

POLICY AND PROCEDURES FOR FIXED ASSET MANAGEMENT**Table of Contents**

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A. PRINCIPLES OF UNFPA ASSET MANAGEMENT POLICY

A.1. Definitions

“**Acquisition cost**” of a fixed asset consists of its purchasing price and all directly attributable costs of bringing the fixed asset to working condition. These may include the cost of site preparation; initial delivery and handling costs including freight and insurance fees; installation costs; professional fees such as for architects and engineers.

“**Asset focal point**” shall mean the individual to whom authority for the maintenance of complete and accurate records of assets received and/or held under the control of UNFPA has been delegated.

“**Asset Management Module**” is an Atlas module used by UNFPA to record all asset management function transactions.

“**Attractive item**” is an item, with a value of less than US\$1,000 that can easily be removed from its location and converted into cash. Each office is responsible for identifying any attractive items that may exist within the office. Attractive items may include laptop/tablet computers, scanners, printers, CD burners, external hard drives, or other portable electronic equipment.

“**Control**” exists when UNFPA can use or otherwise benefit from the fixed asset in pursuit of its objectives and can exclude or otherwise regulate access of others to that benefit. Fixed assets acquired for and transferred to an implementing partner are not controlled by UNFPA and therefore must not be recorded in the Atlas Asset Management Module.

“**Field office**” shall mean regional, sub-regional, and country offices.

“**Fixed asset**” (also known as property, plant, and equipment) shall mean any property, leasehold improvement or equipment purchased or donated to UNFPA and which is under the control of UNFPA. Intangible assets such as software are not considered fixed assets under this policy. Fixed assets must meet the following criteria:

- Acquisition cost is greater than or equal to US\$1,000 per unit (US\$5,000 or more for leasehold improvements).
- A service lifetime of at least three years.

“**Head of unit**” shall mean representative, division director, regional or subregional director, country director of the Chief of Operations (or the delegated officer), as appropriate, and chiefs of liaison offices.

“**Heritage asset**” is an asset which has been received by UNFPA as a gift and has cultural, environmental or historical significance.

“**In-kind**” shall mean non-cash assistance received by UNFPA from third parties. This is regulated by the [UNFPA In-kind Goods and Services Contribution Policy](#).

“**Leasehold improvement**” shall mean an improvement to leased or rented premises with a value of USD \$5,000 or more made by UNFPA. A leasehold improvement is a physical asset that becomes a permanent part of an existing leased building, such as walls, rooms, electrical, plumbing, etc. and will be used for more than one financial reporting period (12 months). See Annex III for additional details.

“**UNFPA personnel**” shall mean those persons engaged as interns, United Nations volunteers, service contract holders, special service agreement holders, and procurement contract holders.

“**UNFPA staff**” shall mean holders of UNFPA letters of appointment serving on permanent, continuing, fixed-term or temporary appointment contracts

1. For the purposes of the policies and procedures contained herein, unless specifically noted, ‘assets’ will refer to fixed assets, attractive items and heritage assets as defined above.

A.2. Scope

2. The policies contained herein apply to the recording, use, security, control, maintenance, disposal, and theft of all UNFPA-owned and -controlled assets¹, at headquarters, liaison, and field offices, whether purchased by UNFPA or obtained through a donation in kind².

A.3. Delegation of Asset Management Authority

3. The Executive Director shall be responsible for the administration of this policy.

4. The Executive Director may delegate authority for the asset management function to the Deputy Executive Director Management, and the Director, Division for Management Services.

5. The Director, Division for Management Services may delegate his/her authority to heads of unit, as well as to the Chief, Facilities and Administrative Services Branch.

6. Heads of unit and the Chief, Facilities and Administrative Services Branch may further delegate asset management authority to a member of their staff.

¹ UNFPA does not control an asset if title is transferred to an implementing partner or if it was procured for common services purposes (see article 10 of the [standard MoU on Common Services](#)).

² For further information on these, see [UNFPA In-kind Goods and Services Contribution Policy](#) [<https://docs.myunfpa.org/docushare/dsweb/View/Collection-1923>].

7. Each individual delegated with asset management authority must complete the Fixed Asset Certification Course within 90 days of being assigned responsibility to undertake these duties.

A.4. General Principles

8. Those responsible for asset management shall be guided by the following principles:

- i. Ensure integrity and accuracy in financial and administrative recording of assets;
- ii. Ensure that assets which are procured are needed and are ‘value for money’;
- iii. Ensure the safeguarding of all assets;
- iv. Promote due care and attention to the maintenance of assets;
- v. Safeguard UNFPA interests in the disposal of assets;

Financial Regulations and Rules

9. Management of assets must comply with [UNFPA Financial Regulations and Rules](#). As outlined, the delegation of asset management authority is granted on an individual basis and requires delegated authorities to adhere to the relevant portions of the controlling legal instruments. In case of any inconsistency or ambiguity, these instruments must be applied in the following order of priority:

- i. Article 100 of the [Charter of the United Nations](#) [<http://www.unfpa.org/admin-resource/hr-framework>];
- ii. [UNFPA Financial Regulations and Rules](#)
- iii. [<https://www.unfpa.org/admin-resource/financial-framework>]; and the [Staff Regulations and Rules of the United Nations](#) [<http://www.unfpa.org/admin-resource/policy-personnel-staffing>]; and
- iv. The applicable [UNFPA policies and procedures](#) [<http://www.unfpa.org/policies-procedures-manual>]

Conflict of Interest

10. It is mandatory that all UNFPA staff/personnel that have any direct or indirect interest in the purchase, disposal, or transfer of assets under their consideration, thereby giving rise to a conflict of interest, disclose the same in writing to their supervisor. Further, they must refrain from becoming involved or impacting the final outcome of any such activity. In the event of any doubt arising at any occasion, the staff/personnel or other parties concerned should discuss the matter with their supervisor and if necessary, seek guidance and advice from the Chief, Facilities and Administrative Services Branch.

B. HOW TO ENSURE THE PROPER RECORD KEEPING OF ASSETS**B.1. Always Record and Maintain Asset Data (see flowchart in [Annex XIII](#))**

Step 1: Enter asset information correctly - Staff/personnel who purchase assets are responsible for ensuring that asset information is correctly entered in the ‘asset information’ tab in the requisition or purchase order that is created in Atlas. In the case of international procurement the asset business unit may differ from the purchase business unit. However, the asset business unit is always the business unit where the asset will be used or is located.

Due to the difficulty in correcting asset information in Atlas once it has been entered, staff/personnel must ensure that information is accurate and seek guidance from the asset focal point if necessary.

Step 2: ‘Receipt’ of the asset - Asset information entered into Atlas at the requisition/purchase order stage above is automatically transferred to the Asset Management Module upon ‘receipt’ of the asset in Atlas.

Type of purchase	When to record ‘receipt’ in Atlas	When to put the asset ‘in service’ in Atlas Asset Management Module
Local purchases	Upon ‘physical receipt’ ie. when the asset is physically received at the field office.	Immediately upon physical receipt.
International purchases	When shipping documents such as a ‘bill of lading’ are received by an office (this can be in advance of the physical receipt of the asset).	

Step 3: Verify information is correct in the Asset Management Module - Once an asset is received, the asset focal point must ensure that asset information is correctly recorded in accordance with UNFPA recording convention ([Annex I](#)) in the Asset Management Module and also ensure the following:

Asset Type	Set to ‘in service’ in Atlas general information tab	‘To be capitalized’ in the Atlas acquisition detail tab
Fixed assets	Yes	Yes – status set to ‘To be capitalized’
Attractive items	Yes	No – status must be set to ‘never capitalize’
Heritage assets	Yes	No – record under heading ‘heritage asset’, status must be set to ‘never capitalize’, and assign value of US\$ zero irrespective of the actual value of the item

Use manual addition of assets with ‘Basic Add’ only when necessary

11. If an asset is purchased without entering asset information in a requisition or purchase order, the asset’s information must be entered manually to the Asset Management Module. For further details refer to “Create a New Asset (Manual Asset Entry-Basic Add)” in [Annex XI](#).

12. Capitalization of assets using the ‘basic add’ feature must be kept to a minimum to maintain the linkage of assets to their original purchase order/receipt and prevent errors associated with manual entry of information into Atlas.

Step 4: Perform a monthly reconciliation of assets - To ensure that assets are properly recorded, the asset focal point must compare the Cognos ‘potential assets report’ with a list of recorded assets on a monthly basis to ensure that all new additions have been correctly added into the Asset Management Module. The Cognos ‘potential assets report’ identifies all items that were procured by an office and that could potentially be fixed assets. Any discrepancies between the Cognos ‘potential assets report’ and the recorded acquisitions as reported in the Asset Management Module must be updated according to Step 3 above. See [Annex XII](#) Reporting Tools for further details on the Cognos ‘potential assets report’.

B.2. Items Intended for Implementing Partners Are *NOT* Recorded in the Asset Management Module

13. Normally, legal title and custodianship of items purchased for implementing partners is transferred immediately to the implementing partner following purchase. These items are not recorded in the Asset Management Module and no information is entered in the ‘asset information’ tab of a requisition or purchase order as stated [Step 1](#) above.

14. If item information for items intended for implementing partners is entered into the ‘asset information tab’ of requisition or purchase order, it will be transferred to the Asset Management module upon creation of financial receipt in Atlas, which is not correct. To correct such errors, the asset focal point must select ‘disposed’ under the asset status field in the ‘general information’ tab in Atlas for the item in question. Refer to [Annex XI ‘Putting an Asset In-service’](#) section for further details.

15. In some circumstances, however, the head of unit may decide that transferring legal title of assets purchased for an implementing partner to the implanting partner is not in the best interests of UNFPA. In these situations the head of unit may choose to transfer only custodianship of the items and retain legal title for UNFPA. In this case, the asset must be recorded in the Atlas Asset Management Module because it is still considered a UNFPA asset. This also means that accountability remains with UNFPA and this policy applies to those assets. To keep track of these assets implementing partners must sign the [Asset Custodian Form \(Annex IV\)](#). In the case of vehicles, article B.4.5.c of the [Vehicle Management Policy](#) applies.

16. Under no circumstances may custodianship of assets be transferred (without the transfer of legal title as described above) to a party that does not have a valid implementing partner agreement signed with UNFPA at the time of the transfer. See [section H.1](#) for additional details.

B.3. Other Important Information on Recording and Maintaining Asset Data

Fixed assets must not be recorded under Atlas projects that are nearing completion

17. Fixed assets recorded under Atlas project ID that are nearing operational completion must be transferred to active Atlas project ID prior to the operational closure of these projects.

Fixed assets must not be charged to expiring fund codes

18. All UNFPA fixed assets must be charged to a valid chart of accounts. Fixed assets cannot be charged to an expired fund code. Fixed assets recorded under expiring fund codes must be transferred in the Asset Management Module to corporate fund code 3FPAX in the month the fund code is set to expire. For example, if a fund code is set to expire on 30 June 2013, fixed assets under that code must be transferred to 3FPAX in June 2013.

Fixed assets purchased with regular resources cannot be transferred to earmarked fund codes

19. Under no circumstances may fixed assets purchased with regular resources be transferred to earmarked fund codes. For more details on the transfer of fixed assets refer to the [Guidance Note on the financial and accounting impact of the new IPSAS compliant treatment of Property, Plant and Equipment \(PPE\)](#).

B.4. Mobile Phones are Not Recorded in the Asset Management Module

20. At headquarters, the large number of mobile phones in circulation requires a separate tracking mechanism and therefore mobile phones are not entered into the Asset Management Module in Atlas. Instead, the communication associate, within the Management Information Services Branch, is responsible for maintaining a list of mobile phones and their custodians as well as maintaining all relevant records.

