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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 donation¹.

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.

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.

*** 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.

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;

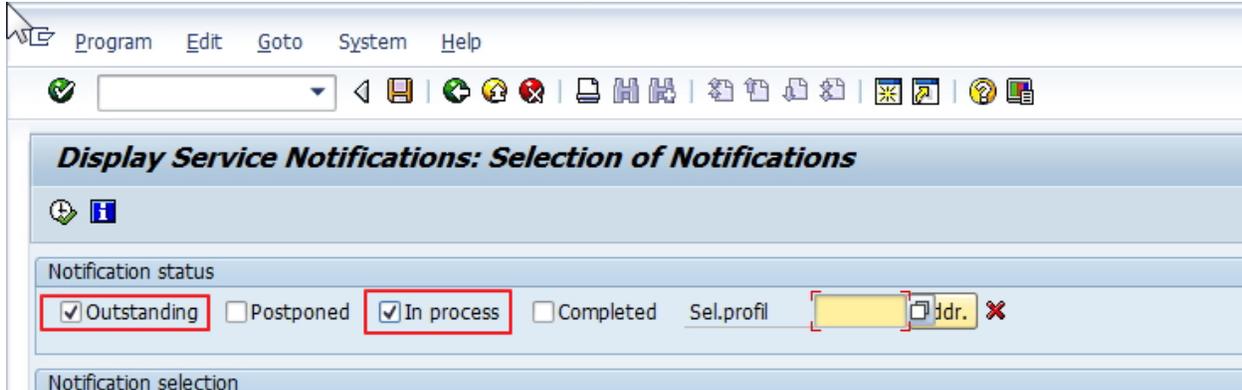
- If only Segment (derived from Functional Area) or Business Area are crossed then the balancing posting is to cash (11001000 - Cash MAIN Pool).
- If fund and/or grant are crossed and it is non-budget relevant (**internal Donation - Z2**) the system generates a balacing posting to 19401010(AR Due from/to). 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.

