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## Overview

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

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## Transactions:

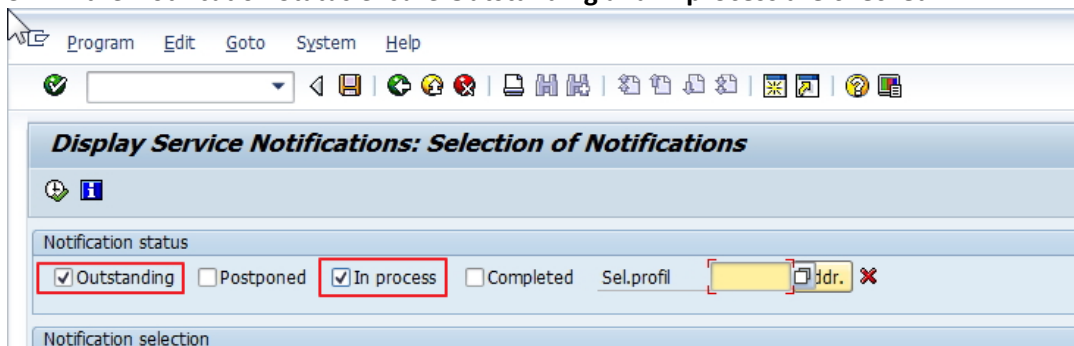
### T1 – Impairment of Asset:

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

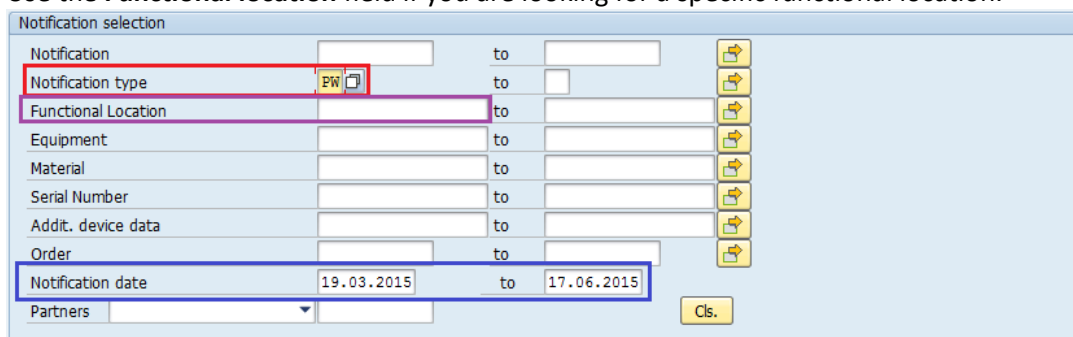
Note 2: Both the FA.15 and FA.16 roles can review and report on Notifications (IW59), however only the FA.15 “Financial Accounting: Asset Accounting User” users can post the actual impairment.

#### 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:



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.





- 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.

- In Others, make sure Layout is /ASSETNOTIF

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

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

- Execute report

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

Notification	Notif.date	Typ	Description
10000001	19.03.2015	PW	Write-off request : Sedan Car
10000002	24.03.2015	PW	test GM, FA donation
10000040	16.06.2015	PW	Retirement without Revenue
10000041	16.06.2015	PW	Retirement without Revenue
10000042	16.06.2015	PW	Retirement without Revenue
10000043	16.06.2015	PW	Retirement without Revenue
10000044	16.06.2015	PW	Retirement without Revenue
10000045	16.06.2015	PW	Retirement with Revenue
10000049	16.06.2015	PW	Impairment
10000050	16.06.2015	PW	Impairment

System status	User
NOPR NOPT	APP
NOPR	
NOPR	AA
NOPR NOPT OSTs	REV
NOPR OSTs	DIN
NOPR OSTs	REV
NOPR NOPT OSTs	REV
NOPR OSTs	REV
NOPR OSTs	APP
OSNO OSTs	RQC

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

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.

