

Chapter 5 - 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 table below outlines 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	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

* 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 Progrss	179001	179001	n/a	N/A	
Non-consumable FF&E	161001	161001	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 \$300.00 and \$1,000.00 to be entered into asset classes 165000 and 161001, respectively.

VQ asset value must be a minimum of \$1,000.00 per asset. The VQ cannot group assets to obtain the \$1,000.00 minimum. The only exception is the VQ whole room concept—asset class 173100.

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 – where a project consists of multiple items and costs are involved in putting them together is complete.

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

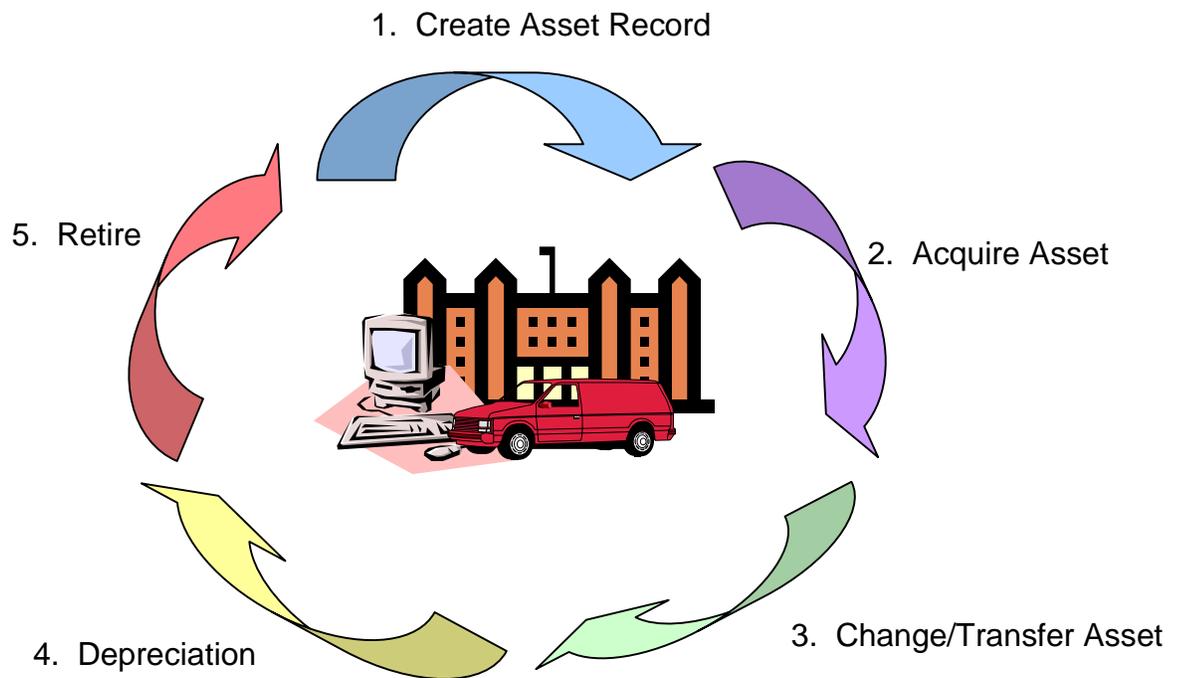
Once an item has been retired, the information about the retirement will be captured, including the type, date and related proceeds or trade-in value if applicable.

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

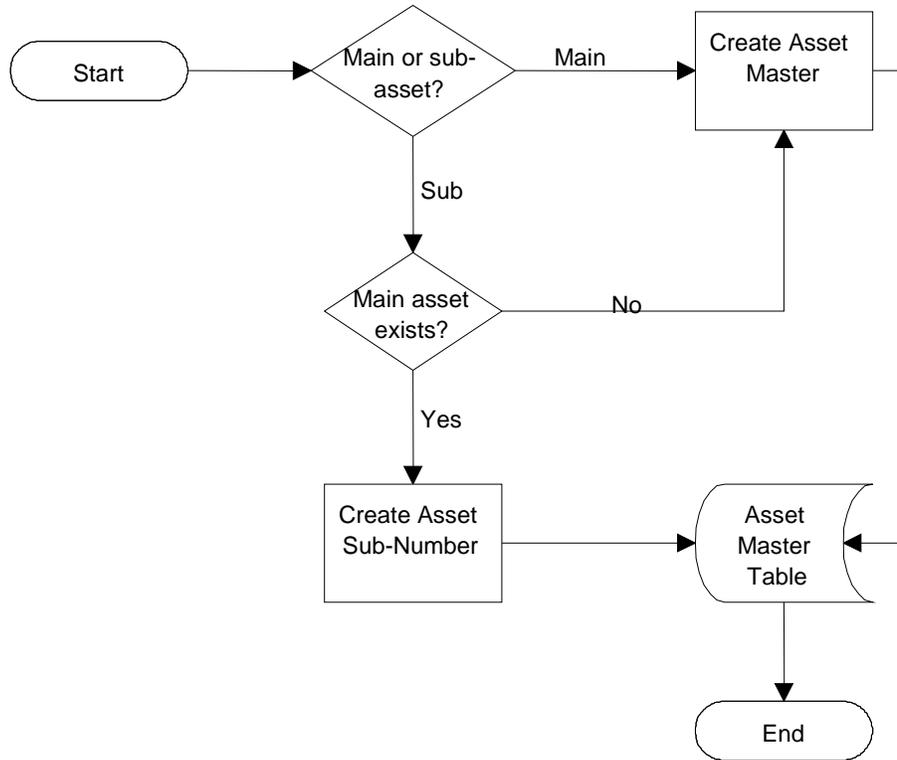
The overall asset procurement process is comprised of the following steps:

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 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. Asset will depreciate monthly.

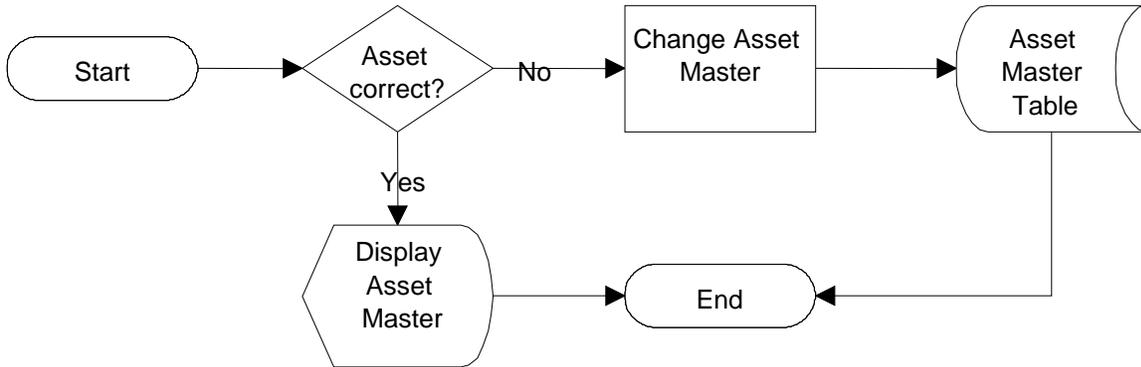
Asset Master Data

Asset Master Data Process Overview Charts

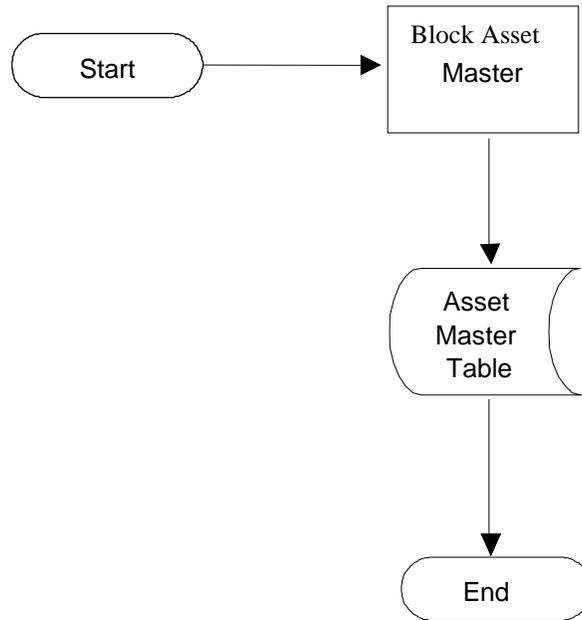
Asset Master Creation



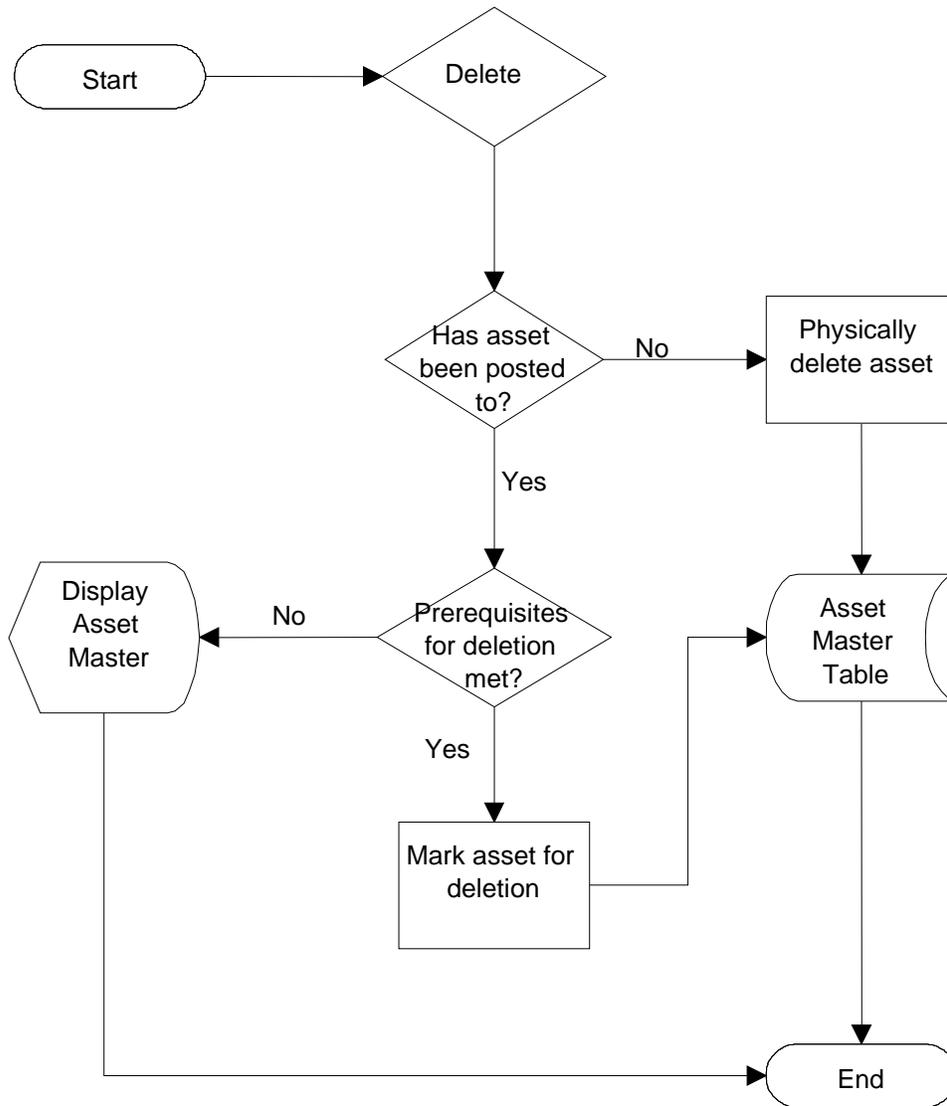
Asset Master Display/Maintenance



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.*
- *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

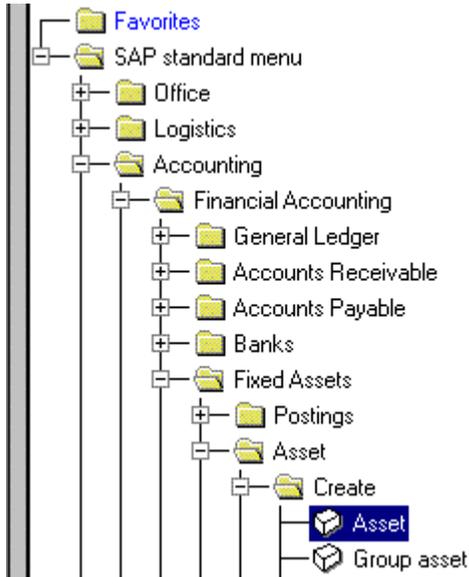
1. NAF Assets *Chapter 2, 3, 4 and 6*
2. APF *Chapter 5*
3. Other *Chapter 5*

