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## Asset Management



### Asset Accounting Overview

Assets include:

- buildings
- machinery
- vehicles
- FF&E

In SAP, assets will fall into different asset classes. Each asset class has been assigned to a specific general ledger account. The tables below and on the next page outline specific details about each asset class.

#### MWR Asset Classes

Description	Asset Class	G/L	Deprec. Exp.	Useful Life**	Cost Center
Vehicles	171000	171000	761000	5 or 8 years	Any
CF Vehicles	172000	172000	762000	5 or 8 years	G&A only*
FF&E	173000	173000	763000	2, 4 or 8 years	Any
CF FF&E	174000	174000	764000	2, 4 or 8 years	G&A only*
Buildings and Facilities	175000	175000	765000	30 years	G&A only*
CF Buildings and Facilities	176000	176000	766000	30 years	G&A only*
Bldg. Improvement	177000	177000	767000	10 to 15 years	G&A only*
CF Building & Facility Impr.	178000	178000	768000	10 to 15 years	G&A only*
Construction in Progress	179000	179000	N/A	N/A	G&A only*
Minor Property	165000	165000	686000	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

\* general and administrative, resource: RAMCAS User Handbook Rev. Nov. 98 page B-57

\*\* useful life resource: RAMCAS User Handbook Rev. Nov. 98 page D-21

#### VQ Asset Classes

Description	Asset Class	G/L	Deprec. Exp.	Useful Life**	Cost Center
Vehicles	171000	171000	761000	5 or 8 years	Any
FF&E	173000	173000	763000	2, 4 or 8 years	Any
Whole Room	173100	173000	763000	3 or 6 years	Any
FF&E Installation in Prograss	179001	179001	n/a	N/A	G&A only*
Non-consumable FF&E	161001	161001	686001	1 to 12 months	Any
Minor Property	165000	165000	686001	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

MWR minor property and VQ non-consumable FF&E assets must be between \$1000.00 and \$2,500.00 to be entered into asset classes 165000 and 161001, respectively.

**Financial & Controlling (FICO)**

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VQ asset value must be a minimum of \$2,500.00 per asset. The VQ cannot group assets to obtain the \$2,500.00 minimum. The only exception is the VQ whole room concept—asset class 173100.

**Navy Flying Club (NFC) Asset Classes**

<b>Description</b>	<b>Asset Class</b>	<b>G/L</b>	<b>Deprec. Exp.</b>	<b>Useful Life**</b>	<b>Cost Center</b>
Vehicles	171000	171000	761000	5 or 8 years	Any
Airplanes	171999	171000	761000	10 years	G&A only*
FF&E	173000	173000	763000	2, 4 or 8 years	Any
Construction in Progress	179000	179000	N/A	N/A	Any
Minor Property	165000	165000	686000	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

**Civilian NAFI Asset Classes**

<b>Description</b>	<b>Asset Class</b>	<b>G/L</b>	<b>Deprec. Exp.</b>	<b>Useful Life**</b>	<b>Cost Center</b>
Vehicles	171000	171000	761000	5 or 8 years	Any
FF&E	173000	173000	763000	2, 4 or 8 years	Any
Buildings and Facilities	175000	175000	765000	30 years	G&A only*
Bldg. Improvement	177000	177000	767000	10 to 15 years	G&A only*
CF Buildings and Facilities	178000	178000	768000	10 to 15 years	G&A only*
Construction in Progress	179000	179000	N/A	N/A	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

## Functions of Asset Accounting

Functions of Asset Accounting include:

1. Acquisition
2. Transfers
3. Depreciation
4. Settling of construction in progress
5. Retirements and disposals

*Acquisitions* occur when a fund acquires a new asset.

*Asset transfers* are required whenever an asset is moved. This can occur when:

- An asset is moved between funds or bases.
- Assets used during the duration of a project or contract may have to be transferred to single or multiple locations upon completion of the task.

*Depreciation*

- When a current asset depreciates in value the value of the asset is re-established

*Settling of construction in progress (SAP refers to construction in progress as AuC—asset under construction)*

- Assets that are represented by smaller parts. Like a building renovation has carpet, wallpaper, fixtures, etc. This refers to work-in-progress projects.

*Retirement of an asset*

When a current asset reaches the end of its useful life or expires in a different way, it can be retired by:

- Sale of the asset
- Scrapping of the asset

## Transaction Types

Every asset transaction is linked to a transaction type.

### 1. *Type of Asset Acquisition*

Goods receipt – an asset is received via the logistical process when acquired from a supplier.

Settlement of a construction in progress – when the costs that are involved in a project, consisting of multiple items, is completed.

### 2. *Transfer*

To an affiliate fund – transfer to another fund within the organization

Due to reclassification – an asset is reclassified

### 3. *Retirement*

With revenue or without revenue

When a request to dispose of an asset is received, assets that are in usable condition must be screened to determine if they can be used by another area. If the asset cannot be used by another area, the asset will be retired/disposed as follows:

- Trade-ins
- Sale
- Donations
- Scrap
- Lost/stolen

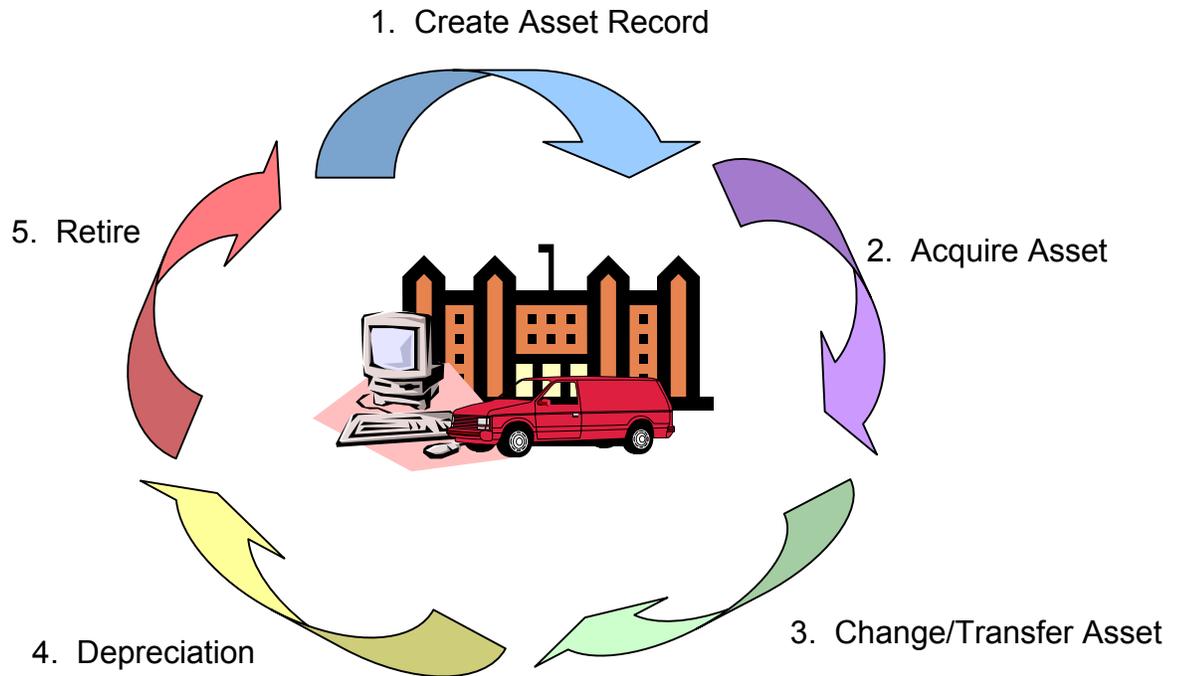
Once an item has been retired, the information about the retirement will be captured, including the type, date and related proceeds or trade-in value if applicable.

Both groups of assets or portions of single assets may need to be disposed. The system has the capability of performing partial and mass disposition of assets. Disposed assets can be returned to service.

## Asset Life Cycle

The life cycle of an asset consists of 5 phases:

1. Create the Asset Master Record
2. Acquire the Asset
3. Change / transfer asset
4. Depreciation
5. Retire



## Asset Life Cycle

## **Asset Procurement Summary**

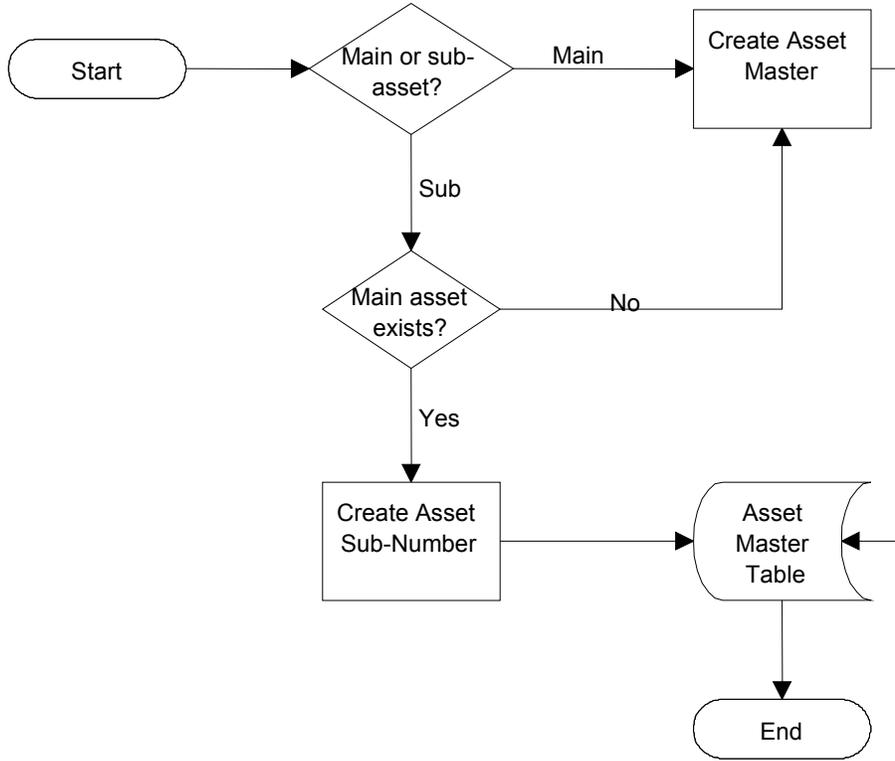
The overall asset procurement process is comprised of the following steps:

1. The request for asset purchase. This is usually in the form of a purchase requisition created manually.
2. The source of supply is determined for the needed item by either the purchasing department or the system.
3. The requisition is assigned to a vendor.
4. A purchase order is created with reference to the requisition. An asset master record can be created at the time the purchase order is created in SAP.
5. The system provides automated expediting and follow-up reminders to ensure prompt delivery of the order.
6. The asset is received into the warehouse via purchase order goods receipt. The asset is valued at the time of goods receipt. The asset's quantity is updated at time of goods receipt.
7. The invoice is validated by comparing it to the original purchase order price and to the quantity received. The asset value will be adjusted for any price difference at the time of invoice.
8. Vendor payment will be made based on payment terms and conditions defined in accounts payable.
9. The Asset will depreciate monthly.

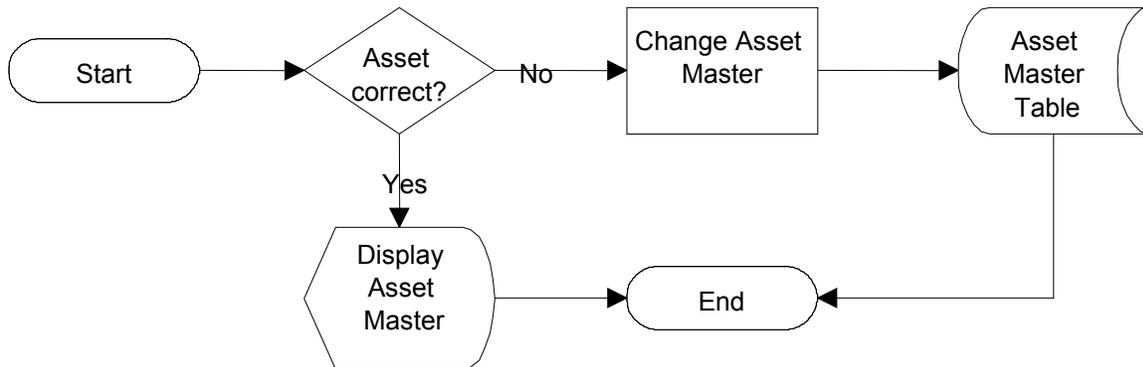
### Asset Master Data

#### Asset Master Data Process Overview Charts

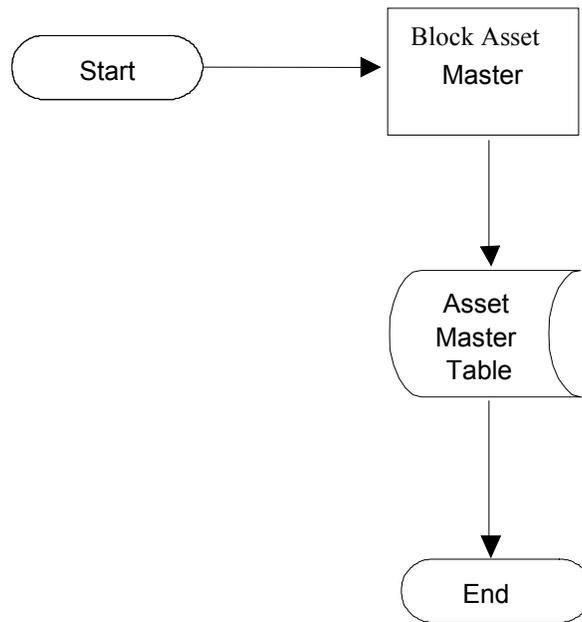
#### Asset Master Creation



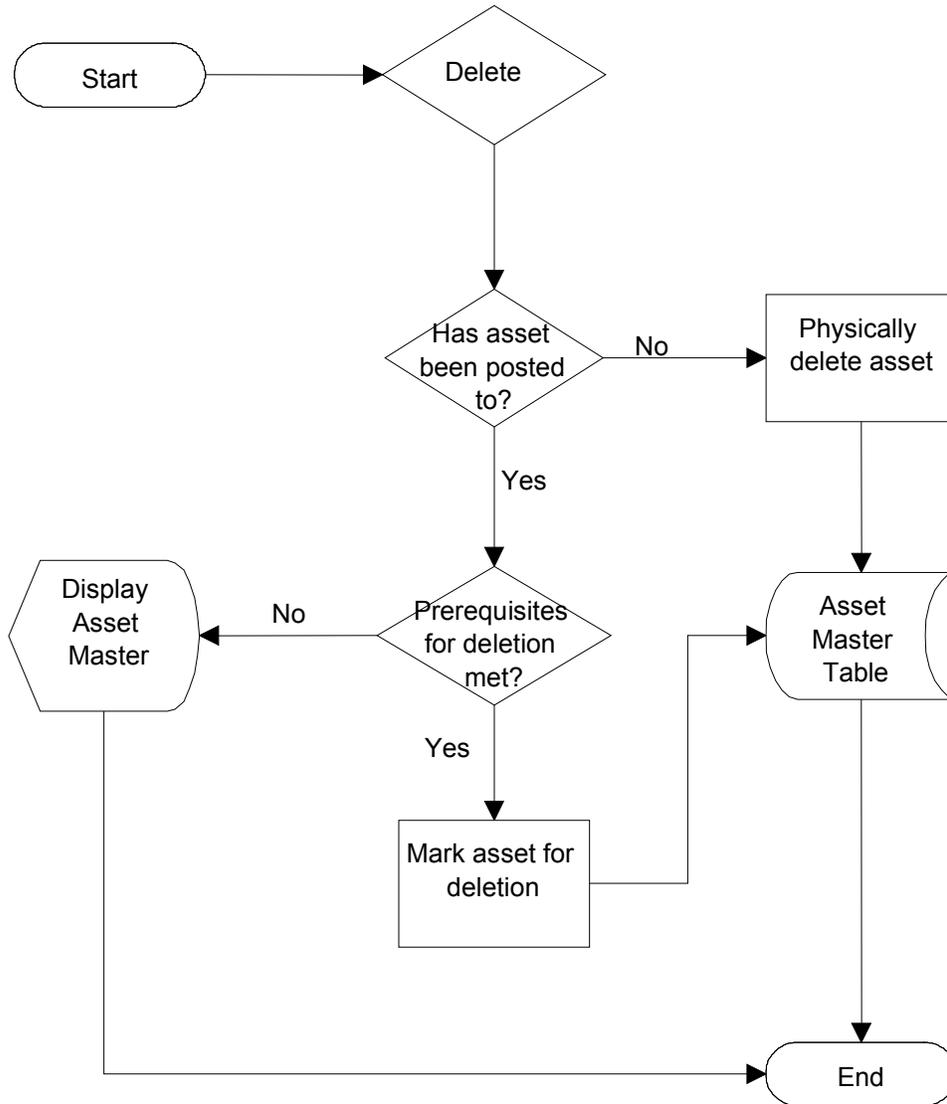
### Asset Master Display/Maintenance



### Asset Master Block



**Asset Master Deletion**



Before an asset can be deleted, it must have a zero net book value (NBV). SAP also requires a one year minimum retention for assets with transaction postings.



## Create Asset Master

The creation of an 'Asset Master Record' is a pre-requisite to processing asset transactions. The timing of the creation of asset master records will depend upon the asset capitalization method used.

- *If capitalization of the asset occurs by posting goods receipts/invoice line items directly against the asset via the Materials Management (MM) module, then the asset master record can be created in the MM module at the time the purchase order is created. For this process, refer to the Purchase Order section of the Procurement Manual.*

- *If capitalization of the asset occurs by direct invoice (e.g. credit card purchase) in the Accounts Payable module, then the asset master record needs to be created **before** posting the invoice.*

When you create the asset master record, you have two options:

1. You can use the asset class to which the asset will belong, to provide default values. The asset class then supplies the most important control parameters in the asset master record.
2. Or you can use an existing asset as a reference for creating the new asset master record. (Possibly the reference asset has default values that are more suitable than those in the asset class.)

Be sure to enter additional information, such as inventory number or serial number for both options listed.

When you save, the system will assign an asset number. All asset classes are assigned to a number range that uses internal number assignment. This asset number is also the account number of the individual asset account. You will need to know this number when creating a purchase order or posting in Accounts Payable.

**There are 3 types of Asset Master Records**

1. NAF Assets
2. APF
3. Other

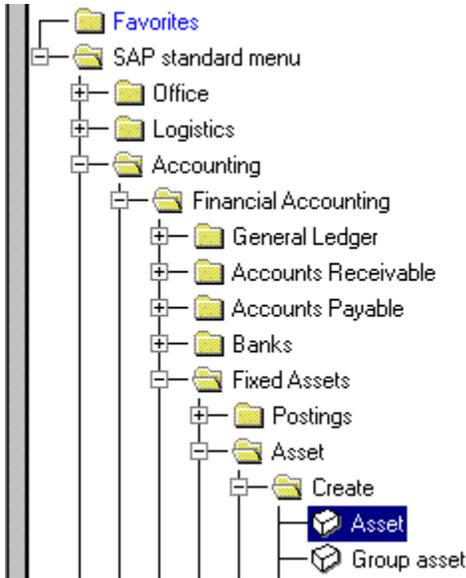
NAF asset master records include vehicles, furniture, fixtures & equipment, building & facilities, building and facility improvements, minor property, VQ whole room concept and construction in progress.