- Change <-> Display
- Refresh
- Graphic
- Portfolio
- ABC analysis
- Spreadsheet**
- Word processing
- Print Ctrl+P
- Access
- Save
- Exit Shift+F3

- 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.

**Display Service Notifications: List**

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

- 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)

The screenshot shows two views of a SAP Notification record. The top view is the 'Reference object' tab, and the bottom view is the 'Account assignment' tab. In both views, certain fields are highlighted with red boxes to indicate required information for impairment notifications.

**Reference object view:**

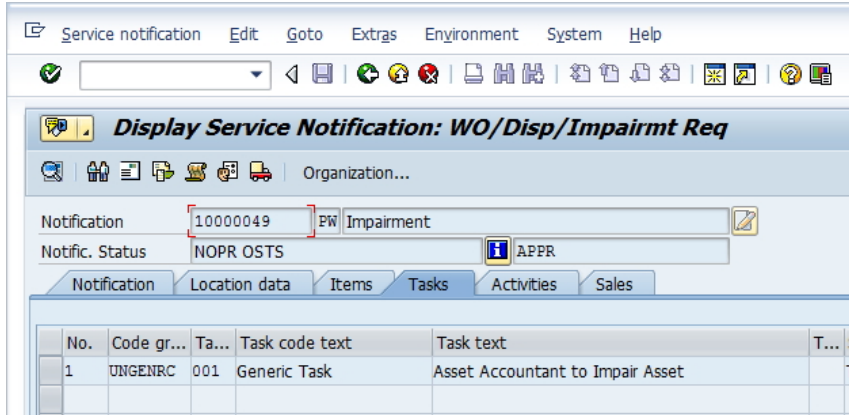
- Functional loc.: 200678.0302.EX.EC (highlighted)
- Equipment: (empty)
- Assembly: (empty)
- Central Area: Catering Gener-Exterior-EC

**Account assignment view:**

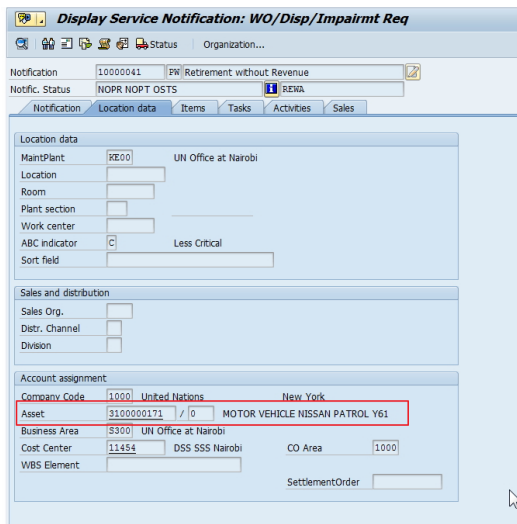
- Company Code: 1000 United Nations New York
- Asset: 1200001752 (highlighted) 1 (highlighted) Central Area: Catering Gener-Exterior-EC
- Business Area: S300 UN Office at Nairobi

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.



### 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 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:

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:



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	Stati
	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 years
  - 630** for Asset acquired in current year

