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### Overview

This Job Aid details the procedure for the impairment of an asset.

### **Transactions:**

## T1 – Impairment of Asset:

Note 1: Tables with breakdown of Impairment Process, Notifications and Transaction Types are provided in Appendix for your easier reference.

Note 2: Both the FA.15 and FA.16 roles can review and report on Notifications (IW59), however only the FA.15 "Financial Accounting: Asset Accounting User" users can post the actual impairment.

### T-1.1 – Review notifications for impairment

- 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**:

NE	<u>P</u> rogram	<u>E</u> dit	<u>G</u> oto	System	<u>H</u> elp					
(	8		•	4 🖪	😋 🙆 🄇		120.	1 🕄   🙀	i 🛛 🛛 😨 📱	
	Display	Servi	ce Not	tificatio	ons: Sel	ection of	Notificat	tions		
(	€ 🛃									
	Notification s	tatus								
	Outstand	ding 🗌	Postpone	ed <b>√</b> In	process	Completed	Sel.profil		🗍 İdr. 🗙	
	Notification s	election								

4. In **Notification selection** Select Notification Type PW and an appropriate Notification date range. Use the **Functional location** field if you are looking for a specific functional location.

Nouncation selection				
Notification		to		2
Notification type	PW 🗇	to		
Functional Location		to		
Equipment		to		
Material		to		
Serial Number		to		
Addit. device data		to		
Order		to		2
Notification date	19.03.2015	to	17.06.2015	
Partners			Ck	5.





5. In General Data/Administrative data select Coding UNWRTOFF, for Coding Code either leave blank (if you will filter later in report, or you want to see all Retirements) or use appropriate codes: UN09 or see table for reference.

General Data/Administrative Data			
Description		to	<b></b>
Created by		to	
Created on		to	
Notification Time	00:00:00	to 00:00:00	<b></b>
Reference date		to	
Coding	UNWRTOFF	to	<b></b>
Coding Code		to	
Priority		to	- shr

#### 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. Plan									
Maintenance plant	KE00	to	<b>=</b>						
Location		to	<b>=</b>						
Room		to	<b>_</b>						
Sort field		to							
Plant section		to	<b>-</b>						
ABC indicator		to	<b>=</b>						

8. Alternatively, you can specify Equipment numbers, Asset numbers, or Notification numbers (if you know them) 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)

		•			,				
ç i	ist	<u>E</u> dit <u>G</u> ot	o <u>N</u> otification	n En <u>i</u>	vironment <u>S</u> ettings	System			
Ø			• 4		) 😧 🚷 I 🖨 🕅 🕅	1201	rd.	System status	Use
D	is	olay Servi	ce Notifica	ation	s: List of Notifi	cations		NOPR NOPT	APF
	69	2 🛐 🖪 🗬	8 7 7 P	ñ 🗐	Notification 🗟 🔁			NOPR	
								NOPR	AAF
B	S	Notification 10000001	Notif.date 19.03.2015	Typ PW	Description Write-off request : Se	dan Car		NOPR NOPT OSTS	REV
		1000002	24.03.2015	PW	test GM, FA donation			NOPR OSTS	DIN
		10000040	16.06.2015	PW	Retirement without R	evenue		NOPR OSTS	REV
		10000041	16.06.2015	PW	Retirement without R	evenue		NOPR NOPT OSTS	REV
		10000043	16.06.2015	PW	Retirement without R	evenue		NOPR OSTS	REV
		10000044	16.06.2015	PW	Retirement without R	evenue		NORPOSTS	
		10000049	16.06.2015	PW	Impairment	nue			APP
		10000050	16.06.2015	PW	Impairment			USNO USTS	RQU
					1				

#### 11. Filter Notifications based on Notification User Status (APPR)

D	Display Service Notifications: List of Notifications											
Q	🕄 🎾 🕄 🗟 🗧 📅 🌆 Notification 🗟 💁											
B	S Notification Notif.date Typ Description Order Ord. Sales Ord. System status UserStat. Asse											
		10000040	16.06.2015	PW	Retirement without Revenue				NOPR	AAPD	3100	
		10000041	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTS	REWA	3100	
		10000042	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	DINP	3100	
		10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	REWA	3100	
		10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTS	REWA	3300	
		10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTS	REWA	3300	
		10000049	16.06.2015	PW	Impairment				NOPR OSTS	APPR	5200	
		10000050	16.06.2015	PW	Impairment				OSNO OSTS	RQCR	5200	

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





13. Review each approved (APPR, Impairment Approved) Notification to confirm all relevant documents (approvals) are included and information is sufficient to proceed with Impairment. You can view Notification with double-click on Notification Number.

D	is	olay Servid	ce Notifica	tion	s: Li
	Z	? 🛐 🖪 🖪	≜ ∆ ∆ ⊮	5 🔳	Notifi
₿	S	Notification	Notif.date	Тур	Desc
		10000002	24.03.2015	PW	test
		10000040 P	16.06.2015	PW	Retir
		10000042 V 10000043	16.06.2015 16.06.2015	PW PW	Retir Retir
		10000044 10000045	16.06.2015 16.06.2015	PW PW	Retir Retir
		10000049	16.06.2015	PW	Impa
		10000050	16.06.2015	PW	Impa

14. For any impairment related to a Building Component / Subasset (e.g. Foundation/Basement), make sure that the Notification contains both the Asset Subnumber and the full Functional Location of the subasset (e.g. 200412.002.EX.SS)

Notification Location data Items Tasks Activities Sales	
Reference object	
Functional loc. 200678.030.EX.EC Central Area: Catering Gener-Exterior-EC	R
Equipment	<b>6</b>
Assembly	_
Notification Location data Items Tasks Activities Sales	
Account assignment	
Company Code 1000 United Nations New York	
Asset 1200001752 1 Central Area: Catering Gener-Exterior-EC	
Business Area S300 UN Office at Nairobi	

If the impairment is related to a Building Component and does NOT have both the Asset/Subasset and the functional location of the component, contact your PMU colleagues to have it updated.

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



16. For all applicable Notifications, from the report itself, identify all Asset Numbers for Impairment, and corresponding Notification numbers. You can verify Asset number in Notification, in Location data Tab.

tification	10000041 PW Retirement without Revenue
otific. Status	NOPR NOPT OSTS
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 distribut	tion
Sales Org.	
Distr. Channel	
Division	
Account assignme	ant
Company Code	1000 United Nations New York
Asset	3100000171 / 0 MOTOR VEHICLE NISSAN PATROL Y61
Business Area	S300 UN Office at Nairobi
Cost Center	11454 DSS SSS Nairobi CO Area 1000
WBS Element	
	SettlementOrder

## T-1.2 – Run the Equipment/Asset Reconciliation Report

[Review results to confirm the status is correct and relevant to impairment]

- 17. Steps 17 through 19 are optional and you can use them to confirm the Asset/Equipment elements.
  - The status of equipment will be EQAS (Equipment Assigned).
  - 17.1. Execute Transaction code ZAAEQASREC to run report for Equipment and Asset
    Reconciliation. Use Get Variant <sup>1</sup>/<sub>1</sub> and select User Variant ZEQAS. Expand All Selections
    To limit selection of Equipment/Assets:
  - 17.2. You can restrict by Business Area or other specific elements:

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

17.3. If you know Asset Numbers (for example, from Notifications Report export), the easiest way is to copy them and paste in multiple selection, using Upload from clipboard:

Asset Equipment Red	conciliation		
🕒 🔁 📜 🔁			
Company code Asset number Subnumber		to to to	<b>4 4</b>
P Multiple Selection for Asset num	ber		×
Select Single Values (3) Select Single Values (3)	elect Ranges Y Exclude Single	Values Y Exclude Ranges	
0. Single value 4100000119 510000006 5100000012 ▲ ▶ ===================================			
	₽₹�	🕞 🕞 🚺 🚺 Multiple se	lection 🗭 🎘 🗶
company coue Asset number	410000119	to	



18. 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	

- 19. Codes relevant to Impairment are:
  - 19.1. EQAS: Equipment Assigned
  - 19.2. Any other code is acceptable as it is not relevant.

#### T-1.3 – Impairment of the Asset

Impairment of the Asset is done by users granted Enterprise Role of "Financial Accounting: Asset Accounting User" (FA.15).