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:

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET

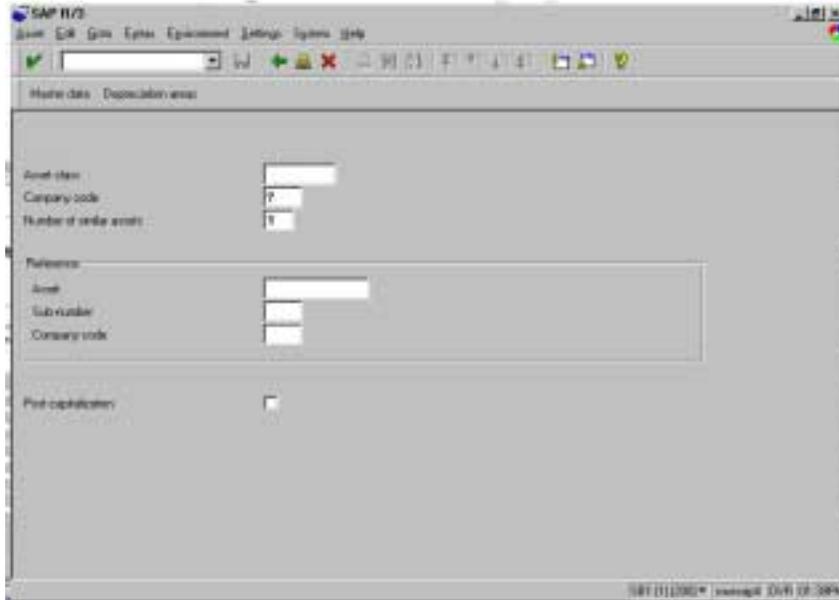
Transaction code: **AS01**



Menu path for asset master creation

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	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"> the G/L accounts to be updated by acquisition and depreciation postings the field status or screen layout the valid number range for assets in the asset class default contents of asset master data fields (if any) how depreciation is managed for assets within the asset class
Company Code	Asset master records are created at the company code level. Enter the company code.
Number of similar assets	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).

Post Capitalization	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.
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Initial screen for asset master creation

General Data tab	
Description-1	Descriptive information about the asset.
Description-2	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
Asset Main Number Text	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.
Account Determination	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.
Serial Number	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
Inventory Number	Inventory number for asset. (Future enhancements will allow this number to be printed in the form of a bar-code label.) The BLAS conversion will populate this field with the BLAS asset number.
Quantity	Leave blank. This field will be populated when the purchase order is received.
Unit of Measure	Defaults to EA for each.
Manage Historically	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"> • The asset is displayed in an asset chart. Display only field.
Capitalized on	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.
First Acquisition on	The system automatically sets the asset value date of the first acquisition posting in this field.
Acquisition Year	The system enters the fiscal year of the first acquisition posting in this field.
Deactivation on	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.
Planned Retirement on	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.
Ordered on	The system enters the date the first purchase order was posted to an asset.
Deactivate	Set this indicator if you want the depreciation area to be inactive in this asset class or asset. Display only field.
Depreciation Area	Depreciation area code and name. Defaults from asset class. (01 = Book depreciation) Display only field.
Dep Key	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
Useful Life Yr.	Useful life in years over which the asset is to be depreciated. Prepaid minor property will use this field when amortization is one year.
Useful Life Period	Useful live 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).
ODep.Start	Depreciation calculation start date. Will default from the capitalization date when the first acquisition is posted. Display only field.

SAP MM/3

Asset: **INTERM-00001** | Class: **171000** | Company code: **1004**

General Data | Location Data | Origin Data

General data

Description: ?

Asset class no. text: ?

Asset determination: **171000** VEHICLES

Serial number: ?

Inventory number: ?

Quantity: ? EA

Posting information

Capitalized on: ?

First acquisition on: ?

Acquisition price: **000**

Deactivation on: ?

Prod. retirement on: ?

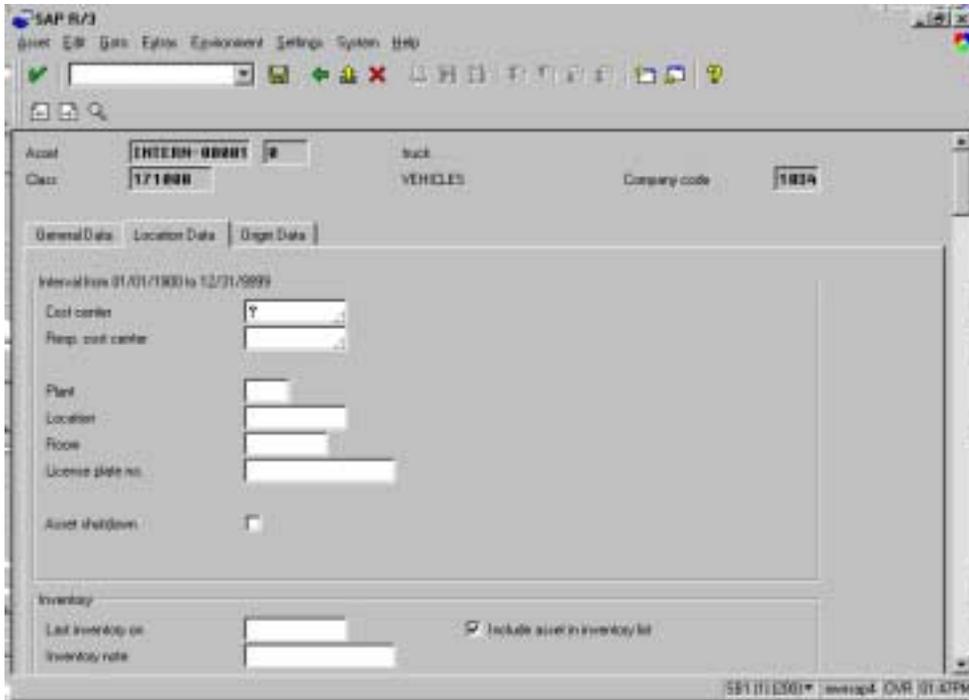
Ordered on: ?

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General Data Tab

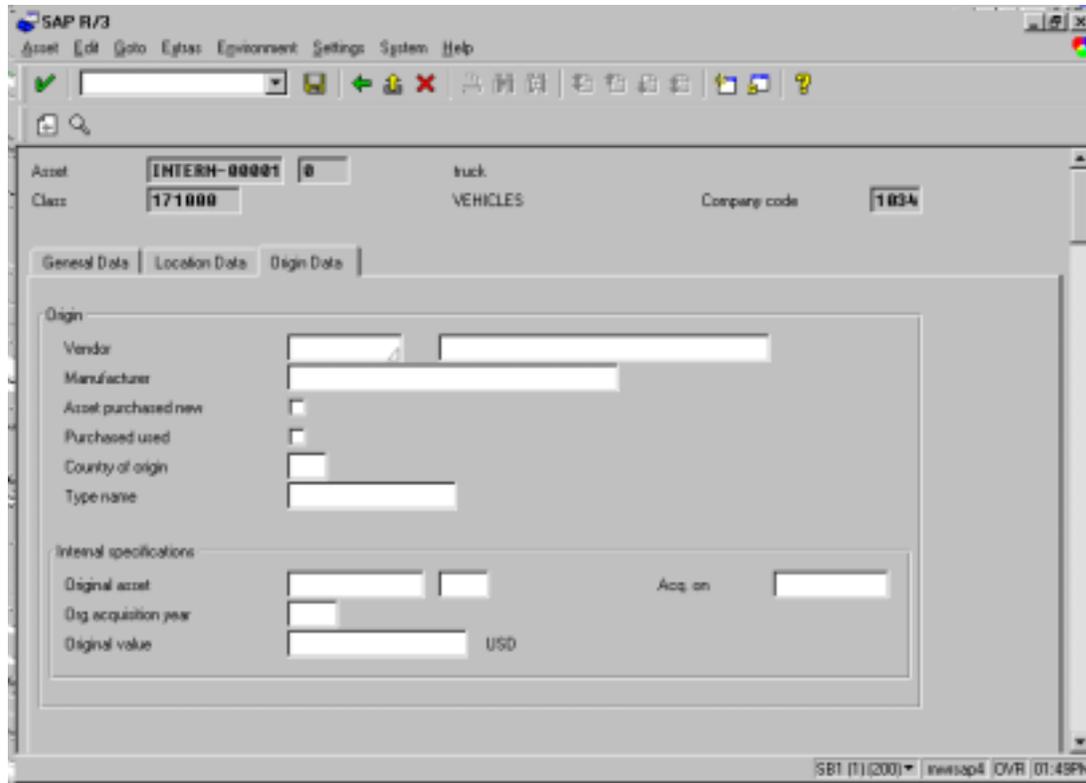
Location Data tab	
Cost Center	The SAP system uses the cost center assignment in the asset master record to determine the cost center affected when the following types of asset posting are made: <ul style="list-style-type: none"> • Fixed asset depreciation • Gain/loss from asset sales
Responsible Cost Center	This cost center is responsible for the physical asset. It will not carry the depreciation cost. It is now a required field.
Plant (fund)	This uniquely identifies a plant in the MM module.
Location	You can enter a location for the asset in this field. The location must already exist and is associated with a specific plant.
Room	In this field you can designate a specific room for the asset.
License Plate No.	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.
Asset shutdown	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. BRAC bases only.
Last Inventory on	Record the date of the last physical inventory for this asset.
Include Asset in Inventory List	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.

Inventory Note	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.
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Location Data Tab

Origin Data tab	
Vendor Number	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.
Vendor Name	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
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	This block will be checked upon saving indicating the asset was purchased new.
Purchased Used	Set this indicator, if this asset was second-hand when it was acquired (not new).
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	This field is for informational purposes only.
Original Asset No.	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.
Acquisition on date	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).
Original Acquisition Year	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained for transferred asset.
Original Value	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.

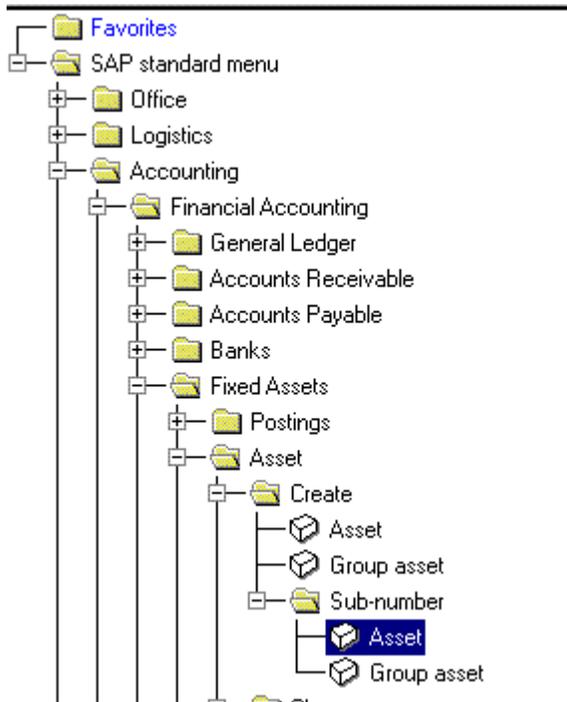
1. In the asset master record, go to the General Data tab.
2. To the right of the description field you will see an icon for "Create long text" (piece of paper with pencil). 
3. Click on this icon.
4. A "Long Texts" dialog box will appear. Click on the paper icon to the right of "general long text."
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 Asset Sub-number

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > SUB-NUMBER > ASSET

Transaction code: **AS11**



Initial Screen for Creating Asset Sub-Number

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 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.



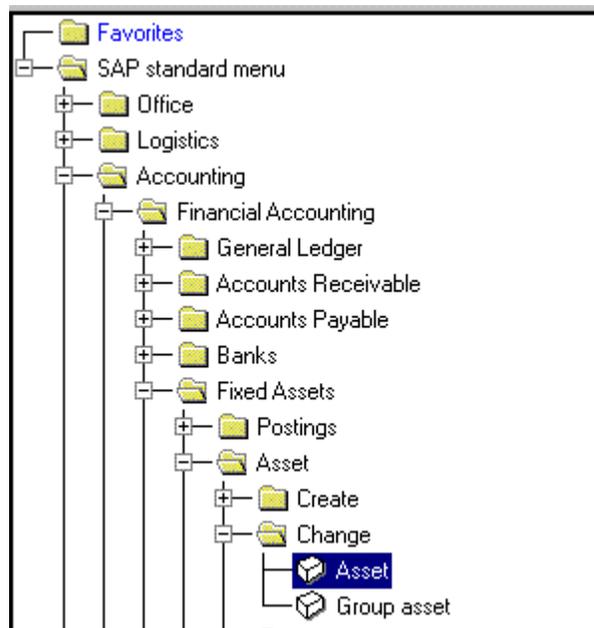
NOTE: If an asset requires a partial disposal, this part may be transferred to a sub-number of this asset and then disposed.



