



FI – Display Asset Information

Information Technology Solutions Center



Table of Contents

Overview.....	3
Transaction code, AS03	3
Transaction code, AW01N.....	8
Asset Search	11

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" value=""/>	
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.

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-60X30	188005	08/07/1994	1100392	0
188015	LAPTOP: COMPUTER: LATITUDE D62	188015	06/04/2007	2108550	0
188015	OPTIPLEX 745	188015	06/15/2007	2108486	0
188045	COOLING TOWER VACUUM CTV150060	188045	03/29/2007	2700251	0

3. Click Master data

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="text"/>	<input type="checkbox"/> Include asset in inventory list
Inventory note	<input type="text"/>	

Posting information

Capitalized on	06/04/2007	Deactivation on	<input type="text"/>
First acquisition on	06/04/2007	PInd. retirement on	<input type="text"/>
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

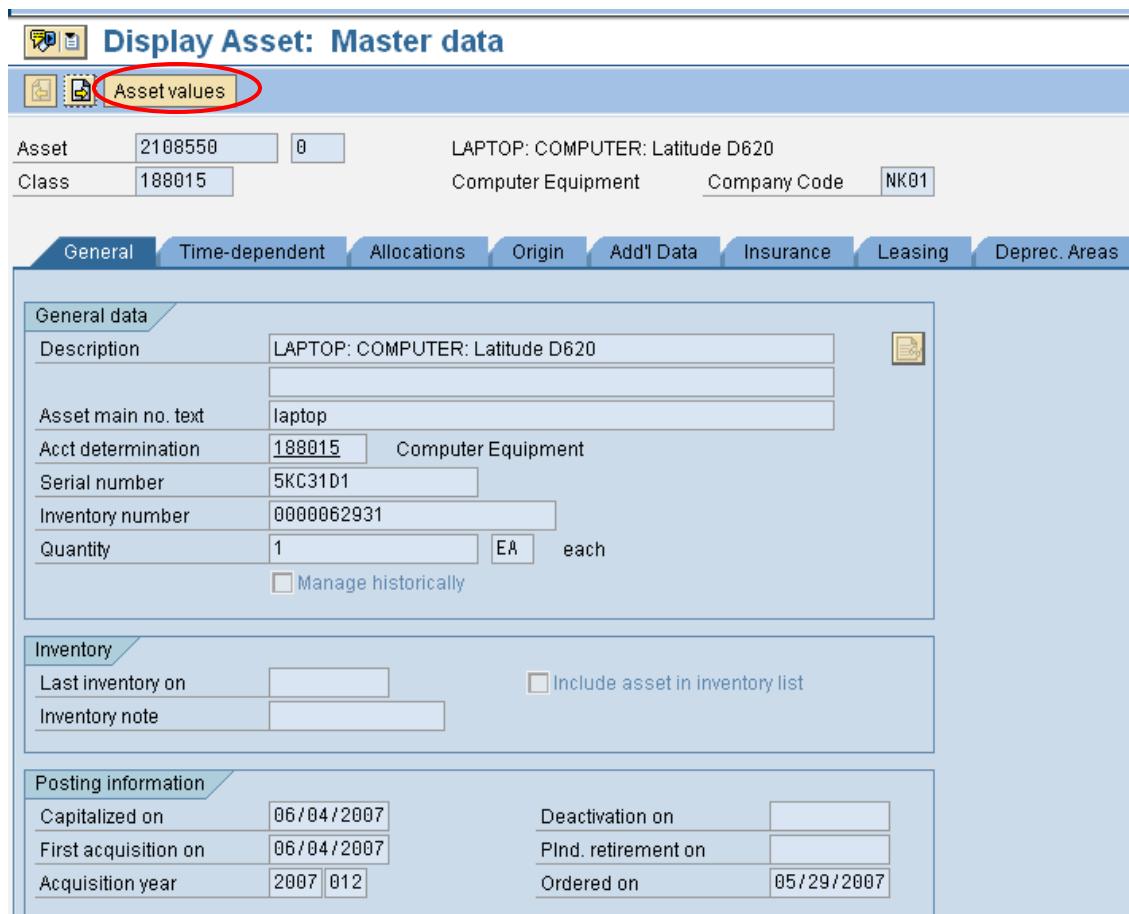
General **Time-dependent** Allocations Origin Add'l Data Insurance Leasing Deprec. Areas

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

4. Click Asset values to access transaction code, AW01N.



The screenshot shows the SAP Fiori interface for displaying asset master data. At the top, there's a navigation bar with icons for search, refresh, and back/forward. The title is "Display Asset: Master data". Below the title, there are two buttons: "Asset values" (which is highlighted with a red oval) and "New asset".

On the left, there are two input fields: "Asset" (2108550) and "Class" (188015). To the right of these, the asset description is shown as "LAPTOP: COMPUTER: Latitude D620" with sub-labels "Computer Equipment" and "Company Code NK01".

Below the input fields, a navigation bar contains tabs: General, Time-dependent, Allocations, Origin, Add'l Data, Insurance, Leasing, and Deprec. Areas. The "General" tab is selected.

The main area is divided into sections:

- General data:** Contains fields for 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), and a checkbox for "Manage historically".
- Inventory:** Contains fields for Last inventory on and Inventory note, along with a checkbox for "Include asset in inventory list".
- Posting information:** Contains fields for Capitalized on (06/04/2007), First acquisition on (06/04/2007), Acquisition year (2007 012), Deactivation on, Plnd. retirement on, and 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

The screenshot shows the SAP Asset Explorer interface. On the left, there's a tree view under 'Depreciation Areas' with '01 Book depreciation' selected. The main area has tabs at the top: 'Planned values' (circled in red), 'Posted values', 'Comparisons', and 'Parameters'. Below the tabs is a table titled 'Planned values Book depreciation in local currency' with the following data:

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

A message below the table says 'No postings for selected fiscal year'.

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

Asset Explorer

The screenshot shows the SAP Asset Explorer interface. On the left, there's a tree view under 'Asset NK01-2108550/0000' with nodes like 'Depreciation Areas' and '01 Book depreciation'. The main area has tabs at the top: 'Planned values', 'Posted values' (which is circled in red), 'Comparisons', and 'Parameters'. Below the tabs is a toolbar with icons. The central part displays two tables: 'Posted dep. values Book depreciation in local currency' and 'Depreciation posted/planned'. The first table shows various asset components with their values and currencies. The second table shows depreciation details for specific periods.

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

Status	Status	Per	Ord. dep.	Upind 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

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

The screenshot shows the SAP Fiori Asset Explorer interface. On the left, the Asset Explorer sidebar displays asset details: Company Code NK01 (Northern Kentucky Univ.), Asset 2108550 (LAPTOP: COMPUTER: Latitude D620), and a Depreciation Areas section with '01 Book depreciation' selected. Below this is a 'Objects related to asset' section listing Vendor (DELL MARKETING L P), Cost Center (InfoTech Custmr Syst), Purchase Order (05/29/2007), and G/L Account (Computer Equipment \$50). The main area features a navigation bar with tabs: Planned values, Posted values, Comparisons (selected), and Parameters. A date range selector shows 'Fiscal year' from 2010 to 2010. The 'Comparisons' tab displays a table titled 'Book depreciation in local currency: 2010 -2010'. The table has columns: Fiscal year, APC transactions, Acquisition value, Ordinary deprec., Net book value, and Crcy. It contains two rows: one for <2010 with values 1,219.00, 1,219.00, 1,219.00-, and USD; and one for 2010 with values 1,219.00, 1,219.00, 1,219.00-, and USD. The total values are also shown at the bottom of the table.

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	= 1,219.00-	USD	

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

The screenshot shows the SAP Asset Explorer interface. The top navigation bar includes icons for Home, Overview, Assets, Depreciation Areas, and Asset Explorer. The main area displays asset details: Company Code NK01 (Northern Kentucky Univ.), Asset 2108550 (LAPTOP: COMPUTER: Latitude D620), and Fiscal year 2010. Below these are tabs for Planned values, Posted values, Comparisons, and Parameters, with Parameters selected. The Parameters section contains fields for Dep. Key (LVA, LVA 100 % Complete depreciation), Group asset, Life (Useful life, Exp. useful life, Remaining life), Start of calculation (Ord.dep.start date 06/01/2007), 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), and a button to 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

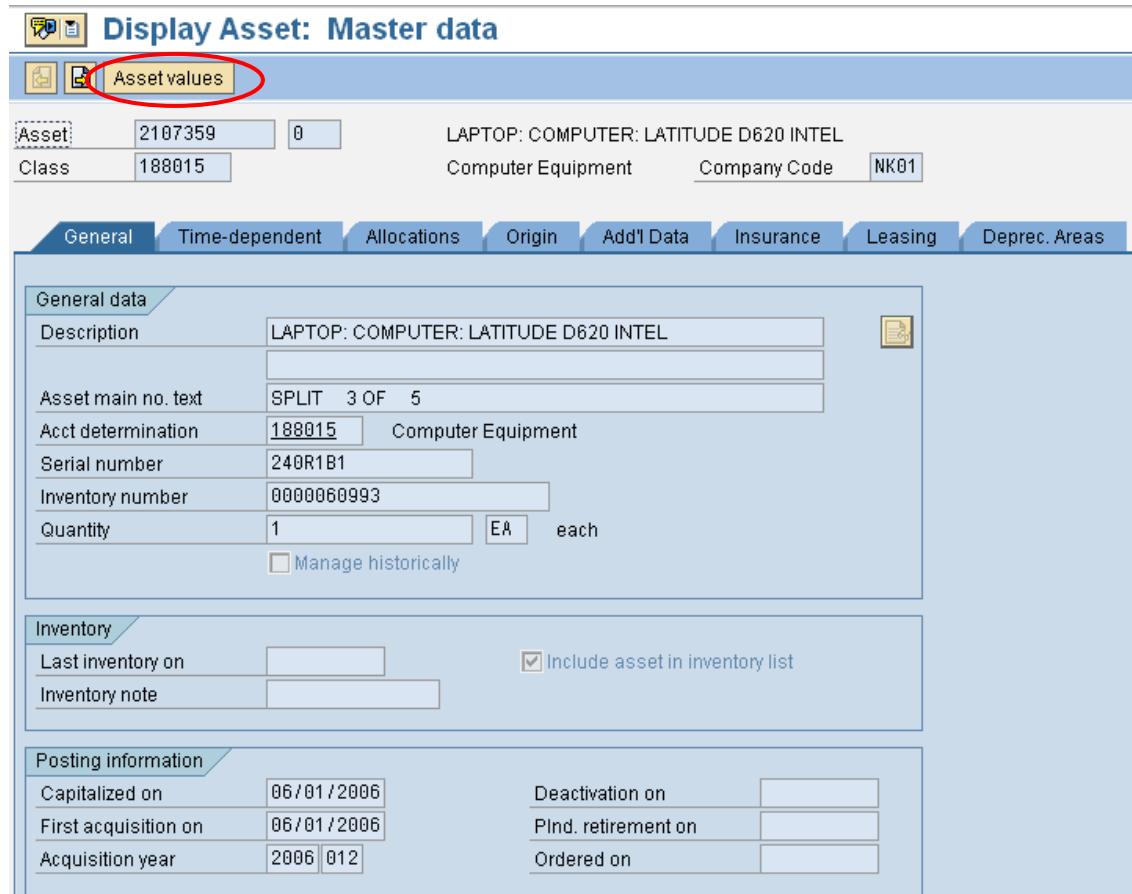
SAP List Viewer

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	SPLIT 3 OF 5 240R1B1		0000060993	216010005	00150	OLD SCIENCE CENTER	000132

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



The screenshot shows the SAP Fiori interface for 'Display Asset: Master data'. At the top, there are two tabs: 'Asset values' (highlighted with a red circle) and 'General'. Below the tabs, there are several input fields and status indicators:

- Asset:** 2107359 (Value), 0 (Status)
- Class:** 188015
- Category:** LAPTOP: COMPUTER: LATITUDE D620 INTEL
- Subcategory:** Computer Equipment
- Company Code:** NK01

The main content area is divided into three sections:

- General data:** Contains fields for 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), and Quantity (1 EA each). There is also a checkbox for 'Manage historically'.
- Inventory:** Contains fields for Last inventory on and Inventory note, along with a checkbox for 'Include asset in inventory list'.
- Posting information:** Contains fields for Capitalized on (06/01/2006), First acquisition on (06/01/2006), Acquisition year (2006/012), Deactivation on, Plnd. retirement on, and Ordered on.