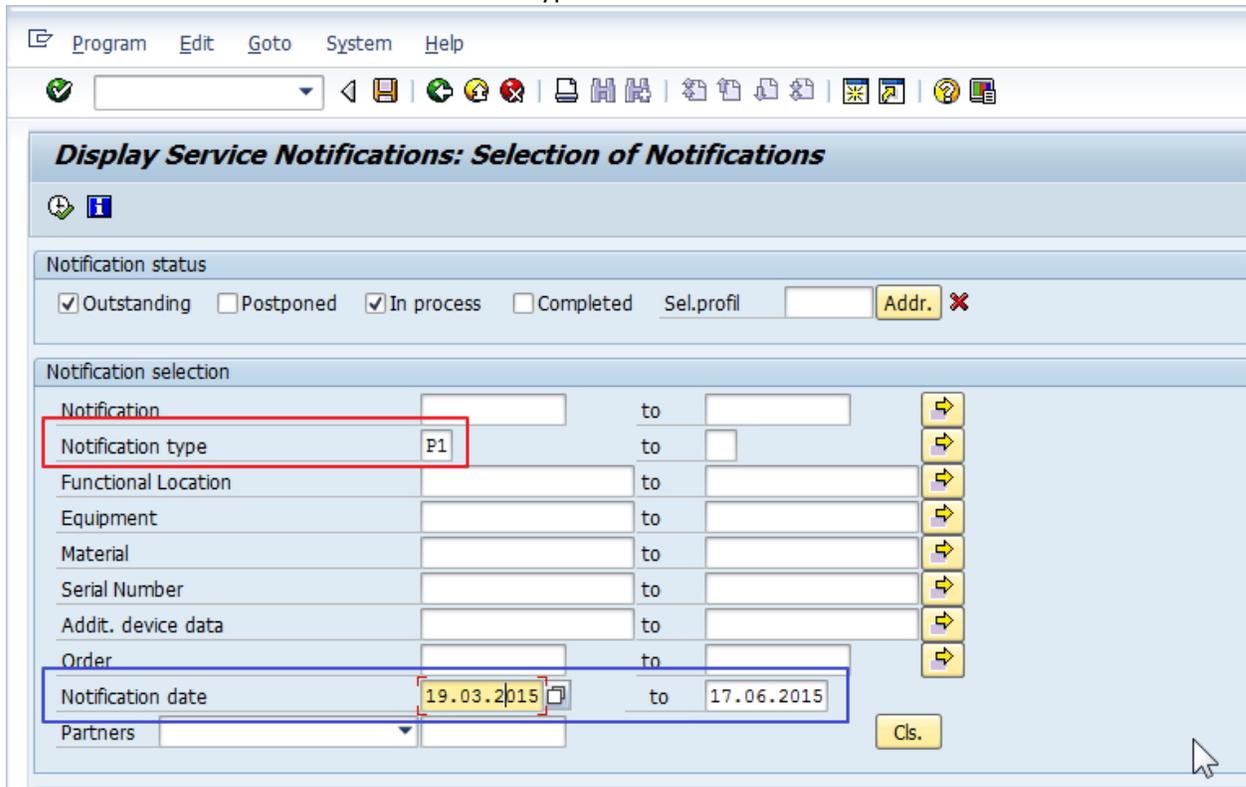
* * * * *

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



- 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 appropriate 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		➔

- 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.

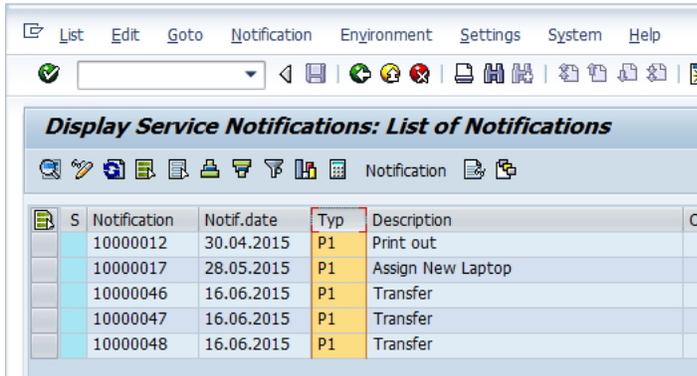
- Execute report

Program Edit Goto System Help

Display Service Notifications: Se

Execute Report

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

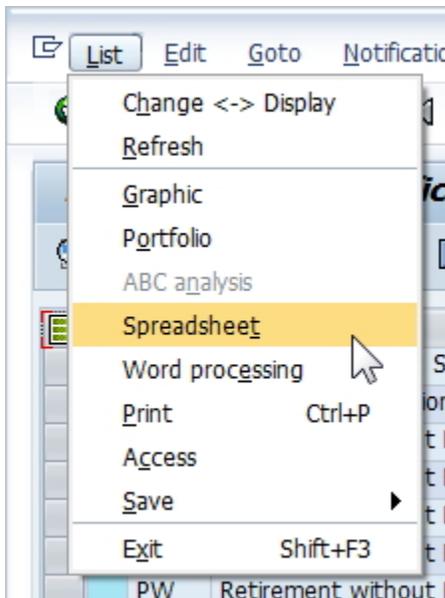


rd.	System status	Use
	NOPR NOPT	APP
	NOPR	
	NOPR	AAF
	NOPR NOPT OSTs	REV
	NOPR OSTs	DIN
	NOPR OSTs	REV
	NOPR NOPT OSTs	REV
	NOPR OSTs	REV
	NOPR OSTs	APP
	OSNO OSTs	RQ

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

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 form 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 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.

Display Service Notifications: L

S	Notification	Notif.date	Typ	Desc
	10000001	19.03.2015	PW	Writ
	10000002	24.03.2015	PW	test
	10000040	16.06.2015	PW	Retir
	10000041	16.06.2015	PW	Retir
	10000042	16.06.2015	PW	Retir
	10000043	16.06.2015	PW	Retir
	10000044	16.06.2015	PW	Retir
	10000045	16.06.2015	PW	Retir
	10000049	16.06.2015	PW	Impa
	10000050	16.06.2015	PW	Impa

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

Service notification Edit Goto Extras Environment System Help

Change Service Notification: Maint/Serv Request

Notification: 10000046 P1 Transfer

Notif. Status: NOPR OSTs ASGN

Serv.order: Sales ord.