Transaction Edit Goto Extras System Help

Unplanned depreciation: Initial Screen

Company Code 1000

Asset 5100000012

Subnumber 0

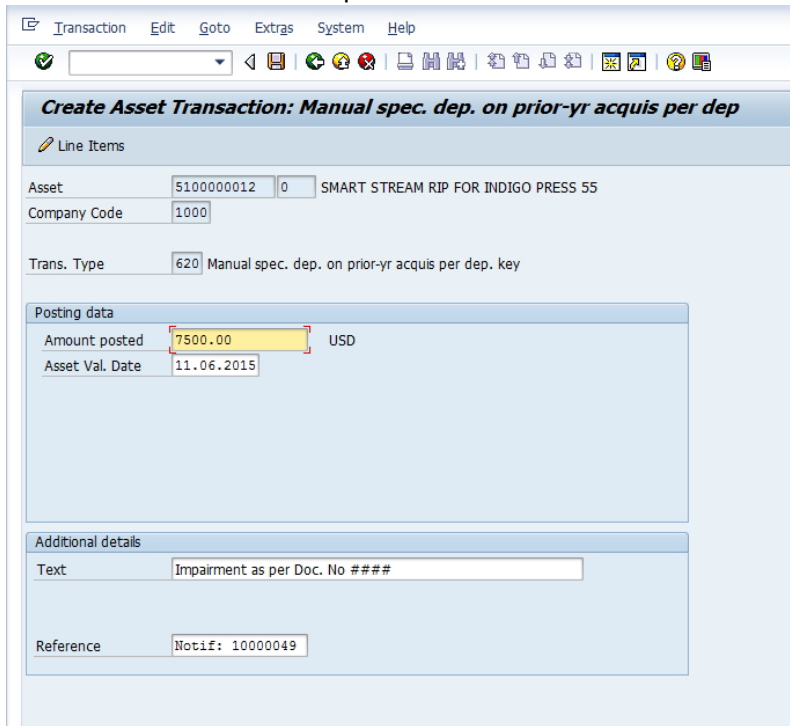
Date specif.

Document Date	18.06.2015
Posting Date	18.06.2015
Posting Period	6

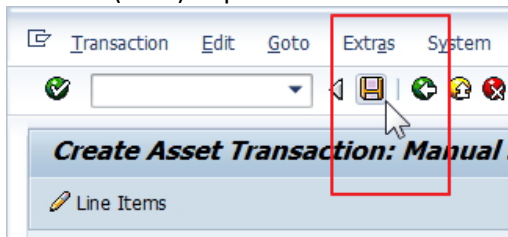
Transact.

Transaction Type	620 Manual spec. dep. on prior-yr acquis per dep. key
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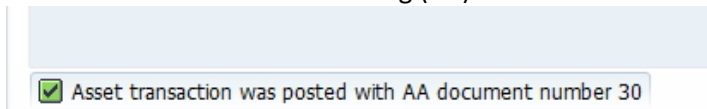
- 22. In the next screen record:
  - 22.1. Amount posted – Impairment Amount
  - 22.2. Enter effective date of impairment in the Asset Val. Date
  - 22.3. Enter Description in Text and Reference for the Impairment



23. Post (Save) Impairment:



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



25. Review Asset using transaction AW01N, by looking at Special Depreciation and Transactions:

Company Code: 1000 United Nations  
 Asset: 5100000012 0 SMART STREAM RIP FOR INDIGO PRESS 5500  
 Fiscal year: 2015

Planned values Book depreciation in local currency

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		7,500.00-	7,500.00-	USD
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

Transactions

AssetValDate	Amount	TType	Transaction type name	Crcy
11.06.2015	7,500.00-	620	Manual spec. dep. on prior-yr acquis 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).

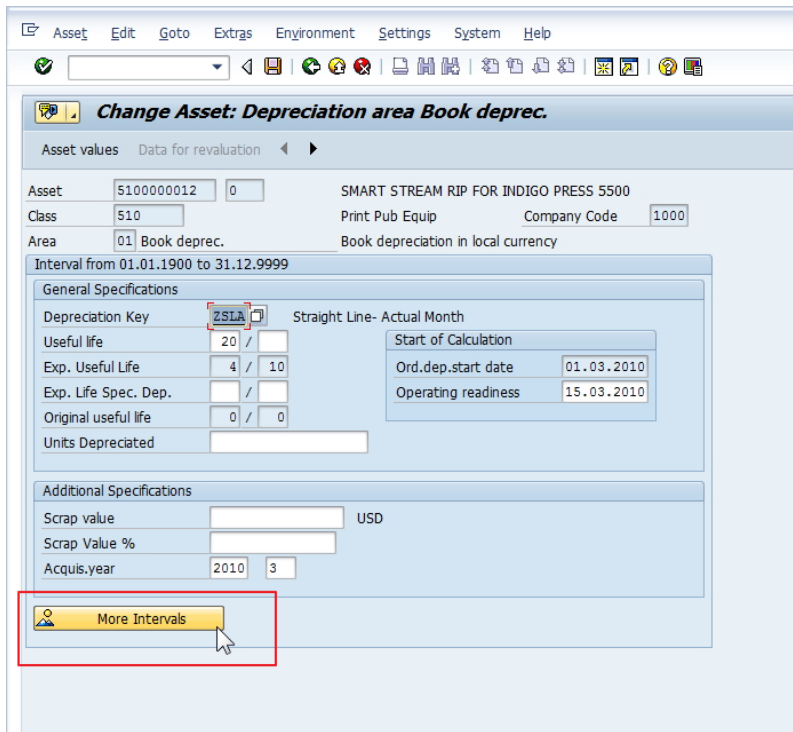
26. If it is also required to modify useful life, then use transaction AS02, and first go to **Deprec. Areas** tab – there, double click on depreciation row:

Asset: 5100000012 0 SMART STREAM RIP FOR INDIGO PRESS 5500  
 Class: 510 Print Pub Equip Company Code: 1000

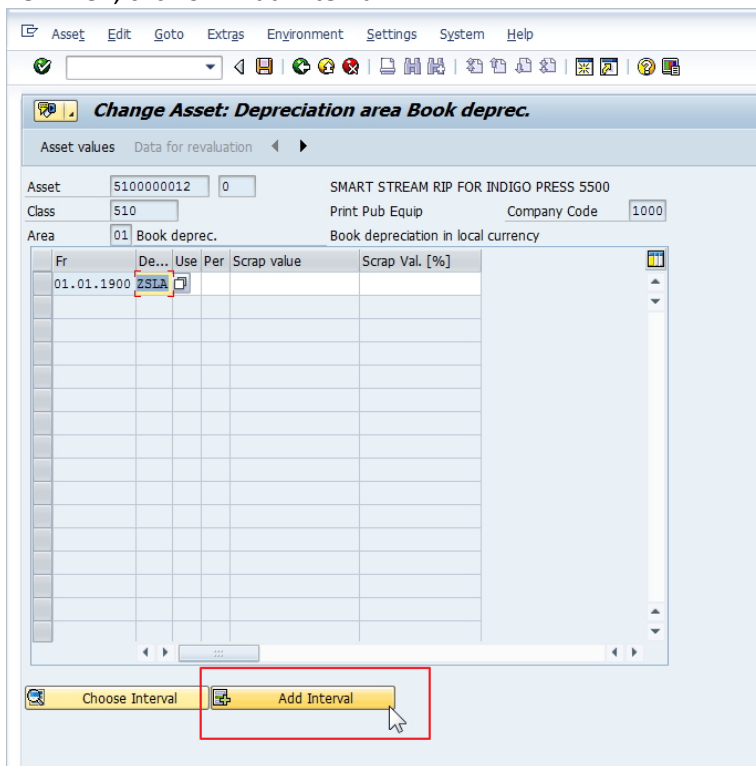
General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing **Deprec. Areas**

A.. Depreciation area	DKey	UseLife	Prd	ODep Start
01Book deprec.	ZSLA	20		01.03.2010

27. Then click on More Intervals:



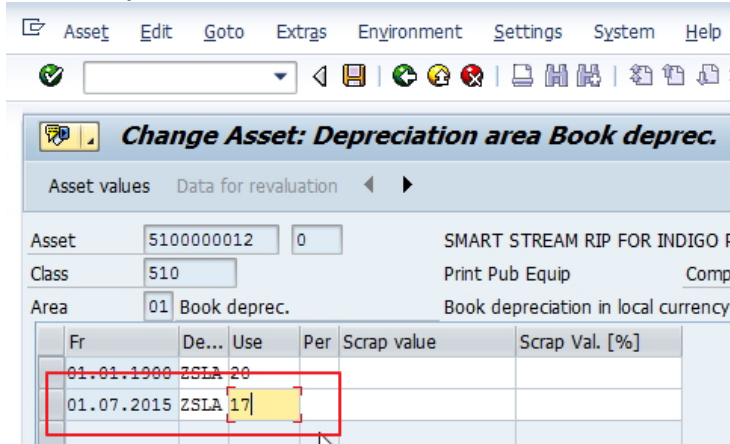
28. Then, click on "Add Interval"



