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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[1].

Budget relevant transfers are another form of cost recovery or could also be thought of as Internal Sales of assets (that is the receiving office pays for the asset they are receiving). Service Orders are NOT used instead the below processes is used.

Non-budget relevant transfers can also be thought of as an Internal Donation of assets (the receiving office does not pay for the asset they receive).

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

Review of Notifications and preparation of Upload Spreadsheet are to be done by FA.15 user (Asset Accounting 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.

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[1] *Note transfers between cost centers should also be done using this procedure, as it creates an FI posting. Simply editing an asset master and changing its cost center does not lead to a posting in FI (which will lead to differences between the reporting from the Fixed Asset Sub-ledger and the trial balance).*

## 1 – Transfer of an Asset:

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.

The procedure and T-Code is the same for Budget Relevant and Non-Budget Relevant Transfers, however, different Transfer Variants are to be utilised.

The entity will decide the budget relevance of the posting to decide whether the receiving fund/grant etc will be charged. If a budget relevant transfer is done, the entity also must also assess whether any revenue derived is spendable or spendable.

Is is important to refer to financial rules regarding the transfer of assets at ST/SGB/2013/4.

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**\*\*\* Important notes for Budget Relevant Transfer:**
**Note 1 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).

**Note 2 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 memberstates/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.

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*Note on balancing postings (cash versus AR Due to Due From):* In the case where FI balancing elements are crossed (BA, Fund, Grant, Segment) the system generates a balancing posting;

- 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)** the system generates a balacing posting to 19401010(AR Due from/to). 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 or Z3)** the system generates a balacing posting to 11001000 (Cash MAIN Pool).

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

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## 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 ensure **Outstanding** and **In process are checked**
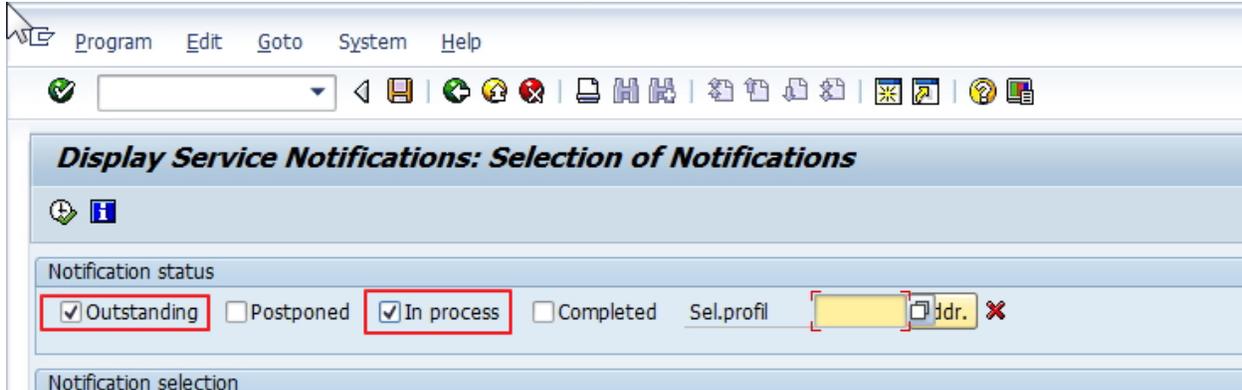


