

CLARK COUNTY SCHOOL DISTRICT
BUSINESS AND FINANCE DIVISION
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT



SAP:
Fixed Assets

Revised: June 2020

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

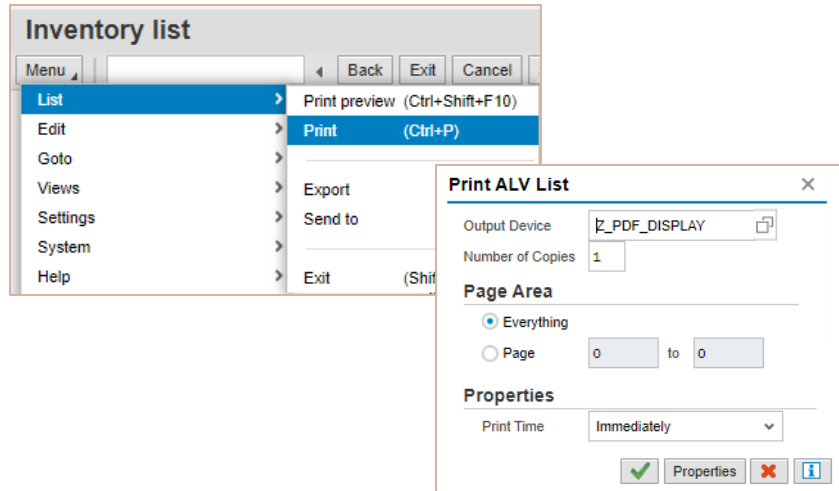
1. Click the **WORK** tab.
2. Click the **Fixed Asset** sub tab.
3. Select the **Inventory List** from the menu on the left.
4. In the **Responsible Cost Center** field, enter an asterisk (*) and your 3-digit location number **or** your 10-digit cost center without the asterisk (*) wild card.
5. Click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

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

The screenshot shows the SAP 'Inventory list' transaction screen. The interface includes a top navigation bar with 'Home' and 'Work' tabs. Below this is a menu bar with options like 'Universal Worklist', 'Shop', 'Fixed Asset', 'Budget', 'FAC Rental', 'Inventory', 'Accounting', 'Reports', and 'Accounting'. A left-hand menu is visible with 'Inventory List' selected. The main area contains several input fields and buttons. Callouts 1 through 5 point to specific elements: 1 points to the 'Work' tab, 2 points to the 'Fixed Asset' sub-tab, 3 points to the 'Inventory List' menu item, 4 points to the 'Responsible Cost Center' field containing '*xxx', and 5 points to the 'Execute' button.

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.



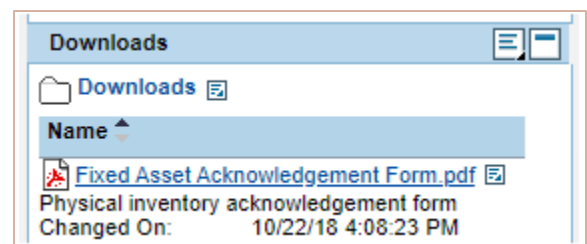
Opening and Viewing the Inventory List Report

If your report doesn't open after a brief wait, 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 or using the scroll bar 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 in the top banner 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 Fixed Asset Physical Inventory Acknowledgement Form and return it to the accounting department by June 30th. This due date applies to all locations. A copy of the form is available at the [ERP website](#) (**HOME** tab) under **Downloads** section.



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.
3. Select the **Change Asset** from the menu on the left.
4. Enter the asset number for the item in the **Asset** field.
5. 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 (scroll down) 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 Donna Wright in Accounting at 702-799-5338 ex. 5430.
- For printing issues, please contact the User Support Help Desk at 702-799-3300.