Change Asset Master

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 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.
- *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-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.

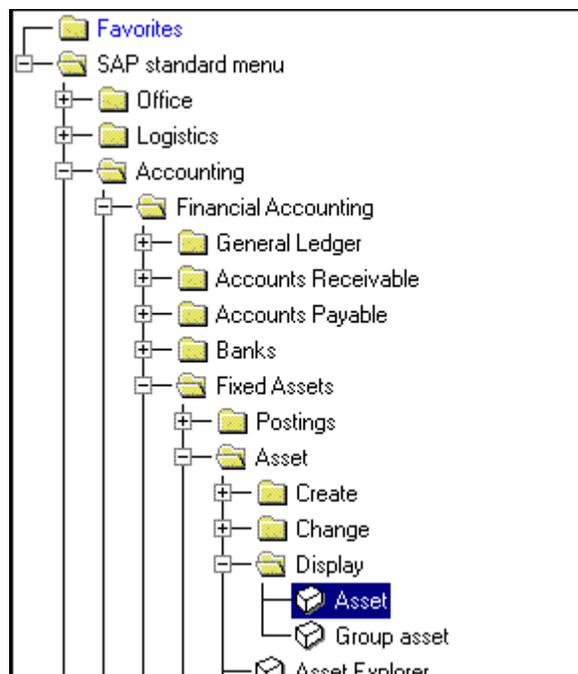
- ◇ For this new interval, indicate any changes for cost center, responsible cost center, room, etc.
- ◇ *SAVE* the Asset.



Display Asset Master

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*

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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 Asset Master

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > LOCK
> ASSET

Transaction code: **AS05**

Block Asset: Initial screen

Asset Edit Goto Extras Environment Settings System Help

Block

Asset

Sub-number

Company code

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.



Delete Asset Master

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DELETE > ASSET

Transaction: AS06

Initial Screen for Deleting Asset Master

Asset	<input type="text"/>
Sub-number	<input type="text"/>
Company code	1019



NOTE: This is a HQ function only. Please contact User Services 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, the depreciation has to be posted completely. Additionally the minimum retention period of an asset (with prior postings) is one year (this is defined by 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. (In BLAS, 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 HQ delete the asset. At that time, the asset master record will be marked for deletion. The record will be physically deleted when the archiving process takes place.

- *Assets which have been Posted Before:*

Enter the asset number you want to delete and the company code, hit enter and set the flag for '*Physically delete asset*'. Save. Afterwards you are able to run through the archiving process.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > TOOLS > ARCHIVING > GENERATE / EDIT / RELOAD / MANAGE)

- *Assets which have Not been Posted Before:*

Enter the asset number you want to delete and the company code, hit enter and set the flag for '*Physically delete asset*'. Save. The asset will be deleted from the database.



NOTE: 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 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 \$300.00 to \$1,000.00. 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.

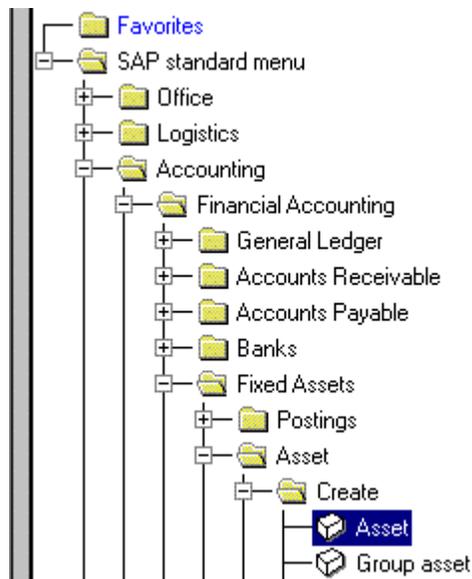
VQ uses general ledger account 161001 for prepaid non-consumable FF&E and the expense account is 686001 for non-consumable FF&E expenses.



Create Minor Property Asset Master

MENU PATH: ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CREATE > ASSET

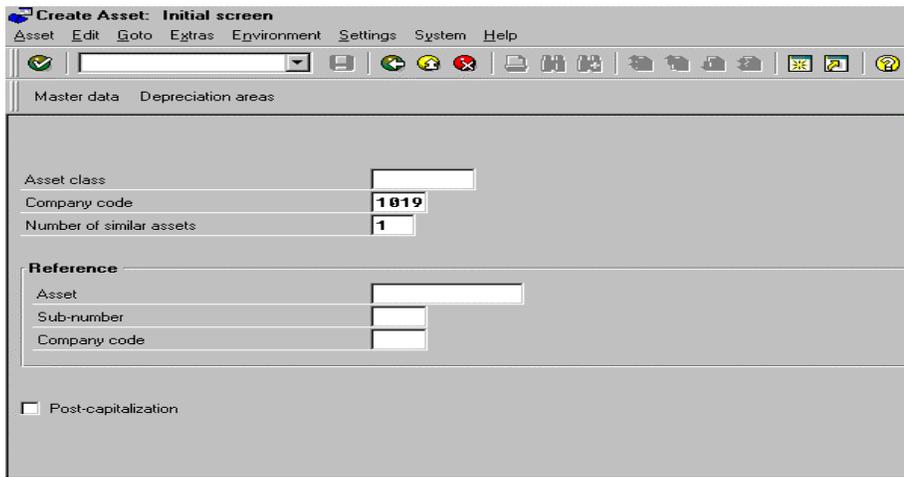
Transaction code: **AS01**



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.



Initial Screen for Creating Minor Property

Create Minor Property Asset Master - Data Field Requirements

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	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"> • the G/L accounts to be updated by acquisition and depreciation postings (includes expense and amortization postings) • the field status or screen layout • the valid number range for assets in the asset class • default contents of asset master data fields (if any) • how depreciation/amortization is managed for assets within the asset class
Company Code	Asset master records are created at the company code level. Enter the company code number.
Number of similar assets	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
General Data tab	
Description-1	Descriptive information about the asset. As a standard, capital

	letters should be used
Description-2	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
Asset Main Number Text	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.
Account Determination	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.
Serial Number	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
Inventory Number	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.
Quantity	Leave blank. This field will be populated when the purchase order is received.
Unit of Measure	Defaults to EA for each.
Manage Historically	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"> • The asset is displayed in an asset chart. Display only field.
Capitalized on	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.
First Acquisition on	The system automatically sets the asset value date of the first acquisition posting in this field.
Acquisition Year	The system enters the fiscal year of the first acquisition posting in this field.
Deactivation on	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.
Planned Retirement on	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.

Retail (MM)

Ordered on	The system enters the date the first purchase order was posted to an asset.
Deactivate	Set this indicator if you want the depreciation area to be inactive in this asset class or asset. Display only field.
Depreciation Area	Depreciation area code and name. Defaults from asset class. (01 = Book depreciation) Display only field.
Dep Key	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
Useful Life Yr.	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.
Useful Life Period	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).
ODep.Start	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: **165 000** PREPAID MINOR PROPERTY

Serial number:

Inventory number:

Quantity: EA

Manage historic

Posting information

Capitalized on: Deactivation on:

First acquisition on: Plnd. release on:

Acquisition year: Ordered on:

Valuation

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

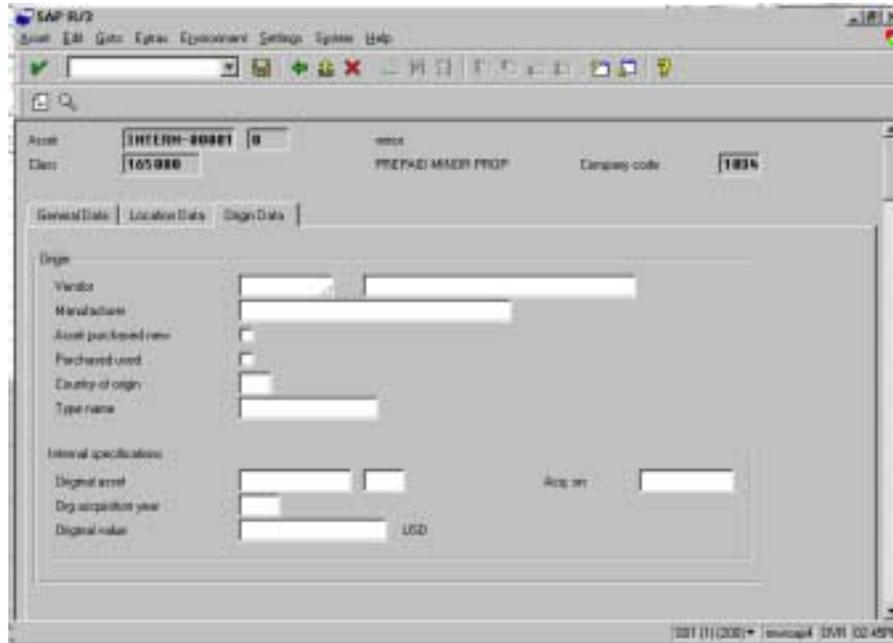
General Data Tab

Location Data tab	
Cost Center	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"> • Fixed asset depreciation/amortization • Gain/loss from asset sales (if applicable)
Responsible Cost Center	This cost center is responsible for the physical asset. It will not carry the depreciation/amortization cost.
Plant	This uniquely identifies a plant in the MM module.
Location	You can enter a location for the asset in this field. The location must already exist and is associated with a specific plant.
Room	In this field you can designate a specific room for the asset.
Asset shutdown	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. BRAC bases only.
Last Inventory on	Record the date of the last physical inventory for this asset.
Include Asset in Inventory List	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.
Inventory Note	In this field you can specify additional asset information for the analysis of physical inventory.

The screenshot displays the SAP 'Location Data' tab. At the top, there are three tabs: 'General Data', 'Location Data' (which is active), and 'Origin Data'. Below the tabs, the date range is set to 'Interval from 01/01/1900 to 12/31/9999'. The 'Cost center' field has a dropdown menu with a blue icon and a plus sign. The 'Resp. cost center' field has a dropdown menu with a question mark. The 'Site' field has a dropdown menu with a question mark. The 'Location' and 'Room' fields are empty text boxes. The 'Asset shutdown' checkbox is unchecked. The 'Inventory' section at the bottom contains the 'Last inventory on' field (empty), the 'Inventory note' field (empty), and the 'Include asset in inventory list' checkbox, which is checked.

Location Data Tab

Origin Data tab	
Vendor Number	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.
Vendor Name	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
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	This block will be checked upon saving indicating the asset was purchased new.
Purchased Used	Set this indicator, if this asset was second-hand when it was acquired (not new). This indicator serves informational purposes.
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	This field is for informational purposes only.
Original Asset No.	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.
Acquisition on date	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).
Original Acquisition Year	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
Original Value	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

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET>
CREATE> SUB-NUMBER > ASSET

Transaction code: **AS11**

Create Minor Property Sub-Asset

Asset	
Company code	1019
Number of similar sub-numbers	1
<input type="checkbox"/> Post-capitalizatr	

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.)

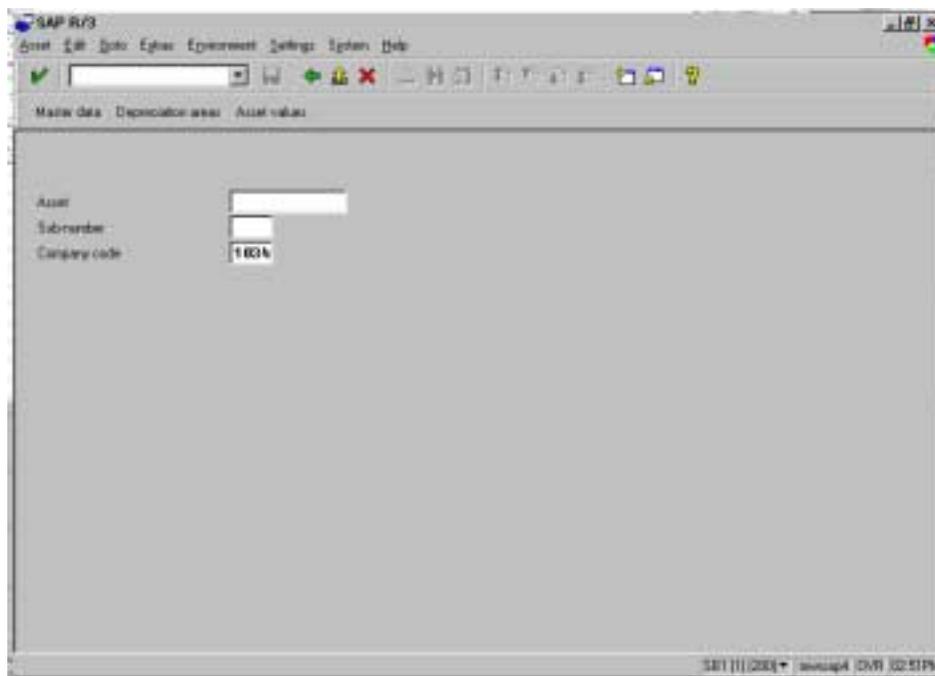
1. Click on the “save” icon.
2. If creating more than 1 similar asset, the “Create multiple assets” dialog box will appear. Select the “maintain” button.
3. The “maintain fields that should be different in similar asset” dialog box will appear.
4. Enter the sub-asset file description on **each** numbered 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**

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.