- 20. Execute Transaction code **ABAA** to start impairment of the asset.
- 21. In the first screen enter:
  - 21.1. Asset Number (and Sub-Number if applicable)
  - 21.2. Document Date and Posting Date (Posting Period will be automatically assigned)
  - 21.3. Select correct Transaction Type:620 for Asset acquired in prior years630 for Asset acquired in current year



∃ Transaction	<u>E</u> dit <u>G</u> oto Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp
Ø	▼ 4 🗏   & 3 🚱   🖕 🖬 🕊   & 4 🕄 🖉   9
Unplanned	l depreciation: Initial Screen
Company Code	1000
Asset	510000012
Subnumber	0
Date specif.	
Document Date	18.06.2015
Posting Date	18.06.2015
Posting Period	6
Transact.	
Transaction Type	620 Manual spec. dep. on prior-yr acquis per dep. key



22.1.	Amount posted – Impairment Amount	
22.2	Enter effective date of impairment in the Asset \	/al Date
22.2.	Enter Description in Tast and Deference for the L	
22.3.	Enter Description in Text and Reference for the T	mpairmen
7 <u>T</u> ransaction <u>E</u>	dit <u>G</u> oto Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp	
Ø	- 4 📙   🛠 😧 😫   🚔 🎆 🖉 12 12 13 1 🕱 😰   🖗 🖷	
Create Asset	t Transaction: Manual spec. dep. on prior-yr acquis per dep	
🖉 Line Items		
Asset	5100000012 0 SMART STREAM RIP FOR INDIGO PRESS 55	
Company Code	1000	
Posting data	ozo manuarspec, uep, on phor-yr acquis per uep, key	
Amount posted	7500.00 USD	
Asset Val. Date	11.06.2015	
Additional details		
Text	Impairment as per Doc. No ####	
Deferre	N-++-E- 10000010	

### 23. Post (Save) Impairment:

¢	<u>T</u> ransaction	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	S <u>v</u> stem
C			•	1 🔲	🏵 🙆 🚷
	Create As	set Ti	ransac	tion: I	Manual
6	🖉 Line Items				

### 24. Note Posted Asset Accounting (AA) Document Number:

Asset transaction was posted with AA document number 30

2	5. Review A	sset using	transa	ction A\	N01	N, by looking at Special Depreciation and Transactions:
1	Company Code 1 Asset 5	000	Unit 0 SMA	ed Nations ART STREAM F	RIP FOR	INDIGO PRESS 5500
1	Fiscal year	2015				_
ſ	Planned values	Posted values	Comparis	ons Parar	neters	
	Planned valu	ues Book de	preciati	on in <mark>l</mark> oc	al cui	rrency
	Value	Fiscal year start	Change	Year-end	Crcy	
	APC transactions	48,740.17		48,740.17	USD	
	Acquisition value	48,740.17		48,740.17	USD	
	Ordinary deprec.	11.778.87-	2,140.40-	13,919,27-	USD	
	Special depreciation	1	7,500.00-	7,500.00-	USD	
Ľ	Unplanned dep.				USD	
	Write-up				USD	
	Value adjustment				USD	
	Net book value	36,961.30	9,640.40-	27,320.90	USD	
	Down payments				USD	
			ransaction b			
l	11.06.2015 7,5	500.00- 620 M	lanual spec.	dep. on prior-)	/r acquis	s per dep. key USD

## T-1.4 – Adjust Useful Life of Asset, if necessary

Adjustment of Useful Life is done by users granted Enterprise Role of "Financial Accounting: Asset Accounting User" (FA.15).

26. If it is also required to modify useful life, then use transaction **AS02**, and first go to **Deprec. Areas** tab – there, double click on depreciation row:

년 Asset Edit Goto Extras Environment Settings System Help								
🔮 📃 🔍 🔜 😫 🖓 🔛 🛗 🛗 🖓 🖆 🖓 💭 🐂								
👦 🖬 Change Asset: Master data								
🕼 🗟 Asset values								
Asset 5100000012 0 SMART STREAM RIP FOR INDIGO PRESS 5500 Class 510 Print Pub Equip Company Code 1000								
Valuation								
A. Depreciation area DKey UseLife Prd ODep Start								
01Book deprec. 25LA 20 01.03.2010								



## 27. Then click on More Intervals:

'Asse <u>t E</u> dit <u>G</u> oto	Extr <u>a</u> s En <u>v</u> ironment <u>S</u>	ettings S <u>y</u> stem <u>H</u> elp	
Ø	- < □ < 🖸 🖓		\$1   🕱 🗾   🕜 📑
👼 📕 Change As	set: Depreciation a	rea Book deprec.	
Asset values Data for re	evaluation 🖣 🕨		
sset 510000012	0 SMART	STREAM RIP FOR INDIGO	PRESS 5500
lass 510	Print Pr	ub Equip Comp	Dany Code 1000
rea 01 Book depr	ec. Book d	epreciation in local currency	
Interval from 01.01.1900 t	o 31.12.9999		
General Specifications			
Depreciation Key	ZSLA 🖸 Straight Line- /	Actual Month	
Useful life	20 /	Start of Calculation	
Exp. Useful Life	4 / 10	Ord.dep.start date	01.03.2010
Exp. Life Spec. Dep.		Operating readiness	15.03.2010
Original useful life	0 / 0		
Units Depreciated			
Additional Specifications			
Scrap value	USD		
Scrap Value %			
Acquis.year	2010 3		
🔏 More Intervals			

## 28. Then, click on "Add Interval"

Ø			•	⊲ ∎	0	<u>@</u>			006	) 🌮   月	K 👰	🔞 📑	
	~/			-					,				
	chan	ge As	set:	Dep	orecia	ation	area B	боок а	eprec.				
Asset valu	ies D	ata for i	revalua	ation	• •								
	54.00												
sset	5100	1000012		)		SMA		IM KIP FO	R INDIGC	PRESS 5	500 de	1000	
455	01 0	look do				Prin	k depreciet	p tion in loc			ue	1000	
Tr.	UI D		Der.	Ceren	value	600	Corpo Val			-y			
01 01	1900 2	STAC	e Per	Scrap	value		SCIAD VA	. [70]				-	
01.01.	1000											-	
												-	
		• •						_			4	•	

29. Set correct date for effective date of Impairment and change of useful life – note that the date must be the first day of the month:

🔄 Create New Interval	×
From-Date of New Interval	01.07.2015
	×

#### 30. Set adjusted useful life in that row:



31. If necessary to define adjusted useful life using months, then record number of months (1-11) in Per field:

🔄 Asse <u>t</u>	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironm	ent <u>S</u> ettings	System	<u>H</u> elp	
Ø			- ⊲	8 0	2 😡   🗅 🕅	18日約1	10 10 20   🕱 🛛	1
<b>10</b>	Chan	ge As	set: D	epreciat	tion area Bo	ook dep	prec.	
Asset valu	ies D	)ata for r	revaluatior	n 🗶 🕨				
Asset	5100	0000012	0		SMART STREAM	RIP FOR I	NDIGO PRESS 5500	
Class	510				Print Pub Equip		Company Code	1
Area	01 8	Book dep	orec.		Book depreciation	n in local o	turrency	
Fr		De Us	e Per Sc	rap value	Scrap Val.	[%]		
01.01.	1900 2	ZSLA 20		_				
01.07.	2015 2	ZSL <mark>A</mark> 17	3 🗇					
				AL.				

32. Save the record.



## T-1.5 – Update the notification status to completed

Notification updates can be done by users granted Enterprise Role of "Financial Accounting: Asset Accounting User" (FA.15).

33. 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:

· ·			
Service notification	<u>E</u> dit <u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironment
0	- 4 🗏	I 😋 🙆	😪 I 🗅 M K
Change Servio	e Notificat	ion: In	itial Screen
Notification			
Notification	10000041	þ	
	-		

34. Start modifying the Notification, make sure to record comment "Asset ## retired as of ...., FI Document No" in Description in NotificationTab.

년 Service notification Edit Goto Extras Environment System Help	
V - V - V - V - V - V - V - V - V - V -	
	_
Change Service Notification: WO/Disp/Impairmt Req	
🕄   🎘   🏠 🕞 Partner 🛛 📑 🔂 🖉 🖗 📮 🖨 Status 🛛 Organization Contract selection	
Notification 10000049 PW Impairment	
Notific Status NOPR OSTS	
Sales of d.	
Notification Location data Items Tasks Activities Sales	
Reference object	
Functional loc. 200678.040 New Office Facility	
Equipment 10022967 VOLTAGE REGULATOR AUTOMATIC	
Assembly	
Subject	
Coding UNWRIOFF UN09 Impairment	
Description Impairment	
Impairment recorded (Value and Useful Life) as of 18.06.2015	
	N

35. In Tasks tab identify Asset Retirement task, add any comments to it as required, select the task line and click on Complete Task flag **in thebottom of the screen** to mark Asset Retirement task complete.

