

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)



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.



Logon into SAP

- Use your Desktop SAP Icon to login

Remember: Use your training logon and passwords

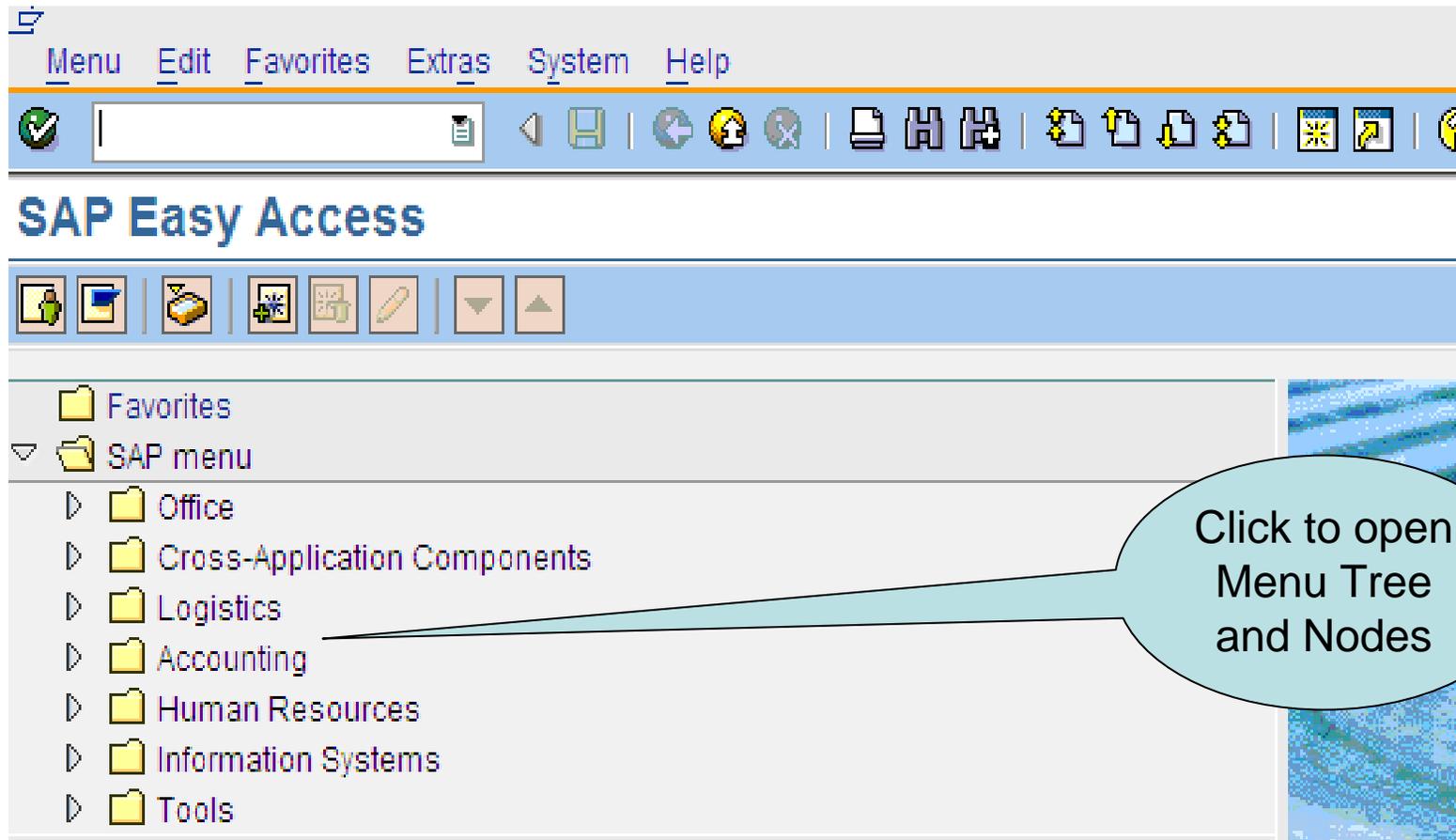
- Enter your User Id and Password
- Hit Enter on your Keyboard

