Document Title	SAP User Manual - Create a low value asset
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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

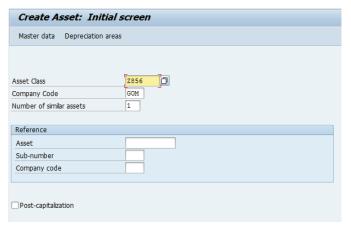
Business process procedure overview

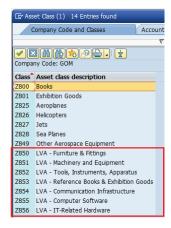
Ministry of finance has a requirement to purchase a Desktop printer. The printer costs MVR 1,320.75 which is below the threshold of MVR 3,000.00 and hence falls withith the low value asset criteria. (Refer Asset management policy dated 29.06.21)

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

SAP Menu	Accounting \rightarrow Financial Accounting \rightarrow Fixed Assets \rightarrow Asset \rightarrow AS01 -	ĺ
	Asset	
T-Code	AS01	ĺ

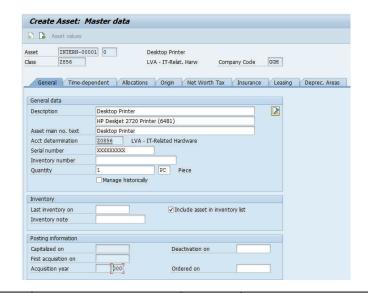
- 2. Enter the data as follow.
- 2.1 Determine asset class





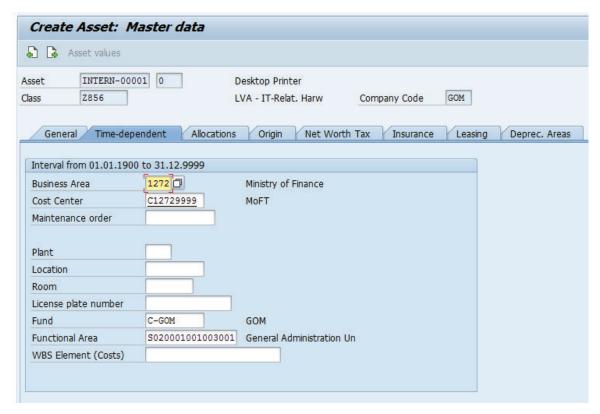
SAP Screen Input field	Sample Value	R/O/ D	Comments
Asset Class	Z856	R	Select relevant low value asset class from drop down list
Company Code	GOM	R	Company code as "GOM"
Number of similar assets	1	R	Always input number of similar as 1

2.2 Press enter



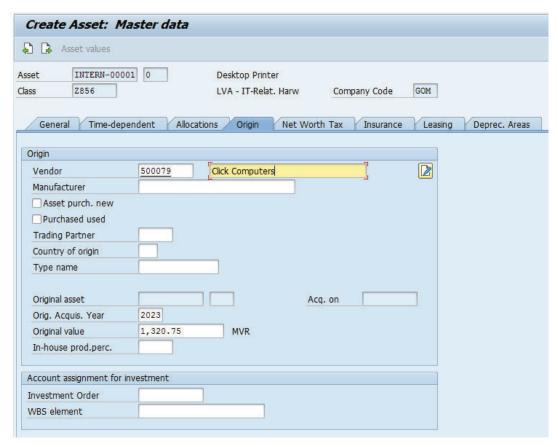
SAP Screen Input field	Sample Value	R/O/D	Comments
Description	Desktop Printer HP Deskjet 2720 Printer (6481)	R	Enter a name for the asset in this field with detail description.
Asset main no. text	Desktop Printer	R	In this field, you can enter any desired name for an asset main number. The text is then 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.



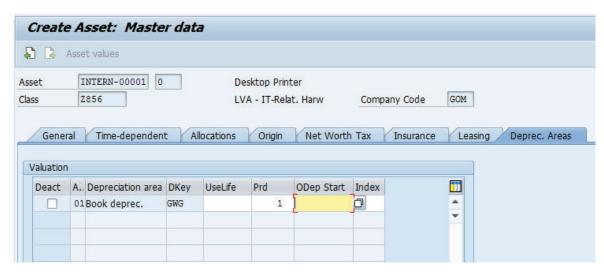
SAP Screen Input field	Sample Value	R/O/D	Comments
Business Area	1272	R	Relevant business area
Cost Center	C12729999	R	Relevant cost center to record Fixed asset depreciation and Gain/loss from asset sales
Fund	C-GOM	R	Relevant fund
Functional Area	S020001001003001	R	Relevant functional area.

2.4 Press Origin tab.



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.



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.