





1. Creating an Asset Master Data - AS01 General/Time-Dependant/ Allocations/Origin

Accounting→Financial Accounting→Fixed Assets→Asset→Create→ Asset

1. Select Asset Class-Use Asset drill down to select the required Asset Class required.
2. Enter the company code
3. Enter the number of Assets required to be set up-Create the number of assets you want to save.
4. Click on  or the master data button- New screen- **GENERAL** enter the description, the serial number, inventory number- Ref to the manual for further information.
5. Enter quantity and unit of measure for the asset number, company if required
6. Click on the Enter button  or press ENTER.
7. Following Screen is time dependant- Cost centre, plant, location and room number information including lic number if required- click on the next tab name
8. Allocation- Enter the evaluation group information required for the asset grouping and reporting for the business click on the next tab folder name-
9. Origin- Vendor information, origin of asset, the trade partner, year of acquisition, the value of the asset in SAR and enter as a whole number




Panel 2

1.a Create Asset Master Data Category-Leasing/Insurance Depreciation- AS01

1. Click on the tab name required and enter Business information required, this will be decided by the asset class for leasing or insurance information for which tab display. Enter location of asset-Use drill down to select the required option-This option is for reporting purposes.
2. Click on the final tab- Depreciation- the account assignment category for depreciation
3. Click into the use-life field and enter the required life of the asset being created.
4. Click into the depreciation start date field. Enter the date manually or use the icon button to display the calendar and select from the date range available
5. Note: Must be a date starting with the 01 date can not be any other date with in the month being selected or error will be created when trying to save the asset
6. Click on the  Button- if the asset is fully completed and all fields updated correctly the asset will be saved and SAP will general an individual system asset number.
7. To view asset you can use **AS03** or to view and change use **AS02**
8. Quick note, you can save asset after the General and Time-Dependant information has be filled and then click on the  for asset number as well

Panel 3

2. Change Asset Master record data- AS02 Accounting- Financial Accounting-Fixed Assets-Assets-Change Asset- asset

1. Enter Asset Main number- Change Main asset number
2. Enter the sub asset master number if required
3. Enter company code for asset
4. Click on the Enter button  or press or click on the master data icon on screen.
5. Changed fields within the required screens
6. Click on the Enter button  or press to refresh the screen details.
7. Click on the Save button  or press CTRL-S. A message will display asset has been changed or if exit without saving then no change.


Notes

Panel 4

3. Display Asset Master Data AS03

Accounting→Financial Accounting→Fixed Assets→Asset→ Asset display

Note: The display screen for information of Asset will require selected prompts to

1. Enter the Asset main number- or use the drop down function to select the required asset number from within this drop down field
2. Enter the company code or select from the drop down field
3. Click on the Enter button  or press ENTER or click on the master data icon
4. This is only a view option no changes can be made- Refer back to **AS02** for changes of an asset

For information on who Created the asset data-click on **Go to- Extras- Management Data**

Notes







Ref to pages within the training handouts for further information and instructions in manual

Panel 5

Contents

- **AS01** Create Asset Master
- **As01** Create Asset Master Detail
- **AS02** Change Asset Master
- **AS03** Display Asset Master
- **ABZON** Create Asset Acquisition without Vendor/Display
- **AW01N** Asset Value Display-Explorer
- **AW01N** Screen options/Functions

SAP Icons/Buttons

Enter	ENTER	
Save	CTRL-S	
Back	F3	
Exit	SHIFT-F3	
Cancel	F12	
Help	F1	

6. Screen information-AW01N



If Asset Master Data has not been set up, then you can't USE this option screen.

1. If the asset has been created but not posted then the details on screen will be empty- No posting this displayed
2. If you click on the posting and the asset has had no transactional movement then the screen will read no depreciation for asset
3. If the asset has been posted then in the heading Transaction you will see the movement value/quantity- the ttype and the name of the process completed. You can drill further into the screen by clicking on the screen information
4. Option 1 – Planned is the general details of the value and depreciation and period start
5. Option 2 - is the Posting information which highlights the start date the depreciation, the calculated amount for month.
6. Option 3 - Click on comparison and view per year depreciation details based on the depreciation start date and the use-life set against the asset master. You can move forward and back in years to calculate the future amount of the depreciation.

Notes

5. Asset Value Display-AW01N



Accounting→Financial Accounting→Fixed assets→Asset→Display→Asset Explorer

1. Enter Asset Number required to be explored. Company code- It will default the last asset used/Company Code
2. To clear the old asset info- clear the data, then enter the required info in the fields for point 1 and then click on the  to refresh the screen display
3. View Transactions, postings, comparisons and other data- Refer to detail attachment with sheet for screen dumps and process information
4. View Book Depreciation
5. To view other assets then repeat point 2  for fresh display
6. Note this is a viewing screen, not a change option.

Notes

4. Asset Acquisition-Without Vendor- ABZON

Accounting→Financial Accounting→Fixed assets→Posting→Acquisition→External Acquisition→Without Vendor

1. Enter the asset number, Enter the document date, Enter the posting date
2. Enter asset value date, Enter the value amount
3. Enter the quantity and the unit of measure for the asset. Click on the next tab on screen- Additional Details
4. Enter the posting period(**If June then enter O6**), Enter the posting type- AA as an example
5. Enter the offsetting account number
6. Click on the simulate button or use system, simulate- If all fields are correct for the front screen the header record will be displayed- But not posted yet- Just a view before posting.
7. If the header information is correct for the asset then process the document
8. Click on the save  the required data- will be posted and the transaction completed- Document will appear at the bottom of the screen
9. If the information has error then message will be displayed- read, click off and refresh the screen with  and fix then repeat option 12 to save.

Data will be verified and saved Message reads at bottom of screen- Document was posted in company code