

GENERATING A PRE-AUDIT REPORT (ZAAMA_AUDITTPPLOC)

From the SAP Easy Access Menu Screen:

Click the **Expand** icon to the left of **PCSB Menu > Property Accounting > Property Accounting Reports**
Double Click TPP Pre-Audit-Location Only

Selections:

Asset Class - *Already defined*

Cost Center - *Leave blank*

Location - *Type your four digit School /Department Number and 3 zeros (Example: 0031000)*

Or

*Click the **Search** icon on right of **Location** field*

*Click the **Name** bar at the top (to sort Locations in alphabetical order)*

*Double Click on the **Location Name**, the Number is displayed in the Location box.*

Inventory Audit / Discrepancy Report

Company code	0010	to		
Asset number		to		
Sub-number		to		
Selections				
Asset class	13400	to	13420	
Business area		to		
Cost center		to		
Plant	9420	to		
Location	0031000	to		
Asset super number		to		
Worklist				

Setting:

Report Date - *Should default to the last day of the Current Fiscal Year, (Example: 06/30/2005)*

Sort Version - *Type Z002 (sorts by Plant/Location/Room)*

Settings

Report date	06/30/2005	
Depreciation area	01	Book deprec.
Sort version	Z002	Plant/Location
Translation method		
List assets	<input checked="" type="radio"/>	
... or main numbers only	<input type="radio"/>	
... or group totals only	<input type="radio"/>	

Further settings:

Include Cost Center - *Click in the box to the left of **Include Cost Center** to select*

Further settings

<input type="checkbox"/> Current book value
<input checked="" type="checkbox"/> Include Cost Center

*Click the **Execute** icon on toolbar*



The **Inventory Audit/Discrepancy Report** is displayed.

To Print:

Click the **Print** icon on toolbar
 Click the **Green Check**

Inventory Audit / Discrepancy Report									
Date: 02/27/2006		School Board of Polk County			Page:				
Time: 09:25:27		Inventory Audit / Discrepancy Report							
Report date: 06/30/2006		Inventory Audit / Discrepancy Report - 01 Book deprec.			Creation date: 02/27/2006				
Plant	Location	Room							
9420	0031000								
Description	Serial Num.	Acq. Date	Acq. value	Manufacturer	Room	Comments	Main Num.	SNo.	Cost Cntr
CART 4-WELL BLACK		12/16/1994	1,675.00	CAMBRO			40037748	0	90009FOODS
COPIER	40BW01379	08/02/2004	5,423.00	KONICA		Not Located	40073554	0	0031IASSET
COMPUTER LAPTOP M460E	0035579245	06/24/2005	1,317.00	GATEWAY			40075667	0	9000V05SEC
COMPUTER LAPTOP M460E	0035579252	06/24/2005	1,317.00	GATEWAY			40075674	0	9000V05SEC

The Key Fields on the Printed Report include:

- **Description**
- **Serial Num.**
- **Acq. Date** - date item was acquired
- **Acq. Value** - cost of item
- **Manufacturer** - if available
- **Room** - room asset was located in if available
- **Comments** - may indicate invalid location or not located based upon last audit
- **Main Num.** - SAP number
- **Cost Center** – Fund Center and Fund where purchased

To Exit:

Click the **Yellow up arrow** or the **Green back** arrow on the toolbar