

## Assets under Construction



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## Module 1: Assets under Construction Overview

The Assets under Construction (AuC) process accounts for self-constructed assets, internally developed intangible assets and other capital projects.

As long as Galileo is still in use, the process differs between Peacekeeping and Non-Peacekeeping:

- In Peacekeeping and Special Political Missions, an Internal Order (IO) is used to identify individual AuCs for reconciliation purposes only. At fiscal year end, or at the completion of a project, the value of the AuC will be entered directly into the Umoja General Ledger using the internal order.
- In Non-Peacekeeping entities, a project or internal order is created to collect costs related to the AuC. Goods and services are tracked against the project's Work Breakdown Structure Elements (WBSE's) or internal order. Costs are settled monthly to the AuC. When the project is completed, the AuC is settled into the Final Asset.
- Service Orders may be used as cost collectors or as part of projects for AuCs. Service Orders will be discussed later in the course.

### End-to-End High Level Process

Process to construction project for the AuC:



## Enterprise Roles & Responsibilities

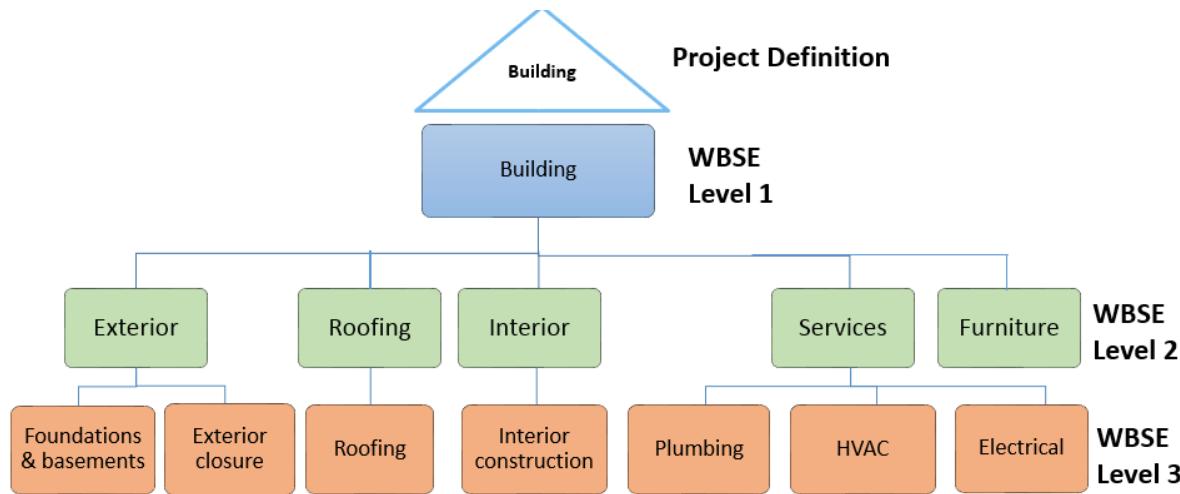
The following roles are involved in the Umoja AuC process:

| Enterprise Roles            | System Activities | Non-system Activities |
|-----------------------------|-------------------|-----------------------|
| <b>Asset Accountant</b>     |                   |                       |
| <b>Senior User</b>          |                   |                       |
| <b>Project Systems User</b> |                   |                       |
|                             |                   |                       |
|                             |                   |                       |

## Project System Key Terminology

| Key Term                                       | Description   |
|--|---|
| <b>Project</b>                                 | It is an organized effort to produce a defined output within a set of constraints concerning scope, time, budget and quality. The temporary nature of projects stands in contrast with business-as-usual (or operations) which are repetitive, permanent or semi-permanent functional activities. |
| <b>Work Breakdown Structure (WBS)</b>          | It is a model of a project that shows the project activities to be carried out as a hierarchical structure. It forms the basis for the organization and coordination in the project.  |
| <b>Work Breakdown Structure Element (WBSE)</b> | Individual elements, components or activities within a WBS are referred to as Work Breakdown Structure Element(s) (WBSE's). They represent a specified itemization of specific tasks within a project.  |

## AuC Project structure broken down by WBS Elements



Componentisation will apply to real estate assets such as major owned buildings in which major systems such as the HVAC, roofing, and electrical systems have useful lives shorter than the building itself. If there are costs that are not settled to AuCs, a separated WBSE should be created for settlement to a cost center. For example, furniture costs cannot be settled to an AuC and therefore a separate WBSE should be created. When creating a project for an AuC, the above diagram should be used as guide and should be modified and edited to meet the requirements of the project.

Creating a WBSE helps you be both comprehensive and specific when managing a project. To determine how to create distinct WBSE's within a specific project, it is best to exert the appropriate effort to map out all requirements of the project. A primary driver of WBSE design are the reporting, milestone and audit requirements established by the UN and the specific project. Each WBSE represents a specific itemization of specific tasks within a project. If the Project is funded by multiple different sources, it allows specific funding for a specific WBSE. For example, a specific grant may be used to provide funding for Plumbing of a building and another grant may be used for Electrical.

## Phases of AuCs

An Asset under construction (AuC) goes through three main phases throughout its life cycle.

- A cost collector is set up and funding for the AuC is budgeted and released
- Monthly Activities: Until the asset is completed, costs are settled monthly to the AuC and/or cost center
- Once the AuC is completed, there is a final settlement to the final asset and the cost collector is closed



Cost Collector set up and Budgeted

Monthly Settlement

Settlement to Final Asset

**There are 4 different AuC scenarios the following are examples of each scenario:**

New Construction

- A new construction of a community centre for UNHABITAT funded by two grants in which the building will be donated at the end of construction.

Leasehold Improvement

- Improvements made to a piece of land or building that is leased (i.e. not owned by the United Nations). For example, carpet installation for UNON funded by a grant

Internally Developed Intangible AuC

- A UNEP intangible asset: ALM (Application Lifecycle Management) project funded by a grant.

Major Alteration

- Improvements to an existing building owned by the UN funded by regular budgetary funds. We will use this example for the step by step instruction for the rest of the course.

## Module 2: Setting up Cost Collector

### Module Introduction

This module will go through the process to set up the cost collector and budget allocation for the AuC. Planning and considerations before starting the AuC will also be discussed. The AuC that we will be using as an example will be a major alteration for an improvement of a building real estate asset.

After completion of the construction, the costs will be settled to already existing sub-assets, which will require an adjustment of their useful lives. Throughout the project lifecycle, reports will be run to test custom reports on expenditures, cost settlement and project budget consumption.

## Planning and Considerations for Assets under Construction

The following are some considerations to take account before starting the AuC process:

The following are some considerations to take account before starting the AuC process:

1. Decide whether to utilize a Project with WBSEs or an Internal Order?
2. If using a project with WBSEs, how to structure the project hierarchy ?
3. Does a new final asset need to be created?
4. Where is the funding going to come from? Assessed funds? Grants? Both?
5. Which funding source will be utilized for each WBSE?
6. What/how will services and materials be procured?
7. Is a Service Order going to be used for services?

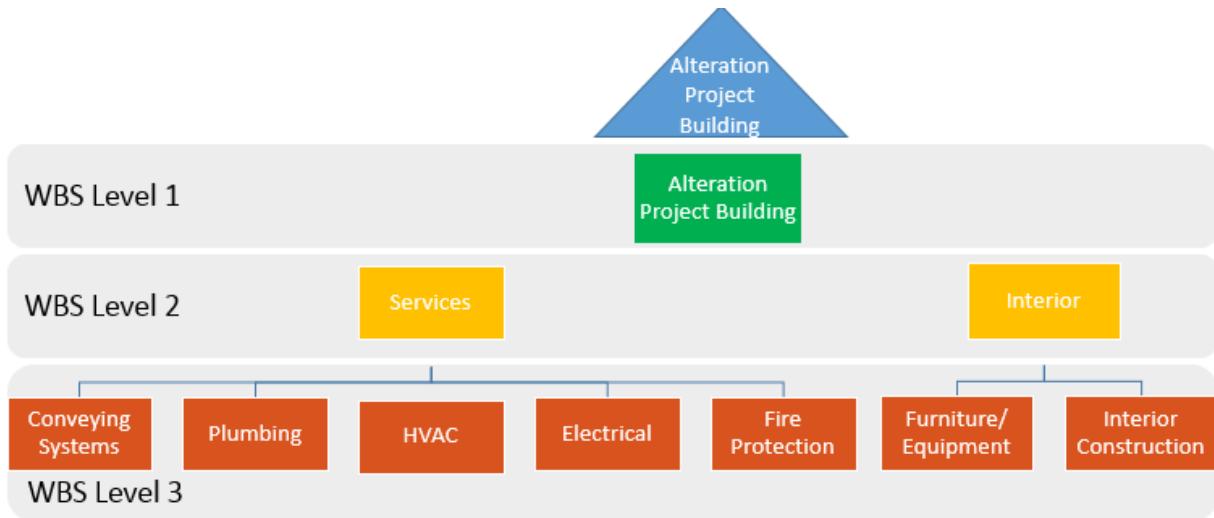
### Use a Project with WBSEs or an Internal Order?

For major alteration, we will utilize a project with WBS Elements as a cost collector for the following reasons:

- Activities within the major alteration need to be tracked separately
- Because the major alteration has a higher level of complexity, a project structure would be more suitable for this scenario
- Because this AuC is for a real estate asset with Componetisation, the Project WBSEs can be matched up to each component of the asset.

### How to structure the project hierarchy for AuC Major Alteration?

For our scenario Major Alteration AuC, there are three levels of WBSE to account for componentization of the building. Since this is an alteration of an existing real estate asset, the Level 3 WBSE will correspond to the sub-assets of the building. Using the project structure as a template (in Module 1), the user will decide which components are necessary for the AuC. Once the project is created and released, AuC master asset is automatically created based upon the investment profile of the WBS Element.



### Does a final asset need to be created?

- For the major alteration AuC, a final asset does not need to be created because the asset already exists. Once the AuC is completed, the value of the AuC will be transferred to the existing asset and its useful life will be adjusted accordingly.
- The final asset needs to be created if the AuC is a new construction or leasehold improvement because there isn't an existing asset the AuC can be settled to.

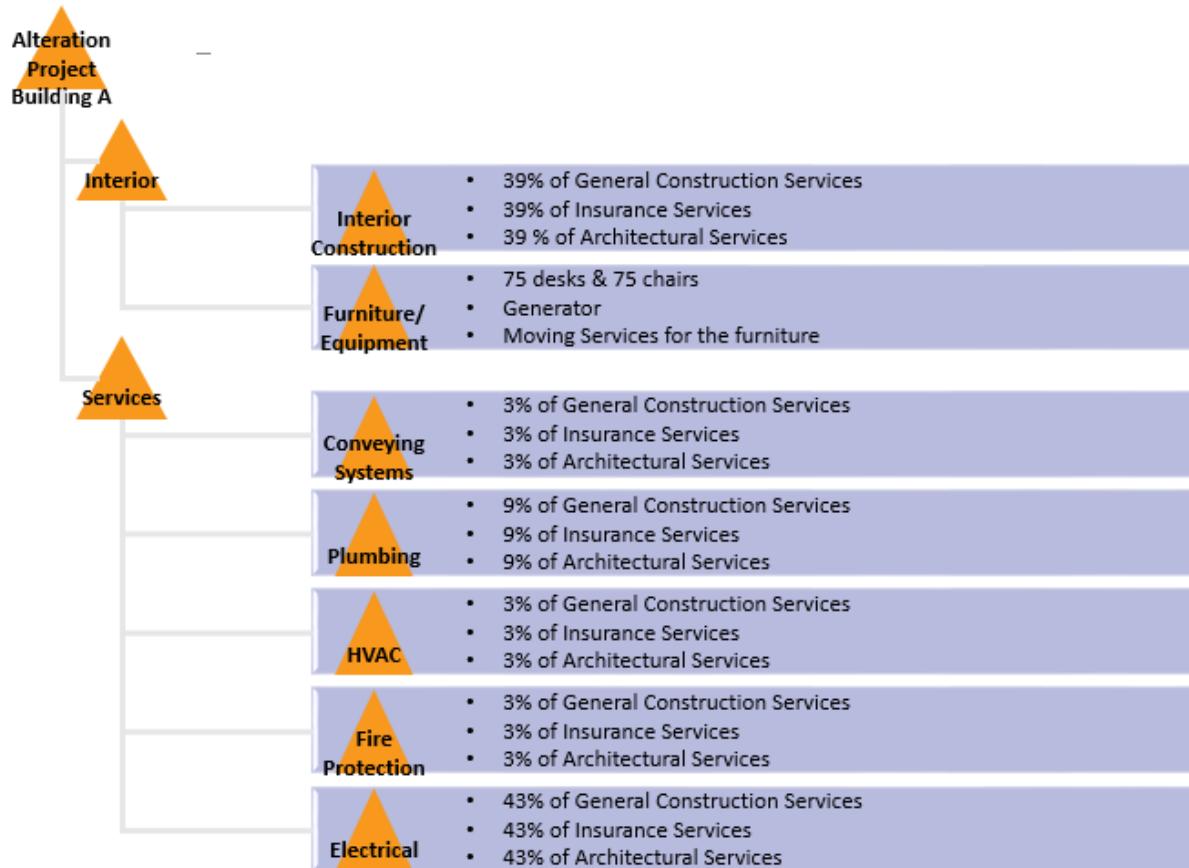
### Where is the funding going to come from?

- Funding for the major alteration will come from regular budgeted funds. Therefore the funds management user will need to allocate the correct funds for the project.
- However for other AuC scenarios, funding may also come from a single or multiple grant(s). For these cases, a user with grants management access will have to release the funds for the grant.

### Which funding source will be utilized for each WBSE?

- Because the funding will come from regular budgeted funds, the funds management user will need to allocate the necessary funds each WBSE. This will affect how the WBSE is created in the project structure as the funding source needs to be defined.
- In general, each WBS Element can have a different funding source. For example, a project can be funded by multiple grants; each grant can fund different WBSE within the project.

## What/how will services and materials be procured?



## Will a service order be used?

Service order will not be utilized in this scenario. Service orders will be discussed later in the course.

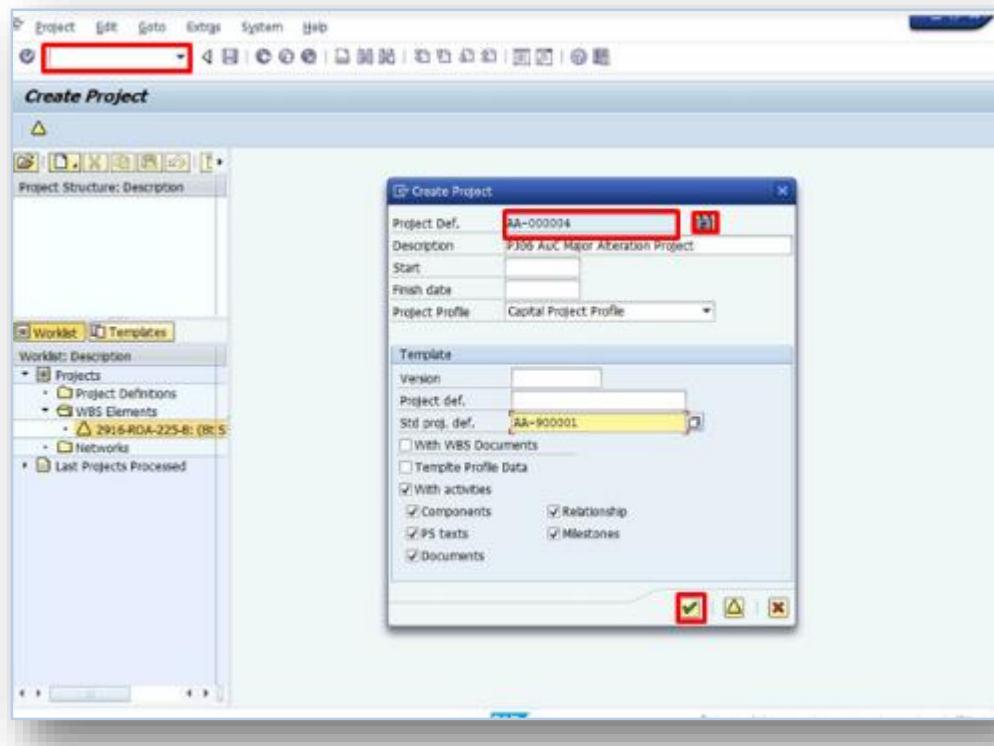
## Create Project from T-code CJ20N

For major alteration, we will utilize a project with WBS Elements as a cost collector for the following reasons:

- Activities within the major alteration need to be tracked separately
- Because the major alteration has a higher level of complexity, a project structure would be more suitable for this scenario
- Because this AuC is a building, there is componentization of the building asset. Project WBSEs can be matched up to each component of the asset.

The steps to create a Project using T-Code **CJ20N** are as follows:

1. Enter **CJ20N** in the **Command** field
2. Select **Project > New > Copy** project from the **Menu bar**
3. Select the **Capital Project Profile** from the **Project Profile** drop-down list  
**Note: Please be sure to select the right Project Profile otherwise**
4. Click the **Binoculars** icon next to the **Project Def.** field
5. Enter description in the **Description** field. In this case, enter **PJ06 AuC Major Alteration Project**.
6. Select **AA-900001** in the **Std proj. def.** field
7. Click the **Continue** icon



8. Populate the following fields on the **Project Builder: Project AA-000004** screen:

- **Business Area:** S300 (UNON)
- **Start date:** Today's date
- **Functional Area:** 33ACA004 (Const Alterations Imprmts)
- **Pers. Resp. No.:** 10000002 - Programme Mgmt Officer

The screenshot shows the SAP Project Builder interface for project AA-000004. The top navigation bar includes tabs for Basic data, Control, Administration, Long Text, and Collect. PR Indicators. The 'Basic data' tab is active.

**Status:**  
System Status: REL  
User status: [empty]

**Project coding mask:**  
Mask ID: [empty]

**Responsibilities:**  
Pers.Resp.No.: 10000002 (Programme Mgmt Officer)  
Applicant no.: [empty]

**Dates:**  
Start date: 09.12.2014  
Finish date: [empty]  
Factory calend.: 99  
Time unit: DAY  
Fcst start date: [empty]

**Organization:**  
CO area: 1000  
Company code: 1000  
Business area: S300  
Plant: [empty]  
Location: [empty]  
Functional Area: 33ACA004  
Profit Center: [empty]  
Proj.currency: USD

9. Click the **Continue** icon

10. Accept the warning message by selecting the **Continue** icon

11. Populate the following fields for the **Level 1 WBS Element**:

- **Proj.type:** Facilities project capital
- **Resp. cost cntr:** 11197 (Alterations Nairobi)
- **Controlling Area for Resp. cost cntr:** 1000

12. Copy the description from the **Project Def.** field and insert it in the **Description** field of the **Level 1 WBS Element**

13. Click the **Save** button

14. Re-open the project and select any **Level 3 WBS Elements** from the project structure.

15. Validate the following fields/checkboxes, on the **Basic data** tab:

- **User status** field
- **Proj.type** field
- **Resp. cost cntr** field
- **Acct asst elem.** checkbox
- **Billing element** checkbox

16. Validate the **Functional Area** field on the **Assignments** tab

17. Validate the **Budget Control WBS** element for the project

18. Go to the **UN Assignments Data Tab** and validate the **Budget Control WBS** element field.

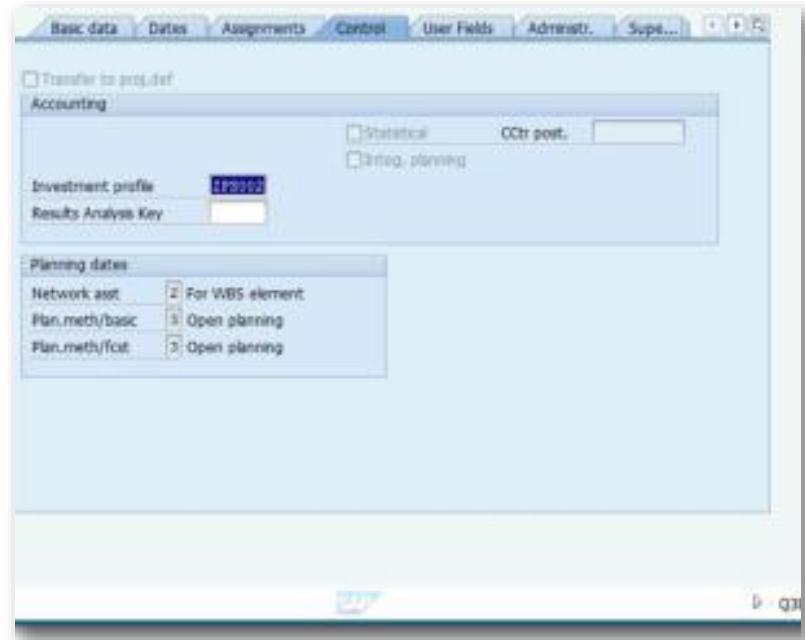
19. By default, the assigned **Budget Control WBSE** must be the **Level 1 WBSE ID**.

20. Select **Budget Control WBSE: Level 1 WBSE ID** of the project created for PJ02



### Note:

After validating the **Budget Control WBSE** for the corresponding WBS Elements, continue with the next step. This step only applies if a **Capital Project Profile** was selected in step 1. For each lower level WBS element that will be posted, validate the **Control** data tab and select an **Investment Profile** if costs are expected to settle to an AuC.



21. Select all **Level 3 WBS Elements** except **Furniture and Equipment**: ZPS002 - UN  
Line item settlement of AuC Buildings
22. Click the **Save** button

## Update User Status to UBR, T-code CJ20N

The User status must be set to UBR Under Budget Review to indicate that the project is awaiting for budget allocation.

From the expanded project structure, select the WBS element to be updated.

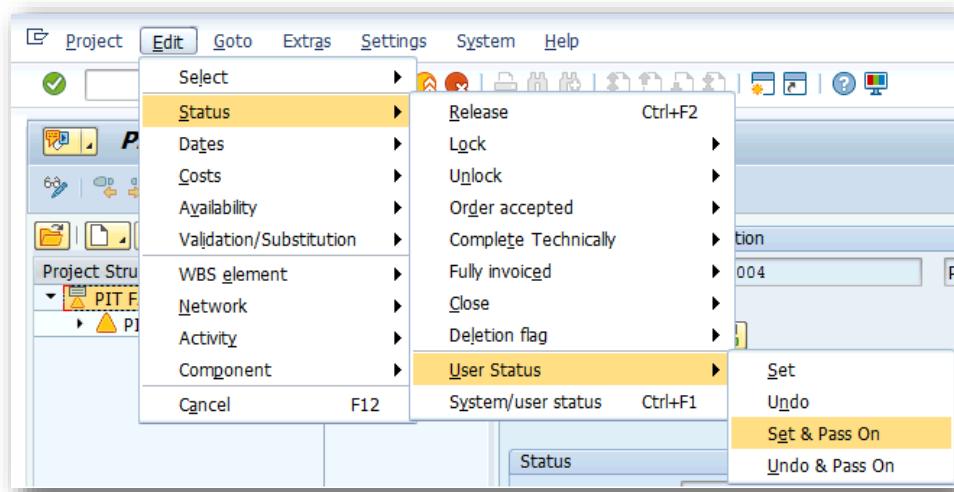
The steps to update user status are as follows:

1. From the expanded project structure, select the WBS element to be updated

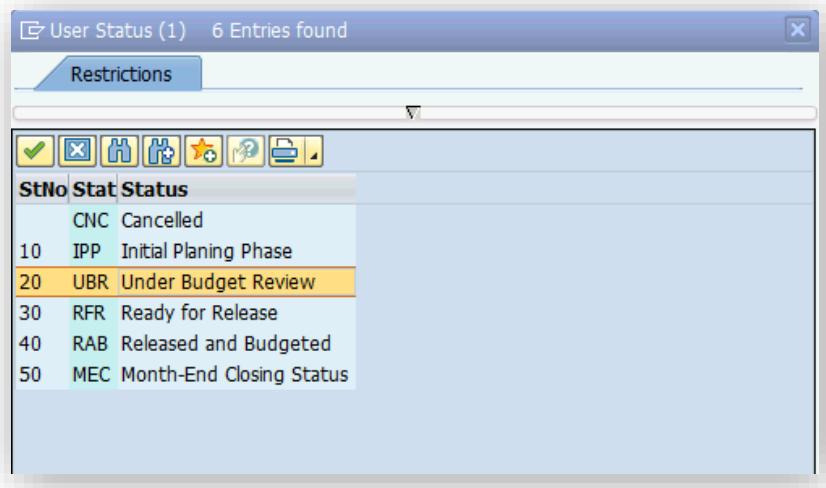


### Note:

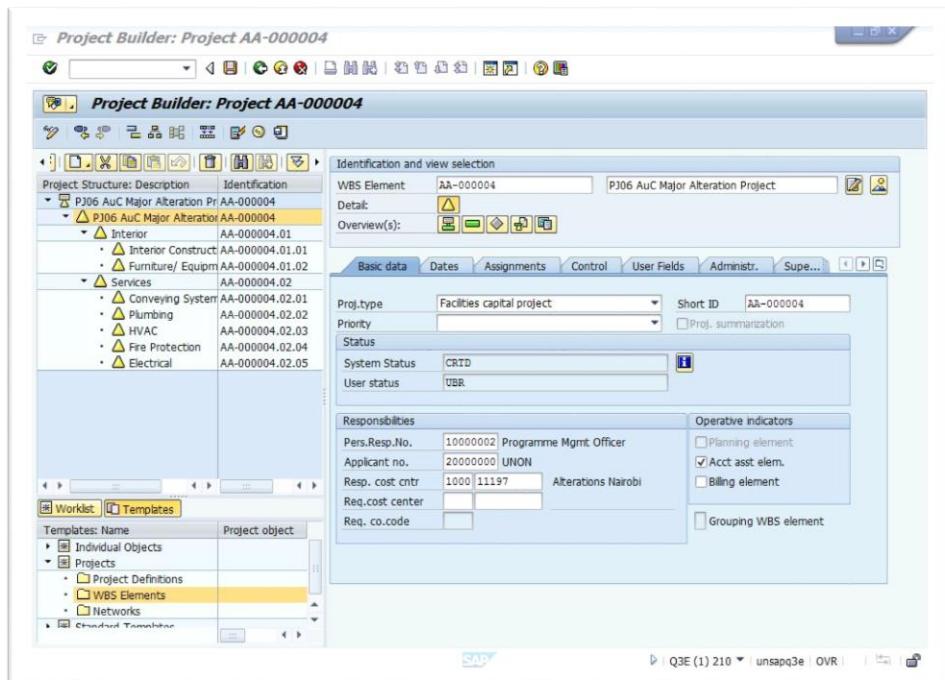
- If the user status update applies to one WBS element only, go to the task pane and select **Edit > Status > User Status > Set**
  - If the user status update applies to all WBS elements subordinate to the selected WBS element, go to the task pane and select **Edit > Status > User Status > Set & Pass On**
2. Select the top level WBS element **AA-0000NN** from the **Project Structure**
  3. Go to the task pane and select **Edit > Status > User Status > Set & Pass On**



4. Select the user status from the **User Status** screen



5. Click the **Continue** icon



6. Click the **Save** icon



## Update User Status to RFR, T-code CJ20N

Once funds have been allocated the User status must be set to RFR to indicate that the project is ready for release.

From the expanded project structure, select the WBS element to be updated.

The steps to update user status are as follows:

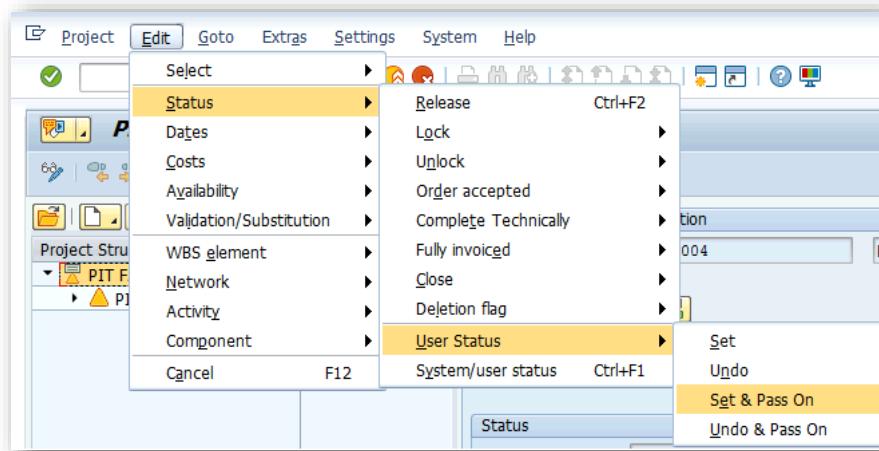
1. From the expanded project structure, select the WBS element to be updated



### Note:

- If the user status update applies to one WBS element only, go to the task pane and select **Edit > Status > User Status > Set**
- If the user status update applies to all WBS elements subordinate to the selected WBS element, go to the task pane and select **Edit > Status > User Status > Set & Pass On**

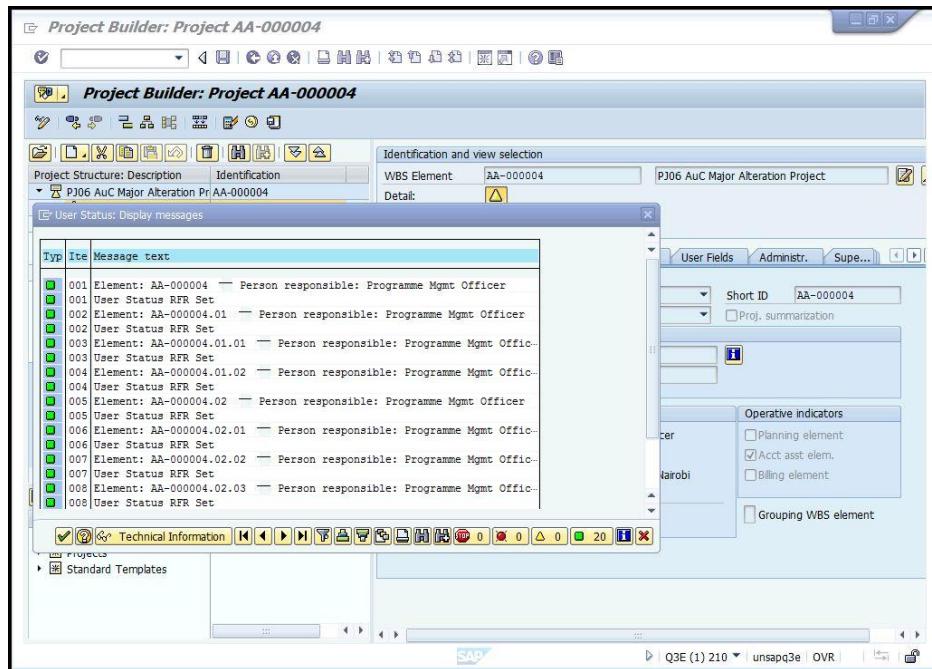
2. Select the top level WBS element AA-0000NN from the **Project Structure**
3. Go to the task pane and select **Edit > Status > User Status > Set & Pass On**



4. Select the user status from the User Status screen

| User Status (1) 6 Entries found |         |                          |
|---------------------------------|---------|--------------------------|
| Restrictions                    |         |                          |
| St...                           | Stat... | Status                   |
|                                 | CNC     | Cancelled                |
| 10                              | IPP     | Initial Planing Phase    |
| 20                              | UBR     | Under Budget Review      |
| 30                              | RFR     | Ready for Release        |
| 40                              | RAB     | Released and Budgeted    |
| 50                              | MEC     | Month-End Closing Status |

5. Click the **Continue** icon



6. Click the **Save** icon



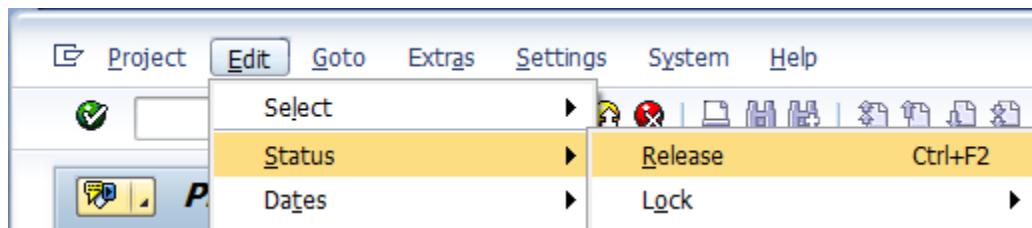
## Release Project, T-code CJ20N

Once the cost collector is constructed you may release the project to start the AuC process.

