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Job Aids

- General Ledger
 - Asset Retirement - Transfer

1. Document History

Version	Date	Modifications
V1.0	December 13, 2013	
V2.0	October, 2023	

2. Processes and Transactions

- Asset Transfer

– Transfer within Company Code	ABUMN
– Asset explorer display	AW01N

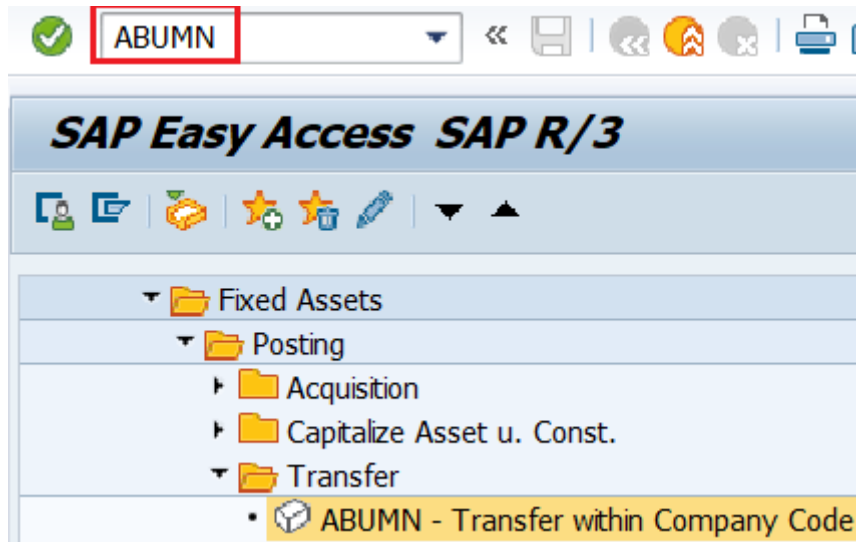
3. Roles

- Fixed Assets Responsible
- Fixed Assets Analyst

4. Process Execution in SAP

- 5.1. The first step in will be the execution of transferring an asset. To perform **Transfer within Company Code** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **ABUMN**



Prior to the creation, it is important to consider the three reasons why it might be necessary to perform an intercompany transfer within a company code:

- If changes are made to organizational structures (reclassification of asset classes, changes to profit centers, and so on).
- If account assignments are incorrect (for example, incorrect asset class).
- If a managed asset under construction is completed for summary settlement.

Nonetheless, automatic intracompany transfers are only possible if no values from the sending asset are lost and every area of the target asset is supplied with values.

The first screen in the transaction is an initial screen where the user will be able to set the company code



Once introduced the Company Code and by clicking the tick, the system will display four different tabs to complete the asset transaction of transferring within company code.

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code NH HOTELES ESPAÑA, S.A.

Asset ☒

Transaction data Additional Details Partial Transfer Note

Document Date

Posting Date

Asset Value Date

Text

Transfer to

☒ Existing asset

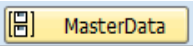
☐ New asset

Description

Asset Class

Cost Center

Transaction Data

Field	Brief Explanation
Asset	Mandatory. It is the asset origin.
Document Date	Mandatory. Reference to the invoice date (i.e. ddmmyy)
Posting Date	Mandatory. Reference to the date when the document is entered in Financial Accounting or Controlling (i.e. ddmmyy)
Asset Value Date	Mandatory. It is the key factor in determining the depreciation start date (i.e. ddmmyy), corrected by the period control of the depreciation key. It cannot be a date prior to the asset capitalization date.
Existing Asset	Indicator to transfer the asset to an already existing asset. Click the white sheet due to search the asset.
New Asset	Indicator to transfer to a new asset master record that has yet to be created. Click  button in order to create the new Asset and refer to “Job Aids FA_01 – Asset Creation”

Additional Details: extra information of the asset being transferred. Optional fields.

The screenshot shows the 'Additional Details' tab selected. It contains three main sections: 'Special specif. for document' with fields for 'Posting Period' and 'Document Type'; 'Special specif. for transaction' with 'Transfer variant' set to '4' and the text 'Transfer within a company code'; and 'Additional info on document' with fields for 'Reference' and 'Allocation'.

The fields are detailed in the table below:

Field	Brief Explanation
Posting Period	Reference to the accounting interval. Division of a fiscal year. A maximum of 16 periods can be updated (e.g. 11)
Document Type	Mandatory. Equivalent to the accounting books, and used to post a type of entry. It also determines the operation that belongs to each FI document (e.g. AM - Asset Manual)
Transfer variant	To specify the valuation method and transaction type for posting an asset transfer. By default will be 4 (e.g 4 – Transfer within a company code)
Reference	It contains the document number of the customer/vendor. However it may contain a different value. It is used as a search criterion when displaying or changing documents.
Allocation	Place where the asset is located

Partial Transfer: In order to transfer a total or a partial value to assets that belongs to the same or different BA but always to the same Company Code. Amount posted per depreciation area and business transaction. It will indicate the quantity, percentage or quantity to be transferred.

The screenshot shows the 'Partial Transfer' tab selected. It contains three input fields: 'Amount posted', 'Percentage rate', and 'Quantity'. Below these is a 'Related to' section with two radio buttons: 'Prior-year acquis.' (selected) and 'From curr.-yr aquis.'.

