

# **Job Aid - Physical Verification Template for Buildings and Infrastructure Items**

DMSPC/OPPFB/FOFD

Global Asset Management Policy Service



## Table of Contents

<b>I. Introduction .....</b>	<b>1</b>
<b>II. Enterprise Roles Process Overview .....</b>	<b>2</b>
<b>III. Process Overview .....</b>	<b>2</b>
<b>IV. Extract Umoja Buildings and Infrastructure using REISAO transaction .....</b>	<b>3</b>
<b>V. Extract Umoja Functional Locations and Asset number .....</b>	<b>8</b>
<b>VI. Extract Net Book Values of RE Assets .....</b>	<b>14</b>
<b>VII. Update PV RE Template with the results of the Physical Verification exercise and generate upload file .....</b>	<b>20</b>
<b>VIII. Upload Physical Verification results file in Umoja .....</b>	<b>24</b>
<b>IX. Review physical verification results .....</b>	<b>27</b>
IX.1 Review Physical Verification results using Transaction IL03 .....	27
IX.2 Review Physical Verification results using Report IH06.....	29

## I. Introduction

Buildings and infrastructure items where the United Nations is custodian must be recorded in the Umoja Real Estate module. Management of the Real Estate (RE) portfolio of buildings and infrastructure items is subject to the requirements of the IPSAS Policy Framework<sup>1</sup> and the physical verification process outlined in the document titled “Guidance on Physical Verification of Property”.

The purpose of this document is to describe the process and procedure for recording results of physical verification for buildings and infrastructure in Umoja.

This document introduces a Microsoft Excel template “RE\_Physical\_Verification\_Template\_E0132” (file name: “E0132\_RE\_Physical\_Verification\_Template\_vF##.xlsm”), (where ## represents the most recent version of the file/template) to support the physical verification and recording of data findings and discrepancies for buildings and infrastructure items.

This document also outlines the procedures to extract architectural object data for buildings and infrastructure items from the Umoja system for inclusion in the Microsoft Excel template “RE\_Physical\_Verification\_Template\_E0132”. Also included are procedures for extracting real estate fixed assets data and values, for the purpose of cross-checks and validations between corresponding

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<sup>1</sup> ST/IC/2013/36 IPSAS Policy Framework, 31 December 2013.

Real Estate Objects and Real Estate Fixed Assets.

**NOTE:** Please check published Job Aids and Templates for the most recent version frequently as changes and enhancements may become available.

## II. Enterprise Roles Process Overview

The role involved in this procedure is **SD.08** - Services Delivery Equipment Verification Planner.

## III. Process Overview

The end-to-end process flow to extract architectural objects<sup>2</sup> for buildings and infrastructure from the Umoja system for an entity are described in the below steps:



1. Extract Umoja Buildings & Infrastructure using **REISAO** transaction.
2. With reference to Architectural Object ID extracted in Step 1, use transaction **IH06** to further extract Umoja Functional Locations and Asset number.
3. With reference to Asset number, use transaction **S\_ALR\_87011963** to extract Net Book Values of RE Assets.
4. Update the RE\_Physical\_Verification\_Template\_E0132 (tab: "PV results & FL update"), validate with the results of the physical verification exercise and upload the results in Umoja (update Functional Locations with Physical Verification results).

**Note:** The template in this process can be also used to expire Functional Locations in bunch upload. That process is explained in a separate Job Aid "Expire Functional Location - Mass Processing"

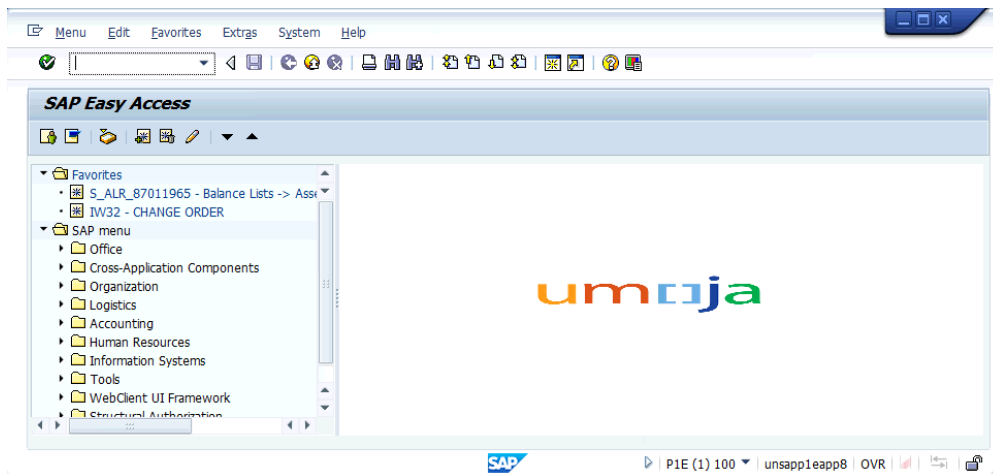
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<sup>2</sup> The extraction of architectural objects for buildings and infrastructure objects can be executed by any one of the SD, RE or FI roles.

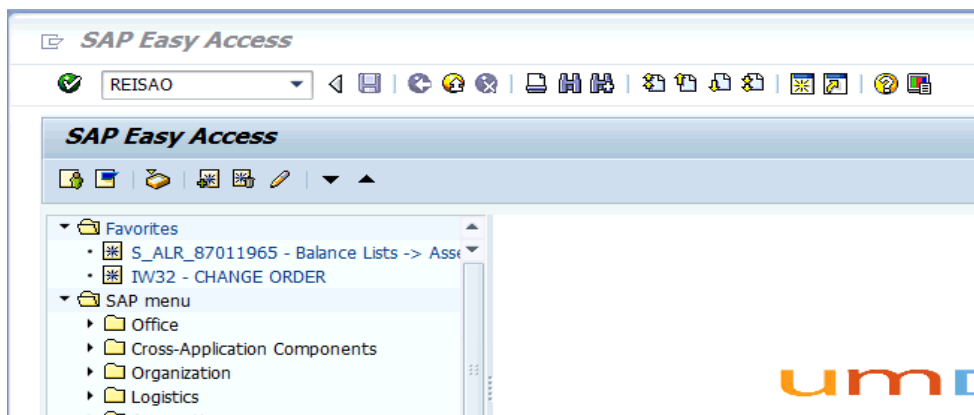
## IV. Extract Umoja Buildings and Infrastructure using REISAO transaction


This report will provide the list of the buildings and infrastructures object records where physical verification should be performed.

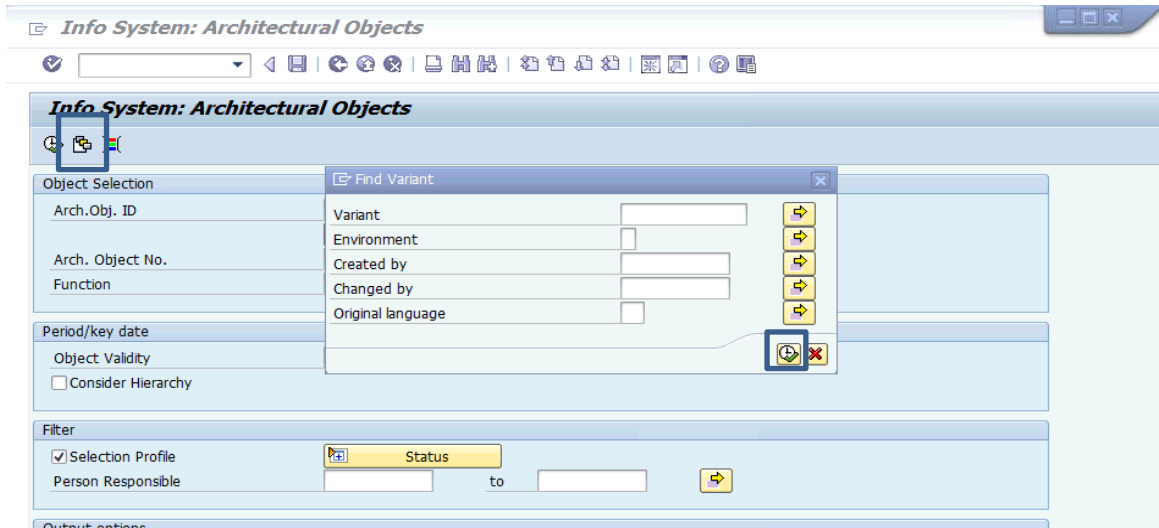
Log in Umoja ECC



Enter transaction code **REISAO**



Select icon Get Variant  (clear all names from “Created by” and “Changed by” fields, in order to see Global Variants)



**Info System: Architectural Objects**

Object Selection

Arch.Obj. ID

Arch. Object No.

Function

Period/key date

Object Validity

☐ Consider Hierarchy

Find Variant

Variant

Environment

Created by

Changed by

Original language

Filter

☒ Selection Profile

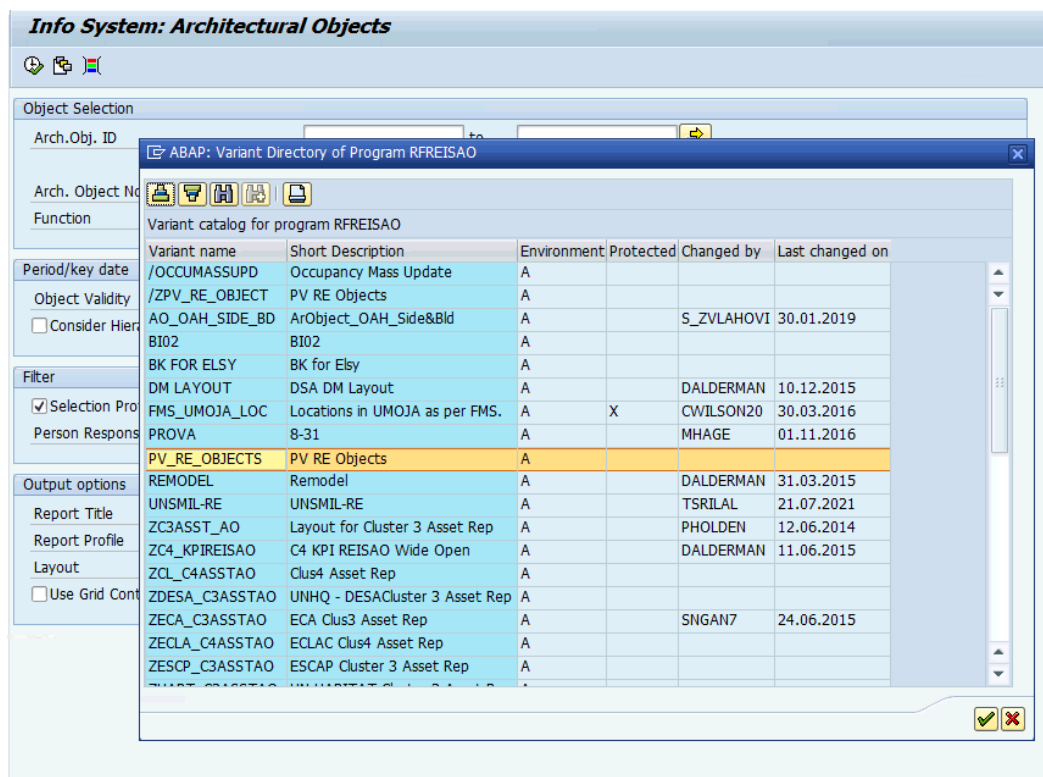
Person Responsible

Status

to

Output options

Select variant "PV\_RE\_Objects"



**Info System: Architectural Objects**

Object Selection

Arch.Obj. ID

Arch. Object No.

Function

Period/key date

Object Validity

☐ Consider Hier

Filter

☒ Selection Pro

Person Respons

Output options

Report Title

Report Profile

Layout

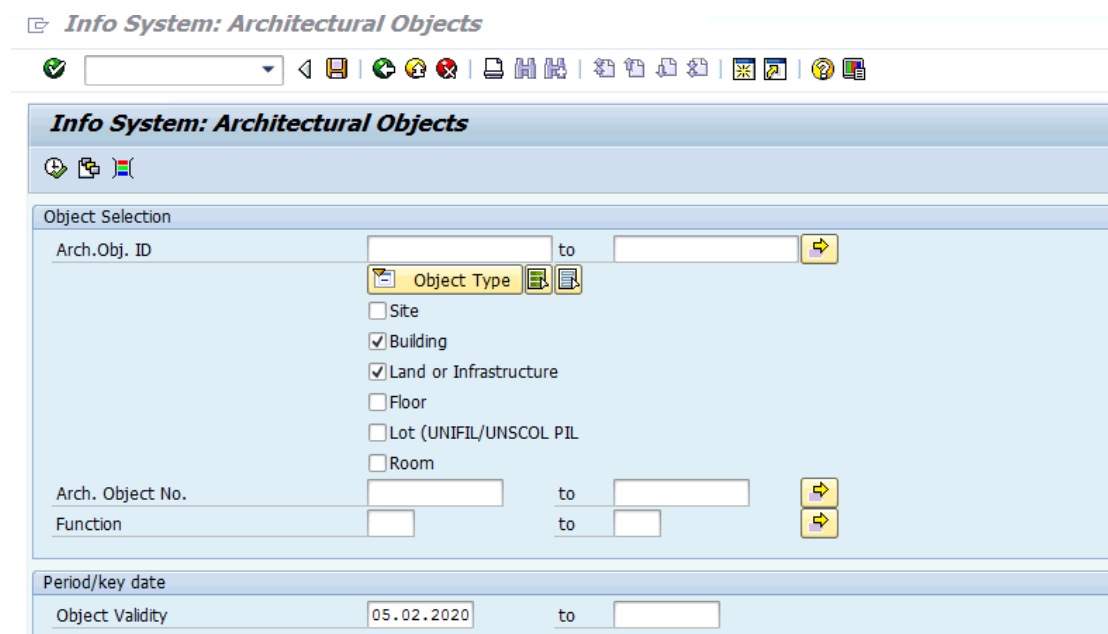
☐ Use Grid Cont

ABAP: Variant Directory of Program RFREISAO

Variant catalog for program RFREISAO

Variant name	Short Description	Environment	Protected	Changed by	Last changed on
/OCCUMASSUPD	Occupancy Mass Update	A			
/ZPV_RE_OBJECT	PV RE Objects	A			
AO_OAH_SIDE_BD	ArObject_OAH_Side&Bld	A		S_ZVLAHOVI	30.01.2019
BI02	BI02	A			
BK FOR ELSY	BK for Elsy	A			
DM LAYOUT	DSA DM Layout	A		DALDERMAN	10.12.2015
FMS_UMOJA_LOC	Locations in UMOJA as per FMS.	A	X	CWILSON20	30.03.2016
PROVA	8-31	A		MHAGE	01.11.2016
PV_RE_OBJECTS	PV RE Objects	A			
REMODEL	Remodel	A		DALDERMAN	31.03.2015
UNSMIL-RE	UNSMIL-RE	A		TSRILAL	21.07.2021
ZC3ASST_AO	Layout for Cluster 3 Asset Rep	A		PHOLDEN	12.06.2014
ZC4_KPIREISAO	C4 KPI REISAO Wide Open	A		DALDERMAN	11.06.2015
ZCL_C4ASSTAO	Clus4 Asset Rep	A			
ZDESA_C3ASSTAO	UNHQ - DESACluster 3 Asset Rep	A			
ZECA_C3ASSTAO	ECA Clus3 Asset Rep	A		SNGAN7	24.06.2015
ZECLA_C4ASSTAO	ECLAC Clus4 Asset Rep	A			
ZESCP_C3ASSTAO	ESCAP Cluster 3 Asset Rep	A			

Ensure that the following Object types are selected: “Building” and “Land or Infrastructure”



**Info System: Architectural Objects**

Object Selection

Arch.Obj. ID  to

Object Type

☐ Site

☒ Building

☒ Land or Infrastructure

☐ Floor

☐ Lot (UNIFIL/UNSCOL PIL)


☐ Room

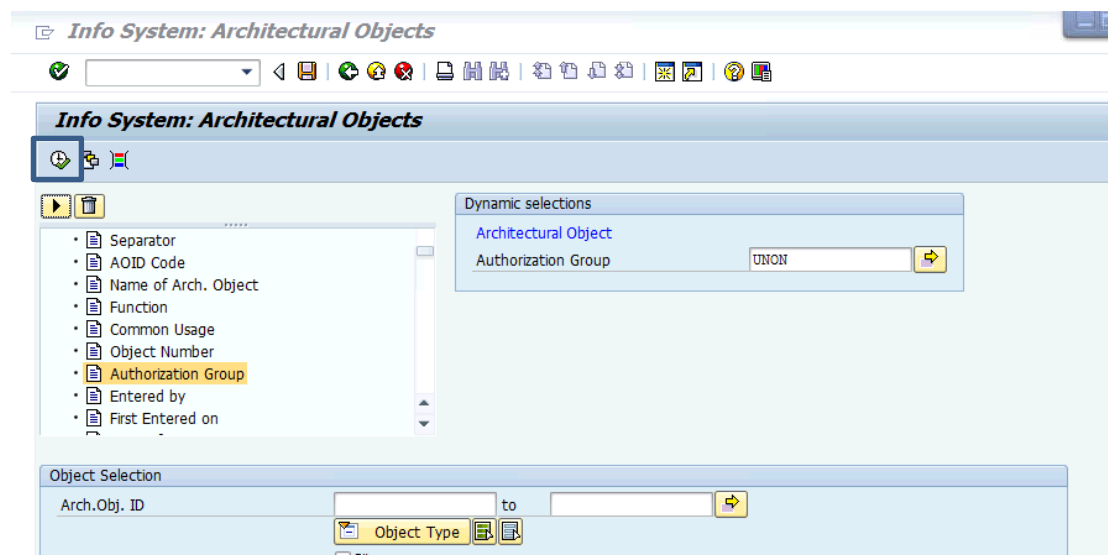
Arch. Object No.  to

Function  to

Period/key date

Object Validity  to

Select icon Dynamic selection  and further Authorization group. Enter/select the authorization group/entity.



**Info System: Architectural Objects**

Dynamic selections


Architectural Object

Authorization Group

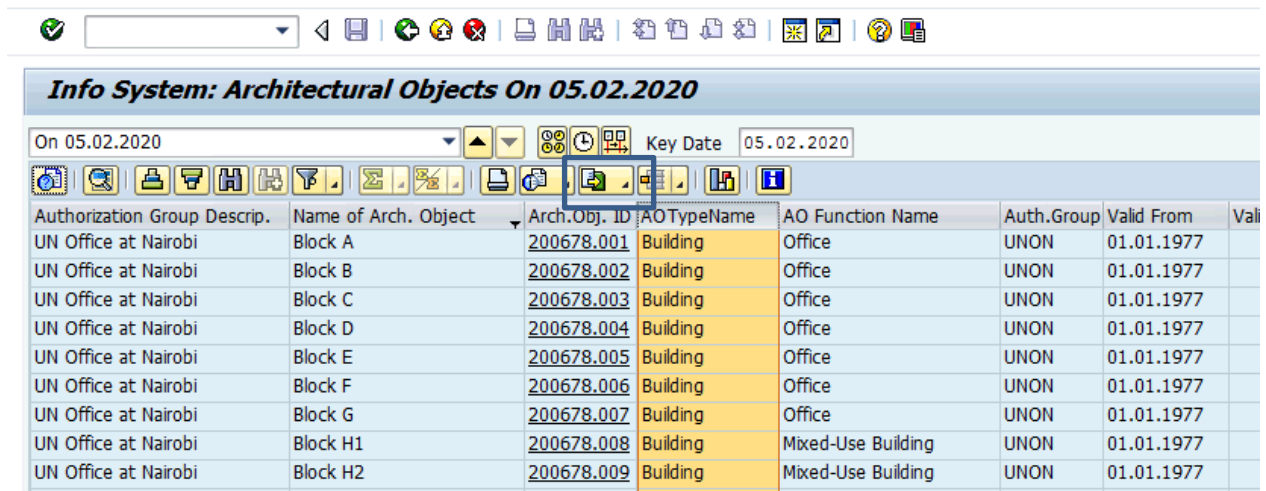
Object Selection

Arch.Obj. ID  to

Object Type

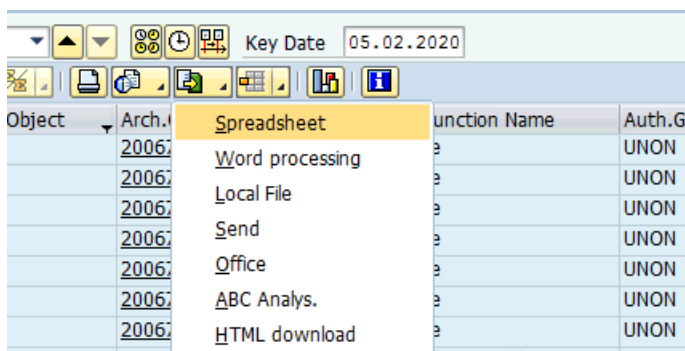
Execute the report 

The report will display architectural objects for the authorization group/entity selected.

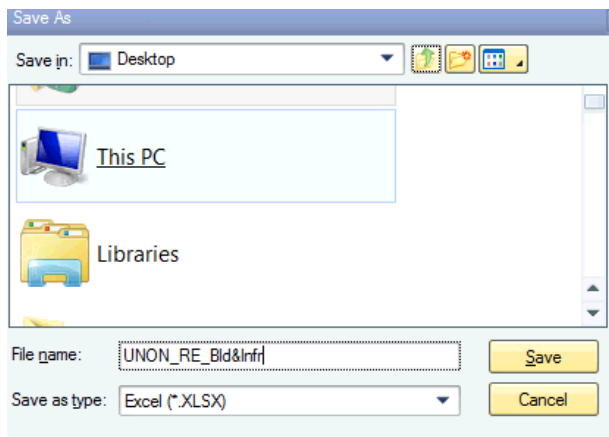


Authorization Group Descrip.	Name of Arch. Object	Arch. Obj. ID	AO TypeName	AO Function Name	Auth. Group	Valid From	Valid To
UN Office at Nairobi	Block A	200678.001	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block B	200678.002	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block C	200678.003	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block D	200678.004	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block E	200678.005	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block F	200678.006	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block G	200678.007	Building	Office	UNON	01.01.1977	
UN Office at Nairobi	Block H1	200678.008	Building	Mixed-Use Building	UNON	01.01.1977	
UN Office at Nairobi	Block H2	200678.009	Building	Mixed-Use Building	UNON	01.01.1977	

Extract the report into Excel. Select  "Export"> "Spreadsheet".



In the pop-up select the location where the Excel extract will be saved, enter the file name, and save.



Open the Microsoft Excel file titled “RE\_Physical\_Verification\_Template\_E0132”.

Enter in the Buildings&InfrastructureObjects tab. Delete the example rows that are in black colour.

Copy the architectural object data without a header from the Excel extract generated from Umoja in previous steps and paste it into the Buildings&InfrastructureObjects tab of the Microsoft Excel file “E0132\_RE\_Physical\_Verification\_Template”.

Architectural Object ID in column C (under header “Arch.Obj. ID”) is identical to Functional Location ID. Column C (“Arch.Obj. ID”) will be used in the next step to look up functional locations.

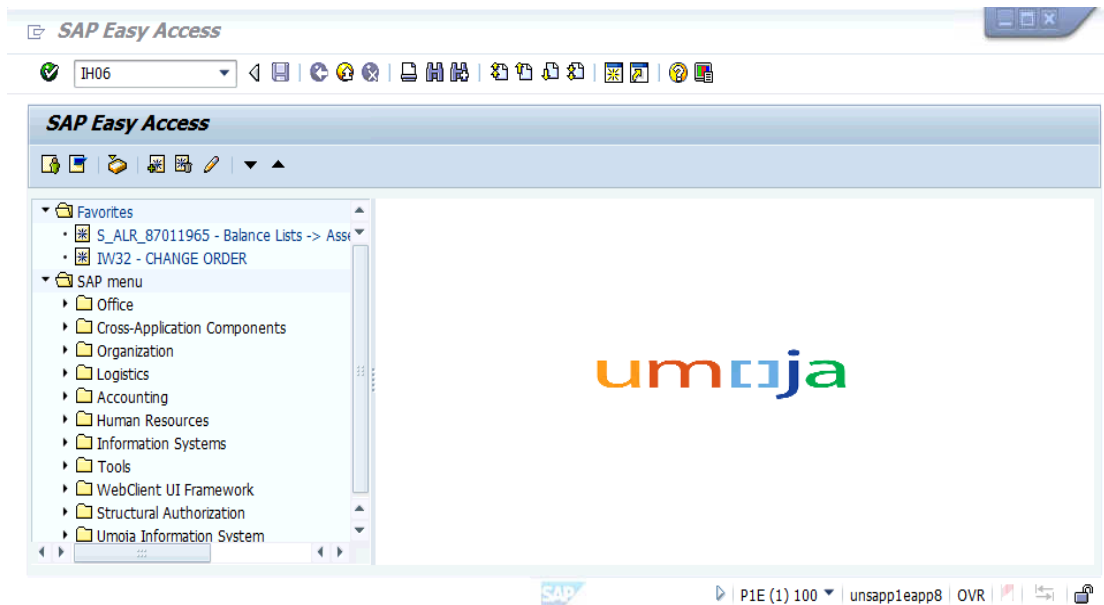
	A	B	C	D	E	F	G	H	I
	Auth. Group Descrip.	Name of Arch. Object	Arch.Obj. ID	Name of AO Type	AO Function Name	Authorization Group	Valid From	Valid To	Reserve
8	UN Office at Nairobi	Block C	200678.003	Building	Office	UNON	01/01/1977	31/12/9999	
9	UN Office at Nairobi	Block D	200678.004	Building	Office	UNON	01/01/1977	31/12/9999	
10	UN Office at Nairobi	Block E	200678.005	Building	Office	UNON	01/01/1977	31/12/9999	
11	UN Office at Nairobi	Block F	200678.006	Building	Office	UNON	01/01/1977	31/12/9999	
12	UN Office at Nairobi	Block G	200678.007	Building	Office	UNON	01/01/1977	31/12/9999	
13	UN Office at Nairobi	Block H1	200678.008	Building	Mixed-Use Building	UNON	01/01/1977	31/12/9999	
14	UN Office at Nairobi	Block H2	200678.009	Building	Mixed-Use Building	UNON	01/01/1977	31/12/9999	
15	UN Office at Nairobi	Block H3	200678.010	Building	Mixed-Use Building	UNON	01/01/1977	31/12/9999	
16	UN Office at Nairobi	Block I	200678.011	Building	Office	UNON	01/01/1977	31/12/9999	
17	UN Office at Nairobi	Block J	200678.012	Building	Office	UNON	01/01/1977	31/12/9999	
18	UN Office at Nairobi	Block M	200678.013	Building	Office	UNON	01/01/1984	31/12/9999	
19	UN Office at Nairobi	Block N	200678.014	Building	Office	UNON	01/01/1984	31/12/9999	
20	UN Office at Nairobi	Block P	200678.015	Building	Office	UNON	01/01/1984	31/12/9999	
21	UN Office at Nairobi	Block Q	200678.016	Building	Office	UNON	01/01/1984	31/12/9999	
22	UN Office at Nairobi	Block R	200678.017	Building	Office	UNON	01/01/1984	31/12/9999	
23	UN Office at Nairobi	Block S	200678.018	Building	Office	UNON	01/01/1984	31/12/9999	
24	UN Office at Nairobi	Block T	200678.019	Building	Office	UNON	01/01/1984	31/12/9999	
25	UN Office at Nairobi	Block U	200678.020	Building	Office	UNON	01/01/1993	31/12/9999	
26	UN Office at Nairobi	Block V	200678.021	Building	Office	UNON	01/01/1993	31/12/9999	
27	UN Office at Nairobi	Block W	200678.022	Building	Office	UNON	01/01/1993	31/12/9999	



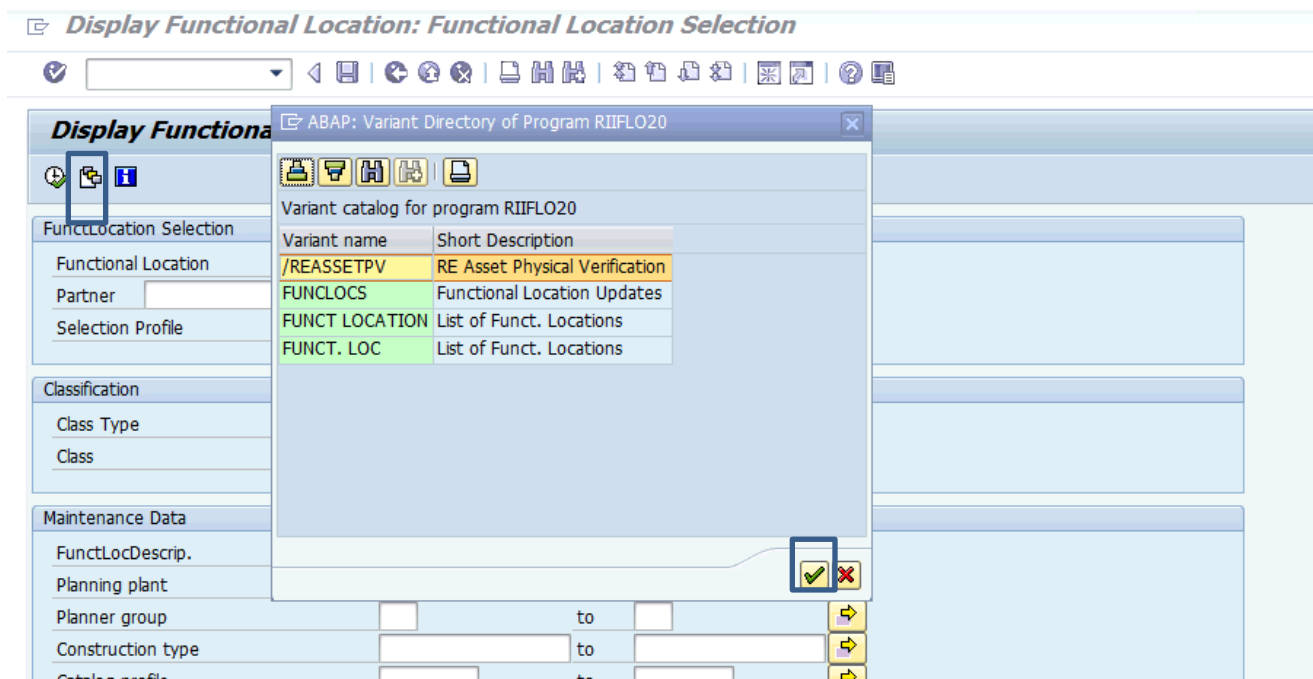
## V. Extract Umoja Functional Locations and Asset number


This step extracts the functional locations and asset numbers of the architectural objects.

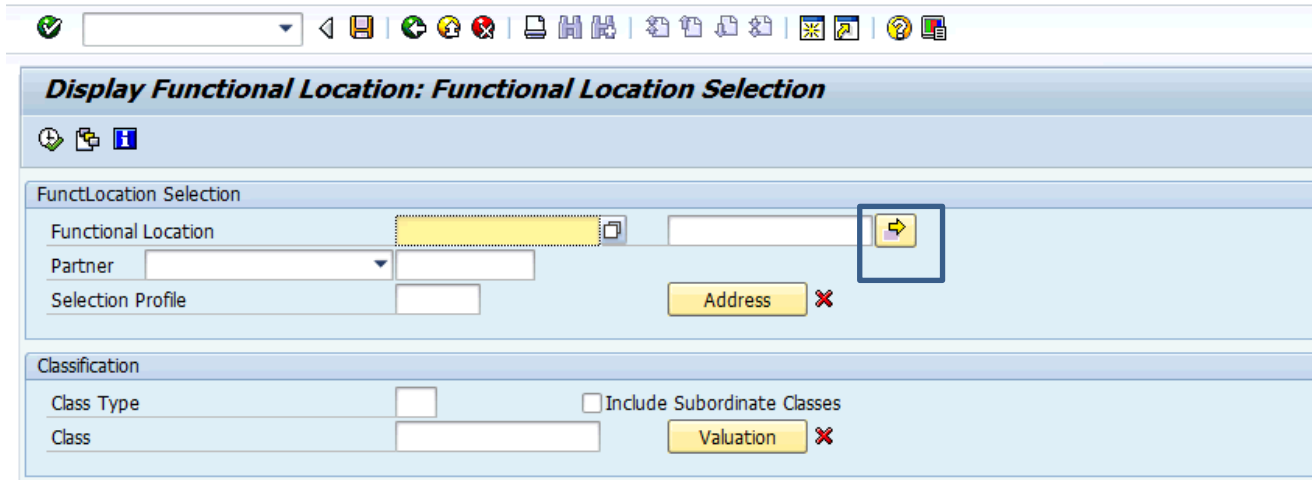
In Umoja ECC enter transaction code **IH06** - Display Functional Location.




