

Document Title	<b>SAP User Manual – Create a low value asset</b>
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SAP Module	FICO-Asset Accounting

**Document History**

Date	Version	Editor	Description
15.03.2023	V1.0	Yaseen Hussain	Initial

# AA.1 Create a low value asset

## Objective

Create low value asset

Business process procedure overview
Ministry of finance has a requirement to purchase a Desktop printer. The printer costs MVR 1,320.75 which is below the threshold of MVR 3,000.00 and hence falls within the low value asset criteria. (Refer Asset management policy dated 29.06.21)

1. Use one of the following option to create a new low value asset.

SAP Menu	Accounting → Financial Accounting → Fixed Assets → Asset → AS01 - Asset
T-Code	AS01

2. Enter the data as follow.

### 2.1 Determine asset class

SAP Screen Input field	Sample Value	R/O/D	Comments
Asset Class	Z856	R	Select relevant low value asset class from drop down list
Company Code	GOM	R	Company code as “GOM”
Number of similar assets	1	R	Always input number of similar as 1

2.2 Press enter

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0 Desktop Printer  
 Class: 2856 LVA - IT-Relat. Harw Company Code: GOM

General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing Deprec. Areas

**General data**

Description: Desktop Printer  
 HP Deskjet 2720 Printer (6481)

Asset main no. text: Desktop Printer

Acct determination: 2056 LVA - IT-Related Hardware

Serial number: XXXXXXXXXX

Inventory number: \_\_\_\_\_

Quantity: 1 PC Piece  
 Manage historically

**Inventory**

Last inventory on: \_\_\_\_\_  Include asset in inventory list

Inventory note: \_\_\_\_\_

**Posting information**

Capitalized on: \_\_\_\_\_ Deactivation on: \_\_\_\_\_

First acquisition on: \_\_\_\_\_

Acquisition year: 2008 Ordered on: \_\_\_\_\_

SAP Screen Input field	Sample Value	R/O/D	Comments
Description	Desktop Printer HP Deskjet 2720 Printer (6481)	R	Enter a name for the asset in this field with detail description.
Asset main no. text	Desktop Printer	R	In this field, you can enter any desired name for an asset main number. The text is then used, for example, in reporting, and in the display values transaction when accessing totals per asset main number.
Quantity	1 PC	R	Quantity that the system manages on the asset You can enter a base unit of measure in fixed assets.
Include asset in Inventory list	Tick box	R	Set this indicator for asset to be counted in a physical inventory.

2.3 Press **Time-dependent** tab.

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0 Desktop Printer  
 Class: Z856 LVA - IT-Relat. Harw Company Code: GOM

General Time-dependent Allocations Origin Net Worth Tax Insurance Leasing Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area: 1272 Ministry of Finance  
 Cost Center: C12729999 MoFT  
 Maintenance order:

Plant:   
 Location:   
 Room:   
 License plate number:   
 Fund: C-GOM GOM  
 Functional Area: S020001001003001 General Administration Un  
 WBS Element (Costs):

SAP Screen Input field	Sample Value	R/O/D	Comments
Business Area	1272	R	Relevant business area
Cost Center	C12729999	R	Relevant cost center to record Fixed asset depreciation and Gain/loss from asset sales
Fund	C-GOM	R	Relevant fund
Functional Area	S020001001003001	R	Relevant functional area.

2.4 Press **Origin** tab.

**Create Asset: Master data**

Asset values

Asset: INTERN-00001 0 Desktop Printer  
 Class: Z856 LVA - IT-Relat. Harw Company Code: GOM

General Time-dependent Allocations **Origin** Net Worth Tax Insurance Leasing Deprec. Areas

**Origin**

Vendor: 500079 Click Computers

Manufacturer:

Asset purch. new  
 Purchased used

Trading Partner:

Country of origin:

Type name:

Original asset:  Acq. on:

Orig. Acquis. Year: 2023

Original value: 1,320.75 MVR

In-house prod.perc.:

Account assignment for investment

Investment Order:

WBS element:

SAP Screen Input field	Sample Value	R/O/D	Comments
Vendor	500079	R	Select the vendor from the purchase is being made
Asset purch. new	C12729999	R	Set this indicator if the asset was purchased new (not used).
Purchased used	C-GOM	R	Set this indicator, if this asset was second-hand when it was acquired (not new).
Orig. Acquis. year	2023	R	Fiscal year in which the asset was originally acquired
Original Value	1320.72	R	Acquisition value of the asset

2.5 Press **Deprec. Areas** tab.

**Create Asset: Master data**

Asset values


Asset: INTERN-00001 0 Desktop Printer  
 Class: Z856 LVA - IT-Relat. Harw Company Code: GOM

General | Time-dependent | Allocations | Origin | Net Worth Tax | Insurance | Leasing | **Deprec. Areas**

Deact	A..	Depreciation area	DKey	UseLife	Prd	ODep Start	Index
<input type="checkbox"/>	01	Book deprec.	GWG		1		

SAP Screen Input field	Sample Value	R/O/D	Comments
Useful life	blank	R	Leave useful life blank
Period	1	R	Always input period as “1” to enable 100% depreciation in year of acquisition.

3. Click to  create the asset. When create, a message will be displayed indicating the document has been created as below.

 The asset 80000001 0 is created

4. Use the asset number to raise purchase order from the system.