

# SAP User Guide

## Equipment Inventory Register

### Create an Asset

#### Document Purpose

This document describes how to create an asset and add the value to the asset master record.

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#### Version Control

Version	Author	Date	Reason for Change
1.0	Sue McShane – Finance Office	17.07.2015	Created

## Overview

We use the Fixed Asset module in SAP to record the equipment in each department.

Assets are created in 2 stages:

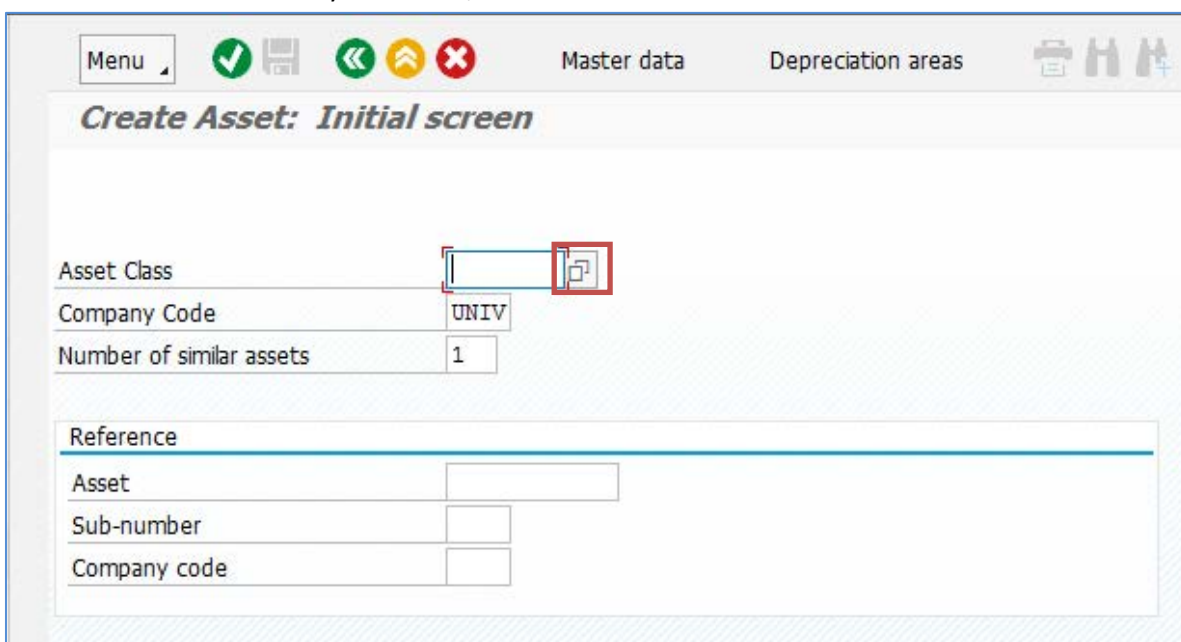
- Create the asset master record
- Add the cost to the asset master record

## Create an Asset

1. Use the following menu path:

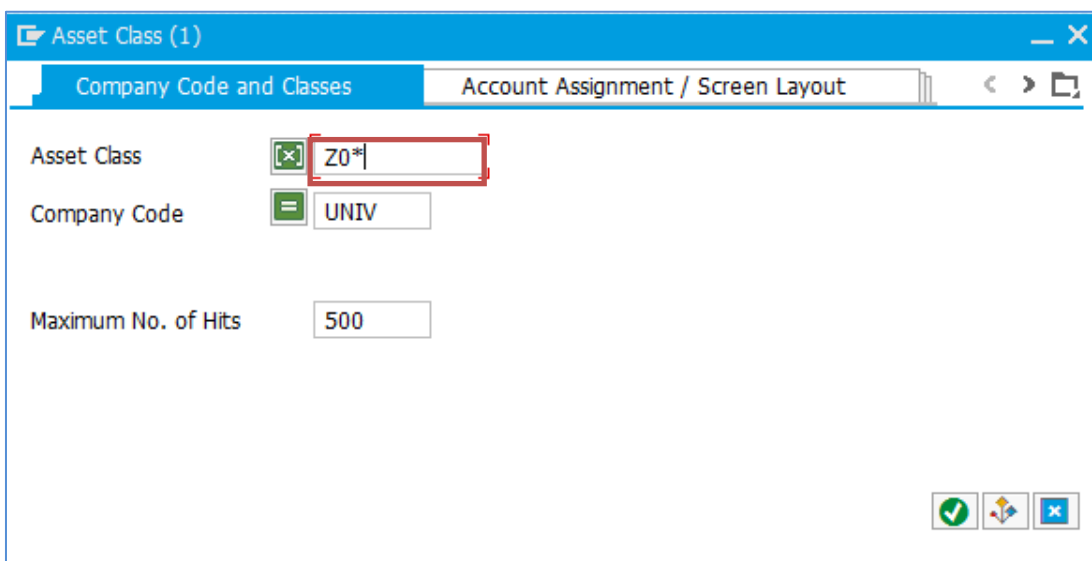
**Accounting > Financial Accounting > Fixed Assets > Asset > Create > Asset (AS01)**