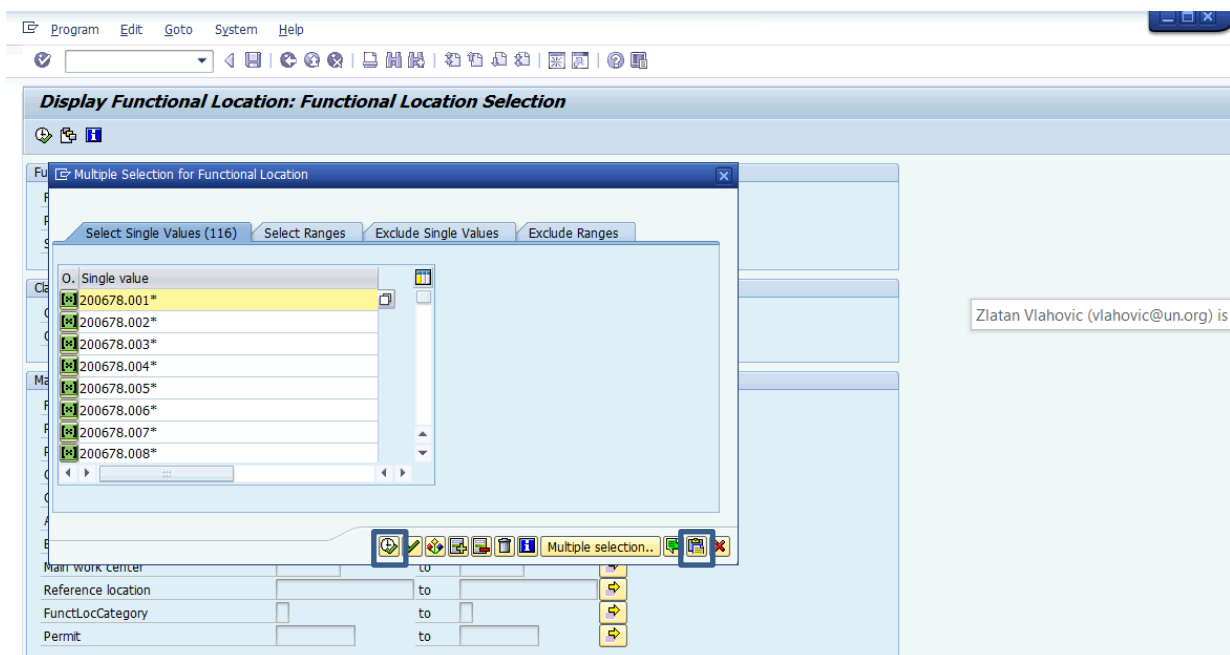
Select icon Get Variant  and further in pop-up, select Variant /REASSETPV





Select multiple selection criteria  within the Functional Location screen to obtain the Multiple Selection for Functional Location pop-up.

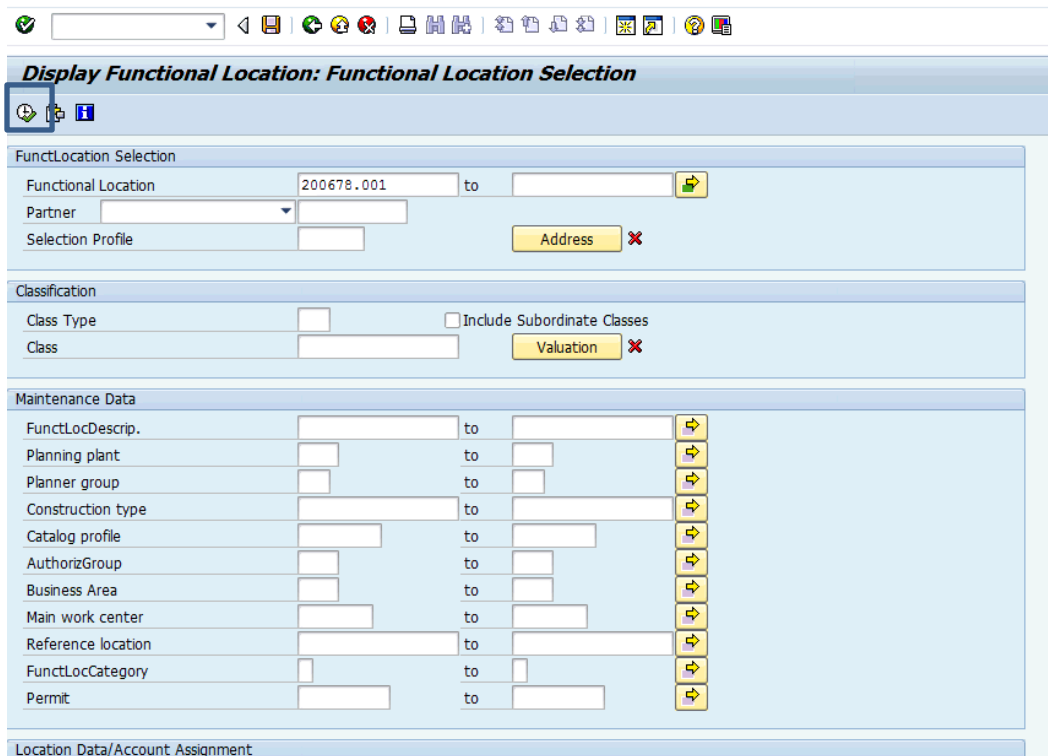


From column C ("Arch.Obj. ID") in the Buildings&InfrastructureObjects tab, copy the data. Use icon  to paste the selected data into the Multiple Selection for Functional Location pop-up.



Then select the icon “Copy”  to apply this selection and close the Multiple Selection for Functional Location pop-up.

Select the icon “Execute” 



**Display Functional Location: Functional Location Selection**

Functional Location Selection

Functional Location: 200678.001 to [ ]

Partner: [ ]

Selection Profile: [ ]

Address [X]

Classification

Class Type: [ ] Include Subordinate Classes: [X]

Class: [ ]

Valuation [X]

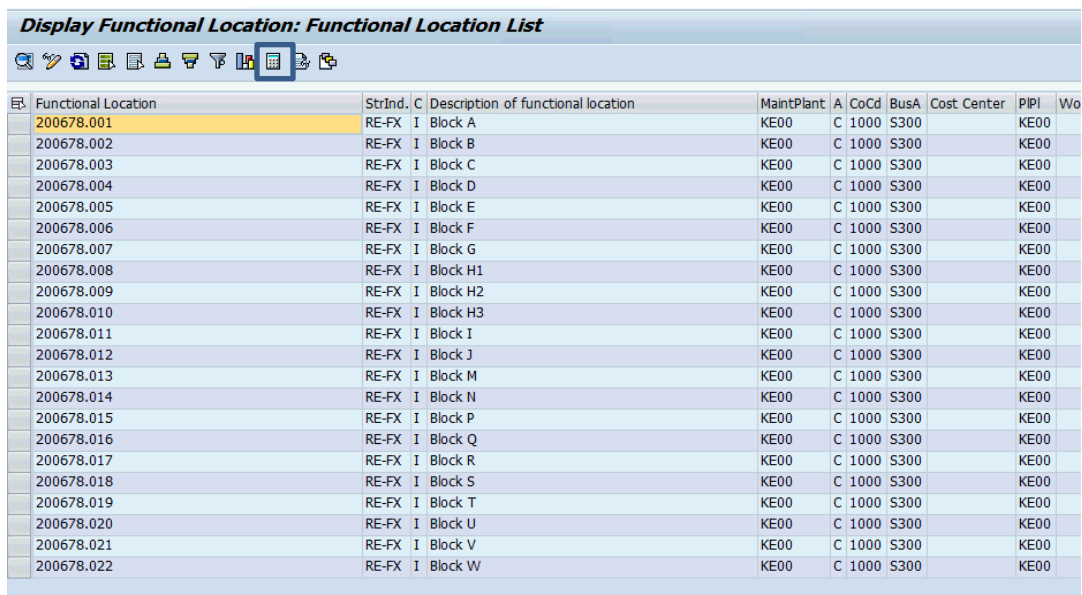
Maintenance Data

FunctLocDescrip.	[ ]	to	[ ]	[ ]
Planning plant	[ ]	to	[ ]	[ ]
Planner group	[ ]	to	[ ]	[ ]
Construction type	[ ]	to	[ ]	[ ]
Catalog profile	[ ]	to	[ ]	[ ]
AuthorizGroup	[ ]	to	[ ]	[ ]
Business Area	[ ]	to	[ ]	[ ]
Main work center	[ ]	to	[ ]	[ ]
Reference location	[ ]	to	[ ]	[ ]
FunctLocCategory	[ ]	to	[ ]	[ ]
Permit	[ ]	to	[ ]	[ ]

Location Data/Account Assignment

The report will display.


**Display Functional Location: Functional Location List**




Functional Location	StrInd.	C	Description of functional location	MaintPlant	A	CoCd	BusA	Cost Center	PIP	Wo
200678.001	RE-FX	I	Block A	KE00	C	1000	S300	KE00		
200678.002	RE-FX	I	Block B	KE00	C	1000	S300	KE00		
200678.003	RE-FX	I	Block C	KE00	C	1000	S300	KE00		
200678.004	RE-FX	I	Block D	KE00	C	1000	S300	KE00		
200678.005	RE-FX	I	Block E	KE00	C	1000	S300	KE00		
200678.006	RE-FX	I	Block F	KE00	C	1000	S300	KE00		
200678.007	RE-FX	I	Block G	KE00	C	1000	S300	KE00		
200678.008	RE-FX	I	Block H1	KE00	C	1000	S300	KE00		
200678.009	RE-FX	I	Block H2	KE00	C	1000	S300	KE00		
200678.010	RE-FX	I	Block H3	KE00	C	1000	S300	KE00		
200678.011	RE-FX	I	Block I	KE00	C	1000	S300	KE00		
200678.012	RE-FX	I	Block J	KE00	C	1000	S300	KE00		
200678.013	RE-FX	I	Block M	KE00	C	1000	S300	KE00		
200678.014	RE-FX	I	Block N	KE00	C	1000	S300	KE00		
200678.015	RE-FX	I	Block P	KE00	C	1000	S300	KE00		
200678.016	RE-FX	I	Block Q	KE00	C	1000	S300	KE00		
200678.017	RE-FX	I	Block R	KE00	C	1000	S300	KE00		
200678.018	RE-FX	I	Block S	KE00	C	1000	S300	KE00		
200678.019	RE-FX	I	Block T	KE00	C	1000	S300	KE00		
200678.020	RE-FX	I	Block U	KE00	C	1000	S300	KE00		
200678.021	RE-FX	I	Block V	KE00	C	1000	S300	KE00		
200678.022	RE-FX	I	Block W	KE00	C	1000	S300	KE00		

Extract the report into Excel by selecting  "Spreadsheet". Then in the pop-up select  "Continue"


**Display Functional Location: Functional Location List**




Functional Location	StrInd.	C	Description of functional location	MaintPlant	A	CoCd	BusA
200678.001	RE-FX	I	Block A	KE00	C	1000	S300
200678.002	RE-FX	I	Block B	KE00	C	1000	S300
200678.003	RE-FX	I	Block C	KE00	C	1000	S300
200678.004	RE-FX	I	Block D	KE00	C	1000	S300
200678.005	RE-FX	I	Block E	KE00	C	1000	S300
200678.006	RE-FX	I	Block F	KE00	C	1000	S300
200678.007	RE-FX	I	Block G	KE00	C	1000	S300
200678.008	RE-FX	I	Block H	KE00	C	1000	S300
200678.009	RE-FX	I	Block I	KE00	C	1000	S300
200678.010	RE-FX	I	Block J	KE00	C	1000	S300
200678.011	RE-FX	I	Block K	KE00	C	1000	S300
200678.012	RE-FX	I	Block L	KE00	C	1000	S300

In the new pop-up choose processing mode Table, and select icon  "Continue"

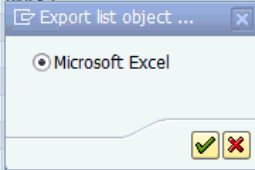
**Display Functional Location: Functional Location List**



