

WP2 Capitalizations - Put into service (in progress)

- 1 Objective and Scope
 - 1.1 Objective of this Procedure
 - 1.2 Scope
- 2 Reference Documents
- 3 Definitions
 - 3.1 Responsibility
 - 3.2 Abbreviations
- 4 Summary
- 5 capitalization of an asset
 - 5.1 Check the form received from Project Manager.
 - 5.1.1 Control-Check after the file arrive
- 6 How to Create/Change an Asset
 - 6.1 To create an Asset Master Data
 - 6.2 To change an Asset Master Data
- 7 Creation of settlement rules
 - 7.1 Manual creation of a settlement rule
Enter in transaction CJIC , choose data profile as shown below:
 - 7.2 Mass creation of a settlement rule
Download both tabs into a txt file and save.
- 8 Settlement of WBS for capitalization
 - 8.1 Settlement
 - 8.2 Checking the capitalization
- 9 Defining the (F) allocation rule
- 10 Acquisition with negative amounts
- 11 Cancelling a capitalization
- 12 Capitalizations Controls:
 - 12.1 Evidence request for commissioning/divestments
 - 12.2 Capitalizations/Divestments above 50k.
 - 12.3 Archiving
- 13 Close/Technically Close a project
 - 13.1 Set status Technically Closed (TECO)
 - 13.2 Set status Closed (CLSD)
- 14. I&D Asset Creation Template (automatic option)

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:

 ASSET ON COMPLETION FORM		
PROJECT NAME:	Messa in conformità MCC IWT + serrature MCC	
RCS project number	LNO/C19106	COMMENTS:
Company	8090 Solvay Solutions Italia SPA	
Project localization place	LIVORNO	
Project Director or Plant Mgr	C.Volpe	
Project Manager	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):

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:

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

PROJECT NAME:	CYQUEST 365 dosing system for Gardanne E		
RCS project number	VLD-C21002.01.10	Comments :	
Company	CYTEC INDUSTRIES B.V.		
Project localization place	7794 / Rotterdam		
Project Director or Plant Mgr			
Project Manager	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			
	ASSET DESCRIPTION	Amount allocated	Allocation 100%
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:

A	B	C	D	E	F	G	H	I																																
		ASSET ON COMPLETION FORM																																						
PROJECT NAME:		REPL. CALORIFUGE DE LA SPHERE B1001																																						
RCS project number		PL.B12011	COMMENTS:																																					
Company		Butachimie																																						
Project localization place		ZFR9 Chalampé																																						
Project Director or Plant Mgr		-																																						
Project Manager		OMARRONY																																						
		TOTAL IN SERVICE AMOUNT 1 618 161,38		<table border="1"> <tr> <td>Closure Type: (pick) Total or Partial?</td><td>Total</td></tr> <tr> <td>Any Equipment removed?</td><td>NO</td></tr> <tr> <td>Removal of item(s) scheduled: Yes / No?</td><td>NO</td></tr> </table> NOTE: If items are removed the "ASSET REMOVAL" form must be completed. Attach written proof if the disinvested amount is <70% of the amount classified					Closure Type: (pick) Total or Partial?	Total	Any Equipment removed?	NO	Removal of item(s) scheduled: Yes / No?	NO																										
Closure Type: (pick) Total or Partial?	Total																																							
Any Equipment removed?	NO																																							
Removal of item(s) scheduled: Yes / No?	NO																																							
PUT IN SERVICE <table border="1"> <thead> <tr> <th></th><th>Description 1</th><th>Asset numb-sub numb 2#####-xx</th><th>In Service Date</th><th>Total Amount to post</th><th>Cost Center</th><th>Depreciation term applicable</th><th>Asset classes</th></tr> </thead> <tbody> <tr> <td>ASSET 1</td><td>Equipment 1</td><td>-</td><td>01/10/2013</td><td>144 714,61</td><td>ZFR9-6410</td><td>12</td><td>AC215103 MECHANICAL EQUIPMENTS</td></tr> <tr> <td>ASSET 2</td><td>Equipment 2</td><td>-</td><td>02/10/2013</td><td>1 463 739,50</td><td>ZFR9-6411</td><td>15</td><td>AC215105 STORAGE EQUIPMENT AND</td></tr> <tr> <td>ASSET 3</td><td>Equipment 3</td><td>-</td><td>03/10/2013</td><td>9 707,27</td><td>ZFR9-6412</td><td>20</td><td>AC215204 ELECTRICAL EQUIPMENT AND</td></tr> </tbody> </table>										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
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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:

		ASSET REMOVAL FORM						
COMPANY / SITE / ISSUER :		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		

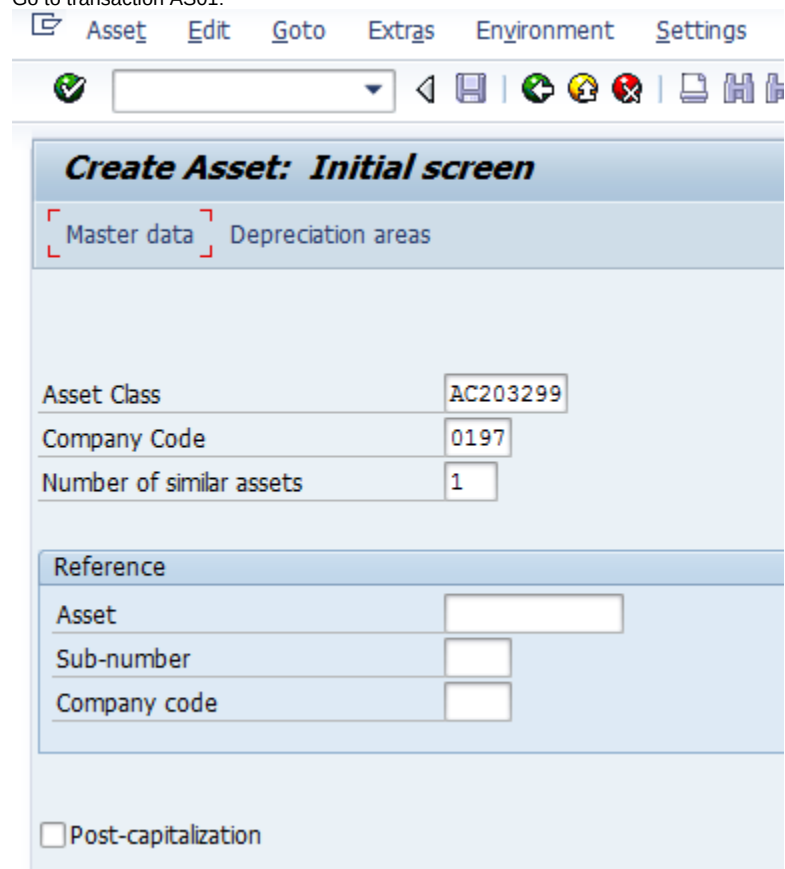
This form is only necessary to Asset Removal. Unless it is required, it should be empty.

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 bar is a toolbar with various icons. The main title is 'Create Asset: Initial screen'. Underneath, there are two tabs: 'Master data' and 'Depreciation areas'. The 'Master data' tab is active. It contains 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 these fields is a section titled 'Reference' which contains three input fields: 'Asset', 'Sub-number', and 'Company code'. At the bottom of the form, 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.

Asset2427400614410Préétudes projets

ClassAC215200Production install. Company CodeZFR3

General

Time-dependent

Allocations

Origin

Net worth tax

Insurance

Defined field Rhodia

Deprec. areas

Allocations

Evaluation group 1FR07Production equipments

Evaluation group 2

Evaluation group 3

Evaluation group 4

Evaluation Group 5A21700Plant Machinery & Equipment

Envir. investment

Asset super number

User fields List (CGU Axis)

Current Value StreamCGUZY001CGUZY001 MISC SOURCING & EMS CGU

Current CGUGYCGU080CGU SOURCING & EMS

Current BUGYENRENERGY BUSINESS

Previous year CGU

Free CGU for misc analysis

Investment support measures

KeyDescription

02Impairment (IFRS)

31Impairment (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

Valuation

Deact	A..	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
☐	01	IFRS GAAP	Z000				
☐	11	IFRS St. Al.	Z000	0	0		
☐	13	Insurance	Z000				
☐	14	IFRS ctrl ar	Z000	0	0		
☐	30	Loc GAAP	Z000				
☐	33	Tax dep.	Z000				
☐	34	Tax dep.Real	Z000				
☐	35	Ins at New	Z000				
☐	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 Xyyyyzzzzzzzz