Notification Location data Items **Tasks** Activities Sales

No.	Code or...	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
							Person
							Person

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

Display Service Notification: WO/Disp/Impairmt Req

Notification: 10000041 PW Retirement without Revenue

Notific. Status: NOPR NOPT OSTS REWA

Notification Location data Items Tasks Activities Sales

Location data

MaintPlant: KE00 UN Office at Nairobi

Location:

Room:

Plant section:

Work center:

ABC indicator: C Less Critical

Sort field:

Sales and distribution

Sales Org.:

Distr. Channel:

Division:

Account assignment

Company Code: 1000 United Nations New York

Asset: 3100000171 / 0 MOTOR VEHICLE NISSAN PATROL Y61

Business Area: S300 UN Office at Nairobi

Cost Center: 11454 DSS SSS Nairobi CO Area: 1000

WBS Element:

SettlementOrder:

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**:

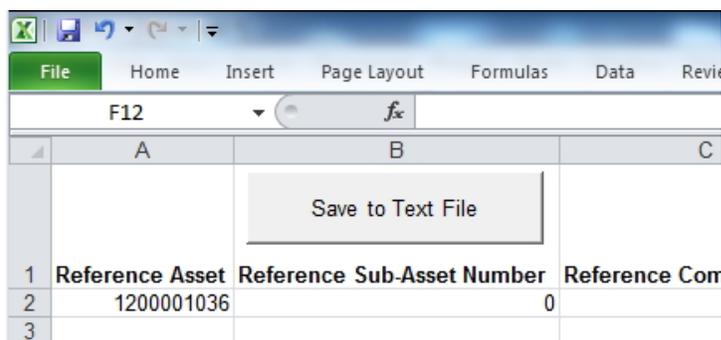
ion	Status Number in User Status List	User Status Description	Stat
	EQDE	Destruction Disposal Method	
	EQDE	Destruction Disposal Method	
	EQNF	Equipment Not Found	
	EQDN	Donation Disposal Method	
	EQDN	Donation Disposal Method	
	EQSL	Sale Disposal Method	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQIT	In Transit	
	EQAS	Equipment Assigned	
	EQAS	Equipment Assigned	

3. Code relevant 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 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-volume² 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.

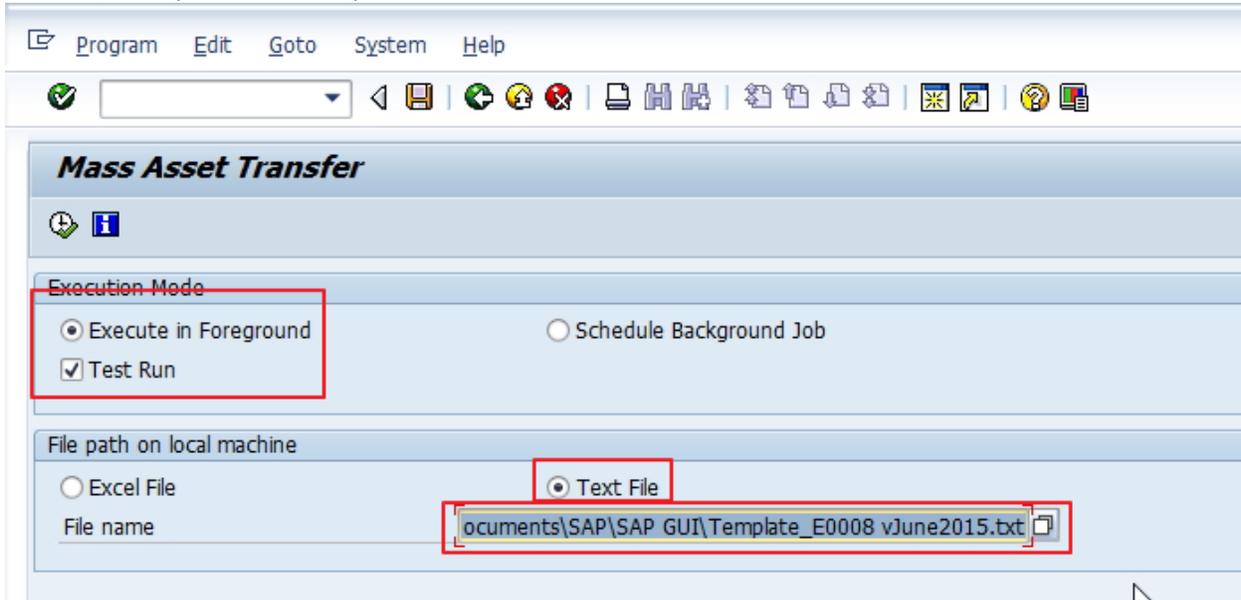
2. When all data is prepared for transfer, click on "Save to Text File" button in Excel. This will generate Text file for upload into Umoja (link to sample of generated text file is included in Appendix).