- You should now be at the main menu tree

STOP

Screen Display

Main Menu- SAP Easy Access



Steps to Change an Asset

This process is for new and existing Fixed Assets

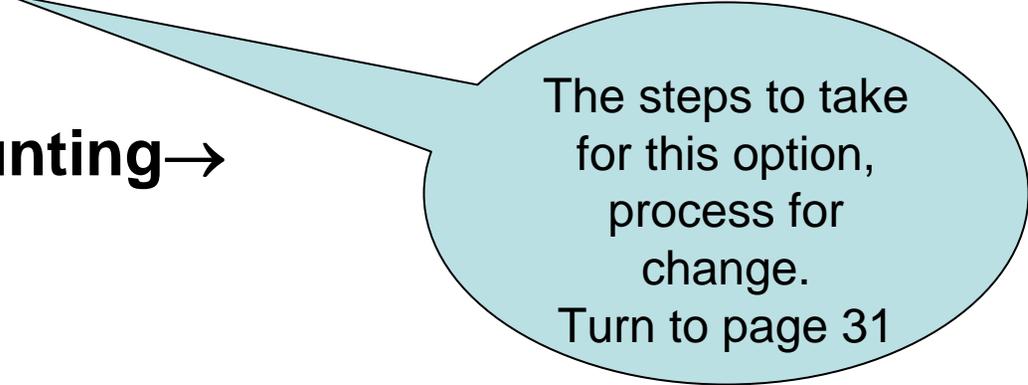
Transaction Code: ASO2

1. Click on Accounting

We will do these steps together

Then follow this path

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



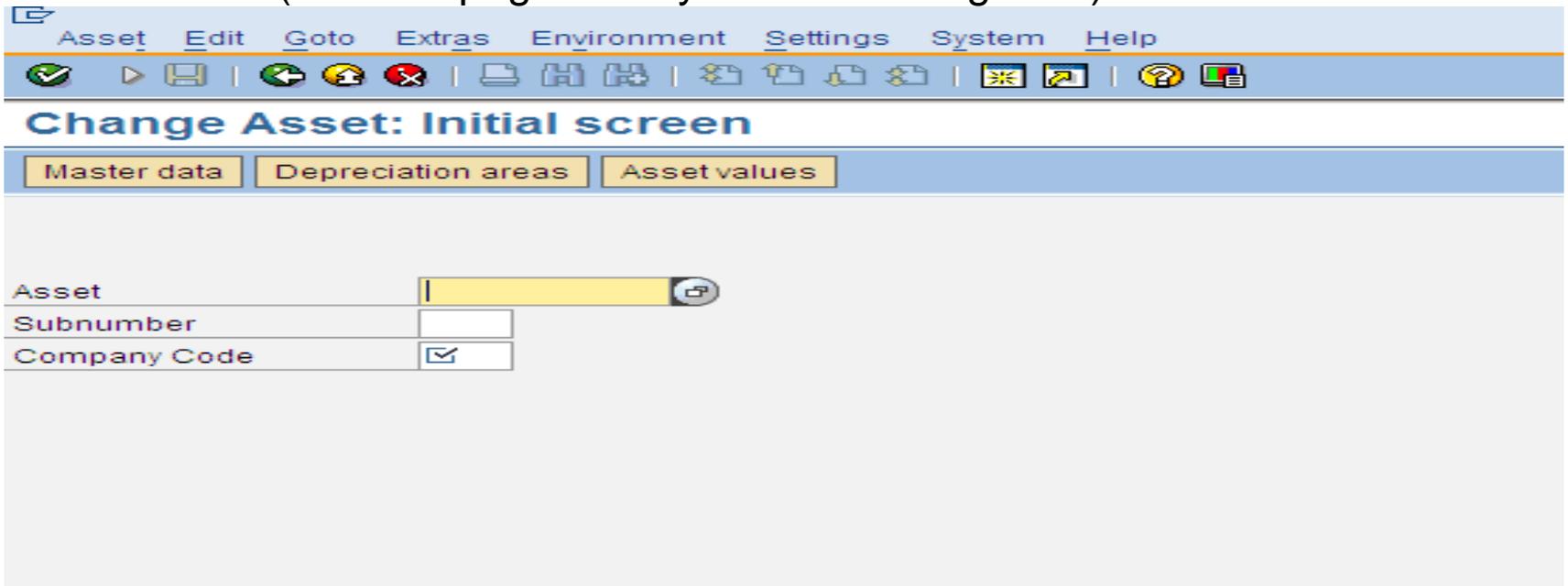
The steps to take
for this option,
process for
change.
Turn to page 31

