

Asset Management/Fixed Assets

SAP Glossary of Terms
The University of Mississippi
End User Documentation – ERP 2005

6/2009

SAP Support: 662.915.5222

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SAP Terminology	Former UM Terminology	Definition
Asset Number	Inventory Number	The asset main number, in combination with the company code, uniquely identifies an asset in the system. The University is not using sub-numbers.
Asset Class		Each asset master record must be allocated to one asset class. Refer to list on Page 3 and 4.
Departmental Transfer	Transfer	This refers to transfers of equipment between two University departments.
Transfer		SAP transaction that transfers value of one asset to another asset. This is also used to move an asset from one asset class to another.
Asset Capitalization or Acquisition		The process of applying monetary value to an asset.
Asset Super Number	Major, Intermediate, Minor Codes	This is a combination of the three fields, separated by hyphens. Except for vehicles, the first two digits are always zero. e.g., 00-0071-632
Capital Lease	Lease Purchase	All capital leases are in Asset Class 330.
State Addition & Deletion Reports		These reports are sorted by description.
Dept. Addition & Deletion Reports		These reports are sorted by inventory number and include the location code, room number and personnel number.
Location	Building	
Plant		This distinguishes the University campuses.

SAP Terminology	Former UM Terminology	Definition
Company Code		A company code is an independent accounting entity. It is the smallest organizational unit for which a complete self-contained set of accounts can be drawn up. The company code for The University of Mississippi is "1".
Business Area	Fund	Business areas are used for internal purposes to create balance sheet and income statements. All assets are in Business Area 66, Plant – Investment in Plant.
Cost Center	Fund 10, 20, 40, 50, and 70 departmental accounts	Cost centers are used in SAP to record costs by fiscal year periods for Business Areas 10-23, 40-54, and 70. e.g., 100644007A
Internal Order	Fund 25, 30 and 60 departmental accounts	Internal orders are used SAP to record costs by fiscal year periods for Business Areas 25, 30, and 60-66. e.g., 250644007A
General Ledger Account	Combination of Gen Num and Object Code	Balance sheet and income statement accounts. e.g., 40-8290 is now 58290
Goods Receipt (GR)	Receiving Report	
Invoice Receipt (IR)	Voucher	
SAP		Systems, Applications, & Products in Data Processing

Asset Management – Fixed Classes

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03/2006

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SAP Web Site
www.olemiss.edu/projects/sap

Current SAP Class #	Useful Life	Asset Class
40	30	Land
50	30	Land Improvements
60	30	Buildings - Housing
70	30	Buildings - Academic/ Administration
80	30	Buildings - Service
90	30	Building Improvements - Housing
100	30	Building Improvements - Academic/Administration
110	30	Building Improvements - Service
120	10	Library Books
125	15	Furniture & Equipment - 15 Years
130	10	Furniture & Equipment - 10 Years
140	5	Furniture & Equipment - 5 Years
180	3	PC – Hardware (All Computer Equipment)
260	10	Heavy/Outdoor Equipment.
270	5	Trucks/Automobiles/Passenger Vans - Includes vehicles used for instructional & administrative purposes.
280	10	Buses, Airplane, & Other Transportation
		Capital Lease
330	*	Inventory Assets
335		Non-inventory Assets
340	30	Assets Under Construction
350		UBIT Assets - Further grouping of class, still yet to be determined.

* Use appropriate asset class

NOTE: Currently software is not inventoried separately from hardware. When a computer is purchased, cost of the manufactured installed software is capitalized as part of the total computer's costs. If the software is purchased later, the cost is expensed as a contractual service

Asset Management/Fixed Assets (Property Control)


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Display Asset Master Record

R/3 Path	> Accounting > Financial Accounting > Fixed Assets > Asset > Display > Asset [double-click]
Transaction Code	AS03
Asset	Enter Asset number or use search button.
Enter 	Press enter or left click on Enter icon.
Display Info	Tab through the folders. Left click on the tab you are interested in viewing.
Long Text	If the long text icon is highlighted, additional text can be viewed by left clicking on the “Long Text” icon.
NOTE:	Remember you are in “Display”, therefore you cannot change any data. To change data go to the “Change Asset Master Record”.
Asset Value	To view asset values, left click on the Asset Value icon.

Change Asset Master Record

R/3 Path	> Accounting > Financial Accounting > Fixed Assets > Asset > Change > Asset [double-click]
Transaction Code	AS02
Asset	Enter Asset number or use search button.
Enter 	Press enter or left click on Enter icon.
NOTE:	Departments will be allowed to change Plant, Location, Room, and Personnel Number only .
Time-dependent	To make changes left click on the Time-dependent folder.
Plant	Oxford, Tupelo, Southaven, etc.
Location	Building
Room	Room number
Personnel number	Individual associated with item

Enter changes	Remember to use search button if you do not know the exact codes.
Enter 	Press enter or left click on Enter icon.
Verify data	Make sure information entered is correct.
SAVE 	Left click on save icon.
Asset Explorer (Asset Value Display)	
R/3 Path	> Accounting > Financial Accounting > Fixed Assets > Asset > Asset Explorer [double-click]
Transaction Code	AW01N
Asset	Enter Asset number or use search button.
Enter 	Press enter or left click on Enter icon.
NOTE:	Make sure you have the correct fiscal year that you wish to view.
Financial Document	To display financial document, double left click on transaction.
Departmental Inventory Report	
R/3 Path	UM Report Tree 470 by area > Asset Accounting
Application Tree Report Selection Asset Accounting	> Ole Miss Custom Reports > Dept. Addition Report > Dept. Additions [double-click]
Variant	Left click on the “Get Variant” Icon.
Find Variant:	Delete any data from fields and then left-click on execute icon.
Inventory	Double left click on Inventory
Program selections	Enter appropriate departmental code in Evaluation Group 2 (you may need to scroll down).
Execute	Left Click on Execute button
Note:	This report will include only active records

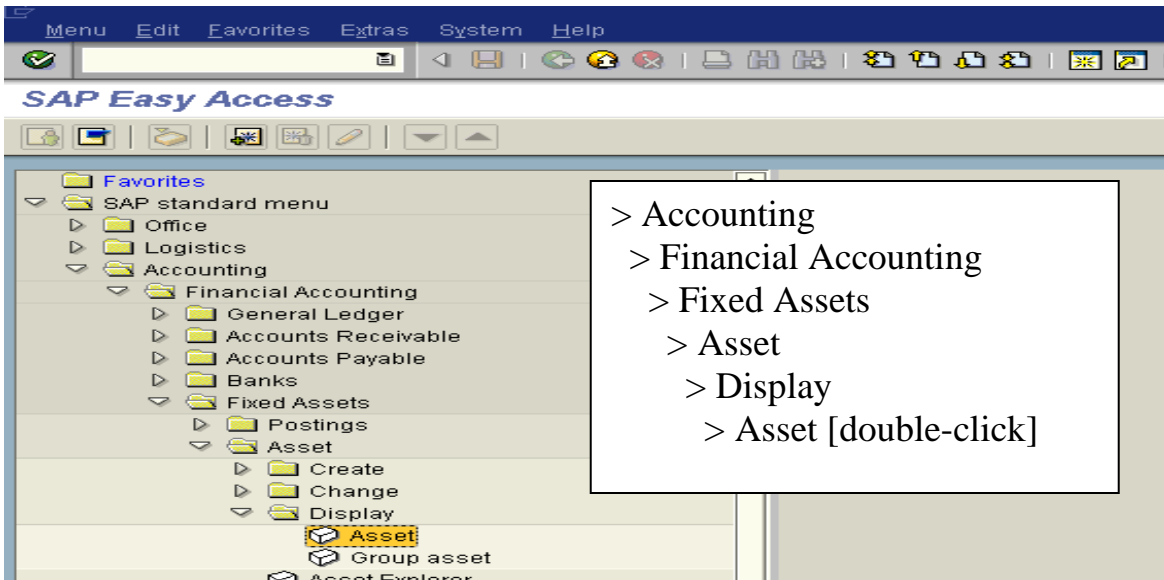
Asset Management/Fixed Assets Display Asset Master Record

SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005
6/2009

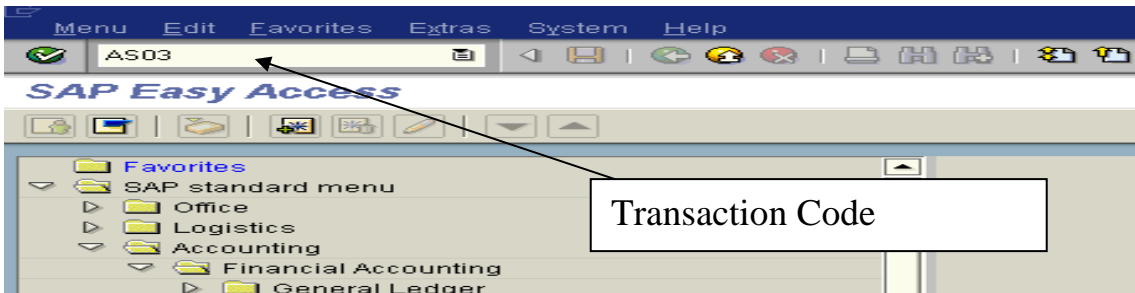
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R/3 Path - > Accounting > Financial Accounting > Fixed Assets > Asset > Display > Asset [double-click]



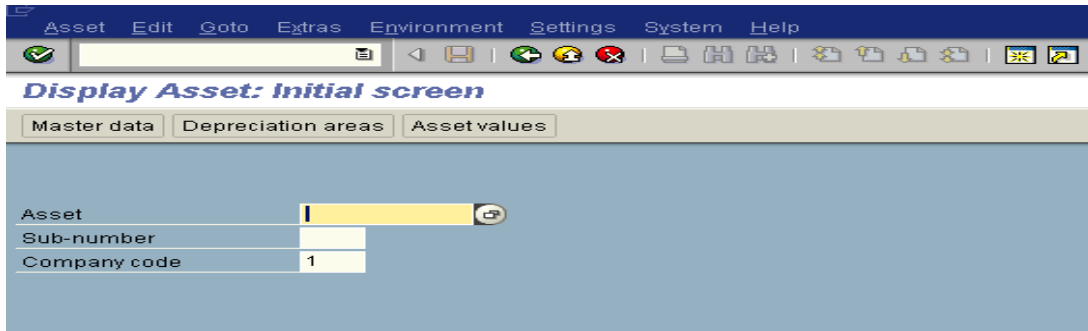
OR use Transaction Code: AS03



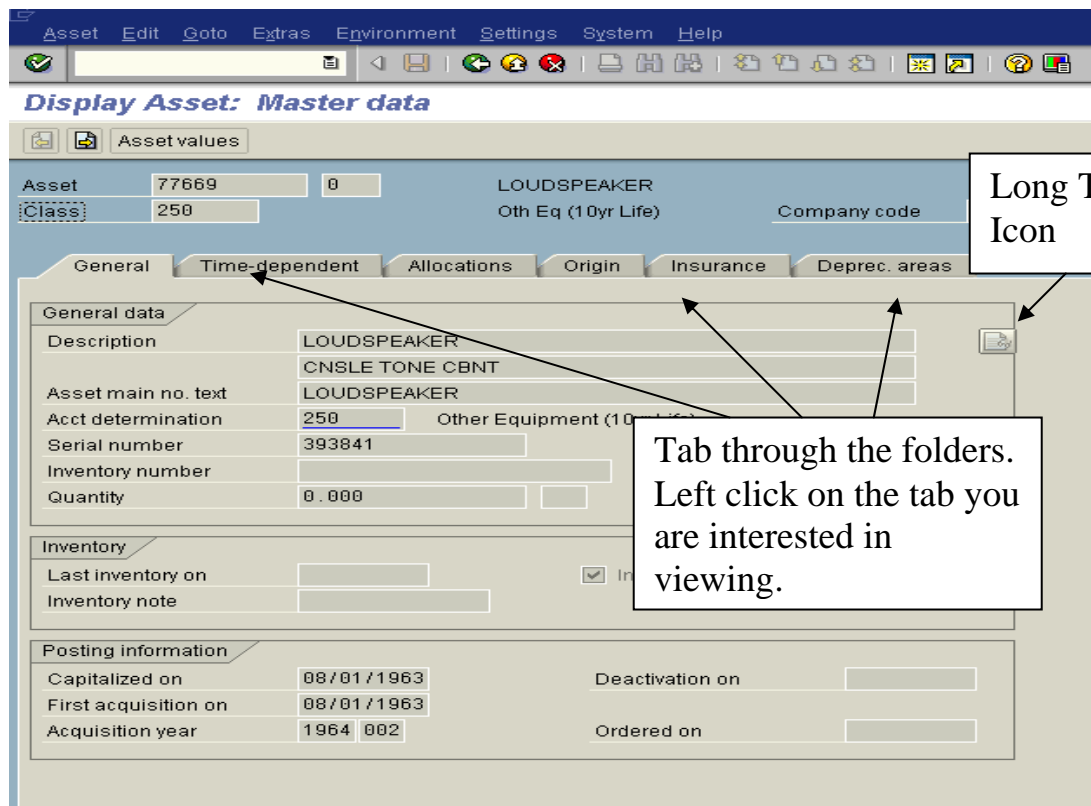
Asset – Enter asset number or use search button.



Enter – Press enter or left click on Enter icon



Display data on an asset by moving through the folders.



Long Text – If the “Long Text” Icon is highlighted, additional text can be viewed by left clicking on the “Long Text” icon.

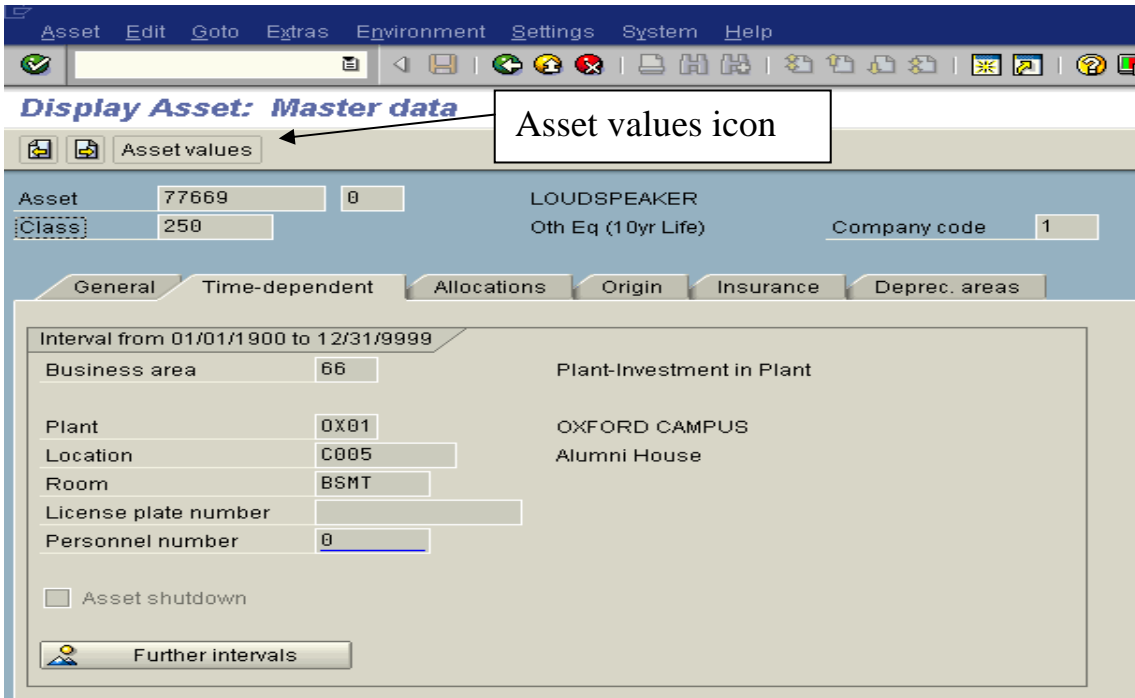
Time-dependent –

Plant – Oxford, Tupelo, Southaven, etc.

Location – Building

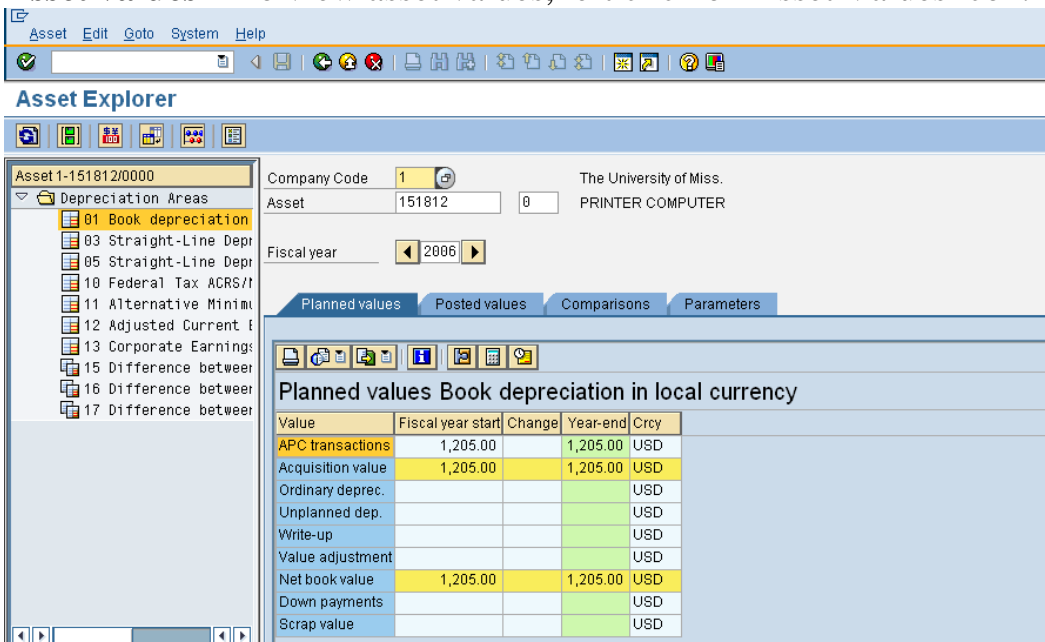
Room – room number

Personnel number – The person associate with item.



NOTE: Remember you are in “Display”, therefore you cannot change any data. To change data go to “Change Asset Master Record”.

Asset values – To view asset values, left click on Asset Values icon.



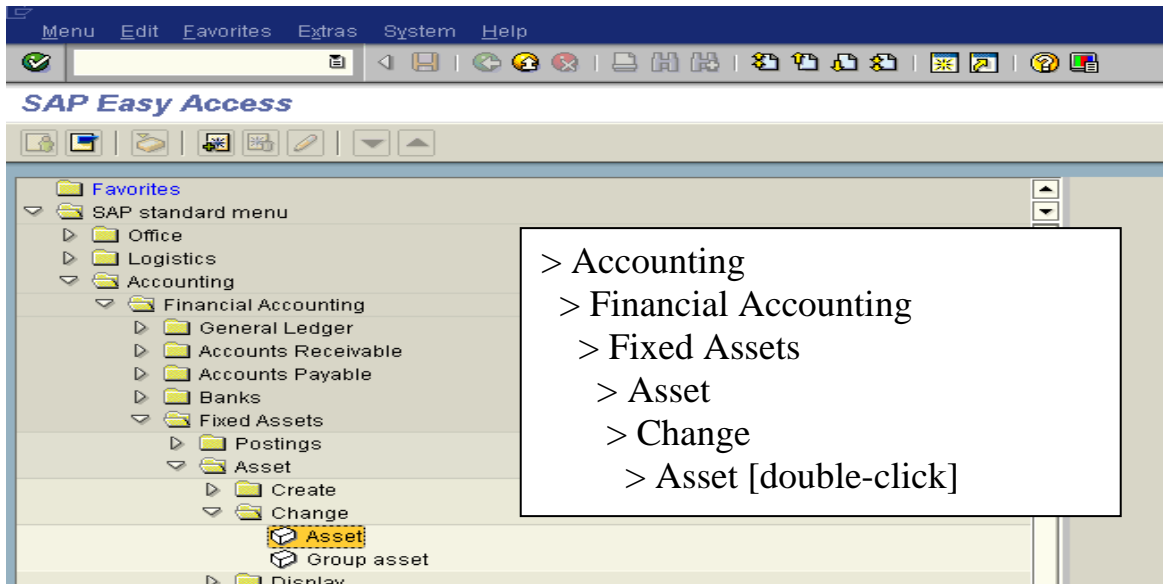
Asset Management/Fixed Assets Change Asset Master Record

SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005
6/2009

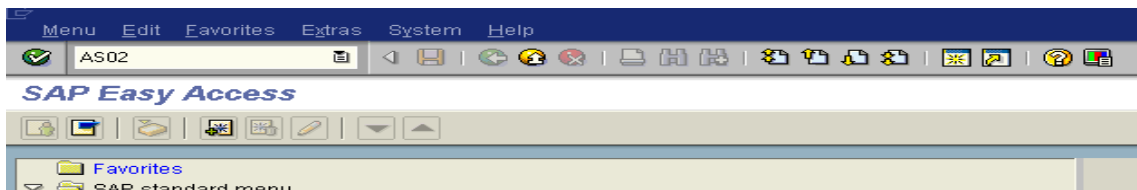
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R/3 Path - > Accounting > Financial Accounting > Fixed Assets > Asset > Change > Asset [double-click]



Or use Transaction Code: AS02



Asset – Enter asset number or use search button.



Enter – Press enter or left click on Enter icon.

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Initial screen

Master data Depreciation areas Asset values

Asset []

Sub-number 0

Company code 1

NOTE: Departments will be allowed to change Plant, Location, Room, and Personnel number.

Time-dependent – Left click on the Time-dependent folder.

Plant – Oxford, Tupelo, Southaven, etc.

Location – Building

Room – room number

Personnel number – Individual associated with item

Asset Edit Goto Extras Environment Settings System Help

Change Asset: Master data

Asset values

Asset 77669 0 LOUDSPEAKER

Class 250 Oth Eq (10yr Life) Company Code 1

General Time-dependent Allocations Origin Insurance Deprec. areas

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

Business Area 66 Plant-Investment in Plant

Plant OX01 The University of Mississippi

Location C005 Alumni House

Room BSMT

License plate number []

Personnel Number []

Fund []

Functional Area []

Grant []

WBS Element (Costs) []

Real Estate Key []

APC Account Assignments

Fund []

Grant []

Asset shutdown

Enter changes – remember to use search button if you do not know the exact codes.

Enter – Press enter or left click on enter icon.

Verify data – Make sure information entered is correct.

Save – Left click on save icon.

Asset Management/Fixed Assets Asset Explorer (Asset Value Display)

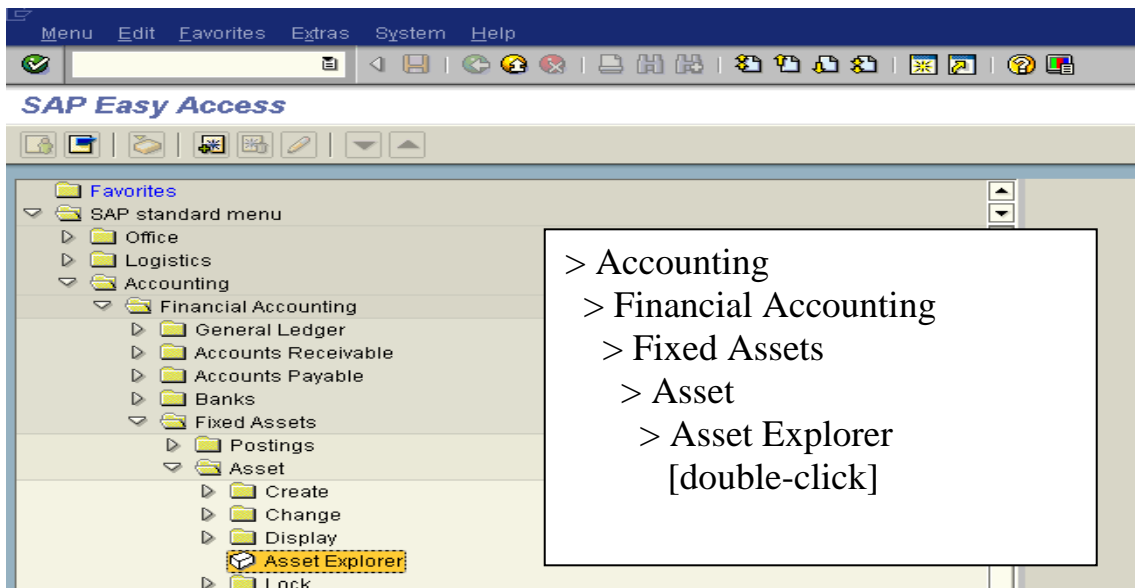
SAP Screen Shots
The University of Mississippi
End User Documentation – ERP 2005
4/2009

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R/3 Path - > Accounting > Financial Accounting > Fixed Assets > Asset > Asset Explorer [double-click]

Or use Transaction Code: AWO1N



Asset - Enter number or use search button

Enter – press enter or left click on Enter icon.

The screenshot shows the SAP Asset Explorer interface. The main window displays the following information:

- Asset #**: 1-175160/0000
- Company code**: 1 (The University of Miss.)
- Asset**: 175160 (RECORDER VIDEOCASSETTE)
- Fiscal year**: 2000
- Planned values Book depreciation in local currency** table:

	Fiscal year ...	Change	Year-end	Curr...
APC transactions		1,177.75	1,177.75	USD
Acquisition value		1,177.75	1,177.75	USD
Ordinary deprec.				USD
Unplanned dep.				USD
Write-up				USD
- Transactions** table:

Ast.val.dt	Amount	Trans.type	TType text	Ord. dep.	Spec. dep.	Interest	Retmt.rev.	Costs	Currency
11/08/1999	1,177.75	100	External asset acquisition	0.00	0.00	0.00	0.00	0.00	USD
= 1,177.75									

NOTE: Transaction will show for selected fiscal year.

Financial Document – To view the financial document, double left click on the transaction.

The screenshot shows the SAP Document Overview - Display interface. The main window displays the following information:

- Doc. Type**: AA (Asset posting) Normal document
- Doc. Number**: 1035513
- Company code**: 1
- Fiscal year**: 2001
- Doc. date**: 12/31/2000
- Posting date**: 12/31/2000
- Period**: 06
- Calculate Tax**:
- Ref. doc.**: 873B416
- Doc. currency**: USD
- Doc. Hdr Text**: SOLD 1/21/00 BID FILE #7

Below the document details is a table of line items:

Itm	PK	Account	Account short text	Tx	Cost Ctr	Order	Amount	Text
1	75	11903	000000077669 0000				595.00-	SOLD 1/21/00 BID FILE #7490
2	40	32698	Net Invest in Plant				595.00	SOLD 1/21/00 BID FILE #7490

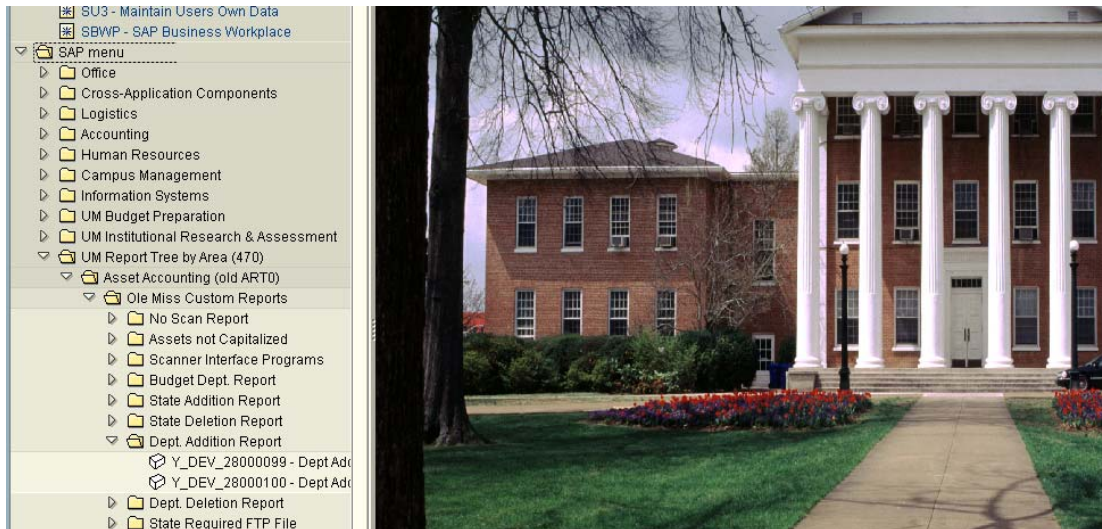
Asset Management/Fixed Assets Departmental Inventory Report

SAP Screen Shots
The University of Mississippi
End User Documentation
ERP 2005
3/2006

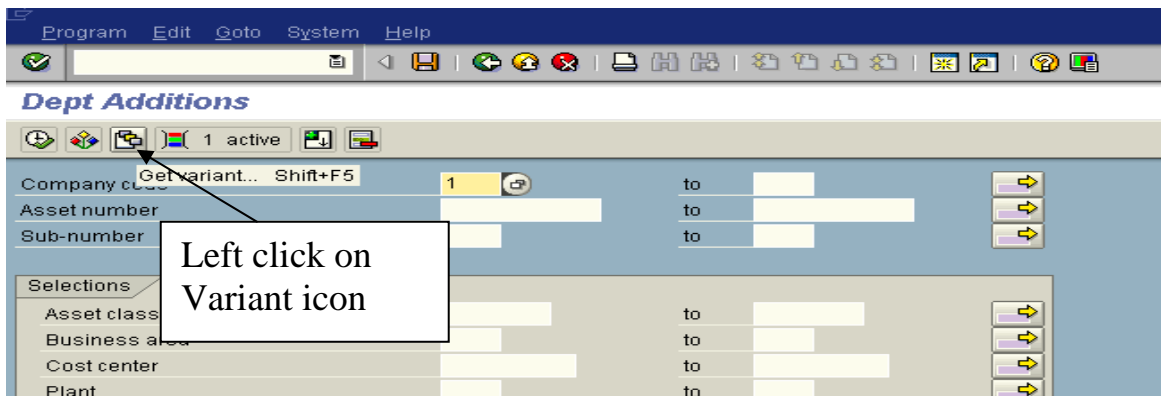
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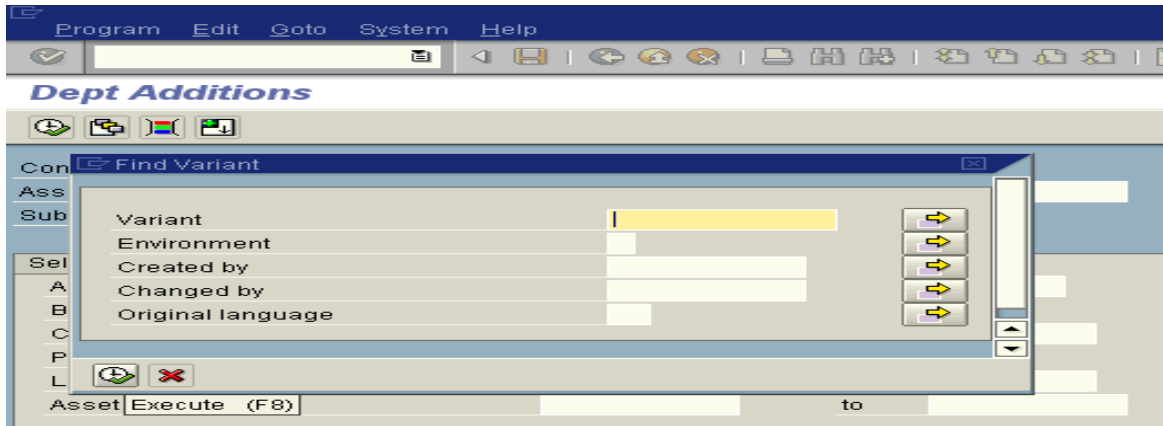
R/3 Path: UM Report Tree by Area (470) > Asset Accounting (old ART0)
> Ole Miss Custom Reports > Dept. Addition Report > Y_DEV_28000099 -
Dept Additions [double-click]



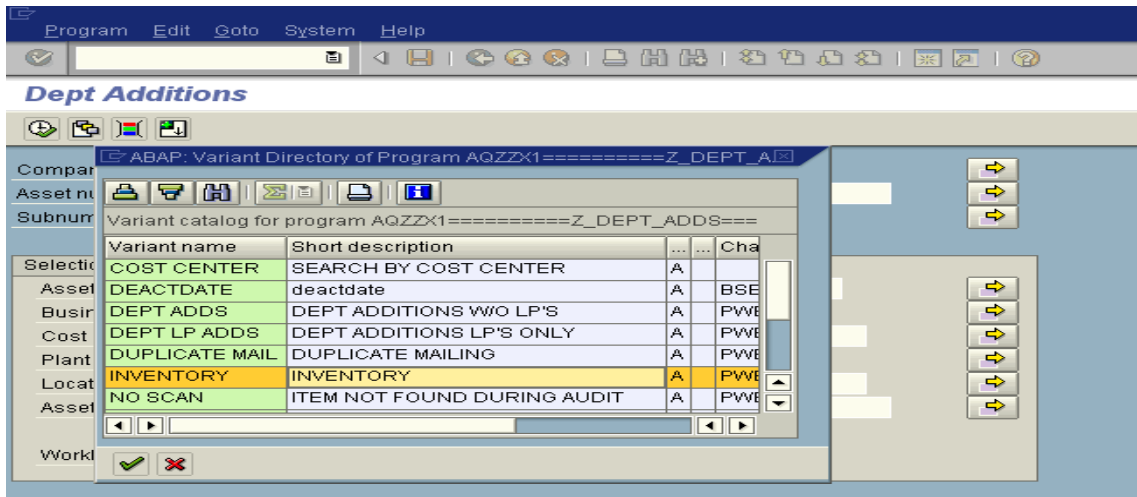
Variants: Left click on “Get Variant Icon”



Find Variant: Delete any data from fields and then left-click on execute icon.



Inventory: Double left click on Inventory.



Program selections: Evaluation group 2: (You may need to scroll down)
Enter the appropriate departmental code.

Execute – Left click on Execute button.

Note: This report will include only active records.

Program Edit Goto System Help

Dept Additions

1 active

Dynamic selections Shift+F4

Business area to

Cost center to

Plant to

Location to

Asset supe to

Worklist to

Settings

Report date 06/30/2001

Depreciation area 01 Book deprec.

Sort version

Translation method

List assets

... or main numbers only

... or group totals only

Program selections

Evaluation group 2 to

Evaluation group 3 to

Evaluation group 4 to

Reason for environmental inv to

Further processing options

No further processing

Dynamic selections icon (*)

Enter appropriate departmental code.

Example of Report

University of Mississippi
Inventory Additions
Sorted By Inventory Number

Dept	Use	Location	Room	Pers.no.	Item Description	Serial Number	Make	Rpt	Date	Acq	You
CC	1	A006	202B	00000689	DESK GENERAL OFFICE		SED	395	01/01/1965	1	P20
CC	1	A006	BASE	00000689	CONVEYOR BELT		UKN	010	03/01/1967	1	507
CC	1	M002	102A	00002201	RACK RELAY METAL		HIS	410	06/01/1978	1	P03
CC	1	M002	110	00000516	BURSTER SELECTRONIC	1850	DPF	149	10/01/1978	1	P09
CC	C	A041	126	00000069	RECORDER CASSETTE	16532	SN5	404	05/01/1979	1	168
CC	1	M002	102A	00000069	RADIO BASE STATION	U7E84L	MOT	144	05/01/1978	1	P00
CC	1	M002	115	00000516	REFRIGERATOR ELEC HO	83AA1875	FGR	371	04/01/1979	1	241
CC	1	E015	#141	00000125	FULLSIZE VAN, CARGO/	CGL158U178982	CH	368	06/01/1978	1	P02
CC	1	A041	310	00001410	DESK SECRETARY WOOD		UKN	167	04/01/1980	1	253
CC	1	M002	110	00000516	BURSTER SELECTRONIC	2110	SR3	184	09/01/1981	1	P42
CC	1	A041	310	00001410	TYPEWRITER ELECTRONI	122428	IBM	362	03/01/1985	1	P84
CC	1	M002	102	00000516	CONVERTER COMPUTER P	10494	IBM	232	09/01/1985	1	P93
CC	1	M002	102	00000516	DETECTOR MOISTURE		UKN	214	03/01/1984	1	P58
CC	1	M002	WHSE	00000516	TERMINAL KEYBOARD	2729	OSS	222	11/01/1984	1	P83
CC	1	M002	WHSE	00000516	TERMINAL KEYBOARD	2816	OSS	222	11/01/1984	1	P83
CC	1	B007	421B	00000962	TERMINAL KEYBOARD	2884	OSS	222	11/01/1984	1	P83
CC	1	E015	301	00001912	TERMINAL KEYBOARD	2879	OSS	222	11/01/1984	1	P83
CC	1	A041	126	00000069	TERMINAL KEYBOARD	2747	OSS	222	11/01/1984	1	P83
CC	1	M002	WHSE	00000516	TERMINAL KEYBOARD	2701	WYS	286	11/01/1984	1	P83
CC	1	E015	123	00000125	OSCILLOSCOPE	B011282	UKN	206	07/01/1983	1	P64
CC	C	M002	102	00000516	COMPUTER	59526	TLX	291	04/01/1986	1	P94
CC	C	M002	102	00000516	COMPUTER	59613	TLX	291	04/01/1986	1	P94
CC	1	A041	302	00001756	COMPUTER	606EE0444	ZRC	375	05/01/1986	1	P02
CC	1	E015	103	00000125	PRINTER COMPUTER	12020228	EP2	241	06/01/1986	1	P14
CC	1	M002	102	00000516	CONVERTER COMPUTER P	01-12231	IBM	243	08/01/1986	1	P04
CC	1	M002	102A	00000069	MODEM DATA PRECESSIN		V-T	249	02/01/1987	1	P14
CC	1	A041	302	00002017	MICROCOMPUTER	617EE0826	ZRC	249	02/01/1987	1	P13