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.
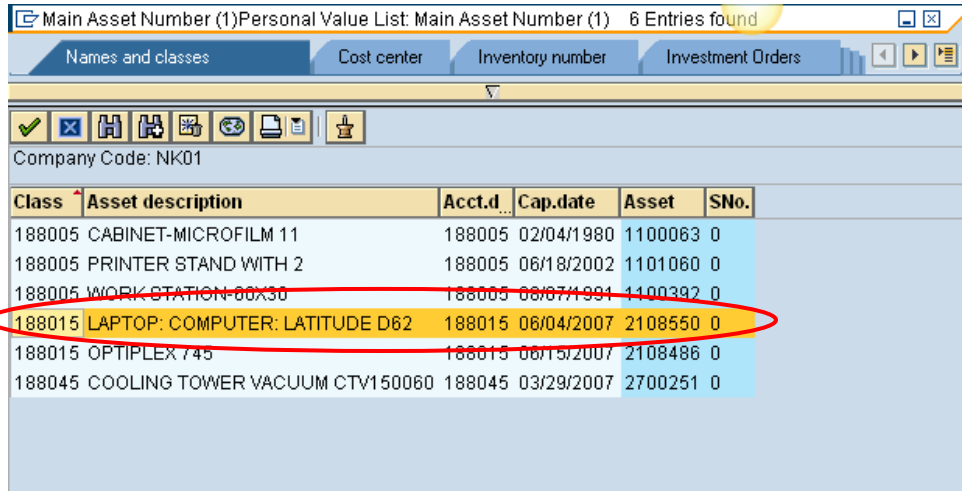
1. Click the Match Code button for Asset

2. Double-click on the Asset to display.

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

3. Click Master data

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

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

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

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
	☐ 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.

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

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

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

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).
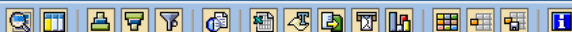2. Click Execute.

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

4. 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	
First acquisition on	06/01/2006	Plnd. retirement on	
Acquisition year	2006 012	Ordered on	