

Asset Search

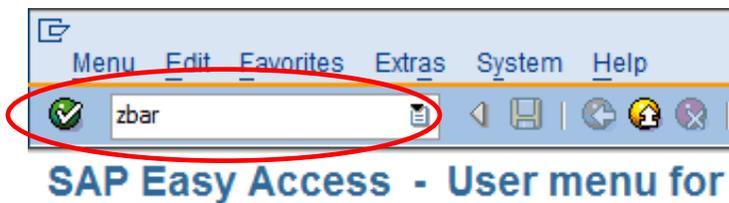
Transaction Code: ZBAR

Location(s):

SAP GUI

Purpose: Perform this procedure when you need to find the location of a tag number.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, ZBAR.
5. Click Enter.



6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Company Code	R	The highest organizational unit of financial accounting for which a complete self-contained set of accounts can be drawn up for purposes of external reporting. All NKU entities will fall under one company code (NK01). Example: NK01
Inventory number	R	The unique identifier of an asset. Example: *71357

7. Click Execute.

Note: The inventory number (tag number) is a ten-digit number. You will need to enter the leading zeroes or an asterisk (*).

The screenshot shows the SAP Asset Search interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Asset Search'. A red circle highlights the 'Execute' button (a circular arrow icon) in the top left corner of the main area. Below the title, there is a section for 'Program selections' with several input fields and 'to' fields. The 'Company Code' field is set to 'NK01'. The 'Inventory number' field is set to '0000071357'. Other fields include 'Main Asset Number', 'Serial number', 'Cost center responsible f', 'Asset location', and 'Room'. To the right of these fields is a vertical column of yellow arrow icons. Below the 'Program selections' section is an 'Output format' section with a radio button selected for 'SAP List Viewer' and a small icon to the right.

8. The location of the asset is displayed.

Asset Search interface showing a table with asset details and location information.

Asset	Description	Asset Text	Serial Number	Inventory Number	Responsible Cost Center	Location	Location Name	Room
2113511	laptop: Latitude E6410	Latitude E6410	HXW8WM1	0000071357	216010005	00290	STEELY LIBRARY	220B