C. HOW TO PERFORM THE ANNUAL PHYSICAL VERIFICATION OF ASSETS**C.1. Complete the Physical Count Process (see flowchart in [Annex XIV](#))**

21. An annual physical count of all fixed assets must be conducted by UNFPA staff/personnel, ensuring there is a segregation of duties. The physical count must be finalized at the earliest before year end in the last quarter. Assets in the custody of implementing partners but under legal title of UNFPA must be included in the physical count.

A physical count generally consists of the following steps:

Step 1: Run the ‘in-service assets report’ from Cognos for assets that are ‘in service’. (See section [A2. in Annex XII](#) for further details).

Step 2: Perform a physical count of fixed assets and compare with the ‘in-service assets report’.

Step 3: If a fixed asset that has been physically counted is not found in the ‘in-service assets report’ it must be added in the Asset Management Module as of the date it became available for use (for instructions see section 1 and Annex XI). Likewise, if a fixed asset is in the ‘in-service assets report’ but is not physically verified, it must be removed from the Atlas Management Module ([see Annex X](#)).

Step 4: Ensure that each fixed asset is in useable condition and required for the conduct of UNFPA’s business. Assets which are no longer useable or otherwise required for the conduct of UNFPA’s business must be physically disposed of and retired from the Asset Management Module ([see Annex IX](#)).

Step 5: For all remaining fixed assets, the office is responsible to check if there are any indicators of impairment / impairment reversal. If such indicators are present, this must be communicated to the Chief, Facilities and Administrative Services Branch following instructions in [section G](#).

Step 6: At the end of the count, the ‘in-service assets report’ must reconcile with the physical count. A reconciliation sheet ([Annex X Reconciliation Activity Sheet](#)), showing the differences between the physical count and the Asset Management Module, as well as corrective actions taken to reconcile differences must be kept on file and sent to headquarters if requested.

Step 7: Evidence of the physical count and the subsequent reconciliation must be dated, signed by the UNFPA staff members who conducted the count, and initialled on every page. Documentation related to the count must be retained on file for two years for review by internal and/or external auditors, if requested. (For a sample of documentation to be kept on file, see [Annex IX](#) and [X](#)).

C.2. Certify Assets

22. At headquarters, Chief, Facilities and Administrative Services Branch must submit an ‘asset certification letter’ to the Deputy Executive Director, Management verifying that the physical count for headquarters has taken place, that assets exist, are in operation and tagged as per UNFPA policies and procedures. The letter must confirm that the Atlas ‘fixed asset report’ for fixed assets is accurate and complete as per reconciliation with the results of the physical count. The letter must be submitted by 15 January certifying fixed assets as of 31 December of the preceding year.

23. In field offices, heads of unit must complete the online asset certification letter ([Annex V](#)) by no later than 15 January, certifying fixed assets as of 31 December of the preceding year.

D. HOW TO ENSURE THE PROPER MAINTENANCE AND REPAIR OF ASSETS

D.1. Assess Requirements for Maintenance and Repair

24. Most equipment requires routine preventive maintenance to ensure maximum performance and efficiency. Scheduled maintenance may be covered under the warranty or guarantee for newly-acquired items. The maintenance focal point (in field offices generally the operations manager or administrative assistant) is responsible for ensuring that all scheduled maintenance for items under warranty is carried out as required. He/she must arrange to have assets inspected periodically, and to have routine cleaning and preventive maintenance performed as appropriate.

25. Despite the preventive measures provided by routine maintenance, assets will occasionally break down or be damaged. The maintenance focal point is responsible for arranging necessary repairs as quickly and economically as possible.

D.2. Arrange for Maintenance and Repairs

26. Every effort must be made to ensure that all maintenance contracts are entered into with reputable suppliers in order to maximise the quality and efficiency of maintenance contracts. Records of reputable companies performing these services must be maintained, including details regarding the degree of satisfaction with overall quality and economy of their services by the maintenance focal point. Where new suppliers are sought, it is recommended that other local United Nations offices are contacted for recommendations or references of companies that have already been vetted. Appropriate market research must be conducted to obtain estimates of the probable cost of the required service.

D.3. Do Not Capitalize Maintenance and Repair Costs

27. Maintenance and repair costs of assets are not capitalised.

D.4. Ensure Record Keeping of Maintenance and Repair Costs

28. With the exception of minor routine maintenance, the asset focal point must ensure that records are kept for all maintenance and repairs to all assets. Where appropriate, these records will allow assessment of the overall quality and cost of maintaining any one asset, and may also be used in reviewing and analysing the cost effectiveness and adequacy of current maintenance and repair arrangements. At headquarters, responsibility

for information technology equipment lies with Management Information Services Branch.

D.5. Maintenance and Repair of Assets which are not under UNFPA Custody

29. Assets which are not under UNFPA custody are not to be maintained or repaired by UNFPA. All costs related to these assets are the full responsibility of the party with custodianship over these assets.

E. HOW TO ENSURE THE SECURITY AND CARE OF ASSETS

30. Every effort must be made to ensure that assets are stored securely and cared for properly. Wherever possible, assets must be secured so that they are not easily removed or easily visible. Small attractive items and fixed assets (such as laptops, cameras and video equipment) must be stored in locked desks or cupboards which are in safe areas (e.g. away from corridors or other high-traffic areas).

31. Any staff/personnel assigned to a designated location must ensure that assets within that location are treated with care. Any incidence of malfunction, loss, theft, disappearance, movement, new purchases or damage must promptly be reported to the asset focal point.

E.1. Ensure Control of Mobile Electronic Items

32. UNFPA staff/personnel who are issued mobile electronic items (ie. laptops, digital cameras, projectors) must complete the ‘Asset Custodian’ form ([see Annex IV](#)) indicating that they are responsible for the asset while it is in their custody. The form must be given to the asset focal point for filing.

E.2. Assign a Location to Assets

33. For tracking purposes each fixed asset must be assigned a specific location within office premises designated as per [Annex XI](#).

34. Any acquisition, movement, loss, or disposal of assets must be reflected in the Asset Management Module by the asset focal point.

E.3. Seek Approval Before Moving Assets within UNFPA offices

35. Headquarters – Staff/personnel must not move or relocate any assets assigned to a specific location including furniture and equipment. Only Facilities and Administrative Services Branch staff/personnel is authorized to move UNFPA assets. Requests to move assets may be done through the [Integrated Service Desk](#).

36. Field and liaison Offices – Staff/personnel are not to move or relocate any UNFPA assets (furniture and equipment) without prior written authorisation from the head of unit or his/her designated official, usually the asset focal point.

37. Once an asset is moved, the asset focal point is responsible for updating the Atlas Management Module (see [Annex XI](#) for instructions).

E.4. Seek Approval Before Temporarily Removing Assets from Offices

38. Headquarters - Permission must be granted to staff/personnel to remove assets from the office by the division director, deputy director, branch chief or delegated person. The ‘asset request form’ ([Annex II](#)) must be completed in order to effect this request. Headquarters staff/personnel are also required to complete a form for the building management company which can be obtained from the administrative associate in the Facilities and Administrative Services Branch.

39. Field offices - Permission to temporarily move assets must be granted by the head of unit or by the asset focal point if authority has been delegated, using the ‘asset request’ form ([Annex II](#)).

40. In both headquarters and field offices, UNFPA staff/personnel who have completed and signed the asset custodian form ([Annex IV](#)) indicating that they are responsible for the laptop computer while it is in their custody are exempt from filing an asset request form ([Annex II](#)).

E.5. Affix UNFPA Decals to All Assets

41. For purposes of identification and visibility, a UNFPA decal must be affixed to all assets in UNFPA’s custody. Assets in the custody of an implementing partner must be identified with a ‘Sponsored by UNFPA’ decal. Guidelines on the placement, material to be used, colour and size of the UNFPA logo can be found in the UNFPA Identity Style Guide³[<http://www.unfpa.org/styleguide/>].

E.6. Affix Asset Tags to All Assets

42. All assets must be tagged according to the tagging convention outlined in [Annex I](#)⁴. If a tag falls off from an asset it must be replaced. The replacement tag must contain the same information as the original tag.

³ To obtain the username and password to the UNFPA Identity Style Guide website and/or a hardcopy of the UNFPA Identity Style Guide, offices should contact the Media Services Branch of the Information and External Relations Division

⁴ Vehicles can be identified through the registration plate and, therefore, do not need an additional tag

F. HOW TO MANAGE THE LOSS OR THEFT OF ASSETS**F.1. Write-off of Loss or Theft of Assets**

43. Each unit is required to conduct its own review of any assets which are lost or stolen using the 'Request for Asset Disposal or Theft Investigation' form ([Annex VI](#)). The staff/personnel to whom the equipment was assigned must also provide a written report of the review which must be signed by the head of unit.

44. Any loss of an asset with a net-book value of US\$2,500 or less at the time when loss is discovered is reviewed by Chief, Facilities and Administrative Services Branch and such amounts can be written off without further approval subject to the findings of the review.

45. Any loss of an asset with a net-book value above US\$2,500, at the time when loss is discovered, is reviewed by Chief, Facilities and Administrative Services Branch and a formal request for write-off is required through the Office of the Director, Division for Management Services to the Executive Director.

46. Regardless of the amount of the loss, the request must always be brought to the attention of the Director, Office of Audit and Investigation Services if there is any allegation of misconduct.

47. The Chief, Facilities and Administrative Services Branch is responsible for any follow up issues regarding the loss or theft and for ensuring the necessary corrections are made in the Asset Management Module to reflect the loss or theft.

48. Chief, Facilities and Administrative Services Branch provides a list to the United Nations Board of Auditors each year on any assets lost or stolen and/or proposed for write-off.

49. For the loss or theft of any asset involving the Chief, Facilities and Administrative Services Branch, the incident is reviewed directly by Director, Division for Management Services.

F.2. Review Process As Required

50. Chief, Facilities and Administrative Services Branch will conduct a review of incidents of lost or stolen assets and conduct interviews with the department(s) concerned as required.

51. After a review is completed, the 'Request for Asset Disposal or Theft Investigation form' and review report will be submitted by Chief, Facilities and Administrative Services Branch to the asset focal point within the organizational unit where the loss took place.

F.3. Disciplinary Action

52. In the review report, Chief, Facilities and Administrative Services Branch must indicate if a staff member is found accountable according to the [UNFPA Policy on Accountability, Disciplinary Measures and Procedures in UNFPA](https://docs.myunfpa.org/docushare/dsweb/View/Collection-5911). [https://docs.myunfpa.org/docushare/dsweb/View/Collection-5911].

53. Regardless of asset value, if a staff member is found to be accountable, disciplinary action will be taken according to the following procedures.

Referral to Director, Office of Audit and Investigation Services

54. The case must be referred to the Director, Office of Audit and Investigation Services (OAIS) for further consideration. If misconduct is substantiated, the Executive Director may take such disciplinary or other administrative action in accordance with the Staff Regulations and Rules, and may require the responsible official to reimburse the loss fully or partially.

Personal Liability

55. The Executive Director may determine whether or not personal liability is appropriate based on the following guidelines:

- Based on the degree of fault, the total dollar value of personal liability will be determined by multiplying the assessed percentage of liability (30% - 100%) by replacement value.
- For locally recruited staff, personal liability will not exceed 10% of the staff member's annual income in case of negligence and gross negligence. There is no limit on personal liability for international staff.
- For all cases of intentional loss or theft there will be no limit on personal liability and separate disciplinary action will be pursued by the Executive Director.

F.4. Ensure Recordkeeping

56. Upon receipt of the review report and the 'Request for Asset Disposal or Theft Investigation' form by the asset focal point, he/she must arrange for the disposal of the asset in Atlas (see [Annex X](#) for details) and file the signed 'Request for Asset Disposal or Theft Investigation' form and review report.

G. HOW TO ASSESS FIXED ASSETS FOR IMPAIRMENT**G.1. Recognize an Impairment Loss**

57. Impairment is defined as *the loss of value of an asset due to exceptional circumstances that limit its use and service potential*. A fixed asset is impaired when its value is reduced beyond levels of reduction recorded through normal depreciation.

