

# WP2 Capitalizations - Put into service (in progress)

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## Objective and Scope

### Objective of this Procedure

The purpose of this document is to describe how to put an Asset Under Construction (AUC) in service through a Fixed Asset (FXA).

### Scope

This procedure applies to WP2 system since in PF2 this is automatically.

## Definitions

### Responsibility

**Project Managers** are responsible to fill the form in excel file "Asset on Completion Form" ("*Demande de mises en service d'immobilisations*") and send it through a ticket.

**GBS Service Center** is responsible to create the asset, settle the WBS and make the necessary checks in order to ensure that what was requested was correctly booked in SAP.

## Acronyms

PS - Project System (SAP module)

WBS - Work Breakdown Structure

MC - Material Code

AUC - Asset Under Construction

# Resume

Capitalization of an asset:

1. Account balance from WBS to AUC (automatic creation of AUC in previous months). The AUC will have values to capitalize until the project is under construction. As soon as the project is finished and ready for its use, the AUC should be Capitalized as defined in [IAS 16 - Property, plant and equipment](#).
2. When the project is ready for its use, it is needed to create the fixed assets related and:
  - > Change the WBS rule to "full" or "partial" settlement with the definitive fixed asset number and the capitalization date;
  - > Select the option processing type "full" or "partial" in the settlement transaction;
  - > Account balance from AUC to fixed asset - Verify balance of the project;
  - > Change the status of project (closed) if requested.

## Capitalization of an asset

### Check the form received from Project Manager

Project Managers send a file to GBS Service Center with the necessary information to capitalize an asset. The following information needs to be checked in the form before starting to proceed with SAP (if some information is missing, please send back the file requesting for the missing information):

- Sheet "ASSET CREATION FORM" please check if the Header description is ok and consistent:

 <span style="font-weight: bold; font-size: 1.2em; vertical-align: middle;">ASSET ON COMPLETION FORM</span>		
<b>PROJECT NAME:</b>	<b>Messa in conformità MCC IWT + serrature MCC</b>	
<b>RCS project number</b>	LNO/C19106	<b>COMMENTS:</b>
<b>Company</b>	8090 Solvay Solutions Italia SPA	
<b>Project localization place</b>	LIVORNO	
<b>Project Director or Plant Mgr</b>	C.Volpe	
<b>Project Manager</b>	P.Poggiali	

- Sheet "ASSET CREATION FORM" confirm that all **mandatory** fields are correctly filled, namely:

- Asset Class
- Description
- Depreciation term by default
- Depreciation term if applicable (only if different from the first one "by default")
- Reason for Depreciation Adjustment (only if different from the first one "by default")
- Cost Center
- Division/Site
- Location

(If the form have more information detailed please complete the asset master data accordingly)

- Sheet "WBS Detailed Costs" please check if column "Alloc Code Tx/Fx" is filled without blank cells for all WBS line items. All other columns are extracted from BW and automatically filled in SAP (CJ13);
- Sheet "WBS Detailed Costs" please check the nature of the WBS, if it is tangible or intangible AUC. Because you can only capitalize if the nature is the same ( AUC tangible FXA tangible and AUC intangible FXA intangible);

Check WBS with transaction CJ03 (double click on the WBS):

The screenshot shows the SAP 'Display Project: WBS Element Overview' interface. The project definition is 'LNO/C19106' with the description 'Messa in conformità MCC IWT + serrature'. The selected WBS element is 'LNO-C19106.30' with the description 'Quadri elettrici'. The 'Control' tab is active, showing the 'Investment profile' as '2AUC\_T RCS Tangible AuC'. Other tabs include 'Basic Data', 'Dates', 'Assignments', 'Responsibilities', 'Control', and 'Total'. The 'Investment Management' section shows 'Scale' as 'CN' and 'Investment reason' as 'A1'.

Check the Asset Class in the form sheet "Asset Creation Form" and check in sheet "ASSET CLASSES & DEP TERMS" if it is tangible or intangible:

<b>PROJECT NAME:</b>		<b>Messa in conformità MCC IWT + serrature MCC</b>		
<b>Tracking/RCS Project Number</b>		<b>LNO/C19106</b>		
<b>Company (designation - code)</b>		<b>8090 Solvay Solutions Italia SPA</b>	<b>0</b>	
<b>Project Location</b>		<b>LIVORNO</b>	<b>0</b>	
<b>Project Director or Plant Mgr</b>		<b>C.Volpe</b>		
<b>Project Manager</b>		<b>P.Poggiali</b>		
	<b>Concise Description</b> (Use key words (pump, etc) first, then details. (maximum 50 characters) Additional description space to right.	<b>Asset class</b> (In-cell dropdown list)	<b>Depreciation term by default</b> (years)	<b>Depreciation term applicable</b> (years)
ASSET 1	Revamping MCC impianto IWT	<b>AC215204</b> ELECTRICAL EQUIPMENT AND FITTINGS (HV-LV)	20	20

### Electricity

- AC215203 Instrumentation equipments and fittings
- AC215204** Electrical equipment and fittings (HV-LV)
- AC215104 Industrial electronical equipments and fittings

- In sheet "Cost Allocation" please check if the total amount allocated is equal to the Total Project Amount. For that, the sum of WBS amounts in sheet "WBS detailed costs" must be equal to the total project to be capitalized. If the cells will appear in **RED** in sheet "Cost Allocation" means that the splitting allocation is not correct (different from 100%).

<b>PROJECT NAME:</b>	CYQUEST 365 dosing system for Gardanne E		
<b>RCS project number</b>	VLD-C21002.01.10	<b>Comments :</b>	
<b>Company</b>	CYTEC INDUSTRIES B.V.		
<b>Project localization place</b>	7794 / Rotterdam		
<b>Project Director or Plant Mgr</b>			
<b>Project Manager</b>	Mark Doran		


**NOTE: For each allocation split (F1, F2...), the section below (line 50) must be completed to justify the reason of split allocations.**

0			
	<b>ASSET DESCRIPTION</b>	<b>Amount allocated</b>	<b>Allocation 100%</b>
ASSET 1	AC205003	5 402,00	T1

Please check if:

- The Total amount allocated is equal to the Total Project Amount
- For that, the sum of each column regarding the split allocations must be 100%. If not, the cells will appear in **RED**, meaning that the splitting allocation is not correct.

**In Asset on Complementation Form:**

		<b>ASSET ON COMPLETION FORM</b>						
---	--	---------------------------------	--	--	--	--	--	--

<b>PROJECT NAME:</b>		REPL. CALORIFUGE DE LA SPHERE B1001						
<b>RCS project number</b>	PI.B12011	<b>COMMENTS:</b>						
<b>Company</b>	Butachimie							
<b>Project localization place</b>	ZFR9 Chalampé							
<b>Project Director or Plant Mgr</b>	-							
<b>Project Manager</b>	OMARRONY							

<b>TOTAL IN SERVICE AMOUNT</b>
1 618 161,38

<b>Closure Type: (pick) Total or Partial?</b>	<b>Total</b>
<b>Any Equipment removed?</b>	NO
<b>Removal of item(s) scheduled: Yes / No?</b>	NO

NOTE: If items are removed the "ASSET REMOVAL" form must be completed. Attach written proof if the devaluated amount is <70% of the amount classified

PUT IN SERVICE							
	Description 1	Asset numb-sub numb 2#####-xx	In Service Date	Total Amount to post	Cost Center	Depreciation term applicable	Asset classes
ASSET 1	Equipment 1	-	01/10/2013	144 714,61	ZFR9-6410	12	AC215103 MECHANICAL EQUIPMENTS
ASSET 2	Equipment 2	-	02/10/2013	1 463 739,50	ZFR9-6411	15	AC215105 STORAGE EQUIPMENT AND
ASSET 3	Equipment 3	-	03/10/2013	9 707,27	ZFR9-6412	20	AC215204 ELECTRICAL EQUIPMENT AND

In this form check if the amounts in column E (Total Amounts to post) are the same amounts inserted in the form [In Cost Allocation](#).