The steps for how to release a project are as follows:

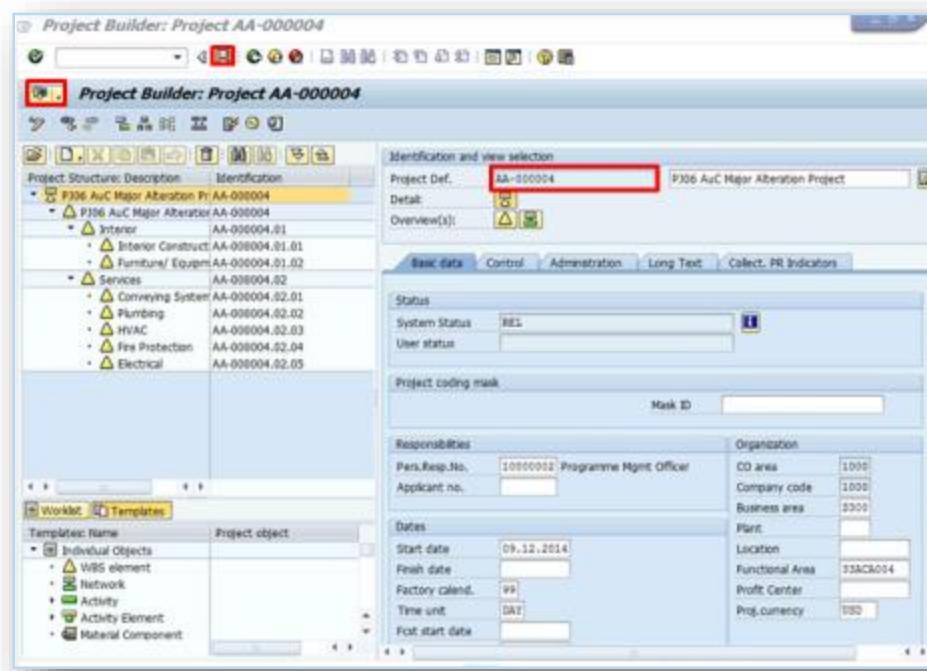
1. In the **Project Builder** screen, select the **Open** icon
2. Select the **Project Def. ID**
3. Click the **Continue** icon
4. Once the project is displayed in the Project Builder, unfold the entire project structure by selecting the **Expand All** icon
5. Enter **AA-0000NN** in the **Project Definition** field
6. Project Definition with work breakdown structure is displayed on the **Project Builder** Screen.
7. Select the **WBS Element** to be released
8. The release within a project structure works top-down. If the **entire project** is to be released, select the **Project Definition** from the project structure.

9. Go to the task pane and select **Edit > Status > Release**



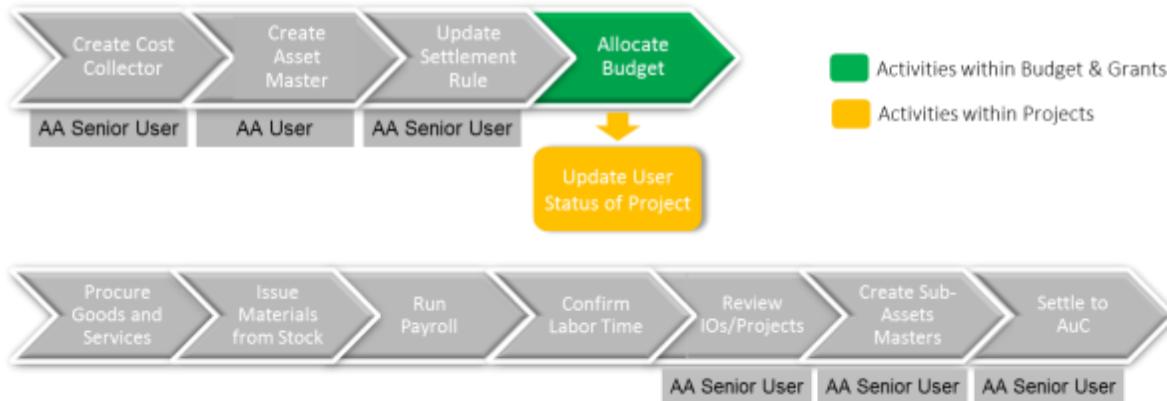
10. If a **selected WBS element** is released, the **System Status: REL** will apply to all WBS elements subordinate to the selected WBS element.

11. Click the **Save** button



## Budget the Project by Creating a Budget Allotment

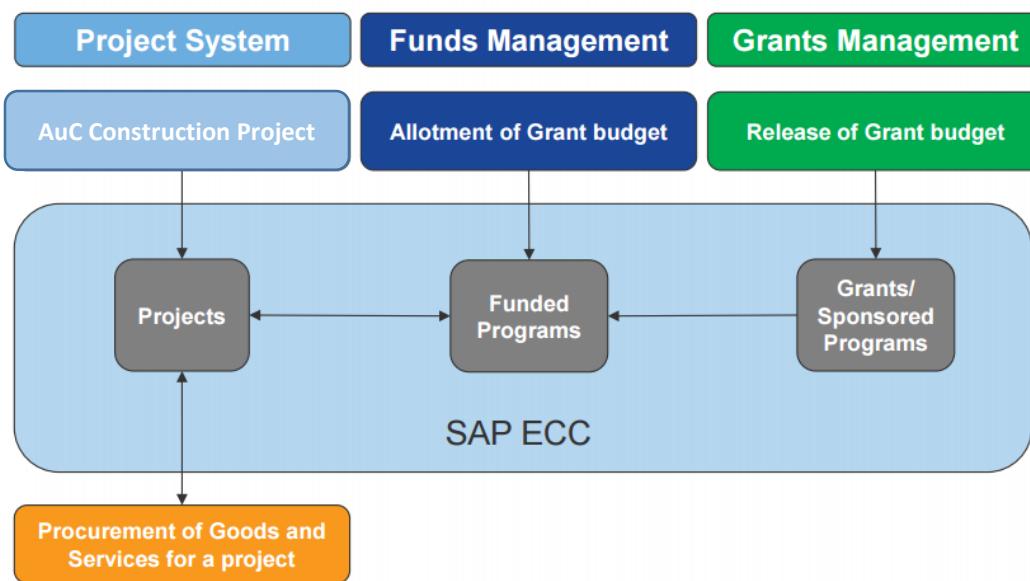
The workflow process for allocating budget is given below:



For each asset under construction, there will be a corresponding funds management user who will allocate funds for the project whether it be from budgeted funds or grants. The funds for the major alteration of the building comes from regular budgetary funds.

However, funding may come from grants in which the grant funds must first be released to the funds management module. Once a Budget Control WBSE is defined in the project, it will trigger the creation of a Funded Program. Each project requires at least one Budget Control WBSE to receive budget allotments.

Once funds are released, monthly activities may begin.



## Update User Status to RAB, T-code CJ20N

In this scenario, the user status must be updated to indicate that the project is released and budgeted before procurement can begin. To update the user status, use T-code **CJ20N** to open project builder.

The steps to update user status are as follows:

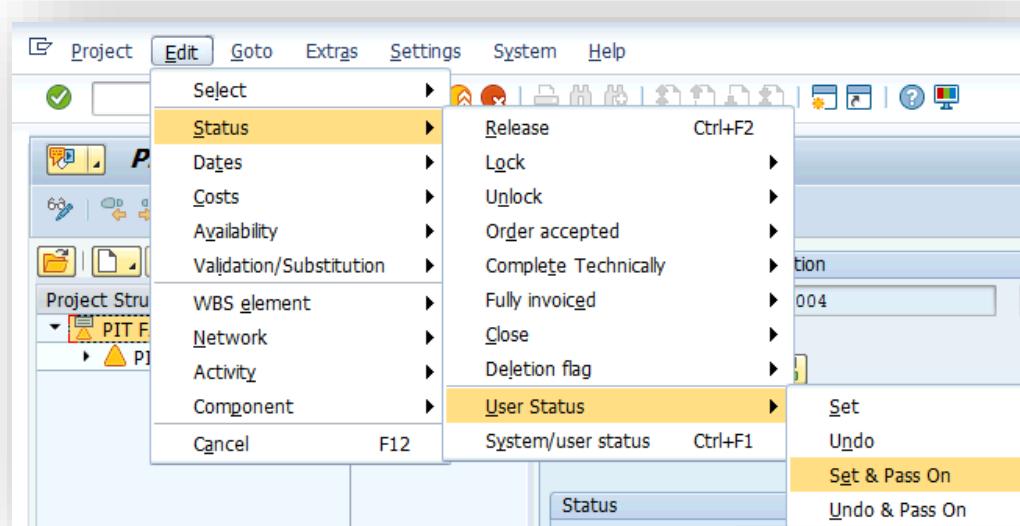
1. From the expanded project structure, select the WBS element to be updated



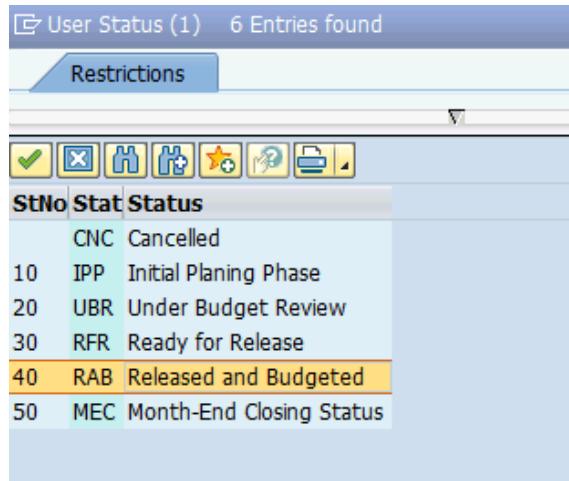
### Note:

- If the user status update applies to one WBS element only, go to the task pane and select **Edit > Status > User Status > Set**
- If the user status update applies to all WBS elements subordinate to the selected WBS element, go to the task pane and select **Edit > Status > User Status > Set & Pass On**

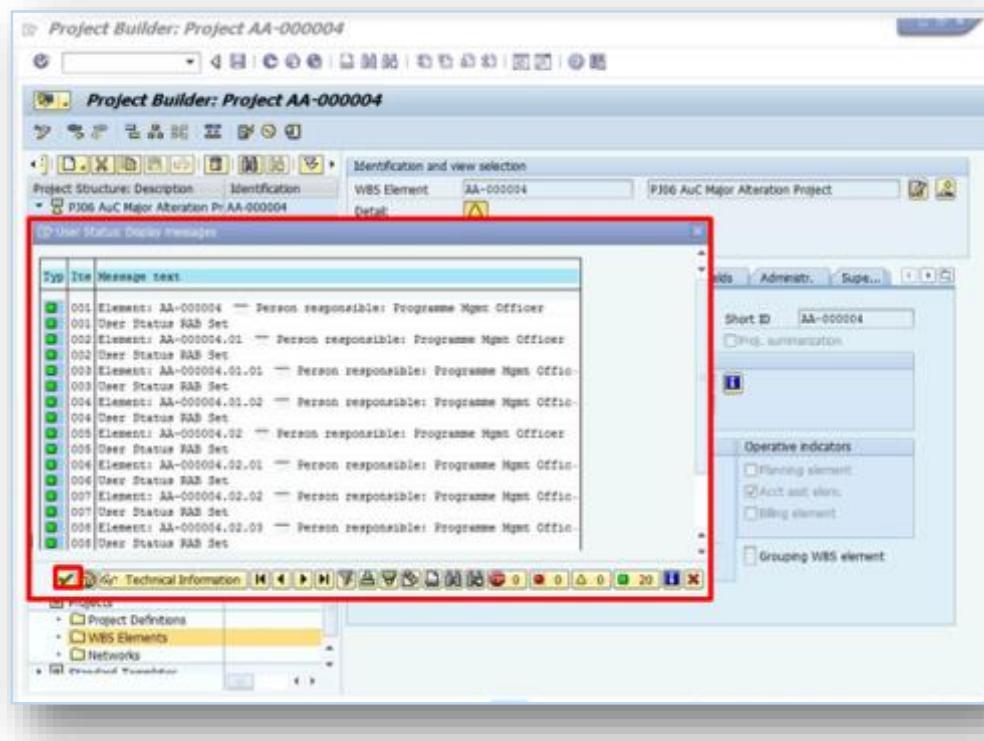
2. Select the top level WBS element **AA-0000NN** from the **Project Structure**
3. Go to the task pane and select **Edit > Status > User Status > Set & Pass On**



4. Select the user status from the **User Status** screen



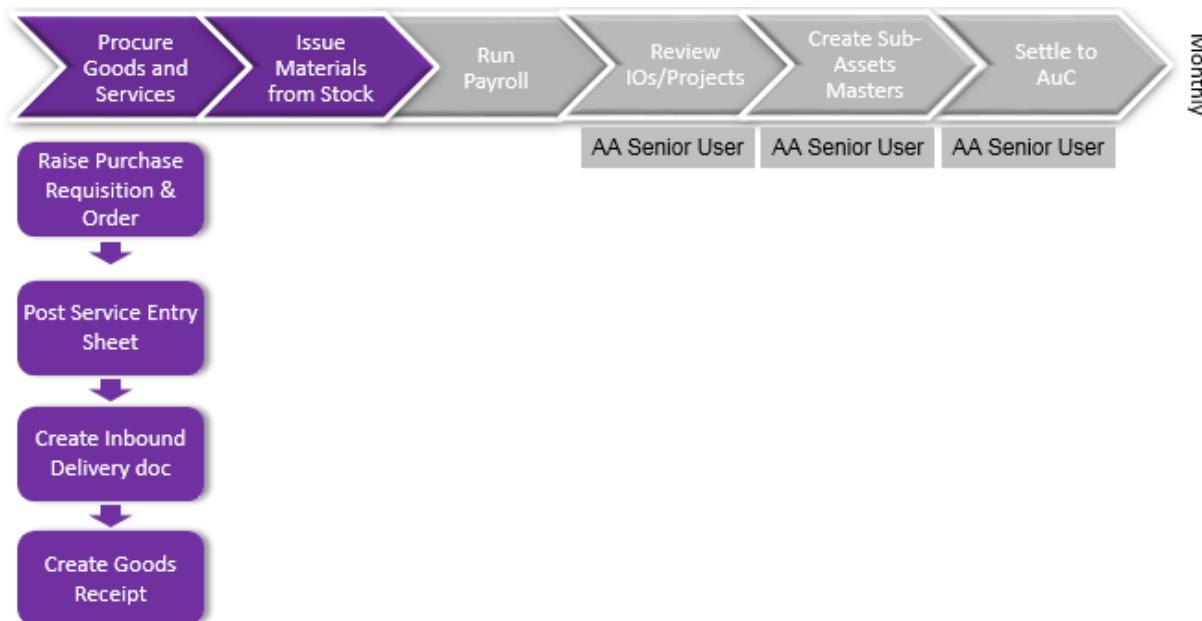
5. Click the **Continue** icon



6. Click the **Save** icon



## Module 3: Monthly Activities



## Procurement Goods, Services, and Equipment

### Raise Purchase Requisition

The procurement process is involved to procure the necessary goods and services for the AuC.

Procurement of goods and services is done through SRM. Purchase Requisition (PR) /Shopping Cart is created with each good or service linked to the correct WBS element. In the Account Assignment category field, populate WBS element option and enter WBS Element number for the good or service procured. Alternatively, the internal order option may be populated if the cost collector is an internal order. A Purchase Order (PO) is created against the PR with each line item of the PO corresponding to correct WBSE.

The steps below are for the procurement process. **For more detailed explanation please refer to the Requisitioning user guide.** The steps to raise a purchase requisition are as follows:

1. Go to Umoja main login (Citrix)
2. Click the **5 Umoja Non Production Portal** System
3. Click the **Favorites** icon, on top right corner
4. Click the **Umoja QA (aka PIT-Mock) Systems**
5. Select the **Q3J - Umoja QA (PIT) Portal 2**
6. Enter the **Login ID** and **password**
7. Click the **Requisitioning** tab, on top of **Menu** bar
8. Click the **Requisitioning** option on the left pane **Menu** bar
9. Click Shopping Cart, a new Shopping Cart document is open, under the **Create Documents** tab

10. Click the **General Data** option

**Note:** On 5th line, mark the option of **Team Shopping Cart** checkbox to make available to the team. A new pop-up window **Create Shopping Cart** screen is displayed.

Click the **Add Item** drop-down list

The screenshot shows a Microsoft Internet Explorer window titled 'Create Shopping Cart'. At the top, there are several buttons: Order, Close, Print Preview, Save!, Check, Park, System Information, and Create Memory Snapshot. Below these buttons, there is a section labeled 'General Data' which is currently selected. This section contains fields for 'Buy on Behalf of' (set to 'NNSAREQ NNSAREQ'), 'Name of shopping cart' (set to 'NNSAREQ 09.12.2014 15:01'), 'Default Settings' (set to 'Set Values'), 'Header Data' (set to 'Values'), 'Approval Process' (set to 'Display / Edit Agents'), and 'Document Changes' (set to 'Display'). Below this, there is a section titled 'Item Overview' with a table. The table has columns: Line Number, Item Type, Product ID, Description, Product Category, Product Category Description, Quantity, Unit, Net Price / Unit, Currency, Option Type, and Order Type. There are 10 rows in the table, all of which have 'Item Type' set to 'Undefined item Type' and 'Product ID' set to '95141900'. The 'Product Category' column shows 'PrefabMedicalBldg' for all rows. The 'Quantity' column shows '1.000' for all rows. The 'Net Price / Unit' column shows '\$ 0.00 USD' for all rows. The 'Currency' column shows 'USD' for all rows. The 'Option Type' and 'Order Type' columns are empty.

11. Select the **Contract Catalog** option from the drop-down list

12. A new pop-up window **Procurement Catalog** is displayed

13. Once you are in the **Procurement Catalog** page, click **Back** icon to return to your Shopping Cart, do not click the top right corner cross icon of browser it will close your Shopping Cart

14. Enter the contract id in the **Contract ID** field

15. Click the **Search** button

16. Select the required line item and click **Add to Cart**

17. Click the **View Cart** icon and verify the item

18. Click the **Check Out** option

19. Go back to the Shopping Cart document; you will see that the selected lines are populated. **Price** and **Currency** should be the same as those from the contract

The screenshot shows the 'Procurement Catalog' interface. At the top, there is a search bar with 'Keyword:' and a red box around the 'Search' button. Below the search bar are filters for 'In-Item Key', 'Product Group', 'In-Item Location', 'Price Information', and 'Contract ID'. A red box highlights the 'Contract ID' filter. To the right, a shopping cart icon shows 'Items in Cart: 0 Subtotal: 0.00'. The main area displays a grid of search results with columns: Select, Quantity, Action, Supplier, Short Description, Long Description, Product ID, Supplier Part Number, and Product G. A red box highlights the 'Found 18908 item(s) of 18908 and showing 1 to 30' message. On the left, there is a 'Refine Search' sidebar with 'Search' and 'Category' filters.

20. In **Items Overview** section, click the **Details** button
21. Click the **Sources of Supply/Service Agents** tab to verify if the contract number is assigned
22. Click the **Items** tab

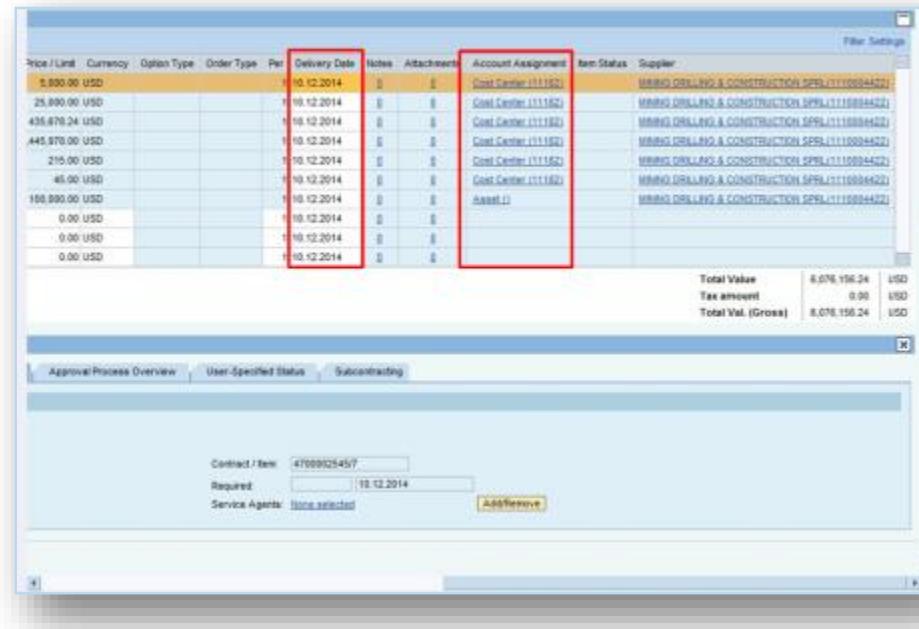
**Note:** There are two ways of displaying the details of the line item: select **Line Item** and click the **Details** button or click the hyperlinked **Line Item Number**, scroll down the page of Shopping Cart document.

Verify the following fields under the **Service and Delivery** section:

1. **Delivery Date:** Today + 3 days

**Note:** If the Delivery Date is not assigned correctly, the system will display a message  
**Line 1: Preferred delivery date cannot be kept.**

2. Click the **Account Assignment** tab
3. Click the **Details** button, scroll down the page of document
4. Verify that the **Account Assignment** field is **Cost Center**



**Note:** See the data sheet - use the same as the one used in the first Shopping Cart created as Unfunded for the **Cost Center** and **Fund**.

5. Click the **Notes and Attachments** tab
6. Add a comment on the **Supplier** hyperlink
7. Add a comment on the **Internal Note** hyperlink
8. Click the **Add Attachment** button

**Note:** If you run browsers other than Internet Explorer, you may not be able to directly open documents in the **Notes and Attachments** tab. Attempt looking in the Internet options **Advanced** and enable Automatic Downloads.

In this step, you check if the Shopping Cart is correct and ready to order for approval. There is a series of functional buttons - the same buttons are located on the top and at the bottom.

9. Click the **Check** button
10. The messages are displayed on the top of document, verify there is no error message
11. Click the **Order** button to submit the **Shopping Cart** for approval  
**Note:** At the bottom of Shopping Cart details, among other tabs, look for Approval Process Overview, and verify the status
12. Click the **Refresh** button to refresh the Shopping Cart

| Line Number | Item Type           | Product ID  | Description                        | Product Category | Product Category Description | Quantity | Unit             | Net Price / Unit | Currency |
|-------------|---------------------|-------------|------------------------------------|------------------|------------------------------|----------|------------------|------------------|----------|
| 1           | Service             | 3000000     | MyCom_Support On Task Serv         | 70141500         | TransportArrangdServ         | 16 DAY   | 5,000.00 USD     |                  |          |
| 2           | Service             | 3000052     | Insurance Serv                     | 04130003         | Ins&Entertainment serv       | 1 EA     | 25,000.00 USD    |                  |          |
| 3           | Service             | 3000221     | Architectural Serv                 | 01161588         | Architecture                 | 1 EA     | 405,678.34 USD   |                  |          |
| 4           | Service             | 3000222     | General Construction Serv          | 72129000         | Nonres_Constr. Serv.         | 1 EA     | 5,445,978.00 USD |                  |          |
| 5           | Material            | 1500004348  | Desk Chair                         | 56110000         | Comm_IndustrialFurn.         | 75 EA    | 215.00 USD       |                  |          |
| 6           | Material            | 1500004374  | Chair Desk                         | 56110000         | Comm_IndustrialFurn.         | 75 EA    | 45.00 USD        |                  |          |
| 7           | Material            | 21300000021 | GenSet 250kVA 3kt Diesel Power Gen | 26130000         | Power generation             | 1 EA     | 100,000.00 USD   |                  |          |
|             | Undefined Item Type |             |                                    | 95141900         | PrefabMedicalBldg            | 1.000    | 0.00 USD         |                  |          |
|             | Undefined Item Type |             |                                    | 95141900         | PrefabMedicalBldn            | 1.000    | 0.00 USD         |                  |          |

## Create Inbound Delivery for GR with PO - Standard Process, T-code ME23N

The inbound delivery is a document that follows the purchase order and allows specific details on the expected delivery dates and quantities as communicated by the vendor.

The inbound delivery can be listed in order to have an updated view on incoming goods.

In this step it is verified whether the inbound delivery for the purchase order already exists; if this is not the case, the delivery is created. The system is set up so that a program is executed to create automatically the inbound deliveries. So the manual creation is required only if the program did not run yet.

Verify if the Inbound Delivery already exists (Creation Batch job has been run already). A batch job for the automatic creation of Inbound Deliveries from PO is scheduled to run at regular intervals. In order to verify whether the inbound delivery (s) is already created, perform the steps given below.

The steps to create Inbound Delivery for GR with PO - Standard Process as follows:

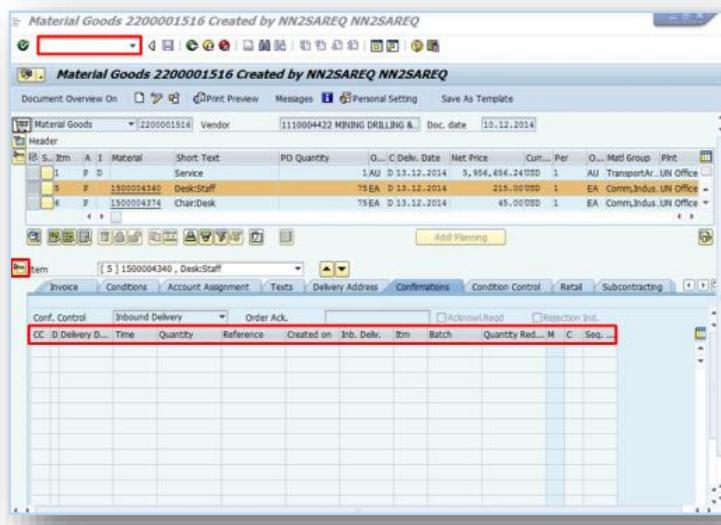
1. Enter **ME23N** in the **Command** field
2. Select **Entry Purchase Order > Other purchase Order** or, click **Other PO** icon, and enter the **Goods PO number**

**Note:** Item section should be displayed with the details for each PO line item; if the Item section is not displayed, click the **Item Details** icon to expand the item details overview. Click the **Confirmations** tab in the **Item Detail** section. Note whether an **Inbound Delivery** shows in the **Confirmation** tab.

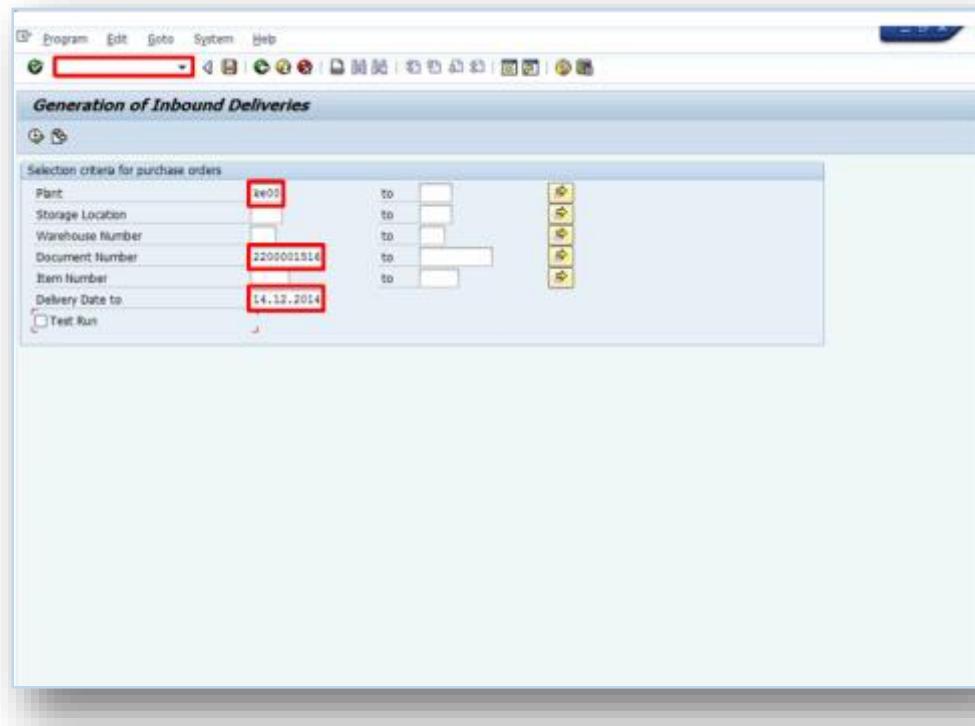


### Note:

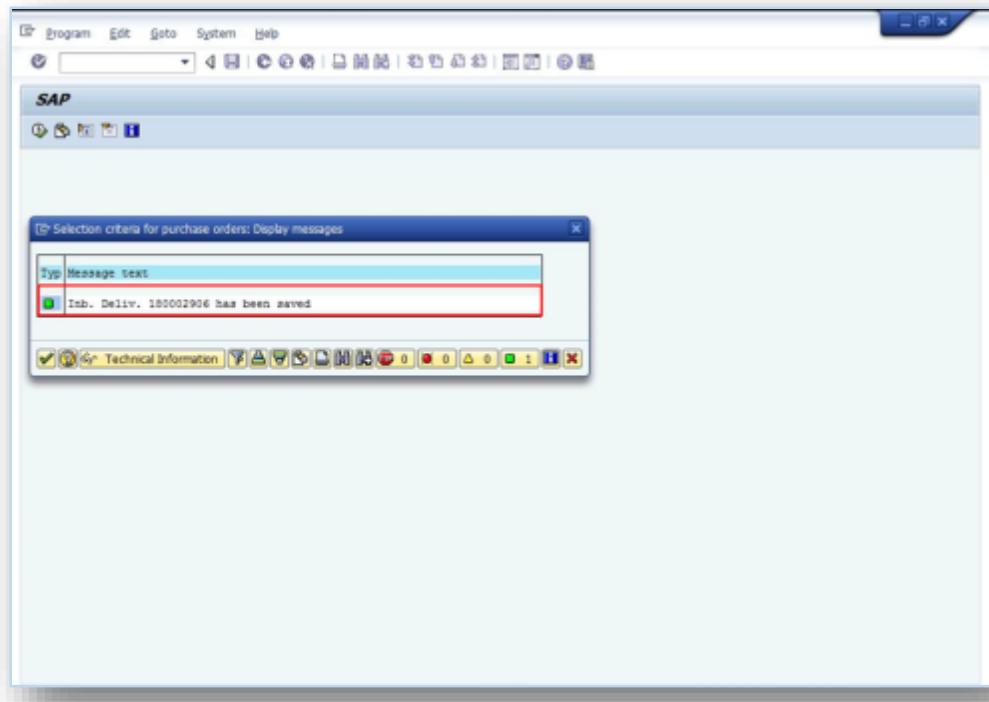
If the PO includes multiple line items, please verify the delivery number that exists for all items. In order to scroll to the next PO item, just click on the little black down arrow located in the middle of the overview screen, to the right of the field where the item number is displayed. If no Inbound Delivery is showing on the PO, go to **Step 2**, otherwise verify Expected Results. This step is to be executed only if no inbound deliveries have been automatically created in the Purchase Order.



