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Job Aid

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 <u>any</u> 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 <u>newly received asset</u> to an <u>existing asset</u> 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 <u>within</u> <u>volume transfer (an example is an asset transferred from 20BLB to20MAL, Vol 2 to Vol 2)</u>.

Where assets are transferred between financial reporting volumes this is referred to as a <u>cross volume</u> <u>transfer</u> (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 <u>Internal Sales</u> 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).

<u>Value (=NBV)</u>: 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 <u>before</u> the asset is transferred (i.e. through impairment or improvement).

<u>Spendable v Non-Spendable</u>: 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)

<u>Non-budget relevant</u> transfers can also be thought of as an <u>Internal Donation</u> 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 <u>fund and/or grant</u> are crossed and it is <u>non-budget relevant</u> (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).

Umoja Foundation Training



# 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 <u>does not relate to a stock transport order</u>.

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**.

NE	Program	<u>E</u> dit	<u>G</u> oto	System	<u>H</u> elp				
	Ø		•	]	🕸 🚱 🚷   🖨 🛗	181名伯。	🖸 🌮   🔀	Z   🕜 🖪	
	Display	Servi	ice Noi	tificatio	ons: Selection o	f Notifica	tions		
	🕹 🖪								
	Notification	status							
[	✓ Outstan	ding	Postpon	ed 🗸 In	process Complete	Sel.profil		🛛 <mark>Jdr.</mark> 🗙	
ſ	Notification	selection							

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

ট <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem	Help	
♥	🛠 🚱   📮	
Display Service Notificatio	ons: Selection of Notifications	
⊕ ■		
Notification status		
✓ Outstanding Postponed ✓ In	process Completed Sel.profil Addr. 🗙	
Notification selection		
Notification	to 🕒	
Notification type	P1 to 🗢	
Functional Location	to	
Equipment	to	
Material	to	
Serial Number	to	
Addit. device data	to	
Order	to	
Notification date	19.03.2015 to 17.06.2015	
Partners	Cls.	
		T



 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		<b>-</b>
Coding Code		to		<b>-</b>
Priority		to		<b>-</b>
Reported by		to		

#### 6. In 'Others', make sure Layout is /ASSETNOTIF

Others			
Paging status		to	<b>=</b>
Layout	/ASSETNOTIF		
Ref. field monitor			

#### 7. You can, if necessary, in 'Location Data/...' filter by Maintenance Plant

Location Data/Acc.Assignment/Maint.	Dlan		
Elocation Data/Acc.Assignment/Maint.			
Maintenance plant	KE00	to	<b>_</b>
Location		to	<b></b>
Room		to	<b>_</b>
Sort field		to	<b></b>
Plant section		to	<b></b>
ABC indicator		to	

- 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 NOPT)

							rd.	System status	Us
								NOPR NOPT	A
								NOPR	-
1	List	<u>E</u> dit <u>G</u> o	to <u>N</u> otificatio	n Er	i <u>v</u> ironment <u>S</u> ettings S <u>y</u> stem	<u>H</u> elp		NOPR	A
Ø	ſ		• 4		) ar as I 🔐 🛍 📮 I 😵 🚱 🕻	🖸 🏖   🖪		NOPR NOPT OSTS	R
								NORD OCTC	D
D	is	nlav Serv	ice Notific	ation	s: List of Notifications			NOPR OSTS	U
								NOPR OSTS	
			ice Notific A ♥ ७ [		Notification				R
	eg	Notification	A 🗑 🐨 🛛	<b>В</b>	Notification 🛃 🔁	01		NOPR OSTS NOPR NOPT OSTS	RE
	eg	Notification	A 7 5 1	Typ P1	Notification 🔒 🗳 Description Print out	O		NOPR OSTS	RE
	eg	Notification	A 🗑 🐨 🛛	<b>В</b>	Notification 🔒 🗳 Description Print out Assign New Laptop	01		NOPR OSTS NOPR NOPT OSTS NOPR OSTS	RE RE
	eg	Notification	A 7 5 1	Typ P1	Notification 🔒 🗳 Description Print out	01		NOPR OSTS NOPR NOPT OSTS	RE
	eg	Notification 10000012 10000017	A 🗑 🖗 🚺 Notif.date 30.04.2015 28.05.2015	Typ P1 P1	Notification 🔒 🗳 Description Print out Assign New Laptop	01		NOPR OSTS NOPR NOPT OSTS NOPR OSTS	RI RI RI

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

10000011	20.03.2013	L T	лазіўні мем царсор	NOFIC 0313	AJUN	
10000046	16.06.2015	P1	Transfer	NOPR OSTS	ASGN	4100000119
10000047	16.06.2015	P1	Transfer	NOPR	APPR	510000006
10000048	16.06.2015	P1	Transfer	NOPR OSTS	ASGN	510000012

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



13. 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.

