# **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.

도 Asset Edit Goto Extras Environment Settings System Help	
Create Asset: Initial screen	
Master data Depreciation areas	
Asset Class [1112]Q Company Code DOPI Number of similar assets 1	
Reference	
Asset	
Sub-number	
Company code	
□ Post-capitalization	
SAP -	🕨   AS01 👻   BTECCTV1   INS   🌌   🚔   🔐
🛋 💪 🚞 📲 🥾 📓 🥼 🧭 🗞 🌻 🗏 💴 💋 💽	<ul> <li>★ 12:42 PM</li> <li>★ 11/15/2019</li> </ul>

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

약 Asse <u>t</u> Edit <u>G</u> oto Extr <u>a</u> s Environment Settings System 표면하	
🕗 📃 👻 🖌 🔜 🗑 😪 🖓 🔛 🛗 🏦 🖄 🎝 🞝 🞝 🖏 🐨 💭 💭	
Courts Anach Markey data	
Create Asset: Master data	
Reference Asset values	
Asset INTERN-00001 0	
Class 1112 M&E-IT Com/Modern of Company Code DOPI	
General Time-dependent Allocations Vorigin Vinsurance Vieasing Videorec. Areas	
General data	
Description HP Laseriet Enterprise M607 Dn Printer	
Asset main no. text	
Acct determination D1112 M&E-IT Conv/Modern of Air Mail Centres-Data process	
Serial number	
Quantry Li LA each	
Posting information	
Capitalized on Deactivation on	
First acquisition on	
Acquisition year 000 Ordered on	
SAP/	🕨 AS01 👻 BTECCTV1   INS 🕼 🖙 📑
	12:46 PM
	11/15/2019

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

Creat	e Asset:	Master data
<u>a</u> 🔒	Asset values	

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

면 Asset, Edit Goto Extras Environment Settings System Help	
🖉 🔽 🔹 🔜 I 🕲 🔞 😒 I 🚔 🖞 🎊 L 急 台 🎝 約 I 🧊 🗖 I 🖉 📮	
Create Asset: Master data	
Asset INTERN-0001 0 HP Laserjet Enterprise M607 Dn Printer Class IIII2 M&E-IT Com/Modern of Company Code DDPI General Trme-dependent Alocations Origin Insurance Leasing Deprec. Areas	
Interval from 01.01.1900 to 31.12.9999 Business Area 1001 Cost Center  Personnel Number Fund Fund Fund Semt Segment	
517	
	• 1301 • 175/2019 • 10 € 12:48 PM 11/15/2019

#### 6. Select Asset Item

다 Asset Edit Goto Extras Environment Settings	system <u>H</u> elp	
🖉 🖉 🔜 🐨 🖌 👻 🖓 🖓 👘 🕅	I \$ 1 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
Create Asset: Master data	🖙 Asset Item (1) 90 Entries found	
Asset values	Restrictions	
	▼	
Asset INTERN-00001 0 HP Laserjet Enter		
Class 1112 M&E-IT Com/Mode	AsstItem Name	
	LCD Projectors LCD/Photopone/side etc	
General Time-dependent Allocations Origin Ir	LICENSES Software Licenses and Merdia CDs	
(	MACHINE Washing Machine	
Allocations	MC MOLOI CYCles	
Asset Item	MISC Misc / other items	
	MONITOR Monitor	
Asset super number	MOTOR Motor	
	OC Office Cars	
Integration of assets and equipment	ORD SERV For Ordinary Services	
Create/change equip. from asset master record	OTABLE Table(Office)	
WF Sync Equipment number C Object type Description	OVEN Microwave Oven	
	PALMTOPS Paimtops and other IGT instrifor NREGS Schemes	
	PC Post box cabilet	
	PO BLDG Post Offices BLDG	
	PO LAND Post Offices LAND	
	PRE SERV For Premium Services	
	PRINTERS Printers	
P No. 1 Create Entry	PURIFIER Water Purifier	*
	RC Roller Container	· · · · · · · · · · · · · · · · · · ·
	90 Entries round	
	SAP	🕨   AS01 👻   BTECCTV1   INS   🌌   🚔   🖨
🗐 🤌 📑 🚺	/ 🛷 💫 🔿 😓 🖬 💋 💽 📔 🔎	▲ 12:50 PM 11/15/2019

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

```
The asset 111200000009 0 is created
```

- II. Steps to Create Vendor -
  - 1. Enter T code XK01
  - 2. Purchase organization DOPI
  - 3. Enter Account Group ZGOS

년 Ve <u>n</u> dor <u>E</u> dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ronment System <u>H</u> elp	
🖉 🔍 🚽 🕲 😫 😌 🖄 🎼 😂 🏦 🎼 🗐 🏹 💭 🔜 🖉 🖳	
Create Vendor: Initial Screen	
Vendor DOPI Department of Post India	
PurchasingOrganization	
Account group	
Reference	
Vendor	
Company code	
SAD	🕨 XK01 🕶   BTECCTV1   INS 🔰   🔄 🔐
	▲ + 🗊 🐚 3:30 PM

Page**3** 

- \* Do not put anything on Vendor code tab, no. will be generated by system post creation .
- 4. Enter the required details -

Vendor Edit Go	io Exclas Environment System Help	
Ø	💌 🖉 🛛 🕄 🕄 🕄 🗄 🛗 🖆 1 🏛 1 🎝 1 💭 🔜 🕼 🦉 🛄	
Create Vendor:	Address	
Vendor INTERN	AL	*
Preview 🖆		
Name		
Title	M/S V	
Name		
Search Terms		
Search term 1/2	Y R Enterprises	
Street Address		
Street/House number		
Postal Code/City	110008 dehi	
Country	IN Region 30 Q	
PO Box Address		
PO Box		
Postal code		
Company postal code		
Communication		
Language	EN English   Other communication	
Telephone	Extension C	*
Mobile Phone		
		V XK01 V BTECCTV1 INS V 🖾
- 🤌 🚞	📲 🔧 📲 🧳 🚳 S. O 🖳 XI 📝 📴 💫 💽 .	▲ 👘 🔥 3:43 PM

Use following arrows to go to next screen

Create Vend	dor: Contro	ol in the second s	
Vendor	INTERNAL	Y R Enterprises	delhi
Account control			

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)

🕑 Vendor Edit Goto Extras Environment System Help	
Ø × 등 I @ Ø @ I ≙ ñ ñ i û û û û î ↓ û ] ,	
Create Vendor: Accounting information Accounting	
Vendor INTERNAL Y R Enterprises dehi Company Code DDFI Department of Post India	
Accounting information	
Recon. account 8000060001 Sort key 001	
Authorization Cash mgmnt group	
Kelease group	
Interest calculation	
Interest cycle Last interest run	
Reference data	
Prev.acct no.	
	👂   XK01 🕶   BTECCTV1   INS   🕼   띀   🔓
🕂 🥝 🚞 📲 🧠 🚆 🥒 🚿 🔕 💿 🖳 채 💋 💁 P. 🚍 I	▲ 🛍 🌜 3:46 PM

### 6. Select Payment Methods

🖻 Vendor Edit Goto Extras Environment System Help		
🔍 🔍 🔹 🕄 🕲 😒 😒 😒 😓 🖞 🖓 💭 🗐 🔽		
Create Vendor: Payment transactions Accounting		
Vendor         INTERNAL         Y R Enterprises         delhi           Company Code         DOPI         Department of Post India		
Payment data       Payt Terms     0001       Cr memo terms     Chk double inv.       Chk cashing time		
Automatic payment transactions       Payment methods     Ext       Payment block     Free for payment       Alternat, payee     House Bank       B/exch.limit     INR       Pmt adv. by EDI     Alt:payee(doc.)       PmtAdv. XML     Image: Constraint of the second		
Invoice verification Prepayment		
		🕨   XK01 🕶   BTECCTV1   INS   🌌   🚔 🔒
🕂 😂 🚞 🖳 % 📓 🥥 🚳 🧕	) 🔩 💵 🟳 🔤	▶ 3:47 PM ► 11/15/2019

- 7. Enter WH Tax country IN
- 8. Enter details Incoterms, Order currency & click on GR –SR based Invoice Verification

🕼 Vendor Edit Goto Extras Environment System Help	
Create Vendor: Purchasing data	
5 B II	
Vendor INTERNAL Y R Enterprises delhi	
Purchasing Org. Department of Post	
Conditions	
Order currency INR	
Terms of paymnt 0001	
Incoterms CER Post office	
Minimum order value	
Schema Group, Vendor D1 Standard schema vendor	
Pricing bate control	
Sales data	
Salesperson	
Telephone	
Control data	
GR-Based Inv. Verif. ABC indicator	
AutoEvalGRSetmt Del. ModeOfTrnsprt-Border	
Office of entry	
Acknowledgment Reqd	
Correction and the ver	
Default data material	
Purchasing group	
	SAP
🕂 🧀 🚞 🛸 🔍 📓 🖉 🥱 💽	- 🛍 🌜 1/15/

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

Vendor 200000330 has been created for company code DOPI purchasing organization DOPI	

## 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
- Credit (Pst key 31) Vendor Code/OTV
   Debit (Pst key- 70) Asset Code

Acquisition	from purch	ase w. v	endor	: Header Da	ta	
Held Document	Account Model	🖅 Fast Data	Entry	Dost with refe	rence	Cediting Options
Document Date Posting Date Document Number Reference Doc.Header Text Trading Part.BA	25.07.2019	Type Period	KR 4	Company Code Currency/Rate Translatn Date Cross-CC no.		I
First Line Item PstKy 31 Acco	ount [20000031	1 ]0	L Ind	ТТуре		

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

Data	Data Entry View										
Document Number 260		2600002510	Company Code	DOPI	Fiscal Year		2019				
Document Date		25.07.2019	Posting Date	25.07.2019	Period		4				
Reference					Cross-Comp.No.						
Currency INR			INR	Texts exist		Ledger	Group				
9	g 1270 kr. 2.%, 20										
Co^	Itm	PK	SG	Account	Description	Amour	it Curr.	Funds Ce	nter	Profit Center	Commitment Item
DOPI	1	31		2000000311	sangi	15.000,00	)- INR				NC8000060001
	2	70		5104409952	110100003935 0000	15.000,00	INR	2132610	000	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)

면 Purchase Order Edit Goto Environment System Help	p								
🖉 💿 💌 🗧 I 🕲 😢 I 🖨 🛍 👘 I 🏝 🛱 I 💭 🖬 I 😨 🗐 🚇									
7 Create Purchase Order									
Document Overview On 🛛 📑 Hold Park 🖆 👘 Print Pr	review Messages ፤ 🖆 Personal Setting	Save As Template Load from Template							
THE ZCAP Asset Purchase	00000321 PEN SHOP Doc. date 1	5.11.2019	<u>م</u>						
Header									
E S. Itm A I Material Short Text PO	Qua OUn C Deliv. Da	te Net Price Curr Per O Matl Group Pint	Sta						
10 A 100182 PRINTER HEAD EPSON	1NO D 15.11.2	019 98,150 INR 1 NO COMPUTERMysore	- Division OGen						
		INR							
			4. F						
g ref tas des etts e	Default Values Addl Planning								
Item 1 [ 10 ] 100182 , PRINTER HEAD EPSON FX 2	▼ ▲▼								
Material Data Quantities/Weights Delivery Schedule	Delivery Invoice Conditions Accou	Int Assignment Texts Delivery Address Confirmation	15 4 1 1						
			33						
Partial Inv.	Derive from Account As.	part •							
E S., S., Quantity Perce Net Value G/L Acct	Order Asset SNo.	WBS Element Commitment Funds Ctr	Fund						
1 1.000 51044999	952 11120000009 0	PV5104499 2132610000	014						
			*						
	sets								
			-						
	<u>S</u>		👂   ME21N 🔻   BTECCTV1   INS   🌌   🚔   🔒						
🕂 🤌 🚞 📑 💵 🖉	🛷 🔕 🧔 🜄	🗴 💋 💁 😰 💭	★ T						

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.

Goods Receipt Settin	gs	System Heb	/
<ul> <li>Image: A second s</li></ul>	•	< 🖯 🗑 🕲 😌 🛱 🖄 🗈 12 12 22 13 13 13 12 1 19 🖳	
🕫 🖌 Goods Rece	eipt	t Purchase Order 4400001359 - shiva kumar	
Hide Overview	Hold	Check Post I Hep	
<b>VA</b>   🔂   🛛	A0	1 Goods Receipt V R01 Purchase Order V GR goods receipt 101	
My Documents			
Purchase Orders     4400001359		General Vendor 20	
· 4200000607			
· 420000606		Document Date 15.11.2019 Delivery Note 123 Vendor PEN SHOP	
<ul> <li>4300004461</li> </ul>		Posting Date 15.11.2019 Bill of Lading HeaderText Received on 15.11.2019	
<ul> <li>4100000865</li> </ul>			
• 4300004459			
• 4300004457			
4200000605		Line Mat. Short Text OK Oty in UnE E S. SLoc Bu Asset Su Profit Center G/L Account Batch Valuation	
4300004456			
* Orders			
Blank			
<ul> <li>Reservations</li> </ul>			
Blank			
<ul> <li>Material Documents</li> </ul>			
<ul> <li>5000013262</li> </ul>			
<ul> <li>4900951014</li> </ul>			
<ul> <li>4900951013</li> <li>5000013261</li> </ul>		Material Quantity Where Purchase Order Data Partner Account Assignment	
<ul> <li>4900951012</li> </ul>			
<ul> <li>5000013260</li> </ul>		Material PRINTER HEAD EPSON FX 2175 100182	
<ul> <li>5000013225</li> </ul>		Vendor Material No.	
<ul> <li>5000013127</li> </ul>			
• 5000013220			
• 5000013215		Material Group 106	
Plank		EAN in Order Unit	
Durik		EAN Check	
	4 1		
			ſ
💶 🥭 🚞	w	📲 🗣 📓 🖉 🧭 🕄 🍠 🌄 💵 💋 💁 🖭 - til 🌜 🛄	5 PM 5/2019

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)

The Invoice Document Edit Goto System Hep	
♥	
Enter Incoming Invoice: Company Code DOPI	
Show PO structure Show worklist 📫 Hold 躍 Simulate   💓 Messages 耳 Help	
Transaction 1 Invoice  W Bahnce 98,150.00- INR	
Basic Data Payment Details Tax Withholding tax ( Virial Virial 2000000221 W/S W/S W/S PEN SHOP	
Posting Date         15.11.2019         cept 2           Amount         198150         TMR         Calculate tax         570010 Mysore	
Paymt terms Due immediately	
Baseline Date 15.11.2019	
PO Reference	
1 Purchase Order/Scheduling Agreem   4400001359	
Item Amount Quantity O 🔛 Purchase Item PO Text	
1 98,150.00 1NO 100 10 PRINTER HEAD EPSON FX 2175	
Image: Construction         Image: Construction	
SAP	🕨 MIRO 👻 BTECCTV1 INS 🜌 🖙 💕
= 🗲 🚝 💵 🔍 📾 🛷 🐼 🔕 💿 🔍 🖬 🔂 💌 💌	★ 11 46 PM

3. Simulate & check entries

🖻 Invoic	e Document <u>E</u> d	it <u>G</u> oto S <u>v</u> stem	Help					
0		• « 🗄 I 🗟 🖗		1000				
Enter	Incoming I	nvoice: Compar	iy Code DOPI					
Show P	O structure Sho	w worklist 🛛 💾 🗎 Ho	ld 🗱 Simulate 🛛 🦲	(Messages 🚺 H	elp			
🔄 Simula	ate Document in IN	IR (Document currency)				x	1	
Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu Purchasing	Item T. Jurisd. Code	Tax Date Bu Co:		
_	K 8000060001	PEN SHOP / 570010	98,150.00	- INR	VO	1013		
	3 A 5104499952	M&E-IT Com/Modernis.	. 98,150.00	INR 440000135	9 10 V0	1013		
						<sup></sup>		
						· · · · · · · · · · · · · · · · · · ·		
• •	]					< >		
Debit 91	8,150.00	Credit 98,150.	.00 Bal.	0.00				
						Back 🔲 Post 🗶		
								1;47 PM
				🦅 🛛 🍛				<ul> <li>TU Volta</li> <li>11/15/201</li> </ul>

- 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

🏡 🃝 Distribute Difference Charge Off Difference 🖉 Editing Options 💋 Cash Disc. Due										
Standard Partial Pmt Res.Items WH Tax										
Account items 2000000321 PEN SHOP										
CDPer.										
•										

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

로 Document Edit	Goto Extras	<u>S</u> ettings En	vironment Syste	em <u>H</u> elp						
Ø	• « 🖯	😪 🐼 😡	≥ // // / / t	D 🖓 🕄 I 🚍 I	2   🕜 💻					
🖲 🛛 Display L	Document:	Data Entry	View							
🦘 📬 🤮 🐸 👬 Die	splay Currency	🗏 General Ledge	er View							
Data Entry View										
Document Number 29	00050640	Company Code	DOPI	Fiscal Year	2019					
Document Date 15	.11.2019	Posting Date	15.11.2019	Period	8					
Currency IN	R	Texts exist		Ledger Group						
Co Itm Assignment	PK 5	G Account 4867000112	Description	kCla 11	Amount Curr.	Funds Center	2122600000	NC4867000112	Ciring d	
2 200000321	25	2000000321	PEN SHOP	1	5,000.00 INR	210200000	210200000	NC8000060001	29000	
3 200000321	25	200000321	PEN SHOP	9	8,150.00 INR			NC8000060001	29000	
4 b									4 5	
						5007				
			A Trans							V FB03 - BIECCIVI INS V
		N	- 4	🌮 🛛 😪				1 📔 📝	<mark>-</mark>	<ul> <li>★ 10</li> <li>★ 10</li> <li>★ 11/15/2019</li> </ul>

\_\_\_\_\_