Guidance - Physical Verification Template for Buildings, Land and Infrastructure Items

Global Asset Management Policy Service
I. Introduction

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

This document introduces a Microsoft Excel template ‘Buildings, Land, Infrastructure Physical Verification Template’ to support the physical verification and recording of data findings and discrepancies for buildings, land and infrastructure items.

This document also outlines the procedures to extract architectural object data for buildings, land and infrastructure items from the Umoja system for inclusion in the Microsoft Excel template ‘Buildings, Land, Infrastructure Physical Verification Template’.

II. Process Overview

The end-to-end process flow to extract architectural objects\(^2\) for buildings, land and infrastructure from the Umoja system for an entity are described in the below steps:

1. Extract Umoja Buildings & Infrastructure using REISAO transaction.
2. With reference to Architectural Object ID extracted in Step 1, use transaction IH06 to further extract Umoja Functional Locations and Asset number.
3. With reference to Asset number, use transaction s_alr_87011963 to extract Net Book Values of RE Assets.
4. Update the PV RE Template and validate with the results of the physical verification exercise.

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\(^1\) ST/IC/2013/36 IPSAS Policy Framework, 31 December 2013.
\(^2\) The extraction of architectural objects for buildings, land and infrastructure objects can be executed by any one of the SD, RE or FI roles.
III. Extract Umoja Buildings, Land and Infrastructure using REISAO transaction

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

- Log in Umoja ECC
- Execute transaction REISAO
- Select icon Get Variant
- Select variant /ZREPV

- Extend the Object type and ensure “Building” and “Land or Infrastructure” are selected.
Select Dynamic selection. Select Authorization group. Enter/select the authorization group/entity.

Execute the report

The report will display architectural objects for the authorization group/entity selected.
Extract the report into Excel. Select "Export" > "Spreadsheet".

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

Open the Microsoft Excel file entitled ‘Buildings, Land, Infrastructure Physical Verification Template’.

Click on the REISAO tab. Delete the example rows that are in black colour.
Copy the architectural object data without a header from the Excel extract from Umoja and paste it into the REISAO tab of the Microsoft Excel file ‘Buildings, Land, Infrastructure Physical Verification Template’.

After the data is pasted into the REISAO tab, column T (Arch Object to look Functional Location) is populated automatically. Column T will be used in the next step to look up functional locations.

IV. Extract Umoja Functional Locations and Asset number

This step extracts the functional locations and asset numbers of the architectural objects.
○ In Umoja ECC enter transaction IH06 Display Functional Location.

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

○ Select multiple selection criteria within the Functional Location screen to obtain the Multiple Selection for Functional Location pop-up.
From column "T" in the REISAO tab, copy the data. Use icon \( \text{paste} \) to paste the data into the Multiple Selection for Functional Location pop-up.

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

Select the icon “Execute”
The report will display.

- Extract the report into Excel by selecting “Spreadsheet”. Then in the pop-up select “Continue”
- In the new pop-up choose processing mode Table, and select icon “Continue”

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

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The Umoja excel extract sheet will display.

- In the Microsoft Excel file ‘Buildings, Land, Infrastructure Physical Verification Template’, select the IH06 tab. Delete the example rows that are in black colour.

- Copy the data from the Umoja excel extract without a header and paste it into the IH06 tab.
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V. Extract Net Book Values of RE Assets

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

- In Umoja ECC enter transaction code s_alr_87011963.

- Select icon “Get Variant”. In the pop-up, select “Execute”.
In the pop-up, select variant /ZREASSETPV and hit the icon “Choose”

- Select multiple selection criteria within the Asset number fields.
- Copy Asset numbers from tab IH06, column F (Asset) and then paste into Multiple Selection criteria. Use icon to paste the data.

Then select the icon “Copy”.

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

Select icon “Print preview”

- Extract the report into excel. In header select List>Export> Spreadsheet
In the pop-up select the location where the excel will be saved, enter the file name and save.
- In the Microsoft Excel file ‘Buildings, Land, Infrastructure Physical Verification Template’, select the Asset Net Book Value tab. Delete the example rows that are in black colour.

- Copy the data without a header from the Umoja excel extract and paste it in the Asset Net Book Value tab.
VI. Update the PV RE Template with the results of the Physical Verification Exercise

As a result of the previous steps, the PV RE Template tab is ready for the results of the physical verification exercise.

From this point on, the procedures to complete the physical verification template are dependent on whether the componentization approach for property was adopted by the entity.

a) Procedure for entities that did not adopt the componentization approach (This is primarily the case for Peacekeeping Missions and Special Political Missions.):

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

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

- The sum/count of discrepancy types and total counted is summarized in the same tab.
The document can be uploaded as an attachment into Umoja RE Architectural Object as per Job Aid ‘Upload RE Attachments’.

b) Procedure for entities that have adopted the componentization approach (This applies primarily to HQ, OAH and Regional Commissions.):

Umoja architectural objects record do not exist for building components and subcomponents. Considering that the 'PV RE Template' tab is compiled based on architectural objects, in order to obtain a comprehensive list for buildings subject to physical verification, both tabs 'Asset Net Book Value' and 'PV RE Template' tabs should be jointly utilized. In addition, assets with a Subnumber value of 0 should be filtered out from the 'Asset Net Book Value' tab to avoid duplication of assets for physical verification.

- In the Asset Net Book Value tab, filter out the value “0” in the Subnumber column.

- Proceed with the physical verification of property listed in the Asset Net Book Value tab.
- Enter the results of the physical verification in the yellow columns J, K, L, M and N (Verification Date, Verified By, Discrepancy Type, Discrepancy Details and Object Condition). Further, in column L Discrepancy Type select the appropriate result from the pull-down value.
- The sum/count of results by discrepancy type is summarized in the same tab.

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

- Enter the result of the physical verification in the columns R, S, T, U, V (Verification Date, Verified By, Discrepancy Type, Discrepancy Details and Object Condition). Further, in column T Discrepancy Type, select the appropriate result from the pull-down menu.
The sum/count of discrepancy types and total counted is summarized in the same tab.

The document can be uploaded as an attachment into Umoja RE Architectural Object as per Job Aid ‘Upload RE Attachments’.