

## Display Asset: Initial Screen

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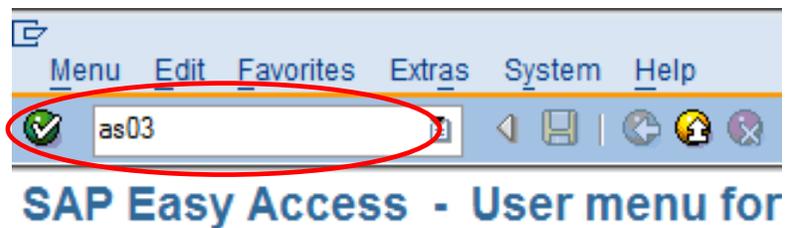
Transaction Code: AS03

### Location(s):

#### SAP GUI

**Purpose:** Use this procedure to display an asset master record.

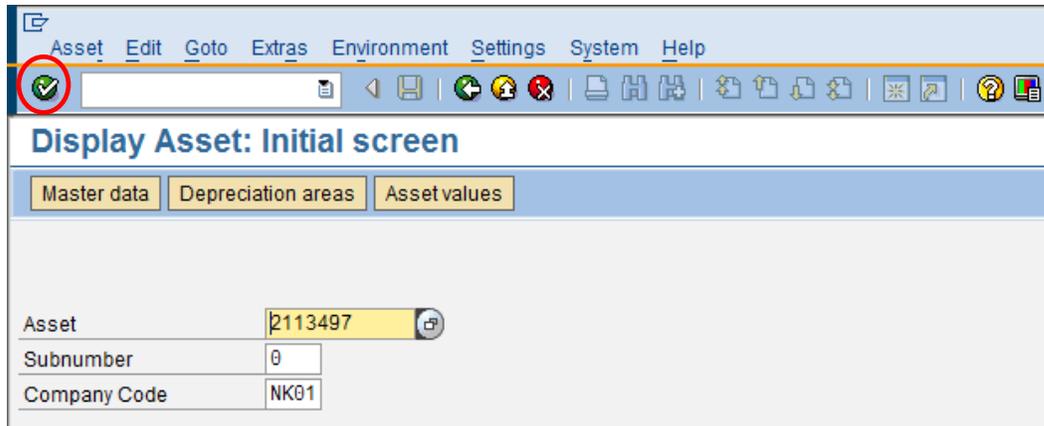
1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select SAP GUI tab.
3. Select either Microsoft Windows or Mac.
4. Access transaction code, AS03.
5. Click Enter.



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

Field Name	R/O/C	Description
Asset	R	The asset number internally assigned by SAP to track the asset. <b>Example:</b> 1100223
Sub-number	R	Number used to track funding sources of an asset. <b>Example:</b> 0
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).  The company code should default to NK01. <b>Example:</b> NK01

7. Click Enter.



The screenshot shows the SAP Asset Management 'Display Asset: Initial screen'. At the top, there is a menu bar with 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a green checkmark icon circled in red. The main area has three tabs: 'Master data', 'Depreciation areas', and 'Asset values'. Below the tabs, there are three input fields: 'Asset' with the value '2113497', 'Subnumber' with the value '0', and 'Company Code' with the value 'NK01'.

