





















Job Aids

- Fixed Asset
 - Asset Reporting



1. Document History

2. Business Processes and SAP Transactions

Asset Balance by Asset Class

Asset Balance by Business Area

Version	Date	Modifications
V1.0	December 1st, 2013	

• Reporting	
Asset Explorer	AW01N
 Asset Balance by Asset Number 	S_ALR_87011963

S_ALR_87011964

S_ALR_87011965

Asset Balance by Cost Center	S_ALR_87011966
------------------------------	----------------

- Asset History Sheet S_ALR_87011990
- Asset depreciation forecast S_ALR_87012936 S_ALR_87012026
- Asset Acquisitions S_ALR_87012050
- Asset Retirements S_ALR_87012052

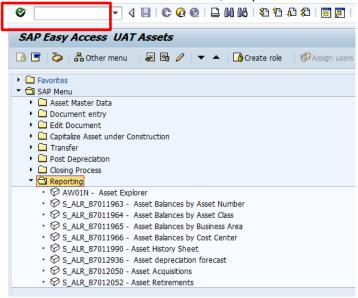
3. Roles

- Fixed Assets Responsible
- Fixed Assets Analyst



4. Process Execution in SAP

4.1. To perform the **Reporting** transaction in SAP, type the transaction code of any of the possible forms of visualization in the transaction box in a new SAP session, and press Enter.



4.2. The values posted to the asset can be checked and revised in the **Asset Explorer** by typing the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: AW01N



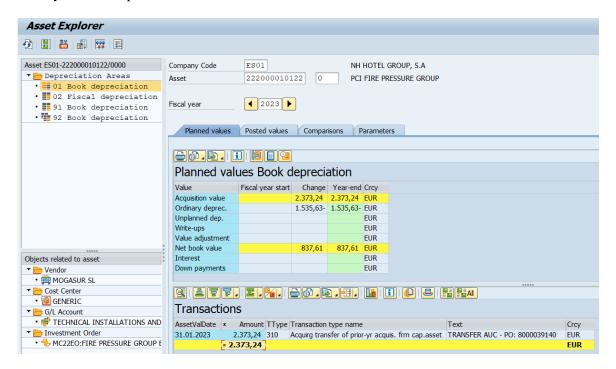
The Asset Explorer allows the analysis changes in the value of individual asset master records. It shows both the planned and posted balance sheet and depreciation values of a fixed asset in different forms and summarization levels.

The Asset Explorer consists of:

- A header section where you enter the company code and required asset
- An overview tree for navigating between different depreciation areas
- An overview tree that shows the objects that are related to the asset
- A tab for analyzing planned values, posted values, and different parameters as well as for comparing



fiscal years and depreciation areas.



The fields of the screen are defined in the following table:

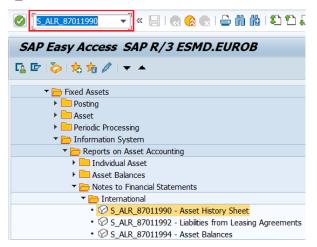
Field	Brief Explanation	
Company Code	Mandatory (e.g.ES01)	
Asset	Mandatory (e.g. 222000010122)	
Planned values Book depreciation	Amount of acquisitions, depreciations, write-ups, etc. of the asset selected.	
Transactions	Movements realized with the asset selected	

This function shows all the values of a fixed asset, including APC values and depreciation, in various forms and summarization levels. Planned values are displayed, as well as values already posted. This function is used to display and analyze asset values.



4.3. The values posted to the asset can be checked and revised in the Asset History Sheet by typing the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: S_ALR_87011990



It is the most important supplement to the balance sheet, from the point of view of Asset Accounting. The asset history sheet displays all changes to the asset portfolio (transactions) in a fiscal year.

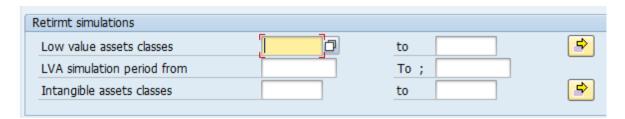
It will be used to view the list of transactions in each of the asset.

It can be called up the asset history sheet as a totals list, or as a detail list showing individual assets. The detail list shows the capitalization date for each asset, and, if applicable, the deactivation date and any transactions in the year being reported.

Introduce parameters for the report (limit the report as needed) and Execute



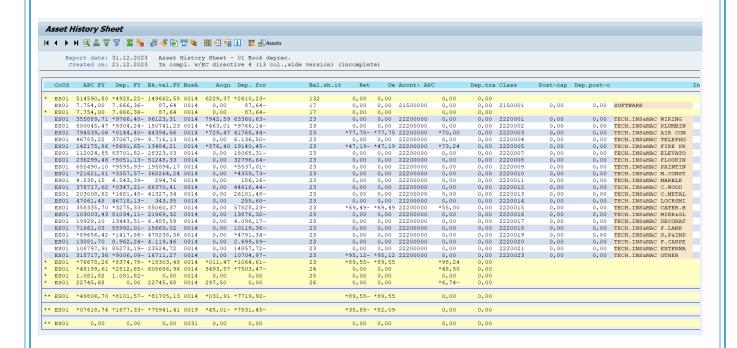
If actual retirement of low value assets has not be posted, it can be used the asset history sheet to simulate their retirement (in order to minimize the transactions necessary for their retirement).





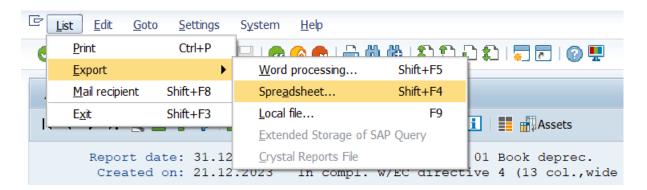
The fields are de fined in the following table:

Field	Brief Explanation
Low value assets classes	Asset class for low value assets
Time period for the retirement simulation period. It must the same date every year so that LVAs can be shown cont and correctly in the history sheet. This fixed start date sho in the distant past (for example 1900). Using the same star each year ensures that LVAs, for which retirement has alreach year ensures that LVAs, for which retirement has alreach year simulated, do not appear in the history sheet with the in subsequent years. In addition, the end date for the simulatine period has to be in a fiscal year that is still open.	
Intangible assets	It will follow the same procedure.

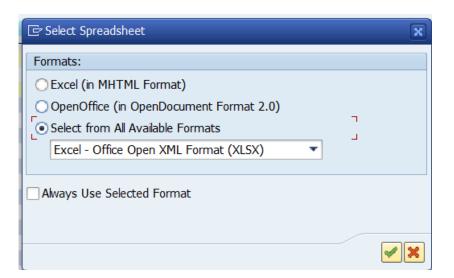


It could be possible to download the file into the PC by following next steps:

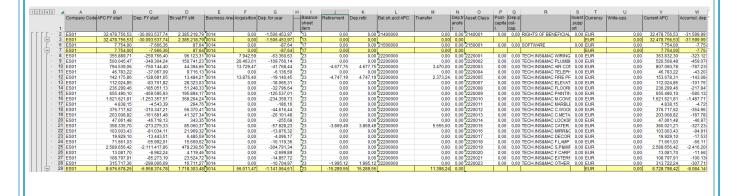
1. Click List /Export/Spreadsheet



2. Introduce a valid name to the file



3. Accept in order to download the Asset History in the PC and be able to work on it. This is the table in Excel that we obtain. We can go on expanding to the left to achieve a higher level of detail.





4.4. Asset Balances: this reports display a summary of the assets of one or various companies classified by different criteria. In general, reports have the same structure. For example:

Transaction code: S_ALR_87011963 – Asset Balances by Asset Number

This report allows the user to visualize the value of the asset by asset number. For each asset it is displayed its acquisition value, accumulated depreciation and the net book value expected at the end of the report year.

Transaction code: S_ALR_87011964 - Asset Balances by Asset Class

This report allows the user to visualize the value of the asset by asset class. For each asset it is displayed its acquisition value, accumulated depreciation and the net book value expected at the end of the report year.

Transaction code: S_ALR_87011965 - Asset Balances by Business Area

This report allows the user to visualize the value of the asset by business area. For each asset it is displayed its acquisition value, accumulated depreciation and the net book value expected at the end of the report year.

