

Configuration: Migration of Fixed Assets (Using the Extended Migration Template)

This document describes tool-supported migration and also contains useful information for manual data entry.

This document contains details and instructions regarding configuration settings. Such settings are normally performed by an administrator. If you do not have the required authorization, contact your administrator.

To find this activity, go to the Business Configuration - Implementation Projects view. Select your implementation project and click Open Activity List. Select the Integrate and Extend phase, then select the activity from the activity list.

The extended migration activity is intended for expert use only. In most cases, the Migration of Fixed Assets default migration activity is sufficient.

The SAP solution creates accounting entries for the asset total values, each line item and the periodic depreciation postings of the migration year on set of books level.

You can migrate the following information:

- Organizational assignments
- Set of books
- Validity dates
- Asset valuation
- Asset posting lines

The following objects are affected by the migration of customer data:

- Individual materials
- Journal entries

Prerequisites

Prepare the Legacy System

Prepare the legacy system in the following way, depending on when you migrate:

Migration at the end of a fiscal year (for example, December 31, YYYY)

The transfer date can be the end of the last closed fiscal year. Proceed as follows for asset accounting:

- For migration after closing financial statements, extract only cumulated values from the last year. The cumulated values will be posted with the migration date as valuation date.
- Remove all master records that are not active.
- Assets under construction: create a separate fixed asset account (general ledger account) in the legacy system and create a transfer posting from the asset master record to this account.
- Down payments for assets under construction: create a separate fixed asset account (general ledger account) in the legacy system and create a transfer posting from the asset master record to this account.

Migration during a fiscal year (for example, August 31, YYYY)

The transfer date is in the fiscal year that follows the last closed fiscal year (transfer during the fiscal year). For mid-year migration, all of the business transactions in the legacy system are processed up to the cut-off date. Proceed as follows in asset accounting:

- Extract the cumulated values from the previous year and the transactions from the current fiscal year (up to the cut-off date). The cumulated asset values (such as acquisitions, retirements, transfer postings, depreciation) from the last closed fiscal year and all transactions (such as acquisitions, retirements, transfer postings, depreciation) from the current fiscal year will be transferred.
- To migrate the asset total values, open all posting periods of the current fiscal year. The current fiscal year is the year of data-transfer-date. Cumulated historical values will be posted with the first day of current fiscal year as valuation date. Current-year postings will be posted with the data-transfer-date as posting date.
- Remove all master records that are not active.
- Post all depreciation from the current fiscal year up to and including the cut-off date in your legacy system (if your legacy system allows this).
- Assets under construction: create a separate fixed asset account (general ledger account) in the legacy system and create a transfer posting from the asset master record to this account.
- Down payments for assets under construction: create a separate fixed asset account (general ledger account) in the legacy system and create a transfer posting from the asset master record to this account.

Further Prerequisites

Read the general information about Migration of Financial Accounting Data.

The total balance of fixed assets (including all depreciations) must be equal to their balance in the general ledger account, subtracted by the total amount of the general ledger account balances for accumulated depreciation on fixed assets.

Depending on the chosen key date for migration (balance sheet date or any other key date), make sure that all financial data is valid for this particular key date. Do not migrate multiple source files from different key dates.

You can migrate the asset data and the general ledger balances for the same key date only. A subsequent migration of fixed assets (for example, in a partial use scenario) is not supported.

Complete the following settings in the Fine-Tune phase of the Activity List:

- Define the journal entry types so that accounting document numbers can be created.
- Define the account determination groups receivables under Charts of Account, Financial Reporting Structures, Account Determination .
- Complete the settings under Editing Chart of Accounts .
- Complete the settings under Generally Accepted Accounting Principles.
- Define the following information in the Organizational Management work center:
 - ☐ Permanent establishment
 - ☐ Cost center
 - ☐ Profit center
 - ☐ Segment
 - ☐ Company
 - ☐ Functional unit

The organizational units must be valid for all open fiscal years.