**To Create an Asset Master Record, follow these steps:**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET**

Transaction code: **AS01**



**Menu path for asset master creation**

Field	Description/Usage
<b>Initial screen for asset master creation</b>	
<b>Asset Class</b>	<p>Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include:</p> <ul style="list-style-type: none"> <li>• the G/L accounts to be updated by acquisition and depreciation postings</li> <li>• the field status or screen layout</li> <li>• the valid number range for assets in the asset class</li> <li>• default contents of asset master data fields (if any)</li> <li>• how depreciation is managed for assets within the asset class</li> </ul>
<b>Company Code</b>	<p>Asset master records are created at the company code level. Enter the company code.</p>

<p><b>Number of similar assets</b></p>	<p>Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity).</p>
<p><b>Post Capitalization</b></p>	<p>If this box is selected, it forces an asset capitalization date to be entered. This date must be from the prior fiscal year. This field is used if an asset is found during a physical inventory or if a mistake is discovered where an asset was never booked.</p>

*Create Asset: Initial Screen*

*Create Asset: Master Data*

**Create Asset: Master data**

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: **INTERN-00001** **0**

Class: **171000**      VEHICLES      Company code: **1019**

General Data    Location Data    Origin Data

**General data**

Description: ?

Model no / Main tex

Acct determination: **171000**    VEHICLES

Serial number

Inventory number

Quantity: **EA**

Manage historic.

**Posting information**

Capitalized on      Deactivation on

<b>General Data tab</b>	
<b>Description-1</b>	Descriptive information about the asset.
<b>Description-2</b>	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
<b>Model no/ Main text</b>	This is a free text field. As a standard, the model number of the asset will be entered here. The BLAS conversion will populate this field with the BLAS model number.
<b>Account Determination</b>	Defaults from the asset class. The account determination contains the general ledger (GL) accounts that will be posted to from asset transactions e.g. acquisitions, retirements, depreciation. You cannot change the GL account. If an asset is in the wrong GL account, use the intracompany transfer process to move the asset values to the correct account.
<b>Serial Number</b>	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
<b>Inventory Number</b>	Inventory number for asset. (Future enhancements will allow this number to be printed in the form of a bar-code label.) This field may be populated with the BLAS asset number.
<b>Quantity</b>	Leave blank. This field will be populated when the purchase order is received.
<b>Unit of Measure</b>	Defaults to EA for each.
<b>Manage Historically</b>	This indicator will tell the system to manage the asset with a history. Active history management has the following effect: <ul style="list-style-type: none"> <li>• The asset is displayed in an asset chart.</li> </ul> Display only field.
<b>Capitalized on</b>	The capitalization date is the value date of an asset. The system enters the asset value date of the first posting that results in the capitalization of the asset in this field. The depreciation start date is based on this date. You can also enter the capitalization date manually when creating an asset. However, this does not lead to the asset being capitalized, but only to this date being the default for the asset value date when the first acquisition is posted.
<b>First Acquisition on</b>	The system automatically sets the asset value date of the first acquisition posting in this field.
<b>Acquisition Year</b>	The system enters the fiscal year of the first acquisition posting in this field.
<b>Deactivation on</b>	The system enters the asset value date of the retirement posting for a full retirement in this field. Once an asset has been deactivated, you can no longer post to the asset (with one exception: posting a reversal of the last retirement). In order for you to be able to make correction postings after an asset has been deactivated, you can manually change the deactivation date in the asset master record.

<b>Planned Retirement on</b>	You can specify a date here for the planned retirement date of the asset. This date is interpreted for the depreciation simulation/forecast. In the standard report, the system simulates the depreciation, if requested, only up to the planned retirement date of the asset.
<b>Ordered on</b>	The system enters the date the first purchase order was posted to an asset.
<b>Deactivate</b>	Set this indicator if you want the depreciation area to be inactive in this asset class or asset. Display only field.
<b>Depreciation Area</b>	Depreciation area code and name. Defaults from asset class. (01 = Book depreciation) Display only field.
<b>Dep Key</b>	Depreciation key (valuation key) controls the valuation of the asset in the particular depreciation area. It consists of a calculation key for the automatic calculation of depreciation and various control indicators. Z001 = Straight-line depreciation Z002 = Straight-line for minor property amortization
<b>Useful Life Yr.</b>	Useful life in years over which the asset is to be depreciated. Prepaid minor property will use this field when amortization is one year.
<b>Useful Life Period</b>	Useful life in periods (in addition to whole years) over which the asset is to be depreciated. Prepaid minor property must use this field if amortization is less than one year (1 to 11 months).
<b>ODep.Start</b>	Depreciation calculation start date. Will default from the capitalization date when the first acquisition is posted. This is a Display only field.

<b>Location Data tab</b>	
<b>Cost Center</b>	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> <li>• Fixed asset depreciation</li> <li>• Gain/loss from asset sales</li> </ul>
<b>Responsible Cost Center</b>	This cost center is responsible for the physical asset. It will not carry the depreciation cost. It is now a required field.
<b>Site</b>	This uniquely identifies a physical location (such as storage or receiving) in the MM module.
<b>Room</b>	In this field you can designate a specific room/bldg for the asset.
<b>License Plate No.</b>	You can enter the license plate number for a vehicle here. Your entry is saved as time-dependent data, so that a history is created when there is a change in the license plate number. Valid only for vehicle asset class.
<b>Asset shutdown</b>	Check this box if you want to shutdown the asset for the displayed period of time. No depreciation will be calculated for assets that have been shut down when you use the appropriate depreciation key. This is used for <b>BRAC bases only</b> .
<b>Last Inventory on</b>	Record the date of the last physical inventory for this asset.
<b>Include Asset in Inventory List</b>	This field determines whether the asset is included on a report that can be generated for stock taking purposes. This indicator has been turned on for all asset classes except asset class 179000.
<b>Inventory Note</b>	In this field you can specify additional asset information for the analysis of physical inventory; e.g., name of person who took the physical inventory (use scroll bar on the right to see the rest of this screen).

The screenshot shows the 'Create Asset: Master data' window in SAP. The title bar includes 'Asset Edit Goto Extras Environment Settings System Help'. The main area contains the following fields and sections:

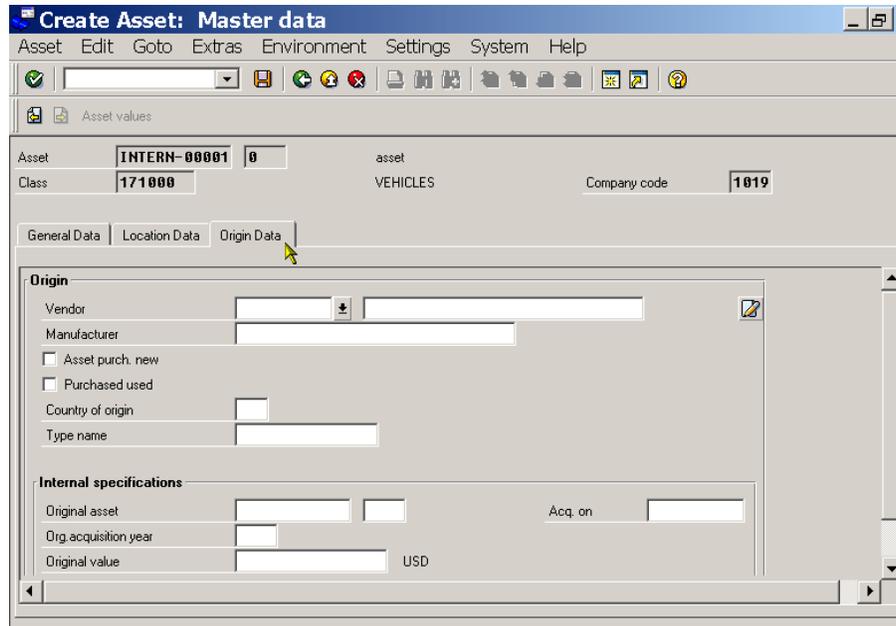
- Asset:** INTERN-00001 0
- Class:** 171000
- asset:** VEHICLES
- Company code:** 1019

Navigation tabs include 'General Data', 'Location Data', and 'Origin Data'. The 'Location Data' tab is active, showing an 'Interval from 01/01/1900 to 12/31/9999'. Below this, there are input fields for:

- Cost center (with a dropdown arrow)
- Resp. cost center (with a dropdown arrow)
- Site (with a dropdown arrow)
- Room (with a dropdown arrow)
- License plate number (with a dropdown arrow)

There is also an unchecked checkbox labeled 'Asset shutdown'. At the bottom, there is an 'Inventory' section with a horizontal line and a scroll bar.

<b>Origin Data tab</b>	
<b>Vendor Number</b>	SAP will place the vendor number in this field once an acquisition is made. This field will be automatically populated upon the first posting to the asset.
<b>Vendor Name</b>	The name of the vendor can be entered here. This field will be automatically populated upon the first posting to the asset. Anything in this field will be overwritten to match with data in the vendor number field
<b>Manufacturer</b>	Enter the manufacturer of the asset in this field.
<b>Asset Purchased New</b>	This block will be checked upon saving indicating the asset was purchased new.
<b>Purchased Used</b>	Set this indicator, if this asset was second-hand when it was acquired (not new).
<b>Country of Origin</b>	In this field you can specify the country of origin for the asset.
<b>Type Name</b>	This field is for informational purposes only.
<b>Original Asset No.</b>	This field contains the number of the original asset, which was transferred to the asset being displayed. For example, the original BLAS asset number will appear here. Another example, the system stores the number of the asset under construction in this field, that was settled to the displayed asset. If more than one transfer has taken place, the system displays the asset number of the first transfer here.
<b>Acquisition on date</b>	For transferred assets (or parts of assets), this is the field in which the system stores the capitalization date of the original asset (for example, an asset under construction).
<b>Original Acquisition Year</b>	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained for transferred asset.
<b>Original Value</b>	Acquisition value of the asset before the transfer. This field is manually maintained.



**Additional information about the asset.**

SAP provides an area where the user can add additional text information about the asset. This can be used to note anything about the asset such as condition, usage, etc.

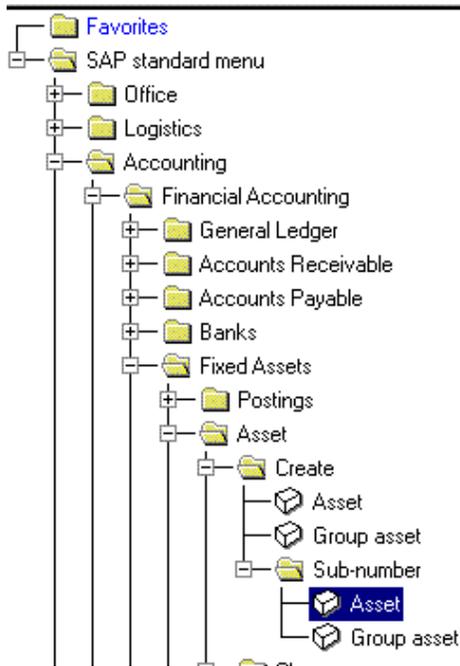
1. In the asset master record, go to the General Data tab.
2. To the right of the description field you will see an icon for "Create long text" (piece of paper with pencil). 
3. Click on this icon.
4. A "Long Texts" dialog box will appear. Click on the paper icon to the right of "general long text."
5. In the white area, you can type additional text information about the asset.
6. Press the SAVE icon when you are done. Your text will be saved.
7. Press the green arrow to back up one screen (or press F3).
8. To the right of "general long text" you will see a pencil instead of a blank piece of paper. This indicates that general long text exist for this asset.
9. Click the green check mark or press ENTER to close the long text dialog box.
10. The long text icon now is called "change long text" and you will see that the icon  has lines on the piece of paper, indicating that some long text exists.
11. Press the SAVE icon to save changes to the asset master record.



## Create Asset Sub-number

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET**

Transaction code: **AS11**



Follow these steps when adding sub-assets:

At the “Create Sub-Number: Initial screen”:

- a. Asset: enter the main asset number that sub-assets files are being created for.
- b. Company code: Enter company code.
- c. Number of similar sub-numbers: Enter the number of sub-asset files to be created.
- d. Post capitalization: leave blank.
- e. Select “Master Data”. The “Create Asset: Master data” screen will appear.

At the "Create Asset: Master data": (Note, fill in any fields which will be the same for all sub-assets, e.g. room number.)

- f. Click on the “save” icon.
  1. If creating more than 1 similar asset, the “Create multiple assets” dialog box will appear. Select the “maintain” button.

2. The “maintain fields that should be different in similar asset” dialog box will appear.
3. Enter the sub-asset file description on **each** numbered line.
4. Then select “enter”.
5. The “create multiple assets” dialog box will reappear. Select “create” this time.
- g. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created, example, “assets 17100001-1 to 17100001-10 have been created”.
- h. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
- i. Go to the “Change Asset Master” process in the next section.



**NOTE:** An asset may consist of several components. Depreciation for these components may commence on the same date or on different dates.



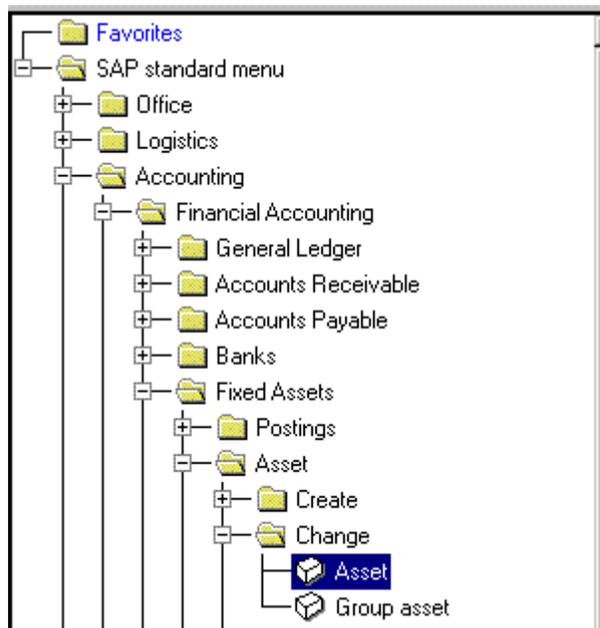
**NOTE:** If an asset requires a partial disposal, this part may be transferred to a sub-number of this asset and then disposed.



## Change Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET**

Transaction code: **AS02**



Follow these steps when changing assets:

At the “Change Asset: Initial screen”:

- a. Asset: enter the main asset number
- b. Sub-number: enter the sub-number of the asset to be changed.
- c. Company code: enter company code.
- d. Select “Master Data”. The “Change Asset: Master data” screen appears.
- e. Make the necessary changes and SAVE.

The following changes can be made to Asset Master Data:

- *Normal Master Record Changes and Valuation Changes.*

These are performed using this transaction.

- *Time-Dependent Data (Cost Center) Changes.*

To change the cost center on an asset, perform the following steps from the Location Data tab which contains the time-dependencies

- ◇ Select the *'Further intervals'* button on this screen.
- ◇ Select the *'New interval'* button (or F6).
- ◇ At the "Create new interval" dialog box, enter the date that the new interval should begin.

◇ For this new interval, indicate any changes for cost center, responsible cost center, room, etc.

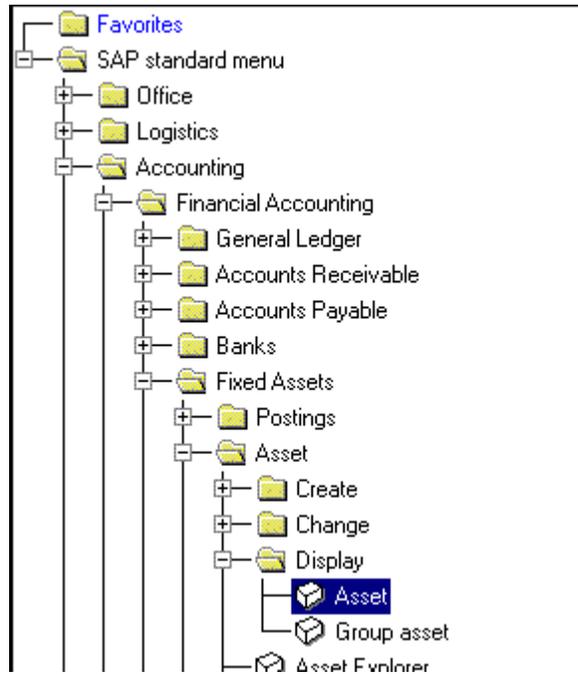
◇ *SAVE* the Asset.



**Display Asset Master**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET**

Transaction code: **AS03**



Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

1. Asset: enter the main asset.
2. Sub-number: enter the sub-number of the asset to be displayed.
3. Company code: enter company code.
4. Select “Master Data”. The “display asset: master data” screen will appear.

- *Time-Dependent Data*

To display time-dependent history, access the time dependent asset screen on the Location Data tab and use the '*Further intervals*' button. The history of time-dependent assignments is stored in the system over the entire life of the asset.

- *Tracing Asset Master Changes*

Each time an asset master record is changed, the system creates a change document that records change details. To view these changed documents:

> **ENVIRONMENT > CHANGE DOCUMENTS > On ASSET OR On FIELD.**

> **ASSET:** displays a list of changed fields. Double clicking on one of these fields, provides a list of changes to this field. Double clicking on one of these changes, displays the changed information.

- *Change History and Other Data*
  - ◇ *To View Change Dates & Users Responsible for the Change:*

> **EXTRAS > MANAGEMENT DATA**

- ◇ *To View Supplementary Master Data e.g. Last retirement date:*

> **EXTRAS > MASTER DATA INFO**

- ◇ *To View Status of Asset*

> **EXTRAS > STATUS DISPLAY**

- ◇ *To View Associated Asset Sub-Numbers*

> **ENVIRONMENT > SUB-NUMBERS**



## Block Asset Master

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > LOCK > ASSET

Transaction code: AS05

To block an asset for further acquisitions may be useful if the asset will be retired e.g. in a few weeks or if an AuC (*Asset under Construction*) should be closed. This option may be utilized for the VQ's whole room concept for main asset number (sub-assets would not be blocked). This option could also be used for BRAC bases.

Follow these steps when blocking an asset:

At the "Block Asset screen":

- a. Asset: Enter the asset number you want to block.
- b. Company Code: Enter company code.
- c. Press Enter.
- d. Set the flag for "blocked for acquisition".
- e. Save.



**NOTE:** Postings for asset transfer and retirement can still be executed.

## Asset Number Ranges for Asset Classes

### Main Number

The asset number will be assigned by SAP internally. SAP will provide the asset number when you save the asset master record.