The fields are detailed in the table below:

<i>Field</i>	<i>Brief Explanation</i>
Amount posted	Quantity of the asset being retired with partial transfers (e.g. 70,00)
Percentage rate	Proportion of retirement. E.g. if 100 is introduced, the 100% of the asset will be transferred.
Quantity	E.g. 3,000


There are two possibilities in order to retire an asset:

- *Complete retirement:* set the indicator for complete retirement and do not introduce any other value (E.g. 100 in percentage rate field)
When a total transfer is effectuated the automatic retirement from the system will be done, together with the accumulated depreciation.
- *Partial retirement:*
 - ▶ Enter either the amount or the appropriate percentage rate. If quantity updating is used for the asset, it can be also entered a quantity.
 - ▶ Enter only the quantity being retired (this is only possible if not dealing with a generic retirement, and quantity updating is used for the asset).
When a partial transfer is effectuated, the system will calculate the proportional accumulated depreciation of the transfer.

We can fill the percentage or the amount that is transferred. In any case, if the field is blank, the system understands that the 100% of the asset value is transferred.

“Related to” section determines the fiscal year:

Prior-year acquis.	Related to previous fiscal year
From curr.-year aquis	Related to current fiscal year

- By clicking “Simulation”  the document information will be shown prior to the saving of the transaction.

Enter Asset Transaction: Transfer within Company Code

Document Header Info

Document Date: 01.10.2023 Document Type: AA Company Code: ES10
Posting Date: 19.10.2023 Period: 10 Fiscal Year: 2023

Line items

Item	PK	BusA	G/L Account	Short Text	€	Amount	Crcy
1	75	0004	22500000	225000000800 0000		10.305,24	EUR
2	70	0004	28250000	225000000800 0000		10.305,24	EUR
3	70	0004	22500000	225000001540 0000		10.305,24	EUR
4	75	0004	28250000	225000001540 0000		10.305,24	EUR
						0,00	EUR

Totals informtn

Deb. total: 20.610,48 EUR
Cred. total: 20.610,48 EUR
Totals informtn: 0,00 EUR

- 5.2. Once all tabs have been completed, transference is saved by clicking the diskette. The system will inform that the asset has been transferred and the following message will appear:

☒ Asset transaction posted with document no. ES10 0200000038

Document lines: Display messages

Typ	Ite	Message text
<input checked="" type="checkbox"/>	001	Asset transaction posted with document no. ES05 0200000022
<input checked="" type="checkbox"/>	002	Asset 211000000001-0000 created in company code ES05

- **ANNEX:** the asset transactions can be checked and revised in the **Asset Explorer**.

Transaction code: **AW01N**

- Asset retirement:

Asset Explorer

Asset E510-225000000800/0000 Company Code **ES10** NH HOTELES ESPAÑA, S.A.
 Depreciation Areas Asset **225000000800** 0 ACCESORIOS LAVABOS 12 BANOS MONOMANDOS PORTAR
 • 01 Book depreciation
 • 02 Fiscal depreciation
 • 92 Imp+Book depreciati
 Fiscal year **2023**

Planned values Posted values Comparisons Parameters

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions	10.305,24	10.305,24-		EUR
Investment support				EUR
Revaluation APC				EUR
Acquisition value	10.305,24	10.305,24-		EUR
Ordinary deprec.	10.305,24-		10.305,24-	EUR
Unplanned dep.				EUR
Write-ups				EUR
Value adjustment		10.305,24	10.305,24	EUR
Net book value				EUR

Transactions

AssetValDate	Amount	TType	Transaction type name	Text	Crcy
01.10.2023	10.305,24-	300	Retirmt transfer of prior-yr acquis. frm cap.asset		EUR

-Asset acquisition:

Asset Explorer

Asset E510-2250000001540/0000 Company Code **ES10** NH HOTELES ESPAÑA, S.A.
 Depreciation Areas Asset **2250000001540** 0 7 MUEBLES BAJOLAVABO HIDROFUGO 5PLANTA
 • 01 Book depreciation
 • 02 Fiscal depreciation
 • 92 Imp+Book depreciati
 Fiscal year **2023**

Planned values Posted values Comparisons Parameters

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions	1.478,40	10.305,24	11.783,64	EUR
Investment support				EUR
Revaluation APC				EUR
Acquisition value	1.478,40	10.305,24	11.783,64	EUR
Ordinary deprec.	1.478,40-		1.478,40-	EUR
Unplanned dep.				EUR
Write-ups				EUR
Value adjustment		10.305,24-	10.305,24-	EUR
Net book value				EUR

Transactions

AssetValDate	Amount	TType	Transaction type name	Text	Crcy
01.10.2023	10.305,24	310	Acquirng transfer of prior-yr acquis. frm cap.asset		EUR



Note: the system will preselect the last asset created and the transactions realized with it.

Nevertheless, the asset number could be modified by clicking the white sheet. In the example, information of the asset is displayed.

The Asset Explorer allows the analysis changes in the value of individual asset master records. It shows both the planned and posted balance sheet and depreciation values of a fixed asset in different forms and summarization levels.

The Asset Explorer consists of:

- A header section where you enter the company code and required asset
- An overview tree for navigating between different depreciation areas
- An overview tree that shows the objects that are related to the asset
- A tab for analyzing planned values, posted values, and different parameters as well as for comparing fiscal years and depreciation areas.