The most common indicators of impairment

58. All organizational units must assess fixed assets for impairment. The most common indicators of impairment include:

- Physical damage;
- Legal changes that negatively affect the ability of UNFPA to use or dispose of a fixed asset;
- Evidence that the service performance of a fixed asset is or will be significantly worse than expected;
- Technological obsolescence;
- Internal decisions which negatively affect the use and/or useful life of a fixed asset;
- Decline in usage.

Report any indicators of impairment to Facilities and Administrative Services Branch

59. All cases where indicators of impairment are present must be reported to the Facilities and Administrative Services Branch through submission of the 'Request for Asset Disposal or Theft Investigation' form. Other documents may also be requested such as:

- Damage or inspection report from external authority (e.g. police report in the case of vehicle accident or a report from the fire department in case of fire);
- Valuation report from an external party showing the fair market value of the fixed asset;
- External quotes for repair works needed to bring the fixed asset to pre-impaired condition;
- Copy of new legislation affecting use or disposal of fixed asset.

Facilities and Administrative Services Branch conducts testing

60. Upon receipt of supporting documentation, the Facilities and Administrative Services Branch tests for impairment and determines the fixed asset's recoverable service amount. If a fixed asset's net book value is greater than its recoverable service amount an impairment loss is recorded in Atlas by the Facilities and Administrative Services Branch. Organizational units must not process any entries in Atlas for impairment.

Only fixed assets with net book value above \$2,500 are tested for impairment.

Asset certification letters confirm assessment of indicators of impairment

61. All 'asset certification letters' completed after the physical verification of assets discussed in [section C](#) must include confirmation that fixed assets were assessed for indicators of impairment and that any indicators of impairment were communicated to the Facilities and Administrative Services Branch.

62. All cases of impairment are submitted by Facilities and Administrative Services Branch to the Property Survey Board for assessment of the reasons for impairment.

63. The recording of impairment in UNFPA's books is done based on results of impairment test and independent from the review by the Property Survey Board.

G.2. Recognise When a Reversal of an Impairment Loss Must be Made

The most common indicators of impairment loss reversal

64. Each organizational unit must assess if there is an indication that a previously recognized impairment loss no longer exists or requires adjustment. Some examples of circumstances that may lead to a reversal of an impairment loss include:

- Repair of physical damage;
- Further changes to the legal environment that have a positive impact on the ability of UNFPA to use or dispose of a fixed asset;
- Resurgence of demand or need for services provided by the fixed asset;
- Evidence that the service performance of fixed asset will be significantly better than expected;
- Significant increase in fixed asset's fair market value.

Report any indicators of impairment loss reversal to Facilities and Administrative Services Branch

65. All cases where indicators of reversal are present must be communicated to the Facilities and Administrative Services Branch through submission of the 'Request for Asset Disposal or Theft Investigation' form. Other documents may also be requested such as:

- Report from the company that performed repair works confirming that original damage has been liquidated / diminished;
- Valuation report from external party showing the new fair market value;
- Copy of changes to the legislation positively affecting ability of UNFPA to use or dispose of a fixed asset.

Recalculation of fixed asset's recoverable service amount

66. Upon receipt of support documentation, the Facilities and Administrative Services Branch re-calculates the fixed asset's recoverable service amount. If the revised recoverable service amount is greater than the fixed asset's original recoverable service amount, an impairment loss reversal is recorded in Atlas by the Facilities and Administrative Services Branch. Organizational units must not process any entries in Atlas for reversal of impairment loss.

Asset certification letters confirm assessment of indicators of impairment loss reversal

67. All 'asset certification letters' completed after the physical verification of assets discussed in section C must include confirmation that fixed assets were assessed for indicators of impairment loss reversal.

68. All cases of impairment loss reversal are submitted by the Facilities and Administrative Services Branch to the Property Survey Board to assess reasons for impairment reversal and to consider retracting / reducing personal responsibility that may have been assigned to any official of UNFPA or other party for the initial impairment loss. Recording of impairment loss reversal in UNFPA's books is done based on results of impairment test and independent from the review by the Property Survey Board.

H. HOW TO TRANSFER ASSETS

H.1. Determine the Type of Fixed Asset Transfer

Type 1: Transfers within UNFPA

When transferring assets between UNFPA offices, the following procedures must be followed:

Step 1: Before the transfer, the asset tag must be removed from the asset by the office transferring the asset.

Step 2: The transferring office must accompany the transferred assets with an 'asset transfer' memo which includes a detailed description of the assets transferred, and the quantity, date, and serial number(s) (where appropriate). The title, printed name in block capitals, and legible signature of the staff/personnel who receives the goods should be recorded to verify the transfer.

Step 3: The signed 'asset transfer memo' must be returned to the asset focal point of the office that transferred the asset (s).

Step 4: When the asset focal point has received confirmation that a fixed asset has been moved and, where appropriate, title has been transferred, he/she must reflect the changes

in the Asset Management Module and file the appropriate documentation. Refer to [Annex XI. Step 9b](#) for Atlas procedures.

Type 2: Transfer of legal title to an implementing partner or external party

With the exception of workplans implemented directly by UNFPA, all items purchased for government or implementing partners must be transferred to those parties immediately, upon physical receipt, using the 'transfer of title form' ([Annex VII](#)). This form transfers legal title of assets from UNFPA to the recipient and thus must be duly signed by both parties and returned back to UNFPA. It should be noted that items intended for implementing partners must not be registered in the Asset Management Module as discussed in section [B.2](#) above. If an item intended for an implementing partner is incorrectly recorded in the Asset Management Module it must be removed as per section [B.2](#).

Type 3: Transfer of custodianship but retaining legal title

As described in [section B](#), in exceptional circumstances, the head of unit may decide that immediate transfer of legal title of an asset to an implementing partner is not in the best interests of UNFPA. In such instances, the head of unit may transfer only custodianship of assets and retain legal title with UNFPA. The implementing partner must sign the Asset Custody Form (see Annex IV) and return it back to UNFPA. Only individuals listed as 'Authorized Officers' in the implementing partner agreement with UNFPA may sign the Asset Custody Form on behalf of the implementing partner.

Such assets are considered to be under control of UNFPA and thus are recorded in the Asset Management Module in Atlas following procedures in section [B.1](#).

I. HOW TO DISPOSE OF AN ASSET

I.1. Roles and Responsibilities

69. Headquarters and liaison offices - At headquarters and liaison offices, heads of unit are responsible for submitting requests for approval of asset disposals to Chief, Facilities and Administrative Services Branch. Approved requests for asset disposals must also be provided to the headquarters Property Survey Board for information purposes. The asset focal point is responsible for all aspects of record keeping associated with the disposal of assets. Chief, Facilities and Administrative Services Branch is responsible for approving whether as well as the manner in which an asset may be disposed of.

70. Field offices - The head of unit is responsible for submitting requests for approval of asset disposal to the Contracts, Assets, and Procurement Committee⁵ or the locally established Property Survey Board. The asset focal point is responsible for all aspects of

⁵ Guidelines and Terms of Reference for the Contracts, Assets, and Procurement Committee are outlined in the [UNDP User Guide](http://content.undp.org/go/userguide/cap/procurement/;jsessionid=a-KJ843hc-H8) [http://content.undp.org/go/userguide/cap/procurement/;jsessionid=a-KJ843hc-H8].

record keeping associated with the disposal of assets. The asset focal point or local Property Survey Board is responsible for approving whether as well as the manner in which an asset may be disposed of.

I.2. Assess Whether an Asset Can be Disposed

An asset may be disposed of when:

- it no longer meets technological requirements⁶ in terms of information technology hardware or;
- it has been clearly established by the Head of Unit that there is no further business need for the item concerned or;
- it no longer functions and repairs are not cost effective; or
- it has been established that retaining legal title over items under custody of implementing partner is no longer in the best interests of UNFPA

I.3. Consider Disposal Options

71. The appropriate method of disposal for the circumstances described above will depend on the type of asset as well as local market conditions at the duty station. The following disposal methods may be considered:

Option A: Sale of fixed assets through a competitive bidding process

72. Fixed assets must be sold using a competitive bidding process unless all of the following conditions are satisfied:

- the net book value of the asset is less than or equal to US\$5,000;
- the best interests of UNFPA are served by sale at fixed unit prices; and
- the exchange of surplus property in partial or full payment of the replacement equipment or supplies would be in the best interest of UNFPA.

73. When a competitive bidding process is followed, the asset focal point must ensure that the following procedures are strictly applied:

Step 1: Verify staff/personnel status of bidders

74. Locally recruited staff/personnel of the United Nations system of organisations are permitted to participate in the competitive bidding exercise and to purchase, for their personal use, the item being disposed of, on equal basis with other bidders. Internationally recruited United Nations staff members/personnel and their tax exempt relatives are always excluded from bidding.

⁶ For further details on standards for IT equipment, see the [Management Information Systems Guidelines](https://docs.myunfpa.org/docushare/dsweb/View/Collection-209) [https://docs.myunfpa.org/docushare/dsweb/View/Collection-209].

Step 2: Correctly accept and record bids

75. The process of accepting and recording of bids must strictly adhere to the following:

- The final date, hour, and place for submission of bids and the required validity of bids must be clearly specified in the invitation to bid document.
- Unless otherwise stated, bids containing price information must be submitted in sealed envelopes clearly marked ‘SEALED BID’ or through a secure internet site or facsimile line. Bid submissions are not admissible via email or facsimile unless routed through a secure site or line as mentioned above.
- Bids must remain confidential until the opening of all bids.
- Email and facsimile communications are permissible in issuing information to bidders and in the clarification of queries.
- Bids must be opened in front of witnesses, and, where possible, bidders may be present.
- The name of the bidder and the total amount of the bid must be read aloud and recorded.
- Bids received after the time stipulated cannot be considered. Late bids must be returned unopened to the bidders. Any waiver of this condition must be fully justified in writing.
- The final evaluation of proposals of bids shall be signed by the head of unit in cases of local sale and by the Chief, Facilities and Administrative Services Branch in cases of headquarters sale.

Step 3: Award bid on basis of highest price

76. Wherever bidders meet all stipulated conditions of sale and fully comply with standard UNFPA terms of business, all other considerations being equal, the sale must be awarded on the basis of price. In this context, the bidder tendering the highest price is awarded the sale.

77. Wherever the bidder offering the highest price does not receive the award of sale and in any instance where it is proposed to award the sale to anyone other than the highest bidder, the designated authority must refer the matter to the Property Survey Board, in the case of headquarters, or the Contracts, Assets, and Procurement Committee or local Property Survey Board in the case of local offices. Where approval is granted by the

Property Survey Board, Contracts, Assets, and Procurement Committee or local Property Survey Board, the 'Request for Asset Disposal or Theft Investigation' form ([Annex VI](#)) must be signed by a designated official to verify as such.

78. If no bids are received or the bids are too low in relation to the market value of the item, the office needs not to re-advertise. The Chief, Facilities and Administrative Services Branch or head of unit may negotiate the sale with interested buyers and accept the highest offer without referring the matter for review.

Step 4: Comply with governmental regulations

79. The designated authority must strictly observe government regulations regarding the sale of items. The buyer is responsible for any and all tax due on the asset.

Option B: Transfer of Computing Equipment to Active Staff

80. Computing equipment may be transferred to staff when:

- the net-book value is less than or equal to US\$2,500 and
- the best interests of UNFPA are served.

Any computer equipment that has been deemed appropriate for disposal, according to Management Information Services Branch, may be disposed of on a least cost basis without compromising security of the UNFPA.

Option C: Sale of Computing Equipment to Staff Leaving UNFPA

81. If a computer used by a staff member leaving UNFPA still has a net-book value above zero, the staff member has the option to purchase the item for the remaining net-book value as at date of staff member's departure, subject to the approval of Management Information Services Branch.

