



OnePurdue Job Aid

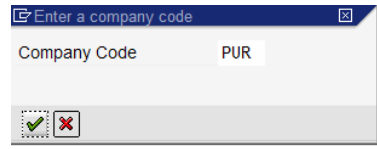
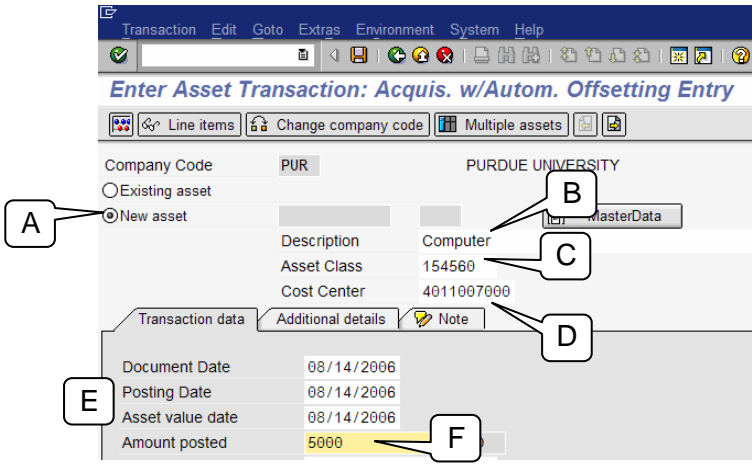
Acquire a Gifted Asset (ABZON)

Process

This job aid describes a procedure for posting the acquisition of a gift and creating its asset master record.


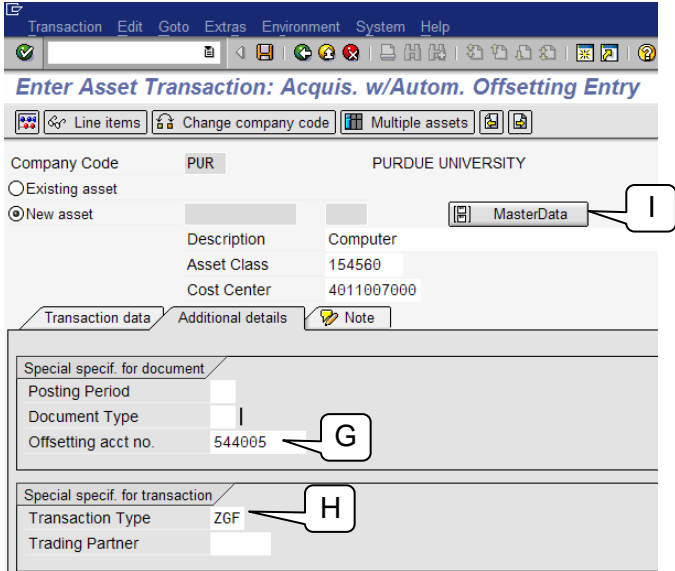
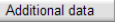
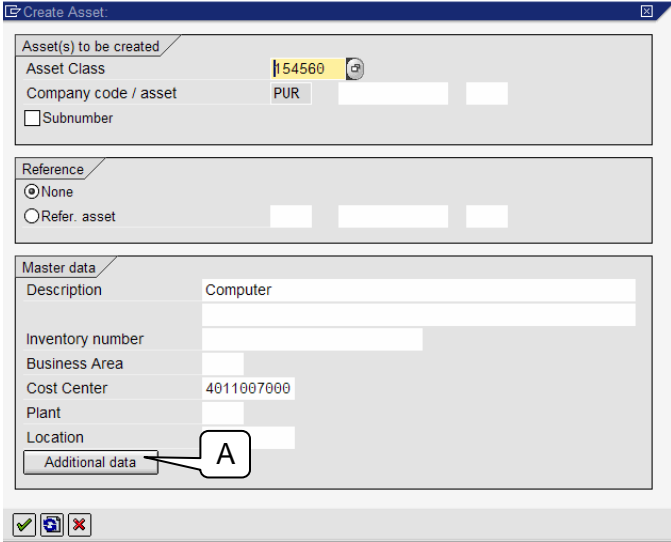
Menu Path

Accounting > Financial Accounting > Fixed Assets > Posting > Acquisition > External Acquisition > **ABZON -- Acquis w/Autom Offsetting Entry**

| Screen | Follow these steps |
|---|---|
| SAP Easy Access | Enter the transaction code <i>ABZON</i> or follow the menu path. |
| Enter a company code | <p><i>PUR</i> should appear by default in the Company code field (if not, enter it). Press the Enter key to continue.</p>  |
| Enter Asset Transaction: Acquis w/Autom Offsetting Entry | <p>In the header of the screen:</p> <ul style="list-style-type: none"> Select the <i>New asset</i> option (A) Enter a description of the asset in the Description field (B) Enter a code for the asset class in the Asset Class field (C) Enter a code for the cost center responsible for the asset in the Cost Center field (D) <p>Enter these data under the Transaction data tab:</p> <ul style="list-style-type: none"> Enter dates in the Document Date and Asset value date fields (E) Enter value of the asset in the Amount posted field (F)  |



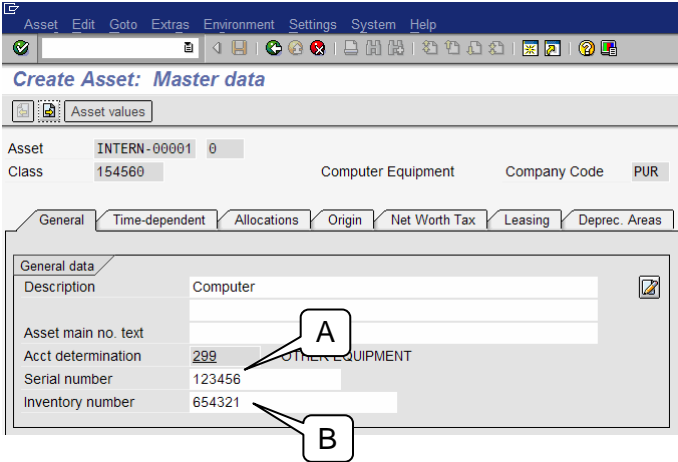
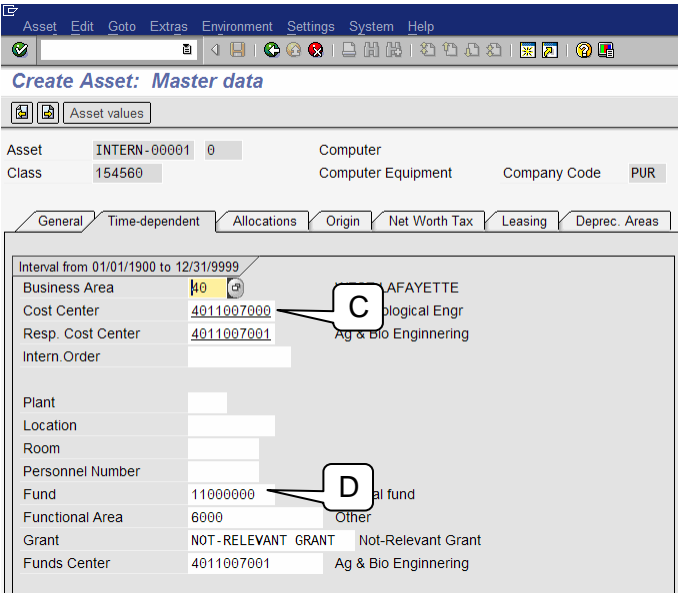
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| Screen | Follow these steps |
|---------------------|--|
| | <p>Enter these data under the Additional details tab:</p> <ul style="list-style-type: none">• Enter an account number in the Offsetting acct no field (G)• Enter <i>ZGF</i> (for <i>Gift/donation</i>) in the Transaction Type field (H)• Click the MasterData  button (I) to create the asset master record.  |
| Create Asset | <p>Click the Additional data  button (A).</p>  |




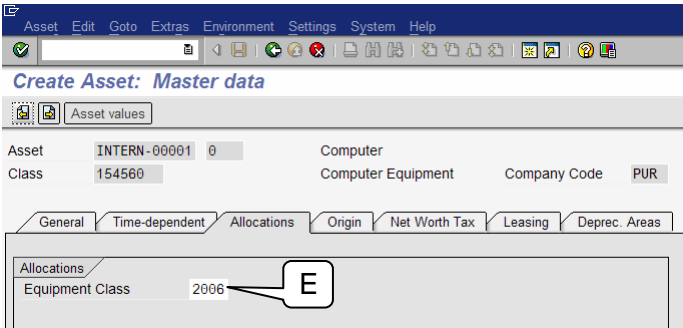

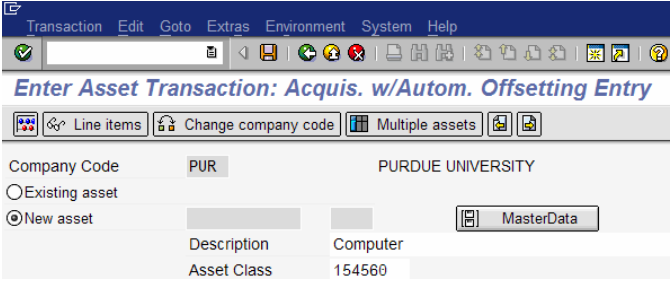
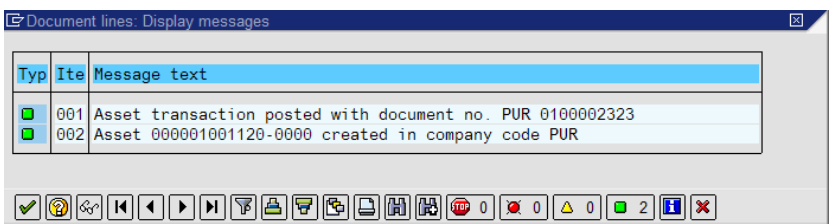
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Acquire a Gifted Asset (ABZON)

| Screen | Follow these steps |
|--|--|
| <p>Create Asset: Master data</p> <p>General tab</p> | <p>Under the General tab:</p> <ul style="list-style-type: none">• Enter a serial number in the Serial number field (A)• Enter an inventory number in the Inventory number field (B)  <p>Under the Time-dependent tab:</p> <ul style="list-style-type: none">• Enter a code for the responsible cost center in the Responsible Cost Center field (C)• Enter a code for the fund from which costs for the assets will be expended in the Fund field (D)• Press the Enter key to populate other fields under the tab  |



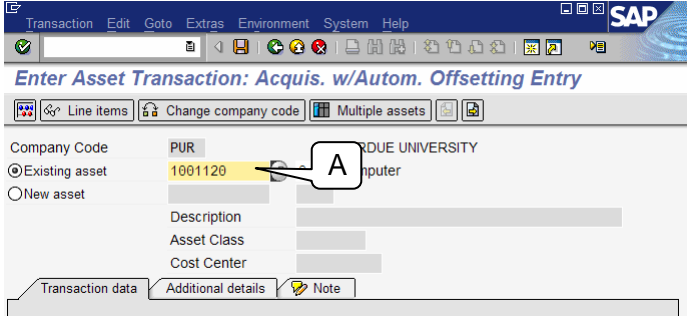
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| Screen | Follow these steps |
|--|--|
| | <p>Under the Allocations tab:</p> <ul style="list-style-type: none"> • Enter an appropriate classification code for the new asset in the Equipment Class field (E) • Click the Back  button  |
| <p>Create Asset</p> | <p>Press the Enter key to continue past this screen.</p> |
| <p>Enter Asset Transaction: Acquis w/Autom Offsetting Entry</p> | <p>Click the Save  button.</p>  <p>The Document lines: Display messages screen appears with information, warnings and error messages:</p> <ul style="list-style-type: none"> • If there are no errors, press the Enter key to acknowledge the information or warning • If there are errors, locate them on the screens and fix them  |



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Acquire a Gifted Asset (ABZON)

| Screen | Follow these steps |
|---------------------------|--|
| | <p>The header of the screen is changed: the <i>Existing asset</i> option is now selected and the new asset number is displayed to its right (A).</p>  <p>The screenshot shows the SAP 'Enter Asset Transaction' interface. The title bar reads 'Transaction Edit Goto Extras Environment System Help' and the SAP logo is in the top right. The main title is 'Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry'. Below the title are buttons for 'Line items', 'Change company code', and 'Multiple assets'. The 'Company Code' is set to 'PUR' (PURDUE UNIVERSITY). The 'Existing asset' radio button is selected, and the asset number '1001120' is displayed next to it, with a callout box containing the letter 'A' pointing to it. Below this are fields for 'Description', 'Asset Class', and 'Cost Center'. At the bottom, there are tabs for 'Transaction data', 'Additional details', and 'Note'.</p> |
| End of transaction | |