1. Enter **nVL34** in the **Command** field
2. Enter **KE00** in the Plant field
3. Enter the Purchase Order(s) in the **Document Number** field.
4. Enter the delivery date in the **Delivery date** field  
**Note:** Date should be later than latest delivery date on the PO
5. Uncheck the **Test Run** field
6. Click the **Execute** icon



7. Take note of the **Inbound Delivery** number generated in this step



## Create Goods Receipt for Chairs and Desks, T-code MIGO

The steps to create Goods Receipt for chairs and desks as follows:

1. Enter **MIGO** in the **Command** field
2. Go to **Logistics > Materials Management > Inventory Management > Goods Movement > MIGO - Goods Movement**
3. Select **A01** from the **Goods Receipt** drop down list
4. Select **R04** from the Inbound Delivery drop down list
5. Enter the **Inbound Delivery Number** created earlier.

**Note:** On movement types: **101** is receipt in physical location (e.g. Central Receiving). **103** is receipt to blocked stock. **ZP1** is for Virtual Receipts (Incoterm based), **ZR1** is for Direct Receipt (e.g. directly to requestor)

Check for the following information:

1. At the Header of the Screen, **Collective Slip** indicator is selected
2. Materials to be received are N/A
3. The materials are pre-populated by the system based on predecessor document
4. Click the each line item number and for each line item review/update the below details:
  - **Material Tab:** Verify the **Material Number** and **Description**. If **Valuation Type** field exists, it should be populated with **NEW\_SUPP** or **NEW\_SPARES**.

- **Quantity Tab:** The quantity is pre-populated by the system based on predecessor document (e.g. inbound delivery). Review and/or update, as/if required, the quantity to be received to **75 desks and 75 chairs**
- **Where Tab:** The content of the **Where** tab is normally defaulted by the system from the predecessor document (e.g. inbound delivery). The default value are to be reviewed and changed only if required.

5. The **Plant** should be **KE00**
6. The **Storage Location** should be **N/A**

**Note:**

If the material is relevant for quality inspection, the system defaults the stock type to be **Quality Inspection**.

7. Purchase Order should be **PO number of the Purchase Order previously created**
8. Delivery Completed Indicator should be **Set Automatically**

**Note:** If the item to be received is managed in batches, then the **Batch** tab exists in the GR; if batch managed item, update below otherwise go to next data tab.

For materials handled in batches, in case of receipt in stock:

1. Click the **Batch** tab. The system batch number will be generated by the system as N/A.
2. Enter the **Vendor Batch Number** as N/A
3. With regard to the inventory items, it is important to maintain the **Shelf Life Expiration Date** or SLED as **N/A**

**Note:**

In case of receipt for consumable items the batch information may not be relevant; if the system issues a warning during the check of the item, click the **Enter** icon to continue. If the material to be received is serialized, then the **Serial Number** tab exists in the GR; if the item is serialized, review/update below otherwise go to **Next Data** tab. If receiving from another plant after a Virtual Goods Receipt, the serial numbers should be populated from the Outbound Delivery automatically.

4. If receiving from vendor, click the **Create Serial Numbers Automatically** option
  5. Select the **Item OK** indicator for each item; the **Item OK** indicator is located at the bottom of the screen.
- Note:** Repeat above for each line item once all line items are updated click **Check** and if no errors click **Post** to post the goods receipt (Check and Post icons are at the top part of the screen). Do not close the pop-up box for printing.
6. Verify that the GR Slip is printed immediately and **Confirm Expected Results**

**Note:**

You can use transaction **MB90** to re-print the GR slip; specify **Output Type = ZGRS**, **Processing Mode = 2** and indicate the Material Document number of the Goods Receipt to be printed. Verify the Bar Code printed on the receipt confirmation (this step is not applicable if not receiving serialized materials or if receiving goods from another Plant/Location other than Virtual Location)

7. Another Pop-up window is displayed
8. Choose a local printer and print the document; alternatively, choose to Print to **PDF**, in order to save the label in PDF format. For testing purpose the second option so at least one label can be saved to document.

**Note:** Whenever needed, you can use transaction **MB90** to re-print the label; specify output type = **ZLA1** or **ZLA2**, Processing mode = **2** and indicate the **Material Document** number of the **Goods Receipt** to be printed. This step is applicable only in case of goods receipt against multiple deliveries. Display the Material Document previously created.
9. Populate the following fields on the same **Goods Receipt MIGO** screen
  - **Display**
  - **Material Document**
  - **Material Document Number**
10. Click the **Enter** icon
11. Verify the **Account Documents**
12. Select the **FI Documents** button
13. Verify the **Purchase Order History**

**Note:** On the **Purchase Order Data** tab double click the **PO Number** and Navigate to the **Purchase Order History** tab with the PO.
14. Select the **Back** button to go back to the material document

### Create Service Entry Sheet Posting for Services Received

The steps to create Service Entry Sheet Posting for Services Received as follows:

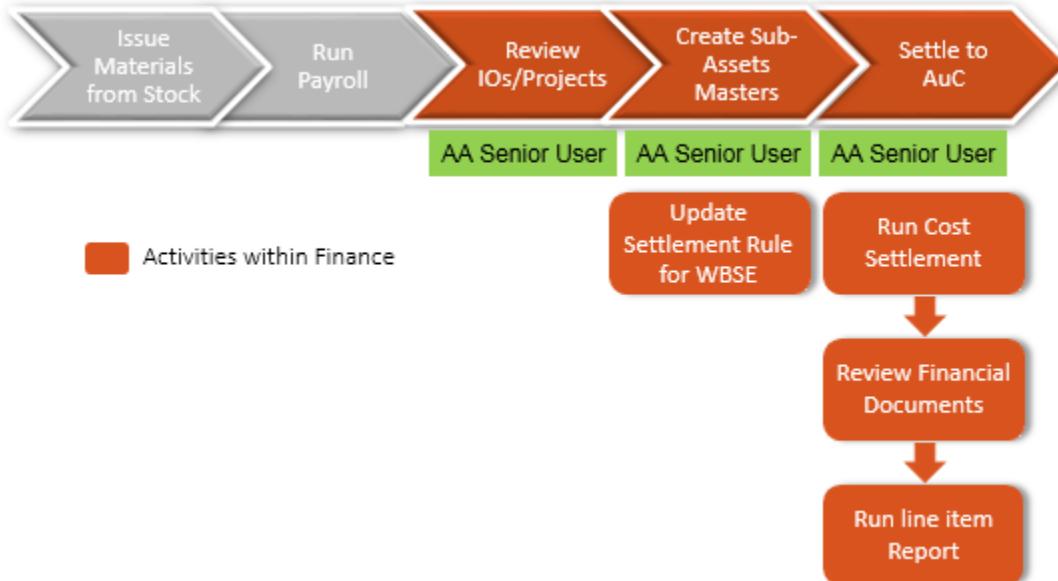
1. Enter **ML81N** in the command field
2. Click the **Other Purchase Order** button
3. Enter the **For Purchase Order** (PO) number (from the previous script)
4. Click the **Enter** icon to continue
5. Click the **Entry Sheet** field. Select **Create > With Planned Service**

**Note:** A pop-up is displayed for the percentage quantity: 100%, click the Enter icon(or click check mark)
6. Enter/validate the **Quantity** of the services performed
7. Enter any text in **Short Text** field to provide details of the service received
8. Click **Accept. Data** tab
9. Enter **Doc. Date** and **Short Text** Posting Date as below:
  - Doc. Date (today's date)
  - Posting Date (today's date)
10. Click the **Save** icon

**1000006673 Display Entry Sheet**

| Entry Sheet  | 1000004673               | No acceptance            | Returns Indicator        |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------|------------------------------|----------|--------------------------|--------------------------|------------|----------|-----|-------------|----|--------------------------|--------------------------|--------------------------|--------------------------|--------|------------------------------|----|-------------|--------------------------|----|--------------------------|--------------------------|--------------------------|--------------------------|--------|----------------|---|--------------|--------------------------|----|--------------------------|--------------------------|--------------------------|--------------------------|--------|--------------------|---|---------------|--------------------------|----|--------------------------|--------------------------|--------------------------|--------------------------|--------|---------------------------|---|-----------------|--------------------------|----|--|--|--|--|--|-------|------|--------------------------|--------------------------|----|--|--|--|--|--|-------|------|--------------------------|--------------------------|----|--|--|--|--|--|-------|------|--------------------------|--------------------------|----|--|--|--|--|--|-------|------|--------------------------|--------------------------|----|--|--|--|--|--|-------|------|--------------------------|--------------------------|
| For Purchase Order   | 2200001514/1             |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <input checked="" type="checkbox"/> Other Purchase Order   |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <input type="checkbox"/> Purchase Orders/Entry Sheets <input type="checkbox"/> Vouchers <input type="checkbox"/> Invoices <input type="checkbox"/> Credit Notes <input type="checkbox"/> Sales Orders <input type="checkbox"/> Sales Returns   |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <input type="checkbox"/> 2200001516 <input type="checkbox"/> HMBP <input type="checkbox"/> No acceptance<br><input type="checkbox"/> 2500000552 <input type="checkbox"/> GEOR <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000553 <input type="checkbox"/> AHME <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000554 <input type="checkbox"/> IRRH <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000555 <input type="checkbox"/> KHAL <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000556 <input type="checkbox"/> HOUJ <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000557 <input type="checkbox"/> MOHU <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000558 <input type="checkbox"/> NAWI <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000559 <input type="checkbox"/> KHAL <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000560 <input type="checkbox"/> AHME <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000561 <input type="checkbox"/> AHME <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000562 <input type="checkbox"/> SHAD <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000563 <input type="checkbox"/> SAME <input type="checkbox"/> Returns Indicator<br><input type="checkbox"/> 2500000564 <input type="checkbox"/> SAME <input type="checkbox"/> Returns Indicator   |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <input type="checkbox"/> Basic Data <input type="checkbox"/> Accept. Data <input type="checkbox"/> Vals. <input type="checkbox"/> Vendor Evaln <input type="checkbox"/> LongText <input type="checkbox"/> History  |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| Acct. Asgmt. Cat.    Project<br>External Number<br>Service Loc.<br>Period  |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <input type="checkbox"/> Price Ref.    11.12.2014<br><input type="checkbox"/> Prop. Intern. <input type="checkbox"/><br><input type="checkbox"/> Prop. Extern. <input type="checkbox"/>  |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <table border="1"> <thead> <tr> <th>Line</th> <th>D.</th> <th>P.</th> <th>C.</th> <th>U.</th> <th>Service No.</th> <th>Short Text</th> <th>Quantity</th> <th>Un.</th> <th>Gross Price</th> </tr> </thead> <tbody> <tr> <td>10</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>300008</td> <td>MovCon Speciale:On Task Serv</td> <td>10</td> <td>DAY5,000.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>20</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>300052</td> <td>Insurance Serv</td> <td>1</td> <td>EA 25,000.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>30</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>300221</td> <td>Architectural Serv</td> <td>1</td> <td>EA 435,678.24</td> <td><input type="checkbox"/></td> </tr> <tr> <td>40</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>300222</td> <td>General Construction Serv</td> <td>1</td> <td>EA 5,445,976.00</td> <td><input type="checkbox"/></td> </tr> <tr> <td>50</td> <td colspan="5"></td> <td>0.000</td> <td>0.00</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>60</td> <td colspan="5"></td> <td>0.000</td> <td>0.00</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>70</td> <td colspan="5"></td> <td>0.000</td> <td>0.00</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>80</td> <td colspan="5"></td> <td>0.000</td> <td>0.00</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>90</td> <td colspan="5"></td> <td>0.000</td> <td>0.00</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> |                          |                          |                          | Line                     | D.          | P.                           | C.       | U.                       | Service No.              | Short Text | Quantity | Un. | Gross Price | 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300008 | MovCon Speciale:On Task Serv | 10 | DAY5,000.00 | <input type="checkbox"/> | 20 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300052 | Insurance Serv | 1 | EA 25,000.00 | <input type="checkbox"/> | 30 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300221 | Architectural Serv | 1 | EA 435,678.24 | <input type="checkbox"/> | 40 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300222 | General Construction Serv | 1 | EA 5,445,976.00 | <input type="checkbox"/> | 50 |  |  |  |  |  | 0.000 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | 60 |  |  |  |  |  | 0.000 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | 70 |  |  |  |  |  | 0.000 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | 80 |  |  |  |  |  | 0.000 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> | 90 |  |  |  |  |  | 0.000 | 0.00 | <input type="checkbox"/> | <input type="checkbox"/> |
| Line   | D.                       | P.                       | C.                       | U.                       | Service No. | Short Text                   | Quantity | Un.                      | Gross Price              |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 10   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300008      | MovCon Speciale:On Task Serv | 10       | DAY5,000.00              | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 20   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300052      | Insurance Serv               | 1        | EA 25,000.00             | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 30   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300221      | Architectural Serv           | 1        | EA 435,678.24            | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 40   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 300222      | General Construction Serv    | 1        | EA 5,445,976.00          | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 50   |                          |                          |                          |                          |             | 0.000                        | 0.00     | <input type="checkbox"/> | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 60   |                          |                          |                          |                          |             | 0.000                        | 0.00     | <input type="checkbox"/> | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 70   |                          |                          |                          |                          |             | 0.000                        | 0.00     | <input type="checkbox"/> | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 80   |                          |                          |                          |                          |             | 0.000                        | 0.00     | <input type="checkbox"/> | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| 90   |                          |                          |                          |                          |             | 0.000                        | 0.00     | <input type="checkbox"/> | <input type="checkbox"/> |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |
| Line: 10   |                          |                          |                          |                          |             |                              |          |                          |                          |            |          |     |             |    |                          |                          |                          |                          |        |                              |    |             |                          |    |                          |                          |                          |                          |        |                |   |              |                          |    |                          |                          |                          |                          |        |                    |   |               |                          |    |                          |                          |                          |                          |        |                           |   |                 |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |    |  |  |  |  |  |       |      |                          |                          |

## Create Sub-assets for AuC, T-code AS11\_FMIM



The Asset Accounting Senior User identifies that the construction project has costs to be capitalized at the end of the month.

AuC Sub-assets: will need to be manually created using T-code **AS11\_FMIM**.

Asset Accounting Senior user will then update the AuC with grant info T-code **AS02** if applicable. The AuC master records will be updated with the fund information upon first settlement from the WBS element to the AuC.

The steps to create Sub-assets for AuC as follows:

Populate data in the following fields:

1. **Controlling Area:** 1000
2. **Company Code:** 1000

For Orders:

1. **All Orders:** N/A
2. **Order:** N/A
3. **Order Group:** N/A

For Projects:

1. **All WBS Elements:** Yes
2. **Project Definition:** AA-0000NN - Project Definition ID created for PJ06
3. **WBS Element:**
  - AA-0000NN.01.01 (Int. Construction)
  - AA-0000NN.02.01 (Conveying Systems)
  - AA-0000NN.02.02 (Plumbing)
  - AA-0000NN.02.03 (HVAC)
  - AA-0000NN.02.04 (Fire Protections)

- AA-0000NN.02.05 (Electrical)
4. Check/uncheck the following options:
- **List Existing Assets:** List Existing Assets
  - **With Subnumbers:** N/A
  - **With List Maintenance:** N/A
  - **Test Run:** Checked
5. Click the **Enter** icon

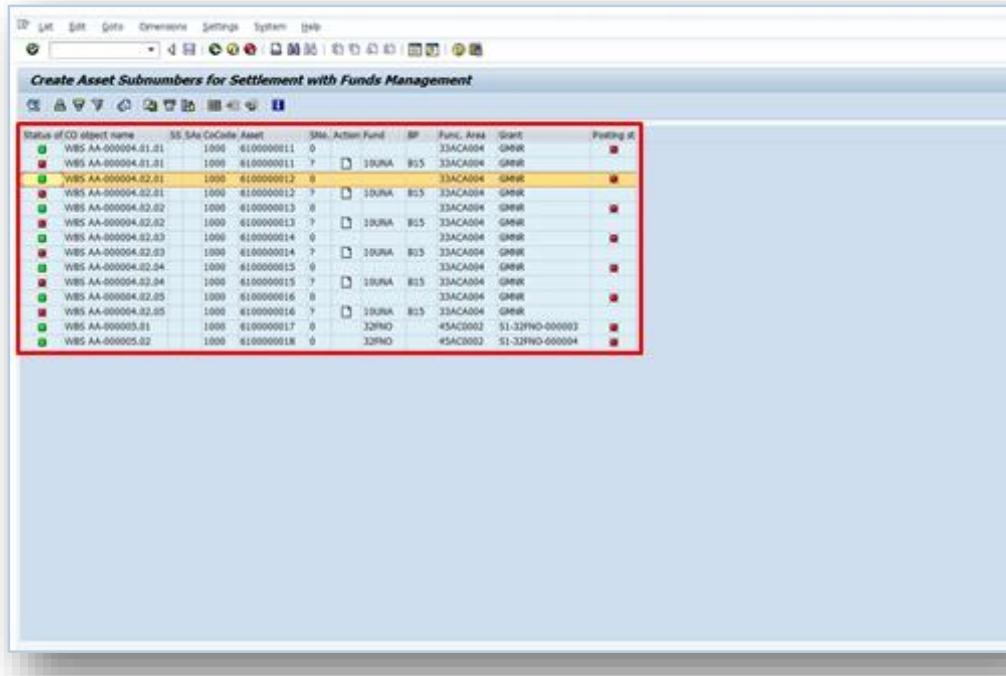
**Create Asset Subnumbers for Settlement with Funds Management**

|  |   |    |   |  |
|--|---|----|---|--|
| Controlling Area   | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Company Code   | <input type="text"/>                    | to | <input type="text"/>                    |  |
| <b>Orders</b>  |   |    |   |  |
| <input type="checkbox"/> All Orders  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Order  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Order Group  | <input type="text"/>                    |    |   |  |
| <b>Projects</b>  |   |    |   |  |
| <input type="checkbox"/> All WBS Elements  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Project Definition   | <input type="text"/>                    | to | <input type="text"/>                    |  |
| WBS Element  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| <b>Further Selections</b>  |   |    |   |  |
| Posting Date   | <input type="text" value="01.01.2015"/> | to | <input type="text" value="08.04.2015"/> |  |
| Fund   | <input type="text" value="10UNA"/>      | to | <input type="text"/>                    |  |
| S_BUDPD  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Functional Area  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Grant  | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Cost Element   | <input type="text"/>                    | to | <input type="text"/>                    |  |
| Cost Element Group   | <input type="text"/>                    |    |   |  |
| <br><input type="checkbox"/> List existing assets<br><input type="checkbox"/> ... with subnumbers<br><input checked="" type="checkbox"/> With List Maintenance<br><input checked="" type="checkbox"/> Test Run |   |    |   |  |

6. Click the **Execute** icon

**Note:** Select the rows in the list for which the Status column is red by clicking on the left side of the row.

7. Click the **Create Asset** icon  
8. Click the **Save** button



## Update Settlement Rules for WBS Elements Month End, T-code CJ20N

Settlement rules must be created for the cost center for each WBS element that will be settled to cost center.

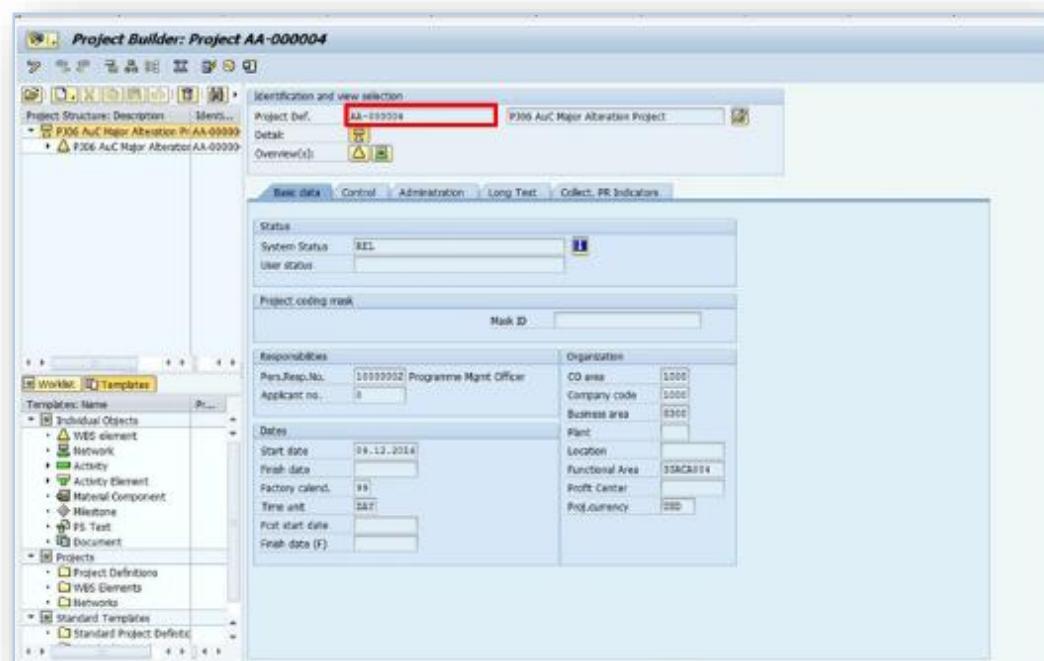
**Note:** Settlement Rules must be maintained for the lowest level WBS elements where the expenditures have been incurred.

**Note:** If a service order is used the expenditures incurred for the service order must first be settled to the project and then to the AuC.

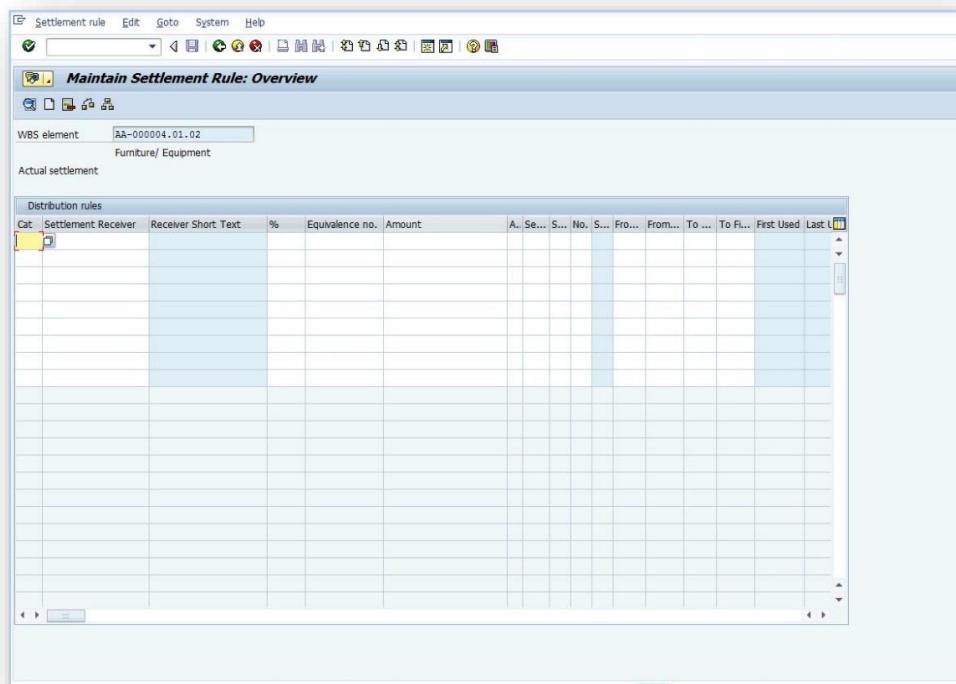
The steps to update Settlement Rules for WBS Elements as follows:

1. Select the **Open > Project Builder**
2. Select the **Project Definition**
3. Click the **Enter** icon to confirm

**Note:** Project Definition with subordinate WBS Elements is displayed in the Project Builder. From the project structure, select the WBS Elements for which costs will be settled (usually all of the lowest level WBS Elements)



4. From the project structure select the WBS Elements for which costs will be settled (usually all of the lowest level WBS Elements).



**Note:**

For all **WBS Elements** with a selected Investment Profile, a **Settlement Rule** to the corresponding AuC will be generated automatically. This step is only required if the settlement is going to a **Cost Center** or if parts of the settled costs are going to a Cost Center.

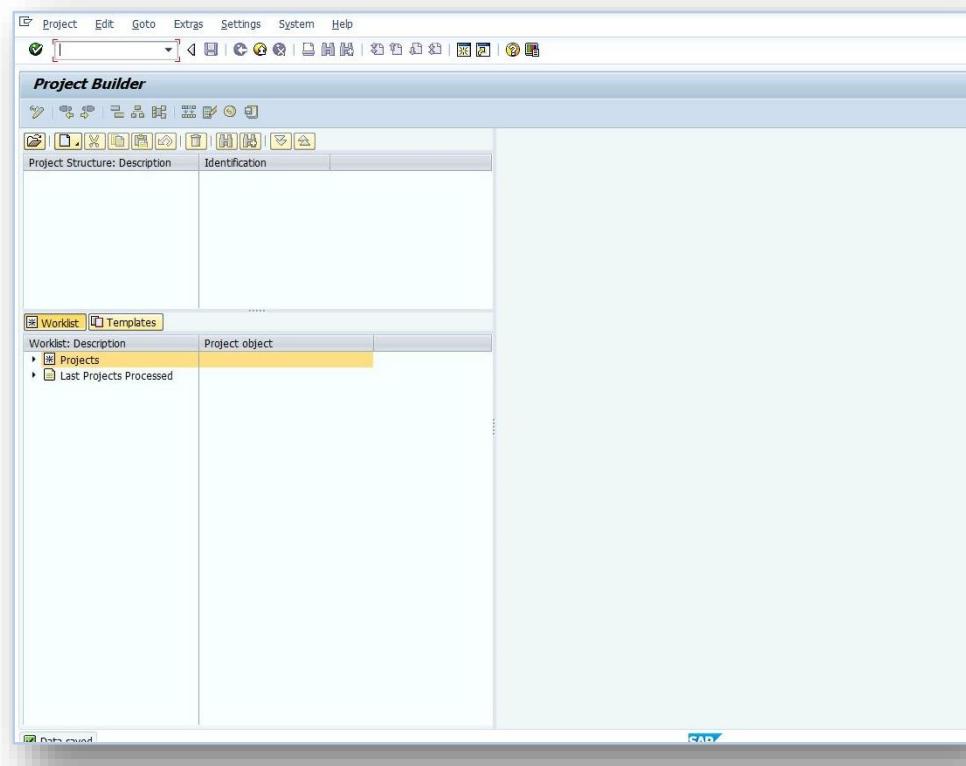
5. Select the WBS Element and go to **Edit > Costs > Settlement Rule**

The **Maintain Settlement Rule: Overview** screen opens up for the selected WBS Element

6. Populate the following fields in the **Maintain Settlement Rule: Overview** screen:

- **Category:** CTR
- **Settlement Receiver:** Cost Center 11003
- **Settlement Percentage:** 100%
  - If there is split settlement you may adjust the percentage here
- **Settlement Type:** PER

7. Click the **Save** icon.



## Update User Status to MEC, T-code CJ20N

In this scenario, the user status must be updated to MEC Month End Closing to indicate that expenditures are ready to be settled to the AuCs. To update the user status, use T-code **CJ20N** to open project builder.

The steps to update user status are as follows:

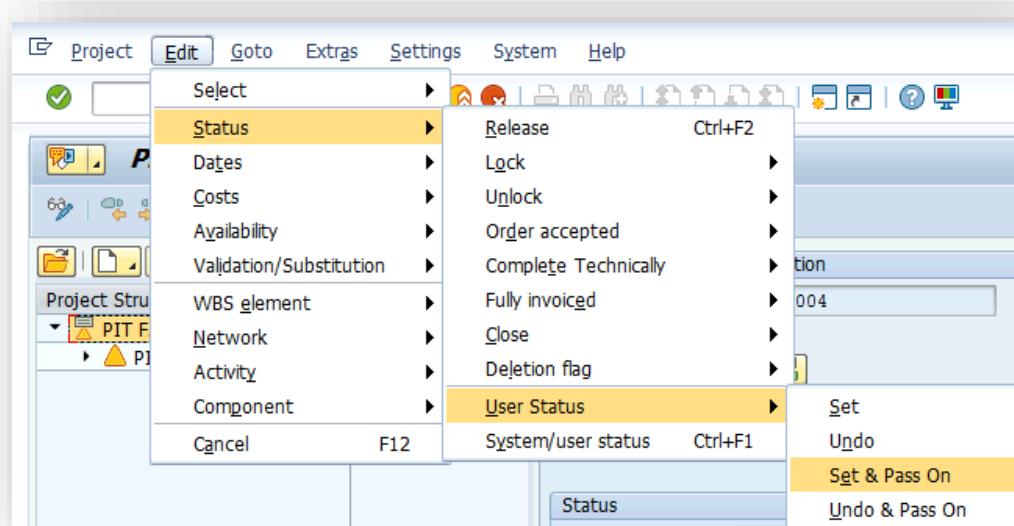
1. From the expanded project structure, select the WBS element to be updated



### Note:

- If the user status update applies to one WBS element only, go to the task pane and select **Edit > Status > User Status > Set**
- If the user status update applies to all WBS elements subordinate to the selected WBS element, go to the task pane and select **Edit > Status > User Status > Set & Pass On**

2. Select the top level WBS element **AA-0000NN** from the **Project Structure**
3. Go to the task pane and select **Edit > Status > User Status > Set & Pass On**

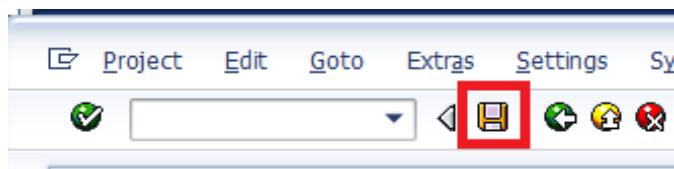


4. Select the user status from the **User Status** screen

| User Status (1) 6 Entries found |      |                          |
|---------------------------------|------|--------------------------|
| Restrictions                    |      |                          |
| StNo                            | Stat | Status                   |
|                                 | CNC  | Cancelled                |
| 10                              | IPP  | Initial Planing Phase    |
| 20                              | UBR  | Under Budget Review      |
| 30                              | RFR  | Ready for Release        |
| 40                              | RAB  | Released and Budgeted    |
| 50                              | MEC  | Month-End Closing Status |

5. Click the **Continue** icon

6. Click the **Save** icon



## Run Cost-settlement to Capitalize Costs

In order to capitalize cost as AuCs or to a cost center, the Asset Accounting Senior user will run cost-settlement T-code **CJ88**. If internal order was used, T-Code **KO88** is used to settle to AuC.