Each asset class is assigned to a number range. Upon saving the asset, the next sequential number in the relevant number range is assigned to the asset. The number range is as follows:

Prepaid Non-Consumable FF&E.....	16100001 – 16199999
Prepaid Minor Property .....	16500001 – 16599999
Vehicles .....	17100001 – 17199999
MWR CF Vehicles .....	17200001 – 17299999
Furniture, Fixtures & Equipment .....	17300001 – 17399999
FF&E Whole Room Concept .....	17300001 – 17399999
MWR CF Furniture, Fixtures & Equipment .....	17400001 – 17499999
Building and Facilities.....	17500001 – 17599999
MWR CF Bldg. and Fac.....	17600001 – 17699999
Building and Facility Improvements.....	17700001 – 17799999
MWR CF Bldg. & Fac. Improvements .....	17800001 – 17899999
Construction in Progress .....	17900001 – 17999999
APF.....	10000001 – 10999999
Other.....	11000001 – 11999999

### Asset Sub-Number

Asset sub-numbering allows the specification of a number within a main asset number. Each sub-number could represent a component of the main asset number or simply be used for grouping purposes. The sub-numbered assets can have different useful lives defined and can be retired separately. Alternatively, the entire main asset and all sub-numbered assets can be retired as a whole.

An asset with a sub-number can be created at any time after the original ‘main’ asset has been created. The sub-number is assigned by the system as the next sequential number in the range 1 – 9999 (the range is used mutually exclusively for all assets).

## Minor Property Asset Master Data

SAP refers to the minor property asset as a "low value asset" (LVA). The dollar range for low value assets is \$1,000.00 to \$2,500.00. Low value assets can be expensed the month they are purchased or amortized up to one year. The expense or amortization will take place when the depreciation run is executed for the month. When a LVA is expensed for one month, the expense will not show up in the general ledger until depreciation has been posted for that month.

MWR uses general ledger account 165000 for prepaid minor property and the expense account is 686000 for minor property expenses.

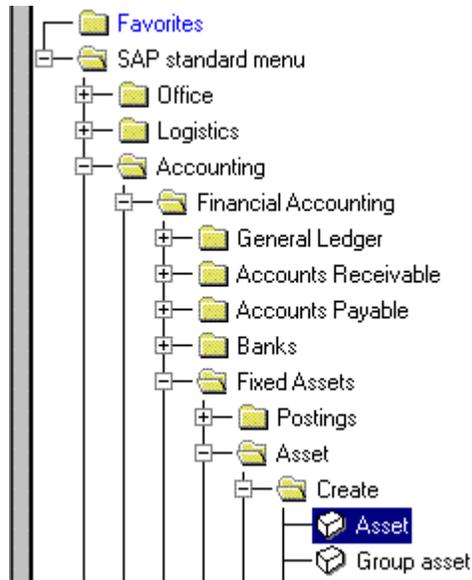
VQ uses general ledger account 161001 for prepaid non-consumable FF&E and the expense account is 686001 for non-consumable FF&E expenses.



## Create Minor Property Asset Master

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET

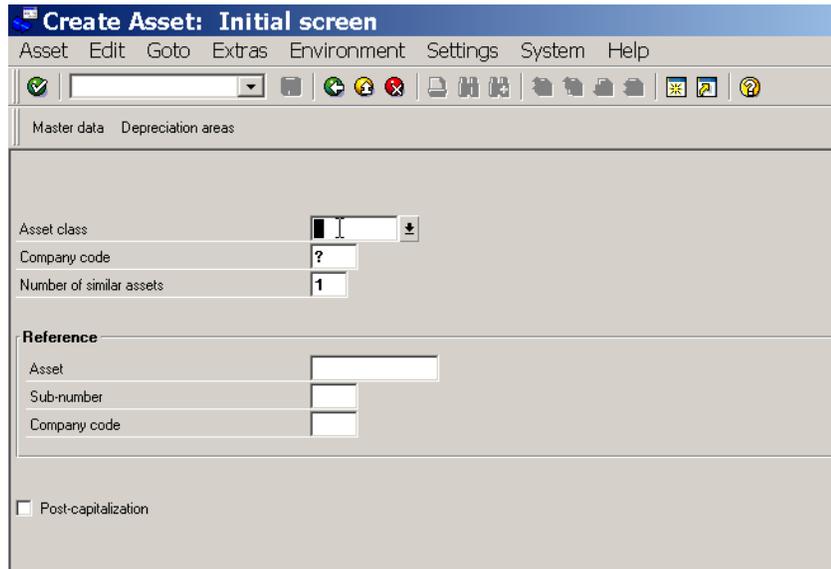
Transaction code: AS01



The creation of an 'Asset Master Record' is a pre-requisite to processing asset transactions. The necessary timing of the creation of asset master records will depend upon the asset capitalization method used.

- *If capitalization of the asset occurs by posting goods receipts/invoice line items directly against the asset via the Materials Management (MM), then the asset master record can be created in the MM module at the time the purchase order is created.*
- *If capitalization of the asset occurs by direct invoice (e.g. credit card purchase) in the Accounts Payable module, then the asset master record needs to be created **before** posting the invoice.*

Create Asset: Initial Screen



**Create Minor Property Asset Master - Data Field Requirements**

Field	Description/Usage
<b>Initial screen for asset master creation</b>	
<b>Asset Class</b>	Each asset (this includes low value assets that will be expensed in one month or amortized over 12 months) is assigned to a single asset class. The asset class dictates a number of key control functions which include: <ul style="list-style-type: none"> <li>• the G/L accounts to be updated by acquisition and depreciation postings (includes expense and amortization postings)</li> <li>• the field status or screen layout</li> <li>• the valid number range for assets in the asset class</li> <li>• default contents of asset master data fields (if any)</li> <li>• how depreciation/amortization is managed for assets within the asset class</li> </ul>
<b>Company Code</b>	Asset master records are created at the company code level. Enter the company code number.
<b>Number of similar assets</b>	Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity).

Field	Description/Usage
<b>General Data tab</b>	
<b>Description-1</b>	Descriptive information about the asset. As a standard, capital letters should be used
<b>Description-2</b>	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
<b>Model no/Main text</b>	This is a free text field. As a standard, the model number of the asset will be entered here. The BLAS conversion will populate this field with the BLAS model number.
<b>Account Determination</b>	Defaults from the asset class. The account determination contains the GL accounts that will be posted to from asset transactions e.g. acquisitions, retirements, depreciation. You cannot change the GL account. If an asset is in the wrong GL account, use the intracompany transfer process to move the asset values to the correct account.
<b>Serial Number</b>	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
<b>Inventory Number</b>	Inventory number for asset. This can be printed in the form of a barcode label. The BLAS conversion will populate this field with the BLAS asset number.
<b>Quantity</b>	Leave blank. This field will be populated when the purchase order is received.
<b>Unit of Measure</b>	Defaults to EA for each.
<b>Manage Historically</b>	This indicator will tell the system to manage the asset with a history. Active history management has the following effect: <ul style="list-style-type: none"> <li>• The asset is displayed in an asset chart.</li> </ul> Display only field.
<b>Capitalized on</b>	The capitalization date is the value date of an asset. The system enters the asset value date of the first posting that results in the capitalization of the asset in this field. The amortization start date is based on this date. You can also enter the capitalization date manually when creating an asset. However, this does not lead to the asset being capitalized, but only to this date being the default for the asset value date when the first acquisition is posted.
<b>First Acquisition on</b>	The system automatically sets the asset value date of the first acquisition posting in this field.
<b>Acquisition Year</b>	The system enters the fiscal year of the first acquisition posting in this field.
<b>Deactivation on</b>	The system enters the asset value date of the retirement posting for a full retirement in this field. Once an asset has been deactivated, you can no longer post to the asset (with one exception: posting a reversal of the last retirement). In order for you to be able to make correction postings after an asset has been deactivated, you can manually change the deactivation date in the asset master record.

<b>Planned Retirement on</b>	You can specify a date here for the planned retirement date of the asset. This date is interpreted for the depreciation simulation/forecast. In the standard report, the system simulates the depreciation, if requested, only up to the planned retirement date of the asset.
<b>Ordered on</b>	The system enters the date the first purchase order was posted to an asset.
<b>Deactivate</b>	Set this indicator if you want the depreciation area to be inactive in this asset class or asset. Display only field.
<b>Depreciation Area</b>	Depreciation area code and name. Defaults from asset class. (01 = Book depreciation) Display only field.
<b>Dep Key</b>	Depreciation key (valuation key) controls the valuation of the asset in the particular depreciation area. It consists of a calculation key for the automatic calculation of depreciation and various control indicators. Z002 = Straight-line for minor property amortization
<b>Useful Life Yr.</b>	Useful life in years over which the asset is to be expensed/amortized. Prepaid minor property will use this field when amortization is one year.
<b>Useful Life Period</b>	Useful life in periods over which the asset is to be amortized. Prepaid minor property must use this field if amortization is less than one year (1 to 11 months).
<b>ODep.Start</b>	Depreciation/amortization calculation start date. Will default from the capitalization date when the first acquisition is posted. Amortization will begin the same period of the acquisition posting. Display only field.

**General data**

Description

Model no / Main txt

Acct determination **165000** PREPAID MINOR PROPERTY

Serial number

Inventory number

Quantity  EA

Manage historic.

---

**Posting information**

Capitalized on  Deactivation on

First acquisition on  Plnd. retirement on

Acquisition year  **000** Ordered on

---

**Valuation**

Deact	Depreciation area	DepKy	Usfl life	Per	O.dep. start
<input type="checkbox"/>	<b>01</b> Book deprec.	<b>Z002</b>		<b>1</b>	

General Data Tab

Location Data tab	
<b>Cost Center</b>	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> <li>• Fixed asset depreciation/amortization</li> <li>• Gain/loss from asset sales (if applicable)</li> </ul>
<b>Responsible Cost Center</b>	This cost center is responsible for the physical asset. It will not carry the depreciation/amortization cost.
<b>Site</b>	This uniquely identifies a physical location (such as storage or receiving) in the MM module.
<b>Location</b>	You can enter a location for the asset in this field. The location must already exist and is associated with a specific plant.
<b>Room</b>	In this field you can designate a specific room for the asset.
<b>Asset shutdown</b>	Check this box if you want to shutdown the asset for the displayed period of time. No depreciation will be calculated for assets that have been shut down when you use the appropriate depreciation key. <b>BRAC bases only.</b>
<b>Last Inventory on</b>	Record the date of the last physical inventory for this asset.
<b>Include Asset in Inventory List</b>	This field determines whether the asset is included on a report that can be generated for stock taking purposes. This indicator has been turned on for all asset classes except asset class 179000 (AuC). This flag should always be on.
<b>Inventory Note</b>	In this field you can specify additional asset information for the analysis of physical inventory.

General Data | Location Data | Origin Data

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

Cost center  ↓

Resp. cost center

Site

Location

Room

Asset shutdown

---

**Inventory**

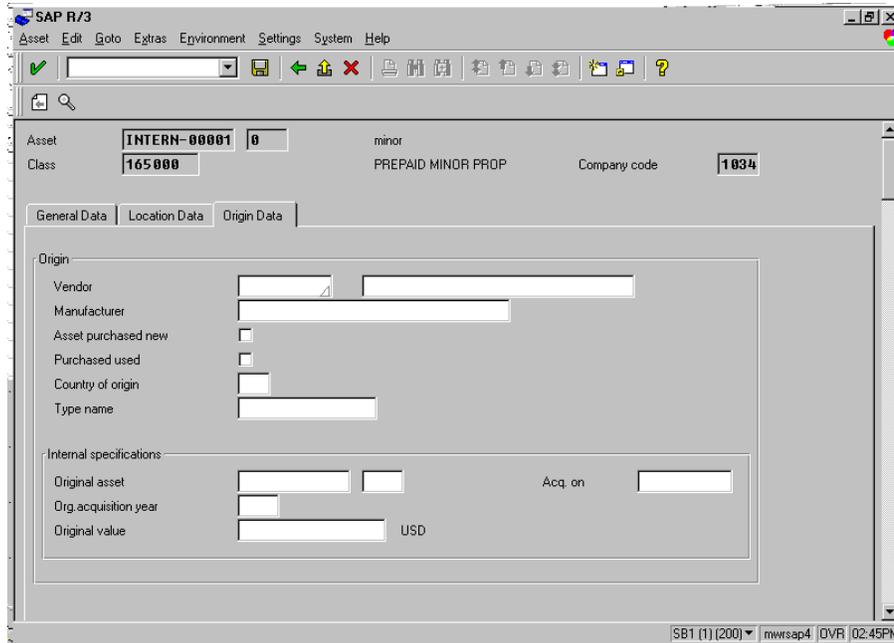
Last inventory on

Inventory note

Include asset in inventory list

**Location Data Tab**

<b>Origin Data tab</b>	
<b>Vendor Number</b>	SAP will place the vendor number in this field once an acquisition is made. This field will be automatically populated upon the first posting to the asset.
<b>Vendor Name</b>	The name of the vendor can be entered here. This field will be automatically populated upon the first posting to the asset. Anything in this field will be overwritten to match with data in the vendor number field
<b>Manufacturer</b>	Enter the manufacturer of the asset in this field.
<b>Asset Purchased New</b>	This block will be checked upon saving indicating the asset was purchased new.
<b>Purchased Used</b>	Set this indicator, if this asset was second-hand when it was acquired (not new). This indicator serves informational purposes.
<b>Country of Origin</b>	In this field you can specify the country of origin for the asset.
<b>Type Name</b>	This field is for informational purposes only.
<b>Original Asset No.</b>	This field contains the number of the original asset, which was transferred to the asset being displayed. For example, the original BLAS asset number will appear here. Another example, the system stores the number of the asset under construction in this field, that was settled to the displayed asset. If more than one transfer has taken place, the system displays the asset number of the first transfer here.
<b>Acquisition on date</b>	For transferred assets (or parts of assets), this is the field in which the system stores the capitalization date of the original asset (for example, an asset under construction).
<b>Original Acquisition Year</b>	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
<b>Original Value</b>	Acquisition value of the asset before the transfer. This field is manually maintained.



**Origin Data Tab**

**Additional information about the asset.**

SAP provides an area where the user can add additional text information about the asset. This can be used to note anything about the asset such as condition, usage, etc.

1. In the asset master record, go to the General Data tab.
2. To the right of the description field you will see an icon for "Create long text" (piece of paper with pencil). 
3. Click on this icon.
4. A "Long Texts" dialog box will appear. Click on the paper icon to the right of "general long text."
5. In the white area, you can type additional text information about the asset.
6. Press the SAVE icon when you are done. Your text will be saved.
7. Press the green arrow to back up one screen (or press F3).
8. To the right of "general long text" you will see a pencil instead of a blank piece of paper. This indicates that general long text exist for this asset.
9. Click the green check mark or press "ENTER" to close the long text dialog box.
10. The long text icon now is call "change long text" and you will see that the icon has lines on the piece of paper, indicating long text exist. 
11. Press the SAVE icon to save changes to the asset master record.



## Create Minor Property Asset Sub-number

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET

Transaction code: AS11

### Create Sub-number: Initial Screen

Follow these steps when adding sub-assets:

#### At the "Create Sub-Number: Initial screen":

1. Asset: enter the main asset number that sub-assets files are being created for.
2. Company code: enter company code
3. Number of similar sub-numbers: enter the number of sub-assets files to be created.
4. Post capitalization: leave blank.
5. Select "Master Data". The "create asset data" screen will appear.

At the "Create Asset: Master data": (Note, fill in any fields which will be the same for all sub-assets, e.g. room number.)

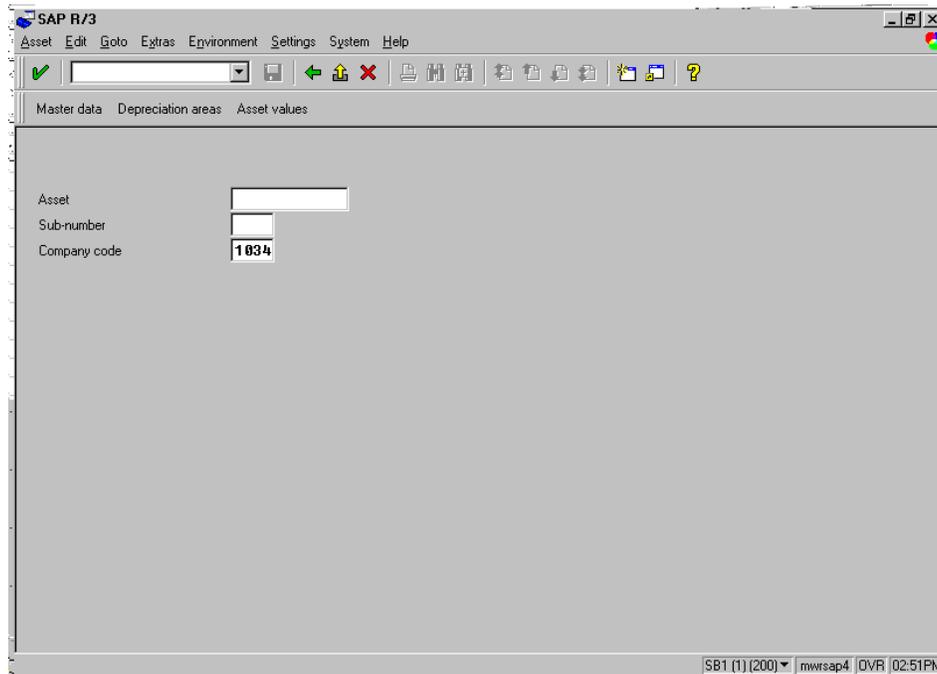
1. Click on the "save" icon.
2. If creating more than 1 similar asset, the "Create multiple assets" dialog box will appear. Select the "maintain" button.
3. The "maintain fields that should be different in similar asset" dialog box will appear.
4. Enter the sub-asset file description on **each** numbered line.
5. Then select "enter".
6. The "create multiple assets" dialog box will reappear. Select "create" this time.
7. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created, example, "assets 16500001-1 to 16500001-10 have been created".
8. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
9. Go to the "Change Asset Master" process in the next section.

 **NOTE:** An asset may consist of several components. Depreciation/amortization for these components may commence on the same date or on different dates. Details of a main asset and its associated sub-numbers may be displayed collectively, although asset maintenance and depreciation/amortization occurs individually.

### Change Minor Property Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET**

Transaction code: **AS02**



### Change Minor Property

Follow these steps when changing sub-assets:

At the “Change Sub-Number: Initial screen”:

1. Asset: enter the main asset number
2. Sub-number: enter the sub-number of the asset to be changed.
3. Company code: enter company code.
4. Select “Master Data”. The “change asset data” screen will appear.
5. Make the necessary changes and SAVE.

The following changes can be made to Asset Master Data:

- *Normal Master Record Changes and Valuation Changes.*

These are performed using this transaction.

- *Time-Dependent Data (Cost Center) Changes.*

To change the cost center on an asset, perform the following steps from the Location Data tab that contains the time-dependent:

- ◇ Select the '*Further intervals*' button on this screen.
- ◇ Select the '*New interval*' button (or F6).
- ◇ At the "Create new interval" dialog box, enter the date that the new interval should begin.
- ◇ For this new interval, indicate any changes for cost center, responsible cost center, room, etc.
- ◇ *SAVE* the Asset.