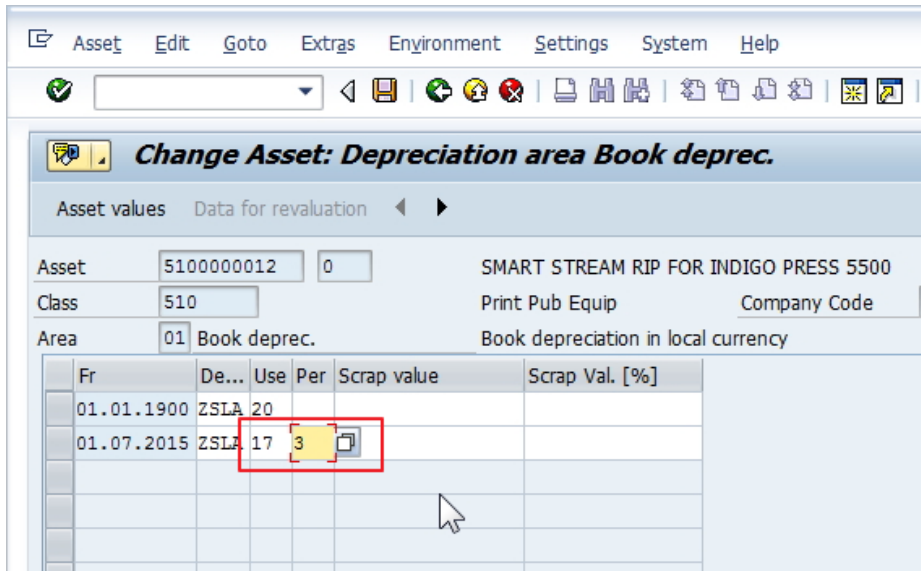
29. Set correct date for effective date of Impairment and change of useful life – note that the date must be the first day of the month:



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:

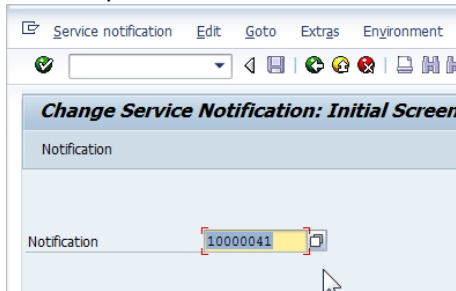


32. Save the record.

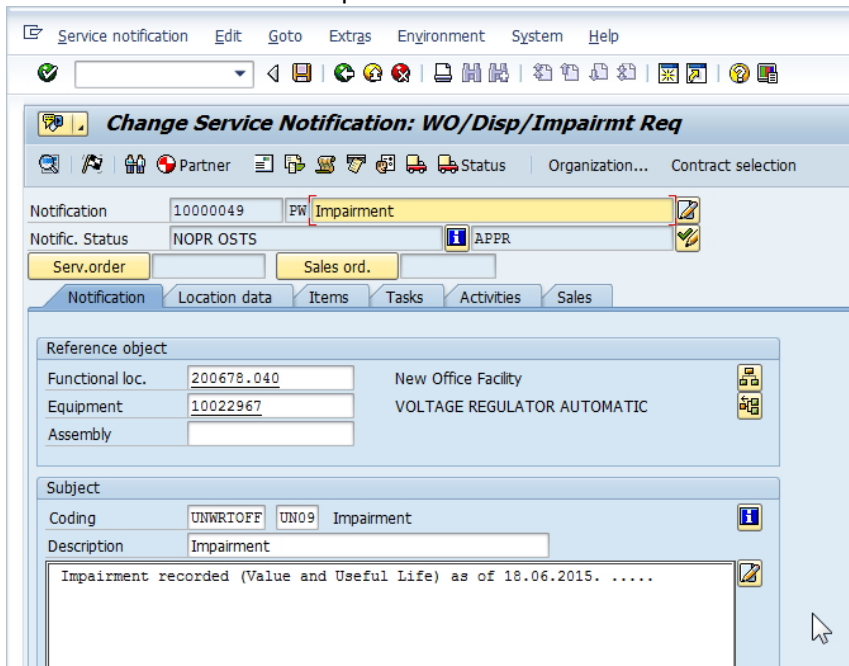
### T-1.5 – Update the notification status to completed