Functional Location	StrInd.	C	Description of functional location	MaintPlant	A	CoCd	BusA	Cost Center	P/Pl	Wc
200678.001	RE-FX	I	Block A	KE00	C	1000	S300		KE00	
200678.002	RE-FX	I	Block B	KE00	C	1000	S300		KE00	
200678.003	RE-FX	I	Block C	KE00	C	1000	S300		KE00	
200678.004	RE-FX	I	Block D	KE00	C	1000	S300		KE00	
200678.005	RE-FX	I	Block E	KE00	C	1000	S300		KE00	
200678.006	RE-FX	I	Block F	KE00	C	1000	S300		KE00	
200678.007	RE-FX	I	Block G	KE00	C	1000	S300		KE00	
200678.008	RE-FX	I	Block H	KE00	C	1000	S300		KE00	
200678.009	RE-FX	I	Block I	KE00	C	1000	S300		KE00	
200678.010	RE-FX	I	Block J	KE00	C	1000	S300		KE00	
200678.011	RE-FX	I	Block K	KE00	C	1000	S300		KE00	
200678.012	RE-FX	I	Block L	KE00	C	1000	S300		KE00	
200678.013	RE-FX	I	Block M	KE00	C	1000	S300		KE00	
200678.014	RE-FX	I	Block N	KE00	C	1000	S300		KE00	
200678.015	RE-FX	I	Block O	KE00	C	1000	S300		KE00	
200678.016	RE-FX	I	Block P	KE00	C	1000	S300		KE00	
200678.017	RE-FX	I	Block Q	KE00	C	1000	S300		KE00	
200678.018	RE-FX	I	Block R	KE00	C	1000	S300		KE00	
200678.019	RE-FX	I	Block S	KE00	C	1000	S300		KE00	
200678.020	RE-FX	I	Block T	KE00	C	1000	S300		KE00	
200678.021	RE-FX	I	Block U	KE00	C	1000	S300		KE00	
200678.022	RE-FX	I	Block V	KE00	C	1000	S300		KE00	
200678.023	RE-FX	I	Block W	KE00	C	1000	S300		KE00	

In the new pop-up Export list object select icon  “Continue”

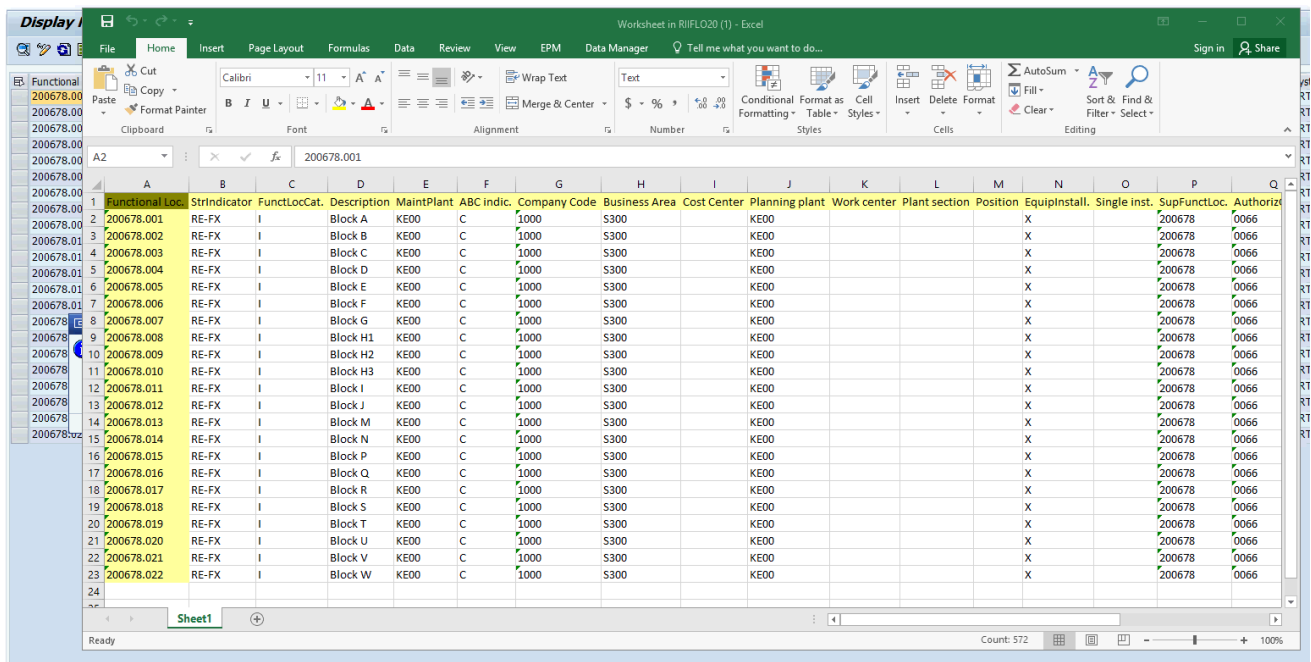
**Display Functional Location: Functional Location List**



Functional Location	StrInd.	C	Description of functional location	MaintPlant
200678.001	RE-FX	I	Block A	KE00
200678.002	RE-FX	I	Block B	KE00
200678.003	RE-FX	I	Block C	KE00
200678.004	RE-FX	I	Block D	KE00
200678.005	RE-FX	I	Block E	KE00
200678.006	RE-FX	I	Block F	KE00
200678.007	RE-FX	I	Block G	KE00
200678.008	RE-FX	I	Block H	KE00
200678.009	RE-FX	I	Block I	KE00
200678.010	RE-FX	I	Block J	KE00
200678.011	RE-FX	I	Block K	KE00
200678.012	RE-FX	I	Block L	KE00
200678.013	RE-FX	I	Block M	KE00
200678.014	RE-FX	I	Block N	KE00

The Umoja Excel extract sheet will display.

Worksheet in RIIFLO20 (1) - Excel



Functional Loc.	StrIndicator	FuncLocCat.	Description	MaintPlant	ABC indic.	Company Code	Business Area	Cost Center	Planning plant	Work center	Plant section	Position	EquipInstall.	Single inst.	SupFuncLoc.	Authoriz
200678.001	RE-FX	I	Block A	KE00	C	1000	S300	KE00					X		200678	0066
200678.002	RE-FX	I	Block B	KE00	C	1000	S300	KE00					X		200678	0066
200678.003	RE-FX	I	Block C	KE00	C	1000	S300	KE00					X		200678	0066
200678.004	RE-FX	I	Block D	KE00	C	1000	S300	KE00					X		200678	0066
200678.005	RE-FX	I	Block E	KE00	C	1000	S300	KE00					X		200678	0066
200678.006	RE-FX	I	Block F	KE00	C	1000	S300	KE00					X		200678	0066
200678.007	RE-FX	I	Block G	KE00	C	1000	S300	KE00					X		200678	0066
200678.008	RE-FX	I	Block H	KE00	C	1000	S300	KE00					X		200678	0066
200678.009	RE-FX	I	Block I	KE00	C	1000	S300	KE00					X		200678	0066
200678.010	RE-FX	I	Block J	KE00	C	1000	S300	KE00					X		200678	0066
200678.011	RE-FX	I	Block K	KE00	C	1000	S300	KE00					X		200678	0066
200678.012	RE-FX	I	Block L	KE00	C	1000	S300	KE00					X		200678	0066
200678.013	RE-FX	I	Block M	KE00	C	1000	S300	KE00					X		200678	0066
200678.014	RE-FX	I	Block N	KE00	C	1000	S300	KE00					X		200678	0066
200678.015	RE-FX	I	Block O	KE00	C	1000	S300	KE00					X		200678	0066
200678.016	RE-FX	I	Block P	KE00	C	1000	S300	KE00					X		200678	0066
200678.017	RE-FX	I	Block Q	KE00	C	1000	S300	KE00					X		200678	0066
200678.018	RE-FX	I	Block R	KE00	C	1000	S300	KE00					X		200678	0066
200678.019	RE-FX	I	Block S	KE00	C	1000	S300	KE00					X		200678	0066
200678.020	RE-FX	I	Block T	KE00	C	1000	S300	KE00					X		200678	0066
200678.021	RE-FX	I	Block U	KE00	C	1000	S300	KE00					X		200678	0066
200678.022	RE-FX	I	Block V	KE00	C	1000	S300	KE00					X		200678	0066
200678.023	RE-FX	I	Block W	KE00	C	1000	S300	KE00					X		200678	0066

In the Microsoft Excel file “RE\_Physical\_Verification\_Template\_E0132”, select tab IH06\_Functional Location. Delete the example rows that are in black colour.

Copy the data from the Umoja Excel extract without a header and paste it into the IH06\_FunctionalLocation tab.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Functional Loc.	StrIndicator	FunctLocCat.	Description	MaintPlant	ABC Indic.	Company Code	Business Area	Cost Center	Planning plant	Work center	Plant section	Position	Equipins
6	200678.001	RE-FX	I	Block A	KE00	C	1000	S300		KE00				X
7	200678.002	RE-FX	I	Block B	KE00	C	1000	S300		KE00				X
8	200678.003	RE-FX	I	Block C	KE00	C	1000	S300		KE00				X
9	200678.004	RE-FX	I	Block D	KE00	C	1000	S300		KE00				X
10	200678.005	RE-FX	I	Block E	KE00	C	1000	S300		KE00				X
11	200678.006	RE-FX	I	Block F	KE00	C	1000	S300		KE00				X
12	200678.007	RE-FX	I	Block G	KE00	C	1000	S300		KE00				X
13	200678.008	RE-FX	I	Block H1	KE00	C	1000	S300		KE00				X
14	200678.009	RE-FX	I	Block H2	KE00	C	1000	S300		KE00				X
15	200678.010	RE-FX	I	Block H3	KE00	C	1000	S300		KE00				X
16	200678.011	RE-FX	I	Block I	KE00	C	1000	S300		KE00				X
17	200678.012	RE-FX	I	Block J	KE00	C	1000	S300		KE00				X
18	200678.013	RE-FX	I	Block M	KE00	C	1000	S300		KE00				X
19	200678.014	RE-FX	I	Block N	KE00	C	1000	S300		KE00				X
20	200678.015	RE-FX	I	Block P	KE00	C	1000	S300		KE00				X
21	200678.016	RE-FX	I	Block Q	KE00	C	1000	S300		KE00				X
22	200678.017	RE-FX	I	Block R	KE00	C	1000	S300		KE00				X
23	200678.018	RE-FX	I	Block S	KE00	C	1000	S300		KE00				X
24	200678.019	RE-FX	I	Block T	KE00	C	1000	S300		KE00				X
25	200678.020	RE-FX	I	Block U	KE00	C	1000	S300		KE00				X
26	200678.021	RE-FX	I	Block V	KE00	C	1000	S300		KE00				X
27	200678.022	RE-FX	I	Block W	KE00	C	1000	S300		KE00				X

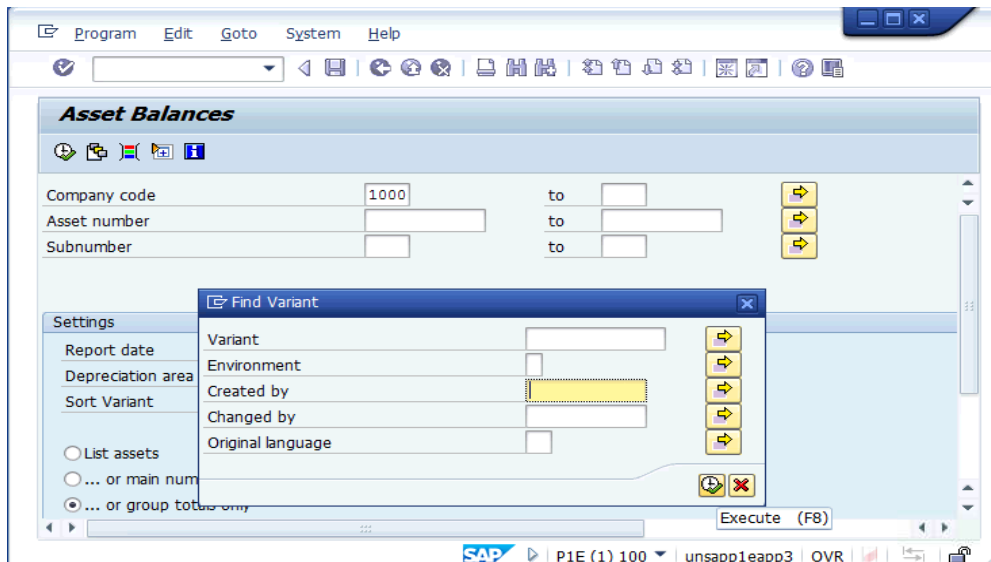
## VI. Extract Net Book Values of RE Assets


This step extracts the net book values of RE architectural objects.