Option D: Donate Assets

82. Donation of assets may only be considered if the item is in good working order using the 'Transfer of Title Pursuant to Sale or Donation' form in [Annex VIII](#). The form must be maintained by asset focal point for audit purposes.

Option E: Discard Assets

83. Discarding assets may be considered when the asset is completely obsolete, cannot be sold or donated, or when the required repairs are no longer cost effective. The hard drives of all computer equipment must be destroyed before it is discarded. Recycling is the first option for assets that are to be discarded. Special attention must be paid to selecting a recycler that has pledged not to export toxic waste, products and technologies

(especially e-waste) to developing countries, where it can pose a serious environmental and health hazard.

I.4. Approval Thresholds for the Disposal of Assets (other than write off or loss)

Fixed assets with net book value less than or equal to US\$5,000
<ul style="list-style-type: none"> • The head of unit or Chief Facilities and Administrative Services Branch has been delegated the authority to dispose of equipment with a net-book of less than or equal to US\$5,000. • The Request for Asset Disposal or Theft Investigation form (Annex VI) must be completed by the asset focal point, signed by the head of unit or Chief Facilities and Administrative Services Branch and returned to the asset focal point. In case where assets with a net-book value over US \$5,000 need to be split up or divided for any reason into various items the spirit of this policy requires the head of unit or Chief, Facilities and Administrative Services Branch to submit a request for disposal of the complete asset in accordance with the instructions below depending on the total net-book value of the asset. • Following approval by the Chief Facilities and Administrative Services Branch, a list of headquarter disposals must be shared with the Property Survey Board for information only.
Fixed assets with a net book value greater than US\$5,000 and less than or equal to US\$30,000
<ul style="list-style-type: none"> • Requests for disposal of individual items with a net-book value greater than US\$5,000 per item must be forwarded to the Contracts, Assets, and Procurement Committee or local Property Survey Board (or, in the case of headquarters and liaison offices, to the headquarters Property Survey Board) for review, through the head of unit, using the Request for Asset Disposal or Theft Investigation form (Annex VI). • Upon approval, the Request for Asset Disposal or Theft Investigation form and minutes from the Committee or Board meeting must be signed by a designated official and returned to the asset focal point for processing. • The organisational unit must document the reason for disposal and provide justification for the proposed method of disposal. If the item is to be sold, the unit is responsible for researching and documenting the expected sale price, regardless of the method of sale.
Items with a net-book value greater than US\$30,000
<ul style="list-style-type: none"> • Requests for disposal from organisational units of individual items with a net-book value greater than USD \$30,000 per item must follow the same process as for items greater than USD \$5,000 mentioned above. • In addition, once the Contracts, Assets, and Procurement Committee or local Property Survey Board has made a decision, the request must be forwarded to headquarters Property Survey Board for final approval. • For country offices, the representative should submit the request to the Chief, Facilities and Administrative Services Branch, whereas heads of unit of regional, sub-regional, and liaison offices must submit the request to the headquarters Property Survey Board directly.

I.5. Procedures for the Disposal of Assets

84. Once the approval process has been completed and the buyer identified, the following procedures regarding the movement of assets and transfer of title must be strictly followed by the asset focal point:

Step 1: Before the asset is transferred to the recipient, the asset tag must be removed from the asset.

Step 2: The sale must be accompanied with:

- a completed Transfer of Title Pursuant to Sale/Donation form ([Annex VIII](#)) for sale or donation of the asset; or

Step 3: Upon receipt, the Transfer of Title Pursuant to Sale/Donation form (Annex VIII) or the letter to return asset to donor, must be signed or acknowledged in writing by the recipient to confirm the transfer.

Step 4: A copy of the Transfer of Title Pursuant to Sale/Donation form (Annex VIII) or the letter to return asset to donor must be sent to the asset focal point in the originating office.

I.6. Other important information on disposal of assets

Conditions of disposal are on an 'as-is' basis

85. In all cases, assets are disposed of on an 'as-is where-is' basis. UNFPA makes no guarantee as to the condition of the asset and holds no liability for assets once title is transferred.

Sales are on a cash basis

86. Sales of UNFPA property are on the basis of cash payments on or before delivery. The Director, Division for Management Services may authorise exceptions to this rule in writing using the 'Request for Asset Disposal or Theft Investigation' form when this is deemed to be in the interests of UNFPA.

Proceeds from the sale of fixed assets must be recorded in the Asset Management Module

87. Any proceeds from the sale of a fixed asset must be recorded in the Asset Management Module ([Annex XI](#)). The proceeds amount entered in the Asset Management Module is automatically debited to account 14077 PP&E.

88. Realized proceeds from the sale of the fixed asset must be offset against the above mentioned account. For more details on accounting behind sale of fixed assets please

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refer to the [Guidance Note on the financial and accounting impact of the new IPSAS compliant treatment of Property, Plant and Equipment \(PPE\)](#) located in the Policy and Procedures Manual (PPM).

Proceeds from sale of attractive items

89. Proceeds from sale of attractive items must be applied to account 55070.

I.7. Update Asset Disposals in the Atlas Asset Management Module

90. Disposed assets must be retired from the Asset Management Module ([Annex XI](#)) in Atlas. The timing of when to perform the disposal action in Atlas will depend on how the asset was disposed of, in others words the disposal method:

	Disposal Method	When to record in Atlas Asset Management Module
Option A	Sale of fixed assets through a competitive bidding process	<ul style="list-style-type: none"> Upon receipt of signed 'Transfer of Title Pursuant to Sale / Donation' form (Annex VIII) back from the buyer.
Option B	Sale of Computing Equipment to Active Staff	<ul style="list-style-type: none"> Upon receipt of approved 'Request for Asset Disposal or Theft Investigation' form (Annex VI) AND written confirmation from the staff member accepting ownership of equipment and committing to pay associated proceeds of sale.
Option C	Sale of Computing Equipment to Retiring Staff	
Option D	Donate Assets	<ul style="list-style-type: none"> Upon receipt of signed 'Transfer of Title Pursuant to Sale / Donation' form (Annex VIII) back from the beneficiary.
Option E	Discard Assets	<ul style="list-style-type: none"> Upon receipt of approved 'Request for Asset Disposal or Theft Investigation' form.

91. The asset focal point must file the signed forms as listed above for audit purposes.

92. After physical disposal, asset lists must be updated as per [section B](#).

I.8. When to Involve the Property Survey Board

93. The table below summarizes the various approvals that are required depending on the method by which an asset is disposed of.

	Value	Approved by:	Shared for information with:
Disposal of assets under Options A, B, C, D, or E	<= US\$5,000	Head of Unit or Chief, Facilities and Administrative Services Branch for headquarters	Property Survey Board
	>US\$5,000 and <= US\$30,000	Contracts, Assets, and Procurement Committee or local Property Survey Board, in the case of headquarters and liaison offices, headquarters Property Survey Board	n/a

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	> US\$30,000	Headquarters Property Survey Board for final approval.	n/a
Impairment (section G)	Any value	Property Survey Board	n/a
Write-off /loss (section F)	<= US\$2,500	Reviewed by Chief, Facilities and Administrative Services Branch.	Regardless of the amount of the loss, the request must always be brought to the attention of the Director, Office of Audit and Investigation Services IF there is any allegation of misconduct.
	> US\$2,500	Reviewed by Chief, Facilities and Administrative Services Branch AND a request for write-off is made through the Office of the Director, Division for Management Services to the Executive Director.	

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ANNEX I: ASSET RECORDING AND TAGGING CONVENTIONS^{7,8}

Profile	Description	USEFUL LIFE (years)	Tag#/Code
BLDG1	Office Premises	30	none
BLDG2	Warehouse	30	none
BLDG3	Premises Improvements for UNFPA owned	30	none
COM0	General	6	COM0000001
COM1	PABX	8	COM1000001
COM3	Sat Phones	6	COM3000001
FUR0	General	10	FUR0000001
FUR3	Chairs	10	FUR3000001
FUR4	Air Condition	9	FUR4000001
FUR5	Filing Cabinets	10	FUR5000001
FUR6	Workstations	10	FUR6000001
FUR7	Tables	10	FUR7000001
FUR8	Bookcases	10	FUR8000001
FUR9	Desks	10	FUR9000001
FUR10	Generator	6	FUR10000001
HER10	Heritage Assets	none	HER10000001
IT0	General	8	IT0000001
IT1	Servers	6	IT1000001
IT2	Camera/Video Equipment	7	IT2000001
IT3	UPS	6	IT3000001
IT4	Projector	6	IT4000001
IT5	Photocopiers	7	IT5000001
IT6	Fax machines	9	IT6000001
IT7	Printers	7	IT7000001
IT8	Laptops	5	IT8000001
IT9	Desktops	6	IT9000001
IT11	SUN Servers	11	IT1100001
LAND0	General	none	none
LAND1	Land Improvements for UNFPA owned land	5	none
LIMP0	General	5	none
LIMP1	Renovation in leased premises	5	none
LIMP2	Construction in leased premises	5	none
LIMP3	Security in leased premises	5	none
LIMP4	Land Improvement on leased land	5	none
MTRV0	General	7	number plate
MTRV5	Motorcycle	7	number plate
MTRV6	Security Vehicle	7	number plate
MTRV7	Truck	7	number plate
MTRV8	Programme Vehicle	7	number plate
MTRV9	Representational Vehicle	7	number plate

⁷ Useful Life is defined as the period over which the asset will be depreciated.

⁸ Tag#/codes only apply for assets purchased and received after this policy went into effect. Assets purchased previously can keep their old Tag#/code.

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ANNEX II: ASSET REQUEST FORM

Laptop	<input type="checkbox"/>	Video Camera	<input type="checkbox"/>	LCD Projector	<input type="checkbox"/>
Digital Camera	<input type="checkbox"/>	Camera	<input type="checkbox"/>	Mobile Phone	<input type="checkbox"/>
Ex CD writer	<input type="checkbox"/>	Memory Stick	<input type="checkbox"/>	Other: _____	<input type="checkbox"/>

Date	Requestor Name	Purpose	Return Date	Physical check prior request	Requestor Signature	Remark

ANNEX III: DEFINITION OF LEASEHOLD IMPROVEMENTS

Leasehold Improvements PPE category - Capitalization threshold is US\$5,000 for assets acquired 1st January 2010 and after. This capitalization threshold differs from the threshold for other PPE asset categories which is established at USD \$1,000.

Land and Leasehold Improvements are defined as per the table below.

The value of land and/or leasehold improvements is determined by including all associated costs of the improvement (material, work, installation, etc.). Improvements must not be separated by item but rather by improvement project or by contractor. All improvements done by the same contractor within a period of 6 months can be accumulated under one improvement. Similarly an improvement project done by various contractors within 6 months can be accumulated under one leasehold improvement.

Notwithstanding the above, not all improvements made by UNFPA qualify as leasehold improvements. Improvements of a temporary nature or those that are not affixed to the property and thus can be moved will not qualify regardless if they revert to the lessor at the end of the lease. Those improvements that do not increase the economic benefit or service potential of the asset also do not qualify. (i.e. normal maintenance).

Common leasehold improvements purchased with joint funds are not considered leasehold improvements for UNFPA unless UNFPA is the lead agency or the improvement is bought entirely from UNFPA funds.