2. Enter the Asset Class if you know it, or click in the Asset Class field and then on the search box



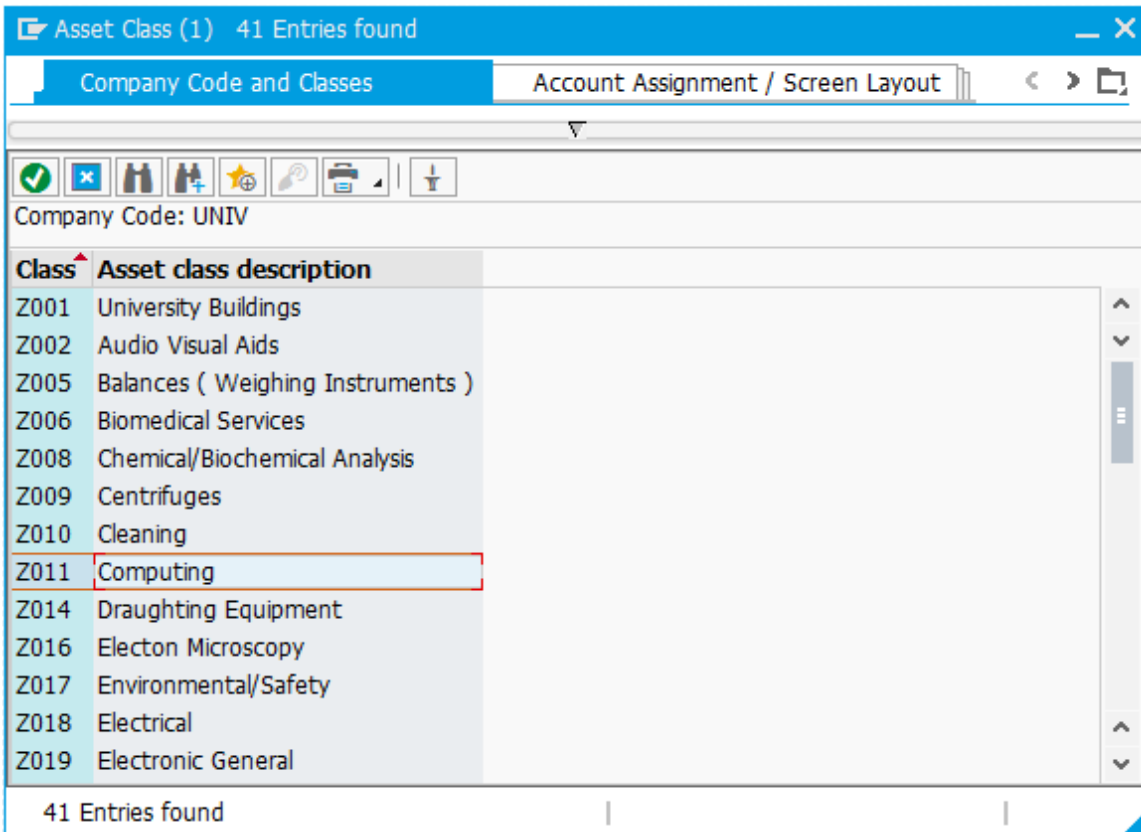
The screenshot shows the SAP 'Create Asset: Initial screen'. The 'Asset Class' field is highlighted with a red box. The 'Company Code' is 'UNIV' and the 'Number of similar assets' is '1'. Below the main form is a 'Reference' section with fields for 'Asset', 'Sub-number', and 'Company code'.