**In Asset Removal:**

		<b>ASSET REMOVAL FORM</b>				
---	--	---------------------------	--	--	--	--

<b>COMPANY / SITE / ISSUER :</b>	Butachimie
----------------------------------	------------

Cost Center	Plant	Description of Asset to be retired (with equipment number)	Asset Registry Asset Number	Asset value to retire (appraise if partial)	Net Present Value (NPR)	Removal Date

This form is only necessary to Asset Removal. Unless it is required, it should be empty.

## How to Create/Change an Asset

### To create an Asset Master Data

The Project Manager must send the excel file with all the information need and GBS Service Center perform the checks previously explained. After that, please follow the next steps.

Go to transaction AS01:

The screenshot shows the SAP AS01 transaction interface. At the top, there is a menu bar with 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', and 'Settings'. Below the menu is a toolbar with various icons. The main area is titled 'Create Asset: Initial screen' and contains two tabs: 'Master data' (selected) and 'Depreciation areas'. Under 'Master data', there are three input fields: 'Asset Class' with the value 'AC203299', 'Company Code' with the value '0197', and 'Number of similar assets' with the value '1'. Below this is a 'Reference' section with three input fields: 'Asset', 'Sub-number', and 'Company code'. At the bottom, there is a checkbox labeled 'Post-capitalization' which is currently unchecked.

With the information provided in the file sent from the Project Manager, please fill:

- Asset Class
- Company code\*

\*If no company code is described on the form, please check any of the WBS inside the form in CJ03 to check what company code it belongs.



Click

In TAB General, please fill:

Description – Name of the asset and the project number

Inventory number

Quantity

## Create Asset: Master data

Asset values

Asset   BHT lourds HMD CAPI  
Class  AUC Intang. W/out PS Company Code

General Time-dependent Allocations Origin Net worth tax Insurance Defin

### General data

Description   
  
Asset main no. text   
Acct determination  INTANGIBLE ASSET UNDER CONSTRUCTION  
Serial number   
Inventory number   
Quantity    
 Manage historically

### Inventory

Last inventory on   Include asset in inventory list  
Inventory note

### Posting information

In TAB Time-dependent, please fill:  
Cost center  
Plant  
Location

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0 BHT lourds HMD CAPI  
 Class: AC203299 AUC Intang. W/out PS Compan

General Time-dependent Allocations Origin Net worth tax I

Interval from 01.01.1900 to 31.12.9999

Cost Center: 0197-6001 Text does not exist  
 Plant: 8130 0197 / SAM Besancon  
 Location: 25006 BESANCON  
 Room:   
 License plate number:   
 Shift factor:   
 Asset shutdown  
 PM Unit value:

In TAB Allocations, the Evaluation Group is automatically fulfilled in line with the asset class.

Evaluation group 2 is mandatory for some asset classes. If the file does not contain any information regarding this field, we should contact the requester.

Asset	242740061441	0	Préétudes projets
Class	AC215200		Production install. Company Code ZFR3

- General
- Time-dependent
- Allocations
- Origin
- Net worth tax
- Insurance
- Defined field Rhodia
- Deprec. areas

Allocations		
Evaluation group 1	FR07	Production equipments
Evaluation group 2		
Evaluation group 3		
Evaluation group 4		
Evaluation Group 5	A21700	Plant Machinery & Equipment
Envir. investment		
Asset super number		

User fields List (CGU Axis)		
Current Value Stream	CGUZY001	CGUZY001 MISC SOURCING & EMS CGU
Current CGU	GYCGU080	CGU SOURCING & EMS
Current BU	GYENR	ENERGY BUSINESS
Previous year CGU		
Free CGU for misc analysis		

Investment support measures	
Key	Description
02	Impairment (IFRS)
31	Impairment (LOCAL)

Evaluation Group 5 – It will be defined depending on the asset class.

User fields List is fulfilled by the system considering the cost center information.

In TAB Origin, please fill:  
 Vendor (Not mandatory for RCS)  
 New/Used (Not mandatory for RCS)  
 Original Asset  
 WBS element – Fill in with the WBS inside the form that has the bigger amount  
**Flag the field Asset purch. new**

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0 BHT lourds HMD CAPI  
 Class: AC203299 AUC Intang. W/out PS Company Code: 0197

General | Time-dependent | Allocations | **Origin** | Net worth tax | Insurance | Define

**Origin**

Vendor: [ ] [ ]  
 Asset purch. new  
 Purchased used  
 Trading Partner: [ ]  
 Original asset: [ ] [ ] Acq. on: [ ]  
 Orig. Acquis. Year: [ ]  
 Original value: [ ] EUR

**Account assignment for investment**

Investment Order: [ ]  
 WBS element: [ ]

In TAB Net Work Tax, please fill:  
 Classification Key\*  
 It is to indicate what type of Tax should be paid (CFE or CVAE).  
 Normally the asset class matches with the following classification Key, but if not, we should accept which classification key that the system assumes, or in case of doubt, contact CAM.

- AC215: FR90
- AC211: FR30
- AC213: FR30.

For French entities, if the classification key is F90, we can perform capitalizations since the beginning of the year. Otherwise, we can only do it for the quarter.

Looking at the following picture, we can only accept capitalizations for the current quarter.

Asset values

Asset: 242740061634 0 Volumes PROPYLEN  
 Class: AC211100 Land Company Code: ZFR3

General | Time-dependent | Allocations | Origin | **Net worth tax** | Insurance | Defined field Rhodia | Deprec. areas

**Net worth valuation**

Classification key: FR30 Land & Ind. building Tax & CFE

Property indicator - The code 1 comes by default depending on the category,

- If blank, please contact the local accountant

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0 BHT lourds HMD CAPI  
 Class: AC203299 AUC Intang. W/out PS Company Code

General Time-dependent Allocations Origin **Net worth tax** Insurance

Net worth valuation

Classification key: FR90 No Tax and no CFE  
 Property indicator: 1 Property  
 Manual Val. Reason:    
 Man. Net W. Val.  EUR  Manl net worth tax val.

In TAB Deprec. areas see that:  
 The depreciation (amortization code, duration) parameters are filled in by default, from the category, and by the asset class, normally if the use life is:

- < 3 year ZRH1
- From 3 to 4 years ZD12
- From 5 to 6 years ZD13
- > 6 years ZD14

Z000 means there is No depreciation.


