

User ID: LAUSD
Password: training1

**Central Office Asset
Management Course
Exercise Guide**
June 2013

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Exercise 1 – Display an Asset

Situation

You wish to display an asset master record to see which cost center the asset is assigned to and also view the depreciation information.

Menu Path

Asset Management → Manage Master Data → Display Asset Master

| Field | Value |
|---|--------------|
| Asset | 420000001643 |
| Company Code | 1000 |
| Click  | |
| Click the Time-dependent tab | |
| Click the Origin tab | |
| Click the Deprec. Areas tab | |
| Click  | |

Exercise 2 – Display an Asset Sub-Number

Situation

You wish to display an asset sub-number master record to see which cost center the asset is associated with and also view the depreciation information.

Menu Path

Asset Management → Manage Master Data → Display Asset Master

| Field | Value |
|---|--------------|
| Asset | 420000001643 |
| Subnumber | 1 |
| Company Code | 1000 |
| Click  | |
| Click the Time-dependent tab | |
| Click the Origin tab | |
| Click the Deprec. Areas tab | |
| Click  | |

Exercise 3 – Change an Asset Master Record

Situation

You wish to change to an asset master record.

Menu Path

Asset Management → Manage Master Data → Change Asset Master

| Field | Value |
|--|---------------------|
| Asset | Refer to data sheet |
| Subnumber | Leave blank |
| Company Code | 1000 |
| Click  | |
| Serial number | 12345ABC |
| Click  | |

Exercise 4 – Create an Asset

Situation

Prior to purchasing a multi-funded non-project asset in SRM you must create the asset master record.

Menu Path

Asset Management → Manage Master Data → Create Asset Master

| Field | Value |
|---|---------------------------------------|
| Asset class | 944021 |
| Company Code | 1000 |
| Click  | |
| Description | Police Car + your initials |
| Serial number | 98765432 |
| Quantity | 1 |
| Black cell next to quantity | EA |
| Click Time-dependent | |
| Cost center | 1134101 |
| License plate number | YXW951 |
| Fund | 010-0000 |
| Click Allocations | |
| Investment reason | 20 |
| Click Origin | |
| Vendor | 1000001791 |
| Click Deprec. Areas | |
| ODep Start (for Area 01) | First day of this month |
| ODep Start (for Area 10) | First day of this month |
| Click  | |
| SAP displays the message “The asset xxxxxxxxxx is created.” | Write down your asset number _____ |

Exercise 5 – Create Asset Sub-Number

Situation

LAUSD has purchased a computer that will be installed in a police car. This asset will be set up as a sub number related to the main asset.

Menu Path

Asset Management → Manage Master Data → Create Asset Subnumber

| Field | Value |
|---|---|
| Asset | Asset number from the previous exercise |
| Company code | 1000 |
| Number of similar sub numbers | 1 |
| Click  | |
| Description | Computer for police car |
| Serial number | 8656465 |
| Click Time-dependent | |
| Cost center | 1134101 |
| Fund | 010-0000 |
| Click Allocations | |
| Investment reason | 20 |
| Click Origin | |
| Manufacturer | IBM |
| Click  | |
| The message “The asset 4xxxxxxxxxx 1 is created” appears at the bottom of the screen. | Write down your asset number _____ |

Exercise 6 – Asset Explorer

Situation

You wish to display financial postings and planned values for a capitalized asset. Use the Asset Explorer transaction to display the information

Menu Path

Asset Management → Manage Information → Asset Explorer

| Field | Value |
|---|--------------|
| Company Code | 1000 |
| Asset | 420000002485 |
| Click  | |

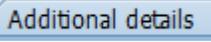
Exercise 7 – Asset Sale

Situation

You wish to record an asset sale in SAP.

Menu Path

Asset Management → Process Transactions → Asset Sale without Customer

| Field | Value |
|---|---|
| Company Code | 1000 |
| Asset | See data sheet |
| Document date | Today's date |
| Asset Value Date | Today's date |
| Text | Sale of school bus |
| Manual Revenue | 80000 |
| Click  | |
| Posting period | 12 |
| Document type | AA |
| Transaction type | 210 |
| Reference | Training |
| Click  | |
| SAP displays the message "Asset transaction posted with document no. 1000 4xxxxxxx." | Write down the document number _____ |
| Run the Asset Explorer transaction for your asset. | |

Exercise 8 – Asset Retirement

Situation

You wish to retire an asset in SAP.

Menu Path

Asset Management → Process Transactions → Asset Retirement by Scrapping

| Field | Value |
|---|---|
| Company Code | 1000 |
| Asset | See data sheet |
| Document date | Today's date |
| Asset Value Date | Today's date |
| Text | Training |
| Click Additional details | |
| Posting period | 12 |
| Document type | AA |
| Transaction type | 200 |
| Reference | Training |
| Click  | |
| SAP displays the message "Asset transaction posted with document no. xxxxxxxxxx." | Write down the document number <hr style="width: 50%; margin: 0 auto;"/> |
| Run the Asset Explorer transaction for your asset | |

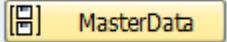
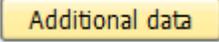
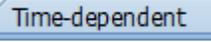
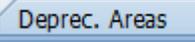
Exercise 9 – Reclassify Expense to a Fixed Asset

Situation

The value of a IT equipment purchase exceeded the \$5,000 capitalization threshold after taxes and delivery charges were added in. You must reclassify the expense posting to a fixed asset.

Menu Path

Asset Management → Process Transactions → External Acquisition with Automatic Offsetting Entry

| Field | Value |
|---|-----------------|
| Company Code | 1000 |
| Select  | |
| Click  | |
| Asset class | 944001 |
| Description | Computer |
| Cost center | 1134101 |
| Click  | |
| Serial number | 1234567 |
| Click  | |
| Fund | 010-0000 |
| Functional area | 0000-8100-16621 |
| Grant | NOT_RELEVANT |
| Click  | |
| Manufacturer | IBM |
| Click  | |
| ODEp Start (Area 01) | 6/1/13 |
| ODEp Start (Area 10) | 6/1/13 |
| Click  | |

| Field | Value |
|---|--|
| Click  | |
| Document date | Today's date |
| Asset value date | 6/1/13 |
| Amount | 6000 |
| Click Additional details | |
| Posting period | 12 |
| Document type | AA |
| Offsetting acct no. | 430001 |
| Transaction type | 100 |
| Reference | Training |
| Click  | |
| Click  | |
| <p>SAP displays the new asset number as well as the document number. Write down both numbers.</p> | <p style="text-align: center;">Asset number</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Document number</p> <p style="text-align: center;">_____</p> |
| Run the asset Asset Explorer transaction for your asset. | |

Exercise 10 – Display Asset Document

Situation

You wish to display the asset document that was posted in SAP when you completed the previous exercise – Reclassify Expense to a Fixed Asset.

Menu Path

Asset Management → Manage Information → Display Asset Document

| Field | Value |
|---|---|
| Company Code | 1000 |
| Asset | Asset number from the previous exercise |
| Fiscal year | 2013 |
| Click  | |

Exercise 11 – Reverse Asset Document

Situation

You wish to reverse the document that you displayed in the previous exercise.

Menu Path

Asset Management → Manage Information → Reverse Asset Document

| Field | Value |
|---|---|
| Company Code | 1000 |
| Asset | Asset number from the previous exercise |
| Fiscal year | 2013 |
| Click  | |
| Click  Reverse | |
| Reversal reason | 01 |
| Click  | |
| Click  | |

Exercise 12 – Asset Reports

Situation

You wish to run asset reports. Use the list below to access the reports. In all cases use Company Code 1000.

Menu Path

Reports → Asset Management →

- List Unposted Assets
- List by Cost Center
- List by Asset Class
- Depreciation for Current Year
- Asset Acquisitions
- Asset Retirements
- Asset Transfers
- Asset Transactions