



# Consultancy for Customization and Configuration of SAP FI and MM at FBR

# **USER MANUAL**

# **ASSET ACCOUNTING**

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#### <u>Note</u>

This training document does not cover all knowledge areas of SAP ERP System. It has been specifically prepared keeping in view the Business Processes of FBR, therefore, it should be treated as a supplement and/or guide to your daily work and nothing further.

This training document will only provide explanation of the key and mandatory data fields and not of all the fields appearing on the screen. However, users may use online help facility provided by SAP ERP System by placing the cursor on the field that requires explanation and pressing FI button.

#### Legend for R/O/C

R = Required field

O = Optional field

C = Check box





## SECTION 1 ASSETS MASTER DATA PROCESSING

#### 1.1 Create asset

Access transaction by:

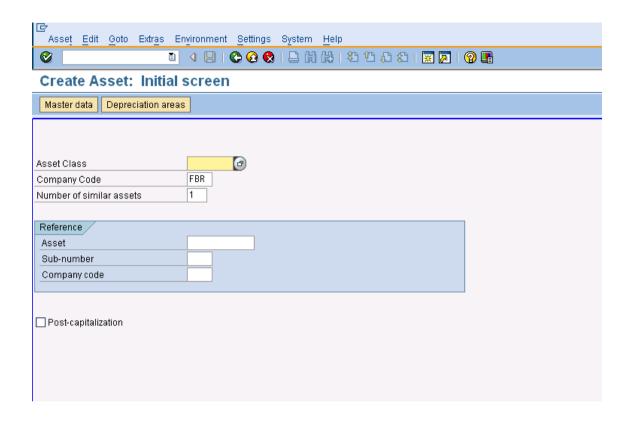
Via Menus	Accounting→Financial Accounting→Fixed assets→Asset→Create→ Asset		
Via Transaction Code	AS01		

On screen "Create Asset: Initial Screen", enter information in the fields as specified in the table below:









Field Name	Description	R/O/C	Comments
Asset class	Classification of the asset	R	Use drill-down to locate the asset class
Company code	Enter "FBR"	R	
Field Name	Description	R/O/C	Comments
Number of similar assets	Number of similar assets that you want to create in the system when you save.	O	This function enables you to create multiple similar assets in one master transaction. These assets initially only differ in their asset numbers. When you save, you can also enter a description and inventory number for each individual record.
Reference: Asset	The reference asset that you are copying from	0	
Sub-number			
Company			
code			

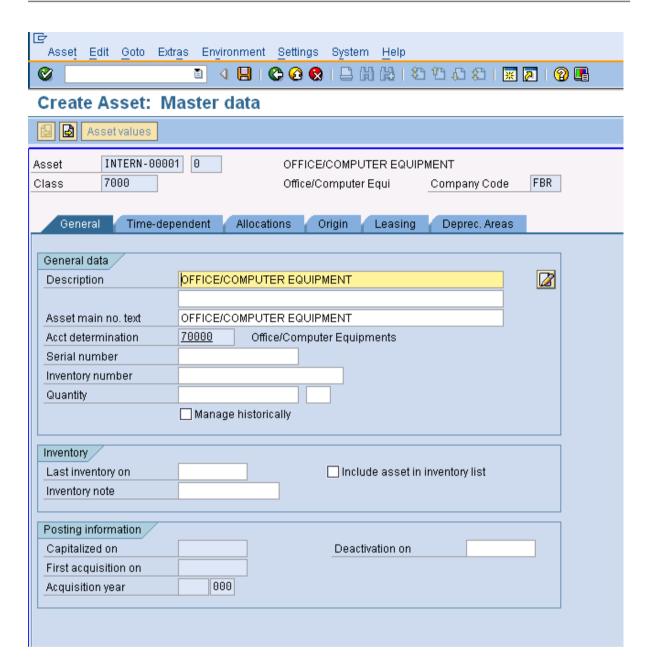




Press <Enter> or click on







On screen "Create Asset: Master Data", enter information in the fields as specified in the table below:

Field Name	Description	R/O/C	Comments
Description	The description of the asset	R	
Asset main no text	One line description of the asset.	О	If leave blank, the first line of
	It will appear in reporting.		description will be copied over to this
			field.
Serial Number	Enter the manufacturer Number	O	
Inventory no	You must enter an inventory number for	О	
	the asset. The inventory is output in the		
	standard inventory list for Asset		
	Accounting (Information System).		
Last inventory on	You can enter the date of the last inventory.	0	This field is for information only
Include assets in	Set this indicator if you want this asset to	О	This indicator ensures that this asset is
inventory list.	be counted in a physical inventory check.		included in the standard inventory list
			of Asset Accounting. Asset without this

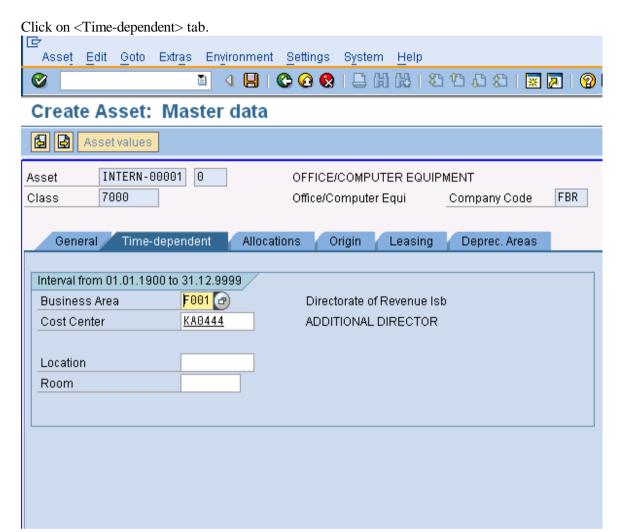




			indicator are not output by the report.
Inventory note	Supplementary information for the analysis of physical inventory	О	Enter the Asset Phase, such as phase 5.usually use for Network Asset in our scenario
Posting information			
Capitalized on	The capitalization date is the value date of an asset.		The field will be automatically updated upon acquisition posting.
First acquisition on	The system automatically sets the asset value date of the first acquisition posting in this field.		The field will be automatically updated upon acquisition posting.
Acquisition year	The system enters the fiscal year of the first acquisition posting in this field.		The field will be automatically updated upon acquisition posting.
Deactivation on	The system enters the asset value date of the retirement posting for a full retirement in this field.	0	Once an asset has been deactivated, you can no longer post to the asset (with one exception: posting a reversal of the last retirement). In order for you to be able to make correction postings after an asset has been deactivated, you can also manually change the deactivation date in the asset master record.





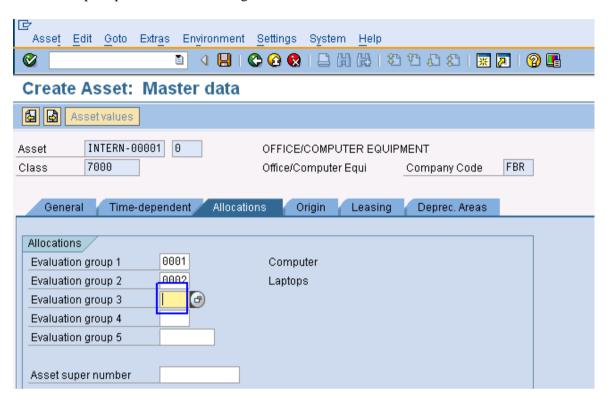


	Description	R/O/C	Comments
Field Name			
Business area	This field must be left blank as the	R	
	business area will be default through cost		
	center		
Cost center	This is the cost center where the	R	Use drill-down to locate the cost
	depreciation expenses of the asset will be		center
	charged.		
Location	Used in selection criteria in reporting.	0	
Room	Used in selection criteria in reporting.	О	





Click on < Allocation> tab.

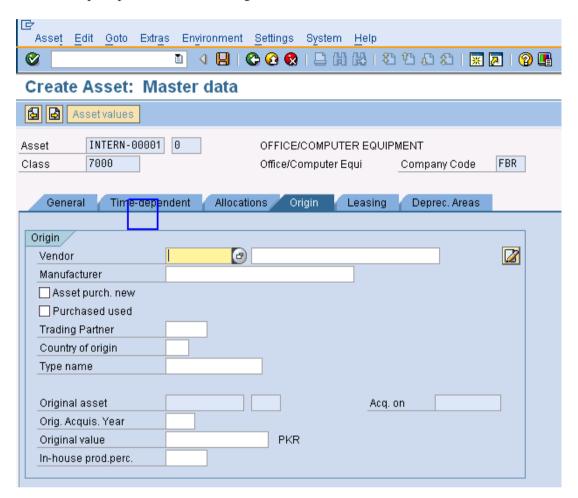


	Description	R/O/C	Comments
Evaluation Group 1	You can select Evaluation Group	О	This field is for information &
	from list		report purpose only
Evaluation Group 2	You can select Evaluation Group	О	This field is for information &
	from list		report purpose only
Evaluation Group 5	You can select Evaluation Group	О	This field is for information &
	from list		report purpose only





Click on <Origin> tab.

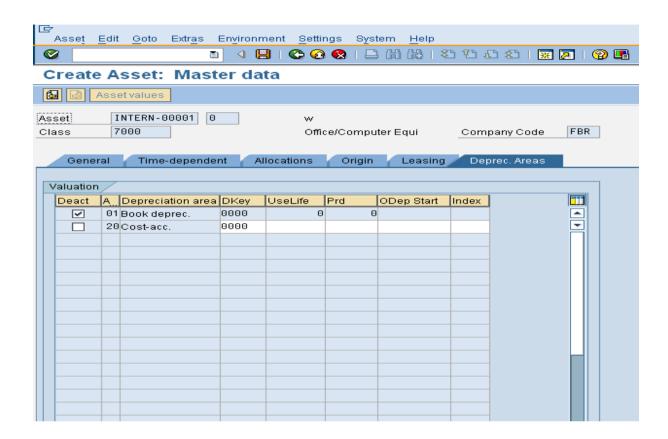


	Description	R/O/C	Comments
Vendor	You can enter vendor number	0	This field is for information only
Asset Purchased New	Set this indicator if the asset was purchased new (not used)	О	This field is for information only
Purchased Used	Set this indicator, if this asset was second-hand when it was acquired (not new).	0	This field is for information only





Click on < Deprec.areas>



Field Name		Description	R/O/ C	Comments
Book deprecia- tion	DepKy	Depreciation key for accounting purposes. The default depreciation key will be displayed.	0	The depreciation key is defaulted for each asset class in IMG.
	Usefl. life	Useful life (in years) over which the asset is to be used and depreciated according to book/accounting rate.  The default useful life will be displayed.	0	The useful life is defaulted for each asset class in IMG.
	Per	The time period (in month) over which the asset is to be used and depreciated.	О	
	O.dep.start	The start date of depreciation calculation.	О	As a general rule, the system determines the depreciation start date from the asset value date of the first acquisition posting. However, you can also manually enter a calendar date in the asset master record for the start of depreciation. In that case, the system ignores the asset value date of the acquisition posting. But in PTML, this scenario is not practical that user generally changed this date.





Cost. Acc.	Depky	Depreciation key for tax purposes. The default depreciation key will be displayed.	0	The depreciation key is defaulted for each asset class in configuration.
	Usefl. life	Useful life (in years) over which the asset is to be used and depreciated according to tax rate.  The default useful life will be displayed.	О	The useful life is defaulted for each asset class in IMG.
	Per	The time period (in month) over which the asset is to be used and depreciated.	О	
	O.dep.start	The start date of depreciation calculation.	О	As a general rule, the system determines the depreciation start date from the asset value date of the first acquisition posting. However, you can also manually enter a calendar date in the asset master record for the start of depreciation. In that case, the system ignores the asset value date of the acquisition posting. But in PTML, this scenario is not practical that user generally changed this date.

Click on to save the asset. The system will assign an asset number.



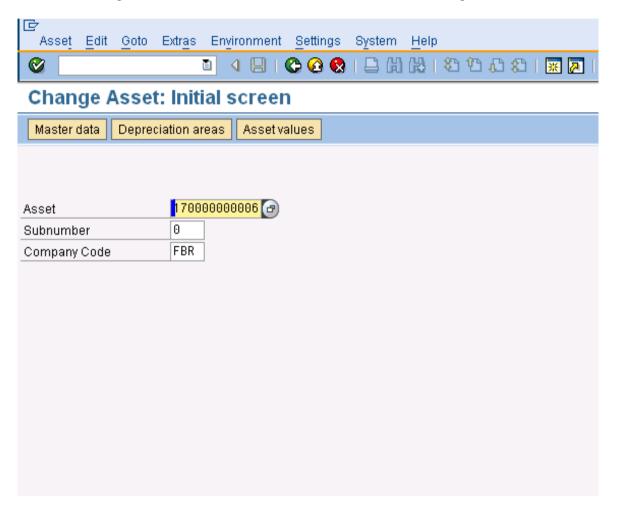


#### 1.2 Change asset master

Access transaction by:

Via Menus	Accounting→Financial Accounting→Fixed Assets→Asset→Change→ Asset			
Via Transaction Code	AS02			

On screen "Change Asset: Initial Screen", enter information in the fields as specified in the table below:



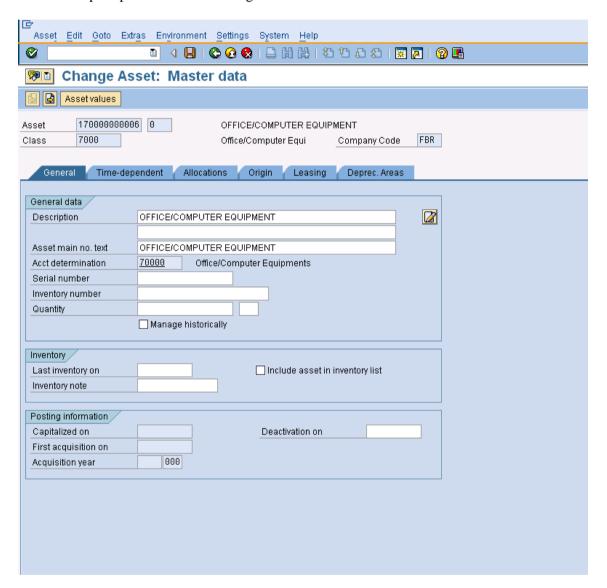
Field Name	Description	R/O/C	Comments
Asset	The asset main number to be changed.	R	
Sub-number	The asset sub-number to be changed.	О	No need to enter any number in this field. The system will default zero
Company code	Enter "FBR"	R	





Press <Enter> or click on

You will be prompted with the following screen:



Change the required data by overwriting it or adding to it.

Note that you can change the assignment of cost center/location using this function.

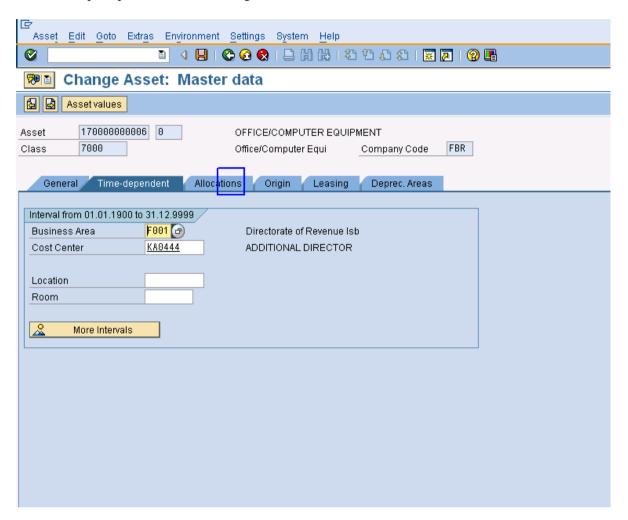
### **Changes of cost center**

To change the assignment of cost center, click <Time-dependent> tab.





You will be prompted with the following screen:



Change the cost number





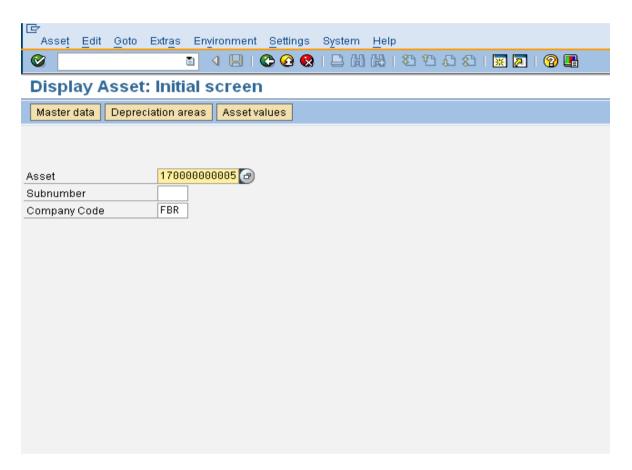


#### 1.3 Display asset master

Access transaction by:

Via Menus	Accounting→Financial Accounting→Fixed Assets→Asset→Display→ Asset	
Via Transaction Code	AS03	

On screen "Display Asset: Initial Screen", enter information in the fields as specified in the table below:



Field Name	Description	R/O/C	Comments
Asset	The asset main number to be displayed.	R	A number can be choose by using drop down function
Sub-number	The asset sub-number to be displayed.	О	Default value Zero
Company code	Enter "FBR"	R	

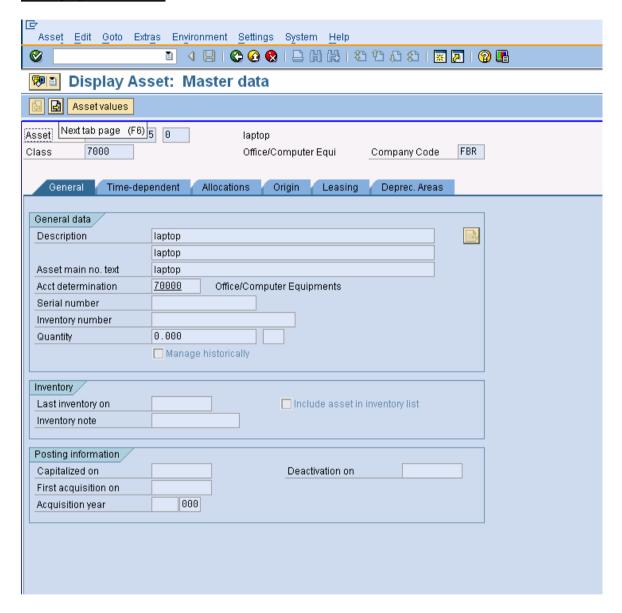
Press <Enter> or click on







#### To display asset master

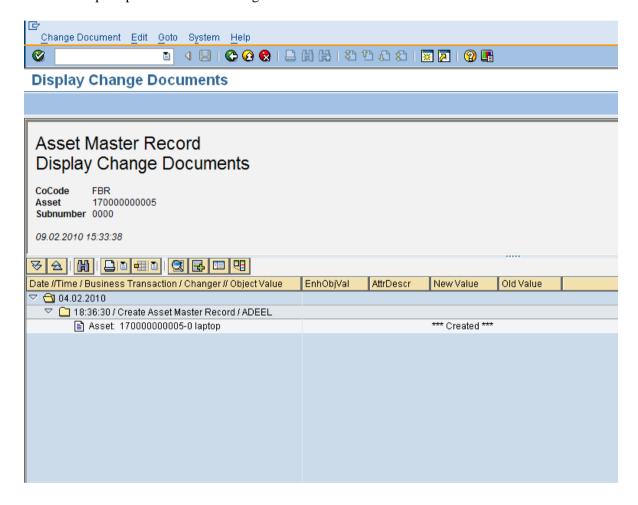






#### To view changes made to the asset master record

On screen "Display Asset: Initial Screen", go to: Environment→Change Documents →on Asset.



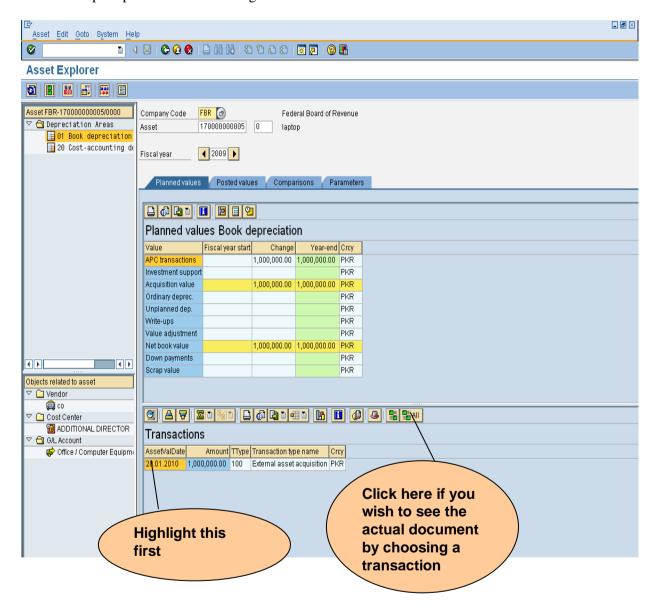




#### To view asset values

On screen "Display Asset: Initial Screen", click on Asset values. (Assuming that this asset is already capitalized, if this asset does not have any balance than definitely it will not show you any value)

You will be prompted with the following screen:



This report can be accessed through asset explorer (T. Code AW01N)





# SECTION 2 ASSET ACCOUNTING- BUSINESS TRANSACTIONS

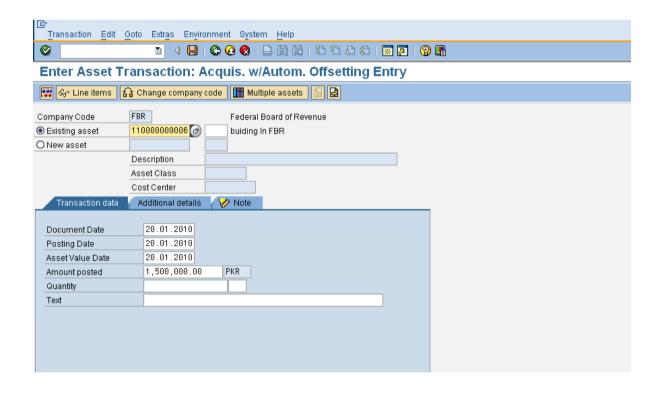
#### 2.1 Asset Acquisition (Capitalization of Asset)

#### Overview

Use this procedure to acquire asset from FI module

Access transaction by:

Via Menus	Accounting→Financial Accounting→Fixed assets→Posting→Acquisition→ External Acquisition →Acquis. W/Autom. Offsetting Entry With Customer	
Via Transaction Code	ABZON	



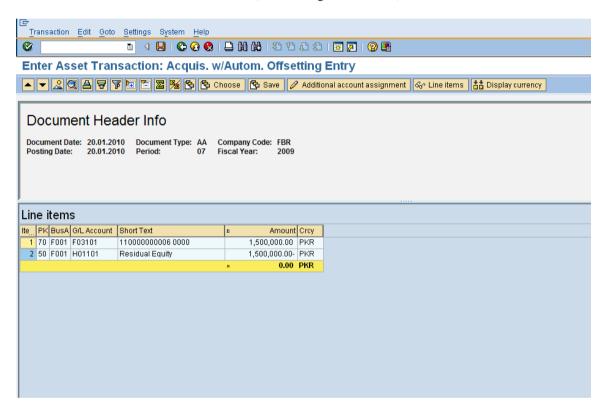
Field Name	Description	R/O/C	Comments
Header Information			
Doc. date	Source document date.	R	Enter a document date.
Posting Date	Date for posting a document to financial accounting. This will determine which fiscal period (also known as posting period) the transaction is recognized	R	
Assets value	The asset value date is the value date for Asset	R	





Date	Accounting. It can deviate from the posting and document date and be in posting periods already closed for Financial Accounting. However, the posting year and asset value date year must be the same.		
Amount Posted	Assets Amount	R	
Qty	Quantity	О	

Click on this link to see header info (Accounting Information)



<Verify the entries and press save>



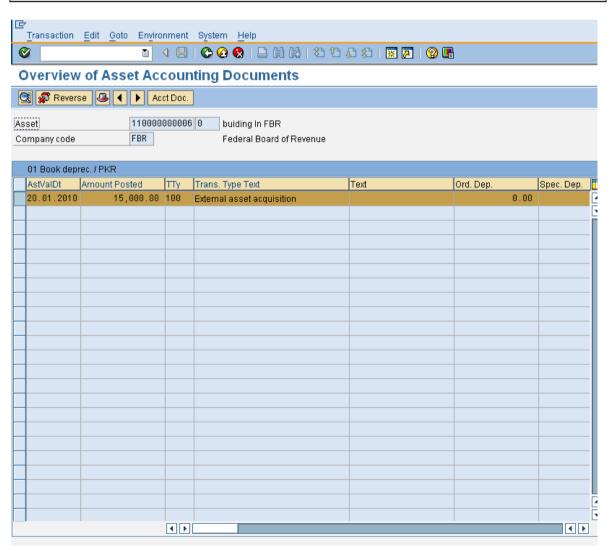


#### 2.2 Reverse Asset Document

Use this process to reverse Asset Document.

Access transaction by:

Via Menus	Accounting→Financial Accounting→Fixed assets→Posting→ Reverse Document →Capitalize Asset Under construction/Other Asset Document	
Via Transaction	AIST/AB08	
Code		



Press Reverse Button to reverse the selected document.





#### **Periodic Processing**

#### 2.3 Depreciation Run

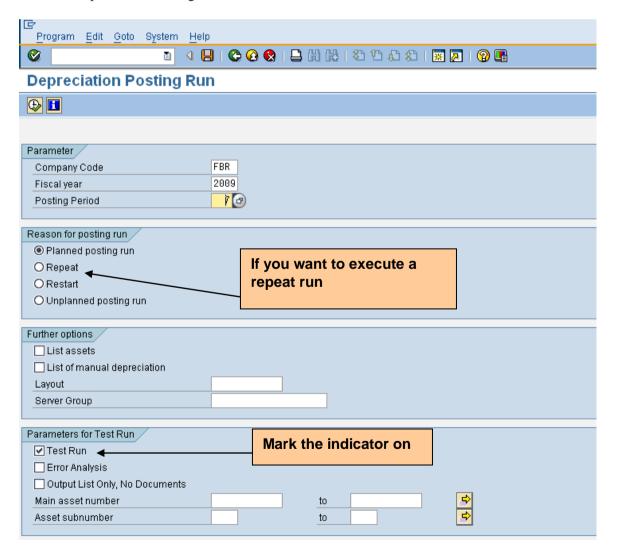
#### Overview

Use this procedure to execute depreciation run. Depreciation run is a centralized activity and executed at the end of the month. Make sure to only a user who has authorization of posting in both business areas KHI/SKP.

Access transaction by:

Via Menus	Accounting→Financial Accounting→Periodic Processing→Depreciation run
Via Transaction Code	AFAB

"Depreciation Posting Run Screen"

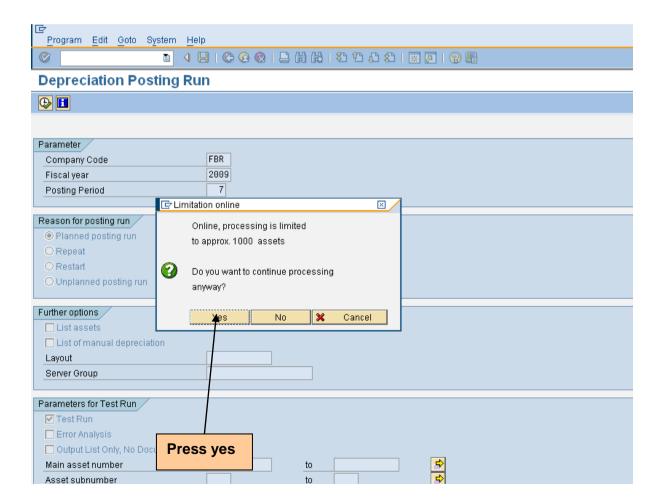






Field Name	Description	R/O/C	Comments
Company Code	Enter Company Code FBR	R	
Fiscal Year	Enter the fiscal year of the depreciation	R	
Period	Enter the period for the depreciation run	R	
Planned Depreciation	Mark this indicator on if the depreciation run is executed first time for the period	R	
Repeat Run	Mark the indicator on if repeat run to be executed	О	
Test Run	Make sure to mark the indicator on before actual run	О	





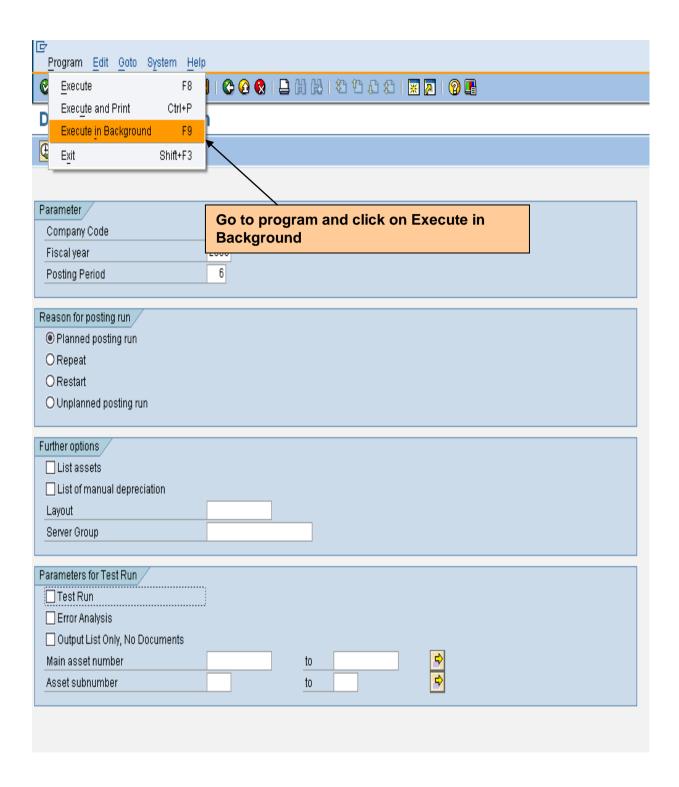






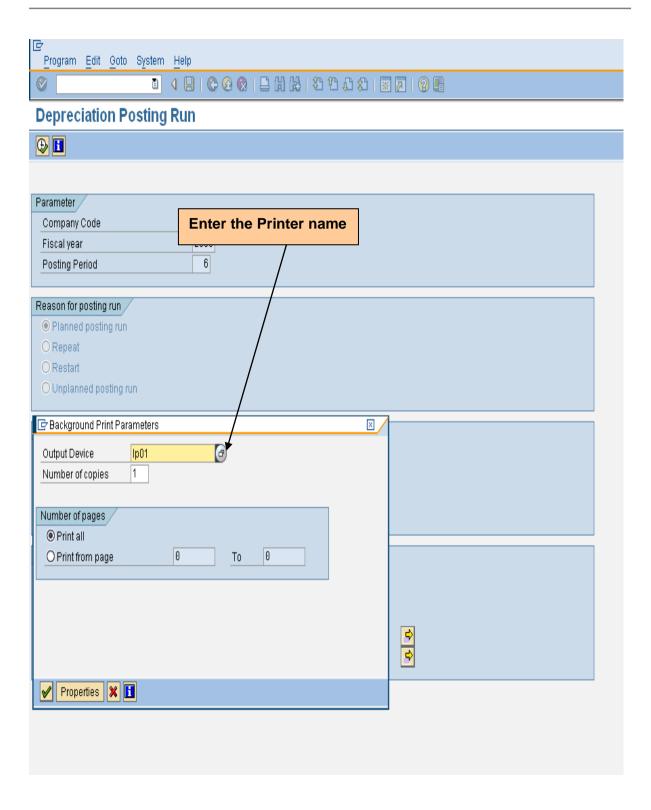










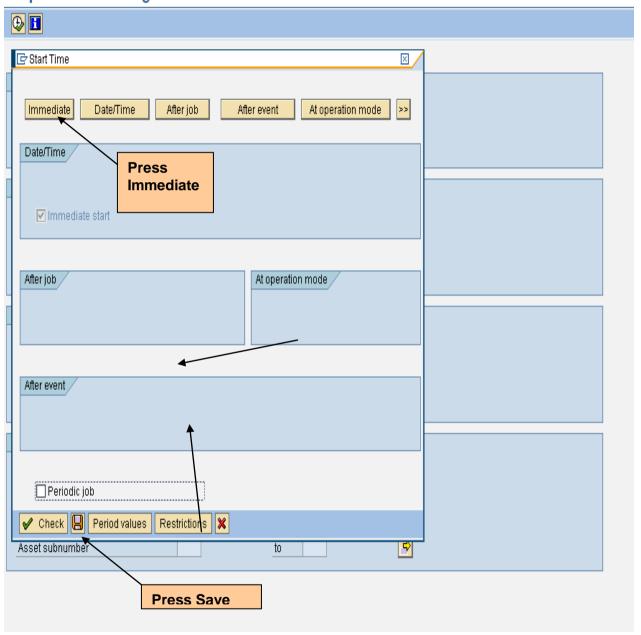








# **Depreciation Posting Run**







## SECTION 3 ASSET ACCOUNTING INFORMATION SYSTEMS

#### 3.1 Standard Sap Reports