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)



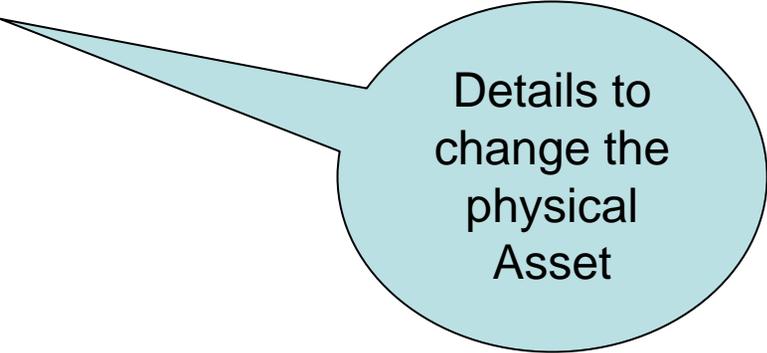
The screenshot shows a software interface for 'Change Asset: Initial screen'. At the top is a menu bar with options: Asset, Edit, Goto, Extras, Environment, Settings, System, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main area has three tabs: 'Master data', 'Depreciation areas', and 'Asset values'. The 'Master data' tab is active. Below the tabs, there are three input fields: 'Asset' (a text field with a yellow background and a lock icon), 'Subnumber' (a text field), and 'Company Code' (a text field with a checked checkbox).

Asset	<input type="text"/>
Subnumber	<input type="text"/>
Company Code	<input checked="" type="checkbox"/>