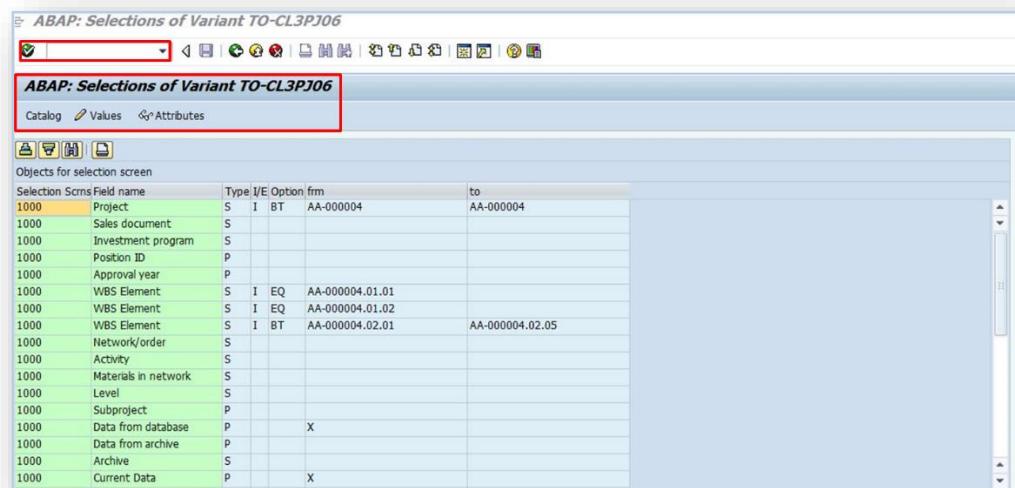
Alternatively, Monthly settlements are also processed via batch jobs in Umoja by creating a selection variant.

To validate that all expenses were settled to the AuC or Cost Center, run line item report T-code **CJI3**

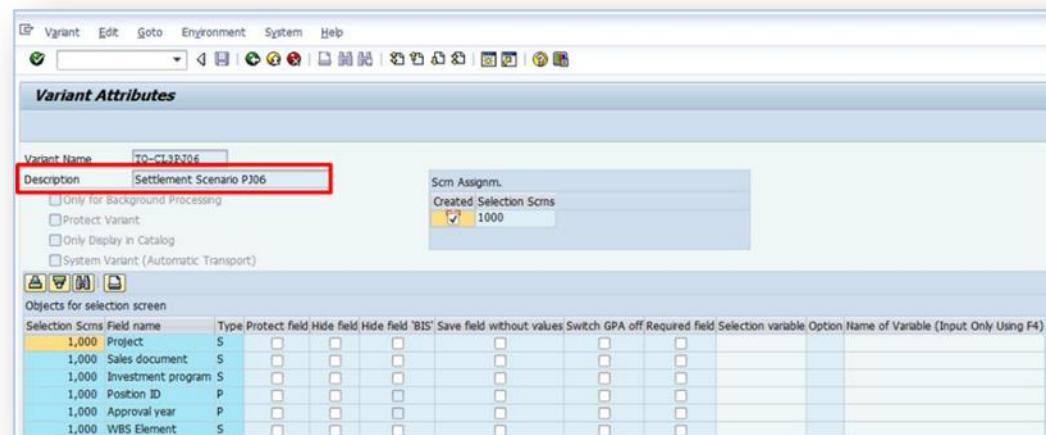
## Create Settlement Variant T-Code CJ8V

The steps to create Project Settlement Variant are as AuCs as follows:

1. Enter T-code **CJ8V**
2. In the **ABAP: Variants - Initial Screen** define the name of the variant that contains the group of WBSs to be settled by maintaining the following fields:
  - **Variant Name**
3. Click the **Value** button
4. Click the **Create** icon. Populate the **Database Profile** and **Controlling Area** tabs
5. Click the **Execute** icon. Variant name to be populated. Maintain Variant screen appears



6. Click the **Attributes** icon can add a description to the Variant by populating the **Description** field
7. Click the **Save** icon

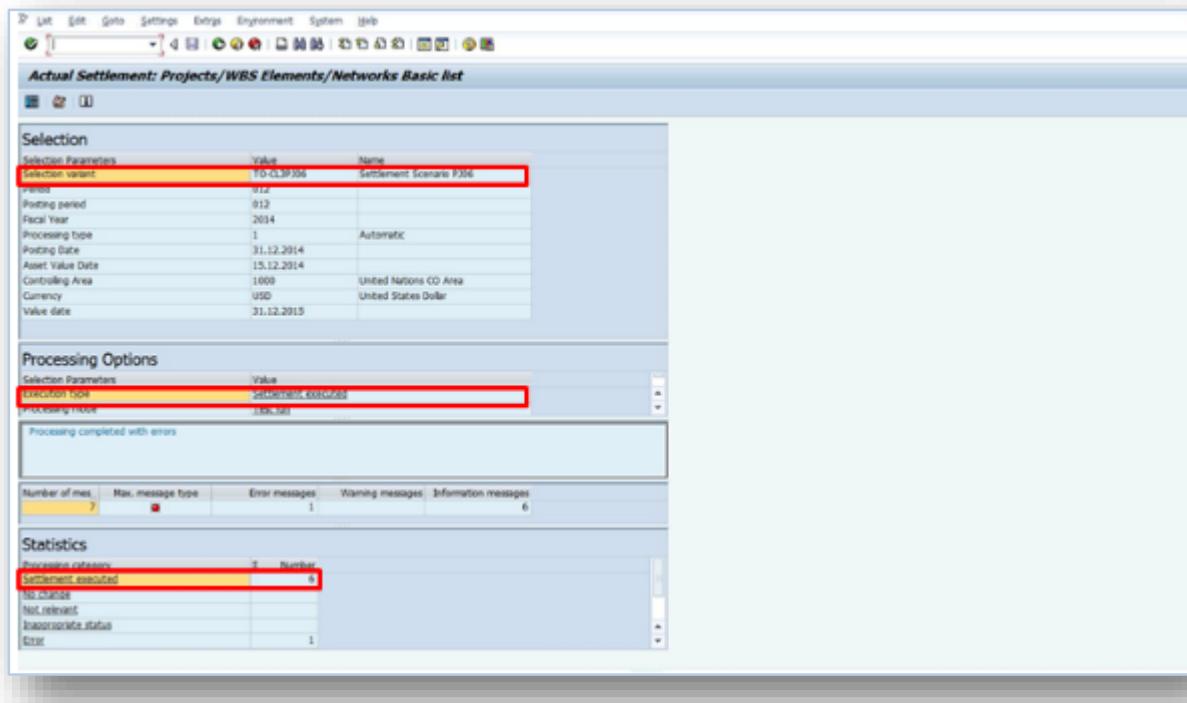


## Run Settlement Variant T-Code CJ8G

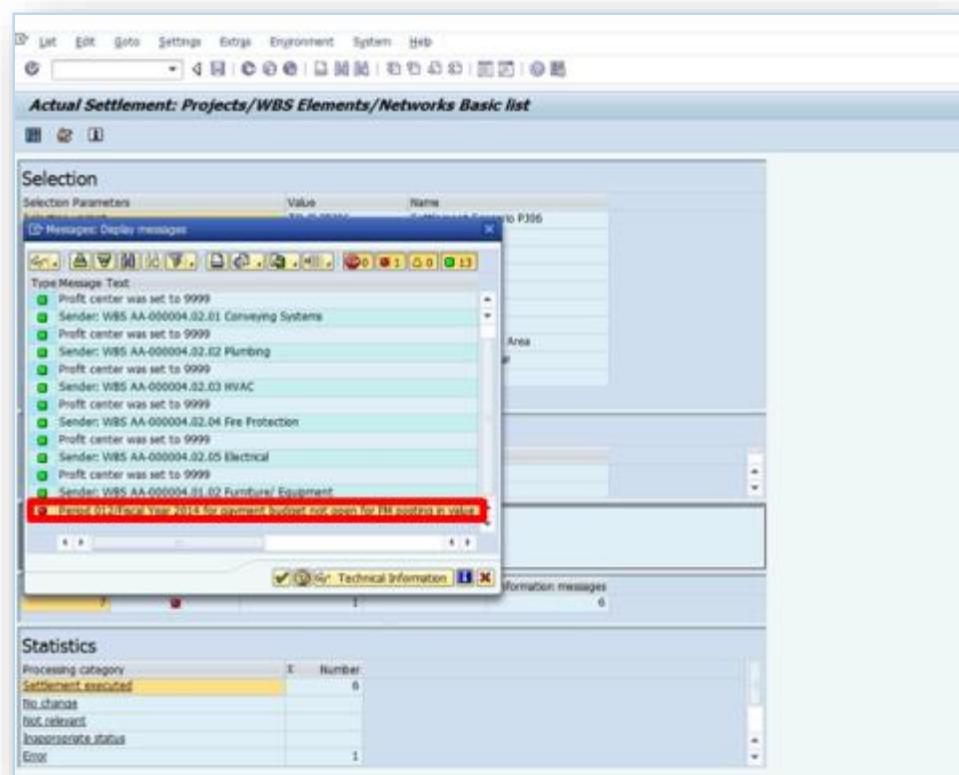
Please follow the instructions below

The steps to run Cost-settlement to Capitalize Costs are as AuCs as follows:

1. Enter T-code **CJ8G** to run settlement variant
2. In the **Actual Settlement: Projects/WBS Elements/Networks Basic List** screen define the variant that contains the group of WBSs to be settled by maintaining the following fields:
  - **Variant:** XX-CL3PJ06
  - **Settlement Period:** Current month
  - **Fiscal Year:** 2014
  - **Posting period:** Current month
  - **Asset Value Date:** Today
  - **Processing Type:** Automatic
3. Select the **Test Run** checkbox
4. Select the **Detail List** checkbox



5. Click the **Execute** icon
6. On the Actual Settlement: Projects/WBS Elements/Networks Basic list screen select the Messages icon
7. If there are no error messages, go back to the **Actual Settlement: Projects/WBS Elements/Networks** screen and uncheck the **Test Run** field.
8. Click the **Execute** icon



## Run cost settlement T-Code CJ88

Alternatively, you may use T-Code CJ88 to settle to the AuC if selection variant is not created.

You can run cost-settlement to capitalize costs as AuCs and review financial documents related to capitalization. The steps to run Cost Settlement are as follows:

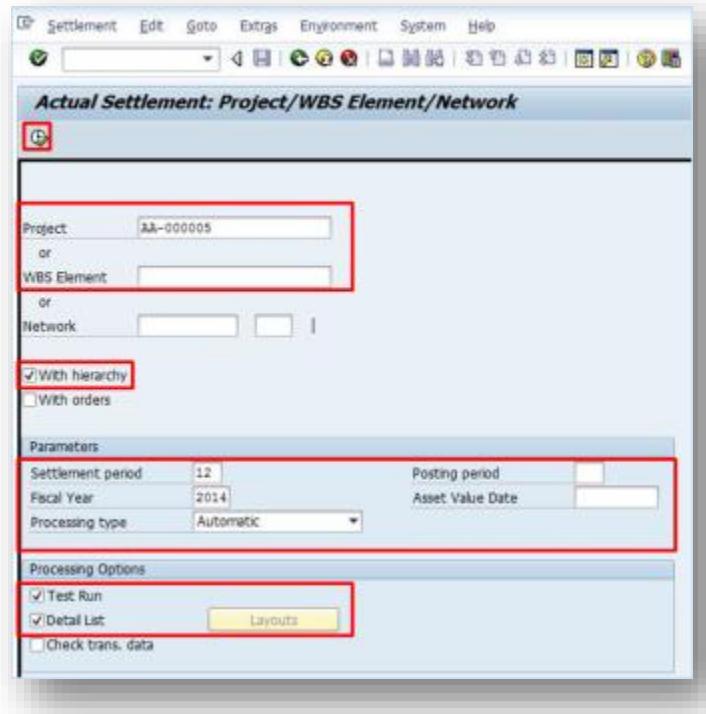
### Step-by-Step Instructions

9. In the **Actual Settlement: Project/WBS Element/Network** screen define the Project/WBS Element to be settled by maintaining the following fields:
  - **Project:** AA-0000NN (Project ID) or
  - **WBS Element:** N/A
  - **With hierarchy:** Select the checkbox
  - **Settlement Period:** Current month (should match posting period)
  - **Fiscal Year:** 2014
  - **Posting period:** Current month
  - **Asset Value Date:** Today's date
  - **Processing Type:** Automatic

**Note:** If needed, enter the **Controlling Area '1000'** and click the **Run Cost Settlement** icon.

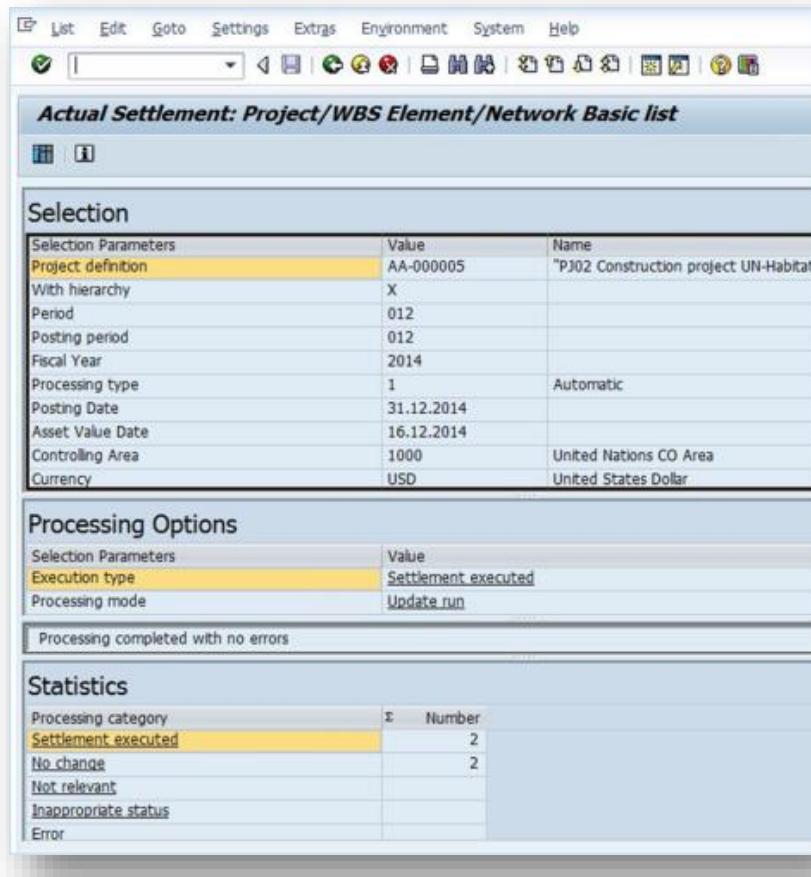
10. Select the **Test Run** checkbox

11. Select the **Detail List** checkbox
12. Check the **Detail List**
13. Select the **Execute** icon in the **Menu** bar and confirm the system message

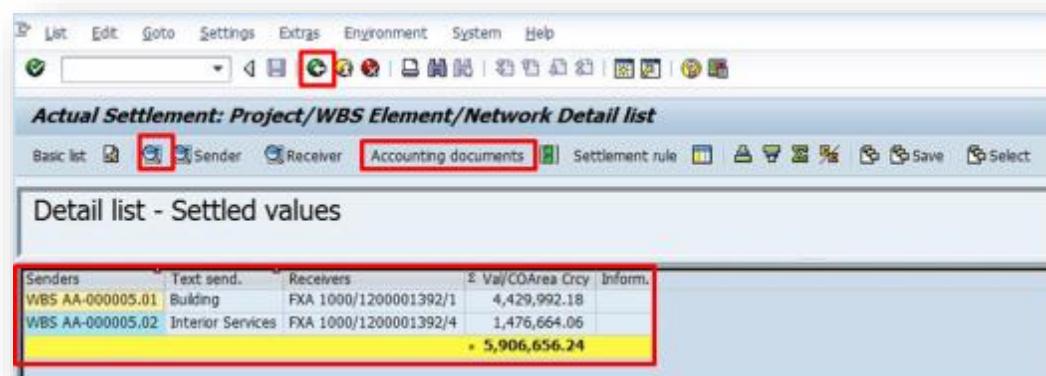


**Note:** On the **Actual Settlement: Project/WBS Element/Network Basic list** screen select the messages icon in the **Menu** bar and validate the messages. If there are no error messages, go back to the **Actual Settlement: Project/WBS Element/Network** screen.

On the '**Actual Settlement: Project/WBS Element/Network Basic list**' screen, unselect the **Test Run** checkbox. Select the **Execute** icon in the **Menu** bar.



14. On the **Actual Settlement: Project/WBS Element/Network Basic list** screen, select the **Detail lists** button
15. In the **Menu** bar, select **Accounting documents**
16. From the pop-up window, double-click the document to be reviewed and validate the entries in the FI, CO, FM and GM document
17. Click the **Back** icon and repeat the process for each document to be reviewed
18. The details of each entry in the reviewed documents correspond to the desired entries



## Run Line Item Report, T-code CJI3

To validate that all expenses were settled to the AuC or Cost Center, run line item report T-code **CJI3**

The steps to run Line Item Report as follows:

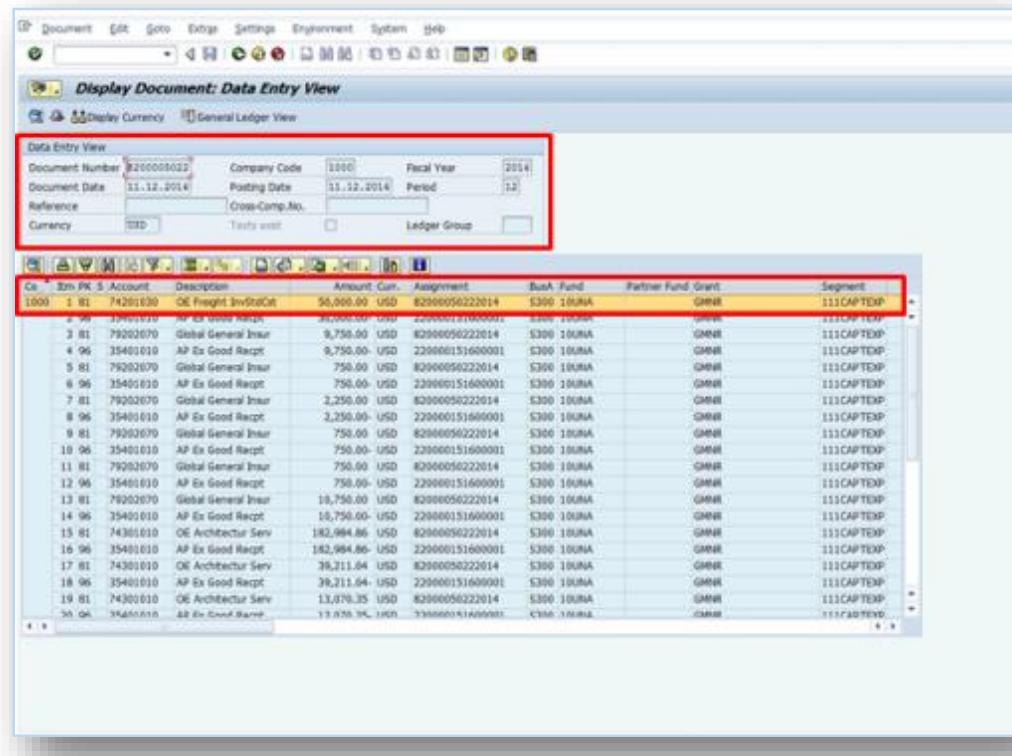
1. Enter **1000** in the **Controlling Area** field
2. Click the **Execute** icon
3. Select **000000000001** in the **Database Profile** field

**Note:** In the **Project Actual Cost Line Item** screen define the project for which the line item report should be run. If needed, narrow the report down to a specific WBS Element or a range of WBS Elements.

4. Click the **Execute** icon
5. In the **Line Item** field, double-click the line items to be reviewed
6. On the **Display Document** screen, go to the **Document Number** data tab
7. Select **FI Documents**

**Note:** From the pop-up window double click the document to be reviewed and validate the entries in the documents related to the Goods Receipt/ Service Entry Sheet posting

8. Click the **Back** icon and repeat the process for each document to be reviewed



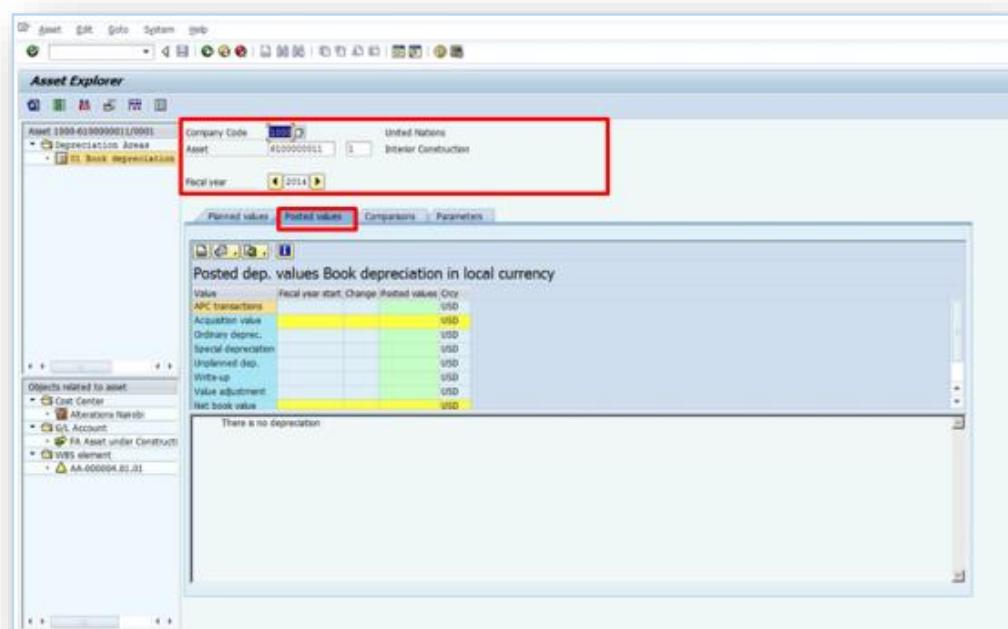
## Review Fixed Asset Transaction Documents, T-code AW01N

The steps to review Fixed Asset Transaction Documents as follows:

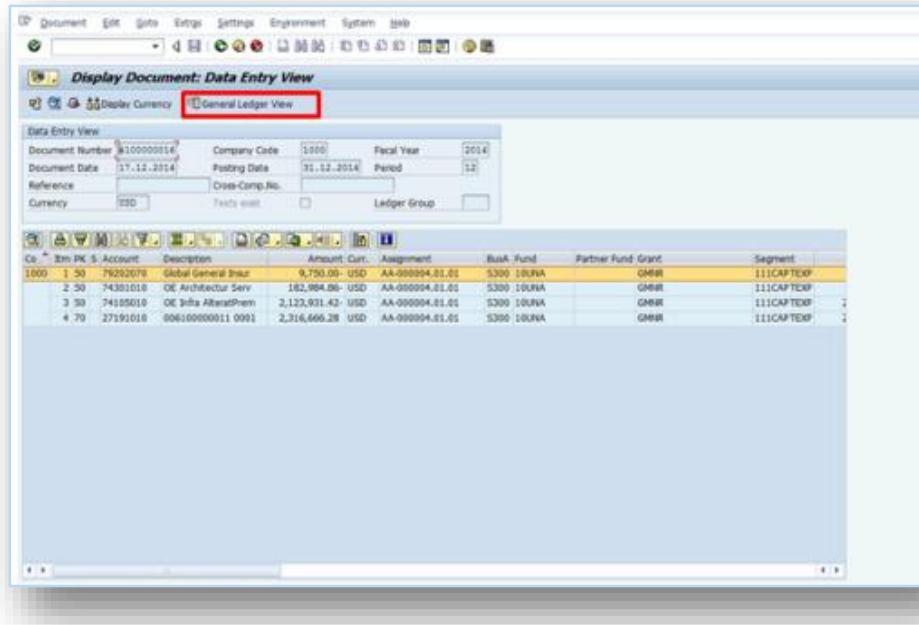
### Step-by-Step Instructions

Populate data in the following fields, on the Asset Explorer window:

1. **Company Code:** 1000
2. **Asset Number:** Asset (AuC) number generated in transaction AS11\_FMIM
3. **Asset Subnumber:** 1
4. **Fiscal Year:** 2014
5. Click the **Enter** icon

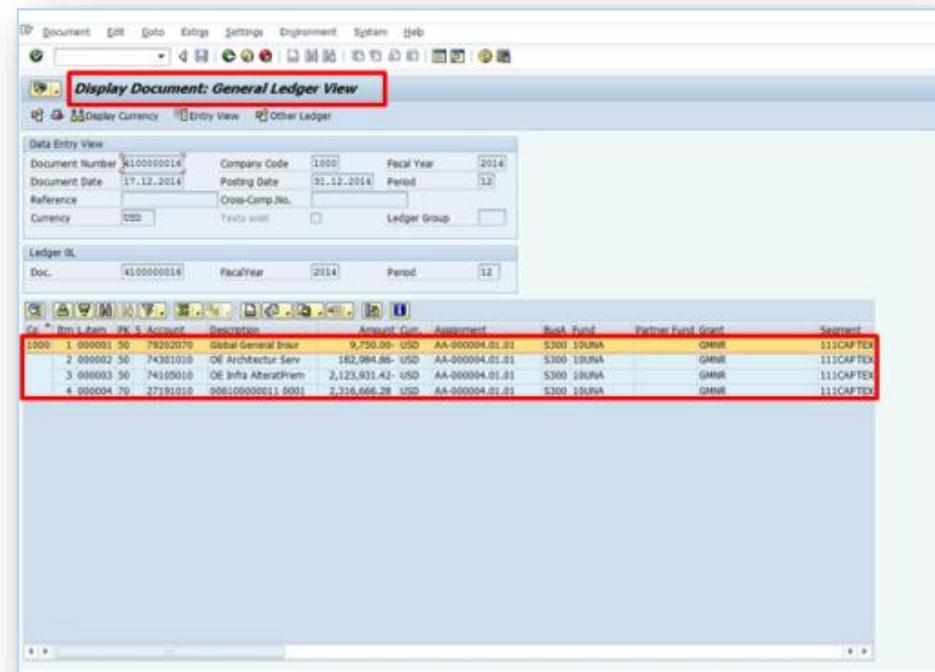


6. Double-click the asset transaction to be reviewed
7. Click the **General Ledger View** icon



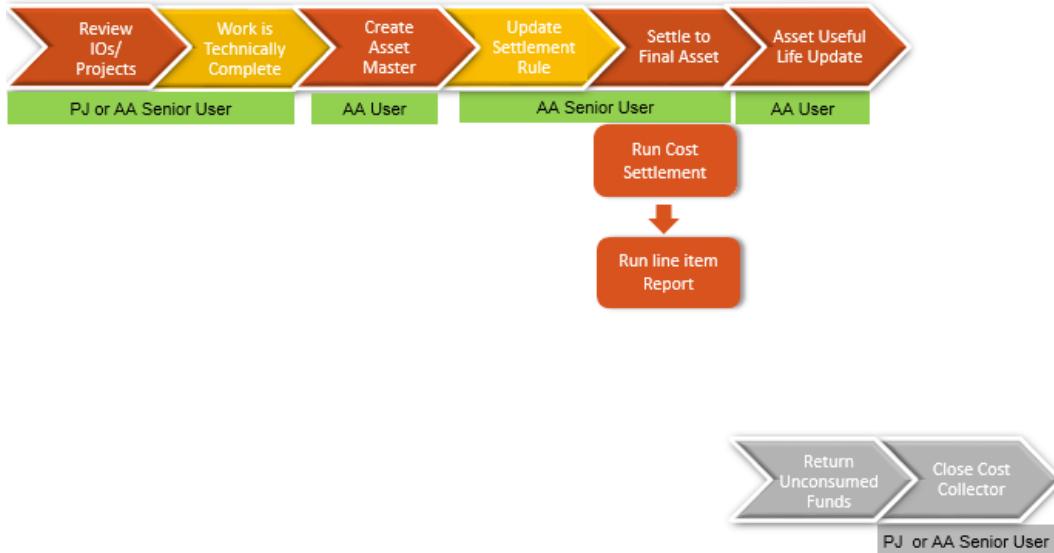
**Note:** Review each line and ensure the amounts and account assignments are correct according to the transaction posted.

8. Select the **Environment > Document Environment > Accounting Documents** from the Menu bar
9. From the pop-up window, double-click the document to be reviewed



10. Click the **Back** button and repeat steps 3, 4 and 6 for each document to be reviewed

## Module 4: Completion of AuC and Final Settlement

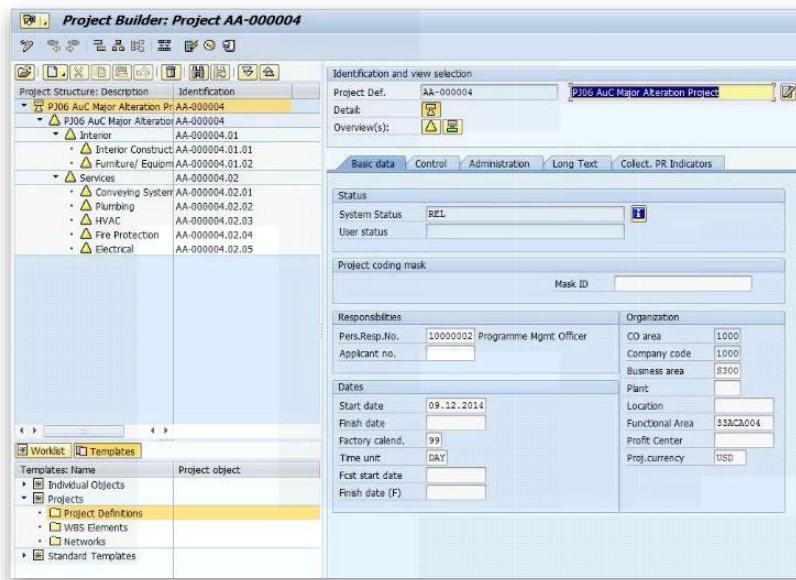


### Set Project to Technically Complete, T-code CJ20N

Once the project is review and determined to be completed. You can set project to technically complete and following the instruction below to do this:

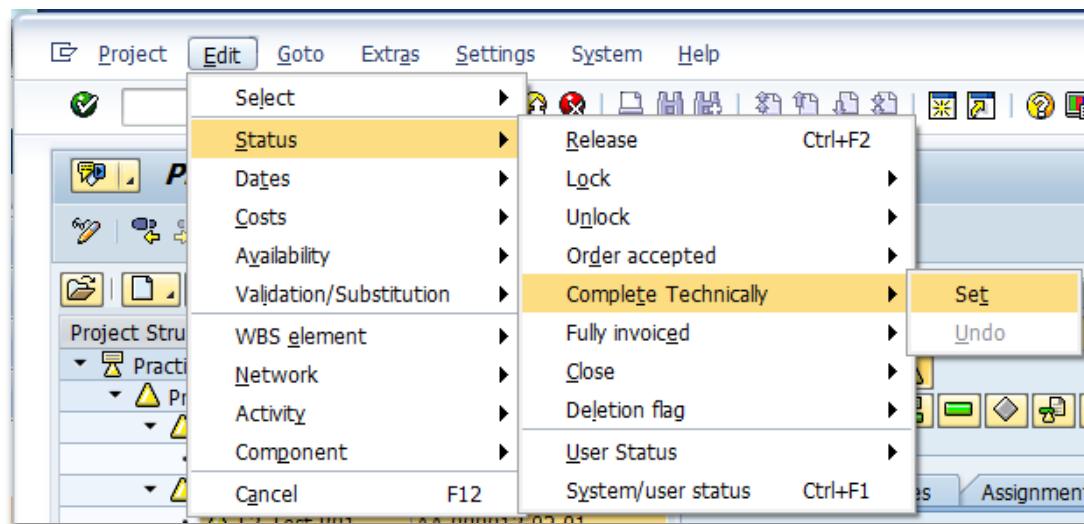
#### Step-by-Step Instructions

1. Click the **Open** icon in the menu bar in the Project Builder
2. Select the **Project Definition ID** of the project and confirm the Project Definition: <**AA-0000NN**>
3. Select the **Expand All** icon in the menu bar to unfold the entire project structure
4. Select either the **WBS element** or **Project Definition** from the expanded project structure

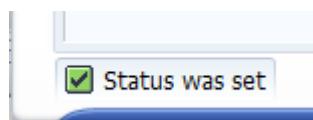


**Notes:**

- Setting the system status TECO within a project structure works top-down.
  - If a selected WBS element is set to system status TECO, this system status will also apply to all WBS elements subordinate to the selected WBS element.
5. In the task pane, click Edit > Status > Complete Technically > Set



6. Look for confirmation of the status change in the lower left-hand corner.



7. Click 'Save' to commit your changes.



## Create Fixed Asset Master Record, T-code AS01

For the Major Alteration there is no need to create a final asset because it is an improvement to an existing asset. However, for other AuC scenarios such as New Construction or Leasehold Improvement. Creating an final asset is a necessary step and must be done manually. This step can be done anytime before settlement to the final asset.