Leasehold Improvement Matrix

Leasehold Improvement	Conditions	Accounting Treatment	Depreciation	PPE Asset Classification
<p>To qualify as a Leasehold Improvement all 4 of the following conditions must be satisfied:</p> <p>* It is important to note the distinction between leasehold improvements which are permanently affixed improvements made to the building and land improvements which are infrastructure improvements to the land.</p>	<p><i>Leasehold Improvement if:</i></p> <ol style="list-style-type: none"> 1. paid by <i>lessee</i> 2. <i>permanent</i> in nature and <i>affixed</i> to the property* 3. revert <i>back to the lessor</i> at the end of the lease 4. increase the <i>future economic benefit</i> or <i>service potential</i> of the leased asset <p>*Often leasehold improvements cannot be removed without damaging the structure or violating the lease agreement.</p>	<p>Capitalize</p>	<p>-Straight line -Shorter of lease term or life of the asset</p>	<p>Leasehold Improvements</p>

Figure 1

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Civil Works	<u>Leasehold Improvement</u> if all 4 conditions are satisfied: Y or N ?	Accounting Treatment	PPE Asset Classification: Leasehold Improvement
<i>Examples include:</i>			<i>Mapping sub-Type:</i>
Upgrading of windows & Frames	Yes	Capitalize	Renovation
Construction of Internal walls	Yes	Capitalize	Renovation
Upgrading of door frames and doors (for permanent offices)	Yes	Capitalize	Renovation
Installation of Built-in closets	Yes	Capitalize	Renovation
New or upgraded light fixtures	Yes	Capitalize	Renovation
Upgrade of Cabling (IT, fibre optic, electrical wiring etc.) remaining in building	Yes	Capitalize	Renovation
Upgrade or installation of affixed Carpet, tiles, flooring etc. (revert to lessor at end of lease)	Yes	Capitalize	Renovation
Installation of Kitchenette	Yes	Capitalize	Renovation
Upgrade of Plumbing & Toilets	Yes	Capitalize	Renovation
Installation or upgrade of heating and cooling systems, including ceiling fans, permanently affixed air-conditioners etc.)	Yes	Capitalize	Renovation
Structures added to the building (extensions, external walls, enclosed stairwells, garages, carports etc.)	Yes	Capitalize	Renovation
Structural upgrade or installation (reinforcement of walls, beams, rafters, joists etc.)	Yes	Capitalize	Renovation
Upgrade of Building exterior (installation of improved siding, roofing, masonry etc.)	Yes	Capitalize	Renovation

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Security Improvements	<u>Leasehold Improvement</u> if all 4 conditions are satisfied: Y or N ?	Accounting Treatment	PPE Asset Classification: Leasehold Improvement <i>Mapping sub-Type:</i>
<i>Examples include:</i>			
Installation of Blast film	Yes	Capitalize	Security
Construction of Perimeter wall/fence	Yes	Capitalize	Security
Construction of Guard House	Yes	Capitalize	Security
Installation of Fire Exit	Yes	Capitalize	Security
Installation of Fire Sprinkler system	Yes	Capitalize	Security
Placement of Fire Extinguishers etc.	No	Not Leasehold Improvement ⁹	Furniture & Fixtures & not Leasehold Improvement
Installation or upgrade of CCTV Cabling	Yes	Capitalize	Security
Installation of CCTV Camera(s)	Yes	Capitalize ¹⁰	Security
Installation of Alarm System	Yes	Capitalize ¹¹	Security
Remodelling Costs:	<u>Leasehold Improvement</u> if all 4 conditions are satisfied: Y or N?	Accounting Treatment	PPE Asset Classification: Leasehold Improvement <i>Mapping sub-Type:</i>
<i>Examples include:</i>			
Painting	No	Expense	N/A - Expense
Temporary Partitions (cubicle dividers etc.)	No	Expense ¹²	N/A - Expense
Interior decorations (draperies, blinds, wallpaper etc.)	No	Expense	N/A - Expense
Replacement of a part or component of a building with a new part of the <u>same</u> type and performance capabilities.	No	Expense	N/A - Expense

Figure 2

⁹ Capitalize as part of 'Furniture & Fixtures' PPE asset class and not Leasehold Improvements.

¹⁰ If not leasehold improvement, (for example does not revert back to lessor) capitalize as part of PPE category 'Communication and IT Equipment'.

¹¹ If not leasehold improvement, capitalize as part of PPE category 'Communication and IT Equipment'.

¹² If not leasehold improvement, capitalize as part of PPE category 'Furniture & Fixtures'.

General Repairs and Maintenance Matrix

General Repairs & Maintenance	<u>Leasehold Improvement</u> if all 4 conditions are satisfied: Y or N ?	Accounting Treatment	PPE Asset Classification: Leasehold Improvement
<i>Examples include:</i>			<i>Mapping sub-Type:</i>
Cleaning	No	Expense	N/A
Pest extermination	No	Expense	N/A
Scheduled periodic maintenance	No	Expense	N/A
Plaster fixes and/or Repainting	No	Expense	N/A
Normal repairs	No	Expense	N/A
Replacement of a part or component with a new part of the <u>same</u> type and performance capabilities.	No	Expense	N/A
Normal equipment testing	No	Expense	N/A
Adding, moving or removing walls relating to renovation projects that do not increase the economic benefit or service potential of the asset.	No	Expense	N/A
Normal plumbing or electrical repairs	No	Expense	N/A
Exterior renovation – repainting, replacement of deteriorated siding, roof, masonry with <u>same</u> type/performance capability (unless an upgrade)	No	Expense	N/A

Figure 3

Land Infrastructure Improvements Matrix

Land Infrastructure Improvements	Conditions	Accounting Treatment	Depreciation (only starting 2012)	PPE Asset Classification
<p>To qualify as a Land Improvement, the following conditions must be satisfied:</p>	<p><i>Land Infrastructure Improvement if:</i></p> <ol style="list-style-type: none"> 1. infrastructure asset 2. normally stationary in nature 3. improvements done on land rather than on premises 4. paid by <u>UNFPA</u> <p>It is important to note the distinction between leasehold improvements which are permanently affixed improvements made to the building and land improvements which are infrastructure improvements to the land.</p>	<p>Capitalize</p>	<p>5 years</p>	<p>LAND 1 if improvement is made on UNFPA owned land or LIMP 4* if improvement is made on leased land</p> <p>*do not include as part of leased land.</p>

Figure 4

Land Infrastructure Improvements	<u>Land Infrastructure Improvement</u> if all 3 conditions are satisfied: Y or N?	Accounting Treatment	PPE Asset Classification
<i>Examples include:</i>			
Driveways	Yes	Capitalize	LAND1 or LIMP4
Private Side-walks, pathways etc.	Yes	Capitalize	LAND1 or LIMP4
Parking Lots	Yes	Capitalize	LAND1 or LIMP4
Outdoor Light Systems (i.e. parking lots, pathways etc.)	Yes	Capitalize	LAND1 or LIMP4
Outside walls & fencing	Yes	Capitalize	LAND1 or LIMP4
Drainage systems	Yes	Capitalize	LAND1 or LIMP4
Water & Sewer Systems	Yes	Capitalize	LAND1 or LIMP4

Figure 4 (Cont'd)

ANNEX IV: ASSET CUSTODIAN FORM



Asset Custodian Form

Brand Name: _____
 Model: _____
 Serial No: _____
 UNFPA Tag No. _____
 List of Accessories (if any): _____

I hereby acknowledge that the above asset is in my possession. I guarantee to return it upon leaving the organization or when changing organizational units. ¹³

Name of the Custodian: _____

Job Title of the Custodian: _____

ID Number & Contract Type: _____

Unit/Division: _____

Room Number: _____

Phone / Extension: _____

Signed:

 (Received by)

 (Verified by)

Date: _____

Date: _____

Asset ID: _____

¹³ If custodianship of an asset is transferred to an Implementing Partner, then this sentence should be replaced as follows “I accept custodianship of the above asset on behalf of [name of implementing partner]. I hereby confirm that assets will only be used for the purposes, in the manner and in the place set out in the [Implementing Partner Agreement and Workplan] and subject to any limitations contained therein. I understand and accept that responsibility for regular maintenance, repair and insurance of an asset lies with [name of Implementing Partner]. I also understand that UNFPA will have regular access to this asset for physical verification or other purposes as deemed necessary. UNFPA may claim this asset back at any time, in which case I agree to return it back immediately, in the same condition as it was received, regular wear and tear notwithstanding.”

ANNEX V: ASSET CERTIFICATION LETTER

Certification of annual asset balances is done through the Financial Accountability Intranet Application (<https://www.myunfpa.org/Apps2/FinAct/Index.unfpa>).

Home Select Checklist Dashboard FASB Dashboard Administrator

* Marked Fields are Mandatory

Financial Accountability: Facilities and Administrative Services Branch Asset Management Certification February 2014

Facilities and Administrative Se

Month/Quarter : December Year of Evaluation : 2014

The below checklist is ready to save or finalize by Checklist Preparer of the department Facilities and Administrative Services Branch.

No.	Group			
1	Asset Management	Has the physical count for your office taken place for the period 1 January to 31 December 2013?	<input type="radio"/> Yes <input type="radio"/> No	
2	Asset Management	Are all your assets tagged and assigned to a specific location in Atlas as per UNFPA Policies and Procedures?	<input type="radio"/> Yes <input type="radio"/> No	
3	Asset Management	Have all assets been evaluated for the need of impairment and has appropriate action been taken as per Section H of the Fixed Assets Policy?	<input type="radio"/> Yes <input type="radio"/> No	
4	Asset Management	Do you verify that the Atlas fixed asset report for assets above US \$1000 is accurate and complete as per reconciliation with the results of the physical count?	<input type="radio"/> Yes <input type="radio"/> No	
5	Asset Management	Do you verify that the assets in the Atlas Asset Management module includes all items under your jurisdiction as defined in Article A.1 of the Fixed Assets Policy irrespective of their funding source or location?	<input type="radio"/> Yes <input type="radio"/> No	
6	Asset Management	Do you verify that a signed proof of the physical count and the required reconciliation are kept on file in your office?	<input type="radio"/> Yes <input type="radio"/> No	
7	Asset Management	What is the opening balance of your assets with a value above US \$1000 as of 1 January 2013?		USD Value : * <input type="text"/>
8	Asset Management	What is the total acquisitions amount of your assets with a value above US \$1000 for the year 2013? (If none, please enter 0)		USD Value : * <input type="text"/>
9	Asset Management	What is the total adjustments amount of your assets with a value above US \$1000 for the year 2013? (Please make sure to include a minus (-) sign if this is a negative amount; If none, please enter 0)		USD Value : * <input type="text"/>
10	Asset Management	What is the total disposals amount of your assets with a value above US \$1000 for the year 2013? (Please make sure you include minus (-) sign since this is a negative amount; if none, please enter 0)		USD Value : * <input type="text"/>
11	Asset Management	What is the closing balance of your assets with a value above US \$1000 as of 31 December 2013?		USD Value : * <input type="text"/>

UNFPA

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ANNEX VI: REQUEST FOR ASSET DISPOSAL OR THEFT INVESTIGATION (RADT) FORM

To be Completed by Secretary of CAPC/PSB	
Meeting Number:	Date of Meeting:

To be Completed by Submitting Office	
Requesting Unit:	Date of Request:
Asset Focal Point:	Asset Focal Point Telephone Number:

1. Description	Serial No.	Atlas Asset ID No.	Year of Purchase	Original Purchase Value

2. Nature of Survey Case: <input type="checkbox"/> Wear <input type="checkbox"/> Loss <input type="checkbox"/> Scheduled Replacement <input type="checkbox"/> Damage <input type="checkbox"/> Surplus <input type="checkbox"/> Theft <input type="checkbox"/> Asset Discrepancy <input type="checkbox"/> Vehicle Accident <input type="checkbox"/> Other (Specify) _____	3. Recommended Disposition A) Repair: Estimated Cost USD _____ OR B) Disposal <input type="checkbox"/> Transfer <input type="checkbox"/> Discard <input type="checkbox"/> Destruction <input type="checkbox"/> Re-Use of Parts <input type="checkbox"/> Trade-In (Estimated Value) USD _____ <input type="checkbox"/> Sale (Total Value) _____ <input type="checkbox"/> Other (Specify) _____
--	--

4. Summary of Case:

5. Approval by Representative and/or Chief Facilities and Administrative Services Branch:

Date: _____ Signature and Title: _____

6. Recommendation by Contracts Approval and Procurement Committee/Property Survey Committee (PSB) (where required)

Date: _____ Signature and Title: _____

7. Approval by Deputy Executive Director (External Relations, United Nations Affairs, Management) to waive requirement for cash sale (where appropriate)

8. Confirm disposal action has been performed in Atlas.

Date: _____ Signature and Title: _____

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ANNEX VII: TRANSFER OF TITLE FORM TO IMPLEMENTING PARTNER

Transfer of Title of Non-expendable Supplies and Equipment from the United Nations Population Fund to _____ *[insert name of recipient]*

The United Nations Population Fund hereby transfers to and _____ hereby accepts full title and ownership of the supplies and equipment specified in the attached schedule.

