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Managing Your Favorites

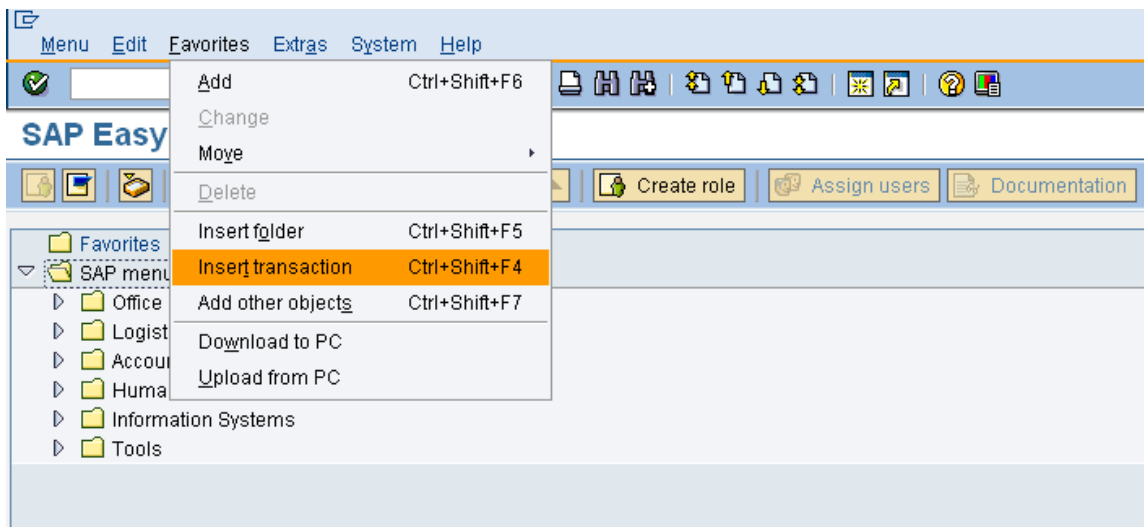
Adding Favorites

One of the more productive ways of working within SAP is to use the Favorites procedure. Generally a user processes the same T-codes over and over. SAP has a built-in method of gathering all of these procedures into one area labeled Favorites. This allows the user to find their T-code easily without looking for it in the menus or memorizing it.

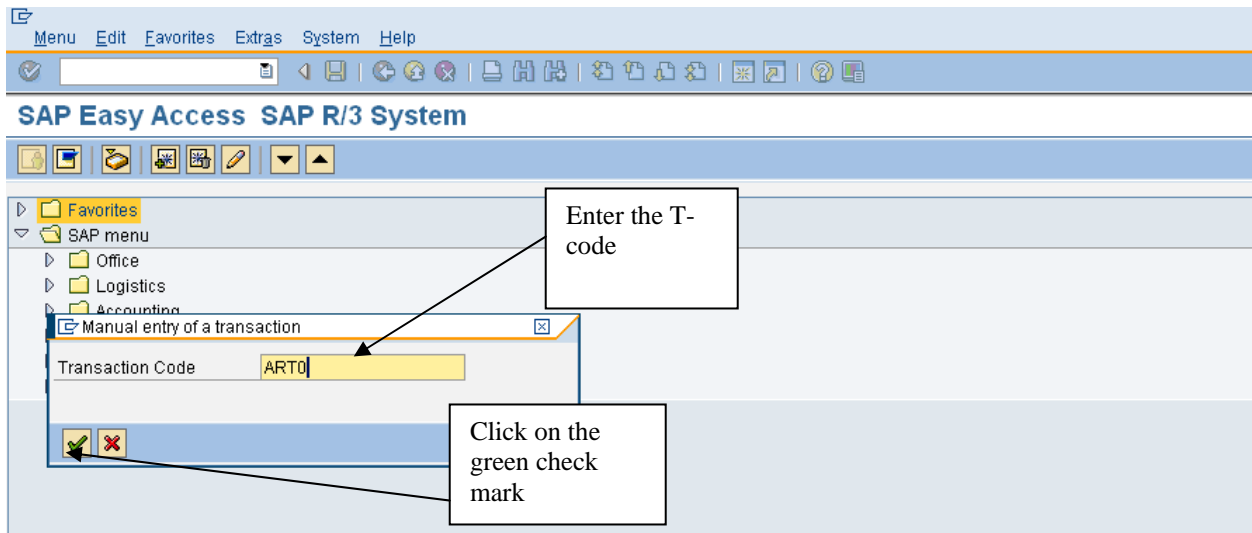
There are different methods on adding favorites to your user ID. The user can choose which method they feel comfortable using.

1) Insert Transaction

On the main menu in SAP click on Favorites>Insert Transaction

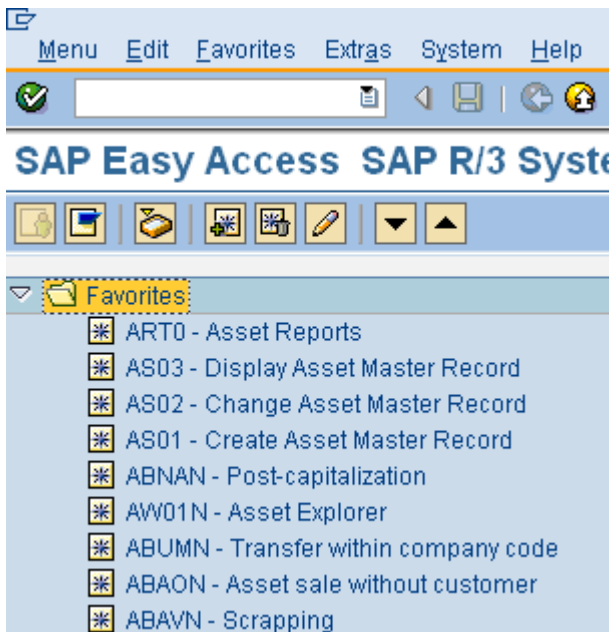


Enter the T-code and then click on the green check.



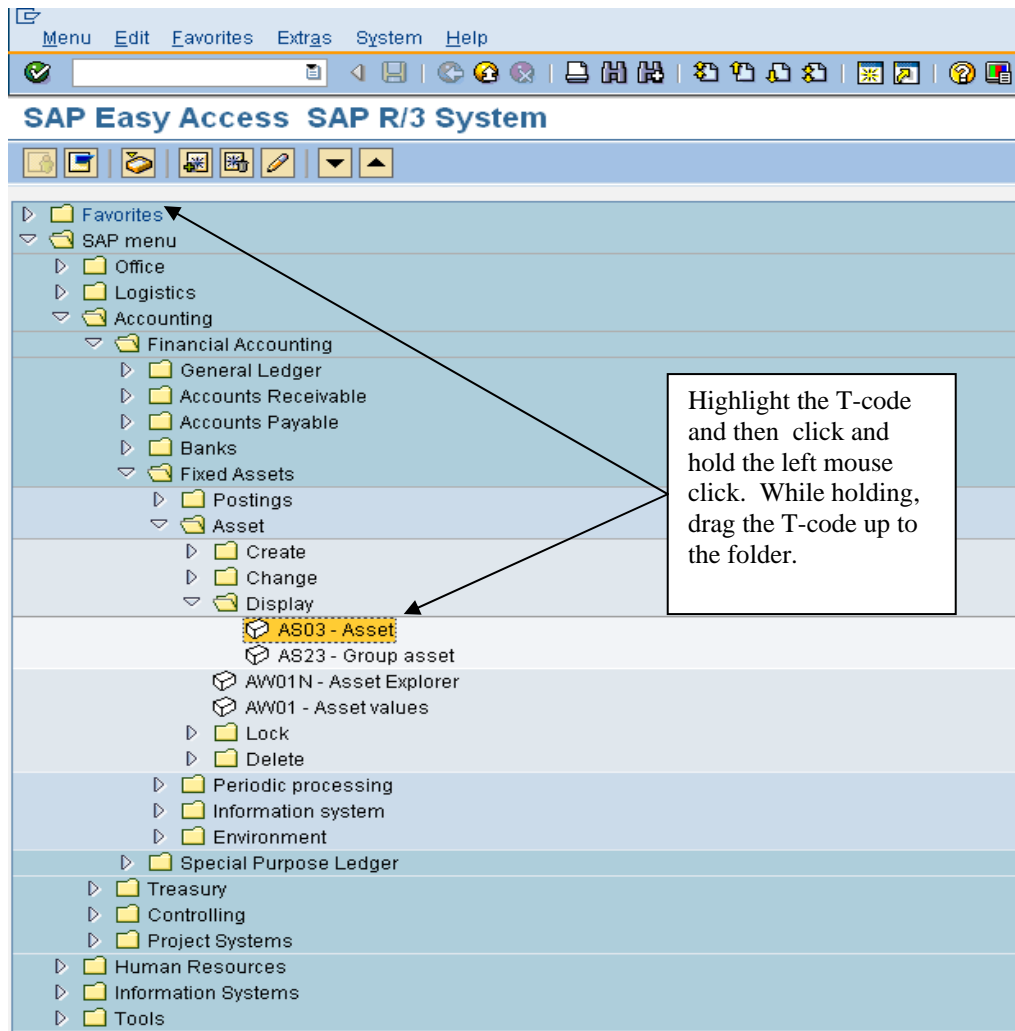
Continue with this process to add more T-codes.

For Asset Technicians the following T-codes are recommended:



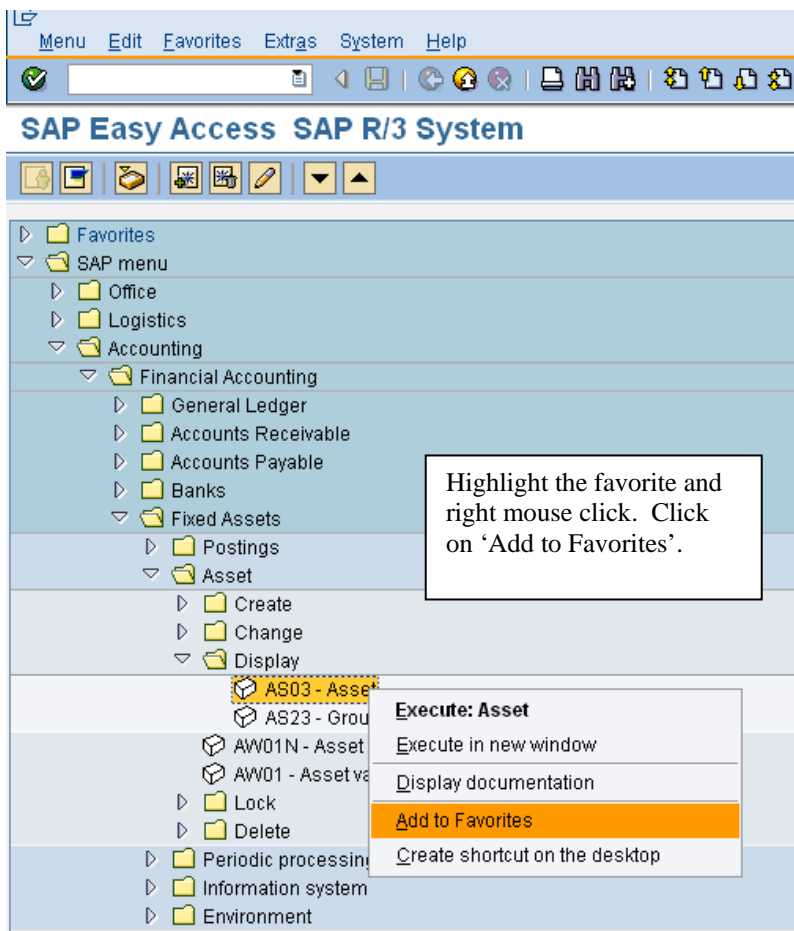
2) Drag and Drop

If the user finds a T-code in a menu, it can be added by dragging and dropping it under the favorites folder. On the T-code,

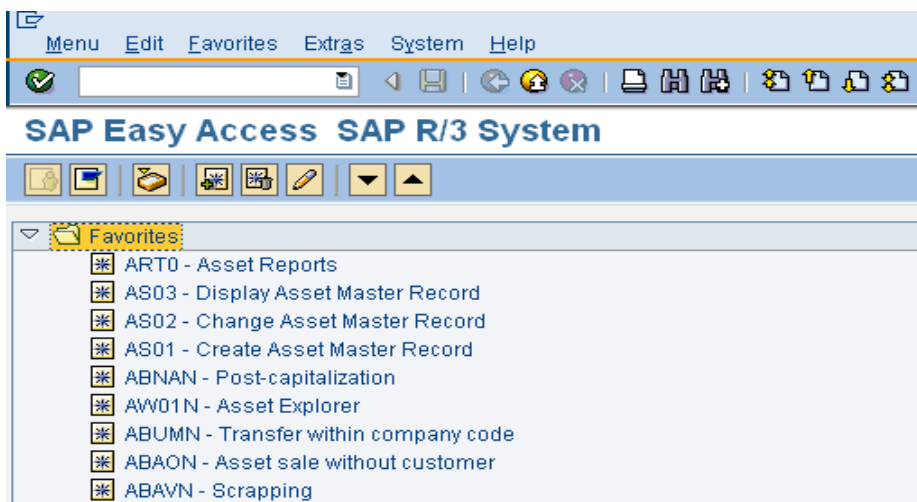


3) Add Manually

If the user finds a T-code in a menu, it can be added highlighting and clicking on the right mouse click. Then click 'Add to favorites'.

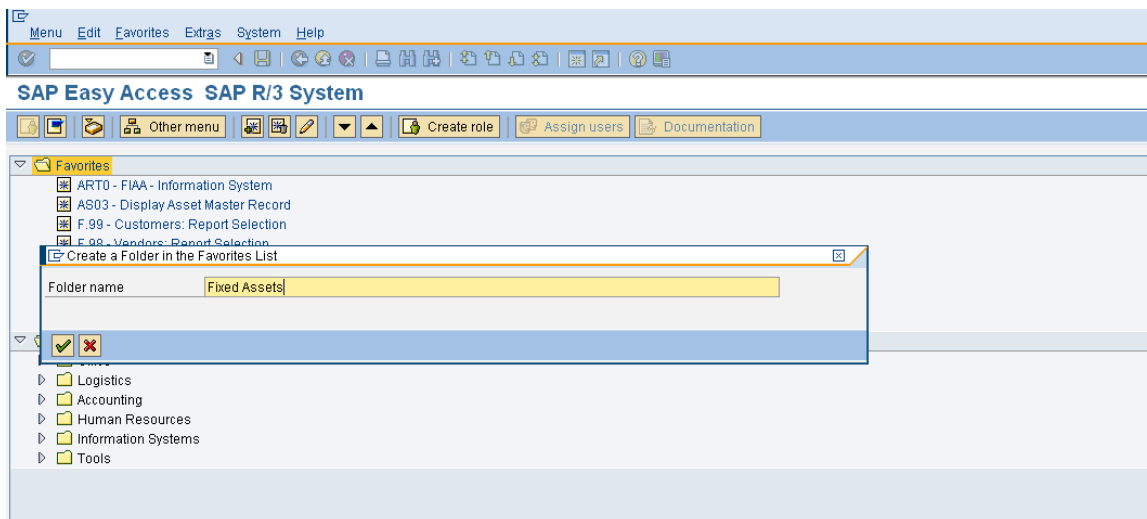
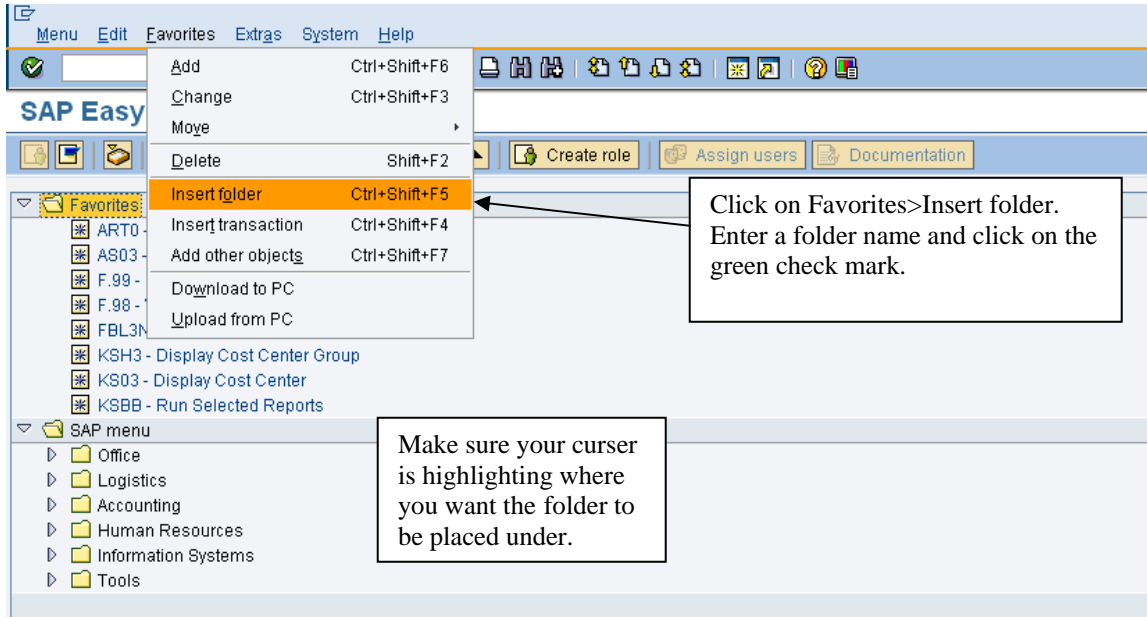


Once your favorites have been added, the user will be able to access the T-codes easily. The favorites can be saved as a raw list like below, or folders can be added to organize the favorites.

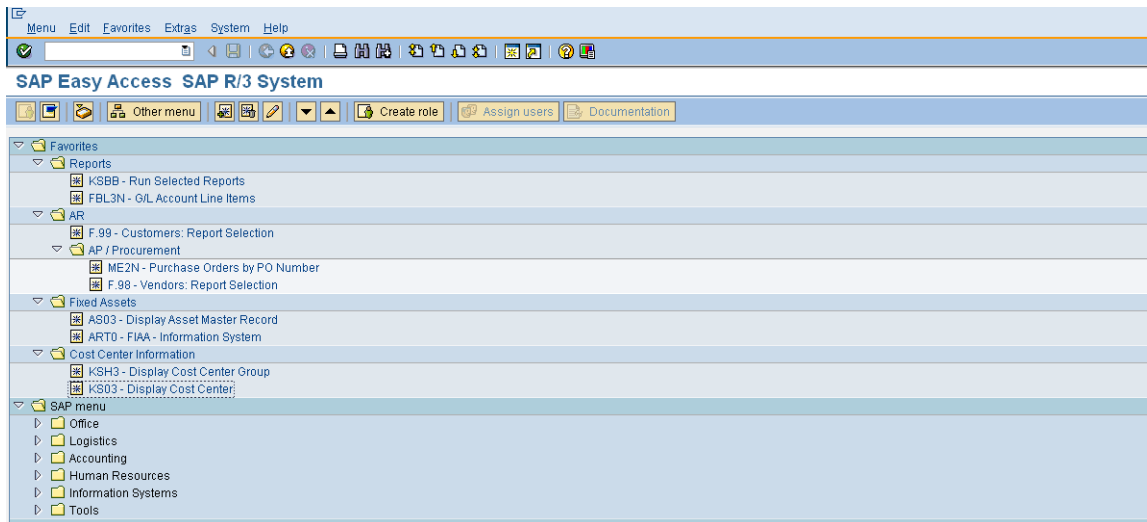


Inserting Folders

If a user has several T-codes, folders can be added to organize. This is up to the user. Folders do not have to be created. To add a folder click on Favorites>Insert folder. The user can then drag and drop the T-codes into the appropriate folders.

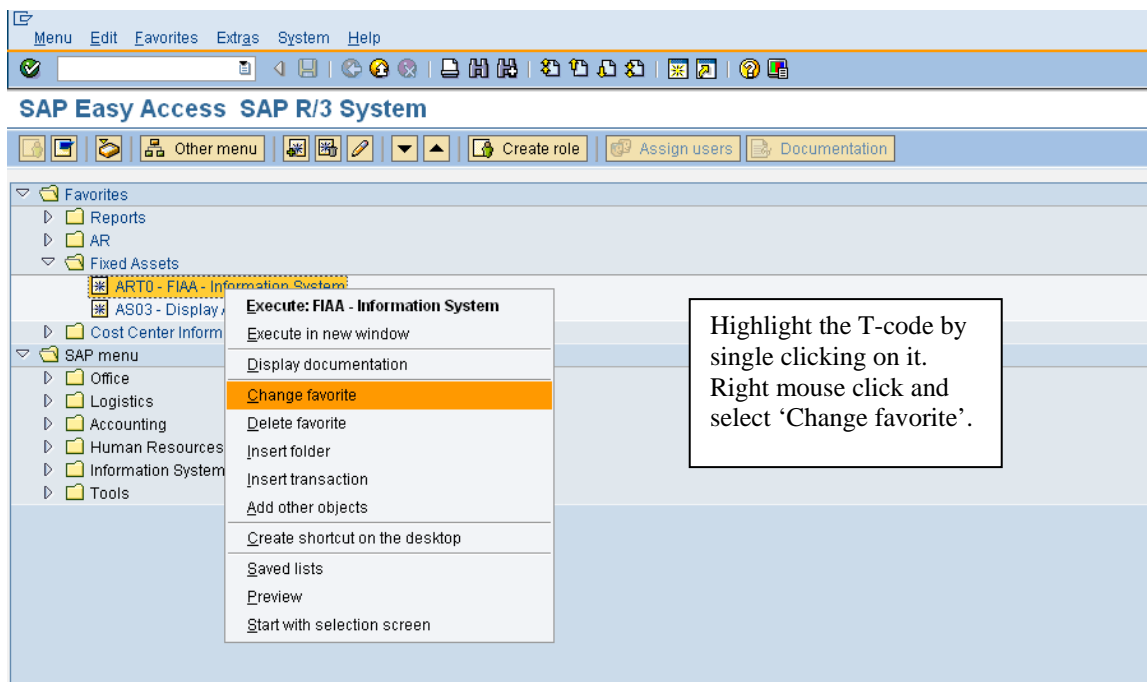


After adding folders, the T-codes are organized by a way the user feels comfortable looking for transactions.

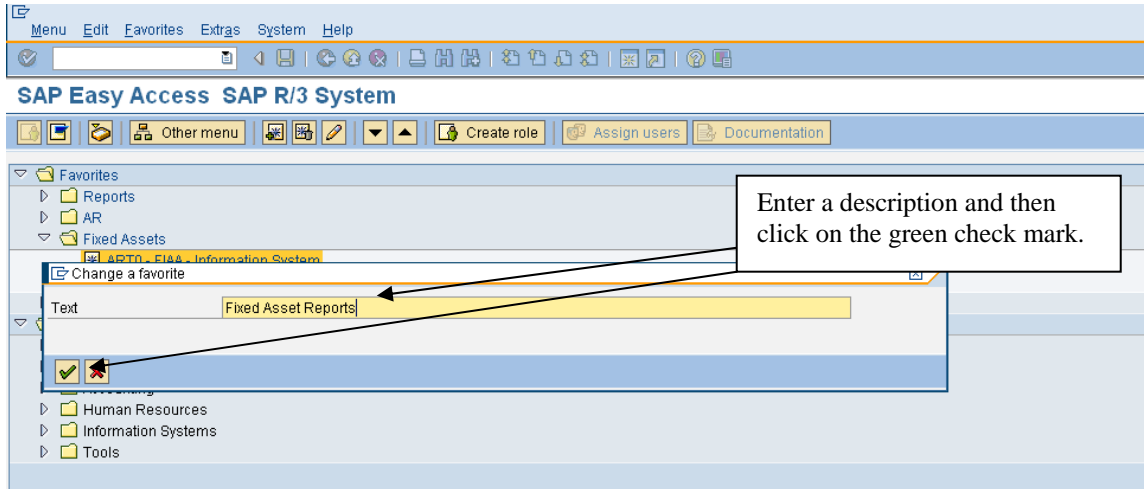


Change Favorite Text

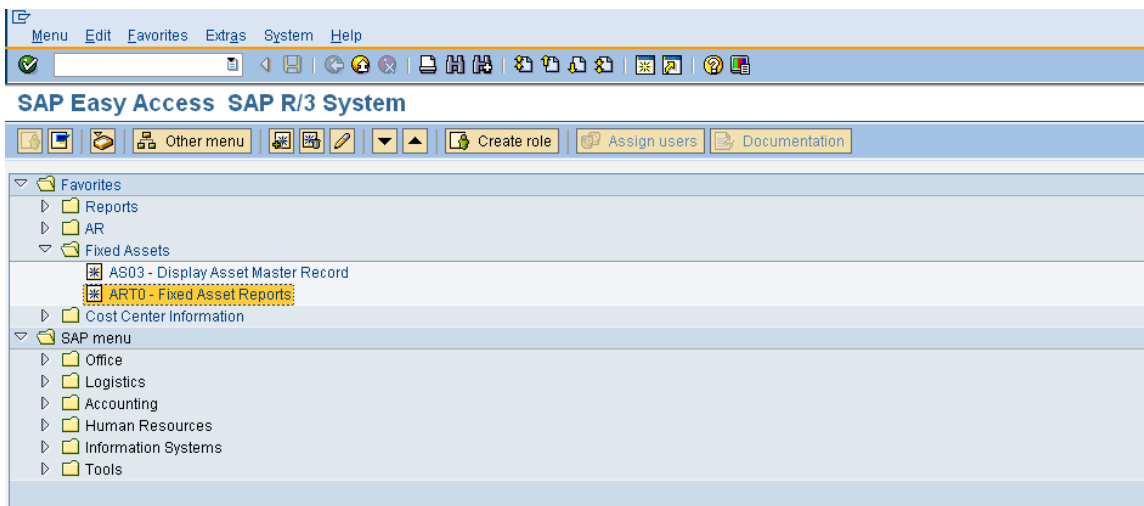
The description for the T-code may or may not make sense to the user. This description can be changed to make more sense. For example, FIAA T-code says FIAA- Information System. To most users, the title 'Fixed Asset Reports' might make more sense. To change a favorites description, single click on the favorite to highlight it. Right mouse click and change the description.



Enter a text that is more meaningful.

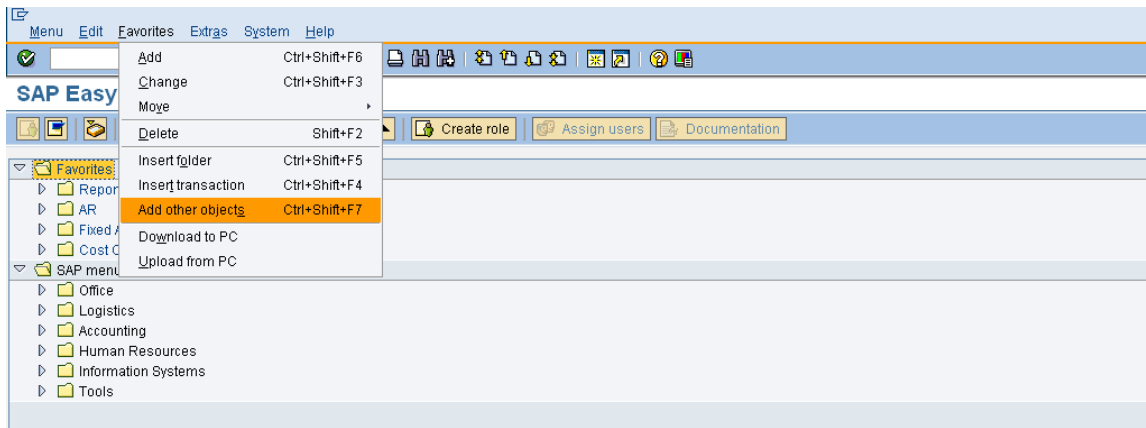


The text will change.

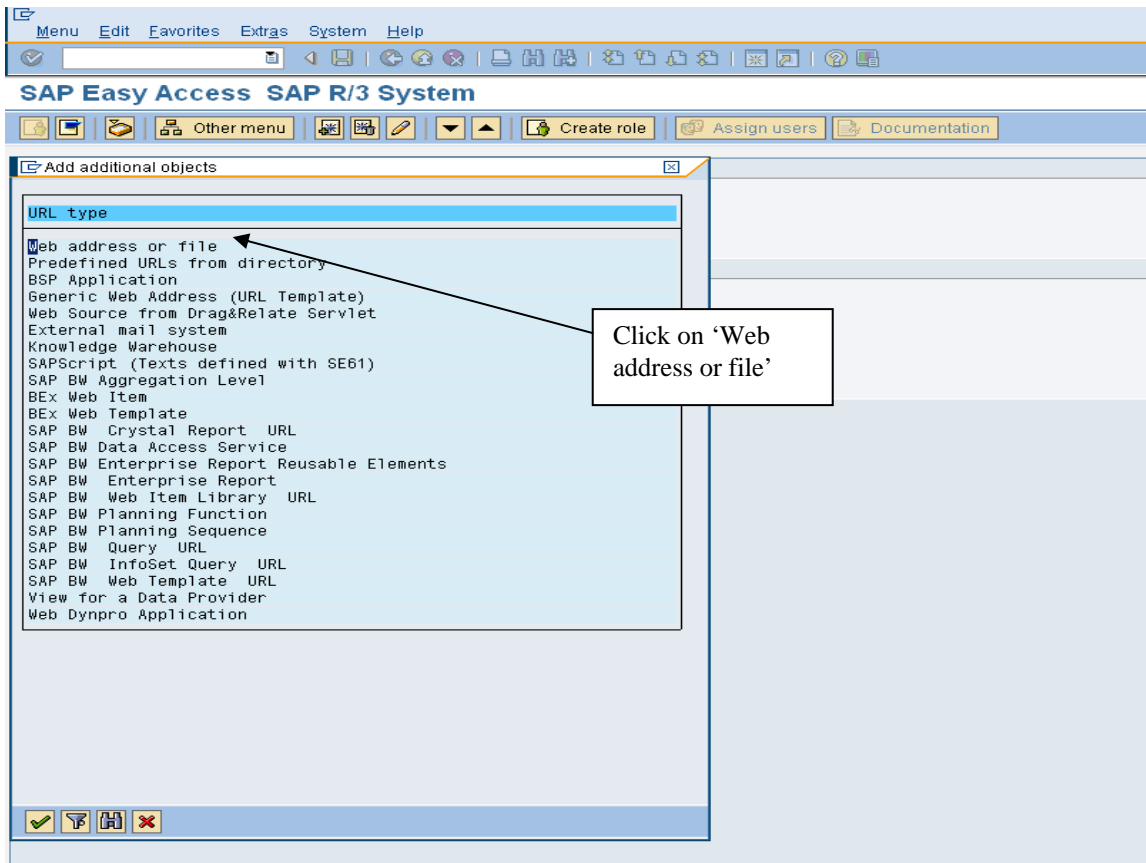


Inserting Web pages

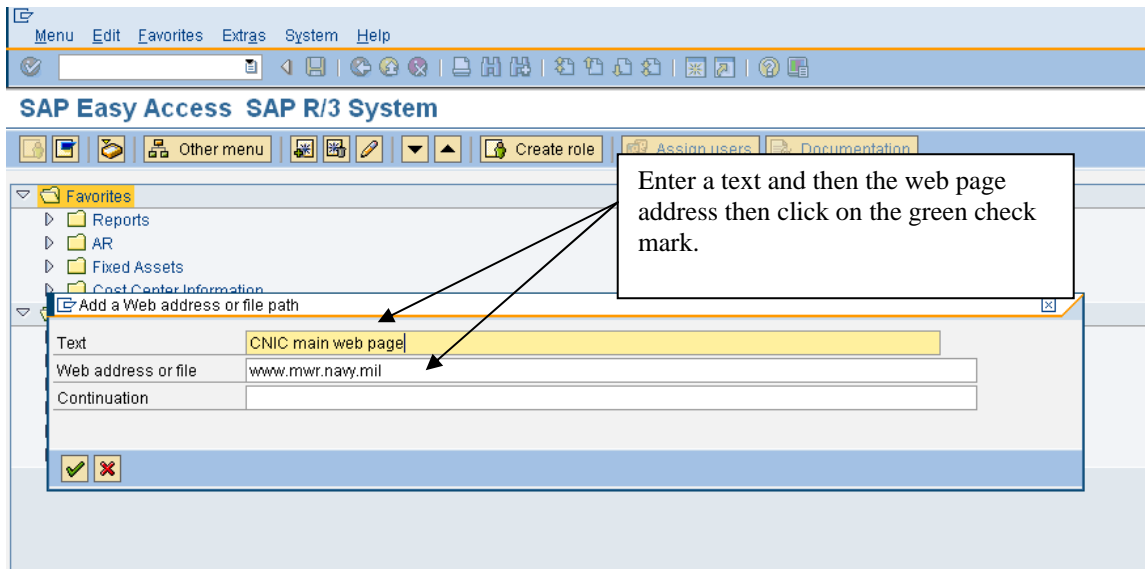
There are several web pages that users have to refer to while conducting their job. SAP allows URL addresses to be added as favorites. Highlight the folder that the URL address should go under and click on Favorites>Add other objects.



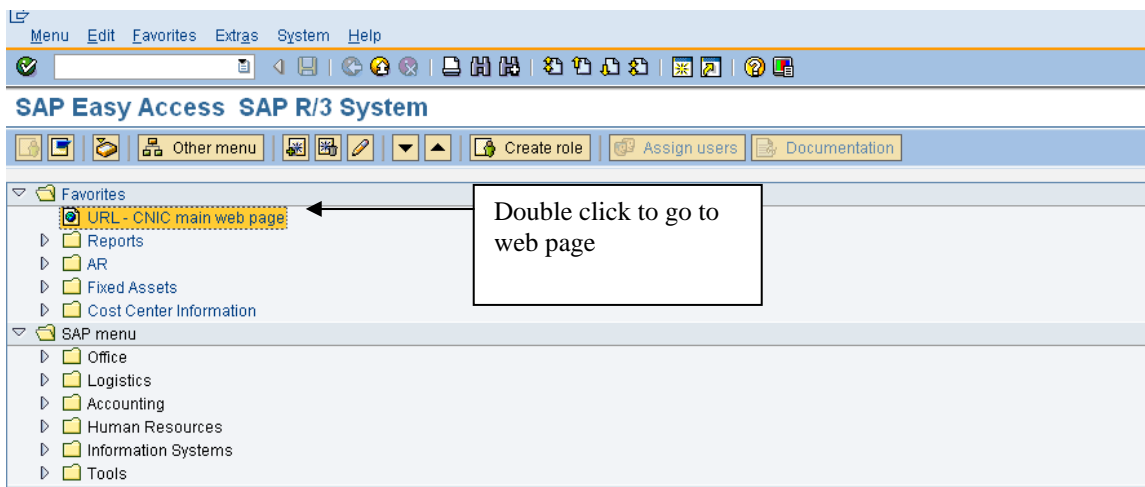
Double click on Web address or file.



Enter the text and web address.



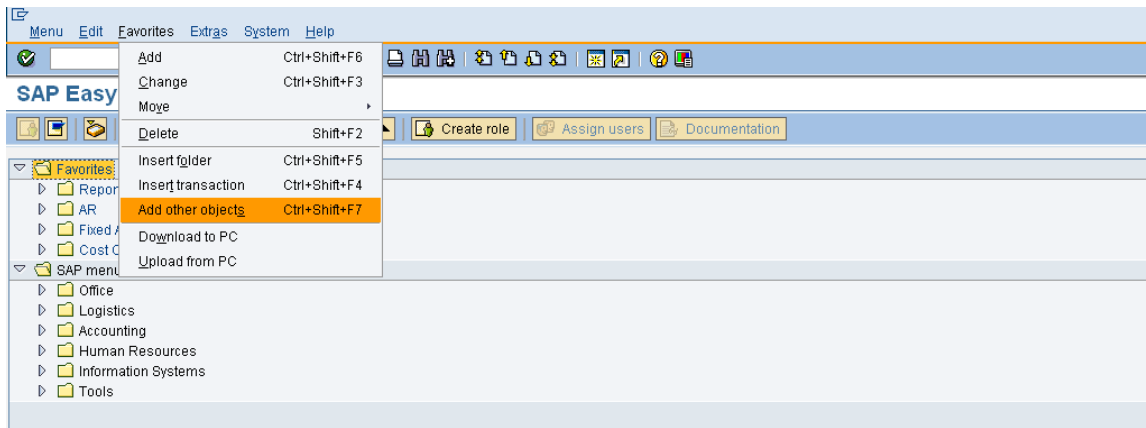
The web address will appear in the favorites and can be executed without exiting SAP.



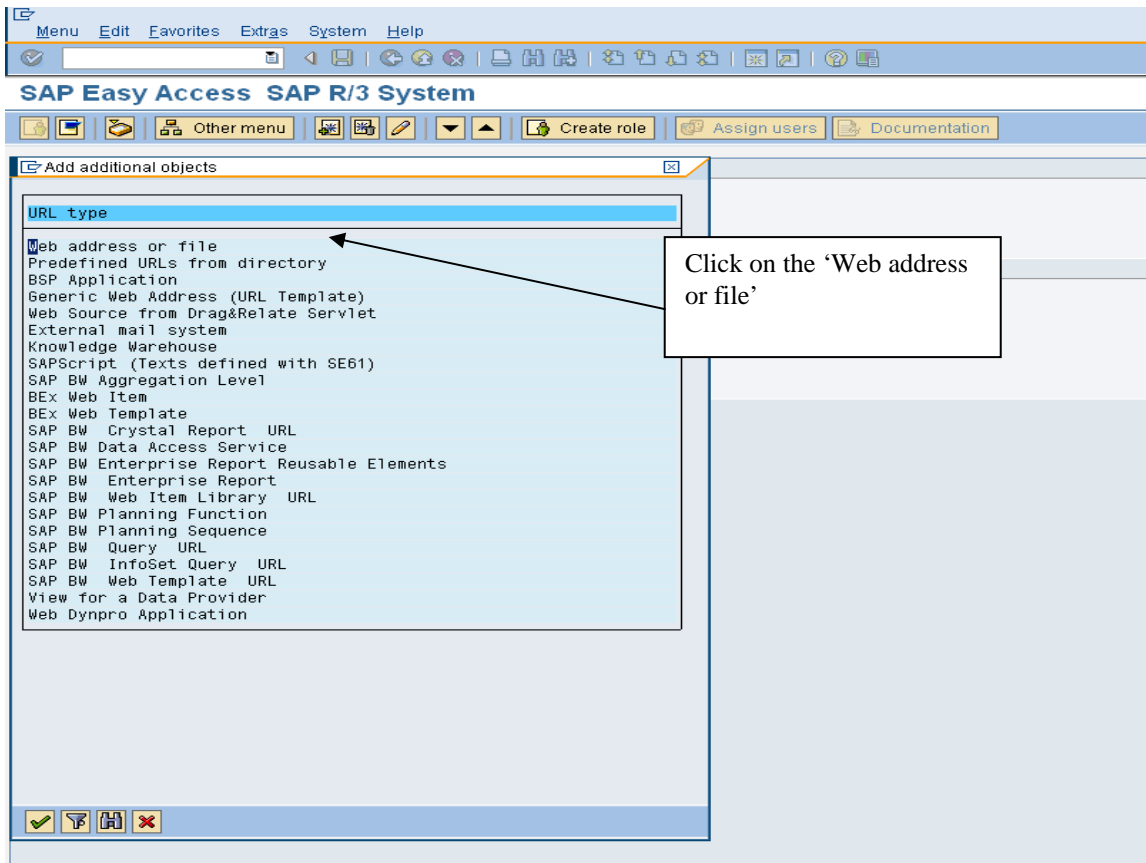
Adding Files

Files can also be added to the favorites. Any Microsoft product (excel, word or powerpoint) can be added. The file can only be accessed when the drive associated to it is available. For example, if a file from the local C drive is added, it will only be available when logged on to that machine. If a file has been added from a shared drive, the file will be available as long as the computer has access to the shared drive.

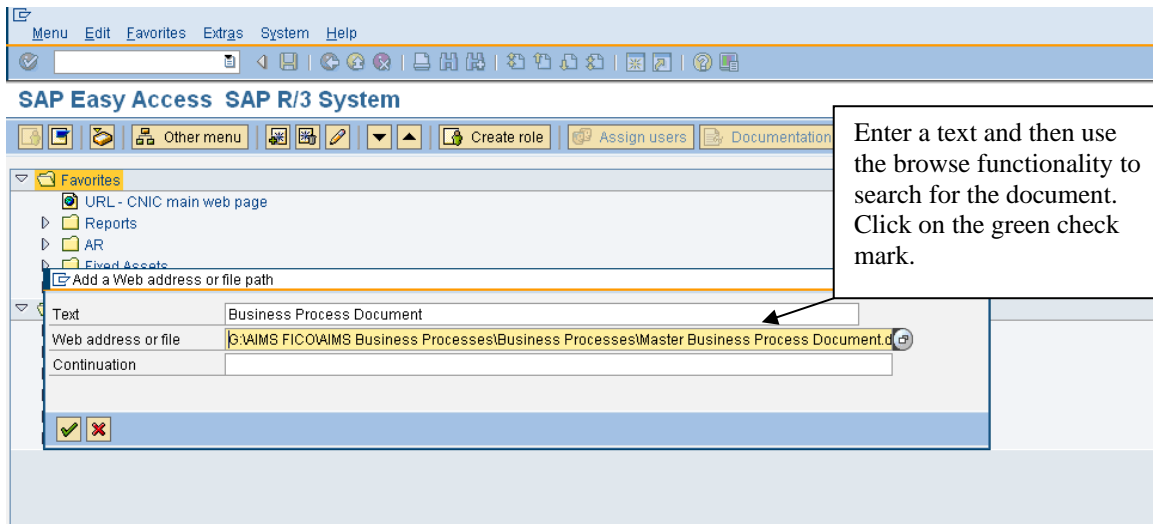
Highlight the folder that the document should go under and click on Favorites>Add other objects.



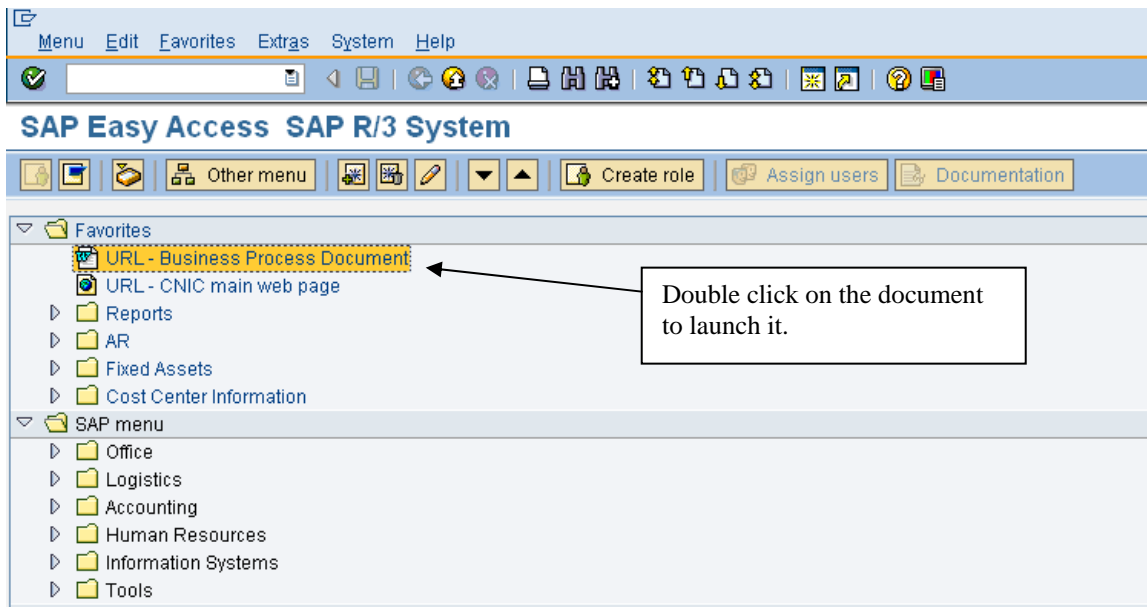
Double click on Web address or file.



Enter the text and then browse for the document.



The document is now available under the favorites folder.



Editing Options

Editing Options allows the user to determine the format of screens they use. An option that can be set is currency (USD or foreign currency), while there are standard formats for other settings. The next few pages showcase the recommended settings and variants.

When clearing GL accounts, there are options to determine whether the user wants the open items to come into the clearing screen selected or not selected. It is purely according to user preference.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ENVIRONMENT > USER PARAMETERS > EDITING OPTIONS**

Transaction Code: **FB00**

The initial screen that appears is Document Entry. Below are the standard settings for this tab. CONUS bases should have the box to the left of “Documents only in local currency” flagged so that all transactions will be displayed in USD. The variants in the section “Screen templates and line layout variant for document entry” can be changed to your personal preferences. Use the dropdown boxes for suggestions.

The screenshot displays the 'Accounting Editing Options' window with the 'Document entry' tab selected. The window includes a menu bar (Options, Edit, Goto, System, Help) and a toolbar. The main content area is divided into several sections:

- General Entry Options:** A list of checkboxes for configuring document entry behavior, such as 'Documents only in local currency' (checked), 'Amount fields only for document currency', 'Exchange rate from first line item', 'No special G/L transactions', 'Documents not cross-company code', 'Documents must be complete for parking', 'No partner business area in head.screen' (checked), 'Calculate taxes on net amount', 'Copy text for G/L account entry', 'Do not copy tax code', 'Fast entry via ISR number', 'ISR Entry with Control Display', 'Do not update control totals', and 'Automatic Negative Posting'.
- Default document currency:** Radio buttons for 'Local currency' (selected), 'Last document currency used', and 'None'.
- Default Company Code:** A checkbox for 'No Company Code Proposal'.
- Screen templates and line layout variant for document entry:** A table of settings for various document types.

Document Type	Variant	Description
G/L account items fast entry	Z0001	AIMS one-line fastentry screen
Inv./cr.memo fast entry	Z0001	AIMS one-line fastentry screen
Park document	Z0001	AIMS one-line fastentry screen
Act assignment model	SAP01	Standard one-line
Doc. overview line layout	Z01	AIMS: Standard w/ Internal Order
Document Overview as ALV Grid Control		<input type="checkbox"/>

The Open Items tab is important, especially when using the clearing function for general ledger accounts and customer/vendor accounts. If the user wants the open items to come in unselected (recommended for GL account reconciliation), the radio button with the message “selected items initially inactive” should be clicked. If the user wants them to come in selected, they would uncheck this box. It is recommended that the items come in unselected because if the user has to double click on the individual line items, it is more likely that the user will double check that they are clearing the correct line items. Everything else on this screen should remain as is. The screen on the following page shows the recommended settings for this tab.

The screenshot shows the 'Accounting Editing Options' dialog box with the 'Open items' tab selected. The 'Open item processing' section contains the following settings:

- Payment reference as selection criterion
- Process open items with commands
- Selected items initially inactive
- Enter payment amount for residual items
- Use worklists
- Display net amounts
- Include invoice reference
- Sorting by amount without +/- sign

The 'Line layout variants for clearing transactions' section has the following values:

Customer	Z01	AIMS: GL acct clearing w/ Reference
Vendor		
G/L acct	Z05	AIMS: GL acct clr w/ Assign & Text

The 'Line layout variants for automatic payments' section has the following values:

Payment	
Line items	

The 'Account assignment model for payment differences' section has the following value:

Act assgn.model	
-----------------	--

On the next tab, the only recommended setting change would be the ALV Classic List versus the ALV Grid control radio buttons. Changing this setting is a personal choice for presentation only.

To see the difference between these two styles, please refer to the ABAP List Viewer (ALV) section of this manual.

The screenshot shows the 'Accounting Editing Options' dialog box in SAP. The 'Line items' tab is selected. The dialog is organized into several sections:

- Line item display:** Contains checkboxes for 'Worklists Available', 'Worklist Input Fields Active', 'Selection by Due Date', 'Save last layout entered for default', 'Branch/Head Office Dialog', 'Items Managed at Head Office', and 'Display Key for Symbols'.
- Customer Layout:** Includes 'Default Selection Screen' (set to '<not defined>') and 'Or ALV Initial Screen Layout' (set to '/AIMS01', resulting in 'AIMS Standard Customer Overview').
- Vendor Layout:** Includes 'Default Selection Screen' (set to '<not defined>') and 'Or ALV Initial Screen Layout' (set to '/AIMS01', resulting in 'AIMS Standard Vendor Overview').
- G/L Account Layout:** Includes 'Default Selection Screen' (set to '/AIMS52', resulting in 'AIMS G/L Overview With Foreign C') and 'Or ALV Initial Screen Layout' (set to '/AIMS01', resulting in 'AIMS G/L Account Overview').
- Display:** Features radio buttons for 'ALV Classic List' (selected) and 'ALV grid control'.
- Item Selection: Go To...:** Features radio buttons for 'Line item' (selected) and 'Document overview'.
- Maximum number of items:** A text input field at the bottom.

The Business Workplace

Purpose

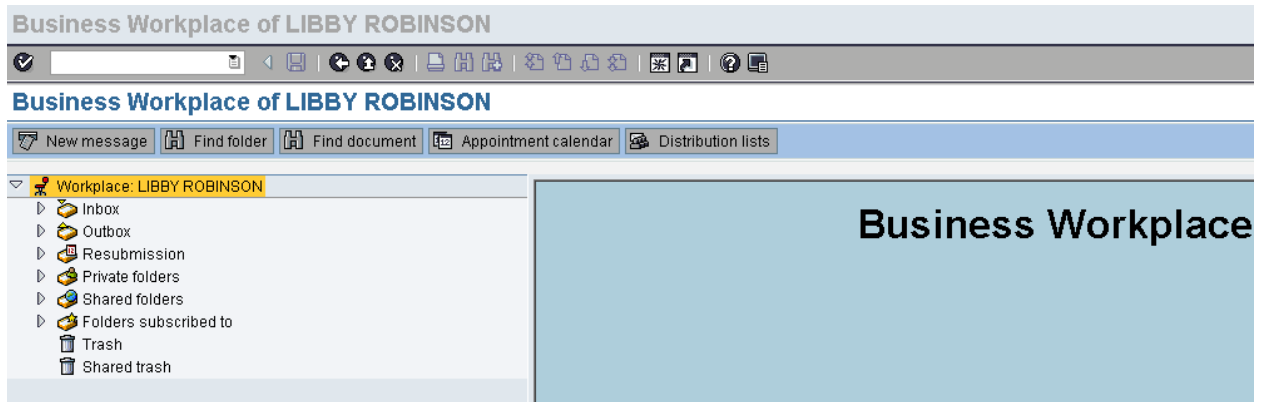
One of the many features of the SAP environment is **The Business Workplace** in which every user can carry out their share of the business and communication processes in the enterprise. It is here where the user is able to create, edit and send and receive messages and documents. This process is enabled from entirely within the SAP environment without the necessity of going outside the system. This part of **The Business Workplace** is called SAP Mail and is, in fact, an internal e-mail system.

The Business Workplace has six working environments for processing documents and messages. The working environments are as follows and are flagged with symbols.

Working Environment	Description
Inbox	Under <i>Documents</i> , you find all the documents sent to you and their resubmissions. Under <i>Unread Documents</i> , you will find only those documents which you have not yet read. (they are, however, displayed in the lower right preview window.
Outbox	Under <i>Documents</i> , you will find an overview and other information about the documents sent to you.
Resubmissions	Under <i>Documents</i> , you will find the documents that are to be resubmitted to the user's inbox at a later date.
Private Folders	Folder structure that you create yourself to manage documents, lists, messages, etc.
Shared Folders	Folder structure for publishing and/or managing information on an enterprise or group-specific basis.
Subscribed Folders	The folders that you subscribe to are listed here. We are not using this function at the present time.
Trash Folder	Deleted folders, documents, lists and messages are stored here temporarily and you have the option of reversing the deletion.

The entry into your personal workplace is through opening SAP Easy Access Menu Tree as shown below:

SAP Menu>Office>SBWPWorkplace

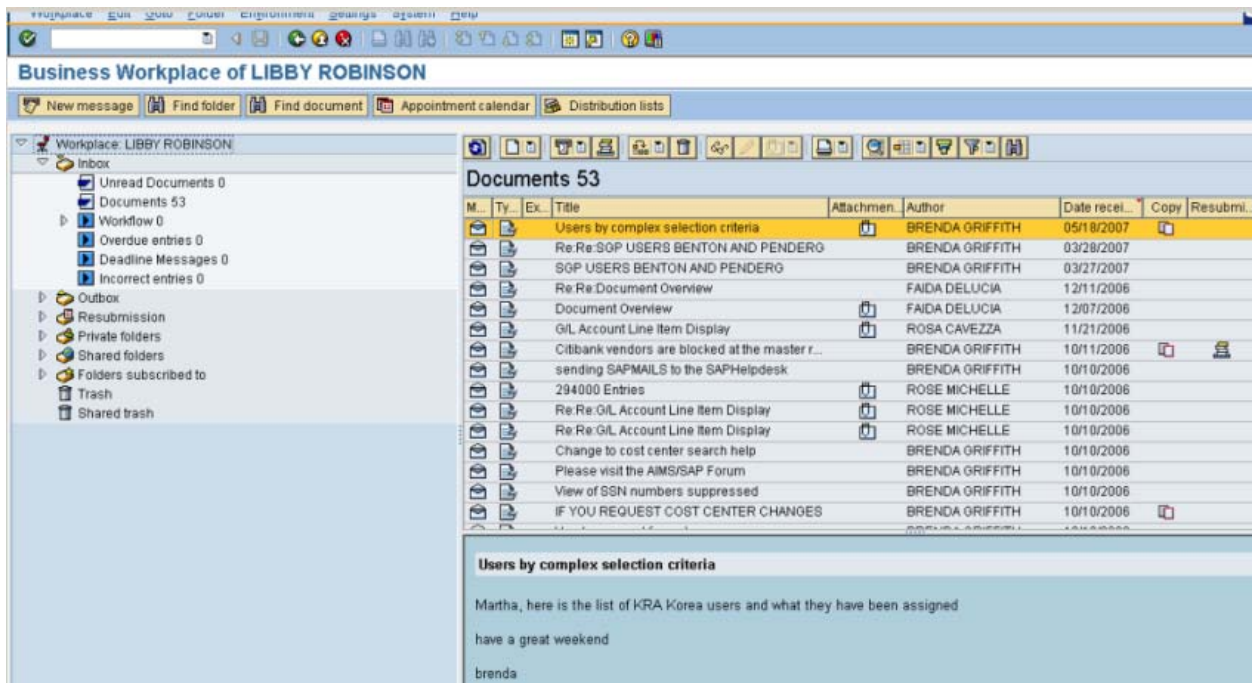


The individual working environments are shown as we have expanded the Workplace tree.

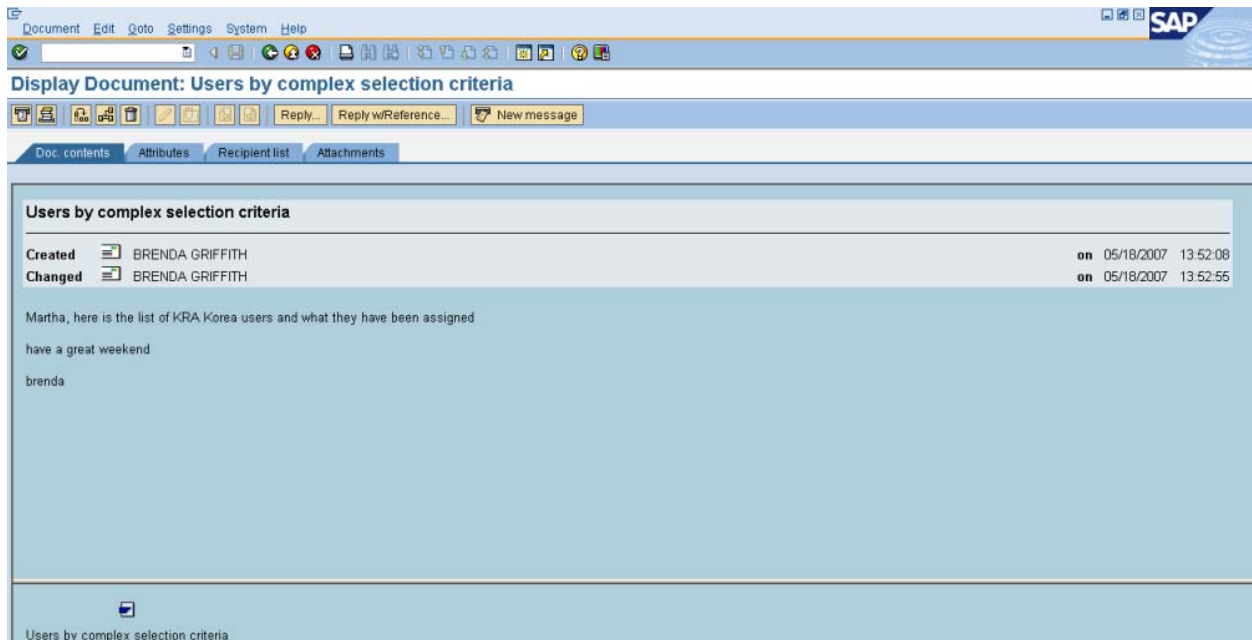
You may further expand the tree to show the individual factors that make up the Inbox, for example.



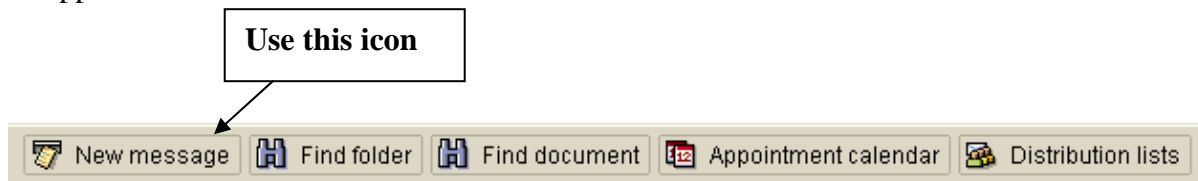
At the present time, we are not using any of the Workflow procedures. The Business Workplace is being used to rapidly communicate with those users who have a need to know specific process steps, updates and other information pertaining to their roles within the SAP system.



The above screen shot shows the Business Workplace. The menu tree on the left allows quick and immediate access to the documents. The upper right window is a listing of the documents and the lower right is a preview window of the document that has the focus in the window above. By double-clicking on the document title, the entire document is opened and any attachments made available to the user.

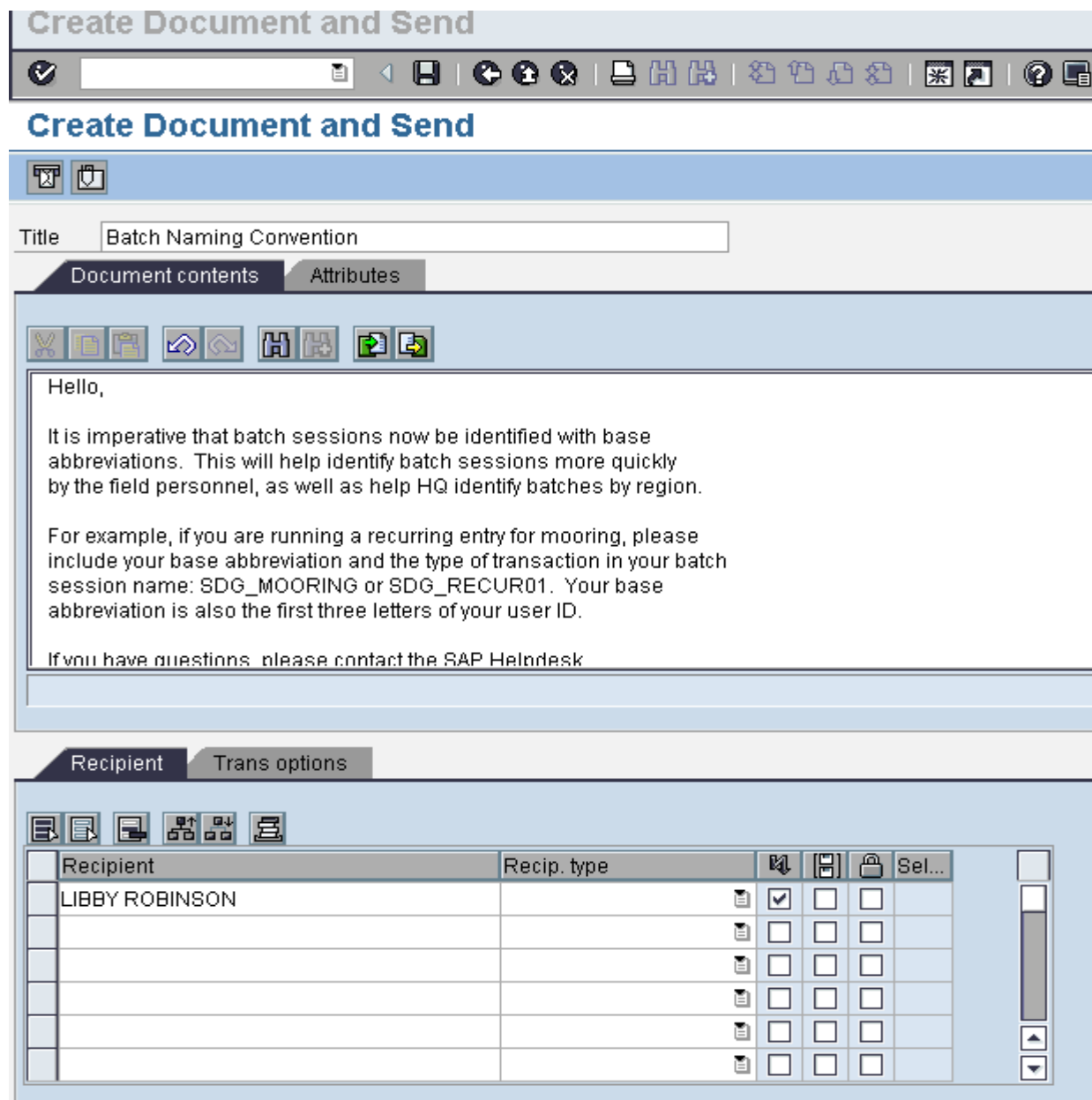


To create a document to be sent through the SAP mail system, click on the new message icon on the application toolbar.



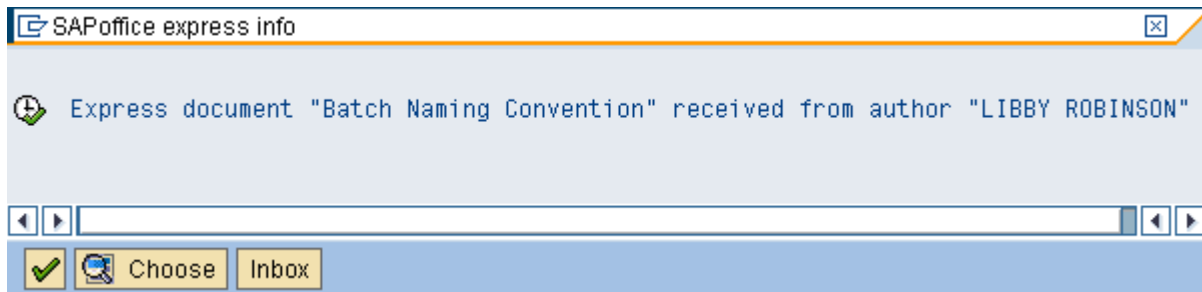
By clicking on this icon, you will open a window that allows the user to create, edit and combine attachments to the message they wish to send with the SAP mail system.


You may title the document, add the pertinent text and combine an attachment with it.



To send the communication to a particular recipient, merely type a partial last name combined with a wild card * to search for the user. It is NOT necessary to enter a Recipient type.

You will note the three checkboxes to the right of the Recip. Type. The “Lightning Bolt” checkbox allows Express mail. The SAP definition of Express mail means that as long as the recipient is in the SAP system, they will be notified that mail awaits them. This notification will show on their screens as illustrated below.



By clicking on the Execute button , the user may instantly see the document. If speed is not a priority, they may choose the Inbox button and read the document at their leisure.

Asset Accounting Overview

Fixed asset management in AIMS/SAP encompasses a number of different business functions:

1. Asset master data maintenance (asset classification, asset description, serial number, inventory number, depreciation terms, location, responsible party, etc.)
2. Asset lifecycle management (acquisition or construction, transfers, replacement, dispositions and retirements)
3. Asset inventory counts
4. Asset depreciation
5. Asset reporting

This document will outline the transactions and business processes that enable a user to perform these business functions.

What is a fixed asset?

A fixed asset is an object or right to an object that is owned by an enterprise and is intended for long-term use. There are various classifications of fixed assets. AIMS/SAP categorizes fixed assets using the following classes:

- Computers and Related Equipment (Desktops, Laptops/Notebooks, Servers, Routers, Switches, POS Machines, etc.)
- Vehicles (Cars, Trucks, Vans)
- Centrally Funded Vehicles
- Furniture, Fixtures and Equipment (Workdesks, Refrigerators, Freezers, Bar Equipment, Tractors, Utility Vehicles, Mowers, Golf Carts, etc.)
- Buildings (Pools, Fieldhouses, Fitness Centers, Golf Maintenance Sheds, etc.)
- Centrally Funded Buildings
- Building & Facility Improvements (Renovations, Golf Course Improvements, etc.)
- Centrally Funded Building & Facility Improvements
- Assets Under Construction (also known as Construction in Progress or Projects)
- Minor Property
- Appropriated Funds Acquired Assets (APF)
- OTHER (Assets acquired at no cost from other Navy/government sources)

Each of these asset classes has a specific numeric code. This code also forms the basis of the asset numbers of the assets assigned to that asset class. The asset class also determines the general ledger account assignment for the assets throughout their lifecycle. These g/l accounts

include the balance sheet accounts for acquisition costs and accumulated depreciation, as well as the g/l account for depreciation expense and gains/losses on disposal. The asset class will also determine the suggested useful life default values for assets created under that particular asset class.

There are certain policy-mandated restrictions that determine what types of cost centers can be assigned to certain asset classes. Assets created under any asset class must have cost centers that map to RAMCAS department 00. Most asset classes permit their assets to be assigned to any cost center with the appropriate RAMCAS activity (e.g. assets located in a Child Development Center can be assigned to cost centers with activity 22 and department 00).

The following charts show the asset class numbers, certain g/l accounts assignments, suggested useful life and cost center (activity) restrictions. It is segregated by organization type (MWR, VQ, NFC, Civilian):

Description	Asset Class	Balance Sheet Accounts	Dep. Exp. Account	Useful Life**	Cost Center Activity
MWR Asset Classes					
Computer Equipment	170000	170000/180000	760000	2 years Software 4 years Hardware 4 years Peripheral 4 years Furniture	Any
Vehicles	171000	171000/181000	761000	5 or 8 years	Any
CF Vehicles	172000	172000/182000	762000	5 or 8 years	G&A only*
FF&E	173000	173000/183000	763000	2, 4 or 8 years	Any
CF FF&E	174000	174000/184000	764000	2, 4 or 8 years	G&A only*
Buildings and Facilities	175000	175000/185000	765000	30 years	G&A only*
CF Buildings and Facilities	176000	176000/186000	766000	30 years	G&A only*
Bldg. Improvement	177000	177000/187000	767000	10 to 15 years	G&A only*
CF Building & Facility Impr.	178000	178000/188000	768000	10 to 15 years	G&A only*
Construction in Progress	179000	179000	N/A	N/A	G&A only*
Minor Property	165000	165000	686000	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any

Description	Asset Class	Balance Sheet Accounts	Dep. Exp. Account	Useful Life**	Cost Center Activity
VQ Asset Classes					
Computer Equipment	170000	170000/180000	760000	3 years	Any
Vehicles	171000	171000/181000	761000	5 or 8 years	Any
FF&E	173000	173000/183000	763000	2, 4 or 8 years	Any
Whole Room	173100	173000/183000	763000	3 or 6 years	Any
Buildings and Facilities	175000	175000/185000	765000	TBD***	G&A only*
Bldg. Improvement	177000	177000/187000	767000	TBD***	G&A only*
FF&E Install in Progress	179001	179001	N/A	N/A	G&A only*
Minor Property	165000	165000	686001	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any
Navy Flying Club (NFC) Asset Classes					
Computer Equipment	170000	170000/180000	760000	2 years	Any
Vehicles	171000	171000/181000	761000	5 or 8 years	Any
Airplanes	171999	171000/181000	761000	10 years	G&A only*
FF&E	173000	173000/183000	763000	2, 4 or 8 years	Any
Construction in Progress	179000	179000	N/A	N/A	G&A only*
Minor Property	165000	165000	686000	1 to 12 months	Any
APF	APF	N/A	N/A	N/A	Any
Other	Other	N/A	N/A	N/A	Any
Civilian NAFI Asset Classes					
Computer Equipment	170000	170000/180000	760000	2 years	Any
Vehicles	171000	171000/181000	761000	5 or 8 years	Any
FF&E	173000	173000/183000	763000	2, 4 or 8 years	Any
Buildings and Facilities	175000	175000/185000	765000	30 years	G&A only*
Bldg. Improvement	177000	177000/187000	767000	10 to 15 years	G&A only*
CF Buildings and Facilities	178000	178000/188000	768000	10 to 15 years	G&A only*
Construction in Progress	179000	179000	N/A	N/A	G&A only*
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. Oct. 07 page B-53

** useful life resource: RAMCAS User Handbook Rev. Oct. 07 page D-16

***The useful life for each project will be determined on a project by project basis by HQ.

Asset Number Ranges for Asset Classes

Main Number

The primary asset number for an asset is always assigned automatically by the AIMS/SAP system. SAP will provide the asset number when the asset master record is saved.

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 asset number ranges are used by each company code independently so the same asset number can be used in different company codes for different assets. The number range is as follows:

Prepaid Minor Property	16500001 – 16599999
Computer Equipment	17000001 – 17099999
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 Building and Facility	17600001 – 17699999
Building and Facility Improvements	17700001 – 17799999
MWR CF Building & Facility Improvements	17800001 – 17899999
Construction in Progress	17900001 – 17999999
APF	10000001 – 10999999
Other	11000001 – 11999999

Asset Sub-Number

Asset sub-numbering enables a multi-component asset to be broken down into multiple asset master records using the same main asset number. Asset sub-numbering can be used to represent a component of the main asset number or simply to group related assets together. For example, VQ whole room assets have a main asset number that represents the room itself (without any value) and sub-assets for each component of the room (bed, dresser, microfridge, desk, lamp, table, mirror, etc.). Navy Flying Clubs use sub-assets to represent the various major components of aircraft they own (airframe/fuselage, engine, avionics, radios).

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 together 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 (this range is available per main asset number).

Minimum Capitalization Amounts

Certain dollar amount capitalization thresholds are mandated by policy. For example, **MWR** minor property and **VQ** non-consumable FF&E assets must be between \$1,000.00 and \$2,500.00 if they are to be created under asset classes 165000 and 161001, respectively. Assets greater than \$2,500.00 must be created under an appropriate fixed asset class (170000 through 178000). Purchases made in conjunction with an Asset Under Construction (project) do not have any minimum dollar amounts since the final value of the project will always be greater than \$2,500.00.

Exception: If an asset is less than \$1,000.00, but is deemed to be important enough to track for fixed asset inventory purposes (e.g. laptop computers, desktops, other specialized equipment), a minor property asset can be created. However, it must be set-up with a useful life of 1 month, rather than the usual 1 year (12 months) for minor property. Doing this will have the same affect as expensing the asset, but allows the asset to be tracked for inventory purposes.

VQ funds are not permitted to group inexpensive assets together to meet the minimum \$2,500.00 amount. Exception: If the assets are related to a whole room concept this grouping rule does not apply. Assets under \$2,500.00 within the whole room asset must be created as sub-assets using asset class 173100.

Asset Master Records

Prior to making an acquisition, an asset master record shell needs to be created in the asset management module. The asset shell contains only the minimum amount of information to actually save the record in the system. It contains only the asset description, depreciation settings (useful life) and location (cost center, responsible cost center, etc.). The asset shell is assigned an asset number by the system so that it is ready to receive postings into its sub-ledger.

Without postings the asset shell has no financial impact on the general ledger. It is simply an object waiting for an acquisition or transfer. When purchasing an asset using a purchase order, the asset number must be assigned to the PO item using the account assignment. This will enable the receiving agent to post acquisition value to the asset sub-ledger through the goods receipt transaction. When the goods receipt is entered, the asset master record will also be updated with certain information such as quantity and supplier. At this moment the asset shell can be considered a complete asset master record. Also, at time of goods receipt both the asset sub-ledger and the general ledger are updated with the acquisition value.

Asset Transactions

Every asset posting transaction is assigned to a transaction type. The transaction type determines how the AIMS/SAP system will handle the posting (acquisition, post-capitalization, transfer, disposal, or retirement).

1. Asset Acquisition

Goods receipt – an asset is received and the asset shell is posted to via the logistics goods receipt process upon delivery by a supplier based on a purchase order.

Direct invoice – an asset is received and the asset shell is manually posted to based on a manufacturer's invoice, NOT a purchase order (e.g. asset purchased using a credit card, although this is not recommended).

Post-capitalization – an asset is acquired in a prior year but not recorded until the current period (depreciation will be caught up automatically)

2. Transfer

Settlement of a construction in progress – costs collected in an Asset Under Construction asset (179000 MWR, 179001 VQ) are settled through a transfer to a depreciating fixed asset (asset classes 170000 through 178000) once the project is completed.

Between company codes – transfer to another fund within the MWR, VQ, NFC or Civilian organizations (e.g. BRAC base closing, re-assignment of assets between regions). This is a HQ only function.

Due to reclassification – an asset was posted to in error and the value is transferred to the correct asset as a reclassification.

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 Master Data

The creation of an 'Asset Master Record' is a pre-requisite to processing asset transactions.

There are two options when creating an asset master record:

1. The asset class can be used which will provide default values. The asset class then supplies the most important control parameters in the asset master record.
2. An existing asset can be referenced to create the new asset master record. (Possibly the reference asset has default values that are more suitable than those in the asset class.)

After saving, SAP 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. The asset number is required when creating a purchase order that is for a fixed asset or posting in Accounts Payable.

There are 2 types of Asset Master Records:

1. NAF Assets with value (including projects and minor property)
2. APF & Other assets without value

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

Create an Asset Master Record NAF

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

Transaction code: **AS01**

The screenshot displays the SAP 'Create Asset: Initial screen' with the 'Master data' tab selected. The interface includes a menu bar (Asset, Edit, Goto, Extras, Environment, Settings, System, Help) and a toolbar. The main area contains the following fields:

- Asset Class:** A text input field with an arrow pointing to it from a callout box: "Enter the asset class and company code."
- Company Code:** A dropdown menu with a checkmark icon.
- Number of similar assets:** A text input field containing the value '1'.
- Reference:** A section with a blue header containing three fields: "Asset", "Sub-number", and "Company code". An arrow points to the "Asset" field from a callout box: "If you enter an asset reference, SAP will populate most of the fields to save you key strokes. These values are just defaults and can be changed."
- Post-capitalization:** A checkbox that is currently unchecked.

Field	Description/Usage
Initial screen for Create Asset Master Record	
Asset Class	<p>Choose asset class. Each asset is assigned to a single asset class. The asset class dictates a number of key control functions which include:</p> <ul style="list-style-type: none"> • the G/L accounts to be updated by acquisition and depreciation postings (first 3 numbers of asset class i.e. 171000 – vehicles) • 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 company code. Asset master records are created at the company code level. Assets are not shared across company codes.
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 no., inventory no., quantity).
Reference Asset	If there is an asset with similar master data, you can enter that asset in this field. SAP will default all of the values from that referenced asset which will save keystrokes. The data in any field can always be changed
Reference Sub-number	Enter the sub-number of the referenced asset (if applicable).
Reference Company code	Do not reference an asset from a different company code.
Post-Capitalization (Refer to the “Asset Expensed in Error” section for more details)	The Post-capitalization checkbox is used if an asset is found during a physical inventory or if a mistake is discovered where an asset was never recorded in the general ledger. If this box is selected, it forces an asset capitalization date to be entered on the next screen. The capitalization date must be in a prior fiscal year.

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0
 Class: 173000 FF&E Company Code: 1142

General Data Location Data Origin Data

General data

Description:

Model no / Main txt:

Acct determination: 173000 FURNITURE, FIXTURES & EQUIPMENT

Serial number:

Inventory number:

Quantity: EA Each

Manage historically

Posting information

Capitalized on: Deactivation on:

First acquisition on: Plnd. retirement on:

Acquisition year: 000 Ordered on:

Valuation

A...	Depreciation area	DKey	UseLife	Prd	ODep Start
01	Book deprec.	Z001	2		

NOTE: You might have to use the scroll bar to move down the screen in order to see the depreciation key and useful life fields.

Field	Description/Usage
General Data tab	
Description-1	Descriptive information about the asset. Start with a general description of the asset and then move to a more specific one. For example, a Ford Truck should be entered as Truck Ford F150 and not Ford Truck F150. This will allow searches by truck regardless of the make and model. A list of examples is located in a table below.
Description-2	Informational field only. This description does not print on reports.
Model No / Main Text	Use this field to record the model number as long as this asset will not have any sub-assets. Do not enter a model number if this asset is a main asset that is going to have subs. A sub-asset will always have the main assets description as the model number even if you type the model number in on the sub-asset. SAP will always overwrite what you enter.
Account Determination	Defaults from the asset class. The account determination determines the general ledger (GL) accounts that will be posted to with asset transactions, e.g. acquisitions, retirements, depreciation. GL accounts can not be changed.
Serial Number	Enter the serial number once it is known, as it is probably not known at the time the shell is created. Once the serial number is known, use the Change Asset T-code (AS02) to input the serial number.
Inventory Number	Leave blank at the time of creating the shell. SAP will fill in this field with the SAP generated asset number. This field will print on the bar code labels. Refer to the bar code section in this manual.
Quantity	Leave blank. This field will be populated when the purchase order is received.
Unit of Measure	Defaults to EA for each.
Manage Historically	SAP will default this to be active to ensure an asset cannot be archived until it is deactivated.
Capitalized on	Leave blank. 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.
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.

Field	Description/Usage
Deactivation on	<p>The system enters the asset value date of the retirement posting for a full retirement in this field.</p> <p>Once an asset has been deactivated, the asset can not be posted to (with one exception: the posting of 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.</p> <p>This field is also used to determine the status of the asset. The status of an asset is used in many reports. If the asset has a deactivation date, it will not appear on some asset reports.</p>
Planned Retirement on	<p>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.</p>
Ordered on	<p>The system enters the date the first purchase order was posted to an asset.</p>
Depreciation Area	<p>Display only field. Defaults from asset class. (01 = Book depreciation)</p>
Dep Key	<p>Select either: Z001 = Straight-line depreciation or Z002 = Straight-line for minor property amort. 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.</p>
Useful Life Yr.	<p>SAP will default values in this field based on the asset class. Useful life in years over which the asset is to be depreciated. If this default is not correct, enter the useful life recommended by policy.</p>
Useful Life Period	<p>Useful life in periods (in addition to whole years) over which the asset is to be depreciated. Prepaid minor property must use this field if amortization is less than one year (1 to 11 months).</p>
ODep.Start	<p>Display only field. Defaults from the capitalization date when the first acquisition is posted. This is the depreciation calculation start date.</p>

**NOTE:**

For 1 year useful life in minor property, enter 1 year and not 12 months.

Asset Master Data Description

When creating an asset master record a brief description of the asset is required. There are a few guidelines that should be kept in mind. First, the description should proceed left to right from the generic to the specific. All information should be in capital letters, no punctuation such as periods, commas, or quotation marks should be used, but slashes are permitted. There are two lines that can be used for the description; each line has up to 50 characters. Below is a list of some basic asset descriptions. Please follow these examples when creating the asset shell.

Incorrect Asset Description	Correct Asset Description in Master Record	Notes
JACOBSEN 1321 SEEDER/VERICUTER	SEEDER/VERICUTER JACOBSEN	1321 goes in the model number column
MARINA BUILDING (177000)	IMPROVEMENTS MARINA BUILDING	Add the word "IMPROVEMENTS"
FORD F-150 4X4	TRUCK FORD F150 4X4	Truck, Make, Model, Year
1990 15 PASSENGER VAN	VAN FORD 15 PSGR 1990	
SPORTS VAN	VAN DODGE SPORTS	
COMPUTER 1.2 PENTIUM	COMPUTER DESKTOP DELL	
6 72" RD. TABLE	TABLE ROUND 72IN	No punctuation 6 goes in QTY field Always spell IN or FT
ROWING MACHINE	FITNESS MACHINE ROWING	Fitness goes first to allow for sorting
CLUB CAR	GOLF CART CLUB CAR OR UTILITY CART CLUB CAR	Club car is the brand name
2 NEW DOGEROO;2 MINI DOGEROO W/ CRADLE	HOTDOG MAKER DOGEROO (MINI) W/CRADLE	
2 SPEAKERS, 1 AMPLIFIER & 1 EQUALIZER	SOUND SYSTEM	The components can either be entered in the description 2 field or should be entered as sub- assets
180 CHAIRS; 6 LAMPS	These should be separate assets CHAIRS/LAMPS	The quantity goes in the "quantity field"
1 GATEWAY CPU; 1 MONITOR; 1 KEYBOARD & SPEAKE	COMPUTER DESKTOP GATEWAY	

Incorrect Asset Description	Correct Asset Description in Master Record	Notes
50 GAL TANK COMPRESSOR	AIR COMPRESSOR W/ 50 GAL TANK	
TORO GR3000	GREENSMOWER TORO OR MOWER FAIRWAY TORO	GR3000 in model no. field
CARPET (NEW ROOM)	CARPET BUILDING K-N (NEW RM)	
2 AND ½ TON JACK	JACK 2 ½ TON	
50" PLASMA RCA	TV 50IN PLASMA RCA	
50" COLOR TELEVISION	TV 50IN RCA	
OKIDATA PRINTER 9 PIN ML360 TURBO	PRINTER OKIDATA	The ML360T is model. T is turbo
MINIVAN	VAN	
AIRFILTER SMOKEETER	SMOKE REMOVAL SYSTEM SMOKEETER	
UNIVERSAL HACK BACK	FITNESS MACHINE UNIVERSAL HACK BACK	
TRUCKSTER WORKMAN TORO 3200	UTILITY VEHICLE TRUCKSTER WORKMAN TORO	
INTERIOR AWNING	AWNING INTERIOR MAMAS DINER	
GYM MARQUEE	SIGN GYM MARQUEE	
HOLLAND GRILL & TRALER	BBQ GRILL HOLLAND W/ TRAILER	
PONTOON BOAT	BOAT PONTOON	
CART AND TRAYS	CART & TRAYS	

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0 TABLE ROUND 72IN
 Class: 173000 FF&E Company Code: 1142

General Data Location Data Origin Data

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

Cost Center []
 Resp. cost center
 Site
 Room []
 License plate number []
 Personnel Number []

Asset shutdown

Inventory

Last inventory on [] Include asset in inventory list
 Inventory note []

Allocations

Local evaluation []

Cost center is the cost center that will get the financial results like depreciation and gain or loss at retirement.

Responsible cost center is where the asset physically exists. Some asset classes require the cost center to have an activity of 00. If this is the case, you can use responsible cost center to show where the asset is for reporting purposes. In most cases the cost center and responsible cc will be the same.

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	Enter the cost center. This cost center is responsible for the physical asset. It will not carry the depreciation cost. This will be different to the cost center if the asset class requires a cost center to have an activity of 00. If that is the case, you can put the cost center where the asset is physically located (any activity). Most of the time, the cost center and responsible cost center will be the same.
Site	This uniquely identifies the physical location of the asset.
Room	In this field you can designate a specific room for the asset.
License Plate No.	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 & FFE asset classes.
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. If this is not known, leave blank and this field will be populated automatically if you use the barcode assisted asset inventory functionality.
Include Asset in Inventory List	Default indicator has been turned "on" for all asset classes except asset class 179000 and 179001. Select "off" for assets that cannot be inventoried; e.g., renovations. This field determines whether the asset is included on a report that can be generated for physical inventory purposes.
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 or the condition of the asset (good, fair, needs replacement).
Local Evaluation Field	This field can be used to enter further details about the location of an asset for inventory purposes. (Use the scroll down arrow at the right side of the screen to get to this field at the bottom portion of the Location Data tab).

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 through the goods receipt upon the first posting to the asset.
Vendor Name	The name of the vendor can be entered here. This field will be automatically populated through the goods receipt 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	Check this box if the asset was new at the time the base acquired it (if not new, leave blank and select purchased used, see below).
Purchased Used	Check this box if the asset was second-hand or used when it was acquired (not new).
Country of Origin	In this field you can specify the country of origin for the asset.
Type Name	Leave blank.
Original Asset No.	This field is a text field. The SAP team populated the old BLAS number for assets that existed at the time of data conversion. For new assets, you should enter the project number for Assets Under Construction. For asset transfers, SAP will populate the receiving asset with the sending asset number.
Acquisition on Date	SAP will populate this field with the date of the goods receipt.
Original Acquisition Year	SAP will populate this field with the fiscal year at the time of goods receipt.
Original Value	Enter the approved budget for Assets Under Construction in this field. Acquisition value of the asset. This field is manually maintained.


**NOTE:**


The Original Value field is a memo only field. This does not affect the asset balances, the general ledger balances or the net book value of the asset. However, it does show up on some reports as one of the columns.

Additional Text

SAP provides an area where the user can add additional text information about the asset. This can be very useful when there is a unique situation about this asset. The text area can be used to note anything about the asset such as condition, usage, etc.

In the asset master record, go to the General Data tab.

To the right of the description field you will see a button for “Create long text” (piece of paper with pencil). 

1. Click on this button.
2. A “Long Texts” dialog box will appear. Click on the paper button to the right of “general long text”.
3. In the white area, you can type additional text information about the asset.
4. Press the SAVE icon when you are done. Your text will be saved.
5. Press the green arrow to back up one screen (or press F3).
6. 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 exists for this asset.
7. Click the green check mark or press ENTER to close the long text dialog box.
8. The long text button now is called “change long text” and you will see that the button has lines on the piece of paper, indicating that some long text exists. 
9. Press the SAVE icon to save changes to the asset master record.

Minor Property Asset Master Data

SAP refers to the minor property asset as a “low value asset” (LVA). The dollar range for low value assets is \$1,000 to \$2,500. 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. The depreciation key that is used for minor property tells SAP to start the depreciation in the month of acquisition. For example, if you buy a stove in July 2004 and you want to amortize it over one year, SAP will start depreciating in July 2004.

The general ledger account for prepaid minor property is 165000 and the general ledger account for minor property expense is 686000.

For both MWR and VQ, the value range of \$1,000 - \$ 2,500 is a guideline for minor property. If the value is greater than \$2,500, the asset must be created as an asset in the asset class range 170000 – 179000.

For MWR only, if the asset is less than the minimum \$1,000, the option exists to record it as minor property or simply expense it. If the option to capitalize the asset is chosen, the depreciation must be set to one month, which will cause SAP to fully expense this asset in the month it was purchased. The purpose of doing this is to help keep track of the asset. For example, a laptop can be purchased for less than \$1,000, but it would still be prudent to track this asset. The best way to do this is to create the laptop as minor property. Capitalizing an asset under the minimum will not be an issue during an audit as long as the depreciation period is equal to one month and the region has a reason for tracking the asset.

Examples of minor property are as follow:

- Laptops
- Computer equipment
- Video camera / equipment
- Music equipment (for DJ's, etc.)
- Microwave
- Kitchen equipment

Create Minor Property Asset Master

To create an asset master record for a minor property asset, see the section on “Create an Asset Master Record”. The fields listed below are unique for Prepaid Minor Property.

Field	Description/Usage
Initial screen for asset master creation	
Asset Class	165000 – for Prepaid Minor Property or low value assets that will be expensed in one month or amortized over 12 months

Asset Edit Goto Extras Environment Settings System Help

Display Asset: Master data

Asset values

Asset: 16500152 0 BEVERAGE AIR BOTTLE COOLER
 Class: 165000 PREPAID MINOR PRPTY Company Code: 1142

General Data Location Data Origin Data

General data

Description: BEVERAGE AIR BOTTLE COOLER

Model no / Main txt: 872234

Acct determination: 165000 PREPAID MINOR PROPERTY

Serial number:

Inventory number: 16500152-0000

Quantity: 0 EA Each

Manage historically

Posting information

Capitalized on: 06/21/2007
 First acquisition on: 06/21/2007
 Acquisition year: 2007 009

09/30/2007
 Ordered on:

Valuation

A...	Depreciation area	DKey	UseLife	Prd	ODep Start
01	Book deprec.	Z002	0		106/01/2007

Notice the Capitalized on Date and the Depreciation Start date are in the same month and year.

Depreciation can be changed from one period (month) to more than one month or to one year.

Field	Description/Usage
General Data tab	
Dep Key	Z002 = Straight-line for minor property amortization 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.
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	Do NOT put 12 months in order to amortize for 1 year. Use the Useful Life Year field. 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).

Create Asset Master for APF (UFM) and OTHER Assets

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

UFM - APF Offset purchases: This type of purchase will be expensed to either 686089 for minor property assets or 688089 for fixed assets when acquired. This transaction does not affect the asset general ledger accounts. An asset master record may be created using the asset class APF to track this type of asset.

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

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

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

Transaction code: **AS01**

Field	Description/Usage
Initial screen for Asset Master Creation	
Asset Class	Enter either APF or OTHER.
Company Code	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 no., inventory no., quantity).
Post Capitalization	Leave blank. Not applicable for APF or OTHER.

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0
 Class: APF APPROPRIATED FUNDS Company Code: 1142

General Data Location Data Origin Data

General data

Description: FITNESS MACHINE LIFECYCLE

Model no / Main txt: B6597

Acct determination: 171000 VEHICLES

Serial number: 32697452

Inventory number: []

Quantity: 1 EA Each

Manage historically

Posting information

Capitalized on: 12/10/2007

First acquisition on: []

Acquisition year: [] 000

Deactivation on: []

Plnd. retirement on: []

Ordered on: []

You must enter a capitalization date for APF/OTHER assets.

Notice that the section for depreciation does not appear in an APF or OTHER asset.

Field	Description/Usage
General Data tab	
Description-1	Descriptive information about the asset. Please refer to the section "Asset Master Data Descriptions" within the "Create Asset Master Record" section for examples of correct asset descriptions.
Description-2	Informational field only.
Model No / Main Text	Enter the model number of the asset (if applicable).
Account Determination	Defaults from the asset class. For the APF and OTHER asset classes, the default is set to 171000. Nothing will ever post to FI. Ignore this field.
Serial Number	Enter the serial number of the asset (if applicable).
Quantity	Enter a quantity.
Unit of Measure	Defaults to EA for each.
Manage Historically	SAP will default this to be active to ensure an asset cannot be archived until it is deactivated.
Capitalized on	A capitalization date must be entered for APF and OTHER assets. The capitalization date is the value date of an asset.
Deactivation on	Enter the date the asset was disposed of or retired. A deactivation date must be manually entered when an asset is disposed of or retired.
Planned Retirement on	You can specify a date here for the planned retirement date of the asset.
Ordered on	Leave blank.


Field	Description/Usage
Location Data tab	
Cost Center	<p>Enter a cost center, even though there is no depreciation with APF and OTHER</p> <p>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:</p> <ul style="list-style-type: none"> • Fixed asset depreciation • Gain/loss from asset sales
Responsible Cost Center	Enter a cost center. This cost center is responsible for the physical asset. It will not carry the depreciation cost.
Site	This uniquely identifies the physical location of the asset.
Room	In this field you can designate a specific room for the asset.
License Plate No.	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 physical inventory purposes.
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 or the condition of the asset (good, fair, needs replacement).
Local Evaluation	This field can be used to enter further details about the location of an asset for inventory purposes. (Use the scroll down arrow at the right side of the screen to get to this field at the bottom portion of the Location Data tab).


Field	Description/Usage
Origin Data tab	
Vendor Number	Enter the vendor number if applicable.
Vendor Name	Enter the vendor name if applicable
Manufacturer	Enter the manufacturer of the asset in this field.
Asset Purchased New	Check this box if the asset was new at the time the base acquired it (if not new, leave blank and select purchased used, see below).
Purchased Used	Check this box if the asset was second-hand or used 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 not used.
Original Asset No.	This field is a text field. The SAP team populated the old BLAS number for assets that existed at the time of data conversion. For asset transfers, SAP will populate the receiving asset with the sending asset number.
Acquisition on Date	Enter the acquisition date.
Original Acquisition Year	Enter the fiscal year of the acquisition date.
Original Value	This field is manually maintained. Acquisition value of the asset.

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.

In the asset master record, go to the General Data tab.

To the right of the description field you will see a button for “Create long text” (piece of paper with pencil). 

1. Click on this button.
2. A “Long Texts” dialog box will appear. Click on the paper button to the right of “general long text”.
3. In the white area, you can type additional text information about the asset.
4. Press the SAVE icon when you are done. Your text will be saved.
5. Press the green arrow to back up one screen (or press F3).
6. 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.
7. Click the green check mark or press ENTER to close the long text dialog box.
8. The long text button now is call “change long text” and you will see that the button has lines on the piece of paper, indicating long text exist. 
9. Press the SAVE icon to save changes to the asset master record.

Retire an APF/Other Asset:

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

Transaction code: **AS02**

**NOTE:**

In order to retire an APF or OTHER asset, you need to put a deactivation date in the asset master record.

Field	Description/Usage
Initial screen for Change Asset	
Asset	Enter the main asset number for which the sub-asset file is being created.
Sub-Number	Enter the sub-number of the asset. SAP will default zero. Leave zero if you do not need a sub-asset.
Company Code	Enter the company code.

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Master data

Asset values

Asset 10000047 0 1990-UNI LOADER
 Class APF APPROPRIATED FUNDS Company Code 1015

General Data Location Data Origin Data

General data

Description 1990-UNI LOADER

Model no / Main txt 1840

Acct determination 171000 VEHICLES

Serial number JAF0066095

Inventory number 10000047-0000

Quantity 1 EA Each

Manage historically

Posting information

Capitalized on 09/30/1990 Deactivation on 12/04/2007

First acquisition on 09/30/1990 PInd. retirement on

Acquisition year 1990 012 Ordered on

Enter the deactivation date for this asset. With this date, the asset will no longer show up on asset reports that ask for active assets only (see section Asset Reports for more information).

Enter the deactivation date for this asset. With this date, the asset will no longer show up on asset reports that ask for active assets only (see section Asset Reports for more information). Be sure to save the asset master record once you have made this change.

Sub Assets

SAP has the capability of creating sub assets. The purpose of sub assets is to link several assets to one main asset. Prior to creating a sub asset, the main asset needs to be created. Usually the main asset does not have a value by itself (there are exceptions). Most of the acquisitions are posted to the sub assets. The sub assets can be rolled up by the main asset.

Sub assets are used for the VQ's whole room, but can also be used by MWR, NFC and Civilian funds. Here are a couple of examples when sub assets could be used:

In the NFC's, each plane is created as a main asset. The parts of the plane are created as the subs.

In MWR, computer components or a sound system may be broken down using sub assets. The sound system could be broken down by speakers, CD player etc.

The benefit of using sub assets is the ability to retire or add additional components without affecting the main asset. It also allows reporting by a grouping (ex. by plane).

Prior to creating the sub assets, a main asset will be created. In most situations, the main asset should be blocked for postings. This will prevent users from posting to it by mistake. When creating the sub assets, several of the fields will be defaulted in the sub asset from the main asset. These fields can be changed if required.

The following sections can be referenced while creating the main asset:

- Create an Asset Master Record NAF
- Block Asset Master

Create the Sub Asset

Prior to creating the sub assets, a decision has to be made whether the sub assets will be created individually or using the similar asset function that SAP offers. The similar asset function will save several key strokes, but can produce incorrect assets if certain fields are not maintained. The following example creates the sub assets using the similar asset functionality. For more details about similar assets, refer to the 'Multiple Assets vs Multiple Quantity' section.

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

Transaction code: **AS11**

Field	Description/Usage
Initial screen for Asset Sub Creation	
Asset	Enter the main asset number for which the sub-asset file is being created.
Company Code	Enter the company code.
Number of Similar Sub-numbers	Defaults to 1. Enter the number of sub-assets to be created.
Post Capitalization	Leave blank.

1. Several of the fields will already be populated from the main asset. Press Save.
2. After saving, the pop up box 'Create Multiple Assets' will appear. Click on 'Maintain'.
3. If required, change the fields (ex. description) and then hit the green check mark.
4. Click on the 'Create' button to create all of the subs.
5. Note the asset numbers that have been created.
6. Go to asset change t-code to change any additional fields like useful life if required.

**NOTE:**

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

**NOTE:**

Do **not** enter a model number on the sub-asset screen in the model field. SAP will populate the model/description field with the main assets description. SAP will allow you to type something in the model field, but will not save it. Even if you type something in this field, SAP will overwrite what you typed in with the main assets text. Enter the model number into the Description 2 field, so this important information will not be lost.

Multiple Assets vs Multiple Quantity?

Often several similar assets are purchased at the same time. A decision has to be made whether to create multiple assets or one asset with a quantity greater than one.

Answer these questions to determine which method to use:

1. Do each of the assets depreciate at a separate useful life? If yes, you have to create multiple assets.
2. Will the assets ever belong to separate cost centers? If yes, you have to create multiple assets.
3. Is the dollar value material? If yes, you should create multiple assets.
4. Does a single item meet the RAMCAS threshold of \$2,500? If not, multiple quantity must be used to meet the dollar threshold.

Multiple Assets:

The purchase of 10 golf carts is a good example of multiple assets. These assets are going to be delivered to 2 different golf courses in the company code. Refer to the “Create Similar Assets” section in this document for further details on how to create multiple assets that are similar.

Multiple Quantity:

The purchase of 15 lamps for the CDC is a good example of multiple quantity. It is unlikely that these lamps will be separated. In this situation, you would create one asset shell. Ensure that when they create the purchase order, they put a quantity of 15 against the one asset number. This will then populate the asset master record with a quantity of 15.

RAMCAS policy states the following:

Many items on the list if purchased separately will not qualify as a fixed asset because their cost is under \$2,500; however, a group purchase of these items can surpass \$2,500, and since grouping is permitted for capitalization, these items are listed.

Here is an example of items from the RAMCAS manual list that can be grouped. For a full list, please refer to the RAMCAS manual.

- Candle Lamps
- Coffee warmers
- Fax machine
- Bench
- Bar Stool
- Canoe
- Curtains
- Copy machine
- VCR
- Toaster
- Television
- Toaster
- Treadmill
- Slot machines
- Golf Carts
- Desk
- Coffee table
- End table
- Desk
- Golf ball dispenser
- Silver trays and cylinders

**NOTE:**

You are still able to do partial retirement of a single asset that has a quantity greater than one (1).

Similar Assets

Sometimes, there may be a need to create several assets that are similar. The “create with reference” functionality can reduce the data entry effort. For example, when 25 golf carts are purchased, the majority of the data fields will be the same (e.g., description, useful life, cost center, etc.). The fields with different values will likely be the license plate number and the serial number.

To Create Similar Assets, follow these steps:

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

Transaction code: **AS01**

When you create the asset, you still have the option to reference an existing asset.

The screenshot shows the SAP 'Create Asset: Initial screen' interface. At the top, there is a menu bar with options: Asset, Edit, Goto, Extras, Environment, Settings, System, and Help. Below the menu bar is a toolbar with various icons. The main area is titled 'Create Asset: Initial screen' and has two tabs: 'Master data' and 'Depreciation areas'. The 'Master data' tab is active. The form contains the following fields:

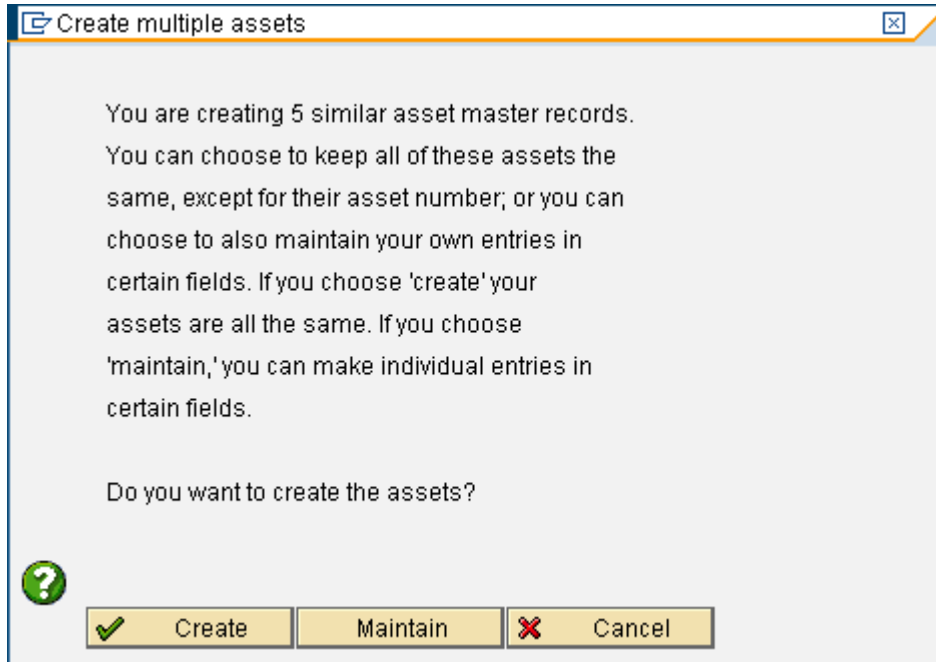
- Asset Class: 173000
- Company Code: 1142
- Number of similar assets: 5
- Reference section (shaded blue):
 - Asset: [empty text box]
 - Sub-number: [empty text box]
 - Company code: [empty text box]
- Post-capitalization:

A callout box with an arrow pointing to the 'Number of similar assets' field contains the text: "To minimize your keystrokes, reference an existing asset if possible and specify the number of similar assets."

Enter the information as outlined in the “Create Asset Master” section of this manual.

Once you have filled out all the necessary fields for your first asset, press the Save icon. 

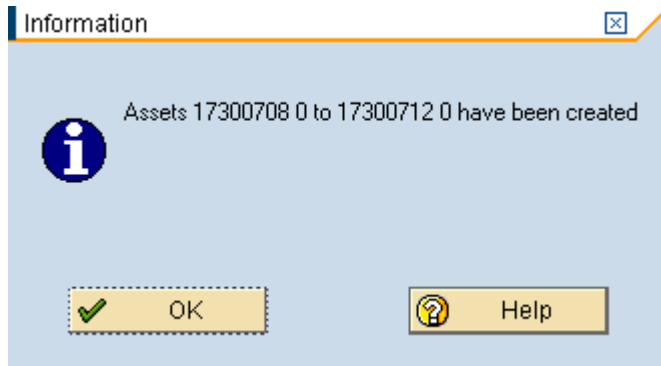
Below is a picture of the message that will pop up in SAP. If you press the 'Create' button, all five assets will have identical fields. If you press the 'Maintain' button, you will have an option to change some fields before saving all five assets.



If you press the 'Maintain' button, you will see the following screen.

No	Description	Inventory no.	Cost center	Local Ev	Serial no.	License plate no.	Resp cctr	Site	Room
1	GOLF CART		6957				6957	7201	
2	GOLF CART		6957				6957	7201	
3	GOLF CART		6957				6957	7201	
4	GOLF CART		6957				6957	7201	
5	GOLF CART		6957				6957	7201	

Change the fields that you would like to be different. Once you are finished, press the green check mark. It will take you back to the previous pop up. Press the 'Create' button to create the 5 assets. SAP will give you a message with a range of assets that were created.



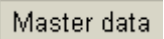

Change Asset Master

Sometimes data contained in the asset master record will need to be changed. Some fields like license plate, serial number etc. will need to be added or updated after the asset has been received. To change these fields, you will need to change the asset master record.

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

Transaction code: **AS02**

Field	Description/Usage
Initial screen for Change Asset	
Asset	Enter the main asset number.
Sub-Number	Enter the sub-number of the asset. SAP will default zero. Leave zero if you do not need a sub-asset.
Company Code	Enter the company code.

Click on the 'Master data' button.  The "Change Asset: Master data" screen appears. Notice that most of the fields now have a white background. Make the necessary changes. Be sure to click on SAVE to save your changes. 



NOTE:

If you need to change the cost center or useful life please see the section on Time dependent fields.

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Master data

Asset values

Asset 10000047 0 1990-UNI LOADER
 Class APF APPROPRIATED FUNDS Company Code 1015

General Data Location Data Origin Data

General data

Description 1990-UNI LOADER ← Change the description to UNI LOADER CASE 1990

Model no / Main txt 1840

Acct determination 171000 VEHICLES

Serial number JAF0066095

Inventory number 10000047-0000

Quantity 1 EA Each

Manage historically

Posting information

Capitalized on 09/30/1990 Deactivation on

First acquisition on 09/30/1990 Plnd. retirement on

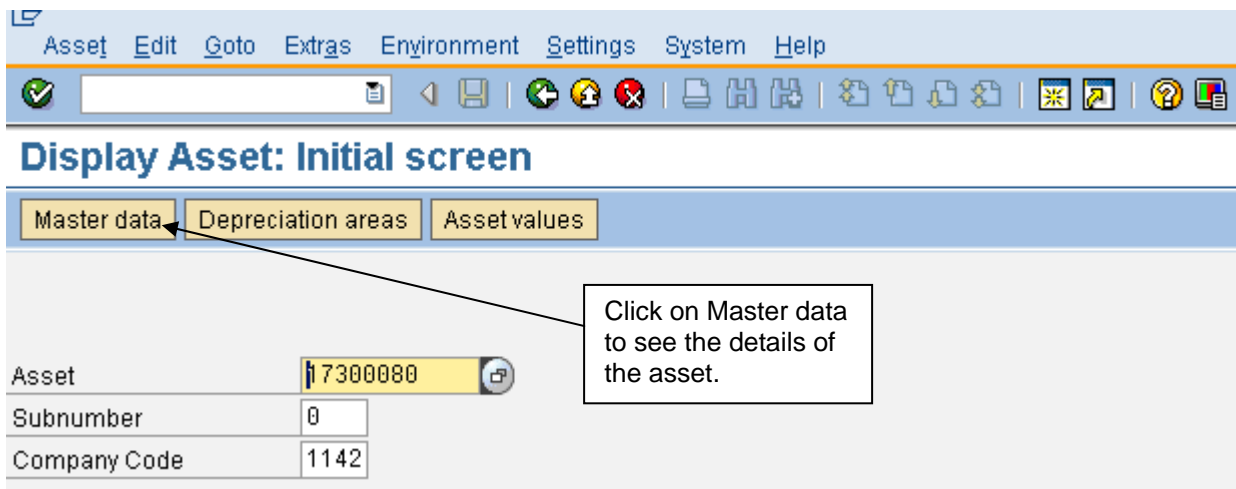
Acquisition year 1990 012 Ordered on

The description of the above asset should be changed according to the guidelines outlined in the Asset Master Data Description section of this manual.

Display Asset Master

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

Transaction: **AS03**



Field	Description/Usage
Initial screen for Display Asset	
Asset	Enter the main asset number.
Sub-Number	Enter the sub-number of the asset. SAP will default zero. Leave zero if you do not need a sub-asset.
Company Code	Enter the company code.

Click on the ‘Master data’ button. Master data The “Display Asset: Master Data” screen will appear.

Asset Edit Goto Extras Environment Settings System Help

Display Asset: Master data

Asset values

Asset: 17300080 0 BOTTLE COOLER
 Class: 173000 FF&E Company Code: 1142

General Data Location Data Origin Data

General data

Description: BOTTLE COOLER
 Model no / Main txt: BOTTLE COOLER
 Acct determination: 173000 FURNITURE, FIXTURES & EQUIPMENT
 Serial number: 3803845
 Inventory number: 17300080-0000
 Quantity: 1 EA Each
 Manage historically

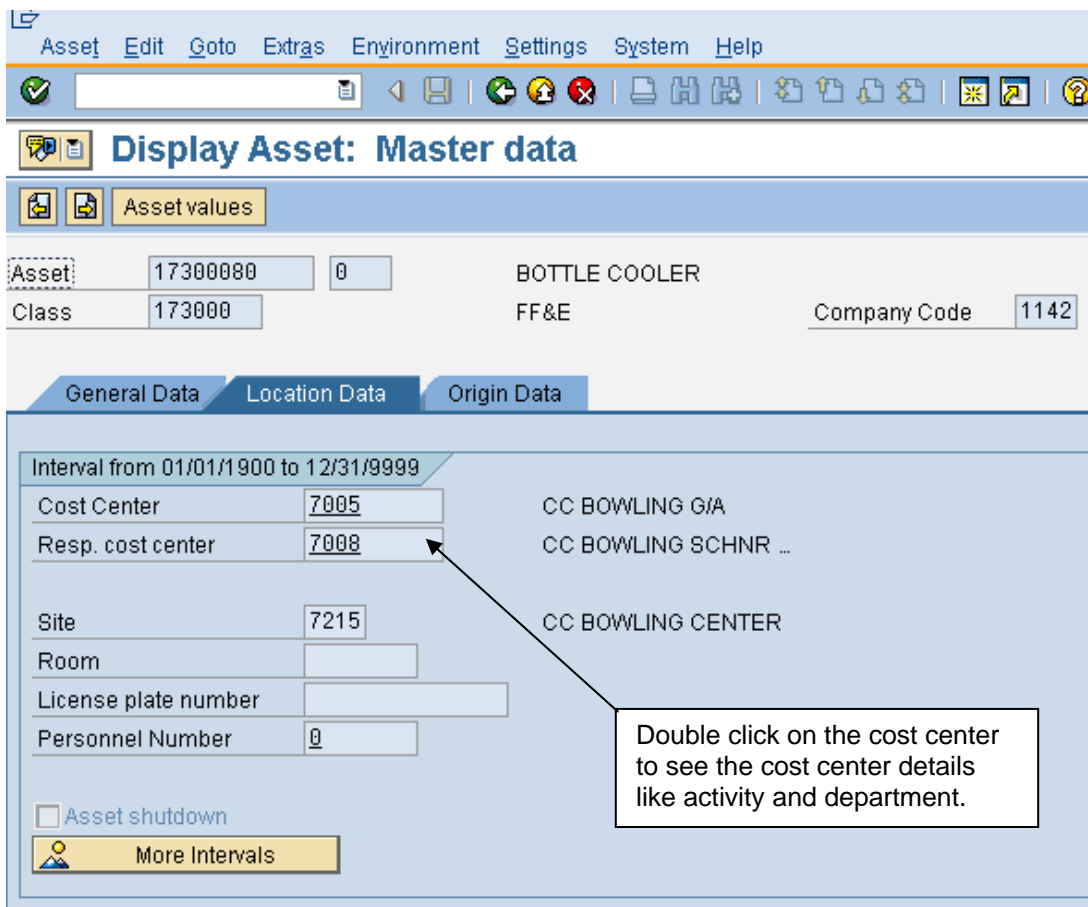
Posting information

Capitalized on: 07/23/1996
 First acquisition on: 07/23/1996
 Acquisition year: 1996 010

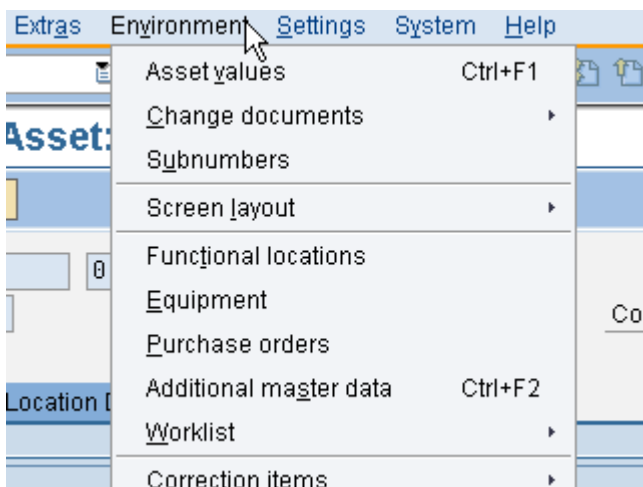
First acquisition date is only updated once, at the first acquisition.
 Period 10 is equal to July.

Valuation

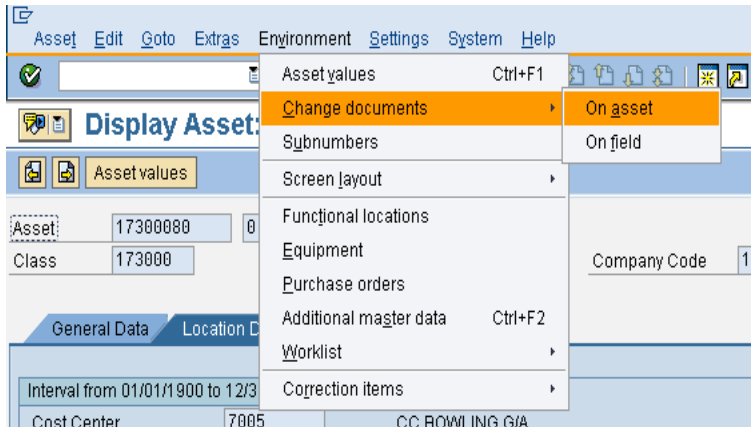
A...	Depreciation area	DKey	UseLife	Prd	ODep Start	Exp. UL	Prd
01	Book deprec.	Z001	8		008/01/1996	10	2



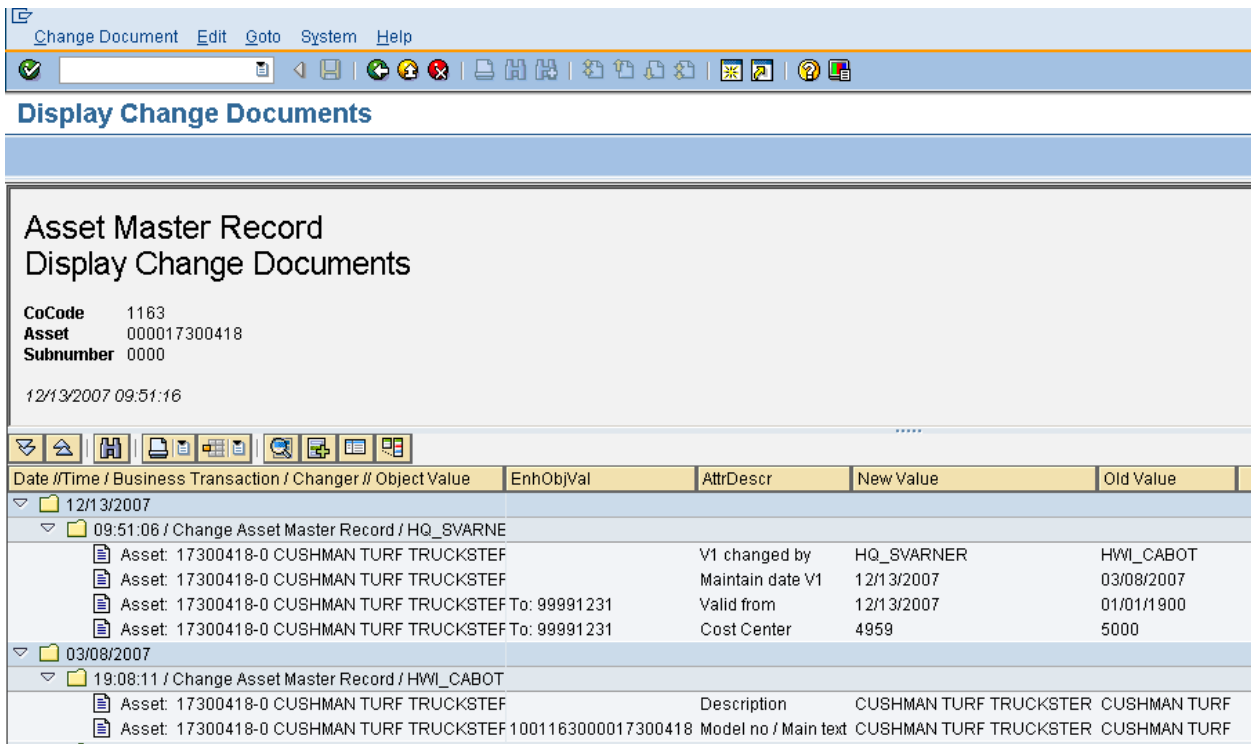
There are several things that can be displayed within the asset display view. The Environment menu at the top will display the following:



Environment > Changed documents > On asset: This will show which fields have been changed on the asset. It will show the old value, the new value, etc.



If you chose the ‘on asset’ option you will see the following screen.



In the above example, several fields have been changed in this asset. Drill down is available on all fields by double clicking on the specific field. By double clicking on cost center, SAP will display the changes made on that particular field.


Change Document Item Edit Goto System Help

Display Change Document Item

Asset Master Record


Keyword	Technical Value	Prepared Value
Change doc. object	ANLA	ANLA
Object value	11630000173004180000	Asset: 17300418-0 CUSHMAN TURF TRUCKSTER
Document number	0005920750	
Date	12/13/2007	
Time	09:51:06	
Name	HQ_SVARNER	SHARON VARNER
Department		HEADQUARTERS N251
Transaction code	AS02	Change Asset Master Record
Table Name	ANLZ	Time-Dependent Asset Allocations
Table Keys Long	1001163000017300418000099991231	To: 99991231
Field Name	KOSTL	Cost Center
Attribute Descr.		Cost Center
New value	4959	4959
Old value	5000	5000
Change Indicator	U	Changed

The details of who made the change and when the change was made will be shown.






 **NOTE:** Use the change documents feature when the math does not appear to be correct for depreciation. Chances are the useful life was changed.

More information is available by using the following menu paths:

Environment > Sub Numbers: This will give you a list of all the subs for the main asset.

 Subnumber

Asset	SNo.	Asset description
17300003	0	BLDG 1623 ROOM 103
17300003	1	ARMOIRE TV 3 DRAWER
17300003	2	BED QUEEN
17300003	3	DESK STUDENT
17300003	4	LAMP FLOOR
17300003	5	LAMP TABLE
17300003	6	LAMP TABLE
17300003	7	NIGHTSTAND
17300003	8	NIGHTSTAND
17300003	9	SOFA LOVESEAT
17300003	10	TABLE COFFEE
17300003	11	WARDROBE DOUBLE
17300003	12	FREIGHT INSTALLATION
17300003	13	BLDG 1623 ROOM 103
17300003	14	BEDSPREAD
17300003	15	LOVE SEAT
17300003	16	DESK LAMP
17300003	17	CARPET
17300003	18	DRAPES
17300003	19	PAINT

Environment > Purchase Orders: This will display a list of purchase orders that have been posted to this asset.

The screenshot shows the SAP 'Purchasing Documents For Asset' screen. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Purchasing Documents For Asset'. Below the title is a secondary toolbar with buttons for 'Print Preview', 'PO History', 'Changes', 'Delivery Schedule', and 'Services'. The main content area contains a table with the following data:

PO	Type	Vendor	Name	SGp	Order Date
Item	Article		Short Text		Mdse Catgy
D I A Site SLoc			Order Qty	Un	Net Price Curr. per Un
4500043204	NB	4000040445	AL LAMB'S DALLAS HONDA	190	10/01/2007
00003			HONDA RECON TRX250TE, TWO WHEEL		2070001
A 4537			1 EA	3,498.00	USD 1 EA
Asset 17302069		0			
Still to be delivered		0 EA		0.00	USD 0.00 %
Still to be invoiced		0 EA		0.00	USD 0.00 %

Display Asset Value

To display the Asset Values from the initial Asset Display screen (T-code: **AS03**), simply put the asset number in along with the sub-number (if applicable) and the company code. Then, click on the 'Asset values' button.

The screenshot shows the SAP 'Display Asset: Initial screen'. At the top, there is a menu bar with 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Display Asset: Initial screen'. Below the title is a secondary toolbar with buttons for 'Master data', 'Depreciation areas', and 'Asset values'. Below the buttons are input fields for 'Asset' (17200002), 'Subnumber', and 'Company Code' (1142). A callout box with an arrow pointing to the 'Asset values' button contains the text: 'Click on 'Asset values' button to see the asset values.'

This will bring up the following screen:

Asset Explorer

Asset 1142-17200002/0000

Depreciation Areas

- 01 Book depreciation

Company Code: 1142 MWR COMNAVREG, SOUTH

Asset: 17200002 0 TRUCK CHEVY S-10 2003

Fiscal year: 2008

Planned values | **Posted values** | Comparison

Planned values Book depreciation in local currency

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions	13,697.00		13,697.00	USD
Acquisition value	13,697.00		13,697.00	USD
Ordinary deprec.	11,870.68	1,826.32	13,697.00	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Net book value	1,826.32	1,826.32		USD
Down payments				USD
Scrap value				USD

Objects related to asset

- Cost Center
 - CC ADMIN G/A
- G/L Account
 - MWR CENTRALLY FUNDE

No postings for selected fiscal year

There are four tabs. The planned values tab displays the values as of the end of the current fiscal year. The ordinary depreciation will be equal to the entire fiscal year.

Click on the Posted Values to see the current book value.

Asset Explorer

Asset 1142-17200002/0000

Company Code 1142 MWR COMNAVREG, SOUTH

Asset 17200002 0 TRUCK CHEVY S-10 2003

Fiscal year 2008

Planned values | **Posted values** | Comparisons | Parameters

Posted dep. values Book depreciation in local currency

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions	13,697.00		13,697.00	USD
Acquisition value	13,697.00		13,697.00	USD
Ordinary deprec.	11,870.68		11,870.68	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Net book value	1,826.32		1,826.32	USD
Down payments				USD
Scrap value				USD

Objects related to asset

- Cost Center
 - CC ADMIN G/A
- G/L Account
 - MWR CENTRALLY FUNDE

Depreciation posted/planned

Stat...	Status	Per	Ord. dep.	Uplnd dep.	Reserves	Revaluat.	Crcy
▲	Planned	1	228.28	0.00	0.00	0.00	USD
▲	Planned	2	228.29	0.00	0.00	0.00	USD
▲	Planned	3	228.28	0.00	0.00	0.00	USD

Double click on the asset number to see the asset details.

Double click on the cost center to see the cost center details.

The legend below explains the icons:

Planned/posted depreciation

- ▲ Planned values
- Posted values
- ↔ Values from legacy data transfer

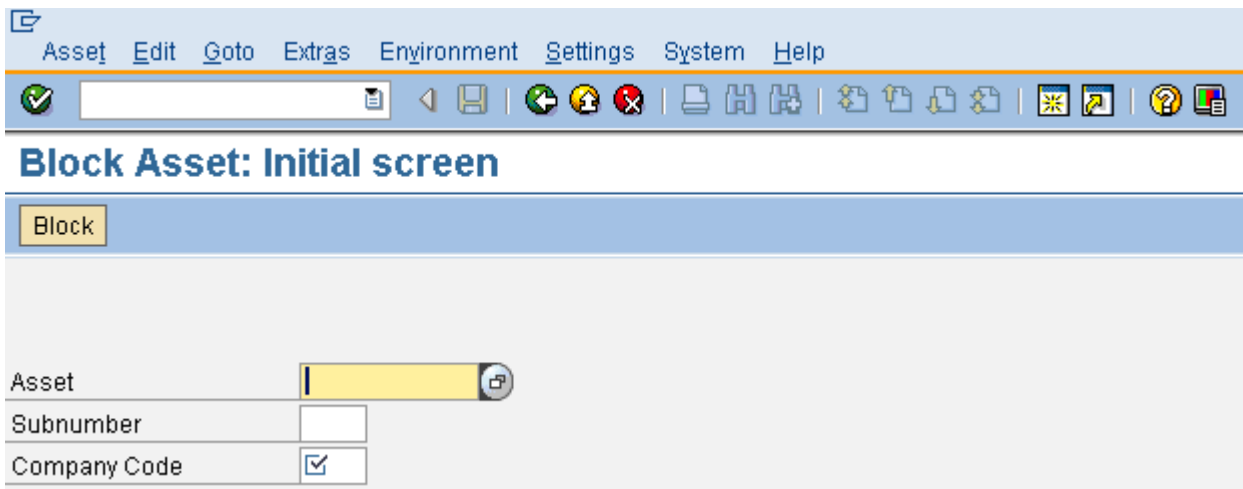
Block Asset Master

Blocking 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.

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

Transaction code: **AS05**

Follow these steps when blocking an asset:



Field	Description/Usage
Initial screen for Block Asset	
Asset	Enter the main asset number.
Sub-Number	Leave blank.
Company Code	Enter the company code.

Press Enter.

Asset Edit Goto Extras Environment Settings System Help

Block Asset: Processing screen

Asset: 17200002 0 TRUCK CHEVY S-10 2003
 Class: 172000 MWR CF VEHICLES Company Code: 1142

General data

Description: TRUCK CHEVY S-10 2003


Acct determination: 172000 MWR CENTRALLY FUNDED VEHICLES
 Inventory number: 17200002-0000
 Quantity: 1 EA


Posting information

Capitalized on: 05/29/2003 Deactivation on:
 First acquisition on: 05/29/2003
 Acquisition year: 2003 8 Plnd. re:
 Acquisition lock:
 None
 Locked to acquis.

Save the asset after making changes.

Change the Acquisition lock to 'Locked to acquis.' This will prevent any further acquisitions to this asset.

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

 **NOTE:** The "locked to acquisition" feature can be used to prevent future purchases once an asset had reached its approved budget.

Delete Asset Master Record Shell

If an asset shell was created in error, it can be deleted as long as there has not been any postings made to it. If there is no 'capitalized on' date, just delete the asset with T-code **AS06**. However, if there is a 'capitalized on' date, a 'deactivation date' must be entered in the asset master record. Use T-code **AS02** to enter the deactivation date.

Refer to the report section in this manual on how to run a report that will display all empty asset shells. This report is used to determine which asset shells have been created, but not posted to. Usually this means that the asset has not been received (if on a purchase order). This report should be run monthly, but it especially needs to be run towards the end of the fiscal year, in order to clean up the system.

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

Transaction code: **AS02**

Change Asset: Initial screen

Master data Depreciation areas Asset values

Asset	7300707
Subnumber	0
Company Code	1142

Enter the asset number, sub-number (if applicable) and the company code. Press the Enter key or click on the 'Master data' button.

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Master data

Asset values

Asset 17300707 0 TABLE ROUND 72IN
 Class 173000 FF&E Company Code 1142

General Data Location Data Origin Data

General data

Description TABLE ROUND 72IN

Model no / Main txt TABLE ROUND 72IN

Acct determination 173000 FURNITURE, FIXTURES & EQUIPMENT

Serial number

Inventory number 17300707-0000

Quantity EA Each

Manage historically

Enter the deactivation date.

Posting information

Capitalized on

First acquisition on

Acquisition year 000

Deactivation on 12/10/2007

Plnd. retirement on

Ordered on

Valuation

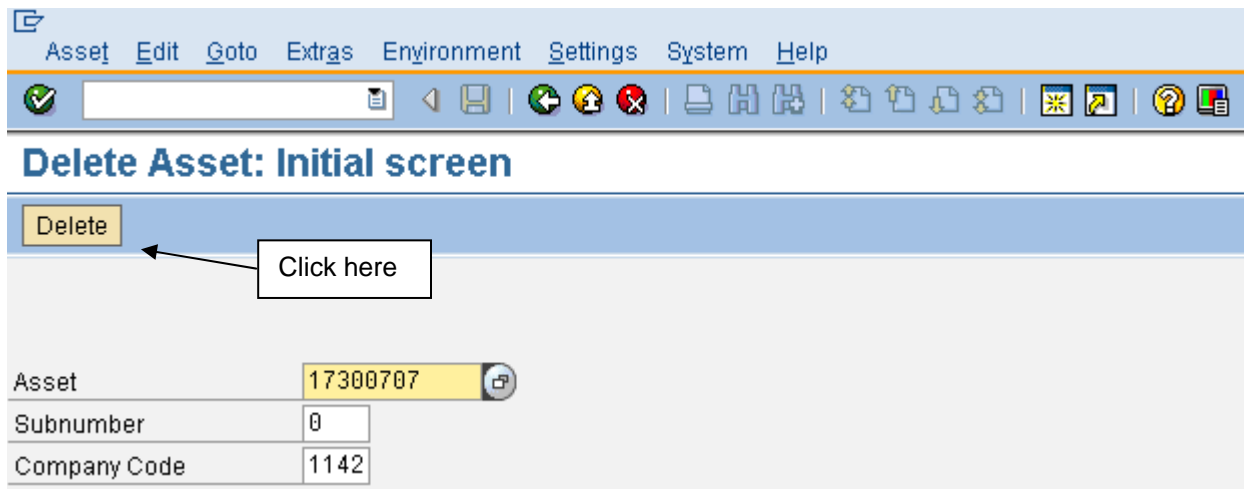
A...	Depreciation area	DKey	UseLife	Prd	ODep Start
01	Book deprec.	Z001	2		

Enter the deactivation date. Press the save icon. 

After saving the changes, the asset can now be deleted.

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

Transaction code: **AS06**



Enter the asset number, sub-number (if applicable) and the company code. Press the Enter key or click on the 'Delete' button.

Asset Edit Goto Extras Environment Settings System Help

Delete Asset: Processing screen

Asset 17300707 0 TABLE ROUND 72IN
 Class 173000 FF&E Company Code 1142

General data

Description TABLE ROUND 72IN

Acct determination 173000
 Inventory number 17300707-0000
 Quantity 0 EA

Posting information

Capitalized on Deactivation on 12/10/2007
 First acquisition on
 Acquisition year 0 Plnd. retirement on

Deletion

Do not delete asset
 Physically delete asset

Change the deletion to 'Physically delete asset'.

Click on the Save icon. 

Deletion of asset

Do you want to physically delete the asset?

Yes No Cancel


Click on Yes.

Changing Time Dependent Fields

Some of the fields (e.g. cost center, site, license number, room, etc.) are time dependent and it is important to use different time intervals. Most fields can be changed without much consequence, but others will impact financial reporting and may require additional postings. If you have any questions please contact HQ.

Change Cost Center


If you change the cost center, SAP will start to depreciate the asset in the new cost center.

	NOTE: Changing the cost center does NOT move the depreciation that has already been posted. A manual journal to the depreciation expense account needs to be done between the two cost centers if this was an <u>error</u> and not a movement of the asset. It is important to use the long text when creating the FI document. Enter both cost centers and explain why the cost center has been changed.
---	---

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

Transaction code: **AS02**

Field	Description/Usage
Initial screen for Change Asset	
Asset	Enter the main asset number.
Sub-Number	Enter the sub-number of the asset. SAP will default zero. Leave zero if you do not need a sub-asset.
Company Code	Enter the company code.

Click on the 'Master data' button. Master data The "Change Asset: Master data" screen appears. Notice that most of the fields now have a white background. Make the necessary changes to the cost center field. Be sure to click on SAVE  save your changes.

Change Useful Life

If you change the useful life, SAP will try to fix the current year's depreciation. This will change the monthly depreciation value. SAP will calculate the new depreciation amount using a simple

formula (Acquisition \div number of months). It will only correct the current year. To correct the previous years the asset will stop depreciating early.

Example:

1. You have a forklift that cost 14,864.86 , the useful life is 8 years and it started depreciating on 11/30/2004. You need to change the useful life to 4 years.

Current Depreciation

$$14,864.86 \div 96 = 154.84 \text{ each month}$$

$$154.84 * 36 = 5574.24 \text{ amount depreciated as of Nov. 2007}$$

In Dec. 2007 (period 3) you change the useful life to 4 years.

$14,864.86 \div 48 \text{ months} = 309.68$ each month (amount the asset should depreciate each month)

$309.68 - 154.84$ (old monthly depreciation) = $154.84 * 3$ (number of CFY periods the asset has depreciated) = 464.52 (the amount SAP will want to catch up)

$464.52 + 309.68$ (current month depreciation) = 774.20 total depreciation in Dec. 2007 (period 3).

$774.20 + 5574.24$ (PFY depreciation) = 6348.44 (total CFY depreciation as of period 3)

$14,864.86$ (acquisition cost) – 6348.44 (total CFY depreciation) = 8,516.42 left to depreciate

Prior to changing the useful life the asset had already depreciated for 3 years (36 periods) at the incorrect amount. The asset still has 28 periods more to be fully depreciated. SAP will not go back in time and correct the PFY's depreciation amounts, this is why the asset will not be fully depreciated in 4 years but actually take 5 years and 3 months.

2. You have a public address system with an acquisition cost of 13,817.00. The useful life is 2 years and it started to depreciate in May 2007. You need to change the useful life to 4 years.

Current Depreciation

$$13,817.00 \div 24 = 575.71 \text{ each month}$$

$$575.71 * 5 = 2,878.55 \text{ amount depreciated as of September 2007}$$

$$575.71 * 3 = 1,727.13 \text{ amount of depreciation posted as of December 2007}$$

In January you change the useful life to 4 years

$13,817.00 \div 48 \text{ months} = 287.85$ amount the asset should depreciate each month

$287.85 * 4 = 1,151.40$ amount the asset should have depreciated in CFY

$1,151.40 - 1,727.13$ (CFY depreciation already posted) = 575.73 difference in what the depreciation should have been and what has actually been posted.

SAP will reverse 575.73 in January (period 4) and the asset will start to depreciate 287.85 in February (period 5). The asset will be fully depreciated in 34 periods, this is earlier than the 48 months due to the amount of depreciation taken in the PFY.

Display Time-Dependent Data

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

Transaction: **AS03**

The screenshot shows the SAP 'Change Asset: Master data' interface. The top menu bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Change Asset: Master data'. Underneath, there are 'Asset values' and a list of tabs: 'General Data', 'Location Data', and 'Origin Data'. The 'General Data' tab is active, showing the following fields:

Asset	17300484	0	FORKLIFT 25 TON TCM (WHS)	
Class	173000		FF&E	Company Code 1107

Below this, there are three tabs: 'General Data', 'Location Data', and 'Origin Data'. The 'General Data' tab is selected, showing the following fields:

Interval from 01/01/1900 to 12/31/9999				
Cost Center	11100		CFAS G/A	
Resp. cost center	11100		CFAS G/A	
Site	5200		CFA SASEBO ADMINISTRATION OFFI	
Room	WHS			
License plate number				
Personnel Number				
<input type="checkbox"/> Asset shutdown				
More Intervals				

A callout box with an arrow pointing to the 'More Intervals' button contains the text: 'Click on "More intervals" for time dependent data like cost center, responsible cost center and room.'

To display time-dependent history, access the time dependent asset screen on the Location Data tab and use the 'More intervals' button. The history of time-dependent assignments is stored in the system over the entire life of the asset. Some examples of time dependent data are cost center, responsible cost center, site and room number.

Asset: 17300484 0 FORKL
 Class: 173000 FF&E

Time intervals

Fr	Cost Center	Resp. cost ...	Site	Room	License plate	Personn...	S...	D...
12/11/2007	11107	11100	5202	WHS		0	<input type="checkbox"/>	<input type="checkbox"/>
01/01/1900	11107	11107	5200	WHS		0	<input type="checkbox"/>	<input type="checkbox"/>

Notice that both cost center and site were changed. SAP also records the start date of the new time interval.

Asset Master Data for Whole Room Concept

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

When a room renovation begins, an Asset Master Record will need to be created in the 179001 Asset Class to track expenses related to the room renovation. 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 room renovation must be capitalized.

In AIMS/SAP, 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. Here is an example of a timeline of a renovation, 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 room renovation 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 room renovation project dollars to each sub-asset record.
8. Depreciation will begin the same month as the asset value date.

Useful life for the whole room concept is six years for hard goods and three years for soft goods. If parts of a room are replaced during the useful life of the room, the useful life of the replacement parts will need to coincide with the room's useful life. **For example, a room has a useful life of six years. In year five, the bed frame is replaced. The useful life of this bed frame must be set to one year. This will ensure that a room is fully depreciated at the end of the stated useful life of six years. If something is replaced after year 6 (when the entire room has finished depreciating), the useful life needs to be set to one month.** If replacing one item in a room, you can use a purchase order to procure to a sub-asset number after creating the asset shell. For help with this, please call the SAP Help Desk.

**NOTE:**

If replacing all of the furniture in a room that is classified as whole room, simply retire the sub-assets (while keeping the main asset number) and procure the new furniture using new sub-assets. This will keep the history for each room.

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

THOMASVILLE WINSTON COURT W4 COLOR PACKAGE TEN				
SINGLE ROOM NSN: 7105-01-419-7307	Qty #	Unit Price	Total	Deprec. In Years
POSTER FULL HEADBOARD	1	171.53	171.53	6
BEDFRAME – TWIN-DOUBLE	1	22.73	22.73	6
MATTRESS FULL SIZE	1	104.24	104.24	3
BOXSPRING FULL SIZE	1	78.79	78.79	6
BEDSPREAD - LORDSBURG/NAVY	1	84.00	84.00	3
NIGHTSTAND - CHEST	1	156.11	156.11	6
NIGHTSTAND LIGHT - MARIO	1	59.63	59.63	3
CHAIR DESK	1	163.96	163.96	6
DESK	1	182.02	182.02	6
LAMP DESK	1	39.38	39.38	3
ARMOIRE TV	1	496.58	496.58	6
RECLINER FABRIC GRADE E	1	252.18	252.18	6
FLOOR LAMP - MARIO	1	76.05	76.05	3
WARDROBE	1	454.54	454.54	6
DRESSER	1	342.22	342.22	6
MIRROR VERTICAL	1	119.49	119.49	6
ARTWORK – SHEARER WILDFLOWERS SHE-48	1	116.26	116.26	3
PLANTER 5 FT FICUS w/PLANTER	1	123.50	123.50	3
WINDOW TREATMENT (ESTIMATE)	1	345.00	345.00	3
CARPET MANNIGTON, MEDERA/SEABREEZE	1	17.78	497.84	3
TOTAL SINGLE ROOM COST			3,886.05	

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

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

THURSTON 200 SERIES LANTERN				
DOUBLE ROOM NSN: 7105-01-419-7387	QTY-#	Unit Price	Total	Deprec. In Years
HEADBOARD TWIN W/METAL BED FRAME	2	96.28	192.56	6
MATTRESS TWIN X-LONG	2	97.36	194.72	3
BOXSPRING TWIN X-LONG	2	80.24	160.48	6
BEDSPREAD-QUILTED THROW X-LONG	4	90.00	360.00	3
CHAIR DESK 2-POSITION	2	123.64	247.28	6
DRAWER CHEST	2	132.36	264.72	6
LAMP DESK	2	33.50	67.00	3
DRESSOR 3 DR W/DROP LID DESK & LIGHT	2	426.82	853.64	6
DOORS W/LOCK HASP LOOPS	2	50.12	100.24	6
TELEVISION/ REFRIGERATOR WALL UNIT	1	320.45	320.45	6
RECLINER – GRADE 4	2	292.40	584.80	6
LAMP FLOOR	1	49.17	49.17	3
MIRROR FRAMED FULL LENGTH	1	119.20	119.20	6
ART LES COQUELICOTS	1	90.00	90.00	3
ART POPPY FIELDS	1	90.00	90.00	3
PLANT 6.0FT SILK FICUS	1	59.00	59.00	3
CARPET W/ENHANCER III PLUS PAD	1	15.10	453.00	3
WINDOW TREATMENT ESTIMATE	1	255.00	255.00	3
TOTAL DOUBLE ROOM COST			3,553.50	

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

Capitalizing Whole Room Concept

The steps below describe the process for the whole room renovation from start to finish.

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

This is a manual process. The accounting office will be notified that a specific project has been approved for renovation of VQ rooms with NAF dollars.

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

The accounting office will be notified that a specific project for room renovations with NAF dollars has been approved. An asset master record shell will need to be created for this process. For creating an asset master record, refer to the section “Creating an Asset Master Record”. An asset shell will need to be created for each room that is being renovated (i.e. Rooms 101 - 105 are being renovated, then 5 asset shells will need to be created.

**NOTE:**

Use the asset class for the FF&E Installation in Progress 179001.

Step 3: Acquire purchases through Materials Management

Refer to the Materials Management User manuals, either Procurement or Accounts Payable for instructions on how to do a purchase order or direct invoice. The person making purchases against the asset will need to enter the FF&E Installation in Progress asset number (see previous step) into the purchase order or direct invoice. Multiple acquisitions can be posted to the asset during its life cycle. 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 depreciating asset. This new asset will be in the Whole Room Concept asset class 173100.

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

**NOTE:**

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

Information supplied will include:

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

Step 5: Create Asset Master Record for New Asset(s)

With the Whole Room Concept, a new main asset will be created for each VQ room that was renovated (see the section “Creating an Asset Master Record” for instructions on how to create the asset records). Thus, if 20 rooms were remodeled, 20 main asset master records will be created. (Once these main assets have been created they should be blocked from postings. See the section “Block Asset Master for Whole Room”.) For each main asset master record, several sub-asset master records will be created. A sub-asset record will be created for each inventory item (e.g. comforters, nightstands, dresser, mattress & box springs, etc.). For information on how to create a sub-asset, refer to the section “Create Asset Sub-number”. The sub-assets must be created prior to the capitalization process.

**NOTE:**

When the sub-asset is created, the main asset description will populate in the model field. The model number needs to be entered into description 2 field to avoid being over written.

Step 6: Block the Main Asset Master Record

No postings will be made to the main asset master record. All value is posted (capitalized) to the sub-assets. The main asset (i.e. 17300001 - 0) will never have any value posted to it. Blocking the main asset will prevent this from happening. See the section “Block Asset Master Record” for instructions on how to do this.

Step 7: Capitalize the Whole Room Concept Asset

Once the room renovations are complete, the accounting office will be notified. Then the asset must be capitalized (moved to a depreciating asset master record). A partial transfer will be posted to move the asset values from the main project number to the individual sub-assets (for example 1730001 sub number 1). No amounts will be posted to the main assets. The last transfer will be a complete transfer, which will deactivate the original asset. See the process on the next page for how to capitalize the room renovations.

Capitalize FF&E Installation in Progress to Whole Room Concept Asset (Step 7)

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

Transaction code: **ABUMN**

When the renovation is complete, the values will be transferred from the FF&E Installation asset (179XXXXXX) to several sub-assets. This process will capitalize each asset in a room. You will repeat this process for each sub-asset to be capitalized. Remember that the main asset is NOT capitalized. Only sub-assets will be capitalized. Example, if you have 20 sub-assets for one room, this process will be repeated 20 times. This will give the VQ better inventory tracking capability for each room.

**NOTE:**

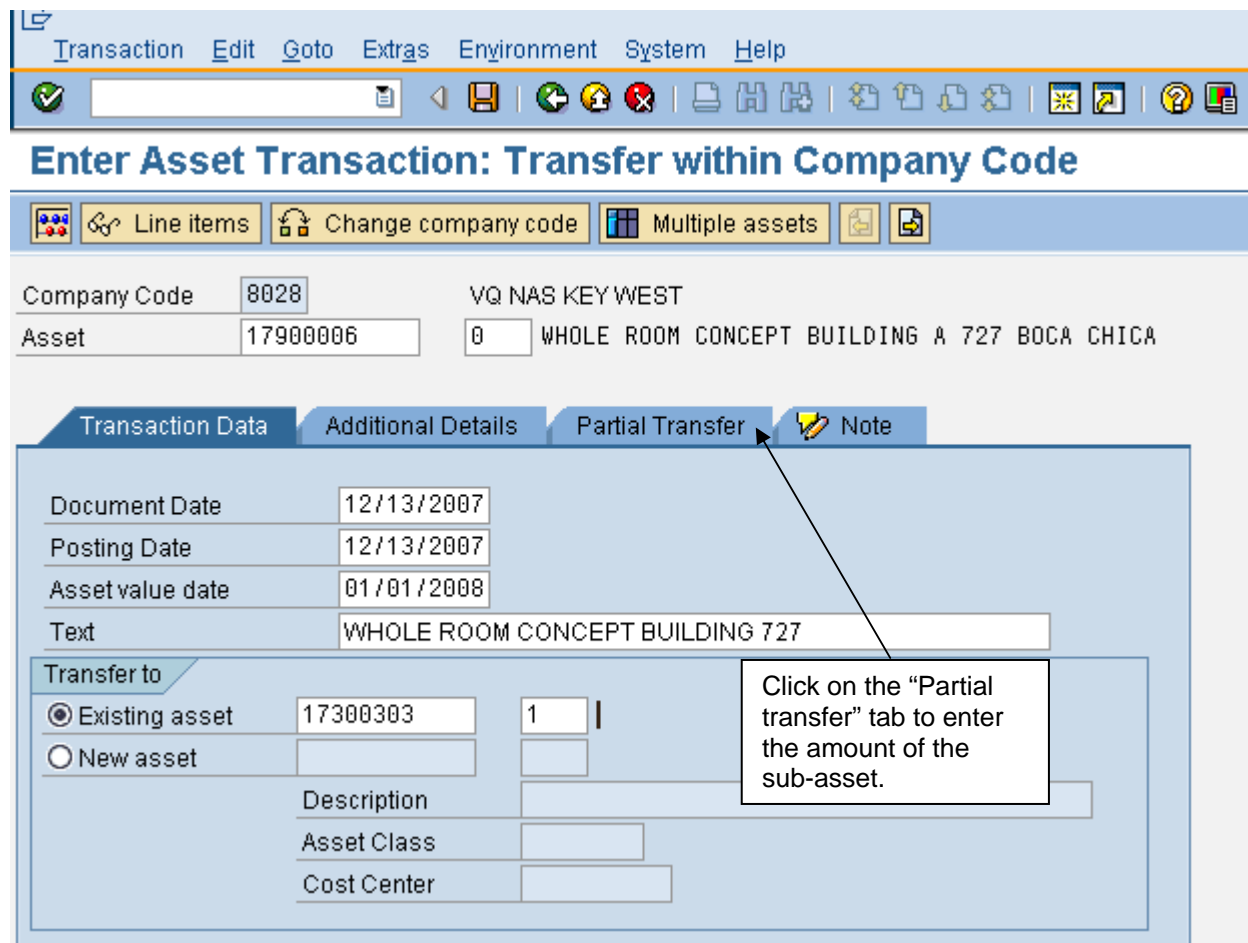
The SAP team has a process to help perform this transaction since it is very labor intensive. The process will use Excel spreadsheets to create the subs and then transfer the dollars from the assets under construction (AUC) to the subs. If you are interested in using this process, please contact the SAP Help Desk at 901-874-6500. Together we can decide whether the process will work for your base.

Once the main and sub-assets are created, the values can be transferred using this transfer transaction code.

This transaction can be used for both partial and full transfers. For the whole room transfer, the “Partial Transfer” tab will be used for every sub-asset except the last one. The partial transfer allows the exact amount to be posted to the sub-asset. The full transfer will transfer the remainder balance in the Asset Under Construction (AUC) asset.


Prior to transferring the asset, ensure the Asset Master Record for Installation in Progress has the correct quantity. SAP will increase the quantity field in the 179XXXXXX asset master record every time a goods receipt or invoice is posted to it. Prior to doing the transfer, change the 179XXXXXX asset master record quantity to equal the number of assets you intend on transferring. For example, if you have 5 rooms with 20 assets each, change the Asset Under Construction (AUC) asset master record quantity to 100 (5 times 20). For more information on how to change the asset record, refer to the “Change Asset Master Record” section in this manual.

Field	Description/Usage
Initial screen for Asset Transfer	
Company Code	If Company Code needs to be changed, click the 'Change Company Code' button. Enter the appropriate company code.
Asset	Asset number of the Asset Under Construction (179XXXXX).
Asset Sub-number	Leave blank unless you created sub-assets in the asset under construction (very unlikely).



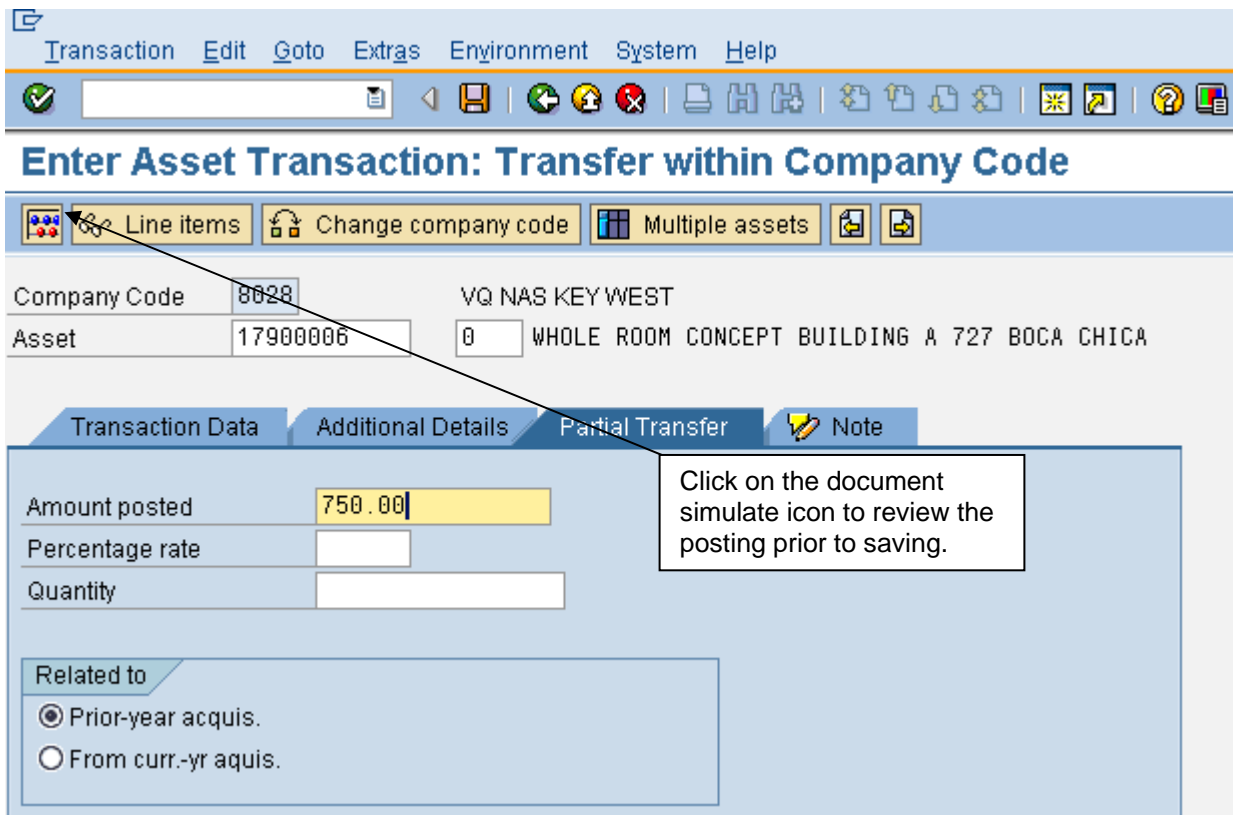
The screenshot shows the SAP 'Enter Asset Transaction: Transfer within Company Code' screen. The 'Company Code' is 8028 (VQ NAS KEY WEST) and the 'Asset' is 17900006 (WHOLE ROOM CONCEPT BUILDING A 727 BOCA CHICA). The 'Partial Transfer' tab is selected, and a callout box points to it with the instruction: "Click on the 'Partial transfer' tab to enter the amount of the sub-asset." The 'Transfer to' section shows 'Existing asset' selected with asset number 17300303 and amount 1. Other fields include Document Date (12/13/2007), Posting Date (12/13/2007), Asset value date (01/01/2008), and Text (WHOLE ROOM CONCEPT BUILDING 727).

Field	Description/Usage
Transaction Data tab	
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.)
Asset Value Date (see Note below)	This is the date that SAP will use to start the depreciation. With the transfer transaction, the depreciation will start to depreciate the month that it is transferred, not the following month. RAMCAS policy states that assets should start to depreciate 1 month after completion. Ensure that you put the next month as the asset value date.
Text	In this field you can store an explanation for the line item.
Transfer To:	
Existing Asset	Choose this option and enter the number of the existing sub-asset shell that has already been created
New Asset	Do NOT use this option for Whole Room Concept. The main asset and sub-assets must be created prior to the capitalization process.

	NOTE: If you finish a project in September of a fiscal year and need to have the assets transferred in the same fiscal year, you can transfer them with a September asset value date. However, please note that SAP will start to depreciate the asset in that fiscal year and not the following one.
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Unfortunately 'Multiple Assets' functionality can not be used. This functionality can only be used if the subs have the same value. The whole room concept will have a different value for each sub-asset.

Click on the Partial Transfer tab.



Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code 8028 VQ NAS KEY WEST
 Asset 17900006 0 WHOLE ROOM CONCEPT BUILDING A 727 BOCA CHICA

Transaction Data Additional Details **Partial Transfer** Note

Amount posted 750.00
 Percentage rate
 Quantity

Related to
 Prior-year acquis.
 From curr.-yr aquis.

Click on the document simulate icon to review the posting prior to saving.

Field	Description/Usage
Partial Transfer tab	
Amount Posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer.
Perc. Rate	Do not use this field. The individual sub-assets will have a different value. If you use percentage rate, SAP will assign a proportion as the value. This should not be used for Whole Room.
Quantity	Do not use this field. The individual sub-assets will have a different value. If you use quantity, SAP will assign a proportion as the value. This should not be used for Whole Room.
Related to	Do not change the transaction type. SAP will automatically choose the correct transaction type to be used for the asset being retired. <ul style="list-style-type: none"> • Prior year acquisition • Current year acquisition

Click on the ‘Simulate’ button  or go to **Extras > Simulate** to review the journal entry that will occur from the posting of this document.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Transfer within Company Code

Choose Save Additional account assignment Line items Display currency

Document Header Info

Document Date: 12/13/2007 Document Type: AA Company Code: 8028
 Posting Date: 12/13/2007 Period: 03 Fiscal Year: 2008

Line items

It...	PK	BusA	G/L Account	Short Text	z	Amount	Crcy
1	75		179001	000017900006 0000		750.00	USD
2	70		173000	000017300303 0001		750.00	USD
						0.00	USD

Totals informtn

Deb. total: 750.00 USD
 Cred. total: 750.00 USD
 Totals informtn: 0.00 USD

Press the Save/Post icon to post to FI-GL and to capitalize the asset. You will get a message box with information about the posting that includes the document number.

**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:**

To complete the final transfer, you will skip the step on partial transfer. For the last transfer only, fill in the information on the Transaction Data tab. Then review the FI-GL Document and post the transaction. This will automatically transfer the remaining balance to the sub-asset and deactivate the Construction in Progress asset.

Renovations

Sometimes the renovation that is underway does not include the purchase of new furniture. The furniture that is in the rooms is just moved into storage until the work is complete. If the existing furniture will not be replaced and is simply moved into storage, the assets must continue to depreciate in SAP/AIMS during the renovation process.

Building & Facility Improvements

There are times when the VQ will make improvements to buildings that are funded with APF money. The VQ policy allows the fund to capitalize certain improvements. Below is a portion of the Lodging Operations Manual. This manual can be found at

<https://cnicportal.cnic.navy.mil/C11/Lodging/default.aspx>

8.3. Maintenance

A. Grounds Maintenance - The first 50 feet of grounds that surround VQ facilities may be maintained with NAF provided the operation has written certification that APF is not available. All other grounds must be supported with APF. Ground maintenance tasks are defined as the upkeep of the lawn, flowerbeds, trees, shrubs, clean area of trash and maintenance of existing landscaped elements; such as raised flowerbeds.

B. Facilities Maintenance - NAF can be used to fund certain in room and common area facilities maintenance work when APF is certified, in writing, as not available. For example, day-to-day work preserving real property and preventing premature failure or wearing out of system components. For example painting, carpeting, and repair by like item replacement.

Assets Under Construction (AUC) or Projects

**NOTE:**

AIMS/SAP refers to construction in progress or projects as an Asset Under Construction (AUC). These terms are used interchangeably.

An Asset Under Construction is a way to capture costs for a project in a non-depreciating asset class. These projects can be over different fiscal years. The AUC asset class for MWR is 179000 and for VQ it is 179001. When the project is complete, the AUC is transferred to a depreciating asset class, e.g. 173000, 175000. RAMCAS rules state that the asset must start depreciating in the month **after** the project is completed. This section covers the life cycle of a project. There are several steps that are performed outside of SAP.

Life Cycle of a Project:

Step 1: Approve Asset Under Construction

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

Step 2: Create Asset Master Record for the Asset Under Construction

Once the accounting office has been notified that a specific project was approved, then an asset master record shell will need to be created for this process. For creating an asset master record, refer to instructions in the section “Creating an Asset Master Record”. For specific information to include on the asset master record see Step 3.

Step 3: Track the budget for Restricted Cash / Assets

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

Create an asset using the asset class 179000 - Assets Under Construction for each project. At the time of creation, enter the approved project amount in the field ‘original value’ and the project number in the field ‘original asset’.


1. Prior to entering a new purchase order review the current asset balance. This can be done in the asset module using the transaction code: **AW01**. You can search for the asset/project by using the project number. Once you have found the asset, you can review the transactions as well as the current acquisition value.
2. SAP only updates the asset value with acquisitions either through posting direct invoices or goods receipts. It does not recognize or account for any outstanding purchase orders. To see if outstanding purchase orders exist, run the transaction code **ME2K** to determine all outstanding purchase orders. Enter your Asset Under Construction asset number to limit the search to the project in question. Also be sure to enter **1_OPEN_PO** for the selection parameters. This will ensure that only purchase orders that are open for this asset will be listed.
3. Add the acquisition value, the outstanding purchase order amount and the new purchase order amount and compare the total in the asset master record to see if you are going to go over approved project value.

Step 4: Acquire purchases through Materials Management (MM)

Refer to the Procurement manual to create a purchase order or the Accounts Payable manual to create a direct invoice. Instead of SAP creating an asset during the PO process, please use the Asset Under Construction asset number (see previous step). You can repeat the Procurement

process during the life of the project. All Procurement postings for this project will go to this asset number (as mentioned in step 2). The asset will be posted to at the time of goods receipt). The asset will accumulate cost associated with the project. At the end of the project, these cost/values will be transferred to a new asset.

Step 5: Notification of Transfer for an Asset Under Construction Asset

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

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

Step 6: Create Asset Master Record for New Asset

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

Transfer AUC (Asset Under Construction) to New Asset

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

Transaction code: **ABUMN**

To post either a partial or complete asset transfer/capitalization, follow these steps:

Field	Description/Usage
Initial screen for Asset Transfer	
Company Code	If Company Code needs to be changed, click the ‘Change Company Code’ button. Enter the specified company code.
Asset	Enter the AUC main asset number to be capitalized (179 project number).
Asset Sub-number	Enter the sub-number of the asset (if applicable).

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code 1013 MWR NSA CRANE
 Asset 17900003 0 CLUB RENOVATION

Transaction Data Additional Details Partial Transfer Note

Document Date 12/13/2007
 Posting Date 12/13/2007
 Asset value date 01/01/2008
 Text TRANSFER COMPLETED PROJECT FOR CLUB

Transfer to

Existing asset 17300154
 New asset

Description
 Asset Class
 Cost Center

Field	Description/Usage
Transaction Data tab	
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.)
Asset Value Date	This is the date that SAP will use to start the depreciation. With the transfer transaction, the depreciation will start to depreciate the month that it is transferred, not the following month. RAMCAS policy states that assets should start to depreciate 1 month after completion. Ensure that you put the next month as the asset value date.
Text	In this field you can store an explanation for the line item.
Transfer To:	
Existing Asset	Choose this option if the shell has already been created. Enter the number of the asset shell that has already been created.
New Asset	Choose this option if the new receiving asset master record has not yet been created. (Refer to the section "Create an Asset Master Record" for instructions.)

Click on the Additional details tab.

The screenshot shows the SAP 'Enter Asset Transaction: Transfer within Company Code' interface. At the top, there is a menu bar with options like Transaction, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is 'Enter Asset Transaction: Transfer within Company Code'. Below the title, there are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The form fields are as follows:

- Company Code: 1013 (MWR NSA CRANE)
- Asset: 17900003 (0 CLUB RENOVATION)
- Transaction Data tab
- Additional Details tab (active):**
 - Special specif. for document: Posting Period (dropdown), Document Type (dropdown)
 - Special specif. for transaction: Transfer variant (4) Transfer within a company code
 - Additional info on document: Reference (text field), Allocation (text field)
- Partial Transfer tab
- Note tab

Field	Description/Usage
Additional Details tab	
Period	Leave blank. SAP will post the correct period based on the posting date.
Document Type	Leave blank. SAP will default the correct document type AA.
Transfer variant	Do not change. SAP will default the correct variant.
Reference	The reference field can contain the document number of the customer or vendor. It will be displayed in the header section of the accounting document.
Allocation	This is an additional information reference field in the line item.

For a partial transfer (you will use this process for all transfers except the last transfer):

Field	Description/Usage
Partial Transfer tab	
Amount Posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer. Do not use if you use 'Quantity'.
Perc. Rate	Do not use.
Quantity	Enter the number of items to be transferred. The quantity must be correct in the asset master record to transfer by quantity. SAP will automatically calculate the value to be transferred. Do not use if you use 'Amount posted'.
Related to	Do not change the transaction type. SAP will automatically choose the correct transaction type to be used for the asset being transferred. Prior year acquisition Current year acquisition

**NOTE:**

To complete the final transfer, you will skip the step on partial transfer. For the last transfer only fill in the information on the Transaction Data tab (follow same steps as listed before on previous page for the Transaction tab). Then review the FI-GL Document and post the transaction as described below. This will automatically transfer the remaining balance to the sub-asset and deactivate the asset.

Click on the 'Simulate' button  or go to **Extras > Simulate** to review the journal entry that will occur from the posting of this document.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Transfer within Company Code

Choose Save Additional

Document Header Info

Document Date: 12/13/2007 Document Type: AA Company Code: 1013
 Posting Date: 12/13/2007 Period: 03 Fiscal Year: 2008

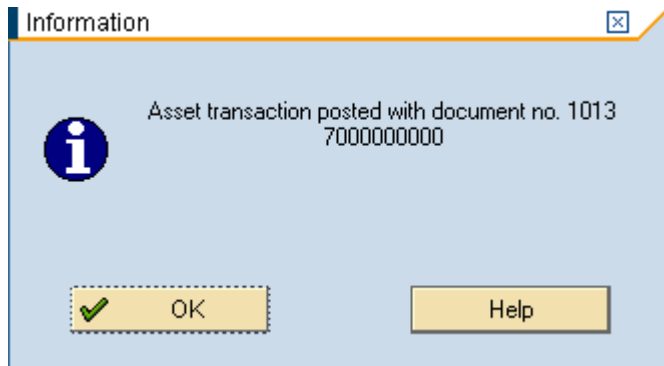
Line items

Ite...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	75		179000	000017900003 0000		8,450.23	USD
2	70		173000	000017300154 0000		8,450.23	USD
						0.00	USD

Totals informtn

Deb.total: 8,450.23 USD
 Cred. total: 8,450.23 USD
 Totals informtn: 0.00 USD

Press the Save/Post icon to post to FI-GL and to capitalize the asset. A message box will display information about the posting that includes the document number and the new asset number if a new asset was created at the time of the transfer.

**NOTE:**

If you capitalize a project too soon please call the SAP helpdesk for instructions on how to reverse this process.

Displaying Active AUC (Asset Under Construction)


All postings to AUC assets will automatically post to the 179000 general ledger account. This general ledger account is not open item managed and can not be cleared. In order to view only the active AUC's you must make sure there is a deactivation date in the 179 asset master record. You will use the transaction FBL3N and the display layout /AIMS20. This will automatically filter out all the deactivated AUC assets.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > GENERAL LEDGER > ACCOUNT > DISPLAY/CHANGE LINE ITEMS**

Transaction code: **FBL3N**

The screenshot shows the SAP 'G/L Account Line Item Display' window. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with icons for navigation and actions. The main content area is titled 'G/L Account Line Item Display' and contains three main sections:

- G/L account selection:** This section has two rows of input fields. The first row is 'G/L account' with the value '179000' and a 'to' field. The second row is 'Company code' with the value '1353' and a 'to' field. There are right-pointing arrow icons next to the 'to' fields.
- Selection using search help:** This section has two input fields: 'Search help ID' and 'Search string'. Below these is a 'Search help' button with a right-pointing arrow icon.
- Line item selection:** This section has a 'Status' sub-section with three radio button options:
 - Open items:** Selected by default. It has an 'Open at key date' field with the value '12/05/2007'.
 - Cleared items:** Not selected. It has 'Clearing date' and 'Open at key date' fields, and a 'to' field with a right-pointing arrow icon.
 - All items:** Not selected. It has a 'Posting date' field and a 'to' field with a right-pointing arrow icon.

Once the list has displayed click on 'Select Layout' button  and chose the display variant /AIMS20 AIMS assets & Projects (active only).

The variant will filter out all of the AUC's that have a deactivation date in the master record.

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

Navigation icons: Back, Forward, Home, Search, Print, etc.

Status: Posted Parked open Cleared

Run Date: 12/05/2007 09:41:21 Page: 1
 User: HQ_SVARNER

Open Items Key Date: 12/05/2007

179000 CONSTRUCTION IN PROGRESS

St	CoCd	Asset	ASNo	Asset description	DocumentNo	Type	Doc. Date	Pstng Date	PK	Amount in local cur.	Text
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500006370	KR	11/21/2004	11/30/2004	70	909.18	*P. HAAGSMA, #85861, 0083-0894, 11/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500006370	KR	11/21/2004	11/30/2004	70	1,327.34	*P. HAAGSMA, #85861, 0083-0894, 11/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500006370	KR	11/21/2004	11/30/2004	70	1,424.19	*P. HAAGSMA, #85861, 0083-0894, 11/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500006370	KR	11/21/2004	11/30/2004	70	335.00	*P. HAAGSMA, #85861, 0083-0894, 11/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500006370	KR	11/21/2004	11/30/2004	70	786.25	*P. HAAGSMA, #85861, 0083-0894, 11/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500006370	KR	11/21/2004	11/30/2004	70	2,093.20	*P. HAAGSMA, #85861, 0083-0894, 11/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500009145	KR	12/21/2004	12/31/2004	75	30.99	*P. HAAGSMA, #85861, 0083-0894, 12/21/0...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500011857	KR	01/27/2005	01/31/2005	70	574.00	*04-YKT-02 PN CA CABINS CUSTOMER #99002...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	3500011857	KR	01/27/2005	01/31/2005	70	89.98	*04-YKT-02 PN CA CABINS CUSTOMER #99002...
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	7000000191	AA	01/31/2005	01/31/2005	75	574.00	*04-YKT-02 POSTED TO WRONG PROJECT
<input checked="" type="checkbox"/>	1353	17900158	0	CAX CABINS RENOVATIONS	7000000191	AA	01/31/2005	01/31/2005	75	89.98	*04-YKT-02 POSTED TO WRONG PROJECT
		17900158								118,296.69	
<input checked="" type="checkbox"/>	1353	17900178	0	HUNTINGTON HALL RENOVATI...	5000000491	WE	01/26/2005	01/26/2005	70	6,766.89	DURKAN PATTERN CARPET, STRIKE-OFF
<input checked="" type="checkbox"/>	1353	17900178	0	HUNTINGTON HALL RENOVATI...	5000000491	WE	01/26/2005	01/26/2005	70	15.93	*17900178
<input checked="" type="checkbox"/>	1353	17900178	0	HUNTINGTON HALL RENOVATI...	5000000491	WE	01/26/2005	01/26/2005	70	134.21	*17900178
		17900178								6,917.03	
<input checked="" type="checkbox"/>	1353	17900185	0	TREE REMOVAL AND REPLAC...	5000000232	WE	11/10/2004	11/30/2004	70	16,400.00	SEE ATTACHED SERVICE CONTRACT
<input checked="" type="checkbox"/>	1353	17900185	0	TREE REMOVAL AND REPLAC...	5000000855	WE	04/30/2005	04/30/2005	70	5,700.00	SEE ATTACHED SERVICE CONTRACT
<input checked="" type="checkbox"/>	1353	17900185	0	TREE REMOVAL AND REPLAC...	3500029395	KR	05/31/2007	05/31/2007	70	3,750.00	*04-DC-14 DC GOLF KOVACS TREE SERVICE M...
		17900185								25,850.00	
<input checked="" type="checkbox"/>	1353	17900186	0	MARINA PIER NAVAL STATION	5000000374	WE	11/10/2004	12/23/2004	70	6,300.00	LIGHTHOUSE
<input checked="" type="checkbox"/>	1353	17900186	0	MARINA PIER NAVAL STATION	5000000374	WE	11/10/2004	12/23/2004	70	2,140.00	LIGHTHOUSE
<input checked="" type="checkbox"/>	1353	17900186	0	MARINA PIER NAVAL STATION	5000000374	WE	11/10/2004	12/23/2004	70	1,380.00	LIGHTHOUSE
<input checked="" type="checkbox"/>	1353	17900186	0	MARINA PIER NAVAL STATION	5000000289	WE	12/10/2004	12/10/2004	70	10,000.00	FLOATING DOCK SECTIONS
		17900186								19,820.00	

Inter Company Transfers

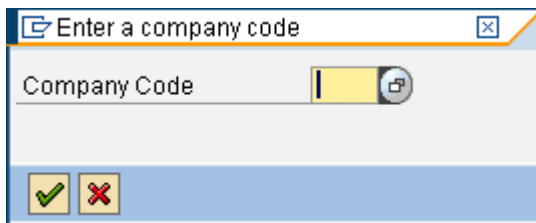
Regional offices can set up and procure assets for individual bases within their region. Once the project is complete the region will notify HQ finance department and the 179 project will be transferred to the local base so it can begin to depreciate. For example:

1. The regional office identifies a project and sets up the AUC 179000.
2. All procurement is done at the regional office and posted to the 179 asset.
3. Once the project is complete HQ finance department will transfer the 179 asset to a depreciating asset in the correct company code. This transfer will be an inter company transfer.

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > TRANSFER > INTERCOMAPNY ASSET TRANSFER**

Transaction code: **ABT1N**

If you get the pop up box below you will need to enter the company code you are transferring the 179 asset from.



Field	Description/Usage
Transaction Data tab	
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.)
Asset Value Date	This is the date that SAP will use to start the depreciation. With the transfer transaction, the depreciation will start to depreciate the month that it is transferred, not the following month. RAMCAS policy states that assets should start to depreciate 1 month after completion. Ensure that you put the next month as the asset value date.

Text	In this field you can store an explanation for the line item.
Interco. transfer To:	
Existing Asset	Choose this option if the shell has already been created. Enter the number of the asset shell that has already been created.
New Asset	Choose this option if the new receiving asset master record has not yet been created. (Refer to the section "Create an Asset Master Record" for instructions.)

The screenshot shows the SAP Asset Management interface for an intercompany asset transfer. At the top, there is a menu bar with options: Transaction, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is "Enter Asset Transaction: Intercompany Asset Transfer".

Below the title, there are several buttons: "Line items", "Change company code", "Multiple assets", and two document icons. The form fields are as follows:

- Company Code: 1015 (MWR NS GREAT LAKES)
- Asset: 17900057

There are four tabs: "Transaction Data", "Additional Details", "Partial Transfer", and "Note". The "Transaction Data" tab is active and contains the following fields:

- Document Date: 12/28/2007
- Posting Date: 12/28/2007
- Asset value date: 01/01/2008
- Text: TRANSFER COMPLETED PROJECT FOR REC CTR

Below this is a section for "Specifications for revenue" with three radio button options:

- No revenue
- Manual Revenue (with an empty input field)
- Rev. from NBV (with an empty input field)

The final section is "Interco. transfer to" with the following fields:

- Company Code: 1013
- Existing asset: 17700005 (with a lock icon)
- New asset (with an empty input field)
- Business Area (with an empty input field)

Click on the Additional details tab.

The screenshot shows the SAP 'Enter Asset Transaction: Intercompany Asset Transfer' interface. The 'Additional Details' tab is active. The form contains the following fields and values:

- Company Code: 1015
- MWR NS GREAT LAKES
- Asset: 17900057
- REC CENTER RENOVATION
- Posting Period: [empty]
- Document Type: [empty]
- Transfer variant: 1
- Prior Year (Gross Method)
- Reference: [empty]
- Allocation: [empty]


Field	Description/Usage
Additional Details tab	
Period	Leave blank. SAP will post the correct period based on the posting date.
Document Type	Leave blank. SAP will default the correct document type AA.
Trans. Type	Leave blank. SAP will default the correct transaction type.
Reference	The reference field can contain the document number of the customer or vendor. It will be displayed in the header section of the accounting document.
Allocation	This is an additional information reference field in the line item. Information entered here will appear in the assignment field when the accounting document is displayed.

For a partial transfer (you will use this process for all transfers except the last transfer):

The screenshot shows the SAP 'Enter Asset Transaction: Intercompany Asset Transfer' interface. The 'Partial Transfer' tab is selected. The form contains the following fields and options:

- Company Code: 1015
- Asset: 17900057
- Amount posted: 100000.00
- Percentage rate: (empty)
- Quantity: (empty)
- Related to:
 - Prior-year acquis.
 - From curr.-yr aquis.

Field	Description/Usage
Partial Transfer tab	
Amount Posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer. Do not use if you use 'Quantity'.
Perc. Rate	Do not use.
Quantity	Enter the number of items to be transferred. The quantity must be correct in the asset master record to transfer by quantity. SAP will automatically calculate the value to be transferred. Do not use if you use 'Amount posted'.
Related to	Do not change the transaction type. SAP will automatically choose the correct transaction type to be used for the asset being transferred. Prior year acquisition Current year acquisition


















 **NOTE:** To complete the final transfer, you will skip the step on partial transfer. For the last transfer only fill in the information on the Transaction Data tab (follow same steps as listed before on previous page for the Transaction tab). Then review the FI-GL Document and post the transaction as described below. This will automatically transfer the remaining balance to the sub-asset and deactivate the asset.

Click on the ‘Simulate’ button  or go to **Extras > Simulate** to review the journal entry that will occur from the posting of this document.

Press the Save/Post icon to post to FI-GL and to capitalize the asset. A message box will display information about the posting that includes the document number and the new asset number if a new asset was created at the time of the transfer.

Document lines: Display messages ✖

Typ	Ite	Message text
<input checked="" type="checkbox"/>	001	Asset transaction posted with document no. 1013 7000000002
<input checked="" type="checkbox"/>	002	Asset transaction posted with document no. 1015 7000000003












 0
  0
  0
  2
 


Transaction Edit Goto Settings System Help

Enter Asset Transaction: Intercompany Asset Transfer

Document Header Info

Document Date: 12/28/2007 Document Type: AA Company Code: ****
 Posting Date: 12/28/2007 Period: 03 Fiscal Year: 2008

Line items

Ite...	CoCd	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	1015	75		179000	0000179000057 0000		100,000.00-	USD
2	1015	40		294000	INTRA-SYST XFER		100,000.00	USD
3	1013	70		177000	0000177000005 0000		100,000.00	USD
4	1013	50		294000	INTRA-SYST XFER		100,000.00-	USD
							0.00	USD

Totals informtn

Deb.total: 200,000.00 USD
 Cred. total: 200,000.00 USD
 Totals informtn: 0.00 USD

Asset Disposal for NAF Assets

There are times when it is necessary to dispose of an asset. This can be because the asset is worn out or it is being replaced with a newer model. There are several situations that can occur when disposing of an asset. They include:

- Retirement of Assets with No Revenue (most common type of retirement)
- Retirement of Assets with Revenue – Asset sold at Auction
- DRMO (Defense Reutilization Management Office)
- Trade in
- Retirement of Assets with Revenue to an existing AR “Customer”
 - For this last transaction, please call the SAP Help Desk.

Retirement Request

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

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

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

Asset Disposal/Scrapping (without revenue)

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

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

Transaction code: **ABAVN**

The screenshot displays the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' interface. At the top, there is a menu bar with options like 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Enter Asset Transaction: Asset Retirement by Scrapping'. Below the title, there are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The form contains the following fields:

- Company Code: 1163 (MWR COMNAVREG, HAWAII)
- Asset: 7301774 (ELECTRIC GOLF CAR)
- Asset Sub-number: 0

At the bottom, there are four tabs: 'Transaction data', 'Additional details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is active, showing fields for Document Date, Posting Date (12/17/2007), Asset value date, and a Text field.


Field	Description/Usage
Initial Screen for Asset Scrapping	
Company Code	If the company code needs to be changed, click the 'Change company code' button. Enter the specified company code.
Asset	Enter the asset number to be retired.
Asset Sub-number	Enter the asset sub-number to be retired (if applicable).

Field	Description/Usage
Transaction Data tab	
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.)
Asset Value 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's depreciation will be calculated and the asset will then have a zero dollar value.
Text	In this field you can store an explanation for the line item.

Go to the Additional details tab.

The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' window. The 'Additional details' tab is active. The 'Special specif. for document' section contains 'Posting Period' and 'Document Type' (AA). The 'Special specif. for transaction' section contains 'Transaction Type' and 'Trading Partner'. The 'Additional info on document' section contains 'Reference' and 'Allocation'. The top of the window shows the menu bar (Transaction, Edit, Goto, Extras, Environment, System, Help) and a toolbar with various icons. The main header displays 'Enter Asset Transaction: Asset Retirement by Scrapping' and buttons for 'Line items', 'Change company code', and 'Multiple assets'. Below the header, the 'Company Code' is 1163 (MWR COMNAVREG, HAWAII) and the 'Asset' is 17301774 (ELECTRIC GOLF CAR).

Field	Description/Usage
Additional Details tab	
Period	Leave blank. SAP will post the correct period based on the posting date.
Document Type	Leave blank. SAP will default the correct document type AA.
Trans. Type	Leave blank. SAP will default the correct transaction type.
Reference	The reference field can contain the document number of the customer or vendor. It will be displayed in the header section of the accounting document.
Allocation	This is an additional information reference field in the line item. Information entered here will appear in the assignment field when the accounting document is displayed.

Once all of the correct information is filled out on the “Additional Details” screen, click the ‘Simulate’ button  to view the FI-GL posting that will occur when this transaction is posted.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Choose Save Additional

Document Header Info

Document Date: 12/17/2007 Document Type: AA Company Code: 1163
 Posting Date: 12/17/2007 Period: 03 Fiscal Year: 2008

Line items

It...	PK	BusA	G/L Account	Short Text	Amount	Crcy
1	75		173000	000017301774 0000	3,925.00	USD
2	70		183000	000017301774 0000	1,144.79	USD
3	40		913000	LOSS ON DISP OF FA	2,780.21	USD
					0.00	USD


Totals informtn

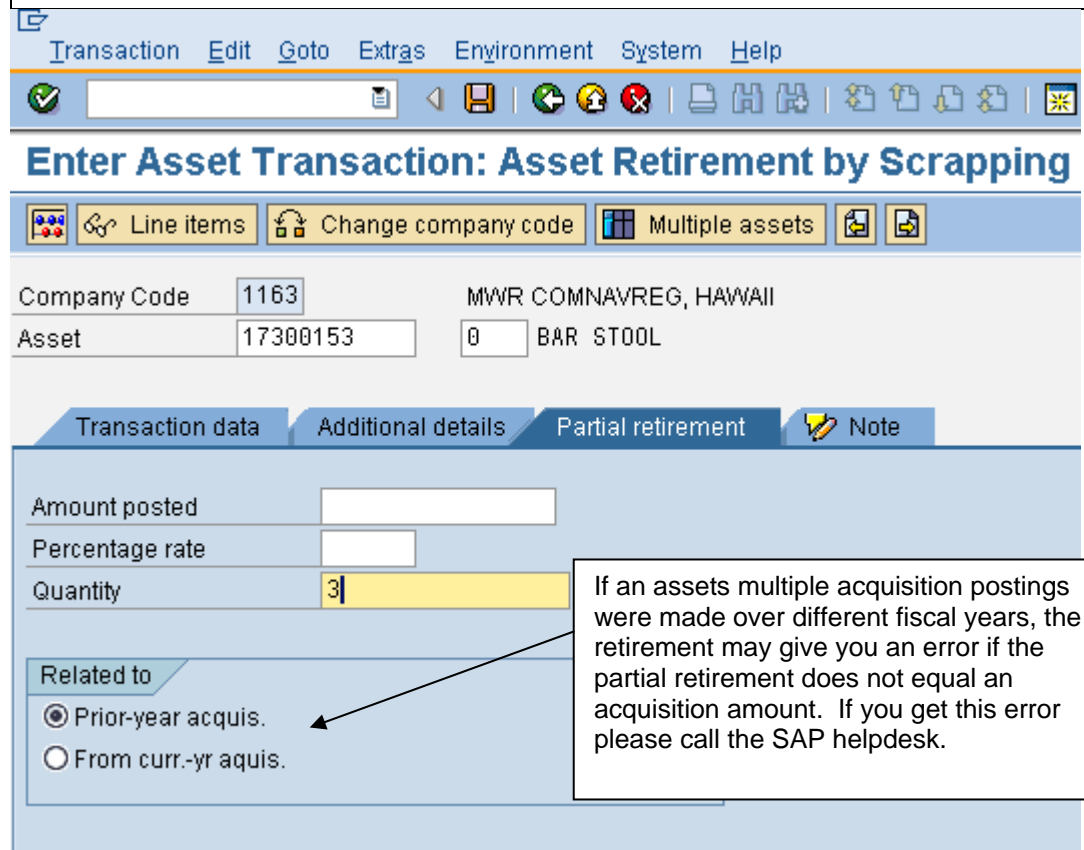
Deb. total: 3,925.00 USD
 Cred. total: 3,925.00 USD
 Totals informtn: 0.00 USD

Once you have reviewed the screen, then post/save the document in order to post the transaction.

For a Partial Retirement of an Asset:

For a partial retirement you will need to fill out one more screen. A partial retirement would be done if there was an incorrect posting to an asset. Another example would be if there is a multiple quantity and one of them was damaged. Click on the “Partial Retirement” tab.

 **NOTE:** Use the change documents feature when the math does not appear to be correct for depreciation. Chances are the useful life was changed.



Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code 1163 MWR COMNAVREG, HAWAII
 Asset 17300153 0 BAR STOOL

Transaction data Additional details **Partial retirement** Note


Amount posted
 Percentage rate
 Quantity 3

Related to
 Prior-year acquis.
 From curr.-yr aquis.

If an assets multiple acquisition postings were made over different fiscal years, the retirement may give you an error if the partial retirement does not equal an acquisition amount. If you get this error please call the SAP helpdesk.

Field	Description/Usage
Partial Retirement tab	
Amount Posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer. Do not use if you use 'Quantity'.
Perc. Rate	Do not use.
Quantity	Do not use if you use 'Amount posted'.

	Enter the number of items to be transferred. The quantity must be correct in the asset master record to retire by quantity. SAP will automatically calculate the value to be retired.
Related to	Do not change the transaction type. SAP will automatically choose the correct transaction type to be used for the asset being retired. Prior year acquisition Current year acquisition

Once all of the correct information is filled out on the “Partial Retirement” screen, click the ‘Simulate’ button  to view the FI-GL posting that will occur when this transaction is posted. SAP will calculate the dollar amount that needs to be retired based on the quantity.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Document Header Info

Document Date: 12/17/2007 Document Type: AA Company Code: 1163
 Posting Date: 12/17/2007 Period: 03 Fiscal Year: 2008

Line items

Ite...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	75		173000	000017300153 0000		1,617.13	USD
2	70		183000	000017300153 0000		1,617.13	USD
						0.00	USD

Totals informtn

Deb.total: 1,617.13 USD
 Cred. total: 1,617.13 USD
 Totals informtn: 0.00 USD

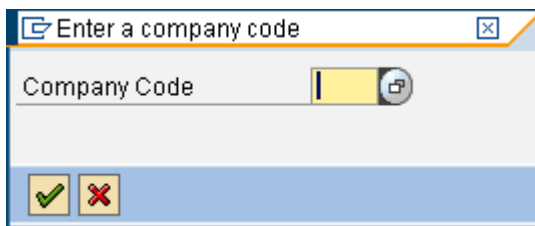
Once you have reviewed the screen, then post/save the document in order to post the transaction.

Asset Sale by Auction


- This process commonly takes place when an asset is sold through an auction or yard sale situation. This will also include cash sales.
- This would be used for the disposal of assets where there is no customer.
- The system automatically posts a clearing entry against the “Proceeds on Sale of Fixed Assets” account (179500) rather than to a customer. The incoming cash can then be posted by way of a DAR, with the credit posted to the 179500 account.
- See the section on how to clear the “Proceeds on Sale of Fixed Assets” account.

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

Transaction code: **ABAON**



If this is the first time you have used this transaction you will see the “Change company code” box. You will need to enter the company code and then click the green checkmark.

If you will be entering transactions for different company codes in your region you will need to change the company code after completing the first transaction. Select the “Change company code” button  **Change company code** and then enter the specified company code.

Field	Description/Usage
Initial screen for Asset Sale without Customer	
Asset	Enter the asset number to be retired.
Sub-number	Enter the asset sub-number to be retired (if applicable).

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code 1163 MWR COMNAVREG, HAWAII
 Asset 17100059 0 TRUCK FORD RANGER PICKUP

Transaction data Additional details Partial retirement Note

Document Date 12/17/2007
 Posting Date 12/17/2007
 Asset value date 12/17/2007
 Text 17100059

Specifications for revenue
 Manual Revenue 6,500.00
 Rev. from NBV

Field	Description/Usage
Transaction Data tab	
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.)
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 have been run). Therefore, if the asset is disposed on the 15 th , the 'Asset Value Display' transaction (AW01) would show the asset as still having a balance (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.
Text	Enter the asset number. This aids the processing of open items.
Specs. For revenue	<ul style="list-style-type: none"> Manual Value – enter the sale amount of the asset NBV – choose this to use the Net Book Value as the revenue for the asset retirement. The revenue will be the exact amount of NBV therefore there will be no gain/loss on the asset.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code 1163 MWR COMNAVREG, HAWAII
 Asset 17100059 0 TRUCK FORD RANGER PICKUP


Transaction data Additional details Partial retirement Note

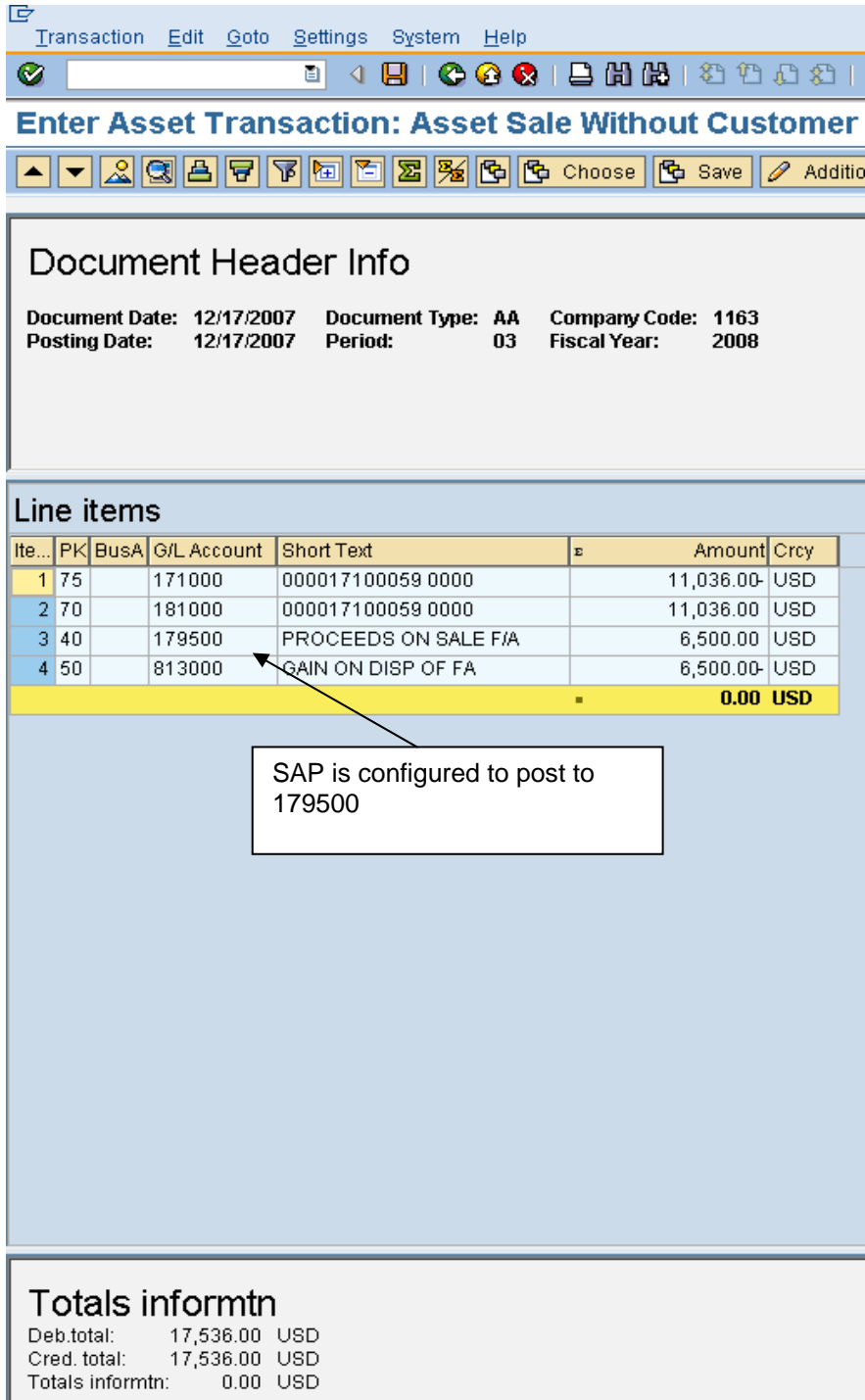
Special spec. for document
 Posting Period |
 Document Type AA Asset posting

Special spec. for transaction
 Transaction Type |
 Trading Partner |

Additional info on document
 Reference |
 Allocation |

Field	Description/Usage
Additional Details tab	
Period	Leave blank. SAP will post the correct period based on the posting date.
Document Type	Leave blank. SAP will default the correct document type AA.
Trans. Type	Leave Blank. SAP will fill this in automatically.
Reference	The reference field can contain the document number of the customer or vendor. It will be displayed in the header section of the accounting document.
Allocation	Put the asset number here. This will aid in clearing the 179500.

Once all of the correct information is filled out on the “Additional Details” screen, click the ‘Simulate’ button  to view the FI-GL posting that will occur when this transaction is posted.



The screenshot shows the SAP 'Enter Asset Transaction' interface. At the top, there is a menu bar with 'Transaction', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title of the window is 'Enter Asset Transaction: Asset Sale Without Customer'. Below this is another toolbar with icons and buttons for 'Choose', 'Save', and 'Additio...'. The main content area is divided into three sections: 'Document Header Info', 'Line items', and 'Totals informtrn'.

Document Header Info

Document Date: 12/17/2007 Document Type: AA Company Code: 1163
 Posting Date: 12/17/2007 Period: 03 Fiscal Year: 2008

Line items

It...	PK	BusA	G/L Account	Short Text	Amount	Crcy
1	75		171000	000017100059 0000	11,036.00	USD
2	70		181000	000017100059 0000	11,036.00	USD
3	40		179500	PROCEEDS ON SALE F/A	6,500.00	USD
4	50		813000	GAIN ON DISP OF FA	6,500.00	USD
					0.00	USD

An arrow points from a text box to the G/L Account '179500' in line item 3.

SAP is configured to post to 179500

Totals informtrn

Deb. total: 17,536.00 USD
 Cred. total: 17,536.00 USD
 Totals informtrn: 0.00 USD

Once you have reviewed the screen, then post/save the document in order to post the transaction.

When the money comes in from the auction, the DAR should be filled out like the following:


DR	101060	\$amt from auction
CR	179500	\$amt from auction

This amount should match what was put into the 179500 in the journal from Asset sale without Customer. In the 179500 line item, be sure to put the asset number in the assignment field. This will help with the clearing process. Then, the 179500 account needs to be manually cleared (instructions are later in this section).

For a Partial Retirement:

The screenshot shows the SAP 'Enter Asset Transaction: Asset Sale Without Customer' interface. The 'Partial retirement' tab is selected. The 'Company Code' is 1163 and the 'Asset' is 17300153. The 'Quantity' field is set to 10. The 'Related to' section has the 'Prior-year acquis.' radio button selected.

Field	Description/Usage
Partial Retirement tab	
Amount Posted	Enter the amount of the asset to be transferred in \$ value if not a complete transfer. Do not use if you use 'Quantity'.
Perc. Rate	Do not use.
Quantity	Enter the number of items to be transferred. The quantity must be correct in the asset master record to retire by quantity. SAP will automatically calculate the value to be retired. Do not use if you use 'Amount posted'.
Related to	<ul style="list-style-type: none"> • Prior year acquisition • Current year acquisition <p>SAP will automatically choose the correct transaction type to be used for the asset being retired. Do not change the transaction type.</p>

Once all of the correct information is filled out on the “Partial Retirement” screen, click the ‘Simulate’  button to view the FI-GL posting that will occur when this transaction is posted.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Asset Sale Without Customer

Document Header Info

Document Date: 12/17/2007 Document Type: AA Company Code: 1163
 Posting Date: 12/17/2007 Period: 03 Fiscal Year: 2008

Line items

It...	PK	BusA	G/L Account	Short Text	z	Amount	Crcy
1	75		173000	000017300153 0000		5,390.42	USD
2	70		183000	000017300153 0000		5,390.42	USD
3	40		179500	PROCEEDS ON SALE F/A		400.00	USD
4	50		813000	GAIN ON DISP OF FA		400.00	USD
						0.00	USD

Totals informtn

Deb.total: 5,790.42 USD
 Cred. total: 5,790.42 USD
 Totals informtn: 0.00 USD

Once you have reviewed the screen, then post/save the document in order to post the transaction.

When the money comes in from the auction, the DAR should be filled out like the following:

DR	101060	\$amt from auction
CR	179500	\$amt from auction

This amount should match what was put into the 179500 in the journal from Asset sale without Customer. In the 179500 line item, be sure to put the asset number in the assignment field. This will help with the clearing process. Then, the 179500 account needs to be manually cleared (instructions are later in this section).

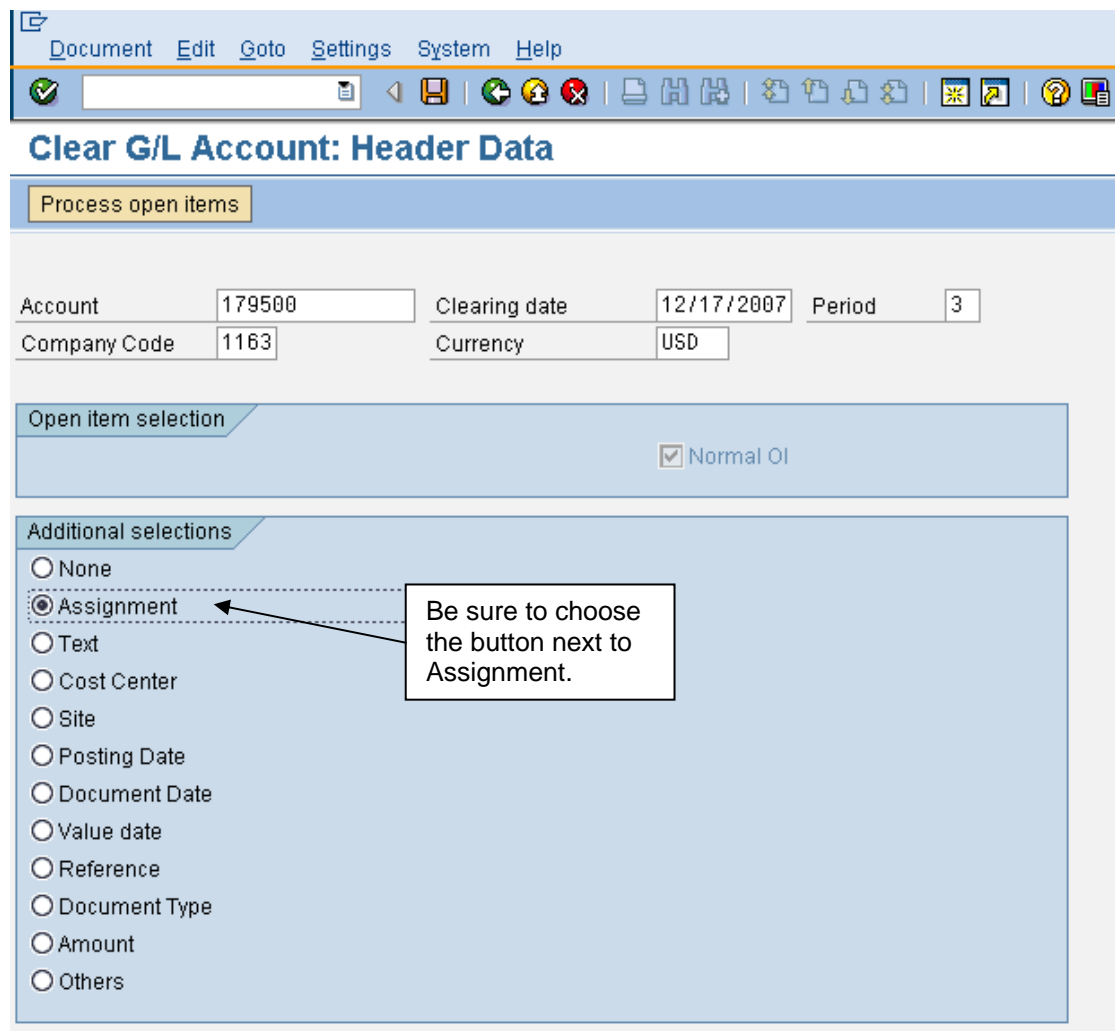
Clearing of the “Asset Clearing” Account (179500)

The Proceeds on Sale of Fixed Assets 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 zero and all items cleared.

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 of Fixed Assets account. The net result will be a DAR entry that will credit the Proceeds on Sale of Fixed Assets account (179500). You will then need to clear the Proceeds on Sale of Fixed Assets account 179500.

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

Transaction code: **F-03**



Document Edit Goto Settings System Help

Clear G/L Account: Header Data

Process open items

Account 179500 Clearing date 12/17/2007 Period 3
Company Code 1163 Currency USD

Open item selection Normal OI

Additional selections

- None
- Assignment
- Text
- Cost Center
- Site
- Posting Date
- Document Date
- Value date
- Reference
- Document Type
- Amount
- Others

Be sure to choose the button next to Assignment.

Field	Description/Usage
Initial screen for Clearing GL Accounts	
Account	Enter account 179500
Clearing Date	The default will be the system date. You can change it if needed.
Company Code	Enter the company code.
Additional Selections	Click the 'Assignment' button.

After entering the required information click the 'Process open items' button.

Process open items

The screenshot shows the SAP 'Clear G/L Account Enter selection criteria' dialog box. At the top, there is a menu bar with 'Document', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the dialog is 'Clear G/L Account Enter selection criteria'. There are three buttons at the top: 'Other selection', 'Other account', and 'Process open items', with 'Process open items' being the active one. Below this is a 'Parameters entered' section with the following fields: 'Company Code' (1163), 'Account' (179500), 'Account Type' (S), and 'Special G/L ind.' (empty). There is a checked checkbox for 'Standard Ols'. Below that is an 'Assignment' section with a table:

From	To	String	Initial value
17300153		<input type="checkbox"/>	<input type="checkbox"/>

Enter the asset number in the assignment column (this is the SAP asset number). Then click the 'Process open items' button.

Options Edit Goto System Help

Accounting Editing Options

Open items

Open item processing

- Payment reference as selection criterion
- Process open items with commands
- Selected items initially inactive
- Enter payment amount for residual items
- Use worklists
- Display net amounts
- Include invoice reference
- Sorting by amount without +/- sign

Line layout variants for clearing transactions

Customer	Z01	AIMS: GL acct clearing w/ Reference
Vendor		
G/L acct	Z05	AIMS: GL acct clr w/ Assign & Text

Line layout variants for automatic payments

Payment	
Line items	

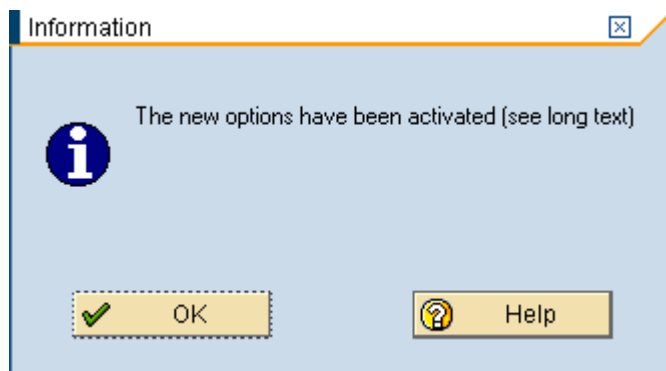
Account assignment model for payment differences

Act assgn.model	
-----------------	--

Ensure that the G/L account variant is set to Z05.

Under line layout variants for clearing transactions be sure that Z05 is in the G/L acct field. If it is not, click in the field and use the dropdown to choose Z05. Then click the Save icon and green arrow back.

You will get the following message:



Just click on the green check mark (OK).

In order for your new settings to take effect you will need to press enter on your keyboard once. You should now have the clearing screen with your assignment field showing.

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 account easier.

Document Edit Goto Settings Environment System Help

Clear G/L Account Process open items

Distribute diff. Charge off diff. Editing options

Standard Partial pmt Res.items Withldg tax

Account items 179500 PROCEEDS ON SALE OF FIXED ASSETS

Assignment	Text	Document ...	D.	Document ...	P...	S	USD Gross
17300153	17300153	1300000133	SD	12/17/2007	50		400.00-
17300153	17300153	7000000000	AA	12/17/2007	40		400.00
17300153	17300153	7000000001	AA	12/17/2007	40		200.00

This must be zero when the lines are highlighted in order to save (clear) the account.

Amo... Gross<->... Currency Items Items Disc. Disc.

Editing status

Number of items	3	Amount entered	0.00
Display from item	1	Assigned	0.00
Display in clearing currency		Not assigned	0.00

The line items that appeared are the two that were entered for 179500 G/L account. If the amounts are in black text, they must be selected by double clicking on them. When they are

double clicked the text changes to blue or red. If the line items net to zero (the ‘**Not assigned**’ item on the lower right corner of the window), the user can then click on the Save/Post icon and the items will be cleared.

**NOTE:**

The assignment field has been configured to be populated with the asset master record number to assist the user with the matching process. When the DAR is posted, the asset number **MUST** be in the assignment field of the 179500 line item.

For more detailed information on clearing accounts, refer to the General Ledger manual section on Clearing Accounts.

Asset Disposal to DRMO

When a fixed asset is no longer usable it may be sent to DRMO (Defense Reutilization Management Office). The asset must be taken off the books (retired) before going to DRMO. A Certificate of Disposition must be completed and signed by the base Commanding Officer before an asset can be retired. If the asset still has a net book value (NBV), the retirement process will dispose of the asset through the current posting period. A NBV of one-month depreciation will remain until depreciation is processed for the current month. At that time, the asset will have a zero NBV. If there is any revenue received from DRMO for the asset it should be booked on a DAR to account 799000. For information on how to post a DAR please see the General Ledger manual.

To retire the asset you will use the following transaction.

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


Transaction code: **ABAVN**

For more information on the transaction please see the section “Asset Disposal/Scrapping (without revenue)” in this manual.

Asset Trade-In Procedures

This process will take place when a current asset is being traded-in to purchase a new asset. This process has several steps, which are as follows:

1. The old asset is retired without revenue.
2. An asset shell is created for the new asset.
3. The new asset is purchased via purchase order/goods receipt or direct invoice.
4. If the old asset had a net book value, a journal entry must be completed to adjust the value of the new asset.

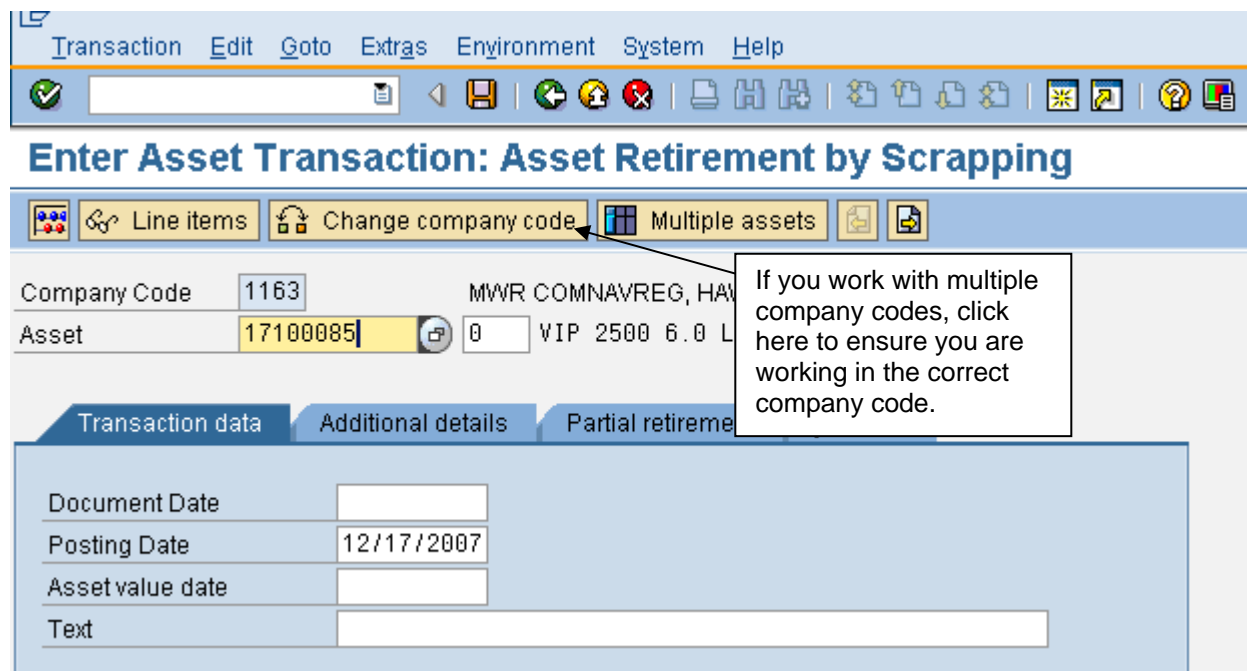
	NOTE: Only complete step 4 if the old asset that was retired had a net book value greater than zero.
---	---

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

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

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

Transaction code: **ABAVN**



The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' screen. The menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. The toolbar contains various icons for navigation and actions. The main area displays the following fields:

- Company Code: 1163
- Asset: 17100085
- Posting Date: 12/17/2007
- Text: (empty field)

Buttons for 'Line items', 'Change company code', and 'Multiple assets' are visible. A tooltip points to the 'Change company code' button with the text: 'If you work with multiple company codes, click here to ensure you are working in the correct company code.'

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code 1163 MWR COMNAVREG, HAWAII

Asset 17100085 0 VIP 2500 6.0 L DIESEL 25 PASSENGER BUS

Transaction data Additional details Partial retirement Note


Document Date 12/17/2007

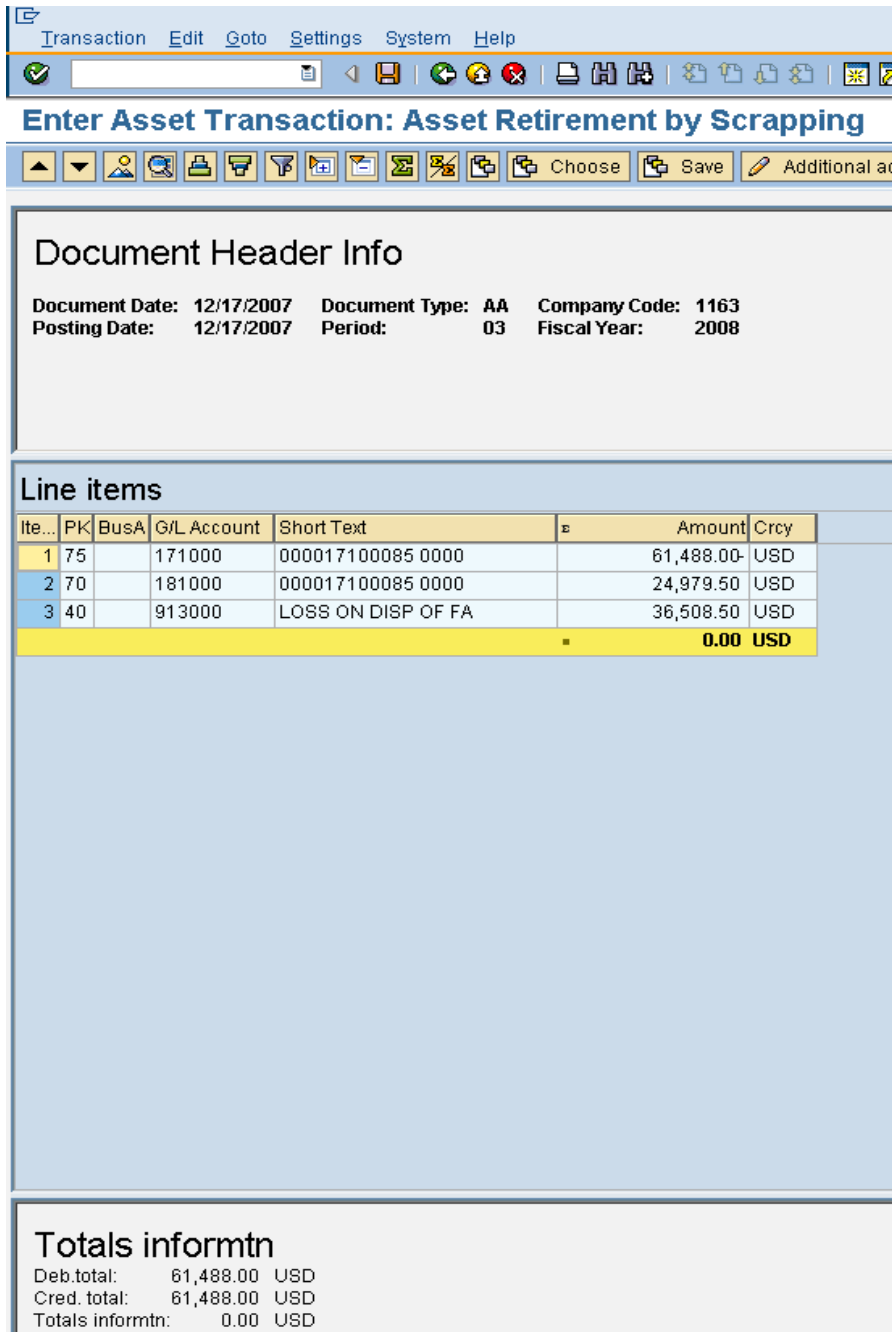
Posting Date 12/17/2007

Asset value date 12/17/2007

Text ASSET TRADED IN ON A NEW VEHICLE

Field	Description/Usage
Initial screen for Asset Retirement by Scrapping	
Company Code	If the company code needs to be changed, click the 'Change company code' button. Enter the specified company code.
Asset	Asset number of asset to be retired
Document Date	The document date is the date on which the original document was issued. (It can be different from the posting date.)
Posting Date	The effective transaction date. (The date which the General Ledger is updated.)
Asset Value Date	Enter the date that the asset is to be retired (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.
Text	In this field you can store an explanation for the transaction.

Click the 'Simulate' button  to view the FI-GL posting that will occur when this transaction is posted.



The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' window. The menu bar includes Transaction, Edit, Goto, Settings, System, and Help. The toolbar contains various icons for navigation and actions. The main content area is divided into three sections:

- Document Header Info:**

Document Date: 12/17/2007 Document Type: AA Company Code: 1163
 Posting Date: 12/17/2007 Period: 03 Fiscal Year: 2008
- Line items:**

It...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	75		171000	000017100085 0000		61,488.00	USD
2	70		181000	000017100085 0000		24,979.50	USD
3	40		913000	LOSS ON DISP OF FA		36,508.50	USD
						0.00	USD
- Totals informtrn:**

Deb. total: 61,488.00 USD
 Cred. total: 61,488.00 USD
 Totals informtrn: 0.00 USD

Click the 'Save' button  or press F11 to post the document. Be sure to write down the document number.

Acquisition of New Asset from Trade-in

First, you will need to create an asset shell for the new asset that was purchased. For creating an asset master record, refer to instructions in the section “Create Asset Master Record”.

Then, procure the new asset using the purchase order process. At the time of goods receipt or direct invoice, the asset will receive value.



Stop here if the old asset had a **zero net book** value, nothing else has to be done.

However, if the old asset had a book value at the time of the trade-in, then the new asset's acquisition value has to be adjusted accordingly.

Per the Department of Defense (DOD) and RAMCAS, the new asset's acquisition value will be as follows:

Trade-in is less than the old asset's net book value

When a credit less than the net book value is given for the old asset, the old asset is retired without revenue as described above. Once the new asset master record has been created and the purchasing process completed, the monetary value of the new asset will be the purchase price of the new asset plus the amount received for the old asset. A manual journal entry will need to be made to adjust the value of the new asset. Again, 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

Example:

An old golf cart has a net book value of \$500. It is traded in for a new golf cart. The price of the new golf cart is \$5000. The vendor gives you a credit of \$300 for the old asset, so the actual purchase price of the new asset is \$4700.

1. The old asset is retired using Tcode ABAVN and SAP automatically posts a loss of \$500.

DR	Accumulated Depreciation (old asset)	\$3500	
	CR	Acquisition Value (old asset)	\$4000
DR	913000 (Loss on sale of FA)	\$500	

2. An asset master record is created for the new golf cart using Tcode AS01.
3. The new golf cart is purchased via purchase order/goods receipt or direct invoice for \$4700.

DR	Acquisition Value (new asset)	\$4700	
	CR	Vendor	\$4700

4. The new golf cart will have a value of \$4700 in the asset master record. In addition, a journal must be completed to add the \$300 credit to the new golf cart. The journal is posted using Tcode ABZO as follows:

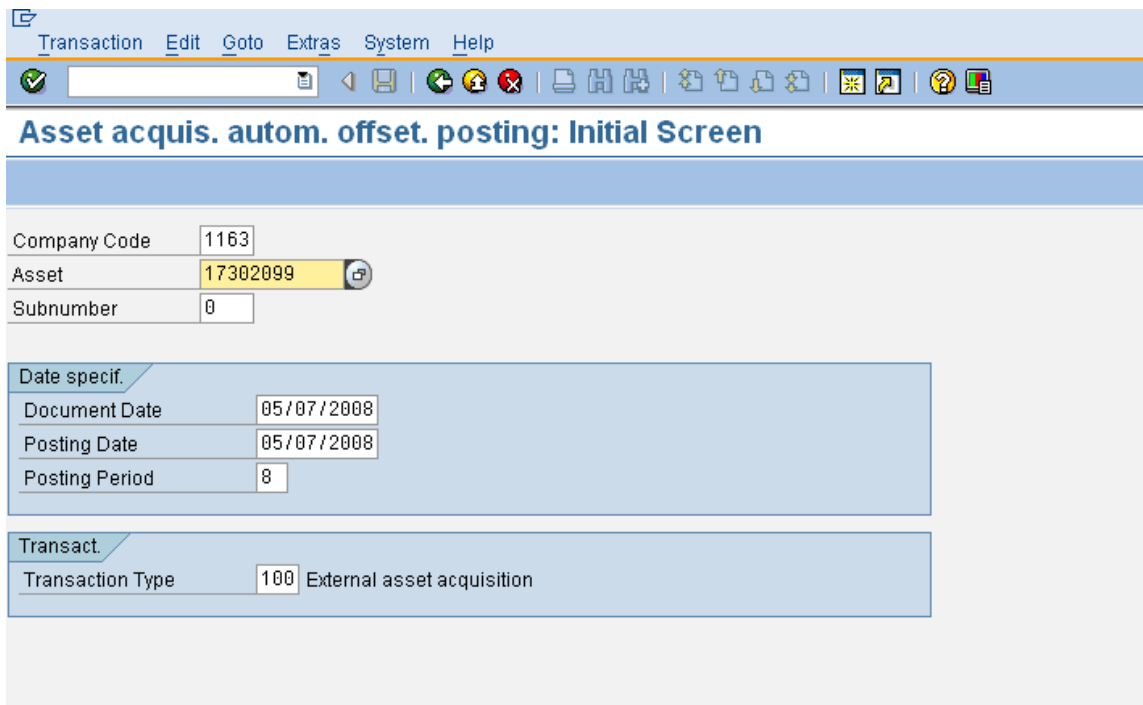
DR	New asset number	\$300	
	CR	913000 (Loss on sale of FA)	\$300

This brings the loss in the 913000 account to \$200. The new asset will have a value of \$5000.

Adjustment Journal

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > ACQUISITIONS > EXTERNAL ACQUISITION>ACQUIS. WITH OFF SETTING ENTRY**

Transaction code: **ABZO**



The screenshot shows the SAP 'Asset acquis. autom. offset. posting: Initial Screen' form. The form is divided into several sections:

- Company Code:** 1163
- Asset:** 17302099
- Subnumber:** 0
- Date specif.:**
 - Document Date:** 05/07/2008
 - Posting Date:** 05/07/2008
 - Posting Period:** 8
- Transact.:**
 - Transaction Type:** 100 External asset acquisition

Field	Description/Usage
Initial screen for Asset Posting	
Company Code	Enter the specified company code.
Asset	Enter the new asset that was purchased with the trade-in.
Asset Sub-number	Enter the sub-asset (if applicable).
Document Date	Enter the date on the vendor invoice from the trade-in.
Posting Date	Enter the date of the trade-in.
Period	Leave blank. SAP will post the correct period based on the posting date.
Trans. Type	Leave blank. SAP will default the correct transaction type.
Reverse Posting	Leave this blank.

The screenshot shows the SAP 'Create Asset Transaction: External asset acquisition' screen. The interface includes a menu bar (Transaction, Edit, Goto, Extras, System, Help) and a toolbar. The main data entry area is divided into sections: 'Line Items', 'Posting data', and 'Additional details'. Callouts provide specific instructions for several fields:

- Asset:** 17302099 0 GOLF CART
- Company Code:** 1163
- G/L Account:** 173000
- Trans. Type:** 100 External asset acquisition
- Posting data:**
 - Amount posted:** 300.00 USD
 - Asset val. date:** 05/07/2008
 - Quantity:** (Empty field) EA
 - Offsetting acct:** 913000 INTRA-SYST XFER
- Additional details:**
 - Text:** ASSET VALUE ADJUSTED DUE TO TRADE-IN OF OLD ASSET
 - Document type:** AA
 - Assignment:** 17300085
 - Reference:** 548962

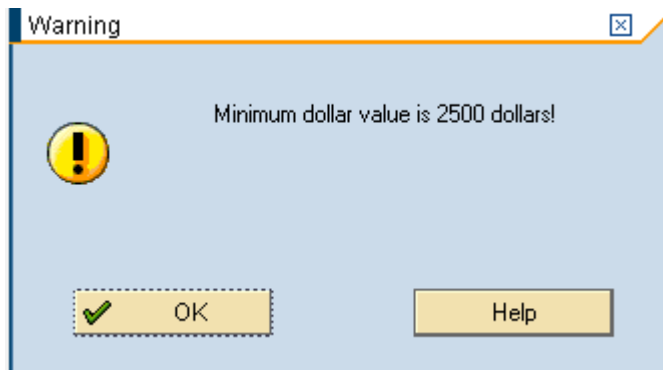
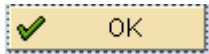
Callout boxes contain the following instructions:

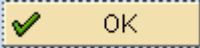
- "Do not enter a quantity. This is a value adjustment only." (pointing to the Quantity field)
- "Enter G/L account 913000. SAP will default 294000." (pointing to the Offsetting acct field)
- "Enter the asset number that was retired." (pointing to the Assignment field)
- "Enter the vendor invoice number for the new asset." (pointing to the Reference field)

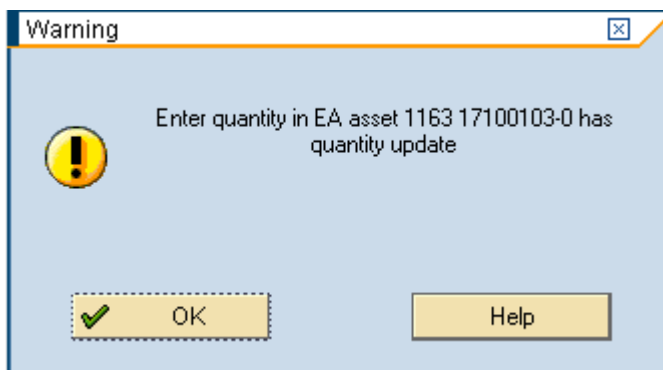
Field	Description/Usage
Create Asset Transaction Screen	
Amount Posted	Enter the value of the trade-in.
Asset Date	Enter the date of the trade-in.
Quantity	Do not enter a quantity. SAP will give a warning, but just enter through the SAP messages. If you enter a quantity, it will be added to the quantity already in the master record. This is just a value adjustment, so there should not be a quantity adjustment.
Offsetting Acct	Enter the G/L account 913000. SAP will default G/L account 294000.
Text	Enter a description that will be useful when auditing this asset in the future. For example: "ASSET VALUE ADJUSTED DUE TO TRADE-IN ON OLD ASSET".
Document Type	Enter AA for asset accounting.

Assignment	Enter the old asset number that was retired.
Reference	Enter the vendor invoice number from the new asset acquisition.

If the trade in value is less than \$2,500.00 you will see the warning message below. Click the



You will also get a warning message concerning the quantity. This is a value adjustment only so you do not want to enter a quantity. Click the  then the enter key on your keyboard.



Display the document to make sure it is correct before saving.

Transaction Edit Goto Settings System Help

Create Asset Transaction: External asset acquisition

Document Header Info

Document Date: 05/07/2008 Document Type: AA Company Code: 1163
 Posting Date: 05/07/2008 Period: 08 Fiscal Year: 2008

Line items

It...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	70		173000	000017302099 0000		300.00	USD
2	50		913000	LOSS ON DISP OF FA		300.00-	USD
						0.00	USD

Totals informtn

Deb. total: 300.00 USD
 Cred. total: 300.00 USD
 Totals informtn: 0.00 USD

Save the document.

Trade-in is more than or equal to the old asset's net book value:

When a credit more than or equal to the net book value is given for the old asset, the old asset is retired without revenue as described above. Once the new asset master record is created and the purchasing process is completed, the monetary value of the new asset will be the purchase price of the new asset plus the net book value of the old asset (not the amount of credit given for the old asset). A manual journal entry will need to be made to adjust the value of the new asset. Again, 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

Example:

A freezer has a net book value of \$500. It is traded in for a new freezer. The price of the new freezer is \$5000. The vendor gives you a credit of \$600 for the old asset, so the actual purchase price of the new asset is \$4400.

1. The old asset is retired and SAP automatically posts a loss of \$500.

DR	Accumulated Depreciation (old asset)	\$3500	
	CR	Acquisition Value (old asset)	\$4000
DR	913000 (Loss on sale of FA)	\$500	

2. An asset master record is created for the new refrigerator.
3. The new freezer is purchased via purchase order/goods receipt or direct invoice for \$4400.

DR	Acquisition Value (new asset)	\$4400	
	CR	Vendor	\$4400

4. The freezer will have a value of \$4400 in the asset master record. In addition, a journal must be completed to add the net book value of \$500 to the new freezer. The journal is as follows:

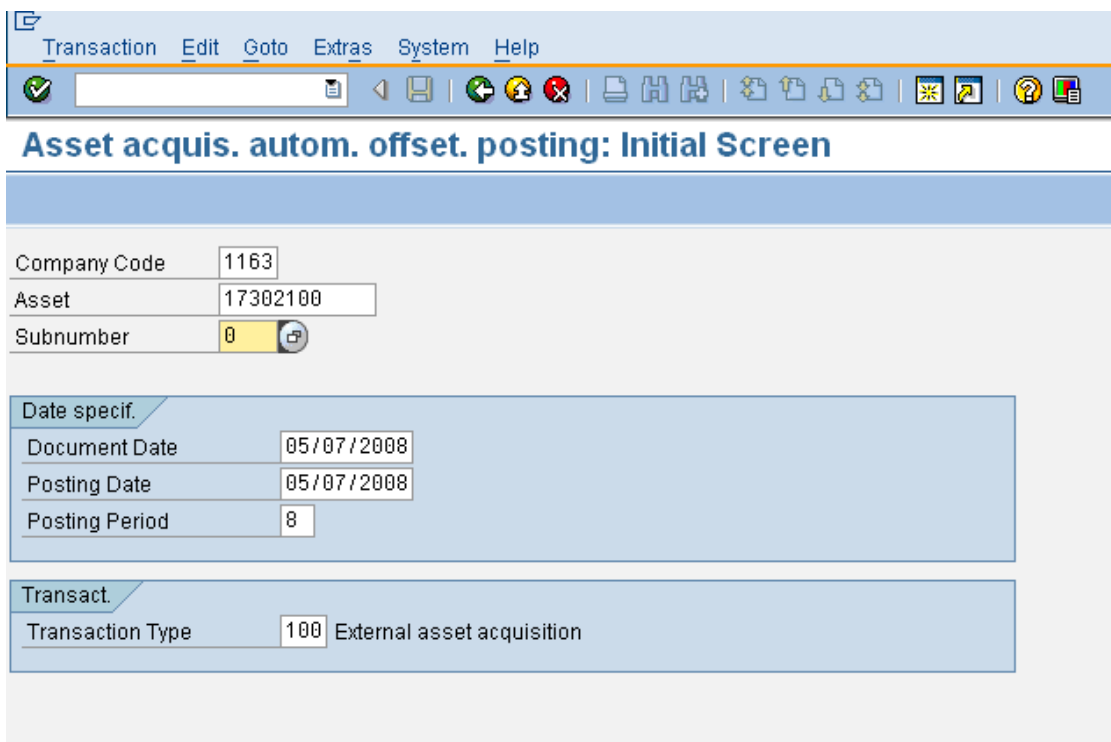
DR	New asset number	\$500	
	CR	913000 (Loss on sale of FA)	\$500

This brings the loss in the 913000 account to \$0. The new asset will have a value of \$4900.

Adjustment Journal

Menu path: **ACCOUNTING > FINANCIAL ACCOUNTING > FIXED ASSETS > POSTINGS > ACQUISITIONS > EXTERNAL ACQUISITION>ACQUIS. WITH OFF SETTING ENTRY**

Transaction code: **ABZO**



The screenshot displays the SAP ABZO Initial Screen. At the top, there is a menu bar with options: Transaction, Edit, Goto, Extras, System, and Help. Below the menu bar is a toolbar with various icons. The main area is titled "Asset acquis. autom. offset. posting: Initial Screen". It contains several input fields:

- Company Code: 1163
- Asset: 17302100
- Subnumber: 0
- Date specif. section:
 - Document Date: 05/07/2008
 - Posting Date: 05/07/2008
 - Posting Period: 8
- Transact. section:
 - Transaction Type: 100 External asset acquisition

Field	Description/Usage
Initial screen for Asset Posting	
Company Code	Enter the specified company code.
Asset	Enter the new asset that was purchased with the trade-in.
Asset Sub-number	Enter the sub-asset (if applicable).
Document Date	Enter the date on the vendor invoice from the trade-in.
Posting Date	Enter the date of the trade-in.
Period	Leave blank. SAP will post the correct period based on the posting date.
Trans. Type	Leave blank. SAP will default the correct transaction type.
Reverse Posting	Leave this blank.

Create Asset Transaction: External asset acquisition

Line Items

Asset: 17302100 0 FREEZER WALK IN
 Company Code: 1163
 G/L Account: 173000
 Trans. Type: 100 External asset acquisition

Posting data

Amount posted: 500.00 USD
 Asset val. date: 05/07/2008
 Quantity:
 Offsetting acct: 913000 INTRA-SYST XFER

Additional details

Text: ASSET VALUE ADJUSTED DUE TO TRADE-IN OF OLD ASSET
 Document type: AA
 Assignment: 17300089
 Reference: 548987

Do not enter quantity. This posting is a value adjustment only.

Enter the G/L account 913000. SAP will default 294000.

Field	Description/Usage
Create Asset Transaction Screen	
Amount Posted	Enter the value of the trade-in.
Asset Date	Enter the date of the trade-in.
Quantity	Do not enter a quantity. SAP will give a warning, but just enter through the SAP messages. If you enter a quantity, it will be added to the quantity already in the master record. This is just a value adjustment, so there should not be a quantity adjustment.
Offsetting Acct	Enter the G/L account 913000. SAP will default G/L account 294000.
Text	Enter a description that will be useful when auditing this asset in the future. For example: "ASSET VALUE ADJUSTED DUE TO TRADE-IN ON OLD ASSET".
Document Type	Enter AA for asset accounting.
Assignment	Enter the old asset number that was retired.
Reference	Enter the vendor invoice number from the new asset acquisition.

Transaction Edit Goto Settings System Help

Create Asset Transaction: External asset acquisition

Choose Save Additio

Document Header Info

Document Date: 05/07/2008 Document Type: AA Company Code: 1163
 Posting Date: 05/07/2008 Period: 08 Fiscal Year: 2008

Line items

Ite...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	70		173000	000017302100 0000		500.00	USD
2	50		913000	LOSS ON DISP OF FA		500.00-	USD
						0.00	USD

Totals informtn

Deb. total: 500.00 USD
 Cred. total: 500.00 USD
 Totals informtn: 0.00 USD

After posting, go back to the asset number for the new asset using T-code **AW01**. Check the Current Book Value, which should show that the value of the new asset has increased by the amount of credit given or the net book value of the old asset when it was traded in. For more details, refer to the section “Display Asset Value”.

Subsequent Charges (Ex. Freight)

Often not all bills will come in for an asset at the same time. A bill may arrive after you have capitalized the asset. It is important to add this invoice to the original asset and not create a new asset for freight.

Assets should not be created for things like:

- freight
- paint
- legal fees
- installation, etc.

Items like the above need to be added to the original asset. There may be a need to change the useful life if the addition extends the useful life. Before changing the useful life, you need to call RAMCAS and get approval since there are strict guidelines.

If an addition is made to an asset using a purchase order and goods receipt, it will be depreciated using the total useful life of the asset, not the remaining useful life. This is due to the fact that you can not choose the asset value date for the addition; it defaults from the posting date of the GR. So, if you add something to this asset after 7 months of depreciation, that addition will continue depreciating for 7 months after the main asset is finished depreciating. However, if an addition is made to the asset using a direct invoice (document type KR), you can choose the asset value date and match it to the original asset value date. SAP will “catch up” the depreciation in the first month (like in the following example).

In the below example, a freight bill arrives a couple of months after the asset has been capitalized. When the invoice is entered, you will receive a couple of warnings like minimum value is not \$2,500. You need to Enter through the warnings.

Example:

Original Acquisition =	\$39,129.56
Capitalization date =	04/06/2007
Useful Life =	8 years
Monthly Depreciation =	\$407.60

Asset Explorer

Asset 1013-17100008/0000

Company Code: 1013 MWR NSA CRANE
 Asset: 17100008 0 2007 CATERING TRUCK
 Fiscal year: 2007

Posted dep. values Book depreciation in local currency

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions		39,129.56	39,129.56	USD
Acquisition value		39,129.56	39,129.56	USD
Ordinary deprec.		1,222.80-	1,222.80-	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Net book value		37,906.76	37,906.76	USD
Down payments				USD
Scrap value				USD

Depreciation posted/planned

Stat...	Status	Per	Ord. dep.	UpInd dep.	Reserves	Revaluat.	Crcy
■	Posted	8	407.60-	0.00	0.00	0.00	USD
■	Posted	9	407.60-	0.00	0.00	0.00	USD
■	Posted	10	407.60-	0.00	0.00	0.00	USD
▲	Planned	11	407.60-	0.00	0.00	0.00	USD
▲	Planned	12	407.60-	0.00	0.00	0.00	USD
			2,038.00-	0.00	0.00	0.00	USD

An invoice for freight comes in for this asset in August 2007 (entered into SAP with document type KR). In this example, depreciation has been run up to July 2007.

Freight invoice = \$2,250

Monthly depreciation = \$23.44 (\$2,250 / 8 years / 12 months)

SAP will catch up the depreciation for May, June and July in August. SAP will post \$70.32 additional depreciation in February (Dec, Jan & Feb).

August depreciation $\$93.76 + \$407.60 = \$501.36$

Sept. depreciation $\$23.44 + \$407.60 = \$431.04$

Asset Explorer

Asset 1013-17100008/0000

Company Code: 013 MWR NSA CRANE

Asset: 17100008 0 2007 CATERING TRUCK

Fiscal year: 2007

Planned values | **Posted values** | Comparisons | Parameters

Posted dep. values Book depreciation in local currency

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions		41,379.56	41,379.56	USD
Acquisition value		41,379.56	41,379.56	USD
Ordinary deprec.		1,222.80-	1,222.80-	USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Net book value		40,156.76	40,156.76	USD
Down payments				USD
Scrap value				USD

Objects related to asset

- Vendor
 - CUSTOM SALES & SERVI
- Cost Center
 - NSWC CAT TRUCK G/A
- Purchase Order
 - 03/21/2007

Depreciation posted/planned

Stat...	Status	Per	Ord. dep.	Uplnd dep.	Reserves	Revaluat.	Crcy
■	Posted	8	407.60-	0.00	0.00	0.00	USD
■	Posted	9	407.60-	0.00	0.00	0.00	USD
■	Posted	10	407.60-	0.00	0.00	0.00	USD
▲	Planned	11	501.35-	0.00	0.00	0.00	USD
▲	Planned	12	431.04-	0.00	0.00	0.00	USD
			2,155.19-	0.00	0.00	0.00	USD

SAP will catch up the missing depreciation.

Capitalizing Salaries

RAMCAS policy does allow you to capitalize salary values under certain situations, but it is important to note that you do not reverse the 601 series of accounts. In order to balance payroll and W-2's at the end of the year, you should never post a manual journal to these accounts. All postings to the salary accounts should flow through ADP.

The RAMCAS policy on when salaries are allowed to be capitalized is as follows:

Fixed assets are recorded at cost plus any expenditures necessary to place those assets into use as intended, e.g., installation, freight, testing, legal fees to establish title, and any other costs of putting the asset in the condition and location for use. **Labor costs** are included **only if the labor is contracted or a NAF employee was hired for the express purpose of performing work to create fixed assets. Do not include the labor cost of NAF employees working on a fixed asset if the employees would have been on the payroll regardless of whether or not they worked on a fixed asset.**

If the labor passes the above test, the journal to capitalize the salaries is as follows:

DR	Fixed Asset 17XXXXXX	\$amount to be capitalized
	CR	Misc. Expense 799000
		\$amount to be capitalized

This journal should be done in the Asset module using T-code ABZO. For details on how to use this T-code refer to the "Capitalizing the Centrally Funded Asset" section in this manual. Make sure that you change the offsetting account to 799000. SAP will default account 294000.

Display/Change Asset Documents

You can display all transactions except the take over document for an asset. By entering the asset number, you will be presented with all the documents that have been posted to the asset. You can then select the document in question and display the FI document or the purchase order.

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

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

Transaction code: **AB02** or **AB03**

Field	Description/Usage
Initial Screen for Asset Documents	
Company Code	Enter the company code.
Asset	Enter the asset number.
Sub-Number	Enter the asset sub number (if applicable).
Fiscal Year	Enter the fiscal year of the document.

Transaction Edit Goto Environment System Help

Documents for Asset

Company Code 1163

Asset 7301774

Subnumber 0

Fiscal Year 2007

It is important to enter the correct fiscal year.

Press Enter or the green checkmark.

Transaction Edit Goto Environment System Help

Overview of Asset Accounting Documents

Acct Doc. Originals Display purchase order Note

Asset 17301774 0 ELECTRIC GOLF CAR
Company code 1163 MWR COMNAVREG, HAWAII

01 Book deprec. / USD

AstValDt	Amount Posted	TTy	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
11/17/2006	3,925.00	120	Goods receipt	2007 CLUB CAR PR...	899.48-	0.

Select the document and then click on Acct Doc. or Display purchase order (if applicable.)

This screen allows the transactions that have been posted to the asset to be displayed. These transactions can also be displayed using Display Asset Value Screen transaction code **AW01**. See the section on Display Asset Value for more detailed instructions.

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