3. Enter Z0\* (Z zero star) in the Asset Class field and click on the green tick

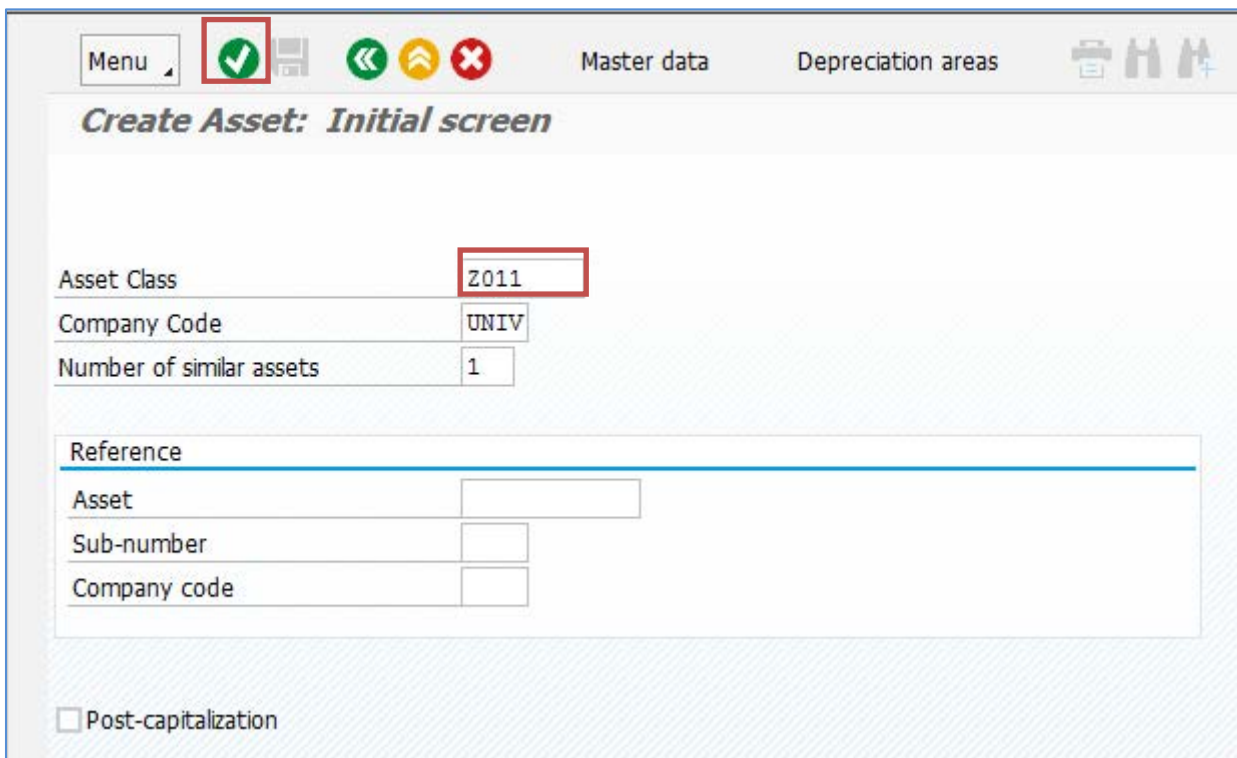


The screenshot shows the SAP 'Asset Class (1)' search dialog. The 'Asset Class' field contains 'Z0\*' and is highlighted with a red box. The 'Company Code' is 'UNIV' and the 'Maximum No. of Hits' is '500'. The dialog has a blue header and a green tick button at the bottom right.

4. Scroll through the list and double-click on the appropriate Asset Class



5. Once the Asset Class has been entered, click on Enter



6. Enter the following:
- Description
  - Serial number
  - Inventory number (if known)
  - Last inventory on (if known)
  - Purchase order number (if known)

Menu Asset values

### Create Asset: Master data

Asset    
Class  Computing Company Code

**General** Time-dependent Allocations Origin Insurance Deprec. Areas

**General data**

Description

Acct determination  Leicester University Account Determination

Serial number

Inventory number

**Inventory**

Last inventory on   Include asset in inventory list

Purchase Order

**Posting information**

Capitalized on  Deactivation on

First acquisition on

Acquisition year

Click on the Time-dependent Tab

**7.** Enter the following:

- a. Cost Centre (if known)
- b. Location (use search box)
- c. Room

Menu [Icons] Asset values [Icons]

### Create Asset: Master data

Asset: INTERN-00001 0 HP Elite Desktop Computer  
Class: 2011 Computing Company Code: UNIV

General | **Time-dependent** | Allocations | Origin | Insurance | Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Cost Center	W19001
Plant	UNIV UNIVERSITY OF LEICESTER
Location	BROOK
Room	1.01

Plant will default to UNIV

Click on the Allocations Tab

8. Enter the following (you can use the search box to find the right codes):
- Department code
  - Classification Code
  - Source of funds
  - Investment reason

The screenshot shows the 'Create Asset: Master data' window. At the top, there is a menu bar with icons for save, undo, redo, and search. Below the menu bar, the title 'Create Asset: Master data' is displayed. The main area contains several input fields and tabs. The 'Allocations' tab is currently selected and highlighted in blue. The fields are as follows:

Asset	INTERN-00001	0	HP Elite Desktop Computer
Class	Z011		Computing
			Company Code UNIV

Below the main data area, there are several tabs: General, Time-dependent, Allocations (selected), Origin, Insurance, and Deprec. Areas. The 'Allocations' tab contains the following fields:

Departmental Code	W19
Classification Code	1103
Source of Funds	GEN
Evaluation group 4	
Retirement Reason	
Investment reason	Z1
Asset super number	<input type="text"/>

Click on the Origin Tab

9. Enter the following:
- Vendor number (if known)
  - Manufacturer (if known)
  - Tick "Asset purchased new" or "purchased used" (if known)
  - Invoice number (if known)
  - Capital inv. Order (SIO) or WBS element (if known)

**Create Asset: Master data**

Asset: INTERN-00001 0      HP Elite Desktop Computer  
 Class: 2011      Computing      Company Code: UNIV


General    Time-dependent    Allocations    **Origin**    Insurance    Deprec. Areas


**Origin**

Vendor: [ ] [ ] [ ]  
 Manufacturer: [ ]  
 Asset purch. new  
 Purchased used  
 Country of origin: [ ]  
 Invoice No.: [ ]

**Account assignment for investment**

Investment Order: [ ]  
 WBS element: [ ]

10. Click on Save  and note the Asset Number:

 The asset 69826 0 is created

11. You can change or display the asset using the following menu paths:
- Accounting > Financial Accounting > Fixed Assets > Asset > Change > Asset (AS02)**  
**Accounting > Financial Accounting > Fixed Assets > Asset > Display > Asset (AS03)**

## Add the Cost to the Asset

- Use the following menu path:  
**Accounting > Financial Accounting > Fixed Assets > Posting > Acquisition > External Acquisition > Acquis. w/Autom. Offsetting Entry (ABZON)**
- Enter the following:
  - Asset number (if it has not defaulted in)
  - Document Date (today's date)
  - Amount posted (the cost of the asset)

Menu Line items Change company code

**Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry**

Company Code  University of Leicester

Existing asset   Elite Desktop Computer

New asset

Description

Asset Class

Cost Center

**Transaction data** Additional Details Note

Document Date

Posting Date

Asset value date

Amount posted

Quantity

Text

- Click on Save and note the document number

Asset transaction was posted with AA document number 0000000010

## View Asset Value

- Use the following menu path:  
**Accounting > Financial Accounting > Fixed Assets > Asset > Display > Asset (AS03)**



