The Asset Balances report can be run using various report options. The report is designed to allow for reporting of Asset Balances such as Acquisition Costs, Accumulated Depreciation, and Net Book Value. It normally would be used to show a balance for a specified Cost Center or Asset Class.

Note: This report lists all the assets in a department, not just the assets with a unit cost of $5,000 or more.

The report can be run using the following options:

- by asset number
- by asset class
- by cost center
- by location
Asset Balance Report

Via SAP Menu: Accounting → Financial accounting → Fixed assets → Information system → Reports on Asset Accounting → Asset Balances → Balance Lists → Asset Balances → ...by Asset Class

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 Asset Balance selection screen (shown below):

1. To display all selection criteria fields (as shown in example below), follow the menu path: Edit → All selections.

2. Enter a company code in the first Company code field.

Note: If applicable, use the Company code (to) field to enter a range of company codes or use the Multiple Selection button to enter more than one company code.
3. To narrow the search, enter other selections such as Asset class, Cost center (see steps below for 0010), Location, etc.

4. To enter specific cost centers for Company Code 0010, follow these steps (do not enter values in Cost Center field):

   • Click on the Dynamic Selections button.
   • Open the Time-dependent data folder.
   • Scroll down to the bottom of this folder and double click on Resp. cost center (to display the field on the right side).
   • On the right side of the screen, enter the seven digit Cost Center for 0010 in the Responsible cost center field.

   Note: If needed, use the Multiple Selection button to enter more than one Cost Center.

5. Enter the fiscal year end date in the Report date field.

6. Enter 01 in the Depreciation area field (default).

7. To choose the Sort version:
   • Click in the Sort version field.
   • Click on the Drop down button (F4) to display the Sort version for reporting dialog box.
   • Double click on sort version 0010 (Co. code/asset class/location) to include and sort by company code, asset class and location on the report.
Asset Management Reporting Guide

Asset Balance Report (cont.)

8. Use the List Assets section as follows:
   - To see a more detailed report or to ensure that the drill-down function is available if the Dynamic Selections option was used, select/click on the List Assets radio button.
   - To see a more summarized report with no drill-down function, leave the default selection (…or by group totals) selected.

9. Click on the Execute button (F8) to display the report.

On the Asset Balances report:

10. Optional: Follow the menu path: Settings → Columns → Optimize Width to expand columns to the optimal width.

11. Review all columns outlined below (based on Sort version 0010):

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Column Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>The four digit identifier for the company code.</td>
</tr>
<tr>
<td>Asset class</td>
<td>The asset class assigned by Plant Accounting when the asset is created.</td>
</tr>
<tr>
<td>Location</td>
<td>A number that identifies the building and floor of the asset’s current location.</td>
</tr>
<tr>
<td>Accum. Dep.</td>
<td>Accumulated depreciation per the date selected in report criteria.</td>
</tr>
<tr>
<td>Book Val.</td>
<td>Acquisition value less accumulated depreciation.</td>
</tr>
<tr>
<td>Crcy</td>
<td>USD = U.S. Dollars</td>
</tr>
</tbody>
</table>

12. To **vertically scroll** through this report and view other pages, use the following buttons (or vertical scroll bar):

- **First Page (Ctrl+Page up)** to scroll to the top cover page.
- **Next Page (Page down)** to scroll to the next page.
- **Previous Page (Page up)** to scroll to the previous page.
- **Last Page (Ctrl+Page down)** to scroll to the last page.

13. To drill-down for more details, **double click** on the desired line item (*drill-down not allowed if Dynamic Selections was used and List Assets radio button was NOT selected*).

14. Click on the **Exit** button (**Shift+F3**) until the initial R/3 screen is displayed.