In Umoja ECC enter transaction code **S\_ALR\_87011963**.



Select icon “Get Variant” . In the pop-up, select  “Execute”.



In the pop-up, select variant /PV\_RE\_ASSET and hit the icon  “Choose”





Further, enter the Business Area of the entity that the physical validation is conducting.

**Asset Balances**

Company code: 1000 to:   
Asset number: to:   
Subnumber: 0 to: 16

**Selections**

Asset class: 120 to:   
Business area: S300 to:   
Cost center: to:   
Plant: to:   
Location: to:   
Asset super number: to:   
Worklist:

**Settings**

Report date: 31.12.2021   
Depreciation area: 01 Book deprec.   
Sort Variant: Z001 Class / Fund / Grant / Site / Invent   
Translation method:

☒ List assets   
☐ ... or main numbers only   
☐ ... or group totals only

**Display options**

Display variant: /FV\_RE\_ASSET   
☒ Use ALV grid

Note: Subnumber from 0 to 16 are included in the variant to accommodate buildings' component and subcomponent that exists in HQ, OAH, and Regional Commissions.

Note: Asset classes included in the variant to select only Real Estate assets: 120, 130, 140, 150, 160.

**Asset Balances**

Cor:   
Ass:   
Sub:   
Se:   
A:   
E:   
C:   
P:   
L:   
A:   
V:   
Se:   
F:   
Depreciation area: 01 Book deprec.   
Sort Variant: Z001 Class / Fund / Grant / Site / Invent   
Translation method:

**Display Multiple Selection for Asset class**

Select Single Values (5) | Select Ranges | Exclude Single Values | Exclude Ranges

O. Single v...   
120   
130   
140   
150   
160



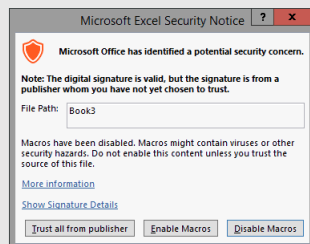
Select the icon “Execute” . The report will display.



Select icon “Microsoft Excel”

Asset Balances (Current Book Value)							
Add to wishlist							
Asset Balances (Current Book Value) - 01 Book deprec.							
Report date: 31.12.2021 - Created on: 03.11.2021							
Class	Asset	SN...	Asset description	Inventory no.	Cap.date	Acquis.val.	Ac
120	1200001742	0	Block U	200678/020	01.01.1993	0,00	
		1	Block U-Exterior-EC	200678.020.EX...	01.01.1989	116.777,23	95
		2	Block U-Exterior-FB	200678.020.EX...	01.01.1994	204.457,25	142
		3	Block U-Exterior-SS	200678.020.EX...	01.01.1994	514.153,48	357
		4	Block U-Interior-IC	200678.020.IN...	01.01.2009	628.744,16	403
		5	Block U-Roofing-RF	200678.020.RF...	01.01.2004	88.885,64	79
		6	Block U-Services-EL	200678.020.SV...	01.01.1999	95.556,07	87
		7	Block U-Services-F	200678.020.SV...	01.01.1999	71.386,05	64
		8	Block U-Services-HV	200678.020.SV...	01.01.1999	14.567,69	13
		9	Block U-Services-PB	200678.020.SV...	01.01.1999	41.524,64	37
	1200001...					1.776.052,...	1.28
	1200001743	0	Block V	200678/021	01.01.1993	0,00	

In the next pop-up enable macros



The report in the Excel format will display.

Asset Balances (Current Book Value) - 01 Book deprec.												
Report date: 31.12.2021 - Created on: 02.11.2021												
File												
Home Insert Page Layout Formulas Data Review View EPM Data Manager Tell me what you want to do...												
Clipboard Font Alignment Number Styles												
A1 Asset												
1	Asset	Description	Asset	Business	Capitalized on	Acquis.val.	Accum.dep.	Book val.	Current	Balance	Acquisition	Acc
2	1200001742	Block U	120	S300	01/01/1993	0	0	0 USD	8000000	27142010		
3		Block U-Exterior-EC	120	S300	01/01/1989	116,777.23	-95,854.60	20,922.63 USD	8000000	27142010		
4		Block U-Exterior-FB	120	S300	01/01/1994	204,457.25	-142,268.17	62,189.08 USD	8000000	27142010		
5		Block U-Exterior-SS	120	S300	01/01/1994	514,153.48	-357,765.15	156,388.33 USD	8000000	27142010		
6		Block U-Interior-IC	120	S300	01/01/2009	628,744.16	-403,444.18	225,299.98 USD	8000000	27142010		
7		Block U-Roofing-RF	120	S300	01/01/2004	88,885.64	-79,256.36	9,629.28 USD	8000000	27142010		
8		Block U-Services-EL	120	S300	01/01/1999	95,556.07	-87,274.54	8,281.53 USD	8000000	27142010		
9		Block U-Services-F	120	S300	01/01/1999	71,386.05	-64,580.55	6,805.50 USD	8000000	27142010		
10		Block U-Services-HV	120	S300	01/01/1999	14,567.69	-13,305.17	1,262.52 USD	8000000	27142010		
11		Block U-Services-PB	120	S300	01/01/1999	41,524.64	-37,925.84	3,598.80 USD	8000000	27142010		
12	1200001742					1,776,052.21	-1,281,674.56	494,377.65 USD				
13	1200001743	Block V	120	S300	01/01/1993	0	0	0 USD	8000000	27142010		
14		Block V-Exterior-EC	120	S300	01/01/1989	265,405.02	-217,853.29	47,551.73 USD	8000000	27142010		
15		Block V-Exterior-FB	120	S300	01/01/1994	512,306.51	-356,479.92	155,826.59 USD	8000000	27142010		

Copy rows from no 2 and onward

2	120	1200001742	0	Block U	200678/020	01/01/1993	0	0	0 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
3			1	Block U-Exterior-EC	200678/020 EX	01/01/1989	116,777.23	-95,854.60	20,922.63 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
4			2	Block U-Exterior-FB	200678/020 EX	01/01/1994	204,457.25	-142,268.17	62,189.08 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
5			3	Block U-Exterior-SS	200678/020 EX	01/01/1994	514,153.48	-357,765.15	156,388.33 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
6			4	Block U-Interior-IC	200678/020 IN	01/01/2009	628,744.16	-403,444.18	225,299.98 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
7			5	Block U-Roofing-RF	200678/020 RF	01/01/2004	88,885.64	-79,256.36	9,629.28 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
8			6	Block U-Services-EL	200678/020 SV	01/01/1999	95,567.07	-87,274.54	8,281.53 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
9			7	Block U-Services-F	200678/020 SV	01/01/1999	71,386.05	-64,580.55	6,805.50 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
10			8	Block U-Services-HV	200678/020 SV	01/01/1999	14,567.69	-13,305.17	1,262.52 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
11			9	Block U-Services-PB	200678/020 SV	01/01/1999	41,524.64	-37,925.84	3,598.80 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
12		1200001742					1,776,052.21	-1,281,674.56	494,377.65 USD				
13		1200001743	0	Block V	200678/021	01/01/1993	0	0	0 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
14			1	Block V-Exterior-EC	200678/021 EX	01/01/1989	265,405.02	-217,853.29	47,551.73 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
15			2	Block V-Exterior-FB	200678/021 EX	01/01/1994	512,306.51	-356,479.92	155,826.59 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
16			3	Block V-Exterior-SS	200678/021 EX	01/01/1994	629,150.65	-437,784.01	191,366.64 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
17			4	Block V-Interior-IC	200678/021 IN	01/01/2009	841,632.34	-533,685.39	307,946.95 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
18			5	Block V-Roofing-RF	200678/021 RF	01/01/2004	101,040.62	-90,094.55	10,946.07 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
19			6	Block V-Services-EL	200678/021 SV	01/01/1999	471,220.67	-427,929.10	43,291.57 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
20			7	Block V-Services-F	200678/021 SV	01/01/1999	70,200.21	-64,116.20	6,084.01 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
21			8	Block V-Services-HV	200678/021 SV	01/01/1999	14,944.69	-13,649.49	1,295.20 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
22			9	Block V-Services-PB	200678/021 SV	01/01/1999	127,351.92	-114,249.02	13,102.90 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya
23		1200001743					3,033,252.63	-2,255,840.97	777,411.66 USD				
24		1200001744	0	Block W	200678/022	01/01/1993	0	0	0 USD	64CBA	GMNR	UNON	Gigiri, Nairobi, Kenya

In the Microsoft Excel file “RE\_Physical\_Verification\_Template\_E0132”, select the Asset Net Book Value tab. Delete the example rows that are in black colour and paste the data from row no. 2

Asset Class	Asset	Subnumber	Asset Description	Inventory number	Capitalized	Acquis.val.	Accum.dep.	Book val.	Currency	Fund	Grant	Description
120	1200001742	0	Block U	200678/020	01/01/1993	0	0	0	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		1	Block U-Exterior-EC	200678 020 EX EC	01/01/1989	116,777.23	-95,854.60	20,922.63	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		2	Block U-Exterior-FB	200678 020 EX FB	01/01/1994	204,457.25	-142,268.17	62,189.08	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		3	Block U-Exterior-SS	200678 020 EX SS	01/01/1994	514,153.48	-357,765.15	156,388.33	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		4	Block U-Interior-IC	200678 020 IN IC	01/01/2009	628,744.16	-403,444.18	225,299.98	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		5	Block U-Roofing-RF	200678 020 RF RF	01/01/2004	88,885.64	-79,256.36	9,629.28	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		6	Block U-Services-EL	200678 020 SV EL	01/01/1999	95,556.07	-87,274.54	8,281.53	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		7	Block U-Services-F	200678 020 SV F	01/01/1999	71,386.05	-64,580.55	6,805.50	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		8	Block U-Services-HV	200678 020 SV HV	01/01/1999	14,567.69	-13,305.17	1,262.52	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		9	Block U-Services-PB	200678 020 SV PB	01/01/1999	41,524.64	-37,925.84	3,598.80	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
						1,776,052.21	-1,281,674.56	494,377.65	USD			
	1200001743	0	Block V	200678/021	01/01/1993	0	0	0	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		1	Block V-Exterior-EC	200678 021 EX EC	01/01/1989	265,405.02	-217,853.29	47,551.73	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		2	Block V-Exterior-FB	200678 021 EX FB	01/01/1994	512,306.51	-356,479.92	155,826.59	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		3	Block V-Exterior-SS	200678 021 EX SS	01/01/1994	629,150.65	-437,784.01	191,366.64	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		4	Block V-Interior-IC	200678 021 IN IC	01/01/2009	841,632.34	-533,685.39	307,946.95	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		5	Block V-Roofing-RF	200678 021 RF RF	01/01/2004	101,040.62	-90,094.55	10,946.07	USD	64CBA	GMNR	UNON, Gigin, Nairobi,
		6	Block V-Services-EL	200678 021 SV EL	01/01/1999	471,220.67	-427,929.10	43,291.57	USD	64CBA	GMNR	UNON, Gigin, Nairobi,

Use these Fixed Assets records to cross-check and validate Real Estate Objects, and ensure that all applicable Real Estate Objects are recorded as Fixed Assets, and that all Fixed Assets are recorded and linked in corresponding Real Estate Objects.