If profit center accounting is active in the set of books, the assets must be assigned to a profit center. You can either define a profit center in the migration template, or you can enter a cost center and the system will derive the profit center from the cost center. The same applies for segments accordingly.

- Define the asset classes (default depreciation method and default useful life) under **Fixed Asset Classes**.
 - Define the local valuation view for the required country under **Local Valuation View**.
 - Check the interest calculation methods under **Depreciation Methods**. Note that you can edit only the existing interest calculation methods and that you cannot define new interest calculation methods.
 - Check the capitalization threshold for the required country under **Capitalization Threshold for Fixed Assets**.
 - Check the account determination for fixed asset postings under **Charts of Account, Financial Reporting Structures, Account Determination**.
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- Define the set of books with assignment to company using the **Set of Books** activity in the **Integrate and Extend** phase of the **Activity List**.

To open the fiscal year and accounting period of the migration date, choose **Open and Close Periods** in the **Master Data** view of the **General Ledger** work center. Note that the fiscal year of the data migration date must be the first open fiscal year in the set of books.

Make sure the process control status of the posting date is **Not Blocked** for the posting dates on the **Asset Posting Lines** sheet. To edit the process control settings, choose **Set Process Control** in the **Master Data** view of the **General Ledger** work center.

If you plan to use extension fields in the work center views that are associated with this migration object, we recommend that you create the extension fields before you migrate any data for this object. For more information on how to create extension fields, see the following document: [Create an Extension Field](#).

The extension fields you create in the work center views will be integrated in the corresponding migration templates automatically. Once you finish creating the extension fields, you can download the updated migration templates using the **Prepare for Data Migration** activity in the **Prepare** phase, or using the **Perform Data Extraction** activity in the **Fine-Tune** phase of the activity list. The extension fields are displayed as new columns at the end of the relevant sheets. Note that if you created an extension field in a work center view that is associated with multiple migration objects, this field is not necessarily included in every migration template.

When you upload a source file to the migration tool, the migration tool automatically checks whether additional extension fields have been added to the corresponding work center views. If so, you can add them to your source file and decide whether you want to enter any legacy data in the new columns.

Business Background

Fixed assets are physical objects bought for use in the operation of the business and not intended for resale to the customers. These are in long term use, are recognized in the financial statements at closing, and must be individually identifiable.

For more information, see the [Fixed Assets Quick Guide](#), the documentation on [Fixed Asset Classes](#), and the documentation of [Fixed Assets](#).

Tasks

Fill the Migration Template

To create a valid source file, enter your legacy data in the extended migration template for fixed assets. You can download the migration template using the **Prepare for Data Migration** activity in the **Prepare** phase, or using the **Perform Data Extraction** activity in the **Fine-Tune** phase of the **Activity List**.

If you use extension fields in the work center views that are associated with this migration object, make sure that all extensions fields have been implemented before you download the migration template. Otherwise, the extensions fields will not be available in the migration template.

For detailed information on how to enter legacy data into migration templates, see the **Introduction** sheet and the **Field List** sheet of the template.

Note the following information when filling the migration template:

- Fill one migration template for each company (migration unit) you migrate.
For each company, a complete set of accounting data is migrated as a unit. Therefore, you need one source file per migration object and per company.
- Enter each fixed asset that you want to migrate on the **Master Data** sheet.
Enter the organizational assignment on this sheet as well. If profit center reporting for the company is active, enter a profit center or a cost center. If a cost center is entered, the program will derive the corresponding profit center from the cost center. This applies as well for segments, if segment reporting is active in the company.

If the asset is a sub-asset, enter the master asset ID in the **Master Inventory ID** field. Note that the master asset ID must be lower than the ID of the sub-asset and it must precede the sub-asset ID in the migration template.

- Enter the acquisition date and capitalization date of the asset on the **Set of Books** sheet for every set of books separately. If the asset is handled as a low-value asset in the set of books, enter **X** in the **Low Value Asset** column.
- Enter the asset valuation parameters for every valuation view separately on the **Asset Valuation** sheet.
- Enter all asset movements for every valuation view separately on the **Asset Posting Lines** sheet.

