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Job Aids

- General Ledger
 - Asset Creation

1. Document History

Version	Date	Modifications
V1.0	December 13, 2013	
V2.0	October, 2023	

2. Processes and Transactions

- Asset Master Data

– Create Asset Master Record	AS01
– Create Asset Subnumber	AS11

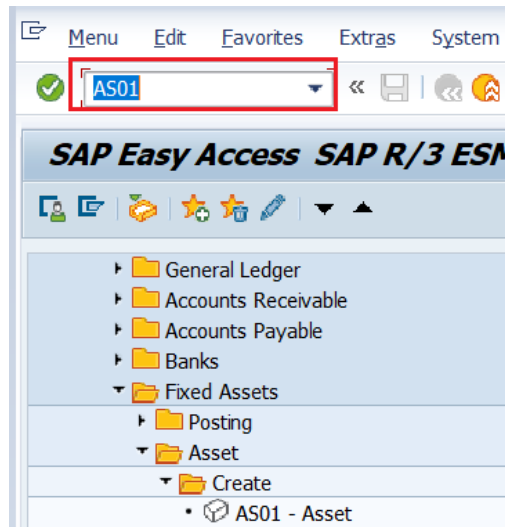
3. Roles

- Fixed Assets Responsible
- Fixed Assets Analyst

4. Process Execution in SAP – Asset Creation

- 4.1. The first step in the Asset Master Data will be the execution of creating an asset. To perform **Create Asset Master Data** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **AS01**



The first screen in the transaction is an initial screen where the user will be able to set the criteria to create an asset.

Create Asset: Initial screen

Master data Depreciation areas

Asset Class: **ES01**

Company Code: **1**

Number of similar assets: **1**

Reference:

Asset:

Sub-number:

Company code:

☐ Post-capitalization

Asset Class (1) 183 Entries found

B: Account Assignment / Screen Layout C: A

Acct.det	Layout	CoCd	Class	Asset Class Name
211000	2110	ES01	2110001	CONCESSIONS & LICENC
212000	2120	ES01	2120001	PATENTS, TRADEMARKS
213000	2130	ES01	2130001	GOODWILL OF MERGER
214000	2140	ES01	2140001	RIGHTS OF BENEFICIAL
214020	2140	ES01	2140201	RIGHTS OF BENEFICIAL
215000	2150	ES01	2150001	SOFTWARE
215000	2150	ES01	2150002	SOFTWARE (HH)
216000	2160	ES01	2160001	LEASE AGREEMENTS CAP
216020	2160	ES01	2160201	LEAS AG. CAP. RENTS
220000	2200	ES01	2200001	LAND
221000	2210	ES01	2210001	BUILDINGS DEMOLITION
221000	2210	ES01	2210002	BUILDINGS FOUNDATION
221000	2210	ES01	2210003	BUILDINGS GARAGE
221000	2210	ES01	2210004	BUILDINGS OFFICES
221000	2210	ES01	2210005	BUILDINGS FLAT
221010	2210	ES01	2210101	BUILDINGS IMPROVEMEN
221010	2210	ES01	2210102	BUILDINGS MAJOR IMPR
222000	2220	ES01	2220001	TECH.INS&MAC WIRING
222000	2220	ES01	2220002	TECH.INS&MAC PLUMBING
222000	2220	ES01	2220003	TECH.INS&MAC AIR CON
222000	2220	ES01	2220004	TECH.INS&MAC TELEPHO
222000	2220	ES01	2220005	TECH.INS&MAC FIRE PR
222000	2220	ES01	2220006	TECH.INS&MAC PA SYST
222000	2220	ES01	2220007	TECH.INS&MAC ELEVATO
222000	2220	ES01	2220008	TECH.INS&MAC FLOORIN
222000	2220	ES01	2220009	TECH.INS&MAC PAINTIN
222000	2220	ES01	2220010	TECH.INS&MAC M.CONST
222000	2220	ES01	2220011	TECH.INS&MAC MARBLE
222000	2220	ES01	2220012	TECH.INS&MAC C.WOOD

The fields are detailed in the table below:

<i>Field</i>	<i>Brief Explanation</i>
Asset Class	<p>Mandatory. The main criterion for classifying fixed assets according to legal and management requirements.</p> <p>For each asset class, control parameters and default values can be defined for depreciation calculation and other master data.</p> <p>Each asset master record must be assigned to one asset class.</p>
Company Code	Mandatory. (e.g. ES01)
Number of similar assets	<p>It enables the creation of multiple similar assets in one master transaction. These assets initially differ from each other only by their main and/or sub-number. When it is saved, a description and inventory number for each individual master record can also be entered.</p> <p>This function does not allow the creation of multiple assets that automatically have the same long text.</p> <p>By default will be 1. Possibility of being changed.</p>

- 4.2.** After filling out the fields, Master Data box should be clicked in order to display five tabs that must be completed in order to complete the Asset Master Data. Depending on the Asset Class decision, fields will be optional or required.

General: asset general data.

Create Asset: Master data

Asset values

Asset: INTERN-00001 0
Class: 2150001 SOFTWARE Company Code: ES01

General Time-dependent Allocations Origin Deprec. Areas

General data

Description

Asset main no. text

Acct determination: 215000 SOFTWARE

Serial number

Inventory number

Quantity

☐ Manage historically

Inventory

Last inventory on

Inventory note

☐ Include asset in inventory list

Posting information

Capitalized on

First acquisition on

Acquisition year: 000

Deactivation on

Plnd. retirement on

Ordered on

The fields are detailed in the table below:

Field	Brief Explanation
Description	Name for the asset. Text format.
Asset Main Number Text	It can be entered any desired name for an asset main number. The text is then used, for example, in reporting, and in the display values transaction when accessing totals per asset main number.
Serial number	Optional. Manufacturer's serial number.
Inventory number	It will be the number assigned to the asset in FAMA
Quantity	Mandatory. For assets in which a base unit of measure is entered. It can be entered a quantity when acquisitions and retirements are posted.
Capitalization on	<p>The system enters the asset value date of the first posting that results in the capitalization of the asset. The capitalization date is the value date of an asset.</p> <p>It will be the same date as the supplier invoice and the system will automatically set it when AP invoice is posted.</p>
Deactivation on	<p>The system enters the asset value date of the retirement posting for a full retirement.</p> <p>Once an asset has been deactivated, no longer posting to the asset can be done (with one exception: posting a reversal of the last retirement). In order to be able to make correction postings after an asset has been deactivated, it can be also manually changed the deactivation date in the asset master record.</p>

Time-dependent: information such as analytical allocation to which the movements of the associated asset will be loaded.

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 PRUEBA TEST
Class: 2150001 SOFTWARE Company Code: ES01

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area: []
Cost Center: [x]
Plant: []
Location: []
Room: []
License plate number: []
Personnel Number: []
Real Estate Key: []

☐ Asset shutdown

In Cost Center field while we write the CECO a popup window will display with related CECOS:

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 PRUEBA TEST
Class: 2150001 SOFTWARE Company Code: ES01

General Time-dependent Allocations Origin Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area: 0014 ES01 NH PLAZA DE ARMAS
Cost Center: ES010014 FRONT OFFICE

Cost Ctr	COAr	CoCd	CCtC	Person Responsible	User Resp.	Short text	Language	Valid From	to
ES01001401	NH00	ES01	H	Hotel		FRONT OFFICE	EN	01.01.1900	31.12.9999
ES01001402	NH00	ES01	H	Hotel		HOUSEKEEPING ROOMS	EN	01.01.1900	31.12.9999
ES01001403	NH00	ES01	H	Hotel		HSK COMMON AREAS	EN	01.01.1900	31.12.9999
ES01001404	NH00	ES01	H	Hotel		HSK SUPERVISORY	EN	01.01.1900	31.12.9999
ES01001410	NH00	ES01	H	Hotel		KITCHEN	EN	01.01.1900	31.12.9999
ES01001411	NH00	ES01	H	Hotel		RESTAURANT	EN	01.01.1900	31.12.9999
ES01001412	NH00	ES01	H	Hotel		STEWARDEING	EN	01.01.1900	31.12.9999
ES01001480	NH00	ES01	H	Hotel		BANQUETING	EN	01.01.1900	31.12.9999
ES01001499	NH00	ES01	H	Hotel		OTHER INCOME	EN	01.01.1900	31.12.9999
ES010014GE	NH00	ES01	H	Hotel		GENERIC	EN	01.01.1900	31.12.9999

See all search results...

