

SAP User Guide

Equipment Inventory Register

Disposal of an Asset

Document Purpose

This document describes how to dispose of an asset from the Equipment Inventory Register.

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Version Control

Version	Author	Date	Reason for Change
1.0	Sue McShane – Finance Office	02.12.2015	Created

Overview

There are various reasons for disposing of an asset: Sold; scrapped; returned; recorded in error; stolen; transferred; traded in.


The procedure is the same for all disposals; most of the University disposals will be for scrap.

SAP does NOT remove the asset completely; it holds all the information but flags it as 'Retired'.

Dispose of the Asset


1. Use the following menu path:
Accounting > Financial accounting > Fixed Assets > Posting > Retirement > Asset Retirement by Scrapping (ABAVN)
2. Enter the following:
 - a. Asset number
 - b. Document Date – today's date
 - c. Posting Date – defaults to today's date, but can be changed if needed
 - d. Asset Value Date – enter today's date
 - e. Text – enter the reason for disposal

The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' form. The form is titled 'Enter Asset Transaction: Asset Retirement by Scrapping'. It has a header bar with a 'Menu' dropdown, a green checkmark icon, a save icon, a back icon, a forward icon, a red X icon, a 'Line items' icon, a 'Change company code' icon, and a 'Multiple assets' icon. Below the header, the form is divided into sections. The first section contains 'Company Code' (UNIV) and 'University of Leicester'. The second section contains 'Asset' (69826) and '0 HP Elite Desktop Computer'. Below this, there are tabs for 'Transaction data', 'Additional Details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is active, showing fields for 'Document Date' (02.12.2015), 'Posting Date' (02.12.2015), 'Asset value date' (02.12.2015), and 'Text' (Disposal - by scrapping).

3. Click on Save 
4. Click on the green tick to clear the warning message

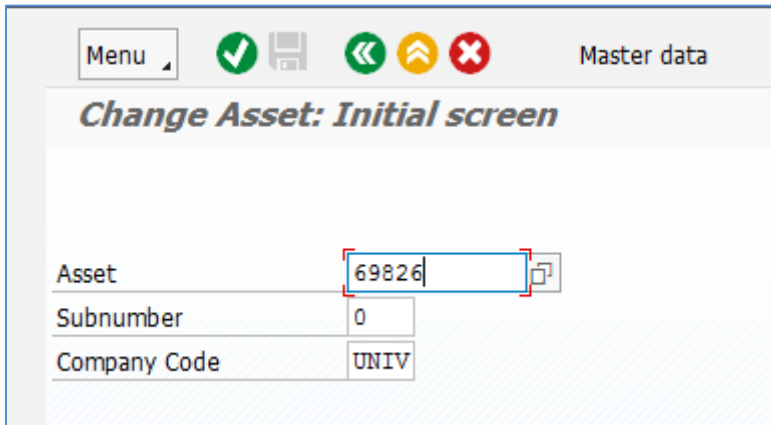
The screenshot shows the 'Document lines: Display messages' dialog box. It has a title bar with a close icon and the text 'Document lines: Display messages'. Below the title bar, there is a table with the following columns: 'Typ', 'Ite', 'Message text', and 'LTxt'. The table contains one row with the following data: '001', 'Retirement/transfer on asset 69826 0 takes place with no values', and a yellow question mark icon. Below the table, there is a footer bar with a green checkmark icon, a 'New entry' button, a yellow question mark icon, a 'Technical Information' button, and several navigation icons (back, forward, search, etc.).






- Note the document number

 Asset transaction was posted with AA document number 0000000012


Update the Asset to show the Retirement Reason

- Use the following menu path:
Accounting > Financial accounting > Fixed Assets > Asset > Change > Asset (AS02)
- Enter the asset number and click on the green tick

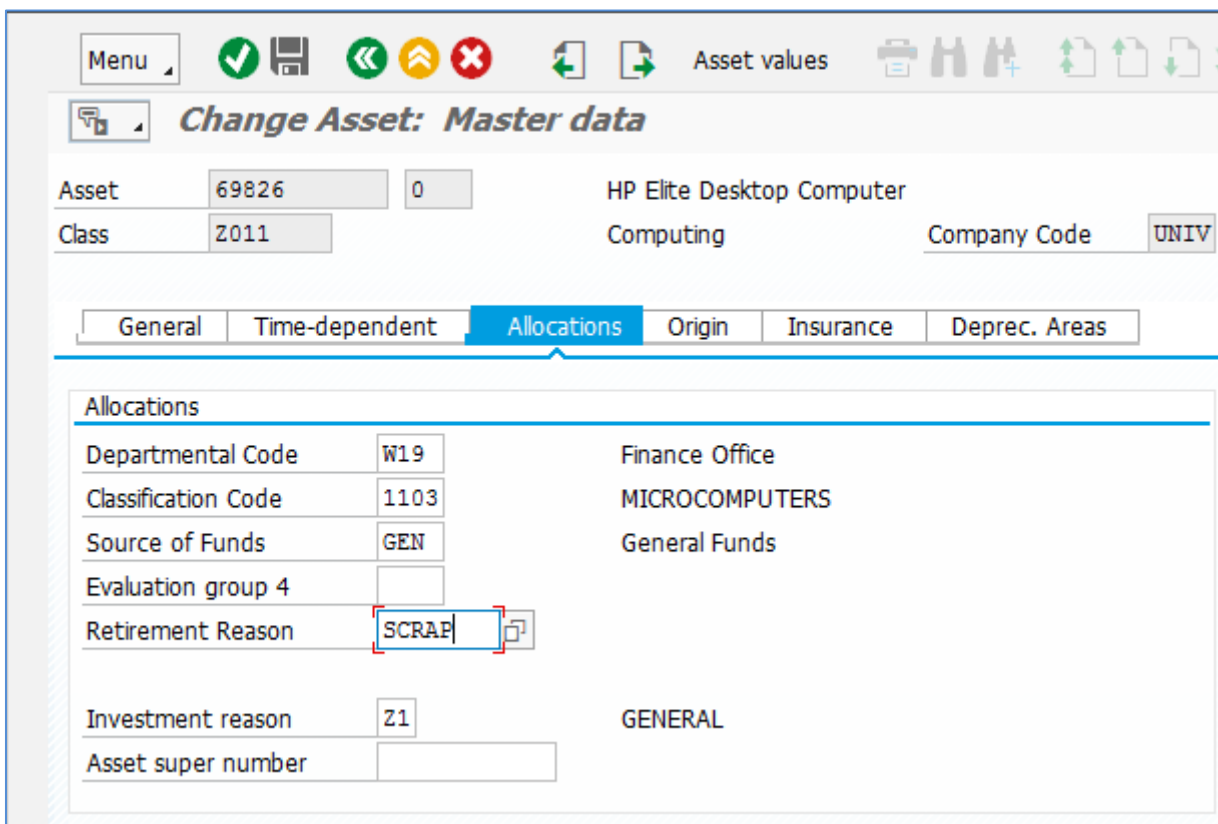















Menu      Master data

Change Asset: Initial screen

Asset	69826	
Subnumber	0	
Company Code	UNIV	

- Click on the Allocations Tab
- Enter the Retirement Reason (use the search box to see the available reasons)





Menu        Asset values      

Change Asset: Master data

Asset	69826	0	HP Elite Desktop Computer
Class	Z011		Computing
			Company Code UNIV

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

Allocations	
Departmental Code	W19 Finance Office
Classification Code	1103 MICROCOMPUTERS
Source of Funds	GEN General Funds
Evaluation group 4	
Retirement Reason	SCRAP 
Investment reason	Z1 GENERAL
Asset super number	

- Click on Save 

Available Retirement Reasons are:

Ret Rsn	Name
ERROR	Equipment recorded in Error
RETURNED	Equipment Returned
SCRAP	Equipment Scrapped
SOLD	Equipment Sold
STOLEN	Equipment Stolen
TRADE IN	Equipment Traded In
TRANSFER	Equipment Transferred

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 .