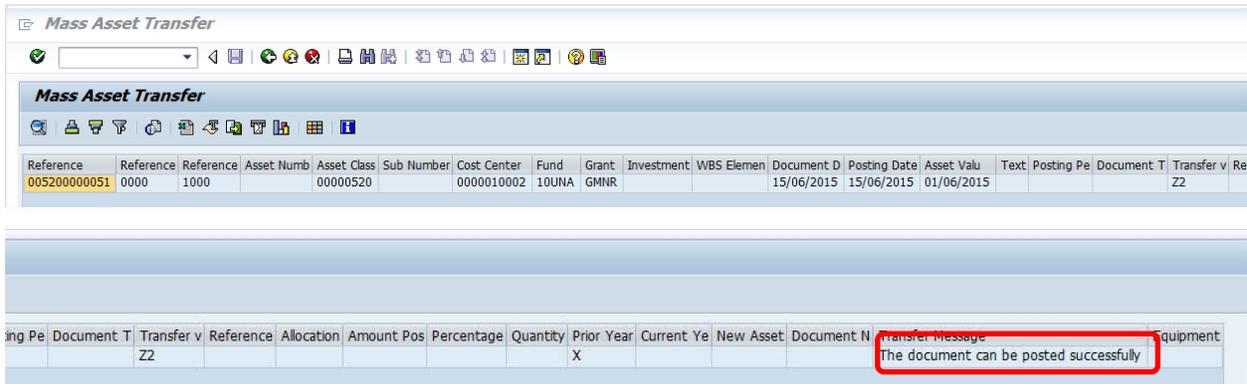
² **Within-volume** refers to the transfer of the asset occurring within the same financial reporting volume. Cross volume refers to a transfer of assets across financial reporting volumes (i.e. transferring an asset from volume 1 to volume 2 etc).

1.4 Transfer Assets

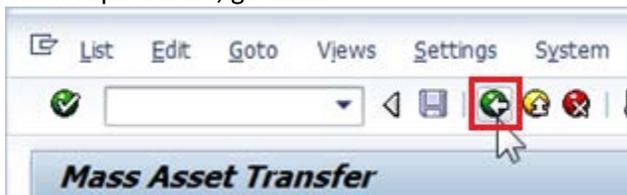
1. Execute Transaction code **ZAA_MASS_TFR** to start transfer of the asset. Make sure to check values as shown on screenshot (Execute in Foreground, Test Run, Text File) and select file from your local disk, then process the request.



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

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...

- 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.

Mass Asset Transfer

Reference	Reference	Reference	Asset Numbr	Asset Class	Sub Number	Cost Center	Fund	Grant	Investment	WBS Elemen	Document D	Posting Date	Asset Valu	Text	Posting Pe	Document T	Transfer v	Refa
005200000051	0000	1000		00000520		0000010002	10UNA	GMNR			15/06/2015	15/06/2015	01/06/2015				ZZ	

Document T	Transfer v	Reference	Allocation	Amount Pos	Percentage	Quantity	Prior Year	Current Ye	New Asset Number	Document N	Transfer Message	Equipment Message
ZZ						X			005200000193-0000	4100000302	Asset Transferred Successfully	Equipment 10022967 updated successfully