## Display Minor Property Asset Master

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET**

Transaction code: **AS03**

### Display Asset: Initial Screen

Display Asset: Initial screen

Asset Edit Goto Extras Environment Settings System Help

Master data Depreciation areas Asset values

Asset  ↓

Sub-number

Company code

Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

1. Asset: enter the main asset number.
2. Sub-number: enter the sub-number of the asset to be displayed.
3. Company code: enter company code
4. Select “Master Data”. The “display asset: master data” screen will appear.

- *Time-Dependent Data*

To display time-dependent history, access the time dependent asset screen on the Location Data tab and use the *'Further intervals'* button. The history of time-dependent assignments is stored in the system over the entire life of the asset.

- *Tracing Asset Master Changes*

Each time an asset master record is changed, the system creates a change document that records change details. To view these changed documents:

**>ENVIRONMENT>CHANGE DOCUMENTS>On ASSET OR On FIELD.**

**>ASSET:** displays a list of changed fields. Double clicking on one of these fields, provides a list of changes to this field. Double clicking on one of these changes, displays the changed information.

- *Change History and Other Data*

- ◇ *To View Change Dates & Users Responsible for the Change:*

**>EXTRAS>MANAGEMENT DATA**

- ◇ *To View Supplementary Master Data e.g. Last retirement date:*

**>EXTRAS>MASTER DATA INFO**

- ◇ *To View Status of Asset*

**>EXTRAS>STATUS DISPLAY**

- ◇ *To View Asset Descriptive Text:*

**>EXTRAS>LONG TEXT**

- ◇ *To view Associated Asset Sub-numbers:*

**>ENVIRONMENT>SUB-NUMBERS**



## Block Minor Property Asset Master

Menu Path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > LOCK > ASSET

Transaction code: AS05

To block an asset for further acquisitions may be useful if the asset will be retired e.g. in a few weeks or if an AuC (*Asset under Construction*) should be closed.

Enter the *'asset number'* you want to block and the *'company code'*, hit *'Enter'* and set the flag for *'blocked for acquisition'*. This option may be utilized for the VQ's whole room concept for the main asset number (sub asset numbers would not be blocked). This option might also be used for BRAC bases.



**NOTE:** Postings for asset transfer and retirement can still be executed.

## Asset Number Ranges for Asset Classes

### Main Number

The asset number will be assigned by SAP internally. SAP will provide the asset number when you save the asset master record.

Each asset class is assigned to a number range. Upon saving the asset, the next sequential number in the relevant number range is assigned to the asset. The number range is as follows:

Prepaid Non-Consumable FF&E.....	16100001 – 16199999
Prepaid Minor Property .....	16500001 – 16599999

### Asset Sub-Number

Asset sub-numbering allows the specification of a number within a main asset number. Each sub-number could represent a component of the main asset number or simply be used for grouping purposes. The sub-numbered assets can have different useful lives defined and can be retired separately. Alternatively, the entire main asset and all sub-numbered assets can be retired as a whole.

An asset with a sub-number can be created at any time after the original ‘main’ asset has been created. The sub-number is assigned by the system as the next sequential number in the range 1 – 9999 (the range is used mutually exclusively for all assets).



## Asset Master Data for Whole Room Concept

The VQ created the Whole Room Concept to better track VQ rooms (funded by NAF) for inventory purposes. The general ledger account is still FF&E 173000, but the asset class is 173100 for the whole room concept. Any pre-existing assets will remain in the asset class 173000. Once a base begins using AIMS/SAP, the Whole Room Concept will be used for projects funded with NAF.

When a project begins, an Asset Master Record will need to be created in the 179001 Asset Class to track expenses related to the project. This asset class reconciles to the general ledger account 179001, FF&E Installation in Progress-VQ. Money will stay in this account until the rooms are ready for use. At that time, the project can be capitalized.

In AIMS, an Asset Master Record will be created for each room. No dollars will be posted to this main asset record. Instead, sub-asset records will be created to track items in the room. Here is an example, if the VQ is remodeling one room:

1. Create asset master record for project in the 179001-asset class.
2. Post all dollars for the project to this asset.
3. Construction is completed and rooms are ready for use.
4. Create asset master record for Room 101 in the 173100 asset class.
5. Block this asset master record for postings (only post dollars to sub-assets).
6. Create 20 sub-asset master records for Room 101.
7. Capitalize project dollars to each sub-asset record.
8. Depreciation will begin the month following capitalization.

Useful life for the whole room concept is six years. Hard goods depreciate for six years and soft goods for three years. If parts of a room are replaced during the useful life of the room, the useful life of the replacement parts will need to coincide with the room's useful life of six years. For example, a room has a useful life of six years- in year five, the bed frame is replaced. The useful life of this bed frame must be set to one year. This will ensure that a room is fully depreciated at the end of the stated useful life of six years.

Normally, the VQ will issue a contract to remodel several rooms at one time. An Asset Master Record is created in asset class 179001 for the room/construction project. During the remodeling phase, postings will go to the 179001, FF&E Installation in Progress VQ. At the time the rooms are complete, the Whole Room Concept assets can be capitalized. Values will be transferred to the sub-asset master records. Remember, the asset master records for the whole room concept must exist prior to the capitalization process.

This is an example of a **single room** renovation:

<b>THOMASVILLE WINSTON COURT W4 COLOR PACKAGE TEN</b>					
	MODEL	QUA N-	UNIT		Depreciati on
<b>SINGLE ROOM NSN: 7105-01-419-7307</b>	NUMBER	TITY	PRICE	TOTAL	Rate/Year s
POSTER FULL HEADBOARD	20611-475	1	171.53	171.53	6
BEDFRAME - TWIN-DOUBLE	9990-2429	1	22.73	22.73	6
FULL SIZE MATTRESS	QE0264BM	1	104.24	104.24	3
FULL SIZE BOXSPRING	QE0264BB	1	78.79	78.79	6
BEDSPREAD - LORDSBURG/NAVY	FULL	1	84.00	84.00	3
NIGHTSTAND - CHEST	C206-812	1	156.11	156.11	6
NIGHTSTAND LIGHT - MARIO	92T391	1	59.63	59.63	3
DESK CHAIR	C206-861	1	163.96	163.96	6
DESK	C206-396	1	182.02	182.02	6
DESK LAMP - MARIO	C9035	1	39.38	39.38	3
TV ARMOIRE	C206-344	1	496.58	496.58	6
RECLINER FABRIC GRADE E	VC276	1	252.18	252.18	6
FLOOR LAMP - MARIO	84F379	1	76.05	76.05	3
WARDROBE	C206-348	1	454.54	454.54	6
DRESSER	C206-126	1	342.22	342.22	6
VERTICAL MIRROR	C20611- 220	1	119.49	119.49	6
ARTWORK - SHEARER WILDFLOWERS SHE-48	COLOR TEN	1	116.26	116.26	3
5' FICUS w/PLANTER	COLOR TEN	1	123.50	123.50	3
WINDOW TREATMENT (ESTIMATE)	COLOR TEN	1	345.00	345.00	3
CARPET MANNIGTON, MEDERA/SEABREEZE	COLOR TEN	28	17.78	497.84	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
<b>TOTAL SINGLE ROOM COST</b>				<b>4,553.05</b>	

A main asset master record would be created for the room. Twenty-two sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **double room** renovation:

<b>THURSTON 200 SERIES LANTERN</b>					
	MODEL	QUA N- TITY	UNIT PRIC E	TOTAL	Depreciati on Rate/Years
<b>DOUBLE ROOM NSN: 7105-01-419-7387</b>	NUMBER				
TWIN HEADBOARD w/ METAL BED FRAME	1815(A) w/ 7515-97P	2	96.28	192.56	6
TWIN MATTRESS X-LONG	WS-3880- M	2	97.36	194.72	3
TWIN BOXSPRING X-LONG	WS-3880-B	2	80.24	160.48	6
BEDSPREAD-QUILTED THROW X- LONG	TWIN	4	90.00	360.00	3
UPHOLSTERED 2-POSITION DESK CHAIR	96	2	123.6 4	247.28	6
2 DRAWER LOW CHEST	1506(A)	2	132.3 6	264.72	6
DESK LAMP	21	2	33.50	67.00	3
3 DR WALL UNIT w/DROP LID DESK & LIGHT	263(SW)D F	2	426.8 2	853.64	6
UPPER DOORS w/LOCK HASP LOOPS	(UP)	2	50.12	100.24	6
T.V./ REFRIGERATOR WALL UNIT	266(SW)	1	320.4 5	320.45	6
RECLINER - GRADE 4	238W	2	292.4 0	584.80	6
FLOOR LAMP	5491	1	49.17	49.17	3
FRAMED FULL LENGTH WALL MIRROR	213(DM)S	1	119.2 0	119.20	6
WALL ART "LES COQUELICOTS"	F42	1	90.00	90.00	3
WALL ART "POPPY FIELDS"	Z246	1	90.00	90.00	3
6.0' SILK FICUS PLANT	31109STB	1	59.00	59.00	3
CARPET w/ENHANCER III PLUS PAD	CONCORD E	30	15.10	453.00	3
WINDOW TREATMENT ESTIMATE	LANTERN	1	255.0 0	255.00	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		1	232.0 0	232.00	3
MICROFRIDGE		1	435.0 0	435.00	3
<b>TOTAL DOUBLE ROOM COST</b>				<b>4,220.50</b>	

A main asset master record would be created for the room. Twenty sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **triple room** renovation:

<b>THURSTON 200 SERIES TOPAZ</b>					
	MODEL	QUAN-	UNIT		Depreciation
<b>TRIPLE ROOM NSN: 7105-01-419-7571</b>	NUMBE	TITY	PRICE	TOTAL	Rate/Years
	R				
1/2 OF BUNKBED	159(1/2)	3	130.28	390.84	6
TWIN MATTRESS X-LONG	WS-3880-M	3	97.36	292.08	3
BEDSPREAD - QUILTED CAP X-LONG	TWIN	6	90.00	540.00	3
2 DRAWER CHEST	162-24SW	3	159.00	477.00	6
UPHOLSTERED 2-POSITION CHAIR	96	3	123.64	370.92	6
3 DR WALL UNIT w/DROP LID DESK & LIGHT	263(SW)DF	3	426.82	1280.46	6
UPPER DOORS w/LOCK HASP LOOPS	(UP)	3	47.73	143.19	6
T.V./REFRIGERATOR WALL UNIT	266(SW)	1	320.72	320.72	6
WALL ART "VIEW FROM CASCADE"	H317	1	115.00	115.00	3
WALL ART "WELLER POND INLET"	H315	1	115.00	115.00	3
FRAMED FULL LENGTH MIRROR	213DM(S)	1	119.20	119.20	6
WINDOW TREATMENT (ESTIMATE)	TOPAZ	1	245.00	245.00	3
CARPET w/ENHANCER III PLUS PAD	CONCORDE	30	15.10	453.00	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
BRASS CLAMP/BED LIGHT		3	19.99	59.97	3
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
<b>TOTAL TRIPLE ROOM COST</b>				<b>5,589.38</b>	

A main asset master record would be created for the room. Sixteen sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **suite** renovation:

<b>THOMASVILLE WINSTON COURT W6 COLOR PACKAGE TEN</b>					
		QUA N- TITY	UNIT PRICE	TOTAL	Depreciati on Rate/Year s
<b>SUITE NSN: 7105-01-419-7515</b>	MODEL				
POSTER FULL HEADBOARD	20611-475	1	171.53	171.53	6
BEDFRAME - TWIN-DOUBLE	9990-2429	1	22.73	22.73	6
FULL SIZE MATTRESS	QE0264BM	1	104.24	104.24	3
FULL SIZE BOXSPRING	QE0264BB	1	78.79	78.79	6
BEDSPREAD - LORDSBURG/NAVY	FULL	1	84.00	84.00	3
NIGHTSTAND - CHEST	C206-812	2	156.11	312.22	6
NIGHTSTAND LIGHT - MARIO	92T391	2	59.63	119.26	3
DESK CHAIR	C206-861	1	163.96	163.96	6
DESK	C206-396	1	182.02	182.02	6
DESK LAMP	C9035	1	39.38	39.38	3
TV ARMOIRE	C206-344	2	496.58	993.16	6
DRESSER	C206-126	1	342.22	342.22	6
VERTICAL MIRROR	C20611-220	1	119.49	119.49	6
WARDROBE	C206-348	1	454.54	454.54	6
SOFA W/FABRIC UPCHARGE (GRADE E)	VC13000R	1	276.66	276.66	6
WING CHAIR	P571-013	1	408.07	408.07	6
OTTOMAN	P571-002	1	168.41	168.41	6
SQUARE END TABLE	C20631-250	2	145.45	290.90	6
COFFEE TABLE	C206-121	1	155.56	155.56	6
TABLE LAMP - MARIO	90T174P	2	49.73	99.46	3
FLOOR LAMP - MARIO	84F379	1	76.05	76.05	3
ARTWORK - SHEARER WILDFLOWERS SHE-48	COLOR TEN	2	116.26	232.52	3
5' FICUS w/PLANTER	COLOR TEN	1	123.50	123.50	33
WINDOW TREATMENT (ESTIMATE)	COLOR TEN	2	345.00	690.00	3
CARPET MANNIGTON, MEDERA/SEABREEZE	COLOR TEN	28	17.78	497.84	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		2	232.00	464.00	3
MICROFRIDGE		1	435.00	435.00	3
<b>TOTAL SUITE COST</b>				<b>7,105.51</b>	

A main asset master record would be created for the room. Twenty-seven sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **VIP room** renovation:

<b>AMERICAN OF MARTINSVILLE 5577 GEORGIAN BLUE</b>					
	MODEL	QUAN	UNIT		Depreciati on
<b>VIP ROOM NSN: 7105-01-419-7363</b>	NUMBER	TITY	PRICE	TOTAL	Rate/Year s
5/0 HEADBOARD, QUEEN	5577-323	1	185.00	185.00	6
Q41G 5/0 METAL BEDFRAME, QUEEN	0000-515	1	33.00	33.00	6
5/0 MATTRESS/BOXSPRING, QUEEN		1	277.61	277.61	3
5/0 BEDSPREAD-THROW STYLE GROUP #3400	Q6080 SP	1	92.75	92.75	3
NIGHT STAND	5577-888	1	160.00	160.00	6
BEDSIDE LAMP	724	1	44.35	44.35	3
DESK CHAIR	3915-910-021	1	132.00	132.00	6
DESK DRESSER	5577-010	1	482.00	482.00	6
DESK LAMP	796	1	44.00	44.00	3
TV ARMOIRE	5577-766	1	824.00	824.00	6
RECLINER LEATHER	967-810	1	432.00	432.00	6
FLOOR LAMP	897	1	75.25	75.25	3
END TABLE	896-641	1	149.00	149.00	6
WARDROBE	822-103	1	458.00	458.00	6
MIRROR	5577-210	1	140.00	140.00	6
WALL ART - WOOD FRAME - SINGLE MAT	CFB 209B3	1	114.00	114.00	3
66" SILK PLANT - FICUS TREE	4493	1	55.30	55.30	3
WINDOW TREATMENT (ESTIMATE)	BLUE	1	445.00	445.00	3
CARPET FACULTY IV	DK-166	28	15.86	444.08	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		1	232.00	232.00	3
MICROFRIDGE		1	435.00	435.00	3
<b>TOTAL SINGLE ROOM COST</b>				<b>5,254.34</b>	

A main asset master record would be created for the room. Twenty-one sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.

This is an example of a **VIP suite** renovation:

<b>AMERICAN OF MARTINSVILLE 5577 GEORGIAN BLUE</b>					
		QUA N- TITY	UNIT PRICE	TOTAL	Depreciati on Rate/Year s
<b>VIP SUITE NSN: 7105-01-419-7363</b>	<b>MODEL</b>				
5/0 HEADBOARD, QUEEN	5577-323	1	185.00	185.00	6
Q41G 5/0 METAL BEDFRAME, QUEEN	0000-515	1	33.00	33.00	6
5/0 MATTRESS/BOXSPRING, QUEEN		1	277.61	277.61	3
5/0 BEDSPREAD-THROW STYLE GROUP #3400	Q6080 SP	1	92.75	92.75	3
NIGHT STAND	5577-888	2	160.00	320.00	6
BEDSIDE LAMP	724	2	44.35	88.70	3
DESK CHAIR	3915-910-021	1	132.00	132.00	6
DESK, 42"	5315-180	1	181.00	181.00	6
DESK LAMP	796	1	44.00	44.00	3
CHEST, 3 DRAWER	5577-040	1	383.00	383.00	6
MIRROR	5577-210	1	140.00	140.00	6
WARDROBE	822-103	1	458.00	458.00	6
TV ARMOIRE	5577-766	2	824.00	1,648.00	6
SOFA, 3 SEATS, GRADE 2	3117-900	1	460.00	460.00	6
FLOOR LAMP	897	1	75.25	75.25	3
END TABLE	896-641	2	149.00	298.00	6
TABLE LAMP	728	2	51.45	102.90	3
LOUNGE CHAIR, GRADE 3	3258-935	1	217.00	217.00	6
COFFEE TABLE	896-651	1	199.00	199.00	6
WALL ART - WOOD FRAME - SINGLE MAT	CFB 209.B3	1	114.00	114.00	3
WALL ART - WOOD FRAME - SINGLE MAT	CFB 210.B3	1	114.00	114.00	3
66" SILK PLANT - FICUS TREE	4493	2	55.30	110.60	3
WINDOW TREATMENT (ESTIMATE)	BLUE	2	445.00	890.00	3
CARPET FACULTY IV	DK-166	44	15.86	697.84	3
ESTIMATE OF ADDITIONAL REQUIREMENTS:					
19" TELEVISION		2	232.00	464.00	3
MICROFRIDGE		1	435.00	435.00	3
<b>TOTAL VIP SUITE COST</b>				<b>8,160.65</b>	

A main asset master record would be created for the room. Twenty-six sub-assets would be created for each of the above items in the room. Depreciation would be set as noted above.



**Create Asset Master for Whole Room Concept**

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET

Transaction code: AS01

The creation of an ‘Asset Master Record’ is a pre-requisite to processing asset transactions. The necessary timing of the creation of asset master records will depend upon the asset capitalization method used.

**Our MWR/VQ standard is to capitalize the assets by posting goods receipts/invoice line items directly against the asset (via the Material Management or Accounts Payable modules).** The asset master record must be created **before** either of these occurs. The exception will be when an asset is acquired via a credit card purchase.

**Create Asset Master - Data Field Requirements**

Field	Description/Usage
<b>Initial screen for asset master creation</b>	
<b>Asset Class</b>	Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include: <ul style="list-style-type: none"> <li>the G/L accounts to be updated by acquisition and depreciation postings</li> <li>the field status or screen layout</li> <li>the valid number range for assets in the asset class</li> <li>default contents of asset master data fields (if any)</li> <li>how depreciation is managed for assets within the asset class</li> </ul>
<b>Company Code</b>	Enter the appropriate company code.
<b>Number of similar assets</b>	Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity, useful life). If creating 20 similar rooms, you may want to use this field to create 20 Main Asset Master Records.
<b>Post Capitalization</b>	If this box is selected, it forces an asset capitalization date to be entered. This date must be from the <u>prior fiscal year</u> . This field is used if an asset is found during a physical inventory or if a mistake is discovered where an asset was never booked.

SCREEN 2	
Field	Description/Usage
<b>General Data tab</b>	
<b>Description-1</b>	Descriptive information about the asset.
<b>Description-2</b>	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
<b>Model no/Main Text</b>	This is a free text field. As a standard, the model number of the asset will be entered here.
<b>Account Determination</b>	Defaults from the asset class. The account determination contains the GL accounts that will be posted to from asset transactions e.g. acquisitions, retirements, depreciation.
<b>Serial Number</b>	This is a free text field. Enter serial number is applicable.
<b>Inventory Number</b>	Inventory number for asset. Future enhancements will allow this number to be printed in the form of a bar-code label.
<b>Quantity</b>	Normally left blank. This field is usually populated during the acquisition phase. However, during a capitalization process, it may be necessary to enter the quantity. For a main asset record, leave blank. Quantity field will be completed for sub-asset records.
<b>Unit of Measure</b>	Defaults to EA for each.
<b>Manage Historically</b>	This indicator will tell the system to manage the asset with a history. Active history management has the following effect: <ul style="list-style-type: none"> <li>• The asset is displayed in an asset chart.</li> </ul> Display only field.
<b>Capitalized on</b>	Leave blank. The capitalization date is the value date of an asset. The system enters the asset value date of the first posting that results in the capitalization of the asset in this field. The depreciation start date is based on this date. You can also enter the capitalization date manually when creating an asset. However, this does not lead to the asset being capitalized, but only to this date being the default for the asset value date when the first acquisition is posted.
<b>First Acquisition on</b>	The system automatically sets the asset value date of the first acquisition posting in this field.
<b>Acquisition Year</b>	The system enters the fiscal year of the first acquisition posting in this field.
<b>Deactivation on</b>	The system enters the asset value date of the retirement posting for a full retirement in this field. Once an asset has been deactivated, you can no longer post to the asset (with one exception: posting a reversal of the last retirement). In order for you to be able to make correction postings after an asset has been deactivated, you can manually change the deactivation date in the asset master record.
<b>Planned Retirement on</b>	You can specify a date here for the planned retirement date of the asset. This date is interpreted for the depreciation simulation/ forecast. In the standard report, the system simulates the depreciation, if requested, only up to the planned retirement date of the asset.

<b>Ordered on</b>	The systems enters the date the first purchase order was posted to an asset.
<b>Deactivate</b>	Set this indicator if you want the depreciation area to be inactive in this asset class or asset. Display only field.
<b>Depreciation Area</b>	Depreciation area code and name. Defaults from asset class. Default will be 01 for book depreciation.
<b>Dep Key</b>	Depreciation key. Default is Z001 for Straight-line depreciation.
<b>Useful Life Yr.</b>	Useful life in years over which the asset is to be depreciated. Whole room concept will depreciate at either 3 years or 6 years. The default will be 6 years.
<b>Useful Life Period</b>	Useful life in periods. Leave blank for whole room concept.
<b>ODep.Start</b>	Depreciation calculation start date. Will default from the capitalization date when the first acquisition is posted. Display only field.

Field	Description/Usage
<b>Location Data tab</b>	
<b>Cost Center</b>	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> <li>• Fixed asset depreciation</li> <li>• Gain/loss from asset sales</li> </ul>
<b>Responsible Cost Center</b>	This cost center is responsible for the physical asset. It will not carry the depreciation cost.
<b>Site</b>	This uniquely identifies a site in the MM module.
<b>Room</b>	Enter the room number.
<b>Asset shutdown</b>	Check this box if you want to shutdown the asset for the displayed period of time. No depreciation will be calculated for assets that have been shut down when you use the appropriate depreciation key. <b>BRAC bases only.</b>
<b>Last Inventory on</b>	Record the date of the last physical inventory for this asset.
<b>Include Asset in Inventory List</b>	This field determines whether the asset is included on a report that can be generated for stock taking purposes. This indicator has been turned on for the whole room concept.
<b>Inventory Note</b>	In this field you can specify additional asset information for the analysis of physical inventory.

Field	Description/Usage
<b>Origin Data tab</b>	
<b>Vendor Number</b>	SAP will place the vendor number in this field once an acquisition is made. This field will be automatically populated upon the first posting to the asset.
<b>Vendor Name</b>	The name of the vendor can be entered here. This field will be automatically populated upon the first posting to the asset. Anything in this field will be overwritten to match with data in the vendor number field
<b>Manufacturer</b>	Enter the manufacturer of the asset in this field.
<b>Asset Purchased New</b>	Set this indicator if the asset was purchased new. This is set as the default.
<b>Purchased Used</b>	Set this indicator, if this asset was second-hand when it was acquired (not new). This indicator serves informational purposes.
<b>Country of Origin</b>	In this field you can specify the country of origin for the asset.
<b>Type Name</b>	This field is for informational purposes only.
<b>Original Asset No.</b>	This field contains the number of the original asset, which was transferred to the asset being displayed. For example, the original BLAS asset number will appear here. Another example, the system stores the number of the asset under construction in this field, that was settled to the displayed asset. If more than one transfer has taken place, the system displays the asset number of the first transfer here.
<b>Acquisition on date</b>	For transferred assets (or parts of assets), this is the field in which the system stores the capitalization date of the original asset (for example, an asset under construction).
<b>Original Acquisition Year</b>	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
<b>Original Value</b>	Acquisition value of the asset before the transfer. This field is manually maintained.

### Additional information about the asset.

AIMS provides an area where the user can add additional text information about the asset. This can be used to note anything about the asset such as condition, usage, etc.

1. From the asset master record menu bar, select **EXTRAS > LONG TEXT**.
2. Double click on **General Asset Data**. The "Change Asset master general long text" screen will appear.
3. In the white area, you can type additional text information about the asset.
4. Press the SAVE icon.
5. Press the green arrow to back up one screen (or press F3).
6. A check mark now appears in the General Asset Data box indicating that general long text exists for this asset.
7. Press "ENTER" to close this box.
8. Press the SAVE icon to save changes to the asset master record.



## Create Asset Sub-number for Whole Room Concept

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET**

Transaction code: **AS11**



**NOTE:** An asset may consist of several components. Depreciation for sub-assets for the whole room concept will commence on the same date as the first acquisition. If an asset requires a partial disposal, this part may be transferred to a sub-number of this asset and then disposed. Details of a main asset and its associated sub-numbers may be displayed collectively, although asset maintenance and depreciation occurs individually.

Follow these steps when adding sub-assets:

At the “Create Sub-Number: Initial screen”:

- a. Asset: enter the main asset number that sub-assets files are being created for.
- b. Company code: enter company code.
- c. Number of similar sub-numbers: enter the number of sub-assets files to be created. (Probably one.)
- d. Post capitalization: leave blank.
- e. Select “Master Data”. The “create asset data” screen will appear.

### At the "Create Asset: Master data":

(Note, fill in any fields which will be the same for all sub-assets, e.g. room number.)

- f. Click on the "save" icon.
1. If creating more than one similar asset, the "Create multiple assets" dialog box will appear. Select the "maintain" button.
2. The "maintain fields that should be different in similar asset" dialog box will appear.
3. Enter the sub-asset file description on **each** numbered line.
4. Then select "enter".
5. The "create multiple assets" dialog box will reappear. Select "create" this time.
  - g. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created; for example, "assets 173000000001-1 to 173000000001-10 have been created".
  - h. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
  - i. Go to the "Change Asset Master" process in the next section.



## Change Asset Master for Whole Room Concept

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET**

Transaction code: **AS02**

Follow these steps when changing sub-assets:

At the “Change Asset: Initial screen”:

- a. Asset: enter the main asset number
- b. Sub-number: enter the sub-number of the asset to be changed.
- c. Company code: enter company code
- d. Select “Master Data”. The “change asset data” screen will appear.
- e. Make the necessary changes and SAVE.

The following changes can be made to Asset Master Data:

- *Normal Master Record Changes and Valuation Changes.*

These are performed using this transaction. This would include changes to quantity.

- *Time-Dependent Data (Cost Center) Changes.*

To change the cost center on an asset, perform the following steps from the Location Data tab that contains the time-dependent information:

- ◇ Select the '*Further intervals*' button on this screen.
- ◇ Select the '*New interval*' button (or F6).
- ◇ At the "Create new interval" dialog box, enter the date that the new interval should begin.
- ◇ For this new interval, indicate any changes for cost center, responsible cost center, room, etc.
- ◇ *SAVE* the Asset.



## Display Asset Master for Whole Room Concept

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET**

Transaction code: **AS03**

Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

1. Asset: enter the main asset number
2. Sub-number: enter the sub-number of the asset to be displayed
3. Company code: enter company code
4. Select “Master Data”. The “display asset: master data” screen will appear.

- *Time-Dependent Data*

To display time-dependent history, access the time dependent asset screen on the Location Data tab and use the *'Further intervals'* button. The history of time-dependent assignments is stored in the system over the entire life of the asset.

- *Tracing Asset Master Changes*

Each time an asset master record is changed, the system creates a change document that records change details. To view these changed documents:

**>ENVIRONMENT>CHANGE DOCUMENTS>On ASSET OR On FIELD.**

**>ASSET:** displays a list of changed fields. Double clicking on one of these fields, provides a list of changes to this field. Double clicking on one of these changes, displays the changed information.

- *Change History and Other Data*

- ◇ *To View Change Dates & Users Responsible for the Change:*

**>EXTRAS>MANAGEMENT DATA**

◇ *To View Supplementary Master Data e.g. Last retirement date:*

**>EXTRAS>MASTER DATA INFO**

◇ *To View Status of Asset*

**>EXTRAS>STATUS DISPLAY**

◇ *To view Associated Asset Sub-numbers*

**>ENVIRONMENT>SUB-NUMBERS**



## Delete Asset Master for Whole Room Concept

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DELETE > ASSET**

Transaction code: **AS06**

**NOTE: This is a HQ function only.** Please contact the RAMCAS support staff or the User Services Group within the Computer Services Branch if you wish to delete an asset master record.

To be able to delete an asset physically, the asset values have to be zero. This means that the asset has to be retired completely and the depreciation posted completely. Additionally the minimum retention period of an asset (with prior postings) is one year (this is defined by AIMS/SAP).

Note: an asset can be retired and disposed of. The asset master record will remain in the system until it is deleted. The values for the asset will be zero. When you retire an asset it is not deleted from the system. By contrast, within the legacy BLAS system, once an asset was retired, the asset record was usually deleted. The asset master record must remain in the system for a minimum of one year before it can be deleted. At that time, a fund can request that HQ delete the asset and the asset master record will be marked for deletion. The record will be physically deleted when the archiving process takes place.



**NOTE:** However, that this is only possible if the *CAPITALIZATION DATE* is deleted from the asset master. Normally, this is not possible because *CAPITALIZATION DATE* is a *mandatory* field. Contact your system specialist, who can make the field '*optional*' delete the unwanted records, then make the field '*mandatory*' again. In the meantime, the Block Asset transaction can be used to avoid acquisition costs being posted to the asset.

## Asset Number Ranges for Whole Room Concept

### Main Number

The asset number will be assigned by AIMS internally. AIMS will provide the asset number when you save the asset master record.

Each asset class is assigned to a number range. Upon saving the asset, the next sequential number in the relevant number range is assigned to the asset. The number range is as follows:

FF&E Whole Room Concept..... 17300001 – 17399999  
FF&E Installation in Progress VQ..... 17900001 -- 17999999

### Asset Sub-Number

Asset sub-numbering allow the specification of a number within a main asset number. Each sub-number could represent a component of the main asset number or simply used for grouping purposes. The sub-numbered assets can have different useful lives and be retired separately. Alternatively, the entire main asset and all sub-numbered assets can be retired as a whole.

An asset with a sub-number can be created at any time after the original "main" asset has been created. The sub-number is assigned by the system as the next sequential number in the range 1 – 9999 (the range is used mutually exclusively for all assets).



## Capitalizing FF&E Installation in Progress to the Whole Room Concept



**NOTE:** AIMS refers to construction in progress as an asset under construction (AuC). At times, these terms are used interchangeably.

### Step 1: Construction or Renovation of VQ Rooms is Approved:

This is a manual process. The accounting office will be notified that a specific project has been approved.

### Step 2: Create Asset Master Record for FF&E Installation in Progress VQ

An asset master record shell will need to be created for this process. The accounting office will be notified that a specific project has been approved. For creating an asset master record, refer to Page 11. Note the asset number for the FF&E Installation in Progress.

### Step 3: Acquire purchases through Materials Management (MM)

Refer to Materials Management User Manual to create a purchase order. Instead of SAP/AIMS creating an asset during the PO process, please enter the FF&E Installation in Progress asset number (see previous step). You can repeat the MM process during the life of the project. All MM postings for this project will go to this asset number. The asset will accumulate cost associated with the project. At the end of the project, these cost/values will be transferred to a new asset. This new asset will be in the Whole Room Concept asset class.

### Step 4: Notification of Transfer for a FF&E Installation in Progress Asset



**NOTE:** This is a manual process. Notification of a transfer will come from the Property Manager or Business Manager.

Information supplied will include:

- The base value date (capitalization date will determine the start of depreciation)
- Asset master record to be transferred
- Asset master record to receive transfer

### Step 5: Create Asset Master Record for New Asset

An asset master record shell will need to be created for this process. For creating an asset master record, refer to the beginning of this chapter. Be sure to enter all information about the new asset. Note the asset number for the fixed asset. You will need it in the next section.

With the Whole Room Concept, you will be creating a new main asset master record for each VQ room. Thus, if 20 rooms were remodeled, you will create 20 main asset master records. For each main asset master record, you will be creating sub-assets master records. A sub-asset record will be created for each inventory item (e.g., comforters, night stands, dresser, mattress & box springs, etc.). For each room, you could be creating ten to 20 sub-asset records.



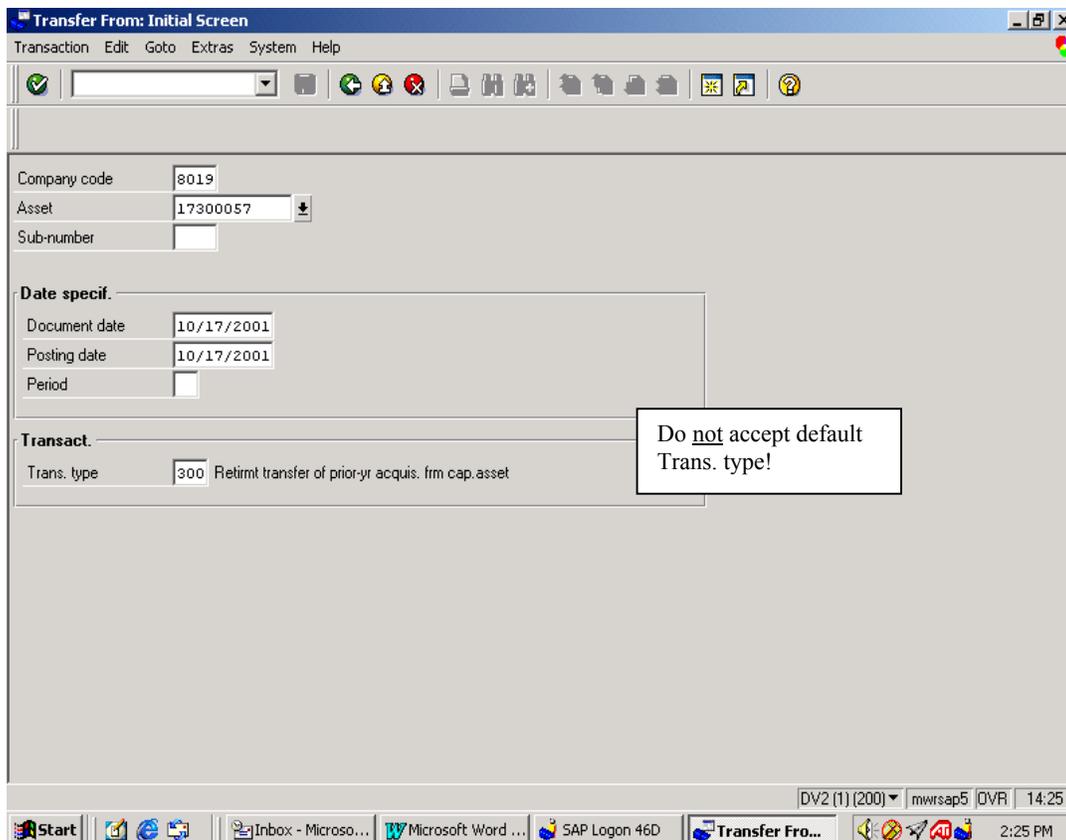
### **Capitalize FF&E Installation in Progress to Whole Room Concept Asset**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE**

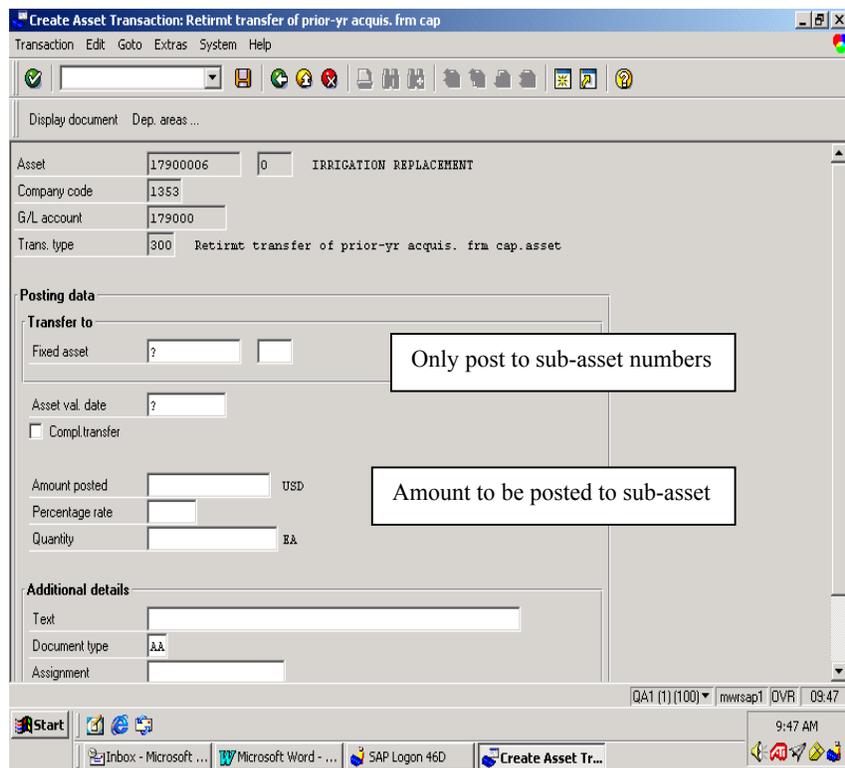
Transaction code: **ABUM**

**This process will capitalize each asset in a room. You will repeat this process for each sub-asset to be capitalized. Remember that you do not capitalize the Main Asset Record. Only sub-assets will be capitalized. Example, if you have 20 sub-assets for one room, you will repeat this process 20 times. This may seem like a time consuming task. However, this will give the VQ better inventory tracking capability for each room.**

SCREEN Transfer: Initial Screen	
Field	Description/Usage
Company Code	Enter company code.
Asset	Enter the asset number that is to be capitalized. (asset class 179001)
Sub Number Code	Asset sub-number of asset to be capitalized, if applicable.
Document Date	The date that appears on the FI document. SAP will default to the current date, change if necessary.
Posting Date	The date that the transaction is to be posted in FI. SAP will default to the current date, change if necessary.
Period	The system will default the period according to the posting date entered.
Trans. Type	Enter the following transaction type: <ul style="list-style-type: none"> <li>• <b>320</b> for assets to be capitalized that were acquired in the <u>current</u> year.</li> <li>• <b>300</b> for assets to be capitalized that were acquired in a <u>prior</u> year.</li> </ul>



SCREEN Create Asset Transaction: Retmt transfer of curr-yr acquis from AuC.	
<b>Fixed Asset</b>	Enter the Whole Room Concept fixed asset number and sub-number. Note: this master record must have already been created.
<b>Asset Value Date</b>	This is the date that the asset will base the depreciation start date from. Depreciation begins on 1 <sup>st</sup> day of the next month following the asset value date.
<b>Complete Retirement</b>	Select this field to transfer 100% of the asset. (Whole Room Concept will probably <u>not use this option</u> , until the last transfer or capitalization is processed.)
<b>Amount Posted</b>	Enter the dollar amount to be capitalized to the new Whole Room Concept asset. This amount will vary depending on the sub-asset being capitalized.
<b>Percentage Rate</b>	Leave blank.
<b>Quantity</b>	Leave blank.
<b>Text</b>	This field appears on all line items created for this document. The field is free form text and can be used for comments.
<b>Document Type</b>	'AA' for asset transaction.
<b>Allocation</b>	This field appears on all line items created for this document.
<b>Reference</b>	This field appears in the heading document.