Transaction code: S_ALR_87011966 - Asset Balances by Cost Center

This report will show a list of fixed assets by cost center. For each asset it is displayed its acquisition value, accumulated depreciation and the net book value expected at the end of the report year

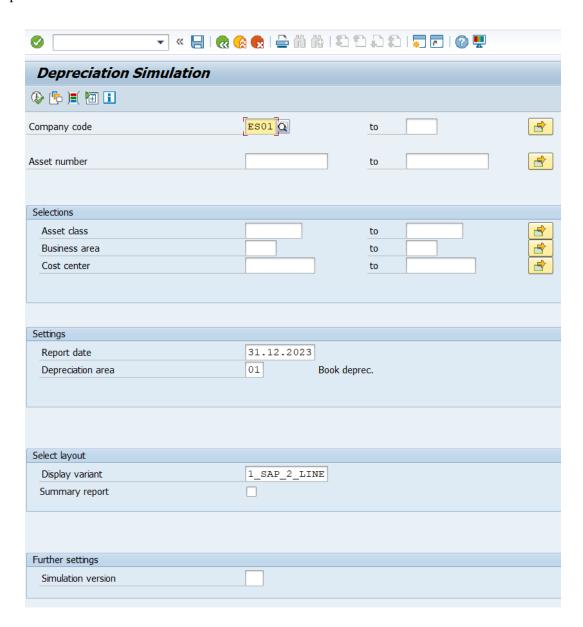
The main difference between these transactions is the field Selections. It will differ in each case depending on the criteria used to make the selection





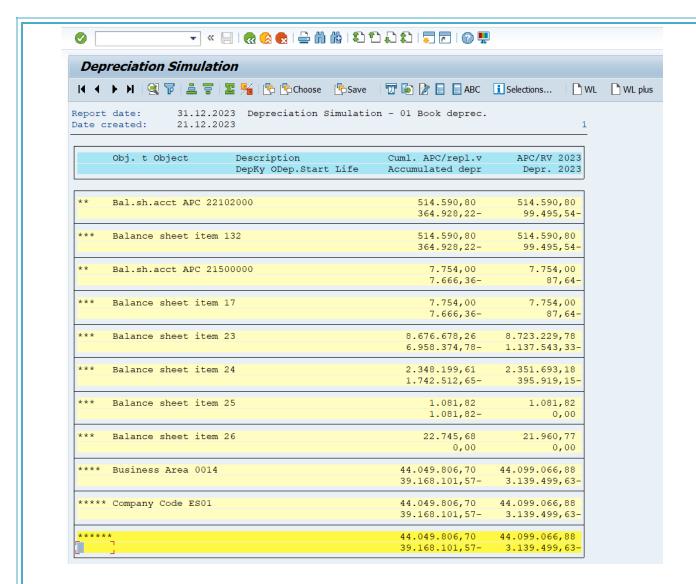
4.5. Asset Depreciation Forecast – it allows the system to simulate future depreciations Transaction code: **S_ALR_87012936**

The first screen displayed, allows the user to generate a report for simulating and forecasting future depreciation:



This report allows simulating depreciation many years into the future. The date entered for the report determines the future fiscal year up to which it is wanted to simulate depreciation.





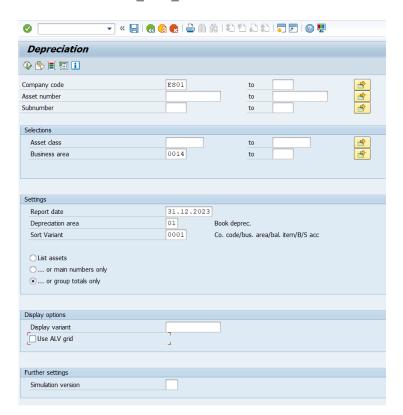
The report displays the following values:

- The book value at the start of the year
- The cumulative transactions affecting APC, up to the beginning of the current fiscal year
- The transactions affecting APC in the current fiscal year
- The planned ordinary depreciation and other depreciation in the current fiscal year
- The planned net book value at the end of the year
- The planned interest in the current fiscal year and the cumulative interest up to the beginning of the current fiscal year

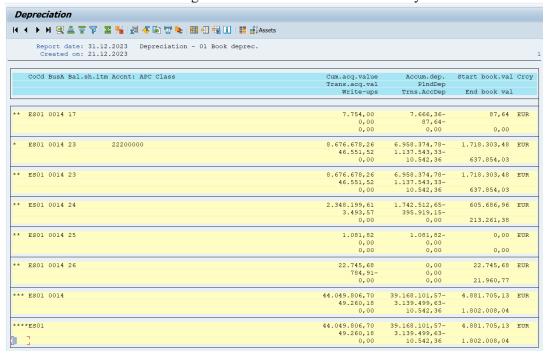


4.6. Asset Current year Depreciation - This transaction allows simulate the depreciation for the current period.

Transaction code: S_ALR_87012026



If we don't click on "Use ALV grid" we will see the screen in this way:

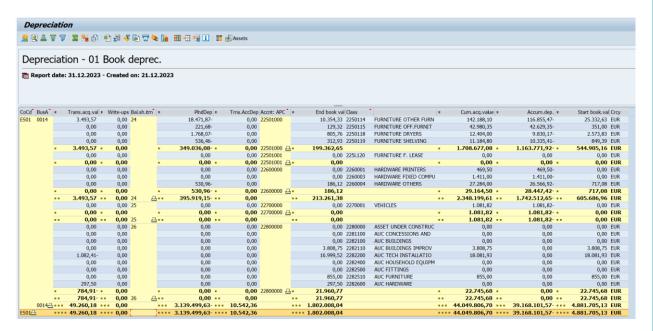




Also, we can change the view in we click on ALV grid.



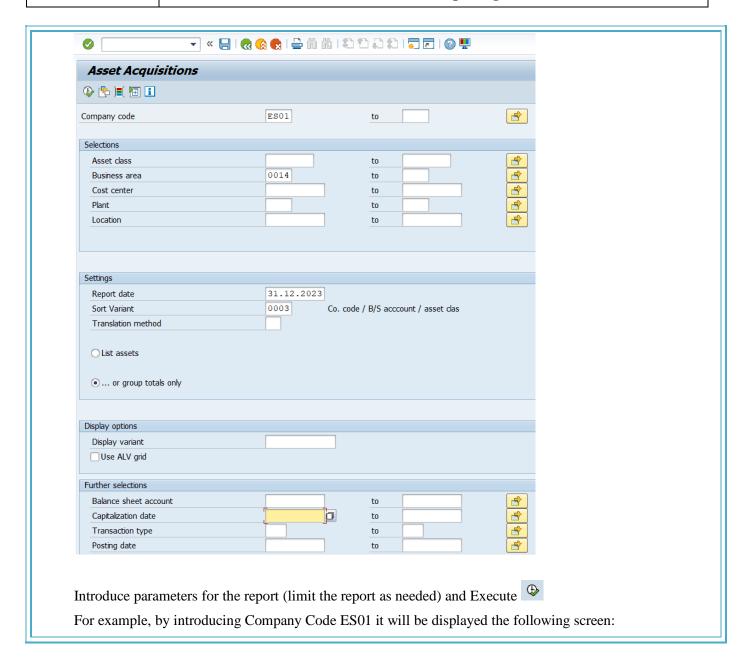
The screen in this case will be the following view:



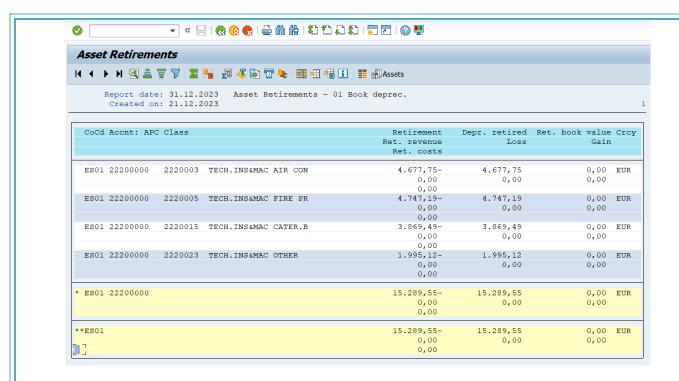
4.7. Asset Acquisitions - lists all acquisitions transactions for the specified posting data time period. It allows to run the report for mid-year time intervals (i.e. run it for all acquisitions that were posted in the second fiscal quarter)