			• 4		😵 I 🗅 M K	120021	💥 🖉   😰 📑
<b>P</b>  _	Chang	e Se	ervice N	lotificati	on: WO/Dis	p/Impairmt k	leq
3   14	V 🔐 😏	Partn	er 🔳 🖣	) 🖏 🗶 📲	Grganization	n Contract select	tion
lotificat	tion	1000	0049	PW Impairme	ent		
lotific.	Status	NOPF	OSTS		APE	PR .	
Con	ordor			Salas ard			
Serv	.order			Sales oru.			
Not	ification	Locati	ion data	Items	Tasks Activiti	es Sales	
No.	Code gr	Та	Task code	e text	Task text		T Status
1	UNGENRC	001	Generic T	ack	Asset Account		
-	CHOLINIC		ouncile in	aoix	ABBEC ACCOUNT	and to impair About	
							L .
							Person respo
							Person respo
							Person respo
							Person respo
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							Person respo
							Person respo Person respo
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							Person respo Person respo Person respo Person respo
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							Person respo Person respo Person respo Person respo Person respo Person respo Person respo
							Person respo Person respo Person respo Person respo Person respo Person respo Person respo Person respo
							Person respo Person respo Person respo Person respo Person respo Person respo Person respo Person respo Person respo

#### 36. Save Notification and exit.

☑ Service notification	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironment	S <u>v</u> stem	<u>H</u> elp
Ø	•	۹ 🖳	0	😪 i 🖨 🕅 i	<b>13</b>   49 (	D 🗊 🕄   🗮
🕫 🖌 Change	Servic	e Not	ificatio	on: WO/D	isp/Imp	oairmt Req
🔍   🎘   🏠 😏 P	artner	I 🔂 .	🦉 🧓 📮	le Organizat	ion Cor	ntract selection
Notification 1	10000049	PW	Impairme	nt		
Notific. Status	NOPR OSTS	5	<b>_</b>	i A	PPR	
Serv.order			Sales ord.			
Notification	ocation dat	a It	tems 🖉 1	asks Activ	vities Sa	les

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

₿ U	ist <u>E</u> dit <u>G</u> ot	o <u>N</u> otificatio	n En	vironment Settings System Help														
Ø		<b>•</b> 4		8 🚱 🚱 🛤 🛤 🛤 📾 🔊 🖓	🖾 🗖   🔞													
Display Service Notifications: List of Notifications																		
~																		
28	7 <b>u</b> 🖻 🖻	8 Y P I		Nothcation 🖾 🏠														
	S Notification	Notif.date	Typ	Description	Order	Ord	Sales Ord.	System status	UserStat	Asset	Equipment	TechIdentNo.	Code group	Code group text	Code	Coding code text	Cost Ctr	Functi
T I	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 NOPT OSTS	REWA	3100000171	10023114	UN014936	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11454	20067
	10000042	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	DINP	3100000172	10023115	UN014937	UNWRTOFF	Write Off/Impairment Process Codes	UN10	Lost	11454	20067
	10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTS	REWA	3100000173	10023131	UN016230	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11454	20067
	10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTS	REWA	330000001	10023043	UN012920	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gift	11426	20067
	10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTS	REWA	330000002	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	510000006	10022914	UN005491	UNASSN	Assignment	UN03	Transfer	11477	20067
	10000048	16.06.2015	P1	Transfer				NOPR OSTS	ASGN	510000012	10023003	UN012068	UNASSN	Assignment	UN03	Transfer	11477	20067
	10000049	16.06.2015	PW	Impairment				NOPR OSTS	APPR	520000051	10022967	UN008383	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067
	10000050	16.06.2015	PW	Impairment				OSNO OSTS	RQCR	520000092	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:



Example of different Notifications, in varying status and corresponding Asset Accounting activities:

