

SAP User Guide

Equipment Inventory Register

Report for Equipment Inventory by Department

Document Purpose

This document describes how to run the asset report 'Equipment Inventory by Department'.

Contents

Overview.....	2
Run an Equipment Inventory Report.....	2
Need help?.....	7

Version Control

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

Overview

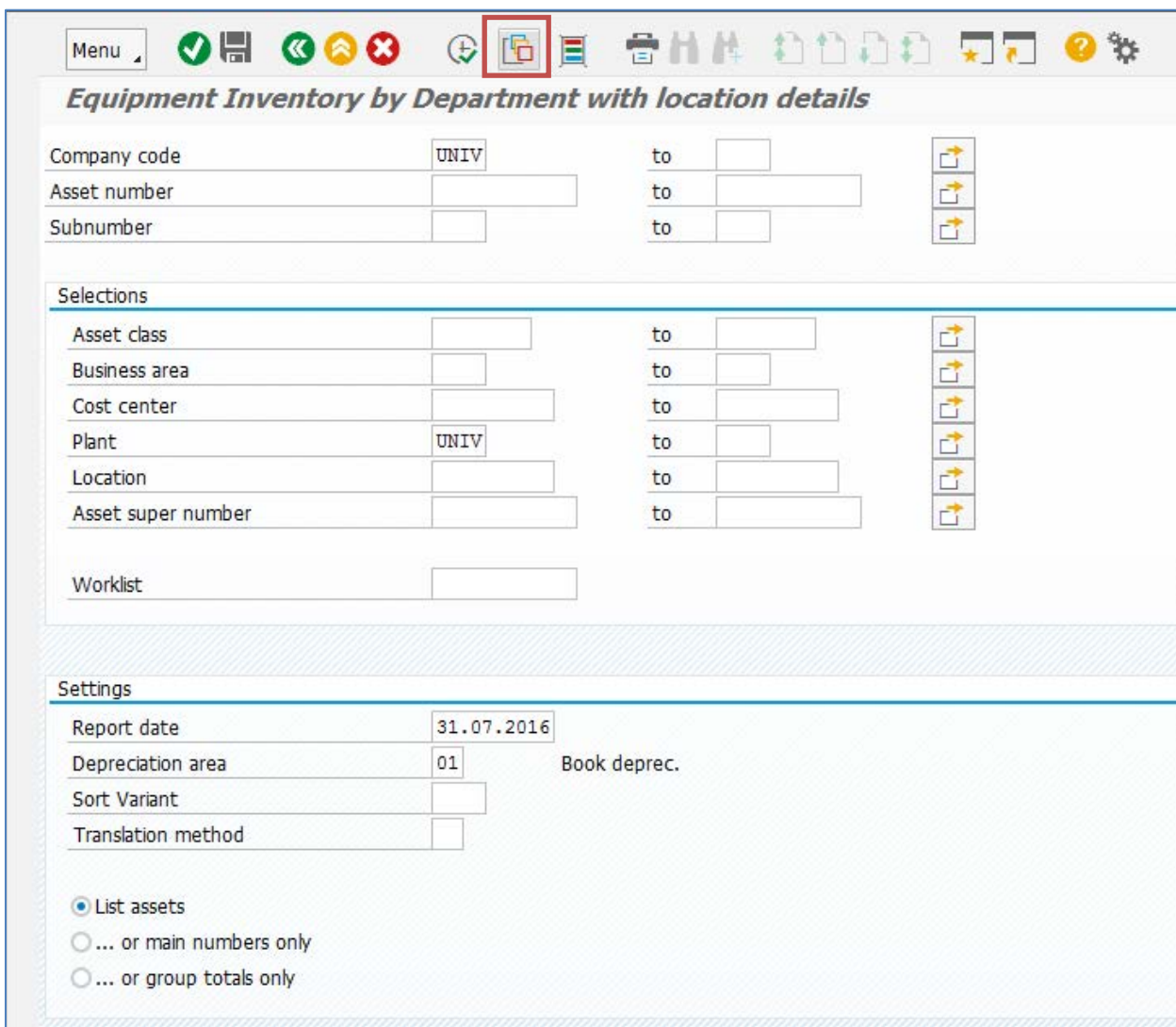
There are several Equipment Inventory reports available in SAP. This guide focuses on the Equipment Inventory by Department with Location Details. The other reports can be run by following the same basic steps.