### Create Asset: Master data


Asset values


Asset: INTERN-00001 0 BHT lourds HMD CAPI  
 Class: AC203299 AUC Intang. W/out PS Company Code: 0197

General | Time-dependent | Allocations | Origin | Net worth tax | Insurance | Defined field Rhodia | Deprec. areas

Deact	A.	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
<input type="checkbox"/>	01	IFRS GAAP	Z000				
<input type="checkbox"/>	11	IFRS St. AL	Z000	0	0		
<input type="checkbox"/>	13	Insurance	Z000				
<input type="checkbox"/>	14	IFRS ctrl ar	Z000	0	0		
<input type="checkbox"/>	30	Loc GAAP	Z000				
<input type="checkbox"/>	33	Tax dep.	Z000				
<input type="checkbox"/>	34	Tax dep.Real	Z000				
<input type="checkbox"/>	35	Ins at New	Z000				
<input type="checkbox"/>	40	Local tax	Z000				

Click  to confirm the entry;

Click  to save the entry.

 The asset 242740045526 0 is created

A confirmation message appears at the bottom of the screen, where SAP returns the asset number created.


The Asset codification is **XyyyyZZZZZZZ**



**X** - '1' for Asset under construction / '2' for final assets.

**yyyy** - Company code

**ZZZZZZZ** - Automatic number

After the asset is created, fill in the form with its number

 **DEMANDE DE CREATION DE FICHES D'IMMOBILISATIONS (zones obligatoires)**

<b>DU PROJET :</b>	CU1C Cuve à gazoil Site	<b>COMMENTAIRES :</b>							
» projet RCS	PA.SF1254								
é juridique	AROMA PERFORMANCE								
de réalisation du projet	St FONS CHIMIE								
cteur de Projet ou représentant site	M.CARTOUX								
de Projet	M.CARTOUX	Imprimer tous les documents 		Imprimer page 					
<b>ZONES OBLIGATOIRES</b>									
<b>Designation 1</b> (maxi 50 caractères)	<b>Catégorie</b> (menu déroulant)	<b>Durée Amt par défaut</b> (en année)	<b>Durée Amt appliquée</b> (en année)	<b>Général texte long</b> (Si durée par défaut > durée appliquée ou si nécessité de spécifier une durée => préciser la motivation sur la durée appliquée)	<b>Centre de coûts responsable</b> (preneur Amt + détermination CGU)	<b>Division/Site</b> (menu déroulant)	<b>LOCALISATIO N</b> (non disponible au démarrage)	<b>Commune implantation</b> (menu déroulant)	<b>N° d'Immo</b> (renseigné par la comptabilité)
Pompe CU - Cuve à gazoil Site	AC2151031/Equipements mécaniques	10 ans	10 ans		7681-2023	7681 Saint-Fons		69199 SAINT FONS	242740045526

## To change an Asset Master Data

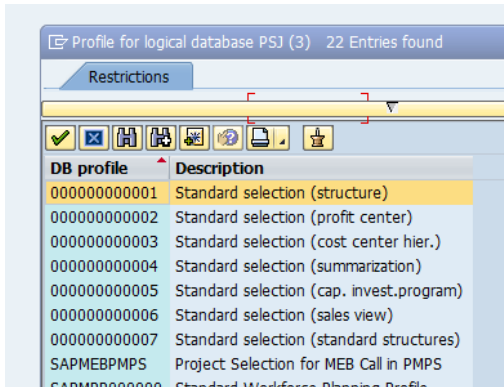
The Project manager must send the excel file with all the information need and GBS Service Center perform the checks previously explained.

After that, access transaction AS02, and change the fields required.

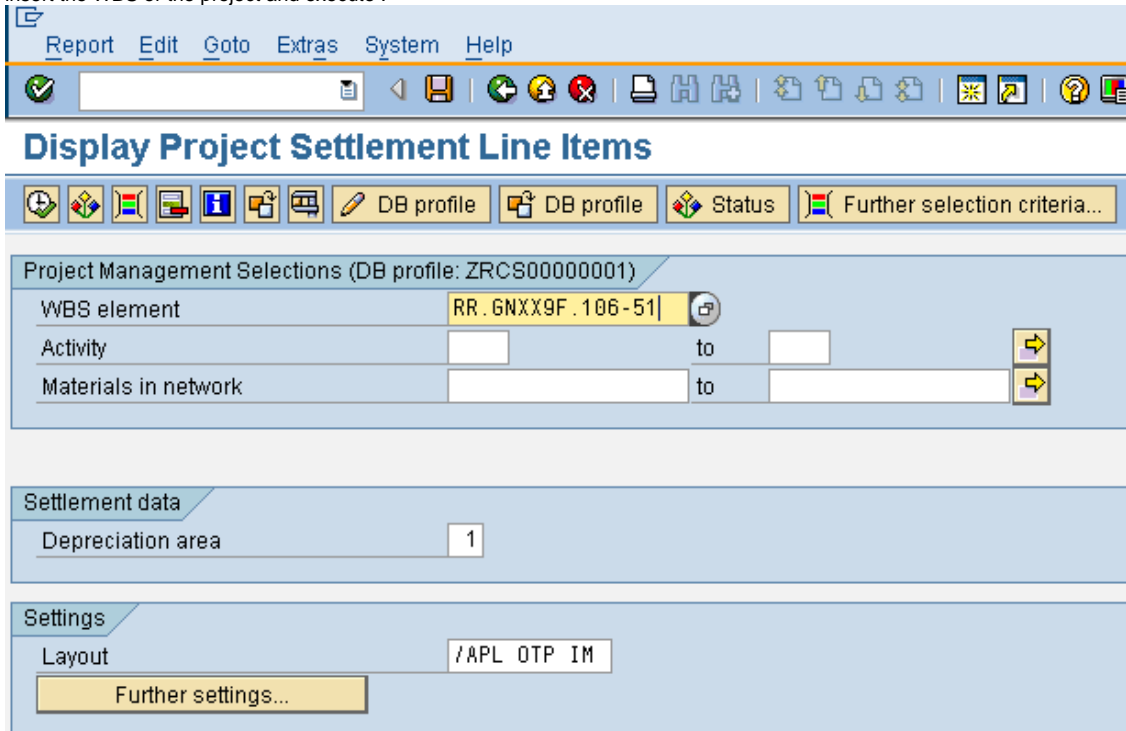
# Creation of settlement rules

## Manual creation of a settlement rule

Enter in transaction CJIC , choose data profile as shown below:



insert the WBS or the project and execute :



The purpose is to allocate costs posted on the investment measure to completed fixed assets

List Edit Goto Settings Extras Environment System Help

### Distribute Line Items for Capital Investment Project

Document Master Record Final Settlement

WBS element RR.GNXX9F.106-51 Soft Latex HBN - phase 51  
 Deprec. area 1 IFRS GAAP

Status	Cost Elem.	Posting Date	Value ObjCurr	DocumentNo	RefDocNo	Cost element descr.
○○○	98300104	04.03.2011	240.000,00	105649983	1000004886	SUB-CONTRACTING/OTHER EXTERNAL SERVICE
○○○	98300101	04.03.2011	120.000,00	105649984	1000004887	SUB-CONTRACTING/IT AND ADMINISTRATIVE SE
			<b>360.000,00</b>			

Click on the button "final settlement" and the following screen will appear:

Settlement rule Edit Goto System Help

### Maintain Settlement Rule: Overview

WBS element RR.GNXX9F.106-51

Actual settlement

Distribution rule group 1


Cat	Settlement Receiver	Receiver Short Text	%	Equivalence no.	Amount	No.
FXA	2740000565-0	Test GAPEM IMMO	100,00			1

During this step the system creates the distribution rules, gives them a number (Distribution Group Rule) and assigns each of them to each investment measure line item that have been selected

After complete all the required fields, go back  and check if the lines selected are now green :

WBS Element PA.SF1254.MPP Pompe CU - Cuve à gazoil Site  
 Deprec. area 1 IFRS GAAP

Status	PD...	FD...	Cost Elem.	Posting Date	RefDocNo	Σ	Rem.val.cnt.cur.	Capitalized to AuC
○○○		1	98300040	14.06.2012	5011719516		4,153.00	4,153.00
○○○		1	99210070	31.10.2012	601582501		1,698.00	1,698.00
○○○		1	99210070	30.11.2012	601600176		282.00	282.00
○○○		1	99210070	31.12.2012	601619004		382.00	382.00
○○○		1	99210030	30.04.2013	601702657		1,602.20	1,602.20
○○○		1	99210030	30.06.2013	601736078		1,277.84	1,277.84
○○○		1	99210070	30.06.2013	601736078		232.24	232.24
○○○		1	99210030	31.10.2013	601806021		397.40	397.40
							<b>10,024.68</b>	

And press save  .  
 Distribution rules saved

### Mass creation of a settlement rule

Inside the form sent by the project manager, there are two tabs named txt file: **COST BY ALLOC RULES-TXT** and **SPLIT RULES DOWNLOAD-TXT** .

Download both tabs into a txt file and save.

Enter in transaction ZWFA060, fill in the company code and the address of both txt file following the name:

## CJIC distribution rules creation and assignment

Company Code: ZFR3

Test run

Path and file name for distribution rules: C:\DRG TEST\Distribution rules creation file.txt

Path and file name for distribution rules assignment: C:\DRG TEST\DRG allocation to WBS line items.txt

Run first in test mode to check if all information are correct filled in SAP :

## CJIC distribution rules creation and assignment

TEST MODE

Rhodia Core System CJIC distribution rules creation and assignment Date: 22.09.2011  
WV1/400 ZWFAR060CO/LGHIRARD Page: 1

Asset number/DRG Error

242740039879-00 R8 - Asset 242740039879-00 is not created in the same company as the one from the selection, please correct either the sele  
242740039880-00 R8 - Asset 242740039880-00 is not created in the same company as the one from the selection, please correct either the sele  
R11 - The company code from line 1 is not the same as the one from the selection, please correct either the selection or th  
R11 - The company code from line 2 is not the same as the one from the selection, please correct either the selection or th  
R14 - WBS element RG.TEST04.1 is not assigned to the same company as the one from the selection, please correct either the  
R14 - WBS element RG.TEST04.1 is not assigned to the same company as the one from the selection, please correct either the

Go back and unflag the test run. Run it in real mode to feed SAP. The program will show the same screen as in test mode, delivering the following message: Data saved!

### Possible errors:

- R1: File "X" (from selection field "Path and file name for distribution rules") cannot be read or is inconsistent.
- R2: Some asset numbers are twice in the file "X" (from selection field "Path and file name for distribution rules"), please correct the file.
- R3: Asset number "X" (to indicate the fixed asset number) doesn't exist in RCS database, please correct the file X (from selection field "Path and file name for distribution rules") => to list all fixed assets in as many line as error.
- R4: Asset number "X" (to indicate the fixed asset number) is deactivated, please correct the file "X" (from selection field "Path and file name for distribution rules") => to list all fixed assets in as many line as error.
- R5: some DRG from column D don't have the right structure, all of them should start by T + a numerical number
- R6: In column D there is more than one line with the same DRG, please correct the file "X" (from selection field "Path and file name for distribution rules").
- R7: Column "X" (indicate the column number for which there is an error) the total percentage is not = 100%, please correct the file "X" (from selection field "Path and file name for distribution rules").
- R8: asset "XXXXXXXXXX-Y" (to retrieve the asset number from the file) is not created in the same company as the one from the selection, please correct either the selection or the file "X" (from selection field "Path and file name for distribution rules").
- R9: file "X" (from selection field "Path and file name for distribution rules assignment") cannot be read or is inconsistent
- R10: DRG "X" (the DRG n°) doesn't exist in file "X" (from selection field "Path and file name for distribution rules"), please correct the file "Y" (from selection field "Path and file name for distribution rules assignment").
- R11: the company code from line "X" is not the same as the one from the selection, please correct either the selection or the file "X" (from selection field "Path and file name for distribution rules assignment")
- R12: EN: CO document number "X" doesn't exist, please correct the file X (from selection field "Path and file name for distribution rules assignment"). FR: le document CO "X" n'existe pas, veuillez corriger le fichier "X" SVP.
- R13: WBS element "X" doesn't exist, please correct the file X (from selection field "Path and file name for distribution rules assignment").
- R14: WBS element "X" is not assigned to the same company as the one from the selection, please correct either the selection or the file X (from selection field "Path and file name for distribution rules assignment").
- R15: If status = 05 => CO document "X" is already assigned to a distribution rule, FR: le document CO "X" a déjà une règle de distribution. If status = either 06 or 09.
- R16: The CO document xxxxxxxx has a WBS element (PRPS-PSPNR) different from the WBS element (WBS element from input file) on the input file C:\xxxxx.txt. Please check

## Settlement of WBS for capitalization

### Settlement

In order to transfer the costs inside the WBS to a fixed asset, the full settlement or a partial settlement is required. For this procedure, enter in transaction CJ88 and fill in the following fields by using the form information:

– WBS element to settle to the completed fixed assets;

– settlement period and fiscal year;

-- **The processing type:**

\* **Partial Capitalization** : The system will only capitalize costs which are assigned to a distribution group rule. At least one must be.

- o Full settlement:\* Commissioning of the whole costs of investment measure

-- **The asset value date:** corresponds to the capitalization date, it is used to determine the depreciation start date. If this field is blank, by default the system uses the last day of the settlement period, but we need to fill in with date described inside the form:

MISES EN SERVICE						
Designation 1	N° d'immobilisation (si préalablement créé)	Date mise en service	Montant total à comptabiliser	Centre de Coût	Durée amortissement appliquée	Classe d'immobilisation
Echangeur VA3C CRISTAFIAB3 TR1	-	01-01-2014	101.432,03	7681-1001	15 ans	AC215100 / Equipements de production statiques
Colonne VA3C CRISTAFIAB3 TR1	-	01-01-2014	16.668,53	7681-1001	15 ans	AC215100 / Equipements de production statiques
Divers VA3C CRISTAFIAB3 TR1	-	01-01-2014	50.085,51	7681-1001	10 ans	AC215109 / Autres équipements
Coalesceur/Dévésiculeur VA3C CRISTAFIAB3 TR1	-	01-01-2014	25.352,27	7681-1001	10 ans	AC215109 / Autres équipements
Mat Cond VA3C CRISTAFIAB3 TR1	-	01-01-2014	4.752,48	7681-1001	10 ans	AC215109 / Autres équipements
Tuyauteries VA3C CRISTAFIAB3 TR1	-	01-01-2014	42.678,73	7681-1001	10 ANS	AC215111 / Autres tuyauteries
Mécanique VA3C CRISTAFIAB3 TR1	-	01-01-2014	10.826,80	7681-1001	10 ans	AC215103 / Equipements mécaniques
Instrum. VA3C CRISTAFIAB3 TR1	-	01-01-2014	4.643,72	7681-1001	10 ANS	AC215203 / Equipements et travaux d'instrumentation

- o Check the box of test run and detail list to preview the results of the settlement before processing in real mode;

Actual Settlement: Project/WBS Element/Network

Project

or

WBS Element

or

Network

With hierarchy

With orders

Parameters

Settlement period  Posting period

Fiscal Year  Asset value date

Processing type

Processing Options

Test Run

Detail List

Check trans. data

Execute and the following screen will appear and inside, it can be checked if there is any error on red box below and also which will be the amount allocated by clicking in icon :

List Edit Goto Settings Extras Environment System Help

Actual Settlement: Project/WBS Element/Network Basic list

Selection


Selection Parameters	Value	Name
WBS Element	RR.GNXX9F.106-51	Soft Latex HBN - phase 51
Period	003	
Posting period	003	
Fiscal Year	2011	
Processing type	3	Partial Capitalization
Posting Date	31.03.2011	
Controlling Area	Z006	Rhodia Europe
Currency	EUR	Euro
Value date	31.03.2011	

Processing Options

Execution type	Settlement executed
Processing mode	Test run

Processing completed with no errors

Processing category	Number
Settlement executed	1
No change	
Not relevant	
Inappropriate status	
Error	1

Go back  an run in real mode, by unchecking the test run box. The same screen will appear, but with "processing mode" Real mode.

From an accounting point of view the system always capitalizes costs (from the investment measure) into the AuC and then transfers them (from AuC) to the completed fixed assets. Consequently when there are costs not yet capitalized into AuC at the commissioning time the system performs simultaneously the 2 steps. For this latter notice that in test run the system displays only the settlement result of the first step (settlement to AuC).

## Checking the capitalization

After the partial or the capitalization settlement is performed, go to transaction AS03 to display the master data of the fixed assets that received the costs of the WBSs.

Insert the asset number and the company code and press Enter:

**Display Asset: Initial screen**

Master data Depreciation areas Asset values

Asset	242740000565
Subnumber	0
Company Code	ZFR3

The following screen will appear :

The capitalized on date has been populated from the asset value date of the settlement parameter screen.

**Display Asset: Master data**

Asset: 242740000565 tuyauterie chaudronnerie  
 Class: AC215100 Statics prod. equip. Company Code: ZFR3

General | Time-dependent | Allocations | Origin | Net worth tax | Insurance | Defined field Rhodia | Deprec. areas

**General data**

Description: tuyauterie chaudronnerie  
 Asset main no. text: tuyauterie chaudronnerie  
 Acct determination: RCS21510 OTHER MATERIAL ASSET - MATERIAL AND EQUIPMENT  
 Serial number:   
 Inventory number: 64000006717  
 Quantity: 0,000

**Inventory**

Last inventory on:   
 Include asset in inventory list  
 Inventory note:

**Posting information**

Capitalized on: 01.01.2005 Deactivation on:

The original asset field has been populated with the AuC number.

**Display Asset: Master data**

Asset values

Asset: 242740000565 tuyauterie chaudronnerie  
 Class: AC215100 Statics prod. equip. Company Code: ZFR3

General | Time-dependent | Allocations | Origin | Net worth tax | Insurance | Defined field Rhodia | Deprec. areas

**Origin**

Vendor:   
 Manufacturer: TUP 01.04.2006 RHODIA HPCII  
 Asset purch. new  
 Purchased used  
 Trading Partner:   
 Country of origin:   
 Type name: 1263  
 Original asset: 64000006717 0 Acq. on:   
 Orig. Acquis. Year:   
 Original value: 0,00 EUR  
 In-house prod.perc.: 0,00

Account assignment for investment

Investment Order:   
 WBS element:

By clicking on **Asset values**, it is possible to check the amount of the settlement inside the asset. Compare this amount with the form sent by the project manager in the tab **ASSET ON COMPLETION FORM**.

Asset Explorer

Asset ZFR3-242740061629/0000 Company Code 2ZFR3 RHODIA OPERATIONS  
 Asset 242740061629 0 Tablettes amont  
 Fiscal year 2021

Planned values Posted values Comparisons Parameters

Planned values IFRS GAAP (multi-standard)

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		34.873,13	34.873,13	EUR
Investment support				EUR
Revaluation APC				EUR
Acquisition value		34.873,13	34.873,13	EUR
Ordinary deprec.		968,70-	968,70-	EUR
Unplanned dep.				EUR
Write-ups				EUR
Value adjustment				EUR
Revaluation ord.dep.				EUR
Net book value		33.904,43	33.904,43	EUR
Down payments				EUR

Transactions

AssetValDate	Amount	TType	Transaction type name	Crcy	Text	DocumentNo
01.12.2021	17.830,75	331	Acqurg transfer of prior-yr acquis from inv.meas.	EUR	WBS COL-C20930.3-TABAMT	603980814
01.12.2021	17.042,38	336	Acqurg transfer of curr-yr acquis from inv.meas.	EUR	WBS COL-C20930.3-TABAMT	603980814

## Defining the (F) allocation rule

The (F) rule is a specific allocation rule, where an asset can be allocated by more than 1 allocation rule.

	DESIGNATION IMMOBILISATIONS	Montant alloué	Allocation à 100%	AL
IMMO 1	Colonne HQ - Dégoullottage procédé extrac	21.646,00	T1	
IMMO 2	Echangeur HQ - Dégoullottage procédé extr	73.765,00	T2	
IMMO 3	Tuyauterie HQ - Dégoullottage procédé ext	84.319,41	T3	60%
IMMO 4	Instrum HQ - Dégoullottage procédé extrac	30.675,58	T4	30%
IMMO 5	Calorifuge HQ - Dégoullottage procédé ext	3.833,09	T5	
IMMO 6	Divers HQ - Dégoullottage procédé extract	10.667,77	T6	10%

Asset 3,4 and 6 will be allocated by the respective allocation rule, plus F1 rule.

1. If we have a F1 rule, we start to make a filter by WBS.

We can see that the WBS PA.SF1294.OEEG is allocated by settlement rule F1

1	alléc. Tax	Code Sté	N pièce	Montant poste	Devise périm	Désignation objet	Elément OTP	Objet	Pièce de référence	Dés
37	F1	ZFR3	307327922	4.544,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG		transfert heure BE sur otp pi
38	F1	ZFR3	307327922	8.040,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG		transfert heure be sur otp pi
39	F1	ZFR3	307327922	480,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG		transfert heure be sur otp pi
40	F1	ZFR3	30735716	86,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601612485	OTPPA.SF1294.OEEG
41	F1	ZFR3	307232156	696,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601592339	OTPPA.SF1294.OEEG
42	F1	ZFR3	30735716	1.392,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601612485	OTPPA.SF1294.OEEG
43	F1	ZFR3	307140233	767,60	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601574444	OTPPA.SF1294.OEEG
44	F1	ZFR3	30735716	2.340,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601612485	OTPPA.SF1294.OEEG
45	F1	ZFR3	307232156	3.834,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601592339	OTPPA.SF1294.OEEG
46	F1	ZFR3	307718623	576,32	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601684438	OTPPA.SF1294.OEEG
47	F1	ZFR3	307801378	-271,15	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601706167	OTPPA.SF1294.OEEG
48	F1	ZFR3	307979340	271,15	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601742608	OTPPA.SF1294.OEEG
49	F1	ZFR3	307420523	2.784,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601633439	OTPPA.SF1294.OEEG
50	F1	ZFR3	307505788	1.827,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601646582	OTPPA.SF1294.OEEG
51	F1	ZFR3	307801378	3.306,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601706167	OTPPA.SF1294.OEEG
52	F1	ZFR3	307420523	767,60	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601633439	OTPPA.SF1294.OEEG
53	F1	ZFR3	307611731	1.535,20	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601669537	OTPPA.SF1294.OEEG
54	F1	ZFR3	307718623	7.837,60	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601684438	OTPPA.SF1294.OEEG
55	F1	ZFR3	307420523	10.740,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601633439	OTPPA.SF1294.OEEG
56	F1	ZFR3	307505788	3.120,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601646582	OTPPA.SF1294.OEEG
57	F1	ZFR3	307611731	1.495,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601669537	OTPPA.SF1294.OEEG
58	F1	ZFR3	307718623	660,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601684438	OTPPA.SF1294.OEEG
59	F1	ZFR3	307801378	480,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601706167	OTPPA.SF1294.OEEG
60	F1	ZFR3	307979340	240,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601742608	OTPPA.SF1294.OEEG
61	F1	ZFR3	307420523	5.254,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601633439	OTPPA.SF1294.OEEG
62	F1	ZFR3	307505788	4.757,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601646582	OTPPA.SF1294.OEEG
63	F1	ZFR3	307611731	2.982,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601669537	OTPPA.SF1294.OEEG
64	F1	ZFR3	307801378	2.130,00	EUR	Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG	601706167	OTPPA.SF1294.OEEG

The F1 rule is defined as below:

- 60% in Asset 3 FXA 242740046378
- 30% in Asset 4 FXA 242740046379

- 10% in Asset 6 FXA 242740046381

So, the WBS PA.SF1294.0EEG rule will be defined in CJIC as:

**Maintain Settlement Rule: Overview**

WBS element: PA.SF1294.0EEG

Actual settlement

Distribution rule group 1

Cat	Settlement Receiver	Receiver Short Text	%	E
FXA	<input type="checkbox"/> 2740046378-0	Tuyauterie HQ - Dégoulo...	60,00	
FXA	242740046379-0	Instrum HQ - Dégoulotta...	30,00	
FXA	242740046381-0	Divers HQ - Dégoulottag...	10,00	

The allocation rule distributes for all the assets involved in the capitalization file, the costs of the WBS, which has a F rule as its allocation rule.

## Acquisition with negative amounts

The system does not allow the posting on assets with negative values, because by default the asset is defined to not accept negative values. The general error is the following:

## Acquisition value negative in area 14.

Message no. AA617

**Asset affected: 242740046396-0000**

To be able to do this kind of posting, we have to make changes in the asset master data in TAB Deprec. areas. Then double-click in each line of the depreciation area board:

Deprec. areas

General   Time-dependent   Allocations   Origin   Net worth tax   Insurance   Defined field Rhodia   Deprec. areas							
Valuation							
Deact	A.	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
<input type="checkbox"/>	01	IFRS GAAP	ZRH1	10	Periods		
<input type="checkbox"/>	02	IFRS Imp.	ZRH2	10			
<input type="checkbox"/>	11	IFRS St. Al.	ZRH1	10	0		
<input type="checkbox"/>	13	Insurance	Z000				
<input type="checkbox"/>	14	IFRS contrar	ZRH1	10	0		
<input type="checkbox"/>	30	Loc GAAP	ZRH1	10			
<input type="checkbox"/>	31	Loc Imp	ZRH2	10			
<input type="checkbox"/>	33	Tax dep.	ZD14	10			
<input type="checkbox"/>	34	Tax dep.Real	ZNA1	10			
<input type="checkbox"/>	35	Ins at New	Z000				
<input type="checkbox"/>	40	Local tax	Z000				

You will get the following screen

Asset	242740046396	0	7ième DISSO TRAVAUX FINITIONS
Class	AC215200	Production install.	Company Code ZFR3
Area	40 Local tax	Net worth tax	
Interval from 01.01.1900 to 31.12.9999			
General Specifications			
Depreciation Key	Z000	IFRS No depreciation	
Useful life	/	Start of Calculation	
Changeover year	/	Ord.dep.start date	
Additional Specifications			
Index series			
Variable dep.portion			
Scrap value		EUR	
Scrap Value %			
<input type="checkbox"/> Neg. Vals Allowed			

Neg. Vals Allowed

Then, activate the function. After that you can proceed with the settlement of the WBS.

## Cancelling a capitalization

The need to cancel a capitalization normally occurs after the internal capitalization controls, there are some cases where the capitalization could be done in a wrong period, or by other reason that it was detected that it should be canceled. The first step is to cancel the acquisition amount in the fixed asset:

Go to transaction AB08

### Overview of Asset Accounting Documents

Reverse Acct Doc.

Asset: 242740046357 Installation climatisation F5  
Company code: ZFR3 Rhodia Opérations

01 IFRS GAAP / EUR

AstValDt	Amount Posted	TTY	Trans. Type Text	Text	Ord. Dep.	Spe
01.02.2014	11.655,74	331	Acquiring transfer of prior-yr acquis fro...	WBS HP.CY1320.120	534, 22-	

Select the line that you need to be cancel, and press Reverse  
A new screen will appear automatically, concerning the CJ88 to cancel the settlement, choose reverse.

Settlement Edit Goto Extras Environment System Help

Execute F8  
Reverse  
Exit Shift+F3

Project/WBS Element/Network

Project  
or  
WBS Element: HP.CY1320.120  
or  
Network

With hierarchy  
 With orders

Parameters

Settlement period	4	Posting period	4
Fiscal Year	2014	Asset Value Date	01.02.2014
Processing type	Automatic		

Processing Options

Test Run  
 Detail List

Layouts

Then go back to AB08

### Overview of Asset Accounting Documents

Acct Doc. Originals Display purchase order Note

Asset: 242740046357 Installation climatisation F5  
Company code: ZFR3 Rhodia Opérations

01 IFRS GAAP / EUR

AstValDt	Amount Posted	TTY	Trans. Type Text	Text	Ord. Dep.	S
01.02.2014	11.655,74	331	Acquiring transfer of prior-yr acquis fro...	WBS HP.CY1320.120	534, 22-	
01.02.2014	11.655,74-	331	Acquiring transfer of prior-yr acquis fro...	WBS HP.CY1320.120	534, 22	

This way you can check if the reverse was made in the asset.  
Now you can proceed in order to capitalize the right way.  
After, you can check in values of the asset (transaction AS03) the final result

### Overview of Asset Accounting Documents

Acct Doc. Originals Display purchase order Note

Asset: 242740046357 0 Installation climatisation F5  
Company code: ZFR3 Rhodia Opérations

01 IFRS GAAP / EUR

AstValDt	Amount Posted	TTY	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
01.02.2014	11.655,74	331	Acquiring transfer of prior-yr acquis fro...	WBS HP.CY1320.120	534, 22-	
01.02.2014	11.655,74-	331	Acquiring transfer of prior-yr acquis fro...	WBS HP.CY1320.120	534, 22	
01.04.2014	11.655,74	331	Acquiring transfer of prior-yr acquis fro...	OTP HP.CY1320.120	534, 22-	

In this screenshot you can see that the second line is related to the reverse of the settlement (capitalization cancelation).

The third line concerns the capitalization posted after the reverse with the corrected data.

## Capitalizations Controls:

### Evidence request for commissioning/divestments

Just need a evidence for the commissioning. (Signatures are no longer required)

Project Managers, should send a request number by SYRA, with excel file template. See point number 5.1.1 of this Operational Procedure.

### Capitalizations/Divestments above 50k.

The Capitalizations/Divestments above 50k need to be tracked (Internal Control FXA.01.01 - Modification in the assets books)

Minimum frequency: at each change/until D-3 of each month

Control owner function: GBS MAC SU

Application level: Group - All assets (tangible & intangible) - Period of controls: each Month.

Process description: Fixed asset creation respects the following steps: WBS definition (Work Breakdown Structure) – WBS creation in SAP – Purchase and expense allocation – WBS settlement on assets under construction – Technical project closure – Cost settlement to fixed assets register – Accounting project closure. Deletions of assets from assets register concern disposals, sales or retirement.

Control description: SU MAC I&D Key user or technical controllers (depending on organization) need a proof of authorization from Project Managers (commissioning) or Plant Manager or delegate (other modifications: retirement...) to make modifications > 50k€ to the assets register. For control in the scope of GBS, it is executed by GBS Finance Operation team and monitored by SU MAC I&D Key User (GBS)

[useful link for this Internal Control](#)

### Archiving

All assets created need to have a SYRA ticket number

All capitalizations need to be received via SYRA, since SYRA will be used as an archiving tool, linking the assets created and the capitalization request via the SYRA Case N°. It is where you can find the requested form for capitalizations/retirements

The transaction **Z1A\_ASSET\_NOTE** – ASSET MASTER DATA ATTACHMENT NOTE

is used to make sure that all assets created have a SYRA case N°, each ticket number has the capitalization form and annexes attached. These cases are sent by the engineers/project managers.

**Asset Master Data Attachment Note**

Selection options

Company Code	ZFR3	to		
Asset	200000000000	to	299999999999	
Subnumber		to		
Created on	01.06.2014	to	30.06.2014	
Posting Date		to		

This transaction will allow you to see if your assets created have a note or a sales force case linking to the Archive document under Note title

CoCode	Asset	Subnumber	Asset Class	Created by	Created on	Amount	Note title	Body
ZFR3	242740046470	0	AC215204	PT63014518	11.06.2014	1.551,36	Case no. 2350366	
ZFR3	242740046471	0	AC213122	PT63016737	11.06.2014	24.873,91	Case 2350971	
ZFR3	242740046472	0	AC215110	PT63014518	11.06.2014	137.164,12	Case no. 2351039	
ZFR3	242740046473	0	AC215103	PT63016737	11.06.2014	15.961,73	Case 2351130	
ZFR3	242740046474	0	AC215203	PT63014518	11.06.2014	69.760,77	CASE N° 2351221	
ZFR3	242740046475	0	AC215203	PT63016737	11.06.2014	11.546,59	case 2351246	

In case of no case number, you can easily inserted by double click in the asset and inserted the Case number in the note created

**Change Asset: Master data**

- Create...
  - Create Attachment
  - Attachment list
  - Private note
- Create note
- Create external document (URL)

AC215204 Elec. dev. and fitt. Company Code ZFR3

Create note

Title of note case n° 215265

## Close/Technically Close a project

**\*OBS:** these steps are done only for **LAM** companies and only under request.

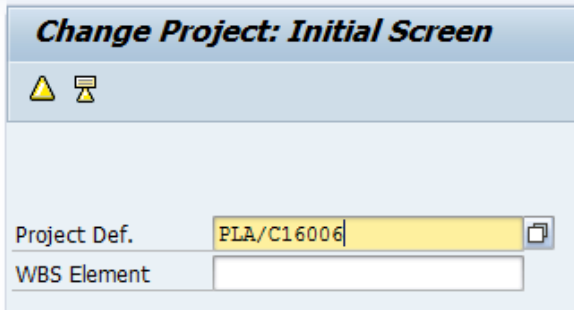
If the project manager did not request to close or technically close the project, there is no need to follow the instructions below.

When requesting the capitalization of a project, Project Managers could also request to close or technically close the related project.

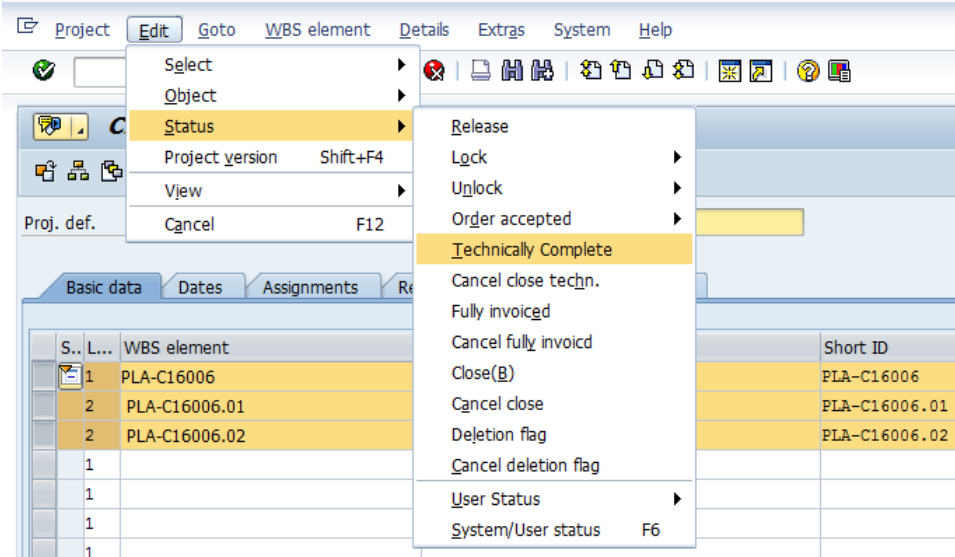
If this is the case, we should perform the following steps:


Set status Technically Closed (TECO)

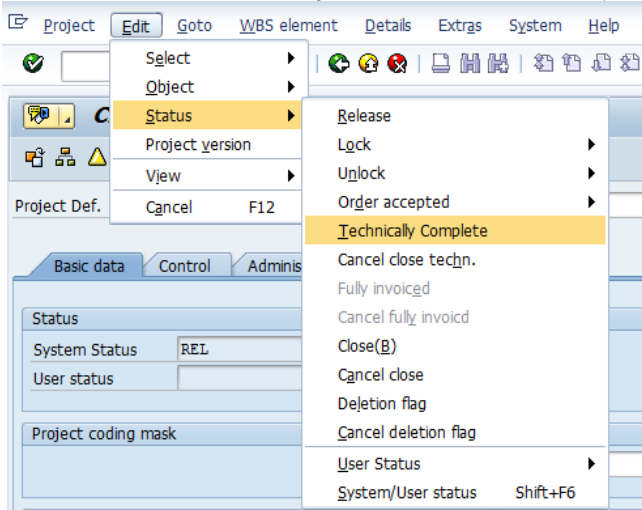
\*OBS: called "Encerramento Técnico" for LAM companies.  
 Enter in transaction CJ02 and insert the project to be technically closed




Select all WBS elements that were capitalized and will be technically closed. After that, go to "Edit", Status, "Technically Complete"



After that, click on  and then go to "Edit", "Status", "Technically Complete"

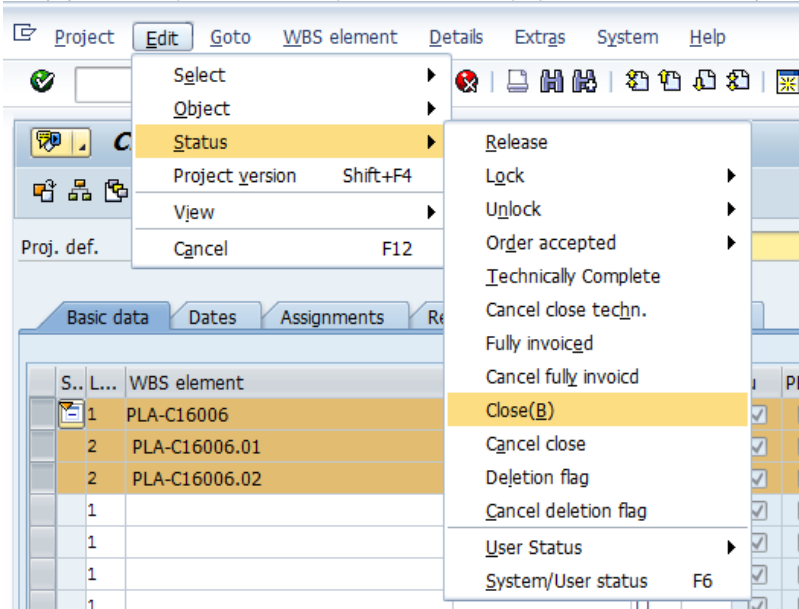


After that, all WBS elements and the project itself will be set as "Technically Complete" (TECO). Save the changes by clicking on 


Set status Closed (CLSD)

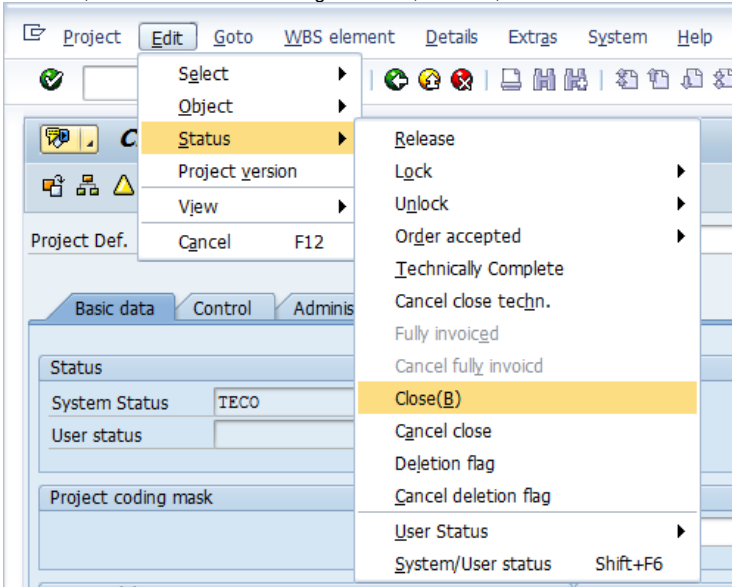
\*OBS: called "Encerramento Contábil" for LAM companies.

Firstly, you have to perform all the steps above to set the project status to "Technically Complete". However, before saving, do the following:




"Edit", "Status", "Close".

After that, click on  and then go to "Edit", "Status", "Close"



After all these changes, all the projects and WBS elements are "Closed" (CLSD).

Save the changes by clicking on  .

## I&D Asset Creation Template (automatic option)

If there are several assets to be created, we can use "I&D Asset Creation Template".

**Upload Group Asset List to SAP in WP1**

1. Copy to this file from the original assets file the following sheets:  
 ASSET CREATION FORM  
 WBS DETAILED COSTS  
 COST ALLOCATION  
 ASSET ON COMPLETION FORM

**RESET MACRO FOR NEW CAPITALIZATION**

Ticket Number:

**NOTES:**  
 Check WBS code is Just code and does not have additional info.  
 Macro does not insert info in column "General Long Text"! **Need to do it manually!**  
 Check if "in start date" is ok for the capitalization of the project

2. Insert Ticket Number

3. Before continuing with the asset creation, please verify if the asset nature of the excel file is consistent with SAP. Additionally check if the WBS has not yet been capitalized!  
 To obtain a pivot table of sheet WBS DETAILED COSTS and retrieve a resume of the WBS's and their total value associated to each WBS press the button below "WBS RESUME".

4. Check sheets on Asset Creation form has any "N/A" in the cell, **if yes correct or delete!**

5. Be certain that the first SAP window open is for WP1, afterwards Press **START ICON** below and wait for the conclusion message:

6. In Sheet "Output" you can find the list of assets created with the corresponding asset number.

7. Below you can find the assets results, please note that if WBS has errors assets will be created with no WBS or with errors in the WBS field!

8. If errors are easily corrected in the table below, you can correct them in the table below, afterwards delete the error message and press **"TRY AGAIN" ICON** below.

If the error below correspond only to the change of the depreciation year, then just clear the error message and press try again, the **macro will stop** for you to go to SAP and **change the year manually**

9. When **all asset errors are corrected**, press **"DISTRIBUTION RULES" ICON** to create and upload in SAP the distribution rules.

10. Please verify if the rules have been correctly upload.

11. **IMPORTANT NOTE:** all the percentages values which have decimals will not be considered as the values will be rounded. Please inform the local and check if they are ok with this!  
 For ex. if you have a distribution of 25.40% the file will only consider 25% which means you will have a deficit of 0.40% and also if you have 25.60% it will consider 25%.

**WBS RESUME**

**START**

**TRY AGAIN**

**DISTRIBUTION RULES**

**ASSET CREATION RESULTS:**

1) Copy to this file from the original assets file the following sheets (sheets need to be in english):

Asset Creation Form

WBS Detailed Costs

Cost Allocation

Asset on Completion Form

2) Insert ticket number and verify the asset nature of the excel file is consistent with SAP (tangible vs intangible). Additionally, check if the WBS has not yet been capitalized.

3) Be sure that the first SAP window open is WP2 and afterwards press the Start button and wait for the conclusion message.

4) In sheet output, you can find the list of assets created with asset number and all the remaining information (capitalization date, plant, cost center, description, asset class, and useful life). In case of error, please check which mandatory field is missing. You can update sheet Instructions and press try again button.

5) When all assets are created, press the Distribution Rules icon to create and upload in SAP the distribution rules. After that, please check if all information in CJIC are green.

6) The file does not perform the settlement of the WBS so, it's necessary to do CJ88/CJ8G manually.

7) To check if everything is correct, you can go to AR02 with asset numbers and check if the amounts are according to the Cost Allocation sheet.