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# **Knowledge Transfer Program**

## **ASSET MANAGEMENT**

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End User Training  
Columbia, SC  
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The SC Enterprise Information System is a project of the SC Budget and Control Board, Division of State Information Technology.

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# Agenda

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- ABZON – Post With Clearing
  - ABUMN – Transfer Assets
  - ABAVN – Retire/Scrap Assets
  - Reports

# ABZON – Post With Clearing

- 
- Perform ABZON when reclassifying expense items charged in error such as:
    - P-Card purchases for assets charged incorrectly to expense
    - Other purchases charged to supplies, etc.. that should have been capitalized
    - Asset not created until the end of the procurement process
  - Perform this procedure when an asset is acquired through means other than purchase such as:
    - Seizures
    - Donations

# Case 1: Reclassifying Expenses To Assets

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number:	1000000391	Company Code:	SC01	Fiscal Year:	2009
Document Date:	09/10/2008	Posting Date:	09/10/2008	Period:	3
Reference:	ABC123	Cross-CC no.:			
Currency:	USD	Texts exist:	<input type="checkbox"/>	Ledger Group:	

Amount was charged to office supplies for the purchase of an asset by mistake. This needs to be reclassified to an asset.

C...	Itm	PK	Account	Description	Amount	Curr.	BusA	Fund	Grant	Cost Center	Order	Funds Center	Tx	Clmg doc.	Text
SC01	1	40	5030010000	OFFICE SUPPLIES	2,000.00	USD	P160	10010000	NOT RE...	P160A00010		P160A00010	10		
	2	50	2010030000	ACCRUED ACCTS PAY	2,000.00	USD	P160								

FB03 sceisecqap1 INS

Start AM300 Microsoft Powe... Inbox - Microso... Microsoft Outlo... Citrix Access Pl... SAP Logon Pad ... Display Docu... 4:28 PM

# Step 1: Reclass the expense to clearing

Document Date: 09/10/2008    Currency: USD  
Posting Date: 09/10/2008  
Reference: 100000391  
Doc. Header Text: Reclass Exp To Asset Clr  
Document Type: SU    Adjustment document  
Cross-CC no.:  
Company Code: SC01    State of South Carolina Columbia, SC

Amount Information  
Total deb.: 2,000.00 USD  
Total cred.: 2,000.00 USD

G/L acct	D/C	Amount in doc.curr.	Cost center	Functional area	Order	Fund	Grant	Assignment no.
1899999999	Debit	2,000.00	P160A00010	0000000000000000		10010000	NOT RELEV...	
5030010000	Cred...	2,000.00	P160A00010	0000000000000000		10010000	NOT RELEV...	

**Always debit account 1899999999 and credit the expense account charged in error.**

# Step 2: Create The Asset Using AS01

Asset Edit Goto Extras Environment Settings System Help

Asset values

Asset: INTERN-00001 0  
Class: 15000 SCEIS\_Office Equipm Company Code: SC01

General Time-dependent Allocations Origin Leasing Deprec. Areas

**General data**

Description: Fax Machine

Asset main no. text:

Acct determination: 15000 SCEIS\_Office Equipment

Serial number: SN2004830

Inventory number: 837

Quantity:

Manage historically

**Inventory**

Last inventory on:

Include asset in inventory list

Inventory note:

**Posting information**

Capitalized on:

First acquisition on:

Acquisition year: 000

Deactivation on:

Plnd. retirement on:

Ordered on:

**Enter Description, and other relevant information.**

AS01 scejsecqap1 INS

Start AM300 Microsoft Powe... Inbox - Micros... 2 Internet Ex... SAP Logon Pad... Display Docum... Create Asset:... 4:43 PM

# Ensure Time Dependent Data = Original Entry

Asset Edit Goto Extras Environment Settings System Help

SAP

### Create Asset: Master data

Asset values

Asset: INTERN-00001 0 Fax Machine  
Class: 15000 SCEIS\_Office Equipm Company Code: SC01

General Time-dependent Allocations Origin Leasing Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

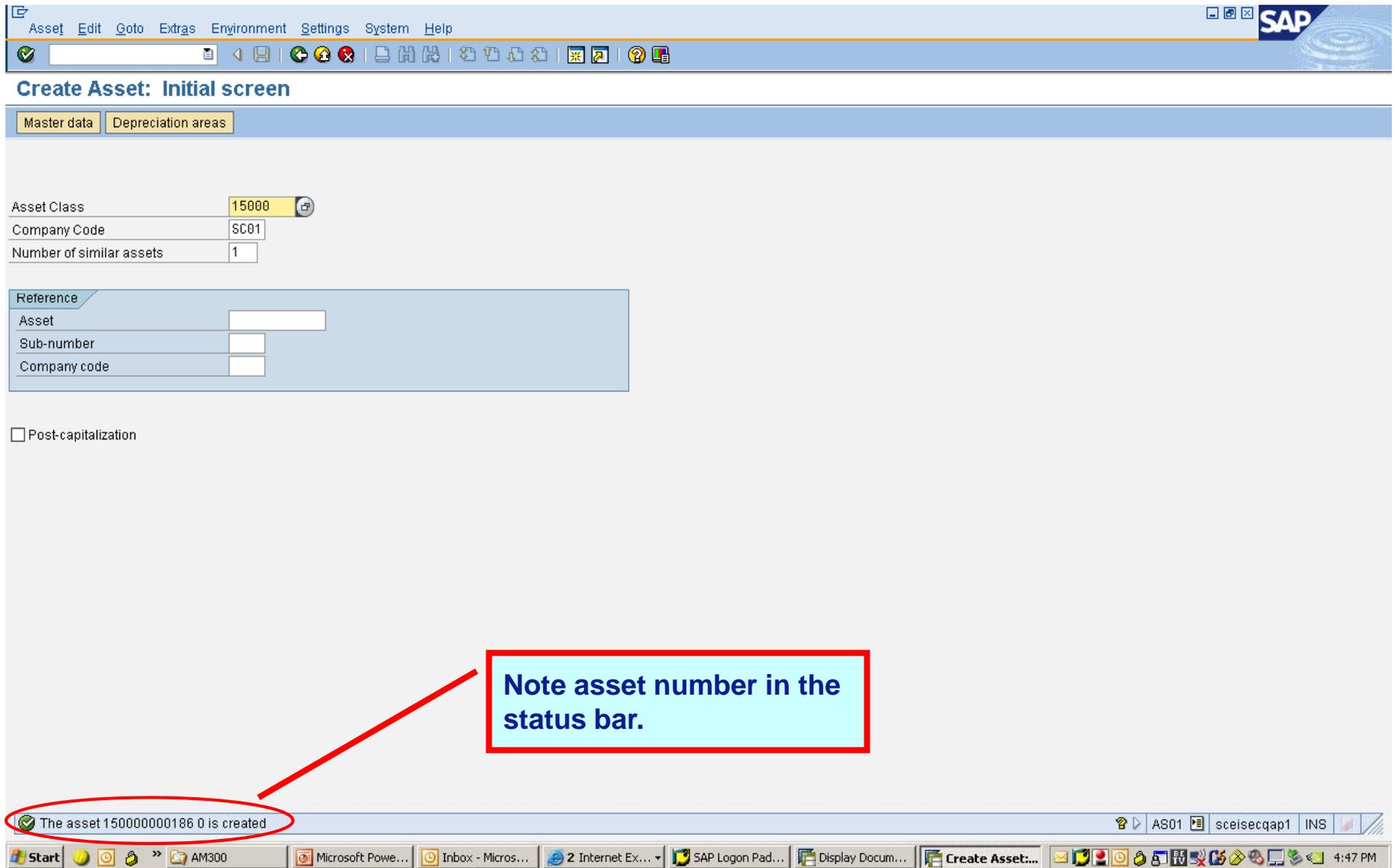
Bucinoco Area	P160	AGRICULTURE DEPARTMENT
Cost Center	P160A00010	COMMISSIONER'S OFFIC
Resp. cost center		
Int. order		
Location		
Room		
License plate number		
Personnel Number		
Fund	10010000	GENERAL FUND
Functional Area	0000000000000000	Default Functional Area
Grant	NOT RELEVANT	Not Relevant for GM
Funds Center	P160A00010	COMMISSIONER'S OFF.

**Use the same account assignment as the expense line item being reclassified.**

AS01 sceisecqap1 INS

Start AM300 Microsoft Powe... Inbox - Micros... 2 Internet Ex... SAP Logon Pad... Display Docum... Create Asset... 4:45 PM

# Save the Asset



The screenshot displays the SAP 'Create Asset: Initial screen'. The interface includes a menu bar (Asset, Edit, Goto, Extras, Environment, Settings, System, Help) and a toolbar. Two tabs are visible: 'Master data' and 'Depreciation areas'. The 'Master data' tab is active, showing the following fields:

Asset Class	15000
Company Code	SC01
Number of similar assets	1

Below these fields is a 'Reference' section with input boxes for 'Asset', 'Sub-number', and 'Company code'. A checkbox for 'Post-capitalization' is located at the bottom left of the main area.

The status bar at the bottom of the window contains a green checkmark icon and the message: "The asset 150000000186 0 is created". A red box highlights this message, with a red arrow pointing to a text box that says "Note asset number in the status bar."

The Windows taskbar at the bottom shows the Start button, system tray icons, and several open applications: AM300, Microsoft Power..., Inbox - Micro..., 2 Internet Ex..., SAP Logon Pad..., Display Docum..., and Create Asset:...

# Step 3 Execute ABZON

The screenshot shows the SAP ABZON transaction interface. The title bar reads "Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry". The main form includes fields for Company Code (SC01), State of South Carolina, Existing asset (150000000186), and Description (Fax Machine). Below these are tabs for "Transaction data", "Additional details", and "Note". The "Additional details" tab is selected and circled in red. A red arrow points from this tab to a callout box. The "Transaction data" section contains the following data:

Document Date	09/10/2008
Posting Date	09/10/2008
Asset value date	09/10/2008
Amount posted	2000 USD
Quantity	1 ea
Text	Reclass expense to asset

At the bottom of the screen, a Windows taskbar shows the Start button and several open applications, including "Enter Asset T...". The system clock indicates 4:48 PM.

**(2) Click on the Additional Details tab.**

**(1) Enter the Document Date**

- Posting date
- Asset value date = posting date.
- Enter the amount to reclassify
- Enter quantity, and the unit of measure
- Enter any text

# ABZON: Additional Data Tab

Transaction Edit Goto Extras Environment System Help

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

Line items Change company code Multiple assets

Company Code SC01 State of South Carolina

Existing asset 150000000186 0 Fax Machine

New asset

Description

Asset Class

Cost Center

Transaction data Additional details Note

Special spec. for document

Posting Period

Document Type AA

Offsetting acct no. 189999999

Special spec. for transaction

Transaction Type

Trading Partner

Additional info on document

Reference

Allocation

ABZON sceisecqap1 INS

Start AM300 Microsoft Powe... Inbox - Micros... 2 Internet Ex... SAP Logon Pad... Display Docum... Enter Asset T... 4:50 PM

**(1) Leave posting period blank. Enter document type AA. Use 189999999 for reclassifying expenses only. For donations, this tab does not need to be populated.**

**(2) Leave this area blank**

**(3) Add Reference number if desired. A good use of this is to enter the document number that you are correcting. Allocation is not needed.**

**(4) Click on the simulate icon**

# ABZON: Simulate

The screenshot shows the SAP 'Enter Asset Transaction' window. The title bar reads 'Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry'. The 'Document Header Info' section displays: Document Date: 09/10/2008, Document Type: AA, Company Code: SC01, Posting Date: 09/10/2008, Period: 03, Fiscal Year: 2009. The 'Line items' table is as follows:

It...	PK	BusA	G/L Account	Short Text	z	Amount	Crcy
1	70	P160	1801014000	1500000000186 0000		2,000.00	USD
2	50	P160	1899999999	RECLASS CLEAR		2,000.00	USD
						0.00	USD

The 'Additional account assignment' button in the top toolbar is circled in red. A red arrow points from this button to a text box containing the instruction: '(2) Click on the Additional account assignment button.' Another red arrow points from the '1899999999' account number in the second line item to a text box containing the instruction: '(1) Single click on the 1899999999 line.' The 'Totals informtrn' section at the bottom shows: Deb. total: 2,000.00 USD, Cred. total: 2,000.00 USD, Totals informtrn: 0.00 USD. The taskbar at the bottom shows the Start button, taskbar icons for AM300, Microsoft Power..., Inbox - Micros..., 2 Internet Ex..., SAP Logon Pad..., Display Docum..., and Enter Asset T... The system clock shows 4:52 PM.

# ABZON: Additional Account Assignment

The screenshot shows the SAP 'Enter Asset Transaction' interface. The document header information is as follows:

Document Date:	09/10/2008	Document Type:	AA	Company Code:	SC01
Posting Date:	09/10/2008	Period:	03	Fiscal Year:	2009

The 'Coding Block' section contains the following fields:

Business Area	P160		
Cost Center	P160A00010		
Order			
WBS Element			
Fund	10010000	Grant	NOT RELEVANT
Functional Area	000000000000000000		
Funds Center	P160A00010	Commitment Item	
Earmarked Funds		Transactn Type	
Sales Order		Plant	
Material		Real Estate Obj	

Annotations on the screen include:

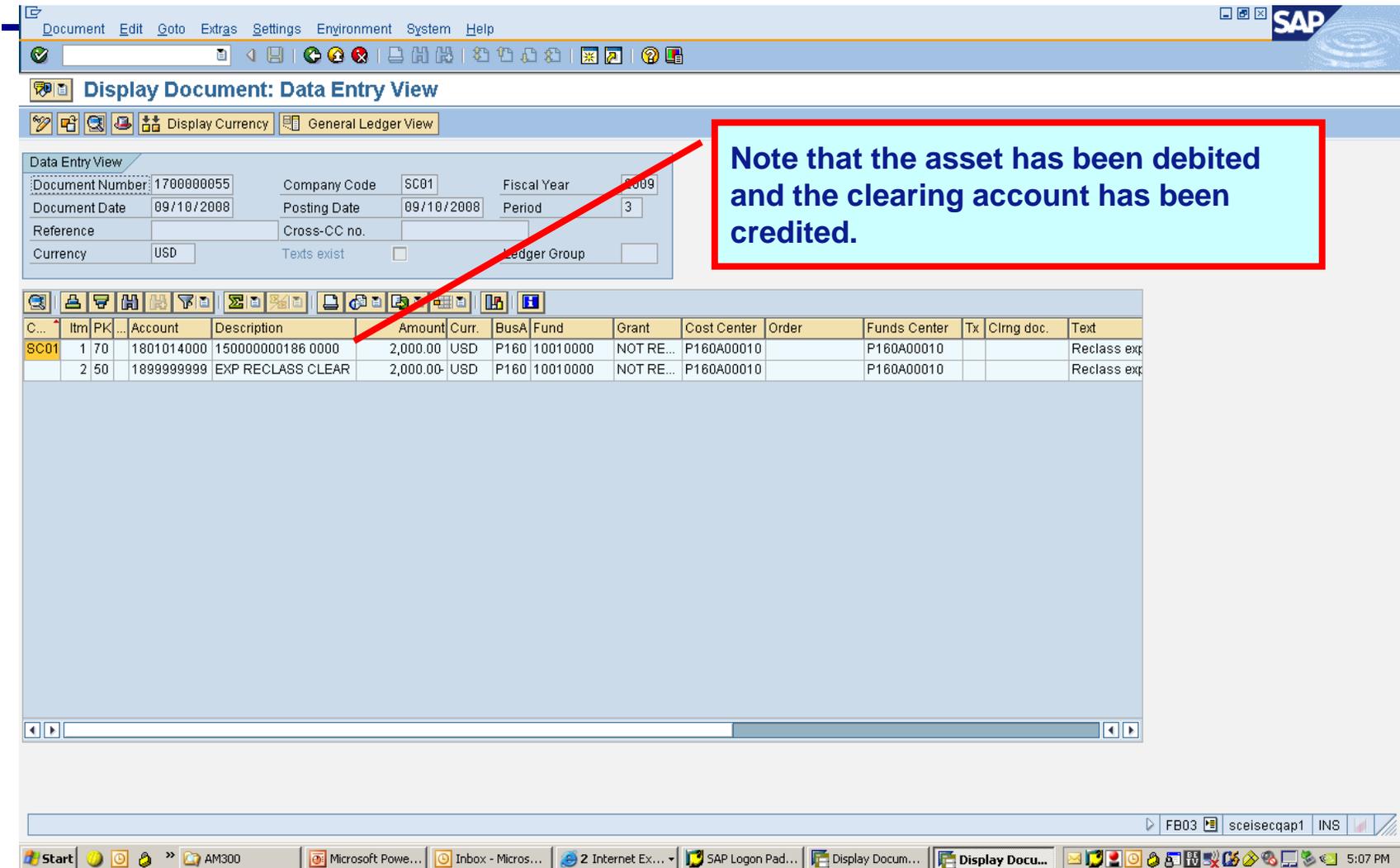
- A red box around the 'Cost Center' field (P160A00010) with a callout: **(1) Add the correct Cost Center.**
- A red box around the green checkmark icon at the bottom left of the coding block with a callout: **(2) Click the green check mark, then Save/Post.**

The 'Totals informtn' section shows:

Deb. total:	2,000.00	USD
Cred. total:	2,000.00	USD
Totals informtn:	0.00	USD

The taskbar at the bottom shows the Start button, AM300, and several open applications including SAP Logon Pad and 'Enter Asset T...'. The system clock shows 4:54 PM.

# Post The ABZON: Review Accounting Document



The screenshot shows the SAP 'Display Document: Data Entry View' interface. The document number is 1700000055, dated 09/10/2008. The accounting table below shows two entries:

C...	Item	PK	Account	Description	Amount	Curr.	BusA	Fund	Grant	Cost Center	Order	Funds Center	Tx	Clng doc.	Text
SC01	1	70	1801014000	150000000186 0000	2,000.00	USD	P160	10010000	NOT RE...	P160A00010		P160A00010			Reclass exp
	2	50	1899999999	EXP RECLASS CLEAR	2,000.00	USD	P160	10010000	NOT RE...	P160A00010		P160A00010			Reclass exp

A red box highlights the first entry, and a red arrow points from the text box to the 'Amount' column of the first row. The text box contains the following text:

**Note that the asset has been debited and the clearing account has been credited.**

# Transferring Assets

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Asset transfers within an agency can be across:

- Asset Classes / Balance Sheet accounts

- Cost Centers

- Funds

- Grants

} Caution: This affects “Cash Due to / Due From”

Assets are NOT to be transferred from one agency to another.

# Transferring Assets: The Process

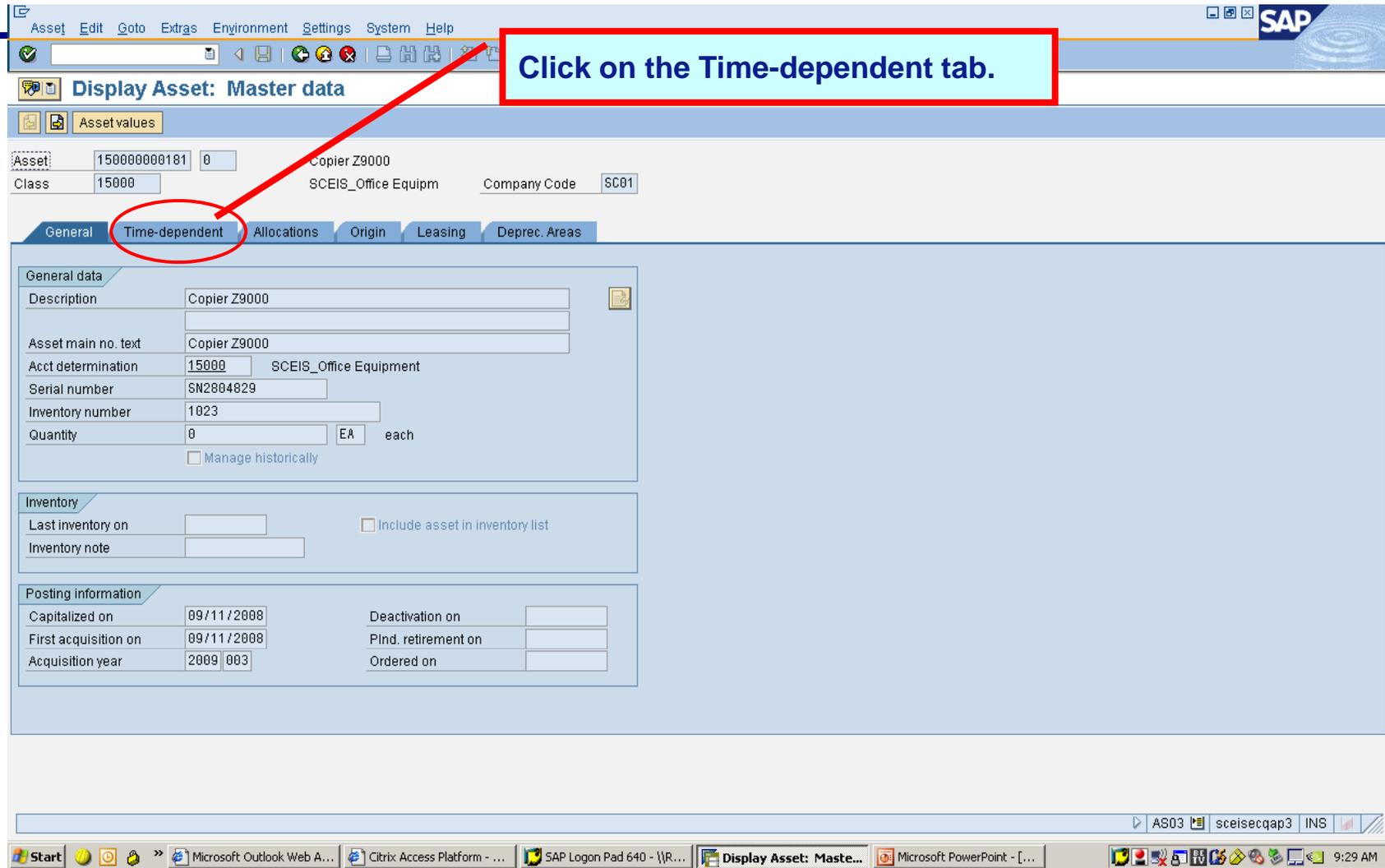
---

Prerequisite: An asset exists that needs to be transferred “from.”

Steps:

1. Review the master record of the asset to be transferred from.
2. Create the new asset and review the master record ensuring that it has the correct values in it.
3. Execute transaction ABUMN and perform the transfer.

# Display The Asset To Be Transferred: Using AS03



The screenshot displays the SAP AS03 transaction interface. At the top, the menu bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The title bar reads 'Display Asset: Master data'. A red box highlights the 'Time-dependent' tab, with a red arrow pointing to it and a text box containing the instruction 'Click on the Time-dependent tab.' The asset details are as follows:

Asset	150000000181	0	Copier Z9000
Class	15000	SCEIS_Office Equipm	Company Code SC01

The 'Time-dependent' tab is selected, showing the following data:

**General data**

Description	Copier Z9000
Asset main no. text	Copier Z9000
Acct determination	15000 SCEIS_Office Equipment
Serial number	5N2004829
Inventory number	1023
Quantity	0 EA each
<input type="checkbox"/> Manage historically	

**Inventory**

Last inventory on		<input type="checkbox"/> Include asset in inventory list
Inventory note		

**Posting information**

Capitalized on	09/11/2008	Deactivation on	
First acquisition on	09/11/2008	Plnd. retirement on	
Acquisition year	2009 003	Ordered on	

The taskbar at the bottom shows the Start button, taskbar icons for Microsoft Outlook Web A..., Citrix Access Platform - ..., SAP Logon Pad 640 - \\R..., Display Asset: Maste..., and Microsoft PowerPoint - [...]. The system tray shows the taskbar, system icons, and the time 9:29 AM.

# Display The Transfer “From” Asset Time-Dependent Tab

The screenshot displays the SAP Asset Manager interface for asset 150000000181. The 'Time-dependent' tab is active, showing various fields for asset management. A red box highlights the 'Business Area' (P160) and 'Cost Center' (P160A00011) fields, with the text 'Review to ensure this is the asset you want to transfer.' overlaid on the right side of the screen.

Asset: 150000000181 0 Copier Z9000  
Class: 15000 SCEIS\_Office Equipm Company Code: SC01

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

Interval from 01/01/1900 to 12/31/9999

Business Area	P160	AGRICULTURE DEPARTMENT
Cost Center	P160A00011	LEGAL COUNSEL
Resp. cost center		
Int. order		
Location		
Room		
License plate number		
Personnel Number	0	
Fund	10010000	GENERAL FUND
Functional Area	P160_0000	AG ADMINISTRATION
Grant	NOT RELEVANT	Not Relevant for GM
Funds Center	P160A00011	LEGAL COUNSEL

More Intervals

AS03 | sceisecqap3 | INS | 9:30 AM

# Display The Asset To Be Transferred “To” Using Transaction AS03

The screenshot displays the SAP AS03 transaction interface. At the top, the menu bar includes 'Asset', 'Edit', 'Goto', 'Extras', 'Environment', 'Settings', 'System', and 'Help'. The title bar reads 'Display Asset: Master data'. Below this, the 'Asset values' section shows 'Asset: 150000000182 0' and 'Class: 15000'. The asset description is 'Copier Z9000' and the company code is 'SC01'. The 'Time-dependent' tab is highlighted with a red circle and a red arrow pointing to a callout box that says 'Click on the Time-dependent tab.' The main content area is divided into three sections: 'General data' with fields for Description, Asset main no. text, Acct determination, Serial number, Inventory number, and Quantity; 'Inventory' with fields for Last inventory on and Inventory note; and 'Posting information' with fields for Capitalized on, First acquisition on, Acquisition year, Deactivation on, Pind. retirement on, and Ordered on. The Windows taskbar at the bottom shows several open applications including Microsoft Outlook, Citrix Access Platform, SAP Logon Pad, Display Asset: Ma..., SAP Easy Access, and Microsoft PowerPoint.

# Note The Transfer “To” Asset Number

Asset: 150000000182 0 Copier Z9000  
Class: 15000 SCEIS\_Office Equipm Company Code: SC01

General | Time-dependent | Allocations | Origin | Leasing | Deprec. Areas

Interval from 01/01/1900 to 12/31/9999

Business Area	P160	AGRICULTURE DEPARTMENT
Cost Center	P160A00012	HUMAN RESOURCES
Resp. cost center		
Int. order		
Location		
Room		
License plate number		
Personnel Number	0	
Fund	10010000	GENERAL FUND
Functional Area	P160_0000	AG ADMINISTRATION
Grant	NOT RELEVANT	Not Relevant for GM
Funds Center	P160A00012	HUMAN RESOURCES

More Intervals

**In this case, Cost Center is the only difference between the “from” and “to” assets.**

AS03 | sceisecqap3 | INS | 9:37 AM

# Execute Transaction ABUMN

The screenshot shows the SAP ABUMN transaction interface. The title bar reads "Enter Asset Transaction: Transfer within Company Code". The "Company Code" is set to "SC01" and the "State" is "State of South Carolina". The "Asset" field contains "150000000181" and "Copier Z9000". The "Document Date", "Posting Date", and "Asset value date" are all set to "09/11/2008". The "Text" field contains "Transfer Asset From P160A00011 to P160A00012". Under the "Transfer to" section, the "Existing asset" radio button is selected, and the field contains "150000000182" and "Copier Z9000". The "Description", "Asset Class", and "Cost Center" fields are empty. The taskbar at the bottom shows the Start button and several open applications, including "Microsoft Outlook W...", "Citrix Access Platfor...", "SAP Logon Pad 640 -...", "Display Asset: Initial ...", "Enter Asset Trans...", and "Microsoft PowerPoint...".

**(1) Enter the Asset number to be transferred "from".**

**(2) Enter document date = current date and proper posting date. Asset value date should = posting date. Enter any desired text.**

**(3) Enter the asset number to be transferred "to".**

**(4) Now click Post.**

# Note Document Number

Transaction Edit Goto Extras Environment System Help

Enter Asset Transaction: Transfer within Company Code

Line items Change company code Multiple assets

Company Code SC01 State of South Carolina  
Asset 1500000000181 0 Copier Z9000

Transaction Data Additional Details Partial Transfer Note

Document Date  
Posting Date 09/11/2008  
Asset value date  
Text

Transfer to  
 Existing asset  
 New asset  
Description  
Asset Class  
Cost Center

Asset transaction posted with document no. SC01 1700000033

ABUMN scejsecqap3 INS 9:41 AM

Note the document number is displayed in the status bar.

# Transferring Assets

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View

Data Entry View

Document Number:	1700000033	Company Code:	SC01	Fiscal Year:	2009
Document Date:	09/11/2008	Posting Date:	09/11/2008	Period:	3
Reference:		Cross-CC no.:			
Currency:	USD	Texts exist:	<input type="checkbox"/>	Ledger Group:	

Ledger ZL

Doc.:	1700000033	FiscalYear:	2009	Period:	3
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C...	Item	L.item	PK...	Account	Description	Amount	Curr.	BusA	Fund	Grant	Cost Center	Order	Funds Center	Tx	Clrng doc.	Te
SC01	1	000001	75	1801014000	1500000000181 0000	6,000.00	USD	P160	10010000	NOT RE...			P160A00011			Tra
	2	000002	70	1801014000	1500000000182 0000	6,000.00	USD	P160	10010000	NOT RE...			P160A00012			Tra
		000003	40	1000000000	CASH DUE TO/FROM	6,000.00	USD	P160	10010000	NOT RE...						
		000004	50	1000000000	CASH DUE TO/FROM	6,000.00	USD	P160	10010000	NOT RE...						

Note that the asset has been transferred across cost centers.  
This causes a cash due to / due from entry to balance the posting.

ECQ (1) (010) scseicqap2 INS 8:38 AM

# Retiring Assets by Scrapping

When an asset is categorized as junk, and has no values (fees or revenue) associated with it, it is removed from the books. Perform procedure ABAVN to remove such an asset from the books.

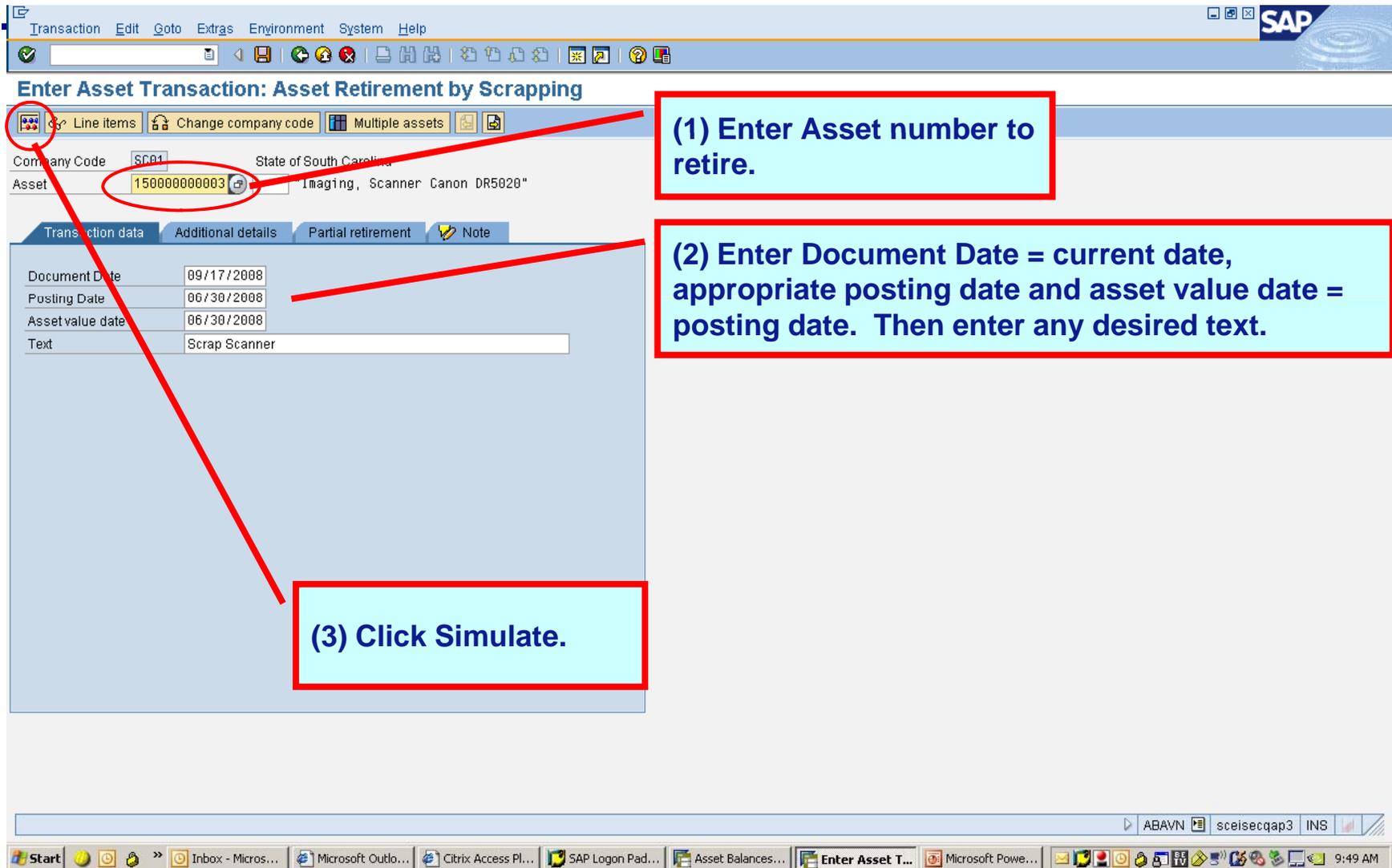


**ABAVN - Scrapped  
and Discarded**



Removed assets will appear in the retirements column of the Asset History sheet.

# Retiring Assets – TCode ABAVN



The screenshot shows the SAP ABAVN transaction screen for 'Asset Retirement by Scrapping'. The interface includes a menu bar at the top with options like 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu, there are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The main data entry area shows 'Company Code' as 'SC01' and 'Asset' as '150000000003'. Below this, there are tabs for 'Transaction data', 'Additional details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is active, displaying a table with the following data:

Document Date	09/17/2008
Posting Date	06/30/2008
Asset value date	06/30/2008
Text: Scrap Scanner	

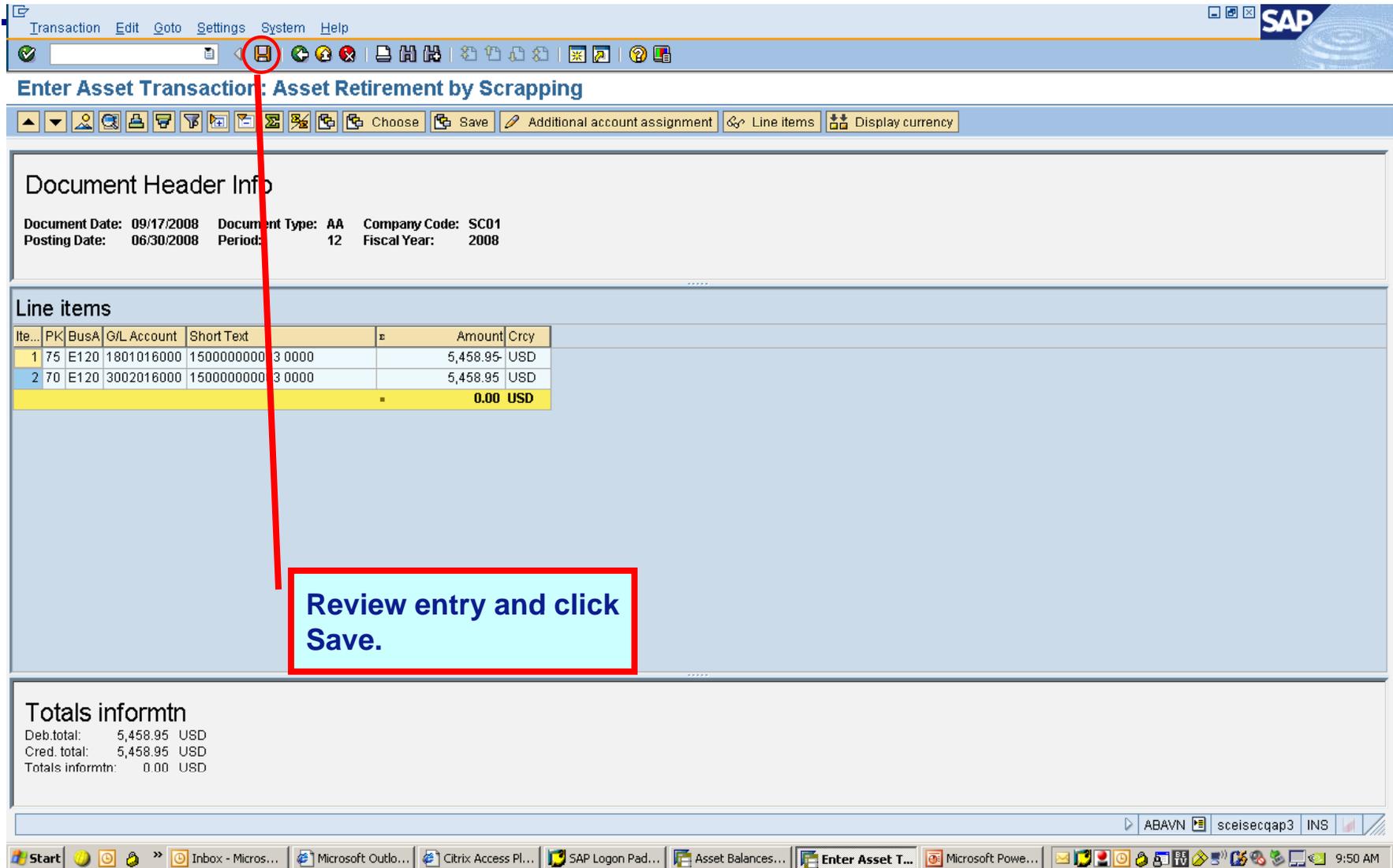
Three red callout boxes provide instructions: (1) points to the 'Asset' field, (2) points to the date fields, and (3) points to the 'Simulate' button (represented by a play icon) at the bottom of the screen.

**(1) Enter Asset number to retire.**

**(2) Enter Document Date = current date, appropriate posting date and asset value date = posting date. Then enter any desired text.**

**(3) Click Simulate.**

# Retiring Assets by Scrapping TCode ABAVN (cont.)



The screenshot shows the SAP ABAVN transaction screen. At the top, the menu bar includes Transaction, Edit, Goto, Settings, System, and Help. The title bar reads "Enter Asset Transaction: Asset Retirement by Scrapping". Below the title bar is a toolbar with icons for navigation and actions, including a "Save" icon circled in red. The main content area is divided into three sections: "Document Header Info", "Line items", and "Totals informtrn".

**Document Header Info**

Document Date: 09/17/2008 Document Type: AA Company Code: SC01  
Posting Date: 06/30/2008 Period: 12 Fiscal Year: 2008

**Line items**

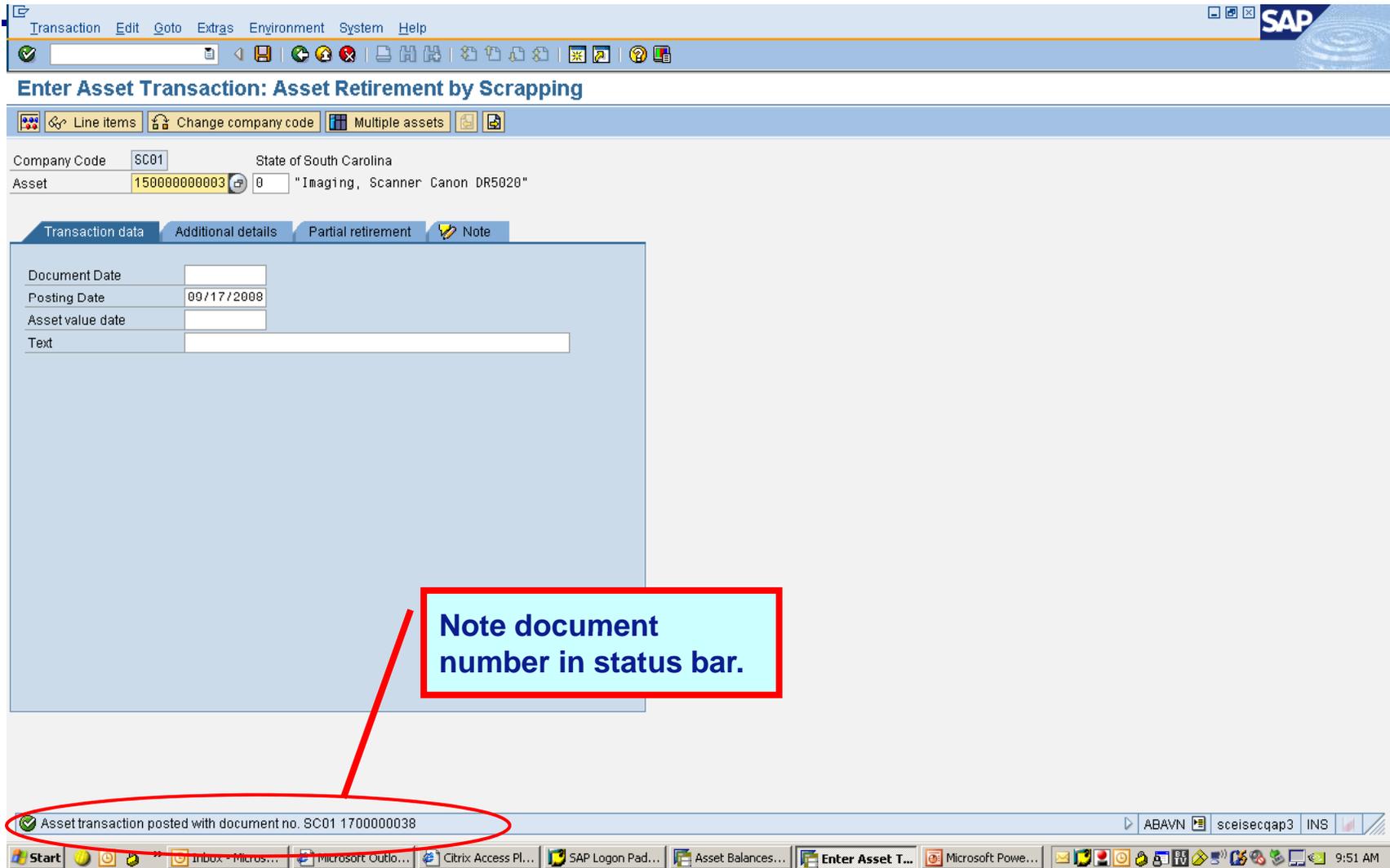
It...	PK	BusA	G/L Account	Short Text	Amount	Crcy
1	75	E120	1801016000	150000000003 0000	5,458.95	USD
2	70	E120	3002016000	150000000003 0000	5,458.95	USD
						0.00 USD

**Totals informtrn**

Deb. total: 5,458.95 USD  
Cred. total: 5,458.95 USD  
Totals informtrn: 0.00 USD

A red box highlights the "Save" icon in the toolbar, and a red arrow points from it to a text box that says "Review entry and click Save." The Windows taskbar at the bottom shows the Start button and several open applications, including "Enter Asset T..." which is the current window.

# Retiring Assets by Scrapping (cont.)



The screenshot shows the SAP 'Enter Asset Transaction: Asset Retirement by Scrapping' interface. At the top, there is a menu bar with 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields:

- Company Code: SC01
- State of South Carolina
- Asset: 150000000003
- 0
- "Imaging, Scanner Canon DR5020"

Below these fields are four tabs: 'Transaction data', 'Additional details', 'Partial retirement', and 'Note'. The 'Transaction data' tab is active and shows the following fields:

- Document Date: [empty]
- Posting Date: 09/17/2008
- Asset value date: [empty]
- Text: [empty]

A red box highlights the status bar at the bottom of the window, which contains the message: "Asset transaction posted with document no. SC01 1700000038". A red arrow points from this status bar to a callout box that says "Note document number in status bar." The Windows taskbar at the bottom shows several open applications, including 'Inbox - Micro...', 'Microsoft Outlo...', 'Citrix Access Pl...', 'SAP Logon Pad...', 'Asset Balances...', 'Enter Asset T...', and 'Microsoft Powe...'. The system clock shows 9:51 AM.

# Retiring Assets by Scrapping (cont.)

Document Edit Goto Extras Settings Environment System Help

Display Document: General Ledger View

Display Currency Entry View

Data Entry View

Document Number: 1700000038 Company Code: SC01 Fiscal Year: 2008  
 Document Date: 09/17/2008 Posting Date: 06/30/2008 Period: 12  
 Reference: Cross-CC no.:  
 Currency: USD Texts exist: Ledger Group:

Ledger ZL

Doc.: 1700000038 FiscalYear: 2008 Period: 12

**Display the document using transaction FB03.**

C...	Itm	Litem	PK...	Account	Description	Amount	Curr.	BusA	Fund	Grant	Cost Center	Order	Funds Center	Tx	Clmg doc.	Te
SC01	1	000001	75	1801016000	1500000000003 0000	5,458.95	USD	E120	30350000	NOT RE...		30000006	E120A00013			Sc
	2	000002	70	3002016000	1500000000003 0000	5,458.95	USD	E120	30350000	NOT RE...		30000006	E120A00013			Sc

FB03 sceisetqap3 INS

Start | Inboxes - Micros... | Microsoft Outlo... | Citrix Access Pl... | SAP Logon Pad... | Asset Balances... | Display Docu... | Microsoft Powe... | 9:59 AM

# Example Report – Asset Balances By Asset Class T-Code S\_ALR\_87011964



Program Edit Goto System Help

SAP

### Asset Balances

Company code **SC01** to

**Selections**  
Asset class to

**Settings**  
Report date **06/30/2009**  
Depreciation area **01** Modif.Accr1.  
Sort Variant **0001** Co. code/bus. area/bal. item/B/S acc

List assets  
 ... or main numbers only  
 ... or group totals only

**Display options**  
Display variant  
 Use ALV grid

**Further selections**  
Accumulated depreciation to  
Book value to

S\_ALR\_87011964 ceiseccqap2 INS

Start | Inboxes - Microsoft O... | Microsoft Outlook ... | Citrix Access Platfo... | Microsoft PowerPoi... | SAP Logon Pad 640 ... | Asset Balances - ... | 4:55 PM

# Example Report – Asset Balances By Asset Class (cont.)

The screenshot shows the SAP Asset Balances report configuration interface. The window title is "Asset Balances". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and execution. The main area is divided into several sections:

- Company code:** SC01
- Asset number:** (empty)
- Subnumber:** (empty)
- Selections:**
  - Asset class: (empty)
  - Business area: P160 (circled in red)
  - Cost center: (empty)
  - Plant: (empty)
  - Location: (empty)
  - Asset super number: (empty)
  - Worklist: (empty)
- Settings:**
  - Report date: 06/30/2009 (circled in red)
  - Depreciation area: 01
  - Sort Variant: 0001
  - Translation method: (empty)
- Display options:**
  - Display variant: (empty)
  - Use ALV grid:

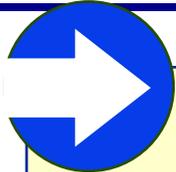
Annotations include:

- A red circle around the "Execute" icon in the top toolbar.
- A red circle around the "Business area" field containing "P160".
- A red circle around the "Report date" field containing "06/30/2009".
- A red circle around the "List assets" radio button.
- A red box around the text: "(1) Enter selection criteria. You must enter a business area. The system will not allow you to view data outside of your agency."
- A red box around the text: "(2) Click the Execute icon."

The taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft O...", "Microsoft Outlook ...", "Citrix Access Platfo...", "Microsoft PowerPoi...", "SAP Logon Pad 640 ...", and "Asset Balances - ...". The system clock shows "4:56 PM".



# Demonstration and Exercise



- ◆ Asset Balances by Class S\_ALR\_18011964
- ◆ Physical Inventory by Asset Class S\_ALR\_87011981
- ◆ Asset Balances by Cost Center S\_ALR\_87011966
- ◆ Physical Inventory by Cost Center S\_ALR\_87011979
- ◆ Asset History Sheet S\_ALR\_87011990
- ◆ Depreciation Current Year S\_ALR\_87012026