The steps to create Fixed Asset Master Record as follows:

Populate data in the following fields:

1. **Company code:** 1000
2. **Asset Class:** 120 Build - Fixed
3. **Number of similiar assets:** 1
4. Click the **Enter** icon
5. Enter data in the fields on the **General** tab
6. Enter the required description in the **Description** field
7. Click the **Enter** icon
7. Enter data in the fields on the **Time-dependent** tab:
  - **Cost Center:** 11197 (Alterations Nairobi)
  - **Fund:** 10UNA
  - **Grant:** GMNR

The screenshot shows the SAP interface for creating a fixed asset master record. The title bar says "Create Asset: Master data". The main area has tabs for General, Time-dependent, Allocations, Origin, Net Worth Tax, Insurance, Leasing, and Deprec. Areas. The Time-dependent tab is selected. A red box highlights the following fields: Fund (10UNA), Cost Center (11197), and Grant (GMNR). Other visible fields include Asset (INTERM-00001), Class (120), Company Code (1000), Business Area (5300), and various budget and functional area fields.

8. Click the **Enter** icon
9. If needed, enter or modify the following fields:
  - **Budget Period:** B15
  - **Functional Area:** 33ACA004
  - **Funds Center:** Funds Center
10. Click the **Enter** icon
11. Enter data in the fields on the **Allocations** tab
12. The following fields are applicable to Building Components only
  - **Building Component:** N/A
  - **Building Sub-comp:** N/A
13. Click the **Enter** icon
14. Populate the following fields in the **Origin** tab:
  - **Investment Order:** N/A>
  - **WBS Element:** AA-0000NN (Project Definition ID)
15. Click the **Enter** icon

The screenshot shows the SAP Asset Master Data creation interface. The top menu bar includes: List, Asset, Edit, Goto, Extras, Environment, Settings, System, Help. Below the menu is a toolbar with various icons. The main title is "Create Asset: Master data". A sub-header "Asset values" is visible. The asset number is set to "INTERNAL-00001" and the class is "120". The tab navigation bar shows: General, Time-dependent, Allocations, Origin (which is selected and highlighted in blue), Net Worth Tax, Insurance, Leasing, Deprec. Areas. The "Origin" section is enclosed in a red box and contains the following fields:

- Vendor: [Text field]
- Manufacturer: [Text field]
- Asset purch. new: [Check box]
- Purchased used: [Check box]
- Trading Partner: [Text field]
- Country of origin: [Text field]
- Type name: [Text field]
- Original asset: [Text field]
- Orig. Acquis. Year: [Text field]
- Original value: [Text field] (with "USD" suffix)
- In-house prod.perc.: [Text field]

Below the "Origin" section is a "Account assignment for investment" section with:

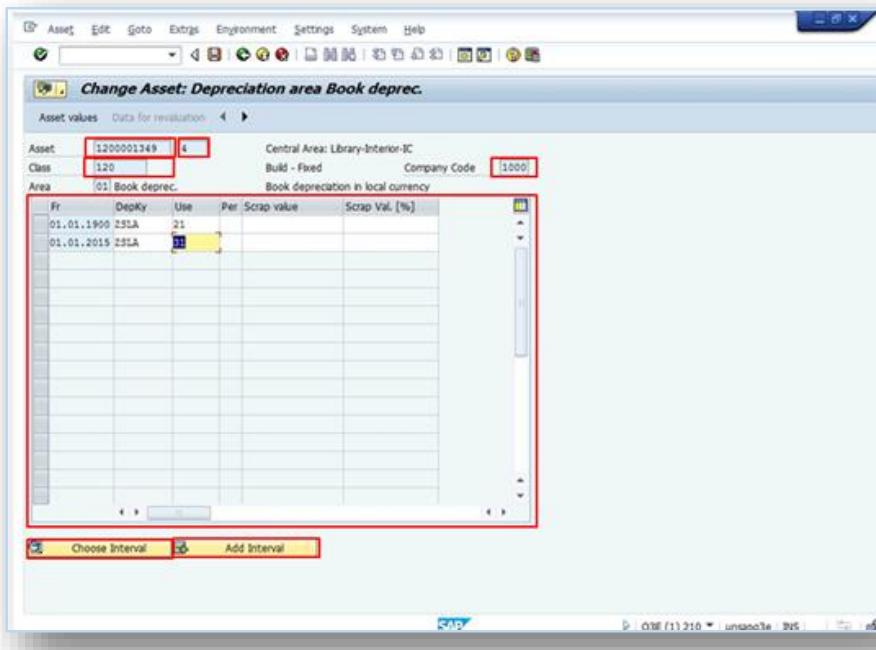
- Investment Order: [Text field]
- WBS element: [Text field] (containing "AA-000004")
- P306 AuC Major Alteration Project: [Text field]

16. Enter the **Net Worth Tax** field

- **Property Indicator:** 2 (Owned-Constructed)

17. Enter **Deprec. Areas** fields

- **UseLife:** N/A

18. Click the **Enter** icon

**Note:** Modify other asset master fields if they need to be different than the value defaulted by the fixed asset class.

18. Save the **Asset Master Record**

**Note:** If more than one similar asset was requested at the beginning of the transaction, the system provides two options:

- Create - Generates all assets with exactly the same data.
- Maintain - Modify certain fields to be different among the assets created.

19. If there is nothing to maintain, click **Create**, otherwise, click **Maintain** and maintain the assets20. Once maintained, then click the **Create** button

## 21. Record the Asset Number that was created.

## Create Subnumber for Final Asset, T-Code AS11

For each sub-asset that needs to be created, the User must create a subnumber that will link to the main final asset. This step must be done before the final settlement.

The steps to create a subnumber are as follows:

Populate data in the following fields:

1. **Asset:** Enter Asset Number that was created in the previous section
2. **Company code:** 1000
3. **Number of similar assets:** 6 (Enter number of sub-assets that need to be created)
4. Press enter to continue

**Create Subnumber: Initial screen**

| Master data                                | Depreciation areas   |
|--|----------------------|
| Asset                                      | <input type="text"/> |
| Company Code                               | 1000                 |
| Number of similar subnumbers               | 6                    |
| <input type="checkbox"/> Post-capitalizatn |                      |

5. Enter data in the fields on the **General** tab
6. Enter the required description in the **Description** field
7. Press Enter

**Create Asset: Master data**

Asset values

|       |            |   |                   |
|-------|------------|---|-------------------|
| Asset | 1200001428 | 1 | Buiding           |
| Class | 120        |   | Build - Fixed     |
|       |            |   | Company Code 1000 |

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

**General data**

|   |                       |
|---|-----------------------|
| Description   | Interior Construction |
| Asset main no. text                                     | Buiding               |
| Acct determination                                      | 120 Buildings - Fixed |
| Serial number   |                       |
| Inventory number  |                       |
| Quantity  | EA each               |
| <input checked="" type="checkbox"/> Manage historically |                       |

**Inventory**

|                   |  |
|-------------------|--|
| Last inventory on |  |
| Inventory note    |  |

**Posting information**

|                      |     |                     |  |
|----------------------|-----|---------------------|--|
| Capitalized on       |     | Deactivation on     |  |
| First acquisition on |     | Plnd. retirement on |  |
| Acquisition year     | 000 | Ordered on          |  |

7. Enter data in the fields on the **Time-dependent** tab:

- **Cost Center:** 11197 (Alterations Nairobi)
- **Fund:** 10UNA
- **Grant:** GMNR

8. If needed, enter/modify the following fields

- **Budget Period:**
- **Functional Area:**
- **Funds Center:**

**Create Asset: Master data**

Asset values

|       |            |   |                       |
|-------|------------|---|-----------------------|
| Asset | 1200001428 | 1 | Interior Construction |
| Class | 120        |   | Build - Fixed         |
|       |            |   | Company Code 1000     |

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

**Interval from 01.01.1900 to 31.12.9999**

|                 |          |                                  |
|-----------------|----------|----------------------------------|
| Business Area   | S100     | United Nations Headquarters      |
| Cost Center     | 11197    | OCHA CERF Res Crisis             |
| Fund            | 10UNA    | UN General Fund                  |
| Budget Period   | B15      | Biennial Budget Period 2014-2015 |
| Functional Area | 27AC0001 | OCHA Hum Action & ER             |
| Grant           | GMNR     | Not Relevant Grant               |
| Funds Center    | 11197    | OCHA CERF Res Crisis             |

9. Enter data in the fields on the **Allocations** tab:

- **Building Component:** IN
- **Building Sub-comp.:** INIC

The screenshot shows the 'Create Asset: Master data' window with the 'Allocations' tab selected. The 'Allocations' section contains the following data:

- Building Component: IN
- Building Sub-comp.: INIC
- Evaluation group 3: (empty)
- Evaluation group 4: (empty)
- Evaluation group 5: (empty)
- Investment reason: (empty)
- Envir. investment: (empty)
- Asset super number: 9100
- Interior Construction
- Build - Fixed
- Company Code: 1000

10. Enter data in the fields on the **Origin** tab:

- **WBS Element:** Enter the applicable WBS element number

The screenshot shows the 'Create Asset: Master data' window with the 'Origin' tab selected. The 'Origin' section contains the following data:

- Vendor: (empty)
- Manufacturer: (empty)
- Asset purch. new
- Purchased used
- Trading Partner: (empty)
- Country of origin: (empty)
- Type name: (empty)
- Original asset: (empty)
- Orig. Acquis. Year: (empty)
- Original value: (empty) USD
- In-house prod.perc.: (empty)
- Acq. on: (empty)
- Account assignment for investment:
  - Investment Order: (empty)
  - WBS element: AA-0000NN.01.01

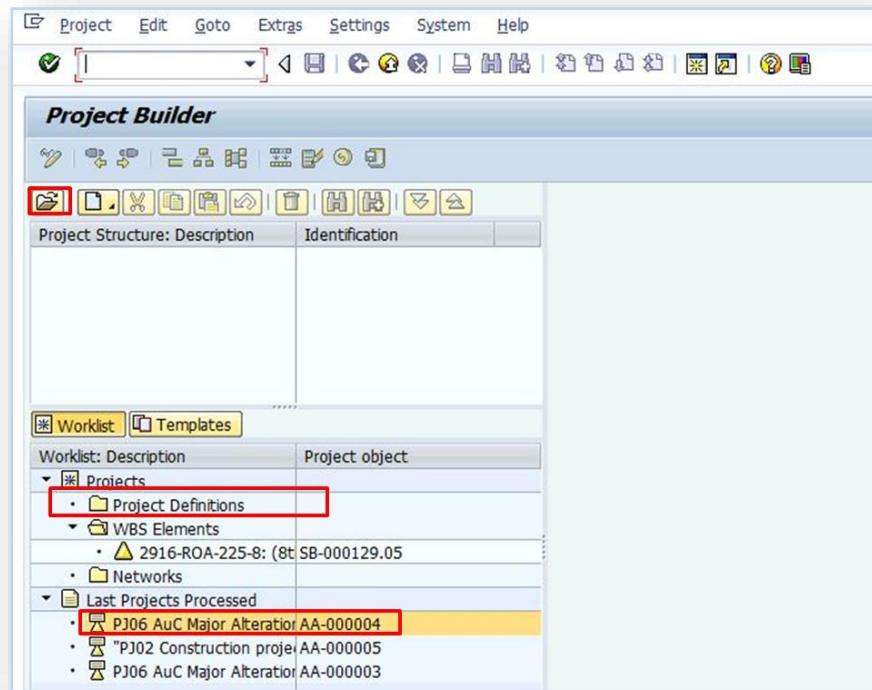
11. You may edit fields in other tabs: **Net Worth Tax**, **Deprec. Areas**, etc as necessary,

12. Click on Save button. Repeat the above steps for each sub-asset that needs to be created.

## Update Settlement Rules for Final Settlement, T-code CJ20N

The steps to update Settlement Rules for Final Settlement as follows:

1. Click the **Open** icon
2. Select the **Project Definition**
3. Click the **Execute** icon



### Note:

From the project structure select the WBS elements for which costs will be settled (usually all of the lowest level WBS elements). After having selected the WBS Element:

4. Go to the task bar and select **Edit > Costs > Settlement rule**
5. In Maintain Settlement Rule: Overview screen define the final settlement rules per WBS Element by adding a line for the corresponding final asset(s) as a settlement receiver.
6. Populate the following fields:
  - Category: FXA
  - Settlement Receiver: **Please insert the sub asset number created here**
  - Settlement Percentage: 100%
  - Settlement Type: FUL

Screenshot of the SAP Maintain Settlement Rule: Overview screen. The WBS element is AA-000010.01.01, identified as Interior Construction. The table shows distribution rules for two categories: FXA 610000011-0 and FXA 1200001424-1, both under Interior Construction. The table has columns for Category, Settlement Receiver, Receiver Short Text, %, Equivalence no., Se..., S..., No., S..., Fro..., From..., To..., To Fi..., First Used, and Last Used. Both rows show 100.00% distributed to FUL.

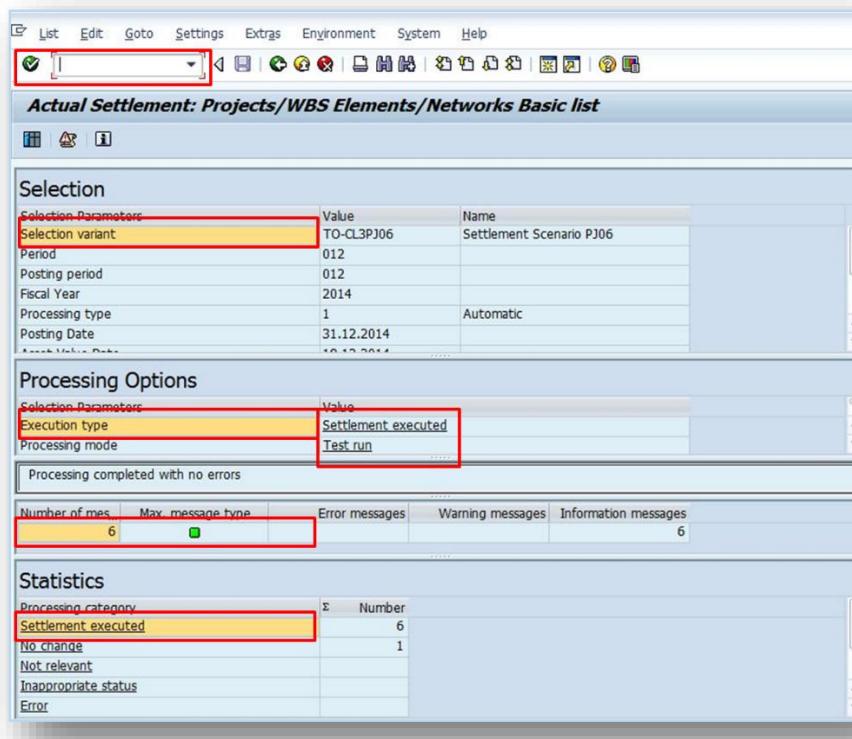
7. Repeat Steps for all WBSE
8. Go back to Project Builder and click the **Save** icon

Screenshot of the SAP Project Builder: Project AA-00004 screen. The left pane shows the Project Structure Description with nodes like P306 AuC Major Alteration Pr AA-000004 and various sub-nodes for Interior, Services, and Conveying System. The right pane displays the Identification and view selection details, showing Project Def. AA-000004 and Detail information. Below it are tabs for Basic data, Control, Administration, Long Text, and Collect. PR Indicators. The Dates section shows Start date 09.12.2014 and Finish date 09.12.2014. The Organization section shows CO area 1000, Company code 1000, Business area S300, and Profit Center 333CA004. The Bottom pane shows Templates: Name Project object with items like Individual Objects, Projects, and WBS Elements.

## Run Selection Variant for Final Settlement, T-code CJ8G

The steps to create Project Settlement Variant are as AuCs as follows:

1. Enter T-code **CJ8G**
2. In the **Actual Settlement: Projects/WBS Elements/Networks** screen define the variant that contains the group of WBSs to be settled by maintaining the following fields:
  - **Variant:** PIT-Cluster3-PJ06
  - **Settlement Period:** Current month
  - **Fiscal Year:** 2014
  - **Posting period:** Current month
  - **Asset Value Date:** Today
  - **Processing Type:** Automatic
3. Select the **Test Run** checkbox
4. Select the **Detail List** checkbox



5. Click the **Execute** icon
6. On the Actual Settlement: Projects/WBS Elements/Networks Basic list screen select the **Messages** icon

7. If there are no error messages, go back to the **Actual Settlement: Projects/WBS Elements/Networks** screen and uncheck the **Test Run** field.
8. Click the **Execute** icon

| Selection            |            |                          |
|----------------------|------------|--------------------------|
| Selection Parameters | Value      | Name                     |
| Selection variant    | TO-CL3PJ06 | Settlement Scenario PJ06 |
| Period               | 012        |                          |
| Posting period       | 012        |                          |
| Fiscal Year          | 2014       |                          |
| Processing type      | 1          | Automatic                |
| Posting Date         | 31.12.2014 |                          |

| Processing Options   |                     |  |
|----------------------|---------------------|--|
| Selection Parameters | Value               |  |
| Execution type       | Settlement_executed |  |
| Processing mode      | Update run          |  |

| Processing completed with no errors |                   |                |                  |                      |
|-------------------------------------|-------------------|----------------|------------------|----------------------|
| Number of mes...                    | Max. message type | Error messages | Warning messages | Information messages |
| 6                                   | ■                 | 6              | 6                | 6                    |

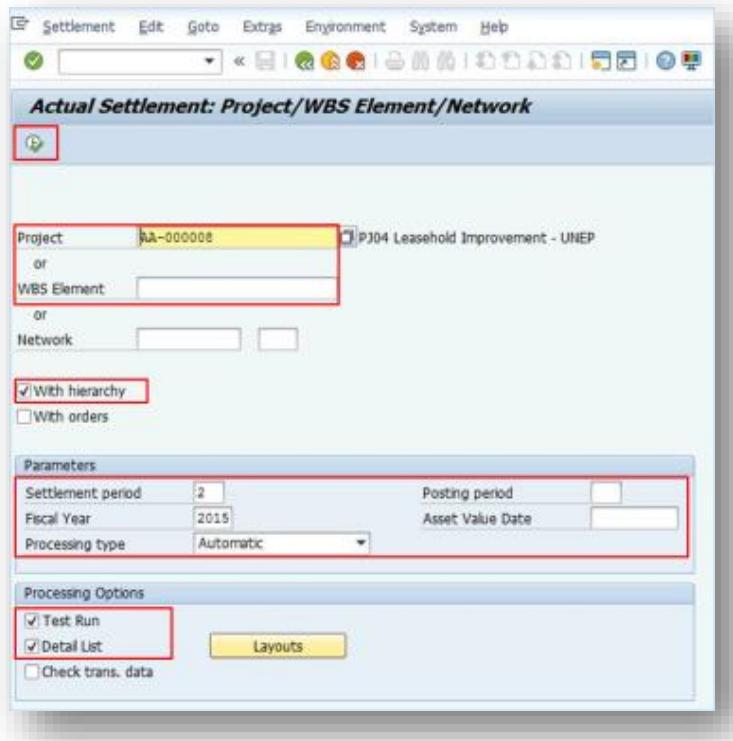
  

| Statistics          |        |
|---------------------|--------|
| Processing category | Number |
| Settlement_executed | 6      |

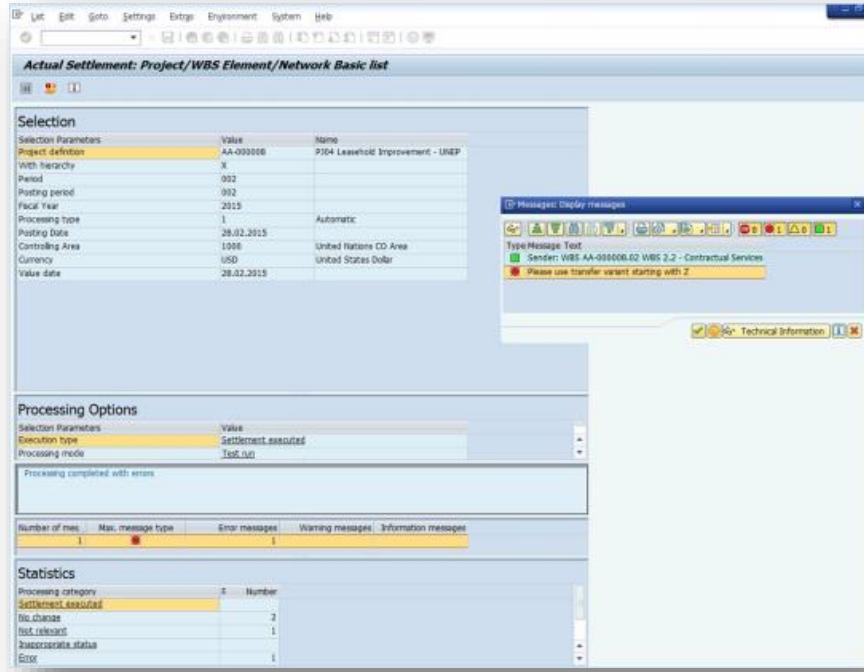
## Run Final Cost Settlement, T-code CJ88

If selection variant, was not created for settlement you should use T-code CJ88 to run the cost settlement for final settlement. The steps to run Cost Settlement are as follows:

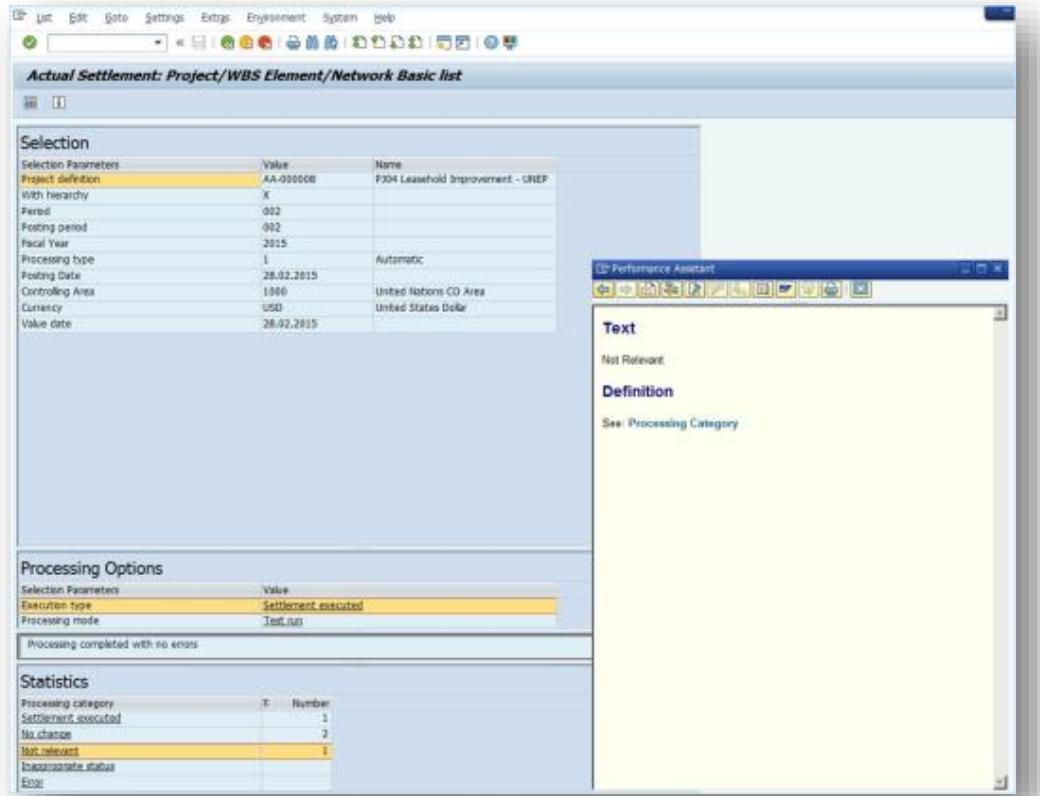
1. If needed, enter the Controlling Area '1000' and click the **Enter** icon
2. In the **Actual Settlement: Project/WBS Element/Network** screen define the **Project** or **WBS Element** to be settled by maintaining the following fields;
  - **Project:** Project Definition
  - **WBS element:** AA-000NNN.02
  - **Settlement Period:** 01
  - **Fiscal Year:** 2015
  - **Posting period:** 01
  - **Asset Value Date**
  - **Processing type:** Automatic
3. Select the following checkboxes
  - **With hierarchy**
  - **Test Run**
  - **Detail List**
4. Select the **Execute** icon in the **Menu** bar and confirm the system message



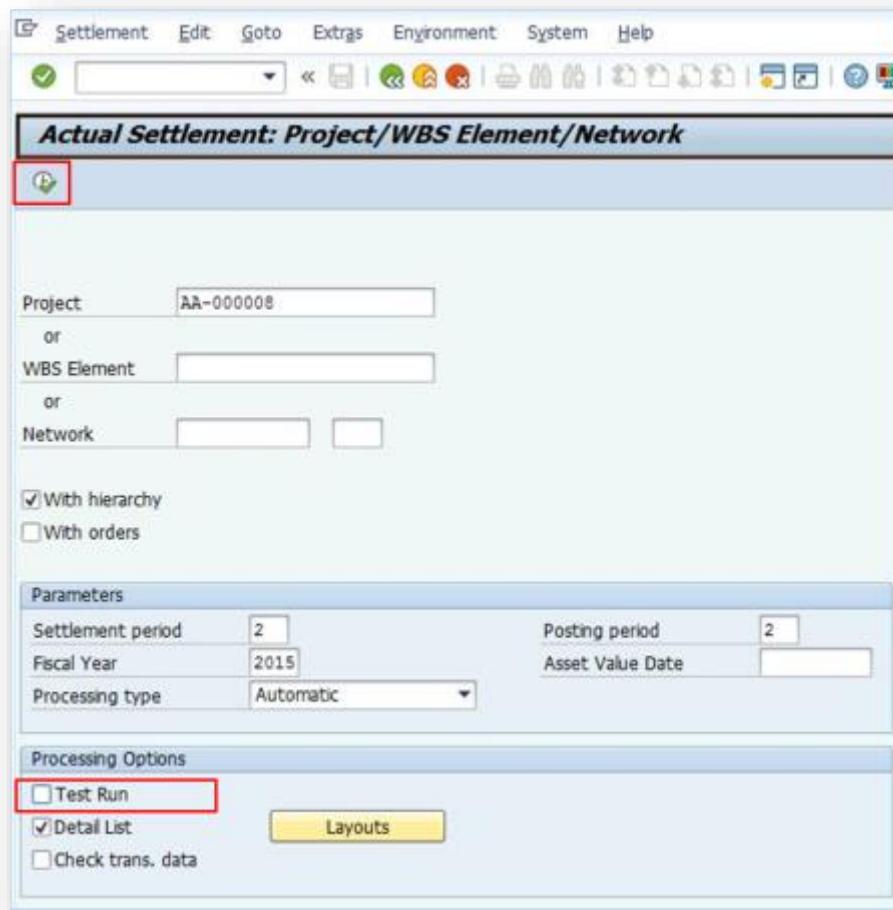
5. First, a system message confirms if all WBS Elements can be settled without errors
6. Once the message is accepted the screen changes to **Actual Settlement: Project/WBS Element/ Network Basic list**



7. On the **Actual Settlement: Project/WBS Element/ Network Basic list** screen select the messages icon in the **Menu** bar and validate the messages
8. If there are no error messages, go back to the **Actual Settlement: Project/WBS Element/Network** screen



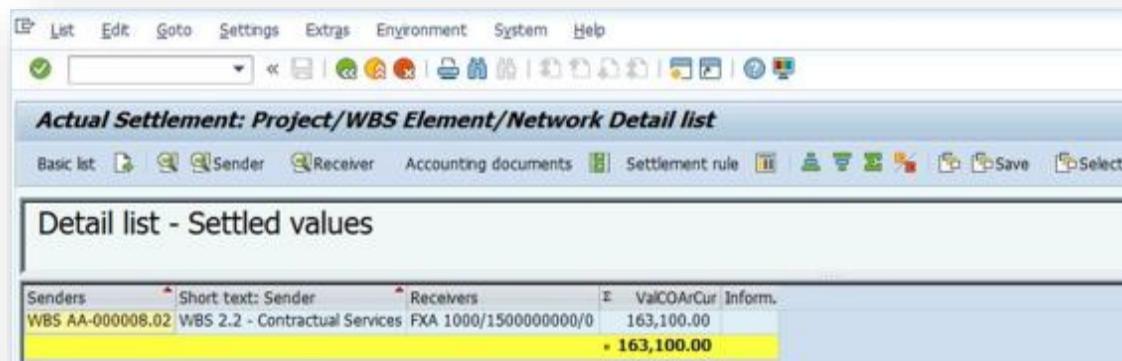
9. On the **Actual Settlement: Project/WBS Element/ Network Basic list** screen, unselect the **Test Run** checkbox
10. Select the **Execute** icon in the **Menu bar**



11. The screen changes to **Actual Settlement: Project/WBS Element/ Network Detail list**

12. Select the **Detail lists** button (Ctrl+Shift+F3)

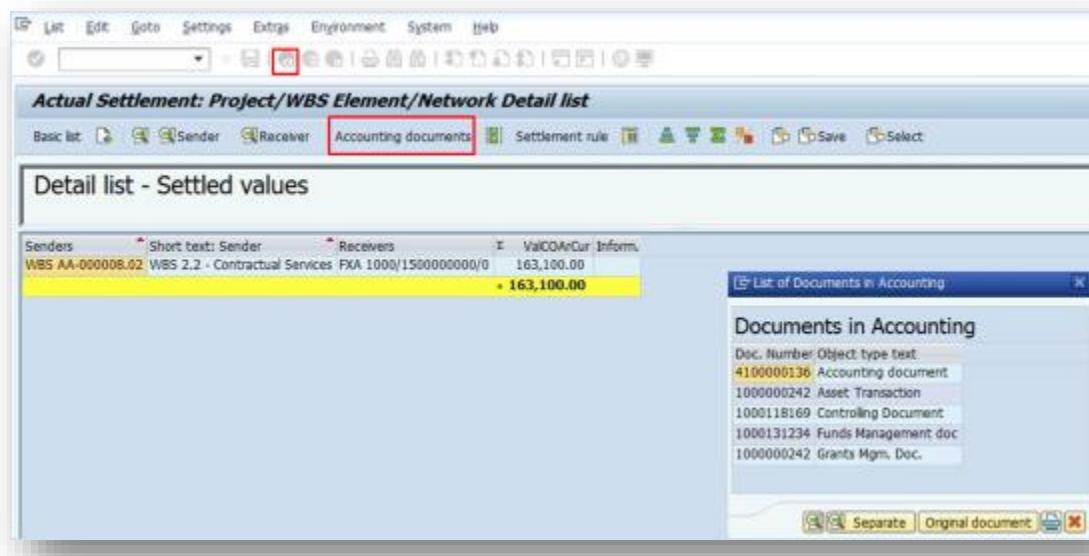
13. The screen changes to **Detail list - Settled values**