2. Enter the Asset Number and click on Asset Values

Menu Master data Depreciation areas Asset values

**Display Asset: Initial screen**

Asset

Subnumber

Company Code

3. Asset values are displayed

Menu

**Asset Explorer**

Asset UNIV-69826/0000

- Depreciation Areas
  - 20 Cost-accounting de

Company Code  University of Leicester

Asset   HP Elite Desktop Computer

Fiscal year

Planned values | Posted values | Comparisons | Parameters

**Planned values Cost-accounting depreciation**

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		1,900.00	1,900.00	GBP
Revaluation APC				GBP
Acquisition value		1,900.00	1,900.00	GBP
Ordinary deprec.				GBP
Unplanned dep.				GBP
Write-ups				GBP
Value adjustment				GBP
Revaluation ord.dep.				GBP
Net book value		1,900.00	1,900.00	GBP
Interest				GBP
Down payments				GBP
Scrap value				GBP

**Transactions**

AsstVal date	Amount	TType	Transaction type name	Crcy
02.12.2015	1,900.00	100	External asset acquisition	GBP

Search for related objects ...

## Reverse an Asset Value

If you have entered an incorrect value, you can reverse the transaction

1. Use the following menu path:  
**Accounting > Financial Accounting > Fixed Assets > Posting > Reverse Document > Other Asset Document (AB08)**
2. Enter the Asset Number and click on the green tick

Documents for Asset

Company Code UNIV

Asset 69826

Subnumber 0

Fiscal Year 2016

3. Click on the transaction and click on the Reverse Document button

Reverse

Overview of Asset Accounting Documents

Asset 69826 0 HP Elite Desktop Computer

Company code UNIV University of Leicester

AstValDt	Amount Posted	TTY	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
02.12.2015	1,900.00	100	External asset acquisition		0.00	

4. Enter a Reversal Reason and click on the green tick

Specifications for Reverse Posting

Fiscal Year 2016

Posting Date 02.12.2015

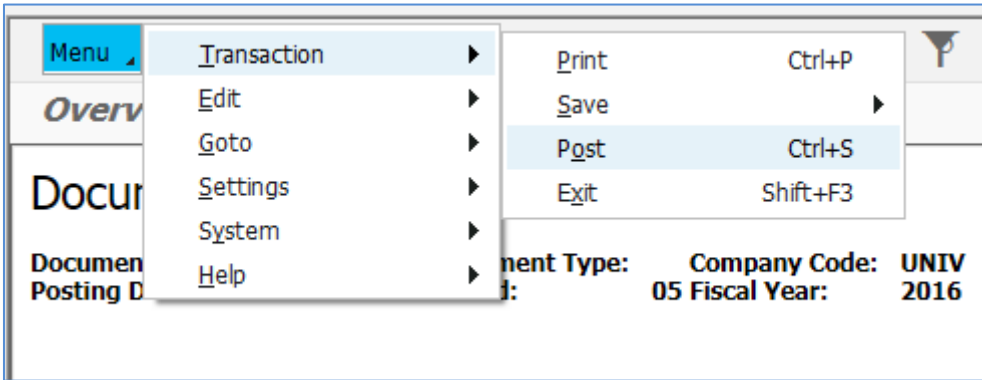
Period 5

Reversal Reason 22

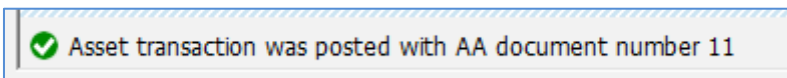
5. SAP Message

No FI document was generated for the asset transaction

6. Click on Menu > Transaction > Post



7. Note the transaction number



8. Asset value has been reversed:

**Asset Explorer**

Asset UNIV-69826/0000

Company Code: UNIV University of Leicester  
 Asset: 69826 0 HP Elite Desktop Computer  
 Fiscal year: 2016

Planned values | Posted values | Comparisons | Parameters

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions				GBP
Revaluation APC				GBP
Acquisition value				GBP
Ordinary deprec.				GBP
Unplanned dep.				GBP
Write-ups				GBP
Value adjustment				GBP
Revaluation ord.dep.				GBP
Net book value				GBP
Interest				GBP
Down payments				GBP
Scrap value				GBP

AsstVal date	Amount	TType	Transaction type name	Crcy
02.12.2015	1,900.00	100	External asset acquisition	GBP
02.12.2015	1,900.00-	100	External asset acquisition	GBP

## Need help?

If you still have questions regarding the use of SAP, contact the IT Service Desk on 0116 252 **2253** or email [ithelp@le.ac.uk](mailto:ithelp@le.ac.uk) .