

R12 Maintaining Assets



Maintaining Assets

When an asset is set up a Major and Minor Category is identified related to an Asset:

The screenshot shows the 'Assets' form in SAP R12. The 'QuickAdditions' section contains the following fields:

- Asset Number: []
- Tag Number: []
- Serial Number: []
- Asset Type: Capitalized
- Supplier Name: []
- Invoice Number: []
- Description: Widget
- Category: []
- Asset Key: []
- Units: 1
- Supplier Number: []
- PO Number: []

The 'CATEGORY FLEXFIELD' dialog box is open, showing:

- MAJOR CATEGORY: OFFICE FURN & EQ (OFFICE FURNITURE & EQUIPMENT)
- SUB CATEGORY: 10 YEARS (10 YEARS)

The 'Assignment' section contains a table with the following columns:

Units	Employee Name	Number	Expense Account	Location

When the Major Category is entered, default Depreciation Rules are entered into these fields based on the setup in the Assets Categories form above. However, these values can be overridden at the Asset level if they are not appropriate.

The screenshot shows the 'Assets' window with the following data:

- Asset Information:** Asset Number, Tag Number, Serial Number, Asset Type (Capitalized), Supplier Name, Invoice Number.
- Description:** Widget
- Category:** OFFICE FURN & EQ-10 YEARS [12]
- Asset Key:**
- Units:** 1
- Supplier Number:**
- PO Number:**
- Book:** MEXICO CORP
- Group Asset:**
- Method:** STL
- Life Years:** 10
- Months:** 0
- Cost:** 1,000.00
- Date in Service:** 22-AUG-2015
- Prorate Convention:** MID MONTH
- Prorate Date:** 15-SEP-2015
- Assignment Table:**

Units	Employee Name	Number	Expense Account	Location

The account to which Depreciation Expense gets charged is entered in the 'Assignment' section of the Asset:

The screenshot shows the 'Assets' window with the 'GL_COA_ACCOUNT_FLEXFIELD' dialog box open. The dialog box contains the following data:

- CO:**
- LOC:**
- DEPT:**
- ACCT:** 67100 DEPRECIATION
- PROD:**
- ICO:**
- FUT1:** 00000 DEFAULT VALUE
- FUT2:** 0000 DEFAULT VALUE

The 'Assignment' table in the background now has the following data:

Units	Employee Name	Number	Expense Account	Location
1				

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The Location of the Asset is also entered in the Assignment section as follows:

The screenshot displays the 'Assets' window with a 'QuickAdditions' tab. The main form includes fields for Asset Number, Tag Number, Serial Number, Asset Type (Capitalized), Supplier Name, Invoice Number, Description (Widget), Category (OFFICE FURN & EQ-10 YEARS [12]), Asset Key, Units (1), and Supplier Number. The 'Book' section contains Book (MEXI), Group Asset, Method (STL), Life Years (10), and Months (10). The 'Assignment' section has a table with columns for Units and Employee Name, showing a unit of 1. A 'LOCATION FLEXFIELD' dialog box is open, showing a hierarchical structure for location entry: COUNTRY (USA), STATE/PROVINCE (CO COLORADO), COUNTY/DISTRICT (0000000000000000), CITY (0000000000000000), and SITE (0000000000000000). The dialog box also includes buttons for OK, Cancel, Combinations, Clear, and Help.

Two of the key configurations can be manually changed when setting up and maintaining assets:

- Depreciation Expense account – impacts to which account Depreciation Expense is recorded
- Location of Asset – could influence Property Tax reporting