Run an Equipment Inventory Report

1. Use the following menu path:

University of Leicester > Asset Reporting > Equipment Inventory by Department with Location Details (Y_DEV_23000143)

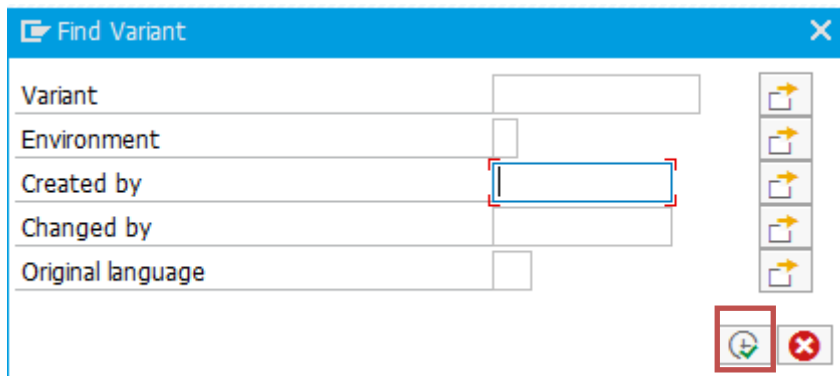
2. Click on Get Variant



The screenshot shows the SAP report selection interface for 'Equipment Inventory by Department with location details'. The top toolbar contains various icons, with the 'Get Variant' icon (a square with a red border) highlighted. Below the title bar, there are input fields for 'Company code' (UNIV), 'Asset number', and 'Subnumber'. The 'Selections' section includes fields for 'Asset class', 'Business area', 'Cost center', 'Plant' (UNIV), 'Location', and 'Asset super number'. The 'Settings' section includes 'Report date' (31.07.2016), 'Depreciation area' (01), 'Sort Variant', and 'Translation method'. At the bottom, there are radio buttons for 'List assets' (selected), '... or main numbers only', and '... or group totals only'.

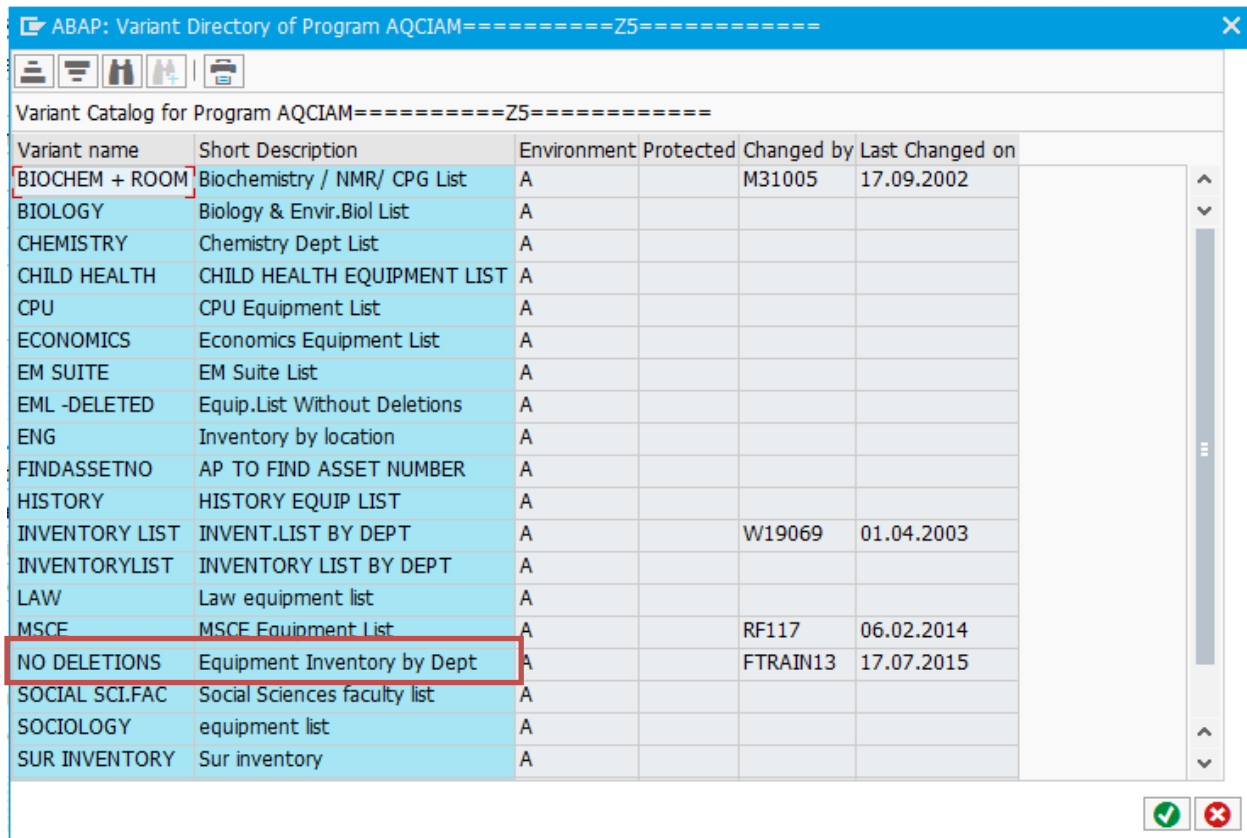
Equipment Inventory by Department with location details			
Company code	UNIV	to	
Asset number		to	
Subnumber		to	
Selections			
Asset class		to	
Business area		to	
Cost center		to	
Plant	UNIV	to	
Location		to	
Asset super number		to	
Worklist			
Settings			
Report date	31.07.2016		
Depreciation area	01	Book deprec.	
Sort Variant			
Translation method			
<input checked="" type="radio"/> List assets			
<input type="radio"/> ... or main numbers only			
<input type="radio"/> ... or group totals only			

