



FI – Display Asset Information

Information Technology Solutions Center



NORTHERN KENTUCKY UNIVERSITY

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Overview

Fixed assets are included as part of the operating pool. The g/l account should be coded as follows:

- For a single item that is more than \$500, but less than \$5,000, use g/l range 551005 - 551065.
- For a single item that is more than \$5,000, use g/l range 570105 - 570165.

Any single item over \$500 must be tagged. Please code these items correctly, or contact Tina Herald in the Comptroller's Office to have the item tagged. Accounting will enter and maintain the fixed asset in SAP.

<http://comptroller.nku.edu/equipment/index.php>


Transaction code, AS03

Transaction code, AS03, is used to display an asset master record. You would perform this procedure to verify the location of an asset.

1. Click the Match Code button for Asset

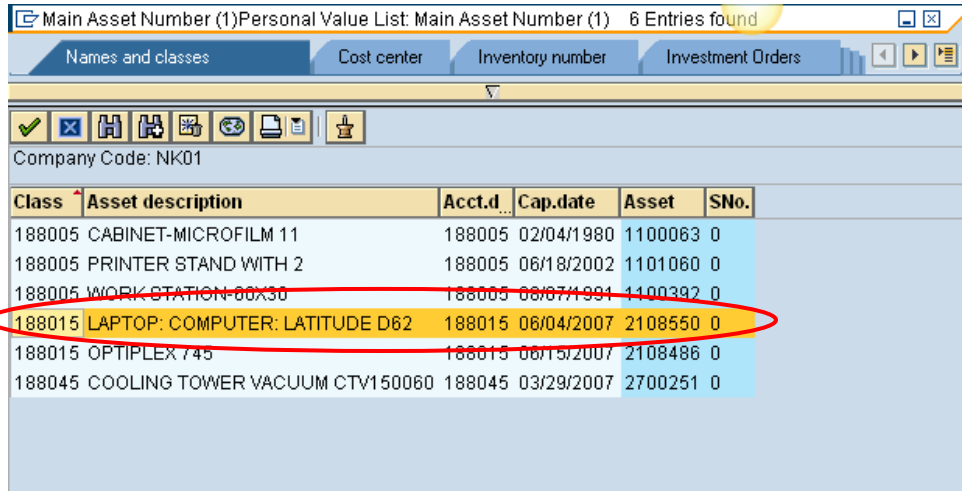
Display Asset: Initial screen

| | | |
|-------------|--------------------|--------------|
| Master data | Depreciation areas | Asset values |
|-------------|--------------------|--------------|

| | | |
|--------------|-----------------------------------|---|
| Asset | <input type="text"/> |  |
| Subnumber | <input type="text" value="0"/> | |
| Company Code | <input type="text" value="NK01"/> | |

2. Double-click on the Asset to display.

Note: All assets that are assigned to your User ID will display.



Company Code: NK01

| Class | Asset description | Acct.d | Cap.date | Asset | SNo. |
|--------|--------------------------------|--------|------------|---------|------|
| 188005 | CABINET-MICROFILM 11 | 188005 | 02/04/1980 | 1100063 | 0 |
| 188005 | PRINTER STAND WITH 2 | 188005 | 06/18/2002 | 1101060 | 0 |
| 188005 | WORK STATION-80X30 | 188005 | 08/07/1994 | 1100392 | 0 |
| 188015 | LAPTOP: COMPUTER: LATITUDE D62 | 188015 | 06/04/2007 | 2108550 | 0 |
| 188015 | OPTIPLX 745 | 188015 | 06/15/2007 | 2108486 | 0 |
| 188045 | COOLING TOWER VACUUM CTV150060 | 188045 | 03/29/2007 | 2700251 | 0 |

3. Click Master data

Display Asset: Initial screen

Master data | Depreciation areas | Asset values

Asset: 2108550

Subnumber: 0

Company Code: NK01

The General tab displays serial number and inventory number information. Posting information is also available on this tab.

Display Asset: Master data

Asset values

Asset: 2108550 0 LAPTOP: COMPUTER: Latitude D620
Class: 188015 Computer Equipment Company Code: NK01

General Time-dependent Allocations Origin Add'l Data Insurance Leasing Deprec. Areas

General data

| | | |
|---------------------|--|--------------------|
| Description | LAPTOP: COMPUTER: Latitude D620 | |
| Asset main no. text | laptop | |
| Acct determination | 188015 | Computer Equipment |
| Serial number | 5KC31D1 | |
| Inventory number | 0000062931 | |
| Quantity | 1 | EA each |
| | <input type="checkbox"/> Manage historically | |

Inventory

| | | |
|-------------------|--|--|
| Last inventory on | | <input type="checkbox"/> Include asset in inventory list |
| Inventory note | | |

Posting information

| | | | |
|----------------------|------------|---------------------|------------|
| Capitalized on | 06/04/2007 | Deactivation on | |
| First acquisition on | 06/04/2007 | Plnd. retirement on | |
| Acquisition year | 2007 012 | Ordered on | 05/29/2007 |

The Time-dependent tab will display cost center information as well as the location of the asset.

