Donation of assets that is there is no reduction in budget of the receiver (the posting is statistical in FM GM).

Cash and Non-Cash Movements

To ensure that ledgers balance by FI splitting dimensions, balancing postings are posted where FI balancing elements are crossed (these are Business Area, Fund, Grant, Segment). The balancing postings are mostly often made against the main cash pool. However, in asset and inventory accounting where FI balancing elements are crossed and the transaction is deemed non-budget relevant the system may instead post to AR Due to Due From 19401010. In the case of asset transfers the system generates balancing postings as follows:

- If only Segment (derived from Functional Area) or Business Area are crossed then the balancing posting is to cash (11001000 - Cash MAIN Pool).
- If fund and/or grant are crossed and it is non-budget relevant (internal Donation - Z2 or Z6) the system generates a balancing posting to 19401010(AR Due To/From). These amounts will later be cleared through another posting (using T-code FV50) using SF Doc type (*see the related job aid clearing AR Due to Due from*)
- If fund and/or grant are crossed and it is budget relevant (**internal Sale – Z1, Z3, Z5, or Z7**) the system generates a balancing posting to 11001000 (Cash MAIN Pool).

* * * * *

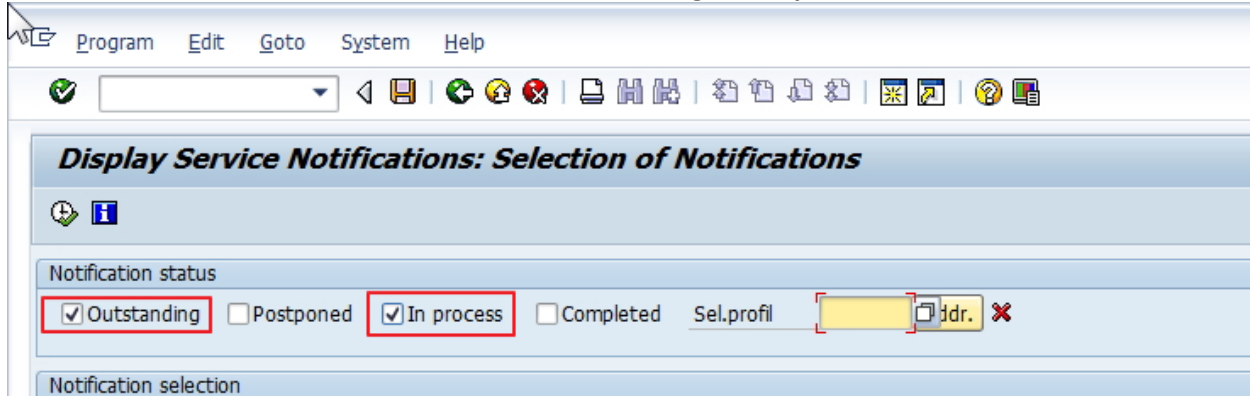
1 – Transfer of an Asset (Not inventory Managed- not STO)

This procedure should be used for instances where an entity needs to associate an Asset with a different Umoja coding block; including changes in Business Area, Fund, Grant, Cost center, WBSE/IO and the transfer **does not relate to a stock transport order**.

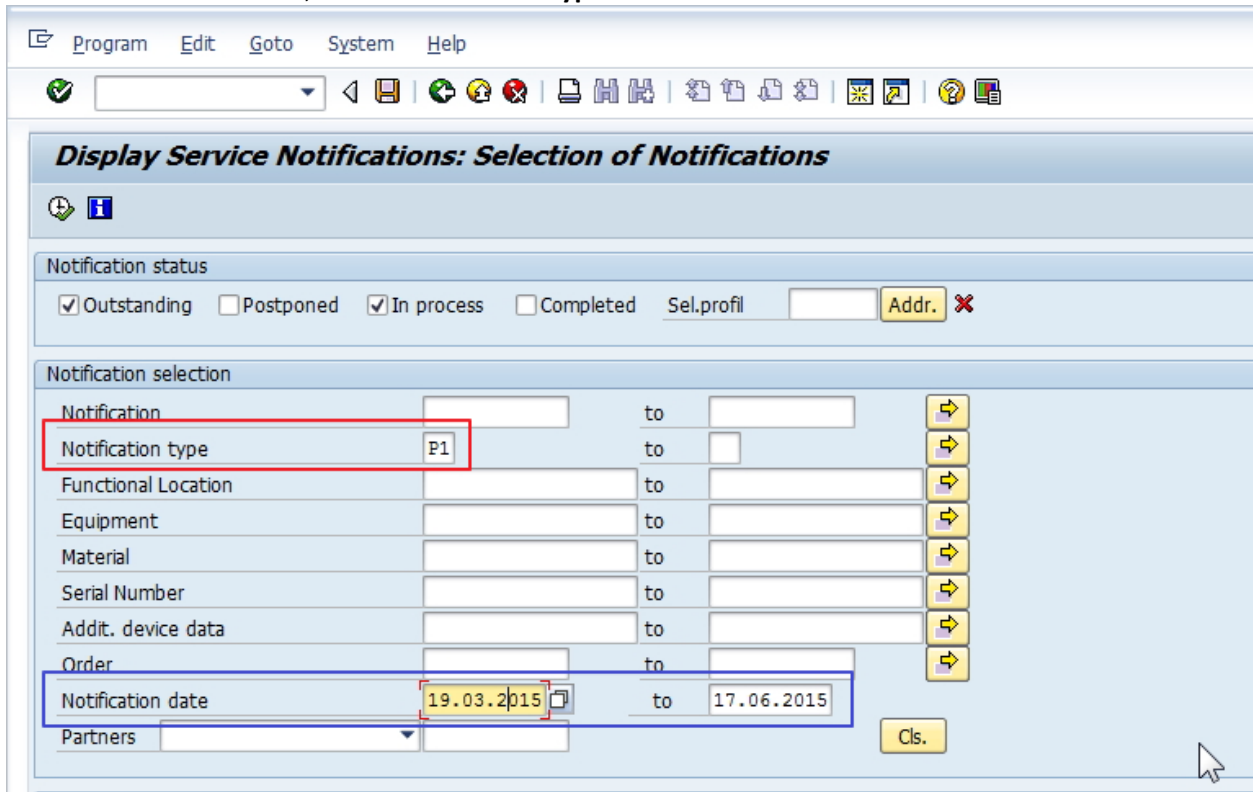
Review of Notifications and preparation of Upload Spreadsheet can be done by FA.15 user (Asset Accounting User) but the FA.16 user uploads the file to Umoja.

1.1 Review notifications for transfer

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.