Switch to the next tab “PV result & FL update”.

## VII. Update PV RE Template with the results of the Physical Verification exercise and generate upload file

Proceed with the physical validation of the listed records using the “PV result & FL update” tab.

Note: This template can be used to expire Functional Location. Therefore, for the physical verification process use only “Modify” action in column A.

Update the physical validation results in the following columns:

V - Verification date

W - Verified by

X - Discrepancy Type. Select one from the drop-down list that represent physical verification result:

00: NO DISCREPANCY FOUND

01: NOT FOUND YET

02: DISCREPANCY FOUND

Y - Change in Authorisation group (if exist)

Z - Comment

	A	B	Q	R	S	T	U	V	W	X	Y	Z
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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29												
30												

Cross check values in columns as follows:

Tab:	IH06_Functional Location	AssetNetBookValue
Cross-check:	Functional Location (Column B)	Inventory Number (Column E)
	Asset (Column R)	Asset (Column B)

**Note:** Column E (Inventory Number) in AssetNetBookValue should be populated with real estate object number, i.e., Functional Location number).

In case the data does not match, or these fields do not contain any data, make sure to provide that

comment in the tab PV results FL update in column Z (Comment).

Proceed with the physical validation of the listed records using the PV RE Template tab.

				Discrepancy Type		Count Of Records															
				00: No Discrepancy Found		20															
				01: Not Found Yet		1															
				02: Discrepancy Found		2															
				Total		22															

Enter the result of the physical verification in the columns R, S, T, U, V (Verification Date, Verified By, Discrepancy Type, Discrepancy Details and Object Condition). Further, in the column T (Discrepancy Type), select the appropriate result from the pull-down menu.

The sum/count of discrepancy types and total counted is summarized in the same tab.

The formula in tab “PV results & FL update” that converts the data from tab “IH06\_FunctionalLocations” exists up to row 500.

- If the data in tab “IH06\_FunctionalLocations” exceeds 500 rows, please delete the row #500 (in tab “PV results & FL update”) that contains “END” values in it.
  - Then, extend the formula and formats from previous rows to the sufficient number of the rows (in tab “PV results & FL update”): That will transfer and convert all data from tab “IH06\_FunctionalLocations” into tab “PV results & FL update”.
- Otherwise, just delete the row #500 with “END” values in it.

497	Modify																
498	Modify																
499	Modify																
500	END	END	END	END	END	END	END	END	END	END	END	END	END	END	END	END	E
501																	
502																	

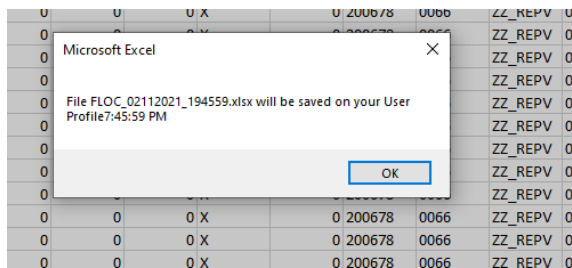
Press "Create Upload File" button to execute MS Excel Macro.

A	B	C	D	E	F	G
			Discrepancy Type	Count Of Records		
			O0: No Discrepancy Found	20		
			O1: Not Found Yet	-		
			O2: Discrepancy Found	2		
			Total	22		

Action	Functional Location	Structure Indicator	Category	Description	Maintenance plant	ABC Indicator
Modify	200678.003	RE-FX	I	Block C	KE00	C
Modify	200678.004	RE-FX	I	Block D	KE00	C
Modify	200678.005	RE-FX	I	Block E	KE00	C
Modify	200678.006	RE-FX	I	Block F	KE00	C
Modify	200678.007	RE-FX	I	Block G	KE00	C
Modify	200678.008	RE-FX	I	Block H1	KE00	C
Modify	200678.009	RE-FX	I	Block H2	KE00	C
Modify	200678.010	RE-FX	I	Block H3	KE00	C

Select “OK” in the macros pop-up.



Generated upload file will be saved on user's local drive in Excel Worksheet (.xlsx) format. File name will look as follows:

- "FLOC\_date\_time", where:
  - Date will be in format **ddmmYYYY**;
  - Time will be in format **hhmmss**.

Follow the subsequent pathway in File Explorer to find the document, as per below:

This PC > Windows (C:) > Users > (then select the local user in the computer). The FLOC file will be saved with date and time in file name description.

The screenshot shows the Windows File Explorer interface. The left sidebar is expanded to 'This PC' > 'Windows (C:)'. The main pane displays a list of files and folders. The 'Users' folder is selected, showing a list of files including 'FLOC\_02112021\_194559' and 'FLOC\_02112021\_142158'. The file names include a date and time stamp.

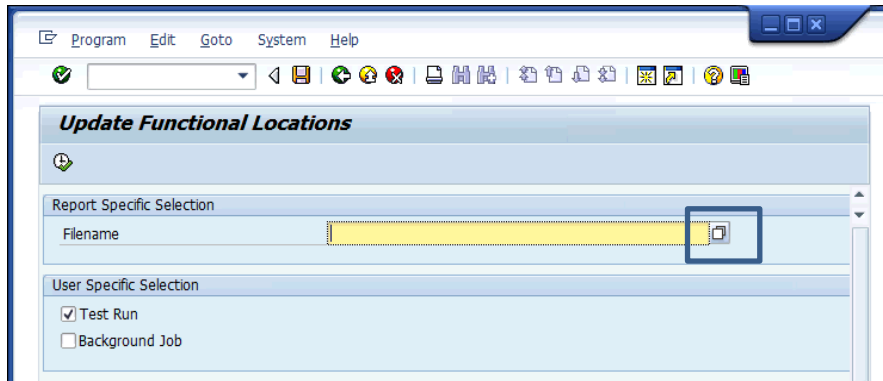
Name	Date modified	Type	Size
FLOC_02112021_194559	02/11/2021 7:47 PM	Microsoft Excel W...	37 KB
FLOC_02112021_142158	02/11/2021 2:21 PM	Microsoft Excel W...	36 KB



## VIII. Upload Physical Verification results file in Umoja

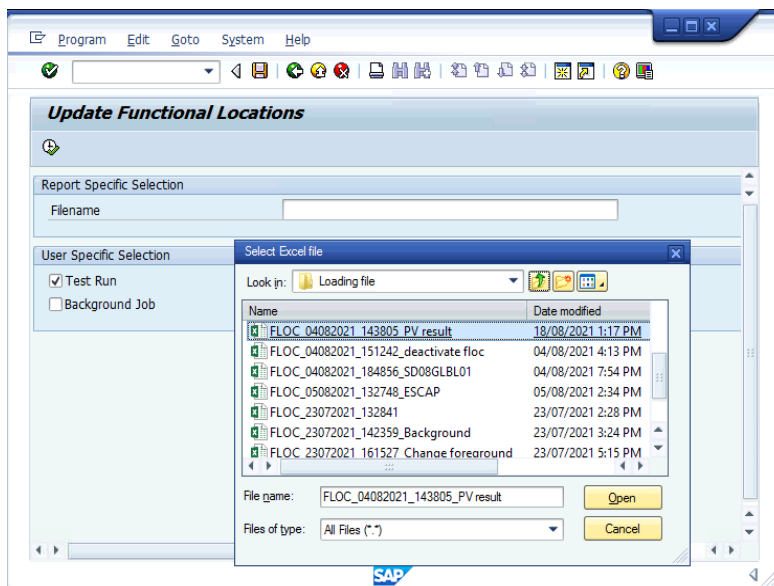
Physical verification results prepared in previous steps have to be uploaded into functional location's record in Umoja.


Enter transaction **ZPM\_FLOC\_UPDATE** in Umoja production.

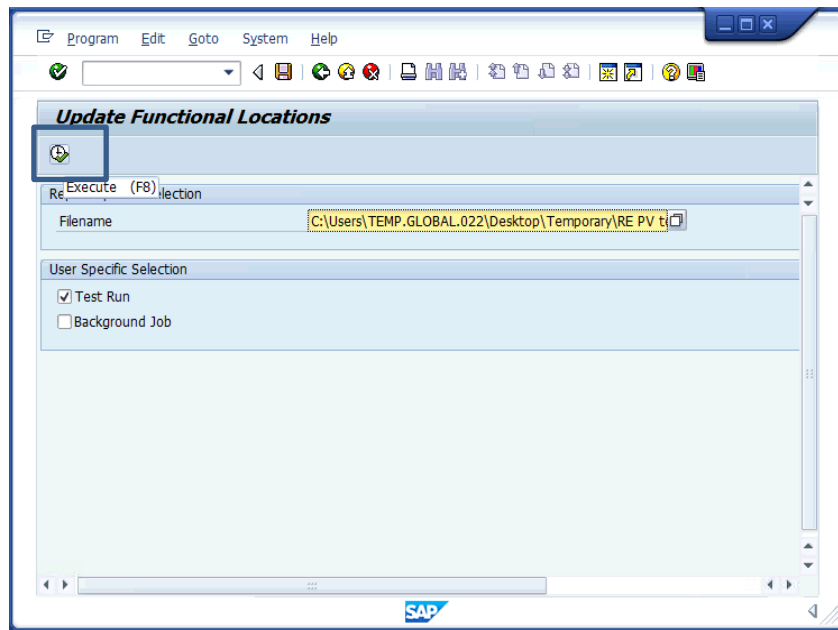


Uncheck the Background job if you intend to process upload in foreground. As this program has Test and Real mode, ensure that Test Run is selected/ticked.

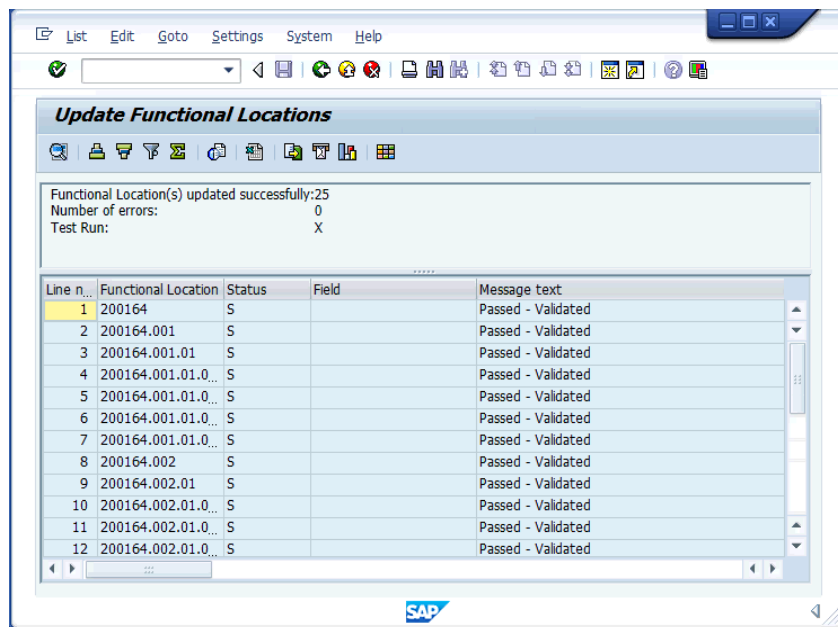
Press the file selection icon to the right of the file name and select the file to be uploaded in the popup window.



