

DISPLAY ASSET MASTER RECORD

PURPOSE: Use this procedure to review an asset master record.

Start the transaction using the Portal Path: Select Property Tab – Asset Tab – Master Data Folder – Display Asset Master Record

If asset number is unknown do the following:

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The following information is found on the following tabs:

General Tab: description, account determination, serial number, inventory number, last inventory on, inventory note, capitalized on, first acquisition on, acquisition year, deactivation on, plnd retirement on and ordered on.

Time-Dependent Tab: business area, cost center, responsible cost center, plant, location, room, license plate number, fund, functional area, funds center, WBS element (cost), CPO acceptance indicator, CPO no. name, CPO org, APO no. name, APO org and CE no. name.

Allocations Tab: ownership status, user status, UPC and integration of assets and equipment information.

Origin Tab: vendor, trading partner, original asset, acq on, original acquis year, original value, WBS element, PO/acq doc/ref no, physical receipt date, valuation method, manufacturer, manufacture year, model, model year, warranty start date, warranty end date, warranty information.

Deprec. Areas Tab:

- Depreciation area 01, Book Depreciation, lists the values for capitalized property and represents the values used by Finance; these values reconcile to the general ledger valuation has been set up in Book 01 and Book 02 and the date depreciation started.
- Depreciation area 02, Accountable Property, contains the values for ALL property, both capital and non-capital and is used by the property community for estimated property values.

Click **Asset values** the Asset Values button to review depreciation and transaction information in more detail.

Note: Review the fields, as necessary. Depreciation area 01, Book Depreciation, and Depreciation area 02, Accountable Property detail, as well as:

- Amount of depreciation planned for the life of the asset, by year
- For current year, planned or posted amount of depreciation by month
- You may also view the asset master data from this transaction.
- In addition you can drill down to other related documents or records associated with the asset, such as the equipment master record, purchase order, and accounting documents

Click **Back** the Back button to return to the previous screen.

Click **Back** the Back button to return to the initial screen