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

Changing an Asset Information, details, values

- Why? – Reason, Important
- Description- Text Name, Clear Name of
- Cost Centre- Business Area- Reporting
- Depreciation- By Year, Value
- Group- Relationship to the business
- Locking- Blocking Asset use, additional
- Values- Cost, Value and

(Refer to page 23 of your Manual)

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Course Agenda

Introduction: Changing An Asset

   1 : Logon

   2 : Menu Tree and Menu Path

   3 : Screen Tabs

   4 : Navigation of the system

   5 : Changing Fixed Assets

  6 : Locking Assets

  7 : Asset Values

We will review this lesson of Changing at the completion of training exercise.

Please ask any Questions during this the lesson.

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Logon into SAP

- Use your Desktop SAP Icon to login

Remember: Use your training logon and passwords

- Enter your User Id and Password

- Hit Enter on your Keyboard

- You should now be at the main menu tree
STOP

Screen Display
Main Menu- SAP Easy Access

Menu   Edit   Favorites   Extras   System   Help

SAP Easy Access

- 📁 Favorites
- 📂 SAP menu
  - ▷ 📁 Office
  - ▷ 📁 Cross-Application Components
  - ▷ 📁 Logistics
  - ▷ 📁 Accounting
  - ▷ 📁 Human Resources
  - ▷ 📁 Information Systems
  - ▷ 📁 Tools

Click to open Menu Tree and Nodes
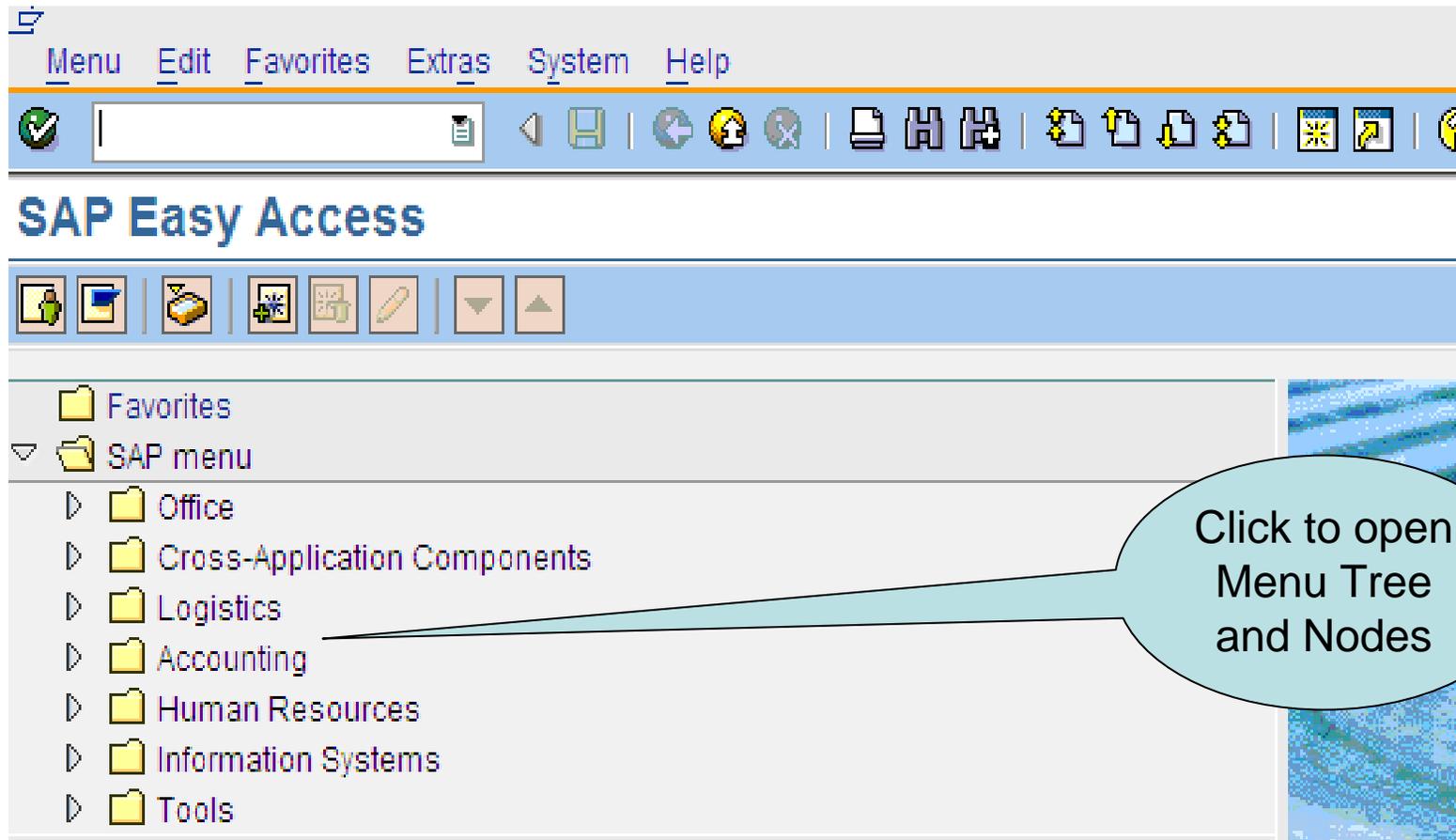
Steps to Change an Asset

This process is for new and existing Fixed Assets

Transaction Code: ASO2

1. Click on Accounting

We will do these steps together

Then follow this path

1. **Accounting$\rightarrow$**
2. **Financial Accounting$\rightarrow$**
3. **Fixed Assets$\rightarrow$**
4. **Asset$\rightarrow$**
5. **Change$\rightarrow$**
6. **Asset**
7. **Next screen will appear!**
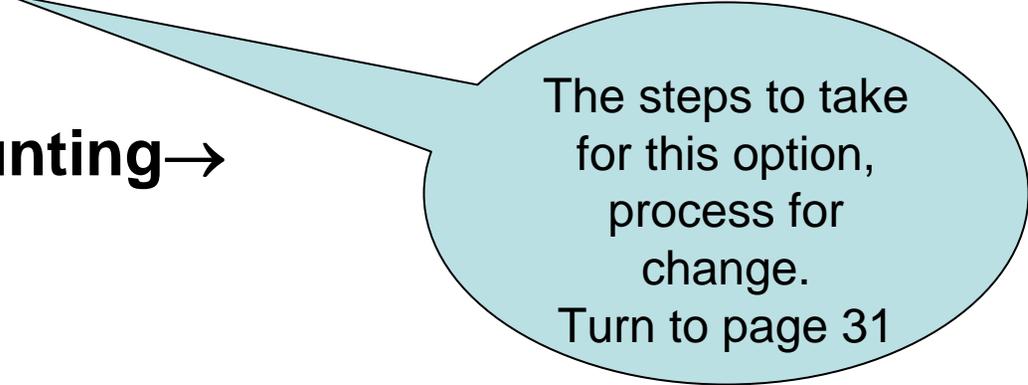
The steps to take for this option, process for change.

Screen Display
Create Asset: Initial Screen

- You should be here:

- Does your screen look like this?

(Refer to page 23 of your Manual Figure 7)

Changing the Asset Master

Field Names/Prompts

1. Asset
2. Sub-Number
3. Company Code
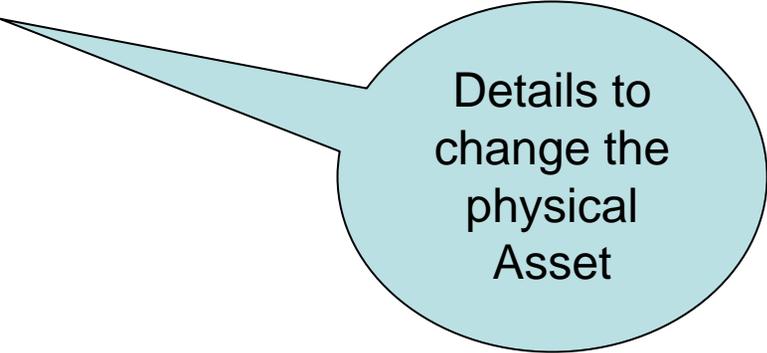
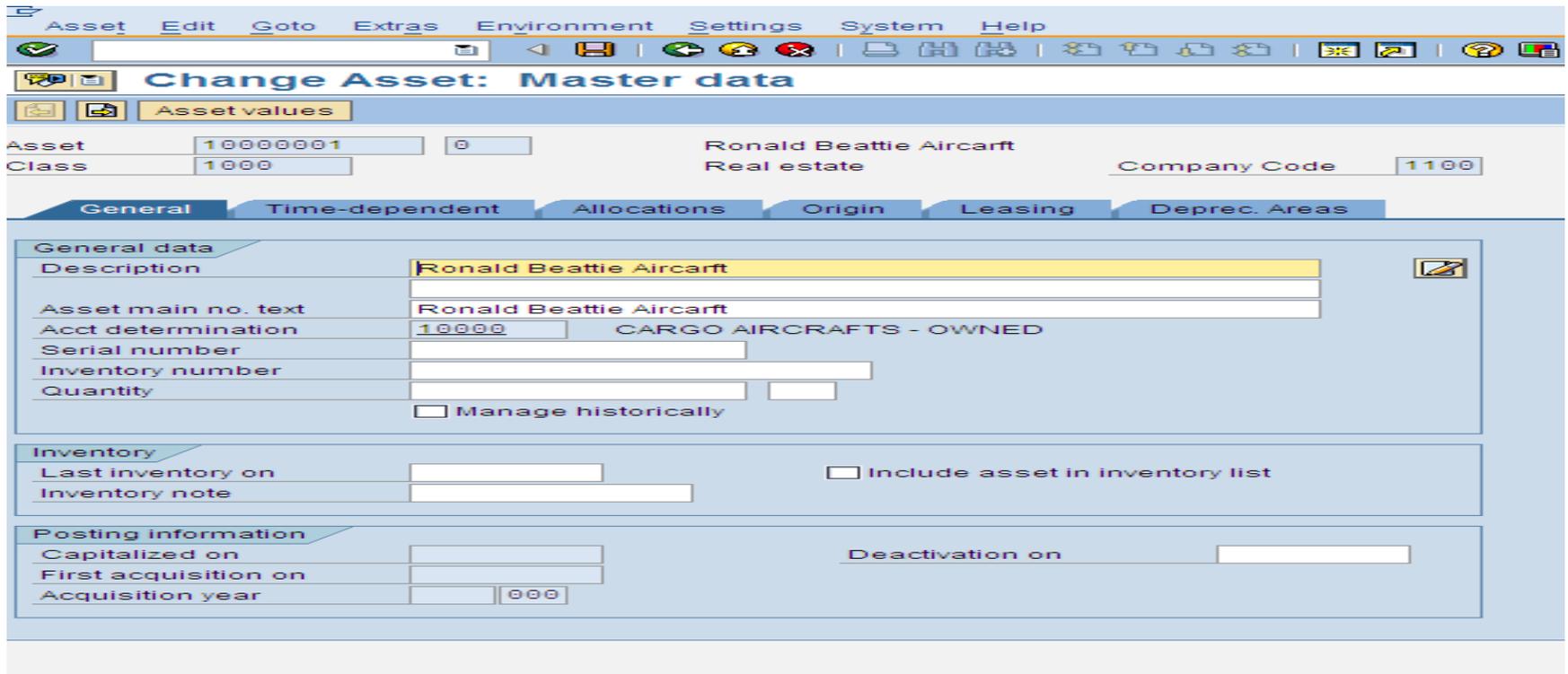Details to change the physical Asset

Change Asset Areas

a. Master Data
b. Depreciation Areas
c. Asset Values
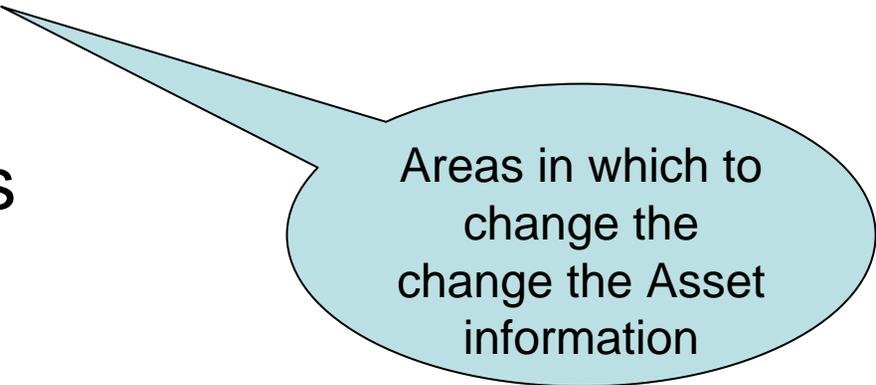
Areas in which to change the change the Asset information

After you enter the Asset Information

(Refer to page 24 for table details and screen)

Exercise 1.

1. Change the description and save the information of the data change
2. Exit out of screens to main menu
3. Then go through the same prompts as on page 24 of the manual to change the Asset main no text.
4. Save the change
5. Exit back to the main screen

Stop

Exercise 2.

Check the details:

1. Who made the change?

2. What date and time?

3. Where in the manual can we go to follow the above requirements for this exercise.

4. Once you have reached the screen, **STOP** and put your hand up.

Changes to the Cost Center Unit 2

To change the cost center is to change the top layer/level of business for this Asset to report to and within?

1. AS02 is the transaction code
2. Enter Asset info

Change Asset Information: General Tab
(Refer to page 32)

Change Asset:
Time Dependent Tab
(Refer to page 33)- Cost Center Unit 2.1
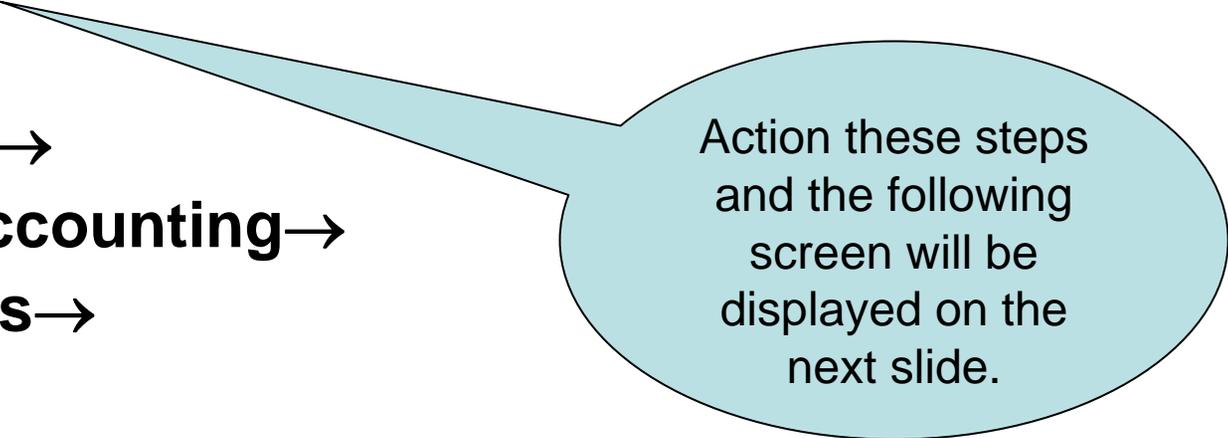
Display the Asset Master
Unit 3 page 34

This option will display the details of the Asset

Transaction code: AO3

Menu Path:

1. **Accounting$\rightarrow$**
2. **Financial Accounting$\rightarrow$**
3. **Fixed Assets$\rightarrow$**
4. **Asset$\rightarrow$**
5. **Display$\rightarrow$**
6. **Asset**

Action these steps and the following screen will be displayed on the next slide.

Display Screen
Tab Functions and Displays
(refer to page 35)

Exercise 1
Display the details of the Asset

1. General
2. Time-Dependent
3. Allocations
4. Origin
5. Leasing
6. Depreciation Areas
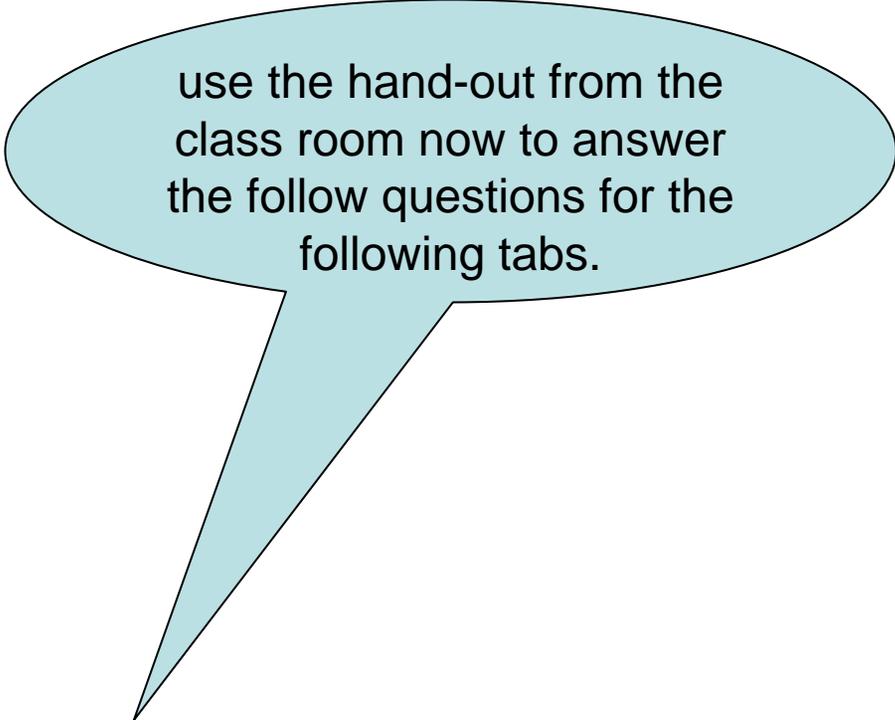
use the hand-out from the class room now to answer the follow questions for the following tabs.

Click on all the screen tab options/view the details of the Asset.

Exercise 2
Who created the Asset?

On screen **"Display Asset: Initial Screen"**,

1. **Extras→ Management Data.**

2. **You will be prompted with the following screen:**

3. **Details displayed as per figure 12 on page 35.**

4. **Use the manual as a guide and help line to step through this process. When you have reached the screen display put your hand up.**

Exercise 3
View the changed made on the Asset

General/ Time-Dependent/ Allocations/ Origin/ Depreciation areas

To view changes made to the Asset Master Data Record

On screen **"Display Asset: Initial Screen"**

1. **Environment→**
2. **Change Documents →**
3. **On Asset.**
4. **You will be prompted with the following screen:**

(Refer to page 37 figure 13 from the manual)

Exercise 3
Screen: Display Change Documents

Asset Overview
Screen: Changes: Assets: Overview

To view asset values

1. On screen **"Display Asset: Initial Screen",** click on the button:

Note: *Assuming that this asset is already capitalized, if this asset does not have any balance than definitely it will not show you any value*

(Refer to page 38 figure 14 within the documents manual)

Details

Pages 38, 39, 40
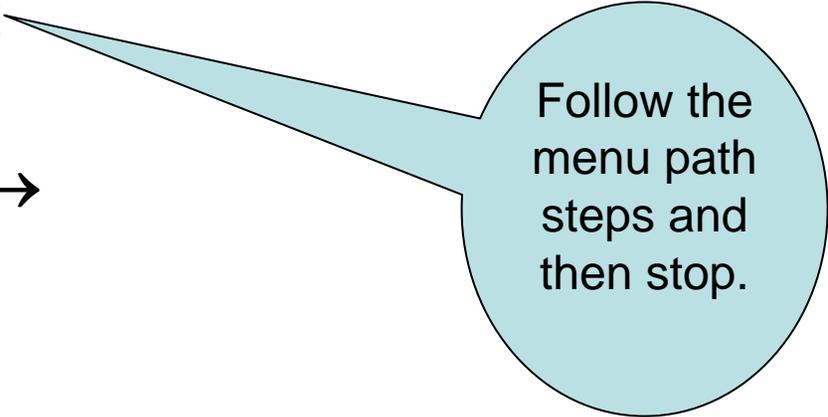
Locking Assets
Unit 4
(Refer to page 41/Unit 4 of the Manual)

To Lock an Asset use:

Transaction Code AS05

Follow the menu path steps:

- **Accounting→**
- **Financial Accounting→**
- **Fixed Assets→**
- **Asset→**
- **Lock→**
- **Asset**

Follow the menu path steps and then stop.

Screen: Block Asset: ASO5

Accounting→ Financial Accounting→ Fixed Assets→ Asset→ Lock→ Asset

Block Asset Screen
(refer pages to 41 and 42)

Blocking Assets: Processing

Find: Acquisition Lock highlighted field tag
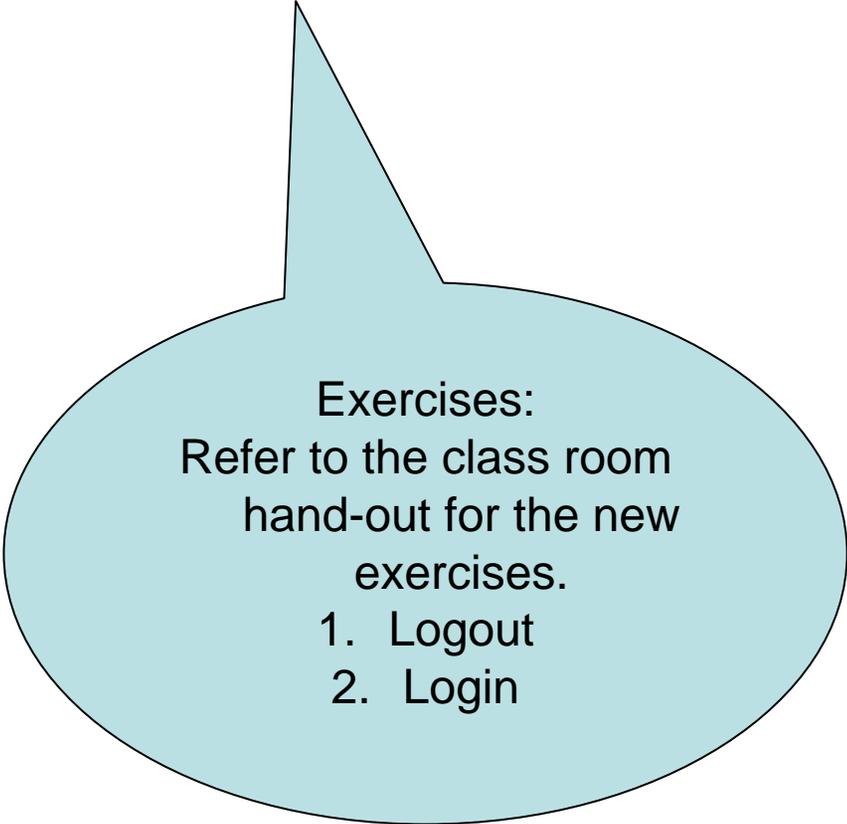
• None

• Locked to Acquis

This step will stop any postings to or against this asset. (Refer to page 41)

Review Process of lesson.

- Question Time
- Concerns
- Exercises

You can start on your exercises

Exercises:
Refer to the class room hand-out for the new exercises.
1. Logout
2. Login

End of Presentation and Training

ANY QUESTIONS

Exercises: