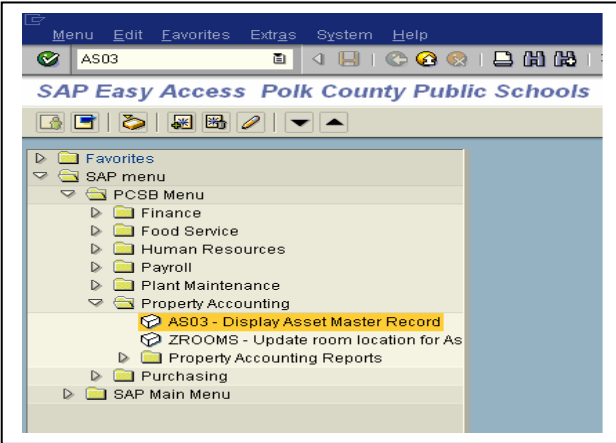


Display An Asset - (AS03)

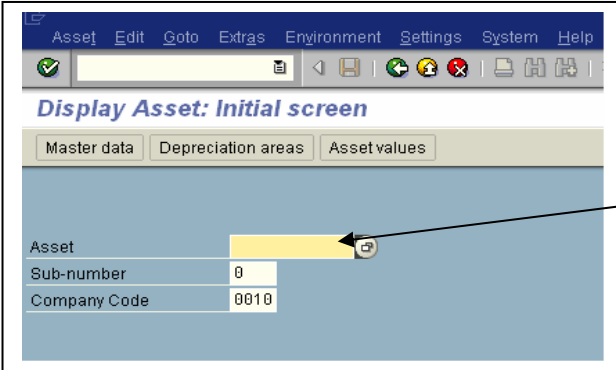
Steps	Screen Displayed	Procedures
-------	------------------	------------

1



SAP Easy Access Polk County Public Schools

- Type **AS03** in the command box
 - Press **Enter**
- or-
- Click **Expand Icon** to the left of **PCSB Menu > Property Accounting**,
 - **Double-click AS03 – Display Asset Master Record**



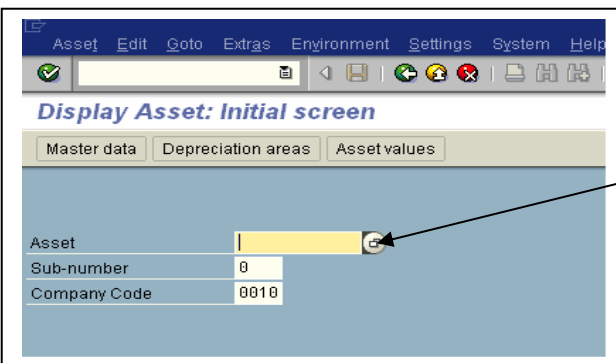
Display Asset: Initial screen

The Cursor is blinking in the Asset box. If you have the Asset number:

- Type the **Asset** number in this field
- Press **Enter** or Click the **Green check**

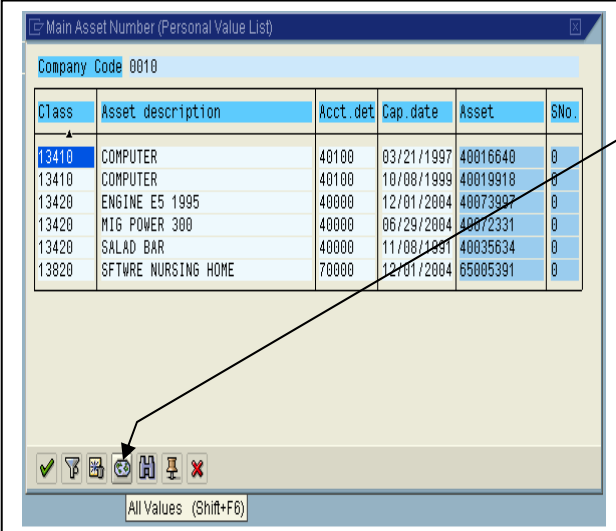
Follow the next steps if you have the **Old BPI number** and don't know the **Asset number**.

2



Display Asset: Initial screen

- Click the **search help** icon to the right of the **Asset** field

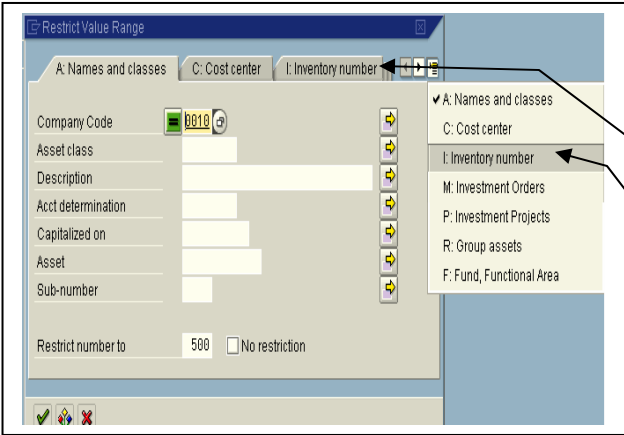
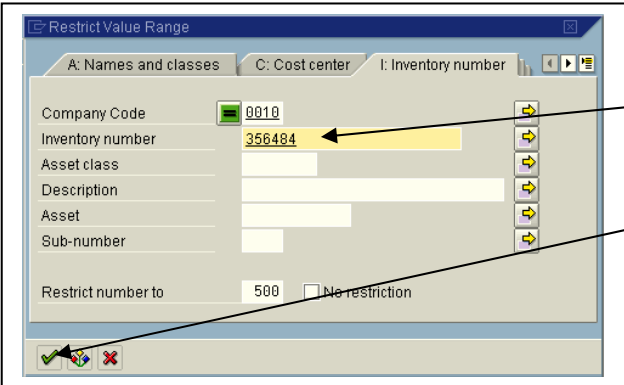
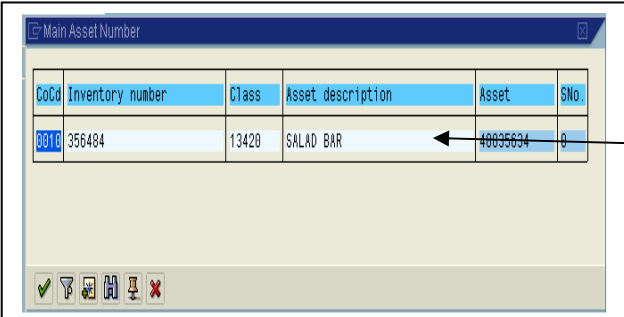
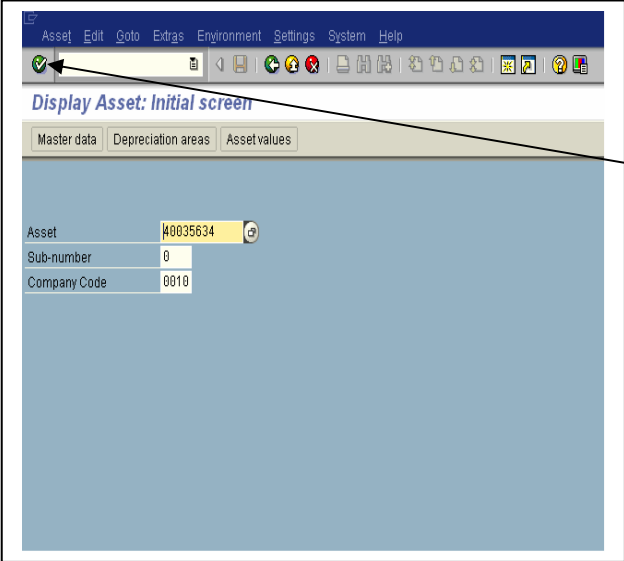


Main Asset Number (Personal Value List)

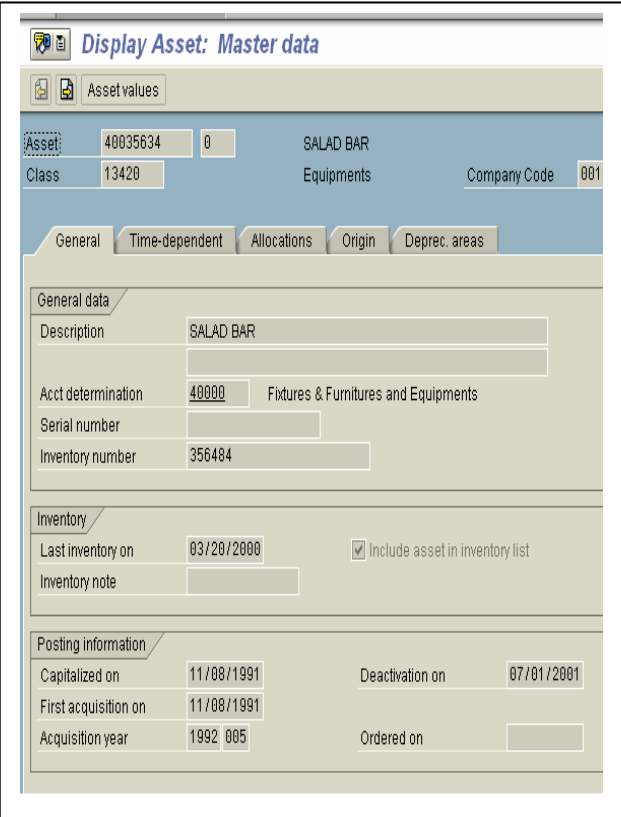
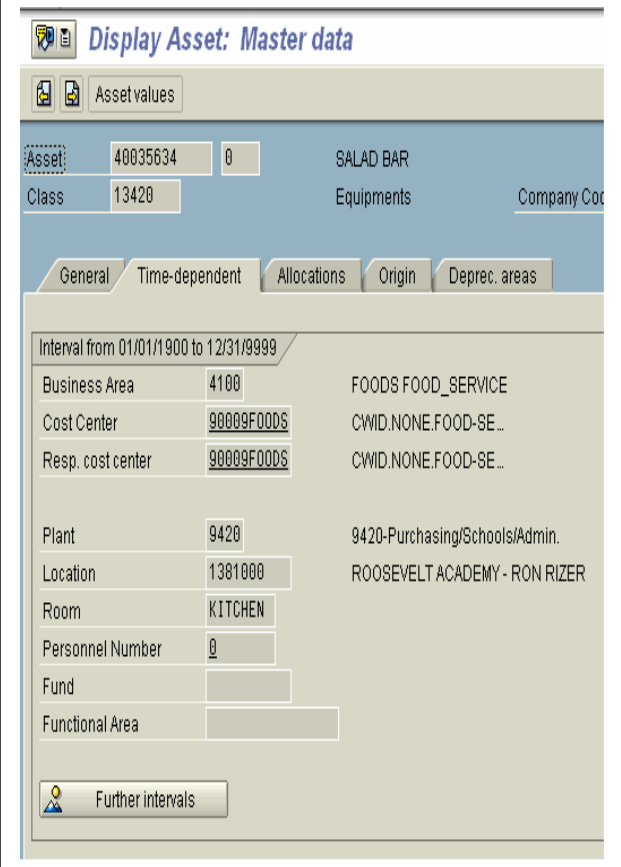
- Click the **All Values** icon



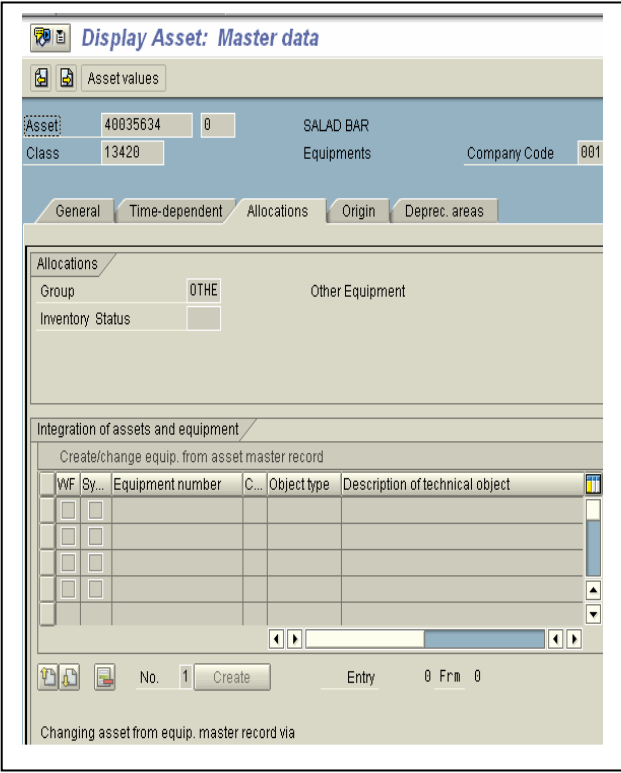
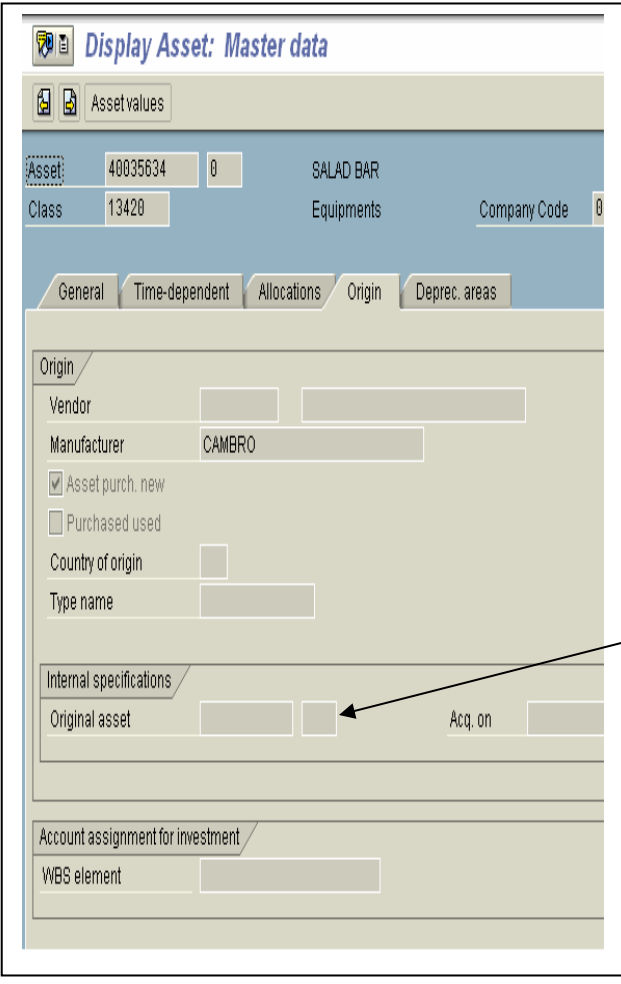
Display An Asset - (AS03)

Steps	Screen Displayed	Procedures
3	 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; background-color: #4a7ebb; color: white; text-align: center;">Restrict Value Range</div> <p>To search using the Old BPI number you must select the I: Inventory number search.</p> <ul style="list-style-type: none"> • Click on the I: Inventory number folder tab <li style="text-align: center;">-or- • Click the Search help icon and scroll down and Click on I: Inventory number <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; background-color: #d9d9d9; text-align: center;">I: Inventory number</div> <ul style="list-style-type: none"> • Type the Old BPI number in the Inventory number field • Press Enter or Click the Green check
4	 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; background-color: #4a7ebb; color: white; text-align: center;">Main Asset Number</div> <ul style="list-style-type: none"> • Double-click anywhere in the row <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; background-color: #4a7ebb; color: white; text-align: center;">Display Asset: Initial screen</div> <p>You're back at the Display Asset Initial screen.</p> <ul style="list-style-type: none"> • Press Enter or Click the Green check

Display An Asset - (AS03)

Steps	Screen Displayed	Procedures
5	 <p>The screenshot shows the 'General' tab of the 'Display Asset: Master data' window. It displays asset information for 'SALAD BAR' with asset number 40035634 and class 13420. The 'General data' section includes description, account determination (40000), serial number, and inventory number (356484). The 'Inventory' section shows the last inventory date as 03/20/2000. The 'Posting information' section shows the asset was capitalized on 11/08/1991 and deactivated on 07/01/2001.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <h3 style="text-align: center; color: blue;">Display Asset: Master data</h3> </div> <p>General Tab:</p> <ul style="list-style-type: none"> Description- description of the Asset Acct determination- brief description of account used to purchase the Asset Serial number- serial number of the Asset (if available) Inventory number- BPI number if the Asset was purchased prior to July 1, 2000 Last inventory on- the date last inventoried Capitalized on- generally the date the Asset was put into service First acquisition on- generally the date the Asset was first acquired Acquisition year- the year acquired Deactivation on- the retirement date of the Asset Ordered on- generally the order date of the first purchase order for the Asset (if available)
6	 <p>The screenshot shows the 'Time-dependent' tab of the 'Display Asset: Master data' window. It displays business area (4100), cost center (90009FOODS), plant (9420), and location (1381000). The 'Further intervals' button is visible at the bottom.</p>	<p>Time-dependent Tab:</p> <ul style="list-style-type: none"> Business Area- gives you the fund used to purchase the Asset Cost Center- gives the location, function, and the fund used to purchase the Asset Resp. cost center- designates the cost center that purchased the Asset (in this example Food Services purchased this item for the school) Plant- the plant in which Asset is located (for planning purposes) Location- the school/department the Asset resides Room- identifies the building/room where the Asset can be found Personnel Number- not used in this display Fund- not used in this display Functional Area- not used in this display Further intervals- displays the above data in a different format

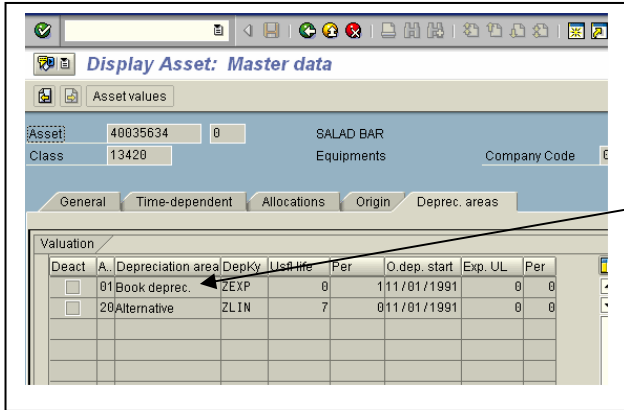
Display An Asset - (AS03)

Steps	Screen Displayed	Procedures
7	 <p>The screenshot shows the 'Display Asset: Master data' window with the 'Allocations' tab selected. The 'Asset values' section shows Asset: 40035634, Class: 13420, and Company Code: 001. The 'Allocations' section shows Group: OTHE (Other Equipment) and Inventory Status. Below is a table for 'Integration of assets and equipment' with columns for WF, Sy, Equipment number, C..., Object type, and Description of technical object.</p>	<p><u>Allocations Tab:</u></p> <ul style="list-style-type: none"> • Group- defines the group the Asset is assigned to, this example is assigned to OTHE- Other equipment • Inventory Status- this is set by the auditors
8	 <p>The screenshot shows the 'Display Asset: Master data' window with the 'Origin' tab selected. The 'Asset values' section is the same as in step 7. The 'Origin' section includes fields for Vendor, Manufacturer (CAMBRO), and checkboxes for 'Asset purch. new' (checked) and 'Purchased used'. It also has fields for Country of origin, Type name, and Internal specifications (Original asset, Acq. on). The 'Account assignment for investment' section has a WBS element field.</p>	<p><u>Origin Tab:</u></p> <ul style="list-style-type: none"> • Vendor- the vendor name if available • Manufacturer- name of the manufacturer if available • Asset purch. new- if this is checked the Asset was purchased new • Purchased used- if this is checked the Asset was purchased used • Country of origin- not used by PCSB • Type name- name/model of the Asset- used if appropriate • Original asset- the number of the Asset being transferred to this Asset number. This would be the construction in progress number for Assets acquired through a project • Original asset sub-number field- the sub-number of the asset being transferred to this asset number. This would be the construction in progress number for asset acquired through a project • Acq. on- generally the date of the acquisition of the original Asset • WBS element- the work breakdown structure element used to collect the cost of the Asset during construction.

Display An Asset - (AS03)

Steps	Screen Displayed	Procedures
-------	------------------	------------

9

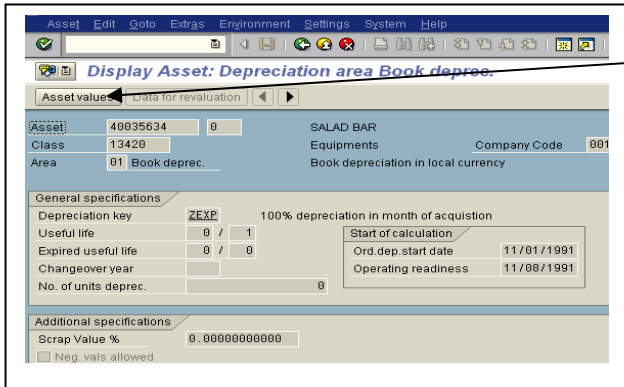


Deprec. areas tab:

To find the original purchase price of your Asset follow these steps:

- Double-click anywhere in the first row

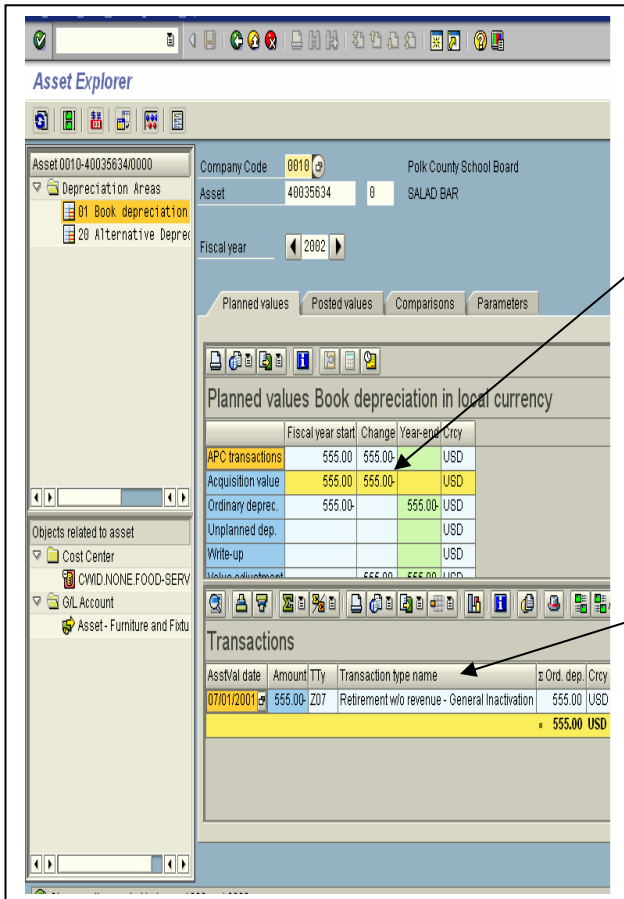
Display Asset: Depreciation area Book deprec.



- Click the **Asset values** button



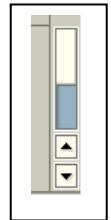
10



Asset Explorer

Planned values Book depreciation in local currency:

- Acquisition value is displayed
- Scroll down using **Scroll bar** on the right side (out of screen shot) to access more information



Transactions: (if applicable)

- Transaction type name column briefly describes any additional **Transactions**
- Click the **Green back arrow** to return to the previous page