D	is	play Servio	ce Notifica	tions	5: Li:
	Z	2 🖸 🖪 🖪	8 8 8 B	1	Notific
B	S	Notification	Notif.date	Тур	Desci
		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

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

Change Service Notificati	on: Maint/Serv Request		
🕄   🎘   🏠 🕒 Partner 🛛 🖹 🔂 💋 🖗	Grganization Contract selection		
Notification 10000046 P1 Transfer Notific. Status NOPR OSTS	ASGN 💅		
Serv.order Sales ord.	Tasks Activities Sales		
No. Code gr Ta Task code text	Task text	T Status	User Status Task pro
2 UNGENRC 001 Generic Task	Asset Account to process Asset Transfer	TSRL	Person
T			Person

15. 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.

1	Display Service Notifications: List of Notifications										
9	9 🧐 🤣 🛃 🖡 🚢 📅 🍞 🌆 🖬 Notification 🙀 🌇										
₽-	Notification date	Notification	Description	Тур	BusA	PIPI	Plnt	Asset	UserStatus	Code group	Systen
			FA OCHA RDS Transfer to N		S200	CH30	CH30	3100000551	ASGN	UNASSN	NOPR
	26.10.2015	10000341	FA OCHA RDS Transfer to N	P1	<b>S200</b>	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 **E** to limit selection of Equipment/Assets:
  - 1.1. You can restrict by Business Area or other specific elements:

Selections				
Asset class			to	•
Fund			to	2
Funds Center			to	2
Grant			to	2
Functional area			to	2
Business area	S300		to	2
Cost center			to	2
Plant			to	2
Location			to	•
Asset super number			to	•

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:

Asset Equipment Recond	ciliation		
🕀 🔁 📜 🛅			
Company code Asset number Subnumber	1000	to to to	<b>A A</b>

Select Single Values (3) Select Ranges Exclude Single Values Exclude Ranges	r 🖙 Multiple Selection for Asset number
4100000119       510000006       510000012       ************************************	Select Single Values (3) Select Ranges Exclude Single Values Exclude Ranges
	4100000119       510000006       5100000012       410000012
Asset number 4100000119 🖸 to 💕	



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	State
	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	

 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 <u>not</u> 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		Budget-Relevant Transfer - NSP Rev. Intra-Volume					
Z2	Intra- volume	Non-Budget Relevant Intra-Volume Transfer (at NBV)					
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume					
Z5		Budget-Relevant Transfer - NSP Rev. Cross-Volume					
Z6	Cross- Volume	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).



2. 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.

	А	В		С	D	
1	Asset Mass T Use with transact	Fransfer ion ZAA_MASS_TFR	Save to Text File	Save to Excel File	** This template can be o	btain
2		Asset to be Transferred			(1) If transferring Main Asset - Leave this blank for automatic new Asset Number generation	lf rec asse
	List Asset Numbers to be transferred here	If transferring sub-assets, list the corresponding sub-asset numbers here. Otherwise, enter 0	Always = 1000	)	(2) If transferring Sub-Asset, populate with receiving Main Asset Number	asse Othe blanl
4	Reference Asset	Reference Sub-Asset Number	Reference Co	mpany Code	Asset Number	Asse
5	3100001207	0		1000		
6	3100001208	0		1000		

#### Example of generated Excel file:

		000000000000000000000000000000000000000													
1	A	В	С	D	E	F	G	н	1	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 Re
3	3100001208	0	1000				11426	10UNA	GMNR			20/07/2017	20/07/2017	01/07/2017	Non-Bud Re

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

1.0			THE OCAT OF DO 4405 1	7 (20 (2017 2	00.014		40.100			
	assetTfr_2017-07-	-20_1405.txt	- Notepad						- c	×
	File Edit Format	View Help								
	3100001207 3100001208	0 0	1000 1000	11426 11426	10UNA 10UNA	gmnr gmnr	20/07/ 20/07/		Non-Bu Non-Bu	

#### **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

Mass Asset Transfer	,	
🕸 <mark>I</mark>		
Execution Mode		
Execute in Foreground	🔘 Schedule Ba	ackground Job
✓ Test Run		
File path on local machine		
<ul> <li>Excel File</li> </ul>	🔿 Text File	
File name	C:\Users\mark\Documen	ts\assetTfr_2017-07-20_1405.xlsx

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.

