

Fixed Asset Training

***Welcome to your SAP training course for
Fixed Assets***

***Any questions, concerns please just ask and I'll
assist you the best I can!***

Let's start

Course Introduction Overview

Fixed Assets

- The functions for handling tangible and intangible assets enable you to illustrate and document the development of fixed assets for accounting purposes.
- Asset accounting is a subsidiary ledger of the general ledger and is used to manage and document in detail for fixed asset transactions.
- In Fixed Asset accounting, you can update depreciation and make changes to asset balance sheet values in asset accounting.
- You can also make various account assignments to cost accounting for these transaction types. As a result of the integration in the System.
- Asset Accounting (**FI-AA**) transfers data directly to and from other SAP components.
- For example, you can post from the retirements fiscal year data a component directly to **FI-AA**.
- Locking, reversal and scrapping including updating changes, company codes and asset number information with or without vendors, fiscal, closing and manual adjustments.

(Refer to page 10, Unit 1! Our starting point, please turn to page 10)

Course Agenda

Introduction: Basic creation for a Fixed Asset

- 1 : Logon Function
- 2 : Menu Tree and Menu Path skills
- 3 : Screen Tabs and screen field names
- 4 : Navigation of the system through the Menu tree
- 5 : Creating Fixed Assets
- 6 : Screen Tabs
- 7 : Exercises: As we go through the power point presentation

We will review this lesson of creation of an Asset at the completion of our first Asset, the process steps.

Please ask any Questions during time.

Logon into SAP

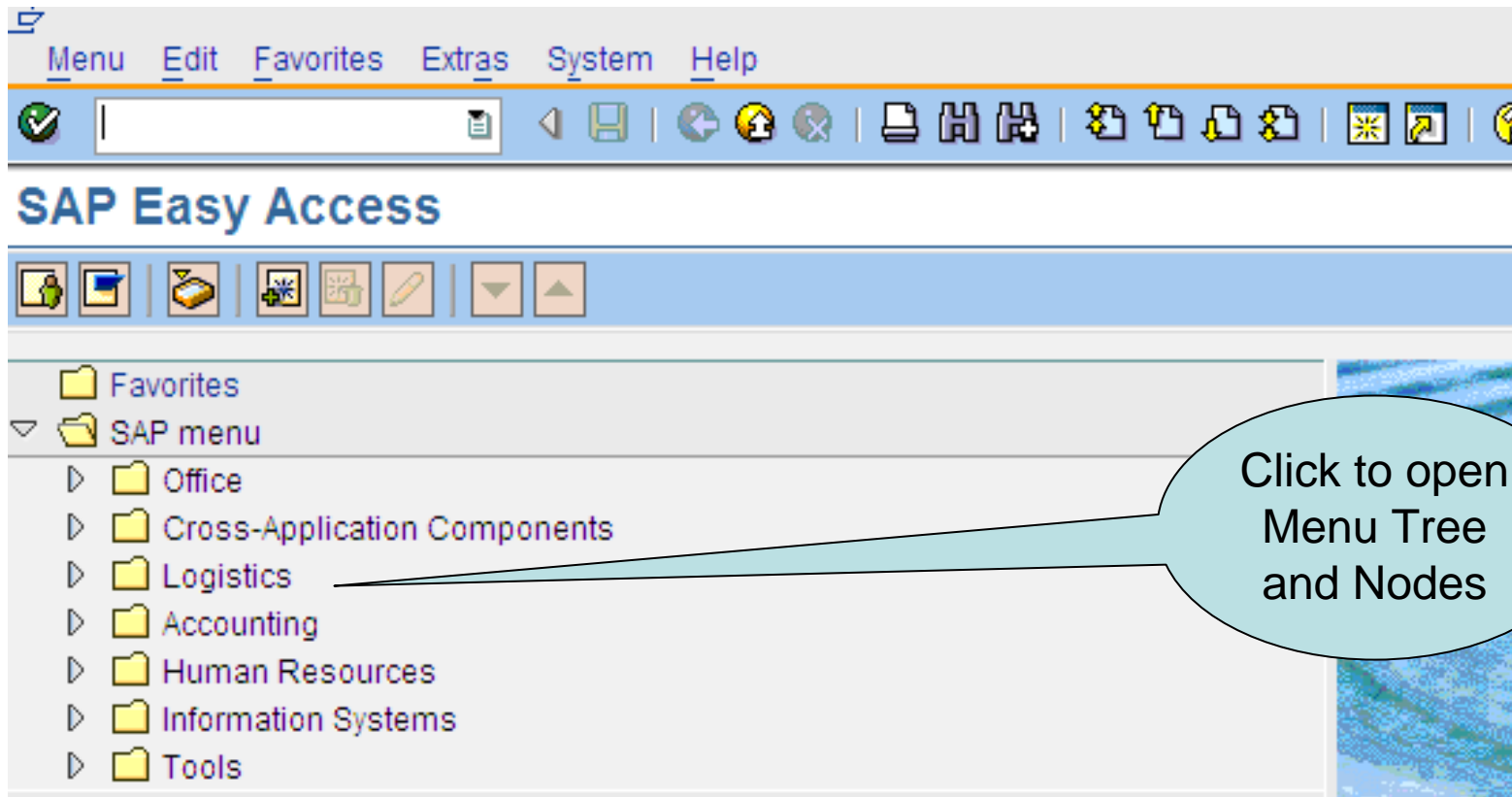
- Use your Desktop SAP Icon to login
(they are attached to the computers in front of you)
- **Remember:** Use your Training Id and password!
- Enter your User Id and Password
(Keyboard movements)
- Hit Enter on your Keyboard
- You should now be at the main menu tree

STOP

Screen Display

Main Menu- SAP Easy Access

(ref to page 19)



Steps to Create an Asset

This process is for New Fixed Assets

Transaction Code: ASO2

Click on the Accounting Name node. **We will do this together**

Then follow this path

1. **Accounting**→
2. **Financial Accounting**→
3. **Fixed Assets**→
4. **Asset**→
5. **Create**→
6. **Asset**
7. **Next screen will appear!**

Refer back to page 10 to action these steps.

Screen Display

Create Asset: Initial Screen

- You should be here:
- Does your screen look like this?

(Refer to page 20 of your Manual: Figure 1)

Asset Class

Company Code

Number of similar assets

Reference

Asset

Sub-number

Company code

Post-capitalization

1. Enter the asset class or use the look up button

To Create your New Fixed Asset

- Enter ? What is the required Information?
- Look at your class room handouts for directions and prompts. And the table of references within your manuals.
(Always refer to your Manual for further assistance)
- Lets follow the screen prompts and read the handouts for the required steps
- Ready!
- Lets create!
- Turn to page 20,21,22 and look at the table details for field prompts.

Any problems, Please raise your hand!

Note: If the Asset doesn't exist

- If the asset doesn't exist in the system then, this message will be displayed on screen!
- You Will need to create it (Fixed Asset) and it's detail info

The screenshot shows a software interface for entering asset information. The form is divided into several sections:

- Asset Class**: A dropdown menu with the value "1111111" selected.
- Company Code**: A dropdown menu with a yellow highlight and a magnifying glass icon.
- Number of similar assets**: A text input field containing the number "1".
- Reference**: A section with three sub-fields: "Asset", "Sub-number", and "Company code", each with an empty text input field.
- Post-capitalization**: A checkbox that is currently unchecked.

Two callout boxes are present:

- A callout box pointing to the "Company Code" field with the text: "What is a company Code?"
- A callout box pointing to the "Asset Class" field with the text: "What is an Asset Class?"

At the bottom left, there is a red 'X' icon and the text: "Fill in all required entry fields".

Screen Display

General Tab, should look like this!

(Refer to page 22 and 23 figure 2/2a)

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0
Class: 1000 Real estate Company Code: 1100

General Time-dependent Allocations Origin Leasing Deprec. Areas

General data

Description

Asset main no. text

Acct determination: 10000 CARGO AIRCRAFTS - OWNED

Serial number

Inventory number

Quantity

Manage historically

Inventory

Last inventory on

Inventory note

Include asset in inventory list

Posting information

Capitalized on

First acquisition on

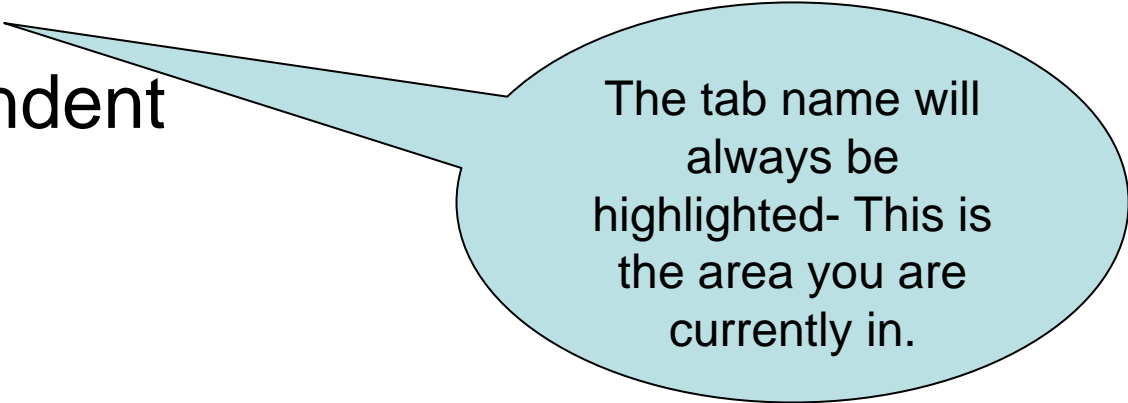
Acquisition year: 000

Deactivation on

Exploring the Screen Tabs

When creating a New Asset

- General
- Time- Dependent
- Allocations
- Origin
- Leasing
- Depreciation Areas



The tab name will always be highlighted- This is the area you are currently in.

- Let's action each tab together and follow the handouts for guides and as a help line while creating our first asset.

General Tab Details

General Data:

1. **Field Name**
2. **Description**
3. **R/O/C**
4. **Comments**



What is R/O/C ?

Refer:

The table on page 15 of the user training manual

Time Dependent Tabs

(Refer to page 24)

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset Ronald Beattie Aircraft
Class Real estate Company Code

General Time-dependent Allocations Origin Leasing Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area	<input type="text" value=""/>
Cost Center	<input type="text" value=""/>
Location	<input type="text" value=""/>
Room	<input type="text" value=""/>

Allocation Tab

(Ref to page 25)

Asset Edit Goto Extras Environment Settings System Help

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 Ronald Beattie Aircraft
Class: 1000 Real estate Company Code: 1100

General Time-dependent **Allocations** Origin Leasing Deprec. Areas

Allocations

Evaluation group 1 |

Evaluation group 2 |

Evaluation group 3 |

Evaluation group 4 |

Evaluation group 5 |

Asset super number |

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sync	Equipment number	C...	Object type	Description of technical object
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

No. 1 Create Entry 0 Frm 0

Leasing Tab

(Refer to page 27)

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset Ronald Beattie Aircraft
Class Real estate Company Code

General Time-dependent Allocations Origin **Leasing** Deprec. Areas

Leasing

Type	<input type="text"/>	
Base value as new	<input type="text"/>	SAR
Purchase price	<input type="text"/>	SAR
No. lease payments	<input type="text"/>	
Lease payment	<input type="text"/>	SAR

Advance payments

Depreciation Tab

(Refer to pages 28,29 and 30)

Asset Edit Goto Extras Environment Settings System Help

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 Ronald Beattie Aircraft
Class: 1000 Real estate Company Code: 1100

General Time-dependent Allocations Origin Leasing Deprec. Areas

Valuation

Deact	A.	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
<input type="checkbox"/>	01	Book deprec.	0000				
<input type="checkbox"/>	30	Group Curr	0000	0	0		
<input type="checkbox"/>	31	Group USD	0000	0	0		
<input type="checkbox"/>	32	BkDep(g.cur)	0000	0	0		

Tick the required boxes if required

Explore the screen fields and prompts

Saving the Data for the New Fixed Asset

(Refer to page 30)

The screenshot shows the SAP 'Create Asset: Initial screen' interface. The menu bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The title bar reads 'Create Asset: Initial screen'. Below the title bar are two tabs: 'Master data' and 'Depreciation areas'. The main area contains several input fields: 'Asset Class' (value: 1000), 'Company Code' (value: 1100), and 'Number of similar assets' (value: 1). A 'Reference' section includes fields for 'Asset', 'Sub-number', and 'Company code'. A checkbox for 'Post-capitalization' is present and unchecked. Two callout boxes are overlaid on the screen: one pointing to the 'Number of similar assets' field with the text 'All new Fixed Assets will have the number generated by SAP', and another pointing to the status bar with the text 'Asset now created.'. The status bar at the bottom left shows a green checkmark and the message 'The asset 10000001 0 is created'. The bottom right corner of the status bar shows a help icon, the text 'DR1 (1) 012', and the user ID 'snuspd01'.

Asset Class: 1000
Company Code: 1100
Number of similar assets: 1

Reference
Asset: _____
Sub-number: _____
Company code: _____

Post-capitalization

All new Fixed Assets will have the number generated by SAP

Asset now created.

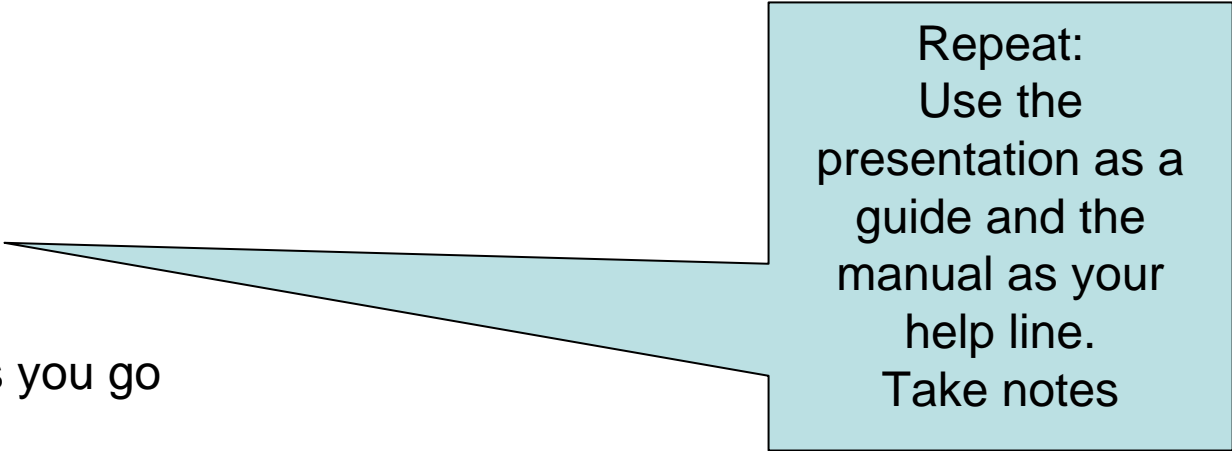
The asset 10000001 0 is created

DR1 (1) 012 snuspd01

Repeat the Process:

Let's Create another New Fixed Asset

- Create,
- Company Codes
- Sub-asset
- Type
- Asset Class
- Cost Centre
- Business Area
- Fill in the details as you go
- And save asset
- Going through all the Screen Tab prompts
- Save the New Fixed Asset



Repeat:
Use the
presentation as a
guide and the
manual as your
help line.
Take notes

(Refer back to your manual for help and assistance during this process)

- Let's review management details and see the **CREATION** details about the Asset and who created it, Id or user information, date, time.

Details of Fixed Asset

- Who created the Asset? (Refer to page 34)

The screenshot shows the SAP Asset Management Data dialog box. The 'Created by' field is highlighted with a dashed border, indicating it is the focus of the question. The 'On' date is 20.05.2008. The 'Views' section shows a list of views with 'Asset Accounting' selected, also showing 'SVERP78' as the user and '20.05.2008' as the date.

Asset: 10000001 Ronald Beattie Aircraft
Class: 1000 Real estate Company Code: 1100

Management Data

Asset			
Created by	SVERP78	On	20.05.2008
Changed by		On	

Views		
Description	Changed By	On
Asset Accounting	SVERP78	20.05.2008
Cost-accounting		
Tax		
Purchasing		
Technology		
Insurance		
Legacy data		

End of Stage 1

1. Creating/Saving the Fixed Assets
2. You should now have two fixed assets saved within SAP, your new system?
3. Before we move onto the next section of our training?
4. Displaying assets

Any Questions