14. In the **Menu** bar, select **Accounting documents**

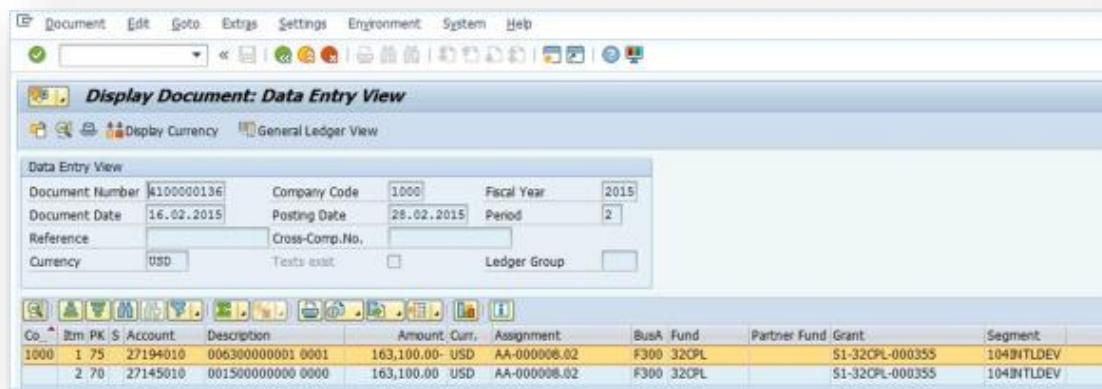
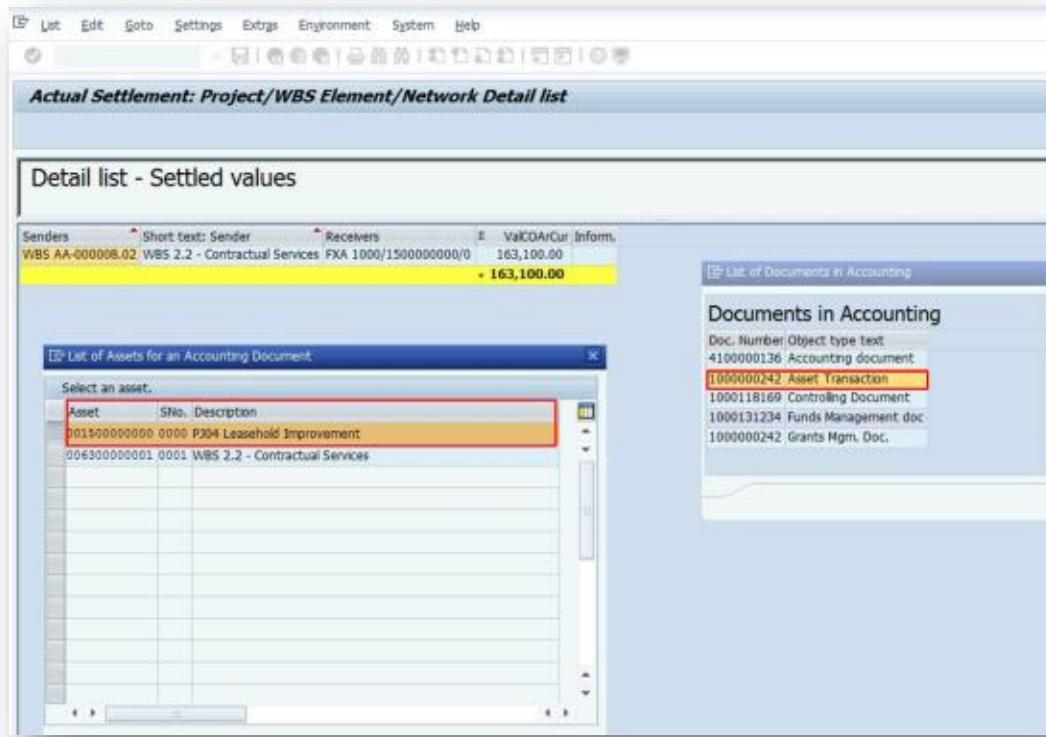
15. From the pop-up window, double-click the document to be reviewed and validate the entries in the FI, CO, FM and GM document

16. Click the **Back** icon and repeat the process for each document to be reviewed

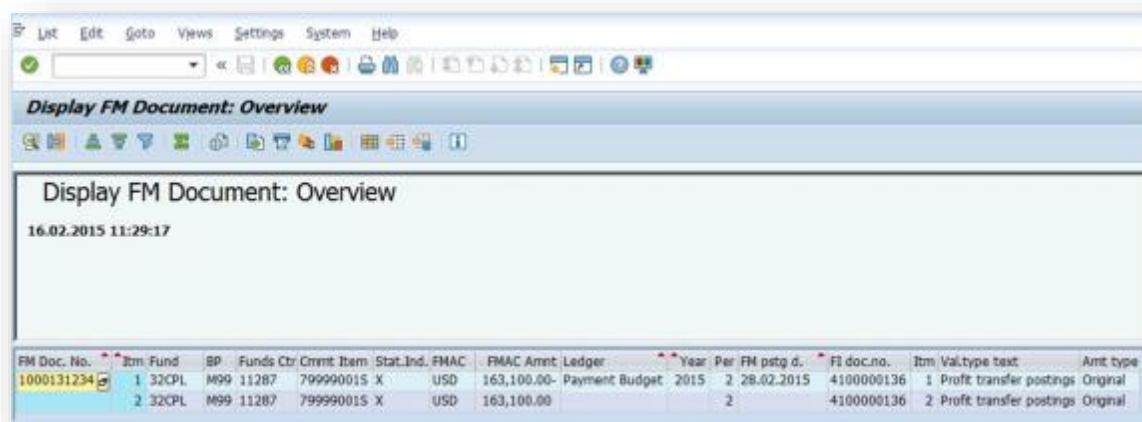


17. Click the **Back** icon and repeat the process for each document to be reviewed

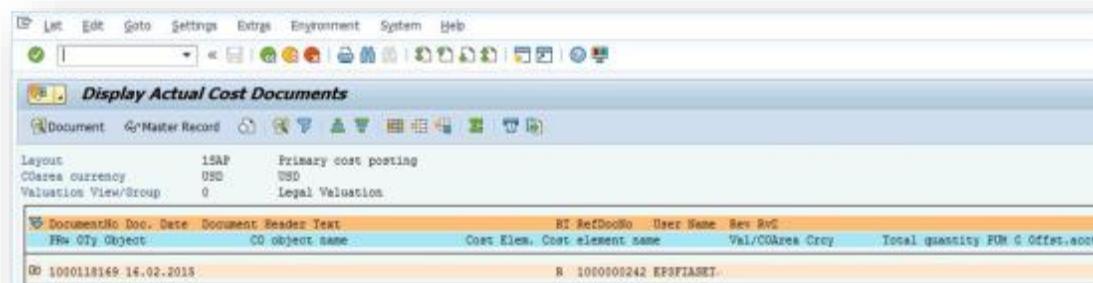
18. The details of each entry in the reviewed documents correspond to the desired entries



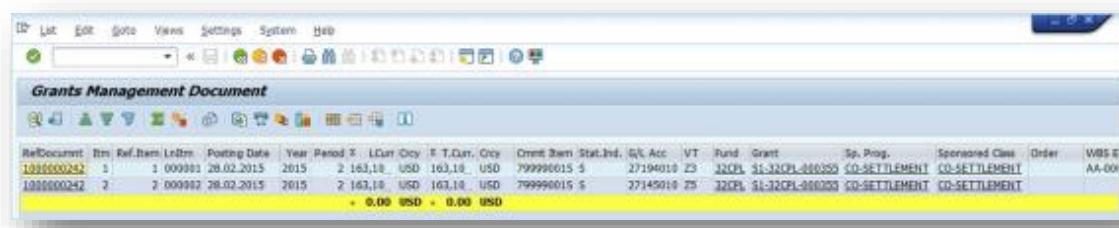
19. The details of each entry can be reviewed in the **Display FM Document: Overview** screen is displayed



20. The details of each entry can be reviewed in the **Display Actual Cost Documents** screen is displayed



21. The details of each entry can be reviewed in the **Display Actual Cost Documents** screen is displayed



## Run Line Item Report to validate that All Expenses are settled



### Run Line Item Report, T-code CJ13

The steps to run Line Item Report as follows:

1. Enter **1000** in the **Controlling Area** field
2. Click the **Execute** icon
3. Select **000000000001** in the **Database Profile** field

**Note:** In the **Project Actual Cost Line Item** screen define the project for which the line item report should be run. If needed, narrow the report down to a specific WBS Element or a range of WBS Elements.

4. Click the **Execute** icon
5. In the **Line Item** field, double-click the line items to be reviewed
6. On the **Display Document** screen, go to the **Document Number** data tab
7. Select **FI Documents**

**Note:** From the pop-up window double click the document to be reviewed and validate the entries in the documents related to the Goods Receipt/ Service Entry Sheet posting

8. Click the **Back** icon and repeat the process for each document to be reviewed

| Doc. Date  | OTy  | Object          | Cost Elem. | Val/COArea   | Ccy | COCr | Value        | TranCurr | TCurr |
|------------|------|-----------------|------------|--------------|-----|------|--------------|----------|-------|
| 18.12.2014 | W... | AA-000004.01.01 | 27142010   | 164,129.34   | USD |      | 164,129.34   | USD      |       |
| 18.12.2014 | W... |                 |            | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 18.12.2014 | W... |                 |            | 531,599.06   | USD |      | 531,599.06   | USD      |       |
| 18.12.2014 | W... |                 |            | 177,199.69   | USD |      | 177,199.69   | USD      |       |
| 18.12.2014 | W... |                 |            | 177,199.69   | USD |      | 177,199.69   | USD      |       |
| 18.12.2014 | W... |                 |            | 2,539,862.18 | USD |      | 2,539,862.18 | USD      |       |
| 17.12.2014 | W... |                 | 27191010   | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 18.12.2014 | W... |                 |            | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,316,666.28 | USD |      | 2,316,666.28 | USD      |       |
| 17.12.2014 | W... |                 | 74105010   | 2,123,931.42 | USD |      | 2,123,931.42 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,123,931.42 | USD |      | 2,123,931.42 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,123,931.42 | USD |      | 2,123,931.42 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,123,931.42 | USD |      | 2,123,931.42 | USD      |       |
| 17.12.2014 | W... |                 |            | 2,123,931.42 | USD |      | 2,123,931.42 | USD      |       |
| 11.12.2014 | W... |                 |            | 2,123,931.42 | USD |      | 2,123,931.42 | USD      |       |
| 17.12.2014 | W... |                 | 74301010   | 182,984.86   | USD |      | 182,984.86   | USD      |       |
| 17.12.2014 | W... |                 |            | 182,984.86   | USD |      | 182,984.86   | USD      |       |
| 17.12.2014 | W... |                 |            | 182,984.86   | USD |      | 182,984.86   | USD      |       |

## Modify Fixed Asset Useful Life, T-code FA.AS02

For the major alteration, we will need to modify the useful life of the asset after final settlement. For other scenarios, this step is not necessary.

The steps to modify Fixed Asset Useful Life as follows:

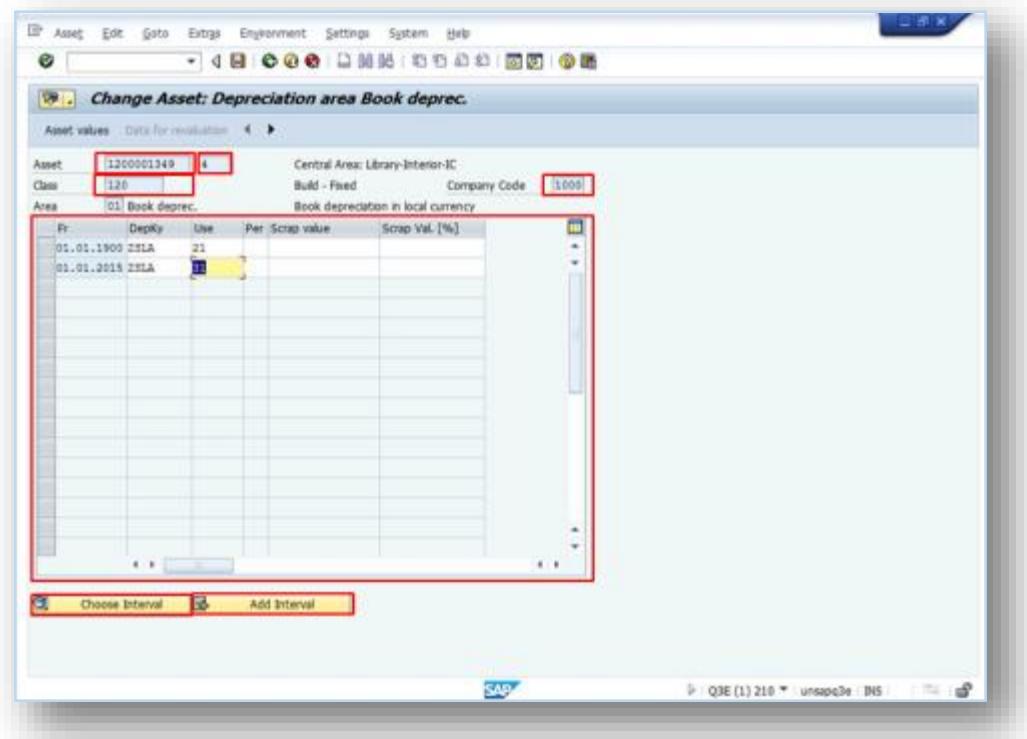
Populate the following fields:

1. **Asset:** 1200001349
2. **Subnumber:** 4
3. **Company code:** 1000

**Change Asset: Initial screen**

| Master data  | Depreciation areas | Asset values |
|--------------|--------------------|--------------|
| Asset        |                    |              |
| Subnumber    |                    |              |
| Company Code | 1000               |              |

4. Click the **Enter** icon
5. Click the **Depreciation Areas** tab
6. Double-click the **Use** field
7. Click the **Choose Interval** button
8. Click the **Add Interval** button
9. Enter the new useful life for the newly created interval
10. Click the **Enter** icon
11. Click the **Save** icon



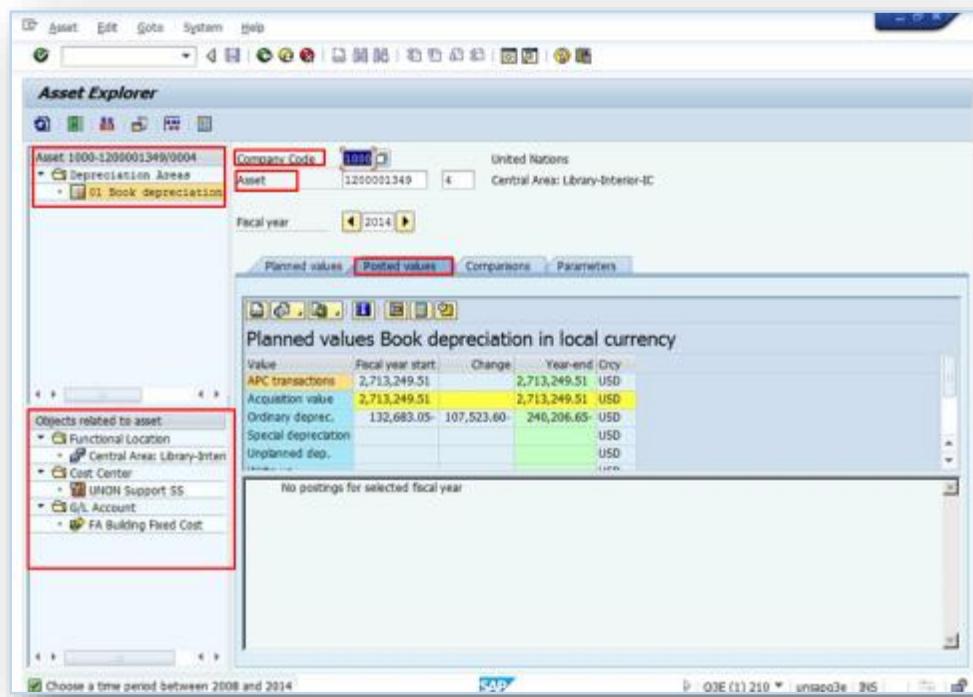
## Review Fixed Asset Posted and Planned Depreciation, T-code FA.AW01N

The steps to review Fixed Asset Posted and Planned Depreciation as follows:

### Step-by-Step Instructions

In the **Asset Explorer** window, populate the following fields:

1. **Company Code:** 1000
2. **Asset Number:** 1200001349
3. **Asset Subnumber:** 4
4. **Fiscal Year:** 2015



5. Click the **Enter** icon
6. Click the **Posted Values** tab

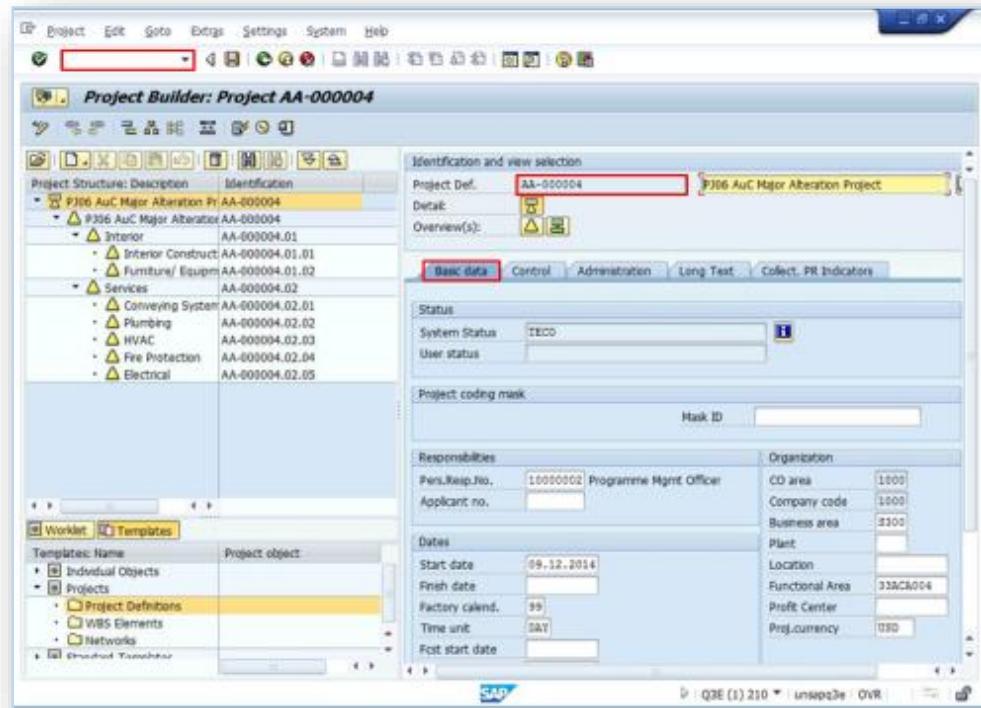
**Note:** Verify that the posted and planned depreciation is properly calculated according to the asset net book value and remaining useful life.

## Close project, T-code CJ20N

Once final settlement occurs and all open commitments are closed, the Asset Accounting Senior or PJ User may close the project or internal order.

The steps to close project as follows:

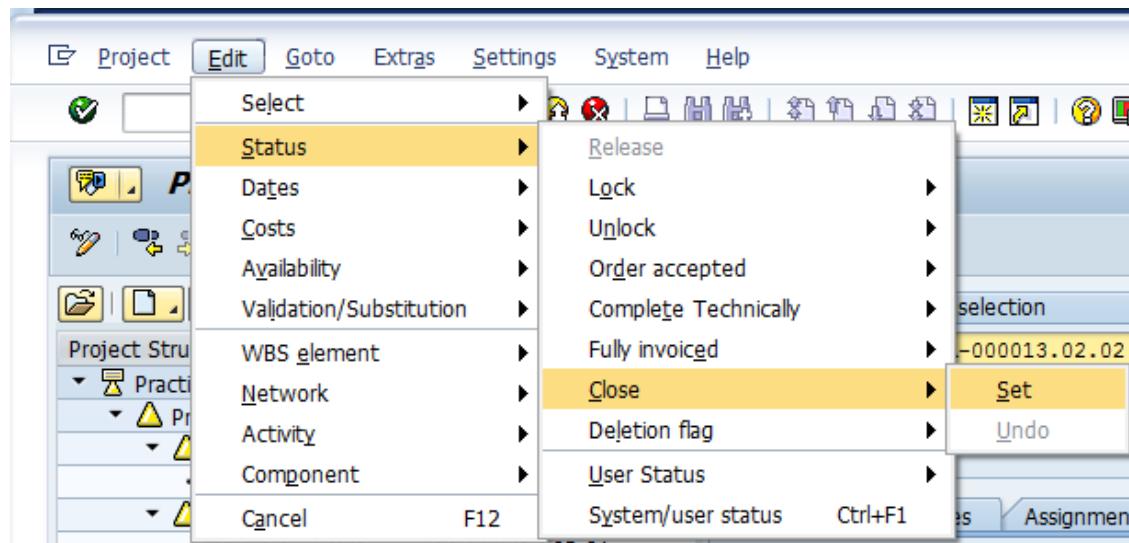
1. Enter the **CJ20N** in the **Command** field



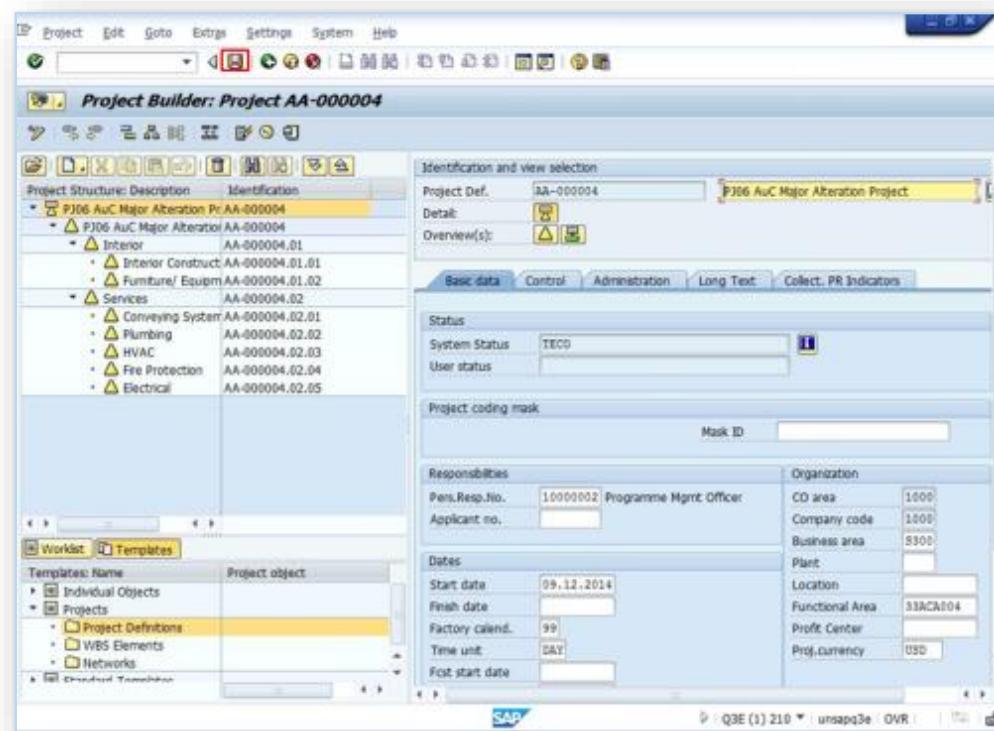
2. Enter the project definition in the **Project Def.** field. In this case enter, **AA-000004 – PJ06 AUC Major Alteration Project**

**Note:** In the **Project Builder**, expand the project structure and select either the Project Definition or the corresponding WBS Element. If you select the Project Definition, you will close the entire project; if you select a WBS Element, you will close the WBS Element and all subordinate WBS Elements.

3. Go to **Edit > Status > Close > Set** on the **Menu bar**



4. Click the **Enter** icon
5. Click the **Save** icon



\* \* \* \* \*

## Process for Service orders

Service orders are key documents in SAP Plant Maintenance Module, which integrates the planning, scheduling, execution and completion of work. The service order includes the activities that need to be performed.

The UN uses a service order to contract a supplier to produce a particular service or product by a particular date(s)/time(s). The service order allows for the monitoring of the product or service being produced.

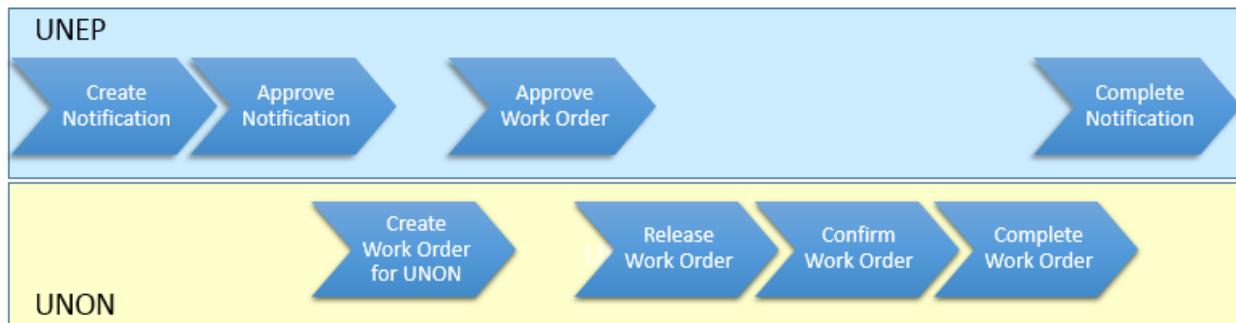
There are generally two ways to use service orders in regards to AuCs:

- Service orders can be used as a cost collector as an option instead of projects and internal orders. Used for short projects which can be quickly capitalized. Using a service order as a cost collector is not used as often.
- Service orders can be used for specific services within the construction that can be used to settle to the project or internal order

The guidelines are that if more than one month construction will occur, a Project or Internal Order needs to be used as a cost collector.

**Service orders cannot be settled directly to an AuC and therefore needs to settle first to the project/internal order if using with projects or internal order or directly to the final asset if the service order is used as a cost collector for the whole construction.**

For the major alteration, we are not using a service order. However in other scenarios a Service order may be used to provide contractual services as part of a project. For example in a Leasehold improvement for UNEP, the work will be done in-house by UNON as the service provider. The process for service order is shown below.



The cost of labor dedicated to a service order will be charged to the service order at the time of the labor time confirmation.

Please refer to the Service and Maintenance Order Management course for more information with regards to notifications.

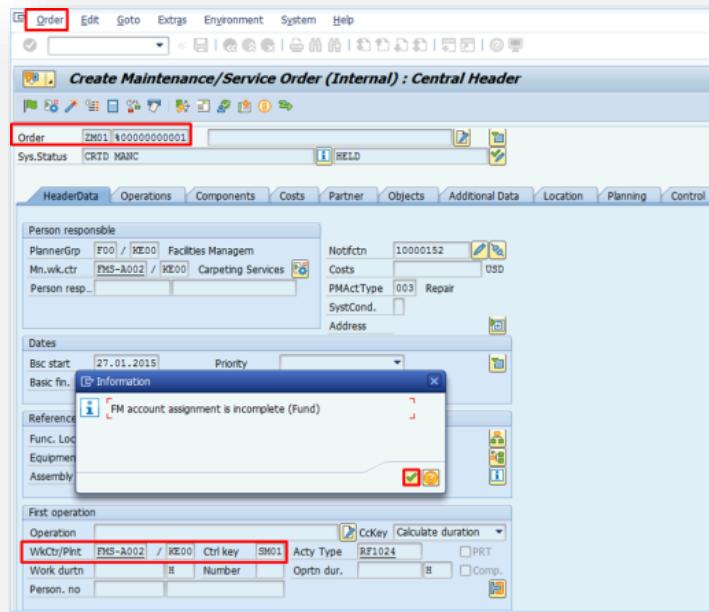
### UNON Creates a Service order from Notification,

This transaction allows to create Service order with reference to Notification.

A service order can be created against a service notification please follow the instructions below:

1. Execute transaction **IW52** to review, approve or update Notification
2. Enter the Notification Number that is created in the previous step into the **Notification** field
3. Click the **Enter** icon
4. Click the **Service notification** button on the **Menu** bar and from the drop-down
5. Click the **Service Order**
6. Click the **Create** and **Direct** button to create Service order
7. A new pop-up window is displayed and the system asks to enter/validate the order type, planning plant, business area and main work center/plant
8. The values are the following:
  - **Order:** ZM01
  - **Planning Plant:** KE00
  - **Business Area:** F300 (UNEP = BA of the Service Recipient)
  - **Wk.Ctr/PInt:** FMS-A002 Carpeting Services/KE00
9. Click the **Enter** icon

**Note:** When the new screen appears for the order, click the **Enter** icon and a pop-up window is displayed to inform user the FM account assignment is incomplete. Click the **Enter** icon to ignore the notification for now, because it is taken care of in a later step.



10. Under the **Header Data** tab, verify/update the following information:

- **Mn.wk.ctr:** FMS-A002 Carpeting Services – who is going to be the responsible for the entire maintenance operation
- **Bsc start:** Today's Date
- **Basic fin:** Today's Date + 3 days – the start and the end of the maintenance order can be specified for better planning
- **Priority:** Medium –if required, priority information can be assigned to the service order

**Note:** In case the Functional Location and/or Equipment are specified in the related notification, the same values are inherited to the service order. However, in case this information is not specified, the functional location and/or equipment can be entered, depending on the operation to be performed.

11. **Func Loc:** N/A

12. **Equipment:** N/A

**Note:** If entry of Equipment number is required in the above, a pop-up window might come up to list any outstanding service orders that exist for the same equipment. Exit this window by clicking the **Enter** icon.

The screenshot shows the SAP Fiori interface for creating a maintenance service order. The top navigation bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the bar is a toolbar with various icons. The main title is 'Create Maintenance/Service Order (Internal) : Central Header'. The interface is divided into tabs: 'HeaderData' (selected), 'Operations', 'Components', 'Costs', 'Partner', 'Objects', 'Additional Data', 'Location', 'Planning', and 'Control'. The 'HeaderData' tab contains several sections: 'Person responsible' (highlighted with a red box), 'Dates' (highlighted with a red box), 'Reference object' (highlighted with a red box), and 'First operation' (highlighted with a red box). The 'Person responsible' section shows 'PlannerGrp' as 'F00 / KE00 Facilities Management' and 'Mn.wk.ctr' as 'FMS-A002 / KE00 Carpeting Services'. The 'Dates' section shows 'Bsc start' as '27.01.2015' and 'Priority' as '3-Medium'. The 'Reference object' section shows 'Func. Loc.'. The 'First operation' section shows 'Operation' as 'FMS-A002 / KE00'.

