Display Asset

The Display Asset transaction is a useful tool for asset analysis. This transaction displays the master data elements of an individual asset, along with integration to purchasing data and other asset related documents.

Three levels of Display Asset are available from this transaction:

- **Asset Master Data Information**
  It provides screen views of the Asset Master Data allowing drill down and further information in Asset fields.

- **Asset Transaction Information**
  It is possible to drill down and view asset transactions. Each transaction is linked to an Asset Accounting document.

- **Asset Accounting Document Display**
  Materials documents, such as purchase orders and financial posting documents can be displayed. These are shown when a drill down is performed on a transaction.
Display Asset (AS03)

Via SAP Menu: Accounting → Financial accounting → Fixed assets → Asset → Display → Asset

**Note:** From the SAP User Menu, click on the [SAP menu button](#) to access the SAP menu per above. To save time, click and drag the transaction to your Favorites folder if desired. To return to the SAP User Menu, click on the [User menu button](#).

**On the Display Asset: Initial screen:**

1. If known, enter the **R/3 asset number** in the **Asset** field.

   **Note:** For older equipment that was purchased prior to the use of SAP R/3 at Duke, a new R/3 asset number was assigned. However, the old asset tags on some equipment were not replaced with new tags containing the R/3 asset number. Therefore, the old asset tag number was entered in R/3 as a reference in the **Inventory Number** field. If the R/3 asset number is not known, use the step 2 to search for the R/3 asset number using the old asset tag number.
2. **OPTIONAL:** If the R/3 asset number is not known, to search for a number using the old asset tag number or other known data:

- Click in the **Asset** field and click on the **Drop-down** button.

- In the resulting **Main Asset Number (Personal Value List)** window, click on the **Restrict Values Range** button.

- In the resulting **Restrict Value Range** window, click on the **I: Inventory Number** tab to choose that type of search.

- Enter the old tag number in the **Inventory number** field (do not include any dashes, just enter the number without the dashes).

  *Note:* Other fields may also be used to search by what is known about the asset, such as the Asset class or description. Use an * (asterisk) as a wildcard for better search results (see example above).

- Click on the **Enter** button.

- In the resulting **Main Asset number** window, double click on the asset to populate the Asset field with the R/3 number (in blue).
3. Enter the **four digit company code** in the **Company Code** field.

4. Click on the **Enter** button (or **Enter** on keyboard) to display the **Display Asset: Master data** screen (see next page).

**On the Display Asset: Master data screen:**

5. Review the sections titled **General data**, **Inventory**, and **Posting information** (i.e. ‘Capitalized on’ date) on the **General data** tab (default screen of information displayed).

   **Note:** To view the data for each tab per steps below, click on the tab or use the **Next page tab** and **Previous page tab** buttons to move between tabs of data.
6. To display **responsible cost center** (department responsible for this asset), click on the **Time-dependent** tab.

   *Note:* For Company Code 0010, the cost center field usually contains 1569000, which is used to book depreciation on all movable equipment within this company. For capital assets related to the Health System, the cost center field and responsible cost center field are usually the same.

7. To display the asset location (**building number, floor, and room number**), click on the **Time-dependent** tab.

8. To display the **WBS element** and any **available vendor / manufacturer information** for the asset, click on the **Origin** tab, and scroll down to the bottom of the page, if needed.

   *Note:* For Company Code 0010, if the WBS element field is blank, then return to the **Time-dependent** tab to view **responsible cost center (funding source)** for this asset. The Health System Company Codes (0020-0060) should have a WBS Element unless the asset was acquired via transfer or takeover.

   The vendor / manufacturer information is sometimes useful to a property manager (and to our auditors) for equipment inventories. For example, if they see a projector with a manufacturer name stamped on the side, this information helps identify that asset.

9. To display an **overview of the asset’s useful life and the date the asset began depreciating**, click on the **Deprec. areas** tab.

   *Note:* This data and more is also on the Asset Explorer screen (Asset Values), which is covered on the next few pages.
To display the Asset Explorer screen and view more data about the asset:

10. Click on the Asset values button (Ctrl+F1) (see next page).

    Note: If prompted by an Information dialog box to choose a fiscal year, click the OK button to proceed and close the box.
Display Asset (cont.)

On the Asset Explorer screen:

Choose tabs to view information for the year selected.

Click and drag bar to size the split windows as needed.

Once a year is selected, this section populates and can be used to view the Purchase Order.

This section displays information per the tab and fiscal year selected (see next pages for details of each tab).

This section displays all transactions that have occurred for the year selected plus planned depreciation.

Note: The Asset Explorer screen has details for the asset for the current, past, and next fiscal years. The tabs across the top contain different pieces of information for the year selected and are outlined on the next pages.

The summarized values for each tab chosen are shown in the upper right of the screen, while the detail of the transactions is shown in the lower right of the screen.

The split window between these sections can be sized by clicking and dragging the divider bar as desired.

Once a year is selected, the Objects related to asset populates in the lower left of the screen and can be used to display the Purchase Order (see steps in this section).

11. Click on the Previous fiscal year and Next fiscal year buttons to select the fiscal year in the Fiscal year field.
Display Asset (cont.)

On the Asset Explorer screen, to display the Planned values (depreciation as of June 30 for the year selected):

12. Click on the Planned values tab (default tab) and review data as outlined below (change fiscal year selected as needed):

<table>
<thead>
<tr>
<th>APC transactions and Acquisition values</th>
<th>Contains the Asset Purchase Cost, i.e., Acquisition values per the following columns:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Fiscal year start = Asset purchase costs as of July 1 of the year selected (if blank, asset was purchased in year selected).</td>
</tr>
<tr>
<td></td>
<td>• Change = invoices paid this year (see details in Transactions section below).</td>
</tr>
<tr>
<td></td>
<td>• Year-end = Asset Purchase Cost projected as of the end of the fiscal year selected.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordinary deprec.</th>
<th>Contains the posted and planned depreciation per the following columns:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Fiscal year start = Depreciation from past years.</td>
</tr>
<tr>
<td></td>
<td>• Change = Planned depreciation (see details in Transactions section below).</td>
</tr>
<tr>
<td></td>
<td>• Year-end = Total of prior years and planned depreciation.</td>
</tr>
</tbody>
</table>

| Net book value | Contains the Planned Net book value (APC transactions less depreciation) for the beginning of the fiscal year, the current year change, and the fiscal year end. |
On the *Asset Explorer* screen, to display the Posted values (depreciation values as of today if current year selected):

13. Click on the **Posted values** tab and review data as outlined below:

<table>
<thead>
<tr>
<th><strong>APC transactions and Acquisition values</strong></th>
<th>Contains the Asset Purchase Cost, i.e., Acquisition values per the following columns:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Fiscal year start = Asset purchase costs as of July 1 of the year selected (if blank, asset was purchased in year selected).</td>
</tr>
<tr>
<td></td>
<td>• Change = invoices paid this year through today.</td>
</tr>
<tr>
<td></td>
<td>• Year-end = Asset Purchase Cost projected as of the end of the fiscal year selected.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ordinary deprec.</strong></th>
<th>Contains the posted depreciation per the following columns:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Fiscal year start = Depreciation from past years.</td>
</tr>
<tr>
<td></td>
<td>• Change = posted depreciation as of today.</td>
</tr>
<tr>
<td></td>
<td>(See details in Transactions section below for posted depreciation which is indicated with a symbol. This section also contains Planned depreciation, which is indicated with a symbol.</td>
</tr>
<tr>
<td></td>
<td>• Year-end = Total of prior years and posted depreciation.</td>
</tr>
</tbody>
</table>

| **Net book value** | Contains the Net book value as of today (APC transactions less depreciation) for the beginning of the fiscal year, the current year change, and the fiscal year end. |
On the Asset Explorer screen, to display the Comparisons (summary of life of asset over the years selected, which shows the year when the asset will be fully depreciated):

14. Click on the Comparisons tab (default tab).

15. Click on the Previous fiscal year and Next fiscal year buttons to adjust the years in the (From) and To Fiscal year field.  

   **Note:** To determine when an asset will be fully depreciated, adjust the To Fiscal year field as needed (may need to extend out for several years). The example above shows that the asset will be fully depreciated in 2009).

16. Review the columns in the Comparisons tab as follows:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Contains the fiscal years per the values selected in the (From) and To Fiscal year field above (adjust the years as needed per note above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APC transactions</td>
<td>Contains the Asset Purchase Cost(s) in the fiscal year(s) the cost was incurred.</td>
</tr>
<tr>
<td>Acquisition Values.</td>
<td>Contains a sum of the value of the acquisition based on the APC transactions column for the fiscal years selected.</td>
</tr>
<tr>
<td>Net book value</td>
<td>Contains the Net book value (Acquisition values less depreciation) for the fiscal years selected.</td>
</tr>
</tbody>
</table>
On the Asset Explorer screen, to display the Purchase Order detail (for assets purchased after March 1999):

17. Double click on the Purchase Order folder to display the Purchasing Documents For asset (shown below).

18. Double click on the Purchase Order date or anywhere on that line to view the Display Purchase Order: Item Overview screen (shown next page).
19. Use the various buttons to view other Purchase Order detail (refer to *Reconciliation and Documents Guide* for more on Purchase Orders).

20. To return to the *Asset Explorer* screen, click on the **Back** button.

**To return to the Display Asset: Master data screen from Asset Explorer screen:**

21. Click on the **Back** button or **Display Master Data** button (F3).
To view attachments associated with the asset (from the Display Asset: Master data screen):

22. Click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.

23. In the resulting drop-down list, click on the menu option for Attachment list.

*Note:* Another option is to click on the left side of the Services for Objects button and in the resulting toolbar, click on the Attachment List button.
24. In the resulting **Service: Attachment list** window (shown above), **double click on each attachment** listed to view that attachment.

   **Note:** Attachments will show information related to the asset, such as pictures, web links, etc. A message will appear stating that bytes have been transferred and the attachment will eventually open (for pictures of assets, the picture will open in Microsoft Photo Editor or equivalent software). **When ready to exit the photo or other type of attachment, simply close that software and return to SAP R/3.**

25. When all attachments have been viewed:
   - If applicable, click **OK** to clear the message that bytes were transferred
   - Click on the **Continue** button to close the **Service: Attachment list** window.

**When finished viewing all the data for the Asset, to exit:**

26. When finished viewing the data, click on the **Exit** button (**Shift+F3**) until the initial R/3 screen is displayed.