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

Display Document: Data Entry View

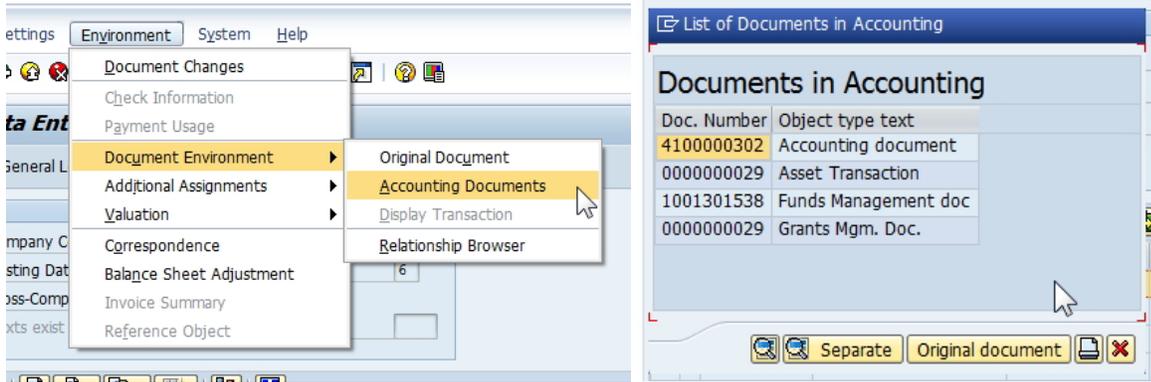
Display Currency General Ledger View

Data Entry View

Document Number: 4100000302 Company Code: 1000 Fiscal Year: 2015
 Document Date: 15.06.2015 Posting Date: 15.06.2015 Period: 6
 Reference: Cross-Comp.No.:
 Currency: USD Texts exist: Ledger Group:

PK	S	Account	Description	Amount	Curr.	Amount in LC	G/L Account	Assignment	BusA	Fund	Partner Fund	Grant
7		27175010	005200000051 0000	70,580.60-	USD	70,580.60-	27175010		S300	10UNA		GMNR
7		27875010	005200000051 0000	58,817.17	USD	58,817.17	27875010		S300	10UNA		GMNR
7		27175010	005200000193 0000	70,580.60	USD	70,580.60	27175010		S100	10UNA		GMNR
7		27875010	005200000193 0000	58,817.17-	USD	58,817.17-	27875010		S100	10UNA		GMNR