13. Click the **Operation** tab and enter the maintenance operation information as specified below:

### First Operation

14. Specify the responsible work center/plant, who should perform the specified maintenance operation.

- **Work Ctr:** FMS-A002 Carpeting Services
- **Plant:** KE00

**Note:** The confirmation control key has many attributes, for example, it specifies if the operation is performed internally or externally.

15. Enter the control key ‘PM01 (internal) which means the operation that is performed is ‘Plant Maintenance – Internal’ and click the **Enter** button, if external operation is selected pop-up window is opened, continue in **external operation** below; otherwise continue on internal operation



#### Note:

If Operation is Internal (e.g. Control Key =PM01):

- The ‘020 - Leasehold Improv Serv&Mat’ is inherited from the related notification, but if required, it can be overwritten/updated
- The **Activity Type** describes the activity produced by a cost center and are measured in units of time or quantity. Based on this, the price of the operation can be calculated. Activity type not relevant for external control key. Activity type is ‘RF1085 Office Space Alterations’
- In the **Work** field, enter number of hours which requires to complete the operation. Working hours are ‘100’ hours
- In the work unit of measure enter ‘work\_uom’; if error is raised, enter same ‘work\_uom’ for work duration

If Operation is External (e.g. Control Key =SM03):

**Note:** If External ‘Control Key’ is selected then a pop-up window is displayed where you will have to enter the following:

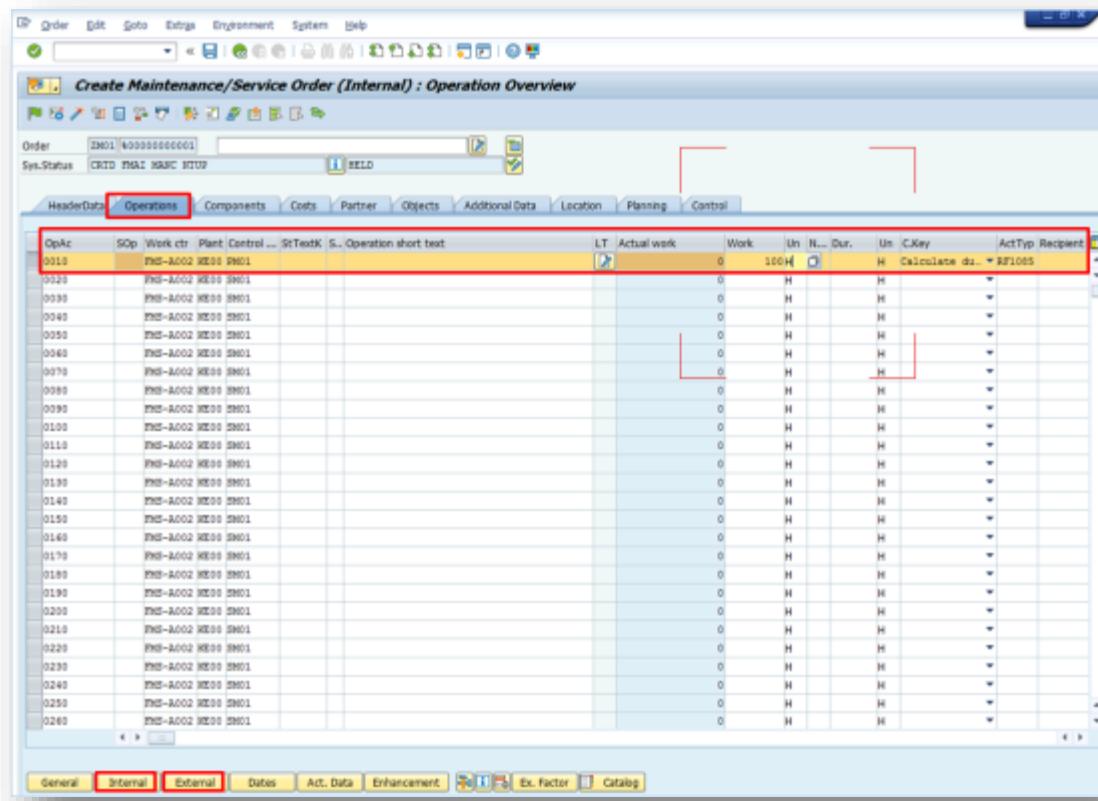
- The ‘020 - Leasehold Improv Serv&Mat’ is inherited from the related notification, but if required, it can be overwritten/updated
- Material Group ‘N/A which specifies the category of the service for procurement. Click the **Enter** button
- Locate the **Activity Type** field, if any value is populated remove it, external operations will not have activity types assigned
- Select the newly created operation by highlighting the row with external operation and on the bottom of the screen click the **External** button
- Purchasing Group ‘N/A’ information is required as well for procurement team
- Enter the ‘1000’ company code information
- If Control Key is not **PM03** or **SM03**, specify the required quantity from the operation, which is ‘N/A and the related **unit of measure** ‘N/A’ and click the **Enter** icon

Complete the following steps only in case of **PM03** or **SM03** control key:

16. If not done it before, select the newly created operation by highlighting the row with external operation and on the bottom of the screen
17. Click the **External** button. A new window is displayed and again on the bottom of the screen, enter the following information under the **Service** tab:
  - **Service Number:** N/A
  - **Service Short text:** N/A
  - **Quantity:** N/A
  - **Unit of Measure:** N/A
  - **Gross Price:** N/A
18. Once it's done, click the **Back** button on the top of the screen
19. If an activity type is populated for the external operation, remove it from the field, as External Operations do not leverage activity types
20. Click the **Enter** icon

### Additional Operation

21. In case of multiple operations have to be entered, use the following data:
  - **Work Centre:** N/A
  - **Plant:** N/A
  - Enter Control Key 'N/A' and click the **Enter** icon, if external key is selected also perform steps denoted as external above
  - **Operation short text:** N/A
  - **Work Hours:** N/A
  - **Work unit of measure:** Work\_uom2
  - **Work duration unit of measure:** Work\_uom2
  - **Activity Type:** N/A



22. Click the **Components** tab in case any component is required to perform the maintenance operation and enter the following values:

**Note:** If the service order is created from the Maintenance Plan, just validate the components where inherited properly from the Maintenance Plan.

### First Component

23. Add a component by referring to the material number which is 'N/A', click the **Enter** icon

24. If pop-up window is raised requesting for entering Valuation type, exit by clicking the **Enter** icon

**Note:** In column, 'IC' the Item Category information of the component has to be specified. **Item Category** is 'N/A' and click the **Enter** icon. The **item category** specifies if the material is in stock, so a reservation can be made against it or the required component has to be purchased directly.

25. If more than one operation has been added in the **Operation** tab, a pop-up window asking for operation number, enter the '020 - Leasehold Improv Serv&Mat' operation number and click the **Enter** icon again

26. If component is a non-stock item requiring procurement process, purchasing data needs to be maintained on the new pop-up window requesting purchasing:

- **Required quantity:** N/A

- **Price:** N/A

- **Purchasing Group:** N/A

27. Click the **Enter** icon

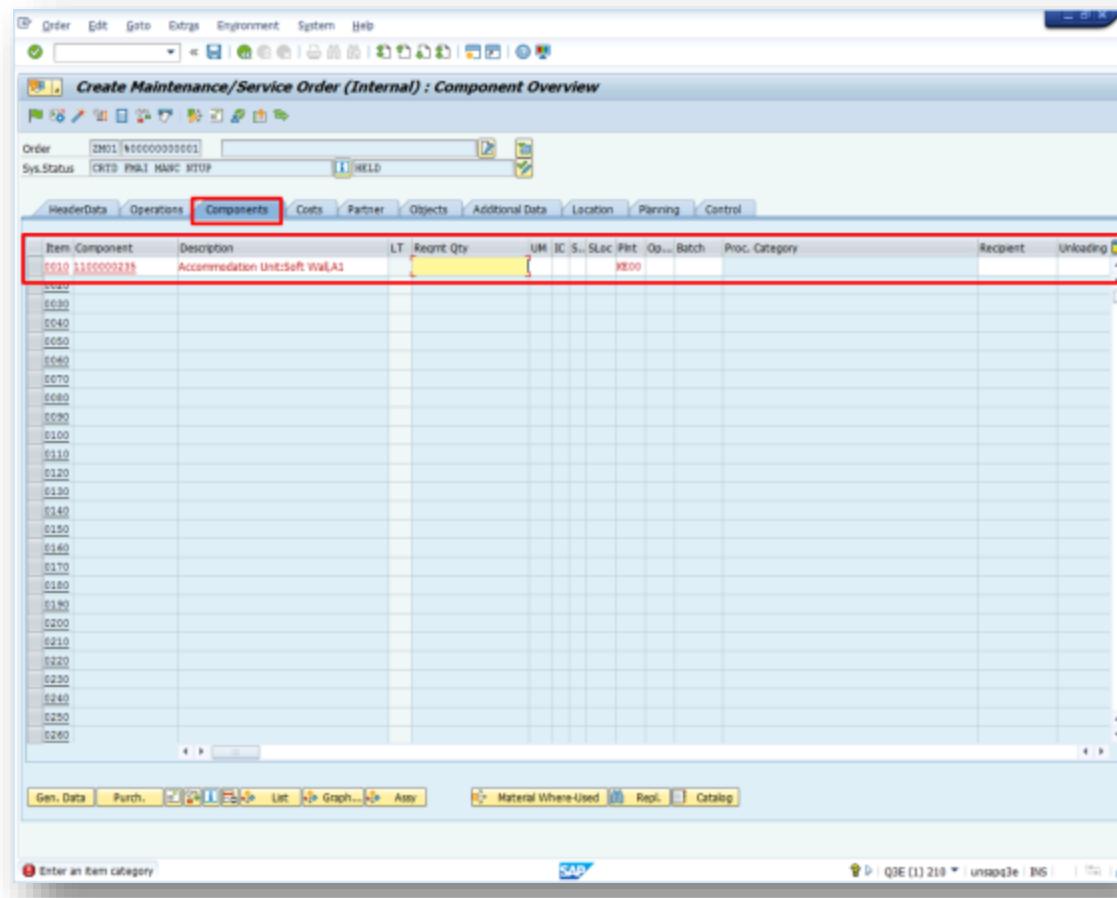
28. If the component is not for procurement process, only in that case enter the following fields:

- The required quantity of the component has to be specified in the **Reqmt Quantity** field. Expected quantity is 'N/A' and Unit of Measure 'N/A'
- Enter the plant where the material can be found. (Usually the same as the plant of the service order). Plant is **KE00**
- Enter the storage location where the material can be found. Storage Location is 'N/A'

### **Addditional Components**

29. In case additional components have to be added to the service order, repeat the previous steps in exactly the same sequence with the following values:

- **Component[2]:** N/A
- **Item Category[2]:** N/A
- **Operation number[2]:** N/A
- **Quantity[2]:** N/A
- **Unit of Measure[2]:** N/A
- **Plant[2]:** N/A



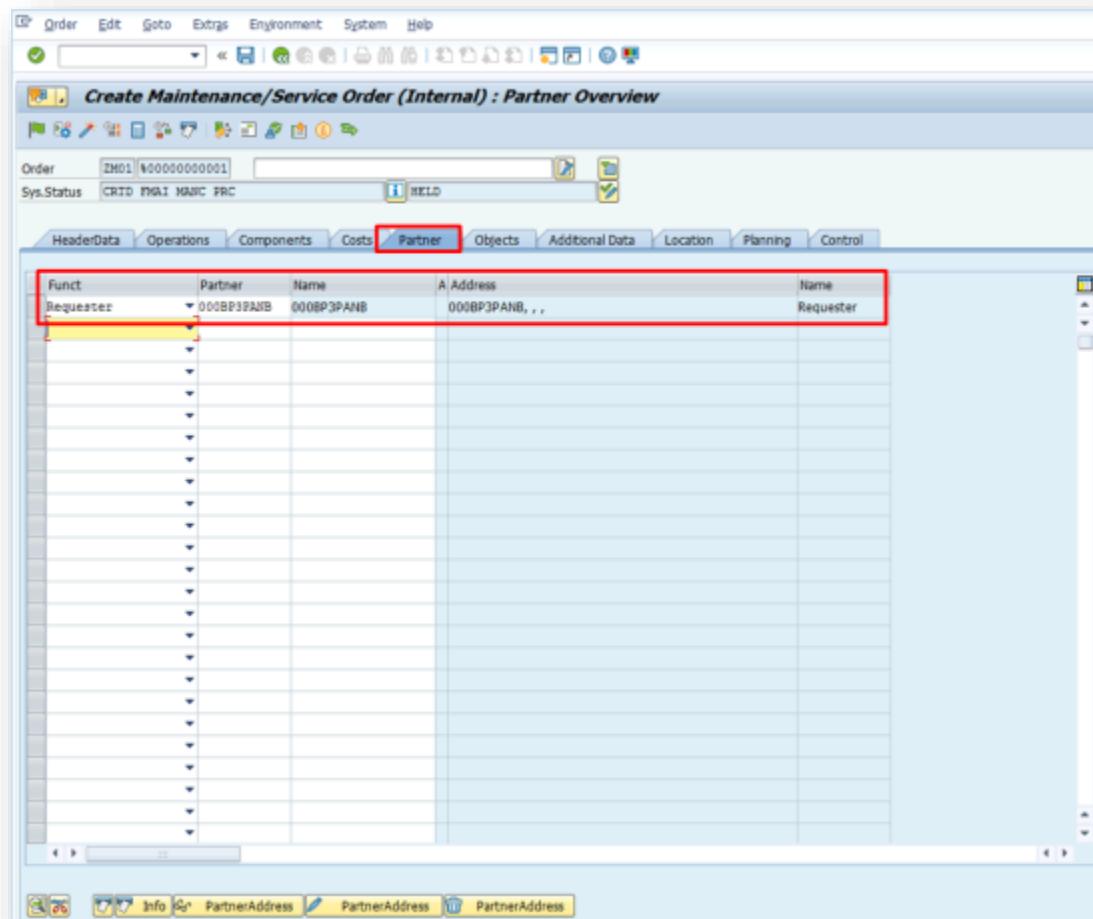
30. Click the **Costs** tab in order to review the planned (expected) cost of the maintenance operation
31. In order to calculate the cost, from the **Header Menu** bar, click the **Order\Functions\Determine Cost** and the system will calculate the total planned cost of the maintenance order

The screenshot shows the SAP Maintenance Order Cost Overview screen. The top navigation bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the bar are various icons. The main title is 'Create Maintenance/Service Order (Internal) : Cost Overview'. The header contains fields for 'Order' (ZM01 000000000001) and 'Sys.Status' (CRTD FMAI MARC PRC). A toolbar below the header includes icons for print, copy, and search. The tabs at the top are 'HeaderData', 'Operations', 'Components', 'Costs' (which is highlighted with a red box), 'Partner', 'Objects', 'Additional Data', 'Location', 'Planning', and 'Control'. Under the 'Costs' tab, there are fields for 'Estimated costs' (0.00 USD) and currency selection ('ValIn Object Curr.' and 'ValIn CoAreaCurr., both set to USD). Below these are buttons for 'Rep. Plan/Act.' and 'Rep. Budget/Commit.'. A navigation bar below the buttons includes 'Overview' (highlighted with a red box), 'Costs', 'Quantities', and 'Key figures'. The main content area displays a table titled 'Group/Dscrptn' with columns for 'Est. costs', 'Plan costs', 'Act. costs', and 'C.'. The table shows the following data:

| Group/Dscrptn          | Est. costs | Plan costs | Act. costs | C. |
|------------------------|------------|------------|------------|----|
| Costs                  | 0.00       | 360,100.00 | 0.00 U...  |    |
| - Int Service (real)   | 0.00       | 360,000.00 | 0.00 U...  |    |
| - Material Consumption | 0.00       | 100.00     | 0.00 U...  |    |

A red box highlights the entire table area. At the bottom left, there is a 'Category' button. A message at the bottom left says 'Costs were determined: See cost overview' with a checkmark icon. The SAP logo is at the bottom right.

32. Click the **Partner** tab
33. To maintain the following user details, select the **Funct** 'Requester' and indicate partner
34. Click the **Enter** icon



35. Click the **Location** tab and maintain the following account assignment details as provided:

**Note:** This is where we indicate which budget is used to settle the cost of this order (Asset/Cost Center/WBS or Settlement Order). If an Equipment/Functional location is being used where these data is maintained, the cost objects is inherited from the object.

- **Company Code:** 1000
- **Asset**
- **Cost Center**
- **WBS Element:** AA-000NNN.02 - WBSE created for 'Contractual Services'
- **SettlementOrder**

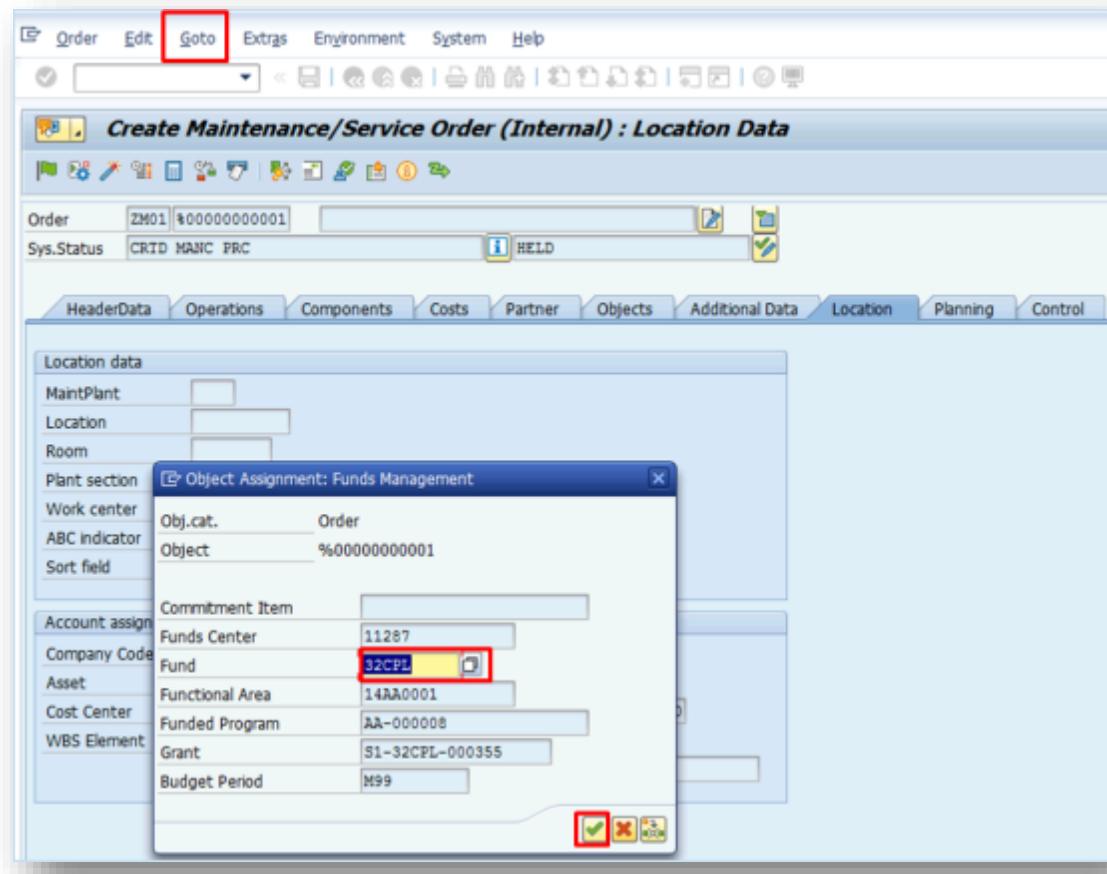
36. Click the **Enter** icon

The screenshot shows the SAP Fiori interface for creating a maintenance/service order. The top navigation bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the header is a toolbar with various icons. The main title is 'Create Maintenance/Service Order (Internal) : Location Data'. The header contains fields for 'Order' (ZM01) and 'Sys.Status' (CBTD FMAI MANC PRC). The ribbon at the top has tabs: HeaderData, Operations, Components, Costs, Partner, Objects, Additional Data, **Location**, Planning, and Control. The 'Location' tab is currently active. The main content area is divided into sections: 'Location data' (with fields for MaintPlant, Location, Room, Plant section, Work center, ABC indicator, and Sort field) and 'Account assignment' (with fields for Company Code (1000), Asset, Cost Center, WBS Element (AA-000008.02), CO Area (1000), WBS 2.2 - Contractual Services, and SettlementOrder). A red box highlights the 'Account assignment' section.

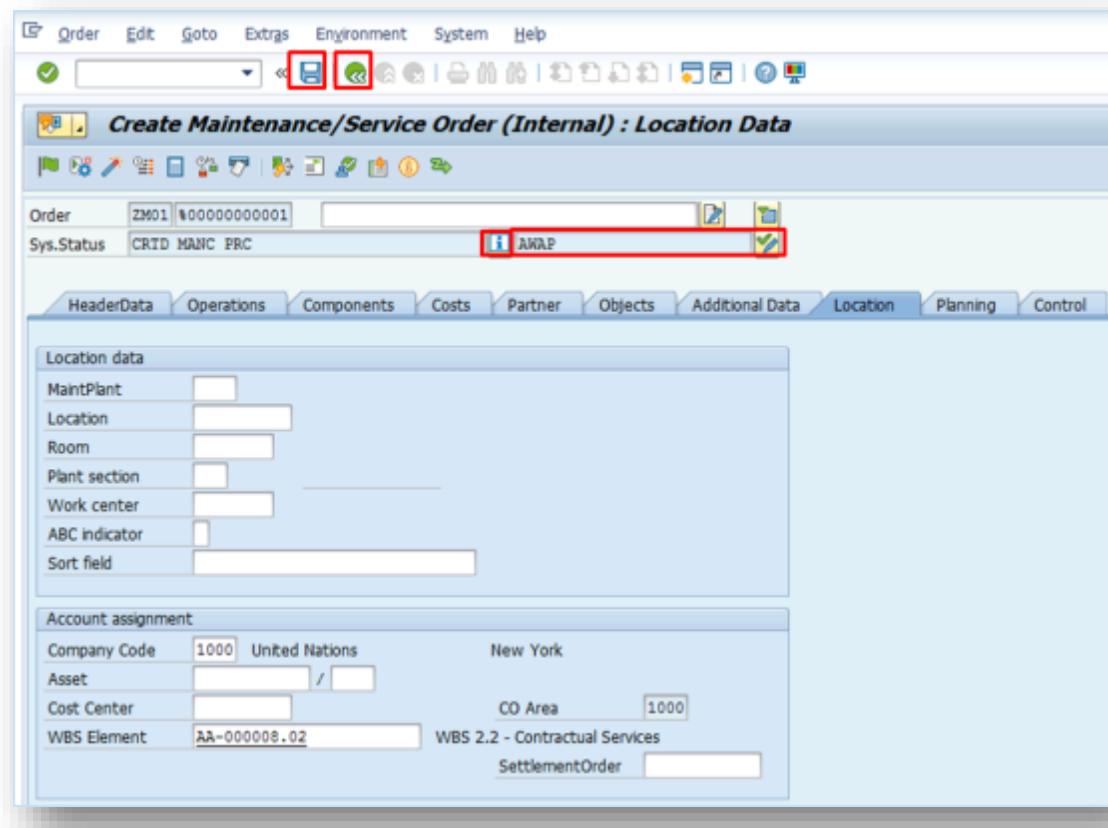
37. On the service order **Header Menu** bar, click the **Goto > Assignments > Funds Management** on the **Menu** bar to specify the Fund which is associated to the maintenance service order

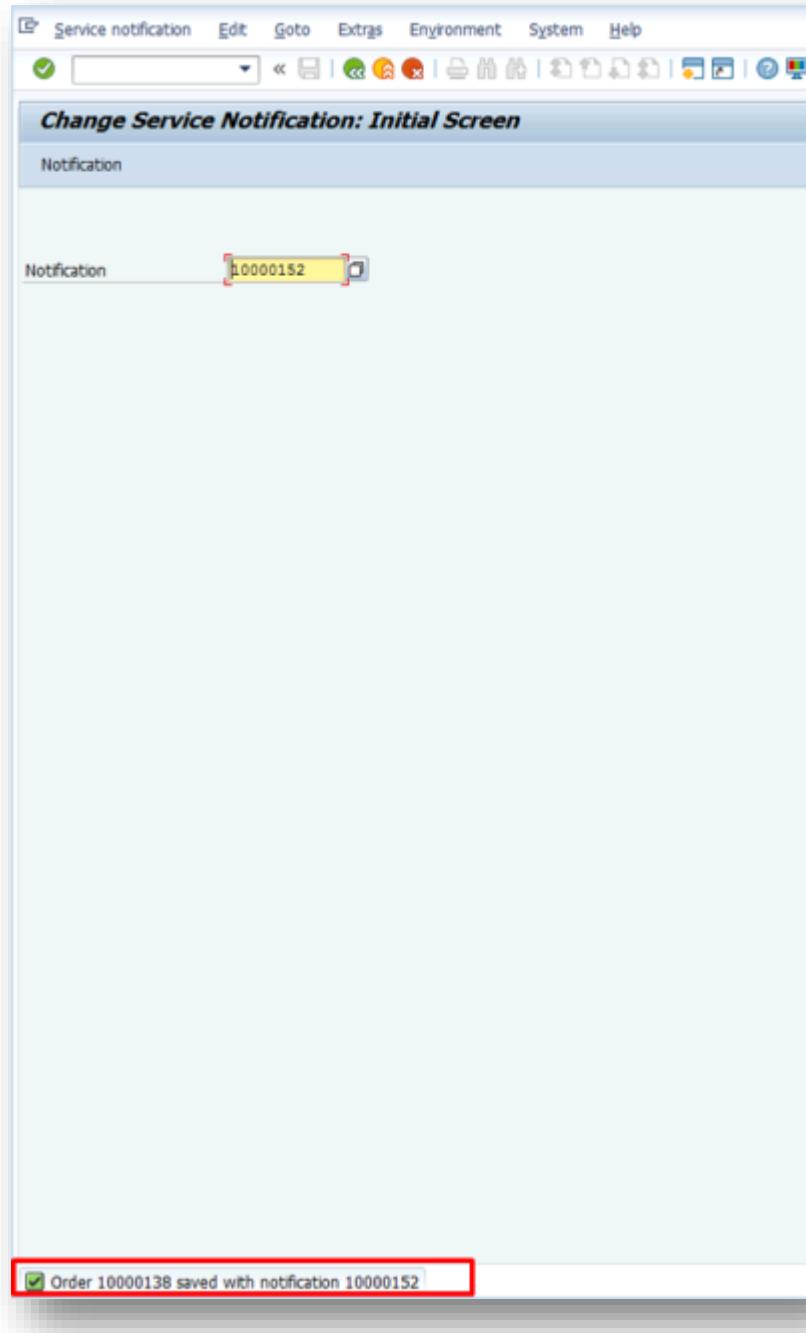
38. Enter the **Fund** '32CPL'

39. Click the **Enter** icon



40. Change the Status of the order by selecting the blue button located next to the **Sys. Status** field in the **Service order**
41. Select the **AWAP** (Awaiting approval)
42. Click the **Back** button at top of the screen
43. Click the **Save** button
44. Click the **Exit** button



45. Service order is created with reference to **Notification**

## Service order Confirmation, T-code IW41

The steps to confirm the Service order are as follows:

### Step-by-Step Instructions

46. Execute transaction **IW41**
47. Type 'Order number created in the previous step' in the **Order** field
48. Click the **Enter** icon
49. The **Enter PM Order confirmation: Actual Data** screen is displayed

**Note:** If only one operation is available then **Actual Data** screen is displayed but if multiple operations are available then **Operation Overview** screen is displayed. If multiple operations are available, highlight all of the rows and click the **Enter PM Order Confirmation: Actual Data** button (blue & orange puzzle icon).

50. In the **Enter PM Order Confirmation** screen enter all the data provided below:

51. In the **Actual Work** field, enter the performed working hours.

**Note:** If there are remaining hours to complete the operation, the hours have to be populated in the **Remain. Work** field. Addition to this, if remaining working hours exist, the **Final Confirmtn** and **No remain Work** fields have to be unchecked (if checked, it means no further working hours confirmation is allowed).

The screenshot shows the SAP Enter PM Order Confirmation: Actual Data screen. The 'Actual Work' field is highlighted with a red border. Two checkboxes in the same row are also highlighted with red borders: 'Final Confirmtn' and 'No Remain. Work'. Other fields visible include Order (10000138), Oper./Act. (0010), System Status (REL), Confirmation (338), Work Center (EWS-A002), Activity Type (RF1085), Posting date (03.02.2015), Remaining Work (0 ZEA), Actual Duration (0 ZEA), Forecast End (24:00:00), and Reason (empty). The 'Total Confirmation Data' section at the bottom shows Cum.Actual Work (0 ZEA), Forecast work (100 ZEA), Planned Dur. (100.0 ZEA), Actual Start (00:00:00), and Actual End (00:00:00).

52. If multiple Confirmations are available, click the **Next Operation** button (black arrow pointing to the right icon) and maintain the actual hours and remaining work

- **Actual Hours 2:** N/A
- **Remaining Work 2:** N/A

53. Click the **Save** button

The screenshot shows the SAP Fiori interface for entering PM Order Confirmation: Actual Data. The main screen has a header with 'Enter PM Order Confirmation: Actual Data' and tabs for Goods Movements, Notification, Object List, and Measurement Documents. The 'Confirmation Data' section contains the following information:

|                 |   |
|-----------------|---|
| Confirmation    | 338   |
| Work Center     | EMS-A002 KE00 Repeting Services                   |
| Personnel no.   | [empty]   |
| Actual Work     | 100 ZEA   |
| Activity Type   | RF1085  |
| Posting date    | 03.02.2015  |
| Final Confirmtn | <input checked="" type="checkbox"/>               |
| No Remain. Work | <input checked="" type="checkbox"/>               |
| Clear Open Res. | <input type="checkbox"/>                          |
| Remaining Work  | 0 ZEA   |
| Work Start      | 03.02.2015 09:00:00                               |
| Work Finish     | 03.02.2015 16:35:23                               |
| Actual Duration | ZEA   |
| Forecast End    | 24:00:00  |
| Reason          | [empty]   |
| Confirm. text   | [empty] <input type="checkbox"/> Long text exists |

The 'Total Confirmation Data' section shows:

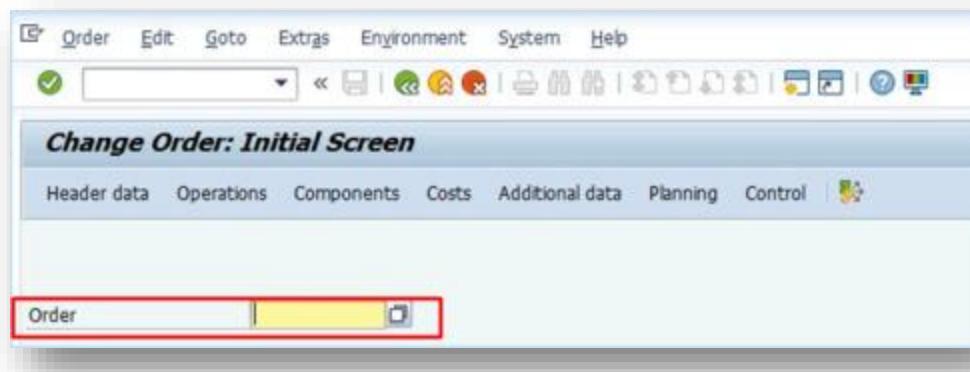
|                 |          |              |           |
|-----------------|----------|--------------|-----------|
| Cum.Actual Work | 0 ZEA    | ActDuratn    | 0 ZEA     |
| Forecast work   | 100 ZEA  | Planned Dur. | 100.0 ZEA |
| Actual Start    | 00:00:00 | Actual End   | 00:00:00  |

## Complete Service order, T-code IW32

The steps to complete the Service order are as follows:

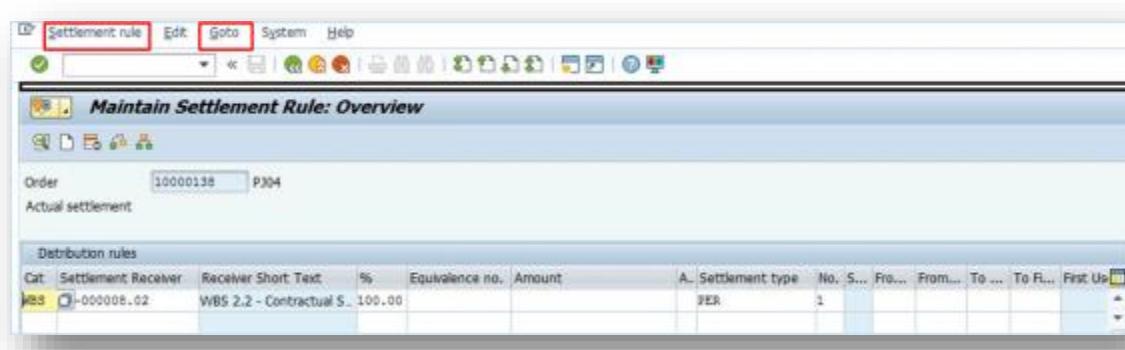
### Step-by-Step Instructions

54. Execute transaction **IW32** to open the Service order in change mode



55. Click the **GoTo** from the **Menu** bar
56. Select the **Settlement rule** option
57. When a pop-up window is displayed to maintain settlement rule:
  - If order is against a cost center, click the **with default** option
  - If order is not against a cost center, click the **without default** option

The **Maintain Settlement Rule: Overview** screen is displayed with default values pre-populated for **Cost Center** only.



