

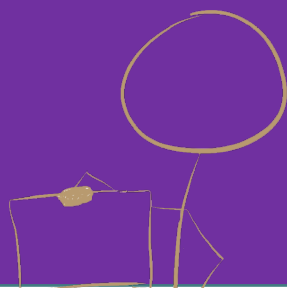


## CLARK COUNTY SCHOOL DISTRICT

Technology & Information Systems Services Division

Employee Business Training Department

# Fixed Assets



---

---

# FIXED ASSETS

---

A fixed asset is equipment with a useful life of more than one year and an original, individual cost of at least \$5000. This equipment can be, but is not limited to: CCSD vehicles, major equipment such as servers or copiers or kitchen equipment. Even your site building and land are considered assets, although a school or department will not take a physical inventory of such.

## *Inventory List*

---

This list displays all of the items considered fixed assets that are assigned to a location.

You will need access to the SAP system to view the inventory list or change limited information for an asset that is assigned to your site. Access to the fixed asset report is role based for select office personnel at each site.

## *Accessing the Inventory List*

---

1. Click the **Work** tab.
2. Click the **Fixed Asset** sub tab.
3. Select the **Inventory List** by double clicking.
4. In the **Responsible Cost Center** field, enter an asterisk (\*) and your 3-digit location number or your 10-digit cost center without the asterisk (\*) wild card.
5. Click **Execute**.

An inventory list is generated. Additional information is available by scrolling to the right of the screen.

## *Printing the Inventory List*

---

1. Click the **Menu** button.
2. Select **List**.
3. Select **Print**.
4. Verify that the output device indicates Z\_PDF\_DISPLAY.
5. Click the **green check** in the lower left corner.

## Opening the Inventory List Report

---

Check the status bar at the bottom of the screen or a new browser tab for the newly created document. It appears with the name of a web address. Clicking on the name of the document opens a multi-page PDF formatted document.

- The first page is a general overview of the sort criteria and number of records or lines included in the report.
- Clicking on the arrow buttons on the PDF viewer tool bar allows you to navigate to the additional pages that make up the list of assets for the site.
- To print the report, simply click on the printer icon and then Print or OK on the following screen.
- A copy of the list may be saved by clicking on the save icon located next to the print icon. Rename the document, change the save location if desired, and click Save.

## Physical Inventory Acknowledgement Form

---

After identifying and verifying the items on the list, updates may be made. After any needed corrections are done, the site administrator must sign the Physical Inventory Acknowledgement Form and return it to the accounting department by June 30<sup>th</sup>. This due date applies to all locations. A copy of the form is available at the ERP website under downloads.

## Removing an Asset from Inventory

---

To remove an asset from a site's inventory, a CCF-206, SAP-Asset Retirement Request, or a CCF-207, SAP-Asset Transfer request must be submitted to accounting. These forms can be found on the CCSD graphic arts website (<http://graphics.ccsd.net/>).

## Changing or Adding Detail to an Asset

---

1. Click the **Work** tab.
2. Click the **Fixed Asset** sub tab.

**Change Asset** is the default report.

3. Enter the asset number for the item in the **Asset** field.
4. Click the **Master Data** button.

Several information tabs will display.

- The General tab allows you to change the Serial number or Inventory number.
- The Time-dependent tab will allow the addition of a Room number if desired.
- On the Origin tab, the make (Manufacturer field) or model (Type name field) can be updated.



**IMPORTANT:** Don't forget – after any change is made, click **SAVE**.

---

## QUESTIONS?

---

- Questions regarding fixed assets can be directed to Carrie Hasler in Accounting at 799-5338, x 5408.
- For printing issues, please contact the User Support Help Desk at 799-3300.