4. In **Notification selection** Select Notification Type P1
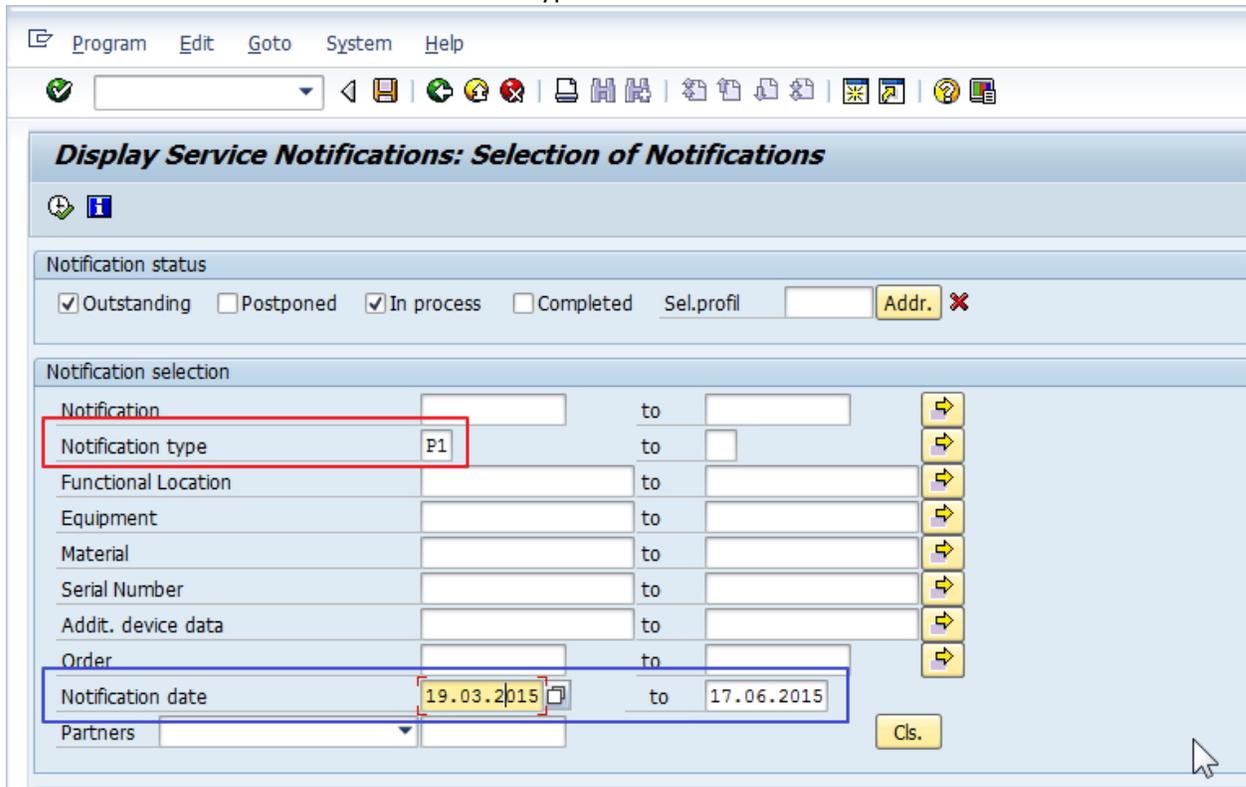
5. In General Data/Administrative data select Coding UNASSN, for Coding Code either leave blank (if you will filter later in report, or you want to see all various Notifications) or use appropriaate code: UN03 (see Reference Table in Appendix 2).

| 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 | | ⇨ |

6. In Others, make sure Layout is /ASSETNOTIF

| Others | | | | |
|---|---|---|---|---|
| Paging status | | to | | ⇨ |
| Layout | /ASSETNOTIF | | | |
| Ref. field monitor | | | | |

7. 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 | | ⇨ |

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

9. Execute report

| Program | Edit | Goto | System | Help |
|---|---|---|---|---|

**Display Service Notifications: Se**

Save Order

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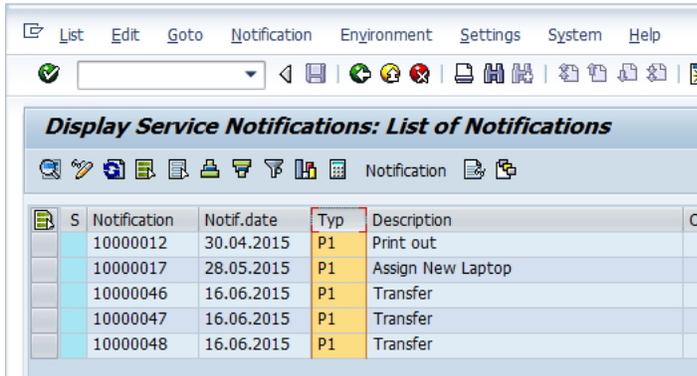


11. Filter Notifications based on Notification User Status (ASGN)



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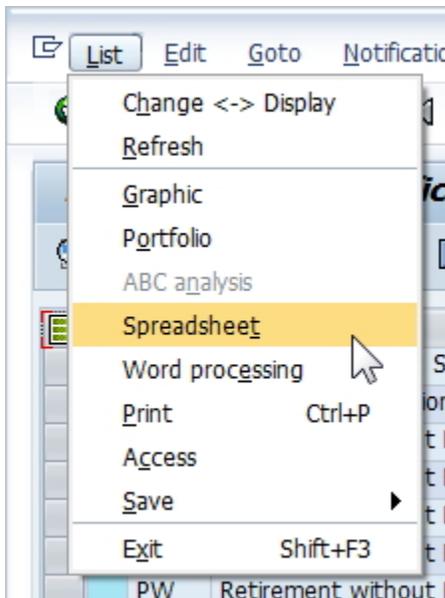
13. Review each approved (ASGN) Notification to confirm all relevant documents (approvals) are included and information is sufficient to proceed with Transfer. Coding block for receiving are should be either specified in the Description of the Notification, or included in the attached documents and approvals.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



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

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

## 1.2 Run the Equipment Asset report and review the status is correct and 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 Asset Numbers, the easiest is to copy them and paste in multiple selection, using Upload from clipboard:

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.  Code relevant toTransfers 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 has to 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 Asset (and Sub-Number, if applicable) is the Asset Number for original Asset being transferred
    1.2. Populate values for receiving Asset (new asset to be created for receiving party): Cost Center, Fund, Grant, Investment Order, WBS Element
    1.3. 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.
    1.4. Populate the Transfer Variant field. The following transfer variants relate to within-volume[2] fixed asset transfers:
        1.4.1. **Z2** if it is **Non-Budget Relevant Transfer (most common).**
        1.4.2. **Z1** if it is **Budget Relevant** Transfer with **Non-Spendable Revenue**
        1.4.3. **Z3** if it is **Budget Relevant** Transfer with **Spendable Revenue**
    1.5. Mark **"X"** in "Prior Year Acquisition" or "Current Year Acquisition", depending on when was the Asset originally acquired.

2. When all data is prepared for transfer, click on "Save to Text File" button in Excel. This will generate Text file for upload into Umoja (link to sample of generated text file is included in Appendix).



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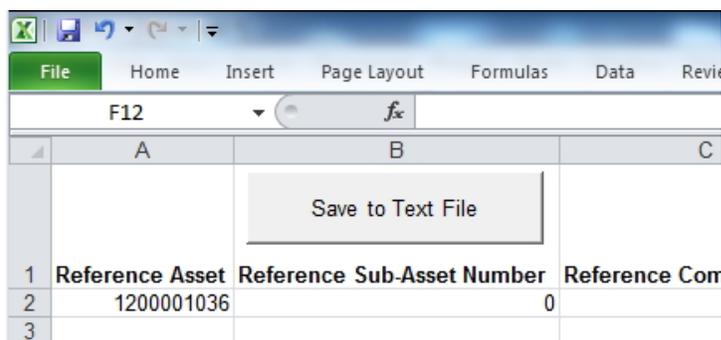
[2] **Within-volume** refers to the transfer of the asset occurring within the same financial reporting volume. Cross volume refers to a transfer of assets across financial reporting volumes (i.e. transferring an asset from volume 1 to volume 2 etc).

## 1.4 Transfer Assets

1. Execute Transaction code **ZAA_MASS_TFR** to start transfer of the asset. Make sure to check values as shown on screenshot (Execute in Foregroung, Test Run, Text File) and select file from your local disk, then process the request.
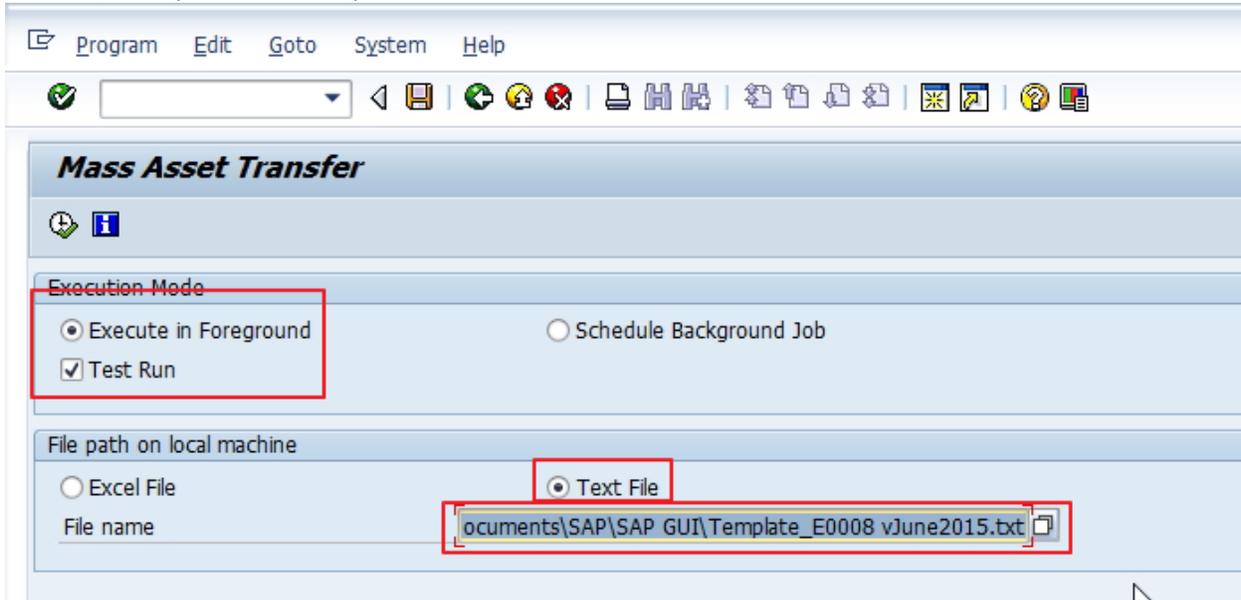


2. Review the report and make sure there are no errors. The transfer message should state that the document can be posted successfully. If there are errors the message outline the reason for the error.
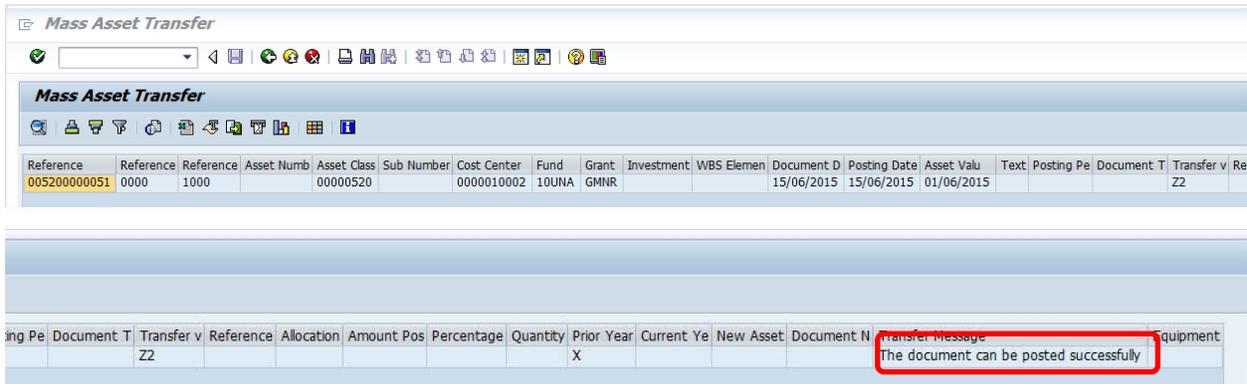


3. If report is OK, go back:
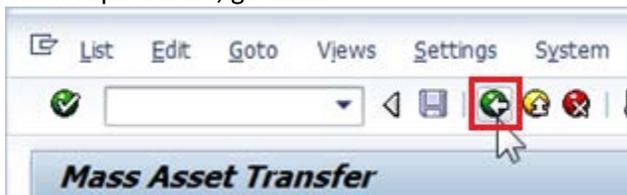


4. Leave all the settings as originally, except uncheck Test Run, and then process Transfer:

**Mass Asset Transfer**

Execution Mode
◉ Execute in Foreground          ○ Schedule Background Job
☐ Test Run

File path on local machine
○ Excel File                    ◉ Text File
File name                       C:\Users\Branko.Krstulovic\Documents\SAP\SAP GUI\Te…

5. 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.



6. In the above report, also note the Document Number for FI Posting, and using **FB03** transaction, review posting documents:

7. Make sure to review all relevant Accounting Documents
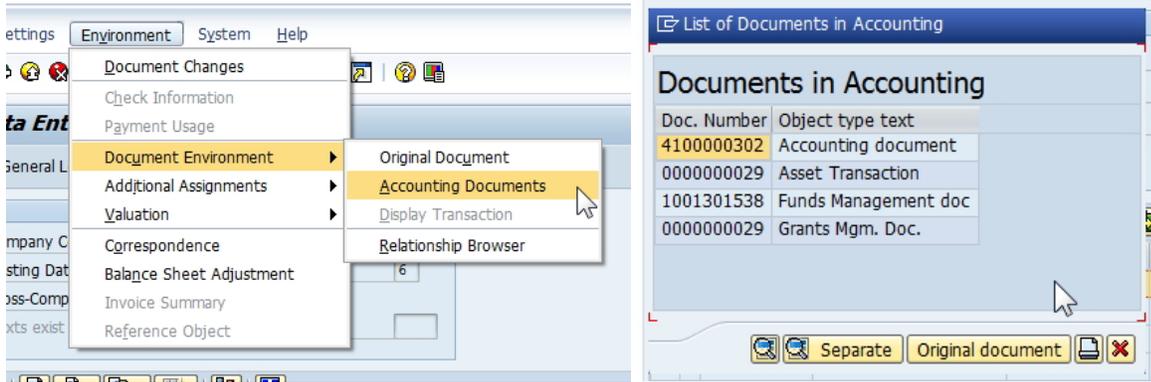
## 1.5 Update the notification status to completed

1.  Execute Transaction I**W52** 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:



2.  Start modifying the Notification, make sure to record comment "Asset Transfer Completed as of 17.06.2015, FI Document No 4100000302 " in Description in NotificationTab.
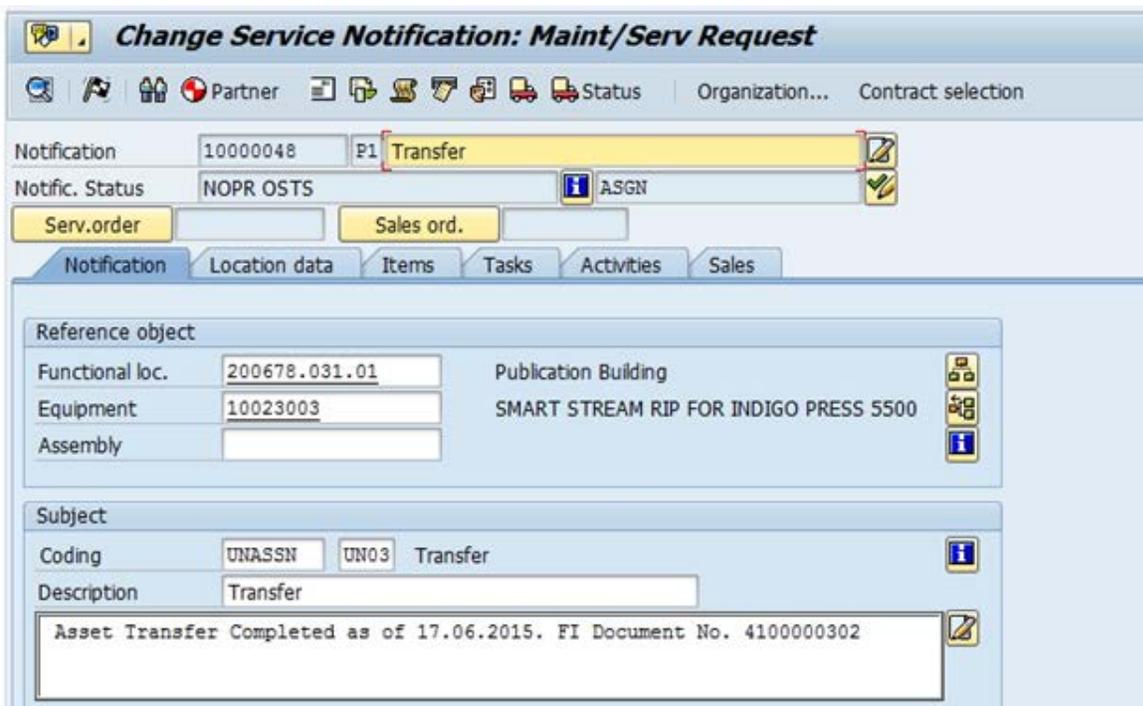
3. In Tasks tab identify Asset Transfer task that has been completed, add any comments to it as required, select the task line and click on Complete Task flag **in the bottom of the screen** to mark these tasks as complete.
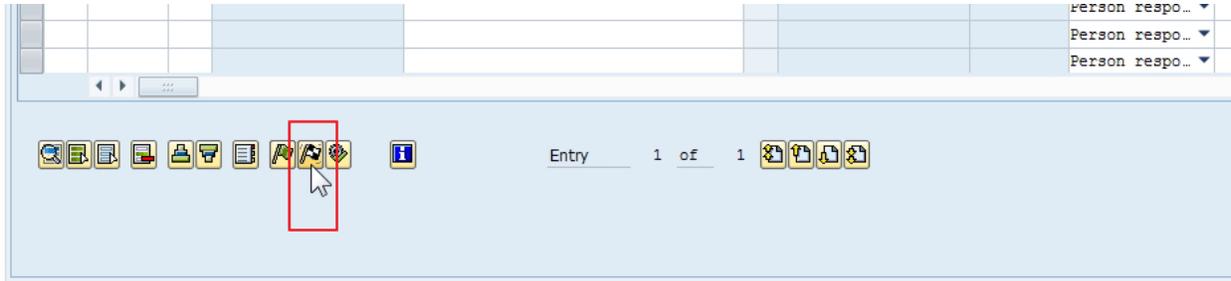


4. Save Notification and exit.
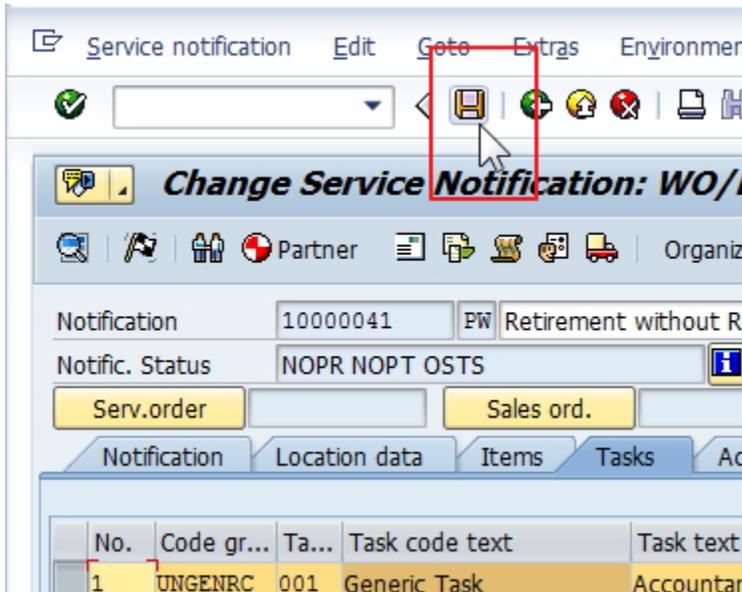
## Appendix 1: Asset transfer template

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 | ZAA_MASS_TFR Template | 30-Oct-15 |

## Appendix 2: Notifications Report and Reference Table

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



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

FI-AA JAS2 - Samples of Notifications relevant for Asset Accounting

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

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