Changing the Asset Master

Field Names/Prompts

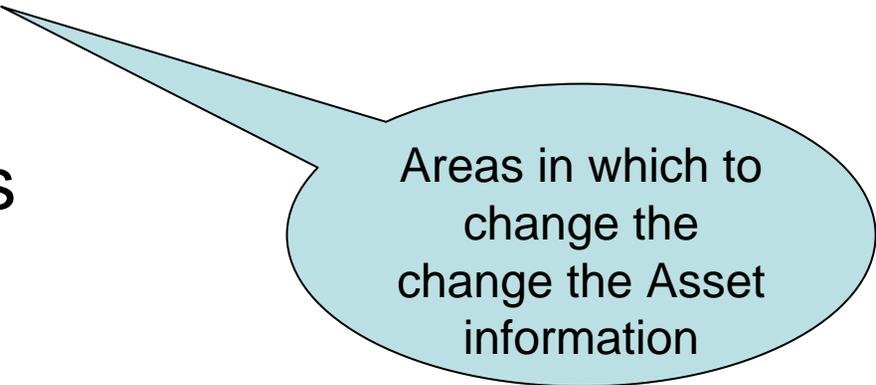
1. Asset
2. Sub-Number
3. Company Code



Details to
change the
physical
Asset

Change Asset Areas

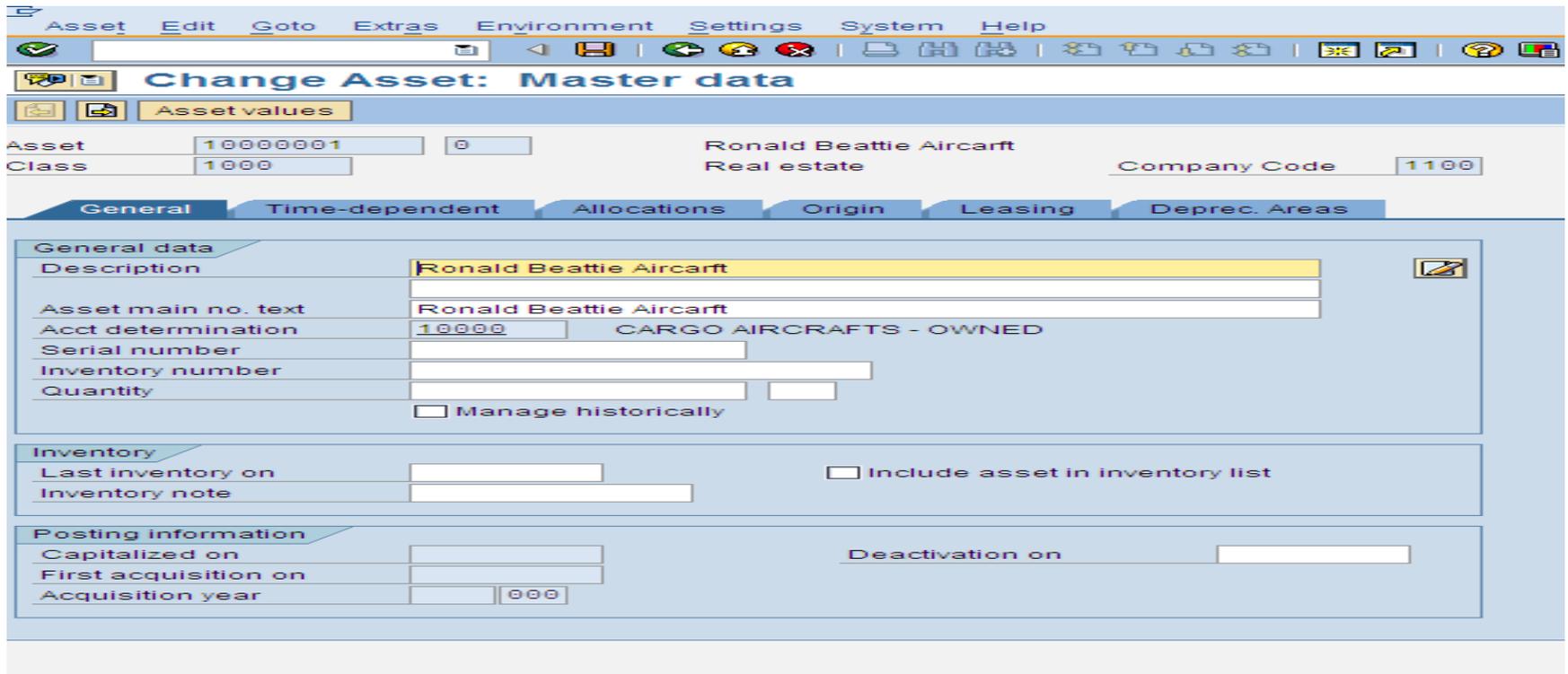
- a. Master Data
- b. Depreciation Areas
- c. Asset Values



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)



The screenshot shows the SAP 'Change Asset: Master data' interface. The menu bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The title bar reads 'Change Asset: Master data' with a sub-tab 'Asset values'. The main area contains the following data:

Asset	10000001	0	Ronald Beattie Aircraft	Company Code	1100
Class	1000		Real estate		

Navigation tabs: General, Time-dependent, Allocations, Origin, Leasing, Deprec. Areas

General data

Description	Ronald Beattie Aircraft		
Asset main no. text	Ronald Beattie Aircraft		
Acct determination	10000	CARGO AIRCRAFTS - OWNED	
Serial number			
Inventory number			
Quantity			
	<input type="checkbox"/> Manage historically		

Inventory

Last inventory on		<input type="checkbox"/> Include asset in inventory list
Inventory note		

Posting information

Capitalized on		Deactivation on	
First acquisition on			
Acquisition year		000	

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?