The fields are detailed in the table below:

Field	Brief Explanation
Business Area	Mandatory. A unit in an enterprise that groups product and market combinations as homogeneously as possible for the purpose of developing unified business policy. It will be Hotel or Administration. (e.g. 0014)
Cost Center	Mandatory. An organizational unit within a controlling area that represents a defined location of cost incurrence. The definition can be based on: functional requirements, allocation criteria, physical location and responsibility for costs (e.g. ES01001401)

Plant	Optional. Site where the asset will be placed
Location	Optional. Predefined values (e.g. restaurant, kitchen...)
Room	Optional
License plate number	Optional. Employee number to whom the asset belongs.
Asset Shutdown	Indicator to stop amortization. It could be reactivated anytime. No depreciation will be calculated for assets that have been shut down when an appropriate depreciation key is used.

Allocations: place where the asset is located

The screenshot displays the SAP Asset Creation interface, specifically the 'Allocations' tab. The interface is divided into several sections:

- General Tab:** Includes fields for 'Building', 'Evaluation group 2', 'Evaluation group 3', 'Evaluation group 4', and 'Evaluation Group 5'. A search icon is visible next to 'Evaluation group 3'.
- Integration of assets and equipment:** A section containing a table for 'Create/change equip. from asset master record'. The table has columns: 'WF', 'Sync', 'Equipment number', 'C...', 'Object type', and 'Description of Technical Object'.
- Buttons:** At the bottom, there are buttons for 'Create' and 'Entry'.
- Status Bar:** Shows 'No. 1' and 'Entry 0 Firm 0'.

Allocations

Evaluation group 1	<input type="text"/>
Evaluation group 2	<input type="text"/>
Evaluation group 3	<input type="text"/>
Evaluation group 4	<input type="text"/>
Evaluation group 5	<input type="text"/>

Integration of assets and equipment

Create/change equip. from asset master record

WF	Sync	Equipment number	C...	Object type	Description of technical object
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

No. 1 **Create** Entry 0 Frm 0

Changing asset from equip. master record via

Building: Indicate the location of the fixed asset. E.g.: Main Building

Evaluation group: serve to classify fixed assets in any way it is required as type or place located.

E.g. Evaluation Group 2: Television.

E.g. Evaluation Group 3: Hotel name

Origin: original information of the asset vendor data (from which the good has been acquired), asset data (if its origin is a transfer), etc.

Origin

Vendor

Manufacturer

☐ Asset purch. new
☐ Purchased used

Trading Partner

Country of origin

Type name

Original asset Acq. on

Orig. Acquis. Year

Original value EUR

In-house prod.perc.

Account assignment for investment

Investment Order

The fields are detailed in the table below:

Field	Brief Explanation
Vendor	Optional. It is stored automatically when the registration of the asset is posted E.g. vendor data (e.g. “33” or “2000195” –from 1 digit, up to 12 characters) It will contain the relative data of the asset purchased. In the cases of transfers, the vendor number of the original asset will be indicated manually.
Manufacturer	Required. Invoice number
New or used	Optional. Choose the option
Original Asset	Optional. The number will begin with 228xxxxxxx if it came from an AuC. In the case of transfers, the number of original asset will be required.
Investment Order	Fill in the creations by MM module



Fields as Original Asset, Original Acquisition Year, Original value and In-house production percentage will be automatically set by the system when the invoice is registered.

Depreciation Areas: tab which contains all the required information for the asset amortization compute. Parameters to calculate the depreciation.

Create Asset: Master data

Asset values

Asset: INTERN-00001 0 PRUEBA TEST
Class: 2150001 SOFTWARE Company Code: ES01

General Time-dependent Allocations Origin Deprec. Areas

Valuation

Each asset class has an associated useful life

A..	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
01	Book deprec.	ZNH0	5		01.10.2023	
02	Fiscal depre	ZNH0	5		01.10.2023	
91	Book deprec.	ZNH3	5		01.10.2023	

This field can be manipulated. It is related with capitalization date (capitalization on)

- **Depreciation area, Depreciation key and Useful life** will be automatically completed by SAP but can be manipulated.

i All the asset classes have a useful life and depreciation associated by default. However, the useful life can be changed.

The fields are detailed in the table below:

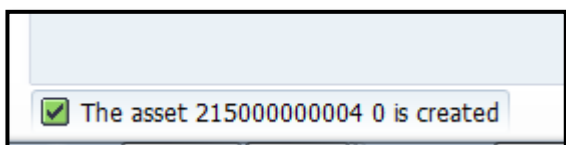
Field	Brief Explanation
Depreciation area	Mandatory. It is divided in: Book depreciation(01) and Tax depreciation(02)
Depreciation key	Mandatory. It will always be a lineal depreciation.

	Controls the valuation of the asset in the particular depreciation areas.
Useful life	Mandatory. Displayed in years over which the asset is to be used and depreciated.
Period	Optional. It will express the asset useful life in periods (e.g.10)
Depreciation Start Date	<p>Mandatory. It is the date when asset start to depreciate</p> <p>It is calculated automatically. Nevertheless, the parameters defined in the depreciation key could be modified manually (i.e.ddmmyy) and calculated depending on the capitalization date. According to depreciation key, this date will be one an another.</p> <p>As a general rule, the system determines the depreciation start date from the asset value date of the first acquisition posting. Nevertheless, it can manually be entered a calendar date in the asset master record for the start of depreciation. In that case, the system ignores the asset value date of the acquisition posting.</p> <p>It will be automatically set by the system when the invoice is registered.</p> <p>According to depreciation key, this date will be one an another.</p> <p>For example, if the capitalization on is the 18th October, and depreciation key is ZNH0, the depreciation will start in the following month, it is in November. If we create a new asset without capitalization date, the system takes the document date as capitalization date, when PTP invoice is posted. If an asset was registered in a period that is already closed, when launching the amortization process, the system will calculate the depreciation of the current month and the corresponding part of the previous month.</p>



- 4.3.** Once all tabs have been completed, proposal is saved by clicking the diskette and the asset will have been created in the Asset Master Record.

The system will generate the following message indicating the number of asset created.

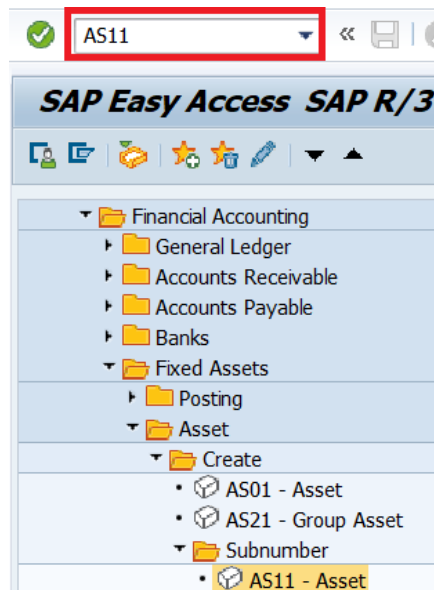


5. Process Execution in SAP – Asset Subnumber Creation

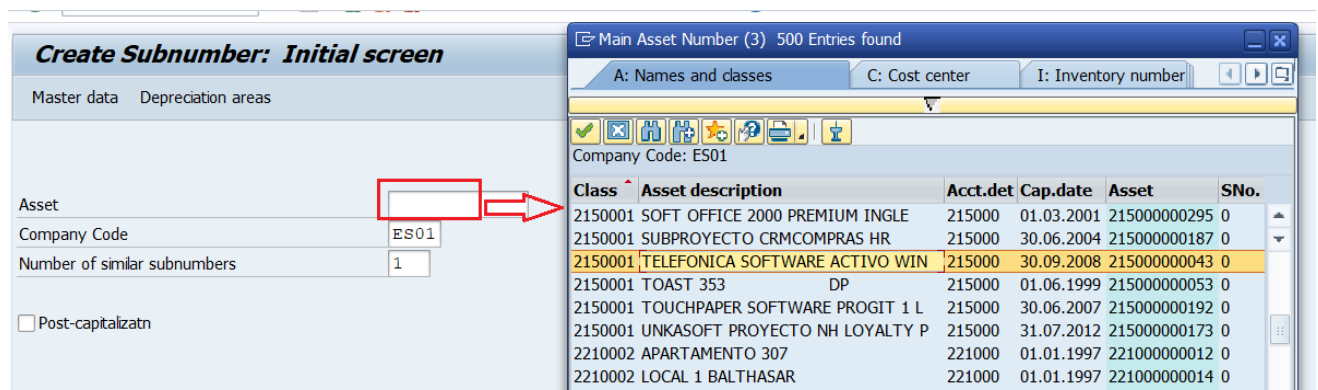
5.1. The second step will be the execution of creating an asset subnumber. To perform **Create Asset Subnumber** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Mainly it will be used when you want to create an asset chart with a copy to another system chart already created in the system.

Transaction code: **AS11**



The first screen in the transaction is an initial screen where the user will be able to set the criteria in order to create an asset subnumber.



Create Subnumber: Initial screen

Master data Depreciation areas

Asset: 215000000043

Company Code: ES01

Number of similar subnumbers: 1

☐ Post-capitalizatr

The necessary fields to create a sub-number are the reference Asset number and Company Code. If you want to create more than one asset, we will indicate the number in the Number field of similar sub-numbers.

Create Subnumber: Initial screen

Master data Depreciation areas

Asset: 215000000043

Company Code: ES01

Number of similar subnumbers: 4

☐ Post-capitalizatr

Upon placing 4 in the Number field of similar sub-numbers, 4 asset tabs will be created.

Once we have completed the SAP fields, we will be proposed by default the main asset data, if any change is necessary.

Create Asset: Master data

Asset values

Asset: 215000000043 1 TEST

Class: 2150001 SOFTWARE Company

Create multiple assets


You are creating 4 similar asset sub-number master records.

You can choose to keep all of the assets the same, except for their asset sub-number; or you can choose to also maintain your own entries in certain fields. If you choose 'create' your assets are all the same. If you choose 'maintain,' you can make individual entries in certain fields.

? Do you want to create the assets?

Create Maintain Cancel

Investment Order

 Assets 215000000043 1 to 215000000043 4 have been created

The fields are detailed in the table below:

Field	Brief Explanation
Asset	Mandatory. By default, the system will preselect the latest asset created. It is possible to display all assets list in the system by clicking the white icon.
Company Code	Mandatory. (e.g. ES01)
Number of similar assets	<p>It enables the creation of multiple similar assets in one master transaction. These assets initially differ from each other only by their main and/or sub-number. When it is saved, a description and inventory number for each individual master record can also be entered</p> <p>This function does not allow the creation of multiple assets that automatically have the same Long text.</p> <p>By default will be 1. Possibility of being changed.</p>

- After filling out the fields, **Master Data** box should be clicked in order to display five tabs that must be completed in order to complete the Asset Master Data.



The windows displayed are equally similar to the ones explained previously (general, time-dependent, allocations, origin and depreciation areas). Nevertheless, it must be highlighted that fields have been auto populated by the asset information (changes could be done)

Create Asset: Master data

Asset values

Asset: 215000000043 1
Class: 2150001 SOFTWARE Company Code: ES01

General Time-dependent Allocations Origin Deprec. Areas

General data

Description: TELEFONICA SOFTWARE ACTIVO WINDOWS

Asset main no. text: TELEFONICA SOFTWARE ACTIVO WINDOWS

Acct determination: 215000 SOFTWARE

Serial number:

Inventory number:

Quantity: PC Piece

☐ Manage historically

Inventory

Last inventory on:

Inventory note:

☐ Include asset in inventory list

Posting information

Capitalized on: 30.12.2023

First acquisition on:

Acquisition year: 000

Deactivation on:

Phd. retirement on:

Ordered on:

5.2. Once all tabs have been completed, proposal is saved by clicking the diskette and the asset subnumber will have been created in the Asset Master Record.