Asset Location Change
Transaction Code: ZACM

Location(s): SAP GUI

Purpose: Perform this procedure when you need to change the location of a tag number during asset reconciliation. This is for permanent location changes and not temporary changes (i.e. 2 hours, 1 week, etc.).

1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Windows for a PC or Java for a Mac.

4. Access transaction code, ZACM.
5. Click Enter.

6. Enter the Main Asset Number, Serial number, Inventory number (NKU tag number), Cost center, or Asset location and room.

- The inventory number (NKU tag number) is a ten-digit number. You will need to enter the leading zeroes or use the wildcard (an asterisk *).
7. Click Execute.

The Asset information is displayed.

- Double click anywhere in the row to edit information.

8. Select the Time-dependent tab.
9. Edit the Location and/or Room.

10. Click Save on the standard toolbar.

11. A confirmation message will display at the bottom of the screen.

12. Click Back on the standard toolbar to return to the SAP Easy Access screen.

13. Click Log off to securely end your SAP GUI session.