



ABZON Post Asset Donation

Purpose

Use this procedure to post an asset acquired through a donation.

Trigger

Perform this procedure when you have just created an Asset Master Record for an asset donation. The City often receives donated fixed assets from residential and commercial property developers.

Prerequisites

- Create the AMR and the asset sub-numbers prior to using this transaction.
- The Asset value must be known and is recorded using this transaction.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Use this transaction to reverse an asset expensed in error within the same Fiscal Year. In this case, post the credit to the appropriate Cost center, rather than Revenue G/L account.
- This transaction can be used to update asset values in multiple assets at once.



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Procedure

1. Start the transaction using the menu path or transaction code.

Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry


The screenshot shows the SAP 'Enter Asset Transaction' interface. At the top, there is a menu bar with 'Transaction', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title of the window is 'Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry'. Below the title, there are several buttons: 'Line items', 'Change company code', and 'Multiple assets'. The main form area contains the following fields:

- Company Code: COP1
- City of Portland
- Existing asset: 500127 (highlighted in yellow)
- Asset description: Olympic Street Improvements Developers Share
- New asset: (empty)
- Description: (empty)
- Asset Class: (empty)
- Cost Center: (empty)

Below these fields, there are three tabs: 'Transaction data', 'Additional details', and 'Note'. The 'Transaction data' tab is active and shows the following fields:

- Document Date: (empty)
- Posting Date: 09/08/2008
- Asset value date: (empty)
- Amount posted: (empty) USD
- Quantity: (empty) EA
- Text: (empty)

At the bottom right of the window, there is a status bar with the text 'ABZON sapdrp OVR'.

2. Click **Existing asset** field **500127** .
 The Asset Master Record was created prior to this transaction, and the **Existing Asset** number will default in that field.
3. Click **Transaction data** **Transaction data** .



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Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry

4. As required, complete/review the following fields:

Field	R/O/C	Description
Document Date	R	Appearing in the document header, it is used primarily as the document input date. Example: 090808
Asset value date	R	The date to be used in any asset valuation transaction. Example: 090808



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Field	R/O/C	Description
Amount posted	R	Amount posted on document. Example: 157862.00
Quantity	R	Number of items being processed. Example: 1
Text	R	Free text field used to provide additional information or an item description with reference to the current activity. Example: Developer Donation for Permit Project

5. Click **Additional details** [Additional details](#) .



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Enter Asset Transaction: Acquis. w/Autom. Offsetting Entry

6. As required, complete/review the following fields:

Field	R/O/C	Description
Offsetting acct no.	R	In this field, the system determines the offsetting account for the item, as long as the account is maintained in the corresponding account assignment. Example: 431400



Use this **Offsetting acct. no** for Developer Donations. If Asset involves a Grant, use Account 170000, or use acct. no 444100 for General Asset Donation.



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7. Click **Transaction Type** field .



If this were a Grant related transaction, then change **Transaction Type** to "Z5".

8. Click **Save** .

9. Click **Exit** . The *SAP Easy Access* screen displays.



The system displays the message, "Asset transaction posted with document no. XXXX".



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Work Instruction

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Result

You have posted an asset donation.