Display Asset: Master data

Asset values

Asset: 2108550 0 LAPTOP: COMPUTER: Latitude D620
Class: 188015 Computer Equipment Company Code: NK01

General **Time-dependent** Allocations Origin Add'l Data Insurance Leasing Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

| | | |
|----------------------|--------------|------------------------------|
| Business Area | 100 | Northern Kentucky University |
| Cost Center | 232010005 | InfoTech Custmr Syst |
| Resp. cost center | 232010005 | InfoTech Custmr Syst |
| Activity Type | | |
| Int. order | | |
| Maintenance order | | |
| Plant | NK01 | Northern Kentucky University |
| Location | 00290 | STEELY LIBRARY |
| Room | 220 | |
| License plate number | | |
| Personnel Number | 0 | |
| Shift factor | 0.00 | |
| Fund | 0111000100 | Unrestrictd Curr Fund |
| Functional Area | 0450 | Academic Support |
| Grant | NOT RELEVANT | NOT RELEVANT |
| Funds Center | 243070010 | Prof Dev Center |

Asset shutdown

- Click Asset values to access transaction code, AW01N.

Display Asset: Master data

Asset values

Asset: 2188550 0 LAPTOP: COMPUTER: Latitude D620
Class: 188015 Computer Equipment Company Code: NK01

General Time-dependent Allocations Origin Add'l Data Insurance Leasing Deprec. Areas

General data

Description: LAPTOP: COMPUTER: Latitude D620

Asset main no. text: laptop

Acct determination: 188015 Computer Equipment

Serial number: 5KC31D1

Inventory number: 0000062931

Quantity: 1 EA each

Manage historically

Inventory

Last inventory on: Include asset in inventory list

Inventory note:

Posting information

Capitalized on: 06/04/2007 Deactivation on:

First acquisition on: 06/04/2007 Plnd. retirement on:

Acquisition year: 2007 012 Ordered on: 05/29/2007

Transaction code, AW01N

Transaction code, AW01N, is used to view the depreciation specifics regarding a fixed asset. Perform this procedure to view the net book value of a fixed asset.

The Planned values tab will display planned values book depreciation information by fiscal year.

Asset Explorer

Asset NK01-2108550/0000

Company Code **NK01** Northern Kentucky Univ.

Asset 2108550 0 LAPTOP: COMPUTER: Latitude D620

Fiscal year 2010

Planned values Posted values Comparisons Parameters

Planned values Book depreciation in local currency

| Value | Fiscal year start | Change | Year-end | Crcy |
|-------------------|-------------------|--------|-----------|------|
| APC transactions | 1,219.00 | | 1,219.00 | USD |
| Acquisition value | 1,219.00 | | 1,219.00 | USD |
| Ordinary deprec. | 1,219.00- | | 1,219.00- | USD |
| Unplanned dep. | | | | USD |
| Write-up | | | | USD |
| Value adjustment | | | | USD |
| Net book value | | | | USD |

No postings for selected fiscal year

Objects related to asset

- Vendor
 - DELL MARKETING L P
- Cost Center
 - InfoTech Custmr Syst
- Purchase Order
 - 05/29/2007
- G/L Account
 - Computer Equipment \$50

The Posted values tab will display posted values book depreciation information by fiscal year.

Asset Explorer

Asset NK01-2108550/0000

- Depreciation Areas
 - 01 Book depreciation

Company Code **NK01** Northern Kentucky Univ.

Asset 2108550 0 LAPTOP: COMPUTER: Latitude D620

Fiscal year 2010

Planned values

Posted values

Comparisons

Parameters

Posted dep. values Book depreciation in local currency

| Value | Fiscal year start | Change | Posted values | Crcy |
|-------------------|-------------------|--------|---------------|------|
| APC transactions | 1,219.00 | | 1,219.00 | USD |
| Acquisition value | 1,219.00 | | 1,219.00 | USD |
| Ordinary deprec. | 1,219.00- | | 1,219.00- | USD |
| Unplanned dep. | | | | USD |
| Write-up | | | | USD |
| Value adjustment | | | | USD |
| Net book value | | | | USD |

Depreciation posted/planned

| Status | Status | Per | Ord. dep. | Uplnd dep. | Reserves | Interest | Revaluat. | Crcy |
|--------|---------|-----|-------------|-------------|-------------|-------------|-------------|------------|
| ▲ | Planned | 8 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | USD |
| ▲ | Planned | 9 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | USD |
| ▲ | Planned | 10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | USD |
| ▲ | Planned | 11 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | USD |
| ▲ | Planned | 12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | USD |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | USD |

Objects related to asset

- Vendor
 - DELL MARKETING L P
- Cost Center
 - InfoTech Custmr Syst
- Purchase Order
 - 05/29/2007
- G/L Account
 - Computer Equipment \$50

The Comparisons tab will display book depreciation information by fiscal year.

Asset Explorer

Asset NK01-2108550/0000

Company Code **NK01** Northern Kentucky Univ.
 Asset 2108550 0 LAPTOP: COMPUTER: Latitude D620

Fiscal year 2010 To 2010

Planned values | Posted values | **Comparisons** | Parameters

<01>

Book depreciation in local currency:2010 -2010

| Fiscal year | APC transactions | Acquisition value | Ordinary deprec. | Net book value | Crcy |
|-------------|------------------|-------------------|------------------|----------------|------------|
| <2010 | 1,219.00 | 1,219.00 | 1,219.00- | | USD |
| 2010 | | 1,219.00 | | | USD |
| | 1,219.00 | | 1,219.00- | | USD |

Objects related to asset

- Vendor
 - DELL MARKETING L P
- Cost Center
 - InfoTech Custmr Syst
- Purchase Order
 - 05/29/2007
- G/L Account
 - Computer Equipment \$50

The Parameters tab will display life value information by fiscal year.

Asset Explorer

Asset NK01-2108550/0000

Company Code **NK01** Northern Kentucky Univ.
 Asset 2108550 0 LAPTOP: COMPUTER: Latitude D620

Fiscal year 2010

Planned values | Posted values | Comparisons | **Parameters**

Dep. Key LVA LVA 100 % Complete depreciation
 Group asset

Life

| | |
|-----------------|-----------|
| Useful life | 000 / 001 |
| Exp. usefl life | 002 / 001 |
| Remaining life | 000 / 000 |

Start of calculation

| | |
|----------------------|------------|
| Ord. dep. start date | 06/01/2007 |
| Spec. depreciation | |
| Int. calc. start | |

Index specifications

| | |
|--------------|--|
| Index series | |
| Aging index | |

Further specifications

| | |
|-----------------|--------------|
| Changeover year | 0000 |
| Inv. Support | |
| Scrap value | 0.00 |
| Scrap Value % | 0.0000000000 |
| Var. Dep. Ptn | 0.0000 |

Objects related to asset

- Vendor
 - DELL MARKETING L P
- Cost Center
 - InfoTech Custmr Syst
- Purchase Order
 - 05/29/2007
- G/L Account
 - Computer Equipment \$50

Display dep. key


Asset Search

Each year the University undergoes asset reconciliation. This normally happens during the week of spring break. Each department administrator will be required to validate assets listed against the asset control document for their area of responsibility.








ZBAR is a SAP transaction code that could be helpful during this process. The transaction code will display information about the asset including the building location.

1. Enter the tag number in the Inventory number field (will need leading zeroes).
2. Click Execute.

Asset Search



Program selections

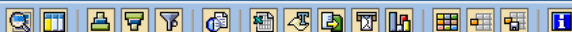
| | | | | |
|---------------------------|------------|----|--|---|
| Company Code | NK01 | to | |  |
| Main Asset Number | | to | |  |
| Serial number | | to | |  |
| Inventory number | 0000060993 | to | |  |
| Cost center responsible f | | to | |  |
| Asset location | | to | |  |
| Room | | to | |  |

Output format

SAP List Viewer


3. Double-click the Description to obtain asset master data (AS03).


Asset Search



| Asset | Description | Asset Text | Serial Number | Inventory Number | Responsible Cost Center | Location | Location Name | Room |
|---------|--|------------|---------------|------------------|-------------------------|----------|--------------------|--------|
| 2107359 | LAPTOP: COMPUTER: LATITUDE D620 INTEL SP | 3 OF 5 | 240R1B1 | 0000060993 | 216010005 | 00150 | OLD SCIENCE CENTER | 000132 |

- Click Asset values to obtain depreciation information (AW01N).


 **Display Asset: Master data**

 **Asset values**

Asset: 2107359 0 LAPTOP: COMPUTER: LATITUDE D620 INTEL
Class: 188015 Computer Equipment Company Code: NK01

General Time-dependent Allocations Origin Add'l Data Insurance Leasing Deprec. Areas

General data

Description: LAPTOP: COMPUTER: LATITUDE D620 INTEL 

Asset main no. text: SPLIT 3 OF 5

Acct determination: 188015 Computer Equipment

Serial number: 240R1B1

Inventory number: 0000060993

Quantity: 1 EA each Manage historically

Inventory

Last inventory on: Include asset in inventory list

Inventory note:

Posting information

| | | | |
|----------------------|------------|---------------------|----------------------|
| Capitalized on | 06/01/2006 | Deactivation on | <input type="text"/> |
| First acquisition on | 06/01/2006 | Plnd. retirement on | <input type="text"/> |
| Acquisition year | 2006 012 | Ordered on | <input type="text"/> |