

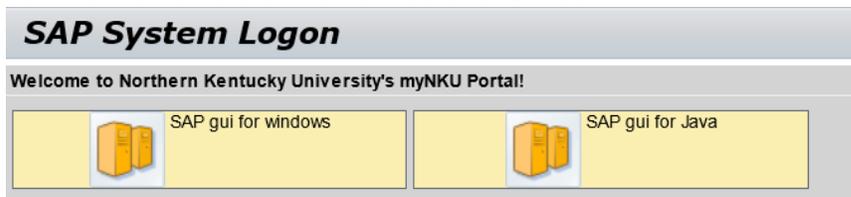
Asset Location Change

Transaction Code: ZACM

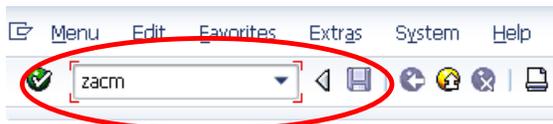
Location(s): SAP GUI

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.).

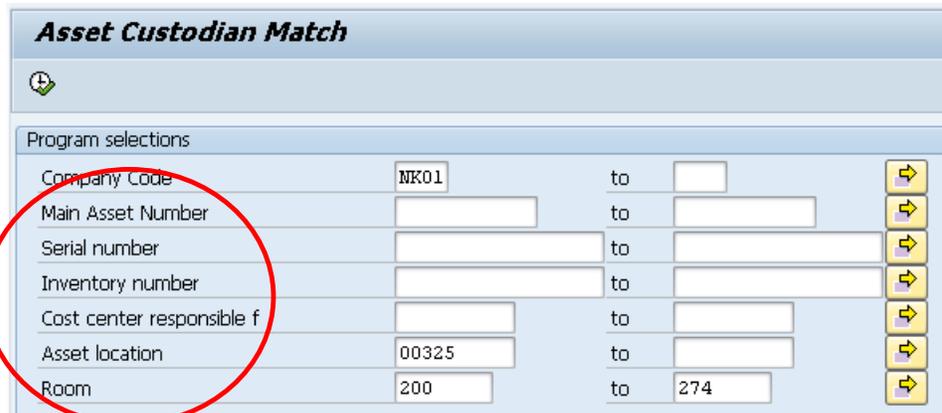
1. Log into myNKU.
2. Select SAP GUI tab.
3. Select either Windows for a PC or Java for a Mac.



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.



| Program selections | | | |
|---------------------------|----------------------|----|----------------------|
| Company Code | NK01 | to | <input type="text"/> |
| Main Asset Number | <input type="text"/> | to | <input type="text"/> |
| Serial number | <input type="text"/> | to | <input type="text"/> |
| Inventory number | <input type="text"/> | to | <input type="text"/> |
| Cost center responsible f | <input type="text"/> | to | <input type="text"/> |
| Asset location | 00325 | to | <input type="text"/> |
| Room | 200 | to | 274 |

- 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 *).

- Search by Asset location, click in the cell and click the match code for a list of building codes.

Note: Be sure to include a room or range of rooms to minimize the system search time.

Asset location



Asset location (1) 174 Entries found

Restrictions

| Pl... | Locati... | Name |
|-------|-----------|---|
| 0001 | 0001 | Werk 0001 Standort 0001 |
| NK01 | 00010 | HANKINS HALL - COVINGTON CAMPUS |
| NK01 | 00020 | BUILDING A DPS/STORAGE |
| NK01 | 00030 | BUILDING B STORAGE/CLASSROOM |
| NK01 | 00040 | BUILDING C CITIZENS ADVOCACY/CLASSROOM |
| NK01 | 00050 | BUILDING D CLASSROOM/STORAGE |
| NK01 | 00060 | BUILDING E MECHANICAL SHOP-STORAGE |
| NK01 | 00070 | MAINTENANCE GARAGE |
| NK01 | 00080 | WEST BUILDING-MEETING ROOMS/OFFICE |
| NK01 | 00090 | UNIVERSTIRY SUITE |
| NK01 | 00130 | NUNN HALL (NH) |
| NK01 | 00131 | GRIFFIN HALL (GH) |
| NK01 | 00135 | FIRST BASE SOFTBALL FIELD DUGOUT (D3) |
| NK01 | 00136 | 3RD BASE SOFTBLL FIELD DUG/EQUIP STOR(D4) |
| NK01 | 00138 | TENNIS COURTS (TC) |

7. Click Execute.

Asset Custodian Match



- The Asset information is displayed.

Asset Custodian Match

| Asset | Description | Responsible | Cost Center | Custodian | Person Responsible | Serial Number | Inventory Number | Location | Name | Room |
|---------|----------------------|-------------|-------------|-----------------|--------------------|---------------|------------------|----------|------------------------------|------|
| 1101142 | DESK: WORKSURFACE, | 2 | 001 | John E Filaseta | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 243 |
| 1101143 | FILE CABINET: | 2 | 001 | John E Filaseta | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 243 |
| 1101146 | FILE CABINET: | 2 | 001 | Filaseta, John | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 204H |
| 1101164 | FILE CABINET: | 2 | 001 | Filaseta, John | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 204I |
| 1101165 | DESK: 3 WORKSURFACES | 2 | 001 | Filaseta, John | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 204I |
| 1101166 | TABLE: ROUND WOODEN | 2 | 001 | Filaseta, John | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 204I |
| 1101171 | DESK: 2 WORKSURFACES | 2 | 001 | FILASETA, JOHN | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 204H |
| 1101184 | DESK: 2 WORKSURFACES | 2 | 001 | Filaseta, John | Nutter, Scott | 0 | | 00325 | HERRMANN SCIENCE CENTER (SC) | 250 |

- Double click anywhere in the row to edit information.

8. Select the Time-dependent tab.

Change Asset: Master data

Asset values

Asset DESK: 3 WORKSURFACES

Class Furniture Company Code

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

9. Edit the Location and/or Room.

Interval from 01/01/1900 to 12/31/9999

Business Area: 100 Northern Ker
 Cost Center: 296098110 Instruction C
 Resp. cost center: 235090001 Physics & Ge
 Activity Type:
 Int. order:
 Maintenance order:
 Plant: NK01 Northern Ker
 Location: 00325 HERRMANN S
 Room: 204I
 License plate number:

10. Click Save on the standard toolbar.

Change Asset: Master data

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

The asset 1101165 0 is changed

- The Location and/or Room will be updated in the results grid after re-executing the report.

| Custodian | Person Responsible | Serial Number | Inventory Number | Location | Name | Room |
|-----------------|--------------------|---------------|------------------|----------|------------------------------|------|
| John E Filaseta | Nutter, Scott | | 000 | 00325 | HERRMANN SCIENCE CENTER (SC) | 243 |
| John E Filaseta | Nutter, Scott | | 000 | 00325 | HERRMANN SCIENCE CENTER (SC) | 243 |
| Filaseta, John | Nutter, Scott | | 000 | 00325 | HERRMANN SCIENCE CENTER (SC) | 204H |
| Filaseta, John | Nutter, Scott | | 000 | 00325 | HERRMANN SCIENCE CENTER (SC) | 204I |
| Filaseta, John | Nutter, Scott | | 000 | 00325 | HERRMANN SCIENCE CENTER (SC) | 204H |

Note: If the Custodian and Person Responsible do not match, indicate the change through the Inventory Verification process.

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

Asset Custodian Match

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

SAP Easy Access