4. In 'Notification selection', select **Notification Type P1**



- In 'General Data/Administrative Data' select **Coding** UNASSN, and for **Coding Code** either use UN03 (for Transfer) or leave blank (if you will filter later in report, or you want to see all types of Notifications).

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	UNASSN	to		➡
Coding Code		to		➡
Priority		to		➡
Reported by		to		➡

- In 'Others', make sure **Layout** is /ASSETNOTIF

Others

Paging status		to		➡
Layout	/ASSETNOTIF			
Ref. field monitor				

- You can, if necessary, in 'Location Data/...' filter by **Maintenance Plant**

Location Data/Acc.Assignment/Maint. Plan

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

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

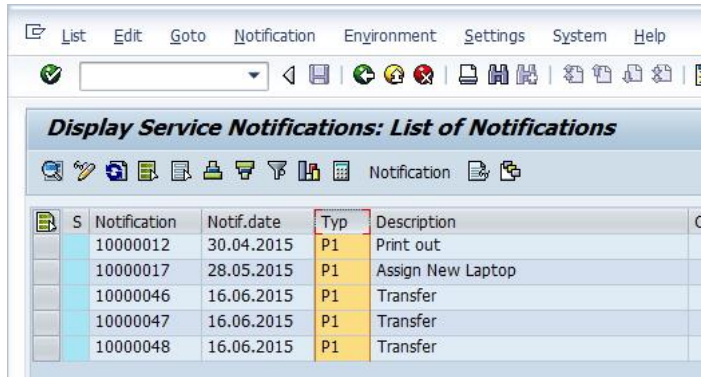
- Execute report

Program Edit Goto System Help

Display Service Notifications: Se

SAAS Order

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

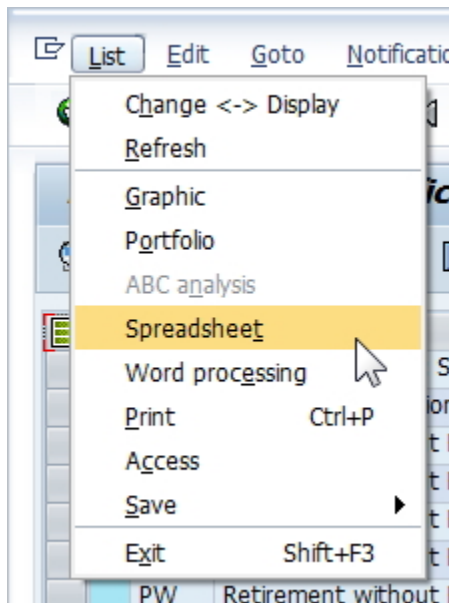


rd.	System status	Use
	NOPR NOPT	APP
	NOPR	
	NOPR	AAF
	NOPR NOPT OSTs	REV
	NOPR OSTs	DIN
	NOPR OSTs	REV
	NOPR NOPT OSTs	REV
	NOPR OSTs	REV
	NOPR OSTs	APP
	OSNO OSTs	RQ

11. Filter Notifications based on Notification User Status (ASGN)

10000017	28.05.2015	P1	Assign New Laptop							
10000046	16.06.2015	P1	Transfer					NOPR OSTs	ASGN	4100000119
10000047	16.06.2015	P1	Transfer					NOPR	APPR	5100000006
10000048	16.06.2015	P1	Transfer					NOPR OSTs	ASGN	5100000012

12. You can export report in Excel format if more convenient to use.



- Review each approved (ASGN) Notification to confirm all relevant documents (approvals) are included and information is sufficient to proceed with Transfer. Coding block for receiving should be either specified in the Description of the Notification or included in the attached documents and approvals. You can view Notification with double-click on Notification Number.

Display Service Notifications: List of Notifications

S	Notification	Notif.date	Typ	Descr
	10000012	30.04.2015	P1	Print
	10000017	28.05.2015	P1	Assig
	10000046	16.06.2015	P1	Trans
	10000047	16.06.2015	P1	Trans
	10000048	16.06.2015	P1	Trans

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

Change Service Notification: Maint/Serv Request

Notification: 10000046 P1 Transfer
 Notific. Status: NOPR OSTs ASGN

Serv.order: Sales ord.

Notification Location data Items **Tasks** Activities Sales

No.	Code gr...	Ta...	Task code text	Task text	T...	Status	User Status	Task pr
2	UNGENRC	001	Generic Task	Asset Account to process Asset Transfer	TSRL			Person

- For all applicable Notifications, from the report itself, identify all Asset Numbers for Transfer, and corresponding Notification numbers and methods of transfer. You can verify Asset number in Notification, in Location data Tab.

Display Service Notifications: List of Notifications

Notification date	Notification	Description	Typ	BusA	PIPI	Plnt	Asset	UserStatus	Code group	System
26.10.2015	10000340	FA OCHA RDS Transfer to N...	P1	S200	CH30	CH30	3100000551	ASGN	UNASSN	NOPR
26.10.2015	10000341	FA OCHA RDS Transfer to N...	P1	S200	CH30	CH30	3100000552	ASGN	UNASSN	NOPR

1.2 Run the Equipment Asset report and review the status is relevant to transfer.

1. Execute Transaction code **ZAAEQASREC** to run report for Equipment and Asset Reconciliation. Use User Variant ZEQAS. Expand All Selections to limit selection of Equipment/Assets:

1.1. You can restrict by Business Area or other specific elements:

- 1.2. If you know the Asset Numbers, the easiest way is to copy them and paste in multiple selection, using the Upload from Clipboard button:

2. 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	

3. The code relevant to Transfers is **EQIT** – Equipment in Transit. If receiving party is ready for Equipment data enrichment (ready to move Equipment and/or Notification to next status) and Asset Transfer has not been completed, this must be communicated promptly between parties and Asset Transfer completed at the earliest.

1.3 Prepare Asset Mass Transfer spreadsheet in Excel

1. Prepare list of Assets for Transfer in Microsoft Excel, using up-to-date version of Asset Mass Transfer Template (Information and link included in Appendix), where in this template, each row represents one Asset:
 - 1.1. **Reference Company Code** should always equal 1000
 - 1.2. **Reference Asset** (and **Sub-Asset Number**, if applicable) is the Asset Number for original Asset being transferred
 - 1.3. **Asset Number**, **Asset Class**, and **Subnumber checkbox** are reserved for exception cases described in AA Job Aid 5-2 (Reassignment of Asset Value and Asset Class). Assets transferred through the STO process should leave these three fields blank.
 - 1.4. The Destination Coding Block section should be filled out with the coding block information of the asset recipient. **Cost Center**, **Fund**, and **Grant** are mandatory fields. **Internal Order** and **WBS Element (Costs)** should only be filled out if applicable. If the recipient is a Grant Fund the Grant field should not be GMNR.
 - 1.5. Populate values for **Document Date**, **Posting Date**, **Asset Value Date** (this is effective Retirement (Deactivation) Date for originating party and Capitalisation Date for receiving party
 - 1.6. **Text**: Free text field. Asset accountant to use for information.
 - 1.7. **Posting Period** and **Document Type** should be left blank. They are derived by the system
 - 1.8. Populate the **Transfer Variant** field using one of the Transfer Variants below. This determines what type of posting is made in the system based on whether the transfer is Within Volume or Cross Volume, Budget Relevant or Non-Budget Relevant, and the revenue is Spendable or Non-Spendable.