7. Make sure to review all relevant Accounting Documents

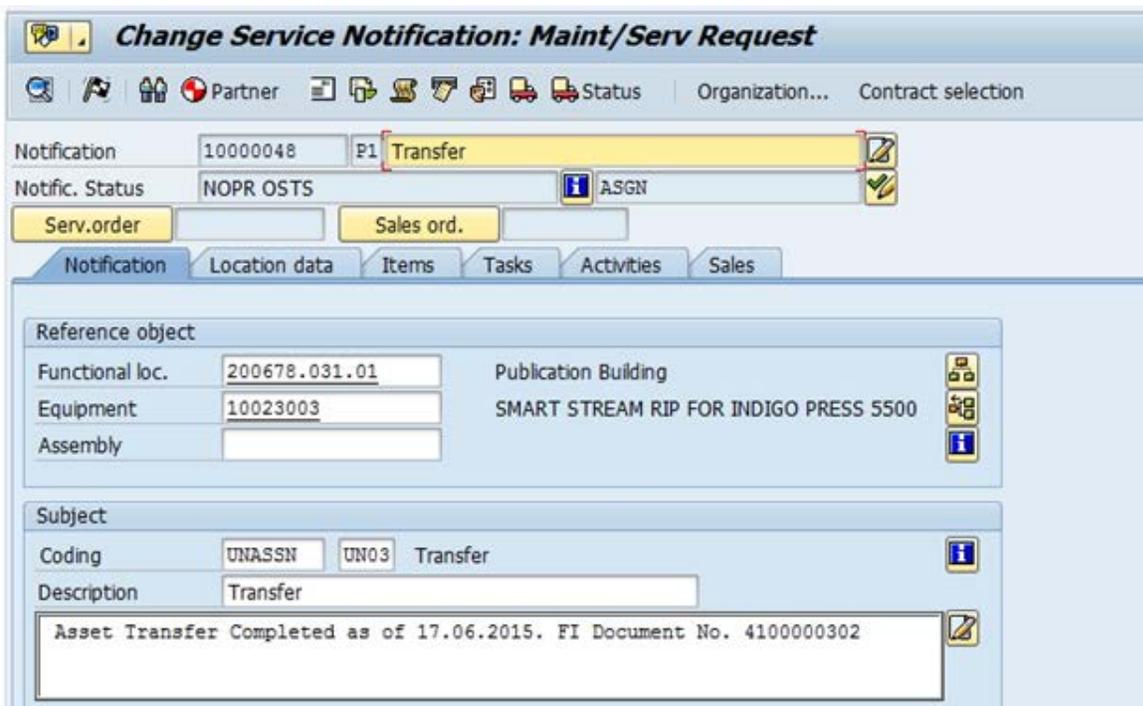


1.5 Update the notification status to completed

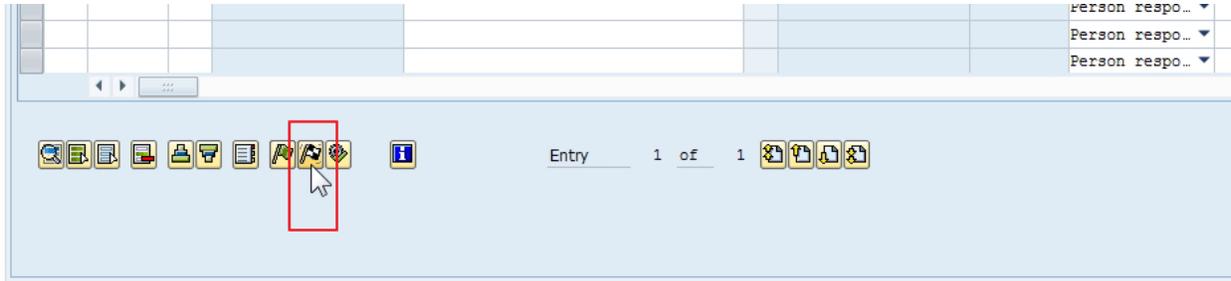
1. Execute Transaction **IW52** to start modifying Notification – use the same Notification number identified in **IW59** above or run **IW59** again to list available Notifications. Enter Notification number and press Enter:



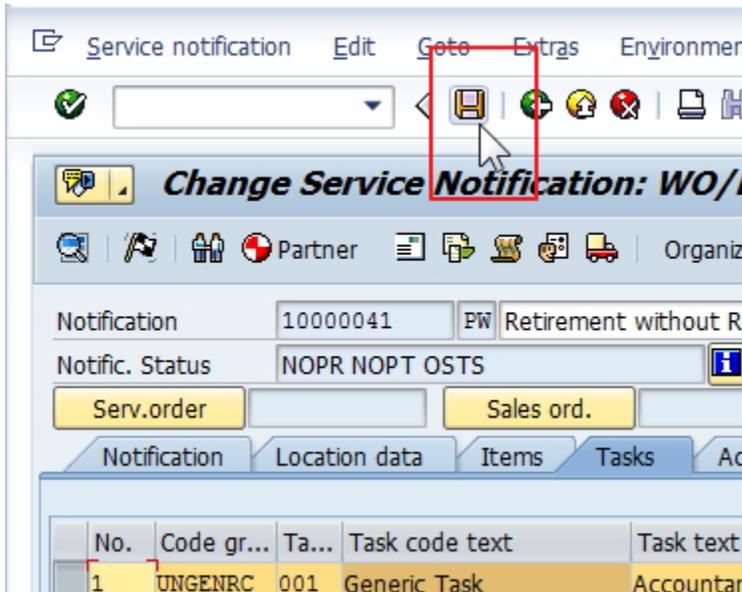
2. Start modifying the Notification, make sure to record comment “Asset Transfer Completed as of 17.06.2015, FI Document No 4100000302 ” in Description in NotificationTab.



- 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.



- Save Notification and exit.



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	30-Oct-15
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Appendix 2: Notifications Report and Reference Table

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

Notification	Notif.date	Typ	Description	Order	Ord.	Sales Ord.	System status	UserStat	Asset	Equipment	TechIdentNo	Code group	Code group text	Code	Coding code text	Cost, Ctr	Funct
10000040	16.06.2015	PW	Retirement without Revenue				NOPR	AAPD	3100000166	10023077	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	DRIP	3100000172	10023115	UN014937	UNWRTOFF	Write Off/Impairment Process Codes	UN10	Lost	11454	20067
10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTs	REVA	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	10022903	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				OSHO OSTs	RQCR	5200000092	10023259	UN018818	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067

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](#)