Creating Fixed Assets AS01

Use:

If you are required to set up a new fixed asset for the business unit which has no master data existing in the system, you need to create the master data for the asset in the system before you can create any transactions against this asset.

Procedure: Follow the steps from the menu tree.

1. **Choose Accounts**

2. *Financial Accounting* → *Fixed Assets* →**Asset** → **Create** → **Asset**

3. The window opens in *Find* mode. Curser defaults in the first screen field.

Or select the Transaction code: AS01

Enter the Transaction Code **AS01** in the command field on the standard tool bar and hit enter on the keyboard.

Abbreviations

|	
BPP	Business process procedure
Dep.	Depreciation
AuC	Asset under construction
CO	Controlling
CO-OM-OPA	Controlling – Overhead Management – Order Project Accounting
FI	Financial Accounting
FI-04	Asset accounting- Fixed Assets
GCC	Chart of Accounts
UL	Useful life
PM	Plant Maintenance
PS	Project System
WBS	Work breakdown structure
	Just some of the value names within the menus
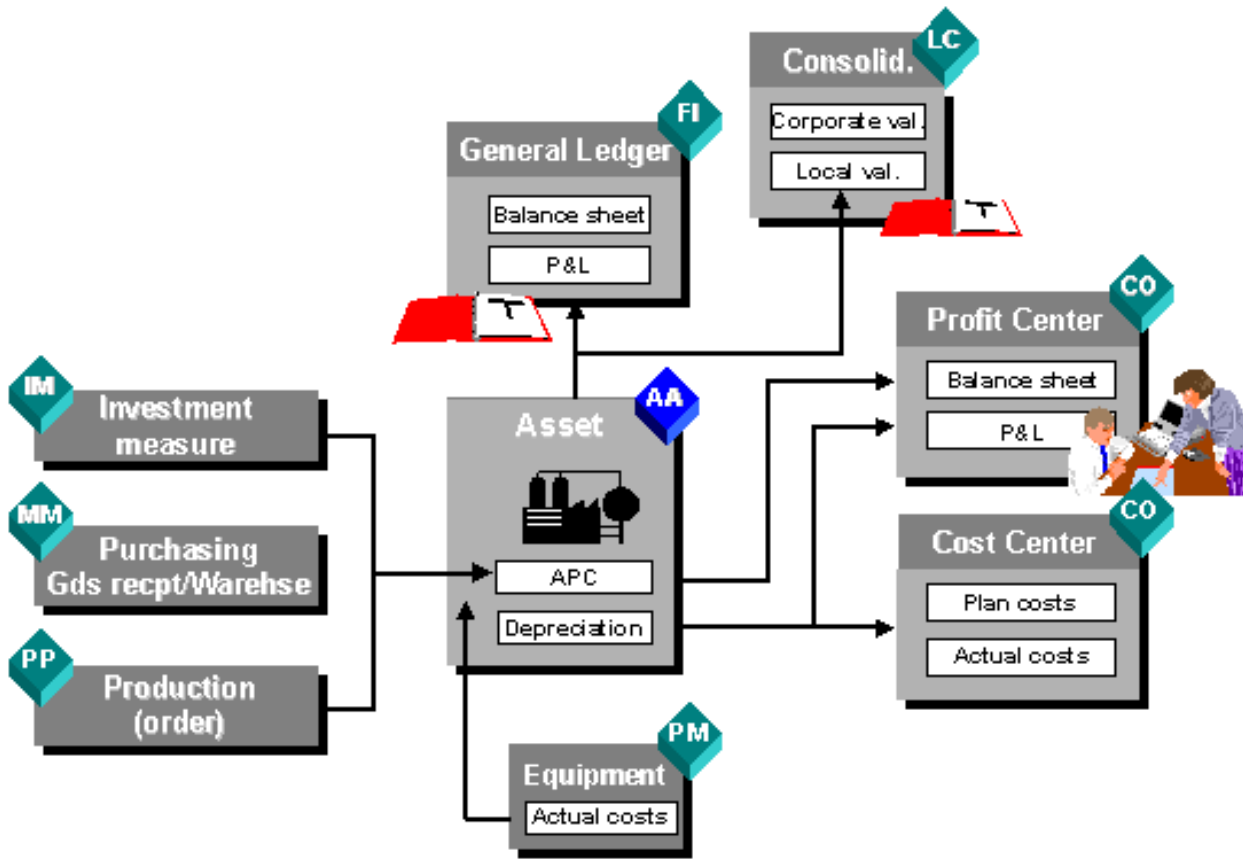
Figure x1

Procedure:

1. Access the transaction choosing one of the following navigation options:

SAP ECC Menu	*Accounting → Financial Accounting → Fixed Assets → Asset → Create → Asset*
Transaction Code	**AS01**

2. Enter the required data.

Register Tabs	Field Name	Description	User Action and Values	Remarks
Create: Asset Initial Screen	Asset Class		Required Fields	
	Company Code		Required Fields	
	Number of Similar Assets		Optional	**Then Enter**
			Choose *Enter* or *Master Data*	Several tab pages are displayed for you to enter the master data.

1. Click on the green tick in the top left corner of the screen or master data box

2. This action will open the tab information screen for Fixed Assets- General

Screen: Master Data	Fixed Asset	Fields	Actions	information
Header	Asset	Display **Class: Company Code**		To change to automatic number assignment, use transaction AS08.
General	Description	**Required Optional**	General Information	
			Serial Number Quantity/Type of description	
Time-dependent	Cost Center	**Required**	Required	
	Cost/Reports		Choose Register *Time-dependent*	
Allocation	Reports		Evaluation Key	

Origin	Vendor SAR: Amount	Required Optional Fields	Vendor Details New or Old/Used Asset Origin Country Amount Year of acquisition	
Insurance/Leasing				Depends on the function and area of business
Deprec. Areas	Usfl Life		Choose Register –Years *Depreciation. Areas*	
	Start date:		Select from the calendar	
	Other fields		Book Depreciation Straight line-	You can enter data in all the other fields (optional).

3. **Enter all the required data within each tab field then click on the Save button.**

4. **Click onto the SAVE button icon.**

Result

The asset master record has been created under the number you specified in company code.

You can also use the following functions to maintain your fixed assets:

SAP Easy Access Menu	*Accounting → Financial Accounting → Fixed Assets → Asset →*
Transaction Code	AS02 (Change Asset)
	AS03 (Display Asset)
	AS06 (Delete Asset)
	AS05 (Lock Asset)
	AS11 (Create Sub-number)

You can create asset sub-numbers for a main asset number. The asset sub-number is a sequential number assigned by the system (starting with 1) and is appended to the main asset number. There are several reasons for managing asset components as sub-numbers:

- The development of values for asset components is separate for each sub-number.

- The sub-numbers have different cost accounting assignments (for example, different cost centers).

- The asset can be divided along technical lines (for example, links to equipment in Plant Maintenance). Location and room numbers as well.

- Investment support can be represented as negative sub-numbers.

- If you have to manage subsequent acquisitions separately to be able to monitor their depreciation and book values individually, you have to manage these acquisitions for independent sub-numbers.

- For all subsequent acquisitions, you have to create a new sub-number per year of acquisition.

- You can make sure that this is the case by setting the *Acquisition only in the capitalization year* indicator in the depreciation key.

General Information Tab. Operational steps with Screen dispalys

Figure 1:

1. Enter general description
2. Serial number if required
3. Inventory Number if required
4. Quantity and type of description for the asset (Quantity description)
5. Click next tab-

Note: Inventory folder is an optional entry

Time Dependent:

Figure 2:

1. Enter cost centre- Required field
2. Plant
3. Location
4. Room
5. Click onto the next tab-
(Points 2/3/4 are optional)

Note enter the plant, location and building within the room number if required for reporting purposes and easy of splitting up the locations of the physical asset
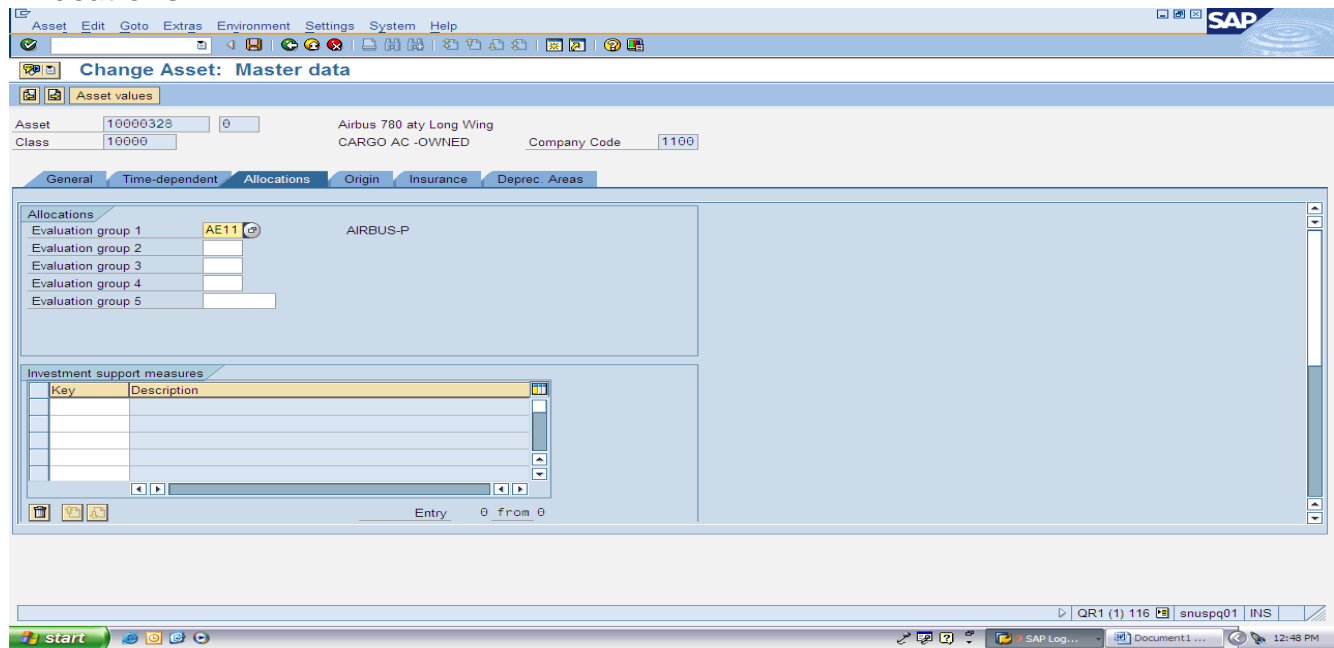
Allocations:

Figure 3:
1. Enter/Select an evaluation group- Optional
2. Click onto the next tab-

Origin tab screen:

Figure 4:
1. Enter Vendor details after entering the vendor number click on the green tick on screen to refresh and display the vendor name for checking
2. Select- click into the boxes either new or used asset
3. Country of origin for the asset
4. Acquisition year for asset
5. Original value for asset
6. Acquisition on
7. Click on the next tab-

(Points 3/4/5/6 are optional)

Insurance Group for the asset:
1. Select the insurance group for reporting purposes.
2. Click on the next tab-

Depreciation tab:
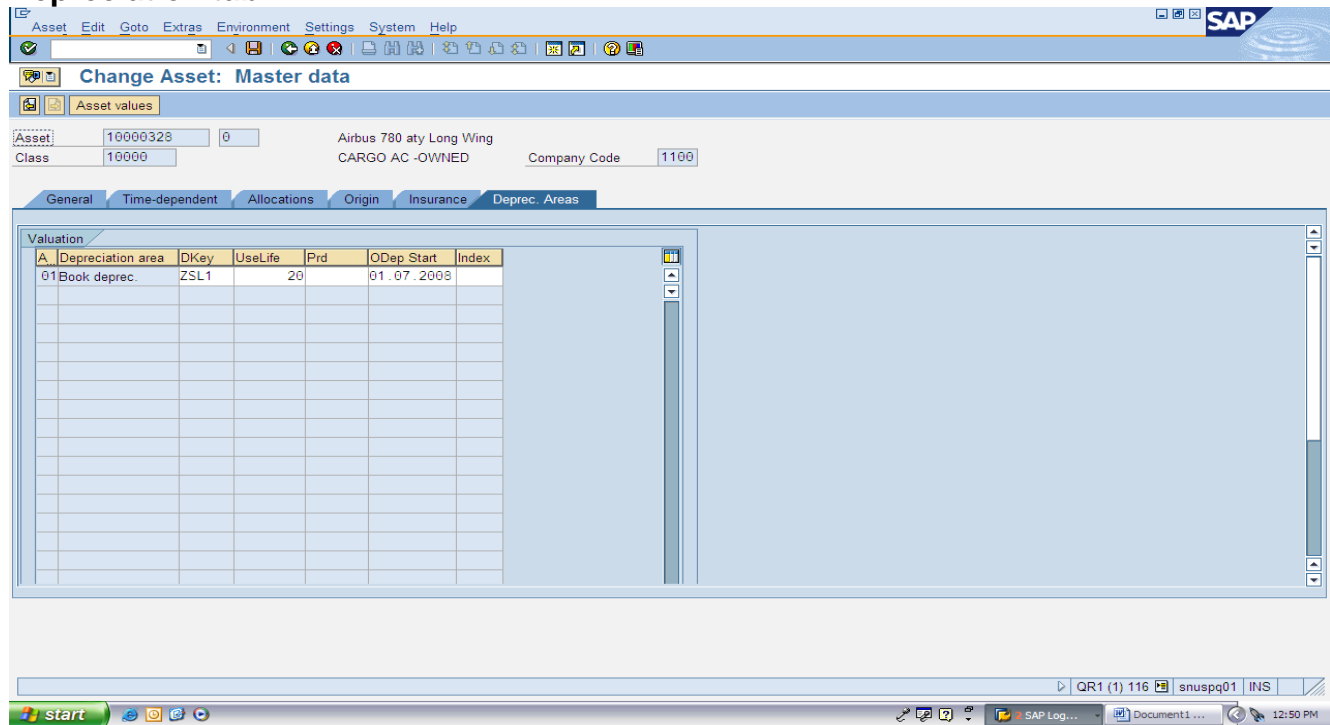
Figure 5:

1. Dkey= Depreciation- **ZSL1**- Straight line depreciation
2. Uselife- Years (whole number) not 2.5
3. Date for depreciation- Must be at the first of the month- 01 start date for all assets.
4. Click on the SAVE button and the asset will be created and an asset number generated at the bottom of the screen.

Once all the required fields and any optional fields have been updated, click on the save button to update the asset. A message will appear at the bottom of the screen with the asset number displayed which has been created.

Acquisitions -ABZON

Purpose: (Only option B will be required for Saudi Airlines)

The purchase of assets or costs that must be capitalized is the most important business process in Fixed Assets. Fixed Assets for SAP supports various ways of mapping this business process.

You can handle the following types of acquisitions within Fixed Assets:

A. Acquisition with vendor (F-90)

1. Original acquisition
2. Subsequent acquisition

B. Acquisition without vendor (ABZON)-

(This option is required within the Saudi Arabian Airlines business scope)

1. Original acquisition
2. Subsequent acquisition

C. Credit memo

1. With vendor
2. Without vendor

Each posting document contains exactly one vendor or one clearing account. You can, however, enter postings for several assets in one transaction.

All invoices concerning assets must be entered using Fixed Assets.

If you use Fixed Assets, you must not post any asset transactions using the general ledger. You will use an account transaction number. (Offsetting acc no)

Fixed Asset Acquisition: Terms

Field	Description
Document Type	Specifies if a vendor exists for this acquisition.
Vendor	Each vendor is defined with a specific vendor code in the system. This field displays the vendor code. In the *Name* field, the system displays the relevant vendor name.
Document No.	Each document is stored with a unique identification number in the system.
Document Date	This date is only relevant for Fixed Assets. Based on this date, the system carries out all asset calculations. The respective year must be open in Fixed Assets. If you do not enter a differing posting date, the document date will also be the posting date.
Posting Date	Date on which the posting is carried out. Dependent on the entered date, the system displays the relevant posting period. This date is transferred to the general ledger. Unlike in Fixed Assets, only one posting period can be open at a time in the general ledger. When you choose a posting date here, make sure you that the relevant posting period in general ledger is open.
Reference	Displays additional information on the asset, e.g. the respective invoice number
Currency	Displays the currency used in the document. Acquisitions can be entered in the local currency or in a foreign currency.
Item Type	Displays for which item type or G/L account the acquisition should be posted.
Asset/Account	Displays the number of the asset or G/L account used. According to the number entered her, the system adds the account or asset name.
Net Price	Displays the net price of the item
Tax	You can choose between different tax types, for example acquisition tax or input tax.
Tax Amount	The system calculates the tax amount according to the chosen tax type and the price of the asset.
Quantity	Optional: Displays the number of goods acquired, if the asset is maintained by quantity (recommended mainly for low-value assets).
Remark	Additional information that substantiates the posting of this item in more detail
Description	Comments that concern the entire document
Journal Entry	Displays the number of the journal posting
Total Before Tax	Displays the total net value
Tax	Displays the tax amount
Total	Displays the gross amount

Result

The asset has been capitalized with the amount specified. In the asset master record, the capitalization and depreciation start dates were set when the first acquisition was posted.

Acquisition with Automatic Offsetting Entry-

Transaction code ABZON

Procedure:

1. ***Access the transaction choosing one of the following navigation options:***

SAP Menu	*Accounting → Financial Accounting → Fixed Assets → Posting → Acquisition → External Acquisition → Acquis. w/Autom. Offsetting Entry*
Transaction Code	**ABZON**

2. ***Enter the required data.***

Field Name	Description	User Action and Values	Remarks
Existing Asset		No. of the asset created	
Document date		Today's date	
value posted date			
Amount		Whole amount	
Quantity		Quantity and unit of measure	

1. Click on the additional details tab once all the fields have been entered
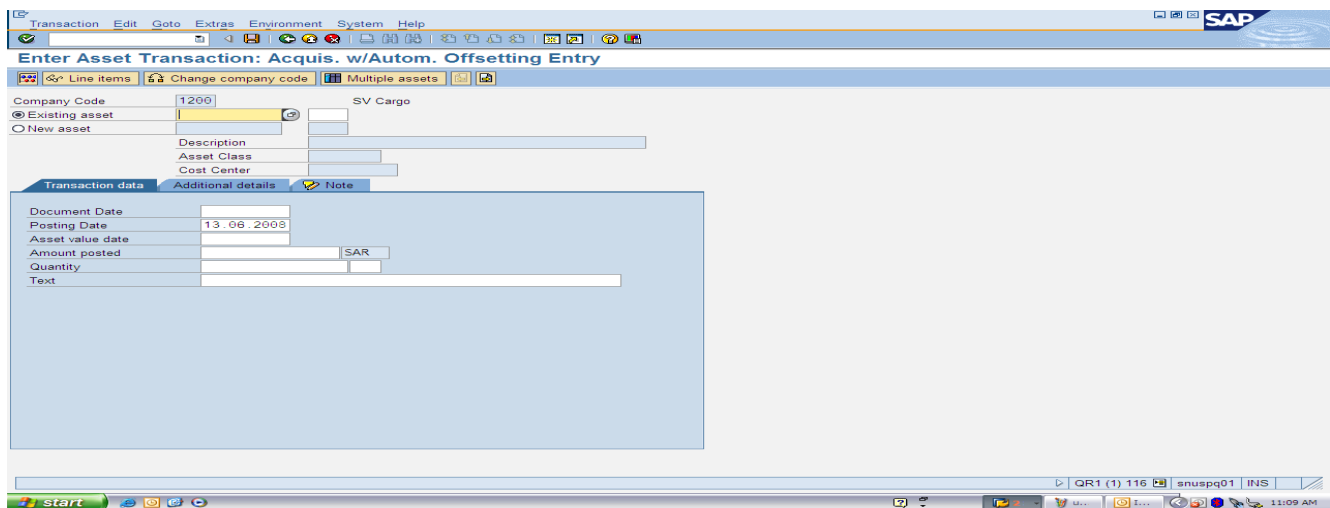
2. Next screen will be displayed-

Figure 1.

1. Enter Asset Number: You can hit the space bar to display asset list last used.

2. Document date: *today's date*

3. Posting date: *day's date*

4. *Asset value date: Today's date*

5. *Amount being posted (Check the asset master record before)- enter as a whole date)*

6. *Enter the quantity then click on the additional detail tab displayed on screen.*

7. *Next screen will be displayed.*

(Refer to figure 1 on page 10)

Figure 2:

1. *Enter the posting period (Month= 06 refers to June)*

2. *Select or enter the offsetting area for the asset.*

3. *Then click on extras at the top of screen on the menu bar*

4. *Then select simulate*

5. *The next screen will be displayed- Header information.*
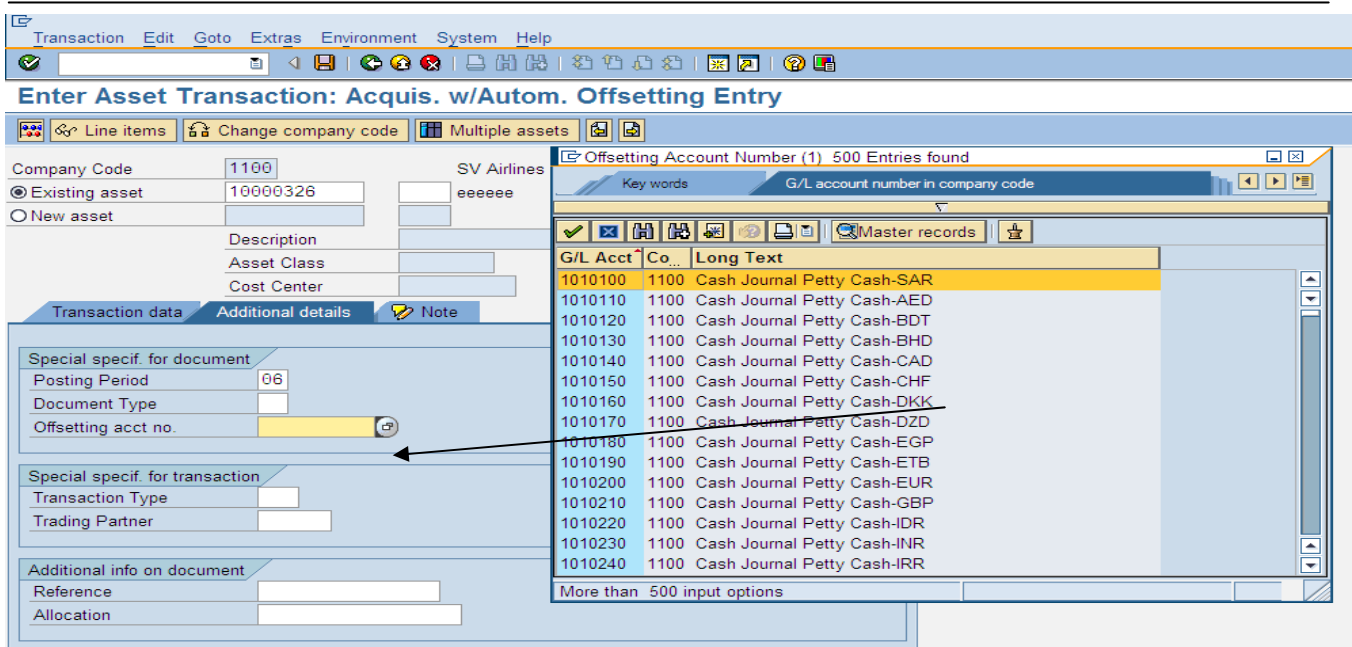
Figure 3:

1. Enter the posting period- Monthly (06 = June)

2. Enter in the Offsetting account number to be posted against

3. Then click on extras at the top of screen within the menu bar then select simulate.
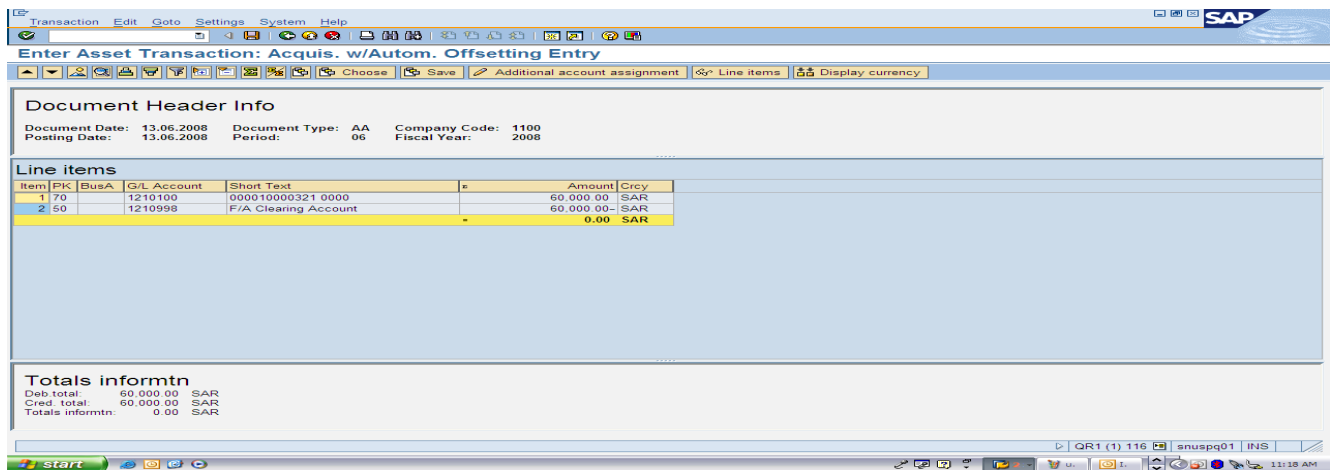
Figure 4:

The header information will be displayed: (Simulated screen)

Click the '**SAVE**' button and the document will be saved and posted against the acct number selected – With posted document number at the bottom of the screen
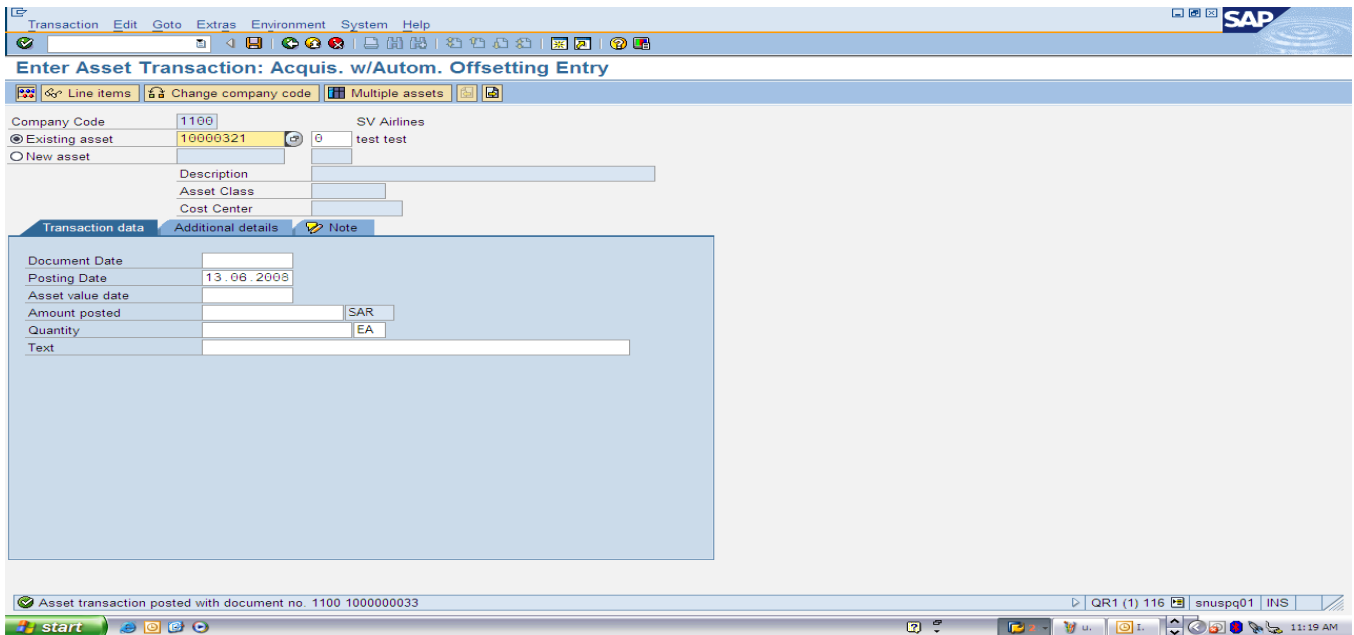
Figure 5:

The status bar displays the posted information/document number.

1. Exit from screen and enter **AW01N** in the command bar or use the menu tree.

Asset Explorer: Can displayed the finer details for this process: Transaction Code: **AW01N**

The last asset number should be displayed within the screen field, if not hot the space bar and select from the drill down screen displayed for your required asset number

Figure 6:

1. Click on the posted tab for further information:

Figure 7:

Posted document and display:

Result

The asset has been capitalized with the amount specified. In the asset master record, the capitalization and depreciation start dates were set when the first acquisition was posted.

Refer to asset create and change for further information:

Processing Fixed Assets

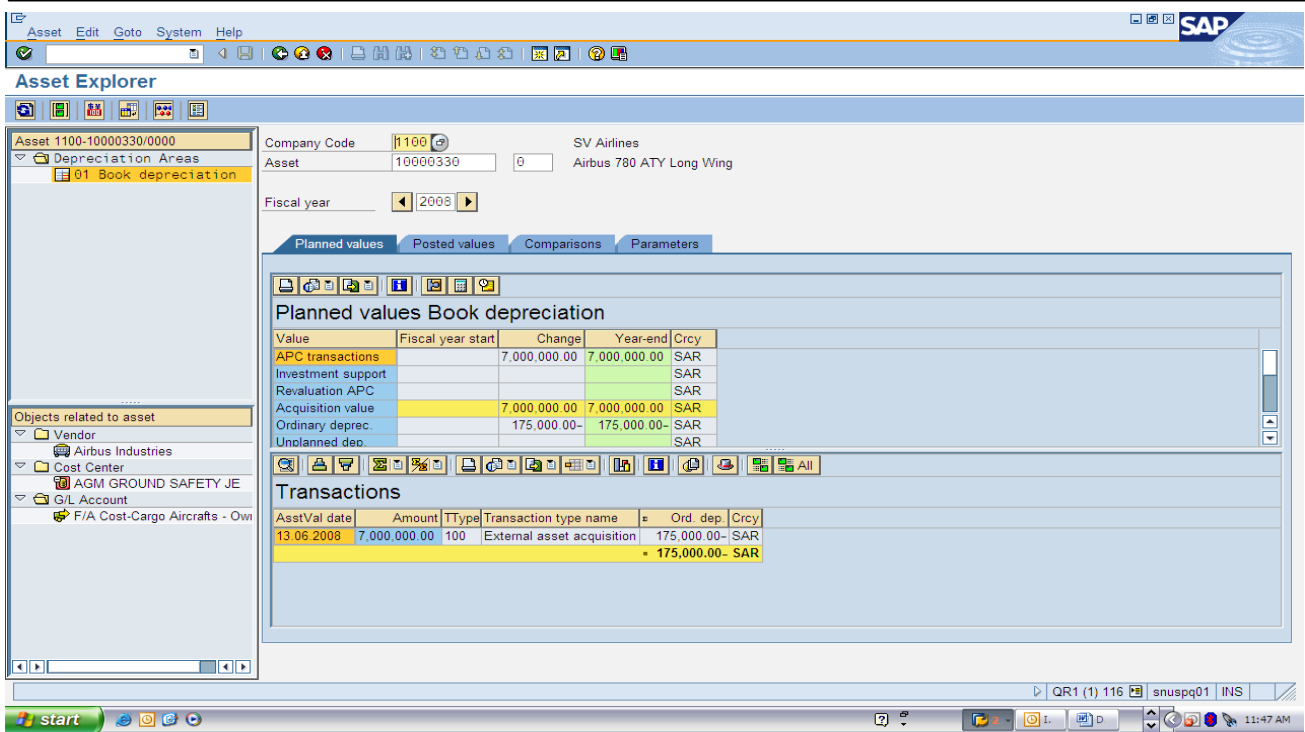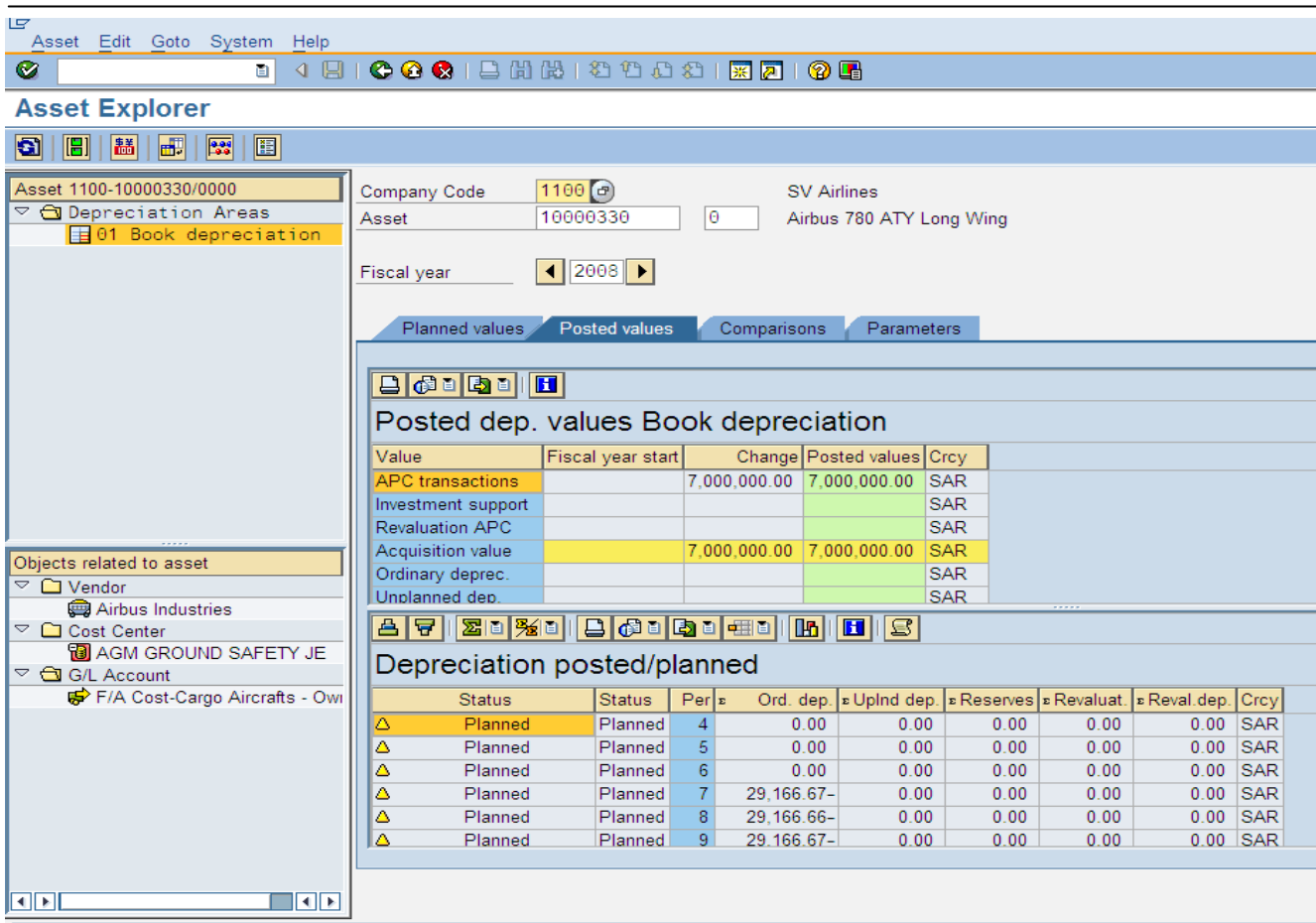## *Acquisitions*

Use

An external asset acquisition is a business transaction resulting from the acquisition of an asset from a business partner (in contrast to an *in-house acquisition*). You can post the acquisition of an external asset in several different ways:

- In Asset Accounting (FI-AA) integrated with Accounts Payable (FI-AP)

- In Asset Accounting without integration with Accounts Payable (posting to a clearing account – with or without clearing). There are two scenarios:

  a) The asset acquisition comes **before** the receipt of the invoice. The offsetting entry is posted automatically.

  b) The asset acquisition is posted **after** the receipt of the invoice. The invoice was posted as an open item to a clearing account. This scenario is not described further here. For more information, refer to the Accounts Payable Accounting documentation.

Prerequisites

You can also create the asset master record directly from the posting transaction. In the following examples, however, it is assumed that the asset master record has already been created using transaction **AS01** (as described under *Master Data Maintenance*) or with LSMW in the installation.

Acquisition Integrated with Accounts Payable Accounting

If you are also using Accounts Payable Accounting, you can leverage the integration options and directly *post an asset to a vendor* when you acquire an asset (without reference to a purchase order). This means that the asset acquisition and corresponding payable are posted for a vendor in the transaction. This reduces the time and effort required to enter the data as well as the scope for errors.

Further Transaction Codes:

Create Asset (Singular) – Transaction Code **(AS01)** is used to create an asset.

Group Asset – Transaction Code **(AS21)**

Sub-number:

AS11- Transaction Code for Asset

AS24- Transaction Code for Asset Group

Change Asset:

AS02- Transaction Code for Asset

AS22- Transaction Code for Group Asset

Display Asset:

AS03- Transaction Code for Asset

AS23- Transaction Code for Group Asset

Display Asset (Explorer):

Transaction Code is **(AW01N)** used to display an Asset master data and asset values

Assets should be controlled by company code. Company codes will have a company range.

Locking and Blocking Assets:

AS05- Locking Asset

AS25- Locking Group Asset

Delete an Asset:

AS06- Delete an Asset

AS26- Delete Group Asset

Depreciation Run:

AFAB- Execute

AFBP- Display Log

Sub-Assets will adapt depreciation information from the main street they are linked to but changes will be allowed.

Change assets between departments **(AS02) Needs to be identified.**

Each business unit will be responsible for the maintenance of their own assets.

Each company code must identify the roles related to fixed assets maintenance

For all new assets created after **GO LIVE** within SAP, the system will general new asset numbers using the number range within SAP. *(Unique numbering system)*

Retirements- Scrapping **ABAVN**

Acquisition- **ABZON**

Fixed Asset Master Data: Values

On this tab page you can monitor the change in value of an asset over the course of one year. On the upper right, the current depreciation area and the fiscal year are displayed. You can change them manually to display the values for a different depreciation area or fiscal year. For more information, check **General tab.**

The following values are displayed:

Field	Description
Acquisition Costs	Displays the acquisition costs in relation to the criteria on the left.
Quantity	Displays the posted quantity if the asset is maintained with quantity in the posting.
Depreciation	Displays the depreciation value.
Net Book Value	Displays the net book values that have been posted for the asset.

These values are displayed for the following criteria:

(The criteria are listed in chronological order, so that you can see the change in the value of the assets over time at one glance):

1. ***Beginning of Year***
2. ***Acquisition***
3. ***Retirement***
4. ***Transfer***
5. ***Write-up***
6. ***Straight-line Depreciation-SZL1***
7. ***Ordinary Depreciation***
8. ***Unplanned Depreciation***
9. ***Special Depreciation***
10. ***End of Year***

Copying Fixed Assets

If you want to create a new fixed asset that differs slightly from an existing fixed asset, you can copy the master data from the existing fixed asset and then make the necessary changes.

1. To do this, **choose Accounts**

2. *Financial Accounting → Fixed Assets → Fixed Asset Master Data.*

3. The window opens in *Find* mode.

4. Use the general search options in SAP Business

5. Search for a fixed asset for **example * + Enter**
   The system opens a selection screen that features all the existing fixed assets.

6. Select the fixed asset that you want to copy and choose *Copy.*

7. Here you can only choose one asset.

8. The system copies the fixed asset data into the Fixed Asset Master Data screen. Make the necessary changes by overwriting the data.

9. Choose ***Add*** to save your entries.

Result

You have created a new fixed asset that you can now use in Fixed Assets.

Fixed Asset Master Data

Field	Description
Fixed Asset	This required entry field displays the fixed asset. Using the ⊜ icon you can open the selection dialog for the fixed assets. By clicking on the column header you can sort the associated column.
Description	Describes the fixed asset.
Short Description	You can enter another description for the fixed asset here, for example, the vehicle registration number if the asset is a vehicle.
Asset Class	Specifies the asset class. You can use the 📄 icon to display a list of the existing asset classes. You can use the ⇨ icon to display the details for the asset class.
Status	Specifies whether the fixed asset is active.
Capitalization Date	Specifies the date, on which the fixed asset was activated.
Tabs *General* *Values* *Depreciations* *Documents*	

Manual Value Correction:

This process will cover the value correction of the asset within the system using standard transactions provided by SAP

Asset Maintenance: Record Maintenance

This process covers the master record for the asset and the required changes. Where there is a change in the location, maybe between areas of the business, regions or cost centers. Also where there are required changes to classes, or a transfer is required to be action.

Asset Master Deletion:

This process covers assets that must be deleted. This can be only done or performed on assets with **'No Transactions'** If the assets has transactions against the asset number within the SAP system then the asset **MUST** be retired first, then after 1 **(One)** year the asset maybe deleted from the SAP system.

Training Notes and Comments