Transfer Variant	Transfer Type	Transfer Variant Name / Description
Z1	Intra-volume	Budget-Relevant Transfer - NSP Rev. Intra-Volume
Z2		Non-Budget Relevant Intra-Volume Transfer (at NBV)
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume
Z5	Cross-Volume	Budget-Relevant Transfer - NSP Rev. Cross-Volume
Z6		Non-Budget Relevant Cross-Volume Transfer (at NBV)
Z7		Budget-Relevant Transfer - SP Rev. Cross-Volume

- 1.9. The **Reference** field should include the Service Notification number (if applicable).
- 1.10. Fields **Allocation**, **Amount posted**, **Percentage rate**, and **Quantity** should be left blank
- 1.11. Mark **"X"** in either "Prior Year Acquisition" or "Current Year Acquisition", depending on when was the Asset originally acquired (in the current asset year, or any prior year).

- When all data is prepared for transfer, click on either the “Save to Excel File” or “Save to Text File” button in Excel.

This will generate either another Excel file or a Text file for upload into Umoja. These buttons will also run Excel macros that perform some basic validations on data format before saving. The newly saved file will have a single row for column headers, followed by a row for each asset just as entered in the template.

	A	B	C	D
1	Asset Mass Transfer Use with transaction ZAA_MASS_TFR		Save to Text File	Save to Excel File
2	Asset to be Transferred			(1) If transferring Main Asset - Leave this blank for automatic new Asset Number generation (2) If transferring Sub-Asset, populate with receiving Main Asset Number
3	List Asset Numbers to be transferred here	If transferring sub-assets, list the corresponding sub-asset numbers here. Otherwise, enter 0	Always = 1000	If receiving asset Other blank
4	Reference Asset	Reference Sub-Asset Number	Reference Company Code	Asset Number
5	3100001207	0	1000	
6	3100001208	0	1000	
7				

Example of generated Excel file:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Reference Asset	Reference Sub-Asset Num	Reference Company Code	Asset Number	Asset Class	Subnumbe	Cost Center	Fund	Grant	Internal Ord	WBS Element	Document Date	Posting Date	Asset Value Date	Text
2	3100001207	0	1000					11426	10UNA	GMNR		20/07/2017	20/07/2017	01/07/2017	Non-Bud Ri
3	3100001208	0	1000					11426	10UNA	GMNR		20/07/2017	20/07/2017	01/07/2017	Non-Bud Ri

Example of generated Text File: *(Note that there is an empty first row, this is required)*

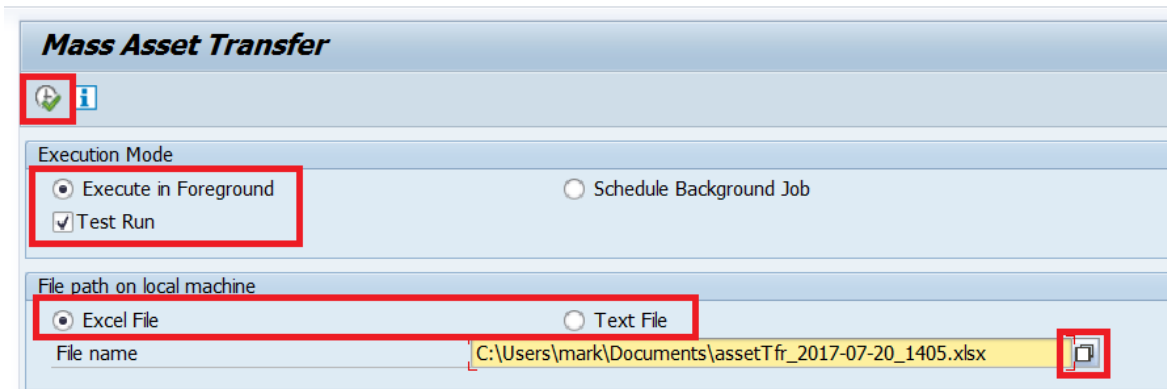
```

assetTfr_2017-07-20_1405.txt - Notepad
File Edit Format View Help
|
3100001207      0      1000      11426  10UNA  GMNR      20/07/2017  20/07/2017  01/07/2017  Non-Bud Rel
3100001208      0      1000      11426  10UNA  GMNR      20/07/2017  20/07/2017  01/07/2017  Non-Bud Rel
  
```

1.4 Transfer Assets

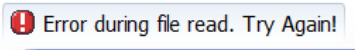
1. Execute Transaction code **ZAA_MASS_TFR** to start transfer of the assets. Make sure to check values as shown on screenshot (**Execute in Foreground** and **Test Run**).

Select either Excel File or Text File depending on the type of file exported from the template in the previous section. Then select the file from your local disk. Finally click the 'Execute' button



2. You may receive one or two 'SAP GUI Security' prompt windows asking you to grant access to the file. Please click 'Allow' to proceed.

Also, if you get an error message like the one below, it is likely because you have the file open on your machine. Close the file, exit the transaction code, and try again.

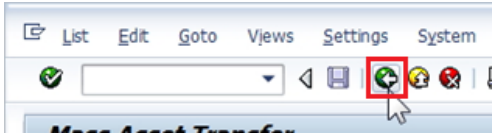


3. Review the report and make sure there are no errors. The transfer message should state that the document can be posted successfully. If there are errors the message outlines the reason for the error.

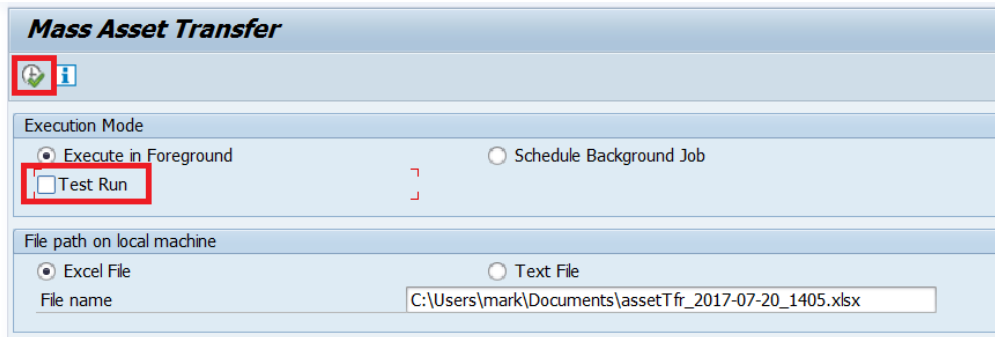
Some errors may be generic and will require the user to analyse them. Some errors related to derivations and validations can only be caught at posting time, so those errors will show only on actual run.

