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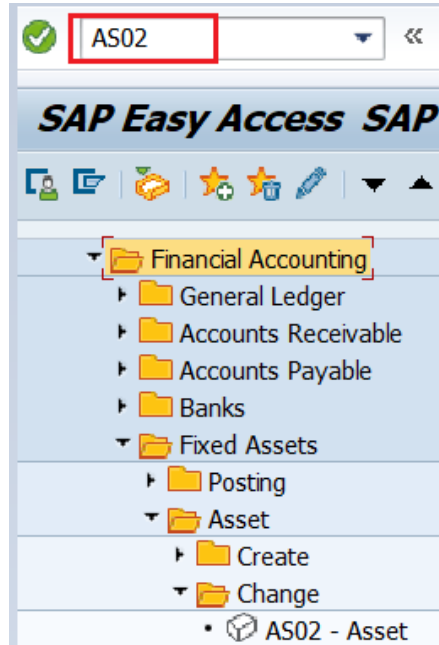
- In the first screen displayed, the user will be able to select the asset in order to modify the asset Accounting Documents.

- 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.

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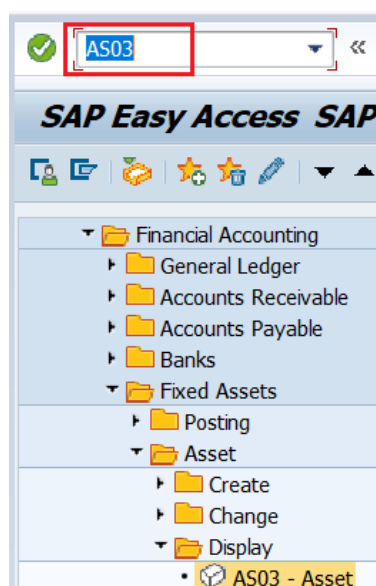
In the first screen displayed, user will be able to select the asset in order to display the asset accounting documents.

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	Plnd. retirement on	
Acquisition year	2012 005	Ordered on	

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

• 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"

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

• If we do double on the line document we can change the white fields (text and assignment)
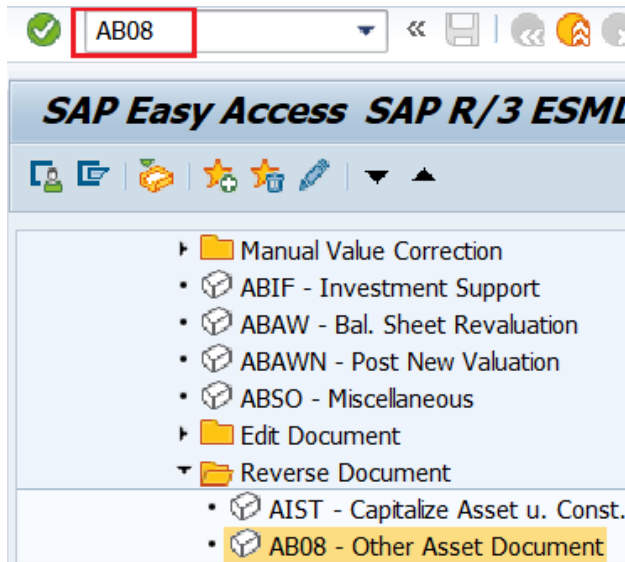
3.3. To perform the **Reverse Document** transaction in SAP, type the transaction code in the transaction box in a new SAP session, and press enter.
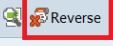
Transaction code: **AB08**

- 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.

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

- 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.
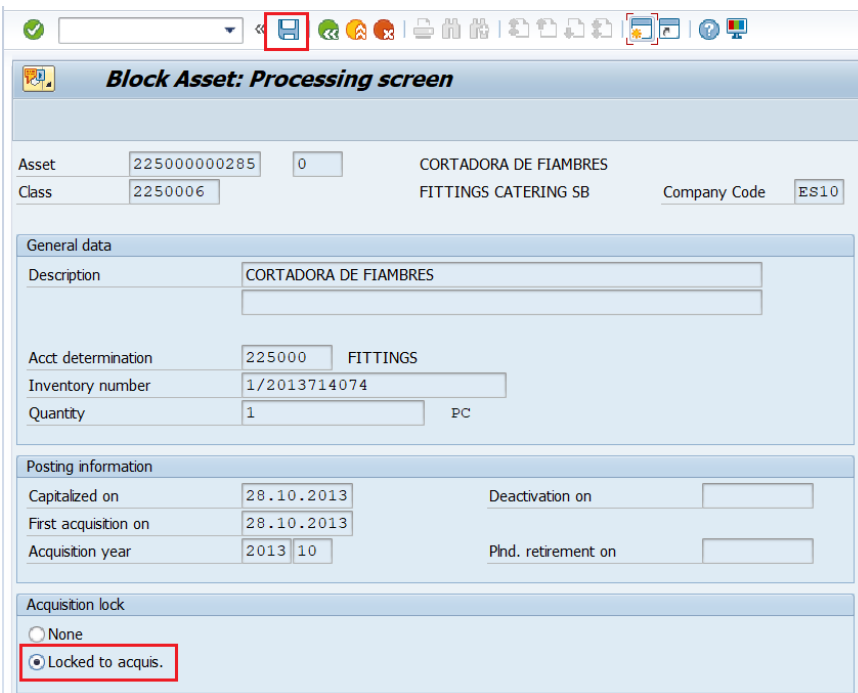
Transaction code: **AS05**

- Select the option "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**

- 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.

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