58. Verify or update the following

- **Account Assignment Category:** WBS, which specifies the object type for the settlement receiver
- **Settlement Receiver:** AA-000NNN.02 (WBS Element created for Contractual Services)
- **Percentage:** 100, at which costs collected in the sender object are distributed to the specified settlement receiver
- **Settlement Type:** PER
- **Distribution Rule Number:** 1, which is the sequence of the distribution rules in a settlement rule

59. Click the **Enter** icon

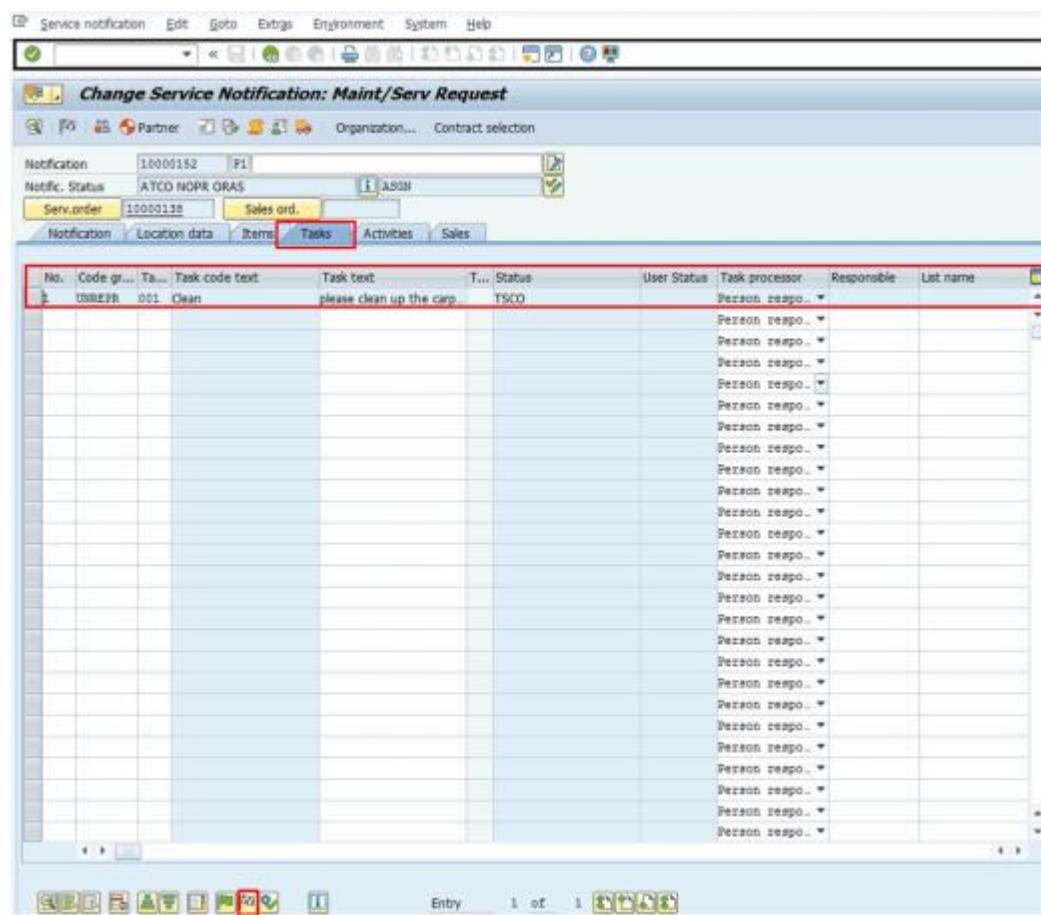
60. Click the **Back** button once data is maintained

61. If a notification exists, click the **HeaderData** tab
62. Click the **Change** button next to the **Notifctn** field (pencil icon)

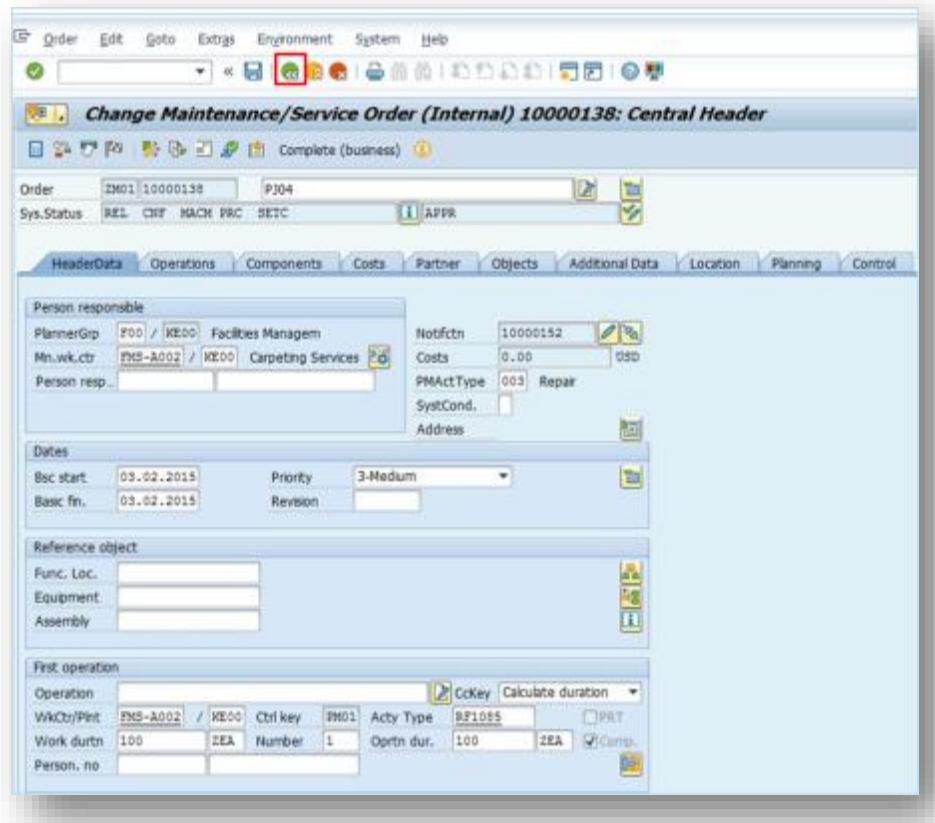
The screenshot shows the SAP Fiori interface for changing a maintenance service order. The title bar reads "Change Maintenance/Service Order (Internal) 10000138: Central Header". The top navigation bar includes "Order", "Edit", "Goto", "Extras", "Environment", "System", and "Help". Below the title bar is a toolbar with various icons. The main content area has tabs: "HeaderData" (highlighted with a red box), "Operations", "Components", "Costs", "Partner", "Objects", "Additional Data", "Location", "Planning", and "Control".  
**HeaderData Tab Content:**

- Person responsible:** PlannerGrp: F00 / KEO0 Facilities Management; Mn.wk.ctr: FMS-A002 / KE00 Carpeting Services; Person resp.: [empty]
- Dates:** Bsc start: 03.02.2015; Priority: 3-Medium; Basic fin.: 03.02.2015; Revision: [empty]
- Reference object:** Func. Loc., Equipment, Assembly
- First operation:** Operation: [empty]; WkCtr/PInt: FMS-A002 / KE00; Ctrl key: FM01; Acty Type: RF1085; Work durtn: 100; Number: 1; Optn dur.: 100; ZEA; Person, no: [empty].  
A red box highlights the "Notifctn" field (10000152) which has a pencil icon.

63. Click the **Tasks** tab to release and complete all the tasks
64. Highlight the tasks you want to complete
65. Click the **Complete** button (white & black flag) at the bottom of the task screen to complete the task
66. Do this for all the tasks

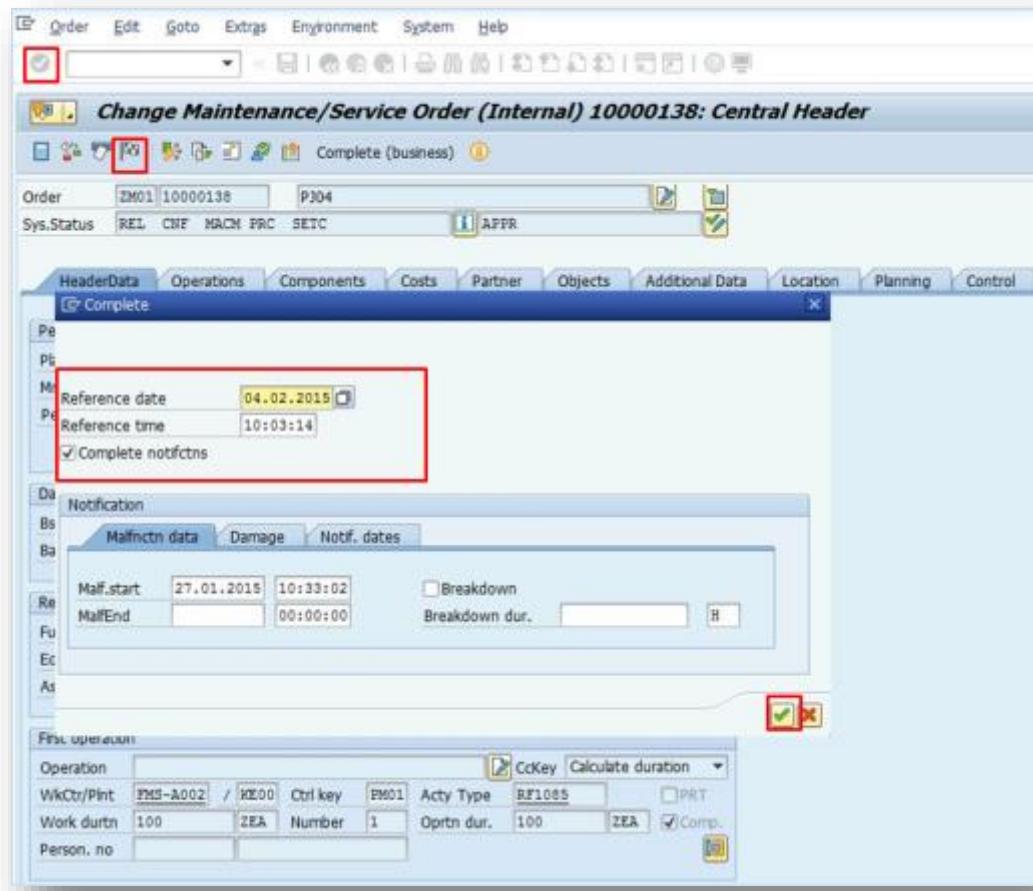


67. Click the **Back** button until the **Change Maintenance/ Service Order (Internal)** screen is displayed again

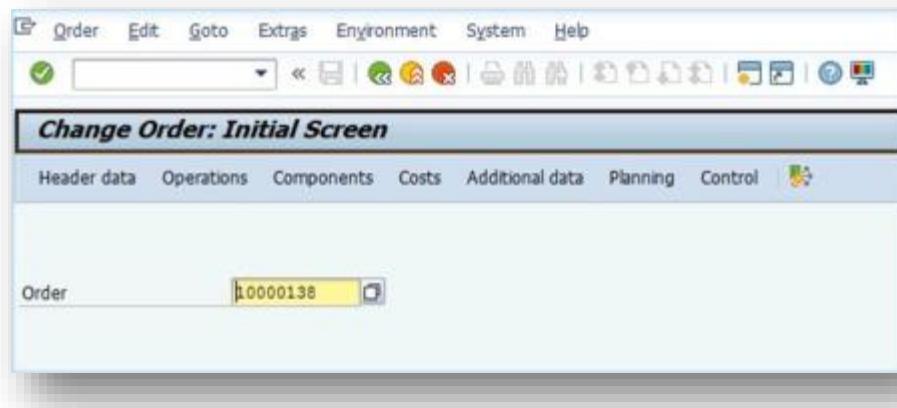


The screenshot shows the SAP Change Maintenance/Service Order (Internal) screen. The title bar reads "Change Maintenance/Service Order (Internal) 10000138: Central Header". The toolbar includes standard SAP icons like Save, Undo, Redo, and Print. The main area is divided into several tabs: HeaderData, Operations, Components, Costs, Partner, Objects, Additional Data, Location, Planning, and Control. The "HeaderData" tab is selected. It contains fields for Order (ZM01 10000138), Sys.Status (REL CRF MACH PRC SETC), and various responsibility and notification details. The "Operations" tab is visible below it. The bottom of the screen shows the SAP footer.

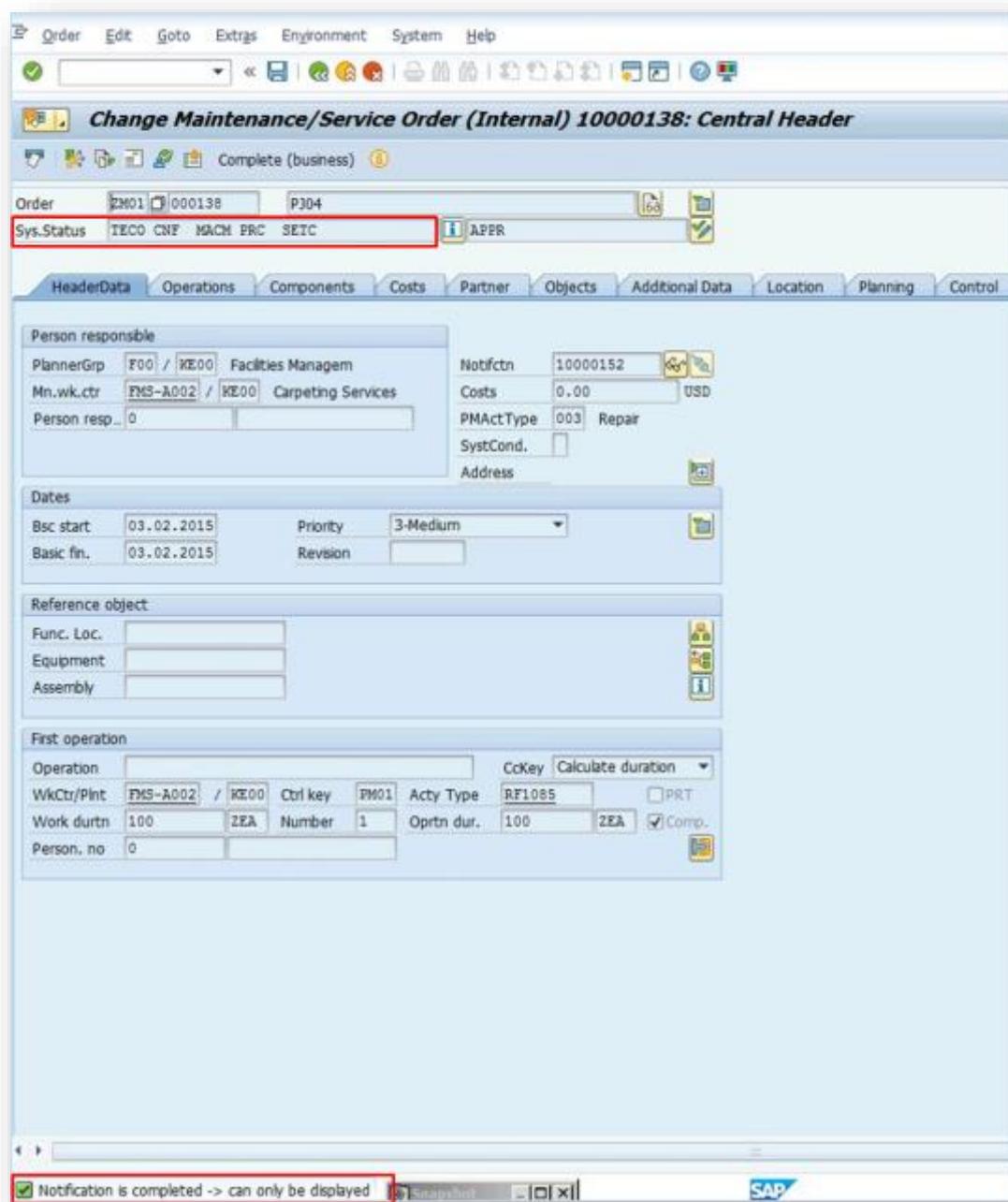
68. Click **Complete (technically)** button (black and white flag)
69. Confirm the **Reference date** and **Reference time**
70. Ensure **Complete Notifctn** checkmark is flagged
71. Click the **Enter** icon



**Note:** To verify that the Order has been completed successfully, click the **Enter** icon when you are routed back to the **Change Order: Initial Screen** with Order number pre-populated.



Service order is technically completed and the system status includes **TECO**: Technically completed.

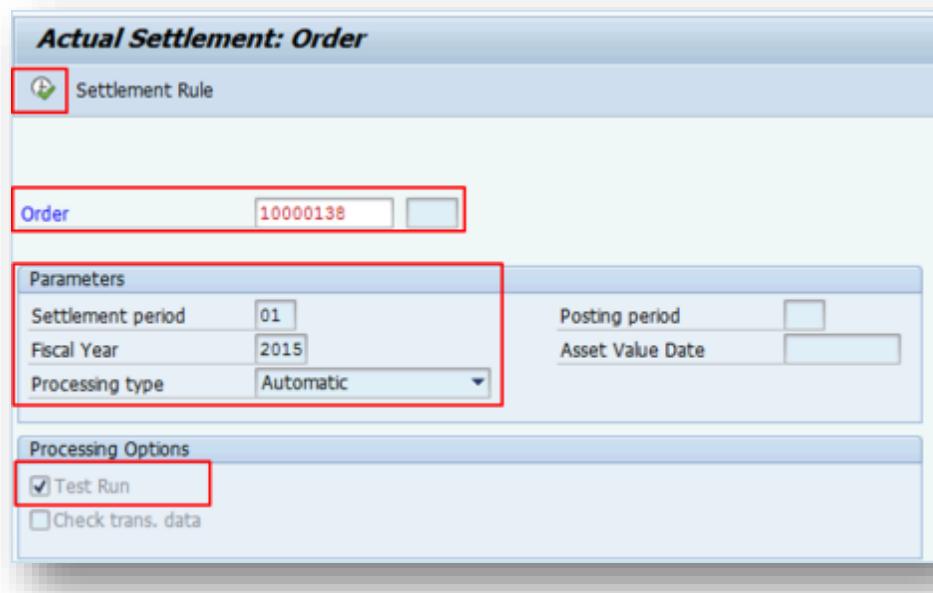


## Settle UNON Service order to UNEP Project, T-code KO88

This transaction allows to create and settle an internal order. The steps to settle Service order to UNEP project are as follows:

### Step-by-Step Instructions

72. Execute transaction **KO88**
73. When prompted to set controlling area, enter in '**1000**' as the value
74. Click the **Enter** icon
75. The **Actual Settlement: Order** screen is displayed
76. Maintain below parameter values and click the **Execute** icon
  - **Order:** Service order Id created previously
  - **Settlement period:** 02
  - **Fiscal Year:** 2015
77. Ensure that the **Test Run** flag is checked



78. The **Actual Settlement: Order Basic list** screen is displayed. Statistics section displays value 1 in front of **Processing type** Settlement executed

| Selection Parameters | Value      | Name                   |
|----------------------|------------|------------------------|
| Order                | 10000138   | PJ04                   |
| Period               | 002        |                        |
| Posting period       | 002        |                        |
| Fiscal Year          | 2015       |                        |
| Processing type      | 1          | Automatic              |
| Posting date         | 28.02.2015 |                        |
| Controlling Area     | 1000       | United Nations CO Area |
| Currency             | USD        | United States Dollar   |
| Value date           | 28.02.2015 |                        |

| Selection Parameters | Value               |
|----------------------|---------------------|
| Execution type       | Settlement executed |
| Processing mode      | Test run            |

Processing completed with no errors

**SME Note:** Please note that Detail list button is not reflected on the screenshots.

79. Click the **Detail list** button located on the top left corner to display Detail list or enter (Ctr + Shift + F3)
80. The **Detail list** shows values that can be settled

| Senders      | Text send. | Receivers        | Σ ValCOArCur | Inform.  |
|--------------|------------|------------------|--------------|----------|
| ORD 10000138 | PJ04       | WBS AA-000008.02 | 100.00       | = 100.00 |

81. Once results are reviewed, click the **Back** button twice to reach the Settlement home screen
82. Uncheck the **Test Run** flag
83. Click the **Execute** button

*Actual Settlement: Order Basic list*

| Selection            |            |                        |
|----------------------|------------|------------------------|
| Selection Parameters | Value      | Name                   |
| Order                | 10000138   | PJ04                   |
| Period               | 002        |                        |
| Posting period       | 002        |                        |
| Fiscal Year          | 2015       |                        |
| Processing type      | 1          | Automatic              |
| Posting Date         | 28.02.2015 |                        |
| Controlling Area     | 1000       | United Nations CO Area |
| Currency             | USD        | United States Dollar   |
| Value date           | 28.02.2015 |                        |

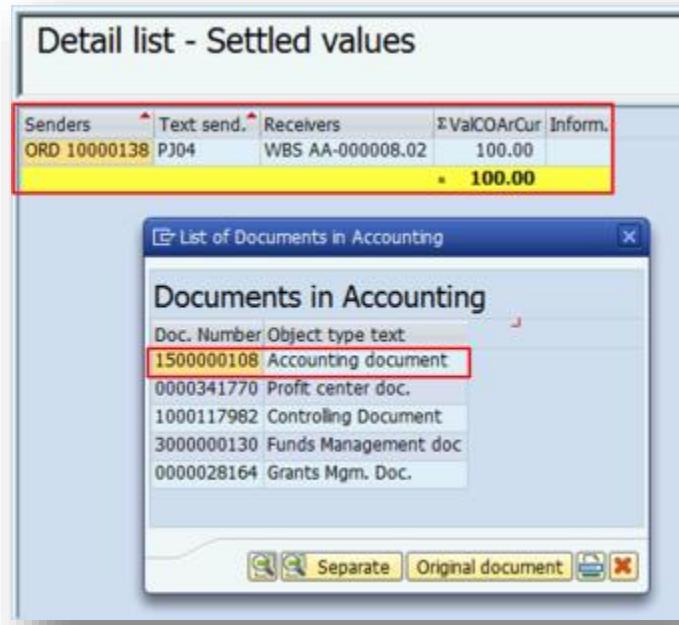
| Processing Options   |                     |  |
|----------------------|---------------------|--|
| Selection Parameters | Value               |  |
| Execution type       | Settlement executed |  |
| Processing mode      | Update run          |  |

Processing completed with no errors

84. Click the **Detailed List** button

85. From the Detailed list click the **Accounting Document** hyperlink

Cost has been credited to the Sender Order and debited to the cost object as specified in the Settlement rule.



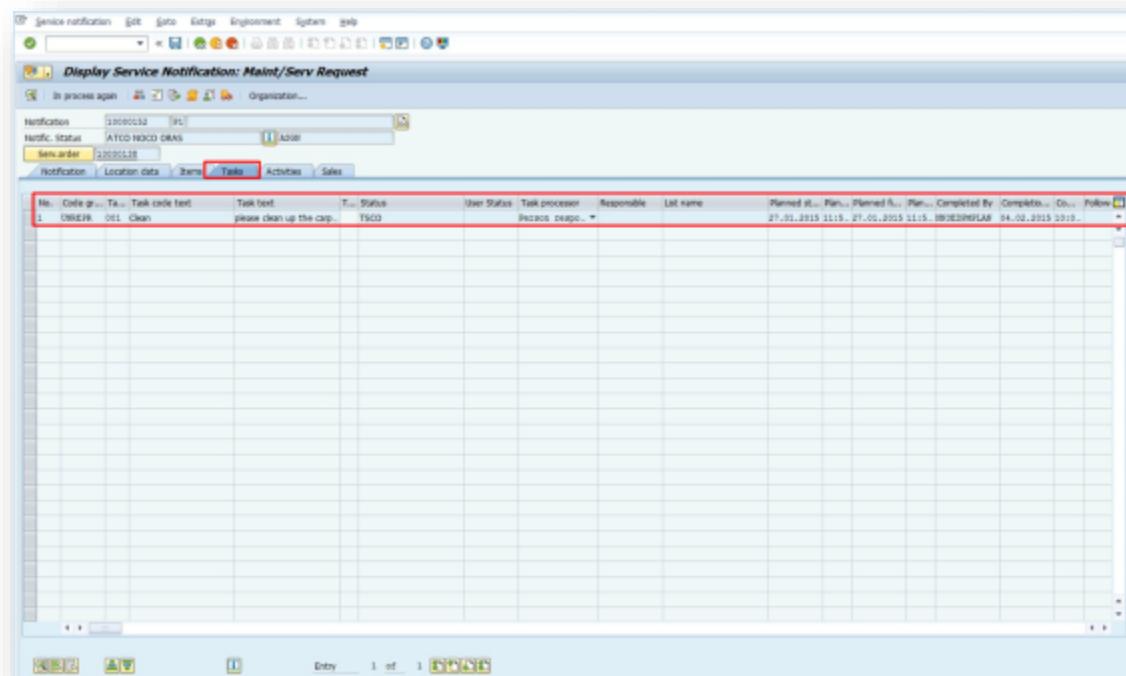
## Complete Notification, T-code IW52

To set the Notification system status to NOCO (Notification completed) successfully, this transaction allows to complete the notification after updating the master data. The steps to complete Notification are as follows:

### Step-by-Step Instructions

86. Execute the transaction **IW52**
87. Type the notification number 'from previous step' in the **Notification** field to open notification in change mode
88. Click the **Enter** icon
89. The **Change Service Notification: Initial Screen** is displayed

**Note:** Skip this step and move to next step if the notification has no task or all tasks are completed.
90. Click the **Tasks** tab to release and complete all the tasks
91. Highlight the task again and click the **Complete** button (white & black flag) at the bottom of the task screen to complete the task
92. Do this for all the tasks



93. If not yet specified in previous steps, enter the equipment number in the **Equipment** field under the **Notification** tab
94. Click the **Complete** button (black and white flag) to set the system status of notification to complete
95. In the pop-up window, enter the **reference date** 'Today's date' and **reference time** 'Current time'
96. Click the **Enter** icon to complete Notification

The screenshot shows the SAP Service notification interface with the following details:

- Notification:** 10000152 P1
- Notific. Status:** ATCO NOCO ORAS
- Serv.order:** 10000138
- Reference object:**
  - Functional loc.:** [empty]
  - Equipment:** [highlighted with a red box]
  - Assembly:** [empty]
- Subject:**
  - Coding:** UNBLDG 002 Carpet/Floor Related
  - Description:** 27.01.2015 10:46:55 EP3PJPUSR, EP3PJPUSR, (EP3PJPUSR)  
PJ04\_XX Leasehold Improvement (DJ = tester's initials) Carpet Installation
- Item:**
  - Object part:** [empty]
  - Damage:** [empty]
  - Text:** [empty]
  - Cause code:** [empty]
  - Cause text:** [empty]
- Execution:**

|   |   |                             |
|---|---|-----------------------------|
| <b>Priority:</b> 2-High                                 | <b>Effect:</b> <input type="checkbox"/> | <b>Breakdown:</b> 0.00      |
| <b>Req. start:</b> 27.01.2015 10:32:59                  | <b>Required End:</b> 00:00:00           |                             |
| <b>Malfunc. start:</b> 27.01.2015 10:33:02              | <b>Malfunc.end:</b> 00:00:00            |                             |
| <b>Main WorkCtr:</b> EMS-A002 / KE00 Carpeting Services |   |                             |
| <b>Planner group:</b> F00 / KE00 Facilities Managem     |   |                             |
| <b>Department resp:</b> [empty]                         |   |                             |
| <b>Person respons:</b> [empty]                          |   |                             |
| <b>Sales area:</b> [empty] / [empty] / [empty]          | <b>Sales Office:</b> [empty]            | <b>Sales Group:</b> [empty] |

## Appendix and Reference Information

### Key Transactions

| Transactions  | T-Code                |
|---|-----------------------|
| Create Project from CJ20N   | <b>CJ20N</b>          |
| Release Project   | <b>CJ20N</b>          |
| Create Internal Order   | <b>KO01</b>           |
| Run Project Budget Report   | <b>ZPJPRJBUDBAL</b>   |
| Post Service Entry Sheet, Create inbound delivery, Create Goods Receipt | <b>ML81N</b>          |
| Create inbound delivery: Automatic batch job                            |                       |
| Create GR   | <b>MIGO</b>           |
| Run Line Item Project Budget Report                                     | <b>CJI3</b>           |
| Update AuCs with Grant info (if necessary)                              | <b>AS02</b>           |
| Update Settlement Rules   | <b>CJ20N, KO02</b>    |
| Run Cost Settlement   | <b>CJ88, CJ8G</b>     |
| Review Financial Accounting Document for Fixed Asset Transaction        | <b>FB03</b>           |
| Run Cost Element Report   | <b>ZPJCOSTELEMENT</b> |
| Create Fixed Asset Master Record  | <b>AS01</b>           |
| Create Sub-Asset for AuCs   | <b>AS11_FMIM</b>      |
| Update Settlement Rules for Final Settlement                            | <b>CJ20N</b>          |
| Settle Service order  | <b>KO88, KO8G</b>     |
| Close Project   | <b>CJ20N</b>          |
| Close Internal Order  | <b>KO02</b>           |
| Modify Fixed Asset Useful Life  | <b>AS02</b>           |
| Review Fixed Asset Posted and Planned Depreciation                      | <b>AW01N</b>          |
| Donate Building to Local Vendor   | <b>ABAVN</b>          |