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

- 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:



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



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 the bottom of the screen to mark Asset Retirement task complete.

The screenshot shows the SAP Service Notification interface. The title bar reads "Change Service Notification: WO/Disp/Impairmt Req". The notification number is 10000049 and the type is "Impairment". The status is "NOPR OSTS" and the activity is "APPR". The "Tasks" tab is selected, showing a table with one task line:

No.	Code gr...	Ta...	Task code text	Task text	T...	Status
1	UNGENRC	001	Generic Task	Asset Accountant to Impair Asset		TSRL

At the bottom of the screen, a toolbar contains several icons. The icon representing "Complete Task" (a document with a checkmark) is highlighted with a red rectangular box. The status bar at the bottom indicates "Entry 1 of 1".

36. Save Notification and exit.

This screenshot shows the same SAP Service Notification interface as above. A mouse cursor is pointing to the "Save" icon (a floppy disk) in the toolbar, which is highlighted with a red rectangular box. The rest of the interface, including the notification details and the task table, remains the same.



## Appendix: Notifications and Notifications Report

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

S	Notification	Notif.date	Typ	Description	Order	Ord.	Sales Ord.	System status	UserStat	Asset	Equipment	TechIdentNo.	Code group	Code group text	Code	Coding code text	Cost Ctr	Functi
	10000040	16.06.2015	PW	Retirement without Revenue				NOPR	AAPD	3100000166	10023077	UN013836	UNWRTOFF	Write Off/Impairment Process Codes	UN02	Obsolescence	11426	20067
	10000041	16.06.2015	PW	Retirement without Revenue				NOPR 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	DNP	3100000172	10023115	UN014937	UNWRTOFF	Write Off/Impairment Process Codes	UN10	Lost	11454	20067
	10000043	16.06.2015	PW	Retirement without Revenue				NOPR OSTs	REWA	3100000173	10023131	UN016230	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gft	11454	20067
	10000044	16.06.2015	PW	Retirement without Revenue				NOPR NOPT OSTs	REWA	3300000001	10023043	UN012920	UNWRTOFF	Write Off/Impairment Process Codes	UN17	Gft	11426	20067
	10000045	16.06.2015	PW	Retirement with Revenue				NOPR OSTs	REWA	3300000002	10023286	UN019235	UNWRTOFF	Write Off/Impairment Process Codes	UN01	Surplus	11414	20067
	10000046	16.06.2015	P1	Transfer				NOPR OSTs	ASGN	4100000119	10023208	UN017683	UNASSN	Assignment	UN03	Transfer	11444	20067
	10000047	16.06.2015	P1	Transfer				NOPR	APPR	5100000006	10022914	UN005491	UNASSN	Assignment	UN03	Transfer	11477	20067
	10000048	16.06.2015	P1	Transfer				NOPR OSTs	ASGN	5100000012	10023003	UN012068	UNASSN	Assignment	UN03	Transfer	11477	20067
	10000049	16.06.2015	PW	Impairment				NOPR OSTs	APPR	5200000051	10022967	UN008383	UNWRTOFF	Write Off/Impairment Process Codes	UN09	Impairment	11426	20067
	10000050	16.06.2015	PW	Impairment				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:



Notifications Sample.xlsx

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



Notifications and Asset Accounting Eler