



Create, Change and Display Assets


AS01, AS02 and AS03

Process

This job aid describes the procedure for creating, changing and displaying the master records of assets. Two methods of creating asset records are described: "from scratch," which requires the manual entry of the data on the asset, and "from a template," which uses the existing master record of a similar asset as the template for a new master record.

Menu Paths


Accounting > Financial Accounting > Fixed Assets > Asset > Create > **AS01 – Asset**
 Accounting > Financial Accounting > Fixed Assets > Asset > Create > **AS02 – Asset**
 Accounting > Financial Accounting > Fixed Assets > Asset > Create > **AS03 – Asset**


Screen	To create an asset master record from scratch
SAP Easy Access	Enter the transaction code <i>AS01</i> or follow the menu path.
Create Asset: Initial screen	Enter a code for the asset class in the Asset Class field. Press the Enter key.
Create Asset: Master data General tab	Enter a description of the asset in the Description field.
Create Asset: Master data Time-dependent tab	Click the Time-dependent tab and enter the code for the: <ul style="list-style-type: none"> • Cost center that collects the depreciation expense for the new asset in the Cost Center field • Cost center that is responsible for the asset in the Resp Cost Center field • Campus where the asset is housed in the Plant field • Building where the asset is housed in the Location field • Funding source for the purchase of the asset in the Fund field • FM data element that tracks the acquisition cost against the purchasing cost center's (department's) budget in the Funds Center field
Create Asset: Master data Allocations tab	Click the Allocations tab. Enter a classification code for the new asset in the Equipment Class field.
Create Asset: Master data Origin tab	Click the Origin tab. Enter the code for the manufacturer of the asset in the Manufacturer field.
Create Asset: Master data Net Worth Tax tab	Click the Net Worth Tax tab. Enter a code for the owner of the asset in the Property indicator field. Click the Save  button: <ul style="list-style-type: none"> • The system responds with a message, <i>The asset XXXXXXXXX is created</i>



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Screen	To create an asset master record from a template
SAP Easy Access	Enter the transaction code <i>AS01</i> or follow the menu path.
Create Asset: Initial screen	Enter a code for the asset master record that will serve as the template for the new master record in the Asset field of the Reference frame. Press the Enter key.
Create Asset: Master data	<p>Click the Time-dependent tab, and enter the code for the:</p> <ul style="list-style-type: none"> • Cost center that collects the depreciation expense for the new asset in the Cost Center field • Cost center that is responsible for the asset in the Resp Cost Center field • Campus where the asset is housed in the Plant field • Building where the asset is housed in the Location field • Funding source for the purchase of the asset in the Fund field • FM data element that tracks the acquisition cost against the purchasing cost center's (department's) budget in the Funds Center field Click any other tab to display and enter or edit any other data about the new asset. <p>Click any other tab to display and edit if needed any other data about the new asset. Click the Save  button to save the new record:</p> <ul style="list-style-type: none"> • The system responds with a message in the status bar, <i>The asset XXXXXXXX is created.</i>

Screen	To change and display an asset master record
SAP Easy Access	Enter the transaction code <i>AS02</i> (for changing an asset) or <i>AS03</i> (for displaying one) or follow the menu path.
[Change or Display] Asset: Initial screen	Enter the asset number in the Asset field. Press the Enter key to display the asset record
[Change or Display] Asset: Master data	<p><i>For a change transaction:</i> Change the data in any white, read/write field under any tab. Click the Save  button:</p> <ul style="list-style-type: none"> • The system responds with a message in the status bar, <i>Asset XXXXXXXX was changed</i>