The screenshot shows the SAP Asset Manager interface for 'Change Asset: Master data'. The 'Time-dependent' tab is active, displaying an interval from 01.01.1900 to 31.12.9999. The 'Business Area' field is highlighted with a yellow background and contains the value '0001'. A callout bubble points to this field with the following instructions:

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

Change Asset Information: General Tab

(Refer to page 32)

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Master data

Asset values

Asset 10000001 0 Ronald Beattie Aircraft
Class 1000 Real estate Company Code 1100

General Time-dependent Allocations Origin Leasing Deprec. Areas

General data

Description Ronald Beattie Aircraft

Asset main no. text Ronald Beattie Aircraft

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

Change Asset: Time Dependent Tab

(Refer to page 33)- Cost Center Unit 2.1

Asset 10000001 0 Ronald Beattie Aircraft
Class 1000 Real estate Company Code 1100

General Time-dependent Allocations Origin Leasing Deprec. Areas

Interval from 01.01.1900 to 31.12.9999
Business Area 0001 Business area 0001
Cost Center
Location
Room
More Intervals

1. Business Area
2. Cost Center
3. Plant
4. Location
5. Room
6. More Intervals

Display the Asset Master

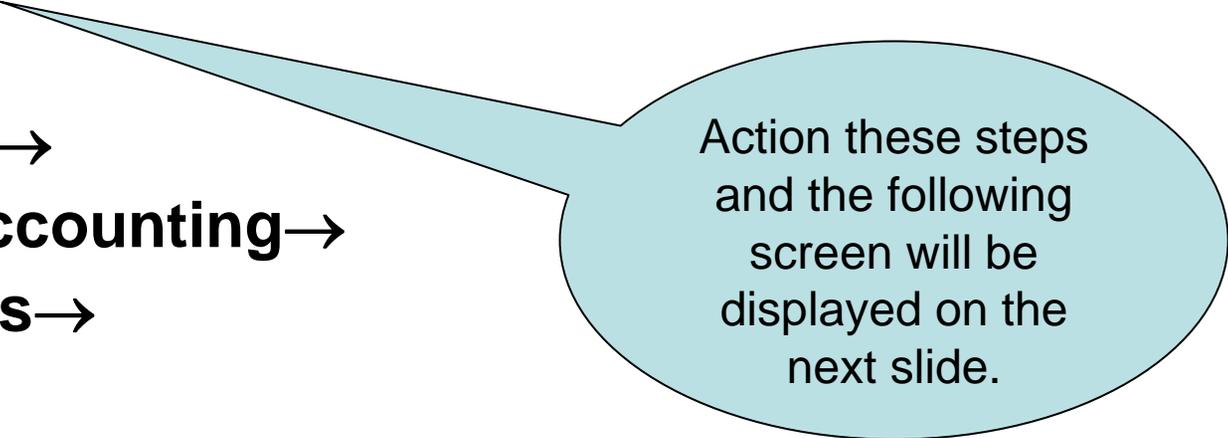
Unit 3 page 34

This option will display the details of the Asset

Transaction code: A03

Menu Path:

1. **Accounting**→
2. **Financial Accounting**→
3. **Fixed Assets**→
4. **Asset**→
5. **Display**→
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)

Asset Edit Goto Extras Environment Settings System Help

Display Asset: Master data

Asset values

Asset 10000001 0 Ronald Beattie Aircraft
Class 1000 Real estate Company Code 1100

General Time-dependent Allocations Origin Leasing Deprec. Areas

General data

Description	Ronald Beattie Aircraft		
Asset main no. text	Ronald Beattie Aircraft		
Acct determination	10000	CARGO AIRCRAFTS - OWNED	
Serial number			
Inventory number			
Quantity	0,000		
	<input type="checkbox"/> Manage historically		

