



ASSET MANAGEMENT END USER TRAINING MATERIAL
Ministry of Finance and Treasury

October 2008

TABLE OF CONTENTS

1. ASSET ACCOUNTING

1.1	Asset Master Data	3
1.1.1	Create New Asset Master Data	3
1.1.2	Change Asset Master Data	12
1.1.3	Display Asset Master Data	13
1.2	Asset Transaction	19
1.2.1	Asset Explorer	23
1.2.2	Asset Retirement With Revenue Without Customer	30
1.2.3	Asset Retirement By Scrap	34
1.2.4	Sell Asset to External Customer	38
1.2.5	Asset Transfer Within Company Code	48
1.4	Standard SAP Asset Report	58
1.4.1	Asset Balances	58
1.4.2	Asset History Sheet	58
1.4.3	Day to Day Activities	58

1. ASSET ACCOUNTING

1.1 Asset Master Data

When a department orders for an asset, PO cannot be raised unless the master data is created in the Fixed Asset Register.

1.1.1 Create New Asset Master Data

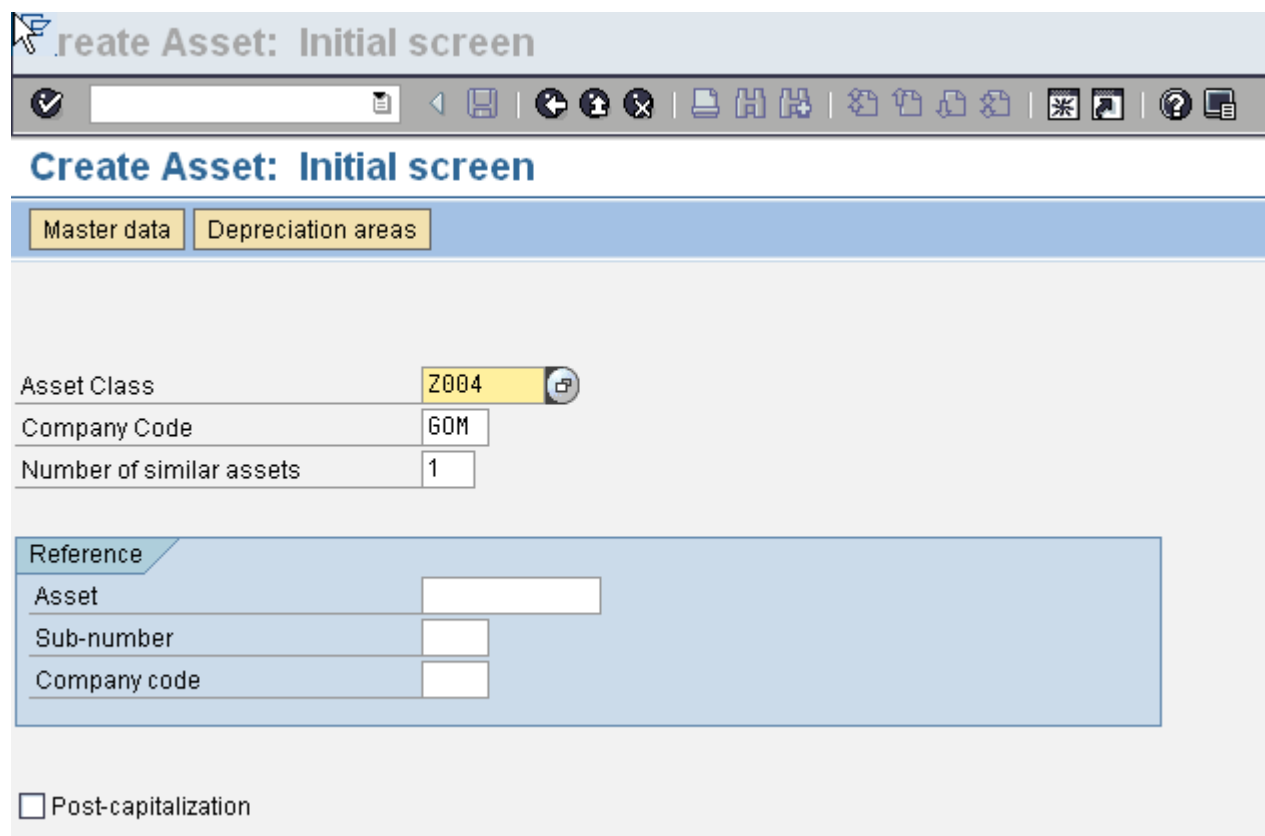
Menu Path : Accounting → Financial Accounting → Fixed Assets → Asset → AS01 - Asset
 Transaction Code : AS01

Trigger:

Business Process Procedure Overview
When there is a new asset purchase, asset master record is required to create in the system.

Procedural Steps

1. Create Asset: Initial Screen



Master data | Depreciation areas

Asset Class: Z004

Company Code: GOM

Number of similar assets: 1

Reference


Asset: []

Sub-number: []

Company code: []

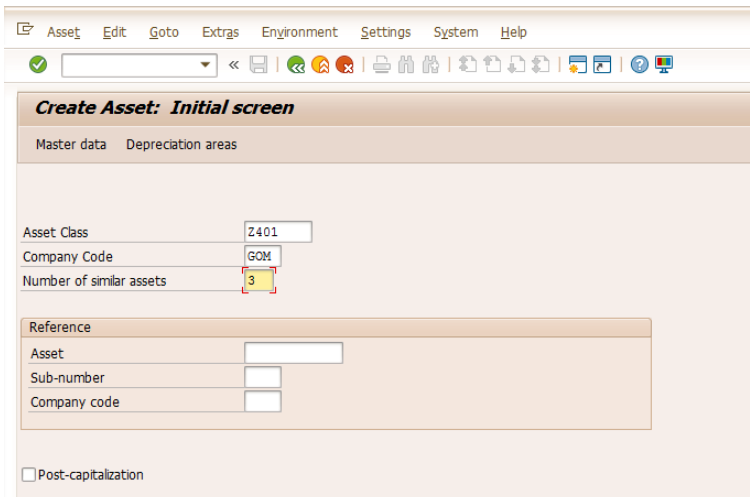
Post-capitalization

SAP Screen Input field	Sample Value	R/O/D	Comments
Asset Class	Z004	R	Click on the dropdown list and select the relevant asset class.
Company Code	GOM	R	The company code to which the asset is assigned.
Number of similar assets	Enter quantity	O	Number of similar assets that you want the system to create when you save an asset master record. Input quantity of similar assets available.
Reference Asset		O	Reference another asset to pick Use if creating several similar assets. Screen layout of this asset will determine what information is copied to the asset.
Reference Sub #		O	The sub number of the asset which is referenced to a main or major asset.
Post-capitalisation		O	Tick when asset being received.

Click  button to advance to next screen.

CREATING MULTIPLE ASSETS

- Similarly when multiple assets are created the only additional area that has to be filled is the “number of similar assets” with the number of similar assets to be created.
- By performing this task, individual asset numbers are created for each asset.



The screenshot shows the SAP 'Create Asset: Initial screen' interface. The 'Master data' section contains the following fields:

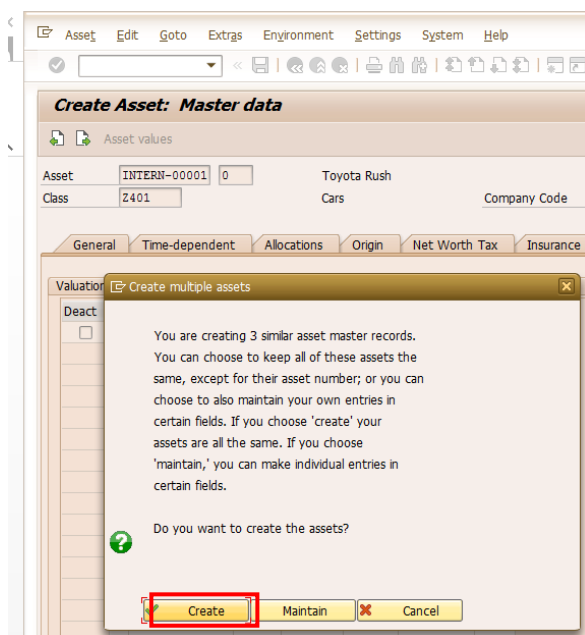
- Asset Class: Z401
- Company Code: GOM
- Number of similar assets: 3 (highlighted with a red box)

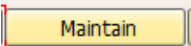
The 'Reference' section contains the following fields:

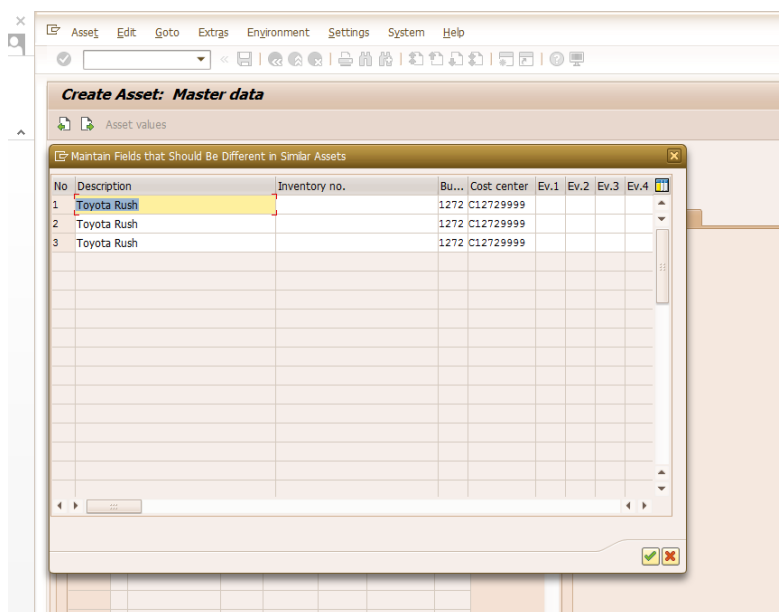
- Asset: [Empty]
- Sub-number: [Empty]
- Company code: [Empty]

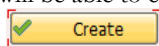
At the bottom, there is a checkbox for 'Post-capitalization' which is currently unchecked.

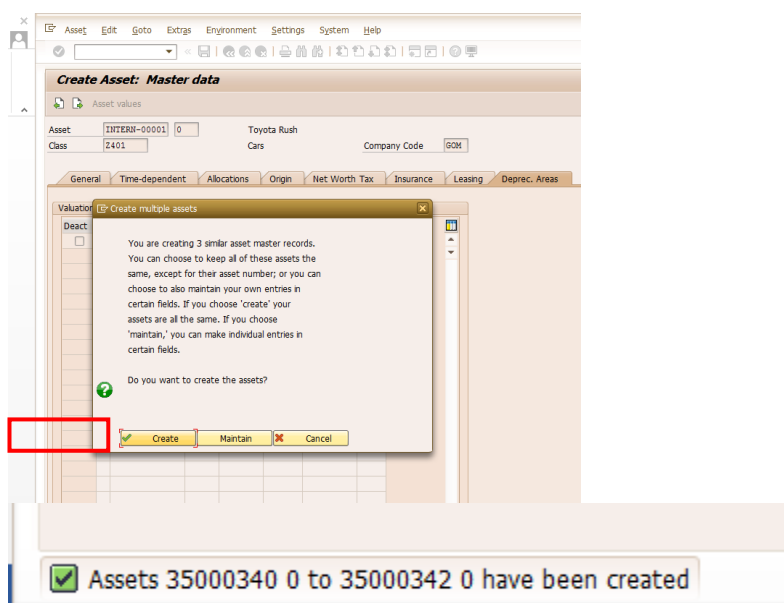
- Please follow SAP Asset Accounting Manual –Asset Creation (Ref). Once all the details are entered click  .



- When the above screen appears click 



- You will be able to change the individual descriptions/inventory numbers of the assets.
- Click  and the system assigns a range of numbers to the all the assets.



CREATING REFERENCE ASSET

- If the requirement arises to create a similar asset that can be done easily.
- By filling in the Reference Asset field by the asset to be copied, all the fields in the asset master data will be automatically copied.

Once the asset master is created, the asset number needs to be communicated to the procurement department where the PO will be raised and once the goods are received, the procurement department will mail the details of the asset that is purchased. With the information the asset master data can be updated as follows.

2. Create Asset: Master data

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0 Hondo City
 Class: Z004 Motor Vehicles Company Code: 60M

General Time-dependent Allocations Origin Deprec. Areas

General data

Description: Hondo City

Asset main no. text:

Acct determination: Z0004 Motor Vehicles

Serial number:

Inventory number:

Quantity:

Manage historically

Inventory

Last inventory on:

Inventory note:

Include asset in inventory list

Posting information

Capitalized on:

First acquisition on:

Acquisition year: 000

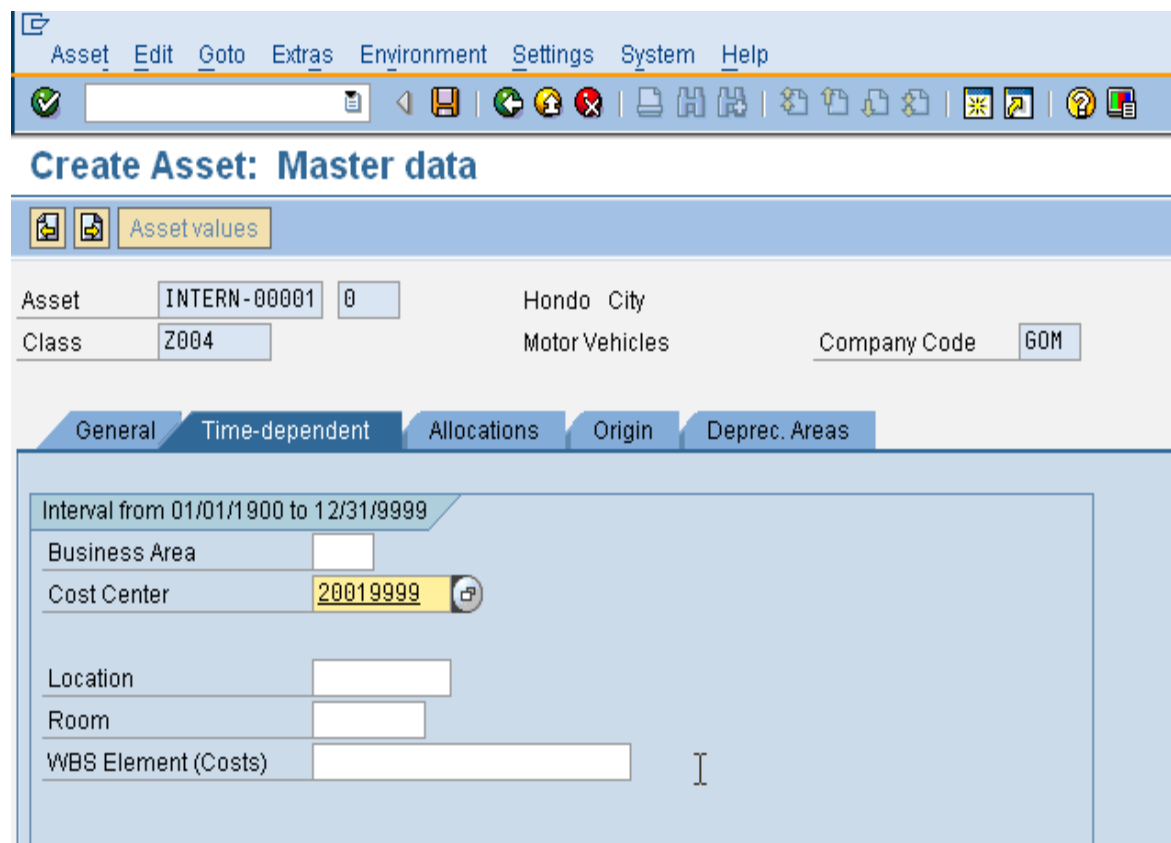
Deactivation on:

SAP Screen Input field	Sample Value	R/O/D	Comments
Description		R	This should be a useful non-generic description of the asset

Description2		O	Additional description Use for model number or if more than 50 characters are needed for Description.
Asset main no. text		O	Used in reporting and accessing totals via asset main number This will automatically be populated by Description
Account determ		R	Rule for determining general ledger accounts. System generated driven by the class.
Serial Number		O	The serial number of an asset
Inventory Number		O	The unique identifier of an asset tag number.
Quantity		O	Number of assets. Used when grouping a number of assets under one asset.
Manage historically		O	Leave blank
Last Inventory on		O	When the asset was last inventoried. Not used when creating a new asset record.
Inventory Ind.		O	This indicates if the asset should be show on the physical inventory report. Use for asset which will be included in a physical inventory.
Capitalized on		O	Date asset is put into service Automatically populated from acquisition transaction.
Deactivation on		O	The retirement date of the asset The system enters the asset value date of a retirement posting.
First Acquisition on		O	The date of the first acquisition posting Automatically populated from acquisition transaction.
Plnd Retirement on		O	Date of planned retirement Use this if the asset has a known life of use.
Acquisition year		O	The year of acquisition Automatically populated from acquisition transaction.
Ordered on		O	The order date of the first purchase order for the asset. The system automatically inputs this field

Press Time-Dependent tab to advance to the next screen

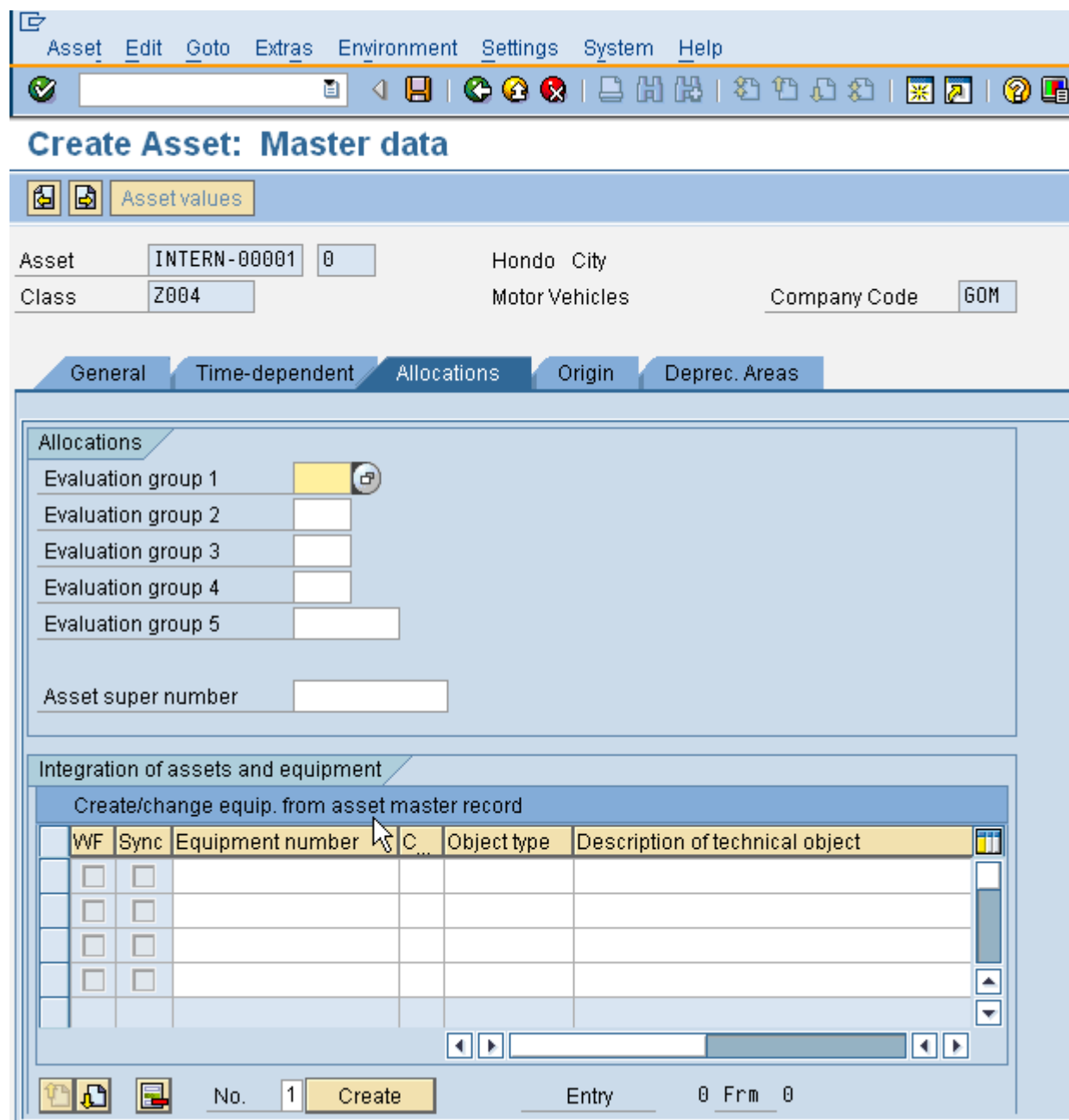
3. Time Dependent



The screenshot shows the SAP 'Create Asset: Master data' screen. The 'Time-dependent' tab is active. The 'Asset' field contains 'INTERN-00001' and the 'Class' field contains 'Z004'. The location is 'Hondo City' and the 'Company Code' is '60M'. The 'Time-dependent' section includes fields for 'Business Area', 'Cost Center' (20019999), 'Location', 'Room', and 'WBS Element (Costs)'. The 'Interval from 01/01/1900 to 12/31/9999' is also visible.

SAP Screen Input field	Sample Value	R/O/D	Comments
Cost center	20019999	R	The Cost Center responsible for maintaining the asset. Depreciation will be posted against this cost centre.
Business Area		D	The business area will derive from cost center.
Location		O	Enter the relevant Location of the asset.

3. Create Asset: Master Data



Asset: INTERN-00001 0 Hondo City

Class: Z004 Motor Vehicles Company Code: 60M

General Time-dependent **Allocations** Origin Deprec. Areas

Allocations

Evaluation group 1

Evaluation group 2

Evaluation group 3

Evaluation group 4

Evaluation group 5

Asset super number

Integration of assets and equipment

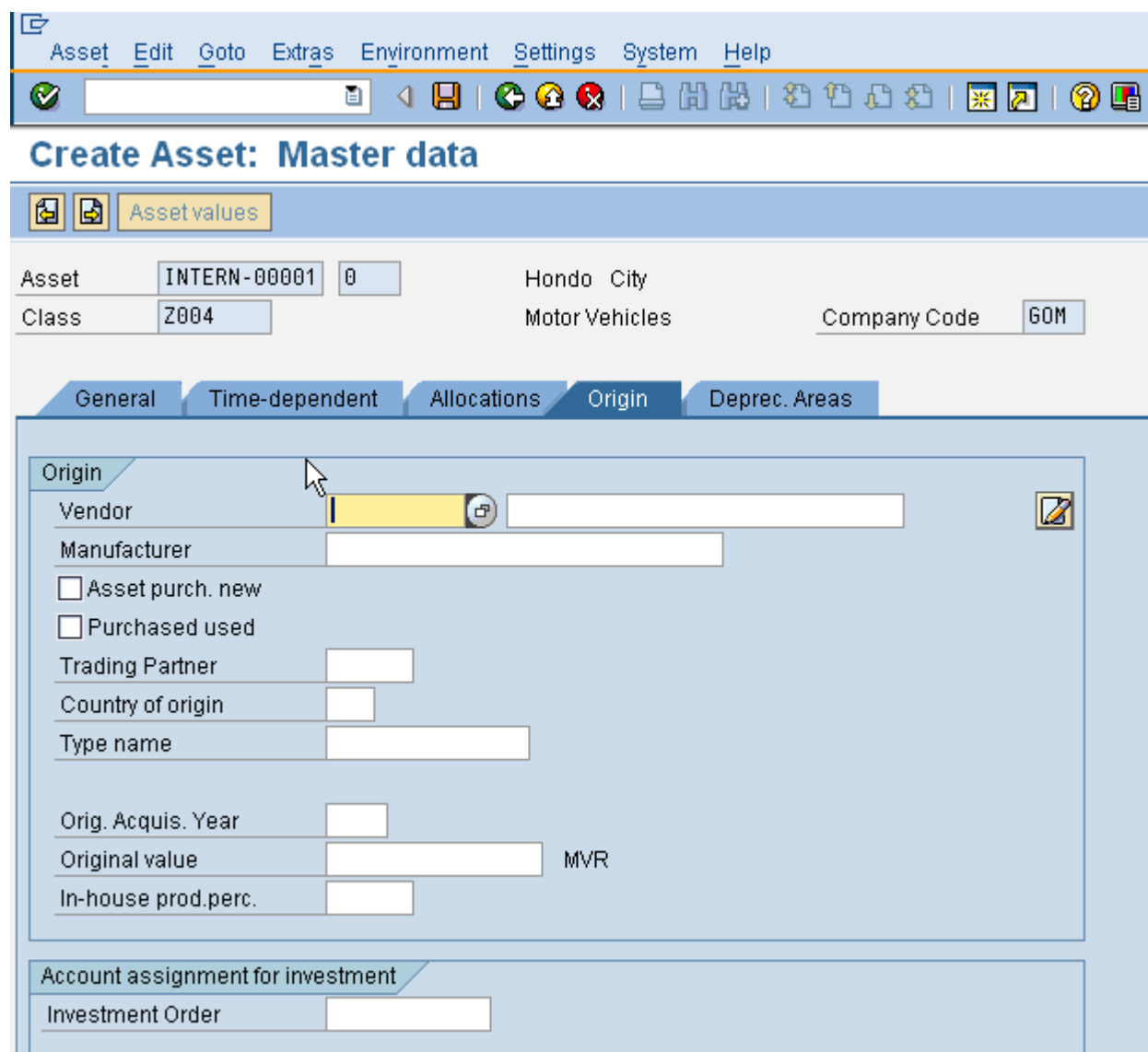
Create/change equip. from asset master record

WF	Sync	Equipment number	C...	Object type	Description of technical object
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

No. 1 Create Entry 0 Frm 0

SAP Screen Input field	Sample Value	R/O/D	Comments
		R	

4. Create Asset Master



Asset: INTERN-00001 0 Hondo City

Class: Z004 Motor Vehicles Company Code: 60M

General Time-dependent Allocations **Origin** Deprec. Areas

Origin

Vendor: [Field]

Manufacturer: [Field]

Asset purch. new

Purchased used

Trading Partner: [Field]

Country of origin: [Field]

Type name: [Field]

Orig. Acquis. Year: [Field]

Original value: [Field] MVR

In-house prod.perc.: [Field]

Account assignment for investment

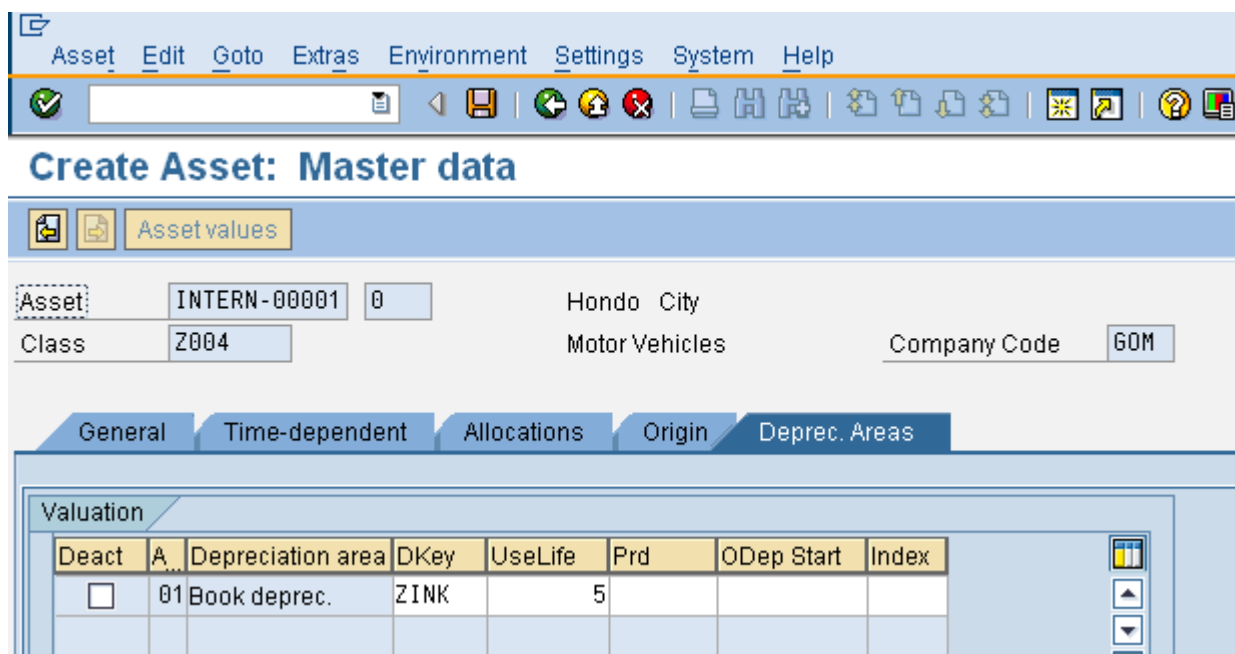
Investment Order: [Field]

SAP Screen Input field	Sample Value	R/O/D	Comments
Vendor		O	Enter SAP vendor code and name. This will automatically populated upon goods receipt for the purchase order.
Asset purch new		O	Set this indicator if the asset was purchased new This indicator is currently for informational purposes only.
Purchased used		O	Set this indicator, if this asset was second-hand when it was acquired. This indicator serves informational purposes only

Org acquisition year		O	Fiscal year in which the asset was originally acquired. This field is only applicable for transferred assets.
Original value		O	Acquisition value of the asset. This field is only applicable for transferred assets.

Press **Deprec Area** tab to advance to the next screen

5. Create Asset Master



The screenshot shows the SAP 'Create Asset: Master data' screen. The menu bar includes Asset, Edit, Goto, Extras, Environment, Settings, System, and Help. The main area displays the following data:

- Asset: INTERN-00001 0
- Class: Z004
- Hondo City
- Motor Vehicles
- Company Code: G0M


Navigation tabs include General, Time-dependent, Allocations, Origin, and Deprec. Areas. The 'Valuation' table is visible below:

Deact	A...	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
<input type="checkbox"/>	01	Book deprec.	ZINK		5		

SAP Screen Input field	Sample Value	R/O/D	Comments
Depre Key	ZINK	R	System will automatically default the depreciation key based on the configuration.
Planned Useful Life	Tick	R	System will automatically default the depreciation key based on the configuration

Double click on 01-Book deprecation. Enter the scrap value if necessary.

Asset values		Data for revaluation			
Asset	400002	0	Toyota		
Class	Z004		Motor Vehicles	Company Code	60M
Area	01	Book deprec.	Book depreciation		
Interval from 01/01/1900 to 12/31/9999					
General Specifications					
Depreciation Key	ZINK	Str.-line from acq.value to zero without intere			
Useful life	5 /				
Changeover year	/				
Start of Calculation					
Ord.dep.start date	01/01/2008				
Operating readiness	01/15/2008				
Additional Specifications					
Index series					
Variable dep.portion					
Scrap value					MVR
Scrap Value %					
Acquis.year	2008	1			

Click  icon to save the asset master record.

1.1.2 In-Kind Assets

Goods in-kind are recognized as assets when it is probable that future economic benefits or service potential will flow to the entity and the fair value of assets can be measured reliably. If goods in-kind are received without conditions attached, revenue is recognized immediately. If conditions are attached, a liability is recognized, which is reduced and revenue recognized as the conditions are satisfied. (IPSAS Ref).

When receiving a grant/donation asset (without conditions attached), the company should record the asset as a debit to "Fixed Assets" and a credit to "Revenue- In-Kind Grant".

Dr Asset

Cr Revenue (In-Kind Grants)

Grant/ donated assets should be depreciated just like any other asset. Agencies should use the depreciation method they normally use for their other assets.

Transaction Type: ABZON

Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry

Company Code: GOM GOVERNMENT OF MALDIVES

Existing asset: New asset:

MasterData

Description: Office Round Table

Asset Class: Z652

Cost Center: C12728888

Transaction data | Additional Details | Note

Document Date: 15.01.2019


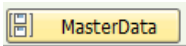
Posting Date: 26.01.2019

Asset value date: 15.01.2019

Amount posted: 50000 MVR

Quantity: 1 pc

Text: Aid-In-Kind

SAP Screen Input field	Sample Value	R/O/D	Comments
New Asset		R	Select New asset
Select Master Data		R	Enter asset details (Refer to Asset Creation Ref) Important Note: In time dependent tab, select the relevant Cost Centre and Fund.
Document Date	15.01.2019	R	The document date is the date on which the original document was issued.
Posting Date	26.01.2019	R	Date which is used when entering the document in Financial Accounting.

Asset Value Date	15.01.2019	R	The asset value date is the value date for Asset 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	50000	R	Enter asset value
Quantity	1	R	Enter the quantity
Base Unit of Measure	PC	R	
Text	Aid-In-Kind	O	Description field providing additional information for an entry.

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry

Line items Change company code Multiple assets

Company Code: GOM GOVERNMENT OF MALDIVES

Existing asset
 New asset

Description: Office Round Table
 Asset Class: Z652
 Cost Center: C12728888

MasterData

Transaction data Additional Details Note

Special specif. for document

Posting Period: 01
 Document Type: AA
 Offsetting acct no.: 142003

Special specif. for transaction

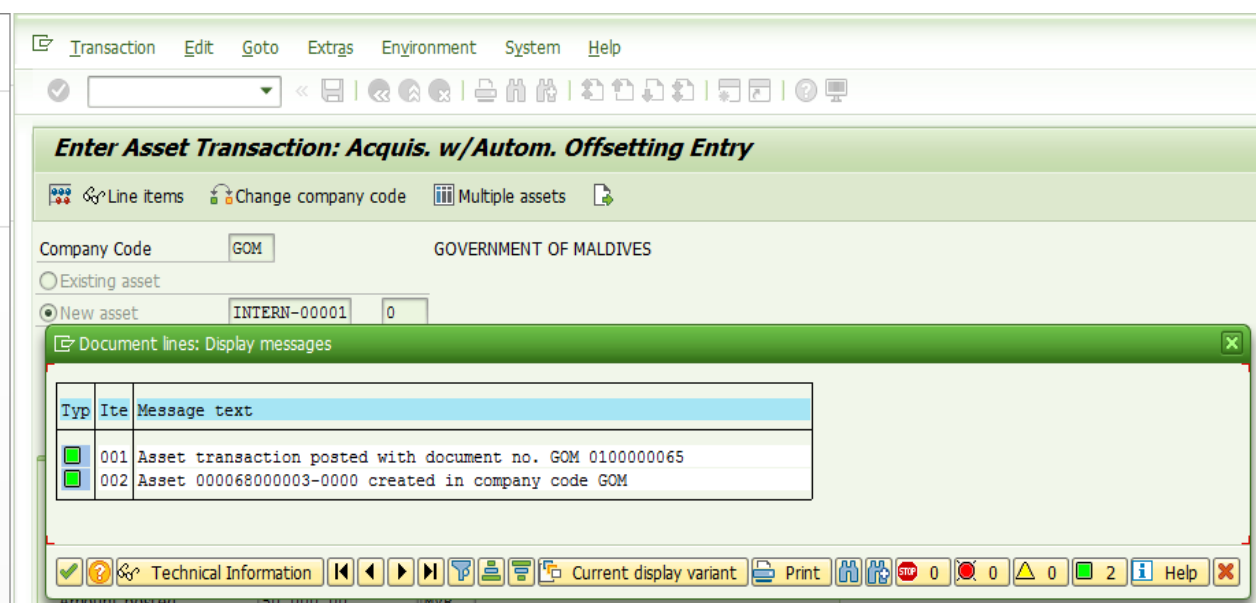
Transaction Type: 020
 Trading Partner:

Additional info on document

Reference:
 Allocation:

SAP Screen Input field	Sample Value	R/O/D	Comments
Posting Period	01	R	Enter posting period
Document Type	AA	R	Select Document Type AA-Asset Posting
Offsetting Acc No.	142003	R	Select the relevant revenue account. 142001-In-Kind Grants - Bilateral 142002-In-Kind Grants - Multilateral 142003-In-Kind Grants - Voluntary Organization

Click Save 



1.1.3 Change Asset Master Data

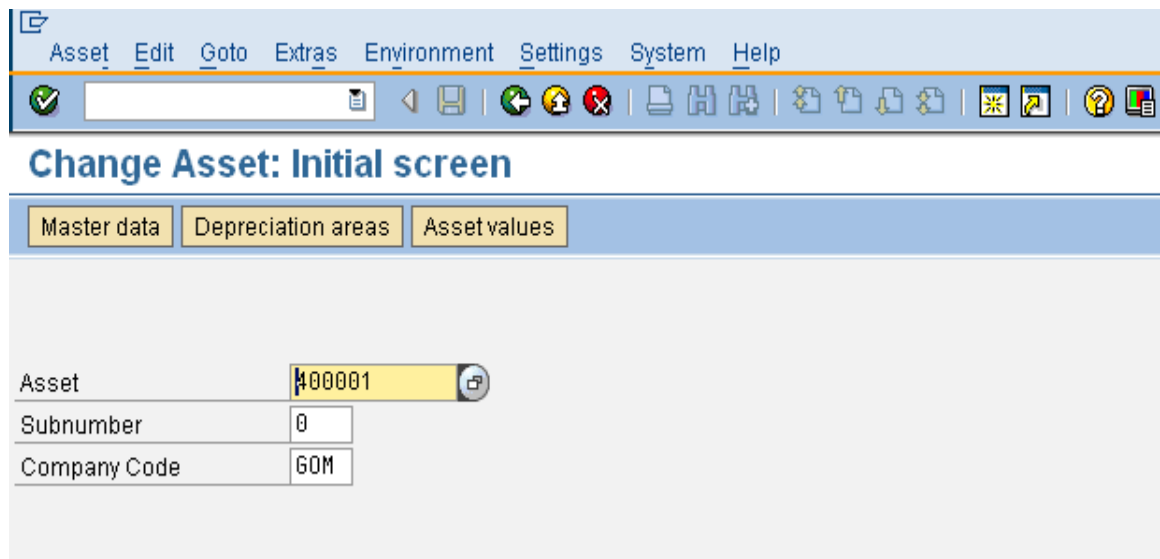
Menu Path : Accounting → Financial Accounting → Fixed Assets
 → Asset → Change → AS02 - Asset
 Transaction Code : AS02

Trigger:

Business Process Procedure Overview
Change on Asset Master data may be done when the situation arises: <ul style="list-style-type: none"> - Error were made when the asset was first created. - There is need to change the basis for depreciation calculation.

Procedural Steps

1. Change Asset: Initial Screen



SAP Screen Input field	Sample Value	R/O/D	Comments
Asset	400001	R	The main designation of the asset Enter the asset number to be changed
Sub-number	0	O	Enter sub number for asset if applicable
Company Code	GOM	R	Enter the company code.

Press ENTER to advance to next screen. Finance users can change any data in the change mode asset master records.

1.1.4 Display Asset Master Data

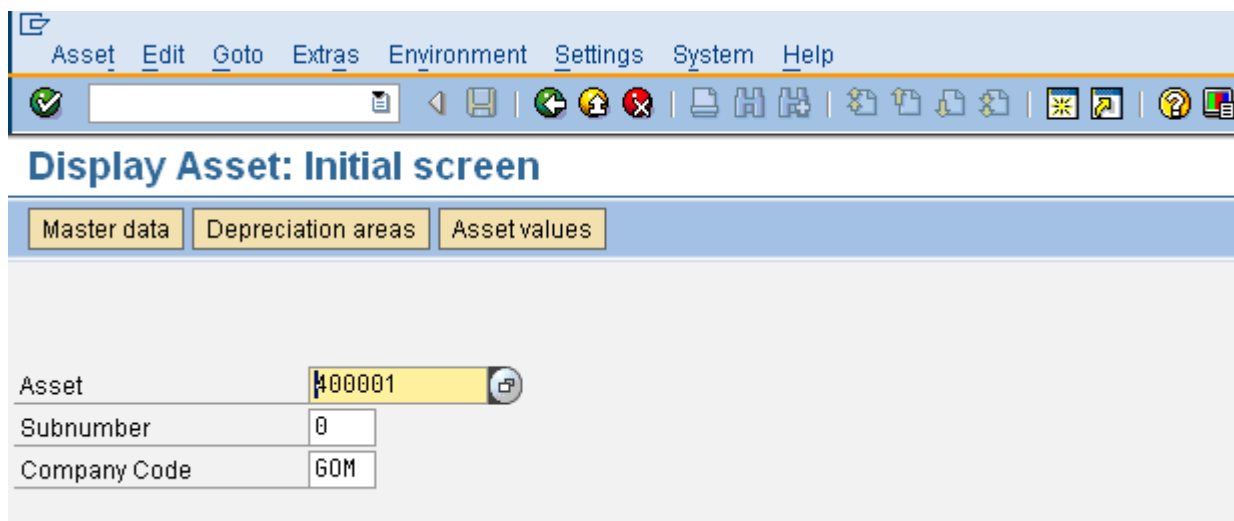
Menu Path : Accounting → Financial Accounting → Fixed Assets → Asset → Display → AS03 - Asset
 Transaction Code : AS03

Trigger:

Business Process Procedure Overview
To display the Asset master record.

Procedural Steps

1. Display Asset: Initial Screen



The screenshot shows the SAP Asset Management 'Display Asset: Initial screen'. At the top, there is a menu bar with options: Asset, Edit, Goto, Extras, Environment, Settings, System, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main content area has three tabs: 'Master data', 'Depreciation areas', and 'Asset values'. The 'Master data' tab is active. Below the tabs, there are three input fields: 'Asset' with the value '400001', 'Subnumber' with the value '0', and 'Company Code' with the value 'GOM'. Each field has a small icon to its right.

SAP Screen Input field	Sample Value	R/O/D	Comments
Asset	400001	R	The main designation of the asset Enter the asset number to be displayed
Sub-number	0	O	Enter sub number for asset if applicable
Company Code	GOM	R	Enter the company code.

Press ENTER to advance to next screen to display the asset master records.


1.2 Asset Transaction

Once the asset master is created, the asset posting has to be done in the Asset Management Module. For this the information in the GRN should be utilized. The GRN will state the vendor name and the asset details which includes asset manufacturer, serial number, country of origin, purchase price etc.

Asset transaction can be posted as follows:

Procedural Steps

1. Acquisition from Purchase w.vendor: Header Data



 Document Edit Goto Extras Settings Environment System Help


Acquisition from purchase w. vendor: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date	08/15/2008	Type	KR	Company Code	60M
Posting Date	08/15/2008	Period	8	Currency/Rate	MVR
Document Number				Translatn Date	
Reference	Asset			Cross-CC no.	
Doc.Header Text					
Trading part.BA					

First line item

PstKy	31	Account	400010	SGL Ind		TType	
-------	----	---------	--------	---------	--	-------	--

SAP Screen Input field	Sample Value	R/O/D	Comments
Document date	08/15/2008	R	Specifies the issue date of the original document. Click  to view calendar

Posting date	08/15/2008	R	The date of posting. Defaulted as today's date.
Document type	KR	R	Enter document type. Defaulted to DR Click  for possible selections
Company code	GOM	O	Enter company code.
Period	8	R	Enter posting period. Defaulted to period in posting date
Currency	MVR	R	Enter currency code. Defaulted to company code currency.
Document no.		R	Leave blank. System assigned
Translation date		R	Translation date for determining the exchange rate which is to be used for translation. The exchange rates are stored in the system.
Reference		R	Field allocated to any extra numeric or name identifiers. Can be used to contain external document reference numbers. This is helpful as an additional document search criterion, and can be used in correspondence printing.
Document header text		R	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.
PstKy			Enter posting key. Use 31 for Vendor Credit Posting Click  for possible selections
Account			Enter account number. Enter the vendor number here. Click  for possible selections

Press ENTER to advance to the next screen.

2. Enter Vendor Invoice: Add Vendor Item

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Add Vendor item

More data Acct model Fast Data Entry Taxes



Vendor 400010 San Miguel G/L Acc DRECV
 Company Code 60M 88 JTC Jurong Town Corporation
 GOVERNMENT OF MALDIVES

Item 1 / Invoice / 31

Amount 5000 MVR
 Calculate tax
 Bus. Area
 Payt Terms C013 Days/percent 13 / /
 Bline Date 08/15/2008 Fixed
 Disc. base Disc. amount
 Invoice ref. / /
 Pmnt Block
 Assignment
 Text Long Texts

Next line item

PstKy 70 Account 400001 SQL Ind TType 100 New co.code

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount	5000	R	Enter the invoice amount.
PstKy	70	R	Enter posting key. Use 70 for Asset Debit Posting Click  for possible selections
Account	400001	R	Enter account number. Enter the asset number here. Click  for possible selections
Trans type	100	R	Add 100 for External Asset Acquisition

Press ENTER to advance to the next screen.

2. Enter Vendor Invoice: Correct Asset item

Document Edit Goto Extras Settings Environment System Help

Enter Vendor invoice: Correct Asset item

More data Acct model Fast Data Entry Taxes



G/L Account 42401 Motor Vehicles
 Company Code GOM GOVERNMENT OF MALDIVES Trans.Type 120
 Asset 400001 0 BWM

Item 2 Debit asset / 70 External asset acqui / 100

Amount 5,000.00 MVR
 Tax Code MO Calculate tax
 Fund C00 Commitment Item 42401
 Assignment
 Text Long Texts

Next line item
 PstKy Account SGL Ind TType New co.code

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount	5000	R	Enter the invoice amount.
Tax Code	MO	R	Enter the relevant tax code.

Click  to SAVE .  Document 1900000026 was posted in company code GOM

1.2.1 Asset Explorer

Menu Path : Accounting → Financial Accounting → Fixed Asset → Asset → AW01N - Asset Explorer
 Transaction Code : AW01N

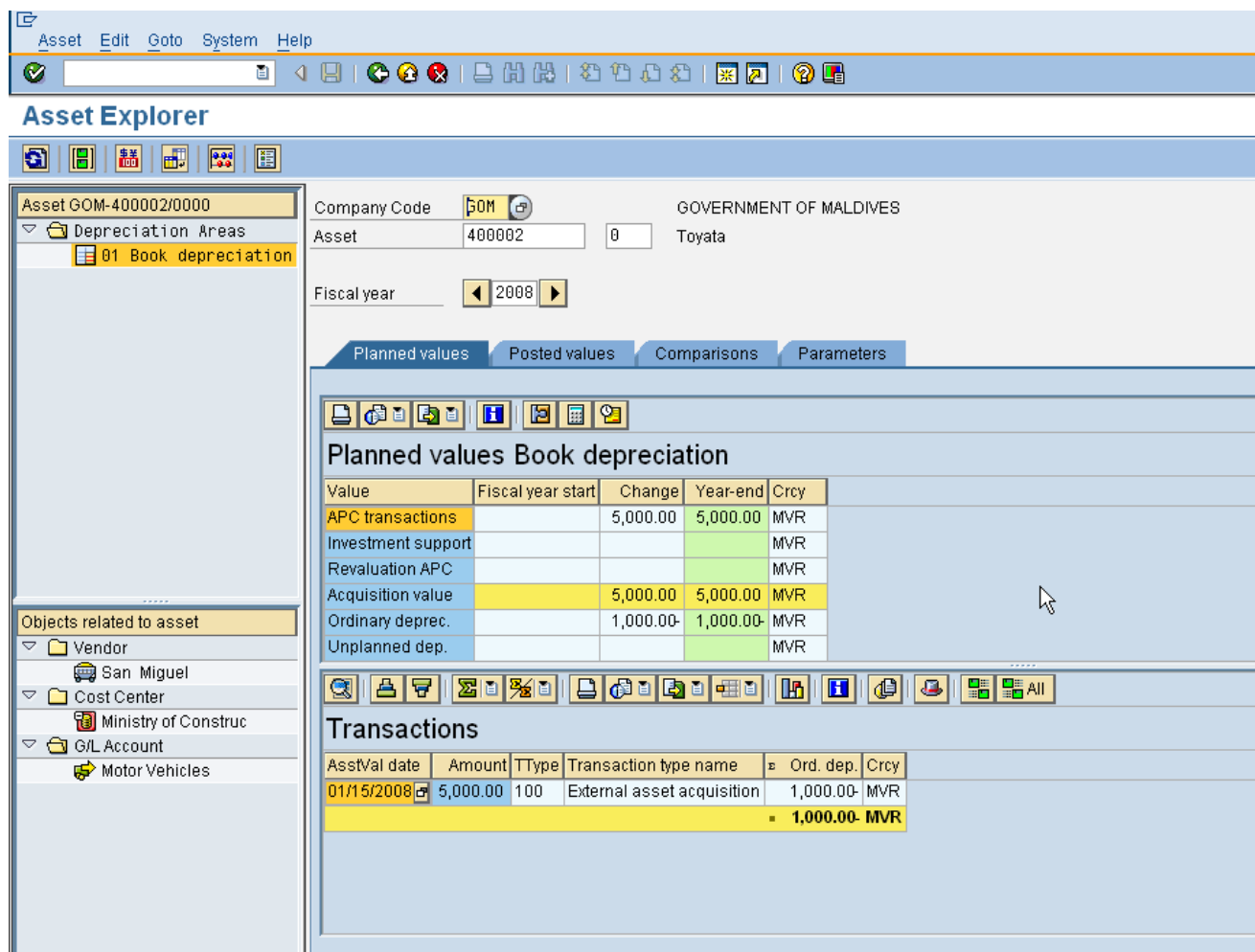
Trigger:

Business Process Procedure Overview

This function shows all the values of a fixed asset, including APC values and depreciation, in various forms and summarization levels. Planned values are displayed, as well as values already posted. You use this function to display and analyze asset values.

Procedural Steps

1. Asset Explorer



The screenshot shows the SAP Asset Explorer interface. The left sidebar displays the asset hierarchy: Asset GOM-400002/0000, Depreciation Areas, and 01 Book depreciation. The main area shows the asset details for Company Code 50M (GOVERNMENT OF MALDIVES), Asset 400002 (Toyota), and Fiscal year 2008. The 'Planned values Book depreciation' table is visible, showing values for APC transactions, Investment support, Revaluation APC, Acquisition value, Ordinary deprec., and Unplanned dep. The 'Transactions' table shows a transaction on 01/15/2008 for an external asset acquisition with an amount of 5,000.00 and a depreciation of 1,000.00 MVR.

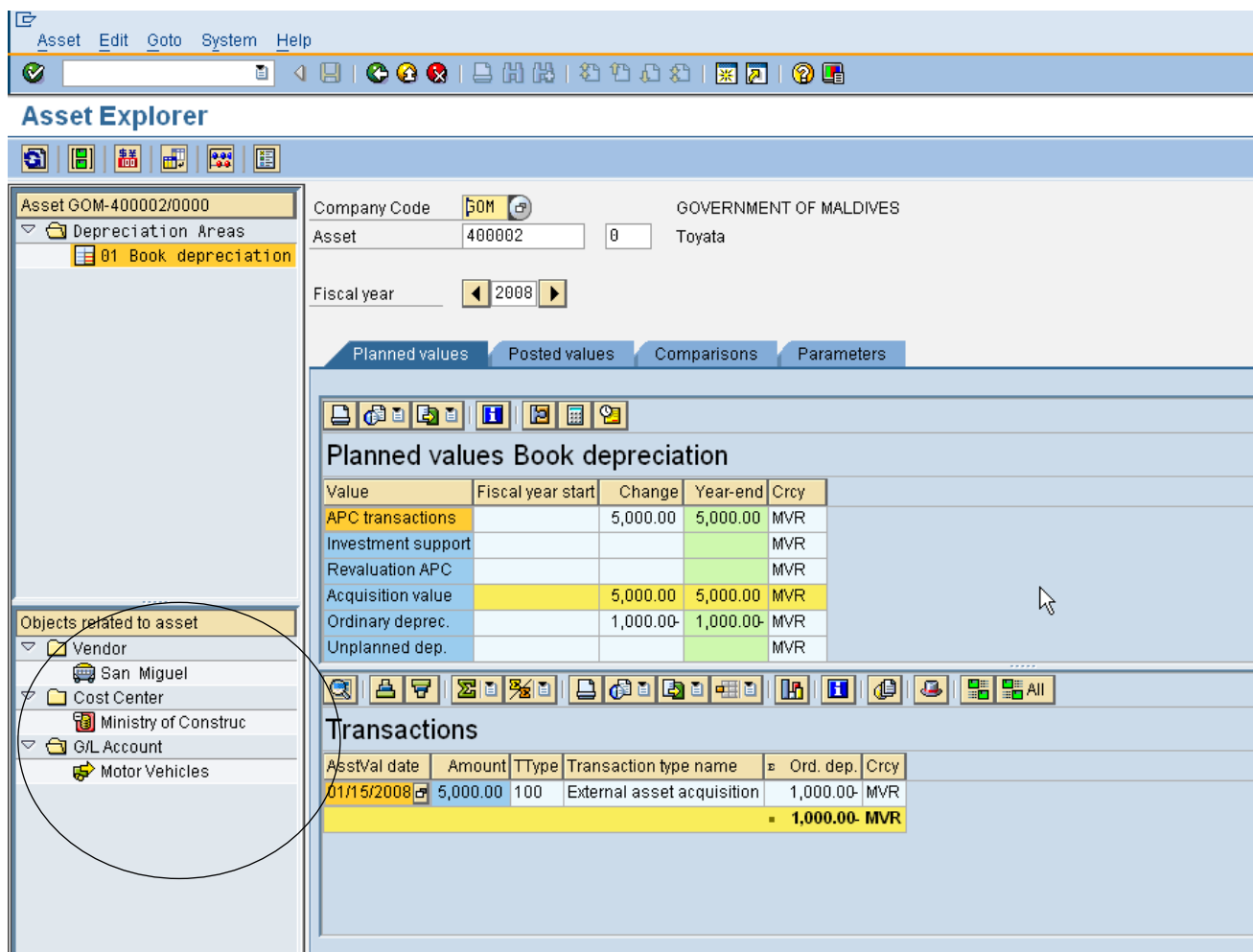
Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		5,000.00	5,000.00	MVR
Investment support				MVR
Revaluation APC				MVR
Acquisition value		5,000.00	5,000.00	MVR
Ordinary deprec.		1,000.00-	1,000.00-	MVR
Unplanned dep.				MVR

AsstVal date	Amount	TType	Transaction type name	Ord. dep.	Crcy
01/15/2008	5,000.00	100	External asset acquisition	1,000.00-	MVR
				1,000.00-	MVR

SAP Screen Input field	Sample Value	R/O/D	Comments
------------------------	--------------	-------	----------

Asset	400002	R	The main designation of the asset Enter the asset number to be changed
Asset Sub number		O	Enter sub number for asset if applicable
Company Code	GOM	R	Enter the company code.
Fiscal Year	2008	R	Enter fiscal year. Defaulted to current year.

2. Asset Explorer- Overview of Object related to asset



The screenshot displays the 'Asset Explorer' application window. The main area shows 'Planned values Book depreciation' with the following table:

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		5,000.00	5,000.00	MVR
Investment support				MVR
Revaluation APC				MVR
Acquisition value		5,000.00	5,000.00	MVR
Ordinary deprec.		1,000.00	1,000.00	MVR
Unplanned dep.				MVR

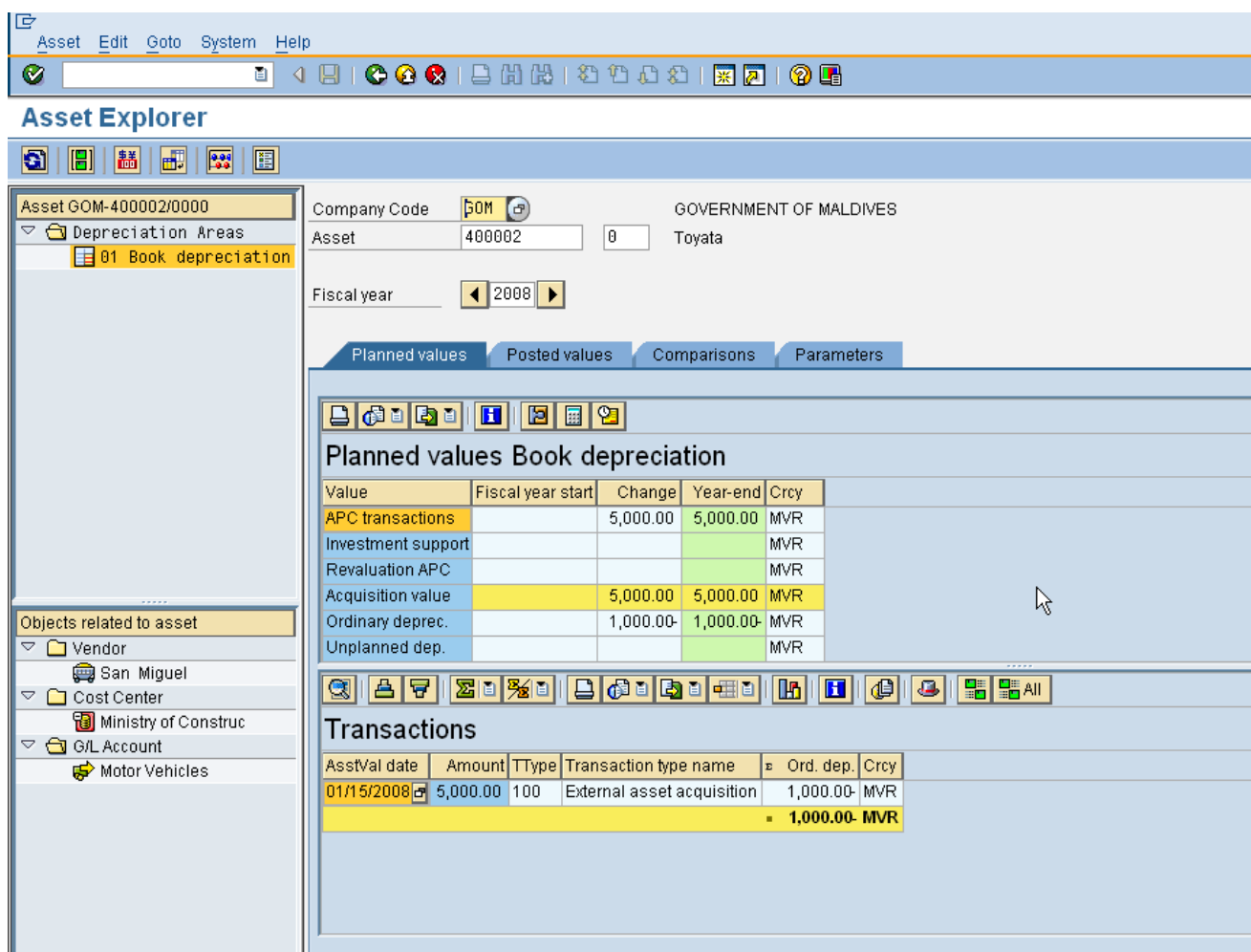
Below this is the 'Transactions' table:

AsstVal date	Amount	TType	Transaction type name	Ord. dep.	Crcy
01/15/2008	5,000.00	100	External asset acquisition	1,000.00	MVR
				1,000.00	MVR

On the left side, the 'Objects related to asset' tree is visible, with 'Vendor' expanded to show 'San Miguel' and 'Cost Center' expanded to show 'Ministry of Construc' and 'G/L Account'. A circle highlights the 'Vendor' and 'Cost Center' sections.

Double clicking on the vendor will bring you to the vendor master.
Likewise, double clicking on the cost centre will bring you to the cost centre master data.

2. Asset Explorer- Planned Values




The screenshot shows the 'Asset Explorer' interface for asset GOM-400002/0000. The 'Planned values Book depreciation' table is displayed with the following data:


Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		5,000.00	5,000.00	MVR
Investment support				MVR
Revaluation APC				MVR
Acquisition value		5,000.00	5,000.00	MVR
Ordinary deprec.		1,000.00-	1,000.00-	MVR
Unplanned dep.				MVR

The 'Transactions' table below shows a single transaction:

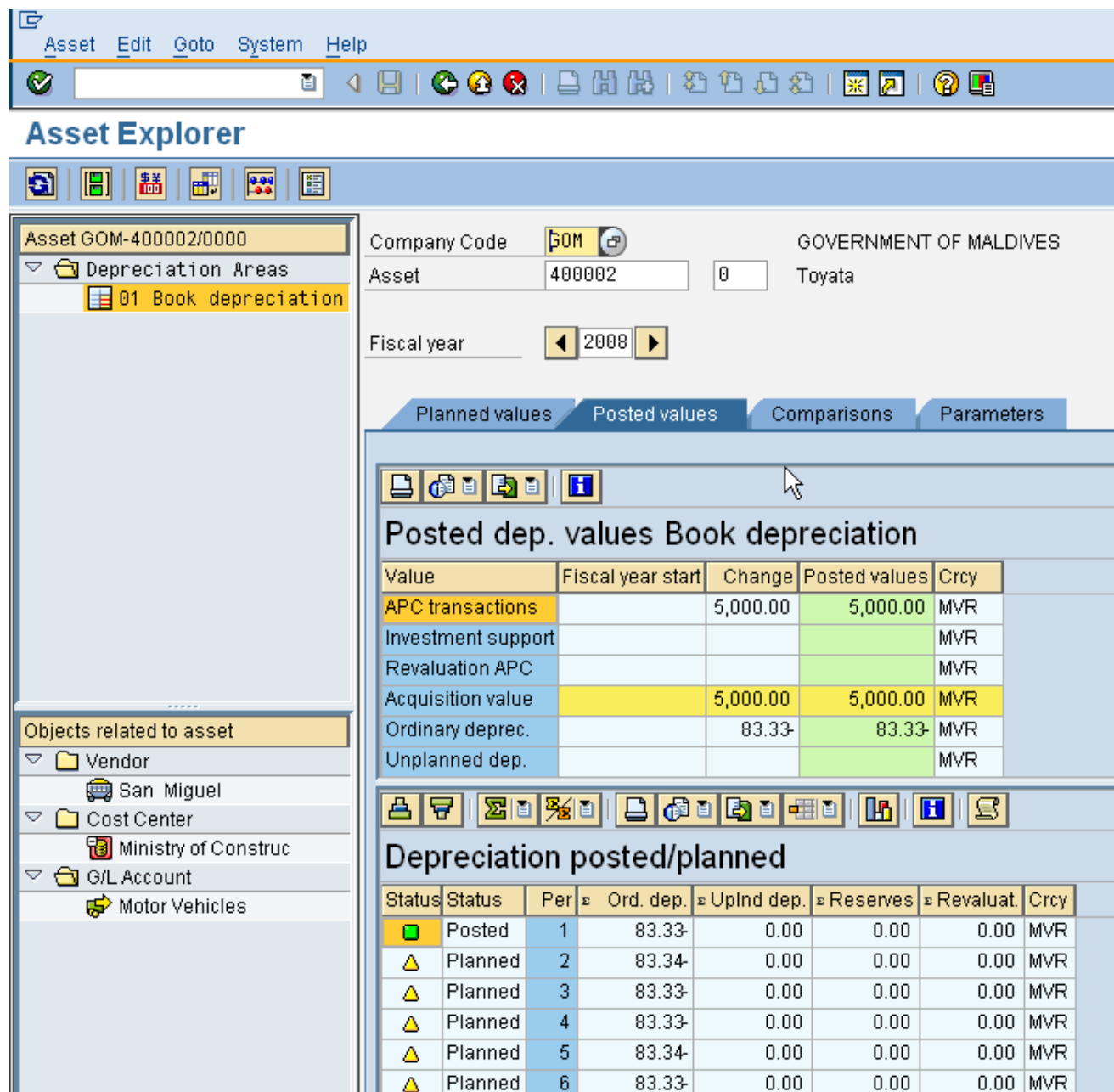
AsstVal date	Amount	TType	Transaction type name	Ord. dep.	Crcy
01/15/2008	5,000.00	100	External asset acquisition	1,000.00-	MVR
				1,000.00-	MVR

On the *Plan values* tab page, the system displays all transactions affecting acquisition and production costs, all depreciation calculated for the asset (including proportional value adjustments), the net book value, and any interest calculated.

APC transactions - Acquisition value
Acquisition value- Acquisition value. Acquisition value can be derived from: <ol style="list-style-type: none"> 1. Purchase order price upon good receipt; 2. Invoice price (if it differs from 1); 3. NBV in the case of asset to asset transfer.
Ordinary depreciation - Depreciation arising from normal calculations.
Unplanned depreciation - Depreciation arising from manual intervention.
Write-ups - Write-up arising from manual intervention.
Value adjustment - Depreciation arising when an asset to asset transfer is performed mid-period.
 Display Depreciation Calculation - A detailed description of depreciation calculation will be provided.

 Calculate Net Book Value - This calculated net book value as at an asset value date (excluding the day itself).

3. Asset Explorer- Planned Values



The screenshot shows the SAP Asset Explorer interface for asset GOM-400002/0000. The 'Posted values' tab is active, displaying the following data:

Company Code: GOM (GOVERNMENT OF MALDIVES)
 Asset: 400002 (Toyota)
 Fiscal year: 2008

Posted dep. values Book depreciation

Value	Fiscal year start	Change	Posted values	Crcy
APC transactions		5,000.00	5,000.00	MVR
Investment support				MVR
Revaluation APC				MVR
Acquisition value		5,000.00	5,000.00	MVR
Ordinary deprec.		83.33	83.33	MVR
Unplanned dep.				MVR

Depreciation posted/planned

Status	Status	Per	Ord. dep.	Uplnd dep.	Reserves	Revaluat.	Crcy
Posted	1	83.33	0.00	0.00	0.00	MVR	
Planned	2	83.34	0.00	0.00	0.00	MVR	
Planned	3	83.33	0.00	0.00	0.00	MVR	
Planned	4	83.33	0.00	0.00	0.00	MVR	
Planned	5	83.34	0.00	0.00	0.00	MVR	
Planned	6	83.33	0.00	0.00	0.00	MVR	

On the *Posted values* tab page, you display the values that have already been posted in Financial Accounting in the current year, rather than planned depreciation.

4. Asset Explorer- Comparisons

Asset Explorer

Asset GOM-400002/0000

Depreciation Areas

- 01 Book depreciation

Company Code: GOM GOVERNMENT OF MALDIVES

Asset: 400002 0 Toyota

Fiscal year: 2008 To 2008

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

<01>

Book depreciation: 2008 -2008

Fiscal year	APC transactions	Acquisition value	Ordinary deprec.	Net book value	Crcy
<2008					MVR
2008	5,000.00	5,000.00	1,000.00	4,000.00	MVR
	5,000.00		1,000.00		MVR

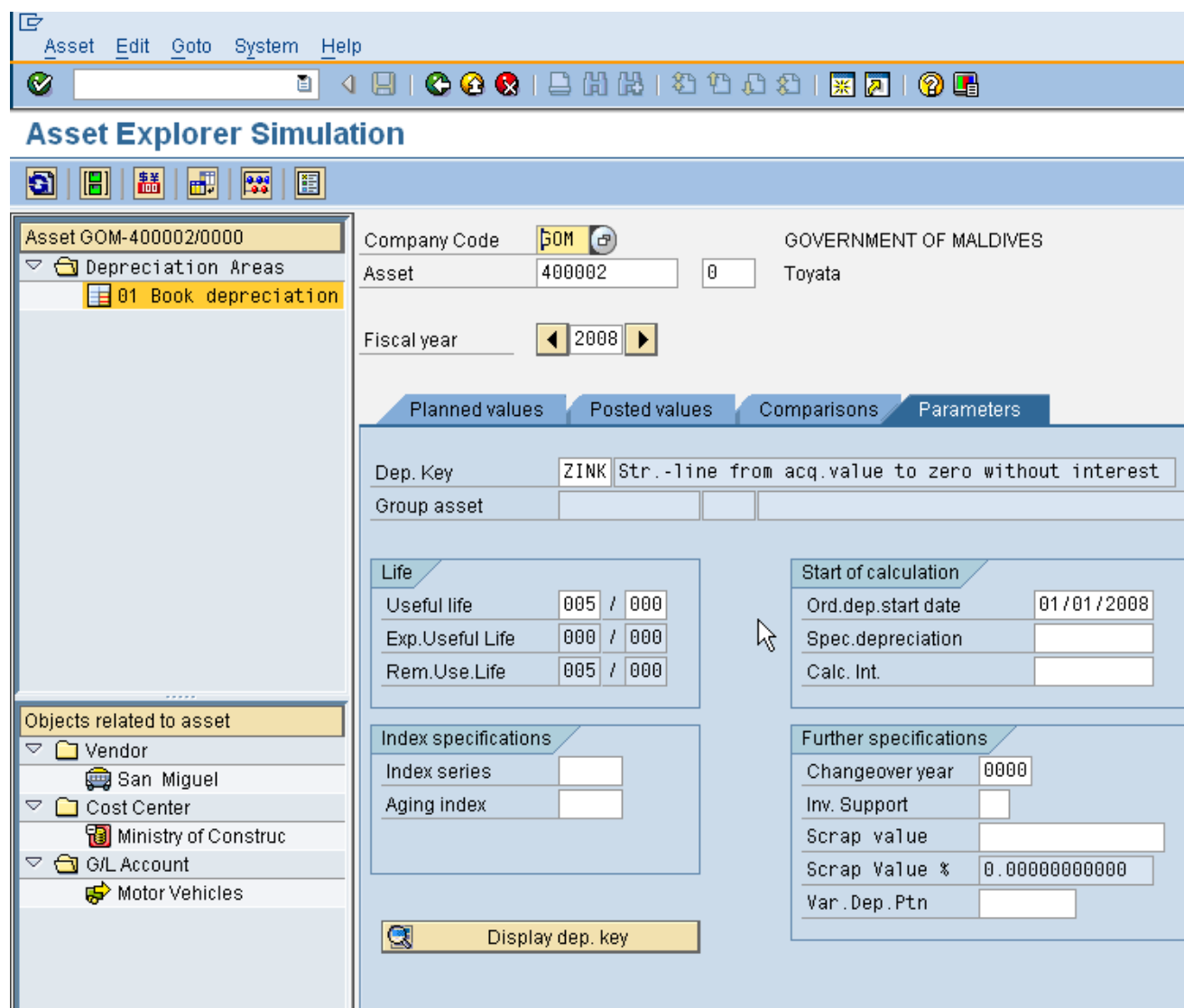
Objects related to asset

- Vendor
 - San Miguel
- Cost Center
 - Ministry of Construc
- G/L Account
 - Motor Vehicles

You can display the development of values in a depreciation area over a number of years in the form of a table.

In addition, you can display the development of values in several depreciation areas in parallel. Use the number pushbuttons to select additional depreciation areas. Choose a number pushbutton a second time to remove that depreciation area from the table.


5. Asset Explorer- Parameters



The screenshot displays the 'Asset Explorer Simulation' window. The main area is titled 'Asset Explorer Simulation' and contains several sections:

- Asset Information:**
 - Company Code: GOM (Government of Maldives)
 - Asset: 400002 (Toyota)
 - Fiscal year: 2008
- Depreciation Areas:**
 - 01 Book depreciation
- Parameters Tab:**
 - Life:**
 - Useful life: 005 / 000
 - Exp. Useful Life: 000 / 000
 - Rem. Use. Life: 005 / 000
 - Start of calculation:**
 - Ord. dep. start date: 01/01/2008
 - Spec. depreciation: [Empty]
 - Calc. Int.: [Empty]
 - Index specifications:**
 - Index series: [Empty]
 - Aging index: [Empty]
 - Further specifications:**
 - Changeover year: 0000
 - Inv. Support: [Empty]
 - Scrap value: [Empty]
 - Scrap Value %: 0.0000000000
 - Var. Dep. Ptn: [Empty]
- Objects related to asset:**
 - Vendor: San Miguel
 - Cost Center: Ministry of Construc
 - G/L Account: Motor Vehicles

A 'Display dep. key' button is located at the bottom of the parameters section.

Click  to switch on simulation. Switching on simulation will allow you to change the depreciation parameters without actually changing the asset.

1.2.2 Asset Retirement With Revenue Without Customer

Menu Path : Accounting → Financial Accounting → Fixed Asset → Posting → Retirement → Retirement with revenue → Asset Sale Without Customer

Transaction Code : ABAON

Trigger:

Business Process Procedure Overview
<p>An asset retirement is the removal of an asset or part of an asset from the asset portfolio. This removal of a fixed asset from the asset portfolio is known as an asset retirement. In Asset Accounting, the removal of an asset by sale, as well as any resulting revenue, can be posted in a single step. At the same time, you can choose to post to Accounts Receivable (through integration with Financial Accounting) or to a reconciliation account. In this transaction an Account Receivable is not created since:</p> <ol style="list-style-type: none"> 1. The customer is not known; or 2. The retirement results in a cash transaction; or 3. To comply with SOX requirements whereby there is a segregation of duty between the fixed asset accountant and the accountant recognising the proceeds of sale. <p>Accounting entry (assuming loss is made):</p> <p style="padding-left: 40px;">Dr Sale FA Clearing Account Dr Accumulated Depreciation Dr Loss of disposal of assets Cr Asset</p> <p>Upon receiving the sale proceed:</p> <p style="padding-left: 40px;">Dr Cash/Bank Cr Sale FA Clearing Account</p>

Procedural Steps

1. Enter Asset Transaction: Asset Sale without Customer: Transaction data

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code GOVERNMENT OF MALDIVES

Asset Proton Perdana

Transaction data Additional details Partial retirement Note

Document Date

Posting Date

Asset value date

Text

Specifications for revenue

Manual Revenue

Rev. from NBV

SAP Screen Input field	Sample Value	R/O/D	Comments
Company Code	GOM	R	Company code assigned to asset.
Asset	400004	R	Asset to be retired.
Document Date	Impairment loss	R	Defaults to current date.
Posting Date	02/20/2008	R	Effective Date of G/L Posting
Asset Value Date	02/20/2008	R	Value date for Asset Accounting. Depreciation will be calculated up to and excluding this date.
Text	Asset Retirement with revenue without customer	O	An explanatory text for a line item.
Manual Revenue	20,000.00	R	Revenue from asset sale
Rev.from NBV			Not applicable

2. Enter Asset Transaction: Asset Sale Without Customer: Additional details

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Sale Without Customer

Line items Change company code Multiple assets

Company Code 60M GOVERNMENT OF MALDIVES
 Asset 400004 0 Proton Perdana

Transaction data Additional details Partial retirement Note

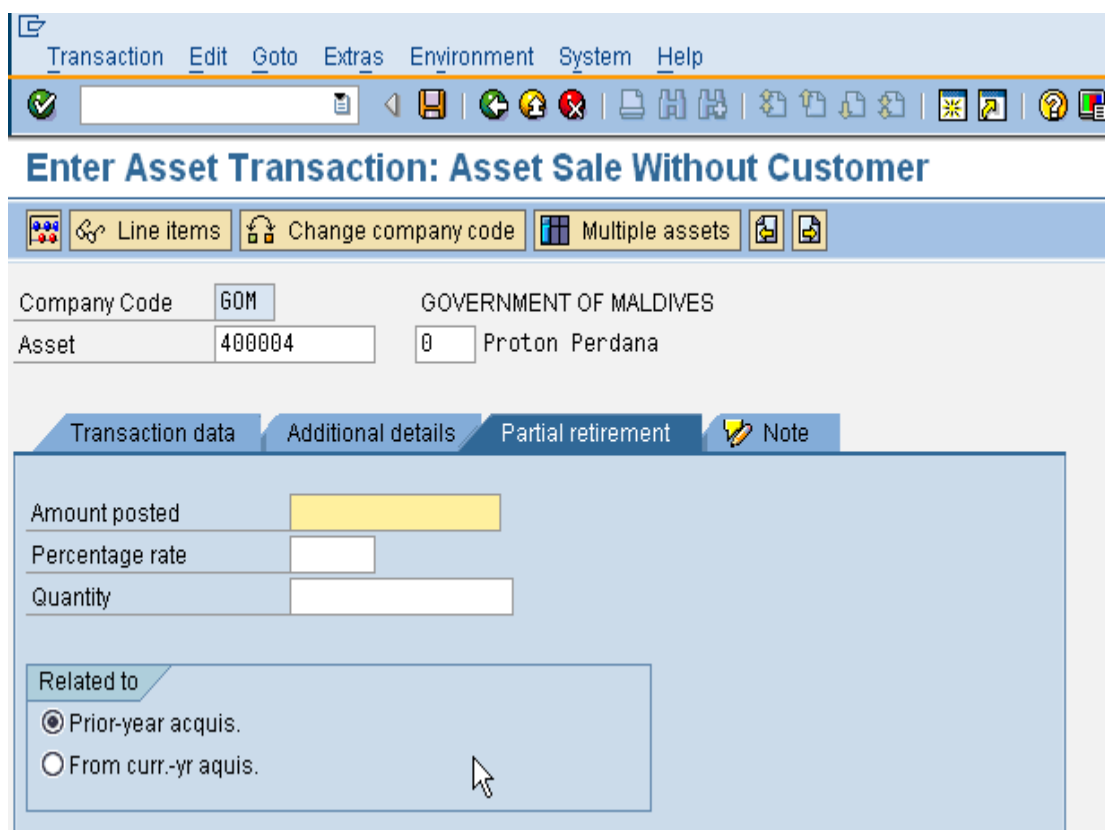
Special specif. for document
 Posting Period
 Document Type

Special specif. for transaction
 Transaction Type
 Trading Partner

Additional info on document
 Reference
 Allocation

SAP Screen Input field	Sample Value	R/O/D	Comments
Period		O	Fiscal period
Document Type		O	Financial document type
Trans. type		O	Controls various system activities when business transactions are posted. In addition, choosing the right transaction type will facilitate additional visibility during reporting.
Reference		O	Field allocated to any extra numeric or name identifiers. Can be used to contain external document reference numbers. This is helpful as an additional document search criterion, and can be used in correspondence printing.

3. Enter Asset Transaction: Asset Sale Without Customer: Partial Retirement



The screenshot shows the SAP 'Enter Asset Transaction' screen for 'Asset Sale Without Customer'. The menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. The title bar reads 'Enter Asset Transaction: Asset Sale Without Customer'. Below the title bar are buttons for 'Line items', 'Change company code', 'Multiple assets', and a simulation button (represented by a small grid icon). The main form area contains the following fields:

- Company Code: 60M (GOVERNMENT OF MALDIVES)
- Asset: 400004 (Proton Perdana)


Navigation tabs include 'Transaction data', 'Additional details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is active, showing input fields for:

- Amount posted (highlighted in yellow)
- Percentage rate
- Quantity

Below these fields is a 'Related to' section with two radio buttons:

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

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount posted		O	Amount for partial retirement sales.
Percentage rate		O	Percentage value of the asset being retired
Quantity		O	Quantity value of the asset being retired
Prior-yr acquis		O	Indicator: Transaction relates to prior-yr acquisition
From current yr acq		O	Indicator: Transaction relates to curr.-yr acquisition

Click  button to simulate the accounting entry.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Asset Sale Without Customer


Choose Save Additional account assignment Line items Display currency

Document Header Info

Document Date: 02/20/2008 Document Type: AA Company Code: GOM
 Posting Date: 02/20/2008 Period: 02 Fiscal Year: 2008

Line items

Ite...	PK	BusA	G/L Account	Short Text	±	Amount	Crcy
1	75	2000	42401	000000400004 0000		30,000.00	MVR
2	70	2000	42499	000000400004 0000		1,000.00	MVR
3	40	2000	32401	Sale FA Clearing A/c		20,000.00	MVR
4	40	2000	28108	Loss on Sale of O...		9,000.00	MVR
						0.00	MVR

Click  button to post the document.

1.2.3 Asset Retirement By Scrap

Menu Path : Accounting → Financial Accounting → Fixed Asset → Posting → Retirement → Asset Retirement By Scrapping
 Transaction Code : ABAVN

Trigger:

Business Process Procedure Overview

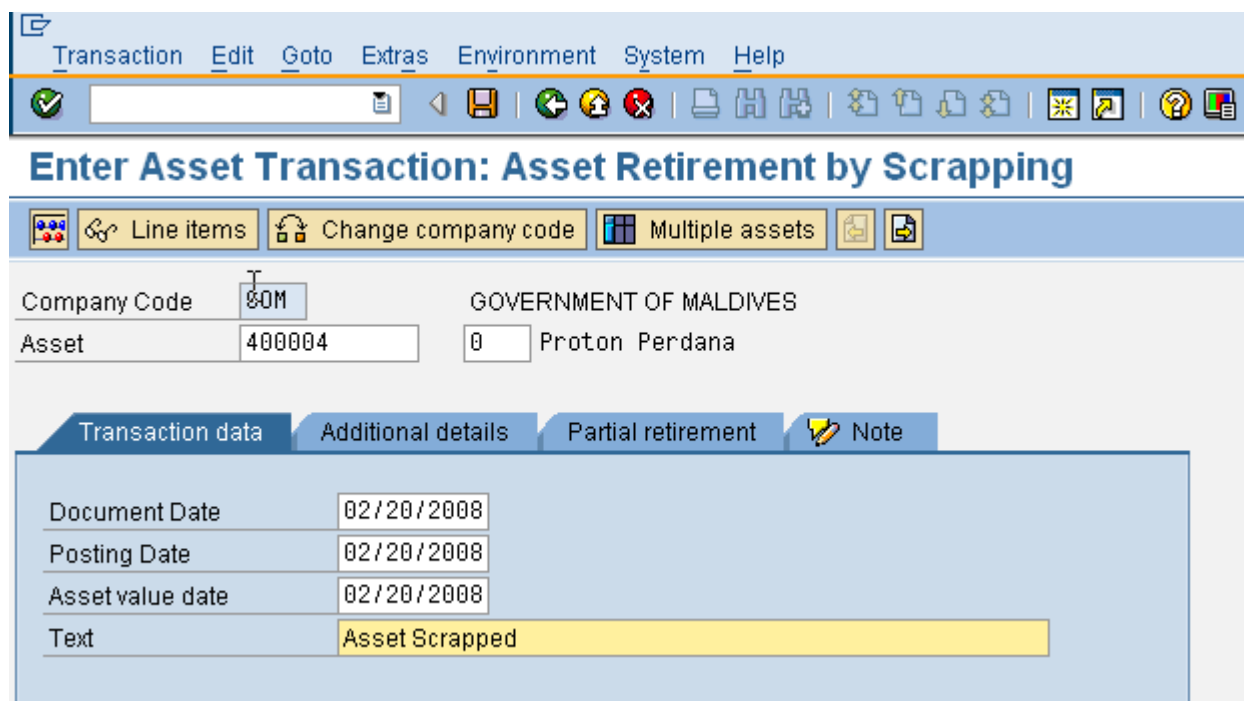
Asset retirement is the removal of an asset or part of an asset from the asset portfolio. This removal of a fixed asset from the asset portfolio is posted from a bookkeeping perspective as an asset retirement.

Accounting entries (Assuming losses are made):

Dr Accumulated Depreciation
 Dr Loss on disposal of assets
 Cr Asset

Procedural Steps

1. Enter Asset Transaction: Asset Retirement by Scrapping – Transaction data



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 data:

- Company Code: 80M (GOVERNMENT OF MALDIVES)
- Asset: 400004 (Proton Perdana)
- Sub-Number: 0

The 'Transaction data' tab is active, showing the following fields:

- Document Date: 02/20/2008
- Posting Date: 02/20/2008
- Asset value date: 02/20/2008
- Text: Asset Scrapped

SAP Screen Input field	Sample Value	R/O/D	Comments
Company Code		R	Company code assigned to asset.
Asset Number		R	Asset to be retired
Sub-Number		O	Asset sub-number, if applicable
Document Date		R	Default to current Date
Posting Date		R	Effective Date of G/L Posting
Asset Val Date		R	Value date for Asset Accounting
Text		O	An explanatory text for a line item.

2. Enter Asset Transaction: Asset Retirement by Scrapping – Additional Data

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code 60M GOVERNMENT OF MALDIVES
 Asset 400004 0 Proton Perdana

Transaction data Additional details Partial retirement Note

Special specif. for document
 Posting Period
 Document Type

Special specif. for transaction
 Transaction Type
 Trading Partner

Additional info on document
 Reference
 Allocation

SAP Screen Input field	Sample Value	R/O/D	Comments
Period		O	Fiscal period
Document Type		O	Financial document type
Trans. type		O	Controls various system activities when business transactions are posted. In addition, choosing the right transaction type will facilitate additional visibility during reporting.
Reference		O	Field allocated to any extra numeric or name identifiers. Can be used to contain external document reference numbers. This is helpful as an additional document search criterion, and can be used in correspondence printing.

3. Enter Asset Transaction: Asset Retirement by Scrapping – Partial Retirement

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Asset Retirement by Scrapping

Line items Change company code Multiple assets

Company Code 60M GOVERNMENT OF MALDIVES
 Asset 400004 0 Proton Perdana

Transaction data Additional details Partial retirement Note

Amount posted
 Percentage rate
 Quantity

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

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount posted		O	Amount for partial retirement sales.
Percentage rate		O	Percentage value of the asset being retired
Quantity		O	Quantity value of the asset being retired
Prior-yr acquis		O	Indicator: Transaction relates to prior-yr acquisition
From current yr acq		O	Indicator: Transaction relates to curr.-yr acquisition

Click  button to simulate the accounting entry.

Transaction Edit Goto Settings System Help

Enter Asset Transaction: Asset Retirement by Scrapping


Choose Save Additional account assignment Line items Display currency

Document Header Info

Document Date: 02/20/2008 Document Type: AA Company Code: GOM
 Posting Date: 02/20/2008 Period: 02 Fiscal Year: 2008

Line items

Ite...	PK	BusA	G/L Account	Short Text	z	Amount	Crcy
1	75	2000	42401	000000400004 0000		30,000.00-	MVR
2	70	2000	42499	000000400004 0000		1,000.00	MVR
3	40	2000	28108	Loss on Sale of O...		29,000.00	MVR
						0.00	MVR

Click  button to post the document.

1.2.4 Sell Asset to External Customer

Menu Path : Accounting → Financial Accounting → Fixed Asset → Posting → Retirement → Retirement with revenue → With Customer

Transaction Code : F-92

Trigger:

Business Process Procedure Overview

If the Financial Accounting module is being used along with AM, when an asset is sold, the system enables you to post the entry to Accounts Receivable, the revenue posting and the asset retirement in one step.

In the corresponding posting transaction, you must first post the revenue (A/R to revenue from asset sale), and then post the asset retirement.

An indicator in the posting transaction determines that the system posts the asset retirement after the revenue posting. When using the standard transaction types, the system automatically creates a profit posting or a loss posting as well as a revenue clearing entry in addition to the asset and accumulated depreciation correction postings.

The revenue clearing entry is the same amount as the revenue posting to the account "revenue for asset sale (clearing account)" but with a reverse debit/credit indicator.

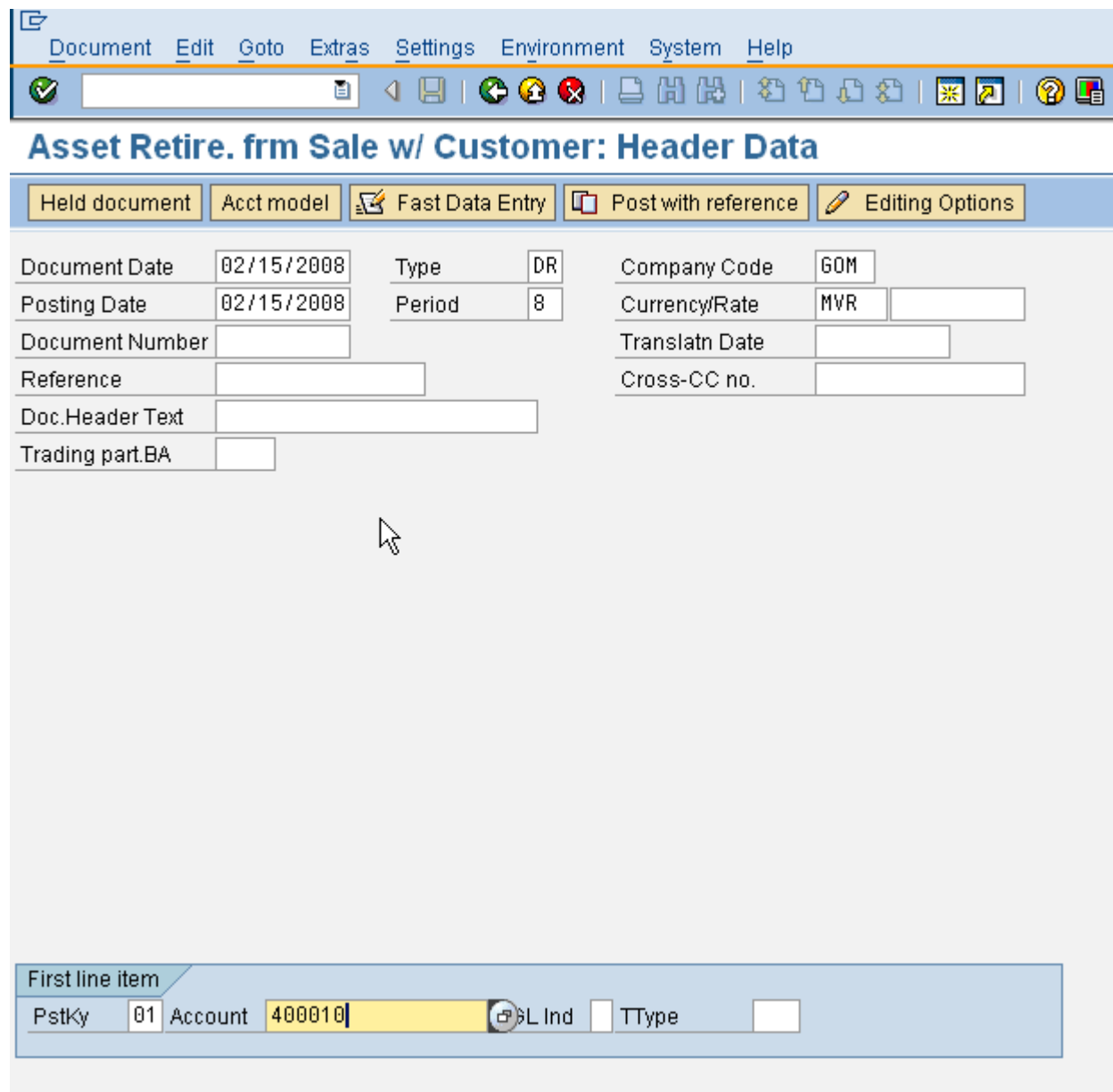
The profit/loss postings, as well as the revenue clearing entries, are dependent on transaction type.

Asset Retirement with Revenue- with customer (assume losses is made)

Dr Customer
Dr Loss on disposal of asset
Dr Accumulated Depreciation
 Cr Sale FA Clearing Account
 Cr Asset

Procedural Steps

1. Asset Retire.frm Sale with Customer: Header Data





Asset Retire.frm Sale w/ Customer: Header Data


Held document
 Acct model
 Fast Data Entry
 Post with reference
 Editing Options

Document Date	02/15/2008	Type	DR	Company Code	GOM
Posting Date	02/15/2008	Period	8	Currency/Rate	MVR
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text					
Trading part.BA					

First line item

PstKy	01	Account	400010	L Ind		TType	
-------	----	---------	--------	-------	--	-------	--


SAP Screen Input field	Sample Value	R/O/D	Comments
Document date	02/15/2008	R	Specifies the issue date of the original document. Click  to view calendar
Posting date	02/15/2008	R	The date of posting. Defaulted as today's date.
Document type	DR	R	Enter document type. Defaulted to DR Click  for possible selections
Company code	GOM	R	Enter company code.
Period	2	R	Enter posting period. Defaulted to period in posting date
Currency	MVR	R	Enter currency code. Defaulted to company code currency.
Rate		O	System will default the exchange. The defaulted exchange rate can be changed
Document no.		O	Leave blank. System assigned
Translation date		O	Translation date for determining the exchange rate which is to be used for translation. The exchange rates are stored in the system.
Reference		O	Field allocated to any extra numeric or name identifiers. Can be used to contain external document reference numbers. This is helpful as an additional document search criterion, and can be used in correspondence printing.
Document header text		O	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.
PstKy	01	R	Enter posting key. Use 01 for sale to customer. Use 40 for cash sale. Click  for possible selections

Account	400010	R	Enter account number. For sales to customer, enter customer account. For cash sale, enter cash account. Click  for possible selections
Sp. G/L		O	Leave blank
Trans type		O	Leave blank

Press ENTER to advance to next screen.

2. Enter Customer Invoice: Add Customer Items

Document Edit Goto Extras Settings Environment System Help




Enter Customer invoice: Add Customer item

More data Acct model Fast Data Entry Taxes

Customer XYZ Private Limited G/L Acc
 Company Code
 GOVERNMENT OF MALDIVES


Item 1 / Invoice / 01

Amount	<input type="text" value="15000"/>	MVR	
Tax amount	<input type="text"/>		
<input type="checkbox"/> Calculate tax		Tax Code	<input type="text" value="**"/>
Contract	<input type="text"/>	Flow Type	<input type="text"/>
Bus. Area	<input type="text"/>	Dunning Area	<input type="text"/>
Payt Terms	<input type="text" value="C000"/>	Days/percent	<input type="text"/> / <input type="text"/> / <input type="text"/>
Bline Date	<input type="text" value="02/15/2008"/>	Disc. amount	<input type="text"/>
Disc. base	<input type="text"/>	Invoice ref.	<input type="text"/> / <input type="text"/> / <input type="text"/>
Pmnt Block	<input type="checkbox"/>	Pmt Method	<input type="text"/>
Assignment	<input type="text"/>		
Text	<input type="text"/>		

 Long Texts

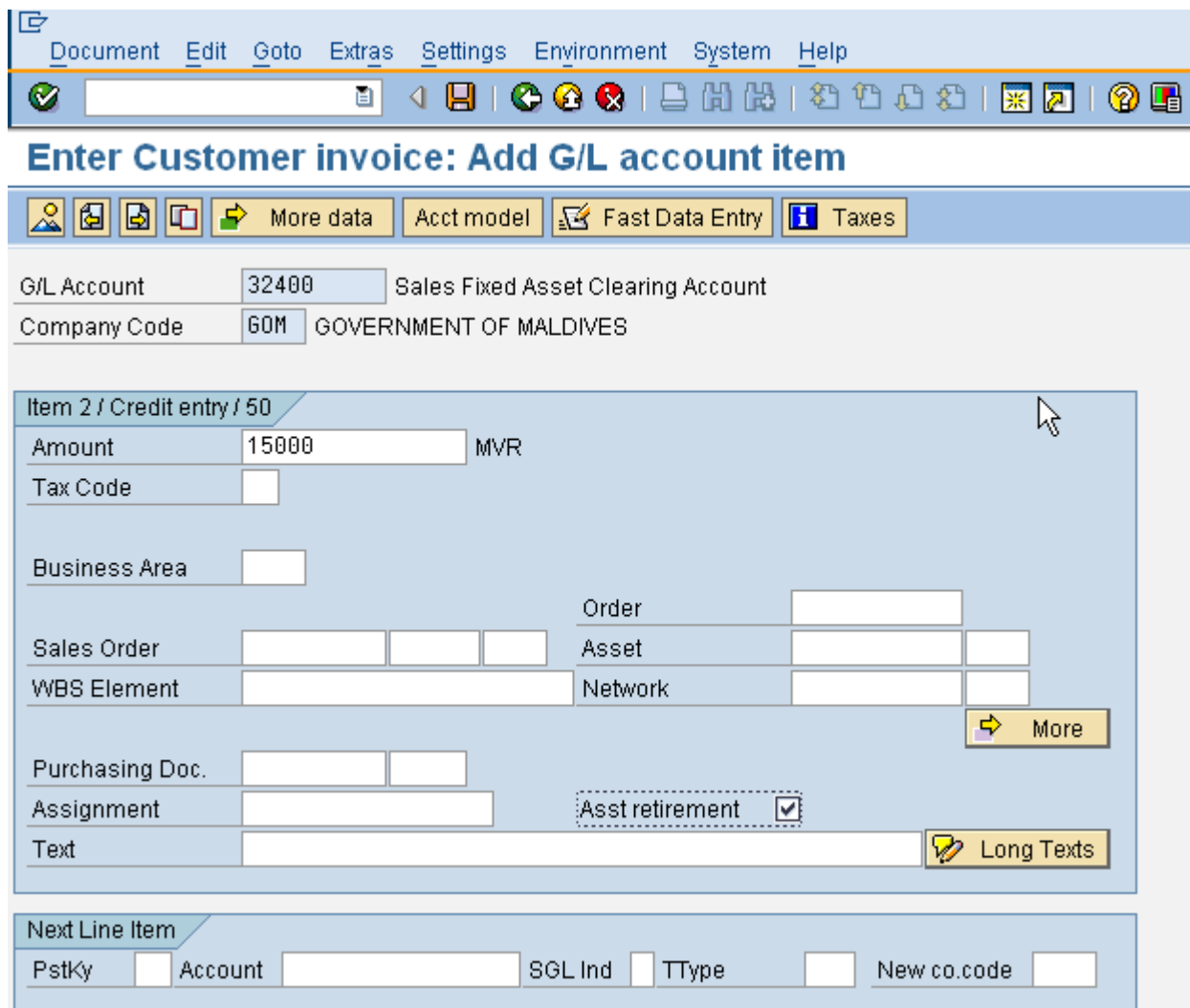
Next line item

PstKy	<input type="text" value="50"/>	Account	<input type="text" value="32400"/>	<input type="checkbox"/> L Ind	TType	<input type="text"/>	New co.code	<input type="text"/>
-------	---------------------------------	---------	------------------------------------	--------------------------------	-------	----------------------	-------------	----------------------

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount	02/15/2008	R	The total amount of revenue
Calculate Tax		O	Enter if applicable.
Payment Term		R	Payment period for the amount due Click  for possible selections
Days/percent		O	Leave blank
Bline date		R	Due date for the net payment
Disc base		O	Leave blank
Disc amount		O	Leave blank
Invoice Ref		O	Leave blank
Pmnt block		O	Leave blank
Pmnt method		O	Leave blank
Assignment		O	An additional information reference field in the line item.
Text		O	Type a short description of the line item. This is a free text field.
Posting Key	50	R	Posting Key for Asset Revenue posting Select "50" for G/L credit entry
Account	32400	R	General Ledger Revenue account
Transaction Type		R	Asset transaction code If the asset retired is acquired in previous year, select "210" for retirement for revenue If the asset retired is acquired in current year, select "260" for retirement of current year acquisition with revenue

Press ENTER to advance to next screen.

3. Enter Customer Invoice: Add GL account Item



Document Edit Goto Extras Settings Environment System Help

Enter Customer invoice: Add G/L account item

More data Acct model Fast Data Entry Taxes


G/L Account 32400 Sales Fixed Asset Clearing Account
 Company Code GOM GOVERNMENT OF MALDIVES

Item 2 / Credit entry / 50

Amount 15000 MVR
 Tax Code
 Business Area
 Order
 Sales Order
 Asset
 WBS Element
 Network
 Purchasing Doc.
 Assignment
 Asst retirement
 Text
 More
 Long Texts

Next Line Item

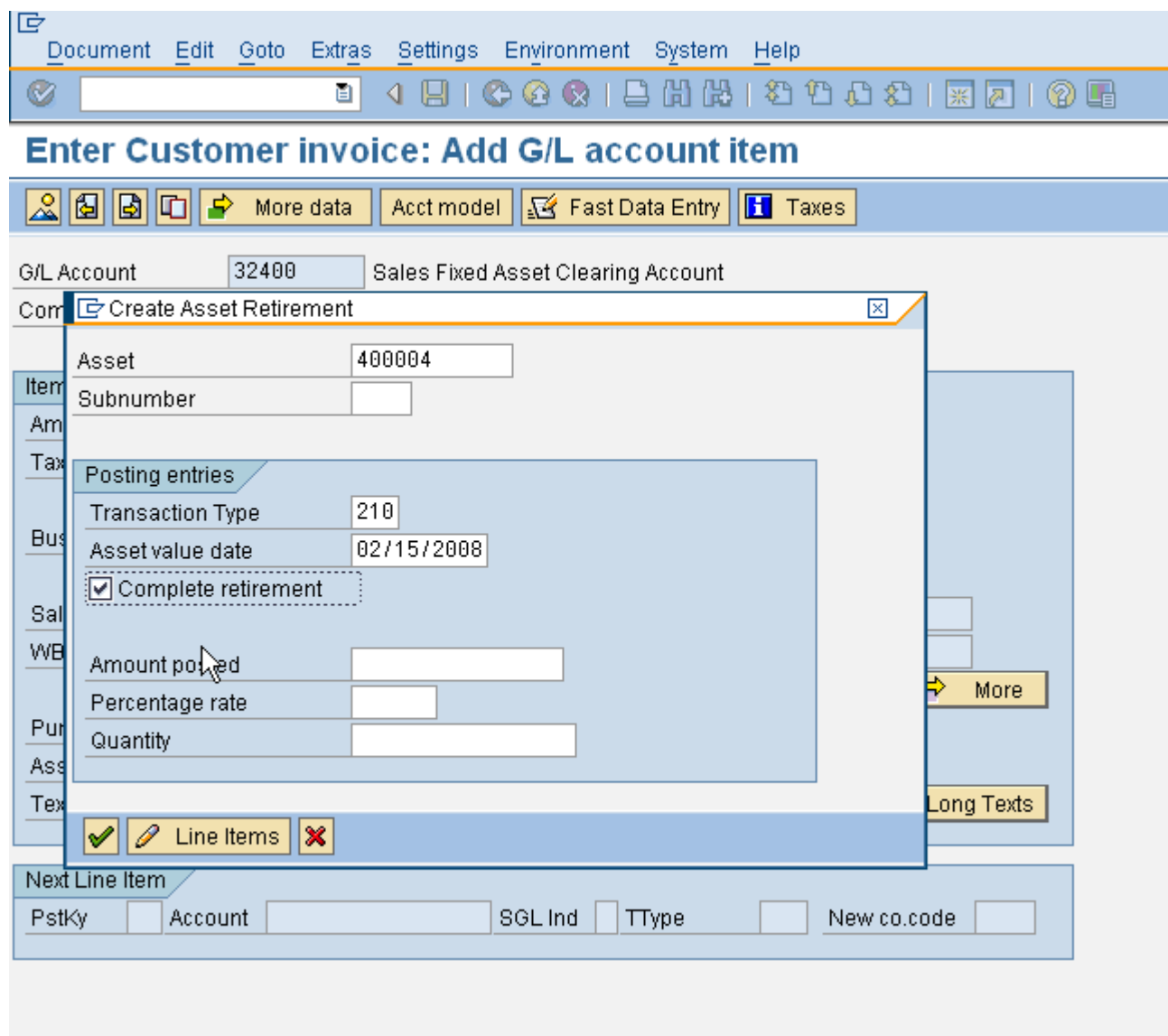
PstKy Account SGL Ind TType New co.code

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount	15000	R	The total amount of revenue User may enter "**"
Cost Center		R	Departmental units accumulating costs for Controlling module Click  for possible selections
Calculate Tax		O	Select the option if GST calculation is required
Order		O	Leave blank
Sales Order		O	Leave blank
Assignment		O	An additional information reference field in the line item.

Text		O	Type a short description of the line item. This is a free text field.
Asset Retirement		R	Select this radio button

Press "ENTER"

4. Create Asset Retirement



The screenshot displays the SAP 'Enter Customer Invoice: Add G/L account item' interface. A dialog box titled 'Create Asset Retirement' is open, allowing for the entry of asset retirement details. The 'G/L Account' is set to 32400 and the 'Sales Fixed Asset Clearing Account' is also specified. The dialog box contains the following fields and values:

- Asset: 400004
- Subnumber: (empty)
- Transaction Type: 210
- Asset value date: 02/15/2008
- Complete retirement:
- Amount posted: (empty)
- Percentage rate: (empty)
- Quantity: (empty)

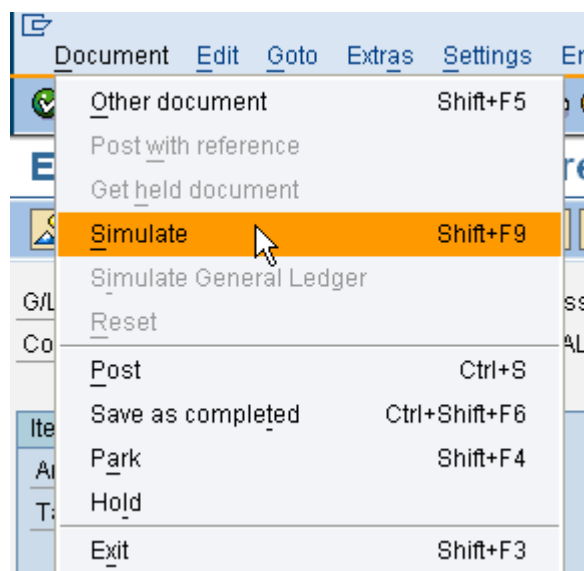
At the bottom of the dialog box, there are buttons for 'Line Items' (with a pencil icon) and a close button (with an 'X' icon). The background screen shows the 'Next Line Item' section with fields for PstKy, Account, SGL Ind, TType, and New co.code.

SAP Screen Input field	Sample Value	R/O/D	Comments
Asset	02/15/2008	R	Asset to be retired
Sub number		O	Asset sub-number, if applicable
Transaction type	210	O	Asset transaction code If the asset retired is acquired in previous year, select "210" for retirement for

			revenue If the asset retired is acquired in current year, select "260" for retirement of current year acquisition with revenue
AsstVal date	02/15/2008	<input type="radio"/>	Value date for the asset retired. In the computation of gain/loss, the asset value date will include all depreciation up to and <u>excluding</u> the asset value date.
Compl retiremnt	X	<input type="radio"/>	Check this indicator if the asset is retired completely. If the this indicator is selected, do NOT key in any data in the fields stated below
Amount posted		<input type="radio"/>	Amount for partial asset retirement sales.
Percentage rate		<input type="radio"/>	Percentage value of the asset being retired
Quantity		<input type="radio"/>	Quantity value of the asset being retired


Click .

Simulate the accounting entry.



5. Enter Customer Invoice : Display Overview

Document Edit Goto Extras Settings Environment System Help



Enter Customer invoice: Display Overview

Display Currency Taxes Reset

Document Date	02/15/2008	Type	DR	Company Code	GOM
Posting Date	02/15/2008	Period	2	Currency	MVR
Document Number	INTERNAL	Fiscal Year	2008	Translatn Date	02/15/2008
Reference		Cross-CC no.		Trading part.BA	
Doc.Header Text					

Items in document currency

PK	BusA	Acct		MVR	Amount	Tax amnt
001	01	0000400010	XYZ Private Limited		15,000.00	**
002	50	0000032400	Sale FA Clearing A/		15,000.00-	
003	75	2000 0000042401	000000400004 0000		30,000.00-	
004	70	2000 0000042499	000000400004 0000		1,000.00	
005	40	2000 0000032400	Sale FA Clearing A/		15,000.00	
006	40	2000 0000028108	Loss on Sale of O..		14,000.00	

I

D 45,000.00 C 45,000.00 0.00 * 6 Line items

Other line item

PstKy	<input type="checkbox"/>	count	<input type="text"/>	SGL Ind	<input type="checkbox"/>	TType	<input type="text"/>	New co.code	<input type="text"/>
-------	--------------------------	-------	----------------------	---------	--------------------------	-------	----------------------	-------------	----------------------

Click  to SAVE

1.2.5 Asset Transfer Within Company Code

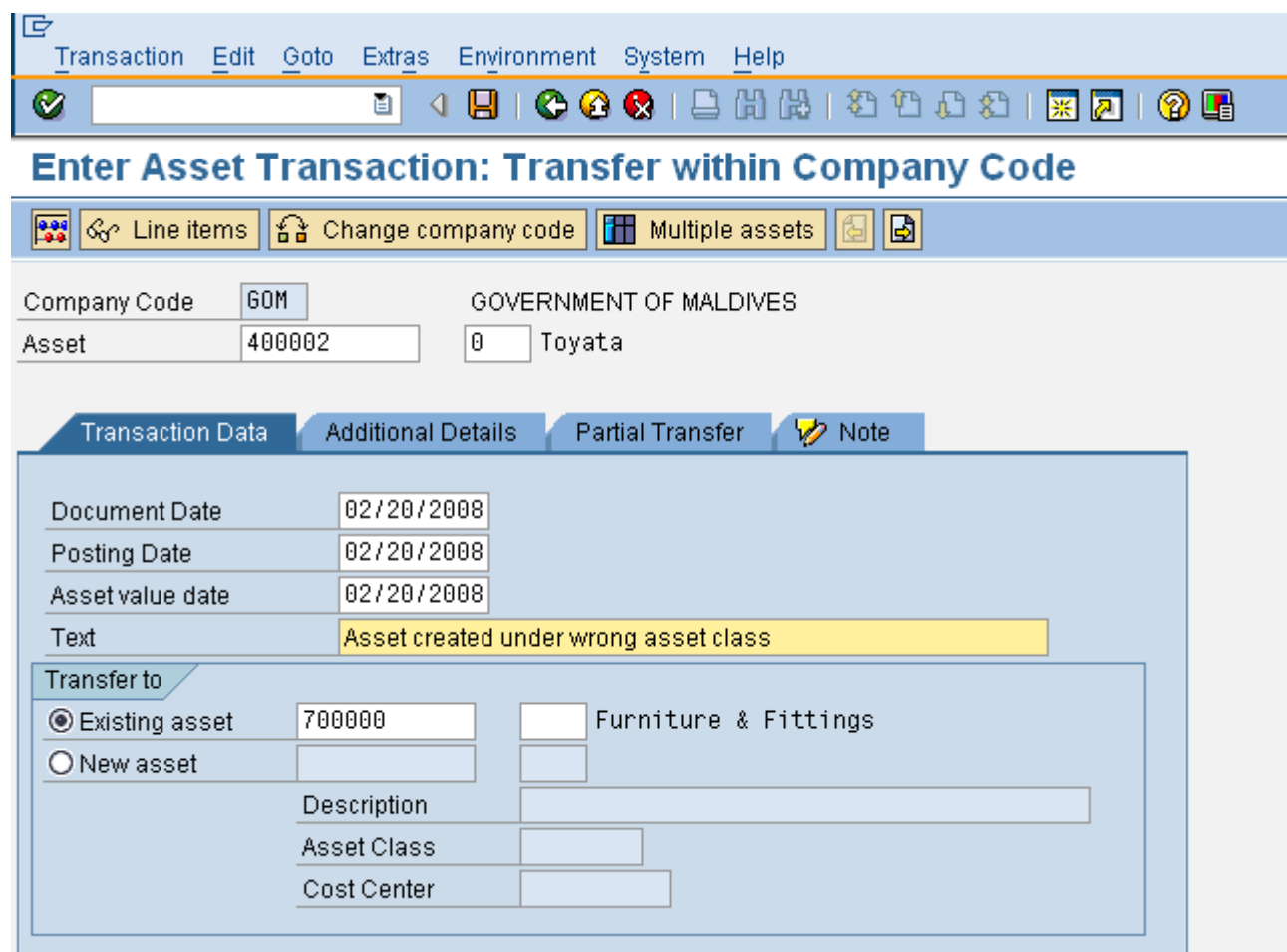
Menu Path : Accounting → Financial Accounting → Fixed Asset → Posting → Transfer → Transfer within the company
 Transaction Code : ABUMN

Trigger:

Business Process Procedure Overview
<p>Intracompany transfer may be necessary for one of the following reasons:</p> <p>An asset was created in the wrong asset class. Since you cannot change the asset class in the asset master data, you have to transfer the asset to a new master record.</p> <p>You split up an asset or move part of an asset (transfer from asset to asset).</p>

Procedural Steps

1. Enter Asset Transaction: Transfer with Company Code – Transaction Data



The screenshot shows the SAP ABUMN transaction screen. The menu bar includes Transaction, Edit, Goto, Extras, Environment, System, and Help. The title bar reads "Enter Asset Transaction: Transfer within Company Code". Below the title bar are buttons for "Line items", "Change company code", and "Multiple assets". The main area displays the following data:

Company Code	G0M	GOVERNMENT OF MALDIVES
Asset	400002	0 Toyota

Below the data are tabs for "Transaction Data", "Additional Details", "Partial Transfer", and "Note". The "Transaction Data" tab is active, showing the following fields:

Document Date	02/20/2008
Posting Date	02/20/2008
Asset value date	02/20/2008
Text: Asset created under wrong asset class	

The "Transfer to" section is also visible, with the following options:

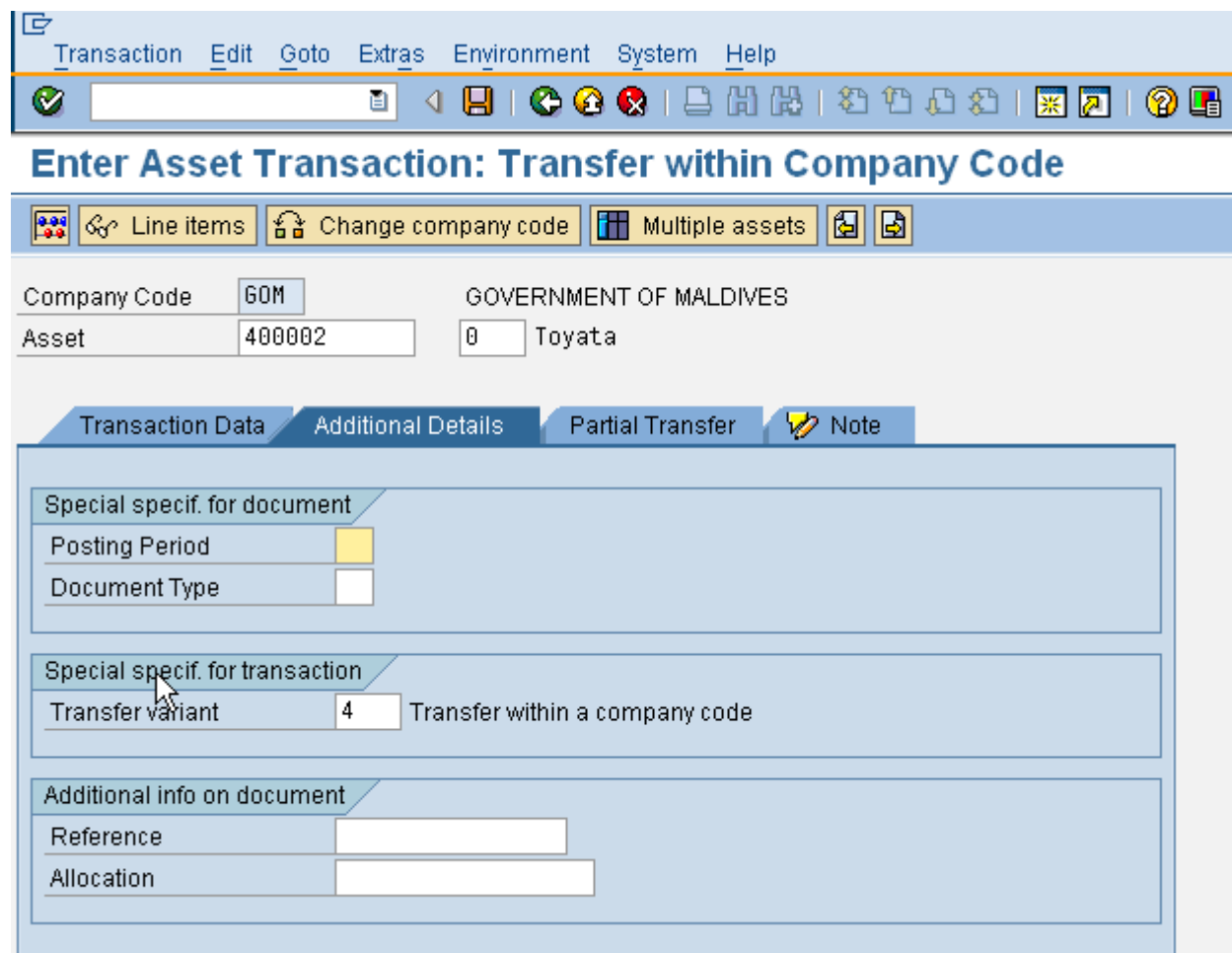
<input checked="" type="radio"/> Existing asset	700000	<input type="checkbox"/> Furniture & Fittings
<input type="radio"/> New asset		

Below the "Transfer to" section are fields for Description, Asset Class, and Cost Center.

SAP Screen Input	Sample Value	R/O/D	Comments
------------------	--------------	-------	----------

field			
Company Code	GOM	R	Company Code.
Asset Number	2009	R	Asset master record number Asset record to be transferred
Asset Sub Number		R/O	Asset Sub Number
Document Date	02/20/2008	R	Document Entry Date Defaults to system date
Posting Date	02/20/2008	R	Financial document effective date Defaults to system date
Asset Val Date	02/20/2008	R	Value date for Asset Accounting. The system will calculated depreciation up to and excluding this day.
Text	Asset create under wrong asset class	O	An explanatory text for a line item.
Existing Asset	700000	R	Select this radio button if the asset transferred to an existing asset
New Asset		C	Select this radio button if the asset transferred to a new asset. In Titan cannot be used as no defaults are set for the useful life.

2. Enter Asset Transaction: Transfer with Company Code – Additional Details



Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code GOVERNMENT OF MALDIVES

Asset Toyota

Transaction Data Additional Details Partial Transfer Note

Special specif. for document

Posting Period

Document Type

Special specif. for transaction

Transfer variant Transfer within a company code

Additional info on document

Reference

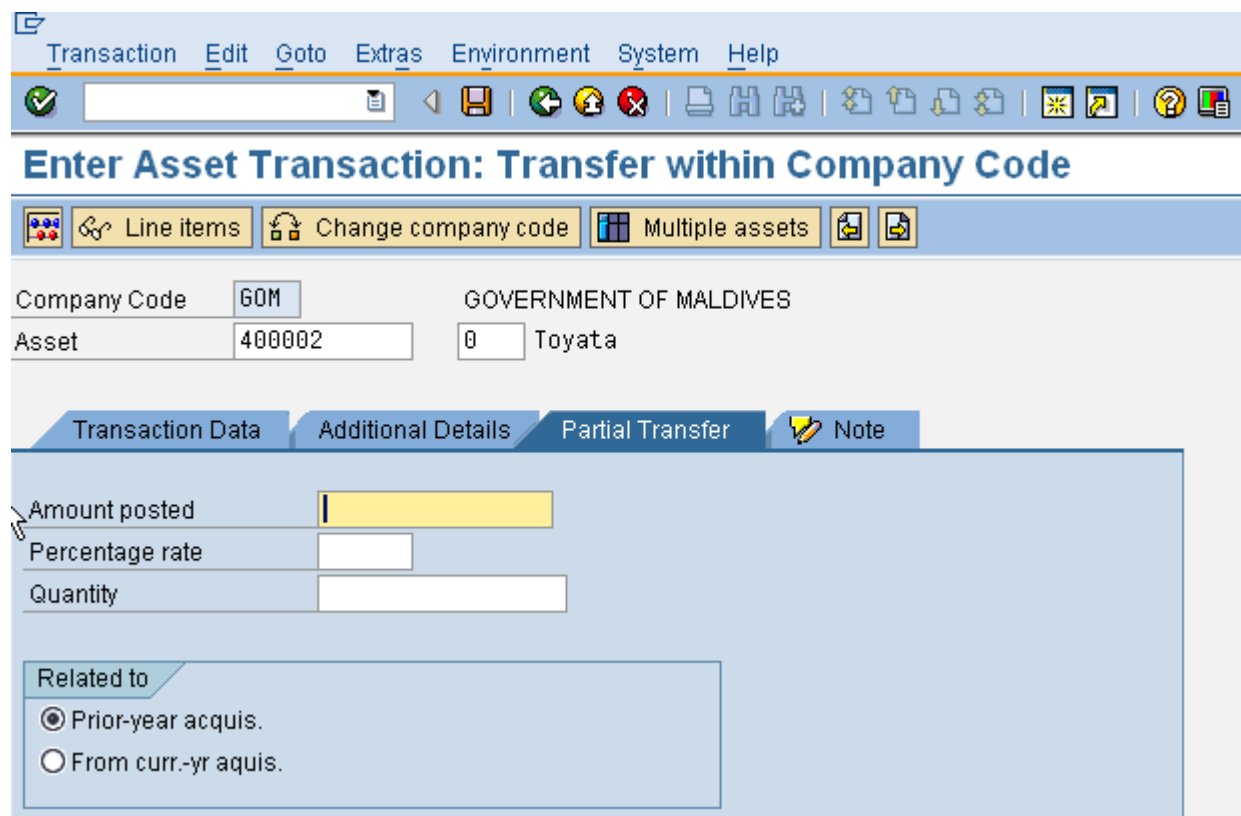
Allocation

SAP Screen Input field	Sample Value	R/O/D	Comments
Period		O	Fiscal period
Document Type		O	Financial document type defaulted to SA
Transfer variant	4	O	To specify the valuation method and transaction type for posting an asset transfer. Use default value '4' Transfer within a company code
Reference		O	Field allocated to any extra numeric or name identifiers. Can be used to contain external document reference numbers. This is helpful as an additional document search criterion, and can be used in correspondence printing. This will be transferred to the reference field of accounting document.
Assignment		O	The assignment number is an additional information reference field in the line item. This will be transferred to the assignment field of

			accounting document.
--	--	--	----------------------

Click Partial transfer to advance to the next screen if needed

3. Enter Asset Transaction: Transfer with Company Code – Partial Transfer



Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets


Company Code: 60M GOVERNMENT OF MALDIVES
 Asset: 400002 0 Toyota

Transaction Data Additional Details **Partial Transfer** Note

Amount posted
 Percentage rate
 Quantity

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

SAP Screen Input field	Sample Value	R/O/D	Comments
Amount posted		O	Amount for partial asset being transferred.
Percentage rate		O	Percentage value of the asset being transferred
Quantity		O	Quantity value of the asset being transferred
Prior-yr acquis		C	Indicator: Transaction relates to prior-yr acquisition
From current yr acq		C	Indicator: Transaction relates to curr.-yr acquisition

Click  icon to simulate.

4. Enter Asset Transaction: Transfer with Company Code

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: 02/20/2008 Document Type: AA Company Code: GOM
 Posting Date: 02/20/2008 Period: 02 Fiscal Year: 2008

Line items

Ite...	PK	BusA	G/L Account	Short Text	Σ	Amount	Crcy
1	75	2000	42401	000000400002 0000		5,000.00	MVR
2	70	2000	42708	000000700000 0000		5,000.00	MVR
						0.00	MVR

Click  icon to post the transaction.

1.2.6 Reverse Asset Document

Menu Path : Accounting → Financial Accounting → Fixed Asset → Posting → Reverse Document → AB08 - Other Asset Document

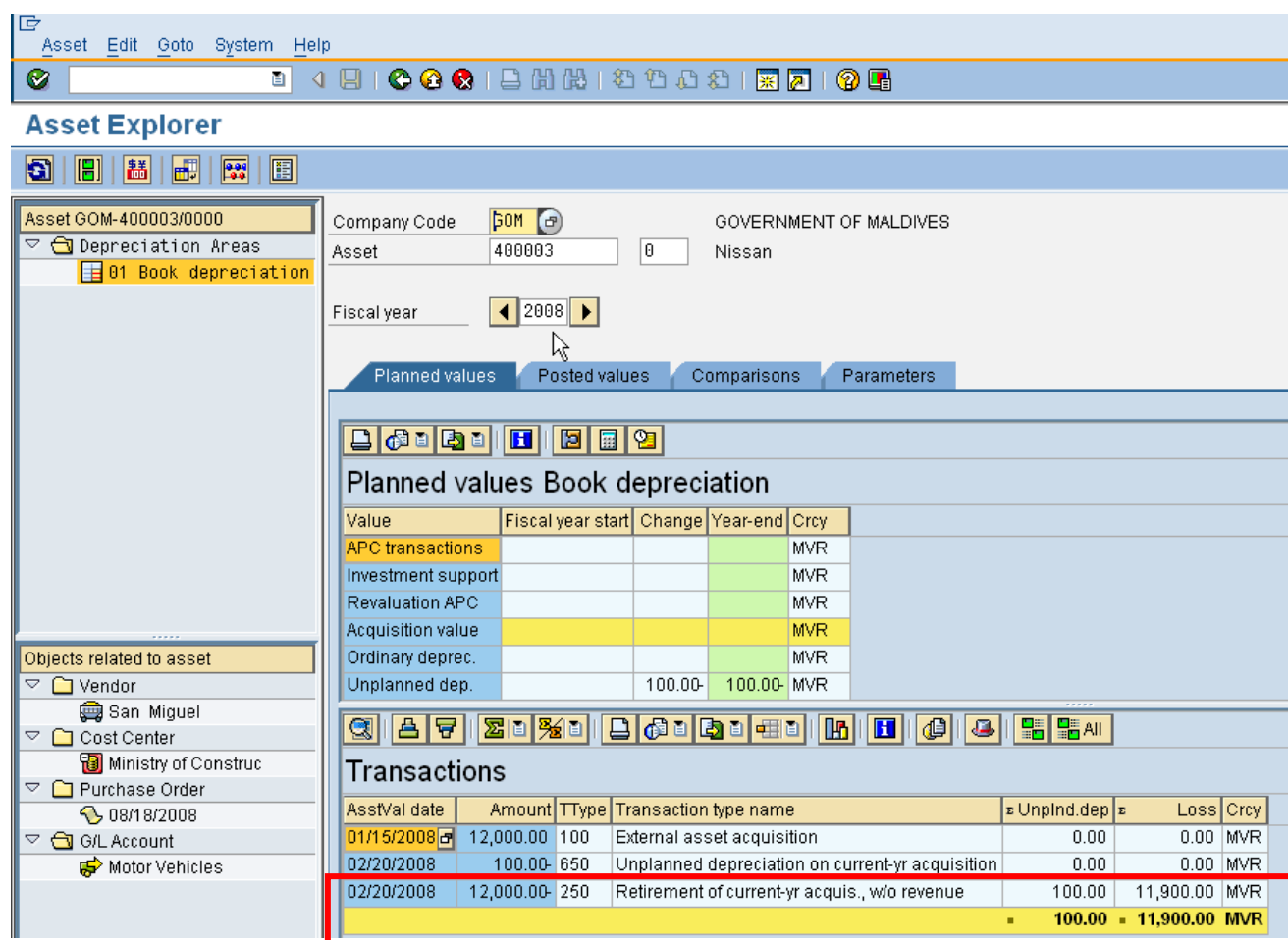
Transaction Code : AB08

Trigger:

Business Process Procedure Overview	
Posted Asset transaction can be reversed.	

Procedural Steps

1. Display Asset Explorer on Asset transaction – Before reversal



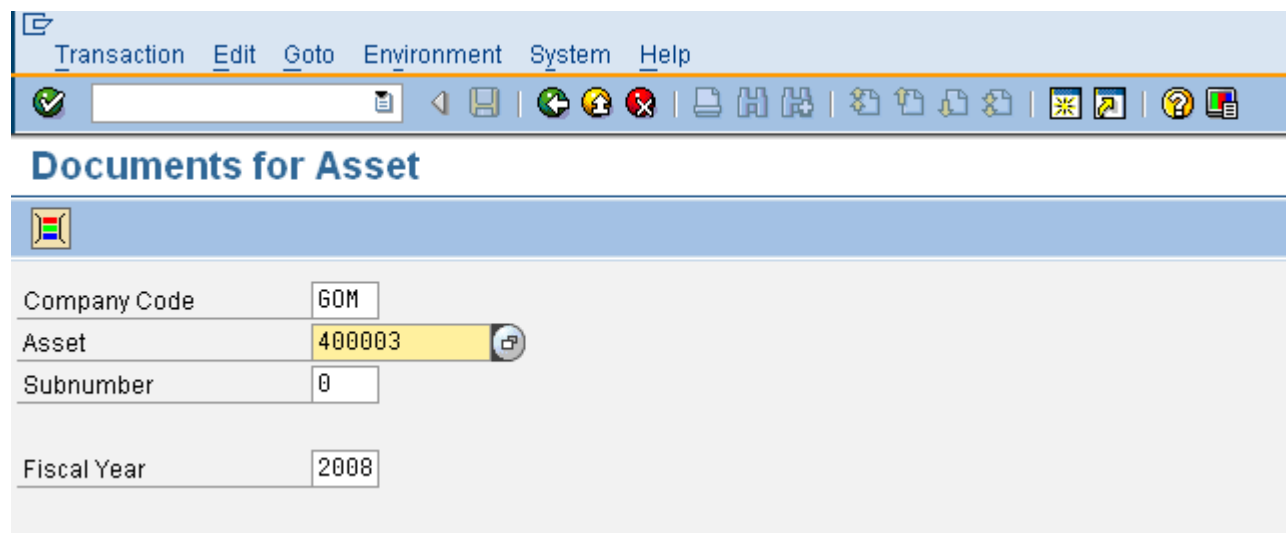
The screenshot displays the SAP Asset Explorer interface. The left sidebar shows the asset hierarchy: Asset GOM-400003/0000, Depreciation Areas, 01 Book depreciation, and Objects related to asset (Vendor: San Miguel, Cost Center: Ministry of Construc, Purchase Order: 08/18/2008, G/L Account: Motor Vehicles).

The main area shows the asset details for Company Code GOM (GOVERNMENT OF MALDIVES), Asset 400003 (Nissan), and Fiscal year 2008. The 'Planned values Book depreciation' table is visible, showing values for APC transactions, Investment support, Revaluation APC, Acquisition value, Ordinary deprec., and Unplanned dep. (100.00).

The 'Transactions' table is highlighted with a red box, showing the following data:

AsstVal date	Amount	TType	Transaction type name	Unplnd.dep	Loss	Crcy
01/15/2008	12,000.00	100	External asset acquisition	0.00	0.00	MVR
02/20/2008	100.00	650	Unplanned depreciation on current-yr acquisition	0.00	0.00	MVR
02/20/2008	12,000.00	250	Retirement of current-yr acquis., w/o revenue	100.00	11,900.00	MVR
				100.00	11,900.00	MVR

2. Document for Asset



Transaction Edit Goto Environment System Help

Documents for Asset

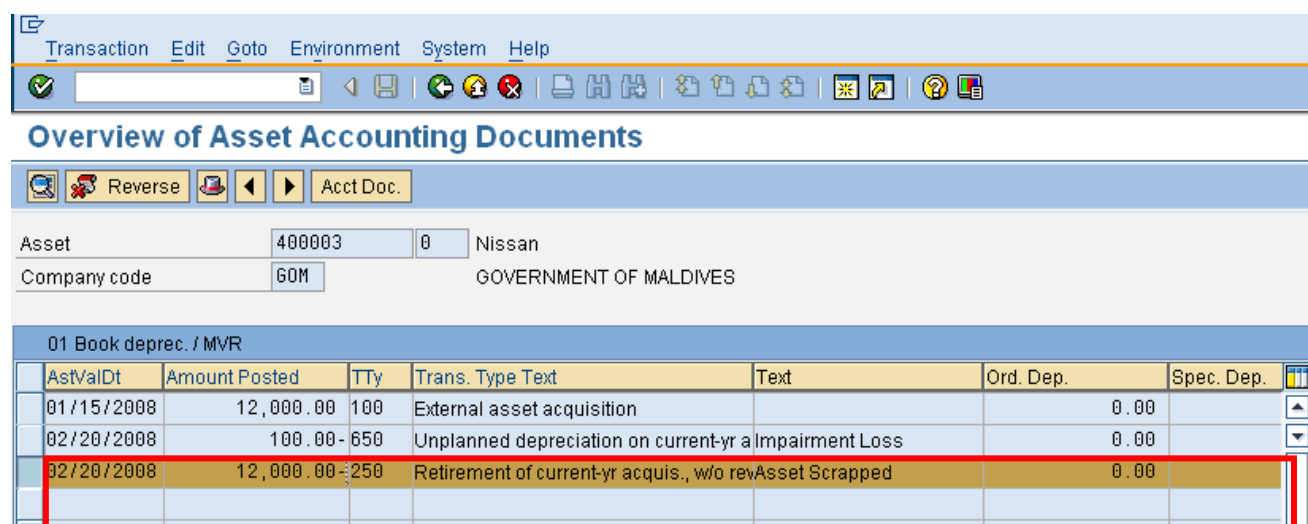
Company Code 60M

Asset 400003

Subnumber 0

Fiscal Year 2008

2. Overview of Asset Accounting Documents



Transaction Edit Goto Environment System Help

Overview of Asset Accounting Documents

Reverse Acct Doc.

Asset 400003 0 Nissan

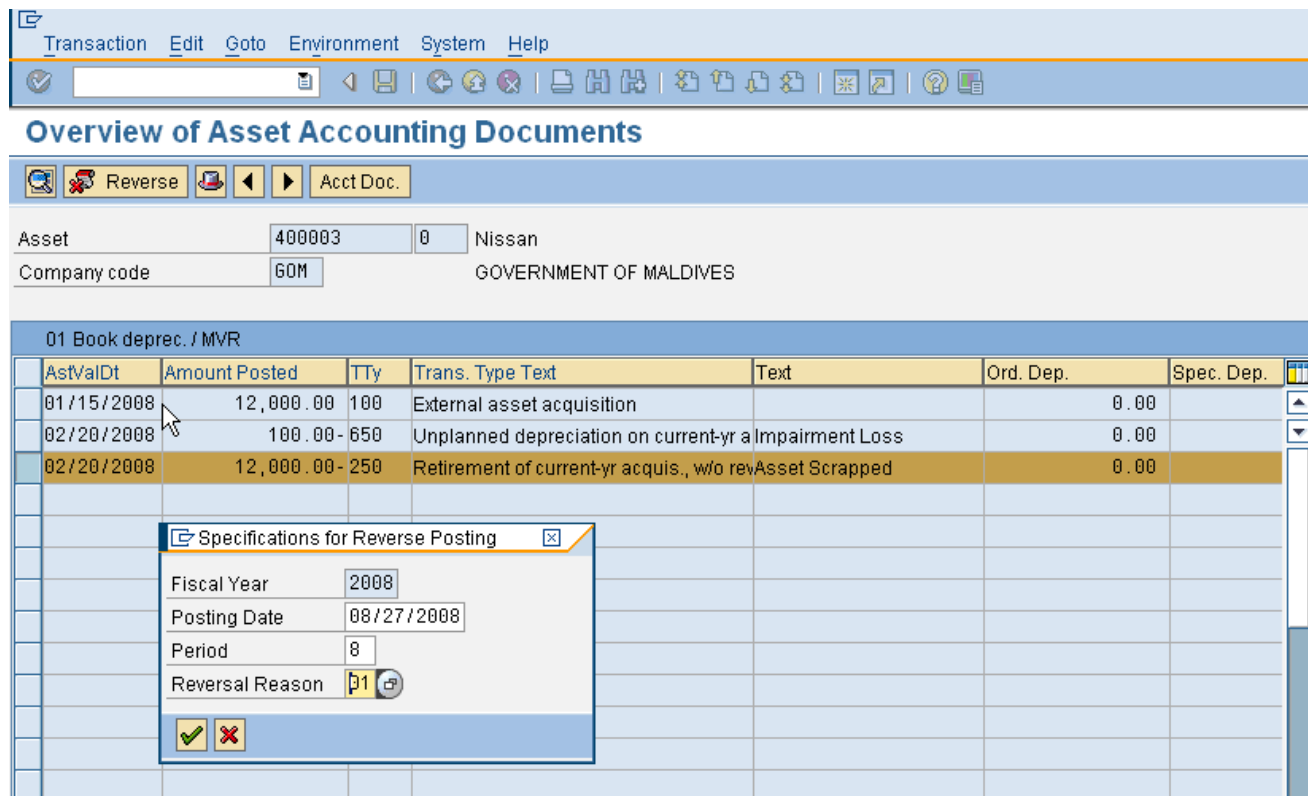
Company code 60M GOVERNMENT OF MALDIVES

01 Book deprec. / MVR

AstValDt	Amount Posted	TTY	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
01/15/2008	12,000.00	100	External asset acquisition		0.00	
02/20/2008	100.00	650	Unplanned depreciation on current-yr a Impairment Loss		0.00	
02/20/2008	12,000.00	250	Retirement of current-yr acquis., w/o revAsset Scrapped		0.00	

Select the asset transaction which need to be reversed. Click  button to reverse.

3. Overview of Asset Accounting Documents



The screenshot shows the SAP Asset Accounting Overview screen. At the top, there is a menu bar with 'Transaction', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Overview of Asset Accounting Documents'. Below the title, there are buttons for 'Reverse' and 'Acct Doc.'. The screen displays the following information:

Asset: 400003 0 Nissan
 Company code: 60M GOVERNMENT OF MALDIVES

01 Book deprec. / MVR

AstValDt	Amount Posted	TTy	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
01/15/2008	12,000.00	100	External asset acquisition		0.00	
02/20/2008	100.00	650	Unplanned depreciation on current-yr a	Impairment Loss	0.00	
02/20/2008	12,000.00	250	Retirement of current-yr acquis., w/o rev	Asset Scrapped	0.00	

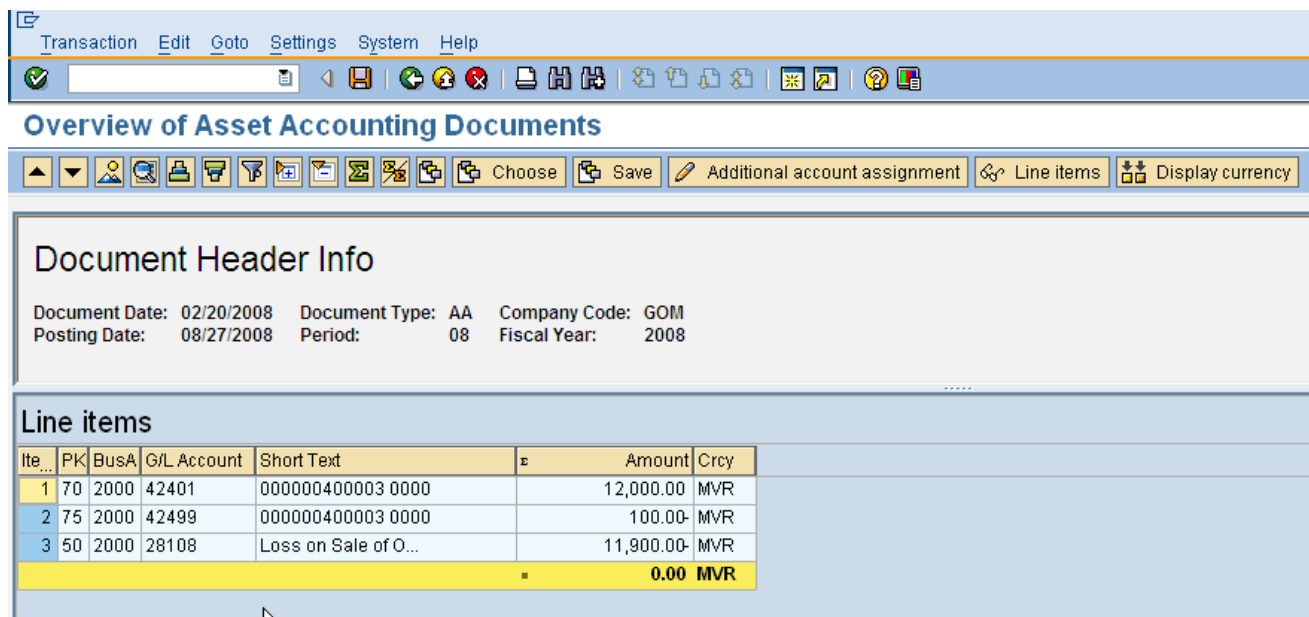
A dialog box titled 'Specifications for Reverse Posting' is open over the table. It contains the following fields:

Fiscal Year: 2008
 Posting Date: 08/27/2008
 Period: 8
 Reversal Reason: 01

At the bottom of the dialog box, there are two buttons: a green checkmark and a red X.

SAP Screen Input field	Sample Value	R/O/D	Comments
Posting Date	08/27/2008	R	System will default the current system date. Change the posting date if necessary.
Period	8	R	The period will follow the posting date.
Reversal reason	01	R	Enter the reversal reason.

4. Overview of Asset Accounting Documents





The screenshot shows the SAP Asset Accounting Document Overview 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 is 'Overview of Asset Accounting Documents'. Below this is another toolbar with icons for navigation and actions, including 'Choose', 'Save', 'Additional account assignment', 'Line items', and 'Display currency'. The 'Document Header Info' section displays the following data:

Document Date:	02/20/2008	Document Type:	AA	Company Code:	GOM
Posting Date:	08/27/2008	Period:	08	Fiscal Year:	2008

The 'Line items' section contains a table with the following data:

It...	PK	BusA	G/L Account	Short Text	Σ	Amount	Crcy
1	70	2000	42401	000000400003 0000		12,000.00	MVR
2	75	2000	42499	000000400003 0000		100.00-	MVR
3	50	2000	28108	Loss on Sale of O...		11,900.00-	MVR
						0.00	MVR

Click  button to reverse the asset.

 Asset transaction posted with document no. GOM 100000044

4. Display Asset Explore Asset Transaction – After Reversal

Asset Explorer

Asset GOM-400003/0000

Company Code: GOM GOVERNMENT OF MALDIVES

Asset: 400003 0 Nissan

Fiscal year: 2008

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions		12,000.00	12,000.00	MVR
Investment support				MVR
Revaluation APC				MVR
Acquisition value		12,000.00	12,000.00	MVR
Ordinary deprec.				MVR
Unplanned dep.		100.00	100.00	MVR

Transactions

AsstVal date	Amount	TType	Transaction type name	Unplnd.dep	Loss	Crcy
01/15/2008	12,000.00	100	External asset acquisition	0.00	0.00	MVR
02/20/2008	100.00	650	Unplanned depreciation on current-yr acquisition	0.00	0.00	MVR
02/20/2008	12,000.00	250	Retirement of current-yr acquis., w/o revenue	100.00	11,900.00	MVR
02/20/2008	12,000.00	250	Retirement of current-yr acquis., w/o revenue	100.00	11,900.00	MVR
				0.00	0.00	MVR

1.3 Standard SAP Asset Report

1.3.1 Asset Balances

Menu Path : Accounting → Financial Accounting → Fixed Assets → Asset → Information System → Reports on Asset Accounting → Asset Balances → Balance Lists

Transaction Code : → S_ALR_87011963 - ... by Asset Number
→ S_ALR_87011964 - ... by Asset Class
→ S_ALR_87011965 - ... by Business Area
→ S_ALR_87011966 - ... by Cost Center

1.3.2 Asset History Sheet

Menu Path : Accounting → Financial Accounting → Fixed Assets → Asset → Information System → Reports on Asset Accounting → Notes to Financial Statements → International → S_ALR_87011990 - Asset History Sheet

Transaction Code : S_ALR_87011990 - Asset History Sheet

1.3.3 Day to Day Activities

Menu Path : Accounting → Financial Accounting → Fixed Assets → Asset → Information System → Reports on Asset Accounting → Day to Day Activities → International

Transaction Code : → S_ALR_87012048 - Asset transactions
→ S_ALR_87012050 - Asset Acquisitions
→ S_ALR_87012052 - Asset Retirements