3. Remove your user name from the 'Created by' box and click on the Execute button



4. Scroll down to find the variant called 'No Deletions'

5. Select this variant by clicking on the line and then on the green tick



6. Click on Dynamic Selections

Menu | [Icons] | 1 active | [Icons]

Equipment Inventory by Department with location details

Company code: UNIV to [] []
Asset number: [] to [] []
Subnumber: [] to [] []

Selections

Asset class: [] to [] []
Business area: [] to [] []
Cost center: [] to [] []
Plant: UNIV to [] []
Location: [] to [] []
Asset super number: [] to [] []

Worklist: []

7. Enter your Department Code

Menu | [Icons] | 1 active | [Icons]

Equipment Inventory by Department with location details

[Icons]


- General data
- Posting information
- Time-dependent data
- Assignments
 - Departmental Code
 - Classification Code
 - Source of Funds
 - Evaluation group 4
 - Investment reason
 - Retirement Reason

Dynamic selections

Assignments

Departmental Code: W19 [] []
Retirement Reason: [] []

Company code: UNIV to [] []
Asset number: [] to [] []
Subnumber: [] to [] []


8. Click on the Execute button  to run the report

Equipment Inventory by Department with location details									
Report date: 31.12.2015			Inventory				Creation date:		
Inventory numbe	Asset Cl	Asset No.	Asset description				Acq.	Serial no.	
Dept	Class	Fund	Serv	Ret.Reason	IR	Deact.Date	Supplier Name		
Supplier	Inv.date		Location	Room					
Acquisition va									
Company code UNIV									
Plant UNIV									
Cost center									
608	901102001	Z011		56905	DISK DRIVE, SCREEN, KEYBOARD		1999	SGIJ959NL13	
W19	1102	OTH			Z1	00.00.0000			
APPLEMAC				11.04.1995	FIELJ	DIRECTOR			
900.00									
608	901102002	Z011		56906	DISK DRIVE, KEYBOARD, SCREEN		1999	SGI3959PL113	
W19	1102	OTH			Z1	00.00.0000			
APPLEMAC				11.04.1995	FIELJ	GARY TOC			
900.00									
608	901102003	Z011		56907	DISK DRIVE, KEYBOARD, SCREEN		1999	FCCIDBCGMOJ50	
W19	1102	OTH			Z1	00.00.0000			
APPLEMAC				11.04.1995	FIELJ	DEPARTME			
900.00									
608	901102004	Z011		56908	DISK DRIVE		1999	E1398XQM02982/A	
W19	1102	OTH			Z1	00.00.0000			
APPLEMAC				11.04.1995	FIELJ	PAYMENTS			
900.00									