Click on  to execute the Update Functional Location

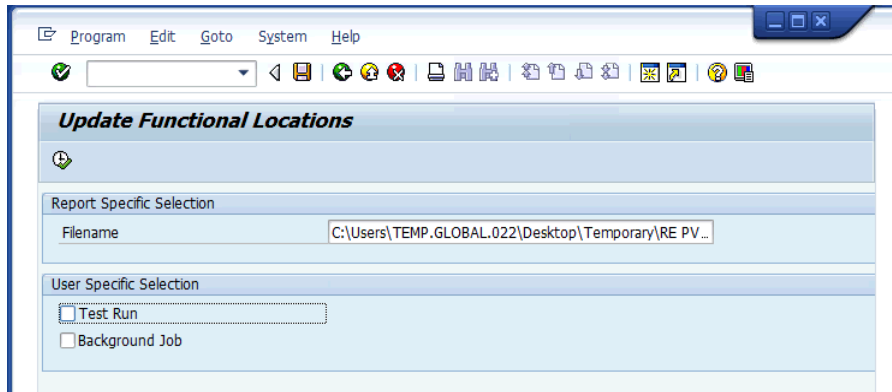


Review the Message text of Validation results. All results should be “Passed – Validated”.

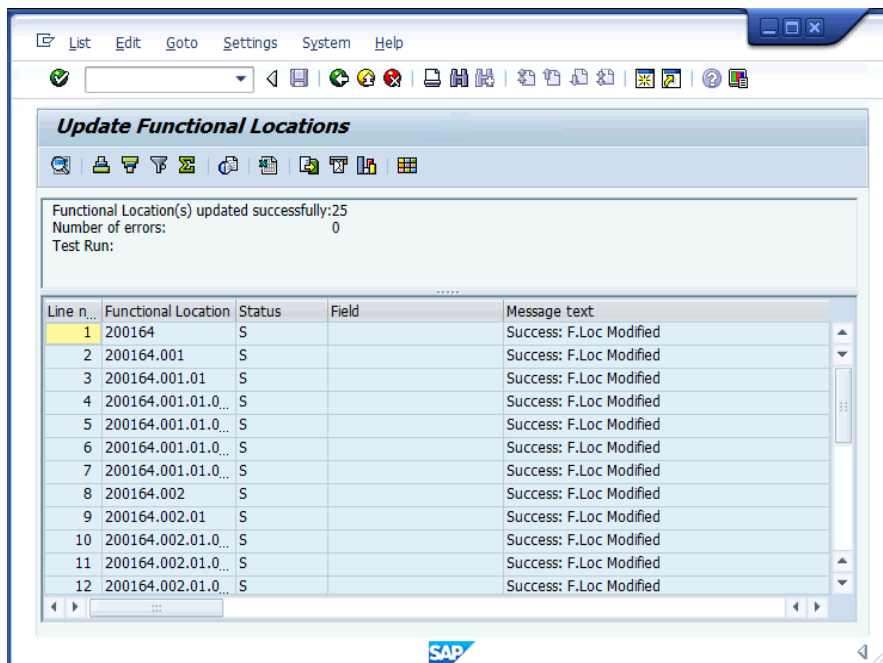


**Note:** The data is incorrect if any of the lines in Test Run contain message that is different from the “Passed – Validated”. If there are any incorrect lines, review and correct the data, then repeat the Test Run until all lines are correct and marked with “Passed – Validated” message.

Return to initial transaction screen with the green arrow. Untick the Test Run selection to execute upload in Real mode.



After Real update run, check whether all lines have “Message text” stating “Success: Floc Modified”



Line n...	Functional Location	Status	Field	Message text
1	200164	S		Success: F.Loc Modified
2	200164.001	S		Success: F.Loc Modified
3	200164.001.01	S		Success: F.Loc Modified
4	200164.001.01.0...	S		Success: F.Loc Modified
5	200164.001.01.0...	S		Success: F.Loc Modified
6	200164.001.01.0...	S		Success: F.Loc Modified
7	200164.001.01.0...	S		Success: F.Loc Modified
8	200164.002	S		Success: F.Loc Modified
9	200164.002.01	S		Success: F.Loc Modified
10	200164.002.01.0...	S		Success: F.Loc Modified
11	200164.002.01.0...	S		Success: F.Loc Modified
12	200164.002.01.0...	S		Success: F.Loc Modified

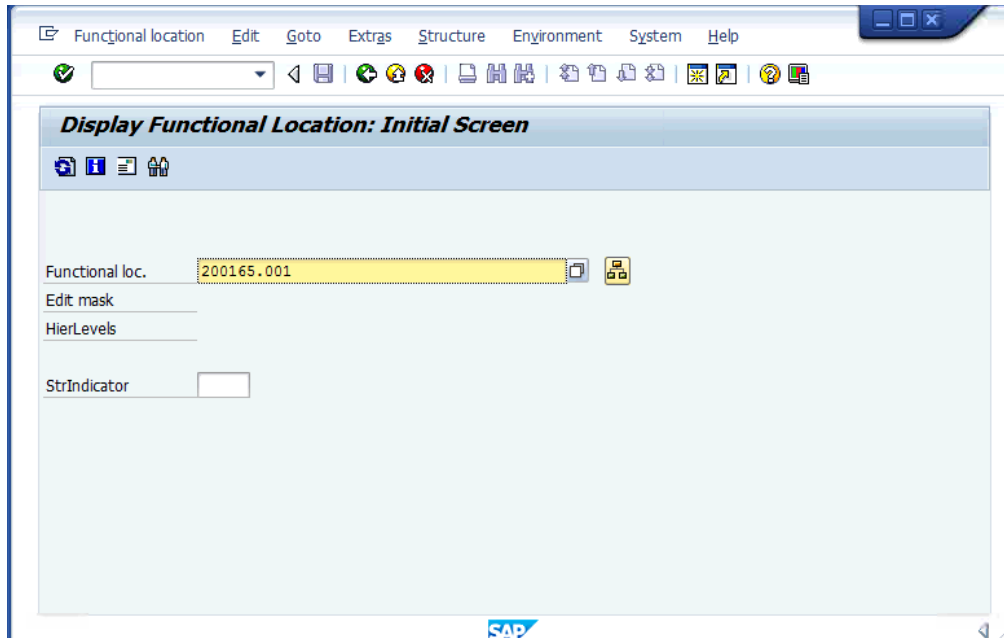
**Note:** The data is incorrect after Real mode execution if any of the lines contain “Message text” that is different from the “Success: F.Loc Modified”. If there are such lines, review and correct the data, then repeat the load only for the affected data.

## IX. Review physical verification results

The Physical Verification results can be reviewed in two ways:

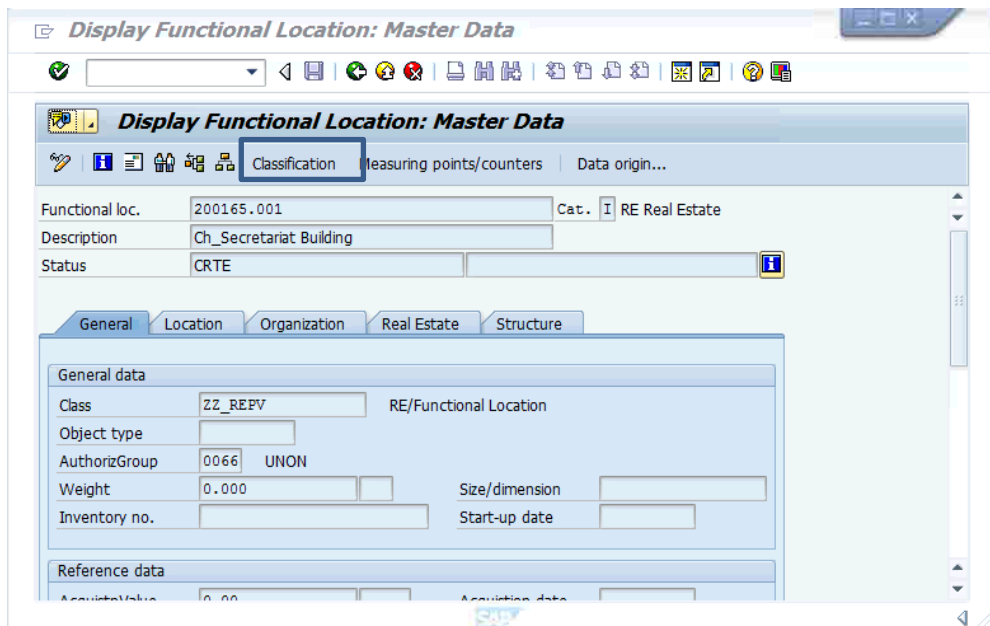
### IX.1 Review Physical Verification results using Transaction IL03

Execute transaction IL03 and enter the Functional Location ID to review each specific record.



Press Enter.

When in “Display Functional Location: Master Data” record select button “Classification”.



The Physical Verification results are provided in Class ZZ\_REPV (RE/Functional Location) as per below screenshot:

**Display Functional Location: Classification**

Object

Functional loc. 200165.001

Description Ch\_Secretariat Building

Class Type 003 Functional Location

Assignments

Class	Description	St...	S...	I...	Itm
ZZ_REPV	/Functional Location	<input type="checkbox"/>	1	✓	10

Entry 1 / 1

Values for Class ZZ\_REPV - Object 200165.001

General

Characteristic Description	Value
Verification Date	18.08.2021
Verified By	ZLATAN VLAHOVIC
Discrepancy Type	01: NOT FOUND YET
Change in Auth Group	0066
Comment	PV 2020 2

Inconsistent

Each entity should conduct reconciliation action for all records where the discrepancy type is different than “00: NO DISCREPANCY FOUND” and according to the comment provided in the Physical Verification process.

## IX.2 Review Physical Verification results using Report IH06

Use transaction IH06 to run the report. Then, in the report selection screen, populate the following fields:

- Class Type: **003**
- Class: **ZZ\_REPV**
- Maintenance plant: enter the Plant where physical verification was completed
- Ensure that the Layout is **/ZREPV**

Then execute the transaction (hit the Execute button)

**Display Functional Location: Functional Location Selection**

Functional Location Selection

Functional Location

Partner

Selection Profile

Classification

Class Type  ☐ Include Subordinate Classes

Class

Maintenance Data

FunctLocDescrip.	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Planning plant	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Planner group	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Construction type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Catalog profile	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
AuthorizGroup	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Business Area	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Main work center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Reference location	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
FunctLocCategory	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Permit	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

Location Data/Account Assignment

Maintenance plant	<input type="text" value="TH30"/>	to	<input type="text"/>	<input type="button" value="→"/>
Location	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Room	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Plant section	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
Work center	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>
ABC indicator	<input type="text"/>	to	<input type="text"/>	<input type="button" value="→"/>