Retail (MM)

The following changes can be made to Asset Master Data:

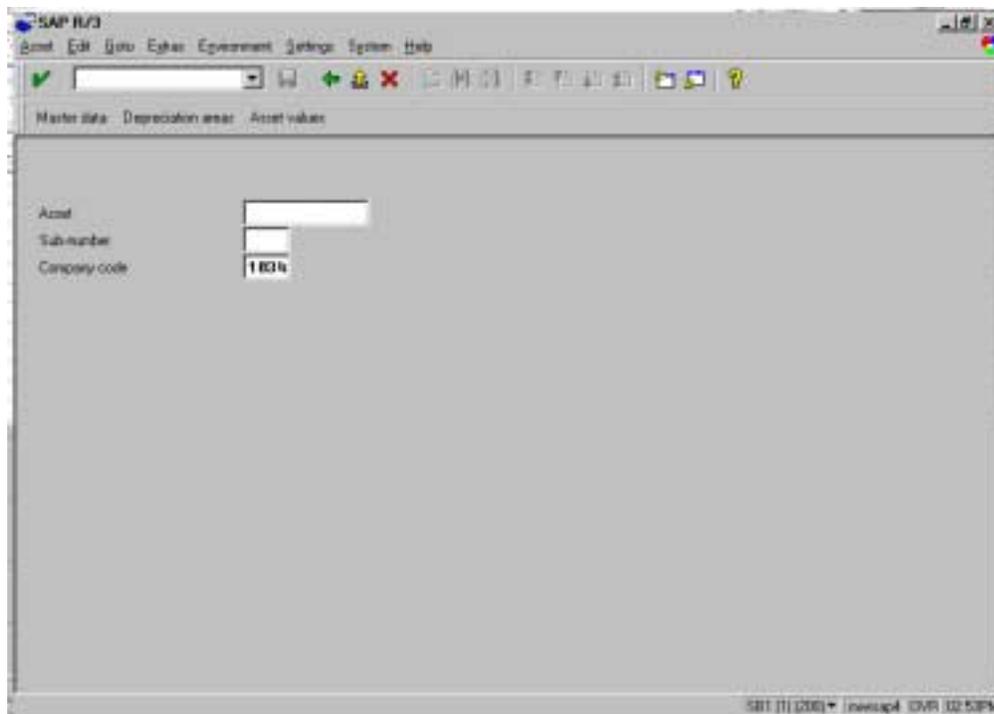
- *Normal Master Record Changes and Valuation Changes.*
These are performed using this transaction.
- *Time-Dependent Data (Cost Center) Changes.*
To change the cost center on an asset, perform the following steps from the Location Data tab which contains the time-dependant:
 - ◇ Select the 'Further 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: **AS03**



Display Minor Property Asset Master

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

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.



Delete Minor Property Asset Master

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DELETE > ASSET

Transaction code: **AS06**



NOTE: This is a HQ function only. Please contact User Services if you wish to delete an asset master record for minor property or non-consumable FF&E.

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, the depreciation has to be posted completely. Additionally the minimum retention period of an asset is one year (this is defined by SAP).

- *Assets which have been Posted Before:*
Enter the asset number you want to delete and the company code, hit enter and set the flag for 'Physically delete asset'. Save. Afterwards you are able to run through the archiving process.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > TOOLS > ARCHIVING > GENERATE / EDIT / RELOAD / MANAGE

- *Assets which have Not been Posted Before:*
Enter the asset number you want to delete and the company code, hit enter and set the flag for 'Physically delete asset'. Save. The asset will be deleted from the database.



NOTE: 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 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, 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 of six years. 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 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:

THOMASVILLE WINSTON COURT W4 COLOR PACKAGE TEN					
	MODEL	QUA	UNIT		Depreciati
SINGLE ROOM NSN: 7105-01-419-7307	NUMBER	TITY	PRICE	TOTAL	on 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
TOTAL SINGLE ROOM COST				4,553.05	

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

Retail (MM)

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

THURSTON 200 SERIES LANTERN					
	MODEL	QUA N- TITY	UNIT PRIC E	TOTAL	Depreciati on Rate/Years
DOUBLE ROOM NSN: 7105-01-419-7387					
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
TOTAL DOUBLE ROOM COST				4,220.50	

A main asset master record would be created for the room. Twenty sub-assets would be 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:

THURSTON 200 SERIES TOPAZ					
	MODEL	QUAN-	UNIT		Depreciation
TRIPLE ROOM NSN: 7105-01-419-7571	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
TOTAL TRIPLE ROOM COST				5,589.38	

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

Retail (MM)

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

THOMASVILLE WINSTON COURT W6 COLOR PACKAGE TEN					
		QUA N- TITY	UNIT PRICE	TOTAL	Depreciati on Rate/Year s
SUITE NSN: 7105-01-419-7515					
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
TOTAL SUITE COST				7,105.51	

A main asset master record would be created for the room. Twenty-seven sub-assets would be 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:

AMERICAN OF MARTINSVILLE 5577 GEORGIAN BLUE					
	MODEL	QUAN	UNIT		Depreciati on
VIP ROOM NSN: 7105-01-419-7363	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
TOTAL SINGLE ROOM COST				5,254.34	

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

Retail (MM)

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

AMERICAN OF MARTINSVILLE 5577 GEORGIAN BLUE					
		QUA N-	UNIT		Depreciatio n
VIP SUITE NSN: 7105-01-419-7363	MODEL	TITY	PRICE	TOTAL	Rate/Years
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
TOTAL VIP SUITE COST				8,160.65	

A main asset master record would be created for the room. Twenty-six sub-assets would be 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.

If capitalization of the asset occurs by posting goods receipts/invoice line items directly against the asset (via the Materials Management or Accounts Payable modules), then the asset master needs to be created before either of these occur. MWR will be using the Materials Management (MM) module, so assets will be acquired here. Exception will be when an asset is acquired via a credit card purchase.

Create Asset Master - Data Field Requirements

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	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"> • the G/L accounts to be updated by acquisition and depreciation postings • the field status or screen layout • the valid number range for assets in the asset class • default contents of asset master data fields (if any) • how depreciation is managed for assets within the asset class
Company Code	Enter the appropriate company code.
Number of similar assets	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.
Post Capitalization	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
General Data tab	
Description-1	Descriptive information about the asset.
Description-2	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
Asset Main Number Text	This is a free text field. As a standard, the model number of the asset will be entered here.
Account Determination	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.
Serial Number	This is a free text field. Enter serial number is applicable.
Inventory Number	Inventory number for asset. Future enhancements will allow this number to be printed in the form of a bar-code label.
Quantity	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.
Unit of Measure	Defaults to EA for each.
Manage Historically	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"> The asset is displayed in an asset chart. Display only field.
Capitalized on	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.
First Acquisition on	The system automatically sets the asset value date of the first acquisition posting in this field.
Acquisition Year	The system enters the fiscal year of the first acquisition posting in this field.
Deactivation on	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.
Planned Retirement on	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.

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

Field	Description/Usage
Location Data tab	
Cost Center	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"> • Fixed asset depreciation • Gain/loss from asset sales
Responsible Cost Center	This cost center is responsible for the physical asset. It will not carry the depreciation cost.
Plant	This uniquely identifies a plant in the MM module.
Location	You can enter a location for the asset in this field. The location must already exist and is associated with a specific plant.
Room	Enter the room number.
Asset shutdown	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. BRAC bases only.
Last Inventory on	Record the date of the last physical inventory for this asset.
Include Asset in Inventory List	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.
Inventory Note	In this field you can specify additional asset information for the analysis of physical inventory.

Field	Description/Usage
Origin Data tab	
Vendor Number	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.
Vendor Name	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
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	Set this indicator if the asset was purchased new. This is set as the default.
Purchased Used	Set this indicator, if this asset was second-hand when it was acquired (not new). This indicator serves informational purposes.
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	This field is for informational purposes only.
Original Asset No.	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.
Acquisition on date	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).
Original Acquisition Year	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
Original Value	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.

12. From the asset master record menu bar, select **EXTRAS > LONG TEXT**.
13. Double click on **General Asset Data**. The "Change Asset master general long text" screen will appear.
14. In the white area, you can type additional text information about the asset.
15. Press the SAVE icon.
16. Press the green arrow to back up one screen (or press F3).
17. A check mark now appears in the General Asset Data box indicating that general long text exists for this asset.

18. Press ENTER to close this box.
19. Press the SAVE icon to save changes to the asset master record.



Create Asset Sub-number for Whole Room Concept

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET>
CREATE> SUB-NUMBER > ASSET

Transaction code: **AS11**

Asset	
Company code	1019
Number of similar sub-numbers	1

Post-capitalizatn



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":

- g. Asset: enter the main asset number that sub-assets files are being created for.
- h. Company code: enter company code.
- i. Number of similar sub-numbers: enter the number of sub-assets files to be created. (Probably one.)
- j. Post capitalization: leave blank.
- k. 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.
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.

- m. A blue bar will appear at the bottom of the screen. It will identify the sub-assets created, example, “assets 173000000001-1 to 173000000001-10 have been created”.
- n. If more than 1 similar asset was created, the next step is to update any fields in each of the sub-asset records.
- o. Go to the “Change Asset Master” process in the next section.



Change Asset Master for Whole Room Concept

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > CHANGE > ASSET

Transaction code: **AS02**

Follow these steps when changing sub-assets:

At the "Change Asset: Initial screen":

- f. Asset: enter the main asset number
- g. Sub-number: enter the sub-number of the asset to be changed.
- h. Company code: enter company code
- i. Select "Master Data". The "change asset data" screen will appear.
- j. 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 which 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 Asset Master for Whole Room Concept

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY > ASSET

Transaction code: **AS03**

Follow these steps when displaying sub-assets:

At the “Display Asset: Initial screen”:

5. Asset: enter the main asset number
 6. Sub-number: enter the sub-number of the asset to be displayed
 7. Company code: enter company code
 8. 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 Asset Master for Whole Room Concept

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 will be used to block the main asset record for a Whole Room Concept asset. Only sub-asset records will be posted to.

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 the company code
- c. Press ENTER.
- d. Set the flag for "block for acquisition"
- e. Save.



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



Delete Asset Master for Whole Room Concept

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DELETE > ASSET

Transaction code: **AS06**

NOTE: This is a HQ function only. Please contact User Services 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, the depreciation has to be posted completely. Additionally the minimum retention period of an asset (with prior postings) is one year (this is defined by 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. (In BLAS, 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 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.

- *Assets which have been Posted Before:*

Enter the asset number you want to delete and the company code, hit enter and set the flag for '*Physically delete asset*'. Save. Afterwards you are able to run through the archiving process.

(Use menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > TOOLS > ARCHIVING > GENERATE / EDIT / RELOAD / MANAGE**)

- *Assets which have Not been Posted Before:*

Enter the asset number you want to delete and the company code, hit enter and set the flag for '*Physically delete asset*'. Save. The asset will be deleted from the database.



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 Concept17300001 – 17399999
FF&E Installation in Progress VQ17900001 -- 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.



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.



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 Chapter 2. Note the asset number for the FF&E Installation in Progress.



Acquire purchases through Materials Management (MM)

Refer to Materials Management User Manual to create a purchase order. Instead of 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.



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



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

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > INTRACOMPANY TRANSFER

Transaction code: **ABUM**

This process will capitalize each asset in a room . You will repeat this process for each sub-asset to be capitalize. Remember, you do not capitalize the Main Asset Record. Only sub-assets will be capitalized. Example, if you have 20 sub-asset 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"> • 349 for assets to be capitalized that were acquired in the <u>current</u> year. • 348 for assets to be capitalized that were acquired in a <u>prior</u> year.

The screenshot shows the SAP 'Transfer From: Initial Screen' window. The interface includes a menu bar (Transaction, Edit, Goto, Extras, System, Help) and a toolbar with various icons. The main data entry area contains the following fields:

- Company code: 8019
- Asset: 17900001
- Sub-number: 0
- Date specif. section:
 - Document date: 04/19/2000
 - Posting date: 04/19/2000
 - Period: 7
- Transact. section:
 - Trans. type: 349 (Reversal transfer of prior-yr acquis. frm cap asset)

A callout box with a black border is positioned over the 'Trans. type' field, containing the text: "Do not accept default Trans. type."

SCREEN Create Asset Transaction: Retmt transfer of curr-yr acquis from AuC.	
Fixed Asset	Enter the Whole Room Concept fixed asset number and sub-number. Note: this master record must have already been created.
Asset Value Date	This is the date that the asset will base the depreciation start date from. Depreciation begins on 1 st day of the next month following the asset value date.
Complete Retirement	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.)
Amount Posted	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.
Percentage Rate	Leave blank.
Quantity	Leave blank.
Text	This field appears on all line items created for this document. The field is free form text and can be used for comments.
Document Type	'AA' for asset transaction.
Allocation	This field appears on all line items created for this document.
Reference	This field appears in the heading document.

Transaction: [edit] [goto] [status] [system] [help]

Display document Dep. areas ...

Asset: 17900001 0 Testing UQ Whole Room
Company code: 8019
G/L account: 179001
Trans. type: 349 Retmt transfer of curr-yr acquis from AuC,summary

Posting data

Transfer to

Fixed asset: 17300016 1 Only post to sub-asset numbers.

Asset val. date: 04/19/2000
 Compl transfer

Amount posted: 185.00 USD Indicate amount to be posted to sub-asset.
Percentage rate:
Quantity: EA

Additional details

Text:
Document type: AA
Assignment:
Reference:

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 “*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 are being depreciated.

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

Create Asset Transaction: Retrat transfer of cur-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

Item	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 informatn

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 Asset

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

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.

Creation of “APF” & “Other” Master Data Assets



Create Asset Master

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 these type items on the books for inventory purposes. No posting will ever occur for these types of assets to the general ledger.

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

The asset class "Other" can be used for items where you need to track the item or need to take a physical inventory of the item. This item does not qualify under any other type of asset class.

Create Asset Master - Data Field Requirements

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	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"> • the field status or screen layout • the valid number range for assets in the asset class • default contents of asset master data fields (if any) • how depreciation is managed for assets within the asset class Enter either "APF" or "Other".
Company Code	Asset master records are created at the company code level. Enter the company code.
Number of similar assets	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).
Post Capitalization	Leave blank. Not applicable for APF or Other.

General Data tab	
Description-1	Descriptive information about the asset. As a standard, capital letters should be used
Description-2	Informational purpose field. The BLAS conversion will populate this field with the BLAS short description.
Asset Main Number Text	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.
Account Determination	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.
Serial Number	This is a free text field. The BLAS conversion will populate this field with the BLAS serial number.
Inventory Number	Inventory number for asset. The BLAS conversion will populate this field with the BLAS asset number.
Quantity	Enter a quantity.
Unit of Measure	Defaults to EA for each.
Manage Historically	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"> • The asset is displayed in an asset chart. Display only field.
Capitalized on	The capitalization date is the value date of an asset.
First Acquisition on	The date of the first acquisition.
Acquisition Year	The system enters the fiscal year of the first acquisition posting in this field.
Deactivation on	Enter the date the asset was disposed of or retired.
Planned Retirement on	You can specify a date here for the planned retirement date of the asset.
Ordered on	The systems enters the date the first purchase order was posted to an asset.

Location Data tab	
Cost Center	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"> • Fixed asset depreciation • Gain/loss from asset sales
Responsible Cost Center	This cost center is responsible for the physical asset. It will not carry the depreciation cost.
Plant	This uniquely identifies a plant in the MM module.
Location	You can enter a location for the asset in this field. The location must already exist and is associated with a specific plant.
Room	In this field you can designed a specific room for the asset.
License Plate No.	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.

Asset shutdown	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. BRAC bases only.
Last Inventory on	Record the date of the last physical inventory for this asset.
Include Asset in Inventory List	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).
Inventory Note	In this field you can specify additional asset information for the analysis of physical inventory. Example, building number.

Origin Data tab	
Vendor Number	This field will usually be blank for assets created in SAP entry screens. BLAS converted data may contain a vendor number in this field.
Vendor Name	The name of the vendor can be entered here.
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	This block will be checked upon saving indicating the asset was purchased new.
Purchased Used	Set this indicator, if this asset was second-hand when it was acquired (not new).
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	This field is for informational purposes only.
Original Asset No.	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.
Acquisition on date	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).
Original Acquisition Year	Fiscal year the asset was originally acquired before the transfer. This field is manually maintained.
Original Value	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

**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 Asset Master

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 which contains the time-dependant:

- ◇ 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

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 Asset Descriptive Text:*

>EXTRAS>LONG TEXT

◇ *TO VIEW ASSOCIATED ASSET SUB-NUMBERS*

>ENVIRONMENT>SUB-NUMBERS



Block Asset Master

This function serves no purpose for APF & Other, since no money is ever posted to these asset classes.



Delete Asset Master

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DELETE > DELETE > ASSET

Transaction code: **AS06**



NOTE: This is a HQ function only. Please contact User Services if you wish to delete an asset master record for APF or Other. Since no dollars are posted to APF or Other, this asset will not be archived. The deletion process will remove it permanently from the system.

- *Assets which have Not been Posted Before:*

Enter the asset number you want to delete and the company code, hit enter and set the flag for 'Physically delete asset'. Save. The asset will be deleted from the database at that time. You will not be able to recover this record once it is deleted.

NOTE: However, this is only possible if the *CAPITALIZATION DATE* is deleted from the asset master. APF and Other type assets will have Capitalization Date as Optional.

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:

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.

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).

Construction in Progress



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



Construction in Progress Approved

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



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 Chapter 2. Note the asset number for the construction in progress asset.



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.



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



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 Chapter 2. 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.



Post Transfer of AuC to New Asset

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > INTRACOMPANY TRANSFER

Transaction code: **ABUM**

SCREEN Transfer: Initial Screen	
Field	Description/Usage
Company Code	Enter specified company code.
Asset	Enter the asset under construction (class 179000) that is to be capitalized into another asset.
Sub Number Code	Asset sub-number of asset to be transferred/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 transactions: <ul style="list-style-type: none"> • 349 for assets to be capitalized that were acquired in the current year. • 348 for assets to be capitalized that were acquired in a prior year.
SCREEN Create Asset Transaction: Retmt transfer of curr-yr acquis from AuC.	
Fixed Asset	Enter the fixed asset that the AUC will be transferred to. Note: this master record must have already been created.
Asset Value Date	This is the date that the asset will base the depreciation start date from. (dep. begins on 1 st day of the next month following the asset value date)
Complete Retirement	Select this field to transfer 100% of the asset.
Amount Posted	Assets will be completely retired, so this field is not required.
Percentage Rate	Assets will be completely retired, so this field is not required.

Quantity	Assets will be completely retired, so this field is not required.
Text	This field appears on all line items created for this document. The field is free form text and can be used for comments.
Document Type	'AA' for asset transaction.
Allocation	This field appears on all line items created for this document.
Reference	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 "*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 AuC assets are not depreciated, but the asset that they are being transferred to are being depreciated.

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

**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.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET

Transaction code: **AS03**

**Display Asset Values**

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 asset class. (To transfer from one cost center to another cost center, refer to MWR Asset Master Record documentation on time-dependent data.)

This 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 intracompany 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. Refer to Chapter 2, MWR ASSET MASTER DATA. 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

**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.

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

Transaction type	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. 300 – Trans. for transfer of assets acquired in a prior year 320 – Trans. for transfer of assets acquired in current year
SCREEN Create Asset Transaction:	
Fixed asset	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.
Asset val. date	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)
Compl. transfer	Check this box if the entire asset value is to be transferred.
Amount posted	For partial transfers enter the dollar amount to be transferred. (N/A when compl. transfer box checked)
Perc. rate	For partial transfers enter the percentage of the asset costs to be transferred. (N/A when compl. transfer box checked)
Quantity	For partial transfers enter the quantity of the asset record to be transferred. (N/A when compl. transfer box checked)
Text	This is free form entry that is passed on to all line items created by this transaction.
Document type	Use the defaulted document type " AA " (Asset Posting)
Allocation	The value entered in this field is passed on to the allocation field for all line items created by this transaction.
Reference	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.



Transfer Asset to different Asset Class (Partial transfer)

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.

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.

SCREEN Transfer: Initial Screen	
Field	Description/Usage
Company code	MWR specified company code
Asset	Main asset number of asset being transferred (sending)
Sub-number	Sub number of asset being transferred. Only used when a sub asset is being transferred.
Document date	Date of document. Can be different from posting date. Defaults system date into the field, but can be overridden.
Posting date	Date of GL posting. This is the date of record for posting any amounts to the GL.
Period	Will default from Posting date.
Transaction type	Enter Transfer Transaction The transaction controls whether the (sending) asset is to be retired, what the offsetting Trans. Type entry will be and whether

	<p>the sending asset's depreciation start dates are to be copied. 300 – Trans. for transfer of assets acquired in a prior year 320 – Trans. for transfer of assets acquired in current year</p>
<p>SCREEN Create Asset Transaction: Retirmt transfer of curr-yr/prior-yr acquis</p>	
Fixed asset	<p>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.</p>
Asset val. date	<p>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.</p>
Compl. transfer	<p>Check this box if the entire asset value is to be transferred. Leave blank for partial transfers.</p>
Amount posted	<p>For partial transfers enter the dollar amount to be transferred. When entering amounts, do not enter Perc. rate or Quantity! (N/A when compl. transfer box checked)</p>
Perc. rate	<p>For partial transfers enter the percentage of the asset costs to be transferred. When entering Prec. rate, do not enter Amounts or Quantity! (N/A when compl. transfer box checked)</p>
Quantity	<p>For partial transfers enter the quantity of the asset record to be transferred. When entering quantity, do not enter Amounts or Perc. rate! (N/A when compl. transfer box checked)</p>
Text	<p>This is free form entry that is passed on to all line items created by this transaction.</p>
Document type	<p>Use the defaulted document type "AA" (Asset Posting)</p>
Allocation	<p>The value entered in this field is passed on to the allocation field for all line items created by this transaction.</p>
Reference	<p>The value entered in this field is stored in the reference field of the header record created by this transaction.</p>

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.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET

Transaction code: **AS03**



Display Asset Values

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.



Intercompany Transfers



Transfer of Asset to a different Company Code



NOTE: This is a HQ function only. Please contact User Services if you wish to transfer an asset to another company code (fund).



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

ACCOUNTING> FINANCIAL ACCOUNTING> FIXED ASSETS> POSTINGS>
TRANSFER > INTERCOMPANY TRANSFER

Transaction code: **ABT1**

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

We recommend that the sending and receiving asset class be the same if possible. This will eliminate invalid accounting entries due to different general ledger account assignments and depreciation schedules.

The receiving company code has two choices for the new asset master record creation.

- 1) An asset master record shell can be created prior to the intercompany transfer transaction. At the time of its creation, all relevant information can be entered about the asset.
- 2) An asset master record can be created at the time of the intercompany transfer. All information in the sender's master record will be copied to the receiver's master record. Specific information will need to be updated (cost center, plant, etc.) before you can post the intercompany transaction. An additional input screen is available when this option is used.

INITIAL SCREEN Enter Asset Transaction: Intercompany Transfer	
Field	Description/Usage
Document date	Date of the document. Can be different from posting date.
Document Type	Use document type "AA" for asset posting.
Posting date	Date of the G/L posting. This is the date of record for posting any amounts to the G/L.
Transfer variant	Specifies the valuation method (gross method) and transaction type. Use "1" for prior year acquisitions. Use "2" for current year acquisitions.
Period	This field will default based on posting date.
Asset value date	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. This date will also populate the receiving asset's "First acquisition on" date field.
From Company Code	Enter sending company code.
From Asset	Enter asset to be transferred.
To Company Code	Enter receiving company code.
To Existing asset	If an asset master record shell already exist, enter the receiving asset number here.
To New asset	If an asset master record doesn't exist, select this option and SAP will create an asset master record for the receiving company code. When you save this transaction, SAP will prompt you for master data specific information.
Revenue	Select appropriate type: <ul style="list-style-type: none"> • no revenue (default) • manual value • NBV from area
Breakdown	Select appropriate type: <ul style="list-style-type: none"> • complete transfer (default) • partial transfer <ul style="list-style-type: none"> ▪ amount posted ▪ percent rate ▪ quantity
Reference	The value entered in this field is stored in the reference field of the header record created by this transaction.
Allocation	The value entered in this field is passed on to the allocation field for all line items created by this transaction.
Text	This is a free form entry that is passed on to all line items created by this transaction.

At this point, you can save the intercompany transactions. A dialog box will appear listing the document numbers that were created for each company code. Press enter to close this box.

If you selected the option to create a new asset in the receiving company code, the following options will be available:

SUBSEQUENT SCREEN Enter Asset Transaction: Intercompany Transfer	
Field	Description/Usage
Asset Class	Enter the receiving asset class. In general, the asset class will be the same as the sending asset class.
Company Code	Defaults from previous screen.
Asset	Leave blank. Asset number will be internally assigned when transaction is posted.
Sub-number	Check this box if the transferred asset will be a sub-asset. If you check this box, you must enter an asset number in the previous box.
Reference	Select option: <ul style="list-style-type: none"> • none (no reference will show up for sending or receiving asset) • sending asset (sending asset will be referenced) default • refer. asset (company code and asset number)
Description 1	Descriptive information about the asset. As a standard, capital letters should be used.
Description 2	Informational purpose field. A short description can be used here.
Inventory number	Inventory number for asset.
Business Area	Leave blank.
Cost center	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"> • Fixed asset depreciation • Gain/loss from asset sales
Plant	This uniquely identifies a plant in the MM module.
Location	You can enter a location for the asset in this field. The location must already exist and is associated with a specific plant.

Click on *Additional Data* to go to the new asset master record to update additional fields. Save and post document. A separate document will be created for each company code to reflect the transfer in asset values.

After making the necessary changes to the asset master record, green arrow back to the intercompany transaction to save and post the document. A dialog box will appear listing the document numbers that were created for each company code. Press Enter to close this box.



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.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > DISPLAY ASSET

Transaction code: **AS03**



Display Asset Values

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 User Services 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

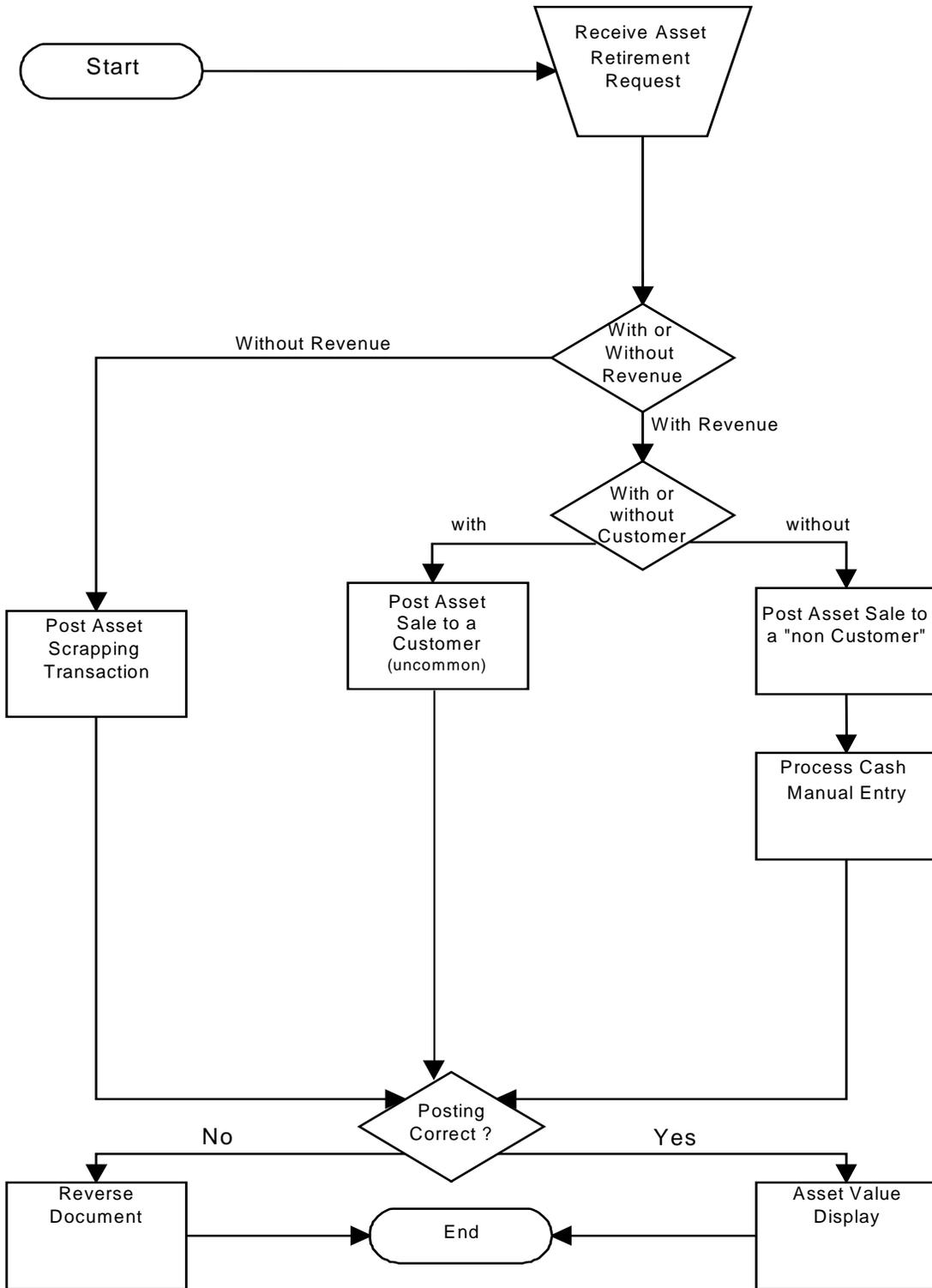
If an asset needs to be disposed of, a request will be sent to the Accounting Department to be processed. A Certificate of Disposition must be completed and signed by the base Commanding Officer before an asset can be retired, sold or disposed.

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 that month. At that time, the asset will have a zero NBV.

Process Overview

Disposition of Asset Overview Chart



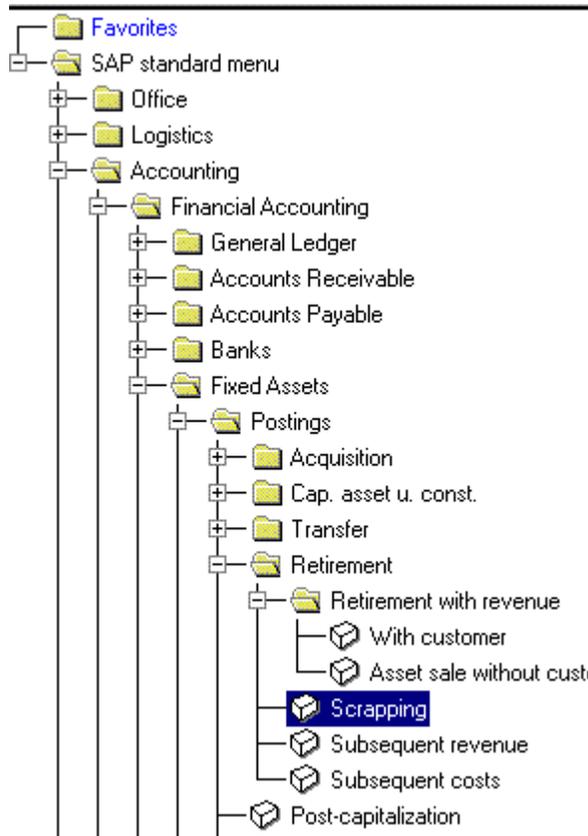


Post Asset Disposal/Scrapping (without revenue)

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

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > RETIREMENT WITH REVENUE>SCRAPPING

Transaction code: **ABAV**



Asset Disposal/Scrapping

Retail (MM)

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 Scraping: Initial Screen

Transaction Edit Data Extras System Help

Company code [Y]

Asset [1]

Subnumber []

Date spec []

Document date [07/08/1999]

Posting date [07/08/1999]

Period []

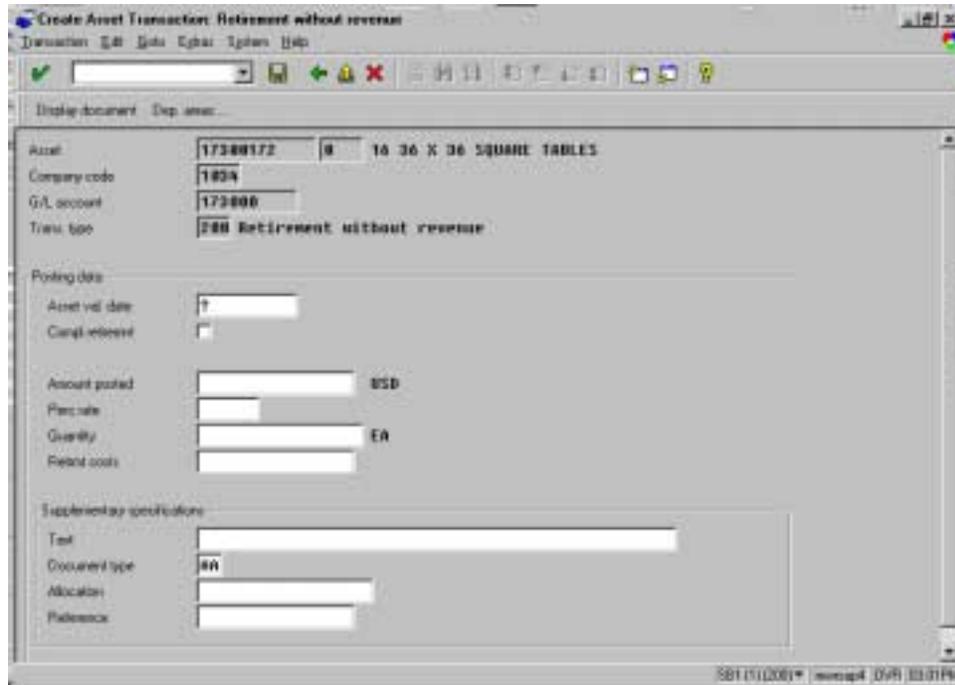
Transact. []

Trans. type [200 Retirement without revenue]

SBI1512001* | message4 | DVB | 03.08.99

Initial Screen for Asset Disposal/Scraping

SCREEN 2 Posting Data	
Field	Description/Usage
Asset val. date	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.
Compl. retirement	Check this box if this posting will completely retire the asset.
Amount posted	Enter the APC (<i>Acquisition & Production costs</i>) of the asset to be retired in \$ value if not a complete retirement.
Perc. rate	If you want to post a percentage partial retirement, enter the amount of the APC being retired as a percentage.
Quantity	Quantity is used if no amount & no percent is specified for partial retirement, (e.g. 7 of the 12 chairs to be retired).
Ret. cost	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.
Text	In this field you can store an explanatory text for the line item.
Document type	The document type classifies accounting documents. AA = Asset Posting
Allocation	This is an additional information reference field in the line item.
Reference	The reference document number can contain the document number of the customer or vendor.



Asset Retirement without Revenue

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):

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY

Transaction code: **FB03**



Asset Sale to a Non Customer

This process will take 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.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > RETIREMENT WITH REVENUE > NO 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 GL account to reverse the clearing entry.
- See next section on how to clear the "Proceeds from Asset Sale" account.

Field	Description/Usage
Company code	Enter specified company code.
Asset	Asset number of asset to be retired.
Sub-number	Asset sub-number of asset to be retired (if applicable)
Document Date	Date of document, which can be different to posting date
Posting Date	Effective transaction date. (i.e. the date the ledger is updated)
Period	Accounting period. (defaults from Posting date)
Trans. type	= '210' Retirement of prior year asset with revenue. = '260' Retirement of asset acquired this year with revenue.
Asset val. Date	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 th of the month, the depreciation for that month would not yet have been run). Therefore, if the asset is disposed on the 15 th , the <i>'Asset Value Display'</i> 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.

Retail (MM)

Compl. retirement	You must enter only one of the following: - Compl.retir.flag OR - Amount posted OR - Percentage rate OR - Quantity
Sales revenue	Enter the sale amount of the asset
Amount posted	Enter the 'APC' (<i>Acquisition & Production costs</i>) of the asset to be retired in \$ value if not a complete retirement.
Perc. rate	To post a percentage partial retirement, enter the amount of the APC being retired as a percentage.
Ret. cost	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.
Text	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.
Document type	Accounting classification. Defaults to AB, asset posting
Allocation	This is an additional information reference field in the line item. Recommend you enter asset number.
Reference	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:

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT > DISPLAY

Transaction code: **FB03**



Clearing of "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.

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 allocation field has been configured to be populated with the asset master record number to assist the user with the matching process.



Reverse Document

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:

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > EDIT DOCUMENTS > CHANGE OR DISPLAY

Transaction code: **AB03**



Asset Value Display

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > ASSET > ASSET VALUE DISPLAY

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.

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > RETIREMENT > RETIREMENT WITHOUT REVENUE

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, 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

ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > DOCUMENT ENTRY > G/L ACCOUNT POSTING

Retail (MM)

Here are the G/L fields to complete for this journal entry (refer to G/L business process for more 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.



Depreciation



NOTE: This is a HQ function only. Depreciation for all company codes (funds) will be run on the sixth business day of the month.



Confirm all transactions posted for 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.

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.

**ACCOUNTING> FINANCIAL ACCOUNTING> FIXED ASSETS> INFO SYSTEM>
REPORT SELECTION> MWR ASSET ACCOUNTING> ASSET HISTORY**

PROGRAM: **RAGGIT01**

Field	Description
Company Code	Enter company code.
Asset Class	Leave blank to choose all asset classes.
Report Date	Period and date you wish to reconcile.
Depreciation Area	Area 01 is used to hold BOOK figures.
Sort Version	' 0007 ' allows sorting by Co. Code/Asset Class
History Sheet Version	Use ' 0001 '.
Post Depreciation	Turn this flag " ON " 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.



Abbreviated Asset Listing

ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > INFO SYSTEM > REPORT SELECTION > MWR ASSET ACCOUNTING > ABBREVIATED ASSET LISTING

Field	Description
Company Code	Enter company code.
Cost Center	Enter cost center or leave blank for all cost centers
Asset Class	Enter asset class or leave blank for all asset classes
Begin date current fiscal year	Leave default.
Settings: <ul style="list-style-type: none"> • list asset details • totals only • inventory sheets 	<ul style="list-style-type: none"> - will list all assets for selected criteria - will list totals only for selected criteria - will print inventory sheets for selected criteria
Sort parameters: <ul style="list-style-type: none"> • Company code • Cost center • Asset class • Asset no. • Inventory no. 	Set sort sequence and indicate if totals are needed. <ul style="list-style-type: none"> - sort by company code (sort sequence must be 1) - sort by cost center - sort by asset class - sort by asset number - sort by inventory number

Execute the report.



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



Balance Sheet for Comparison to Asset Reports

**ACCOUNTING> FINANCIAL ACCOUNTING> GENERAL LEDGER > PERIOD
PROCESSING > INFO SYSTEM> REPORT SELECTION> MWR GENERAL
LEDGER REPORTS > SUMMARY REPORTS > BALANCE SHEET/P & L STMT >
MWR BALANCE SHEET/P&L**

PROGRAM: **RFBILA00**

Field	Description
Company Code	Enter company code.
Financial Statement Version	Enter "2000" for MWR Financial Statement Version
Language	Enter "EN" for english
Report Year	Enter current fiscal year.
Comparison Year	Enter previous fiscal year.

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.

Retail (MM)

Example of Fiscal Year Change:

Asset values

	<u>at fiscal year start</u>	<u>Year 1</u>
Transaction	0	\$10,000
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

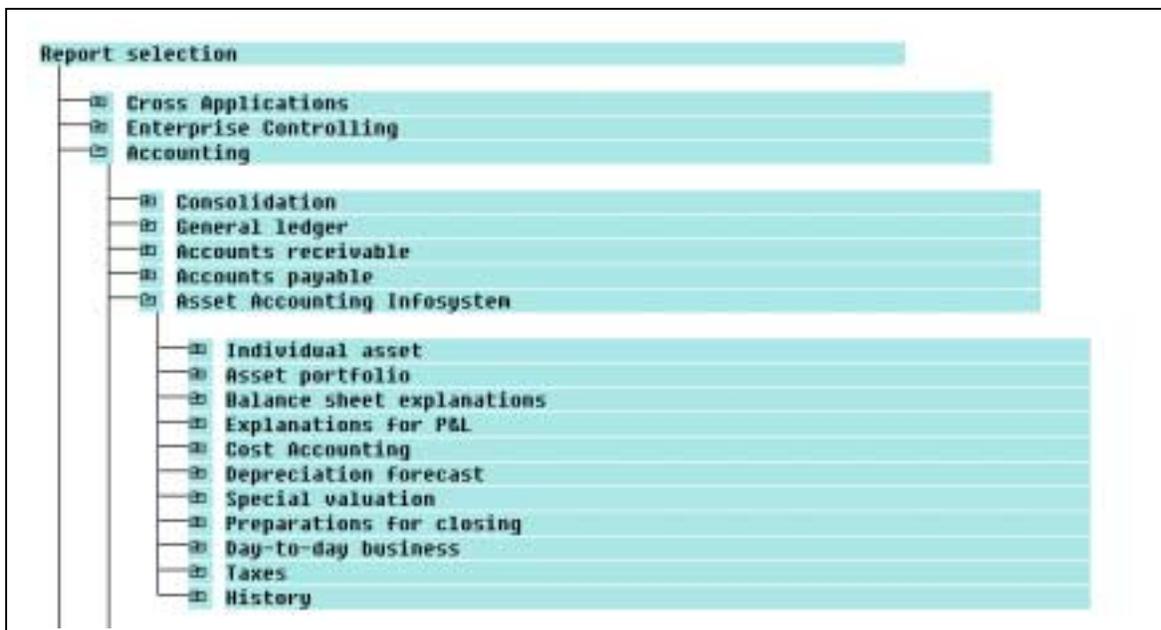
	<u>at start of next year</u>	<u>Year 3</u>
Transaction	\$10,000	0
Depreciation	<u>3,750</u>	<u>2,500</u>
Net book value	\$6,250	\$3,750

Asset Reports

ACCOUNTING>FINANCIAL ACCOUNTING>FIXED ASSETS>Info System>Report Selection>MWR Asset Accounting Reports



INFORMATION SYSTEMS>GENERAL REPORT SELECTIONS>Accounting> Asset Accounting



Reporting

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 (can be used for physical inventory)

Monthly posted depreciation

Displays depreciation for a particular depreciation area

Asset Balance

Displays acquisition, accumulated depreciation and book value

Asset retirement

Displays asset retirement values

Asset Transactions

Displays transfer values

Asset Transfers

Displays transfer values

Display Changes to Asset Master Records

Displays changes to asset records by selected criteria

Asset History

Displays asset history by selected criteria. Detailed report.

G/L Account Balances

Displays general ledger data by selected criteria

Exercise 1 – Create Asset Master Record

In this exercise you will create an asset master record for a vehicle. The vehicle weight is over 10,000 pounds, so the useful life will be eight years.

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Create > Asset

Asset Class: **171000**
Company Code: **1034**
number of similar assets: **1**
Press ENTER.

General Data tab

Description: **Big Vehicle**
Serial #: **1JK123ZKL99**
Inventory #: **N00-00001**
Useful life: **8 years**

Location Data tab

Cost Center: **84**
Responsible cost center: **90**
Plant: **1034**
Last inventory on: **today's date**
Inventory note: **your name**

Origin Data tab

Vendor number: leave blank
Vendor name: Wild Willy's Wacky Wheels
Manufacturer: GMC
Country of origin: **US**

Add long text:

Menu path: Extra > Long Text
Double click on "general asset data"
In the white area, type "**today's date, asset found during a physical inventory**".
SAVE.
Green arrow back.
Press ENTER or click green check to return to master record.

SAVE record.
Get a message "The asset 17100xxx 0 is created".

Asset Number _____

Exercise 2-A - Change Asset Master Record

In this exercise you will change or modify an asset master record. An audit trail will be created for each change that is made.

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Change > Asset

Asset: **17300xxx** _____

Sub-number: **0**

Company code: **1034**

General Data tab

Description: **replace the current data in this field with your name here**

Location Data tab

Plant: **1034**

Click Further Interval



Click New Interval (or F6)

From-date of new interval: **today's date**

Press **ENTER** or click green check

Change: **Cost Center: 90**

Responsible Cost Center: 124

Green arrow back (F3)

Last inventory on: **today's date**

Inventory note: **your name**

SAVE changes.

Get a message "The asset 17300xxx 0 is changed".

Note, if you do not use the further interval process, you will not see the history of changes. An audit trail will still exist showing the changes.

Exercise 2-B – Display Asset Master Record

In this exercise you will display the asset master record created in Exercise 2-A.

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Display > Asset

Asset: **17300xxx** _____
 Sub-number: **0**
 Company code: **1034**

General Data tab

Description: **your name should appear here**

Location Data tab

Plant: 1034

Click Further Interval



There should be at least two intervals showing.

Green arrow back (F3)

Last inventory on: **today's date should appear here**

Inventory note: **your name should appear here**

Audit Trial for changes to master record field

Click on the Model no / Main text field (General Data tab)

Menu path: Environment > Changed documents > On field

You should see the changes to this field.

Double click on an item and you will see who made this change.

Press F3 twice to get back to the master record.

Audit Trial for changes to asset master record

Click on the Model no / Main text field (General Data tab)

Menu path: Environment > Changed documents > On Asset

You should see a list of changes made to the asset master record.

Double click on any item for further information.

Press F3 a couple of times to get back to the master record.

To exit the display mode, press F3 or green arrow back from the asset master data.

Exercise 2-C – Display Asset Master Record Changes

In this exercise you will display the asset master record changes for the asset created in Exercise 2-A.

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Display > Asset

Asset: **17300xxx** _____
Sub-number: **0**
Company code: **1034**

Menu path: Environment > Change documents > On asset
You will see a list of changed fields.

Click [**All changes**] button.
You will see a list of all changes for that asset.

Select an item in that list and click the [**Choose**] button.
You will see change details that include date, time and user.

To exit the display mode, press F3 a couple of times.

Exercise 3 – Create Minor Property Master Record

In this exercise you will create two asset master records for two pool tables. The cost of these pool tables are \$625.00 each. This indicates these items are considered minor property. The expense will be amortized over one year.

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Create > Asset

Asset Class: **165000**
 Company Code: **1034**
 Number of similar assets: **2**
 Press ENTER.

General Data tab

Description: **Pool Table**
 Serial #: **123456**
 Inventory #: **P00-000126**
 Useful life: **1 year**

Location Data tab

Cost Center: **108**
 Responsible cost center: **109**
 Plant: **1034**
 Last inventory on: **today's date**
 Inventory note: **your name**

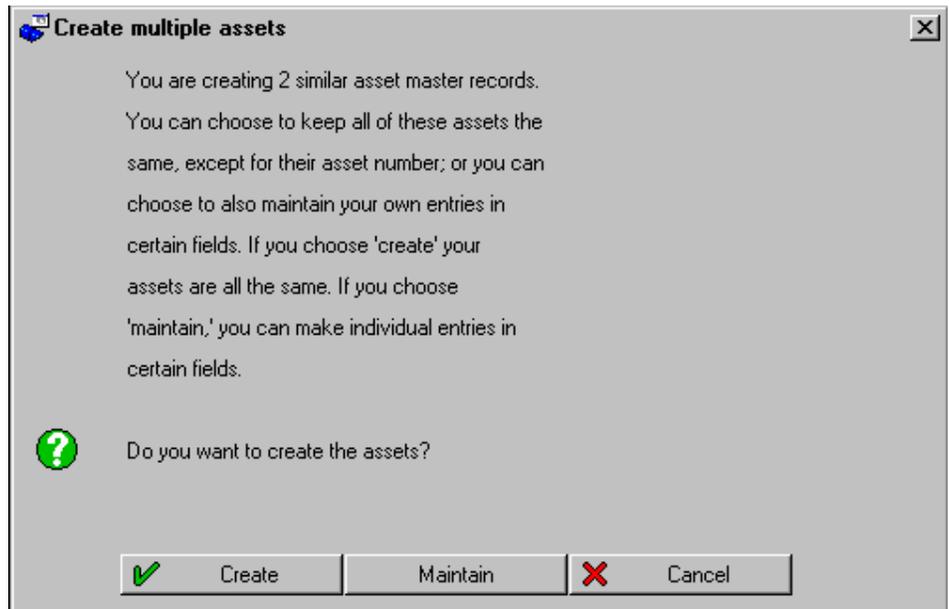
Origin Data tab

Manufacturer: Gandy
Country of origin: US

Press the **SAVE** icon.

Select **Maintain**.
 Enter inventory number **P00-0126** and **P00-0127**.
 Click green check.
 Select **Create**.

Get a message "Assets 16500xxx 0 and 16500xxx 0 have been created".



Asset Number _____ Asset Number _____

Exercise 4 – Create APF Master Record

In this exercise you will create an asset master record for an ice machine in which APF dollars were used to pay for this asset.

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Create > Asset

Asset Class: **APF**
Company Code: **1034**
Number of similar assets: **1**
Press ENTER.

General Data tab

Description: **Ice Machine**
Serial #: **99ICE**
Inventory #: **A00-00481**
Quantity: **1**

Location Data tab

Cost Center: **74**
Plant: **1034**
Last inventory on: **today's date**
Inventory note: **your name**

Origin Data tab

Vendor: The Ice Man
Manufacturer: Igloo
Country of origin: **US**
Original asset: **A00-00481**
Acquire on: **today's date**
Org. acquisition year: **current fiscal year**
Original value: **2394.00**

Click the **SAVE** icon

Get a message "The asset 10000xxx 0 is created".

Note, you cannot post dollars to an APF asset class.

Asset Number _____

Exercise 5 – Construction in Progress

In this exercise you will capitalize an existing construction in progress project.

1. Create asset master record for new asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Create > Asset

Asset Class: **177000**
 Company Code: **1034**
 Number of similar assets: **1**
 Press ENTER.

General Data tab

Description: **Café Renovation**
 Useful life: **12 years**

Location Data tab

Cost Center: **84**
 Responsible cost center: **91**
 Plant: **1034**

SAVE record.

Get a message "The asset 17700xxx 0 is created". Write this number down. You will need it next.

Asset Number _____

2. Display master record for construction in progress asset

Menu path: Accounting > Financial Accounting > Fixed Asset> Asset > Display > Asset

Asset: **17900xxx** _____
 Sub-number: **0**
 Company code: **1034**
 Press ENTER.

Note the data in the following fields:

Quantity: _____
 Capitalized on: _____
 First acquisition on: _____
 Deactivation on: **blank**

Click [Asset Values]: _____

(Press SHIFT+F1 or from the menu bar select Goto > All values.)

Press F3 or green arrow back twice to exit master record.

3. Capitalize new asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Postings > Transfer > Intracompany Transfer

Company code: **1034**
Asset: **17900xxx**
Sub-number: **0**
Document date: **10/13/99**
Posting date: **10/13/99**
Period: **01**
Trans. Type: **348**
Press ENTER.

Fixed asset: **17700xxx** (see step 1 for asset number)
Asset value date: **10/13/99**
Complete transfer: **check this box**
Text: **Café project complete**
Click display document to see GL postings.
POST document.

Get message "W: caution: The depreciation start dates are set automatically."
Press ENTER.
Get message "Asset transaction posted with document no. 1034 7000000xxx."

4. Display master record for construction in progress asset (see step 2 for menu path)

Asset: **17900xxx**
Sub-number: **0**
Company code: **1034**
Press ENTER.

Note the data in the following fields:

Quantity: **0**
Deactivation on: **10/13/99**

Click [Asset Values]: **0**

Menu path: Environment > Evaluation > Transactions > General

See all transactions for current year.

Press F3 or green arrow back to exit master record.

5. Display master record for new asset (see step 2 for menu path)

Asset: **17700xxx**
Sub-number: **0**
Company code: **1034**
Press ENTER.

Note the data in the following fields:

General Data tab

Quantity: _____ (this field may need to be updated with the correct quantity)

Capitalized on: _____

First acquisition on: _____

Deactivation on: **blank**

Origin Data tab

Original asset: 17900xxx

Click [Asset Values]: _____

Press SHIFT+F1 or from the menu bar select Goto > All values.

Press F3 or green arrow back to exit master record.

6. Change master record for new asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Change > Asset

Asset: **17700xxx**
Sub-number: **0**
Company code: **1034**

General Data tab

Quantity: 1

Note: the quantity field is being updated to correctly reflect the new assets quantity. During the construction in progress (CIP) phase, several items were purchased for the CIP asset. Thus, the quantity field reflected each individual purchase. At the time of capitalization, the quantity field is transferred to the new asset. It is necessary to correct this field for the new asset.

SAVE.

Get a message "The asset 17700xxx 0 is changed".

Exercise 6 – Intracompany Transfer

In this exercise you will perform an intracompany transfer to correctly recognize a utility cart as FF&E and not a vehicle.

1. Display master record for the vehicle utility cart

Menu path: Accounting > Financial Accounting > Fixed Asset> Asset > Display > Asset

Asset: **17100xxx** _____
Sub-number: **0**
Company code: **1034**
Press ENTER.

Note the data in the following fields:

General Data tab

Description: _____
Serial number: _____
Inventory number: _____
Quantity: _____
Capitalized on: _____
First acquisition on: _____
Deactivation on: **blank**
Useful life: **10**

Location Data tab

Cost center: _____

Origin Data tab

Manufacturer: _____
Click [Asset Values]: _____
(Press SHIFT+F1 or from the menu bar select Goto > All values.)
Press F3 or green arrow back twice to exit master record.

2. Create asset master record for new asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Create > Asset

Asset Class: **173000**
Company Code: **1034**
number of similar assets: **1**
Press ENTER.

General Data tab

Description: **Utility Cart**
Serial number: **7339533**

Inventory number: **N90-900031**
Useful life: **4 years**

Location Data tab

Cost Center: **106**
Plant: **1034**
Last inventory on: **today's date**
Inventory note: **your name**

Origin Data tab

Manufacturer: **Mobil Gas**

SAVE record.

Get a message "The asset 17300xxx 0 is created". Write this number down. You will need it next.

Asset Number _____

3. Transfer values to new FF&E asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Postings > Transfer > Intracompany Transfer

Company code: **1034**
Asset: **17100xxx** (see step 1 for asset number)
Sub-number: **0**
Document date: **10/13/99**
Posting date: **10/13/99**
Period: **01**
Trans. Type: **300**
Press ENTER.

Fixed asset: **17300xxx** (see step 3 for asset number)
Asset value date: **10/13/99**
Complete transfer: **check this box**
Text: **Utility cart in the wrong asset class.**
Click display document to see GL postings.
POST document.

Get message "W: caution: The depreciation start dates are set automatically."
Press ENTER.
Get message "W: There are differences between the depreciation methods."
Press ENTER.
Get message "Asset transaction posted with document no. 1034 7000000xxx."

4. Display master record for vehicle (see step 2 for menu path)

Asset: **17100xxx**
Sub-number: **0**
Company code: **1034**
Press ENTER.

Note the data in the following fields:

Quantity: **0**
Deactivation on: **10/13/99**

Click [Asset Values]: 0

Press F3 or green arrow back twice to exit master record.

5. Display master record for new FF&E asset (see step 2 for menu path)

Asset: **17300xxx**
Sub-number: **0**
Company code: **1034**
Press ENTER.

Note the data in the following fields:

Quantity: _____
Capitalized on: **date the vehicle was originally capitalized**
First acquisition on: **10/13/99**
Deactivation on: **blank**
Useful life: 4
Original asset: **17100xxx**

Click [Asset Values]: _____

(Press SHIFT+F1 or from the menu bar select Goto > All values.)

Press F3 or green arrow back twice to exit master record.

Exercise 7 – Retire Asset without Revenue

In this exercise you will retire an asset without revenue. The asset has been damaged beyond economical repair. There is still a net book value for this asset.

1. Display current book value of asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Asset Value
Display

Company code: **1034**

Asset number: **17700xxx** _____

Sub-number: **0**

Click [Current book values]

Net book value _____

Click [Simulate Dep. Posting]

Net book value after depreciation _____ (posted value column)

F3 or green arrow back to exit.

2. Retire without revenue

Menu path: Accounting > Financial Accounting > Fixed Asset > Postings > Retirement > Retirement without revenue

Company code: **1034**

Asset: **17700xxx**

Sub-number: **0**

Document date: **10/13/99**

Posting date: **10/13/99**

Period: **01**

Trans. Type: **200**

Press ENTER

Asset value date: **10/13/99**

Complete retirement: **check this box**

Text: **asset damaged beyond repair**

Click display document to see GL postings.

POST.

Get message "Asset transaction posted with document 1034 70000000xxx".

3. Display master record for retired asset

Menu path: Accounting > Financial Accounting > Fixed Asset> Asset > Display > Asset

Asset: **17700xxx**

Sub-number: **0**

Company code: **1034**

Press ENTER.

Note the data in the following fields:

Quantity: **0**

Deactivation on: **10/13/99**

Click [Asset Values]: _____

Menu path: Goto > All Values

FY Start Date Book value _____

Postings Book value _____

Prop. Values Book value _____

Plnd. Values Book value _____

Note: the remaining value will be expensed when depreciation is run for the current period.

Press F3 or green arrow back to exit master record.

Exercise 8 – Retire Asset with Revenue

In this exercise you will retire an asset with revenue. The net book value for this asset is zero.

1. Display current book value of asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Asset Value Display

Company code: **1034**

Asset number: **17100xxx** _____

Sub-number: **0**

Click [Current book values]

F3 or green arrow back.

Net book value _____

2. Retire with revenue

Menu path: Accounting > Financial Accounting > Fixed Asset > Postings > Retirement > Retirement with revenue > No customer

Company code: **1034**

Asset: **17100xxx**

Sub-number: **0**

Document date: **10/13/99**

Posting date: **10/13/99**

Period: **01**

Trans. Type: **210**

Press ENTER

Asset value date: **10/13/99**

Complete retirement: **check this box**

Sales revenue: **\$1,000.00**

Text: **asset sold**

Click display document to see GL postings.

POST.

Get message "Asset transaction posted with document 1034 70000000xxx".

3. Display master record for retired asset

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Display > Asset

Company code: **1034**

Asset: **17100xxx**

Sub-number: **0**

Company code: **1034**

Press ENTER.

Note the data in the following fields:

Quantity: **0**

Deactivation on: **10/13/99**

Click [Asset Values]: 0

Press F3 or green arrow back twice to exit master record.

4. Normally, the sales revenue will be received through the DAR process and posted to the 179500 account.

5. Account 179500 is an open item managed account. This account should be cleared by the base. (Else, HQ will clear the account monthly.)

Exercise 9 –Asset Trade-In

In this exercise, you will trade-in a used vehicle for a new vehicle. The dealership is reducing the selling price of the new vehicle based on a \$5,000.00 trade-in for the old vehicle.

1. Display current book value of old vehicle

Menu path: Accounting > Financial Accounting > Fixed Asset > Asset > Asset Value Display

Company code: **1034**
 Asset: **17100xxx** _____
 Sub-number: **0**
 Company code: **1034**
 Click [Current Book Values].
 Net book value _____
 Click [Simulate Dep. Posting]
 Net book value after depreciation _____
 F3 or green arrow back.

2. Retire the old vehicle without revenue (all trade-ins will be retired without revenue!)

Menu path: Accounting > Financial Accounting > Fixed Asset > Postings > Retirement > Retirement without revenue

Company code: **1034**
 Asset: **17100xxx**
 Sub-number: **0**
 Document date: **10/01/99**
 Posting date: **10/01/99**
 Period: **01**
 Trans. Type: **200**
 Press ENTER

Asset value date: **10/01/99**
 Complete retirement: **check this box**
 Text: **asset traded in on a new vehicle**
 Click display document to see GL postings
 Note amount being debited to the 913000 account: _____
 (You will need to know this amount in step 4.)
 POST.

Get message "Asset transaction posted with document 1034 70000000xxx".

3. A new vehicle was procured through Materials Management.
Purchase order created 8/5/99 (PO# 4500000126).
Vehicles are received 10/1/99 and goods receipt processed (GR#5000000190 1999).
Note, at the time of goods receipt, the vehicles are valued.
Invoice verification takes place on 10/2/99 (IR#510000000).
If the old vehicle had a zero net book value, nothing else is required.
If the old vehicle had a book value, then this value must be added to the value of the new vehicle (per DoD and RAMCAS instructions).

Asset Number for new Vehicle _____

4. Add NBV of old vehicle to new vehicle

Menu path: Accounting > Financial Accounting > General Ledger > Document Entry
> G/L Accounting Posting

Document date: **10/01/99**
Doc. Type: **AA**
Company code: **1034**
Posting date: **10/01/99**
Period: **01**
Reference: **trade-in**
Doc. header text: **adjust NBV**
Posting key: **70**
Account: **17100xxx** (see step 3 for asset number)
Trans. Type: **100**

Press **ENTER** for next screen.

Amount: _____ (see step 2 for amount posted to account 913000)
Posting Key: **50**
Account: **913000**

Press **ENTER** for next screen.

Get message "W: Quantity and unit of measure are not consistent." Press **ENTER** at this warning. We do not need to enter a quantity, we are only adjusting the book value of the asset.

Amount: _____ (enter offset credit amount or "**")
Cost center: **90**

Click simulate icon to see G/L postings.
SAVE document.

Get message "Document 70000000xxx was posted in company code 1034".