

ZROOMS Report (zrooms)

From the SAP Easy Access Menu Screen:

Click the **Expand** icon to the left of **PCSB Menu > Property Accounting**
Double Click ZROOMS – Update room location for Asset
Or

In **Command** box, *Type zrooms* (not case sensitive)
Press Enter or *Click the green check*

The **Asset Room Location Maintenance** screen is *displayed*

Location box: *Type your Four-digit Location Number with three zeros, Example:* 1131000
Or *Click the Search Help Icon* to *select your Location* from the list
Click the Execute icon



The screen will *display* the **report** beginning with the **Room, Asset #, Serial #, Value and Description**

Sort Icon:

Click on any Column Header (Example: Room) to *highlight* the **column** that you wish to sort on
Click either the Ascending or Descending sort icon on toolbar
The **Screen** will be *displayed* in the way selected.



ROOM	ASSET NUMBER	SERIAL NUMBER	VALUE	DESCRIPTION
L-7	000065006344	000065006254		

To **move up** or **down** the page, *use the scroll bar* on the right side of the screen, or *use the Page up/Page down* on your key board.

Change the Room for an Asset Item:

Remove the Room Number or Name; Enter the New Room Number, or New Room Name of the Asset Item.

After making all necessary changes:

Click SAVE

The **Room Location** for the Asset Item has now been *changed*.

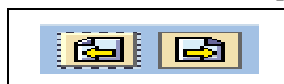
View additional Screens and Information:

Double Click on an **Asset Number** to *Display* the **Asset Master Data**

ROOM	ASSET NUMBER	SERIAL NUMBER	VALUE	DESCRIPTION
WHALEN	000040078915	00000000036949657	1327.00	COMPUTER LAPTOP IMAGES
VIS CONC	000040008511		1940.48	MACHINE ICF 5700
TF 37209	000050963609	345-55481820	45029.28	SFTWRE AUTODESK DESIGN

Asset: 40070221 | Class: 13410 | Description: PRINTER LASER 2300N
Acct determination: 40100 | Computer Hardware
Serial number: SCNBDC90192
Last inventory on: 09/04/2008 | Include asset in inventory list:
Capitalized on: 09/25/2003 | First acquisition on: 09/25/2003 | Acquisition year: 2004

Master Data Displayed: Information can be displayed by *Clicking* on each **Tab** or by *Clicking* on the **Arrow** icons in the upper left of the screen



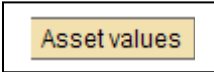
General Tab - Vendor Name, Serial Number, **Inventory Information** - Date of Last Inventor,
Posting Information – Capitalized Date, First Acquisition Date, Acquisition Year

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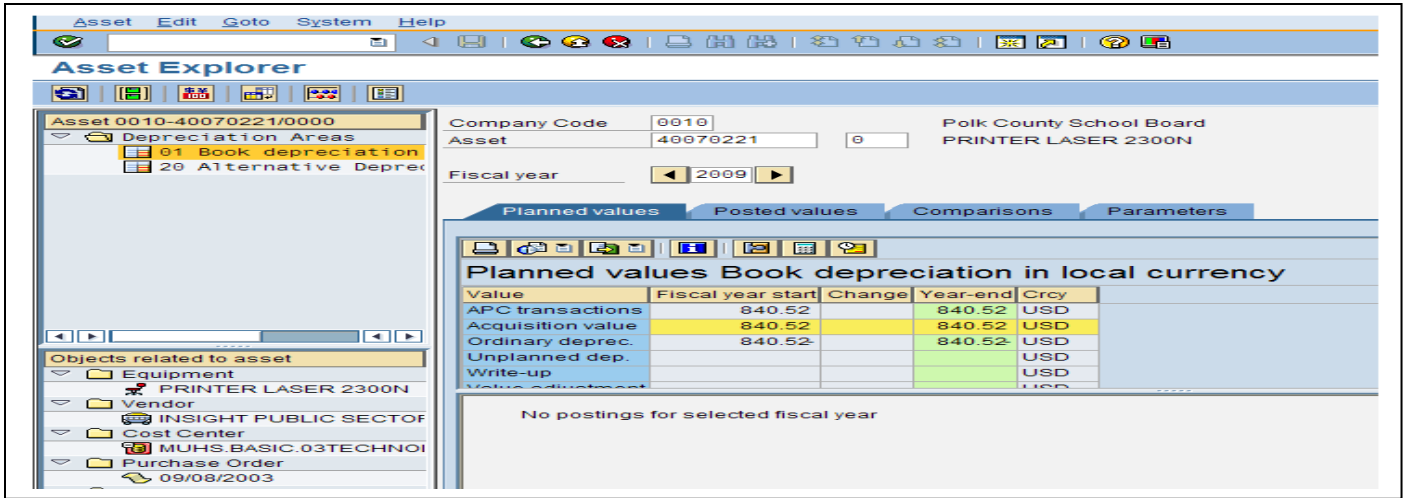
Time-dependent Tab – Cost Center, Plant, Location, Room, Fund

Origin Tab – Vendor Name and Number, Manufacturer Name

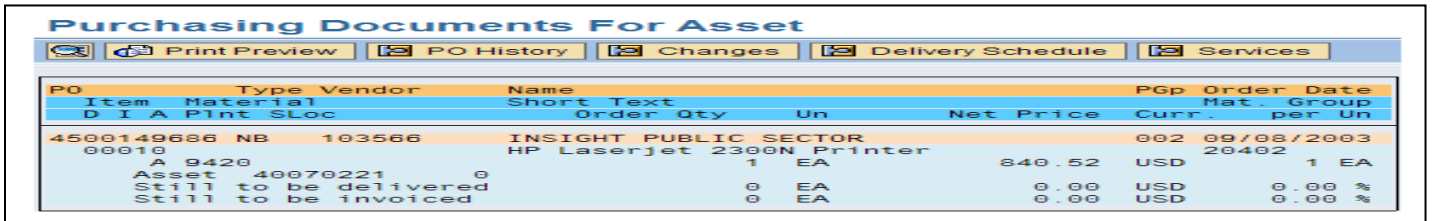
To View Additional Information: Click on the **Asset Values** button in the upper left of the screen



Example 1: Laser Printer bought with School Funds

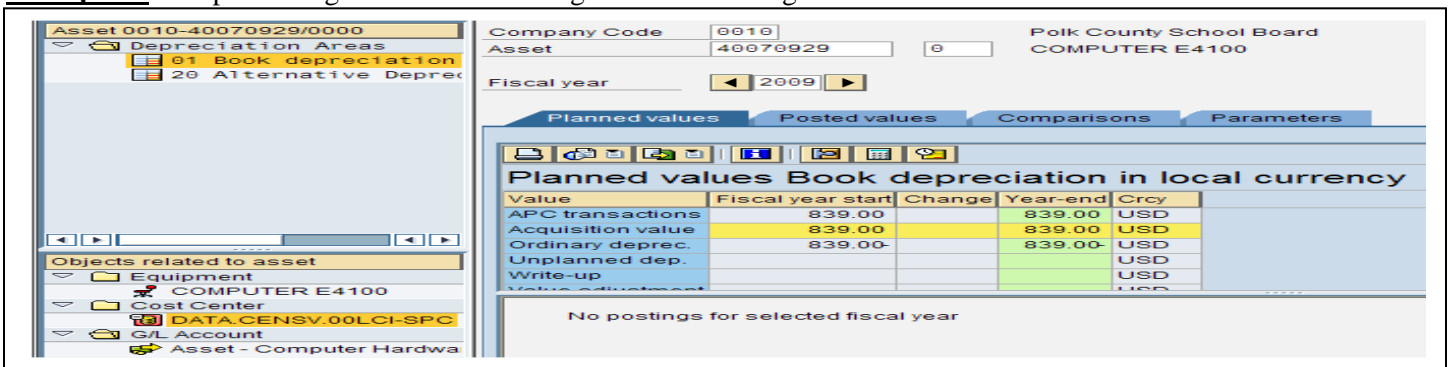


IMPORTANT: To view Information behind each **Object**, Double Click on the **Object** (**Example:** Purchase Order).



The **Purchasing Documents** for Asset is displayed; Double Click of the **Purchase Order Number** to view the original **Purchase Order**.

Example 2: Computer bought with Funds through Data Processing



Double Click on the **Cost Center** to display the **Location** that purchased the equipment and the **Cost center** that was used.

To save the **Asset Room Location Maintenance Report** into an Excel Spreadsheet: Click on the **Views** icon on the toolbar,



Select **Excel inplace**, Save as **Excel Workbook**, Name your **File**, Save on your

Desktop or in **My Documents**. You will need to back out of SAP to the **SAP Easy Access** screen before opening the saved spreadsheet.