Enter acquisitions as positive amounts and depreciations as negative amounts in the migration template.

Enter the following details, depending on when you migrate:

☐ **Migration at the end of a fiscal year (for example, December 31, YYYY)**

- Historical cumulated acquisition

Transaction Type/Movement Category: Migration of Accumulated Values (Last Period Previous Year)

Line Item Type: Historical Cost

Posting Date and Valuation Date: last day of fiscal year (December 31, YYYY)

- Historical cumulated depreciation

Transaction Type/Movement Category: Migration of Accumulated Values (Last Period Previous Year)

Line Item Type: Accumulated Depreciation

Posting Date and Valuation Date: last day of fiscal year (December 31, YYYY)

☐ **Migration during a fiscal year (for example, August 31, YYYY)**

- Historical cumulated acquisition

Transaction Type/Movement Category: Migration of Accumulated Values (Current Year)

Line Item Type: Historical Cost

Posting Date and Valuation Date: first day of current fiscal year (January 01, YYYY)

- Historical cumulated depreciation

Transaction Type/Movement Category: Migration of Accumulated Values (Current Year)

Line Item Type: Accumulated Depreciation

Posting Date and Valuation Date: first day of current fiscal year (January 01, YYYY)

- Acquisition during current fiscal year

Transaction Type/Movement Category: Acquisition

Line Item Type: Historical Costs: Current Year

Posting Date and Valuation Date: acquisition date

- Sum of depreciations during current fiscal year

Transaction Type/Movement Category: Periodic Depreciation

Line Item Type: Periodic Regular Depreciation

Posting Date and Valuation Date: migration date (August 31, YYYY)

Migrate Data Using the Migration Tool

Process your source file with legacy data as follows:

1. Make sure you have created a valid source file using a current migration template filled with legacy data.
2. Access the Business Configuration work center and choose the Implementation Projects view. Select your implementation project and click Open Activity List. Select the Integrate and Extend phase, then click Migration of Accounting Transaction Data. From the activity details, choose Migrate accounting transaction data. With this activity you can migrate all migration objects involved in accounting.
Note that data migration requires special user authorization. Your administrator can grant the required authorization (Business Configuration including the Data Migration view) in the Application and User Management work center.
3. Process the work steps in the migration tool.
For more information, click the [Help](#) link within the migration tool.
4. When you have imported the source file successfully, set the migration activity in the Activity List to Completed.

When you create the migration unit for accounting transaction data in the migration tool, you have to define that you are using the extended migration template. To check this, select the migration unit, click **Actions** and then **Edit Unit**. Under **Fixed Assets Migration**, the second radio button (Use extended migration template for migration of fixed assets) must be selected.

Enter Data Manually

You can enter fixed assets manually in the Fixed Assets work center.

Follow-On Activities

Reconciliation of migrated data with legacy data is only possible if data was migrated as complete and consistent unit.

After data migration you have to perform a carry forward to the migration year, as the asset total values have been posted to the last day of the prior year.

You can verify migrated records in the Fixed Assets work center under Fixed Assets - Fixed Asset Files. Compare the data in your legacy system with the data that has been migrated to SAP Business ByDesign. Check a certain number of records to ensure that the values in both systems match.

You can open each asset and check the data. To see all values, choose the Values tab.

Use the following lists to compare the data in your legacy system with the data that has been migrated to SAP Business ByDesign:

- Account Balance view in the General Ledger work center

- Schedule of Fixed Assets view in the Fixed Assets work center:

Creates an asset history sheet for year-end closing or for an interim financial statement. You can create a totals list without individual asset information. You need country-specific versions of the asset history sheet to satisfy the legal requirements of the given country.

- Depreciation view in the Fixed Assets work center:

Displays the depreciation details for selected assets in a specified period. You can review all depreciation relevant parameters, such as Depreciation Start Date, Useful Life, and Depreciation Key.

- Fixed Asset Transactions view in the Fixed Assets work center:

Displays details on transaction types, such as Acquisitions, Retirements, Transfers.