ADVANCED ASSET MANAGEMENT: ISSUES AND ANSWERS
AM305W
Course Learning Objectives

Upon completion of this course, you should be able to:

- Understand how asset transactions post to the General Ledger
- Understand how the Asset Contra account affects the General Ledger
- Understand the use of ABZON
- Understand the use of ABUMN

(continued …)
Upon completion of this course, you should be able to:

- Use the new Transfer Variants Z4 and Z5
- Reverse an asset transaction
- Use ABGL and ABGF
- Identify which assets can be deleted vs. those that must be blocked
Lesson 1: GL Asset Postings
Lesson 2: ZGLA Asset Reports
Lesson 3: ABZON
Lesson 4: ABUMN
Lesson 5: Reversing Asset Documents
Lesson 6: Asset Credit Memo – Current Year Asset
Lesson 7: Asset Credit Memo – Prior Year Asset
Lesson 8: Block vs. Delete
Lesson 9: Reporting

Review and Summary. Approximate course time - 7 hours
LESSON 1: GL ASSET POSTINGS
Lesson 1 Learning Objectives

Upon completion of this lesson, you should be able to:

– Understand Modified vs Full Accrual methods of accounting for assets

– Understand how asset transactions post to the General Ledger
Unlike most Financial General Ledgers, to meet all of the State’s external reporting needs, SCEIS must provide asset information on both the Modified and Full Accrual basis.

This requirement leads to a multi-step asset posting process.
Modified accrual accounting recognizes revenues when they become available and measurable, and recognizes expenditures in the period in which the liabilities are incurred.

This means that assets are expensed in the year of purchase.
Full accrual accounting measures the performance and position of an entity by matching revenues to the expenditures.

Assets with a useful life of greater than one year contribute to the creation of revenues throughout their useful lives and, therefore, are depreciated (or expensed) over their useful lives.
# GL Asset Postings

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000000000</td>
<td>CASH - CR DEPOSIT - STO</td>
<td>9,123,185.22</td>
<td>9,123,185.22</td>
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<tr>
<td>1000040000</td>
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<td>1,194,032.50</td>
</tr>
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<td>105,575.48</td>
<td>105,575.48</td>
</tr>
<tr>
<td>1011300001</td>
<td>WACH_E16_CT_CHK</td>
<td>11,075.38</td>
<td>11,075.38</td>
</tr>
<tr>
<td>1801010000</td>
<td>VEHICLES&amp;TRANS - MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1801016000</td>
<td>DP EQPMT-MA</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1801099000</td>
<td>LOW VALUE ASSETS - (MA)</td>
<td>8,577.19</td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802016000</td>
<td>DP EQPMT-FA</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1802016010</td>
<td>DP EQPMT-CONTRA-FA</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1802099000</td>
<td>LOW VALUE ASSETS - (FA)</td>
<td>8,577.19</td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802099010</td>
<td>LOW VAL ASET-CONT-FA</td>
<td>8,577.19</td>
<td>8,577.19</td>
</tr>
<tr>
<td>1803016000</td>
<td>ACC DEP-DP EQPMT</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1803099000</td>
<td>ACC DEP-LOW VAL ASET</td>
<td>8,577.19</td>
<td>8,577.19</td>
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<tr>
<td>* Cash</td>
<td></td>
<td>87,596.49</td>
<td>87,596.49</td>
</tr>
<tr>
<td>** Total Assets</td>
<td></td>
<td>87,596.49</td>
<td>87,596.49</td>
</tr>
<tr>
<td>*** Total Assets</td>
<td></td>
<td>87,596.49</td>
<td>87,596.49</td>
</tr>
</tbody>
</table>

No Postings
Procurement of an asset creates the Modified Accrual asset posting. This posting could occur via an ABZON or a PO related invoice.

Debit 1801XXXXXX
Credit Offset Account
Modified Accrual Posting

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

Company Code: SC01

- Existing asset: 140000023457
- New asset: 

- Description: 
- Asset Class: 
- Cost Center: 

Transaction data
- Document Date: 10/02/2012
- Posting Date: 10/02/2012
- Asset value date: 10/02/2012
- Amount posted: 10000.00 USD
- Quantity: 1 EA
- Text: Test 1
Modified Accrual Posting

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

<table>
<thead>
<tr>
<th>Company Code</th>
<th>SC01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing asset</td>
<td>140000023457</td>
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<tr>
<td>New asset</td>
<td></td>
</tr>
<tr>
<td>Description</td>
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<td>Asset Class</td>
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<td>Cost Center</td>
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<tr>
<td>Transaction data</td>
<td>Additional details</td>
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<tr>
<td>Posting Period</td>
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<tr>
<td>Document Type</td>
<td></td>
</tr>
<tr>
<td>Offsetting acct no.</td>
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<td>Special specif. for document</td>
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<tr>
<td>Transaction Type</td>
<td>ZDO</td>
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<td>Trading Partner</td>
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### Modified Accrual Posting

#### Data Entry View

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<th>Company Code</th>
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<th>2013</th>
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<td>18/02/2012</td>
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<td>Cross-CC no.</td>
<td></td>
<td>Texts exist</td>
<td>Yes</td>
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<td>Currency</td>
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<td>Ledger Group</td>
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<td></td>
<td></td>
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</table>

#### Asset posted via ABZON

![Asset posted via ABZON](image)

<table>
<thead>
<tr>
<th>Co...</th>
<th>Itm</th>
<th>PK...</th>
<th>Account</th>
<th>Cnmt Item</th>
<th>ExxRev A/c</th>
<th>Description</th>
<th>Σ</th>
<th>Amount</th>
<th>BusA</th>
<th>Fund</th>
<th>Partner Fund</th>
<th>Grant</th>
<th>Cost Center</th>
<th>Functional Area</th>
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<td>1801010000</td>
<td>140000023457000</td>
<td>10,000.00</td>
<td>C050</td>
<td>30350000</td>
<td>NOT RELEVA...</td>
<td>C050A00010</td>
<td>C050_0000</td>
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<td>2</td>
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<td>4310080000</td>
<td>Non-Cash Asset Donat</td>
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<td>C050</td>
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<td>NOT RELEVA...</td>
<td>C050A00010</td>
<td>C050_0000</td>
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Total: 0.00
## Modified Accrual Posting

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description备用英文</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1011300001</td>
<td>WACH_E16_CT_CHK</td>
<td>11,075.38</td>
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</tr>
<tr>
<td>* Cash</td>
<td></td>
<td>87,596.49</td>
<td>87,596.49</td>
</tr>
<tr>
<td>1801010000</td>
<td>VEHICLES&amp;TRANS-MA</td>
<td></td>
<td>10,000.00</td>
</tr>
<tr>
<td>1801016000</td>
<td>DP EQPMT-MA</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1801099000</td>
<td>LOW VALUE ASSETS - (MA)</td>
<td>8,577.19</td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802016000</td>
<td>DP EQPMT-FA</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1802016010</td>
<td>DP EQPMT-CONTRA-FA</td>
<td>45,185.55</td>
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<tr>
<td>1803016000</td>
<td>ACC DEP-DP EQPMT</td>
<td>45,185.55</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1803099000</td>
<td>ACC DEP-LOW VAL ASET</td>
<td>8,577.19</td>
<td>8,577.19</td>
</tr>
<tr>
<td>* Fixed Assets</td>
<td></td>
<td></td>
<td>10,000.00</td>
</tr>
<tr>
<td>** Total Assets</td>
<td></td>
<td>87,596.49</td>
<td>10,000.00</td>
</tr>
<tr>
<td>*** Total Assets</td>
<td></td>
<td>87,596.49</td>
<td>10,000.00</td>
</tr>
<tr>
<td>2000010000</td>
<td>ACCT PAY&amp;VOUCHER PAY</td>
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<td></td>
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<tr>
<td>2000020000</td>
<td>ACCOUNTS PAYABLE - EMPLOYEES</td>
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<tr>
<td>2000030000</td>
<td>ACCOUNTS PAYABLE - IDT</td>
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</tr>
<tr>
<td>* Accounts Payable</td>
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<tr>
<td>** Total Liabilities</td>
<td></td>
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<tr>
<td>2000010000</td>
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<td>344,653.71</td>
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</table>
ASKBN is a transaction run periodically by the Comptroller General’s Office that creates the Full Accrual asset.

Debit 1802XXXXXXXX
Credit 1802xxxxx10
### Full Accrual Posting

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Adjustments</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1801010000</td>
<td>VEHICLES &amp; TRANSPORTATION - (MA)</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>1801016000</td>
<td>DATA PROCESSING EQUIPMENT - (MA)</td>
<td>45,185.55</td>
<td>10,000.00</td>
<td>45,185.55</td>
</tr>
<tr>
<td>1801099000</td>
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<td>8,577.19</td>
<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802010000</td>
<td>VEHICLES &amp; TRANSPORTATION - (FA)</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
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<td>VEHIC&amp;TRNSP-CONTR-FA</td>
<td></td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>1802016000</td>
<td>DATA PROCESSING EQUIPMENT - (FA)</td>
<td>45,185.55</td>
<td></td>
<td>45,185.55</td>
</tr>
<tr>
<td>1802016010</td>
<td>DP EQPMT-CONTRA-FA</td>
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<td>8,577.19</td>
<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802099010</td>
<td>LOW VALUE ASSETS - CONTRA - (FA)</td>
<td>8,577.19</td>
<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1803016000</td>
<td>ACC DEP-DP EQPMT</td>
<td>45,185.55</td>
<td></td>
<td>45,185.55</td>
</tr>
<tr>
<td>1803099000</td>
<td>ACC DEP-LOW VAL ASET</td>
<td>8,577.19</td>
<td></td>
<td>8,577.19</td>
</tr>
</tbody>
</table>

### Fixed Assets

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Adjustments</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fixed Assets</td>
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<td></td>
<td>10,000.00</td>
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</table>

### Total Assets

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Adjustments</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Assets</td>
<td>124,830.33</td>
<td>17,438.07</td>
<td>142,268.40</td>
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### Total Assets

<table>
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<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Adjustments</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Assets</td>
<td>124,830.33</td>
<td>17,438.07</td>
<td>142,268.40</td>
</tr>
</tbody>
</table>

### Account Pay & Voucher Pay

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>Beginning Balance</th>
<th>Adjustments</th>
<th>Ending Balance</th>
</tr>
</thead>
</table>
AFAB is the depreciation transaction that is run by the Comptroller General’s Office that creates the depreciation postings for both Modified Accrual and Full Accrual.
## Modified Accrual Depreciation

### Display Document: Data Entry View

<table>
<thead>
<tr>
<th>Data Entry View</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Number</strong></td>
<td>1900002713</td>
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<tr>
<td><strong>Company Code</strong></td>
<td>SC01</td>
</tr>
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<td><strong>Fiscal Year</strong></td>
<td>2013</td>
</tr>
<tr>
<td><strong>Document Date</strong></td>
<td>10/31/2012</td>
</tr>
<tr>
<td><strong>Posting Date</strong></td>
<td>10/31/2012</td>
</tr>
<tr>
<td><strong>Reference</strong></td>
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</tr>
<tr>
<td><strong>Cross-CC no.</strong></td>
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</tr>
<tr>
<td><strong>Currency</strong></td>
<td>USD</td>
</tr>
<tr>
<td><strong>Texts exist</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ledger Group</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Co... Item PK Account Cmmt Item Ex/Rev A/c Description | Amount | Bu... Fund | Partner Fund
---|---|---|---|
SC01 | 40 | 5060110000 | 5060110000 | DE-VHCL & TRAN (MA) | 10,000.00 | C050 | 30350000
SC01 | 57 | 3002010000 | 3002010000 | FB-ACC DEP-VEHICL | 10,000.00- | C050 | 30350000
---|---|---|---|
0.00 |  |  |  |
## Depreciation Postings

### Selected Accounts Variation Report

**Bus Area:** C050  
**Fund:** 30350000  
**Grant:** *  
**Cost Ctr:** *  
**Funded Program:** *  
**Account Group Selected:** 1803010000, 3002010000, 50601100

<table>
<thead>
<tr>
<th>GL Account</th>
<th>YTD Beg Bal</th>
<th>MTD Activity</th>
<th>YTD End Bal</th>
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</thead>
<tbody>
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<td>1803010000 ACC DEP-VEHICLES</td>
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<td>166.67-</td>
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<td>GL Account</td>
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<td>YTD End Bal</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1801010000 VEHICLES &amp; TRANSPORTATION - (MA)</td>
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<td>10,000.00</td>
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<tr>
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<td>45,185.55</td>
<td></td>
<td>45,185.55</td>
</tr>
<tr>
<td>1801099000 LOW VALUE ASSETS - (MA)</td>
<td></td>
<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802010000 VEHICLES &amp; TRANSPORTATION - (FA)</td>
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<td>10,000.00</td>
<td>10,000.00</td>
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<td>10,000.00-</td>
</tr>
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<td></td>
<td>45,185.55</td>
</tr>
<tr>
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<td></td>
<td>45,185.55-</td>
</tr>
<tr>
<td>1802099000 LOW VALUE ASSETS - (FA)</td>
<td>8,577.19</td>
<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802099010 LOW VALUE ASSETS - CONTRA - (FA)</td>
<td>8,577.19-</td>
<td></td>
<td>8,577.19-</td>
</tr>
<tr>
<td>1803010000 ACC DEP-VEHICLES</td>
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<td>166.67-</td>
<td>166.67-</td>
</tr>
<tr>
<td>1803016000 ACC DEP-DP EQPMT</td>
<td>45,185.55-</td>
<td></td>
<td>45,185.55-</td>
</tr>
<tr>
<td>1803099000 ACC DEP-LOW VAL ASET</td>
<td>8,577.19-</td>
<td></td>
<td>8,577.19-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>9,833.33</td>
<td>9,833.33</td>
</tr>
</tbody>
</table>
At the time of processing the ABAVN transaction, an entry is created that records the retirement of the Modified Accrual asset with an offset to Fund Balance.
### Modified Accrual Retirement

#### Data Entry View

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Company Code</th>
<th>Fiscal Year</th>
<th>Document Date</th>
<th>Posting Date</th>
<th>Period</th>
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</thead>
<tbody>
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<td>SC01</td>
<td>2013</td>
<td>10/16/2012</td>
<td>10/16/2012</td>
<td>4</td>
</tr>
</tbody>
</table>

#### Table

<table>
<thead>
<tr>
<th>Co...</th>
<th>Itm</th>
<th>Clrng doc.</th>
<th>PK...</th>
<th>Account</th>
<th>Cmmt Item</th>
<th>Ex/Rev A/c</th>
<th>Description</th>
<th>E</th>
<th>Amount</th>
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Total: 0.00
## Modified Accrual Retirement

<table>
<thead>
<tr>
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<th>YTD End Bal</th>
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<tbody>
<tr>
<td>1801010000 VEHICLES &amp; TRANSPORTATION - (MA)</td>
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<tr>
<td>1801099000 LOW VALUE ASSETS - (MA)</td>
<td>8,577.19</td>
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<td>8,577.19</td>
</tr>
<tr>
<td>1802010000 VEHICLES &amp; TRANSPORTATION - (FA)</td>
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<tr>
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<td>45,185.55</td>
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<tr>
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<tr>
<td>1802099000 LOW VALUE ASSETS - (FA)</td>
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<td></td>
<td>8,577.19</td>
</tr>
<tr>
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<td></td>
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<tr>
<td>1803010000 ACC DEP-VEHICLES</td>
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<tr>
<td>1803016000 ACC DEP-DP EQPMT</td>
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<td></td>
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<tr>
<td>1803099000 ACC DEP-LOW VAL ASET</td>
<td>8,577.19</td>
<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>3,841.33</td>
<td>3,841.33</td>
</tr>
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</table>
The retirement of Full Accrual asset occurs when ASKBN is processed. The transaction varies depending upon the Book Value being retired.

If the asset has a Book Value remaining, there will be a loss recorded on retirement.
### Full Accrual Retirement

**Fully Depreciated Asset**

<table>
<thead>
<tr>
<th>Co...</th>
<th>Itm</th>
<th>Clng doc.</th>
<th>PK</th>
<th>Account</th>
<th>Cmmt Item</th>
<th>Ex/Rev A/c</th>
<th>Description</th>
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<th>Amount</th>
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<th>Fund</th>
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0.00
# Full Accrual Retirement

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<td>5,992.00</td>
<td>39,193.55</td>
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<tr>
<td>1801099000 LOW VALUE ASSETS - (MA)</td>
<td>8,577.19</td>
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<td>8,577.19</td>
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<tr>
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<td>10,000.00</td>
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<tr>
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<tr>
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<td>5,992.00</td>
<td>39,193.55</td>
</tr>
<tr>
<td>1802016010 DP EQPMT-CONTRA-FA</td>
<td>45,185.55</td>
<td></td>
<td>45,185.55</td>
</tr>
<tr>
<td>1802099000 LOW VALUE ASSETS - (FA)</td>
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<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1802099010 LOW VALUE ASSETS - CONTRA - (FA)</td>
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<td></td>
<td>8,577.19</td>
</tr>
<tr>
<td>1803010000 ACC DEP-VEHICLES</td>
<td></td>
<td>166.67</td>
<td>166.67</td>
</tr>
<tr>
<td>1803016000 ACC DEP-DP EQPMT</td>
<td>45,185.55</td>
<td>5,992.00</td>
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<tr>
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### Full Accrual Retirement

### Partially Depreciated Asset

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<th>PK</th>
<th>Account</th>
<th>Cmmt Item</th>
<th>Ex/Rev A/c</th>
<th>Description</th>
<th>Amount</th>
<th>Bu...</th>
<th>Fund</th>
<th>P:</th>
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**Total Amount:** 0.00
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<tr>
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<table>
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<table>
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<tr>
<th>Transactions</th>
<th>Description</th>
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<tbody>
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<td>Depreciation Modified Accrual</td>
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<tr>
<td>(3) 166.67</td>
<td>(YE) 166.67</td>
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</table>

1. Establish Asset (using ABZON process) - establishes Modified Accrual asset
2. ASKBN - establishes Full Accrual Asset
3. AFAB - calculates both Modified and Full Accrual Depreciation
4. Retire Asset (ABAWN)
(YE) Closing Entries
Lesson 1 Summary

You should now be able to:

- Understand Modified vs Full accrual methods of accounting for assets
- Understand how asset transactions post to the General Ledger
LESSON 2: ZGLA ASSET REPORTS
Lesson 2 Learning Objectives

Upon completion of this lesson, you should be able to:

– Understand how the Asset Contra account affects the General Ledger

– Run a ZGLA report using Modified or Full Accrual Variants
# ZGLA Asset Reports

## Negative Total Assets

<table>
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<th>MTD Activity</th>
<th>YTD End Bal</th>
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<td></td>
</tr>
<tr>
<td>1801099000 LOW VALUE ASSETS - (MA)</td>
<td>135,370.32</td>
<td></td>
<td>135,370.32</td>
</tr>
<tr>
<td>1801099010 LOW VALUE ASSETS - CONTRA - (MA)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1802016000 DATA PROCESSING EQUIPMENT - (FA)</td>
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<td>5,605.82</td>
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<td>5,605.82</td>
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<td>5,605.82</td>
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<tr>
<td>1802024000 TELEPHONE EQUIPMENT - (FA)</td>
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<td></td>
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<tr>
<td>1802024010 TELEPHONE EQ-CONT-FA</td>
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<tr>
<td>1802099000 LOW VALUE ASSETS - (FA)</td>
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<td>1803024000 ACC DEP-TELEPHONE</td>
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<td><strong>Total</strong></td>
<td><strong>192,581.74-</strong></td>
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<td><strong>192,581.74-</strong></td>
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</table>
If SCEIS were a Modified Accrual System, the total value of all asset GLs would be the total acquisition value of all remaining assets.

If SCEIS were a Full Accrual System, the total value of all asset GLs would be the total acquisition value of all remaining assets less the accumulated depreciation.

Because SCEIS must accommodate both Full and Modified Accrual, it is not uncommon or wrong that the total value of all asset GLs be negative. In time, the total value of asset GLs for all agencies will be negative.
In SCEIS an asset must be created twice in the General Ledger, once as Modified Accrual as once as Full Accrual. As would be normal accounting, the Modified Accrual asset is created at the time of payment.

To accomplish the Full Accrual posting, the debit to the Full Accrual asset (1802000000) must be offset by a credit. In SCEIS that credit is to an Asset Contra account (1802XXXX10).
The Asset Contra account is a memo account whose only purpose is to serve as the offset to the Full Accrual asset posting.

There are no other entries that post to the Asset Contra account.

As new assets are procured, the Asset Contra’s negative balance grows. It is never reduced.

If all assets (Modified and Full) were retired, the only balance in the asset section of the General Ledger would be the credit balance in the Asset Contra account.
ZGLA Asset Reports

Variants

Click on Get Variant

G/L Account Variation Report: Selection

<table>
<thead>
<tr>
<th>Selection values</th>
<th></th>
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</thead>
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<td>Fiscal Year</td>
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<td>Period</td>
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<table>
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<tr>
<td>Or value(s)</td>
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<td>to</td>
</tr>
<tr>
<td>Business Area</td>
<td></td>
<td>to</td>
</tr>
<tr>
<td>Cost Center</td>
<td></td>
<td>to</td>
</tr>
<tr>
<td>Funded Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or value(s)</td>
<td></td>
<td>to</td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td>to</td>
</tr>
<tr>
<td>Grant</td>
<td></td>
<td>to</td>
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</tbody>
</table>
ZGLA Asset Reports

Variants

Select Modified or Full Accrual

Change report parameters and execute the report.
### Modified Accrual Variant

#### Selected Accounts Variation Report

- **Bus Area:** E280
- **Cost Ctr:** *
- **Account Group Selected:** 1801000000..1801999999,5060999

<table>
<thead>
<tr>
<th>GL Account</th>
<th>YTD Beg Bal</th>
<th>MTD Activity</th>
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<td>183,182.06</td>
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<td>46,107.37</td>
</tr>
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<td><strong>13,530.15</strong></td>
<td><strong>13,530.15</strong></td>
</tr>
</tbody>
</table>
The Modified Accrual variant will have a total balance equal to the value of the assets procured in that fiscal year. This is true because the cash balance that was credited to buy the asset cannot be pulled into the report.

Another factor that may affect the total balance is AUCs.
Totals for Full Accrual should be $0.00
Lesson 2 Summary

You should now be able to:

- Understand how the Asset Contra account affects the General Ledger
- Run a ZGLA report using Modified or Full Accrual Variants
LESSON 3: ABZON
Lesson 3 Learning Objectives

Upon completion of this lesson, you should be able to:

- Understand the use of ABZON for posting asset values with and without budget impact
- Understand how to avoid common errors using ABZON
There are two ways to record an asset in SCEIS:

1. Procurement via a Purchase Order

2. ABZON
External Asset Acquisition  
T-Code ABZON

T-Code ABZON is generally used to accomplish one of three tasks:

- To transfer costs expended from a Non-Asset GL in the current year to an Asset GL and populate an asset shell with the value.
- To record a donated asset.
- To record a found asset or asset that was purchased in a prior year that was not originally created as an asset.
ABZON Initial Screen

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

- Company Code: SC01
- State of South Carolina
- Existing asset: 290000138860, Test Asset
- New asset: Description, Asset Class, Cost Center

Transaction data:
- Document Date: 07/26/2012
- Posting Date: 07/26/2012
- Asset value date: 07/26/2012
- Amount posted: 1000.00 USD
- Quantity: 1 EA
- Text: Test Asset
ABZON Additional Details Tab

Determines GL to Credit

Determines Budget Impact
ABZON - Transfer of Costs
Additional Details Tab

Enter the GL to be credited, the Asset Shell will drive the Debit

No entry required, there will be a budget impact
ABZON - Transfer of Costs
Posted Document

Data Entry View

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<td>Period</td>
</tr>
<tr>
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<th>Cmmt Item</th>
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<th>Description</th>
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</table>

Total: 0.00
ABZON - Transfer of Costs
Posted Document

Image shows a screenshot of a financial report with the following information:

- **Document Date:** 07/26/2012
- **Posting Date:** 07/26/2012
- **Currency:** USD

The screenshot highlights a table with the following columns:

- **Co...**
- **Itm PK...**
- **Account**
- **Cmmt Item**
- **Ex/Rev A/c**
- **Description**
- **E**
- **Amount**

Rows in the table include:

1. **SC01 1 70 1801099000 5203990000**
   - **Description:** 290000138862 0000
   - **Amount:** 1,000.00

2. **SC01 2 50 5030010000 5030010000**
   - **Description:** OFFICE SUPPLIES
   - **Amount:** 1,000.00

A red circle is drawn around this table, and a text box states: "Budgetary Impact transfer of costs."
ABZON Record Donated Asset Additional Details Tab

<table>
<thead>
<tr>
<th>Special specif. for document</th>
<th>Additional details</th>
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</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>Document Type</td>
<td></td>
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<tr>
<td>Offsetting acct no.</td>
<td>4310080000</td>
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</tbody>
</table>

<table>
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<tr>
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<th>Additional info on document</th>
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</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>Reference</td>
</tr>
<tr>
<td>ZDO</td>
<td>Allocation</td>
</tr>
</tbody>
</table>

- **Non-Cash Asset Donations GL**
  Use 4310081000 if 10020000

- **ZDO** - will not impact budget
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<tr>
<th>Co..</th>
<th>Item</th>
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<th>Account</th>
<th>Cmmt Item</th>
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<td></td>
</tr>
</tbody>
</table>

| Total | 0.00 |

ABZON Record Donated Asset Posted Document
ABZON Record Donated Asset Posted Document

No 5* Commitment Item Therefore no budget impact
ABZON Record Found Asset
Additional Details Tab

- Revenue Offset Account
- No Budget Check

- Special specif. for document
  - Posting Period
  - Document Type
  - Offsetting acct no.: 4310080000

- Special specif. for transaction
  - Transaction Type: ZDO
  - Trading Partner

- Additional info on document
  - Reference
  - Allocation
ABZON Record Found Asset Posted Document

### Display Document: Data Entry View

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#### Data Entry View

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#### Document Details

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**Total**: 0.00
ABZON Record Found Asset Posted Document

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<td>1,000.00-</td>
<td>C050</td>
<td>30</td>
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</table>

No Budget Impact
ABZON documents do not post in STARS.

A transfer of costs from one Expenditure GL to another has no net impact to 512001; therefore, STARS and SCEIS stay in balance.

Neither a Donated Asset nor a Found Asset has a budget impact in SCEIS and therefore STARS and SCEIS stay in balance.
Common ABZON errors:

- The user does not enter an Offsetting GL that is an Expenditure GL when processing a cost transfer.
- The user does not enter ZDO or the Offsetting Revenue account when processing a Donated Asset or a Found Asset.
- The user enters an Offsetting GL for an expense that was paid in a prior year.
- The user is trying to add a found or donated asset that contains a grant.
With no offsetting GL, the Default is to an Asset Contra GL, creating a one sided budget entry and therefore a recon item with STARS, more importantly.
ABZON Reconciliation Error
No ZDO on Donated or Found

Without ZDO the 1801 GL derives an Expenditure GL, creating a one sided entry and causing a reconciling item with STARS.
Lesson 3 Summary

You should now be able to:

– Understand the use of ABZON for posting asset values with and without budget impact

– Understand how to avoid common errors using ABZON
LESSON 4: ABUMN
Lesson 4 Learning Objectives

Upon completion of this lesson, you should be able to:

- Understand the use of ABUMN and SCEIS standard functionality
- Understand Cash and Budget postings related to ABUMN
- Use the new Transfer Variants Z4 and Z5
Asset Transfer within Company Code T-Code ABUMN

T-Code ABUMN is generally used to accomplish one of three tasks:

– To move assets from one agency to another
– To change the asset class of an asset
– To change the cost information on the Time Dependent Tab
Transfer of Current Year Asset – assumption is that there **should** be a cash and expenditure impact.

Transfer of Prior Year Asset – assumption is that there **should not** be a cash and expenditure impact.
If an asset is transferred in the month of acquisition, there WILL be a cash AND budget impact.

If an asset is transferred in a subsequent month but in the current year, there WILL be a budgetary impact but NOT a cash impact.

If an asset is transferred in a subsequent year, there WILL NOT be a cash or budgetary impact.
If a current year asset is transferred in the month of acquisition, the system will balance the asset entry against Cash.

Dr Asset
Cr Cash
Transfer of Current Year Asset in Month of Acquisition

**Display Document: General Ledger View**

**Data Entry View**
- **Document Number**: 1700021057
- **Company Code**: SC01
- **Fiscal Year**: 2012
- **Document Date**: 04/26/2012
- **Posting Date**: 04/26/2012
- **Period**: 10
- **Currency**: USD

**Ledger ZL**
- **Doc.**: 1700021057
- **Fiscal Year**: 2012
- **Period**: 10

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<th>Fund</th>
<th>Partner</th>
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**Total**: 0.00
## Transfer of Current Year Asset in Month of Acquisition

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</table>

**Total:** 0.00
If a current year asset is transferred subsequent to the month of acquisition, the system will balance the asset entry against Fund Balance with no Cash impact.

Dr Asset
Cr Fund Balance
Transfer of Current Year Asset After Month of Acquisition

### Display Document: General Ledger View

#### Data Entry View
- **Document Number**: 700021054
- **Company Code**: SC01
- **Fiscal Year**: 2012
- **Posting Date**: 04/26/2012
- **Currency**: USD

#### Ledger ZL
- **Doc.**: 1700021054
- **Fiscal Year**: 2012
- **Period**: 10

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## Transfer of Current Year Asset After Month of Acquisition

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Transfer of a Prior Year Asset

![Image of Document]

Data Entry View
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- **Company Code**: SC01
- **Fiscal Year**: 2012
- **Document Date**: 08/08/2011
- **Posting Date**: 07/31/2011
- **Reference**: Cross-CC no.
- **Currency**: USD
- **Ledger Group**: 

Ledger ZL
- **Doc.**: 1700017327
- **Fiscal Year**: 2012
- **Period**: 1

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<td>1801010000</td>
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<td>K050</td>
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<tr>
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<td>10010000</td>
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<td>30350000</td>
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Total: 0.00
Transfer of a Prior Year Asset

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<tr>
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<th>PK...</th>
<th>Account</th>
<th>Cmmt Item</th>
<th>Ex/Rev A/c</th>
<th>Description</th>
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<th>BusA</th>
<th>Fund</th>
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<tbody>
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<td>14000002541 0000</td>
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<td>K050</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>000002</td>
<td>70</td>
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<td>3002010000</td>
<td>14000002541 0000</td>
<td>19,525.00</td>
<td>K050</td>
<td>10010000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC01</td>
<td>3</td>
<td>000003</td>
<td>70</td>
<td>1801010000</td>
<td>1801010000</td>
<td>140000018226 0000</td>
<td>19,525.00</td>
<td>D100</td>
<td>30350000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC01</td>
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<td>000004</td>
<td>75</td>
<td>3002010000</td>
<td>3002010000</td>
<td>140000018226 0000</td>
<td>19,525.00-</td>
<td>D100</td>
<td>30350000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC01</td>
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<td>000005</td>
<td>40</td>
<td>1000000000</td>
<td>1801010000</td>
<td>CASH DUE TO/ FROM</td>
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<td>K050</td>
<td>10010000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC01</td>
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<td>000006</td>
<td>50</td>
<td>1000000000</td>
<td>3002010000</td>
<td>CASH DUE TO/ FROM</td>
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<td>K050</td>
<td>10010000</td>
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<td>D100</td>
<td>30350000</td>
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</tr>
<tr>
<td>SC01</td>
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<td>D100</td>
<td>30350000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 0.00
Recent SCEIS Enhancements to ABUMN

- Transfer of prior year assets that *should* have a cash and expenditure impact. (Generally related to a grant)

- Transfer of current year assets when the *intent* is not to have a cash or expenditure impact.
Recent SCEIS Enhancements to ABUMN

Transfer of prior year assets that should have a cash and expenditure impact. (Generally related to a grant)

- Transfer Variant Z4 will transfer a prior year asset with a budget/cash impact.
Recent SCEIS Enhancements to ABUMN
Recent SCEIS Enhancements to ABUMN

Select Transfer Variant Z4
Transfer of current year assets when the **intent** is not to have a cash or expenditure impact.

**Z5** - Transfer Variant Z5 will transfer a current year asset without a budget impact. The cash impact will depend upon the month of acquisition and month of transfer.
Recent SCEIS Enhancements to ABUMN

Transfer variant for intercompany asset transfers (1) 14

<table>
<thead>
<tr>
<th>Vari...</th>
<th>Name</th>
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<tbody>
<tr>
<td>1</td>
<td>Gross method</td>
</tr>
<tr>
<td>2</td>
<td>Net method</td>
</tr>
<tr>
<td>3</td>
<td>Revaluation method</td>
</tr>
<tr>
<td>4</td>
<td>Transfer within a company code</td>
</tr>
<tr>
<td>5</td>
<td>Investment measure settlement</td>
</tr>
<tr>
<td>6</td>
<td>Line item settlement from independent AuC</td>
</tr>
<tr>
<td>7</td>
<td>Gross variant (affiliated company)</td>
</tr>
<tr>
<td>8</td>
<td>Gross variant (non-affiliated company)</td>
</tr>
<tr>
<td>100</td>
<td>Joint Venture historical</td>
</tr>
<tr>
<td>101</td>
<td>Joint Venture current year</td>
</tr>
<tr>
<td>Z1</td>
<td>ABUMN Transfers at Gross values_Remaing Life</td>
</tr>
<tr>
<td>Z2</td>
<td>Trade Ins via ABUMN-at Net Value_Original Life</td>
</tr>
<tr>
<td>Z4</td>
<td>Trans PY asset with Budgt &amp; cash Imoact</td>
</tr>
<tr>
<td>Z5</td>
<td>Trans CY asset without Budgt &amp; cash Imoact</td>
</tr>
</tbody>
</table>
Lesson 4 Summary

You should now be able to:

– Understand the use of ABUMN and SCEIS standard functionality
– Understand Cash and Budget postings related to ABUMN
– Use the new Transfer Variants Z4 and Z5
LESSON 5: REVERSING ASSET DOCUMENTS
Lesson 5 Learning Objectives

Upon completion of this lesson, you should be able to:

– Reverse an asset transaction
Note: You can only reverse an asset document in the current year.

1. Enter Asset Number and hit Enter
AB08 – Reverse an Asset Document

2. Select the line that you would like to reverse
3. Hit the reverse button
4. Enter the date that you are performing the transaction as the posting date along with the corresponding period.

5. Select the reversal reason 01 for the current period / month or 02 for a closed period / prior month.

6. Then Green Check
You should then see this screen. If the information looks correct, then hit Save.

You will receive a document number and the previous transactions will be reversed.
Lesson 5 Summary

You should now be able to:
  – Reverse an asset transaction
LESSON 6: ASSET CREDIT MEMO
- CURRENT YEAR ASSET
Lesson 6 Learning Objectives

Upon completion of this lesson, you should be able to:

- Understand when and how to use T-Code ABGL
T-Code ABGL is generally used to record a reduction in the value of an asset when:

- The vendor reduces the cost of the asset and returns funds.
- When an asset is mistakenly established. The advantage of using ABGL is that there is no gain or loss on disposal.
Credit Memo in Current Year - ABGL

- All information except asset number should default.
- Enter Asset Number
- Make sure Document Date and Posting Date are the same and are the date you are performing the transaction.
Credit Memo in Current Year - ABGL

1. Enter the amount to be removed from the asset
2. Enter asset value date. This should be the date you are doing the transaction.
3. Enter offsetting account number. This should be the account you want the money to go back to, like supplies.
4. Enter a text as to why you are performing this transaction.
5. Then save it.
Credit Memo in Current Year

### Current Year Asset

#### Planned values SCEIS: Full Accrual, Periodic or useful life

<table>
<thead>
<tr>
<th>Value</th>
<th>Fiscal year start</th>
<th>Change</th>
<th>Year-end</th>
<th>CrCy</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC transactions</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Acquisition value</td>
<td>7,000.00</td>
<td>7,000.00</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Ordinary deprec.</td>
<td>1,050.00-</td>
<td>1,050.00-</td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Unplanned dep.</td>
<td></td>
<td></td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Write-up</td>
<td></td>
<td></td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Value adjustment</td>
<td></td>
<td></td>
<td>USD</td>
<td></td>
</tr>
<tr>
<td>Net book value</td>
<td>5,950.00</td>
<td>5,950.00</td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

#### Transactions

<table>
<thead>
<tr>
<th>Asset</th>
<th>SNo.</th>
<th>AsstVal date</th>
<th>Amount</th>
<th>DocumentNo</th>
<th>TType</th>
<th>Transaction type name</th>
</tr>
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<tbody>
<tr>
<td>1400000023610</td>
<td>0</td>
<td>10/17/2012</td>
<td>7,000.00</td>
<td>4747</td>
<td>100</td>
<td>External asset acquisition</td>
</tr>
</tbody>
</table>

- Change: 7,000.00
- Year-end: 7,000.00
- CrCy: USD
Credit Memo in Current Year

ABGL – Initial Screen

Enter Credit Memo in Year of Invoice: Initial Screen

<table>
<thead>
<tr>
<th>Company Code</th>
<th>SC01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>140000023610</td>
</tr>
<tr>
<td>Subnumber</td>
<td>0</td>
</tr>
</tbody>
</table>

- Date specific
  - Document Date: 10/17/2012
  - Posting Date: 10/17/2012
  - Posting Period: 4

- Transact.
  - Transaction Type: 105 Credit memo in invoice year
# Credit Memo in Current Year

## ABGL – Second Screen

**Create Asset Transaction: Credit memo in invoice year**

<table>
<thead>
<tr>
<th>Asset</th>
<th>140000023610</th>
<th>test asset</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>SC01</td>
<td></td>
</tr>
<tr>
<td>G/L Account</td>
<td>18010100000</td>
<td></td>
</tr>
<tr>
<td>Trans. Type</td>
<td>105</td>
<td>Credit memo in invoice year</td>
</tr>
</tbody>
</table>

**Posting data**

- **Amount posted**: 7000.00 USD
- **Asset val. date**: 10/17/2012

**Additional details**

- **Text**: 
- **Document type**: AA
- **Assignment**: 
- **Reference**: 

**Enter Offset Account**: 50300100000 [VEHIC&TRNSP-CONTR...]

---

*This document is provided for educational and illustrative purposes.*
Credit Memo in Current Year

GL Posting

Data Entry View

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Company Code</th>
<th>Fiscal Year</th>
<th>Document Date</th>
<th>Posting Date</th>
<th>Period</th>
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</thead>
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<td>4</td>
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</table>

Reference: Cross-CC no.

Currency: USD

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<tr>
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<th>Clrg doc.</th>
<th>PK...</th>
<th>Account</th>
<th>Cmmt Item</th>
<th>ExRev A/c</th>
<th>Description</th>
<th>Amount</th>
<th>BusA</th>
<th>Fund</th>
<th>Partner Fund</th>
<th>Grant</th>
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<td>5060310000</td>
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<td>P160A000</td>
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<td>SC01</td>
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<td></td>
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<td>5030010000</td>
<td>OFFICE SUPPLIES</td>
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</table>

Total: 0.00
Credit Memo in Current Year

Asset Value Changed

Planned values SCEIS: Full Accrual_Periodic on useful life

Transactions

<table>
<thead>
<tr>
<th>Asset</th>
<th>SNo</th>
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<th>Amount</th>
<th>DocumentNo</th>
<th>TType</th>
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<th>Itm</th>
<th>Ord. dep</th>
<th>Reference Key</th>
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<tr>
<td>140000023610</td>
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<td>10/17/2012</td>
<td>7,000.00</td>
<td>4747</td>
<td>100</td>
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<tr>
<td>140000023610</td>
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<td>10/17/2012</td>
<td>7,000.00</td>
<td>4748</td>
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<td>1,050.00</td>
<td>0000004748SC012013</td>
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</table>
Lesson 6 Summary

You should now be able to:

– Understand when and how to use T-Code ABGL
LESSON 7: ASSET CREDIT MEMO
- PRIOR YEAR ASSET
Lesson 7 Learning Objectives

Upon completion of this lesson, you should be able to:

– Understand when and how to use T-Code ABGF
T-Code ABGF is used to record a reduction in value of a prior year asset after the close of the previous fiscal year.

Examples:

- STO cancels a check disbursed to procure an asset.
- Vendor returns a portion of the purchase price.
Credit Memo in Current Year

- All information except asset number should default.
- Enter Asset Number
- Make sure Document Date and Posting Date are the same and are the date you are performing the transaction.
Credit Memo Year after Invoice

1. Enter the amount to be removed from the asset.
2. Enter asset value date. This should be the date you are doing the transaction.
3. Enter offsetting account number. This should be the account you want the money to go back to, like supplies.
4. Enter a text as to why you are performing this transaction.
5. Then save it.
## Prior Year Asset

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<th>State of South Carolina</th>
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</thead>
<tbody>
<tr>
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<td>HP EliteBook 8560w Mobile Workstation</td>
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<tr>
<td>Fiscal year</td>
<td>2012</td>
<td>2012</td>
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</table>

### Planned values

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<thead>
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<th>Fiscal year start</th>
<th>Change</th>
<th>Year-end bal</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC transactions</td>
<td>3,916.53</td>
<td>3,916.53</td>
<td>USD</td>
</tr>
<tr>
<td>Acquisition value</td>
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<td>3,916.53</td>
<td>USD</td>
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<tr>
<td>Ordinary deprec.</td>
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<td>108.79</td>
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<tr>
<td>Unplanned dep.</td>
<td>USD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>Write-up</td>
<td>USD</td>
<td>USD</td>
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</tr>
<tr>
<td>Value adjustment</td>
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<td>USD</td>
</tr>
<tr>
<td>Net book value</td>
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<td>3,807.74</td>
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</tr>
<tr>
<td>Down payments</td>
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<td>Scrap value</td>
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### Transactions

<table>
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<th>Amount</th>
<th>DocumentNo</th>
<th>TType</th>
<th>Transaction type name</th>
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<th>Ord. dep.</th>
<th>Rec.</th>
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</tr>
</tbody>
</table>
Credit Memo Year after Invoice

ABGF Initial Screen

Credit Memo in Year after Invoice: Initial Screen

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>SC01</td>
</tr>
<tr>
<td>Asset</td>
<td>1500000009104</td>
</tr>
<tr>
<td>Subnumber</td>
<td>0</td>
</tr>
<tr>
<td>Document Date</td>
<td>10/18/2012</td>
</tr>
<tr>
<td>Posting Date</td>
<td>10/18/2012</td>
</tr>
<tr>
<td>Posting Period</td>
<td>4</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>160 Credit memo in following year</td>
</tr>
</tbody>
</table>
Credit Memo Year after Invoice

ABGF Second Screen

Create Asset Transaction: Credit memo in following year

Asset 150000009104 0 HP EliteBook 8560w Mobile Workstation
Company Code SC01
G/L Account 1801016000
Trans. Type 160 Credit memo in following year

Posting data
Amount posted 3916.53 USD
Asset val. date 10/18/2012

Offsetting acct 5030010000 DP EQPMT-CONTRA-MA

Additional details
Text
Document type AA
Assignment
Reference
Credit Memo Year after Invoice

GL Posting

<table>
<thead>
<tr>
<th>Document</th>
<th>Edit</th>
<th>Goto</th>
<th>Extras</th>
<th>Settings</th>
<th>Environment</th>
<th>System</th>
<th>Help</th>
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<tr>
<td></td>
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</table>

Display Document: Data Entry View

<table>
<thead>
<tr>
<th>Data Entry View</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>1700031405</td>
</tr>
<tr>
<td>Company Code</td>
<td>SC01</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>2013</td>
</tr>
<tr>
<td>Document Date</td>
<td>10/18/2012</td>
</tr>
<tr>
<td>Posting Date</td>
<td>10/18/2012</td>
</tr>
<tr>
<td>Reference</td>
<td></td>
</tr>
<tr>
<td>Cross-CC no.</td>
<td></td>
</tr>
<tr>
<td>Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Texts exist</td>
<td></td>
</tr>
<tr>
<td>Ledger Group</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co...</th>
<th>Itm</th>
<th>Clrng doc.</th>
<th>PK...</th>
<th>Account</th>
<th>Cmmt Item</th>
<th>Ex/Rev A/c</th>
<th>Description</th>
<th></th>
<th>Amount</th>
<th>BusA</th>
<th>Fund</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC01</td>
<td>1</td>
<td>75</td>
<td></td>
<td>1801016000</td>
<td>5060316000</td>
<td>150000009104 0000</td>
<td></td>
<td>3,916.53</td>
<td>E280</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SC01</td>
<td>2</td>
<td>40</td>
<td></td>
<td>5030010000</td>
<td>5030010000</td>
<td>OFFICE SUPPLIES</td>
<td></td>
<td>3,916.53</td>
<td>E280</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

0.00 111
Credit Memo Year after Invoice

Asset Value Changed
Lesson 7 Summary

You should now be able to:

- Understand when and how to use T-Code ABGF
LESSON 8: BLOCK VS. DELETE ASSET SHELL
Lesson 8 Learning Objectives

Upon completion of this lesson, you should be able to:

– Identify when an asset can be deleted or must be blocked
– Delete an asset
– Block an asset
To determine if an asset shell can be deleted or blocked, one has to determine the following:

Does the asset shell have a capitalization date? Or has it ever had a capitalization date?

Has the asset shell been attached to a Purchase Order?
If the answer to either question is yes, the asset shell must be blocked.

An asset shell can be deleted when there is **no capitalization date** and it has **not been attached to a Purchase Order**.
Block vs. Delete an Asset Shell

AS03

Check for Capitalization Date
No Capitalization Date on this asset.
Block vs. Delete an Asset Shell

AS03

Check for Capitalization Date
This asset has a Capitalization Date.
To determine if asset has been posted to PO, click Environment, select Purchase Orders from the dropdown box.
Message: No suitable purchasing documents found. This asset has not been assigned to a PO.
If the asset has been assigned to a PO, the PO number will appear here.

<table>
<thead>
<tr>
<th>PO</th>
<th>Type</th>
<th>Vendor</th>
<th>Name</th>
<th>PGp Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4600162814</td>
<td>ZSTD</td>
<td>7000100206 HEWLETT PACKARD COMPANY</td>
<td>350 04/12/2012</td>
<td></td>
</tr>
<tr>
<td>00010</td>
<td></td>
<td>HP Elitebook 8560w/mobile wkstation w/qu 20468</td>
<td>1 EA 3,660.31 USD 1 EA</td>
<td></td>
</tr>
</tbody>
</table>

- **Item**: A E280 0001
- **Asset**: 150000009104 0
- **Contract Release Order**: 5000008963 Item 00060
- **Still to be delivered**: 0 EA 0.00 USD 0.00 %
- **Still to be invoiced**: 0 EA 0.00 USD 0.00 %
If asset has a Capitalization Date or has been posted on a PO, it can only be Blocked. Click “Locked to acquis” to block and Save.
If there is no cap date and no purchase order, then you may delete the asset: click “Physically delete asset” and Save.
Running S-ALR_87012056 Excluding Blocked Assets

Enter the Transaction Code as shown at right.

Click on the icon to choose Asset/Block as shown at right.

The variant created excludes all assets blocked.
Running S-ALR_87012056 Excluding Blocked Assets

Next, you will exclude assets that are in 13000 and 13001 asset class. This range is for assets under construction.
Running S-ALR_87012056 Excluding Blocked Assets

Use the all selection icon 🔄 to filter down further for your agency, then click the 🔽 to execute the report.

<table>
<thead>
<tr>
<th>Company code</th>
<th>SC01</th>
<th>to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subnumber</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selections</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset class</td>
<td>13000</td>
</tr>
<tr>
<td>Business area</td>
<td>f030</td>
</tr>
<tr>
<td>Cost center</td>
<td>f030jb0000</td>
</tr>
</tbody>
</table>
Running S-ALR_87012056 Excluding Blocked Assets

Results:

Directory of Unposted Assets

<table>
<thead>
<tr>
<th>Asset</th>
<th>SNo.</th>
<th>Created on</th>
<th>Created by</th>
<th>Asset description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400000022...</td>
<td>0</td>
<td>02/15/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 FORD POLICE INTERCEPTOR</td>
</tr>
<tr>
<td>1400000022468</td>
<td>0</td>
<td>02/15/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 CHEVROLET IMPALA</td>
</tr>
<tr>
<td>1400000022469</td>
<td>0</td>
<td>02/15/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 FORD POLICE INTERCEPTOR</td>
</tr>
<tr>
<td>1400000022470</td>
<td>0</td>
<td>02/15/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 FORD POLICE INTERCEPTOR</td>
</tr>
<tr>
<td>1400000022474</td>
<td>0</td>
<td>02/16/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 CHEVROLET IMPALA</td>
</tr>
<tr>
<td>1400000022475</td>
<td>0</td>
<td>02/16/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 CHEVROLET IMPALA</td>
</tr>
<tr>
<td>1400000022476</td>
<td>0</td>
<td>02/16/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 CHEVROLET IMPALA</td>
</tr>
<tr>
<td>1400000022477</td>
<td>0</td>
<td>02/16/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 CHEVROLET IMPALA</td>
</tr>
<tr>
<td>1400000022478</td>
<td>0</td>
<td>02/16/2012</td>
<td>ANG12146</td>
<td>CAR, 2012 CHEVROLET IMPALA</td>
</tr>
<tr>
<td>1400000022483</td>
<td>0</td>
<td>02/23/2012</td>
<td>ANG12146</td>
<td>TRUCK, 2012 FORD F-250</td>
</tr>
<tr>
<td>1400000022484</td>
<td>0</td>
<td>02/23/2012</td>
<td>ANG12146</td>
<td>TRUCK, 2012 FORD F-250</td>
</tr>
<tr>
<td>1400000022485</td>
<td>0</td>
<td>02/23/2012</td>
<td>ANG12146</td>
<td>TRUCK, 2012 FORD F-250</td>
</tr>
</tbody>
</table>
Lesson 8 Summary

You should now be able to:

- Identify when an asset can be deleted or must be blocked
- Delete an asset
- Block an asset
LESSON 9: REPORTING
Lesson 9 Learning Objectives

Upon completion of this lesson, you should be able to:

– Run the Asset History Report
– Run the Asset Acquisitions Report
– Run the Asset Retirements Report
This report will detail all Asset history for Company Code SC01 using Depreciation area 01 – Modified Accrual.

NOTE: This is for course demonstration purposes. Running historical reports using broad criteria in Production would be impractical. Also, agencies will only be able to view Assets within their respective Business Areas.
The Asset History shows all Asset activity within the Modified Accrual Depreciation area.

Use the scroll bar to view more of the Asset History Sheet.
Asset History Sheet – S_ALR_87011990

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Business Area</th>
<th>Company Code</th>
<th>Asset Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/2010</td>
<td>Created From WBS (Z.E126.0001.№№№2)</td>
<td>E120</td>
<td>8999200</td>
<td>11000</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9999200.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td>03/31/2009</td>
<td>For CRP (Z.E126.0063.№№№2)</td>
<td></td>
<td>311.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>311.00</td>
<td>USD</td>
</tr>
<tr>
<td>03/31/2009</td>
<td>final asset</td>
<td></td>
<td>1000.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>1000.00</td>
<td>USD</td>
</tr>
<tr>
<td>03/31/2009</td>
<td>Fixed asset for &lt;NAME&gt;</td>
<td></td>
<td>2000.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2000.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td>04/30/2009</td>
<td>Fixed Asset for Shirley Coyner</td>
<td></td>
<td>1000.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>1000.00</td>
<td>USD</td>
</tr>
<tr>
<td>05/31/2009</td>
<td>FIXED ASSET JA6ADISH</td>
<td></td>
<td>50000.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>50000.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
<tr>
<td>06/30/2009</td>
<td>Tagg WBC test scripts</td>
<td></td>
<td>599.00</td>
<td>0.00</td>
<td>USD</td>
</tr>
</tbody>
</table>
(1) Use Company code SC01
(2) Enter Selections criteria, if necessary
(3) Settings criteria is set to Sort Variant 0003 for Company Code, Balance Sheet Account, and Asset Class
(4) A list of all applicable Assets will be generated from the List Assets selection
(5) Click the Execute icon to run the report
Acquisitions Report displays results according to Company Code, Balance Sheet, and Asset Class.

It is possible to double-click (drill-down) on either the Asset or the Document Number to see specific details, if necessary.
(1) Use Company code SC01
(2) Enter Selections criteria, if necessary
(3) Settings criteria is set to Sort Variant 0003 for Company Code, Balance Sheet Account, and Asset Class
(4) A list of all applicable Assets will be generated from the List Assets selection
(5) Click the Execute icon to run the report
Retirements Report displays results according to Company Code, Balance Sheet, and Asset Class.

It is possible to double-click (drill-down) on either the Asset or the Document Number to see specific details, if necessary.
Lesson 9
Summary

You should now be able to:
- Run the Asset History Report
- Run the Asset Acquisitions Report
- Run the Asset Retirements Report
Course Summary

You should now be able to:

- Understand how asset transactions post to the General Ledger
- Understand how the Asset Contra account affects the General Ledger
- Understand the use of ABZON
- Understand the use of ABUMN

(continued …)
You should now be able to:

- Use the new Transfer Variants Z4 and Z5
- Reverse an asset transaction
- Use ABGL and ABGF
- Identify which assets can be deleted vs. those that must be blocked
Please complete the online course evaluation in Blackboard.

Your input will help to shape future enhancements to the SCEIS End User Training Program

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http://www.sceis.sc.gov click on Training
and then click Blackboard