9. You can select SAP List Viewer for an alternate report layout

The screenshot shows the SAP S/4HANA report selection screen for 'Equipment Inventory by Department with location details'. The interface includes a top toolbar with navigation icons and a 'Menu' dropdown. The main area is divided into several sections:

- Company code:** UNIV
- Asset number:** [Empty]
- Subnumber:** [Empty]
- Selections:**
 - Asset class: [Empty]
 - Business area: [Empty]
 - Cost center: [Empty]
 - Plant: UNIV
 - Location: [Empty]
 - Asset super number: [Empty]
 - Worklist: [Empty]
- Settings:**
 - Report date: 31.12.2015
 - Depreciation area: 20 (Cost-acc.)
 - Sort Variant: [Empty]
 - Translation method: [Empty]
 - Radio buttons: List assets, ... or main numbers only, ... or group totals only
- Program selections:**
 - Last inventory date: [Empty]
- Output format:**
 - SAP List Viewer
 - ABAP List
 - Graphic
 - ABC analysis
 - Executive Info System (EIS)
 - File store
 - Save with ID
 - Display as table
 - Word processing
 - Spreadsheet

10. Click on the Execute button  to run the report

Equipment Inventory by Department with location details

Inventory number	Asset	Asset No.	Asset description	Acq. Serial no.	Dept	Class	Fund	Serv Ret.Reason	IR	Deact.Date	Supplier Name	Supplier	Inv.date	Location	Room	Acquisition value
608 901102001	2011	56905	DISK DRIVE, SCREEN, KEYBOARD	1999 SGI0959NL13	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	DIRECTOR	900.00
608 901102002		56906	DISK DRIVE, KEYBOARD, SCREEN	1999 SGI13959PL113	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	GARY TOO	900.00
608 901102003		56907	DISK DRIVE, KEYBOARD, SCREEN	1999 FCCID8CGM0J150	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	DEPARTME	900.00
608 901102004		56908	DISK DRIVE	1999 E1398XQM02982/A	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	PAYMENTS	900.00
608 911108001		56909	LASER PRINTER	1999 TA112B2024	W19	1108	OTH			Z1	00.00.0000	DIGITAL	11.04.1995	FIELD	CASHIERS	1,200.00
608 911108002		56910	LASER PRINTER	1999 TA115B1850	W19	1108	OTH			Z1	00.00.0000	DIGITAL	11.04.1995	FIELD	CASHIERS	1,200.00
608 921102001		56911	DISK DRIVE, KEYBOARD, SCREEN	1999 CK249181F04	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	GAYNOR L	1,000.00
608 921102002		56912	DISK DRIVE, KEYBOARD, SCREEN	1999 CK24948NF04	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	BRIAN PE	1,000.00
608 921102003		56913	DISK DRIVE, KEYBOARD, SCREEN	1999 CK2493T2F04	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	GENERAL	1,000.00
608 921102004		56914	DISK DRIVE	1999 FCCID 8CGM 1700	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	20.04.1995	FIELD	J.AIGELT	1,000.00
608 921102005		56915	DISK DRIVE,SCREEN,KEYBOARD	1999 CK3375XNVA2	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	GENERAL	1,000.00
608 931102001		56916	DISK DRIVE,KEYBOARD,SCREEN	1999 CK1430KWCS4	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	GARY HAG	1,700.00
608 931102002		56917	DISK DRIVE,KEYBOARD,SCREEN	1999 SG33445ME08	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	BUDGETS	1,200.00
608 931102003		56918	DISK DRIVE	1999 FCCID 8CGM 1476	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	DEPARTME	1,500.00
608 931102004		56919	DISK DRIVE,KEYBOARD,SCREEN	1999 CKJJ75CXVA2	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	SUPERANN	1,200.00
608 931102005		56920	DISK DRIVE, KEYBOARD	1999 CK3375XHUA2	W19	1102	OTH			Z1	00.00.0000	APPLEMAC	11.04.1995	FIELD	SALARIES	1,200.00
608 931108001		56921	LASER PRINTER	1999 MODEL 1560	W19	1108	OTH			Z1	00.00.0000	DATA PRODUCT	11.04.1995	FIELD	GENERAL	1,800.00
69824 0000		69824	HP Elite Desktop Computer	2015 ABC12345	W19	1103	GEN			Z1	00.00.0000		00.00.0000	BROOK	1.01	0.00

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.