Inventory

Last inventory on		<input type="checkbox"/> Include asset in inventory list
Inventory note		

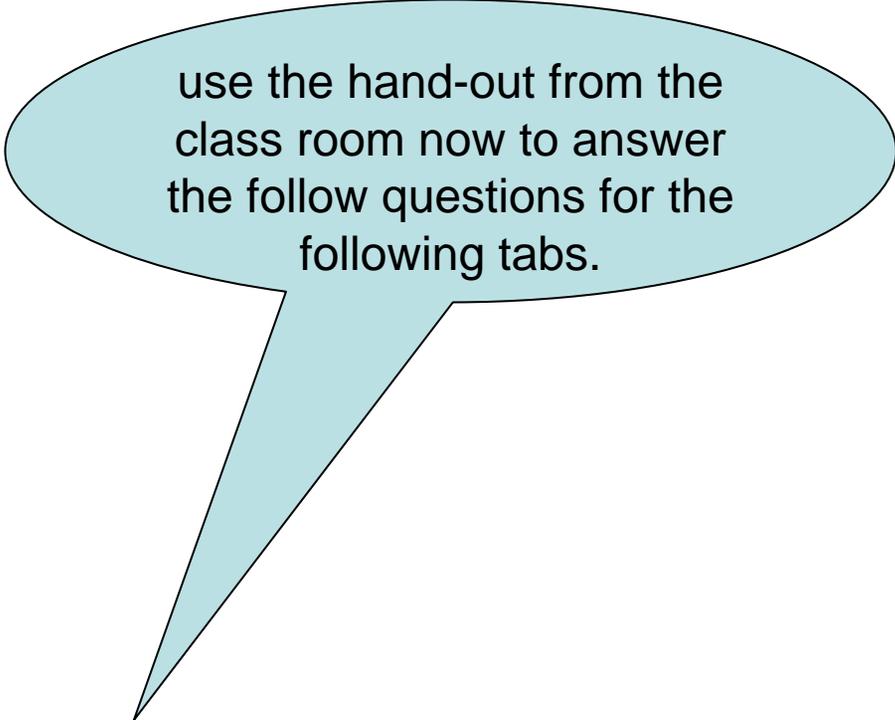
Posting information

Capitalized on		Deactivation on	
First acquisition on			
Acquisition year		000	

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

Change Document Edit Goto System Help

Display Change Documents

Asset Master Record
Display Change Documents

CoCode 1100
Asset 000010000001
Subnumber 0000

20.05.2008 10:36:56

Let's explore the details within this screen

Date //Time / Business Transaction / Changer // Object Value	EnhObjVal	AttrDescr	New Value	Old Value
20.05.2008				
09:43:52 / Create Asset Master Record / SVERP78				
Asset: 10000001-0 Ronald Beattie Aircraft			*** Created ***	

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)

The screenshot shows a software interface with a menu bar (Change documents, Goto, Print, System, Help) and a toolbar. The main window title is "Changes: Assets : Overview". Below the title is a "Choose" button. The main content area displays the following text:

Changes: Assets 000001300000 0000 * Honda
Asset created with transaction AS06

Date	Field	New	Old
16.08.2005	ANLA-ANEQK	1	0
16.08.2005	Inventory Ind.	X	
16.08.2005	Cost Center	110000	110010

Two callout boxes are present: "Details" points to the "ANLA-ANEQK" row, and "Pages 38, 39, 40" points to the "Inventory Ind." row.