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

yyyy - Company code

zzzzzzzz - Automatic number

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

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

DU PROJET :	CU1C Cuve à gazoil Site	COMMENTAIRES :							
» 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 							
ZONES OBLIGATOIRES									
Designation 1 (max 50 caractères)	Catégorie (menu déroulant)	Durée Amt par défaut (en année)	Durée Amt appliquée (en année)	Général texte long (Si durée par défaut > durée appliquée ou si nécessité de spécifier une durée => préciser la motivation sur la durée appliquée)	Centre de coûts responsable (preneur Amt + détermination CGU)	Division/Site (menu déroulant)	LOCALISATION (non disponible au démarrage)	Commune implantation (menu déroulant)	N° d'usage (renseigné par la comptabilité)
Pompe CU - Cuve à gazoil Site	AC215103 / 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:

Profile for logical database PSJ (3) 22 Entries found

Restrictions

DB profile

Description

000000000001

Standard selection (structure)

000000000002

Standard selection (profit center)

000000000003

Standard selection (cost center hier.)

000000000004

Standard selection (summarization)

000000000005

Standard selection (cap. invest.program)

000000000006

Standard selection (sales view)

000000000007

Standard selection (standard structures)

SAPMEBPMP5

Project Selection for MEB Call in PMPS

SAPMP00000000

Standard Workforce Planning Profile

Report Edit Goto Extras System Help

Display Project Settlement Line Items

DB profile

DB profile

Status

Further selection criteria...

Project Management Selections (DB profile: ZRCS000000001)

WBS element

RR.GNXX9F.106-51

Activity

to

Materials in network

to

Settlement data

Depreciation area

1

Settings

Layout

/APL OTP IM

Further settings...

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	Σ	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
				360.000,00			

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
							10,024.68	

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 R6.TEST04.1 is not assigned to the same company as the one from the selection, please correct either the	
	R14 - WBS element R6.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/Dévésculeur 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;

Settlement Edit Goto Extras Environment System Help

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

Layouts

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	
Total	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:

Inventory note:

☐ Include asset in inventory list

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		Company Code 2FR3 RHODIA OPERATIONS	
Asset 242740061629 0		Tablettes amort	
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 Acquiring transfer of prior-yr acquis from inv.meas.	EUR WBS COL-C20930.3-TABAMT 603980814
01.12.2021	17.042,38	336 Acquiring 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 then 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	alloc. Traj	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 pli
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 pli
39	F1	ZFR3	307327922	480,00 EUR		Etudes géné HQ - Dégoullottage procédé ex	PA.SF1294.OEEG	PA.SF1294.OEEG		transfert heure be sur otp pli
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	601532339	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	601532339	OTPPA.SF1294.OEEG
46	F1	ZFR3	30711623	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	601663537	OTPPA.SF1294.OEEG
54	F1	ZFR3	30711623	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	601663537	OTPPA.SF1294.OEEG
58	F1	ZFR3	30711623	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	601663537	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	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
☐	01	IFRS GAAP	ZRR1	10	Periods		
☐	02	IFRS Imp.	ZRR2	10			
☐	11	IFRS St. Al.	ZRR1	10	0		
☐	13	Insurance	Z000				
☐	14	IFRS ctrl ar	ZRR1	10	0		
☐	30	Loc GAAP	ZRR1	10			
☐	31	Loc Imp	ZRR2	10			
☐	33	Tax dep.	ZD14	10			
☐	34	Tax dep.Real	ZNA1	10			
☐	35	Ins at New	Z000				
☐	40	Local tax	Z000				

You will get the following screen

Asset	242740046396	0	7ième DISO 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 %				
☐ Neg. Vals Allowed				

Then, activate the function ☐ Neg. Vals Allowed. 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 Installation climatisation F5
Company code 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
or
Network

☐ With hierarchy
☐ With orders

Parameters

Settlement period Posting period
Fiscal Year Asset Value Date
Processing type

Processing Options

☐ Test Run
☒ Detail List

Then go back to AB08

Overview of Asset Accounting Documents

Reverse Acct Doc. Originals Display purchase order Note

Asset Installation climatisation F5
Company code 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

Reverse Acct Doc. Originals Display purchase order Note

Asset Installation climatisation F5
Company code 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 Create note
Asset Private 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

Change Project: Initial Screen

⚠ ⚠

Project Def.

WBS Element

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

The screenshot displays the SAP menu bar at the top, with the 'Edit' menu currently open. The 'Edit' menu options are: Select, Object, Status, Project version (Shift+F4), View, and Cancel (F12). The 'Status' option is highlighted, and a sub-menu is open, showing the following options: Release, Lock, Unlock, Order accepted, Technically Complete (highlighted), Cancel close techn., Fully invoiced, Cancel fully invoiced, Close(B), Cancel close, Deletion flag, Cancel deletion flag, User Status, and System/User status (F6). The background shows a table with WBS elements, including 'PLA-C16006' and its sub-elements 'PLA-C16006.01' and 'PLA-C16006.02'. The table has columns for 'S..', 'L..', 'WBS element', and 'Short ID'.

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

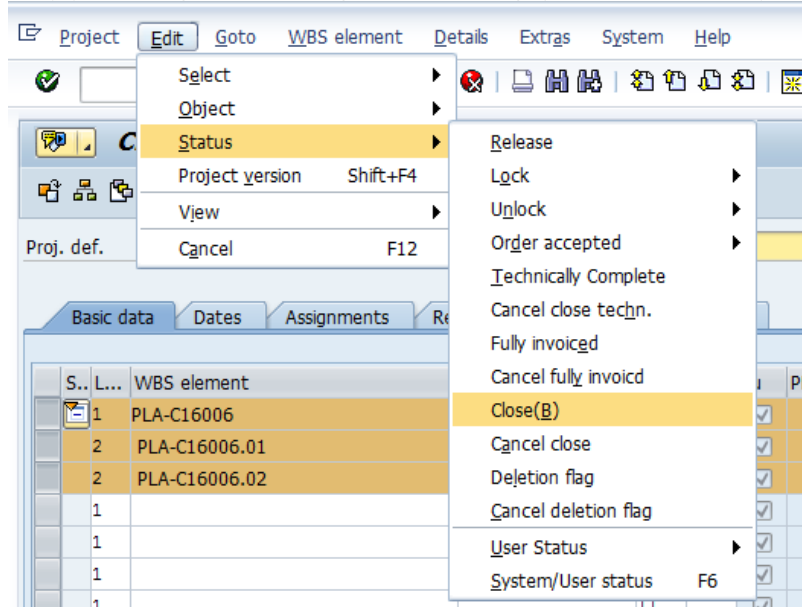
The screenshot shows the SAP Project Explorer interface. The 'Edit' menu is open, and the 'Status' option is selected. The sub-menu for 'Status' is displayed, showing various options for managing the project status. The 'Technically Complete' option is highlighted. The 'System/User status' option at the bottom of the sub-menu has a keyboard shortcut of Shift+F6.

Menu Item	Keyboard Shortcut
Release	
Lock	
Unlock	
Order accepted	
Technically Complete	
Cancel close techn.	
Fully invoiced	
Cancel fully invoiced	
Close(B)	
Cancel close	
Deletion flag	
Cancel deletion flag	
User Status	
System/User status	Shift+F6

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

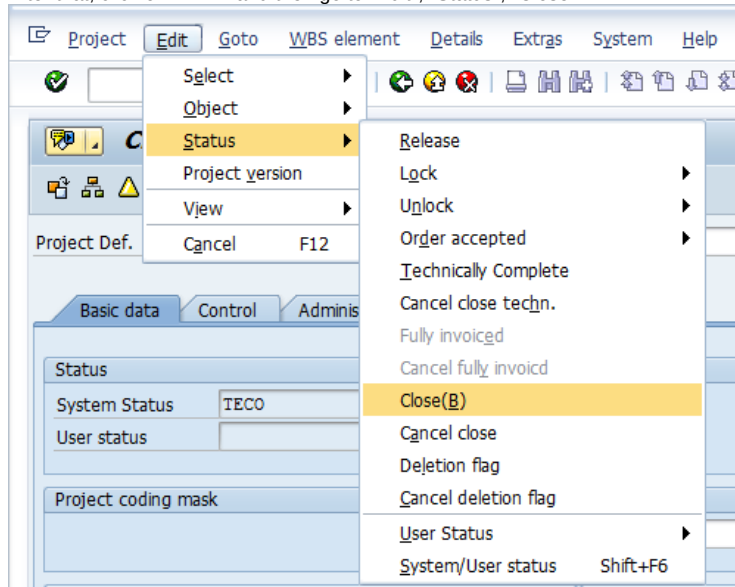
Set status Closed (CLSD)

*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

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!

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 26%.

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

Ticket Number :

WBS RESUME

ASSET CREATION RESULTS:

START !

TRY AGAIN

DISTRIBUTION RULES

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.