Mass Asset Transfer																		
Reference	Reference	Reference	Asset Numb	Asset Clas	Sub Number	Cost Center	Fund	Grant	Int.Order	WBSElement	Document	D Posting Da	Asset Valu	Text	Posting Pe	Document T	Transfer v/f	
003100001207	0000	1000		00000310		0000011426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	
003100001208	0000	1000		00000310		0000011426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	
Transfer variant	Reference	Allocation	Amount	Pos	Percentage	Quantity	Prior Year	Current Ye	New Asset	Document N	Transfer Type	Earmarked	Earmarked	Transfer Message	Equipment			
Z2	Notif:10001234						X				Intra-Volume			The document can be posted successfully				
Z2	Notif:10001234						X				Intra-Volume			The document can be posted successfully				

- After reviewing the Test Run report, go back. If there were errors, fix them and then re-run the Test Run until there are no errors. If there are no errors, proceed with the next steps



- Leave all the settings as originally set, except **uncheck Test Run**, and then process Transfer



- Verify there were no errors, and that new Assets with new Asset numbers were created, and Equipment were updated. Note in some cases the system may return a message when the test run seemed ok, so it's important to check the transfer occurred and the equipment (if relevant) was transferred.

During the Actual Run, all “clean” transfers will be performed. If there are transfers with errors, those will NOT be performed, but other transfers will **not** be prevented because of that. Unsuccessful transfers will show in generated transfer report with an error.

Reference	Reference	Reference	Asset Numb	Asset Clas	Sub Number	Cost Center	Fund	Grant	Int. Order	WBSElement	Document D	Posting Da	Asset Valu	Text	Posting Pe	Document T	Transfer variant	Referen
003100001207	0000	1000		00000310		0000011426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	Notf:10
003100001208	0000	1000		00000310		0000011426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Rel tfr			Z2	Notf:10

Reference	Allocation	Amount	Pos	Percentage	Quantity	Prior	Year	Current	Ye	New Asset Number	Document Number	Transfer T	Earmarked	Earmarked	Transfer Message	Equipment Message
Notf:10001234								X		003100002248-0000	4100002477	Intra-Volume			Asset Transferred Successfully	Equipment 10109726 updated successfully
Notf:10001234								X		003100002249-0000	4100002478	Intra-Volume			Asset Transferred Successfully	Equipment 10109727 updated successfully

- In the Mass Asset Transfer report, note the Document Number for FI Posting, and using **FB03** transaction, review posting documents:

Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 4100002477 | Company Code: 1000 | Fiscal Year: 2017
 Document Date: 20.07.2017 | Posting Date: 20.07.2017 | Period: 7
 Reference: NOTIF:10001234 | Cross-Comp.No.:
 Currency: USD | Texts exist: | Ledger Group:

Ledger OL

Doc.: 4100002477 | FiscalYear: 2017 | Period: 7

CoCd	Item	L.item	PK	G/L Account	Cmmt Item Description	Amount	Fund	Funds Ctr	Cost Ctr	BusA	Grant	Purchasing Doc.	Item	Pint	Assign.	Amount LC	Curr.
1000	1	000001	75	27161010	271610105 003100001207 0000	29,069.30-	10JFA	16227		S100	GMNR					29,069.30-	USD
1000	2	000002	70	27861010	278610105 003100001207 0000	25,839.37	10JFA	16227		S100	GMNR					25,839.37	USD
1000	3	000003	70	27161010	271610105 003100002248 0000	29,069.30	10UNA	11426		S300	GMNR					29,069.30	USD
1000	4	000004	75	27861010	278610105 003100002248 0000	25,839.37-	10UNA	11426		S300	GMNR					25,839.37-	USD

8. Make sure to review all relevant Accounting Documents

The screenshot shows a menu path: **Document Environment** > **Accounting Documents**. A secondary window titled "List of Documents in Accounting" displays a list of documents:

Document	Object type text
1702287974	Accounting document
4100002477	Accounting document
0000000173	Asset Transaction
1004175612	Controlling Document
1005183654	Funds Management doc
0000000173	Grants Mgm. Doc.

Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number: 1702287974 | Company Code: 1000 | Fiscal Year: 2017
 Document Date: 20.07.2017 | Posting Date: 20.07.2017 | Period: 7
 Reference: NOTIF:10001234 | Cross-Comp.No.:
 Currency: USD | Texts exist: | Ledger Group:

Ledger OL

Doc.: 1702287974 | FiscalYear: 2017 | Period: 7

CoCd	Item	PK	G/L Account	Cmmt Item Description	Amount	Fund	Funds Ctr	Cost Ctr	BusA	Grant	Purch.Doc.	Item	Pint	Assignment	Amount LC	Earmd Fnds
1000	1	40	19401010	19401010 AR Due To From	3,229.93	10JFA			S100	GMNR				17022879740012017	3,229.93	
	2	50	19401010	19401010 AR Due To From	3,229.93-	10UNA			S300	GMNR				17022879740022017	3,229.93-	

Display FM Document: Overview

20.07.2017 20:39:19

FM Doc. No.	Item	Statistics indicator	Fund	BP	Funds Ctr	Cmmt Item Stat.In.	FMAC	FMAC Am.	Ledger	Year	Per	FM pstg d.	FI doc.no.	Item	Val.type text	Amt type
1005183654	1	Statistical (not budget-relevant, no FYC)	10JFA	B17	16227	271610105 X	USD	29,069.30-	Payment Budget	2017	7	20.07.2017	4100002477	1	Profit transfer postin.	Original
	2	Statistical (not budget-relevant, no FYC)	10JFA	B17	16227	278610105 X	USD	25,839.37					4100002477	2	Profit transfer postin.	Original
	3	Statistical (not budget-relevant, no FYC)	10UNA	B17	11426	271610105 X	USD	29,069.30					4100002477	3	Profit transfer postin.	Original
	4	Statistical (not budget-relevant, no FYC)	10UNA	B17	11426	278610105 X	USD	25,839.37-					4100002477	4	Profit transfer postin.	Original

1.5 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:

Change Service Notification: Initial Screen

Notification

Notification

2. Start modifying the Notification, make sure to record comment “Asset Transfer Completed as of 17.06.2015, FI Document No 4100000302 ” in the comments text field in the ‘Notification’ tab’s ‘Subject’ section.

Change Service Notification: Maint/Serv Request

Partner Organization... Contract selection

Notification P1 **Transfer**

Notific. Status **ASGN**

Serv.order Sales ord.

Notification Location data Items Tasks Activities Sales

Reference object

Functional loc. Publication Building

Equipment SMART STREAM RIP FOR INDIGO PRESS 5500

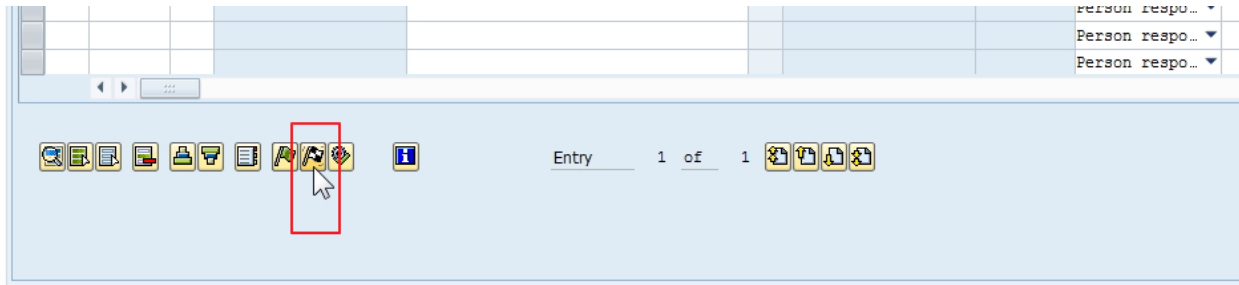
Assembly

Subject

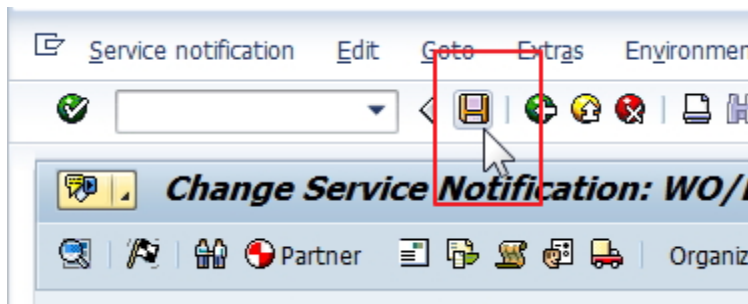
Coding Transfer

Description

3. In the 'Tasks' tab, identify the Asset Transfer task that has been completed, 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 these tasks as complete.



4. Save Notification and exit.



2 – Asset Transfer through STO Process:

This procedure should be used for instances where an asset is sold or transferred from plant to plant using the Stock Transport Order process (STO types: ZSDS, ZNBD, ZBUD, ZINT). The following process is generally only used for Peacekeeping and Special Political Missions.

2.1 Run Stock Transfer Report for FA

The FA.16 (AA Senior User) should periodically run the Stock Transfer Report for Fixed Assets to review assets being transferred through the STO process. This report displays relevant information required to perform the Fixed Asset Transfer for serialized equipment assets going through the STO process that have had their Good Issue completed¹. They can also run this report for specific stock transfers that they are aware of.

The report is also extremely useful in preparing the Asset Mass Transfer spreadsheet.

** It is important to note that this report can show assets that have already had their asset transfer completed. For this reason it is recommended to review capitalization dates and confirm that they are not on or after the goods issue date.

1. Log in to Umoja ECC.
2. Execute Transaction code **ZAASTOFA** to open the report on Stock Transfers for serialized equipment that have had their Goods Issue completed.
3. It is mandatory to enter specific Date or Date Range for **Posting date for Goods Issue** – in order to reduce the number of records shown and to increase speed of retrieving desired records. It is also advised to run this report shortly after the Goods Issue, and periodically (daily or weekly, depending on volume).

It is also mandatory to enter **Material Type**, which defaults to ZAST (Fixed Asset materials) but can accept any material type or combination (e.g. using “Z*” will retrieve all serializable materials). It is recommended, however, to focus only on relevant ZAST materials.

¹ This is because asset transfer is effected as of the date of Goods Issue (point of shipment) so until that point, STOs are not yet relevant for asset transactions

Stock Transfer Report for Fixed Assets

Selection Criterion

Goods Issue Number		to		
Posting date for Goods Issue	01.05.2017	to	31.05.2017	
STO Number		to		
Funds Commitment Document		to		
Source Plant		to		
Receiving Plant		to		
User name of Creator				
Material Type	ZAST			
Material Number		to		

- It is recommended to specify **STO Number**, if known, or at least restrict **STO Number** to desired STO type group (e.g., 481*, 482*, 483*, 484*) in order to refine results from the start:
 - STOs with numbers 481* have STO Type ZSDS (SDS Transfers)
 - STOs with numbers 482* have STO Type ZBUD (Budget Relevant, other than SDS)
 - STOs with numbers 483* have STO Type ZNBD (Non-Budget Relevant)
 - STOs with numbers 484* have STO Type ZINT (Internal to Entity)

If **Funds Commitment Document** is specified, only records/lines that refer to that Funds Commitment Document will be displayed, and other lines from the same STO will not be shown.

Selection Criterion

Goods Issue Number	
Posting date for Goods Issue	01.05.2017
STO Number	483*
Funds Commitment Document	

The other selection fields can be used, as needed, if looking for a specific element.

- When ready to run the report, click on the Execute button
- The report shows information from the STO, Goods Issue, Outbound Delivery, Reference Asset, Reference Equipment, Origin Plant, Receiving Plant, and Earmarked Funds (Funds Commitment) Document. It contains almost all information required to fill out the Asset Mass Transfer input sheet.

Stock Transfer Report for Fixed Assets

Export File for Mass Asset Transfer

STO (PO)	STO Item	STO Type	Outbound Delivery	Outbound Delivery Item	Goods Issue (Mat.Doc.)	Good.	MVT	Reference Asset Refer.	Asset Description	Class	Reference Equip.	Equipment Description	Material	MTyp			
4830000004	10	ZNBD	80001039		10	4900330154	1	641	4200009474	0	NETWORK APPLIAN	420	16487226	"LARGE, WIDE AREA VIR	2100001244	ZAST	
Asset Value in STO																	
Origin Plant	Origin Storage Loc	Origin Fund	Orig.FC/CC	Origin FA	Plant	Cost Ctr	Fund	Funds Ctr	Grant	BP	Functional Area	Funded Program	G/L Acct	Internal Order	WBS Element (Costs)	BusA	
0.00	SS10	2104	205KD	10481	11BD0012	CD10	10158	20NUA	10158	GMNR	P17	11BD0012					
Entered on																	
Posting Date	Asset Val Date	STO Reference	B	Earmarked Funds Doc.	Earmarked Funds Document Text	Earma.	Earmarked Funds Document Item Text	Earmarked Funds Open	Reference								
31.05.2017	31.05.2017	31.05.2017		STO_TFR	4830000004	00010	N										4900330154
Asset Last Retirement Date																	
Asset Deactivation Date	Asset Capitalisation Date	Asset Acquisition Date	Pr-yr acq.	Curr.yr.acquis.													
	01.11.2016	01.11.2016	X														

Underlined values allow user to drill down into detail view for that object (STO, Goods Issue, Reference Asset, Reference Equipment, and Earmarked Funds Document).

7. Some things to consider while reviewing the report for transfers are:

- If Asset is not yet capitalised (no capitalisation or acquisition dates), it cannot be transferred. The reason it's not yet capitalised needs to be reviewed (if the goods receipt note has not been done on the original PO the asset should not be transferred until this is done).

- If the Asset Capitalisation (first acquisition) date is the same as the Goods Issue Posting Date – there is a strong possibility that asset has already been transferred. This needs to be checked and verified before trying to do asset transfer – by comparing account assignments in the AMR itself and in the STO and/or EMF Document. This can also be checked by looking into Asset Transactions (using Asset Transactions report **S_ALR_87012048** or reviewing Asset in Asset Explorer with **AW01N**).

- Asset Acquisition Date is used to determine if Asset Acquisition was in Current Year (CY) or Prior Year (PY) – as this is necessary for specification in Mass Asset Transfer Load File (after export).

- Assets and Equipment are linked dynamically – meaning that report will show asset which is CURRENTLY linked to the Equipment handled within the stock transfer. If asset transfer has already been processed, then Equipment Record will be pointing to the new asset (at receiving side) and report will show this new asset.

8. If there is an error that the report detected, such as incorrect, missing, or mismatched reference data, then the report will show “ERROR” or “ERR” in corresponding fields. Some examples of such errors are:

- a) Incorrect or missing Reference Asset Number (in Equipment Record).
- b) Missing or incorrect reference to Funds Commitment (Earmarked Funds) Document
- c) Incorrect or mismatched account assignment between Receiving Entity and Funds Commitment Document
 - i. For STOs that are budget relevant (ZSDS and ZBUD) the report will show the data from Funds Commitment Document, and the account assignment for receiving entity will come from the STO.
 - ii. If the account assignment of the receiving entity differs between the STO and Funds Commitment Document, the report will show ERROR in corresponding fields.
 - iii. To proceed this needs to be resolved.

9. The report is capable of exporting in the format used by the Asset Mass Transfer input file. The only manual entry required before using this export in the Mass Transfer program is the **Transfer Variant** for each asset record.

In order to export the entire report in Asset Mass Transfer format, simply click on the “Export File for Mass Asset Transfer” button.



Alternatively, to export only specific records for transfer into the Asset Mass Transfer format, select each record by clicking on the gray square at the left of each row. Holding down the CTRL and SHIFT keys allow multiple rows to be selected. When all desired rows are selected, click on the “Export File for Mass Asset Transfer” button.

Stock Transfer Report for Fixed Assets

Export File for Mass Asset Transfer

STO (PO)	STO Item	STO Type	Outbound Delivery	Outbound Delivery Item	Goods Issue (Mat.Doc.)
<input type="checkbox"/> 4810000000	10	ZSDS	80001822	10	4900297903
<input type="checkbox"/> 4810000000	10	ZSDS	80001822	10	4900297903
<input type="checkbox"/> 4810000000	10	ZSDS	80001822	10	4900297903
<input type="checkbox"/> 4810000000	10	ZSDS	80001822	10	4900297903
<input type="checkbox"/> 4810000002	10	ZSDS	80001823	10	4900297912
<input type="checkbox"/> 4810000002	10	ZSDS	80001823	10	4900297912

After exporting records for Mass Asset Transfer, the only field requiring manual entry is the Transfer Variant (Z1, Z2, Z3, Z5, Z6, or Z7) corresponding to the type of transfer (see Mass Asset Transfer for more information).

2.2 Prepare Asset Mass Transfer spreadsheet

1. Prepare list of Assets for Transfer in Microsoft Excel, using either the pre-populated extract from the **ZAASTOFA** report (Stock Transfer Report for FA) or an up-to-date version of the Asset Mass Transfer Template (Information and link included in Appendix).

In either case, each row in the spreadsheet refers to a single asset/subasset to be transferred. If using the export from **ZAASTOFA**, the only missing entry requiring input will be the **Transfer Variant**. Even if using the report to automatically populate the data, users should review all fields for any inconsistencies or potential expected changes that were not yet recorded in the system.

- 1.1. **Reference Company Code** should always equal 1000
- 1.2. **Reference Asset** (and **Sub-Asset Number**, if applicable) is the Asset Number for original Asset being transferred
- 1.3. **Asset Number**, **Asset Class**, and **Subnumber checkbox** are reserved for exception cases described in AA Job Aid 5-2 (Reassignment of Asset Value and Asset Class). Assets transferred through the STO process should leave these three fields blank.
- 1.4. The Destination Coding Block section contains the coding block information of the asset recipient. **Cost Center**, **Fund**, and **Grant** are mandatory fields. **Internal Order** and **WBS Element (Costs)** should only be filled out if applicable. If the receipt is a Grant Fund, the Grant field should not be GMNR.
- 1.5. Populate values for **Document Date**, **Posting Date**, and **Asset Value Date** which is the effective Retirement (Deactivation) Date for originating party and Capitalisation Date for receiving party.
- 1.6. **Text:** For STO-related asset transfers, this field should indicate the STO Number/Line that it's related to in the format "STO_TFR 4830000001 00010".
- 1.7. **Posting Period** and **Document Type** should be left blank. They are derived by the system
- 1.8. Populate the **Transfer Variant** field using one of the Transfer Variants below. This determines what type of posting is made in the system based on whether the transfer is Within Volume or Cross Volume, Budget Relevant or Non-Budget Relevant, and the revenue is Spendable or Non-Spendable.

Transfer Variant	Transfer Type	Transfer Variant Name / Description
Z1	Intra-volume	Budget-Relevant Transfer - NSP Rev. Intra-Volume
Z2		Non-Budget Relevant Intra-Volume Transfer (at NBV)
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume
Z5	Cross-Volume	Budget-Relevant Transfer - NSP Rev. Cross-Volume
Z6		Non-Budget Relevant Cross-Volume Transfer (at NBV)
Z7		Budget-Relevant Transfer - SP Rev. Cross-Volume

- 1.9. Budget-Relevant transfers (STOs of type ZSDS or ZBUD) must specify an **Earmarked Funds Document Number / Item** from which budget will be consumed. Non-Budget

Relevant transfers (ZINT, ZNBD) should leave these fields blank as no budget is being consumed.

- 1.10. The **Reference** field should contain the Material Document number for the Goods Issue of the STO.
- 1.11. Fields **Allocation, Amount posted, Percentage rate,** and **Quantity** should be left blank
- 1.12. Mark **“X”** in either **“Prior Year Acquisition”** or **“Current Year Acquisition”**, depending on when was the Asset originally acquired (in the current asset year, or any prior year).

2. When all data is prepared for transfer you must save the file for input into Umoja.

a) If you are using the spreadsheet exported from **ZAASTOFA** (where Row 1 has the column headers and asset data starts on Row 2), you can save your changes to the spreadsheet directly.

b) If you used the Asset Mass Transfer Template (shown below), either by manual entry or copying data from **ZAASTOFA** into it, you can click on either the **“Save to Excel File”** or **“Save to Text File”** button in Excel.

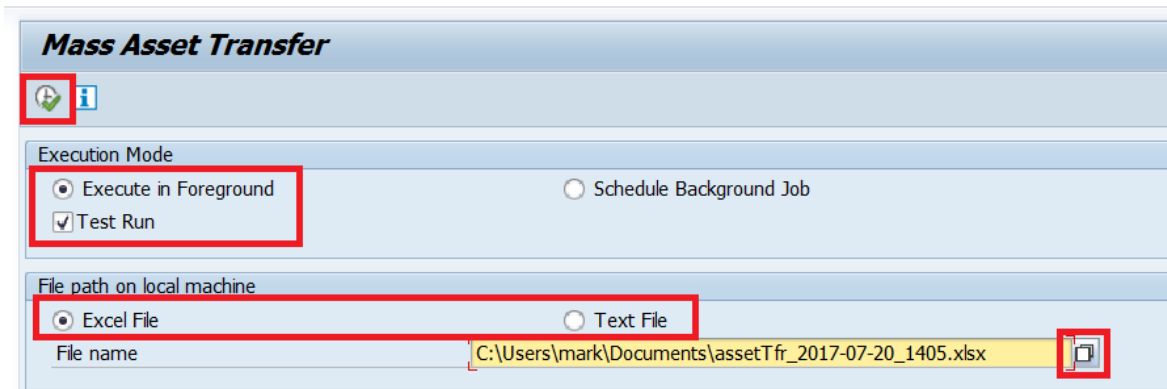
This will generate either another Excel file or a Text file for upload into Umoja. These buttons will also run Excel macros that perform some basic validations on data format before saving. The newly saved file will have a single row for column headers, followed by a row for each asset just as entered in the template.

	A	B	C	D	E
1	Asset Mass Transfer Use with transaction ZAA_MASS_TFR		Save to Text File	Save to Excel File	** This template can be obtained on the
2	Asset to be Transferred			(1) If transferring Main Asset - Leave this blank for automatic new Asset Number generation (2) If transferring Sub-Asset, populate with receiving Main Asset Number	If reclassifying asset, enter the asset class here. Otherwise leave blank.
3	List Asset Numbers to be transferred here	If transferring sub-assets, list the corresponding sub-asset numbers here. Otherwise, enter 0	Always = 1000		
4	Reference Asset	Reference Sub-Asset Number	Reference Company Code	Asset Number	Asset Class
5	3300000402		0	1000	
6	3300000401		0	1000	
7	3300000505		0	1000	
8	3300000514		0	1000	
9	3300000516		0	1000	
10					

2.3 Transfer Assets

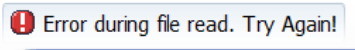
1. Execute Transaction code **ZAA_MASS_TFR** to start transfer of the assets. Make sure to check values as shown on screenshot (**Execute in Foreground** and **Test Run**).

Select either Excel File or Text File depending on the type of file exported from the template in the previous section. Then select the file from your local disk. Finally click the 'Execute' button.



2. You may receive one or two 'SAP GUI Security' prompt windows asking you to grant access to the file. Please click 'Allow' to proceed.

Also, if you get an error message like the one below, it is likely because you have the file open on your machine. Close the file, exit the transaction code, and try again.

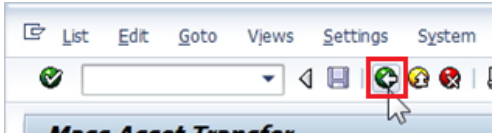


3. Review the report and make sure there are no errors. The transfer message should state that the document can be posted successfully. If there are errors the message outlines the reason for the error.

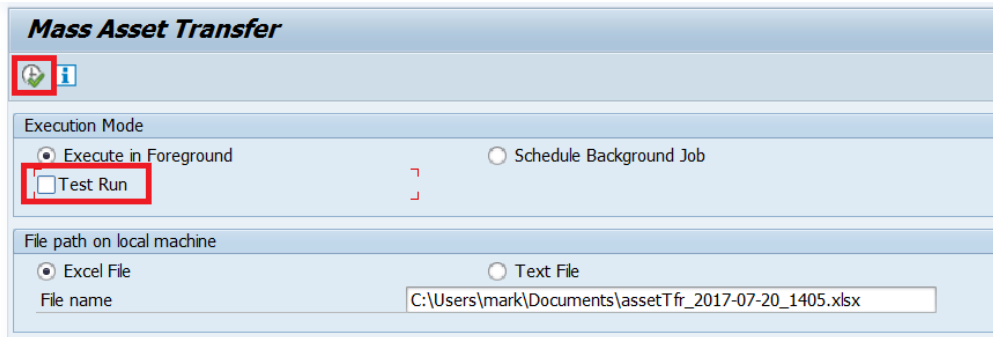
Some errors may be generic and will require the user to analyse them. Some errors related to derivations and validations can only be caught at posting time, so those errors will show only on actual run.

Document T	Transfer v	Reference	Allocation	Amount	Pos	Percentage	Quantity	Prior Year	Current Ye	New Asset	Document N	Transfer Type	Earmarked	Earmarked	Transfer Message	Equipment
Z5		4900330172						X				Cross-Volume	5900000015	1	The document can be posted successfully	
Z5		4900330172						X				Cross-Volume	5900000015	1	The document can be posted successfully	
Z5		4900330172						X				Cross-Volume	5900000015	1	The document can be posted successfully	
Z5		4900330172						X				Cross-Volume	5900000015	1	The document can be posted successfully	
Z5		4900330172						X				Cross-Volume	5900000015	1	The document can be posted successfully	

- After reviewing the Test Run report, go back. If there were errors, fix them and then re-run the Test Run until there are no errors. If there are no errors, proceed with the next steps.



- Leave all the settings as originally set, except **uncheck Test Run**, and then process Transfer:



- Verify there were no errors, and that new Asset with new Asset number was created, and Equipment was updated. Note in some cases the system may return a message when the test run seemed ok, so its important to check the transfer occurred and the equipment (if relevant) was transferred.

During the Actual Run, all “clean” transfers will be performed. If there are transfers with errors, those will NOT be performed, but other transfers will **not** be prevented because of that. Unsuccessful transfers will show in generated transfer report with an error.

Quantity	Prior Year	Current Y	New Asset Number	Document N	Transfer Type	Earmarked	Earmarked	Transfer Message	Equipment Message
X			003300003236-0000	4100002331	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16197176 updated successfully
X			003300003237-0000	4100002332	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16197179 updated successfully
X			003300003238-0000	4100002333	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198692 updated successfully
X			003300003239-0000	4100002334	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198693 updated successfully
X			003300003240-0000	4100002335	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198694 updated successfully

- In the Mass Asset Transfer report, note the Document Number for FI Posting, and using **FB03** transaction, review posting documents:

Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number	4100002331	Company Code	1000	Fiscal Year	2017
Document Date	09.06.2017	Posting Date	08.06.2017	Period	6
Reference	4900330172	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger OL

Doc.	4100002331	FiscalYear	2017	Period	6
------	------------	------------	------	--------	---

CoCd	Item	PK	Commitment	Itm	G/L Account	Account	Description	Amount	Earmd Fnds	Fund	Funds Center	BusA	Grant	Text	
1000	1	75	691010205	27163010	27163010	003300000402	0000	135,462.88-		10UNA	10733	M006	GMNR	STO_TFR 4820000014 00010	
	2	70	691010205	27863010	27863010	003300000402	0000	13,101.34		10UNA	10733	M006	GMNR	STO_TFR 4820000014 00010	
	3	70	27163010	27163010	27163010	0033000003236	0000	122,361.54	5900000015	20SKB	10255	P015	GMNR	STO_TFR 4820000014 00010	
								0.00							

8. Make sure to review all relevant Accounting Documents

Settings | Environment | System | Help

- Document Changes
- Check Information
- Payment Usage
- Document Environment
 - Original Document
 - Accounting Documents
 - Display Transaction
 - Relationship Browser
- Additional Assignments
- Valuation
- Correspondence
- Balance Sheet Adjustment
- Invoice Summary
- Reference Object

List of Documents in Accounting

Documents in Accounting

Document	Object type text
1702287690	Accounting document
4100002331	Accounting document
0000000036	Asset Transaction
1004176259	Controlling Document
1005451229	Funds Management doc
0000000036	Grants Mgm. Doc.

Separate | Original document

Display Document: General Ledger View

Display Currency | Entry View | Other Ledger

Data Entry View

Document Number	1702287690	Company Code	1000	Fiscal Year	2017
Document Date	09.06.2017	Posting Date	08.06.2017	Period	6
Reference	4900330172	Cross-Comp.No.			
Currency	USD	Texts exist	<input type="checkbox"/>	Ledger Group	

Ledger OL

Doc.	1702287690	FiscalYear	2017	Period	6
------	------------	------------	------	--------	---

CoCd	Item	PK	Commitment	Itm	G/L Account	Account	Description	Amount	Fund	Funds Center	BusA	Grant	Assignment	Amount LC	Earmd Fn...	WBS
1000	1	40	11001000	11701010	11701010	11701010	Csh MAIN Pool	122,361.54	10UNA		M006	GMNR	17022876900012017	122,361.54		
	2	50	11001000	11701010	11701010	11701010	Csh MAIN Pool	122,361.54-	20SKB		P015	GMNR	17022876900022017	122,361.54-		
								0.00								

Display FM Document: Overview

20.07.2017 22:17:34

FM Doc. No.	Itm	Statistics indicator	Fund	BP	Funds Ctr	Commt	Item	Stat.Ind.	FMAC	FMAC Amnt	Ledger	Year	Per	FM pstg d.	FI doc.no.	Itm	Val.type	text
1005451229	1	Statistical (not budget-relevant, no FYC)	10UNA	B17	10733	691010205	X		USD	135,462.88-	Payment Budget	2017	6	08.06.2017	4100002331	1	Profit transfer	
	2	Statistical (not budget-relevant, no FYC)	10UNA	B17	10733	691010205	X		USD	13,101.34			6		4100002331	2	Profit transfer	
	3	Real (Budget Relevant)	20SKB	P17	10255	27163010			USD	122,361.54			6		4100002331	3	Profit transfer	

2.4 Follow-on Accounting Processes

In many cases, there are more steps remaining after the Fixed Asset transfer to complete the accounting. These depend on what type of transfer is being processed, and are summarized in the table below. Also, any Funds Commitment / Earmarked Funds Document created for the STO must be closed after the STO is completed.

Follow-on Accounting Processes after Asset Transfer for STOs:

Transfer Variant	Transfer Type	Budget Relevance	Revenue	Follow-on Process
Z1	Intra-volume	Budget-Relevant	Not Spendable	n/a
Z2		Non-Budget Relevant	n/a	Post SF Document using FV50 to offset the AR Due To/From – ref. Job Aid “Clearing balances and open items in GL 19401010 (AR Due to Due From)”
Z3		Budget-Relevant	Spendable	If applicable, charge beyond the net book value using FV50 and Doc Type SA
Z5	Cross-Volume	Budget-Relevant	Not Spendable	n/a
Z6		Non-Budget Relevant	n/a	Post SF Document using FV50 to offset the AR Due To/From – ref. Job Aid “Clearing balances and open items in GL 19401010 (AR Due to Due From)”
Z7		Budget-Relevant	Spendable	If applicable, capitalize the additional value for Replacement Cost using F-90 . This will increase the quantity of the asset, so it must then be manually reduced back to 1 using AS02.

Appendix 1: Asset transfer template

Please follow the link on isseek for Umoja Fixed Assets Job Aids to download the latest transfer template.

<https://umoja.un.org/content/job-aids>

Asset Accounting	ZAA MASS TFR Template
Funds and Cost Management	

Appendix 2: Notifications Report and Reference Table

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

S	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	Functi
	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 NOPR 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	DNP	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 NOPR 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				OSH0 OSTs	RQCR	5200000092	10023259	UN018818	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067