The supplies and equipment represent assistance of the United Nations Population Fund to _____ in connection with the [...*work plan* ...], transfer of such equipment being in accordance with provisions of the [*Country Programme Action Plan or Country Programme Document or insert name of any other relevant programme document*] dated _____ and signed by the United Nations Population Fund, and _____.

Transfer of Title and ownership is made on the understanding that the supplies and equipment will be used solely for the purposes, in the manner and in the place set out in the [*workplan*] and subject to any limitations contained therein.

In the event of the transferred equipment being a motor vehicle, the recipient hereby guarantees that the vehicle will be registered in the recipient’s name within 7 days of the transfer date.

[Name of Recipient]

United Nations Population Fund

By: _____
Authorized Representative

By: _____
Head of Unit

Date: _____

**ANNEX VIII: TRANSFER OF TITLE PURSUANT TO SALE OR DONATION
FORM**

FOR SALE OF ASSET:

In consideration for the sum of \$ (already paid in full by cash) the United Nations Population Fund (UNFPA) hereby transfers to and _____ hereby accepts full title and ownership of the item(s) specified in the attached list.

The item(s) is/are disposed on an ‘as-is where-is’ basis and without recourse. UNFPA makes no warranties (express or implied) as to the condition of the item(s).

In the event of a sale of a motor vehicle, the buyer hereby guarantees that the vehicle will be registered in the buyer’s name within 7 days of the sale date.

FOR DONATION OF ASSET:

The United Nations Population Fund (UNFPA) hereby transfers to and _____ hereby accepts full title and ownership of the item(s) specified in the attached list.

The item(s) is/are disposed on an ‘as-is where-is’ basis and without recourse. UNFPA makes no warranties (express or implied) as to the condition of the item(s).

In the event of donation of a motor vehicle, the recipient hereby guarantees that the vehicle will be registered in the recipient’s name within 7 days of the donation date.

[Name of Buyer/Recipient]

United Nations Population Fund

By: _____
Authorized Representative

By: _____
Head of Unit

Date: _____

Date: _____

ANNEX IX: SAMPLE DOCUMENTATION OF PHYSICAL COUNT

SAMPLE

Asset Management Detail Report

UNFPA
UN Population Fund
Report ID: UNAM5558

Page 1 of 3
Run Time: 10-02-2006 08:02:21

Business Unit: Country: Category: In Service Project Type: All Amount >=1000 From/To date: 02/01/2004 - 31/12/2005
Operating Unit: Department: Impl Agency: Donor: Fund Code: Project: Profile ID:

Business unit	Asset ID	Profile ID	Description	TAG Number	Serial Number	Model	Location	Acquisition Date
Currency	Cost	Quantity	Operating Unit	Department	Impl Agency	Donor	Project	Fund code
USD	2293.00	1.00	FURNITURE FAX/COPIER XEROX WC PRO 657 ✓	FUR0000107	2940670260			2000-06-15
USD	1149.00	1.00	ELECTRICAL PENT. 46MONITOR FUJITSU/SIEMENS ✓	ELE9000057	S26361-K668-V111			2003-07-29
USD	17353.00	1.00	VEHICLES NISSAN 4WD/TONSILAFY61SRQV151Y/ (in custody of Implementing Partner) ✓	MTRV0000005				2001-05-22
USD	1350.00	1.00	FURNITURE TELEPHONE EXCHANGE STATION ✓	FUR0000062				1997-07-30
USD	1350.00	1.00	FURNITURE COPIER XEROX DC214 X not in location	FUR0000065	2136549684			1999-03-30
USD	3400.00	1.00	ELECTRICAL INTERNET EQ. PRES 5000&DW1000 ✓	ELE0000053	1027491-0005			2002-12-30
USD	2980.00	1.00	ELECTRICAL PRINTER HP COLOR JET 4500 ✓	ELE0000025	JPCF-428327			1999-03-30

But COPIER XEROX DC505 (Asset ID 415) found in its place.

Asset Reconciliation done in AM module in Altas on 15 Oct

by Joe Doe *Joe Doe*

Physical count conducted on: 2 Oct & 7 Oct.
by Joe Doe *Joe Doe*

ANNEX X: RECONCILIATION ACTIVITY SHEET

After the Physical Count has been completed, the result needs to be compared with the Atlas Asset Management Module data and differences need to be reconciled. The below template will help you identifying the correct course of action and must also be kept on file as proof that reconciliation took place. If requested by HQ, the Reconciliation sheet needs to be provided to HQ.

Difference	Required Action
Item not found	Follow section G of this policy. Once investigation is complete, and report has been approved by PSB retire asset accordingly
Item not in AM Module but found during count	Add to Atlas through manual addition as of the date it was originally received (see Annex XI)
Item transferred to IP but still in AM Module	Asset needs to be retired in AM (see Annex XI) transfer of title form needs to be kept on Record
Item found in different location	Correct location entry in the AM Module accordingly
Item found with missing tag	Put new tag with number as per AM Module onto the item

Difference	Asset ID	Action taken	Completion date	OM/IOM signature

ANNEX XI: ATLAS ASSET MANAGEMENT MODULE INSTRUCTIONS

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(mandatory)	

1) CREATE A NEW ASSET (MANUAL ASSET ENTRY - BASIC ADD)

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Owned Assets
4. Click Basic Add
5. Click Add a New Value Tab
6. **Business Unit:** Enter your BU (Note: Do not change NEXT in Asset Identification field)
7. Click yellow Add button, which will take you to “**General Information**” page
8. **Description:** Enter asset description, which should include:
Item Description, Manufacturer and Model (vehicles should include year)
Examples: Toyota Camry 4-door sedan 2006; Dell Laptop Latitude X300
9. **Short Description:** Enter short description of asset, e.g. Vehicle, Computer etc.
10. **Taggable Asset :** Put ‘Check Mark’ in the box
11. **Tag Number:** Enter a valid *Tag Number* as per UNFPA Tagging Conventions (Annex I)
12. **Asset Type:** Choose the appropriate Asset Type from the drop down menu
13. **Asset Status:** ‘*In Service*’ is the default and should not be changed
14. **Acquisition Date:** Enter date acquired and placement date (default is current date)
15. **Profile ID:** Select proper Profile by clicking on magnifying glass.
16. Click Location/Comments/Attributes Tab (top of page)
17. **Location (required field):** Put the appropriate location or Select location by clicking on magnifying glass (complete address will populate)
18. Click Manufacture/License/Custodian Tab (top of page)
19. **Serial ID:** Enter serial number (serial number is required for IT and MTRV profiled assets)
20. Click Asset Acquisition Detail Tab (top of page)
21. **System Source:** Select *AM Online Entry Page* from drop down menu
22. **Quantity:** Enter *1* (default to 1)
23. **Amount:** Enter amount of asset in USD (USD is required currency when entering asset through Basic Add) **a warning message will appear for amounts over \$40,000. User should click YES to warning message if the amount is accurate.**
24. Enter freight amount and other attributable costs before saving (if any).
25. Click on “Interfaces info...” hyperlink and enter the applicable information, including details of the purchase order and receipt through which the asset was purchased. Entry of this information is very important to establish the link between Purchasing and Asset Management Modules in Atlas.
26. Click OK
27. Click on Acquisition Detail Chartfield hyperlink
28. Enter *Fund Code, Dept ID, Project, Implementing Agent* as applicable
29. Click OK
30. Enter correct “Trans Date”, **which must be the date the item was ready for use by UNFPA.** Please note that Depreciation starts as of the Trans date.
31. Enter correct “Acctg Date”, which determines accounting period where generated accounting entries are posted. . Please note that only open accounting period can be used.
32. If the value of asset/item is less than \$1,000 (attractive items) these SHOULD NOT be capitalized and MUST select “Never Capitalize” option.
33. **Capitalize:** Select “To Be Capitalized” (default) from drop down menu (**only for assets with a value of \$1,000 and above**)
34. Click Save (**this has to be done in order to open yellow capitalize button when needed**)
35. Click Yellow Capitalize Button
36. Note **Asset ID** Number

2) CREATE REQUISITION WITH ASSET INFORMATION

1. Click **eProcurement** (left screen)
2. Click **Create Requisition** *and enter requisition name*
3. Click **Line Defaults**.
4. **Vendor:** *Click magnifying glass and select vendor* (or enter vendor number in **ID** field)
5. **Vendor Location:** Click magnifying glass and select vendor location (or enter Vendor Location number in field).
6. **Buyer:** Enter buyer name
7. **Category:** Click magnifying glass next to search for proper item category (you should type in a more detailed description of the category) and select the appropriate description from the list.
8. **Accounting defaults:** Enter the chart field information. Hit the continue button when done.
9. Click **Special Request** tab.
10. Click **Special Item** hyperlink to add items and services to requisition
11. Enter **Item Description, price, quantity and unit of measure**. Note these are required fields. Note that our Category came in automatically because we selected it in our Line Defaults earlier.
12. Once all special item information is filled in, click on the **Add Item** button. Add any further items if applicable. Once you are done entering all items go to next step.
13. Click **Review and Submit** tab at the top of the page. **Look at the distribution line information on each of the requisition lines to confirm the asset management information. You should see that the chart field information has defaulted correctly into the accounting line.**
14. Click **Asset Information**. Please ensure that correct AM Business Unit and Profile ID have defaulted into the Accounting Line. (Note: this is where you can remove the asset info if it is not applicable because item is not an asset (i.e. is below \$1,000 per unit or is designated for implementing partner / other beneficiary) Close the Accounting Line information.
15. Click **Save & Preview Approvals** button if you are sure all is correct. You will get a pop up message reminding you to review your asset information in your accounting distribution lines. You could use the Edit Requisition button to return to requisition details if you need to review the asset information in the distribution account lines.
16. Write down **Requisition Number**.
17. **Click Submit button to send the requisition for approval.**

Note:

- a) Asset related item categories will default AM profiles.
- b) Assets are not flagged for automatic capitalization.
- c) Once assets are received through Receipts they are moved to AM automatically. But assets have to be manually “Capitalized” and put “In service” status if they meet the capitalization criteria.
- a) Attractive item assets, which are less than \$1,000 should be manually set to “Never Capitalize” and put “In service” status.

3) RETIRE (DISPOSE)/REINSTATE CAPITALIZED ASSET

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Asset Disposal
4. Click Retire/Reinstate Asset
5. Find an Existing Value Tab
6. Business Unit: Enter your BU
7. Enter the Asset ID
8. Click yellow Search button

9. Click yellow Reinstate button (if you wish to Reinstate), Click Save
10. If retiring continue with: **Retire As:** Select the appropriate option from the drop-down menu (if retiring)
11. Press Go
12. Change 'Trans Date' and 'Acctg Date', if needed. 'Trans Date' determines effective date for generation of retirement accounting entries (i.e. 'Trans Date' determines the effective date for discontinuing of accumulation of depreciation and generation of gain / loss on disposal). Therefore, it is very important that 'Trans Date' is set in compliance with section G.7
13. Trans Code: Select **Normal Retirement** or **Retirement in Error** (for those assets, which should have not been added to the Asset management Module in the first place))
14. Click Save

Note: *If this is a 'Retirement by Sale', you MUST put the sale amount in 'Proceeds' box. BOTH "RETIRE AS" and "TRANS CODE" must be selected for success.*

4) **RETIRE (DISPOSE) ATTRACTIVE ITEM (NON-CAPITALIZED ITEM)**

1. Click Asset Management (left screen)
 2. Click Asset Transactions
 3. Click Owned Assets
 4. Click Basic Add
 5. Change Asset Status to Disposed
 6. Click Save
- Note:** *Once disposed, attractive items cannot be reinstated.*

5) **RECEIVE ASSET**

- 1 Click Purchasing (left screen)
- 2 Click Receipts
- 3 Click Add/Update Receipts
- 4 Click Add A New Value Tab
- 5 Business Unit: Type your BU (Note: Do **not** change NEXT in Receipt Number field)
- 6 Click yellow Add Button
- 7 Select Purchase Order: Enter PO Unit (BU where PO was raised)
- 8 ID: Enter *PO number* (clear any other information that you did not enter in rest of boxes)
- 9 Click yellow Search button
- 10 Click on '**Sel**' Checkbox
- 11 Click OK
- 12 Verify quantity (**if it is a partial receipt, put the number of items received under 'Receipt Qty' box**)
- 13 Click Serial checkbox
- 14 Click Pending hyperlink
- 15 Enter a valid Tag Number as per UNFPA Tagging Conventions—Annex I
- 16 If quantity is more than one - Click View All hyperlink to see all assets (if asset is profiled as furniture – go to step 18)
- 17 Enter Serial Numbers for all assets being received
- 18 Click OK
- 19 Place checkmark in Interface Receipt box
- 20 Click Save and note **Receipt Number**
- 21 Follow instructions **10b) Search for an asset**
- 22 Follow instructions **11) Putting an Asset In-Service**

NOTE: Only after steps (10b) and (11) of these instructions have been completed, the asset is registered properly in the AM Module.

INTERNATIONAL PROCUREMENT

Please note that PSB/Copenhagen receives internationally procured assets in Atlas, hereby creating an Asset ID in the system. PSB is responsible for entering the correct serial number based on provided shipping documentation. Field Offices must ensure that the Receipt ID is received from PSB/Copenhagen. Upon physical receipt of the asset in the Field Office the CO is responsible for entering missing information and capitalizing the Asset.

SERIAL NUMBER REQUIREMENT

Serial Number is required on receipt if profile is IT, COM or MTRV. If user does not serialize (unitize) a message box will appear “**Serial ID is required**” and you will not be able to proceed any further unless serial id is entered.

RECEIPT OF MULTIPLE ASSETS

If more than one asset is on a PO line, the user **MUST** serialize (unitize) when receiving the asset, this will ensure that each asset is recorded separately in the Atlas assets module. When an asset is not serialized during receipt the total number of assets received will be moved into Atlas under one Asset ID.

Example: PO line

Ln –Sch item	Description	Quantity	UOM	Unit price	Line total
1	Dell D600 laptop	4	Each	\$1200.00	\$4800.00

Please see screen shots below on how to receive multiple assets.

The screenshot shows the 'Receiving' module interface. At the top, it displays 'Business Unit: UNDP1', 'Receipt No: NEXT', and 'Receipt Status: Open'. Below this, 'Receive Source: On-line' is shown with 'Cancel Receipt' and 'Cancel Line' buttons. A 'PO Receipt' checkbox is checked. The main section is titled 'Receipt Lines' and contains a table with the following data:

Sel	Line Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Stat	DT Details	Inspect	Physical
<input checked="" type="checkbox"/>	1	Dell laptop Latitude D600	9.0000	EA	9.0000	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA	Pending	DT Details	<input type="checkbox"/>	<input type="checkbox"/>

A callout box with the text 'Click Serial Checkbox and click on Pending hyperlink.' has arrows pointing to the 'Serial' checkbox and the 'Pending' status in the table row. At the bottom of the interface, there are navigation links like 'Select Purchase Order', 'Header Details', 'PO Header Comments', and 'PO Ship To Comments', along with 'Save', 'Notify', and 'Refresh' buttons.

Business Unit: UNDP1 Receipt No.: NEXT receipt Line: 1
 Status: Open Std UOM: EA

Distribution Information Find | View All First 1 of 1 Last

Distribution Line Number: 1
 Profile ID: ELECTRICAL
 CAP #: CAP Sequence: Dist Qty: 9.0000

Asset Information More Details

Sel	Dist Seq	AM Unit	Status	Quantity	Tag Number	Serial ID	Asset ID	Profile ID
<input type="checkbox"/>	1	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	2	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	3	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	4	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	5	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	6	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	7	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	8	UNDP1	O	1.0000			NEXT	ELECTRICAL
<input type="checkbox"/>	9	UNDP1	O	1.0000			NEXT	ELECTRICAL

Receiving

Business Unit: UNDP1 Receipt No.: 000008447 Receipt Status: Received
 Receive Source: On-line Cancel Receipt Cancel Line PO Receipt

Receipt Lines Customize | Find | View All

Sel	Line	Item	Description	Receipt Qty	Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Stat	DT Details	Inspect	Physical
<input checked="" type="checkbox"/>	1		Dell laptop Latitude D600	9.0000	EA	9.0000	R		<input type="checkbox"/>	EA	Pending	DT Details	<input type="checkbox"/>	<input type="checkbox"/>

RECEIPT OF ASSETS WITH MULTIPLE CHART OF ACCOUNTS (COA)

The Atlas Asset Management Module does not support multiple CoAs for one asset. Upon receiving an item which is charged to multiple CoAs, Atlas Asset Management Module would create multiple assets with a Quantity of less than one. In order to avoid such a wrong record, it is recommended that items which are charged to multiple CoAs are only received after the asset information is deleted from the Purchase Order. Without asset information in the Purchase Order the item is not moved to the Asset Module upon receipt. The asset focal point can now enter this asset manually, hereby only using the CoA with the highest share.

6) CREATION OF LOCATIONS IN BUSINESS UNIT

1. Click *Set Up Financials/Supply Chain*
2. Click *Common Definition*

3. Click **Location**
3. Click **Location** (right below)
4. Click **Add a New Value** Tab (Note: All locations must be created under Set ID: UNFPA which is the default)
5. Enter Location Code (Format should be within 10 alphanumeric characters and must consist of ISO country code+building code+room/cubicle number. Note: Because this is a shared list, the ISO country code will make it easier for you to find your locations. Building code is optional.)
6. Click Add
7. Enter Description Information (Location Code)
8. Enter Address, City and State/Zip Code or Country of Location
9. Enter Building Code (if any) and Floor Number
10. Click **Save**

NOTE: In case of error in creating the Location, you must create new Location record with correct information. Once the location is entered it CANNOT be deleted or revised from the system.

7) **UPDATE/CHANGE LOCATION OF AN ASSET**

1. Click **Asset Management** (left screen)
2. Click **Asset Transactions**
3. Click **Owned Assets**
4. Click **Basic Add**
5. Click **Find Existing Value** Tab
6. **Business Unit:** Enter your BU
7. **Asset ID:** Enter Asset ID
8. Click yellow **Search** button
9. Click **Location/Comments/Attributes** Tab
10. Add a New Row by clicking on “+” (You will notice that the effective date is today’s date, which will be the same or a later date than the effective date on a new or updated location).
11. **Location:** – **Click magnifying glass** and select location
12. Click **Save**

8) **COPY AN ASSET**

1. Click **Asset Management** (left screen)
2. Click **Asset Transactions**
3. Click **Owned Assets**
4. Click **Copy Existing Asset**
5. **Find Existing Value** Tab
6. **Business Unit:** Enter your BU
7. **Asset ID:** Enter Asset ID
8. Click yellow **Search** button
9. **Number of Asset Copies to Create:** Put the number of copies required
10. **Description:** Copy or type the Description of the asset
11. Click on yellow **‘Create Assets’** button and all new assets are now created
12. Enter **Tag Number** and **Serial Number** in all new assets
13. Click **‘Save’**
14. Note new **Asset ID** numbers

9) MODIFY AN ASSET**a. Adjusting Cost of an Asset**

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Financial Transactions
4. Click Cost Adjust/Transfer Asset
5. **Find an Existing Value** page appears with your BU
6. **Asset ID:** Enter Asset ID (Asset can be searched with Tag Number, Description etc. too)
7. Click yellow Search button
8. **Action:** Select “*Adjustment*” from the drop down menu
9. Click Go button
10. **Quantity:** Leave as defaulted to 1
11. **Cost:** Enter new (correct) amount
12. Click Save

b. Transferring Asset to Another Business Unit

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Financial Transaction
4. Click Cost Adjust/Transfer Asset
5. **Find an Existing Value** page appears with your BU
6. Enter **Asset ID** (Asset can be searched with Tag Number, Description etc. too)
7. Click yellow Search button
8. **Action:** Select “*InterUnit Transfer*” from the drop down menu
9. Click Go button
10. **New Unit:** Enter new Business Unit
11. Click Save
12. Note new **Asset ID** number which you should communicate to receiving unit

c. Revising Description of Existing Asset

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Owned Assets
4. Click Basic Add
5. Click **Find Existing Value** Tab
6. **Business Unit:** Enter BU
7. **Asset ID:** Enter Asset ID
8. Click yellow Search button
9. Revise *Description/Tag Number fields* as needed
10. Click Save

d. Modifying or Adding Serial Number to Existing Asset

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Owned Assets
4. Click Basic Add
5. Click **Find an Existing Value**
6. **Business Unit:** Type your BU

7. **Asset ID:** Enter Asset ID
8. Click Yellow *Search* Button
9. Click ***Manufacture/License/Custodian*** Tab (top right of screen)
10. **Serial ID:** Enter *Serial Number* of the asset
11. Click *Save*

e. Modifying Chart of Account (COA)

1. Click *Asset Management* (left screen)
2. Click *Asset Transactions*
3. Click *Financial Transactions*
4. Click *Cost Adjust/Transfer Asset*
5. ***Find an Existing Value*** page appears with your BU
6. **Asset ID:** Enter Asset ID **Action:** select *Transfer from the* drop down *menu*
7. Click *GO* button
8. Enter *Chart of Account* information such as *Fund Code, Project ID and Implementing Agent*
9. Click *Save*

IMPORTANT NOTE:

Modifications should only be used for special circumstances. Proper documentation must accompany modification and be available on file for auditors, if requested.

EXAMPLES OF WHEN MODIFICATION COULD BE USED

- a) Asset is recorded under expiring fund code / project that is about to be operationally completed
- b) An error was made when the asset was added
- c) An item was defective and replacements made by the vendor
- d) The currency was not USD

10) LOCATE AN ASSET

a. Find an Existing Asset

1. Click *Asset Management* (left screen)
2. Click *Asset Transactions*
3. Click *Owned Assets*
4. Click *Basic Add*
5. Click ***Find Existing Value*** Tab
6. **Business Unit:** Type your BU
7. **Asset ID;** Enter Asset ID (or you could enter other criteria in respective fields—tag number, description, etc.)
8. Click yellow *Search* button

b. Search for an Asset

1. Click *Asset Management* (left screen)
2. Click *Search for an Asset* (left screen)

To find asset by Serial Number

Unit: Enter *Business Unit*

Serial ID: Enter *Serial Number*

Click *Search*

To find asset by Purchase Order

Go to: *PO Unit*

Unit: Enter *Business Unit*
 PO No.: Enter *PO number*
 Click Search

To find asset by Receipt Number

Go to: *Receipt Unit*
 Unit: Enter *Business Unit*
 Receipt No.: Enter *Receipt number*
 Click Search

To find asset by Voucher

Go to *AP Unit*
 Unit: Enter *Business Unit*
 Voucher: Enter *Voucher number*
 Click Search

To find an asset that has recently moved into AM through Receipt

Go to: *Asset Status* and change default to **leave field blank**
 Unit: Enter *Business Unit*
 Go to: *Purchasing Unit/PO* and enter business unit used in PO
 ID: Enter *PO ID*
 Click Search

IMPORTANT NOTE; NEWLY RECEIVED ASSETS WILL ONLY SHOW UP WHEN ASSET STATUS IS LEFT BLANK WHEN SEARCHING FOR AN ASSET SINCE IT IS NOT IN-SERVICE YET.