Transaction code: S ALR 87012050

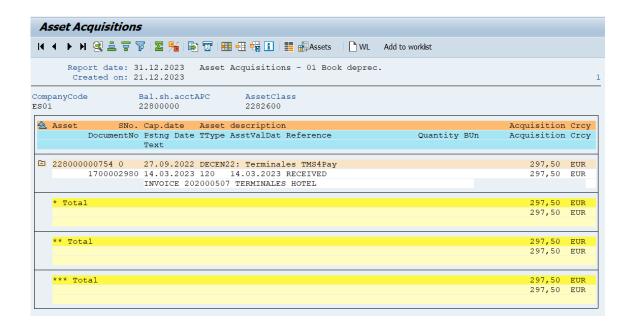








By double click in each line item it will be displayed further information of the asset acquisition:



The report overviewed will be the information of the transactions completed with the asset selected and the acquisitions effectuated shown in the currency defined.

Amounts shown include acquisitions cost and corresponding depreciation amounts as well as detailed information for individual transactions (such as posting date, document number, etc.)



4.8. Asset Retirements - shows asset transfers (transfers from one asset to another asset). It includes the amount of cost and depreciation transferred

Transaction code: S_ALR_87012052

The selection screen for the Asset Retirements report is almost identical to the selection screen of the Asset Acquisitions report. The only difference, that the field deactivation date is an available selection criteria.

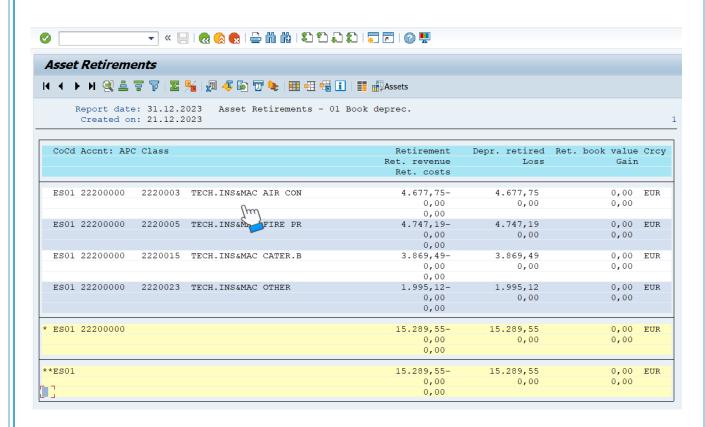
This allows to limit this report to a specific time period, during which the assets were deactivated (which may be different from the actual posting date of the retirements)

Includes retirement amounts (cost and depreciation) and corresponding gain and loss amounts. Also included are sales proceeds in case of an asset sale (as opposed to asset scrap) and statistical subsequent cost or revenues.

Introduce parameters for the report (limit the report as needed) and Execute

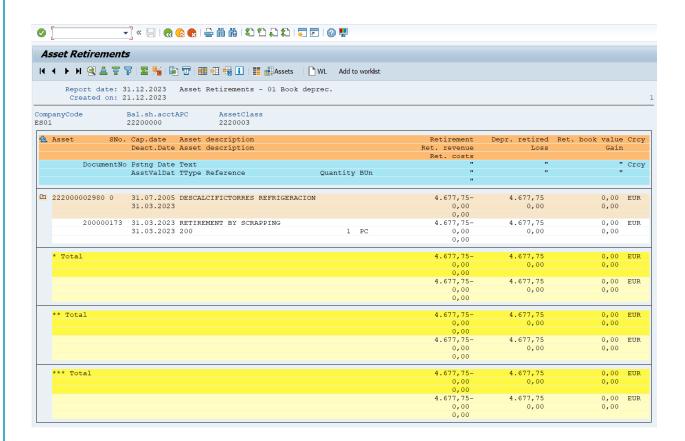


For example, by introducing Company Code ES01 it will be displayed the following screen:



By double click in each line item it will be displayed further information of the asset retirement:





The report overviewed will be the information of the transactions completed with the asset selected and the retirements effectuated shown in the currency defined.

The report includes a field for subsequent costs (Ret. costs) and a field for subsequent revenue (Ret. revenue). The example for subsequent revenue would be that you receive sales proceeds for an asset that you had scrapped earlier.