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Job Aids

- General Ledger
 - Edit Asset Document

1. Document History

Version	Date	Modifications
V1.0	April 28, 2014	
V2.0	October, 2023	

2. Processes and Transactions

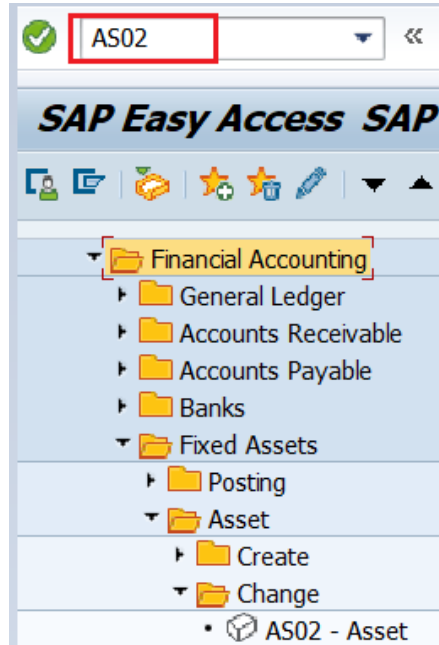
- Edit asset

– Edit asset: Change	AS02
– Display Asset	AS03
– Block Asset	AS05
– Delete Asset	AS06
– Reverse Document	AB08

3. Execution in SAP

3.1. To perform **Edit Document: Change** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **AS02**



- In the first screen displayed, the user will be able to select the asset in order to modify the asset Accounting Documents.

Change Asset: Initial screen

Master data Depreciation areas Asset values

Asset	215000000180
Subnumber	0
Company Code	ES10

- By default the system preselects the latest Asset displayed. Nevertheless, it could be changed by clicking on the matchcode.
- Asset and Company Code will be mandatory fields.
- After pressing enter, asset accounting documents will be displayed.

Asset values

Asset: 215000000180 0 LICENCIA LECTOR DOCUMENTOS
Class: 2150001 SOFTWARE Company Code: ES10

General Time-dependent Allocations Origin Deprec. Areas

General data

Description: LICENCIA LECTOR DOCUMENTOS

Asset main no. text: LICENCIA LECTOR DOCUMENTOS

Acct. determination: 215000 SOFTWARE

Serial number:

Inventory number: ZAZGZA 2012120255

Quantity: PC Piece

☐ Manage historically

Inventory

Last inventory on: ☐ Include asset in inventory list

Inventory note:

Posting information

Capitalized on: 31.05.2012 Deactivation on: 30.11.2023

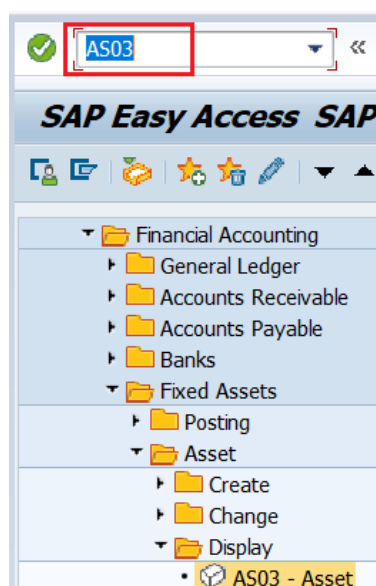
First acquisition on: 31.05.2012 Plnd. retirement on:

Acquisition year: 2012 005 Ordered on:

- Click on the document to modify it.
- White fields in the document will allow modifications; blue fields will not enable any change.
- Click on “save” when changes are finished.

3.2. To see the **Document: Display** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **AS03**



In the first screen displayed, user will be able to select the asset in order to display the asset accounting documents.

Display Asset: Initial screen

Master data Depreciation areas Asset values

Asset: 225000000285

Subnumber:

Company Code: ES10

- By default, the system preselects the latest Asset displayed. Nevertheless, it could be changed by clicking on the matchcode.
- Asset, Company Code and Fiscal Year will be mandatory fields.
- After pressing enter, asset accounting documents will be displayed.



No modifications could be done in this transaction.

- If we click on “Asset Values” we can see planned values, posted values, comparisons, and the parameters.

Asset values

Asset: 215000000180 0 LICENCIA LECTOR DOCUMENTOS

Class: 2150001 SOFTWARE Company Code: ES10

General Time-dependent Allocations Origin Deprec. Areas

General data

Description: LICENCIA LECTOR DOCUMENTOS

Asset main no. text: LICENCIA LECTOR DOCUMENTOS

Acct determination: 215000 SOFTWARE

Serial number:

Inventory number: ZAZGZA 2012120255

Quantity: PC Piece

☐ Manage historically

Inventory

Last inventory on: ☐ Include asset in inventory list

Inventory note:

Posting information

Capitalized on: 31.05.2012 Deactivation on: 30.11.2023

First acquisition on: 31.05.2012 Pnd. retirement on:

Acquisition year: 2012 005 Ordered on:

Asset Explorer

Asset ES10-21500000180/0000

Depreciation Areas

- 01 Book depreciation
- 02 Fiscal depreciation
- 92 Book depreciation

Objects related to asset

- Vendor
 - INDRA SISTEMAS SA
- Cost Center
 - GENERIC
- G/L Account
 - SOFTWARE

Company Code ES10 NH HOTELES ESPAÑA, S.A.

Asset 215000000180 0 LICENCIA LECTOR DOCUMENTOS

Fiscal year 2023

Planned values Posted values Comparisons Parameters

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end CrCy
APC transactions	1.680,00	1.680,00-	EUR
Investment support			EUR
Revaluation APC			EUR
Acquisition value	1.680,00	1.680,00-	EUR
Ordinary deprec.	1.680,00-		EUR
Unplanned dep.			EUR
Write-ups			EUR
Value adjustment		1.680,00	EUR
Net book value			EUR

Transactions

AssetValDate	Amount	TTType	Transaction type name	Text	CrCy
04.10.2023	1.000,00	346	Acquiring transfer of curr-yr acquis. from AuC		EUR
30.11.2023	1.000,00-	250	Retirement of current-yr acquis., w/o revenue Test		EUR

- If we do double click on the below lines, we can see the document of the posting:

Asset Explorer

Asset ES10-21500000180/0000

Depreciation Areas

- 01 Book depreciation
- 02 Fiscal depreciation
- 92 Book depreciation

Objects related to asset

- Vendor
 - INDRA SISTEMAS SA
- Cost Center
 - GENERIC
- G/L Account
 - SOFTWARE

Company Code ES10 NH HOTELES ESPAÑA, S.A.

Asset 215000000180 0 LICENCIA LECTOR DOCUMENTOS

Fiscal year 2023

Planned values Posted values Comparisons Parameters

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end CrCy
APC transactions	1.680,00	1.680,00-	EUR
Investment support			EUR
Revaluation APC			EUR
Acquisition value	1.680,00	1.680,00-	EUR
Ordinary deprec.	1.680,00-		EUR
Unplanned dep.			EUR
Write-ups			EUR
Value adjustment		1.680,00	EUR
Net book value			EUR

Transactions

AssetValDate	Amount	TTType	Transaction type name	Text	CrCy
04.10.2023	1.000,00	346	Acquiring transfer of curr-yr acquis. from AuC		EUR
30.11.2023	1.000,00-	250	Retirement of current-yr acquis., w/o revenue Test		EUR

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 200000034 Company Code ES10 Fiscal Year 2023

Document Date 04.10.2023 Posting Date 04.10.2023 Period 10

Reference Cross-Comp.No.

Currency EUR Texts exist Ledger Group

CoCd	Item PK	SGAccount	Assignment	Description	Amount in LC	Amount Curr.	Tx	BusA
ES10	1 75	22800000		228000005587 0000	1.000,00-	1.000,00- EUR		0012
	2 70	21500000		215000000180 0000	1.000,00	1.000,00 EUR		0002

- In addition if we want, we can change some parameters in the document posting (white fields) click on “Change display mode” and the screen name will change to “Change Document”

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number 200000034 Company Code ES10 Fiscal Year 2023

Document Date 04.10.2023 Posting Date 04.10.2023 Period 10

Reference Cross-Comp.No.

Currency EUR Texts exist Ledger Group

CoCd	Item	PK	SG Account	Assignment	Description	Amount in LC	Amount Curr.	Tx	BusA
ES10	1	75	22800000		228000005587 0000	1.000,00-	1.000,00-	EUR	0012
	2	70	21500000		215000000180 0000	1.000,00	1.000,00	EUR	0002

- If we click on the hat (Display Document Header) we can change the white fields.

Change Document: Data Entry View

Display Currency

Data Entry View

Document Number 200000034 Company Code ES10 Fiscal Year 2023

Document Date 04.10.2023 Posting Date 04.10.2023 Period 10

Reference Cross-Comp.No.

Currency EUR Texts exist Ledger Group

Document Header: ES10 Company Code

Document Type AA ASSET POSTING

Doc.Header Text

Reference Tax Report Date

Currency EUR Document Date 04.10.2023

Ref. Transactn AIBU Assts und.const.set. Posting Date 04.10.2023

Reference Key 0000000756ES102023 Log-System SEBCLNT100 Posting Period 10 / 2023

Entered by Entry Date 04.10.2023 Time of Entry 13:40:55

TCode AIBU

Changed on Last update

Ledger Grp

Ref.key(head) 1 Ref.key 2

Inv. rcpt date 04.10.2023

- If we do double on the line document we can change the white fields (text and assignment)

Change Document: Line Item 001

Additional Data

G/L Account 22800000 FIXED ASSETS UNDER CONSTRUCTION

Company Code ES10 NH HOTELES ESPAÑA, S.A. Doc. no. 200000034

Asset 228000005587 0 Test

Line Item 1 / Credit asset / 75 Retmt transfer of cu / 345

Amount 1.000,00 EUR

Tax Code W/o Cash Dscnt

Additional Details

Asset Val. Date 04.10.2023

Quantity 0,000

Business Area 0012 Trdg Part.BA

Asset 228000005587 0 Order

Cost Center

Material

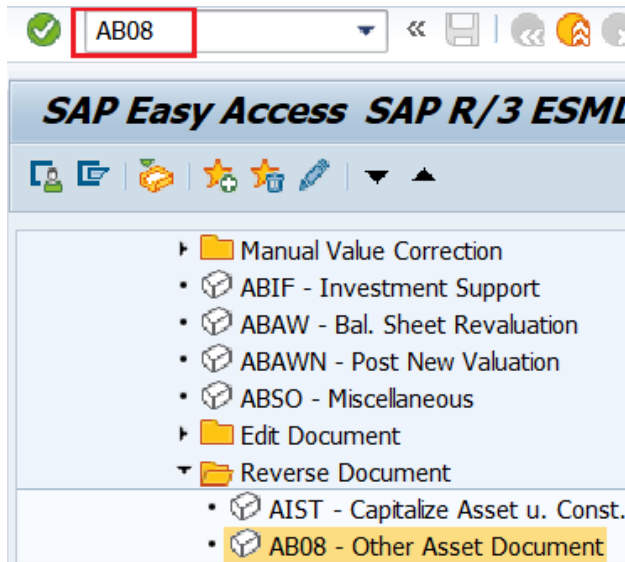
More

Assignment

Text Long text

3.3. To perform the **Reverse Document** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

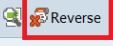

Transaction code: **AB08**



- In the first screen displayed, the user will be able to select the asset to block it:

- By default, the system preselects the latest Asset displayed. Nevertheless, it could be changed by clicking on the matchcode.
- Asset, Company Code and Fiscal Year will be mandatory fields.
- After pressing enter, asset accounting documents will be displayed.
- Select the corresponding document and click on the “reverse” button.

Overview of Asset Accounting Documents

 Reverse  Acct Doc.

Asset: 215000000311 0 CONFIGURACION DATAFONOS TMS4PAY
Company code: ES10 NH HOTELES ESPAÑA, S.A.

01 Book deprec. / EUR



AstValDt	Amount Posted	TTy	Trans. Type Text	Text	Ord. Dep.	Spec. Dep.
31.05.2023	100,00	210	Retirement with revenue	Sale Test	0,00	

Reverse document

Choose an option:




☒ Reverse complete FI document

☐ Reverse asset retirement only

- Introduce the reversal reason: 01 for reversal in current period or 02 for reversal in closed period.

Reverse Document: Header Data

 Display Before Reversal  Document List  Mass Reversal

Document Details

Document Number: 2200000000
Company Code: ES10
Fiscal Year: 2023


Specifications for Reverse Posting

Reversal Reason: 01
Posting Date: 31.05.2023
Posting Period: 5
Tax Reporting Date:

Check management specifications

Void reason code:

- Click on “save”  to reverse the document.

 Document 2200000001 was posted in company code ES10

3.4. To block the asset transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

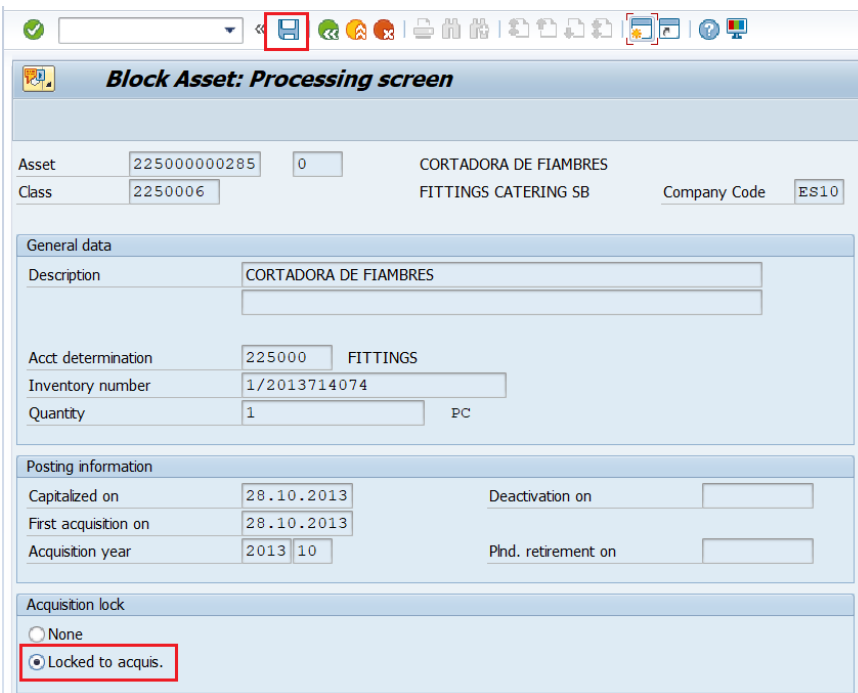
Transaction code: **AS05**

Block Asset: Initial screen

Block

Asset 225000000285
Subnumber
Company Code ES10

- Select the option “Locked to acquis”



Block Asset: Processing screen

Asset 225000000285 0 CORTADORA DE FIAMBRES
Class 2250006 FITTINGS CATERING SB Company Code ES10

General data
Description CORTADORA DE FIAMBRES
Acct. determination 225000 FITTINGS
Inventory number 1/2013714074
Quantity 1 PC

Posting information
Capitalized on 28.10.2013 Deactivation on
First acquisition on 28.10.2013
Acquisition year 2013 10 Plnd. retirement on

Acquisition lock
☐ None
☒ Locked to acquis.



- We should press to save and all data will be saved in the system.
- Once the asset is blocked, no transactions may be performed on it.

3.5. To delete the asset transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.

Transaction code: **AS06**

Delete Asset: Initial screen

Delete

Asset 215000000004
Subnumber 0
Company Code ES10

- We should complete the Asset number, the Sub-number and the Company Code.
- We will select Delete.

- It takes us to the next screen, where we should select **Physically delete asset** to delete this asset.

Delete Asset: Processing screen

Asset: 215000000004 0 COMPRA DE SOFTWARE PC
 Class: 2150001 SOFTWARE Company Code: ES

General data

Description: COMPRA DE SOFTWARE PC

Acct determination: 215000

Inventory number: [redacted]

Quantity: 1 PC

Posting information

Capitalized on: [redacted] Deactivation on: [redacted]
 First acquisition on: [redacted]
 Acquisition year: [redacted] 0 Plnd. retirement on: [redacted]

Deletion

☐ Do not delete asset
☒ **Physically delete asset**

- We should press Save and all data is saved in the system.