11) PUTTING AN ASSET IN-SERVICE (after Atlas receipt)

1. Click Asset Management (left screen)
2. Click Asset Transactions
3. Click Basic Add
4. Find an Existing Value Tab
5. Business Unit: Enter your BU
6. Enter the Asset ID
7. Click yellow Search button
8. Change Asset Status to In-service
9. Click on Asset Acquisition Detail tab
10. Enter freight amount before saving (if any).
11. Enter the correct "Trans Date", which must be the date the item was ready for use by UNFPA. Please note that Depreciation starts as of the Trans date.
12. Enter correct "Acctg Date", which determines accounting period where generated accounting entries are posted. Please note that only open accounting period can be used.
13. If the value of asset/item is less than \$1,000 (attractive items) these SHOULD NOT be capitalized and MUST select "Never Capitalize" option.
14. **Capitalize:** Select "To Be Capitalized" (default) from drop down menu **(only for assets with a value of \$1,000 and above)**
15. Click Save

NOTE; THIS STEP IS NECESSARY FOR EACH AND EVERY NEW ASSET THAT MOVES INTO AM AND IS THE RESPONSIBILITY OF THE ASSET FOCAL POINT

ANNEX XII: REPORTING TOOLS

A. Cognos Reports

Cognos reports are accessible via www.myUNFPA.org. Choose Applications/Cognos Reports/Asset Management. It is best to view these reports in pdf format, which is also the format which should be chosen for printing the report. Cognos reports are also more interactive and you can drill down to the next level by clicking on the available links in each report.

A.1 DASHBOARD

The Dashboard is a monitoring tool for Managers to review the state of asset records on one page. It shows in one table all the potential errors in a business unit's asset register. It is possible to drill down to the details of each mistake category by clicking on the number on the Dashboard. If a business unit has no mistakes in their asset register the Dashboard remains empty.

The following reports are captured through the Dashboard (Note: if no errors are captured, the report won't show in the dashboard):

1. Asset value after disposal > 0
2. Assets in closed projects: Financial assets which are in service but attached to operationally completed projects must be transferred to successor projects.
3. Assets in limbo: Items which have been created in Atlas, but no action has been taken with regards to their status "in service" and/or "not capitalized". If items are not yet physically received and UNFPA is not in possession of them yet, then they remain legitimately in this report and NO action is required until physically received. All other items, however, need action in order to be moved out of this report.
4. Assets in need of location information: Each asset needs to be assigned to a proper room name or number depending on the system established in the respective CO. Simply using the BU40 is not an appropriate location. All items in this report must be assigned proper location information in Atlas. Locations need to be created in Atlas before they can be applied. If you have any questions about this process, please see Annex XI.
5. Assets with expired fund codes: Items recorded under expired fund codes must be transferred to corporate fund code 3FPAX (all other chart of account elements may remain the same).
6. Assets with missing tags or serial numbers: Serial IDs are required for electrical, heavy machinery and vehicles. Any item in this report requires the office to enter serial IDs in Atlas. Proper tag numbers are required for all assets. The Asset ID number is not proper tag number. You must follow the UNFPA tagging convention as defined in Annex I.
7. Assets with quantity = 1: An asset must always have a quantity of 1. Any asset not equal to 1 must be corrected accordingly.
8. Capitalized assets < US\$1,000: No item with a value of less than US\$1,000 must ever be capitalized. All results for this report need to be corrected by retiring the item in error. If an attractive item needs to be tracked in Atlas, it will need to be re-entered manually and categorized as 'in service' and 'never capitalize'.
9. Duplicate serial/tag numbers: Assets within the same business unit cannot have the same serial ID and/or tag number. Having the same serial ID and/or tag number is an indication that the same asset might be

recorded twice in Atlas. Please check your records carefully and either modify assets' serial IDs and/or tag numbers as required or dispose of any duplicated assets as required.

10. LIMP and < US\$5,000: leasehold improvement with a value of less than US\$5,000 must never be capitalized. All results for this report need to be corrected by retiring the item in error. If leasehold improvements are under the same contract and/or contractor for a reasonable period of time (one to six months), these might be combined into one single asset, even though payments and/or purchase orders are done separately.

11. Non-capitalized assets > = US\$1,000: Assets with a value of more than US\$1,000 must be capitalized. This report shows you items with a value of US\$1,000 and above which are not capitalized. Choosing "already capitalized" under the capitalize field, does NOT capitalize the asset. Please make sure that the 'CAPITALIZE' button is clicked for each asset and verify by running the in-service assets report.

A.2 IN-SERVICE ASSETS REPORT

The In-Service Assets report provides all active assets (or assets currently in-service) for the date range entered. The user can also view all details related to each active asset.

1. Click In-Service **Assets**
2. Choose your business unit
3. Choose end date for report, usually that would be 31/12/current year
4. If you are looking for a specific asset or assets with a specific profile you can choose a profile. However if you don't choose any profile all profiles are selected automatically.
5. Keep the field value of asset blank in order to get a complete report of capitalized items. By doing so you are provided with a control mechanism in case items with a value <US\$1,000 are shown in this report
6. You have other options to specify the report, usually you would not enter anything here unless you are searching for a specific item.
7. Click *Run*

A.3 IN-SERVICE ATTRACTIVE ITEMS REPORT

The In-Service attractive items report provides all non-capitalized items for the date range entered in criteria. Also, the user can see all details related to each active attractive item.

1. Click In-Service **Attractive Items**
2. Choose your business unit
3. Choose end date for report, usually that would be 31/12/current year
4. If you are looking for a specific attractive item or attractive items with a specific profile you can choose a profile. However if you don't choose any profile all profiles are selected automatically.
5. Keep the field value of asset blank in order to get a complete report of items not capitalized, hereby providing you with a control mechanism in case items with a value >US\$1,000 are shown in this report.
6. You have other options to specify the report, usually you would not enter anything here unless you are searching for a specific item.
7. Click *Run*

A.4 ASSET MANAGEMENT SUMMARY REPORT

Summary report provides the opening balance, adjustments, acquisition, disposal and in-service (ending balance) for each UNFPA Business Unit.

1. Click **Asset Management Summary**
2. Choose your business unit

3. Choose start date, usually that would be 1/1/current year
4. Choose end date, usually that would be 31/12/current year
5. Choose value of asset. For reporting purposes these fields must be blank
6. Click Run

A.5 POTENTIAL ASSETS REPORT:

This report shows you a list of items which were procured by your office and could potentially be assets. The report needs to be run monthly and asset data needs to be reconciled with this query.

A.6 ASSETS WITH EXPIRING FUND CODES

Through this report you can search for all assets with an expired fund code as of a certain date. After the introduction of IPSAS, all assets must always have a valid fund code. This report must be run on monthly basis. Assets recorded under expiring fund codes must be transferred to corporate fund code 3FPAX during the final month of the fund's activity

A.7 DETAIL REPORTS FOLDER

Within this folder you can find reports which provide you with more details on assets. Amongst others you can find here the detailed transaction reports, asset history reports, asset item activity, etc.

Detailed Transaction Reports are:

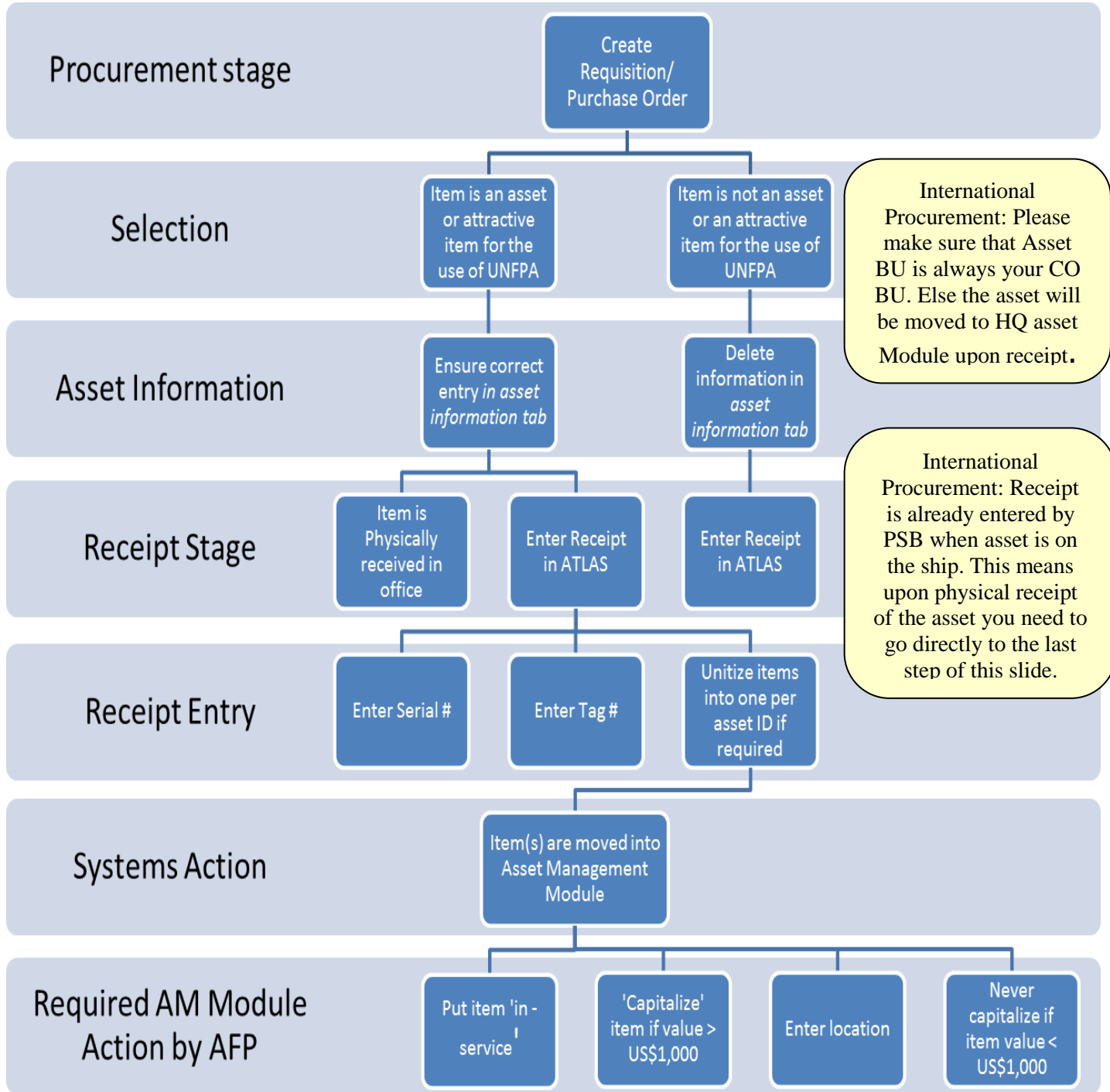
- Acquisition Report
- Disposal Report
- Adjustment Report

1. Click the **Asset Management Transactions report you would like to run**
2. Choose your business unit
3. Choose start date, usually this is 1/1/current year
4. Choose end date, usually this is 31/12/current year
5. Choose value of asset. For reporting purposes you must choose from US\$1,000 to highest value.
6. Click Run

A.8 EXCEPTION REPORTS FOLDER

Within this folder you can find all detailed reports which are covered through the Dashboard as well as an additional report on the remaining useful life of assets

ANNEX XIII: FLOWCHART – RECORDING AND MAINTENANCE OF ASSET DATA



ANNEX XIV: FLOWCHART – PHYSICAL VERIFICATION