## Financial and Controlling (FICO)

Click on the ‘display document’ to review the journal entry that will occur from the posting of this document. SAP will give the user a warning stating “*There are differences between the depreciation methods*” or “*The depreciation start dates are set automatically*”. Click Enter to pass over this message. The message makes sense, as the 179001 assets are not depreciated, but the asset that they are being transferred to is being depreciated.

Press the “Post” icon to post to FI-GL and to capitalize the asset.

**Create Asset Transaction: Retmt transfer of curr-yr acquis f**

Transaction Edit Goto Settings System Help

Document date 04/19/2000 Document type AA Company code 8019  
 Posting date 04/19/2000 Period 07 Fiscal year 2000

Positions created in Company code currency

Itm	PK	BA	G/L acct	Short text	Amount	Curr.
1	75		179001	000017900001 0000	185.00-	USD
2	40		294000	INTRA-SYST XFER	185.00	USD
3	70		173000	000017300016 0001	185.00	USD
4	50		294000	INTRA-SYST XFER	185.00-	USD
*					0.00	USD

Totals informtn

Deb. total	370.00
Cred. total	370.00-

 **NOTE:** This process will be repeated for each sub-asset to be capitalized. If you have 20 sub-assets, then this process will be repeated 20 times.

 **NOTE:** When capitalizing the last sub-asset, we suggest checking the box for complete retirement. This will deactivate the 179001 asset. The quantity field for this last sub-asset may need to be adjusted.



### **Display the Asset Master Records after FF&E in Progress**

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET**

Transaction code: **AS03**

The asset master record for both the transferred and new asset will have changed. The transferred asset will have a net book value of zero, once it has been fully capitalized/transferred. The new asset (sub-asset records) will have a value. The new asset will also show the previous asset number in the “original asset” field. This provides an audit trail as to where the asset originated.



### **Display Asset Values**

Menu Path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUE DISPLAY**

Transaction code: **AW01**

Run this transaction for both assets separately. Once you have entered the asset number, click on the “transaction” icon. The system will display the transactions that have been posted to this asset. If the original FF&E Installation in Progress asset had postings from a previous fiscal year, you will see two transactions for retirement. SAP separates prior year and current year transactions.



## Create Asset Master for APF and “Other” Assets

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET**

Transaction code: **AS01**

The creation of an ‘*Asset Master Record*’ for asset class types of “APF” (appropriated) or “Other” is used only to keep this type of asset on the books for inventory purposes. No posting will ever occur for these types of assets to the NAF general ledger.

USA - APF Offset purchases: This type of purchase will be expensed to the normal 686000 account when acquired. This transaction does not affect the asset general ledger accounts. An asset master record may be created using the asset class APF to track this type of asset.

The asset class "Other" can be used for items where you merely need to track the items or to physically inventory them. The most typical use of this asset class is to track items purchased for less than the qualifying level for minor property (\$1,000 to \$2,500) but the users wish to track anyway. There is NO depreciation schedule involved with these “Other” assets. We cannot categorize this type of asset under any other classification.

In addition, any information about APF and OTHER assets must be manually entered into the asset shell. The system **DOES NOT** automatically default any information about APF and OTHER assets as it does NAF assets.

### Create Asset Master - Data Field Requirements

Field	Description/Usage
<b>Initial screen for asset master creation</b>	
<b>Asset Class</b>	Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include: <ul style="list-style-type: none"> <li>• the field status or screen layout</li> <li>• the valid number range for assets in the asset class</li> <li>• default contents of asset master data fields (if any)</li> <li>• how depreciation is managed for assets within the asset class</li> </ul> Enter either "APF" or "Other".
<b>Company Code</b>	Asset master records are created at the company code level. Enter the company code.
<b>Number of similar assets</b>	Defaults to 1. This field indicates the number of asset master records that will be created. If more than one, then each asset master record created may need to be modified to input unique characteristics of that asset (like serial number, inventory number, quantity).
<b>Post Capitalization</b>	Leave blank. Not applicable for APF or Other.

<b>General Data tab</b>	
<b>Description-1</b>	Descriptive information about the asset. As a standard, capital letters should be used
<b>Description-2</b>	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
<b>Asset Main Number Text</b>	This is a free text field. As a standard, the model number of the asset will be entered here. The BLAS conversion will populate this field with the BLAS model number.
<b>Account Determination</b>	Defaults from the asset class. For the "APF" and "Other" asset class, the default is set to 171000. Nothing will ever post to FI. Ignore this field.
<b>Serial Number</b>	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
<b>Inventory Number</b>	Inventory number for asset. The BLAS conversion will populate this field with the BLAS asset number.
<b>Quantity</b>	Enter a quantity.
<b>Unit of Measure</b>	Defaults to EA for each.
<b>Manage Historically</b>	This indicator will tell the system to manage the asset with a history. Active history management has the following effect: <ul style="list-style-type: none"> <li>• The asset is displayed in an asset chart.</li> </ul> Display only field.
<b>Capitalized on</b>	The capitalization date is the value date of an asset. A capitalization date <b>must</b> be entered for APF and OTHER assets.
<b>First Acquisition on</b>	The date of the first acquisition.
<b>Acquisition Year</b>	The system enters the fiscal year of the first acquisition posting in this field.
<b>Deactivation on</b>	Enter the date the asset was disposed of or retired. A deactivation date <b>must be manually</b> entered when an asset is disposed of or retired.
<b>Planned Retirement on</b>	You can specify a date here for the planned retirement date of the asset.
<b>Ordered on</b>	The system enters the date the first purchase order was posted to an asset.

<b>Location Data tab</b>	
<b>Cost Center</b>	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> <li>• Fixed asset depreciation</li> <li>• Gain/loss from asset sales</li> </ul>
<b>Responsible Cost Center</b>	This cost center is responsible for the physical asset. It will not carry the depreciation cost.
<b>Site</b>	This uniquely identifies a site in the MM module.
<b>Room</b>	In this field you can design a specific room for the asset.

<b>License Plate No.</b>	You may enter the license plate number for a vehicle here. Your entry is saved as time-dependent data, so that a history is created when there is a change in the license plate number.
<b>Asset shutdown</b>	Check this box if you want to shutdown the asset for the displayed period of time. No depreciation will be calculated for assets that have been shut down when you use the appropriate depreciation key. <b>BRAC bases only.</b>
<b>Last Inventory on</b>	Record the date of the last physical inventory for this asset.
<b>Include Asset in Inventory List</b>	This field determines whether the asset is included on a report that can be generated for stock taking purposes. This indicator has been turned on for all asset classes except asset class 179000 (AuC).
<b>Inventory Note</b>	In this field you can specify additional asset information for the analysis of physical inventory. Example, building number.

<b>Origin Data tab</b>	
<b>Vendor Number</b>	This field will usually be blank for assets created in SAP entry screens. BLAS converted data may contain a vendor number in this field.
<b>Vendor Name</b>	The name of the vendor can be entered here.
<b>Manufacturer</b>	Enter the manufacturer of the asset in this field.
<b>Asset Purchased New</b>	This block will be checked upon saving indicating the asset was purchased new.
<b>Purchased Used</b>	Set this indicator, if this asset was second-hand when it was acquired (not new).
<b>Country of Origin</b>	In this field you can specify the country of origin for the asset.
<b>Type Name</b>	This field is for informational purposes only.
<b>Original Asset No.</b>	This field contains the number of the original asset, which was transferred to the asset being displayed. For example, the original BLAS asset number will appear here. Another example, the system stores the number of the asset under construction in this field. If more than one transfer has taken place, the system displays the asset number of the first transfer here.
<b>Acquisition on date</b>	For transferred assets (or parts of assets), this is the field in which the system stores the capitalization date of the original asset (for example, an asset under construction).
<b>Original Acquisition Year</b>	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
<b>Original Value</b>	Acquisition value of the asset before the transfer. This field is manually maintained.

**Additional information about the asset:**

SAP provides an area where the user can add additional text information about the asset. This can be used to note anything about the asset such as condition, usage, etc.

1. In the asset master record, go to the General Data tab.
2. To the right of the description field you will see an icon for "Create long text" (piece of paper with pencil). 
3. Click on this icon.
4. A "Long Texts" dialog box will appear. Click on the paper icon to the right of "general long text."
5. In the white area, you can type additional text information about the asset.
6. Press the SAVE icon when you are done. Your text will be saved.
7. Press the green arrow to back up one screen (or press F3).
8. To the right of "general long text" you will see a pencil instead of a blank piece of paper. This indicates that general long text exist for this asset.
9. Click the green check mark or press ENTER to close the long text dialog box.
10. The long text icon now is call "change long text" and you will see that the icon  has lines on the piece of paper, indicating long text exist.
11. Press the SAVE icon to save changes to the asset master record.



**Create Asset Sub-number**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET**

Transaction code: **AS11**

Follow these steps when adding sub-assets:

At the "Create Sub-Number: Initial screen":

1. Asset: enter the main asset number that sub-assets files are being created for.
2. Company code: enter company code.
3. Number of similar sub-numbers: enter the number of sub-assets files to be created.
4. Post capitalization: leave blank.
5. Select "Master Data". The "create asset data" screen will appear.

At the "Create Asset: Master data": (Note, fill in any fields which will be the same for all sub-assets, e.g. room number.)

1. Click on the "save" icon.
2. If creating more than 1 similar asset, the "Create multiple assets" dialog box will appear. Select the "maintain" button.
3. The "maintain fields that should be different in similar asset" dialog box will appear.

4. Enter the sub-asset file description on **each** numbered line.
5. Then select “enter”.
6. The “create multiple assets” dialog box will reappear. Select “create” this time.
7. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created, example, “assets 17100001-1 to 17100001-10 have been created”.
8. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
9. Go to the “Change Asset Master” process in the next section.



**NOTE:** An asset may consist of several components. Depreciation for these components may commence on the same date or on different dates. Details of a main asset and its associated sub-numbers may be displayed collectively, although asset maintenance and depreciation occurs individually.



## Change APF or Other Asset Master Records

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET**

Transaction code: **AS02**

Follow these steps when changing sub-assets:

At the “Change Asset: Initial screen”:

1. Asset: enter the main asset number.
2. Sub-number: enter the sub-number of the asset to be changed.
3. Company code: enter the company code
4. Select “Master Data”. The “change asset data” screen will appear.
5. Make the necessary changes and SAVE.

The following changes can be made to Asset Master Data:

- Normal Master Record Changes.

These are performed using this transaction.

- Time-Dependent Data (Cost Center) Changes.

To change the cost center on an asset, perform the following steps from the Location Data tab that contains the time-dependent information:

- ◇ Select the 'Further intervals' button on this screen.
- ◇ Select the 'New interval' button (or F6).
- ◇ At the "Create new interval" dialog box, enter the date that the new interval should begin.
- ◇ For this new interval, indicate any changes for cost center, responsible cost center, room, etc.
- ◇ SAVE the Asset.



## Display Asset Master

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET**

Transaction code: **AS03**

Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

1. Asset: enter the main asset number.
2. Sub-number: enter the sub-number of the asset to be displayed.
3. Company code: enter the company code.
4. Select “Master Data”. The “display asset: master data” screen will appear.

- Time-Dependent Data

To display time-dependent history, access the time dependent asset screen on the **Location Data** tab and use the 'Further intervals' button. The history of time-dependent assignments is stored in the system over the entire life of the asset.

- Tracing Asset Master Changes
- Each time an asset master record is changed, the system creates a change document that records change details. To view these changed documents:
- 

**> ENVIRONMENT>CHANGE DOCUMENTS>On ASSET OR On FIELD.**

**> ASSET:** displays a list of changed fields. Double clicking on one of these fields, provides a list of changes to this field. Double clicking on one of these changes, displays the changed information.

- Change History and Other Data

- ◇ To View Change Dates & Users Responsible for the Change:

**> EXTRAS>MANAGEMENT DATA**

- ◇ To View Supplementary Master Data e.g. Last retirement date:

> EXTRAS>MASTER DATA INFO

◇ To View Status of Asset

>EXTRAS>STATUS DISPLAY

◇ To view associated Asset Sub-numbers

>ENVIRONMENT>SUB-NUMBERS



**Block Asset Master**

**Note:** This function provides no usability to us working with APF and with “Other” assets as no money is ever posted to these accounts.

## Tracking Construction in Progress



**NOTE:** AIMS/SAP refers to construction in progress as an asset under construction (AuC). At times, these terms are used interchangeably.

### **Step 1: Construction in Progress Approved**

This is a manual process. The accounting office will be notified that a specific project has been approved.

### **Step 2: Create Asset Master Record for Construction in Progress**

An asset master record shell will need to be created for this process. The accounting office will be notified that a specific project has been approved. For creating an asset master record, refer to instructions in this chapter for creating an asset master record. Note the asset number for the construction in progress asset.

### **Step 3: Tracking the budget for Restricted Cash / Assets**

SAP allows you to see how much you have spent on a project before you commit more funds for that project. If you would like the procurement process to compare the amount already spent against the approved project value prior to entering a new purchase order, follow the instructions below:

- 1) Create an asset (AUC) for each project. At the time of creation, enter the approved project amount in the field 'original value' and the project number in the field 'original asset'.
- 2) Prior to entering a new purchase order review the current asset balance. This can be done in the asset module using the Transaction code: AW01. The AIMS/SAP team has added a new search code to allow you to search for an asset using the value in the original asset field e.g., the project number. Once you have found the asset, you can review the transactions as well as the current acquisition value. Be careful not to look at the Net Book Value amount as this includes depreciation.

- 3) SAP only updates the asset value with acquisitions either through posting direct invoices or goods receipts. It does not recognize or account for any outstanding purchase orders. To see if outstanding purchase orders exist, run the transaction code ME2K to determine all outstanding purchase orders. Enter your Asset under Construction asset number to limit the search to the project in question.
- 4) Add the acquisition value, the outstanding purchase order amount and the new purchase order amount and compare the total in the asset master record to see if you are going to go over approved project value.

Each Region will need to discuss who will be responsible for looking up the asset values. An asset person or a procurement person could do this. The choice is yours. The proper authorization is required to run each of the steps mentioned above.

#### **Step 4: Acquire purchases through Materials Management (MM)**

Refer to Materials Management User Manual to create a purchase order. Instead of SAP creating an asset during the PO process, please enter the construction in progress asset number (see previous step). You can repeat the MM process during the life of the project. All MM postings for this project will go to this asset number. The asset will accumulate cost associated with the project. At the end of the project, these cost/values will be transferred to a new asset.

#### **Step 5: Notification of Transfer for a Construction in Progress Asset**



**NOTE:** This is a manual process. Notification of a transfer will come from the Property Management or Business Manager.

Information supplied will include:

- The base value date (capitalization date will determine the start of depreciation)
- Asset master record to be transferred
- Asset master record to receive transfer

## Step 6: Create Asset Master Record for New Asset

An asset master record shell will need to be created for this process. The accounting office will be notified that a specific project has been completed. For creating an asset master record, refer to the instructions at the beginning of this chapter. Be sure to enter all information about the new asset. Note the asset number for the new fixed asset. You will need it in the next section.



### Post Transfer of AuC (Asset Under Construction) to New Asset

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE**

Transaction code: **ABUM**

**Note:** If residual posting is necessary for items to be expensed, make this entry first via a journal entry, then transfer the remaining value to be capitalized to the new asset using the transaction code ABUM.

SCREEN Transfer: Initial Screen	
Field	Description/Usage
<b>Company Code</b>	Enter specified company code.
<b>Asset</b>	Enter the asset under construction (class 179000) that is to be capitalized into another asset.
<b>Sub Number Code</b>	Asset sub-number of asset to be transferred/capitalized (if applicable).
<b>Document Date</b>	The date that appears on the FI document. SAP will default to the current date, change if necessary.
<b>Posting Date</b>	The date that the transaction is to be posted in FI. SAP will default to the current date, change if necessary.
<b>Period</b>	The system will default the period according to the posting date entered.
<b>Trans. Type</b>	Enter the following transactions: <ul style="list-style-type: none"> <li>• <b>349</b> for assets to be capitalized that were acquired in the current year.</li> <li>• <b>348</b> for assets to be capitalized that were acquired in a prior year.</li> </ul>
SCREEN Create Asset Transaction: Retmt transfer of curr-yr acquis from AuC.	

<b>Fixed Asset</b>	Enter the fixed asset that the AUC will be transferred to. Note: this master record must have already been created.
<b>Asset Value Date</b>	This is the date that the asset will base the depreciation start date from. (dep. begins on 1 <sup>st</sup> day of the next month following the asset value date)
<b>Complete Retirement</b>	Select this field to transfer 100% of the asset.
<b>Amount Posted</b>	Assets will be completely retired, so this field is not required.
<b>Percentage Rate</b>	Assets will be completely retired, so this field is not required.
<b>Quantity</b>	Assets will be completely retired, so this field is not required.
<b>Text</b>	This field appears on all line items created for this document. The field is free form text and can be used for comments.
<b>Document Type</b>	'AA' for asset transaction.
<b>Assignment</b>	This field appears on all line items created for this document.
<b>Reference</b>	This field appears in the heading document.

Click on the 'display document' to review the journal entry that will occur from the posting of this document. SAP will give the user a warning stating "*There are differences between the depreciation methods*" or "*The depreciation start dates are set automatically*". Click Enter to pass through this message. The message makes sense, as AuC assets are not depreciated, but the asset that they are being transferred to is being depreciated.

Press "Post" icon to post to FI-GL and to capitalize the asset.



**Display the Asset Master Records**

The asset master record for both the transferred and new asset will have changed. The transferred asset will have a net book value of zero. The new asset will have the amount of the asset. The new asset will also show the previous asset number in the "original asset" field. This provides an audit trail as to where the asset originated.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET**

Transaction code: **AS03**



## Display the Asset Values

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUE DISPLAY**

Transaction code: **AW01**

Run this transaction for both assets separately. Once you have entered the asset number, click on the “transaction” icon. The system will display the transactions that have been posted to this asset.



### **Display the Transferred Assets**

The asset master record for both the transferred and new asset will have changed. The transferred asset will have a net book value of zero. The new asset will have the amount of the asset. The new asset will also show the previous asset number in the “original asset” field. This provides an audit trail as to where the asset originated.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET**

Transaction code: **AS03**



### **Display Asset Values**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUE DISPLAY**

Transaction code: **AW01**

Run this transaction for both assets separately. Once you have entered the asset number, click on the “transaction” icon. The system will display the transactions that have been posted to this asset.

## Intra Company Transfers

### Brief Description

This process describes the steps required to transfer an asset from one asset class to another.. (To transfer from one cost center to another cost center, refer to MWR Asset Master Record documentation on time-dependent data under Change Asset Master Record.)

This intra-company transfer process will take place if an asset was entered in the wrong asset class. If postings have already occurred, you will need to use this option to transfer the asset value to the correct asset class. The old asset master record will still exist, however the asset values will be zero. The old asset master record must remain in SAP for a minimum of one year. At that time, the old asset master record can be marked for deletion and then archived.

The journal entries will be as follows for the intra-company transfer:

**DR** - New Asset acquisition value  
    **CR** - Accumulated Depreciation New asset

**DR** - Accumulated Depreciation Old asset  
    **CR** - Old Asset acquisition value



**Transfer Asset to different Asset Class**  
(Complete transfer)

**Prerequisite:**

The receiving asset master record shell must be created *prior* to beginning the transfer process. The receiving asset should be marked as a "purchased used" asset on the Vendor Data Tab. To add additional information to the receiving or sending asset, use the "long text" option in the asset master record.



**NOTE:** The receiving asset's quantity field will be updated at the time of transfer.

**Procedure:**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > TRANSFER WITHIN COMPANY CODE**

Transaction code: **ABUM**

**This transaction should be used to transfer asset values from one asset to another (receiving) asset.**

There are certain restrictions to the use of this transaction:

- ◆ When transferring between asset classes it is OK to transfer between asset classes 171000 – 178000.
- ◆ **Do not try to transfer from Minor Property asset classes to any other classes! This could give invalid results due to general ledger assignments of depreciation versus amortization. This will produce invalid accounting entries.**
- ◆ Transferring from Minor Property to Minor Property is permitted.

<b>SCREEN Transfer: Initial Screen</b>	
<b>Field</b>	<b>Description/Usage</b>
<b>Company code</b>	Enter specified company code
<b>Asset</b>	Main asset number of asset being transferred (sending)
<b>Sub-number</b>	Sub number of asset being transferred. Only used when a sub asset is being transferred.
<b>Document date</b>	Date of document. Can be different from posting date. Defaults system date into the field, but can be overridden.

<b>Posting date</b>	Date of GL posting. This is the date of record for posting any amounts to the GL.
<b>Period</b>	Will default from Posting date.
<b>Transaction type</b>	Enter Transfer Transaction. The transaction controls whether the (sending) asset is to be retired, what the offsetting Trans. Type entry will be and whether the sending asset's depreciation start dates are to be copied. <b>300</b> – Trans. for transfer of assets acquired in a prior year <b>320</b> – Trans. for transfer of assets acquired in current year
<b>SCREEN Create Asset Transaction:</b>	
<b>Fixed asset</b>	The asset being transferred to. (receiving asset) This field has the sub asset number available for transfer if the transfer is to any asset other than the main asset no.
<b>Asset val. date</b>	The acquisition date for the receiving asset. This date is overridden if the transaction is configured for the receiving asset to adopt the original depreciation start date & capitalization date of the original (sending) asset. (AuC asset transfers will use orig. acquisition date) This date will also populate the receiving asset's "First acquisition on" date field. (basically serves as a documentation date)
<b>Compl. transfer</b>	Check this box if the entire asset value is to be transferred.
<b>Amount posted</b>	For partial transfers enter the dollar amount to be transferred. <b>(N/A when compl. transfer box checked)</b>
<b>Perc. rate</b>	For partial transfers enter the percentage of the asset costs to be transferred. <b>(N/A when compl. transfer box checked)</b>
<b>Quantity</b>	For partial transfers enter the quantity of the asset record to be transferred. <b>(N/A when compl. transfer box checked)</b>
<b>Text</b>	This is free form entry that is passed on to all line items created by this transaction.
<b>Document type</b>	Use the defaulted document type "AA" (Asset Posting)
<b>Allocation</b>	The value entered in this field is passed on to the allocation field for all line items created by this transaction.
<b>Reference</b>	The value entered in this field is stored in the reference field of the header record created by this transaction.

After screen entry is completed you have 2 options:

1. Press the "display document" to view the document entries prior to posting and then press "post".
2. Press the "post" button.



**Partial Transfer Asset to a Different Asset Class**

**Prerequisite:**

The receiving asset master record shell must be created *prior* to beginning the transfer process



**NOTE:** The receiving asset's quantity field will be updated at the time of transfer.

**Menu path:** ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > INTRACOMPANY TRANSFER

Transaction code: **ABUM**

This transaction should be used to transfer asset values from one asset to another (receiving) asset.

There are certain restrictions to the use of this transaction:

- ◆ When transferring between asset classes it is OK to transfer between asset classes 171000 – 178000.
- ◆ Do not try to transfer from Minor Property asset classes to any other classes! This could give invalid results due to general ledger assignments of depreciation verses amortization. This will produce invalid accounting entries.
- ◆ Transferring from Minor Property to Minor Property is permitted.

<b>SCREEN Transfer: Initial Screen</b>	
<b>Field</b>	<b>Description/Usage</b>
<b>Company code</b>	MWR specified company code
<b>Asset</b>	Main asset number of asset being transferred (sending)
<b>Sub-number</b>	Sub number of asset being transferred. Only used when a sub asset is being transferred.
<b>Document date</b>	Date of document. Can be different from posting date. Defaults system date into the field, but can be overridden.
<b>Posting date</b>	Date of GL posting. This is the date of record for posting any amounts to the GL.
<b>Period</b>	Will default from Posting date.

<b>Transaction type</b>	Enter Transfer Transaction The transaction controls whether the (sending) asset is to be retired, what the offsetting Trans. Type entry will be and whether the sending asset's depreciation start dates are to be copied. <b>300</b> – Trans. for transfer of assets acquired in a prior year <b>320</b> – Trans. for transfer of assets acquired in current year
<b>SCREEN Create Asset Transaction: Retirmt transfer of curr-yr/prior-yr acquis</b>	
<b>Fixed asset</b>	The asset being transferred to (receiving asset). This field has the sub asset number available for transfer if the transfer is to any asset other than the main asset no.
<b>Asset val. date</b>	The acquisition date for the receiving asset. (This should be the physical take over date.) This date determines when depreciation expenses start being posted to the receiving asset. This date will also populate the receiving asset's "First acquisition on" date field.
<b>Compl. transfer</b>	Check this box if the entire asset value is to be transferred. <b>Leave blank for partial transfers.</b>
<b>Amount posted</b>	For partial transfers enter the dollar amount to be transferred. <b>When entering amounts, do not enter Perc. rate or Quantity! (N/A when compl. transfer box checked)</b>
<b>Perc. rate</b>	For partial transfers enter the percentage of the asset costs to be transferred. <b>When entering Prec. rate, do not enter Amounts or Quantity! (N/A when compl. transfer box checked)</b>
<b>Quantity</b>	For partial transfers enter the quantity of the asset record to be transferred. <b>When entering quantity, do not enter Amounts or Perc. rate! (N/A when compl. transfer box checked)</b>
<b>Text</b>	This is free form entry that is passed on to all line items created by this transaction.
<b>Document type</b>	Use the defaulted document type "AA" (Asset Posting)
<b>Allocation</b>	The value entered in this field is passed on to the allocation field for all line items created by this transaction.
<b>Reference</b>	The value entered in this field is stored in the reference field of the header record created by this transaction.

**After screen entry is completed you have 2 options:**

1. Press "display document" to view the document entries prior to posting and then press "post".
2. Press the "post" button.



### **Display Asset**

The asset master record for both the transferred and new asset will have changed. The transferred asset will have a net book value of zero. The new asset will have the amount of the asset. The new asset will also show the previous asset number in the “original asset” field. This provides an audit trail as to where the asset originated.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET**

Transaction code: **AS03**



### **Display Asset Values**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUE DISPLAY**

Transaction code: **AW01**

Run this transaction for both assets separately. Once you have entered the asset number, click on the “transaction” icon. The system will display the transactions that have been posted to this asset.

## Asset Disposal for NAF Assets

One of several situations can occur when disposing of an asset. They include:

- Retirement of Assets with Revenue to a “Non Customer”
- Retirement of Assets with Revenue to an existing AR “Customer” (please contact the User Services section for this process)
- Retirement of Assets with No Revenue (most common type of retirement)
- Collection of Revenue
- Reversal of Transactions
- Asset Value Display

## Retirement Request

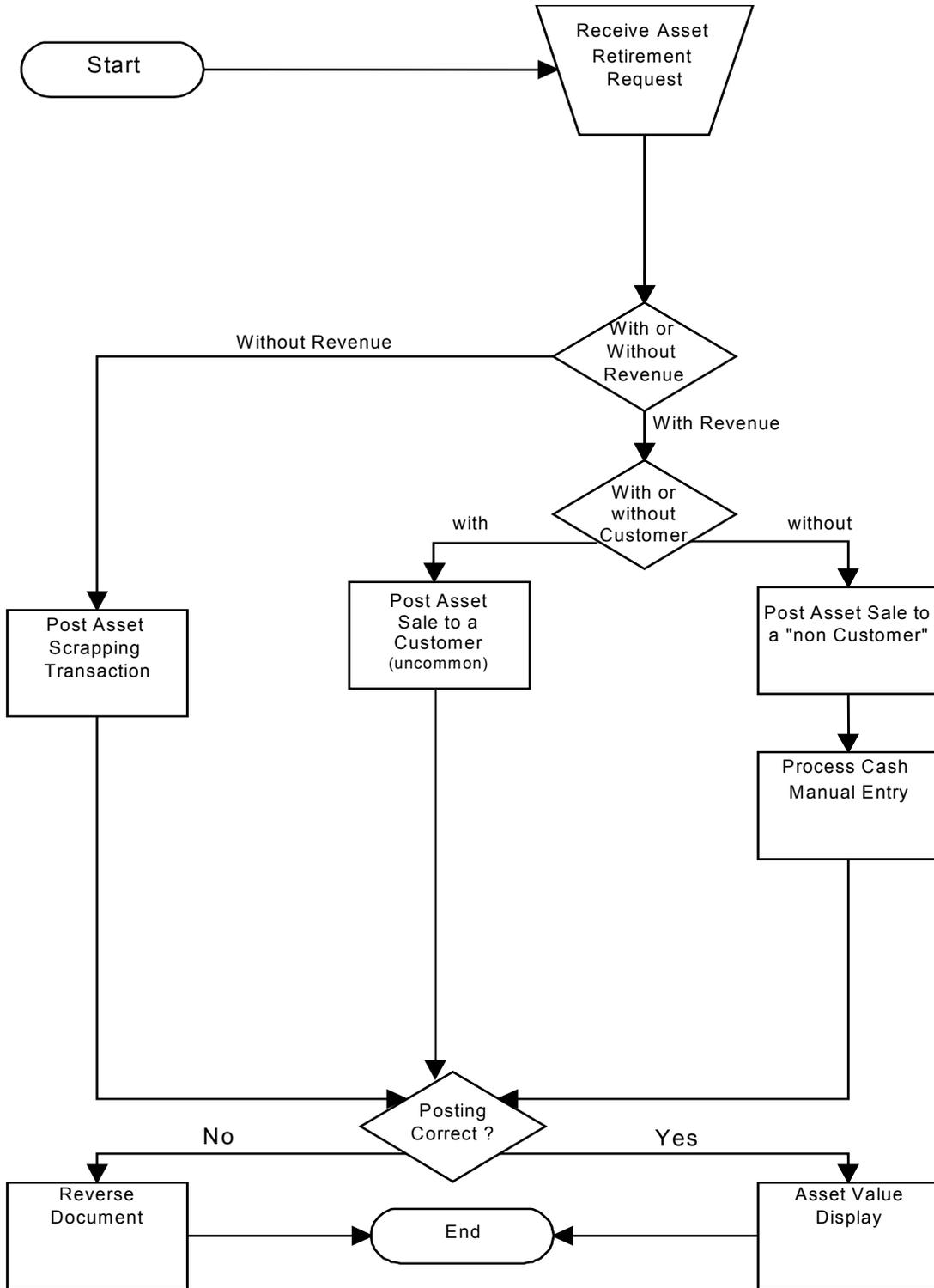
If an asset needs to be disposed of, a request will be sent to the Accounting Department to be processed. A Certificate of Disposition must be completed and signed by the base Commanding Officer before an asset can be retired, disposed of or sold.

The request will come from either the business manager or the activity manager, depending on the type of asset.

**Asset Value:** If the asset still has a net book value (NBV), the retirement process will dispose of the asset through the current posting period. A NBV of one-month depreciation will remain until depreciation is processed for the current month. At that time, the asset will have a zero NBV.

**Process Overview:**

*Disposition of Asset Overview Chart*



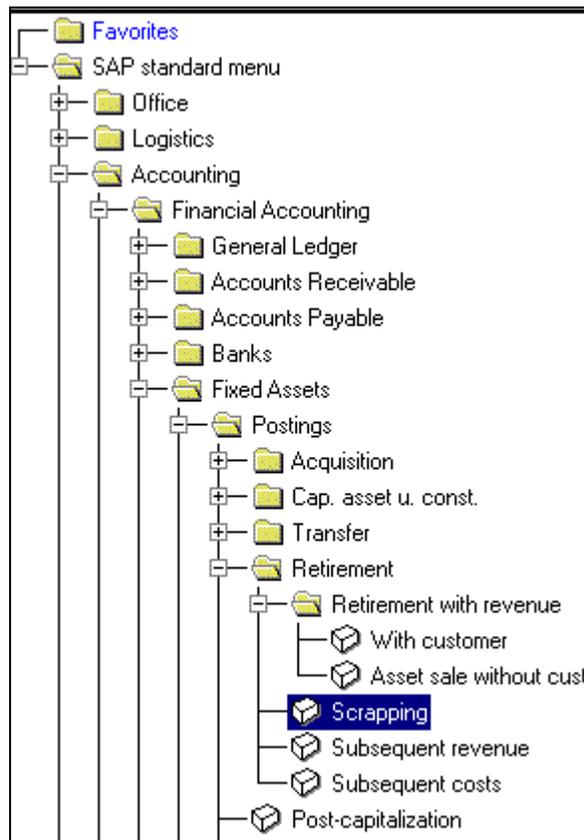


### Post Asset Disposal/Scrapping (without revenue)

This process can be used when an asset reaches the end of its useful life or when a physical inventory discovers missing or damaged items that should to be written off the books.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > RETIREMENT WITH REVENUE>SCRAPPING**

Transaction code: **ABAV**



### Asset Disposal/Scrapping

To post an asset disposal/scraping without revenue, follow these steps:

INITIAL SCREEN	
Field	Description/Usage
Company code	Enter the specified company code.
Asset	Asset number of asset to be retired.
Asset Sub-number	Asset sub-number of asset to be retired (if applicable)
Document Date	The document date is the date on which the original document was issued (can be different from posting date).
Posting Date	Effective transaction date. (The date the general ledger is updated.)
Period	Accounting period. (defaults from Posting date)
Trans. type	= '200' Retirement without Revenue.

*Asset Retirement by Scrapping: Initial Screen*

**Asset Retirement by Scrapping: Initial Screen**

Transaction Edit Goto Extras System Help

Company code: 1353

Asset: 17100002

Sub-number: 0

**Date specif.**

Document date: 08/09/2001

Posting date: 08/09/2001

Period: 11

**Transact.**

Trans. type: 200 Retirement without revenue

<b>SCREEN 2 Posting Data</b>	
<b>Field</b>	<b>Description/Usage</b>
<b>Asset val. date</b>	Enter the date that the asset is to be retired in asset accounting (can be different from document date and posting date, however, it must be in the same fiscal year). This date has a direct effect on the amount of the gain/loss, as the system assumes that the asset is depreciated up until this value date, even if the actual depreciation up until that value date has not yet been run for the asset. E.g. if the asset is disposed on the 15th of the month, the depreciation for that month would not yet have been run. Therefore, if the asset were disposed on the 15th, the 'Asset Value Display' transaction (AW01) would show the asset as still having a balance (being the depreciation for the current month). When the next depreciation run is executed, the current month depreciation will be calculated and the asset will then have a zero dollar value.
<b>Compl. retirement</b>	Check this box if this posting will completely retire the asset.
<b>Amount posted</b>	Enter the <i>APC (Acquisition &amp; Production costs)</i> of the asset to be retired in \$ value if <b>not</b> a complete retirement.
<b>Perc. rate</b>	If you want to post a percentage partial retirement, enter the amount of the APC being retired as a percentage.
<b>Quantity</b>	Quantity is used if no amount & no percent is specified for partial retirement, (e.g. 7 of the 12 chairs to be retired).
<b>Ret. cost</b>	Enter cost associated with retire (e.g. dismantling cost, shipping cost for DRMO). This is for statistical purposes only. No dollars will be posted to FICO.
<b>Text</b>	In this field you can store an explanatory text for the line item.
<b>Document type</b>	The document type classifies accounting documents. <b>AA</b> = Asset Posting
<b>Assignment</b>	This is an additional information reference field in the line item.
<b>Reference</b>	The reference document number can contain the document number of the customer or vendor.

Create Asset Transaction: Retirement without revenue

**Create Asset Transaction: Retirement without revenue**

Transaction Edit Goto Extras System Help

Display document Dep. areas ...

Asset **17100001** **0** **VEHICLE Brenda Griffith**

Company code **1353**

G/L account **171000**

Trans. type **200 Retirement without revenue**

**Posting data**

Asset val. date **?**

Compl.ret.

Amount posted  **USD**

Percentage rate

Quantity  **EA**

Retmnt costs

**Additional details**

Text

Document type **AA**

Assignment

Reference

Save the document and **note the document number**. Upon saving, the system will automatically create additional line items if necessary. The journal entries will be as follows:

**CR** - Asset Acquisition Value

**DR** - Accumulated Depreciation for that asset

**DR** Loss – Fixed Assets (if the asset has not fully depreciated)

To display the document to see all the line items, use the menu path (you must know the document number for this menu path):

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**

Transaction code: **FB03**



**Asset Sale to a Non-Customer**

This process commonly takes place when an asset is sold and the customer is not known. This could be an auction or yard sale situation. This will also include cash sales.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > RETIREMENT WITH REVENUE > ASSET SALE WITHOUT CUSTOMER**

Transaction code: **ABAO**

- This would be used for the disposal of assets where there is no customer.
- The system automatically posts a clearing entry against the 'Proceeds from Asset Sale' Account (179500) rather than to a customer. The incoming cash can then be posted by way of a journal entry in the general ledger, with the credit posted in a GL account to reverse the clearing entry.
- See the next section on how to clear the "Proceeds from Asset Sale" account.

Field	Description/Usage
<b>Company code</b>	Enter specified company code.
<b>Asset</b>	Asset number of asset to be retired.
<b>Sub-number</b>	Asset sub-number of asset to be retired (if applicable)
<b>Document Date</b>	Date of document, which can be different to posting date
<b>Posting Date</b>	Effective transaction date. (i.e. the date the ledger is updated)
<b>Period</b>	Accounting period. (defaults from Posting date)
<b>Trans. type</b>	= '210' Retirement of prior year asset with revenue. = '260' Retirement of current year acquisition with revenue.

<b>Asset val. Date</b>	Enter the date that the asset is to be retired in asset accounting (can be different from document date and posting date, however, it must be in the same fiscal year). This date has a direct effect on the amount of the gain/loss, as the system assumes that the asset is depreciated up until this value date, even if the actual depreciation up until that value date has not yet been run for the asset. (e.g., if the asset is disposed on the 15 <sup>th</sup> of the month, the depreciation for that month would not yet have been run). Therefore, if the asset is disposed on the 15 <sup>th</sup> , the 'Asset Value Display' transaction ( <i>AW01</i> ) would show the asset as still having a balance (being the depreciation for the current month). When the next depreciation run is executed, the current month depreciation will be calculated and the asset will then have a zero dollar value.
<b>Compl. retirement</b>	You must enter only one of the following: - Compl.retir.flag   OR - Amount posted    OR - Percentage rate   OR - Quantity
<b>Sales revenue</b>	Enter the sale amount of the asset
<b>Amount posted</b>	Enter the 'APC' ( <i>Acquisition &amp; Production costs</i> ) of the asset to be retired in \$ value if not a complete retirement.
<b>Perc. rate</b>	To post a percentage partial retirement, enter the amount of the APC being retired as a percentage.
<b>Ret. cost</b>	Enter cost associated with retire (e.g. dismantling cost, shipping cost for DRMO). This is for statistically purposes only. No dollars will be posted to FICO.
<b>Text</b>	Line item text. Enter the Registration number if the asset is a car or the Asset number for other assets. This aids the processing of open items.
<b>Document type</b>	Accounting classification. Defaults to <i>AB</i> , asset posting
<b>Assignment</b>	This is an additional information reference field in the line item. Recommend you enter asset number.
<b>Reference</b>	The reference document number can contain the document number of the customer or vendor.

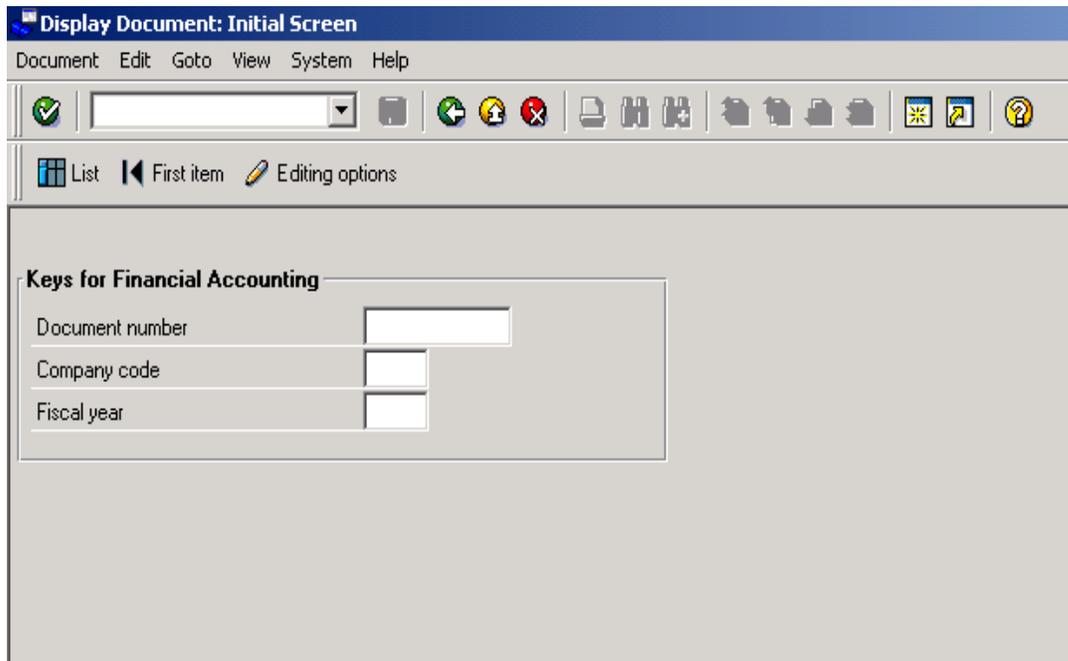
Save the document and note the document number. Upon saving, the system will automatically create additional line items if necessary. The journal entry that will occur is:

- DR** - Proceeds on Sale Account (179500)
- DR** - Accumulated Depreciation for that Asset
  - CR** - Asset Acquisition Value
  - DR or CR Loss** – Fixed Asset/ Gain Fixed Asset

To display the document to see the all the line items, use the menu path:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY**

Transaction code: **FB03**





## Clearing of the “Asset Clearing” Account

The “Proceeds on Sale” account (179500) is open item managed and needs to be cleared manually when payment is received. At the end of the day, the balance in this account should be zeroed and all items cleared.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > CLEAR**

Transaction code: **F-03**

When a check or cash is received for the sale of assets, a voucher will be produced outside of SAP quoting the Proceeds on Sale account. The net result will be a journal entry that will credit the Proceeds on Sale Account.

The debit and credit line items will appear as open items. By selecting both entries, the amounts will be moved to cleared status which will make reconciliation of the balance easier.

Key in the account 179500 and click on "Process open items". Select the debit amount and credit amount and then save the document.

**Note:** The assignment field has been configured to be populated with the asset master record number to assist the user with the matching process.



## Reverse Document

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > REVERSE DOCUMENT > OTHER ASSET DOCUMENT**

Transaction code: **AB08**

- Asset transactions have to be reversed in the application in which the original transaction was posted.
- When you call up the reversal transaction, the system displays all existing transactions for the asset to select from.

Postings that cannot be reversed in FI-AA:

The ‘*Retirement with Customer*’ cannot be reversed in Asset Accounting. Instead they have to be reversed in Accounts Receivable, the respective integrated application.

## Display/Change:

You can display/change all the FI-AA documents for an asset via the menu option:

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > EDIT DOCUMENTS > CHANGE or DISPLAY**

Transaction code: **AB02 or AB03**



## Asset Value Display

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUES**

Transaction code: **AW01**

- The system gives you general information about the asset.
- 'FI' transactions and document header information for each asset is also available.

To look at the actual figures, from the menu bar, select **Goto -> Current book values** (or F7). It is then possible to drill down on any of the fields within that screen.

- It also gives planning information, such as future years calculations (very easily).

By hitting the '*Following year*' button, it is then possible to look at simulated future periods and years. Prior years can also be examined by selecting the '*Previous year*' button.

## Asset Trade-In Procedures

This process will take place when a current asset is being traded-in to purchase a new asset.



### Retirement of Asset to be Used as a Trade-in on a New Asset

Retire the current asset without revenue. The asset is retired without revenue because we never receive actual money for this asset.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > SCRAPPING**

Transaction code: **ABAV**

The general journal voucher for retirement of an asset(s) without revenue will be:

**DR** Accumulated Depreciation  
**CR** Asset Acquisition  
**DR** Loss Account (if applicable)



### Acquisition of New Asset from Trade-in

Procure the new asset using the purchase order process. At the time of goods receipt, the asset will be valuated.

Per DoD and RAMCAS instructions , the new asset's acquisition value will be the monetary value of the new asset plus the net book value of the old asset. A manual journal entry will need to be made to adjust the value of the new asset. If the net book value of the old asset is zero, no adjustment is necessary.

This is the general journal voucher entry for the manual adjustment:

**DR** Asset (new)  
**CR** Loss account

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > G/L ACCOUNT POSTING**

Transaction code: **F-02**

Here are the G/L fields to complete for this journal entry (refer to G/L business processes for more procedural details):

Date: date  
Company code: company code  
Document type: AA  
Posting key: 70  
Account: asset number (new)  
Trans. type: 100

**Amount:      Amount of adjustment for NBV of old asset**

Posting key: 50  
Account: 913000  
Amount: amount of adjustment for NBV of old asset  
Cost Center: cost center

**Post transaction and note the document number.**



**Confirm all transactions posted for the month**

Depreciation will be run once a month. Depreciation is run for all asset classes once it has been confirmed that all postings for acquisitions, retirements and any master data changes have been performed.



**NOTE:** All postings must be completed before depreciation is run for the month. In the event that asset data changes were missed or incorrect, a Repeat Run or Unplanned Depreciation Run is required.

**If you have any questions concerning depreciation, please contact User Services section of the Computer Services Branch.**

## Asset Verification

Assets must be verified to ensure correct asset information on the system and for inventory control.

You can verify assets by printing reports and matching them against physical inventory or other master record information.

It may be necessary to correct asset master data if errors are found. Corrections can entail:

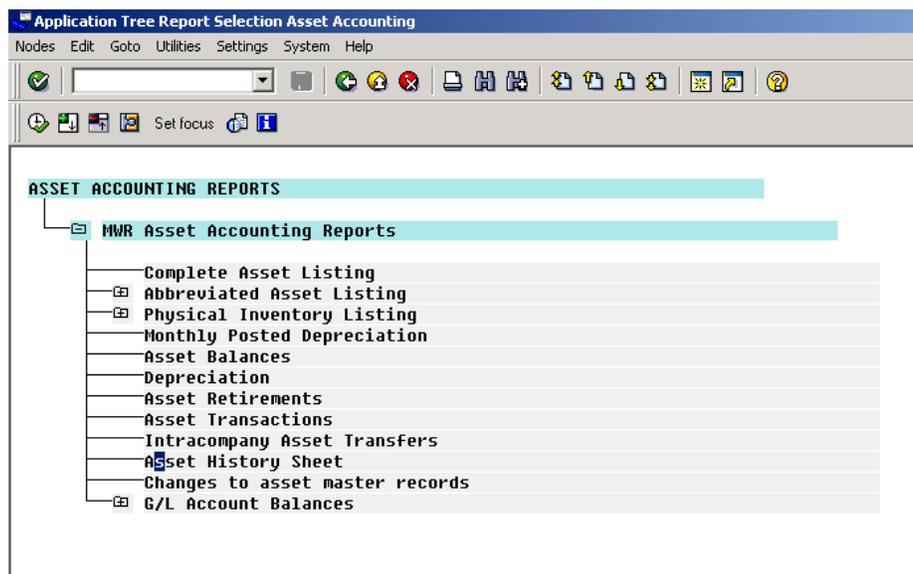
- ◆ Creating a new asset master record and post-capitalizing it
- ◆ Retiring an asset
- ◆ Transferring an asset
- ◆ Changing asset information e.g., inventory number, description, etc.



## Asset History Sheet

To confirm that the Asset Accounting sub-ledger aligns with the General Ledger it is necessary to run an Asset History Sheet. This gives values by Asset Class, which can be checked with the general ledger accounts.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFORMATION SYSTEM > REPORT SELECTION > MWR ASSET ACCOUNTING REPORTS > ASSET HISTORY SHEET**



Field	Description
<b>Company Code</b>	Enter company code.
<b>Asset Class</b>	Leave blank to choose all asset classes.
<b>Report Date</b>	Period and date you wish to reconcile.
<b>Depreciation Area</b>	Area <b>01</b> is used to hold BOOK figures.
<b>Sort Version</b>	' <b>0007</b> ' allows sorting by Co. Code/Asset Class
<b>History Sheet Version</b>	Use ' <b>0001</b> '.
<b>Depreciation posted</b>	Turn this checkbox " <b>ON</b> " to see actual depreciation postings. If this flag is "off", then annual planned depreciation will be reflected on the report.

Click the Execute Icon  to run the program.



### Asset Inventory Listing

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFORMATION SYSTEM > REPORT SELECTION > MWR ASSET ACCOUNTING REPORTS > ABBREVIATED ASSET LISTING**

Field	Description
<b>Company Code</b>	Enter company code.
<b>Cost Center</b>	Enter cost center or leave blank for all cost centers
<b>Asset Class</b>	Enter asset class or leave blank for all asset classes
<b>Site</b>	Enter site or leave blank for all sites.
<b>End date current fiscal year</b>	Leave default.

Execute the report.  This report should be compared to the general ledger account balance.



### Asset Inventory Listing

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFORMATION SYSTEM > REPORT SELECTION > MWR ASSET ACCOUNTING REPORTS > PHYSICAL INVENTORY LISTING**

Field	Description
<b>Company Code</b>	Enter company code.
<b>Cost Center</b>	Enter cost center or leave blank for all cost centers
<b>Asset Class</b>	Enter asset class or leave blank for all asset classes
<b>Site</b>	Enter site or leave blank for all sites.
<b>End Date current fiscal year</b>	Leave default.

Execute the report.



This report should be compared to the general ledger account balance.



**Balance Sheet for Comparison to Asset Reports**

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > PERIODIC PROCESSING > INFORMATION SYSTEM > REPORT SELECTION > GENERAL LEDGER REPORTS > SUMMARY REPORTS > BALANCE SHEET/P & L**

Field	Description
<b>Company Code</b>	Enter company code.
<b>Financial Statement Version</b>	Enter "2000" for MWR Financial Statement Version
<b>Language</b>	Enter "EN" for English
<b>Report Year</b>	Enter current fiscal year.
<b>Comparison Year</b>	Enter previous fiscal year.
<b>Reporting periods</b>	Enter beginning and ending period (both will be the same for current period)

Execute  this balance sheet report to compare it with the Asset reports.



## **Fiscal Year Process**

### **Fiscal Year Change / Year End Closing**

The fiscal year change program opens new annual value fields for each asset.

The earliest you can start this program is in the last posting period of the old year.

The fiscal year change program must be run for the entire company code.

SAP provides a check report for year-end closing. It checks:

- ◆ Whether the fiscal year change was completed for all assets
- ◆ Whether depreciation was fully posted
- ◆ Whether errors exist for any assets

### **Year End Closing**

After the depreciation lists and asset history sheet have been checked, depreciation is posted. Once depreciation has been posted, a balance sheet and profit & loss statement can be created in FI.

If the final result is not satisfactory, you can carry out depreciation simulation or (bulk) changes, or make adjustment postings. If any depreciation values are changed, depreciation posting must be run again.

The logical year-end closing is completed with the final balance sheet. The year-end closing program then makes all necessary system checks. If no errors are found, the program blocks posting in Assets Accounting for the closed fiscal year.

If a closed fiscal year is subsequently released for posting, it can only be blocked again once the year-end closing program has been re-run.

Example of Fiscal Year Change:

Asset values

	<u>at fiscal year start</u>	<u>Year 1</u>
<b>Transaction</b>	<b>0</b>	<b>\$10,000</b>
Depreciation	<u>0</u>	<u>1,250</u>
Net book value	0	\$8,750

*Periodic Processing takes place and Fiscal Year Change*

Asset values

	<u>at start of next year</u>	<u>Year 2</u>
Transaction	\$10,000	\$0
Depreciation	<u>1,250</u>	<u>2,500</u>
Net book value	\$8,750	\$6,250

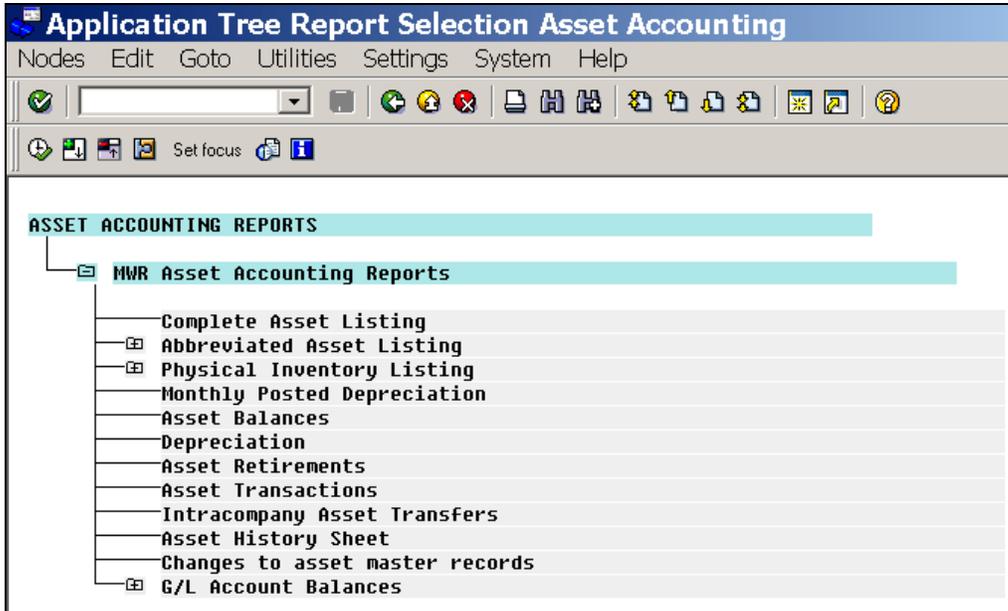
*Periodic Processing takes place and Fiscal Year Change*

Asset values

	<u>at start of next year</u>	<u>Year 3</u>
<b>Transaction</b>	<b>\$10,000</b>	<b>0</b>
Depreciation	<u>3,750</u>	<u>2,500</u>
Net book value	\$6,250	\$3,750

## Asset Reports

Menu path: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > Information System > Report Selection > MWR Asset Accounting Reports



## **Asset Accounting Report Listing**

There are several types of asset reports that can be run. The following is a list of reports found in the Asset Accounting module.

### **Complete Asset Listing**

Displays asset master record information

### **Abbreviated Asset Listing**

Lists all assets, acquisition value and accumulated depreciation

### **Physical Inventory Listing**

Same as abbreviated asset listing with space for entering inventory counts

### **Monthly posted depreciation**

Displays depreciation for a particular depreciation area

### **Asset Balance**

Displays acquisition value, accumulated depreciation and book value

### **Depreciation**

Total depreciation per asset, with beginning and ending book values

### **Asset retirement**

Displays asset retirement values

### **Asset Transactions**

Displays transfer values

### **Intracompany Asset Transfers**

Displays transfer values

### **Asset History Sheet**

Displays asset history by selected criteria. Detailed report.

### **Changes to Asset Master Records**

Displays changes to asset records by selected criteria

### **G/L Account Balances**

Displays general ledger data by selected criteria