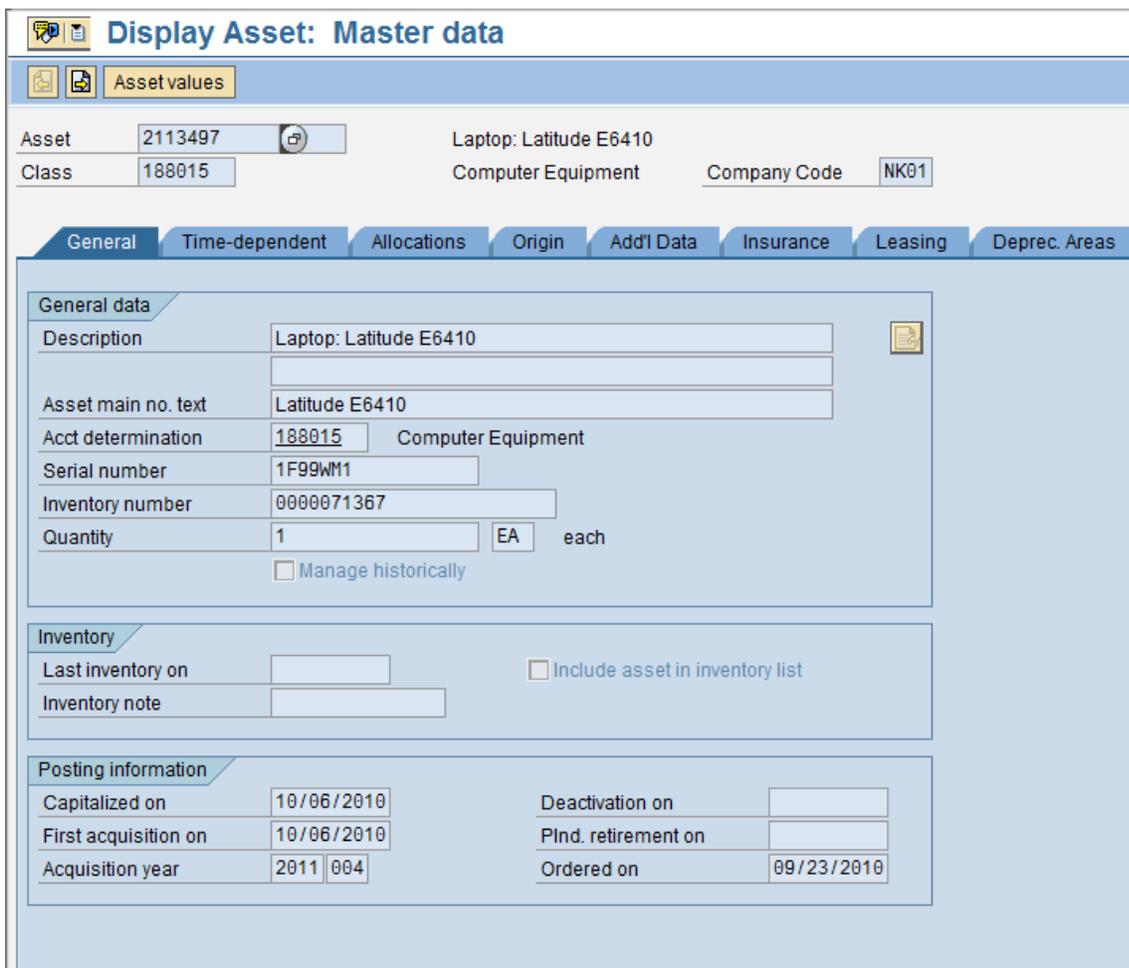
8. Perform one of the following:

If You Want To View	Then
General information	Click <b>Master data</b> .
Asset Explorer	Click <b>Asset values</b> .
Depreciation area data	Click <b>Depreciation areas</b> .

**Note:** Screen shots of each view are listed below.

**Display Asset: Master data:**

1. Click each tab to view asset information.



**Display Asset: Master data**

Asset values

Asset: 2113497    Laptop: Latitude E6410  
 Class: 188015    Computer Equipment    Company Code: NK01

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

**General data**

Description: Laptop: Latitude E6410

Asset main no. text: Latitude E6410

Acct determination: 188015 Computer Equipment

Serial number: 1F99WM1

Inventory number: 0000071367

Quantity: 1 EA each

Manage historically

**Inventory**

Last inventory on:   Include asset in inventory list

Inventory note:

**Posting information**

Capitalized on: 10/06/2010    Deactivation on:

First acquisition on: 10/06/2010    Plnd. retirement on:

Acquisition year: 2011 004    Ordered on: 09/23/2010

**Display Asset: Asset values:**

1. Click each tab to view asset information.

**Asset Explorer**

Asset NK01-2113497/0000

Depreciation Areas

01 Book depreciatio

Company Code **NK01** Northern Kentucky Univ.

Asset 2113497 0 Laptop: Latitude E6410

Fiscal year 2011

Planned values | Posted values | Comparisons | Parameters

**Planned values Book depreciation in local currency**

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		1,132.61	1,132.61	USD
Acquisition value		1,132.61	1,132.61	USD
Ordinary deprec.		1,132.61-	1,132.61-	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Net book value				USD

**Transactions**

Asst/Val date	Amount	TType	Transaction type name	Ord. dep.	Crcy
10/06/2010	1,132.61	100	External asset acquisition	1,132.61-	USD
				1,132.61-	USD

### Display Asset: Depreciation areas:

1. Click each tab to view asset information.




## Display Asset: Master data



Asset values

Asset	2113497	<input type="button" value="CP"/>	Laptop: Latitude E6410	
Class	188015		Computer Equipment	Company Code <span style="border: 1px solid black; padding: 2px;">NK01</span>

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

Valuation

A..	Depreciation area	DKey	UseLife	Prd	ODep Start	Group
01	Book deprec.	LVA	0		110/01/2010	<input type="checkbox"/>