Locking Assets

Unit 4

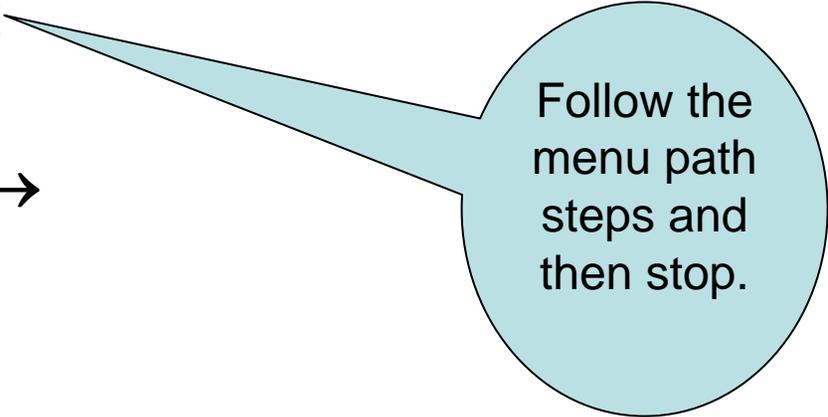
(Refer to page 41/Unit 4 of the Manual)

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: Initial screen

Block

Asset	10000001	
Subnumber	0	
Company Code	1100	

Block Asset Screen

(refer pages to 41 and 42)

Asset Edit Goto Extras Environment Settings System Help

Block Asset: Processing screen

Asset: 10000001 0 Ronald Beattie Aircraft
Class: 1000 Real estate Company Code: 1100

General data

Description: Ronald Beattie Aircraft

Acct determination: 10000 CARGO AIRCRAFTS - OWNED

Inventory number:

Quantity: 0,000

Posting information

Capitalized on: Deactivation on:

First acquisition on: PInd. retirement on:

Acquisition year: 0

Acquisition lock

None
 Locked to acquis.

Blocking Assets: Processing

Find: Acquisition Lock highlighted field tag

- None
- Locked to Acquis

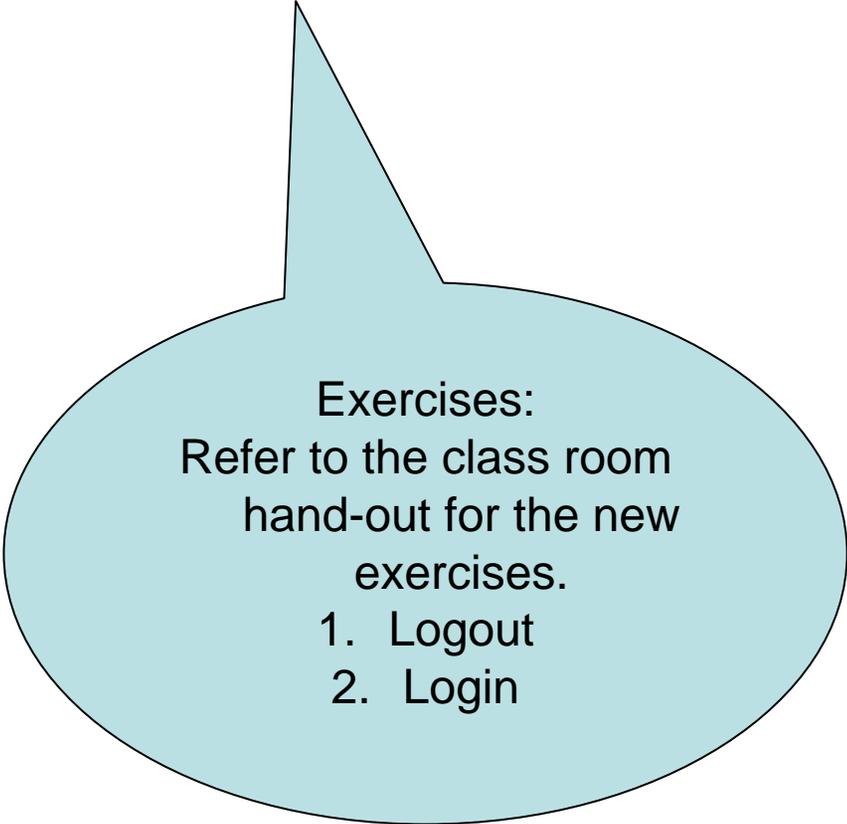
This step will stop any postings to or against this asset. (Refer to page 41)

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: