



A variant has been created to assist agencies in reconciling their Asset History reports to the General Ledger (FI). This variant has been set-up for the ZGLA (GL Acc. By Funded Program and Fund). This variant is named ALL FIXEDASSET. To use this variant, first do transaction ZGLA. The screen below will appear.

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Next click on the Find Variant icon. The box below will appear. Type ALL FIXEDASSET in the variant field and make sure the other fields are blank.

🖻 Find Variant	
Variant	ALL FIXEDASSET
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Click on the Execute icon and the following screen will appear. On this screen, please make sure Fiscal Year is 2010 and Period is 13 you will also need to input your Business Area. It is recommended that you leave fund blank so that all funds are selected with balances is the Capital Asset related accounts. Then click on the Execute icon.

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A screen will appear that has totals for all funds for each of the Capital Asset related accounts. Below is an example of the first page that will appear.



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GL Account by Fund	Bus Area: L040 Fund: * Cost Ctr: * Funded Pr	Grant: * ogram: *	Account Group Selected Period: 13, 2010	
🖹 GL Account By Funded Program 💌	GL Account	YTD Beg Bal MTD Activity	YTD End Bal	
Variation: Characteristics	1801010000 VEHICLES&TRANS-MA	17,134.00	17,134.00	
Grant	1801014000 OFFICE EQUIPMENT-MA	837,896.67	837,896.67	4
En Funded Program	1801015000 PHOTOCPY&FAX EQPT-MA	5,353.15	5,353.15	
Variation: Fund	1801016000 DP EQPMT-MA	2,376,069.01	2,376,069.01	
10010000 GENERAL FUND	1801017000 PRINTING EQPT-MA	10,774.65	10,774.65	
50020000 CONSOLIDATED FEE	1801021000 PHOTO/AV EQPMT-MA	5,146.85	5,146.85	
	1801023000 COMMCATION EQPMT-MA	29,334.56	29,334.56	
	1801024000 TELEPHONE EQPMT-MA	1,179,023.69	1,179,023.69	
	1801025000 OTHER EQUIPMENT-MA	108,064.69	108,064.69	
	1801036000 INTAN AETS DEP-MA	150,000.00	150,000.00	
	1801037000 OFFICE FURNITURE-MA	45,767.75	45,767.75	
	1801099000 LOW VALUE ASSETS-MA	1,977,398.47	1,977,398.47	
	1802010000 VEHICLES&TRANS-FA	17,134.00	17,134.00	- 1
	1802010010 VEHIC&TRNSP-CONTR-FA	17,134.00-	17,134.00-	
	1802014000 OFFICE EQUIPMENT-FA	837,896.67	837,896.67	
	1802014010 OFFICE EQ-CONTRA-FA	837,896.67-	837,896.67-	
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If you click on any fund listed under Variation:Fund, the balances for that particular fund will be displayed. The full report will take up several or more screens depending on the number of Asset Classes your agency has assets recorded in. In this regards, it may be useful to export each fund report to Excel for use in reconciliation.

Below is an example of a page from the Asset History report run for 6/30/2010 on the Full Accrual Basis, Sort Variant ZFND and Business Area L040. We will use Vehicles as an example.



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	SC01 L040 50020000 805,930.42 634,743.83- 171,186.59	180201 <mark>4</mark> 000 00015 31,966.25 54,760.52-	000 <mark>SCEIS_Office</mark> 0.00 0.00	<mark>e Equipm</mark> 0.00 0.00	USD 0.00 0.00	0.00 0.00	837,896.67 689,504.35- 148,392.32		
*	SC01 L040 50020000 805,930.42 634,743.83- 171,186.59	1802014000 31,966.25 54,760.52-	0.00 0.00	0.00 0.00	USD 0.00 0.00	0.00 0.00	837,896.67 689,504.35- 148,392.32		
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- 1. The Current APC amount should agree to the corresponding Full Accrual General Ledger Account. In this instance The Current APC (this represents end of year balance for this asset class) is \$17,134.00. See items indicated on the report above and the ZGLA on page 3.
- 2. The Accumulated Depreciation amount should agree to the corresponding Accumulated Depreciation General Ledger Acct. Accumulated Depreciation at 6/30/2010 for Vehicles is equal to \$16,634.00. See amounts indicated on the Asset History Report above and the ZGLA shown below on page 5.
- 3. Agree Current Year Depreciation Expense on Full Accrual basis between the two. In this instance there is not any shown on the Asset History Report, see above, and no DE-Vehicles (FA) appears on the ZGLA shown on page 6.
- 4. Now to reconcile on the Modified Accrual Basis. On the Modified Accrual Basis, capital assets are not reported on the Governmental Fund Balance Sheet. Below on page 7 is an example of the Asset History Report run on the Modified Accrual basis. For the Modified Accrual Basis, we will reconcile Office

INSTRUCTIONS FOR ZGLA FIXED ASSETS VARIANT



Equipment. First, we need to agree the asset balance of \$837,896.67. See General Ledger balance indicated on page 3 and on the Asset History Report on page 7.

- 5. As you can see indicated on the Asset History Report on page 7, Accumulated Depreciation equals the Current Asset value. If this is not the case after final depreciation for the period has been run, it should be investigated.
- 6. The final amount to be reconciled is Depreciation Expense on the Modified Accrual Basis. SAP records the entire amount of a newly acquired asset as Depreciation Expense.

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🗈 GL Account By Funded Program 💌	GL Account	YTD Beg Bal MTD Activity	YTD End Bal
Variation: Characteristics	1802037000 OFFICE FURNITURE-FA	68,269.50	68,269.50
Grant	1802037010 OFFICE FURN-CONTR-FA	68,269.50-	68,269.50-
El Funded Program	1802099000 LOW VALUE ASSETS-FA	1,977,398.47	1,977,398.47
Variation: Fund	1802099010 LOW VAL ASET-CONT-FA	1,977,398.47-	1,977,398.47-
10010000 GENERAL FUND	1803010000 ACC DEP-VEHICLES	16,634.00-	16,634.00-
50020000 CONSOLIDATED FEE	1803014000 ACC DEP-OFF EQPMT	689,504.35-	689,504.35-
	1803015000 ACC DEP-PHOTOCPY	5,353.15-	5,353.15-
	1803016000 ACC DEP-DP EQPMT	1,599,117.97-	1,599,117.97-
	1803017000 ACC DEP-PRINT EQM	10,774.65-	10,774.65-
	1803021000 ACC DEP-PHOT/AV	5,146.85-	5,146.85-
	1803023000 ACC DEP-COMM EQPMT	29,334.56-	29,334.56-
	1803024000 ACC DEP-TELEPHONE	1,084,431.53-	1,084,431.53-
	1803025000 ACC DEP-OTHER EQPMT	83,210.75-	83,210.75-
	1803036000 ACC DEP-INTAN ASST	150,000.00-	150,000.00-
	1803037000 ACC DEP-OFF FURN	68,269.50-	68,269.50-
	1803099000 ACC DEP-LOW VAL ASET	1,979,317.99-	1,979,317.99-
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Variation: Characteristics	3002017000 FB-ACC DEP-PRINT EQT	10,774.65-		10,774.65-				
Grant	3002021000 FB-ACC DEP-PHOT/AV	5,146.85-		5,146.85-				
E Cost Center ▲ E Funded Program ▼	3002023000 FB-ACC DEP-COMM EQPT	29,334.56-		29,334.56-				
Variation: Fund	3002024000 FB-ACC DEP-PHONE EQT 1,179,023.69	1,179,023.69-		1,179,023.69-				
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	3002037000 FB-ACC DEP-OFF FURN	45,767.75-		45,767.75-				
	3002099000 FB-ACC-LOW VAL ASSET	1,979,317.99-		1,979,317.99-				
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	5060116000 DE-DATA PRNG EQ(MA)	69,210.09		69,210.09		Г		
	5060199000 DE-LOW VAL ASET(MA)	39,895.56		39,895.56	←	-		
	5060214000 DE-OFFICE EQUIP(FA)	54,760.52		54,760.52				
	5060216000 DE-DATA PRNG EQ(FA)	237,117.07		237,117.07		_		
	5060224000 DE-TELE EQUIP(FA)	37,532.89		37,532.89		-[
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