

**Subject:** Reminder: Run the Directory of Unposted Assets Report in Preparation for Year-End (Transaction code S\_ALR\_87012056)

**Audience:** Finance Directors, Asset Managers, Asset Custodians, Asset Accountants

As you prepare for year-end closing, the SCEIS Finance Team wants to remind you about an important report all agencies should run as part of this process: the Unposted Assets Report (Transaction code S\_ALR\_87012056). The results of this report are useful in clearing up any assets that have not had a value posted to them.

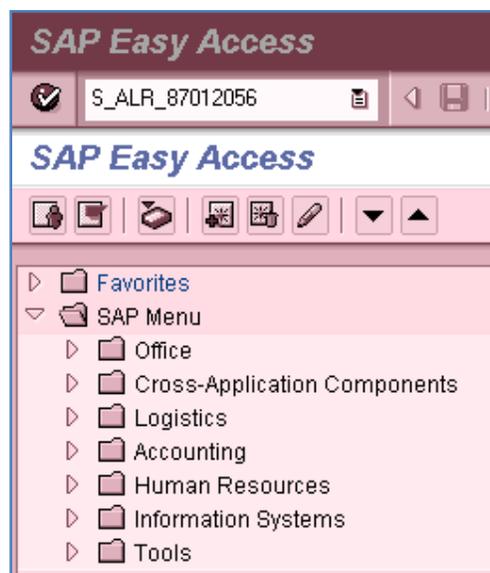
This report displays a fixed asset directory of unposted assets derived from asset shells that have been created but have no associated value(s). Report fields include Asset Number, Sub-number, Company Code, "Created On" date, User ID of the individual who created the asset, and the Asset Description.

Instructions and screen shots showing how to run the Unposted Assets Report are included below for your convenience. After following the steps shown below, review each item on the report as follows:

1. Drill into each asset shell to see if a purchase order (PO) is attached to the asset shell.
2. If the shell is not attached to a PO, take the appropriate steps to find out whether the item was delivered to your agency, and how it was delivered.
3. If you determine that your agency has received the asset, perform an ABZON transaction to move the values over to the asset.
4. If the asset was created, but the agency will not be receiving the asset, delete the asset shell.

### **Instructions**

1. Enter transaction code S\_ALR\_87012056.



2. Enter the Selections Criteria and Settings as detailed in the two screen shots below.

**Directory of Unposted Assets**

Company code: SC01

Asset number: [ ] to [ ]

Subnumber: [ ] to [ ]

**Selections**

Asset class: [ ] to [ ]

Business area: [ ] to [ ]

Cost center: [ ] to [ ]

Plant: [ ] to [ ]

Location: [ ] to [ ]

Asset super number: [ ] to [ ]

Worklist: [ ]

**Settings**

Sort Variant: 0007 Co. code / asset class

**Display options**

Display variant: [ ]

Use ALV grid

(1) Use Company code SC01  
(2) Enter Selections criteria to narrow the report.  
(3) Make sure you exclude Asset Class 13000 & 13001  
(4) Settings criteria is set to Sort Variant 0007  
(5) Click the Execute icon to run the report

Multiple Selection for Asset class

Select Single Values | Select Ranges | Exclude Single Values

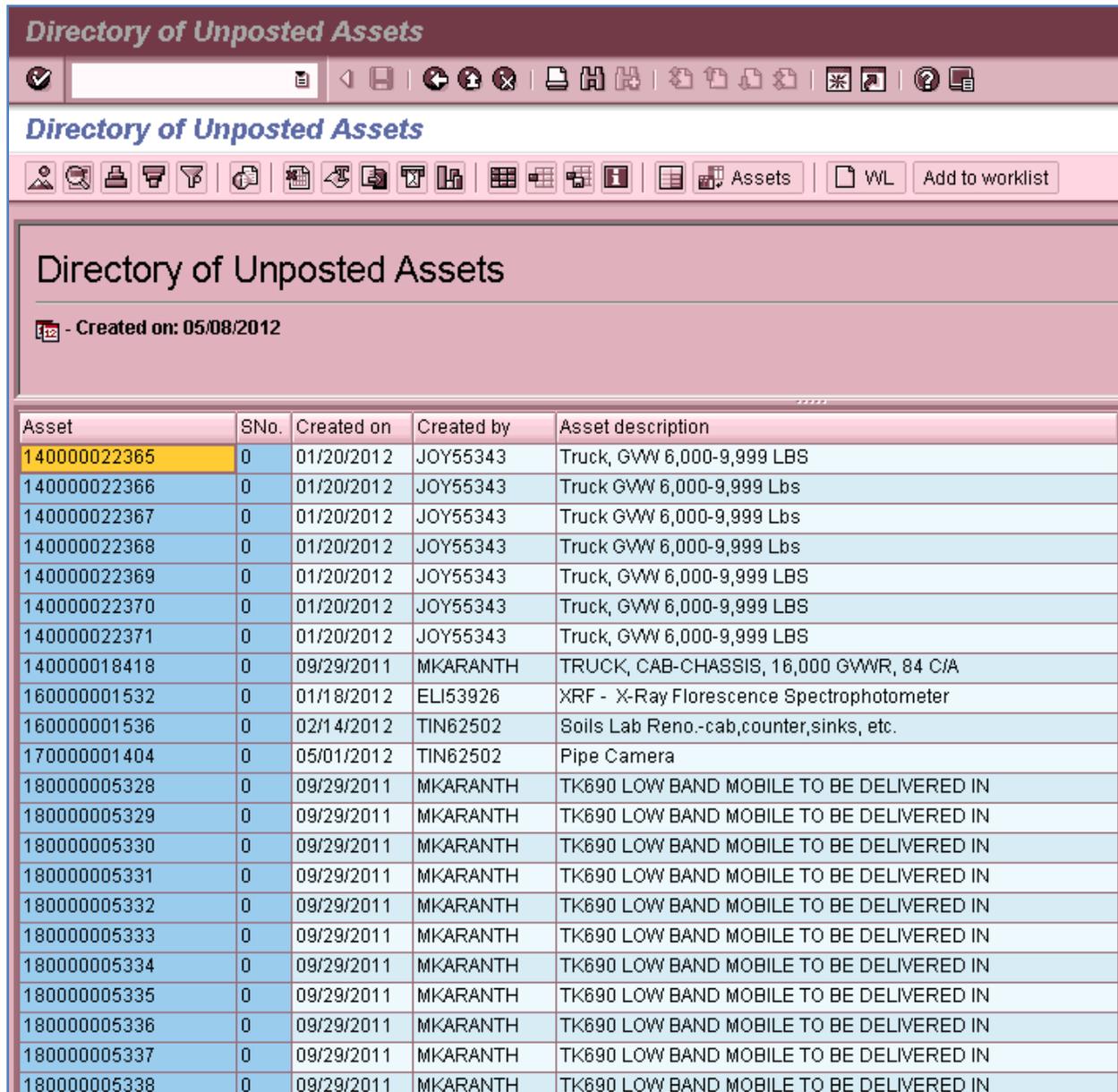
O.. Single v...

13000

13001

Multiple selection..

3. The resulting report will resemble the screen shot below.



Asset	SNo.	Created on	Created by	Asset description
140000022365	0	01/20/2012	JOY55343	Truck, GWW 6,000-9,999 LBS
140000022366	0	01/20/2012	JOY55343	Truck GWW 6,000-9,999 Lbs
140000022367	0	01/20/2012	JOY55343	Truck GWW 6,000-9,999 Lbs
140000022368	0	01/20/2012	JOY55343	Truck GWW 6,000-9,999 Lbs
140000022369	0	01/20/2012	JOY55343	Truck, GWW 6,000-9,999 LBS
140000022370	0	01/20/2012	JOY55343	Truck, GWW 6,000-9,999 LBS
140000022371	0	01/20/2012	JOY55343	Truck, GWW 6,000-9,999 LBS
140000018418	0	09/29/2011	MKARANTH	TRUCK, CAB-CHASSIS, 16,000 GWW, 84 C/A
160000001532	0	01/18/2012	ELI53926	XRF - X-Ray Florescence Spectrophotometer
160000001536	0	02/14/2012	TIN62502	Soils Lab Reno.-cab,counter,sinks, etc.
170000001404	0	05/01/2012	TIN62502	Pipe Camera
180000005328	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005329	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005330	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005331	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005332	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005333	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005334	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005335	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005336	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005337	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN
180000005338	0	09/29/2011	MKARANTH	TK690 LOW BAND MOBILE TO BE DELIVERED IN

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:  
<http://www.sceis.sc.gov/requests/>.