

Asset Procurement in CSI

Asset Procurement can be done for asset valuing below 15000 through F-90 by direct posting into required GL through asset code & for more than value 15000 through Procurement module with purchase order type ZCAP (Asset PO).

Prerequisite is creation of Asset code. While raising purchase order material code is not mandatory, only short text can be entered. Under account assignment category "Asset" & Asset code has to be entered.

Note –Asset code can be linked to Asset Material code if multiple assets are there and Office wishes to maintain the inventory as well along with Asset data, otherwise Procurement can be done with help of asset code itself. Asset material code is different from regular S&M material codes.

I. Steps to create Asset code

1. Log in to SAP
2. T- code – AS01
3. Asset class – Example -1112 (M & E – for Air mail Sorting Div) , Selection of correct asset class is very important for accounting in correct GL & head of account.

The screenshot displays the SAP 'Create Asset: Initial screen' interface. The window title is 'Create Asset: Initial screen'. The main area is divided into 'Master data' and 'Depreciation areas'. Under 'Master data', there are three input fields: 'Asset Class' with the value '1112', 'Company Code' with the value 'DOP1', and 'Number of similar assets' with the value '1'. Below these fields is a 'Reference' section with three input fields: 'Asset', 'Sub-number', and 'Company code'. At the bottom left, there is a checkbox labeled 'Post-capitalization' which is currently unchecked. The SAP logo is visible at the bottom center of the window. The taskbar at the bottom shows various application icons and the system clock indicating 12:42 PM on 11/15/2019.

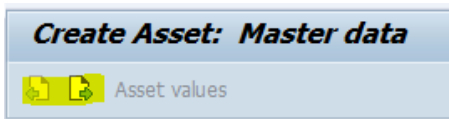
P.S. -Any earlier created code can also be taken for reference if required & a number of similar assets can be created at once.

4. Enter description

The screenshot shows the SAP 'Create Asset: Master data' form. The 'General' tab is active. The 'Description' field is populated with 'HP Laserjet Enterprise M607 Dn Printer'. The 'Asset' field contains 'INTERN-00001' and the 'Class' field contains '1112'. The 'Company Code' field contains 'DOP1'. The 'Posting information' section includes fields for 'Capitalized on', 'First acquisition on', 'Acquisition year', 'Deactivation on', and 'Ordered on'. The 'Quantity' field is set to '1' with the unit 'EA'.

After entering description if press Enter key, HOA appears on its own. Unit can recheck if it is correct.

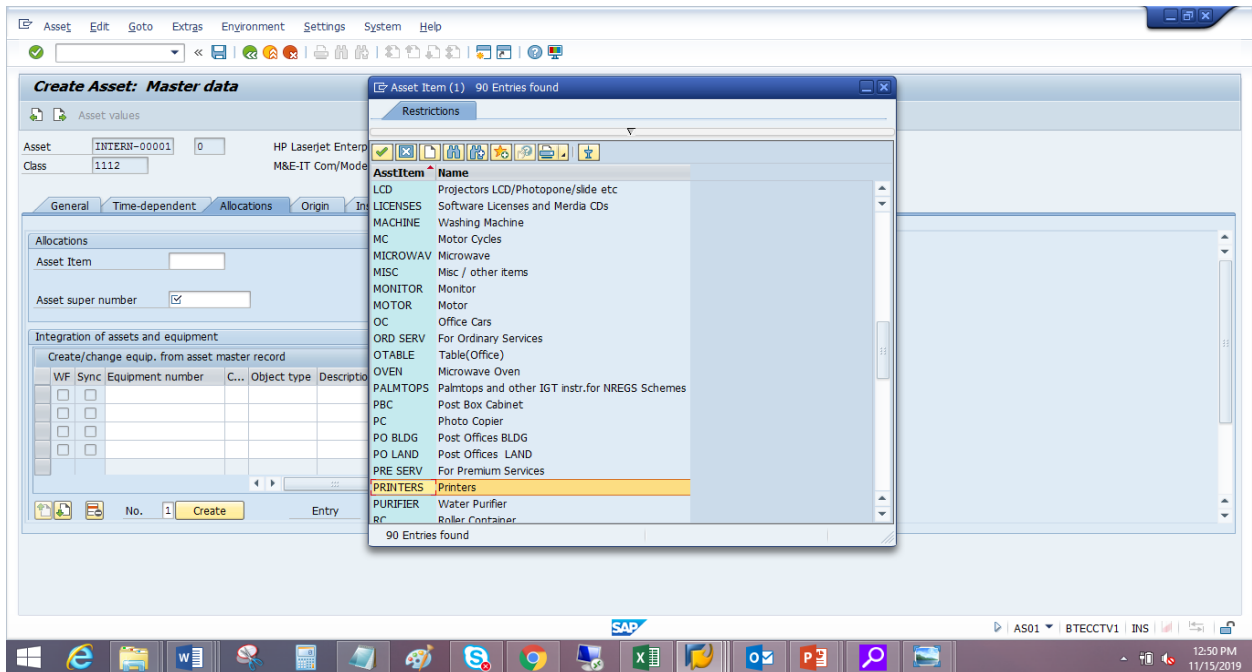
Use below arrows to change tab



5. Enter Business Area, Cost center & Account segment as ASSE

The screenshot shows the SAP 'Create Asset: Master data' form with the 'Time-dependent' tab active. The 'Business Area' field contains '1001' and the 'Cost Center' checkbox is checked. The 'Personnel Number' field is highlighted with a yellow box. The 'Fund', 'Funds Center', 'Profit Center', and 'Segment' fields are empty. The 'Asset' field contains 'INTERN-00001' and the 'Class' field contains '1112'. The 'Company Code' field contains 'DOP1'.

6. Select Asset Item

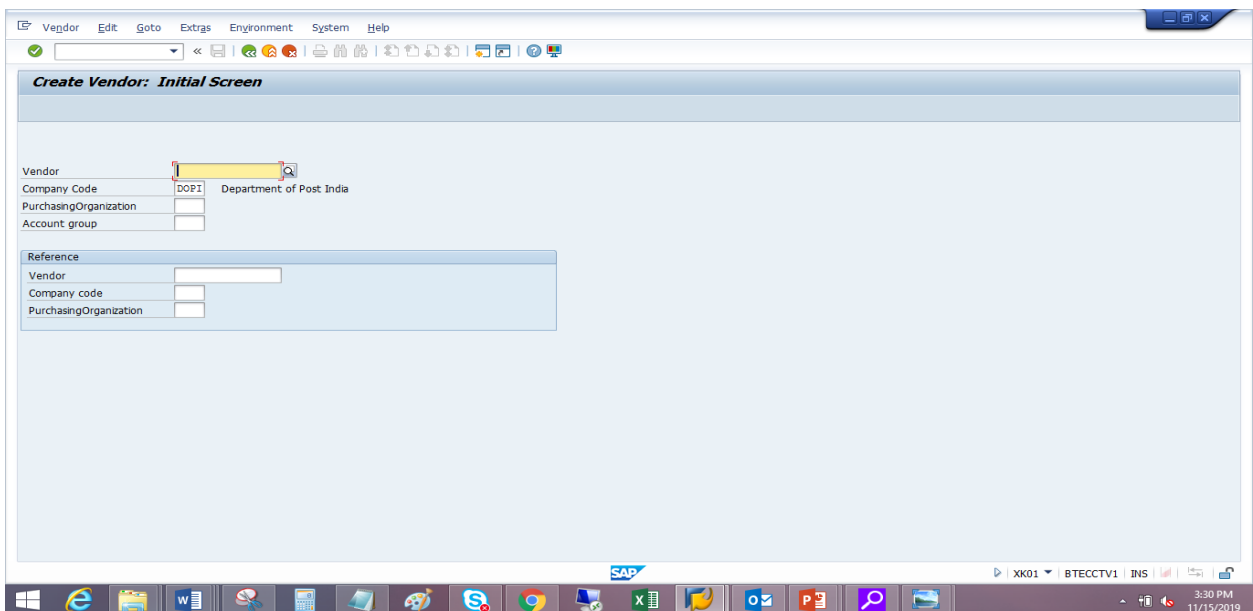


7. Select Super Number as 101 & Save . Asset code would be generated

The asset 11200000009 0 is created

II. Steps to Create Vendor –

1. Enter T code – XK01
2. Purchase organization – DOPI
3. Enter Account Group – ZGOS



* Do not put anything on Vendor code tab, no. will be generated by system post creation .

4. Enter the required details -

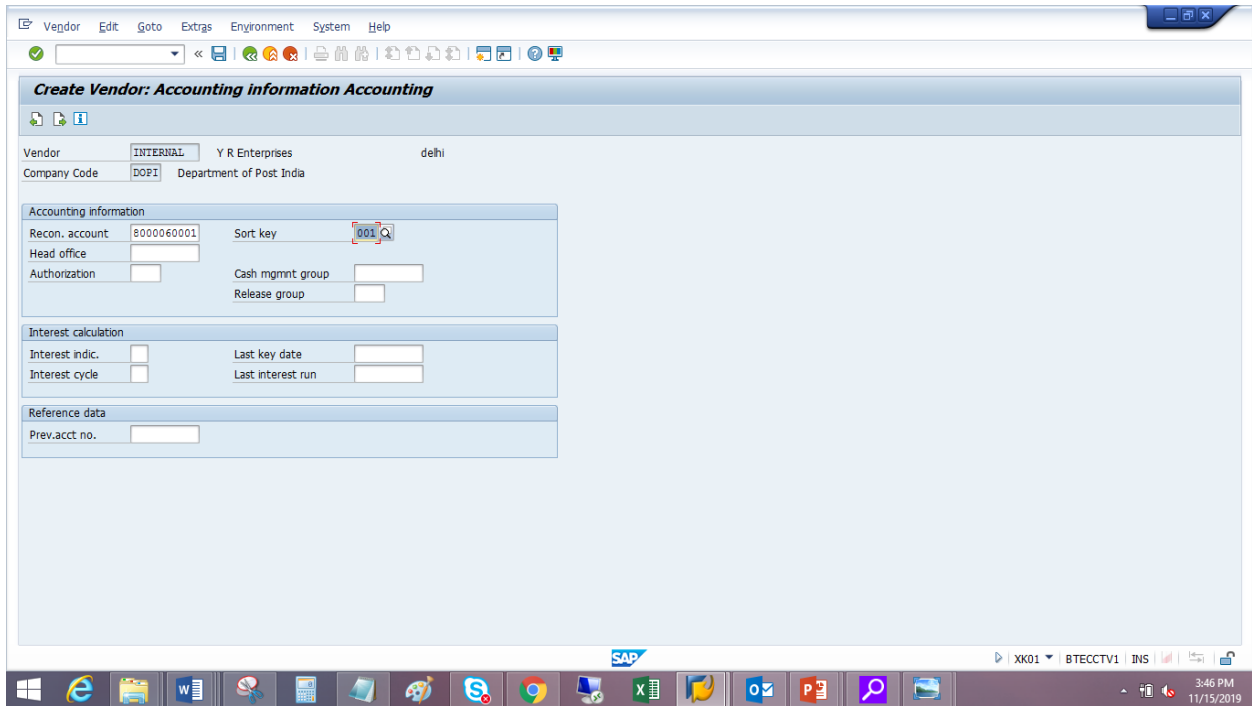
The screenshot shows the SAP 'Create Vendor: Address' screen. The vendor is 'INTERNAL' and the name is 'Y R Enterprises'. The address is '110008 delhi'. The language is 'EN English'. The screen is titled 'Create Vendor: Address' and has a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The screen is divided into several sections: 'Name', 'Search Terms', 'Street Address', 'PO Box Address', and 'Communication'. The 'Name' section has 'Title' set to 'M/S' and 'Name' set to 'Y R Enterprises'. The 'Search Terms' section has 'Search term 1/2' set to 'Y R Enterprises'. The 'Street Address' section has 'Street/House number' empty, 'Postal Code/City' set to '110008 delhi', and 'Country' set to 'IN'. The 'PO Box Address' section has 'PO Box', 'Postal code', and 'Company postal code' empty. The 'Communication' section has 'Language' set to 'EN English', 'Telephone' empty, and 'Extension' empty. The SAP logo is visible in the bottom right corner of the window.

Use following arrows to go to next screen

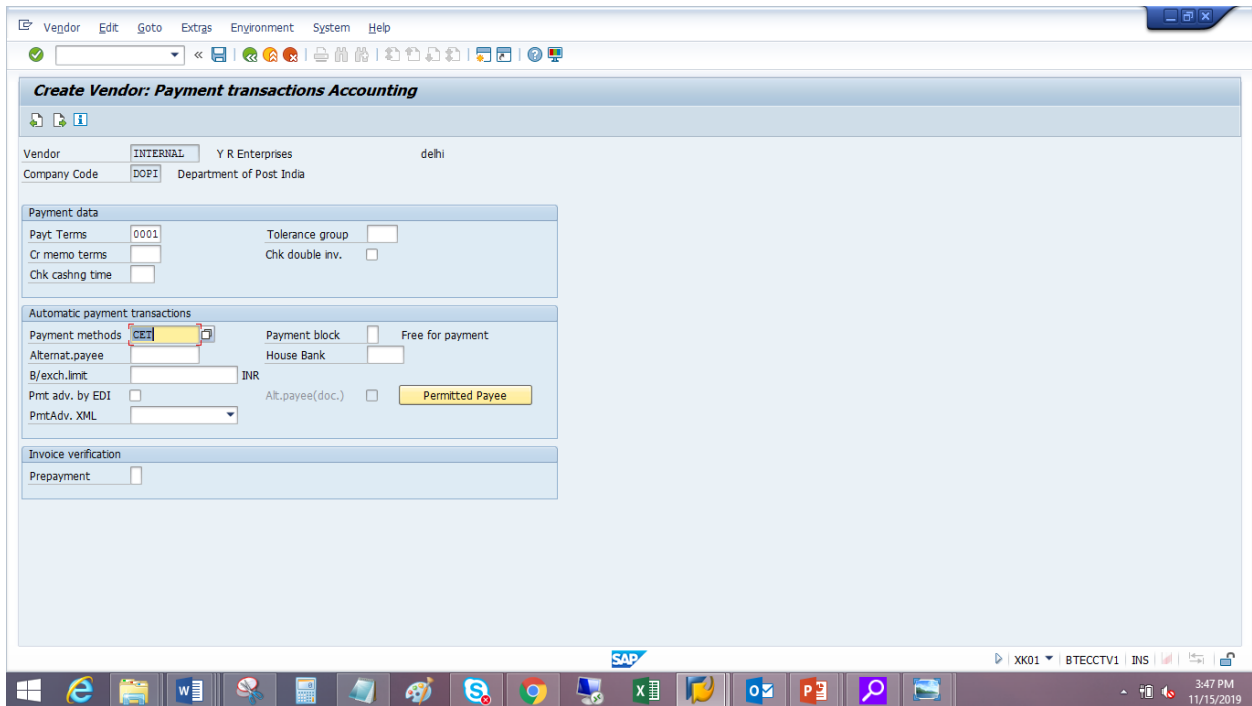
The screenshot shows the SAP 'Create Vendor: Control' screen. The vendor is 'INTERNAL' and the name is 'Y R Enterprises'. The address is 'delhi'. The screen is titled 'Create Vendor: Control' and has a menu bar with 'Vendor', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The screen is divided into several sections: 'Name', 'Search Terms', 'Street Address', 'PO Box Address', and 'Communication'. The 'Name' section has 'Title' set to 'M/S' and 'Name' set to 'Y R Enterprises'. The 'Search Terms' section has 'Search term 1/2' set to 'Y R Enterprises'. The 'Street Address' section has 'Street/House number' empty, 'Postal Code/City' set to '110008 delhi', and 'Country' set to 'IN'. The 'PO Box Address' section has 'PO Box', 'Postal code', and 'Company postal code' empty. The 'Communication' section has 'Language' set to 'EN English', 'Telephone' empty, and 'Extension' empty. The SAP logo is visible in the bottom right corner of the window.

Note – There are many tabs in which details need not be filled compulsorily and can be left empty. The compulsory ones are shown below-

5. Enter RECON account as 8000060001 (for Goods Supplier vendor)

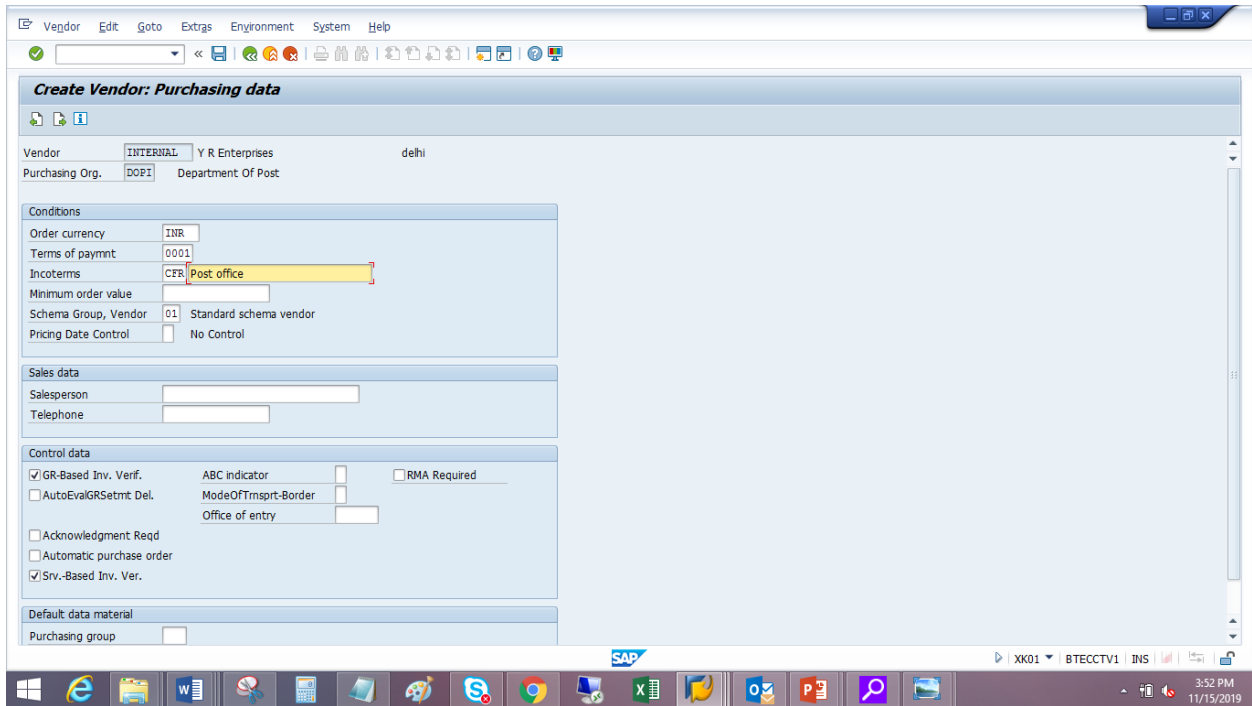


6. Select Payment Methods

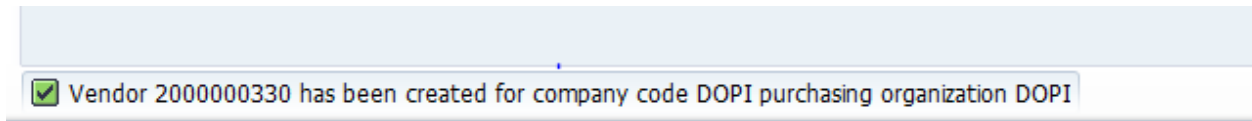


7. Enter WH Tax country – IN

8. Enter details Incoterms, Order currency & click on GR –SR based Invoice Verification



9. Save the data , Vendor code would be generated by system –



III. Asset Procurement through F-90

Asset Procurement can be done for asset valuing below 15000 through F-90 by direct posting into required GL through asset code & Vendor code.

Steps:-

1. Log in to SAP
2. Enter T-code F-90
3. Credit (Pst key – 31) – Vendor Code/OTV
4. Debit (Pst key- 70) – Asset Code

Acquisition from purchase w. vendor: Header Data

Held Document Account Model Fast Data Entry Post with reference Editing Options

Document Date: 25.07.2019 Type: KR Company Code: DOPI
Posting Date: 25.07.2019 Period: 4 Currency/Rate: INR
Document Number: Translatn Date: Cross-CC no.:
Reference: Doc.Header Text: Trading Part.BA:

First Line Item

PstKy: 31 Account: 2000000311 L Ind TType

5. Accounting entries would appear like this & required entry would hit the 5104 GL-

Data Entry View

Document Number: 2600002510 Company Code: DOPI Fiscal Year: 2019
Document Date: 25.07.2019 Posting Date: 25.07.2019 Period: 4
Reference: Cross-Comp.No.: Texts exist: Ledger Group:

Currency: INR

Co...	Itm	PK	SG	Account	Description	Amount	Curr.	Funds Center	Profit Center	Commitment Item
DOPI	1	31		2000000311	sangi	15,000,00	INR			NC8000060001
	2	70		5104409952	110100003935 0000	15,000,00	INR	2132610000	2132610000	PV5104409952

6. Payment to Vendor – Based on Invoice liability document created above, Payment can be made using F-58 or other FI T codes .

7. Asset procurement for assets worth Rs 15001 or more

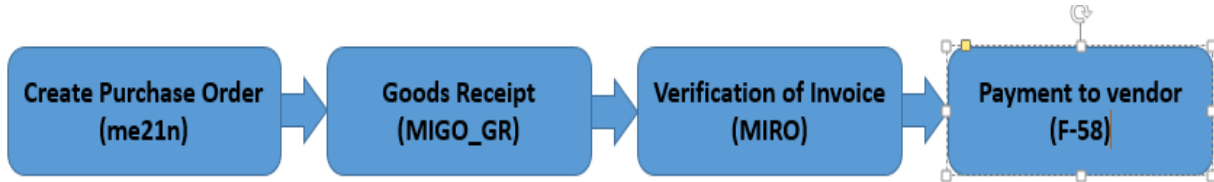
High value assets need to be procured through Procurement module. Further, Asset need to be received, invoice is to be verified & payment can be exercised in CSI.

Prerequisite –

- Asset Code

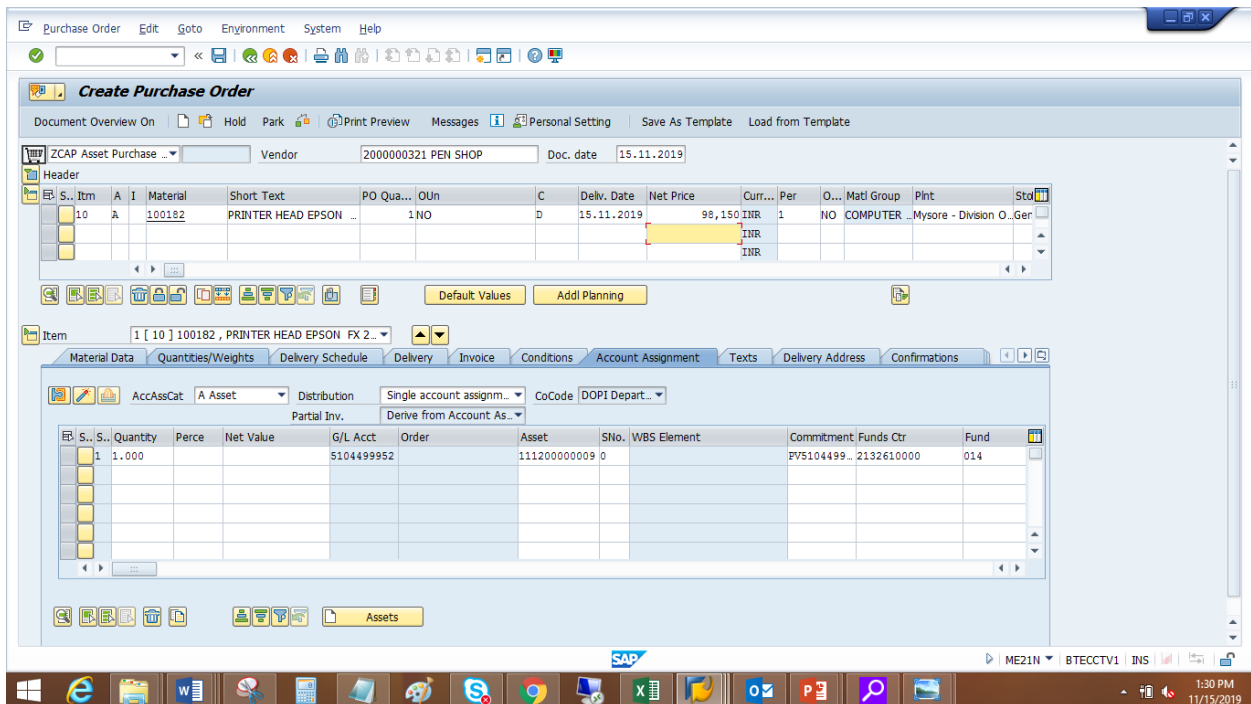
- Vendor code

Following is the process flow



A. Create Purchase Order

1. Enter -T- code – ME21N
2. Document Type – Asset Purchase ZCAP, If it a GeM portal order user can create under ZGEM (GEM Purchase Order)

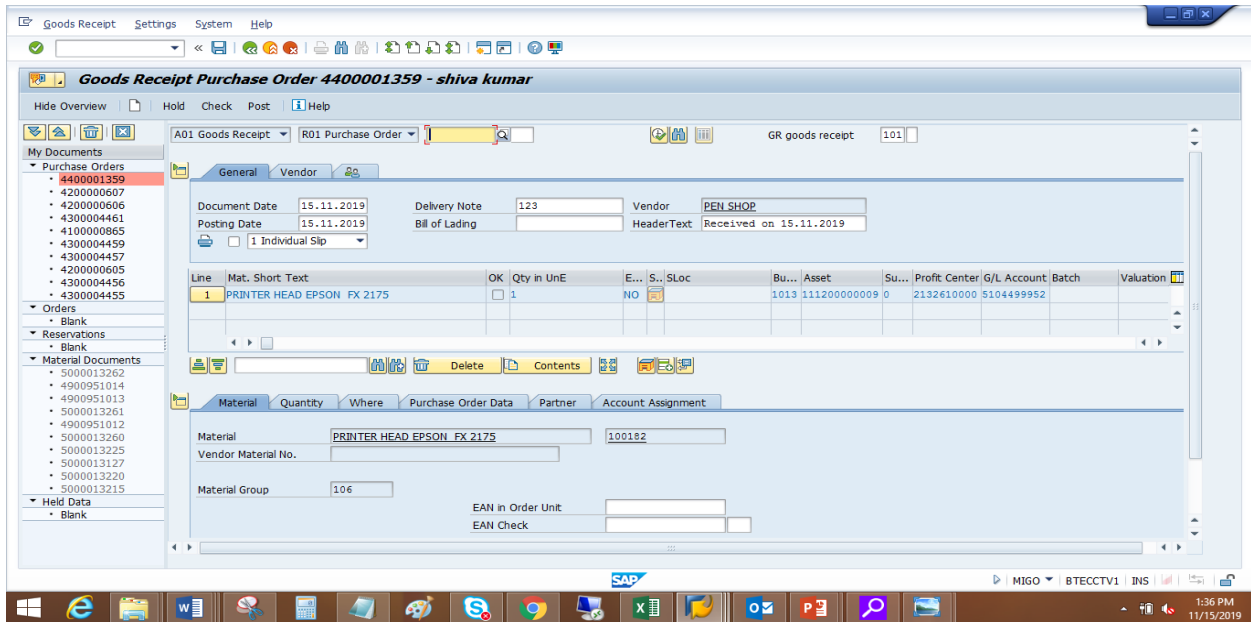


4. Under Account Assignment, enter Asset & Asset code.

5. Check & Save

B. Goods Receipt (Asset Receipt in system) on Purchase Order no.

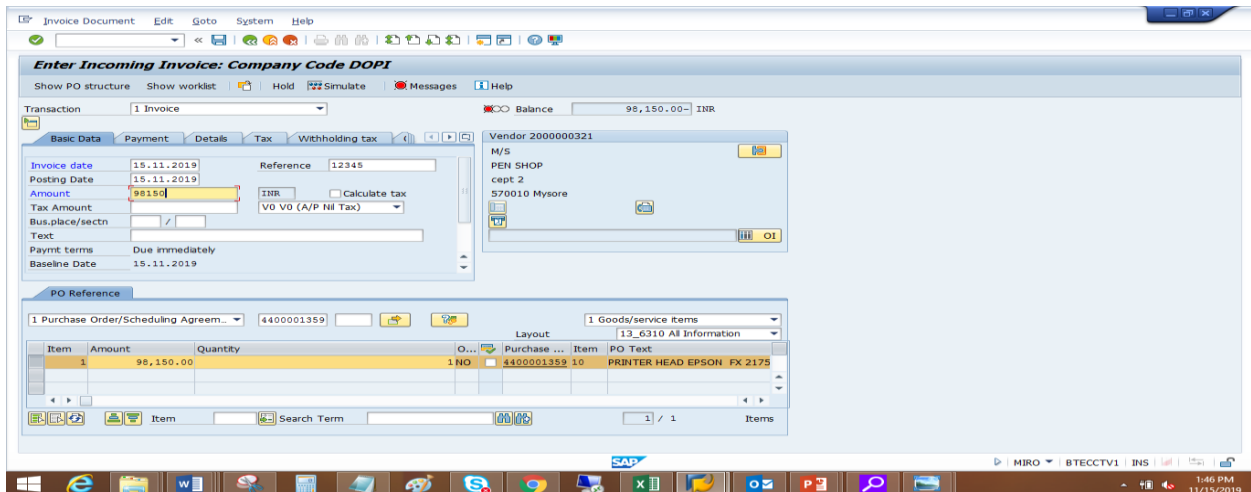
1. Enter T- code – MIGO
2. Goods Receipt – 101
3. Enter Purchase order no.



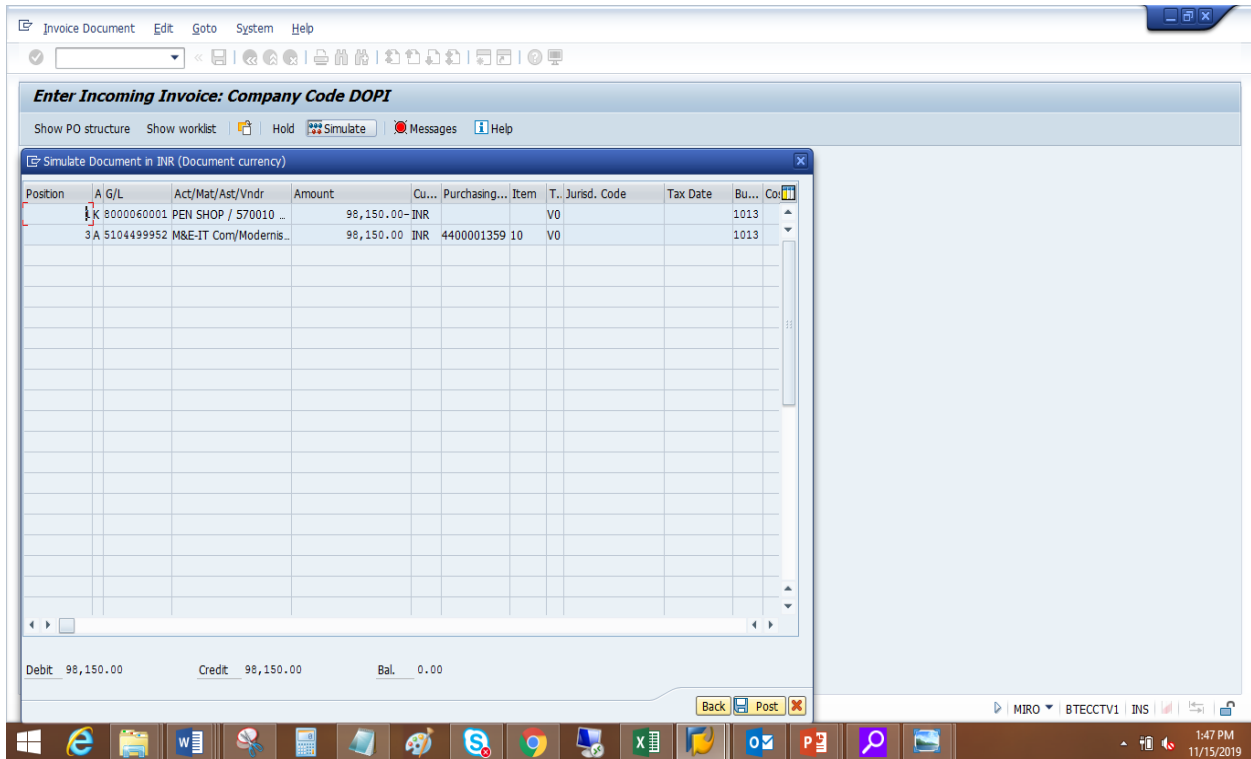
4. Check & Post

C. Verify the incoming invoice

1. Enter T code – MIRO
2. In PO reference put PO no.
3. Enter Reference & amount (if tax to be computed separately check the box, here example of NIL tax is shown)



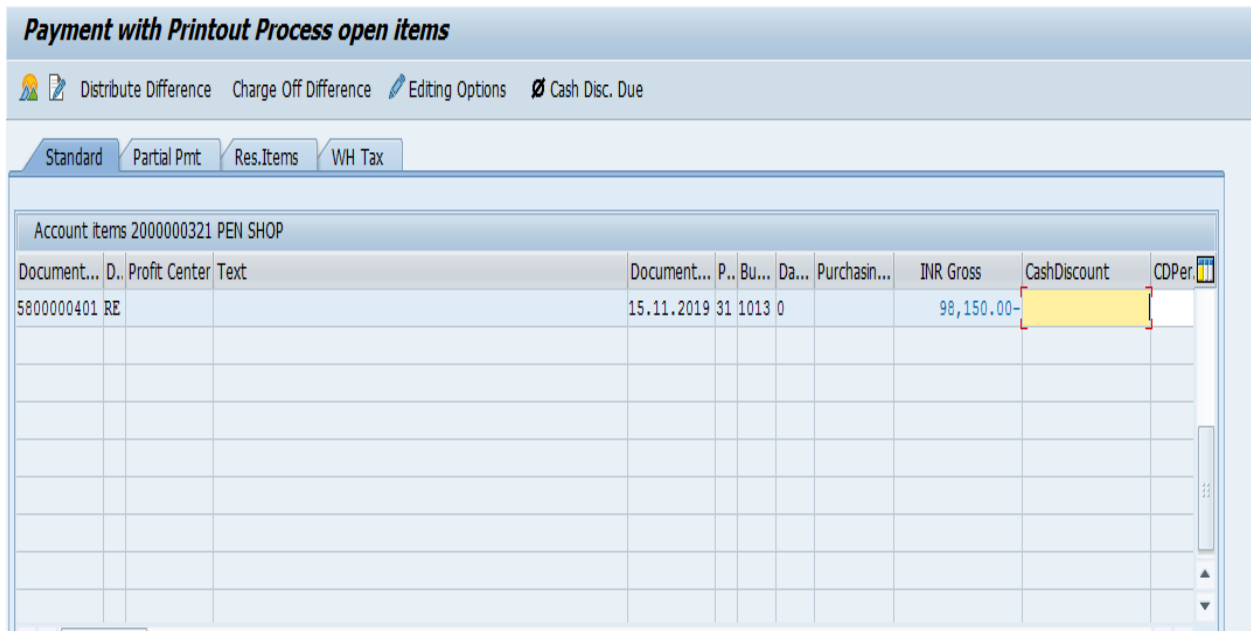
3. Simulate & check entries



4. Post

D. Payment to vendor (Below example for Payment through Cheque is given)

1. Enter T –code F-58
2. Enter Vendor Code
3. Process Open items



Note - Multiple pending payments to a vendor can also be done at a time.

The screenshot displays the SAP 'Display Document: Data Entry View' interface. The document number is 2900050640, dated 15.11.2019, for company DOP1. The table below lists the items:

Co	Item	Assignment	PK	SG	Account	Description	Amount	Curr.	Funds Center	Profit. Center	Commitment Item	Cling d
DOP1	1				4867000112	Drawing From BankClg	113,150.00	INR	2132600000	2132600000	NC4867000112	
	2	2000000321		25	2000000321	PEN SHOP	15,000.00	INR			NC8000060001	29000:
	3	2000000321		25	2000000321	PEN SHOP	98,150.00	INR			NC8000060001	29000:
