

MASS CHANGE OF ASSETS

Used for transfers when there is no change to the Responsible Cost Center

Portal Path: Property>Master Data>Mass Change of Assets

Asset Number

Remove Class

Business area = L000

Click Execute

ENTER NEW VALUES SCREEN

General – Last Inventory Date = Current Date

Inventory Note = Whatever you are trying to accomplish
(If for inventory = Inventory Update)

Time Dependent – Cost Center Responsible for Asset (Where asset is being transferred)

CPO Acceptance = Use drop down box and change to **A**

From one A.O. to another A.O. - Use drop down box and change to **P**

CPO Number – Use drop down box (double click on appropriate name code)

CE Number – Use drop down box (double click on appropriate name code)

Click on Carry Out Mass Change

Click on box under Post

Save Changes (should get a green circle)

Double click on the Asset Number

Click on Time Dependent Tab and scroll to CPO and CE to verify if change was accomplished

General Tab – Scroll to Last Inventory On to verify if date was updated