Error during file read. 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 Ass	set Tran	nsfer															
9 = 7	r 🕛 🕯	84 🕹	1														
Reference	Reference R	leference A	Asset Numb	Asset Clas S	ub Number	Cost Cent	er Fund	Grant	Int.Order	WBSElement [	Document (	D Posting Da	Asset Valu	Text	Posting Pe	Document	T Transfer v
003100001207	0000 1	000	(	00000310		00000114	26 10UN	A GMNR		2	20/07/2017	20/07/2017	01/07/201	7 Non-Bud Rel tfr			Z2
003100001208	0000 1	000		00000310		00000114	26 10UN	A GMNR		2	20/07/2017	20/07/2017	01/07/201	7 Non-Bud Rel tfr			Z2
Transfer variant	Reference	Allocatio	on Amount Po	s Percentag	e Ouantity F	Prior Year C	urrent Ye	New Ass	et Docume	nt N Transfer	Type E	armarked Earr	narked Trar	nsfer Message		iau	ipment
Z2	Notif:100012			J	)	<				Intra-Volu				document can be	posted suc		
72	Notif:100012	34			>	<				Intra-Volu	me			document can be			

4. 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



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

Mass Asset Transfer	
🚱 <mark>1</mark>	
Execution Mode	
Execute in Foreground     Test Run	C Schedule Background Job
File path on local machine	
Excel File	🔿 Text File
File name	C:\Users\mark\Documents\assetTfr_2017-07-20_1405.xlsx

6. 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.

Mass As	set Tra	ansfer																
9 🛓 Ŧ	ሬ 1	1	🗟 🔽 🚹	<b>i</b>														
Reference	Reference	e Refereno	e Asset Numl	Asset Clas	Sub Number	Cost Cente	er Fund	Grant	Int.Order	WBSElement	t Documen	t D Posting D	Asset Val	Text	Posting Pe	Document T	Transfer variant	Referer
003100001207	0000	1000		00000310		000001142	26 10UNA	GMNF	2		20/07/20	17 20/07/20	7 01/07/20	7 Non-Bud Rel th			Z2	Notif:10
003100001208	0000	1000		00000310		000001142	26 10UNA	GMNF	2		20/07/20	17 20/07/20	7 01/07/20	7 Non-Bud Rel tfr			Z2	Notif:10
deference .	Allocation /	Amount Pos	Percentage	Quantity Prio	r Year Curre	nt Ye New A	Asset Num	ber D	ocument N	umber Trans	fer T Ea	rmarked Earm	arked Trans	er Message	Equi	pment Messad	e	
lotif:10001234				X					100002477		Volume			Transferred Succe				essfulv
									100002478	(ntra-				Transferred Succe				

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



🖲 🔎 Displa	ay Document:	General Ledger	View								
📑 😂 🏰 Display (	Currency 📃 Entry Vie	ew 🗂 Other Ledger									
Data Entry View											
Document Number	4100002477	Company Code	1000	Fiscal Yea	ar	2017					
Document Date	20.07.2017	Posting Date	20.07.201	7 Period		7					
Reference	NOTIF:100012	34 Cross-Comp.No.									
Currency	USD	Texts exist		Ledger G	oup						
Ledger OL											
Doc.	4100002477	FiscalYear	2017	Period		7					
gletmi	€ <b>7. 2.</b> %. I	🖹 () . () . () . () . ()									
CoCd Itm L.item	PK G/L Account Cr	mmt Item Description	A	mount Fund	Funds Ctr	Cost Ctr B	usA Grant	Purchasing Doc.	Item Plnt	Assign.	Amount LC Curr.
1 000001	75 27161010 27	71610105 003100001207 00	00 29,0	69.30- 10JFA	16227	S	LOO GMNR				29,069.30- USD
2 000002	70 27861010 27	78610105 003100001207 00	00 25,8	39.37 10JFA	16227	S	LOO GMNR				25,839.37 USD
3 000003	70 27161010 27	71610105 003100002248 00	00 29,0	69.30 10UNA	11426	S	300 GMNR				29,069.30 USD
4 000004	75 27861010 27	78610105 003100002248 00	00 25,8	39.37- 10UNA	11426	S	300 GMNR				25,839.37- USD

8. Make sure to review all relevant Accounting Documents

ettings (	Environment System Help			C List of Documents in Accounting						
) 🙆 🚷	<u>D</u> ocument Changes Check Information	ð		Documents in Accounting						
ta Ent	P <u>a</u> yment Usage	Ì		Document Object type text						
General L	Doc <u>u</u> ment Environment		Original Doc <u>u</u> ment	1702287974 Accounting document 4100002477 Accounting document						
	Add <u>i</u> tional Assignments <u>V</u> aluation		Accounting Documents	000000173 Asset Transaction 1004175612 Controlling Document						
mpany C	C <u>o</u> rrespondence		<u>R</u> elationship Browser	1005183654 Funds Management doc						
sting Dat oss-Comp	Bala <u>n</u> ce Sheet Adjustment	F	6	000000173 Grants Mgm. Doc.						
xts exist	Invoice Summary Reference Object			Separate Original document 🖨 🗙						

🖲 🖌 Displa	Display Document: General Ledger View														
• •	역 😂 🏄 Display Currency - 텍 Entry View - 📫 Other Ledger														
Data Entry View															
Document Number 1702287974 Company Code 1000 Fiscal Year 2017															
Document Date	20.07.2017	Posting Date	20.07.2	017	Period		7								
Reference	NOTIF:10001234	Cross-Comp.No.													
Currency	USD	Texts exist		l	edger Gro.	up									
Ledger OL															
Doc.	1702287974	FiscalYear	2017	F	Period		7								
gletnæ	<b>T. Z.</b> %. (=	<b></b>													
CoCd Item PK G/L	Account Cmmt Item Des	cription	Amount Fund	Funds C	tr Cost Ctr	BusA	Grant	Purch.Do	. Item	Pint A	ssignment	Amount LC	Earmd Fnd		
1000 1 40 1940	1010 19401010 AR	Due To From 3,	229.93 10JFA			S100	GMNR			1	7022879740012017	3,229.93			
2 50 1940	1010 19401010 AR	Due To From 3,	229.93- 10UNA			S300	GMNR			1	7022879740022017	3,229.93-			

Display FM Document: Overview																
9 🔁 🛓	9 12 1 2 1 0 1 2 1 0 1 2 1 0 1 2 1 0 1 2 1 0 1 2 1 2															
Display FM Document: Overview																
FM Doc. No.	Îtrr	Statistics indicator	Fund	BP	Funds Ctr	Cmmt Item	Stat.In	FMAC	FMAC Am	Ledger	• Year	Per	FM pstg d.	FI doc.no.	Itm Val.type text	Amt type
FM Doc. No.		Statistics indicator Statistical (not budget-relevant, no FYC				Cmmt Item 271610105				Ledger Payment Budget	Year 2017			FI doc.no. 4100002477		
	1		10JFA	B17	16227		X	USD								Original
	1	Statistical (not budget-relevant, no FYC	10JFA 10JFA	B17 B17	16227 16227	271610105	X X	USD USD	29,069.30-					4100002477	1 Profit transfer postin	Original 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 Ser	vice Notification: Initial Screen
Notification	
Notification	10000041
Nouncation	Transfer C.

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.

tification	10000048 P1	Transfer 🛛
tific. Status	NOPR OSTS	ASGN 💅
Serv.order	S	iales ord.
Notification	Location data	Items Tasks Activities Sales
D. 6		
Reference object		
Functional loc.	200678.031.01	Publication Building
Equipment	10023003	Publication Building SMART STREAM RIP FOR INDIGO PRESS 5500
	[	
Assembly		
Assembly		
Assembly Subject		
	UNASSN UN03	



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.

		Person respo  Person respo  Person respo
( ) Cee 5 av 8 av	Entry 1 of 1 2022	

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). <u>The following process is generally only used for Peacekeeping and Special Political Missions.</u>

## 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 <u>serialized equipment assets</u> going through the STO process that have <u>had their Good Issue completed</u><sup>1</sup>. 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.

<sup>&</sup>lt;sup>1</sup> 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 Fig	xed 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		

- 4. 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.

- 5. 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.

5	Stock T	Trans	sfer Re	pon	t for Fi	xed A	ssets	,																	
×	Export File	le for M	ass Asset	Transf	er																				
	3		1110	. 1 室		<u>ان ا</u>			) 🔳																
垦	STO (PO)	) STO	D Item ST	О Туре	Outbound	Delivery	Outbou	nd Delivery	Item	Goods Issu	e (Mat.l	Doc.) Goo	d MvT	Reference	Asset F	lefer /	Asset Dese	cription	Class	Reference	Equip Eq	uipment De	scription	Material	MTyp
	48300000	04	10 ZN	BD	80001039				10	4900330154	ł		1 641	42000094	74 (	1	NETWORK	APPLIAN	420	16487226	"L	ARGE, WID	E AREA VIR	2100001244	ZAST
₽₽.	Asset Va					orage Loo				Origin FA									Funded	Program G	/L Acct Ir	iternal Ord	er WBS Ele	ment (Costs)	BusA
		0	0.00 551	)	2104		205KC	0 1048	1	11BD0012	2 CD10	10158	20NUA	10158	GMNR	P1/	11BD001	2							
副	Entered or	n Po	sting Date	Asse	t Val Date	STO R	eferenc	e		B Earman	ked Fur	nds Doc	Earmar	ked Funds	Docum	ent Te	xt Earma	Earmar	ked Fun	ds Docume	nt Item '	Fext Earma	arked Funds	open Refer	rence
	31.05.201	7 31	.05.2017	31.0	5.2017	STO_T	FR 483	0000004 (	0010	N														4900	330154
₽	Asset Las	st Reti	rement D	ate A	sset Dead	tivation	Date A	Asset Capi	talisati	ion Date	Asset A	Acquisitio	n Date I	Pr-yr acq.	Curr.y	r.acqu	iis.								
							0	1.11.201	5		01.11.2	2016	3	ĸ											



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 Committment 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.

Stock Transfer Report for Fixed Assets



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 Tran	sfer Repoi	rt for Fix	red Assets											
Export File for N	Export File for Mass Asset Transfer													
	▓╠▛▖፟፟፟			1										
🗈 STO (PO)	STO Item	STO Type	Outbound Delivery	Outbound Delivery Item	Goods Issue (Mat.Doc.)									
4810000000	10	ZSDS	80001822	10	<u>4900297903</u>									
4810000000	10	ZSDS	80001822	10	<u>4900297903</u>									
4810000000	10	ZSDS	80001822	10	<u>4900297903</u>									
4810000000	10	ZSDS	80001822	10	<u>4900297903</u>									
4810000000	10	ZSDS	80001822	10	<u>4900297903</u>									
481000002	10	ZSDS	80001823	10	<u>4900297912</u>									
481000002	10	ZSDS	80001823	10	<u>4900297912</u>									

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 receipent is a Grant Fund, the Grant field should <u>not</u> 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		Budget-Relevant Transfer - NSP Rev. Intra-Volume
Z2	Intra- volume	Non-Budget Relevant Intra-Volume Transfer (at NBV)
Z3		Budget-Relevant Transfer - SP Rev. Intra-Volume
Z5		Budget-Relevant Transfer - NSP Rev. Cross-Volume
Z6	Cross- Volume	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	В		С	D	E		
1	Asset Mass T Use with transact	Fransfer tion 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	If reclassifyin asset, enter th		
3	List Asset Numbers to be transferred here	If transferring sub-assets, list the corresponding sub-asset numbers here. Otherwise, enter 0	Always = 1000	)	(2) If transferring Sub-Asset, populate with receiving Main Asset Number	asset class he Otherwise lea blank.		
4	Reference Asset	Reference Sub-Asset Number	Reference Co	mpany Code	Asset Number	Asset Class		
5	3300000402	0		1000				
6	330000401	0		1000				
7	3300000505	0		1000				
8	3300000514	0		1000				
9	330000516	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.

Mass Asset Transfer	,	
🕸 <mark>I</mark>		
Execution Mode		
Execute in Foreground	🔘 Schedule Ba	ackground Job
✓ Test Run		
File path on local machine		
<ul> <li>Excel File</li> </ul>	🔿 Text File	
File name	C:\Users\mark\Documen	ts\assetTfr_2017-07-20_1405.xlsx

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.

Error during file read. 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							
3 A 7 7	0 93	a T la 🗰 🖪	l					
Document T Transfe	v Reference	Allocation Amount Pos	Percentage Quantity Prior Year	Current Ye New Asset Docume	t N Transfer Type Earmarked	Earmarked	Transfer Message	Equipmer
Z5	4900330172		x		Cross-Volume 590000015	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 590000015	1	The document can be posted successfully	
Z5	4900330172		x		Cross-Volume 590000015	1	The document can be posted successfully	
Z5	4900330172		v		Cross-Volume 5900000015	1	The document can be posted successfully	

4. 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.



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

Mass Asset Transfer	
🚱 <u>i</u>	
Execution Mode	
Execute in Foreground     Test Run	Schedule Background Job
File path on local machine	
<ul> <li>Excel File</li> </ul>	🔿 Text File
File name	C:\Users\mark\Documents\assetTfr_2017-07-20_1405.xlsx

6. 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.

Mass Asset Transfer								
3 4 7 7		3 4 1 1						
Quantity Prior Yea	ar 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
х		003300003237-0000	4100002332	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16197179 updated successfully
х		003300003238-0000	4100002333	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198692 updated successfully
х		003300003239-0000	4100002334	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198693 updated successfully
Y		003300003240-0000	4100002335	Cross-Volume	5900000015	1	Asset Transferred Successfully	Equipment 16198694 updated successfully

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



<b>1</b>	Display Document: General Ledger View												
<b>r</b> 2	b 🎽 Disp	lay Currency 🛛 🗏	Entry View	Cther Le	dger								
Data E	Entry View												
Docun	nent Num	ber 410000	2331	Company (	Code 10	00	Fiscal Yea	r 💈	2017				
Docun	nent Date	09.06.	2017	Posting Da	te 08	.06.2017	Period		5				
Refere	ence	490033	0172	Cross-Com	p.No.								
Currer	ncy	USD		Texts exist			Ledger Gr	oup					
Ledger	r OL												
Doc.		410000	2331	FiscalYear	20	17	Period		5				
3		1 🚯 🏹 🗖 🔀		0.6.	II. (II.)								
CoCd	Item PK	Commitment Itn	G/L Account	Account	Description	Σ	Amount	Earmd Fnds	Fund	Funds Center	BusA	Grant	Text
.000	1 75	69101020S	27163010	27163010	003300000402	0000	135,462.88-		10UNA	10733	M006	GMNR	STO_TFR 4820000014 00010
	2 70	69101020S	27863010	27863010	003300000402	0000	13,101.34		10UNA	10733	M006	GMNR	STO_TFR 4820000014 00010
	3 70	27163010	27163010	27163010	003300003236	0000	122 361 54	590000015	20SKB	10255	P015	GMNR	STO_TFR 4820000014 00010

## 8. Make sure to review all relevant Accounting Documents

ettings Environment System <u>H</u> elp	Cr List of Documents in Accounting
🚱 🚱 💆 Document Changes 🗾 👔 📳	Documents in Accounting
Check Information	
ta Ent Payment Usage	Document Object type text
Document Environment         Original Document           Additional Assignments         Additional Assignments	1702287690       Accounting document         4100002331       Accounting document         0000000036       Asset Transaction
<u>Valuation</u> ► <u>Display Transaction</u>	1004176259 Controlling Document
mpany C Correspondence <u>R</u> elationship Browser	1005451229 Funds Management doc
sting Dat Bala <u>n</u> ce Sheet Adjustment 6	000000036 Grants Mgm. Doc.
oss-Comp Invoice Summary	
xts exist Reference Object	-
	💽 🕄 Separate 🛛 Original document 🚔 🗶
Display Document: General Ledger View	
📑 😂 🏰 Display Currency 🛛 🖫 Entry View 🛛 📫 Other Ledger	
Data Entry View	
	al Year 2017
Document Date 09.06.2017 Posting Date 08.06.2017 Peri	bd 6
Reference 4900330172 Cross-Comp.No.	
Currency USD Texts exist Led	ger Group
Ledger 0L	
Doc. 1702287690 FiscalYear 2017 Peri	bd 6
3 2 7 1 7 7 . 2 . % . 20 . 8 . 4 . 1	
CoCd Item PK Commitment Itm G/L Account Account Description 2 Amount Fu	nd Funds Center BusA Grant Assignment Amount LC Earmd Fn. WBS
1000 1 40 11001000 11701010 11701010 Csh MAIN Pool 122,361.54 10	
2 50 11001000 11701010 11701010 Csh MAIN Pool 122,361.54-20 0.00	SKB P015 GMNR 17022876900022017 122,361.54-
- 0.00	
Display FM Document: Overview	
9 8 4 7 7 8 0 8 4 4 6 7 4 6 1 1 1	
Display FM Document: Overview	
Display FM Document. Overview	
20.07.2017 22:17:34	
FM Doc. No. TItm Statistics indicator Fund BP Funds Ctr Cmmt Item	tat.Ind. FMAC FMAC Amnt Ledger
1005451229 1 Statistical (not budget-relevant, no FYC 10UNA B17 10733 691010205	
2 Statistical (not budget-relevant, no FYC 10UNA B17 10733 691010205 3	
3 Real (Budget Relevant)         205KB         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.

Transfer	Transfer	Budget Relevance	Revenue	Follow-on Process
Variant	Туре			
Z1		Budget-Relevant	Not Spendable	n/a
Z2	Intra-	Non-Budget Relevant	n/a	Post SF Document using <b>FV50</b> to offset the AR Due To/From – ref. Job Aid "Clearing balances and open items in GL 19401010 (AR Due to Due From)"
Z3	volume	Budget-Relevant	Spendable	If applicable, charge beyond the net book value using <b>FV50</b> and Doc Type SA. <i>Refer to following</i> section (3. Follow-on transactions for Replacement Cost)
Z5		Budget-Relevant	Not Spendable	n/a
Z6	G	Non-Budget Relevant	n/a	Post SF Document using <b>FV50</b> to offset the AR Due To/From – ref. Job Aid "Clearing balances and open items in GL 19401010 (AR Due to Due From)"
27	Cross- Volume	Budget-Relevant	Spendable	If applicable, capitalize the additional value for Replacement Cost using <b>F-90.</b> This will increase the quantity of the asset, so it must then be manually reduced back to 1 using AS02. <i>Refer to following</i> <i>section (3. Follow-on transactions for Replacement</i> <i>Cost)</i>

#### Follow-on Accounting Processes after Asset Transfer for STOs:

# **3- Follow-on transactions for Replacement Cost**

Under the Financial Rules and Regulations some funds (when doing budget relevant transfers of assets) can charge replacement cost. This is mostly relevant for SDS stock (under 20BLB), but in some cases can include assets held by the cost recovery funds (10RCR and 20PCR).

When transfering assets using ZAA\_MASS\_TFR (or ABUMN) only the netbook value (NBV) is charged to the receiving mission. If the receiver is to be charged replacement cost (if allowed under the Financial Rules and Regulations), then a second action is needed to charge the difference between NBV and Replacement Cost.

The transaction needed depends on whether the asset is transferred across volume or within volume:

- A. Within volume: use FV50 to charge the receiver
- B. Cross volume: use F-90 (as this will increase the capitalised value of the asset).



*Example:* In the following example a vehicle is transferred from SDS stock to a mission. The vehicle currently has sa NBV of 18,000. The Replacement Cost being charged by SDS is 21,000. As such there is a delta of 3,000 to be charged to the mission.

#### **3.1 Within volume transfers**

The most common example is transfering assets from SDS Brindisi to PK missions (i.e. 20BLB to a peace keeping fund, i.e. 20MAL (Mali)).

- 1) The GL User will use t-code FV50
- 2) Document date: Enter
- 3) Posting date: Enter (in most cases this should be the same as the goods issuance date on the STO, so care has to be done to post on time).
- 4) Doc.Header Text: for example enter the STO number or Funds Commitment.
- 5) Document type SA
- 6) Debit line:
  - a. GL Account: Use the same expense account as the relevant line in the Funds Commitment provided (the full list is also provided in Annex 1 of the relevant posting schemas on iSeek under Umoja job aids).
  - b. Debit/Credit: Debit
  - c. Amount: the Difference between the Netbook Value and the Replacement Cost
  - d. Earmarked Funds: the Funds Commitment Document and Funds Commitment Document Item (if no funds commitment or not via the STO process enter the relevant fund and cost object to be charged).
  - Hit enter all other elements should derive from the funds commitment document.
- 7) Credit line:
  - a. GL Account: Use the relevant revenue account (the full list is also provided in Annex 2 of the relevant posting schemas on iSeek under Umoja job aids).
  - b. Debit/Credit: Credit
  - c. Amount: the Difference between the Netbook Value and the Replacement Cost
  - d. Fund: The same fund as the fund of the sending Plant/SLOC
  - e. Cost Center: The same as the fund center of the sending Plant/SLOC
  - Hit enter all other elements should derive from the fund and cost center.

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8) Then save the document and post through workflow. Cash is also moved between the funds (automatically) when the document is posted.

## **3.2 Cross volume transfers**

In the case of cross volume transfers (for example where SDS Brindisi transfer to a Special Political Mission, i.e. 20BLB to 10UNA) the value of the asset needs to increase to the replacement cost charged, as such instead of using FV50 and expensing the replacement cost difference this is capitalised in to the cost of the asset for the receiver. Cash is also moved between the funds (automatically when this document is posted).

- 1) The FA.15 will use t-code F-90
- 2) Document date: Enter
- 3) Posting date: Enter (in most cases this should be the same as the goods issuance date on the STO, so care has to be done to post on time).
- 4) Doc.Header Text: for example enter the STO number or Funds Commitment.
- 5) Document type **AA**
- 6) Debit line:
  - a. Posting Key 70
  - b. Account: Enter the number of the Asset created after the transfer (ensure you use the new asset number).
  - c. Transaction type: ZRC or ZRP (ZRC for assets that have a captilisation date in the current calendar year, ZRP for asset that have a capitaliation a prior calendar year).
- 7) Hit enter you will be taken to another screen
  - a. Amount: the Difference between the Netbook Value and the Replacement Cost.
  - b. Quantity: 1
  - c. Hit the More button:

- d. Earmarked Funds: The Funds Commitment Document and Funds Commitment Document Item (if there is no funds commitment or this is not part of the STO process, then enter the relevant fund and cost object to be charged).
- e. The Reference Date: is the asset value date, for STOs this should be of the same date as the date Goods Issuance was posted on the relevant line in the STO.
- f. Hit enter, all other elements should derive from the funds commitment document.

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Enter Asset Posting: Add Asset item	
🔏 📾 🖻 🕩 More data 🛛 Acct model 🥳 Fast Data Entry 🚹 Taxes	
G/L Account         27161010         FA Vehicle Light Wheeled Cost           Company Code         1000         United Nations         Trans. Type         125           Asset         3100009919         4X4 GENERAL PURPOSE HEAVY, TOYOTA, LANDCRUISER,	
Item 1 Debit asset / 70 Acq. Transfer CY Bud / ZRC           Amount         3000         USD           Tax code         Calculate tax	E <sup>2</sup> Coding Block X
Quantity 1 EA Business Area P021 Tridg Part.BA Order Asset 3100009919 0	Business Area P021 Asset 3100009919 0 Order WBS Element Network
WBS Element Network Assignment Text VBS Long Texts	Commitment Item 27161010 Earmarked Funds 5900000010 1 Transactn Type 125 Material
Next line item	

- 8) Credit line:
  - a. Posting Key: 50
  - b. GL Account: Use the relevant revenue account (the full list is also provided in Annex 2 of the relevant posting schemas on iSeek under Umoja job aids).

First line	item		
PstKy	50 Account 63131020	SGL Ind TType	

- c. Amount: the Difference between the Netbook Value and the Replacement Cost.
- d. Select the More Button

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G/L Account 63131020 SP Ground Transport Equip Sale Company Code 1000 United Nations	
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Item 1 / Credit entry / 50	
Amount 3000 USD	Business Area Trdg Part.BA
Calculate tax	Cost Center 10100
	Order
Cost Center Order	Profit Center
WBS Element Profit. Segment	Segment Partner Segment
Business Area	Profit. Segment
Profit Center Sales Order	WBS Element
	Fund 20BLB 🖸 Grant
	Partner Fund
Assignment	Funded Program
Text 📝 Long Texts	Functional Area Commitment Item 631310205
	Funds Center
Next Line Item	Sales Order
PstKy Account SGL Ind TType New co.code	Real Estate Obj
	✓ ③ ×

- e. Fund: The same fund as the fund of the sending Plant/SLOC
- f. Cost Center: The same as the fund center of the sending Plant/SLOC Hit enter all other elements should derive from the fund and cost center.
- 9) Simulate the posting and then save (when reviewing the simulated posting you should not that the commitment item on the asset side will be real as the posting will consume the funds commitment).
- 10) Have the FA.16 user post using FBV0
- 11) Once completed, observe that after posting F-90, the quantity in the Asset Master Record will increase for one. FA.15 needs to modify Asset Master Records, using T-Code AS02 and reduce the quantity of asset(s) to 0.

# **Appendix 1: Asset transfer template**

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

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

Asset Accounting	
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:

List	t <u>E</u> dit <u>G</u> ot	o <u>N</u> otificatio	n En	vironment <u>S</u> ettings System <u>H</u> elp														
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Dis	play Servi	ce Notific	ation	s: List of Notifications														
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- 5	Notification 10000040	Notif.date 16.06.2015	Typ	Description Retirement without Revenue	Urder	Urd	sales ord.	System status NOPR	UserStat.	Asset 3100000166	Equipment 10023077	TechIdentNo. UN013836		Code group text Write Off/Impairment Process Codes		Coding code text	Cost Ctr 11426	200
L.			PW	Retirement without Revenue				NOPR NOPT OSTS	REWA		10023077	UN013836						200
	10000041	16.06.2015								3100000171				Write Off/Impairment Process Codes				
	10000042	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	DINP	3100000172	10023115	UN014937		Write Off/Impairment Process Codes				200
	10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	REWA	3100000173	10023131	UN016230	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11454	20
	10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTS	REWA	330000001	10023043	UN012920	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11426	20
	10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTS	REWA	330000002	10023286	UN019235	UNWRTOFF	Write Off/Impairment Process Codes	UN01	Surplus	11414	20
	10000046	16.06.2015	P1	Transfer				NOPR OSTS	ASGN	4100000119	10023208	UN017683	UNASSN	Assignment	UN03	Transfer	11444	20
	10000047	16.06.2015	P1	Transfer				NOPR	APPR	510000006	10022914	UN005491	UNASSN	Assignment	UN03	Transfer	11477	20
	10000048	16.06.2015	P1	Transfer				NOPR OSTS	ASGN	5100000012	10023003	UN012068	UNASSN	Assignment	UN03	Transfer	11477	20
	10000049	16.06.2015	PW	Impairment				NOPR OSTS	APPR	5200000051	10022967	UN008383		Write Off/Impairment Process Codes	LINOS	Impairment		20
	10000050	16.06.2015	PW	Impairment				OSNO OSTS	ROCR	5200000092	10023259	UN018818				Impairment		20